



SAP SuccessFactors 

Q1 2019 Release Readiness Webinar

**EC Payroll, EC Localization,
EC Benefits & EC Time Management**

Product Management, SAP
February, 2019

INTERNAL

Agenda

Topic
Introduction
EC Payroll
EC Localization
EC Benefits
EC Time Management

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Quick reminders



Quick reminders for this Internal Readiness Release (IRR)

- Use the **Q&A panel** to ask questions
 - Keep the questions focused on the **new features and enhancements** being introduced -- roadmap questions are handled in a separate forum.
 - We will attempt to answer all your questions, either verbally or inline through the Q&A panel, as time allows.
 - Your question will only show up once it is answered.
- The recordings for the IRRs are in the [SAP SuccessFactors Quarterly Releases for Partners](#) and [SAP SuccessFactors Quarterly Releases](#) Jam space. See the tabs along the top of the pages to access the information for the latest quarter.

1902 Release Schedule

- Preview Release – March 9th, 2019
- Production Release – April 6th, 2019



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Q1 2019 Release Readiness Webinar

EC Payroll

Product Management, SAP
February, 2019

INTERNAL

Major enhancements



Payroll System Information

Admin Center opt-in/**Reference Number: PAY-5329**

What is it?

A new screen called Payroll System Information has been introduced. Using this screen, an administrator can view their current, upcoming, and available support packages. Also, the description or affected countries, availability dates of support packages, status, and action to be taken. When there is an upgrade available, the admin can start creating a ticket from this screen.

Why is it important?

The administrator gets a better overview of their current, upcoming and available support packages which are relevant for Employee Central Payroll.

Prerequisites

- Make sure that the role based permissions are maintained.
- Set up according to documentation

* [Influencing the Customer Roadmap](#)

Payroll System Information

Admin Center opt-in/**Reference Number: PAY-5329**

My Employee File

Search for actions or people

365

US mobile Payslip Testing123 (PAY_US)

Employee Files

Help & Tutorials

Update Support Packages (SPs) for Employee Central Payroll for Software Components: SAP_HR 608 and EA-HR 608

Search for description

↑↓

⌵

Support Package	Status	Description/Affected Countries	Availability	Action
60	SP is applied	Synchronization HR SP	Not Applicable	
61	Overdue	Legal Changes/Corrections for the follwoing ... MORE	Dec 06, 2018	
62	Overdue	No Description Available	Dec 17, 2018	
63	Available	Legal Changes/Corrections for the following ... MORE	Jan 24, 2019	Create Ticket
64	Planned	Legal Changes/Corrections for the following ... MORE	Feb 14, 2019	
65	Planned	No Description Available	Mar 14, 2019	

Support

* [Influencing the Customer Roadmap](#)

Minor enhancements



Minor enhancement issues

Reference Number	Description	Configuration Type
PAY-5351	<p>With 1902 a feature has been introduced in the Data Replication Configuration. The new field Exclude Contingent Workers allows you to exclude contingent workers from the replication of time data, from Employee Central to Employee Central Payroll or to SAP ERP HCM, even if they meet the filter criteria for this configuration object. From a technical perspective, no Data Replication Proxy gets created for employees who have contingent worker Employment Information and correspond to this Data Replication Configuration.</p> <p>Especially Employee Central Payroll customers who have implemented Point-to-Point replication should use this configuration setting because no employee master data is replicated for contingent workers with this type of replication.</p>	Admin opt-in
PAY-5348	<p>From Q1 2019 release in the Admin Center there is a new "BSI TaxProfileFactory Registration Data" tool available. In the tool you find Employee Central relevant information, which helps you to register for BSI TaxProfileFactory.</p>	Admin opt-in

Minor enhancement issues – Payroll Control Center

Reference Number	Description	Configuration Type
PAY-5580	The App "Payroll Control Center - Manage Off-Cycle Payrolls" is enhanced to support cancelation of off-cycle requests which meet the following conditions : <ul style="list-style-type: none">• Off-Cycle request is in status NEW• It is the last off-cycle request of an employee• Payroll control record is in status "Exit Payroll"• No planned off-cycle for this employee is in execution	Admin opt-in
PAY-5579	A new report (PYC_SUPPORT_DEL_COMPLETED_PI) is provided in the Employee Central Payroll system to purge Payroll Control Center process instances in status "COMPLETED" .	Admin opt-in

General Prerequisites (if not further specified per topic)

- You are an Employee Central Payroll customer and Employee Central Payroll is switched on in provisioning
- You use Point-to-Point integration
- You have applied EA-HRRXX Support Package 63 to your Employee Central Payroll system



SAP SuccessFactors 

Q1 2019 Release Readiness Webinar

EC Localization and Document Generation

Sandra Lehmann, SAP
February, 2019

INTERNAL

Major enhancements



Enhancements: Angola and Malawi

Admin Center opt-in/ Enhancement Category: Epic /Reference Number: ECT-106828 and ECT-106829

What is it?

New country version for Angola and Malawi.

Why is it important?

This is a baseline country version and to maintain country specific employee data (e.g. National ID, Personal Information, Home Address and Corporate Address, Personal Document Types, Disability Information, Job Information, Payment Information).

Prerequisites

None

Global Information

Angola

Veteran

No

Military Service

Yes

Military Service Start Date

Military Service End Date

Academic Title

Dr.

Educational Level

No Selection

Number of Children

1

Religion

No Selection

Date Learned of Challenge

Challenge Group

No Selection

Degree of Challenge

0

Type of Challenge

No Selection

Issuing Authority

Reference Number

National ID Information

Country	National Id Card Type	National Id	Is Primary
Malawi	Identification Number	KGTRFZ08	Yes
Angola	Identity Card Number	123654789AA189	No
Angola	Tax Identification Number	7896541230AA7896	No
Angola	Social Security Number	789512364	No

Home Address

Country

Angola

Care Of

Street Name and Number

Rua da Missão

Extra Address Line

City

Luanda

Province

No Selection

Home Address

Country

Malawi

Care Of

Floor

Building

House Number

Street Name

P.O. Box Number

City/Town

District

No Selection

Region

No Selection

Global Information

Malawi

Academic Title

Dr.

