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| Test Script  SAP SuccessFactors HCM Core  April 2018  English | Customer |
| Manage Global Assignment  ID: 1ZA |

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Document History

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

## Purpose of the Document

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

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

## Purpose of Manage Global Assignment

This document describes how a global assignment of an employee is managed within the SAP SuccessFactors Employee Central system.

A global assignment is a temporary assignment of an employee to another company for a set period of time. Most likely, this company is located abroad and is either a subsidiary or the parent company of the company, at which the employee is employed. A new employment must be created in the system for the global assignment of the employee. Once the global assignment is active, there is one home and one host employment for this employee. The employee is also called 'expatriate' for the time of his or her global assignment. During the duration of the global assignment, the home employment can be marked as 'dormant' to indicate the employee is away. Note that marking the home employment as 'dormant' will not inactivate it, that is it will continue to remain active.

In case Position Management has been implemented in the SAP SuccessFactors Employee Central instance, you can decide whether that employee should have the right to return to his or her current position when the global assignment is over. For this, the Right to Return feature needs to be set. Right to Return is also visualized on the Position Org Chart. In this document, we consider that if Position Management has been implemented, the Right to Return feature is also used.

 Caution

In order to use the Right to Return feature, the Position Management content must be deployed with the SAP Best Practices as well!

 Caution

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

 Caution

An employee can only have one global assignment at a time.

# 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.

## 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 | Home Line Manager (employee’s line manager at the home company) | <Provide Standard User Id and Password for test, if applicable> |
| Standard User | Host Line Manager (employee’s line manager at the host company) | <Provide Standard User Id and Password for test, if applicable> |
| Standard User | Employee’s Home HR Business Partner (employee’s HR business partner at the home company) | <Provide Standard User Id and Password for test, if applicable> |
| Standard User | Employee’s Host HR Business Partner (employee’s HR business partner at the host company) | <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 Global Assignment Super Admin has been granted | Refer to chapter Overview Table | Test user: <userid>; Password: <password> |
| Home / Host 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’s) Home / Host HR Business Partner   Note  This is the person having Relationship Type HR Manager to the employee; visible in the Job Relationships block of the employee. The Job Relationships block is located in the Employment Information section > Job Relationships subsection. | 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. |
| 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. | 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). |
| 3 | An employee can be accompanied on his or her global assignment by dependents. If this is the case, appropriate data of these dependents must have been maintained in the employee’s file. | In case the Dependents Management content has been deployed with the SAP Best Practices, you can refer to the appropriate process steps of scope item Manage Dependents (1LY).  Note  In the SAP Best Practices, Dependents Management is relevant for Australia, Kingdom of Saudi Arabia, United Arab Emirates, and United States, only. |

# Overview Table

The scope item Manage Global Assignment 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 |
| --- | --- | --- | --- | --- | --- |
| Global Assignment Creation (Sub-Process) | | | | | |
| Create Global Assignment | Employee Central UI | The employee has applied for a global assignment in a subsidiary or the parent company of his or her home company. | HR Administrator | Company Instance URL | Data related to the global assignment of an employee have been entered into the system. A workflow has been triggered and sent for approval to the host line manager of the employee. |
| Send E-mail Notification about Global Assignment Creation Request | Back-ground | E-Mail address of both home line manager and home HR business partner of employee are maintained in their employee file. | - |  | An email has been sent out to the line manager and HR business partner of the employee at the home company, inviting them to review the global assignment creation request. |
| Receive E-mail Notification about Global Assignment Creation Request | E-Mail |  | Home Line Manager;  Home HR Business Partner (of the employee) | outside software | The line manager and HR business partner of the employee at the home company have received an e-mail notification, in which they are invited to review and post comments to the global assignment creation request. |
| Approve Global Assignment Creation | Employee Central UI |  | Host Line Manager | Company Instance URL or Mobile App | The global assignment creation has been approved. The global assignment has become effective in the system. |
| Update Employee Home Job Information | Back-ground |  | - |  | Upon approval of the global assignment creation, events with appropriate event reasons are triggered, which update the employee’s job information at the home company. |
| Update Employee Home Position Information (Optional) | Back-ground | Relevant only if Position Management has been deployed with the SAP Best Practices in your Employee Central instance. | - |  | Upon approval of the global assignment creation, the position, to which the employee is assigned to in his or her home company, is updated automatically with information related to the right of the employee to return to this position. |
| Update Employee Host Position Information (Optional) | Back-ground | Relevant only if Position Management has been deployed with the SAP Best Practices in your Employee Central instance. | - |  | Upon approval of the global assignment creation, the position, to which the employee is assigned to in his or her global assignment, is updated automatically. |
| View Employee Home Position Details (Optional) | Employee Central UI | Relevant only if Position Management has been deployed with the SAP Best Practices in your Employee Central instance. | HR Administrator | Company Instance URL | The details of the position, to which the employee, who went on a global assignment, is assigned to in his or her home company, have been viewed. |
| View Employee Host Position Details (Optional) | Employee Central UI | Relevant only if Position Management has been deployed with the SAP Best Practices in your Employee Central instance. | HR Administrator | Company Instance URL | The details of the position, to which the employee is assigned to during his or her global assignment, have been viewed. |
| View Employee Home Assignment Details | Employee Central UI |  | HR Administrator | Company Instance URL | The details of the home assignment of the employee have been viewed. |
| View Employee Global Assignment Details | Employee Central UI |  | HR Administrator | Company Instance URL | The details of the global assignment 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. |
| Global Assignment Maintenance (Optional Sub-Process) | | | | | |
| Maintain Global Assignment | Employee Central UI | The assignment type of a global assignment should change. | HR Administrator | Company Instance URL | Details of the global assignment, for example the assignment type, have been maintained. |
| Global Assignment Termination (Optional Sub-Process) | | | | | |
| End Global Assignment Manually | Employee Central UI | The global assignment should end earlier as planned. | HR Administrator | Company Instance URL | The global assignment of the employee has been ended manually. |
| Send E-mail Notification about Global Assignment Ending Request | Back-ground | E-Mail address of the home line manager, home HR business partner, and host HR business partner of employee are maintained in their employee file. | - |  | An email has been sent out to the line manager and HR business partner of the employee at the home company, as well as to the HR business partner at the host company, inviting them to review the global assignment ending request. |
| Receive E-mail Notification about Global Assignment Ending Request | E-Mail |  | Home Line Manager;  Home and Host HR Business Partner (of the employee) | outside software | The line manager and HR business partner of the employee at the home company, and his or her HR business partner at the host company have received an e-mail notification, in which they are invited to review and post comments to the global assignment ending request. |
| Approve Global Assignment Ending | Employee Central UI |  | Host Line Manager | Company Instance URL or Mobile App | The global assignment ending has been approved. |
| Update Employee Home Job Information | Back-ground |  |  |  | Upon approval of the global assignment ending, the end date of the job information record related to the employee coming back from global assignment is updated automatically. |
| Update Employee Home Position Information (Optional) | Back-ground | Relevant only if Position Management has been deployed with the SAP Best Practices in your Employee Central instance. |  |  | Upon approval of the global assignment ending, the employee is automatically assigned again to the position he or she occupied before being on global assignment. |
| Update Host Position Information (Optional) | Back-ground | Relevant only if Position Management has been deployed with the SAP Best Practices in your Employee Central instance. |  |  | Upon approval of the global assignment ending, the position the employee has been assigned to in the host company remains automatically without incumbent starting the first day after the global assignment ended. |
| View Employee Home Position Details (Optional) | Employee Central UI | Relevant only if Position Management has been deployed with the SAP Best Practices in your Employee Central instance. | HR Administrator | Company Instance URL | The details of the position, to which the employee is assigned to in the home company, have been viewed. |
| View Host Position Details (Optional) | Employee Central UI | Relevant only if Position Management has been deployed with the SAP Best Practices in your Employee Central instance. | HR Administrator | Company Instance URL | The details of the position, to which the employee was assigned to in the host company during his or her global assignment, have been viewed. |
| View Employee Home Assignment Details | Employee Central UI |  | HR Administrator | Company Instance URL | The details of the home assignment of the employee after the global assignment ending have been viewed. |
| View Employee Past Assignment Details | Employee Central UI |  | HR Administrator | Company Instance URL | The details of the past assignment 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. |
| Changing Global Assignment into Permanent Employment (Optional Sub-Process) | | | | | |
| End Global Assignment | Employee Central UI | The employee opts to stay as permanent employee in the company of his or her global assignment. | HR Administrator | Company Instance URL | The global assignment of the employee in the host company has been ended. |
| Terminate Home Assignment - External Scope Item | Employee Central UI |  | HR Administrator | Company Instance URL | The employee has been terminated in the home company. |
| Rehire at Host Company - External Process Step | Employee Central UI |  | HR Administrator | Company Instance URL | The employee has been rehired in the company where he spent his or her global assignment. |

