



SAP SuccessFactors

Employee Central

2H 2024 Release Briefing

By Isabella Vanrell Piccioni



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SuccessFactors Experience: Since 2019

Isabella has 5 years experience in HCM area as an Implementation Consultant. She holds an associate certification in Employee Central in SAP SuccessFactors.

Isabella has specialized knowledge within Employee Central and Time Off.

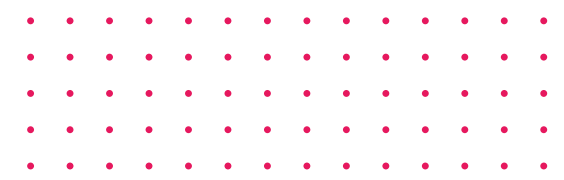


Agenda

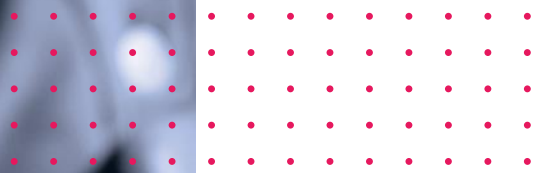
SAP SuccessFactors Employee Central

- Most Important Topics
- Other Release Features
- Deep Dive Topic
- Product Road Map





Most Important Topics



Supporting Digital Signature in Document Generation Using DocuSign

- You can now digitally sign generated PDF documents using DocuSign in Document Generation. This feature provides a convenient option for adding digital signatures to your documents.

The level of impact is High. This feature enhances the convenience and security of document handling, streamlining processes that require digital signatures.

Document Generation tool can now request digital signature of the generated documents using DocuSign

Type: New

Lifecycle: General Availability

Enablement: Contact Product Support

- How it works?
 1. When generating the document, the system will send the document by email to the signers configured in the system;
 2. The signer will receive the email with a link to sign the document using DocuSign;
 3. If there are multiple signers set for the document, it will send an email to the next signer;
 4. After the document is signed by all signers, an email notification will be sent to the final user (employee), with a link to download the signed document;
- Pre-requisites:
 - DocuSign license to be purchased separately (not included in the standard EC solution).
 - Configure DocuSign.
 - Configure DocuSign credentials on SuccessFactors.
 - Configure signer's workflow and document template.
- Known Limitations:
 - Doesn't support document mass generation;
 - The only signing vendor supported is DocuSign
 - Signed documents are not stored automatically on SuccessFactors

Synchronize Job Relationships for Vacant Matrix Positions

Type: Changed

Lifecycle: General Availability

Enablement: Customer configured

- This feature allows administrators to decide if and how the system synchronizes the position matrix relationships and job relationships of employees for vacant positions.
- The synchronization can be set to the following settings:
 - **No:** The options for transferring job relationships are shown on the Termination and Internal Hires pages.
 - **Delimit Job Relationships:** If there is no other incumbent available for a given matrix position, then the given job relationship type is delimited with an end date.
 - **To Incumbent on Next Higher-Level Position:** If there is no other incumbent available for a given matrix position, the search selects the incumbent of the next available position based on the position hierarchy.

The level of impact is High. This update is particularly useful for organizations with complex matrix structures, as it helps maintain accurate and up-to-date organizational data.

New National ID Information with Validity Period

- New fields, Valid From and Valid To, have been added to track the validity period of each National ID record.

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Type: Changed

Lifecycle: Restricted Availability

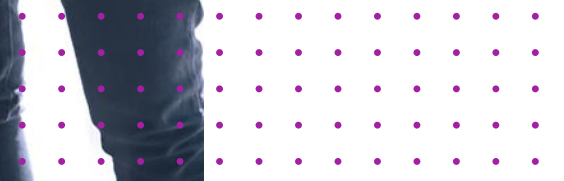
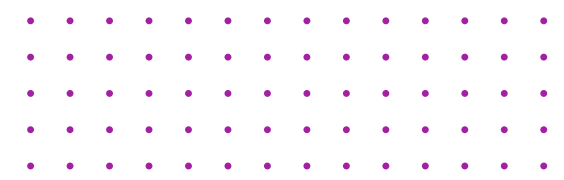
Enablement: Contact Product Support

