

Accenture Software for  
Human Capital Management

# Your Transition to SAP SuccessFactors

**Make your HR-IT  
applications simpler—  
as-a-Service**



# Foreword

## Welcome to a world of efficiency in HR and IT

Digital technologies are opening up new possibilities that can help your company's HR department provide its services more efficiently. But HR systems must also offer comprehensive functionality. They need to be tailored to your company's specific needs and ready to take on the future. Today, modern efforts to manage human resources rely on IT applications, whether on-premise or in the cloud with software-as-a-service (SaaS)—an increasingly popular choice. Temporary hybrid solutions are also possible during any transition. And while SaaS solutions tend to be more cost effective and flexible in the long run, they also place other demands in terms of data migration, validation, and security.

In this overview, we want to show you how practical, add-on solutions for SAP® SuccessFactors® can enhance your everyday HR routines. We share case studies from a day-in-the-life of typical HR and IT leads who may be fictional, but whose challenges and solutions are very real. We feel sure you will recognize their issues; in fact, you may be facing them yourself more often than you'd like. We also offer insights into our own solutions and how they can help with some of the more pressing problems you may be having in real-world HR situations.

Who can benefit from this overview? HR managers, of course, but also IT managers—especially if they use SAP solutions and are considering migrating to cloud-based applications like SAP SuccessFactors. People in your organization need to solve practical issues every day in HR; so, whether this content finds its way to HR employees, payroll accountants, recruiters, or people in other HR-related roles at your company, there's something here for everyone. And keep in touch—we are always happy to help.

Best regards



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# Simpler as-a-Service

## Solving practical problems in HR

**Are you the head of HR at your company? Or responsible for HR-IT systems or applications? If so, you are already familiar with the many issues involved in optimizing HR processes and related IT applications.**

### How was this handled in the past?

In most cases, HR systems and applications were just another job among many others for IT specialists. Applying updates, installing new versions, and developing new or more advanced applications were mammoth tasks that ate up time across multiple departments. Let's be clear: This is often still the case today. But it does not have to be. Thanks to Software-as-a-Service (SaaS), you can run software that is maintained centrally at an SAP data center but offers full and exclusive data access to your HR employees.

There are, of course, hurdles to overcome in making the transition to SaaS. Moving from old, often customized applications to a highly standardized, but also efficient new environment, can be quite a leap. Once you make it, however, the world of HR becomes much simpler with the ability to acquire services and easily add to them—no installation, coordination, or internal projects required. Instead of having to run the software at your company, it is provided as a service by SAP. This means you do not have to spend all those resources on in-house developments and rollouts of additional innovative functions. It is that easy, and it all comes with an optimal user experience for your employees in HR and other areas besides.

### What if you are looking for more?

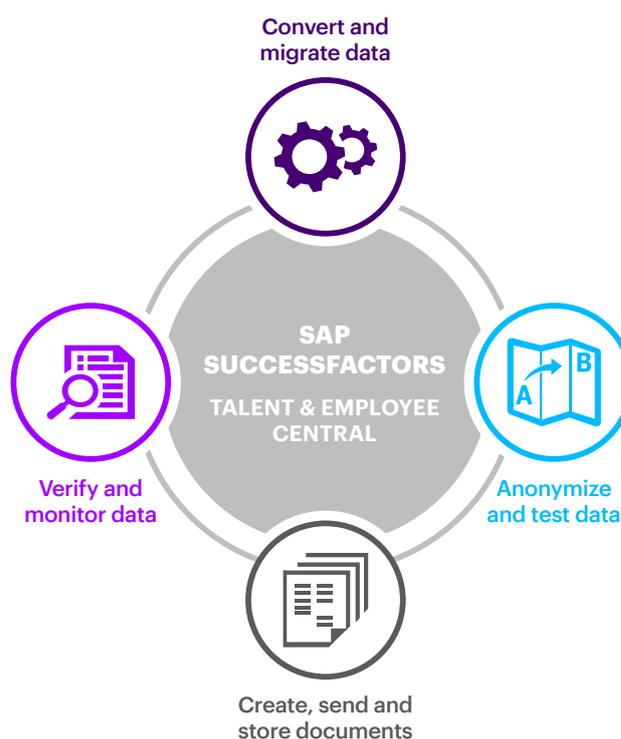
Does your HR department want some additional functions? Do you need tools designed to support the somewhat easier migration to your new platforms? Any functions not covered in SAP SuccessFactors can be provided by Apps from the SAP App Center, which you can also obtain as a service without any in-house installation.

