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| SAP SuccessFactors HCM Core  April 2018  EnglishEnglish  United States |  |
|  | Employee Central: Master Data Integration with Employee Central Payroll (FK7) |
| SAP SE Dietmar-Hopp-Allee 16 69190 Walldorf Germany | Building Block Configuration Guide |

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| Revision | Change Date | Description |
| 0 |  |  |
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Icons

|  |  |
| --- | --- |
| Icon | Meaning |
|  | Caution |
|  | Example |
|  | Note |
|  | Recommendation |
|  | Syntax |

Typographic Conventions

|  |  |
| --- | --- |
| Type Style | Description |
| Example text | Words or characters that appear on the screen. These include field names, screen titles, pushbuttons as well as menu names, paths and options.  Cross-references to other documentation. |
| Example text | Emphasized words or phrases in body text, titles of graphics and tables. |
| EXAMPLE TEXT | Names of elements in the system. These include report names, program names, transaction codes, table names, and individual key words of a programming language, when surrounded by body text, for example, SELECT and INCLUDE. |
| Example text | Screen output. This includes file and directory names and their paths, messages, source code, names of variables and parameters as well as names of installation, upgrade and database tools. |
| EXAMPLE TEXT | Keys on the keyboard, for example, function keys (such as F2) or the ENTER key. |
| Example text | Exact user entry. These are words or characters that you enter in the system exactly as they appear in the documentation. |
| <Example text> | Variable user entry. Pointed brackets indicate that you replace these words and characters with appropriate entries. |

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**Employee Central: Master Data Integration with Employee Central Payroll**

# Purpose

The purpose of this document is to describe the setup of the Master Data and Time Integration with Employee Central Payroll.



If you do not plan to use Employee Central Payroll this configuration guide is not required.

# Preparation

## Prerequisites

Before you start installing this scenario, the prerequisite building blocks need to be configured. Check the sequence of execution in the *Building Block Prerequisites Matrix* for this Packaged Solution.

For the communication between SAP SuccessFactors Employee Central and Employee Central Payroll, please check the corresponding *Configuration Guide – Getting Started*.

# Configuration

## SAP SuccessFactors Employee Central



For the object and picklist creation in Employee Central please consider: if a mapping for Employee Central Payroll is required the entries must be in CAPITAL LETTERS and/or Numbers (0, 1, 2, 3….9). If you are re-using the Employee Central Payroll values in Employee Central no mapping is required and the IDs and picklist values are already in the corresponding format.

Please check the picklists and values available in the delivered instance which are supporting the standalone cloud approach and adapt those based on your Employee Central Payroll requirements. The following configuration describes the replication requirements.

### Refining Succession Data Model

1. Log in to your instance and go to Admin Center using the following information:

|  |  |
| --- | --- |
| **Link** | *https://<server>.successfactors.com/login* |
| **Menu Path** | *Home → Admin Center* |

1. In the Admin Center in the portlet Company Processes and Cycles, select Company Settings and choose Manage Business Configuration.
2. Refine the HRIS fields based on the following information.
   1. The fields listed have the visibility=Edit: If they are not optional they need to be made mandatory (=Yes). This depends also on the field attributes in the Employee Central Payroll system.
   2. Picklist used is listed only for those fields that would require refinement/redefinition
   3. Code Mapping indicates mapping codes that needs to be defined on the ERP instance if the Employee Central and Employee Central Payroll values are different. Further details in sections Defining Key Mapping of Organizational Terms and Defining Mapping Code Value Lists.

| **Job Information (hris-element jobInfo)** | | | | | |
| --- | --- | --- | --- | --- | --- |
| **Employee Central Field name** | **Employee Central Field ID** | **Picklist used** | **Code Mapping** | **SAP ERP Field ID** | **Recommendation** |
| Company | company |  |  | PA0001-BUKRS |  |
| Location | location |  | Mapping entries in table PAOCFEC\_KMAPPEST | PA0001-WERKS, PA0001-BTRTL | Location maps into 2 fields in ERP inbound personnel area and subarea. |
| Cost center | cost-center |  |  | PA0001-KOSTL |  |
| Employee Class | employee-class | EMPLOYEECLASS | EMPLOYEE\_CLASS | PA0001-PERSG |  |
| Employment Type | employment-type | employmentType | EMPLOYMENT\_TYPE | PA0001-PERSK |  |
| Time off Workschedule | workschedule-code |  | WORK\_SCHEDULE\_RULE | PA0007-SCHKZ |  |
| Working Days Per Week | workingDaysPerWeek |  |  | PA0007-WKWDY |  |
| Pay Scale Type | payScaleType |  | PAY\_SCALE\_TYPE | PA0008-TRFAR |  |
| Pay Scale Area | payScaleArea |  | PAY\_SCALE\_AREA | PA0008-TRFGB |  |
| Pay scale group | payScaleGroup |  | PAY\_SCALE\_GROUP | PA0008-TRFGR | Pay Scale Group: standard default value ‚DY‘; no mapping required. Value “DY” has to be a valid entry in ERP table T510 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Compensation Information (below fields are part of several hris-elements: compInfo, payComponentRecurring, payComponentNonRecurring)** | | | | | |
| **Employee Central Field name** | **Employee Central Field ID** | **Picklist used** | **Code Mapping** | **SAP ERP Field ID** | **Recommendation** |
| Pay Group | pay-group |  | PAYROLL\_GROUP | PA0001-ABKRS | <= 2; Payroll Area: create pay groups in Employee Central with the same Pay Group ID than in ERP. |
| Pay Component | pay-component; pay-component-code |  | PAY\_COMPONENT | PA0008-LGART,  PA0014-LGART,  PA0015-LGART |  |
| Currency | currency-code |  |  | Different currency fields infotype 0008, 0014, 0015 |  |
| Amount | paycompvalue; value |  |  | Different amount fields infotype 0008, 0014, 0015 |  |
| Pay date | pay-date |  |  | PA0015- UWDAT |  |
| Frequency | frequency |  | PAY\_FREQUENCY |  | Standard mapping available, no additional mapping is required. |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Personal Information (hris-element personalInfo)** | | | | | |
| **Employee Central Field name** | **Employee Central Field ID** | **Picklist used** | **Code Mapping** | **SAP ERP Field ID** | **Recommendation** |
| First Name | first-name |  |  | PA0002-VORNA |  |
| Last Name | last-name |  |  | PA0002-NACHN |  |
| Gender | gender |  |  | PA0002-GESCH |  |
| Native Preferred Language | native-preferred-lang |  |  | PA0002-SPRSL | ERP is represented by 1 char.(Example: E => English)  Employee Central recommends 2 char ISO 639 code (example: EN => English) |
| Nationality | nationality | ISOCountryList |  | PA0002-NATIO |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Biographical Information (hris-element personInfo)** | | | | | |
| **Employee Central Field name** | **Employee Central Field ID** | **Picklist used** | **Code Mapping** | **SAP ERP Field ID** | **Recommendation** |
| Date of Birth | date-of-birth |  |  | PA0002-GBDAT |  |
| Person ID | person-id-external |  |  | PAOCFEC\_EEKEYMAP | Ensure that the Person ID is unique and not changed after data replication. |



Field *Date of Birth* exists in hris element *Biographical Information* and *Personal Information*. As the replication considers the field from *Biographical Information* the one from *Personal Information* could be set to visibility=*none*.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **National ID Card (hris-element nationalIdCard)** | | | | | |
| **Employee Central Field name** | **Employee Central Field ID** | **Picklist used** | **Code Mapping** | **SAP ERP Field ID** | **Recommendation** |
| National Identification | national-id |  |  | PA0002-PERID |  |
| Country | country |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Home Address Information USA (hris-element homeAddress\_USA)** | | | | | |
| **Employee Central Field name** | **Employee Central Field ID** | **Picklist used** | **Code Mapping** | **SAP ERP Field ID** | **Recommendation** |
| City | city |  |  | PA0006-ORT01 |  |
| ZIP | zip-code |  |  | PA0006-PSTLZ |  |
| Country | country |  |  | PA0006-LAND1 |  |

