

THR79

SAP SuccessFactors Employee Central Position Management Academy

COURSE OUTLINE

Course Version: 2511

Course Duration:

SAP Copyrights, Trademarks and Disclaimers

© 2025 SAP SE or an SAP affiliate company. All rights reserved.

No part of this publication may be reproduced or transmitted in any form or for any purpose without the express permission of SAP SE or an SAP affiliate company.

SAP and other SAP products and services mentioned herein as well as their respective logos are trademarks or registered trademarks of SAP SE (or an SAP affiliate company) in Germany and other countries. Please see <https://www.sap.com/corporate/en/legal/copyright.html> for additional trademark information and notices.

Some software products marketed by SAP SE and its distributors contain proprietary software components of other software vendors.

National product specifications may vary.

These materials may have been machine translated and may contain grammatical errors or inaccuracies.

These materials are provided by SAP SE or an SAP affiliate company for informational purposes only, without representation or warranty of any kind, and SAP SE or its affiliated companies shall not be liable for errors or omissions with respect to the materials. The only warranties for SAP SE or SAP affiliate company products and services are those that are set forth in the express warranty statements accompanying such products and services, if any. Nothing herein should be construed as constituting an additional warranty.

In particular, SAP SE or its affiliated companies have no obligation to pursue any course of business outlined in this document or any related presentation, or to develop or release any functionality mentioned therein. This document, or any related presentation, and SAP SE's or its affiliated companies' strategy and possible future developments, products, and/or platform directions and functionality are all subject to change and may be changed by SAP SE or its affiliated companies at any time for any reason without notice. The information in this document is not a commitment, promise, or legal obligation to deliver any material, code, or functionality. All forward-looking statements are subject to various risks and uncertainties that could cause actual results to differ materially from expectations. Readers are cautioned not to place undue reliance on these forward-looking statements, which speak only as of their dates, and they should not be relied upon in making purchasing decisions.

Typographic Conventions

American English is the standard used in this handbook.

The following typographic conventions are also used.

This information is displayed in the instructor's presentation	
Demonstration	
Procedure	
Warning or Caution	
Hint	
Related or Additional Information	
Facilitated Discussion	
User interface control	<i>Example text</i>
Window title	<i>Example text</i>

Contents

vii Course Overview

1 Unit 1: Getting Started with SAP SuccessFactors Employee Central Position Management

- 1 Lesson: Describing SAP SuccessFactors Employee Central Position Management
- 1 Lesson: Enabling SAP SuccessFactors Employee Central Position Management
- 1 Lesson: Navigating the Position Organization Chart

3 Unit 2: Configuring SAP SuccessFactors Employee Central Position Management

- 3 Lesson: Configuring the Position Object
- 3 Lesson: Configuring Position Management Settings
- 3 Lesson: Creating and Maintaining Position Records
- 3 Lesson: Maintaining Position Data through Mass Changes

5 Unit 3: Managing Employee Lifecycle in Position Management

- 5 Lesson: Reviewing the Position Information of Employees
- 5 Lesson: Hiring Employees to Positions
- 5 Lesson: Maintaining Incumbents Assigned to Positions
- 5 Lesson: Manager Self Service Transactions in Position Management
- 5 Lesson: Terminating Employees
- 5 Lesson: Setting Up Workflows in Position Management

7 Unit 4: Using Business Rules in Position Management

- 7 Lesson: Evaluating Position Management Business Rule Scenarios
- 7 Lesson: Creating and applying business rules to automate Position Data Entry
- 7 Lesson: Creating and applying business rules for Data Synchronization
- 7 Lesson: Creating and applying business rules for Mass Changes in Positions
- 7 Lesson: Other Rule scenarios and functions in Position Management

9 Unit 5: Integrating SAP SuccessFactors Employee Central Position Management with other SAP SuccessFactors solutions

- 9 Lesson: Integrating SAP SuccessFactors Employee Central Position Management with SAP SuccessFactors Recruiting
- 9 Lesson: Integrating SAP SuccessFactors Employee Central Position Management with SAP SuccessFactors Succession Management

**11 Unit 6: Configuring the Company Structure Overview in SAP
SuccessFactors Employee Central**

11 Lesson: Building a Company Structure Overview

13 Unit 7: Succeeding as a Consultant

13 Lesson: Locating Relevant Resources and Tools

Course Overview

TARGET AUDIENCE

This course is intended for the following audiences:

- Application Consultant

Lesson 1: Describing SAP SuccessFactors Employee Central Position Management

Lesson Objectives

After completing this lesson, you will be able to:

- Explain how Position Management supports organizational planning through a central position repository and integration with other SAP SuccessFactors modules.

