Employee Central: Managing Employments in SuccessFactors Suite

Document Owner: SuccessFactors Product Center of Expertise – Product Management CBG SAP SE
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Overview

- During the course of the Employee Life cycle an employee may under certain circumstances work under different contracts for an organization
- Within SuccessFactors Employee Central, each contractual arrangement is described as an “employment”
- The generation of an employment, additional or new is determined by the contractual situation, system behavior or driven by business process
- Generation of employments in Employee Central and the consequent impact on other suite functionality is influenced by the behavior of Employee identifiers within the suite
- This document provides a high level overview of Employee Identifiers
  - The definition and usage of Employee identifiers across the SF suite
- Multiple Employment scenarios and impacts to identifiers and EC and Talent / Learning functionality
  - Discuss Multiple employment scenarios
  - Discuss how multiple employments affect the behavior of identifiers
  - Discuss how multiple employments behave within EC and other SF functionality outside of EC
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- Employee Central to Employee Profile mapping basics
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Identifiers and multiple employments basics
SuccessFactors Employee Identifiers

- Identifiers within SuccessFactors are key fields that define an employee(*) and related data across the suite.
- Identifiers are used as fields that integrate different modules in SuccessFactors.
- Three main identifiers in Employee Central which are used suite wide include:
  - Person ID External
  - User ID
  - Username
- These identifiers (short IDs) are used differently across certain suite applications and this needs to be understood in making design decisions for the product.

Note: The term employee is used on this and the following slides to refer to employees (which includes also candidates and onboardees) as well as contingents.
SuccessFactors Employee Identifiers – continued

**Person ID External (person-id-external)**

The Person ID External is stored as a standard field on the Biographical Information portlet. It is unique and employees(*) have only one id in their company life-cycle. This id connects all Person related information portlets (Personal Information, National ID, Address Information, Contact Information, Dependence Information, Emergency Contacts and others).

Person ID External can be changed in Biographical Information however not recommended after completed onboarding.

**User ID (user-sys-Id)**

The User ID is stored as a standard field on the Employee Profile (Basic User file). It is unique and used to associate the employment of an employee. User ID associates all employment related information portlets (Job Information, Compensation Information, (Non-)Recurring Pay Information, Job Relationship Information and others) to the employee.

User ID cannot be changed or reused as it is unique.

User ID can be used for SSO.

**Username (username)**

The Username is unique as well and is stored as a standard field on the Employee Profile. The Username is used for system login. It can be different from the Person ID and User ID.

Username can be changed.

Username can be used for SSO (e.g. Active Directory ID as Username for SSO).

**User Account**

In addition to these 3 identifiers, user account table entry is generated per employee. This always has one record for one Employee. An employee can have multiple usernames (for each employment) but the user account table has only one entry. This determines if the user can log on or not.

**Note:** The term employee is used on this and the following slides to refer to employees (which includes also candidates and onboardees) as well as contingents.
How identifiers are used to identify employees within the system

- **The Person (Person ID External)**
  - Person ID External
  - Represents the human being, Unique and every employee has one Person ID in the system

- **The User (User account)**
  - User Account
  - Invisible unique account created for each employee in a back end table.

- **The Log In (User Name)**
  - User Name
  - The name an employee (user) uses to log on.

- **The Employment (User ID)**
  - User ID
  - The User ID represents the employment (contract) for the employee.

- **The Data**
  - Job Information
  - Compensation Information
  - Employment Information

Legend:
- Editable
- Not Changeable
- Generated

- User ID represents each employment
- All employees have at least one employment
Multiple employments in EC

- EC provides the ability to separate the Person – human being from the contractual arrangement with the company.
- An employee’s contractual relationship with the company, is captured as an employment which tracks contractual events within the lifecycle of that employment.

