|  |  |
| --- | --- |
|  |  |
| Test Script  SAP SuccessFactors HCM Core  April 2018  English | Customer |
| Manage Concurrent Employment  ID: 1Z8 |

Table of Contents

[1 Purpose 4](#_Toc507321687)

[1.1 Purpose of the Document 4](#_Toc507321688)

[1.2 Purpose of Manage Concurrent Employment 4](#_Toc507321689)

[2 Prerequisites 5](#_Toc507321690)

[2.1 Configuration 5](#_Toc507321691)

[2.2 System Access 5](#_Toc507321692)

[2.3 Roles 5](#_Toc507321693)

[2.4 Master Data, Organizational Data, and Other Data 6](#_Toc507321694)

[2.5 Business Conditions 6](#_Toc507321695)

[2.6 Preliminary Steps 7](#_Toc507321696)

[2.6.1 Checking Employee FTE Value 7](#_Toc507321697)

[2.6.2 Changing Employee Job Information (Optional) 7](#_Toc507321698)

[3 Overview Table 9](#_Toc507321699)

[4 Testing the Process Steps 12](#_Toc507321700)

[4.1 Concurrent Employment Creation (Sub-Process) 12](#_Toc507321701)

[4.1.1 Creating Concurrent Employment 12](#_Toc507321702)

[4.1.2 Approving Concurrent Employment Creation 23](#_Toc507321703)

[4.1.2.1 Sending E-mail Notification about Concurrent Employment Creation 25](#_Toc507321704)

[4.1.2.2 Receiving E-mail Notification about Concurrent Employment Creation 26](#_Toc507321705)

[4.1.2.3 Updating Employee Concurrent Employment Position (if Position Management implemented) 26](#_Toc507321706)

[4.1.3 Viewing Employee Concurrent Employment Position Details (if Position Management implemented) 26](#_Toc507321707)

[4.1.4 Viewing Employee Concurrent Employment Details 29](#_Toc507321708)

[4.1.5 Viewing my Employee File 31](#_Toc507321709)

[4.2 Concurrent Employment Maintenance (Sub-Process) 33](#_Toc507321710)

[4.2.1 Maintaining Concurrent Employment 33](#_Toc507321711)

[4.2.2 Approving Concurrent Employment Maintenance 36](#_Toc507321712)

[4.3 Concurrent Employment Termination (Sub-Process) 37](#_Toc507321713)

[4.3.1 Terminating Secondary Employment 38](#_Toc507321714)

[4.3.2 Approving Secondary Employment Termination 42](#_Toc507321715)

[4.3.2.1 Updating Secondary Employment Position (if Position Management implemented) 44](#_Toc507321716)

[4.3.3 Viewing Secondary Employment Position Details (if Position Management implemented) 44](#_Toc507321717)

[4.3.4 Viewing Terminated Secondary Employment Details 46](#_Toc507321718)

[4.3.5 Terminating Main Employment for Concurrent Employment (Optional) 48](#_Toc507321719)

[5 Appendix 53](#_Toc507321720)

[5.1 Importing Concurrent Employments for Employees 53](#_Toc507321721)

[5.2 Executing Process Steps using Mobile App 53](#_Toc507321722)

[5.2.1 Approving Requests 53](#_Toc507321723)

[5.3 Process Chains 54](#_Toc507321724)

[5.3.1 Preceding Processes 54](#_Toc507321725)

[5.3.2 Succeeding Processes 54](#_Toc507321731)

Document History

| **Revision** | **Change Date** | **Description** |
| --- | --- | --- |
|  |  |  |

# Purpose

## Purpose of the Document

This document provides a detailed procedure for testing the scope item Manage Concurrent Employment 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 handover 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 Concurrent Employment

 Caution

If a replication of an employee’s concurrent employment data to the Payroll system should be considered, then this scope item is relevant for the United States and the United Kingdom, only.

If the replication of an employee’s concurrent employment data to the Payroll system is out of scope, then this scope item can be used for other countries, too.

This document describes how concurrent employments can be managed within the SAP SuccessFactors Employee Central system.

A concurrent employment is a second employment for an employee in the same company. An employee can have one primary employment and multiple secondary employments in the system.

If a concurrent employment is added to the employee, then the system automatically assigns another user name and user ID to the employee. The person ID remains the same as for the first employment.

 Caution

A concurrent employment cannot be applied to the same employee at the same time with a global assignment. This means that, if an employee has a concurrent employment, this employee cannot have a global assignment at the same time, and vice-versa.

# Prerequisites

This section summarizes all prerequisites needed to conduct the test in terms of system, user, 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> |
| Standard User | Line Manager | <Provide Standard User Id and Password for test, if applicable> |
| Standard User | Employee | <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 Concurrent Employment Super Admin has been granted | Refer to chapter Overview Table | Test user: <userid>; Password: <password> |
| Line Manager   Note  The line manager is maintained in field Supervisor in the Job Information block of the employee. The Job Information block is located in the Employment Information section > Job Information subsection. | Use the manager role created in your instance. Make sure this role has the permissions of approving workflows. | Refer to chapter Overview Table | Test user: <userid>; Password: <password>  For testing purpose, you can log on as Super Admin and use the Proxy Now option to proxy as the manager role. |
| Employee | Use the employee self-service role created in your instance. | Refer to chapter Overview Table | Test user: <userid>; Password: <password>  For testing purpose, you can log on as Super Admin and use the Proxy Now option to proxy as the employee role. |

## 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 | Employees must have been hired (or rehired) and already exist in the system. The employee should be a part-time employee to be able to apply for a concurrent employment. | In case the Core content has been deployed with the SAP Best Practices, you can refer to the appropriate process step of scope item Add New Employee / Rehire (FJ0). |

 Note

In case Position Management has been implemented in the Employee Central instance at a point in time, when employees already exist in the instance, these employees can be assigned to newly created positions as appropriate. In case the Position Management content has been deployed with the SAP Best Practices, you can refer for more details on this to chapter Assigning Employee to Position in the Appendix of test script Manage Positions (FK1).

## Preliminary Steps

### Checking Employee FTE Value

Use

In order that an employee can apply for a concurrent employment within the same company, he or she needs to be a part-time employee in his or her first employment. With other words, field FTE in his or her already existing job information record needs to be less than 1.

The HR Administrator checks the value of field FTE for that employee.

Procedure

1. Log on to Employee Central as HR Administrator.
2. Search for the employee, for whom you need to check the value of the FTE field.
3. On the Employee Files page of the employee, select the Employment Information section and check in the Job Information block of the Job Information subsection the value of field FTE.

If the value is less than 1, proceed with sub-process Concurrent Employment Creation.

If the value is already 1, proceed with below process step of changing the employee’s job information.

### Changing Employee Job Information (Optional)

Use

In case an employee, who wants to apply for a concurrent employment within the same company is already a full-time employee of that company, the HR Administrator needs to perform changes in the employee’s job information.

 Note

In case for the country of the employee’s employment no appropriate event reason is available for event Job Change, use another event and event reason fitting to your requirements.

Procedure

1. Log on to Employee Central as HR Administrator.
2. Search for the employee, whose job information you need to change.
3. On the Employee Files page of the employee, select the Actions button located in the top right corner of the screen and from the value list, which appears, select Change Job and Compensation Info.
4. In the You May Also Change block of the Change Job and Compensation Info dialog box, flag the Job Information check box.

Note

Most likely the reduction of the job from full-time to part-time is accompanied by a compensation change. Therefore, flag the Compensation Information check box, too, to obtain the compensation-related fields to be maintained.

1. In the When would you like your changes to take effect? field, enter the effective date of change.
2. In the upcoming fields. make the following entries:

| Field Name | User Action and Values | Comment |
| --- | --- | --- |
| Event | select Job Change from drop-down | Once you enter the Event, the Event Reason can be selected. |
| Event Reason | select Full-time to Part-time(JOBFTPT) from drop-down |  |
| Standard Weekly Hours | adapt as appropriate by reducing the existing value | These fields are located in the Job Information block of the Change Job and Compensation Info dialog box. |
| Working Days Per Week | adapt if appropriate |
| FTE | Automatically adapted based on the value entered for Standard Weekly Hours |
| Is Fulltime Employee | select No from drop-down |

In case the Time Off content has already been implemented in your Employee Central instance when changing the job information, you will need to adapt the data existing in the Time Off Information block, more precisely the value of field Work Schedule needs to be adapted to fit to the Standard Weekly Hours.

