



Streamlining SAP HCM

**Webcast:
Streamlining SAP HCM with
tHrive HCM Forms**

Wednesday 11th January 2012

11am – US (Eastern)

4pm – UK

5pm – CET



House-keeping

Blue square button = toggle full screen mode

Phones lines are muted to reduce background noise

Screen content may lag audio by a few seconds

We'll answer questions at the end. But please ask via the 'Type Your Question Here' box as they come to mind

A two minute survey will appear at the end. Please let us know your feedback.

Today's Presenters



Damian Williams

Global Director, ROC
for **THRIVE** Usability Solutions



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Chief Architect, ROC
for **THRIVE** Usability Solutions





Accredited Implementation Partner for SAP HCM

Accredited Provider for On Demand SAP HCM

Global Expertise in HR, Payroll, Talent, Self Services

company

solutions



ON PREMISE *Streamlined SAP HCM Solutions*

ON DEMAND *Accredited SAP HCM Cloud Solution*

ON DEVICE *Mobile SAP HCM Applications*



tHRive streamlines SAP HCM, making the world's most powerful HR software intuitive and easy to use. Its about efficiency, for everyone: Administrators, Line Managers & Employees.



*ROC has been a **SAP partner since 1998**, always **specialising in HCM**.*

*Co-launched **Best Practice HR** in 2002, an On Premise rapid deployment solution*

*Joined forces again in 2009 to provide SAP HCM On Demand - **tHRive***

Everyone wants to do things better and we knew we could do things better too.

*So we **streamlined SAP HCM**, making life easier for everyone.*

*Organisations cut costs and can re-invest in their workforce. It's called **tHRive***

HCM Admin Console

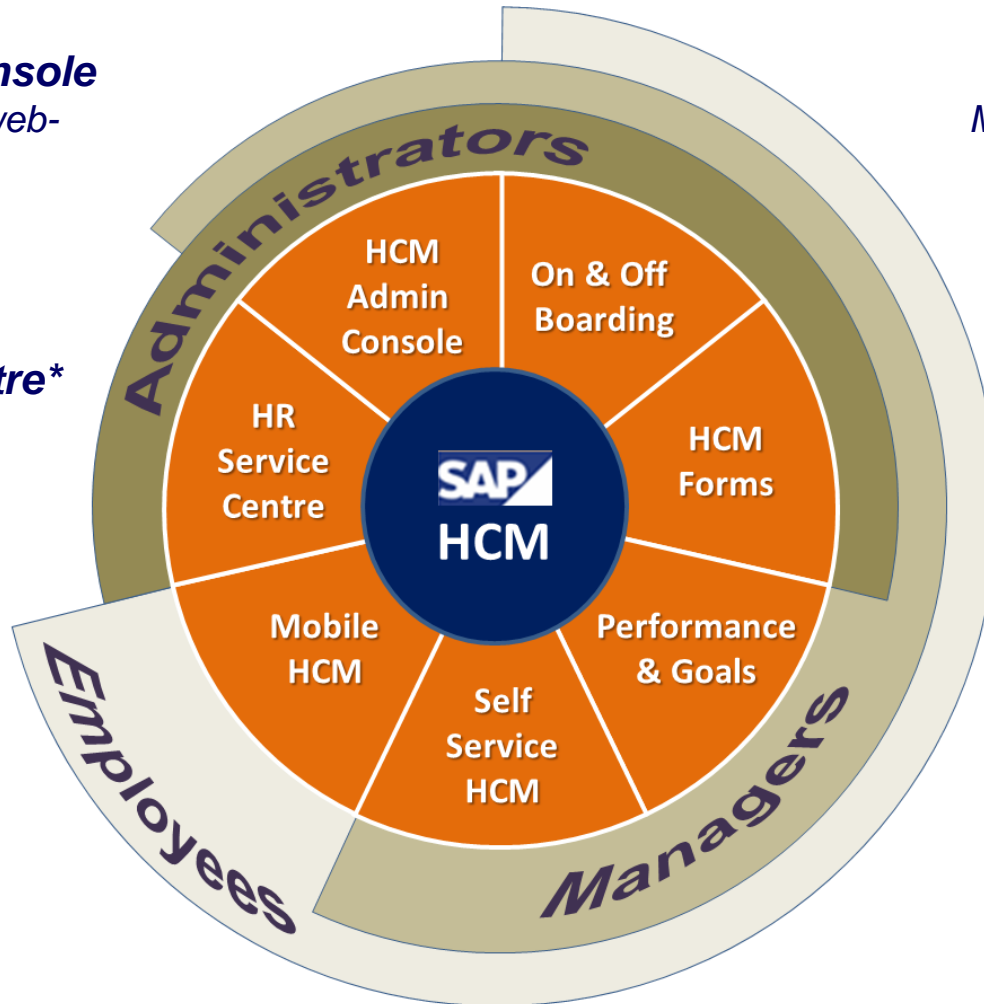
Fully configurable web-based utility for HR administrators

