

SAP SuccessFactors 💙

SAP Model Company for HR Manage Workforce Workshop

Wulf Schönwald, SAP December, 2018

PUBLIC



Agenda Workshop 10.12.2018

- Vorstellungsrunde
- Einführung: Was ist die HR Model Company
- Definierte Prozesse in der HR Model Company
- Fundamentaldaten in Employee Central
 - Objekte zur Abbildung der Aufbauorganisation
 - Objekte zur Abbildung der Job Struktur
 - Objekte zur Abbildung der Bezahlstruktur
 - Das "Foundation Object Workbook
- Mitarbeiterdaten im Employee Central- globale und locale Elemente
 - "Portlets" in Employee Central
 - "Effective Dates versus "non effective dated" Portlets
 - Das Employee Data Workbook

Introductions



Introductions

- Name
- How long you have worked at Customer/SAP?
- Role at DZ BANK/SAP?
- Role on the implementation project?



SAP Model Company for HR Overview



Model Company for HR Overview

- § The drivers behind SAP Model Company for HR
- § Introduction to SAP Model Company for HR
- § How SAP Model Company supports your transformation

We have listened to our customer's digital HR transformation needs:



SAP Model Company for Human Resources

- Y A service providing a ready-to-use solution for SAP SuccessFactors.
- Y Based on leading practices and processes from SAP reflecting real-life implementation experience.
- Y Offers end-to-end HR processes, a proven implementation approach, clear guidance, and predictable outcomes.
- Y Reduces cost, avoids typical implementation risks.



How the SAP Model Company for HR gets you where you want to go

Process Based Solutions



We have developed process-based solutions that span across the entire HR calendar. We walk you through real-life working processes so you understand what you will get with the SAP Model Company for HR.

Leading Practices ■-□-□



SAP has taken its 40 years of experience working with thousands of customers to create leading practices that you can leverage in your organization, which enables you to accelerate your transformation and immediately deliver impact.

Localization 📈



Local legal and regulatory requirements are covered, especially in Employee Central, so you don't have to worry about lack of compliance.



Sample Data



We provide sample data so you can see a working solution and not just look at documents and spreadsheets.

Smart Delivery



To improve efficiency, we will be onsite for guiding key activities, and to reduce cost work remotely using our nearshore teams.

Accelerators



We provide an HR process maps, templates and tools to accelerate implementation.

Component Approach



Fit-to-Standard, Add-ons and individual enhancements as required.

SAP Model Company for HR is an Accelerated Deployment

of the SAP SuccessFactors Suite

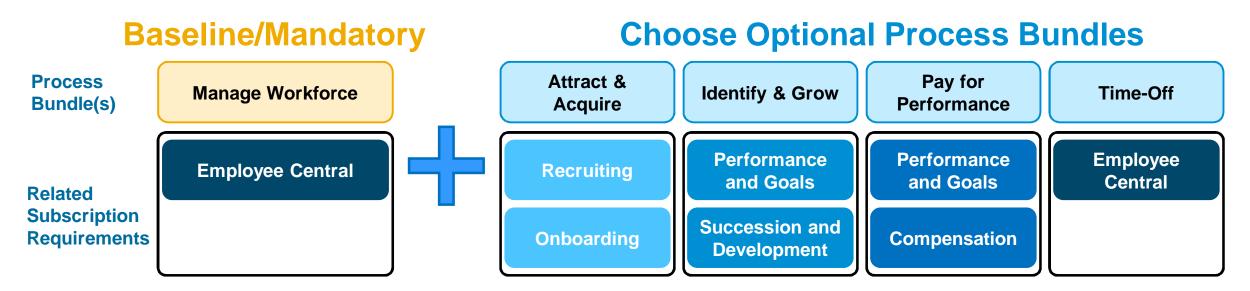
Covered by the SAP Model Company for HR

| User Experience: Social Mobile Intelligent Services | | | | | | | | | |
|---|------------|---------------------|-----------------------|--------------------|-------------------------------|--|--|--|--|
| Reporting and Embedded Insight | | Workforce Analytics | | Workforce Planning | | | | | |
| Tolont Monogoment | | | | | | | | | |
| Talent Management | | | | | | | | | |
| Recruiting | Onboarding | Learning | Performance and Goals | Compensation | Succession and Development | | | | |
| | | | | | | | | | |
| Competencies Skills Best Practices | | | | | | | | | |
| Core HR / Employee Central | | | | | | | | | |
| HR Administration Organizational Management Time-Off * | | | | | | | | | |
| Service Center Payroll Time Sheet Global Benefits | | | | | | | | | |
| Localization: Global AU AE BR CA CH CN CO DE ES FR GB IN IT MX NL NZ SA SG US | | | | | | | | | |
| Technology: Secure Integrate Extend | | | | | | | | | |

Language scope: Chinese (Simplified), Dutch (Netherlands), English (GB, US), French (Canada, France), German, Italian, Portuguese (Brazil), Spanish (Mexico, Spain)

SAP Model Company for HR Service and Subscription Correlation

Depending on the selected SAP Model Company for HR processes, you need to subscribe to the following Products:



NOTE 3 instances of each component need to be subscribed to (Explore, Test and Production instance).

License Sales MUST add one additional full suite instance on production stack ("SKU: 8005448, 'SAP SuccessFactors HCM Suite, additional test tenant in Production Environment') to each SAP Model Company for HR deal.



The following are the minimum requirements to access them (link):

- Y Public Cloud (SAP SuccessFactors) Internet Access
- Y Supported Internet Browser
- Y (Optional) Mobile Device: Apple or Android

SAP Model Company for HR starting point – Select your Options

SAP Model Company for HR always includes this process bundle:

Manage Workforce

Manage Organizational Data Position Management Hire, Rehire Terminations

Internal and International Transfer

Global Assignment Leave of Absence Promotion, Demotion **Probation Management**

Pay Changes

Employee Personal Data Changes

Employment Data Changes

Optionally you can select one or more of these four process bundles:

Attract and Acquire

Requisition Creation and Posting
Pipeline Job Requisition and Posting
Active Talent Search
Internal Candidate Experience
External Candidate Experience
Candidate Selection
Closing

Recruiting Management

Recruiting Marketing

Onboarding

Identify and Grow

Goal Setting

Continuous Feedback and Coaching

Review Performance

360 Degree Review

Identify and Nominate Talents

Plan Succession, Plan Career

Conduct Talent Review

Plan Development

Performance & Goals

Career Development

Succession Planning

Pay for Performance

Goal Setting
Continuous Feedback and Coaching

Review Performance

360 Degree Review

Manage Salary Review

Manage Short-Term Incentives

Manage Long-Term Incentives

Manage Rewards and Recognition

Performance & Goals

Compensation

Time Off *

Time off (Absences)

Employee Central

Countries (included in standard)

EMEA/MEE: CH AE DE ES FR GB IT NL SA

On-boarding (Pre-boarding)

NORTH AMERICA: CA US

LATIN AMERICA: BR CO MX

ASIA PACIFIC: AU CN IN NZ SG

Languages (included in standard)

Chinese (simplified)

Italian (IT)

German (DE)

English (US, GB)

Dutch (NL)

Portuguese (BR)
Spanish (MX, SP)

French (CA, FR)

Optionally, select from these Add-Ons:

Add-Ons (set scope/effort @ additional cost)

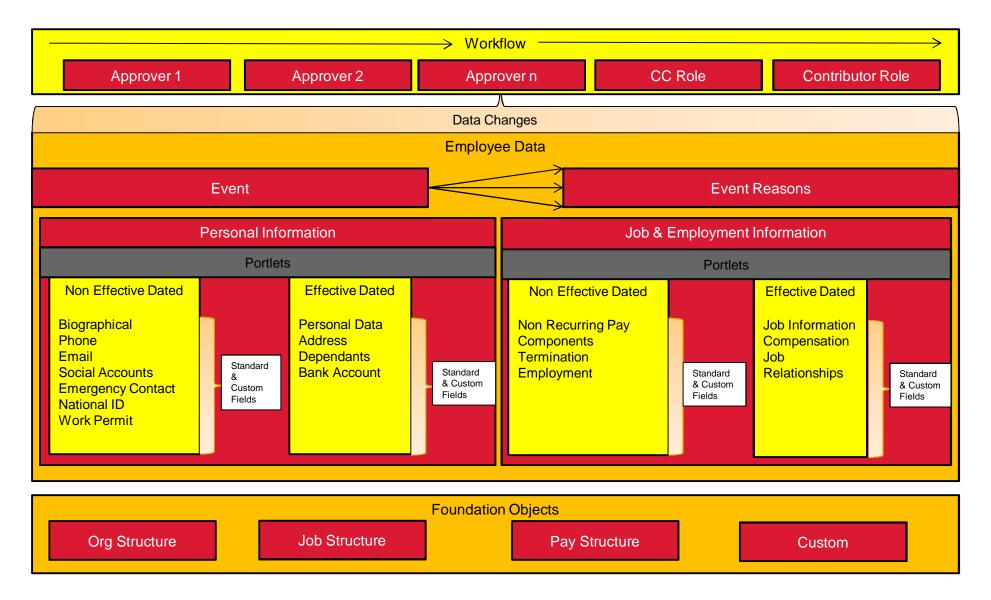
Additional Country

Additional Language

Additional Fields (Manage Workforce & Attract and Acquire only)

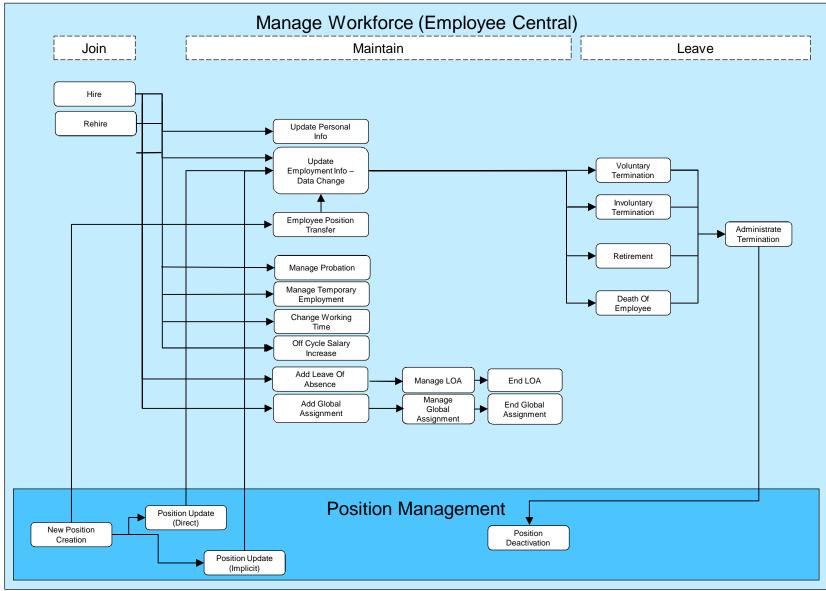
^{*} Time Off scope for the countries Brazil, New Zealand, and Netherlands is not included. Time Off scope can be reviewed on a case-by-case basis. 12

What Is EC – The Core



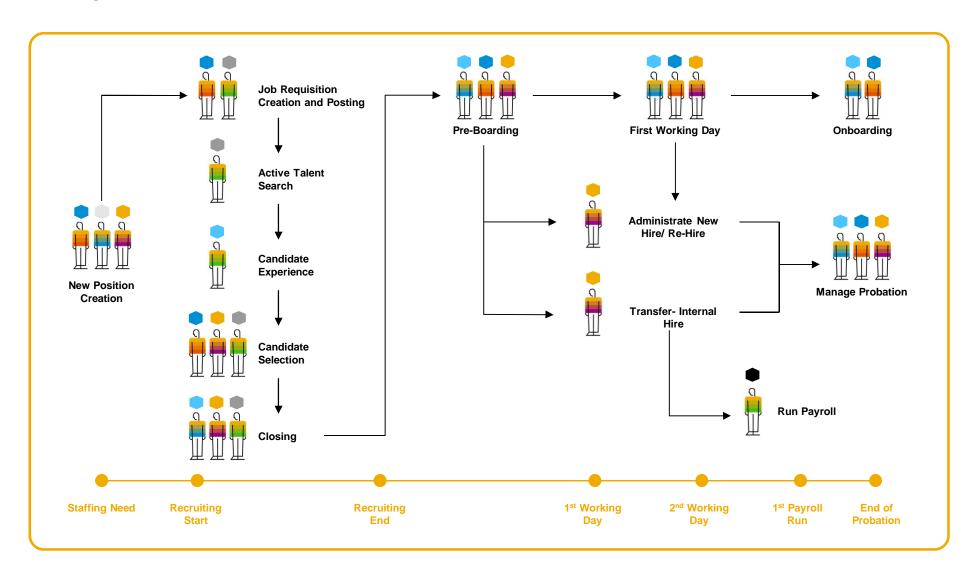
End-to-End Process View

Manage Workforce



End-to-End Process View

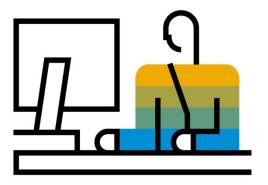
Manage Workforce and Attract and Acquire



- Candidate/New Hire/Employee
- Hiring Manager/Line Manager
 - Next Level Manager/HC Approver
- HR Business Partner
- HR Administrator
- (Sourcing) Recruiter
- Payroll Administrator

Project Scope - Services

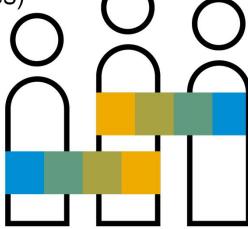
- Walkthrough workshops to answer questions that customer has regarding the usage of the tool
 and its configuration. Includes deep dive training we will go through to allow customer to selfexplore the Demo (Dev) instance
- Support during the data migration activities performed by Customer
- Support during the UAT performed by Customer
- Set-up of the development, test and production instances based on the Model Company for HR standard configuration



Project Scope - Deliverables

- Supporting Materials to help customer better understand the content of the SAP Model Company for HR, and how to use it
- Ready-to-use instance including sample data for customer to get familiar with the configuration
 of the SAP Model Company for HR, and its user experience
- Business Processes based on leading practices, documented in the SAP SuccessFactors process library

Technical documentation (Configuration Workbooks, Data Load templates)



Faster time to value



Up to 70% faster

SAP Model Company for HR

How does the SAP Model Company for HR deliver faster time to value?