There are other Employee Central HRIS fields that are optional. Employee master data which are not mandatory for the replication, but should be reviewed based on Employee Central Payroll setup:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Personal Information (hris-element personalInfo)** | | | | | |
| **Employee Central Field name** | **Employee Central Field ID** | **Picklist used** | **Code Mapping** | **SAP ERP Field ID** | **Recommendation** |
| Salutation | salutation | salutation | SALUTATION | PA0002-ANRED | Change the Employee Central Codes to match the Employee Central Payroll codes |
| Marital Status | marital-status | ecMaritalStatus | MARITAL\_STATUS | PA0002-FAMST |  |
| Place of Birth | place-of-birth |  |  | PA0002-GBORT |  |
| Birth Name | birth-name |  |  | PA0002-NAME2 |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Home Address Information USA (hris-element homeAddress\_USA)** | | | | | |
| **Employee Central Field name** | **Employee Central Field ID** | **Picklist used** | **Code Mapping** | **SAP ERP Field ID** | **Recommendation** |
| State | state | STATE\_USA | REGION | PA0006-STATE | Best practice is to take over the ERP key and to use the ERP text as the Employee Central label. |



The recommended length is based on the Employee Central Payroll field length. If you are using fields with external codes longer than the recommended characters you need to map the codes.

### Refining MDF Payment Information

In this best practices solution MDF-based Payment Information is used because support for the old HRIS-based Direct Deposit/ payment information (handled by the HRIS elements directDeposit and paymentInfo) will be discontinued.

1. Log in to your instance and go to Admin Center using the following information:

|  |  |
| --- | --- |
| **Link** | *https://<server>.successfactors.com/login* |
| **Menu Path** | *Home → Admin Center* |

1. In the Admin Center in the portlet Company Processes and Cycles, select Company Settings and choose Configure Object Definitions.
2. Choose Search: Object Definition. Search for Payment Information Detail and select Take Action → Make Correction.
3. For the below fields select Details link and set the attribute Required to Yes.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Payment Information Detail (PaymentInformationDetailV3)** | | | | | |
| **Employee Central MDF field description** | **Employee Central MDF field** | **Picklist used** | **Code Mapping** | **SAP ERP Field ID** | **Recommendation** |
| Payment Method | paymentMethod |  | PAYMENT\_METHOD | PA0009-ZLSCH |  |
| Bank Country | bankCountry |  |  | P0009- BANKS |  |

1. Choose Done and save your changes.
2. On the Configure Object Definitions screen, choose Search: Object Definition. Search for the main object Payment Information Detail USA and select Take Action → Make Correction.
3. For the below fields select Details link and set the attribute Required to Yes.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Payment Information Detail USA (PaymentInformationDetailV3USA)** | | | | | |
| **Employee Central MDF field description** | **Employee Central MDF field** | **Picklist used** | **Code Mapping** | **SAP ERP Field ID** | **Recommendation** |
| Account Type | accountType |  | BANK\_ACCOUNT\_TYPE | PA0009-BKONT |  |

1. Choose Done and save your changes.

### Refining Corporate Data Model

In provisioning, you must refine the corporate data model for master data replication.

1. Log in to Provisioning for your instance using the following link:

|  |  |
| --- | --- |
| **Link** | https://<server>.successfactors.com/provisioning\_login |

1. Choose the Company by clicking on the Company Name.
2. Under Succession Management choose Import/Export Corporate Data Model XML.
3. Export the Corporate Data Model and refine the HRIS fields via XML editor based on the following information:

| **Foundation Object** | **Field** | **Max. Length of ID (handled by the API)** | **Best Practices** |
| --- | --- | --- | --- |
| Location | externalCode | 20 | Mapping always required |



The recommended length is based on the Employee Central Payroll field length. If you are using fields with external code longer than the recommended characters you need to map the codes. In this case the external code needs to be in CAPITAL LETTERS and/or Numbers (0, 1, 2, 3….9).

### Refining MDF Objects

In the following configuration steps you refine the MDF foundation objects for company (legal entity) and cost center.

1. Log in to your instance and go to Admin Center using the following information:

|  |  |
| --- | --- |
| **Link** | *https://<server>.successfactors.com/login* |
| **Menu Path** | *Home → Admin Center* |

1. In the Admin Center in the portlet Company Processes and Cycles, select Company Settings and choose Configure Object Definitions.
2. Choose Search: Object Definition. Search for Cost Center and select Take Action → Make Correction.
3. For field externalCode (Database Field externalCode) make the following changes:

| **Field Name** | **Value** |
| --- | --- |
| *Maximum Length* | 20 |

1. Choose Done.
2. For field name (Database Field externalName) make the following changes:

| **Field Name** | **Value** |
| --- | --- |
| *Maximum Length* | 40 |

1. Choose Done.
2. Save your changes.
3. On the Configure Object Definitions screen, choose Search: Object Definition. Search for the main object Legal Entity and select Take Action → Make Correction.
4. For field externalCode (Database Field externalCode) make the following changes:

| **Field Name** | **Value** |
| --- | --- |
| *Maximum Length* | 20 |



Best practices recommends using the SAP ERP key of the company code and restrict the maximum length to 4 digits.

1. Choose Done.
2. Save your changes.



For pay group Best Practices recommends using the SAP ERP key of the pay area and restrict the maximum length to 2 digits.

### Defining / Uploading Picklists

You need to have the relevant picklists for the following Employee Central HRIS fields:

* STATE\_XXX (where XXX represents the relevant ISO country code) in employee address, for example STATE\_USA)

For most countries, you must assign a picklist for STATE (or the equivalent in the related country such as COUNTY or REGION) in the address details.

* salutation (optional)
* ecMaritalStatus (optional)
* employmentType
* EMPLOYEECLASS



This best practices content is already migrated to MDF picklists and is no longer using the legacy picklists.

For more details and how to check if all of your instances are already migrated to MDF picklists, please do the steps as described in the configuration guide – getting started, chapter: Check Picklist Migration to MDF.

This Best Practices package provides sample entries for all picklists. Check and adapt these based on the requirements.

* In the *Admin Center* *→Company Setting*
* Select *Picklist Center.*
* From *Picklist* *Search* drop down, select the picklist you want to check.
* To adapt the picklist select *Take Action* → *Make Correction*.



Check the section *Defining Mapping Code Value Lists* before creating picklists.

Picklist entries must be in CAPITAL LETTERS and/or Numbers (0, 1, 2, 3….9).

### Check Pay Scale Setup

You need to have MDF objects entries maintained for the following Employee Central HRIS fields:

* Pay Scale Area
* Pay Scale Type
* Pay Scale Group
* Pay Scale Level

This Best Practices package provides sample entries for the pay structure.

### Custom Field: Work Schedules

If the *Time Off* module is not activated, but work schedules should be replicated from Employee Central to the Employee Central Payroll system, then we recommend creating a custom specific field with an associated picklist.

