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| Test Script  SAP SuccessFactors HCM Core  April 2018  English | Customer |
| Add New Employee / Rehire  ID: FJ0 |

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Document History

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

## Purpose of the Document

This document provides a detailed procedure for testing the scope item Add New Employee / Rehire 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 Add New Employee / Rehire

 Note

The document is, unless otherwise specified, valid for all countries in scope of this SAP Best Practices, with country-specific details also being described.   
In the following, instead of spelling out the country names, we will use the two-letter code for the countries, as follows:

* AE – United Arab Emirates
* AU – Australia
* CN – China
* DE – Germany
* FR – France
* GB – United Kingdom
* SA – Kingdom of Saudi Arabia
* US – United States

This document describes the typical activities to enter data into the system of a newly hired employee or an employee who has previously left the company and has been rehired.

If a new employee is hired, an applicant becomes an active employee. Relevant data is entered for the new employee: personal data, organizational specifications, contract elements, and payroll specifications. Both the second level manager and the HR business partner of the new employee will be notified about the existence of the new hired employee in the system.

The situation in which an employee, who previously left the company, is then rehired by the company, is considered as special type of hiring. In this case, less data has to be entered, as the previously valid data for an employee remains in the system, even after he or she has left the enterprise. Both the second level manager and the HR business partner of the rehired employee will be notified about reactivation of the employee in the system.

 Note

Two options are considered in this document:

1. Only the Core content has been implemented in the SAP SuccessFactors Employee Central instance from Upgrade Center: in this case, the organizational information needs to be entered manually, as well as the job classification. Once the job classification is chosen, several fields related to job information will be auto-populated from that job classification based on the propagation rule configured in the instance.
2. The Position Management content has been implemented in the SAP SuccessFactors Employee Central instance together with the Core content from Upgrade Center: in this case, the employee will be hired/rehired on a particular position, and several fields related to organizational information and job information will be auto-populated from that position based on the propagation rule configured in the instance. The position on which the employee is hired/rehired will be updated automatically and the details can be viewed.

# Prerequisites

This section summarizes all prerequisites needed to conduct the test in terms of system, user, master data, organizational data, and other test data and business conditions.

## Configuration

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

## System Access

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

|  | Type of Data | Details |
| --- | --- | --- |
| System | SAP SuccessFactors Employee Central | <Provide details on how to access system, e.g. system client or URL> |
| Standard User | HR Administrator | <Provide Standard User Id and Password for test, if applicable> |
| Standard User | 2nd Level Manager (Line Manager of the employee’s Line Manager) | <Provide Standard User Id and Password for test, if applicable> |
| Standard User | Employee’s HR Business Partner | <Provide Standard User Id and Password for test, if applicable> |

 Note

In the following, we will use the following abbreviations for the systems:

* SAP SuccessFactors Employee Central will be referenced as Employee Central.
* As the customer might also consider integration to SAP SuccessFactors Employee Central Payroll, this system will be referenced as Employee Central Payroll.

## 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:  SAP BestPractices Super Admin | Refer to chapter Overview Table | Test user: <userid>; Password: <password> |
| 2nd Level 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. | SAP BestPractices Manager (EC) | Refer to chapter Overview Table | Test user: <userid>; Password: <password>  as provided in the email notification from the HR Administrator  Alternatively, for testing purpose you can proxy as the role using SAP BestPractices Super Admin role. |
| (Employee’s) 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. | SAP BestPractices Employee (Self Service for EC) | Refer to chapter Overview Table | Test user: <userid>; Password: <password>  as provided in the email notification from the HR Administrator.  Alternatively, for testing purpose you can proxy as the role using SAP BestPractices Super Admin role. |

 Note

In case of country **AU**, once a bank account has been added or updated for an employee, an email notification is triggered to inform the members of the Payroll Group. For this, the workflow group Payroll Group must have been created in Employee Central, and the email address of the group members needs to be maintained in their employee files in the Contact Information block.

## 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 | To rehire an employee, this particular employee must have left previously the company. | Complete all necessary steps described in the test script of scope item Take Action: Termination (FJ3). |
| 3 | In case Position Management has also been implemented in your Employee Central instance: The position on which an employee is to be hired or rehired must have been created with appropriate fields filled in. | In case the Position Management content has been deployed with the SAP Best Practices, complete all necessary process steps described in the test script of scope item Manage Positions (FK1). sub-process Position Creation. |

# Overview Table

The scope item Add New Employee / Rehire consists of several process steps provided in the table below.

| Process Step | UI Type | Business Condition | Business Role | Transaction Code | Expected Results |
| --- | --- | --- | --- | --- | --- |
| Add New Employee | | | | | |
| Enter Hiring Data | Employee Central UI |  | HR Administrator | Company Instance URL | The hiring data for a newly hired employee has been entered into the system and the employee has status Active starting the date he or she has been hired. |
| Send E-mail Notification about New Hired Employee | Back-ground | E-Mail address of both 2nd level manager and HR business partner of employee are maintained in their employee file. | - |  | An email has been sent out to the 2nd level manager and the HR business partner of the employee, notifying them about the finished Add New Employee action. |
| Receive E-mail Notification about New Hired Employee | E-Mail |  | HR Business Partner (of the employee);  2nd Level Manager | outside software | The 2nd level manager and the HR business partner of the employee have received an e-mail notification about the hiring of the new employee. |
| Update Position (Optional) | Back-ground | Relevant only if Position Management has been implemented in your Employee Central instance. | - |  | The position to which the new hire is assigned is updated automatically upon saving the new employee’s record. |
| Enter Employee National ID Information (Optional) | Employee Central UI | Relevant for the following country: **FR**.  Required only in case the newly hired employee is a French national. | HR Administrator | Company Instance URL | The national ID information has been entered for a newly hired French national at a company located in France. |
| View Employee Position Details (Optional) | Employee Central UI | Relevant only if Position Management has been implemented in your Employee Central instance. | HR Administrator | Company Instance URL | The details of the new employee’s position have been viewed in the position org chart. |
| View New Hired Employee Data | Employee Central UI |  | HR Business Partner (of the employee);  2nd Level Manager | Company Instance URL | The data of the newly hired employee as maintained in the system has been viewed. |
| Rehire | | | | | |
| Enter Rehiring Data | Employee Central UI | Employee has been terminated before he or she can be rehired. | HR Administrator | Company Instance URL | The data for an employee who has previously left the company and has then been rehired has been entered into the system. The employee has status Active starting the date he / she has been rehired. |
| Send E-mail Notification about Rehired Employee | Back-ground | E-Mail address of both 2nd level manager and HR business partner of employee are maintained in their employee file. | - |  | An email has been sent out to the 2nd level manager and the HR business partner of the employee, notifying them about the finished Re-hire action. |
| Receive E-mail Notification about Rehired Employee | E-Mail |  | HR Business Partner (of the employee);  2nd Level Manager | outside software | The 2nd level manager and the HR business partner of the employee have received an e-mail notification about the rehiring of the employee. |
| Update Position (Optional) | Back-ground | Relevant only if Position Management has been implemented in your Employee Central instance. | - |  | The position to which the rehired employee is assigned is updated automatically upon saving the rehired employee’s record. |
| View Employee Position Details (Optional) | Employee Central UI | Relevant only if Position Management has been implemented in your Employee Central instance. | HR Administrator | Company Instance URL | The details of the rehired employee’s position have been viewed in the position org chart. |
| View Rehired Employee Data | Employee Central UI |  | HR Business Partner (of the employee);  2nd Level Manager | Company Instance URL | The data of the rehired employee as maintained in the system has been viewed. |

# Testing the Process Steps

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

The test should take around 80 minutes.

 Note

The document is generally valid for all countries in scope of this SAP Best Practices. Country-specific details are also described, be it directly in the Procedure tables or in the separate chapters Country-Specific Fields to be filled during Hiring and Country-Specific Fields to be filled during Rehiring, respectively, and their subchapters towards the end of the document. Hyperlinks to chapters Country-Specific Fields to be filled during Hiring and Country-Specific Fields to be filled during Rehiring have been added, where applicable, in the Procedure tables within this chapter. You can always jump back by using the Back  button on the Quick Access Toolbar of the Word document.

 Recommendation

To add the Back button, select the Customize Quick Access Toolbar  drop-down and select More Commands. In the Choose commands from drop-down list, choose Commands Not in the Ribbon. Scroll down in the list and select Back. Select Add, then select OK.

 Recommendation

Once you have jumped to the subchapter containing the country-specific information, we recommend enabling View → Navigation Pane → Headings from the top menu to have the navigation pane shown in the left side of the screen. Thus you will be able to navigate to your country.

## Add New Employee

Purpose

In this chapter, the information to be maintained when hiring a new employee is detailed.

 Recommendation

It is recommended to complete the steps described in this chapter for several new employees. Having done this, you can consider different combinations for the other scenarios delivered within the SAP Best Practices.

In case the Time Off content has been implemented together with the Core content from Upgrade Center in the SAP SuccessFactors Employee Central instance, for countries **AE** and **FR**,it is recommended to complete the steps described in this chapter for several new employees, with hiring dates in different years. Having done this, you can check the accruals and entitlements functionality as described in test script of scope item Request and Manage Time Off (FJ7).

### Entering Hiring Data

Test Administration

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

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

Purpose

The HR Administrator enters hiring data for a newly hired employee. This data includes legally mandated, company-specific, and personal data for the employee.

Prerequisites

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

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

If integration with Employee Central Payroll is in scope, in order to ensure a correct integration, the employee’s payment information needs to be maintained in Employee Central. For this, banks must have been maintained in the Employee Central instance in order to be available in the drop-down. Also, make sure that the same (house) banks have been setup in Employee Central Payroll in order for the replication of payment information from Employee Central to work successfully.

Procedure

 Caution

In the below Procedure table, only the fields valid for all countries in scope of the SAP Best Practices are listed. The country-specific fields for the different countries in scope are listed in chapter [Country-Specific Fields to be filled during Hiring](#_Toc433783824). The link to the appropriate subchapter is given in the Additional Information column of the relevant fields together with the Caution icon.

 Caution

In the following we mention only the mandatory fields to be filled (they are marked with an asterisk on the screen) and those optional fields which need to be filled in order to achieve a meaningful employee master data record.

 Caution

The fields needed for a correct integration with Employee Central Payroll are also mentioned explicitly together with the Recommendation icon. You can also refer to configuration guide of building block FK7(<YourCountry>) or to the Employee Data workbook, to learn more about these fields.

In case you do not use integration to Employee Central Payroll, you may ignore these fields!

 Note

<YourCountry> is to be replaced by the two-letter code for your respective country, for example, AE, AU, etc.

 Note

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

| Test Step # | Test Step Name | Instruction | User Entries: Field Name: User Action and Value | Additional Information | Expected Result | | Pass / Fail / Comment | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | Log on | Log on to Employee Central as HR Administrator. |  |  | The Home page is displayed. | |  | |
| 2 | Go to Org Chart screen | From the Home drop-down select Company Info and go to Org Chart tab. |  | Alternatively, if configured, you can go on your Home page to the My Info section and click on the Org Chart tile. | The Org Chart : <your name> screen is displayed. | |  | |
| 3 | Add New Employee | On the Org Chart : <your name> screen select the Add New Employee  icon located on the top right of the screen. |  | In case Position Management has been implemented, you can go on the Company Info screen also to the Position Org Chart tab and select there the Add New Employee  icon. | You are directed to the My Employee File application and the Add New Employee screen is displayed. | |  | |
| 4 | Enter Identity Information for new Employee | In the Identity section make the following entries: | Hire Date: select from calendar help | Defaults to today’s date. |  | |  | |
| Company: select the company relevant for your country | Caution  In case Position Management has been implemented and you want to assign the employee to a certain position, make sure the company you select here is the same as the company you selected while creating that particular position. Else, that position will not be available for selection in the Target Position block of the Job Information section. |  | |
| Event Reason: select NewHire(HIRNEW) from drop-down |  |  | |
| In the Name Information block make the following entries: | First Name: enter as appropriate | Caution  For country **DE**., the format of the entered name needs to be DEUEV-compliant. If this is not the case, an error message is generated by the system. |  | |
| Middle Name: enter if appropriate |  |  | |
| Last Name: enter as appropriate | Caution  For country **DE**., the format of the entered name needs to be DEUEV-compliant. If this is not the case, an error message is generated by the system. |  | |
| Suffix: select from drop-down, if appropriate |  |  | |
| Salutation: select from drop-down | Recommendation  Required if integration with Employee Central Payroll is in place. |  | |
| In the Biographical Information block make the following entries: | Date Of Birth: select from calendar help | Recommendation  Required if integration with Employee Central Payroll is in place. |  | |
| Country Of Birth: select from drop-down, for example the country, where the company is located | Caution  Required field for country **FR**.   Recommendation  Required if integration with Employee Central Payroll is in place. |  | |
| Place Of Birth: enter as appropriate | Caution  Relevant field only for the following countries: **AE, DE**.   Caution  For country **DE**, the format of the entered value needs to be DEUEV-compliant. If this is not the case, an error message is generated by the system. |  | |
| In the Employee Information block: | Person Id: read-only field; generated by the system upon saving the record of the new employee | Unique user ID of the new employee in the system.   Note  If during configuration it has been decided to make the field editable, then you must enter an appropriate value. |  | |
| Caution  This test step is only relevant for the following countries: **AE, AU, CN, GB, SA, US**.  For a French national hired at a company in **FR**, this information must be entered after the master data record of the new hire has been saved. This is described in a separate process step.  In the National ID Information block, select the ⊕ Add link. The editable fields show up and you can enter the appropriate information.   Recommendation  Required information in case of new hires who are nationals of the country where the hiring company is located.   Note  This information is replicated to Employee Central Payroll if integration is considered. | Enter data as required in the country where the chosen company of the new hire is located. | Caution  For a detailed list refer to chapter [National ID Information](#_Global_Information). |  | |
|  |  |  |  | |
|  |  |  | |
|  |  |  | |
|  |  |  | |
| 5 | Continue | Choose the Continue pushbutton. |  | Caution  For country **CN**, a warning message may be raised in case the birthday information in the National Id does not match the date of birth in the Biographical Information. In this case, press the OK button and adapt the National Id as appropriate. Then choose again the Continue pushbutton. | The Personal Information section in the Add New Employee screen is expanded. | |  | |
| 6 | Enter Personal Information for new Employee | In the Personal Information block make the following entries: | Gender: dependent on the country of the company, proceed as follows:   * for the countries **AE, AU, FR, GB, SA,** the value isdefaulted based on the value entered for Salutation; leave as is * for the countries **DE** and **US** select a value from drop-down * for the country **CN**, two situations can arise:   + if the employee is a Chinese national and you have maintained National Id Card Type Resident Identity Card, the gender is defaulted based on a preconfigured rule from the National Id   + otherwise, select a value from drop-down | Recommendation  Required if integration with Employee Central Payroll is in place. |  | |  | |
| Marital Status: select from drop-down | Optional field, but meaningful for a complete master data record. |  | |
| Native Preferred Language: select from drop-down | Recommendation  Required if integration with Employee Central Payroll is in place. |  | |
| Title: select from drop-down, if appropriate |  |  | |
| Preferred Name: enter as appropriate | Caution  Relevant field only for countries **CN** and **US**. |  | |
| Prefix: enter as appropriate | Caution  Relevant field only for country **CN**. |  | |
| Nationality: select from drop-down | Recommendation  Required if integration with Employee Central Payroll is in place. |  | |
| Challenge Status:No is defaulted; adapt if appropriate | In case you select Yes, enter data in the fields Certificate Start Date, Certificate End Date as well as in the Global Information block. |  | |
| Certificate Start Date: select from calendar help the start date of the certificate, which confirms that the employee is challenged | These fields need to be maintained only in case you have chosen for field Challenge Status value Yes. |  | |
| Certificate End Date: select from calendar help date in accordance with the data on the certificate |  | |
| In the Global Information block, make the following entries:   Note  This information is country-specific. | Country: the country, where the company is located, is defaulted; leave as is |  |  | |
| Enter other data as required in the country where the chosen company of the new hire is located. | Caution  For a detailed list refer to chapter [Global Information](#_Global_Information_2). |  | |
| In the Email Information block, select the ⊕ Add link. The editable fields show up and you can enter following information: | Email Type: select from drop-down, for example Business | In case you select a value for this field, you must enter the email address, too! |  | |
| Email Address: enter as appropriate |  |  | |
| Is Primary: select from drop-down, for example Yes | Only one email type can be maintained as primary. |  | |
| In the Phone Information block, select the ⊕ Add link. The editable fields show up and you can enter following information: | Phone Type: select from drop-down, for example Business | In case you select a value for this field, you must enter the phone number, too! |  | |
| Phone Number: enter as appropriate |  |  | |
| Extension: enter if appropriate |  |  | |
| Is Primary: select from drop-down, for example Yes | Only one phone type can be maintained as primary. |  | |
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| In the Home Address block, make the following entries:   Note  This information is country-specific. | Address Type: Home is defaulted, leave as is |  |  | |
| Country: the country where the company is located is defaulted; leave as is   Note  For countries **CN** and **DE**, if the employee is a cross border worker, the country might be adapted by selecting from drop-down. | Recommendation  Required if integration with Employee Central Payroll is in place. |  | |
| Enter other data as required in the country where the chosen company of the new hire is located. | Caution  For a detailed list refer to chapter [Home Address](#_Home_Address). |  | |
| 7 | Continue | Choose the Continue pushbutton. |  |  | The Job Information section in the Add New Employee screen is expanded.  In case only the Core content has been implemented from Upgrade Center, continue with Option 1 mentioned in below test step # 8a.  In case the Position Management content has been implemented together with the Core content from Upgrade Center, continue with Option 2 mentioned in below test step # 8b. | |  | |
| 8a | OPTION 1 Position Management is not implemented:  Enter Job Information for new Employee | In the Job Information section make the following entries: |  |  | |  |  | |
| in the Organizational Information block: | Company: value selected in the Identity section is defaulted; leave as is |  | |  | |
| Business Unit: select from drop-down |  | |  | |
| Division: select from drop-down | Optional field, but meaningful for a complete master data record. | |  | |
| Department: select from drop-down | Optional field, but meaningful for a complete master data record. | |  | |
| Location: select from drop-down   Caution  For the countries **CN**, **DE**,and **US** you need to fill this field, because based on the geo zone defined for the location, the range penetration in the Compensation Information block will be determined. | Recommendation  Required if integration with Employee Central Payroll is in place. | |  | |
| Timezone: defaulted based on value entered in field Location |  | |  | |
| Cost Center: select from drop-down |  | |  | |
| in the Job Information block: | Supervisor: select name of line manager from drop-down | For the first employee in the system type No Manager. | |  | |
| Job Classification: select from drop-down | Once the job classification is chosen, several fields related to job information will be auto-populated from that job classification based on the propagation rule configured in the instance. | |  | |
| Job Title: defaulted based on value entered in field Job Classification; read-only field |  | |  | |
| Local Job Title: defaulted based on value entered in field Job Classification; read-only field | Caution  Relevant field only for the following countries: **AU, SA, US**. | |  | |
| 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   Note  In case, you adapt the value, pay attention to the value in fields Working Days Per Week or FTE. | Caution  For country **DE**., make sure, that in case of a challenged employee the value of this field fits to the value maintained in field Working Hours Per Week (Challenged), located in the Global Information block of the Personal Information section. | |  | |
| Working Days Per Week: enter as appropriate, for example 5 |  | |  | |
| FTE: defaulted based on value entered in field Location; adapt if required | Note  In case you have adapted value of field Standard Weekly Hours, this value will also be automatically adapted. | |  | |
| Is Fulltime Employee: defaulted based on value entered in field Job Classification; 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  This information is country-specific. | Enter data as required in the country where the chosen company of the new hire is located. | Caution  For a detailed list refer to chapter [Job Information](#_Job_Information). | |  | |
| Caution  This test step might be relevant only for the following countries: AE, AU, DE, FR, GB, SA, US.  In case the Time Off content has been implemented together with the Core content from Upgrade Center, the Time Information block will be available for maintenance, too, containing fields Time Profile, Holiday Calendar Code, and Work Schedule .  In case the Payroll Time Sheet content has also been implemented from Upgrade Center, in addition to the above-mentioned fields, following fields are displayed for maintenance: Time Recording Profile, Time Recording Variant, Time Recording Admissibility, and Default Overtime Compensation Variant. | Maintain the fields as appropriate.   Note  For country **DE**, the value for Time Profile is defaulted with Generic Profile (DE)(DE\_Generic\_Profile) in case of a non-challenged employee and with Generic Profile Special Holiday (DE\_Generic\_Profile\_SH) in case of a challenged employee. The value of Holiday Calendar Code is defaulted with Federal Holidays(DE)(DE\_Federal\_Holidays). The value of Time Recording Variant is defaulted with Duration. Leave all defaulted values as are! | For details in maintaining the Time Off relevant fields in the Time Information block, refer to chapter Preliminary Steps of test script Request and Manage Time Off (FJ7) appropriate for your country.  For details in maintaining the Payroll Time Sheet relevant fields in the Time Information block, refer to test script Record Working Time (15S), chapter Preliminary Steps.   Recommendation  In case the Time Off module is not activated, field Work Schedule is not available either. Nevertheless, if it should be replicated to Employee Central Payroll, we recommend creating a customer-specific field with an associated picklist (see configuration guide of building block FK7(<YourCountry>) for details). In this case, select the appropriate custom specific value from the drop-down. | | Continue with test step # 9. |  | |
| 8b | OPTION 2 Position Management is implemented:  Enter Job Information for new Employee | In the Job Information section make the following entries: |  | The employee will be hired on a particular position, and several fields related to organizational information and job information will be auto-populated from that position based on the propagation rule configured in the instance. | |  |  |
| in the Target Position block: | Position: select from drop-down | After having selected the position, you can select the View Org Chart  icon next to this field to view details on the position in the org chart. | | In case the selected position does not allow multiple incumbents and has already an incumbent, the system will issue an appropriate message and you need to search for another position. |  |
| Position Entry Date: enter same date as hiring date, or different date if position entry date is different. | In case you leave the field empty, upon submitting the new hire record, the value will be automatically filled with the hiring date, and can be checked in the employee profile. | |  |  |
| in the Organizational Information block:   Note  Some fields are auto-populated based on the chosen position; leave them unchanged. | Company: value selected in the Identity section is defaulted; leave as is |  | |  |  |
| Business Unit: defaulted based on value entered in field Position |  | |  |
| Division: defaulted based on value entered in field Position |  | |  |
| Department: defaulted based on value entered in field Position |  | |  |
| Location: defaulted based on value entered in field Position   Note  For the countries **CN**, **DE** and **US,** this information is needed, because based on the geo zone defined for the location, the range penetration in the Compensation Information block will be determined. | Recommendation  Required if integration with Employee Central Payroll is in place. | |  |
| 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. | 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 new 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 | |  |
| Local Job Title: read-only field | Caution  Relevant field only for the following countries: **AU, SA, US**. | |  |
| 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 | Caution  For country **DE**., in case of a challenged employee, pay attention to the value maintained in field Working Hours Per Week (Challenged), located in the Global Information block of the Personal Information section | |  |
| 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  This information is country-specific. | Enter data as required in the country where the chosen company of the new hire is located. | Caution  For a detailed list refer to chapter [Job Information](#_Job_Information). | |  |
| Caution  This test step might be relevant only for the following countries: AE, AU, DE, FR, GB, SA, US.  In case the Time Off content has been implemented together with the Core content from Upgrade Center, the Time Information block will be available for maintenance, too, containing fields Time Profile, Holiday Calendar Code, and Work Schedule.  In case the Payroll Time Sheet content has also been implemented from Upgrade Center, in addition to the above-mentioned fields, following fields are displayed for maintenance: Time Recording Profile, Time Recording Variant, Time Recording Admissibility, and Default Overtime Compensation Variant. | Maintain the fields as appropriate.   Note  For country **DE**, the value for Time Profile is defaulted with Generic Profile (DE)(DE\_Generic\_Profile) in case of a non-challenged employee and with Generic Profile Special Holiday (DE\_Generic\_Profile\_SH) in case of a challenged employee. The value of Holiday Calendar Code is defaulted with Federal Holidays(DE)(DE\_Federal\_Holidays). The value of Time Recording Variant is defaulted with Duration. Leave all defaulted values as are! | For details in maintaining the Time Off relevant fields in the Time Information block, refer to chapter Preliminary Steps of test script Request and Manage Time Off (FJ7) appropriate for your country.  For details in maintaining the Payroll Time Sheet relevant fields in the Time Information block, refer to test script Record Working Time (15S), chapter Preliminary Steps.   Recommendation  In case the Time Off module is not activated, field Work Schedule is not available either. Nevertheless, if it should be replicated to Employee Central Payroll, we recommend creating a customer-specific field with an associated picklist (see configuration guide of building block FK7(<YourCountry>) for details). In this case, select the appropriate custom specific value from the drop-down. | | Continue with test step # 9. |  |
| 9 | Enter EEO Information for new Employee | Caution  This test step is only relevant for the following country: **US**.  In the EEO Information block of the Job Information section make following entries:  Note  EEO stands for “equal employment opportunity”. | EEO Category 1: select from drop-down |  | |  |  |
| EEO Category 4: enter as appropriate |  | |  |  |
| EEO Category 5: enter as appropriate |  | |  |  |
| EEO Category 6: enter as appropriate |  | |  |  |
| 10 | View Employment Details for new Employee | in the Employment Details block: | Hire Date: value defaulted from Identity section, leave as is | The original start date, seniority start date, and service date are defaulted to the hire date. | |  |  |
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| Is Contingent Worker: defaults to No; is read-only |  | |  |  |
| 11 | Enter Job Relationships for new Employee | In the Job Relationships block of the Job Information 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 new employee. | |  |  |
| Name: select from drop-down |  |  |
|  |  | |  |  |
| 12 | Enter Work Permit Information for new Employee (Optional) | Caution  This test step is only relevant for the following countries: **AE, AU, CN, FR, GB, SA**.   Caution  Required information in case of nationals of other countries than the country where the chosen company of the new hire is located.  In the Work Permit Info block, select the ⊕ Add Work Permit Info link. The editable fields show up and you can enter following information: | Country: select country of company from drop-down |  | |  |  |
| Document Type: select from drop-down | The values available for selection depend on the chosen country.   Caution  For country **SA**, the document of type SAU-Iqama is required by the Saudi authorities before non-Saudi national employees begin employment. | |  |
| Document Title: enter as appropriate |  | |  |
| Document Number: enter as appropriate |  | |  |
| Issue Date: select from calendar help |  | |  |
| Issue Place: enter as appropriate |  | |  |
| Issuing Authority: enter as appropriate |  | |  |
| Expiration Date: select from calendar help |  | |  |
| Validated: select from drop-down |  | |  |
| In case a scanned copy of the document needs to be attached, select the icon next to field Attachment. In the Choose File to Upload dialog box, browse for the document you want to upload, and then choose Open. | Caution  For country **AU**, for document type AUS-Visa a scanned copy of that visa needs to be attached. | |  |
| If appropriate, enter additional work permit document(s). For this, select the ⊕ Add Work Permit Info link. |  | |  |
| 13 | Continue | Choose the Continue pushbutton. |  |  | | The Compensation Information section in the Add New Employee screen is expanded.  For the countries **AE, AU, CN, DE, FR, GB, SA**, the pay components in the Compensation Information section are generated based on a preconfigured tariff table.  Recommendation  For details to possible pay components refer to the Pay Structure workbook appropriate for <YourCountry>. |  |
| 14 | Enter Compensation Information for new Employee | In the Compensation Information block make the following entries:   Note  This information is country-specific. | Enter data as required in the country where the chosen company of the new hire is located. | Caution  For a detailed list refer to chapter [Compensation Information](#_Compensation_Information). | | Once done, depending on the country of the company, following fields located in the Compensation Information block are filled automatically:   * Compa Ratio, Range Penetration and Annualized Salary for countries **DE** and **US** * Compa Ratio and Range Penetration for country **CN** * Annualized Salary for countries **AE, FR, GB,** and **SA**   Depending if integration with Employee Central Payroll is in place for your company or not, continue with test step # 15 and subsequent, or directly with test step # 16 and subsequent.  Note  The employee master data record can be saved also without entering the payment information. The payment information can be maintained also at a later point in time. |  | |
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| 15 | Enter Payment Information for new Employee (Optional) | If integration with Employee Central Payroll is in place, in order to ensure a correct integration, the employee’s payment information needs to be maintained in Employee Central. For this, select in the Payment Information block the ⊕ icon. The editable fields show up and you can enter following information:  Note  Technically it is possible to add the payment information also later on to the employee’s master data record. | Pay Type: select Main Payment Method from drop-down | Recommendation  Required if integration with Employee Central Payroll is in place. | |  |  | |
| Payment Method: select for example Bank Transfer (05) from drop-down | Recommendation  Required if integration with Employee Central Payroll is in place. | | Dependent on the chosen value, different editable fields are displayed. |  | |
| Purpose: enter if appropriate | Caution  This field is not relevant for country **AU**. | |  |  | |
| Bank Country: defaulted, upon entering payment method Bank Transfer, to the country, where the company is located | Recommendation  Required if integration with Employee Central Payroll is in place. | |  |  | |
| Enter other data as required in the country where the chosen company of the new hire is located. | Caution  For a detailed list refer to chapter [Payment Information](#_Payment_Information). | |  |  | |
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| In case you need to enter an additional payment information record, select the ⊕ icon, select a pay type other than Main Payment Method, for example Expenses, and fill the fields as appropriate. |  | |  |  | |
| 16 | Submit Data | Choose the Submit pushbutton, or alternatively the Continue pushbutton, both options having the same result. |  | Caution  For the country **FR**, validation rules have been defined to raise error messages in case fields are not filled as expected. You can select OK on the error message, go back to the appropriate blocks, make the entries, and then choose again the Submit button. For details on these validation rules, refer to the Foundation Objects workbook for FR. | | A success message is generated by the system informing you about the hire date of the new employee. You may choose to view the employee’s profile, add hiring data of another new employee, or simply return to the home page.  In case you have maintained the email address of the new employee, a Welcome to SuccessFactors email is sent automatically by the system to the new employee containing login information for the same.  In addition, an email notification is triggered to inform both the employee’s 2nd level manager and HR business partner about the new hired employee. |  | |
| 17 | View Employee Profile | Choose the View profile of <new employee name> link. |  |  | | You are directed to the Employee Files page of the newly hired employee. The Personal Information section is displayed by default. |  | |
| 18 | Verify Employee Personal Information | In the Personal Information section, verify the data displayed. | In the Personal Information block of the Personal Information subsection, check that the Formal Name has been generated automatically by the system based on the name format common for your country. |  | |  |  | |
| In the Biographical Information block of the Biographical Information subsection, check that a Person Id has been generated automatically by the system. | This statement is not valid in case during configuration it has been decided to make the field editable. | |  |  | |
| 19 | Verify Employee Employment Information | Go to the Employment Information section and verify the data displayed. | In the Job Information block of the Job Information subsection, check the value of field Employee Status. | If Position Management has been implemented in your instance:   * The value in field Time In Position (located in the Position Information block of the Organizational Information subsection) has been auto-calculated by the system. * In case the new employee’s position has a relationship of type Matrix Manager to another position having an incumbent, this relation type and incumbent name will be visible in the Job Relationships block of the Job Relationships subsection. | | New employee has Employee Status Active, and data matches what was maintained. |  | |
| In the Compensation block of the Compensation Information subsection, check that all <pay component> values are masked. To view the values, select the Show link (or Show all link, if several pay components have been maintained). |  | |  |  | |
| 20 | Verify Payment Information (Optional) | Go to the Payment Information section and verify the data displayed. | In case you have maintained in addition to the Main Payment Method an additional payment information record, select the Show more pushbutton to view this additional record. |  | |  |  | |
| 21 | Jump to Org Chart | To view the new 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 new employee is shown in a graphical mode.   Recommendation  Depending on the frequency, the sync job is scheduled with, it might take some minutes till the employee is visible in the Org Chart. In this case the system message Could not retrieve data for this user is displayed. If the error persists, refer to the Configuration Guide – Getting Started – Core, chapter Org Chart Error - Could not retrieve data for this user, to overcome the error. |  | |
| 22 | Verify Org Chart | To view the hierarchy, in which the new employee is embedded, select the Up One Level button. |  |  | | The employee’s line manager and peers are displayed in the org chart. |  | |

