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Presentado por Capital Humano

Rotoplas
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Manual for use
Transfers
in SAP
SuccessFactors

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Transfers in SAP SuccessFactors

It is a function of Employee Central that you can use when any of our associates transfer to a locality other than where they were hired. Their salary may or may not vary.

- **You may only apply when moving under the same company name.**

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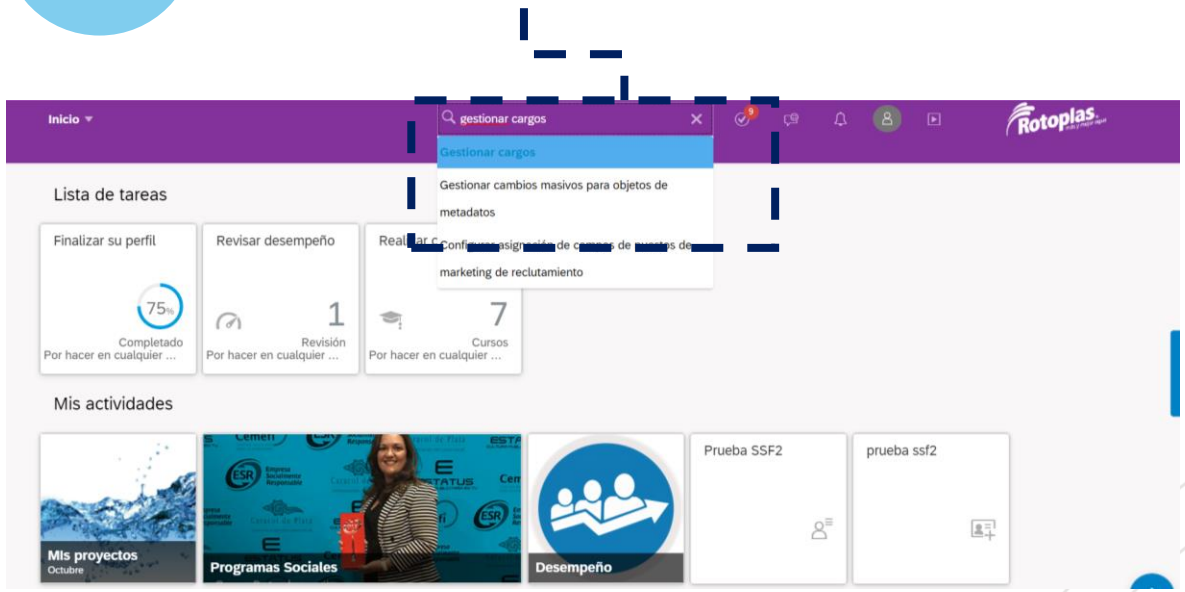
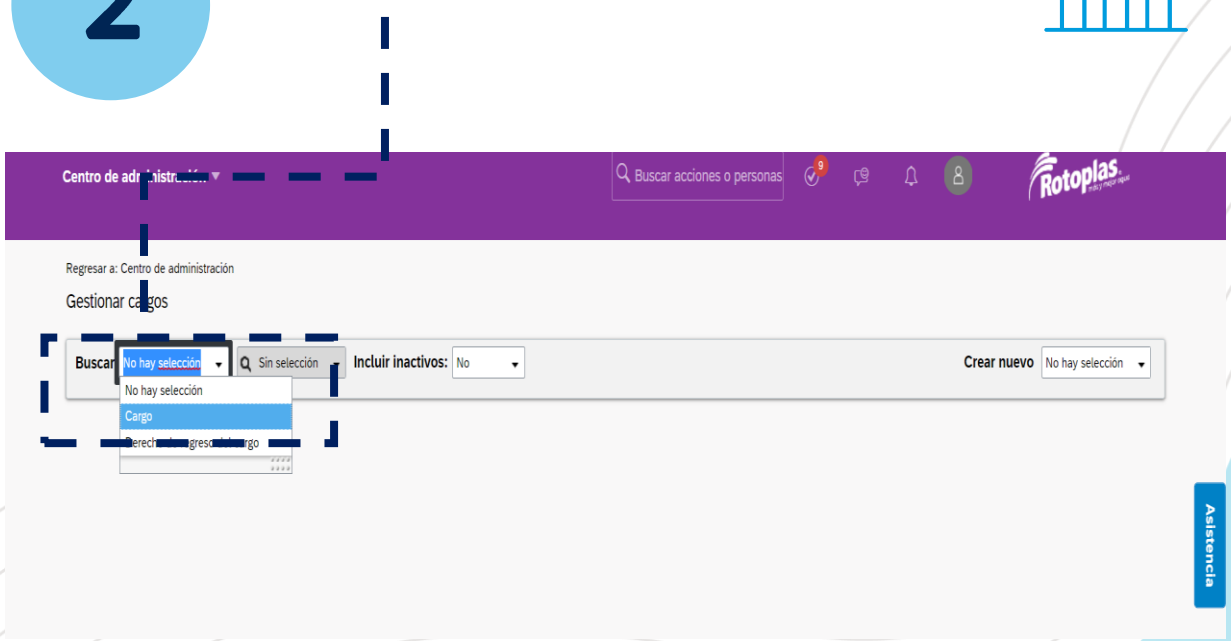
STEPS TO APPLY TRANSFERS WHEN:
THE POSITION IS MOVED TO ANOTHER LOCALITY

1 Enter Manage Positions in the search bar



2 In the bar, search *for "Position"*



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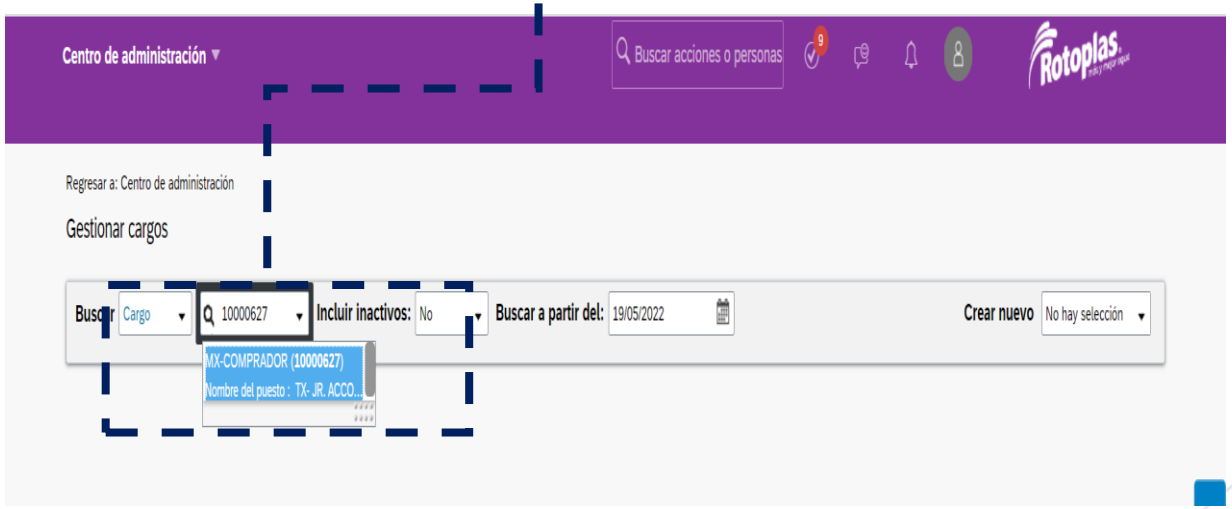
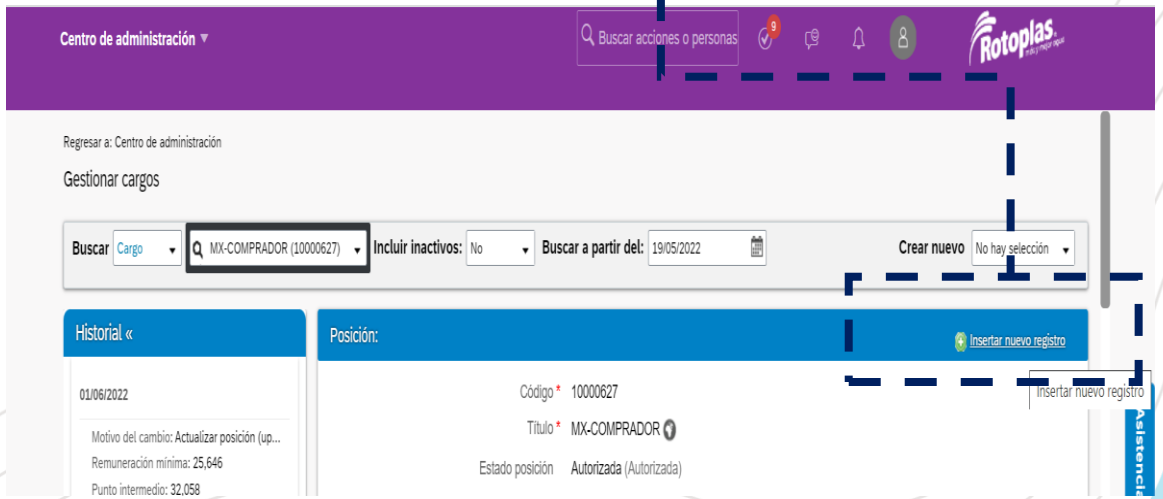
3 Enter the number of the *Position* ***to be modified***



