SAP SuccessFactors Training Curriculum

HCM/Employee Central/ Recruiting Management/ Recruiting
Marketing/Compensation Management/Onboarding/Workforce Analytics & Planning

—— STRUCTURE ——

SAP SuccessFactors Training Curriculum

"Master various SAP HCM SuccessFactors Modules and earn credentials that are actually valued in the workplace."

Course Objectives:

- Learn to gather information relating to employees and organization.
- Learn how to capture information relating to organization, pay, job structure, and employees.
- Learn how to capture history, create associations, use effective-dated objects, define automated workflows and configure options for on-screen selections.
- Know all about HCM Employee Central Module and establish yourself as a skilled SAP HCM professional at the advanced level.
- Attempt for related global Certification exam and start applying for jobs.

Course Description:

SAP Success Factors Employee Central drives a lot of information relating to employees and organization. It captures information relating to organization, pay, job structure and employees. Data in Employee Central module is smart, it allows you to capture history, create associations, use effective-dated objects, define automated workflows and configure options for on-screen selections.

This training is best suited for those who would like to see what Success Factors is all about before spending thousands of $. This training is also best for those who have taken training with SAP in Employee Central and would like to brush up their skills and prepare for certification.

The Sap SuccessFactors course is intended for:

- Sap end users
- SAP Consultants
- Beginner to mid-level HR professionals
- Any fresh graduate
- Anyone interested in learning to master SAP HCM Success Factors – Employee Central module.

For more details, you can ask our expert team to share the course content and start a never-ending career in SAP space today.

All the Best!

Course Content

THR80 Introduction to SAP SuccessFactors Academy

- Module 1: SAP SuccessFactors HCM – Systems

    - About This Module
    - Getting Started with SAP SuccessFactors HCM
    - Configuring SAP SuccessFactors: Instance and Provisioning Overview
    - Navigating and Accessing Tools and Support in SAP SuccessFactors
    - Administrator Basics

- Module 2: SAP SuccessFactors HCM – Permissions

    - About This Module
    - Managing Security Using SAP SuccessFactors
    - Role Based Permissions (RBP)
    - Managing Proxies

- Module 3: SAP SuccessFactors HCM - Basic Configurations

    - About This Module
    - Customizing the SAP SuccessFactors Instance
    - Managing Company Settings
    - Managing Mobile Settings
    - Managing User Data
    - Email Notifications

- Module 4: SAP SuccessFactors HCM - Employee Profile

    - About This Module
    - Using XML in SAP SuccessFactors
    - Configuring Employee Profile
    - Managing Picklists
    - People Profile

- Module 5: SAP SuccessFactors HCM - Competencies and Job Profile Builder

    - About This Module
    - Managing Competencies
    - Describe Job Profile Builder
    - Activate Job Profile Builder

- Module 6: SAP SuccessFactors HCM - Integration Center and Instance Sync Tool

    - About This Module
    - Introduce and Describe Integration Center
    - Create Integrations

- Instance Sync

- Module 7: SAP SuccessFactors HCM - Language Packs and Intelligent Services

  - About This Module
  - Managing Language Packs

- Module 8: SAP SuccessFactors HCM – Analytics

  - About This Module
  - Explaining Analytics
  - Configuring Dashboard Permissions
  - Ad Hoc Reports

THR81 SAP SuccessFactors Employee Central Academy

- Unit 1: SAP SuccessFactors Employee Central – Introduction

  - About This Module
  - Describing the EC Value Add of an Integrated and Strategic Human Resource Information System (HRIS)
  - Configuring EC with Extensible Markup Language (XML)
  - Setting Up the EC Environment
  - Turning on enhanced features in Employee Central

- Unit 2: SAP SuccessFactors Employee Central Security - Role Based Permissions

  - About This Module
  - Managing User Access
  - Managing Security Using Role-Based Permissions (RBP)
  - Implementing Data Changes and Reviewing Audit Trails

- Unit 3: SAP SuccessFactors Employee Central - Corparate Data and Foundation Tables

  - About This Module
  - Storing Corporate Data
  - Customizing and Populating a Foundation Table (FT)
  - Configuring the Country-Specific Field (CSF) Corporate Data Model
  - Identifying and Adding Picklists to Foundation Objects (FO)
  - Managing Associations in the Corporate Data Model
  - Company Structure Setup
  - Enabling Language Packs for Translations