 Note

To view the employee’s profile at a later point in time proceed as follows: enter the employee’s name (or name parts) in the Search for actions or people box on the top right corner of the screen. 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. Verify his or her data.

 Note

In case the employee is hired in the future, he or she stays inactive in the system till the hiring date is reached. Only starting with that date, the employee will be visible in the org chart and the maintained data is also displayed in the Employee Files page.

 Note

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

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

To continue with maintaining hiring data at a later point in time, proceed as follows:

* Log on to Employee Central as HR Administrator.
* Select from the Home drop-down Admin Center. In the Manage Employees portlet of the Admin Center screen go to Update User Information → Manage Pending Hires.
* On the Pending Hires screen, the list of existing saved draft records of new employees is displayed.

 Note

Depending on the configuration in your instance, you might need to select Drafts (#) from the Drafts (#) drop-down to obtain the list.

* Choose the Hire button located to the left of the name of the pending hire for whom you want to continue entering hiring data. You are directed to the Add New Employee screen, where you can continue entering hiring data.

 Recommendation

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

 Note

In case you need to maintain data for the employee related to recurring deductions or one-time deduction, please refer to the test script of scope item Take Action: Job Change / Transfer / Pay Rate Change (FJ1).

 Note

Based on the permissions granted to the SAP BestPractices Employee (Self Service for EC) role, the employee can log on to the instance and view his or her data in the system.

 Note

Within the SAP Best Practices, some alerts related to end dates in the employee’s master data record are provided, and can be modified as per your business requirements.

* For all countries in scope, an alert regarding the end date of the probationary period of the employee is configured: the employee’s line manager and HR business partner will receive an email notification one month before the probationary period ends.
* For country **FR**, an alert regarding the end date of the employee’s contract is configured: in case of an employee with fixed-term contract, the employee’s line manager and HR business partner will receive an email notification 14 days before the contract ends.
* For employees, who are nationals of another country than the country where the hiring company is located, details related to the work permit have been maintained during hiring. An alert regarding the expiry date of the work permit document is configured: the employee, the employee’s line manager, and the employee’s HR business partner will receive an email informing them that the work permit document of the employee is getting expired soon and they need to trigger the process of prolonging it. Depending on the country of the company, the alert will be received in following situations:
* If country of company is **AE**: for a non-Emirati national, the work permit document of type UAE-Labor Card is getting expired in two month
* If country of company is **AU**: for a non-Australian national, the work permit document of type AUS-Visa is getting expired in three months
* If country of company is **CN**: for a non-Chinese national, any of the maintained work permit documents is getting expired in three months
* If country of company is **FR**: for a non-French national, the work permit document of type FRA-Visa or FRA - Resident Permit is getting expired in one month
* If country of company is **GB**: for a non-British national, the work permit document of type GB-Work Permit is getting expired in three months
* If country of company is **SA**: for a non-Saudi national, any of the maintained work permit documents is getting expired in three months

In most of the above enumerated countries, the employee is responsible for keeping his or her work permit information up-to-date in the system; refer to test script of scope item Data Change Employee File (FJ5), chapter Maintenance of Employee’s Work Eligibility Data, for more details.

 Note

In case of country **AU**, if corrections in the Job Information or Organizational Information subsections of the new hire record need to be made, the HR Administrator can perform these as follows: select the Clock (History) icon next to the Job Information block. In the Change History part of the upcoming dialog box, select the appropriate New Hire record and choose the Edit button. In the When would you like your changes to take effect? field, enter the hiring date and make the appropriate corrections. It is recommended to add in the Notes field details to the correction performed.

In case corrections have been performed to fields, which influence the pay components (like, for example, pay scale group, pay scale level, FTE, etc.), you need to check the automatically updated values in the Compensation Information and Compensation blocks. In case the suggested values for Pay Group and (Pay Component) Frequency do not fit to each other, you need to adapt this manually. To do so, select the Clock (History) icon next to the Compensation Information block. In the Change History part of the upcoming Compensation Information Changes dialog box, select the appropriate New Hire record and choose the Edit button. In the When would you like your changes to take effect? field, enter the hiring date and make the appropriate adaptions. Make sure to adapt also the (Pay Component) Amount in this case such that the annual salary of the employee is preserved.

Result

The hiring data of the new employee has been entered into the system. An email notification is sent out to both the 2nd level manager and HR business partner of the employee.

**If integration with Employee Central Payroll is in place**, the hiring data and payment information of the employee are replicated to Employee Central Payroll. In order to check the correctness of the replicated data, proceed as described in test script of scope item Integration with SAP SuccessFactors Employee Central Payroll (15O). In order to run a correct payroll in Employee Central Payroll, additional payroll-relevant data needs to be maintained for the employee. For this refer also to the test script of scope item Integration with SAP SuccessFactors Employee Central Payroll (15O), process step Maintaining Payroll-Relevant Employee Data, where the maintenance procedure for different payroll-relevant data is given.

#### Sending E-mail Notification about New Hired Employee

Purpose

Upon saving the record of the newly hired employee, an email notification with subject “The Add New Employee action for <employee name> has completed” is sent automatically to the 2nd Level Manager of the new employee, as well as to the HR Business Partner assigned to the new employee via the Job Relationships block (located in the Job Relationships subsection).

Prerequisites

The email address of the employee’s 2nd level manager and 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 New Hired Employee

Purpose

Both the 2nd Level Manager and the HR Business Partner of the newly hired employee receive email notifications informing them that the Add New Employee action has been completed for the new employee.

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

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

Purpose

**Only if Position Management has been implemented in your Employee Central instance:** upon saving the record of the newly hired employee, the position he or she is assigned to, is updated automatically with high-level information of the incumbent. This is visible in the position org chart.

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

### Entering Employee National ID Information (Optional, for France only)

 Caution

This chapter is only relevant for the following country: **FR**.

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 required in case the newly hired employee is a French national!

This information is replicated to Employee Central Payroll if integration is considered.

The HR Administrator enters the national ID information for the newly hired employee of French nationality.

Procedure

 Note

When describing the procedure of this step we consider that the HR Administrator performs it directly after viewing the new employee’s profile and is thus already on the My Employee File screen of the employee.

| Test Step # | Test Step Name | Instruction | User Entries: Field Name: User Action and Value | Additional Information | Expected Result | Pass / Fail / Comment |
| --- | --- | --- | --- | --- | --- | --- |
| 1 | Edit Biographical Information | Go to the Personal Information section. Select the Pencil (Edit)icon next to the Biographical Information block located in the Biographical Information subsection. |  |  | The Biographical Information dialog box is displayed. |  |
| 2 | Enter Biographical Information Details | In the Biographical Information block make the following entries: | Region Of Birth: select from drop-down | This field is visible and editable only in case the employee’s country of birth is France.   Recommendation  Required for a French national born in France if integration with Employee Central Payroll is in place. |  |  |
| Place Of Birth: enter as appropriate |  |  |  |
| 3 | Save Biographical Information Changes | Choose the Save button. |  |  | The message Your changes were successfully saved is displayed and you return to the employee’s Personal Information section. |  |
| 4 | Edit National ID Information | In the Personal Information section, select the ⊕icon next to the National ID Information block located in the National ID Information subsection. |  | Alternatively, you can select the Pencil (Edit)icon next to the National ID Information block located in the National ID Information subsection. | The National ID Information dialog box is displayed, containing the fields to be filled.   Note  In case you have chosen to select the Pencil (Edit)icon next to the National ID Information block, you need to select on the National ID Information dialog box the ⊕ Add link in order to obtain the editable fields. |  |
| 5 | Enter National ID Information | In the National ID Information block make the following entries: | Country: select France from drop-down |  |  |  |
| National Id Card Type: select NIR from drop-down |  |  |
| National Id: enter as appropriate   Caution  Make sure that the value you enter here conforms to the values entered in the fields Gender (Salutation), Date Of Birth, and Region Of Birth.   Example  An example which can be used for one test employee is as follows:  Salutation: Mr. (Gender: Male)  Date Of Birth: January 5th, 1982  Country Of Birth: France  Region of Birth: Calvados (14)  National Id: 1820114123446 67 | The format of the value is predefined as NYYMMNXNNNNNN NN, where:   * Digit 1 “N” represents the gender (1=Male, 2=Female); * Digits 2 and 3 “YY” represent the year of birth; * Digits 4 and 5 “MM” represent the month of birth; * For a person born in Metropolitan France, digits 6 and 7 “NX” represent the region of birth; * For a person born in Overseas Departments or in Overseas Territories, Collectivities and Countries related to France, digits 6, 7, and 8 “NXN” represent the region of birth; * Digits 14 and 15 “NN” are control characters.    Note  In case the employee is born in a country other than France, digits 6 to 10 reflect the country of birth. |  |
| Is Primary: select Yes from drop-down |  |  |
| 6 | Save National ID Information | Choose the Save button. |  | In case the entered National Id does not match the relevant details in the Personal Information block, you will receive a warning message. You can correct the entered details or, if you would like to continue using the current data, choose the Proceed button: the data will then be saved with the entered (potentially invalid) data. | The message Your changes were successfully saved is displayed and you return to the employee’s Personal Information section. |  |

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

Test Administration

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

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

Purpose

 Caution

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

The HR Administrator views if the position, to which the new employee has been assigned, has been updated as expected.

Procedure

| Test Step # | Test Step Name | | Instruction | Expected Result | | Pass / Fail / Comment |
| --- | --- | --- | --- | --- | --- | --- |
| 1 | Log on | Log on to Employee Central as HR Administrator. | | | The Home page is displayed. |  |
| 2 | Go to Company Info | From the Home drop-down, select Company Info. | | | The Company Info screen is displayed containing by default the Org Chart based on the logged-in user. |  |
| 3 | Search Employee Position | Go to the Position Org Chart tab.  To search for the position the employee is assigned to, proceed using one of the options below:  Option 1:  In the Search By field, select value Positions from the drop-down.  In the Search field, select from the drop-down the position on which the employee has been hired.  Option 2:  In the Search By field, select value People from the drop-down.  In the Search field, enter name or name parts of the newly hired employee. Select the appropriate employee from the list of suggested persons.  For both options, click on the calendar icon  located in the top right corner of the screen and select from the calendar help the hire date of the employee (or any other date after that date). | | | The position hierarchy starting from the selected position and containing one level below, if existing, is displayed. |  |
| 4 | View Employee Position High-Level Data | Verify that the number of current incumbents (visible in <current #> / <target #> FTE) has increased accordingly, for example by 1, and the new employee’s name is visible in the position rectangle. In addition, in case the number of target FTEs has been reached, the icon  (To be hired) should not be visible anymore. | | |  |  |
| 5 | View Employee Position Data | To view data of the position, click in the position org chart on the position. In the upcoming side panel, next to the position, choose the Show Position  icon located below <position title (code)> and next to as of <selected date>. | | | The Position: <position title (code)> window shows up containing the position details.  If the FTE value has been reached by hiring the employee, the field To Be Hired has turned automatically to No. The date of change (visible in field Start Date) coincides with the hiring date of the new employee. |  |
| 6 | Close Window | When done, choose X (Cancel). | | |  |  |
| 7 | View Current Incumbent | To view the current holder of the position, click in the position org chart on that position and in the upcoming side panel next to it choose Incumbent Details. | | | The menu is expanded and high-level details of the incumbent are shown. |  |
| 8 | Close Side Panel | When done, choose X (Close). | | |  |  |
| 9 | View Employee Org Chart | Go to the Org Chart tab. The new employee is shown in a graphical mode. If needed, you can go several levels up in the hierarchy to see the employee’s line manager and peers. The existence of a matrix manager of the new employee is marked by a Gamma sign . When you click on this Gamma sign, the matrix manager’s name is shown in an upcoming callout. When choosing the View Org Chart link in this callout, you are directed to the organizational chart of this person. The matrix relationship between the matrix manager and the new employee is represented by a dotted line. | | |  |  |

### Viewing New Hired Employee Data

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) | 2nd Level Manager and HR Business Partner (of the employee) | | | | |
| Responsibility | <State Service Provider, Customer or Joint Service Provider and Customer> | | | Duration | <duration> |

Purpose

 Caution

This process step needs to be executed by both the 2nd Level Manager and the HR Business Partner of the employee. As the procedure is the same for both roles, we describe it only once!

After having received the email notification about a new hired employee in their area of responsibility, the 2nd Level Manager and the HR Business Partner of the employee view the data of that employee as maintained in the system.

 Note

The information in the employee file visible for the 2nd Level Manager and HR Business Partner depends on the permissions granted to their individual roles!

Procedure

| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| --- | --- | --- | --- | --- |
| 1 | Log on | Go to your e-mail inbox and search the e-mail sent by the SAP SuccessFactors service mailbox.  Note  The subject of this email states something like “The Add New Employee action for <employee name> has completed.”  Open this e-mail and choose the available hyperlink. You are directed to the Employee Central login screen, where you need to enter your password (your username is already filled by default). | You are directed to the Employee Files page in which the Personal Information section of the newly hired employee is displayed. |  |
| 2 | View Employee Data | View the employee data maintained in the different sections, subsections, and blocks, visible as per your granted permissions. |  |  |

## Rehire

Purpose

In this chapter, the information to be maintained when an employee is rehired is detailed.

### Entering Rehiring Data

Test Administration

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

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

Purpose

The HR Administrator enters master data of an employee who has previously left the company and was then rehired by the same. This data includes legally mandated, company-specific, and personal data for the employee.

The employee‘s existing person ID in the system will be reactivated. By using the rehired employee’s old person ID, you will have a continuous history for the employee and static data, such as the address, which was created as part of the original employee master data, can be re-used.

Prerequisites

The particular employee must exist in your system. He or she must have been already hired (have employee status Active) in the past in order to have a person ID in the system.

The particular employee must have left previously the company in order to be rehired by the same. The Terminate action type must have been performed with value of field OK to Rehire set to Yes.

 Note

For details on executing the Terminate action type, refer to test script Take Action: Termination (FJ3).

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

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

If integration with Employee Central Payroll is in scope, in order to ensure a correct integration, the employee’s payment information needs to be maintained in Employee Central. For this, banks must have been maintained in the Employee Central instance in order to be available in the drop-down. Also, make sure that the same (house) banks have been setup in Employee Central Payroll in order for the replication of payment information from Employee Central to work successfully.

Procedure

 Caution

In the below Procedure table, only the fields valid for all countries in scope of the SAP Best Practices are listed. The country-specific fields for the different countries in scope are listed in chapter [Country-Specific Fields to be filled during Rehiring](#_Country-Specific_Fields_to_1). The link to the appropriate subchapter is given in the Additional Information column of the relevant fields together with the Caution icon.

 Caution

In the following we mention only the mandatory fields to be filled (they are marked with an asterisk on the screen) and those optional fields which need to be filled in order to achieve a meaningful employee master data record.

 Caution

The fields needed for a correct integration with Employee Central Payroll are also mentioned explicitly together with the Recommendation icon. You can also refer to configuration guide of building block FK7(<YourCountry>) or to the Employee Data workbook, to learn more about these fields.

In case you do not use integration to Employee Central Payroll, you may ignore these fields!

 Note

<YourCountry> is to be replaced by the two-letter code for your respective country, for example, AE, AU, etc.

