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| Test Script  SAP SuccessFactors HCM Core  April 2018  English | Customer |
| Request and Manage Time Off  ID: FJ7 (United States) |

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Document History

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

# Purpose

## Purpose of the Document

This document provides a detailed procedure for testing the scope item Request and Manage Time Off 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 Request and Manage Time Off

 Caution

The scope item described in this test script is relevant only in case your company has implemented in the SAP SuccessFactors Employee Central instance the Time Off content from Upgrade Center.

In case your company has configured the Time Off for Leave of Absence Only module in the SAP SuccessFactors Employee Central instance using the SAP Best Practices, you can skip this document. Refer to scope item Manage Leave of Absence (10B) instead.

Companies need to know when their employees are at work and when they are not. Employees need to be able to plan their vacation and managers need to be able to decide whether an employee's vacation request can be approved, for example, with the help of a team absence calendar. HR administrators need to be able to set up new employees with the correct time accounts when they are hired and to make any necessary adjustments. At the same time, they want a complete picture of an employee's time data.

This document describes the typical activities in SAP SuccessFactors Employee Central related to time off: employees request time off and their line managers and possibly HR business partners approve or decline these requests. The HR administrator checks an employee's time accounts, makes adjustments of that time account, and enters an absence request for an employee.

Two use cases are considered separately in this document: short-term absences and long-term absences.

In the first use case, the employee status remains unchanged (meaning Active).

In the second use case, an event with appropriate event reason is triggered and the employee’s status changes to highlight that the employee is not at work. Once the employee returns to work, a new event with appropriate event reason is triggered to change the status of the employee accordingly. In addition, in case Position Management has been implemented in the SAP SuccessFactors Employee Central instance, you can decide whether the employee who went on a long-term absence should have the right to return to his or her current position when the leave of absence is over. For this, the Right to Return feature needs to be set.

 Note

If an employee does not return to work after a long-term absence, you have to perform the Terminate action for this employee.

 Recommendation

In case the Core content has been deployed with the SAP Best Practices, you can refer to test script Take Action: Termination (FJ3) for details on executing the Terminate action.

# 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 | Employee | <Provide Standard User Id and Password for test, if applicable> |
| Standard User | Line Manager | <Provide Standard User Id and Password for test, if applicable> |
| Standard User | HR Administrator | <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 |
| --- | --- | --- | --- |
| Employee | SAP BestPractices Time OffEmployee (Self-Service for EC) | Refer to chapter Overview Table | Test user: <userid>; Password: <password>  For testing purposes, you can log in as Super Admin and use the Proxy Now option to proxy as the employee role. |
| Line Manager   Note  The line manager is maintained in field Supervisor in the Job Information block of the employee. The Job Information block is located in the Employment Information section > Job Information subsection. | SAP BestPractices Time offManager (EC) | Refer to chapter Overview Table | Test user: <userid>; Password: <password>  For testing purposes, you can log in as Super Admin and use the Proxy Now option to proxy as the manager role. |
| HR Administrator | For testing purposes, only: use the appropriate Super Admin group to which the role of the SAP BestPractices Time Off Super Admin has been granted | Refer to chapter Overview Table | Test user: <userid>; Password: <password> |
| (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 Time Off Employee (Self-Service for EC) | Refer to chapter Overview Table | Test user: <userid>; Password: <password>  For testing purposes, you can log in as Super Admin and use the Proxy Now option to proxy as the employee role. |

## Master Data, Organizational Data, and Other Data

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

## Business Conditions

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

|  | Business Condition | Comment |
| --- | --- | --- |
| 1 | One administrator user with the complete access to all employee views and fields must exist. | Permission group SAP BestPractices Super Admin can be used as reference. |
| 2 | Employees must have been hired (or rehired) and already exist in the system. | In case the Core content has been deployed with the SAP Best Practices, you can refer to the appropriate process step of scope item Add New Employee / Rehire (FJ0). |
| 3 | Optionally, in case Payroll Time Sheet content has also been implemented in your Employee Central instance: under certain conditions the employee may accrue upon recording working time an appropriate amount for time account type Working Time Accounts or Time Off in Lieu, from which he or she can request time off. | In case the Payroll Time Sheet content has been deployed with the SAP Best Practices, you can refer to scope item Record Working Time (15S). |

## Preliminary Steps

### Maintaining Employee *Time Off Information* Fields

Use

In order that the process steps can be executed as described, following fields must be filled in the employee’s master data record in the Time Off Information block of the Job Information subsection:

* Time Profile
* Holiday Calendar Code
* Work Schedule

 Note

In case you have also implemented the Payroll Time Sheet content 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. For details in maintaining the Payroll Time Sheet relevant fields in the Time Off Information block, refer to test script Record Working Time (15S), chapter Preliminary Steps.

Below, the procedure for maintaining the three above-mentioned fields is given.

Procedure

1. Log on to Employee Central as HR Administrator.
2. In the Search for actions or people box, in the top right corner of the screen, enter the name (or name parts) of the employee whose data you want to maintain. Choose in the list of employees matching the search criteria the appropriate employee. You are directed to the Employee Files page in which the profile of the selected employee is displayed.
3. Go to the Employment Information section and there scroll to the Job Information subsection. Select the Clock (History) icon next to the Job Information block.
4. In the Change History part of the upcoming Job Information Changes dialog box, select the appropriate New Hire record and choose the Edit button.
5. In the Edit History of Job Information on <hire date> dialog box, make sure that in the When would you like your changes to take effect? field the employee’s hiring date is displayed.
6. Scroll to the Time Off Information block and make the following entries:

 Note

Below we give only one example; for further possible values refer to the appropriate Time Off workbooks.

| Field Name | User Action and Values | Additional Information |
| --- | --- | --- |
| Time Profile | select from drop-down; for example, Generic Profile (US)(US\_Generic\_Profile)   Note  Within the SAP Best Practices, time profiles for California (US\_CA\_Profile) and Colorado (US\_CO\_Profile) are also delivered. Choose the appropriate value in case the employee’s location is in California or Colorado. |  |
| Holiday Calendar Code | select Federal Holidays (US)(US\_Federal\_Holidays)from drop-down | Public holidays for the country where the employee is working. |
| Work Schedule | select from drop-down; for example,8:00 Hours Mon-Fri (5D8H)   Note  The work schedule selected should fit to the values of fields Standard Weekly Hours and Working Days Per Week.   Note  In case the employee is a shift employee, pay attention to select an appropriate work schedule. You can recognize if the employee is a shift employee or not, by checking the value maintained in the Is Shift Employee field located in the Job Information block. | Recommendation  Required if integration with Employee Central Payroll is in place.   Note  You can select the Details button to view details on the selected work schedule. |

1. When done, choose the Save button. The data is saved and is visible in the employee’s Job Information subsection of the Employment Information section.

 Note

In case the Time Off Information data should be valid only starting an effective date, other than the hiring date of the employee, proceed as follows:

* On the Employee Files page of the selected employee, choose the Actions button located in the top right corner of the screen and from the value list, which appears, select Change Job and Compensation Info.
* In the upcoming Change Job and Compensation Info dialog box, flag in the Choose what you want to change block the Job Information check box.
* In the When would you like your changes to take effect? field, select the validity start date from calendar help. The Event field, and several blocks related to job information are displayed. Choose for the Event field value Data Change.
* Once you enter the Event, the Event Reason can be selected. Select value Data Change.
* Scroll to the Time Off Information block, enter the required information, and choose the Save button. The data is saved and is visible in the employee’s Job Information subsection of the Employment Information section.

Result

The fields related to time information have been maintained for the employee. For each time type, which has a time account type assigned for which accrual rules have been defined, a time account with appropriate number of days/hours has been generated automatically, based on the accrual rules configured in the instance.

For an employee hired at a company in the United States, the time account types may be Vacation and Floating.

For an employee hired at a company in California, in addition to the two above-mentioned time account types, also time account type Sickness will be available.

In case of time account type Vacation, depending on the time profile chosen, the accrual rules will differ. For time profile Generic Profile (US), the number of vacation days is accrued based on the hiring date of the employee. This means, that the later in the calendar year the employee is hired, the less the amount of vacation days he or she is entitled to in the hiring year will be. In the subsequent years, a fixed amount of vacation days will be posted. For time profiles related to California or Colorado, the number of vacation days is accrued based on a seniority lookup table.

In case of time account type Sickness for California, the number of hours the employee is entitled to take off due to sickness is accrued based on the hiring date of the employee. This means, that the later in the calendar year the employee is hired, the less the amount of sickness hours he or she is entitled to in the hiring year will be. In the subsequent years, a fixed amount of sickness hours will be posted.

 Recommendation

For details on the accrual rules delivered within the SAP Best Practices, refer to the appropriate Time Off workbook for **US**.

 Note

In case your company has also deployed in the Employee Central instance the Payroll Time Sheet content with the SAP Best Practices: depending on the combination of Time Profile and Time Recording Profile that has been chosen for the employee, in addition to the above-mentioned time accounts types, either the time account type Working Time Accounts or the time account type Time Off in Lieu might also be generated. The time account has no number of days/hours accrued yet; instead the employee will possibly accrue an appropriate amount for one of this time accounts upon recording working time. For details refer to the Time Sheet workbook and test script of scope item Record Working Time (15S).

# Overview Table

The scope item Request and Manage Time Off consists of several process steps provided in the table below.

 Note

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

| Process Step | UI Type | Business Condition | Business Role | **Transaction Code** | Expected Results |
| --- | --- | --- | --- | --- | --- |
| Short-Term Absences | | | | | |
| View Employee Time Account Data | Employee Central UI |  | HR Administrator | Company Instance URL | Time account data of specified employees has been viewed. |
| Adjust Employee Time Accounts Manually (Optional) | Employee Central UI |  | HR Administrator | Company Instance URL | Manual adjustments to an employee’s time accounts have been performed. |
| View Public Holidays Calendar | Employee Central UI |  | Employee | Company Instance URL | The public holiday calendar relevant for the country and region in which the employee works has been viewed. |
| View Team Absences Calendar | Employee Central UI |  | Employee | Company Instance URL | The absences of the team colleagues have been viewed. |
| Request Time Off | Employee Central UI |  | Employee | Company Instance URL or Mobile App | Time off of a specific type has been requested. The request has been sent to the line manager for approval. |
| Process Time Off Request | Employee Central UI |  | Line Manager | Company Instance URL or Mobile App | The time off request has been approved and, if applicable, sent to the HR business partner of the employee for further processing. |
| Process Approved Time Off Request (Optional) | Employee Central UI | The requested absence is of type Unpaid or Military Service. The employee’s line manager has approved the time off request. | HR Business Partner (of the employee) | Company Instance URL or Mobile App | If applicable, the time off request has been approved by the HR business partner of the employee. |
| View my Time Off Request Status (Optional) | Employee Central UI |  | Employee | Company Instance URL | The status of the time off request has been viewed by the requester. |
| View my Time Account Balances | Employee Central UI |  | Employee | Company Instance URL | The own time account balances have been viewed. |
| Long-Term Absences | | | | | |
| Request Long-Term Time Off | Employee Central UI | The employee is going on parental leave. | Employee | Company Instance URL or Mobile App | A long-term time off has been requested. The request has been sent to the line manager for approval. |
| Process Long-Term Time Off Request | Employee Central UI |  | Line Manager | Company Instance URL or Mobile App | The long-term time off request has been approved by the line manager and sent to the HR business partner for further processing. |
| Process Approved Long-Term Time Off Request | Employee Central UI | The employee’s line manager has approved the long-term time off request. | HR Business Partner (of the employee) | Company Instance URL or Mobile App | The HR business partner has approved the long-term time off request. |
| Update Employee Job Information | Back-ground |  |  |  | Upon the HR business partner has approved the request, an event with appropriate event reason is triggered, which updates the employee’s job information. |
| Update Employee Position Information (Optional) | Back-ground | Relevant only if Position Management has been implemented and Right to Return feature is activated in your Employee Central instance. |  |  | Upon the HR business partner has approved the request, the employee’s position is updated automatically with information related to the right of the employee to return on this position. |
| View Employee Position Details (Optional) | Employee Central UI | Relevant only if Position Management has been implemented and Right to Return feature is activated in your Employee Central instance. | HR Administrator | Company Instance URL | The position details of the employee who went on a long-term time off have been viewed. |
| View Employee Job Information Details | Employee Central UI |  | HR Administrator | Company Instance URL | The job information details of the employee who went on a long-term time off have been viewed. |
| Enter Return to Work from Long-Term Time Off Data | Employee Central UI |  | HR Administrator | Company Instance URL | The return to work from a long-term time off of an employee has been entered into the system. |
| Update Employee Job Information | Back-ground |  |  |  | Upon submitting the date, the employee returned to work, an event with appropriate event reason is triggered, which updates the employee’s job information. |
| Update Employee Position Information (Optional) | Back-ground | Relevant only if Position Management has been implemented and Right to Return feature is activated in your Employee Central instance. |  |  | Upon submitting the date, the employee returned to work, the employee is automatically assigned again to the position he or she occupied before the long-term time off. |
| View Employee Position Details (Optional) | Employee Central UI | Relevant only if Position Management has been implemented and Right to Return feature is activated in your Employee Central instance. | HR Administrator | Company Instance URL | The position details of the employee who returned from long-term time off have been viewed. |
| View Employee Job Information Details | Employee Central UI |  | HR Administrator | Company Instance URL | The job information details of the employee who returned from long-term time off have 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 100 minutes.

