WORKFORCE OPERATIONS

SuccessFactors Roster Planning Application

Application Documentation

SAP Business Technology Platform (BTP) | SAP SuccessFactors Employee Central

DOCUMENT TYPE	VERSION	CLASSIFICATION
Application Guide	2.0	Internal Use Only

100+	4	100%
Team Members Managed	User Roles Supported	SuccessFactors Synced

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Overview

The SuccessFactors Roster Planning Application is a SAP BTP-based solution developed to manage temporary employee shift assignments through a structured planning and approval process integrated with SAP SuccessFactors.

The application enables Shift Supervisors to plan temporary shifts, L1 Managers to approve submitted plans, and employees to view their own shift schedules and approval status.

User Roles & Functions

The application defines four distinct roles, each with a tailored workspace and permission set.

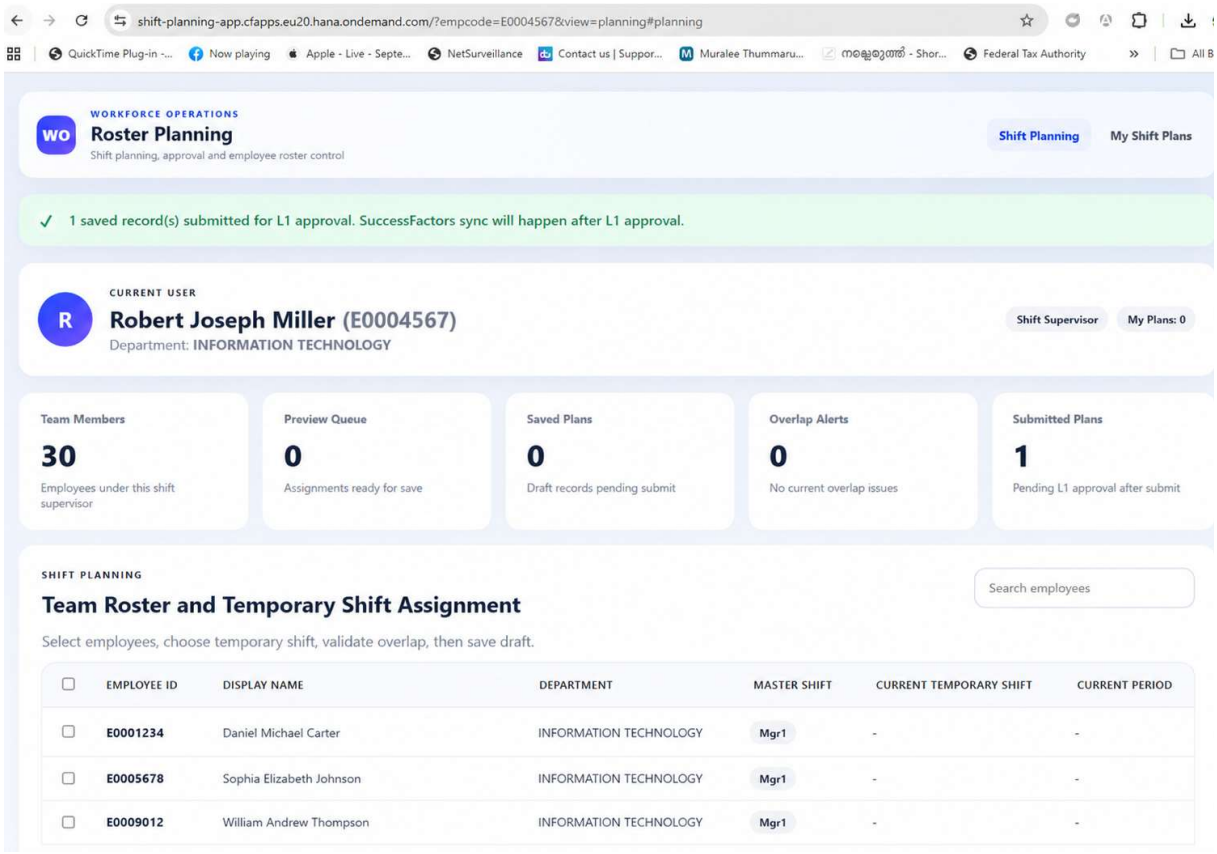
1 Shift Supervisor

Shift Supervisors are responsible for planning and submitting temporary shift assignments for employees under their supervision.