# Testing the Process Steps

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

The test should take around 60 minutes.

 Recommendation

For ease of consumption of the documentation within this chapter, it is recommended to check in parallel the process flow sketched in the appropriate process diagram 1ZA\_SFHCM1802\_Process\_Overview\_EN\_XX.pptx.

 Note

As mentioned in chapter 1.2 Purpose of Manage Global Assignment, we consider that if Position Management has been implemented in the instance, the Right to Return feature is also used.

 Recommendation

For details on creating positions, you can refer to test script of scope item Manage Positions (FK1). In case employees already exist in the Employee Central instance at the point in time when Position Management is implemented, these employees can be assigned to newly created positions as appropriate. For more details on this, refer to chapter Assigning Employee to Position in the Appendix of test script Manage Positions (FK1).

In case the Core content has also been deployed with the SAP Best Practices, you can refer to test script of scope item Add New Employee / Rehire (FJ0), for details on hiring/rehiring employees on these positions.

## Global Assignment Creation (Sub-Process)

### Creating Global Assignment

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 global assignment is a temporary assignment of an employee to another company for a set period of time. Most likely, this other company is located abroad, and is either a subsidiary or the parent company of the company, at which the employee is employed. A new employment must be created for the global assignment for the employee in the system. An employee can only have one global assignment at a time.

The HR Administrator creates a global assignment for the employee by entering appropriate data into the system.

Prerequisite

Employee has been hired and exists in the system. The employee must not have a concurrent employment at the same time with the global assignment.

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 global assignment. |  | 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: Global Assignment Details. |  | The Add Global Assignment for <employee name> screen is displayed. |  |
| 5 | Enter Global Assignment Details | In the Global Assignment Details block make the following entries: | Assignment Type: decide if the global assignment should be a short-term or a long-term assignment by selecting the appropriate value from the drop-down |  |  |
| Assignment Start Date: select start date of global assignment from calendar help |  |
| Planned End Date: select planned end date of global assignment from calendar help |  |
| Company: select from drop-down a company from another country. This company should be for example either a subsidiary or the parent company of the company, in which the employee is employed. |  |
| Event Reason: select Add Global Assignment(ADDGA) from drop-down |  |
| 6 | Continue | Choose the Continue pushbutton. |  | Several sections in the Add Global Assignment for <employee name> screen are expanded.  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 |
| --- | --- | --- | --- | --- | --- | --- |
| 7 | 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 the start date of the global assignment, 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 start date of the global assignment. |  |  |
| in the Organizational Information block:   Note  Some fields are auto-populated based on the chosen position; leave them unchanged. | Company: value selected for field Company in the Global Assignment Details block 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 |  |  |
| 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 chosen company 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 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 |  |  |
| Working Days Per Week: enter as appropriate, for example 5 |  |  |
| FTE: defaulted based on value entered in field Position; adapt as appropriate | For example, if the value is greater than 1, you need to reduce it manually, for example to 1. |  |
| Is Fulltime Employee: defaults to Yes; adapt if required | In case value No is selected, 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 are mentioned, which are relevant for every country. Dependent on the country, where the chosen company is located, you might need to fill additional fields. | Employee Class: defaulted based on value entered in field Position |  |  |
| Employment Type: select from drop-down | Recommendation  In case Contingent Workforce Management has been implemented in the instance, avoid using the combination of employee class and employment type related to contingent workers. |  |
| Pay Scale Type: select from drop-down; the selected value should fit to the value of field Employment Type |  |  |
| Pay Scale Area: selectfrom drop-down |  |  |
| Enter other data as required in the country where the chosen company for the employee’s global assignment is located. |  |  |
| In case the Time Off content and possibly the Payroll Time Sheet content have already been implemented in the instance, the Time Off Information block will be available for maintenance, too,  Note  It is up to the company how time off and time sheet are handled for employees on global assignment. | Enter data as appropriate. | Annual leave will not be generated for the period of the global assignment. Instead, depending on the assignment type (short-term or long-term assignment), the employee might be allowed to take some annual leave, which will be reduced from the entitlement at his or her home employment. Most likely, the employee is entitled to take the public holidays in the country of his or her global assignment as days off.  In case the host company uses the Payroll Time Sheet module, the employee might record his or her working time during the global assignment period. |  |  |
| Enter data in other fields if relevant for the country of the global assignment. |  |  | Continue with test step # 8. |  |

