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| Test Script  SAP SuccessFactors HCM Core  April 2018  English | Customer |
| Manage Contingent Workforce  ID: 1Q0 |

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Document History

| **Revision** | **Change Date** | **Description** |
| --- | --- | --- |
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# Purpose

## Purpose of the Document

This document provides a detailed procedure for testing the scope item Manage Contingent Workforce after solution deployment, reflecting the predefined scope of the solution. Each process step is covered in its own section, providing the system interactions (i.e. test steps) in a table view. Steps that are not in scope of the process but are needed for testing are marked accordingly (see column Test Step). Customer-project-specific steps must be added.

Note for the customer project team: Instructions for the customer project team are mentioned between brackets and should be removed before hand -over to project testers. The appendix is included for internal reference, in particular to support A2O, and should also be deleted before hand-over to the customer, unless deemed helpful to explain the larger context.

## Purpose of Manage Contingent Workforce

In addition to employees, the company can also employ contingent workers to deliver services on a non-permanent basis. The contingent workers are often known as independent professionals, temporary contract workers, labor hires. The contingent worker is either a person new to the company or a former employee who has left the company and returns to the company as contingent worker.

For contingent workers, only a limited amount of information is maintained in the SAP SuccessFactors Employee Central system.

If the work order of a contingent worker has expired, there is the possibility to assign him or her as contingent worker to a new worker at the company, or to hire him or her as an employee at the company.

# Prerequisites

This section summarizes all prerequisites to conducting the test in terms of systems, users, master data, organizational data, and other test data and business conditions.

## Configuration

Please ensure to follow the correct installation sequence of building blocks as specified in the Prerequisite Matrix.

## System Access

The test should be conducted with the following system and users:

|  | Type of Data | Details |
| --- | --- | --- |
| System | SAP SuccessFactors Employee Central | <Provide details on how to access system, e.g. system client or URL> |
| Standard User | HR Administrator | <Provide Standard User Id and Password for test, if applicable> |

 Note

In the following, the SAP SuccessFactors Employee Central system will be referenced as Employee Central.

## Roles

For non-standard users, the following roles must be assigned in Employee Central to the system user(s) testing this scenario.

| Business Role | Permission Role | Process Step | Sample Data |
| --- | --- | --- | --- |
| HR Administrator | For testing purposes, only: use the appropriate Super Admin group to which the role of the SAP BestPractices Contingent Worker Super Admin has been granted | Refer to chapter Overview Table. | Test user: <userid>; Password: <password> |

## Master Data, Organizational Data, and Other Data

The organizational structure and master data of your company have been created in your system during implementation. The organizational structure reflects the structure of your company and includes the company, cost center and location in the system. The master data reflects employee specific data.

## Business Conditions

Before this scope item can be tested, the following business conditions must be met.

|  | Business Condition | Comment |
| --- | --- | --- |
| 1 | One administrator user with the complete access to all employee views and fields must exist. | Permission group SAP BestPractices Super Admin can be used as reference. |
| 2 | In case an employee should become a contingent worker, this particular employee must have left previously the company. |  |
| 3 | In case Position Management has also been implemented in your Employee Central instance: The position to which a contingent worker is to be assigned must have been created with appropriate fields filled in. | In case the Position Management content has been deployed with the SAP Best Practices, complete all necessary process steps described in the test script of scope item Manage Positions (FK1). sub-process Position Creation. |

## Preliminary Steps

### Terminating Employee (Optional)

Use

Situations can occur in which a former employee of the company becomes a contingent worker. In this case, the particular employee must have left previously the company.

In case the employee is still active in the system when applying as contingent worker, the Terminate action type must be executed first, before assigning the contingent worker to a work order. The HR Administrator enters termination data for the employee.

Procedure

* + 1. Log on to Employee Central as HR Administrator.
    2. Search for the employee, who should be terminated.
    3. On the Employee Files page of the employee, select the Take Action button located in the top right corner of the screen and from the value list, which appears, select Terminate.
    4. In the Terminate dialog box make the following entries:

| Field Name | User Action and Values |
| --- | --- |
| Termination Date | select employee’s last day at work from calendar help |
| Termination Reason | select from drop-down |
| OK to Rehire | select Yes from drop-down |

Fill other fields as appropriate.

* + 1. When done, choose Save.

Result

The employee has status Terminated starting the first day after the termination date.

# Overview Table

The scope item Manage Contingent Workforce consists of several process steps provided in the table below.

| Process Step | UI Type | Business Condition | Business Role | Transaction | Expected Results |
| --- | --- | --- | --- | --- | --- |
| Enter Master Data of Contingent Worker | Employee Central UI | A new person or a former employee of the company needs to be assigned to a work order the vendor is providing for the company. | HR Administrator | Company Instance URL | The data for a contingent worker has been entered into the system. He or she has status Active starting the date he or she has been employed by the company. |
| Send E-mail Notification about New Contingent Worker | Back-ground | E-Mail address of both supervisor and work order owner are maintained in their employee files. | - |  | An email has been sent out to the supervisor and work order owner of the contingent worker, notifying them about the new contingent worker. |
| Receive E-mail Notification about New Contingent Worker | E-Mail |  | Supervisor of contingent worker;  Owner of work order assigned to contingent worker | outside software | The e-mail notification about the new contingent worker has been received by the supervisor and work order owner of the contingent worker. |
| View Contingent Worker in Org Chart | Employee Central UI |  | HR Administrator | Company Instance URL | It has been viewed, if the contingent worker displays as expected in the organizational chart. |
| Maintain Contingent Worker Information | Employee Central UI | The master data record of the contingent worker needs to be updated. | HR Administrator | Company Instance URL | Data related to the contingent worker has been maintained. |
| Assign Contingent Worker to New Work Order | Employee Central UI | An inactive contingent worker needs to be assigned to another work order the vendor is providing for the company. | HR Administrator | Company Instance URL | The contingent worker of status Terminated has been assigned to a new work order. He or she has status Active starting the date the new work order becomes effective. |
| Hire Contingent Worker as Employee | Employee Central UI | An inactive contingent worker is to be hired as employee at the company. | HR Administrator | Company Instance URL | A former contingent worker has become an employee of the company. |

# Test Procedures

This section describes test procedures for each process step that belongs to this scope item.

The test should take around 1 hour.

## Entering Master Data of Contingent Worker

Test Administration

Customer project: Fill in the project-specific parts (between <brackets>).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Test Case ID | <X.XX> | Tester Name | <name> | Testing Date | <date> |
| Business Role(s) | HR Administrator | | | | |
| Responsibility | <State Service Provider, Customer or Joint Service Provider and Customer> | | | Duration | <duration> |

Purpose

The HR Administrator enters master data for a contingent worker, who will be assigned to a work order the vendor needs to execute at the company. This data includes personal data, company-specific data, and work order related data for the contingent worker.

The contingent worker may be a person, who is new to the company, or a former employee of the company. In the latter case, the employee‘s existing person ID in the system remains inactive. Instead, he or she will receive a new person ID.

