

# SAP SuccessFactors Time Management, Integrated with S/4HANA and SAP Digital Manufacturing

June' 2024

Public



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## **Agenda**

### **SAP SuccessFactors Time Management**

- Vision and Strategy
- What's available today
- Recent deliveries
- Connecting Time with the SAP ecosystem
  - S/4HANA MyTimesheet (successor to CATS)
  - SAP Digital Manufacturing

### Roadmap

### **Key Takeaways**



## **Time Management**

**Product Vision** 

Provide an easy and engaging experience, across the globe, to record time and get paid accurately.



## **Time Management**

**Product Strategy** 

## Easy and Engaging Experience

To increase Productivity and Efficiency across Core HR, Time & Payroll

## Global

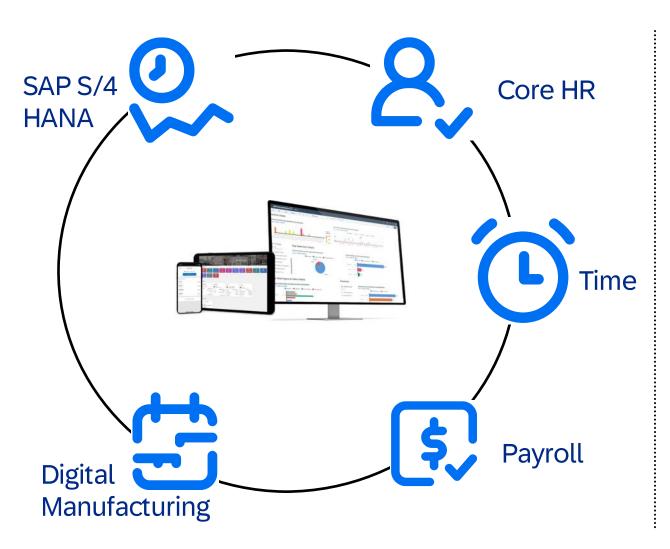
Help ensure compliance to local law and collective labor agreements across the globe, enhancing work-life balance, and facilitating data-driven decision making

## Connected

Throughout the SAP Portfolio, streamlining billing, activity time recording and shift planning processes



## Why time management with SAP SuccessFactors solutions?



Gain efficiencies and value through one SAP SuccessFactors experience

- One suite, one data set, one contract, complete processes
- One modern experience across all devices
- Leveraging core capabilities in SAP SuccessFactors Employee Central and SAP SuccessFactors Human Experience Management Suite
- Time valuation in real time to facilitate continuous payroll
- Integration with SAP S/4HANA (activity recording)
- Integration with SAP Digital Manufacturing (Scheduling)



## **Time Management**

What's available today?

## Time management with SAP SuccessFactors solutions

SAP SuccessFactors Employee Central (time off)







### SAP SuccessFactors Time Tracking









## Time Tracking

## Focused on desk based AND the deskless worker

#### **2021 RELEASES**

- Clock in Clock out (incl. punch clock)
- New Timesheet UI
- Single record approval
- Night shift support
- Workflow approval dashboard
- Support for forfeiting overtime

#### **2022 RELEASES**

- GPS based time capture
- Clock in Clock out (General available), incl. best-practice config
- Late comer detection
- Grace rule rounding
- Improved public holiday handling
- Alerts based on time collectors
- Time Tracking usage reporting

#### **2023 RELEASES**

- Copy Feature, Policy info options, and mobile enhancements
- Rest-Rules, and improved minimum break handling
- Improved Public Holiday handling (Work Patterns)
- 3rd party uploads for Overtime recorders and allowances
- Clocking in & out via MS Teams
- Improved submission and approval capabilities to align with payroll processes
- Rule based display of time types
- Monthly time evaluation results

#### 2024 RELEASE

- Cross Application Timesheet via S/4HANA My Timesheet
- Monthly Timesheet UI
- Time Sheet Approval Center
- Time Off and Clocking & Out via Joule
- Bi-Weekly Time Valuations
- Business Rules in Time Valuation



## Time Management in SAP SuccessFactors - Single Platform for Global Operations

#### Global Time Configuration

- Holidays (incl. work patterns, and classes), Work schedule management, incl. (dynamic) break handling
- Real-time time evaluation to calculate things like overtime, shift differentials, premiums, to detect late comers, and including advanced allowance recording
- Grace rule rounding
- Rest-rules and minimum break handling
- Working time accounts, flexitime, and time off in lieu
- Localization features incl. accrual rules, public holiday calendars, business rules, advanced collision framework

