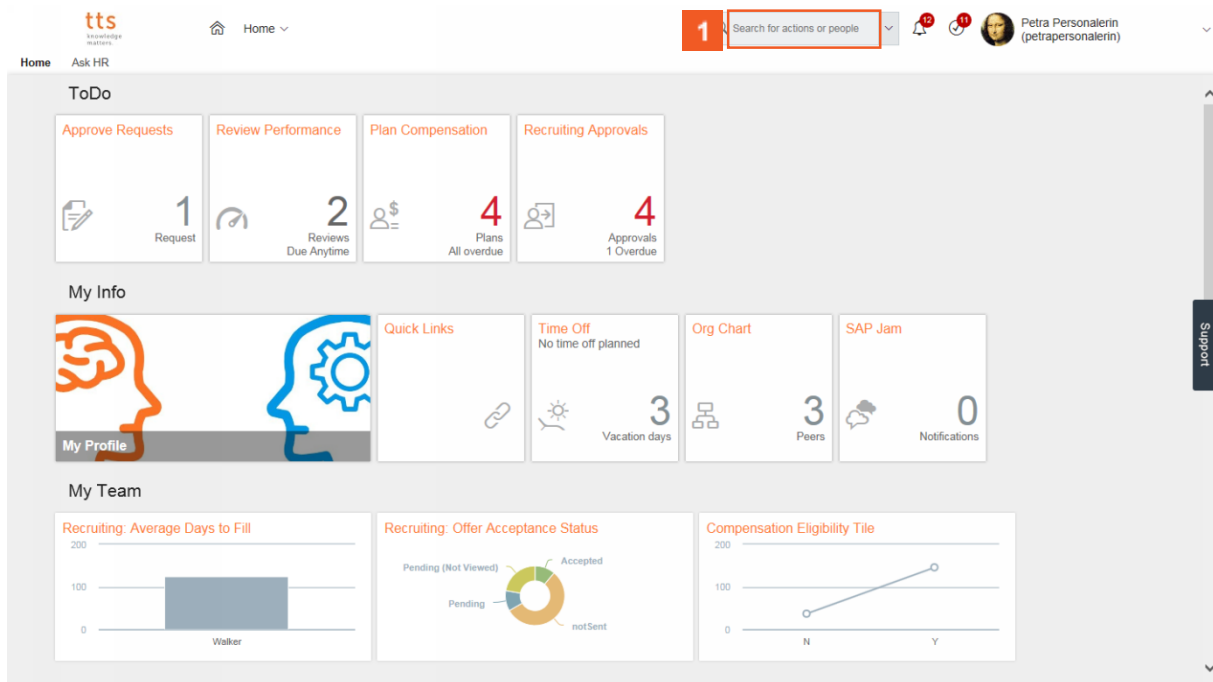
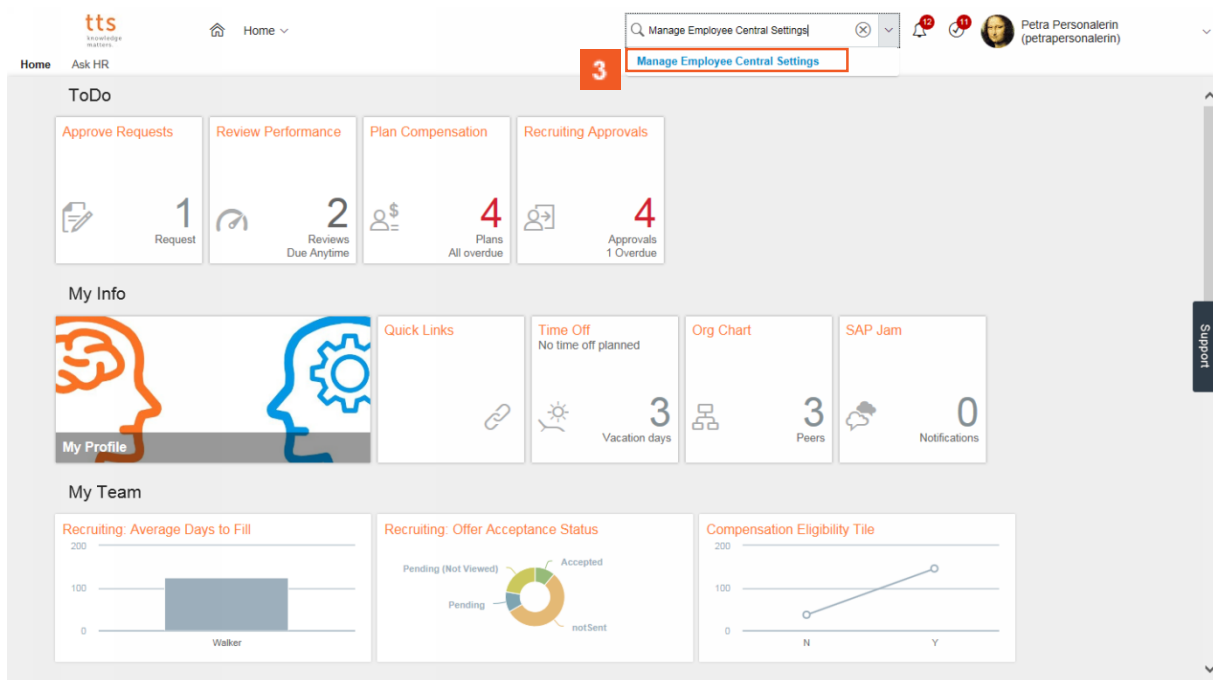


