How to hire an employee in SuccessFactors

This guide shows you how to hire an employee in SuccessFactors using the **Add New Employee** action in the Admin Centre. You enter identity, personal, job, time, employment, payroll and compensation details, submit the form, and then verify the new employee's record. The examples use a hire dated 01 Feb 2019.

Prerequisites

Before you start, make sure you have the following:

- Your SuccessFactors username and password.
- The necessary permissions in **Manage Permission Roles** to add a new employee. If you do not have them, contact your system administrator.
- The position you want to hire for already created in the system. If it does not exist, create it before you reach the Job Information section.

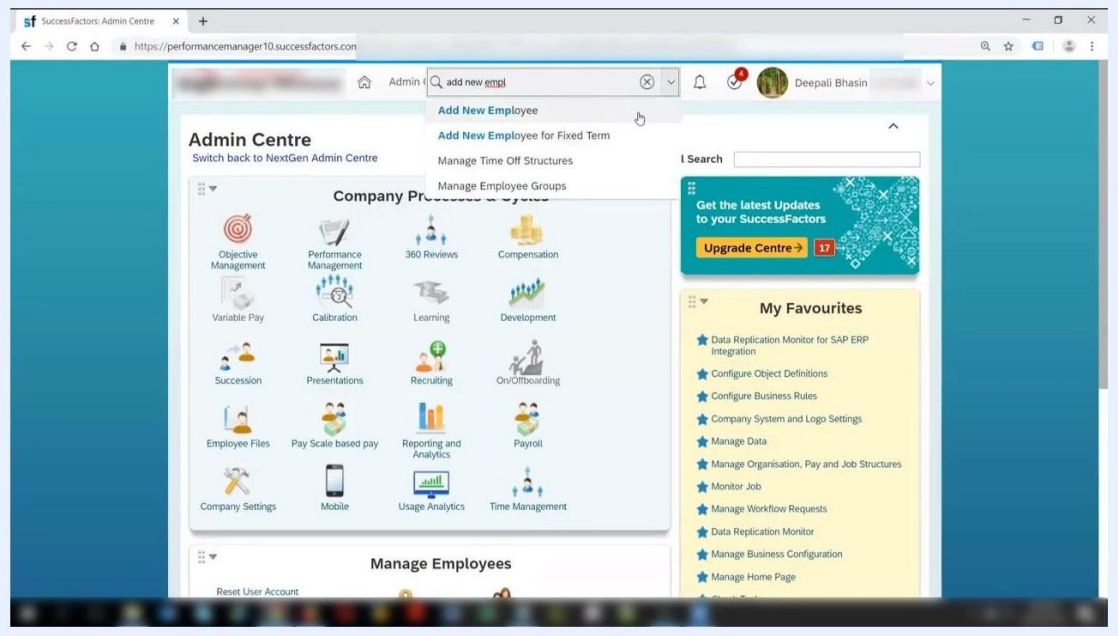
Fields marked with a red asterisk (*) are mandatory.

Access the Admin Centre

Step 1. Log in to SuccessFactors

1. Open your web browser and go to the SuccessFactors login page.
2. Enter your username and password in the respective fields.

3. Click the orange **Log in** button.



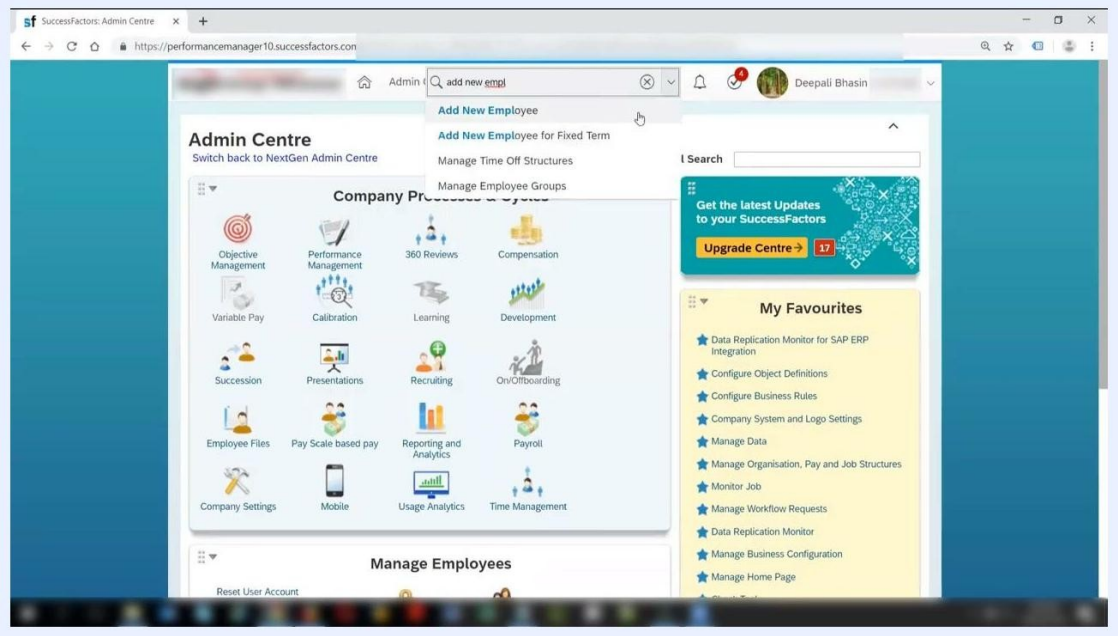
SuccessFactors login page with the username and password fields filled in and the Log in button visible

Step 2. Search for the Add New Employee action

After you log in, the **Admin Centre** opens.

1. Locate the search bar at the top, labeled **Search for actions or people**.
2. Type add new empl.

3. Select **Add New Employee** from the dropdown.



Admin Centre dashboard showing the search bar, the company processes and cycles area, and the My Favourites panel

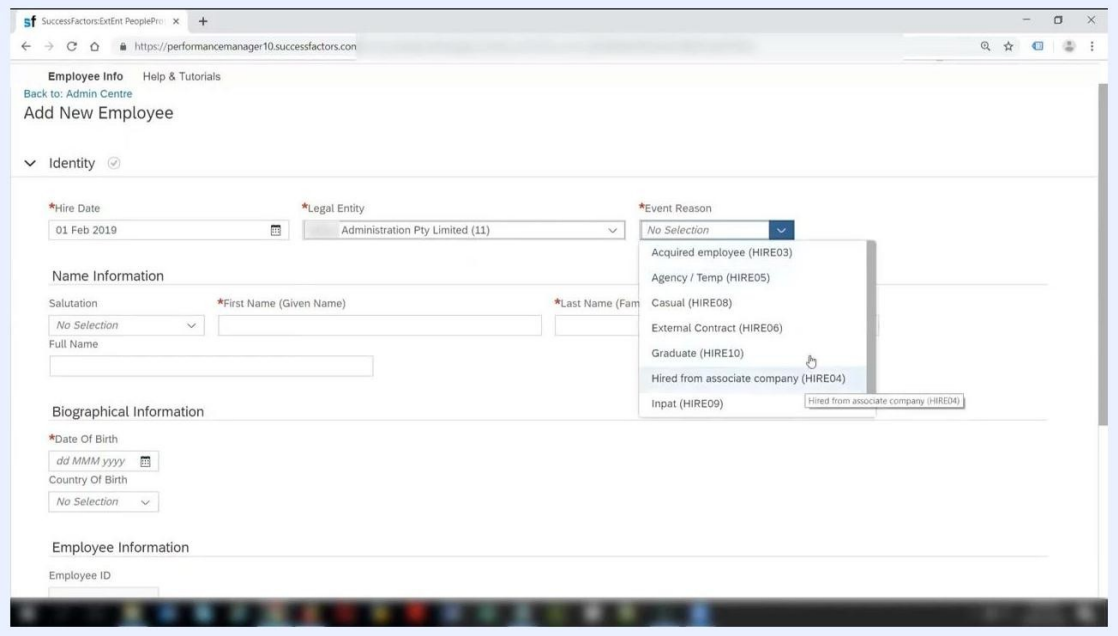
Enter identity and biographical details

Step 3. Fill in the mandatory hire fields

Under the **Identity** section, provide the following:

- **Hire Date**: Enter the date the employee will be hired. In this example, enter **01 Feb 2019**.
- **Legal Entity**: Click the dropdown and select the organization in which the employee will be hired. In this example, choose **Administration Pty Limited (11)**.

- **Event Reason**: Click the dropdown and select the reason for the hire.



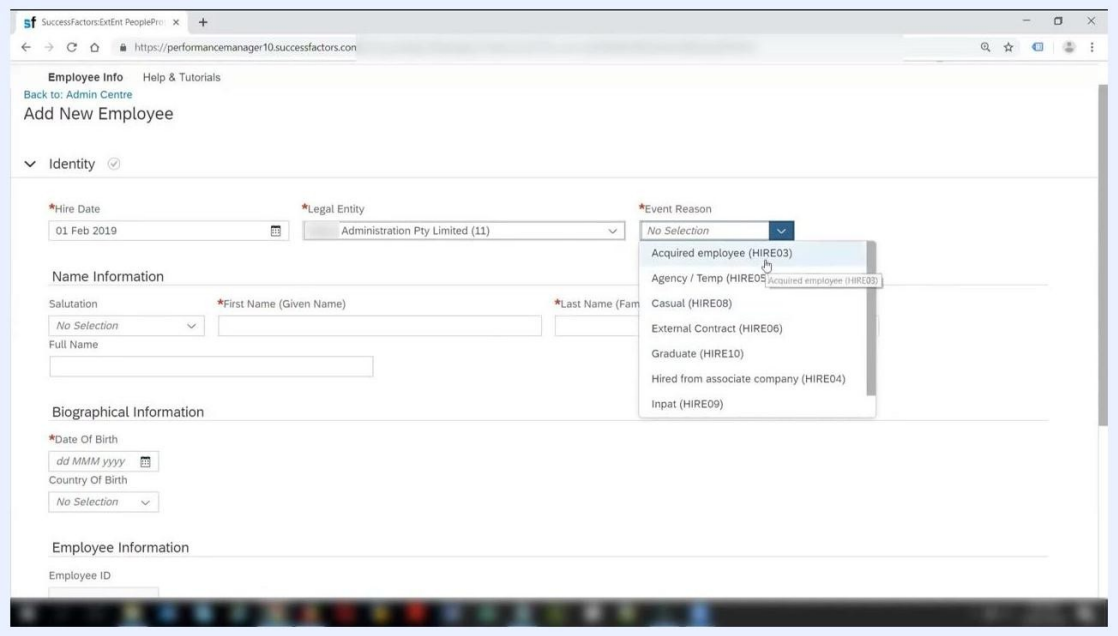
Add New Employee form with Hire Date set to 01 Feb 2019 and the Legal Entity and Event Reason dropdowns open

Step 4. Select the event reason for the hire

The **Event Reason** dropdown includes these options:

- Acquired employee (HIRE03)
- Agency / Temp (HIRE05)
- Casual (HIRE08)
- External Contract (HIRE06)
- Graduate (HIRE10)
- Hired from associate company (HIRE04)
- Inpat (HIRE09)

Select **Acquired employee (HIRE03)** to indicate the employee is being hired as an acquired employee. Review the other options if needed.