Prerequisites

* The time off request requires the approval of the employee’s line manager and possibly of his or her HR business partner. Therefore, during hiring of the employee the field Supervisor (the employee’s line manager) and the Relationship Type HR Manager must have been maintained.

 Recommendation

In case it has been missed to maintain the Supervisor (meaning, value No Manager, has been entered) or the maintained information is incorrect, it can be adapted as briefly described below:

* Log on to Employee Central as HR Administrator.
* Select from the Home drop-down My Employee Files. Select the drop-down next to your name to enter the employee’s name in the search box, and choose in the list of employees matching the search criteria the appropriate employee.
* Go to the Employment Information section and there scroll to the Job Information subsection. 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 Edit History of Job Information on <hire date> dialog box, make sure that in the When would you like your changes to take effect? field the employee’s hiring date is displayed. Make the appropriate correction for the supervisor name. When done, choose the Save button. The data is saved and is visible in the employee’s Job Information subsection of the Employment Information section.

In case it has been missed to maintain the Relationship Type HR Manager, it can be added as briefly described below:

* Log on to Employee Central as HR Administrator.
* Select from the Home drop-down My Employee Files. Select the drop-down next to your name to enter the employee’s name in the search box, and choose in the list of employees matching the search criteria the appropriate employee.
* Go to the Employment Information section, and there scroll to the Job Relationships subsection.
* Select the Pencil (Edit) icon next to the Job Relationships block.
* In the upcoming Job Relationships dialog box, enter in the When would you like your changes to take effect? field the date the change is to become valid (most likely the hiring date of the employee). The Job Relationships block shows up in the dialog box. Select the ⊕ Add link and make the following entries:

For field Relationship Type, select HR Manager from the drop-down, and for field Name, select the appropriate employee from the drop-down.

* To add additional relationship types, which should become effective the same data, select the ⊕ Add link and make entries as appropriate.
* Choose the Save button. The data is saved and is visible in the employee’s Job Relationships subsection of the Employment Information section. Note, that also the Clock (History) icon becomes now visible. You can use it, for example, to make corrections on an existing Job Relationships record, if needed.
* For (absence) time types that have a balance, rules need to be assigned for creating accrual automatically. In order to request time off of this type, the accruals must have been generated and still exist with a sufficient remaining balance.

 Note

For more details, refer to the appropriate Time Off workbook for **US**.

 Recommendation

For additional information you can refer to the appropriate Time Off workbooks.

In the following, we structure the chapter in the assumption of two use cases: short-term absences and long-term absences. In case of a short-term absence, the employee status remains unchanged, while a long-term absence is accompanied by a change in the employee status.

## Short-Term Absences

Purpose

In case of short-term absences (for example vacation, unpaid, removal or bereavemental leave), the employee status remains unchanged (meaning Active) in the Employee Central system.

 Note

In case your company has also deployed in the Employee Central instance the Payroll Time Sheet content with the SAP Best Practices, then, depending on the combination of Time Profile and Time Recording Profile that has been chosen for the employee, upon recording working time, the employee can possibly accrue an appropriate amount for time account type Working Time Accounts or Time Off in Lieu. He or she can then request time off of type Working Time Accounts or Time Off in Lieu. These use cases are not considered within the present test script! For more details, you can refer to both the Time Sheet workbook, as well as to test script of scope item Record Working Time (15S).

### Viewing Employee Time Account 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 views time account data of a particular employee. He or she verifies that the correct amount for different time account types has been generated for the employee, based on the accrual rules configured in the instance.

 Recommendation

For more details on the accrual rules delivered within the SAP Best Practices, refer to the appropriate Time Off workbook for **US**.

Procedure

 Note

In the table below, we refer to the use case of an emplyoee hired in a state other than California or Colorado. In the note below the table, we give a short description of the behavior in case the location of the employee is in California or Colorado.

| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| --- | --- | --- | --- | --- |
| 1 | Log on | Log on to Employee Central as HR Administrator. | The Home page is displayed. |  |
| 2 | Search Employee | In the Search for actions or people box, in the top right corner of the screen, enter the name (or name parts) of the employee whose data you want to view. | The autocomplete functionality suggests a list of employees matching your search criteria. |  |
| 3 | Select Employee | Select the appropriate employee from the result list. | You are directed to the Employee Files page in which the profile of the employee is displayed. |  |
| 4 | Go to **Time Off** Section | On the Employee Files screen, go to the Time Off section. | The Time Off section is displayed. It consists of the Time Off subsection, which on its turn consists of following blocks:   * Time Sheet   This shows details related to planned and recorded working hours as of today, planned working hours as of tomorrow, as well as total planned and total recorded working hours for the current calendar week.   Caution  This block is visible only in case both the Time Off and the Payroll Time Sheet modules have been implemented in the Employee Central instance! If this is not the case, the block will not be visible.   * Upcoming Time Off   This shows a list of all upcoming time offs requested by this employee, whether they are pending, or approved.   * Time Off Balances as of Today   This shows the available balance as of today for time types for which accruals have been defined. |  |
| 5 | Go to **Time Information** screen of Employee | Option 1: Select in the Upcoming Time Off block of the Time Off subsection the Administer Time link.  Option 2: Select the Take Action button located in the top right corner of the screen and from the value list, which appears, select Manage Leave of Absence. | The Time Information for <employee name> screen is displayed, showing per default the Time Record section.  If the employee has already submitted time off requests, these are listed in this section together with their status. |  |
| 6 | Go to **Time Account** Section | On the Time Information for <employee name> screen, go to the Time Accounts section. | The time accounts types, for which accrual rules have been defined and assigned, are displayed with their available balances as of today. Depending on the time types assigned to the employee’s time profile, the time account types may be Vacation and Floating. |  |
| 7 | Go to Specific Time Account | In the Time Accounts section, select the appropriate <time account> button, for example Vacation. | The displayed screen contains the <time account> (Vacation in our example) details as of today. The screen is structured into several blocks: Overview (Past), Overview (Future) - if appropriate -, Account Information, and Account Postings in the past and future (if existing) with respect to today’s date. |  |
| 8 | View Time Account Information | In the Account Information block, review the details of the time account, like time account type, type of account, account validity, accrual frequency, and, if applicable, bookable period. |  |  |
| 9 | View Time Account Postings Details | In the Account Postings block, you can choose to view past postings and future posting, if existing, for the selected time account.  For the example of time account Vacation, select the Past Postings (#) link and verify for Posting Type Accrual in the Amount column the number of Vacation days accrued. |  |  |
| 10 | View Time Off Overview (Optional) | In case time off, for example Vacation, has already been requested, be it in the past or in the future with respect to today’s date, this will be visible in Past Postings or Future Postings, respectively.  Click on the Past Postings (#) or Future Postings (#) link and verify for Posting Type Leave Booking in the Amount column the number of days taken. Verify also the appropriate values in the columns Balance Before and Balance After. |  |  |
| 11 | View Time Account Details for a Particular Date in the Future | To view details of the selected time account in the future, click the Accounts As Of Today link and select from the upcoming calendar help a date that lies in the future. | The data in the blocks mentioned in the Expected Result column in test step # 7 is updated to reflect the information valid on the selected date. |  |
| 12 | View Details of Other Time Accounts (Optional) | Repeat test steps # 7 to # 11 for other available time accounts, if applicable. |  |  |

 Note

For an employee having time profile US\_CA\_Profile, in addition to time account types Vacation and Floating, the time account type Sickness will also be available. The first accrual for Sickness takes place 90 days after the hiring date; nevertheless, the accrual rule takes into account the hiring month of the employee and thus the employee will be entitled to a certain number of hours of sickness depending on the hiring date. You can check this by choosing for time account type Sickness a date that lies at least 90 days after the hiring date, and view the details displayed in the Account Postings block.

For an employee having time profile US\_CA\_Profile or US\_CO\_Profile, the number of Vacation days are accrued based on a seniority lookup table.







### Adjusting Employee Time Accounts Manually (Optional)

Test Administration

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

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

Purpose

The HR Administrator adjusts manually, if required, the time accounts for specified employees.

Situations, in which manual adjustments to an employee’s time accounts might be necessary, are, for example:

* an employee has performed particularly well or worked long hours on a project and you want to grant him or her an extra day off;
* if the FTE value of an employee has changed because of a personnel action, then the vacation entitlement also increases/decreases and needs to be adapted manually;
* if an employee is transferred from one location to another, typically a new holiday calendar and time profile is assigned to the employee. New time accounts are created automatically, but the old time accounts need to be closed manually. The remaining balance needs to be transferred manually, if wanted.

In the following, the situation in which the employee should receive extra days off is described.

 Note

The procedure of adjusting the vacation entitlement as result of a change in the FTE value is similar.

 Note

The procedure of transferring manually the remaining vacation balance from the employee’s old time account to the new time account and close the employee’s old time account is sketched in a note below the Procedure table.