#### Add Picklist for Work Schedules

1. Logon to your instance and go to Admin Center using the following information:

|  |  |
| --- | --- |
| **Link** | *https://<server>.successfactors.com/login* |
| **Menu Path** | *Home → Admin Center* |

1. From *Admin Center* in the *Company Processes and Cycles* portlet, select *Company Settings* and choose *Picklist Center*.
2. Choose *Create New.*
3. Enter the following values:

| **Field name** | **Value** |
| --- | --- |
| *Code* | work-schedule |
| *Name* | Work schedule |
| *Status* | Active |
| *Display Order* | No Selection |
| Effective Start Date | 01/01/1900 |
| Parent Picklist | No Selection |

1. Make the entries for the work schedules, as available in the Employee Central Payroll system. Remember that the “external\_code” has a maximum field length of 8 digits. Enter for example the following values

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **External Code** | **Non-unique External Code** | **Parent Picklist Value** | **Label** | **Status** | **Min value** | **Max value** |
| PFLEX | PFLEX | No Selection | 5 Days Flex | Active |  |  |
| 5D8H | 5D8H | No Selection | 5 Days 40 Hours | Active |  |  |

1. Choose *Save*.

#### Enhance Succession Data Model

1. Logon to your instance and go to Admin Center using the following information:

|  |  |
| --- | --- |
| **Link** | https://<server>.successfactors.com/login |
| **Menu Path** | Home → Admin Center |

1. From Admin Center in the Company Processes and Cycles portlet, select Company Settings and choose Manage Business Configuration.
2. Enlarge jobinfo .to get access to the country specific Job Informations



A custom-specific field might be added to the succession data model, depending upon the different country versions implemented in Employee Central. If the custom field is created in the succession data model, then it is available for all implemented countries. When the custom field is only visible and mandatory for certain countries, use the country-specific succession data model to create the custom field.

1. Check whether there is already an existing entry for the relevant country
2. If applicable proceed with the next step if not proceed with step 12
3. Click on the respective jobinfo\_Country (for instance job\_info\_USA)
4. Scroll down to the last row of the Localized HRIS Fields section
5. Add a custom-stringXX field with label “Work Schedule”.
6. Choose Details on the right hand side of the new field an add the following:

| **Field Name** | **Value** |
| --- | --- |
| *Section* | Job Information (Job Information (jobInfo\_jobFieldsList) |
| *Enabled* | Yes |
| *Mandatory* | Yes |
| *Default Label* | Work Schedule |
| *Type of Reference Object* | Picklist |
| *Picklist* | work-schedule |
| *Visibility* | Edit |
| *Masked* | No |
| *Maximum Length* | 128 |

1. Choose Done
2. Choose Save.
3. If the country is not applicable in jobInfo, scroll down and choose “Create New”
4. Choose the respective Country (for instance USA)
5. Choose Save.
6. Choose the newly created jobInfo\_COUNTRY again
7. Enter in the section Localized HRIS Fields:

| **Field Name** | **Value** |
| --- | --- |
| *Identifier* | country-of-company |
| *Label* | Country |
| *Section* | Job Information (Job Information (jobInfo\_jobFieldsList) |
| *Enabled* | Yes |
| *Mandatory* | YES / NO |
| *Default Label* | Country |
| *Type of Reference Object* | Picklist |
| *Visibility* | View |
| *Masked* | No |
| *Maximum Length* | 256 |

1. Choose Done.
2. Proceed with the above mentioned steps from 5 through 11.

### Configuring People Profile

Procedure

1. In the Admin Center in the portlet *Company Processes and Cycles*, select *Employee Files* and choose *Configure People Profile.*
2. Check if the Payroll Information subsection/block is available in the people profile and the checkbox Show this subsection on the profile is selected.



Check that the checkbox for the section under which you want the payroll block to be displayed is also selected.

1. If the Payroll Information subsection/block is not available please proceed as follows:
   1. Create a new section by clicking on *Add a new section*. A new section and subsection is created.
   2. Click on the new untitled subsection and change the title to Payroll Information.
   3. Uncheck the renamed subsection to get a list of all available blocks.
   4. Drag and drop the custom block *Payroll Information* into the block of the new created subsection.
   5. Move the new created subsection up to the *Employment Information* section and remove the untitled section.
   6. Save your changes

### Enhancing Role-Based Permissions

For the administrator role, the following aspects of Role Based Permission need to be revisited considering the field adaptions mentioned above.

1. In the Admin Center in the portlet *Manage Employees*, select *Set User Permissions* and choose *Manage Permission Roles*
2. Choose your administrator role.
3. Under *Permission settings* choose *Permission*.
4. In the *Permission settings* view adapt the following:

* User Permissions → Employee Data
* User Permissions → Employee Central Effective Dated Entities



Here ensure that the following is enabled: all the international and country-specific Job Information fields and all payroll-specific Compensation Information fields.

* User Permissions → Employee Views → Payroll Information
* User Permissions → Payroll Permissions →Payroll Administration

To grant the permission for employee self-services, such as Pay Statement:

1. Choose your employee self-service role, e.g. Employee (Self Service for EC.
2. Under *Permission settings* choose *Permission*.
3. In the *Permission settings* view adapt the following:

* User Permissions → Employee Views → Payroll Information
* User Permissions → Payroll Permissions →Payroll Self-Service
* User Permissions → Payroll Integration Permission

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Data Replication Configuration** | | | | | |
| Visibility: | View Current |  | | | |
| Actions: | Edit | Import/Export |  |  |  |
| Field Level Overrides | | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Employee Payroll Run Results** | | | | | |
| Visibility: | View Current | View History | | | |
| Actions: | Create | Insert | Correct | Delete | Import/Export |
| Field Level Overrides | | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Employee Payroll Run Results.employeePayrollRunResultsItems (Employee Payroll Run Results Items)** | | | | | |
| View | Correct | Create | Adjust Order | Delete | Import/Export |
| Field Level Overrides | | | | | |

* Administrator Permissions → Manage Integration Tools → Admin access to OData API

### Setting Up Payroll Configuration

1. Log in to your instance and go to Admin Center using the following information:

|  |  |
| --- | --- |
| **Link** | *https://<server>.successfactors.com/login* |
| **Menu Path** | *Home → Admin Center* |

1. In the Admin Center in the portlet Company Processes and Cycles, select Payroll and choose Payroll Configuration.
2. Select Search and Default Portlets and search for an existing entry. If an entry already exists choose Take Action → Make Correction. Otherwise choose Create New: Default Portlets.
3. Choose Yes for the countries for which you want to create Default Portlets.
4. Save your changes. A Payroll System Configuration is created for the selected countries.
5. To refine the configuration choose Search: Payroll System Configuration.
6. Choose one of the listed countries, for example USA and choose Take Action → Make Correction.
7. Make the following entries:

| **Field Name** | **Value** |
| --- | --- |
| *Payroll System URL* | <Payroll System URL> |
| *Payroll System Client ID* | <Payroll System Client ID> |
| *Status* | Active |
| *Enable access to BSI eFormsFactory (US only)* | <Yes/No> |
| *Third Party Identity Provider URL for BSI eFormsFactory* | <Provider URL> |
| *Enable Enhanced Validations for Production* | Yes |

1. Check the generated portlets and refine this based on your requirements. See the examples below:

**For country version US:**

| **Action** | **Portlet Label** | **Link Label** | **Infotype Number** | **URL** | **Service** |
| --- | --- | --- | --- | --- | --- |
| Check | Earnings and Deductions | Pay Statement |  |  | Pay Statement (1) |
| Add | Earnings and Deductions | Off-cycle payments | 267 |  |  |
| Check | Tax | IRS Limits | 161 |  |  |
| Check | Tax | Residence Tax Area | 207 |  |  |
| Check | Tax | Work Tax Area | 208 |  |  |
| Check | Tax | Unemployment State | 209 |  |  |
| Check | Tax | Additional Withholding Information | 234 |  |  |
| Add | Tax | Withholding Info W4/W5 US | 210 |  |  |
| Check | Tax | Other Taxes | 235 |  |  |
| Check | Tax | Tip Indicators | 506 |  |  |
| Check | Tax | BSI eFormsFactory - Admin |  |  | BSI eFormsFactory - Admin (4) |
| Check | Tax | BSI eFormsFactory - Employee |  |  | BSI eFormsFactory - Employee (5) |
| Check | Garnishments | Garnishment Document | 194 |  |  |
| Check | Garnishments | Garnishment Order | 195 |  |  |
| Check | Garnishments | Garnishment Adjustments | 216 |  |  |
| Add | Garnishments | Payroll Results Adjustments | 221 |  |  |
| Check | Additional Employer Benefits | Loans | 45 |  |  |
| Add | Additional Employer Benefits | General Benefits Information | 171 |  |  |
| Check | Others | Statistics | 33 |  |  |
| Check | Others | Contract Elements | 16 |  |  |
| Add | Others | Objects on Loan | 40 |  |  |
| Add | Others | Membership Fees | 57 |  |  |

1. Save your changes.

### Earliest Retro Check (for Payroll)

The earliest retro check is preventing changes of payroll relevant data in Employee Central prior to the ‘Date for Changes in the Payroll Past’.

