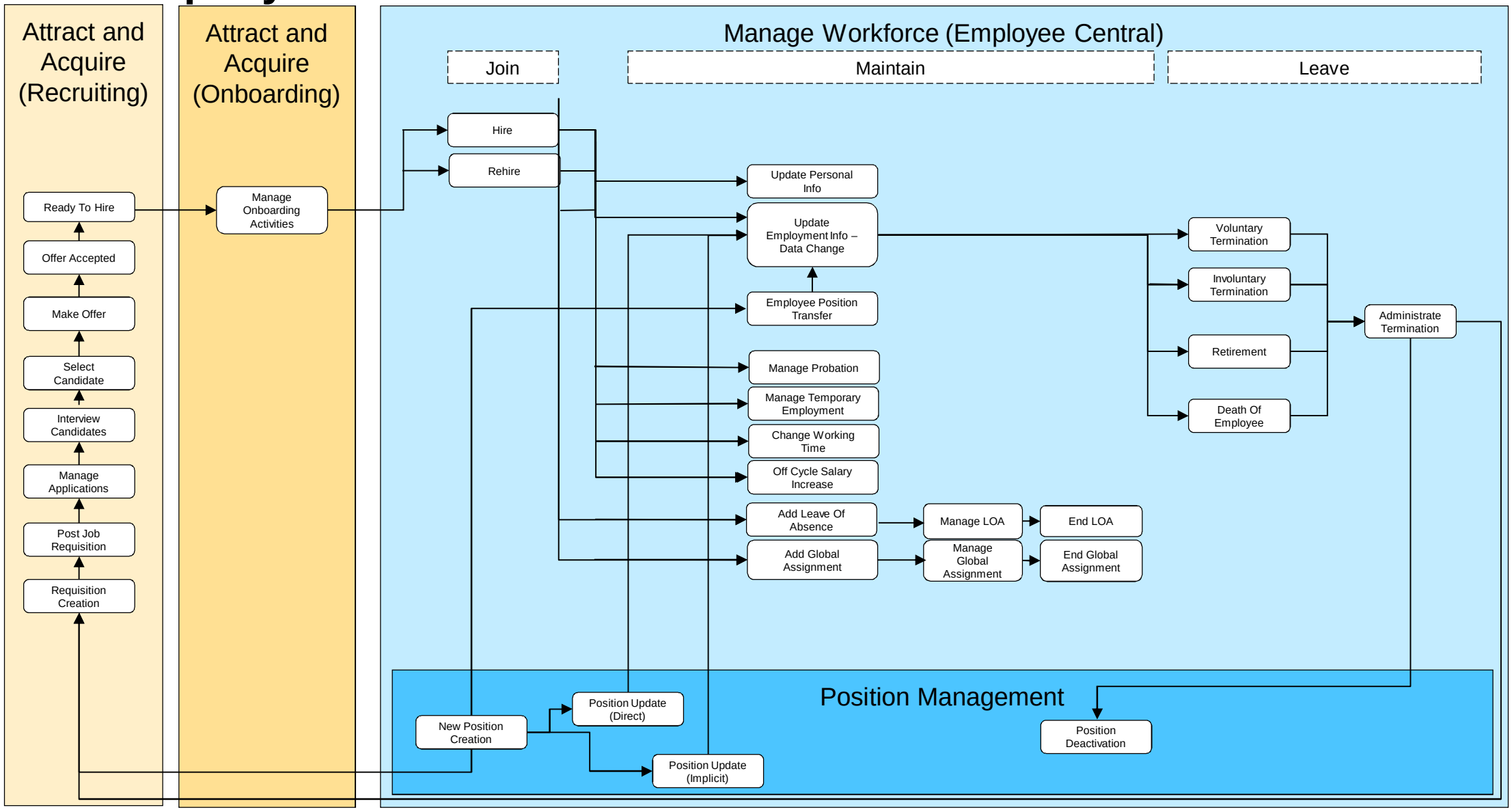
Manage Workforce
Leading Practice Processes

Model Company For HR - Standard Processes



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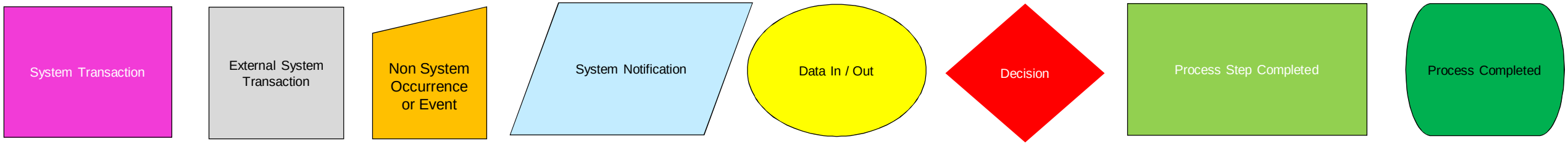
Process Flow Legend