Procedure

| Test Step # | Test Step Name | Instruction | User Entries: Field Name: User Action and Value | Expected Result | Pass / Fail / Comment |
| --- | --- | --- | --- | --- | --- |
| 1 | Log on | Log on to Employee Central as HR Administrator. |  | The Home page is displayed. |  |
| 2 | Search Employee | In the Search for actions or people box, in the top right corner of the screen, enter the name (or name parts) of the employee whose time accounts you want to adjust. |  | The autocomplete functionality suggests a list of employees matching your search criteria. |  |
| 3 | Select Employee | Select the appropriate employee from the result list. |  | You are directed to the Employee Files page in which the profile of the employee is displayed. |  |
| 4 | Go to **Time Information** Screen of Employee | Option 1: On the Employee Files screen, go to the Time Off section. Select in the Upcoming Time Off block of the Time Off subsection the Administer Time link.  Option 2: On the Employee Files screen, select the Take Action button located in the top right corner of the screen and from the value list, which appears, select Manage Leave of Absence. |  | The Time Information for <employee name> screen is displayed, showing per default the Time Record section. |  |
| 5 | Select Time Account | On the Time Information for <employee name> screen, go to the Time Accounts section. In the Time Accounts section, select the appropriate <time account> button, for example Floating. |  | The displayed screen contains the <time account> (Floating in our example) details as of today. The screen is structured into several blocks: Overview (Past), Overview (Future) - if appropriate -, Account Information and Account Postings in the past and future (if existing) with respect to today’s date. |  |
| 6 | Adapt Time Account | Select the + Add Manual Adjustment button. In the upcoming Manual Adjustments dialog box, make the following entries: | Posting Date: select from calendar help |  |  |
| Adjustment: check the Add radio button |  |  |
| Amount in days: enter the number of floating days that should be added to the employee’s time account |  |  |
| Comment: enter a comment if appropriate |  |  |
| 7 | Save Data | Choose the Save button. |  | A system success message is displayed. The balance of the appropriate time account has been updated accordingly, and the manually made posting is displayed in the Account Postings block. |  |

 Note

If employees are transferred from one location to another (with other words, a transfer action is executed for them via Take Action), typically a new time profile and holiday calendar are assigned to the employee. New time accounts are created automatically, but the old time accounts need to be closed manually. The remaining balance needs to be transferred manually, if wanted.

In order for the procedure to be executed as described below, some prerequisites need to be fulfilled:

* the Accrual process must have run for the new Time Account Type after the Time Profile of the employee has been changed from an old value to a new value.
* for closing old time accounts manually, you need to have appropriate permissions to access the relevant link in the Admin Center.

To transfer the remaining balances, proceed as follows:

1. Log on to Employee Central as HR Administrator.
2. In the Search for actions or people box, in the top right corner of the screen, enter the name (or name parts) of the employee and select him or her from the result list suggested by the autocomplete functionality.
3. On the Employee Files screen of the selected employee, select Take Action → Manage Leave of Absence.
4. On the Time Information for <employee name> screen, go to the Time Accounts section. There, select the appropriate <time account> button, for example Vacation. Make note of the External Code in the Account Information block; you will need it when closing the old time account (activity # 11).
5. Click the Accounts As Of Today link and select from the upcoming calendar help the date of the employee’s last day at the old location. Make note of the days of vacation the employee is entitled to at that date.
6. To zero the “old” time account, select the + Add Manual Adjustment button. In the upcoming Manual Adjustments dialog box, make the following entries:

Posting Date: select from calendar help the last day the employee is at the old location

Adjustment: check the Deduct radio button

Amount in days: enter the number of vacation days that should be transferred to the new account. Most likely this is the number the employee is entitled until his or her transfer to another location.

Comment: enter a comment if appropriate

1. Choose the Save button. A system success message is displayed. The balance of the appropriate time account has been updated (zeroed) accordingly, and the manually made posting is displayed in the Account Postings block.
2. Click the Accounts As Of Today link and select from the upcoming calendar help the date of the employee’s first day in the new location. Select the button reflecting the appropriate vacation time account.
3. To add balance to the “new” time account, select the + Add Manual Adjustment button. In the upcoming Manual Adjustments dialog box, make the following entries:

Posting Date: select from calendar help the first day the employee is at the new location

Adjustment: check the Add radio button

Amount in days: enter the same number of days you have deducted in activity # 6.

Comment: enter a comment if appropriate

1. Choose the Save button. A system success message is displayed. The balance of the appropriate time account has been updated accordingly, and the manually made posting is displayed in the Account Postings block.
2. To close the old time account, select Admin Center from the Home drop-down. In the Company Processes & Cycles portlet, select Time Management → Manage Time Off Structures. On the Manage Time Off Structures screen, make following entries:

Search: select Time Account from drop-down

In the second search field, enter the external code of the time account you want to close. You have noted down the external code in activity # 4.

1. On the Time Account: <time account ID> screen, choose Take Action → Make Correction. The fields become editable and you can make following entries:

Account Valid Until: select from calendar help the last day the employee is at the old location

Booking Possible Until: select from calendar help the last day the employee is at the old location

Closed: select Yes from drop-down

1. Choose the Save button. The old time account has been closed and is no longer available for the employee in employee self-service.
2. To verify if the time accounts of the employee have been correctly updated, search for the employee and select on his/her Employee Files screen Take Action → Manage Leave of Absence.
3. On the Time Information for <employee name> screen, go to the Time Accounts section. Click the Accounts As Of Today link and select from the upcoming calendar help a date at which the employee was still at the old location. Select the Account Types (#) link and in the upcoming drop-down check that the old time account you have closed in activities # 11 and # 12 is not available anymore.

 Note

The Account Types (#) link is available only in case there are at least 2 different time account types assigned to the employee.

### Viewing Public Holidays Calendar

Test Administration

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

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

Purpose

The Employee views the calendar containing the public holidays relevant for his or her country.

Procedure

| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| --- | --- | --- | --- | --- |
| 1 | Log on | Log on to Employee Central as Employee. | The Home page is displayed. |  |
| 2 | Go to **Time Off** Screen | Option 1: On the Home page select from the Home drop-down MyEmployeeFile. On the My Employee File screen, go to the TimeOff section. Select the Go to Time Off link located in the Upcoming Time Off block of the Time Off subsection.  Option 2: On the Home page select from the Home drop-down MyEmployeeFile. On the My Employee File screen, select the Take Action button located in the top right corner of the screen and from the value list, which appears, select Manage Leave of Absence.  Option 3: if configured, you can go on your Home page to the MyInfo section and click on the TimeOff tile. | The TimeOff screen is displayed. It is structured into several horizontal parts:   * In the upper part, your available time balances for different time types as of today are displayed. * In the middle part, the detailed calendar is displayed. * In the lower part, the View Team Absence Calendar link and the My Requests section are displayed. |  |
| 3 | View Public Holidays | In the calendar part of the screen, choose the left and right arrow to view the months of the year and the appropriate holidays. Each public holiday is marked with a star. Use mouse over to view the name of the public holiday. |  |  |

### Viewing Team Absences Calendar

Test Administration

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

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

Purpose

The Employee views the absences of his or her team colleagues (peers and line manager, more precisely) in order to better plan an own absence.

Prerequisites

All team members have maintained their absences up to date.

Procedure

| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| --- | --- | --- | --- | --- |
| 1 | Log on | Log on to Employee Central as Employee. | The Home page is displayed. |  |
| 2 | Goto **Time Off** Screen | Option 1: On the Home page select from the Home drop-down MyEmployeeFile. On the MyEmployeeFile screen, go to the TimeOff section. Select the Go to Time Off link located in the Upcoming Time Off block of the Time Off subsection.  Option 2: On the Home page select from the Home drop-down MyEmployeeFile. On the My Employee File screen, select the Take Action button located in the top right corner of the screen and from the value list, which appears, select Manage Leave of Absence.  Option 3: if configured, you can go on your Home page to the MyInfo section and click on the TimeOff tile. | The TimeOff screen is displayed. It is structured into several horizontal parts:   * In the upper part, your available time balances for different time types as of today are displayed. * In the middle part, the detailed calendar is displayed. * In the lower part, the View Team Absence Calendar link and the My Requests section are displayed. |  |
| 3 | Select Team Absence Calendar | Choose the View Team Absence Calendar link located below the calendar part of the screen. | The Team Absence Calendar window opens. It contains a list of all team members together with their tentative and already approved absences. |  |
| 4 | View Absences of Team Colleagues | View the absences of your colleagues. Use the left and right arrow to view the absences in several months. |  |  |
| 5 | Close **Team Absences Calendar** window | When finished, close the Team Absences Calendar window by choosing the Close icon in the top right corner of the window. |  |  |

 Note

The line manager can also view the absences of his or her team (direct reports, more precisely). For this, proceed as follows:

* Log on to Employee Central as Line Manager.
* On the Home page, go to theMy Teamsectionand click on the Team Absencestile.
* In the upcoming Team Absence Calendar dialog box, view the absences of your team members. Use the left and right arrow to view the absences in several weeks.
* When done, choose the Close button.

### Requesting Time Off

Test Administration

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

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

Purpose

The Employee requests absence of a specific type. These absences are called in Employee Central “time off”.

Time types for which a balance should be checked, need to have a time account type assigned, for which accrual rules have been defined. Such (absence) time types within the SAP Best Practices are Vacation and Floating; and, in case of an employee hired in California, also Sickness.

 Caution

The remaining balance is not carried forward and will be lost in case it is not consumed within a given period.

Exception to this behavior is the vacation balance for California and Colorado. For these two states, the remaining vacation balance is carried over from year to year. Nevertheless, the number of days that an employee can accumulate over the years is limited based on his or her seniority. Once the limit has been reached, no remaining balance is carried over to the next year, until some vacation days have been consumed. For details on the appropriate rules for period-end processing delivered within the SAP Best Practices, refer to the appropriate Time Off workbook for **US**.

 Note

For details regarding the other (absence) time types delivered within the SAP Best Practices, refer to the appropriate Time Off workbook for **US**.

 Caution

In some cases, the available balance after requesting a certain type of time off should not fall below a pre-defined threshold.

Each time off request initiated by the employee generates a workflow. In the examples delivered in the SAP Best Practices, one-step and two-step workflows are generated as follows:

* For the time types Vacation, Floating, Jury, Removal Leave, Family Medical Leave, and Bereavemental Leave, the request must be approved by the employee’s line manager only.
* For the time types Unpaid and Military Service, the request must be approved by the employee’s line manager and the employee’s HR business partner.
* In case of an employee with time profile US\_CA\_Profile, for time type Sickness, the request must be approved by the employee’s line manager and the employee’s HR business partner.

 Note

For more details on these workflows, refer to the appropriate Time Off workbook for **US**.

 Note

In case your company has also deployed in the Employee Central instance the Payroll Time Sheet content with the SAP Best Practices: depending on the combination of Time Profile and Time Recording Profile that has been chosen for the employee, upon recording working time, the employee can possibly accrue an appropriate amount for time account type Working Time Accounts or Time Off in Lieu. He or she can then request time off of type Working Time Accounts or Time Off in Lieu; the request must be approved by the employee’s line manager only. These use cases are not considered within the present test script! For more details, you can refer to both the Time Sheet workbook, as well as to test script of scope item Record Working Time (15S).

Prerequisites

In case you request time off of a (absence) time type, to which a time account type has been assigned, sufficient balance must still exist.

Procedure

In the following, we describe the procedure for requesting Vacation.

The procedure for the other available time types is similar.

 Caution

A time off of type Removal Leave can be requested for a maximum of two days. In case the requested period exceeds two days, the error message “You are only allowed to create absences of 2 days as maximum for this time type.” is issued and the Submit button is disabled. The amount of days requested needs to be adapted accordingly.

