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| SAP SuccessFactors, how can you ensure that a workflow is automatically terminated if it remains pending for a specific duration? | Use the "Workflow Timeout" feature |
| Which of when is not an Incremental load type? | Purge |
| Which methods of modifying employee data trigger event reason derivation? | Use the Take Action menu<br>Use the pencil icon |
| Scenario: An organization wants to ensure that all leave requests are approved by both the direct manager and the HR department. How can this be achieved using Scenario Approvals for Self-Service? | Set up a two-step approval process with the manager as the first approver and HR as the second |
| following Destination Objects are referenced for Valid When and Composite associations? | Composite association - Child object<br>Valid When association - Higher level object |
| Scenario: An organization wants to track the reasons why employees decline job offers after interviews. They want to categorize reasons such as compensation, location, job role, or company culture.<br>How can this be set up using Event Reason Derivation? | Create custom event reasons for each decline category |
| What Time Off feature defines the available time types for a user? | Time profile |
| Scenario: An organization has a policy that any change in job role must be accompanied by mandatory training. How can this requirement be enforced using scenario approvals? | Implement a rule that checks for training completion before approving a role change |
| Which tools are available in Admin Center to import FO records? | Import and Export Data<br>Import Foundation Data |
| Propagation &&NO_OVERWRITE&&? | Address Information<br>Job Relationships |

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| What rule event type do you use to have the legal entity field automatically filled in when opening Add New Employee? | onInit |
| You are setting up a new propagation from the Business Unit object. Where do you find the IDs that are necessary for this propagation? | HRIS Propagation XML file |
| What must be set up in the system before managers can use the Change Job and Compensation Information feature for their direct reports? | Workflow configurations<br>Event reason derivation |
| Which data type must you use when adding a field to reference Legal Entity in an MDF object? | Generic object |
| In which ways can you modify a configuration user interface (UI) for a generic object? | Change object names.<br>Add new fields.<br>Change the location of fields. |
| Which of the following is NOT a standard association type for generic objects in SAP SuccessFactors? | Parent-to-Child |
| In your implementation project, the client gives you a requirement to automatically fill the Pay Grade field in the Job Information portlet after Job Classification field value is keyed in for an employee.<br>What will you code in the HRIS Propagation XML File to achieve this? | <propagate foundation-element-id="JobClassification"><field id=" payGrade"><destination field-id="job-code" hris-element-id="jobInfo"/></field></propagate><br><propagation-mapping foundation-field="JobClassification.externalCode" hris-field="jobInfo.job-code"/> |
| Which business rule scenario is used to set default values or visibility attributes during the hire process? | Rules for Hire/Rehire |
| Which of the following are features of picklists created in the Picklist center? | PICKLISTS are effectively dated.<br>PICKLISTS are used for Generic objects. |
| What does the Report Distributor allow you to do? | To create report bundles to be sent via e-mail in PDF format.<br>To send custom reports on a regular basis. |

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| What is the maximum period you can set for a rule trace? | 2 days |
| You remove the Cost Center HRIS element from the Corporate Data Model. What must be done in the Succession Data Model to avoid errors in the system? | The Cost Center field in the Job Info element must be set to visibility = "none". |
| You are helping your client to extend their Employee Central footprint to their subsidiary in China. You have added the translations for the FO records in the client system in Simplified Chinese.<br>In Provisioning the setting shown in the screen shot is maintained. | If the system does NOT find the translation in simplified Chinese or in German, it will show the translation maintained in US English.<br>If the system finds the translation maintained in simplified Chinese, it will show that translation<br>If the system does NOT find the translation in simplified Chinese, it will show the translation maintained in German |
| How do you enable a Company Structure Overview? | Configure the Company Structure Definition record<br>Enable the feature in Manage Employee Central Settings<br>Assign permissions to the company structure objects |
| Your customer wants the Time Zone field from the Job Classification Foundation Object to propagate into the Time Zone field of the Employee's Job Information.<br>What data model do you reference to fill in the IDs for 3 and 4 in the HRIS Propagation Data Model (as shown in the attached graphic)? | Succession Data Model |
| How do the Talent Approval group and Finance Controller participate in the workflow illustrated in the attached screen shot? | - Anyone in the Talent Approval group can add comments.<br>- The Finance Controller receives an e-mail notification when the workflow is completed. |
| A manager changes an employee's division, job classification, and cost center. The manager then submits the request and an event reason is triggered.<br>As shown in the attached screen shot, what event reason ID does the system select?Please choose the correct answer. | EVENT_REASON2 |

