

## Q2 2019 SuccessFactors Review

### Onboarding

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The latest SAP SuccessFactors release for Onboarding introduces the new Fiori layout User Interface for the Manage Pending Hires, which I personally believe brings very beneficial changes providing much more flexibility, and intuitive navigation.

The ONB 2.0 version sounds increasingly interesting with each communication shared from SAP, with further enhancements made to Crossboarding following the Q1 1902 release. Please note that the ONB 2.0 updates are currently in the BETA release, so we'll still have to wait a little while longer until these will be introduced to all customers.

Last but by no means least, there are some crucial compliance updates made in the Offboarding Data Privacy and Protection.

### Onboarding 1.0

#### Efficient envelopes DocuSign with no outside signing

Customers using the electronic signature function via DocuSign with no outside support features can now benefit from the increased efficiency feature which allows customers to group up to 25 forms within one envelope, meaning that the employees can sign multiple forms using one DocuSign transaction. This new enhancement increases the DocuSign efficiency by reducing the processing time, the system response speed and it considerably reduces the number of transactions. Previously, a DocuSign transaction was only associated with a single form at a time.

We can see from the screenshot below that this new feature, 'Enable Efficient Envelopes' is available to activate, and requires that the Outside Signing support is set to No, in order for this feature to perform correctly once enabled.



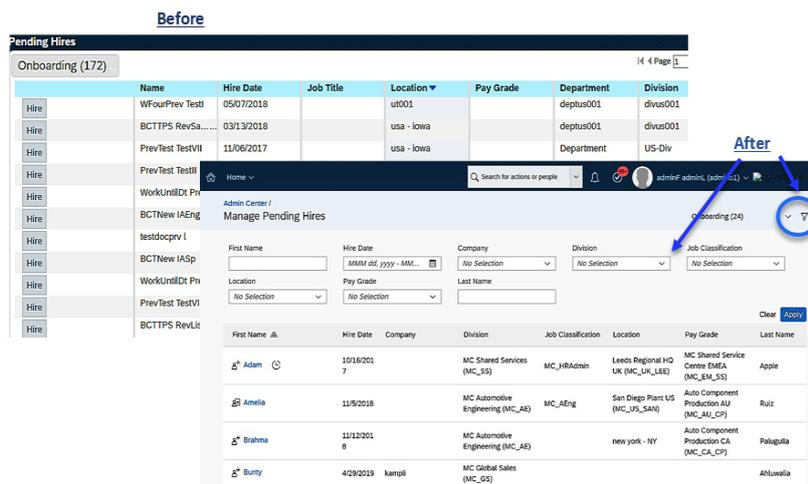
- Value people



## Enhanced Manage Pending Hires

The Manage Pending Hire UI has introduced a new feature that allows for the customisation of the Manage Pending Hire screen, with the possibility to configure the layout of columns

and columns headings in order to provide the end users with the most efficient experience. This feature allows customers to apply, sort and filter the columns within the screen, offering better control over the pending hires and making navigation easier using the filters.



## Select time zone on Create Password Panel

New Hires can select the time zone in Coordinated Universal Time UTC from the Create your Password panel if they have no password assigned yet or on document signature page. This time zone is considered for the New Hire Click to Sign dates, Notifications, Email reminders, Schedule jobs etc.

## Compliance Updates

Compliance updates have been introduced in the Q2 release for the United States forms. These updates comprise changes in the instructional text, translations updates, worksheet updates, new forms and new panels associated with the new forms.

The UK Starter Checklist for 2019 includes a new section with additional questions added.



## Upcoming events and important information - N1 Manager new hire activities

As of 1905 please note that the N1 Manager new hire activities will no longer support any enhancements. Customers are strongly recommended to migrate this feature to the MDF Framework.

## Onboarding 1.0

### Crossboarding/Internal Hire

Crossboarding is the onboarding of internal employees who have changed their role within the organisation. Crossboarding activities can be triggered from Employee Central (EC), Recruiting Management (RCM) or any 3rd party ATS. Crossboarding from EC was made available in 1902 but a few features were missing, such as the Onboarder Data Review and Personal Data Collection, which have been added as of Q2, 1905. Other key improvements to note:

- The Crossboarding UI was also further changed in Q2 1905 to utilise the Employee Profile pages for the Onboarder Data Review.
- Multiple Transfers are also applicable for events in EC or an external ATS (currently not supported in RCM), meaning that if there are multiple changes on the Job information or Compensation information for an employee during a Crossboarding activity, the latest activity is cancelled and a new activity is created.

The resulting Crossboarding process becomes more flexible following these updates and facilitates customers in deciding which processes are most suitable to trigger a Crossboarding activity; before ONB 2.0, all Crossboarding activities were triggered from EC events.

## Offboarding Data Privacy and Protection

There is no development regarding the Consent for the Data Privacy and protection needed assuming that these items have already been captured for an existing employee.

A report showing Offboarder data shall be made available to customers via the Admin Centre via Person Search widget → Data Subject Information.

Changes to personal data during the offboarding process will be captured by fields belonging to Employee Central and MDF objects. This is beneficial as it doesn't require any additional configuration. It will be available 'out of the box' and will target the data collection, documents and Offboarder data via the Person Search widget in the Admin Centre → Change Audit Reports > Create Personal Data Report.

The Data Purge including the Data Retention Time feature allows customers to purge data captured throughout the Offboarding process by creating a purge request. The Offboarding purge rules are part of the Onboarding purge rules; there is no Offboarding 2.0 purge. The following objects are subjects for purging: tasks/activities, data collection, documents, process and user data, country based and legal entity.

## Conclusion

To conclude, it's great to see that changes are still being introduced for the ONB 1.0 version, and many customers will really enjoy the new look and feel of the manage pending hires and the extra features that are coming along with the new UI. For customers using DocuSign, I think this release also brings great news, as the possibility to sign multiple forms in the same envelop will undoubtedly bring many benefits in terms of system performance.



Please don't forget that while many new features are coming, some others are being deprecated. Of particular note, if you are a customer using the N1 Manager new hire

activities, this feature will no longer support any enhancements as of Q21905, so ideally, reach out to your implementation partner or SAP professional services to migrate this feature to the MDF Framework.



## How Can We Help?

Zalaris excels in delivering comprehensive HR and payroll services across the UK, Northern Europe, the Baltics and Poland. Our industry leadership position, however, goes beyond the borders and constraints of other providers to enable what matters most to our clients: maximising the value of human capital through excellence in HR processes.

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- **Support Services** - for if you are already using SAP SuccessFactors and want a flexible support partner.
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- **Business Process Services** - for if you are looking for operational support with your HCM processes.
- **Training Services** - for if you are not getting the most out your SuccessFactors system.

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