Event Reason dropdown open with Acquired employee (HIRE03) highlighted

Step 5. Enter the employee's name

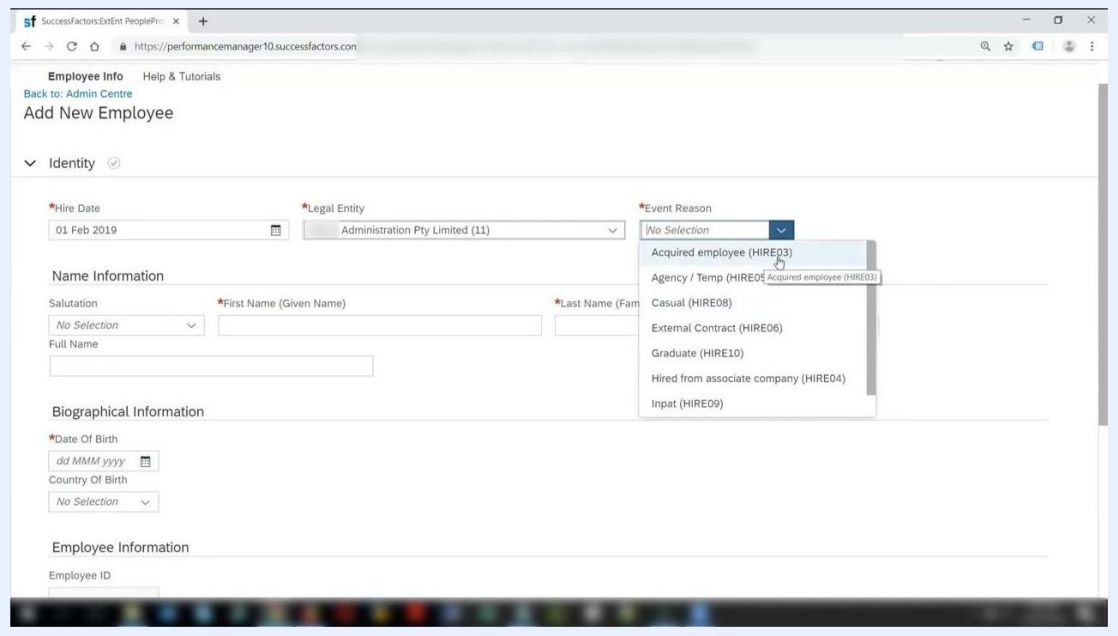
1. In the **First Name (Given Name)** field, enter Adam.
2. In the **Last Name (Family Name)** field, enter Smith.

The **Full Name** field populates automatically as Adam Smith.

Step 6. Provide biographical information

1. In the **Date Of Birth** field, enter 01 Jul 1987. This field is marked with a red asterisk.

2. In the **Country Of Birth** dropdown, select Australia.

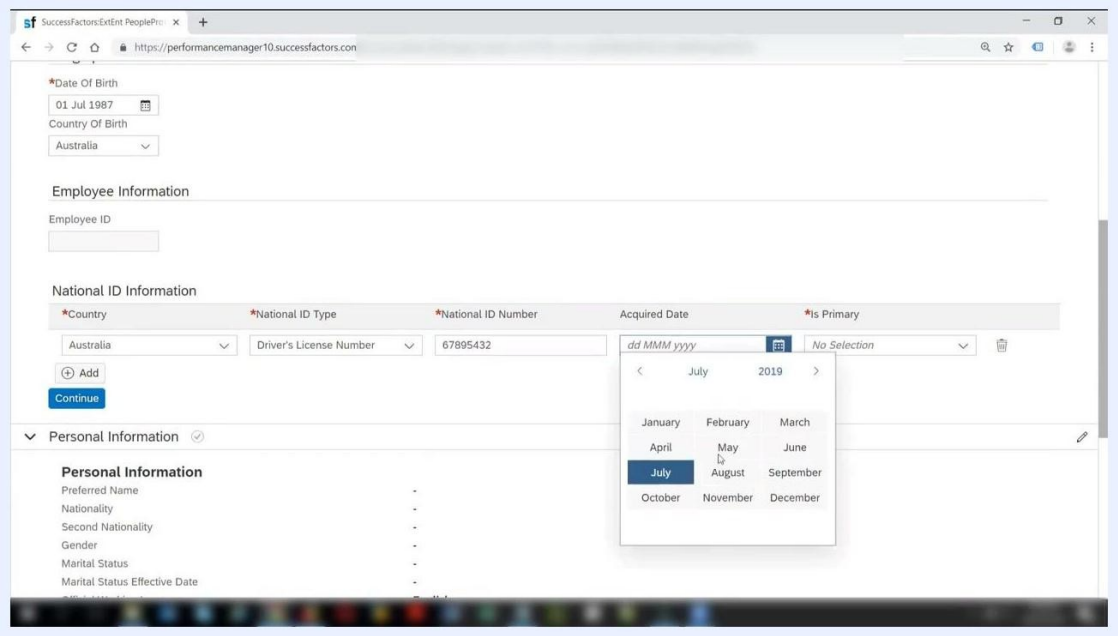


Name and biographical information completed: First Name Adam, Last Name Smith, Date Of Birth 01 Jul 1987, Country Of Birth Australia

Step 7. Add national ID information

1. In the **National ID Information** section, click **Add**.
2. For **Country**, select Australia.
3. For **National ID Type**, select Driver's License Number.
4. For **National ID Number**, enter 67895432. This is an example 8-digit Australian driver's license number.
5. For **Acquired Date**, select the relevant date, for example 01 Jul 2019.

6. For **Is Primary**, select Yes if this is the employee's primary identification.



National ID Information section with Country Australia, National ID Type Driver's License Number, National ID Number 67895432, and the Acquired Date picker open

Step 8. Review the entered information

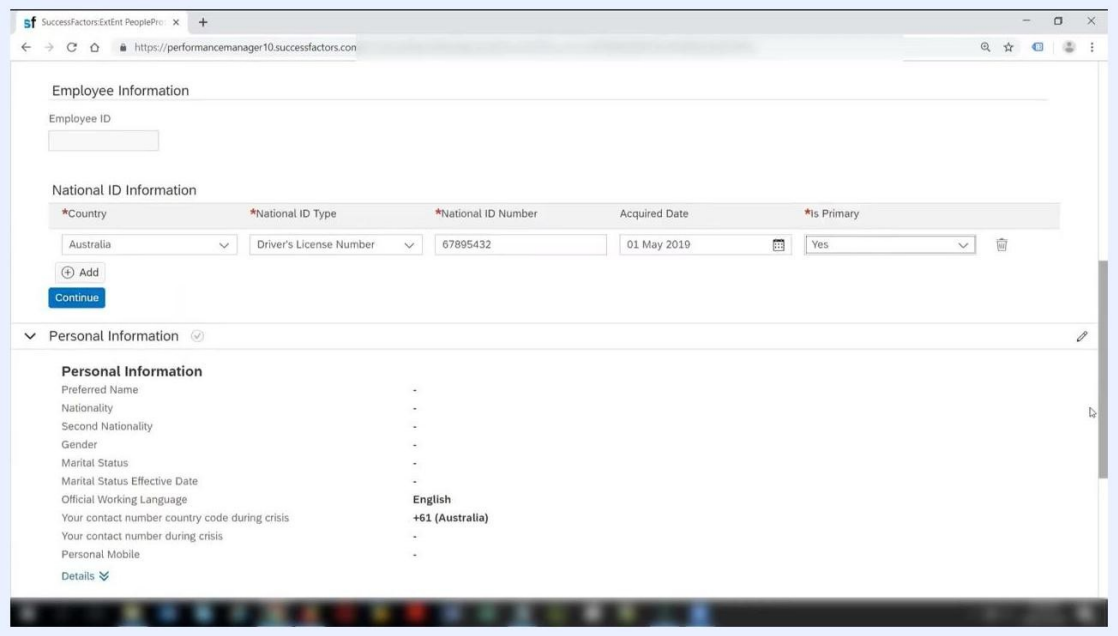
- Make sure all mandatory fields (marked with a red asterisk) are completed.
- Double-check that the Name, Biographical Information and National ID details are correct and formatted as required.

Step 9. Handle the duplicate employee warning

After you click **Continue** in the National ID Information section, review the **Duplicate Check** popup. If the system finds an existing employee with matching identification information, such as the same name and date of birth, a warning appears.

1. Review the details of the matched employee, for example Adam Smith, Active, Date of Birth 01/06, Network Engineer.
2. If you are hiring a different individual with the same name, click **Ignore Matches** to proceed.

3. If you intend to rehire the matched employee, select **Rehire with new employment** instead.



Duplicate Check popup showing a match for Adam Smith with the options Rehire with new employment and Ignore Matches

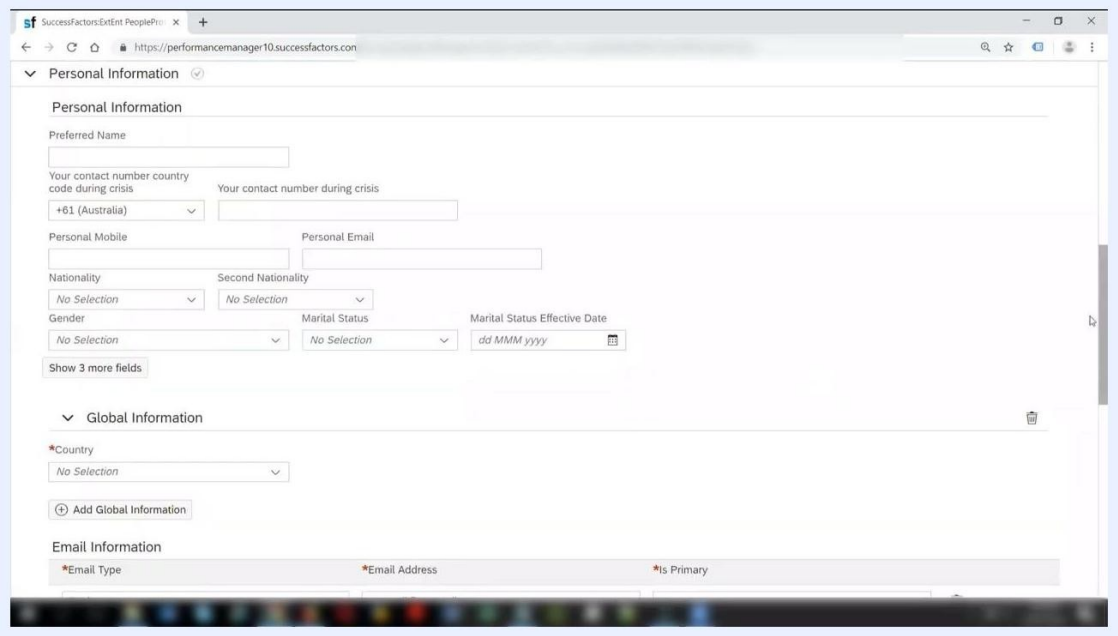
Enter personal information

Step 10. Fill in the Personal Information section

Complete the following fields as required:

- **Preferred Name** (optional): Enter it if applicable.
- **Your contact number country code during crisis**: Select +61 (Australia) if the employee is based in Australia.
- **Your contact number during crisis**: Enter the relevant phone number if required.
- **Personal Mobile**: Enter the employee's mobile number if available.
- **Personal Email**: Enter the employee's email address if available.
- **Nationality**: Select the employee's nationality from the dropdown.
- **Second Nationality**: Select it if applicable.
- **Gender**: Choose the appropriate gender.
- **Marital Status**: Select the current marital status.
- **Marital Status Effective Date**: Enter the date if you provided a marital status.