The screenshot shows a form titled "National ID Information". It contains several fields: "Country/Region*" (dropdown menu with "No Selection"), "National Id Card Type*" (dropdown menu with "No Selection"), "National Id*" (text input field), and "Is Primary*" (dropdown menu with "No Selection" and a trash icon). Below these fields is an "Attachment:" section with a link icon and the number "0". The "Valid From:" field is a date picker with the placeholder "MMM dd, yyyy". The "Valid To:" field is also a date picker with the placeholder "MMM dd, yyyy" and is highlighted with a red rectangular box. Below the "Valid To:" field is an "Add" button. At the bottom of the form, there is a link "Add National ID Information" and two buttons: "Save" and "Cancel".

The level of impact is High. This change supports better tracking changes to national ID information, ensuring compliance with local regulations and improving data accuracy.



Other Release Features



Enable Permission to Use Add Assignment UI for Contingent Workers

The new Add Assignment permission setting for contingent workers is now required.

If you don't enable this new permission setting, then the Add Assignment option won't appear under the Take Action dropdown menu in People Profile for Contingent Workers.

Type: Changed
Lifecycle: General Availability
Enablement: Automatically on

- If you have previously enabled concurrent employment for contingent workers, you will now need to grant the new RBP to users who have permission to insert new work order.

Admin Centre / Manage Permission Roles / Edit Role for superadmin

Edit superadmin

1 Basic Information — 2 Add Permissions — 3 Preview

2. Add Permissions

Specify what permissions users of this role should have.

Add Assignment x Q

User Permissions

- Employee Data

Employee Data

★=Access period can be defined at the granting rule level. †=Target needs to be defined. ::=Target criteria need to be defined.

HR Actions †	<input checked="" type="checkbox"/> View	<input checked="" type="checkbox"/> Edit
Add Assignment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

The level of impact is Low. Make sure you enable the necessary permissions if you have concurrent employment for contingent workers enabled.

Type: Changed

Lifecycle: General Availability

Enablement: Automatically on

Updates to the Pending Workflows Page

- The new Pending Workflows page has been enhanced and now officially replaces the legacy **Pending Requests** page which will be deleted as of November 15, 2024.
- New tab **Requests Reassigned to Others** shows requests that have been delegated or escalated by the current user to others and are still pending approval.
- New link **Access requests awaiting my approval** allow users to quickly navigate to My Workflow Requests, where they can view and process requests awaiting their approval.
- Now choosing a workflow on the Requests for Information tab takes users either to the People Profile or Manage Positions page. These pages offer the full context needed to understand the data change being approved.

Subject	Summary	Current Approver	Activity
	Personal Documents Information change for Brett Miller	Jennifer Fuller	Delegated on Feb 19, 2024
	Job Change to Higher Grade for Brett Miller - Effective Mar 20, 2024	Jennifer Fuller	Delegated on Feb 19, 2024
	Address Information change for Tom Porter - Effective Feb 15, 2024	Jennifer Fuller	Delegated on Jan 15, 2024

The level of impact is Low. The legacy **Pending Requests** page is deleted as of November 15, 2024.



Access Pending Approvals and Future Changes in Latest People Profile

The latest People Profile introduces an improved way to access pending approvals and future changes.

In the latest People Profile, users with required permissions can view pending approvals and future changes from both the card and the details UI of an entity.

Type: New

Lifecycle: General Availability

Enablement: Customer configured

- **Permission required:**

User Permissions -> Employee Data -> Transactions Pending Approval.

The screenshot displays the 'Personal Information' section for Jason Miles, a Sales Executive. The profile includes a profile picture, name, title, and effective date (Sep 10, 2024). A red box highlights the 'Pending Approvals' and 'Future Changes' sections, which show '16 Workflows' and '1 Change' respectively. A modal window titled 'Pending Approvals' is open, listing six 'Personal Information Change' items with their effective dates. The background shows fields for Gender (Male), Challenge Status (No), Event Date (Sep 10, 2024), and Formal Name (Jason Miles). Buttons for 'Edit' and 'History' are visible in the top right corner.