Most likely you will need to adapt the compensation information, too. For this, make changes in the Compensation block of the Change Job and Compensation Info dialog box as appropriate. Adapt, for example, the value of the Amount field related to the appropriate salary pay component.

1. Choose the Save button to save the record. If a workflow is configured in the system for a Job Change event, submitting the form triggers a workflow and the form is sent to the next processor for approval. The job change for the employee takes effect in the system only upon approval.

Result

Once the job change becomes effective in the system, the employee can apply for a concurrent employment.

# Overview Table

The scope item Manage Concurrent Employment consists of several process steps provided in the table below.

 Note

Some of the process steps can be executed using the Mobile App. These process steps are mentioned accordingly, for details see the Transaction Code column of below table. The procedure of executing these process steps using Mobile App is sketched the Appendix of this document.

| Process Step | UI Type | Business Condition | Business Role | Transaction Code | Expected Results |
| --- | --- | --- | --- | --- | --- |
| Concurrent Employment Creation (Sub-Process) | | | | | |
| Create Concurrent Employment | Employee Central UI | The employee has applied for a second employment in the company. | HR Administrator | Company Instance URL | Data related to the concurrent employment of an employee have been entered into the system. A workflow has been triggered and sent for approval to the line manager of the employee in the secondary employment to be created. |
| Approve Concurrent Employment Creation | Employee Central UI |  | Line Manager (in concurrent employment to be created) | Company Instance URL or Mobile App | The concurrent employment creation has been approved. The concurrent employment has become effective in the system. |
| Send E-mail Notification about Concurrent Employment Creation | Back-ground | E-Mail address of the employee’s line manager in the primary employment is maintained in his or her employee file. | - |  | An email has been sent out to the line manager of the employee in the primary employment, notifying him or her about the finished Add Concurrent Hire action. |
| Receive E-mail Notification about Concurrent Employment Creation | E-Mail |  | Line Manager (in primary employment) | outside software | The line manager of the employee in the primary employment has received an e-mail notification about the concurrent employment created for one of his or her direct reports. |
| Update Employee Concurrent Employment Position (Optional) | Back-ground | Relevant only if Position Management has been implemented in your Employee Central instance. | - |  | The position, to which the employee is assigned to in his or her concurrent employment, is updated automatically upon approval of the concurrent employment creation. |
| View Employee Concurrent Employment Position Details (Optional) | Employee Central UI | Relevant only if Position Management has been implemented in your Employee Central instance. | HR Administrator | Company Instance URL | The details of the position, the employee is assigned to in his or her concurrent employment, have been viewed in the position org chart. |
| View Employee Concurrent Employment Details | Employee Central UI |  | HR Administrator | Company Instance URL | The details of the concurrent (secondary) employment of the employee have been viewed. |
| View my Employee File | Employee Central UI |  | Employee | Company Instance URL | The employee has viewed his or her data as maintained by the HR administrator. |
| Concurrent Employment Maintenance (Sub-Process) | | | | | |
| Maintain Concurrent Employment | Employee Central UI | The classification of a concurrent employment should change. | HR Administrator | Company Instance URL | Changes to the concurrent employment of an employee have been entered into the system. A workflow has been triggered and sent for approval to the line manager of the employee in that concurrent employment. |
| Approve Concurrent Employment Maintenance | Employee Central UI |  | Line Manager (in concurrent employment to be changed) | Company Instance URL or Mobile App | The change in the details of a concurrent employment has been approved. The changes become effective in the system. |
| Concurrent Employment Termination (Sub-Process) | | | | | |
| Terminate Secondary Employment | Employee Central UI | A concurrent (secondary) employment of an employee should be terminated. | HR Administrator | Company Instance URL | The termination-related data of the concurrent (secondary) employment of an employee has been entered into the system. A workflow has been triggered and sent for approval to the line manager of the employee in that concurrent employment. |
| Approve Secondary Employment Termination | Employee Central UI |  | Line Manager (in concurrent employment to be terminated) | Company Instance URL or Mobile App | The termination of the employee’s secondary employment has been approved. The employee has status Terminated for the secondary employment starting the first day after the termination date. |
| Update Secondary Employment Position (Optional) | Back-ground | Relevant only if Position Management has been implemented in your Employee Central instance. | - |  | The position, to which the employee was assigned to in his or her secondary employment, is updated automatically upon approval of the secondary employment termination. |
| View Secondary Employment Position Details (Optional) | Employee Central UI | Relevant only if Position Management has been implemented in your Employee Central instance. | HR Administrator | Company Instance URL | The details of the position the employee was assigned to during his or her secondary employment have been viewed. |
| View Terminated Secondary Employment Details | Employee Central UI |  | HR Administrator | Company Instance URL | The details of the terminated concurrent (secondary) employment of the employee have been viewed. |
| Terminate Main Employment for Concurrent Employment (Optional) | Employee Central UI |  | HR Administrator | Company Instance URL | The termination-related data of the main employment of an employee has been entered into the system. The employee has status Terminated for the main employment starting the first day after the termination date. |

# Testing the Process Steps

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

The test should take around 90 minutes.

## Concurrent Employment Creation (Sub-Process)

### Creating Concurrent Employment

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

A concurrent employment is a second employment for an employee in the same company. An employee can have one main employment and multiple secondary employments in the system.

The HR Administrator creates a concurrent employment for the employee by entering appropriate data into the system.

Prerequisite

An employee can apply to a concurrent employment in the company only in case he or she is not a fulltime employee in the employment he or she already has. In case he or she is already a fulltime employee, the existing employment record needs to be adapted accordingly.

 Caution

Pay attention that when adding a concurrent employment, the system does not check automatically the value of field FTE in the employee’s existing employment. No error message will be issued during creation of concurrent employment in case the sum of FTE values of all employments of the employee exceeds 1. Hence, it is the responsibility of the HR Administrator to check the value of field FTE in the employee’s existing employment before adding a concurrent employment for that employee. In case FTE is already 1, adapt the job information as described in chapter Preliminary Steps > Changing Employee Job Information.

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 HR Administrator. |  | The Home page is displayed. |  |
| 2 | Search Employee | In the Search for actions or people box, in the top right corner of the screen, enter the name (or name parts) of the employee for whom you want to create a concurrent employment. |  | The autocomplete functionality suggests a list of employees matching your search criteria. |  |
| 3 | Select Employee | Select the appropriate employee from the result list. |  | You are directed to the Employee Files page in which the profile of the employee is displayed. |  |
| 4 | Select Action to be Performed | Select the Actions button located in the top right corner of the screen and from the value list, which appears, select Add: Concurrent Employment. |  | The Add Concurrent Employment for <employee name> screen is displayed. |  |
| 5 | Enter Concurrent Employment Details | In the Concurrent Employment Details block make the following entries: | Hire Date: select from calendar help |  |  |
| New Concurrent Employment: select from drop-down the same company or a subsidiary of the company of the employee’s other employment |  |
| Event Reason: select Concurrent Hire(CONHIRE) from drop-down |  |
| Is Contingent Worker: select No from drop-down |  |
| 6 | Continue | Choose the Continue pushbutton. |  | Several sections in the Add Concurrent Employment for <employee name> screen are expanded. |  |
| 7 | Enter Secondary Employment Information | In the Secondary Employments for all SuccessFactors Processes block, located in the Secondary Employment Information section, make the following entry: | Set as secondary employment for all SuccessFactors processes?: select from drop-down, for example Yes if the new employment is a secondary employment   Note  Select No, if the new employment should become the main employment. The existing main employment automatically becomes a secondary employment. | Depending if Position Management has been implemented or not in your instance, continue with either Option 1 or Option 2 mentioned below. |  |