Prerequisites

* The Vendor (Supplier) relevant for the work order, to which the contingent worker is to be assigned, has been created manually in Employee Central.

 Note

The vendor information can be created in Employee Central as follows:

* Log on to Employee Central as an HR Administrator and navigate to Home → Admin Center.
* In the Company Processes & Cycles portlet of the Admin Center screen select Employee Files → Manage Data.
* From the Create New drop-down, select VendorInfo. Fill the upcoming fields as appropriate and choose the Save button.

 Caution

If you plan to replicate the contingent workers to other systems like SAP S/4HANA cloud editions, please ensure that you are using the same vendor codes, which exist in the replication target system with any leading zeros.

* In case an employee of the company is to become a contingent worker, the Terminate action type must be executed for this particular employee first.

 Note

For details, refer to chapter Preliminary Steps > Terminating Employee.

Only if Position Management has been implemented in your Employee Central instance, following additional prerequisites need to be fulfilled:

* The position to which the contingent worker is to be assigned has been created with appropriate fields filled in. If the position is assigned to a particular country (value of field Company), make sure you choose the same country (i.e. company code) in the “Add Contingent Worker” wizard. Else, the position you are looking for, will not appear.
* To assign a contingent worker to a position, that position must have status Active on the start date of the contingent worker. Only then, the position will be available in the drop-down for you to assign a person.

Procedure

In the following, the procedure for following uses cases is described:

* the contingent worker is a person, who is new to the company
* the contingent worker is a former employee of the company

 Note

During entering of master data for a contingent worker, you can also save a draft of the contingent worker record at any point in time and continue the maintenance of the record at a later point in time. This is detailed in a Note below the Procedure table.

| Test Step # | Test Step Name | Instruction | Additional Information | Expected Result | Pass / Fail / Comment |
| --- | --- | --- | --- | --- | --- |
| 1 | Log on | Log on to Employee Central as an HR Administrator. |  | The Home page is displayed. |  |
| 2 | Go to Admin Center screen | From the Home drop-down, select Admin Center. |  | The Admin Center screen is displayed. |  |
| 3 | Add Contingent Worker | In the Manage Employees portlet of the Admin Center screen select Update User Information → Add Contingent Worker. | You can add Add Contingent Worker to My Favorites and start the process from there. | You are directed to the My Employee File application and the Add Contingent Worker screen is displayed.  Depending if the contingent worker is a person new to the company or is a former employee of the company, continue with one of the two use cases mentioned below. |  |

**Use Case 1: the contingent worker is a person new to the company:**

| Test Step # | Test Step Name | Instruction | User Entries: Field Name: User Action and Value | Additional Information | Expected Result | Pass / Fail / Comment |
| --- | --- | --- | --- | --- | --- | --- |
| 4 | Enter Identity Information for Contingent Worker | In the Identity Information section make the following entries: | Start Date: select from calendar help | Defaults to today’s date. |  |  |
| Company: select from drop-down | Caution  In case Position Management has been implemented and you want to assign the contingent worker to a certain position, make sure the company you select here is the same as the company you selected while creating that particular position. Else, that position will not be available for selection in the Target Position block of the Job Information section. |  |
| In the Name Information block make the following entries: | First Name: enter as appropriate |  |  |  |
| Middle Name: enter if appropriate |  |  |
| Last Name: enter as appropriate |  |  |
| In the Employee Information block: | Person Id: read-only field; generated by the system upon saving the record of the contingent worker | Unique user ID of the new contingent worker in the system.   Note  If during configuration it has been decided to make the field editable, then you must enter an appropriate value. |  |  |
| 5 | Continue | Choose the Continue pushbutton. |  |  | The Personal Information section in the Add Contingent Worker screen is expanded. |  |
| 6 | Enter Preferred Name | In the Personal Information block of the Personal Information section, make following entry, if applicable: | Preferred Name: enter if appropriate |  |  |  |
| 7 | Enter Contact Information for Contingent Worker | In the Contact Information block of the Personal Information section, select the ⊕ Add link below the email table header. The editable fields show up and you can enter following information: | Email Type: select Business from drop-down | In case you select a value for this field, you must enter the email address, too! |  |  |
| Email Address: enter as appropriate |  |  |
| Is Primary: select from drop-down, for example Yes | Only one email type can be maintained as primary. |  |
| 8 | Continue | Choose the Continue pushbutton. |  |  | The Contingent Worker Assignment Information section in the Add Contingent Worker screen is expanded.  Depending if Position Management has been implemented or not in your instance, continue with either test step # 9a or # 9b mentioned below. |  |
| 9a | OPTION 1 Position Management is implemented: Enter Assignment Information for Contingent Worker | In the Target Position block make the following entries: | Position: select from drop-down | After having selected the position, you can select the View Org Chart icon next to this field to view details on the position in the org chart. |  |  |
| Position Entry Date: enter same date as start date | In case you leave the field empty, upon saving the contingent worker record the value will be automatically filled with the start date. |  |
| In the Organizational Information block make the following entries:   Note  Some fields are auto-populated based on the chosen position; leave them unchanged. | Company: value selected in the Identity Information section is defaulted; leave as is |  |  |  |
| Business Unit: defaulted based on value entered in field Position |  |  |
| Division: defaulted based on value entered in field Position |  |  |
| Department: defaulted based on value entered in field Position |  |  |
| Location: defaulted based on value entered in field Position |  |  |
| Cost Center: defaulted based on value entered in field Position |  |  |
| In the Job Information block make the following entry: | Supervisor: defaulted based on value entered in field Position (via the higher-level position) | In case the higher-level position has no incumbent yet, the system determines the next available supervisor from the position hierarchy and the contingent worker will report to this supervisor (line manager). | Continue with test step # 10. |  |
| 9b | OPTION 2 Position Management is not implemented: Enter Assignment Information for Contingent Worker | In the Organizational Information block make the following entries: | Company: value selected in the Identity Information section is defaulted; leave as is |  |  |  |
| Business Unit: select from drop-down |  |  |
| Division: select from drop-down | Optional field, but meaningful for a complete master data record. |  |
| Department: select from drop-down | Optional field, but meaningful for a complete master data record. |  |
| Location: select from drop-down |  |  |
| Cost Center: select from drop-down |  |  |
| In the Job Information block make the following entry: | Supervisor: select from drop-down either the line manager of the organizational unit, or the owner of the work order to which the contingent worker is assigned, or simply enter No Manager |  | Continue with test step # 10. |  |
| 10 | Continue | Choose the Continue pushbutton. |  |  | The Work Order Information section in the Add Contingent Worker screen is expanded.  Continue with entering details to the work order of the contingent worker. This is described below Use Case 2. |  |

