

THR94

SAP SuccessFactors Time Management Academy

COURSE OUTLINE

Course Version: 2511

Course Duration:

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Typographic Conventions

American English is the standard used in this handbook.

The following typographic conventions are also used.

This information is displayed in the instructor's presentation	
Demonstration	
Procedure	
Warning or Caution	
Hint	
Related or Additional Information	
Facilitated Discussion	
User interface control	<i>Example text</i>
Window title	<i>Example text</i>

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Course Overview

TARGET AUDIENCE

This course is intended for the following audiences:

- Application Consultant

Lesson 1: Introducing Time Off

Lesson Objectives

After completing this lesson, you will be able to:

- Describe Time Off.
- Describe who can use Time Off.
- Summarize how Time Off works.

Lesson 2: Enabling Time Off

Lesson Objectives

After completing this lesson, you will be able to:

- Describe Time Off background requirements.

Lesson 3: Introducing the Time Off Mobile App

Lesson Objectives

After completing this lesson, you will be able to:

- Summarize how to use the Time Off mobile app.

Lesson 1: Using Admin Tools

Lesson Objectives

After completing this lesson, you will be able to:

- Use the Check Tool.
- Enable Admin alerts.

Lesson 2: Configuring Absence Requests

Lesson Objectives

After completing this lesson, you will be able to:

- Configure holiday calendars.
- Configure work schedules.
- Configure time types.
- Configure workflow settings for absence recorded by managers and time administrators.
- Configure time profiles.
- Set up Time Off for employees.
- Configure take rules.
- Configure workflows.
- Configure alerts and notifications.

Lesson 1: Handling Basic Accrual Rules

Lesson Objectives

After completing this lesson, you will be able to:

- Describe Time Off structures for accruals.
- Configure accruals.

Lesson 1: Handling Event-Related Accrual Rules

Lesson Objectives

After completing this lesson, you will be able to:

- Handle accruals for new hires.
- Handle accruals for employment termination.
- Perform period-end processing.
- Apply interim account updates.
- Set up monthly accruals.

Lesson 1: Explaining Time Attendance

Lesson Objectives

After completing this lesson, you will be able to:

- Explain the basics of Time Sheets.
- Explain the Time recording variants.
- Explain the Time recording methods.
- Explain the Time recording profiles.

Lesson 2: Managing Employee Time

Lesson Objectives

After completing this lesson, you will be able to:

- Describe the time entry and approval process.

Lesson 1: Setting Up Time Sheet

Lesson Objectives

After completing this lesson, you will be able to:

- Activate Time Sheet.

Lesson 2: Configuring Time Sheet

Lesson Objectives

After completing this lesson, you will be able to:

- Configure different time types for Time Sheets.

Lesson 1: Configuring Time Valuation

Lesson Objectives

After completing this lesson, you will be able to:

- Define Time Valuation.
- Configure different Time Valuation types.
- Generate error messages.
- Use Time Collector in Time Valuation.
- Use Time Containers in Time Valuation.

Lesson 2: Handling Overtime Compensation

Lesson Objectives

After completing this lesson, you will be able to:

- Handle overtime compensations.

Lesson 3: Setting Up Cross-Midnight Processing in Time Recording

Lesson Objectives

After completing this lesson, you will be able to:

- Explain Cross-Midnight Processing in Time Recording.
- Set up Night Shift Bandwidth in a Work Schedule.
- Summarize Enhancements to the Time Records Filter.

Lesson 4: Appendix: Explaining the Details of Time Valuation

Lesson Objectives

After completing this lesson, you will be able to:

- Explain the details of Time Valuation.

Lesson 1: Configuring Flextime Bandwidth

Lesson Objectives

After completing this lesson, you will be able to:

- Define flextime bandwidth.
- Create time type groups for flextime bandwidth.
- Define time valuations for flextime bandwidth.

Lesson 2: Setting up Exceptions to Flextime Violations

Lesson Objectives

After completing this lesson, you will be able to:

- Set up exceptions to flextime violations.

Lesson 1: Handling Leave Absences

Lesson Objectives

After completing this lesson, you will be able to:

- Handle leave absences.
- Generate time forms for time absences.

Lesson 2: Running Reports

Lesson Objectives

After completing this lesson, you will be able to:

- Explain the reporting functionality in Time Off.

Lesson 1: Assigning Default Job Information

Lesson Objectives

After completing this lesson, you will be able to:

- Assign the default job information to an employee profile.

Lesson 2: Migrating Existing Leave Requests and Time Off Account Balance

Lesson Objectives

After completing this lesson, you will be able to:

- Import work schedule.
- Import leave balance.
- Import time-off requests.

Lesson 1: Importing Time Off Structures in Employee Central

Lesson Objectives

After completing this lesson, you will be able to:

- Explain how to import Time Off structures.

Lesson 1: Explaining Clock In Clock Out

Lesson Objectives

After completing this lesson, you will be able to:

- Explain Clock In Clock Out.

Lesson 2: Setting up Clock In Clock Out

Lesson Objectives

After completing this lesson, you will be able to:

- Set up Clock In Clock Out.

Lesson 3: Explaining Use Cases Supported in Joule

Lesson Objectives

After completing this lesson, you will be able to:

- Describe the use cases supported in Joule.

Lesson 1: Integrating SAP SuccessFactors Time Management with Employee Central Payroll and SAP HCM Payroll

Lesson Objectives

After completing this lesson, you will be able to:

- Determine the processes and scenarios for integrating SAP SuccessFactors Time Management with Employee Central Payroll and SAP HCM Payroll.

Lesson 1: Locating Relevant Resources and Tools

Lesson Objectives

After completing this lesson, you will be able to:

- Access available resources and tools to support SAP SuccessFactors solutions.