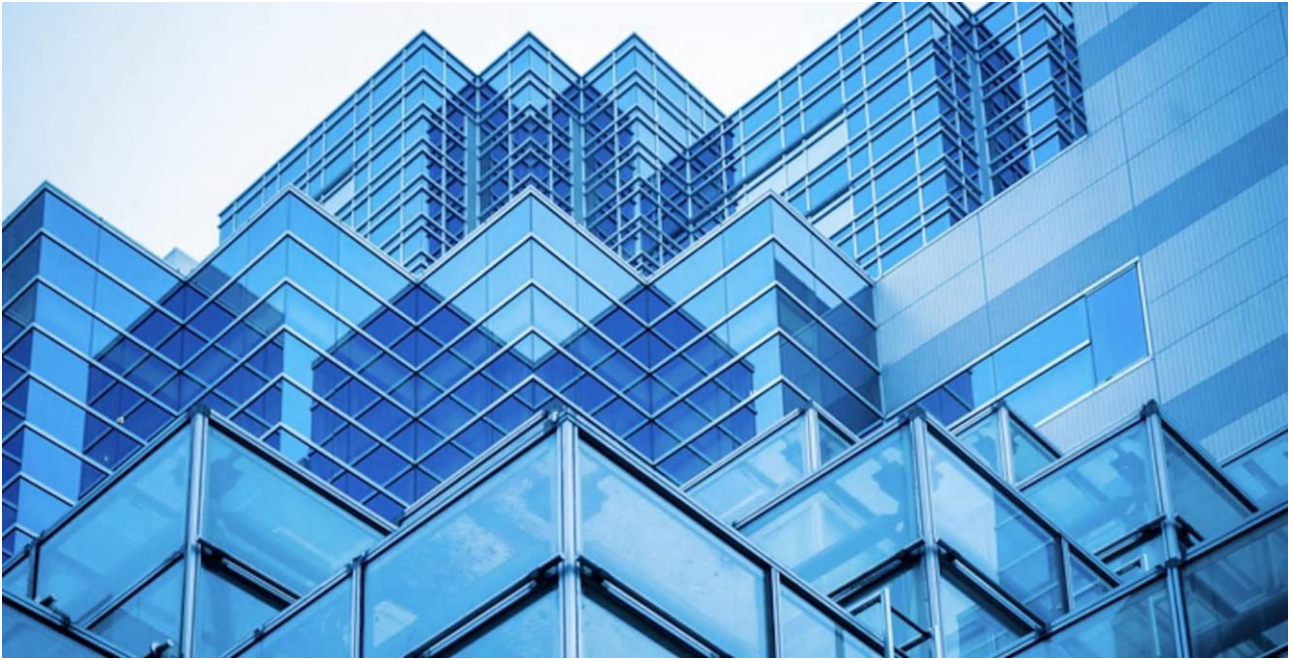




PUBLIC

SAP Build Process Automation **Contract Employee End Date Extension**

Configuration & User Guide

Table of Contents

Change Log.....	3
Overview	4
Prerequisites.....	5
Other Prerequisites	6
Process Flow	6
Configuration Guide.....	7
Creating Technical user	7
Setup SAP Business Technology Platform Cockpit	8
Destination Configuration	8
Configure SAP SuccessFactors API Destination	8
Setup SAP Build Process Automation Content.....	8
Import Content.....	8
Configure Agent Management Settings	9
Configuration & Modification	9
Configure Process	9
Configure Forms (Optional)	9
Configure Email	10
Configure Destination Settings	11
Release and Deploy Process	11
Configure SAP Work Zone	12
User Guide	13
Capabilities	13
Forms.....	14
Extension Approval Form.....	14
Automations	15
Fetch Employee Details	16
Change Contract Date.....	16
Email Notifications	17
Schedule an Automation to run in unattended mode	18
Process Visibility Scenario	19
Support.....	19

Change Log

Version	Date	Description
1.0.0	November 6 th , 2023	Document created
1.0.1	March 10 th , 2024	Bug fix

This document contains 3 sections. Each section covers different information about this template content package.

1. Overview: In this section, you will get a quick overview of the use case, what are high-level components used and how the template works in a nutshell. Prerequisite section provides information of different services of SAP Business Technology Platform that are required to use this template.
2. Configuration Guide: It contains sections which will guide you to setup your
 - (a) SAP Business Technology Platform (BTP) Account with destination.
 - (b) Import and configure the template using SAP Build Process Automation design studio.
3. User Guide: This section provides details about different artefacts that are used in this template like process definition, automations, forms, email notifications etc. to better understand how different capabilities are used in this template.

Note:

