



PUBLIC

SAP Best Practices for SAP SuccessFactors Employee Central Payroll

Document Version: 1H 2025 – 2025-04-03

HCM Global Personnel Administration: Configuration Guide

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1 HCM Global Personnel Administration

This configuration guide provides the information you need to set up the configuration of this configuration block manually.

Before you start installing this scenario, the prerequisite configuration blocks need to be configured. To check the sequence of execution the following configuration blocks should be activated.

Configuration Block	Comments
User Settings and Activation of Services	Default currency and time settings in user profile and activation of the required SICF services.
HCM Local Enterprise Structure	Configure enterprise structure in the payroll system.

Note

To process the actions and infotypes in this document, the country modifier (MOLGA) must be set to 10 and the user parameter UGR must also be set to 10. For more information about this setting, see the **Configuration Guide: Getting Started** for SAP Best Practices Package.

2 Integration Settings

2.1 Participate in Integration (Feature PLOGI)

Use

This feature determines whether a person participates in integration between personnel planning and master data. The standard setting for this feature sets integration for all employee groups, with the exception of externals and retirees. The SAP Best Practices for HCM package removes the standard delivered entry.

Procedure

1. Access the activity using one of the following navigation options:

Transaction Code	IMG Path
PE03	SAP Customizing Implementation Guide > Personnel Management > Organizational Management > Integration > Integration with Personnel Administration > Set Up Integration with Personnel Administration

2. In the *Choose Activity* dialog box, double-click *Participate in Integration*.
3. On the *Process feature PLOGI: decision tree* screen, the standard delivered entry is used:

PLOGI:

Variable key	F	C	Operations
			&PLOGI= ,

2.1.1 Basic Settings (HR Master Data Integration)

Use

This SAP Best Practices package is delivered with certain integration deactivated in order to integrate with Employee Central and Employee Central Payroll.

Procedure

1. Access the activity using one of the following navigation options:

Transaction	Table/View
SM30	V_T77S0

2. Choose [Maintain](#).
3. On the [Change View View T77S0](#) screen, check the following values:

Group	Sem. Abbr.	Value	Description
ADMIN	EVSUP	0	Additional Actions
PLOGI	ORGA		Integration switch: Organizational assignment
PPABT	PPABT		Switch: Department
TRSP	CORR	X	Transport Switch (X = No Transport)

4. Choose [Save](#).

2.1.2 Refining Default Logic

Use

In this activity, you define the necessary integration settings.

Procedure

To use a mapping for work schedule determination the default logic in the Employee Central Payroll system must be turned off.

1. In your Employee Central Payroll system access the transaction using one of the following navigation options:

Transaction code	Menu Path
SM30	 System  Services  Table Maintenance  Extended Table Maintenance 

2. On the [Maintain Table Views: Initial](#) screen, enter table / view **V_T77S0**.
3. Choose [Maintain](#).
4. Choose [New Entries](#) and create the following entry:

Field name	Value
Group	YSFEC
Sem.abbr.	YSCHK
Value abbr	X
Description	Disable default logic to determine work schedule

5. [Save](#) your entry.

Note

It is also important that the return value of feature WRKHR (Input control for working hour fields/ weekly workdays) is set to D/X. Otherwise the Employment Percentage is set to 0. Choose transaction PE03.

3 Organizational Data

3.1 Set up Organizational Assignment

3.1.1 Define Employee Attributes

Use

In this activity, you define the employee attributes.

Procedure

1. Access the activity using one of the following navigation options:

IMG Path	Transaction Code	Country Group
▶ Personnel Management > Personnel Administration > Organizational Data > Organizational Assignment > Define employee attributes >	SPRO	10

2. On the [Change View: Employee Subgroup Grouping f. Activities/Employment/Train](#) screen, the system displays the following values:

EEGrp	Name of Employee Grp	Employee Subgroup	Name of EE Sub-group	Activity status	Employment Status	Training Status
M	Employee	U3	Hourly Part Time	1	1	1
M	Employee	U1	Salaried/Exempt	1	1	1
M	Employee	U4	Salaried/Non-Exempt	1	1	1
X	Executives	U1	Salaried/Exempt	1	1	1
P	Apprentice	U3	Hourly	1	1	1
R	Contractor	U9	Contractors	1	1	1

