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SuccessFactors Employee Central with Time Management and Payroll Time Sheet

To manage a global workforce, you need a time management solution that can manage absence policies, accruals and time-off requests. Furthermore you need a solution that allows employees to record their working time that automatically calculates for payroll. Most times, HR utilizes different systems to manage transactions for employee time management. Often, employees are unsure about the status of their time off requests and experience inconsistencies when it comes to overtime calculations.

SuccessFactors Employee Central core HR is the cloud solution that enables customers to achieve a single source for their employee records. Employee Central is delivered with time management functionality that supports Time off Requests and Payroll Time Sheet. HR Managers can define time accounts, manage work schedules, calculate accruals and overtime rules and stay on top of employee leave requests. All with a consumer grade user interface and with reporting capabilities.

Flexible and configurable

Employee Central Time Management feature is developed to support your organization. Manage absence events and accruals with an easy to use interface delivered with built in workflows that are configurable. The new Payroll Time Sheet offers an attractive UI to support ease of use. This feature enables employees to record working time and immediately see how it is applied to overtime and other pay components associated with payroll. Global absence and attendance types are directly supported. Data from Time Management integrates with Employee Central Payroll and other payroll providers can easily read the data for processing.

Time Off

Powerful, intuitive and rich is how we describe the Time Off functionality within Time Management. Employees and managers can easily perform tasks such as requests and approvals from mobile or desktop. Vacation and sickness absences are supported plus complex absences like, maternity leave and sabbatical. The powerful Time Off functionality can determine employee status changes based on absence requested. The Time Accounts section provides a comprehensive view of balances and offers Administrators ability to create, edit and define absence types. Accrual frequencies and processing can be scheduled to run on an automatic basis, reducing administrative overhead.

Key Time Off Functionality:

- Configurable Holiday and Work Schedules
- Requests for time off supports ½ days, hours and minutes
- Workflows to expedite approvals with alerts and notifications
- Reports on employee absences or time account balances
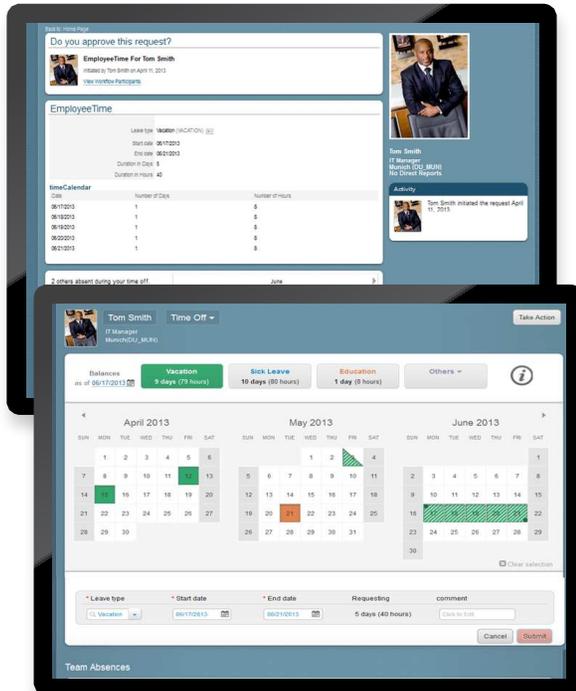
Key Features:
- Mobile
- Time Off Requests and Approval
- Team calendar views
- Flexible requests full day, 1/2 day, hours and minutes
- Payroll Time Sheet integrates with Employee Central Payroll
- Supports Concurrent Employment

Key Benefits:
- Improve workforce productivity
- Maximize efficiency
- Engage employees and managers

Mobile Transactions and Approvals – Requests and approvals can be performed from anywhere via mobile devices with time off features that are natively built for the user. Including a "before you go" feature that is intuitive and provides users with a list of important tasks to complete.
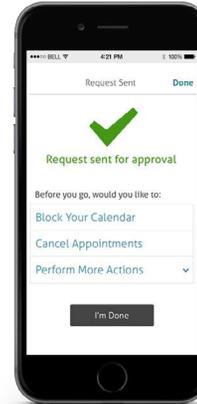
**Team Absence Calendar –** provides visibility of the work group including concurrent time off requests

Supports concurrent employment – easily determine which employment to assign time off dates
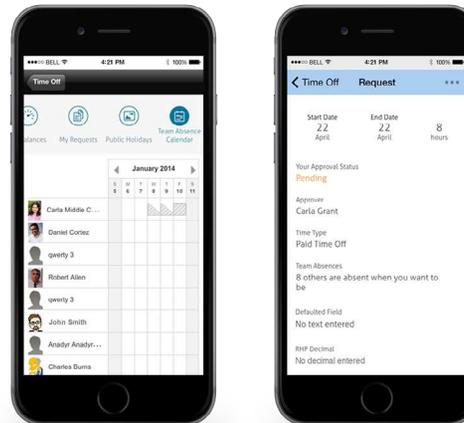
Payroll Time Sheet

Employees are able to record working time and other attendance types in the Payroll Time Sheet. The system will calculate hours worked and will determine overtime based on configured rules regarding overtime per day or week. Rules to support overtime calculations are flexible to support the needs of the organization. You can configure each attendance or absence type and even public holidays. Advanced overtime thresholds can be established to support more flexibility. Workflows are built in to optimize efficiencies and quickly enable managers to receive summaries to approve or reject time sheets. Time sheet data is integrated to EC Payroll. Pay components are available to other payroll systems via APIs.

SuccessFactors Employee Central Time Management and Payroll Time sheet is designed to meet the needs of today's global HR organization.
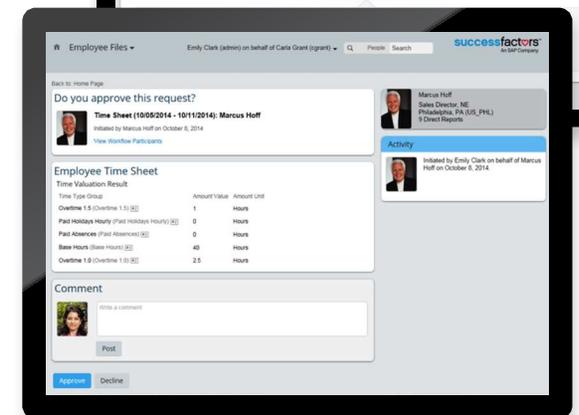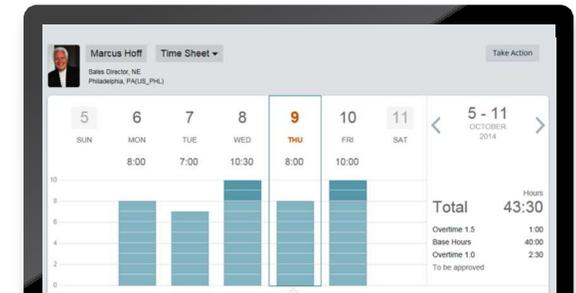
About SuccessFactors, an SAP Company
SuccessFactors is the leading provider of cloud-based HCM software, which delivers business results through solutions that are complete, beautiful, and flexible enough to start anywhere and go everywhere. SuccessFactors' customers represent organizations of all sizes across a wide range of industries. With more than 20 million subscribers globally, we strive to delight our customers by delivering innovative solutions, content and analytics, process expertise, and best practices insights from across our broad and diverse customer base. SuccessFactors solutions are supported by a global partner ecosystem and the experience and commitment of SAP.

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