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| SAP Best Practices for SAP SuccessFactors Employee Central  Version 11.0  April 2018English | **Solution Scope Document**  **SAP Best Practices for SAP SuccessFactors Employee Central** |
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# Introduction

The SAP Best Practices for SAP SuccessFactors Employee Central is based on the standard SAP software solution and related to SAP Best Practices scenarios.

The purpose of this document is to provide a comprehensive overview of the country versions that will be delivered with this SAP Best Practices package.

# Scope Overview

## Solution Scope Items

During the implementation project, the functionality listed in the tables below will be available. The following tables provide the design parameters or configuration selections available to the licensee.

With this release of SAP Best Practices, the following major scope options are supported:

tipNote: a scope item, which is globally applicable, is marked **XX** (meaning **country-independent**) in the tables below.

tipNote: For details on the scope items/business processes, please refer to the process diagrams and test scripts.

**Employee Central Core Content**

| Scope Item | US | DE | AU | AE | SA | GB | FR | CN |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Add New Employee/Rehire | X | X | X | X | X | X | X | X |
| Take Action: Job Change/Transfer/Pay Rate Change | X | X | X | X | X | X | X | X |
| Take Action: Promotion/Demotion | X | X | X | X | X | X | X | X |
| Take Action: Termination | X | X | X | X | X | X | X | X |
| Data Change Employee File | X | X | X | X | X | X | X | X |

**Employee Central Time Off**

| Scope Item | US | DE | AU | AE | SA | GB | FR | CN |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Request and Manage Time Off | X | X | X | X | X | X | X |  |

**Employee Central Payroll Time Sheet**

| Scope Item | XX |
| --- | --- |
| Record Working Time | X |

**Employee Central Position Management**

| Scope Item | XX |
| --- | --- |
| Manage Positions | X |

**Employee Central Apprentice Management**

| Scope Item | XX |
| --- | --- |
| Manage Apprentices | X |

**Employee Central Dependents Management**

| Scope Item | US | DE | AU | AE | SA | GB | FR | CN |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Manage Dependents | X |  | X | X | X |  |  |  |

**Employee Central Contingent Workforce Management**

| Scope Item | XX |
| --- | --- |
| Manage Contingent Workforce | X |

**Employee Central Global Assignment Employment**

| Scope Item | XX |
| --- | --- |
| Manage Global Assignment | X |

**Employee Central** [**Concurrent Employment**](javascript:void(0);)

| Scope Item | XX |
| --- | --- |
| Manage Concurrent Employment | X |

**Employee Central Company Structure Overview**

| Scope Item | XX |
| --- | --- |
| Manage Company Structure | X |

**Employee Central Benefits**

| Scope Item | US | DE | AU | AE | SA | GB | FR | CN |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Manage Employee Benefits | X |  |  |  |  |  |  |  |

**Employee Central LOA only**

| Scope Item | US | DE | AU | AE | SA | GB | FR | CN |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Manage Leave Of Absence (if *Time Off* is only enabled for LOA) | X |  | X | X | X | X | X |  |

**Employee Central Integration**

| Scope Item | US | DE | AU | AE | SA | GB | FR | CN |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Integration with SAP SuccessFactors Employee Central Payroll | X | X | X | X | X | X | X | X |

## Organizational Scope

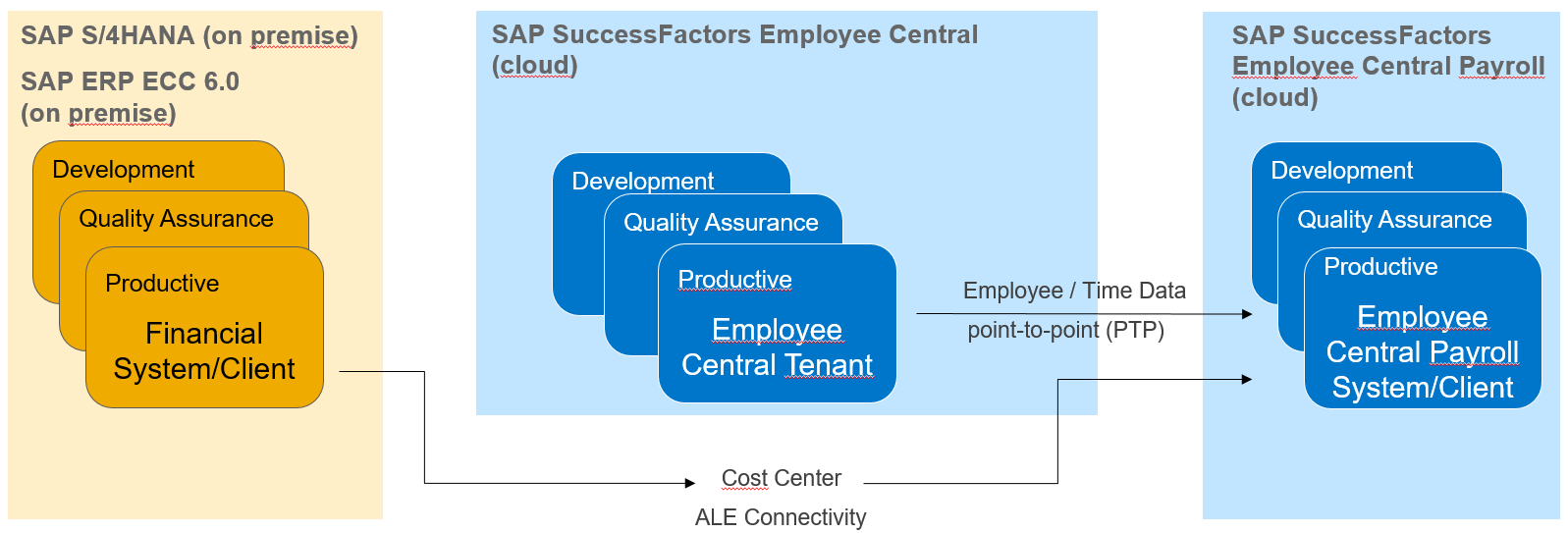
The configuration for SAP SuccessFactors Employee Central and the setting up of data, such as holiday calendar, work schedule, time profile, account eligibility, holiday, time type, time account type, accrual rules, period end processing rule is country and customer specific. SAP provides settings that may be reused for the most customers and country versions.