EEGrp	Name of Employee Grp	Employee Subgroup	Name of EE Sub-group	Activity status	Employment Status	Training Status
T	Trainee	U1	Salaried Exempt	1	1	1
T	Trainee	U3	Hourly	1	1	1
T	Trainee	U4	Non-Exempt/Salaried	1	1	1
G	Agency/Temp	U1	Salaried Exempt	1	1	1
G	Agency/Temp	U3	Hourly	1	1	1
G	Agency/Temp	U4	Non-Exempt/Salaried	1	1	1
G	Agency/Temp	U9	Non-payroll	1	1	1
I	Intern	U3	Hourly	1	1	1
E	Expatriate	U1	Salaried/Exempt	9	9	9

3.1.2 Create Payroll Area

Use

The **Payroll Area** defines the frequency in which an employee may be paid in an **Organization**. There are five payroll accounting areas provided for the SAP Best Practices Package: four of the **Payroll Areas** may be utilized to define the pay frequency active within your pay policies, and UN for those employees who are not paid by Employee Central Payroll.

Procedure

1. Access the activity using one of the following navigation options:

IMG Path	Transaction Code
Personnel Management > Personnel Administration > Organizational Data Organizational Assignment > Create payroll area	SPRO

2. On the [Change View Payroll Areas: Overview](#) screen, choose [New Entries](#) and enter the following values:

Note

For more information regarding Payroll Areas, refer to the Payroll User Guide.

Payroll Area	Payroll Area Text	Period Parameter	Period Parameter Text	Payroll Relevant	Date Modifier
UM	HR-US:Monthly	01	Monthly	Select	01
UN	HR-US:Non-Payroll	01	Monthly		
US	HR-US:Semi-monthly	02	Semi-Monthly	Select	01
UW	HR-US: Weekly	03	Weekly	Select	01
UX	HR-US: Bi-weekly	04	Bi-Weekly	Select	01

3. Choose [Save](#).

3.2 Contract Elements

3.2.1 Define Contract Types

Use

The following Contract types are available in the SAP Best Practices for HCM package (EhP5) for use with the Contract Elements infotype (IT0016).

Procedure

1. Access the activity using one of the following navigation options:

IMG Path	Transaction Code
Personnel Management > Personnel Administration > Contractual and Corporate Agreements > Contract Elements > Define Contract Types	SPRO

2. On the [Change View Contract Types: Overview](#) screen, choose [New Entries](#) and enter the following values:

Contract Type	Contract Type Description	Fixed Term Contract
05	Probation	Select
06	Seasonal	Select

3. Choose [Save](#).

3.3 Objects on Loan

3.3.1 Define Objects on Loan

Use

The SAP Best Practices package is delivered with the most common types of **Company Property** usually assigned to an employee. This configuration allows for the proposal of a checklist on employee termination, to ensure the safe return of company property.

Procedure

1. Access the activity using one of the following navigation options:

IMG Path	Transaction Code
▶ Personnel Management > ▶ Personnel Administration > Contractual and Corporate Agreements > Objects on Loan > Define objects on loan >	SPRO

2. On the [Change View Subtype Characteristics: Overview](#) screen, choose [New Entries](#) and enter the following values:

Subtype	Name
06	Cell Phone
07	Company Credit Card
08	Company Car

Subtype	Name
09	Computer/Laptop
10	Security Pass
11	Parking Pass
12	Telephone Credit Card
13	Computer Monitor
14	Printer/Photocopier
15	Fax Machine

- Choose [Save](#).

4 Work Schedules

4.1 Holiday Calendars

Holiday calendars are not delivered with the preconfigured client. The standard U.S. holiday calendar is used and can be modified to accommodate the holidays in your company. Some of the holidays configured are fixed (holiday falls on the same day every year) and some are floating holidays (holiday could fall on different dates every year).