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| Your customer needs to set up a workflow to direct approval processes to the head of a business unit. What steps would you take to complete their requirement? | Manage Organization Pay and Job Structure > Create Dynamic Roles<br>Manage Organization Pay and Job Structure > Create workflow configuration |
| Which of the following is NOT a standard action that can be triggered by a business rule in SAP SuccessFactors? | Generate a PDF report |
| What do you need to download before importing organization, pay, and job data into the system? | A blank CSV template for each object from the Import Foundation Data tool |
| Which field would commonly be included in a position record that would NOT be included in a job classification record? | Pay Grade |
| What is the function of the icon shown in the attached diagram? | Provides translations of the foundation object label. |
| How can organization ensure that specific event reasons are automatically derived based on data changes in SAP SuccessFactors? | Use the "Auto-Derivation" setting in the event reason configuration |
| Which Workflow Context identifies a Future Role? | Target |
| Scenario: A company wants to set up a system where employees can submit ideas for process improvements. They want to capture the idea description, potential benefits, and a priority rating. How can this be set up using generic objects? | Create a generic object for ideas with fields for description, benefits, and priority rating |
| Scenario: An organization wants to ensure that any employee reaching the age of 60 is automatically enrolled in a retirement benefits program. How can this be enforced using business rules in SAP SuccessFactors? | Implement a rule that checks the age of the employee and enrolls them in the retirement benefits program |
| You edit the Employment Information portlet of an existing employee file and the "Remote Worker?" field only dis- | The RBP permissions are incorrect |

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| plays No Selection in the drop down list. What is the most likely issue? | |
| Your customer requires a new custom MDF foundation object (MDF FO) linked to legal entities to build their organization structure. What are possible steps? | Import the records using the Import and Export Data tool. Define a custom object using the Configure Object Definitions tool. |
| Which person objects support country-specific fields? | globalInfo<br>nationalIDcard |
| A customer has scheduled an HRIS sync job to run every Friday. Which includes mapping of job titles? On Tuesday, an employee's job title is changed via Manager Self-Service (MSS) to become effective on Thursday.<br>When will the synchronization happen? | Friday, when the sync job completes |
| Which of the following are the benefits of using the Payroll Control Center compared to traditional payroll systems? | Strategic Insight into payroll before production payroll<br>Automated processing<br>Intuitive user interface |
| In SAP SuccessFactors, how can an organization ensure that a specific business rule is triggered only during certain times of the year, such as during the annual review period? | Use the "Rule Scheduler" feature |
| The Time Off policies for a company are different countries. The Time Off policies also vary between the user groups in each country.<br>Which fields need to be maintained in Job Information - Time information section for the correct setup of Time Off functionality? | Holiday Calendar<br>Time Type Profile<br>Work Schedule |
| In your implementation project, the client requires that the Pay Grade field in the Job Information block be automatically filled after the Job Classification field value is | Create a business rule with Job Information as the base object.<br>Add an onChange rule trigger to the job-code HRIS field in the Manage Business Configuration. |