## Data Migration

Data migration is not in scope for this package. For migrating data, please refer to the package *Rapid data migration to cloud solutions from SAP*.

## System Landscape

This solution is delivered based on a three-tier system landscape approach:



# Integration

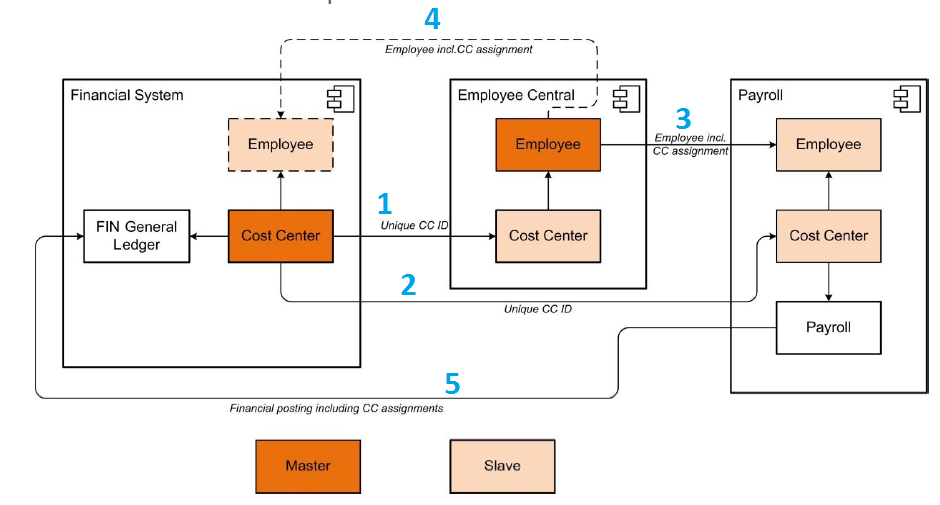
## Solution Scope

Although packages dedicated to SAP SuccessFactors Employee Central integration exist, the following integration points are within scope of this Best Practices package.

These points are:

* Cost Center Replication to SAP SuccessFactors Employee Central Payroll
* Employee Data Replication to SAP SuccessFactors Employee Central Payroll

|  |
| --- |
| The following landscape provides you with an overview about in-scope and out-of-scope integration points: |



1. Out-of-scope
2. In scope: Cost center from SAP ERP / S/4HANA OP Finance to SAP SuccessFactors Employee Central Payroll
3. In scope: Employee data from SAP SuccessFactors Employee Central to SAP SuccessFactors Employee Central Payroll
4. Out-of-scope
5. Out-of-scope

# Best Practices Configuration Overview

This SAP Best Practices provides pre-configuration for the major scope options listed in chapter 2.1.

## Pre-delivered Content

Pre-delivered content includes:

* Provisioning settings
* Data model (field definition, association, and propagation)
* Organization, pay and job structures
* Sample workflows for job, compensation, and personal changes
* Business rules for alerts
* Employee and manager self-services
* Time off and payroll time sheet settings
* Sample role-based permission for administrator, employee, and manager
* Sample picklists
* Position management
* Employee Central Payroll integration

## HR Basic Transactions

### Base Setup

Following common configuration is delivered:

* Sample business units/divisions/department
* Sample job functions, pay grade and pay range (country-independent)
* Sample job classification included
* ***Payment Information* Portlet**
* Using standard pay types
* Defaulting Main Payment Method
* **Workflows for:**
* New hire, rehire, termination
* Job changes
* Compensation changes
* Promotion/demotion
* Personal changes (first, last, middle name or marital-status changes)
* **Alert for:**
* Probation reminder

The country-specific configuration is summarized in the following chapters.