 Note

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

| Test Step # | Test Step Name | Instruction | User Entries: Field Name: User Action and Value | Additional Information | Expected Result | Pass / Fail / Comment |
| --- | --- | --- | --- | --- | --- | --- |
| 1 | Log on | Log on to Employee Central as HR Administrator. |  | In case you have appropriate permissions, you can skip test steps # 2 to # 6, and do the following:   * From the Home drop-down, select 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 hiring date as appropriate and then continue with test step # 7. | The Home page is displayed. |  |
| 2 | Go to Org Chart screen | From the Home drop-down select Company Info and go to Org Chart tab. |  | Alternatively, if configured, you can go on your Home page to the My Info section and click on the Org Chart tile. | The Org Chart : <your name> screen is displayed. |  |
| 3 | Add New Employee | On the Org Chart : <your name> screen select the Add New Employee  icon located on the top right of the screen. |  | In case Position Management has been implemented, you can go on the Company Info screen also to the Position Org Chart tab and select there the Add New Employee  icon. | You are directed to the My Employee Files application and the Add New Employee screen is displayed. |  |
| 4 | Enter Identity Information for new Employee | In the Identity section make the following entries: | Hire Date: select from calendar help | Defaults to today’s date |  |  |
| Company: select the company relevant for your country | Caution  In case Position Management has been implemented and you want to assign the employee to a certain position, make sure the company you select here is the same as the company you selected while creating that particular position. Else, that position will not be available for selection in the Target Position block of the Job Information section. |  |
| Event Reason: select New Hire(HIRNEW) from drop-down |  |  |
| In the Name Information block make the following entries: | First Name: enter as appropriate | The data entered here is used by the system to search in the database for existing employees that might match. Therefore, at least first and last name, or combinations between first name, last name, and date of birth entered here should be correct.   Caution  For country **DE**., the format of the entered values needs to be DEUEV-compliant. If this is not the case, an error message is generated by the system. |  |
| Last Name: enter as appropriate |  |
| Salutation: select from drop-down |  |
| In the Biographical Information block make the following entries: | Date Of Birth: select from calendar help |  |
| Place Of Birth: enter as appropriate |  |  |
| 5 | Continue | Choose the Continue pushbutton. |  |  | The Duplicate Check dialog box is displayed listing the employees matching any of the data entered in the Identity section. |  |
| 6 | Select Employee to be Rehired | Choose the Accept match button located next to the employee you want to rehire. |  | The employee you choose should have status Terminated. | In the Employee Information block of the Identity section the employee’s old Person Id and any other existing data in the blocks of this section is added automatically. |  |
| 7 | Enter Identity Information of Rehired Employee | In the Identity section make the following entries: | Event Reason: select Rehire (REHREH)from drop-down |  |  |  |
| In the Name Information block check if the information is still valid: | First Name: adapt if appropriate | Caution  For country **DE**., the format of the entered name needs to be DEUEV-compliant. If this is not the case, an error message is generated by the system. |  |
| Middle Name: adapt if appropriate |  |  |
| Last Name: adapt if appropriate | If the employee has changed marital status in the meantime, his or her last name might have changed.   Caution  For country **DE**., the format of the entered name needs to be DEUEV-compliant. If this is not the case, an error message is generated by the system. |  |
| Suffix: select from drop-down, if appropriate |  |  |
| Salutation: adapt if appropriate | Recommendation  Required if integration with Employee Central Payroll is in place. |  |
| In the Biographical Information block check if the information is still valid: | Date Of Birth: select from calendar help in case a wrong date has been maintained during the previous employment of the employee at the company | Recommendation  Required if integration with Employee Central Payroll is in place. |  |
| Country Of Birth: adapt if a wrong country has been maintained during the previous employment of the employee at the company |  |  |
| Place Of Birth: enter as appropriate if not maintained during initial hiring | Caution  For country **DE**., the format of the entered value needs to be DEUEV-compliant. If this is not the case, an error message is generated by the system. |  |
| In the Employee Information block, check that the employee’s old Person Id has been taken over and is read-only. |  |  |  |
| Caution  This test step is only relevant for the following countries: **AE, AU, CN, FR, GB, SA, US**.  In the National ID Information block, check if the information is still valid. In case the rehired employee has gained in the meantime the nationality of the country where the company is located, you need to maintain this information. To do so, select the ⊕ Add link. The editable fields show up and you can enter the appropriate information.   Recommendation  Required information in case of rehired employees who are nationals of the country where the rehiring company is located.   Note  This information is replicated to Employee Central Payroll if integration is considered. | Enter data as required in the country where the chosen company of the rehired employee is located. | Caution  For a detailed list you can refer to chapter [National ID Information](#_Global_Information_1). |  |
|  |  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| 8 | Continue | Choose the Continue pushbutton. |  |  | The Personal Information section in the Add New Employee screen is expanded. |  |
| 9 | Enter Personal Information for rehired Employee | In the Personal Information block, you may decide to accept the data already existing in the system or adapt it as required. | Gender: dependent on the country of the company, proceed as follows:   * for the countries **AE, AU, FR, GB, SA,** the value isdefaulted based on the value entered for Salutation; leave as is * for the countries **DE** and **US** adapt if appropriate by selecting value from drop-down * for the country **CN**, two situations can arise:   + if the employee has gained meanwhile the Chinese nationality and you have maintained National Id Card Type Resident Identity Card, the gender is defaulted based on a preconfigured rule from the National Id   + otherwise, adapt if appropriate by selecting value from drop-down | Recommendation  Required if integration with Employee Central Payroll is in place. |  |  |
| Marital Status: adapt if appropriate by selecting value from drop-down | Optional field, but meaningful for a complete master data record. |  |  |
| Native Preferred Language: adapt if appropriate by selecting value from drop-down | Recommendation  Required if integration with Employee Central Payroll is in place. |  |
| Title: adapt if appropriate by selecting value from drop-down |  |  |
| Preferred Name: adapt if appropriate | Caution  Relevant field only for countries **CN** and **US**. |  |
| Prefix: adapt if appropriate | Caution  Relevant field only for country **CN**. |  |
| Nationality: adapt if appropriate by selecting value from drop-down | Recommendation  Required if integration with Employee Central Payroll is in place. |  |
| Challenge Status:adapt if appropriate | In case you select Yes, enter data in the fields Certificate Start Date, Certificate End Date as well as in the Global Information block. |  |
| Certificate Start Date: select from calendar help the start date of the certificate, which confirms that the employee is challenged | These fields need to be maintained only in case you have chosen for field Challenge Status value Yes. |  |
| Certificate End Date: select from calendar help date in accordance with the data on the certificate |  |
| In the Global Information block, you may decide to accept the data already existing in the system or adapt it as required.   Note  This information is country-specific. | Country: the country, where the company is located, is defaulted; leave as is |  |  |
| Maintain other data as required in the country where the chosen company of the rehired employee is located. | Caution  For a detailed list refer to chapter [Global Information](#_Global_Information_3). |  |
| In the Email Information block review the data already existing in the system and adapt if required:   Note  In case no email information has been maintained during the previous employment, select the ⊕ Add link. The editable fields show up and you can enter the appropriate information. | Email Type: Business is defaulted from the existing record; if it has not been maintained during the previous employment, select Business from drop-down | In case you select a value for this field, you must enter the email address, too! |  |
| Email Address: adapt as appropriate |  |  |
| Is Primary: select from drop-down, for example Yes | Only one email type can be maintained as primary. |  |
| in the Phone Information block review the data already existing in the system and adapt if required:   Note  In case no phone information has been maintained during the previous employment, select the ⊕ Add link. The editable fields show up and you can enter the appropriate information. | Phone Type: select from drop-down or accept existing value maintained during the previous employment | In case you select a value for this field, you must enter the phone number, too! |  |
| Phone Number: adapt as appropriate |  |  |
| Extension: enter if appropriate |  |  |
| Is Primary: select from drop-down, for example Yes | Only one phone type can be maintained as primary. |  |
| In the Home Address block review the data already existing in the system and adapt if required:   Note  This information is country-specific. | Country: the country where the company is located is defaulted; leave as is   Note  For countries **CN** and **DE**, if the rehired employee has become meanwhile a cross border worker, the country might be adapted by selecting from drop-down. | Recommendation  Required if integration with Employee Central Payroll is in place. |  |
| Maintain other data as required in the country where the chosen company of the rehired employee is located. | Caution  For a detailed list refer to chapter [Home Address](#_Home_Address_1). |  |
| 10 | Continue | Choose the Continue pushbutton. |  |  | The Job Information section in the Add New Employee screen is expanded.  In case only the Core content has been implemented from Upgrade Center, continue with Option 1 mentioned in below test step # 11a.  In case the Position Management content has been implemented together with the Core content from Upgrade Center, continue with Option 2 mentioned in below test step # 11b. |  |
| 11a | OPTION 1 Position Management is not implemented:  Maintain Job Information for rehired Employee | In the Job Information section, all data is taken over from the existing master data record of the rehired employee, except for Location and Supervisor. Review the data and adapt as appropriate: |  |  |  |  |
| In the Organizational Information block, all data is taken over from the existing master data record of the rehired employee, except for Location. Review the data and adapt as appropriate. | Company: value selected in the Identity section is defaulted; leave as is |  |  |
| Business Unit: adapt if appropriate by selecting value from drop-down |  |  |
| Division: adapt if appropriate by selecting value from drop-down | Optional field, but meaningful for a complete master data record. |  |
| Department: adapt if appropriate by selecting value from drop-down | Optional field, but meaningful for a complete master data record. |  |
| Location: select from drop-down   Caution  For the countries **CN**, **DE** and **US** you need to fill this field, because based on the geo zone defined for the location, the range penetration in the Compensation Information block will be determined. | Recommendation  Required if integration with Employee Central Payroll is in place. |  |
| Timezone: defaulted based on value entered in field Location |  |  |
| Cost Center: adapt if appropriate by selecting value from drop-down |  |  |
| In the Job Information block, all data is taken over from the existing master data record of the rehired employee, except for Supervisor. Review the data and adapt as appropriate. In our description, we consider that the data needs to be changed. | Supervisor: select name of line manager of rehired employee from drop-down |  |  |
| Job Classification: select from drop-down | Once the job classification is chosen, several fields related to job information will be auto-populated from that job classification based on the propagation rule configured in the instance. |  |
| Job Title: defaulted based on value entered in field Job Classification; read-only field |  |  |
| Local Job Title: defaulted based on value entered in field Job Classification; read-only field | Caution  Relevant field only for the following countries: **AU, SA, US**. |  |
| 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   Note  In case, you adapt the value, pay attention to the value in fields Working Days Per Week or FTE. | Caution  For country **DE**., make sure, that in case of a challenged employee the value of this field fits to the value maintained in field Working Hours Per Week (Challenged), located in the Global Information block of the Personal Information section. |  |
| Working Days Per Week: enter as appropriate, for example 5 |  |  |
| FTE: defaulted based on value entered in field Location; adapt if required | Note  In case you have adapted value of field Standard Weekly Hours, this value will also be automatically adapted. |  |
| Is Fulltime Employee: defaulted based on value entered in field Job Classification; 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. Several data are taken over from the existing master data record of the rehired employee, Review the data and adapt as appropriate. In our description, we consider that the data needs to be changed.   Note  This information is country-specific. | Enter data as required in the country where the chosen company of the rehired employee is located. | Caution  For a detailed list refer to chapter [Job Information](#_Job_Information_NOT). |  |
| Caution  This test step might be relevant only for the following countries: AE, AU, DE, FR, GB, SA, US.  In case the Time Off content has been implemented together with the Core content from Upgrade Center, the Time Information block will be available for maintenance, too, containing fields Time Profile, Holiday Calendar Code, and Work Schedule.  In case the Payroll Time Sheet content has also been implemented from Upgrade Center, in addition to the above-mentioned fields, following fields are displayed for maintenance: Time Recording Profile, Time Recording Variant, Time Recording Admissibility, and Default Overtime Compensation Variant. | The data maintained during the employee’s previous employment at the company is taken over. Adapt it as appropriate, or accept it as is.   Note  For country **DE**, the value for Time Profile is defaulted with Generic Profile (DE)(DE\_Generic\_Profile) in case of a non-challenged employee and with Generic Profile Special Holiday (DE\_Generic\_Profile\_SH) in case of a challenged employee. The value of Holiday Calendar Code is defaulted with Federal Holidays(DE)(DE\_Federal\_Holidays). The value of Time Recording Variant is defaulted with Duration. Leave all defaulted values as are! | For details in maintaining the Time Off relevant fields in the Time Information block, refer to chapter Preliminary Steps of test script Request and Manage Time Off (FJ7) appropriate for your country.  For details in maintaining the Payroll Time Sheet relevant fields in the Time Information block, refer to test script Record Working Time (15S), chapter Preliminary Steps.   Recommendation  In case the Time Off module is not activated, field Work Schedule is not available either. Nevertheless, if it should be replicated to Employee Central Payroll, we recommend creating a customer-specific field with an associated picklist (see configuration guide of building block FK7(<YourCountry>) for details). In this case, select the appropriate custom specific value from the drop-down. | Continue with test step # 12. |  |
| 11b | OPTION 2 Position Management is implemented:  Maintain Job Information for Rehired Employee | In the Job Information section, several data are taken over from the existing master data record of the rehired employee. Review the data and adapt as appropriate: |  | The employee will be rehired on a particular position, and several fields related to organizational information and job information will be auto-populated from that position based on the propagation rule configured in the instance. |  |  |
| in the Target Position block: | Position: select from drop-down | After having selected the position, you can select the View Org Chart icon next to this field to view details on the position in the org chart. | In case the selected position does not allow multiple incumbents and already has an incumbent, the system will issue an appropriate message and you need to search for another position. |  |
| Position Entry Date: defaults to the date the employee joined the company for the first time; enter same date as rehiring date, or different date if position entry date is different. |  |  |  |
| In the Organizational Information block:   Note  Some fields are auto-populated based on the chosen position; leave them unchanged. | Company: value selected in the Identity section is defaulted; leave as is |  |  |  |
| Business Unit: defaulted based on value entered in field Position |  |  |
| Division: defaulted based on value entered in field Position |  |  |
| Department: defaulted based on value entered in field Position |  |  |
| Location: defaulted based on value entered in field Position   Note  For the countries **CN**, **DE** and **US**, this information is needed, because based on the geo zone defined for the location, the range penetration in the Compensation Information block will be determined. | Recommendation  Required if integration with Employee Central Payroll is in place. |  |
| 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. | 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 rehired 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 |  |
| Local Job Title: read-only field | Caution  Relevant field only for the following countries: **AU, SA, US**. |  |
| 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 | Caution  For country **DE**., in case of a challenged employee, pay attention to the value maintained in field Working Hours Per Week (Challenged), located in the Global Information block of the Personal Information section. |  |
| Working Days Per Week: enter as appropriate, for example 5 |  |  |
| FTE: defaulted based on value entered in field Position; adapt it 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  This information is country-specific. | Enter data as required in the country where the chosen company of the rehired employee is located. | Caution  For a detailed list refer to chapter [Job Information](#_Job_Information_NOT). |  |
| Caution  This test step might be relevant only for the following countries: AE, AU, DE, FR, GB, SA, US.  In case the Time Off content has been implemented together with the Core content from Upgrade Center, the Time Information block will be available for maintenance, too, containing fields Time Profile, Holiday Calendar Code, and Work Schedule.  In case the Payroll Time Sheet content has also been implemented from Upgrade Center, in addition to the above-mentioned fields, following fields are displayed for maintenance: Time Recording Profile, Time Recording Variant, Time Recording Admissibility, and Default Overtime Compensation Variant. | The data maintained during the employee’s previous employment at the company is taken over. Adapt it as appropriate, or accept it as is.   Note  For country **DE**, the value for Time Profile is defaulted with Generic Profile (DE)(DE\_Generic\_Profile) in case of a non-challenged employee and with Generic Profile Special Holiday (DE\_Generic\_Profile\_SH) in case of a challenged employee. The value of Holiday Calendar Code is defaulted with Federal Holidays(DE)(DE\_Federal\_Holidays). The value of Time Recording Variant is defaulted with Duration. Leave all defaulted values as are! | For details in maintaining the Time Off relevant fields in the Time Information block, refer to chapter Preliminary Steps of test script Request and Manage Time Off (FJ7) appropriate for your country.  For details in maintaining the Payroll Time Sheet relevant fields in the Time Information block, refer to test script Record Working Time (15S), chapter Preliminary Steps.   Recommendation  In case the Time Off module is not activated, field Work Schedule is not available either. Nevertheless, if it should be replicated to Employee Central Payroll, we recommend creating a customer-specific field with an associated picklist (see configuration guide of building block FK7(<YourCountry>) for details). In this case, select the appropriate custom specific value from the drop-down. | Continue with test step # 12. |  |
| 12 | Maintain EEO Information for Rehired Employee | Caution  This test step is only relevant for the following country: **US**.  In the EEO Information block of the Job Information section, review the data as it has been taken over from the existing master data record of the rehired employee and adapt as appropriate:  Note  EEO stands for “equal employment opportunity”. | EEO Category 1: adapt if required |  |  |  |
| EEO Category 4: adapt if required |  |  |
| EEO Category 5: adapt if required |  |  |
| EEO Category 6: adapt if required |  |  |
| 13 | View Employment Details for Rehired Employee | in the Employment Details block: | Note that the seniority start date and service date are defaulted to the rehiring date, whereas the original start date defaults to the date the employee joined the company for the first time. |  |  |  |
| Is Contingent Worker: defaults to No; is read-only |  |  |  |
| 14 | Maintain Job Relationships for Rehired Employee | In the Job Relationships block, the data maintained during the previous employment of the employee is taken over. Review and adapt if appropriate:   Note  In case no job relationships have been maintained during the previous employment, select the ⊕ Add link. The editable fields show up and you can enter the appropriate information. | Relationship Type: select HR Manager from drop-down, if not already maintained | 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 rehired employee. |  |  |
| Name: adapt if appropriate by selecting value from drop-down |  |
|  |  |  |
| If Position Management has been implemented in your instance: in case Relationship Type Matrix Manager is also available, leave the existing details as they are, they will be updated automatically if appropriate. |  |  |
| 15 | Maintain Work Permit Information for Rehired Employee (Optional) | Caution  This test step is only relevant for the following countries: **AE, AU, CN, FR, GB, SA**.   Caution  Required information in case of nationals of other countries than the country where the chosen company of the rehired employee is located.  In the Work Permit Info block review if the data as taken over from the existing master data record of the rehired employee is still valid and adapt it if appropriate. | Country: select country of company from drop-down |  |  |  |
| Document Type: select from drop-down | The values available for selection depend on the chosen country.   Caution  For country **SA**, the document of type SAU-Iqama is required by the Saudi authorities before non-Saudi national employees begin employment. |  |
| Document Title: enter as appropriate |  |  |
| Document Number: enter as appropriate |  |  |
| Issue Date: select from calendar help |  |  |
| Issue Place: enter as appropriate |  |  |
| Issuing Authority: enter as appropriate |  |  |
| Expiration Date: select from calendar help |  |  |
| Validated: select from drop-down |  |  |
| In case a scanned copy of the document needs to be attached, select the  icon next to field Attachment. In the Choose File to Upload dialog box, browse for the document you want to upload, and then choose Open. | Caution  For country **AU**, for document type AUS-Visa a scanned copy of that visa needs to be attached. |  |
| If appropriate, enter additional work permit document(s). For this, select the ⊕ Add Work Permit Info link. |  |  |
| 16 | Continue | Choose the Continue pushbutton. |  |  | The Compensation Information section in the Add New Employee screen is expanded.  For the countries **AE, AU, CN, DE, FR, GB, SA**, the pay components in the Compensation Information section are generated based on a preconfigured tariff table.  Recommendation  For details to possible pay components refer to the Pay Structure workbook appropriate for <YourCountry>. |  |
| 17 | Maintain Compensation Information for Rehired Employee | In the Compensation Information block review the existing data and adapt as appropriate.   Note  This information is country-specific. | Adapt data as required in the country where the chosen company of the rehired employee is located. | Caution  For a detailed list refer to chapter [Compensation Information](#_Compensation_Information_1). | Once done, depending on the country of the company and on the data, that has been changed with respect to the initial record created when the employee has been hired, following fields located in the Compensation Information block are updated automatically:   * Compa Ratio, Range Penetration and Annualized Salary for countries **DE** and **US** * Compa Ratio and Range Penetration for country **CN** * Annualized Salary for countries **AE, FR, GB,** and **SA**   Depending if integration with Employee Central Payroll is in place for your company or not, continue with test step # 18 and subsequent, or directly with test step # 19 and subsequent.  Note  The employee master data record can be saved also without entering the payment information. The payment information can be maintained also at a later point in time. |  |
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| 18 | Maintain Payment Information of Rehired Employee (Optional) | If integration with Employee Central Payroll is in place, in order to ensure a correct integration, the employee’s payment information needs to be maintained in Employee Central. Check if the payment information as taken over from the master data record that was maintained during the employee’s previous employment at the company is still up to date. If the data is not up to date anymore, you need to adapt it.  Note  In this document, we assume that Payment Method BankTransfer (05)has been taken over from the master data record that was maintained during the employee’s previous employment at the company. | Pay Type: Main Payment Method has been taken over from existing master data record; leave as is | Recommendation  Required if integration with Employee Central Payroll is in place. |  |  |
| Payment Method: BankTransfer (05)has been taken over from existing master data record; leave as is | Recommendation  Required if integration with Employee Central Payroll is in place. | Dependent on the chosen value, different editable fields are displayed. |  |
| Purpose: enter if appropriate | Caution  This field is not relevant for country **AU**. |  |  |
| Bank Country: the country, where the company is located, has been taken over from the existing master data record | Recommendation  Required if integration with Employee Central Payroll is in place. |  |  |
| Adapt other data as required in the country where the chosen company of the rehired employee is located. | Caution  For a detailed list refer to chapter [Payment Information](#_Payment_Information_1). |  |  |
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| In case an additional payment information record has been maintained during the previous employment of the employee at the company, review it and adapt as appropriate. |  |  |  |
| In case you need to enter an additional payment information record, select the ⊕ icon, select a pay type other than Main Payment Method, for example Expenses, and fill the fields as appropriate. |  |  |  |
| 19 | Submit Data | Choose the Submit pushbutton, or alternatively the Continue pushbutton, both options having the same result. |  | Caution  For the country **FR**, validation rules have been defined to raise error messages in case fields are not filled as expected. You can select OK on the error message, go back to the appropriate blocks, make the entries, and then choose again the Submit button. For details on these validation rules, refer to the Foundation Objects workbook for FR. | A success message is generated by the system informing you about the hire date of the rehired employee. You may choose to view the employee’s profile, add hiring data of another new employee, or simply return to the home page.  In case you have maintained the email address of the rehired employee, a Welcome to SuccessFactors email is sent automatically by the system to the rehired employee containing login information for the same.  In addition, an email notification is triggered to inform both the employee’s 2nd level manager and HR business partner about the rehired employee. |  |
| 20 | View Employee Profile | Choose the View profile of <rehired employee name> link. |  |  | You are directed to the Employee Files page of the rehired employee. The Personal Information section is displayed by default. |  |
| 21 | Verify Employee Personal Information | In the Personal Information section, verify the data displayed. |  |  |  |  |
| 22 | Verify Employee Employment Information | Go to the Employment Information section and verify the data displayed. | In the Job Information block of the Job Information subsection, check the value of field Employee Status. | If Position Management has been implemented in your instance:   * The value in field Time In Position (located in the Position Information block of the Organizational Information subsection) has been auto-calculated by the system. * In case the rehired employee’s position has a relationship of type Matrix Manager to another position having an incumbent, this relation type and incumbent name will be visible in the Job Relationships block of the Job Relationships subsection. | The rehired employee has Employee Status Active and data matches what was maintained. |  |
| In the Compensation block of the Compensation Information subsection, check that all <pay component> values are masked. To view the values, select the Show link (or Show all link, if several pay components have been maintained). |  |  |  |
| 23 | Verify Payment Information (Optional) | Go to the Payment Information section and verify the data displayed. | In case you have maintained in addition to the Main Payment Method an additional payment information record, select the Show more pushbutton to view this additional record. |  |  |  |
| 24 | Jump to Org Chart | To view the rehired 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 rehired employee is shown in a graphical mode.   Recommendation  Depending on the frequency, the sync job is scheduled with, it might take some minutes till the employee is visible in the Org Chart. In this case the system message Could not retrieve data for this user is displayed. If the error persists, refer to the Configuration Guide – Getting Started – Core, chapter Org Chart Error - Could not retrieve data for this user, to overcome the error. |  |
| 25 | Verify Org Chart | To view the hierarchy, in which the rehired employee is embedded, select the Up One Level button. |  |  | The employee’s line manager and peers are displayed in the org chart. |  |

 Note

To view the employee’s profile at a later point in time proceed as follows: enter the employee’s name (or name parts) in the Search for actions or people box, in the top right corner of the screen. 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. Verify his or her data.

 Note

In case the employee is rehired in the future, he or she stays inactive in the system till the rehiring date is reached. Only starting with that date, the employee will be visible in the org chart and the maintained data is also displayed in the Employee Files page.

 Note

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

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

To continue with maintaining hiring data at a later point in time, proceed as follows:

* Log on to Employee Central as HR Administrator.
* Select from the Home drop-down Admin Center. In the Manage Employees portlet of the Admin Center screen go to Update User Information → Manage Pending Hires.
* On the Pending Hires screen, the list of existing saved draft records of new employees is displayed.

 Note

Depending on the configuration in your instance, you might need to select Drafts (#) from the Drafts (#) drop-down to obtain the list.

* Choose the Hire button located to the left of the name of the pending hire for whom you want to continue entering rehiring data. You are directed to the Add New Employee screen, where you can continue entering rehiring data.

 Recommendation

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

 Note

In case you need to maintain data for the employee related to recurring deductions or one-time deduction, please refer to the test script of scope item Take Action: Job Change / Transfer / Pay Rate Change (FJ1).

 Note

Based on the permissions granted to the SAP BestPractices Employee (Self Service for EC) role, the employee can log on to the instance and view his or her data in the system,

 Note

Within the SAP Best Practices, some alerts related to end dates in the employee’s master data record are provided, and can be modified as per your business requirements.

* For all countries in scope, an alert regarding the end date of the probationary period of the employee is configured: the employee’s line manager and HR business partner will receive an email notification one month before the probationary period ends.
* For country **FR**, an alert regarding the end date of the employee’s contract is configured: the employee’s line manager and HR business partner will receive an email notification 14 days before the contract ends.
* For employees, who are nationals of another country than the country where the rehiring company is located, details related to the work permit have been maintained during rehiring. An alert regarding the expiry date of the work permit document is configured: the employee, the employee’s line manager, and the employee’s HR business partner will receive an email informing them that the work permit document of the employee is getting expired soon and they need to trigger the process of prolonging it. Depending on the country of the company, the alert will be received in following situations:
* If country of company is **AE**: for a non-Emirati national, the work permit document of type UAE-Labor Card is getting expired in two month
* If country of company is **AU**: for a non-Australian national, the work permit document of type AUS-Visa is getting expired in three months
* If country of company is **CN**: for a non-Chinese national, any of the maintained work permit documents is getting expired in three months
* If country of company is **FR**: for a non-French national, the work permit document of type FRA-Visa or FRA - Resident Permit is getting expired in one month
* If country of company is **GB**: for a non-British national, the work permit document of type GB-Work Permit is getting expired in three months
* If country of company is **SA**: for a non-Saudi national, any of the maintained work permit documents is getting expired in three months

In most of the above enumerated countries, the employee is responsible for keeping his or her work permit information up-to-date in the system; refer to test script of scope item Data Change Employee File (FJ5), chapter Maintenance of Employee’s Work Eligibility Data, for more details.

 Note

In case of country **AU**, if corrections in the Job Information or Organizational Information subsections of the rehired employee record need to be made, the HR Administrator can perform these as follows: select the Clock (History) icon next to the Job Information block. In the Change History part of the upcoming dialog box, select the appropriate Rehire record and choose the Edit button. In the When would you like your changes to take effect? field, enter the rehiring date and make the appropriate corrections. It is recommended to add in the Notes field details to the correction performed.

In case corrections have been performed to fields, which influence the pay components (like, for example, pay scale group, pay scale level, FTE, etc.), you need to check the automatically updated values in the Compensation Information and Compensation blocks. In case the suggested values for Pay Group and (Pay Component) Frequency do not fit to each other, you need to adapt this manually. To do so, select the Clock (History) icon next to the Compensation Information block. In the Change History part of the upcoming Compensation Information Changes dialog box, select the appropriate Rehire record and choose the Edit button. In the When would you like your changes to take effect? field, enter the rehiring date and make the appropriate adaptions. Make sure to adapt also the (Pay Component) Amount in this case such that the annual salary of the employee is preserved.

Result

The rehiring data of the employee has been entered into the system. An email notification is sent out to both the 2nd level manager and HR business partner of the employee.

**If integration with Employee Central Payroll is in place**, the rehiring data and payment information of the employee are replicated to Employee Central Payroll. In order to check the correctness of the replicated data, proceed as described in test script of scope item Integration with SAP SuccessFactors Employee Central Payroll (15O). In order to run a correct payroll in Employee Central Payroll, additional payroll-relevant data needs to be maintained for the employee. For this refer also to the test script of scope item Integration with SAP SuccessFactors Employee Central Payroll (15O), process step Maintaining Payroll-Relevant Employee Data, where the maintenance procedure for different payroll-relevant data is given.

#### Sending E-mail Notification about Rehired Employee

Purpose

Upon saving the record of the rehired employee, an email notification with subject “The Re-hire action for <employee name> has completed” is sent automatically to the 2nd Level Manager of the rehired employee, as well as to the HR Business Partner assigned to the rehired employee via the Job Relationships block (located in the Job Relationships subsection).

Prerequisites

The email address of the employee’s 2nd level manager and 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 Rehired Employee

Purpose

Both the 2nd Level Manager and the HR Business Partner of the rehired employee receive email notifications informing them that the Re-hire action has been completed for the rehired employee.

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

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

Purpose

**Only if Position Management has been implemented in your Employee Central instance:** upon saving the record of the rehired employee, the position he or she is assigned to, is updated automatically with high-level information of the incumbent. This is visible in the position org chart.

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

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

Test Administration

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

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

Purpose

 Caution

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

The HR Administrator views if the position to which the rehired employee has been assigned has been updated as expected.

