

**JAVITATECH**

COURSE CURRICULUM · LIVE ONLINE · 2026 EDITION

SAP SuccessFactors Employee Central with Time Off

Become a job-ready SuccessFactors consultant in 45 live sessions. Concept first, then shown live in the system, then practised by you — from Employee Central setup to a complete Time Off leave policy.

45

Live sessions

1 hr

Per live session

IST

Weekday or weekend

45 hrs

Live training

NEXT BATCH**Collecting interest**

Next batch date to be confirmed;
3 free demo classes first

PAID CLASSES FROM**After the demo**

Enrol after the free demo; full fee
before paid classes begin

FEES**Fee to be confirmed**

We will share the fee and
payment terms before enrolment



Mentor: profile shared with the batch dates · real-time SAP SuccessFactors experience · concept-first teaching style

Register your interest: training.javitatech.com/sap-successfactors-ec-time-off/

WhatsApp **+91 87122 87999** · info@javitatech.com · javitatech.com

Course at a glance

Everything you need to know about the course: format, schedule, practice setup and support.

Course Name	SAP SuccessFactors Employee Central with Time Off
Total Duration	45 live sessions · about 9 weeks at 5 a week (Mon–Fri); a weekend batch takes longer
Each Session	1 hour, live instructor-led
Total Training Hours	45 hours
Mode	Live online on Zoom · revision recordings for 1 year from full fee payment
Practice	Hands-on practice needs an SAP SuccessFactors instance. Practice-system requirements and access arrangements will be confirmed before paid enrolment.
Teaching Style	Concept explained first, then demonstrated live in the system
Study Material	Standard implementation guide, workbooks for each topic, sample test scripts
Project Work	Real-time implementation and support scenarios
Extra Support	Daily assignments, resume preparation, interview questions and certification guidance

Who this course is for

A complete beginner and an experienced consultant can both sit in the same class and get value.

Freshers and HR graduates

No SAP background needed. Week 1 starts from zero.

HR executives and HR generalists

You already know HR. You will learn the system that runs it.

SAP HCM and other module consultants

Move from on-premise or another module into cloud HXM.

Working SuccessFactors consultants

Fill your gaps in Time Off, Position Management and the 2026 changes.

What is included, fees and refunds

Attend the three free demo sessions first. You pay only if you decide to continue.

What is included

- 45 live sessions on Zoom, 1 hour each; days and time announced with the batch
- Practice system: requirements and access confirmed before paid enrolment
- Recordings · 1 year from full fee payment
- Daily assignment after each class, reviewed by the mentor
- Questions answered live in every session; admin help Mon–Fri, 9:30 AM–7 PM IST
- Certification guidance (C_THR81, C_THR94), interview preparation and resume guidance
- JavitaTech Certificate of Completion (not a vendor certification)

Your mentor

- Real-time SAP SuccessFactors experience; profile shared with the batch dates
- Worked on implementations and support for major MNCs
- Concept-first teaching: every topic explained in plain words, then shown live in the system
- Reviews your daily assignment and clears doubts in every session
- Guides you on certification, resume and interviews

FEES

Fee to be confirmed

We will share the fee and payment terms before enrolment. The full fee is paid after the free demo, before the first paid session. Practice-system requirements and access arrangements will be confirmed before paid enrolment.

Refund policy, in short

- Attend the 3 free demo sessions first — you pay only after them.
- 15% of the total fee is non-refundable if you withdraw.
- Withdraw before paid classes begin: refund of fees paid, minus the 15%.
- After paid classes begin: refund requests within 2 days of the first paid session, minus the 15%.
- Processed within 15 business days. If JavitaTech cancels a batch, all fees paid are refunded in full, including the 15%.

Course roadmap — 9 weeks at a glance

Each class is one hour, five a week (Mon–Fri). The concept is explained first, then shown live in the system, then you practise it. Weeks 7 and 8 are the Time Off deep dive.