### Country Version United States (US)

#### General Settings

* Language: US English
* Currency: USD (US Dollar)
* Date format: MM/DD/YYYY
* No specific industry or branch covered

#### Organizational Structure

* Legal entity for US: 1710
* Sample locations/location group
* Sample job classification including US-specific fields: Local job title, EE01 job category, and FLSA status

#### Employee Structure

Combined employee class and employment type as follows:

|  |  |
| --- | --- |
| **Employee Class** | **Employment Type** |
| Expatriate (US) | Salaried exempt (US) |
| Agency/Temp (US) | Salaried exempt (US) |
| Non-exempt/salaried (US) |
| Non-payroll (US) |
| Intern (US) | Hourly (US) |
| Apprentice (US) | Hourly (US) |
| Contractor (US) | Non-payroll (US) |
| Trainee (US) | Salaried exempt (US) |
| Hourly (US) |
| Non-exempt/salaried (US) |
| Employee (US) | Salaried exempt (US) |
| Hourly (US) |
| Non-exempt/salaried (US) |
| Assignee (US) |  |
| Consultant (US) |  |

#### Pay Structure

* Sample pay components aligned with the SAP Best Practices for SAP SuccessFactors Employee Central Payroll for:
  + Earnings
  + One time and recurring deductions (using the deductions portlet)
* Pay component group for annualized salary
* Pay groups for monthly, non-payroll, semi-monthly, weekly and bi-weekly
* Pay scale types for salaried-exempt, salaried non-exempt, hourly and union
* One common pay scale area
* No indirect valuation

### Country Version Germany (DE)

#### General Settings

* Language: German, US English
* Currency: EUR (Euro)
* Date format: DD.MM.YYYY
* No specific industry or branch covered
* Pay scale type: collective agreement (Haustarif)

#### Organizational Structure

* Legal entity for DE: 1010
* Sample locations/location group

#### Employee Structure

Combined employee class and employment type as follows

|  |  |  |
| --- | --- | --- |
| **Employee Class**  **en\_US/de\_DE** | **Employment Type**  **en\_US** | **Employment Type**  **de\_DE** |
| Intern (DE) / Praktikant (DE) | Intern (DE) | Praktikant (DE) |
| Employee (DE) / Mitarbeiter (DE) | Hourly wage earner (DE) | Stundenlöhner (DE) |
| Monthly Wage Employee (DE) | Monatslohn (DE) |
| Manager (DE) | Leitende Angestellte (DE) |
| Salaried employee (DE) | Angestellte Tarif (DE) |
| Apprentice (DE) / Auszubildender (DE) | Apprentice (DE) | Auszubildender (DE) |
| External (DE) / Externe (DE) | Contingent worker (DE) | Leiharbeiter (DE) |

#### Pay Structure

* Sample pay components for:
  + earnings
  + single and recurring deductions (using deductions portlet)
* Pay component group for annualized salary
* Pay group for monthly
* Pay scale type for collective agreement
* One common pay scale area
* Indirect valuation using pay scale group and pay scale level
* Sample values for pay scale group and pay scale level
* Business rules for pay component generation on hire and change for standard salary, standard wage and apprentice

### Country Version Australia (AU)

#### General Settings

* Language: US English
* Currency: AUD (Australian Dollar)
* Date format: MM/DD/YYYY
* No specific industry or branch covered

#### Organizational Structure

* Legal entity for AU: 3010
* Sample locations/location group

#### Employee Structure

Combined employee class and employment type as follows:

|  |  |
| --- | --- |
| **Employee Class** | **Employment Type** |
| Fixed term full-time (AU) | Salaried (AU) |
| Hourly (AU) |
| Executive (AU) |
| Shift (AU) |
| Fixed term part-time (AU) | Salaried (AU) |
| Hourly (AU) |
| Executive (AU) |
| Shift (AU) |
| Permanent full-time (AU) | Salaried (AU) |
| Hourly (AU) |
| Executive (AU) |
| Shift (AU) |
| Permanent part-time (AU) | Salaried (AU) |
| Hourly (AU) |
| Executive (AU) |
| Shift (AU) |
| Casual (AU) | Casual (AU) |
| Expat (AU) | Salaried (AU) |
| Hourly (AU) |
| Executive (AU) |
| External (AU) | Contractors (AU) |
| Labor Hire (AU) |

#### Pay Structure

* Sample pay components for:
  + Earnings
  + One time and recurring deductions (using deductions portlet)
* Pay groups for Fortnightly, Monthly, Non Payroll
* Pay scale types for collective agreement, salary, casual and non-staff
* Sample for pay scale areas for Australia, casual, non-staff and salary
* Indirect valuation using pay scale group and pay scale level
* Sample values for pay scale group and pay scale level
* Business rules for pay component generation on hire and change for standard salary, wage, rate and standard allowance

