Employee Central Imports

Administration Guide

Typographic Conventions

Type Style	Description
Example	Words or characters quoted from the screen. These include field names, screen titles, pushbuttons labels, menu names, menu paths, and menu options. Textual cross-references to other documents.
Example	Emphasized words or expressions.
`EXAMPLE`	Technical names of system objects. These include report names, program names, transaction codes, table names, and key concepts of a programming language when they are surrounded by body text, for example, SELECT and INCLUDE.
`Example`	Output on the screen. This includes file and directory names and their paths, messages, names of variables and parameters, source text, and names of installation, upgrade and database tools.
`Example`	Exact user entry. These are words or characters that you enter in the system exactly as they appear in the documentation.
`<Example>`	Variable user entry. Angle brackets indicate that you replace these words and characters with appropriate entries to make entries in the system.
`EXAMPLE`	Keys on the keyboard, for example, `F2` or `ENTER`.

Document History

Version	Date	Change
1.0	2014-08-27	First version of the Employee Central Imports Administration Guide.

Table of Contents

1 Introduction

This guide assumes you are familiar with Employee Central Data Objects. It also assumes that the Employee Central setup is in place based on the configuration work book.

When used with the configuration workbook, the guidelines provided here can be used to not only work out an effective Data Migration strategy for employee data but also help you devise Cutover Plans and define realistic Go-Live dates.

To ensure a smooth data migration, it is important to adhere to the sequence of imports. The following diagram shows the order in which the imports must be performed.
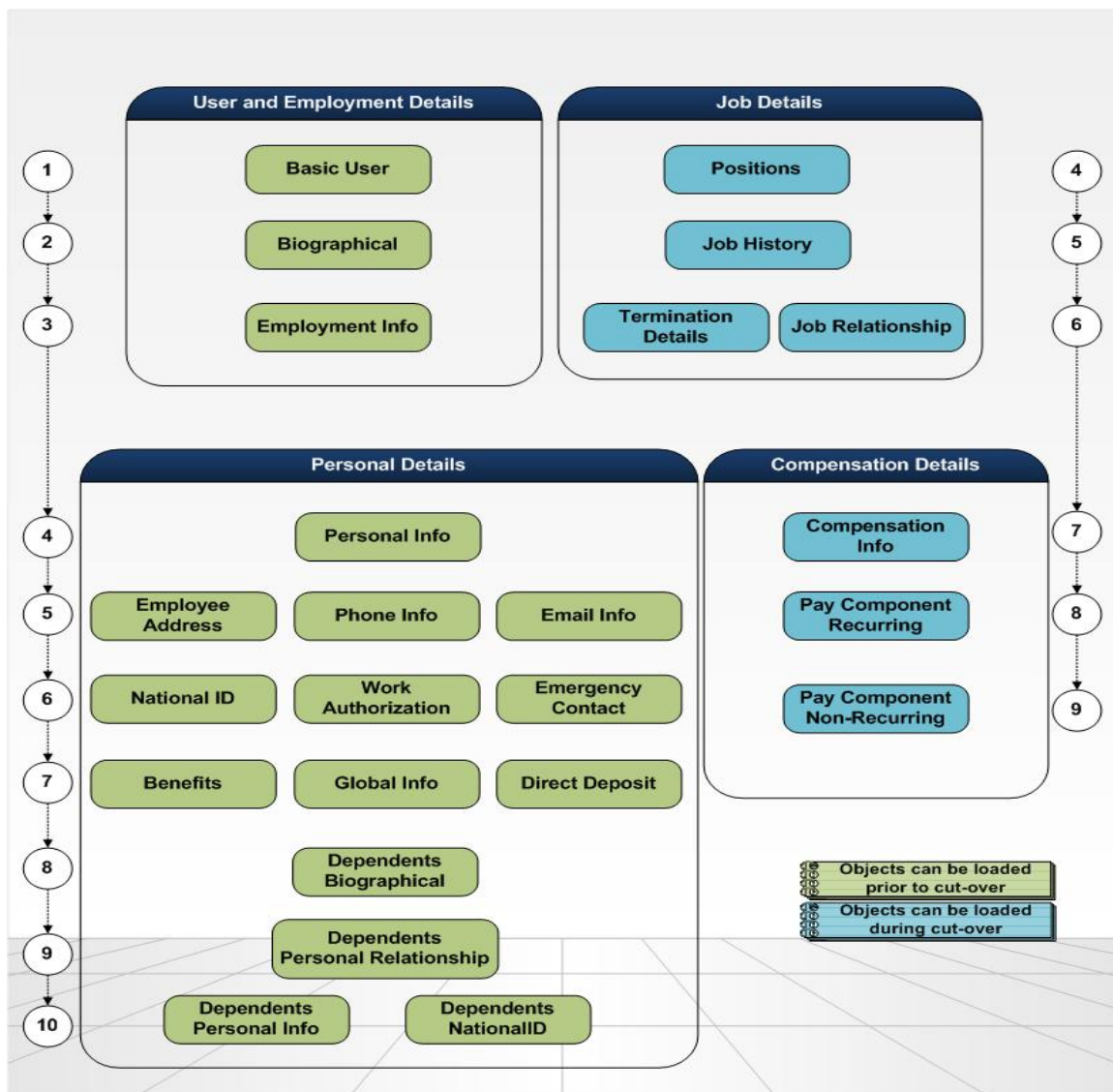
Sequence of Imports