- Begin with a ready-to-use preconfigured solution
- Includes meaningful sample data to accelerate exploration and training
- Full guidance to configure company data structures
- Predefined employee data load
- Ready-to-use training material
- Ready-to-use test scripts
- Continuous support by local consultants and experts in the SAP Nearshore Service Centers

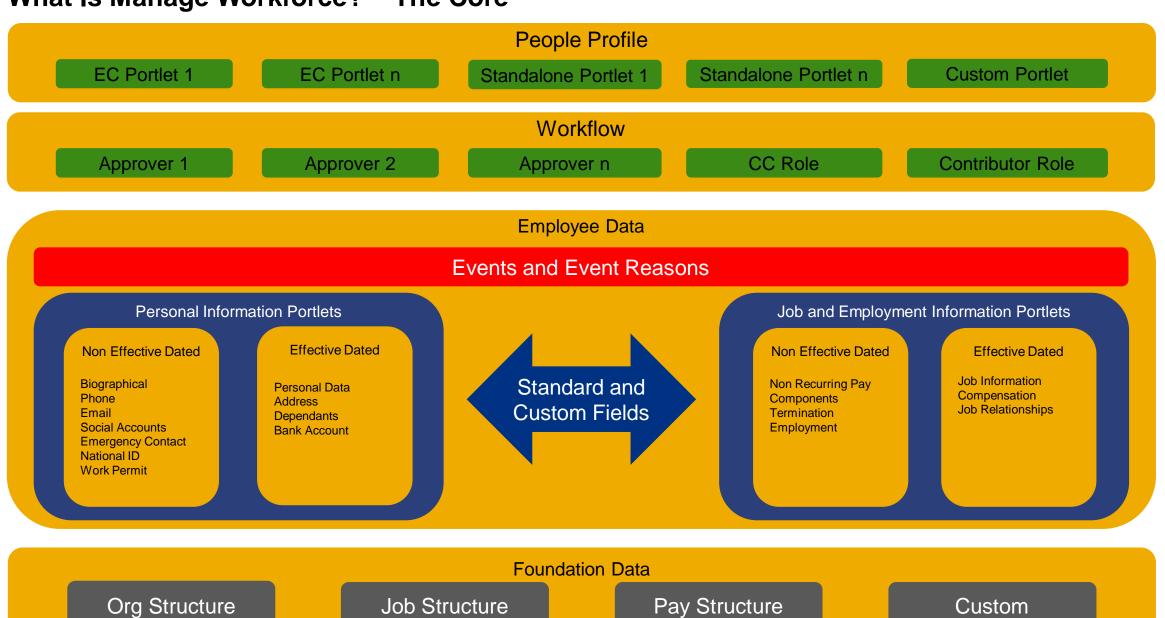


| Vendor Selection | Project Preparation | Design | Build | Deploy | Start Enjoy |
|-----------------------|------------------------|-------------|-------|--------|-------------|
| | | | | | |
| | | | | | |
| Explo Enak Depl | ole Start | > | E | njoy | |

Manage Workforce Leading Practice Processes



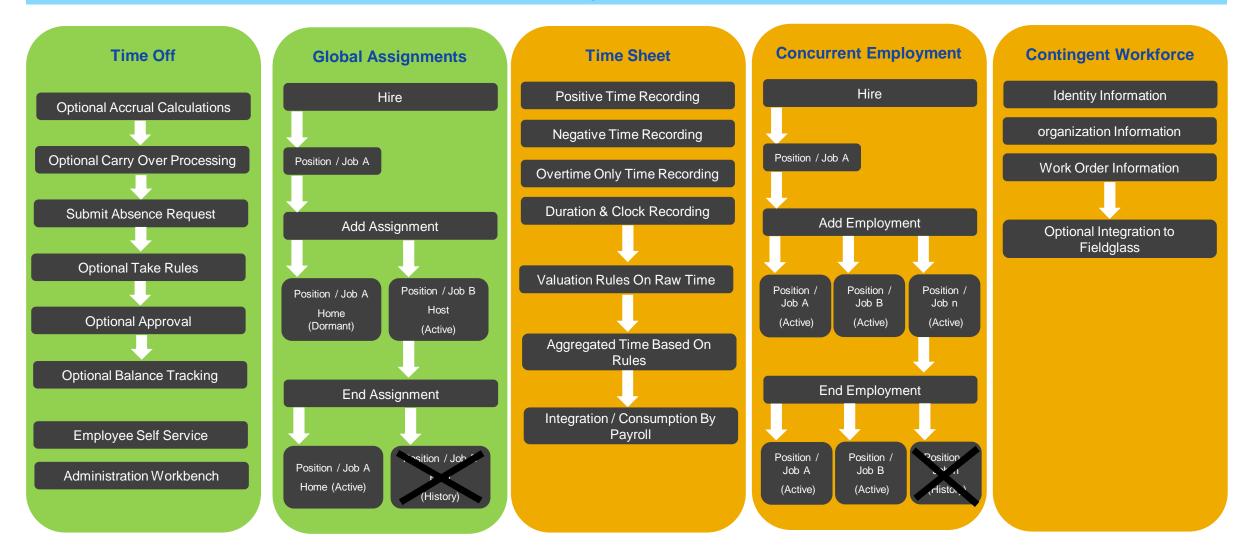
What Is Manage Workforce? – The Core



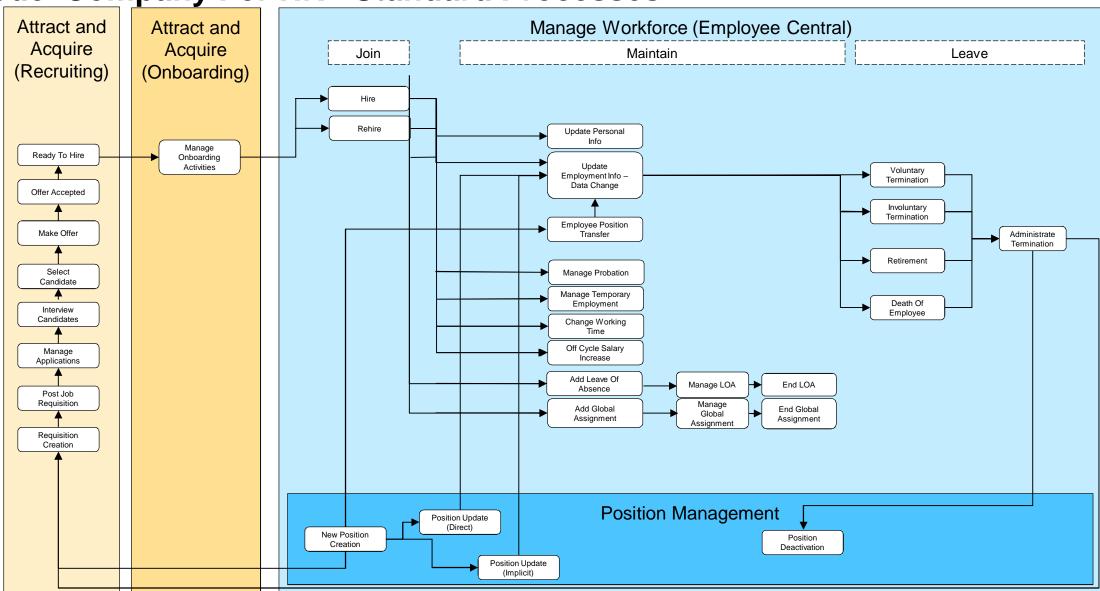
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What Is Manage Workforce? – The Optional Additions

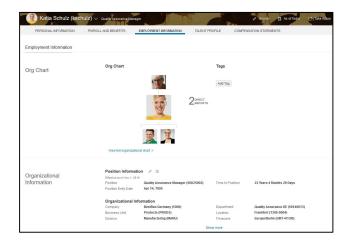
People Profile

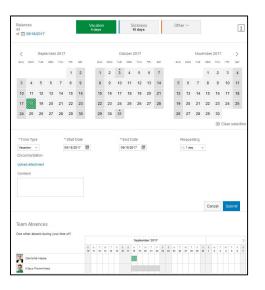


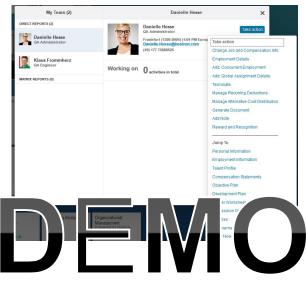
Model Company For HR - Standard Processes

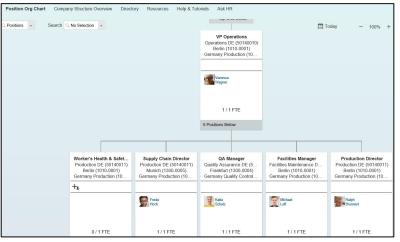


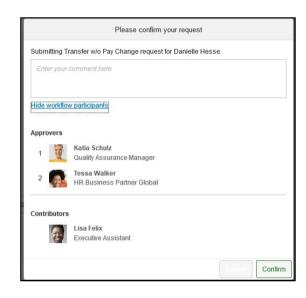
Manage Workforce – A Demo

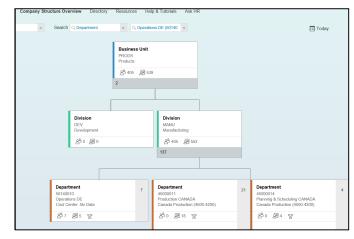










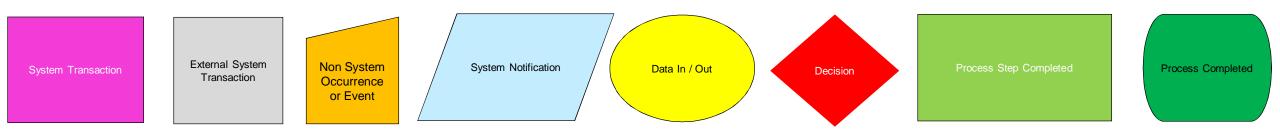


Standard Process Roles

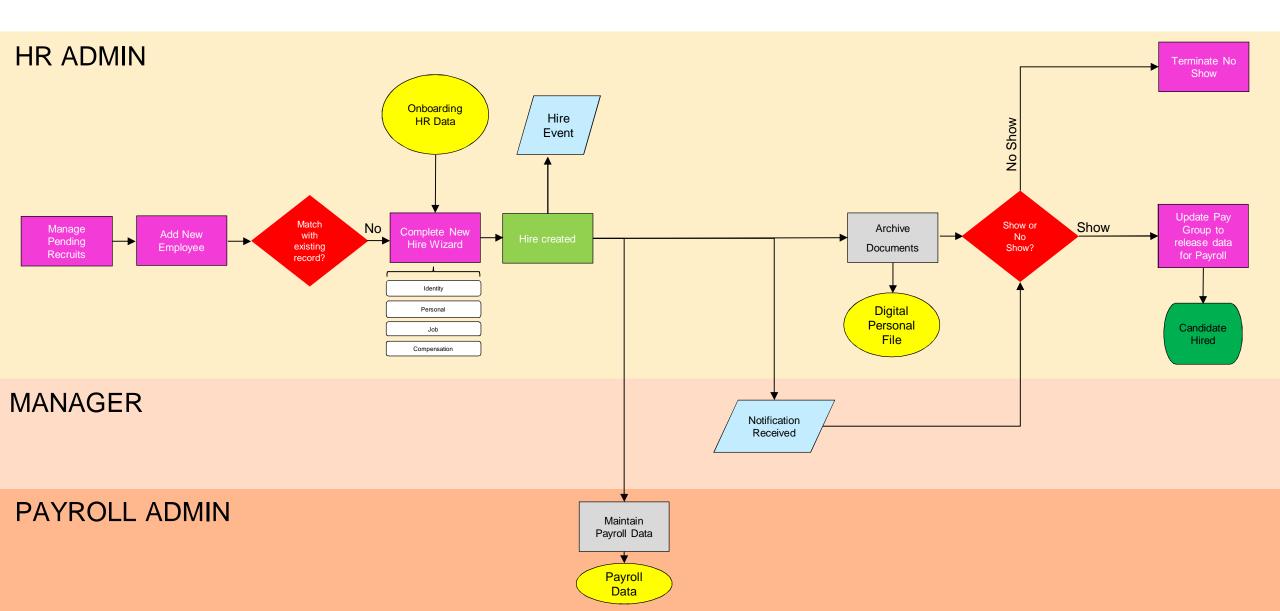
Standard Process Role for a typical implementation are expected to be as follows. From a leading practice perspective all key process should only typically need involvement by one or more of the following roles.