The level of impact is Low. This redesign simplifies the process, elevating productivity and the overall user experience.

Localized Enhancements for Multiple Countries/Regions

Type: Changed

Lifecycle: General Availability

Enablement: Customer configured

In this overview, you get information about the country/region-specific enhancements in Employee Central.

Country	Change
Belgium	Enhanced the validation rule for the National ID Belgian Identity Card
Ireland	Enhanced the validation rule for the National ID Personal Public Service Number (PPS)
Italy	New fields on Global Information for Dependents
Singapore	Enhanced National ID Rule and Algorithm
Slovakia	Enhanced National ID Validation Message
South Africa	Enhanced Message Handling in National ID Validation
Sweden	Enhanced Contract Type Picklist Values
United Kingdom	New Global Information Gender Field (gender_GBR).
Zimbabwe	New Currency for Zimbabwe - Zimbabwe Gold (ZiG)

The level of impact is Low. Effective People recommends that you review the changes of countries you have configured.

Enhancements to Employee Central on the Latest People Profile

Empty fields are hidden by default, and you can choose to show or hide empty fields.

United States: Social Security Number

Country: United States	Is Primary: Yes
National Id Card Type: Social Security Number	attachment: Screenshot 2024-03-15 at 3.12.13 PM.png
National Id: 193-23-8319	

[Show Empty Fields \(8\)](#)

Compensation Information - the currency is now included with the **Amount** value.

People Profile / Compensation / Compensation Information

Compensation Information

Compensation Information **Compensation** Pay Targets

Compensation

Pay Component	Frequency	Percentage	Amount
Base Salary USA	Semi-monthly	-	6,225 USD
Meal Allowance USA	Weekly	-	100 USD
Company Housing USA	Monthly	-	1,000 USD

If Localized Biographical Information is available, the card displays first 4 non-empty fields of Biographical Information and up to 3 country/region entries from Localized Biographical Information.

Biographical Information

Birth Name:
Michael Case

Person ID:
MC10001

custom-long1:
88,899

Localized Biographical Information:
United States

[View All](#)

External codes of options are not displayed in View mode.

Department:
Asset Management DE

Type: Changed

Lifecycle: General Availability

Enablement: Customer configured

If there's more than 1 record, up to the first 4 records are shown in a list.

Contact Information

- Business**
1 678 555-3223
- Cell**
1 301 234-5678
- Business**
alekya.akula@sap.com
- Personal**
alekya.akula@hotmail.com

[View All](#)

Fields that refer to employees shows profile picture and job information.

Matrix Manager:



David Mould
QA Engineer, BestRun Australia (8500)

New Use Cases for Employee Central Quick Actions for Position

You can define more Quick Actions for Employee Central Quick Actions for Position using templates for commonly used actions.

- **Change "To Be Hired" Status of Position**
- **Change Working Time for Position:** To be used in cases where a full-time position is changed to a part-time position or the other way around.
- **Deactivate Position**
- **Reclassify Position:** To be used if there is a need to change the job classification of a position along with a change in pay for the position.

Type: New

Lifecycle: General Availability

Enablement: Customer configured

The level of impact is Low. The quick action templates simplify the manager experience by providing guidance and hiding complexity.

Enhancements in My Team Positions

Few enhancements were done to the My Team Positions page to improve the manager experience.

Added the **FTE** value as well as the **To Be Hired** status on **My Team Positions** cards shown in Company Info.

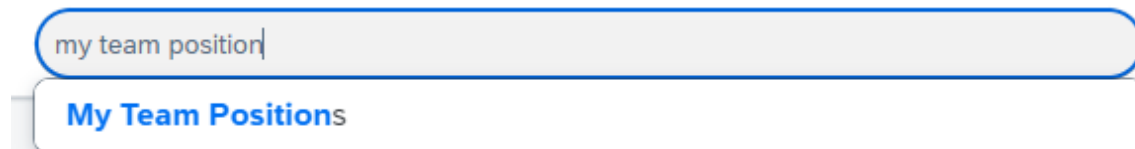
Type: Changed

Lifecycle: General Availability

Enablement: Automatically on



You can now search for the My Team Positions page in action search.



