Harness the Power of Mobile to Improve and Streamline HR Processes
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Flexible work arrangements are making companies rethink how they do business and helping them to run more effectively. To be agile and competitive in the digital era, employees need real-time access to information from anywhere. By providing direct access to SAP® SuccessFactors® solutions, the SAP SuccessFactors Mobile app makes it effortless for employees to engage with HR processes and complete tasks quickly, using the device that is always with them. The result: faster HR workflows and improved productivity.
Make HR Processes Available
Anywhere and Anytime

Efficient HR processes can help your entire organization move forward. Whether hiring staff, evaluating performance, or requesting or approving time off, the ability for HR professionals to address requests and complete tasks quickly and effectively can make a real difference to your business success. However, to ensure the smooth running of your company, it’s also critical that managers and employees follow HR workflows appropriately and in a timely manner.

Included in your subscription to every SAP SuccessFactors solution, SAP SuccessFactors Mobile goes beyond enterprise boundaries to help make it more convenient for HR professionals, managers, and employees to access HR services. By creating a social and collaborative experience that is available from any device, the mobile app helps employees engage more easily. As a result, you speed up HR processes and boost productivity across your organization.

BRING SPEED AND AGILITY TO ANY TASK
With SAP SuccessFactors Mobile, staff can quickly and simply complete the crucial 15-second tasks that keep your business running, from practically anywhere. By providing mobile access to SAP SuccessFactors solutions, you can empower employees and managers alike – in between meetings, on the factory floor, or even on a bus.

Talent management tools enable employees and managers to perform a wide range of tasks – from conducting performance reviews and providing progress updates against development goals to approving a job offer or accessing learning resources. You can improve productivity by allowing employees to access personnel directories and to-do lists on the go. Managers can even review time sheets or requests for time off with convenient time management features. Meanwhile, the ability to access workforce analytics at any time helps managers make decisions more quickly, increasing your business agility.

To be agile and competitive in the digital era, employees need real-time access to information from anywhere.
Engage 100% of Your Employees

DELIVER AN INTUITIVE EXPERIENCE FOR EVERY DEVICE

It is natural for HR professionals to be entirely comfortable using HR technology. However, all too often, non-HR staff can find HR solutions overly complex. In contrast, SAP SuccessFactors Mobile is designed to provide a simpler, leaner, and more familiar SAP SuccessFactors solution experience, created with non-HR users in mind. We’ve made our app as intuitive and familiar as the apps that people use outside work. So, you can engage 100% of your employees and not just HR staff.

Unlike Web-based apps, SAP SuccessFactors Mobile is a native app that makes the most of the specific hardware and software capabilities of different mobile devices. It integrates with various mobile platforms and design guidelines, creating an intuitive user experience that helps people do their jobs better.

In addition to developing native apps for Android devices, we’ve teamed up with Apple to co-develop the iOS version of the app.¹ Placing the user at the heart of the user experience, we’ve redesigned our application to take advantage of the features offered by Apple technology. With a unified experience across both iPhone and iPad devices, SAP SuccessFactors Mobile offers quick access to the most relevant data and HR processes.

SAP SuccessFactors Mobile integrates closely with a device’s existing features such as calendar, contacts, e-mail, phone, camera, or voice recorder functions. It also leverages features such as push notification and location services to help engage users. For example, using the app, you can contact a colleague by e-mail or update your picture in your profile.

Mobilize HR – Quickly, Simply, and Economically

SAP SuccessFactors Mobile is easy to deploy, meets strict security standards, and supports major mobile device management solutions. Furthermore, the setup of the app’s features can be completed quickly and simply by nontechnical personnel, without the expense of a complex implementation project.

The mobile app is available at no additional cost when you have a subscription for SAP SuccessFactors solutions. In addition, with no ongoing maintenance required, system administration time is kept to a minimum.

Available in 40 languages, employees can use the app on their own devices as well as on the devices provided by your business. And, because iOS-based apps from SAP are available for download in more than 150 country app stores, and Android-based apps are available in more than 130 country app stores, you can roll out SAP SuccessFactors Mobile rapidly across your entire organization.

App features can be set up quickly and simply, ultimately enabling the efficient HR processes that can help your organization move forward.
Enjoy **Peace of Mind**
with Thorough Security

Security is a priority in both app development and management for SAP SuccessFactors Mobile. Frequent penetration testing and code scanning activities enable us to safeguard the software against new threats on an ongoing basis. In addition, encrypted data storage means that no sensitive data is stored outside our control. We can erase every trace of data if required – for example, if someone leaves the company or if a device is lost or stolen.

A multistep activation procedure helps to ensure secure deployment. Furthermore, support for industry-leading mobile device management (MDM) solutions helps you to manage the activation process in a controlled manner.

However, our security features don’t need to slow down your users. We’ve simplified the activation process using quick response (QR) codes. Users simply scan the QR code with the device camera to get started quickly without needing to enter a long activation code. For added convenience, users can also opt to use fingerprint or Apple Touch ID authentication where available to access SAP SuccessFactors Mobile.
Transform HR Management with Comprehensive Features

SAP SuccessFactors Mobile offers a wide range of advanced functionality designed to help everyone – managers and employees alike – be more productive, manage people better, and gain the insights needed to make informed decisions. The app provides access to all SAP SuccessFactors solutions used by your organization, and relevant subscriptions are required.