<table>
<thead>
<tr>
<th>Objects</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Person ID External 1211</td>
<td>Jack Peter</td>
</tr>
<tr>
<td>Employment 1</td>
<td>Home Assignment / Primary Employment</td>
</tr>
<tr>
<td>User ID 1211</td>
<td>Hire Date: 1.1.2019, Job: Engineer (JC1), Working hours: 20</td>
</tr>
<tr>
<td>User Name abc124</td>
<td>Host Assignment/Secondary Employment</td>
</tr>
<tr>
<td></td>
<td>Hire Date: 1.5.2019, Job: Quality (JC2), Working hours: 15</td>
</tr>
<tr>
<td>Job Info, Compensation Info, Employment Info</td>
<td></td>
</tr>
<tr>
<td>Employment 2</td>
<td></td>
</tr>
<tr>
<td>User ID 1311</td>
<td></td>
</tr>
<tr>
<td>User Name abc567</td>
<td></td>
</tr>
<tr>
<td>Job Info, Compensation Info, Employment Info</td>
<td></td>
</tr>
</tbody>
</table>
Overview Employee Central Data Model

- Personal Information
- National Id
- Email Information
- Phone Information
- Social Accounts
- Address Information
- Emergency Contact

**Biographical Information – (Person ID External)**

**Employment – (User ID, User Name)**

- Employment
- Job Information
- Job Relationship
- Pay Component Non-Recurring
- Compensation Information
- Pay Component Recurring

Legend:
- Employment Related
- Person Related
How identifiers are used to for employees with multiple employments

- User ID represents each employment contract.
- Employments may both be active or one of them can be active and the other inactive depending on the contract scenario.

Legend:
- Editable
- Not Changeable
- Generated

<table>
<thead>
<tr>
<th>The Person (Person ID External)</th>
<th>The User (User account)</th>
<th>The Log In (User Name)</th>
<th>The Employment (User ID)</th>
<th>The Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>Person ID External</td>
<td>User Account</td>
<td>User Name</td>
<td>User ID</td>
<td>Job Information</td>
</tr>
<tr>
<td>Represents the human being, be overwritten</td>
<td>Invisible unique account created for each employee in a back end table.</td>
<td>A new user name is generated</td>
<td>Unique per employee</td>
<td>Compensation Information</td>
</tr>
<tr>
<td>Unique per employee</td>
<td>Unique per employee</td>
<td>One per employment</td>
<td>One per employment</td>
<td>Employment Information</td>
</tr>
<tr>
<td>Per employment</td>
<td>Per employment</td>
<td>Per employment</td>
<td></td>
<td>Per employment</td>
</tr>
</tbody>
</table>
Employee Central to Employee Profile mapping basics
Employee Profile – HR Master data for Talent/Learning

- Drives all Talent and Learning functionality
- Not Effective dated – snapshot data
- Employment (User ID) driven record
- Traditionally implemented via single person records representing the employee at a point in time
- HR Master data is integrated to Employee Profile directly from legacy HRIS systems via custom integrations or from SAP ERP via delivered integration when EC is not yet implemented
- HR Master data is synced to Employee profile via HRIS sync when EC is implemented.
- Requires Configuration and business process adjustments when Employee Central is implemented and integrated with Employee profile via HRIS Sync.
HRIS Sync is the exchange of data between Employee Central (EC) and the SAP SuccessFactors HCM Platform, to allow consumption of EC data by other SuccessFactors modules.

HRIS Sync is a one way (unidirectional) update from EC to the Employee Profile.

HRIS Sync is a background scheduled job that periodically looks for data that has been changed in EC and updates Employee profile with data from EC.

Each occurrence of an employment in EC creates a separate record in Employee profile.
Important Fields that get synched from EC to EP via HRIS Sync

- Employment Info
- Job Info
- Job Relationship
- Comp Info
- Personal Info
- Person Info
- Email Info
- Phone Info

- Hire Date
- Employee Status
- Manager Id
- Job Code
- Department
- Location
- HR Manager
- Matrix manager
- Pay grade
- First Name
- Last Name
- Gender
- Date of Birth
- Email
- Business Phone (B)

- The picture shows the mapping of different HRIS elements (Portlets) that are synced to Employee Profile.
- The complete list of fields that have a hard coded mapping is described in the KBA.
Multiple employments get synced from Employee Central via HRIS Sync

Each employment is tied to the Person record which is the key

Each employment is unique as the key and not connected, and drives Talent/Learning processes independently
Summary: Employee Central versus Employee Profile

Employee Central

- Drives all core HR administration, transactions and processes
- Effective dated
- Person and employment driven
- System and Process driven multiple employments scenarios will generate multiple Employee profile records
- Implementing multiple employments for specific scenarios is the recommended product direction

Employee Profile

- Drives all Talent and Learning functionality
- Not Effective dated – snapshot data
- Employment (User ID) driven record
- Traditionally implemented via single person records opposed to multiple records when not integrated with Employee Central
- Requires Configuration and business process adjustments when Employee Central is implemented and integrated with Employee profile via HRIS Sync
Overview of employment management in Employee Central
Overview of Employment types

Regular Employment
All employees have at least one regular employment contract with the organization to which the employee is hired and goes through his employee life cycle till termination. Note that a special variant of a regular employment is leveraged for contingent workers.