#### Self-Service Time Entry

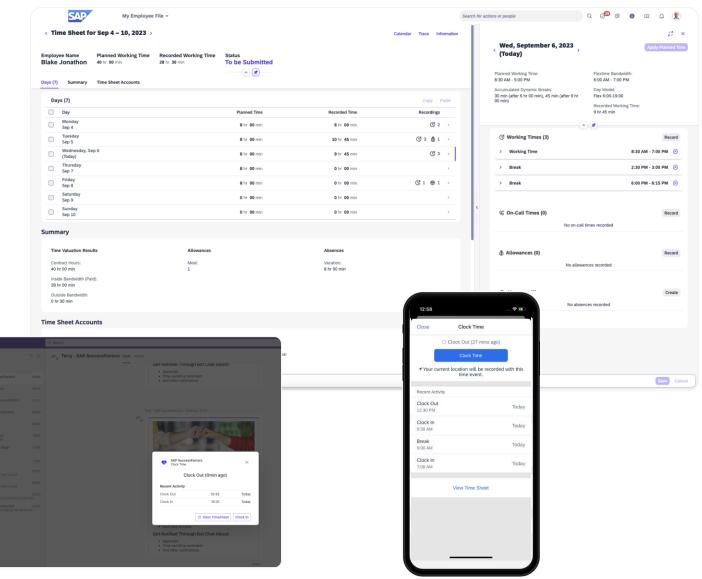
- Time Sheet for positive and negative time recording scenarios
- Digital punch clock (with GPS location capture)
- Clock in/out via MS Teams
- Time Off, including ability to buy and sell leave

#### Advanced Connectivity

- Real-time clock terminal integration
- Predefined integration into SAP Payrolls
- Connectivity options to shift planning tools
- Real-time integration with S/4HANA MyTimesheet

#### Actionable Reporting

- Dashboards for Admins and Managers
- Predefined reports
- Best-practice content (help.sap.com)





## **Recent Innovations**

## Time Management | Joule Adaptive experiences and AI

#### Recent Delivery 1H 2024

Al-powered copilot for Time Off and Clock in Clock out

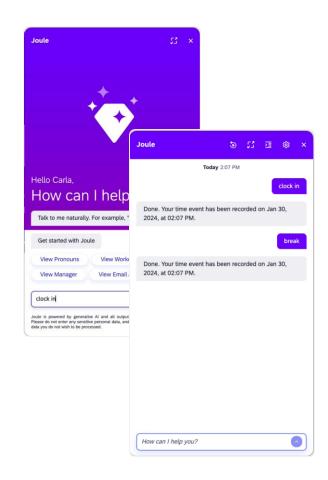
Engage with conversational AI:

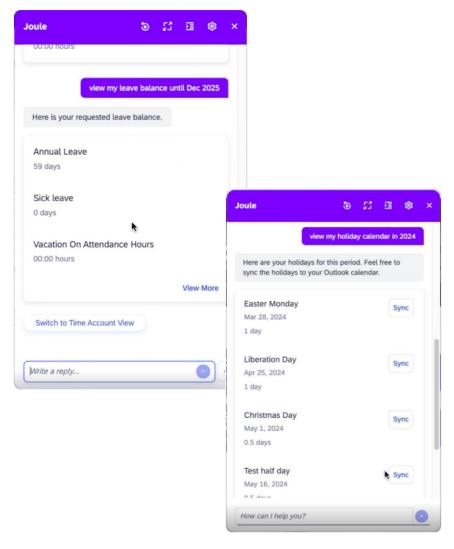
#### Time Off:

- ✓ View Holiday Calendar
- ✓ View Time Off
- ✓ View Leave Balance
- ✓ Create Time Off (Navigational)
- ✓ View Time Off Instructions (Navigational)
- ✓ View Team Absence (Navigational)
- ✓ Approve workflow requests

#### Time Tracking:

✓ Clock in and clock out





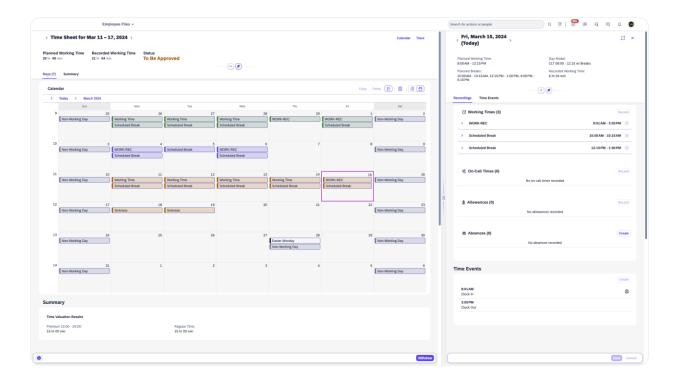
## Time Management | Time Tracking

#### Recent Delivery 1H 2024

## Monthly Time Sheet UI & Time Valuation enhancements

Major usability improvement providing the ability to see and maintain time sheets on a monthly calendar

- Employees can toggle between a weekly list view, or a monthly calendar view
- ✓ Monthly Time Sheet calculations and submit and approval options
- Very simple copy/paste to easily copy e.g. working from home requests from one day to another
- ✓ Time valuation calculations for bi-weekly, or 4-weekly periods



