



GLOSSARY OF SAP SUCCESSFACTORS ONBOARDING 2.0

**A Quick Reference Guide to
SAP Terminologies**

Concept/Term	Definition
SAP SuccessFactors Onboarding 2.0	A modern onboarding solution integrated with Employee Central. Streamlines new hire processes, compliance, and role-based experiences.
New Hire Data Review	A key onboarding step allowing HR or managers to review and confirm candidate data before final processing.
Onboarding Dashboard	A centralized view for HR and hiring managers to monitor onboarding status, tasks, and progress.
Onboarding Process Variant	Configurable onboarding workflows based on country, legal entity, or job role. Supports multiple onboarding flows.
Business Rule	Used to automate decision-making in Onboarding 2.0. Applies logic for field visibility, process flow, and default values.

Concept/Term	Definition
Manage Onboarding Tasks	A tool to assign, track, and manage onboarding activities for new hires and internal stakeholders.
Process Trigger	The condition that initiates the onboarding process. Typically triggered after job offer acceptance.
Data Collection Step	A phase where the new hire fills in personal, bank, or tax information. Can be tailored by country or role.
Compliance Form	Government-mandated forms like I-9 or W-4 in the U.S. Collected and managed as part of onboarding.
Form Group	Groups multiple compliance or HR forms together for better management and assignment.

Concept/Term	Definition
Document Management	Handles storage, versioning, and access to onboarding-related documents. Integrated with Document Center.
DocuSign Integration	Enables electronic signature for onboarding documents. Seamlessly embedded into Onboarding 2.0.
Internal Hire	An existing employee taking a new role. Triggers crossboarding or rehire onboarding workflows.
Rehire Process	Initiates onboarding steps for previously employed individuals. Can reuse past data to speed up hiring.
Crossboarding	A process for employees transferring roles internally. Focuses on compliance, orientation, and new responsibilities.

Concept/Term	Definition
Offboarding	Manages exit procedures for departing employees. Includes exit interviews, asset return, and final documentation.
Pre-Day 1 Access	Grants new hires system access before official start date. Enables completion of onboarding tasks in advance.
Onboarding Tasks	Action items assigned to stakeholders or new hires. Includes provisioning, compliance, or training tasks.
Role-Based Permissions (RBP)	Defines what each user can view or do in Onboarding 2.0. Ensures secure and controlled access.
Recruit-to-Hire Integration	Transfers candidate data from Recruiting to Onboarding. Avoids duplicate entry and improves data accuracy.

Concept/Term	Definition
Welcome Email	An automated email sent to new hires. Provides onboarding links, documents, or welcome messages.
Orientation Step	Introduces company policies, teams, and culture. Part of the standard onboarding experience.
Hiring Manager Activities	Tasks assigned to hiring managers to prepare for new joiners. Includes workspace setup, introductions, etc.
EC Integration	Connects Onboarding 2.0 with Employee Central. Ensures seamless handoff from onboarding to employment lifecycle.
New Hire Activity Planning	Framework for assigning and sequencing onboarding tasks. Customized based on job or location.

Concept/Term	Definition
Process Flow	The series of steps that define the onboarding journey. Configurable and based on rule conditions.
Email Services	Manages system-generated emails for reminders, alerts, and onboarding steps. Customizable per process.
ONB2Process Object	MDF object representing the Onboarding process instance. Tracks status, steps, and relationships.
ONB2DataCollectionConfig	Controls which data collection forms are used. Tailored by country or business process.
Compliance Step	A mandatory part of the onboarding process. Ensures tax, legal, and regional obligations are fulfilled.

Concept/Term	Definition
Hiring Manager Portal	A dedicated space for managers to track new hire progress and complete assigned tasks.
SAP Document Center	Used for storing signed or submitted documents. Integrated with Onboarding for centralized access.
Process Variant Manager	Tool for managing different onboarding processes. Allows creating country- or role-specific flows.
Configurable New Hire	A customizable UI for the new hire data collection page. Supports multiple configurations and field rules.
Dynamic Groups	Automatically assigned groups based on conditions. Used for notifications or onboarding task routing.

Concept/Term	Definition
SuccessFactors Intelligent Services	Event-driven automation framework. Triggers onboarding processes based on changes like offer accepted or rehire.
Onboarding MetaData Framework (MDF)	The underlying structure of Onboarding 2.0. Defines data models and integration logic.
Panel Configuration	UI design for onboarding screens. Panels are configured for steps like personal info, tax, or banking.
Rehire with New Employment	Treats a rehire as a new employee record. Useful when employee left and is being re-onboarded after long duration.
Process Object Configuration	Defines onboarding process behavior in MDF. Controls tasks, roles, and workflow triggers.

Concept/Term	Definition
Assign Activities Step	Allows hiring managers to define team introductions and assign mentors. Encourages engagement early on.
New Hire Portal	A personalized interface for new hires. Lists tasks, company info, and document requirements.
SAP SuccessFactors Home Page	Central landing page for employees, including new hires. Shows To-Dos, onboarding tasks, and announcements.
Business Configuration UI (BCUI)	Tool to manage country-specific fields and onboarding UI without coding.
HRIS Elements	Data fields from EC used in Onboarding. Examples include personInfo, jobInfo, and compensationInfo.

Concept/Term	Definition
Background Check Integration	Connects onboarding with third-party background screening vendors. Automates the check process.
SAP SuccessFactors Recruiting	Module integrated with onboarding for candidate handover. Ensures seamless recruit-to-join experience.
Data Retention Management	Controls how long onboarding data is retained. Supports GDPR and data privacy compliance.
Task Management Engine	Drives the task assignment and completion logic in Onboarding. Supports conditional logic and automation.
Custom MDF Objects	Extend onboarding capabilities with custom business logic. Enables tracking of custom steps or statuses.