Key Functions

- Plan temporary shifts for team members
- Save shift plans as draft
- Submit shift plans for L1 approval
- Verify and manage overlapping shifts
- Monitor planning status through dashboard counters

SCREEN **Shift Planning Workspace**



Team roster dashboard used by Shift Supervisors to plan and submit temporary shift assignments.

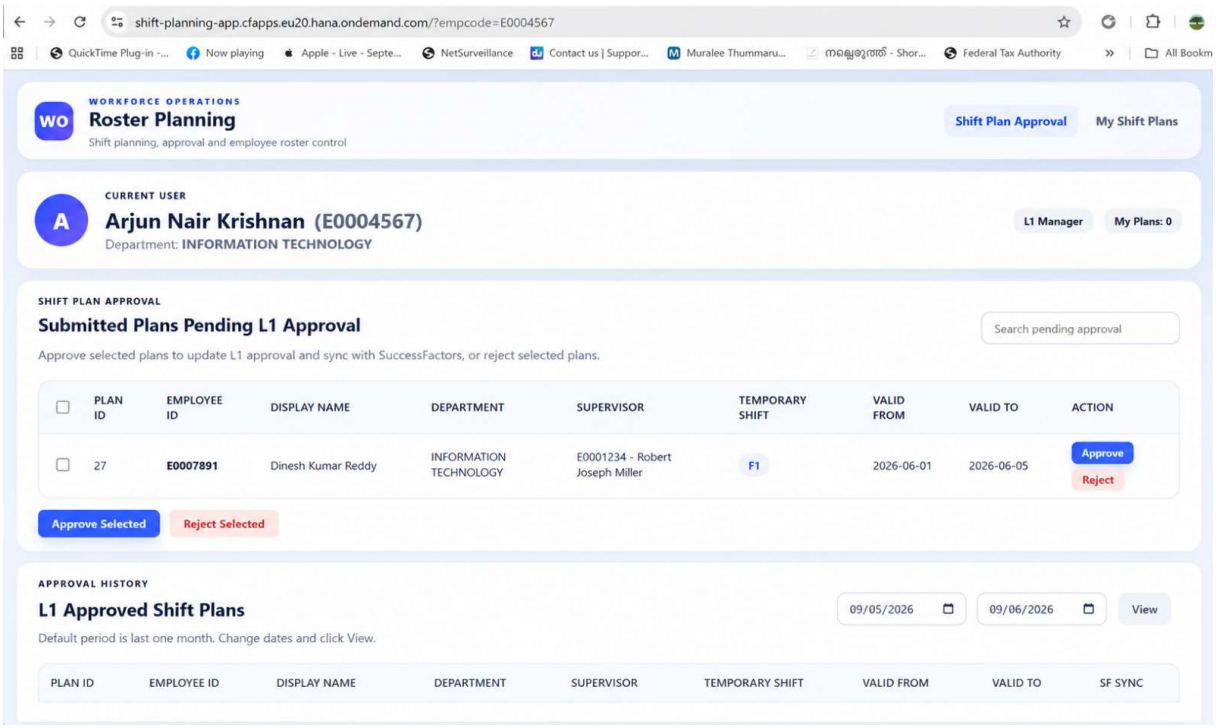
2 L1 Manager

L1 Managers review and approve submitted shift plans.

Key Functions

- View submitted shift plans pending approval
- Approve or reject individual or multiple shift plans
- Review approval history
- Monitor synchronization status with SuccessFactors

SCREEN Shift Plan Approval



Approval workspace where L1 Managers review, approve, or reject pending shift plans.