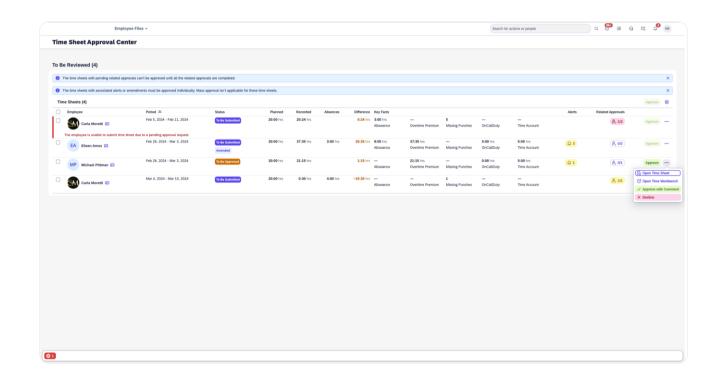
## Time Management | Time Tracking

Recent Delivery 1H 2024

### Time Sheet Approval Center

Ability for managers to keep a finger on the pulse throughout the payroll period, and ensure time sheets get processed timely

- Single overview across all time sheets (submitted / unsubmitted)
- Display of configurable key facts per employee group, highlighting potential anomalies
- Centralized approvals, which help managers to understand related approvals (e.g. time off, time event, single record approvals) in the time sheet period
- ✓ Visualization of time recording changes after time sheets got approved





## **Upcoming Innovations**

Connecting Time with the SAP ecosystem

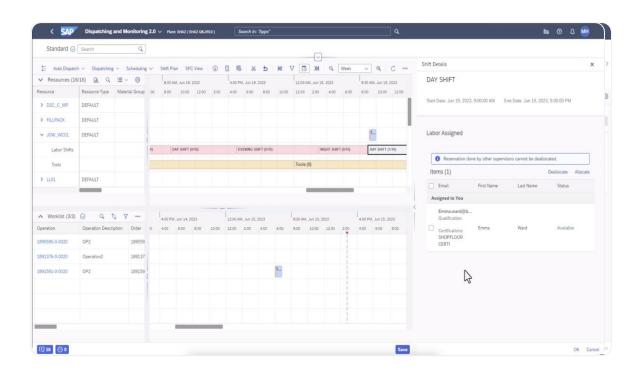
## Shift Planning | SAP SuccessFactors & SAP Digital Manufacturing

#### Ongoing investment

### Demand Driven Labor Scheduling / Shift Planning

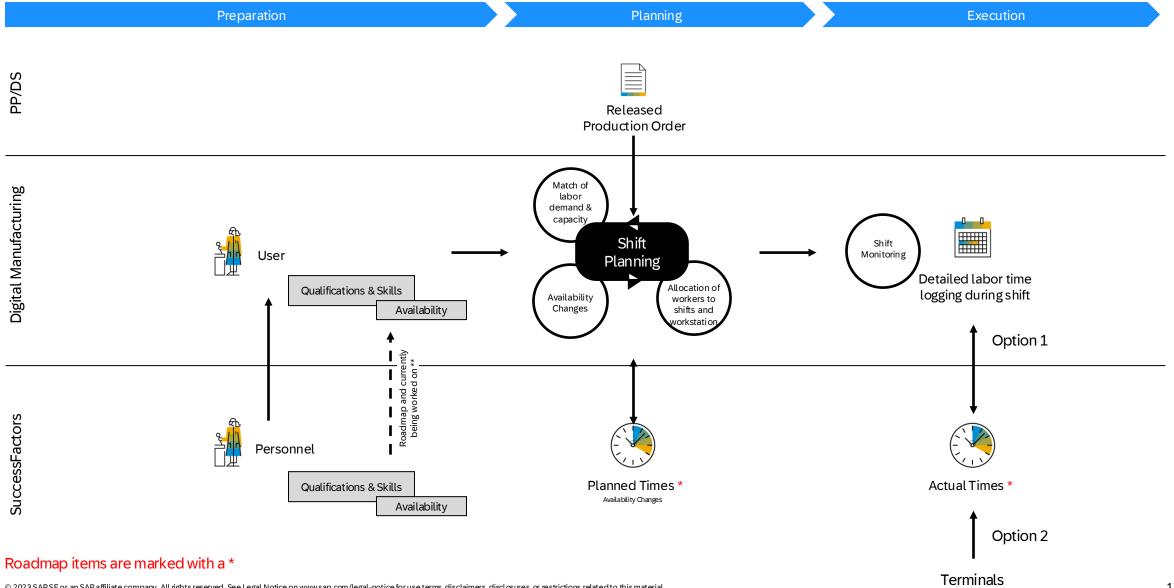
Optimize employee productivity and workforce scheduling while forecasting and planning your workforce requirements

- ✓ Run shift planning in SAP Digital Manufacturing based on employee information coming from SuccessFactors — Available Now
- ✓ Including employee availability and skills Available Now
- Communicate the outcomes of your labor plan to SuccessFactors, such that employees can record their time against those shifts and ensure accurate payroll processes – Planned
- ✓ If you want to learn more about SAP Digital Manufacturing, please check: <a href="https://community.sap.com/topics/digital-manufacturing">https://community.sap.com/topics/digital-manufacturing</a>