HR Service Centre*

Service request processing for employee issue resolution

Mobile HCM

Employee Self Services delivered via an iPhone app



On & Off Boarding

Manage complex on and off boarding processes across multiple departments

HCM Forms
Configurable online forms for HR processes

Performance & Goals

Performance, talent, goals & development in a single application

Self Service HCM

Ready-to-run Self Service applications

* Release Q2 2012

Before *tHRive* HCM Forms



Start Processes
Process: New Starter
1 Select Process 2 Edit 3 Check and Send 4 Finished

Attachments
Add attachment Delete Attachments

New Hire Form

This form should be used to initiate a contract of employment post-verbal offer to a potential employee. It should not be used in the case of employees who will not be paid through the company payroll e.g. agency labour.

Section 1
Please fill in the fields below. Please attach eligibility to work and license evidence.

Reason for Hire: New Appointment

Personal details

Title: Mr Start date: 20/07/2009
First Name: David Last Name: Cole
Gender: Male
Address house number and street: 33 The Drive Address line 2:
District: Eckenham City: Unbridged
Postal Code: County:

Save Draft
Previous Step Check and Send



Welcome Mr. Tom Hodges (Manager) Help Log off thrive

My tHRive Team tHRive tHRive HCM Admin
Business > My Leave > My Pay > Request Company Loan History Back Forward

Start process for Employee: Company Loan Request

1 Enter Data 2 Review and Save 3 Confirmation

Previous Next Save Draft Attachments Check

Effective Date: 30.07.2011 Initialize

Employee details

Personnel number: 00000430 Employee Name: Mr Tom Hodges
Personnel Area: ABC UK Position: Engineering Manager

Loan and Repayment Details

In this section, enter the purpose of the loan and the amount requested

Loan type: Season Ticket Loan
Loan Amount: 0.00 Repayment Start:
Currency:

Approvals

HR Comments: Approver's Comments:

Previously, online HR form processing in SAP could only be accessed through add-on software with additional license fees and long complex deployments.

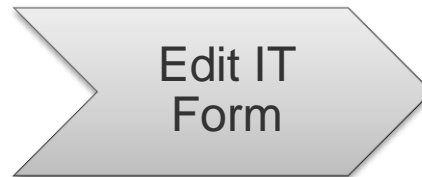
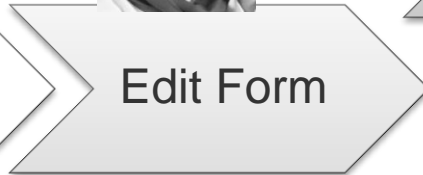
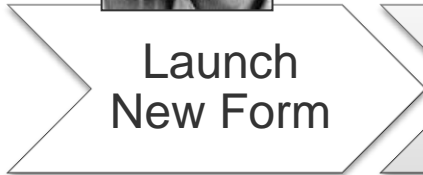
tHRive HCM Forms allows you to easily configure online HR forms directly in SAP (e.g. hiring, transfers, absences, pay changes), streamlining HR processes without third party technology.

And the user interface is consistent with Self Services for ease of use.



Scenario: Multi-step - Multi-user - Multi-form

Example Process: HR On-boarding



- HR enters new employee
- Automated infotype update
- Line Manager enters IT / Facilities requirements

- Use as a checklist
- Automated Infotype Update
- Trigger interface to another system

Process Flow
On submission this form is sent to HR. Your manager is notified by email. You will receive a copy of this form.

