

SAP SuccessFactors 

## SAP SuccessFactors Employee Central

### SAP Global License Audit & Compliance – Cloud HCM User and Usage Definitions

CUSTOMER





## TABLE OF CONTENTS

Version Information .....	3
Product Description.....	3
SAP SUCCESSFACTORS EMPLOYEE CENTRAL .....	3
SAP SuccessFactors Employee Central Usage Measurement – Functional User .....	4
Steps to use Pivot Functionality .....	14

[www.sap.com/contactsap](http://www.sap.com/contactsap)

© 2017 SAP SE or an SAP affiliate company. All rights reserved.

No part of this publication may be reproduced or transmitted in any form or for any purpose without the express permission of SAP SE or an SAP affiliate company.

The information contained herein may be changed without prior notice. Some software products marketed by SAP SE and its distributors contain proprietary software components of other software vendors. National product specifications may vary.

These materials are provided by SAP SE or an SAP affiliate company for informational purposes only, without representation or warranty of any kind, and SAP or its affiliated companies shall not be liable for errors or omissions with respect to the materials. The only warranties for SAP or SAP affiliate company products and services are those that are set forth in the express warranty statements accompanying such products and services, if any. Nothing herein should be construed as constituting an additional warranty.

In particular, SAP SE or its affiliated companies have no obligation to pursue any course of business outlined in this document or any related presentation, or to develop or release any functionality mentioned therein. This document, or any related presentation, and SAP SE's or its affiliated companies' strategy and possible future developments, products, and/or platform directions and functionality are all subject to change and may be changed by SAP SE or its affiliated companies at any time for any reason without notice. The information in this document is not a commitment, promise, or legal obligation to deliver any material, code, or functionality. All forward-looking statements are subject to various risks and uncertainties that could cause actual results to differ materially from expectations. Readers are cautioned not to place undue reliance on these forward-looking statements, and they should not be relied upon in making purchasing decisions.

SAP and other SAP products and services mentioned herein as well as their respective logos are trademarks or registered trademarks of SAP SE (or an SAP affiliate company) in Germany and other countries. All other product and service names mentioned are the trademarks of their respective companies. See <http://www.sap.com/corporate-en/legal/copyright/index.epx> for additional trademark information and notices.

This specifications document describes key features and functionalities of SAP SuccessFactors Employee Central, as of the Q4 2017 release.

**Version Information**

Version	Changes	Date
1.0		April 2017
1.1	Added instructions for Employee Central Functional User	March 2018
1.2	Added technical definition for Contingent and EC System of records flags.	May 2018
1.3	Added notes for Seasonal Employee	Oct 2018
1.4	Added notes for Pivot Functionality	Nov 2018
1.5	Added Functional User Definition	June 2019

**Disclaimer:** Please note this document is for guidance and informational purposes only. The terms of your applicable cloud agreement with SAP govern the rights and obligations of you and SAP with respect to the cloud service described herein.

**Product Description**

Product Description
SAP SuccessFactors Employee Central Product is employee recordkeeping, organizational management, time management, global benefits, localization and integration.

**SAP SUCCESSFACTORS EMPLOYEE CENTRAL**

Id	Usage Metric
CS18	Active Functional User

**SAP SuccessFactors Employee Central Usage Measurement – Functional User**

Usage Measurement	Displayed on Measurement Report
<p><b><u>Active Functional User</u></b></p> <p>Total number of Active Functional Users is the count of Authorized Users with an active profile and with active employment information stored in Employee Central AND meet the following criteria:</p> <ol style="list-style-type: none"> <li>1. User is contingent/contractor worker.</li> <li>2. User with read-only access to Employee Central but whose records are mastered within SAP ERP HCM or another core HR System.</li> <li>3. Individuals with a limited or temporary employee relationship during the course of a year or 12-month period (Seasonal Employees)</li> <li>4. Users whose records are mastered and maintained in Employee Central, but the user is not given access to the system</li> </ol> <p>This document covers usage measurement for <b>ONLY</b> Contingent Workers and Employees whose records are mastered within SAP ERP HCM or another core HR system.</p> <p>To measure Seasonal Employees, see <b>NOTE</b>, below</p>	<p>“Active Functional Users” under the Customer’s Person and Employee Info.</p>
<p><b>Active User</b></p> <p>An active user is a user loaded into the system with a user status set to “Active”. Please refer to knowledge base article / <a href="#">KBA 2088200</a> for further guidance.</p> <p>The total number of individuals with functional use profile/status is used as a reflection of customer’s current Functional User count. When the total number of functional user profiles/status is greater than the number of Authorized Functional User subscribed to in the Order form or other applicable transaction document, this implies noncompliance and it is recommended that you engage with your SAP SuccessFactors Customer Engagement Executive or SAP SuccessFactors Customer Support.</p>	

**Contingent worker and EC System of Record** are maintained as Boolean Flags in the system.

Field	Flag Description
<b>Contingent Worker</b>	1 – Yes, Non-Employee includes Contingent or Contractor worker 0 – No
<b>EC System of Record</b>	1 – Yes, Employees whose records are mastered within Employee Central 0 – No, Employees whose records are mastered within SAP ERP HCM and not Employee Central

**By definition:** An active user is categorized as **Full User** if **Contingent Worker** flag is set as **“No” (0)** and **EC System of Record** flag is set as **“Yes” (1)**. All the other criteria are categorized as **Functional User**

### Seasonal Employees

**Note, Seasonal Employees** are individuals with limited or temporary employment/employee relationship.

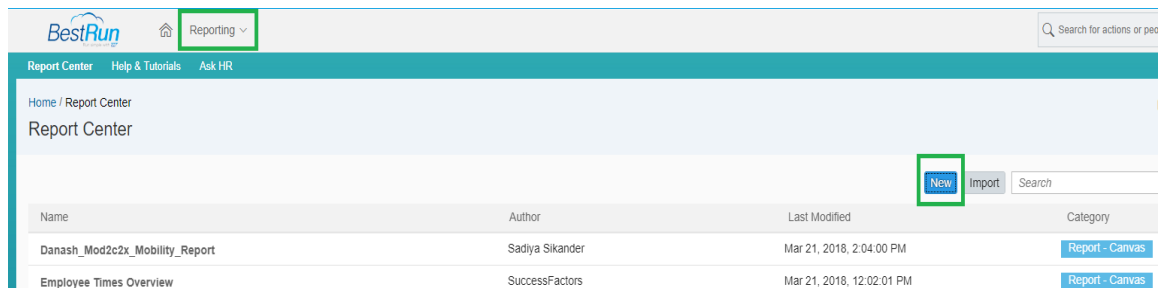
Measurement of Seasonal Employees is driven by hire/re-hire and termination events triggered. Please refer to **Employee Central Advanced Reporting (How to Use Standard Reports)** guide for steps to review the seasonal employees' usage in the system. HOW TO GUIDE is available in SAP Help Portal for **SAP SuccessFactors Employee Central Product > Reference** Section. Technical Guide for Standard Reports in Employee Central is available in **SAP SuccessFactors Workforce Analytics > Reference > Employee Central Advanced Reporting: Technical Guide**.

### Steps to Review Usage in System (Active Functional User)

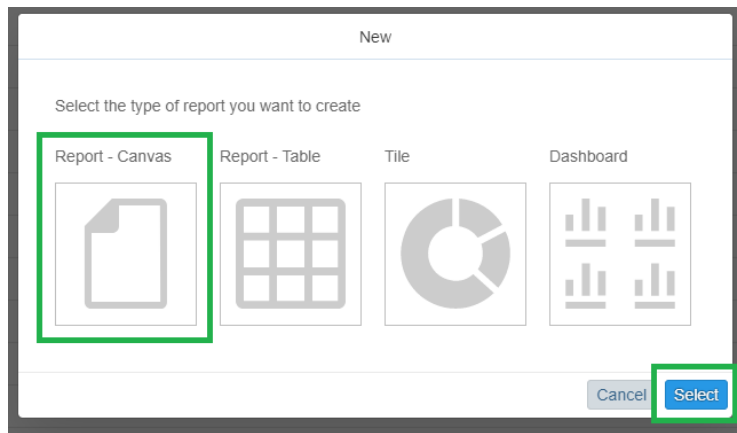
**Note:** Full detailed reporting privileges are required to run these reports. If you do not see a report this could be due to a role-based permission or it may not be enabled in your instance. In the latter case, please contact Customer Support.