Key features are detailed in the sections that follow.

PRODUCTIVITY
Keep Employee Information Up to Date
With SAP SuccessFactors Mobile, employees can access and edit profiles to ensure that all information is current and correct. You can change personal information such as your address and details for your dependents. In addition, you can ensure that your HR department has the latest information about your skills and qualifications.

Maximize Efficiency with Self-Service Management Tools
Using self-service tools for people management, managers can complete administrative HR tasks on the move, optimizing their time. You can review talent profiles, including skills, performance history, competencies, and development objectives. You can also update your employees’ position and compensation information, and even arrange for a direct report to receive a bonus payment – all from a mobile device.

Through our manager cockpit, as shown in Figure 1, managers can also access current information about their teams, including direct reports, matrix reports, and new hires. You can view employee profiles and updates associated with out-of-office status, onboarding progress, and areas. Through the cockpit tool, you can also connect with your direct reports by e-mails, calls, or text messages. In addition, the cockpit’s integration with continuous performance management functionality enables you to view the status of ongoing projects.

Figure 1: Manager Cockpit
Keep the Process Moving by Granting Approvals on the Go
To-do-list functionality (see Figure 2) allows managers to review requests for approvals from their mobile devices, addressing requests quickly and effectively to speed up processes. HR tasks that you can perform on the go include submitting job requisitions, providing interview feedback, completing performance reviews, submitting approvals for time off or training, and submitting job transfer authorizations.

Figure 2: To-Do List
Understand Organizational Relationships

Viewing a company’s organizational charts can help employees gain an at-a-glance understanding of the business relationships across the company (see Figure 3). You can view three levels of organizational structure on your screen and use the 3D-touch capability to access employee profiles.

Powerful search tools also make it quick and easy to find people in the organization. Advanced search functionality anticipates your needs by remembering frequent searches and syncing suggestion lists across multiple devices.

Figure 3: Organization Chart
Connect with People, Information, and Processes
With SAP SuccessFactors Mobile, employees can access SAP Jam™ sites from mobile devices to stay in touch and collaborate with colleagues. You can receive immediate notifications when someone sends a direct message, engage with active conversations, upload content, and access all groups and resources from the mobile device.

Stay Updated About Your Earnings
Employees can use the app to access pay statements from mobile devices. You can view statements from the current or previous pay period and see payments for the year to date.

TIME AND ATTENDANCE
Make On-the-Spot Requests for Employee Time Off
Employees can request, view, and cancel time off using SAP SuccessFactors Mobile (see Figure 4). You can also access up-to-date information about entitlements, accruals, and deductions; view the organization’s holiday calendar; and make a “don’t forget” list of tasks to complete before taking time off.

Figure 4: Time-Off Tool
Complete Time Sheets from Anywhere
The mobile app enables employees to make accurate and timely submissions of hours (see Figure 5), whether a factory worker paid an hourly rate or a consultant recording time spent on tasks for specific clients. You can use a planned time schedule and just modify the days that are exceptions. In addition, you can access previous time sheets and view a weekly summary.

Figure 5: Time-Sheet Function

TALENT MANAGEMENT
Manage Employee Performance and Development Effectively
SAP SuccessFactors mobile provides managers with comprehensive tools for accurately evaluating past performance and positively impacting future performance. Performance review tools as shown in Figure 6 enable you to view and provide ratings and comments for performance goals, development goals, and competencies. You can also provide an overall rating and view calculated and adjusted ratings. In addition, you can identify the allocated signee, whether the form has been signed, and the date of signature.

Sophisticated goals management functionality enables employees to add new goals and make changes to existing ones. Meanwhile, managers can easily track goal status, progress, and probability of success as well as navigate among different goal plans to compare results with those of previous years.
The app also supports frequent dialogue between employees and managers with continuous performance management features. Employees can document progress and prioritize work based on performance goals, as well as capture and share performance achievements and feedback on those achievements with managers. Meanwhile, managers can get a complete view into what their teams are working on, set up one-on-one discussions, and provide regular coaching for employees.

Make Informed Business Decisions
SAP SuccessFactors Mobile gives managers access to relevant and timely workforce analytics and insights. You can gain an instant view into workforce issues and concerns for your organization while drilling down to identify likely root causes and related risk areas. This functionality is available only for iOS-based devices.
Learn Anywhere and Anytime
Learn on the go with mobile learning functionality provided by SAP SuccessFactors Mobile. Employees can view courses already assigned to them and easily search for new courses in learning catalogs. They can identify course prerequisites; and when they find a course they’d like to take, they can simply assign it to themselves. Managers can then use the app to approve employee requests for training.

Employees can also quickly and conveniently check in to classes and record attendance using a QR code. Notifications remind learners of due dates for assignments, while checklists as shown in Figure 7 enable employees to record completed tasks. Furthermore, after course completion, the mobile app allows employees to review their learning history and download certificates of completion.

On iOS devices, employees can access courses and complete tasks even while offline. By downloading courses to the device while online, they can use a local copy of the course information later. And once they complete the course sections, their progress is recorded when they are next connected to the Internet.

Figure 7: Task Checklist
Find Out More
For further information about the SAP SuccessFactors Mobile app, contact your SAP representative or visit www.successfactors.com/mobile.