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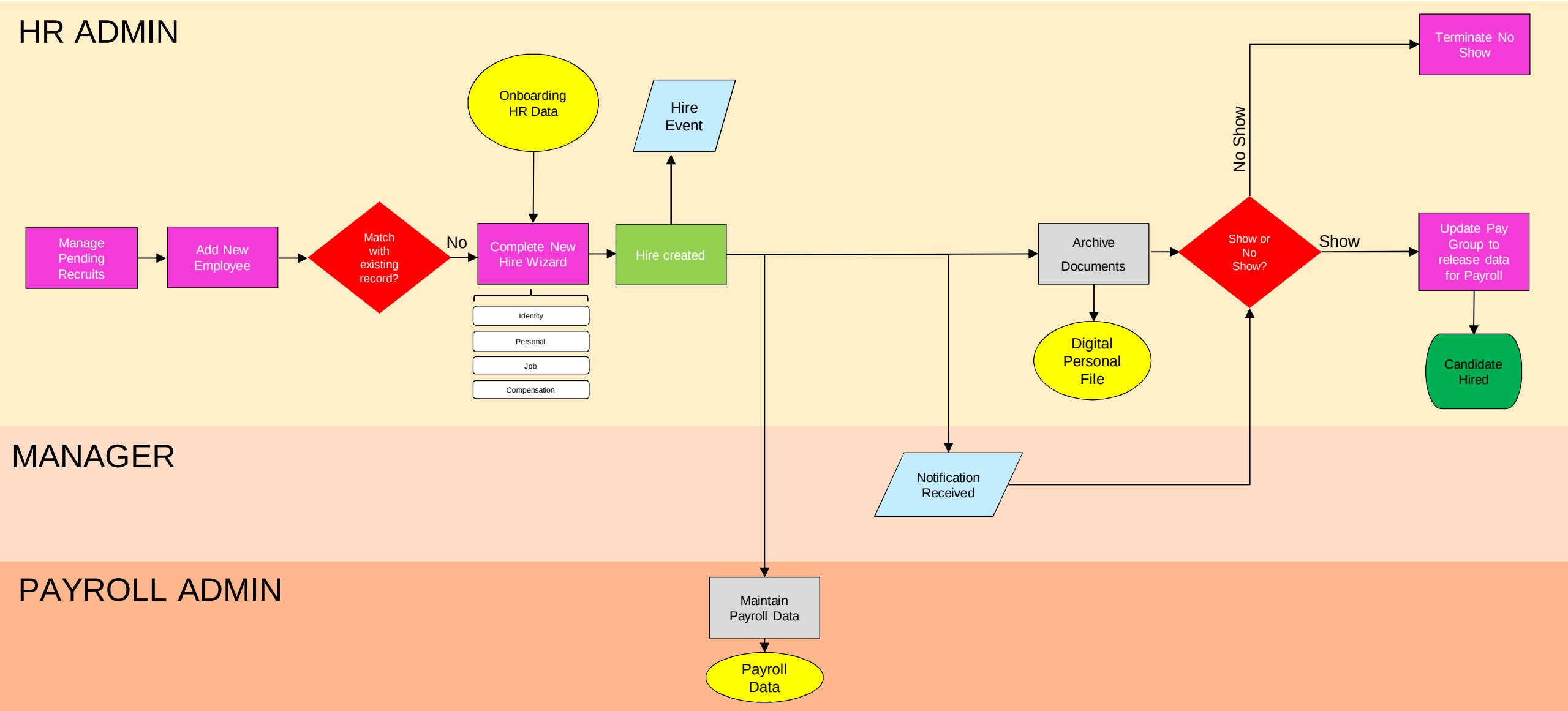
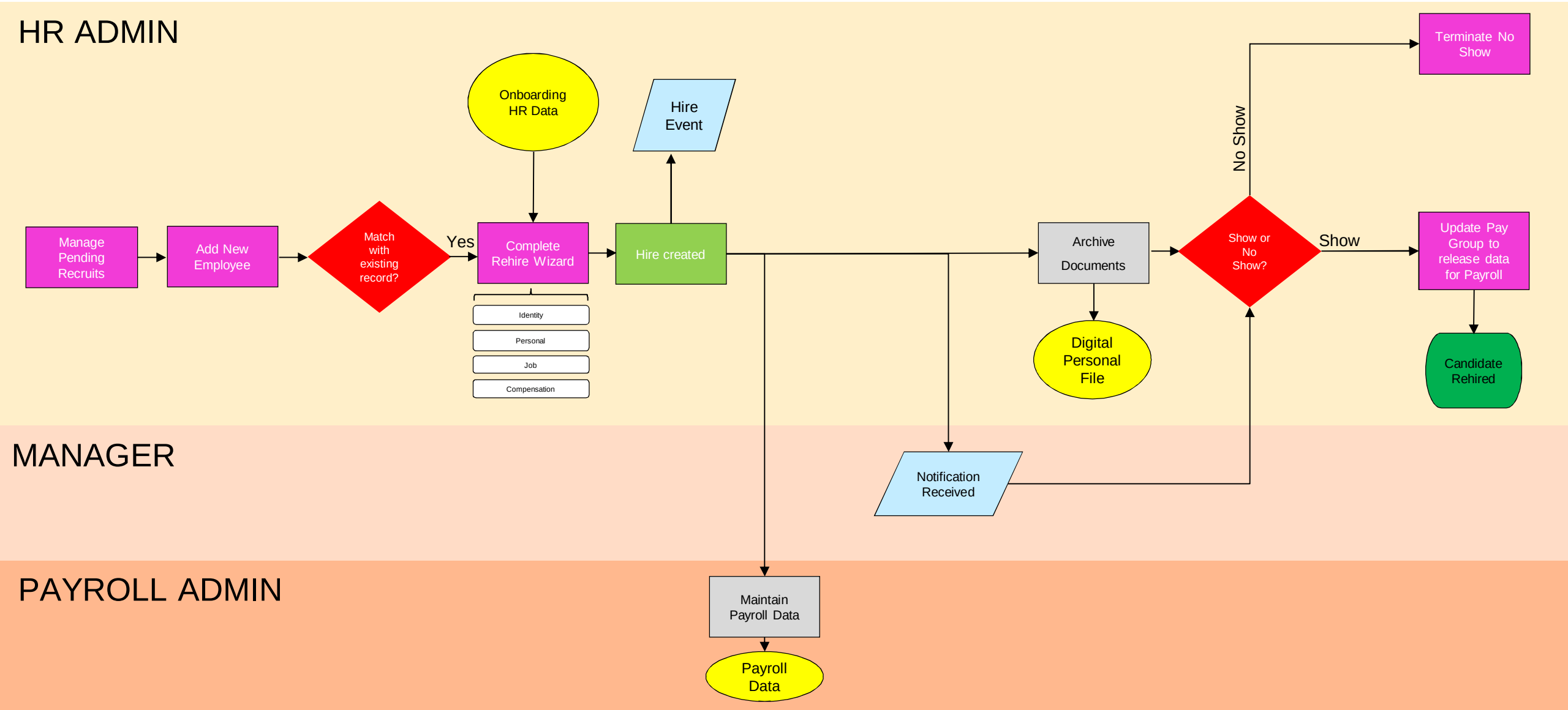
New Hire Process