Educational Level

No Selection

Number of Children

1

Religion

No Selection

Smoker

No

 Customer Community Idea*

* [Influencing the Customer Roadmap](#)

Minor enhancements



Minor enhancement issues

Reference Number	Description	Enhancement Category	Configuration Type
ECT-95285	Australia: Check Validation for the National ID Tax File Number	Admin opt-in	Enhancement
ECT-49199	Denmark: Validation of National ID CPR	Admin opt-in	Enhancement
ECT-109834	Russia: Enhancement of the Fields for the Home and Corporate Address	Admin opt-in	Enhancement
ECT-102930	Turkey: Enhancement of the Fields for the Home and Corporate Address	Admin opt-in	Enhancement
ECT-110659	Enabling Payment Information Country Specific Child Object in SAC	Universal	Enhancement
ECT-110658	Payment Information - adaptation of downstream dependencies from Platform and Integration	Universal	Enhancement
ECT-111204	Enhancement on the Check Tool: Payment Information UI	Universal	Enhancement
ECT-107340	The object Customized Pay Type is now available for customer in ODATA API data dictionary as well as in metadata file	Universal	Enhancement
ECT-108688	Payment information error when saving Account number for Czech Republic	Universal	Enhancement



SAP SuccessFactors 

Q1 2019 Release Readiness Webinar

EC Benefits

Gayathri R, SAP
February, 2019

INTERNAL

Major enhancements



Benefits Opt Out

Admin Center opt-in/**Enhancement Category:**/Jira: BEN-2955

1902 Release

What is it?

Employee manually enrolled in a benefit and is now able to opt out of it. An Admin is able to select an approval workflow for the opt out event.

Why is it important?

Opt-out functionality is necessary to allow an employee who is currently enrolled in a benefit to be able to end their enrollment in a benefit. One reason could be due to a life event, where EE got married and wants to join the spouse medical and need to opt-out from currently enrolled medical benefit.


Prerequisites

The benefit setting must be editing for Editing the enrollment as Opt out respects Edit configuration

* [Influencing the Customer Roadmap](#)

Benefits Opt Out

Enabling Opt out during Benefit Setup

Benefit: 

▶ Step 1: Specify Benefit Type

▶ Step 2: General Information

EC Compensation Integration

Payroll Integration

Deduction Start Date

No

No Selection

▶ Step 3: Associate Legal Entities

▶ Step 4: Specify Enrollment and Claim Dates

▼ Step 5: Define Enrollment Details

* Enrollment Required

Yes

Enrollment Type and Workflow

* Enrollment Type

Enrollment Workflow

Email Notification For Enrollment

Manual

No

Settings for Employee Edit and Opt-out of Enrollments

Enrollment Edit Allowed

* Allow Edit of Enrollment

Opt-out of Enrollment

Opt-out Workflow

Yes



Throughout Open and Activ...

Yes

These fields are available only if the settings for editing an enrollment are allowed.

Note: If the opt out happens during active enrollment due to a life event, then the admin needs to set up a benefit exception which allows “edit and opt out”.

Employee’s Opt Out action

Medical Insurance  

Effective From

Jan 24, 2019

Enrolled On

Jan 04, 2019

My Contribution

70.00 USD

Employer Contribution

40.00 USD

Payment Frequency

Annual

Coverage Name

CoverageForFamily

Provider Name


Birla sun life

Enrolled For

Self + family

Opt Out

Employee’s Action confirmation

 OptOut Confirmation

You are opting out of Medical Insurance effective from Jan 23, 2019.

Cancel

Opt Out

Benefits Action Search

Admin Center opt-in/[Enhancement Category](#):/[Jira](#): BEN-2550

1902 Release

What is it?

Employees can now directly access their Benefits page from the Action search thus improving the user experience

Why is it important?

The employees can directly access their Benefits page from Action Search and not have to click the “Goto Benefits” link on the Benefits Overview section to access this information, thus making the navigation quicker.

Prerequisites

Action Search must be enabled

Benefits Action Search

Admin configuration of paraphrases in the Action Search:

Customizations on standard paraphrases are allowed

Benefits overview

Category: **Employee Files**
Type: **Navigate to page** (/sf/ectbenefitoverview#benefitoverview/\${loginUserId})

Standard Paraphrases ?

When the user searches for any of these...	Display this paraphrase	Languages	Actions
Show, View, look, Go, see, Benefits, Benefit, Pension/Retirement, Savings, Plan, Pensions, retirement, Insurance, term, life, Claims, Claim, Reimbursement, Reimbursement, Allowances, policy, Anniversary, Birthday, gift, Event, medical, dental, vision, optical, health, care, bills, Company, car, nominees, Nominee, Beneficiaries, Beneficiary, Dependents, Dependent, employee, contribution, Employer, premiums, premium, top-up, Plans, Overview	Benefits overview		

Custom Paraphrases ?

When the user searches for any of these...	Display this paraphrase	Languages	Delete
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[Add custom paraphrases](#)

Cancel Save

Employee's Action Search

My Employee File

Employee Files Help & Tutorials

[Go to Benefits](#)

Employee's Navigation

Benefits for Janett James

ENROLLMENTS

ALLOWANCES

REIMBURSEMENTS

PENSIONS

INSURANCES

DEDUCTIBLE ALLOWANCES

OTHER BENEFIT

Benefits Import of Enrollments and Claims

Admin Center opt-in/[Enhancement Category](#):/Jira: BEN-2364

1902 Release

What is it?

Benefits enrollment and claim templates for import will need an enrollment id or claim id to be provided for the operations: insert/update/delete records. These IDS cannot be longer than 32 characters and contain only digits (0-9), uppercase or lowercase Latin letters (A-Z or a-z). It can include an underscore, but not as a first character.

Why is it important?

During the usage of imports for enrollments or claims

Prerequisites

- Imports must be available for EC Benefits

Benefits Import of Enrollments and Claims

The id below may have a maximum of 32 characters and contain only digits (0-9), uppercase or lowercase Latin letters (A-Z or a-z). It can include an underscore, but not as a first character.

[OPERATOR]	id	previousEnrollment	effectiveSt	benefit.ben	benefitProg	workerId	a
Supported	ID	Previous En	Enrollment	Effective Fr	Benefit.Ber	Benefit Pro	Worker ID
	ABCD123		1/17/2019	1/17/2019	397361		SF_POL_3

Benefits: Enhanced contribution amounts for Insurance Plans

Admin Center opt-in/[Enhancement Category](#):/Jira: BEN-2346

What is it?

New fields available for Health Insurance Plans for US in Rate Chart Plan: Pre- and Post-Tax employee contribution, Imputed Income in addition to the existing fields.