4 Go to ***Insert New Record***



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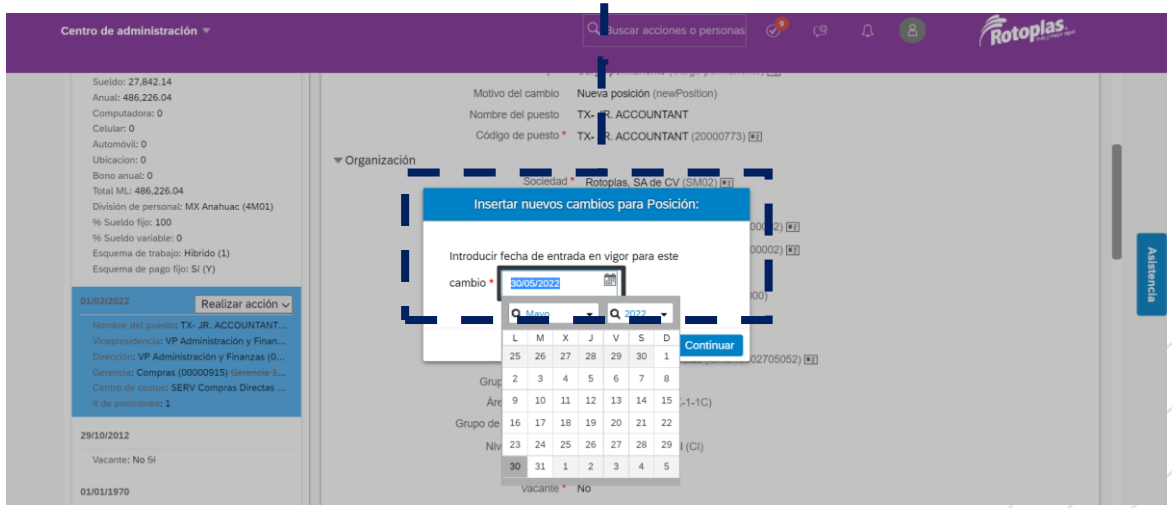
5

Enter the ***Date on which this change will take effect***

according to the event calendar for each country and click on “Continue”

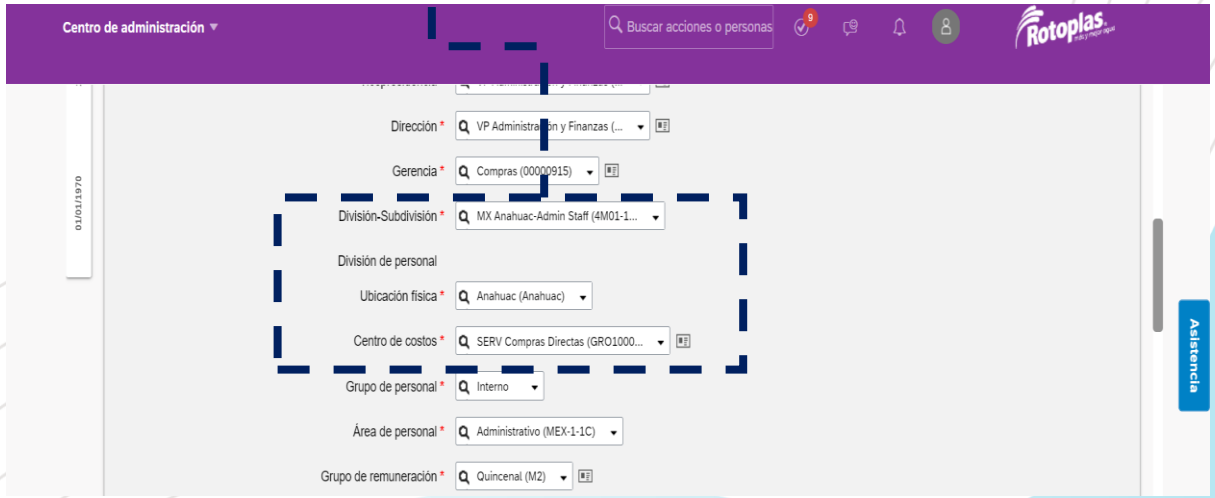
- Operators: on Thursdays only
- Administrative: The 1st or 16th day of each month



6

The only data you need to change based on ***the destination locality*** are:

- Division-Subdivision
- Physical location
- Cost Center
- Work scheme



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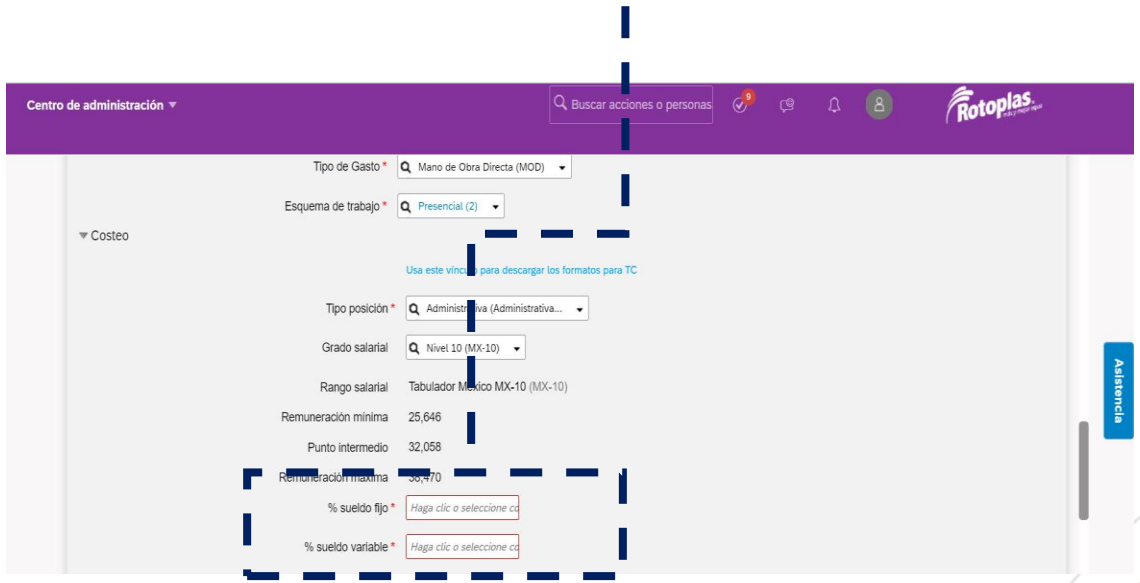
7

Go to the "Costs" section to confirm:

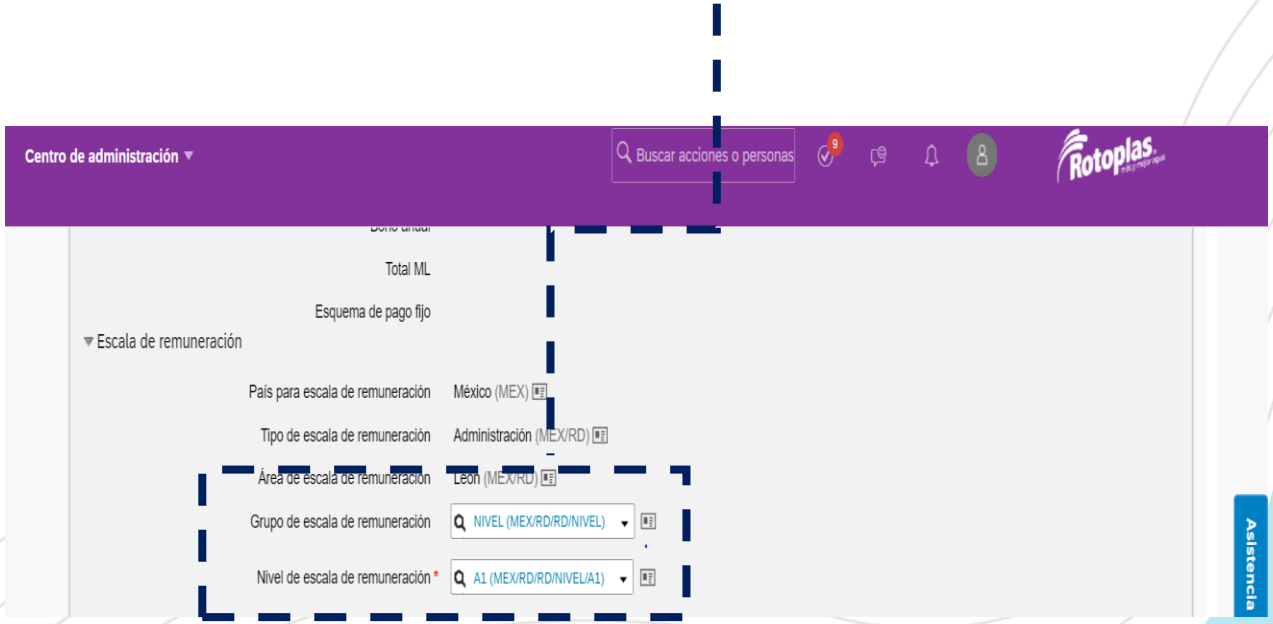
- % of fixed salary
- % of variable salary



8

In the "Pay Scale" section, you must select:

- Pay group
- Pay range level



Once you have these details, click on **Guardar**

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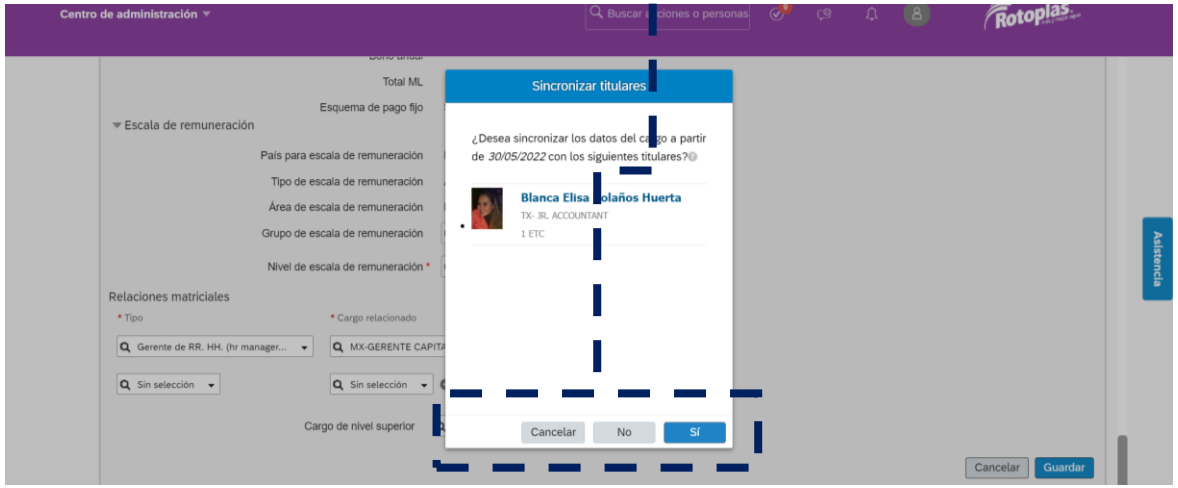
9

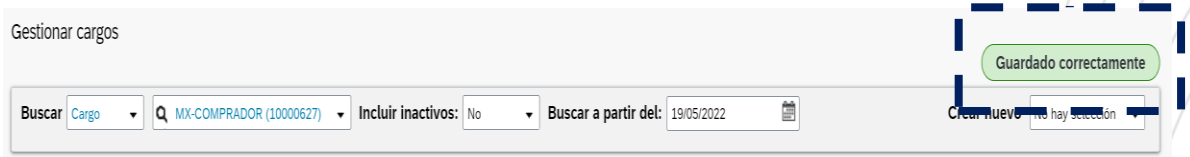
Confirm and ***Synchronize holder data***



10

This movement will go through an approval flow by the **Sr Compensation and Organization Manager**

It will display the message ***"Saved Successfully"***



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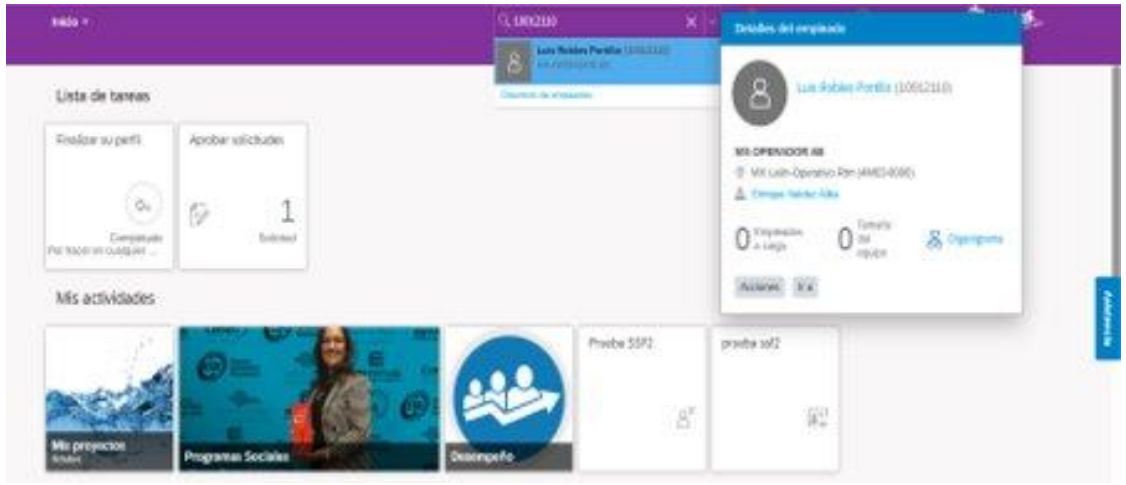
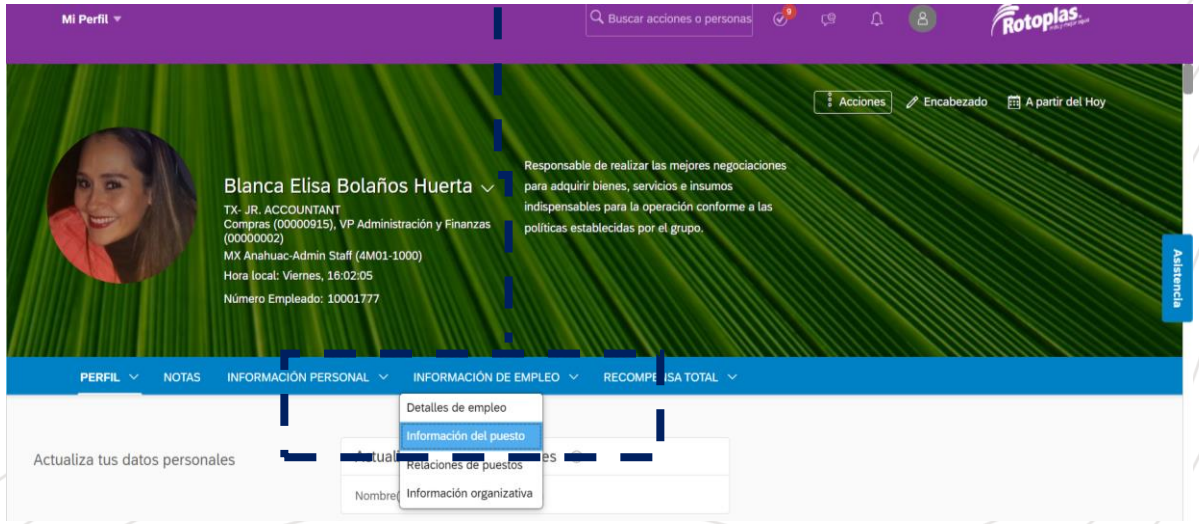
11

