

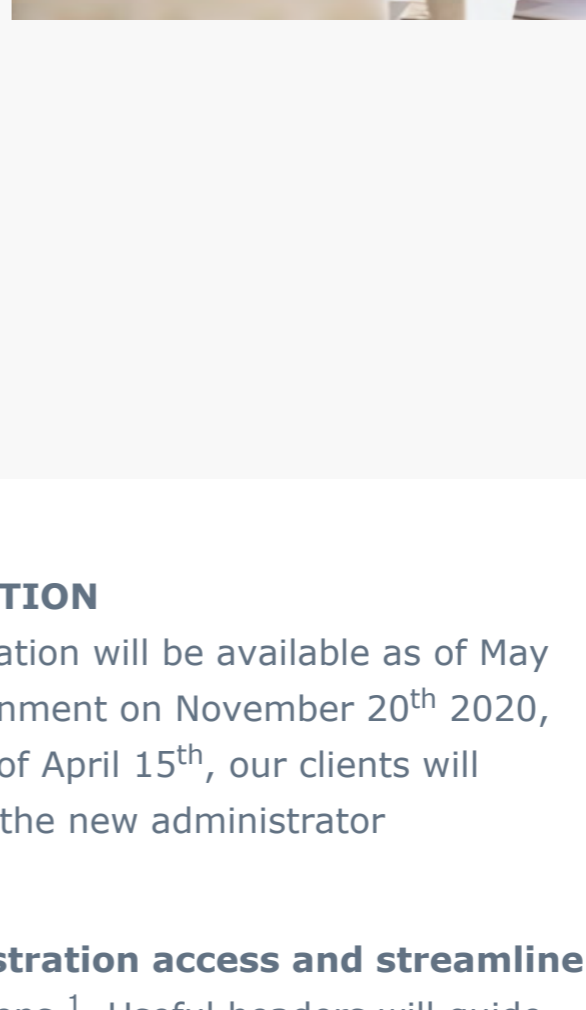
WHAT'S NEW
 A wrap up by delaware

UPCOMING CHANGES FOR THE SUCCESSFACTORS NEWSLETTER

As this is the last SuccessFactors newsletter of 2019, we would like to look ahead to 2020 and inform you on the upcoming changes to this newsletter. From January onward, SAP will reduce the number of releases from four to two: the SuccessFactors newsletter will follow accordingly and will be released twice a year instead of the usual quarterly releases. This will not only clear up some space in your mailbox, but also give us the chance to give you the best overview of the most important SuccessFactors products that have been introduced in a longer time period.

LEARNING

The new updates to the administration in the learning module of SuccessFactors will give you additional options to save time and work more efficiently. A new HTML environment for the learning administration will start to replace the old Flash environment from May 15th 2020 forward, which will improve the current learning administration access and redesign the layout, fields and settings. Following this, several functionalities, such as the native login, will be end-of-maintenance or end-of-life during the coming year.



- Flash replacement for learning administration
- Flash functionalities end-of-maintenance or end-of-life

FLASH REPLACEMENT FOR LEARNING ADMINISTRATION

The **new HTML environment** for the learning administration will be available as of May 15th 2020, and it will completely replace the Flash environment on November 20th 2020, which will also mean the end of the Flash UI support. As of April 15th, our clients will already have the chance to take a look at the preview of the new administrator environment for the learning module.

The new environment will **update the learning administration access and streamline the navigation** between the home menu and other screens.¹ Useful headers will guide you to the necessary information and the redesign of fields and settings will give you a better overview of your data. By adding a 'Group by' and a 'Sort by' tile, SAP has also given administrators the opportunity to sort or group their users by name, status, organization, etc. In general, despite the visual changes, the basic functionalities of the learning administration UI will stay the same.

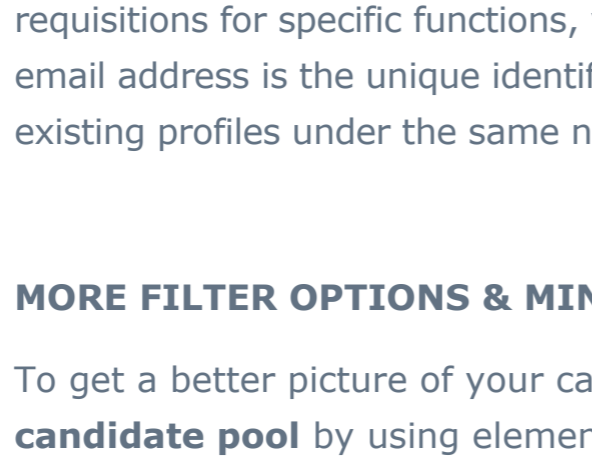
An important side-note for this UI environment change is that all customer-owned and created Flash-based Learning materials (videos, etc.) are the responsibility of the customer to identify, update and move to the new HTML environment. A guide for the new names in the new administrative view in HTML is available on the SuccessFactors Community via [this link](#)².

