BLACKBIRD FOR TRAINING

SAP Success Factors Employee Central



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Introduction

SAP SuccessFactors Employee Central is a powerful, cloud-based HR management solution that serves as the heart of managing employee data while supporting critical HR functions such as onboarding, compensation, and workforce planning. This comprehensive 1-week course is designed to provide participants with an in-depth understanding of the core features and configurations of SAP SuccessFactors Employee Central, along with best practices for implementation and management. It also includes how Employee Central integrates seamlessly with other SAP SuccessFactors modules like Recruiting, Talent Management, and Onboarding, ensuring a holistic approach to HR management. Whether you are a beginner or looking to enhance your existing knowledge, this course will empower you to leverage SAP SuccessFactors effectively for optimal HR processes.

Course Objectives

By the end of this course, participants will be able to:

- Understand the core features of SAP SuccessFactors Employee Central and its capabilities.
- Navigate the SAP SuccessFactors Employee Central interface and manage employee data efficiently.
- Configure essential elements such as employee information, organizational structures, and HR workflows within Employee Central.
- Utilize reporting and analytics tools to gain valuable HR insights for decision-making.
- Stay up-to-date with the latest updates and innovations in Employee Central.
- Integrate Recruiting, Talent Management, and Onboarding modules with Employee Central for a comprehensive HR ecosystem.

Course Outlines

Day 1: Introduction to SAP SuccessFactors Employee Central

- Overview of SAP SuccessFactors: Key components, benefits, and the power of cloud-based HR capabilities.
- Core Features: Managing employee data, supporting global HR functions, and setting up organizational structures.
- Navigation: Introduction to the SAP Fiori interface, role-based access, and key screens for easy management.



Day 2: Configuring Employee Central

- Basic Configuration: Setting up company settings, defining foundational objects like positions and departments, and configuring employee data.
- Workforce Structure: Defining organizational units, reporting hierarchies, and positions for clear HR structures.
- Data Models: Understanding and configuring data models within SAP SuccessFactors Employee Central for a streamlined HR workflow.

Day 3: Advanced Features and Integration

- Data Management: Importing data into Employee Central, ensuring data consistency, and integrating with other systems.
- Global Integration: Managing payroll, benefits, localization, and ensuring compliance with global HR requirements.
- Workflows and Approvals: Configuring approval processes and managing time-related tasks for employees.
- Recruiting Integration: Connecting with the Recruiting module to ensure a smooth hiring process.

Day 4: Self-Service ESS and Manager Self-Service MSS

- Employee Self-Service ESS: Setting up portals for leave requests, personal data updates, and time tracking for employees.
- Manager Self-Service MSS: Configuring dashboards for performance reviews, team management, and providing managers with actionable insights.
- Mobile Access: Enabling mobile features for ESS/MSS functions for on-the-go accessibility.
- Talent Management Integration: Integrating Employee Central with Talent Management to support employee performance, learning, and career development.
- Onboarding Integration: Streamlining the new hire experience by connecting with the Onboarding module.

Day 5: Reporting, Analytics, and Latest Updates

- Reporting and Analytics: Utilizing built-in reporting and analytics tools to create HR reports and actionable dashboards.
- Integration with Other Modules: Connecting Employee Central with Talent Management, Recruiting, Payroll, and Onboarding to form a unified HR ecosystem.
- New Features: A look at recent updates to SAP SuccessFactors including AI enhancements and employee experience improvements.



Why Attend this Course?: Wins & Losses!

- Master SAP SuccessFactors Employee Central: Gain the expertise to implement and configure Employee Central, enhancing your HR operations.
- Increase HR Efficiency: Learn how to manage employee data, configure organizational structures, and streamline HR workflows across your organization.
- Seamless Integration: Learn to integrate Recruiting, Talent Management, and Onboarding modules with Employee Central, ensuring a smooth and cohesive HR ecosystem.
- Boost Your Reporting and Analytics: Learn how to leverage reporting and analytics tools to gain critical insights into your workforce and HR processes.
- Stay Ahead of the Curve: Keep up with the latest updates, AI advancements, and innovations in SAP SuccessFactors, ensuring your HR systems are always cutting-edge.

Conclusion

By completing this course, participants will have acquired the skills to effectively implement, configure, and utilize SAP SuccessFactors Employee Central to optimize HR operations. This will not only enhance the way you manage employee data and processes but also ensure your organization stays up-to-date with the latest innovations in HR technology. Whether you're looking to become SAP SuccessFactors certified or want to expand your knowledge of cloud-based HR solutions, this course will empower you to manage HR functions more efficiently and align them with organizational goals.

Enroll today and transform your approach to HR management with SAP SuccessFactors.

