

SAP SuccessFactors Employee Central Implementation with Workflow Automation Multi-Country Setup (India & UAE)

Company: Zenith Global Solutions (Simulated Project)

Duration: 3 weeks

Role: SAP SuccessFactors EC Functional Consultant (Trainee / Self-Project)

◆ 1. Introduction

This project focuses on the implementation of SAP SuccessFactors Employee Central (EC) with key configurations including organization structure, compensation setup, business rules, workflows, and custom MDF objects.

The project also includes multi-country setup (India & UAE), basic recruitment exposure, and data migration concepts.

◆ Project Scenario

This project simulates an end-to-end employee lifecycle for a global organization operating in India and UAE.

A business scenario was designed where:

- A job requisition is managed for hiring in the Sales department (UAE)
- Employee hiring is performed in Employee Central
- Business rules are triggered for salary validation and workflow approval
- Workflow is routed through Manager and HR roles
- Role-Based Permissions (RBP) control access for HR, Manager, and Employee
- Employee data is managed and validated across multi-country setup

◆ 2. System Landscape

- Source System: SAP HCM (Legacy)
- Target System: SAP SuccessFactors Employee Central
- Modules Covered:
 - Employee Central (Strong)
 - Recruitment (RCM – Basic)
 - Integration & Migration (Basic)

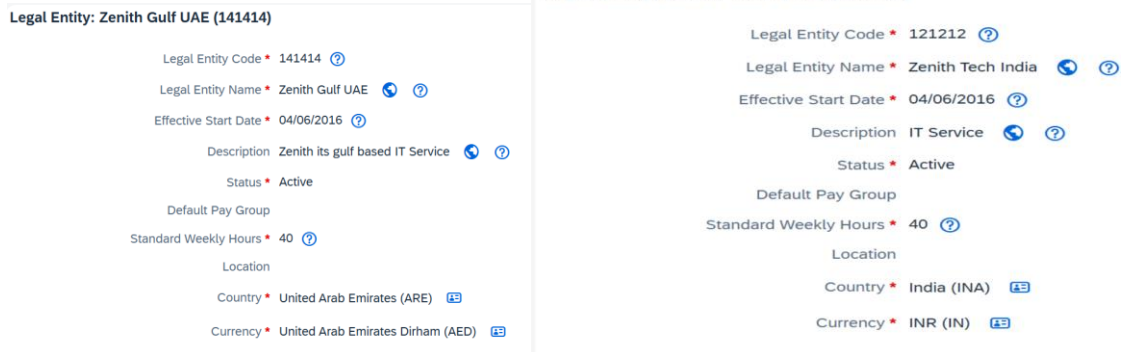
◆ 3. Foundation Object Configuration

3.1 Legal Entity

- Legal entities were created for:

- India
- UAE

 Image: Legal Entity Screen




Legal Entity configuration for India and UAE

3.2 Department Structure

Departments were configured to represent business units such as Sales, HR, and IT.

 Image: Department Screen



 Caption: Department structure configuration used in Job Information

3.3 Picklist Configuration

Picklists were created for standard fields.

Gender Picklist

ZEN_PL_GENDER
Effective Apr 6, 2016

Name: ZEN_PL_GENDER	Status: Active
Code: ZEN_PL_GENDER	Effective Start Date: Apr 6, 2016
Parent Picklist Code: --	Legacy Picklist ID: ZEN_PL_GENDER
Display Order: Alphabetical	

Picklist Values (2)

External Code	Label	Status
<input type="checkbox"/> M	Male	Active
<input type="checkbox"/> F	Female	Active

✦ Caption: Picklist Configuration – Gender

Country Picklist

👉 Image: Country Picklist (India & UAE)

ZEN_PL_CITY
Effective Apr 6, 2016

Name: ZEN_PL_CITY	Status: Active
Code: ZEN_PL_CITY	Effective Start Date: Apr 6, 2016
Parent Picklist Code: ZEN_PL_STATE	Legacy Picklist ID: ZEN_PL_CITY
Display Order: Alphabetical	

Picklist Values (3)

External Code	Label	Status	Parent Picklist Value
<input type="checkbox"/> Chennai	Chennai	Active	TamilNadu (TN)
<input type="checkbox"/> Bangalore	Bangalore	Active	Karnataka (KA)

✦ Caption: Picklist Configuration – Country (India & UAE)

◆ 3.4 Location

Location objects were configured to represent employee work locations across India and UAE.