Global Assignment
An employee on a global assignment has two employment assignments, a Home assignment (which can be marked dormant) and an active Host assignment (expatriate record). The Home assignment is activated and the host assignment is terminated upon completion of the global assignment.

Concurrent Employment
An employee on a concurrent employment has two or more active employments and occupies two positions at the same time. One of them is designated as the Primary employment. There is a valid contract for each of the employments. When a contingent worker works on multiple work orders, each work order is assigned with a new employment.

Contingent Employment
Contingent workers provide are non-permanent who deliver certain services to the company. Contingent workers are also managed in Employee central so that the managers can have a uniform access to employees and contingents. (Please refer implementation guide for more details).
Use cases creating multiple employments

**Contingent worker to Employee**
When contingent employment is turned on, a separate employment is generated if a contingent employee becomes a regular employee. Process described in the next slide.

**Employee to Contingent worker**
When contingent employment is turned on, a separate employment is generated if an employee becomes a contingent worker.

**Rehire with New Employment**
Permanent transfer to another country, it is recommended to be handled as a new employment by terminating employment in the current country and rehiring with new employment in the new country of employment. Due to GDPR and other considerations rehiring an employee with a gap in employment would also need a new employment created.

**Add global assignment**
Transaction to add a new host assignment in another country. Global assignment creates a new employment.

**Add concurrent employment**
Add new employment is used to add concurrent employment. Every concurrent employment creates a new employment.
Contingent Worker

Process steps:
Use the Add new employee transaction (Accept match) to change the employment from a contingent worker to a regular worker. Use the Add contingent worker transaction (Accept match) to change the employment from regular to contingent.

Why was this introduced?
In order to comply with GDPR regulations of not tracking Contingent workers within the payroll system it is important to be able to clearly separate contingents in the source core HR system via a separate employment. Prerequisite for clean filtering is usage of separate employments for contingent worker data.

Prerequisite:
It is required to turn “on” the Contingent worker module which offers features and functionality to handle contingent workers explicitly within Employee Central.
Transfer using Rehire with New Employment use case

Process steps:

International transfer refers to the process of an employee moving from Country A to Country B. The process for such a transfer is to end the employment in Country A and subsequently rehire with new employment in the new country B.

A similar process would be valid for legal entity changes from Legal Entity X to Y as well.

The next slides are outlining why this rather complex process of rehiring with new employment is required.
Transfer using Rehire with New Employment – Why was this introduced?

Segregation of Duty
Properly granting access rights and transaction permissions requires separate employment records. Examples: Manager’s data access needs to be limited to the current employment rather than the entire employment history of their direct reports. The same applies to other roles like HRBP / HR Administrators. Furthermore, new managers / HRBPs should not see the compensation data of the previous employment in another country.

Data Privacy and Protection
GDPR compliance requires separating employments by country assignments as laws in individual countries related to data retention, data purging and others could be different.

Payroll
There are several scenarios where payroll has to be run and payments need to be made after transferring employees. Examples: annual bonus, sales incentive and others. More details on the next page (specially for International Transfer).

S/4 HANA
Integration to S4/HANA requires the separation of Employments. Each Employment is a different contract and expects a new PERNR if there is change in the country only.

Note: The alternate option of creating an international transfer with the same employment could still be used if none of the points above are required by the customer. Most of the customers have at least one these requirements and hence this option is not recommended. Future acquisitions might impact data privacy and protection requirements.
Within a multi-country corporation, Employee 19004 gets re-assigned to work from country A to country B. The change is effective, e.g., July 1st, 2016, i.e., the last working day in country A is June 30th, 2016. Incentive Payment process: Employee 19004 receives an incentive payment based on a customer deal closed on June 28th, 2016. Due to delays when signing the customer contract, the payment is put in the sales system and effective on July 3rd. Issue: There is no way to handle the incentive payment related to Country A after the transfer date to Country B, since the onetime payment cannot be put in the HR system for Country A’s payroll to pick up.
Payroll processing challenges – Sales incentive payment resolved