## Creating a New Report

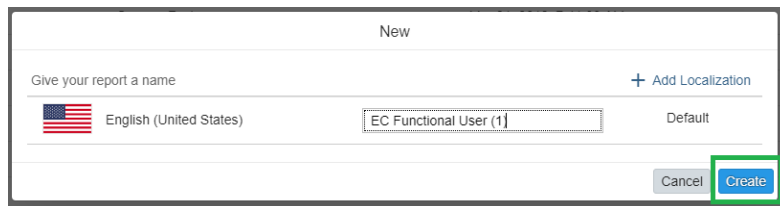
1. Go to **Reporting** and click **New**



2. Select the **Report Canvas** template and click **Select**

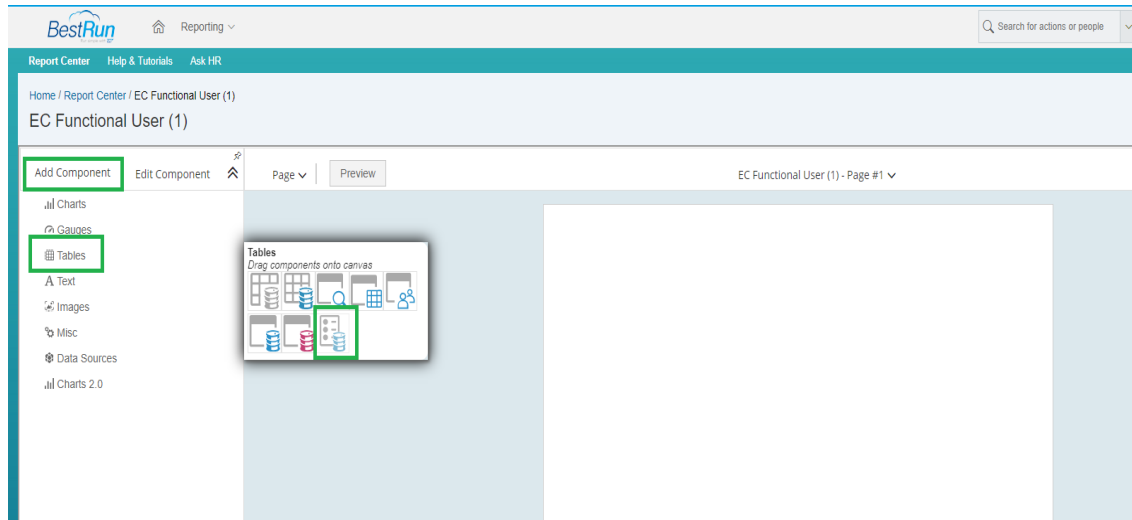


3. Enter the **Name** of the report and click **Create**:

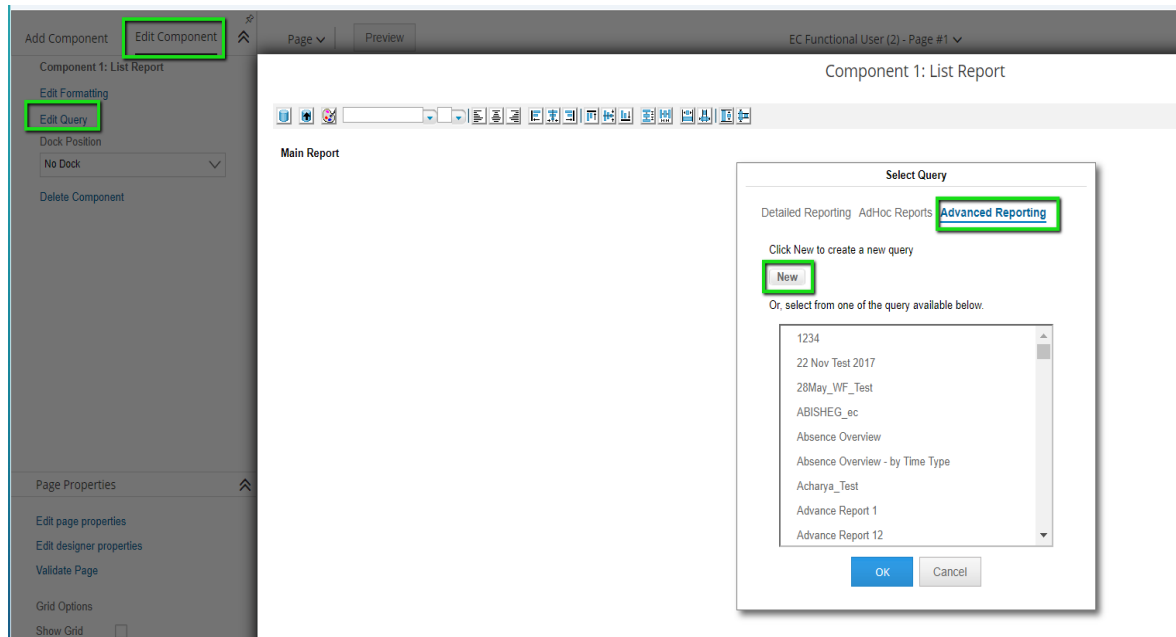


## Add Components to the Report

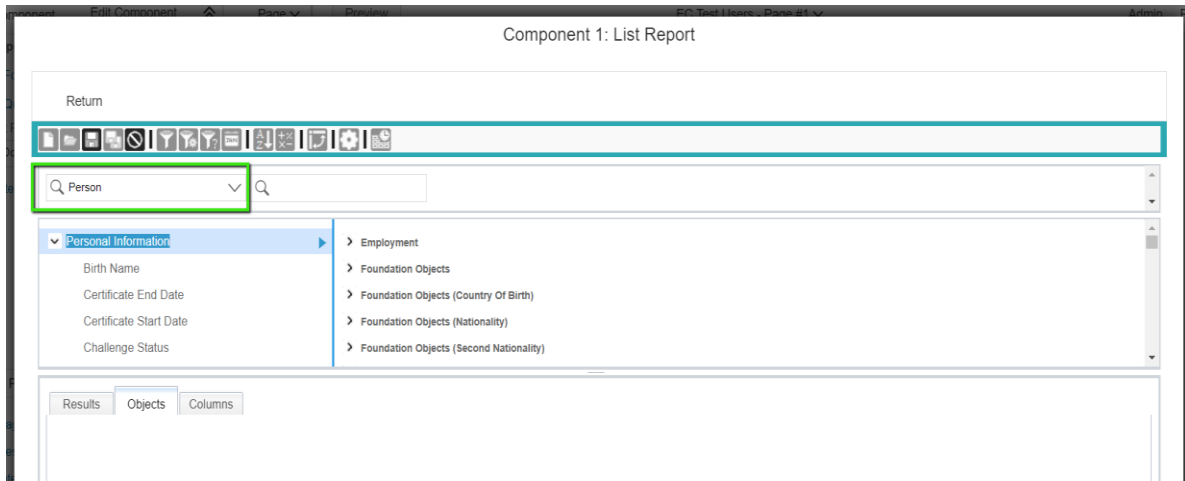
1. Once you have created the report, go to **Add Component** and Click on **Tables**. Then, drag the **List Report** component onto the **canvas**.