**Option 1: Position Management is implemented:**

| Test Step # | Test Step Name | Instruction | User Entries: Field Name: User Action and Value | Additional Information | Expected Result | Pass / Fail / Comment |
| --- | --- | --- | --- | --- | --- | --- |
| 8 | Enter Job Information | In the Job Information section make the following entries: |  |  |  |  |
| in the Position Information 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. | In case the selected position does not allow multiple incumbents and has already an incumbent, the system will issue an appropriate message and you need to search for another position. |  |
| Position Entry Date: enter same date as hiring date, or different date if position entry date is different. | In case you leave the field empty, upon saving the record, the value will be automatically filled with the hire date. |  |  |
| in the Organizational Information block:   Note  Some fields are auto-populated based on the chosen position; leave them unchanged. | Company: value selected for field New Concurrent Employment 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   Note  This information is needed for some countries, because based on the geo zone defined for the location, the range penetration in the Compensation Information block will be determined. |  |  |
| Timezone: enter as appropriate for value available in field Location |  |  |
| Cost Center: defaulted based on value entered in field Position |  |  |
| in the Job Information block:   Note  Some fields are auto-populated based on the chosen position; leave them unchanged, if not otherwise mentioned.   Note  In the following, only those fields are mentioned, which are relevant for every country. Dependent on the country, where the company of the employee’s employments is located, you might need to fill additional fields. | 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 employee will report in the concurrent employment to this supervisor (line manager). |  |  |
| Job Classification: defaulted based on value entered in field Position |  |  |
| Job Title: defaulted based on value entered in field Position | Read-only field |  |
| Pay Grade: defaulted based on value entered in field Position |  |  |
| Regular/Temporary: defaulted based on value entered in field Position |  |  |
| Standard Weekly Hours: defaulted based on value entered in field Position; adapt if appropriate | You need to ensure that the sum of standard weekly hours of all employments of the employee does not exceed the maximum allowed value in your country. |  |
| Working Days Per Week: enter as appropriate, for example 5 |  |  |
| FTE: defaulted based on value entered in field Position; adapt as appropriate | If the value is greater or equal 1, you need to reduce it manually, to be less than 1, for example,0.5. |  |
| Is Fulltime Employee: select No from drop-down | Pay attention to related fields, like for example Standard Weekly Hours, Working Days Per Week, FTE, etc. |  |
| In the Job Information block, select the Show <#> more fields link and make the following entries:   Note  Some fields are auto-populated based on the chosen position; leave them unchanged, if not otherwise mentioned.   Note  In the following, only those fields relevant for every country. Dependent on the country, where the company of the employee’s employments is located, you might need to fill additional fields. | Employee Class: defaulted based on value entered in field Position |  |  |
| Employment Type: defaulted based on value entered in field Position in case the Employment Type field has been set up and maintained for the Position object. If this is not the case, you need to select a value from the value help. | Recommendation  In case Contingent Workforce Management has been implemented in the instance, avoid using the employee class and employment type as defined in the selected country for contingent workers. |  |
| Pay Scale Type: select from drop-down; the selected value should fit to the value of field Employment Type |  |  |
| Pay Scale Area: select from drop-down |  |  |
| Enter other data as required in the country where the company of the employee’s concurrent employment is located. |  |  |
| In case the Time Off content has already been implemented in the instance, the Time Information block will be available for maintenance, too, containing fields Time Profile, Holiday Calendar Code, and Work Schedule.  In case also the Payroll Time Sheet content has already been implemented in the instance, in addition to the above-mentioned fields, following fields are displayed for maintenance: Time Recording Profile, Time Recording Variant, Time Recording Admissibility and Default Overtime Compensation Variant. | Enter data as appropriate. | ~~In case the Time Off content has been deployed with the SAP Best Practices, you can refer to chapter Preliminary Steps of test script Request and Manage Time Off (FJ7) appropriate for your country, for details in maintaining the time off relevant fields in the Time Information block.~~  ~~In case the Payroll Time Sheet content has been deployed with the SAP Best Practices, you can refer to test script Record Working Time (15S), chapter Preliminary Steps, for details in maintaining the time sheet relevant fields in the Time Information block.~~ |  |  |
| Enter data in other blocks if applicable. |  | In case the Core content has been deployed with the SAP Best Practices, you can refer to process step Entering Hiring Data of scope item Add New Employee / Rehire (FJ0). | Continue with test step # 9. |  |

**Option 2: Position Management is not implemented:**

| Test Step # | Test Step Name | Instruction | User Entries: Field Name: User Action and Value | Additional Information | Expected Result | Pass / Fail / Comment |
| --- | --- | --- | --- | --- | --- | --- |
| 8 | Enter Job Information | In the Job Information section make the following entries: |  |  |  |  |
| in the Organizational Information block: | Company: value selected for field New Concurrent Employment 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   Caution  For some countries, you need to fill this field, because based on the geo zone defined for the location, the range penetration in the Compensation Information block will be determined. |  |  |
| Timezone: defaulted based on value entered in field Location |  |  |
| Cost Center: select from drop-down |  |  |
| in the Job Information block:   Note  In the following, only those fields are mentioned, which are relevant for every country. Dependent on the country, where the company of the employee’s employments is located, you might need to fill additional fields. | Supervisor: select name of line manager from drop-down |  |  |
| Job Classification: select from drop-down |  |  |
| Job Title: defaulted based on value entered in field Job Classification; read-only field |  |  |
| Pay Grade: defaulted based on value entered in field Job Classification; leave as is |  |  |
| Regular/Temporary: defaulted based on value entered in field Job Classification; adapt if required |  |  |
| Standard Weekly Hours: defaulted based on value entered in field Location; adapt if required | You need to ensure that the sum of standard weekly hours of all employments of the employee does not exceed the maximum allowed value in your country. |  |
| Working Days Per Week: enter as appropriate, for example 5 |  |  |
| FTE: in general, defaulted based on value entered in field Location; in case you have adapted the Standard Weekly Hours, this value is adapted automatically accordingly |  |  |
| Is Fulltime Employee: select No from drop-down | Pay attention to related fields, like for example Standard Weekly Hours, Working Days Per Week, FTE, etc. |  |
| In the Job Information block, select the Show <#> more fields link and make the following entries:   Note  In the following, only those fields are mentioned, which are relevant for every country. Dependent on the country, where the company of the employee’s employments is located, you might need to fill additional fields. | Employee Class: select from drop-down | Recommendation  In case Contingent Workforce Management has been implemented in the instance, avoid using the employee class as defined in the selected country for contingent workers. |  |
| Employment Type: select from drop-down | Recommendation  In case Contingent Workforce Management has been implemented in the instance, avoid using the employee classand employment type as defined in the selected country for contingent workers. |  |
| Pay Scale Type: select from drop-down; the selected value should fit to the value selected for field Employment Type |  |  |
| Pay Scale Area: select from drop-down |  |  |
| Enter other data as required in the country where the company of the employee’s concurrent employment is located. |  |  |
| In case the Time Off content has already been implemented in the instance, the Time Information block will be available for maintenance, too, containing fields Time Profile, Holiday Calendar Code, and Work Schedule.  In case also the Payroll Time Sheet content has already been implemented in the instance, in addition to the above-mentioned fields, following fields are displayed for maintenance: Time Recording Profile, Time Recording Variant, Time Recording Admissibility and Default Overtime Compensation Variant. | Enter data as appropriate. | ~~In case the Time Off content has been deployed with the SAP Best Practices, you can refer to chapter Preliminary Steps of test script Request and Manage Time Off (FJ7) appropriate for your country, for details in maintaining the time off relevant fields in the Time Information block.~~  ~~In case the Payroll Time Sheet content has been deployed with the SAP Best Practices, you can refer to test script Record Working Time (15S), chapter Preliminary Steps, for details in maintaining the time sheet relevant fields in the Time Information block.~~ |  |  |
| Enter data in other blocks if applicable. |  | In case the Core content has been deployed with the SAP Best Practices, you can refer to process step Entering Hiring Data of scope item Add New Employee / Rehire (FJ0). | Continue with test step # 9. |  |

