

THR81

SAP SuccessFactors Employee Central Core Academy

COURSE OUTLINE

Course Version: 2511

Course Duration:

SAP Copyrights, Trademarks and Disclaimers

© 2025 SAP SE or an SAP affiliate company. All rights reserved.

No part of this publication may be reproduced or transmitted in any form or for any purpose without the express permission of SAP SE or an SAP affiliate company.

SAP and other SAP products and services mentioned herein as well as their respective logos are trademarks or registered trademarks of SAP SE (or an SAP affiliate company) in Germany and other countries. Please see <https://www.sap.com/corporate/en/legal/copyright.html> for additional trademark information and notices.

Some software products marketed by SAP SE and its distributors contain proprietary software components of other software vendors.

National product specifications may vary.

These materials may have been machine translated and may contain grammatical errors or inaccuracies.








These materials are provided by SAP SE or an SAP affiliate company for informational purposes only, without representation or warranty of any kind, and SAP SE or its affiliated companies shall not be liable for errors or omissions with respect to the materials. The only warranties for SAP SE or SAP affiliate company products and services are those that are set forth in the express warranty statements accompanying such products and services, if any. Nothing herein should be construed as constituting an additional warranty.

In particular, SAP SE or its affiliated companies have no obligation to pursue any course of business outlined in this document or any related presentation, or to develop or release any functionality mentioned therein. This document, or any related presentation, and SAP SE's or its affiliated companies' strategy and possible future developments, products, and/or platform directions and functionality are all subject to change and may be changed by SAP SE or its affiliated companies at any time for any reason without notice. The information in this document is not a commitment, promise, or legal obligation to deliver any material, code, or functionality. All forward-looking statements are subject to various risks and uncertainties that could cause actual results to differ materially from expectations. Readers are cautioned not to place undue reliance on these forward-looking statements, which speak only as of their dates, and they should not be relied upon in making purchasing decisions.

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>

Contents

ix **Course Overview**

1 Unit 1: Getting started with SAP SuccessFactors Employee Central Core

- 1 Lesson: Introducing SAP SuccessFactors Employee Central Core
- 1 Lesson: Setting up the Course Training System

3 Unit 2: Configuring initial elements

- 3 Lesson: Importing Pre-configured Data Models in SAP SuccessFactors Employee Central
- 3 Lesson: Importing a Picklist in SAP SuccessFactors Employee Central
- 3 Lesson: Configuring the Employee Central People Profile

5 Unit 3: Assigning permissions

- 5 Lesson: Assigning Permissions to Employee Central Administrators
- 5 Lesson: Differentiating Between Proxy Rights and Delegate Permissions in Employee Central
- 5 Lesson: Modifying an Effective-Dated Record When Changes are Needed in Employee Central

7 Unit 4: Configuring foundation objects

- 7 Lesson: Creating Foundation Object Records in Employee Central
- 7 Lesson: Configuring Legacy and MDF Foundation Object Definitions within SAP SuccessFactors Employee Central Core
- 7 Lesson: Configuring Foundation Object Associations in Employee Central
- 7 Lesson: Configuring New Country/Region Fields for MDF Foundation Objects

9 Unit 5: Configuring employee data

- 9 Lesson: Introducing Person and Employment Objects
- 9 Lesson: Introducing Hire and Termination Screens
- 9 Lesson: Importing New Employees into SAP SuccessFactors Employee Central
- 9 Lesson: Updating Employee Information in SAP SuccessFactors Employee Central via Import
- 9 Lesson: Applying Mass Changes in SAP SuccessFactors Employee Central
- 10 Lesson: Configuring the Employee Central Succession Data Model with Business Configuration UI (BCUI)
- 10 Lesson: Configuring the Employee Central Succession Data Model using XML
- 10 Lesson: Configuring the country and region-specific fields for Succession Data Model in Employee Central
- 10 Lesson: Configuring HRIS Synchronization in SAP SuccessFactors Employee Central