#### Other Basic Settings

* Alerts for:
  + Visa renewal
  + Bank account notification
* Default gender based on salutation

### Country Version Kingdom of Saudi Arabia (SA)

#### General Settings

* Language: US English
* Currency: SAR (Saudi Arabian Riyal)
* Date format: MM/DD/YYYY
* No specific industry or branch covered

#### Organizational Structure

* Legal entity for SA: 5910
* Sample locations/location group

#### Employee Structure

Combined employee class and employment type as follows:

| **Employee Class** | **Employee Type** |
| --- | --- |
| Employee (SA) | Non-management (SA) |
| Entry level (SA) |
| Management (SA) |
| Sr. management (SA) |
| Trainee (SA) |
| Intern (SA) | Intern (SA) |
| External (SA) | Suppl. man power (SA) |
| Contractual (SA) |
| Temp/seasonal (SA) | Temp/seasonal (SA) |
| Expatriate (SA) | Non-management (SA) |
| Entry level (SA) |
| Management (SA) |
| Sr. management (SA) |
| Trainee (SA) |

#### Pay Structure

* Sample pay components for:
  + Earnings
  + One time and recurring deductions (using deductions portlet)
* Pay component group for annualized salary
* Pay groups for monthly and non-payroll
* Pay scale type for Saudi Nationals and non-Saudi
* Sample entries for pay scale area such as contractors, expatriate employees, interns, KSA nationals, etc. which are defaulted based on the employee class/employment type
* Indirect valuation using pay scale group and pay scale level
* Sample values for pay scale group and pay scale level
* Business rules for pay component generation on hire and change for standard wage

#### Other Basic Settings

* Alert for:
  + Visa renewal
* Default gender based on salutation

### Country Version United Arab Emirates (AE)

#### General Settings

* Language: US English
* Currency: AED (United Arab Emirates Dirham)
* Date Format: MM/DD/YYYY
* No specific industry or branch covered

#### Organizational Structure

* Legal entity for AE: 3310
* Sample locations/location group

#### Employee Structure

Combined employee class and employment type as follows

| **Employee Class** | **Employee Type** |
| --- | --- |
| Employee (AE) | Non-management (AE) |
| Entry level (AE) |
| Management (AE) |
| Sr. management (AE) |
| Trainee (AE) |
| Interns (AE) | Interns (AE) |
| External (AE) | Suppl. man power (AE) |
| Contractual (AE) |
| Temp/seasonal (AE) | Temp/seasonal (AE) |
| Expatriate (AE) | Non-management (AE) |
| Entry level (AE) |
| Management (AE) |
| Sr. management (AE) |
| Trainee (AE) |

#### Pay Structure

* Sample pay components for:
  + Earnings
  + One time and recurring deductions (using deductions portlet)
* Pay component group for annualized salary
* Pay groups for monthly and non-payroll
* Sample pay scale areas like contractors, Expatriate employees, internees, UAE national which are defaulted based on the employee class/employment type
* Indirect valuation using pay scale group and pay scale level
* Sample values for pay scale group and pay scale level
* Default pay group monthly or non-payroll for External/contractual
* Business rules for pay component generation on hire and change for standard wage

#### Other Basic Settings

* Alert for:
  + Visa renewal
* Default gender based on salutation

### Country Version United Kingdom (UK)

#### General Settings

* Language: UK English
* Currency: GBP (Pound Sterling)
* Date format: MM.DD.YYYY
* No specific industry or branch covered (no public sector)

#### Organizational Structure

* Legal entity for UK: 1110
* Sample locations/location group

#### Employee Structure

Combined employee class and employment type as follows

| **Employee Class** | **Employment Type** |
| --- | --- |
| Permanent (GB) | Salaried (GB) |
| Hourly (GB) |
| Director (GB) |
| Executive (GB) |
| Fixed term (GB) | Salaried (GB) |
| Hourly (GB) |
| Intern (GB) | Salaried (GB) |
| Hourly (GB) |
| Apprentice (GB) | Salaried (GB) |
| Hourly (GB) |
| Contingent (GB) | Contractor (GB) |
| Consultant (GB) |
| Freelancer (GB) |
| Casual (GB) | Hourly (GB) |
| Pensioner (GB) | Pensioner (GB) |

#### Pay Structure

* Sample pay components for:
  + Earnings
  + One time and recurring deductions (using deductions portlet)
* Pay component group for annualized salary
* Pay groups for monthly (salaried or hourly), includes pension payroll and non-payroll
* Pay scale types for pay agreement
* Indirect valuation using pay scale group and pay scale level
* Sample values for pay scale group and pay scale level
* Business rules for pay component generation on hire and change for salary