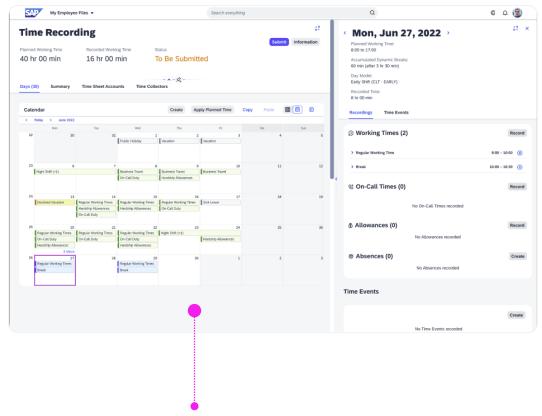
SAP Digital Manufacturing

## SAP Digital Manufacturing – Shift Planning



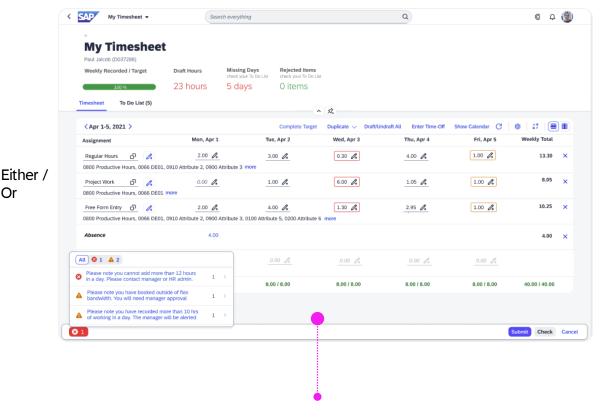
## Flexibility to use the Time Sheet which fits your use case

Or





- > Real-time Time Valuation to monitor HR Regulatory compliance, incl. full display on the UI
- > Suite integration with Time Off
- Clock in Clock out processes embedded
- > Cost allocation is limited to the cost center



#### Reimagined S/4 MyTimesheet v4 for What people work on

- > Offers full cost allocation, integrated with ERP processes
- > Timesheet approvals (based on cost items) in S/4
- > Based on the proven timesheet (CATS) capability in S/4 private Cloud Edition
- > Time Off is fully integrated into the S/4 Timesheet UI
- > Time Valuations will run in SuccessFactors, and will communicate warnings/errors to the S/4 Timesheet UI
- > Clock in Clock out is possible when SAP HCM is active in the S/4 instance

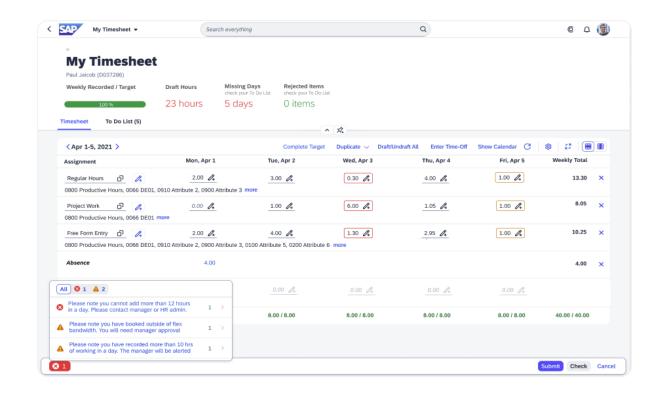
## Integrated Time Sheet Processes – SAP S/4HANA My Timesheet v4

Recent Delivery 1H 2024 / 2024 S/4HANA Cloud Private Edition Release

## Activity based Time recording to allow people to record WHAT they worked on

Leverage new services to integrate SAP S/4HANA My Timesheet v4 with SuccessFactors