Click **Show 3 more fields** to expand the section and enter additional details if needed.



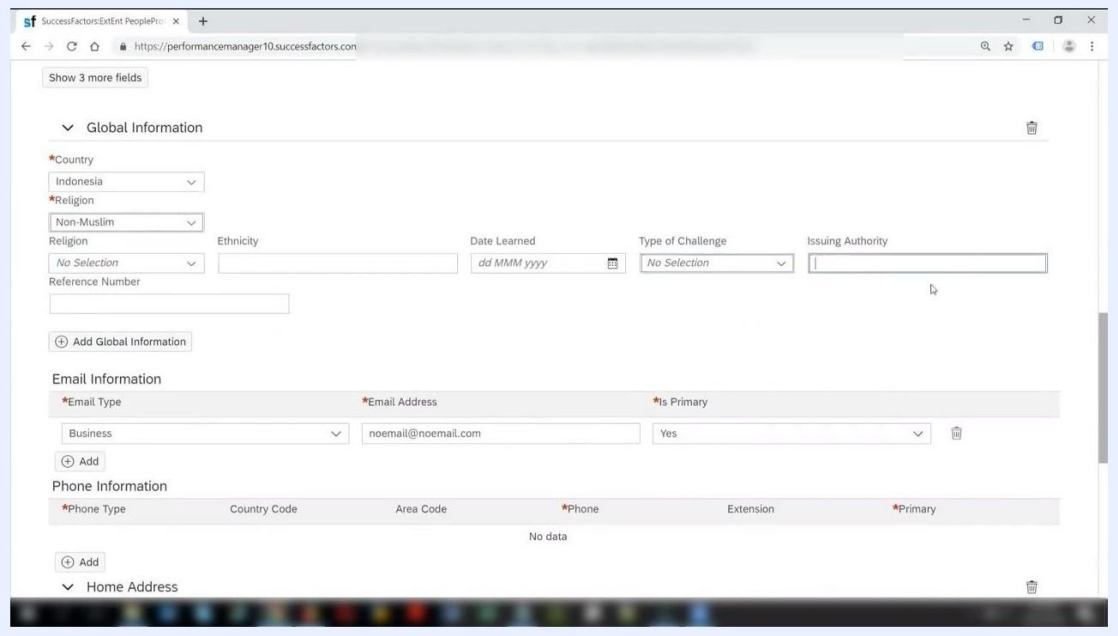
Personal Information section with fields for Preferred Name, contact numbers, nationality, gender, marital status and more

Step 11. Provide global information (optional)

Expand the **Global Information** section if you want to add more details, then enter the following:

- **Country**: Select the relevant country, for example Indonesia.
- **Religion**: Choose the appropriate religion, for example Non-Muslim.
- **Ethnicity**: Enter it if required.
- **Reference Number**: Enter it if applicable.
- **Date Learned**: Enter the date if relevant.
- **Type of Challenge**: Select it if the employee has any physical or other challenges, for example cannot speak or visual impairment.

- **Issuing Authority**: Enter the authority if required.



Global Information section completed with Country Indonesia, Religion Non-Muslim, and fields for Ethnicity, Reference Number, Date Learned, Type of Challenge and Issuing Authority

Step 12. Enter email information

In the **Email Information** section:

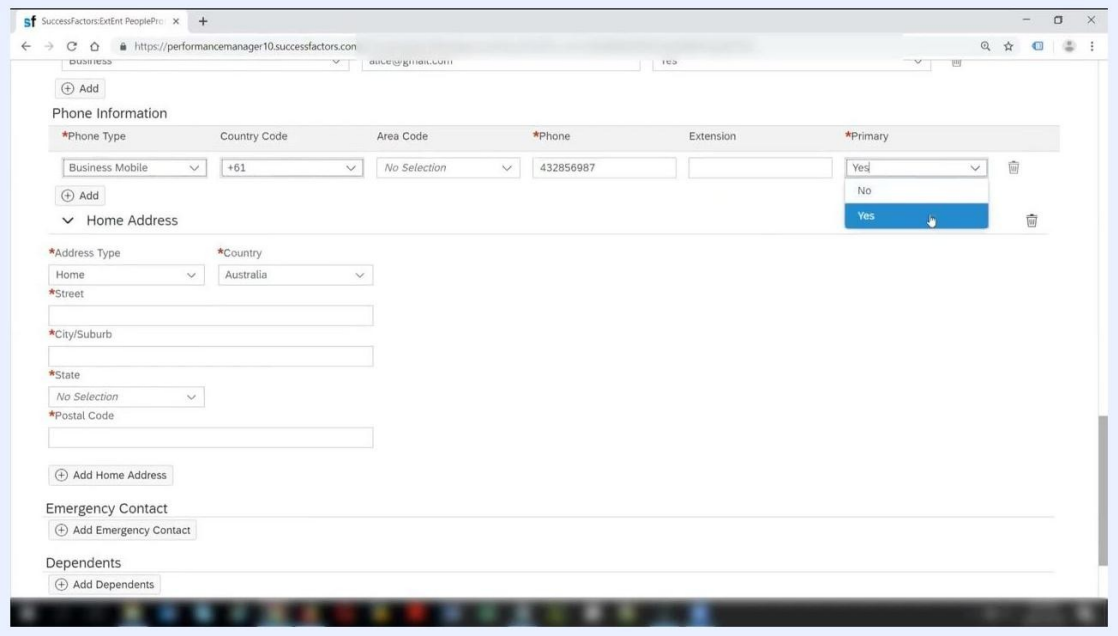
1. For **Email Type**, select Business.
2. For **Email Address**, enter the employee's email, for example noemail@noemail.com.
3. For **Is Primary**, select Yes to mark it as the primary email address.

Step 13. Add phone information

In the **Phone Information** section:

1. For **Phone Type**, select Business Mobile.
2. For **Country Code**, select +61 for Australia.
3. Enter the **Phone** number, for example 432856987.

4. For **Primary**, select Yes to mark it as the primary phone number.



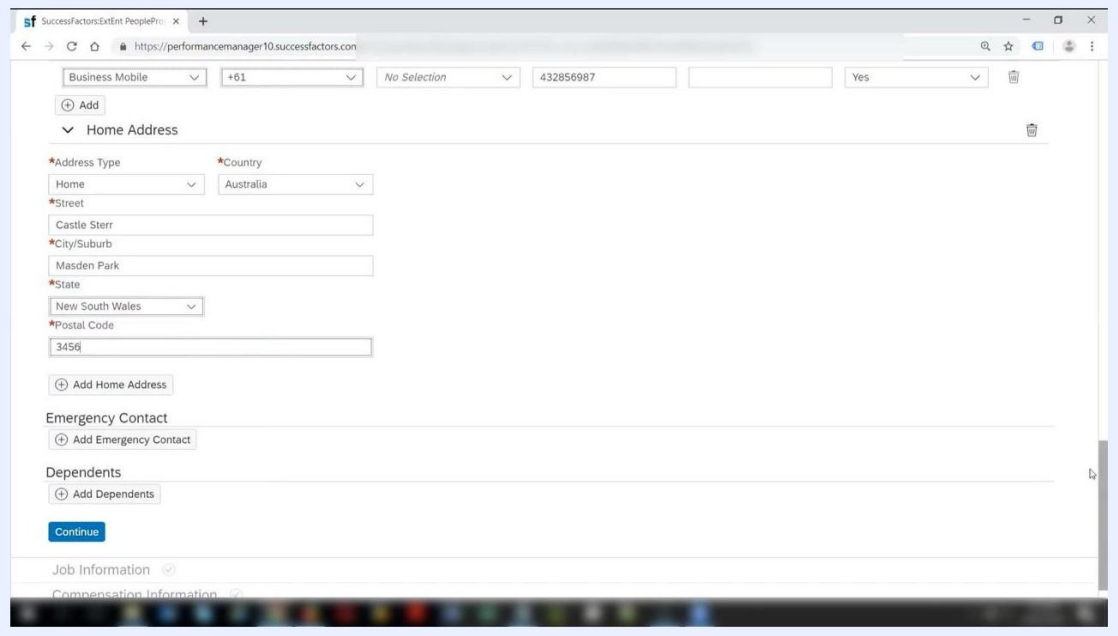
Phone Information section with Business Mobile, Country Code +61, Phone 432856987 and Primary set to Yes

Step 14. Enter the home address

Enter the following details:

- **Address Type**: Home
- **Country**: Australia
- **Street**: Castle Sterr
- **City/Suburb**: Masden Park
- **State**: New South Wales

- **Postal Code**: 3456



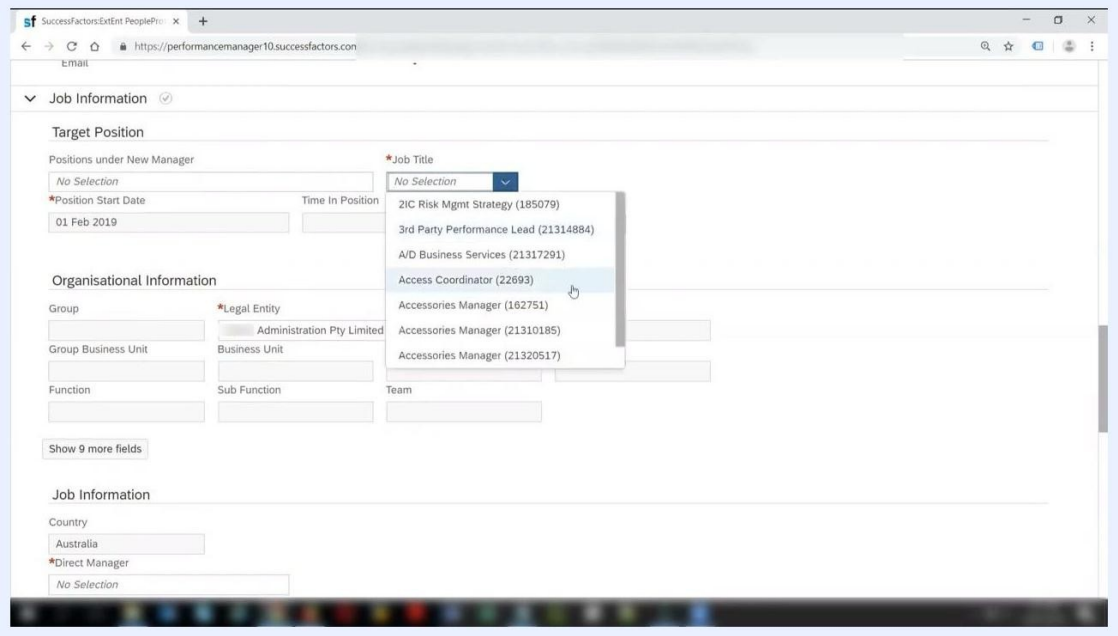
Home Address section completed with Address Type Home, Country Australia, Street Castle Sterr, City/Suburb Masden Park, State New South Wales and Postal Code 3456, with the Emergency Contact and Dependents sections visible below

Step 15. Add an emergency contact

Click **Add Emergency Contact**, then enter the following details:

- **Relationship**: Other
- **Primary**: Yes
- **Name**: Anil
- **Phone**: 9019563345

- **Email**: Leave blank if not available.