1 Home - Internet Explorer



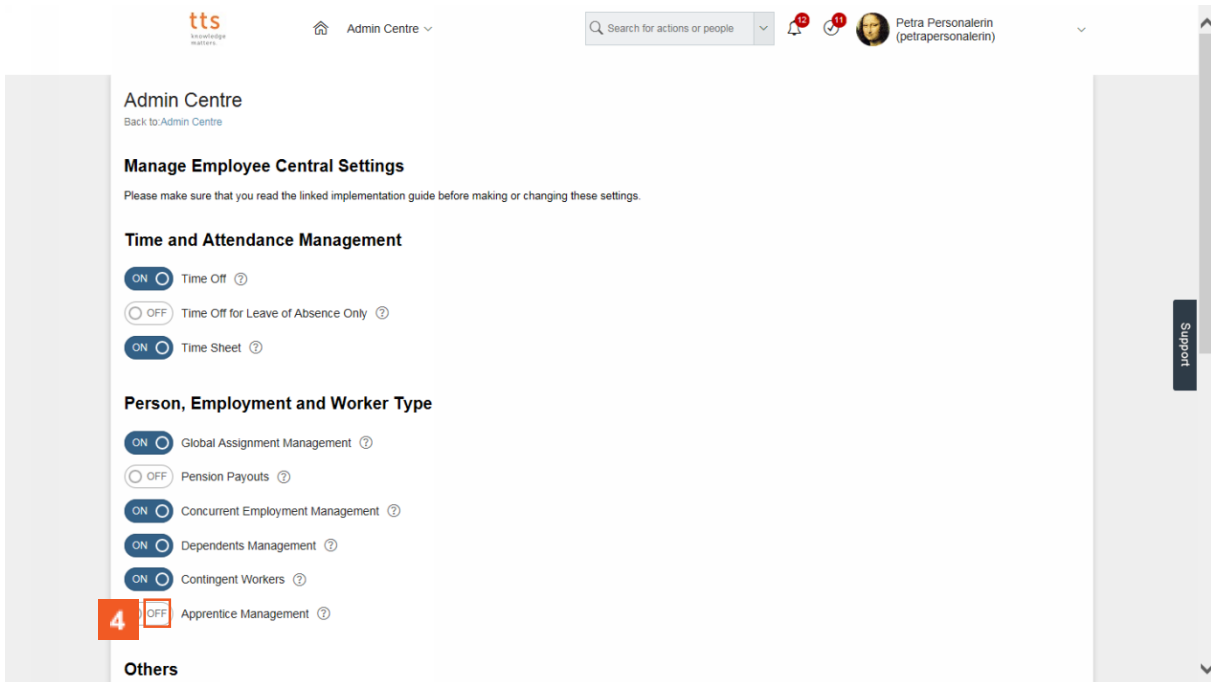
» **1** Click the **Search for actions or people** input field.