11 Unit 6: Configuring transactions

- 11 Lesson: Assigning employee and manager permissions in SAP SuccessFactors Employee Central
- 11 Lesson: Using manager self-service in SAP SuccessFactors Employee Central
- 11 Lesson: Configuring Workflows in SAP SuccessFactors Employee Central
- 11 Lesson: Configuring Alerts and Notifications in SAP SuccessFactors Employee Central.
- 11 Lesson: Creating Event Reasons in SAP SuccessFactors Employee Central

13 Unit 7: Creating business rules for Employee Central

- 13 Lesson: Creating Business Rules in SAP SuccessFactors Employee Central Core

15 Unit 8: Implementing optional configurations

- 15 Lesson: Adapting the Latest People Profile in SAP SuccessFactors
- 15 Lesson: Configuring Employee Central Quick Actions Feature in SAP SuccessFactors
- 15 Lesson: Configuring Internal Job History in SAP SuccessFactors Employee Central
- 15 Lesson: Creating Custom Hire Templates in SAP SuccessFactors Employee Central
- 15 Lesson: Using the Diagnostic Tool in SAP SuccessFactors Employee Central
- 16 Lesson: Introducing Joule in SAP SuccessFactors Employee Central

17 Unit 9: Succeeding as a Consultant

17 Lesson: Locating Relevant Resources and Tools

Course Overview

TARGET AUDIENCE

This course is intended for the following audiences:

- Application Consultant
- Technology Consultant
- Support Consultant
- Data Consultant
- Business Process Owner/Team Lead/Power User
- Database Administrator

Lesson 1: Introducing SAP SuccessFactors Employee Central Core

Lesson Objectives

After completing this lesson, you will be able to:

- Describe the key functionalities of SAP SuccessFactors Employee Central Core.

Lesson 2: Setting up the Course Training System

Lesson Objectives

After completing this lesson, you will be able to:

- Set up your SAP SuccessFactors Employee Central instance to complete the course exercises.

Lesson 1: Importing Pre-configured Data Models in SAP SuccessFactors Employee Central

Lesson Objectives

After completing this lesson, you will be able to:

- Import pre-configured data models in SAP SuccessFactors Employee Central.

Lesson 2: Importing a Picklist in SAP SuccessFactors Employee Central

Lesson Objectives

After completing this lesson, you will be able to:

- Import a picklist in SAP SuccessFactors Employee Central.

Lesson 3: Configuring the Employee Central People Profile

Lesson Objectives

After completing this lesson, you will be able to:

- Configure the People Profile after the initial Employee Central set up.

Lesson 1: Assigning Permissions to Employee Central Administrators

Lesson Objectives

After completing this lesson, you will be able to:

- Assign permissions to Employee Central administrators.

Lesson 2: Differentiating Between Proxy Rights and Delegate Permissions in Employee Central

Lesson Objectives

After completing this lesson, you will be able to:

- Differentiate between proxy rights and delegate permissions in Employee Central.

Lesson 3: Modifying an Effective-Dated Record When Changes are Needed in Employee Central

Lesson Objectives

After completing this lesson, you will be able to:

- Modify an effective-dated record in Employee Central.

Lesson 1: Creating Foundation Object Records in Employee Central

Lesson Objectives

After completing this lesson, you will be able to:

- Create Foundation Object Records in Employee Central.

Lesson 2: Configuring Legacy and MDF Foundation Object Definitions within SAP SuccessFactors Employee Central Core

Lesson Objectives

After completing this lesson, you will be able to:

- Configure legacy and MDF foundation object definitions within SAP SuccessFactors Employee Central Core.

Lesson 3: Configuring Foundation Object Associations in Employee Central

Lesson Objectives

After completing this lesson, you will be able to:

- Configure Foundation Object Associations in Employee Central.

Lesson 4: Configuring New Country/Region Fields for MDF Foundation Objects

Lesson Objectives

After completing this lesson, you will be able to:

- Configure new country/region fields for Employee Central MDF Foundation Objects.

Lesson 1: Introducing Person and Employment Objects

Lesson Objectives

After completing this lesson, you will be able to:

- Explain person and employment objects in Employee Central.

Lesson 2: Introducing Hire and Termination Screens

Lesson Objectives

After completing this lesson, you will be able to:

- Describe hire and termination screens in Employee Central.