FLASH FUNCTIONALITIES END-OF-MAINTENANCE OR END-OF-LIFE

As of Q3 2019, some functionalities were already EOM, such as the admin power search bar, the guide me mode & recommended next, the field and tab order and home page quick links. With the second half of 2020 release, these will be EOL. By Q3 2020, the native user login and functionalities will be removed. This means you will no longer be able to have external users only created in Learning, but that they will also have to be created in an Employee Central profile. There is also a [SuccessFactors Community thread](#)³ about this topic if you have more questions.

¹ Access to both the current Flash and the new HTML Learning Admin UI will be available concurrently between May 15th and November 20th 2020.

² Requires SAP SuccessFactors Community account



RECRUITING MANAGEMENT

To further improve the Recruiting module, several modifications have been done in Recruiting Management and Recruiting Posting. Evergreen requisitions and quick apply will make it easier to find candidates for hard-to-fill positions; more filters on the candidate applicant page will give you a better view of your applicants; and business rules for a job application or offer will enable more data validation options.

- Evergreen requisitions
- Quick apply
- More filters options & minor enhancements
- New business rules

EVERGREEN REQUISITIONS

A useful new functionality is the **evergreen requisition**, which is used by companies to generate a pool of potential candidates for positions that are hard to fill or when there is a large number of positions available with a need to have a permanent list of potential candidates. This requisition (still in beta) will allow end users to select a general criterion, or 'evergreen requisition', (e.g. 'nurse') and combine it with other keywords, or 'child requisitions' (e.g. 'paediatrics') to find many suitable candidates. Moreover, you can forward a candidate as an applicant from an evergreen requisition to child requisitions.

QUICK APPLY

The **quick apply** functionality gives candidates the option to complete a job application in the fewest clicks possible, without the need to fill out a complete profile form. The candidate will only have to fill in one screen in order to apply, which will create a larger influx of possible candidates who might not have a lot of time to apply for jobs. When you create your requisitions for specific functions, you can select if you accept these quick applies. As the email address is the unique identifier for a candidate, these quick applies will connect to other existing profiles under the same name.

MORE FILTER OPTIONS & MINOR ENHANCEMENTS

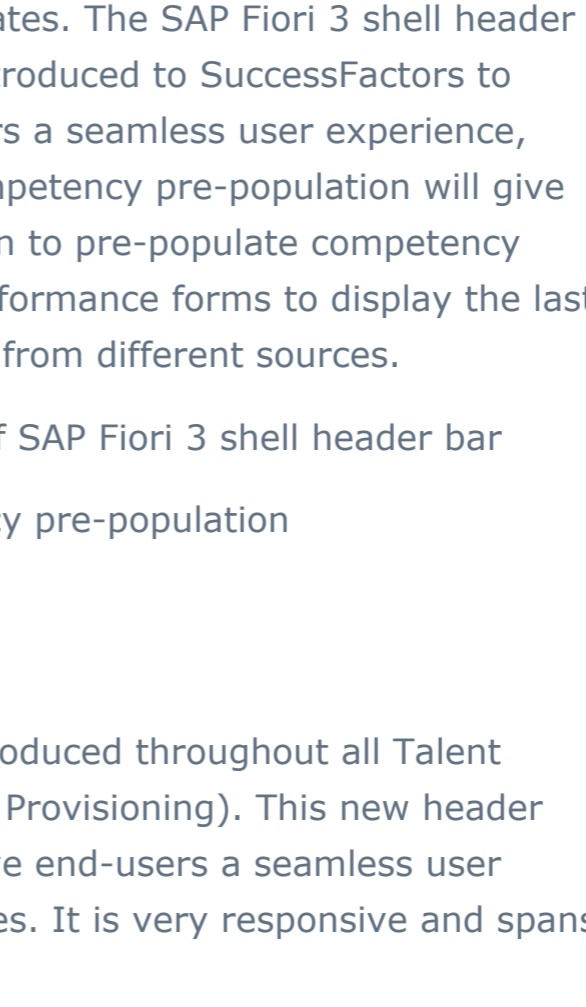
To get a better picture of your candidates, you can now **use more filters on your candidate pool** by using elements from the candidate profile and application form. Other minor enhancements are the mass printing of attachments (all attachment for one candidate, for instance), and the addition of automatic business rules to Recruiting Posting that select the job posting profile based on the content of job requisition fields.