In case of an employee having time profile US\_CA\_Profile, a time off of type Sickness must be requested for at least two hours. In case the requested leave is less than two hours, the error message “Employees are required to use paid sick leave for a minimum of two hours” is issued and the Submit button is disabled. The amount of hours requested needs to be adapted accordingly

| 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 Employee. |  |  | The Home page is displayed. |  |
| 2 | Go to **Time Off** Screen | Option 1: On the Home page select from the Home drop-down MyEmployeeFile. On the My Employee File screen, go to the Time Off section. Select the Go to Time Off link located in the Upcoming Time Off block of the Time Off subsection.  Option 2: On the Home page select from the Home drop-down MyEmployeeFile. On the My Employee File screen, select the Take Action button located in the top right corner of the screen and from the value list, which appears, select Manage Leave of Absence.  Option 3: if configured, you can go on your Home page to the My Info section and click on the TimeOff tile. |  |  | The TimeOff screen is displayed. It is structured into several horizontal parts:   * In the upper part, your available time balances for different time types as of today are displayed. * In the middle part, the detailed calendar is displayed. * In the lower part, the View Team Absence Calendar link and the My Requests section are displayed. |  |
| 3 | Select Time Type | Select from the upper part of the screen the appropriate pushbutton of the time type for which you want to request time off. | Select the Vacation pushbutton. | Depending on the time types configured, you can choose between Vacation, Floating, or Other (which groups some additional values in a drop-down list). In case you have the Californian time profile assigned, you can choose in addition Sickness. | The fields to be filled by you appear below the detailed calendar part of the screen. |  |
| 4 | Enter Request Details | Make the following entries regarding your time off request: | TimeType:value selected in test step # 3 is defaulted; leave as is |  |  |  |
| StartDate:defaults to today’s date; select appropriate value from calendar help | Alternatively, you can use the paintbrush mouse over to mark the complete period for which you request time off. | The TeamAbsences section located at the bottom of the screen is expanded, informing you who is also absent during your planned absence. In case no other team member is absent during your time off, an appropriate information message is displayed in the TeamAbsencessection. |  |
| EndDate: defaults to today’s date; select appropriate value from calendar help |  |
| Requesting: is defaulted automatically based on the dates entered | For some time types, you need to select the requested absence amount from the drop-down list. In case no sufficient balance is available anymore for example for time type Vacation, an error message is displayed and the Submit button is disabled. You will need to adapt your request. |  |
| Comment: add explanation to request, if necessary |  |  |  |
| 5 | Submit Request | Choose the Submit button. |  |  | A system message is generated about successful saving of your request and awaiting approval from your line manager. |  |

Result

The employee requested for a time off. The time off request has been sent to the line manager for approval. The period of absence planned by the employee is shaded in the calendar. The My Requests section, located at the bottom of the TimeOff screen, is expanded: it contains details to the employee’s planned absence. The employee’s request is in status Pending.

In case email is configured and the email address of the employee’s line manager is maintained in the system, the line manager receives an email about his or her needed approval for the employee’s time off request.

 Note

To change or cancel the time off request, choose either Edit or Cancel Request link locatedbelow the appropriate request in the My Requests section, and make the appropriate entries.

 Note

The HR Administrator can request time off for the employee on behalf of the employee, too. In this case the time off is posted directly and no approval from the employee’s line manager and/or employee’s HR business partner is needed.

Under certain circumstances, an employee might need to apply for time off, but cannot do it him- or herself – for example, because he or she is ill and cannot access the system. Alternatively, it might be a time type that employees cannot simply enter themselves.

However, the HR administrator can do it for them. He or she can enter multiple absences on a particular day in the same way as an employee can. In addition to the employee, the HR administrator can mark an absence as “recurring”. Recurring absences allows creating with one shot several full day, partial day or half day absence records, which should recur on a regular basis.

The procedure in this case is as follows:

| Test Step # | Test Step Name | Instruction | User Entries: Field Name: User Action and Value | Expected Result | Pass / Fail / Comment |
| --- | --- | --- | --- | --- | --- |
| 1 | Log on | Log on to Employee Central as HR Administrator. |  | The Home page is displayed. |  |
| 2 | Search Employee | In the Search for actions or people box, in the top right corner of the screen, enter the name (or name parts) of the employee on behalf of whom you want to request time off. |  | The autocomplete functionality suggests a list of employees matching your search criteria. |  |
| 3 | Select Employee | Select the appropriate employee from the result list. |  | You are directed to the Employee Files page in which the profile of the employee is displayed. |  |
| 4 | Go to **Time Information** screen of Employee | Option 1: On the Employee Files screen, go to the Time Off section. Select the Administer Time link located in the Upcoming Time Off block of the Time Off subsection.  Option 2: On the Employee Files screen, select the Take Action button located in the top right corner of the screen and from the value list, which appears, select Manage Leave of Absence. |  | The Time Information for <employee name> screen is displayed, showing per default the Time Record section. |  |
| 5 | Request Time Off on Behalf of Employee | Select the + New Absence button located in the right corner above the Time Records (#) table. |  | The New Absence dialog box is displayed, containing the fields to be filled. |  |
| 6 | Enter Request Details | Make the following entries regarding the time off request: | Time Type:select from drop-down | In case to the selected time type a time account type has been assigned, for which accrual rules have been defined, the Available Balance read-only field is displayed, containing the number of days still available. |  |
| Start Date: defaults to today’s date; select appropriate value from calendar help |  |  |
| End Date:defaults to today’s date; select appropriate value from calendar help |  |  |
| Recurring Absence: flag checkbox if appropriate   Note  Flagging the checkbox makes sense only in case a particular day of the week should be off on a regular basis. In general, the checkbox should not be flagged for bereavemental, removal or family medical leave. | If the checkbox is flagged, the End Datefield disappears and two additional fields show up, which you need to fill:  Recurs: select from drop-down  Ends On: select from calendar help |  |
| Requesting: select from drop-down   Note  In case of a recurring absence, the field is called Total Requesting, the value is automatically defaulted based on the values maintained in fields Start Date, Recurs and Ends On, and is read-only. | For most time types the value is defaulted automatically based on the dates entered, and is read-only. |  |
| Comment: add explanation to request, if necessary |  |  |
| 7 | Submit Request | Choose the Submit button. |  | A system message is generated about successful posting of the time off. The request is automatically approved. |  |

Result

The HR administrator requested time off on behalf of the employee. The time off request has been automatically approved.

 Note

In case the HR administrator has requested vacation on behalf of an employee, whose assigned time profile is either US\_CA\_Profile or US\_CO\_Profile, then both the employee and his or her line manager receive email notifications about the automatic approval of the employee’s vacation.

The HR administrator can view it in the Time Records (#) table on the Time Information for <employee name> screen, or alternatively, on the employee’s Employee Files screen, in the Upcoming Time Off block located in the Time Off subsection of the Time Off section. For the employee, the time off request is visible in the My Requests section of the Time Off screen, or alternatively, on the Employee Files screen, in the Upcoming Time Off block located in the Time Off subsection of the Time Off section. If to the time type a time account type has been assigned, for which an accrual rule has been defined, the balance entitlements are updated automatically in the employee master data and can be viewed by both the employee and the HR administrator.

 Note

To change or cancel the time off request, choose in theTime Records (#) table on the Time Information for <employee name> screen the Edit link locatednext to the Status of the request. In the upcoming Edit Absence dialog box, proceed as follows:

* + To change the request, make the appropriate adaptions and choose the Submit button.
  + To cancel the request, choose the Cancel Request button.

### Processing Time Off Request

Test Administration

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

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

Purpose

The Line Manager processes time off requests created by his or her subordinated employees.

He or she has the option to process a single time off request, or to mass approve several time off requests at once. The latter is especially helpful if the Line Manager has several time off requests to be approved in his or her to-do list.

 Note

The number of workflow requests, that can be approved at one time, is limited to 100.

 Note

Mass rejection and mass delegation of time off requests are not possible. To decline or delegate a time off request, you need to go into the detailed request. For details see Option 2 in the Procedure below.

Prerequisites

The time off request must have been maintained by the employee and sent for approval to his or her line manager.

Procedure

| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| --- | --- | --- | --- | --- |
| 1 | Log on | Log on to Employee Central as Line Manager. | The Homepage is displayed. |  |
| 2 | Access Requests Tile | On the Home page, go to theTo Dosectionand click on the Approve Requests tile. | The Approve Requests dialog box is displayed, containing a list of all the requests you need to approve. For each request, high level details are given, which depend on the request type.  Starting with this list, you have different options:   * Approve directly a single request. * Select a single time off request, review its details and process it. * Approve several time off requests at once, if relevant.   Each of these options is detailed in a separate Procedure table below. Continue the process execution with one of these options. |  |

Option 1: Approving Directly Single Time Off Request

| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| --- | --- | --- | --- | --- |
| 3 | Approve Directly Single Time Off Request | In the Approve Requests dialog box, review the high-level details of the Time Off Requests for <employee name> you need to approve. These high-level details refer to the time type (for example, Vacation) and the duration of this absence.  If everything is fine, choose the Approvebutton next to the time off request. | The system generates a message about the successful approval of the workflow and the request disappeared from the Approve Requests dialog box. |  |
| 4 | Return to Home page | If appropriate, approve directly other single requests, otherwise choose X to close the Approve Requests dialog box and return to the Home page. | Note  Once there is no request left for you to approve, the Approve Requests tile will no longer be visible in the To Dosection of your Home page. |  |

Option 2: Detailed Processing of Single Time Off Request

| Test Step # | Test Step Name | Instruction | Additional Information | Expected Result | Pass / Fail / Comment |
| --- | --- | --- | --- | --- | --- |
| 3 | Select Time Off Request | In the Approve Requests dialog box, click on the Time Off Requests for <employee name> link, which has time type, for example, Vacation.   Note  In case there are several time off requests submitted by this employee, pay attention to the displayed high level details (more precisely the time type and absence period) to choose the correct request. |  | The EmployeeFiles > Workflow Details screen is displayed containing details to the employee’s time off request. The screen is divided in several sections:   * The Do you approve this request? section contains a short overview of the request, its initiator, and the workflow participants. * The Time Off Requests section contains the detailed request, and the section immediately below contains the absences of other team members during the same period. * In the Comment section, you can post your remarks to the employee’s request. * On the right part of the screen a short profile of the requesting employee is given, as well as administrative details to the request initiation. |  |
| 4 | Review Time Off Request and Check Potential Conflicts with Absences of Other Team Members | Review the detailed request and check if the requester’s leave overlaps with other employees displayed upfront. If overlapping, check if the employee’s absence would have a negative influence to the proper workload execution.  If needed, you can enter a note to this time off request in the Comment section. |  |  |  |
| 5 | Approve Time Off Request | If everything is fine, choose the Approvebutton to approve the time off request. | You may also decline the time off request. In this case, it is recommended to add a comment explaining your decision. Then choose the Declinebutton.  You may also pass the request to someone else to approve. For this choose the Delegate button, select in the upcoming DelegateRequest dialog box from the drop-down the person to whom you want to delegate the request, and choose the Send button. | The system generates a message about the successful approval of the workflow.   Note  Once there is no request left for you to approve, the Approve Requests tile will no longer be visible in the To Dosection of your Home page. |  |

Option 3: Mass Approval of Time Off Requests

| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| --- | --- | --- | --- | --- |
| 3 | Go to **My Workflow Requests** Screen | Select the Go to Workflow Requests button located at the bottom right of the Approve Requests dialog box. | The My Workflow Requests (#) screen is displayed. If appropriate, click More, to have the complete list of requests. |  |
| 4 | Filter for Time Off Requests | To filter the requests, select the Filter  icon. | Several fields, which can be used as filter criteria, like for example request type, initiator, etc., are displayed on top of the My Workflow Requests (#) screen. |  |
| To filter for time off requests, select for field Request Type value Change Generic Object Actions and for field Object value Time Off Requests, then choose the Go button. | The time off requests to be approved are listed. For each of them, the name of the requesting employee, the start date, end date, and time type (absence) are displayed. |  |
| 5 | Sort Requests (Optional) | To sort the requests, select the Sort  icon. In the menu that expands, you have following options:   * Sort by the date you have received the request: this is the default sorting for the workflow list and ensures a timely completion of the requests; * Sort by the date the request has been initiated; * Sort by the date the content of the request becomes effective.   In addition, you can choose to display the requests in ascending or descending order.  Check the appropriate radio-buttons and choose Apply. | The requests you need to approve are listed as per the sort criteria you have selected. |  |
| 6 | Select Time Off Requests to be approved | Flag the checkboxes on the very left of all Time Off Requests for <employee name> links you want to approve, for example, those of time type Vacation.   Note  In case there are only time off requests in your list and you want to approve all of them at once, you can flag the Select <#> out of <#> checkbox on the top left of the list of requests. | The number of selected requests is displayed on the top right of the list of requests. |  |
| 7 | Mass Approve Time Off Requests | Select the Approve (#) button on the top right of the list of requests. | All the selected time off requests will be approved in one go. As the workflows will be approved asynchronously, it may take a while until they are all approved. An appropriate message is generated by the system.  If appropriate, you can remove the filter and process other requests as per your requirement. Once there is no request left for you to approve, the My Workflow Requests (#) screen will have no entry anymore and the Approve Requests tile will no longer be visible in the To Dosection of your Home page. |  |

Result

The line manager has processed the time off request.