**Use Case 2: the contingent worker is a former employee of the company:**

| Test Step # | Test Step Name | Instruction | User Entries: Field Name: User Action and Value | Additional Information | Expected Result | Pass / Fail / Comment |
| --- | --- | --- | --- | --- | --- | --- |
| 4 | Enter Identity Information for Contingent Worker | In the Identity Information section make the following entries: | Start Date: select from calendar help | Defaults to today’s date. |  |  |
| Company: select from drop-down | Caution  In case Position Management has been implemented and you want to assign the contingent worker to a certain position, make sure the company you select here is the same as the company you selected while creating that particular position. Else, that position will not be available for selection in the Target Position block of the Job Information section. |  |
| In the Name Information block make the following entries: | First Name: enter as appropriate | The data entered here is used by the system to search in the database for existing employees that might match. Therefore, enter the correct first and last name of the employee you want to hire as contingent worker, otherwise the system will not find him or her in the database. |  |  |
| Last Name: enter as appropriate |  |
| In the Employee Information block: | Person Id: read-only field; generated by the system upon saving the record of the contingent worker | Unique user ID of the new contingent worker in the system.   Note  If during configuration it has been decided to make the field editable, then you must enter an appropriate value. |  |  |
| 5 | Continue | Choose the Continue pushbutton. |  |  | The Duplicate Check dialog box is displayed listing the employees matching the data entered in the Identity section. |  |
| 6 | Select Employee to be assigned as Contingent Worker | Choose for the employee, you want to assign as contingent worker, the Accept match button. |  | The employee you choose should have status Terminated. | The Rehire as a different user? dialog box is displayed informing you that this person was previously hired as an employee, and asking you if you want to hire him or her as a contingent worker. |  |
| 7 | Confirm your Choice | On the Rehire as a different user? dialog box, choose Yes. |  |  | In the Name Information block of the Identity Information section, any already existing data in the system is added automatically. |  |
| 8 | Maintain Name Information for Contingent Worker | In the Name Information block check if the information is still valid. Adapt it if appropriate. |  | In case the contingent worker was previously an employee in another country, where the company chosen in test step # 4 has a subsidiary, field Company will be defaulted with the appropriate company value. Adapt as appropriate by selecting again the value chosen in test step # 4. |  |  |
| 9 | Continue | Choose the Continue pushbutton. |  |  | The Personal Information section in the Add Contingent Worker screen is expanded. |  |
| 10 | Maintain Preferred Name | In the Personal Information block of the Personal Information section, make following entry, if applicable: | Preferred Name: enter if appropriate |  |  |  |
| 11 | Maintain Contact Information for Contingent Worker | In the Contact Information block of the Personal Information section, review the email information already existing in the system and adapt if required:   Note  In case no email information has been maintained during the initial employment at the company, select the ⊕ Add link below the email table header. The editable fields show up and you can enter the appropriate information. | Email Type: Business is defaulted from the existing record; if it has not been maintained during the initial employment at the company, select Business from drop-down | In case you select a value for this field, you must enter the email address, too! |  |  |
| Email Address: adapt as appropriate |  |  |
| Is Primary: select from drop-down, for example Yes | Only one email type can be maintained as primary. |  |
| 12 | Continue | Choose the Continue pushbutton. |  |  | The Contingent Worker Assignment Information section in the Add Contingent Worker screen is expanded.  Depending if Position Management has been implemented or not in your instance, continue with either test step # 13a or # 13b mentioned below. |  |
| 13a | OPTION 1 Position Management is implemented: Enter Assignment Information for Contingent Worker | In the Contingent Worker Assignment Information section, several data are taken over from the existing master data record of the former employee. Review the data and adapt as appropriate: |  |  |  |  |
| In the Target Position block: | Position: select from drop-down | After having selected the position, you can select the View Org Chart icon next to this field to view details on the position in the org chart. |  |  |
| Position Entry Date: enter same date as start date | In case you leave the field empty, upon saving the contingent worker record the value will be automatically filled with the start date. |  |
| In the Organization Information block:   Note  Some fields are auto-populated based on the chosen position; leave them unchanged. | Company: value selected in the Identity Information section is defaulted; leave as is |  |  |  |
| Business Unit: defaulted based on value entered in field Position |  |  |
| Division: defaulted based on value entered in field Position |  |  |
| Department: defaulted based on value entered in field Position |  |  |
| Location: defaulted based on value entered in field Position |  |  |
| Cost Center: defaulted based on value entered in field Position |  |  |
| In the Job Information block: | Supervisor: defaulted based on value entered in field Position (via the higher-level position) | In case the higher-level position has no incumbent yet, the system determines the next available supervisor from the position hierarchy and the contingent worker will report to this supervisor (line manager). | Continue with test step # 14. |  |
| 13b | OPTION 2 Position Management is not implemented: Enter Assignment Information for Contingent Worker | In the Contingent Worker Assignment Information section, all data is taken over from the existing master data record of the former employee, except for Location and Supervisor. Review the data and adapt as appropriate: |  |  |  |  |
| In the Organization Information block, all data is taken over from the existing master data record of the former employee, except for Location. Review the data and adapt as appropriate. | Company: value selected in the Identity Information section is defaulted; leave as is |  |  |  |
| Business Unit: select from drop-down |  |  |
| Division: select from drop-down | Optional field, but meaningful for a complete master data record. |  |
| Department: select from drop-down | Optional field, but meaningful for a complete master data record. |  |
| Location: select from drop-down |  |  |
| Cost Center: select from drop-down |  |  |
| In the Job Information block make the following entry: | Supervisor: select from drop-down either the line manager of the organizational unit, or the owner of the work order to which the contingent worker is assigned, or simply enter No Manager |  | Continue with test step # 14. |  |
| 14 | Continue | Choose the Continue pushbutton. |  |  | The Work Order Information section in the Add Contingent Worker screen is expanded.  Continue with entering details to the work order of the contingent worker. This is described below this table. |  |

After having entered the personal information and assignment information of the contingent worker, you can now enter details of the work order to which the contingent worker will be assigned during his or her activity at the company.