| Test Step # | Test Step Name | Instruction | User Entries: Field Name: User Action and Value | Additional Information | Expected Result | Pass / Fail / Comment |
| --- | --- | --- | --- | --- | --- | --- |
| 9 | Enter Job Relationships | In the Job Relationships block, located in the Job Relationships section, select the ⊕ Add link. The editable fields show up and you can enter following information: | Relationship Type: select HR Manager from drop-down | In several of the workflows started for the employee, the approval of the employee’s HR business partner is required.  It is recommended to select, if possible, an HR manager from the same location as the employee. |  |  |
| Name: select from drop-down |  |
| 10 | Enter Compensation Information | In the Compensation Information section make the following entries: |  |  |  |  |
| In the Compensation Information block, make the following entries: | Pay Group: select from drop-down |  |  |  |
| 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 following information:  Note  Information needed to have a meaningful employee master data record. | Pay Component: select from drop-down | The Pay Component entered needs to fit to the selected Pay Group. |  |  |
| Amount: enter as appropriate |  |  |
| Currency: currency of the country, where the company is located, is defaulted; leave as is |  |  |
| Frequency: defaulted based on chosen Pay Component; leave as is |  |  |
| If appropriate, add a Pay Component related to recurring payments. For this select in the Compensation block the ⊕ Add link, select an appropriate Pay Component, and enter data as appropriate. |  |  |
| 11 | Submit Data | Choose the Submit pushbutton. |  |  | A Concurrent Hire event reason triggers a workflow. The Please confirm your request dialog box appears on the screen. |  |
| 12 | Enter Comment to Request | In the dialog box, enter an appropriate comment to your request. |  |  |  |  |
| 13 | Check Approver(s) | In the dialog box, select the Show workflow participants link to verify the approver(s) of the request. |  |  | The employee’s line manager in the secondary employment, which is to be created with this request, is shown as approver.  The employee’s line manager in the primary employment will receive an email notification once the request has been approved. |  |
| 14 | Confirm Workflow | Choose the Confirm button. |  |  | The Your changes were successfully saved dialog box appears on the screen. |  |
| 15 | Return to Employee Profile | Choose the OK button. |  |  | You return to the employee’s profile. The message Concurrent Hire pending approval (mm/dd/yy) is displayed in several subsections, in which data for the concurrent employment has been maintained, like for example. Job Information, Organizational Information and Compensation Information subsections.  The workflow has been sent to the next processor. |  |

 Note

In case email is configured and the email address of the employee’s line manager in the secondary employment is maintained in the system, he or she receives an automatic email about the workflow item needing his or her attention.

### Approving Concurrent Employment Creation

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) | Line Manager (of employee in concurrent employment to be created) | | | | |
| Responsibility | <State Service Provider, Customer or Joint Service Provider and Customer> | | | Duration | <duration> |

Purpose

The Line Manager of the employee in the new employment approves the concurrent employment added for that employee. The approval is needed in order for the concurrent employment to take effect in the system.

Procedure

| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| --- | --- | --- | --- | --- |
| 1 | Log on | Log on to Employee Central as Line Manager of the employee in the new concurrent employment to be created. | The Home page is displayed. |  |
| 2 | Access Requests Tile | On the Home page, go to theTo Dosectionand click on the Approve Requests tile. | The Approve Requests dialog box is displayed, containing a list of all the requests you need to approve. For each request, high level details are given, which depend on the request type. |  |
| 3 | Select Request | In the Approve Requests dialog box, click on the Concurrent Hire For <Employee Name> link.   Note  In case you have several requests in the tile, select the Go to Workflow Requests link located at the bottom right of the Approve Requests dialog box. The My Workflow Requests (#) screen is displayed. If appropriate, click More, to have the complete list of requests. Select the Filter  icon to search for the request you need to approve. In the filter criteria fields, which show up, make entries as appropriate. For example, enter for Request Type value Add Employment Details and in Requested For the name of the employee for whom the concurrent employment is to be created. Then choose the Go button. In the result list, click on the appropriate Concurrent Hire For <Employee Name> link. | The Employee Files > Workflow Details screen is displayed; it is divided in several sections:   * The Do you approve this request? section contains a short overview of the request, its initiator, and the workflow participants. * The Employment Details section contains details to the start date and company of the concurrent employment.   Below this section, several sections are collapsed together, where data has been entered during process step Creating Concurrent Employment. These sections are, for example, Secondary Employment Information, Job Information, Job Relationships, Compensation Information, etc.   * In the Comment section, you can post your remarks to the request. * On the right part of the screen a short profile of the employee, for whom a concurrent employment should be created is given, as well as administrative details to the request initiation. |  |
| 4 | Review Request | Review the details in the other section(s), where data has been maintained.  For this, you can either expand the appropriate sections one by one, or choose the Show details for all... link, to expand all sections at once. | The data related to the concurrent employment has been reviewed and is ready for approval. |  |
| 5 | Approve Request | If everything is fine, choose the Approve button to approve the concurrent employment for the employee. | The system generates a message about the successful saving of the changes. You are directed back to your Home page. The concurrent employment becomes effective the date as entered in the system and can be viewed by the HR administrator.   Note  In case you have approved the request starting from the My Workflow Requests (#) screen (see Note in test step # 3), you are directed back to this page; the number of requests you still need to approve has decreased by 1. If appropriate, you can process other requests as per your requirement. Once there is no request left for you to approve, the My Workflow Requests (#) screen will have no entry anymore and the Approve Requests tile will no longer be visible in the To Dosection of your Home page.  The system automatically assigns another user name and user ID to the employee. The person ID (external) remains unchanged. |  |

 Note

If required, you can also send the request back to the HR administrator for further details. In this case, it is recommended to add a comment explaining your decision. The HR administrator can then either adapt the request and resubmit it for approval, or cancel it.

#### Sending E-mail Notification about Concurrent Employment Creation

Purpose

After the concurrent employment creation induced by the HR administrator for an employee has been approved, an email notification with subject “The Add Employment Details action for <employee name> has completed.” is sent out to the Line Manager of the employee in his or her the primary employment.

Prerequisites

The email address of the line manager of the employee’s primary employment needs to be maintained in the employee file in the Contact Information block (located in the Contact Information subsection).

Procedure

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

#### Receiving E-mail Notification about Concurrent Employment Creation

Purpose

The line manager of the employee in his or her primary employment has received an email notification informing that the Add Concurrent Hire action has been completed for a direct report.

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

#### Updating Employee Concurrent Employment Position (if Position Management implemented)

Purpose

**Only if Position Management has been implemented in your Employee Central instance:** After the concurrent employment creation induced by the HR administrator for an employee has been approved, the position he or she is assigned to in the concurrent employment, is updated automatically with high-level information of the incumbent. This is visible in the position org chart.

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

### Viewing Employee Concurrent Employment Position Details (if Position Management implemented)

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

 Caution

This process step is relevant only if Position Management has been implemented in your Employee Central instance!  
In case you do not use Position Management, you may ignore this chapter!

The HR Administrator views if the position, to which the employee has been assigned in his or her concurrent employment, has been updated as expected.

Procedure

| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| --- | --- | --- | --- | --- |
| 1 | Log on | Log on to Employee Central as 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 Employee Position | Go to the Position Org Chart tab.  To search for the position the employee is assigned to, proceed using one of the options below:  Option 1:  In the Search By field, select value Positions from the drop-down.  In the Search field, select from the drop-down the position on which the employee has been hired as concurrent employment.  Option 2:  In the Search By field, select value People from the drop-down.  In the Search field, enter name or name parts of the employee. Select the appropriate employee from the list of suggested persons.  For both options, click on the calendar icon  located in the top right corner of the screen and select from calendar help the hire date of the employee on the concurrent employment (or any other date after that date). | The position hierarchy starting from the selected position and containing one level below, if existing, is displayed. |  |
| 4 | View Employee Position High-Level Data | Verify that the number of current incumbents (visible in <current #> / <target #> FTE) has increased accordingly, for example by 0.5, and the employee’s name is visible in the position rectangle. In addition, in case the number of target FTEs has been reached, the icon  (To be hired) should not be visible anymore. |  |  |
| 5 | View Employee Position Data | To view data of the position, click in the position org chart on the position. In the upcoming side panel, next to the position, choose the Show Position  icon located below <position title (code)> and next to as of <selected date>. | The Position: <position title (code)> window shows up containing the position details.  If the FTE value has been reached by hiring the employee, the field To Be Hired has turned automatically to No. The date of change (visible in field Start Date) coincides with the hiring date of the employee in the concurrent employment. |  |
| 6 | Close Window | When done, choose X (Cancel). |  |  |
| 7 | View Current Incumbent | To view the current holder of the position, click in the position org chart on that position and in the upcoming side panel next to it click on Incumbent Details. | The menu is expanded and high-level details of the incumbent are shown. |  |
| 8 | Close Side Panel | When done, choose X (Close). |  |  |
| 9 | View Employee Org Chart | Go to the Org Chart tab. The employee is shown in a graphical mode. If needed, you can go several levels up in the hierarchy to see the employee’s line manager and peers. The existence of a matrix manager of the employee is marked by a Gamma sign . When you click on this Gamma sign, the matrix manager’s name is shown in an upcoming callout. When clicking View Org Chart link in this callout, you are directed to the organizational chart of this person. The matrix relationship between the matrix manager and the employee is represented by a dotted line. |  |  |

### Viewing Employee Concurrent Employment Details

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 the details of the newly created concurrent employment of the employee.