Emergency Contact section being filled in with Relationship Other, Primary Yes, Name Anil, Phone 9019563345 and Email blank, with the Add Emergency Contact and Add Dependents buttons visible

Step 16. Add dependents (optional)

Click **Add Dependents** if you need to add dependent information.

Step 17. Continue to the next section

Click **Continue** to proceed.

Enter job information

Step 18. Confirm the position exists

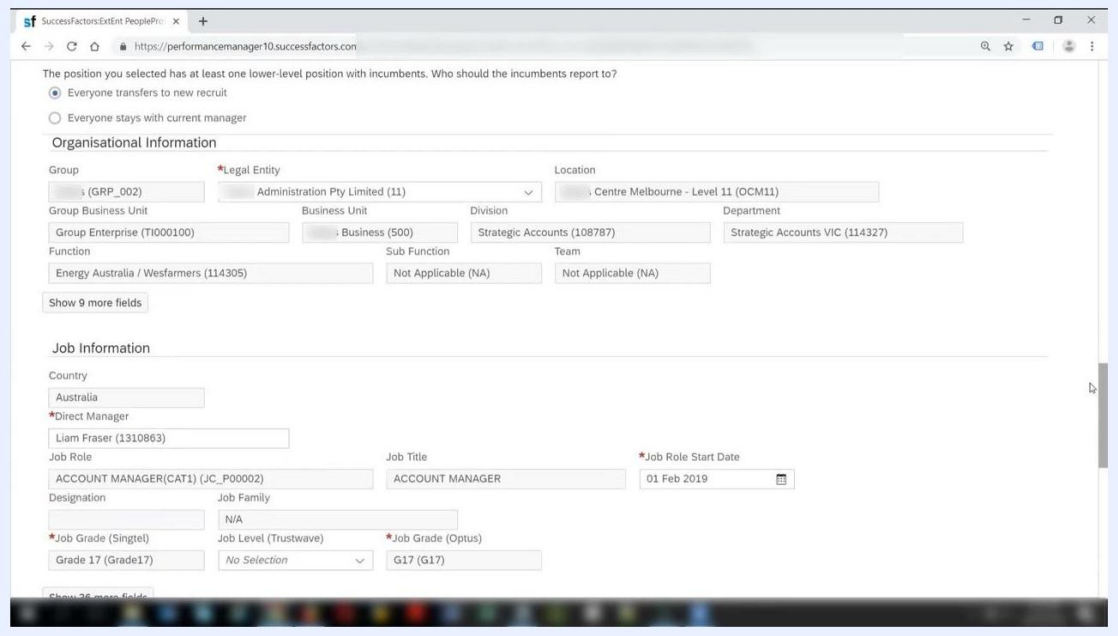
Make sure the position you want to hire for is already created in the system. If it is not, create the position before you proceed.

Step 19. Set the position and job title

Set the following:

- **Positions under New Manager**: No Selection
- **Job Title**: Click the dropdown and select the appropriate job title from the list. For example, select "ACCOUNT MANAGER (100480)".
- **Position Start Date**: 01 Feb 2019, or as required

- **Time In Position**: Leave blank if not specified.



Job Information section with the Job Title dropdown open, listing job titles such as Account Executive and Account Manager, and Position Start Date set to 01 Feb 2019

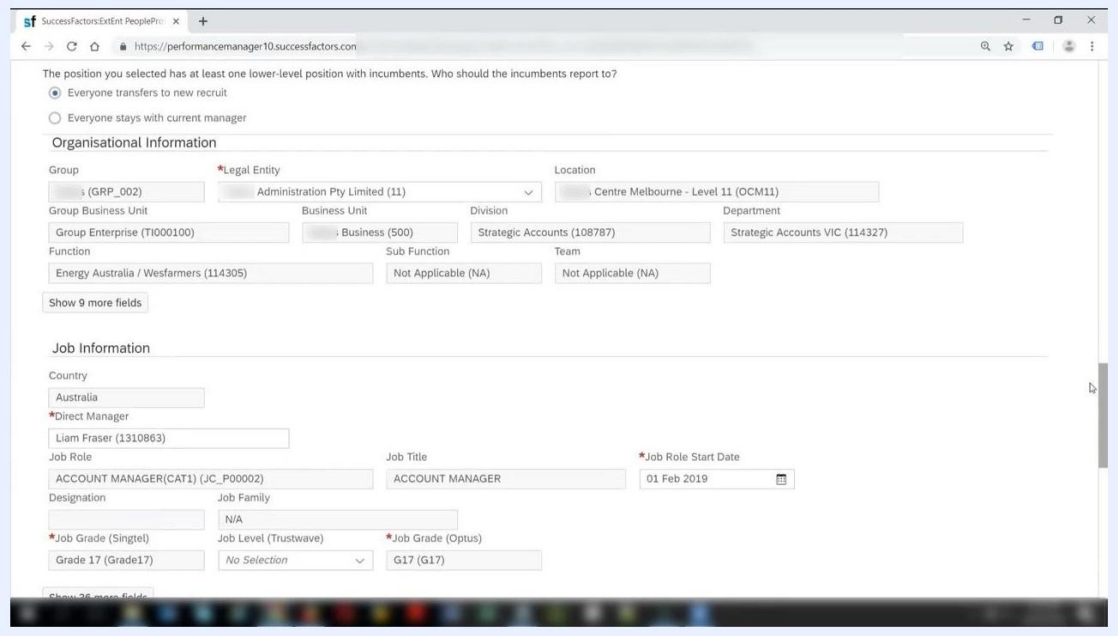
Step 20. Review the auto-populated fields

After you select the job title, the system fills the following fields in **Organisational Information** and **Job Information** based on the selected position:

- Group
- Legal Entity
- Location
- Group Business Unit
- Business Unit
- Division
- Department
- Function
- Sub Function
- Team
- Sub Team
- Personnel Area / Sub area
- Timezone
- Cost Centre
- Direct Manager

- Job Role
- Job Title
- Job Role Start Date
- Job Grade (Singtel)
- Job Grade (Optus)

Review all of these fields for accuracy. Rules tied to the selected position determine the values.

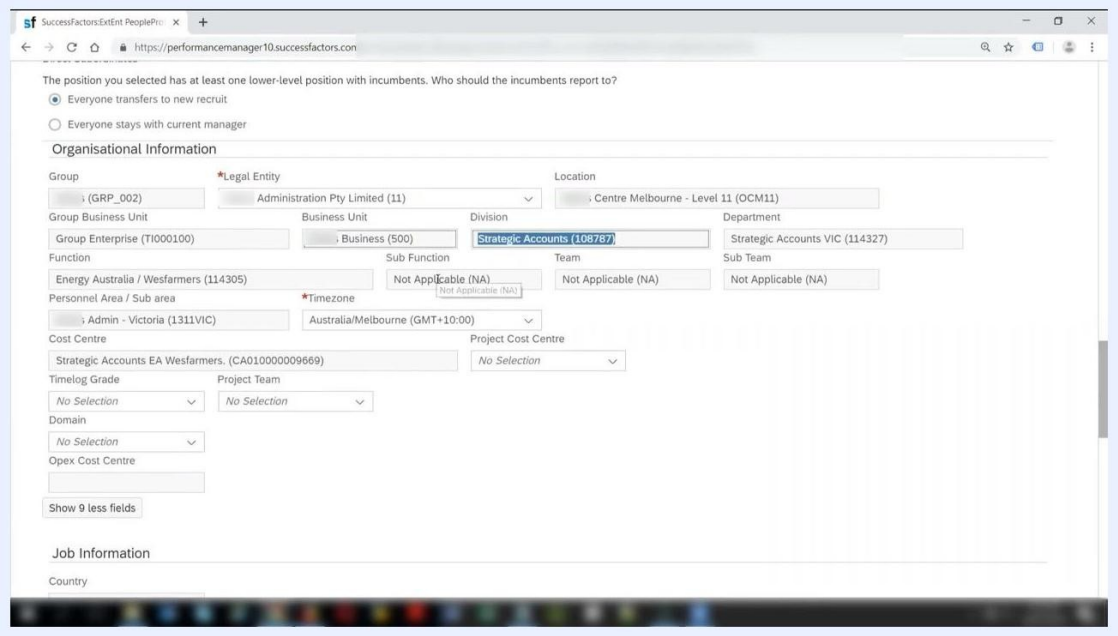


Organisational Information and Job Information sections auto-populated after selecting a position, including Group, Legal Entity, Location, Business Unit, Division, Department, Function, Team, Cost Centre, Direct Manager, Job Role and Job Grades

Step 21. Adjust fields if necessary

If necessary, adjust any fields that require manual input or correction.

System rules linked to the selected position govern the auto-population of fields. Configuring these rules is covered separately.

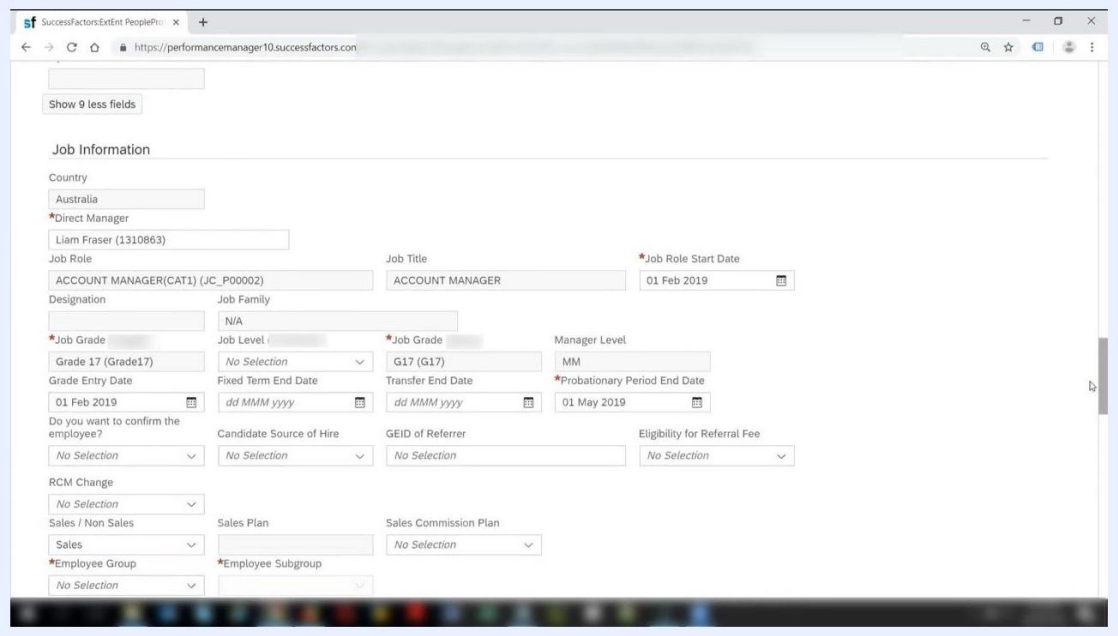


Close-up of the auto-populated Organisational Information fields, highlighting Division, Department, Function, Sub Function, Team, Sub Team, Personnel Area, Timezone and Cost Centre

Step 22. Confirm the probationary period end date

1. Locate the **Probationary Period End Date** field in the Job Information section.
2. Make sure the date is set to **01 May 2019**, as defined by your business rules.

