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JRS ENTERPRISE AND
DEVELOPMENT SOLUTION

Below is an elaborated syllabus for SAP SuccessFactors, designed to provide a comprehensive understanding of the platform, its modules, and key functionalities. SAP SuccessFactors is a cloud-based Human Capital Management (HCM) suite that supports various HR processes, including core HR, talent management, payroll, and analytics. This syllabus is structured for beginners to advanced learners, covering key modules and practical applications, based on industry-standard training programs. It includes foundational concepts, module-specific details, and certification preparation topics, drawing from reputable sources like training providers and SAP's official resources.

SAP SuccessFactors Training Syllabus (Detailed)

Module 1: Introduction to SAP SuccessFactors

- **Overview of SAP SuccessFactors:**
 - Understanding SAP SuccessFactors as a cloud-based HCM solution.
 - Evolution and importance in modern HR management.
 - Software as a Service (SaaS) model and its benefits (scalability, accessibility, cost-effectiveness).
- **HCM Suite Architecture:**
 - Overview of the technical architecture, including instance and provisioning systems.
 - Integration with other SAP and non-SAP systems.
 - Cloud-based deployment and quarterly updates.
- **Key Features and Benefits:**
 - Streamlining HR processes (recruitment, onboarding, performance, etc.).
 - Enhancing employee experience and engagement.
 - Global compliance and localized workforce management.
- **User Interface and Navigation:**
 - Navigating the SAP SuccessFactors platform.
 - Understanding the dashboard, home page, and employee profile.

Module 2: Employee Central (Core HR)

- **Introduction to Employee Central:**
 - Role as the core HR Information System (HRIS).
 - Managing employee data (name, ID, job profiles, organizational structures).
- **Configuration and Setup:**
 - Setting up provisioning systems and super administrator accounts.
 - Configuring corporate, succession, and country-specific data models.
 - Role-Based Permissions (RBP) for user security and access control.
- **Data Management:**
 - Managing employee records, time off, and absence management.
 - Workflow configuration and business rules for automation.
 - Importing/exporting employee data and managing picklists.
- **Organizational Management:**
 - Creating and managing organizational structures.
 - Position management and event reason derivation (e.g., hires, promotions, transfers).
- **Payroll Integration:**
 - Overview of Employee Central Payroll.
 - Integration with SAP and third-party payroll systems.
- **Certification Focus:**
 - SAP Certified Application Associate - SAP SuccessFactors Employee Central Core (C_THR81_2505).

Module 3: Recruiting Management

- **Overview of Recruiting Module:**
 - End-to-end recruitment solutions: job requisitions, candidate sourcing, and onboarding.
 - Enhancing candidate experience through streamlined processes.
- **Key Functionalities:**
 - Configuring job requisitions and candidate profiles.
 - Managing job postings and applicant tracking.
 - Integration with career sites and external job boards.
- **Candidate Experience:**
 - Tools for candidate communication and feedback.
 - Mobile recruiting features and accessibility options.
- **Certification Focus:**
 - SAP Certified Associate - Implementation Consultant - SAP SuccessFactors Recruiting: Candidate Experience (C_THR84_2411).

Module 4: Performance and Goals

- **Introduction to Performance and Goals:**
 - Aligning employee objectives with organizational goals.
 - Continuous performance management and feedback tools.
- **Configuration:**
 - Setting up performance templates and goal plans.
 - Using the Capability Picker for competencies and behaviors.

- **Key Features:**
 - Performance reviews, 360-degree feedback, and calibration.
 - Goal tracking and progress monitoring.
 - Integration with Qualtrics for feedback surveys.
- **Certification Focus:**
 - SAP Certified Associate - Implementation Consultant - SAP SuccessFactors Performance and Goals (C_THR82_2411 or C_THR82_2505).

Module 5: Learning Management

- **Overview of Learning Module:**
 - Managing employee development, compliance training, and onboarding/offboarding processes.
 - Integration with Microsoft Viva Learning for learning paths and programs.
- **Configuration:**
 - Setting up learning catalogs, assignments, and curricula.
 - Managing learner profiles and tracking completions.
- **Key Features:**
 - Dynamic spacing for handling previous completions.
 - Event-based and calendar-based curricula setup.
 - Reporting tools for learning analytics
- **Certification Focus:**
 - SAP Certified Associate - Implementation Consultant - SAP SuccessFactors Learning (C_THR88_2411).