**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 |
| --- | --- | --- | --- | --- | --- | --- |
| 7 | Enter Job Information | In the Job Information section make the following entries: |  |  |  |  |
| in the Organizational Information block: | Company: value selected for field Company in the Global Assignment Details block 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 |  |  |
| 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 chosen company is located, you might need to fill additional fields. | Supervisor: select name of host 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 |  |  |
| Working Days Per Week: enter as appropriate, for example 5 |  |  |
| FTE: defaulted based on value entered in field Location; adapt if required |  |  |
| Is Fulltime Employee: defaults to Yes; adapt if required | In case value No is selected, 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 chosen company 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 related to contingent workers. |  |
| Employment Type: select from drop-down | Recommendation  In case Contingent Workforce Management has been implemented in the instance, avoid using the combination of employment type and employee class related to 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: selectfrom drop-down |  |  |
| Enter other data as required in the country where the chosen company for the employee’s global assignment is located. |  |  |  |
| In case the Time Off content and possibly the Payroll Time Sheet content have already been implemented in the instance, the Time Off Information block will be available for maintenance, too,  Note  It is up to the company how time off and time sheet are handled for employees on global assignment. | Enter data as appropriate. | Annual leave will not be generated for the period of the global assignment. Instead, depending on the assignment type (short-term or long-term assignment), the employee might be allowed to take some annual leave, which will be reduced from the entitlement at his or her home employment. Most likely, the employee is entitled to take the public holidays in the country of his or her global assignment as days off.  In case the host company uses the Payroll Time Sheet module, the employee might record his or her working time during the global assignment period. |  |  |
| Enter data in other fields if relevant for the country of the global assignment. |  |  | Continue with test step # 8. |  |

After having entered the job information of the employee at the host company, you can enter other details related to the global assignment, as follows:

| Test Step # | Test Step Name | Instruction | User Entries: Field Name: User Action and Value | Additional Information | Expected Result | Pass / Fail / Comment |
| --- | --- | --- | --- | --- | --- | --- |
| 8 | 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 host HR Business Partner from drop-down |  |
| 9 | Enter Work Permit Information (Optional) | The employee on global assignment might need in the country of the host company a valid work permit. To maintain this information, select in the Work Permit Info block, located in the Work Permit Info section, the ⊕ Add link. The editable fields show up and you can enter data as appropriate. |  |  |  |  |
| 10 | Enter Compensation Information | In the Compensation Information section, you can maintain data as appropriate: |  | It is up to the company how compensation is handled for employees on global assignment. |  |  |
| In the Compensation Information block, make the following entries: | Pay Group: select from drop-down | Note  Most likely, the employee will be assigned to a non-payroll relevant pay group. In case he or she should receive compensation during the global assignment, for example monthly payments for housing allowance, an appropriate pay group needs to be selected. |  |
| Is Eligible For Car: select from drop-down |  |  |
| If the employee should receive payments during his or her global assignment, enter in the Compensation block data as appropriate. For this select the ⊕ Add link and enter the appropriate information. |  |  |  |
| 11 | Enter Dependents Information (Optional) | Caution  In case the Dependents Management content has been deployed with the SAP Best Practices, this test step might be relevant only for the following home and host countries: **AE, AU, SA, US**.  If dependents have been maintained for the employee, details to these dependents are displayed read-only in the Dependents section. For each dependent available in the system, data referring to Relationship, Date of Birth, First/Middle/Last Name is displayed in this section. To view more detailed information, select the Details link available for each dependent.  Mark the dependents who should accompany the employee during the global assignment. For this make following entries for each dependent: | Accompanying: select Yes from drop-down in case the dependent should accompany the employee, else select No | In case the Dependents Management content has been deployed with the SAP Best Practices, you can refer for details related to the maintenance of employee’s dependents to test script of scope item Manage Dependents (1LY). |  |  |
| 12 | Submit Data | Choose the Submit pushbutton. |  |  | An Add Global Assignment event reason triggers a workflow. The Please confirm your request dialog box appears on the screen. |  |
| 13 | Enter Comment to Request | In the dialog box, enter an appropriate comment to your request. |  |  |  |  |
| 14 | Check Approver(s) | In the dialog box, select the Show workflow participants link to verify the approver(s) of the request. |  |  | The host line manager is shown as approver.  The home HR business partner and home line manager are shown as contributors; they should not act as approvers, but should still follow the workflow as it is executed. Contributors are notified about changes, and can provide comments. |  |
| 15 | Confirm Workflow | Choose the Confirm button. |  |  | The Your changes were successfully saved dialog box appears on the screen. |  |
| 16 | Return to Employee Profile | Choose the OK button. |  |  | You return to the employee’s profile. The message Add Global Assignment pending approval (mm/dd/yy) is displayed in several subsections, in which data for the global assignment has been maintained, like for example. Job Information and Organizational Information subsections.  The workflow has been sent to the next processor and the contributors have been informed about the submission of the global assignment data. |  |

#### Sending E-mail Notification about Global Assignment Creation Request

Purpose

Upon submitting the data of the global assignment to be created, an email notification with subject “The Add Global Assignment Details action for <employee name> has been submitted.” is sent automatically to the home line manager of the employee, as well as to the home HR business partner assigned to the employee via the Job Relationships block (located in the Job Relationships subsection).

Prerequisites

The e-mail addresses of the employee’s home line manager and home HR business partner need to be maintained in their employee files 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 Global Assignment Creation Request

Purpose

Both the home line manager and the home HR business partner of the employee, who is going on a global assignment, receive email notifications informing them that the Add Global Assignment action has been submitted for the employee. They are invited to review the request and post comments on the transaction as appropriate.