NEW BUSINESS RULES

A useful new option is the **business rules you can create for offer template selections or offer approvals**. These rules will give you the possibility to, for instance, automatically link the country of the offer (e.g. Belgium) to the offer template of that country. Another rule can be made to incorporate the choice of the candidate (whether or not her/his as accepted the offer) into the set job application template status.

ONBOARDING

The new iteration of the Onboarding module will be released in Q4 2019 and will not only focus on onboarding, but also on cross-boarding, off-boarding and several other key features that will make the lives of hiring managers a lot easier. Tools like document management, employee documents, signing support, etc. give admins more ways to enhance the onboarding process, while the visual onboarding dashboard gives them a clear overview of the ongoing processes.



- Onboarding 2.0
- Admin tools & enhancements

ONBOARDING 2.0

The Onboarding management module has been released in Q4 (preview 08/11) and will be available in production on 06/12. An important requirement for Onboarding 2.0 is that, for the moment, it is only available for customers who already have Employee Central running. In the second release, other customers will also have the chance to try this module out.

The scope of Onboarding 2.0 will be broader than merely onboarding, and will also include **cross-boarding** (employee switches positions within the company), **off-boarding** (when the employee leaves the company) or **custom processes** (such as mutations or promotions).

Another addition is **document management**, in which admins can upload company documents to the document management system (Using Adobe Lifecycle Designer) and select which parts the candidate should fill in. Using the same system, the new hire can then access these documents from their own homepage.

Other features include **employee documents** (providing employees access to specific documents), basic embedded **signing support** for onboardees and hiring managers (SuccessFactors E-signature), support for **DocuSign** (separate licence), embedded **people analytics** and extra support for **rehires**.

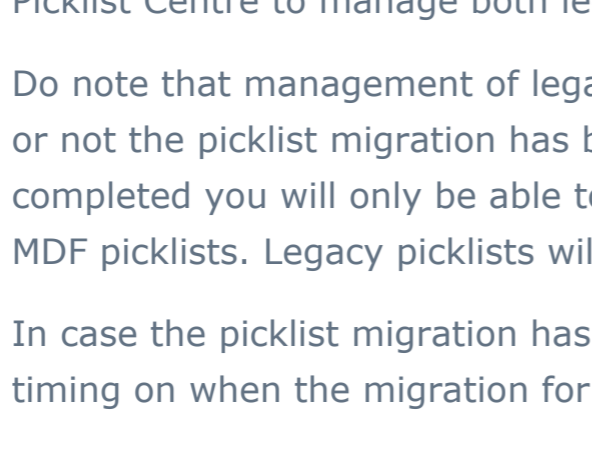
Visually, the **Onboarding 2.0 dashboard** offers the hiring manager and the onboarding group a clear overview of the onboarding tasks and data. Every employee has a **task list** in which the admin can assign a specific task to a department or colleague in particular. By selecting 'Take action', you can also view all the onboarding documents ('View Documents') for the employee in question and their status. The **view for the employee** is equally well-organized with to-do tiles, a to-do list, data screens and much more.

ADMIN TOOLS & ENHANCEMENTS

Lastly, we'll go over some new admin tools for Onboarding 2.0. First, there is a new **recruit-to-hire data mapping tool** which allows you to map recruitment data with data for employee central. This solves the problem of having not all recruitment data available when hiring the candidate in Employee Central.

Secondly, Onboarding 2.0 offers a new **email services framework**, where you can see the status of your emails, the active templates, the emails sent, and in which you can categorize your emails as well. Next, we have the **process variant manager tool**, in which you can monitor and change the general onboarding process. It also allows you to copy existing processes and adjust them as you see fit.

Finishing off this segment, there have also been some **enhancements to the 'manage pending hires' screen**. SAP have not only added configurable columns and column names, but you can now also sort and filter the candidates you have to hire.



PERFORMANCE & GOALS

The Performance & Goals module is getting two new updates. The SAP Fiori 3 shell header bar will be introduced to SuccessFactors to give end-users a seamless user experience, while the competency pre-population will give you the option to pre-populate competency ratings in performance forms to display the last official rating from different sources.