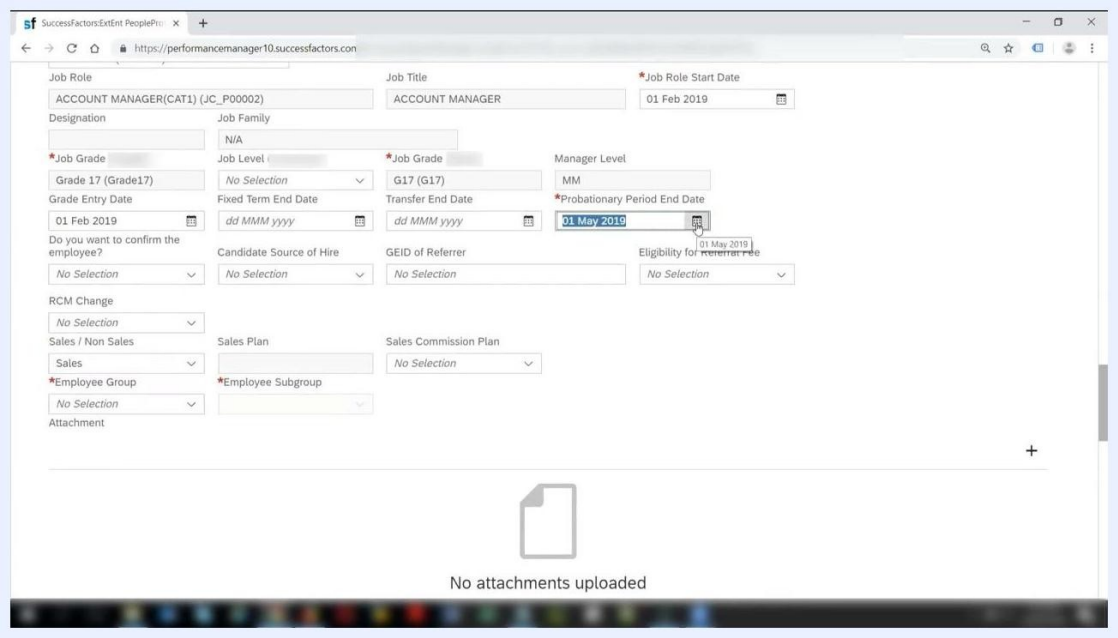
The system calculates this date automatically from the hire date and the configured business rules.



Job Information section showing Probationary Period End Date set to 01 May 2019 and Job Role Start Date set to 01 Feb 2019

Step 23. Verify the job role start date and grade entry date

Confirm that **Job Role Start Date** and **Grade Entry Date** are both set to **01 Feb 2019**. These dates should match the employee's official hire date.



Job Information section with Job Role Start Date and Grade Entry Date set to 01 Feb 2019 and Probationary Period End Date set to 01 May 2019

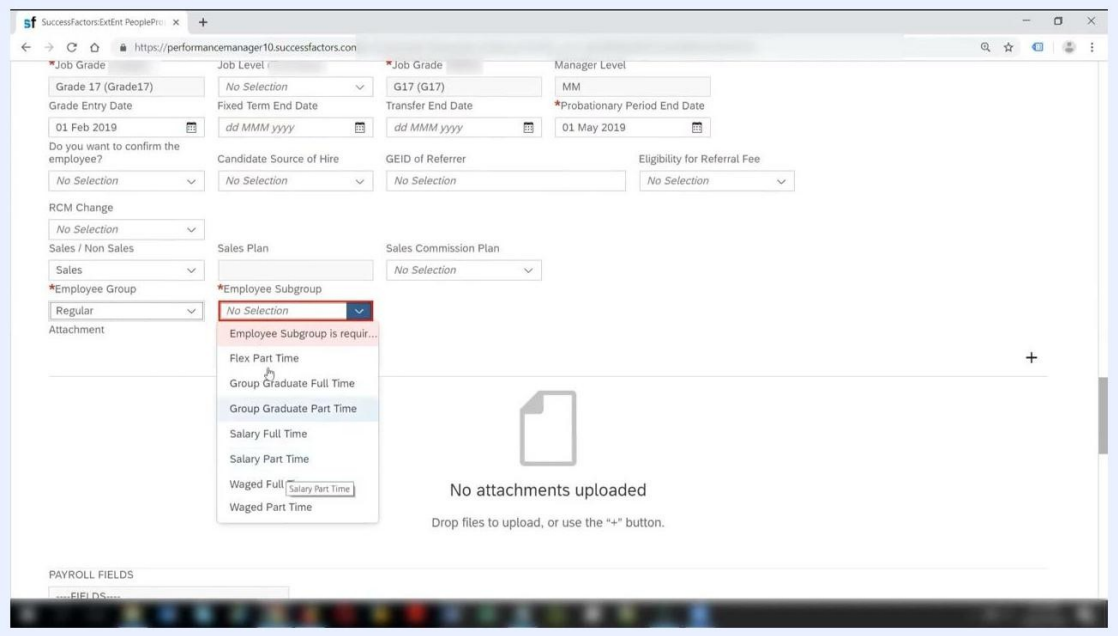
Set the employee group and subgroup

Step 24. Complete Employee Group and Employee Subgroup

Both fields are mandatory.

1. Select **Regular** for **Employee Group**.

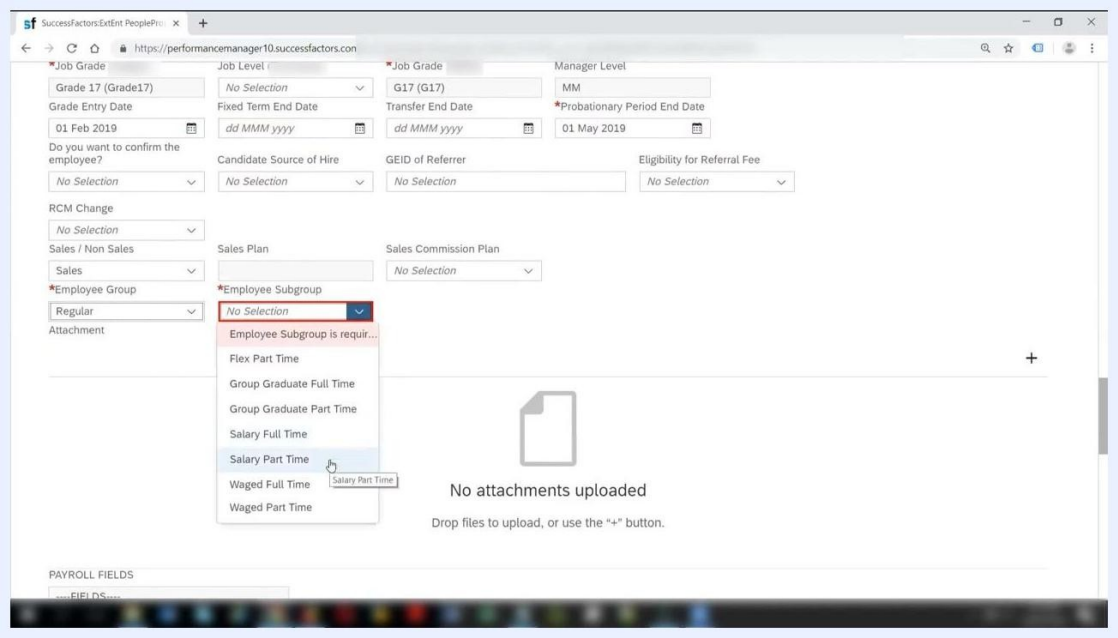
2. Click the **Employee Subgroup** dropdown. The options are Flex Part Time, Group Graduate Full Time, Group Graduate Part Time, Salary Full Time, Salary Part Time, Waged Full Time and Waged Part Time.



Employee Group set to Regular and the Employee Subgroup dropdown open with options such as Salary Full Time and Salary Part Time

Step 25. Select Salary Full Time

Click **Salary Full Time** in the Employee Subgroup dropdown. You must make this selection to proceed.



Employee Subgroup dropdown with Salary Full Time highlighted and Employee Group set to Regular

Step 26. Upload attachments (optional)

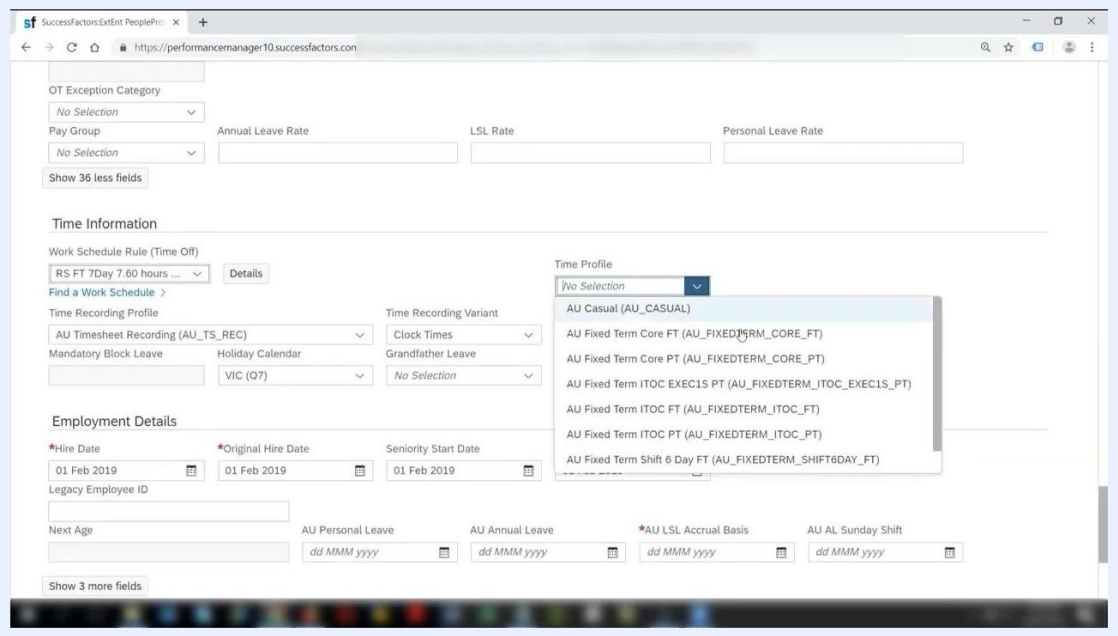
If you need to upload identity documents or other attachments, use the **Attachment** section. Click the "+" button, or drag and drop files into the area labeled "No attachments uploaded".

Enter time information

Step 27. Select the work schedule rule

1. In the **Time Information** section, click the **Work Schedule Rule (Time Off)** dropdown.
2. Review the available options, such as FT 38 hours Mon-Fri (F5013800), FT 5d 38 hr/wk (13-F501), RS FT 7Day 7.60 hours (R7223800), SFT 38 hours Mon-Fri (S5013800), SFT 6 days 7.6 hours (S6763800) and SFT 7 day 10.85 hrs (13-S710).
3. Select the rule that matches the employee's working arrangement.

For a full-time employee, choose a rule such as **FT 38 hours Mon-Fri (F5013800)** or **SFT 38 hours Mon-Fri (S5013800)**, as applicable. The rule determines the employee's standard working hours and days.