In case email is configured and the email address of the employee is maintained in the system, the employee receives an automatic email about the approval of his or her time off request.

If the (absence) time type has a time account type assigned, for which an accrual rule has been defined, the balance is updated automatically in the employee master data and can be viewed by the same as described in process step Viewing my Time Account Balances. The status of the request has changed accordingly to Approved and can be viewed by the employee as described in process step Viewing my Time Off Request Status.

If the (absence) time type has no time account type assigned and is of type Jury, Removal Leave, Family Medical Leave or Bereavemental Leave, the status of the request has also changed to Approved and can be viewed by the employee as described in process step Viewing my Time Off Request Status.

If the (absence) time type has no time account type assigned and is of type Unpaid or Military Service, the workflow is sent for further processing to the employee’s HR Business Partner (described in process step Processing Approved Time Off Request below). The status of the request is still Pending and the HR business partner of the employee is mentioned as approver. In case email is configured and the email address of the employee’s HR Business Partner is maintained in the system, he or she receives an automatic email about the needed approval for the employee’s time off request.

 Note

In case an employee with assigned time profile US\_CA\_Profile has requested time off of type Sickness, the workflow is sent for further processing to the employee’s HR Business Partner as well.

### Processing Approved Time Off Request (Optional)

Test Administration

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

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

Purpose

If the time off requested by the employee is of type Unpaid or Military Service, (or Sickness, in case of an employee in California), the requested time off needs to be approved by the employee’s HR Business Partner, too.

Similar as the Line Manager, the HR Business Partner has the option to process a single time off request, or to mass approve several time off requests at once. The latter is especially helpful if he or she has several time off requests to be approved in his or her to-do list.

 Note

The number of workflow requests, that can be approved at one time, is limited to 100.

 Note

Mass rejection and mass delegation of time off requests are not possible. To decline or delegate a time off request, you need to go into the detailed request. For details see Option 2 in the Procedure below.

Prerequisites

The employee’s time off request has been approved by the employee’s line manager.

Procedure

| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| --- | --- | --- | --- | --- |
| 1 | Log on | Log on to Employee Central as HR Business Partner. | The Homepage is displayed. |  |
| 2 | Access Requests Tile | On the Home page, go to theTo Dosectionand click on the Approve Requests tile. | The Approve Requests dialog box is displayed, containing a list of all the requests you need to approve. For each request, high level details are given, which depend on the request type.  Starting with this list, you have different options:   * Approve directly a single request. * Select a single time off request, review its details and process it. * Approve several time off requests at once, if relevant.   Each of these options is detailed in a separate Procedure table below. Continue the process execution with one of these options. |  |

Option 1: Approving Directly Single Time Off Request

| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| --- | --- | --- | --- | --- |
| 3 | Approve Directly Single Time Off Request | In the Approve Requests dialog box, review the high-level details of the Time Off Requests for <employee name> you need to approve. These high-level details refer to the time type (for example, Unpaid) and the duration of this absence.  If everything is fine, choose the Approvebutton next to the time off request. | The system generates a message about the successful approval of the workflow and the request disappeared from the Approve Requests dialog box. |  |
| 4 | Return to Home page | If appropriate, approve directly other single requests, otherwise choose X to close the Approve Requests dialog box and return to the Home page. | Note  Once there is no request left for you to approve, the Approve Requests tile will no longer be visible in the To Dosection of your Home page. |  |

Option 2: Detailed Processing of Single Time Off Request

| Test Step # | Test Step Name | Instruction | Additional Information | Expected Result | Pass / Fail / Comment |
| --- | --- | --- | --- | --- | --- |
| 3 | Select Time Off Request | In the Approve Requests dialog box, click on the Time Off Requests for <employee name> link, which has time type, for example, Unpaid.   Note  In case there are several time off requests submitted by this employee, pay attention to the displayed high level details (more precisely the time type and absence period) to choose the correct request. |  | The EmployeeFiles > Workflow Details screen is displayed containing details to the employee’s time off request. The screen is divided in several sections:   * The Do you approve this request? section contains a short overview of the request, its initiator, and the workflow participants. * The Time Off Requests section contains the detailed request, and the section immediately below contains the absences of other team members during the same period. * In the Comment section, you can post your remarks to the employee’s request. * On the right part of the screen a short profile of the requesting employee is given, as well as details to the activities so far in the workflow (request initiation, approval by line manager). |  |
| 4 | Review Time Off Request and Check Potential Conflicts with Absences of Other Team Members | Review the detailed request and check if the requester’s leave overlaps with other employees displayed upfront. If overlapping, check if the employee’s absence would have a negative influence to the proper workload execution.  If needed, you can enter a note to this time off request in the Comment section. |  |  |  |
| 5 | Approve Time Off Request | If everything is fine, choose the Approvebutton to approve the time off request. | You may also decline the time off request. In this case, it is recommended to add a comment explaining your decision. Then choose the Declinebutton.  You may also pass the request to someone else to approve. For this choose the Delegate button, select in the upcoming DelegateRequest dialog box from the drop-down the person to whom you want to delegate the request, and choose the Send button. | The system generates a message about the successful approval of the workflow.   Note  Once there is no request left for you to approve, the Approve Requests tile will no longer be visible in the To Dosection of your Home page. |  |

Option 3: Mass Approval of Time Off Requests

| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| --- | --- | --- | --- | --- |
| 3 | Go to **My Workflow Requests** Screen | Select the Go to Workflow Requests button located at the bottom right of the Approve Requests dialog box. | The My Workflow Requests (#) screen is displayed. If appropriate, click More, to have the complete list of requests. |  |
| 4 | Filter for Time Off Requests | To filter the requests, select the Filter  icon. | Several fields, which can be used as filter criteria, like for example request type, initiator, etc., are displayed on top of the My Workflow Requests (#) screen. |  |
| To filter for time off requests, select for field Request Type value Change Generic Object Actions and for field Object value Time Off Requests, then choose the Go button. | The time off requests to be approved are listed. For each of them, the name of the requesting employee, the start date, end date, and time type (absence) are displayed. |  |
| 5 | Sort Requests (Optional) | To sort the requests, select the Sort  icon. In the menu that expands, you have following options:   * Sort by the date you have received the request: this is the default sorting for the workflow list and ensures a timely completion of the requests; * Sort by the date the request has been initiated; * Sort by the date the content of the request becomes effective.   In addition, you can choose to display the requests in ascending or descending order.  Check the appropriate radio-buttons and choose Apply. | The requests you need to approve are listed as per the sort criteria you have selected. |  |
| 6 | Select Time Off Requests to be approved | Flag the checkboxes on the very left of all Time Off Requests for <employee name> links you want to approve, for example, those of time type Unpaid.   Note  Alternatively, you can flag the Select <#> out of <#> checkbox on the top left of the list of requests. | The number of selected requests is displayed on the top right of the list of requests. |  |
| 7 | Mass Approve Time Off Requests | Select the Approve (#) button on the top right of the list of requests. | All the selected time off requests will be approved in one go. As the workflows will be approved asynchronously, it may take a while until they are all approved. An appropriate message is generated by the system.  If appropriate, you can remove the filter and process other requests as per your requirement. Once there is no request left for you to approve, the My Workflow Requests (#) screen will have no entry anymore and the Approve Requests tile will no longer be visible in the To Dosection of your Home page. |  |

Result

The HR Business Partner of the employee has processed the time off request.

In case email is configured and the email address of the employee is maintained in the system, the employee receives an automatic email about the approval of the time off request.

The status of the request has changed accordingly to Approved and can be viewed by the employee as described in process step Viewing my Time Off Request Status.

### Viewing my Time Off Request Status (Optional)

Test Administration

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

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

Purpose

The Employee checks the status of his or her time off requests.

 Note

This process step can be executed at any point during the process, assumed that time off requests exist.

Procedure

| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| --- | --- | --- | --- | --- |
| 1 | Log on | Log on to Employee Central as Employee. | The Homepage is displayed. |  |
| 2 | Go to **Time Off** Screen | Option 1: On the Home page select from the Home drop-down MyEmployeeFile. On the MyEmployeeFile screen, go to the TimeOff section. Select the Go to Time Off link located in the Upcoming Time Off block of the Time Off subsection.  Option 2: On the Home page select from the Home drop-down MyEmployeeFile. On the My Employee File screen, select the Take Action button located in the top right corner of the screen and from the value list, which appears, select Manage Leave of Absence.  Option 3: if configured, you can go on the Home page to the MyInfo section and click on the Time Off tile. | The TimeOff screen is displayed. It is structured into several horizontal parts:   * In the upper part, your available time balances for different time types as of today are displayed. * In the middle part, the detailed calendar is displayed. * In the lower part, the View Team Absence Calendar link and the My Requests section are displayed. |  |
| 3 | Check Status of your Time Off Request | In the MyRequests section, check the status of your request. | The employee’s request is in status Approved and details related to the approver are given. The approved period of absence is marked with filled rectangles in the calendar. |  |

 Note

In case the time off request has been declined, it has status Declined.

In case the time off request has not been processed yet, it is still in status Pending.

 Note

In case email is configured in the system, the time off request has been approved, and you have received an email about the approval, you can proceed also as follows:

Go to your e-mail inbox and search the e-mail having as subject something like “The Create Time Off Requests action for <your name> has been approved”. 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 > Workflow Details screen, which contains several sections. In the Time Off Requests section view the details of the request, especially the value of field Approval Status.

### Viewing my Time Account Balances

Test Administration

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

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

Purpose

The Employee views his or her time account information.

The employee checks his or her time credits, such as vacation or floating entitlements. The employee receives information to help him or her plan the leave and information about the deduction periods of his or her time accounts.