Procedure

| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| --- | --- | --- | --- | --- |
| 1 | Log on | Log on to Employee Central as HR Administrator. | The Home page is displayed. |  |
| 2 | Go to Company Info | From the Home drop-down, select Company Info. | The Company Info screen is displayed containing by default the Org Chart based on the logged-in user. |  |
| 3 | Search Employee Position | Go to the Position Org Chart tab.  To search for the position the employee is assigned to, proceed using one of the options below:  Option 1:  In the Search By field, select value Positions from the drop-down.  In the Search field, select from the drop-down the position on which the employee has been rehired.  Option 2:  In the Search By field, select value People from the drop-down.  In the Search field, enter name or name parts of the rehired employee. Select the appropriate employee from the list of suggested persons.  For both options, click on the calendar icon  located in the top right corner of the screen and select from the calendar help the rehire date of the employee (or any other date after that date). | The position hierarchy starting from the selected position and containing one level below, if existing, is displayed. |  |
| 4 | View Employee Position High-Level Data | Verify that the number of incumbents (visible in <current #>/<target #> FTE) has increased accordingly, for example by 1, and the employee’s name is visible in the position rectangle. In addition, in case the number of target FTEs has been reached, the icon  (To be hired) should not be visible anymore. |  |  |
| 5 | View Employee Position Data | To view data of the position, choose the position org chart on the position. In the upcoming side panel, next to the position, choose the Show Position  icon located below <position title (code)> and next to as of <selected date>. | The Position: <position title (code)> window shows up containing the position details.  If the FTE value has been reached by rehiring the employee, the field To Be Hired has turned automatically to No. The date of change (visible in field Start Date) coincides with the date the employee has been rehired. |  |
| 6 | Close Window | When done, choose X (Cancel). |  |  |
| 7 | View Current Incumbent | To view the current holder of the position, choose the position org chart on that position and in the upcoming side panel next to it choose Incumbent Details. | The menu is expanded and high-level details of the incumbent are shown. |  |
| 8 | Close Side Panel | When done, choose X (Close). |  |  |
| 9 | View Employee Org Chart | Go to the Org Chart tab. The rehired employee is shown in a graphical mode. If needed, you can go several levels up in the hierarchy to see the employee’s line manager and peers. The existence of a matrix manager of the rehired employee is marked by a Gamma sign . When you choose this Gamma sign, the matrix manager’s name is shown in an upcoming callout. When choosing View Org Chart link in this callout, you are directed to the organizational chart of this person. The matrix relationship between the matrix manager and the rehired employee is represented by a dotted line. |  |  |

### Viewing Rehired Employee Data

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) | 2nd Level Manager and HR Business Partner (of the employee) | | | | |
| Responsibility | <State Service Provider, Customer or Joint Service Provider and Customer> | | | Duration | <duration> |

Purpose

 Caution

This process step needs to be executed by both the 2nd Level Manager and the HR Business Partner of the employee. As the procedure is the same for both roles, we describe it only once!

After having received the email notification about a rehired employee in their area of responsibility, the 2nd Level Manager and the HR Business Partner of the employee view the data of that employee as maintained in the system.

 Note

The information in the employee file visible for the 2nd Level Manager and HR Business Partner depends on the permissions granted to their individual roles!

Procedure

| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| --- | --- | --- | --- | --- |
| 1 | Log on | Go to your e-mail inbox and search the e-mail sent by the SAP SuccessFactors service mailbox.  Note  The subject of this email states something like “The Re-hire action for <employee name> has completed.”  Open this e-mail and choose the available hyperlink. You are directed to the Employee Central login screen, where you need to enter your password (your username is already filled by default). | You are directed to the Employee Files page in which the Personal Information section of the rehired employee is displayed. |  |
| 2 | View Employee Data | View the employee data maintained in the different sections, subsections, and blocks, visible as per your granted permissions. |  |  |

# Country-Specific Fields to be filled during Hiring

## National ID Information

### United Arab Emirates (AE)

| User Entries: Field Name: User Action and Value | Additional Information |
| --- | --- |
| Country: select United Arab Emirates from drop-down | In case you select a value for this field, you must fill the fields below, too! |
| National Id Card Type: select Emirates ID from drop-down | The values available for selection depend on the chosen country. |
| National Id: enter as appropriate | The format of the value is predefined (NNN-NNNN-NNNNNNN-N) and consists of numbers only. |
| Is Primary: select Yes from drop-down |  |

### Australia (AU)

| User Entries: Field Name: User Action and Value | Additional Information |
| --- | --- |
| Country: select Australia from drop-down | In case you select a value for this field, you must fill the fields below, too! |
| National Id Card Type: select TFN–Tax File Number from drop-down | The values available for selection depend on the chosen country. |
| National Id: enter as appropriate | The format of the value is predefined (NNN NNN NNN) and consists of numbers only. |
| Is Primary: select Yes from drop-down |  |

### China (CN)

| User Entries: Field Name: User Action and Value | Additional Information |
| --- | --- |
| Country: select China from drop-down | In case you select a value for this field, you must fill the fields below, too! |
| National Id Card Type: select one of the following values from drop-down: Resident Identity Card, Resident Identity Card (Old), Passport Number | The values available for selection depend on the chosen country. |
| National Id: enter as appropriate | The format of the value is predefined, as follows:   * Resident Identity Card: NNNNNNNNNNNNNNNNNX.  Digits 7 to 14 represent the “Date of Birth code” of format YYYYMMDD (year/month/day). Digits 15 to 17 represent the order code. The last digit “X” represents the checksum, which is calculated based on an ISO algorithm. * Resident Identity Card(Old): NNNNNNNNNNNNNNNA, with A representing any letter * Passport Number: ANNNNNNNN, with A representing any of the letters E, e, G, g, S, s   In all these formats, N represents a number. |
| Is Primary: select Yes from drop-down | In case you maintain several National Id Card types, then only one of them can be maintained as primary. |

### United Kingdom (GB)

| User Entries: Field Name: User Action and Value | Additional Information |
| --- | --- |
| Country: select United Kingdom from drop-down | In case you select a value for this field, you must fill the fields below, too! |
| National Id Card Type: select National Insurance Number from drop-down | The values available for selection depend on the chosen country. |
| National Id: enter as appropriate | The format of the value is predefined as AA NN NN NN A, with A representing an upper-case letter and N representing a number.  The first character must not be D, F, I, Q, U or V.  The second character must not be D, F, I, O, Q, U or V.  The combinations BG, GB, KN, NK, NT, TN and ZZ should not be used as prefixes.  The last character can be any of the letters A, B, C or D.  The entered value will be validated and, if not correct, an appropriate error message will be issued. |
| Is Primary: select Yes from drop-down |  |

### Kingdom of Saudi Arabia (SA)

| User Entries: Field Name: User Action and Value | Additional Information |
| --- | --- |
| Country: select Saudi Arabia from drop-down | In case you select a value for this field, you must fill the fields below, too! |
| National Id Card Type: select NationalID from drop-down | The values available for selection depend on the chosen country. |
| National Id: enter as appropriate | The format of the value is predefined (1NNNNNNNNN) with N representing a number.  The entered value will be validated through Modulo 10 algorithm, and, if not correct, an appropriate error message will be issued. |
| Is Primary: select Yes from drop-down |  |

### United States (US)

| User Entries: Field Name: User Action and Value | Additional Information |
| --- | --- |
| Country: select United States from drop-down | In case you select a value for this field, you must fill the fields below, too! |
| National Id Card Type: select Social Security Number from drop-down | The values available for selection depend on the chosen country. |
| National Id: enter as appropriate | The format of the value is predefined (NNN-NN-NNNN) and consists of numbers only.  The entered value will be validated. If any of below mentioned conditions are true:   * the first part is 000 or 666, * the second part is 00, * the third part is 0000,   the system issues an appropriate error message. |
| Is Primary: select Yes from drop-down |  |

## Global Information

### United Arab Emirates (AE)

| User Entries: Field Name: User Action and Value | Additional Information |
| --- | --- |
| Religion: select from drop-down |  |
| WPS Code (Code on Labor Card): enter as appropriate | WPS Code stands for the employee’s wages protection system code, which is the same as given on the employee’s labor card. |
| Employer Unique ID: enter as appropriate |  |
| Profession for Legal Reporting: select from drop-down |  |
| Home Airport: select from drop-down | This field is relevant for non-Emirati employees only. |
| Exclude from Legal Reporting: select Yes from drop-down in case the employee is an external employee; else select No |  |

### Australia (AU)

 Note

All fields, except Number of Children and Religion, need to be filled only in case you have selected for field Challenge Status, located in the Personal Information block, value Yes.

| User Entries: Field Name: User Action and Value | Additional Information |
| --- | --- |
| Date Learned: select from calendar help | Date on which the employer has been informed about the employee’s challenge. |
| Religion: select from drop-down |  |
| Number of Children: enter if appropriate |  |
| Degree of Challenge: enter appropriate percentage |  |
| Challenge Group: select from drop-down |  |
| Type of Challenge: select from drop-down |  |
| Issuing Authority: enter as appropriate | Issuing Authority that certified the challenge. |
| Reference Number: enter as appropriate | Reference number of the official agency that certified the challenge. |

### China (CN)

| User Entries: Field Name: User Action and Value | Additional Information |
| --- | --- |
| Date Learned: select from calendar help | These fields need to be maintained only in case you have selected value Yes for field Challenge Status, located in the Personal Information block. |
| Challenged Group: select from drop-down |
| Hukou Type: select from drop-down |  |
| Travel Permit to Hong Kong: select from drop-down |  |
| Race: select from drop-down | Optional field, but meaningful for a complete master data record. |
| Number of Children: enter as appropriate | Optional field, but meaningful for a complete master data record. |
| Type of Challenge: select from drop-down | These fields need to be maintained only in case you have selected value Yes for field Challenge Status, located in the Personal Information block. |
| Issuing Authority: enter as appropriate |
| Reference Number: enter as appropriate |
| Travel Permit to Macau: select from drop-down |  |

### Germany (DE)

 Note

These fields need to be filled only in case you have selected value Yes for field Challenge Status, located in the Personal Information block.

| User Entries: Field Name: User Action and Value | Additional Information |
| --- | --- |
| Date Learned: select from calendar help | Date on which the employer has been informed about the employee’s challenge. |
| Date of Cession: select from calendar help | Date a person loses his/her severely challenged status. |
| Challenge Group: select from drop-down |  |
| Degree of Challenge: enter appropriate percentage |  |
| Credit Factor: enter as appropriate | Stipulates the credit with respect to positions reserved for severely challenged persons in accordance with the Severely Challenged Persons Law. |
| Type of Challenge: select from drop-down |  |
| Verification Type: select from drop-down |  |
| Issuing Authority: select from drop-down | Issuing Authority that certified the challenge. |
| City: enter as appropriate | City of the issuing office |
| In the Global Information block, select the Show <#> more fields link and make the following entries: |  |
| Reference Number: enter as appropriate | Reference number of the official agency that certified the challenge. |
| Challenged Person is Managing Director: select from drop-down |  |
| Working Hours Per Week (Challenged): select from drop-down if appropriate |  |

### France (FR)

 Note

All fields, except Number of Children, need to be filled only in case you have selected value Yes for field Challenge Status, located in the Personal Information block.

| User Entries: Field Name: User Action and Value | Additional Information |
| --- | --- |
| Challenge Group: select from drop-down |  |
| Number of Children: enter if appropriate |  |
| Degree of Challenge: enter appropriate percentage |  |
| Type of Challenge: select from drop-down |  |
| Issuing Authority: enter as appropriate | Issuing Authority that certified the challenge. |
| Reference Number: enter as appropriate | Reference number of the official agency that certified the challenge. |
| Date Learned: select from calendar help | Date on which the employer has been informed about the employee’s challenge. |

### United Kingdom (GB)

| User Entries: Field Name: User Action and Value | Additional Information |
| --- | --- |
| Date Learned: select from calendar help the date on which the employer has been informed about the employee’s challenge | This field needs to be filled only in case you have selected value Yes for field Challenge Status, located in the Personal Information block. |
| Ethnic Group: select from drop-down |  |
| Military Status: select from drop-down |  |
| Religion: select from drop-down |  |
| Number of Children: enter if appropriate |  |
| Degree of Challenge: enter appropriate percentage | These fields need to be filled only in case you have selected value Yes for field Challenge Status, located in the Personal Information block. |
| Challenge Group: select from drop-down |
| Type of Challenge: select from drop-down |
| Issuing Authority: enter the authority, which certified the challenge, as appropriate |
| Reference Number: enter the reference number of the official agency, which certified the challenge, as appropriate |
| Standard Occupational Classification Code: select from drop-down |  |

### Kingdom of Saudi Arabia (SA)

| User Entries: Field Name: User Action and Value | Additional Information |
| --- | --- |
| Entry Date (Islamic): select from calendar help, if appropriate | Date when the employee first entered the country with the given visa.   Note  This field is relevant for non-Saudi employees only. |
| Date Learned: select from calendar help the date on which the employer has been informed about the employee’s challenge | These fields need to be filled only in case you have selected value Yes for field Challenge Status, located in the Personal Information block. |
| Challenge Group: select from drop-down |
| Degree of Challenge: enter appropriate percentage |
| Type of Challenge: select from drop-down |
| Issuing Authority: enter the authority, which certified the challenge, as appropriate |
| Reference Number: enter the reference number of the official agency, which certified the challenge, as appropriate |
| Religion: select from drop-down |  |
| Blood Group: select from drop-down |  |
| In the Global Information block, select the Show <#> more fields link and make the following entries: |  |
| Home Airport:enter if appropriate | Note  This field is relevant for non-Saudi employees only. |
| Sponsor ID: enter as appropriate | The unique identifier as issued by the Ministry of Labor of the employer that sponsors the employee. |
| Profession for Legal Reporting: enter as appropriate | This information is used for legal reporting. |
| Passport Profession:enter as appropriate | Profession as stated on the passport. |
| Border Entry No.: enter if appropriate | The number that the border official entered on the visa upon the first entry with this visa. This number stays the same if the visa is extended.   Note  This field is relevant for non-Saudi employees only. |
| Port of Entry:enter if appropriate | The place where the employee first entered the country with the given visa.   Note  This field is relevant for non-Saudi employees only. |
| Family resides in Saudi Arabia: select from drop-down |  |
| Lives in Company Housing: select from drop-down |  |
| Exclude Employee from Legal Reporting: select Yes from drop-down in case the employee is an external employee; else select No |  |
| Language Proficiency Level: enter as appropriate |  |

### United States (US)

| User Entries: Field Name: User Action and Value | Additional Information |
| --- | --- |
| Ethnic Group: select from drop-down |  |
| Veteran: specify if the employee is a veteran or not, by selecting from drop-down |  |
| Challenged Veteran: specify if the employee is a veteran who is challenged or not, by selecting from drop-down | These fields need to be filled only in case you have selected value Yes for field Veteran. |
| Armed Forces Medal Veteran: specify if the employee is a veteran who received a medal or not, by selecting from drop-down |
| Recently Separated Veteran: select from drop-down if appropriate |
| Special Disabled Veteran: select from drop-down if appropriate |
| Vietnam Era Veteran: select from drop-down if appropriate |
| Other Disabled Veteran: specify if the employee is a veteran with a different type of challenge or not, by selecting from drop-down |
| In the Global Information block, select the Show <#> more fields link and make the following entries: |
| Other Protected Veteran: select from drop-down if appropriate |
| Date of Separation from Military Service: if appropriate, select from calendar help the date the employee officially left active duty from military service |
| Challenge Group: select from drop-down | These fields need to be filled only in case you have selected value Yes for field Challenge Status, located in the Personal Information block. |
| Degree of Challenge: enter appropriate percentage |
| Type of Challenge: select from drop-down |

## Home Address

### United Arab Emirates (AE)

| User Entries: Field Name: User Action and Value | Additional Information |
| --- | --- |
| Care Of: enter if appropriate |  |
| Street: enter as appropriate | Optional field, but meaningful for a complete master data record. |
| House Number: enter as appropriate | Optional field, but meaningful for a complete master data record. |
| City: enter as appropriate | Recommendation  Required if integration with Employee Central Payroll is in place. |
| Region: select from drop-down |  |
| Postal Code: enter as appropriate |  |
| District: enter if appropriate |  |
| Apartment: enter if applicable |  |
| Extra Address Line: enter if applicable |  |

### Australia (AU)

| User Entries: Field Name: User Action and Value | Additional Information |
| --- | --- |
| Street and House Number: enter as appropriate | Optional field, but meaningful for a complete master data record. |
| Suburb/Town: enter as appropriate | Recommendation  Required if integration with Employee Central Payroll is in place. |
| State: select from drop-down |  |
| Post Code: enter as appropriate |  |
| Address Line 2: enter if applicable |  |

### China (CN)

| User Entries: Field Name: User Action and Value | Additional Information |
| --- | --- |
| Detailed Address: enter as appropriate | Optional field, but meaningful for a complete master data record. |
| Street and House Number: enter if applicable |  |
| County/District: enter if applicable |  |
| City/Prefecture: enter as appropriate | Recommendation  Required if integration with Employee Central Payroll is in place. |
| Province: select from drop-down | Recommendation  Required if integration with Employee Central Payroll is in place. |
| Postal Code: enter as appropriate | Recommendation  Required if integration with Employee Central Payroll is in place. |

### Germany (DE)

| User Entries: Field Name: User Action and Value | Additional Information |
| --- | --- |
| Street: enter as appropriate |  |
| House Number: enter as appropriate |  |
| District: enter as appropriate |  |
| City: enter as appropriate | Recommendation  Required if integration with Employee Central Payroll is in place. |
| Postal Code: enter as appropriate |  |

### France (FR)

| User Entries: Field Name: User Action and Value | Additional Information |
| --- | --- |
| House Number: enter as appropriate | Optional field, but meaningful for a complete master data record. |
| Street: enter as appropriate | Optional field, but meaningful for a complete master data record. |
| Extra Address Line: enter if applicable |  |
| City: enter as appropriate | Recommendation  Required if integration with Employee Central Payroll is in place. |
| Department: select from drop-down | Recommendation  Required if integration with Employee Central Payroll is in place. |
| Postal Code: enter as appropriate | Recommendation  Required if integration with Employee Central Payroll is in place. |
| Municipality INSEE Code: enter as appropriate | This refers to the municipality where the employee lives and is needed for the N4DS statutory requirement in France. |

### United Kingdom (GB)

| User Entries: Field Name: User Action and Value | Additional Information |
| --- | --- |
| Street and House Number: enter as appropriate | Optional field, but meaningful for a complete master data record. |
| Address Line 2: enter if applicable |  |
| District: enter as appropriate |  |
| City: enter as appropriate | Recommendation  Required if integration with Employee Central Payroll is in place. |
| State: select from drop-down |  |
| Postal Code: enter as appropriate |  |
| County: select from drop-down |  |

### Kingdom of Saudi Arabia (SA)

| User Entries: Field Name: User Action and Value | Additional Information |
| --- | --- |
| Addressee: enter if applicable | Care of. |
| Street: enter as appropriate | Optional field, but meaningful for a complete master data record. |
| Extra Address Line: enter if applicable |  |
| Region: enter as appropriate |  |
| Postal Code: enter as appropriate |  |
| District: enter if applicable |  |
| House Number: enter as appropriate | Optional field, but meaningful for a complete master data record. |
| Apartment: enter if applicable |  |
| City: enter as appropriate | Recommendation  Required if integration with Employee Central Payroll is in place. |

### United States (US)

| User Entries: Field Name: User Action and Value | Additional Information |
| --- | --- |
| Address Line 1: enter as appropriate | Optional field, but meaningful for a complete master data record. |
| Address Line 2: enter if applicable |  |
| City: enter as appropriate | Recommendation  Required if integration with Employee Central Payroll is in place. |
| State: select from drop-down | Recommendation  Required if integration with Employee Central Payroll is in place. |
| ZIP: enter as appropriate | Recommendation  Required if integration with Employee Central Payroll is in place. |
| County: enter if applicable |  |

## Job Information

### United Arab Emirates (AE)

| User Entries: Field Name: User Action and Value | Additional Information |
| --- | --- |
| Probationary Period End Date: select from calendar help |  |
| Country: United Arab Emirates is set as default; read-only field |  |
| Employee Class:  Option 1: Position Management is not implemented: select from drop-down, for example Employee(AE) in case of an Emirati national, or Expatriate(AE) in case of a non-Emirati national  Option 2: Position Management is implemented: value is defaulted based on value entered in field Position; leave as is | Recommendation  Required if integration with Employee Central Payroll is in place. |
| Employment Type:  Option 1: Position Management is not implemented: select from drop-down, for example Entry level(AE) in case of an Emirati national, or Expat Entry level(AE) in case of a non-Emirati national  Option 2: Position Management is implemented: value is defaulted based on value entered in field Position in case the Employment Type field has been set up and maintained for the Position object. If this is not the case, you need to select a value from the value help. | Recommendation  Required if integration with Employee Central Payroll is in place. |
| Job Entry Date: select the same date as the hiring date of the new employee or select a different date, in case the job entry date differs from the hiring date | In case you leave the field empty, upon submitting the new hire record, the value will be automatically filled with the hiring date, and can be checked in the employee profile. |
| Pay Scale Type: automatically suggested, based on a preconfigured business rule, from the values maintained for fields Employee Class and Employment Type | Recommendation  For details to the preconfigured business rule refer to the Foundation Objects workbook for AE.   Recommendation  Required if integration with Employee Central Payroll is in place. |
| Pay Scale Area: automatically suggested, based on a preconfigured business rule, from the values maintained for fields Employee Class and Employment Type |
| Pay Scale Group: select from drop-down; available values depend on the Pay Scale Type and Pay Scale Area | Recommendation  For details to pay scale group and pay scale level values refer to the Pay Structure workbook for AE. |
| Pay Scale Level: select from drop-down; available values depend on the Pay Scale Group |

### Australia (AU)

| User Entries: Field Name: User Action and Value | Additional Information |
| --- | --- |
| Is Shift Employee: defaults to No; adapt if required |  |
| Country: Australia is set as default; read-only field |  |
| Probationary Period End Date: select from calendar help |  |
| Employee Class:  Option 1: Position Management is not implemented: select from drop-down, for example Permanent FullTime(AU)  Option 2: Position Management is implemented: value is defaulted based on value entered in field Position; leave as is | Recommendation  Required if integration with Employee Central Payroll is in place. |
| Employment Type:  Option 1: Position Management is not implemented: select from drop-down, for example Salaried(AU)  Option 2: Position Management is implemented: value is defaulted based on value entered in field Position in case the Employment Type field has been set up and maintained for the Position object. If this is not the case, you need to select a value from the value help. | Recommendation  Required if integration with Employee Central Payroll is in place. |
| Job Entry Date: select the same date as the hiring date of the new employee or select a different date, in case the job entry date differs from the hiring date | In case you leave the field empty, upon submitting the new hire record, the value will be automatically filled with the hiring date, and can be checked in the employee profile. |
| Pay Scale Type: select from drop-down; for example, CollectiveAgreement(AUS/01)  Note  The selected value should fit to the value selected for field Employment Type. | Recommendation  Required if integration with Employee Central Payroll is in place. |
| Pay Scale Area: select from drop-down; for example, Australia(AUS/02) | The pay scale area value needs to fit to the selected pay scale type value.   Recommendation  Required if integration with Employee Central Payroll is in place. |
| Pay Scale Group: select from drop-down; for example, Collective Agreement(AUS/02/01/A1) | Recommendation  For details to pay scale group and pay scale level values refer to the Pay Structure workbook for AU. |
| Pay Scale Level: select from drop-down; for example, 03(AUS/02/01/A1/03) |
| Initial Entry Date: select from calendar help the start date when the employee first started in the company | For example, if an employee was originally hired as an extrenal and then became a permanent employee, this is the date when he or she first entered the company as an external. |
| Entry into Group: select from calendar help the start date when the employee started in the organization he or she belongs to now |  |
| Contract Type: select from drop-down | Depending on the value selected, based on a preconfigured business rule, field Contract End Date may become mandatory.  Recommendation  For details to the preconfigured business rule refer to the Foundation Objects workbook for AU. |
| Contract End Date: select from calendar help | Mandatory field only for some Contract Typevalues, as per the preconfigured business rule. Otherwise, this field is not visible.  Recommendation  For details to the preconfigured business rule refer to the Foundation Objects workbook for AU. |

### China (CN)

| User Entries: Field Name: User Action and Value | Additional Information |
| --- | --- |
| Is Shift Employee: defaults to No; adapt if required |  |
| Is Cross Border Worker: defaults to No; adapt if required |  |
| Probationary Period End Date: select from calendar help |  |
| Country: China is set as default; read-only field |  |
| Employee Class:  Option 1: Position Management is not implemented: select from drop-down, for example Permanent(CN)  Option 2: Position Management is implemented: value is defaulted based on value entered in field Position; leave as is | Recommendation  Required if integration with Employee Central Payroll is in place. |
| Employment Type:  Option 1: Position Management is not implemented: select from drop-down, for example Salaried(CN)  Option 2: Position Management is implemented: value is defaulted based on value entered in field Position in case the Employment Type field has been set up and maintained for the Position object. If this is not the case, you need to select a value from the value help. | Recommendation  Required if integration with Employee Central Payroll is in place. |
| Job Entry Date: select the same date as the hiring date of the new employee or select a different date, in case the job entry date differs from the hiring date | In case you leave the field empty, upon submitting the new hire record, the value will be automatically filled with the hiring date, and can be checked in the employee profile. |
| Time In Job: read only | The value is auto-calculated by the system. |
| Pay Scale Type: select CN Standard Area(CHN/28) from drop-down | Recommendation  Required if integration with Employee Central Payroll is in place. |
| Pay Scale Area: select Mainland China(CHN/28) from drop-down | Recommendation  Required if integration with Employee Central Payroll is in place. |
| Pay Scale Group: select from drop-down; for example, Group1 (CHN/28/28/G1) | Recommendation  For details to pay scale group and pay scale level values refer to the Pay Structure workbook for CN. |
| Pay Scale Level: select from drop-down; for example, 01(CHN/28/28/G1/01) |
| Contract Type: select from drop-down | Optional field, but meaningful for a complete master data record. |
| Continued Sickness Pay Period: enter as appropriate |  |
| Continued Sickness Pay Measure: select from drop-down |  |
| Work Location: enter as appropriate |  |
| Labor Protection: defaults to No; adapt if the employee is allowed to work elsewhere |  |
| Initial Entry: select from calendar help the start date when the employee first started in the company | For example, if an employee was originally hired as a contractor and then became a permanent employee, this is the date when he or she first entered the company as a contractor. |
| Entry into Group: select from calendar help the start date when the employee started in the organization he or she belongs to now |  |
| Corporation: enter the company name |  |