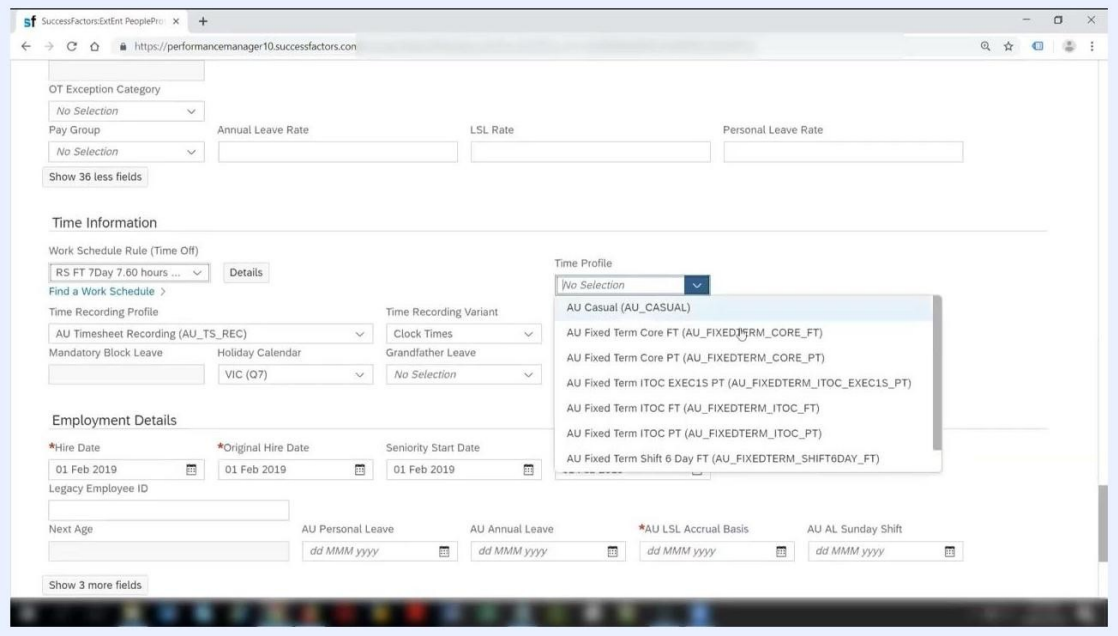


Time Information section with the Work Schedule Rule dropdown open and the cursor on SFT 7 day 10.85 hrs (13-S710)

Step 28. Choose the time profile

1. Click the **Time Profile** dropdown.
2. Review the options, such as AU Casual (AU_CASUAL), AU Fixed Term Core FT (AU_FIXEDTERM_CORE_FT), AU Fixed Term Core PT (AU_FIXEDTERM_CORE_PT), AU Fixed Term ITOC EXEC1S PT (AU_FIXEDTERM_ITOC_EXEC1S_PT), AU Fixed Term ITOC FT (AU_FIXEDTERM_ITOC_FT), AU Fixed Term ITOC PT (AU_FIXEDTERM_ITOC_PT) and AU Fixed Term Shift 6 Day FT (AU_FIXEDTERM_SHIFT6DAY_FT).

3. Select the appropriate profile for the employee.



Time Profile dropdown open with AU Fixed Term Core FT highlighted

Step 29. Set the remaining time information fields

- **Time Recording Profile**: Select **AU Timesheet Recording (AU_TS_REC)**.
- **Time Recording Variant**: Select **Clock Times**.
- **Time Recording Admissibility**: Select **Admissibility_4_Weeks (4_Weeks)**.
- **Mandatory Block Leave**: Select **Holiday Calendar**.
- **Grandfather Leave**: Select **No Selection**.
- **Holiday Calendar**: Select **VIC (Q7)**.

Complete employment details and job relationships

Step 30. Complete the employment details

Make sure the following fields are set to **01 Feb 2019**:

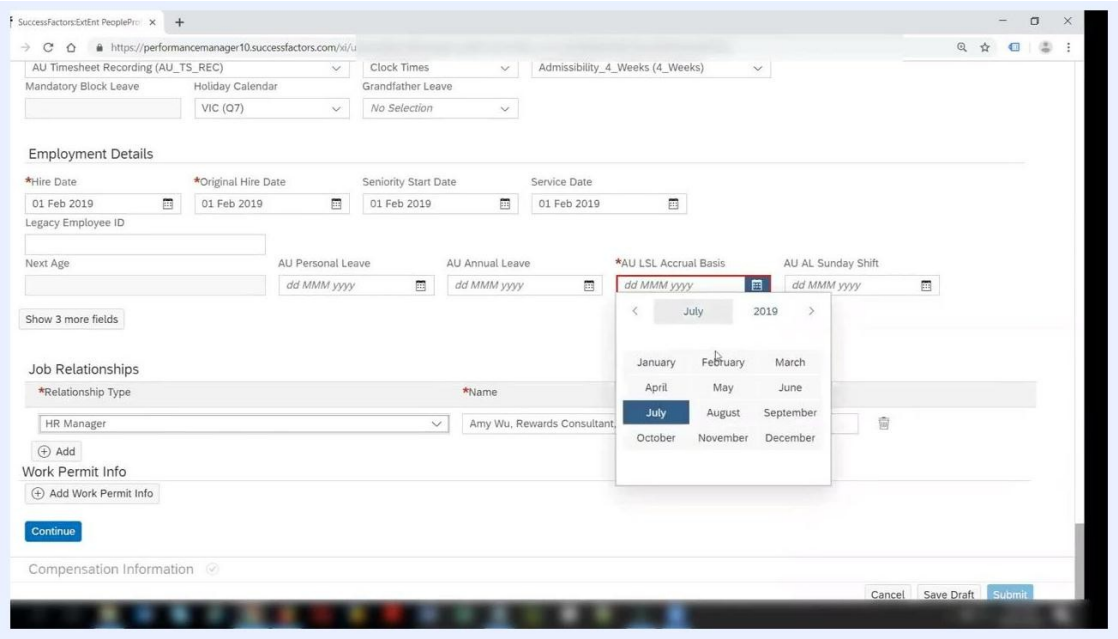
- Hire Date
- Original Hire Date
- Seniority Start Date
- Service Date

Leave **Legacy Employee ID** and **Next Age** blank unless required. Enter leave dates if applicable:

- AU Personal Leave
- AU Annual Leave
- AU LSL Accrual Basis (mandatory, marked with a red asterisk)
- AU AL Sunday Shift

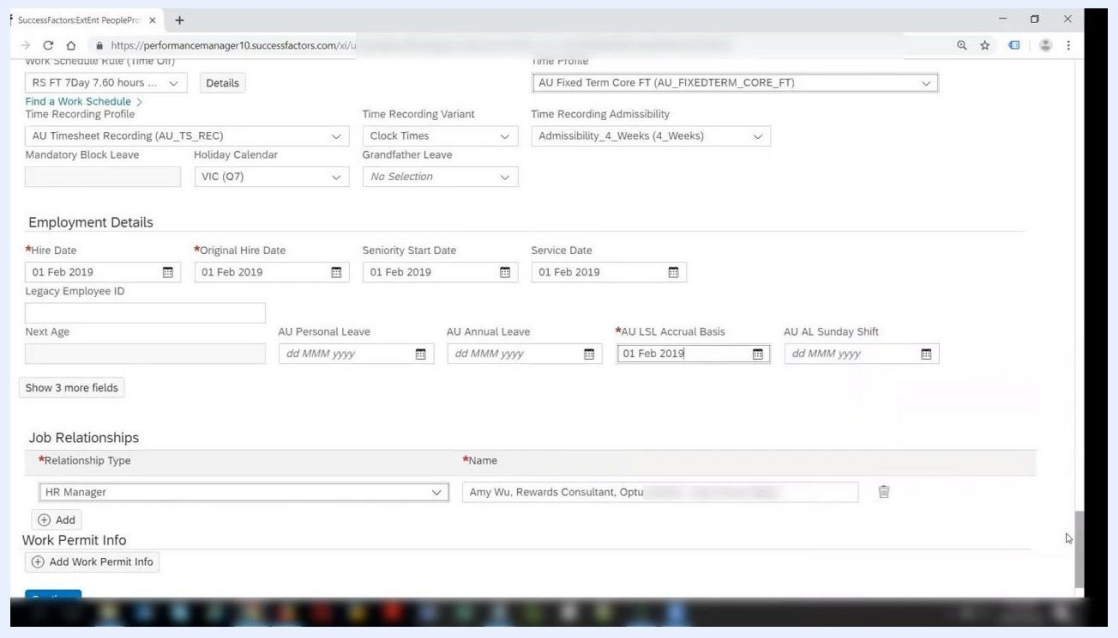
Step 31. Set the AU LSL Accrual Basis date

1. Click the calendar icon next to **AU LSL Accrual Basis**.
2. Select the date that matches the hire date, **01 Feb 2019**.



Calendar open for AU LSL Accrual Basis with July 2019 visible, before 01 Feb 2019 is selected

Confirm that the field now displays **01 Feb 2019**.

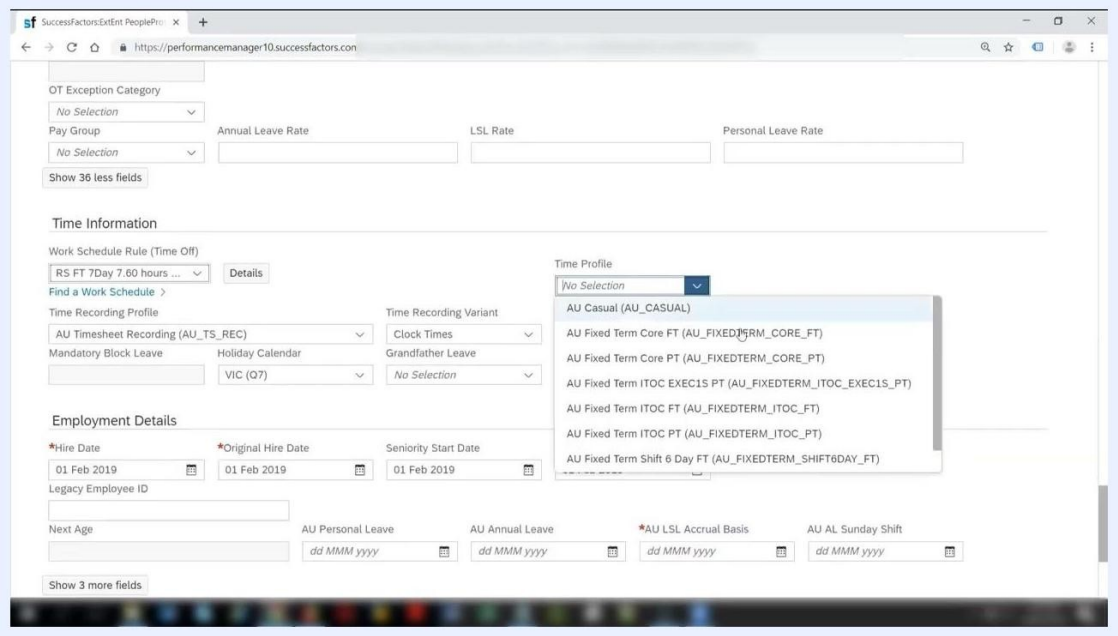


AU LSL Accrual Basis field set to 01 Feb 2019 with Employment Details and Job Relationships completed

Step 32. Select the job relationship type

1. Scroll to the **Job Relationships** section.
2. For **Relationship Type**, click the dropdown and select **HR Manager**.