2. Go to **Edit Component** and select **Edit Query**. Click on **Advanced Reporting** and then click **New**.

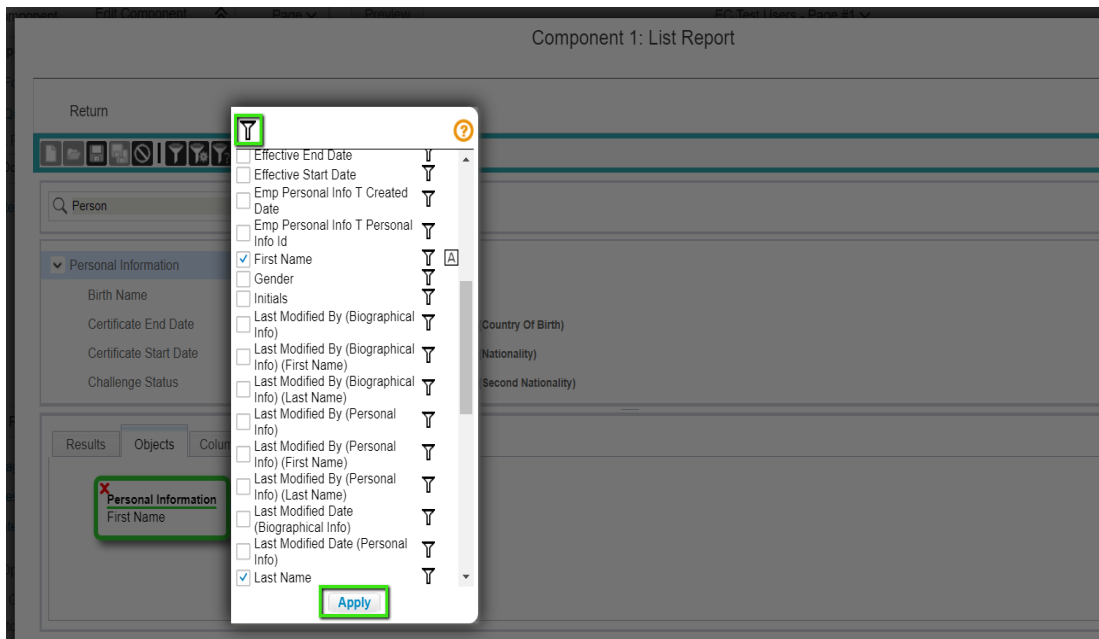


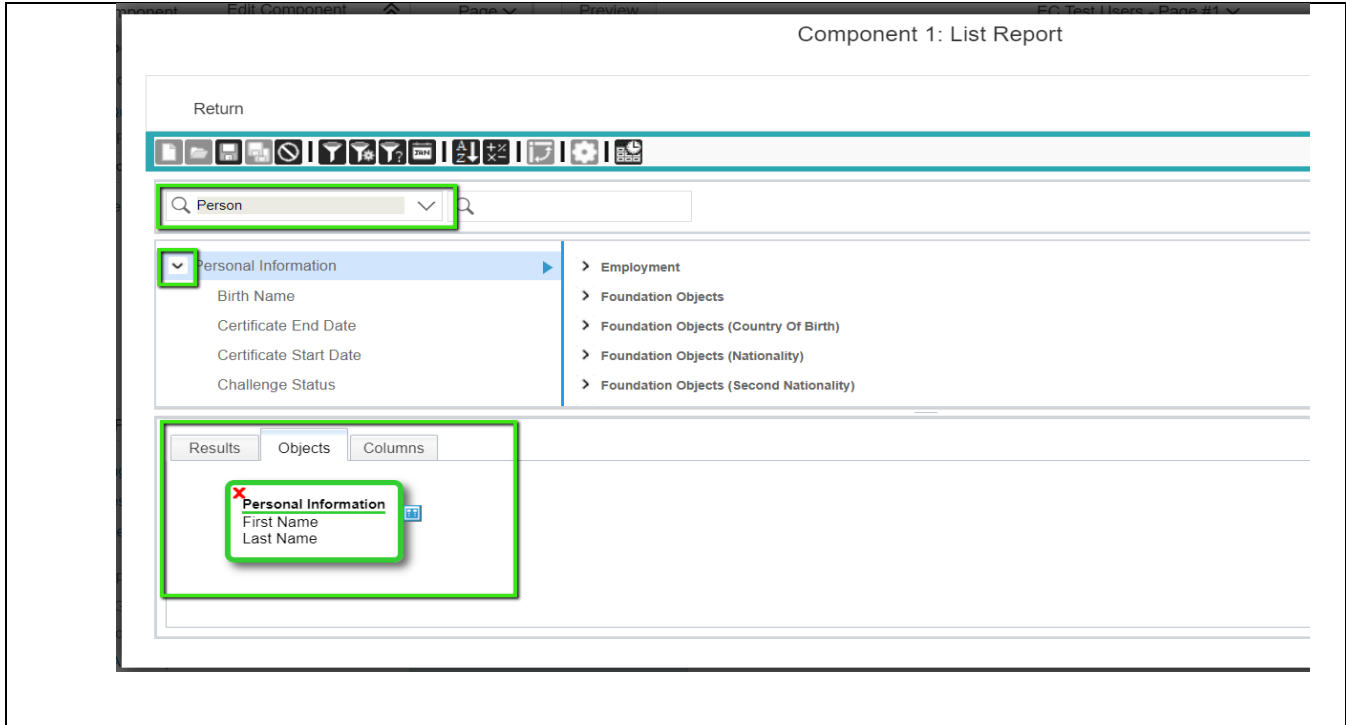
3. On the resulting screen, use the drop down to **Select** or **Search** for **Person** table



4. Select the **Columns -- First Name, Last Name** (by double-clicking) from **Person** table

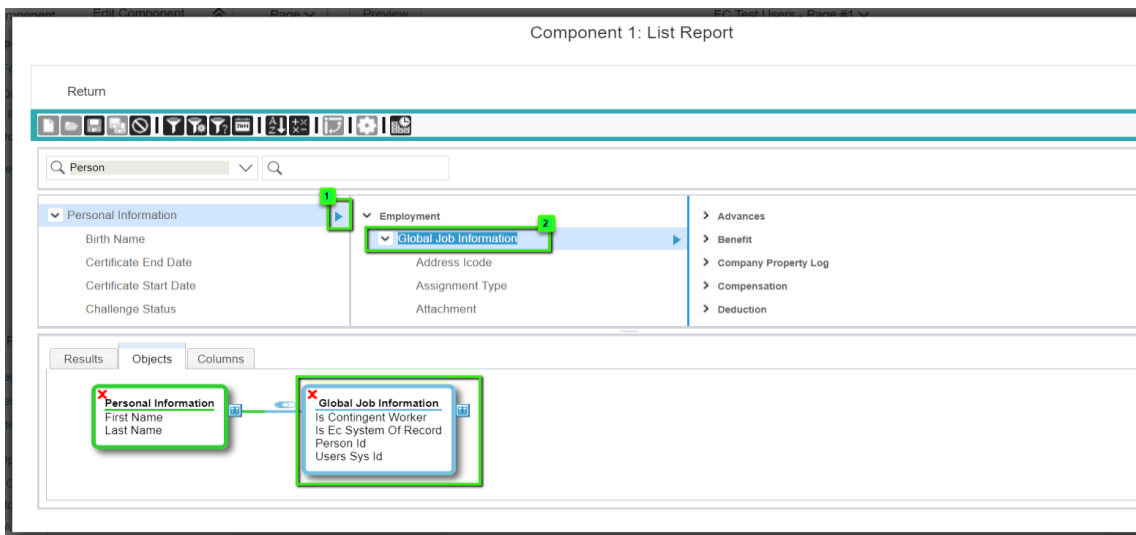
**Tip:** To easily find the required fields search **Column Names** from the search bar on top and then double click the fields to get added into the object pane. You can also Select and Deselect fields from the **Edit Table** icon under the object pane.