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

### Approving Global Assignment 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) | Host Line Manager (of employee in the host company) | | | | |
| Responsibility | <State Service Provider, Customer or Joint Service Provider and Customer> | | | Duration | <duration> |

Purpose

The Line Manager of the employee at the host company approves the global assignment created for that employee. The approval is needed in order for the global assignment 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 Host Line Manager. | 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 Add Global Assignment 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 Global Assignment Details and in Requested For the name of the employee who will go on global assignment. Then choose the Go button. In the result list, click on the appropriate Add Global Assignment 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 Global Assignment Details section contains details to the global assignment requested for the employee.   Below this section, several sections are collapsed together, where data has been entered during process step Creating Global Assignment. These sections are, for example, 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 who will go on global assignment 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 global assignment has been reviewed and is ready for approval. |  |
| 5 | Approve Request | If everything is fine, choose the Approve button to approve the global assignment for the employee. | The system generates a message about the successful saving of the changes. You are directed back to your Home page. The global assignment 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.

#### Updating Employee Home Job Information

Purpose

After the Line Manager of the employee at the host company has approved the global assignment creation for that employee, events are triggered with appropriate event reasons, which update the job information of the employee at the home company automatically.

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

#### Updating Employee Home Position Information (if Position Management implemented)

Purpose

Only if Position Management has been deployed with the SAP Best Practices**:** after the Line Manager of the employee at the host company has approved the global assignment creation for that employee, the employee’s home position is updated automatically with information related to the right of the employee to return on this position. This is visible in the position org chart.

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

#### Updating Employee Host Position Information (if Position Management implemented)

Purpose

Only if Position Management has been deployed with the SAP Best Practices**:** after the Line Manager of the employee at the host company has approved the global assignment creation for that employee, the position he or she is assigned to in the host company is updated automatically with 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 Home 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 deployed with the SAP Best Practices!  
If this is not the case, you may ignore this chapter!

The HR Administrator views if the position, to which the employee is assigned at his or her home company, has been updated as expected after the employee started his or her global assignment. More precisely, the HR Administrator checks if information has been added, which reflects the right to return of the employee to this position after the global assignment ends.

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 Home Position | Go to the Position Org Chart tab.  In the Search By field, select value Positions from the drop-down. In the Search field, select from the drop-down the position the employee used to be assigned to before his or her global assignment.  Click on the calendar icon  located in the top right corner of the screen and select from calendar help the first day the employee is on global assignment (or any other date within the global assignment period). | The position hierarchy starting from the selected position and containing one level below, if existing, is displayed. |  |
| 4 | View Position High-Level Data | Verify that the number of incumbents (visible in <current #> / <target #> FTE) has decreased accordingly, and the At least one right to return exists for this position icon is visible. |  |  |
| 5 | View Right-to-Return Details | Click on the At least one right to return exists for this position icon. | In the side panel next to the position, the Right To Return Details menu is expanded. |  |
| View details to the employee who has the right to return to this position. If appropriate, choose the Show Right to Return  icon for additional information than the one displayed in the Right To Return Details menu. |  |  |

### Viewing Employee Host 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 deployed with the SAP Best Practices!  
If this is not the case, you may ignore this chapter!

The HR Administrator views if the position, to which the employee is assigned at his or her host company, has been updated as expected once the employee started the global assignment. More precisely, the HR Administrator checks if information has been added, which reflects the temporary assignment of the employee to this position during his or her global assignment.

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 Host Position | Go to the Position Org Chart tab.  In the Search By field, select value People from the drop-down. In the Search field, enter the name (or name parts) of the employee who is on global assignment.  Click on the calendar icon  located in the top right corner of the screen and select from calendar help the first day the employee is on global assignment (or any other date within the global assignment period). | The position hierarchy starting from the selected position and containing one level below, if existing, is displayed. |  |
| 4 | View Position High-Level Data | Verify that the number of incumbents (visible in <current #> / <target #> FTE) has increased accordingly, and the This incumbent is temporarily assigned to this position  icon is visible. |  |  |
| 5 | View Global Assignment Details | Click on the position and in the upcoming side panel next to it choose Global Assignment Details. | The menu is expanded and details to the employee assigned temporarily to this position are shown. |  |
| In the expanded menu, view the date the global assignment starts and the date it is planned to end. |  |  |
| Choose in the side panel of the position Incumbent Details. | The menu is expanded and administrative details of the incumbent are shown. |  |
| In the expanded menu, view the date the assignment of the employee to the position starts and the date, the assignment ends. |  |  |

### Viewing Employee Home Assignment 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 employment information of the employee in his or her home company, while the employee is on global assignment.

 Note

Depending on the permissions granted to the home line manager, he or she can view the data, too.

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 | 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 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 which the host assignment of the employee is displayed per default.  In the Header, below the employee’s name, a radio button for the home assignment and the global assignment of the employee is displayed, which allows you to switch between the details of these assignments. The home assignment is marked with a house icon, whereas the global (host) assignment is marked with a globe icon. The home assignment is paused.   Note  In case the host assignment starts in the future, the home assignment is active and is displayed per default. The host assignment is marked accordingly as future. In this case, no marking icons are visible next to the assignments. |  |
| 4 | Select Home Assignment | In the Header, check the radio button next to Home Assignment - Paused. | The employee profile appropriate for the home assignment is displayed. |  |
| 5 | Continue | 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 has been deployed with the SAP Best Practices:**