Why is it important?

These fields are needed to deduct US domestic partner coverage and for payroll premium billing.

Prerequisites

- Only applicable for Plans for USA

* [Influencing the Customer Roadmap](#)

Benefits: Enhanced contribution amounts for Insurance Plans

Insurance Plan Setup-> Country US

Step 5 : Country Specific Settings (Optional)

Country

Subject to COBRA

* Employee Tax Allocation

No Selection
One pre- or post-tax contribution
Separate pre- and post-tax contributions

* Imputed Income Configuration

No Selection
Fixed amount
Not applicable

Insurance Rate Chart Setup

Insurance Rate Chart: Life Chart (Life Chart)

Details

Gender

Smoking

Location

* Rate Chart Type

Age From

Age To

Enrollment For

Employee Contribution

Employer Contribution

Employee Pre-Tax Contribution (USA)

Employee Post-Tax Contribution (USA)

Imputed Income Fixed Amount (USA)

Employee Enrollment Record

Insurance Plan Enrollment Details

Benefit Salary

Rounded Coverage

Smoking

* Insurance Plan

Insurance Provider

* Enrolling For

* Insurance Coverage

Employee Contribution

Employer Contribution

Employee Pre-Tax Contribution

Employee Post-Tax Contribution

Imputed Income Fixed Amount

Benefits: Claims support on iOS and Android

Admin Center opt-in/[Enhancement Category](#):/Jira: [MOB-23704](#) and [MOB-24088](#)

What is it?

iOS and Android users will have the ability to submit benefit claims from the SAP SuccessFactors Mobile app.

Why is it important?

This will help employees to see their eligible benefit claims and submit a new claim.

Users can attach a photo for the claim submission documentation and view the benefit administrator contact too.

They can see their Benefit History for benefit claims they have submitted.







Prerequisites

- SAP SuccessFactors Mobile app
- Turn on Benefits feature

* [Influencing the Customer Roadmap](#)

Benefits: Claims support on iOS









Launch Point for Benefits

More		Edit
	Time Sheet	>
	Time Off	>
	Goals	>
	Benefits	>
	Notifications	>
	Profile	>

Benefits Overview Page

< More	Benefits	History
Internet Bills >		
Unlimited		
Ends on Dec 31, 2019		
Mobile Benefits >		
Unlimited		
Ends on Dec 31, 2019		
Telephone Claims >		
USD2,936.00 Remaining		
Ends on Dec 31, 2019		

Benefits Details Page

< Benefits	Benefit Detail	New Claim
Internet Bills		
Unlimited		
Ends on Dec 31, 2019		
Recent Claims		
Submitted on Feb 8, 2019		Approved
USD5,823.00		
Submitted on Feb 7, 2019		Approved
USD33.00		
Submitted on Jan 29, 2019		Approved
USD33.00		
Show All		34 >
Contacts		
	James Patrick  	
		
To-Do	Team	My Activities
		
Search		More

Benefits: Claims support on iOS

New Claim Page

Cancel

New Claim

Submit

Internet Bills

Unlimited

Ends on Dec 31, 2019

Claim Date

Feb 11, 2019

Claim Amount

USD0.00

Notes

Attachment (0)

Benefits History Page

Close		All Claims
Telephone Claims		Pending
USD5,828.00		
Submitted on Feb 8, 2019		
Mobile Benefits		Approved
USD69.00		
Submitted on Feb 11, 2019		

Benefits and Advances Rule Scenario

Admin Center opt-in/[Enhancement Category](#):/Jira: [BEN-2932](#) and [BEN-2931](#)

1902 Release

What is it?

Admin can now check where a rule has been assigned if it was created using Benefits Rule scenario.

Why is it important?

It helps the admin to find out where a particular rule has been used and prevents them from deleting a rule if it is already in use

Prerequisites

- The rule must be created via the Rule scenario as this is not supported for Basic Rules.

Benefits and Advances Rule Scenario

The indication when the rule is assigned

HyperlinkRule03 (HyperlinkRule03)

The rule is assigned

link rule for Benefits Overview page

Basic Information

Start Date01/01/1900

Description

Parameters

Name	Object
Context	System Context
Benefit Overview hyperlinks	Benefits Overview Hyperlink

Rule Assignment

Assignment

"Hyperlink Eligibility Rule" in "Benefits Overview Hyperlink Details" in object "Benefits Overview Hyperlink: Hyperlinks" under "Manage Data"

Clicking this arrow will navigate the user to the object itself where the rule is used

Benefits Overview Hyperlink: Hyperlinks (Benefits Hyperlink Configuration)

* Hyperlink Configuration ID Benefits Hyperlink Configuration
Hyperlink Configuration Name Hyperlinks

Benefits Overview Hyperlink Details

URL	Label	Hyperlink Eligibility Rule
-----	-------	----------------------------

The indication when the rule is not assigned

BenefitsHyperlink (hyperlink_rule)

The rule is not assigned

link rule for Benefits Overview page

Basic Information

Start Date01/01/1900

Description

Parameters

Name	Object
Context	System Context
Benefit Overview hyperlinks	Benefits Overview Hyperlink

Collapse All

Advances Management: Enhanced Advances Pending request

Admin Center opt-in/[Enhancement Category](#):/Jira: BEN-3000

What is it?

When employees take an advance and it undergoes an approval process, then this information of the pending Advance will appear as a link in the “Current Advances” portlet.

Why is it important?

The information of the pending advance request is now available within the “Current Advances” portlet with enhanced information provided within the link for a better experience

Prerequisites

- None

* [Influencing the Customer Roadmap](#)

Advances Management: Enhanced Advances Pending request

Advance Pending request



Details of the Pending request link

- Advance Name
- Status of the request
- Advance request date in the same locale as the instance

Minor enhancements



Minor enhancement issues

Reference Number	Description	Enhancement Category	Configuration Type
BEN-3199	Employee name in Benefits page (Go to Benefits page) is not getting update when there is a name change	Customer Issue	Universal
BEN-3221	Auto enrolment job makes the ineligible employees also eligible to the default insurance plan, if those employees are eligible for at least one of the plans in the benefit	Customer Issue	Universal
BEN-3021	Auto enrolment job do not delimit the enrolment record when the employee is no longer eligible	Customer Issue	Universal
BEN-3205	Old eligibility rule 'AdvancesRule' was not respected	Customer Issue	Universal



SAP SuccessFactors 

Q1 2019 Release Readiness Webinar

EC Time Management

Product Management, SAP
February, 2019

INTERNAL

Minor enhancements



Upgrade to Fiori: Support of Migration to Time Off for Leave of Absence

Upgrade Center opt-in / Enhancement Category: Time Off / Reference Number: TIM-6985

What is it?

