SAP SuccessFactors

SAP SuccessFactors Training & SFX Accreditation

SAP Run Simple

The Training Life Cycle & You

Kickoff

- Project Team Orientations (PTOs) prepare Key Stakeholders and Decision Makers for upcoming configuration workshops and business process decisions with the implementation consultant.

- PTOs provide a knowledge transfer on core product functionality, and enable participants to think about use-cases and scenarios around functionality and configuration.

- PTOs should be taken around the time of the project kickoff.

Enable

- Admin Training courses enable Administrators/Power Users to oversee the daily management of their company's SAP SuccessFactors solutions.

- Admin Training covers front-end setup, key concepts, features, terminology, and includes practice of necessary skills.

- New customers should take Admin training before Go-Live; existing customers can utilize Admin Training to stay up to date or when responsibilities change.

Launch

- Downloadable Job Aids provide an overview of the basic tasks performed by Admins and functions available to End Users within the SAP SuccessFactors solution.

Utilize

- Confirm your expertise as an administrator of your SAP SuccessFactors system with SFX Accreditation.

How SAP SuccessFactors Training is Delivered

SuccessFactors Administrator Learning Center (SFALC)

- The SuccessFactors Administrator Learning Center is your one-stop access point to top-quality SuccessFactors Project Team Orientations, Administrator Training, Job Aids, SFX Exams, and a variety of facilitated Live Sessions delivered via Learning Rooms to enhance your learning experience.

- Access to the SFALC is included with your SAP SuccessFactors subscription

Browse the SFALC Course Catalog
Review the SFALC Access Guide

Public Training

- Public instructor-led virtual courses are available for select products at an additional cost, and mimic traditional classroom-style training.

- To learn more about these classes and scheduled dates, access the global public schedule below. Please note that you may need to change the default country in the menu option to find classes provided on the global schedule.

View the Global HCM Training Schedule

Private Training

- Private instructor-led training allows for the ability to tailor the agenda to your company's specific needs/requirements.

- Delivered virtually or on-site, private training provides the ability to conduct hands-on practice and activities within your company's configured system or a SuccessFactors training system.

Get more information on Private Training

Navigating the SFALC tile in the Learning Hub

Learning Paths
Project Team Orientation (PTO) , Admin Training, Job Aids and SFX Exams are conveniently grouped into individual curriculums by module.

Learning Rooms
Learning Rooms provide product-specific supplemental content, recorded tutorial videos and direct access to subject matter experts and instructors who will answer your questions and hold live meeting sessions. Expand your learning experience and deepen your level of knowledge of your SuccessFactors products with this great enablement resource

Navigating the SFALC Curriculum

Below is an example of the Performance Management Learning Path

1		OPTIONAL	START COURSE >
		SAP SuccessFactors Performance and Goal Management Project Team Orientation	
		Handbooks HR820DM_EN_Col71 rev.1 3/30/2017	
2		OPTIONAL	START COURSE >
		SAP SuccessFactors Performance and Goal Management: Project Team Orientation	
		E-Learning HR820e_EN_Col71 rev.1 3/30/2017	
3		OPTIONAL	START COURSE >
		SAP SuccessFactors Performance Management Administration	
		Handbooks HR827DM_EN_Col71 rev.1 3/30/2017	
4		OPTIONAL	START COURSE >
		SAP SuccessFactors Performance Management Administration	
		E-Learning HR827e_EN_Col71 rev.1 3/30/2017	
5		OPTIONAL	START COURSE >
		SAP SuccessFactors Performance Management Job Aids	
		Handbooks HR827J_EN_Col71 rev.1 3/30/2017	
6		PRIORITY 1 | REQUIRED	CONTINUE COURSE >
		SAP SuccessFactors Performance Management Administration Final Exam	
		EXAM HR827_SFX rev.1 7/13/2015	

Project Team Orientation Training

As a major stakeholder responsible for implementing and maintaining SuccessFactors solutions, the Project Team Orientation (PTO) training focuses on core out-of-the-box functionality and prepares you to make the best decisions for a successful implementation.