To confirm the movement, in the search bar, enter the employee name or number of the person you moved



12

Select **"Position Information"**



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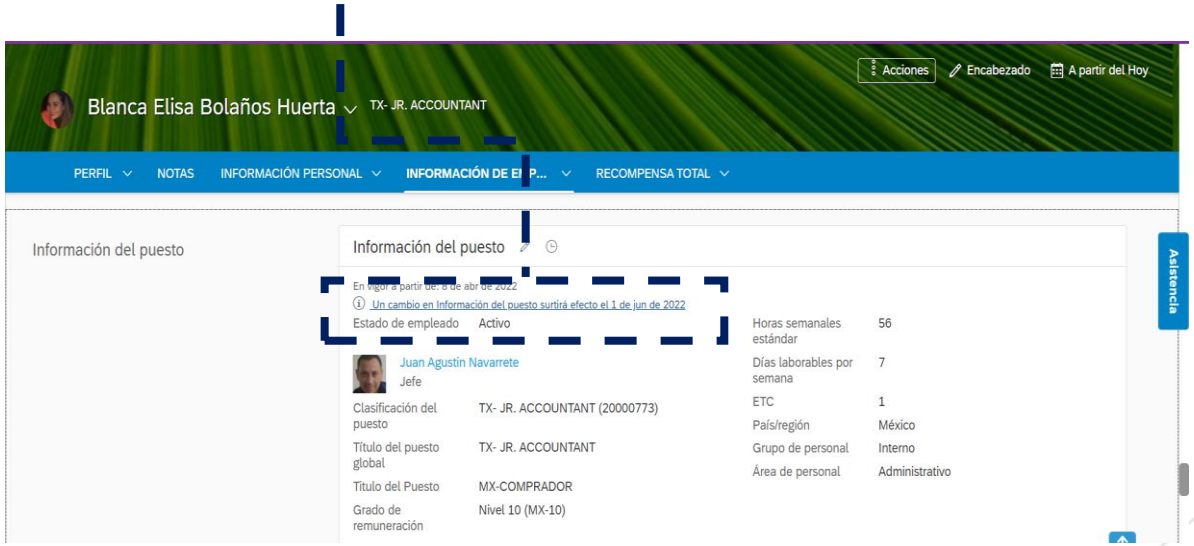
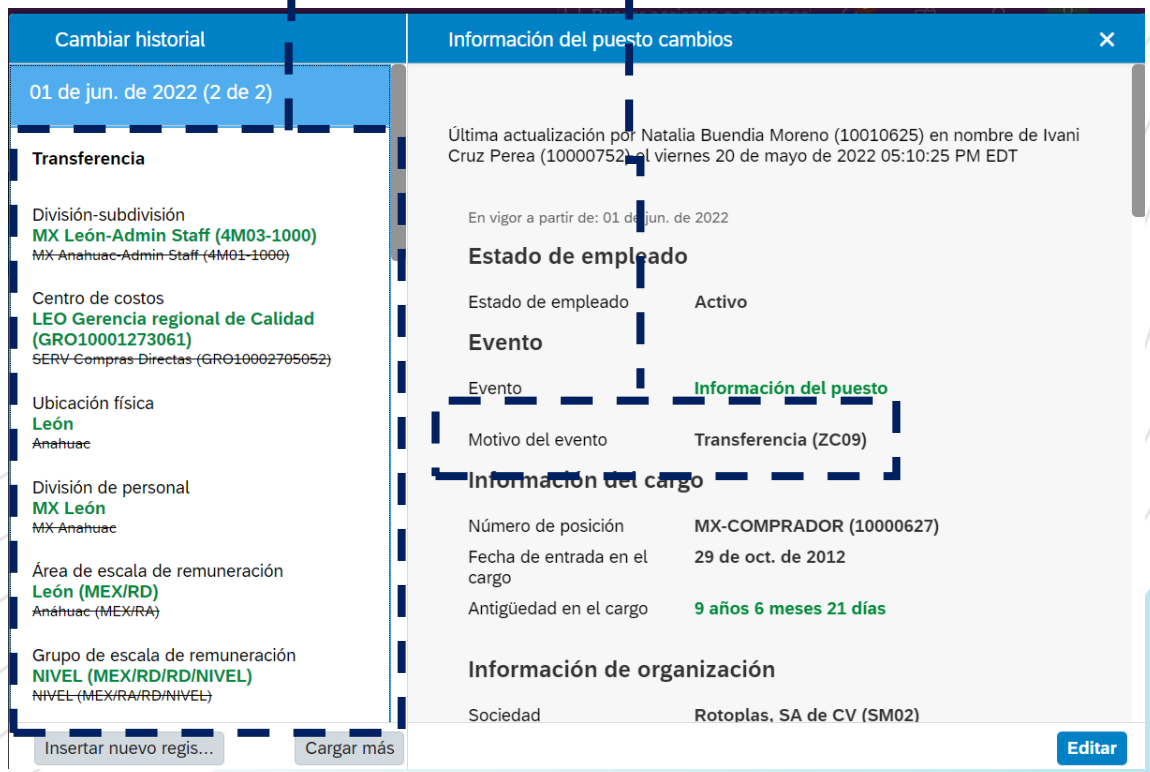
TRANSFERS

13 You will see a note with a **scheduled change** with its effective date. Click on it



12 It will display the position changes and it should appear with the date you set for the **TRANSFER**



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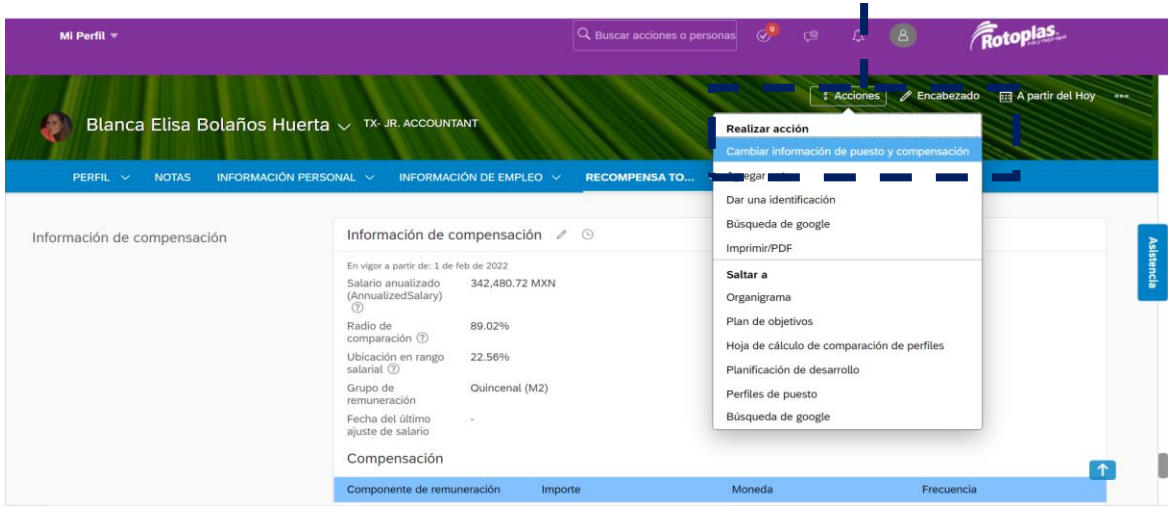
TRANSFERS