| Test Step # | Test Step Name | Instruction | User Entries: Field Name: User Action and Value | Expected Result | Pass / Fail / Comment |
| --- | --- | --- | --- | --- | --- |
| 6 | View Job Information | Go to the Employment Information section and verify the data displayed. | In the Job Information block of the Job Information subsection, check that the value of field Employee Status is Dormant. |  |  |
| In the Position Information block of the Organizational Information subsection verify that no data for position information is available. |  |  |
| Select in either the Job Information subsection or the Organizational Information subsection of the Employment Information section, the Pending future change in Job Information (<Date>) link.   Note  Alternatively, you can select the Clock (History) icon next to the Job Information block located in the Job Information subsection of the Employment Information section, and check the mentioned details. |  | The Job Information Changes dialog box is displayed.   Note  In case you have selected the link in the Organizational Information subsection, the Organizational Information Changes dialog box is displayed. |  |
| In the Change History part of the Job Information Changes dialog box, view the details of the two records created with appropriate events and event reasons: Away on Global Assignment (with event reason Unassign from Position) and Back from Global Assignment (with event reason Assign to Position). | In the record related to event Away on Global Assignment check that value of field Employee Status is Dormant and the effective date of that change coincides with the start date of the employee’s global assignment.  In the Position Information block verify that no data for position information is available. |  |  |
| In the record related to event Back from Global Assignment check that value of field Employee Status is Active and the effective date of that change is one day after the planned end date of the employee’s global assignment.  In the Position Information block verify that the employee is assigned again to the same position as before the global assignment. Verify that the Position Entry Date is one day after the planned end date of the employee’s global assignment. |  |  |
| Close the dialog box. |  |  |  |
| 7 | Jump to Org Chart | To view the home assignment of the employee in the Org Chart, select Actions → Jump To section → Org Chart.   Note  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 his or her home company. Above the name and below the photo, the Paused Assignment symbol is displayed, showing that the employee is currently away from the home company. |  |
| 8 | Verify Org Chart | To view the hierarchy, in which the employee is embedded in his or her home assignment, select the Up One Level button. |  | The line manager and peers of the employee at his or her home company are displayed in the organizational chart. |  |

**Option 2: Position Management has not been deployed with the SAP Best Practices:**

| Test Step # | Test Step Name | Instruction | User Entries: Field Name: User Action and Value | Expected Result | Pass / Fail / Comment |
| --- | --- | --- | --- | --- | --- |
| 6 | View Job Information | Go to the Employment Information section and verify the data displayed. | In the Job Information block of the Job Information subsection, check that the value of field Employee Status is Dormant. |  |  |
| Select in either the Job Information subsection or the Organizational Information subsection of the Employment Information section, the Pending future change in Job Information (<Date>) link.   Note  Alternatively, you can select the Clock (History) icon next to the Job Information block located in the Job Information subsection of the Employment Information section, and check the mentioned details. |  | The Job Information Changes dialog box is displayed.   Note  In case you have selected the link in the Organizational Information subsection, the Organizational Information Changes dialog box is displayed. |  |
| In the Change History part of the Job Information Changes dialog box, view the details of the two records created with appropriate events and event reasons: Away on Global Assignment (with event reason Away on Global Assignment) and Back from Global Assignment (with event reason Back from Global Assignment). | In the record related to event Away on Global Assignment check that value of field Employee Status is Dormant and the effective date of that change coincides with the start date of the employee’s global assignment. |  |  |
| In the record related to event Back from Global Assignment check that value of field Employee Status is Active and the effective date of that change is one day after the planned end date of the employee’s global assignment. |  |  |
| Close the dialog box. |  |  |  |
| 7 | Jump to Org Chart | To view the home assignment of the employee in the Org Chart, select Actions → Jump To section → Org Chart.   Note  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 his or her home company. Above the name and below the photo, the Paused Assignment symbol is displayed, showing that the employee is currently away from the home company. |  |
| 8 | Verify Org Chart | To view the hierarchy, in which the employee is embedded in his or her home assignment, select the Up One Level button. |  | The line manager and peers of the employee at his or her home company are displayed in the organizational chart. |  |

### Viewing Employee Global Assignment 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 global assignment details of the employee.

 Note

Depending on the permissions granted to the host line manager, he or she can view some of the global assignment data, too.

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 employment information at the host company 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 which the host assignment of the employee is displayed per default.  In the Header, below the employee’s name, a radio button for the home assignment and the global assignment of the employee is displayed, which allows you to switch between the details of these assignments. The home assignment is marked with a house icon, whereas the global (host) assignment is marked with a globe icon. The home assignment is paused.   Note  In case the host assignment starts in the future, the home assignment is active and is displayed per default. The host assignment is marked accordingly as future. In this case, no marking icons are visible next to the assignments. |  |
| 4 | View Host Assignment Details | Go to the Employment Information section and verify the data displayed.  In the Job Information, Organizational Information, Job Relationships and possibly Compensation Information subsections, verify that the data fits to what was maintained when creating the global assignment. | 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 Job Information subsection of the Employment Information section, select the Pending future change in Job Information (<Date>) link. In the Change History part of the upcoming Job Information Changes dialog box, view the details of the two records created with appropriate events and event reasons: Add Global Assignment and End Global Assignment.  In the record related to event Add Global Assignment check that value of field Employee Status is Active and the effective date of that change coincides with the start date of the employee’s global assignment.  In the record related to event End Global Assignment check that value of field Employee Status is Terminated and the effective date of that change is one day after the date maintained in field Planned End Date in the Global Assignment Details block.  When done, close the dialog box. | Alternatively, you can select the Pending future change in Job Information (<Date>) link located in the Organizational Information subsection of the Employment Information section, and check the mentioned details. |  |  |
| Scroll to the Global Assignment subsection of the Employment Information section and view the details displayed in the Global Assignment Details and End of Global Assignment blocks. | Check that the Planned End Date and the Actual End Date are the same. | The data fits to what was maintained in the system during process step Creating Global Assignment. |  |
| 5 | Jump to Org Chart | To view the host assignment of the employee in the Org Chart, 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 his or her host company. Above the name and below the photo, the Global Assignment symbol is displayed, showing that the employee is currently on global assignment in this host company. |  |
| 6 | Verify Org Chart | To view the hierarchy, in which the employee is embedded during his or her global assignment, select the Up One Level button. |  | The host line manager and peers of the employee during his or her global assignment are displayed in the organizational chart. |  |

### 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 global assignment.

During the period of global assignment, the employee has another user name and user ID than for the home employment. Nevertheless, as the home employment stays active during the global assignment period, the employee can log on to the Employee Central instance with both the home user and host user credentials.

 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 home assignment. | 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 As: <Job Code>, <Location>, (Home Employment), click to change the selected employment.  icon, to see with which employment you are logged on to the instance. |  |
| 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 your Global Assignment record | Switch to the Home page appropriate for your global assignment. For this, click in the top-right corner of the screen on the As: <Job Code>, <Location>, (Home Employment), click to change the selected employment.  icon next to your name and select Switch to <Job Code>, <Location>. | The Home page appropriate for your global employment is displayed. |  |
| 5 | View Global Assignment 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 global assignment, like for example, host organizational units, host line manager, and host HR business partner.   Recommendation  If Position Management has been implemented in your instance, check also the position you are assigned to at your host company. |  |  |

## Global Assignment Maintenance (Optional Sub-Process)

### Maintaining Global Assignment

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 case changes need to be performed to the global assignment details of an employee, like for example changes the assignment type, the HR Administrator can perform these.