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| keyed in for an employee.<br>What are the steps to achieve this? | |
| How does SAP recommend that you edit a Succession Data Model? | 1. Export the Succession Data Model.<br>2. Make your updates.<br>3. Import the model into provisioning. |
| What data model do you use to set up a National ID display format? | Country-specific Succession Data Model |
| What can you do in the Event picklist when configuring events and event reasons? | Change the labels.<br>Add a new language translation.<br>Change the status. |
| A customer gets a larger business and they plan to limit the access of specified users to certain positions only. From the picture below, how do you restrict access to target populations? | You can restrict access to positions lower in the hierarchy than the granted user's position.<br>Use point 3 to grant users access either to every position in the business or to a specific target group of positions. |
| The following query parameters are supported in the EC compound employee API. | ExternalKeyMapping<br>queryMode<br>maxRows |
| Where can a workflow contributor see the comments posted on a workflow request? | Pending Requests |
| Which pages support onInit business rules? | Add New Employee Wizard<br>Manage Organization, Pay and Job Structures |
| When you enter the holiday calendar, work schedule, and time profile in an employee's job information? | The objects can either all be global or all be specific to one country, or a mixture of global and specific to one country. Country-specific objects must all relate to one country, and you can combine countries. |
| Scenario: An organization wants to track employee skills and their proficiency levels. Which approach using generic objects would be most suitable? | Create a generic object for skills with fields for skill name and proficiency level |

| Scenario: An organization wants to track external training programs that employees attend. Which approach using generic objects would be most suitable? | Create a generic object for external training programs |
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| Why is Rule B (shown in the attached screenshot) not triggering? | Rule A triggers instead of Rule B when an employee's job code changes. |
| Which of the following are feature of MDF picklists? | MDF picklists are effectively dated<br>MDF picklist values can be deleted<br>MDF picklists are used for Generic Object |
| What tasks can be performed on the Benefits Admin Overview page? | Associate workflows to benefits<br>Create and edit benefits |
| You need to create a one to many association from Location to Legal Entity. You also need to configure filtering of the location file based on the company field in the Job Information Portlet.<br>What do you need to add to the data models? | &lt;association&gt; as part of &lt;hris-element id="location"&gt;<br>&lt;association&gt; as part of &lt;hris-element id="jobInfo"&gt; |
| how are Country Specific Fields created for MDF Foundation Objects? | As a hris-element in the CSF for Corporate Data Model with a "valid when" association to the MDF Foundation Object |
| you are creating a generic (MDF) object and you want to add a foundation object (FO) as a field. Based on the attached screenshot, what value would you enter for the valid values source? | location |
| Based on the information in the attached screenshot, what XML configuration would you use to configure propagation mapping? | &lt;propagation-mapping foundation-field="location.standardHours" hris- field="jobInfo.location" /&gt; |
| What reporting tools could you use to validate the job information imported for employees? | Ad hoc reports<br>Online Report Designer |
| What field attribute do you use to mask a sensitive field on a screen? | pii |