### Germany (DE)

| User Entries: Field Name: User Action and Value | Additional Information |
| --- | --- |
| Is Shift Employee: defaults to No; adapt if required |  |
| Is Cross Border Worker: defaults to No; adapt if required |  |
| Probationary Period End Date: select from calendar help |  |
| Country: Germany is set as default; read-only field |  |
| Employee Class:  Option 1: Position Management is not implemented: select from drop-down, for example Employee(DE)  Option 2: Position Management is implemented: value is defaulted based on value entered in field Position; leave as is | Recommendation  Required if integration with Employee Central Payroll is in place. |
| Employment Type:  Option 1: Position Management is not implemented: select from drop-down, for example Salaried Employee (DE)  Option 2: Position Management is implemented: value is defaulted based on value entered in field Position in case the Employment Type field has been set up and maintained for the Position object. If this is not the case, you need to select a value from the value help. | Recommendation  Required if integration with Employee Central Payroll is in place. |
| Job Entry Date: select the same date as the hiring date of the new employee or select a different date, in case the job entry date differs from the hiring date | In case you leave the field empty, upon submitting the new hire record, the value will be automatically filled with the hiring date, and can be checked in the employee profile. |
| Pay Scale Type: select Collective Agreement(DEU/95) from drop-down | Recommendation  Required if integration with Employee Central Payroll is in place. |
| Pay Scale Area: select Germany(DEU/40) from drop-down | Recommendation  Required if integration with Employee Central Payroll is in place. |
| Pay Scale Group: select from drop-down; for example, G1(DEU/40/95/G1) | Recommendation  For details to pay scale group and pay scale level values refer to the Pay Structure workbook for DE. |
| Pay Scale Level: select from drop-down; for example, 01(DEU/40/95/G1/01) |
| Continued Sickness Pay Period: enter 42 | In case the Time Off content has been implemented in your instance together with the Core content from Upgrade Center: using the data maintained in these fields, the end date of continued pay is automatically calculated based on a preconfigured rule.  Recommendation  For more details to this rule refer to the appropriate Time Off workbook for **DE**. |
| Continued Sickness Pay Measure: select Days from drop-down |
| Competition Clause: defaults to No; adapt if required |  |
| Sideline Job Allowed: defaults to No; adapt if required |  |
| Notice Period: enter as appropriate |  |
| Initial Entry: select from calendar help the start date when the employee first started in the company | For example, if an employee was originally hired as an external and then became a permanent employee, this is the date when he or she first entered the company as an external. |
| Entry into Group: select from calendar help the start date when the employee started in the organization he or she belongs to now |  |
| Corporation: enter the company name as appropriate |  |

### France (FR)

| User Entries: Field Name: User Action and Value | Additional Information |
| --- | --- |
| Is Shift Employee: defaults to No; adapt if required |  |
| Probationary Period End Date: defaulted based on a preconfigured business rule | Recommendation  For details to the preconfigured business rule refer to the HR Transaction workbook for FR. |
| Country: France is set as default; read-only field |  |
| Employee Class:  Option 1: Position Management is not implemented: select from drop-down, for example Regular Employee(FR)  Option 2: Position Management is implemented: value is defaulted based on value entered in field Position; leave as is | Recommendation  Required if integration with Employee Central Payroll is in place. |
| Employment Type:  Option 1: Position Management is not implemented: select from drop-down, for example Day(FR)  Option 2: Position Management is implemented: value is defaulted based on value entered in field Position in case the Employment Type field has been set up and maintained for the Position object. If this is not the case, you need to select a value from the value help. | Recommendation  Required if integration with Employee Central Payroll is in place. |
| Pay Scale Type: select from drop-down, for example National Collective Agreement for the Personnel of Engineering Design Offices, Consulting Engineers(FRA/1486) | Recommendation  Required if integration with Employee Central Payroll is in place. |
| Pay Scale Area: select from drop-down   Note  In case you select Pay Scale Type National Collective Agreement for the Personnel of Engineering Design Offices, Consulting Engineers (FRA/1486) and Pay Scale Area for example Île-de-France (FRA/11), values for below mentioned fields Pay Scale Group and Pay Scale Level, will be available for selection, too. | Note  In general, pay scale groups and pay scale levels should be available for each combination of pay scale type and pay scale area. Within the SAP Best Practices, only the combination of pay scale type National Collective Agreement for the Personnel of Engineering Design Offices, Consulting Engineers (FRA/1486) and some pay scale area values is considered, for which values of pay scale group and pay scale level have been defined. For the other pay scale types and pay scale areas delivered in the SAP Best Practices, pay scale groups and levels can be defined in a similar way.   Recommendation  Required if integration with Employee Central Payroll is in place. |
| Pay Scale Group: in case of Pay Scale Type National Collective Agreement for the Personnel of Engineering Design Offices, Consulting Engineers (FRA/1486) and some values of Pay Scale Area, for example Île-de-France (FRA/11), select from drop-down, for example IC(FRA/11/1486/IC) in case the employee is a manager, or ETAM(FRA/11/1486/ETAM) in case the employee is a non-manager; else leave empty | Recommendation  For details to pay scale group and pay scale level values defined for the combination of pay scale type National Collective Agreement for the Personnel of Engineering Design Offices, Consulting Engineers (FRA/1486) and some pay scale area values, like for example Île-de-France (FRA/11), refer to the Pay Structure workbook for FR. |
| Pay Scale Level: in case of Pay Scale Type National Collective Agreement for the Personnel of Engineering Design Offices, Consulting Engineers (FRA/1486) and some values of Pay Scale Area**,** for example Île-de-France (FRA/11), select from drop-down for example Position 1.4.1; else leave empty |
| Contract Type: select from drop-down | Make sure that the selected value fits to the Employee Class value. |
| Contract End Date: select from calendar help | Caution  Required in case of contract types Fixed-term contract under private law, Fixed-term contract under public sector, Training agreement and Support contract. Nevertheless, an appropriate error message will be issued by the system upon submitting the new hire record and you can then return and maintain this field. |
| Fix Term Contract Reason: select from drop-down | Caution  Required in case of contract types Fixed-term contract under private law and Fixed-term contract under public sector. Nevertheless, an appropriate error message will be issued by the system upon submitting the new hire record and you can then return and maintain this field. |
| Additional Fix Term Contract Reason: enter if appropriate |  |
| Employment Contract Reference: enter if appropriate |  |
| Working Time Arrangements: select from drop-down, for example Full Time |  |
| Local Regime: select from drop-down if applicable |  |
| Mandatory Complementary Pension Category Code: select from drop-down if appropriate |  |
| Conventional Status: select from drop-down as appropriate |  |
| Professional Code and Socio-professional Category: select from drop-down as appropriate |  |
| Number of Initial Pôle Emploi Statement (Entertainment Worker): enter details of the employee's ASSEDIC statement if appropriate | Note  These fields are only relevant for registered entertainers who are employed as casual labor in the entertainment sector. |
| Pôle Emploi Certificate Object Number (Entertainment Worker): enter the employee's ASSEDIC certificate number if appropriate |
| Family Relationship with Employer: select from drop-down if relevant |  |
| Electoral College for Workers Representatives: select from drop-down if appropriate | The relevant electoral college that the employee belongs to. |
| Electoral College for Works Representatives: select from drop-down if appropriate | The electoral college for the works council that the employee belongs to. |
| Electoral College for Labor Court: select from drop-down if appropriate |  |
| Labor Court Sector: select from drop-down if appropriate |  |
| Excluded from Executive Section: No is defaulted; adapt if appropriate | Here you can choose if the employee should not participate in elections for works council or workers representatives. For example, if the employee is an executive. |
| Travel Distance: enter if relevant | The distance that the employee must travel to work. |

### United Kingdom (GB)

| User Entries: Field Name: User Action and Value | Additional Information |
| --- | --- |
| Is Shift Employee: defaults to No; adapt if required |  |
| Probationary Period End Date: defaulted based on a preconfigured business rule | Recommendation  For details to the preconfigured business rule refer to the HR Transaction workbook for GB. |
| Country: Great Britain is set as default; read-only field |  |
| Employee Class:  Option 1: Position Management is not implemented: select from drop-down, for example Permanent(GB)  Option 2: Position Management is implemented: value is defaulted based on value entered in field Position; leave as is | Recommendation  Required if integration with Employee Central Payroll is in place. |
| Employment Type:  Option 1: Position Management is not implemented: select from drop-down, for example Salaried(GB)  Option 2: Position Management is implemented: value is defaulted based on value entered in field Position in case the Employment Type field has been set up and maintained for the Position object. If this is not the case, you need to select a value from the value help. | Recommendation  Required if integration with Employee Central Payroll is in place. |
| Job Entry Date: select the same date as the hiring date of the new employee or select a different date, in case the job entry date differs from the hiring date | In case you leave the field empty, upon submitting the new hire record, the value will be automatically filled with the hiring date, and can be checked in the employee profile. |
| Pay Scale Type: select from drop-down; for example, Pay Agreement(GBR/20) | Recommendation  Required if integration with Employee Central Payroll is in place. |
| Pay Scale Area: select from drop-down; for example, Great Britain(GBR/10) | Recommendation  Required if integration with Employee Central Payroll is in place. |
| Pay Scale Group: select from drop-down; for example,Group 1(GBR/10/20/G1) | Recommendation  For details to pay scale group and pay scale level values refer to the Pay Structure workbook for GB. |
| Pay Scale Level: select from drop-down; for example, 01(GBR/10/20/G1/01) |
| Working Time Directive: leave No in case the employee has agreed to work more than 48 hours a week on average; else select Yes |  |
| WTD Working Hours Limit: in case you have chosen value Yes for the Working Time Directive field, the value of this field is defaulted to 48 | WTD stands for “Working Time Directive”. |
| TUPE Organization Number: enter identification number of the organization subject to TUPE regulations, if relevant | TUPE stands for “Transfer of Undertakings (Protection of Employment) Regulations”. |
| Pension Protection (Fixed or Enhanced): select Yes in case the employee has pension protection, either fixed or enhanced; else leave as is |  |
| Teachers Pensions: select Yes in case a pay component is relevant for teacher’s pensions; else leave as is |  |
| Contract Type: select from drop-down | Depending on the value selected, based on a preconfigured business rule, field Contract End Date may become mandatory.  Recommendation  For details to the preconfigured business rule refer to the Foundation Objects workbook for GB. |
| Initial Entry Date: select from calendar help the start date when the employee first started in the company | For example, if an employee was originally hired as a contractor and then became a permanent employee, this is the date when he or she first entered the company as a contractor. |
| Entry into Group: select from calendar help the start date when the employee started in the organization he or she belongs to now |  |
| Corporation: enter company name as appropriate |  |
| Contract End Date: select from calendar help | Mandatory field only for some Contract Typevalues, as per the preconfigured business rule. Otherwise, this field is not visible.  Recommendation  For details to the preconfigured business rule refer to the Foundation Objects workbook for GB. |

### Kingdom of Saudi Arabia (SA)

| User Entries: Field Name: User Action and Value | Additional Information |
| --- | --- |
| Probationary Period End Date: select from calendar help |  |
| Country: Saudi Arabia is set as default; read-only field |  |
| Employee Class:  Option 1: Position Management is not implemented: select from drop-down; for example, Employee(SA) in case of a Saudi national, or Expatriate(SA) in case of a non-Saudi national  Option 2: Position Management is implemented: value is defaulted based on value entered in field Position; leave as is | Recommendation  Required if integration with Employee Central Payroll is in place. |
| Employment Type:  Option 1: Position Management is not implemented: select from drop-down, for example Non-Management (SA) in case of a Saudi national, or Expat Non-Management (SA) in case of a non-Saudi national  Option 2: Position Management is implemented: value is defaulted based on value entered in field Position in case the Employment Type field has been set up and maintained for the Position object. If this is not the case, you need to select a value from the value help. | Recommendation  Required if integration with Employee Central Payroll is in place. |
| Job Entry Date: select the same date as the hiring date of the new employee or select a different date, in case the job entry date differs from the hiring date | In case you leave the field empty, upon submitting the new hire record, the value will be automatically filled with the hiring date, and can be checked in the employee profile |
| Pay Scale Type: automatically suggested, based on a preconfigured business rule, from the values maintained for fields Employee Class and Employment Type | Recommendation  For details to the preconfigured business rule refer to the Foundation Objects workbook for SA.   Recommendation  Required if integration with Employee Central Payroll is in place. |
| Pay Scale Area: automatically suggested, based on a preconfigured business rule, from the values maintained for fields Employee Class and Employment Type |
| Pay Scale Group: select from drop-down; available values depend on the Pay Scale Type and Pay Scale Area | Recommendation  For details to pay scale group and pay scale level values refer to the Pay Structure workbook for SA. |
| Pay Scale Level: select from drop-down; available values depend on the Pay Scale Group |
| Contract Type: select from drop-down | Depending on the value selected, based on a preconfigured business rule, field Contract End Date may become mandatory.  Recommendation  For details to the preconfigured business rule refer to the Foundation Objects workbook for SA. |
| Initial Entry: select from calendar help the start date when the employee first started in the company | For example, if an employee was originally hired as an external and then became a permanent employee, this is the date when he or she first entered the company as an external. |
| Entry into Group: select from calendar help the start date when the employee started in the organization he or she belongs to now |  |
| Contract End Date: select from calendar help | Mandatory field only in case Contract Type Fixed Term Contract has been selected. Otherwise, this field is not visible. The visibility of the field is obtained as per a preconfigured business rule.  Recommendation  For details to the preconfigured business rule refer to the Foundation Objects workbook for SA. |

### United States (US)

| User Entries: Field Name: User Action and Value | Additional Information |
| --- | --- |
| Is Shift Employee: defaults to No; adapt if required |  |
| Probationary Period End Date: select from calendar help |  |
| Country: United States is set as default; read-only field |  |
| Employee Class:  Option 1: Position Management is not implemented: select from drop-down; for example, Employee (US)  Option 2: Position Management is implemented: value is defaulted based on value entered in field Position; leave as is | Recommendation  Required if integration with Employee Central Payroll is in place. |
| FLSA Status: defaulted based on value entered in field Job Classification; adapt if required | Note  FLSA stands for Fair Labor Standards Act. |
| Employment Type:  Option 1: Position Management is not implemented: select from drop-down  Option 2: Position Management is implemented: value is defaulted based on value entered in field Position in case the Employment Type field has been set up and maintained for the Position object. If this is not the case, you need to select a value from the value help. | Recommendation  Required if integration with Employee Central Payroll is in place. |
| Job Entry Date: select the same date as the hiring date of the new employee or select a different date, in case the job entry date differs from the hiring date | In case you leave the field empty, upon submitting the new hire record, the value will be automatically filled with the hiring date, and can be checked in the employee profile. |
| Pay Scale Type: select from drop-down; the selected value should fit to the value selected for field Employment Type | Recommendation  Required if integration with Employee Central Payroll is in place. |
| Pay Scale Area: select USA – United States (USA/US) from drop-down | Recommendation  Required if integration with Employee Central Payroll is in place. |
| EEO Job Group: select from drop-down | Note  EEO stands for “equal employment opportunity”. |
| Continued Sickness Pay Period: enter as appropriate |  |
| Continued Sickness Pay Measure: select from drop-down |  |
| Competition Clause: defaults to No; adapt if there is a competition clause in the employee’s contract |  |
| Sideline Job Allowed: defaults to No; adapt if the employee is allowed to work elsewhere |  |
| Notice Period: enter if appropriate |  |
| Initial Entry: select from calendar help the start date when the employee first started in the company | For example, if an employee was originally hired as a contractor and then became a permanent employee, this is the date when he or she first entered the company as a contractor. |
| Entry into Group: select from calendar help the start date when the employee started in the organization he or she belongs to now |  |
| Corporation: enter the company name |  |



























## Compensation Information

### United Arab Emirates (AE)

| Instruction | User Entries: Field Name: User Action and Value | Additional Information |
| --- | --- | --- |
| The values of the fields in the Compensation Information block are automatically suggested, based on a preconfigured business rule.  Recommendation  For details to the preconfigured business rule refer to the Foundation Objects workbook for AE. | Pay Group: valueis suggested(for example AE – Monthly(AE)when using the example values given in this test script); leave as is | Recommendation  Required if integration with Employee Central Payroll is in place.  Note  In case the employee should not be considered for payroll run in the Employee Central Payroll system, meaning his/her employee class is External(AE) and employment type is Contractual(AE), value 99–Non Payroll(99)is suggested for this field. |
| Is Eligible For Car: select from drop-down |  |
| The values of the fields in the Compensation block are automatically suggested, based on a preconfigured business rule, from the values maintained for fields Pay Scale Group und Pay Scale Level.  In addition, you can maintain recurring payments, if appropriate.  Recommendation  For details to the preconfigured business rules refer to the Foundation Objects workbook for AE.  Note  Information needed to have a meaningful employee master data record. In case integration with Employee Central Payroll is in place, in the Employee Central Payroll system the salary information will be kept in infotype Basic Pay, whereas the recurring payments will be kept in infotype Recurring Payments/Deductions. | Pay Component: value is defaulted (for example AE –BasicSalary(1000AE) in case you use the example values given in this test script); leave as is | Recommendation  Required if integration with Employee Central Payroll is in place. |
| Amount: value is defaulted; adapt if required | Recommendation  Required if integration with Employee Central Payroll is in place. |
| Currency: AED is defaulted; leave as is | Defaults to the currency of the country where the company is located.   Recommendation  Required if integration with Employee Central Payroll is in place. |
| Frequency: value is defaulted based on Pay Component; leave as is | Recommendation  Required if integration with Employee Central Payroll is in place. |
| If appropriate, add a Pay Component related to recurring payments. For this select in the Compensation block the ⊕ Add link, select as Pay Component for example AE – Food allowance(1100AE) and enter data as appropriate. |  |

### Australia (AU)

| Instruction | User Entries: Field Name: User Action and Value | Additional Information |
| --- | --- | --- |
| The values of the fields in the Compensation Information block are automatically suggested, based on a preconfigured business rule.  Recommendation  For details to the preconfigured business rule refer to the Foundation Objects workbook for AU. | Pay Group: value AU - Fortnightly (A1) is suggested; leave as is or adapt if appropriate  Note  In case replication to Employee Central Payroll is in scope, you need to adapt the value for example to Monthly.  Note  In case you decide to adapt the pay group by selecting another value from the drop-down, make sure to adapt the values for Amount and Frequency, too. | Recommendation  Required if integration with Employee Central Payroll is in place.  Note  In case the employee should not be considered for payroll run in the Employee Central Payroll system, meaning his/her employee class is External(AU) and employment type is Contractors(AU), value AU–Non Payroll(AN)is suggested for this field. |
| Is Eligible For Car: select from drop-down |  |
| The values of most of the fields in the Compensation block are automatically suggested, based on a preconfigured business rule, from the values maintained for fields Pay Scale Group und Pay Scale Level.  Dependent on the chosen pay scale group and pay scale level, one or two pay components may be suggested automatically. One record refers to the basic pay of the employee. In case of pay scale group Collective Agreement or Salary, a second pay component, AU – First Aid Allowance (1520AU), is suggested. For the case that pay components are suggested, accept the defaulted values; otherwise maintain values as appropriate.  In addition, you can maintain recurring payments, if appropriate.  Recommendation  For details to the preconfigured business rules, to all possible combinations of pay scale group and levels, as well as the suggested pay components, refer to the Pay Structure and Foundation Objects workbooks for AU.  Note  Information needed to have a meaningful employee master data record. In case integration with Employee Central Payroll is in place, in the Employee Central Payroll system the information related to standard salary / rate / wage will be kept in infotype Basic Pay, whereas the recurring payments will be kept in infotype Recurring Payments/Deductions. | Pay Component: value is defaulted; leave as is | Recommendation  Required if integration with Employee Central Payroll is in place. |
| Amount: if value is defaulted, leave as is; otherwise enter a value as appropriate | Recommendation  Required if integration with Employee Central Payroll is in place. |
| Currency: AUD is defaulted; leave as is | Defaults to the currency of the country where the company is located.   Recommendation  Required if integration with Employee Central Payroll is in place. |
| Frequency: value is defaulted; leave as is  Note  In case you have adapted the pay group, make sure to adapt the value for Frequency, too. | Caution  In case of pay component AU - Standard Salary (1100AU) select from the drop-down a value that fits to the value of field Pay Group. Make sure to adapt in this case also the Amount such that the annual salary of the employee is preserved.   Recommendation  Required if integration with Employee Central Payroll is in place. |
| If appropriate, add a Pay Component related to recurring payments. For this, select in the Compensation block the ⊕ Add link, and select as Pay Component for example AU-Uniform Allowance(1120AU). The values in all fields are pre-populated per default. Accept the pre-populated amount or adapt it if appropriate. Make adaptions for other field values, if appropriate. |  |

### China (CN)

| Instruction | User Entries: Field Name: User Action and Value | Additional Information |
| --- | --- | --- |
| The values of the fields in the Compensation Information block are automatically suggested, based on a preconfigured business rule.  Recommendation  For details to the preconfigured business rule refer to the Foundation Objects workbook for CN. | Pay Group: valueCN – Monthly(CN)is suggested;leave as is  Note  In case the employee should not be considered for payroll run in the Employee Central Payroll system, meaning his/her employee class is Contingent(CN) or Contractor(CN), select value CN–Non Payroll(CQ) from drop-down. | Recommendation  Required if integration with Employee Central Payroll is in place. |
| Is Eligible For Car: select from drop-down |  |
| The values of the fields in the Compensation block are automatically suggested, based on a preconfigured business rule, from the values maintained for fields Pay Scale Group und Pay Scale Level.  In addition, you can maintain recurring payments, if appropriate.  Recommendation  For details to the preconfigured business rules refer to the Foundation Objects workbook for CN.  Note  Information needed to have a meaningful employee master data record. In case integration with Employee Central Payroll is in place, in the Employee Central Payroll system the salary information will be kept in infotype Basic Pay, whereas the recurring payments will be kept in infotype Recurring Payments/Deductions. | Pay Component: value CN-Monthly Salary(1000CN)is defaulted; leave as is | In case of an hourly paid employee (meaning employment type Hourly(CN)), you need to select CN - Hourly Rate(1001CN) from drop-down. The Frequency will then be defaulted automatically to Hourly(HOURLY).   Recommendation  Required if integration with Employee Central Payroll is in place. |
| Amount: value is defaulted; adapt if required | In case of an hourly paid employee, you need to enter an appropriate amount.   Recommendation  Required if integration with Employee Central Payroll is in place. |
| Currency: CNY is defaulted, leave as is | Defaults to the currency of the country where the company is located.   Recommendation  Required if integration with Employee Central Payroll is in place. |
| Frequency: value is defaulted based on Pay Component; leave as is | Recommendation  Required if integration with Employee Central Payroll is in place. |
| If appropriate, add a Pay Component related to recurring payments. For this, select in the Compensation block the ⊕ Add link, select as Pay Component for example CN–Car Allowance(1100CN), and enter data as appropriate. |  |

### Germany (DE)

| Instruction | User Entries: Field Name: User Action and Value | Additional Information |
| --- | --- | --- |
| The values of the fields in the Compensation Information block are automatically suggested, based on a preconfigured business rule.  Recommendation  For details concerning the preconfigured business rule, refer to the Foundation Objects workbook for DE. | Pay Group: value is suggested; leave as is | Recommendation  Required if integration with Employee Central Payroll is in place. |
| Is Eligible For Car: select from drop-down |  |
| For the employee classes Apprentice and Employee (all employment types except Hourly Wage Earner and all pay scale groups except AT(DEU/40/95/AT)) the values of the fields in the Compensation block are automatically suggested, based on a preconfigured business rule, from the values maintained for fields Pay Scale Group und Pay Scale Level.  In addition, you can maintain recurring payments, if appropriate.  Recommendation  For details concerning preconfigured business rules refer to the Foundation Objects workbook for DE.  Note  Information needed to have a meaningful employee master data record. In case integration with Employee Central Payroll is in place, in the Employee Central Payroll system the salary information will be kept in infotype Basic Pay, whereas the recurring payments will be kept in infotype Recurring Payments/ Deductions. | Pay Component: value is defaulted; leave as is | Caution  For Hourly Wage Earners and Interns choose (DE)–Hourly Rate(1400DE)from the drop-down. For non-pay scale employees choose DE–Non-Standard Salary(1200DE) from the drop-down.   Recommendation  Required if integration with Employee Central Payroll is in place. |
| Amount: value is defaulted; leave as is | Caution  For Hourly Wage Earners, Interns and non-pay scale employees enter appropriate data.   Recommendation  Required if integration with Employee Central Payroll is in place. |
| Currency: EUR is defaulted, leave as is | Defaults to the currency of the country where the company is located.   Recommendation  Required if integration with Employee Central Payroll is in place. |
| Frequency: value is defaulted; leave as is | For Hourly Wage Earners, Interns and non-pay scale employees a value suitable for the chosen Pay Component is defaulted.   Recommendation  Required if integration with Employee Central Payroll is in place. |
| If appropriate, add a Pay Component related to recurring payments. For this, select in the Compensation block the ⊕ Add link, select as Pay Component for example DE-Lump Sum for Overtime(2000DE), and enter data as appropriate. |  |

### France (FR)

| Instruction | User Entries: Field Name: User Action and Value | Additional Information |
| --- | --- | --- |
| In the Compensation Information block make entries as appropriate: | Pay Group: select from down, for example FR – Monthly(FR) | Recommendation  Required if integration with Employee Central Payroll is in place.  Note  In case the employee should not be considered for payroll run in the Employee Central Payroll system, meaning his/her employee class is Contingent (FR), then value 99 - Non Payroll (99)should be selected. |
| Is Eligible For Car: select from drop-down |  |
| In the Compensation block, select the ⊕ Add link. The editable fields show up and you can enter following salary information, as well as recurring payments, if appropriate:  Note  Information needed to have a meaningful employee master data record. In case integration with Employee Central Payroll is in place, in the Employee Central Payroll system the salary information will be kept in infotype Basic Pay, whereas the recurring payments will be kept in infotype Recurring Payments/ Deductions.  cid:image001.png@01D26CCB.6B5E51B0Note  In case of Pay Scale Type National Collective Agreement for the Personnel of Engineering Design Offices, Consulting Engineers (FRA/1486) and Pay Scale Area having for example value Île-de-France (FRA/11), the values of the fields Pay Component, Amount, Currency and Frequency, located in the Compensation block, are automatically suggested based on a preconfigured business rule from the values maintained for fields Pay Scale Group and Pay Scale Level. The suggested amount is a minimum value for the selected pay scale group and level and can be adapted as appropriate. For details to this preconfigured business rule refer to the Foundation Objects workbook for FR. | Pay Component: select from drop-down, for example FR - Monthly Salary(1000FR) | The Pay Component entered needs to fit to the selected Employment Type.   Recommendation  Required if integration with Employee Central Payroll is in place. |
| Amount: enter as appropriate | In case of an hourly paid employee, you need to enter an appropriate amount.   Recommendation  Required if integration with Employee Central Payroll is in place. |
| Currency: EUR is defaulted; leave as is | Defaults to the currency of the country where the company is located.   Recommendation  Required if integration with Employee Central Payroll is in place. |
| Frequency: value is defaulted based on Pay Component; leave as is | Recommendation  Required if integration with Employee Central Payroll is in place. |
| If appropriate, add a Pay Component related to recurring payments. For this, select in the Compensation block the ⊕ Add link, select as Pay Component for example FR-Area Allowance(1130FR). The currency and frequency are pre-populated per default. Enter an amount as appropriate. |  |