ⓘ Note

For imports numbered 4, 5,6,7,8 and 9, you will notice two set of imports. Imports with the same number can be executed simultaneously. For example, import #4 in Personal Details (Personal Info) can be done along with Positions Import which is numbered 4 in Job Details.

Likewise, Compensation Info Import (from Compensation Details) can be done along with Benefits import (import #7), which is numbered at the same level in Personal Details.

2   Optimizing Performance of Imports

It is recommended that the following settings be applied to gain optimum performance during imports.

1. Navigate to Administration tools.
2. In the *Company Processes and Cycles* portlet, select *Company Setting → Company System and Logo Settings*.
3. In the *Maximum threadpool size for Employee Central and Foundation data imports* field, type 5. A thread size of 5 is will facilitate execution of 5 batches at a time, reducing the total processing time.
4. In the *Batch size for Employee Central and Foundation data imports* field, type 500. All benchmarks in this document are based on the batch size of 500.
5. Click *Save Company System Setting* to finalize changes.

Maximum threadpool size for Employee Central and Foundation data imports(maximum allowed is 5)

    5

Batch size for Employee Central and Foundation data imports(maximum allowed is 2000)

    500

[Save Company System Setting] [Reset]

Options as shown on the Company System Setting Section

3 Employee Entities

The following sections describe the:

- Sequence of steps to import the data and various dependencies across entities
- Taken for each of the entity imports with specifics about the optimum data to be imported and guidelines across various configurations
- Validation steps for each entity imported
- Best practices to enhance data load performance based on the Application modules enabled in the instance
- Issues encountered during imports, along with tips on how to debug the issue and resolve it

3.1 Basic User Import

# of records	Validation	Imports	Post Import Validation	Guidelines
10k	5-10 mins	60 mins	Search for a user on the home page. Employee Export should retrieve all data	A Basic User Import takes approximately 1 hour for 10k records. A re-import, on the other hand, just takes about 1 hour. A single CSV file supports an import of upto 50k records. As the number of records increase, the time increases as well. The duration of import is proportionate to the benchmark provided for 10k records.

Issue	Resolution/Workaround
After a Basic User Import, the users are not searchable.	If you are unable to find users in the system, it is most likely because the list of users in the "Everyone" group has not been refreshed. To refresh the list, re-import Basic User with a few users (not all). This will refresh the list of users; you should be able to find the users now.

Note: Starting with the August 2014 release, you can now monitor the progress of the Basic User Import. In the Administration tools, navigate to the *Company Processes and Cycles* portlet and select *Employee Files → Monitor Job*.

3.2 Biographical/Person Info Import

# of records	Validation	Imports	Post Import Validation	Guidelines
10k	5-10 mins	10-15 mins	Cannot be validated unless personal info is imported.	Validate the Biographical data after personal info is imported. A single CSV file supports an import of upto 50k records. As the number of records increase, the time increases as well. The duration of import is proportionate to the benchmark provided for 10k records. Parallel imports of Biographical CSV file are supported.

Issues	Resolution/Workaround
The UI displays an error if you click on Employee Information to view the Biographical Portlet data Imported.	Most likely, the Personal Info Import has not been completed. Complete the Personal Info Import to view Biographical Data.

3.3 Employment Details Import

# of records	Validation	Imports	Post Import Validation	Guidelines
10k	5-10 mins	15-20 mins	Employment details cannot be validated unless personal info is imported.	A single CSV file supports an import of upto 50k records. As the number of records increase, the time increases as well. The duration of import is proportionate to the benchmark provided for 10k records. Parallel imports of Employment CSV file are supported.

Issues	Resolution/Workaround
If any of the country specific fields are populated in the CSV, a validation error pops up requesting the field as required for all the countries.	Since the country of job is not populated yet, it fails to determine and validate required fields for specific countries. Workaround: Remove required field validation in the CSF data model for imports. Use

Issues	Resolution/Workaround
	individual custom fields for each country which might not be viable for 'n number of countries.