| Test Step # | Test Step Name | Instruction | User Entries: Field Name: User Action and Value | Additional Information | Expected Result | Pass / Fail / Comment |
| --- | --- | --- | --- | --- | --- | --- |
| 15 | Enter Work Order Information for Contingent Worker | In the Work Order block make the following entries: | Worker Type: select from drop-down | Three values are delivered within the SAP Best Practices: Contingent Worker, SOW Worker, Profile Worker. In case no value is entered, Profile Worker is taken as default. |  |  |
| Work Order ID: enter as appropriate |  |  |
| Work Order Name: enter if appropriate |  |  |
| Owner ID: if appropriate, enter name parts and select the appropriate employee from the value help | The individual responsible for work orders. This can be a procurement specialist, supervisor or a manager. |  |
| Supplier: select vendor from drop-down |  |  |
| End Date: select from calendar help the date on which the engagement of the contingent worker ends in the work order | Starting one day after this date the work order turns inactive and the contingent worker will no longer be active in the system. |  |
| Start Date: select from calendar help the date on which the engagement of the contingent worker starts in the work order; most likely the same date you have entered into the Start Date field in the Identity Information section |  |  |
| 16 | Submit Data | Choose the Submit pushbutton, or alternatively the Continue pushbutton. |  | Both options have the same result. | A success message is generated by the system informing you about the start date of the contingent worker. You may choose to view the profile of the contingent worker, add data of another employee, or simply return to the administration center page.  In case you have maintained the email address of the new contingent worker, a Welcome to SuccessFactors email is sent automatically by the system to the contingent worker containing login information for the same.  In addition, an email notification is triggered to inform the supervisor and the owner of the work order about the new contingent worker. |  |
| 17 | View Contingent Worker Profile | Choose the View profile of <contingent worker name> link. |  |  | You are directed to the Employee Files page of the new contingent worker. The Personal Information section is displayed by default. In the Header, above the name the Contingent Worker symbol is displayed.  In case the new contingent worker is a former employee of the company, then in the Header, below his or her name, two radio buttons are visible:   * one radio button for his or her new role as contingent worker; * one radio button for his or her past role as employee.   The Personal Information section of the new role as contingent worker is displayed by default. |  |
| 18 | Verify Personal Information of Contingent Worker | In the Personal Information section, verify the data displayed. | In the Biographical Information block of the Biographical Information subsection, check that a Person Id has been generated automatically by the system. | This statement is not valid in case during configuration it has been decided to make the field editable. |  |  |
| 19 | Verify Employment Information of Contingent Worker | Go to the Employment Information section and verify the data displayed. | In the Job Information block of the Job Information subsection, check the value of field Employee Status. | If Position Management has been implemented in your instance: the value in field Time In Position (located in the Position Information block of the Organizational Information subsection) has been auto-calculated by the system. | The contingent worker has Employee Status Active. |  |
| In the Job Information subsection of the Employment Information section, select the Pending future change in Job Information (<Date>) link. In the Change History part of the upcoming Job Information Changes dialog box, view the details of the two records created with appropriate events and event reasons: Start Contingent Worker and End Contingent Worker. In the record related to event End Contingent Worker check that value of field Employee Status is Terminated and the effective date of that change is one day after the date maintained in field End Date in the Work Order block. | Alternatively, you can select the Pending future change in Job Information (<Date>) link in the Organizational Information subsection of the Employment Information section, and check the mentioned details. |  |  |
| 20 | Close Window | When done with viewing the details, choose X (Cancel). |  |  |  |  |
| 21 | Verify Work Order Information of Contingent Worker | In the Employment Information section, go to the Work Order Information subsection and view the data displayed. |  |  |  |  |
| 22 | Verify Work Order History | In the Work Order Information subsection, select the Clock (History) icon next to the Work Order block. |  |  | The Work Order: Changes dialog box is displayed. In the Change History part on the left of the dialog box, two records related to the work order of the contingent worker are shown:   * the work order (of status Active), just created by you when adding the contingent worker’s master data record; * an automatically created record for the period in which this work order is InActive. |  |
| 23 | Close Window | When done with viewing the details, choose X (Cancel). |  |  |  |  |
| 24 | View Details of Past Role as Employee (Optional) | In case the new contingent worker is a former employee of the company, you can view details to this past role. For this, check in the Header, below the contingent worker’s name, the radio button next to his or her past role as an employee. |  |  | The master data record of the contingent worker in his or her previous role as employee is displayed. You can view the details. |  |

 Note

To view the profile of the contingent worker at a later point in time proceed as follows: go to your My Employee File screen and select the <your user name> drop-down arrow. Optionally, flag the Include inactive users in search checkbox. In the Search box enter name (or name parts) of the contingent worker. In case the contingent worker is a former employee of the company, both the records for the inactive past assignment as employee and the active current assignment as contingent worker are displayed in the result list. The current assignment is marked with the Contingent Worker symbol in the list. Select the appropriate contingent worker from the result list. You are directed to the Employee Files page in which the profile of the contingent worker is displayed. Verify his or her data.

 Note

As mentioned at the beginning of the Procedure section, during entering master data for a new contingent worker, you can also save a draft of the record at any point in time and continue later. For maintaining the saved draft record at a later point in time, you need to have appropriate permissions to access the relevant link in the Admin Center.

To save a draft, simply choose the Save Draft pushbutton located at the bottom of the Add Contingent Worker screen.

To continue with entering master data for the new contingent worker at a later point in time, proceed as follows:

* Log on to Employee Central as an HR Administrator.
* Select from the Home drop-down Admin Center. In the Manage Employees portlet of the Admin Center screen go to Update User Information → Manage Pending Hires.
* On the Pending Hires screen, select from the Drafts (#) drop-down Contingent Worker Drafts (#).
* Choose the Hire button located to the left of the name of the pending contingent worker for whom you want to continue entering master data. You are directed to the Add Contingent Worker screen, where you can continue entering master data.

 Recommendation

We recommend checking that the already maintained data is still available in the new contingent worker record. If this is not the case, please maintain it again.

 Note

Based on the permissions granted to the SAP BestPractices Contingent Worker Self-Service role, the contingent worker can:

* view some of the data maintained for him or her in the Employee Central instance;
* adapt some data, like for example the own email address.

In case the contingent worker is a former employee of the company, based on the permissions granted, he or she can switch between the inactive record as employee, and active record as contingent worker.

 Note

Within the SAP Best Practices, an alert regarding the expiration of the work order of a contingent worker is configured: the supervisor of the contingent worker and the owner of the work order, to which the contingent worker is assigned to, will receive an email notification 15 days before the validity of the work order ends. The alert can be modified as per your business requirements.

### Sending E-mail Notification about New Contingent Worker

Purpose

Upon saving the record of the new contingent worker, an email notification is sent automatically to the supervisor of the contingent worker during his or her assignment at the company (the person maintained in field Supervisor in the Job Information block), as well as to the owner of the work order to which the contingent worker is assigned (the person maintained in field Work Order Name in the Work Order block).

Prerequisites

The email address of the supervisor and work order owner need to be maintained in their employee files in the Contact Information block.

Procedure

This is an automated step, and no manual execution is required.

### Receiving E-mail Notification about New Contingent Worker

Purpose

Both the supervisor and the owner of the work order to which the new contingent worker is assigned receive email notifications informing them that the record of a new contingent worker has been added to the system. Also, the person to which this new contingent worker reports is mentioned in the email.

This is an automated step, and no manual execution is required.

## Viewing Contingent Worker in Org Chart

Test Administration

Customer project: Fill in the project-specific parts (between <brackets>).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Test Case ID | <X.XX> | Tester Name | <name> | Testing Date | <date> |
| Business Role(s) | HR Administrator | | | | |
| Responsibility | <State Service Provider, Customer or Joint Service Provider and Customer> | | | Duration | <duration> |

Purpose

The HR Administrator views if the new contingent worker is visible in the organizational chart.