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 whose global assignment 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 active host assignment of the employee is displayed per default.   Note  If this is not the case, check in the Header the radio button next to On Global Assignment. |  |
| 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 Manage Global Assignment Details. | Alternatively, you can go to the Employment Information section, scroll there to the Global Assignment subsection, and choose in the Global Assignment Details block the Pencil (Edit) icon. | The Manage Global Assignment dialog box is displayed. |  |
| 5 | Edit Global Assignment | In the Manage Global Assignment dialog box, select the Pencil icon. |  | The Edit Global Assignment dialog box is displayed. |  |
| In the Edit Global Assignment dialog box maintain data as appropriate. For example, you can change the Assignment Type. |  |  |  |
| 6 | Save Changes | When done, choose the Save button. |  |  |  |

 Note

In case you have realized that the global assignment has been added erroneously, you can delete it by selecting in the Manage Global Assignment dialog box the Trash Bin icon.

 Note

During his or her global assignment, the employee can experience changes to the job or compensation at the host company.

In case the Core content has been deployed with the SAP Best Practices, you can refer for details on such possible changes to test script of scope item test script Take Action: Job Change/Transfer/ Pay Rate Change (FJ1),

## Global Assignment Termination (Optional Sub-Process)

Purpose

As mentioned in the Global Assignment workbook, it needs to be decided at the start of setting up the global assignment, which option for ending a global assignment should be implemented.

In the SAP Best Practices, the global assignment is ended automatically during creation. The HR Administrator adds a global assignment. When saving the new global assignment, the system copies the planned end date into the actual end date field. This means that the job information history record of the event type End Global Assignment is created automatically by the system.

The sub-process described in this chapter is relevant only if the global assignment of an employee should end at another date as initially planned. If this is not the case, you can ignore the complete chapter.

### Ending Global Assignment Manually

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 case the global assignment should end earlier than initially planned, the HR Administrator can end it manually.

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 whose global assignment you want to end. |  | 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 active host assignment of the employee is displayed per default.   Note  If this is not the case, check in the Header the radio button next to On Global Assignment. |  |
| 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 Manage Global Assignment Details. |  | The Manage Global Assignment dialog box is displayed. |  |
| 5 | End Global Assignment | In the Manage Global Assignment dialog box, select the Pencil icon. |  | The Edit Global Assignment dialog box is displayed. |  |
| In the End of Global Assignment block of the dialog box make following entries: | Actual End Date: select from calendar help |  |  |
| Payroll End Date: select from calendar help, most likely same date as Actual End Date |  |  |
| 6 | Save Data | Choose the Save button. |  | The Please confirm your request dialog box appears on the screen. |  |
| 7 | Enter Comment to Request | In the dialog box, enter an appropriate comment to your request. |  |  |  |
| 8 | Check Approver(s) | In the dialog box, select the Show workflow participants link to verify the approver(s) of the request. |  | The host line manager is shown as approver.  The home HR business partner, home line manager, and host HR business partner are shown as contributors; they should not act as approvers, but should still follow the workflow as it is executed. Contributors are notified about changes, and can provide comments. |  |
| 9 | Confirm Workflow | Choose the Confirm button. |  | The system generates a message about the successful saving of the changes. You return to the employee’s profile. The workflow has been sent to the next processor and the contributors have been informed about the submission of the global assignment end data. |  |

#### Sending E-mail Notification about Global Assignment Ending Request

Purpose

Upon submitting the global assignment workflow, an email notification with subject “The Global Assignment Details change action for <employee name> has been submitted.” is sent automatically to the home line manager of the employee, as well as to the home and host HR business partner assigned to the employee via the Job Relationships block (located in the Job Relationships subsection).

Prerequisites

The e-mail address of the employee’s home line manager, home HR business partner, and host HR business partner needs to be maintained in their employee files 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 Global Assignment Ending Request

Purpose

The home line manager, home and host HR business partners of the employee, who is on a global assignment, receive email notifications informing them that the Global Assignment change action has been submitted for the employee, and they are invited to review and post comments to the transaction.

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

### Approving Global Assignment Ending

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) | Host Line Manager (of employee in the host company) | | | | |
| Responsibility | <State Service Provider, Customer or Joint Service Provider and Customer> | | | Duration | <duration> |

Purpose

The Line Manager of the employee in the host company approves the ending of the global assignment for that employee. The approval is needed in order for the global assignment ending 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 Host Line Manager. | 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 Global Assignment 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 Edit Global Assignment and in Requested For the name of the employee for whom the global assignment is to be ended manually. Then choose the Go button. In the result list, click on the appropriate Global Assignment 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 Global Assignment Details section contains details to the ending of the global assignment. * 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 global assignment should be ended is given, as well as administrative details to the request initiation. |  |
| 4 | Review Request | Review the details in the Global Assignment Details section. | The data related to the ending of the global assignment has been reviewed and is ready for approval. |  |
| 5 | Approve Request | If everything is fine, choose the Approve button to approve the ending of the global assignment. | 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 Employee Home Job Information

Purpose

After the Line Manager of the employee at the host company has approved the ending of the global assignment for that employee, the job information of the employee at the home company is updated automatically. More precisely, the end date of the appropriate record related to the employee coming back from global assignment is updated accordingly.

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

#### Updating Employee Home Position Information (if Position Management implemented)

Purpose

Only if Position Management has been deployed with the SAP Best Practices:after the Line Manager of the employee at the host company has approved the ending of the global assignment for that employee, the employee returns to his or her home company and is automatically assigned again to the position he or she occupied before being on global assignment.

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

#### Updating Host Position Information (if Position Management implemented)

Purpose

Only if Position Management has been deployed with the SAP Best Practices: after the Line Manager of the employee at the host company has approved the ending of the global assignment for that employee, the position the employee has been assigned to in the host company remains automatically without incumbent starting the first day after the global assignment ended.

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

### Viewing Employee Home 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 deployed with the SAP Best Practices!  
If this is not the case, you may ignore this chapter!