- Adoption of SAP Fiori 3 shell header bar
- Competency pre-population

ADOPTION OF FIORI SHELL HEADER BAR

The **SAP Fiori 3 shell header bar support** is being introduced throughout all Talent modules of SuccessFactors (available as an opt-in flag in Provisioning). This new header update creates user experience with other SAP products and will give end-users a seamless user experience when executing end-to-end business processes. It is very responsive and spans the whole width of the view screen.

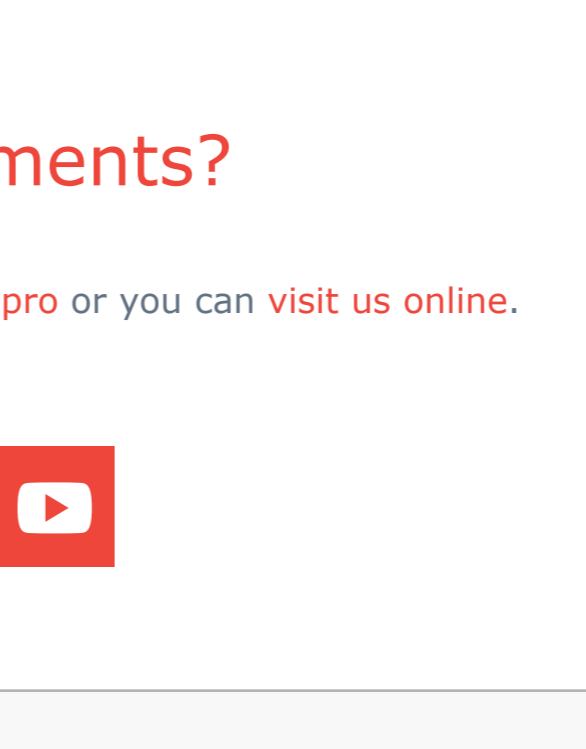
COMPETENCY PRE-POPULATION

This new feature allows you to **pre-populate competency ratings in performance forms** (based on previous ratings from different sources). This feature is the actual solution provided by SuccessFactors to display the last official rating of a competency on the current performance review form. The ratings are stored in the Job Profile Builder (JPB) competency rating repository, so if you do not have access to JPB, you will be unable to do this.

The main reason to pre-fill the competency ratings is for companies where a great number of competencies are rated during the performance review, and the rating between the competencies do not vary greatly between reviews.

COMPENSATION

For the Compensation module of SuccessFactors, there are three small quality-of-life updates. The new custom filters for publishing compensation modifications to Employee Central will give you the option to change compensations for a select number of employees. You will also be able to bulk print compensations statements via executive reviews and the sensitive input values of lookup table data will be encrypted from now on.



- Enhanced Employee Central publishing page filters
- Executive review bulk print
- Encrypt lookup table input

ENHANCED EMPLOYEE CENTRAL PUBLISHING PAGE FILTERS

You can now add a **custom filter** if you want to publish your compensation modifications to Employee Central. For instance, when you want to change compensations for employees in a certain country. This will make the publishing process more flexible and improve the overall performance.

EXECUTIVE REVIEW BULK PRINTING

Now, it is also possible to **print the compensations statement in bulk directly via executive review**. Previously this was only possible to download statements from the inbox of the manager or by the admins through employee central. For now, a maximum of 3,000 statements can be generated using a single job, but this will be enhanced in a future release.

ENCRYPT LOOKUP TABLE INPUT

This feature allows admins to **encrypt the input values of lookup table data** to increase the protections of sensitive table information. It addresses the security concerns for the customers who are currently exposing the sensitive data via the lookup table input keys.

EMPLOYEE CENTRAL

These new updates for Employee Central mainly make the day-to-day job of an HR admin easier and more streamlined. The admins are now able to report 'no shows' in the system, add employment differentiators in people search, copy background elements from a previous employment when rehiring, automatically approve workflows and easily review stalled workflows.

- Reporting 'no shows'
- Employment differentiators in People Search
- Copying background elements from previous employment when rehiring
- Automatic approval of workflows & admin alerts 2.0
- My notifications
- Picklist Centre migration

REPORTING 'NO SHOWS'

It often happens that hired employees ignore their signed contracts and do not show up to start their new employment. What customers used to do to solve this, is to terminate the employee, with the added disadvantage that the employee will be active for one full day. SAP has handled this issue by adding the **'no shows' feature**, which makes sure these employees will never become active in the system. You can access this feature by clicking on 'Report No-Shows' in the 'Actions' drop-down bar in Employee Central.

