

# HR811

## SAP SuccessFactors Employee Central Administration

### 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:



## Lesson 1: Exploring the Administration Course

### Lesson Objectives

After completing this lesson, you will be able to:

- Describe general information about the course.



## Lesson 1: Exploring Employee Central

### Lesson Objectives

After completing this lesson, you will be able to:

- Describe the main functions and benefits of Employee Central Core.



## **Lesson 1: Configuring Role-Based Permissions**

### **Lesson Objectives**

After completing this lesson, you will be able to:

- Identify permission role types and granted and target populations.

## **Lesson 2: Assigning Employee Central-Related Permissions**

### **Lesson Objectives**

After completing this lesson, you will be able to:

- Assign Employee Central permissions.

## **Lesson 3: Managing Proxy Rights**

### **Lesson Objectives**

After completing this lesson, you will be able to:

- Manage proxy rights.



## Lesson 1: Introducing Foundation Objects

### Lesson Objectives

After completing this lesson, you will be able to:

- Describe Foundation Objects.
- Classify the standard Foundation Objects.
- Describe Foundation Object relationships.

## Lesson 2: Using Picklists

### Lesson Objectives

After completing this lesson, you will be able to:

- Create a picklist.

## Lesson 3: Creating Foundation Records

### Lesson Objectives

After completing this lesson, you will be able to:

- Learn the tools for managing foundation records.
- Create new records.



## Lesson 1: Introducing Employee Data

### Lesson Objectives

After completing this lesson, you will be able to:

- Examine the employee data structure.
- Describe the different HR Objects.
- Identify country-specific fields.



## Lesson 1: Updating Employee Data in People Profile

### Lesson Objectives

After completing this lesson, you will be able to:

- Update employee data in People Profile.

## Lesson 2: Adding a New Employee

### Lesson Objectives

After completing this lesson, you will be able to:

- Add new employees using Hire wizard.

## Lesson 3: Importing Employee Data

### Lesson Objectives

After completing this lesson, you will be able to:

- Import employee data.
- Identify steps in exporting employee data.
- Describe Centralized Services.

## Lesson 4: Making Mass Changes

### Lesson Objectives

After completing this lesson, you will be able to:

- Execute a mass change.

## Lesson 5: Terminating Employees and Redistributing Remaining Direct Reports

### Lesson Objectives

After completing this lesson, you will be able to:

- Terminate an employee and redistribute remaining direct reports.



## Lesson 1: Using Self-Service

### Lesson Objectives

After completing this lesson, you will be able to:

- Use Employee and Manager Self-Service.

## Lesson 2: Managing Workflows

### Lesson Objectives

After completing this lesson, you will be able to:

- Understand workflow configurations.
- Manage in-progress requests.
- Identify advanced workflow settings.

## Lesson 3: Managing Events and Event Reasons

### Lesson Objectives

After completing this lesson, you will be able to:

- Define transactions, events, and event reasons in Employee Central.

## Lesson 4: Managing Business Rules

### Lesson Objectives

After completing this lesson, you will be able to:

- Manage business rules.



## **Lesson 1: Managing Employee Central Quick Actions Feature**

### **Lesson Objectives**

After completing this lesson, you will be able to:

- Manage Employee Central Quick Actions feature.

## **Lesson 2: Managing Internal Job History**

### **Lesson Objectives**

After completing this lesson, you will be able to:

- Manage internal job history.

## **Lesson 3: Managing New Hire Templates**

### **Lesson Objectives**

After completing this lesson, you will be able to:

- Manage New Hire templates.

## **Lesson 4: Utilizing the Diagnostic Tool**

### **Lesson Objectives**

After completing this lesson, you will be able to:

- Utilize the diagnostic tool.

## **Lesson 5: Utilizing Joule in SAP SuccessFactors**

### **Lesson Objectives**

After completing this lesson, you will be able to:

- Utilize Joule in SAP SuccessFactors.



## Lesson 1: Describing Standard Reports

### Lesson Objectives

After completing this lesson, you will be able to:

- Describe and list examples of standard reports.

## Lesson 2: Creating a Table Report

### Lesson Objectives

After completing this lesson, you will be able to:

- Create a Table report.



## **Lesson 1: Earning SAP SuccessFactors Expert (SFX) Accreditation**

### **Lesson Objectives**

After completing this lesson, you will be able to:

- Describe the SFX Accreditation program.

## **Lesson 2: Reviewing Additional Resources**

### **Lesson Objectives**

After completing this lesson, you will be able to:

- Review additional resources after completing this course.