Procedure

| Test Step # | Test Step Name | | Instruction | Expected Result | Pass / Fail / Comment |
| --- | --- | --- | --- | --- | --- |
| 1 | Log on | Log on to Employee Central as an HR Administrator. | | The Home page is displayed. |  |
| 2 | Go to Company Info | From the Home drop-down, select Company Info. | | The Company Info screen is displayed containing by default the Org Chart based on the logged-in user. |  |
| 3 | Search Contingent Worker | Enter in the Search Org Chart field on the left of the screen name (or name parts) of the contingent worker. Select from the suggested list the appropriate person. | | The contingent worker is shown in a graphical mode. Above the name and below the photo, the Contingent Worker symbol is displayed. |  |
| 4 | Verify Org Chart | To view the hierarchy, in which the new contingent worker is embedded, select the Up One Level button. | | The manager and possibly peers of the contingent worker are displayed in the org chart. |  |
| 5 | Verify Position Details (Optional) | If Position Management has been implemented in your instance:  On the Company Info screen go to the Position Org Chart tab.  In the Search By field, select value People from the drop-down.  In the Search field, enter name or name parts of the contingent worker. Select the appropriate contingent worker from the list of suggested persons.  Click on the calendar icon  located in the top right corner of the screen and select from the calendar help the start date of the work order assignment of the contingent worker (or any date within the validity period of the work order). | | The position is displayed graphically and the name of the contingent worker is visible on the position rectangle. |  |
| Click on the position and in the upcoming side panel next to it choose Incumbent Details. | | The menu is expanded and high-level details of the incumbent are shown. Two records related to the contingent worker’s assignment to a position should be visible. |  |
| Verify that the date mentioned in the Assigned to Position section coincides with the start date of the contingent worker’s assignment to the work order.  Verify that the date mentioned in the Assignment ends section coincides with the validity end date of the work order. | |  |  |
| Click on the calendar icon located in the top right corner of the screen and select from the calendar help a date that is after the validity end date of the work order. | | The contingent worker’s name is no longer visible in the position rectangle. |  |
| 6 | Verify Assignment of Contingent Worker in Company Structure (Optional) | If Company Structure Overview has been implemented in your instance:  On the Company Info screen go to the Company Structure Overview tab.  In the Company Structure field, select <company structure definition name> from drop-down.  In the Search field, select By people from the drop-down. In the second search field, enter the name (or name parts) of the contingent worker. | |  |  |
| In the result list hover the mouse over the name of the contingent worker of interest. | | A side panel is displayed, containing the organization objects to which the contingent worker is assigned. |  |

## Maintaining Contingent Worker Information

Test Administration

Customer project: Fill in the project-specific parts (between <brackets>).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Test Case ID | <X.XX> | Tester Name | <name> | Testing Date | <date> |
| Business Role(s) | HR Administrator | | | | |
| Responsibility | <State Service Provider, Customer or Joint Service Provider and Customer> | | | Duration | <duration> |

Purpose

As long as the contingent worker is active in the system, meaning he or she has still a valid work order, the HR Administrator can maintain master data of the contingent worker in the Employee Central system. This may be related to correcting erroneously maintained data or effective dated changes in the contingent worker’s record. In case of effective dated changes, it needs to be ensured, that the change date is within the active period of the contingent worker at the company.

In the following, the maintenance of the work order of the contingent worker is described, more precisely, changing the validity period for an active work order.

Procedure

| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| --- | --- | --- | --- | --- |
|  | Log on | Log on to Employee Central as an HR Administrator. | The Home page is displayed. |  |
|  | Search Contingent Worker | In theSearch for actions or people box, in the top right corner of the screen, enter the name (or name parts) of the contingent worker whose data you want to maintain. | The autocomplete functionality suggests a list of persons matching your search criteria. |  |
|  | Select Contingent Worker | Select the appropriate contingent worker from the result list. | You are directed to the Employee Files page, in which the profile of the contingent worker is displayed. |  |
|  | Select Action to Perform | Select the Take Action button located in the top right corner of the screen. From the drop-down menu that expands, select Edit Work Order Information.  Note  Alternatively, you can go to the Employment Information section, scroll there to the Work Order Information subsection, and choose in the Work Order block either the Pencil (Edit) icon, or the Clock (History) icon and there the active work order record. | The Work Order dialog box is displayed. |  |
|  | Change Work Order Validity | In the Edit Work Order <work order name> part of the dialog box, make adjustments as required, for example change the End Date or the Start Date of the work order.  If appropriate, you can also correct erroneously maintained data, like Work Order Name or Owner ID. |  |  |
|  | Save Data | Choose the Save button. | A system message is generated about successful saving of the data. |  |
|  | Verify Data | Refresh the page. In the Job Information and Organizational Information subsections of the Employment Information section, depending if you have changed the end date or start date of the work order, observe the following:   * in case the End Date has been changed, the <Date> in the Pending future change in Job Information (<Date>) link has been adapted accordingly; it is one day after the End Date entered for the work order in test step # 5; * in case the Start Date has been changed, the <Date> in Effective as of <Date> has been adapted accordingly; it is the same as the Start Date entered for the work order in test step # 5.   In the Job Information subsection, click on the Pending future change in Job Information (<Date>) link. In the upcoming Job Information Changes dialog box, check in the Change History part of the dialog box the following:   * in case the End Date has been changed, the validity start date of the End CWK record has been adapted accordingly and is one day after the End Date maintained in the Work Order dialog box in test step # 5; * in case the Start Date has been changed, the validity start date of the Start CWK record has been adapted accordingly and is same as the Start Date maintained in the Work Order dialog box in test step # 5.    Note  If you have adapted the work order name and/or owner, this will be visible in the Work Order Information subsection of the Employment Information section. |  |  |

 Note

As mentioned in the Purpose section, the HR Administrator can also correct erroneously maintained data or make effective dated changes to the personal information and/or job information of a contingent worker. This is shortly sketched below:

* To correct erroneously maintained personal information, select in the Personal Information subsection the Clock (History) icon next to the Personal Information block. In the upcoming dialog box select from the Change History part on the left of the dialog box the record, you want to correct, and choose the Edit button. Make sure that the date in the When would you like your changes to take effect?: field coincides with the date, the contingent worker started to work for the company. Make corrections as appropriate, save them and close the dialog box.
* To correct erroneously maintained job information, select in the Job Information subsection the Clock (History) icon next to the Job Information block. In the upcoming dialog box select from the Change History part on the left of the dialog box the Start CWK record and choose the Edit button. Make sure that the date in the When would you like your changes to take effect?: field coincides with the date, the contingent worker started to work for the company. Make corrections as appropriate, save them and close the dialog box.
* To make effective dated changes of the contingent worker’s organizational data, select the Take Action button and from the drop-down menu that expands, select Edit Organization Information. In the When would you like your changes to take effect?: field select a date on which the contingent worker is still active in the system. The editable fields show up. Choose as Event Data Change and as Event Reason for example Data Change. Make changes as appropriate, for example in the Organizational Information section. Save the changes.
* To make effective dated changes of the contingent worker’s personal information, select the Take Action button and from the drop-down menu that expands, select Edit Personal Information. In the When would you like your changes to take effect?: field select a date on which the contingent worker is still active in the system. Make changes as appropriate and save them.