13 If the transfer requires **a salary change**, you must click **on "Actions"** and select **"Change Position and Pay Information"**



14 Select:

- *Position information*
- *Pay information (if the salary changes)*
- *Effective date*

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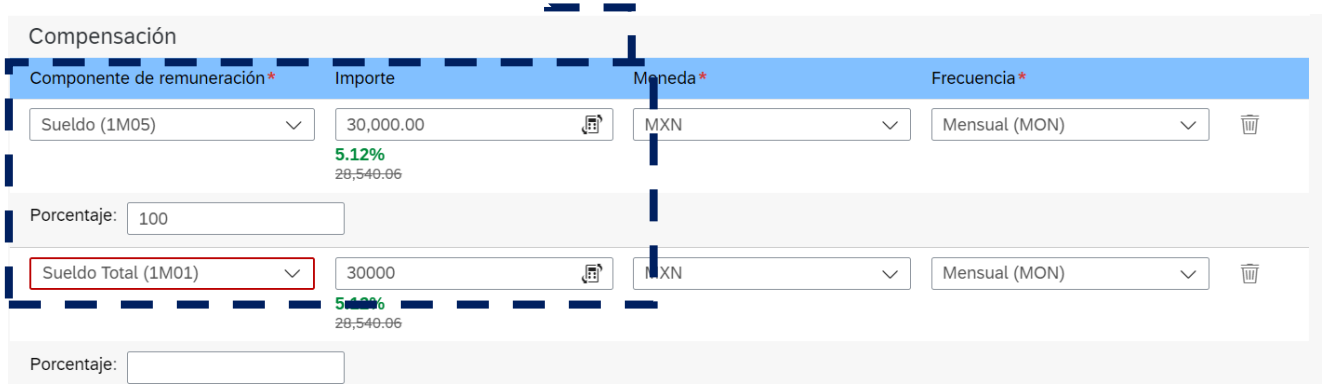
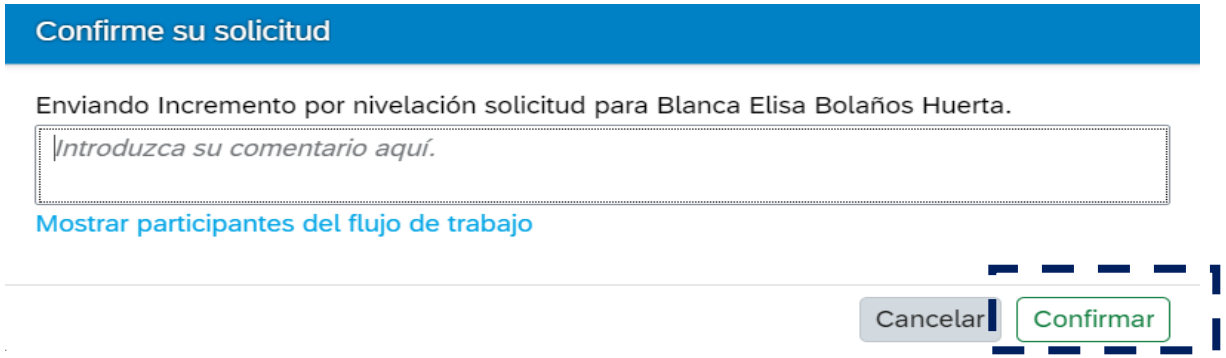
TRANSFERS

15 Edit compensation with the Salary type:
Variable, fixed, and total



Once you have these details, click on
And on the next screen, click on “Confirm”



16 To confirm, you will see a note with a **scheduled change** with its effective date.
Click on it

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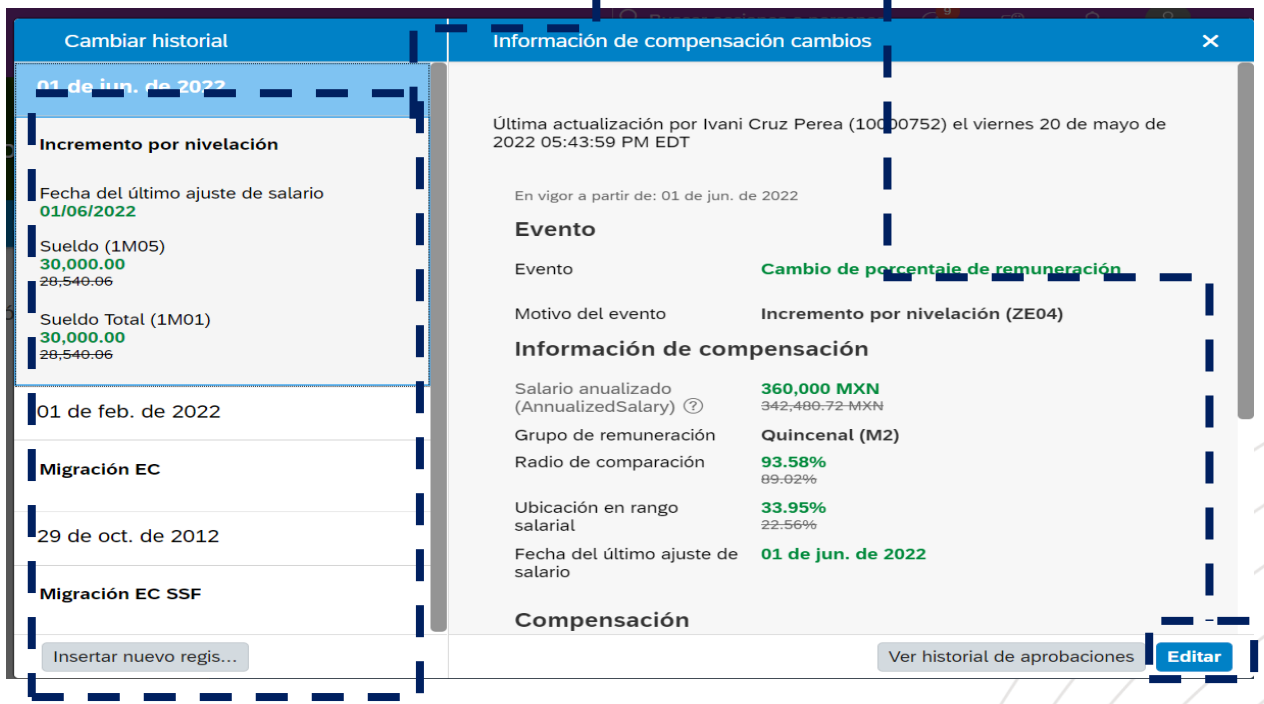
TRANSFERS

17

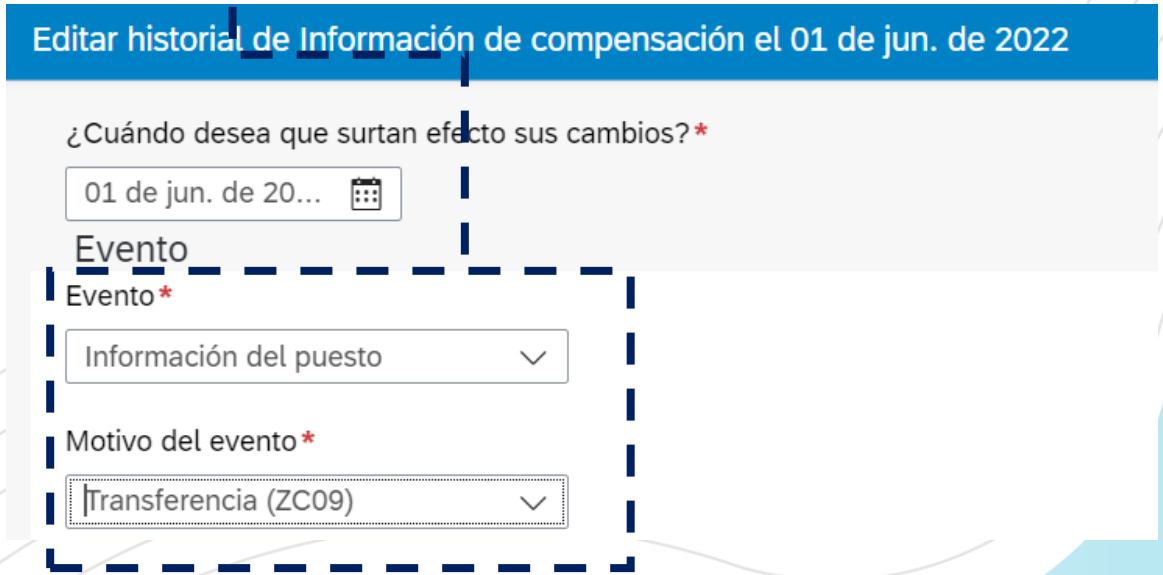
It will display the compensation changes, but it will appear as a **Leveling Increment**. You must click on **Edit**