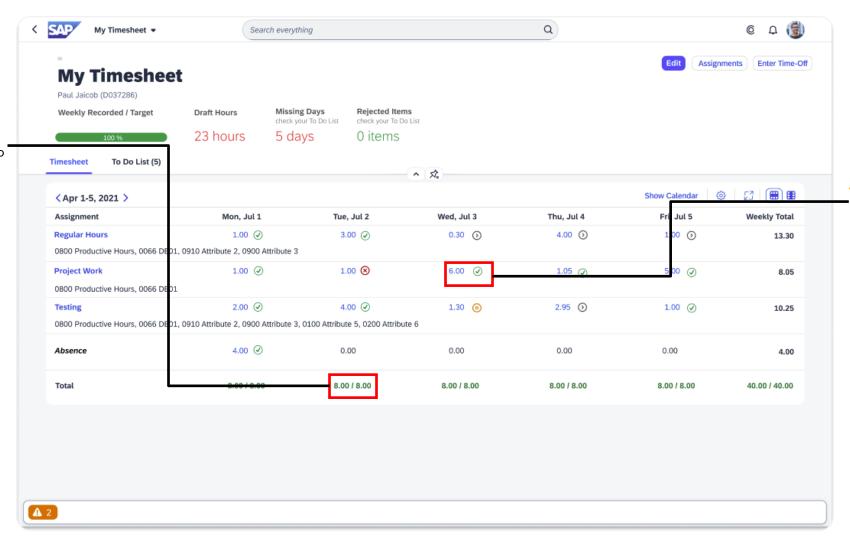
- ✓ Use the My Timesheet for activity-based time recording
- Leverage new services to integrate the My Timesheet with SuccessFactors
- √ This enables SuccessFactors for all HR related processes such as absence management and time valuation
- ✓ Upon time sheet approval all information is used in S/4HANA for further (e.g. financial) processing, and in SuccessFactors for Time Valuation
- ✓ It also provides online (regulatory) checks, avoids collisions, and ensures correct time sheets



## Road<sub>mak</sub>

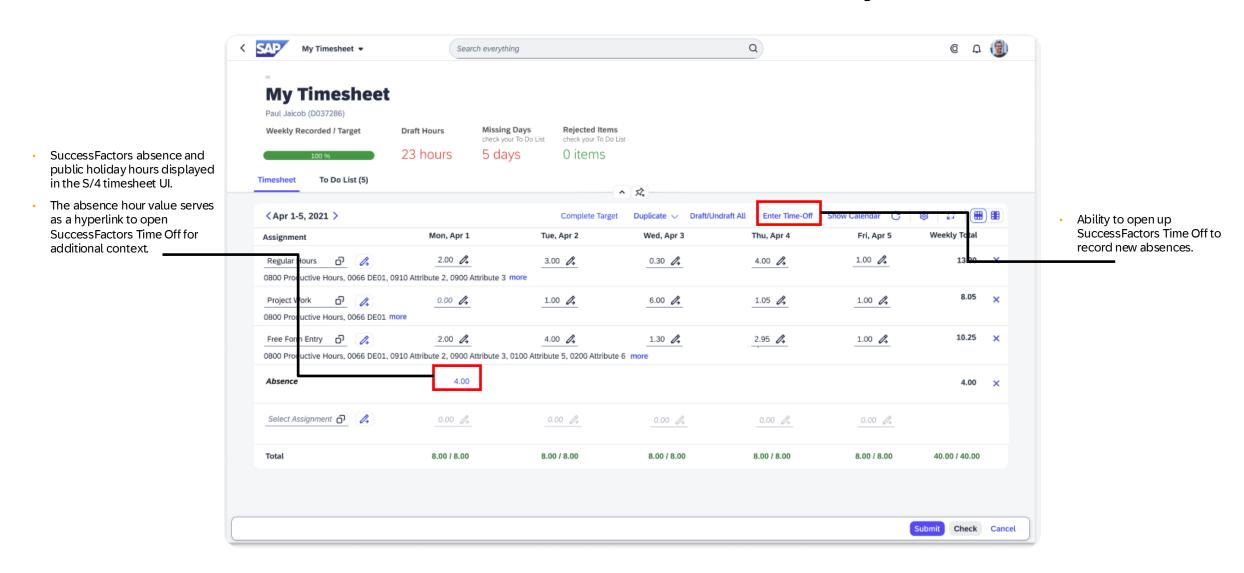
## Consolidated Timesheet Processes – S/4HANA My Timesheet v4

Target hours defined in SuccessFactors, based on (temporary) work schedule info + absences + public holidays.



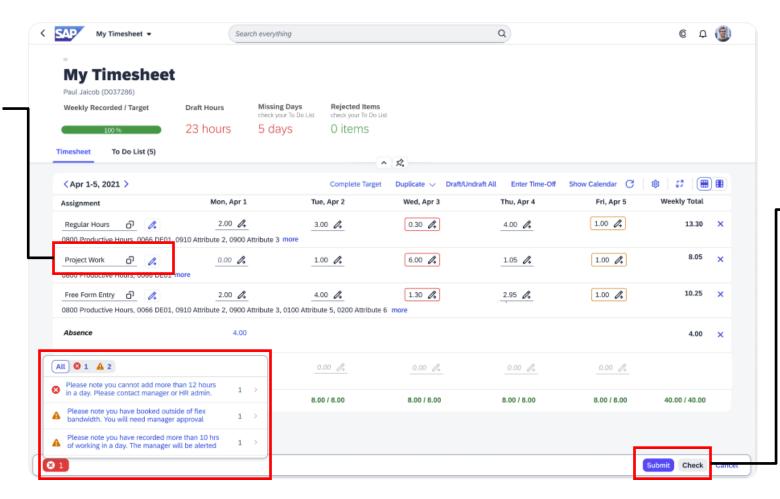
Line item approvals, based on the cost object approvers in S/4.