- Employee
- Manager
- Second Level Manager
- HR Administrator
- HR Systems Administrator
- HR Business Partner

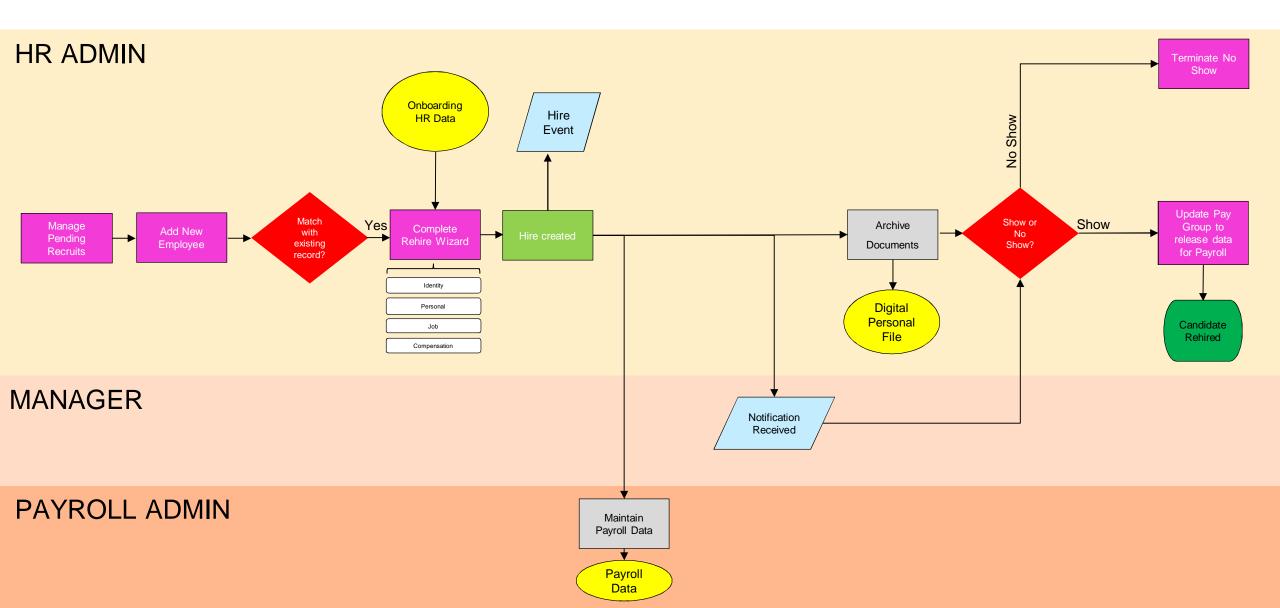
Process Flow Legend



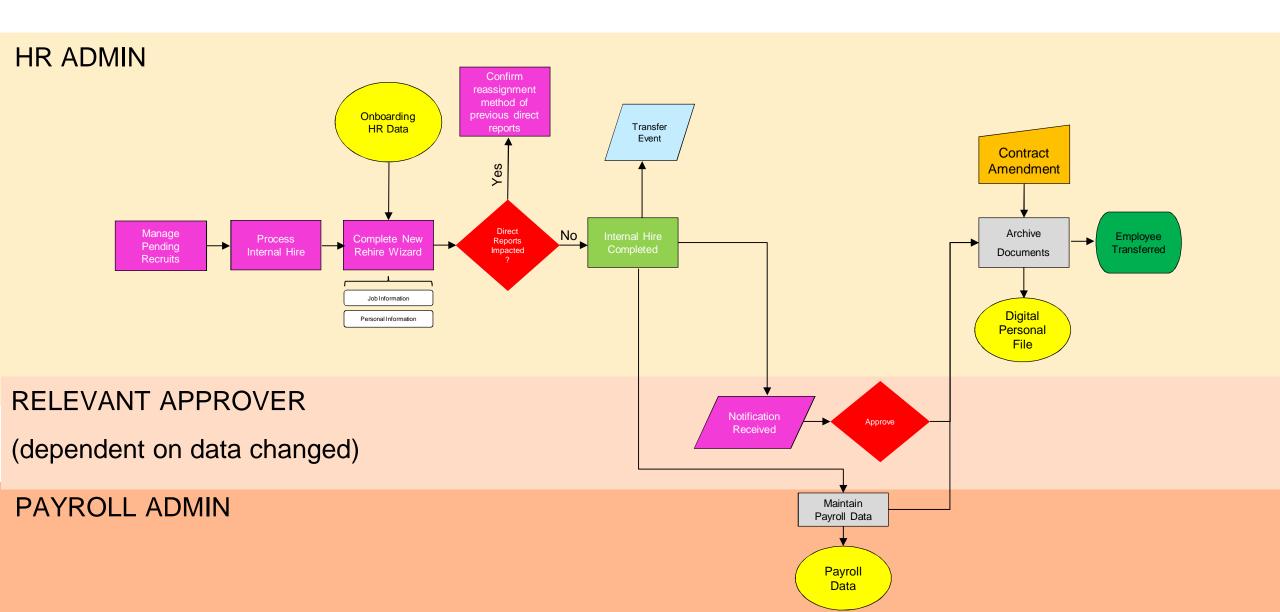
New Hire Process



Rehire Process

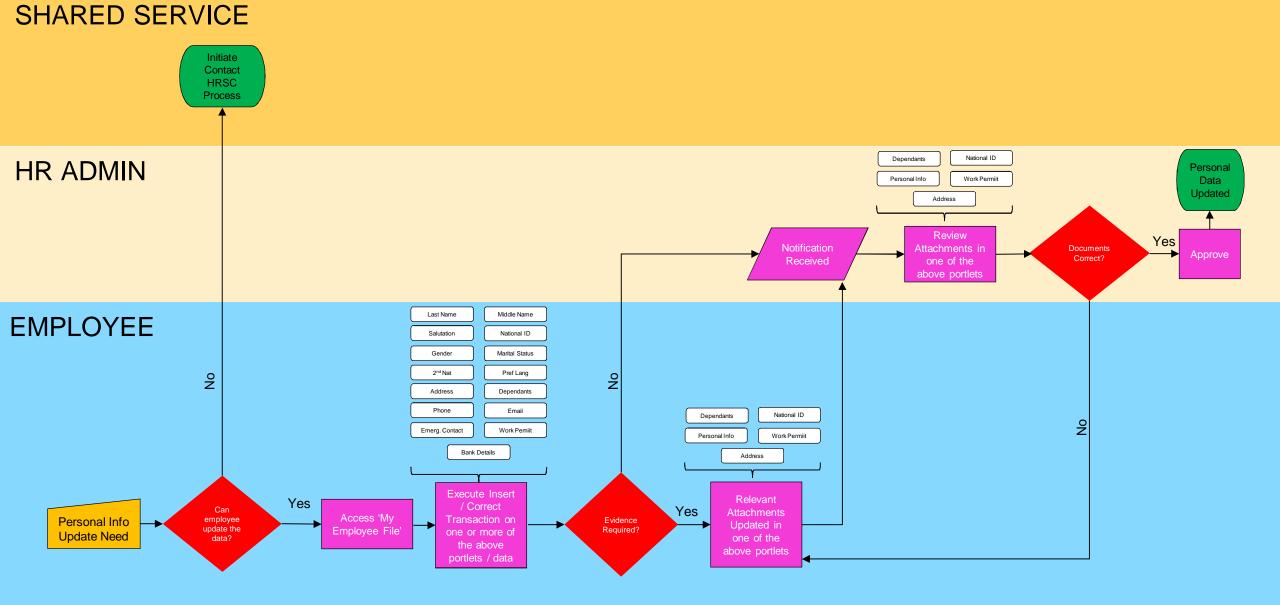


Internal Hire Process

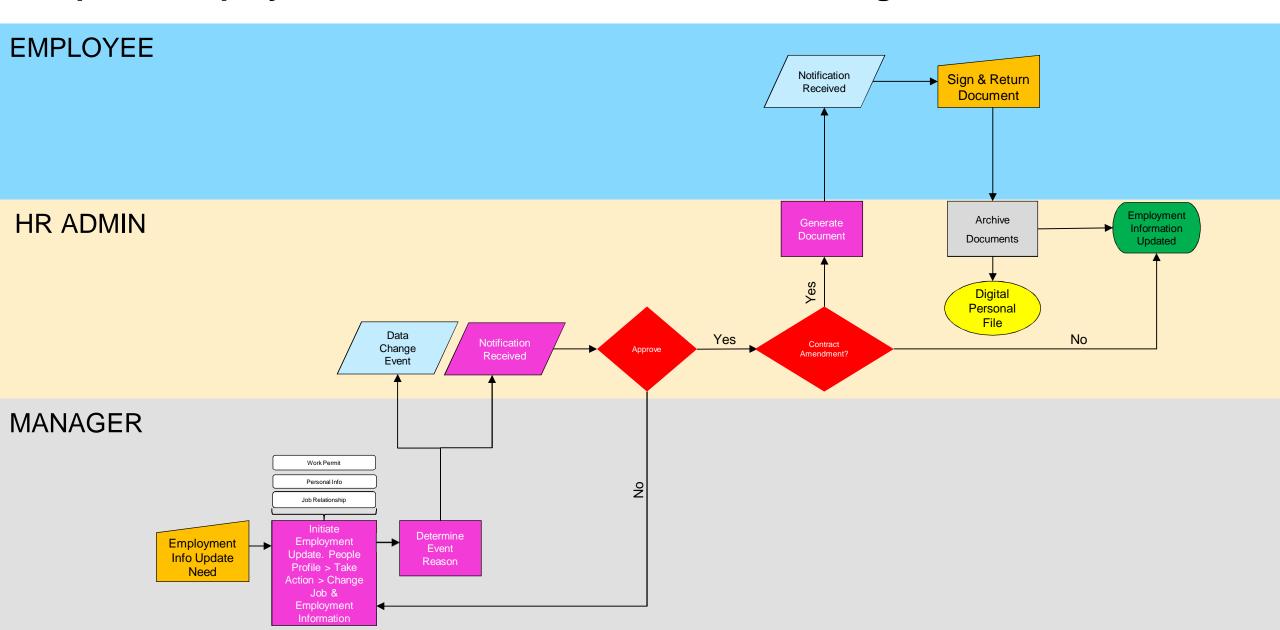


Update Personal Information Process

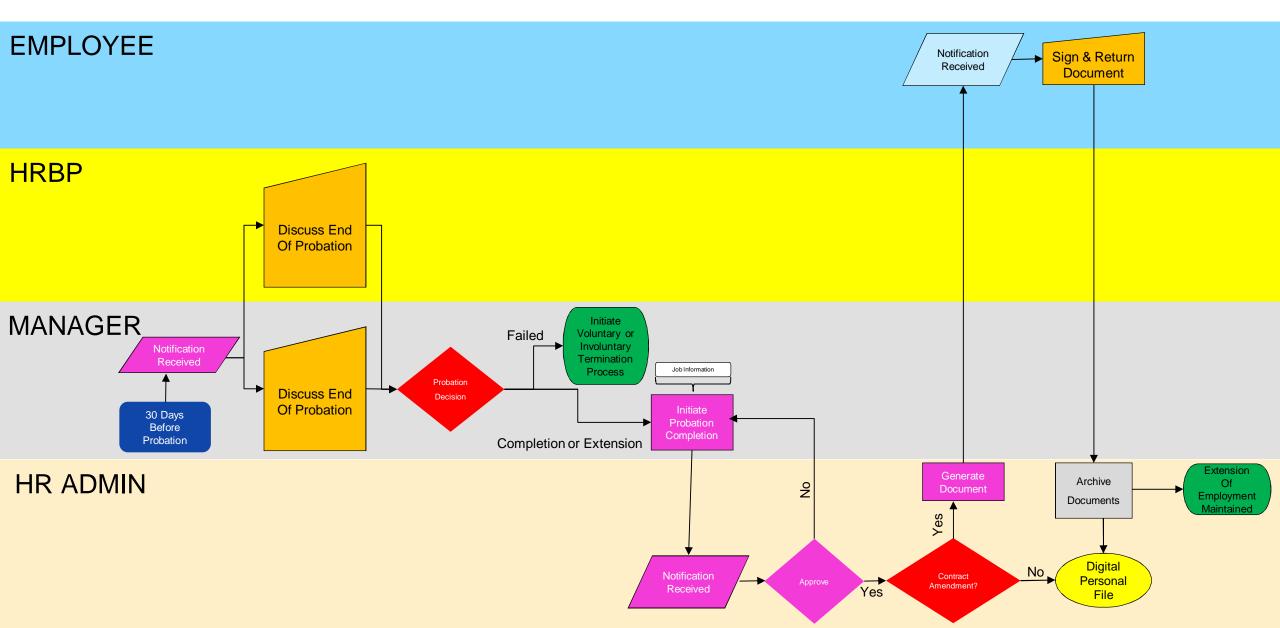
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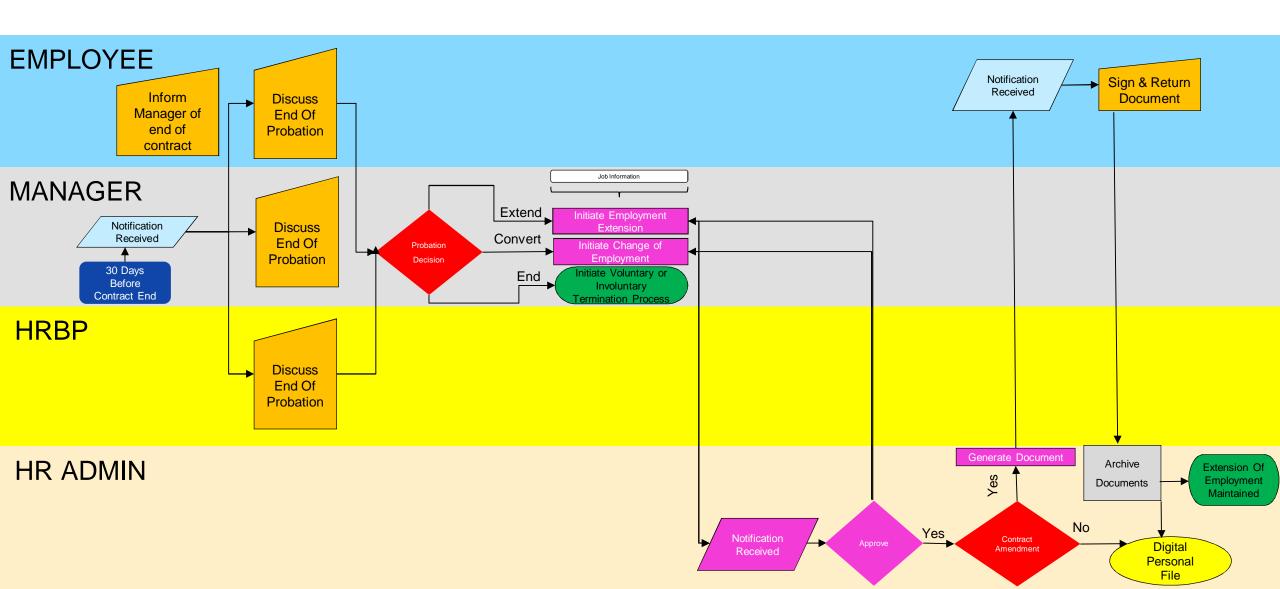
Update Employment Information Process – Data Change