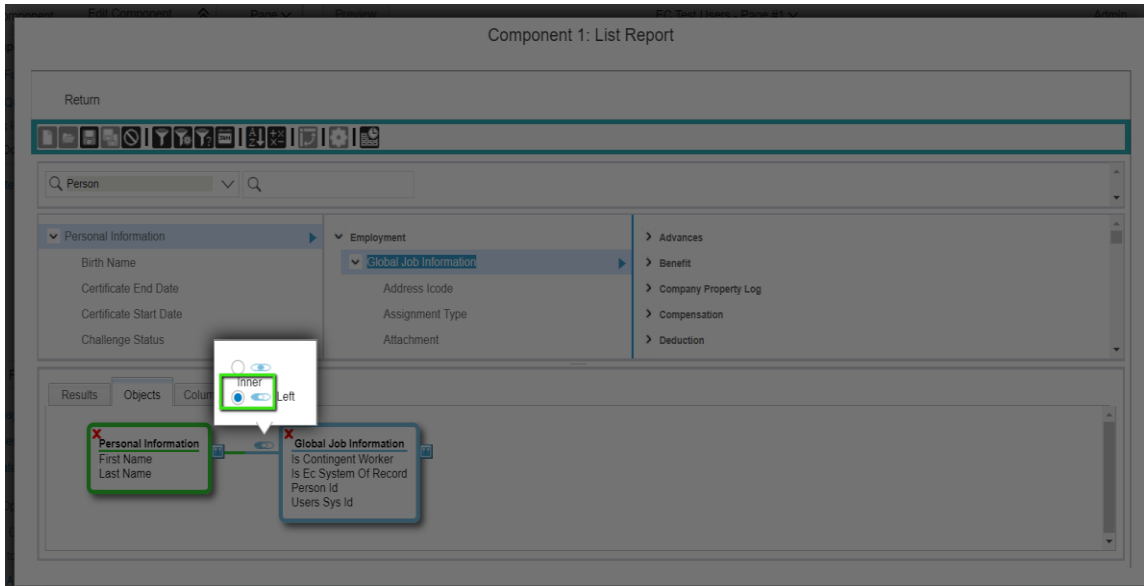


## Joining Tables

1. JOIN **Personal Information** table with **Global Job Information** table by selecting the Left Arrow on the side of “Personal Information” table.
2. Select the **Columns – IS Contingent Worker, IS EC System of Record, User ID, and Person ID** (by double-clicking) from **Global Job Information** table

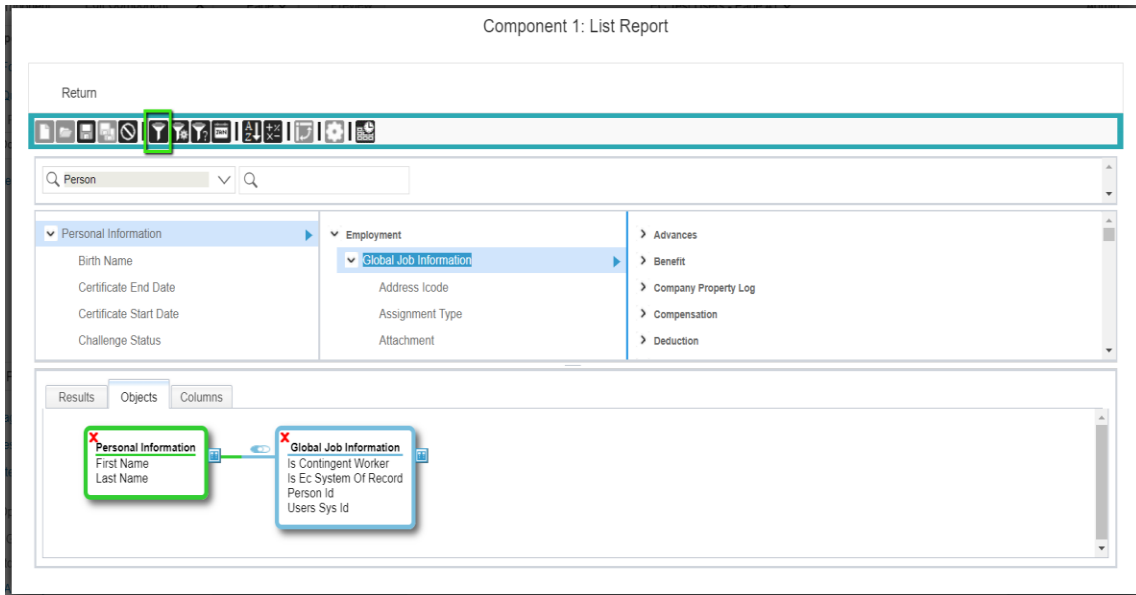


3. You can view the **Object Relationships** in the objects pane. For this example, we need to select **Inner** join relationship.

