GLOSSARY OF SAP SUCCESSFACTORS EMPLOYEE CENTRAL (EC)

A Quick Reference Guide to SAP Terminologies

Concept/Term	Definition
SAP SuccessFactors Employee Central (EC)	A cloud-based HR system that manages core employee data, including personal information, job details, and organizational structure.
Employee Profile	A record of an employee's personal, professional, and compensation data, stored and maintained in Employee Central.
Organizational Management	The structure within SuccessFactors EC that defines the hierarchy, business units, and job roles in an organization.
Position Management	A feature in EC that tracks positions within an organization. Links positions to jobs, departments, and cost centers.
Job Classification	A system of classifying jobs by category, function, or level within an organization.

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Concept/Term	Definition
Employee Central Service Center	A self-service portal that allows employees to manage personal data, request changes, and access HR services.
Time Management	A module in EC used to manage work schedules, time off, attendance, and absence management for employees.
Global Benefits	A feature that manages benefits administration across multiple countries, ensuring compliance with local laws.
Compensation Management	A module in EC that facilitates the management of employee compensation, including salary, bonuses, and incentives.
Succession Planning	A tool to identify and develop internal talent to fill key positions within an organization.

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Concept/Term	Definition
Employee Data Replication	The process of transferring employee data from Employee Central to other SAP systems or third-party applications.
Job Information	Details about an employee's role, including job title, department, and location, stored in EC.
Employment Information	A record of an employee's employment history, such as date of hire, termination, and contract details.
Workforce Analytics	Reporting and analysis tools within SuccessFactors EC that allow organizations to track employee data and trends.
Manager Self-Service (MSS)	A feature that allows managers to access employee data, manage team performance, and approve requests.

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Concept/Term	Definition
Employee Self-Service (ESS)	A self-service feature that enables employees to manage their personal information, time off, and benefits.
Country-Specific Configuration	Customization within Employee Central to handle country-specific legal, compliance, and regulatory requirements.
Position Type	A classification of positions based on characteristics like permanent, temporary, or contract positions in EC.
Global Employee Directory	A searchable directory within EC that lists employee information and organizational structure.
Payroll Integration	The connection between Employee Central and payroll systems, ensuring accurate salary and compensation management.

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Concept/Term	Definition
Job Requisition	The process of creating and tracking requests for new hires, including job details and approval workflows.
Background Checks	A process in EC for verifying a candidate's information, such as employment history and criminal records, before hiring.
User Roles and Permissions	Defines the access levels and responsibilities for different users in EC, ensuring data security and appropriate access.
Workforce Planning	A tool that helps organizations forecast staffing needs and plan for future workforce requirements.
HR Case Management	A system within Employee Central to track and resolve HR-related employee queries, issues, and requests.

SAP SuccessFactors Employee Central Key Concepts

Concept/Term	Definition
Global Payroll	A feature that supports payroll processing for employees across multiple countries with varying regulations.
Onboarding	The process within EC that ensures smooth transition and integration of new employees into the company.
Offboarding	A process for managing the departure of employees, including exit interviews, knowledge transfer, and return of company assets.
Employee Lifecycle	The end-to-end process that tracks an employee's journey from hiring to retirement or resignation.
Employee Central API	A set of programming interfaces that allow integration between Employee Central and external systems.

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Concept/Term	Definition
Position and Job Requisition Sync	A feature that ensures alignment between job positions and requisitions, making hiring processes seamless.
Document Management	A tool that stores, manages, and organizes employee documents such as contracts, performance reviews, and certificates.
Leave of Absence	A feature that manages employee requests for extended leave, including family, medical, or personal leave.
Compliance Management	Ensures that Employee Central adheres to local labor laws and company policies regarding employee data and HR processes.
Absence Management	A module within Employee Central that tracks employee absences, such as sick leave, vacation, and parental leave.

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SAP SuccessFactors Employee Central
Key Concepts

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Concept/Term	Definition
Task Management	A tool that enables HR teams and managers to assign and track tasks related to employee management.
Work Schedule Rules	Defines the working hours, breaks, and shifts for employees. It ensures consistency in scheduling across teams.
Compensation Structure	A configuration in EC to manage the setup of salary structures, pay grades, and compensation packages for employees.
Custom Fields	Fields that can be created and added to Employee Central to capture unique or organization-specific information.
Position Hierarchy	A system for organizing positions within an organization. Used to define reporting relationships and organizational structure.

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Concept/Term	Definition
Country-Specific Features	Features in EC tailored to meet the regulatory, legal, and compliance needs of specific countries or regions.
Data Privacy	The safeguarding of employee information within EC, ensuring compliance with data protection regulations such as GDPR.
Internal Career Mobility	A feature that facilitates the internal movement of employees across roles or departments within an organization.
Workforce Scheduling	The process of assigning shifts and work schedules to employees based on business needs and employee availability.
Employee Engagement	Tools in EC to measure and improve employee satisfaction, engagement, and retention within the company.

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Concept/Term	Definition
Learning and Development Integration	Integration with SuccessFactors Learning to manage training and development initiatives within EC.
Employee Feedback	A mechanism for gathering feedback from employees regarding their experience, performance, and workplace satisfaction.
Employee Recognition	A feature in EC to recognize employee achievements and contributions through rewards, nominations, and other incentives.
HR Analytics and Reporting	Tools in Employee Central that provide reports and dashboards to track key HR metrics like turnover, retention, and performance.
Manager Feedback	A process that allows managers to provide feedback on employee performance, behavior, and goals.

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