Week 1	Days 1–5	Getting Started with SAP SuccessFactors
Week 2	Days 6–10	Security and Data Models
Week 3	Days 11–15	Foundation Objects and Company Structure
Week 4	Days 16–20	Employee Data and the Employee Life Cycle
Week 5	Days 21–25	Metadata Framework (MDF) and Business Rules
Week 6	Days 26–30	Workflows, Notifications and Position Management
Week 7	Days 31–35	Time Off – Setup and Configuration
Week 8	Days 36–40	Time Off – Rules and Live Scenarios
Week 9	Days 41–45	Real-Time Skills, Reporting and Career

How each session runs

- Concept explained in plain words, with a real client example
- Live demonstration in the SuccessFactors test system
- Hands-on practice after every concept
- Daily assignment, reviewed in the next class
- Doubts cleared in every session

By the end you can

- Build a complete company structure and hire-to-exit employee life cycle
- Configure RBP, data models, MDF objects, business rules and workflows
- Set up a full Time Off leave policy with accruals, take rules and period-end processing
- Handle data loads, support tickets, reports and cutover tasks

WEEK 1

Getting Started with SAP SuccessFactors

Day 1 to Day 5 · 5 hours

Goal: By the end of this week you will know what SuccessFactors is, move around the system confidently, and understand how a real project runs.

DAY 1**SAP SuccessFactors – The Big Picture**

- What is SAP and what is SAP SuccessFactors
- On-Premise SAP HCM vs Cloud SuccessFactors – a simple comparison
- What Cloud and SaaS mean, explained in plain words
- SAP SuccessFactors HXM Suite – all modules in one view
- Where Employee Central and Time Off fit inside the suite
- What an EC consultant actually does every day

DAY 2**Moving Around the System**

- Logging in and understanding the Latest Home Page (the 2026 default screen)
- Admin Center – your main working area
- People Profile 3.0 – the new employee profile screen
- Quick Actions, global search and action search
- Employee view vs Manager view vs Admin view
- SuccessFactors mobile app – a quick look

DAY 3**Instance and Provisioning**

- What is an Instance and what is Provisioning
- Which settings sit in Provisioning and which sit in Admin Center
- Why SAP is moving tools out of Provisioning into Admin Center
- Creating a Super Admin and granting admin access
- Upgrade Center – switching new features on
- What you can and cannot do without Provisioning access (common interview point)

DAY 4**Company Settings and First-Day Admin Tasks**

- Company logo upload and Theme Manager – branding the system
- Password policy, login settings and user account reset
- Language settings and Text Replacement – changing labels on screen
- Proxy vs Delegate – the difference and when to use each
- E-mail notification settings
- SAP Help and Knowledge Base articles – how to find answers yourself

DAY 5**How a Real SuccessFactors Project Works**

- Implementation project vs Support (AMS) project
- SAP Activate phases: Prepare, Explore, Realize, Deploy, Run
- Who is in the project team and what each person does
- Key project documents: business blueprint, configuration workbook, test scripts
- Release cycle – what changes in the 1H and 2H releases every year
- AI and Joule in SuccessFactors – what is coming (awareness)

WEEK 2 **Security and Data Models**

Day 6 to Day 10 · 5 hours

Goal: This week you learn who can see what, and you open the data models that control every screen in Employee Central.

**DAY
6**
Role-Based Permissions (RBP) – Part 1

- Why permissions matter – a real client example
- The two building blocks: Permission Group and Permission Role
- Creating Permission Groups
- Static groups vs dynamic groups
- Group criteria: department, division, location, country
- Checking which employees fell into your group

**DAY
7**
Role-Based Permissions (RBP) – Part 2

- Creating Permission Roles
- Granting a role to a group
- Target Population – who I can see and who I can edit
- Building the Employee Self-Service role
- Building the Manager Self-Service role
- Building the Administrator role

**DAY
8**
Testing and Fixing Permissions

- Testing permissions using proxy
- "Why can't this user see this field?" – a step-by-step check
- Field-level permission vs section-level permission
- View permission vs Edit permission on employee data
- Manage Permission Roles and Groups – day-to-day admin work
- The most common RBP mistakes made on real projects

**DAY
9**
Data Models – The Backbone of EC

- What a data model is and why XML is used
- Corporate Data Model – what it controls
- Succession Data Model – what it controls
- Country and Region Specific (CSF) data models – why India, UAE and US screens differ
- Reading an XML file without fear – the structure explained simply
- Download, edit and upload – the safe way to make a change

**DAY
10**
Business Configuration UI (BCUI)

- What BCUI is and why we prefer it over editing XML
- Changing field labels on any screen
- Making fields mandatory, optional, read-only or hidden
- Adding a custom field to an employee screen
- Setting default values and field length
- BCUI vs XML – when to use which, and checking your change on a live employee

WEEK 3

Foundation Objects and Company Structure

Day 11 to Day 15 · 5 hours

Goal: You will build a full company structure from scratch – the same way it is done on a real client project.