📷 Image: Location Screen

Location: Zen Chennai (ZEN_Che)
Effective as of 06/04/2016
Blue indicates that the item changed on this date

Code	ZEN_Che
Name	Zen Chennai
Description	
Status	Active
Location Group	
Time Zone	No Selection
Standard Weekly Hours	40
Geo Zone	

Legal Entity
Zenith Tech India (121212)

Business Address

Country/Region	India
City	Chennai

📌 Caption: Location configuration for multi-country setup

◆ 3.5 Job Classification

Job Classification was configured to define employee roles and designations within the organization.

📷 Image: Job Classification Screen

Job Classification: JC Developer (ZEN3001)

Start Date *	04/06/2016
Job Code *	ZEN3001
Title *	JC Developer
Status *	Active
parent_Job_Classification	
Job Level	Assistant
Standard Weekly Hours	45
Regular/Temporary	Regular
Employee Class	Active
Is Full Time Employee	Yes
Management Level	
Pay Grade	

Job Classification Countries/Regions

<u>Country/Region</u>
India (IND)

📌 Caption: Job Classification used for employee role mapping

◆ 3.6 Event & Event Reason Configuration

Event and Event Reason were configured to track employee lifecycle changes within the system.


Standard events such as:

- Transfer
- Promotion


were configured along with corresponding event reasons (**Zen_Transfer**, **Zen_Promotion**) to capture different types of employee movements.

These configurations were used in Job Information to:

- Track employee changes
- Maintain job history
- Support workflow and business rule execution


 Image: Event Reason – Transfer Configuration & Promotion Configuration


Event Reason: Promotion (Zen_Promotion)	Event Reason: Transfer (Zen_Transfer)
Effective as of 04/06/2016	Effective as of 04/10/2026
<small>Blue indicates that the item changed on this date</small>	<small>Blue indicates that the item changed on this date</small>
Event Reason ID Zen_Promotion	Event Reason ID Zen_Transfer
Event Reason Name Promotion	Event Reason Name Transfer
Description Promotion	Description Transfer
Status Active	Status Active
Event Promotion	Event Transfer
Employee Status Active	Employee Status Active
Follow-Up Activity in Position No Selection	Follow-Up Activity in Position No Selection
Payroll Event	Payroll Event
Display in Internal Job History Portlet No	Display in Internal Job History Portlet No

 Caption: Event Reason setup for employee transfer tracking & Event Reason setup for employee promotion tracking

 **3.7 Time Management Configuration**

Time Management elements were configured to manage employee working schedules and holidays across different locations.

 **Holiday Calendar-** Holiday Calendar was created to define organization-specific holidays applicable for employees.

 Image: Holiday Calendar Screen

Search Include Inactive Records

Holiday Calendar No Selection No

Holiday Calendar: ZEN_HC_UAE (101010)

Name * ZEN_HC_UAE [🌐](#) [?](#)

Entity UUID * 8DA088DC57D94481A4AF3469BFFADB84

Country/Region United Arab Emirates (ARE) [🇦🇪](#) [?](#)

External Code * 101010 [?](#)

📌 Caption: Holiday Calendar defining holidays for employees

◆ Work Schedule

Work Schedule was configured to define employee working days and standard weekly hours.

🖼️ Image: Work Schedule Screen

Work Schedule Days for Simple Model

Day	Planned Hours And Minutes (hh:mm)	Planned Hours (Decimal)	Created By	(1) More
1	09:00	9	Charulatha Indian AD 🇦🇪	Details
2	09:00	9	Charulatha Indian AD 🇦🇪	Details
3	09:00	9	Charulatha Indian AD 🇦🇪	Details
4	09:00	9	Charulatha Indian AD 🇦🇪	Details
5	09:00	9	Charulatha Indian AD 🇦🇪	Details

Entity UUID * 1862B40DB4E9475899670618DFB4BD7C

Starting Date * 06/04/2016 [?](#)

Country/Region United Arab Emirates (ARE) [🇦🇪](#) [?](#)

External Code * 141414 [?](#)

📌 Caption: Work Schedule defining employee working pattern and weekly hours

◆ 4. Compensation Configuration

4.1 Pay Component- Pay components such as Basic Pay, HRA, and Bonus were created.

Image: Pay Component

Pay Component: ZEN_BASIC_PAY (ZEN_PC_BASIC)

Effective as of 04/06/2016

Blue indicates that the item changed on this date

Pay Component ID	ZEN_PC_BASIC
Name	ZEN_BASIC_PAY
Description	Basic pay
Status	Active
Pay Component Type	Amount
Is Earning	Yes
Currency	No Selection
Pay Component Value	
Frequency	Zen Monthly (Zen Monthly)
Recurring	Yes
Tax Treatment	No Selection
Can Override	Yes
Self Service Description	
Display on Self Service	No
Used for Comp Planning	None
Target	No
Maximum Decimal Places	Default
Enable End-Dated Payments	No

Caption: Pay Component configuration defining salary elements

4.2 Pay Component Group

A pay component group was created to combine multiple salary components.