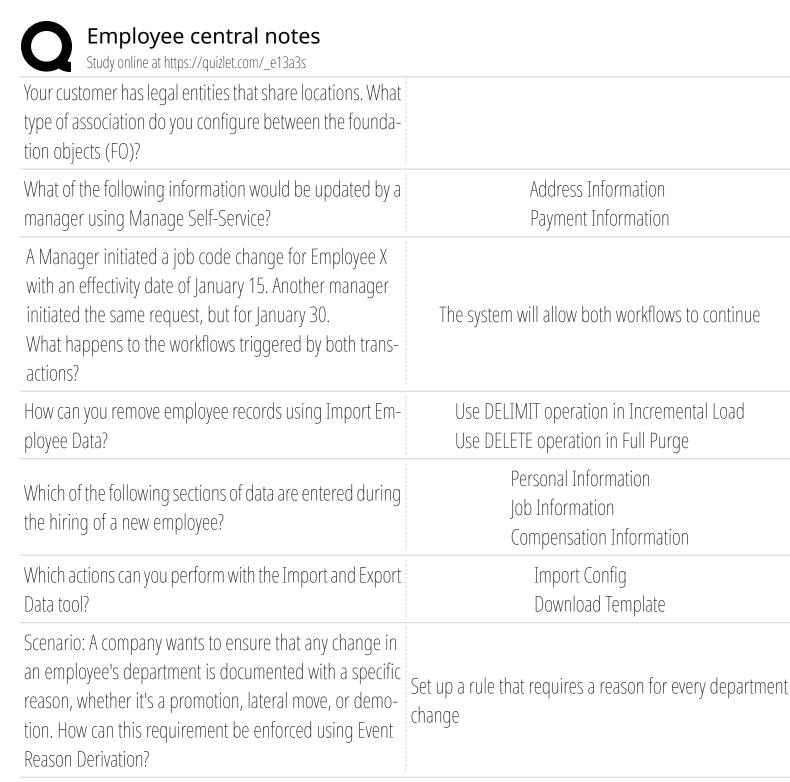| | |
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| Event Reason and Workflow Derivation have been set up for a customer. The customer is using the Mass Changes tool to move 1000 employees to another location, but they do NOT want the change to trigger a workflow?<br>How is this handled? | Deactivate the rule that would trigger the workflow |
| What must be done to ensure that you can connect a custom generic (MDF) object to the employee files? | Create at least one configuration UI for the object<br>Set the externalCode field to Data Type = User. |
| Your client informs you that they require an additional Rule Type for their Business Rules in the Production instance. What tool will you use to add this new Rule Type value? | Picklist Center |
| A customer has companies in several countries with different languages. How do you translate the label for the Legal entity object so that users in different countries can see the label on their own language? | Update the label in Admin Tools -> Company Settings -> Configure Object Definitions. |
| Which reporting feature allows you to manipulate the relationships between tables in a query? | Advanced join editor |
| Foundation Tables can be managed using these Admin Functions: | Manage Organization Pay and Job Structure |
| Which tools can you use to create super administrator? | Manage Role based permission access<br>Provisioning company settings |
| You need to create a new hire template for employees that are hired into a legal entity in the United States. You need to allow HR admins in that legal entity to use the template.<br>What actions must you take to accomplish this? | Assign HR admins to use the hire template in Manage Data.<br>Create a template that includes two to ten pages. |
| Which methods to alter employee files trigger event reason derivation when editing the Job Information Portlet? | Change Job and Compensation Information from the Take Action button<br>Edit (Pencil Icon) on the portlet |

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| What Employee Central component is found in the Corporate Data Model? | Foundation objects |
| Scenario: An organization wants to automatically assign a reason when an employee's job function changes from "Sales" to "Marketing". Which tool in SAP SuccessFactors facilitates this? | Event Derivation Rule Builder |
| Why would you need to set up a Time Account Type? | To set up automatic accruals |
| Which of the following fields are Time Off fields in the employee's job information? | Work Schedule Holiday Calendar |
| Which element has an entity-type? | phoneInfo |
| Events are defined in | Picklists |
| Scenario: An organization has a policy that employees in a specific department cannot be transferred out without executive approval. How can this be enforced using HR transaction rules? | Create a rule that checks the department and requires executive approval |
| Which of the following is NOT a standard feature of generic objects in SAP SuccessFactors? | Automatic data synchronization with external systems |
| You are managing employee records. Due to reorganization, several employees from the Community Relations department in the location Atlanta are being assigned to a new division at the beginning of next year. You have already created the future dated records in the job information portlet for those employees, including User A, as shown below. | Division: Community Development Location: Charlotte |
| What rule type allows you to validate field values in metadata framework (MDF) objects? | saveRules |
| | A ONE_TO_MANY association from the location FO to the legal entity |