#### Other Basic Settings

* Default gender based on salutation

### Country Version France (FR)

#### General Settings

* Language: US English, French
* Currency: EUR (Euro)
* Date format: DD.MM.YYYY
* No specific industry or branch covered (no public sector)

#### Organizational Structure

* Legal Entity for FR: 1210
* Sample locations/location group

#### Employee Structure

Combined employee class and employment type as follows:

| **Employee Class**  **en\_US/fr\_FR** | **Employment Type**  **en\_US** | **Employment Type**  **fr\_FR** |
| --- | --- | --- |
| Trainee (FR) / Stagiaire (FR) | Hour (FR) | Heure (FR) |
| Day (FR) | Journée (FR) |
| Sessional fee (FR) | À la vacation (FR) |
| Not concerned (FR) | Salarié non concerné (FR) |
| Casual (FR) / Intermittent (FR) | Hour (FR) | Heure (FR) |
| Day (FR) | Journée (FR) |
| Sessional fee (FR) | À la vacation (FR) |
| Not concerned (FR) | Salarié non concerné (FR) |
| Pensioner (FR) / Pension (FR) | Hour (FR) | Heure (FR) |
| Day (FR) | Journée (FR) |
| Sessional fee (FR) | À la vacation (FR) |
| Not concerned (FR) | Salarié non concerné (FR) |
| Regular employee (FR) / Employé(e) (FR) | Hour (FR) | Heure (FR) |
| Day (FR) | Journée (FR) |
| Sessional fee (FR) | À la vacation (FR) |
| Not concerned (FR) | Salarié non concerné (FR) |
| Fixed term (FR) / Durée fixe (FR) | Hour (FR) | Heure (FR) |
| Day (FR) | Journée (FR) |
| Sessional fee (FR) | À la vacation (FR) |
| Not concerned (FR) | Salarié non concerné (FR) |
| Apprentice (FR / Apprenti(e) (FR) | Hour (FR) | Heure (FR) |
| Day (FR) | Journée (FR) |
| Sessional fee (FR) | À la vacation (FR) |
| Not concerned (FR) | Salarié non concerné (FR) |
| Contingent (FR) / Intérimaire (FR) | Hour (FR) | Heure (FR) |
| Not concerned (FR) | Salarié non concerné (FR) |

#### Pay Structure

* Sample pay components for:
  + Earnings
  + One time and recurring deductions (using deductions portlet)
* Pay component group for annualized salary
* Pay groups for monthly (salaried or hourly), includes pension payroll and non-payroll
* Sample pay scale types like collective agreement for workers in goods navigation, local collective agreement for shop employees in Le Havre, etc.
* Sample pay scale areas per region
* Indirect valuation using pay scale group and pay scale level
* Sample values for pay scale group and pay scale level

#### Other Basic Settings

* Alerts for:
  + Contract end
  + Visa expiry
* Default gender based on salutation
* Fixed term contract validation
* Rule to set region of birth to required

### Country Version China (CN)

#### General Settings

* Language: US English, Chinese
* Currency: CNY (Chinese Yuan)
* Date format: YYYY.MM.DD
* No specific industry or branch covered

#### Organizational Structure

* Legal Entity for CN: 1310
* Sample locations/location group

#### Employee Structure

|  |  |  |
| --- | --- | --- |
| **Employee Class**  **en\_US/zh\_CN** | **Employment Type**  **en\_US** | **Employment Type**  **zh\_CN** |
| Contingent (CN) / 临时工 (CN) | Salaried (CN) | 领薪水的(CN) |
| Hourly (CN) | 小时的(CN) |
| Contractor (CN) / 短期工 (CN) | Salaried (CN) | 领薪水的(CN) |
| Hourly (CN) | 小时的(CN) |
| Pensioner (CN) / 退休员工 (CN) | Pensioner (CN) | 领退休金的(CN) |
| Early Retirement (CN) / 提前退休的员工 (CN) | Early Retirement | 提前退休的(CN) |
| Expatriate (CN) / 外籍员工 (CN) |  |  |
| Rehired Retiree (CN) / 退休返聘员工 (CN) | Salaried (CN) | 领薪水的(CN) |
| Hourly (CN) | 小时的(CN) |
| Director (CN) | 总监(CN) |
| Executive (CN) | 总经理(CN) |

#### Pay Structure

* Sample pay components for:
  + earnings
  + single and recurring deductions (using deductions portlet)
* Pay component group for annualized salary
* Pay group for monthly, non payroll, and pension payroll
* One common pay scale type
* One common pay scale area
* Indirect valuation using pay scale group and pay scale level
* Sample values for pay scale group and pay scale level
* Business rules for pay component generation on hire and change for standard salary

#### Other Basic Settings

* Alert for:
  + Visa expiry
* Default gender based on identity card number
* Rule to check if birthday information in identity card number matches date of birth in personal information
* Rule for standard weekly hours
* Default time zone from location