- Unit 4: SAP SuccessFactors Employee Central - Employee Data

- About This Module
- Storing Employee Data
- Importing Users and Data and Implementing Mass Changes
- Configuring the Succession Data Model
- Configuring the Country-Specific Field (CSF) Succession Data Model
- Configuring the Human Resource Information System (HRIS) Propagation Extensible Markup Language (XML) File

- Unit 5: SAP SuccessFactors Employee Central - Self Service and Workflows

  - About This Module
  - Manage Business Configuration
  - Managing Role-Based Permissions (RBP) for Self-Service Access
  - Customizing Self-Service Transactions Using Workflows
  - Event Reason Derivation
- Unit 6: SAP SuccessFactors Employee Central – Integration

  - About This Module
  - Describing Integration Types and Systems
  - Creating Internal Integration using Human Resource Information Systems (HRIS) Synchronization
  - Integrating Employee Central (EC) to External Systems

- Unit 7: SAP SuccessFactors Employee Central - Object and Rule Management in the Instance

  - About This Module
  - Building Meta Data Framework (MDF) Objects for Employee Central (EC)
  - Customizing an MDF Object Using Configurable UI
  - Creating a Configurable Rule Using the Rules Engine

- Unit 8: SAP SuccessFactors Employee Central - Position Management

  - About This Module
  - Setting Up Position Management
  - Leave of Absence
  - Contingent Workers

THR83 SAP SuccessFactors Recruiting Management Academy

- Unit 1: Introduction to SAP SuccessFactors Recruiting Management

  - About This Module
  - Introducing SAP SuccessFactors Recruiting
  - Preparing an Instance for Recruiting Configuration
  - Managing Applicant Statuses
  - Introducing Recruiting Operators
  - Using Recruiting Resources

- Unit 2: Job Requisitions

  - About This Module
  - Enabling the Job Requisition Data Model (JRDM) and Assigning Permissions
  - Creating Job Requisitions
  - Configuring Job Requisition Templates
  - Configuring Job Requisition Field Permissions
  - Configuring Job Search Fields
  - Identifying and Adding JRDM Field Types
  - Managing Picklists
  - Managing Cascading Picklists
  - Configuring Requisition Headers and Footers
  - Identifying Additional Field Types and Configuring Custom Tokens
  - Defining and Configuring Button Permissions
  - Defining and Configuring Feature Permissions
  - Formatting Job Requisition Data
  - Discovering Job Requisition Tips and Tricks

- Unit 3: Candidate Profile and Application

  - About This Module
  - Describing the Candidate Profile Template (CPT)
  - Configuring CPT Background Elements
  - Synchronizing Background Elements
  - Creating the External Career Portal
  - Connecting Application and Requisition
  - Modifying the Application
  - Posting Job Requisitions
  - Reviewing Candidate Applications
  - Configuring Country Fields
  - Applying with LinkedIn

- Unit 4: Candidate Management

  - About This Module
  - Adding Pre-Screening Questions
  - Adding Competencies
  - Configuring Interviews and Related Features
  - Configuring the Offer Detail Template
  - Creating Offer Letter Templates
  - Explaining Offer Processes
  - Managing Templates with the Manage Templates Tool

- Unit 5: Correspondence, Agencies, and Employee Referral

  - About This Module
  - Identifying and Using Standard Recruiting Email Notifications
  - Creating and Connecting Recruiting Email Templates
  - Using Ad Hoc Email Notifications
  - Configuring SMS Notifications
  - Enabling and Configuring Agencies in Provisioning and the Job Requisition Data Model (JRDM)
  - Enabling Agency Functionality in Admin Center
  - Posting a Requisition to an Agency
  - Submitting Candidates to Requisitions
  - Describing the Employee Referral Process
  - Enabling Data Privacy
  - Customizing Help Text

- Unit 6: Team Recruiting Configuration

  - About This Module
  - Configuring Team Recruiting

- Unit 7: Job Distribution, OData APIs, and Intelligent Services

  - About This Module
  - Sending Jobs to Job Distribution Vendors
  - Describing OData APIs for Recruiting Management
  - Describing Intelligent Services within Recruiting