**DAY
11**

Foundation Objects – Introduction

- What Foundation Objects are – the master data of your company
- Legacy Foundation Objects vs MDF Foundation Objects
- Which ones SAP uses today and which are old
- Manage Data vs Manage Organization, Pay and Job Structures
- Effective dating on foundation data
- How foundation data appears on the employee screen

**DAY
12**

Building the Company Structure

- Legal Entity (Company)
- Business Unit, Division and Department
- Cost Center
- Location, Location Group and Geozone
- Creating each object live in the system
- Seeing your structure appear in the employee's Job Information

**DAY
13**

Job and Pay Structures

- Job Classification (Job Code) and Job Function
- Pay Grade and Pay Range
- Pay Component and Pay Component Group
- Event Reason – creating it and understanding its purpose
- Frequency, currency and other supporting objects
- Linking pay structures to the employee's Compensation Information

**DAY
14**

Associations

- What an Association is, in simple words
- One-to-One and One-to-Many associations
- Building the Legal Entity to Business Unit to Department chain
- Making dropdowns filter each other on the employee screen
- Testing associations with a real employee record
- Fixing wrong or missing values in a dropdown

**DAY
15**

Picklists

- What a picklist is – the values inside a dropdown
- Legacy picklist vs MDF picklist – what to use in 2026
- Picklist Center – creating and editing values
- Cascading picklists (parent and child dropdowns)
- Importing and exporting picklist values
- Attaching a picklist to your own custom field

WEEK 4

Employee Data and the Employee Life Cycle

Day 16 to Day 20 · 5 hours

Goal: From hire to exit - you will run the complete life cycle of an employee in the test system.

**DAY
16**

How Employee Data is Structured

- Person data: Biographical Info, Personal Info, National ID, Address, Contact details
- Employment data: Employment Info, Job Info, Compensation Info, Job Relationships
- Person vs Employment – the difference (a very common interview question)
- Which field lives where, and why
- Person ID, User ID and Assignment ID
- Walking through a complete employee record

**DAY
17**

Effective Dating – The Most Important EC Concept

- What effective dating means, explained with a simple timeline
- Insert a new record vs Correct an existing record
- History view – reading an employee's full history
- What goes wrong when you pick the wrong date
- Hire Date Correction
- Real mistakes freshers make in their first month

**DAY
18**

Hiring an Employee

- Add New Employee – screen by screen
- Save as Draft and Manage Pending Hires
- Duplicate employee check
- Hiring directly from the Position Org Chart (the newer way)
- Custom hire templates
- Checking the new hire's record from start to end

**DAY
19**

HR Transactions – Employee Changes

- Promotion, Transfer, Demotion and Data Change
- Manager Self-Service and the Take Action menu
- Event and Event Reason – how the system decides them
- Event Reason Derivation using a business rule
- Changing job and pay together in one transaction
- Job Relationships – matrix manager, HR manager, custom manager

**DAY
20**

Termination and Rehire

- Termination screen and termination event reasons
- What happens to the user account after termination
- Last working day vs termination date
- Rehiring an ex-employee – new employment vs same employment
- Purging users and data retention basics
- Reporting on leavers

WEEK 5

Metadata Framework (MDF) and Business Rules

Day 21 to Day 25 · 5 hours

Goal: This is where you stop being a user and start being a consultant - building your own objects and automating the system.