» **2** Enter **Manage Employee Central Settings** into the field.

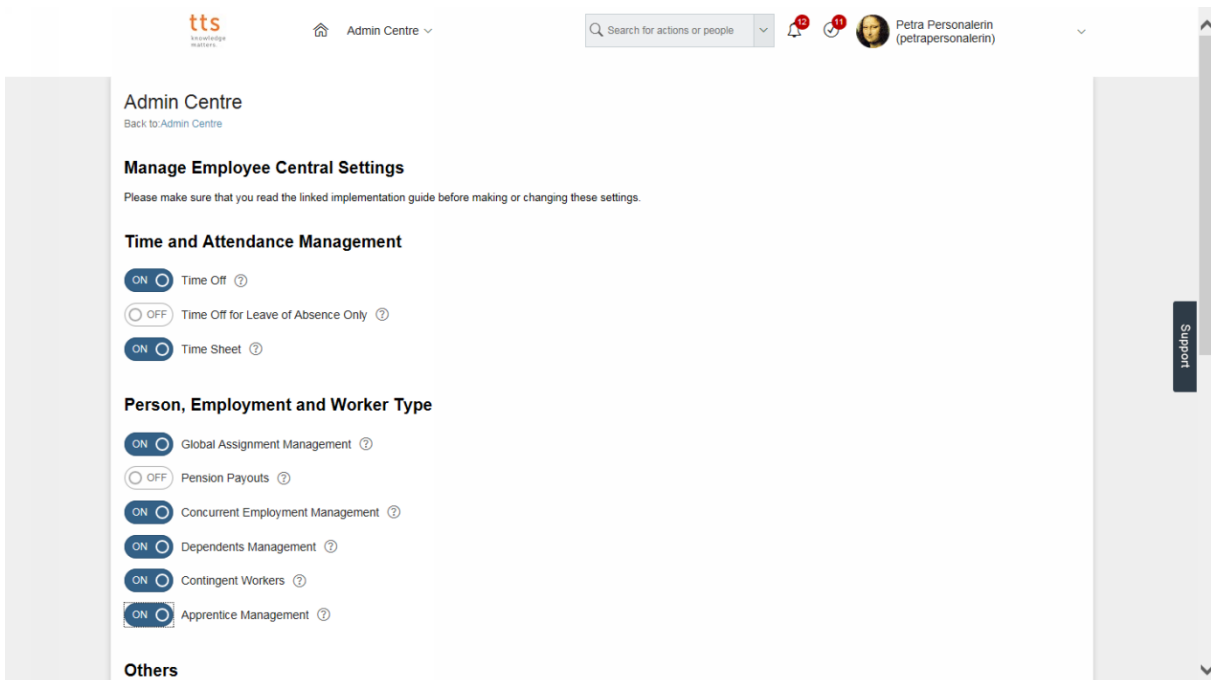
» **3** Click **Manage Employee Central Settings**.