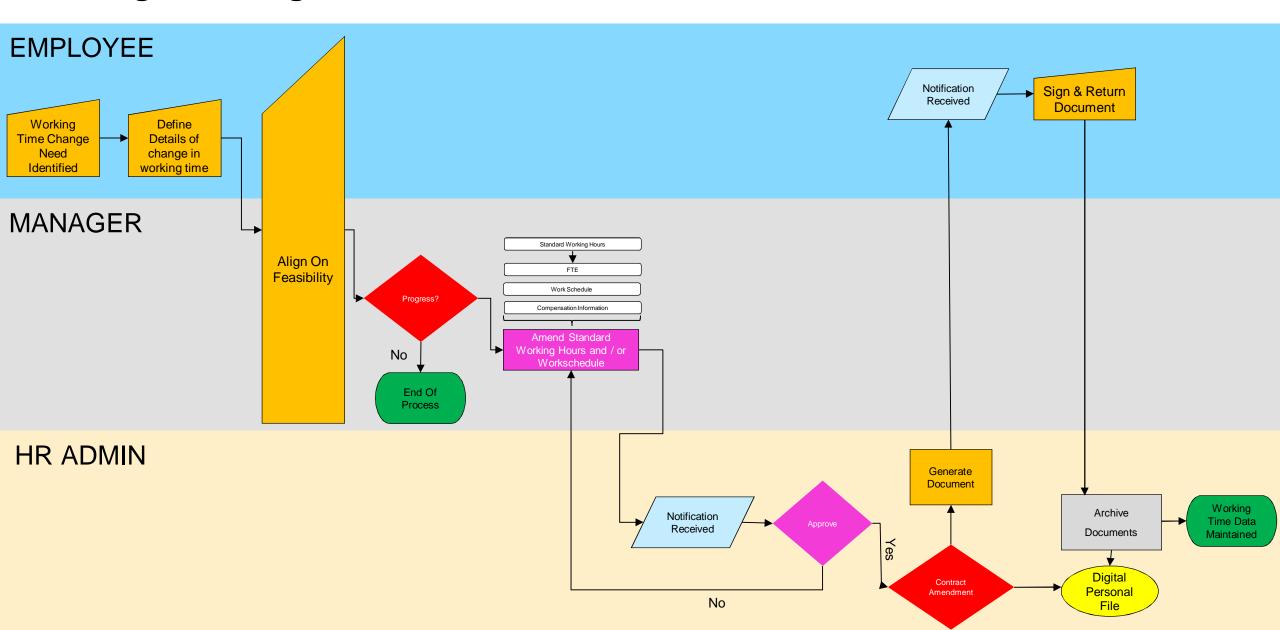
Manage Probation



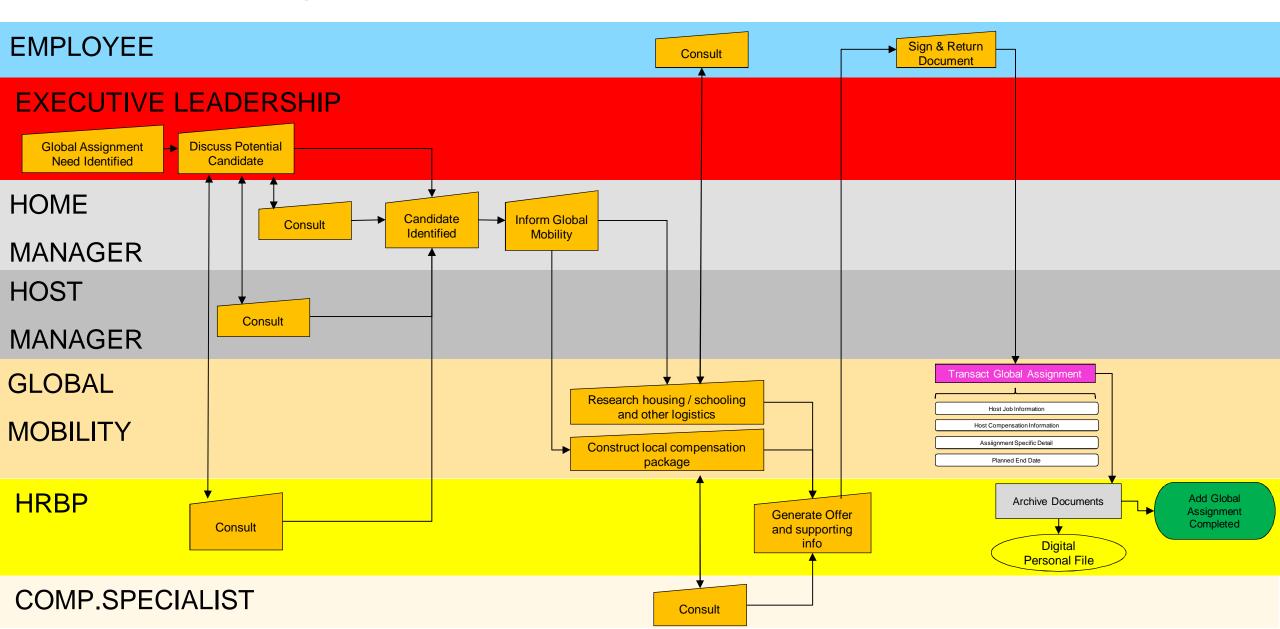
Manage Temporary Employment



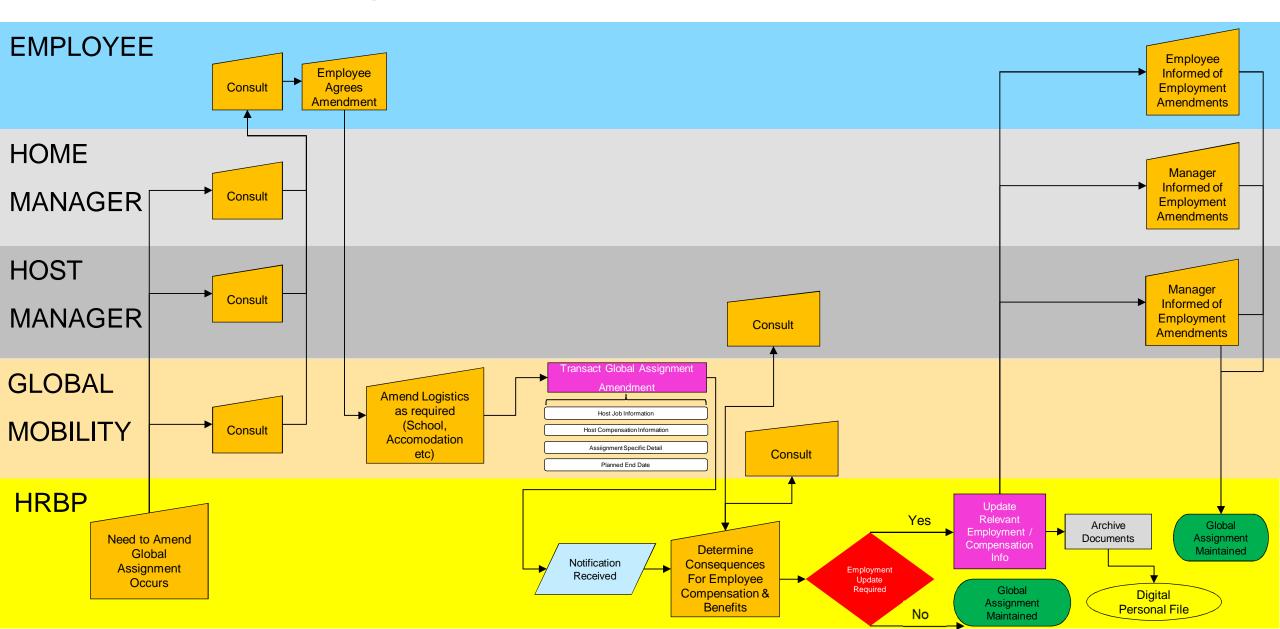
Change Working Time



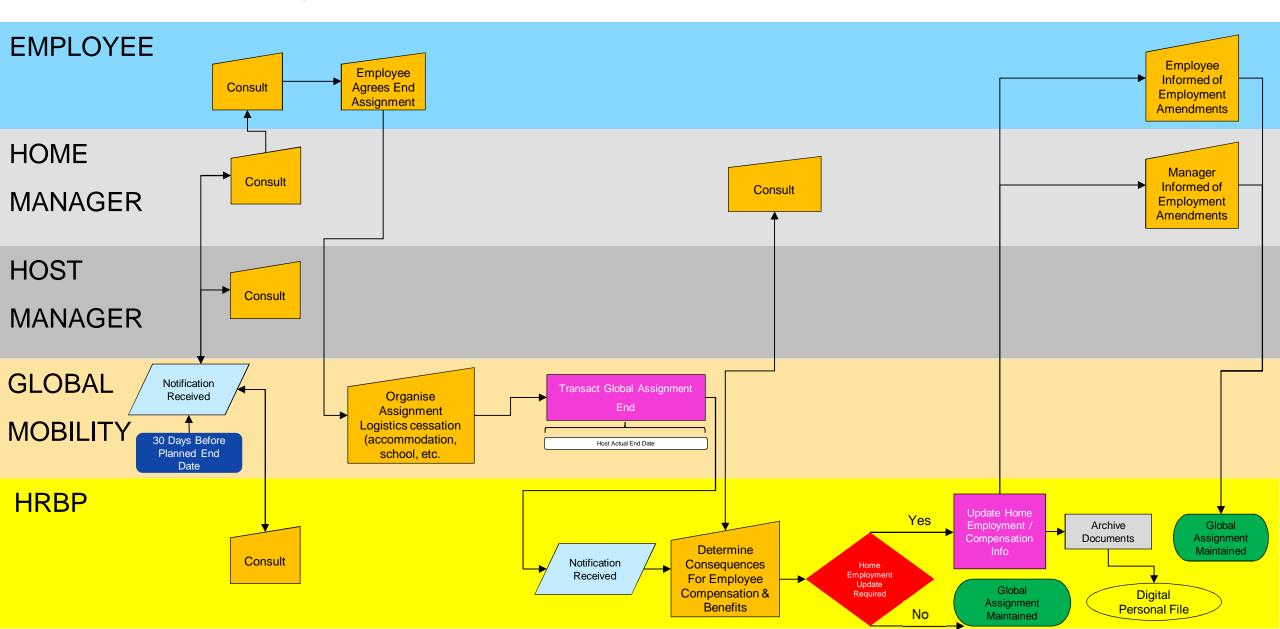
Add Global Assignments



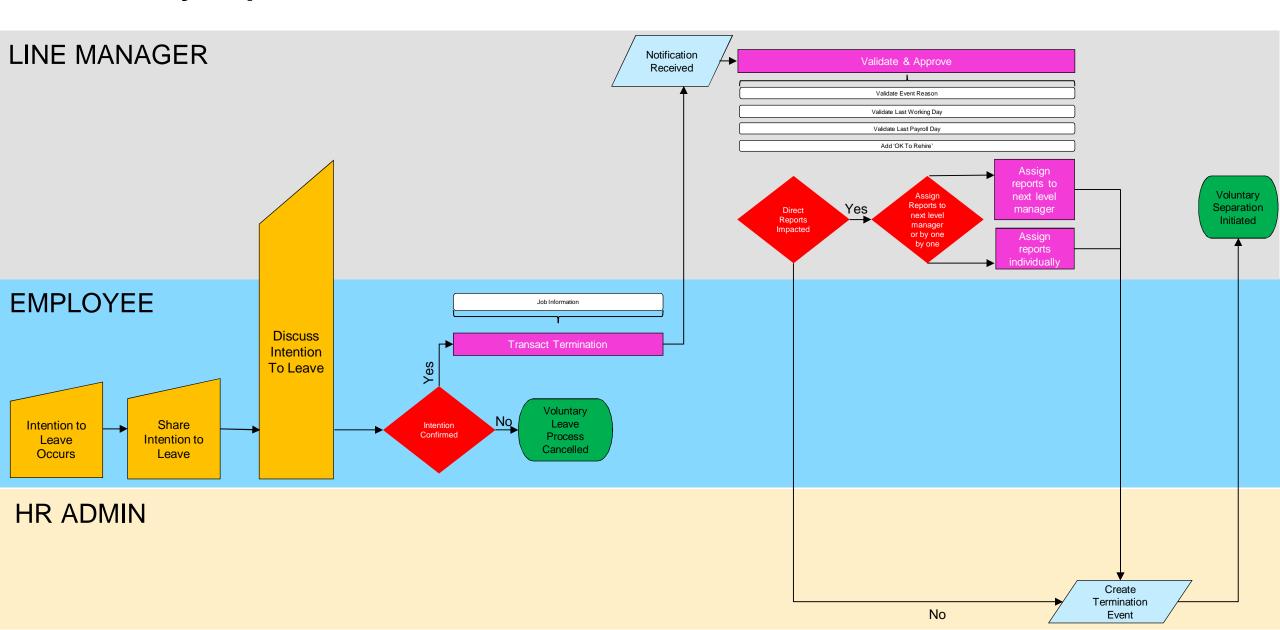
Maintain Global Assignment



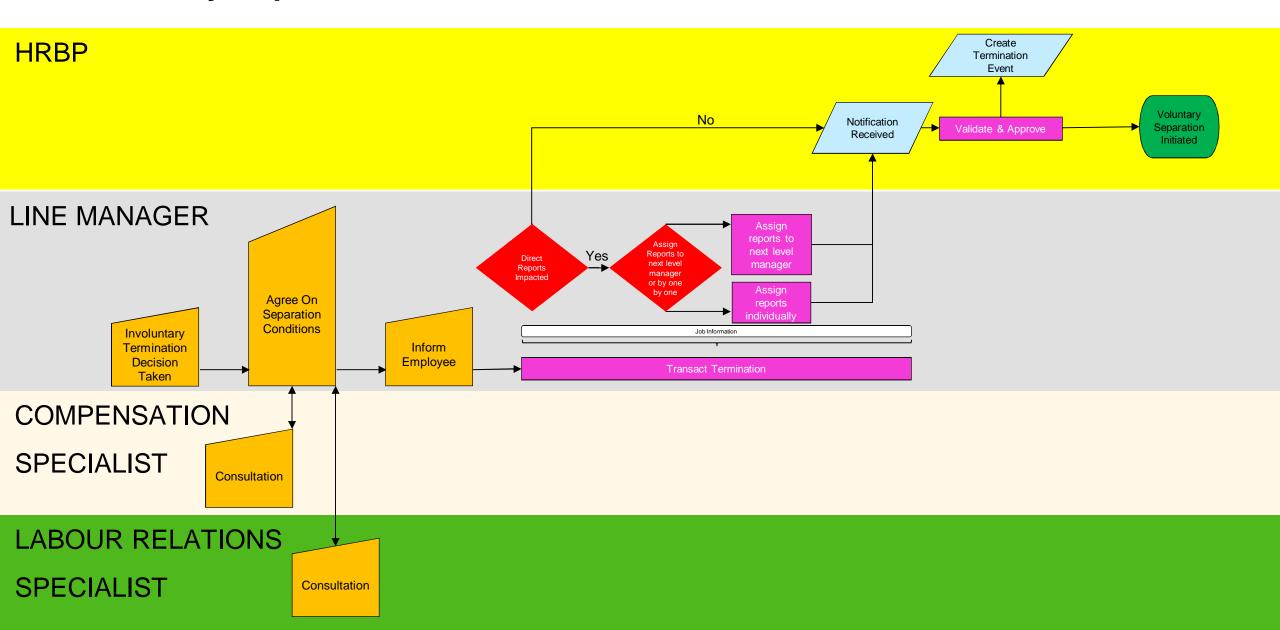
End Global Assignment



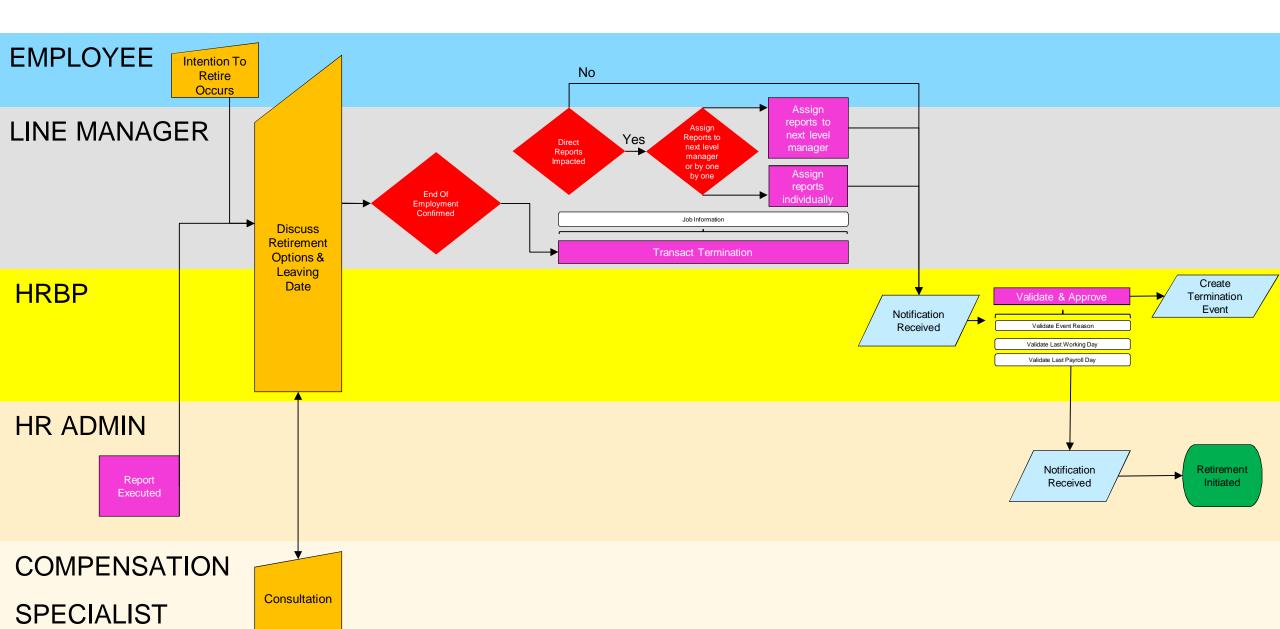
Voluntary Separation



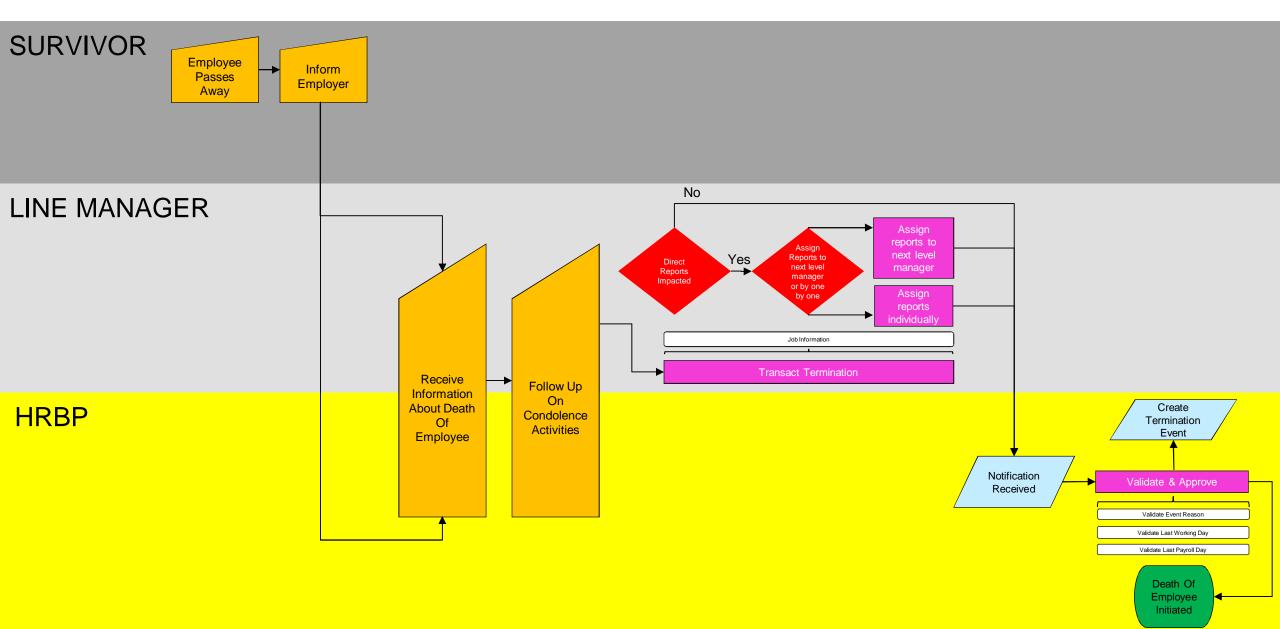
Involuntary Separation



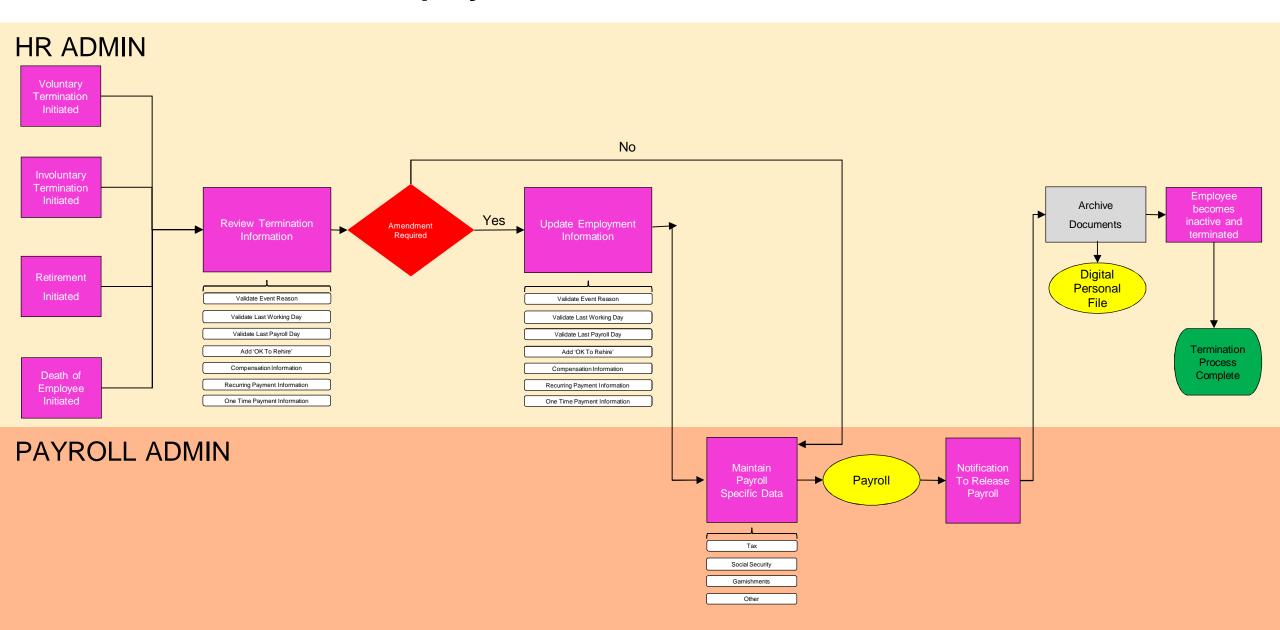
Retirement



Employee Death



Administrate End Of Employment



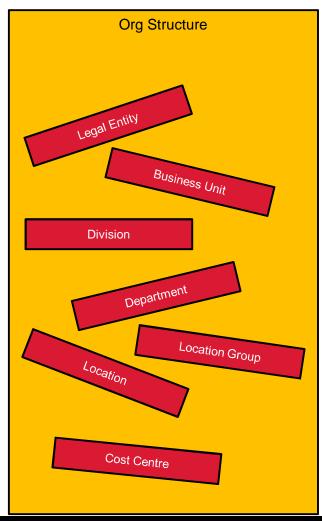
Foundation Data Organization Structure

