

SAP SuccessFactors Onboarding 2.0 Course

Module 1: Introduction to Onboarding 2.0

- Overview of SuccessFactors HXM Suite
 - Evolution from Onboarding 1.0 to Onboarding 2.0
 - Role of Onboarding in Employee Lifecycle
 - User Roles: New Hire, Hiring Manager, HR Admin, IT, Buddy
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Module 2: Architecture & Key Features

- Onboarding 2.0 Architecture & Data Flow
 - Core Capabilities (New Hire Portal, NHDR, Compliance, E-Signatures)
 - Integration with Recruiting & Employee Central
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Module 3: System Configuration

- Provisioning Setup for Onboarding 2.0
 - Role-Based Permissions (RBP) for Onboarding
 - Configuring New Hire Data Review (NHDR)
 - Setting up Document Management & E-Signatures (DocuSign / Adobe Sign)
 - Compliance Forms (Country-Specific)
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Module 4: Onboarding Process Walkthrough

- Pre-Day One Activities
 - Hiring Manager Dashboard & Tasks
 - New Hire Portal Experience (branding, customization)
 - Assigning Mentors / Buddies
 - Forms & Data Collection
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Module 5: Advanced Configurations

- Custom Data Collection Steps
 - Configuring Business Rules in Onboarding
 - Custom Tiles & Branding for Portal
 - Notifications & Workflow Automation
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Module 6: Cross-Module Integrations

- Integration with Recruiting → Onboarding
 - Integration with Employee Central (data sync)
 - Integration with Payroll & Benefits
 - Intelligent Services Center (ISC) Triggers
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Module 7: Reporting & Analytics

- Standard Reports for Onboarding
 - Story Reports in People Analytics
 - Monitoring New Hire Engagement
 - Compliance & Audit Reports
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Module 8: Administration & Troubleshooting

- Admin Tools in Onboarding
 - Common Configuration Issues & Fixes
 - Permission Errors
 - Document Management Issues
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Module 9: Case Studies & Best Practices

- End-to-End Onboarding Case Study.
 - Best Practices for Enhancing New Hire Experience
 - Change Management for Adoption
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Module 10: Hands-On & Certification Prep

- Hands-On Workshop in Demo System
- Configuring Complete Onboarding Flow
- Simulating New Hire Journeys
- Certification Guidance: C_THR97 (SAP Onboarding 2.0)