Employee Central customers using Leave of Absence (LoA) functionality are currently excluded from the upgrade to the Fiori user experience (aka 'PP3'). However, they will eventually be upgraded to the Fiori UX as well. As part of this upgrade, they will have to enable Time Off for Leave of Absence since the previous LoA functionality is not supported in the Fiori UX anymore.

A step-by-step description of the migration activities to Time Off for Leave of Absence will be included in the Time Off implementation guide. To minimize customers' migration efforts as far as possible, **upgrade activities** for the migration steps which can be automated will be available in the Upgrade Center.

- **Assign permissions to create leave of absence requests in Time Off**
- **Create time records in Time Off for unfinished leave of absence records**

Why is it important?

By running these upgrade activities in the Upgrade Center, you can save a significant amount of time when migrating to Time Off for Leave of Absence as part of your upgrade to the Fiori UX.

Prerequisites

Fiori UX (aka 'PP3'); EC setting for 'Time Off for Leave of Absence Only'; time types and default time profile (at minimum) for Time Off for Leave of Absence

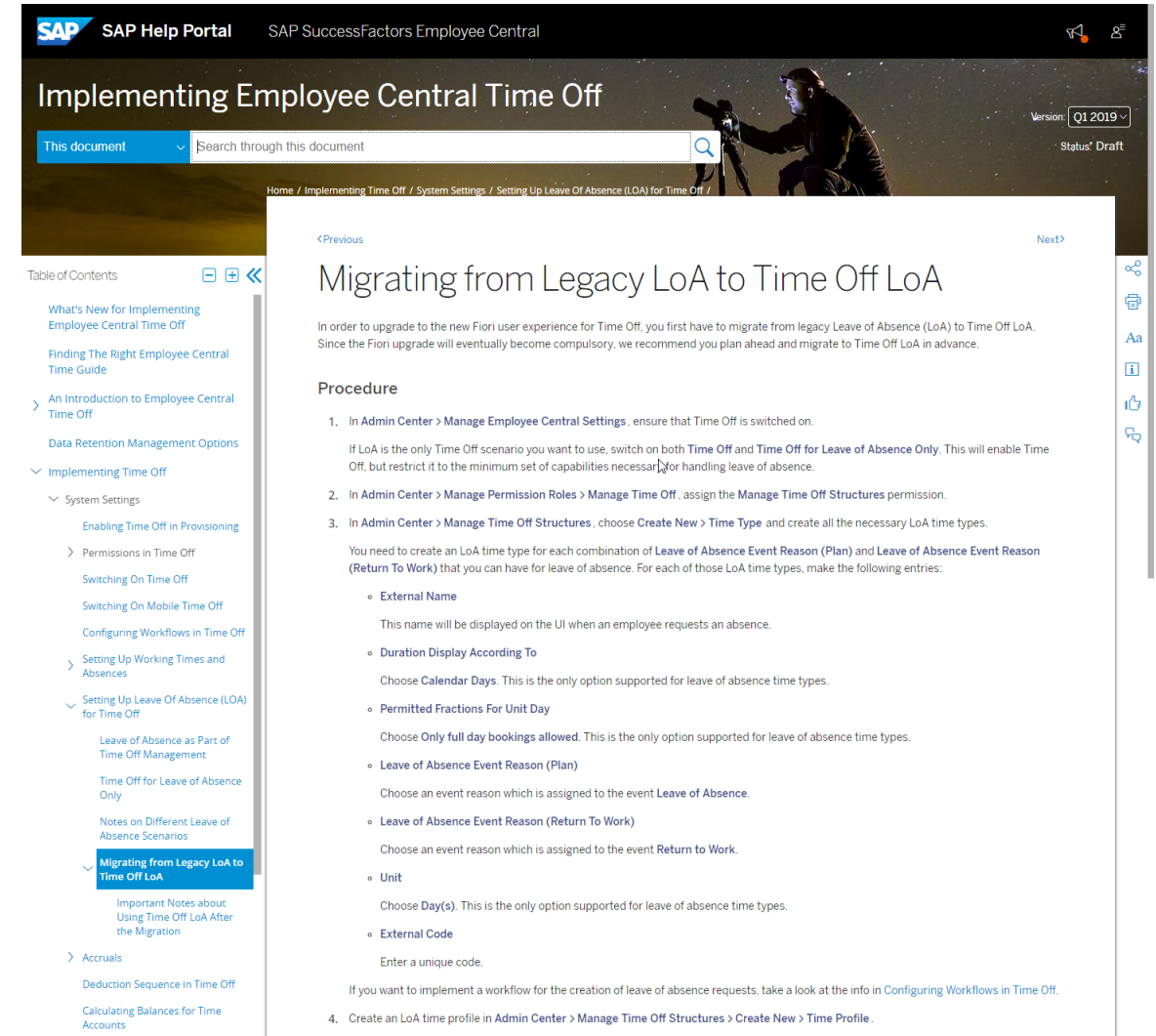
Upgrade to Fiori: Support of Migration to Time Off for Leave of Absence

Upgrade Center opt-in / Enhancement Category: Time Off / Reference Number: TIM-6985

SAP Help Portal

Implementing Employee Central Time Off – Migrating from Legacy LoA to Time Off LoA

A step-by-step description of the migration activities to Time Off for Leave of Absence will be included in the Time Off implementation guide. To minimize the customers' migration efforts as far as possible, upgrade activities for the two migration steps which can be automated will be available in the Upgrade Center.



SAP Help Portal SAP SuccessFactors Employee Central

Implementing Employee Central Time Off

Version: Q1 2019
Status: Draft

Home / Implementing Time Off / System Settings / Setting Up Leave Of Absence (LoA) for Time Off

Migrating from Legacy LoA to Time Off LoA

In order to upgrade to the new Fiori user experience for Time Off, you first have to migrate from legacy Leave of Absence (LoA) to Time Off LoA. Since the Fiori upgrade will eventually become compulsory, we recommend you plan ahead and migrate to Time Off LoA in advance.