The level of impact is Low. These enhancements help managers to have a clear overview about the staffing status of the corresponding position.

Other Enhancements

Type: Changed

Lifecycle: General Availability

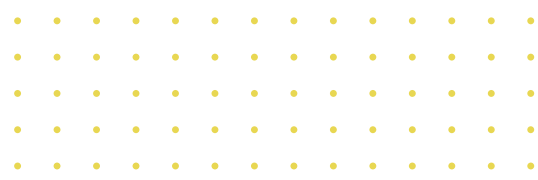
Enablement: Automatically on

- Enhancements to the **HRIS PayComponentGroup Sums Sync Job**
 - Inactive users are now excluded from the job type.
- Enhancements to **Non-Recurring Pay Component** Imports
 - Changed the import behavior in the Full Purge mode and added a validation for the Incremental Load mode for non-recurring pay component imports.
- Enhancements in Employee Central **Quick Actions**
 - Changing Address use case: The Address Type and Country fields are now always displayed first in the details page.
 - Incumbent of Parent Position Field: If enabled then the field **Incumbent of Parent Position** is automatically displayed for the Quick Action.
- Import **Address Data** Without Overwriting Existing Values
 - You can now enter the value `&&NO_OVERWRITE&&` for standard fields to keep their existing values.
- Enhancements in **Business Configuration** and **Foundation Objects**
 - A few new validations were introduced to improve the consistency in Business Configuration and Foundation Objects.
- MDF Level of **Composite association**
 - For custom MDF objects the limit of composite associations level is 2 (parent and 2 levels).
 - For pre-delivered MDF objects the limit of composite associations level is 3 (parent and 3 levels).

The level of impact is Low.



Deep Dive Topic



Supporting Digital Signature in Document Generation Using DocuSign

You can now digitally sign generated PDF documents using DocuSign in Document Generation. This feature provides a convenient option for adding digital signatures to your documents.

New feature introduced for Document Generation that allows you to digitally sign documents using DocuSign.

Pre-requirements:

- Feature Toggle Enablement
- Provisioning Setting: Enable DocuSign Adaptor
- Admin Center : Manage Permission Roles :
Configure DocuSign eSignature
- Paid license from DocuSign: **DocuSign** license must be purchased separately, as it is not included in the standard **Employee Central** solution license
- Activate DocuSign
- Document Generation Configuration
 - Configure Digital Signing for Document Generation
 - Configure Document Generation Template

Type: New

Lifecycle: General Availability

Enablement: Contact Product Support

The level of impact is High. This feature enhances the convenience and security of document handling, streamlining processes that require digital signatures.

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- **Configurations at Document Generation**
- **Configuration 1: Configure Digital Signing for Document Generation**
 - Navigate to Admin Center > Manage Document Template > Create New > Configure Digital Signing for Document Generation
 - Please include the **Configuration ID** and **Name**. Since this feature supports multiple document signings, you can assign names accordingly for easy identification and management of the different configurations.
 - Add multiple signers by providing the Signing Order and Signer Type.
- **Configuration 2: Configure Document Generation Template**
 - Make "Digital Signature" as applicable against the Document Generation Template
 - Select the Signers that was configured in the previous step to the Document Generation Template field "Assign Signers"

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Lifecycle: General Availability

Enablement: Contact Product Support

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- **Signing Order:**
 - This determines the sequence in which recipients are required to sign the document. For example, if multiple people need to sign a document, you can specify that one person signs first, then the document moves to the next person for their signature, etc.
 - If no signing order is specified, all recipients can sign the document in any order or simultaneously.
- **Signing Type:**
 - In DocuSign, the Signer Type can have various designations based on the role and identity of the signer. Here's an explanation of the different Signer Types:
 - Role
 - Self
 - User
 - External User