## Time Off

### General Setup

Following common configuration is delivered:

* Work Schedule Day Model
* Work Schedule
* Workflows:
  + *Time Off Manager*
  + *Time Off HR and Manager*
  + *Time Off Manager Information*
  + *Time Off HR approve Manager info*
  + Workflow for requests created by HR admin on behalf of an employee
* Split/Delimit absences functionality

#### Work Schedule Day Models

|  |  |
| --- | --- |
| **Models** | **Planned Hours (Decimal)** |
| 7:30 hours early shift | 7.5 |
| 7:30 hours late shift | 7.5 |
| 7:30 hours night shift | 7.5 |
| 8:00 hours early shift | 8 |
| 8:00 hours late shift | 8 |
| 8:00 hours night shift | 8 |
| CLT\_0800-1700 | 8 |
| CLT\_0800-1215 | 4 |

#### Work Schedules

|  |  |
| --- | --- |
| **Models** | **Schedules** |
| 8:00 hours Mon-Fri | Simple |
| 4:00 hours Mon-Fri | Simple |
| 7.30 Hours Mon-Fri | Simple |
| 8:00 Hours Sun-Thu | Simple |
| 6:00 Hours Sun-Thu | Simple |
| 8:00 hours late shift Mon-Fri | Period |
| 7:30 hours rotation early-late-night shift Mon-Fri | Period |
| 7:30 hours rotation late-night-early shift Mon-Fri | Schedule |
| 7:30 hours rotation night-early-late shift Mon-Fri | Schedule |

The country-specific configuration is summarized in the following chapters.

### Country Version United States (US)

* Holiday calendar for federal holidays (US)
* Time Profiles for:
* US Generic
* California
* Colorado
* Accrual rules for:
* Vacation US (fixed amount, 25 days/year)
* Fixed amount US (fixed amount, 2 days/year)
* Vacation CA (Based on the seniority)
* Sickness CA ((fixed amount, 24 hours/year)
* Vacation CO (Based on the seniority)

#### Time Types

|  | **Time types** |
| --- | --- |
| With account type | Vacation |
| Floating |
| Vacation CA |
| Sickness CA |
| Vacation CO |
| Without account type | Compassionate leave |
| Family medical leave |
| Jury service |
| Military service |
| Parental |
| Removal leave |
| Unpaid |

### Country Version Germany (DE)

* Holiday calendar for federal holidays
* Generic time profile prepared for time recording of working hours only
* Split/Delimit absences functionality provided for Sickness against Vacation
* Accrual rules for:
* Vacation-based on seniority considering prorating for new hire
* Special holiday for challenged employees

#### Time Types

|  | **Time types** |
| --- | --- |
| With account type | Vacation |
| Special holiday |
| Without account type | Sickness |
| Sickness w/o sick note |
| Special leave - birth of a child |

### Country Version Australia (AU)

* Holiday calendar per state
* Generic time profiles for annual, monthly and daily
* Accrual rules for:
* Annual leave considering prorating for new hire
* Time accounts on a monthly/daily base
* Sick leave
* Long service leave

Considering entitlement method: Entitled as transferred

* Time Account Payout for Annual leave and Long Service Leave

#### Time Types

|  | **Time types** |
| --- | --- |
| With account type | Annual leave |
| Annual leave (monthly) |
| Annual Leave (daily) |
| Sick leave |
| Long service leave |
| Without account type | Compassionate leave |
| Jury service |
| Parental leave |
| Carer’s leave |
| Leave without pay |

### Country Version Kingdom of Saudi Arabia (SA)

* Holiday calendar
* Generic time profile
* Accrual rules for:
* Annual leave

#### Time Types

|  | **Time types** |
| --- | --- |
| With account type | Annual leave |
| Annual leave (monthly) |
| Annual leave (daily) |
| Without account type | Sick leave |
| Authorized paid leave |
| Authorized unpaid leave |
| Compassionate leave |
| Compensatory leave |
| Emergency leave |
| Hajj leave |
| Iddah leave |
| Marriage leave |
| Maternity leave |
| Occupational hazard leave |
| Paternity leave |
| Study leave |
| Suspension |
| Unauthorized unpaid leave |

### Country Version United Arab Emirates (AE)

* Holiday calendar
* Generic time profile
* Accrual rules for:
* Annual leave

Considering entitlement method: entitled as transferred

#### Time Types

|  | **Time types** |
| --- | --- |
| With account type | Annual leave |
| Without account type | Sick leave |
| Authorized paid leave |
| Authorized unpaid leave |
| Compassionate leave |
| Compensatory leave |
| Emergency leave |
| Hajj leave |
| Iddah leave |
| Marriage leave |
| Maternity leave |
| Paternity leave |
| Study leave |
| Suspension |
| Unauthorized unpaid leave |