## Consolidated Timesheet Processes – S/4HANA My Timesheet v4



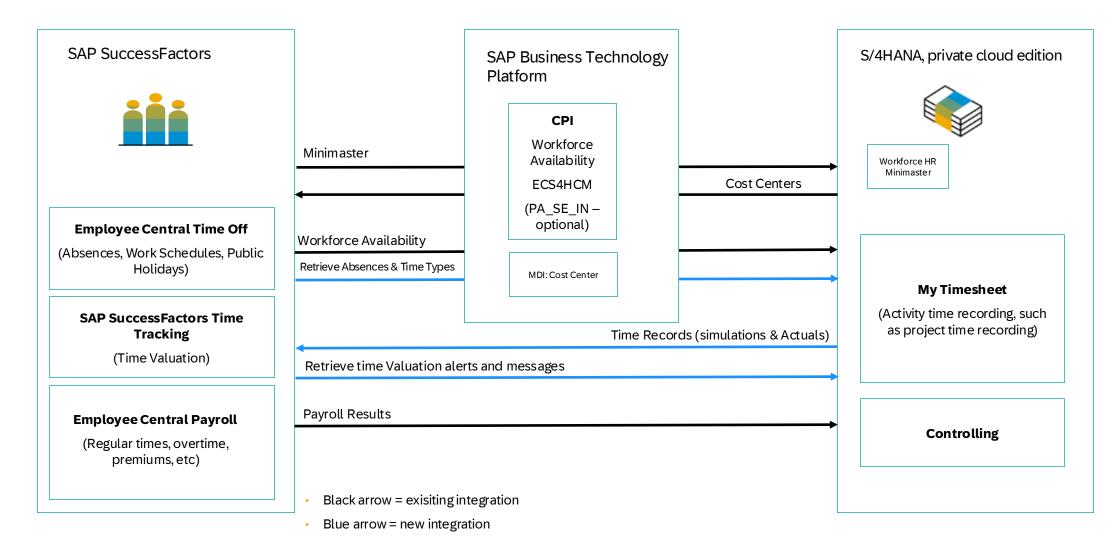
## Consolidated Timesheet Processes – S/4HANA My Timesheet v4

- Time is recorded against Assignments or Free Forms.
- Next to the cost object (e.g. WBS, Cost Center, Fund, Grand, \_\_\_\_ Order, etc) both contain the SuccessFactors Time Type which is needed for time valuation.



- After time is recorded in the timesheet the employee can Check. This simulates in SuccessFactors a real-time time valuation and returns any potential warnings or time valuation errors which need to be correcte. It also highlights the fields which need to be looked at.
- When the timesheet is submitted the relevant data will be transferred to SuccessFactors for the actual time valuation and potentially payroll processing.

## System landscape and integration scenarios





## **Upcoming Innovations**

One Experience, across the Globe

## **Roadmap Summary**

1H 2024

2H 2024

#### Beyond

#### SAP SuccessFactors Employee Central | Time Off

- Time Off via Microsoft Teams
- Clock in/out, Time Off via SAP Joule
- Reporting on planned working time (e.g. in relation to clock-in clock out

#### SAP SuccessFactors Time Tracking

- Monthly timesheet UI
- Time Sheet Approval Center for managers
- Bi-weekly, 4-weekly, and 17-weekly time valuation results
- Business Rules in Time Valuation (RA)

#### Joule

- Time Off absence viewing
- View Holiday Calendar
- View Time Account Balances
- Clock in Clock out

#### **Integrated Time Management Processes**

 Aligned processes across SuccessFactors and S/4 Timesheets for activity-based time recording

#### SAP SuccessFactors Employee Central | Time Off

- · Ability to split and delimit temporary time information records
- US localizations integration scenario for FMLA service providers

#### Business Domain alignment for Strategic and Core HR

 End to end alignment for sickness recording in payroll systems (France)

#### SAP SuccessFactors Time Tracking

- Amendment scenario for Timesheet and Approval Center
- Self-Service scenario to monitor work schedule, and to request a temporary change of work schedule: include holiday pattern / public holiday category
- Business Rules in Time Valuation (GA)
- Timesheet attestation
- Time Statement

#### Joule

· Navigation to Timesheet

#### Integrated Time Management Processes

- SuccessFactors and S/4 Timesheet for activity-based time recording
  - allowance recording.
  - break handling.
  - cross midnight time recording
- Aligned processes with SAP Digital Manufacturing for Shift Planning

#### SAP SuccessFactors Time Management

- GeoFencing
- · 'Quick Create' feature in the timesheet
- · Improved Alert Classification
- Break handling enhancements
- · Core times, and Planned on-call in the work schedule
- Improved Admin experience for multi-employee processing
- Improved collision handling between absences and attendances
- Team Calendar (incl. integration into Dynamic Teams)
- Dynamic shift assignment
- Attendance accounts
- Clock in Clock out alert enhancements