### United Kingdom (GB)

| Instruction | User Entries: Field Name: User Action and Value | Additional Information |
| --- | --- | --- |
| The values of the fields in the Compensation Information block are automatically suggested, based on a preconfigured business rule.  Recommendation  For details to the preconfigured business rule refer to the Foundation Objects workbook for GB. | Pay Group: value is suggested (for example GB – Monthly(GM) when using the example values given in this test script); leave as is | Recommendation  Required if integration with Employee Central Payroll is in place.  Note  In case the employee should not be considered for payroll run in the Employee Central Payroll system, meaning his/her employee class is Contingent (GB), then value GB – Non Payroll(GN)is defaulted. |
| Is Eligible For Car: select from drop-down |  |
| The values of the fields in the Compensation block are automatically suggested, based on a preconfigured business rule, from the values maintained for fields Pay Scale Group und Pay Scale Level.  In addition, you can maintain recurring payments, if appropriate.  Recommendation  For details to the preconfigured business rules refer to the Foundation Objects workbook for GB.  Note  Information needed to have a meaningful employee master data record. In case integration with Employee Central Payroll is in place, in the Employee Central Payroll system the salary information will be kept in infotype Basic Pay, whereas the recurring payments will be kept in infotype Recurring Payments/ Deductions. | Pay Component: value is defaulted (for example GB – Monthly Salary(1000GB) in case you use the example values given in this test script); leave as is | In case of an hourly paid employee (meaning employment type Hourly(GB)), you need to select GB - Hourly Rate(1001GB) from drop-down. The Frequency will then be defaulted automatically to Hourly(HOURLY).   Recommendation  Required if integration with Employee Central Payroll is in place. |
| Amount: value is defaulted; adapt if required | In case of an hourly paid employee, you need to enter an appropriate amount.   Recommendation  Required if integration with Employee Central Payroll is in place. |
| Currency: GBP is defaulted; leave as is | Defaults to the currency of the country where the company is located.   Recommendation  Required if integration with Employee Central Payroll is in place. |
| Frequency: value is defaulted based on Pay Component; leave as is | Recommendation  Required if integration with Employee Central Payroll is in place. |
| If appropriate, add a Pay Component related to recurring payments. For this, select in the Compensation block the ⊕ Add link, select as Pay Component for example GB-Area Allowance(1130GB). The currency and frequency are pre-populated per default.Enter an amount as appropriate. |  |

### Kingdom of Saudi Arabia (SA)

| Instruction | User Entries: Field Name: User Action and Value | Additional Information |
| --- | --- | --- |
| The values of the fields in the Compensation Information block are automatically suggested, based on a preconfigured business rule.  Recommendation  For details to the preconfigured business rule refer to the Foundation Objects workbook for SA. | Pay Group: value is suggested (for example SA – Monthly(SA) when using the example values given in this test script); leave as is | Recommendation  Required if integration with Employee Central Payroll is in place.  Note  In case the employee should not be considered for payroll run in the Employee Central Payroll system, meaning his/her employee class is External(SA) and employment type is Contractual(SA), value 99 – Non Payroll (99)is suggested for this field. |
| Is Eligible For Car: select from drop-down |  |
| The values of the fields in the Compensation block are automatically suggested, based on a preconfigured business rule, from the values maintained for fields Pay Scale Group und Pay Scale Level.  In addition, you can maintain recurring payments, if appropriate.  Recommendation  For details to the preconfigured business rules refer to the Foundation Objects workbook for SA.  Note  Information needed to have a meaningful employee master data record. In case integration with Employee Central Payroll is in place, in the Employee Central Payroll system the salary information will be kept in infotype Basic Pay, whereas the recurring payments will be kept in infotype Recurring Payments/ Deductions. | Pay Component: value is defaulted (for example SA - Basic Pay(1000SA) in case you use the example values given in this test script); leave as is | Recommendation  Required if integration with Employee Central Payroll is in place. |
| Amount: value is defaulted; adapt if required | Recommendation  Required if integration with Employee Central Payroll is in place. |
| Currency: SAR is defaulted; leave as is | Recommendation  Required if integration with Employee Central Payroll is in place. |
| Frequency: value is defaulted based on Pay Component; leave as is | Recommendation  Required if integration with Employee Central Payroll is in place. |
| If appropriate, add a Pay Component related to recurring payments. For this select in the Compensation block the ⊕ Add link, select as Pay Component for exampleSA – Allowance(2130SA) and enter data as appropriate. |  |

### United States (US)

| Instruction | User Entries: Field Name: User Action and Value | Additional Information |
| --- | --- | --- |
| In the Compensation Information block make the following entries: | Pay Group: select from drop-down, for example US-Monthly (UM) | Note  In case the employee should not be considered for payroll run in the Employee Central Payroll system, meaning his/her employment type is Non-payroll(US), value US–Non Payroll(UN)is suggested for this field.   Recommendation  Required if integration with Employee Central Payroll is in place. |
| Is Eligible For Car: select from drop-down |  |
| In the Compensation block, select the ⊕ Add link. The editable fields show up and you can enter following information:  Note  Information needed to have a meaningful employee master data record. In case integration with Employee Central Payroll is in place, in the Employee Central Payroll system the salary information will be kept in infotype Basic Pay, whereas the recurring payments will be kept in infotype Recurring Payments/Deductions. | Pay Component: select from drop-down, for example US - Monthly Salary(1002US) | The Pay Component entered needs to fit to the selected Pay Group.   Recommendation  Required if integration with Employee Central Payroll is in place. |
| Amount: enter as appropriate | Recommendation  Required if integration with Employee Central Payroll is in place. |
| Currency: USD is defaulted; leave as is | Recommendation  Required if integration with Employee Central Payroll is in place. |
| Frequency: defaulted based on chosen Pay Component; leave as is | In our example, the defaulted value is Monthly (MON).   Recommendation  Required if integration with Employee Central Payroll is in place. |
| If appropriate, add a Pay Component related to recurring payments. For this select in the Compensation block the ⊕ Add link, select as Pay Component for example US - Uniform allowance (1120US), and enter data as appropriate. |  |

## Payment Information

### United Arab Emirates (AE)

| User Entries: Field Name: User Action and Value | Additional Information |
| --- | --- |
| Account Owner: enter employee’s name manually |  |
| IBAN: enter as appropriate | The IBAN contains 23 characters and its format is AE<IBAN Checksum><Bank Code><Account Number>, where <IBAN Checksum> has length 2n, <Bank Code> has length 3n, and <Account Number> has length 16n, with n being a number. If the account number is less than 16 numbers, add zeros ahead to reach the required length. |
| Currency: defaulted to United Arab Emirates Dirham(AED) upon entering pay type; leave as is | In case the currency is not defaulted, select again the bank country or, alternatively, select the currency from the drop-down. |

### Australia (AU)

| User Entries: Field Name: User Action and Value | Additional Information |
| --- | --- |
| Account Owner: enter employee’s name manually |  |
| Routing Number: defaulted upon selecting the Bank; leave as is | Required field for payment method Bank Transfer; unique identifier of a bank.   Note  This field is the BSB (Bank State Branch) Number, in case you have renamed the field label after configuration. It has format XXX-XXX, with X an alphanumeric character. |
| Account Number: enter as appropriate   Note  Consists of at most 9 numbers. | Required field for payment methodBankTransfer; unique identifier of a bank account at a bank. |
| Currency: defaulted to Australian Dollar (AUD) upon entering pay type; leave as is | In case the currency is not defaulted, select again the bank country or, alternatively, select the currency from the drop-down. |

### China (CN)

| User Entries: Field Name: User Action and Value | Additional Information |
| --- | --- |
| Bank: select from drop-down |  |
| Account Owner: enter employee’s name manually |  |
| Routing Number: defaulted upon selecting the Bank; leave as is | Required field for payment method Bank Transfer; unique identifier of a bank.   Note  Consists of at most 15 alphanumeric characters, with hyphens allowed. |
| Account Number: enter as appropriate | Required field for payment methodBankTransfer; unique identifier of a bank account at a bank. |
| Business Identifier Code: defaulted upon selecting the Bank; leave as is |  |
| Currency: defaulted to Chinese Yuan(CNY) upon entering pay type; leave as is | In case the currency is not defaulted, select again the bank country or, alternatively, select the currency from the drop-down. |

### Germany (DE)

| User Entries: Field Name: User Action and Value | Additional Information |
| --- | --- |
| Account Owner: enter employee’s name manually |  |
| IBAN: enter as appropriate | The IBAN contains 22 characters and its format is DE<IBAN Checksum><Bank Code><Account Number>, where <IBAN Checksum> has length 2n, <Bank Code> has length 8n, and <Account Number> has length 10n, with n being a number. |
| Currency: defaulted to Euro(EUR) upon entering pay type; leave as is | In case the currency is not defaulted, select again the bank country or, alternatively, select the currency from the drop-down. |

### France (FR)

| User Entries: Field Name: User Action and Value | Additional Information |
| --- | --- |
| Account Owner: enter employee’s name manually |  |
| Bank Control Key (France): enter as appropriate; should be at most 2 numbers | Recommendation  Required if integration with Employee Central Payroll is in place. |
| IBAN: enter as appropriate | The IBAN contains 27 characters and its format is  FR<IBAN Checksum><Bank Code><Branch Code><Account Number><Check digits>, where <IBAN Checksum> has length 2n, <Bank Code> has length 5n, <Branch Code> has length 5n, <Account Number> has length 11c, and <Check digits> has length 2n, with n being a number and c being a character (letters and numbers). |
| Currency: defaulted to Euro(EUR) upon entering pay type; leave as is | In case the currency is not defaulted, select again the bank country or, alternatively, select the currency from the drop-down. |

### United Kingdom (GB)

| User Entries: Field Name: User Action and Value | Additional Information |
| --- | --- |
| Account Owner: enter employee’s name manually |  |
| Building Society Roll Number (UK): enter if appropriate |  |
| IBAN: enter as appropriate | The IBAN contains 22 characters and its format is  GB<IBAN Checksum><SWIFT/BIC Code><Sort Code><Account Number>,  where <IBAN Checksum> has length 2n, <SWIFT/BIC Code> has length 4a (first four characters of the BIC bank code), <Sort Code> has length 6n, and <Account Number> has length 8n, with a being a letter and n being a number. |
| Currency: defaulted to British Pound Sterling (GBP) upon entering pay type; leave as is | In case the currency is not defaulted, select again the bank country or, alternatively, select the currency from the drop-down. |

### Kingdom of Saudi Arabia (SA)

| User Entries: Field Name: User Action and Value | Additional Information |
| --- | --- |
| Account Owner: enter employee’s name manually |  |
| IBAN: enter as appropriate | The IBAN contains 24 characters and its format is SA<IBAN Checksum><Bank Code><Account Number>, where <IBAN Checksum> has length 2n, <Bank Code> has length 2n, and <Account Number> has length 18c, with n being a number and c being a character (letters and numbers). |
| Currency: defaulted to Saudi Riyal (SAR)upon entering pay type; leave as is | In case the currency is not defaulted, select again the bank country or, alternatively, select the currency from the drop-down. |

### United States (US)

| User Entries: Field Name: User Action and Value | Additional Information |
| --- | --- |
| Bank: select from drop-down |  |
| Account Owner: enter employee’s name manually |  |
| Account Type (USA): select from drop-down, for example Savings | Mandatory field in case of Bank Country United States.   Recommendation  Required if integration with Employee Central Payroll is in place. |
| Routing Number: defaulted upon selecting the Bank; leave as is | Required field for payment method Bank Transfer; unique identifier of a bank.   Note  Consists of at most 9 numbers, validated according to American Banker´s Association (ABA). |
| Account Number: enter as appropriate   Note  Consists of at most 18 alphanumeric characters, with hyphens allowed. | Required field for payment method Bank Transfer; unique identifier of a bank account at a bank. |
| Business Identifier Code: defaulted upon selecting the Bank; leave as is |  |
| Currency: defaulted to US Dollar (USD)upon entering pay type; leave as is | In case the currency is not defaulted, select again the bank country or, alternatively, select the currency from the drop-down. |

# Country-Specific Fields to be filled during Rehiring

## National ID Information

### United Arab Emirates (AE)

| User Entries: Field Name: User Action and Value | Additional Information |
| --- | --- |
| Country: select United Arab Emirates from drop-down | In case you select a value for this field, you must fill the fields below, too! |
| National Id Card Type: select Emirates ID from drop-down | The values available for selection depend on the chosen country. |
| National Id: enter as appropriate | The format of the value is predefined (NNN-NNNN-NNNNNNN-N) and consists of numbers only. |
| Is Primary: select Yes from drop-down |  |

### Australia (AU)

| User Entries: Field Name: User Action and Value | Additional Information |
| --- | --- |
| Country: select Australia from drop-down | In case you select a value for this field, you must fill the fields below, too! |
| National Id Card Type: select TFN–Tax File Number from drop-down | The values available for selection depend on the chosen country. |
| National Id: enter as appropriate | The format of the value is predefined (NNN NNN NNN) and consists of numbers only. |
| Is Primary: select Yes from drop-down |  |

### China (CN)

| User Entries: Field Name: User Action and Value | Additional Information |
| --- | --- |
| Country: select China from drop-down | In case you select a value for this field, you must fill the fields below, too! |
| National Id Card Type: select one of the following values from drop-down: Resident Identity Card, Resident Identity Card (Old), Passport Number | The values available for selection depend on the chosen country. |
| National Id: enter as appropriate | The format of the value is predefined, as follows:   * Resident Identity Card: NNNNNNNNNNNNNNNNNX  Digits 7 to 14 represent the “Date of Birth code” of format YYYYMMDD (year/month/day). Digits 15 to 17 represent the order code. The last digit “X” represents the checksum, which is calculated based on an ISO algorithm. * Resident Identity Card(Old): NNNNNNNNNNNNNNNA, with A representing any letter * Passport Number: ANNNNNNNN, with A representing any of the letters E, e, G, g, S, s   In all these formats, N represents a number. |
| Is Primary: select Yes from drop-down | In case you maintain several National Id Card types, then only one of them can be maintained as primary. |

### France (FR)

| User Entries: Field Name: User Action and Value | Additional Information |
| --- | --- |
| Country: select France from drop-down | In case you select a value for this field, you must fill the fields below, too! |
| National Id Card Type: select NIR from drop-down | The values available for selection depend on the chosen country. |
| National Id: enter as appropriate   Recommendation  Make sure that the value you enter here conforms to the values entered in the fields Gender (Salutation), Date Of Birth, and Region Of Birth. | The format of the value is predefined as NYYMMNXNNNNNN NN, where:   * Digit 1 “N” represents the gender (1=Male, 2=Female); * Digits 2 and 3 “YY” represent the year of birth; * Digits 4 and 5 “MM” represent the month of birth; * For a person born in Metropolitan France, digits 6 and 7 “NX” represent the region of birth; * For a person born in Overseas Departments or in Overseas Territories, Collectivities and Countries related to France, digits 6, 7, and 8 “NXN” represent the region of birth; * Digits 14 and 15 “NN” are control characters.    Note  In case the employee is born in a country other than France, digits 6 to 10 reflect the country of birth. |
| Is Primary: select Yes from drop-down |  |

### United Kingdom (GB)

| User Entries: Field Name: User Action and Value | Additional Information |
| --- | --- |
| Country: select United Kingdom from drop-down | In case you select a value for this field, you must fill the fields below, too! |
| National Id Card Type: select National Insurance Number from drop-down | The values available for selection depend on the chosen country. |
| National Id: enter as appropriate | The format of the value is predefined as AA NN NN NN A, with A representing an upper-case letter and N representing a number.  The first character must not be D, F, I, Q, U or V.  The second character must not be D, F, I, O, Q, U or V.  The combinations BG, GB, KN, NK, NT, TN and ZZ should not be used as prefixes.  The last character can be any of the letters A, B, C or D.  The entered value will be validated and, if not correct, an appropriate error message will be issued. |
| Is Primary: select Yes from drop-down |  |

### Kingdom of Saudi Arabia (SA)

| User Entries: Field Name: User Action and Value | Additional Information |
| --- | --- |
| Country: select Saudi Arabia from drop-down | In case you select a value for this field, you must fill the fields below, too! |
| National Id Card Type: select NationalID from drop-down | The values available for selection depend on the chosen country. |
| National Id: enter as appropriate | The format of the value is predefined (1NNNNNNNNN) with N representing a number.  The entered value will be validated through Modulo 10 algorithm and, if not correct, an appropriate error message will be issued. |
| Is Primary: select Yes from drop-down |  |

### United States (US)

| User Entries: Field Name: User Action and Value | Additional Information |
| --- | --- |
| Country: select United States from drop-down | In case you select a value for this field, you must fill the fields below, too! |
| National Id Card Type: select Social Security Number from drop-down | The values available for selection depend on the chosen country. |
| National Id: enter as appropriate | The format of the value is predefined (NNN-NN-NNNN) and consists of numbers only.  The entered value will be validated. If any of below mentioned conditions are true:   * the first part is 000 or 666, * the second part is 00, * the third part is 0000,   the system issues an appropriate error message. |
| Is Primary: select Yes from drop-down |  |

## Global Information

### United Arab Emirates (AE)

| User Entries: Field Name: User Action and Value | Additional Information |
| --- | --- |
| Religion: adapt if required by selecting from drop-down |  |
| WPS Code (Code on Labor Card): adapt as appropriate | WPS Code stands for the employee’s wages protection system code, which is the same as given on the employee’s labor card. |
| Employer Unique ID: adapt as appropriate |  |
| Profession for Legal Reporting: select from drop-down |  |
| Home Airport: adapt if required by selecting from drop-down | This field is relevant for non-Emirati employees only. |
| Exclude from Legal Reporting: select Yes from drop-down in case the employee is an external employee; else select No |  |

### Australia (AU)

 Note

All fields, except Number of Children and Religion, need to be filled only in case you have selected for field Challenge Status, located in the Personal Information block, value Yes.

| User Entries: Field Name: User Action and Value | Additional Information |
| --- | --- |
| Date Learned: select from calendar help | Date on which the employer has been informed about the employee’s challenge. |
| Religion: select from drop-down |  |
| Number of Children: enter if appropriate |  |
| Degree of Challenge: enter appropriate percentage |  |
| Challenge Group: select from drop-down |  |
| Type of Challenge: select from drop-down |  |
| Issuing Authority: enter as appropriate | Issuing Authority that certified the challenge. |
| Reference Number: enter as appropriate | Reference number of the official agency that certified the challenge. |

### China (CN)

| User Entries: Field Name: User Action and Value | Additional Information |
| --- | --- |
| Date Learned: select from calendar help | These fields need to be maintained only in case you have selected value Yes for field Challenge Status, located in the Personal Information block. |
| Challenged Group: select from drop-down |
| Hukou Type: select from drop-down |  |
| Travel Permit to Hong Kong: select from drop-down |  |
| Race: select from drop-down | Optional field, but meaningful for a complete master data record. |
| Number of Children: enter as appropriate | Optional field, but meaningful for a complete master data record. |
| Type of Challenge: select from drop-down | These fields need to be maintained only in case you have selected value Yes for field Challenge Status, located in the Personal Information block. |
| Issuing Authority: enter as appropriate |
| Reference Number: enter as appropriate |
| Travel Permit to Macau: select from drop-down |  |

### Germany (DE)

 Note

These fields need to be filled only in case you have selected value Yes for field Challenge Status, located in the Personal Information block.

| User Entries: Field Name: User Action and Value | Additional Information |
| --- | --- |
| Date Learned: select from calendar help | Date on which the employer has been informed about the employee’s challenge. |
| Date of Cession: select from calendar help | Date a person loses his/her severely challenged status. |
| Challenge Group: select from drop-down |  |
| Degree of Challenge: enter appropriate percentage |  |
| Credit Factor: enter as appropriate | Stipulates the credit with respect to positions reserved for severely challenged persons in accordance with the Severely Challenged Persons Law. |
| Type of Challenge: select from drop-down |  |
| Verification Type: select from drop-down |  |
| Issuing Authority: select from drop-down | Issuing Authority that certified the challenge |
| City: enter as appropriate | City of the issuing office |
| In the Global Information block, select the Show <#> more fields link and make the following entries: |  |
| Reference Number: enter as appropriate | Reference number of the official agency that certified the challenge. |
| Challenged Person is Managing Director: select from drop-down |  |
| Working Hours Per Week (Challenged): select from drop-down if appropriate |  |

### France (FR)

 Note

All fields, except Number of Children, need to be filled only in case you have selected value Yes for field Challenge Status, located in the Personal Information block.

| User Entries: Field Name: User Action and Value | Additional Information |
| --- | --- |
| Challenge Group: select from drop-down |  |
| Number of Children: enter if appropriate |  |
| Degree of Challenge: enter appropriate percentage |  |
| Type of Challenge: select from drop-down |  |
| Issuing Authority: enter as appropriate | Issuing Authority that certified the challenge. |
| Reference Number: enter as appropriate | Reference number of the official agency that certified the challenge. |
| Date Learned: select from calendar help | Date on which the employer has been informed about the employee’s challenge. |

### United Kingdom (GB)

| User Entries: Field Name: User Action and Value | Additional Information |
| --- | --- |
| Date Learned: select from calendar help the date on which the employer has been informed about the employee’s challenge | This field needs to be filled only in case you have selected value Yes for field Challenge Status, located in the Personal Information block. |
| Ethnic Group: select from drop-down |  |
| Military Status: select from drop-down |  |
| Religion: select from drop-down |  |
| Number of Children: enter if appropriate |  |
| Degree of Challenge: enter appropriate percentage | These fields need to be filled only in case you have selected value Yes for field Challenge Status, located in the Personal Information block. |
| Challenge Group: select from drop-down |
| Type of Challenge: select from drop-down |
| Issuing Authority: enter the authority, which certified the challenge, as appropriate |
| Reference Number: enter the reference number of the official agency, which certified the challenge, as appropriate |
| Standard Occupational Classification Code: select from drop-down |  |

### Kingdom of Saudi Arabia (SA)

| User Entries: Field Name: User Action and Value | Additional Information |
| --- | --- |
| Entry Date (Islamic): select from calendar help, if appropriate | Date when the employee first entered the country with the given visa.   Note  This field is relevant for non-Saudi employees only. |
| Date Learned: select from calendar help the date on which the employer has been informed about the employee’s challenge | These fields need to be filled only in case you have selected value Yes for field Challenge Status, located in the Personal Information block. |
| Challenge Group: select from drop-down |
| Degree of Challenge: enter appropriate percentage |
| Type of Challenge: select from drop-down |
| Issuing Authority: enter the authority, which certified the challenge, as appropriate |
| Reference Number: enter the reference number of the official agency, which certified the challenge, as appropriate |
| Religion: select from drop-down |  |
| Blood Group: select from drop-down |  |
| In the Global Information block, select the Show <#> more fields link and make the following entries: |  |
| Home Airport:enter if appropriate | Note  This field is relevant for non-Saudi employees only. |
| Sponsor ID: enter as appropriate | The unique identifier as issued by the Ministry of Labor of the employer that sponsors the employee. |
| Profession for Legal Reporting: enter as appropriate | This information is used for legal reporting. |
| Passport Profession:enter as appropriate | Profession as stated on the passport. |
| Border Entry No.: enter if appropriate | The number that the border official entered on the visa upon the first entry with this visa. This number stays the same if the visa is extended.   Note  This field is relevant for non-Saudi employees only. |
| Port of Entry:enter if appropriate | The place where the employee first entered the country with the given visa.   Note  This field is relevant for non-Saudi employees only. |
| Family resides in Saudi Arabia: select from drop-down |  |
| Lives in Company Housing: select from drop-down |  |
| Exclude Employee from Legal Reporting: select Yes from drop-down in case the employee is an external employee; else select No |  |
| Language Proficiency Level: enter as appropriate |  |

### United States (SA)

| User Entries: Field Name: User Action and Value | Additional Information |
| --- | --- |
| Ethnic Group: select from drop-down |  |
| Veteran: specify if the employee is a veteran or not, by selecting from drop-down |  |
| Challenged Veteran: specify if the employee is a veteran who is challenged or not, by selecting from drop-down | These fields need to be filled only in case you have selected value Yes for field Veteran. |
| Armed Forces Medal Veteran: specify if the employee is a veteran who received a medal or not, by selecting from drop-down |
| Recently Separated Veteran: select from drop-down if appropriate |
| Special Disabled Veteran: select from drop-down if appropriate |
| Vietnam Era Veteran: select from drop-down if appropriate |
| Other Disabled Veteran: specify if the employee is a veteran with a different type of challenge or not, by selecting from drop-down |
| In the Global Information block, select the Show <#> more fields link and make the following entries: |
| Other Protected Veteran: select from drop-down if appropriate |
| Date of Separation from Military Service: if appropriate, select from calendar help the date the employee officially left active duty from military service |
| Challenge Group: select from drop-down | These fields need to be filled only in case you have selected value Yes for field Challenge Status, located in the Personal Information block. |
| Degree of Challenge: enter appropriate percentage |
| Type of Challenge: select from drop-down |

## Home Address

### United Arab Emirates (AE)

| User Entries: Field Name: User Action and Value | Additional Information |
| --- | --- |
| Care Of: enter if appropriate |  |
| Street: adapt if appropriate | Optional field, but meaningful for a complete master data record. |
| House Number: adapt if appropriate | Optional field, but meaningful for a complete master data record. |
| City: adapt if appropriate | Recommendation  Required if integration with Employee Central Payroll is in place. |
| Region: adapt if appropriate by selecting from drop-down |  |
| Postal Code: adapt if appropriate |  |
| District: enter if appropriate |  |
| Apartment: enter if applicable |  |
| Extra Address Line: enter if applicable |  |

### Australia (AU)

| User Entries: Field Name: User Action and Value | Additional Information |
| --- | --- |
| Street and House Number: adapt if appropriate | Optional field, but meaningful for a complete master data record. |
| Suburb/Town: adapt if appropriate | Recommendation  Required if integration with Employee Central Payroll is in place. |
| State: adapt if appropriate by selecting from drop-down |  |
| Post Code: adapt if appropriate |  |
| Address Line 2: enter if applicable |  |