4.1.1 Public Holidays

Use

You need to enter public holidays before assigning them to a public holiday calendar. Review the standard delivered entries and modify them to fit your company's holidays.

Procedure

1. Access the activity using the following navigation option:

SAP IMG Path	Transaction Code
	

2. On the *SAP Calendar: Main Menu* screen, choose the *Public Holidays* check button.
3. Choose *Change*.
4. On the *Change Public Holidays: Overview* screen, choose *Create* to enter new holidays.
5. Choose and configure the type of public holiday (floating or fixed) with the appropriate checkbox.

Note

You must maintain the dates for the relevant period and year.

In case the holidays have already been created and you want to change the dates, you first delete the assignment of holidays to the holiday calendar, then change the dates. For floating holidays, you must add

new dates every year. For more information about assigning public holidays to a holiday calendar, see section **Assign Public Holidays to Holiday Calendar**.

To insert new dates for floating holidays, proceeds as follows:

1. Choose the public holiday and choose [Change](#).
2. Choose [Continue](#).
3. Choose [Insert Date](#).
4. Add the year, month, and day.
5. Choose [Change](#).

4.1.2 Assign Public Holidays to Holiday Calendar

Use

The system only considers holidays in evaluations if you assign public holidays to a public holiday calendar.

Procedure

1. Access the activity using the following navigation option:

SAP IMG Path	Transaction Code
▶ Time Management > Work Schedules > Define Public Holiday Classes >	SPRO

2. On the [SAP Calendar: Main Menu](#) screen, choose the [Holiday Calendar](#) checkbox and choose [Change](#).
3. On the [Change Public Holiday Calendar: Overview](#) screen, select the holiday calendar [US](#) and choose [Change](#).
4. Choose [Assign Holiday](#).
5. On the [Insert Public Holidays into Holiday Calendar](#) screen, choose the [Key](#) column and select [Set Filter](#).
6. Select the holidays to be assigned to the holiday calendar using the checkbox next to each holiday.
7. Choose [Assign Public Holiday](#).
8. Save your entries and confirm any system messages that may occur.

Note

Public holidays are not automatically included in the transport request when they are saved. Go to [SAP Calendar: Main Menu](#) and in the menu, choose [▶ Calendar](#) > [Transport](#) > to include holidays or public holidays in a workbench transport request.

Note that all (not only U.S. related) public holidays will be included in the transport request.

In case the U.S. holiday calendar already contains holidays other than the ones documented in section *Public Holidays*, you need to delete the assignment of these holidays.

To delete assignments of unnecessary holidays, proceed as follows:

1. Access the activity using the following navigation option:

SAP IMG Path	Transaction Code
Time Management > Work Schedules > Define Public Holiday Classes	SPRO

2. On the *SAP Calendar: Main Menu* screen, choose the *Holiday Calendar* checkbox and choose *Change*.
3. On the *Change Public Holiday Calendar: Overview* screen, select the holiday calendar *US* and choose *Change*.
4. To remove holidays, select the relevant checkboxes on the left (in column *Selected*), and choose *Delete Assignment*.
5. Save your entries.

4.1.3 Daily Work Schedules

4.1.3.1 Define Daily Work Schedules

Use

Several examples of daily work schedules are delivered in the SAP to support a variety of shifts including day, evening, night, and rotations. Ensure that the following entries exist in your system. If they do not exist you will need to create them.

Procedure

1. Access the activity using one of the following navigation options:

IMG Path	Transaction Code
Time Management > Work Schedules > Daily Work Schedule > Define Daily Work Schedules	SPRO

2. On the [Change View Daily Work Schedule: Overview](#) screen, you can view the following values:

GRP	DWS	Text	Variant	Planned Working Hours	DWS Selection Rule	Planned Time	WBS	Normal Work Time	DWS Class
10	HDAY	4 Hour Day		4.00	10	08:00 – 13:00	PDY0		1
10	PDAY	8 Hour Day		8.00	10	08:00 – 17:00	PDY0		1
10	PEVE	8 Hour Evening		08.00	10	08:00 – 17:00	PDY0		1
10	PDY2	Rotation Day		07.50	10	08:00 – 16:00	PDY1		1

4.1.3.2 Period Work Schedules

Use

Several Period Work Schedules are provided in SAP. A Part-time work schedule is used for an employee who works a reduced number of 8.0 or 7.5 hour days within a given work period. If the employee works the standard 5 day week, but the number of hours is less than the normal 8.0 or 7.5 hours per day, use the period work schedules **PDAY** or **PFLX** and the part-time flag on Infotype 0007. Additional period work schedules for part-time employees working standard daily hours but a reduced number of days in the week may be added during the implementation if necessary.

