Capital Humano

Rotoplas
más y mejor agua

Manual for use: Upgrade in SAP SuccessFactors

Capital Humano

Rotoplas más y mejor agua

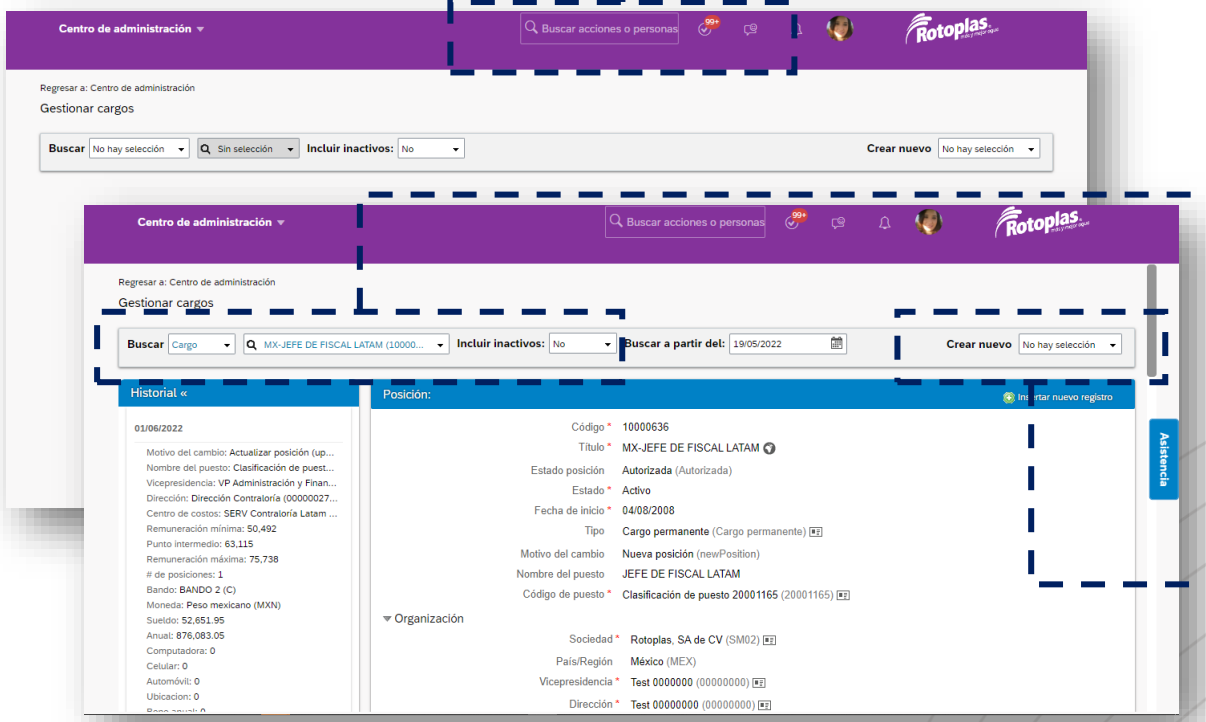
Content

- Change job title
- Compensation Change

CHANGE JOB TITLE

1 Access the main menu and enter the command “Manage Positions” in the search bar

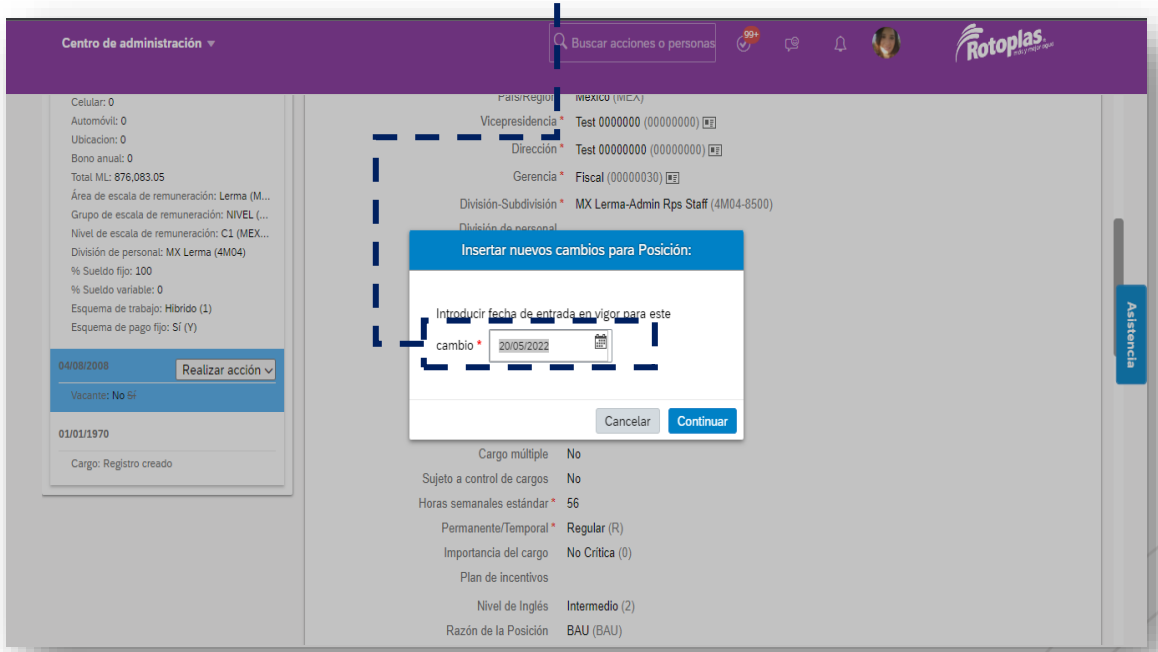
2 Then search for **the “Position”** and enter the position number.