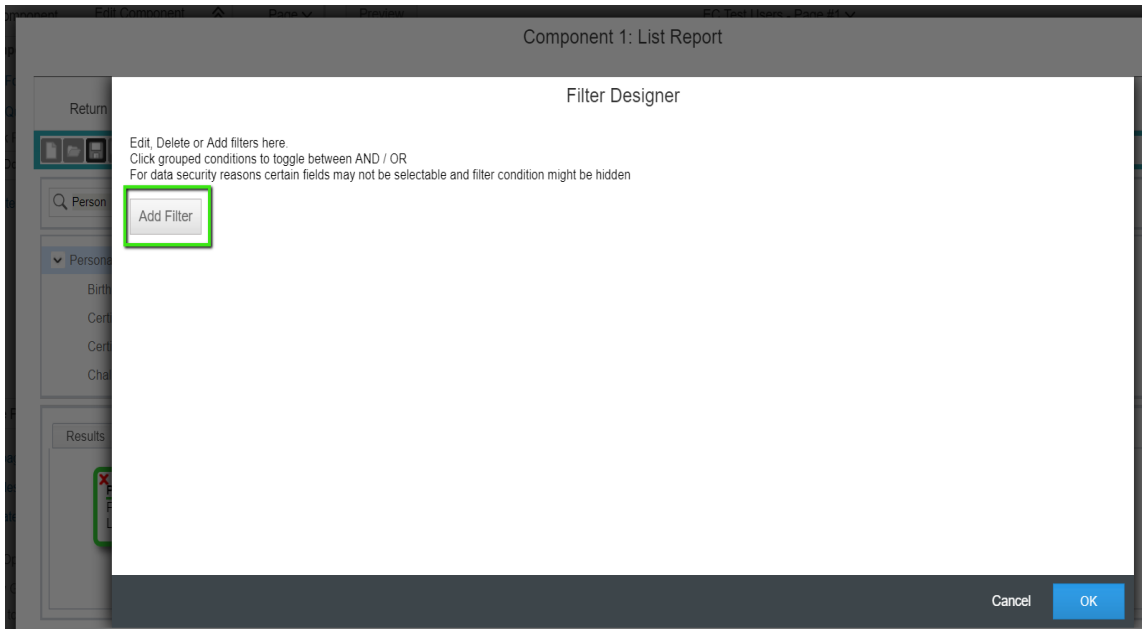


## Adding Filters

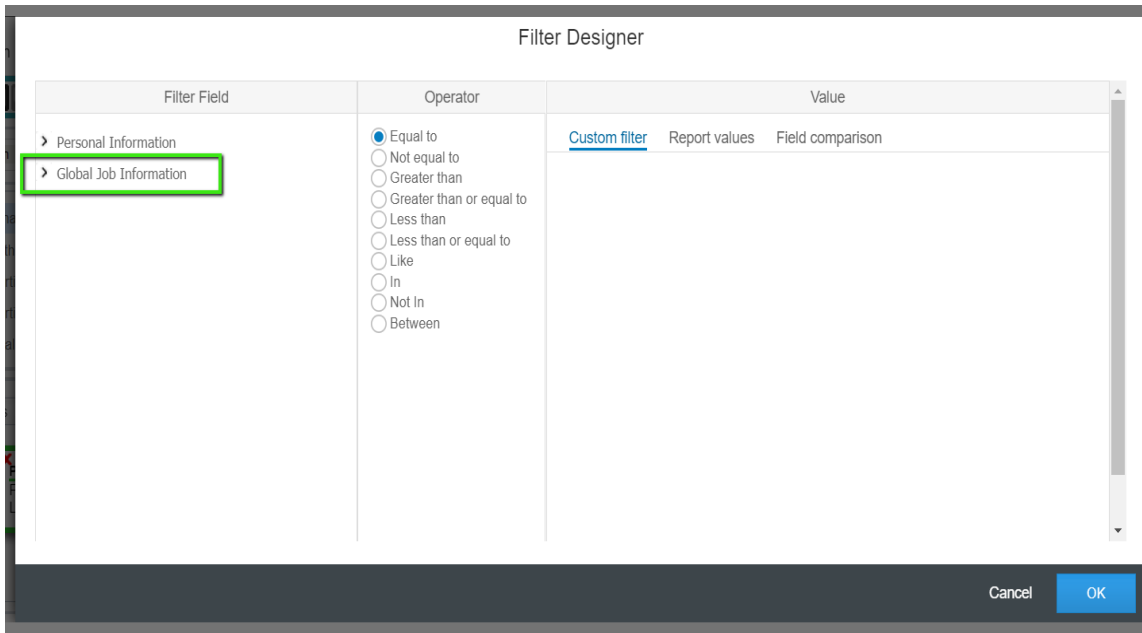
1. From the top command bar, Select **Manage Query Filter**



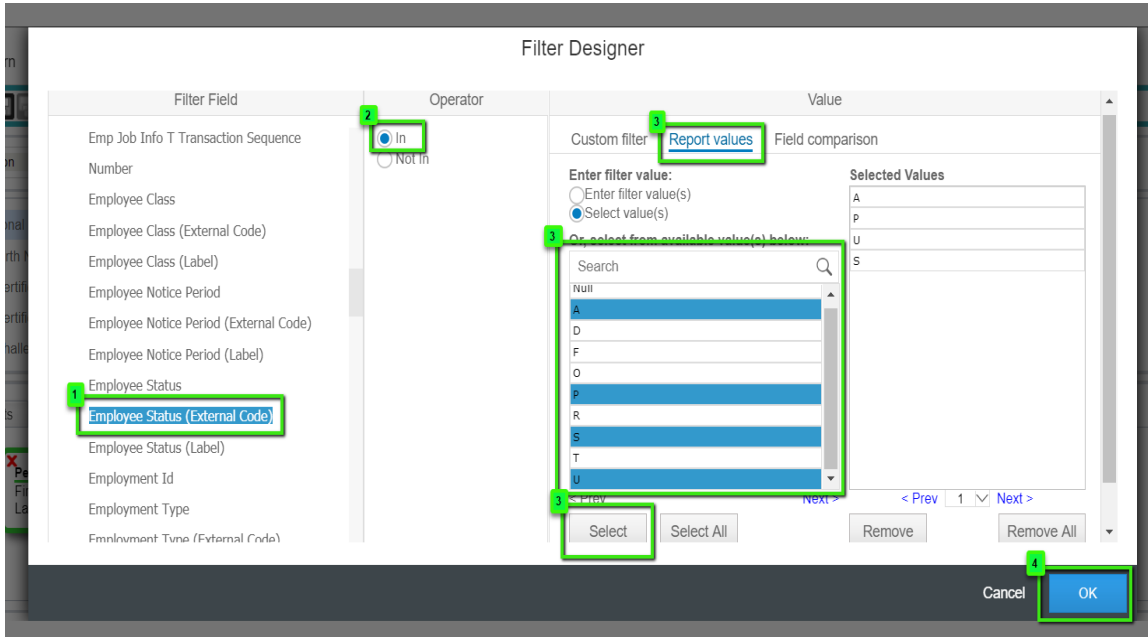
2. In **Filter Designer View** Click **Add Filter**.



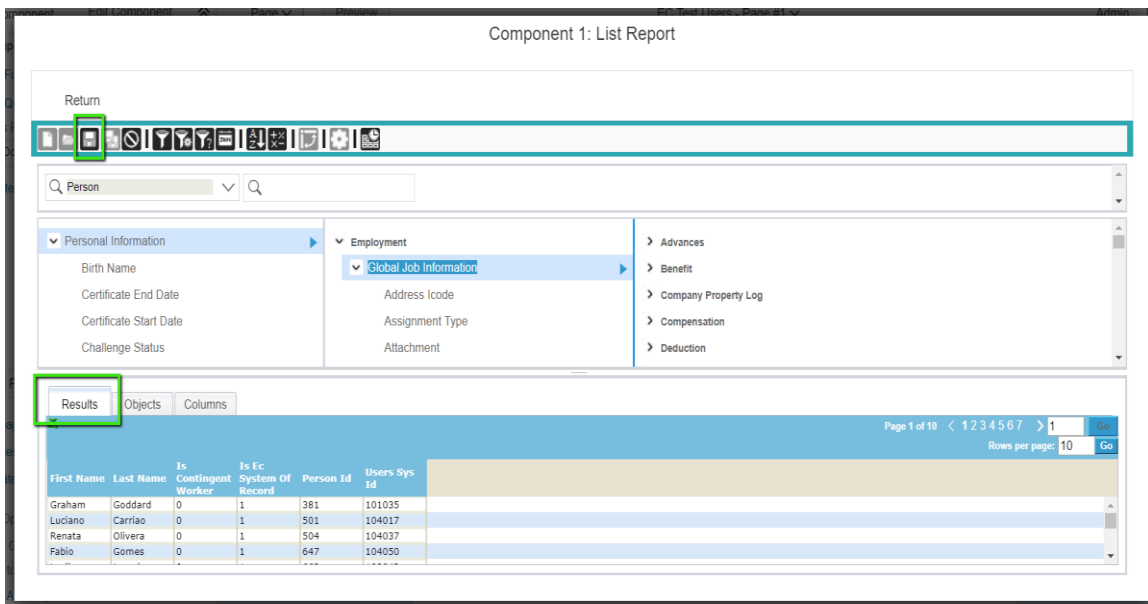
3. On the resulting screen, Select **Global Job Information** table.



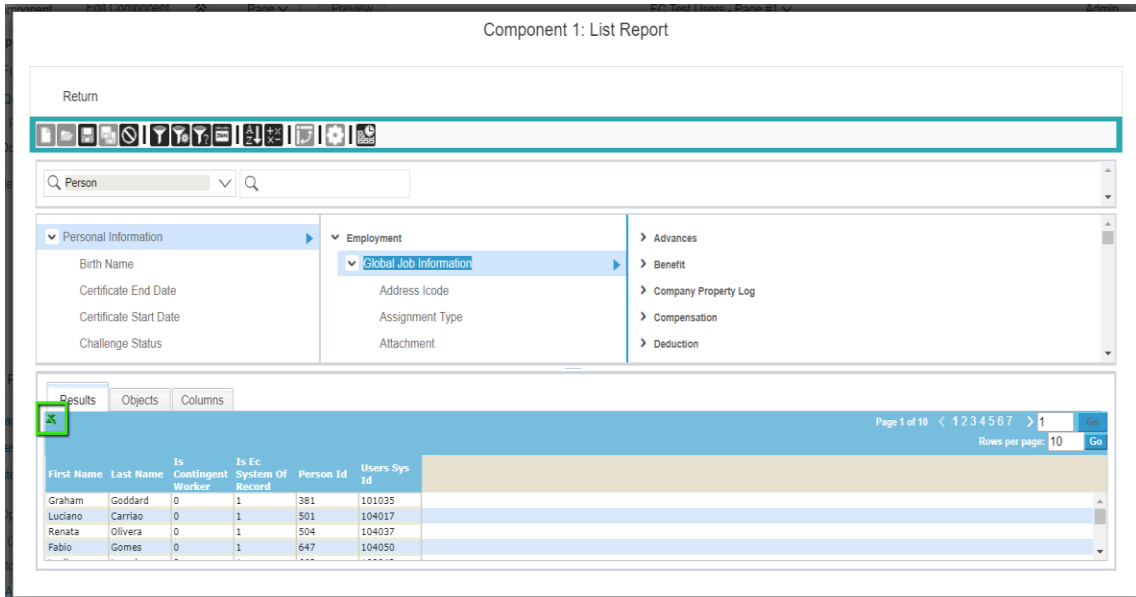
4. In Filter Designer View.
  - 4.1. Select field **Employee Status (External Code)**.
  - 4.2. Select the **Operator** as **In**.
  - 4.3. From the **Value** pane select **Report Values** as **{A: Active, P: Paid, U: Unpaid, S: Suspended}**
  - 4.4. Click **OK** to save changes



5. **Save** the query and review the report by clicking on the **Results** section.