Procedure

| Test Step # | Test Step Name | Instruction | Additional Information | Expected Result | Pass / Fail / Comment |
| --- | --- | --- | --- | --- | --- |
| 1 | Log on | Log on to Employee Central as HR Administrator. |  | The Home page is displayed. |  |
| 2 | Search Employee | In the Search for actions or people box, in the top right corner of the screen, enter the name (or name parts) of the employee whose concurrent employment data you want to view. |  | The autocomplete functionality suggests a list of employees matching your search criteria. |  |
| 3 | Select Employee | Select the appropriate employee from the result list. |  | You are directed to the Employee Files page.  In the Header, below the employee’s name, a radio button for each employment of the employee is displayed, which allows you to switch between the details of the primary and the secondary employments.  The primary (main) employment is marked with a star and is displayed per default on the Employee Files page. |  |
| 4 | View Concurrent Employment Details | In the Header, below the employee’s name, check the radio button next to the secondary (concurrent) employment, for which you want to view the details. | In case the employee has several concurrent employments at the same time, not all might be visible as radio buttons. In this case, you might need to choose the More link below the last radio-button. The Select Assignment For Viewing dialog box is displayed, containing a radio button for each employment of the employee. To view a particular assignment of the employee, check the appropriate radio button and choose OK. | The new user name assigned to the employee for the selected concurrent employment is visible next to the employee’s name in the Header. The employee profile appropriate for the concurrent employment selected is displayed. |  |
| Check that the data visible in the Employment Information section and possibly Time Off section match to what was maintained when adding the new concurrent employment. | 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. |  |  |
| In the Employment Information section, scroll to the Employment Details subsection. Select in the Employment Details block the Show more link. Verify that in the Primary or Secondary Employment Information block, field Is Primary Employment for all SuccessFactors processes? has value No. | For the main employment, this field has value Yes. |  |  |
| 5 | Jump to Org Chart | To view the the employee in the Org Chart of his or her concurrent employment, select Actions → Jump To section → Org Chart. | The Actions button is located in the top right corner of the screen. | You are directed to the Org Chart tab located in the Company Info screen. The employee is shown in graphical mode in the organizational chart of the concurrent employment. The number of concurrent employments, in addition to the one shown in the org chart, is shown on the bottom of the employee card. |  |
| 6 | Verify Org Chart | To view the hierarchy, in which the employee is embedded, select the Up One Level button. |  | The line manager and peers of the employee in his or her concurrent (secondary) employment are displayed in the organizational chart. |  |
| 7 | View Details of other Concurrent Employment (Optional) | In case the employee has multiple secondary employments, you can opt to view their details. Check in the Header the radio-button next to the concurrent (secondary) employment and proceed as described in test steps # 4 to # 6. |  |  |  |

 Note

For the concurrent (secondary) employment, same actions can be performed like for the main employment.

In case the Time Off content has been implemented in the SAP SuccessFactors Employee Central instance, the employee can request time off.

In case, in addition to the Time Off content, the Payroll Time Sheet content has also been implemented in the SAP SuccessFactors Employee Central instance, the employee can record working time.

### Viewing my Employee File

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) | Employee | | | | |
| Responsibility | <State Service Provider, Customer or Joint Service Provider and Customer> | | | Duration | <duration> |

Purpose

Based on the permissions granted to the employee, the Employee can view some of the data related to his or her concurrent employment.

As the data in the Personal Information section is the same for all the employments, the Employee needs to mainly check the data in the Employment Information section, as it differs from employment to employment.

For each employment in addition to the first employment, the system automatically assigns another user name and user ID to the employee. These can be used for single-sign on. Nevertheless, the employee can log on to the Employee Central instance with the user credentials related to his or her first employment, and then us the switch functionality to access the other employments.

 Note

The person ID (external) remains unchanged.

Procedure

| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| --- | --- | --- | --- | --- |
| 1 | Log on | Log on to Employee Central as Employee, for example with the login credentials related to your first employment. | The Home page appropriate for the user name you have used, is displayed. In the top-right corner, next to your name, hover the mouse over the Multiple Employments  icon, to see with which employment you are logged on to the instance.   Note  In case your first employment is the main employment, the information displayed will be As: <Job Code>, <Location>, (Main Employment). |  |
| 2 | Access your Employee File | From the Home drop-down, select My Employee File. | Your profile is displayed. |  |
| 3 | View your Employee File | View the data available as per your permissions, for example Personal Information, Employment Information, and so on. |  |  |
| 4 | Go to Concurrent Employment record | Switch to the Home page related to another (concurrent) employment. For this click on the Multiple Employments  icon and from the upcoming drop-down menu select the appropriate Switch to <Job Code>, <Location>. | The Home page appropriate for the selected concurrent employment is displayed. |  |
| 5 | View Concurrent Employment Details | From the Home drop-down, select My Employee File. | Your profile is displayed. |  |
| Go to the Employment Information section and check that the Job Information, Organizational Information, and Job Relationships subsections reflect the data related to your concurrent employment, like for example, organizational units, line manager, and HR business partner.   Recommendation  If Position Management has been implemented in your instance, check also the position you are assigned to in your concurrent employment. |  |  |

## Concurrent Employment Maintenance (Sub-Process)

### Maintaining Concurrent Employment

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

When an employee has multiple employments, the employments are classified as being either the main employment or a secondary employment. Once the employee is available in the system with multiple person ids, the first person id by default is set as the main employment. This can be changed as per requirements.

The HR Administrator changes the classification of a concurrent employment, for example from secondary to primary.

Prerequisite

To change the classification of a concurrent employment from primary to secondary, or vice versa, both employments must exist in the system

Procedure

| 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 HR Administrator. |  |  | The Home page is displayed. |  |
| 2 | Search Employee | In the Search for actions or people box, in the top right corner of the screen, enter the name (or name parts) of the employee whose data you want to maintain. |  |  | The autocomplete functionality suggests a list of employees matching your search criteria. |  |
| 3 | Select Employee | Select the appropriate employee from the result list. |  |  | You are directed to the Employee Files page in which the profile related to the employee’s main (primary) employment is displayed. |  |
| 4 | Select Secondary Employment to be adapted | In the Header, below the employee’s name, check the radio button next to the secondary employment you want to update. |  | In case the employee has several concurrent employments at the same time, not all might be visible as radio buttons. In this case, you might need to choose the More link below the last radio-button. The Select Assignment For Viewing dialog box is displayed, containing a radio button for each employment of the employee. Check the appropriate radio button next to the secondary employment you want to update and choose OK. | The details of the chosen secondary employment are displayed. The user name assigned to the employee for the selected concurrent employment is visible next to the employee’s name in the Header. |  |
| 5 | Select Action to be Performed | Select the Actions button located in the top right corner of the screen and from the value list, which appears, select Employment Details. |  | Alternatively, you can go to the Employment Information section, scroll there to the Employment Details subsection, and choose in the Employment Details block the Pencil (Edit) icon. | The Employment Details dialog box is displayed. |  |
| 6 | Enter Employment Details | In the Primary or Secondary Employment Information block make following entry: | Is Primary Employment for all SuccessFactors processes?: select Yes from drop-down |  |  |  |
| When would you like your changes to take effect?: select from calendar help |  |  |  |
| 7 | Save Data | Choose the Save pushbutton. |  |  | Changing a secondary employment to a primary employment triggers a workflow. The Please confirm your request dialog box appears on the screen. |  |
| 8 | Enter Comment to Request | In the dialog box, enter an appropriate comment to your request. |  |  |  |  |
| 9 | Check Approver(s) | In the dialog box, select the Show workflow participants link to verify the approver(s) of the request. |  |  | The line manager of the employee’s secondary employment, which is to be changed, is shown as approver. |  |
| 10 | Confirm Workflow | Choose the Confirm button. |  |  | The message Your changes were successfully saved is displayed and you return to the employee’s profile. The message Employment Details change pending approval (mm/dd/yy) is displayed in the Employment Details subsection. The workflow has been sent to the next processor. |  |

 Note

In case email is configured and the email address of the line manager in the employee’s secondary employment is maintained in the system, he or she receives an automatic email about the workflow item needing his or her attention.