3 Next, click on Insert **“New Record”**

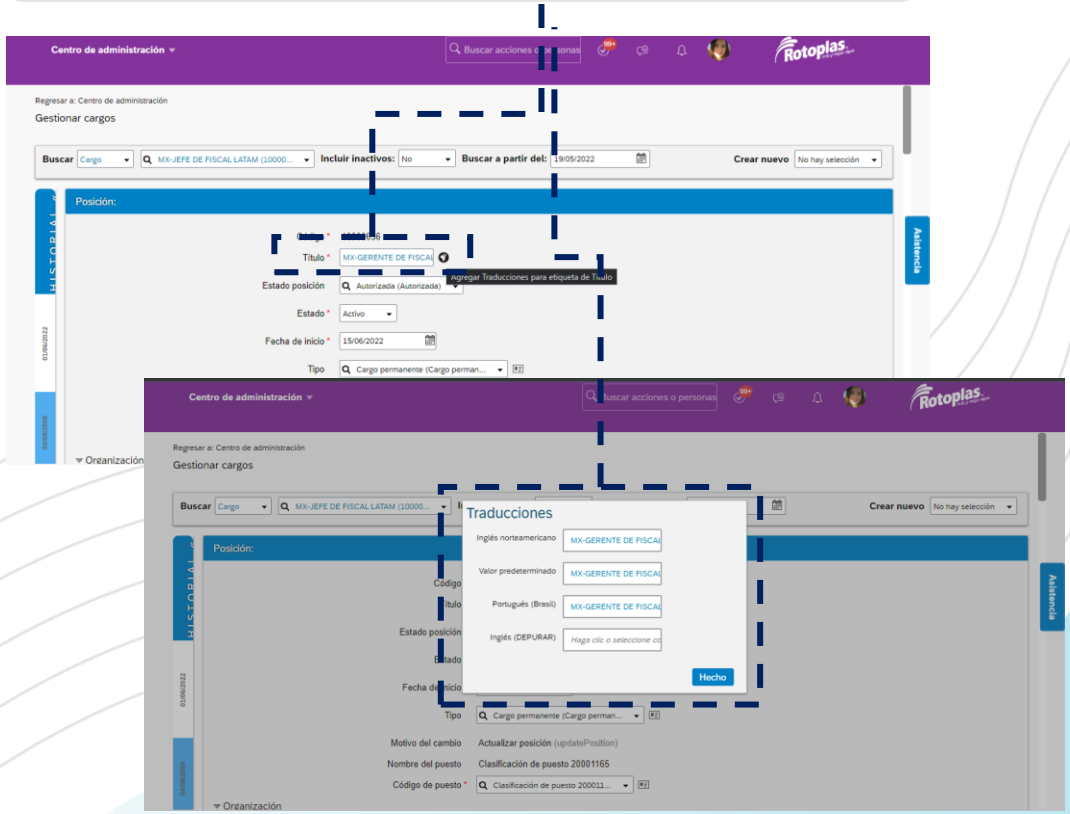
CHANGE JOB TITLE

4 Enter the date from when **the change will take effect**



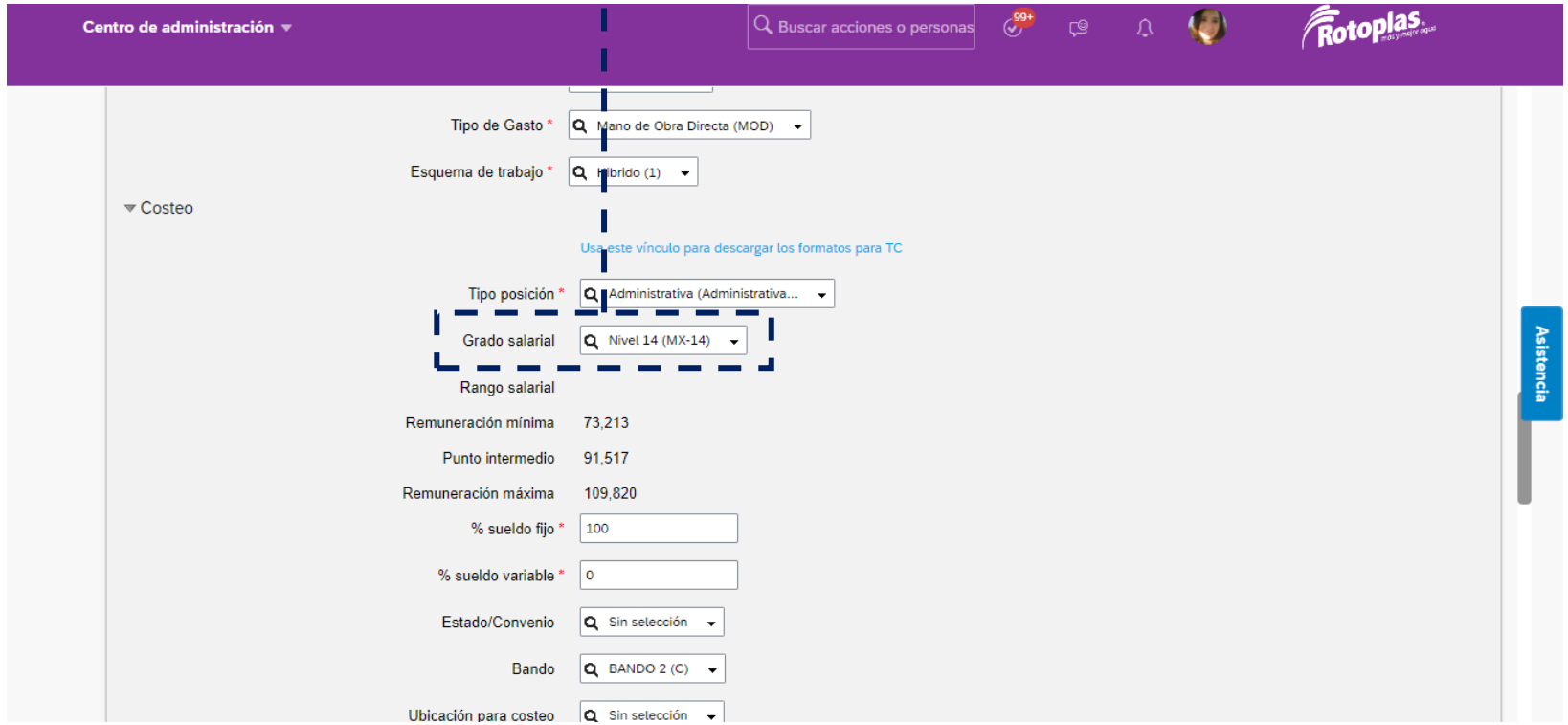
*Remember to meet the dates set by the payroll calendar.