Image: Pay Component Group

Pay Component Group: ZEN_Total_Compensation (ZEN_PCG_TOTAL)

Effective as of 04/06/2016

Blue indicates that the item changed on this date

Pay Component Group ID	ZEN_PCG_TOTAL
Name	ZEN_Total_Compensation
Description	
Status	Active
Currency	No Selection
Display on Comp UI	No
Use for Comparatio Calculation	No
Use for Range Penetration	No
Sort Order	
Maximum Decimal Places	Default

Pay Component

ZEN Bonus (ZEN_PC_BONUS), ZEN HRA (ZEN_HRA_PC), ZEN BASIC PAY (ZEN_PC_BASIC)

Caption: Pay Component Group representing total compensation structure

4.3 Pay Grade

Pay grades were defined to categorize employees based on salary levels.

👉 Image: Pay Grade

Pay Grade: ZEN PG1 (ZENPG01)

Effective as of 04/06/2016

Blue indicates that the item changed on this date

Pay Grade ID ZENPG01

Name ZEN PG1

Description

Status Active

Pay Grade Level

📌 Caption: Pay Grade configuration for employee classification

4.4 Pay Range: Pay ranges were configured to define minimum and maximum salary limits.

👉 Image: Pay Range

Pay Range: ZEN Pay Range (ZENPR03)

Effective as of 04/06/2016

Blue indicates that the item changed on this date

Pay Range ID ZENPR03

Name ZEN Pay Range

Description

Status Active

Currency INR_INDIA

Frequency Zen Monthly (Zen Monthly)

Minimum Pay 250,000

Maximum Pay 350,000

Mid Point

Geo Zone

Pay Grade ZEN PG 03 (ZENPG03)

Legal Entity Zenith Tech India (121212)

📌 Caption: Pay Range configuration with defined salary bands

◆ 5. Workflow Configuration

A workflow was configured for approval process:

- Step 1: Manager
- Step 2: HR
- Step 3: Director

👉 Image: Workflow Screen

Workflow: ZEN_SALARY WORKFLOW (ZEN_SALARY WORKFLOW)								Take Action
Workflow ID								ZEN_SALARY WORKFLOW
Name								ZEN_SALARY WORKFLOW
Description								ZEN_SALARY WORKFLOW
Remind In Days								
Is Delegate Supported								No
Alternate Workflow								
Escalation								
Redirect CC Users To Workflow Approval Page								No
Step 1	Approver Type	Approver Role	Context	Edit Transaction	No Approver Behavior	Relationship to Approver	Respect Permission	Workflow Email Configuration
	Role	Manager	Source	No Edit	Skip this Step	Employee	Yes	
Step 2	Approver Type	Approver Role	Context	Edit Transaction	No Approver Behavior	Relationship to Approver	Respect Permission	Workflow Email Configuration
	Role	Employee HR	Source	No Edit	Skip this Step	Employee	Yes	
Step 3	Approver Type	Approver Role	Context	Edit Transaction	No Approver Behavior	Relationship to Approver	Respect Permission	Workflow Email Configuration
	Role	Manager	Source	No Edit	Skip this Step	Employee	No	

✦ Caption: Workflow configuration for approval hierarchy

◇ 6. Business Rule Configuration

Rule 1: Department-Based Workflow Trigger

- Condition: If Department = Sales
- Action: Trigger Salary Approval Workflow

👉 Image: Business Rule Screen

● BR_SALARY_APPROVAL (BR_SALARY_APPROVAL)

Scenario: Trigger Workflows [Change Scenario](#)

Basic Information		Parameters		
Start Date	01/01/1900	Name	Object	Access
Description		Context	System Context	Read-only
Base Object	Job Information	Job Information	Job Information	Full

Variables

If

Job Information.Department is equal to ATL_Sales (ATL_Sales)