## Assigning Contingent Worker to New Work Order

Test Administration

Customer project: Fill in the project-specific parts (between <brackets>).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Test Case ID | <X.XX> | Tester Name | <name> | Testing Date | <date> |
| Business Role(s) | HR Administrator | | | | |
| Responsibility | <State Service Provider, Customer or Joint Service Provider and Customer> | | | Duration | <duration> |

Purpose

After the work order, to which the contingent worker is assigned, has ended, the status of the contingent worker turns also inactive in the system. Nevertheless, an inactive contingent worker can be assigned again to another work order, which the vendor needs to execute at the company.

When assigning an inactive contingent worker to a new work order, the data maintained during his or her previous assignment at the company is taken over and can be reused.

Prerequisites

The Vendor (Supplier) relevant for the work order, to which the contingent worker is to be assigned, has been created manually in Employee Central. For more details on how to create the vendor information in the Employee Central system, refer to process step Entering Master Data of Contingent Worker.

Procedure

| Test Step # | Test Step Name | Instruction | User Entries: Field Name: User Action and Value | Expected Result | Pass / Fail / Comment |
| --- | --- | --- | --- | --- | --- |
| 1 | Log on | Log on to Employee Central as an HR Administrator. |  | The Home page is displayed. |  |
| 2 | Go to Admin Center screen | From the Home drop-down, select Admin Center. |  | The Admin Center screen is displayed. |  |
| 3 | Add Contingent Worker | In the Manage Employees portlet of the Admin Center screen select Update User Information → Add Contingent Worker. |  | You are directed to the My Employee Files application and the Add Contingent Worker screen is displayed. |  |
| 4 | Enter Identity Information for Contingent Worker | In the Identity Information section make the following entries: | Start Date: select from calendar help a date that falls after the end date of the current or expired work order   Note  Defaults to today’s date. |  |  |
| Company: select from drop-down the same value as selected in test step # 4 of process step Entering Master Data of Contingent Worker |  |
| In the Name Information block make the following entries:   Caution  Make sure to enter both the correct first and last name of the contingent worker you want to assign to a new work order, otherwise the system will not find him or her in the database. | First Name: enter first name of inactive contingent worker |  |
| Last Name: enter last name of inactive contingent worker |  |
| In the Employee Information block: | Person Id: read-only field |  |
| 5 | Continue | Choose the Continue pushbutton. |  | The Duplicate Check dialog box is displayed listing the contingent workers matching the data entered in the Identity Information section. |  |
| 6 | Select Contingent Worker to be Assigned to New Work Order | Choose for the contingent worker, you want to assign to a new work order, the Accept match button.   Caution  The contingent worker you choose should have status Terminated. |  | In the Employee Information block of the Identity Information section the contingent worker’s old Person Id and any other existing data in the Name Information block is added automatically. |  |
| 7 | Maintain Name Information for Contingent Worker | In the Name Information block check if the information is still valid. Adapt it if appropriate. |  |  |  |
| 8 | Continue | Choose the Continue pushbutton. |  | The Personal Information section in the Add Contingent Worker screen is expanded. |  |
| 9 | Maintain Preferred Name | In the Personal Information block of the Personal Information section, review data already existing in the system and adapt if required:   Note  In case no preferred name has been maintained during the previous assignment at the company, enter one if appropriate. | Preferred Name: adapt if appropriate |  |  |
| 10 | Maintain Contact Information for Contingent Worker | In the Contact Information block of the Personal Information section, review the email information already existing in the system and adapt if required:   Note  In case no email information has been maintained during the previous assignment at the company, select the ⊕ Add link below the email table header. The editable fields show up and you can enter the appropriate information. | Email Type: Business is defaulted from the existing record; if it has not been maintained during the previous assignment at the company, select Business from drop-down   Caution  In case you select a value for this field, you must enter the email address, too! |  |  |
| Email Address: adapt as appropriate |  |
| Is Primary: select from drop-down, for example Yes   Note  Only one email type can be maintained as primary. |  |
| 11 | Continue | Choose the Continue pushbutton. |  | The Contingent Worker Assignment Information section in the Add Contingent Worker screen is expanded. |  |
| 12 | Maintain Assignment Information for Contingent Worker | In the Contingent Worker Assignment Information section, the data is taken over from the existing master data record of the contingent worker, except for Supervisor.  Review the data, and adapt where appropriate. Maintain the Supervisor. |  |  |  |
| 13 | Continue | Choose the Continue pushbutton. |  | The Work Order Information section in the Add Contingent Worker screen is expanded. |  |
| 14 | Enter Work Order Information for Contingent Worker | In the Work Order block, the data from the last work order of the contingent worker is taken over.   Note  This last work order is already inactive on the start date entered in test step # 4.  Enter details to the new work order as appropriate: | Worker Type: keep existing value or adapt by selecting appropriate value from drop-down |  |  |
| Work Order ID: enter as appropriate |  |
| Work Order Name: enter if appropriate |  |
| Owner ID: enter if appropriate |  |
| Supplier: select from drop-down the same vendor as for the previous work order |  |
| End Date: enter a date as appropriate |  |
| Start Date: select from calendar help the same date you have entered into the Start Date field in the Identity Information section |  |
| 15 | Submit Data | Choose the Submit pushbutton, or alternatively the Continue pushbutton, both options having the same result. |  | A success message is generated by the system informing you about the new start date of the contingent worker. You may choose to view the profile of the contingent worker, add data of another employee, or simply return to the administration center page. |  |
| 16 | View Contingent Worker Profile | Choose the View profile of <contingent worker name> link. |  | You are directed to My Employee File → <contingent worker name> → Personal Information section. In the Header, above the name the Contingent Worker symbol is displayed. |  |
| 17 | Verify Employment Information of Contingent Worker | Go to the Employment Information section and verify the data displayed. | In the Job Information block of the Job Information subsection, check the value of field Employee Status.   Note  If Position Management has been implemented in your instance: the value in field Time In Position (located in the Position Information block of the Organizational Information subsection) has been auto-calculated by the system. | The contingent worker has Employee Status Active. |  |
| In the Job Information subsection of the Employment Information section, select the Pending future change in Job Information (<Date>) link. In the Change History part of the upcoming Job Information Changes dialog box, view the details of the two new records created with appropriate events and event reasons: Start Contingent Worker and End Contingent Worker. In the record related to event End Contingent Worker check that value of field Employee Status is Terminated and the effective date of that change is one day after the date maintained in field End Date in the Work Order block.  When done with viewing the details, choose X (Cancel). |  |  |
| Check that in the Organizational Information subsection of the Employment Information section a Pending future change in Job Information (<Date>) link is also available. Click on it and verify that the same two new event records are visible as for the job information changes.  When done with viewing the details, choose X (Cancel). |  |  |
| 18 | Verify Work Order Information of Contingent Worker | In the Employment Information section, go to the Work Order Information subsection and select the Clock (History) icon next to the Work Order block. |  | The Work Order: Changes dialog box is displayed. In the Change History part on the left of the dialog box, two additional records are shown with respect to the previous work order of the contingent worker:   * the new work order (of status Active), just created by you when assigning the contingent worker to it; * an automatically created record for the period in which this new work order is InActive. |  |
| When done with viewing the details, choose X (Cancel). |  |  |  |

## Hiring Contingent Worker as Employee

Test Administration

Customer project: Fill in the project-specific parts (between <brackets>).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Test Case ID | <X.XX> | Tester Name | <name> | Testing Date | <date> |
| Business Role(s) | HR Administrator | | | | |
| Responsibility | <State Service Provider, Customer or Joint Service Provider and Customer> | | | Duration | <duration> |

Purpose

If the work order for a contingent worker has ended, there exists the option to hire the contingent worker as an employee at the company.