Procedure

1. In **Admin Center > Manage Employee Central Settings**, ensure that Time Off is switched on.
If LoA is the only Time Off scenario you want to use, switch on both **Time Off** and **Time Off for Leave of Absence Only**. This will enable Time Off, but restrict it to the minimum set of capabilities necessary for handling leave of absence.
2. In **Admin Center > Manage Permission Roles > Manage Time Off**, assign the **Manage Time Off Structures** permission.
3. In **Admin Center > Manage Time Off Structures**, choose **Create New > Time Type** and create all the necessary LoA time types.
You need to create an LoA time type for each combination of **Leave of Absence Event Reason (Plan)** and **Leave of Absence Event Reason (Return To Work)** that you can have for leave of absence. For each of those LoA time types, make the following entries:
 - **External Name**
This name will be displayed on the UI when an employee requests an absence.
 - **Duration Display According To**
Choose **Calendar Days**. This is the only option supported for leave of absence time types.
 - **Permitted Fractions For Unit Day**
Choose **Only full day bookings allowed**. This is the only option supported for leave of absence time types.
 - **Leave of Absence Event Reason (Plan)**
Choose an event reason which is assigned to the event **Leave of Absence**.
 - **Leave of Absence Event Reason (Return To Work)**
Choose an event reason which is assigned to the event **Return to Work**.
 - **Unit**
Choose **Day(s)**. This is the only option supported for leave of absence time types.
 - **External Code**
Enter a unique code.

If you want to implement a workflow for the creation of leave of absence requests, take a look at the info in [Configuring Workflows in Time Off](#).
4. Create an LoA time profile in **Admin Center > Manage Time Off Structures > Create New > Time Profile**.

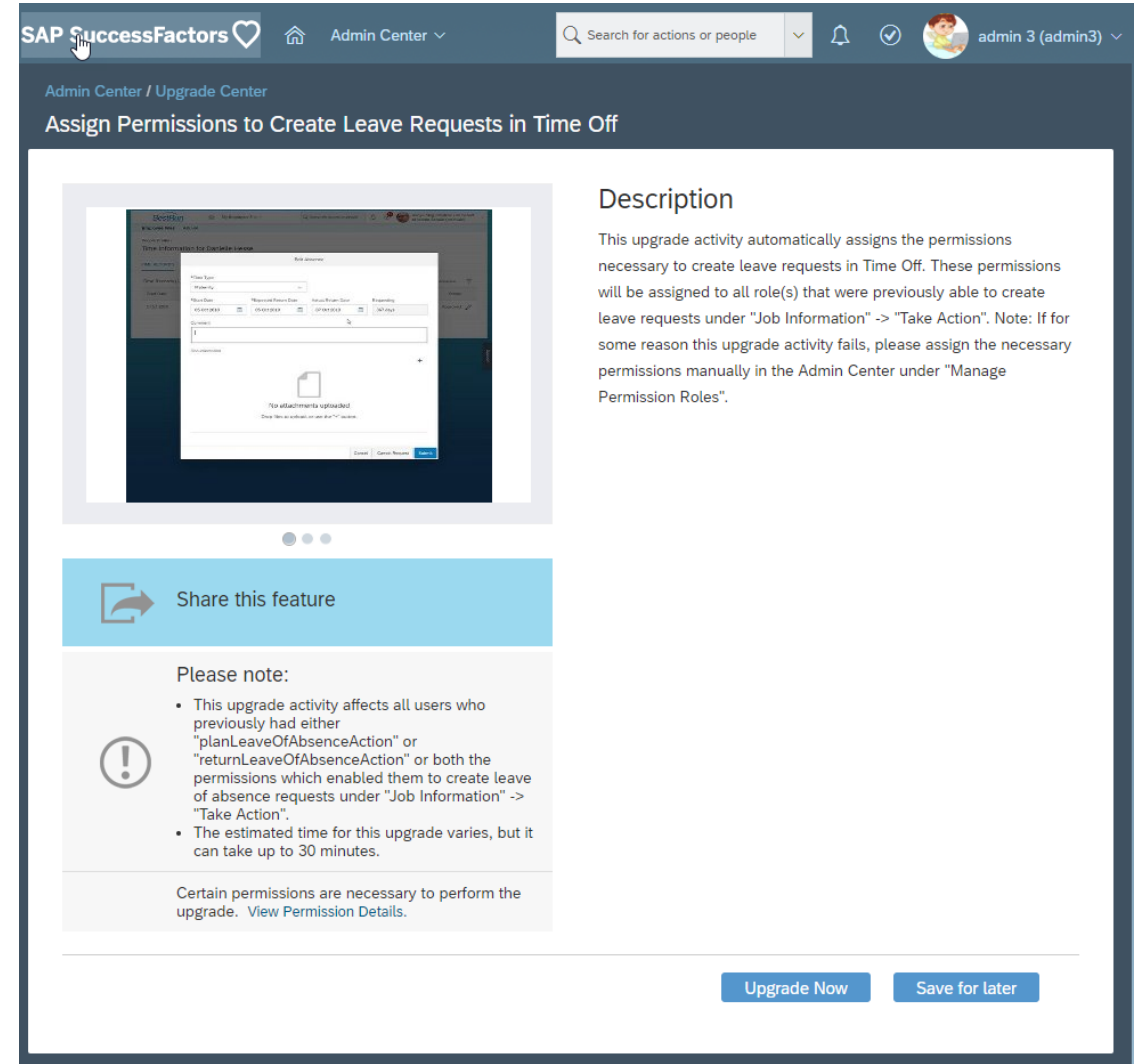
Upgrade to Fiori: Support of Migration to Time Off for Leave of Absence

Upgrade Center opt-in / Enhancement Category: Time Off / Reference Number: TIM-6985

Upgrade Center

Upgrade Activity: Assign Permissions to Create Leave Requests in Time Off

Since Q4 2018, an upgrade activity is available to assign the permissions to create LoA requests in Time Off to all user roles (typically, administrators) which were allowed to create LoA records before.