Then

Set Job Information.wfConfig to be equal to ZEN_SALARY_WORKFLOW(ZEN_SALARY_WORKFLOW)

✦ Caption: Business Rule triggering workflow based on department

Rule 2: Location-Based Currency

Condition: If Location = Dubai

Action: Set Currency = AED

● BR_LOCATION_CURRENCY (BR_LOCATION_CURRENCY)

Scenario: Trigger onSave Rules for HRIS Elements [Change Scenario](#)

Basic Information		Parameters		
Start Date	01/01/1900	Name	Object	Access
Description		Context	System Context	Read-only
Base Object	Job Information Model	Job Information Model	Job Information Model	Full

Variables

If

Job Information Model.Location.Value.Code is equal to Dubai

Then

Set Job Information Model.Legal Entity.Value to be equal to Zenith Gulf UAE (141414)

✦ Caption: Business Rule for location-based currency assignment

Rule 3: Salary Increase Validation

Condition: If Salary increase > 20%

Action: Trigger approval workflow

👉 (Optional image)

✦ Caption: Business Rule for
salary validation and approval

◇ 7. Recruitment (RCM – Requisition Management)

Recruitment Management (RCM) module was explored to understand the hiring process within SAP SuccessFactors.

Recruiting settings were configured to enable recruitment features such as business rules, email communication, and agency access.

Job requisitions were accessed through the system, where details like Job Title, Requisition ID, Hiring Manager, and recruitment status were reviewed.

The system provided visibility into:

- Job requisition management
- Candidate tracking
- Hiring workflow monitoring
- Recruitment configuration settings

This helped in understanding the overall recruitment process from requisition to hiring. Recruitment process was analyzed from requisition management to candidate tracking and hiring workflow.

Recruitment (RCM) – System Screens

Admin Center

[Back to Admin Center](#)

Manage Recruiting Settings

Use this page to manage Recruiting settings.

Company Contact Information

Enter global company contact details which could be provided to external job postings.

Street Address: C-31, SECTOR 6
 City: NOIDA
 Country/Region: India (IN) (IN)
 State/Province: Uttar Pradesh (IN-UP)
 Postal Code: 201301
 Phone: 1234567891
 Fax: 1234567891
 Candidate Response Email: hr@cloudmonte.com

Return Email Address Information

Specify the return email address information that will be displayed to candidates and agency users on email.

Enable Talent Pools

Enable Email Campaigns

Business Rules

Enable Recruiting Business Rules

Additional API Settings

Allow NULL Values in Upsert Requests

Agency Portal

Recruiting Agency Access

Configure label for candidate status displayed to agency users

Posting to Specific Agencies (Warning: Once you enable this feature, you cannot disable it)

Recruiting

Dashboard **Job Requisitions** Sources Preferences Candidates Interview Central Interview Scheduling Marketing Source Tracker More

Job Requisitions

Requisition Statistics

1 Candidates Forwarded | 0 New Candidates | 2 Current External Requisitions | 2 Current Internal Requisitions | Average Days Open: 47

Items per page: 10 | Page 1 of 1

Filter Job Requisitions: All job requisitions | Filter | Manage Columns | Highlight Job Title

Job Title	Req Id	Hiring Manager	Due	Candidates	Progress	Updated	Age(Days)
[Not translated in selected language]	3558	Tessa Philip Walker	03/29/2026	-		02/28/2026	-
[Not translated in selected language]	3559	Tessa Philip Walker	03/29/2026	-		03/02/2026	-
[Not translated in selected language]	3560	Benjamin Robertsson	03/30/2026	1		02/28/2026	47
Test 1	3561	Charulatha Indian AD	03/30/2026	-		02/28/2026	47

✦ Recruitment module configuration and job requisition management in SAP SuccessFactors

◇ 8. Employee Hiring Simulation

An employee was hired in the system to validate configured business rules and workflow automation.

- Department: Sales
- Location: Dubai

Results:

- Workflow was successfully triggered based on department
- System validated configured business rules during employee creation

👉 Image: Employee Hiring – Workflow Trigger

[Back to: Admin Center](#)

Add New Employee

✔️ **Workflow is created for this action.**

You May Also
[Add another employee](#)

Manage Workflow Requests

Search

10 <<

Request Type	Actions	Requested By	Requested For	Request Status	Effective Date
ZEN_HIRE (ZEN_HIRE)	Take Action	Charulatha Indian AD	Manjubasini Santhanam	Pending	04/16/2026
ZEN_HIRE (ZEN_HIRE)	Take Action	Charulatha Indian AD	Manjubasini Santhanam	Pending	04/16/2026

✦ Caption: Workflow successfully triggered during employee hiring

◇ Workflow Validation

The employee hiring process was tested successfully, and workflow was triggered based on configured business rules.