PTO training is available as a downloadable handbook or as an interactive e-Learning course

Admin Training

The Admin Training courses are designed for the administrators responsible for your software systems. These courses cover key concepts, features, terminology, and practice of necessary skills before you go live.

Admin training is available as a downloadable handbook or as an interactive e-Learning course

SFX Exam

Test your knowledge and confirm your reputation as a competent SuccessFactors administrator by taking the SFX Accreditation Exam.

Job Aids

Downloadable Job Aids provide an overview of the basic tasks performed by Admins and functions available to End User in the SAP SuccessFactors solution.

Become Empowered with SFX Accreditation!

The SFX Accreditation Program is a set of exams to accredit trained and empowered customer administrators in SuccessFactors products.

SFX Accreditation benefits both individual administrators as well as their company.

Administrator

- Confirm your reputation as a high caliber SuccessFactors Administrator by taking greater ownership of your software

- Make confident decisions during implementations and post-go-live on current and future software releases

- Take on a greater contributing role during the decision making process

- Attend exclusive SFX events

- Be recognized in the Customer Community and at SuccessConnect as a SuccesFactors Expert

Company

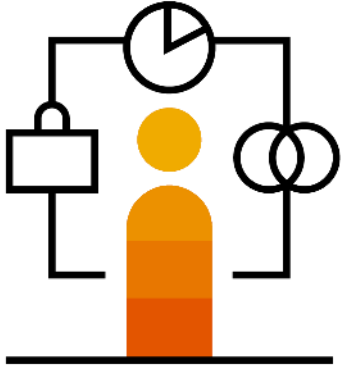- High caliber Administrators can optimize their SF solution to better support HR processes

- Accredited Administrators can help to better align HR strategies with ongoing software innovations

- Realize the full value of SaaS by increasing organizational independence through empowered Administrators

- Reduce the costs associated with external vendors

- Increased Admin efficiency means increased Return On Investment!

The Value of the SAP SuccessFactors Admin

Just some of your responsibilities…

- Manage day-to-day operations, annual talent cycles, special projects
- Deep system knowledge to make process and system changes, including configuration, permissions, etc.
- Ensure consistent processes across solution
- Manage implementation of new products, new process and requirements
- Manage release updates and work with leadership to determine enablement plan
- Manage thorough testing of system changes in Test and Production environments
- Lead organizational communication & change management efforts
- Coordinate creation and delivery of training for end users (Documentation/Training materials)
- Manage integrations to 3rd party vendor solutions
- Ongoing support of end users (understanding process)
- Tickets/Support desk (system login/password issues)
- Interaction with SuccessFactors Support to manage tickets/resolution

Become the type of Admin that not only understands how the system works, but is also an influencer and a key strategic piece of the decision making process!

Admin Training Course and SFX Exam List

Below is the list of SAP SuccessFactors Admin Training courses along with the corresponding SFX Exams on which they are based.