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| Your customer has legal entities that share locations. What type of association do you configure between the foundation objects (FO)? | |
| What of the following information would be updated by a manager using Manage Self-Service? | Address Information<br>Payment Information |
| A Manager initiated a job code change for Employee X with an effectivity date of January 15. Another manager initiated the same request, but for January 30.<br>What happens to the workflows triggered by both transactions? | The system will allow both workflows to continue |
| How can you remove employee records using Import Employee Data? | Use DELIMIT operation in Incremental Load<br>Use DELETE operation in Full Purge |
| Which of the following sections of data are entered during the hiring of a new employee? | Personal Information<br>Job Information<br>Compensation Information |
| Which actions can you perform with the Import and Export Data tool? | Import Config<br>Download Template |
| Scenario: A company wants to ensure that any change in an employee's department is documented with a specific reason, whether it's a promotion, lateral move, or demotion. How can this requirement be enforced using Event Reason Derivation? | Set up a rule that requires a reason for every department change |
| Your client has a requirement to create an escalation path for their New Hire workflow. Which steps will you follow to configure this escalation path? | In the Corporate Data Model, confirm that the hris-field escalation is enabled for the hris-element wfConfig<br>Create the escalation path using the Manage Data tool |
| How can an organization simulate the impact of a business rule before implementing it in the live environment in SAP SuccessFactors? | Use the "Rule Simulation" feature |

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| Your customer has asked you to build a generic object with a field that references a foundation object. What attribute must you configure to connect this field to the foundation object? | Valid Values Source |
| The attached diagram shows an extract from a customer's configuration workbook. Which of the following XML configurations meets the customer's requirements? | <hris-field id="standardHours" visibility="none" maximumFractionDigits="2" ro <hris-field max-length="90" id="name" visibility="both" required="true"> <label> Job Title</label></hris-field> |
| If a foundation object has been converted to MDF, what tool do you use to modify the structure of the object? | Configure Object Definiti |
| What tags are supported in Alert Messages? | [[SUBJECT_USER]] [[EVENT_REASON]] |
| Which of the following is NOT a standard step type in SAP SuccessFactors workflow configuration? | Validation |
| You need to set up a new warning message that will appear when an employee modifies their marital status in their employee data. How would you set up this rule? | Assign the rule to the appropriate field in the Succession Data Model. Create a message definition under Manage Data. |
| Which of the following actions can you complete in the position organization chart? | View the positional hierarchy at a certain point in time. Show inactive positions Search by an employee's name. |
| Which events are SUPPORTED by the event reason derivation? | Data Change Transfer |
| Which tool would you use to set the payroll system for a user? | Payroll System Assignment |
| Which of the following is an example of MDF to XML Association? | Legal Entity to Location |
| Which import file creates a user account in the system? | Basic import file |

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| What can you use to export foundation data from the system? | Online report designer<br>APIs<br>Ad hoc reports |
| What is the effect of the business rule shown in the screenshot? | If there is no change in the annual salary of an employee, set the event reason as DATACHG.If there is decrease in the annual salary of an employee, set the event reason as PAYMEZ.If there is an increase in the annual salary of an employee, set the event reason as PAYMER. |
| Which Workflow Context identifies a Current Role? | Source |
| Which user interfaces are used by the Payroll Manager? | My Processes<br>Manage Processes<br>Manage Policies |
| Which type of business rule is supported by the Event Reason Derivation Business Rule scenario? | OnSave |
| A Legal entity record with an effective start date of today can be associated with which location record | A location record with an effective start date of 1 month ago.<br>A location record with an effective start date of today. |
| Your customer reports that every employee's compa ratio, stored under Compensation Information, is incorrect. Which foundation object should you review first with the customer to verify the data? | Pay range |
| Your customer wants to grant restricted proxy rights to their HR Department to act on behalf of employees belonging to their legal entity. How can you perform this requirement? | Fill the PROXY column of the Basic Import template to match the requirements and import the file using the Import Employee Data tool.<br>Use the Proxy Management tool to configure the requested proxy assignments. |
| How do you enable Position Management? | Add the Position field to the Succession Data Model<br>Enable Generic Objects in Provisioning<br>Enable Position Management in Provisioning |