You can enhance your software solutions in a fast, flexible, and innovative manner without having to coordinate everything internally. Here are just a few examples that make it possible:

- **Data protection and privacy**  
Example: Accenture Clone and Test for Cloud
- **Migration tools**  
Example: Accenture Data Comparison Manager
- **Data quality**  
Example: Accenture HR Audit and Compliance as-a-Service
- **HR document management**  
Example: Accenture Document Composer

### This is where we come in...

...to make your life easier with supporting Apps for SAP SuccessFactors.



# Migrating HR data

## Converting HR data the right way and migrating it safely to SAP SuccessFactors

### ACCENTURE DATA COMPARISON MANAGER

An IT tool for transferring HR data from legacy systems to SAP SuccessFactors and validating data replications following migration.

### AREAS OF USE:

#### Migrating data for SAP SuccessFactors configuration

Transferring your HR data from SAP HCM or other legacy systems into an SAP SuccessFactors module is quick and convenient.

#### Validating your imported data

By comparing your new cloud platform against your previous system, you can ensure that your data has been correctly converted and fully imported.

#### Consolidating replicated data

With Employee Central as the main system from which you replicate data to your payroll system, you can synchronize this data on a regular basis to make sure the payroll continues to run smoothly.

#### Carrying out regression tests on release updates

You can identify data discrepancies caused by updates before applying them to your live system. Considering the multiple updates released for cloud solutions every year, the additional protection this offers can be invaluable.

#### Conducting parallel payroll tests

Here, you can execute payroll runs simultaneously in your old and new systems, which will enable you to compare them until the new system's configuration is stable.



## PETER B.

### Head of Systems Integration

International chemical company



Currently in charge of systems integration at a mid-sized chemical company with an international focus, Peter B. will soon serve as project lead in his company's migration to SAP SuccessFactors. That said, Peter has had a bad experience in the past: As a young programmer, he found out just how frustrating and time-consuming the harmonization of different IT systems can be in the field of HR.

These days, safely migrating HR systems to SAP SuccessFactors is still fairly complicated; in fact, there are also some new challenges involved. How can Peter learn from projects that have been carried out at other companies already to optimize the organization of his own? He is looking for proven IT tools that will provide him with the effective assistance he needs in not only migrating data safely, but also verifying and documenting the process as well. Peter is hoping to work with experts who have supported successful projects like this in the past.

**As an IT lead responsible for HR, you know that migrating data is the first step in moving an HR system to a cloud-based solution. Meanwhile, each system has its own structure. Your SAP HCM or other legacy systems have been adapted to your company's requirements, but SAP SuccessFactors is more of a standardized solution. This means that adjustments and data conversions will be necessary before your HR employees can start using your new system.**

# Making efficient use of HR IT systems

## Anonymizing HR data

### ACCENTURE CLONE AND TEST FOR CLOUD

Fast, simple provision of anonymized HR data in SAP SuccessFactors for regression and quality tests, troubleshooting, and training purposes— including in hybrid environments involving SAP SuccessFactors and on-premise SAP HCM systems.

### ACCENTURE HR DATA LOADER

Handles mass data maintenance effectively. Does away with manual data entry which is fraught with data inaccuracies and results in process interruptions across the enterprise.

### AREAS OF USE:

#### Creating test data

Create a pool of test data that is optimally suited to your testing strategy. Simply select appropriate employee data and copy it over to your test system in anonymized form.

#### Anonymizing existing data

If your QA or test instance is a copy of your live environment and already contains real data, it is easy to anonymize the data without a great deal of effort.

#### Reproducing errors from your production system

Trying to get to the bottom of a particular problem? You can copy flawed employee information to your QA environment in encrypted form to reproduce the errors at hand with realistic, but anonymized data.

#### Conducting performance tests

Generate large amounts of test data by multiplying existing data in a given instance.

#### Processing mass data

You can have a simple and efficient means of creating and modifying mass data, including data for new hires/terminations, bonus payments, and promotions.



## ROBERT C.

### Global HR IT director

Large insurance company



Many things tend to change in HR, and such changes always require extensive tests. Robert C., the global HR IT director at a large insurance company, has already migrated the bulk of his HR systems to SAP SuccessFactors.

With software upgrades now arriving every three months in the cloud, Robert is required to provide his company's HR department with corresponding test data. Meanwhile, legal changes make various adjustments necessary at the beginning of each year—and they also need to be tested first, of course. For Robert, one of the most important things is being able to provide realistic, but anonymized test data from every area of the company for each of the HR processes at hand.

Due to data privacy regulations, those handling the testing are only permitted to work with anonymized data.