Procedure

| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| --- | --- | --- | --- | --- |
| 1 | Log on | Log on to Employee Central as Employee. | The Home page is displayed. |  |
| 2 | Go to **Time Off** Screen | Option 1: On the Home page select from the Home drop-down MyEmployeeFile. On the My Employee File screen, go to the Time Off section. Select the Go to Time Off link located in the Upcoming Time Off block of the Time Off subsection.  Option 2: On the Home page select from the Home drop-down MyEmployeeFile. On the My Employee File screen, select the Take Action button located in the top right corner of the screen and from the value list, which appears, select Manage Leave of Absence.  Option 3: if configured, you can go on the Home page to the My Info section and click on the Time Off tile. | The Time Off screen is displayed. It is structured into several horizontal parts:   * In the upper part, your available time balances for different time types as of today are displayed. * In the middle part, the detailed calendar is displayed. * In the lower part, the View Team Absence Calendar link and the My Requests section are displayed. |  |
| 3 | Check Time Account Balances for Different Dates | Select in BalancesasofToday any date from the calendar help. | Your available time balances for different time types as of the date chosen are displayed. |  |
| 4 | View General Information of Time Accounts | Click on the Show account details  icon located in the top right corner. The Time AccountOverviewdialog box is displayed, where you can check details to your existing time accounts as of the particular date chosen, including time off earned, days/hours taken and planned, and the available balance. The balance is calculated by deducting taken time off from the time off earned. |  |  |
| 5 | Close **Time AccountOverview**dialog box | Choose the Close button. | You return to the Time Off screen. |  |

 Note

The HR Administrator can view the employee’s time account balances, too. The procedure in this case is as follows:

| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| --- | --- | --- | --- | --- |
| 1 | Log on | Log on to Employee Central as HR Administrator. | The Home page is displayed. |  |
| 2 | Search Employee | In the Search for actions or people box, in the top right corner of the screen, enter the name (or name parts) of the employee whose data you want to view. | The autocomplete functionality suggests a list of employees matching your search criteria. |  |
| 3 | Select Employee | Select the appropriate employee from the result list. | You are directed to the Employee Files page in which the profile of the employee is displayed. |  |
| 4 | Go to **Time Off** Section | On the My Employee File screen, go to the Time Off section. | The TimeOff section is displayed. |  |
| 5 | Go to Detailed Time Information | Option 1: Select in the Upcoming Time Off block of the Time Off subsection the Administer Time link.  Option 2: Select the Take Action button located in the top right corner of the screen and from the value list, which appears, select Manage Leave of Absence. | The Time Information for <employee name> screen is displayed, showing per default the Time Record section. |  |
| 6 | Go to **Time Account** Section | On the Time Information for <employee name> screen, go to the Time Accounts section, and there select the appropriate <time account> button, for example Vacation. | The displayed screen contains the <time account> (Vacation in our example) details as of today. The screen is structured into several blocks: Overview (Past), Overview (Future) - if appropriate -, Account Information, and Account Postings in the past and future (if existing) with respect to today’s date. |  |
| 7 | View Time Account Postings Details | In the Account Postings block, you can choose to view past postings and future posting, if existing, for the selected time account.  For the example of time account Vacation, select the Past Postings (#) or Future Postings (#) link and verify data related to posting date, posting type, amount (received or taken), balance before and after posting type, and creation details. |  |  |

 Caution

**Only in case integration with Employee Central Payroll is in place**, the employee time data is 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).

## Long-Term Absences

Purpose

It might happen that an employee in your company has to leave, not permanently, but for a period longer than mere vacation would account for. Examples might include parental leave.

In such a situation, the employee requests a long-term absence; after approval by the line manager and the HR business partner of the employee, an event with appropriate event reason is triggered, which results in the appropriate setting of the employee’s status to mark that the employee is away from work for a longer period.

**In case Position Management has been implemented in your instance**, you can decide whether that employee should have the right to return to his or her current position when the leave of absence is over. For this, the Right to Return feature needs to be set. Right to Return is also visualized on the Position Org Chart. In this chapter, we consider that if Position Management has been implemented, the Right to Return feature is also used. In addition, we consider that the employee is assigned to a regular and not mass position.

 Recommendation

In case Position Management has been deployed with the SAP Best Practices, you can refer for details on creating positions to test script of scope item Manage Positions (FK1). In case the Core content has been deployed with the SAP Best Practices, you can refer for details on hiring/rehiring employees on these positions to test script of scope item Add New Employee / Rehire (FJ0). In case employees already exist in the Employee Central instance at the point in time when Position Management is deployed with the SAP Best Practices, these employees can be assigned to newly created positions as appropriate. For more details on this, refer to chapter Assigning Employee to Position in the Appendix of test script Manage Positions (FK1).

### Requesting Long-Term Time Off

Test Administration

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

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

Purpose

The Employee requests a long-term time off, for example parental leave. This time off request initiated by the employee generates a two-step workflow; the request must be approved by both the employee’s line manager and HR business partner.

 Note

For more details on the workflow, refer to the appropriate Time Off workbook for **US**.

Procedure

| Test Step # | Test Step Name | Instruction | User Entries: Field Name: User Action and Value | Additional Information | Expected Result | Pass / Fail / Comment |
| --- | --- | --- | --- | --- | --- | --- |
| 1 | Log on | Log on to Employee Central as Employee. |  |  | The Home page is displayed. |  |
| 2 | Go to **Time Off** Screen | Option 1: On the Home page select from the Home drop-down MyEmployeeFile. On the My Employee File screen, go to the Time Off section. Select the Go to Time Off link located in the Upcoming Time Off block of the Time Off subsection.  Option 2: On the Home page select from the Home drop-down MyEmployeeFile. On the My Employee File screen, select the Take Action button located in the top right corner of the screen and from the value list, which appears, select Manage Leave of Absence.  Option 3: if configured, you can go on your Home page to the My Info section and click on the TimeOff tile. |  |  | The TimeOff screen is displayed. It is structured into several horizontal parts:   * In the upper part, your available time balances for different time types as of today are displayed. * In the middle part, the detailed calendar is displayed. * In the lower part, the View Team Absence Calendar link and the My Requests section are displayed. |  |
| 3 | Select Time Type | Select from the upper part of the screen the appropriate pushbutton of the time type for which you want to request time off. | For example, select from Other drop-down value Parental |  | The fields to be filled by you appear below the detailed calendar part of the screen. |  |
| 4 | Enter Parental Leave Request Details | Make the following entries regarding your time off request: | TimeType: value selected in test step # 3 is defaulted; leave as is |  |  |  |
| StartDate*:* defaults to today’s date; select appropriate value from calendar help | Alternatively, you can use the paintbrush mouse over to mark the complete period for which you request time off. | The TeamAbsencessection located at the bottom of the screen is expanded, informing you who is also absent during your planned absence. In case no other team member is absent during your time off, an appropriate information message is displayed in the TeamAbsencessection. |  |
| Expected ReturnDate: defaults to tomorrow’s date; select appropriate value from calendar help |  |
| Comment: add explanation to request, if necessary |  |  |  |
| 5 | Submit Request | Choose the Submit button. |  |  | A system message is generated about successful saving of your request and awaiting approval from your line manager. |  |

Result

The employee requested for a long-term time off. The request has been sent to the line manager for approval. The period of absence planned by the employee is shaded in the calendar. The My Requests section, located at the bottom of the TimeOff screen, is expanded: it contains details to the employee’s planned absence. The employee’s request is in status Pending.

In case email is configured and the email address of the employee’s line manager is maintained in the system, the line manager receives an email about his or her needed approval for the employee’s time off request.

 Note

To change or cancel the time off request, choose either Edit or Cancel Request link locatedbelow the appropriate request in the My Requests section, and make the appropriate entries.

 Note

The HR Administrator can request time off for the employee on behalf of the employee, too. In this case the time off is posted directly and no approval from the employee’s line manager and employee’s HR business partner is needed.

The procedure in this case is as follows:

| Test Step # | Test Step Name | Instruction | User Entries: Field Name: User Action and Value | Expected Result | Pass / Fail / Comment |
| --- | --- | --- | --- | --- | --- |
| 1 | Log on | Log on to Employee Central as HR Administrator. |  | The Home page is displayed. |  |
| 2 | Search Employee | In theSearch for actions or people box, in the top right corner of the screen, enter the name (or name parts) of the employee on behalf of whom you want to request time off. |  | The autocomplete functionality suggests a list of employees matching your search criteria. |  |
| 3 | Select Employee | Select the appropriate employee from the result list. |  | You are directed to the Employee Files page in which the profile of the employee is displayed. |  |
| 4 | Go to **Time Information** Screen of Employee | Option 1: On the Employee Files screen, go to the Time Off section. Select the Administer Time link located in the Upcoming Time Off block of the Time Off subsection.  Option 2: On the Employee Files screen, select the Take Action button located in the top right corner of the screen and from the value list, which appears, select Manage Leave of Absence. |  | The Time Information for <employee name> screen is displayed, showing per default the Time Record section. |  |
| 5 | Request Time Off on Behalf of Employee | Select the + New Absence button located in the right corner above the Time Records (#) table. |  | The New Absence dialog box is displayed, containing the fields to be filled. |  |
| 6 | Enter Request Details | Make the following entries regarding the time off request: | Time Type: select Parental from drop-down |  |  |
| StartDate: defaults to today’s date; select appropriate value from calendar help |  |  |
| Expected ReturnDate: defaults to tomorrow’s date; select appropriate value from calendar help |  |  |
| Requesting: is defaulted automatically based on the dates entered |  |  |
| Comment: add explanation to request, if necessary |  |  |
| 7 | Submit Request | Choose the Submit button. |  | A system message is generated about successful posting of the time off. The request is automatically approved. |  |

Result

The HR administrator requested time off on behalf of the employee. The time off request has been automatically approved. The HR administrator can view it in the Time Records (#) table on the Time Information for <employee name> screen, or alternatively, on the employee’s Employee Files screen, in the Upcoming Time Off block located in the Time Off subsection of the Time Off section. For the employee, the time off request is visible in the My Requests section of the Time Off screen, or alternatively, on the Employee Files screen, in the Upcoming Time Off block located in the Time Off subsection of the Time Off section.

 Note

To change or cancel the time off request, choose in theTime Records (#) table on the Time Information for <employee name> screen the Edit link locatednext to the Status of the request. In the upcoming Edit Absence dialog box, proceed as follows:

* + To change the request, make the appropriate adaptions and choose the Submit button.
  + To cancel the request, choose the Cancel Request button.

### Processing Long-Term Time Off Request

Test Administration

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

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

Purpose

The Line Manager processes the long-term time off request of type Parental sent by his or her subordinated employee.

Prerequisites

The time off request must have been maintained by the employee and sent for approval to his or her line manager.