- You can download the results to **CSV** by clicking on the **Export Icon** in the **Results** tab. Note that this depends on granularity of the report generated.



- Review the CSV file and check the count of User IDs. **This value reflects the number of users with active profiles in the system.** In this example, a pivot table is necessary to count active users by **Contingent Worker flag** or **EC System of Record flag**. (See [Definition](#), above).

A	B	C	D	E	F	G	H	I	J	K	L	
1	First Name	Last Name	Is Contingent Worker	Is Ec System Of Record	Person	Users Sys Id						
2	Graham	Goddard	0	1	381	101035						
3	Luciano	Carriao	0	1	501	104017			<b>Summary for Contingent Workers</b>			
4	Renata	Olivera	0	1	504	104037			Count of Users Sys Id	Total	Comments	
5	Fabio	Gomes	0	1	647	104050			Is Contingent Worker	0	608	Flagged as "No"
6	Lucile	Leandres	0	1	663	102043				1	3	Flagged as "Yes", Contingent Workers
7	Scott	Wang	0	1	311	100097			Grand Total		611	
8	Christina	Huber	0	1	839	103076			<b>Summary for EC System of Record</b>			
9	Natalie	Keegan	0	1	830	106075			Count of Users Sys Id	Total	Comments	
10	Jamie	King	0	1	353	106002			Is Ec System Of Record	0	8	Flagged as "No", Employee Records not mastered in EC
11	Trent	Woolley	0	1	328	106032				1	603	Flagged as "Yes"
12	Zoe	McIveen	0	1	630	106050			Grand Total		611	
13	Lachlan	Mickey	0	1	629	106049						
14	Katrin	Ratiner	0	1	351	106038						
15	Paul	Atkins	0	1	345	106037						
16	Brendon	Barry	0	1	352	106030						
17	Andrew	Hoffmann	0	1	347	106018						
18	Greg	Houbert	0	1	335	106023						
19	Jack	McAfee	0	1	339	106015						
20	Anastasia	Millar	0	1	342	106005						
21	Peggy	Milton	0	1	336	106024						
22	Susann	Myers	0	1	340	106036						
23	Lorelle	Lawrie	0	1	348	106040						
24	David	Leal	0	1	355	106010						
25	Penelope	Miller	0	1	349	106033						
26	Jon	Peck	0	0	350	106039						
27	三典	櫻本	0	1	1326	henomoto						
28	麻子	坂田	0	1	1324	jsakata						

- You can also use the pivot functionality of Reporting Tool. The Pivot Query Designer allows users to pivot their queries to show a total aggregated result. (See [Steps](#), below)

### Steps to use Pivot Functionality

**Note:** Steps to use pivot functionality is required to run on the query/report created from the above given instructions.

## Export Query

1. From the current reporting canvas, go to **Edit Component** and click on **Edit Formatting**.

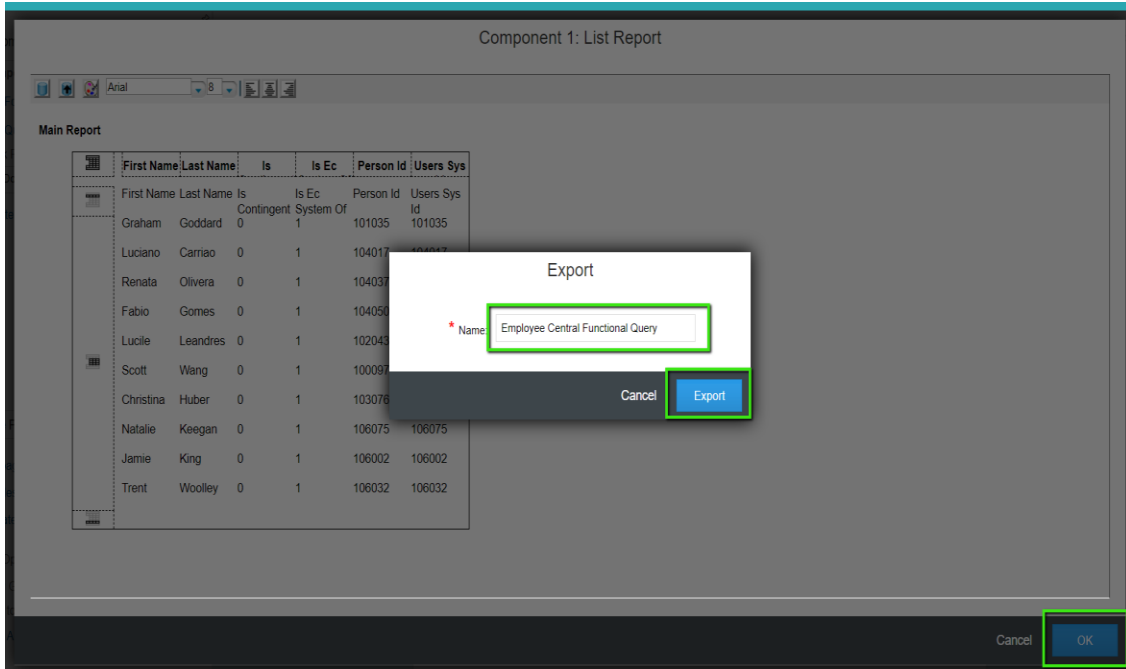
The screenshot shows the SAP reporting interface. On the left, a sidebar contains the 'Edit Component' menu with 'Edit Formatting' highlighted. The main canvas displays a table with the following data:

First Name	Last Name	Is Contingent	Is Ec System Of	Person Id	Users Sys Id
Graham	Goddard	0	1	101035	101035
Luciano	Carriao	0	1	104017	104017
Renata	Olivera	0	1	104037	104037
Fabio	Gomes	0	1	104050	104050
Lucile	Leandres	0	1	102043	102043
Scott	Wang	0	1	100097	100097
Christina	Huber	0	1	103076	103076
Natalie	Keegan	0	1	106075	106075
Jamie	King	0	1	106002	106002
Trent	Woolley	0	1	106032	106032
Zoe	Mcliveen	0	1	106050	106050
Lachlan	Mickey	0	1	106049	106049
Katrin	Ratiner	0	1	106038	106038

2. Click on the **Export Query** from the **List Report** Component.

The screenshot shows the 'Export Query' dialog box. It contains a table with the same data as the previous screenshot. The dialog also includes a text area with instructions: 'Copy the query to the workspace so that it can be used for other purposes, such as for pivot queries.' At the bottom right, there are 'Cancel' and 'OK' buttons.

- On the resulting screen, provide the **Name**, click on **Export**, and then click on **OK**.



## Add Components to the Report

1. Once you have exported the query, go to **Add Component** and Click on **Tables**. Then, drag the **Table view based on published data** component onto the **canvas**.

