

Unit 1: Introduction to Mastery

- Cloud Solution and SaaS Model
- Cloud and SF Architecture
- History of successfactors
- Instance, Provisioning explanation
- Technical Architecture
- Integration Technology/Tools
- Successfactors – Sales demo and Professional System Set up
- Bizxpert Methodology – Implementation Methodology
- Basic company settings in Provisioning
- Creating administrators in Provisioning
- Creating administrators in Instance
- Instance basic settings – Passwords, Home Page, Welcome Menu, Company info, Employee files
- Administrator tools
- Instance- User Group Creation
- Instance Setting up Company Logo
- Commonly used terms
- Admin Privileges
- Instance Re-setting user Account or Password
- Proxy Management
- Setting up company Logos
- Manage Data User Records
- Employee Data File
- Provisioning Setting-Basic Company Setting
- Permissions
- Provisioning System-Super Admin Creation
- Role Based Permissioning (RBP)
- Pick list Management
- Provisioning system-Default Permission and Role based Training
- Text Customization in Instance
- XML and Data models
- Instance- Password Policies
- People Search
- Rating Scales
- Successfactor Data Model Configuration
- Route Maps (Workflow)
- Instance-Theme Manager Configuration
- Launching forms
- Employee Profile

Unit 2: Analytics & Reporting

- Introduction to Reporting
- Activation of Workforce Module in Provisioning System
- Introduction to Dash Boards
- Set up process dashboards
- Analytics 2.0 Overview
- Manage Report Permissions

- Cross Domain Report
- List view reports
- Single Domain Report
- Spotlight view reports
- Dashboard
- Spread sheet reports
- Dashboard Portlet
- Classic reports
- Introduction to Dashboard
- Adding Portlet to Dashboard
- Adhoc reports
- Advanced Reporting

Unit 3: Time Management

- Creation of Holiday
- Creation of holiday Calendar
- Time off Process & Workflows
- Creation of Work Schedule
- Simple, Period Work Schedule
- Time Type
- Leave of Absence
- Manage Time off Calendars
- Manage Time off Structures
- Absence Management

Unit 4: Goals & Performance Management

- Goal Management Process
- Performance Management Process
- Goal Template Configuration
- Adding New Template from success store
- Old & V12 Goal Management Template
- Launching forms
- Import/Export Objective Library
- Integrating Goal Template with Performance Template
- Import Goals
- Core Competencies vs Job Specific Competencies
- Goal Execution settings
- Performance Management Process
- Route Maps
- Rating Scales
- Perform Spell Check
- Form Template settings
- Perform Legal Scan
- Route Forms
- Competencies
- Development Plan process

Unit 5: Compensation Management

- Compensation Management Introduction
- Pre-work
- Provisioning detail for Compensation
- Provisioning exercises
- Employee Data Export
- Discovery and Kickoff
- Data Integration
- Currency Conversion Table
- Budget Rule
- Provisioning and XML
- Comp admin tools
- Comp Mastery Salary Sheet
- Executive Review
- Eligibility Rule
- Multi currency review
- Budgets
- Bonus Sheet
- Rating Source
- Create Compensation Profile
- Stock Options
- Create Compensation Worksheet
- Manage Compensation Worksheet
- Reporting
- Compensation Statement
- Complete Compensation Profile
- Admin Maintenance
- Trouble shooting
- EC Integration
- Final exercise

Unit 6: Employee Central Mastery – Core HCM module

- Introduction to Employee Central
- Introduction and basic provisioning set up exercises
- Foundation Object
- Data models
- Employee Central Structure
- MDF Object
- Data model Management
- Data model Associations
- Provisioning Setting
- Enable employee central and RBP
- 14 Step Implementation Sequence
- Update employee details
- ESS/MSS functionality
- Understanding security
- Managing security with RBP
- Data Model Management
- EC as a system of record

- Setting Up Corporate data Model
- EC Customizing and Populating Basic Foundation data
- Customizing Country specific files in Foundation tables
- Creating and modifying associations
- Setting up Corporate Data Model
- Propagations
- Setting up Country Specific Corporate Data Model
- Importing users and data
- Mass Changes
- Setting up Succession Data Model
- Customizing employee files
- Customizing CSF for employee files
- Position Management
- Setting up Country Specific corporate Data Model
- Absence Management
- Workflow Configuration – Role and User
- Workflow Configuration- Dynamic Role
- Employee Central Reporting and Integration
- MDF Overview
- MDF Objects creation
- Event Based Workflow Configuration
- Manage Business Configuration Rules setup
- Manage Workflow Requests/groups
- Manage Positions
- Position Management settings
- Position Org chart
- Import & Export Data
- Org Chart
- Manage Sequence
- Monitor Job