3.4 Personal Information Imports

- Import of 50k records in a single CSV file is supported with duration proportionate to 10k records.
- Parallel imports of Personal data templates are supported.

Template	# of records	Validation	Imports	Post Import Validation	Guidelines
Personal Info	10k	5-10 mins	45-60 mins	Validate information displayed in the Personal Info portlet.	
Employment Address	10k	3-5 mins	5-10 mins	Validate information displayed in the Address portlet.	
Phone Info	10k	2-3 mins	3-5 mins	Validate information displayed in the Phone portlet.	
Email Info	10k	2-3 mins	3-5 mins	Validate information displayed in the Email portlet.	
National ID	10k	2-3 mins	3-5 mins	Validate information displayed in the National ID portlet.	Refer to *Employee Central Country Specifics - Implementation Guide* in *SAP Service Marketplace → Employee Central*
Work Authorization	10k	3-5 mins	5-10 mins	Validate information displayed in the Work Authorization portlet.	
Emergency Contacts	10k	3-5 mins	15-20 mins	Validate information displayed in the Emergency Contacts portlet.	
Benefits	10k			Validate information displayed in the Benefits portlet.	
Global Info	10k	2-3 mins	3-5 mins	Validate information displayed in the Global Info portlet.	

Template	# of records	Validation	Imports	Post Import Validation	Guidelines
Direct Deposit	10k	3-5 mins	5-10 mins	Validate information displayed in the Direct Deposit portlet.	

3.5 Dependent Imports

Template	# of records	Validation	Imports	Post Import Validation	Guidelines
Biographical Info	20k	10-15 mins	40-50 mins	Validate Dependents Data in Dependent Portlet	Generate a unique PersonID-External for each dependent. It is a good practice to suffix the ID with "d" to distinguish between Employee and Dependent PersonID-External
Person Relationship	20k				
Personal Info	20k				
National ID	10k				Validations of National ID will be across Employee and Dependents. For more information on how the validations will be done, refer to the *Employee Central Country Specifics - Implementation Guide* in *SAP Service Marketplace → Employee Central.*

Behavior	Resolution/Workaround
Single Dependent shared by two employees	While importing, create one PersonIDExternal for the dependent. Attach this PersonID-External for both the employees in PersonRelationship Template. Note that this feature is not available on the UI.
Dependents converting to Employees	Remove National ID from this specific dependent and import a new Employee data. This will avoid national-id unique check.

Behavior	Resolution/Workaround
	Import Employee data for this dependent with a new Person ID External.

3.5.1 Consolidated Dependent Template

Starting with the August 2014 release, you now have a consolidated template for adding Dependents. The following templates are part of the consolidated template.

- Biographical/PersonInfo
- Person Relationship
- Personal Info
- National ID
- Address Info

> **i** Note

A few points to note about this template:

- o One non-effective dated record/row per dependent
- o There is no support for multiple National ID's and Addresses
- o Support only for full-purge.

The steps to download this template are as follows:

1. Navigate to the Administration Tools.
2. In the *Manage Employees* portlet, select *Update User Information → Import Employee Data*.
3. Click the *Download a blank CSV template* dropdown and select *Compound Person Relationship*.

3.6 Consolidated Imports for Non-Effective Dated Entities

Starting with the August 2014 release, a consolidated template is available for non-effective dated entities. The following templates are part of the consolidated template.

- Biographical/PersonInfo
- Employment
- National ID
- Email Info
- Phone Info

> **i** Note

A few points to note about this template:

- o Supports multiple National ID's, Phone, Email

o Support for only full-purge.

The steps to download this template are as follows:

1. Navigate to the Administration Tools.
2. In the *Manage Employees* portlet, select *Update User Information → Import Employee Data*.
3. Click the *Download a blank CSV template* dropdown and select *Compound Non-Effective Dated Entities*.

3.7 Position Import

Template	# of records	Validation	Imports	Guidelines
Position Import without rules and no parent	10k	15-20 mins	50 mins	Set the *Vacant* flag to True.
Position import with rules and parent(Incremental)	10k	15 mins	60 mins	Set the *Vacant* flag to False Set Effective date to Job Assignment date. Set *Do Not Adapt Reporting Hierarchy During Position Import* to Yes

Issues	Resolution/Workaround
Setting Leading Hierarchy to Position Hierarchy creates a Manager Change event during Job Import if the parent position is updated.	Set the *Do Not Adapt Reporting Hierarchy During Position Import* option to "yes" during Import.
Setting *Rule for Synchronizing Position to Job* to a Propagation Rule executes all Job and Position rules which degrade performance.	This will execute Position Propagation rule and all the Job Save Rules. Takes approximately 75 minutes for 150 records. To avoid executing the rules: 1. Set *Technical Parameter* to Blank. 2. Detach Job data for all the positions that are being updated with Job Info with full purge and the event new hire. 3. Re-import the job after all positions are imported/updated.
Position Incremental Import with already attached incumbents leads to performance issue	Workaround: Detach Job data for all the positions that are being updated with Job Info full Purge new hire.