The HR Administrator views if the position, to which the employee is assigned at his or her home company, has been updated as expected after the employee returned from the global assignment.

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 Home Position | Go to the Position Org Chart tab.  In the Search By field, select value Positions from the drop-down. In the Search field, select from the drop-down the position the employee used to be assigned to before his or her global assignment.  Click on the calendar icon  located in the top right corner of the screen and select from calendar help the first day the employee is back from global assignment (or any other date after the global assignment period). | The position hierarchy starting from the selected position and containing one level below, if existing, is displayed. |  |
| 4 | View Position Data | Verify that the number of incumbents (visible in <current #> / <target #>FTE) has increased accordingly, and the At least one right to return exists for this position icon is not visible anymore.  Note  Note that in the side panel next to the position, the Right To Return Details menu does not show up anymore. |  |  |

### Viewing Host 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 deployed with the SAP Best Practices!  
If this is not the case, you may ignore this chapter!

The HR Administrator views if the position, to which the employee was assigned at his or her host company during the global assignment, has been updated as expected once the global assignment has ended.

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’s Former Host Position | Go to the Position Org Chart tab.  In the Search By field, select value Positions from the drop-down. In the Search field, select from the drop-down the position the employee used to be assigned at the host company during his or her global assignment.  Click on the calendar icon  located in the top right corner of the screen and select from calendar help the first day after the global assignment ended (or any date after that date). | The position hierarchy starting from the selected position and containing one level below, if existing, is displayed. |  |
| 4 | View Position High-Level Data | Verify that the number of incumbents (visible in <current #> / <target #> FTE) has decreased accordingly, and the This incumbent is temporarily assigned to this position  icon is not visible anymore.  Note  Note that in the side panel next to the position, the Global Assignment Details menu does not show up anymore. |  |  |
| 5 | Go to Detailed Position screen | Click on the position and in the upcoming side panel next to it 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.   Note  The field To Be Hired has still value No as we strongly recommend checking explicitly whether headcount is still available for that position. In case headcount is available, adapt the field accordingly. |  |
| 6 | View Position Details | Check that the Start Date field value is one day after the actual end date of the global assignment maintained in process step Ending Global Assignment Manually. |  |  |
| 7 | Close Window | When done, choose X (Cancel). |  |  |

### Viewing Employee Home Assignment 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 employment information of the employee in his or her home company, after the global assignment has ended.

 Note

Depending on the permissions granted to the home line manager, he or she can view the data, too.

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 | 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 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 which the ended host assignment of the employee is displayed per default.  In the Header, below the employee’s name, a radio button for the active home assignment and the inactive global assignment of the employee is displayed, which allows you to switch between the details of these assignments. The global (host) assignment is marked as Past Assignment. |  |
| 4 | Select Home Assignment | In the Header, check the radio button next to active assignment. | The employee profile appropriate for the home assignment is displayed. |  |
| 5 | Continue | 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 has been deployed with the SAP Best Practices:**

| Test Step # | Test Step Name | Instruction | User Entries: Field Name: User Action and Value | Expected Result | Pass / Fail / Comment |
| --- | --- | --- | --- | --- | --- |
| 6 | View Job Information | Go to the Employment Information section and verify the data displayed. | In the Job Information block of the Job Information subsection, check that the value of field Employee Status is Active. |  |  |
| In the Position Information block of the Organizational Information subsection verify that the employee is assigned again to the same position as before the global assignment. Verify that the Position Entry Date is one day after the actual end date of the global assignment maintained in process step Ending Global Assignment Manually. |  |  |
| Select the Clock (History) icon next to the Job Information block located in the Job Information subsection of the Employment Information section.   Note  Alternatively, you can select the Clock (History) icon next to the Organizational Information block located in the Organizational Information subsection of the Employment Information section. |  | The Job Information Changes dialog box is displayed.   Note  In case you have selected the Clock (History) icon in the Organizational Information subsection, the Organizational Information Changes dialog box is displayed. |  |
| In the Change History part of the Job Information Changes dialog box, select the updated record with event Back from Global Assignment and event reason Assign to Position. | Check that the effective start date of that record has been adapted to be one day after the actual end date of the employee’s global assignment.  In the Position Information block verify that the employee is assigned again to the same position as before the global assignment. Verify that the Position Entry Date is one day after the actual end date of the employee’s global assignment. |  |  |
| Close the dialog box. |  |  |  |
| 7 | Jump to Org Chart | To view the home assignment of the employee in the Org Chart, select Actions → Jump To section → Org Chart.   Note  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 his or her home company. |  |
| 8 | Verify Org Chart | To view the hierarchy, in which the employee is embedded in his or her home assignment, select the Up One Level button. |  | The line manager and peers of the employee at his or her home company are displayed in the organizational chart. |  |

**Option 2: Position Management has not been deployed with the SAP Best Practices:**

| Test Step # | Test Step Name | Instruction | User Entries: Field Name: User Action and Value | Expected Result | Pass / Fail / Comment |
| --- | --- | --- | --- | --- | --- |
| 6 | View Job Information | Go to the Employment Information section and verify the data displayed. | In the Job Information block of the Job Information subsection, check that the value of field Employee Status is Active. |  |  |
| Select the Clock (History) icon next to the Job Information block located in the Job Information subsection of the Employment Information section.   Note  Alternatively, you can select the Clock (History) icon next to the Organizational Information block located in the Organizational Information subsection of the Employment Information section. |  | The Job Information Changes dialog box is displayed.   Note  In case you have selected the Clock (History) icon in the Organizational Information subsection, the Organizational Information Changes dialog box is displayed. |  |
| In the Change History part of the Job Information Changes dialog box, select the updated record with event Back from Global Assignment and event reason Back from Global Assignment. | Check that the effective start date of that record has been adapted to be one day after the actual end date of the employee’s global assignment. |  |  |
| Close the dialog box. |  |  |  |
| 7 | Jump to Org Chart | To view the home assignment of the employee in the Org Chart, select Actions → Jump To section → Org Chart.   Note  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 his or her home company. |  |
| 8 | Verify Org Chart | To view the hierarchy, in which the employee is embedded in his or her home assignment, select the Up One Level button. |  | The line manager and peers of the employee at his or her home company are displayed in the organizational chart. |  |

