

## SAP SuccessFactors Employee Central Administration

**Duration: 3 Days    Course Code: HR811**

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### Overview:

This course provides an overview of the general tasks associated with managing company and employee data stored in SAP SuccessFactors Employee Central. You will add new foundation records and employees, manage existing employee records, and manage workflows and business rules. Managing position records, time and global benefits of employees are covered in separate courses.

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### Target Audience:

Business Process Owner / Team Lead / Power User

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### Objectives:

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| ■ Upon completion of this course, you will be able to:                              | ■ Add new employees using the New Hire wizard and Import tool      |
| ■ Describe the functions and benefits of Employee Central Core                      | ■ Update employee records using import and mass changes            |
| ■ Navigate the EC-related tools in the Home page and Admin Center                   | ■ Use Report No-Show, Manage Pending Hire, and Termination screens |
| ■ Define Employee Central-related permissions                                       | ■ Manage Workflows                                                 |
| ■ Identify the standard foundation objects and how to manage the foundation records | ■ Manage event and event reasons                                   |
| ■ Identify the standard HR objects and how to customize the HR Object structure     | ■ Manage business rules                                            |
| ■ Use People Profile for self-service and HR transactions                           |                                                                    |
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### Prerequisites:

#### Recommended

- HRSF1 – SAP SuccessFactors Overview
- HR810 SAP SuccessFactors Employee Central Project Team Orientation

#### Essential

- HR800 - SAP SuccessFactors Platform Administration
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## Content:

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|--------------------------------------------------|----------------------------|----------------------------------|
| Introducing the Course                           | Managing Foundation Data   | Managing Transactions            |
| Introducing Employee Central Core Administration | Managing HR Data structure | Managing Optional Configurations |
| Managing Permissions                             | Managing Employee Records  | Explaining EC Reporting          |

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## Additional Information:

**Course based on software release**  
SAP SuccessFactors Employee Central

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## Further Information:

For More information, or to book your course, please call us on 030 - 60 89 444

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[www.globalknowledge.com/nl-nl/](http://www.globalknowledge.com/nl-nl/)

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