Type: New

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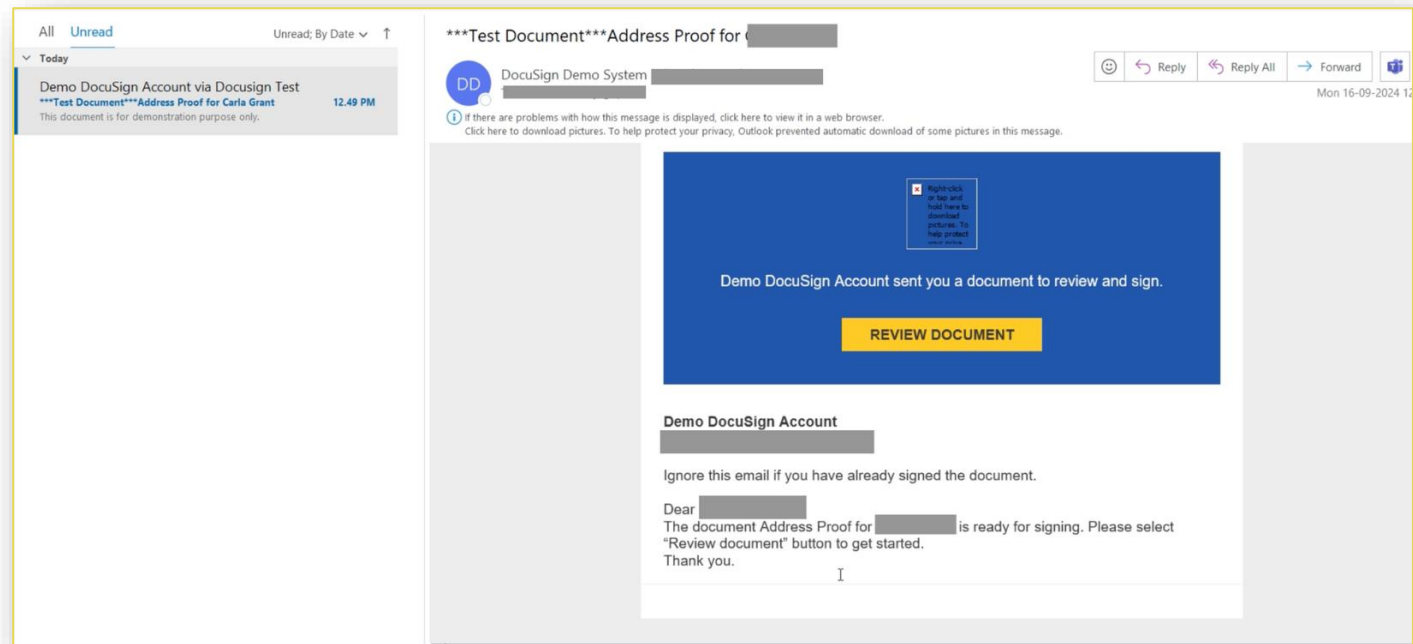
Signing of Document at DocuSign

All signers included in the group will receive an email notification informing them of their responsibility to digitally sign the document. Below, you will find a reference screenshot illustrating how this email will appear to the recipients.

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Enablement: Contact Product Support



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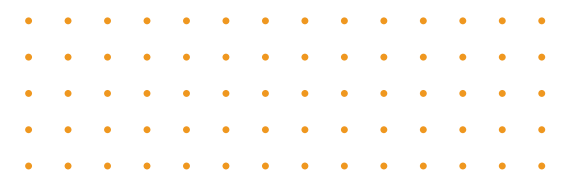
Benefits

- **Ease of Use:** Intuitive interface that makes it easy to generate, sign, and manage documents.
- **Remote Signing:** With DocuSign, users can sign documents from anywhere and on any device. This flexibility is useful for those working in different locations or remotely.
- **Seamless Collaboration:** DocuSign allows multiple signers to collaborate easily. You can define a signing order, ensuring that documents are signed in the correct sequence by the right individuals.
- **Time Savings:** By automating the document signing process, you reduce the time spent on paperwork/ manual signatures. This speeds up approvals and makes document workflows more efficient