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| Your customer has requested that you create a custom field for employees in Germany to track job information. What custom field number do you need to identify to configure this new field? | The next custom field number that is available in the jobInfo element of the Succession Data Model and the country-specific Succession Data Model. |
| Which standard field is always required in a generic object? | externalCode |
| In which business rule scenario do you use model base objects? | Calculate Full-Time Equivalent Rules for Hire/Rehire |
| When Granting Manager Self Service role-based permissions foe effective dated fields in Job Information, which permission gives the manager access to the Edit button in the history of their direct report's Job Information block? | Job Information Actions > Correct |
| Which import files are mandatory in order to create a new employee in dFactors Employee Central? | Basic Import Employment details Biographical Information |
| Which objects are supported in cross-entity business rules? | Pay Component Recurring Job Information |
| What are the types of Multiplicities available to configure associations? | One to Many One to One |
| What is the identifier that represents the employment of an employee? | User ID |
| You have imported all employee files and find that the base pay rate for one of the employees is NOT displayed under Compensation Information. What could cause this issue? | The Pay Component Recurring Import does NOT include a record for the employee. The data from the Compensation Information Import does NOT have the same effective date as the data from the Pay Component Recurring Import. The Pay Component Recurring Import has the wrong sequence number. |

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| To map the Foundation Table: Legal Entity to the HR Data: Legal Entity, you would use: | <propagation-mapping foundation-field="company.externalCode" hris-field="jobInfo.company"/> |
| Which steps are required to set up the Auto Delegation feature for a Workflow in Employee Central? | You configure Workflow with the field 'Is Delegate Support' set to Yes<br>The user sets up Auto Delegate through the Quick Links tile on their homepage<br>You add the hris-field is-delegate-supported to the Corporate Data Model |
| How do you translate the label for the Legal entity object so that users in different countries can see the label on their own language? | Update the label in Configure Object Definitions. |
| Scenario: An organization wants to set up a workflow that sends a notification to the Finance department whenever an employee's salary changes. Which tool in SAP SuccessFactors can achieve this? | Employee Central Workflow Configuration |
| What tool is used to see the status of an employee being replicated to Employee Central Payroll? | Data Replication Monitor |
| How can an organization ensure that a specific workflow is triggered only under certain conditions in SAP SuccessFactors? | Use conditional workflow triggers |
| How does the effective start date of a record affect Valid When associations? | You can associate records with the same effective start dates.<br>You can associate a child record if it is after the parent's effective start date. |
| In SAP SuccessFactors, what is the primary purpose of workflow configurations? | To define the sequence of steps for HR processes |
| You are setting up a MSS RBP role in an instance. What should be the Granted Population and Target Population? | Granted Population - Managers<br>Target Population - Granted User's Direct Reports |

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| What does the system do when a label for a language is missing in one of the data models? | Displays the default label |
| How do you enable a cost center in the Succession Data Model to be used as a filter in a permission group? | Go to <dg-filters> then add cost-center |
| You need to define time account types for time types that have a balance that needs to be checked. So, for time types where you want to have a check against a balance you normally need to: | Configure a time account type to suit your needs and assign to a time type.<br>Define a rule governing how the accruals should be calculated, and assign it to a time account type. |
| Which object requires entity type to be configured in HRIS sync mapping? | phoneInfo |
| In the Scenario Approvals for Self-Service functionality, how can an organization set up automatic reminders for pending approvals? | Use the "Reminder" feature in the approval process setup |
| How do you set the Event Reason Derivation rule to ensure event reasons are NOT overwritten? | Set the IF statement to check if the event reason value is NOT NULL and set the THEN statement as blank |
| You have a requirement to trigger workflows when importing data for jobInfo portlet. In order to configure this in the Role-Based Permissions, you navigate to Admin Center --> Manage Permission Roles --> Permissions. | Administrator Permissions --> Employee Central Import Settings |
| Foundation Tables are organized into _____ sections. | 3 |
| Which of the following is NOT a standard trigger for business rules in SAP SuccessFactors? | System login |
| Your customer has a subsidiary in another country that requires an approval workflow, whenever a new position is created. You created a business rule to trigger a workflow when that legal entity is chosen.<br>Where in the Position object do you need to attach the rule? | Save Rules section in the Position object |