Lesson 2: Enabling SAP SuccessFactors Employee Central Position Management

Lesson Objectives

After completing this lesson, you will be able to:

- Set up position management in SAP SuccessFactors Employee Central and configure the necessary permissions.

Lesson 3: Navigating the Position Organization Chart

Lesson Objectives

After completing this lesson, you will be able to:

- Use the Position Organization Chart to view a position record and perform related actions.

Lesson 1: Configuring the Position Object

Lesson Objectives

After completing this lesson, you will be able to:

- Configure Position object fields and customize the UI layout of the Position object.

Lesson 2: Configuring Position Management Settings

Lesson Objectives

After completing this lesson, you will be able to:

- Configure the Position Management Settings tool to control position management functions and behaviours.

Lesson 3: Creating and Maintaining Position Records

Lesson Objectives

After completing this lesson, you will be able to:

- Manage positions and synchronize position changes to incumbents.

Lesson 4: Maintaining Position Data through Mass Changes

Lesson Objectives

After completing this lesson, you will be able to:

- Import position data and manage mass updates to multiple positions.

Lesson 1: Reviewing the Position Information of Employees

Lesson Objectives

After completing this lesson, you will be able to:

- Identify the position fields available in the Employee File.

Lesson 2: Hiring Employees to Positions

Lesson Objectives

After completing this lesson, you will be able to:

- Hire a new employee to a position and verify assignment details.

Lesson 3: Maintaining Incumbents Assigned to Positions

Lesson Objectives

After completing this lesson, you will be able to:

- Maintain the employment information of incumbents assigned to positions.

Lesson 4: Manager Self Service Transactions in Position Management

Lesson Objectives

After completing this lesson, you will be able to:

- Explain how managers can utilize position management to review and manage the positions within their team.

Lesson 5: Terminating Employees

Lesson Objectives

After completing this lesson, you will be able to:

- Manage a position following an incumbent's termination.

Lesson 6: Setting Up Workflows in Position Management

Lesson Objectives

After completing this lesson, you will be able to:

- Configure approval workflows to protect the position data integrity.

Lesson 1: Evaluating Position Management Business Rule Scenarios

Lesson Objectives

After completing this lesson, you will be able to:

- Identify the business rule scenarios available in Position Management.

Lesson 2: Creating and applying business rules to automate Position Data Entry

Lesson Objectives

After completing this lesson, you will be able to:

- Create, manage and assign business rules to automate position data entry.

Lesson 3: Creating and applying business rules for Data Synchronization

Lesson Objectives

After completing this lesson, you will be able to:

- Create business rules to ensure synchronization of changes between position and incumbent data.

Lesson 4: Creating and applying business rules for Mass Changes in Positions

Lesson Objectives

After completing this lesson, you will be able to:

- Create a business rule to update multiple positions.

Lesson 5: Other Rule scenarios and functions in Position Management

Lesson Objectives

After completing this lesson, you will be able to:

- Identify other rule scenarios and functions in Position Management.

Integrating SAP SuccessFactors Employee Central Position Management with other SAP SuccessFactors solutions

Lesson 1: Integrating SAP SuccessFactors Employee Central Position Management with SAP SuccessFactors Recruiting

Lesson Objectives

After completing this lesson, you will be able to:

- Use the integration between Position Management and Recruiting to manage job requisitions from the Position Org Chart.

Lesson 2: Integrating SAP SuccessFactors Employee Central Position Management with SAP SuccessFactors Succession Management

Lesson Objectives

After completing this lesson, you will be able to:

- Use the integration between Position Management and Succession Management to streamline succession planning.

Lesson 1: Building a Company Structure Overview

Lesson Objectives

After completing this lesson, you will be able to:

- Configure the Company Structure Overview tool to visualize the organization structure hierarchy.

Lesson 1: Locating Relevant Resources and Tools

Lesson Objectives

After completing this lesson, you will be able to:

- Access available resources and tools to support SAP SuccessFactors solutions.