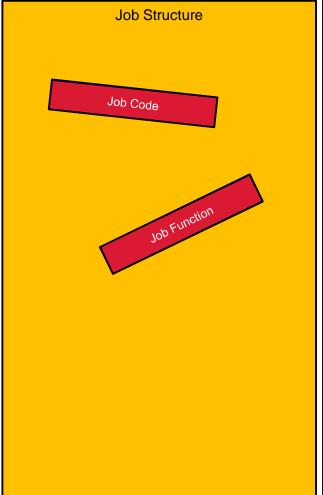


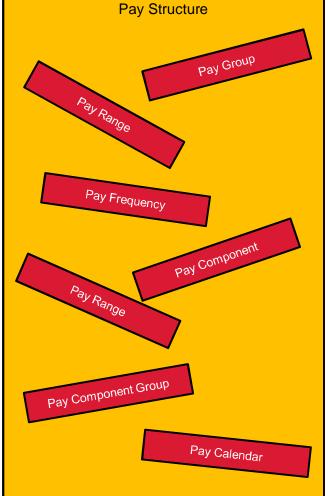
Foundation Objects – What Are They?

Foundation Objects are the Building Blocks of the EC system

There are three categories of Foundation Objects.







Foundation Objects – What Are They?

Foundation Objects – Things To Note?

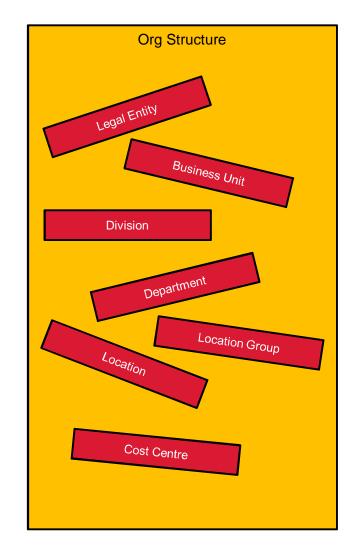
- You can rename Them
- You can associate them
- You can decide what data is held against them
- You can default data to the employee from them
- They are effective dated

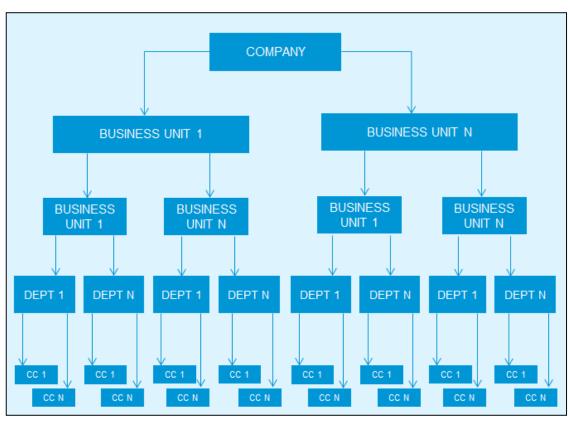
© 2012 SAP AG. All rights reserved.

Foundation Objects - Organisation Structure

We need to turn this...

Into something like this....

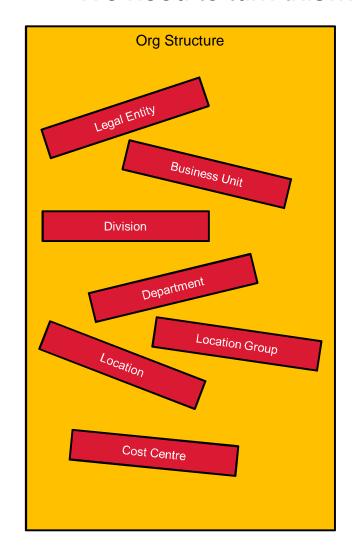