The screenshot shows the SAP report designer interface. On the left, the 'Add Component' menu is open, with 'Tables' highlighted. A tooltip for the 'Table view based on published data' component is visible. The main canvas displays a table with the following data:

First Name	Last Name	Is Contingent	Is System Of	Person Id	Users Sys Id
Graham	Goddard	0	1	101035	101035
Luciano	Carriao	0	1	104017	104017
Renata	Olivera	0	1	104037	104037
Fabio	Gomes	0	1	104050	104050
Lucile	Leandres	0	1	102043	102043
Scott	Wang	0	1	100097	100097
Christina	Huber	0	1	103076	103076
Natalie	Keegan	0	1	106075	106075
Jamie	King	0	1	106002	106002
Trent	Woolley	0	1	106032	106032
Zoe	Mclveen	0	1	106050	106050
Lachlan	Mickey	0	1	106049	106049
Katrin	Ratiner	0	1	106038	106038

2. Go to **Edit Component** and select **Edit Query**.

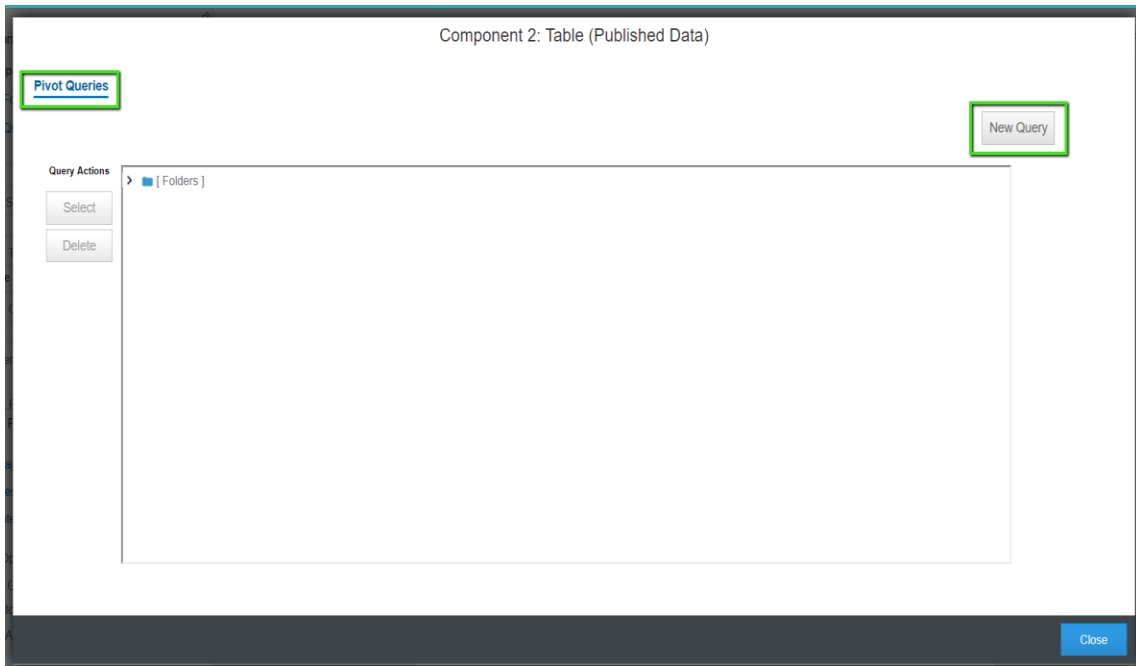
The screenshot shows the SAP report designer interface with the 'Edit Component' menu open and 'Edit Query' selected. The main canvas displays a table with the following data:

First Name	Last Name	Is Contingent	Is System Of	Person Id	Users Sys Id
Scott	Wang	0	1	100097	100097
Christina	Huber	0	1	103076	103076
Natalie	Keegan	0	1	106075	106075
Jamie	King	0	1	106002	106002
Trent	Woolley	0	1	106032	106032
Zoe	Mclveen	0	1	106050	106050
Lachlan	Mickey	0	1	106049	106049
Katrin	Ratiner	0	1	106038	106038

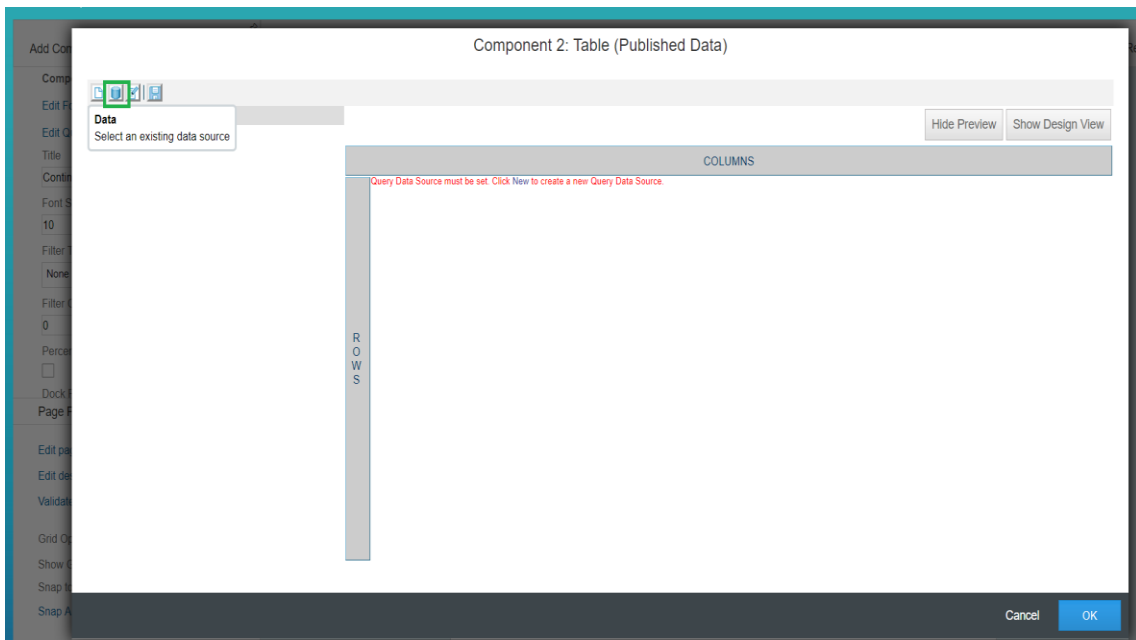
Below the table, a breakdown table is visible:

Breakdown	Col 1	Col 2	Col 3	Col 3
Row 1	9.87%	345.47%	129.19%	19.89%
Row 2	10.26%	23.42%	32.86%	11.32%
Row 3	7.62%	20.87%	18.42%	7.82%
Row 4	4.07%	13.00%	12.69%	6.08%

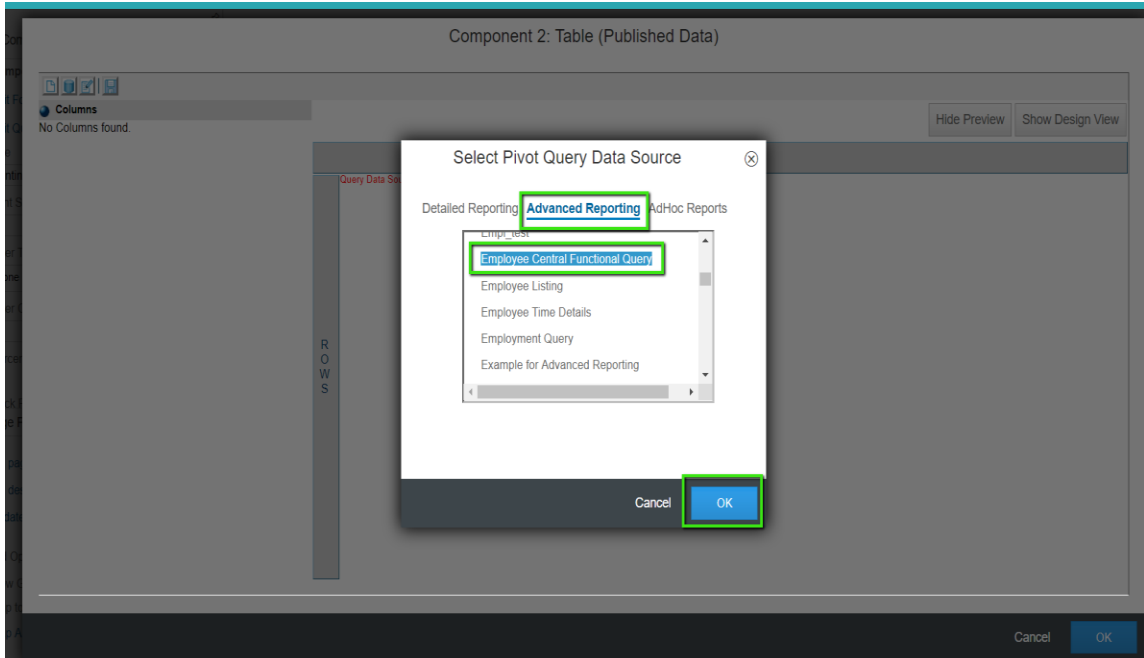
3. On the resulting screen, Select **Pivot Queries** and click on **New Query**



4. **Cancel** the step to select the **New Data Source** and Click on **Data** option to select the data from the existing **Data Source**.

