

SAP SuccessFactors Employee Central Administration

Course Duration: 40 Hours

Course Code: SAP(SFECA)

1. Course Overview

The **SAP SuccessFactors Employee Central Administration** course provides learners with the skills to configure, manage, and maintain Employee Central, the core HR solution within the SuccessFactors suite. This training focuses on mastering HR data models, workflows, permissions, business rules, and organizational management. Delivered in an **online, hands-on format**, the course prepares participants to efficiently administer HR operations in a cloud-based environment.

2. What You'll Learn?

- Understand **Employee Central architecture** and its role in HXM suite.
- Configure **Foundation Objects, Business Rules, and Workflows**.
- Manage **employee data, events, and job information**.
- Set up **permissions and security roles**.
- Handle **organizational, position, and employment structures**.
- Perform **data imports, exports, and reporting**.

3. Target Audience

- **HR and Payroll Administrators** managing employee data.
- **SAP SuccessFactors Consultants** and implementation partners.

- **HR Professionals** transitioning to cloud-based HR systems.
- **Project Managers** involved in SuccessFactors projects.

4. Pre-Requisites

- Basic knowledge of **HR processes**.
- Familiarity with **cloud-based HR systems** (helpful but not mandatory).
- Prior exposure to **SAP SuccessFactors basics** is an advantage.

5. Course Content

Module 1: Introduction to Employee Central

- Overview of SAP SuccessFactors HXM suite
- Employee Central features and benefits

Module 2: Foundation Objects & Data Models

- Configuring Foundation Objects
- Managing Metadata Framework (MDF)
- Setting up Country-Specific Fields

Module 3: Employee Data & Events

- Managing employee records
- Employment and job information
- Global assignment and concurrent employment

Module 4: Workflows & Business Rules

- Creating and managing workflows
- Configuring business rules for automation

Module 5: Security & Permissions

- Role-based permissions
- Data privacy and compliance

Module 6: Reporting & Integrations

- Data import/export processes
- Integration with other modules (Payroll, Time Off)
- Reporting capabilities