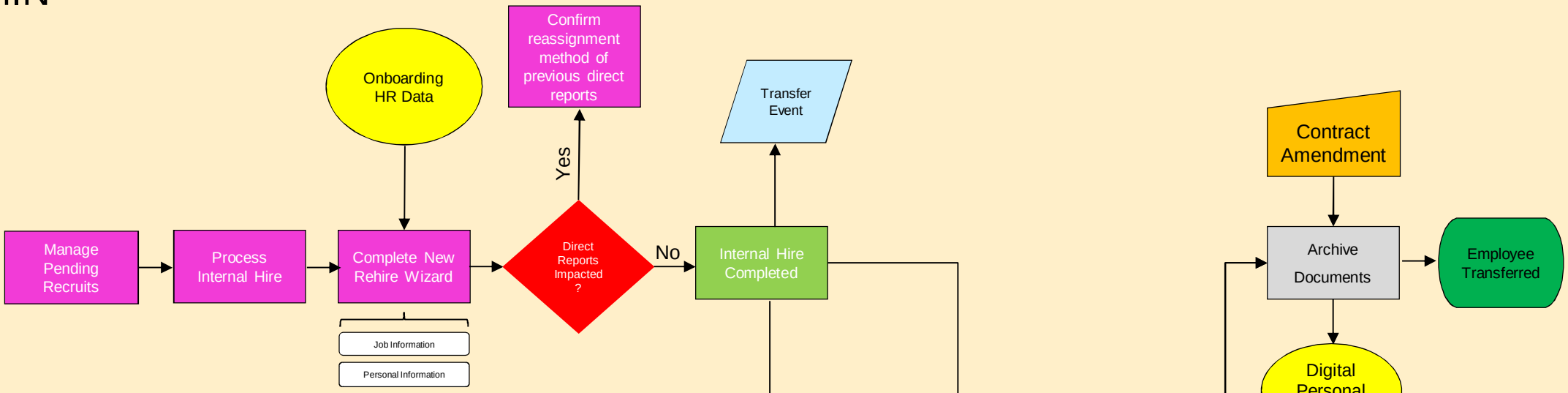


Rehire Process



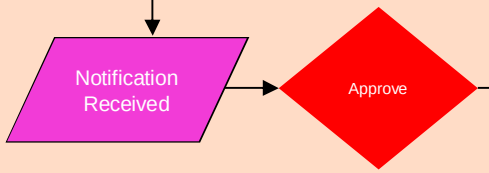
Internal Hire Process

HR ADMIN

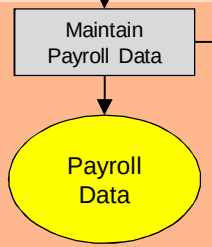


RELEVANT APPROVER

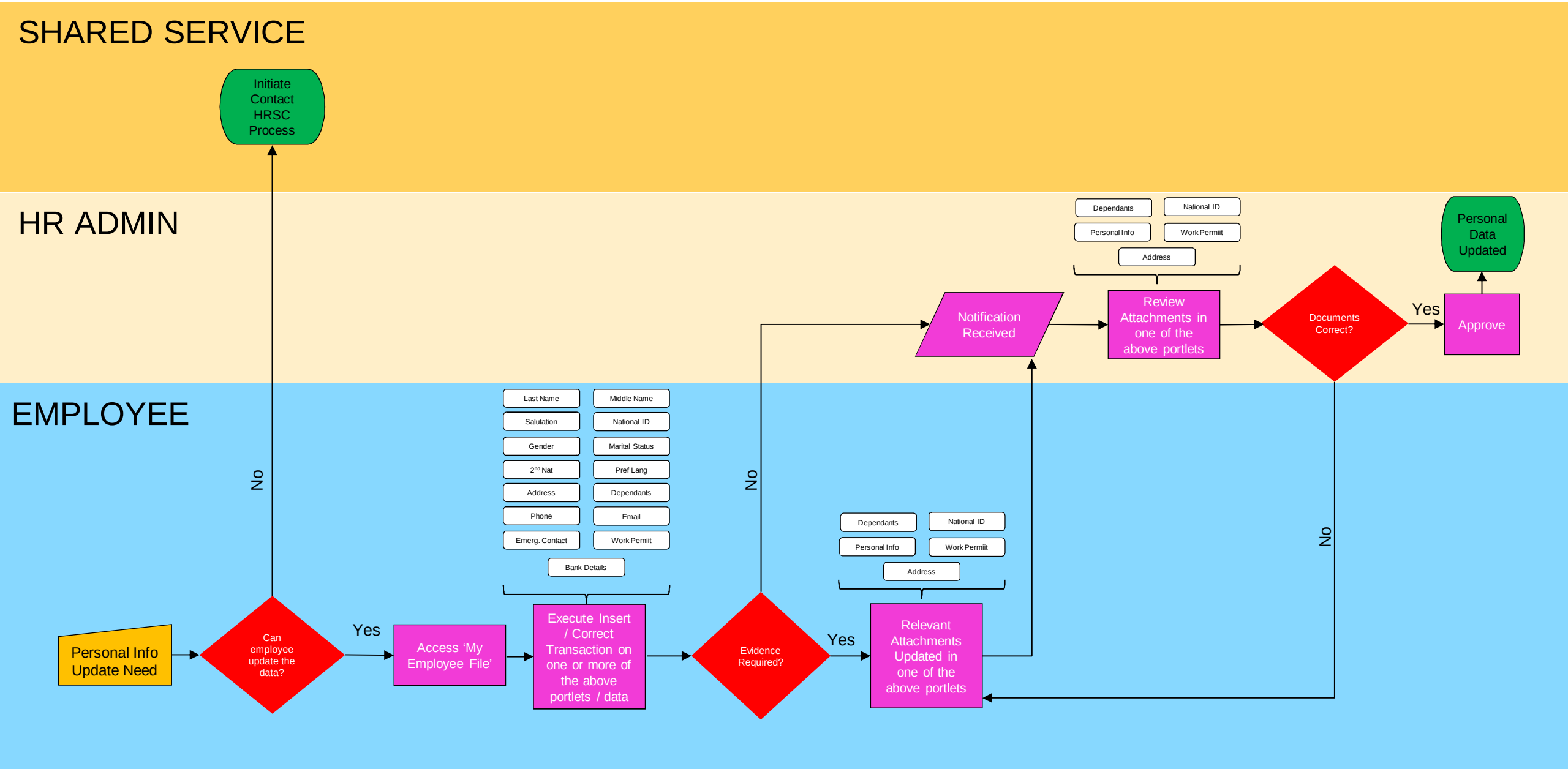
(dependent on data changed)