#### Business Domain alignment for Strategic and Core HR

End to end alignment for sickness recording in payroll systems (further countries)

#### Integrated Time Management Processes

- SuccessFactors and S/4 Timesheets for activity-based time recording
  - Clock in Clock out.
  - Public Sector related cost accounting variant

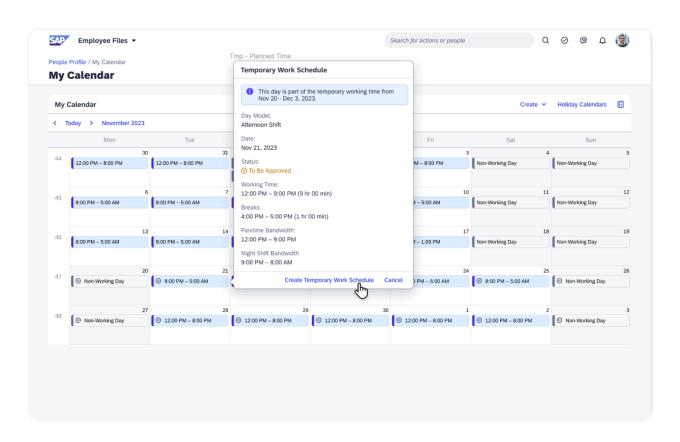
## Time Management | Time Tracking

#### Planned 2H 2024

### My Calendar

The ability for employees to check details of their work schedule, and the ability to request a change

- Employees can check details of their regular and temporary (aka shift) changes, incl. break information
- ✓ Self service to request a temporarily shift change, and the ability to request a shifting public holiday (e.g. in case of business travel)
- Employees also have the ability to self-define their work schedule, and submit this for approval.
- Workflow approval controlled
- ✓ Validation rules to govern that e.g. the newly requested work schedule change is matching the contractually agreed planned hours



#### **CONCEPT PREVIEW**

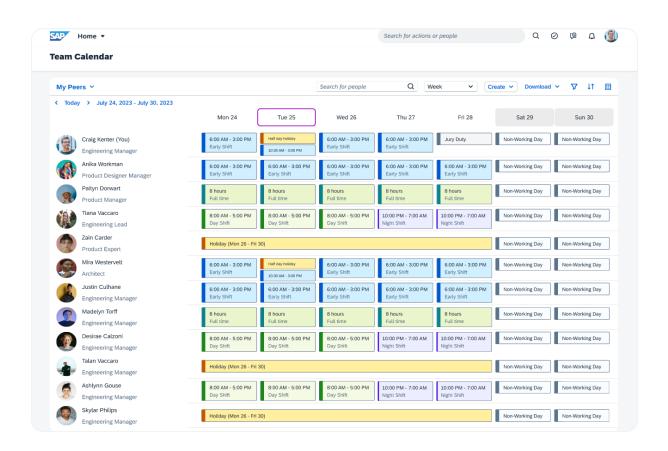
## Time Management | Time Off & Time Tracking

#### Planned 1H 2025

#### Interactive Team Calendar

Ability for employees and managers to understand team capacity at any point in time for their (dynamic) team

- ✓ Easy to understand calendar which shows planned working time (shift), absences and public holiday info
- Ability to toggle between different team views, reporting lines, and dynamic team views
- Ability to download to spreadsheets for further analysis and longer time horizons
- ✓ Ability to take or approve a leave from the calendar
- ✓ Ability to request or approve a temporary change of a shift



#### **CONCEPT PREVIEW**

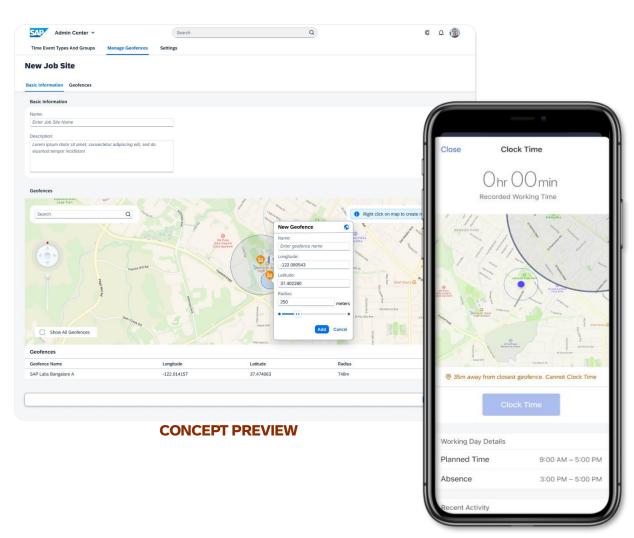
## Time Management | Time Tracking

#### Planned 1H 2025

### Geofencing

The ability to only allow users to clock in or out when they are near their required work location

- Ability to define allowed Job Sites per employee, incl. a radius for the location
- Ability for employees to see where they are, and from where they are allowed to clock in / out