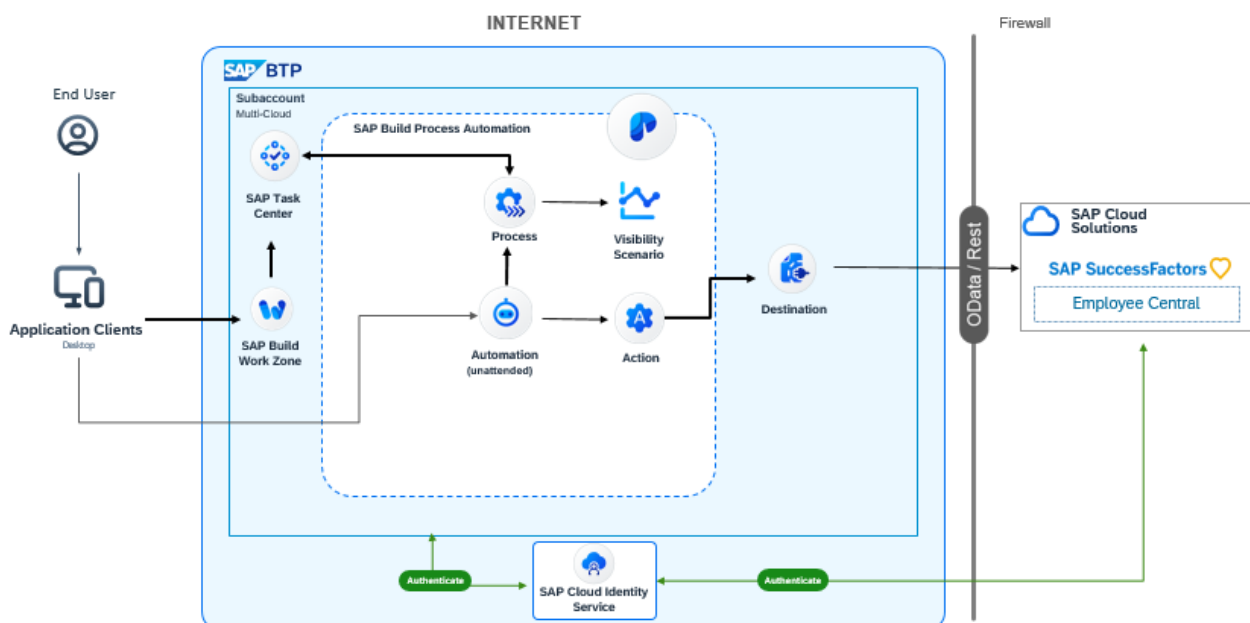
- This documentation is not a detailed guide to setup SAP Business Technology Platform services. It assumes that IT admin who is setting the content is skilled with SAP Business Technology Platform environment. The Configuration section must be mandatorily followed to import and configure the template.
- This template content is to accelerate your solution development. You must modify this template according to your requirements to achieve the desired business goal. To use this template content, you need to have basic knowledge and understanding of SAP Build Process Automation, SAP Integration Suite, and its capabilities.

Overview

The "**Contract Employee End Date Extension**" process streamlines and automates the process of extending the end date of the contract employee within the SAP SuccessFactors.

This process expedites the contract extension process, reducing manual effort and improving efficiency.

Solution Diagram:



The following steps are included as a part of **Contract Employee End Date Extension** template:

- The template uses below API:
 - **Employment Information API**
 - **/EmpJob** – To fetch the details of contract employee using filter for employee class. **Employee class** filtered with value **'4665'** will return all the employees under **Contractor/3rd party** category.
More information can be found in [ECEmploymentInformation/overview](#)
 - **User Management API**
 - **/User** – To retrieve Display Name, Job Title, and Email ID of the given user id
More information can be found in [PLTUserManagement/overview](#)
 - **Upsert API**
 - **/upsert** – To update the contract end date of the employee
- This template works only for **Contract Employees** whose employee class is Contractor/3rd party.
- Start Process – **“Fetch All Contract Employees Details”** automation will be scheduled to run the entire process automatically in unattended mode, no actions required from the end user to start the process.
- Fetch operation – **“Fetch All Contract Employees Details”** automation fetches contract employee’s data from SAP SuccessFactors using APIs, whose contracts are ending in x days from current date (e.g., 7 days from today).
- Contract Extension Reminder Notification:
 - Email notification is sent to the manager of the contract employee specifying the necessary information.
 - A contract extension request email is generated and sent to the designated manager’s SAP Build Process Automation inbox.
- Mail Task:
 - The designated manager reviews the contract employee details.
 - The manager has the option to either extend the contract end date or retain the contract end date.
- Based on manager’s decision, contract end date changes:
 - If the manager wants to extend the contract end date with the new contract end date, the system performs necessary steps to update the contract end date in the HR system.
- End the Process:
 - The process concludes with an email notification sent to the manager.
- Error Email Notification:
 - Email notifications will be sent to the manager if any errors occur during the process execution.

This structured process ensures that the contract extension process moves through an efficient and automated workflow. It minimizes delays, reduces the need for manual follow-ups, and provides clear communication to manager for contract extension.

Prerequisites

The following SAP Business Technology Platform services are required to consume the content package of Contract Employee End Date Extension in SAP SuccessFactors:

- SAP Build Process Automation to orchestrate the process.
- SAP Cloud Identity Services - Identity Authentication (Optional)
- SAP Connectivity service to establish access to the SAP SuccessFactors system.
More information about SAP Build Process Automation can be found [here](#).

Other Prerequisites

For this template to run successfully the following other prerequisites are needed:

- SAP Desktop Agent 3.20.00 or higher
- SAP Success Factor Technical user must have the 'System Admin' role.

Process Flow

1) Daily Automation Trigger

The Bot will be scheduled to automatically run every day without human intervention. This ensures that it consistently checks contract end dates and sends reminders.

The input parameter "DaysFromToday" will be configured in the trigger to calculate the date range in the future within which the contract employee's end date will fall.

2) Identify Contract End Dates

The **Fetch All Contract Employees Details** automation fetches the relevant data from SAP SuccessFactors to identify contract employees whose contracts are set to end in the next "x" days (e.g., 7 days) from the current date. This ensures timely identification of impending contract terminations.

3) Iterating Through Contract Employees

For each contract employees whose contract are ending within next "x" days (e.g., 7 days) from the current date, the automation initiates another sub-process named "**Employee Contract Extension**" process which performs all the steps required to complete the contract extension process.

a) Retrieve user details

- For each identified contract employee, the **Fetch Employee Details** automation retrieves information about job information and their respective manager, using the user id of employee. This information is essential for the upcoming step.

b) Retrieve manager details

- c) For identified manager of the employee, the **Fetch Employee Details automation** retrieves information about the manager by passing manager id.

d) Send mail notification

- Remainder mail notification will be sent to the manager with the email address retrieved from the previous step.

e) Sending extension request approval task to manager

- A form named "**Contract Extension Request Form**" is sent to the designated manager.
- The form includes information about the contract employee allowing the manager to extend or retain the contract end date.

f) Manager's decision

- If the manager decides to extend the end date based on the project requirement, he/she provides a new end date in the respective field, indicating the revised contract end date. Upon receiving the manager's approval and the new end date, the **Change Contract Date** automation is executed to update the contract end date in the relevant system or database. This ensures that the contract employee's access and privileges are extended as needed.
- If the manager decides to retain the end date, the contract end date remains unchanged, and there is no modification to the contract.

g) Notification

- After the manager's decision the bot sends confirmation notifications to the manager.

h) Error handling:

- If any of these steps fail or encounter issues, the process sends an error email to the respective manager.