Procedure

1. Access the activity using one of the following navigation options:

IMG Path	Transaction Code
Time Management > Work Schedules > Period Work Schedules > Define Period Work Schedules	SPRO

2. On the [Change View Period Work Schedule: Overview](#) screen, choose [New Entries](#) and enter the following values:

Grp	PWS	PWS Text	Week	01	02	03	04	05	06	07
10	HDAY	Normal Day 4 Hour	001	HDAY	HDAY	HDAY	HDAY	HDAY	FREE	FREE
10	PDAY	Normal Day 8 Hour	001	PDAY	PDAY	PDAY	PDAY	PDAY	FREE	FREE
10	PEVE	Evening Shift 8 Hour	001	PEVE	PEVE	PEVE	PEVE	PEVE	FREE	FREE
10	PRO1	Rotation schedule 7.5	001	PDY2	PDY2	PDY2	PDY2	PDY2	FREE	FREE

3. [Save](#) your entries.

4.1.4 Work Schedule Rules and Work Schedules

4.1.4.1 Employee Subgroup Groupings (for Work Schedules)

Use

In addition to the delivered Work Schedule Groupings, a grouping for **Pensioners** has been added for this SAP Best Practices package. These groupings are linked to Employee Subgroups to define a specific work schedule that is allowed for a specific type of employee.

Procedure

1. Access the activity using one of the following navigation options:

IMG Path	Transaction Code
▶ Time Management > Work Schedules > Work Schedule Rules and Work Schedules > Define Employee Subgroup Groupings ▶	SPRO

2. On the [Choose Activity](#) screen choose the [Group Employee Subgroups for Work Schedules](#) activity and select [Choose](#). On the [Determine Work Area](#): enter **10** for the [U.S.](#) and choose [Continue](#). On the [Change View Employee Subgroup Grouping for Work Schedule: Overview](#) screen, choose [New Entries](#) and enter the following values:

EG	Employee Group	ESG	Employee Subgroup	Grouping	Grouping Text
M	Employee	U1	Salaried/Exempt	2	Salaried Employees
M	Employee	U3	Hourly	1	Hourly Wage Earners
M	Employee	U4	Salaried/Non-Exempt	2	Salaried Employees
X	Executive	U1	Salaried/Exempt	2	Salaried Employees
P	Apprentice	U3	Hourly	1	Hourly Wage Earners
I	Intern	U3	Hourly	1	Hourly Wage Earners
E	Expatriate	U1	Exempt/Salaried	2	Salaried Employees
G	Expatriate	U1	Salaried/Exempt	2	Salaried Employees

EG	Employee Group	ESG	Employee Subgroup	Grouping	Grouping Text
G	Agency/Temp	U3	Hourly	1	Hourly Wage Earners
G	Agency/Temp	U4	Salaried/Non-Exempt	2	Salaried Employees
G	Agency/Temp	U9	Contractor	1	Hourly Wage Earners
R	Contractor	U9	Contractor	1	Salaried Employees
T	Trainee	U1	Salaried/Exempt	2	Salaried Employees
T	Trainee	U3	Hourly	1	Hourly Wage Earners
T	Trainee	U4	Salaried/Exempt	2	Salaried Employees

3. [Save](#) your entries.

4.1.4.2 Work Schedule Rules

Use

All **Work Schedule Rules** used with this SAP Best Practices package are attached to holiday calendar **US** only. **Work Schedule Rules** delivered with this SAP Best Practices package are generated up to and including January 2017.