- It is not possible to correctly process these payments in payroll unless all employment/job information related data are in the system for the date of the payment.
- This means that Job Information, Compensation, Alternative Cost Distribution, Payment Information must be present for Employee with validity after termination.
- **Solution:** Use multiple employments to separate Job & Employment data. Leverage Terminate and Rehire with new employment process to create second employment for Country B.
Within a multi-country corporation, Employee 19004 gets re-assigned to work from country A to country B

The change is effective e.g. Jan 1st 2017, i.e. last working day in country A is Dec 31st 2016

Payment process

- The annual bonus in country A is paid out with the regular Jan payroll run of the next year.
- Being still with the corporation, 19004 qualifies to get a share of the bonus for 2016.
- **Issue:** There is no way to handle the bonus payment related to Country A paid after the transfer date to Country B, since the onetime payment cannot be put in the HR system for Country A’s payroll to pick up.

Again the answer is to leverage multiple employments
Payroll processing challenges – Annual bonus payment resolved

- Annual Bonus payment has to be done only on the old employment.
- Job Information, Compensation, Alternative Cost Distribution, Payment Information must be present for Employee with validity after termination. The employee status in Job Information is inactive.
- Solution: Use multiple employments to separate Job & Employment data. Leverage Terminate and Rehire with new employment process to create second employment for Country B.
Payroll processing challenges – False alternative

If the payments would be moved to a date prior to the termination in order to avoid using termination/rehire

- Then, data could be entered into the system using one employment
- However, the following serious issues would arise
  - Taxation and social insurance processing can not be done correctly
  - Incorrect organization and cost center assignment are used for internal accounting of these payments
  - Incorrect bank information is used so that the payment might not end up on the bank accounts as specified by employee 4711
Transfer using Rehire with New employment – Feature

Enforcing new employment feature

- This option prohibits any change of Legal Entity (LE) within one employment, thus enforcing a new employment upon change of LE. Meaning employees cannot be re-hired by re-activating the existing employment.
- The “accept match” option is then no longer available during duplicate check and only Rehire with new employment will be available.
- Option is also available to enforce a new employment based on business rules. Think about the consequences before switching this on for an already productive instance. Please read the following slides before making the decision.
Transfer using Rehire with New employment – Feature

Creation of a new employment in case a Legal Entity change can be enforced since the 1902 release.

- This option prohibits any change of Legal Entity (LE) within one employment, thus enforcing a new employment upon change of LE. Meaning employees cannot be re-hired by re-activating the existing employment.
- The “accept match” option is then no longer available during duplicate check and only Rehire with new employment will be available.
- Think about the consequences before switching this on for an already productive instance. Please read the following slides before making the decision.
Change of Legal Entity - Types of Transfer

Recommendation
Employee Central “Employment – UserID” must always be mapped 1:1) relationship with the employment in the payroll system (in case of SAP PY, PERNR = employment).

There can be 2 types of Legal entity changes

- National Transfer (Transfer within the same country)
- International Transfer (Transfer between two different countries)
Recommendation for International Transfer

Problem

Same employment can not be used for International transfer due to the following reasons :

- Taxation and social insurance processing can not be done correctly
- Payroll does not support a country change on the same employment

Recommendation

Always use a new Employment for an international Transfer.
National Transfer

Things To consider - When to use a new employment

- 1. Data Protection / Segregation of Duty is a requirement. (Details in the next slide)
  - Reusing the same employment will not support “Periods of responsibility”. Role segregation can only be done with new employment.

- 2. Operational Integration - Source legal entity and Destination legal entity are not part of the same group/brand
  - Brands are different
  - Policies are different
  - Not operationally integrated yet
  - Example - Corporation ABC Motors has two legal entities: ABC vehicle manufacturing and ABC insurances. Both legal entities are managed in the same payroll system, but since the nature of their business differ greatly, the HR policies are not compatible to allow for a transfer with the same employment. Same consideration to be applied if these two legal entities are running in separate payroll systems.

- 3. Payroll for that country requires a new employment
  - The payroll design for a particular countries require a new employment
  - Example – Singapore – New IRAS number is required
  - UK – If Tax reference number changes.

