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| Test Script  SAP S/4HANA - 17-09-20 | public |
| Employee Integration - SAP S/4HANA Enablement (1FD\_DE) |

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# Purpose

This scope item enables SAP S/4HANA for the employee master data integration to SAP SuccessFactors Employee Central. It can also support the integration of a third-party human resources system. Required tables and data fields can store transferred employees and employee-related data, including organizational data and assigned cost centers.

This scope item does not cover business configuration for HR processes, and does not set up integration.

In SAP S/4HANA, three use cases are supported for SAP Human Resource Management.

The first case is usage of a separated SAP ERP HCM and integration to SAP S/4HANA via ALE / RFC. For system conversion, the SAP ERP HCM – integrated to another SAP ERP – is converted to SAP S/4HANA. The integration to SAP ERP HCM is not changed. For a new implementation, SAP S/4HANA is newly installed and configured with SAP Best Practices for SAP S/4HANA. For HCM table configuration inside SAP S/4HANA, the existing SAP ERP HCM configuration can be transported into the SAP S/4HANA system.

The second case covers usage of SAP ERP HCM in a single instance inside SAP S/4HANA. For system conversion, no SAP ERP HCM configuration is changed. For a system merge, you can transport the SAP ERP HCM configuration.

The third case covers a customer choosing to do a new implementation using SAP S/4HANA scenarios with integration to SAP SuccessFactors Employee Central. Technical configuration is provided with the scope.

# Prerequisites

This section summarizes all the prerequisites for conducting the test in terms of systems, users, master data, organizational data, other test data and business conditions.

## System Access and Roles

The test is conducted in the following systems:

|  |  |
| --- | --- |
| System | Details |
| SAP S/4HANA | System ID  Client |

Assign the following business roles to your individual test users. Alternatively, if available, you can create business roles using the following spaces with pages and predefined apps for the SAP Fiori launchpad and assign the business roles to your individual test users.

Note These roles or spaces are examples provided by SAP. You can use them as templates to create your own roles or spaces.

For more information about business roles, refer to Assigning business roles to a user in the [Administration Guide to Implementation of SAP S/4HANA with SAP Best Practices](https://help.sap.com/viewer/S4HANA2020_AdminGuide) .

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Description | ID | Log On |
| Administrator |  |  | Test user: userid  Password: password |

Caution The below activities are performed in the SAP Service Center and you do not need to execute or test them!

## Business Conditions

Before this scope item can be tested, the following business conditions must be met:

|  |  |
| --- | --- |
| Scope Item | Business Condition |
| J58 - Accounting and Financial Close | Must be run before this test script. Company code and controlling area have been created. |

# Overview Table

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Role | Transaction | Expected Results |
| [Creating Employee](#unique_6) [page ] 5 | Administrator (HCM) | PA40 | Employee created |

# Test Procedures

This section describes test procedures for each process step that belongs to this scope item.

## Creating Employee

Test Administration

Customer project: Fill in the project-specific parts.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Test Case ID | <X.XX> | Tester Name |  | Testing Date | Enter a test date. |
| Business Role(s) |  | | | | |
| Responsibility | <State the Service Provider, Customer or Joint Service Provider and Customer> | | | Duration | Enter a duration. |

Purpose

In this process step, the Administrator creates an employee.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log on to the SAP Graphical User Interface (SAP GUI). | The Home page appears. |  |
| 2 | Open Personnel Actions | In the navigation bar, choose Human Resources > Personnel Management > Administration > HR Master Data > Personnel Actions | The Personnel Actions overview page appears. |  |
| 3 | Choose Action Type | On the Personnel Actions screen, enter the following data:  From: any date, for example, first day of year, 01.01.2016  Select action type Hiring and choose Enter. | You have entered the hiring date of the employee. |  |
| 4 | Create Action | On the Create Actions screen, enter the following data:  Pers. No: 00000001 to 99999999  Personnel Area: 1010  Employee Group: 1 Employee  Employee Subgroup: Y1 Employee  Choose Enter and save your entries. | The personnel number is assigned and infotype 0000 Actions created. |  |
| 5 | Create Personal Data | On the Create Personal Data screen, enter the following data:  Title: Mror Mrs  Last Name: any Last Name  First Name: any First Name  Birth Date: any Birth Date  Nationality: any Nationality  Choose Enter. Save your entries. | Infotype 0002 Personal Data is created. |  |
| 6 | Create Organization Assignment | On the Create Organizational Assignment screen, enter the following data:  Personnel Subarea: 1010  Cost Center: any Cost Center  Payroll Area: use 99  Choose Enter and save your entries.  In the Change Organizational Assignment dialog screen, select No assignment.  Choose Continue. | Infotype 0001 Organizational Assignment is created. |  |
| 7 | Create Address | On the Create Addresses screen, enter the following data:  Street and House No.: any Street and House No.  Postal Code: any Postal Code  City: any City  The country key is derived from the organizational assignment.  Note The fields for this infotype depends on the country key. If needed to enter all required information, like region, and so on.  Choose Enter and save your entries. | Infotype 0006 Addresses for Permanent residence is created. |  |
| 8 | Create Planned Working Time | On the Create Planned Working Time screen, enter the following data:  Work schedule rule: use the proposed value YB00 Flextime.  Choose Enter and Save your entries | Infotype 0007 Planned Working Time is created. |  |
| 9 | Create Bank Details | On the Create Bank Details screen, the following values are derived from the organizational assignment and the personal data: Payee, Postal Code/City, Bank Country.  Choose Enter and Save. | Infotype 0009 Bank for Main bank is created.  The employee is created in S/4HANA. |  |

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. |

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