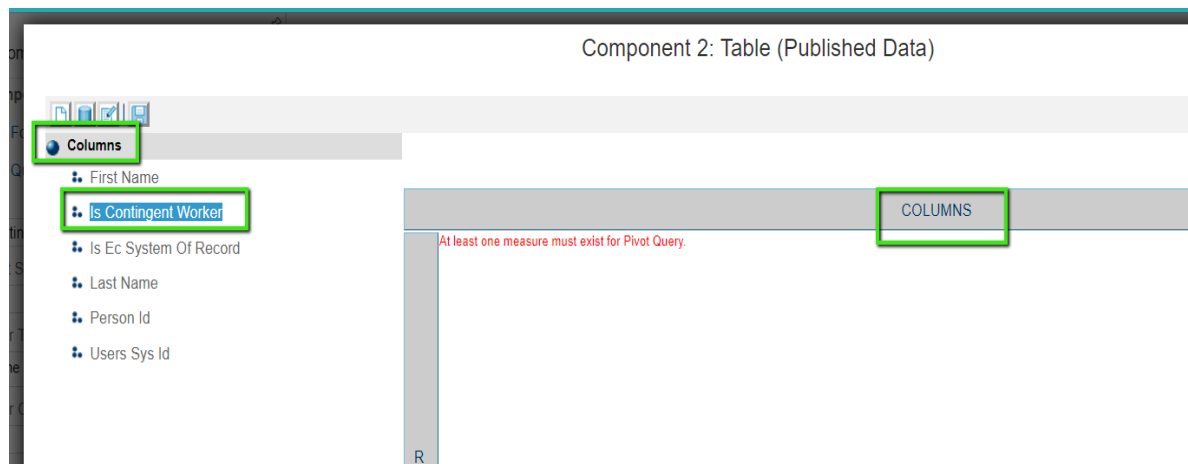


- On the resulting screen, select **Advanced Reporting** to **Search and Select** for the **Query** exported in **Export Query** Step.

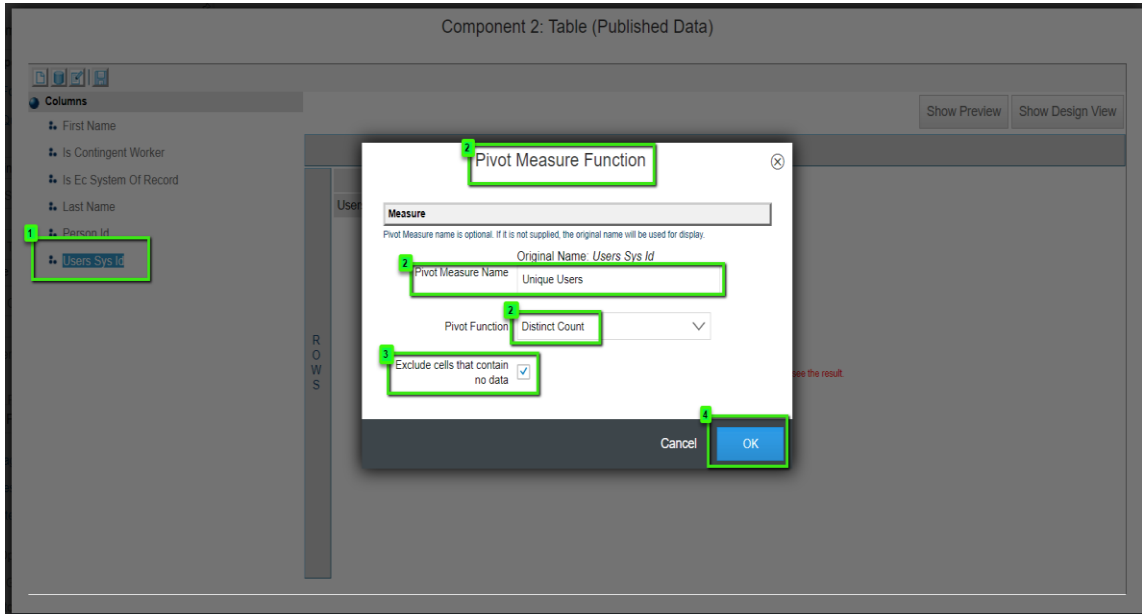


## Adding Calculations

- From the current component view, select **Attributes/Column Names** to the **Pivot Table View**. For this example, you need to drag **Contingent Worker** column to the **Columns** shelf.

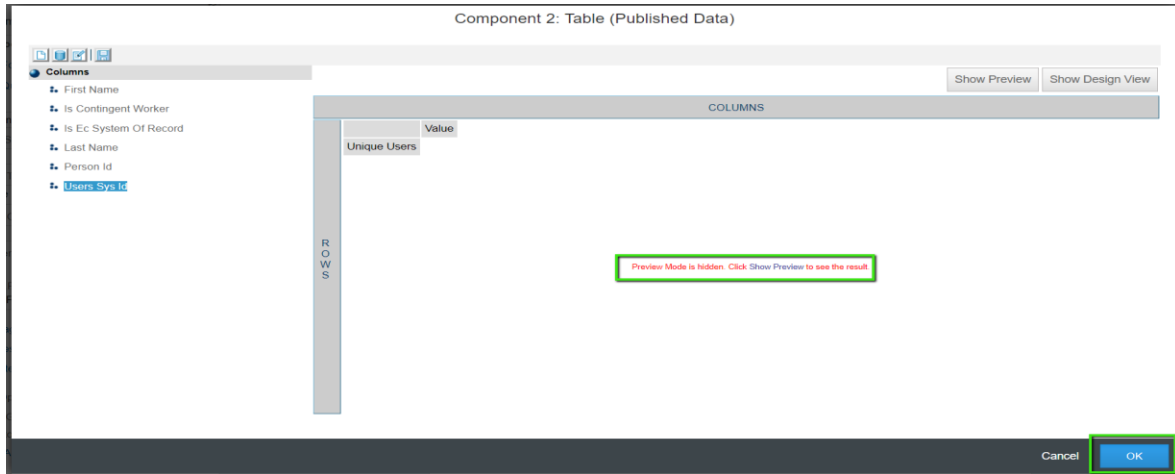


2. For pivot query, you need to have at least one measure. For this example, you need to create a **Measure** to compute **Unique Counts of Users**.
  - 2.1. Drag **Users Sys ID** field to the **canvas**.
  - 2.2. In Pivot Measure Function, provide **Pivot Measure Name** and select **Pivot Function** as **Distinct Count**.
  - 2.3. **Check** box to Exclude Cells that contains no data.
  - 2.4. Click **OK**



## Reviewing Results

1. On the resulting screen, click on **Show Preview** to see the result and Click **OK**



2. On the canvas page, you will get the aggregated view for **Count of Unique Users** that are classified as Contingent or Not Contingent. (See [Definition](#), above).