The screenshot displays the SAP SuccessFactors Admin Center interface. The top navigation bar includes the SAP SuccessFactors logo, a home icon, the 'Admin Center' dropdown, a search bar, and user information for 'admin 3 (admin3)'. The main header indicates the current location: 'Admin Center / Upgrade Center'. The title of the page is 'Assign Permissions to Create Leave Requests in Time Off'. The main content area features a large preview window showing a 'Time Off' form with fields for 'Time Type', 'Start Date', 'End Date', and 'Reason'. To the right of the preview is a 'Description' section stating: 'This upgrade activity automatically assigns the permissions necessary to create leave requests in Time Off. These permissions will be assigned to all role(s) that were previously able to create leave requests under "Job Information" -> "Take Action". Note: If for some reason this upgrade activity fails, please assign the necessary permissions manually in the Admin Center under "Manage Permission Roles".' Below the preview is a 'Share this feature' button. A 'Please note:' section with a warning icon contains two bullet points: 'This upgrade activity affects all users who previously had either "planLeaveOfAbsenceAction" or "returnLeaveOfAbsenceAction" or both the permissions which enabled them to create leave of absence requests under "Job Information" -> "Take Action".' and 'The estimated time for this upgrade varies, but it can take up to 30 minutes.' At the bottom, a note states: 'Certain permissions are necessary to perform the upgrade. View Permission Details.' Two buttons, 'Upgrade Now' and 'Save for later', are located at the bottom right of the main content area.

SAP SuccessFactors Admin Center

Admin Center / Upgrade Center

Assign Permissions to Create Leave Requests in Time Off

Description

This upgrade activity automatically assigns the permissions necessary to create leave requests in Time Off. These permissions will be assigned to all role(s) that were previously able to create leave requests under "Job Information" -> "Take Action". Note: If for some reason this upgrade activity fails, please assign the necessary permissions manually in the Admin Center under "Manage Permission Roles".

Please note:

- This upgrade activity affects all users who previously had either "planLeaveOfAbsenceAction" or "returnLeaveOfAbsenceAction" or both the permissions which enabled them to create leave of absence requests under "Job Information" -> "Take Action".
- The estimated time for this upgrade varies, but it can take up to 30 minutes.

Certain permissions are necessary to perform the upgrade. [View Permission Details.](#)

[Upgrade Now](#) [Save for later](#)

Upgrade to Fiori: Migration Support to Time Off for Leave of Absence

Upgrade Center opt-in / Enhancement Category: Time Off / Reference Number: TIM-6985

Upgrade Center

Upgrade Activity: Create time records in Time Off for unfinished leave of absence records

From Q1 2019, another upgrade activity will be available to create time records in for all unfinished LoA records. These time records are the prerequisite such that authorized users can maintain the return from leave for the unfinished LoA records from Time Off.

The screenshot displays the SAP SuccessFactors Upgrade Center interface. At the top, the header includes the SAP SuccessFactors logo, a home icon, 'Admin Center', a search bar, and a user profile for 'admin 3 (admin3)'. Below the header, the breadcrumb trail shows 'Admin Center / Upgrade Center'. The main title of the activity is 'Create time records in Time Off for unfinished leave of absence records'. A placeholder image shows 'Media content not available'. A 'Share this feature' button is present. The 'Description' section explains that this activity creates time records for unfinished leave of absence records when upgrading to the People Profile. It notes that a background job will be triggered, and users can track its status in the Execution Manager Dashboard. A 'Please note' section lists several conditions and recommendations for the upgrade activity, such as ensuring the leave of absence record is approved and the time profile is correctly configured. A warning icon is shown at the bottom left of the 'Please note' section. The bottom right of the page shows the user profile 'admin 3 (admin3)'.

SAP SuccessFactors Admin Center

Search for actions or people

Admin Center / Upgrade Center

Create time records in Time Off for unfinished leave of absence records

Media content not available

Share this feature

Description

When you upgrade to the People Profile, any leave of absence records that have been approved but are currently unfinished (that is, for employees who are still away on leave) will not exist in Time Off. You can create these records manually, but if there are a lot of records then this could take a significant amount of time. This upgrade activity creates all those missing time records automatically.

Once you start this upgrade activity, a background job will be triggered. You can track the job status in the Execution Manager Dashboard. Once the job is complete, you can view a detailed log about the unfinished leave of absence records that have been processed, as well as whether time records have been created for them and, if not, the reason why this wasn't possible.

In the "Please note:" section, you can see a list of conditions that will prevent the background job from successfully creating time records. If your job fails, use this list to make the necessary corrections, and then try running the upgrade activity again.

If you're using Employee Central Payroll or SAP OnPremise Payroll, the time records created for unfinished leave of absence records may or may not need to be replicated to the payroll system. Before you run the upgrade activity, please see the guide "Implementing Employee Central Time Off" for more information about setting up the data replication configuration.

This upgrade activity will continue to be available as long as there are unfinished leave of absence records in the system without corresponding time records.

Please note:

- Time records for unfinished leave of absence records will be valid from the start date of the leave to the day before the expected return date. If there's no expected return date in the leave of absence record, then the end date of the time record will be set according to the maximum duration in months allowed for that type of leave (as specified in the corresponding leave of absence time type).
- The upgrade activity will not create any time records if "Time Off for Leave of Absence Only" is scoped but the default time profile (LEAVE_OF_ABSENCE_PROFILE) is missing or configured incorrectly. As such, please refer to the Time Off implementation guide to ensure that "Time Off for Leave of Absence Only" has been set up properly.
- The upgrade activity will not create time records for certain leave of absence records if any of the following conditions apply:
 - The leave of absence record has not been approved yet.
Recommendation: Approve all unfinished leave of absence records before running the upgrade activity.
 - The time profile includes more than one time type which references the same Leave of Absence Event Reason (Plan) as maintained in the leave of absence record.
Recommendation: Ensure that each time type included in the time profile references a different Leave of Absence Event Reason (Plan).
 - The leave of absence record is for an employee whose termination date is before the current date (when the upgrade activity has been run) or before the leave of absence start date.
Explanation: By design, the upgrade activity will consider such cases as finished leave of absence records and not create time records for them.
- The employee's time profile assignment has changed during the validity period of the time record that will be created, and the time type for leave of absence is not available continually over the whole validity period.
Explanation: This can only happen if you're not

Dynamic Break Handling: Configuration for Gap Processing

Admin Center opt-in / Enhancement Category: Time Sheet / Reference Number: TIM-6960

What is it?

As of the Q1 2019 release, the dynamic breaks function will additionally offer a configuration option for gap processing.

When processing gaps in between the time records for a day, those gaps can be treated either as break time or they can be ignored for dynamic break deduction. We will offer a setting in the *Dynamic Break Configuration* to choose between those two processing modes.

