

SAP SuccessFactors

Purdue utilizes SuccessFactors in creating and maintaining employee records, positions and organization charts, and employment actions such as new hire, transfer, promotion, and terminations. It is also used for recruitment processes, timekeeping and time off, as well as goals management and staff performance appraisals.

SUCCESSFACTORS FUNCTIONS AND ROLES:

Employee Central (EC)

Employee Central (EC) maintains employee and position information as well as timekeeping and time off.

- **Employee Profile (Employee Record)**
 - **Employment or Payroll centers** initiates record changes (actions) communicated to them by supervisors. Actions include terminations, transfers, pay changes, etc.
 - **Department Heads** approve changes or actions, such as pay increases. Approval Quick Reference Guidelines are located on the SuccessFactors Training SharePoint site at [Human Resources – SuccessFactors Training \(Employee Data Changes\)](#).
 - **Director of Financial Affairs (DFA) and/or Business Managers** approve record changes.

- **Timekeeping and Time off**
 - **Supervisors** review and approve timesheets (when applicable) and time off requests. Timekeeping and Time off resources are located at [Timekeeping, Pay and Time Off - Human Resources - Purdue University](#).
 - **Employment or Payroll centers** reviews and can edit time off requests when employee is leaving university or is on extended leave
 - **Director of Financial Affairs (DFA) and/or Business Managers** approves business leaves, including sabbaticals and research leaves.
 - **Sponsored Program Services** approves some business leaves, including sabbaticals and research leaves.
 - **Department Heads** and **Deans** are included in the approval workflow for business leaves, including sabbaticals and research leaves. Sabbaticals, Research/Instructional/ Engagement Leaves and Change of Duty Station Processes are located here [Faculty Resources - Office of the Provost - Purdue University](#).
 - **Provost Office** is included in the approval workflow for business leaves, including sabbaticals and research leaves.

- **Position Management**
 - **Department Support and Supervisors** have the ability to create and edit positions. Position Management training resources are located at [Organizational Structures and Positions - Human Resources - Purdue University](#).
 - **Director of Financial Affairs (DFA) and/or Business Managers** approves position changes.

Recruitment

The recruitment module is used to hire Purdue employees. The information collected in this module, populates information in the Onboarding module and is used to create the employee profile (record).

- **Department Support** initiates the requisition and helps support the search committee for faculty hires. Hiring resources, processes and training are located at [Hiring - Resources, Processes and Training - Human Resources - Purdue University](#). Offer Letter templates are located online at [Offer Letter Template - Office of the Provost - Purdue University](#).
- **Supervisors** can also initiate the requisition and approves offers.
- **Director of Financial Affairs (DFA) and/or Business Managers** approves requisitions.
- **Hiring Search Committees** participate in interviews and reviews candidates.
- **Department Head** reviews faculty and staff applications.
- **Dean/Associate Dean** reviews faculty and staff applications.
- **Provost** reviews faculty information.

Onboarding

The onboarding module streamlines the new hire information collection and offers new hire guidance.

- **Onboarding Coordinator** (often filled by the Department Support or Supervisor) handles new hire activities. Onboarding Resources is found online at [New Employees - Human Resources - Purdue University](#).
- **Supervisor** handles new hire activities based on department needs
- **I-9 Verifier** (A role given to someone in the Employment or Payroll Center) reviews new hire paperwork and submits employment verification

Compensation and Merit

The compensation and merit module is used in the promotion and appraisal process. Compensation Structure and Administrative Guidelines are found online at [Staff Compensation Guidelines and Pay Practices - Human Resources - Purdue University](#).

- **Department Heads** review and approve merit
- **Deans** review and approve merit
- **Compensation Managers** (a role assigned to a specific person within the department, often times a department head) reviews and updates the merit form for employees
- **Director of Financial Affairs (DFA) and/or Business Managers** coordinates the completion of merit

Performance and Goal Management

Employees and supervisors discuss and set goals. Goals are used in the staff annual evaluation process. Creating and Updating Annual Performance Goals is available online at [Create and Update Annual Performance Goals - Human Resources - Purdue University](#).

- **Supervisor** reviews and approves goals. Operating Procedures for Lecturers Appointments is found at [Operating Procedures for Lecturer Appointments - Office of the Provost - Purdue University](#).

Annual Evaluation

Staff and their supervisors complete the annual evaluation. Annual Performance timeline, process and resources is available online at [Timeline/Process and Resources - Human Resources - Purdue University](#).

- Supervisors complete employee's evaluation

SuccessFactors Function	Employee Central (EC)			Recruiting	Onboarding	Compensation/ Merit	Performance and Goals	Annual Performance	Offboarding
	Employee Record (Profile)	Timekeeping and Time Off	Position Management						
Role:									
Provost Office Staff		X							
Dean/ Assoc Dean		X		X		X			
Department Head	X	X		X		X		X	
Supervisor/ Manager		X		X	X		X	X	
Department Support (Assistant to Department Head or Dean)			X	X					
Business Support/ Employment or Payroll Center	X	X							
I-9 Verifier					X				
Director of Financial Affairs/ Business Manager	X	X	X	X		X			
Onboarding/ Offboarding Coordinator					X				X
Hiring Search Committee				X					
Compensation Manager						X			
Sponsored Program Services		X				X			