Procedure

| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| --- | --- | --- | --- | --- |
| 1 | Log on | Log on to Employee Central as Line Manager. | The Homepage is displayed. |  |
| 2 | Access Requests Tile | On the Home page, go to theTo Dosectionand click on the Approve Requests tile. | The Approve Requests dialog box is displayed, containing a list of all the requests you need to approve. For each request, high level details are given, which depend on the request type.  Starting with this list, you have different options:   * Approve directly a single request. * Select a single time off request, review its details and process it. * Filter for the relevant long-term time off request and approve it.   Each of these options is detailed in a separate Procedure table below. Continue the process execution with one of these options. |  |

Option 1: Approving Directly Single Long-Term Time Off Request

| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| --- | --- | --- | --- | --- |
| 3 | Approve Directly Single Time Off Request | In the Approve Requests dialog box, review the high-level details of the Time Off Requests for <employee name> you need to approve. These high-level details refer to the time type (for example, Parental) and the duration of this absence.  If everything is fine, choose the Approvebutton next to the time off request. | The system generates a message about the successful approval of the workflow and the request disappeared from the Approve Requests dialog box. |  |
| 4 | Return to Home page | If appropriate, approve directly other single requests, otherwise choose X to close the Approve Requests dialog box and return to the Home page. | Note  Once there is no request left for you to approve, the Approve Requests tile will no longer be visible in the To Dosection of your Home page. |  |

Option 2: Detailed Processing of Single Long-Term Time Off Request

| Test Step # | Test Step Name | Instruction | Additional Information | Expected Result | Pass / Fail / Comment |
| --- | --- | --- | --- | --- | --- |
| 3 | Select Time Off Request | In the Approve Requests dialog box, click on the Time Off Requests for <employee name> link, which has time type, for example, Parental.   Note  In case there are several time off requests submitted by this employee, pay attention to the displayed high level details (more precisely the time type and absence period) to choose the correct request. |  | The EmployeeFiles > Workflow Details screen is displayed containing details to the employee’s time off request. The screen is divided in several sections:   * The Do you approve this request? section contains a short overview of the request, its initiator, and the workflow participants. * The Time Off Requests section contains the detailed request, and the section immediately below contains the absences of other team members during the same period. * In the Comment section, you can post your remarks to the employee’s request. * On the right part of the screen a short profile of the requesting employee is given, as well as administrative details to the request initiation. |  |
| 4 | Review Time Off Request | Review the detailed request. If needed, you can enter a note to this time off request in the Comment section. |  |  |  |
| 5 | Approve Time Off Request | If everything is fine, choose the Approvebutton to approve the time off request. | You may also pass the request to someone else to approve. For this choose the Delegate button, select in the upcoming DelegateRequest dialog box from the drop-down the person to whom you want to delegate the request, and choose the Send button. | The system generates a message about the successful approval of the workflow.   Note  Once there is no request left for you to approve, the Approve Requests tile will no longer be visible in the To Dosection of your Home page. |  |

Option 3: Filtering for Long-Term Time Off Request to be Approved

In case you have several requests in the Approve Requests tile, you might want to filter for the appropriate long-term time off request submitted by your direct report.

| Test Step # | Test Step Name | Instruction | Additional Information | Expected Result | Pass / Fail / Comment |
| --- | --- | --- | --- | --- | --- |
| 3 | Go to **My Workflow Requests** Screen | Select the Go to Workflow Requests button located at the bottom right of the Approve Requests dialog box. |  | The My Workflow Requests (#) screen is displayed. If appropriate, click More, to have the complete list of requests. |  |
| 4 | Filter for Time Off Requests | To filter for the long-term time off request, select the Filter  icon. |  | Several fields, which can be used as filter criteria, like for example request type, initiator, etc., are displayed on top of the My Workflow Requests (#) screen. |  |
| To filter for the long-term time off request (for example, of type Parental) submitted by your direct report, select for field Request Type value Change Generic Object Actions, for field Object value Time Off Requests, and in field Initiated By the name of the employee who has submitted the request. Then choose the Go button. |  | The time off requests submitted by that employee for you to approve are listed. For each of them, the name of the requesting employee, the start date, end date, and time type (absence) are displayed. |  |
| 5 | Select Time Off Request to be approved | Flag the checkbox on the very left of the Time Off Requests for <employee name> link you want to approve, namely the one of time type Parental. | Alternatively, instead of executing test steps # 5 and # 6, separately, you can combine them by selecting the Approve button next to the appropriate Time Off Requests for <employee name> link. | The number of selected requests is displayed on the top right of the list of requests. |  |
| 6 | Approve Time Off Request | Select the Approve (#) button on the top right of the list of requests. | The selected time off request has been approved. The number of filtered requests you still need to approve has decreased accordingly.   Note  If appropriate, you can remove the filter and process other requests as per your requirement. Once there is no request left for you to approve, the My Workflow Requests (#) screen will have no entry anymore and the Approve Requests tile will no longer be visible in the To Dosection of your Home page. |  |

Result

The line manager has processed the long-term time off request.

The workflow is sent for further processing to the employee’s HR Business Partner (described in process step Processing Approved Long-Term Time Off Request below). The status of the request is still Pending.

In case email is configured and the email address of the employee’s HR Business Partner is maintained in the system, he or she receives an automatic email about the needed approval for the employee’s time off request.

### Processing Approved Long-Term Time Off Request

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 Business Partner (of employee) | | | | |
| Responsibility | <State Service Provider, Customer or Joint Service Provider and Customer> | | | Duration | <duration> |

Purpose

In case of a long-term time off of type Parental, the request needs to be approved by the HR Business Partner of the employee, too.

Prerequisites

The time off request has been approved by the employee’s line manager.

Procedure

| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| --- | --- | --- | --- | --- |
| 1 | Log on | Log on to Employee Central as HR Business Partner. | The Homepage is displayed. |  |
| 2 | Access Requests Tile | On the Home page, go to theTo Dosectionand click on the Approve Requests tile. | The Approve Requests dialog box is displayed, containing a list of all the requests you need to approve. For each request, high level details are given, which depend on the request type.  Starting with this list, you have different options:   * Approve directly a single request. * Select a single time off request, review its details and process it. * Filter for the relevant long-term time off request and approve it.   Each of these options is detailed in a separate Procedure table below. Continue the process execution with one of these options. |  |

Option 1: Approving Directly Single Long-Term Time Off Request

| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| --- | --- | --- | --- | --- |
| 3 | Approve Directly Single Time Off Request | In the Approve Requests dialog box, review the high-level details of the Time Off Requests for <employee name> you need to approve. These high-level details refer to the time type (for example, Parental) and the duration of this absence.  If everything is fine, choose the Approvebutton next to the time off request. | The system generates a message about the successful approval of the workflow and the request disappeared from the Approve Requests dialog box. |  |
| 4 | Return to Home page | If appropriate, approve directly other single requests, otherwise choose X to close the Approve Requests dialog box and return to the Home page. | Note  Once there is no request left for you to approve, the Approve Requests tile will no longer be visible in the To Dosection of your Home page. |  |

Option 2: Detailed Processing of Single Long-Term Time Off Request

| Test Step # | Test Step Name | Instruction | Additional Information | Expected Result | Pass / Fail / Comment |
| --- | --- | --- | --- | --- | --- |
| 3 | Select Time Off Request | In the Approve Requests dialog box, click on the Time Off Requests for <employee name> link, which has time type, for example, Parental.   Note  In case there are several time off requests submitted by this employee, pay attention to the displayed high level details (more precisely the time type and absence period) to choose the correct request. |  | The EmployeeFiles > Workflow Details screen is displayed containing details to the employee’s time off request. The screen is divided in several sections:   * The Do you approve this request? section contains a short overview of the request, its initiator, and the workflow participants. * The Time Off Requests section contains the detailed request, and the section immediately below contains the absences of other team members during the same period. * In the Comment section, you can post your remarks to the employee’s request. * On the right part of the screen a short profile of the requesting employee is given, as well as details to the activities so far in the workflow (request initiation, approval by line manager). |  |
| 4 | Review Time Off Request | Review the detailed request. If needed, you can enter a note to this time off request in the Comment section. |  |  |  |
| 5 | Approve Time Off Request | If everything is fine, choose the Approvebutton to approve the time off request. | You may also pass the request to someone else to approve. For this choose the Delegate button, select in the upcoming DelegateRequest dialog box from the drop-down the person to whom you want to delegate the request, and choose the Send button. | The system generates a message about the successful approval of the workflow.   Note  Once there is no request left for you to approve, the Approve Requests tile will no longer be visible in the To Dosection of your Home page. |  |

Option 3: Filtering for Long-Term Time Off Request to be Approved

In case you have several requests in the Approve Requests tile, you might want to filter for the appropriate long-term time off request submitted by the employee.

| Test Step # | Test Step Name | Instruction | Additional Information | Expected Result | Pass / Fail / Comment |
| --- | --- | --- | --- | --- | --- |
| 3 | Go to My **Workflow Requests** Screen | Select the Go to Workflow Requests button located at the bottom right of the Approve Requests dialog box. |  | The My Workflow Requests (#) screen is displayed. If appropriate, click More, to have the complete list of requests. |  |
| 4 | Filter for Time Off Requests | To filter for the long-term time off request, select the Filter  icon. |  | Several fields, which can be used as filter criteria, like for example request type, initiator, etc., are displayed on top of the My Workflow Requests (#) screen. |  |
| To filter for the long-term time off request (for example, of type Parental) submitted by the employee, select for field Request Type value Change Generic Object Actions, for field Object value Time Off Requests,and in field Initiated By the name of the employee who has submitted the request. Then choose the Go button. |  | The time off requests submitted by that employee for you to approve are listed. For each of them, the name of the requesting employee, the start date, end date, and time type (absence) are displayed. |  |
| 5 | Select Time Off Request to be approved | Flag the checkbox on the very left of the Time Off Requests for <employee name> link you want to approve, namely the one of time type Parental. | Alternatively, instead of executing test steps # 5 and # 6, separately, you can combine them by selecting the Approve button next to the appropriate Time Off Requests for <employee name> link. | The number of selected requests is displayed on the top right of the list of requests. |  |
| 6 | Approve Time Off Request | Select the Approve (#) button on the top right of the list of requests. | The selected time off request has been approved. The number of filtered requests you still need to approve has decreased accordingly.   Note  If appropriate, you can remove the filter and process other requests as per your requirement. Once there is no request left for you to approve, the My Workflow Requests (#) screen will have no entry anymore and the Approve Requests tile will no longer be visible in the To Dosection of your Home page. |  |

Result

The HR Business Partner of the employee has processed the time off request.

The status of the request has changed accordingly to Approved.

In case email is configured and the email address of the employee is maintained in the system, the employee receives an automatic email about the approval of the time off request.

 Note

In this case, the employee can access the link provided in the email to view details of the request, especially of the approval status.

#### Updating Employee Job Information

Purpose

Upon the workflow approval performed by the employee’s HR Business Partner, an event is triggered with appropriate event reason, which updates the job information of the employee automatically.

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

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

Purpose

**Only if Position Management has been implemented and Right to Return** **feature is activated:** Upon the workflow approval performed by the employee’s HR Business Partner, the employee’s position is updated automatically with information related to the right of the employee to return on this position.

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 and Right to Return feature is activated!  
In case you do not use Position Management, you may ignore this chapter!

The HR Administrator views if the position, to which the employee is assigned, has been updated as expected after the employee started his or her long-term time off. More precisely, he or she checks if information has been added, which reflects the right to return of the employee to this position after the long-term time off ends.

Procedure

| Test Step # | Test Step Name | Instruction | Additional information | Expected Result | Pass / Fail / Comment |
| --- | --- | --- | --- | --- | --- |
| 1 | Log on | Log on to Employee Central as an HR Administrator. |  | The Home page is displayed. |  |
| 2 | Go to 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 Position | Go to the Position Org Chart tab.  In the Search By field, select value Positions from the drop-down. In the Search field, select from the drop-down the position the employee used to be assigned to before his or her leave.  Click on the calendar icon  located in the top right corner of the screen and select from calendar help the first day the employee is on leave (or any other date within the leave period). | In case you select for the Search By field value People from the drop-down, enter in the Search field the name of the employee, and select from the calendar icon  a date within the leave period, you should obtain a system message stating that no position is found to which the employee is assigned, | The position hierarchy starting from the selected position and containing one level below, if existing, is displayed. |  |
| 4 | View Position High-Level Data | Verify that the number of incumbents (visible in <current #> / <target #> FTE) has decreased accordingly, and the At least one right to return exists for this position icon  is visible. |  |  |  |
| Click on the position and in the upcoming side panel next to it choose Right To Return Details. |  | The menu is expanded and details to the employee who has the right to return to this position are shown. |  |
| 5 | Go to Detailed Position screen | Click on the position and in the upcoming side panel next to it choose the Show Position  icon located below <position title (code)> and next to as of <selected date>. |  | The Position: <position title (code)> window shows up containing the position details. |  |
| 6 | View Position Details | Check that the value in the Start Date field coincides with the start date maintained for the request in process step Requesting Long-Term Time Off.  Check that the Right To Return section of the Position: <position title (code)> window contains following data:  User: <name of employee who is on long-term time off>  Reason: Leave of Absence  Click the Details link; in the upcoming Details dialog box view the time type, it should be Parental (US\_PARENT). Choose the Done button. |  |  |  |
| 7 | Close Window | When done, choose X (Cancel). |  |  |  |

### Viewing Employee Job Information Details

Test Administration

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

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

Purpose

The HR Administrator views if the job information of the employee has been updated as expected after the employee started his or her long-term time off.