Example:

- Employee records working time from 08:00 – 11:00 and from 13:00 – 17:00.
- From 11:00 – 13:00 there is a gap in time recording.
- Break rule says after 6 hours working time 30 minutes break shall be deducted.
- When gaps are configured to count as breaks, the gap taken as a break and there is no further dynamic break deduction on that day.
- When gaps are configured to not count as breaks, the gap is ignored and a break is generated from 16:00 – 16:30.

The screenshot shows the 'Dynamic Break Configuration' page for 'Dynamic Break Rule 1 (DynBreak1)'. The interface includes a search bar at the top with filters for 'Dynamic Break Configuration' and 'Dynamic Break Rule 1 (DynBreak1)'. Below the search bar, the configuration details are displayed:

- External Name:** Dynamic Break Rule 1
- Description:** After 6:00 hrs 30 min; aft
- External Code:** DynBreak1
- Method of Generating Breaks:** Full Deduction
- Gaps in Working Time:** A dropdown menu is open, showing options: 'Count as Break' (selected), 'Ignore', and 'Count as Break'.
- Dynamic Break Table:** A table with columns for 'Working Time (hh:mm)', 'Accumulated Break', and 'Count'. It contains three rows of data:

Working Time (hh:mm)	Accumulated Break	Count
06:00	30	1
09:00	45	2
12:00	60	3

At the bottom, there is a status bar indicating 'Updated by admin3 on Tuesday, February 12, 2019 1:38:03 AM EST' and buttons for 'Cancel' and 'Save'.

Why is it important?

The additional configuration option allows for more flexible deduction of breaks from the recorded working time of the employee, and helps to adhere to legal regulations in many countries where employees are not allowed to work longer than e.g. 6 hours without a break.

Prerequisites

None

Dynamic Break Handling: Configuration for Full / Partial Break Deduction

Admin Center opt-in / Enhancement Category: Time Sheet / Reference Number: TIM-6960

What is it?

As of the Q1 2019 release, the dynamic breaks function will additionally offer a configuration option for full or partial break deduction.

It is now possible to configure dynamic break rules in a way that the customer can decide if a full or partial break deduction shall be performed when the recorded working time on a day is not sufficient for a full break deduction.

Example:

- The rule says that after 6 hours working time a 30 minutes break shall be deducted.
- However, the total working time on a day is only 6 hours 10minutes.
- Depending on configuration, the rule deducts either a partial break of 10 minutes or the full break of 30 minutes.
- Default setting is partial break deduction.

Why is it important?

The additional configuration option allows for more flexible deduction of breaks from the recorded working time of the employee, and helps to adhere to legal regulations in many countries where employees are not allowed to work longer than e.g. 6 hours without a break.

Prerequisites

None

Back to: Admin Center
Manage Data

Search Advanced Create New

Dynamic Break Configuration: Dynamic Break Rule 1 (DynBreak1)

* External Name: Dynamic Break Rule 1

Description: After 6:00 hrs 30 min; aft

* External Code: DynBreak1

* Method of Generating Breaks: Full Deduction

* Gaps in Working Time: Partial Deduction, Full Deduction

Dynamic Break

* Working Time (hh:mm)	* Accumulated Break in Minutes	* External Code
06:00	30	1
09:00	45	2
12:00	60	3

Click or focus to edit

Updated by admin3 on Tuesday, February 12, 2019 1:38:03 AM EST

Cancel Save

Dynamic Break Handling: Minimum Break Deduction on Absences

Admin Center opt-in / Enhancement Category: Time Sheet / Reference Number: TIM-6960

What is it?

As of the Q1 2019 release, the system behavior for minimum break deduction will be changed.

Typically, it is expected that dynamic break handling in the time sheet evaluation service will trigger an automatic creation of breaks such that the recorded and the generated breaks *together* add up to at least the amount of time which is configured in the dynamic breaks rule. Up to now, however, there was the problem that breaks according to the dynamic break rule could not overlap with absence records because a collision check would prohibit such breaks from being generated.

From Q1 2019, dynamic breaks which are overlapping with absence records will be generated by the time sheet evaluation service.

- Dynamic breaks over absences will be generated if and only if a dynamic break rule is active for that day.
- However, fixed / scheduled breaks will not be generated over absences, as before.
- The collision check will allow system-generated breaks overlapping absences. However, manual breaks are still not allowed.
- Deletion of such generated dynamic breaks will lead to a re-creation of the breaks.

Why is it important?

Automatic break generation in the time sheet evaluation service with respect to dynamic breaks and fixed / scheduled breaks will be different from Q1 2019 and needs to be considered in the time evaluation rules.

Prerequisites

None

Time Accounts: Period-End Processing with Payout

Admin Center opt-in / Enhancement Category: Time Off / Reference Number: TIM-5461

What is it?

From Q1 2019, time account payouts can be created automatically as part of period-end processing for time account types which are enabled for payout.

Configure Business Rules

A new rule scenario *Period-End Processing With Payout* will be available that can be used instead of the previous rule scenario *Period-End Processing*. For the new rule scenario, an additional rule parameter *Time Account Payout Rule Parameters* will be supplied, which has an association to a data structure for the actual *Time Account Payout Parameters*. The latter parameters include the fields quantity, posting unit, and posting date which need to be set in the payout rule configuration.

Time Account Type

The *Period-End Processing Rule* of time account types which are enabled and configured for payout can now hold a reference to a business rule for the new scenario *Period-End Processing With Payout*. If payout is not enabled for a time account type, however, an error will be raised when the user tries to assign a period-end processing rule for the new scenario.

Why is it important?

This enhancement is generally available for all countries. Specifically to Mexico, this enhancement will allow customers to handle year-end payouts for Prima Vacacional time accounts according to the Mexican legal requirements. More details about this use case can be found in our guide about Country-Specific Features in EC Time Off.

Prerequisites

Time account types which are enabled and configured for payout.

Time Accounts: Period-End Processing with Payout

Admin Center opt-in / Enhancement Category: Time Off / Reference Number: TIM-5461

Example of business rule for new rule scenario *Period-End Processing with Payout*

Use case:

Pay out remaining balance and close time account.

● PEP Payout & Close (PEP_Payout_Close)

Insert New Record

Scenario: Period-End Processing With Payout

Basic Information

Start Date

01/01/1900

Description

Pay out remaining balance and close time account

Parameters

Name	Object
Context	System Context
Time Account	Time Account
New Account	Time Account
Period-End Processing Rule P...	Period-End Processing Rule P...
Time Account Payout Rule Pa...	Time Account Payout Rule Pa...