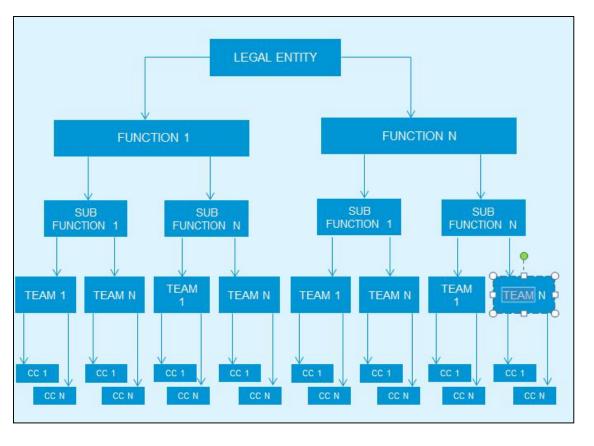


Foundation Objects – Organisation Structure

We need to turn this...

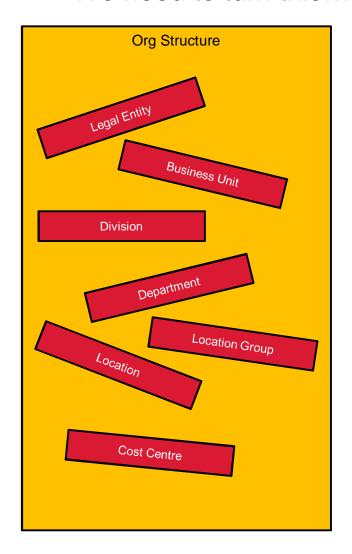
or this....





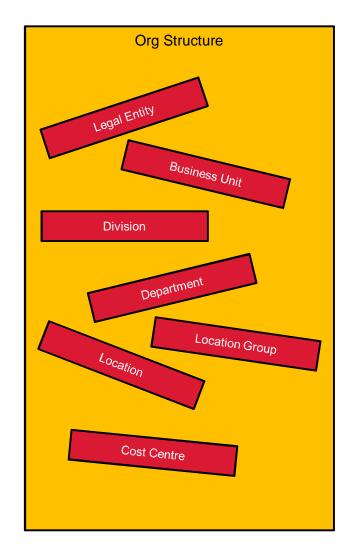
Foundation Objects – Organisation Structure

We need to turn this...



or the anything that reflects your organisation.

Foundation Objects – Organisation Structure



With all Foundation Objects there is a 4 step process

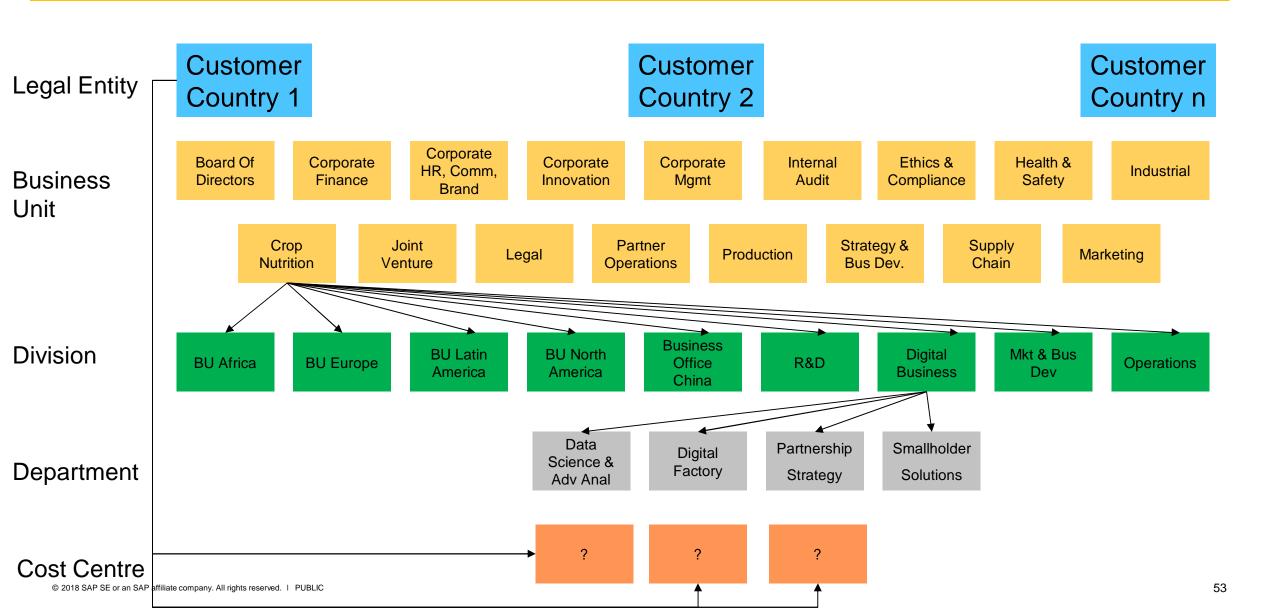
- 1. Rename (if you want)
- Connect (to allow filtering of data during maintenance)
- 3. Define the codes & attributes of each Foundation Object (e.g. Dept)
- Decide if you want any additional fields against the Foundation Object

AS SIMPLE AS THAT!