18

You must modify the information as follows:

- Event: **Position information**
- Reason for Event: **Transfer**



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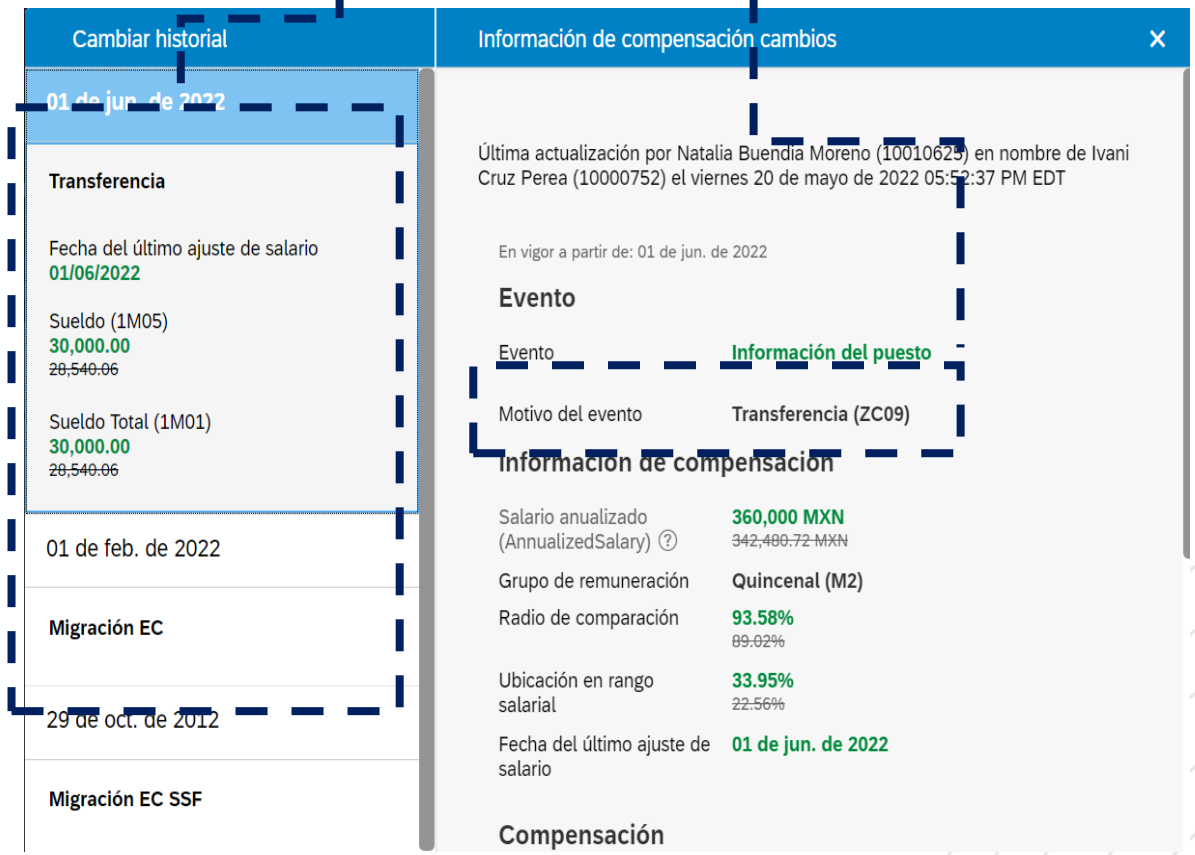
TRANSFERS

19 You can view the compensation change as **a Transfer**



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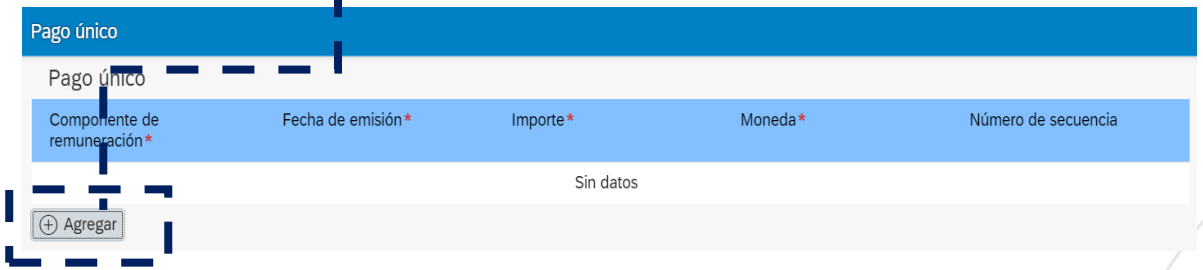
TRANSFERS

20 In case there is a Transfer Bonus Go to **Total Rewards - Payments**

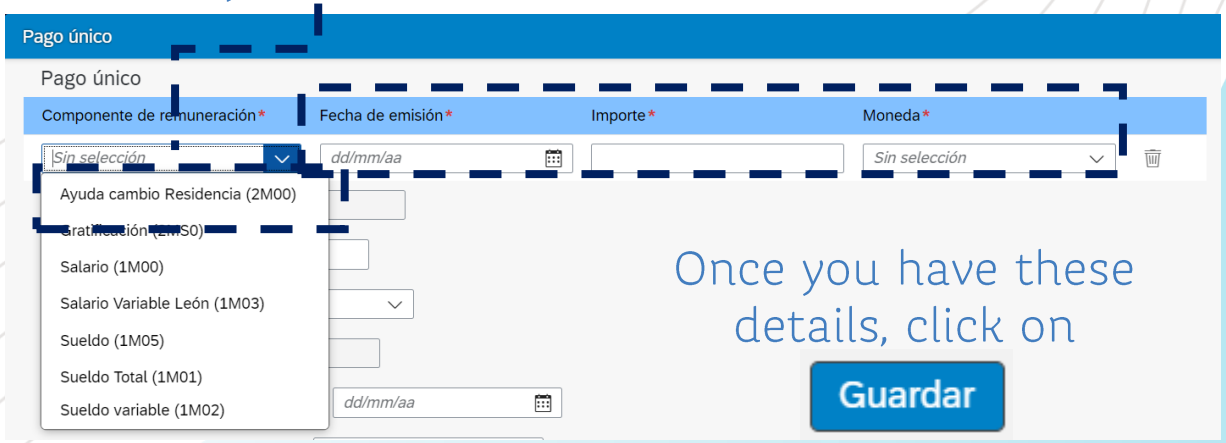
Click on the pencil to edit this field

21 Once inside, click on "Add"



You must select only:

- **Change of Residency aid,** which refers to the Transfer Bonus
- Date (second half of the month)
- Sum
- Currency