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| Where can you edit the message that an approver receives during the workflow process? | In the E-Mail Notification Templates Settings tool |
| Your customer reports that they are unable to add a new "Bonus" pay component to their "Total Target Compensation" pay component group. There is an association between the pay component group and the pay component.<br>What is a possible reason that the customer is experiencing this problem? | The "Bonus" pay component has a later effective date than the "Total Target Compensation" pay component group. |
| How do you align position records to reflect associations built between Division and Department? | Create filter criteria in the position object |
| our customer wants you to create a custom field in the Succession Data Model that allows employees to add their three letter ISO country code to their profile.<br>Which XML configuration correctly defines this field? | <hris-field max-length="3" id="custom-string1" visibility="both" required="false" allow import="false" showTrailingZeros="false"><label>ISO Code</label></hris-field> |
| The e-mail domain of a company has changed and you need to update only this field for all employees. How do you perform this change? | Prepare the Email Information import file for partial import and use the Incremental Load mode. |
| How can you update Job Information data? | Import data using the Import Employee Data tool. Directly edit data using the Take Action button on the Employee File |
| Your customer wants to create an association with the requirement 'One division can belong to many business units'. What association do you need to build? | A valid when association in the Division object definition |
| When working with events and event reasons. How can you customize the customer instance? | You can create new events reasons but NOT events |
| Your customer wants to add three new locations. These locations will be used in France, Germany, and the USA. Where do you create these locations? | In the Manage Organization, Pay and Job Structure tool |

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| Which tool in SAP SuccessFactors allows users to create, test, and deploy business rules without coding? | Rule Designer |
| Scenario: An organization wants to set up a multi-level approval process for salary increases. Which tool in SAP SuccessFactors allows them to achieve this? | Workflow Builder |
| You need to change the Employee Central job information for several employees using Import Employee Data. Where can you export the employees' current job information? | Analytics > Analytics > Detailed Reporting<br>Analytics > Reporting > Ad Hoc Reports |
| Your client is live with the 'Employee Transfer' process in the Production instance. The workflow, as shown in the screen shot, is triggered when transfer of an employee is initiated.<br>What is the expected behavior of this workflow? | If an approver of WF_Employee Transfer does NOT take any action for 3 days, a reminder notification is sent by the system.<br>WF_Employee_Transfer is NOT triggered if the transfer date of the employee is in the future. |
| What tool do you to add a new field to an existing Generic Object? | Configure Object Definitions |
| What of the following information would be updated by an employee using Employee Self-Service? | Payment Information<br>Address Information |
| Your company is moving its headquarters to a new Legal Entity next month. You have already created the new Legal Entity record with next month's date.<br>Next you go to the existing headquarters location Record to associate the new Legal Entity but it does not display. What is the most likely reason? | The effective start dates of the records are not compatible |
| In which section in the Manage Permission Role tool will you set the visibility for the Date of Birth field in Biographical information? | Employee Data |
| Which Foundation Objects are configured in the Corporate Data Model? | |

| | Location<br>Pay Range<br>Event Reason |
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| Your customer wants Foundation Object data to be translated. You provide the customer with the FoTranslation_MDFExport file to begin the translation process (as shown in the attached screenshot).<br>Which column in the export file must you complete? | value |
| How do you add a new rule type to be used in the Rules Engine? | Use the Configure Object Definitions tool to add a rule type as a new object definition. |
| How can an organization ensure that data entered into a custom generic object is automatically backed up? | Use the Data Backup feature in the Metadata Framework (MDF) |
| What is the data type of the currency field on the Legal ntEity object? | Picklist |
| In which formats can you export reports built in the online report designer (ORD)? | Microsoft PowerPoint (.pptx)<br>Microsoft Excel (.xlsx) |
| Where do you set up concurrent employment for an employee? | Employment Information |
| How do you define Event Reasons as country specific? | Create an association with Destination Object with Event Reason Wrapper with Type Join By Columns<br>Create an association with the Destination Object Event Reason Wrapper with Type Composite<br>Create an association with the Destination Object with Event Reason Wrapper with Type Valid When |