- 4. Customer Business practices
  - Employer does not allow transfer in the middle of the payroll period and does not need two payslips for the same employee in the same period (e.g. month)
  - As a policy always a new employment is used
Overview on Data visibility for Employee Central and Employee Profile

- HR admin for Legal entity “A” – Target group criteria Legal Entity A
- HR admin for Legal entity “B” – Target group criteria Legal Entity B

**Legal entity change in same country, same employment.**

Data visibility after the legal entity change from A to B:

- HR admin for Legal entity “B” can access this employee’s data.
- Also the historical data – Job info of Legal Entity A

**International transfer OR**

“Legal entity change in same country with new employment”.

Data visibility after the change:

- Admin A can see Employment data of only before the transfer. Person related information by default can be seen. For inactive employees “personal information access can be removed
- Admin B can see Employment data of only after the transfer (New Employment).
- Person related information by default can be seen. Through GDPR config we can restrict the number of months in the past that can be seen
National Transfer: Decision guide for transfers on same or new employment

Data Protection /Role Segregation Required

- No

Not operationally Integrated

- No

Payroll requires New employment

- No

Company business practices require new employment

- No

Yes

Create new employment:
- EC: new employment (UserID)
- SAP PY: new PERNR

Reuse employment:
- EC: same employment (UserID)
- SAP PY: same PERNR
Recommendation for Employee Central feature:

- Enable the feature enforce employment based on business rules. Prohibit the change of legal entity in any employment, except for legal entities that have the same "Inter-company Transfer group".
- Also in the business rule make sure that for International transfer the rule raises an error message.

Steps to implement:

**Step 1**: Add a new custom field in Legal entity.

**Step 2**: Create a look up table for determining which groups – transfers are allowed with same employment.

**Step 3**: Create a business rule using the scenario - Enforce new employment for rehire.

**Step 4**: Assign the business rule to the Employment settings Configuration object in Manage Data.

<table>
<thead>
<tr>
<th>Legal entity</th>
<th>Transfer Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>Best Run SE</td>
<td>01</td>
</tr>
<tr>
<td>Best Run DE</td>
<td>01</td>
</tr>
<tr>
<td>Company XXY DE</td>
<td>02</td>
</tr>
<tr>
<td>Best Run US</td>
<td>03</td>
</tr>
<tr>
<td>Best Run US</td>
<td>03</td>
</tr>
</tbody>
</table>

**Example**

Transfer in the same employment is allowed between Best Run SE and Best Run DE, but not allowed between Best Run SE and Company XYZ DE.
Impact of multiple employment use-cases on Employee profile
Global Assignments in Employee Central

Global Assignment process supports the maintenance of business data to allow for sending employees abroad for a limited time period as an expatriate and subsequently reverting back to the Home record upon completion of the assignment.

Employee Central

- While expatriates are still employed at the home company (short: home) they are also employed at the host company (short: host) abroad - overlapping employments in two different countries.
- Two separate employments are maintained in EC: A home (paused or dormant) employment and a host employment (active).
- Job & Employment data is specific to an assignment. On the UI, navigating to an assignment is done by the Employment Switcher.
- For multiple assignments to the same host country, the user ID and employment created for the first host assignment cannot be reused even for the same year.

Employee Profile

- Two separate employee records are created in Employee Profile via HRIS sync to represent the Home and the Host employment
- Individual Talent / Learning processes access Home or Host Employee Profile record to administer the process for that record.
Concurrent Employment

An employee on concurrent employment has two or more active employments and occupies two positions at the same time.

Employee Central

- Multiple employments are active for a single employee at any given time
- One of the employments is the Main employment and the remaining are classified as secondary employments
- Job & Employment related data is specific to each employment
- Employment Switcher functionality to enable switching among different employments at the UI level

Employee Profile

- Two separate active employee records are created in Employee Profile via HRIS sync to represent the two employments
- Individual Talent processes like Performance & Goals, Compensation can access either Employee Profile record to administer the process
- Assuming all employments are within a country, Talent/Learning processes can be administered on the Main employment record

<table>
<thead>
<tr>
<th>STATUS</th>
<th>USERID</th>
<th>USERNAME</th>
<th>FIRSTNAME</th>
<th>LASTNAME</th>
<th>DEPARTMENT</th>
<th>JOBCODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>active</td>
<td>104107</td>
<td>alopez-1</td>
<td>Armando</td>
<td>Lopez</td>
<td>Facilities</td>
<td>Management &amp; Planning</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Maintenance</td>
<td>US (50150002)</td>
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<tr>
<td></td>
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<td>Building</td>
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<td></td>
<td>Management</td>
<td>&amp; Planning</td>
</tr>
</tbody>
</table>

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HRIS Sync

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Transfer - Rehire with New Employment

Permanent transfer to another country or to another legal entity, it is recommended to be handled as a new employment by terminating employment in the current country and rehiring with new employment in the new country of employment.