Employee Central Users Interfaces affected by the earliest retroactive date validation are:

* Personal Information History Portlet
* Home Address History Portlet
* Job Information History Portlet
* Compensation History Portlet
* Job Information Change Action
* Job Relationships Change Action
* Compensation Information Change Action
* Spot Bonus Action
* Employment Details Action
* Hire/Rehire Action
* Termination Action

In order to activate the earliest retroactive date validation, the generic object Pay Group assigned to the affected employee must have the attribute earliestChangeDate to be active and editable. And the value needs to be maintained per pay group.



If the employee is not assigned to a Pay Group with the earliestChangeDate configured, the earliest retroactive date validation will not be performed.

Based on the Role Based Permission (RBP) configuration, the system may raise a warning message or error message when the earliest retroactive date validation fails.

1. In the Admin Center in the portlet *Manage Employees*, select *Set User Permissions* and choose *Manage Permission Roles*
2. Choose a role assigned to
3. Under *Permission settings* choose *Permission*.
4. In the *Permission settings* view adapt the following:

If the permission “Allow Retroactive Employee Data Changes” is set for ANY of the roles assigned to the user, the warning message will be raised when the violation of the earliest retroactive date validation occurs.

| **Administrator Permissions** | **Settings** | **Select** |
| --- | --- | --- |
| *Manage Users* | Allow Retroactive Employee Data Changes† | X |

If the permission “Allow Retroactive Employee Data Changes” is NOT set for ALL of the roles assigned to the user, the error message will be raised when the violation of the earliest retroactive date validation occurs.

| **Administrator Permissions** | **Settings** | **Select** |
| --- | --- | --- |
| *Manage Users* | Allow Retroactive Employee Data Changes† |  |

To maintain the earliestChangeDate for the pay group:

1. In the Admin Center in the portlet *Company Processes and Cycles*, select *Employee Files* and choose *Manage Data.*
2. To adapt the existing pay groups, select *Search* and *Pay Group*: search for one from the workbook tab *Pay Group Values* and select *Take Action* → *Make Correction*.
3. Enter the earliestChangeDate.
4. Choose *Save*.

You want to consider this validation also for the Recurring Deduction or On Time Deduction portlet please create the following message definition and rules:

1. In the Admin Center in the portlet *Company Processes and Cycles*, select *Employee Files* and choose *Manage Data.*
2. Select *Create New* and *MessageDefinition* and enter the following information:

| **text** | **externalCode** | **externalName** | **status** |
| --- | --- | --- | --- |
| *The effective start date is earlier than the earliest retro date and it may cause errors during data replication to the payroll system. Please consider to adjust the effective start date to {earliestChangeDate} or later* | CC\_XX\_EarliestRetroCheck | Earliest retro check (for Payroll) | Active |

parameterDefinitions

| **dateType** | **externalCode** | **externalName** | **status** |
| --- | --- | --- | --- |
| *Date* | earliestChangeDate | earliestChangeDate | Active |

1. Choose *Save.*
2. In the Admin Center in the portlet *Company Processes and Cycles*, select *Company Settings* and choose *Configure Business Rules*
3. Select *Create New Rule*:

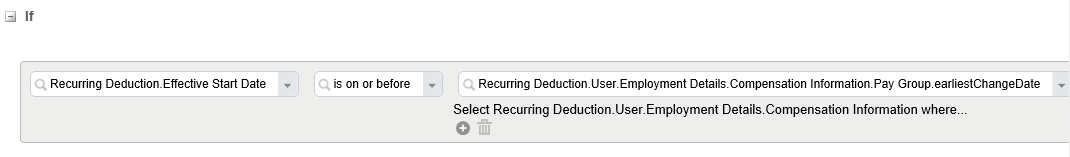
* On the *New Rule: Select a Scenario* screen select Basic (Basic rule).
* Enter the following values:

For Recurring Deduction:

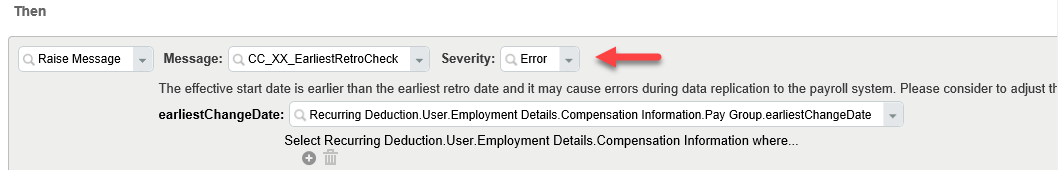
| **Field name** | **Value** |
| --- | --- |
| *Rule Name* | CC\_XX\_RecDeduction\_CheckEarliestChangeDate |
| *Rule ID* | CC\_XX\_RecDeduction\_CheckEarliestChangeDate |
| *Start Date* | 01/01/1900 |
| *Base Object* | Recurring Deduction |

* Choose *Continue*.
* Define the rule based on the screenshot below:

**If-condition:**



**Then-condition:**





For severity, use Error or Warning similar to the settings you have done before in the RBP - Allow Retroactive Employee Data Changes.

1. Choose *Save*.
2. This business rule has to be assigned to the object definition Recurring Deduction.

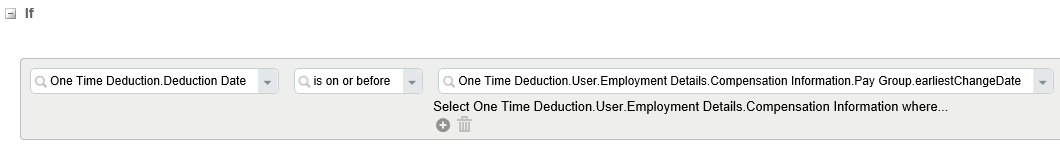
* In the Admin Center in the portlet *Company Processes and Cycles*, select *Company Settings* and choose *Configure Object Definitions*
* In the Search field select Object Definition and *Recurring Deduction*.
* Select *Take* Action and *Make Correction*.
* Scroll down to section “Save Rules”.
* Add the new created business rule.

1. For One Time Deduction repeat steps 4 through 7.

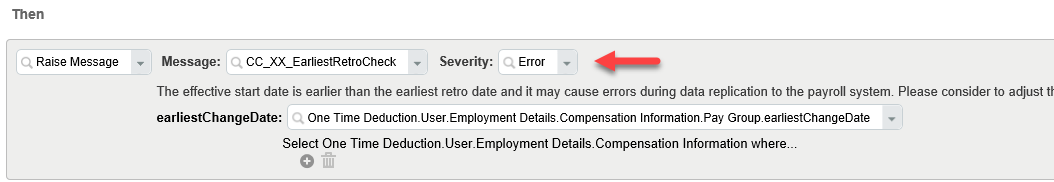
Rule for One Time Deduction

| **Field name** | **Value** |
| --- | --- |
| *Rule Name* | CC\_XX\_OTDeduction\_CheckEarliestChangeDate |
| *Rule ID* | CC\_XX\_OTDeduction\_CheckEarliestChangeDate |
| *Start Date* | 01/01/1900 |
| *Base Object* | One Time Deduction |

**If-condition:**



**Then-condition:**





This business rule has to be assigned to the object definition Recurring Deduction.

## SAP SuccessFactors Employee Central Payroll

### Defining Key Mapping of Organizational Terms

#### Company Code

The organizational unit legal entity is mapped to the Employee Central Payroll entity company code.