### China (CN)

| User Entries: Field Name: User Action and Value | Additional Information |
| --- | --- |
| Detailed Address: adapt if appropriate | Optional field, but meaningful for a complete master data record. |
| Street and House Number: enter if applicable |  |
| County/District: enter if applicable |  |
| City/Prefecture: adapt if appropriate | Recommendation  Required if integration with Employee Central Payroll is in place. |
| Province: adapt if appropriate by selecting value from drop-down | Recommendation  Required if integration with Employee Central Payroll is in place. |
| Postal Code: adapt if appropriate | Recommendation  Required if integration with Employee Central Payroll is in place. |

### Germany (DE)

| User Entries: Field Name: User Action and Value | Additional Information |
| --- | --- |
| Street: adapt if appropriate |  |
| House Number: adapt if appropriate |  |
| District: adapt if appropriate |  |
| City: adapt if appropriate | Recommendation  Required if integration with Employee Central Payroll is in place. |
| Postal Code: adapt if appropriate |  |

### France (FR)

| User Entries: Field Name: User Action and Value | Additional Information |
| --- | --- |
| House Number: adapt if appropriate | Optional field, but meaningful for a complete master data record. |
| Street: adapt if appropriate | Optional field, but meaningful for a complete master data record. |
| Extra Address Line: enter if applicable |  |
| City: adapt if appropriate | Recommendation  Required if integration with Employee Central Payroll is in place. |
| Department: adapt if by selecting from drop-down | Recommendation  Required if integration with Employee Central Payroll is in place. |
| Postal Code: adapt if appropriate | Recommendation  Required if integration with Employee Central Payroll is in place. |
| Municipality INSEE Code: adapt if appropriate | This refers to the municipality where the employee lives and is needed for the N4DS statutory requirement in France. |

### United Kingdom (GB)

| User Entries: Field Name: User Action and Value | Additional Information |
| --- | --- |
| Street and House Number: adapt if appropriate | Optional field, but meaningful for a complete master data record. |
| Address Line 2: enter if applicable |  |
| District: enter as appropriate |  |
| City: adapt if appropriate | Recommendation  Required if integration with Employee Central Payroll is in place. |
| State: adapt if appropriate by selecting from drop-down |  |
| Postal Code: adapt if appropriate |  |
| County: adapt if appropriate by selecting from drop-down |  |

### Kingdom of Saudi Arabia (SA)

| User Entries: Field Name: User Action and Value | Additional Information |
| --- | --- |
| Addressee: enter if applicable | Care of. |
| Street: adapt if appropriate | Optional field, but meaningful for a complete master data record. |
| Extra Address Line: enter if applicable |  |
| Region: adapt if appropriate |  |
| Postal Code: adapt if appropriate |  |
| District: adapt if appropriate |  |
| House Number: adapt if appropriate | Optional field, but meaningful for a complete master data record. |
| Apartment: enter if applicable |  |
| City: adapt if appropriate | Recommendation  Required if integration with Employee Central Payroll is in place. |

### United States (US)

| User Entries: Field Name: User Action and Value | Additional Information |
| --- | --- |
| Address Line 1: adapt if appropriate | Optional field, but meaningful for a complete master data record. |
| Address Line 2: enter if applicable |  |
| City: adapt if appropriate | Recommendation  Required if integration with Employee Central Payroll is in place. |
| State: adapt if appropriate by selecting from drop-down | Recommendation  Required if integration with Employee Central Payroll is in place. |
| ZIP: adapt if appropriate | Recommendation  Required if integration with Employee Central Payroll is in place. |
| County: enter if applicable |  |

## Job Information

### United Arab Emirates (AE)

| User Entries: Field Name: User Action and Value | Additional Information |
| --- | --- |
| Probationary Period End Date: select from calendar help |  |
| Country: United Arab Emirates is set as default; read-only field |  |
| Employee Class:  Option 1: Position Management is not implemented: select from drop-down, for example Employee(AE) in case of an Emirati national, or Expatriate(AE) in case of a non-Emirati national  Option 2: Position Management is implemented: value is defaulted based on value entered in field Position; leave as is | Recommendation  Required if integration with Employee Central Payroll is in place. |
| Employment Type:  Option 1: Position Management is not implemented: select from drop-down, for example Entry level(AE) in case of an Emirati national, or Expat Entry level(AE) in case of a non-Emirati national  Option 2: Position Management is implemented: value is defaulted based on value entered in field Position in case the Employment Type field has been set up and maintained for the Position object. If this is not the case, you need to select a value from the value help. | Recommendation  Required if integration with Employee Central Payroll is in place. |
| Job Entry Date: defaults to the hiring date of the employee’s first appointment at the company; adapt as appropriate by selecting the rehiring date from calendar help |  |
| Pay Scale Type: automatically suggested, based on a preconfigured business rule, from the values maintained for fields Employee Class and Employment Type | Recommendation  For details to the preconfigured business rule refer to the Foundation Objects workbook for AE.   Recommendation  Required if integration with Employee Central Payroll is in place. |
| Pay Scale Area: automatically suggested, based on a preconfigured business rule, from the values maintained for fields Employee Class and Employment Type |
| Pay Scale Group: select from drop-down; available values depend on the Pay Scale Type and Pay Scale Area | Recommendation  For details to pay scale group and pay scale level values refer to the Pay Structure workbook for AE. |
| Pay Scale Level: select from drop-down; available values depend on the Pay Scale Group |

### Australia (AU)

| User Entries: Field Name: User Action and Value | Additional Information |
| --- | --- |
| Is Shift Employee: defaults to No; adapt if required |  |
| Probationary Period End Date: select from calendar help |  |
| Country: Australia is set as default; read-only field |  |
| Employee Class:  Option 1: Position Management is not implemented: select from drop-down, for example Permanent FullTime(AU)  Option 2: Position Management is implemented: value is defaulted based on value entered in field Position; leave as is | Recommendation  Required if integration with Employee Central Payroll is in place. |
| Employment Type:  Option 1: Position Management is not implemented: select from drop-down, for example Salaried(AU)  Option 2: Position Management is implemented: value is defaulted based on value entered in field Position in case the Employment Type field has been set up and maintained for the Position object. If this is not the case, you need to select a value from the value help. | Recommendation  Required if integration with Employee Central Payroll is in place. |
| Job Entry Date: defaults to the hiring date of the employee’s first appointment at the company; adapt as appropriate by selecting the rehiring date from calendar help | In case you leave the field empty, upon submitting the new hire record, the value will be automatically filled with the hiring date, and can be checked in the employee profile. |
| Pay Scale Type: select from drop-down; for example, CollectiveAgreement(AUS/01)  Note  The selected value should fit to the value selected for field Employment Type. | Recommendation  Required if integration with Employee Central Payroll is in place. |
| Pay Scale Area: select from drop-down; for example, Australia(AUS/02) | The pay scale area value needs to fit to the selected pay scale type value.   Recommendation  Required if integration with Employee Central Payroll is in place. |
| Pay Scale Group: select from drop-down; for example, M1(AUS/02/01/M1) | Recommendation  For details to pay scale group and pay scale level values refer to the Pay Structure workbook for AU. |
| Pay Scale Level: select from drop-down; for example, 01(AUS/02/01/M1/01) |
| Initial Entry Date: select from calendar help the start date when the employee first started in the company | For example, if an employee was originally hired as an extrenal and then became a permanent employee, this is the date when he or she first entered the company as an external. |
| Entry into Group: select from calendar help the start date when the employee started in the organization he or she belongs to now |  |
| Contract Type: select from drop-down | Depending on the value selected, based on a preconfigured business rule, field Contract End Date may become mandatory.  Recommendation  For details to the preconfigured business rule refer to the Foundation Objects workbook for AU. |
| Contract End Date: select from calendar help | Mandatory field only for some Contract Typevalues, as per the preconfigured business rule. Otherwise, this field is not visible.  Recommendation  For details to the preconfigured business rule refer to the Foundation Objects workbook for AU. |

### China (CN)

| User Entries: Field Name: User Action and Value | Additional Information |
| --- | --- |
| Is Shift Employee: defaults to No; adapt if required |  |
| Is Cross Border Worker: defaults to No; adapt if required |  |
| Probationary Period End Date: select from calendar help |  |
| Country: China is set as default; read-only field |  |
| Employee Class:  Option 1: Position Management is not implemented: select from drop-down, for example Permanent(CN)  Option 2: Position Management is implemented: value is defaulted based on value entered in field Position; leave as is | Recommendation  Required if integration with Employee Central Payroll is in place. |
| Employment Type:  Option 1: Position Management is not implemented: select from drop-down, for example Salaried(CN)  Option 2: Position Management is implemented: value is defaulted based on value entered in field Position in case the Employment Type field has been set up and maintained for the Position object. If this is not the case, you need to select a value from the value help. | Recommendation  Required if integration with Employee Central Payroll is in place. |
| Job Entry Date: defaults to the hiring date of the employee’s first appointment at the company; adapt as appropriate by selecting the rehiring date from calendar help |  |
| Time In Job: read only | The value is auto-calculated by the system. |
| Pay Scale Type: select CN Standard Area(CHN/28) from drop-down | Recommendation  Required if integration with Employee Central Payroll is in place. |
| Pay Scale Area: select Mainland China(CHN/28) from drop-down | Recommendation  Required if integration with Employee Central Payroll is in place. |
| Pay Scale Group: select from drop-down; for example, Group1 (CHN/28/28/G1) | Recommendation  For details to pay scale group and pay scale level values refer to the Pay Structure workbook for CN. |
| Pay Scale Level: select from drop-down; for example, 02(CHN/28/28/G1/02) |
| Contract Type: select from drop-down | Optional field, but meaningful for a complete master data record. |
| Continued Sickness Pay Period: enter as appropriate |  |
| Continued Sickness Pay Measure: select from drop-down |  |
| Work Location: enter as appropriate |  |
| Labor Protection: defaults to No; adapt if the employee is allowed to work elsewhere |  |
| Initial Entry: select from calendar help the start date when the employee first started in the company | For example, if an employee was originally hired as a contractor and then became a permanent employee, this is the date when he or she first entered the company as a contractor. |
| Entry into Group: select from calendar help the start date when the employee started in the organization he or she belongs to now |  |
| Corporation: enter the company name |  |

### Germany (DE)

| User Entries: Field Name: User Action and Value | Additional Information |
| --- | --- |
| Is Shift Employee: defaults to No; adapt if required |  |
| Is Cross Border Worker: defaults to No; adapt if required |  |
| Probationary Period End Date: select from calendar help |  |
| Country: Germany is set as default; read-only field |  |
| Employee Class:  Option 1: Position Management is not implemented: select from drop-down, for example Employee(DE)  Option 2: Position Management is implemented: value is defaulted based on value entered in field Position; leave as is | Recommendation  Required if integration with Employee Central Payroll is in place. |
| Employment Type:  Option 1: Position Management is not implemented: select from drop-down, for example Monthly Wage Employee(DE)  Option 2: Position Management is implemented: value is defaulted based on value entered in field Position in case the Employment Type field has been set up and maintained for the Position object. If this is not the case, you need to select a value from the value help. | Recommendation  Required if integration with Employee Central Payroll is in place. |
| Job Entry Date: defaults to the hiring date of the employee’s first appointment at the company; adapt as appropriate by selecting the rehiring date from calendar help |  |
| Pay Scale Type: select Collective Agreement(DEU/95) from drop-down | Recommendation  Required if integration with Employee Central Payroll is in place. |
| Pay Scale Area: select Germany(DEU/40) from drop-down | Recommendation  Required if integration with Employee Central Payroll is in place. |
| Pay Scale Group: select from drop-down; for example, M1(DEU/40/95/M1) | Recommendation  For details to pay scale group and pay scale level values refer to the Pay Structure workbook for DE. |
| Pay Scale Level: select from drop-down; for example, 02(DEU/40/95/M1/02) |
| Continued Sickness Pay Period: enter 42 | In case the Time Off content has been implemented in your instance together with the Core content from Upgrade Center: using the data maintained in these fields, the end date of continued pay is automatically calculated based on a preconfigured rule.  Recommendation  For more details to this rule refer to the Time Off workbook for **DE**. |
| Continued Sickness Pay Measure: select Days from drop-down |
| Competition Clause: defaults to No; adapt if required |  |
| Sideline Job Allowed: defaults to No; adapt if required |  |
| Notice Period: enter as appropriate |  |
| Initial Entry: select from calendar help the start date when the employee first started in the company | For example, if an employee was originally hired as an external and then became a permanent employee, this is the date when he or she first entered the company as an external. |
| Entry into Group: select from calendar help the start date when the employee started in the organization he or she belongs to now |  |
| Corporation: enter the company name as appropriate |  |

### France (FR)

| User Entries: Field Name: User Action and Value | Additional Information |
| --- | --- |
| Is Shift Employee: defaults to No; adapt if required |  |
| Probationary Period End Date: defaulted based on a preconfigured business rule | Recommendation  For details to the preconfigured business rule refer to the HR Transaction workbook for FR. |
| Country: France is set as default; read-only field |  |
| Employee Class:  Option 1: Position Management is not implemented: select from drop-down, for example Regular Employee(FR)  Option 2: Position Management is implemented: value is defaulted based on value entered in field Position; leave as is | Recommendation  Required if integration with Employee Central Payroll is in place. |
| Employment Type:  Option 1: Position Management is not implemented: select from drop-down, for example Day(FR)  Option 2: Position Management is implemented: value is defaulted based on value entered in field Position in case the Employment Type field has been set up and maintained for the Position object. If this is not the case, you need to select a value from the value help. | Recommendation  Required if integration with Employee Central Payroll is in place. |
| Pay Scale Type: select from drop-down, for example National Collective Agreement for the Personnel of Engineering Design Offices, Consulting Engineers (FRA/1486) | Recommendation  Required if integration with Employee Central Payroll is in place. |
| Pay Scale Area: select from drop-down   Note  In case you select Pay Scale Type National Collective Agreement for the Personnel of Engineering Design Offices, Consulting Engineers (FRA/1486) and Pay Scale Area for example Île-de-France (FRA/11), values for below mentioned fields Pay Scale Group and Pay Scale Level, will be available for selection, too. | Note  In general, pay scale groups and pay scale levels should be available for each combination of pay scale type and pay scale area. Within the SAP Best Practices, only the combination of pay scale type National Collective Agreement for the Personnel of Engineering Design Offices, Consulting Engineers (FRA/1486) and some pay scale area values is considered, for which values of pay scale group and pay scale level have been defined. For the other pay scale types and pay scale areas delivered in the SAP Best Practices, pay scale groups and levels can be defined in a similar way.   Recommendation  Required if integration with Employee Central Payroll is in place. |
| Pay Scale Group: in case of Pay Scale Type National Collective Agreement for the Personnel of Engineering Design Offices, Consulting Engineers(FRA/1486) and some values of Pay Scale Area, for example Île-de-France (FRA/11), select from drop-down, for example IC(FRA/11/1486/IC) in case the employee is a manager, or ETAM(FRA/11/1486/ETAM) in case the employee is a non-manager; else leave empty | Recommendation  For details to pay scale group and pay scale level values defined for the combination of pay scale type National Collective Agreement for the Personnel of Engineering Design Offices, Consulting Engineers(FRA/1486) and some pay scale area values, like for example Île-de-France (FRA/11), refer to the Pay Structure workbook for FR. |
| Pay Scale Level: in case of Pay Scale Type National Collective Agreement for the Personnel of Engineering Design Offices, Consulting Engineers (FRA/1486) and some values of Pay Scale Area**,** for example Île-de-France (FRA/11), select from drop-down for example Position 1.4.1; else leave empty |
| Contract Type: select from drop-down | Make sure that the selected value fits to the Employee Class value. |
| Contract End Date: select from calendar help | Caution  Required in case of contract types Fixed-term contract under privatelaw, Fixed-term contract under public sector, Training agreement and Support contract. Nevertheless, an appropriate error message will be issued by the system upon submitting the new hire record and you can then return and maintain this field. |
| Fix Term Contract Reason: select from drop-down | Caution  Required in case of contract types Fixed-term contract under privatelaw and Fixed-term contract under public sector. Nevertheless, an appropriate error message will be issued by the system upon submitting the new hire record and you can then return and maintain this field. |
| Additional Fix Term Contract Reason: enter if appropriate |  |
| Employment Contract Reference: enter if appropriate |  |
| Working Time Arrangements: select from drop-down, for example Full Time |  |
| Local Regime: select from drop-down if applicable |  |
| Mandatory Complementary Pension Category Code: select from drop-down if appropriate |  |
| Conventional Status: select from drop-down as appropriate |  |
| Professional Code and Socio-professional Category: select from drop-down as appropriate |  |
| Number of Initial Pôle Emploi Statement (Entertainment Worker): enter details of the employee's ASSEDIC statement if appropriate | Note  These fields are only relevant for registered entertainers who are employed as casual labor in the entertainment sector. |
| Pôle Emploi Certificate Object Number (Entertainment Worker): enter the employee's ASSEDIC certificate number if appropriate |
| Family Relationship with Employer: select from drop-down if relevant |  |
| Electoral College for Workers Representatives: select from drop-down if appropriate | The relevant electoral college that the employee belongs to. |
| Electoral College for Works Representatives: select from drop-down if appropriate | The electoral college for the works council that the employee belongs to. |
| Electoral College for Labor Court: select from drop-down if appropriate |  |
| Labor Court Sector: select from drop-down if appropriate |  |
| Excluded from Executive Section: No is defaulted; adapt if appropriate | Here you can choose if the employee should not participate in elections for works council or workers representatives. For example, if the employee is an executive. |
| Travel Distance: enter if relevant | The distance that the employee must travel to work. |

### United Kingdom (GB)

| User Entries: Field Name: User Action and Value | Additional Information |
| --- | --- |
| Is Shift Employee: defaults to No; adapt if required |  |
| Probationary Period End Date: defaulted based on a preconfigured business rule | Recommendation  For details to the preconfigured business rule refer to the HR Transaction workbook for GB. |
| Country: Great Britain is set as default; read-only field |  |
| Employee Class:  Option 1: Position Management is not implemented: select from drop-down, for example Permanent(GB)  Option 2: Position Management is implemented: value is defaulted based on value entered in field Position; leave as is | Recommendation  Required if integration with Employee Central Payroll is in place. |
| Employment Type:  Option 1: Position Management is not implemented: select from drop-down, for example Salaried(GB)  Option 2: Position Management is implemented: value is defaulted based on value entered in field Position in case the Employment Type field has been set up and maintained for the Position object. If this is not the case, you need to select a value from the value help. | Recommendation  Required if integration with Employee Central Payroll is in place. |
| Job Entry Date: defaults to the hiring date of the employee’s first appointment at the company; adapt as appropriate by selecting the rehiring date from calendar help |  |
| Pay Scale Type: select from drop-down; for example, Pay Agreement(GBR/20) | Recommendation  Required if integration with Employee Central Payroll is in place. |
| Pay Scale Area: select from drop-down; for example, Great Britain(GBR/10) | Recommendation  Required if integration with Employee Central Payroll is in place. |
| Pay Scale Group: select from drop-down; for example, Group 1(GBR/10/20/G1) | Recommendation  For details to pay scale group and pay scale level values refer to the Pay Structure workbook for GB. |
| Pay Scale Level: select from drop-down; for example, 01(GBR/10/20/G1/01) |
| Working Time Directive: leave No in case the employee has agreed to work more than 48 hours a week on average; else select Yes |  |
| WTD Working Hours Limit: in case you have chosen value Yes for the Working Time Directive field, the value of this field is defaulted to 48 | WTD stands for “Working Time Directive”. |
| TUPE Organization Number: enter identification number of the organization subject to TUPE regulations, if relevant | TUPE stands for “Transfer of Undertakings (Protection of Employment) Regulations”. |
| Pension Protection (Fixed or Enhanced): select Yes in case the employee has pension protection, either fixed or enhanced; else leave as is |  |
| Teachers Pensions: select Yes in case a pay component is relevant for teacher’s pensions; else leave as is |  |
| Contract Type: select from drop-down | Depending on the value selected, based on a preconfigured business rule, field Contract End Date may become mandatory.  Recommendation  For details to the preconfigured business rule refer to the Foundation Objects workbook for GB. |
| Initial Entry Date: select from calendar help the start date when the employee first started in the company | For example, if an employee was originally hired as a contractor and then became a permanent employee, this is the date when he or she first entered the company as a contractor. |
| Entry into Group: select from calendar help the start date when the employee started in the organization he or she belongs to now |  |
| Corporation: enter company name as appropriate |  |
| Contract End Date: select from calendar help | Mandatory field only for some Contract Typevalues, as per the preconfigured business rule. Otherwise, this field is not visible.  Recommendation  For details to the preconfigured business rule refer to the Foundation Objects workbook for GB. |

### Kingdom of Saudi Arabia (SA)

| User Entries: Field Name: User Action and Value | Additional Information |
| --- | --- |
| Probationary Period End Date: select from calendar help |  |
| Country: Saudi Arabia is set as default; read-only field |  |
| Employee Class:  Option 1: Position Management is not implemented: select from drop-down; for example, Employee(SA) in case of a Saudi national, or Expatriate(SA) in case of a non-Saudi national  Option 2: Position Management is implemented: value is defaulted based on value entered in field Position; leave as is | Recommendation  Required if integration with Employee Central Payroll is in place. |
| Employment Type:  Option 1: Position Management is not implemented: select from drop-down, for example Non-Management (SA) in case of a Saudi national, or Expat Non-Management (SA) in case of a non-Saudi national  Option 2: Position Management is implemented: value is defaulted based on value entered in field Position in case the Employment Type field has been set up and maintained for the Position object. If this is not the case, you need to select a value from the value help. | Recommendation  Required if integration with Employee Central Payroll is in place. |
| Job Entry Date: defaults to the hiring date of the employee’s first appointment at the company; adapt as appropriate by selecting the rehiring date from calendar help |  |
| Pay Scale Type: automatically suggested, based on a preconfigured business rule, from the values maintained for fields Employee Class and Employment Type | Recommendation  For details to the preconfigured business rule refer to the Foundation Objects workbook for SA.   Recommendation  Required if integration with Employee Central Payroll is in place. |
| Pay Scale Area: automatically suggested, based on a preconfigured business rule, from the values maintained for fields Employee Class and Employment Type |
| Pay Scale Group: select from drop-down; available values depend on the Pay Scale Type and Pay Scale Area | Recommendation  For details to pay scale group and pay scale level values refer to the Pay Structure appropriate for SA. |
| Pay Scale Level: select from drop-down; available values depend on the Pay Scale Group |
| Contract Type: select from drop-down | Depending on the value selected, based on a preconfigured business rule, field Contract End Date may become mandatory.  Recommendation  For details to the preconfigured business rule refer to the Foundation Objects workbook for SA. |
| Initial Entry: select from calendar help the start date when the employee first started in the company | For example, if an employee was originally hired as an external and then became a permanent employee, this is the date when he or she first entered the company as an external. |
| Entry into Group: select from calendar help the start date when the employee started in the organization he or she belongs to now |  |
| Contract End Date: select from calendar help | Mandatory field only in case Contract Type Fixed Term Contract has been selected. Otherwise, this field is not visible. The visibility of the field is obtained as per a preconfigured business rule.  Recommendation  For details to the preconfigured business rule refer to the Foundation Objects workbook for SA. |

### United States (US)

| User Entries: Field Name: User Action and Value | Additional Information |
| --- | --- |
| Is Shift Employee: defaults to No; adapt if required |  |
| Probationary Period End Date: select from calendar help |  |
| Country: United States is set as default; read-only field |  |
| Employee Class:  Option 1: Position Management is not implemented: select from drop-down; for example, Employee (US)  Option 2: Position Management is implemented: value is defaulted based on value entered in field Position; leave as is | Recommendation  Required if integration with Employee Central Payroll is in place. |
| FLSA Status: defaulted based on value entered in field Job Classification; adapt if required | Note  FLSA stands for Fair Labor Standards Act. |
| Employment Type:  Option 1: Position Management is not implemented: select from drop-down  Option 2: Position Management is implemented: value is defaulted based on value entered in field Position in case the Employment Type field has been set up and maintained for the Position object. If this is not the case, you need to select a value from the value help. | Recommendation  Required if integration with Employee Central Payroll is in place. |
| Job Entry Date: defaults to the hiring date of the employee’s first appointment at the company; adapt as appropriate by selecting the rehiring date from calendar help |  |
| Pay Scale Type: select from drop-down; the selected value should fit to the value for field Employment Type | Recommendation  Required if integration with Employee Central Payroll is in place. |
| Pay Scale Area: select USA – United States (USA/US) from drop-down | Recommendation  Required if integration with Employee Central Payroll is in place. |
| EEO Job Group: select from drop-down | Note  EEO stands for “equal employment opportunity”. |
| Continued Sickness Pay Period: enter as appropriate |  |
| Continued Sickness Pay Measure: select from drop-down |  |
| Competition Clause: defaults to No; adapt if there is a competition clause in the employee’s contract |  |
| Sideline Job Allowed: defaults to No; adapt if the employee is allowed to work elsewhere |  |
| Notice Period: enter if appropriate |  |
| Initial Entry: select from calendar help the start date when the employee first started in the company | For example, if an employee was originally hired as a contractor and then became a permanent employee, this is the date when he or she first entered the company as a contractor. |
| Entry into Group: select from calendar help the start date when the employee started in the organization he or she belongs to now |  |
| Corporation: enter the company name |  |



























## Compensation Information

### United Arab Emirates (AE)

| Instruction | User Entries: Field Name: User Action and Value | Additional Information |
| --- | --- | --- |
| The values of the fields in the Compensation Information block are automatically suggested, based on a preconfigured business rule.  Recommendation  For details to the preconfigured business rule refer to the Foundation Objects workbook for AE. | Pay Group: valueis suggested(for example AE – Monthly(AE)when using the example values given in this test script); leave as is | Recommendation  Required if integration with Employee Central Payroll is in place.  Note  In case the employee should not be considered for payroll run in the Employee Central Payroll system, meaning his/her employee class is External(AE) and employment type is Contractual(AE), value 99–Non Payroll(99)is suggested for this field. |
| Is Eligible For Car: select from drop-down |  |
| The values of the fields in the Compensation block are automatically suggested, based on a preconfigured business rule, from the values maintained for fields Pay Scale Group und Pay Scale Level.  In addition, you can maintain recurring payments, if appropriate.  Recommendation  For details to the preconfigured business rules refer to the Foundation Objects workbook for AE.  Note  Information needed to have a meaningful employee master data record. In case integration with Employee Central Payroll is in place, in the Employee Central Payroll system the salary information will be kept in infotype Basic Pay, whereas the recurring payments will be kept in infotype Recurring Payments/Deductions. | Pay Component: value is defaulted (for example AE –BasicSalary(1000AE) in case you use the example values given in this test script); leave as is | Recommendation  Required if integration with Employee Central Payroll is in place. |
| Amount: value is defaulted; adapt if required | Recommendation  Required if integration with Employee Central Payroll is in place. |
| Currency: AED is defaulted; leave as is | Defaults to the currency of the country where the company is located.   Recommendation  Required if integration with Employee Central Payroll is in place. |
| Frequency: value is defaulted based on Pay Component; leave as is | Recommendation  Required if integration with Employee Central Payroll is in place. |
| If appropriate, add a Pay Component related to recurring payments. For this select in the Compensation block the ⊕ Add link, select as Pay Component for example AE – Food allowance(1100AE) and enter data as appropriate. |  |