The other available options are Comp Review HR Manager, Learning BP, Line Director/EMM, Matrix Manager and Timesheet/Timeoff Manager.

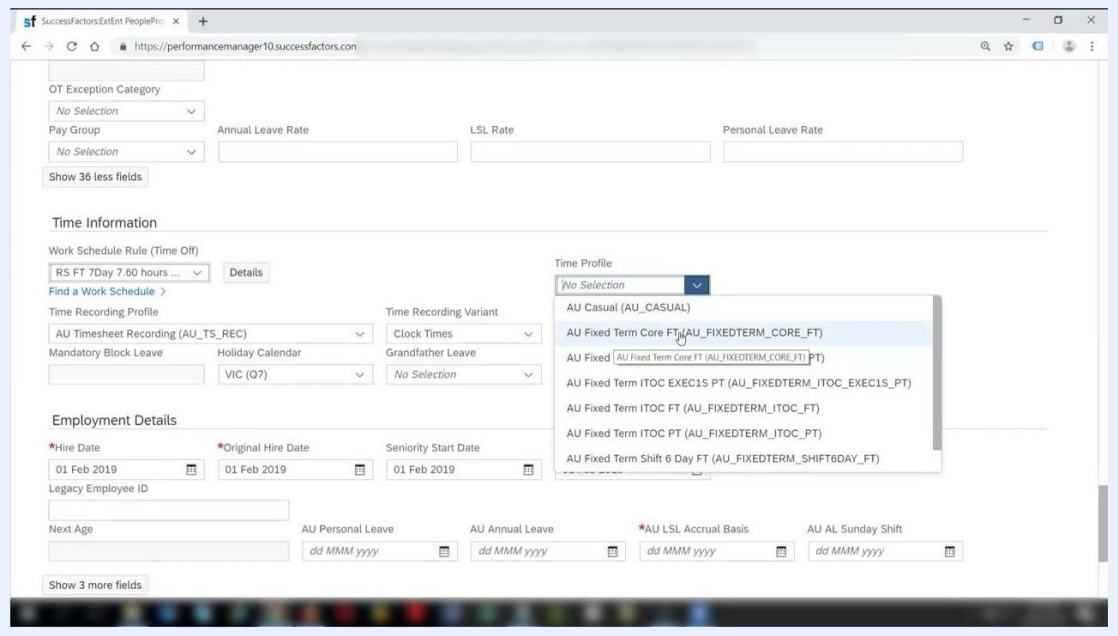


Job Relationships section with the Relationship Type dropdown open and HR Manager selected

Step 33. Assign the HR Manager

1. In the **Name** field next to **HR Manager**, enter the manager's name, for example **Amy Wu, Rewards Consultant, Optu...**.

2. Make sure you select the correct person from the suggestions.



Job Relationships section with HR Manager selected and Amy Wu entered as the manager

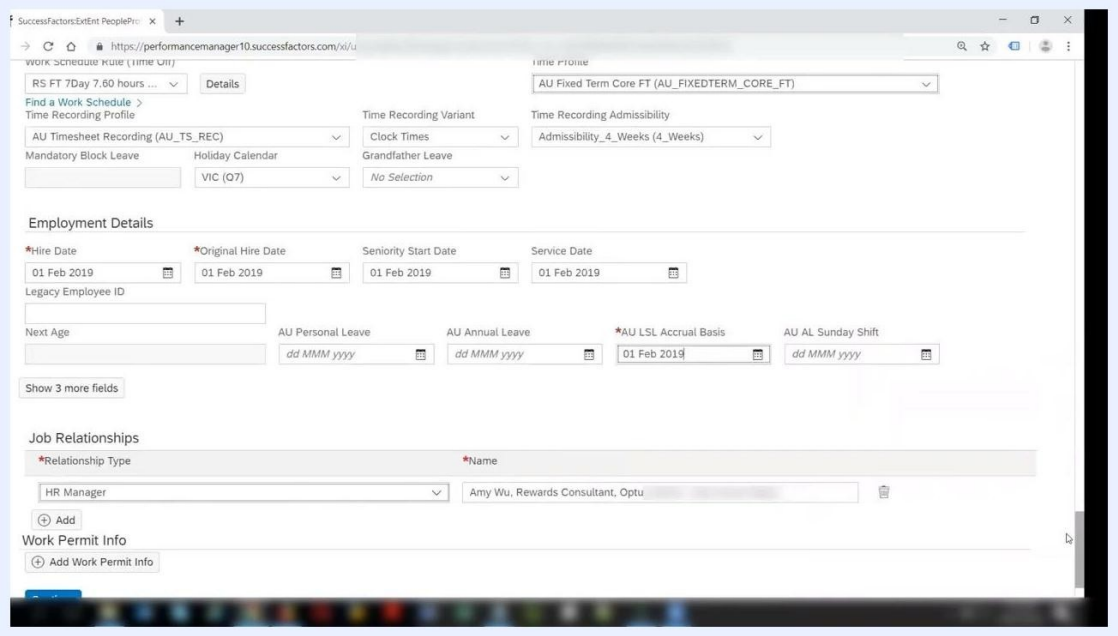
Complete payroll fields

Step 34. Enter the payroll fields

Scroll to the **Payroll Fields** section and enter the following:

- **Work Schedule Rule**: (R7223800) RS FT 7Day 7.6 Hours
- **Time Mgmt Status**: Evaluation of planned times (auto pay)
- **Standard Weekly Hours**: **40**
- **Working Days Per Week**: **7**
- **FTE**: **1**
- **Part-time employee**: **No**

For **Pay Scale Type**, **Pay Scale Area** and **Pay Scale Group**, select or enter the appropriate values as per company policy.



Payroll Fields section with Standard Weekly Hours set to 40, Working Days Per Week set to 7, FTE set to 1 and other required fields highlighted

Step 35. Complete additional payroll and assignment fields (optional)

Fill in **Pay Scale Level**, **Annual Leave Entitlement Regular**, **Annual Leave Entitlement Fixed** and any other required fields. Use the "+" button to upload attachments if needed.

Before you move on, keep these points in mind:

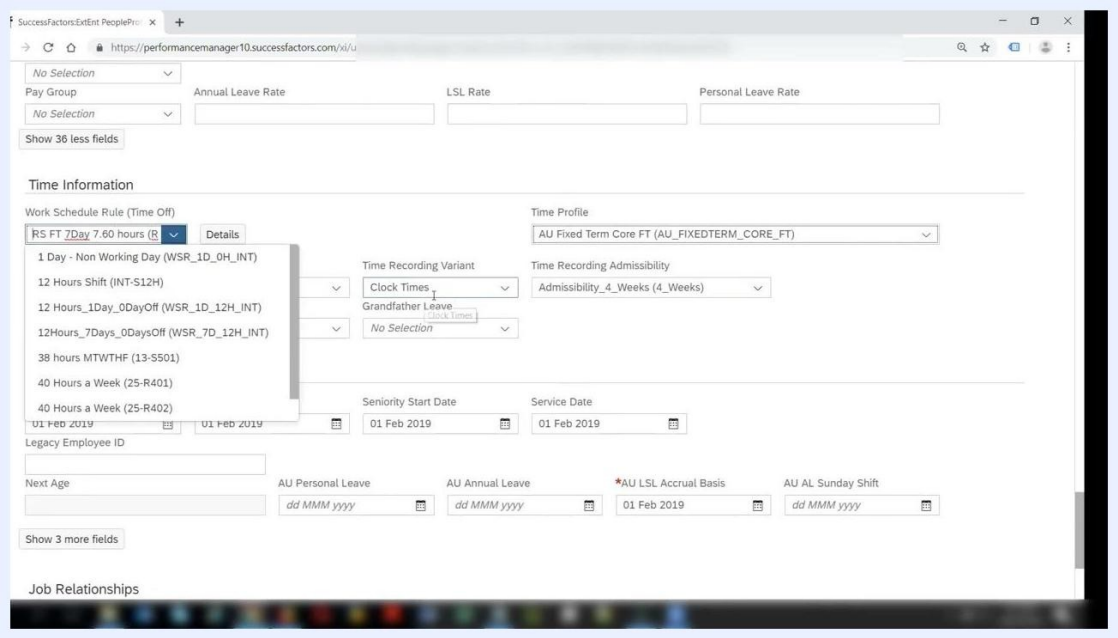
- Mandatory fields are marked with a red asterisk (*).
- Make sure all required fields are completed before you proceed to the next section.
- If errors occur, review the highlighted fields and correct any missing or invalid entries.

Finish how to hire an employee in SuccessFactors

Step 36. Continue and review any Time Recording Variant error

Click **Continue** after you enter all required information. If an error appears regarding the Time Recording Variant and the job, read the error message for details.

If you receive an error, check whether the selected **Time Recording Variant** matches the requirements of the chosen work schedule. The current selection is **Clock Times**. The correct variant for this work schedule might be **Duration**.

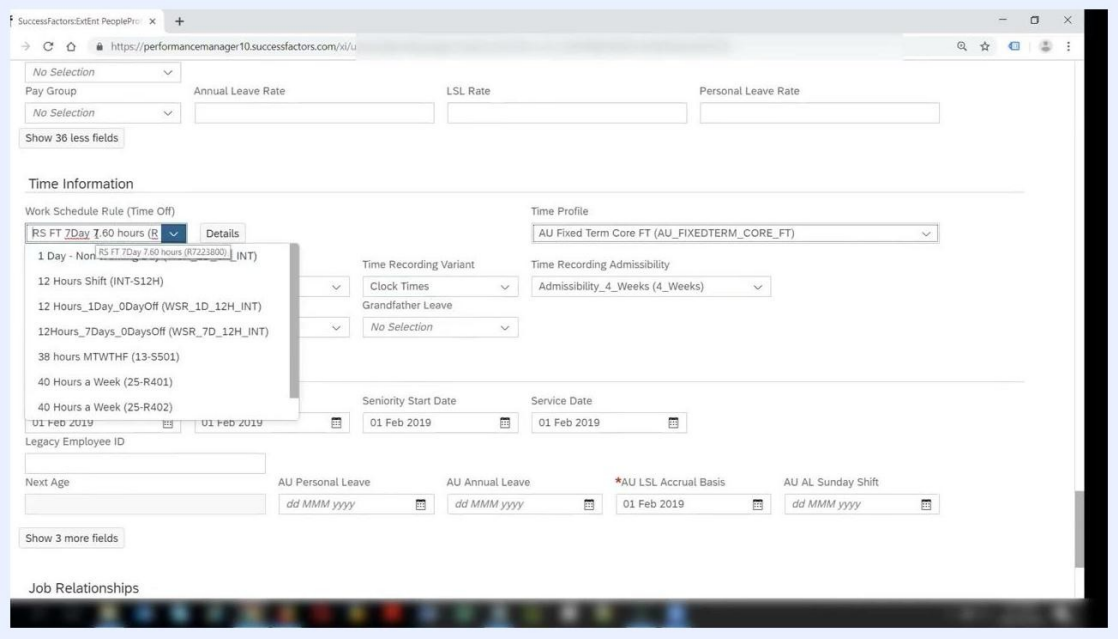


Form showing time information and employment details, with fields such as Work Schedule Rule, Time Profile, Time Recording Variant and employment dates, and no error message visible yet

Step 37. Change the Time Recording Variant if necessary

1. Open the **Time Recording Variant** dropdown.
2. Select **Duration** if that matches your work schedule requirements.

3. Make sure all other fields are filled in as required, such as Work Schedule Rule, Time Profile, Time Recording Profile, Holiday Calendar and Employment Details.



