

# GET MORE OUT OF SUCCESSFACTORS - COVID 19

In the current environment, HR must ensure they have a handle on the changing business operational requirements and also must keep up to date with the demands of "new" tasks introduced due to COVID-19. Fortunately for SAP SuccessFactors customers, the SuccessFactors HXM Suite is already equipped to provide solutions to enable HR teams to better manage the implications of COVID-19 across their organization.

## COMPLIANCE

### ONBOARDING



- Employers must make adjustments for remote handling of **Form I-9 and E-Verification** that is typically done in person.



- **Ensure Onboarding forms and contracts** have incorporated the necessary updates to include certain working conditions and clauses due to COVID-19.



- **DocuSign integration** to have letters electronically signed for Onboarding (if this is not in place already).

### HIRING



- **Contingent workers** to augment your workforce to meet demands (e.g. Nurses, Store operators, Truck drivers etc) might require **new forms** to stay compliant.

## LEARNING

Due to social distancing, in-person training is no longer available. However some industries will experience having to add workforce such as truck drivers, health professional, online professors, etc. How can your company expedite onboarding / training for new hires or existing employees?

### ORIENTATION



- Orientations and statutory training previously performed in person can be **deployed leveraging your LMS environment**.

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## COMPLIANCE & STATUTORY TRAINING



- **Leverage your LMS solution** to convert key compliance training for your remote workforce.



- **New training on COVID-19 for health professionals** for guidance on "regulations" to follow.



- Educational institutions requiring additional resources can also provide training to jumpstart onboarding.

## TRACKING CHANGES

The circumstances surrounding COVID-19 require some updates to record the different scenarios and track properly employment changes. Here are some items to consider.



- **Tracking employees who have been tested** & reverification of this via new portlets/fields to record this.



- **New schedules** to accommodate reduced work schedules,



- **New work schedules** for workforces that are actively working in hospitals, supermarkets, etc. to support OT.



- **Pay Changes in mass** to your workforce based on working full-time to part time,



- Make it easier to **track health checks** or working remote log.

## TIME OFF / TIME SHEET

### QUARANTINE TIME



- **Sick Time tracking** for employees who have contracted COVID-19.

### SICK TIME & OTHER TIME OFF



- Employees **using vacation time accrued** for company closures.



- Employees who are **caring for a sick family member(s)**.



- Employee impacted by school closures and having to take **personal time to care for their children**.



- Make it easier to track additional hours for active personnel that are on the frontline.

### FURLOUGHS



- **Furlough employees** due to reduction of work/closure and ensure you have the right leave of absence to assign employees.

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## ACCESSIBILITY

- Ensure that your employees can access theHR system through their **mobile devices**.
- Make it easier for employees to enter **time off / timesheet**.
- Employees have the **phone directory** for any **emergencies**.
- **Learning content** made **availabe via mobile** for quicker access.
- Make sure managers can quickly approve time.
- Give employees the ability to report **if they were in contact or contracted COVID-19**.



## PAYROLL



- **Furlough employees** are eligible for unemployment.
- **Reduction of pay** based on work schedule adjustments.
- **Sick time wage codes for employees who have contracted COVID-19** capped at \$511/day (US Specific).
- **Sick time wage codes for employees with family members who have contracted COVID-19** capped at \$200/day (US Specific).

## REPORTING

Ensure that you have the reporting you need such as:



- **Hire/turn over reporting** is available for tracking your workforce overall.
- Time reports to **track population of employees on leave** due or sick time.
- **Track Employees who have had exposure to someone** with positive COVID-19 results.
- Track Employees logs to **ensure your workforce is compliant with state regulations on any mandatory learnings etc..** (more for Health professionals).