Module 6: Onboarding

- **Introduction to Onboarding:**
 - Streamlining the onboarding process to improve time-to-productivity.
 - Integration with recruiting and learning modules.
- **Key Functionalities:**
 - Configuring onboarding workflows and tasks.
 - Managing new hire activities (e.g., document signing, training assignments).
 - Enhancing employee engagement during onboarding.
- **Practical Application:**
 - Setting up onboarding templates and compliance requirements.

Module 7: Compensation Management

- **Overview of Compensation Module:**
 - Designing equitable and competitive salary structures.
 - Managing variable pay and bonus plans.
- **Configuration:**
 - Setting up compensation plans and budgets.
 - Configuring eligibility rules and guidelines.
- **Key Features:**
 - Integration with performance and goals for merit-based pay.
 - Reporting tools for compensation analytics.
- **Certification Focus:**
 - SAP Certified Associate - Implementation Consultant - SAP SuccessFactors Variable Pay (C_THR87_2411).

Module 7: Succession and Development

- **Introduction to Succession Planning:**
 - Developing strategic talent pipelines and career development plans.
 - Identifying and nurturing high-potential employees.
- **Key Features:**
 - Using the Capability Picker for competency-based development.
 - Managing mentoring programs and career explorer tools.
- **Practical Application:**
 - Configuring succession plans and talent pools.
 - Integration with Opportunity Marketplace for internal mobility.

Module 8: Time Management

- **Overview of Time Management:**
 - Managing time and attendance, including absences, schedules, and timesheets.
 - Introduction to cross-midnight attendance and fixed breaks.
- **Configuration:**
 - Setting up time types, time containers, and time valuation schemas.
 - Configuring time sheet change audit documents for compliance (e.g., SOX, FLSA).
- **Key Features:**
 - Positive time recording and payroll timesheet integration.
 - Managing counted events (e.g., days worked in a year).
- **Practical Application:**
 - Generating time sheet change audit documents in Excel format.
 - Troubleshooting time management configurations.

Module 9: Analytics and Reporting

- **Overview of Reporting Tools:**
 - Utilizing SAP SuccessFactors' reporting and analytics for HR insights.
 - Workforce analytics and planning tools.
- **Key Features:**
 - Creating ad-hoc reports and dashboards.
 - Using visualization tools for decision-making.
 - Integration with SAP Work Zone for centralized data access.
- **Practical Application:**
 - Configuring reports for employee performance, recruitment, and compliance.
 - Leveraging analytics for strategic HR decisions.

Module 10: Integration and Security

- **Integration with Other Systems:**
 - Connecting SAP SuccessFactors with SAP ERP, S/4HANA, and third-party systems.
 - Using APIs and middleware for seamless data flow.
- **Security Management:**
 - Implementing Role-Based Permissions (RBP) for data integrity.
 - Managing user groups, passwords, and language packs.
- **Practical Application:**
 - Setting up integration tools and troubleshooting common issues.
 - Configuring global settings and language implementation.

Module 11: Mobile Features and Accessibility

- **Mobile Features:**
 - Overview of SAP SuccessFactors mobile app capabilities.
 - Accessing Employee Central, Performance and Goals, and Learning modules on mobile.
- **Accessibility Features:**
 - High-contrast themes, screen readers, and keyboard navigation.
 - Standard and non-standard keyboard controls for accessibility.
- **Practical Application:**
 - Configuring mobile settings and ensuring compliance with accessibility standards.

Module 12: Certification Preparation

- **Overview of SAP SuccessFactors Certifications:**
 - Associate-level certifications for Employee Central, Recruiting, Performance and Goals, Learning, and Variable Pay.
- **Exam Preparation:**
 - Study materials, practice tests, and sample questions.
 - Hands-on projects and case studies for practical experience.
- **Tips for Success:**
 - Combining SAP Learning Hub courses with real-world practice.
 - Leveraging resources like ERPPrep and SAP's What's New Viewer.

Module 13: Practical Projects and Case Studies

- **Hands-On Learning:**
 - **Configuring Employee Central for a sample organization.**
 - **Setting up a recruitment process from job requisition to onboarding.**
 - **Designing a performance review template and goal plan.**

- **Live Projects:**
 - **Implementing time management configurations for compliance.**
 - **Creating reports to analyze workforce performance.**

- **Case Studies:**
 - **Real-world scenarios for HR process optimization.**
 - **Troubleshooting common implementation challenges.**