The HR Administrator enters the appropriate data into the system.

Procedure

 Caution

In the following, we describe only high-level the fields to be filled during hiring of a contingent worker as an employee.

 Caution

In case you use integration to SAP SuccessFactors Employee Central Payroll, the data record of the new employee will be replicated to SAP SuccessFactors Employee Central Payroll. In the following, the system will be referenced as Employee Central Payroll. The fields needed for a correct integration with Employee Central Payroll are mentioned together with the Recommendation icon in the table below.

 Recommendation

In case the Core content has been deployed in your instance with the SAP Best Practices, you can refer to test script of scope item Add New Employee / Rehire (FJ0), chapter Add New Employee, for a detailed description of hiring an employee, details to the subsequent process steps in the hiring process, as well as for details on all required fields for replication.

| Test Step # | Test Step Name | Instruction | User Entries: Field Name: User Action and Value | Additional Information | Expected Result | Pass / Fail / Comment |
| --- | --- | --- | --- | --- | --- | --- |
| 1 | Log on | Log on to Employee Central as an HR Administrator. |  |  | The Home page is displayed. |  |
| 2 | Go to Org Chart screen | From the Home drop-down select Company Info and go to Org Chart tab. |  | Alternatively, if configured, you can go on your Home page to the My Info section and click on the Org Chart tile.  Or, in case you have the appropriate permission, select Admin Center from the Home drop-down, and select in the Manage Employees portlet Update User Information → Add New Employee. | The Org Chart : <your name> screen is displayed. |  |
| 3 | Add New Employee | On the Org Chart : <your name> screen select the Add New Employee  icon located on the top right of the screen. |  | In case Position Management has been implemented, you can go on the Company Info screen also to the Position Org Chart tab and select there the Add New Employee  icon. | You are directed to the My Employee Files application and the Add New Employee screen is displayed. |  |
| 4 | Enter Identity Information for new Employee | In the Identity section make the following entries: | Hire Date: select from calendar help a date that falls after the end date of the expired work order | Defaults to today’s date |  |  |
| Company: select from drop-down the same value as selected in test step # 4 of process step Entering Master Data of Contingent Worker | Caution  In case Position Management has been implemented and you want to assign the employee to a certain position, make sure the company you select here is the same as the company you selected while creating that particular position. Else, that position will not be available for selection in the Target Position block of the Job Information section. |  |
| Event Reason: select New Hire(HIRNEW) from drop-down |  |  |
| In the Name Information block make the following entries: | First Name: enter as appropriate | The data entered here is used by the system to search in the database for existing employees that might match. Therefore, enter the correct first and last name of the contingent worker you want to hire as employee, otherwise the system will not find him or her in the database. |  |
| Last Name: enter as appropriate |  |
| Salutation: select from drop-down |  |  |
| In the Biographical Information block make the following entries: | Date Of Birth: select from calendar help |  |  |
| 5 | Continue | Choose the Continue pushbutton. |  |  | The Duplicate Check dialog box is displayed listing the employees matching any of the data entered in the Identity section. |  |
| 6 | Select Contingent Worker to be Hired as Employee | Choose for the contingent worker, you want to hire as employee, the Accept match button. |  | The contingent worker you choose should have status Terminated. | The Rehire as a different user? dialog box is displayed informing you that this person already exists in the system as a contingent worker, and asking you if you want to hire him or her as an employee. |  |
| 7 | Confirm your Choice | On the Rehire as a different user? dialog box, choose Yes. |  |  | In the Employee Information block of the Identity section the Person Id, the contingent worker used to have, and any other existing data in the Name Information block is added automatically. |  |
| 8 | Enter Identity Information of New Employee | In the Identity section, enter again the event reason: | Event Reason: select New Hire(HIRNEW)from drop-down |  |  |  |
| In the Name Information block check if the information is still valid. Adapt it if appropriate. |  | Caution  For some countries, the name entered needs to fulfill compliance conditions. If this is not the case, an error message is generated by the system. |  |
| In the Biographical Information block, make the following entries: | Date Of Birth: select again from calendar help | Recommendation  Required if integration with Employee Central Payroll is in place. |  |
| Country Of Birth: select from drop-down |  |  |
| Place Of Birth: enter if required for the country where the company is located | Caution  For some countries, the format of the entered value needs to fulfill compliance conditions. If this is not the case, an error message is generated by the system. |  |
| In the Employee Information block, check that the Person Id, the employee had during his or her assignment as contingent worker, has been taken over and is read-only. |  |  |  |
| In several countries, it is required to keep the national ID data of the employee in the system. Therefore, in the National ID Information block, select the ⊕ Add link. The editable fields show up and you can enter following information:  Note  Relevant information in case of employees having the nationality of the country, where the hiring company is located. | Country: select from drop-down the country, where the company is located | In case you select a value for this field, you must fill the fields below, too! |  |
| National Id Card Type: select from drop-down | The values available for selection depend on the chosen country. |  |
| National Id: enter as appropriate | The format of the value is predefined. |  |
| Is Primary: select Yes from drop-down |  |  |
| 9 | Continue | Choose the Continue pushbutton. |  |  | The Personal Information section in the Add New Employee screen is expanded. |  |
| 10 | Enter Personal Information of New Employee | In the Personal Information block, enter data as appropriate. |  |  |  |  |
| In the Global Information block, enter data as appropriate. |  |  |
| In the Email Information block check, if the data already existing in the system is still valid, else adapt it as appropriate:   Note  In case no email information has been maintained during the new employee’s previous assignment as contingent worker, select the ⊕ Add link. The editable fields show up and you can enter the appropriate information. | Email Type: Business is defaulted from the existing record; if it has not been maintained during the assignment as contingent worker, select Business from drop-down | In case you select a value for this field, you must enter the email address, too! |  |
| Email Address: adapt as appropriate |  |  |
| Is Primary: select from drop-down, for example Yes | Only one email type can be maintained as primary. |  |
| If appropriate, enter phone information. For this select in the Phone Information block the ⊕ Add link, and in the upcoming editable fields enter data as appropriate. |  |  |  |
| In the Home Address block, select for field Address Type value Home from drop-down. Maintain the other fields as appropriate. |  |  |  |
| 11 | Continue | Choose the Continue pushbutton. |  |  | The Job Information section in the Add New Employee screen is expanded.  Several data from the new employee’s previous assignment as contingent worker is taken over. |  |
| 12 | Maintain Job Information for New Employee | Review the existing data in the Organizational Information and Job Information blocks, and adapt it as appropriate. Enter information, which has not been taken over from the existing contingent worker data record, like Supervisor. Enter missing data in the Job Information block, and data in other blocks, like, for example, Time Information and Job Relationships.  Note  In the Employment Details block, the seniority start date and service date are defaulted to the hiring date of the former contingent worker as employee, whereas the original start date defaults to the date the new employee joined as contingent worker the company for the first time. |  | If Position Management has been implemented in your instance, the Target Position block will also be displayed. Selecting a position leads to the auto-populating of several fields related to organizational information and job information from that position based on the propagation rule configured in the instance. |  |  |
| In several countries of employment, the employee needs a valid work permit. To maintain this information, select in the Work Permit Info block, located in the Work Permit Info section, the ⊕ Add link. The editable fields show up and you can enter data as appropriate.  Note  Relevant information in case of employees having a nationality other than of the country, where the hiring company is located. |  |  |  |  |
| 13 | Continue | Choose the Continue pushbutton. |  |  | The Compensation Information section in the Add New Employee screen is expanded. |  |
| 14 | Enter Compensation Information for New Employee | Make in the Compensation Information block the following entries: | Pay Group: select from drop-down | In case the Core content has been deployed with the SAP Best Practices, for several countries delivered, the value of the Pay Group is automatically suggested, based on a preconfigured business rule.   Recommendation  Required if integration with Employee Central Payroll is in place. |  |  |
| Is Eligible For Car: select from drop-down |  |  |  |
| In the Compensation block, select the ⊕ Add link. The editable fields show up and you can enter data as appropriate.  In addition, you can maintain recurring payment data, if appropriate. |  | In case the Core content has been deployed with the SAP Best Practices, for several countries delivered, the values of the fields in the Compensation block are automatically suggested, based on a preconfigured business rule, from the values maintained for fields Pay Scale Group und Pay Scale Level. In this case, adapt the pay component amount, if appropriate. | Values in field Annualized Salary and possibly in Compa Ratio and Range Penetration located in the Compensation Information block are filled automatically.  Depending if integration with Employee Central Payroll is in scope for your company or not, continue with test step # 15 and subsequent, or directly with test step # 16 and subsequent. |  |
| 15 | Enter Payment Information for New Employee (optional) | If integration with Employee Central Payroll is in place, in order to ensure a correct integration, the employee’s payment information needs to be maintained in Employee Central. For this, select in the Payment Information block the ⊕ icon. The editable fields show up and you can enter data as appropriate.  Note  Technically it is possible to add the payment information also later on to the employee’s master data record. |  |  |  |  |
| 16 | Submit Data | Choose the Submit pushbutton, or alternatively the Continue pushbutton. |  | Both options have the same result. | A success message is generated by the system informing you about the hire date of the new employee. You may choose to view the employee’s profile, add hiring data of another new employee, or simply return to the home page.  In case you have maintained the email address of the new employee, a Welcome to SuccessFactors email is sent automatically by the system to the new employee containing login information for the same.  In addition, an email notification is triggered to inform both the employee’s 2nd level manager and HR business partner about the new hired employee. |  |
| 17 | View Employee Profile | Choose the View profile of <new employee name> link. |  |  | You are directed to the Employee Files page of the new hire.  In the Header, below the new hire’s name, two radio buttons are visible:   * one radio button for his or her new role as employee; * one radio button for his or her past role as contingent worker.   The Personal Information section of the new hire’s role as employee at the company is displayed by default. |  |
| Verify the data displayed in the different blocks of the Personal Information, Employment Information sections, and, if available, Time Off and Payment Information sections. |  |  |  |  |
| 18 | View Details of Past Role as Contingent Worker | In the Header, below the employee’s name, check the radio button next to the employee’s past role as a contingent worker. |  |  | The master data record of the employee in his or her previous role as contingent worker is displayed. You can view the details. |  |