5 Changes the Job Title. IMPORTANT: you must select the icon to als odify **the translations**



CHANGE JOB TITLE

6 Perform the change in pay grade

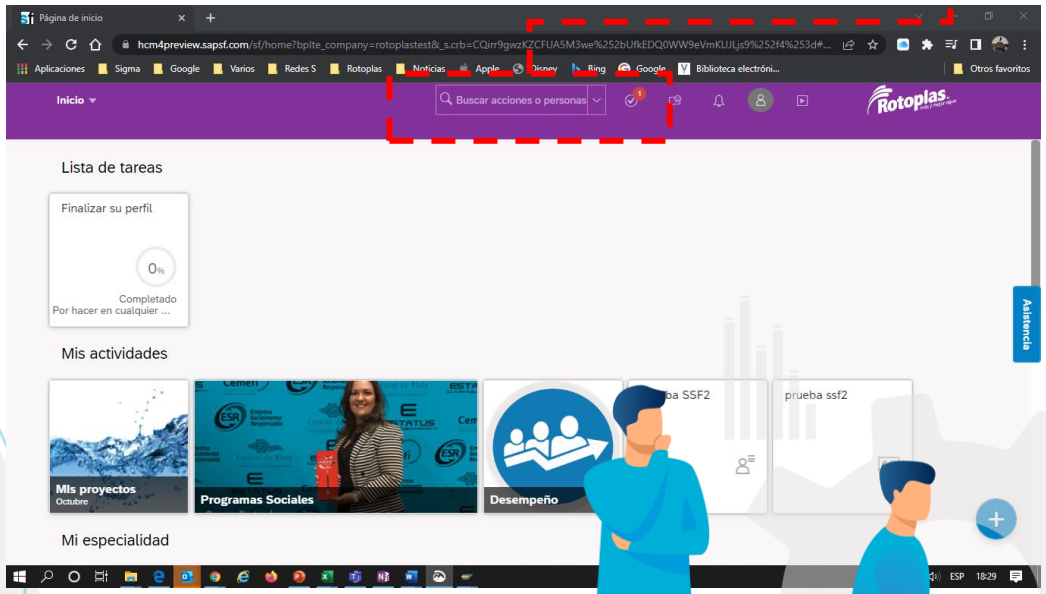


Capital Humano

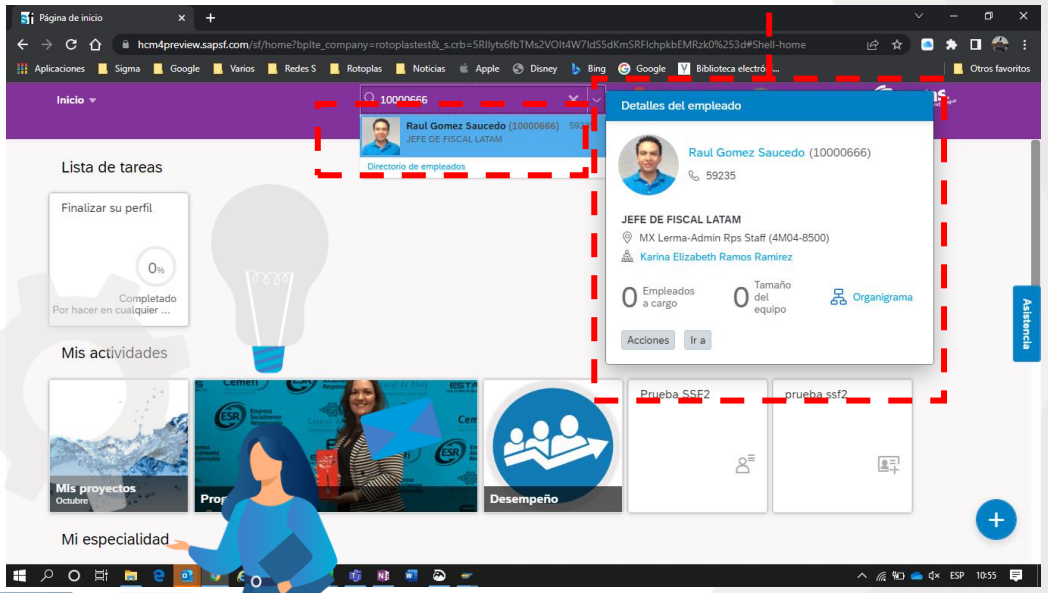
Rotoplas® más y mejor agua

COMPENSATION CHANGE