### Country Version United Kingdom (UK)

* Holiday calendars for England/Wales, Scotland, hourly people
* Generic time profile for hourly and salary
* Accrual rules for:
* Annual holiday for hourly
* Annual holiday for salaried based on seniority
* Considering prorating for new hire
* Period end processing

#### Time Types

|  | **Time types** |
| --- | --- |
| With account type | Holiday |
| Hourly holiday |
| Without account type | Maternity leave |
| Paternity leave |
| Adoption |
| Parental leave |
| Carer's leave |
| Compassionate leave |
| Sickness |
| Study leave |
| Unpaid leave |
| Other |
| Personal leave |
| Jury service |
| Sabbatical |

### Country Version France (FR)

* Holiday calendars for France, Alsace\Moselle
* Generic time profiles: With working time reduction and without working time reduction
* Accrual rules for:
* Annual leave entitlement
* Working time reduction

Considering for Annual leave entitlement the entitlement method: Entitled as transferred

#### Time Types

|  | **Time types** |
| --- | --- |
| With account type | Annual leave |
| Compensation time |
| Without account type | Seniority leave |
| Birth leave |
| Time savings account |
| Sick child leave |
| Child marriage leave |
| Death of relative |
| Education |
| Fraction leave |
| Maternity leave |
| Paternity leave |
| Paid sick leave |
| Unauthorized unpaid leave |
| Unpaid leave |
| Unpaid sick leave |
| Marriage leave |

## Payroll Time Sheet

The detailed setup is described in the corresponding workbook. The starting point for the main setup is provided below:

|  |  |
| --- | --- |
| **Version** | **Description** |
| **Country Independent (XX)** | Time recording admissibility for:   * 4 past weeks/amendments allowed * 4 past weeks/no amendments allowed |
| Shift classification for early, late and night shift |
| Time Type Time off in lieu with Time Account Type  Time Type Working Time Accounts with Time Account Type |
| Allowance types for hardship, night shift and extra allowance |
| Required time valuations for aggregating and splitting working time/overtime, weekly and daily consideration |
| Workflow for manager approval |

### Duration based Time Recording

|  |
| --- |
| **Time Recording Profiles** |
| DUR - Overtime (XX) - OT1.5 (Mon-Sat), OT1.75 (Sun), OT2.0 (> 6h/week or 2h/day) |
| DUR - Positive (XX) - Reg. Time, OT1.5 (Mon-Sat), OT1.75 (Sun), OT2.0 (> 6h/week or 2h/day) |
| DUR - Working Hours Only (XX) |
| DUR - Positive (XX) - Working Time Accounts |
| DUR - Overtime (XX) - OT Base Pay and OT Premiums 50% and 100% > 2h per day / 6h per week |
| DUR - Overtime (XX) - OT1.5 (Sun-Fri), OT2.0 (> 6h/week or 2h/day) |
| DUR - Positive (XX) - Reg. Time, OT1.5 (Sun-Fri), OT2.0 (> 6h/week or 2h/day) |

### Clock Time-Based Time Recording

|  |
| --- |
| **Time Recording Profiles** |
| CLT - overtime (XX)- get daily overtime 1.5 |
| CLT - positive (XX)- get regular time and daily overtime 1.5, and premium for time worked from 20:00 - 24:00 |
| CLT - positive (XX)- regular time, OT base pay and OT premiums 50% and 100% > 2h per day / 6h per week |

## Dependents Management

The detailed setup is described in the corresponding workbook.

### Country Version United States (US)

* Possibility to manage dependents
* Specific fields for country

### Country Version Australia (AU)

* Possibility to manage dependents

### Country Version Kingdom of Saudi Arabia (SA)

* Possibility to manage dependents
* Specific fields for country

### Country Version United Arab Emirates (AE)

* Possibility to manage dependents
* Specific fields for country

## Position Management

The detailed setup is described in the corresponding workbook. The starting point for the main setup is provided below:

|  |  |
| --- | --- |
| **Country Version** | **Description** |
| **Country Independent (XX)** | Position management is set as the leading hierarchy |
| Employee will see that their jobs are attached to positions (they are an incumbent of a position) |
| Two types of positions are available:   * Regular positions, which also support the assignment of multiple incumbents at the same time. Position control secures that headcount is considered * Mass positions, which allow the assignment of large volumes of employees and which would not inherit the job from the position. Also for different supervisors of these employees |
| Organizational and job code related fields will be maintained on the position |
| Positions have the right to return enabled to support the extended absence of a position incumbent |
| Auto generation of position code is used, starting from numeric 1 and incrementing by numeric 1 for each new position |
| Managers have access to the position organization chart and can initiate processes, such as position creation and update |