2 SuccessFactors: Employee Files - Internet Explorer



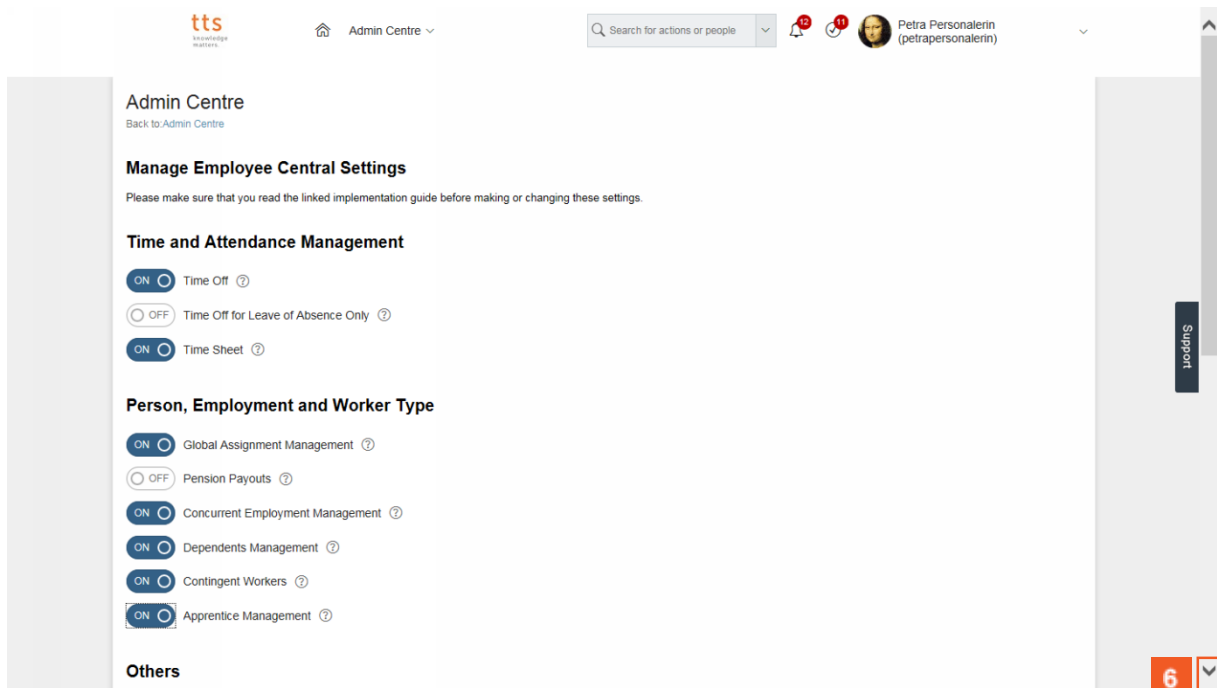
The screenshot shows the SAP SuccessFactors Admin Centre interface. The top navigation bar includes the 'tts' logo, 'Admin Centre', a search bar, and a user profile for 'Petra Personalerin'. The main content area is titled 'Admin Centre' and 'Manage Employee Central Settings'. Under the 'Time and Attendance Management' section, there are three settings: 'Time Off' (ON), 'Time Off for Leave of Absence Only' (OFF), and 'Time Sheet' (ON). Under the 'Person, Employment and Worker Type' section, there are six settings: 'Global Assignment Management' (ON), 'Pension Payouts' (OFF), 'Concurrent Employment Management' (ON), 'Dependents Management' (ON), 'Contingent Workers' (ON), and 'Apprentice Management' (OFF). The 'Apprentice Management' setting is highlighted with a red box and a red '4'.

>> 4 Click **Off** in



The screenshot shows the same SAP SuccessFactors Admin Centre interface as the previous one, but the 'Apprentice Management' setting is now set to 'ON'. The red box and '4' are no longer present.

>> 5 The Apprentice Management feature is activated.



Admin Centre
Back to Admin Centre

Manage Employee Central Settings
Please make sure that you read the linked implementation guide before making or changing these settings.

Time and Attendance Management

- ☒ Time Off ?
- ☐ Time Off for Leave of Absence Only ?
- ☒ Time Sheet ?