1 Enter the employee name or number in the search bar

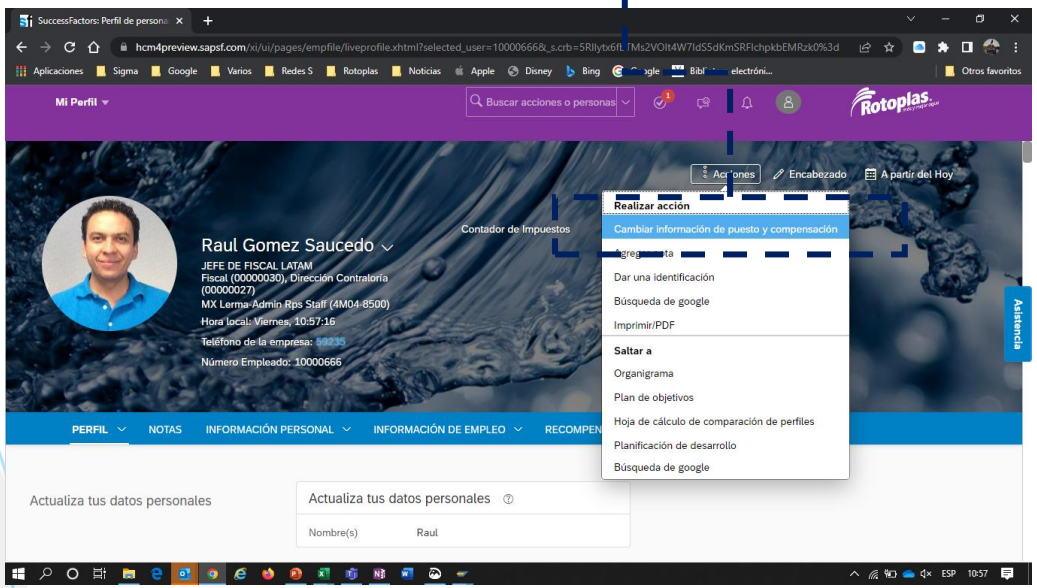


2 Confirm and select the employee

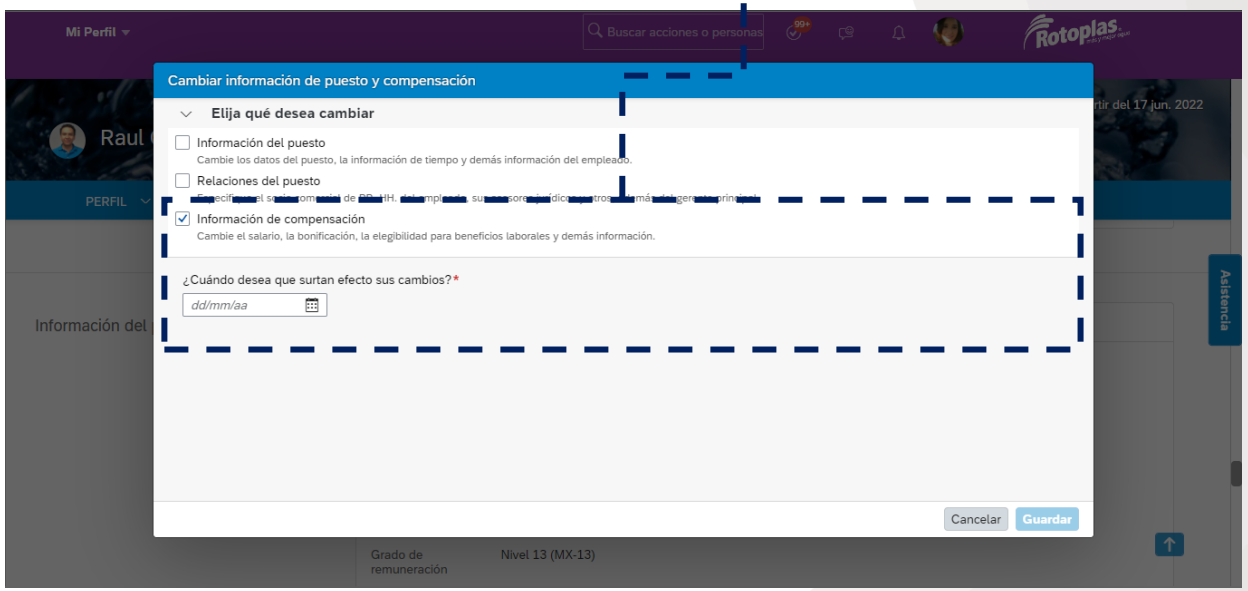


COMPENSATION CHANGE

3 Within the employee's profile, click on the "Actions" button and select **"Change in Position and Compensation Information"**