## Contingent Workforce Management

The detailed setup is described in the corresponding workbook. The starting point for the main setup is provided below:

|  |  |
| --- | --- |
| **Country Version** | **Description** |
| **Country Independent (XX)** | Separate handling of contingent workers and standard employees by usage of specified UIs for Email Info, Personal Info, Person Info and Job Info for contingent workers |
| Permission Group for contingent workers. |
| Email Notifications for:  - contingent worker hire/rehire  - work order expiration |
| A continent worker with expired work order assignment can be hired as employee. |
| A former employee of the company can be hired as contingent worker. |

## Apprentice Management

The detailed setup is described in the corresponding workbook. The starting point for the main setup is provided below:

| **Country Version** | **Description** |
| --- | --- |
| **Country Independent (XX)** | Setup of Apprenticeship event types:   * School * Internal training * On-the-job training |
| Permission roles for:   * Apprentice * Apprentice Supervisor * On-Site Supervisor |

## Global Assignment

The detailed setup is described in the corresponding workbook. The starting point for the main setup is provided below:

|  |  |
| --- | --- |
| **Country Version** | **Description** |
| **Country Independent (XX)** | Picklist for global assignment type |
| Global assignment relevant events and event reasons |
| Setup of Global Assignment Configuration object |
| Workflows:   * Global assignment creation * Manual termination of global assignment |
| Alert   * end of global assignment |
| If Position Management is also implemented:   * Positions have the right to return enabled to support the global assignment of a position incumbent |
| An employee on global assignment can opt to stay at the host company with a permanent contract. |

## Concurrent Employment

The detailed setup is described in the corresponding workbook. The starting point for the main setup is provided below:

|  |  |
| --- | --- |
| **Country Version** | **Description** |
| **Country Independent (XX)** | Enhance *employmentInfo* HRIS element to support creation of concurrent employment |
| Create appropriate event reason and assign it to countries |
| Workflows:   * Concurrent employment creation * termination of secondary employment * change of concurrent employment from   + primary to secondary   + secondary to primary |

## Company Structure Overview

The detailed setup is described in the corresponding workbook. The starting point for the main setup is provided below:

|  |  |
| --- | --- |
| **Country Version** | **Description** |
| **Country Independent (XX)** | The company structure overview is used to specify how the various hierarchies and organizational entities relate to each other. |
| Makes use of MDF object types and the relationships between them. |
| The configuration follows the association defined between business unit, division, department, and parent department. |

## Benefits

The detailed setup is described in the corresponding configuration guide. Sample entries are provided as a starting point below:

|  |  |
| --- | --- |
| **Country Version** | **Description** |
| **United States (US)** | Setup of relevant pay components |
| Setup of benefit types:   * Allowances: Car Allowance, Meal Allowance * Reimbursement: Basic Tuition Reimbursement, Telephone Reimbursement * Company Pensions * Saving Plans: 401K Plan, Dependent Care FSA, Health Care FSA * Health Insurance * Life Insurance: Basic Life Insurance, Spousal Life Insurance * Deductible Allowance: Health Club Reimbursement |
| Workflow for benefits claim |
| Automatic enrollment in benefits |
| Manual enrolment in benefits during   * Open enrollment period * Entire year |
| Manual enrolment in benefits via   * self-service * on behalf of |

## Time Off for Leave of Absence Only

tipNote: Applicable only if *Time Off for Leave of Absence Only* is enabled!

The detailed setup is described in the corresponding workbooks. The starting point for the main setup is provided below:

### General Setup

Following common configuration is delivered:

* Workflows:
  + *Time Off Manager*
  + *Time Off HR and Manager*
  + Workflow for requests created by HR admin on behalf of an employee

The country-specific configuration is summarized in the following chapters.

### Country Version United States (US)

* time profile for LOA only
* Time Type:
  + Parental

### Country Version Australia (AU)

* time profile for LOA only
* Time Type:
  + Parental Leave

### Country Version Kingdom of Saudi Arabia (SA)

* time profile for LOA only
* Time Type:
  + Occupational Hazard Leave

### Country Version United Arab Emirates (AE)

* time profile for LOA only
* Time Type:
  + Maternity Leave

### Country Version United Kingdom (UK)

* time profile for LOA only
* Time Types:
  + Maternity Leave
  + Paternity Leave
  + Adoption
  + Parental Leave
  + Sabbatical

### Country Version France (FR)

* time profile for LOA only
* Time Types:
  + Maternity Leave
  + Parental Leave

## Employee Central Payroll Integration

The detailed setup is described in the corresponding configuration guides. The starting point for the main setup is provided below:

|  |  |
| --- | --- |
| **Country Version** | **Description** |
| **United States (US)**  **Germany (DE)**  **Australia (AU)**  **Kingdom of Saudi Arabia (SA)**  **United Arab Emirates (AE)**  **United Kingdom (UK)**  **France (FR)**  **China (CN)** | Using point-to-point replication |
| Using default portlets for the mash-up setup |
| Replicate employee master data |
| Optional: replicate data from Employee Central Time Off (not relevant for CN) and Time Sheet |