Procedure

| Test Step # | Test Step Name | Instruction | Additional Information | Expected Result | Pass / Fail / Comment |
| --- | --- | --- | --- | --- | --- |
| 1 | Log on | Log on to Employee Central as HR Administrator. |  | The Home page is displayed. |  |
| 2 | Search Employee | In the Search for actions or people box, in the top right corner of the screen, enter the name (or name parts) of the employee whose job information data you want to view. |  | The autocomplete functionality suggests a list of employees matching your search criteria. |  |
| 3 | Select Employee | Select the appropriate employee from the result list. |  | You are directed to the Employee Files page in which the profile of the employee is displayed. |  |
| 4 | Go to **Employment Information** Section | On the Employee Files screen, go to the Employment Information section. |  | The Employment Information section is displayed. |  |
| 5 | View **Job Information** Block | Verify in the Job Information block of the Job Information subsection that the Employee Status field has value Paid Leave. | In case the long-term time off starts on a future date, you are advertised in the Job Information block that future change in job information is pending. Select this link. In the Change History part of the upcoming Job Information Changes dialog box, select the appropriate future record, and verify that the Employee Status isPaid Leave. |  |  |
| 6 | View Position Information (Optional) | Only if Position Management has been implemented and **Right to Return** feature is activated:In the Position Information block of the Organizational Information subsection verify that no data for position information is available. |  |  |  |
| 7 | Go to Job Information History | Select the Clock (History) icon next to the Job Information block. |  | The Job Information Changes dialog box is displayed: on the left hand-side, the historical records of the job information are listed; on the right hand-side, the current valid record is displayed. |  |
| 8 | View Job Information Details | In the Job Information Changes dialog box verify that following values are displayed in the Employee Status and Event blocks, respectively:  Employee Status: Paid Leave  Event: Leave of Absence  Event Reason: Maternity/ Paternity - INTL (PLAMAT)  Expected Return Date: <date as maintained in the long-term time off request> | In case the long-term time off starts on a future date, select in the Change History part of the Job Information Changes dialog box the appropriate future record, and verify the fields mentioned in the Instruction column. |  |  |

 Caution

**Only in case integration with Employee Central Payroll is in place**, the employee time data is 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).

### Entering Return to Work from Long-Term Time Off 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

After the employee has returned from his or her long-term time off (for example parental leave), the HR Administrator maintains appropriate data in the system.

Procedure

| Test Step # | Test Step Name | Instruction | User Entries: Field Name: User Action and Value | Expected Result | Pass / Fail / Comment |
| --- | --- | --- | --- | --- | --- |
| 1 | Log on | Log on to Employee Central as HR Administrator. |  | The Home page is displayed. |  |
| 2 | Search Employee | In the Search for actions or people box, in the top right corner of the screen, enter the name (or name parts) of the employee who has returned from the parental leave. |  | The autocomplete functionality suggests a list of employees matching your search criteria. |  |
| 3 | Select Employee | Select the appropriate employee from the result list. |  | You are directed to the Employee Files page in which the profile of the employee is displayed. |  |
| 4 | Go to **Time Information** Screen of Employee | Option 1: On the Employee Files screen, go to the Time Off section. Select the Administer Time link located in the Upcoming Time Off block of the Time Off subsection.  Option 2: On the Employee Files screen, select the Take Action button located in the top right corner of the screen and from the value list, which appears, select Manage Leave of Absence. |  | The TimeInformation for <employee name> screen is displayed, showing per default the Time Record section. |  |
| 5 | Edit Request | In the Time Records (#) table, choose the Edit link located next to the Status of the parental leave request you want to update. |  | The Edit Absence dialog box is displayed. |  |
| 6 | Enter Actual Return Date | In the Edit Absence dialog box enter the date the employee has actually returned to work from his or her parental leave: | Actual ReturnDate: select appropriate date from calendar help |  |  |
| Requesting: is defaulted automatically based on the start date and the actual return date |  |  |
| Comment: add an appropriate explanation |  |  |
| 7 | Submit Updated Request | Choose the Submit button. |  | A system message is generated about successful saving of the data. The details of time off of type Parental have been updated automatically in the Time Records (#) table of the employee. |  |

 Note

The employee can view administrative details on his or her long-term time off by logging on to the Employee Central instance and navigating to Home → My Employee File → Time Off section → Upcoming Time Off block → Go to Time Off link. Alternatively, the employee can choose on the My Employee File screen the Take Action button and select Manage Leave of Absence to arrive at the same page.

#### Updating Employee Job Information

Purpose

Once the HR Administrator has submitted the updated record containing the return date of the employee to work, an event is triggered with appropriate event reason, which updates the job information of the employee automatically.

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

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

Purpose

**Only if Position Management has been implemented and Right to Return** **feature is activated:** Once the HR Administrator has submitted the updated record containing the return date of the employee to work, the employee is automatically assigned again to the position he or she occupied before the long-term time off.

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 and Right to Return feature is activated!  
In case you do not use Position Management, you may ignore this chapter!

The HR Administrator views if the employee has been assigned back to his or her old position after he or she returned to work from his or her long-term time off. More precisely, the HR Administrator checks if the position data has been updated as expected after the employee returned to work from his or her long-term time off.

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 Position | Go to the Position Org Chart tab. To search for the position, the employee is re-assigned to after his or her time off, 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 the position from the drop-down.  Option 2:  In the Search By field, select value People from the drop-down.  In the Search field, enter name or name parts of the employee and select the appropriate employee from the list of suggested persons.  For both options, click on the calendar icon  located in the top right corner of the screen and select from calendar help the first day the employee is back to work (or any other date after the return date). | The position hierarchy starting from the selected position and containing one level below, if existing, is displayed. |  |
| 4 | View Position High-Level Data | Verify that the number of incumbents (visible in <current #> / <target #>FTE) has increased accordingly, and the At least one right to return exists for this position icon is not visible anymore.  Note  Note that in the side panel next to the position, the Right To Return Details menu does not show up anymore. |  |  |
| 5 | Go to Detailed Position screen | Click on the position and in the upcoming side panel next to it choose the Show Position  icon located below <position title (code)> and next to as of <selected date>. | The Position: <position title (code)> window shows up containing the position details. |  |
| 6 | View Position Details | Check that the Start Date field value coincides with the actual return date maintained in process step Entering Return to Work from Long-Term Time Off Data.  Check that the Right To Return section of the Position: <position title (code)> window does not contain any data. |  |  |
| 7 | Close Window | When done, choose X (Cancel). |  |  |

### Viewing Employee Job Information Details

Test Administration

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

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

Purpose

The HR Administrator views if the job information of the employee has been updated as expected after the employee has returned from his or her long-term time off.

Procedure

| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| --- | --- | --- | --- | --- |
| 1 | Log on | Log on to Employee Central as HR Administrator. | The Home page is displayed. |  |
| 2 | Search Employee | In the Search for actions or people box, in the top right corner of the screen, enter the name (or name parts) of the employee whose job information data you want to view. | The autocomplete functionality suggests a list of employees matching your search criteria. |  |
| 3 | Select Employee | Select the appropriate employee from the result list. | You are directed to the Employee Files page in which the profile of the employee is displayed. |  |
| 4 | Go to **Employment Information** Section | On the Employee Files screen, go to the Employment Information section. | The Employment Information section is displayed. |  |
| 5 | View **Job Information** Block | Verify in the Job Information block of the Job Information subsection that the Employee Status field has value Active. |  |  |
| 6 | View Position Information (Optional) | Only if Position Management has been implemented and **Right to Return** feature is activated: In the Position Information block of the Organizational Information subsection verify that the employee is assigned again to the same position as before the long-term time off. Verify that the Position Entry Date coincides with the actual return date maintained in process step Entering Return to Work from Long-Term Time Off Data. |  |  |
| 7 | Go to Job Information History | Select the Clock (History) icon next to the Job Information block. | The Job Information Changes dialog box is displayed: on the left hand-side, the historical records of the job information are listed; on the right hand-side, the current valid record is displayed. |  |
| 8 | View Job Information Details | In the Job Information Changes dialog box verify that following values are displayed in the Employee Status and Event blocks, respectively:  Employee Status: Active  Event: Return to Work  Event Reason: Return From Leave (RETLEAVE) |  |  |

 Caution

**Only in case integration with Employee Central Payroll is in place**, the employee time data is replicated to Employee Central Payroll. In order to check the correctness of the replicated data, proceed as described in the test script of scope item Integration with SAP SuccessFactors Employee Central Payroll (15O).

# Appendix

## Executing Process Steps using Mobile App

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

 Recommendation

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

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

### Requesting Time Off

Purpose

If the SAP SuccessFactors Mobile application has been activated on the mobile devices of the employees, they can request time off also on their mobile devices.

To request time off on the mobile device, following users can activate the SAP SuccessFactors Mobile application:

* Employees.

Procedure

1. Open the SAP SuccessFactors mobile app and log on by tapping the corresponding user name.
2. Tap on More and tap Time Off.
3. Before requesting time off, check the balance still available on your time accounts, and possibly check also whether there are any public holidays in the period when you want to take time off.
4. Next, tap in the Request Time Off part of the screen on the time type for which you want to request time off.
5. Enter details as appropriate. Tap on the Team Absences part of the screen to check who is also absent during the period you are requesting time off.
6. Then tap Send.

### Processing Time Off Requests

Purpose

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

To process time off requests on the mobile device, following users can activate the SAP SuccessFactors Mobile application:

* Line Managers,
* HR Business Partner of the employees.

Procedure

1. Open the SAP SuccessFactors mobile app and log on by tapping the corresponding user name.
2. Tap on To-Do and under Approve Requests select the appropriate time off request you need to process.
3. On the Details screen, review the request, and if satisfied, tap Approve.

 Note

If appropriate, you can also decline the time off request. In this case, it is recommended to add a comment explaining your decision. Then tap Decline.

You may also pass the request to someone else to approve. For this tap Delegate.

## Process Chains

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

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

### Preceding Processes

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

| Process | Business Condition |
| --- | --- |
| In case the Core content has been deployed: Add New Employee / Rehire (FJ0) | Employees must have been hired (or rehired) and already exist in the system.  In case integration with SAP SuccessFactors Employee Central Payroll is in scope, employee master data needs to be replicated first to the SAP SuccessFactors Employee Central Payroll system, before a replication of time data can take place. |
| In case the Payroll Time Sheet content has been deployed: Record Working Time (15S) (Optional) | Under certain conditions the employee may accrue upon recording working time an appropriate amount for time account type Working Time Accounts or Time Off in Lieu. The employee can then request time off of type Working Time Accounts or Time Off in Lieu. |

### Succeeding Processes

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

| Process | Business Condition |
| --- | --- |
| Integration with SAP SuccessFactors Employee Central Payroll (15O) (Optional) | In case integration with SAP SuccessFactors Employee Central Payroll is in scope, the employee time data is transferred from SAP SuccessFactors Employee Central to SAP SuccessFactors Employee Central Payroll and can be checked there for correctness. |

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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