Issues	Resolution/Workaround
	After positions are imported/updated, re-import the job.

Suggested Position Management Settings during Position Imports

To achieve performance improvement, apply the following settings:

- Set the *Vacant* flag to False in the CSV
- Set Effective date to Job Assignment date in CSV
- Set *Do Not Adapt Reporting Hierarchy During Position Import* to Yes
- Set 'To Be Hired' Status if Incumbent is Assigned to a Position to Always
- Set 'To Be Hired' Status if Incumbent is Unassigned from a Position to Always
- Set "Rule for Synchronizing Position to Job" to None

A few points to note:

- Positions cannot be imported before cutover as this needs Job data to determine the parent position.
- Maximum batch size supported 10k.
- Parallel position import is not supported.
- Position ID generation:
  - Auto Generation via Rules
    - The system will generate the id in sequence with the series defined for both UI and CSV import.
  - Auto Generate Via UI and Manually entered sequence in CSV
    - To avoid conflicts between the UI and Imports unique-ids (below is the typical implementation by customers)
    - Manually generate 8 digit position id's for CSV import starting from an id like"P0000001".
    - Update the "Next Person ID Assigned" to a higher number Import id that cannot be reached. For example, "P8000000". All UI generated ID's start from "8000000"; this will definitely avoid any conflicts between UI and Imports as this number will not get exhausted.

3.8   Job Information Import

A single import file can contain all of the Job History records or can be imported incrementally. **Care should be taken that there are no gaps, overlaps or duplicates in the start and end dates.**

The following Job History events can be imported using the Job Info Template.

- Hire
- Data Change
- LOA
- RLOA
- Termination
- Rehire

- Add Assignment
- End Assignment
- Start Pension
- Start Surviving Spouse
- End Pension Payout
- End Surviving Spouse
- Obsolete Assignment
- Away On Global Assignment
- Back From Global Assignment
- Obsolete Pension Payout

Template	# of records	Validation	Imports	Guidelines
Job Info New Hire	10k	15-20 mins	30-45 mins	
Job Info with Rules and Positions (Incremental)	Per record	15-20 mins	3-5 secs with 4-6 rules 15-20 secs for almost 44 rules	Add all the calculated data to CSV. Avoid rules as rules take 3 - 20 seconds per record based on complexity and number of rules.
Job info import with Positions and Positions Vacant flag set to true (Incremental)	10k	15-20 mins	2-2.5 hrs	Disable rules for Imports. Set *'To Be Hired' Status if Incumbent is Assigned to a Position* to Always Set *'To Be Hired' Status if Incumbent is Unassigned from a Position* to Always **i** Note 5-10% records fail as parallel position update can have issues.
Job info import with Positions and Positions Vacant flag set to False (Incremental)	10k	5-10 mins	30-40 mins	Disable rules for imports. Set *'To Be Hired' Status if Incumbent is Assigned to a Position* to Always. Set *'To Be Hired' Status if Incumbent is Unassigned from a Position* to Always. Set *Position status Vacant* flag to false.

Template	# of records	Validation	Imports	Guidelines
Job Info Import with Leading Hierarchy set to Position Hierarchy (Incremental)	10k	30 mins	2-3 hrs	Disable rules for imports. Set *'To Be Hired' Status if Incumbent is Assigned to a Position* to Always. Set *'To Be Hired' Status if Incumbent is Unassigned from a Position* to Always. Set the *Position Vacant* flag to False *Set Do Not Adapt Reporting Hierarchy During Position Import* to No.
Job Info Import with Time-Off enabled				A workaround is described in the appendix - refer to it. Time-Off

Suggested: Job Info Import Settings (Incremental)

- Disable rules for Imports.
- Set *'To Be Hired' Status if Incumbent is Assigned to a Position* to Always
- Set *'To Be Hired' Status if Incumbent is Unassigned from a Position* to Always
- Position Vacant Flag: False (set flag during position import)
- Set *Leading Hierarchy* to None
- Disable Time-off

Issues	Resolution/Workaround
Rules configured on Employee and JobInfoModel Object throws exception	Job Info Import does not support Rules on JobInfoModel and Employee Object. Throws exception and sometimes the execution hangs. It is recommended that rules configured on JobInfoModel and Employee Object from Data Model be removed during Imports.

