



SAP SuccessFactors Training Course: Employee Central, Permissions and Talent Modules



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Introduction:

SAP SuccessFactors training covering Employee Central, permissions and talent modules is a 1-week course for HRIS analysts, system administrators, HR operations and talent process owners, ending with a SAP SuccessFactors Configuration Workbook for their organisation. Many organisations run the system with inconsistent foundation data, broad permissions and talent processes configured differently from how HR actually works, which undermines reporting and audit trails. Nominees already maintain HR data or support an HR system, and teaching is by hands-on lab work in a SAP SuccessFactors demo instance. CoreConcept Training Center delivers this SAP SuccessFactors course.

Course Objectives:

- Navigate SAP SuccessFactors Admin Center and explain how Employee Central, the talent modules and People Analytics share one employee record
- Maintain foundation objects, position management and employee job information so that the organisation structure stays accurate
- Configure Role-Based Permissions, workflows and Business Rules that control who sees, changes and approves employee data
- Set up Performance and Goals, Compensation and Succession and Development templates that match the organisation's talent calendar
- Build People Analytics Story reports that answer headcount, movement and talent questions from Employee Central data
- Document configuration decisions, test cases and data checks in a SAP SuccessFactors Configuration Workbook

Target Audience:

- HRIS analysts responsible for SAP SuccessFactors configuration and data quality
 - System administrators responsible for permissions, workflows and user access
 - HR operations staff responsible for employee data changes and organisation structure
 - Talent and performance process owners responsible for review cycles and succession
 - Compensation staff responsible for merit and bonus planning cycles
 - HR reporting staff responsible for workforce reports and dashboards
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Course Outline:

Day 1: SAP SuccessFactors Landscape and Employee Central Foundations

- SAP SuccessFactors Suite Architecture and Module Map
- Admin Center Navigation, Tools Search and System Settings
- Foundation Objects for Legal Entity, Business Unit and Location
- Employee Central Data Model and Effective-Dated Records
- Current Configuration Review Against Organisation Structure

Day 2: Employee Data, Positions and the Metadata Framework

- Position Management and Position-to-Job Synchronisation
- Job Information, Compensation Information and Personal Data Portlets
- Metadata Framework Objects and Custom Picklists
- Business Rules for Defaulting, Validation and Event Reasons
- Hire, Transfer and Termination Event Processing

Day 3: Permissions, Workflows and Talent Templates

- Role-Based Permissions Groups, Roles and Target Populations
- Workflow Configuration With Approvers and Delegation
- Performance and Goals Form Template and Rating Scale Setup
- Compensation Planning Worksheet and Guideline Configuration
- Succession and Development Talent Pools and Nomination Setup

Day 4: Reporting, Data Quality and Problem Cases

- People Analytics Story Report Building From Employee Central
- Mass Data Import Templates and Validation Errors
- Permission Leakage and Segregation of Duties Checks
- Workflow Bottleneck and Stuck Approval Troubleshooting
- Integration Touchpoints With Payroll and Time Systems

Day 5: Lab Work and the Configuration Workbook

- Lab Exercise Configuring a New Business Unit End to End
 - Lab Exercise Building Permissions for Managers and HR Partners
 - Lab Exercise Running a Performance and Compensation Cycle
 - Lab Exercise Producing Headcount and Talent Story Reports
 - SAP SuccessFactors Configuration Workbook Completion and Review
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Skills You Will Gain:

- SAP SuccessFactors Administration
- Foundation Object Maintenance
- Position Management
- Role-Based Permissions Design
- Business Rules Configuration
- Talent Template Setup
- People Analytics Reporting
- HR Data Quality Control

Why Attend This Course:

- Deliver a SAP SuccessFactors Configuration Workbook to the HRIS lead, the HR director and the implementation partner
- Decide which configuration change, permission role or Business Rule a new HR requirement needs before it reaches production
- Avoid wrong organisation data, excessive access and failed review cycles caused by undocumented or inconsistent configuration
- Train HR colleagues and managers on the data changes, approvals and reports practised in the lab

Conclusion:

Back at work, the participant gives the SAP SuccessFactors Configuration Workbook to the HRIS lead, the HR director and any implementation partner. They use it to approve configuration changes, review permission roles and plan the next performance and compensation cycle. After the first cycle or quarterly data audit, the organisation should check data errors, access exceptions and stuck workflows against the workbook and update the configuration and test cases where problems appeared.

Frequently Asked Questions FAQ:

What should participants know before a SAP SuccessFactors training course?

Participants should already maintain HR data or support an HR system and understand their organisation's structure and HR processes. Admin access to a test instance is helpful but not required, as lab work uses a demo instance.

How does this SAP SuccessFactors training course differ from a consultant certification academy?

This course is for customer-side HRIS and HR staff who run the system day to day. Consultant academies prepare implementation partners for certification with deeper provisioning and implementation design, which this course does not cover.

Why do SAP SuccessFactors Role-Based Permissions need careful design?

Role-Based Permissions decide who can see and change salary, personal and performance data. Broad roles expose confidential data and break audit trails, while narrow roles block managers and HR partners from doing their work.

What do participants take back from the SAP SuccessFactors training course?

Participants take back a SAP SuccessFactors Configuration Workbook covering foundation objects, positions, permission roles, workflows, Business Rules, talent templates, reports and test cases, ready for review by the HRIS lead.