Organization & Location Structure - Objects Definition

| Standard Label | Definition |
|----------------|---|
| Legal Entity | This is the company or legal entity where the employee is hired. No legal entity can cover more than one country, so the country in the legal entity determines the country of employees assigned to the legal entity |
| Business Unit | Level of organization hierarchy lower than Legal Entity. It is the Business area of the company, represents one operating unit or Represents the business function within the Company (not geographical) |
| Division | Level of organization hierarchical structure lower than Business Unit. Sub division of the business function |
| Department | Department where the employee works which is lower thank Division in organizational Hierarchy |
| Cost Centre | Where the employee's costs get assigned. It can be assigned at Business Unit, Division, Department or Position. This doesn't fall part of Organisational Hierarchy but it hierarchically inherited along the structure. It is usually defined in the Financial system. |
| Location | Physical Location where the employee work. Has a business address |
| Position | They are concrete and can be occupied by the Employee in the Company, which is part of Organization Hierarchy. Positions are considered single instances of a role. (i.e. "Sales Director" is a role. "Sales Director, Northeast Region" is a Position) It is assigned with Job Role, Competencies and various attributes |
| Location Group | Geographical grouping of the Location Foundation objects. Used for reporting purposes primarily |

The Model Company organization – An Example

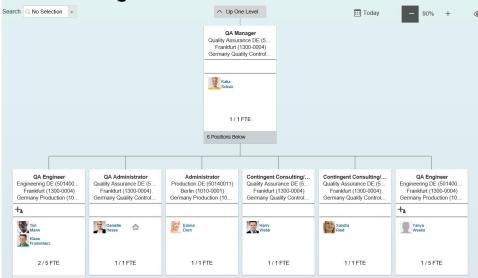


Org Charts

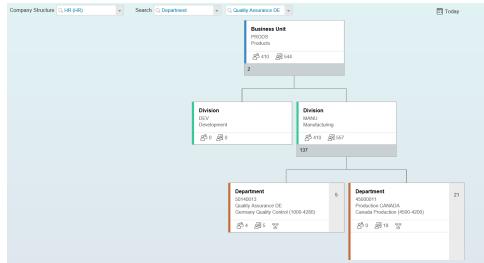
Reporting Line Org Chart



Position Org Chart



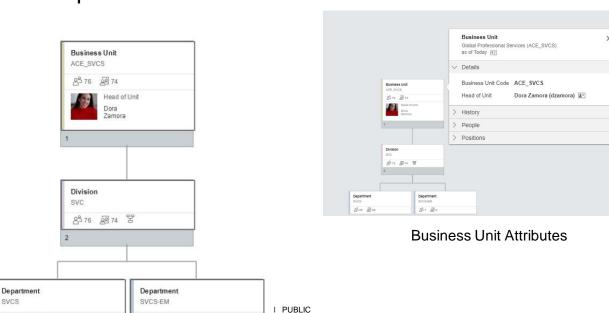
Company Structure Overview

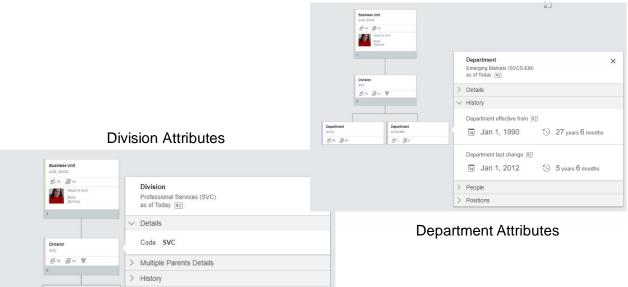


Leveraging Company Structure Overview

- Because company structure overview allows us to have a top down hierarchy utilizing the parent object field,
 we can build an org structure similar to SAP Org Unit structure using a single field such as 'Division'.
- Against this division object, other attributes can be maintained that will help driving HR reporting requirements of the org structure, such as 'BU', 'department' and also utilize custom objects
- Employees & position would be assigned to a single Org Unit object. Other attributes would be defined against the 'Org Unit', which would be defaulted against the employee & positions.
- These org unit attributes would be used in SF for org structure reporting requirement

The org unit object (division in this case) will be used purely for visualizing an org structure, and for replication to SAP





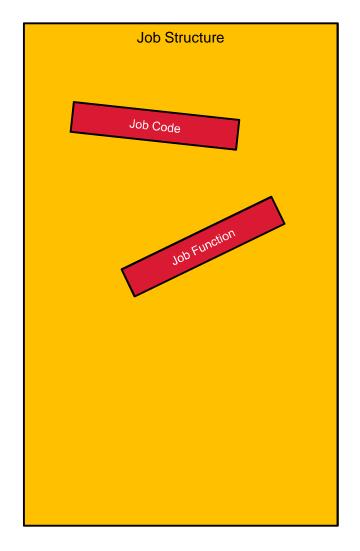
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Positions

Foundation Data Job Structure



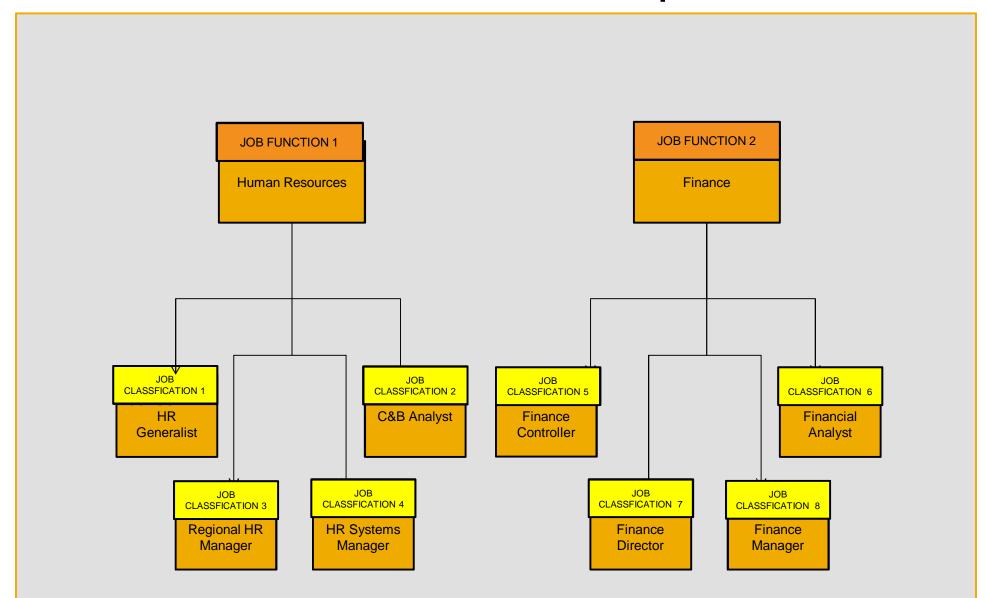
Foundation Objects – Job Structure



- There is a limit what you can do here
- With all Foundation Objects there is a 3 step process
 - 1. Rename (if you want)
 - Connect (to allow filtering of data during maintenance)
 - 3. Decide if you want any additional fields against the Foundation Object
 - 4. Define the codes & attributes of each Foundation Object (e.g. Job Code)

AS SIMPLE AS THAT!

Job Structure : An Example



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Foundation Objects – Job Structure - Definitions

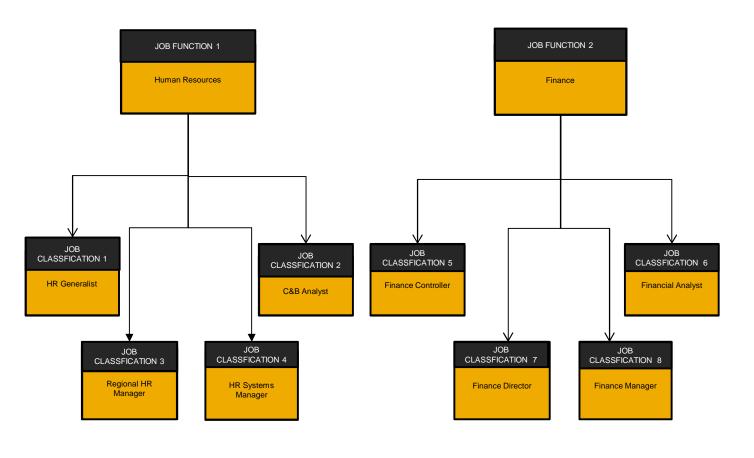
| Standard Label | Definition |
|----------------|--|
| Job Code | Describes all the Jobs to which an employee can be assigned. This is the data standard for all jobs with the organisation – can be renamed |
| Job Function | Higher level groupings of Job Code into appropriate functions (e.g. HR, Finance). Used for reporting purposes primarily – can be renamed |

Foundation Objects – Job Structure

We need to turn this...

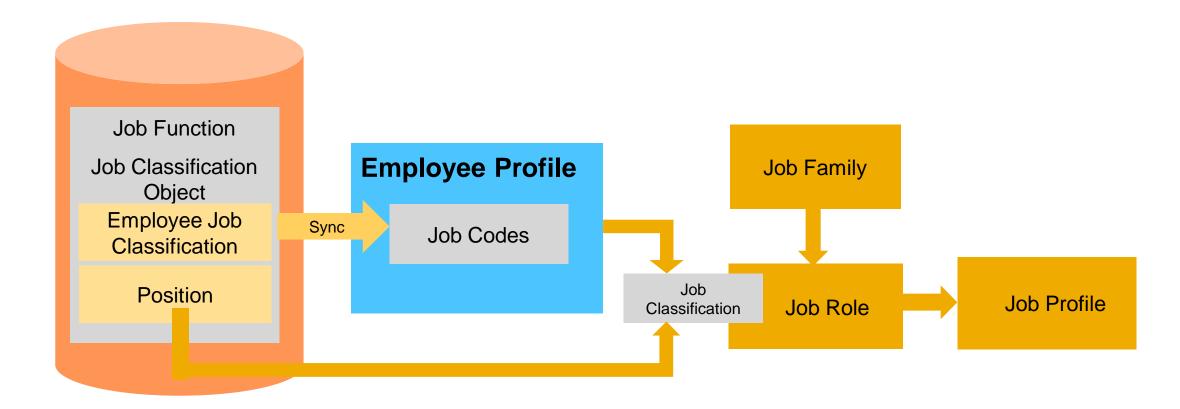


Into something like this....



Foundation Objects – Job Structure

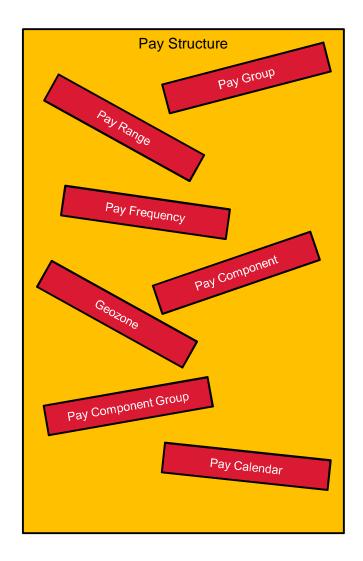
- Manage Workforce has Job Classification Object
- Employees Job Classification is synced with Job Code in Employee Profile
- Job Classification used to map to Job Roles and Job Families



Foundation Data Pay Structures



Foundation Objects – Pay Structures



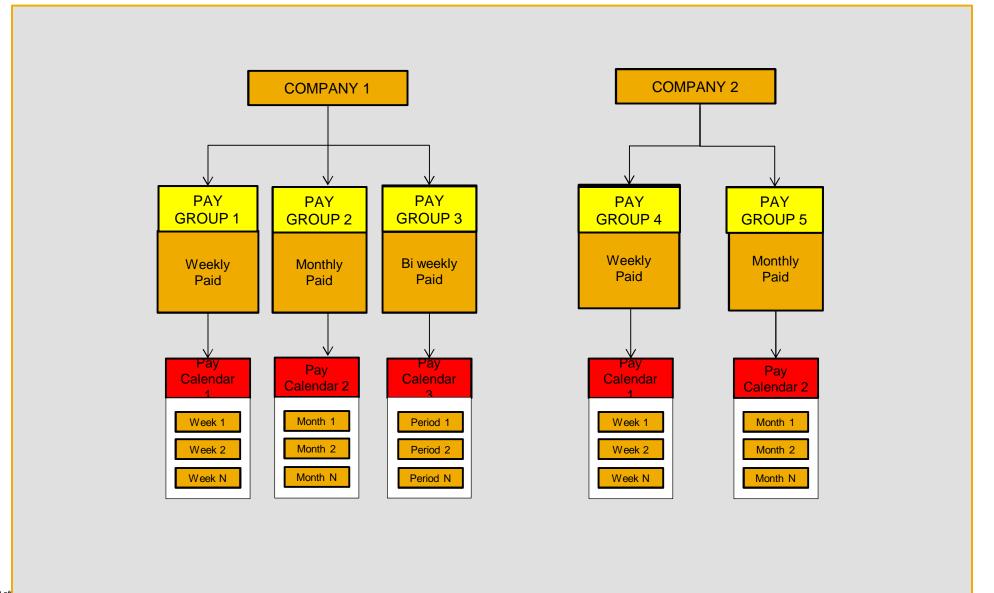
- With all Foundation Objects there is a 3 step process
 - 1. Rename (if you want)
 - Connect (to allow filtering of data during maintenance)
 - 3. Decide if you want any additional fields against the Foundation Object
 - Define the codes & attributes of each Foundation Object (e.g. Pay Component)

AS SIMPLE AS THAT!