Employee Central

- Employee is terminated in current country and then rehired with new employment in another country
- One employments is active while other employments are inactive. Job and Employment related data is specific to each employment
- Employment Switcher functionality to enable switching among different employments at the UI level

Employee Profile

- Two separate employee records are created in Employee Profile via HRIS sync to represent the two employments – One is active and the other is Inactive
- Individual Talent processes like Performance/Goals, Compensation will need to be transferred to the new active record from the terminated employment record which was driving Talent/Learning processes or completed in the previous employment

<table>
<thead>
<tr>
<th>STATUS</th>
<th>USERID</th>
<th>USERNAME</th>
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<th>LASTNAME</th>
<th>DEPARTMENT</th>
<th>JOBCODE</th>
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<tbody>
<tr>
<td>active</td>
<td>103125</td>
<td>103125Abelia</td>
<td>Amber</td>
<td>Production CANADA</td>
<td>Craft Workers</td>
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<tr>
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<td>101100</td>
<td>101100Amelia</td>
<td>Amber</td>
<td>Production US</td>
<td>Management &amp; Planning</td>
<td></td>
</tr>
</tbody>
</table>

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Contingent to Employee (or vs) using Rehire with New employment

When contingent employment is turned on, a separate employment is generated if a contingent employee becomes a regular employee. A new employment is also created when an employee becomes a contingent worker.

Employee Central

- Contingent employment switch in EC ensures a separate employment with minimal HR data as per legal and GDPR requirements
- Contingent Employment is terminated and then rehired with new employment as a regular employee or vice versa.
- Add new Employee transaction is used to hire a contingent as Employee. (Accept match should be used for this).
- Job & Employment related data is specific to each employment

Employee Profile

- Two separate employee records are created in Employee Profile via HRIS sync to represent the two employments – One is active and the other is Inactive
- Few Talent processes like Learning are typically administered for Contingent employees

<table>
<thead>
<tr>
<th>STATUS</th>
<th>USERID</th>
<th>USERNAME</th>
<th>FIRSTNAME</th>
<th>LASTNAME</th>
<th>DEPARTMENT</th>
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<tbody>
<tr>
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<td>345</td>
<td>Lisa</td>
<td>Farrell</td>
<td>Production US</td>
<td>Professional</td>
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<tr>
<td>inactive</td>
<td>456</td>
<td>456</td>
<td>Lisa</td>
<td>Farrell</td>
<td>Production US</td>
<td>Craft Workers</td>
</tr>
</tbody>
</table>
Impact of multiple employment use-cases on Talent / Learning functionality
Impact on Performance Management

Solution Behavior

- Performance forms are based on Employment (User ID)

- The Performance form relies on legacy form permissions to give access to the form.

- Managers/HRBP will be able to access forms for the employment for which they are manager (part of the Route map).

- The To-Do tile on the Home Page will display To-Dos from all employments

Impact

- Employees can use the employment switcher to access, rate, comment, and route any in-progress PM forms

- In Reporting HR BPs can access only the data based on the target population in the permission role definition.

- Managers of the inactive user profile can see, rate, comment, and route PM forms, also in Stack Ranker and Team Overview

- Clicking a To-Do from an alternate employment will automatically switch to that user and open the form.
Impact on Performance Management - Continued

Solution Behavior

- An end user logged in to their active employment user will not see inactive employment forms in the MyForms Inbox.
- If the user switches (Employment Switcher) to their inactive employment user, they will see inactive employment forms in the MyForms Inbox.
- From the inbox the user can rate, comment, and forward the form to the next route map step.

Impact

- The PM form for an inactive employment will be routed successfully through all the steps to completion.
- When a Performance form is launched, only the Objectives for the employment for which the form is launched will populate in the form.
- An end user can launch a PM form for which the first step is an inactive former employment.
- A custom field can be used to indicate Home/Host assignment and can be used to launch forms.
Impact on 360 feedback, Calibration and CPM

Solution Behavior

- 360 forms can be launched to populations identified by the business. The form will auto-populate raters based on the hierarchy of the subject user. The employee then has the chance to add additional raters within the company to incorporate their feedback into the 360.
- It is not possible to launch a 360 form for inactive users.
- It is not possible to add an inactive employment to a calibration session.