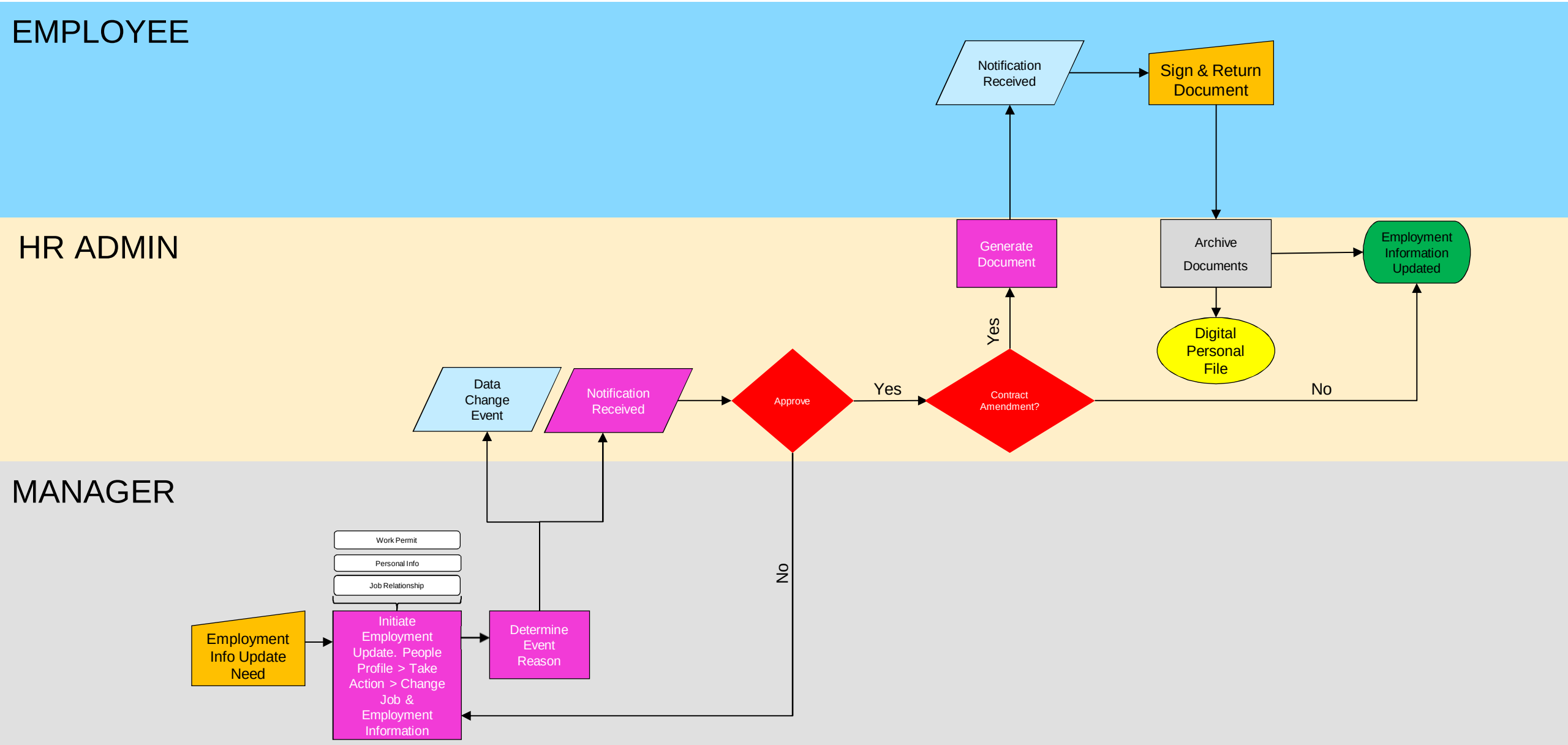
PAYROLL ADMIN



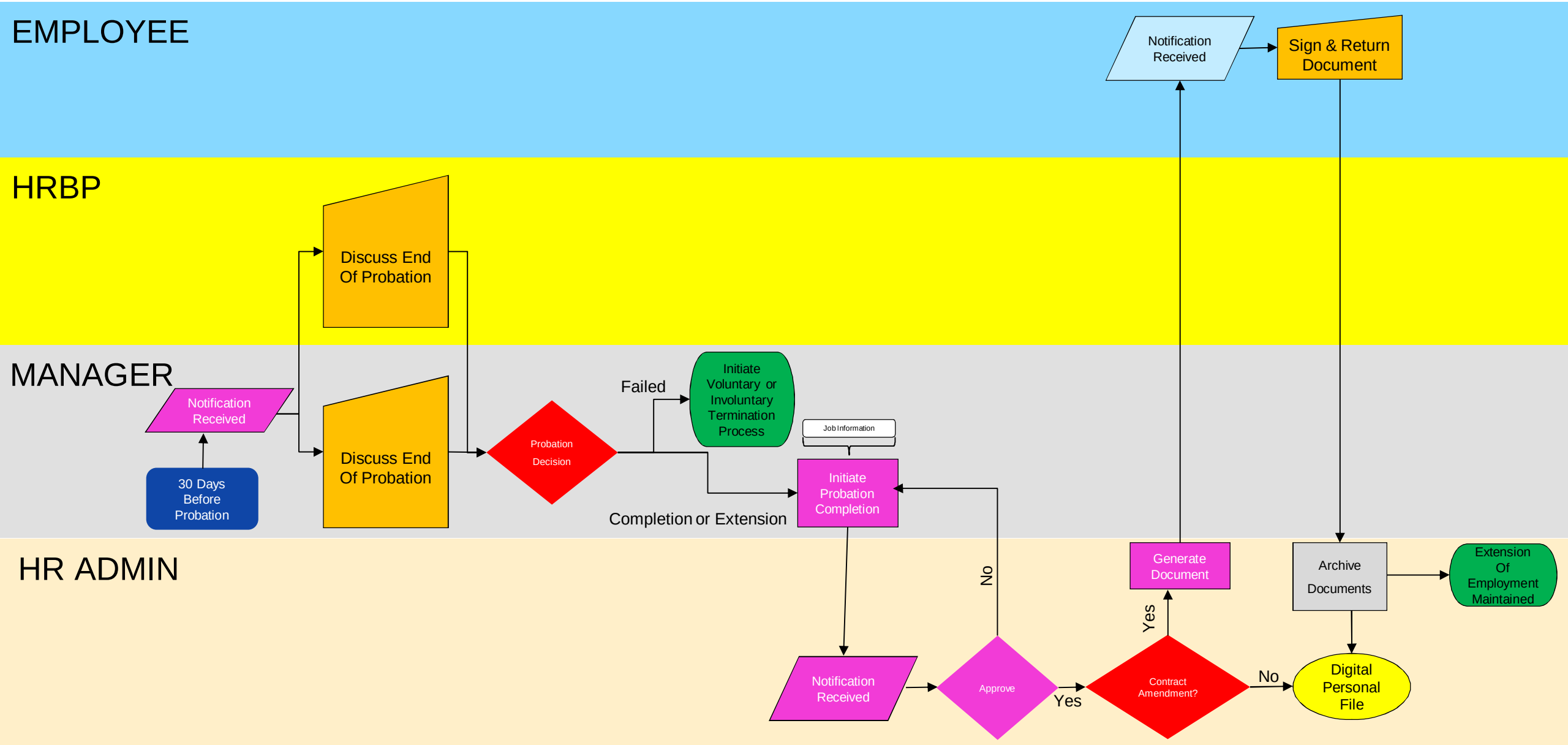
Update Personal Information Process



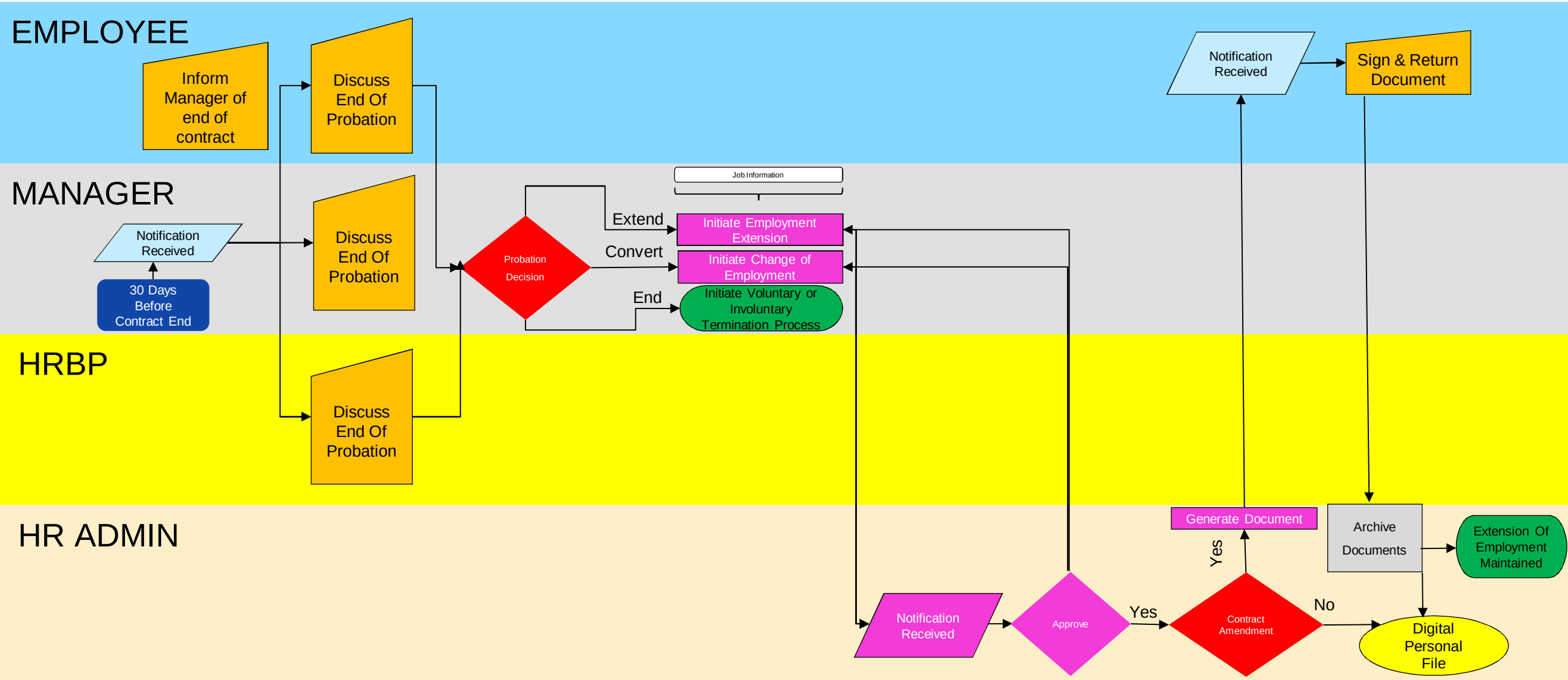
Update Employment Information Process – Data Change