1. Use the following navigation options to define your mapping for company code keys based on your Employee Central Payroll configuration:

| **IMG Path** | *SAP Customizing Implementation Guide* → *Personnel Management* → *Integration Settings for SuccessFactors Employee Central Payroll* → *Assignment of Key Mapping of Organizational Data* → *Assign External Company Code Keys to Internal Company Code Keys* |
| --- | --- |

1. On the *Change View “Company Code Key Mapping”: Overview* screen, create new entries for the Employee Central legal entity (company) you want to map to a different Employee Central Payroll company code key:

| **Company ID** | **Company Code** |
| --- | --- |
| *<*Employee Central ID> | <Employee Central Payroll ID> |
| <1710> | <US01> |
| <…> | <…> |

1. Save your entries.

#### Location

For every location you need to have a personnel area and a personnel subarea in Employee Central Payroll including information for the personnel area and related customizing settings.

The organizational unit location from Employee Central is mapped to the Employee Central Payroll entities Personnel Area and Personnel Subarea.

1. Use the following navigation options to define your mapping for company code keys based on your Employee Central Payroll configuration:

| **IMG Path** | *SAP Customizing Implementation Guide* → *Personnel Management* → *Integration Settings for SuccessFactors Employee Central Payroll* → *Assignment of Key Mapping of Organizational Data* → *Assign External Place of Work Keys to Internal Place of Work Keys* |
| --- | --- |

1. On *Change View “Permanent Establishment Key Mapping”: Overview* screen, create new entries for the Employee Central locations you want to map to a different Employee Central Payroll personnel area/subarea combination:

| **Permanent Establishment ID** | **Personnel Area** | **Personnel Subarea** |
| --- | --- | --- |
| <Employee Central ID> | <Employee Central Payroll ID> | <Employee Central Payroll ID> |
| US\_GA\_1001 | <…> | <…> |
| US\_MA\_1001 | <…> | <…> |
| US\_IL\_1001 | <…> | <…> |
| US\_TX\_1001 | <…> | <…> |
| US\_CO\_1001 | <…> | <…> |
| US\_NY\_1001 | <…> | <…> |
| US\_CA\_1001 | <…> | <…> |
| <…> | <…> | <…> |

1. Save your entries.

### Defining Mapping Code Value Lists

Some code value mappings are delivered to you by default, so no extra action is required if these mappings meet your requirement, you can check the mapping via

| **IMG Path** | *SAP Customizing Implementation Guide* → *Personnel Management* → *Integration Settings for SuccessFactors Employee Central Payroll* → *Assignment of Code Values* → *For Point-to-Point Replication* → *Display Code Value Mappings as Delivered by SAP* |
| --- | --- |



It is not recommended to make any change to this table.

As if these mappings are not fully meet your requirements or you want to add extra customizing mappings.

First maintain the entries via below navigation

| **IMG Path** | *SAP Customizing Implementation Guide* → *Personnel Management* → *Integration Settings for SuccessFactors Employee Central Payroll* → *Assignment of Code Values* → *For Point-to-Point Replication* → *Maintain Properties for Code Value Mapping* |
| --- | --- |

Then use the following navigation to refine your mapping based on your Employee Central Payroll configuration:

| **IMG Path** | *SAP Customizing Implementation Guide* → *Personnel Management* → *Integration Settings for SuccessFactors Employee Central Payroll* → *Assignment of Code Values* → *For Point-to-Point Replication* →*Maintain Code Value Mapping* |
| --- | --- |



No Mapping is needed if Employee Central Code Value and ERP Code value is identical. The Employee Central Code Value can be up to 128 characters long.

#### Salutation

The salutation are mapped by default as follows: *(Table: T77SFEC\_CVMAPS)*

| **Data Type in Employee Central** | **ISO Code** | **Alt. List Id** | **Employee Central Code Value** | **ERP Code Value** |
| --- | --- | --- | --- | --- |
| SALUTATION |  |  | 0001 | 2 |
| SALUTATION |  |  | 0002 | 1 |



For the default mapping no entries are required in the mapping table.

1. On the *Change View “ Code value mapping properties (customer)”: Overview* screen, *(Table: T77SFEC\_CVPROPC)* create new entries for the salutation

| **Data type in Employee Central** | **ISO code** | **End Date** | **Start Date** | **Alt. list** | **Country** | **Mode** |
| --- | --- | --- | --- | --- | --- | --- |
| SALUTATION |  | 12/31/9999 | 01/01/1800 |  |  | Mapping via customer table |

1. On the *Change View “code value mapping (customer)”: Overview* screen, *(Table: T77SFEC\_CVMAPC)* create new entries for the salutation

| **Field Name** | **Value** |
| --- | --- |
| *Data type in Employee Central* | SALUTATION |
| *ISO code* |  |
| *Alt. list* |  |
| *Employee Central Code Value* | <Employee Central value> |
| *ERP Code Value* | <Employee Central Payroll value> |

**For example:**

| **Data type in Employee Central** | **ISO code** | **Alt. list** | **Employee Central Code**  **Value** | **ERP Code Value** |
| --- | --- | --- | --- | --- |
| SALUTATION |  |  | 1 | 1 |
| SALUTATION |  |  | 2 | 2 |

#### Marital Status

The marital status are mapped by default as follows:

| **Data Type in Employee Central** | **ISO Code** | **Alt. List Id** | **Employee Central Code Value** | **ERP Code Value** |
| --- | --- | --- | --- | --- |
| MARITAL\_STATUS |  |  | 1 | 0 |
| MARITAL\_STATUS |  |  | 2 | 1 |
| MARITAL\_STATUS |  |  | 3 | 2 |
| MARITAL\_STATUS |  |  | 4 | 3 |
| MARITAL\_STATUS |  |  | 5 | 5 |



For the default mapping no entries are required in the mapping table.

1. On the *Change View “ Code value mapping properties (customer)”: Overview* screen, create new entries for the marital status

| **Data type in Employee Central** | **ISO code** | **End Date** | **Start Date** | **Alt. list** | **Country** | **Mode** |
| --- | --- | --- | --- | --- | --- | --- |
| MARITAL\_STATUS |  | 12/31/9999 | 01/01/1800 |  |  | Mapping via customer table |

1. On the *Change View “code value mapping (customer)”: Overview* screen, create new entries for the marital status

| **Field Name** | **Value** |
| --- | --- |
| *Data type in Employee Central* | MARITAL\_STATUS |
| *ISO code* |  |
| *Alt. list* |  |
| *Employee Central Code Value* | <Employee Central value for example M> |
| *ERP Code Value* | <Employee Central Payroll value for example 1> |

**For example:**

| **Data type in Employee Central** | **ISO code** | **Alt. list** | **Employee Central Code**  **Value** | **ERP Code Value** |
| --- | --- | --- | --- | --- |
| MARITAL\_STATUS |  |  | 1 | 0 |
| MARITAL\_STATUS |  |  | 2 | 1 |
| MARITAL\_STATUS |  |  | 3 | 2 |
| MARITAL\_STATUS |  |  | 4 | 3 |
| MARITAL\_STATUS |  |  | 5 | 5 |
| MARITAL\_STATUS |  |  | D | 3 |
| MARITAL\_STATUS |  |  | E | 5 |
| MARITAL\_STATUS |  |  | M | 1 |
| MARITAL\_STATUS |  |  | R | A |
| MARITAL\_STATUS |  |  | S | 0 |
| MARITAL\_STATUS |  |  | T | U |
| MARITAL\_STATUS |  |  | W | 2 |
| <…> |  |  | <…> | <…> |

#### Address Type

The address types are mapped by default as follows:

| **Data Type in Employee Central** | **ISO Code** | **Alt. List Id** | **Employee Central Code Value** | **ERP Code Value** |
| --- | --- | --- | --- | --- |
| ADDRESS\_TYPE |  |  | BUINESS | 5 |
| ADDRESS\_TYPE |  |  | HOME | 1 |



For the default mapping no entries are required in the mapping table.