Due to system-level access restrictions, the approval step could not be completed. However, workflow routing and triggering were validated successfully.

◇ 9. Role-Based Permissions (RBP)

Role-Based Permissions (RBP) were configured to control user access within the system. An HR role (**ZEN HR Role**) was created and basic permissions were assigned for:

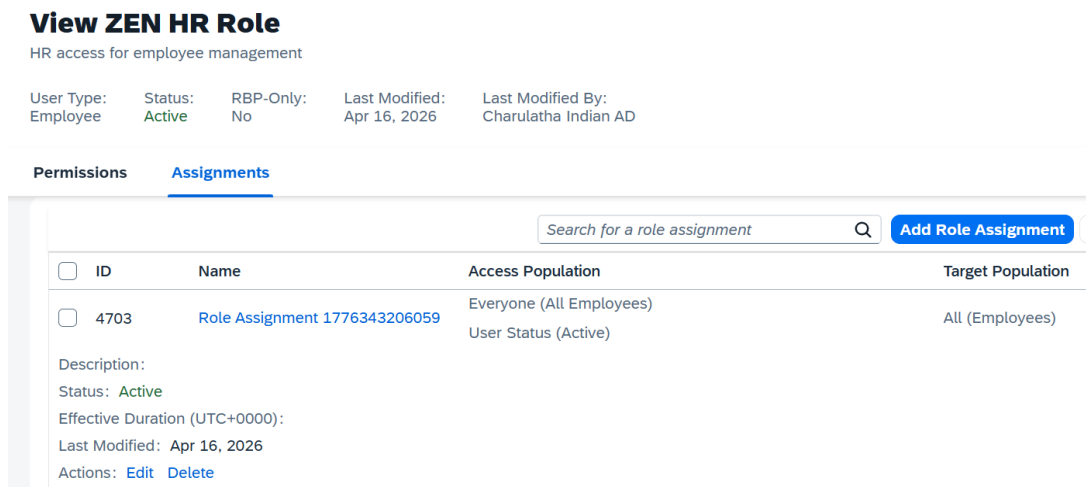
- Viewing employee data
- Editing job information
- Managing employee-related transactions

Role assignment was also completed by assigning the role to users with access population set to all employees.

Additionally, the concept of different roles such as **HR, Manager, and Employee** was analyzed, and the permission structure for workflow approvals and role hierarchy was clearly understood.

Due to limited system access and time constraints, advanced permission configurations were not fully implemented, but the overall RBP framework and process were successfully practiced and documented.

👉 Image: RBP Role Creation and Assignment Screen



📌 Caption: HR Role (ZEN HR Role) with permissions and assignment configured

◆ 10. Employee Data Management

Employee data structure and hiring process were studied and partially tested.

Employees were planned for:

- India (INR currency)
- UAE (AED currency)
- Job Information includes:
 - Department
 - Location
 - Legal Entity
 - Pay Structure
- Instead of bulk creation, sample employee records were considered to validate:
 - Business rules
 - Workflow triggers

- Multi-country configuration

The hiring workflow and employee lifecycle process were clearly understood.

◆ 11. Custom MDF Object

A custom MDF object “Visa Tracking” was created to manage employee visa details.

- Fields configured include:
- Employee Reference
- Visa Number
- Visa Type
- Issue Date
- Expiry Date
- Status

This object demonstrates the ability to extend standard Employee Central functionality using MDF (Metadata Framework).

The screenshot shows the SAP Admin Center interface for configuring the 'Visa Tracking' object. The page title is 'Configure Object Definitions' and the breadcrumb is 'Back to: Admin Center'. The search filters are set to 'Object Definition' and 'Visa Tracking', with 'Include Inactive Records' set to 'No'. The object definition details are as follows:

- Code: cust_ZEN_VISA_TRACKING
- Effective Dating: None
- API Visibility: Editable
- Status: Active
- MDF Version History: No Selection
- Default Screen: (empty)
- Label: Visa Tracking
- Description: Visa Tracking
- API Sub Version: V1.1

Below the details is a table of configured fields:

Field Name	Field ID	Length	Field Type	Action
cust_employee	sfFields.sfField1	100	User	Details
cust_visa_number	sfFields.sfField2	50	String	Details
cust_visa_type	sfFields.sfField3	38	Picklist	Details
cust_issue_date	sfFields.sfField4	10	Date	Details
cust_expiry_date	sfFields.sfField5	10	Date	Details
cust_status	sfFields.sfField6	38	Picklist	Details

◆ Caption: Custom MDF Object used for employee visa management

◇ 12. Data Management (Import & Export)

Basic data management activities were performed using Import and Export functionality in SAP SuccessFactors.