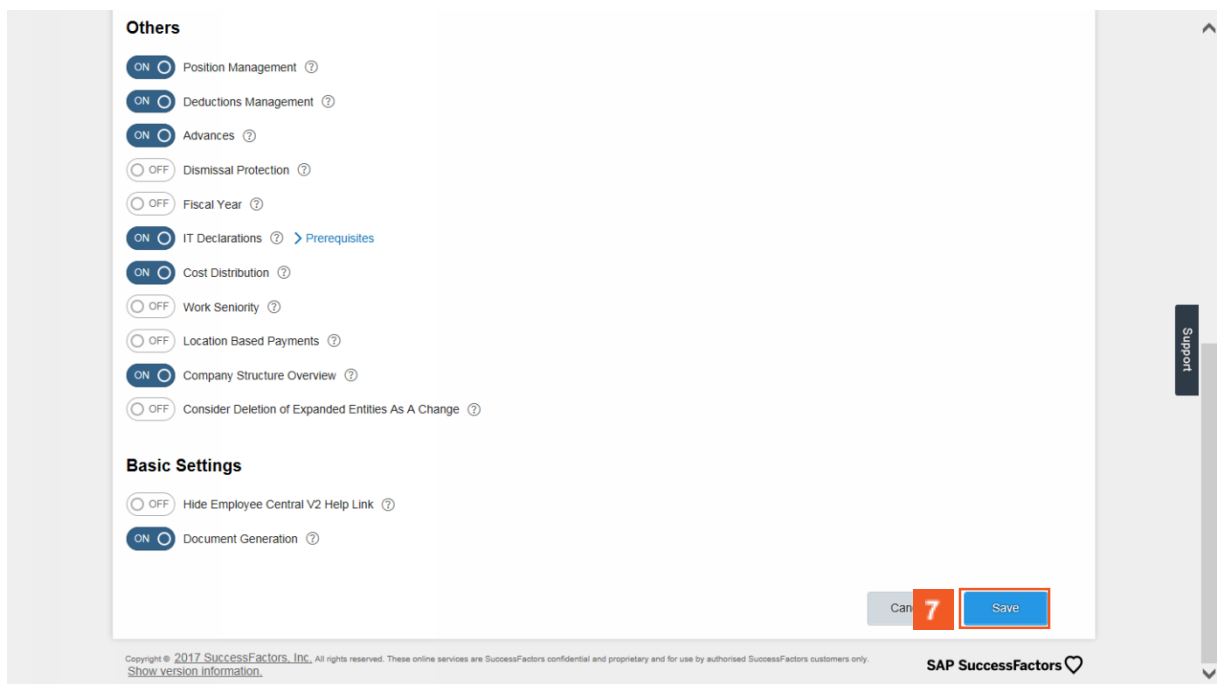
Person, Employment and Worker Type

- ☒ Global Assignment Management ?
- ☐ Pension Payouts ?
- ☒ Concurrent Employment Management ?
- ☒ Dependents Management ?
- ☒ Contingent Workers ?
- ☒ Apprentice Management ?

Others

6

>> 6 Scroll down to the save button



Others

- ☒ Position Management ?
- ☒ Deductions Management ?
- ☒ Advances ?
- ☐ Dismissal Protection ?
- ☐ Fiscal Year ?
- ☒ IT Declarations ? > Prerequisites
- ☒ Cost Distribution ?
- ☐ Work Seniority ?
- ☐ Location Based Payments ?
- ☒ Company Structure Overview ?
- ☐ Consider Deletion of Expanded Entities As A Change ?