SuccessFactors Module	Admin Training Course	Course Code	SFX Exam
SAP SuccessFactors 360 Multi-Rater	SAP SuccessFactors 360 Multi-Rater Administration	HR825	HR825_SFX
SAP SuccessFactors Calibration	SAP SuccessFactors Calibration Administration	HR826	HR826_SFX
SAP SuccessFactors Career Development Planning	SAP SuccessFactors Career Development Planning Administration	HR842	HR842_SFX
SAP SuccessFactors Compensation	SAP SuccessFactors Compensation Administration	HR852	HR852_SFX
SAP SuccessFactors Employee Central	SAP SuccessFactors Employee Central Administration	HR811	HR811_SFX
	SAP SuccessFactors Employee Central Payroll Administration	HR812	
SAP SuccessFactors Foundations	SAP SuccessFactors Foundations Administration	HR800	HR800_SFX
SAP SuccessFactors Goal Management	SAP SuccessFactors Goal Management Administration	HR821	HR821_SFX
SAP SuccessFactors Jam	SAP SuccessFactors Jam Administration	HR871	HR871_SFX
SAP SuccessFactors Learning Management	SAP SuccessFactors Learning Management Administration - Core Topics	HR861	HR861_SFX
	SAP SuccessFactors Learning Management Administration – Additional Topics	HR862	
	SAP Introduction to SuccessFactors Learning Report Designer	HR868	
SAP SuccessFactors Onboarding	SAP SuccessFactors Onboarding Administration	HR834	HR834_SFX
SAP SuccessFactors Performance Management	SAP SuccessFactors Performance Management Administration	HR827	HR827_SFX
SAP SuccessFactors Recruiting Management	SAP SuccessFactors Recruiting Management Administration	HR831	HR831_SFX
SAP SuccessFactors Recruiting Marketing	SAP SuccessFactors Recruiting Marketing Administration	HR832	HR832_SFX
SAP SuccessFactors Reporting Tools and Analytics	SAP SuccessFactors Reporting Tools and Administration	HR882	HR882_SFX
SAP SuccessFactors Succcession Management	SAP SuccessFactors Succcession Management Administration	HR841	HR841_SFX
SAP SuccessFactors Variable Pay	SAP SuccessFactors Variable Pay Administration	HR853	HR853_SFX
SAP SuccessFactors Workforce Analytics	SAP SuccessFactors Workforce Analytics Administration	HR886	HR886_SFX
SAP SuccessFactors Workforce Planning	SAP SuccessFactors Workforce Planning Administration	HR887	HR887_SFX

Frequently Asked Questions

How do I write the SFX Exam?

SFX exams are virtual and can be written at any time in the SuccessFactors Admin Learning Center (SFALC).

Is there a charge to write the SFX Exam?

There is no additional charge to access the training content, Learning Rooms or SFX Exams in the SFALC as it is included as part of your SAP SuccessFactors software subscription.

How long is the training per module?

It depends on what method of training customers choose. SuccessFactors Administrator Learning Center training content is entirely self-paced. Hiring a private, on-site team or taking the Live Virtual courses could take 1-5 days. The exam itself takes many eXperts around 30 minutes to complete.

How often is the SAP SuccessFactors Admin Training material updated?

SAP SuccessFactors Admin Training materials are updated twice a year to accommodate for the changes in the quarterly releases.

- Project Team Orientation training materials are updated approximately four weeks following the Q1 and Q3 releases.

- Admin Guides, Job Aids and SFX Exams are updated approximately four weeks following the Q2 and Q4 releases.

Frequently Asked Questions

Is SFX Accreditation the same as SuccessFactors Certification?

No. SuccessFactors Certification is the foundation requirement for all implementation consultants. Implementation consultants are required to be certified in order to receive their Provisioning Access to a production instance.

SFX Accreditation is for Customers, enabling SuccessFactors Administrators to confirm their reputation as a high caliber admin confident in making decisions during implementations and post-go-live on current and future software releases.

Is there a system configuration training option available?

Yes. SuccessFactors Academy training is targeted toward implementation consultants to cover back-end configuration completed during the initial system configuration and implementation.

While customers are not prohibited from attending Academy training, they will not receive the same benefits as partners from completing the training. Specifically, customers will not gain Provisioning access, even if they complete Academy training and/or complete the certification exam.

The following courses are available as Virtual Instructor-Led courses - registration can be completed via the SAP Training Shop.

Academy Course	Course Code
Introduction to SAP SuccessFactors Academy	THR80
SAP SuccessFactors Employee Central Academy	THR81
SAP SuccessFactors Performance and Goals Management Academy	THR82
SAP SuccessFactors Recruiting Management Academy	THR83
SAP SuccessFactors Recruiting Marketing Academy	THR84
SAP SuccessFactors Succession Management Academy	THR85
SAP SuccessFactors Compensation Academy	THR86
SAP SuccessFactors Variable Pay Academy	THR87
SAP SuccessFactors Learning Management Academy	THR88
SAP SuccessFactors Workforce Analytics and Planning Academy	THR89
SAP SuccessFactors Onboarding Academy	THR91
SAP SuccessFactors Career Development Planning Academy	THR95

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Thank you.

For more information on SFX Accreditation, please contact

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