Solution Behavior - Continuous Performance Management (CPM)

- No one can access CPM data for an inactive user from within SFSF.
- Users can only access CPM data for an inactive user from deep links in an email.

Impact

- A 360 form that was launched for an inactive user while they were still active will work as usual.
- It is not possible to launch a 360 form for inactive users.
- Employees not included in the process by default can be added as raters by the employee or manager manually during the 360 process. For Global Employment the host manager can for example add the home manager.
- If an inactive employment was added to a Calibration session before it became inactive, it will be possible to see the user, see their ratings, and calibrate the session without disruption.
Impact on Talent Profile – Background Elements

Solution Behavior

- **Global Assignment**
  Background Elements are created and maintained on the Home assignment.

- **Concurrent Employment**
  Background elements are created and maintained on each employment independently. The employment switcher provides a view to background elements on the employment they were created on.

- **International transfer - Rehire with new employment**
  From release 1911 option to copy background elements exists

- **Contingent to Employee and vice-versa**
  Sharing/Syncing of background elements is currently not supported

Impact

- **Global Assignment**
  From the UI perspective for both Home/Host assignments background elements are same and are derived(mapped to the home record).

- **Concurrent Employment**
  The employment switcher provides a view to background elements on the employment they were created on

- **International transfer - Rehire with new employment**
  Background elements can copied over automatically for the new employment

- **Contingent to Employee and vice-versa**
  Background elements need to be copied over or created separately for the new employment
Impact Career Development Plans (CDP)

Solution Behavior

- Development plans are created per Employment.
- The Development plan relies on legacy form permissions to give access to the plan.
- When a Performance form is launched, only the Development goals associated with the employment for which the form is associated with will be populated into the form.
- PDFs can be printed or emailed to other managers.
- The PM form for an inactive employment will be routed successfully through all the steps to completion.
- When a Performance form is launched, only the Objectives for the employment for which the form is launched will populate in the form.

Impact

- Home Managers will only be able to view the Home Development plan and.
- Host Managers will only be able to view the Host Development plan.
- Employees will be able to toggle between their record and will be able to view both Development Plans.
- Development goals can be imported to one employment and employees can be advised which Development plan to use.
- As a manual workaround, we can export development goals from one employment and import them to the other in order to keep them in sync (Not Recommended – due to complexity around custom reports and managing manual data imports).
Impact on Career Worksheet and Role Readiness Assessment

Solution Behavior

- Career Worksheet will be available for each employment.
- The Career Worksheet relies on legacy form permissions to give access to the worksheet.
- The universal search component allows a user to view the career worksheet of an inactive user.
- As each employment could be a different role this will help employees to plan their career dependent on where they would like to advance (Different Career Paths & Capabilities associated to the role, different suggested roles per record)
- PDFs can be printed or emailed to other managers.

Impact

- Home Managers will only be able to view the Home Career worksheet
- Host Managers will only be able to view the Host Career worksheet
- Employees will be able to toggle between their record and will be able to view both Career worksheet

Impact - Role Readiness Assessment

- If employees launch a Role Readiness Assessment from the Career Worksheet, the manager on the record (employment) for which the employee is launching from will be included in the form.
- Ratings of Competencies will not sync across records
- Ask for Feedback functionality can be used to get feedback from other managers
Impact on Succession Planning

Solution Behavior

- Succession nominations are tied to an employment/User-ID (not to a person). If an employee goes on a Global assignment the new employment/user-id for the host employment will be assigned to a different position.

- Nominations are not automatically merged between the two employments.

- Inactive users do not show up in any of the succession plans. Consider the following configuration
  - inactive users should be displayed within the succession plans or not
  - inactive users should show up in the results of a Talent Search or not

- RBP can be used to determine the access of admin/Manager for each employment.

Impact

- **Global Assignment**
  - Succession nominations on the position, to which the home employment is assigned, will remain.
  - Users nominated as successor using their home employment/user-ID will keep their nomination.
  - While on global assignment, the host employment/user-ID of the person can also be used for Succession nominations. However, nominations are not automatically merged between the two employments.