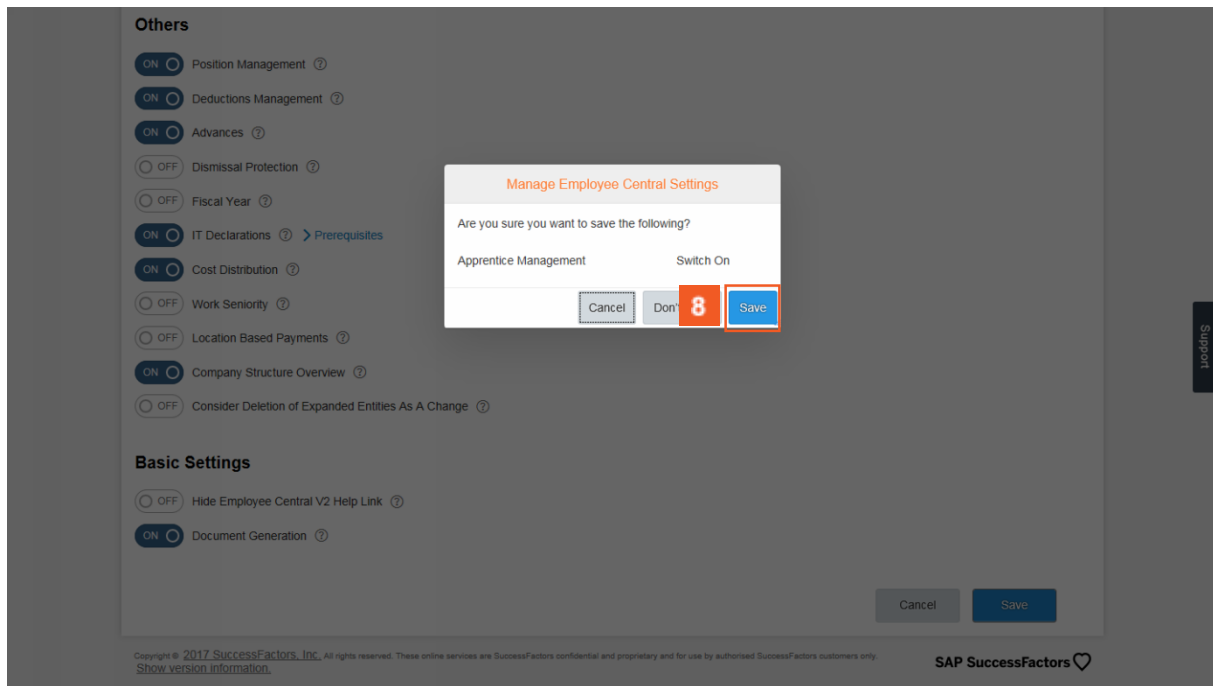
Basic Settings

- ☐ Hide Employee Central V2 Help Link ?
- ☒ Document Generation ?

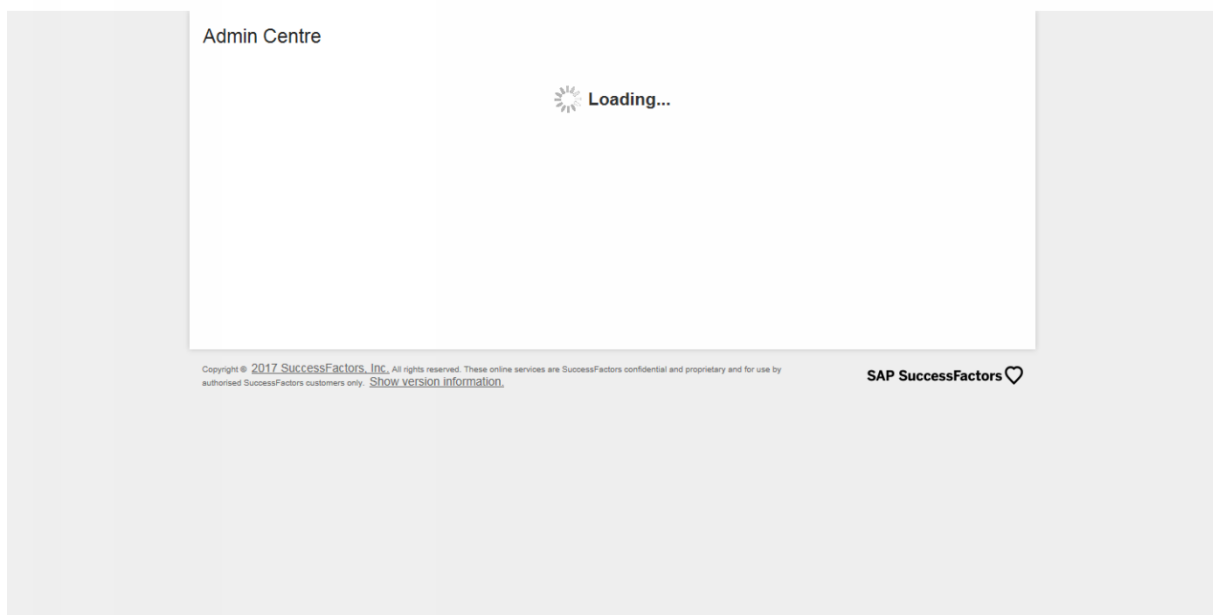
Cancel 7 Save

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>> 7 Click the **Save** button.



>> 8 Click the **Save** button again.



>> 9 The settings are saved and the page is reloading.