

C_THR81: SAP SuccessFactors Employee Central

Implement and configure SAP SuccessFactors Employee Central as the core HR system of record.

DURATION

5 days · 40 hours

LEVEL

Intermediate

CURRICULUM

16 modules · 13 labs

DELIVERY

Live online, Onsite,
Corporate

Course overview

Employee Central is the core HR module of SAP SuccessFactors, holding the employee, job and organisation data that every other HR process relies on. As organisations move HR to the cloud, consultants who can configure it well are in strong demand in India and globally. This five-day course teaches that configuration hands-on.

Day one introduces the suite, Provisioning versus Admin Center, and instance setup. You will then work through the data models — corporate, succession and country-specific — and learn how fields, HRIS elements and propagation fit together.

Day two covers foundation objects and the Metadata Framework: legal entities, business units, divisions, departments, locations, pay structures, picklists, custom generic objects and their associations. Day three is about control: role-based permissions, permission groups and roles, and the business rules engine for defaults, validations and event reasons.

Day four focuses on employee lifecycle processes: workflows and approvals, hire and rehire, job changes and terminations, and position management. Day five covers data imports, an overview of time off, Employee Central integration points, and an exam readiness session.

This course is aligned to the SAP Certified Associate exam for SAP SuccessFactors Employee Central (base code C_THR81). Ace Skills is not an SAP partner and does not use official SAP courseware. SAP release-suffixes its SuccessFactors exam codes and updates them, often twice a year, so please confirm the current code and any access requirements on SAP Learning before booking.

Highlights

- 40 hours of live, trainer-led sessions
- Hands-on labs in an SAP SuccessFactors demo instance
- Corporate, succession and country-specific data models
- Foundation objects, MDF, picklists and business rules
- Role-based permissions, workflows and position management
- Practice questions aligned to C_THR81 topic areas

What's included

- Access to an SAP SuccessFactors demo instance for the course duration
- Data model XML editing walk-throughs
- Foundation object and MDF object configuration labs
- Business rules and event reason derivation exercises
- Role-based permission design lab
- Workflow and position management scenarios
- Practice questions with trainer review
- Course completion certificate from Ace Skills Consulting

Who this course is for

Who should attend

- Aspiring SAP SuccessFactors consultants
- HR professionals and HRIS analysts
- SAP HCM consultants moving to the cloud
- HR technology project team members
- Payroll and HR operations staff supporting Employee Central

Prerequisites

- Understanding of core HR processes such as hiring, job changes and terminations
- Comfort with web applications
- Basic familiarity with XML is helpful but not required

Detailed curriculum — 5 days, 40 hours, 16 modules, 13 hands-on labs

Day 1 Suite Overview and Data Models

8 hours

1.1 SAP SuccessFactors and Employee Central overview

- SuccessFactors suite and HXM concepts
- Provisioning versus Admin Center
- Employee Central as the system of record
- Instance setup and company settings

LAB Explore Admin Center and enable key features · 35 min

1.2 Corporate data model

- Purpose and structure
- Field attributes and labels
- Foundation object definitions
- Country-specific corporate data model

LAB Review and adjust the corporate data model · 40 min

1.3 Succession data model

- HRIS elements and fields
- Background elements overview
- Country-specific succession data model
- Standard and custom fields
- Field visibility and required settings

LAB Add a custom field to the job information portlet · 50 min

Day 2 Foundation Objects and Metadata Framework

8 hours

2.1 Foundation objects

- Organisation structure objects
- Pay structure objects
- Associations between foundation objects
- Job structure objects
- Effective dating

LAB Create legal entity, business unit and department records · 45 min

2.2 Picklists

- Picklist Center
- Parent-child picklists
- Legacy versus MDF picklists
- Picklist maintenance best practice

LAB Create cascading parent-child picklists · 35 min

2.3 Metadata Framework (MDF)

- Generic objects and object definitions
- Configuration UI
- MDF foundation objects
- Fields, associations and composites
- Security and permissions for MDF objects

LAB Build a custom MDF object with a configuration UI · 50 min

Day 3 Role-Based Permissions and Business Rules

8 hours

3.1 Role-based permissions

- Permission groups
- Granting roles and target populations
- Testing permissions with proxy
- Permission roles and categories
- Field-level and effective-dated permissions

