

SAP Success Factors Employee Central Administration

COURSE OVERVIEW

Through discussion, demonstration, and hands-on exercises, this course uses the concepts and terminology associated with the SAP SuccessFactors Employee Central Core module to help you develop a working knowledge for use in implementing your employee data management strategy. You will gain basic skills on how to use SAP SuccessFactors Employee Central as a System Administrator and learn how to use basic tools for managing employee data in your organization.

WHO SHOULD ATTEND?

Beneficiaries of this course include HR professionals, system administrators, and consultants responsible for implementing or managing SAP SuccessFactors Employee Central. It is also suitable for IT personnel supporting HR systems, HRIS analysts, and anyone involved in employee data management or HR operations looking to deepen their understanding of SAP SuccessFactors functionality and configuration.

COURSE OUTCOMES

Delegates will gain the skills and knowledge to:

- Describe the purpose and goals of Employee Central
- Identify the different Tiles used in the Home page for Employee Central
- Set Up Role-based permissions
- Set Up administrator permissions, global administrators and local administrators
- Add a new employee into the system via the User Interface
- Add new employees into the system via Import
- View an employee's record
- Define transactions, events, event reasons, and self-service
- Transfer an employee to a new business unit
- Modify an employee's record using HR Edit
- Set up and run a Mass change
- Terminate an employee and redistribute any remaining direct reports
- Approve or Send Back change requests
- Add a new location to a company's organization

KEY COURSE HIGHLIGHTS

At the end of the course, you will understand;

- Core concepts and architecture of SAP SuccessFactors Employee Central.
- How to manage employee records, job structures, and organizational data.
- Effective use of workflows, business rules, and event reasons.
- Hands-on experience with data imports, exports, and mass changes.
- Configuring foundation objects and manage global assignments.
- Role-based permissions and security concepts.
- Monitoring data quality and utilize reporting tools for analytics.
- Preparing for real-world scenarios through practical exercises and case studies.

All our courses are dual-certificate courses. At the end of the training, the delegates will receive two certificates.

1. A GTC end-of-course certificate
2. Continuing Professional Development (CPD) Certificate of completion with earned credits awarded