**In today's HR environments, testing is an everyday activity. That is why it needs to be simple, efficient, and easy to repeat. In the cloud, HR employees can now carry out tests on their own; they just need tools and test data for the job. Since real data always needs to be protected from unauthorized access, data from the productive system has to be anonymized before being copied into realistic scenarios in test environments.**

## Maintaining data quality

### Staying on top of accurate and up-to-date payroll records

#### ACCENTURE HR AUDIT AND COMPLIANCE AS-A-SERVICE

Simplifies ongoing quality control and auditing activities for data in SAP SuccessFactors Employee Central.

#### AREAS OF USE:

##### Ensuring data quality

By monitoring the quality of HR data throughout your company, you can identify and quickly address the causes of errors.

##### Calculating payroll with reliable accuracy

Check the compatibility of master and payroll data from various source systems.

##### Preventing over- and underpayment

Identify and fix the problems that are causing your company to over- or underpay employees.

##### Maintaining control during mergers and acquisitions

Review the accuracy of your data, especially following mergers, acquisitions, carve-outs, and other organizational changes.

##### Supporting internal and external audits

Create representative random samples from your HR data to meet rigorous auditing requirements.

##### Migrating to SAP SuccessFactors

Monitor the compatibility of your HR data before, during, and after your migration to SAP SuccessFactors.



## LAURA W.

### Head of payroll

Global CG&S company



Laura W., head of payroll at a global consumer goods and services company, was stunned to hear how much of a problem overpayment is in payroll while attending a professional conference recently. Did this apply to her company as well? She could not rule it out. Her company's Employee Central installation has more than 50 interfaces to local payroll systems—all of which are potential sources of errors that she now wants to check immediately and before every future payroll run. But what is the best approach to take, and how much effort will it involve?

Laura is looking for an effective solution she can use in every area of her company. She needs something that could identify inaccurate data before it causes problems and can fulfill the requirements of internal and external auditors. Ideally, the solution would also perform this quality assurance automatically, place limited extra demands on her team's time and effort, and be able to fix errors quickly.

**Payroll is always a critical and somewhat sensitive subject, which is why it is a high management priority. It is also fairly shocking that overpayment (which can have a wide variety of causes) is still such a common phenomenon. Errors in master data lead to overpayments amounting to 2 % on average. Payroll is not the only process that requires complete, current, and accurate data, however—all HR processes do.**

# Enhancing HR correspondence

**Employment contracts, offer letters, e-mail generation, form filling: simple, fast, error-free**

## ACCENTURE DOCUMENT COMPOSER

Intuitive creation, distribution, and storage of documents and e-mails in HR.

### AREAS OF USE:

#### Communicating with your employees

Uniform templates give you a quick and easy means of composing employment contracts and confirmation letters, as well as correspondence regarding promotions, bonuses, terminations, and more.

#### Managing correspondence with applicants

Create flawless offer letters, employment contracts, letters of rejection, and other communications for applicants in an efficient manner.

#### Sending mass communications to your workforce

Send bonus letters, messages celebrating anniversaries, stock plan updates, and more to all the relevant recipients, or only specific business areas and locations.

#### Storing documents in SAP SuccessFactors

There is a central repository for storing HR documents meant for employees, and they have a place to keep the documents they need to submit to HR (driver's licenses, for example).

#### HR shared services center

You can also give your service center role-based data access from within SAP SuccessFactors. In turn, this will provide integrated workflows and increased efficiency in creating, updating, signing, printing, and archiving documents.

#### Further areas of use

Manage custom correspondence on variable compensation, create meaningful job descriptions and talent profiles, and much more.



## SARAH H.

### HR lead

Service provider



Sarah H. is an HR lead at a mid-sized service provider that already uses SAP SuccessFactors Employee Central, Onboarding, and Recruiting. The piles of paperwork she faces every day, however, are getting out of control.

Sarah is looking for a way to provide her HR business partners, administrators, and recruiters with better IT support. All the HR documents that need to be sent should be based on standard templates that are created and managed in an efficient, centralized manner. Sarah also wants to quickly achieve a significant reduction in the time spent on tedious proofreading in her area of HR. Instead of having to pull documents together, her employees should be able to focus on current issues in personnel management. These are Sarah's next objectives, and she's already seen a demonstration of an IT tool that meets her exact needs.

**Every day, HR departments, shared service centers, and managers need to create and send documents, e-mails, forms, and other correspondence to employees. It is crucial that the HR data and text modules in these documents are correct and up-to-date. After all, correspondence issued to applicants and individual employees often has legal ramifications, and mass communications can be sensitive in nature (such as bonuses, for example).**

## Helping you make the transition from your on-premise HR applications to SAP SuccessFactors.



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Years of experience  
in software



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Customers



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Countries



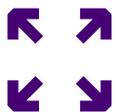
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