Once you have these details, click on **Guardar**

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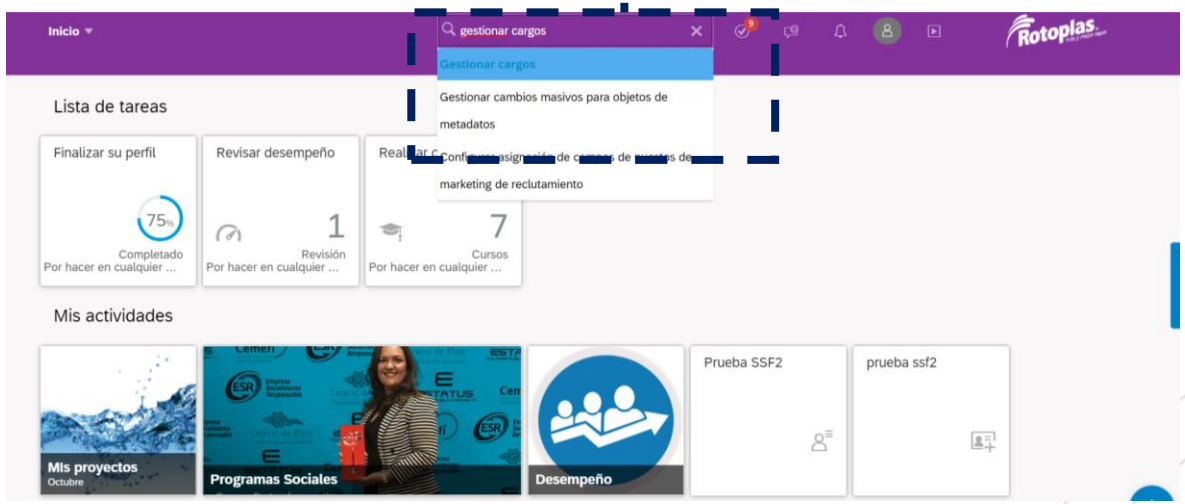
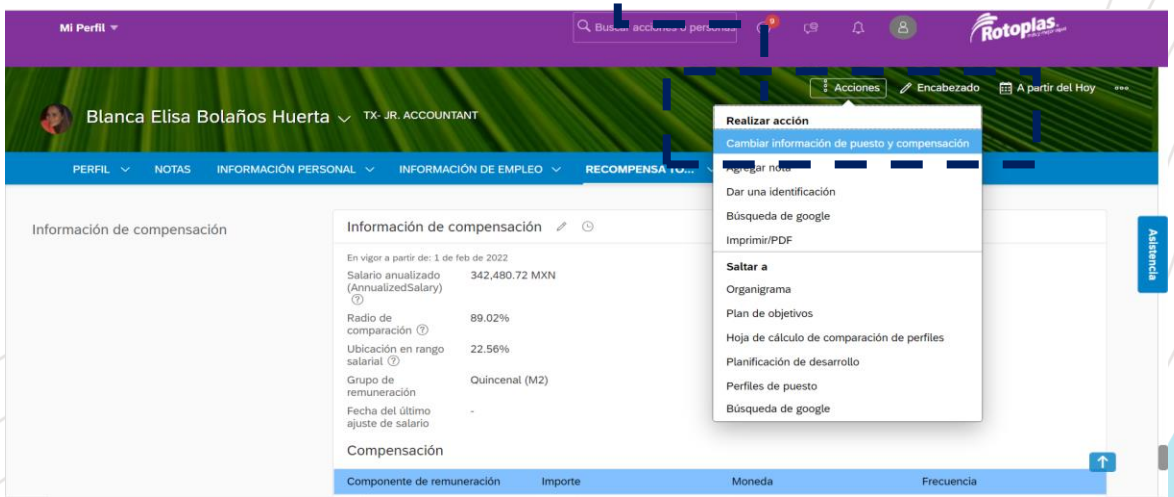
STEPS TO APPLY TRANSFERS WHEN:

THE PERSON MOVES TO ANOTHER POSITION IN A DIFFERENT LOCALITY

1 In the search bar, enter the name of the employee you are transferring

2 You must click on “Actions” and select “Change Position and Pay Information”





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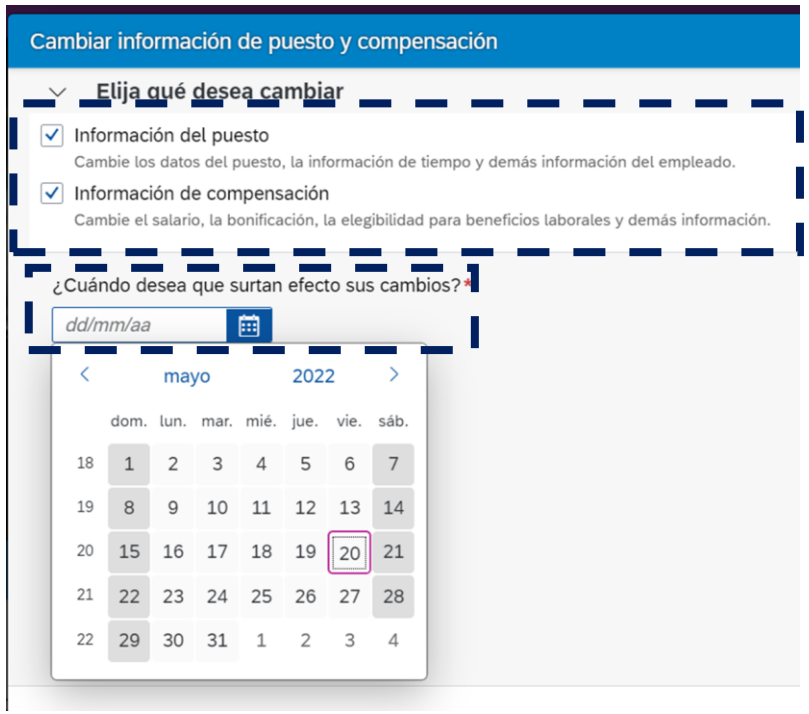
3

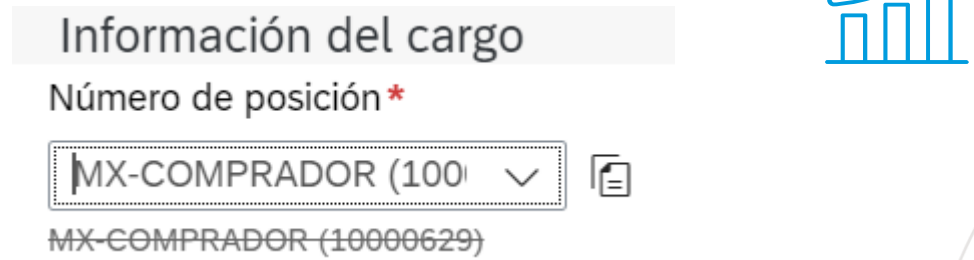
Select:

- *Position information*
- *Pay information (if salary changes)*
- *Effective date*



4

Enters the **number of the position** they will fill



You can view all changes based on the new position; e.g.:

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5

You will need to attach the **signed offer letter.** C

Mostrar 24 campos más

Select the file and click on "Upload"

Archivo adjunto

Cargar

Sin archivos adjuntos cargados

Para cargar archivos, suéltelos aquí o utilice el botón "Cargar".

6

If applicable, edit compensation with the Salary type: **Variable, fixed, and total**

Compensación

Componente de remuneración*	Importe	Moneda*	Frecuencia*
Sueldo (1M05)	30,000.00	MXN	Mensual (MON)
	5.12% 28,540.06		
Porcentaje: 100			
Sueldo Total (1M01)	30000	MXN	Mensual (MON)
	5.12% 28,540.06		
Porcentaje:			

Once you have these details, click on
And on the next screen, click on "Confirm"

Guardar

Confirme su solicitud

Enviando Incremento por nivelación solicitud para Blanca Elisa Bolaños Huerta.

Introduzca su comentario aquí.