- Unit 8: HR Master Data in Recruiting Management

  - About This Module
  - Describing HR Master Data in Recruiting Management

- Unit 9: SAP SuccessFactors Recruiting Management Academy Case Study
  - About This Module
  - Configuring SAP SuccessFactors Recruiting for XYZ, Inc

THR84 SAP SuccessFactors Recruiting Marketing Academy

- Module 1: Introduction to Recruiting Marketing and Career Site Builder

  - About This Module
  - Describing the SAP SuccessFactors Recruiting Marketing Academy
  - Explaining Implementation Documents and Support
  - Describing Recruiting Marketing
  - Describing Career Site Builder
  - Describing the Other RMK Core Components
  - Describing Implementation Methodology
  - Identifying Implementation Tools
  - Listing Roles and Responsibilities
  - Listing Resources for RMK Definitions Recruiting Marketing Terminology

- Module 2: Recruiting Management Configuration

  - About This Module
  - Describing Best Practices for Job Requisition Data Formatting
  - Configuring the Recruiting Management (RCM) Instance

- Module 3: Recruiting Marketing Project Kick-off

  - About This Module
  - Setting Up a Project after the Handoff from Sales
  - Completing the Readiness Checklist
  - Setting Up for the Project Kick-off
  - Creating a Configuration Workbook
  - Customizing the Project Plan
  - Completing the Site Setup

- Module 4: Recruiting Integration Configuration

  - About This Module
  - Enabling CSB and Configuring the RMK Datacentre URLs
  - Enabling Candidate Account Simplification (CAS)
  - Configuring Recruiter Single Sign-on (SSO)
  - Configuring Real-time Job Sync (RTJS)
  - Configuring Marketing Central and Recruiting Posting
  - Troubleshooting Recruiting Integration Issues

- Module 5: Additional Setup in Command Center

  - About This Module

- Setting Up a Subdomain and Secure Socket Layer (SSL)
- Performing RMK Social Configuration
- Building Iteration 1
- Enabling Brands in CSB

- Module 6: Career Site Design and Introduction to CSB

  - About This Module
  - Describing Best Practices for Website Design
  - Listing the Standard Inclusions for RMK Career Site Page Types
  - Reviewing Career Site Builder Functionality
  - Describing Tips in the Tools

- Module 7: Iteration 1 – Global Settings, Global Styles, and Home Pages

  - About This Module
  - Enabling Global Settings
  - Customizing Global Styles
  - Creating Home Pages

- Module 8: Iteration 1 – Category and Content Pages, Headers and Footers

  - About This Module
  - Creating Category Pages
  - Creating Content Pages
  - Creating Landing Pages
  - Updating the Home Page and Duplicating for Each of the Brands
  - Creating Headers and Footers for Each of the Brands
  - Describing Additional Lucene Information

- Module 9: Other Setup in CSB and Command Center

  - About This Module
  - Enabling Mobile Apply
  - Creating RCM Microsites and Associating with RMK Brands
  - Configuring Job Page Layouts
  - Generating Search Engine Optimization (SEO) Pages
  - Modifying the Search Grid
  - Replacing System Text by Using the Translations Menu
  - Configuring Email Templates
  - Setting Up Role Based Permissions in CSB
  - Conducting User Acceptance Testing for Iteration 1

- Module 10: Iterations 2-3 and Locale Configuration

  - About This Module
  - Building Iteration 2

- Building Iteration 3
- Configuring Locales
- Enabling Locales in Command Center
- Setting Up Locales in Career Site Builder
- Troubleshooting Locale Issues

- Module 11: Job Distribution and Media Services

  - About This Module
  - Describing Recruiting Posting
  - Describing Job Distribution and Media Services Options

- Module 12: Move to Production

  - About This Module
  - Setting Up the Move to Production
  - Delivering Backlinks and Widget Code
  - Performing a Quality Check of the Production Site
  - Performing the Final Project Tasks
  - Describing Advanced Analytics

THR86 SAP SuccessFactors Compensation Academy

- Unit 1: SAP SuccessFactors Compensation Kick-off and Discovery

  - About This Module
  - Preparing for an Implementation
  - Conducting the Discovery Process
  - Linking the DTD and Compensation Template