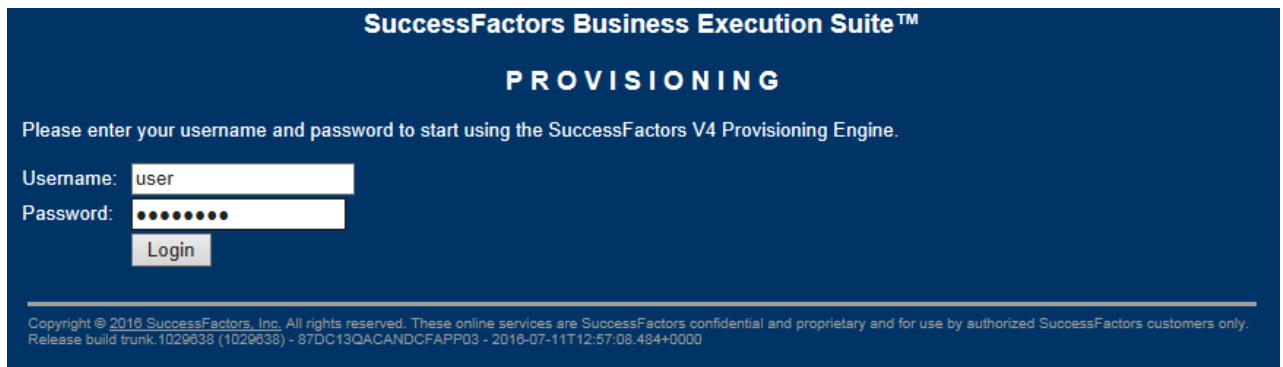
Configuration Guide

Contract Employee End Date Extension template requires SAP Build Process Automation subscription. Follow the [setup and configuration section](#).

Creating Technical user

This template also requires technical user credentials that need to be used while creating destination. The following steps are carried out by professional service consultants who have super admin users in the provisioning system of SAP SuccessFactors Employee Central.

1. Log on to the provisioning system of SAP SuccessFactors Employee Central.



2. Choose the **Company Name** used by SAP SuccessFactors Employee Central and select **Edit Company Settings**.
3. In the **Web Service** section, mark the checkbox for **SF Web Service**, **SFAPI**, **SFAPI Adhoc Feature** and **Employee Central API**.
4. Save your changes.



5. In the **Create Admin User** section, enter the username and password of the technical user. You should also fill in all other fields such as first name, last name, and email address. Click **Create Admin**.
6. The technical user has now been created. You can log off from the provisioning system.

Setup SAP Business Technology Platform Cockpit

Destination Configuration

Configure SAP SuccessFactors API Destination

To access the SAP SuccessFactors application to read and update operations, an HTTP destination is required in the SAP BTP account where the SAP Build Process Automation is subscribed.

Create a destination with Basic Authentication.

Make sure the technical user has the appropriate access to extend the contract date in SAP SuccessFactors.

Destination with Basic Authentication

Name	< Contract Employee End Date Extension Process>
Type	HTTP
Proxy Type	Internet
Authentication	Basic Authentication
URL	Example: https://<host>/odata/v2
Username	<username>of the SAP SuccessFactors technical user
Password	<Password> of the SAP SuccessFactors technical user

Additional Properties to Destination

Additionally, add the following properties in the destination for cloud integration.

sap.applicationdevelopment.actions.enabled	true
sap.processautomation.enabled	true

Configure SAP Build Process Automation Email Destination

Mail notifications are used in this template to send notifications to requestor various stages of the process. Follow the instructions to set up mail destination in your SAP BTP Account.

Configuring destination, see [Configure a SMTP Mail Destination](#).

For more information refer to [Create HTTP Destinations](#)

IMPORTANT NOTE: This template content is to accelerate your solution development. You can modify this template according to your own requirements to achieve your business goals. To use this template content, you need to have basic knowledge and understanding of SAP Build Process Automation and its capabilities.

Setup SAP Build Process Automation Content

Import Content

This template can be downloaded from the Store:

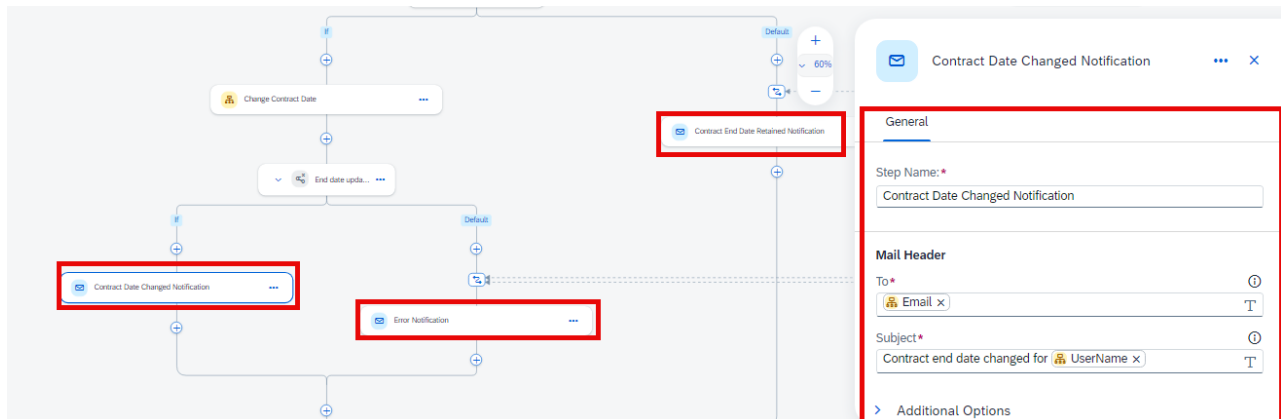
- 1) Navigate to the **Store** in your SAP Build Process Automation application.
- 2) Select the Project Type filter as “**Process Automation.**”
- 3) In the Search bar type “**Contract Employee End Date Extension**”
- 4) Select the “Create from Template” button to add the template into your lobby.