3.9   Compensation Import

Template	# of records	Validation	Imports	Guidelines
Compensation Info	50k	10-15 mins	50 mins	

Template	# of records	Validation	Imports	Guidelines
Pay Comp Recurring	50k	10-15 mins	50 mins	
Pay Comp Non-Recurring	50k	10-15 mins	50 mins	

3.10 Termination Imports

Template	# of records	Validation	Imports	Guidelines
Employee Termination Import	10k	5-10 mins	60 mins	

4   Debugging Made Easier

- You can now:
  - use the Job Monitor to view the number of records processed/failed/passed as the job is in progress For example, 10000 uploaded - 700 processed/680 passed/20 failed.
  - download failed records as soon as a batch is completed; allowing you to download failed records as the rest of the import continues.
  - catch import issues faster. Support for batch sizes as small as 1 allows you to import the failed records and lower the batch size to 1 to figure out the exact set of failed records and data issues.

5 General Issues and Guidelines

ℹ Note

o Some batches might fail with an error message the picklist is not available. Re-importing the failed records will solve the problem.

➡ Recommendation

o Always use the CSV file format

Saving in Excel distorts the special characters. Use Notepad or OpenOffice to update and save the CSV.

o Retain leading zeroes in CSV

Rename the CSV file to .txt.

Import the .txt file in Excel and while exporting the data update the column with leading zeroes as text.

Save the CSV and the leading zeroes will be retained.

o Effective Dated Entities

Make sure all history (effective dated) records for an Employee are in a single batch file while creating a CSV. This is applicable only during parallel imports of multiple batches.

Leave the end dates blank for the system to calculate the end dates based on the hierarchy of event start dates. This will avoid overlapping and gaps in the History of records.

6   Appendix: Workaround for Job Info Mass Data Import with Time Off Enabled

Time Type Profile assigned in import: "SF1"

The workaround involves the following steps.

1. Remove the association for the Time Type from Time Type Profile.
2. Run the import.
3. Re-associate the Time Type and Time Type Profile.

Before the Import: Remove the Association for the Time Type from the Time Type Profile

The steps are as follows:

1. Navigate to Administration tools.
2. In the *Company Processes and Cycles* portlet, select *Company Setting → Manage Time Off Structures*.
3. In the *Search* box, select *Time Type Profile* and specify the name of the Time Type Profile in the adjoining text box. In this example, SF1.

4. Click *Take Action*.

5. Click *Make Correction.*
6. Remove the Time Type by clicking *Delete*.

7. Click *Save*.

Run the Import

Once you've removed the association between the Time Type and Time Type Profile, you can run the import.

After the Import

1. In *Manage Time Off Structures,* re-associate the Time Type.
2. Click Save when you finish.
3. Go back to the Administration Tools.
4. In the *Company Processes and Cycles* portlet, select *Company Setting → Manage Time Off Calendars*

5. From the *Account Creation* dropdown, select *Change Scenario*.
6. Click *New Calendar*.

7. Enter a name
8. Leave start date and end date as it is (use today's date).
9. Enter all Time Account Types which are assigned to the Time Type you entered in your Time Type Profile

10. Click Save.
11. Click Run. You will receive a mail when the job is completed.

6.1 FAQs: Time-Off

1. **What does removing the Time Type from the Time Profile do for the imports (aside from a performance gain)? What is being processed between Employee Central and Time Off on Job Info Import and what does not get processed if the associations are removed?**

   If the Time Types are removed from the Time Type Profile, the Time Off related business logic is disabled. This includes activities like creation of account, creation of accruals, and calculation of eligibility status. This means that Time Off is (implicitly) turned off for the employees which refer to an empty profile.

   Once the Time Types are reassigned, these activities can be performed provided you run Time Off Calendars for the time account types involved.

   i Note

   The reassignment of time types must be completed before go-live.

2. **Should you include the 3x Time Off fields (Holiday Calendar, Work Schedule & Time Profile) in import files for all users?**

    Yes, it is recommended to include all three of the time off related attributes; Work Schedule and Holiday Calendar have no impact on the import; they can be maintained depending on your company's requirements; only the assignment of the Time Types to the Time Type Profile require tweaking during import (as explained in the workaround above).

3. **Do you need to disable the Time Off module after associations have been removed, to achieve the faster import times, or can the module be left enabled?**

    The module can be left enabled. If the Time Types are removed, as explained in the workaround above, the Time Off processing is disabled.

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