DAY 21

Metadata Framework (MDF) – Introduction

- What MDF is and why SAP built it
- Generic Objects explained simply
- Configure Object Definitions – fields, labels and data types
- Manage Data – creating and editing records
- MDF security and permissions
- Where MDF is already used in EC (you have been using it since Week 3)

DAY 22

Building Your Own Custom MDF Object

- A real business requirement from a client
- Creating the object definition step by step
- Adding fields, validations and picklists
- Giving permission to the new object
- Showing the object on People Profile 3.0
- Testing it as an employee, as a manager and as an admin

DAY 23

Business Rules – Part 1 (Basics)

- What a business rule is, in plain words
- Rule scenarios and base objects
- The If – Then – Else structure
- onInit, onChange, onSave and onView – when each one fires
- Building your first rule and attaching it
- Where rules get attached: BCUI, object definitions and event reasons

DAY 24

Business Rules – Part 2 (Real Scenarios)

- Auto-generating the Employee ID
- Default values – default company, default pay grade, default currency
- Propagation – copying values from Position or Job into Job Information
- Validation rules with your own error message
- Cross-entity rules (Job Information driving Compensation Information)
- Save alert rules

DAY 25

Business Rules – Part 3 (MDF, UI and Troubleshooting)

- MDF rules and UI rules
- Making a field visible, editable or read-only through a rule
- Rule execution order – which rule wins
- "My rule is not firing" – how to debug it
- Rules execution log and rule trace
- Naming and documenting rules the way real projects do

WEEK 6

Workflows, Notifications and Position Management

Day 26 to Day 30 · 5 hours

Goal: Approvals, e-mails and the position structure - the three things every client asks for on day one.

**DAY
26**
Workflows – Part 1

- What a workflow is and when the system triggers one
- Approver types: Role, Dynamic Role, Position and Manager Hierarchy
- Building a single-step approval
- Building a multi-step approval chain
- Contributors and CC roles
- Attaching a workflow to a data change and testing it

**DAY
27**
Workflows – Part 2

- Triggering a workflow through a business rule (condition-based approval)
- Workflow delegation and escalation
- Manage Workflow Requests – what an admin can do
- Workflow groups
- "The request is stuck" – troubleshooting a live workflow
- Workflow reporting

**DAY
28**
Alerts, Notifications and E-mails

- Difference between a workflow e-mail, an alert and a notification
- E-Mail Notification Templates Settings
- Creating custom e-mail templates
- Custom placeholders (tokens) and mapping them
- Alert rules – probation end alert, contract expiry alert, birthday alert
- Scheduling the job that sends the alerts

**DAY
29**
Position Management – Part 1

- What Position Management is and why companies use it
- Enabling Position Management and setting permissions
- The Position object and its fields
- Position Code automation
- Creating a position, copying a position, adding a lower-level position
- Mass position creation

**DAY
30**
Position Management – Part 2

- Position Org Chart and the Quick Card
- Synchronising Position and Job Information
- To-Be-Hired positions and vacancy management
- Right to Return
- Position hierarchy vs manager hierarchy
- Hiring a new employee straight from the Position Org Chart

WEEK 7 Time Off – Setup and Configuration

Day 31 to Day 35 · 5 hours

Goal: You will build a complete leave solution from zero: holidays, work schedules, leave types and leave balances.

**DAY
31**
Time Off – Introduction and Setup

- What Time Off does and why every client needs it
- Time Off terms explained in simple words
- Switching Time Off on and setting the required permissions
- Time Off screens: employee view, manager view, admin view
- My Time Off, My Calendar and the Team Absence Calendar
- Requirement gathering – the questions to ask a client about their leave policy

**DAY
32**
Holiday Calendar

- Creating individual Holidays
- Building a Holiday Calendar – country wise and location wise
- Assigning the holiday calendar to employees
- Handling floating and optional holidays
- Multiple calendars for a company with many locations
- Testing the result on the employee's own calendar

**DAY
33**
Work Schedules

- What a Work Schedule tells the system
- Day Model – the working hours in a single day
- Period – the repeating pattern of days
- Work Schedule types: Simple, Period and Schedule
- Full-time, part-time, shift and six-day-week examples
- Assigning the schedule and seeing how it changes the leave calculation