Configure Email

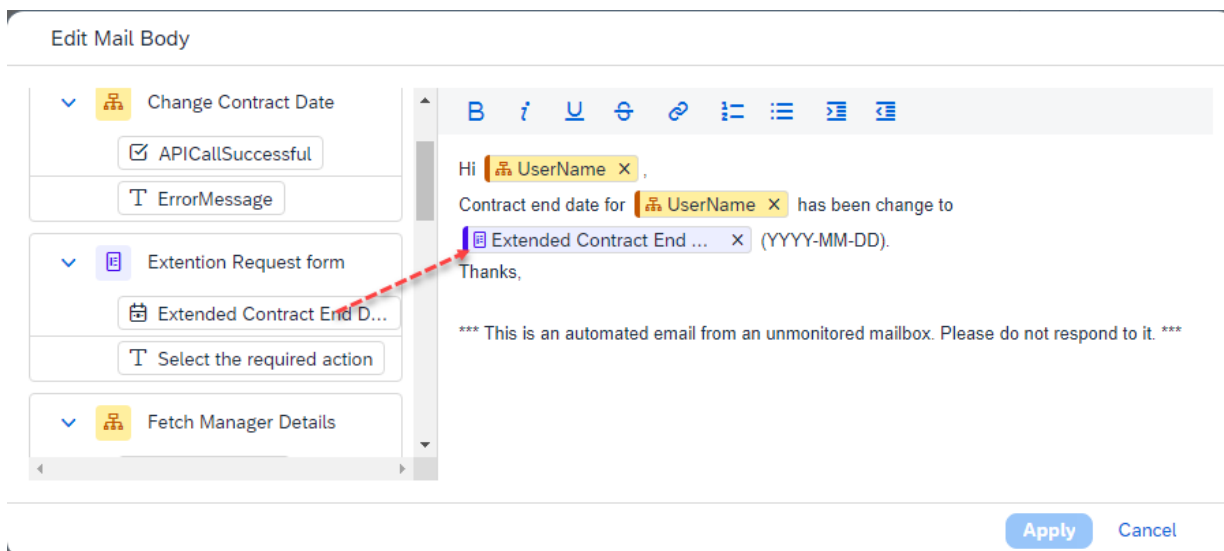
Email notifications are sent to the manager after task execution. All the email artifacts in the process have a default template body which can be changed.

To update the email body content, do the following:

- Select the mail artifact in the process.
- From the Settings in the right-side panel, check the Mail Header to confirm the 'To' field (or email recipients) and the Subject. You can adjust the subject and recipient, if needed.
 - You may also add someone in 'CC'
 - Click on 'Open Mail Body Editor'.



The mail editor allows you to write and adjust text according to your needs. You can also reuse information that has been collected during the process. If you want to use additional process context data, you can simply drag the fields from the left menu to the editor on the right.

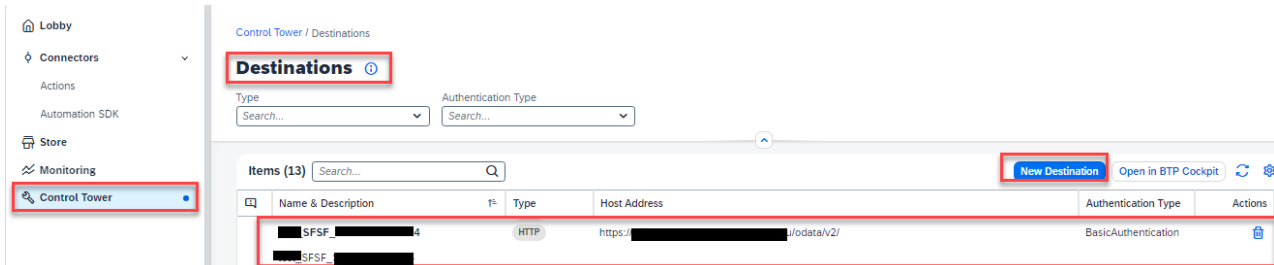


Configure Destination Settings

Actual destinations that are created in SAP BTP cockpit will be required when you deploy the process. This actual destination will be mapped in the destination environment variables during deployment.

To configure destination:

- Click on **Control Tower**.
- Select **Destinations** from the right panel.
- Click **New Destination**
- Select the destinations to be added.



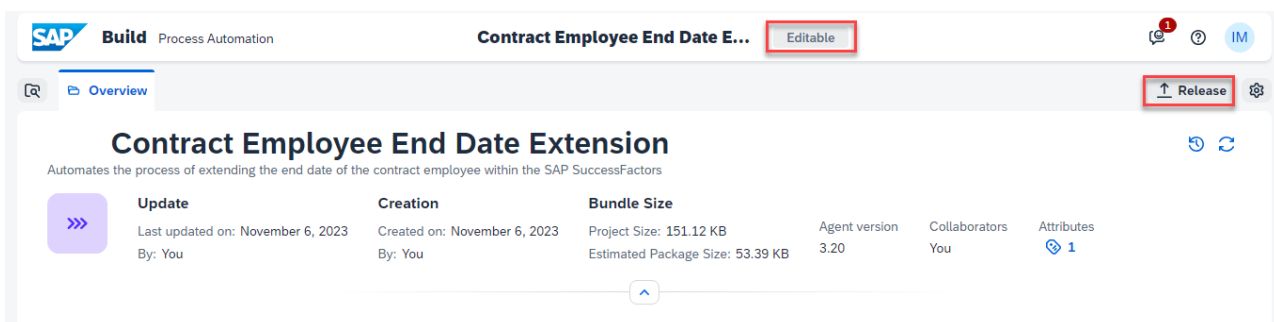
Release and Deploy Process

After configuring your process, it is time to publish, evaluate and run it. To run a process, you must first release and deploy it.