### Approving Concurrent Employment Maintenance

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) | Line Manager (of employee in concurrent employment to be changed) | | | | |
| Responsibility | <State Service Provider, Customer or Joint Service Provider and Customer> | | | Duration | <duration> |

Purpose

The Line Manager of the employee in the secondary employment approves the changes performed to that employment. The approval for changing the secondary employment into a primary employment is needed in order for the change to take effect in the system.

Procedure

| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| --- | --- | --- | --- | --- |
| 1 | Log on | Log on to Employee Central as Line Manager of the employee in the concurrent employment to be changed. | The Home page is displayed. |  |
| 2 | Access Requests Tile | On the Home page, go to theTo Dosectionand click on the Approve Requests tile. | The Approve Requests dialog box is displayed, containing a list of all the requests you need to approve. For each request, high level details are given, which depend on the request type. |  |
| 3 | Select Request | In the Approve Requests dialog box, click on the Employment Details change For <Employee Name> link.   Note  In case you have several requests in the tile, select the Go to Workflow Requests link located at the bottom right of the Approve Requests dialog box. The My Workflow Requests (#) screen is displayed. If appropriate, click More, to have the complete list of requests. Select the Filter  icon to search for the request you need to approve. In the filter criteria fields, which show up, make entries as appropriate. For example, enter for Request Type value Change Employee Details and in Requested For the name of the employee for whom the concurrent employment is to be maintained. Then choose the Go button. In the result list, click on the appropriate Employment Details change For <Employee Name> link. | The Employee Files > Workflow Details screen is displayed; it is divided in several sections:   * The Do you approve this request? section contains a short overview of the request, its initiator, and the workflow participants. * The Primary or Secondary Employment Information section contains details to the start date of the employment change from secondary to primary. * In the Comment section, you can post your remarks to the request. * On the right part of the screen a short profile of the employee, for whom the secondary employment should be changed into a primary employment is given, as well as administrative details to the request initiation. |  |
| 4 | Review Request | Review the details in the Primary or Secondary Employment Information section. | The data related to the change in employment details has been reviewed and is ready for approval. |  |
| 5 | Approve Request | If everything is fine, choose the Approve button to approve the change of the secondary employment into a primary employment. | The system generates a message about the successful saving of the changes. You are directed back to your Home page.   Note  In case you have approved the request starting from the My Workflow Requests (#) screen (see Note in test step # 3), you are directed back to this page; the number of requests you still need to approve has decreased by 1. If appropriate, you can process other requests as per your requirement. Once there is no request left for you to approve, the My Workflow Requests (#) screen will have no entry anymore and the Approve Requests tile will no longer be visible in the To Dosection of your Home page.  As of the effective date, the previous primary employment becomes the secondary employment, and the previous secondary employment automatically becomes the main employment. The change in the concurrent employment details can be viewed by the HR administrator. |  |

 Note

If required, you can also send the request back to the HR administrator for further details. In this case, it is recommended to add a comment explaining your decision. The HR administrator can then either adapt the request and resubmit it for approval, or cancel it.

## Concurrent Employment Termination (Sub-Process)

### Terminating Secondary Employment

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 data of an employee regarding the termination of the secondary employment.

Procedure

| 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 HR Administrator. |  |  | The Home page is displayed. |  |
| 2 | Search Employee | In the Search for actions or people box, in the top right corner of the screen, enter the name (or name parts) of the employee whose secondary employment you want to terminate. |  |  | The autocomplete functionality suggests a list of employees matching your search criteria. |  |
| 3 | Select Employee | Select the appropriate employee from the result list. |  |  | You are directed to the Employee Files page in which the profile related to the employee’s main (primary) employment is displayed. |  |
| 4 | Select Secondary Employment to be terminated | In the Header, below the employee’s name, check the radio button next to the secondary employment you want to terminate. |  | In case the employee has several concurrent employments at the same time, not all might be visible as radio buttons. In this case, you might need to choose the More link below the last radio-button. The Select Assignment For Viewing dialog box is displayed, containing a radio button for each employment of the employee. Check the appropriate radio button next to the employment you want to terminate and choose OK. | The details of the chosen employment are displayed. The user name assigned to the employee for the selected concurrent employment is visible next to the employee’s name in the Header. |  |
| 5 | Select Action to be Performed | Select the Actions button located in the top right corner of the screen and from the value list, which appears, select Terminate. |  |  | The Terminate dialog box is displayed, where you can choose which assignment should be terminated. The radio-button next to the employment you selected in test step # 4 is checked by default. |  |
| 6 | Select Employment to be terminated | In the Terminate dialog box, you can choose to terminate all assignments or only the selected assignment. | To terminate only the selected assignment, check the Terminate selected assignment “<job title>” radio button. Choose the Continue pushbutton. | To terminate all assignments, check the Terminate all assignments radio button. | The Terminate dialog box is displayed, containing the fields to be filled. |  |
| 7 | Enter Termination Data of Secondary Employment | In the Terminate dialog box make the following entries: |  |  |  |  |
| In the Terminate block: | Termination Date: select the last active day of the employment from calendar help |  | All other date fields on the screen are filled automatically with the termination date. |  |
| Termination Reason: select from drop-down |  |  |  |
| OK to Rehire: select from drop-down, for example Yes in case the possibility of rehiring this employee in the future should be kept open | Caution  In case you select No, the employee cannot be rehired anymore! |  |  |
| In case Position Management has been implemented in your Employee Central instance: if the position, to which the employee is assigned in the secondary employment to be terminated, has no other incumbent and has no lower level-positions, you can choose to deactivate this position. For this, select for field Deactivate Position value Yes.  To leave the position active, leave value No for the Deactivate Position field. | In case the position has still incumbent(s) or has lower-level positions, the Deactivate Position field is read-only. |  |  |
| In case the Time Off content has already been implemented in the instance, check in the Time Account Balance as of Termination Date for <job title, location> block the remaining balances of time types that have an accrual rule assigned. |  | Ideally, the employee has taken all time off and the balance is zero. If this is not the case, you need to reduce the time accounts manually to zero and maintain appropriate pay components with the equivalent amount of money. |  |  |
| In case the employee has direct reports in the secondary employment, which is terminated, select in the Transfer Direct Reports block to whom these direct reports should report after the termination and in the second Terminate block the transfer reason for these direct reports: | Who should the <#> direct report(s) of <employee name> report to after the termination?: select for example Everyone to upper manager <upper manager name> from drop-down |  | Depending on the value chosen in the Who should the <#> direct report(s) of <terminated employee name> report to after the termination? field, different values than the one given in the example might be entered into the Transfer Event Reason field. In addition, additional fields to be filled might show up; fill them as appropriate. The change will be visible in the Job Information block of the affected direct reports. |  |
| Transfer Event Reason: select for example Data Change (DATACHG) from drop-down |  |  |
| If in the secondary employment, which is terminated, the employee has job relationships, for example of type HR Manager, to other employees, you need to select in the Transfer Job Relationships block to whom these employees should be transferred after the termination: | Transfer to: select appropriate employee from drop-down |  |  |  |
| Transfer Date: defaults to the first day after the termination date of the secondary employment of the employee; leave as is |  |  |
| Terminate Relationship: defaults No; leave as is | In case the job relationship to this other employee should be terminated anyway, select Yes. |  |
| 8 | Save Data | Choose the Save button. |  |  | A termination of a secondary (concurrent) employment triggers a workflow. The Please confirm your request dialog box appears on the screen. |  |
| 9 | Enter Comment to Request | In the dialog box, enter an appropriate comment to your request. |  |  |  |  |
| 10 | Check Approver(s) | In the dialog box, select the Show workflow participants link to verify the approver(s) of the request. |  |  | The employee’s line manager in the secondary employment to be terminated is shown as approver. |  |
| 11 | Confirm Workflow | Choose the Confirm button. |  |  | The message Your changes were successfully saved is displayed and you return to the employee’s profile. The message <Event Reason> pending approval (mm/dd/yy) is displayed in both the Job Information and Organizational Information subsections. The message Employment Details change pending approval (mm/dd/yy) is displayed in the Employment Details subsection. The workflow has been sent to the next processor. |  |

 Note

In case email is configured and the email address of the line manager in the employee’s secondary employment to be terminated is maintained in the system, he or she receives an automatic email about the workflow item needing his or her attention.

### Approving Secondary Employment Termination

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) | Line Manager (of employee in secondary employment to be terminated) | | | | |
| Responsibility | <State Service Provider, Customer or Joint Service Provider and Customer> | | | Duration | <duration> |

Purpose

The Line Manager of the employee in the secondary employment approves the termination of that employment. The approval for the secondary employment termination is needed in order for the termination to take effect in the system.