#### Contract Type

1. On the *Change View “ Code value mapping properties (customer)”: Overview* screen, create new entries for the contract type

| **Data type in Employee Central** | **ISO code** | **End Date** | **Start Date** | **Alt. list** | **Country** | **Mode** |
| --- | --- | --- | --- | --- | --- | --- |
| CONTRACT\_TYPE |  | 12/31/9999 | 01/01/1800 |  | check | Mapping via customer table or identical mapping |

1. On the *Change View “code value mapping (customer)”: Overview* screen, create new entries for the contract type **only if** Employee Central Code Value and ERP code value **is not identical or a dummy entry if the information is not required:**

| **Field Name** | **Value** |
| --- | --- |
| *Data type in Employee Central* | CONTRACT\_TYPE |
| *ISO code* | US |
| *Alt. list* |  |
| *Employee Central Code Value* | <Employee Central value> |
| *ERP Code Value* | <Employee Central Payroll value> |

**For example:**

| **Field Name** | **Value** |
| --- | --- |
| *Data type in Employee Central* | CONTRACT\_TYPE |
| *ISO code* | US |
| *Alt. list* |  |
| *Employee Central Code Value* | \* |
| *ERP Code Value* |  |

#### State

1. On the *Change View “ Code value mapping properties (customer)”: Overview* screen, create new entries for the state:

| **Data type in Employee Central** | **ISO code** | **End Date** | **Start Date** | **Alt. list** | **Country** | **Mode** |
| --- | --- | --- | --- | --- | --- | --- |
| REGION |  | 12/31/9999 | 01/01/1800 |  | Check | Mapping via customer table or identical mapping |

1. On the *Change View “code value mapping (customer)”: Overview* screen, create new entries for the state **only if** Employee Central Code Value and ERP code value **is not identical.**

| **Field Name** | **Value** |
| --- | --- |
| *Data type in Employee Central* | REGION |
| *ISO code* | US |
| *Alt. list* |  |
| *Employee Central Code Value* | <Employee Central value> |
| *ERP Code Value* | <Employee Central Payroll value> |

#### Employee Class

1. On the *Change View “ Code value mapping properties (customer)”: Overview* screen, create new entries for the employee class

| **Data type in Employee Central** | **ISO code** | **End Date** | **Start Date** | **Alt. list** | **Country** | **Mode** |
| --- | --- | --- | --- | --- | --- | --- |
| EMPLOYEE\_CLASS |  | 12/31/9999 | 01/01/1800 |  |  | Mapping via customer table or identical mapping |

1. On the *Change View “code value mapping (customer)”: Overview* screen, create new entries for the employee class **only if** Employee Central Code Value and ERP code value **is not identical.**

| **Field Name** | **Value** |
| --- | --- |
| *Data type in Employee Central* | EMPLOYEE\_CLASS |
| *ISO code* |  |
| *Alt. list* |  |
| *Employee Central Code Value* | <Employee Central value> |
| *ERP Code Value* | <Employee Central Payroll value> |

#### Employment Type

1. On the *Change View “ Code value mapping properties (customer)”: Overview* screen, create new entries for the employment type

| **Data type in Employee Central** | **ISO code** | **End Date** | **Start Date** | **Alt. list** | **Country** | **Mode** |
| --- | --- | --- | --- | --- | --- | --- |
| EMPLOYMENT\_TYPE | US | 12/31/9999 | 01/01/1800 |  | Check | Mapping via customer table or identical mapping |

1. On the *Change View “code value mapping (customer)”: Overview* screen, create new entries for the employment type **only if** Employee Central Code Value and ERP code value **is not identical.**

| **Field Name** | **Value** |
| --- | --- |
| *Data type in Employee Central* | EMPLOYMENT\_TYPE |
| *ISO code* | US |
| *Alt. list* |  |
| *Employee Central Code Value* | <Employee Central value> |
| *ERP Code Value* | <Employee Central Payroll value> |

#### Events

The events are mapped by default as follows:

| **GDT Name** | **ISO code** | **Alt. list** | **Employee Central Code**  **Value** | **ERP Code Value** |
| --- | --- | --- | --- | --- |
| EVENT |  |  | 1 | 01 |
|  |  |  | 2 | 02 |
|  |  |  | 26 | 10 |
|  |  |  | 3 | 10 |
|  |  |  | 4 | 10 |
|  |  |  | 5 | 02 |
|  |  |  | 6 | 02 |
|  |  |  | 9 | 12 |
|  |  |  | EGA | 10 |
|  |  |  | GA | 01 |
|  |  |  | H | 01 |
|  |  |  | R | 12 |



For the default mapping no entries are required in the mapping table.

1. On the *Change View “ Code value mapping properties (customer)”: Overview* screen, create new entries for the event

| **Data type in Employee Central** | **ISO code** | **End Date** | **Start Date** | **Alt. list** | **Country** | **Mode** |
| --- | --- | --- | --- | --- | --- | --- |
| EVENT |  | 12/31/9999 | 01/01/1800 |  |  | Mapping via customer table or identical mapping |

1. On the *Change View “code mapping (customer)”: Overview* screen, create new entries for the events you want to map to a different Employee Central Payroll action key:

| **Field Name** | **Value** |
| --- | --- |
| *Data type in Employee Central* | EVENT |
| *ISO code* |  |
| *Alt. list* |  |
| *Employee Central Code Value* | <Employee Central value> |
| *ERP Code Value* | <Employee Central Payroll value> |

Example for Leave of Absence and Return to Work:

| **GDT Name** | **ISO code** | **Alt. list** | **Employee Central Code Value** | **ERP Code Value** |
| --- | --- | --- | --- | --- |
| EVENT |  |  | 10 | 37 |
| EVENT |  |  | 23 | 48 |

For the handling of *Leave of Absence (without Time Off)* assign a payroll event (for example ‘LOAP’) to all Employee Central event reasons regarding *Leave of Absence* that are paid. This enables the option to have a mapping for a dedicated action in Employee Central Payroll.

1. On the *Change View “code mapping (customer)”: Overview* screen, create new entries for the events to map to a different Employee Central Payroll action key:

| **Field Name** | **Value** |
| --- | --- |
| *GDT Name* | EVENT |
| *ISO code* |  |
| *Alt. list* |  |
| *Employee Central Code Value* | <Employee Central value> |
| *ERP Code Value* | <Employee Central Payroll value> |

**For example:**

| **GDT Name** | **ISO code** | **Alt. list** | **Employee Central Code Value** | **ERP Code Value** |
| --- | --- | --- | --- | --- |
| EVENT |  |  | LOAP | 49 |

#### Event Reason

1. On the *Change View “code mapping (customer)”: Overview* screen, create new entries for the event reasons you want to map to a different Employee Central Payroll key:

| **Field Name** | **Value** |
| --- | --- |
| *Data type in Employee Central* | EVENT\_REASON |
| *ISO code* |  |
| *Alt. list* |  |
| *Employee Central Code Value* | <Employee Central Value> |
| *ERP Code Value* | <Employee Central Payroll value> |

#### Pay Group

1. On the *Change View “ Code value mapping properties (customer)”: Overview* screen, create new entries for the pay group

| **Data type in Employee Central** | **ISO code** | **End Date** | **Start Date** | **Alt. list** | **Country** | **Mode** |
| --- | --- | --- | --- | --- | --- | --- |
| PAYROLL\_GROUP | US | 12/31/9999 | 01/01/1800 |  | Check | Mapping via customer table or identical mapping |

1. On the *Change View “code mapping (customer)”: Overview* screen, create new entries for the pay groups you want to map to a different Employee Central Payroll key:

| **Field Name** | **Value** |
| --- | --- |
| *Data type in Employee Central* | PAYROLL\_GROUP |
| *ISO code* | US |
| *Alt. list* |  |
| *Employee Central Code Value* | <Employee Central value> |
| *ERP Code Value* | <Employee Central Payroll value> |