Release - This locks the version of your process, meaning that no further edits can be made to that version. At this stage, the process cannot be run and isn't available to participants yet.

To release a version of your process,

- First ensure that the status is listed as 'Editable'.
- Then click 'Release':

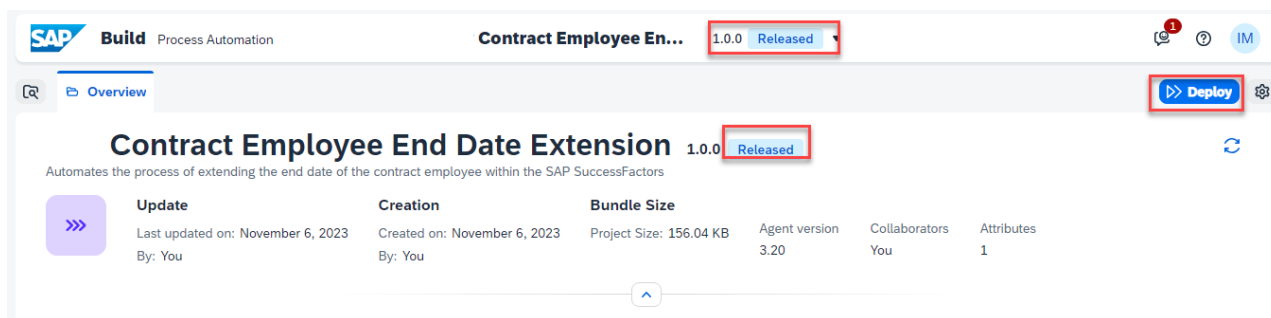


If this is the first time you have released the process, a version labelled 1.0.0 is released. For subsequent releases, you are prompted to select a version type before the process is released.

Deploy – This takes a released version of a process and enables it to be actively run and monitored. A deployed version of this process triggers automation, allowing to extend the contract employee's end date and send out a successful email to the manager.

To deploy a released version of your process,

- First ensure that the status is listed as 'Released' -
- Then click "Deploy."



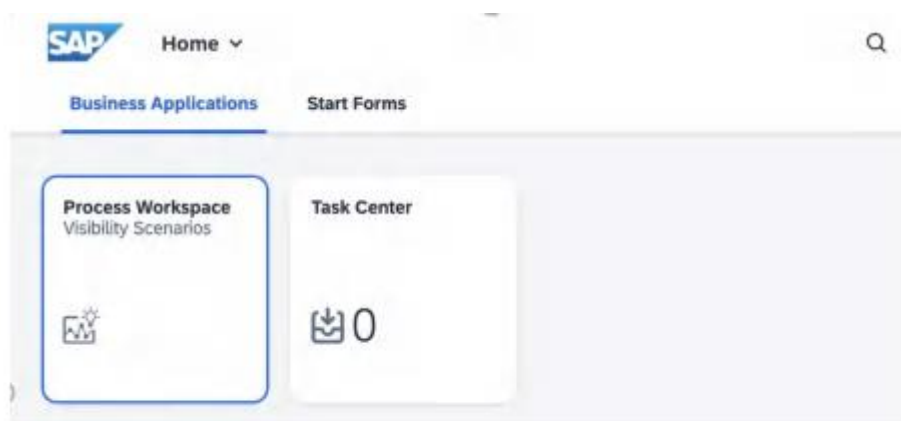
To deploy your project, you will be prompted to provide a destination as an environment variable. Select the destination from the drop-down.

Note: If you do not map your destination environment variable with actual SAP BTP destination during deployment, then the process will enter erroneous state when it tries to connect to the external system. For more details about the Destination artifact, please read our [documentation](#).

Configure SAP Work Zone

Now that the process is released and deployed, you can configure SAP Work Zone standard or advanced edition to give access to your business users to track the process and business KPIs using process visibility workspace.

To configure SAP Work Zone standard edition - add Process Workspace and Task Center tile in SAP Work Zone to access the visibility dashboard. Follow the [tutorial](#) to configure Work Zone standard edition.



User Guide

Capabilities

This template content contains the following key artifacts:
Please refer to [help documentation](#) about these different artifacts.

Icon	Type	Name	Description
	Automation	Fetch All Contract Employee Details	This automation uses APIs to fetch comprehensive details of contract employees identifying if their contract is expiring within the specified timeframe. If the condition is met, the automation initiates the employee contract extension process; otherwise, it seamlessly moves on to the next employee's record.
	Process	Employee Contract Extension	This process is designed to retrieve an individual employee's details and employee's manager details, contract extension request form is dispatched to the manager. Depending on the manager's decision, the process update the contract end date and sends notifications to the concerned manager.
	Automation	Fetch Employee Details	This automation serves the purpose of extracting vital employee information using their respective user IDs. It retrieves the employee's username, email address, and job title based on the employee's user ID.
	Automation	Change Contract Date	This automation is employed to modify an employee's contract end date based on the new date provided by the manager. It leverages APIs to make the necessary updates within SAP SuccessFactors.
	Form	Extension Request Form	This form serves as an extension request and is dispatched to the managers. It includes essential employee details such as the employee's name, employee ID, job title and contract end date. Additionally, it features a section where the manager can input a new contract end date, facilitating the extension process.
	Mail	Contract Extension Reminder	A remainder email is sent to the manager about ending contract and the contract extension request in SAP Build Process Automation Inbox.
	Mail	Error Notification	This notification email is sent to the manager if there were any issues during the execution of the process.
	Mail	Contract Date Changed Notification	This email is sent to the user to confirm the successful update of the new contract end date.