Procedure

| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| --- | --- | --- | --- | --- |
| 1 | Log on | Log on to Employee Central as Line Manager of the employee in the secondary concurrent employment to be terminated. | The Home page is displayed. |  |
| 2 | Access Requests Tile | On the Home page, go to theTo Dosectionand click on the Approve Requests tile. | The Approve Requests dialog box is displayed, containing a list of all the requests you need to approve. For each request, high level details are given, which depend on the request type. |  |
| 3 | Select Request | In the Approve Requests dialog box, click on the <Termination Reason> For <Employee Name> link.   Note  In case you have several requests in the tile, select the Go to Workflow Requests link located at the bottom right of the Approve Requests dialog box. The My Workflow Requests (#) screen is displayed. If appropriate, click More, to have the complete list of requests. Select the Filter  icon to search for the request you need to approve. In the filter criteria fields, which show up, make entries as appropriate. For example, enter for Request Type value Terminate and in Requested For the name of the employee for whom the secondary employment is to be terminated. Then choose the Go button. In the result list, click on the appropriate <Termination Reason> For <Employee Name> link. | The Employee Files > Workflow Details screen is displayed; it is divided in several sections:   * The Do you approve this request? section contains a short overview of the request, its initiator, and the workflow participants. * The Terminate section contains details to the termination of the secondary employment. In case the employee has in the secondary employment direct reports or job relationships to other employees, the transfer of direct reports and/or job relationships is also detailed in the Terminate section. * In the Comment section, you can post your remarks to the request. * On the right part of the screen a short profile of the employee, for whom the secondary employment should be terminated is given, as well as administrative details to the request initiation. |  |
| 4 | Review Request | Review the details in the Terminate section. | The data related to the termination of a secondary employment has been reviewed and is ready for approval. |  |
| 5 | Approve Request | If everything is fine, choose the Approve button to approve the termination of the secondary employment. | The system generates a message about the successful saving of the changes. You are directed back to your Home page.   Note  In case you have approved the request starting from the My Workflow Requests (#) screen (see Note in test step # 3), you are directed back to this page; the number of requests you still need to approve has decreased by 1. If appropriate, you can process other requests as per your requirement. Once there is no request left for you to approve, the My Workflow Requests (#) screen will have no entry anymore and the Approve Requests tile will no longer be visible in the To Dosection of your Home page. |  |

 Note

If required, you can also send the request back to the HR administrator for further details. In this case, it is recommended to add a comment explaining your decision. The HR administrator can then either adapt the request and resubmit it for approval, or cancel it.

#### Updating Secondary Employment Position (if Position Management implemented)

Purpose

**Only if Position Management has been implemented in your Employee Central instance:** After the termination of the secondary concurrent employment has been approved, the position the employee has been assigned to, remains automatically without incumbent starting the first day after the termination date.

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

### Viewing Secondary Employment Position Details (if Position Management implemented)

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

 Caution

This process step is relevant only if Position Management has been implemented in your Employee Central instance!  
In case you do not use Position Management, you may ignore this chapter!

The HR Administrator views if the position the employee was assigned to in his or her secondary employment, has been updated as expected after the termination of this employment.

Procedure

| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| --- | --- | --- | --- | --- |
| 1 | Log on | Log on to Employee Central as 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 Employee Position | Go to the Position Org Chart tab.  To search for the position the employee was assigned to during his or her secondary employment, select for the Search By field, value Positions from the drop-down.  Click on the calendar icon  located in the top right corner of the screen and select from calendar help a date before or after the date the secondary employment is terminated (depending if the position is inactive or active after the termination). | The position hierarchy starting from the selected position and containing one level below, if existing, is displayed. |  |
| 4 | View Position History | Click in the position org chart on that position. In the upcoming side panel, next to the position click on the Position History. | The menu is expanded and administrative details are shown, like effective date of creation, last change (if existing), and next change (which should take place the first day after the employee’s termination date). |  |
| 5 | View Position Details | Choose the Show Position  icon located next to Position next change or Position last change (depending if the position is inactive or active after the termination). | The Position: <position title (code)> window shows up containing the position details. |  |
| Verify the displayed data, for example, fields Status, To Be Hired, as well as Start Date, which reflects the effective date of change in the position attributes. |  |  |

### Viewing Terminated Secondary Employment Details

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 the details of the terminated secondary (concurrent) employment of the employee.

Procedure

| Test Step # | Test Step Name | Instruction | Additional Information | Expected Result | Pass / Fail / Comment |
| --- | --- | --- | --- | --- | --- |
| 1 | Log on | Log on to Employee Central as HR Administrator. |  | The Home page is displayed. |  |
| 2 | Search Employee | In the Search for actions or people box, in the top right corner of the screen, enter the name (or name parts) of the employee whose terminated concurrent employment details you want to view. |  | The autocomplete functionality suggests a list of employees matching your search criteria. |  |
| 3 | Select Employee | Select the appropriate employee from the result list. |  | You are directed to the Employee Files page.  In the Header, below the employee’s name, a radio button for each employment of the employee is displayed, which allows you to switch between the details of the primary and the secondary employments.  The primary (main) employment is marked with a star and is displayed per default on the Employee Files page.  Terminated secondary employments are marked with (past). |  |
| 4 | View Concurrent Employment Details | In the Header, below the employee’s name, check the radio button next to the <terminated secondary employment> (past), for which you want to view the details. | In case the employee has several concurrent employments (active or already terminated), not all might be visible as radio buttons. In this case, you might need to choose the More link below the last radio-button. The Select Assignment For Viewing dialog box is displayed, containing a radio button for each employment of the employee. To view a particular assignment of the employee, check the appropriate radio button and choose OK. | The user name assigned to the employee for the selected concurrent employment is visible next to the employee’s name in the Header. The employee profile appropriate for the concurrent employment selected is displayed. |  |
| In the Job Information section of the Job Information portlet, verify that Employee Status has value Terminated one day after the date entered into the Termination Date field during process step Terminating Concurrent Employment. | In case the termination date is in the future, you are advertised in the Job Information portlet that future change in job information is pending. Select this link and check that the Employee Status value Terminated becomes effective one day after the termination date entered. | The secondary employment has been terminated and is no longer active in the system starting one day after the termination date. The employee can no longer log in to the system with the user assigned to this employment. |  |
| In the Employment Information section, scroll to the Employment Details subsection. Select in the Employment Details block the Show more link.  Verify the data visible in the Termination block, |  | The data displayed coincides with the data you have maintained in the Terminate block during process step Terminating Concurrent Employment. |  |
| 5 | Jump to Org Chart | To check that the employee is no longer visible in the Org Chart of his or her concurrent employment, select Actions → Jump To section → Org Chart. | The Actions button is located in the top right corner of the screen. | You are directed to the Org Chart tab located in the Company Info screen. A system message is displayed, stating that no data could be retrieved for this user. |  |

### Terminating Main Employment for Concurrent Employment (Optional)

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

In cases where an employee has one or more concurrent employments, the situation might occur in which the main employment needs to be terminated and one of the concurrent employments is set as the new main employment. If the first employment is terminated (even if it isn't the primary employment), the employee can no longer log into the system until this first employment is rehired, no matter if there are still active employments.

The HR Administrator enters the appropriate termination data into the system.