**DAY
34**
Time Types

- What a Time Type is – Casual Leave, Sick Leave, Earned Leave and so on
- Absence Time Types vs Leave of Absence Time Types
- Key settings: unit (days or hours), counting method, deduction
- Setting up half-day leave and hourly leave
- Allow negative balance, attachments and comments
- Country examples: India, UAE and Qatar leave types

**DAY
35**
Time Account Types

- What a Time Account is – the leave balance bucket
- Permanent vs Recurring account types
- Validity period and booking period explained on a timeline
- Balance calculation settings, including future planned absences
- Linking a Time Type to a Time Account Type
- Viewing an employee's account and balance in the system

WEEK 8 Time Off – Rules and Live Scenarios

Day 36 to Day 40 · 5 hours

Goal: The heart of the course. You will write every rule a real leave policy needs and run the full leave cycle live.

**DAY
36**
Accrual Rules

- What accrual means, in plain words
- Monthly accrual and annual accrual
- Proration for employees who join mid-year
- Proration for employees who leave mid-year
- Seniority-based accrual – more leave for longer service
- Building and testing accrual rules live in the system

**DAY
37**
Time Profile and Creating Time Accounts

- What a Time Profile is and why it is needed
- Adding time types to a time profile
- Assigning a time profile to an employee through Job Information
- Time Account creation – automatic and manual
- Manage Time Off Calendars and running the accrual calendar
- Hire rule and Termination rule for time accounts

**DAY
38**
Take Rules and Validations

- What a Take Rule controls
- Maximum days allowed in one request
- Minimum notice period before applying
- Blocking leave on specific days or during specific periods
- Controlling negative balance
- Showing your own error message when a rule is broken

**DAY
39**
Period End Processing and Interim Rules

- What happens to leave balances at year end
- Carry forward, with and without a limit
- Leave expiry and lapse
- Leave encashment
- Interim account updates during the year
- Running Period End Processing and checking the result

**DAY
40**
Time Off – Complete Live Scenarios

- Employee applies leave, manager approves, balance reduces – end to end
- Cancelling and amending an approved leave
- Applying leave on behalf of an employee
- Leave of Absence – long leave, start and return to work
- Time Off Payout
- Applying and approving leave on the mobile app

WEEK 9

Real-Time Skills, Reporting and Career

Day 41 to Day 45 · 5 hours

Goal: The week that makes you job-ready: data loads, support tickets, reports, certification and interviews.

**DAY
41**

Data Imports and Exports

- Import and Export Data tool
- Foundation data import vs Employee data import
- Downloading the correct template every time
- Full Purge vs Incremental Load – when to use which
- Date formats, key fields and the errors everyone hits
- Reading the error file and fixing the data

**DAY
42**

Mass Changes and Time Off Imports

- Mass Changes for employee data
- Mass Data Management for Job Information and Job Relationships
- Mass position creation
- Time Off imports: employee time, time accounts and account balances
- Validating your data after a mass load
- Safety checks to do before running anything in production

**DAY
43**

Admin and Support Toolkit

- HRIS Sync – what it does and when to run it
- Instance Synchronisation – moving configuration between instances
- Configuration Transport Center
- Check Tool – finding configuration errors before the client does
- Comparing data models between two instances
- Scheduled jobs and how to monitor them

**DAY
44**

Reporting

- Report Center – one place for every report
- Report Stories and People Analytics – the current reporting tool
- Standard Employee Central reports and standard Time Off reports
- Building a headcount report
- Building a leave balance report
- Scheduling, sharing and exporting reports

**DAY
45**

Real-Time Project, Certification and Career

- How a support ticket arrives and how you solve it
- Enhancement requests and change requests
- Writing test scripts and doing unit testing
- Cutover and go-live activities
- SAP certification overview: C_THR81 (EC Core and Position Management) and C_THR94 (Time Management)
- Resume preparation, interview questions and your next steps

Live scenarios you will build in the test system

Every one of these is demonstrated by the mentor and then practised by you in your own test instance.