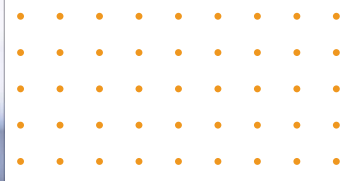
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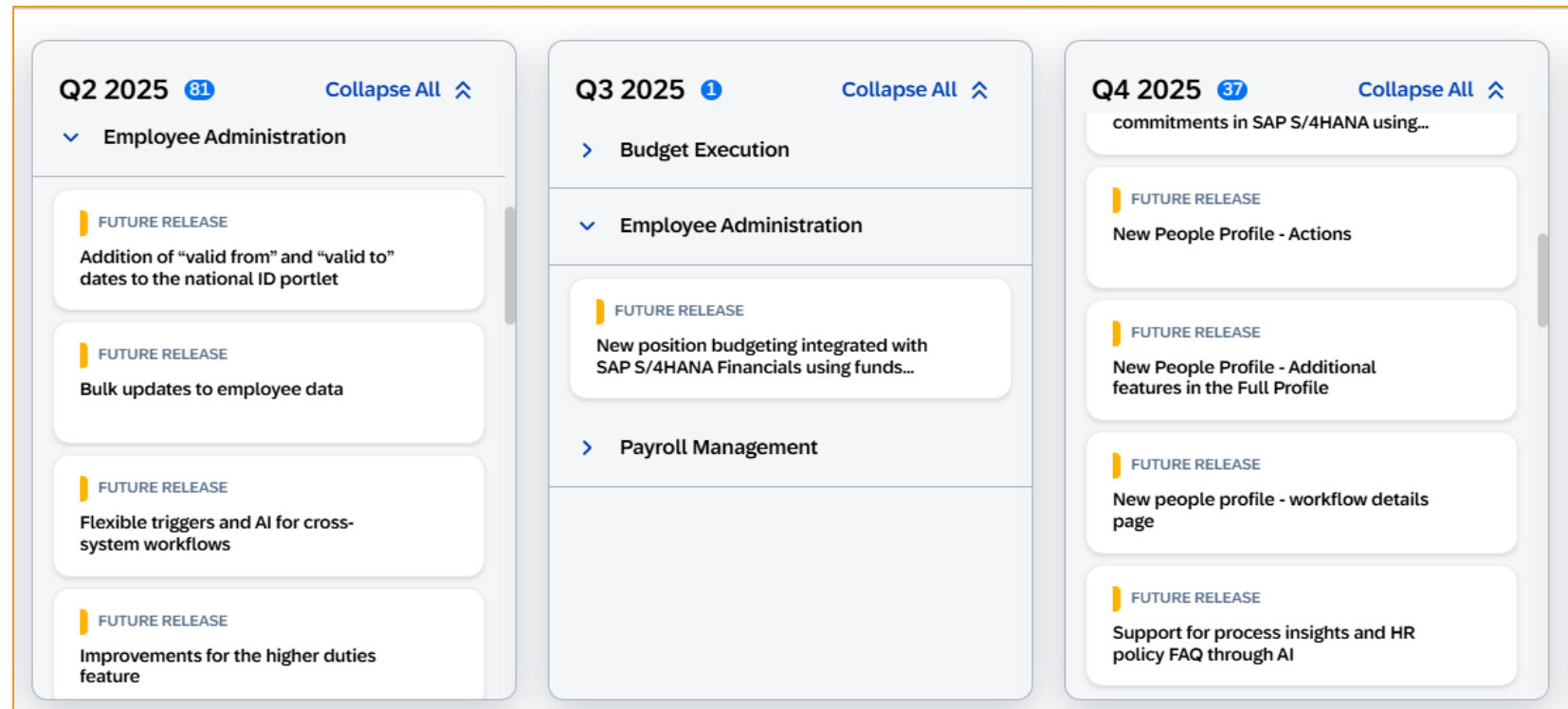


Product Road Map



Product Road Map

<https://roadmaps.sap.com/board?PRODUCT=089E017A62AB1EDA94C15F5EDB3320E1&range=CURRENT-LAST#Q1%202025>





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