Section to be completed by the Employee

Personnel Number: 00000031
My baby is due in week beginning: 14.01.2011
I plan to start my maternity leave on: 09.01.2011
I expect to return to work on: 09.01.2011
I expect to return to work on: Yes

Further Instructions for the Employee
Please ensure that you attach the IAT/BI form you were given by your doctor.

Section to be completed by HR

Process Flow
On submission this form is sent to HR. Your manager is notified by email. You will receive a copy of this form.

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I expect to return to work on: Yes

Further Instructions for the Employee
Please ensure that you attach the IAT/BI form you were given by your doctor.

Section to be completed by HR

Effective Date: 18.11.2010 Initialize

Special Payment Form: Employee Data

Personnel Number: 00000031
Position: Engineering Manager

Payment Information

Please select a payment type and enter the amount

User ID: DEMOPFEEST Current Ann sal:
Payment type: Payment Amount:

Effective Date: 18.11.2010 Initialize

Employee Details

Employee Name: Mr Tom Hodges Personnel Number: 000
Position: Engineering Manager User ID: DEI

Training Information

Enter the course, reason for exemption and comments in this section

Course: Training
Reason for exemption: Already fully qualified

Comments for the approver:

- Use as a checklist
- Automated Infotype update
- Email to new EE with logon details



- ❑ The **SAP HCM Process & Forms Framework** has been **available since ERP 6** but until recently the only User Interface was Adobe Interactive Forms (AIF)
- ❑ Sample AIF processes always require changes which usually has licensing implications
- ❑ The main issue though is that deploying AIF requires a unique set of technical skills not easily found. ROC has these, but our experience was that clients find the duration and cost of deploying processes much too expensive for the business benefits

➤ ***Organizations need an easier way to move HR processes online***

- ❑ tHRive HCM Forms is a **SAP Webdynpro** application (requiring ERP6 Ehp4 or above)
- ❑ **Just 3 SAP tables** control form design
- ❑ Other benefits:
 - User interface is consistent with other Self Services
 - Faster screen rendering
 - No browser compatibility issues
 - No temptation to recreate manual forms without considering Usability



HCM Forms

**100% SAP
Technology**

Business Benefits

Efficiency / Cost Reductions

- Reduction in overall HR cycle times
- No re-keying of data
- Data validation at source; reduced error correction time and payroll impact
- Reduced management follow up time (alerts & auto escalations)
- Reduced paper handling, postage and storage costs

On-going Improvement

- KPI metrics & trends
- Exception based reporting



Compliance

- Audit approval logs
- Full process tracking & exception reporting
- Secure document access control
- Improved process adherence
- Leverage SAP Authorisation control

Ease of Adoption

- Simple to use
- Consistent with Self Service user interface

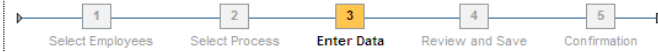
Sustainability

- Eliminate paperwork
- Support remote access / mobile operations

Demonstration



Start process: Change of Annual Salary



Termination (Employee initiated)



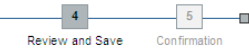
Start process: Hiring



On Boarding Form - Instructions

Delete draft Attachments Check Send

Start process: Create Position



Previous Next Close Save Draft Attachments Check

Effective Date: 14.12.2011 Initialize

Create New Position Form

Use this form to request the creation of a new Position beneath a specified Organizational Unit. The form will be sent to HR for approval.

Basic Data

Organizational Unit: <input type="text" value="APT"/>	Position Name: * <input type="text" value="Development Manager"/>
Inherited Cost Centre: <input type="text" value="Symbols Development (100034)"/>	Position Abbreviation: * <input type="text" value="DEVMAN-040"/>
Override Cost Centre: <input type="text"/>	Manager (Head of Org Unit): <input type="text" value="Yes"/>
Job: <input type="text" value="Manager"/>	Vacancy Status: <input type="text" value="Open"/>
Position Description: <input type="text"/>	

Position Details

Country Filter: * <input type="text" value="US"/>	EE group: <input type="text" value="Regular Full Time"/>
Personnel area: <input type="text" value="ABC Systems US"/>	EE subgroup: <input type="text" value="Semi-Monthly Sal."/>
Personnel Subarea: <input type="text" value="San Francisco"/>	

Personnel Number: <input type="text" value="00100022"/>
Employee Group: <input type="text" value="Regular Full Time"/>
Personnel Area: <input type="text" value="ABC Systems UK"/>

1 month/month's end
<input type="text" value="19.01.2012"/>
<input type="text" value="30.12.2011"/>

Salary Form

allowances.