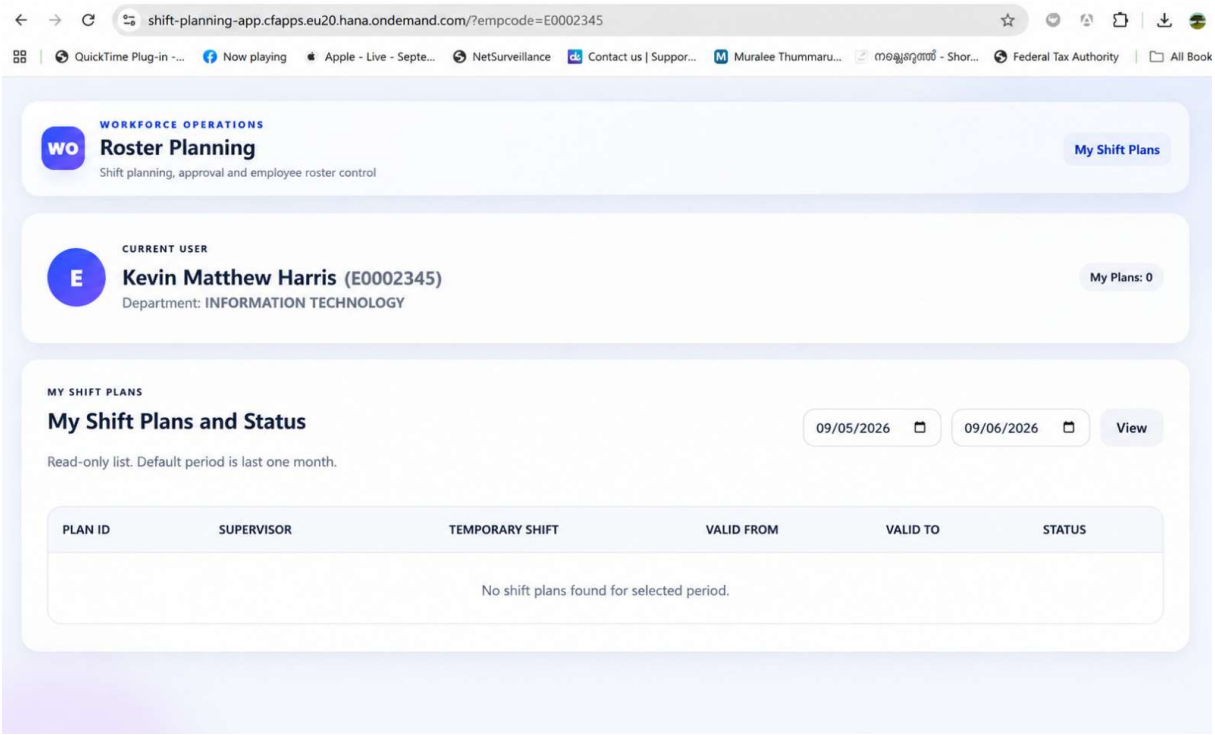
3 All Employees

All employees can access their own shift planning history and approval status.

Key Functions

- View own shift plans
- Review approval status
- Track valid-from and valid-to dates
- Monitor shift planning history

SCREEN My Shift Plans



Self-service view allowing employees to track their shift plans and approval status.