EMPLOYMENT DIFFERENTIATORS IN PEOPLE SEARCH

The next feature allows you to **configure up to three fields in the standard and custom fields of Job Information** to show more information about a person's employment. Previously, these fields had a fixed set of values, which made it difficult to differentiate between multiple employments. You can create an **employment differentiator** via 'Manage Data' within the relevant Job Information fields.

COPYING BACKGROUND ELEMENTS FROM PREVIOUS EMPLOYMENT WHEN REHIRING

When rehiring someone who has already worked for you in the past, it is now possible to **copy the background elements** (such as education) of that person from the previous employment to the new one. This was not possible in the past.

AUTOMATIC APPROVAL OF WORKFLOWS AND ADMIN ALERTS 2.0

You can now specify whether a **workflow step should be automatically approved** (in a number of days) if the workflow is being stalled at a certain approval step. This way, you can ensure each step of the workflow is processed in time, and minimize manual interaction of the HR admin. Another new feature to streamline the work of the HR admin is the **new overview of stalled workflows** in admin alerts 2.0.

MY NOTIFICATIONS

The 'My Notifications' section of the pending requests page now **only lists the notifications you have received in the past six months**. This is to make sure that HR admins can find the most recent and relevant notifications that require quick actions. You can also filter your notifications received in the past month, the past three months or the past six months.

PICKLIST CENTRE MIGRATION

The Q4 2019 release will push users towards **one central administration tool** called Picklist Centre to manage both legacy and MDF picklists.

Do note that management of legacy picklists in the Picklist Centre is depending on whether or not the picklist migration has been completed. As long as this migration has not been completed you will only be able to manage the MDF picklists instead of both legacy and MDF picklists. Legacy picklists will then need to be managed as it is currently done.

In case the picklist migration has not yet been completed SAP will communicate an exact timing on when the migration for the legacy picklists will be executed.

REPORTING

The new enhancements for the SAP SuccessFactors Reporting module centre around the new single front-end tool for SAP SuccessFactors People Analytics.

The Embedded edition creates a more harmonized and modern user experience, while using data from across all SAP SuccessFactors modules³. The Advanced edition tightly integrates HR data from SAP SuccessFactors with a high performance data warehouse.

- A single front-end tool for SAP SuccessFactors People Analytics
- New enhancements

A SINGLE FRONT-END TOOL FOR SAP SUCCESSFACTORS PEOPLE ANALYTICS

To form a **more harmonized and modern user experience**, SAP SuccessFactors People Analytics will leverage the SAP Analytics Cloud embedded within the solution. This will create a **single front-end tool** for all Analytics solutions within SuccessFactors, including the Embedded edition (previously Reporting), Advanced edition (previously Workforce Analytics) and Planning edition (previously Workforce Planning).

With the **Embedded edition** you can tell compelling stories using a **single solution with data from across all the SAP SuccessFactors solutions**⁴. You can now look up live data from SAP SuccessFactors People Analytics, access intelligent joins across modules, use secure and role based access, and enjoy people centric data privacy and protection.

This new single front-end tool for SAP SuccessFactors People Analytics will include **more modern visualisations, data exploration and smart insights**. It will release to production end of December 2019 and will work through the Report Centre. The prerequisite to use this module is the availability of identity authentication services and the Report Centre (pushed to every customer in Q4).

The **Advanced edition** focuses on **HR data and tightly integrates with SuccessFactors configuration and permissions**. Using the built-in HR metrics and dimensions you can now discover hidden insights over a set period of time, and consolidate these data in a high performance people data warehouse.

NEW ENHANCEMENTS

Some other new features in this module include the **Query Designer**, a new UI component available for report creators who can use it to **build queries based on the data in the SuccessFactors modules**. After the query is saved, a model is created and embedded into the report story. The query designer can add dimensions, filter conditions and calculated attributes to the query definition.

Moreover, **Calculated Columns** can be created during the query design by applying supported formula functions, Operators and Conditions to fields which are selected in Query Design.

From the data modelled in Query Design you can also create interactive reports by using **Story Design**. This option gives users the flexibility to visualize information, which is a key element in reporting. The stories (reports) created will be available in a listing of Report Center along with other type of reports. Stories can also be Run, Edited, Renamed, Deleted and Labelled directly through the Report Centre.

³ LMS data will not be available in phase one

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Questions or comments?

Feel free to contact us via SuccessFactors@delaware.pro or you can [visit us online](#).