LAB Design permission roles for HR admins and managers · 55 min

3.2 Business rules

- Rules engine and scenarios
- onInit, onChange, onSave and onPostSave events
- Defaults and validations
- Rule contexts overview

LAB Write default and validation rules · 45 min

3.3 Event reasons

- Events and event reasons
- Rule-based derivation in practice
- Event reason derivation

LAB Derive event reasons with a business rule · 35 min

Day 4 Workflows, Lifecycle Processes and Position Management

8 hours

4.1 Workflows

- Workflow foundation objects
- Dynamic roles and groups
- Approvers, contributors and CC roles
- Triggering workflows with rules

LAB Configure an approval workflow for job changes · 45 min

4.2 Employee lifecycle processes

- Hire and rehire
- Terminations
- Job and compensation changes
- Global assignments and concurrent employment overview

LAB Process a hire, transfer and termination · 45 min

4.3 Position management

- Position objects and hierarchy
- Synchronisation of position and job data
- Position settings
- Position org chart

LAB Create positions and fill them via a hire · 40 min

Day 5 Imports, Time Off, Integration and Exam Readiness

8 hours

5.1 Data imports

- Import templates and sequence
- Full purge versus incremental load
- Foundation and employee data imports
- Import validation and error handling

LAB Import employee data with templates · 45 min

5.2 Time off overview

- Time types and time profiles
- Time accounts overview
- Holiday calendars and work schedules
- Leave requests and approvals

5.3 Integration and reporting

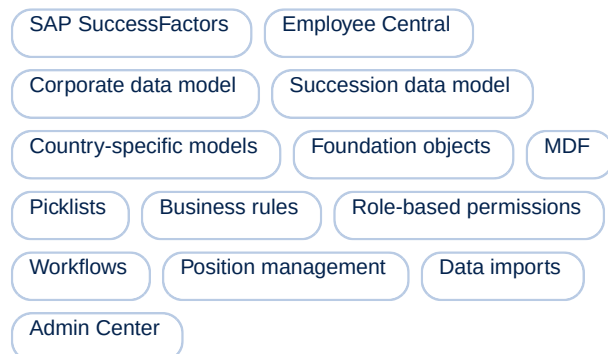
- Employee Central integration with payroll overview
- Reporting with Report Center and stories overview
- Integration Center overview
- Mobile access

5.4 Exam readiness

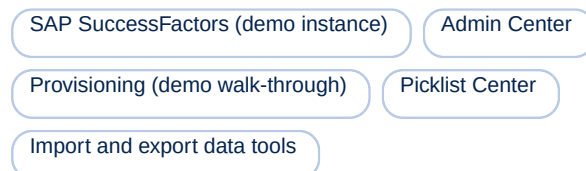
- Topic area review
- Practice questions with review
- Question styles

Skills and tools

Skills you will build



Tools used in class



Certification exam

This course is aligned to the exam below and prepares you for it. The exam itself is booked and taken with the vendor.

Exam	SAP Certified Associate – SAP SuccessFactors Employee Central
Exam code	C_THR81
Official page	https://learning.sap.com/certifications

Exam skill areas covered

Employee Central basics and instance setup

Exam details are pending verification. Confirm the current exam code, format and fee on the official vendor page before booking.

Frequently asked questions

Which exam code should I book?

SAP adds a release suffix to C_THR81 and updates SuccessFactors exams regularly. Confirm the current code and any access requirements on SAP Learning before booking.

Is this an official SAP course?

No. It is an independent Ace Skills course aligned to the C_THR81 exam topic areas.

Will I get access to SuccessFactors?

Yes. You get access to a demo instance for hands-on labs during the course; Provisioning is demonstrated by the trainer.

Do I need an HR background?

It helps to understand basic HR processes, but no prior SuccessFactors experience is needed.

Do I need to know XML?

No. We walk through the data model XML step by step, and most configuration is done in Admin Center.

Book a batch or talk to an advisor

Course page: aceskillsconsulting.com/course/c-thr81-sap-successfactors-employee-central · Email: info@aceskillsconsulting.com

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