Employee Name: <input type="text" value="Mr Steven Martin"/>
Position: <input type="text" value="Division Manager"/>

Reason: * <input type="text"/>



Employee related

- *One step hiring*
- *Multi-step on-boarding*
- *Transfer*
- *Promotion*
- *Change of Pay*
- *Special payment request*
- *Working time change*
- *Change of address*
- *Contract change*
- *Unplanned absence*

Employee (continued...)

- *Leave of Absence*
- *Return from leave of absence*
- *Termination*
- *Contractor Hiring*
- *Contractor Termination*
- *Contractor to Permanent*

Organisation related

- *Position Maintenance*
- *Job Maintenance*
- *Org Unit Maintenance*

***AND we deliver all of these
as templates to keep
deployment costs down***



Configurable utility for automating & streamlining all your manual HR 'form' based processes.

- ✓ Deploy complex **multi-step** and **multi-user** online form based processes (e.g. hiring, transfers)
- ✓ Streamline HR admin or service centre operations (remove all re-keying of data)
- ✓ **Pre-built process catalogue** with process flows
- ✓ Triggered by all users types, with **bulk processing**
- ✓ Data validated on entry, **auto-updates SAP** infotypes on completion
- ✓ **Single or multi-level approval** processing via SAP workflow, compliance tracking
- ✓ **KPI & status reports**, identify improvement areas
- ✓ **100% SAP Webdynpro**, utilise SAP authorisations
- ✓ Electronic **attachments**, search, save drafts
- ✓ **Simple** to create and change (training provided)

Welcome Mr. Tom Hodges (Manager)

My tHRive Team tHRive tHRive HCM Admin

My Profile > My Leave > My Pay > Request Company Loan

Detailed Navigation

- My Profile
- My Time
- My Leave
- My Pay
- My Expenses
- My Appraisals
- My Skills
- Org Chart
- My Benefits
 - Enrolment & Participation
 - Request Company Loan
 - Request Cheques Vouchers

Portal Favorites

Start process for Employee: Company Loan Request

1 Enter Data 2 Review and Save 3 Confirmation

Previous Text Save Draft Attachments Check

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Currency:

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HR Comments: Approver's Comments:

[Click image to watch video](#)

Moving HR processes fully online offers huge efficiency gains and cost savings

tHRive HCM Forms leverages the standard SAP HCM Processes & Forms Framework



SAP Configuration tables control:

Field selection, defaults values, drop-down values, error messaging, process stages, form versions, infotype updates

SAP Workflow integration:

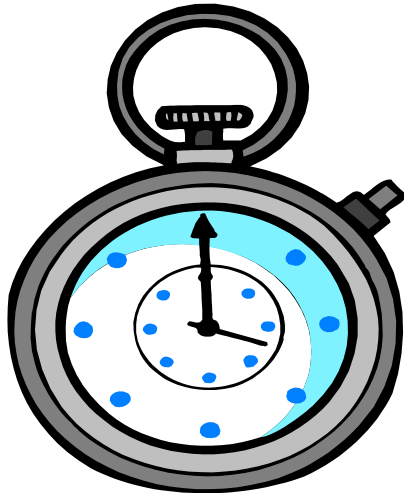
Uses your existing workflow logic where available

SAP Enhancement options:

Via SAP standard enhancement points. Customer-specific help texts, default values, validations, infotype updates

HUGE flexibility for handling different types of process AND customer specific requirements

tHRive HCM Forms is 100% SAP Webdynpro technology which means:



- ✓ No 3rd party technology, no plug-ins, no browser compatibility requirements
- ✓ Performance vs Add-on software is faster
 - No communication of form data across software applications
 - No screen logic scripting

Performance Trials:

- *Simple forms* up to => *5 times faster*
- *Complex forms* up to => *15 times faster*

tHRive HCM Forms only uses native SAP technologies.