Procedure

1. Access the activity using one of the following navigation options:

IMG Path	Transaction Code
Time Management > Work Schedules > Work Schedule Rules and Work Schedules > Set Work Schedule Rules and Work Schedules	SPRO

- On the [Change View Work Schedule Rule: Overview](#) screen, you can view the following standard values:

GRP	HOL	PSG	WS Rule	Daily Hrs	Weekly Hours	Monthly Hours	Work Days	Annual Hours	PWS	Ref. Date for PWS
1	US	10	HDAY	4.00	20.00	87.66	5.00	1040.00	HDAY	01/01/1990
1	US	10	PDAY	08.00	40.00	173.33	5.00	2080.00	PDAY	01/01/1996
1	US	10	PEVE	08.00	40.00	173.33	5.00	2080.00	PEVE	01/01/1996
1	US	10	PROT1	07.50	37.5	162.50	5.00	1950.00	PROT1	01/01/1996
2	US	10	PDAY	08.00	40.00	173.33	5.00	2090.00	PDAY	01/01/1996
2	US	10	PROT1	07.50	37.50	162.50	5.00	1950.00	PROT1	01/01/1996
2	US	10	HDAY	4.00	20.00	87.66	5.00	1040.00	HDAY	01/01/1996

- [Save](#) your entries.

4.1.5 Generate Work Schedule Rules in Batch

Use

All **Work Schedule Rules** used with this SAP Best Practices package are attached to holiday calendar US only. **Work Schedule Rules** delivered with this SAP Best Practices package are generated up to and including January 2017.

Procedure

1. Access the activity using one of the following navigation options:

IMG Path	Transaction Code
▶ Time Management ▶ Work Schedules ▶ Work Schedule Rules and Work Schedules	SPRO
▶ Generate Work Schedules in Batch ▶	

2. Choose [Execute](#) to generate the work schedules.

4.1.5.1 Infotype Screen Control

Use

In this activity, you set the infotype screen control.

Procedure

1. Access the activity using one of the following navigation options:

IMG Path	Transaction Code
▶ Personnel Management ▶ Personnel Administration ▶ Customizing User Interfaces	SPRO
▶ Change Screen Modifications ▶	

2. On the [Choose Activity](#) screen, choose [Activate Working Week Entry Field](#) activity and select [Choose](#). On the [Change View Infotype Screen Control](#) screen the system displays the following values:

Mod. Pool	Screen	Feature	Variable Key	Alt. screen	Next screen
MP000700	2000		10	2000	

3. These *Screen Control* fields are shipped with the standard SAP system:

Grp	Field Name	Field Text	Std	Hide
001	P0007-SCHKZ	Work Schedule Rule	⊙	
002	P0007-ZTERF	Employee Status	⊙	
003	P0007-EMPCT	Employment percent- age	⊙	
004	P0007-TEILK	Indicator Part-Time Employee	⊙	
005	P0007-ARBST	Daily Working Hours	⊙	
006	P0007-MINTA	Min No. Working Hours	⊙	
007	P0007-MAXTA	Max No. Working Hours	⊙	
008	P0007-WOSTD	Monthly Hours	⊙	
009	P0007-MINWO	Minimum weekly working hours	⊙	
010	P0007-MAXWO	Maximum number of work hours per	⊙	
011	P0007-MOSTD	Monthly Hours	⊙	
012	P0007-MINMO	Minimum number of work hours per	⊙	
013	P0007-MAXMO	Maximum number of work hours per	⊙	
014	P0007-JRSTD	Annual working hours	⊙	
015	P0007-MINJA	Minimum annual working hours	⊙	

Grp	Field Name	Field Text	Std	Hide
016	P0007-MAXJA	Maximum Number of Working Hours	⦿	
017	P0007-WKWDY	Weekly Workdays	⦿	
018	P0007-DYSCH	Create Daily Work Schedule Dynamically	⦿	
019	P0007-KZTIM	Additional indicator for time management		⦿
020	P0007-WWEEK	Working Week	⦿	

4. [Save](#) your entries.

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