- Exported employee and job-related data using the **Import and Export Data** tool
- Selected relevant objects such as Job Information and Employee Details for data extraction
- Understood configuration options like key preference, dependencies, and data selection
- Verified export execution using **Scheduled Job Manager**, ensuring successful completion of data extraction
- Downloaded employee data templates to understand the structure required for bulk data upload
- Analyzed CSV template format for future data import activities

Due to system limitations, full data import was not executed, but the complete process and data structure were clearly understood.

The image displays two screenshots of the SAP SuccessFactors 'Import and Export Data' tool interface.

Left Screenshot: Export Data Configuration

- Back to: Admin Center
- Select the action to perform: Export Data
- Select Generic Object: Job Information
- Include dependencies: Yes
- Include Immutable IDs: No
- Include Inactive Records: No
- Exclude reference objects: No
- Select all data records: Yes
- Key Preference: Business Key
- Hide External Code: No
- Identity Type: User ID
- Date Format: MM/DD/YYYY

Right Screenshot: Download Template Configuration

- Back to: Admin Center
- Select the action to perform: Download Template
- Select Generic Object: Employee Details (dropdown menu open showing: Benefit Employee Profile-Benefit Employee Details, Employee Details)
- Include dependencies: (empty)
- Include Immutable IDs: (empty)
- Exclude reference objects: No
- Key Preference: Business Key
- Hide External Code: No
- Identity Type: User ID

Admin Center / Scheduled Job Manager

Scheduled Job Manager

Job Request ID: Job Name: Job Type: Status: Start Date:

Job ID	Job Request ID	Job...	Job...	Cre...	Ow...	Status	Start Time (Local Time)	Progress	Actions
200411	486543	MD...	MDF Data Export	Charu latha India n AD	Charu latha India n AD	Completed	Apr 16, 2026, 11:21:32 PM (+05:30)		View Details
199313	485667	MD...	MDF Data Export	Charu latha India n AD	Charu latha India n AD	Completed	Apr 15, 2026, 2:30:36 PM (+05:30)		View Details
199306	485663	MD...	MDF Data Export	Charu latha India n AD	Charu latha India n AD	Completed	Apr 15, 2026, 2:25:31 PM (+05:30)		View Details
199305	485662	MD...	MDF Data Export	Charu latha India n AD	Charu latha India n AD	Completed	Apr 15, 2026, 2:25:11 PM (+05:30)		View Details

Data Export & Import Process in SAP SuccessFactors

◇ 13. Data Migration

Data migration approach was designed conceptually.

Steps include:

- Extracting employee data from SAP HCM
- Mapping legacy fields to Employee Central fields
- Data cleansing (removal of duplicates, correcting errors)
- Preparing upload templates

Multi-country data handling:

- India → INR
- UAE → AED

Due to project timeline, actual bulk upload was not executed, but the complete migration process and templates were understood.

◇ 14. Integration Overview

Basic understanding of integration was covered.

Initial data migration planned via file-based upload

Ongoing integration planned using:

- Integration Center
- SAP Integration Suite (CPI)
- API-based integration concepts were explored at a foundational level.

◇ 15. Testing & Validation

Testing approach included:

- Validating business rule logic
- Verifying workflow trigger conditions
- Checking configuration consistency

Some configurations resulted in errors during testing, which were analyzed and resolved through debugging steps.

Even though full end-to-end testing was not completed, the validation approach and troubleshooting process were clearly understood.

◇ 16. Conclusion (IMPORTANT)

This project demonstrates a structured and practical approach to SAP SuccessFactors Employee Central implementation with workflow automation.

Key highlights include:

- End-to-end understanding of employee lifecycle management
- Hands-on exposure to business rules, workflows, and RBP configuration
- Multi-country implementation scenario (India & UAE)
- Practical exposure to recruitment, data migration, and integration concepts

Although some configurations were partially completed due to system limitations, the overall implementation approach, system behavior, and real-time project flow were clearly understood and validated through simulation.