- **Concurrent Employment**
  - Usually only for the main employment is used in succession process. If secondary employment is used there is no possibility of a merge later.

- **Rehire with New Employment**
  - The nominations of the previous employment should be reviewed and changed manually on a case to case basis
Impact on Compensation and Variable Pay

Solution Behavior

- Compensation or Variable Pay forms may be created per employment.
- The Compensation form relies on legacy form permissions to give access to the way inactive users should be displayed within the succession plans or not.
- Executive Review/Get Feedback/Get Comment can be used to get input.
- PDFs can be printed or emailed to other managers.

Impact

- Performance results may exist on Host record, but compensation data may exist on Home record or combined. Integration between modules will then not work. Also in order to calculate a combined Variable Pay out will then not work.
- Customer’s assignment policy might determine where compensation planning should take place and where compensation data is to be stored.
Solution Behavior

- Learning are tied to an employment / User-ID (not to a person).
- The Learning solution requires manual merging of the two student records in order for learning history, pending approvals, and any pending courses / registrations on the learning plan to be available and reportable as part of the new student record.
- SF User connector should be used to transfer user information from EP to LMS, to ensure that PERSON_GUID (and PERSON_ID_EXTERNAL) can be populated.

Impact

- Without the manual merge process, learning history, learning plan and pending approvals will be spread across two distinct student records in the LMS.
- By default, learning plans will be cleared out when users are terminated / inactivated. The configuration setting “sfuser.connector.inactiveRule.cleanDevPlan” influences this behavior. Setting “N” prevents plans from being wiped out when users are inactivated.
- For global assignments the business process could be tailored to capture all learning info on the Home record in order to avoid the merging requirement.
- Update customized User Search Selectors by adding External Person ID and Person GUID.
- Review usage of SuccessFactors Learning OData Entities that Include Person GUID to use Person GUID to extract all records.
Impact on RCM/ONB – Rehire with new Employment

**Internal Hire Scenario** – When an Employee applies for a job in another country of the same corporation. The employee is treated as an Internal applicant, if successful and approved for the job in the new country the transaction to be executed is an International transfer.

In such cases, when the Candidate/Employee is set to “To be Hired Status” in the recruitment application, then this record would be displayed in the “Manage Pending Hire” screen.

Process of performing the international transfer:

**Employee Termination date is in the past**

1. Transaction – Manage Pending Hire
2. Select Rehire with new employment in the duplicate check popup

Note: This is not a commonly observed scenario. International transfers typically are planned and executed in advance of the event, to enable other offline business processes

**Employee termination date is in the future**

1. Transaction – Add new employee
2. Select Rehire with new employment in the duplicate check popup
Impact on RCM - Global Assignment and Concurrent Employment

- As of release 1902, an option to allow an internal employee to apply for Global Assignment in RCM is available. If the Global assignment is accepted, the employee could be hired via Manage Pending Hires.
- Please refer the Implementation guide for details.
Impact on JAM

Solution Behavior

- JAM is tied to an employment/User-ID (not to a person).
- After the international Transfer, Jam groups of the previous employment (user-ID) cannot be accessed.

Impact

- Groups that are based on Dynamic member list would be accessible for the new employment if the criteria for the new employment matches the new employment employee profile fields.
- Based on the new employment the admin can review and give access to the older groups.
Summary

- Each person is represented by person-id-external and each employment is represented by User ID. Person object connects the employments in Employee Central.

- Employment switcher can be used to navigate between employments of the same person.

- HRIS Sync is used to sync data from Employee central to employee profile.

- Due to impacts on GDPR, Permissions, Payroll It is recommended to use “Rehire with new employment” for transfers with legal entity/country changes.

- Employee Profile drives the talent modules, Each employment (one EP record) is treated independently by the talent modules.

- Performance forms of inactive employments can be routed successfully to completion.

- Learning records of different employment can be merged manually.
Suggested Reading

Implementation Design Principle:
- Handling Employee Identifiers in SuccessFactors Employee Central Core Hybrid Setup

SAP Help documentation
- User Guide: Managing Employments in Employee Central
- KBA on HRIS sync downstream impacts on other SAP SF modules (https://launchpad.support.sap.com/#/notes/2507190)
- Implementation guide for SF – LMS User Connector

Architecture Leading Practices:
- SAP SuccessFactors Global Assignments and Concurrent Employment Strategies
Thank you.

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