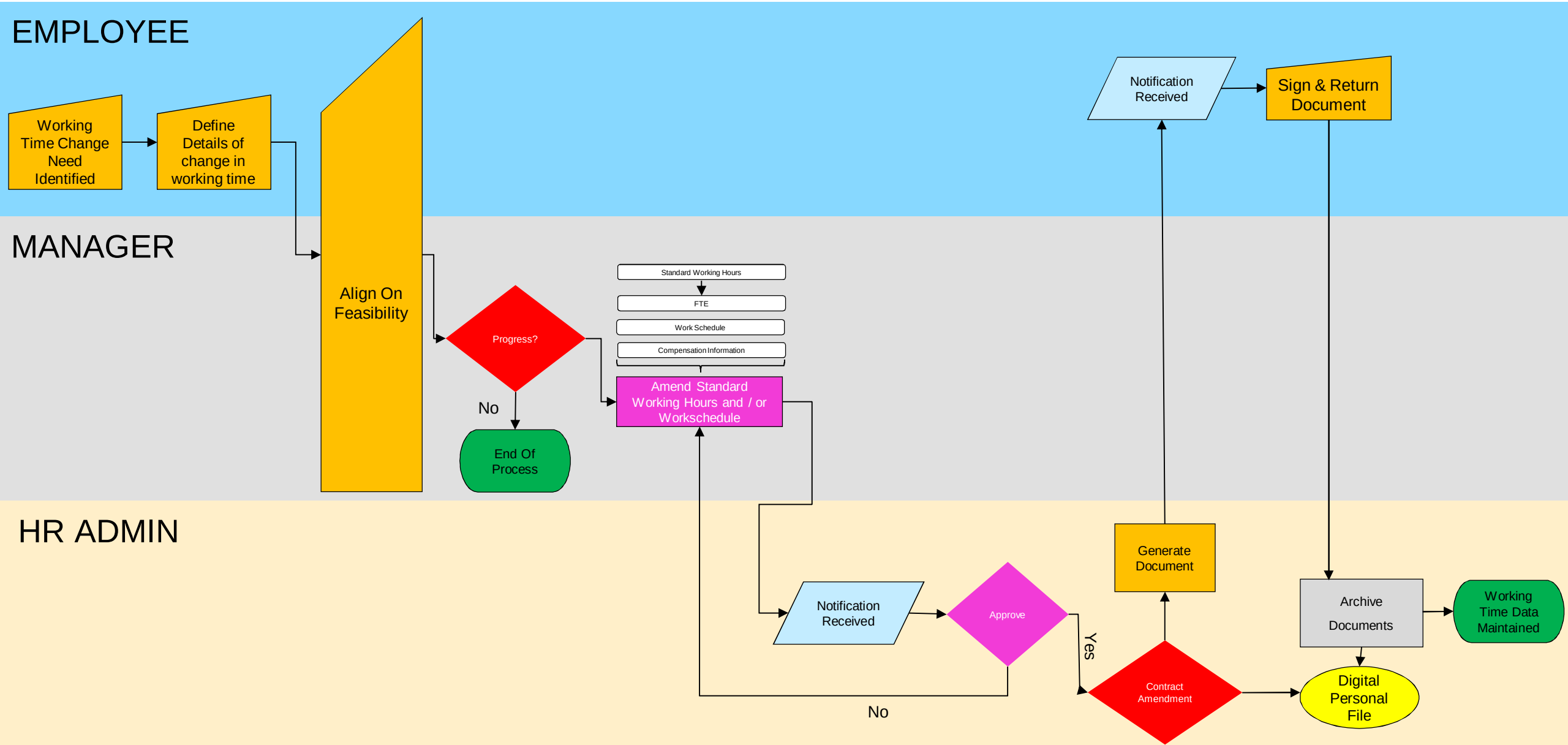
Manage Probation



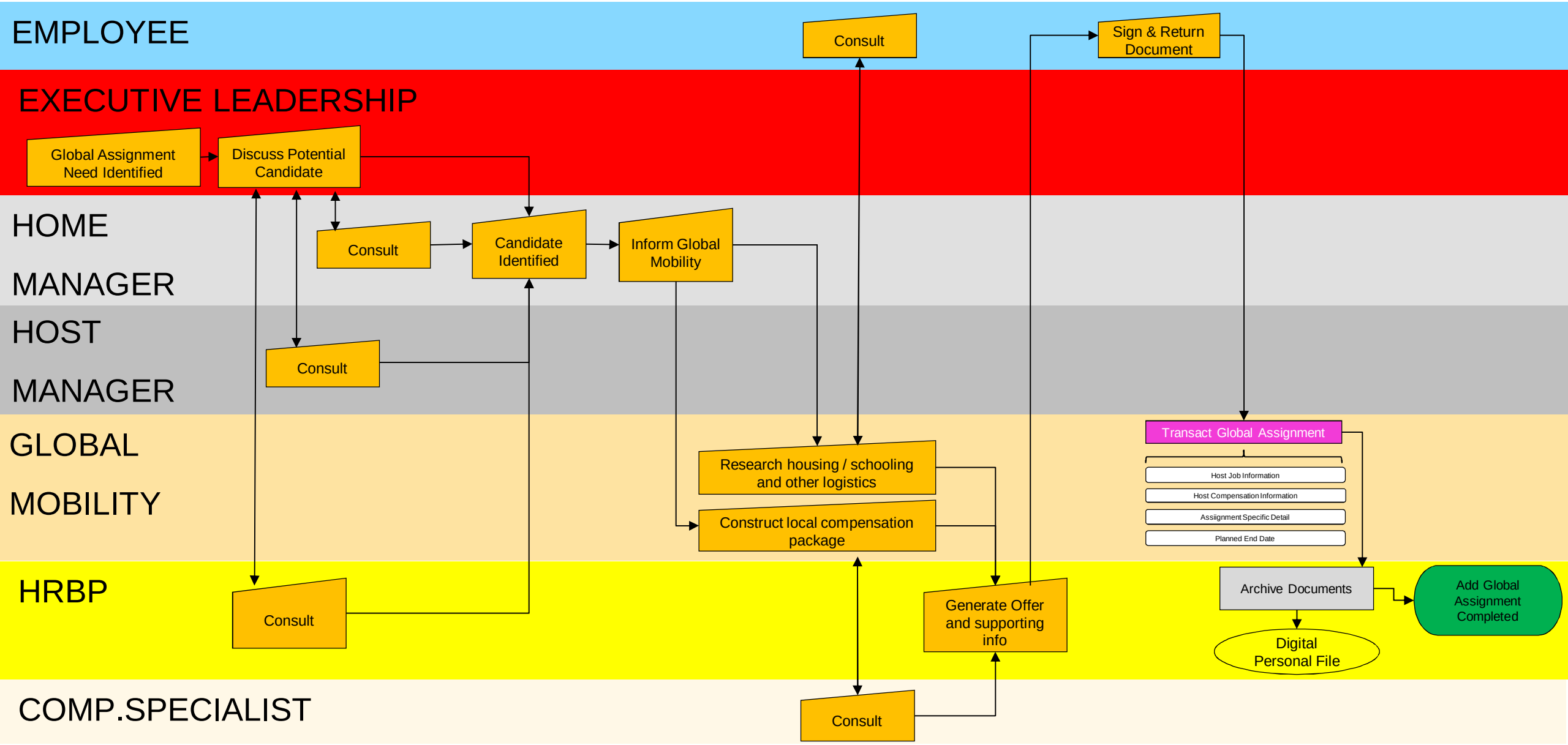
Manage Temporary Employment



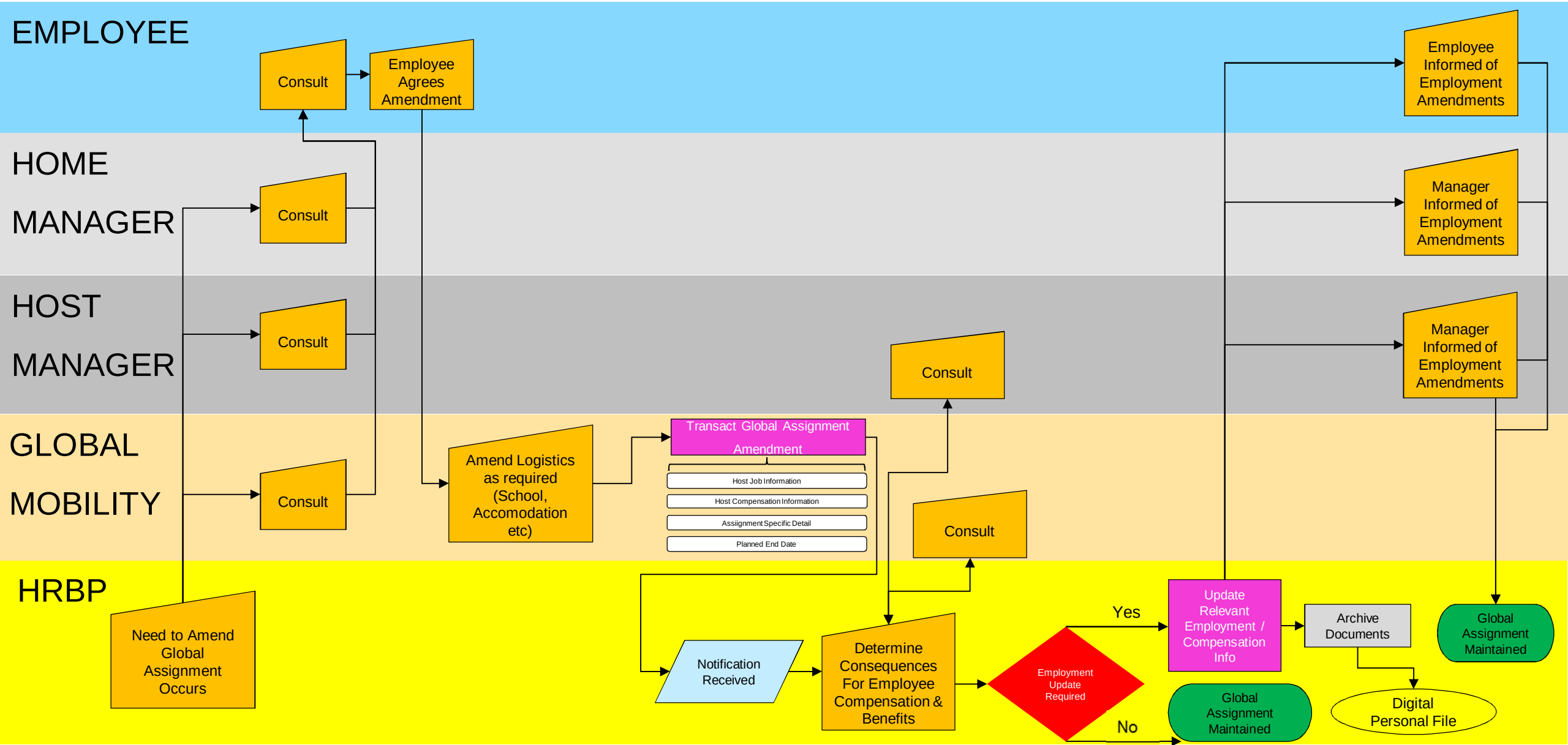
Change Working Time



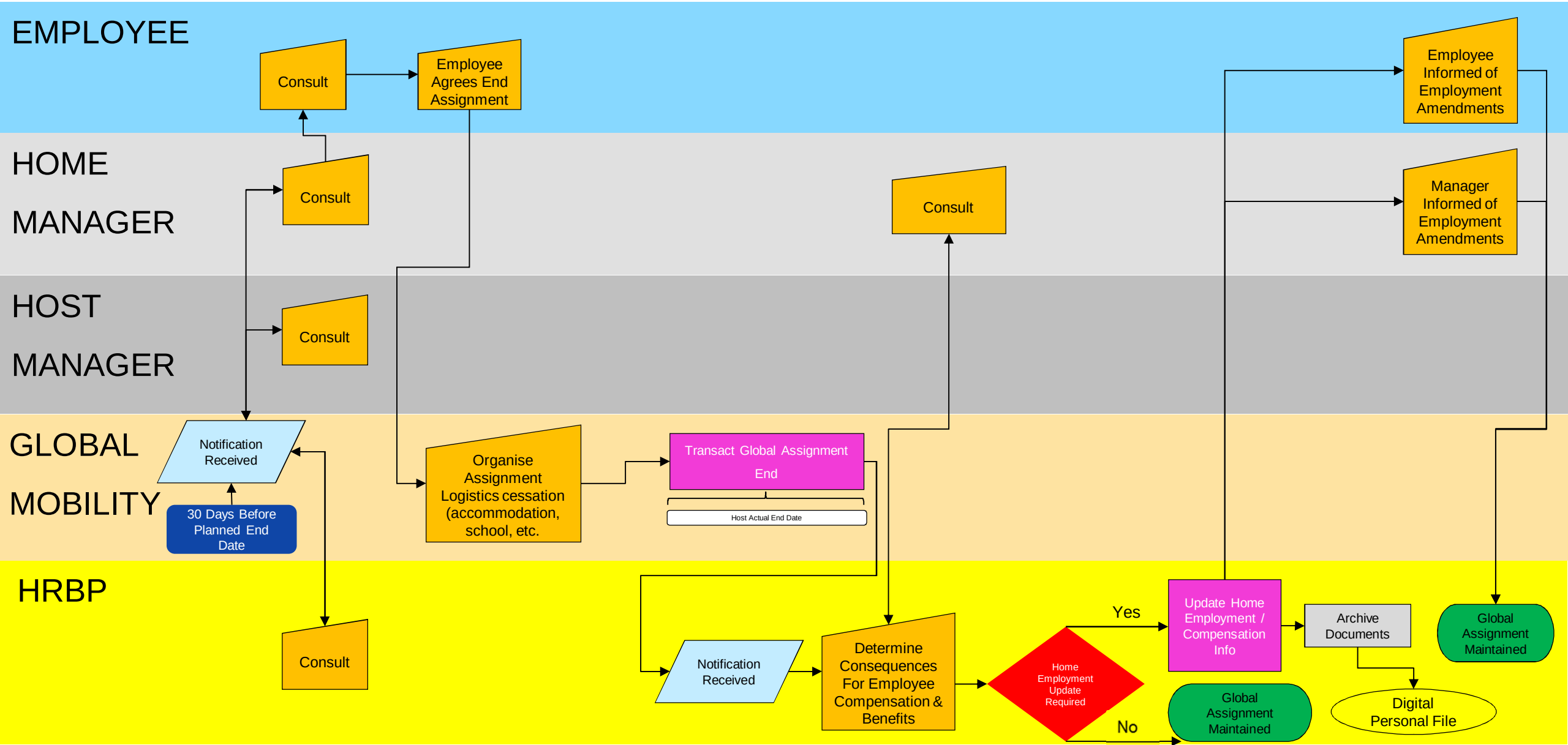
Add Global Assignments



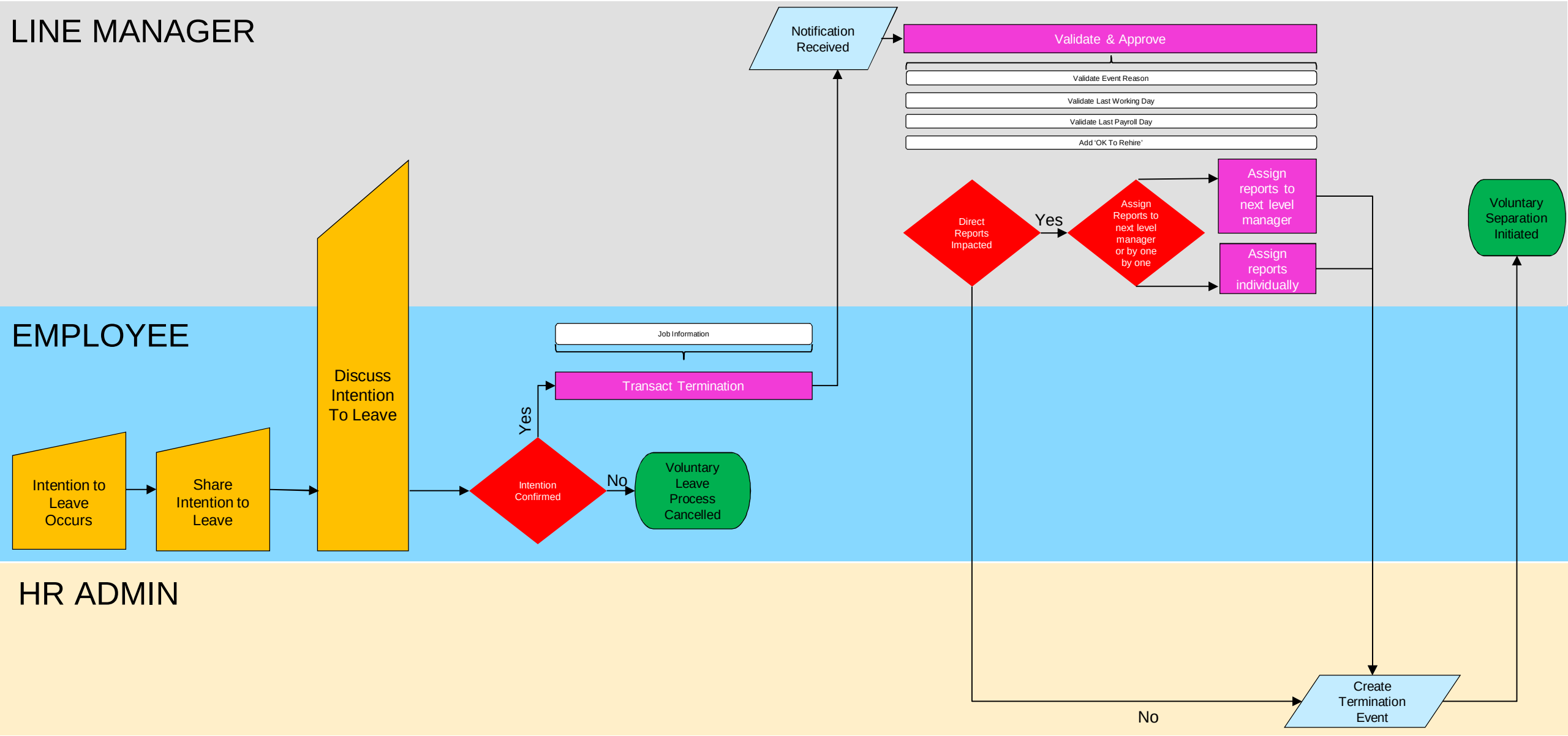
Maintain Global Assignment