Employee Central

- Build a complete company structure - legal entity, business unit, department, cost center and location
- Hire a new employee end to end, then promote, transfer and finally terminate the same employee
- Create a custom field, a custom picklist and a custom MDF object, and show them on People Profile
- Auto-generate an employee ID using a business rule
- Build a two-level approval workflow and watch a request move through it
- Send a custom e-mail alert when an employee's probation is ending
- Create positions, view the Position Org Chart and hire directly from it

Time Off

- Build a full India leave policy: holiday calendar, work schedule, casual, sick and earned leave
- Write an accrual rule that gives more leave to employees with longer service
- Apply leave as an employee, approve it as a manager, and watch the balance change
- Run Period End Processing and see leave carry forward and lapse
- Load 50 employees through a data import, find the errors and fix them
- Build a headcount report and a leave balance report and schedule them

Tools you will work with

These are the actual admin tools you will open and use during the course.

Admin Center

Business Configuration UI (BCUI)

Manage Data

Configure Object Definitions

Manage Organization, Pay and Job Structures

Configure Business Rules

Manage Workflow Requests

Manage Permission Roles and Groups

Picklist Center

Import and Export Data

Mass Changes

Manage Time Off Structures

Manage Time Off Calendars

Time Account Balance Overview

Report Center and Report Stories

Check Tool

Instance Synchronisation

Configuration Transport Center

Upgrade Center

Manage Scheduled Jobs

Why this curriculum is 2026-ready

SAP changes SuccessFactors twice a year. Many training syllabus documents still teach screens that SAP is removing. This curriculum has been checked against the current releases.

New topics we include that most syllabus documents miss

- Latest Home Page - now the default screen for every customer
- Latest People Profile - the new profile experience
- Admin Center first approach, instead of old Provisioning-heavy training
- Mass Data Management for Job Information and Job Relationships
- Hiring directly from the Position Org Chart
- Report Stories and People Analytics for all reporting
- Position Management taught in full, because it is now part of the EC Core certification
- New Time Off balance settings, including future planned absences
- AI and Joule in SuccessFactors - awareness of what is coming
- Support ticket handling, enhancements and troubleshooting - the skills employers ask for

Old topics we have removed, and why

Legacy People Profile	SAP is retiring it. We teach People Profile 3.0 instead.
Legacy Home Page	Being removed by SAP. We teach the Latest Home Page.
Table Reports, Tiles and Dashboards, Canvas Reports	Old reporting tools on SAP's retirement path. We teach Report Stories.
Heavy Provisioning configuration	Students do not get Provisioning access, and SAP is moving these tools to Admin Center. We cover it as awareness only.
Time Sheet, Time Tracking and Time Valuation	A separate subject. Mixing it in would cut the depth of Employee Central and Time Off.
Global Benefits	A separate module, not part of EC Core or Time Off.
Integration Center, OData and SFAPI deep dive	A separate technical subject. We only explain where integrations sit.

Your next step: register your interest

Register your interest and tell us the days and times that suit you. When a batch is confirmed, its first three classes are free demos: meet the mentor and decide only after them.

Collecting interest — next batch date to be confirmed.

Register your interest on the course page. We will share the fee and payment terms before enrolment; the full fee is paid after the free demo, before the first paid session.

Register your interest → training.javitatech.com/sap-successfactors-ec-time-off/

WHATSAPP**+91 87122 87999****EMAIL****info@javitatech.com****WEBSITE****javitatech.com**

Support after enrollment

- Daily assignments with mentor review
- Revision recordings · 1 year from full payment
- Questions answered live in every session; admin help Mon–Fri, 9:30 AM–7 PM IST
- Certification guidance, interview preparation and resume guidance
- Optional placement referral — your profile is shared only for roles you agree to; no job guarantee
- Live online course (Zoom), sessions in IST; fees GST-inclusive; refund policy at javitatech.com/cancellation-and-refund

SAP certification — a short note

This course is built to make you job-ready first. Certification is optional, and we cover it briefly on the last day so that you know your options.

C_THR81 Employee Central Core and Position Management

Everything from Week 2 to Week 6 of this course. Position Management is now a graded part of this exam, which is why we teach it in full over two full sessions.

C_THR94 Time Management

The Time Off half of this exam is fully covered in Week 7 and Week 8. The Time Sheet half is a separate subject and is not part of this course.

Please note: SAP updates exam codes, formats and fees regularly. Please check the official SAP Learning website for the latest exam details before you book.