	Mail	Contract End Date Retained Notification	This email is sent to the user to confirm the successful update of the new contract end date.
	Visibility Scenario	Process Visibility	This visibility scenario is a dashboard which allows business users to track relevant process KPIs and statuses.

Forms

Extension Approval Form

The extension request form is a vital tool in the contract extension process. It seeks approval from the employee's manager, providing crucial information like the employee's name, ID, and job title. The form also features a manager's input section for setting the new contract end date, streamlining the process.

Extention Approval form

Contract Extension Approval Form

Important Notes:

1) To update the contract end date, fill the "Extended contract end date" input field with new date and click "Change Contract end date" button.

2) To retain the current contract end date: Just click "Retain contract end date" button.

Employee Details:

Employee Name 

Prepopulated Field

T

Employee ID 

Prepopulated Field

T

Job Title 

Prepopulated Field

T

Contract End Date(MM-DD-YY) 

Prepopulated Field



Manager's Action:

Enter the contract end date only if extension required:

Extended Contract End Date *

Select a Date



+ Drag any field or click to add here

Change contract end date

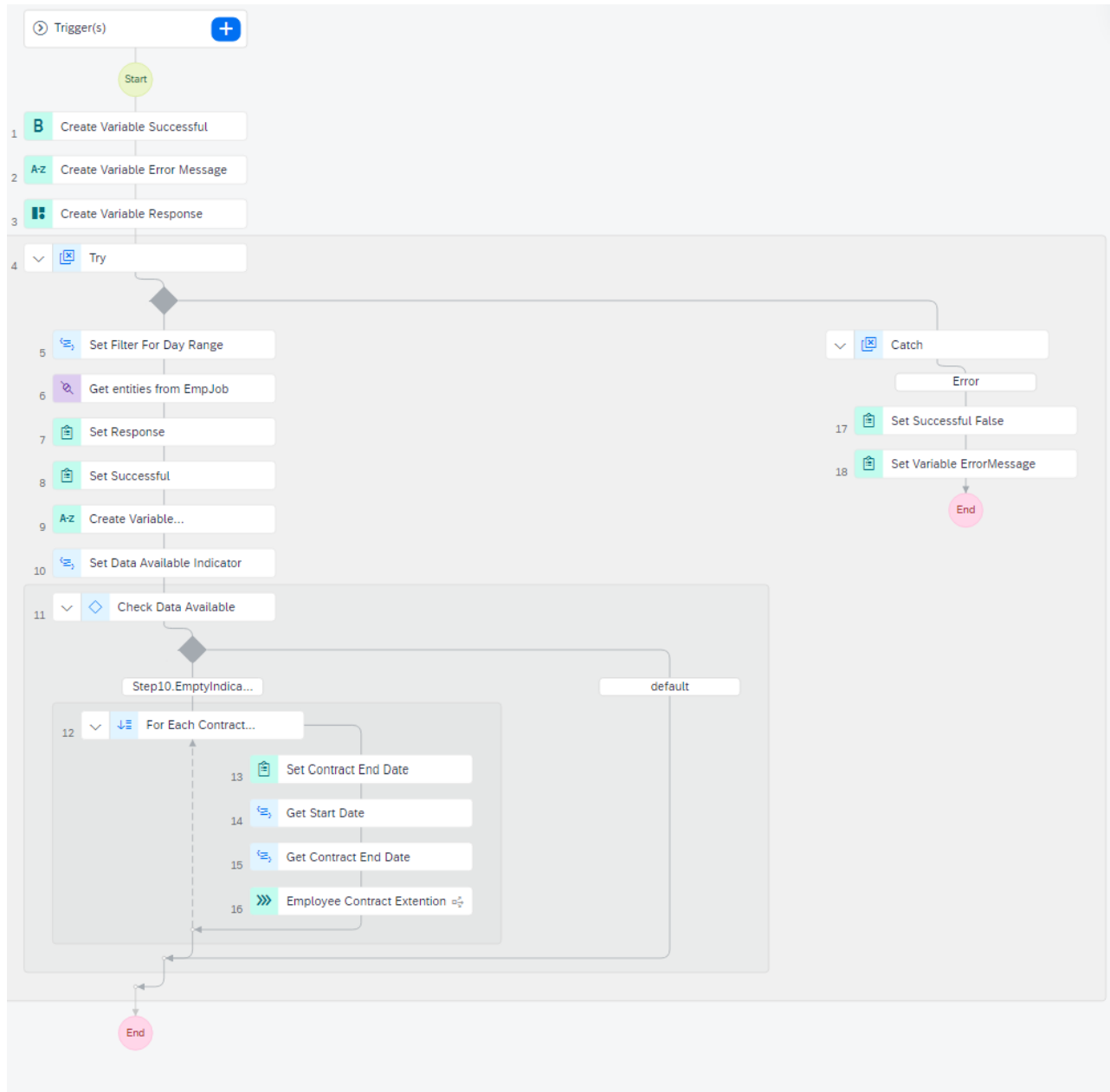
Retain contract end date



Automations

Fetch All Contract Employee Details

This automation retrieves a list of contract employees details and it will iterate through the list and find the 'contract end date' of each employee. If it is ending within "x" (7) days, automation triggers 'Employee Contract Extension' Process.



Step 1 to step 3: Creating variables to capture the results.

Step 4 to Step 8: Get all contract employee details whose contract is about to end within the given filter range.