Mostrar participantes del flujo de trabajo

Cancelar Confirmar

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7

To confirm, you will see a note with a **scheduled change** with its effective date. Click on it

8

It will display the compensation changes, but it will appear as a **Leveling Increment**. You must click on **Edit**

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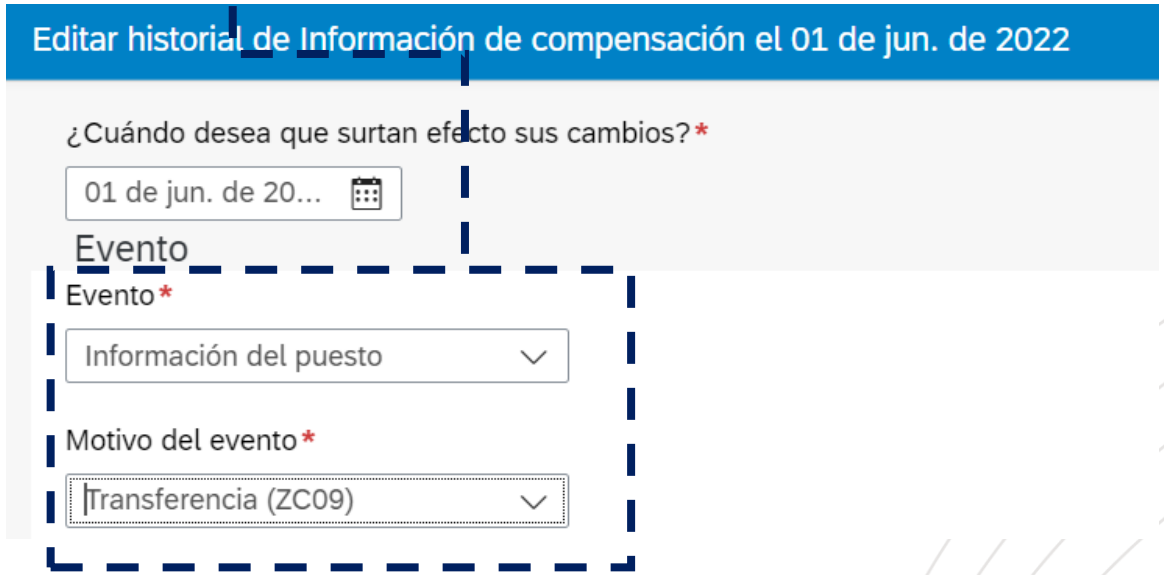
9

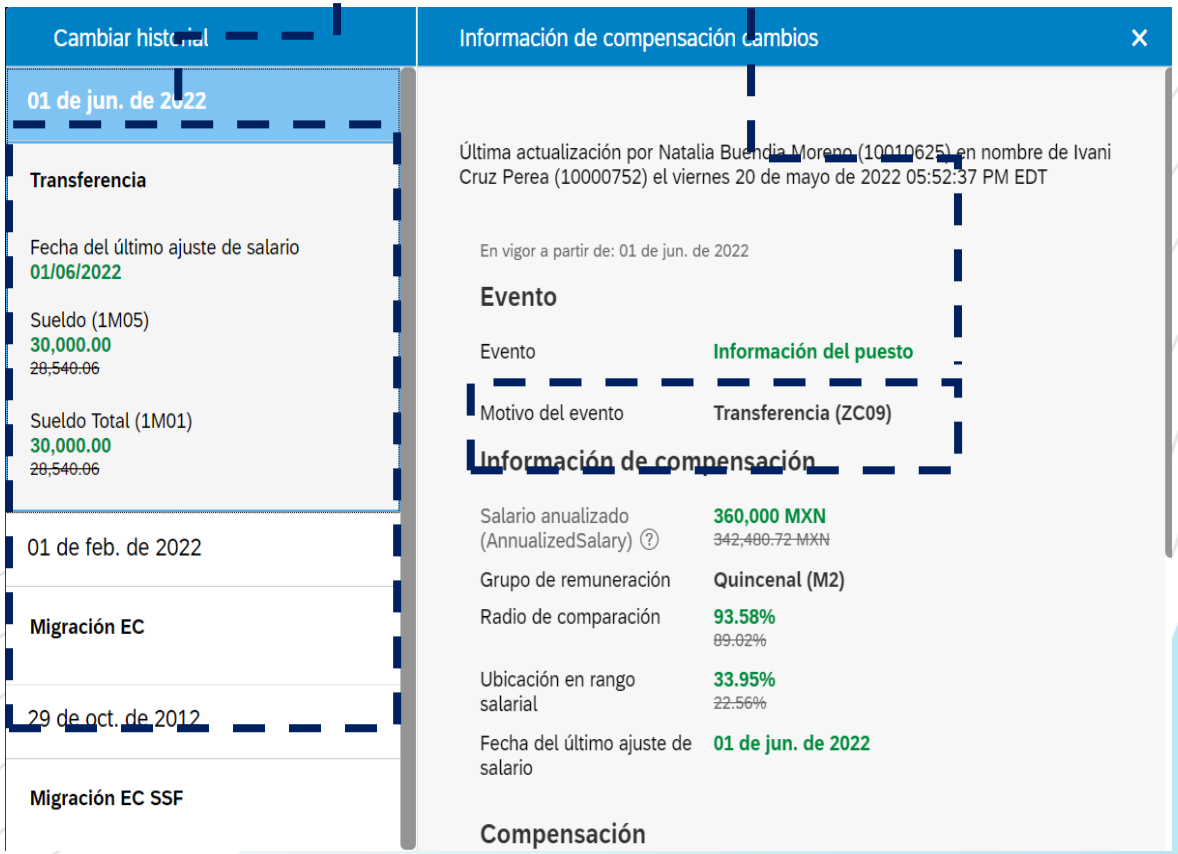
You must modify the information as follows:

- Event: **Position information**
- Reason for Event: **Transfer**



10

You can view the compensation change as **a Transfer**



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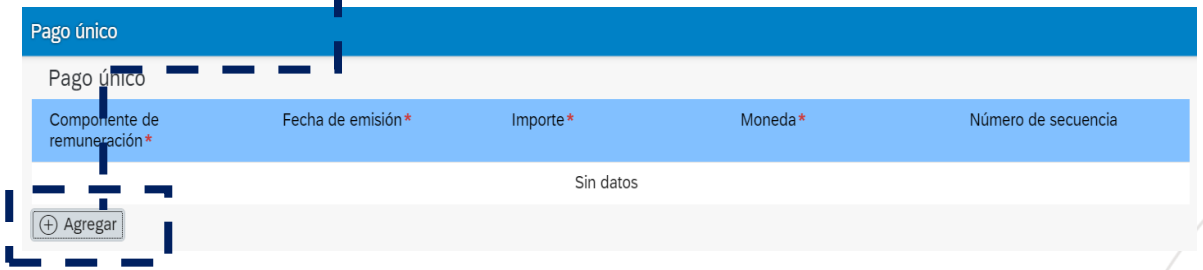
11

In case there is a Transfer Bonus
Go to **Total Rewards - Payments**

Click on the pencil to edit this field

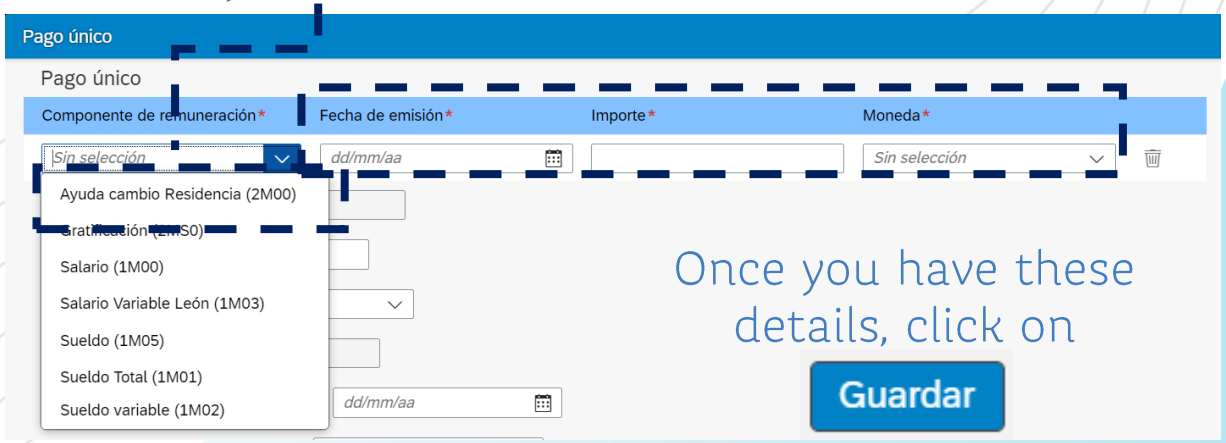
12

Once inside, click on “Add”



You must select only:

- **Change of Residency aid,** which refers to the Transfer Bonus
- Date (second half of the month)
- Sum
- Currency



Once you have these details, click on