- ✓ All form rendering and processing uses ABAP Webdynpro
- ✓ Work item handling uses Universal Worklist (optional usage)
- ✓ Launch, monitoring & reporting use Portal iViews
- ✓ All Portal iView execution controlled by Portal permissions
- ✓ All data read/write and all form/process access controlled via SAP authorisations

You can rely fully on SAP's robust native security

tHRive HCM Forms – Features & Pricing

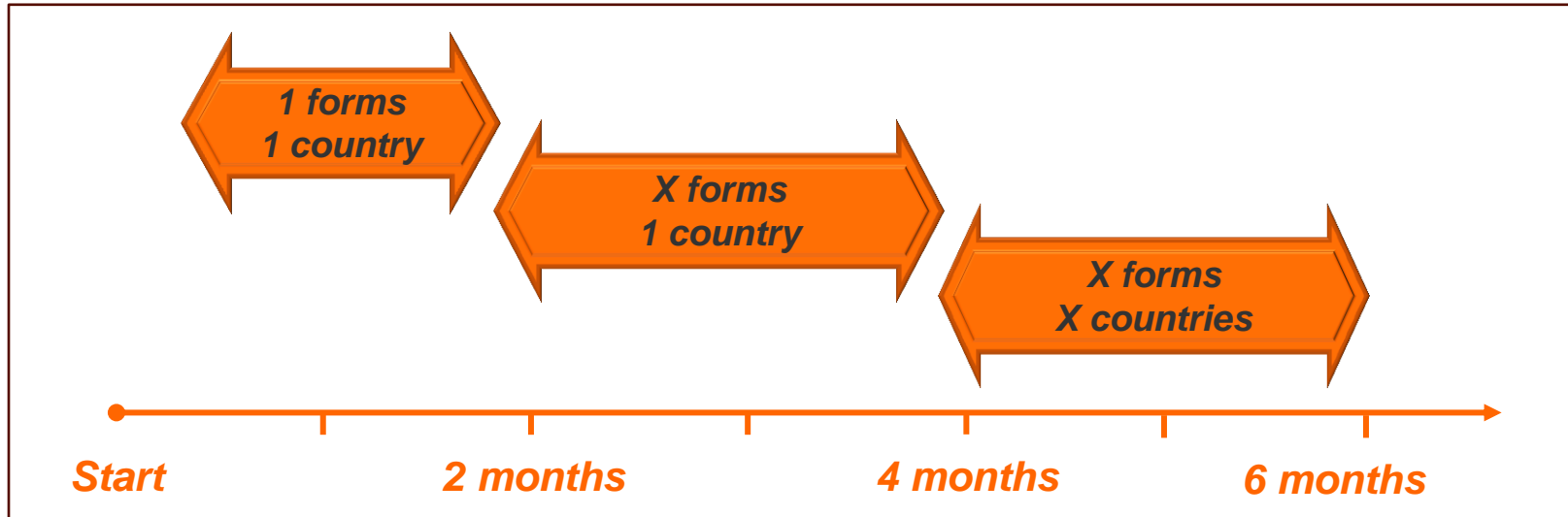


Features & Pricing (per 5000 employees)	Standard	Premium
Multi-language	✓	✓
Multi-country	✓	✓
Form layout changes	✓	✓
Attachment handling	✓	✓
Email Integration	✓	✓
SAP TVN Org Chart Launcher	✓	✓
Additional fields (chargeable deployment)	✗	✓
Custom validations (chargeable deployment)	✗	✓
Custom approvals (chargeable deployment)	✗	✓
Enhancements (chargeable deployment)	✗	✓
Basic Configuration Training	✓	✓
Advanced Configuration Training	✗	✓
Installation	Free	Free
Base pack (x4)	Free	\$75
Catalogue forms (per form)	\$75 to \$250	\$75 to \$250
Custom forms (per form)	n/a	Up to \$250

Notes

- Base pack comprises: (1) position maintenance (2) hiring (3) change of pay (4) termination
- **License prices shown are cost per month for a 5,000 employee organization**
- Volume pricing discounts apply above 5,000 employees
- Multi-year plans & outright purchase pricing also available





Example Process Deployment Duration

- Process Design 1 - 2 weeks
- Process Deployment 2 - 3 weeks

For further information...