 Note

When searching for this employee using the <your user name> drop-down arrow on the My Employee File screen, you can flag the Include inactive users in search checkbox. In this case, both the records for the inactive past assignment as contingent worker and the active current assignment as employee are displayed in the result list. The past assignment is marked with the Contingent Worker symbol in the list.

# Appendix

## Importing Contingent Worker Data

In case you need to enter master data of a bigger number of contingent workers, you can use the Import Employee Data tool instead of the “Add Contingent Worker“ wizard.

When using the Import Employee Data tool, make sure to import the data in the following order:

* Basic Import
* Employment Details
* Work Order Import
* Job History
* Contact Information.

 Recommendation

For details, how to use the import tool and upload contingent worker data, please refer to the latest production handbook for setting up Contingent Workforce Management on the [SAP Help Portal](https://help.sap.com/viewer/p/SAP_SUCCESSFACTORS_EMPLOYEE_CENTRAL) → Administration→Contingent Workforce Management, chapter Importing Contingent Worker Data.

## Process Chains

The process to be tested in this test script is part of a chain of integrated processes.

In the assumption that the Employee Central related content in your instance has been deployed with the SAP Best Practices, you can test following business processes.

### Preceding Processes

You may first have completed the following processes and conditions before you start with the test steps:

| Process | Business Condition |
| --- | --- |
| In case Position Management has been deployed: sub-process Position Creation of Manage Positions (FK1) (Optional) | The position to which the contingent worker is to be assigned must have been created with appropriate fields filled in. |
| In case the Core content has been deployed: Take Action: Termination (FJ3) (Optional) | In case an employee of the company should become a contingent worker, the Terminate action type must have been executed for this particular employee first. |

### Succeeding Processes

In case an inactive contingent worker has been hired as an employee at the company, after completing the activities in this test case, you can continue testing the same business processes as for a newly hired employee.

In case the Core content has been deployed with the SAP Best Practices, you can refer for details to test script of scope item Add New Employee / Rehire (FJ0), chapter Succeeding Processes in the Appendix.

Typographic Conventions

| **Type Style** | **Description** |
| --- | --- |
| Example | Words or characters quoted from the screen. These include field names, screen titles, pushbuttons labels, menu names, menu paths, and menu options.  Textual cross-references to other documents. |
| Example | Emphasized words or expressions. |
| EXAMPLE | Technical names of system objects. These include report names, program names, transaction codes, table names, and key concepts of a programming language when they are surrounded by body text, for example, SELECT and INCLUDE. |
| Example | Output on the screen. This includes file and directory names and their paths, messages, names of variables and parameters, source text, and names of installation, upgrade and database tools. |
| Example | Exact user entry. These are words or characters that you enter in the system exactly as they appear in the documentation. |
| <Example> | Variable user entry. Angle brackets indicate that you replace these words and characters with appropriate entries to make entries in the system. |
| EXAMPLE | Keys on the keyboard, for example, F2 or ENTER. |

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