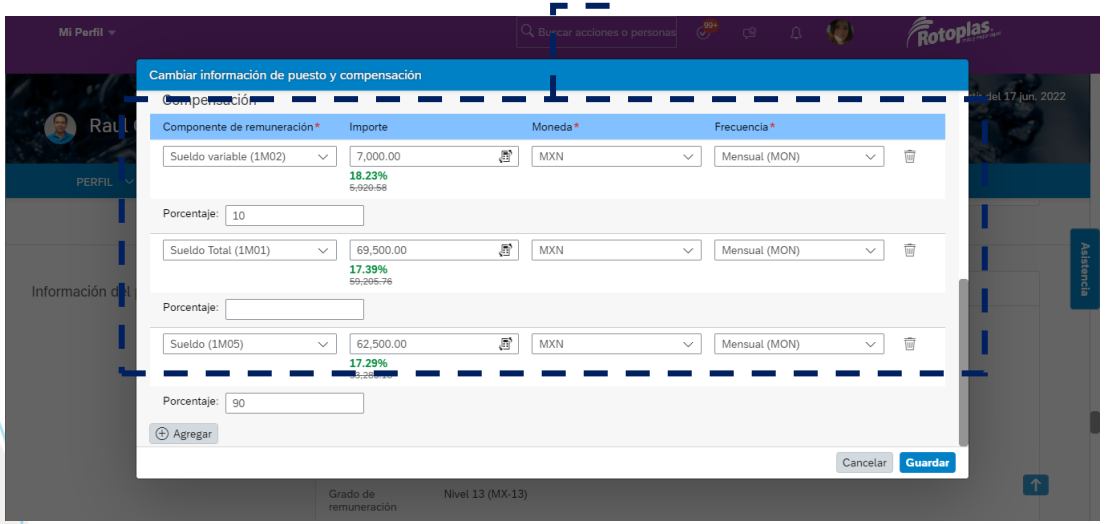


4 Select **Compensation Information** and enter the same date as when the previous job title change was made

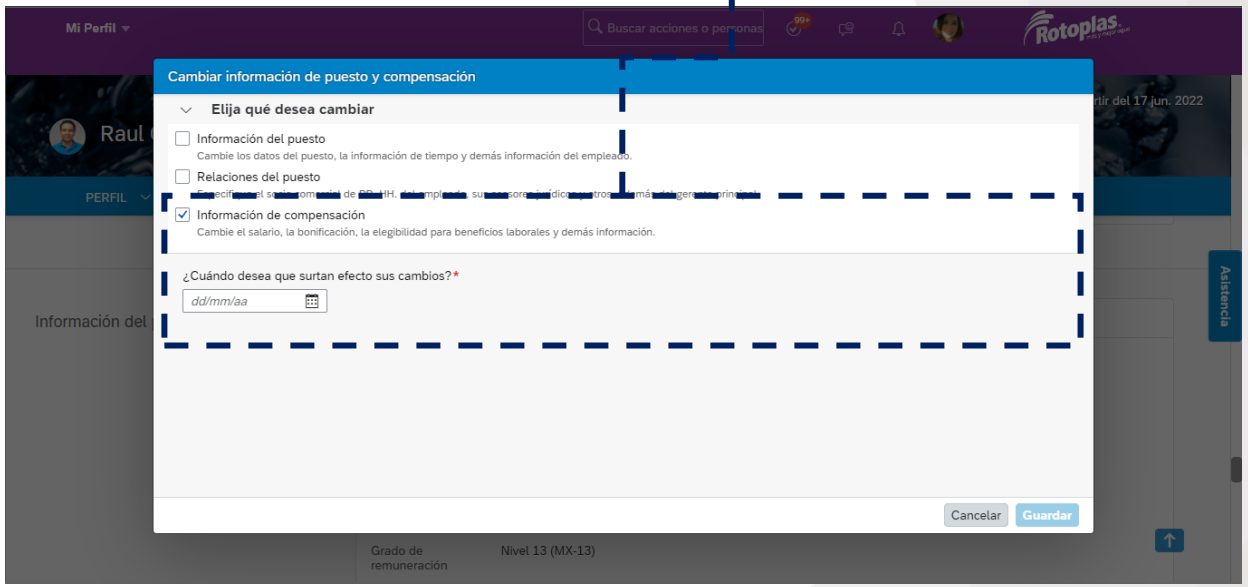


COMPENSATION CHANGE

5 Enter the change that is established in the signed offer