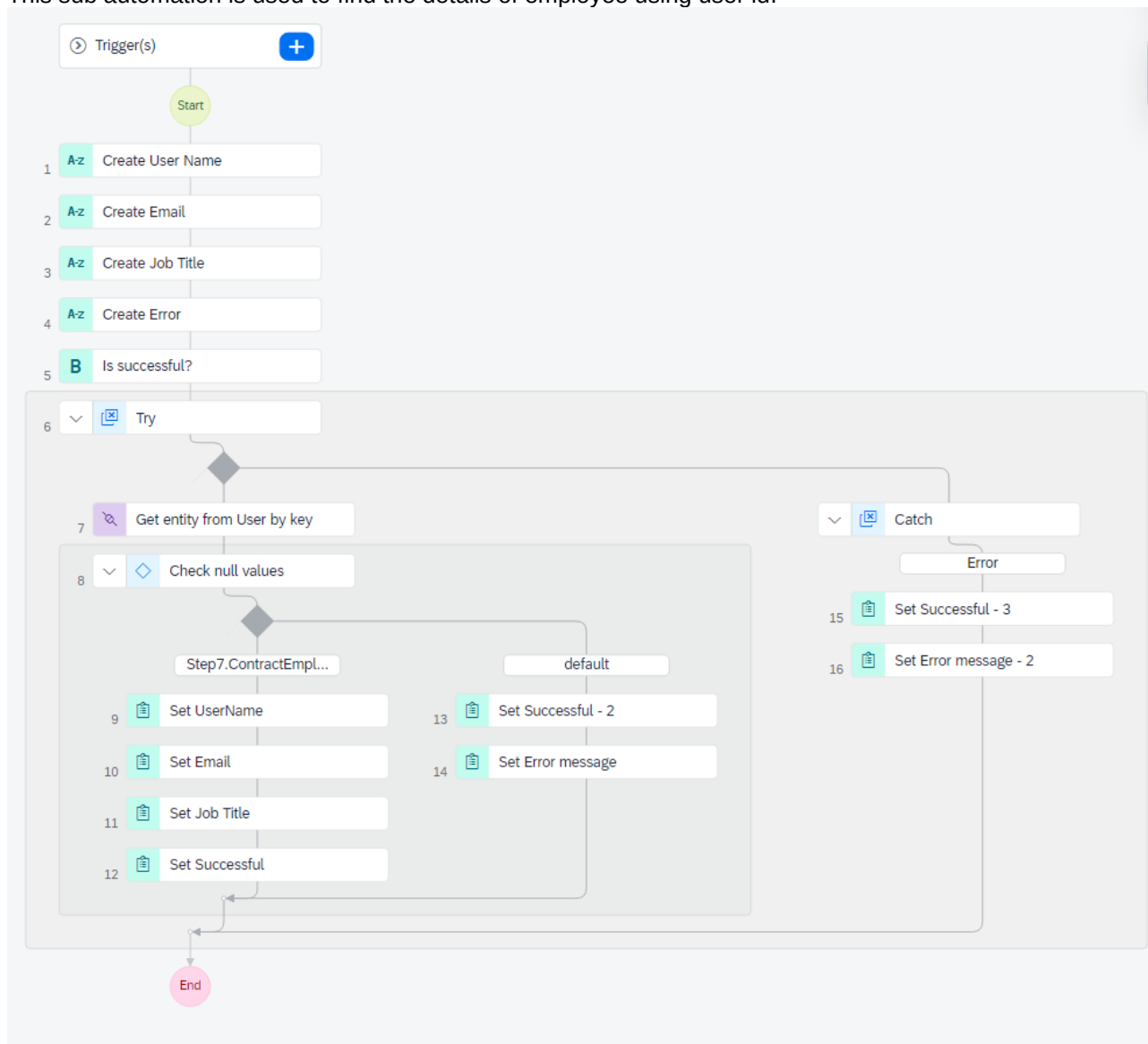
Step 9: Creating variable contract end date.

Step 10 to Step 16: Trigger the contract employee extension process for each contract employee.

Step 17 to Step 18: Set error log if any error during the execution.

Fetch Employee Details

This sub automation is used to find the details of employee using user id.