- Unit 2: Data Integration

  - About This Module
  - Importing Data into SAP SuccessFactors Compensation

- Unit 3: The Compensation Plan and Worksheets

  - About This Module
  - Developing the Basic Components of Compensation Worksheets
  - Using the Design Compensation Worksheets
  - Using the Salary Sheet
  - Using the Stock Sheet
  - Creating and Launching Worksheets

- Unit 4: Budgets, Eligibility Rules and Guidelines for Compensation Plans

  - About This Module
  - Developing Budgets for the Compensation Plan
  - Defining Eligibility Rules for the Compensation Plan
  - Defining Guidelines for the Compensation Plan

- Unit 5: Reports, Statements and Additional Topics

  - About This Module
  - Generating Reports in SAP SuccessFactors Compensation
  - Generating Compensation Statements
  - Cascading Budgets
  - Using Decentralized Admin

- Unit 6: SAP SuccessFactors Compensation-Employee Central Integration

  - About This Module
  - Integrating SAP SuccessFactors Compensation and Employee Central

- Unit 7: Spot Awards

  - About This Module
  - Defining Spot Awards
  - Enabling Permissions for Spot Awards
  - Setting Up the Spot Awards Program and Workflow
  - Assigning Spot Awards
  - Viewing Spot Awards Reports
  - Publishing Spot Awards to SAP SuccessFactors Employee Central

THR89 SuccessFactors Workforce Analytics & Planning Academy

- Module 1: SAP SuccessFactors Workforce Analytics and Planning – Introduction

  - About This Module
  - Workforce Analytics and Planning Introduction

- Module 2: Workforce Analytics Application Usage

  - About This Module
  - Workforce Analytics Basic Navigation
  - Workforce Analytics Reporting
  - Create and Manage Report Designer Components
  - Workforce Planning Methodology
  - Workforce Planning Navigation

- Investigate

- Module 3: Workforce Analytics Implementation Methodology

  - About This Module
  - Overview of WFAP Implementation Methodology
  - Creating a Specification Document

- Module 4: Case Study

  - About This Module
  - Case Study

THR91 SuccessFactors Onboarding Academy

- Unit 1: Introduction to SAP SuccessFactors Onboarding

  - About This Module
  - Introduction to SAP SuccessFactors Onboarding

- Unit 2: Implementation Process and Methodology

  - About This Module
  - Implementation Process and Methodology

- Unit 3: Initial Technical Configuration and Hiring Manager Activities

  - About This Module
  - Initial Technical Configuration and Hiring Manager Activities

- Unit 4: Security Setup

  - About This Module
  - Security Setup

- Unit 5: Business Configuration and Administration

  - About This Module
  - Corporate Structure
  - Security
  - Data Dictionary
  - PDF Forms and Attachments
  - DocuSign
  - Panel Designer
  - Notifications and Reports
  - Other Functions and Activities

- Unit 6: Hiring Manager and New Hire Activities and Configuration

    - About This Module
    - General Overview of Hiring Manager Activities
    - Configuration of Hiring Manager Activities
    - Hiring Manager Activities and Tasks
    - Business Rule Driven Hiring Manager Activities
    - Migration to MDF for New Hiring Activity Planning
    - New Hire Activities and Tasks Before First Day of Employment

- Unit 7: SAP SuccessFactors Onboarding Integration

    - About This Module
    - Integration Overview
    - Integrating SAP SuccessFactors Recruiting with Onboarding
    - Integrating SAP SuccessFactors Employee Central with Onboarding
    - Integrating SAP SuccessFactors Goal Management with Onboarding

- Unit 8: SAP SuccessFactors Onboarding Custom Processes & Localization

    - About This Module
    - New Process Creation
    - New Process and Compliance
    - Localization and SAP SuccessFactors Onboarding
    - Cross boarding
    - Offboarding

- Unit 9: The Employee Portal

    - About This Module
    - The Employee Portal

- Unit 10: Mobile Onboarding

    - About This Module
    - Enabling Mobile
    - Setup and Use of the SAP SuccessFactors Mobile App

- Unit 11: Document Storage, Reporting, and Intelligent Services

    - About This Module
    - Storing Documents in the Document Center
    - Reporting in SAP SuccessFactors Onboarding
    - Intelligent Services and SAP SuccessFactors Onboarding