**CONCEPT PREVIEW** 

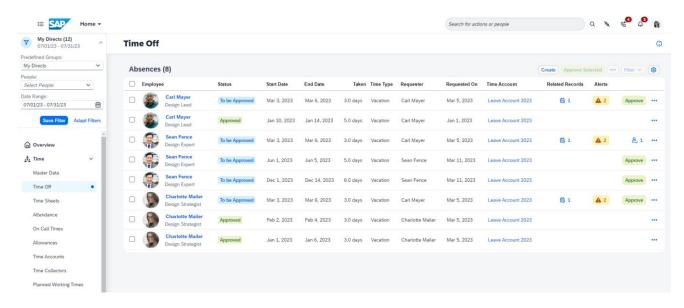
## Time Management | Time Off & Time Tracking

#### **Long-Term Consideration**

#### Reimagined Time Administrator Workbench

Provide an option to view and create time management data for a single employee, or a group of multiple employees.

- ✓ View and create time management data across (multiple) employees
- Quickly navigate to different data points (e.g., from time off to time sheet data)
- Leverage embedded alerts to easily understand root causes and use notifications to inform employees
- Understand key statistics for your area of responsibility, such as overtime costs, productivity, absenteeism, remaining leave balances, and fatigue regulation statistics.



**CONCEPT PREVIEW** 



Key Take Aways

## **Time Management**

**Product Strategy** 

## Easy and Engaging Experience

To increase Productivity and Efficiency across Core HR, Time & Payroll

## Global

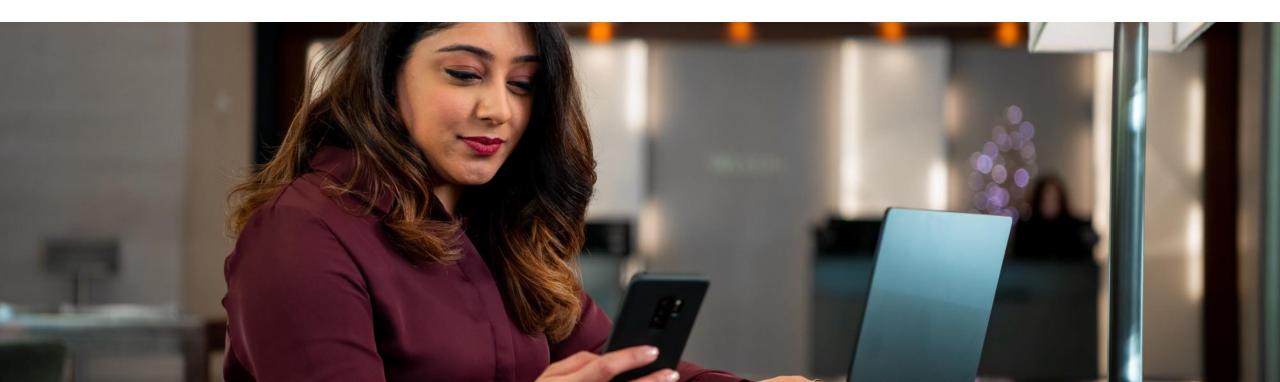
Help ensure compliance to local law and collective labor agreements across the globe, enhancing work-life balance, and facilitating data-driven decision making

## Connected

Throughout the SAP Portfolio, streamlining billing, activity time recording, and shift planning processes



## **Customer proof points**



## Read the customer story

#### Modernizing HR to improve compliance and employee support with SAP® SuccessFactors

#### **Before: Challenges and Opportunities**

- There was an issue in the coverage and application of workspace agreements.
- Employees were being underpaid which was identified as a growing concern.
- There was a need to enhance trust and satisfaction among the employees.
- Manual HR systems identified the need for future ready HR systems.
- Due to legacy systems, there was limited control over interoperability.

#### Why SAP and IBM

- SAP SuccessFactors provided innovative functionality, native integration capability and intuitive interface, which made this cloud based HR suite solve multiple problems simultaneously.
- The ability to automate variable pay calculations, build and manage reward & recognition programs.
- · AusNet partnered with IBM Consulting, using the consulting giant's proprietary accelerator for utilities to achieve the project's aims over just ten months

#### After: Value-Driven Results

- Minimized the risk of noncompliance and underpayments.
- Control over HR processes like agreements, award, data security, auditing was strengthened.
- Less time spent on administration, improved overall productivity.
- Direct access to data for reporting, recommendations has helped HR to add more business value.
- · Added credibility to departmental decision-making.
- Mobile application could make employee's administrative tasks easier.

### **AusNet**

"One of AusNet's values is to do what's right, and we wanted to live up to that. Our HR vision is to foster employee trust across the business by providing information transparency. And because AusNet is a critical business within the Victorian community, we wanted to design processes to allow our people to focus on their critical role of keeping the lights on."

Justin Messina, People Systems Lead, AusNet Pty Ltd

**50%** 

Reduction in HR administration time

Faster to create a new position in the HR system

**Featured Partner** 







## **SAP** SuccessFactors

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