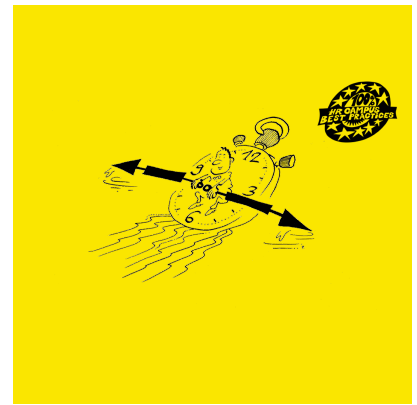# Easy2Time Management

Cloud-based, pre-configured HR Campus best practices in SAP SuccessFactors for your attendance and absence management

Easy2Time Management is cloud-based and includes preconfigured Best Practices in SAP SuccessFactors for your successful time-management processes. Time Management is part of SuccessFactors Employee Central and at the heart of your HR system. It provides the foundation for all HR processes in a company, and will impress you with its fully integrated employee and manager self-services, easy approval processes, and cool mobile apps. All attendances and absences can be recorded and approved in Time Management. Flexitime and overtime are calculated automatically and additional payments are transmitted to your connected SAP Payroll system.

Highlights

- Complete basic configuration for employee and manager self-services
- Attractive package and license costs
- 100% cloud technology
- Mobile solution
- Short implementation time, ready to use from the first day
- Continuous innovation thanks to half-yearly releases
- Your own contact person at HR Campus
- Guided training with documentation

Functionalities

SAP SuccessFactors Easy2Time Management offers the following functions:

- Employee and manager self-services for attendance and absence recording, supported by mobile devices
- Flexible workflows for approving attendances and absences, supported by mobile devices
- Automatic calculation of flexitime and over time, supported by mobile devices
- Recording of long-term absences, supported by mobile devices
- Automatic payment of additional pay via SAP Payroll (provided SAP Payroll is connected and in use)
- 1 holiday calendar
- 1 work schedule
- 1 standard profile for time-recording
- Various standard reports

The following functions are not possible for technical reasons:

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- Connection of clocking-in/clocking-out (badging) terminals
- Shift planning, mapping of complex shift plans
- Project-based time recording

What you get with Easy2Time Management:

- A proven implementation methodology
- Your own contact person at HR Campus
- A guided discovery workshop with detailed documentation
- System-Administrator training with detailed guides
- Documentation of the system configuration
- Templates for the migration of supplementary time-relevant employee master data and residual time-management balances (no migration of historical time data)
- Best practice test cases
- Best practice cutover plan for a successful go-live

Requirements

- Nomination of a system administrator
- Readiness for standardization and consolidation
- Sufficient resources to explore, accept and test the solution
- In-house "Go" for the introduction of a cloud solution
- Employee Central must already be implemented