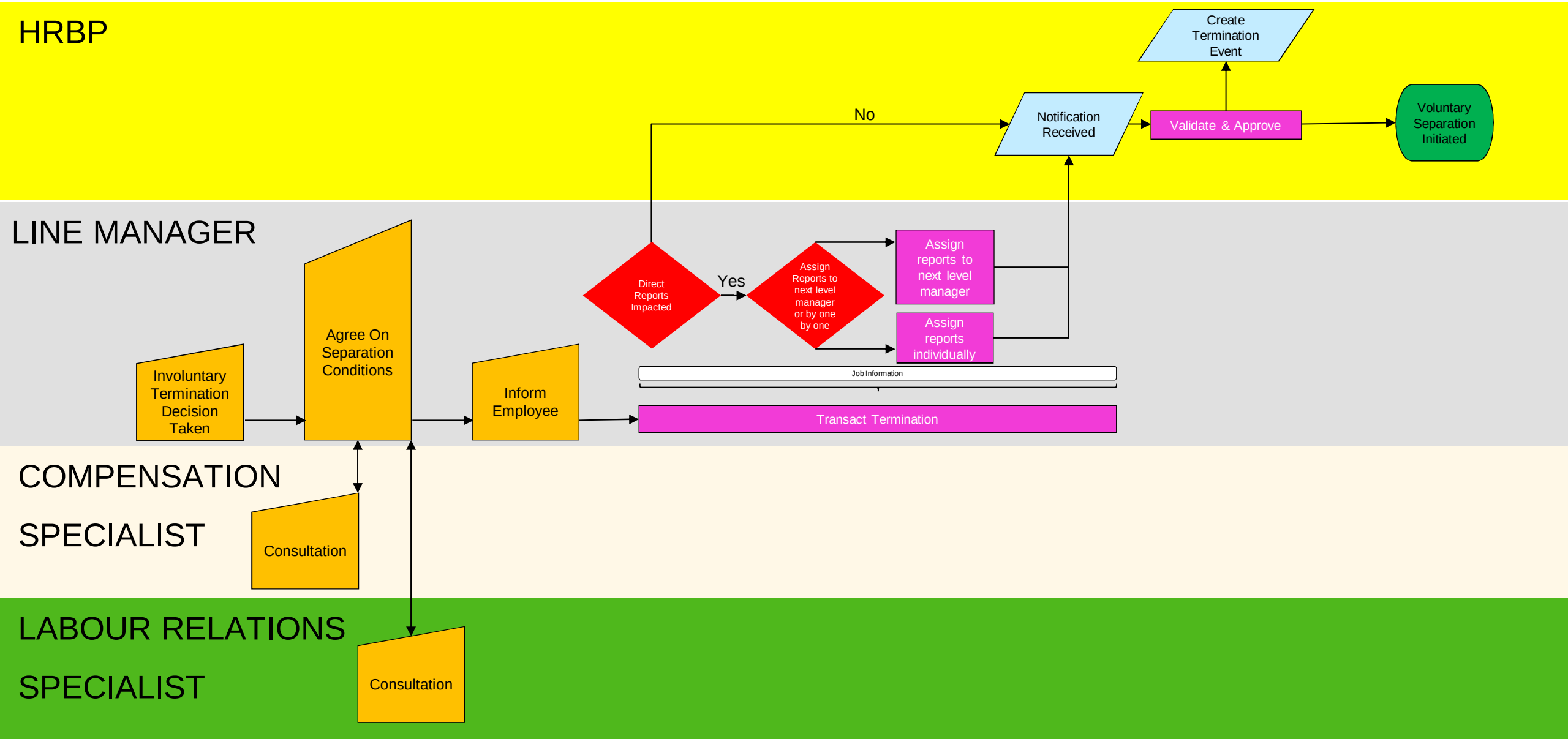
End Global Assignment



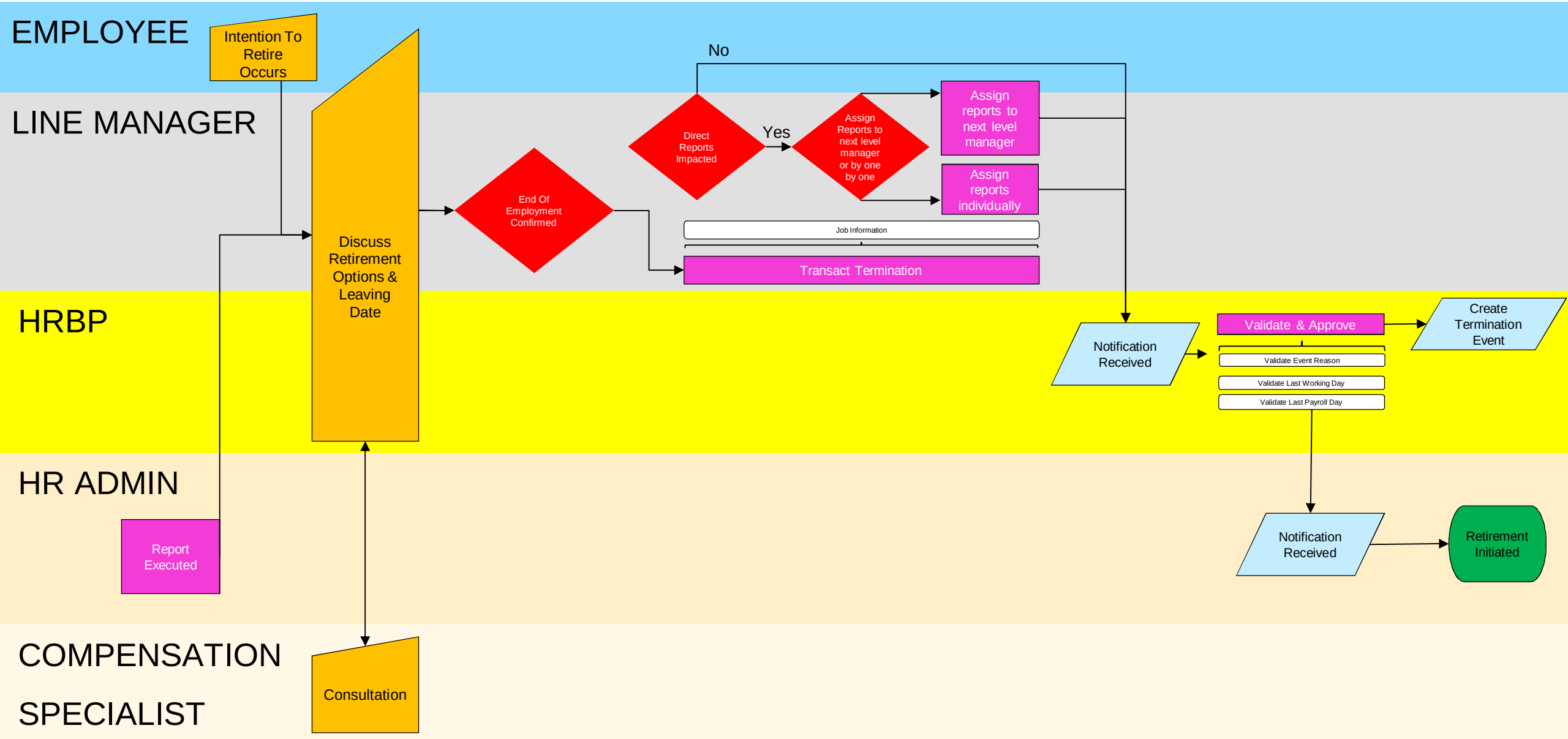
Voluntary Separation



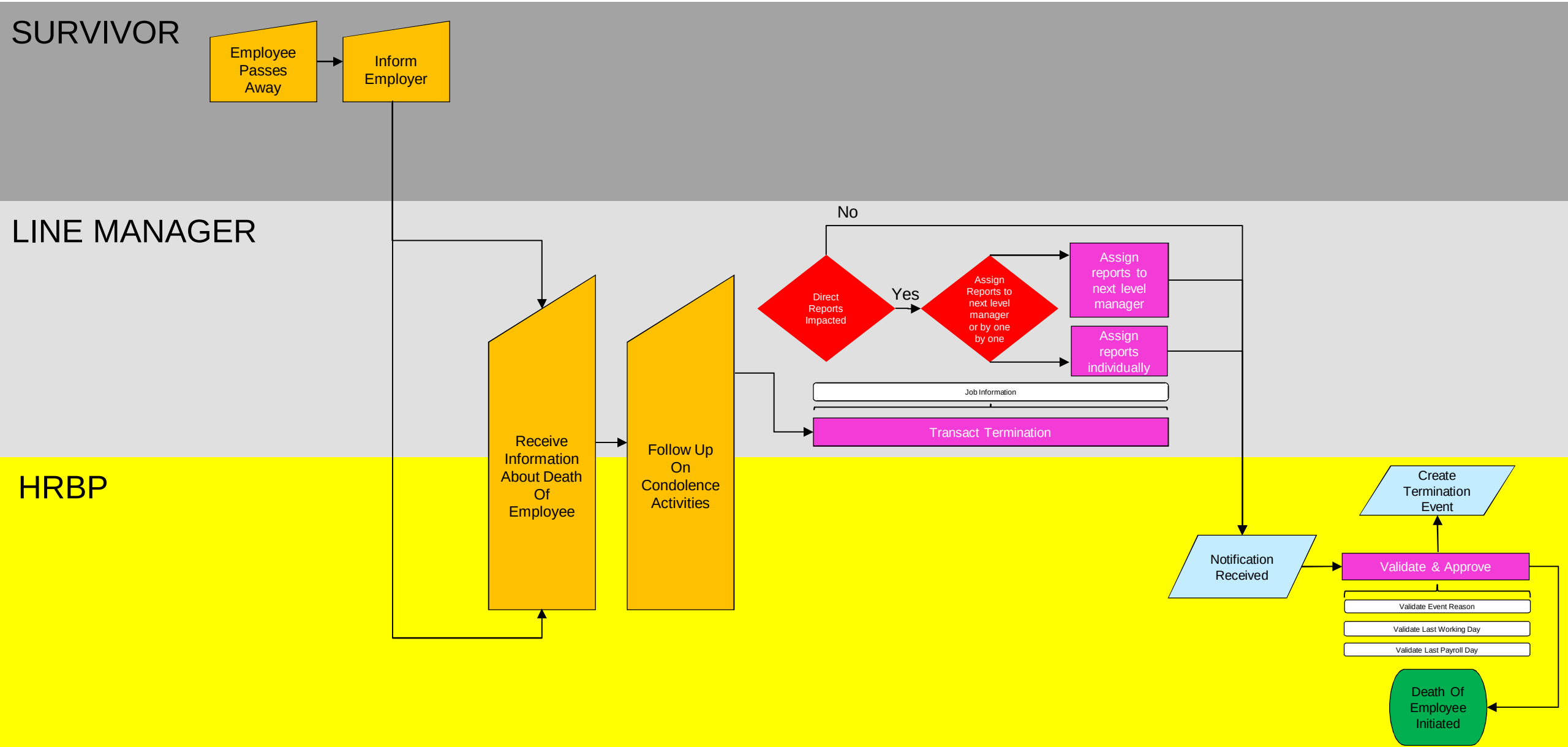
Involuntary Separation



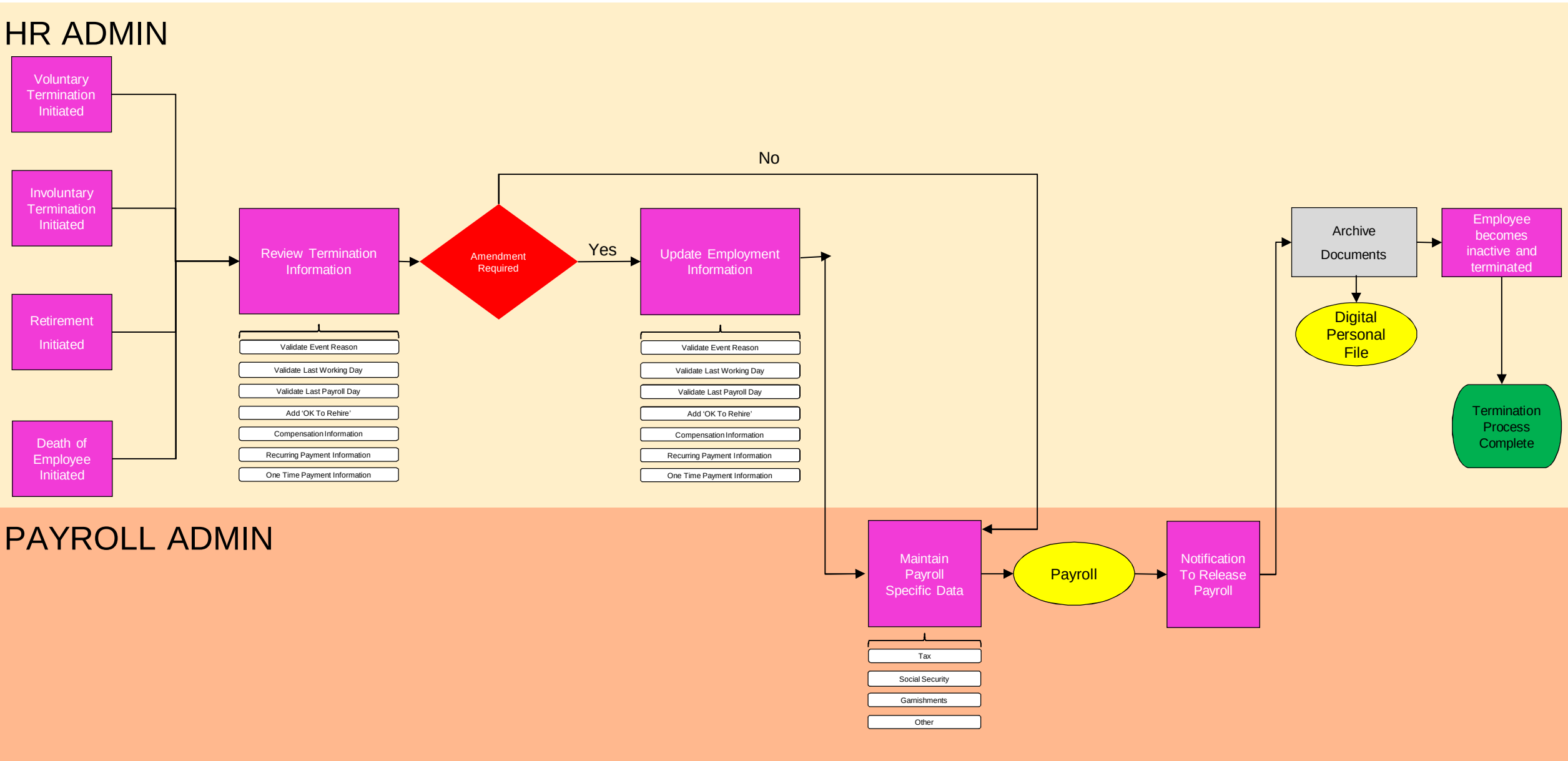
Retirement


EMPLOYEE
LINE MANAGER
HRBP
HR ADMIN
COMPENSATION SPECIALIST
Intention To Retire Occurs
Discuss Retirement Options & Leaving Date
End Of Employment Confirmed
Direct Reports Impacted
No
Yes
Assign Reports to next level manager or by one by one
Assign reports to next level manager
Assign reports individually
Job Information
Transact Termination
Report Executed
Consultation
Notification Received
Validate & Approve
Validate Event Reason
Validate Last Working Day
Validate Last Payroll Day
Create Termination Event
Notification Received
Retirement Initiated

Employee Death



Administrate End Of Employment



SAP SuccessFactors

Thank you.

Contact information:

F name L name
Title
Address
Phone number

SAP Run Simple

Partner logo