Foundation Objects – Pay Structures - Definitions

| Standard Label | Definition |
|---------------------|---|
| Pay Group | A data element that groups employees that are paid in a like manner – can be renamed – can be renamed |
| Pay Grade | Denotes the seniority of the employee from a pay perspective – can be renamed |
| Pay Component | A data element that denotes relevant components of employees pay (e.g. Base Salary, Car Allowance). Can be recurring or one off – can be renamed |
| Pay Component Group | Allows grouping of Pay Components into a higher level category allowing the summing of all amounts assigned to the employee in that category – can be renamed |
| Pay Frequency | Denote the frequencies which the employee can be paid a pay component – can be renamed |
| Pay Range | Allows the recording on Min, Mid and Max salary amounts which can in turn calculate the Compa-Ratio and range penetration for the employee – can be renamed |
| Pay Calendar | Allows the recording of period start and end dates for Payroll Processing. Useful primarily for reporting purposes – can be renamed |
| Geozone | Geographical grouping with a bias towards pay considerations. Allow for grouping for example of Pay Ranges to be relevant to one geographical location – can be renamed |

Pay Structure : An Example



Foundation Objects – Pay Structures - Definitions

| Standard Label | Definition |
|---------------------|---|
| Pay Group | A data element that groups employees that are paid in a like manner |
| Pay Grade | Classifies people into levels. Job Classifications are tied to Pay Grades, and a Grades itself has a Pay Grade Level that is used to identify the relative level of the Grade. |
| Pay Component | This is the unit of compensation administration. Compensations and deductions both share the same Foundation Object. Pay Components are either recurring or non- recurring. Likewise, they are either target or actual. Pay Components can be units, amounts, or percentages |
| Pay Component Group | Pay Components are grouped into Pay Component Groups, which you can use to create annualized compensation and to enable the creation of salary packages for employees. They also may be used in compensation planning, in which the basic pay is multicomponent. Pay Component Groups are always annualized and expressed in terms of one currency. |
| Pay Frequency | Denote the frequencies which the employee can be paid a pay component – can be renamed |
| Pay Range | Allows the recording on Min, Mid and Max salary amounts which can in turn calculate the Compa-Ratio and range penetration for the employee |
| Pay Calendar | Allows the recording of period start and end dates for Payroll Processing. Useful primarily for reporting purposes |
| Geozone | Geographical grouping with a bias towards pay considerations. Allow for grouping for example of Pay Ranges to be relevant to one geographical location |

Foundation Objects

FOUNDATION OBJECTS

THE CONFIGURATION WORKBOOK

Employee Data The Portlets



Employee Data – An Introduction

Key Points

- Employee Data resides within a standard set of Portlets within the Model Company for HR.
- Each Portlet contains a standard set of fields, including some Foundation Object fields. You can decide
 which standard fields you would like to use
- Some portlets are by design effective dated and some are not
- Fields within Portlets can reference either Foundation Objects or Picklists to make available the valid values for data entry

Personal Information - The Portlets

Effective Dated Portlets

Personal Information

Personal Information that can change over time like Marital Status, Gender, Name etc.

<u>Addresses</u>

Allows the recording of multiple Address

Type and details

Dependents

Allows the recording of dependents of the employee and associated contact details

Payment Information

Allows recording of Bank Account Information for the employee

Non-Effective Dated Portlets

Biographical Information

Personal Information that does not change like Date of Birth & Employee ID

Phone Information

Allows recording of multiple Phone types and numbers

Social Account Information

Allows recording of multiple Social Accounts and associated details

Work Permit Information

Allows recording of multiple Permit types, numbers, expiry dates and attachments

National ID Information

Allows recording of multiple National ID types and numbers

Email Information

Allows recording of multiple email types and addresses

Emergency Contact Information

Allows recording of multiple emergency contact, relationship and contact information

Employment Information - The Portlets

Effective Dated Portlets

Job Information

Allows effective dated tracking of all Job changes of the employee

Compensation Information

Allows effective dated generic Compensation related data.

Also contains the assignment of specific pay components that are either recurring payments or targets and associated amounts. This makes up a view of the employee Pay

Job Relationships

Allows the recording of desired globally defined relationships between the employee and another person in the company. For example Matrix Manager, Project Manager, Finance Contact etc.

Non-effective Dated Portlets

Employment Information

Records data specific to the employees employment with the company, typically dates such as Hire Date etc.

One Time Payment Information

Allows the recording of one time payments such as one time Bonus or Recognition payments and associated amounts and date paid

Personal Information - The Portlets

WHAT DOES THIS LOOK LIKE IN THE SYSTEM

Country Specific Employee Data

Specification of Country Specific Fields (CSF) area driven by the country assigned to the Legal Entity Foundation Object. In the standard data model the following set up is already included:

Job Information **Address Formats** Bank Information Personal Information National ID Formats

Employee Data & Security – Role Based Permissions

EMPLOYEE DATA

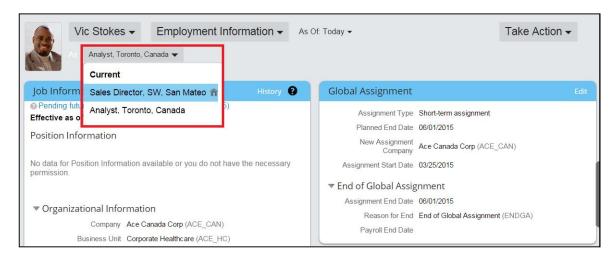
THE CONFIGURATION WORKBOOK

Employee Data Global Assignments

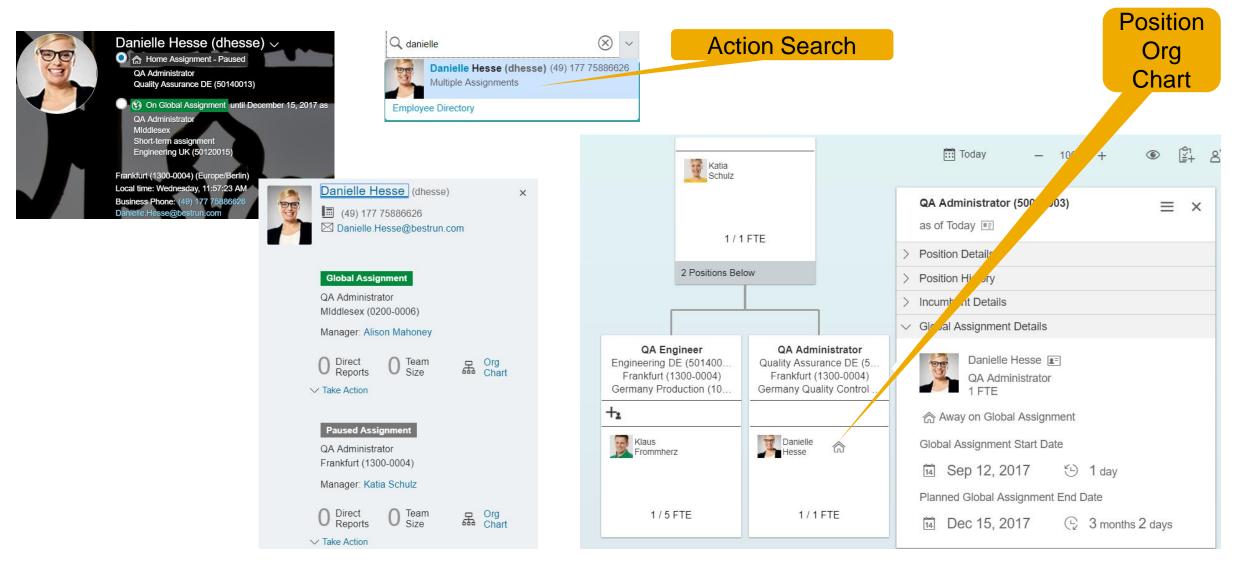


Global Assignments Description

- Global Assignments is to support processes and retain corresponding business data to allow sending employees abroad for a limited time period and retrieving the expatriate person afterwards at home company.
- While the expatriate is still employed at the home company (short: home) he/she is being additionally employed at the host company (short: host) abroad - 2 timely parallel employments in two different countries.
- Global Assignments feature in EC reuses personal data, employment data and employment related data, but also brings new concepts such as the *Job Switcher* to enable switching among different employments.

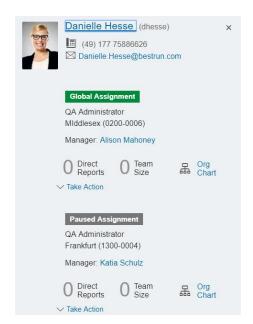


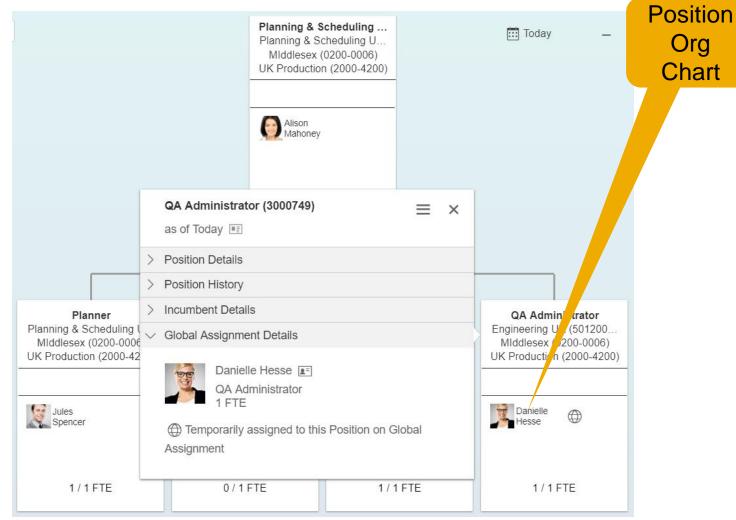
Home Assignment

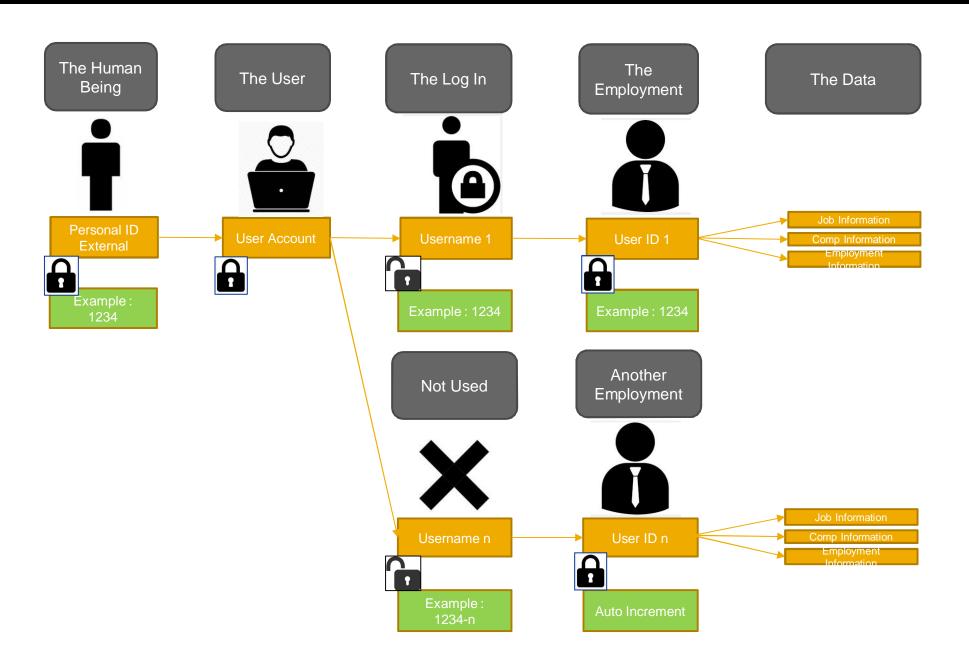


Host Assignment









All Employees

Only
Employees
with Global
Assignment
and
Concurrent
Employment



Thank you.

Contact information:

F name L name

Title

Address

Phone number