Lesson 3: Importing New Employees into SAP SuccessFactors Employee Central

Lesson Objectives

After completing this lesson, you will be able to:

- Import new employees into SAP SuccessFactors Employee Central.

Lesson 4: Updating Employee Information in SAP SuccessFactors Employee Central via Import

Lesson Objectives

After completing this lesson, you will be able to:

- Import updates to employee records in SAP SuccessFactors Employee Central.

Lesson 5: Applying Mass Changes in SAP SuccessFactors Employee Central

Lesson Objectives

After completing this lesson, you will be able to:

- Apply mass changes in SAP SuccessFactors Employee Central.

Lesson 6: Configuring the Employee Central Succession Data Model with Business Configuration UI (BCUI)

Lesson Objectives

After completing this lesson, you will be able to:

- Configure the Employee Central Succession Data Model with Business Configuration UI (BCUI).

Lesson 7: Configuring the Employee Central Succession Data Model using XML

Lesson Objectives

After completing this lesson, you will be able to:

- Configure the Employee Central Succession Data Model using XML.

Lesson 8: Configuring the country and region-specific fields for Succession Data Model in Employee Central

Lesson Objectives

After completing this lesson, you will be able to:

- Configure the country- and region-specific fields for Succession Data Model in Employee Central.

Lesson 9: Configuring HRIS Synchronization in SAP SuccessFactors Employee Central

Lesson Objectives

After completing this lesson, you will be able to:

- Configure HRIS Synchronization in SAP SuccessFactors Employee Central.

Lesson 1: Assigning employee and manager permissions in SAP SuccessFactors Employee Central

Lesson Objectives

After completing this lesson, you will be able to:

- Assign employee and manager permissions in SAP SuccessFactors Employee Central.

Lesson 2: Using manager self-service in SAP SuccessFactors Employee Central

Lesson Objectives

After completing this lesson, you will be able to:

- Use manager self-service in SAP SuccessFactors Employee Central.

Lesson 3: Configuring Workflows in SAP SuccessFactors Employee Central

Lesson Objectives

After completing this lesson, you will be able to:

- Configure Workflows in SAP SuccessFactors Employee Central.

Lesson 4: Configuring Alerts and Notifications in SAP SuccessFactors Employee Central.

Lesson Objectives

After completing this lesson, you will be able to:

- Configure alerts and Notifications in SAP SuccessFactors Employee Central.

Lesson 5: Creating Event Reasons in SAP SuccessFactors Employee Central

Lesson Objectives

After completing this lesson, you will be able to:

- Create Event Reasons in SAP SuccessFactors Employee Central.

Lesson 1: Creating Business Rules in SAP SuccessFactors Employee Central Core

Lesson Objectives

After completing this lesson, you will be able to:

- Create business rules in SAP SuccessFactors Employee Central Core.

Lesson 1: Adapting the Latest People Profile in SAP SuccessFactors

Lesson Objectives

After completing this lesson, you will be able to:

- Adapt the Latest People Profile in SAP SuccessFactors.

Lesson 2: Configuring Employee Central Quick Actions Feature in SAP SuccessFactors

Lesson Objectives

After completing this lesson, you will be able to:

- Configure Employee Central Quick Actions Feature in SAP SuccessFactors.

Lesson 3: Configuring Internal Job History in SAP SuccessFactors Employee Central

Lesson Objectives

After completing this lesson, you will be able to:

- Configure Internal Job History in SAP SuccessFactors Employee Central.

Lesson 4: Creating Custom Hire Templates in SAP SuccessFactors Employee Central

Lesson Objectives

After completing this lesson, you will be able to:

- Create Custom Hire Templates in SAP SuccessFactors Employee Central.

Lesson 5: Using the Diagnostic Tool in SAP SuccessFactors Employee Central

Lesson Objectives

After completing this lesson, you will be able to:

- Use the Diagnostic Tool in SAP SuccessFactors Employee Central.

Lesson 6: Introducing Joule in SAP SuccessFactors Employee Central

Lesson Objectives

After completing this lesson, you will be able to:

- Describe the use cases of Joule in SAP SuccessFactors Employee Central Core.

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.