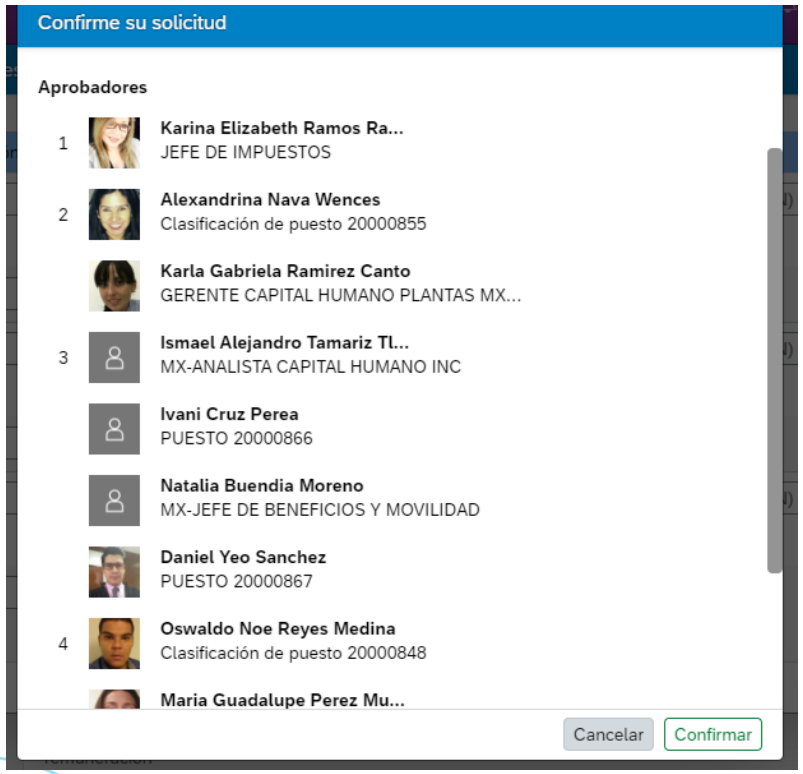


6 You can also add comments for the authorization flow

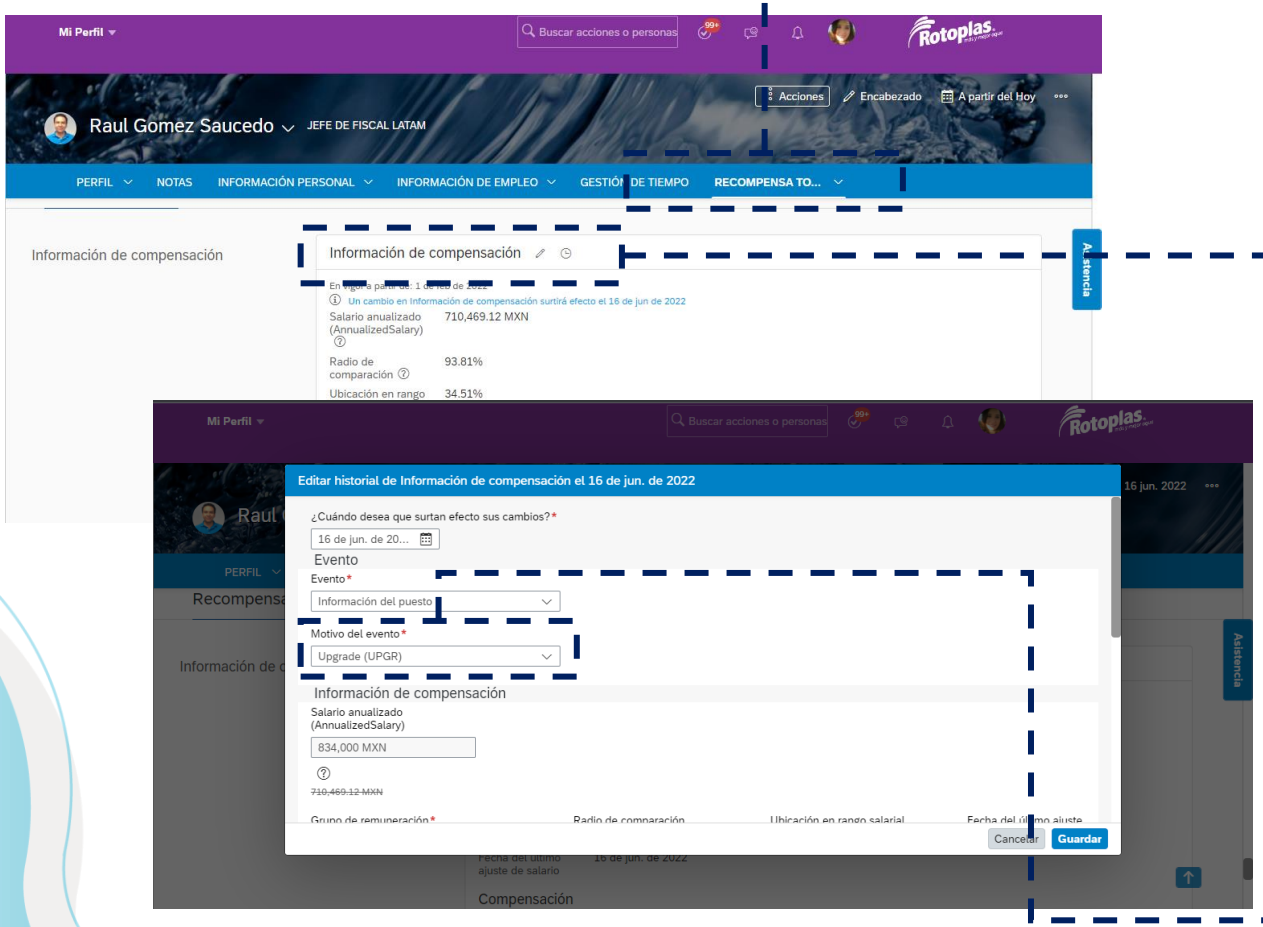


COMPENSATION CHANGE

7 The change goes through an authorization flow



COMPENSATION CHANGE



8 Locate the employee in Compensation Information

9 Select the "Clock" icon **"Compensation Information History"**

10 Movement will appear as **"Leveling"**

11 You will need to make the change in Upgrade*

*IN BOTH COMPENSATION INFORMATION AND POSITION INFORMATION