Show Less

Collapse All

Expand All

If

This rule is always true.
To add an expression please uncheck the Always True checkbox.

Then

Create Time Account Payout Rule Parameters.Time Account Payout Parameters

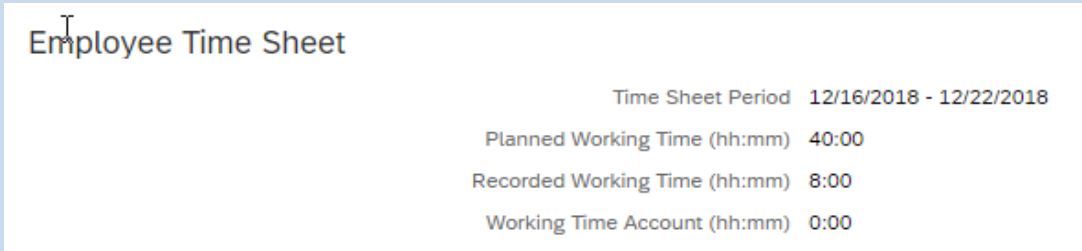
Populate Time Account Payout Rule Parameters.Time Account Payout Parameters with:

Posting Date	Time Account.Booking Possible Until
Quantity	Period-End Processing Rule Parameters.Remaining Balance Old Account
Unit	Time Account.Time Account Type.Unit

Set Time Account.Closed to be equal to

Yes

Minor enhancement issues – Time Sheet

Reference Number	Description	Enhancement Category	Configuration Type
TIM-630	<p>Add Cost Center Field to <i>External Time Data</i> A new field <i>Cost Center</i> of data type String has been added to MDF object <i>External Time Data</i>.</p> <p>The field value will be transferred to the respective <i>Employee Time Sheet Entry</i> provided that it is an existing cost center. Otherwise, an error will happen when the system tries to incorporate the object into the time sheet.</p>	Time Sheet	Universal
TIM-7288	<p>Use New Time Sheet Attributes for Submit Decision Positive Time Recording: Time sheets for weeks in which the employee's scheduled working time is fully covered by absences will be automatically submitted now. Approval workflow can be suppressed in such cases by adjusting the workflow rule at the <i>Employee Time Sheet</i> object definition.</p>	Time Sheet	Universal
TIM-7467	<p>Show Summary Fields in Time Sheet Workflow UI The time sheet summary fields shown in the mass approval UI and the workflow details UI have been aligned.</p> 	Time Sheet	Universal

Minor enhancement issues – Time Off

Reference Number	Description	Enhancement Category	Configuration Type
TIM-6977	Enable Future Dated Absence Recording for Time Admin Workbench Before Q1 2018, it was not possible to create an absence record e.g. for a new hire on a future date from the Time Admin Workbench. Now, the absence screen is loading in such a case with the start date defaulted to the new hire date.	Time Off	Universal
TIM-7244	Additional Deep Link to Time Admin Workbench An additional deep link 'sf/timeworkbench' is available from Q1 2018 to access the Time Admin Workbench. The name of the deep link is reflecting the fact that the workbench is relevant for time administration across both Time Off and Time Sheet.	Time Off and Time Sheet	Universal
TIM-7421	Absence Form: Load Balances on Request Only The performance of the absence request form in the new Fiori UI for Time Off ESS and in the Time Admin Workbench has been improved by reading the time account balances displayed on the screen on request only, i.e. only when time type, start date, or end date are changed by the user.	Time Off	Universal

Notable **fixed** issues



Notable fixed issues

Reference Number	Description	Before	After
TIM-7259	<p>Special Characters in External Code</p> <p>In EC Time Management a stricter check for special characters used by customers in the <i>External Code</i> of MDF objects such as <i>Employee Time</i> has been implemented.</p> <p>Background: When creating records for MDF objects, e.g. via import or manually in Manage Data, it is recommended that the <i>External Code</i> of the object contains only letters, digits, or separators ('-' or '_'), and that the separator is not at the end of the <i>External Code</i>. This restriction is important because otherwise MDF cannot ensure that they will be able to deal with those records when they are edited.</p>	<p>Example: An application error occurred in the Time Admin Workbench when an <i>Employee Time</i> record was edited which had an <i>External Code</i> including special characters other than '-' and '_'.</p>	<p>When <i>Employee Time</i> records are created, the system will now check if the <i>External Code</i> contains special characters other than '-' and '_', and if so, will not allow to save the records.</p>

Upcoming events and important information



Upcoming events and important information

New Fiori UI for Time Off ESS will be mandatory from Q3 2019

Since Q4 2018, a new Fiori UI is available for the employee self-service for requesting time off. The new UI is meant to replace the existing UI for Time Off ESS, which eventually shall be retired. It is planned to make the new Fiori UI the **default for Time Off ESS from Q2 2019 with an opt-out possibility** to switch back to the old UI. However, the new UI will become **mandatory from Q3 2019**.

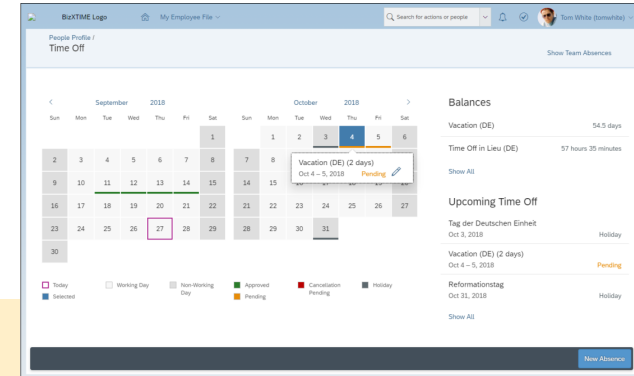
What is the customer impact?

By running **upgrade activity "Fiori Time Off"** in the Upgrade Center, customers can already exchange the existing UI with the new Fiori UI for Time Off ESS. We strongly recommend that customers do this at least in their test instance. This will give them the opportunity to test the new UI and prepare user guides and rollout material for their employees before the **old UI will be retired in Q3 2019**.

What is the key benefit, business case, or features of this initiative for our customers?

The new Fiori UI is supporting accessibility standards and has a responsive design which enables employees to use it both on the desktop and on mobile devices. The old UI was lacking in these respects.

In addition, the new UI also offers features which were not available on the old UI. Specifically, employees will now be able to record series of recurring absences and use the split and delimit function to resolve collisions of absences, such as sickness during vacation.



Q&A



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