#### Payment Method

1. On the *Change View “ Code value mapping properties (customer)”: Overview* screen, create new entries for the payment method

| **Data type in Employee Central** | **ISO code** | **End Date** | **Start Date** | **Alt. list** | **Country** | **Mode** |
| --- | --- | --- | --- | --- | --- | --- |
| PAYMENT\_METHOD | US | 12/31/9999 | 01/01/1800 |  | Check | Mapping via customer table or identical mapping |

1. On the *Change View “code mapping (customer)”: Overview* screen, create new entries for the payment method you want to map to a different Employee Central Payroll key:

| **Field Name** | **Value** |
| --- | --- |
| *Data type in Employee Central* | PAYMENT\_METHOD |
| *ISO code* | US |
| *Alt. list* |  |
| *Employee Central Code Value* | <Employee Central value> |
| *ERP Code Value* | <Employee Central Payroll value> |

#### Pay Scale Area and Pay Scale Type

1. On the *Change View “ Code value mapping properties (customer)”: Overview* screen, create new entries for the pay scale area and pay scale type

| **Data type in Employee Central** | **ISO code** | **End Date** | **Start Date** | **Alt. list** | **Country** | **Mode** |
| --- | --- | --- | --- | --- | --- | --- |
| PAY\_SCALE\_AREA | US | 12/31/9999 | 01/01/1800 |  | Check | Mapping via customer table or identical mapping |
| PAY\_SCALE\_TYPE | US | 12/31/9999 | 01/01/1800 |  | Check | Mapping via customer table or identical mapping |

1. On the *Change View “code mapping (customer)”: Overview* screen, create new entries for the pay scale area and pay scale type you want to map to a different Employee Central Payroll key:

| **Field Name** | **Value** |
| --- | --- |
| *Data type in Employee Central* | PAY\_SCALE\_AREA |
| *ISO code* | US |
| *Alt. list* |  |
| *Employee Central Code Value* | <Employee Central value> |
| *ERP Code Value* | <Employee Central Payroll value> |

| **Field Name** | **Value** |
| --- | --- |
| *Data type in Employee Central* | PAY\_SCALE\_TYPE |
| *ISO code* | US |
| *Alt. list* |  |
| *Employee Central Code Value* | <Employee Central value> |
| *ERP Code Value* | <Employee Central Payroll value> |

#### Pay Component Recurring/Non-Recurring

1. On the *Change View “ Code value mapping properties (customer)”: Overview* screen, create new entries for the pay component

| **Data type in Employee Central** | **ISO code** | **End Date** | **Start Date** | **Alt. list** | **Country** | **Mode** |
| --- | --- | --- | --- | --- | --- | --- |
| PAY\_COMPONENT | US | 12/31/9999 | 01/01/1800 |  | Check | Mapping via customer table or identical mapping |



No mapping are needed if pay components in Employee Central are defined same as wage types in Employee Central Payroll system, for example, No mapping is needed for pay component 1000 in Employee Central replicate to wage type 1000 in Employee Central payroll.

For the Employee Central Payroll values are used as the leading ID of pay component (like 1000DE, etc.), the first four digits of pay component will be read and mapped to Employee Central payroll system, for example, no mapping is needed for pay component 1000DE in Employee Central replicate to wage type 1000 in Employee Central payroll.

If the Employee Central Payroll values are not used as the leading ID (like 1000DE, etc.) please proceed as follows:

1. On the *Change View “code mapping (customer)”: Overview* screen, create new entries for the payment component if you want to map to a different Employee Central Payroll key:

| **Field Name** | **Value** |
| --- | --- |
| *Data type in Employee Central* | PAY\_COMPONENT |
| *ISO code* | US |
| *Alt. list* |  |
| *Employee Central Code Value* | <Employee Central Value> |
| *ERP Code Value* | <Employee Central Payroll value> |

#### Frequency

No additional mapping is required.



If the relevant pay component is mapped to infotype 0008, the frequency is checked against payroll periodicity. The data will only be stored in infotype 0008 if the frequency matches payroll periodicity, with the exception of the annualization factor hourly. In this case, the annualization factor is not checked with payroll periodicity. The annualization factor daily is not stored in infotype 0008.

If the pay component is mapped to infotype 0014, the frequency semi-monthly is only possible when payroll periodicity is semi-monthly as well.

#### Work Schedule

##### Refining Default Logic of Work Schedule

By default the system will use the first work schedule as in table T508A that matches the employee's employee group (Employee Subgroup Grouping) and the personnel area (Personal Subarea Grouping).

If you want to use Employee Central Time-off for work schedule determination or a custom field for work schedules instead, the default logic in the Employee Central Payroll system has to be turned off.

1. In your Employee Central Payroll system access the transaction using one of the following navigation options:

| **Transaction Code** | SM30 |
| --- | --- |
| **Menu Path** | *System* → *Services* → *Table Maintenance* → *Extended Table Maintenance* |

1. On the screen, enter table / view V\_T77S0.
2. Choose *Maintain*.
3. Choose *New Entries* and create the following entry:

| **Field name** | **Value** |
| --- | --- |
| *Group* | YSFEC |
| *Sem.abbr.* | YSCHK |
| *Value abbr* | X |
| *Description* | Disable default logic to determine work schedule |

1. Save your entry.



It is important that the return value of feature WRKHR (Input control for working hour fields/weekly workdays) is set to ‘D/X’. Otherwise the Employment Percentage is set to 0. Choose transaction PE03.

##### Custom Field Work Schedule: Define Extensibility Mapping

The following setting is only required when you are using the custom field *Work Schedule*.

1. Use the following navigation options to define your mapping for user-defined fields in Employee Central to the fields of infotypes in your Employee Central Payroll configuration:

| **IMG Path** | *SAP Customizing Implementation Guide* → *Personnel Management* → *Integration Settings for SuccessFactors Employee Central Payroll*→ *Extensibility → Define Extensibilty of Field Assignment* |
| --- | --- |

1. Choose *New Entries*.
2. Add the following mapping:

| **Employee Central Node Name** | **Employee Central Element Name** | **IType** | **Field Name** |
| --- | --- | --- | --- |
| Job\_information | <Custom\_stringXX> | 0007 | SCHKZ |

1. *Save* your entry.

##### Time-Off Work Schedules: Defining Key Mapping

The following setting is only required when you are using the work schedules from time off.

If you are using time-off, the work schedules maintained in Employee Central must be mapped to the work schedules (infotype 0007) in Employee Central Payroll.

Use the following navigation option to refine your mapping based on your Employee Central Payroll configuration:

| **IMG Path** | *SAP Customizing Implementation Guide* → *Personnel Management* → *Integration Settings for SuccessFactors Employee Central Payroll* → *Assignment of Code Values* → *For Point-to-Point Replication* →*Maintain Code Value Mapping* |
| --- | --- |

1. On the *Change View “ Code value mapping properties (customer)”: Overview* screen, create new entries for the work schedule rule

| **Data type in Employee Central** | **ISO code** | **End Date** | **Start Date** | **Alt. list** | **Country** | **Mode** |
| --- | --- | --- | --- | --- | --- | --- |
| WORK\_SCHEDULE\_RULE | US | 12/31/9999 | 01/01/1800 |  | Check | Mapping via customer table or identical mapping |

1. On *Change View “code value mapping (customer)”: Overview* screen, create new entries for the work schedules you want to map to a different Employee Central Payroll work schedule rule key:

| **Field Name** | **Value** |
| --- | --- |
| *Data Type in Employee Central* | WORK\_SCHEDULE\_RULE |
| *ISO Code* | US |
| *Alt. list* |  |
| *Employee Central Code Value* | <Employee Central value> |
| *ERP Code Value* | <Employee Central Payroll value> |