### Australia (AU)

| Instruction | User Entries: Field Name: User Action and Value | Additional Information |
| --- | --- | --- |
| The values of the fields in the Compensation Information block are automatically suggested, based on a preconfigured business rule.  Recommendation  For details to the preconfigured business rule refer to the Foundation Objects workbook for AU. | Pay Group: value AU - Fortnightly (A1) is suggested; leave as is or adapt if appropriate  Note  In case replication to Employee Central Payroll is in scope, you need to adapt the value for example to Monthly.  Note  In case you decide to adapt the pay group by selecting another value from the drop-down, make sure to adapt the values for Amount and Frequency, too. | Recommendation  Required if integration with Employee Central Payroll is in place.  Note  In case the employee should not be considered for payroll run in the Employee Central Payroll system, meaning his/her employee class is External(AU) and employment type is Contractors(AU), value AU–Non Payroll(AN)is suggested for this field. |
| Is Eligible For Car: select from drop-down |  |
| The values of most of the fields in the Compensation block are automatically suggested, based on a preconfigured business rule, from the values maintained for fields Pay Scale Group und Pay Scale Level.  Dependent on the chosen pay scale group and pay scale level, one or two pay components may be suggested automatically. One record refers to the basic pay of the employee. In case of pay scale group Collective Agreement or Salary, a second pay component, AU – First Aid Allowance (1520AU), is suggested. For the case that pay components are suggested, accept the defaulted values; otherwise maintain values as appropriate.  In addition, you can maintain recurring payments, if appropriate.  Recommendation  For details to the preconfigured business rules, to all possible combinations of pay scale group and levels, as well as the suggested pay components, refer to the Pay Structure and Foundation Objects workbooks for AU.  Note  Information needed to have a meaningful employee master data record. In case integration with Employee Central Payroll is in place, in the Employee Central Payroll system the information related to standard salary / rate / wage will be kept in infotype Basic Pay, whereas the recurring payments will be kept in infotype Recurring Payments/Deductions. | Pay Component: value is defaulted; leave as is | Recommendation  Required if integration with Employee Central Payroll is in place. |
| Amount: if value is defaulted, leave as is; otherwise enter a value as appropriate | Recommendation  Required if integration with Employee Central Payroll is in place. |
| Currency: AUD is defaulted; leave as is | Defaults to the currency of the country where the company is located.   Recommendation  Required if integration with Employee Central Payroll is in place. |
| Frequency: value is defaulted; leave as is  Note  In case you have adapted the pay group, make sure to adapt the value for Frequency, too. | Caution  In case of pay component AU - Standard Salary (1100AU) select from the drop-down a value that fits to the value of field Pay Group. Make sure to adapt in this case also the Amount such that the annual salary of the employee is preserved.   Recommendation  Required if integration with Employee Central Payroll is in place. |
| If appropriate, add a Pay Component related to recurring payments. For this, select in the Compensation block the ⊕ Add link, and select as Pay Component for example AU-Uniform Allowance(1120AU). The values in all fields are pre-populated per default. Accept the pre-populated amount or adapt it if appropriate. Make adaptions for other field values, if appropriate. |  |

### China (CN)

| Instruction | User Entries: Field Name: User Action and Value | Additional Information |
| --- | --- | --- |
| The values of the fields in the Compensation Information block are automatically suggested, based on a preconfigured business rule.  Recommendation  For details to the preconfigured business rule refer to the Foundation Objects workbook for CN. | Pay Group: value CN–Monthly(CN)is suggested; leave as is  Note  In case the employee should not be considered for payroll run in the Employee Central Payroll system, meaning his/her employee class is Contingent(CN) or Contractor(CN), select value CN–Non Payroll(CQ) from drop-down. | Recommendation  Required if integration with Employee Central Payroll is in place. |
| Is Eligible For Car: select from drop-down |  |
| The values of the fields in the Compensation block are automatically suggested, based on a preconfigured business rule, from the values maintained for fields Pay Scale Group und Pay Scale Level.  In addition, you can maintain recurring payments, if appropriate.  Recommendation  For details to the preconfigured business rules refer to the Foundation Objects workbook for CN.  Note  Information needed to have a meaningful employee master data record. In case integration with Employee Central Payroll is in place, in the Employee Central Payroll system the salary information will be kept in infotype Basic Pay, whereas the recurring payments will be kept in infotype Recurring Payments/Deductions. | Pay Component: value CN-Monthly Salary(1000CN)is defaulted; leave as is | In case of an hourly paid employee (meaning employment type Hourly(CN)), you need to select CN - Hourly Rate(1001CN) from drop-down. The Frequency will then be defaulted automatically to Hourly(HOURLY).   Recommendation  Required if integration with Employee Central Payroll is in place. |
| Amount: value is defaulted; adapt if required | In case of an hourly paid employee, you need to enter an appropriate amount.   Recommendation  Required if integration with Employee Central Payroll is in place. |
| Currency: CNY is defaulted, leave as is | Defaults to the currency of the country where the company is located.   Recommendation  Required if integration with Employee Central Payroll is in place. |
| Frequency: value is defaulted based on Pay Component; leave as is |  |
| If appropriate, add a Pay Component related to recurring payments. For this, select in the Compensation block the ⊕ Add link, select as Pay Component for example CN–Car Allowance(1100CN), and enter data as appropriate. |  |

### Germany (DE)

| Instruction | User Entries: Field Name: User Action and Value | Additional Information |
| --- | --- | --- |
| The values of the fields in the Compensation Information block are automatically suggested, based on a preconfigured business rule.  Recommendation  For details concerning the preconfigured business rule, refer to the Foundation Objects workbook for DE. | Pay Group: value is suggested; leave as is | Recommendation  Required if integration with Employee Central Payroll is in place. |
| Is Eligible For Car: select from drop-down |  |
| For the employee classes Apprentice and Employee (all employment types except Hourly Wage Earner and all pay scale groups except AT(DEU/40/95/AT)) the values of the fields in the Compensation block are automatically suggested, based on a preconfigured business rule, from the values maintained for fields Pay Scale Group und Pay Scale Level.  In addition, you can maintain recurring payments, if appropriate.  Recommendation  For details concerning preconfigured business rules refer to the Foundation Objects workbook for DE.  Note  Information needed to have a meaningful employee master data record. In case integration with Employee Central Payroll is in place, in the Employee Central Payroll system the salary information will be kept in infotype Basic Pay, whereas the recurring payments will be kept in infotype Recurring Payments/ Deductions. | Pay Component: value is defaulted; leave as is | Caution  For Hourly Wage Earners and Interns choose (DE)–Hourly Rate(1400DE)from the drop-down. For non-pay scale employees choose DE–Non-Standard Salary(1200DE) from the drop-down.   Recommendation  Required if integration with Employee Central Payroll is in place. |
| Amount: value is defaulted; leave as is | Caution  For Hourly Wage Earners, Interns and non-pay scale employees enter appropriate data.   Recommendation  Required if integration with Employee Central Payroll is in place. |
| Currency: EUR is defaulted, leave as is | Defaults to the currency of the country where the company is located.   Recommendation  Required if integration with Employee Central Payroll is in place. |
| Frequency: value is defaulted; leave as is | For Hourly Wage Earners, Interns and non-pay scale employees a value suitable for the chosen Pay Component is defaulted.   Recommendation  Required if integration with Employee Central Payroll is in place. |
| If appropriate, add a Pay Component related to recurring payments. For this, select in the Compensation block the ⊕ Add link, and select as Pay Component, for example DE-Lump Sum for Stand-By Hours(2020DE) and enter data as appropriate. |  |

### France (FR)

| Instruction | User Entries: Field Name: User Action and Value | Additional Information |
| --- | --- | --- |
| In the Compensation Information block review the existing data and adapt as appropriate. | Pay Group: select from drop-down (for example FR-Monthly (FR)) or accept value from the employee’s existing master data record, if appropriate | Recommendation  Required if integration with Employee Central Payroll is in place.  Note  In case the employee should not be considered for payroll run in the Employee Central Payroll system, meaning his/her employee class is Contingent (FR), then value 99 - Non Payroll(99)should be selected. |
| Is Eligible For Car: select from drop-down |  |
| In the Compensation block, the data during the previous employment of the employee is taken over. Review and adapt if appropriate by entering the salary information, as well as recurring payments, if appropriate:  Note  Information needed to have a meaningful employee master data record. In case integration with Employee Central Payroll is in place, in the Employee Central Payroll system the information related to standard salary / rate / wage will be kept in infotype Basic Pay, whereas the recurring payments will be kept in infotype Recurring Payments/ Deductions.  cid:image001.png@01D26CCB.6B5E51B0Note  In case of Pay Scale Type National Collective Agreement for the Personnel of Engineering Design Offices, Consulting Engineers (FRA/1486) and Pay Scale Area having for example value Île-de-France (FRA/11), the values of the fields Pay Component, Amount, Currency and Frequency, located in the Compensation block, are automatically suggested based on a preconfigured business rule from the values maintained for fields Pay Scale Group and Pay Scale Level. The suggested amount is a minimum value for the selected pay scale group and level and can be adapted as appropriate. For details to this preconfigured business rule refer to the Foundation Objects workbook for FR. | Pay Component: select from drop-down, for example FR - Monthly Salary(1000FR) | The Pay Component entered needs to fit to the selected Employment Type.   Recommendation  Required if integration with Employee Central Payroll is in place. |
| Amount: enter as appropriate | In case of an hourly paid employee, you need to enter an appropriate amount.   Recommendation  Required if integration with Employee Central Payroll is in place. |
| Currency: EUR is defaulted; leave as is | Defaults to the currency of the country where the company is located.   Recommendation  Required if integration with Employee Central Payroll is in place. |
| Frequency: value is defaulted based on Pay Component; leave as is | Recommendation  Required if integration with Employee Central Payroll is in place. |
| If appropriate, add a Pay Component related to recurring payments. For this, select in the Compensation block the ⊕ Add link, select as Pay Component, for example FR-Area Allowance(1130FR),and enter data as appropriate. |  |

### United Kingdom (GB)

| Instruction | User Entries: Field Name: User Action and Value | Additional Information |
| --- | --- | --- |
| The values of the fields in the Compensation Information block are automatically suggested, based on a preconfigured business rule.  Recommendation  For details to the preconfigured business rule refer to the Foundation Objects workbook for GB. | Pay Group: value is suggested (for example GB – Monthly(GM) when using the example values given in this test script); leave as is | Recommendation  Required if integration with Employee Central Payroll is in place.  Note  In case the employee should not be considered for payroll run in the Employee Central Payroll system, meaning his/her employee class is Contingent (GB), value GB – Non Payroll(GN)is defaulted. |
| Is Eligible For Car: select from drop-down |  |
| The values of the fields in the Compensation block are automatically suggested, based on a preconfigured business rule, from the values maintained for fields Pay Scale Group und Pay Scale Level.  In addition, you can maintain recurring payments, if appropriate.  Recommendation  For details to the preconfigured business rules refer to the Foundation Objects workbook for GB.  Note  Information needed to have a meaningful employee master data record. In case integration with Employee Central Payroll is in place, in the Employee Central Payroll system the salary information will be kept in infotype Basic Pay, whereas the recurring payments will be kept in infotype Recurring Payments/ Deductions. | Pay Component: value is defaulted (for example GB – Monthly Salary(1000GB) in case you use the example values given in this test script); leave as is | In case of an hourly paid employee (meaning employment type Hourly(GB)), you need to select GB - Hourly Rate(1001GB) from drop-down. The Frequency will then be defaulted automatically to Hourly(HOURLY).   Recommendation  Required if integration with Employee Central Payroll is in place. |
| Amount: value is defaulted; adapt if required | In case of an hourly paid employee, you need to enter an appropriate amount.   Recommendation  Required if integration with Employee Central Payroll is in place. |
| Currency: GBP is defaulted; leave as is | Defaults to the currency of the country where the company is located.   Recommendation  Required if integration with Employee Central Payroll is in place. |
| Frequency: value is defaulted based on Pay Component; leave as is | Recommendation  Required if integration with Employee Central Payroll is in place. |
| If appropriate, add a Pay Component related to recurring payments. For this, select in the Compensation block the ⊕ Add link, and select as Pay Component, for example GB-Area Allowance(1130GB). The currency and frequency are pre-populated per default.Enter an amount as appropriate. |  |

### Kingdom of Saudi Arabia (SA)

| Instruction | User Entries: Field Name: User Action and Value | Additional Information |
| --- | --- | --- |
| The values of the fields in the Compensation Information block are automatically suggested, based on a preconfigured business rule.  Recommendation  For details to the preconfigured business rule refer to the Foundation Objects workbook for SA. | Pay Group: value is suggested (for example SA – Monthly(SA) when using the example values given in this test script); leave as is | Recommendation  Required if integration with Employee Central Payroll is in place.  Note  In case the employee should not be considered for payroll run in the Employee Central Payroll system, meaning his/her employee class is External(SA) and employment type is Contractual(SA), value 99 – Non Payroll(99)is suggested for this field. |
| Is Eligible For Car: select from drop-down |  |
| The values of the fields in the Compensation block are automatically suggested, based on a preconfigured business rule, from the values maintained for fields Pay Scale Group und Pay Scale Level.  In addition, you can maintain recurring payments, if appropriate.  Recommendation  For details to the preconfigured business rules refer to the Foundation Objects workbook for SA.  Note  Information needed to have a meaningful employee master data record. In case integration with Employee Central Payroll is in place, in the Employee Central Payroll system the salary information will be kept in infotype Basic Pay, whereas the recurring payments will be kept in infotype Recurring Payments/ Deductions. | Pay Component: value is defaulted (for example SA - Basic Pay(1000SA) in case you use the example values given in this test script); leave as is | Recommendation  Required if integration with Employee Central Payroll is in place. |
| Amount: value is defaulted; adapt if required | Recommendation  Required if integration with Employee Central Payroll is in place. |
| Currency: SAR is defaulted; leave as is | Recommendation  Required if integration with Employee Central Payroll is in place. |
| Frequency: value is defaulted based on Pay Component; leave as is | Recommendation  Required if integration with Employee Central Payroll is in place. |
| If appropriate, add a Pay Component related to recurring payments. For this select in the Compensation block the ⊕ Add link, select as Pay Component for exampleSA-Supplemental salary(1700SA) and enter data as appropriate. |  |

### United States (US)

| Instruction | User Entries: Field Name: User Action and Value | Additional Information |
| --- | --- | --- |
| In the Compensation Information block review the existing data and adapt as appropriate. | Pay Group: select from drop-down (for example US-Monthly (UM)) or accept value from the employee’s existing master data record, if appropriate | Note  In case the employee should not be considered for payroll run in the Employee Central Payroll system, meaning his/her employment type is Non-payroll(US), value US–Non Payroll(UN)is suggested for this field.   Recommendation  Required if integration with Employee Central Payroll is in place. |
| Is Eligible For Car: select from drop-down |  |
| In the Compensation block, the data during the previous employment of the employee is taken over. Review and adapt if appropriate by entering the salary information, as well as recurring payments, if appropriate:  Note  Information needed to have a meaningful employee master data record. In case integration with Employee Central Payroll is in place, in the Employee Central Payroll system the salary information will be kept in infotype Basic Pay, whereas the recurring payments will be kept in infotype Recurring Payments/ Deductions. | Pay Component: select from drop-down, for example US - Monthly Salary(1002US) | The Pay Component entered needs to fit to the selected Pay Group.   Recommendation  Required if integration with Employee Central Payroll is in place. |
| Amount: enter as appropriate | Recommendation  Required if integration with Employee Central Payroll is in place. |
| Currency: USD is defaulted; leave as is | Recommendation  Required if integration with Employee Central Payroll is in place. |
| Frequency: defaulted based on chosen Pay Component; leave as is | In our example, the defaulted value is Monthly (MON).   Recommendation  Required if integration with Employee Central Payroll is in place. |
| If appropriate, add a Pay Component related to recurring payments. For this, select in the Compensation block the ⊕ Add link, select as Pay Component for example US - Equipment allowance (1121US), and enter data as appropriate. |  |

## Payment Information

### United Arab Emirates (AE)

| User Entries: Field Name: User Action and Value | Additional Information |
| --- | --- |
| Account Owner: defaulted with the employee’s name; adapt if appropriate |  |
| IBAN: enter as appropriate | The IBAN contains 23 characters and its format is AE<IBAN Checksum><Bank Code><Account Number>, where <IBAN Checksum> has length 2n, <Bank Code> has length 3n, and <Account Number> has length 16n, with n being a number. If the account number is less than 16 numbers, add zeros ahead to reach the required length. |
| Currency: defaulted to United Arab Emirates Dirham(AED) upon entering pay type; leave as is |  |

### Australia (AU)

| User Entries: Field Name: User Action and Value | Additional Information |
| --- | --- |
| Account Owner: defaulted with the employee’s name; adapt if appropriate |  |
| Routing Number: defaulted upon selecting the Bank; leave as is | Required field for payment method Bank Transfer; unique identifier of a bank.   Note  This field is the BSB (Bank State Branch) Number, in case you have renamed the field label after configuration. It has format XXX-XXX, with X an alphanumeric character. |
| Account Number: adapt if appropriate   Note  Consists of at most 9 numbers. | Required field for payment method BankTransfer; unique identifier of a bank account at a bank. |
| Currency: defaulted to Australian Dollar (AUD) upon entering pay type; leave as is | In case the currency is not defaulted, select again the bank country or, alternatively, select the currency from the drop-down. |

### China (CN)

| User Entries: Field Name: User Action and Value | Additional Information |
| --- | --- |
| Bank: adapt if appropriate by selecting from drop-down |  |
| Account Owner: defaulted with the employee’s name; adapt if appropriate |  |
| Routing Number: defaulted upon selecting the Bank; leave as is | Required field for payment method Bank Transfer; unique identifier of a bank.   Note  Consists of at most 15 alphanumeric characters, with hyphens allowed. |
| Account Number: adapt if appropriate | Required field for payment methodBankTransfer; unique identifier of a bank account at a bank. |
| Business Identifier Code: defaulted upon selecting the Bank; leave as is |  |
| Currency: defaulted to Chinese Yuan(CNY) upon entering pay type; leave as is | In case the currency is not defaulted, select again the bank country or, alternatively, select the currency from the drop-down. |

### Germany (DE)

| User Entries: Field Name: User Action and Value | Additional Information |
| --- | --- |
| Account Owner: defaulted with the employee’s name; adapt if appropriate |  |
| IBAN: enter as appropriate | The IBAN contains 22 characters and its format is DE<IBAN Checksum><Bank Code><Account Number>, where <IBAN Checksum> has length 2n, <Bank Code> has length 8n, and <Account Number> has length 10n, with n being a number. |
| Currency: defaulted to Euro(EUR) upon entering pay type; leave as is | In case the currency is not defaulted, select again the bank country or, alternatively, select the currency from the drop-down. |

### France (FR)

| User Entries: Field Name: User Action and Value | Additional Information |
| --- | --- |
| Account Owner: defaulted with the employee’s name; adapt if appropriate |  |
| Bank Control Key (France): enter as appropriate; should be at most 2 numbers | Recommendation  Required if integration with Employee Central Payroll is in place. |
| IBAN: enter as appropriate | The IBAN contains 27 characters and its format is  FR<IBAN Checksum><Bank Code><Branch Code><Account Number><Check digits>, where <IBAN Checksum> has length 2n, <Bank Code> has length 5n, <Branch Code> has length 5n, <Account Number> has length 11c, and <Check digits> has length 2n, with n being a number and c being a character (letters and numbers). |
| Currency: defaulted to Euro(EUR) upon entering pay type; leave as is | In case the currency is not defaulted, select again the bank country or, alternatively, select the currency from the drop-down. |

### United Kingdom (GB)

| User Entries: Field Name: User Action and Value | Additional Information |
| --- | --- |
| Account Owner: defaulted with the employee’s name; adapt if appropriate |  |
| Building Society Roll Number (UK): enter if appropriate |  |
| IBAN: enter as appropriate | The IBAN contains 22 characters and its format is  GB<IBAN Checksum><SWIFT/BIC Code><Sort Code><Account Number>,  where <IBAN Checksum> has length 2n, <SWIFT/BIC Code> has length 4a, <Sort Code> has length 6n, and <Account Number> has length 8n, with a being a letter and n being a number. |
| Currency: defaulted to British Pound Sterling (GBP) upon entering pay type; leave as is | In case the currency is not defaulted, select again the bank country or, alternatively, select the currency from the drop-down. |

### Kingdom of Saudi Arabia (SA)

| User Entries: Field Name: User Action and Value | Additional Information |
| --- | --- |
| Account Owner: defaulted with the employee’s name; adapt if appropriate |  |
| IBAN: enter as appropriate | The IBAN contains 24 characters and its format is SA<IBAN Checksum><Bank Code><Account Number>, where <IBAN Checksum> has length 2n, <Bank Code> has length 2n, and <Account Number> has length 18c, with n being a number and c being a character (letters and numbers). |
| Currency: defaulted to Saudi Riyal (SAR)upon entering pay type; leave as is | In case the currency is not defaulted, select again the bank country or, alternatively, select the currency from the drop-down. |

### United States (US)

| User Entries: Field Name: User Action and Value | Additional Information |
| --- | --- |
| Bank: adapt if appropriate by selecting from drop-down |  |
| Account Owner: defaulted with the employee’s name; adapt if appropriate |  |
| Account Type (USA): select from drop-down, for example Savings | Mandatory field in case of Bank Country United States.   Recommendation  Required if integration with Employee Central Payroll is in place. |
| Routing Number: defaulted upon selecting the Bank; leave as is | Required field for payment method Bank Transfer; unique identifier of a bank.   Note  Consists of at most 9 numbers, validated according to American Banker´s Association (ABA). |
| Account Number: adapt if appropriate   Note  Consists of at most 18 alphanumeric characters, with hyphens allowed. | Required field for payment method Bank Transfer; unique identifier of a bank account at a bank. |
| Business Identifier Code: defaulted upon selecting the Bank; leave as is |  |
| Currency: defaulted to US Dollar (USD)upon entering pay type; leave as is | In case the currency is not defaulted, select again the bank country or, alternatively, select the currency from the drop-down. |

# Appendix

## Process Chains

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

### Preceding Processes

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

| Process | Business Condition |
| --- | --- |
| Manage Positions (FK1), sub-process Position Creation | In case Position Management has also been implemented in yourSAP SuccessFactors Employee Central instance, the position on which the employee is to be hired or rehired must have been created with appropriate fields filled in. |
| Take Action: Termination (FJ3) | To rehire an employee, this particular employee must have previously left the company. The Terminate action type must have been performed. |

### Succeeding Processes

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

| Process | Business Condition |
| --- | --- |
| Take Action scope items (FJ1, FJ2, FJ3) (Optional) | Once the employee is hired (or rehired), he or she can experience several “take action” processes during his or her lifecycle at the company. |
| Data Change Employee File (FJ5) (Optional) | In case changes to the employee's master data are needed, carry out the appropriate process step(s) described in test script Data Change Employee File (FJ5). |
| Integration with SAP SuccessFactors Employee Central Payroll (15O) (Optional) | In case integration with SAP SuccessFactors Employee Central Payroll is in scope, the employee data is transferred from SAP SuccessFactors Employee Central to SAP SuccessFactors Employee Central Payroll and can be checked for correctness there.  In addition, payroll-relevant data needs to be maintained for the employee in SAP SuccessFactors Employee Central in order to have a correct payroll and post payroll processing in SAP SuccessFactors Employee Central Payroll. To achieve this, carry out the process step Maintaining Payroll-Relevant Employee Data described in test script Integration with SAP SuccessFactors Employee Central Payroll (15O). |
| Manage Company Structure (2OY) (Optional) | In case Company Structure Overview has also been implemented in the SAP SuccessFactors Employee Central instance using the SAP Best Practices: the 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 other Employee Central modules have also been deployed in your instance with the SAP Best Practices, additional succeeding processes might be possible. Below we give some examples of such possible business processes:

| Process | Business Condition |
| --- | --- |
| Optionally, one of the below scope items:   * Request and Manage Time Off (FJ7) - in case the Time Off content has been deployed    Caution  This is not in scope for the following country: **CN**.   * Manage Leave Of Absence (10B) - in case the Time Off for Leave of Absence Only module has been implemented    Caution  This is not in scope for the following countries: **CN,** **DE**. | The employee can go on a leave. |
| Record Working Time (15S) (Optional) | In case the Payroll Time Sheet content has been deployed: the employee can record his or her working time in a time sheet. |
| Manage Concurrent Employment (1Z8) (Optional) | In case Concurrent Employment Management has been deployed: if the hired/rehired employee is a part-time employee, he or she may apply for a concurrent employment within the same company. In this case, he or she should not be on a global assignment at the same time.   Caution  Replication of concurrent employment data of an employee to the Payroll system can be considered for countries GB and US, only. |
| Manage Global Assignment (1ZA) (Optional) | In case Global Assignment Management has been deployed: the hired/rehired employee can go on a global assignment. In this case, he or she should not have a concurrent employment at the same time. |
| Manage Apprentices (1ZC) (Optional) | In case Apprentice Management has been deployed: if the hired/rehired employee is an apprentice, his or her internal training, on-the-job training, and instruction can be planned. |

 Note

In case Position Management has been implemented in the Employee Central instance at a point in time, when employees already exist in the instance, these employees can be assigned to newly created positions as appropriate.

 Recommendation

In case the Position Management content has been deployed with the SAP Best Practices, you can refer for more details on this to chapter Assigning Employee to Position in the Appendix of test script Manage Positions (FK1).

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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