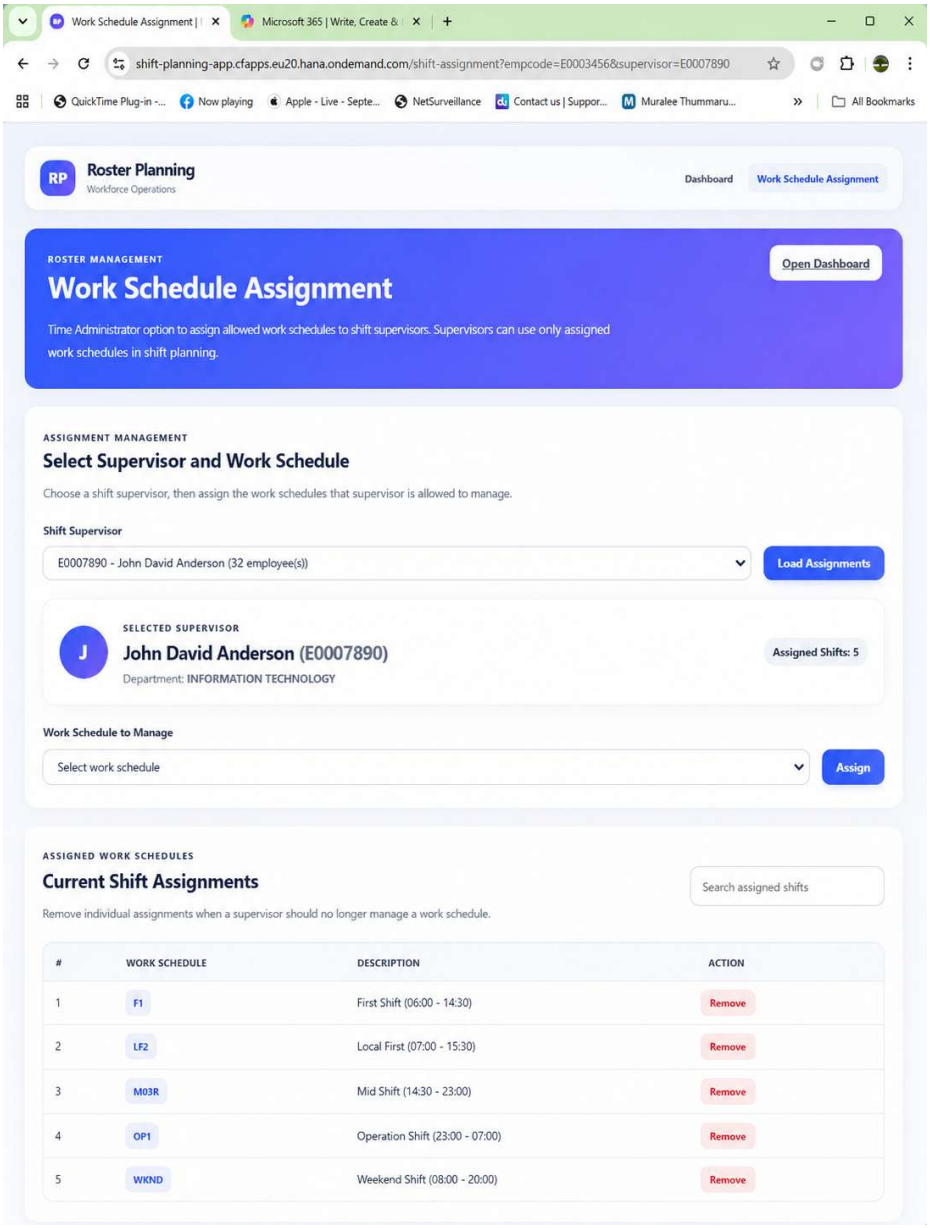
4 Time Admin

Assigns permitted work schedules to Shift Supervisors. Supervisors can only plan shifts using the work schedules assigned to them.

Key Functions

- Assign allowed work schedules to shift supervisors
- Review and remove existing work-schedule assignments
- Maintain governance over which shifts each supervisor may plan

SCREEN Work Schedule Assignment



Time Administrator console for assigning permitted work schedules to shift supervisors.

Integration Features

SuccessFactors Integration

The application integrates with SAP SuccessFactors Employee Central for master data synchronization and temporary schedule updates.

Automatic Synchronization

Scheduled background jobs synchronize the following data from SuccessFactors to the BTP application database:

- Employee Master Data
- Reporting Relationships
- Work Schedules
- Day Models

Temporary Schedule Update

Upon L1 Manager approval:

- Approved shift plans are automatically processed
- Temporary schedules are created in SAP SuccessFactors
- Synchronization status is updated within the application

Workflow

The end-to-end roster planning process follows four sequential steps:

1 **Shift Planning**
Shift Supervisor creates and saves temporary shift assignments.

2 **Submission**
Saved shift plans are submitted for L1 approval.

3 **Approval**
L1 Manager reviews and approves or rejects submitted plans.

4 **SuccessFactors Update**
Approved shift plans are synchronized to the SAP SuccessFactors Temporary Schedule.

Mail Notification

Email notification functionality is available and active. The system supports:

✓ Automatic email notification to L1 Managers when shift plans are submitted and pending approval

✓ Direct visibility of pending roster approval requests

Benefits

- ✓ Centralized roster planning process
- ✓ Controlled approval workflow
- ✓ Overlap validation and management
- ✓ Seamless SAP SuccessFactors integration
- ✓ Improved visibility of shift planning status
- ✓ Reduced manual scheduling effort

Platform: SAP Business Technology Platform (BTP)

Integration: SAP SuccessFactors Employee Central

Users: Shift Supervisors, L1 Managers, Time Admin & Employees