**For example:**

| **Data Type in Employee Central** | **ISO Code** | **Alt. list** | **Employee Central Code Value** | **ERP Code value** |
| --- | --- | --- | --- | --- |
| WORK\_SCHEDULE\_RULE | US |  | 3WROT1 | <Employee Central Payroll value> |
| WORK\_SCHEDULE\_RULE | US |  | 5D4H | <Employee Central Payroll value> |
| WORK\_SCHEDULE\_RULE | US |  | 5D8H | <Employee Central Payroll value> |
| WORK\_SCHEDULE\_RULE | US |  | 5DEVE | <Employee Central Payroll value> |
| <…> | <…> |  | <…> | <…> |

### Wage Type Processing

#### Assign Nonrecurring Payment Wage Types to Infotypes

1. Use the following navigation option to assign all combinations of country and non-recurring payment wage types to infotypes 0015 (Additional Pay) or 0267 (Additional Off-Cycle Payments) that may occur during the replication:

| **IMG Path** | *SAP Customizing Implementation Guide* → *Personnel Management* → *Integration Settings for SuccessFactors Employee Central Payroll* → *Wage Type Processing* → *Assign Nonrecurring Payment Wage Types to Infotypes* |
| --- | --- |

1. On the *Change View “Processing of Wage Types in EC Replication”: Overview* screen, enter the following based on your payroll setup:

| **Ctry Grpg** | **Wage Type** | **Infotype** |
| --- | --- | --- |
| <Your country grouping> | <Your wage type> | 0015 |
| <…> | <…> | <…> |

#### Assigning Wage Types to Infotypes

1. Use the following navigation option to assign all combinations of country and wage type to infotypes 0008 (Basic Pay) or 0014 (Recurring Payments/Deductions) that may occur during the replication:

| **IMG Path** | *SAP Customizing Implementation Guide* → *Personnel Management* → *Integration Settings for SuccessFactors Employee Central Payroll* → *Wage Type Processing* → *Assign Wage Types to Infotypes* |
| --- | --- |

1. On the *Change View “Processing of Wage Types in EC Replication”: Overview* screen, make the following entries based on your payroll setup:

| **Ctry Grpg** | **Wage Type** | **Infotype** |
| --- | --- | --- |
| <Your country grouping> | <Your wage type> | 0008 |
| <Your country grouping> | <Your wage type> | 0014 |
| <…> | <…> | <…> |

1. Save your entries.

### Replication Employee Key Mapping Table



If you plan to also setup the replication of the organizational data from Employee Central to SAP ERP Finance which is not in scope of this packaged solution you should transfer the key mapping table HRSFEC\_D\_EEKEYMP from Employee Central Payroll to SAP ERP Finance to avoid the creation of new employees.

## Time Type Replication

The following setting is only required when you want to replicate the time types from Time-Off.

### Configure Employee Central Payroll for Time Data Integration

Please make sure that your time data configuration (for example holiday calendars, work schedules) is set up in the same way in both Employee Central and Employee Central Payroll systems.

To avoid unnecessary error messages, you need to turn off several checks in the Employee Central Payroll backend system:

* Allow Overlapping Time Infotypes
* Disable Quota Deductions
* Disable absence input checks
* Permit Attendances/Absences to be Recorded Without Clock Times

For more details, please check the handbook Integrating Time Off and Employee Central Payroll - Using delta transmission-based point-to-point replication on the *SAP Help Portal* → *SAP SuccessFactors Employee Central Payroll* →*Integration → Integrating Time Off and Employee Central Payroll.*

### Time Types: Define Mapping Code Value Lists

If you are using time-off you must map the time types maintained in Employee Central to the absence types (infotype 2001) in Employee Central Payroll.

1. On the *Change View “code mapping (customer)”: Overview* screen, create new entries for the time types you want to map to a different Employee Central Payroll key:

| **Field Name** | **Value** |
| --- | --- |
| *Data type in Employee Central* | TIME\_TYPE |
| *ISO code* | US |
| *Alt. list* |  |
| *ERP Code Value* | <Employee Central value> |
| *Data type in Employee Central* | <Employee Central Payroll value> |

## Time Sheet Replication

The following setting is only required when you want to replicate the time pay types from Time Sheet.

### Configure Employee Central Payroll for Time Sheet Integration

* **Check Entry Permissibility per Infotype**

You must make this setting because multiple entries of the same wage type could be replicated on the same day and to avoid the following error message during replication: Collision with other EE remuneration info, check *Entry Permissibility per Infotype.*

* **Check Wage Type Characteristics**

For all wage types used in the replication of employee time valuation results, you must verify the following:

* + Under Number/unit, that the Time unit/meas. field is filled with the unit Hours.
  + Under Input combination, you must ensure you make the settings required to allow Number/unit and disallow Amount.

For more details, please check the implementation handbook Integrating Payroll Time Sheet with Employee Central Payroll - Using Delta Transmission and Point-to-Point Replication on the *SAP Help Portal* → *SAP SuccessFactors Employee Central Payroll* →*Integration* → *Integrating Payroll Time Sheet with Employee Central Payroll.*

### Time Sheet: Define Mapping Code Value Lists

If you are using time sheet you must map the time pay types maintained in Employee Central to the time wage types (infotype 2010) in Employee Central Payroll.

1. On the *Change View “code mapping (customer)”: Overview* screen, create new entries for the time pay types you want to map to a different Employee Central Payroll key:

| **Field Name** | **Value** |
| --- | --- |
| *Data type in Employee Central* | TIME\_PAY\_TYPE |
| *ISO code* | US |
| *Alt. list* |  |
| *ERP Code Value* | <Employee Central value> |
| *Data type in Employee Central* | <Employee Central Payroll value> |

# Appendix

## Using Payroll Event

If you want to break down the Employee Central events into more Employee Central Payroll actions as described in chapter Defining Mapping Code Value Lists → Events, you can create payroll events in Employee Central. Assign these payroll events to an active foundation object Event Reason you have created in Employee Central. Map this payroll event to an Action in the Employee Central Payroll system.

### Creating Payroll Events in Employee Central

1. Logon to your instance and go to Admin Center using the following information:

|  |  |
| --- | --- |
| **Link** | *https://<server>.successfactors.com/login* |
| **Menu Path** | *Home → Admin Center* |

Where <server> is your server location

1. From Admin Center in the Company Processes and Cycles portlet, select Employee Files and choose Manage Organization, Pay and Job Structures.
2. Choose Search: Event Reason. Search for the event reasons for creating a payroll event. Select Take Action → Make Correction.
3. Create the payroll event in the field Payroll Event (4 digits length), for example, LOAP.
4. Save your changes.



Remember that the just created payroll event ID is used in the Employee Central Payroll mapping table.

### Assign Employee Central Payroll Events to Employee Central Payroll Actions

1. In your Employee Central Payroll system access the transaction using the following navigation option to define the mapping of payroll events (Employee Central) to the internal actions (Employee Central Payroll).

| **IMG Path** | *SAP Customizing Implementation Guide* → *Personnel Management* → *Integration Settings for SuccessFactors Employee Central Payroll*→ *Assignment of Code Values 🡪 For Point to Point Replication 🡪 Map Code Value Mapping* |
| --- | --- |

1. On *Change View “code mapping (customer)”: Overview* screen, create new entries for the payroll events to map to a different Employee Central Payroll action key for the following GDT name:

| **Field Name** | **Value** |
| --- | --- |
| *Data type in Employee Central* | EVENT\_REASON |
| *ISO code* |  |
| *Alt. list* |  |
| *Employee Central Code Value* | <Employee Central Value> |
| *ERP Code Value* | <Employee Central Payroll value> |

1. Save your entries. In case of any warnings, confirm these with *Enter*.



When creating new payroll events, you must change the *Technical User Template* to ensure successful communication.

(SAP\_HR\_PA\_EC\_EE\_BNDL\_REPL\_V3 in Employee Central Payroll using transaction PFCG)

As a result, when you choose an *Event Reason* in *Job Information* that has a payroll event assigned to it, Employee Central will send *Payroll Event* to the Employee Central Payroll system instead of the *Event.*