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Or your local ROC Consulting Organisation



Streamlining SAP HCM

www.roc-group.com/thrive
thrive@roc-group.com

Built by



Powered by



- **What pre-configured processes do you provide?**

We provide an extensive list of processes covering HR, Payroll and Organizational processes

- **How do you handle country-specific localisation? Do I need a different form/process for each country?**

You can configure international processes that handle country-specific localisation, or you can configure country-specific processes. Our preconfigured catalogue of forms shows how to use both approaches. Reading and writing data to country specific fields and infotypes does not require ABAP development.

- **We are a global organisation. Do your forms support the complexities of international transfers, the handling of multiple personnel numbers and MGE (Management of Global Employees) infotype data?**

Yes. We also provide a pre-configured process for international transfer. This uses the SAP Central Person ID to link country-specific Personnel Numbers just like standard SAP MGE. If you have MGE activated then your processes forms can read and write data in MGE infotypes.



- **We use a non-SAP recruitment system. How can I run hiring and onboarding processes?**

We provide the facility to import data on applicants and load automatically into a form so that the hiring process can be completed. This approach is possible both for SAP e-recruiting and for external recruitment systems.

- **How can we make customer-specific extensions, e.g. our own business logic, error checks etc?**

The HCM Processes and Forms component provides the facility to create custom services to implement complex customer-specific business logic. These are handled in standard SAP BADI's.

- **How much control do I have of the form layout and appearance?**

Using simple table-based configuration you can configure the layout of fields and form sections and choose from a range of UI elements such as drop down lists and radio buttons. You can also add icons and formatted text to the form. The colours and styling are configurable using SAP Themes (stylesheets).

You can even make the form appearance adapt dynamically at runtime, such as to show/hide certain fields according the data entered by the user.



- **What skillsets do we need to deploy our own processes?**

To deploy your own online processes and forms, you will need to configure SAP HCM Processes & Forms, and the tHRive form layout tables. These require traditional table-style SAP configuration easily grasped by users with SAP PA, OM knowledge. To adapt preconfigured workflows or build your own you need basic SAP Workflow skills. Our basic training course covers all these areas.

To extend the solution with customer-specific logic (e.g. custom drop down lists, custom error checks) you can use normal ABAP programming within standard SAP BADI's designed for that purpose. Our advanced training course covers these areas.

- **Can you handle complex processes within multiple forms?**

Yes. The HCM Processes & Forms component allows you to configure chains of different interlinked forms to handle complex processes where multiple users need to perform different activities (e.g., end to end HR on-boarding)

- **Do you support all the functionality of the HCM Processes & Forms component?**

Yes, we support all standard functionality in HCM Processes & Forms.



- **Do we have to use SAP Portal?**

No, the solution can be run without a portal, or with a non-SAP Portal (e.g. SharePoint) or with the SAP Portal.



Roadmap Browser Support

Today	Planned Innovation	Outlook
Internet Explorer <ul style="list-style-type: none">■ IE6 – IE9 Firefox <ul style="list-style-type: none">■ 3.6 (Enterprise version)■ Rapid Release Cycle (latest version, currently 7.0), (*) Safari <ul style="list-style-type: none">■ 4.0 - 5.1 (on MacOS 10.5 and 10.6)	Internet Explorer <ul style="list-style-type: none">■ IE9 standards mode■ IE10 (3 months after general availability) Firefox <ul style="list-style-type: none">■ Rapid Release Cycle (*)■ Enterprise Service Release Safari <ul style="list-style-type: none">■ 5.1 (MacOS 10.7) Google Chrome <ul style="list-style-type: none">■ SAP intends to support Google Chrome	Internet Explorer, Firefox, Safari, Google Chrome <ul style="list-style-type: none">■ Upcoming versions

NetWeaver Enterprise Browser Support Level

(*) For details see OSS Note 1628530