Work Schedule Rule dropdown open with options such as 1 Day - Non Working Day, 12 Hours Shift and 38 hours MTWTHF, while Time Recording Variant is still set to Clock Times

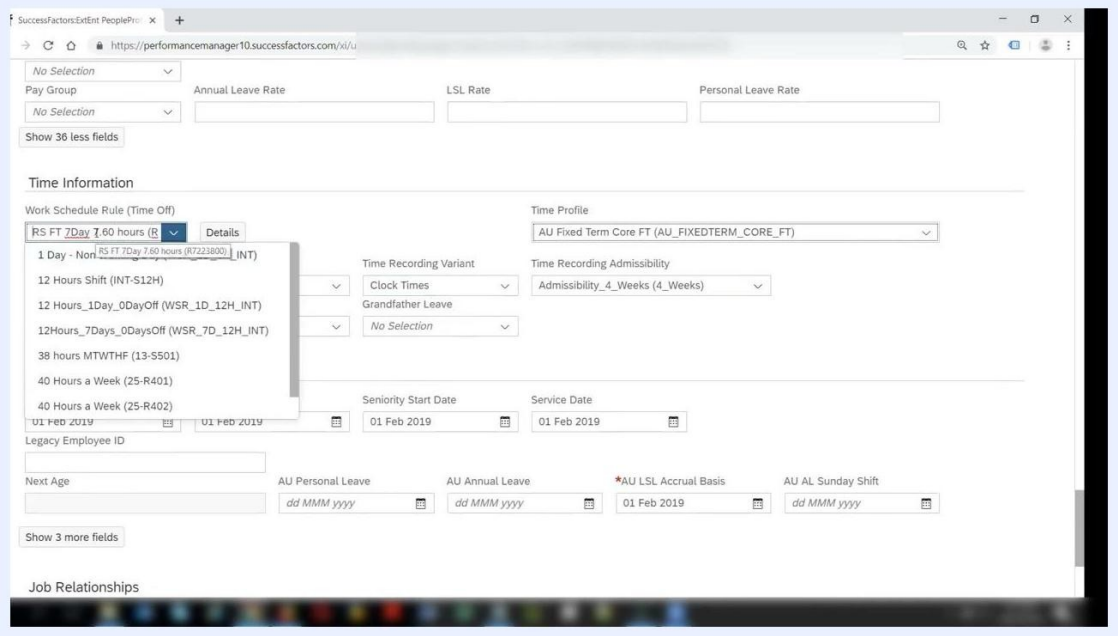
Step 38. Continue to the final section

After you correct any errors and provide all required fields, click **Continue**. This takes you to the final section of the hiring process.

Step 39. Specify the payroll frequency

1. In the **Compensation Information** section, locate the **Payroll Area** dropdown.
2. Select the appropriate payroll frequency for the employee. In this example, choose **Fortnightly (QF)**.

3. Click **Continue** to proceed.

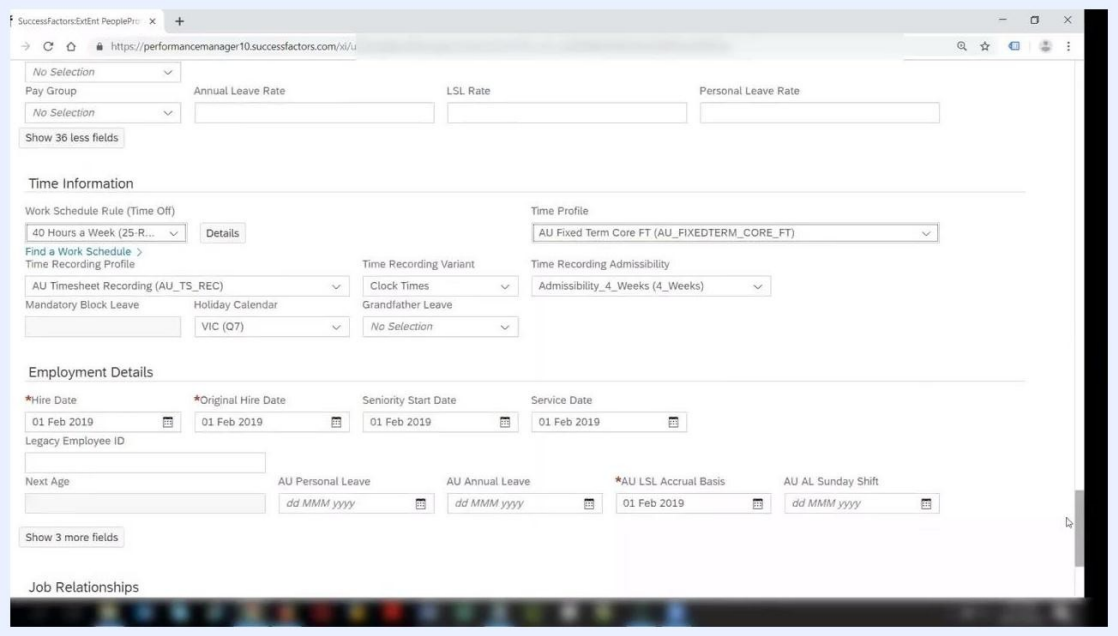


Compensation Information section with the Payroll Area dropdown open, listing options such as Alphawest Monthly, AU Non Payroll FNT, Fortnightly (QF) and Monthly (QM), with Fortnightly (QF) being selected

Step 40. Submit the hiring form

1. Review all entered information for accuracy.
2. Click **Submit** to finalize the hire.

A confirmation message indicates that the employee has been successfully hired in the system.

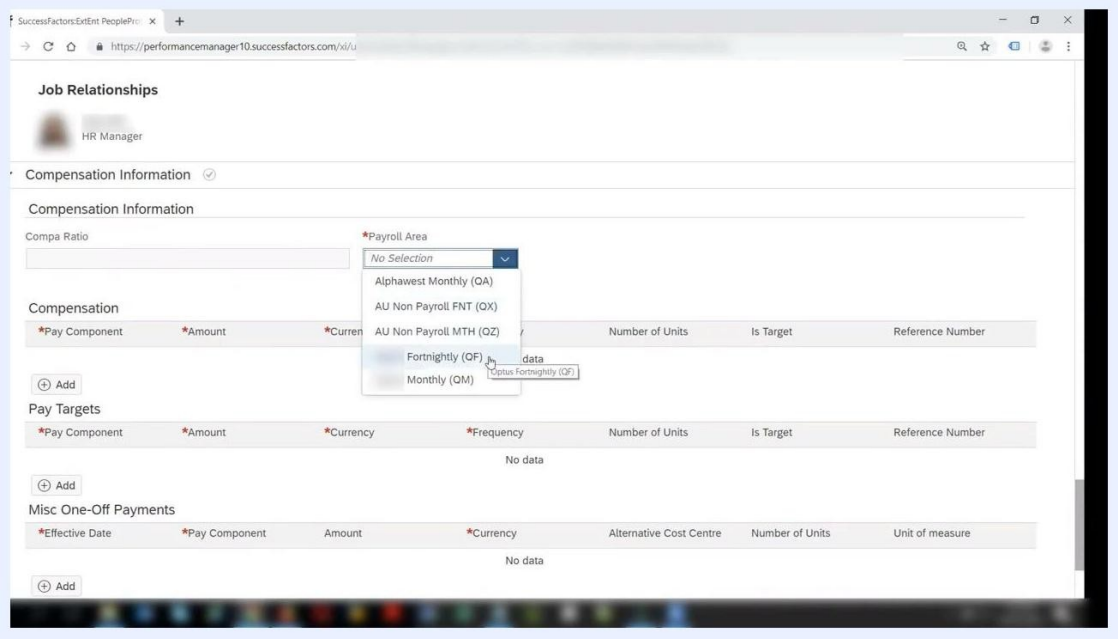


Compensation and payment information section with Payroll Area set to Optus Fortnightly (QF) and the Continue and Submit buttons visible at the bottom

Step 41. Verify the new employee's record

1. Use the search bar to locate the newly hired employee by name.

2. Confirm that the employee's profile appears in the system, showing details such as name, email, position, manager and organizational information.

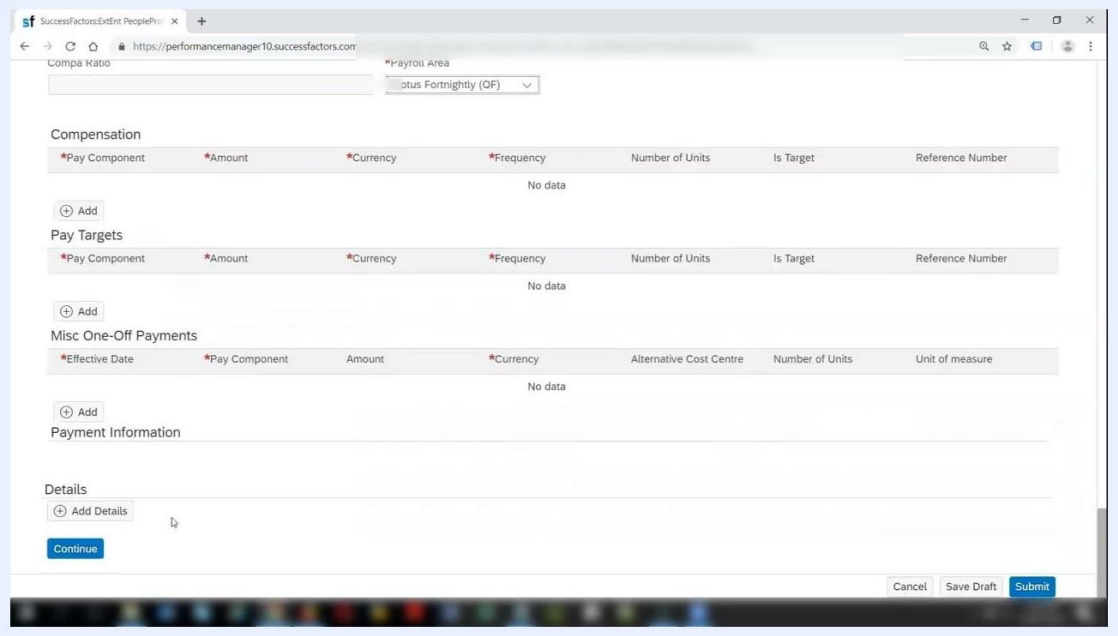


Employee Info screen with a popup showing the new employee's name, email, position (Account Manager), manager and direct subordinate count

Step 42. View the employee's profile

1. Click the employee's name to open the full profile.

2. Review the profile to make sure all information is correct, including the HR Manager and legal entity details.



Employee profile page showing the employee's name, ID, position, HR Manager and legal entity

Summary

You now know how to hire an employee in SuccessFactors from start to finish. You searched for **Add New Employee**, entered identity, biographical and national ID details, and handled the duplicate check. You then completed personal, job, time, employment, payroll and compensation information, submitted the form, and verified the new employee's profile.