### Viewing Employee Past Assignment 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 ended global assignment 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 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 which the ended host assignment of the employee is displayed per default.  In the Header, below the employee’s name, a radio button for the active home assignment and the inactive global assignment of the employee is displayed, which allows you to switch between the details of these assignments. The global (host) assignment is marked as Past Assignment. |  |
| 4 | View Past Assignment Details | Go to the Employment Information section and select the Clock (History) icon next to the Job Information block located in the Job Information subsection of the Employment Information section.  In the Change History part of the Job Information Changes dialog box, select the updated record with both event and event reason End Global Assignment. Check that the effective date of that record has been adapted to be one day after the actual end date of the employee’s global assignment. When done, close the dialog box. | Alternatively, you can select the Clock (History) icon next to the Organizational Information block located in the Organizational Information subsection of the Employment Information section. |  |  |
| Scroll to the Global Assignment subsection of the Employment Information section and view the details displayed in the Global Assignment Details and End of Global Assignment blocks. | Check that the Actual End Date is different than the Planned End Date and coincides with the actual end date maintained in process step Ending Global Assignment Manually. |  |  |
| 5 | Jump to Org Chart | 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 the user the employee had during his or her global assignment was not found, |  |

### 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 in his or her employee file.

Procedure

| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| --- | --- | --- | --- | --- |
| 1 | Log on | Log on to Employee Central as Employee with the login credentials related to your home assignment. | 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 As: <Job Code>, <Location>, (Home Employment), click to change the selected employment.  icon, to see with which employment you are logged on to the instance. |  |
| 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. | The information available in the Job Information and Organizational Information subsection should be effective one day after the actual end date of the global assignment. |  |
| 4 | Go to your Past Assignment record | Switch to the Home page appropriate for your past assignment. For this, click in the top-right corner of the screen on the As: <Job Code>, <Location>, (Home Employment), click to change the selected employment.  icon next to your name and select Switch to <Job Code>, <Location>. | The Home page appropriate for your past global assignment is displayed. |  |
| 5 | View Past Assignment Details | From the Home drop-down, select My Employee File. | Your profile is displayed. |  |
| View the data available as per your permissions in the Employment Information section. In the Job Information block of the Job Information subsection, check that the value of field Employee Status is Terminated starting one day after the actual end date of the global assignment. |  |  |

## Changing Global Assignment into Permanent Employment (Optional Sub-Process)

Purpose

If an employee is on a global assignment but opts to stay at the host company with a permanent contract, then the global assignment needs to be converted into regular employment. This is achieved by executing three steps:

* End the employment at the host company (global assignment)
* Terminate the employment at the home company (home assignment)
* Rehire the employee at the host company.

The history of the rehired employee has the job information history of the Global Assignment. The system ensures that the person ID does not change for the employee.

In the following, a short overview is given how to proceed on this.

### Ending Global Assignment

Purpose

If an employee is on a global assignment but opts to stay at the host company with a permanent contract, then the global assignment must be ended first. In case the global assignment is not already ended, because for example, the employee decided before the planned end date to stay at the host company as a permanent employee, the HR Administrator needs to end this global assignment manually.

Procedure

Complete all activities of the sub-process 4.3 Global Assignment Termination as described within this test script.

Result

In the Employee Files page of the employee, in the Header, below the employee’s name, the global assignment is marked as Past Assignment. The home assignment of the employee is again active.

### Terminating Home Assignment

Purpose

The HR Administrator must terminate the employee’s home assignment first, in order that the employee can become a permanent employee at the host company.

Procedure

Search for the employee, whose home assignment should be terminated. 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 Terminate. In the Terminate dialog box, select as Termination Date the same date as the Actual End Date of the global assignment (see sub-process 4.3 Global Assignment Termination for details). Enter other data as appropriate and chose Save.

Result

The Employee Status in the home assignment is set to Terminated. The employee turns inactive in the system and is no longer available in the result list starting the first day after the termination date when searching for employees.

### Rehiring at Host Company

Purpose

The HR Administrator can now rehire the inactive employee in the host company.

Procedure

Go to the Admin Center. In the Manage Employees portlet of the Admin Center screen select Update User Information → Rehire Inactive Employee. On the upcoming screen, select the appropriate inactive employee name link. Adapt the Hire Date as appropriate, most likely one day after the Termination Date of the home assignment. Enter other data as appropriate and chose Save.

 Note

The data, which has been taken over from the existing master data record, is related to the record of the employee in his or her terminated home assignment. To rehire the employee at the host company, you will need to replace the suggested home company with the host company.

If Position Management has been implemented in your instance, you might consider assigning the employee to the same position he or she was assigned during the global assignment in the host company.

 Recommendation

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

Result

The employee has been hired at the host company, where he or she has spent the global assignment period. In the job information history of the employee, three records for the same date, related to changing global assignment into permanent employment, are visible.

Depending, if Position Management is set up in your instance or not, these records with same Effective as of: date are as follows:

**If Position Management has been deployed with the SAP Best Practices:**

* The record for event Back from Global Assignment (with event reason Assign to Position)
* The record for event Termination (with event reason as selected during Terminating Home Assignment)
* The record for event Rehire (with event reason as selected during Rehiring at Host Company)

**If Position Management has not been deployed with the SAP Best Practices:**

* The record for event Back from Global Assignment (with event reason Back from Global Assignment)
* The record for event Termination (with event reason as selected during Terminating Home Assignment)
* The record for event Rehire (with event reason as selected during Rehiring at Host Company)

# Appendix

## Importing Global Assignments for Employees

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

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

 Recommendation

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

## 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:

* Host Line Manager,
* Host HR Business Partner of the employee.

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, global assignment creation or manual ending of global assignment).
3. On the Details screen, review the request, and if satisfied, tap Approve.

 Note

If required, you can also send the 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 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. |
| In case Dependents Management has been deployed: Manage Dependents (1LY) (Optional) | In case dependents should accompany the employee in his or her global assignment, data related to these dependents needs to be maintained.  Note  Scope item 1LY is relevant for Australia, Kingdom of Saudi Arabia, United Arab Emirates, and United States. |

### 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 deployed:  Manage Company Structure (2OY) (Optional) | The currently active 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 global assignment several take action processes. |
| In case the Payroll Time Sheet content has been deployed: Record Working Time (15S) (Optional) | The employee can record for his or her global assignment 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. |

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