Procedure

| 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 HR Administrator. |  |  | The Home page is displayed. |  |
| 2 | Search Employee | In the Search for actions or people box, in the top right corner of the screen, enter the name (or name parts) of the employee whose main employment you want to terminate. |  |  | The autocomplete functionality suggests a list of employees matching your search criteria. |  |
| 3 | Select Employee | Select the appropriate employee from the result list. |  |  | You are directed to the Employee Files page in which the profile related to the employee’s main (primary) employment is displayed. |  |
| 4 | Select Action to be Performed | Select the Actions button located in the top right corner of the screen and from the value list, which appears, select Terminate. |  |  | The Terminate dialog box is displayed, where you can choose which assignment should be terminated. The radio-button next to the main employment is checked by default. |  |
| 5 | Select Employment to be terminated | In the Terminate dialog box, you can choose to terminate all assignments or only the selected assignment. | To terminate only the selected assignment, check the Terminate selected assignment “<job title>” radio button. Choose the Continue pushbutton. | To terminate all assignments, check the Terminate all assignments radio button. | The Terminate dialog box is displayed, containing the fields to be filled. |  |
| 6 | Enter Termination Data of Main Employment | In the Terminate dialog box make the following entries: |  |  |  |  |
| In the Terminate block: | Termination Date: select the last active day of the employment from calendar help |  | All other date fields on the screen are filled automatically with the termination date. |  |
| Termination Reason: select from drop-down |  |  |  |
| OK to Rehire: select from drop-down, for example Yes in case you would like to rehire this employee in the future. In this case, select Yes. |  |  |  |
| In case, Position Management has been implemented in your Employee Central instance: if the position, to which the employee is assigned in the main employment to be terminated, has no other incumbent and has no lower level-positions, you can choose to deactivate this position. For this, select for field Deactivate Position value Yes.  To leave the position active, leave value No for the Deactivate Position field. | In case the position has still incumbent(s) or has lower-level positions, the Deactivate Position field is read-only. |  |  |
| New Main Employment: select from drop-down an available concurrent employment <job title, supervisor> of the employee, which should become the new main employment | This field is visible only in case the employment to be terminated is the main employment and there are two or more active employments left. Otherwise the only possible active employment will be defaulted (not visible). |  |  |
| In case the Time Off content has already been implemented in the instance, check in the Time Account Balance as of Termination Date for <job title, location> block the remaining balances of time types that have an accrual rule assigned. |  | Ideally, the employee has taken all time off and the balance is zero. If this is not the case, you need to reduce the time accounts manually to zero and maintain appropriate pay components with the equivalent amount of money. |  |  |
| In case the employee has direct reports in the main employment, which is terminated, select in the Transfer Direct Reports block to whom these direct reports should report after the termination and in the second Terminate block the transfer reason for these direct reports: | Who should the <#> direct report(s) of <employee name> report to after the termination?: select for example Everyone to upper manager <upper manager name> from drop-down |  | Depending on the value chosen in the Who should the <#> direct report(s) of <terminated employee name> report to after the termination? field, different values than the one given in the example might be entered into the Transfer Event Reason field. In addition, additional fields to be filled might show up; fill them as appropriate. The change will be visible in the Job Information block of the affected direct reports. |  |
| Transfer Event Reason: select for example Data Change(DATACHG) from drop-down |  |  |
| If in the main employment, which is terminated, the employee has job relationships, for example of type HR Manager, to other employees, you need to select in the Transfer Job Relationships block to whom these employees should be transferred after the termination: | Transfer to: select appropriate employee from drop-down |  |  |  |
| Transfer Date: defaults to the first day after the termination date of the main employment of the employee; leave as is |  |  |  |
| Terminate Relationship: defaults No; leave as is | In case the job relationship to this other employee should be terminated anyway, select Yes. |  |  |
| 7 | Save Data | Choose the Save button. |  |  | A system message is generated informing about the successful saving of the termination. The main employment has been terminated and the selected concurrent employment is set as the new main employment. |  |

 Note

In case an inactive employee, for whom all employments are in the past, should be rehired, you can decide which of the employments should be activated again. This employment will then become the main (primary) employment.

 Recommendation

In case the Core content has been deployed with the SAP Best Practices, you can refer to test script of the scope item Add New Employee / Rehire (FJ0), chapter 4.2 Rehire, for details related to rehiring an employee.

# Appendix

## Importing Concurrent Employments for Employees

In case you need to upload several concurrent employments for employees, you have the option to use the Import Employee Data tool.

When using the Import Employee Data tool, make sure the employee is available in the system with at least following information:

* Biographical Info
* Employment Details
* Job Info
* Personal Info

Download from the Admin Center the Employment Details CSV template, fill it in as appropriate and upload it to the instance.

 Recommendation

For details, how to use the import tool and upload concurrent employments for employees, please refer to the latest production handbook for setting up Concurrent Employment on the [SAP Help Portal](https://help.sap.com/viewer/p/SAP_SUCCESSFACTORS_EMPLOYEE_CENTRAL) → Implementation →View All→Implementing and Configuring Concurrent Employment in Employee Central, chapter Importing Concurrent Employments for Employees.

## Executing Process Steps using Mobile App

As mentioned in chapter Overview Table, several process steps can be executed via mobile device. For this, the SAP SuccessFactors Mobile application must have been activated on the mobile devices of the persons executing these steps.

 Recommendation

For details on activating the SAP SuccessFactors Mobile application, refer to the Read Me document.

In the following, the procedure for executing the process steps using mobile devices are given.

### Approving Requests

Purpose

If the SAP SuccessFactors Mobile application has been activated on the mobile devices of the approvers of requests, they receive the requests also on their mobile devices. Instead of processing the requests on the company instance website, they can do so on their mobile devices.

For this scope item, following users can activate the SAP SuccessFactors Mobile application:

* Line Manager of the employee in his or her concurrent employment.

Procedure

1. Open the SAP SuccessFactors mobile app and log on by tapping the corresponding user name.
2. Tap on To-Do and under Approve Requests select the appropriate request you need to process (for example, concurrent employment creation or maintenance, or secondary employment termination).
3. On the Details screen, review the request, and if satisfied, tap Approve.

 Note

If required, you can also send the change request back for further details. In this case, it is recommended to add a comment explaining your decision. Then tap Send Back. The request initiator can then either adapt the change request and resubmit it for approval, or cancel it.

## Process Chains

The process to be tested in this test case 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 business processes and conditions before you start with the test steps:

| Process | Business Condition |
| --- | --- |
| In case the Core content has been deployed: Add New Employee / Rehire (FJ0) | Employees must have been hired (or rehired) and already exist in the system. |

### Succeeding Processes

After completing the activities in this test case, you can continue testing the following business processes:

| Process | Business Condition |
| --- | --- |
| In case Company Structure Overview has been implemented: Manage Company Structure (2OY) (Optional) | The main employment assignment of the employee in the company structure can be searched for. To achieve this, carry out the optional process step Viewing Employee Assignment in Company Structure described in test script Manage Company Structure (2OY). |
| In case the Core content has been deployed: Take Action scope items (FJ1, FJ2) (Optional) | The employee can experience in his or her concurrent (secondary) employment several take action processes. |
| Optionally, one of the below scope items:   * Request and Manage Time Off (FJ7) - in case the Time Off content has been deployed    Caution  This is not in scope for the following country: **CN**.   * Manage Leave Of Absence (10B) - in case the Time Off for Leave of Absence Only module has been implemented    Caution  This is not in scope for the following countries: **CN,** **DE**. | The employee can go on a leave. |
| In case the Payroll Time Sheet content has been deployed: Record Working Time (15S) (Optional) | The employee can record for his or her secondary employment the working time in a time sheet. |

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. |

|  |
| --- |
|  |
| www.sap.com/contactsap |
| © 2018 SAP SE or an SAP affiliate company. All rights reserved.  No part of this publication may be reproduced or transmitted in any form or for any purpose without the express permission of SAP SE or an SAP affiliate company.  SAP and other SAP products and services mentioned herein as well as their respective logos are trademarks or registered trademarks of SAP SE (or an SAP affiliate company) in Germany and other countries. Please see <http://global.sap.com/corporate-en/legal/copyright/index.epx#trademark> for additional trademark information and notices.  Some software products marketed by SAP SE and its distributors contain proprietary software components of other software vendors.  National product specifications may vary.  These materials are provided by SAP SE or an SAP affiliate company for informational purposes only, without representation or warranty of any kind, and SAP SE or its affiliated companies shall not be liable for errors or omissions with respect to the materials. The only warranties for SAP SE or SAP affiliate company products and services are those that are set forth in the express warranty statements accompanying such products and services, if any. Nothing herein should be construed as constituting an additional warranty.  In particular, SAP SE or its affiliated companies have no obligation to pursue any course of business outlined in this document or any related presentation, or to develop or release any functionality mentioned therein. This document, or any related presentation, and SAP SE’s or its affiliated companies’ strategy and possible future developments, products, and/or platform directions and functionality are all subject to change and may be changed by SAP SE or its affiliated companies at any time for any reason without notice. The information in this document is not a commitment, promise, or legal obligation to deliver any material, code, or functionality. All forward-looking statements are subject to various risks and uncertainties that could cause actual results to differ materially from expectations. Readers are cautioned not to place undue reliance on these forward-looking statements, which speak only as of their dates, and they should not be relied upon in making purchasing decisions. |

