The SAP® Model Company service for Human Resources is a preconfigured, ready-to-use, and compressive HR solution based on SAP SuccessFactors® solutions. It includes sample data and business-process documentation using the process library of SAP SuccessFactors solutions and is delivered by the SAP Digital Business Services organization.

Business Processes and Capabilities

**HR Business-Process Bundles**
- Manage workforce
  - Manage organizational data
  - Manage positions, hire, and rehire
  - Administrator international transfer
  - Administrator intra company transfer
  - Administrator internal hire and lateral move
- Manage off-cycle salary adjustment
- Manage probation, promotion, and demotion
- Manage temporary employment
- Administrator termination
- Update personal data
- Maintain personal people profile
- Manage dependents
- Manage leave of absence
- Manage global assignment

**Attract and acquire**
- Create and post job requisition
- Perform talent search
- Capture candidate experience
- Manage candidate selection
- Manage closing – recruiting
- Manage onboarding (preboarding, first day of new hire, and internals)

**Identify and grow**
- Set and maintain goals
- Review performance
- Receive continuous feedback and coaching
- Conduct 360-degree review
- Identify and nominate talent
- Conduct talent review
- Plan succession, career, and development
- Mentor

**Pay for performance**
- Set and maintain goals
- Review performance
- Receive continuous feedback and coaching
- Review performance
- Manage salary review
- Manage short-term incentives
- Manage long-term incentive granting
- Manage rewards and recognition

**Time off**
- Request absences
- Approve absence
- Administer time off

*Sap off-scope for Brazil, Japan, the Netherlands, and New Zealand is not included.

**Solutions**
- SAP SuccessFactors Employee Central
- SAP SuccessFactors Recruiting, SAP SuccessFactors Recruiting Management, and SAP SuccessFactors Recruiting Marketing
- SAP SuccessFactors Onboarding
- SAP SuccessFactors Performance & Goals
- SAP SuccessFactors Succession & Development
- SAP SuccessFactors Compensation

**Add-ons**
- Countries, languages, and fields
- Standard integration with the SAP ERP application
- SAP S/4HANA®

**Preconfigured solution**
- Exploration with sample data
- Addition of theming and branding
- Incorporation of customer data
- Validation and launch

**Delivery Approach**

**Benefits and When to Consider**

**Benefits**
- Fully integrated, comprehensive HR business processes
- State-of-the-art solution design and leading practices
- Proven implementation approach and clear guidance with predictable outcomes
- Ability to include add-ons and customer-specific requirements
- High-quality implementation with fast time to value (50%–70%)
- Attractive fixed-price service using local and regional experts from SAP

**Best fit**
- Seeking HR leading practices and industry standards
- In need of HR digital transformation
- No existing footprint of SAP SuccessFactors solutions

**Applications and Accelerators**

**Digital business framework**
- SAP SuccessFactors HCM Suite

**Localization**
- Austria
- Brazil
- Canada
- China
- Colombia
- France
- Germany
- India
- Italy
- Japan
- Mexico
- New Zealand
- Portugal (Brazil)
- Spain
- Switzerland
- United Arab Emirates
- United Kingdom
- United States

**Sample data**
- Organizational data
- Employee data

**Languages**
- Chinese (simplified)
- Dutch
- English (U.S. and UK)
- French (France and Canada)
- German
- Italian
- Portuguese (Brazil)
- Spanish (Spain and Mexico)

**Contact and Further Information**
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