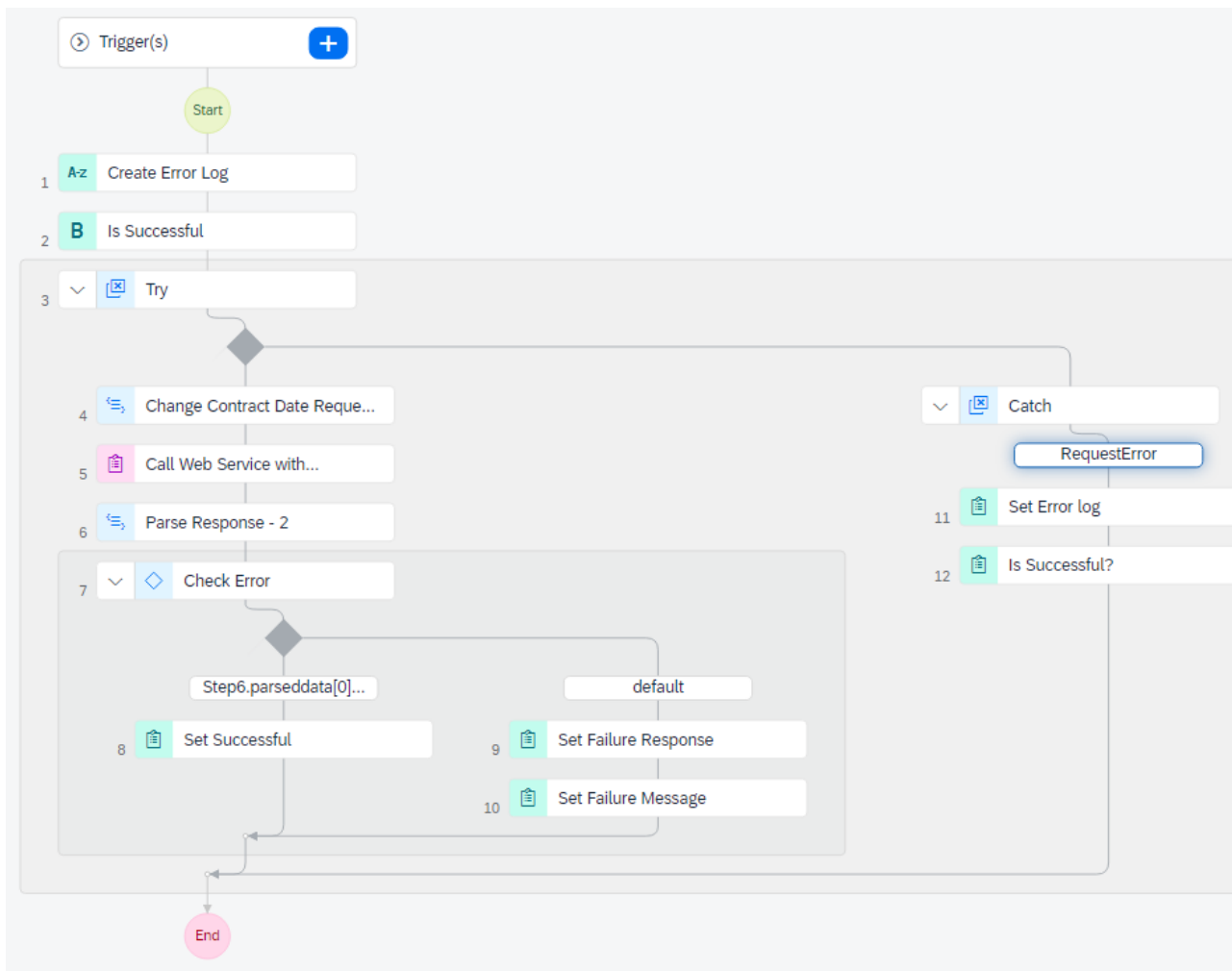
Step 1 to Step 5: Create variables to capture the results.

Step 6 to Step 14: Retrieve employee's details based on the employee Id and save the responses.

Step 15 to Step 16: Set error log if any error during the execution.

Change Contract Date

This sub automation is used to update the new contract end date in SAP SuccessFactors using the new date provided by the manager.



Step 1 to 2: Create variables to capture the results.

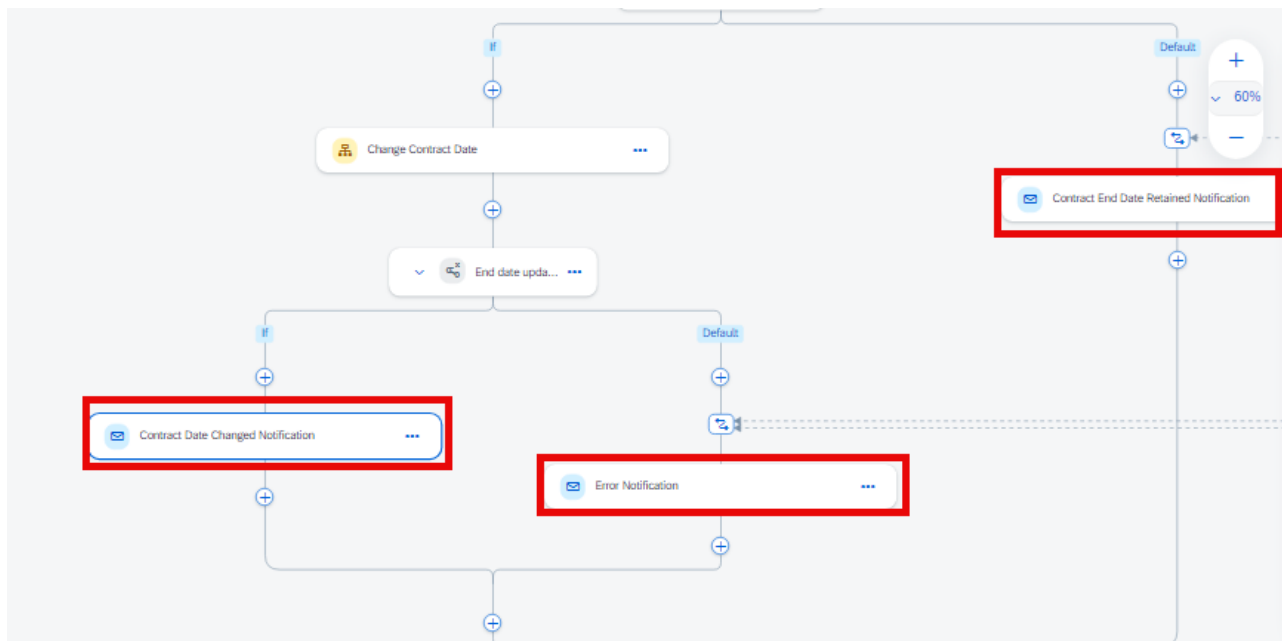
Step 3 to Step 10: Converts the date format, changes contract date, and saves the response.

Step 11 to Step 12: Set error log if any error during the execution.

Email Notifications

The process contains 4 email tasks,

1. Contract Extension Remainder: To send a mail to the manager to remind about the contract end date and the task for the same is sent for manager's action in his/her SAP Build Process Automation inbox.
2. Contract Date Changed Notification: To send mail notification to the manager if the contract is extended to a new date.
3. Contract Date Retained Notification: To send mail notification to the manager if the contract is retained with old date.
4. Error Notification: If any error occurs in APIs during the contract extension process to the manager.



Schedule an Automation to run in unattended mode

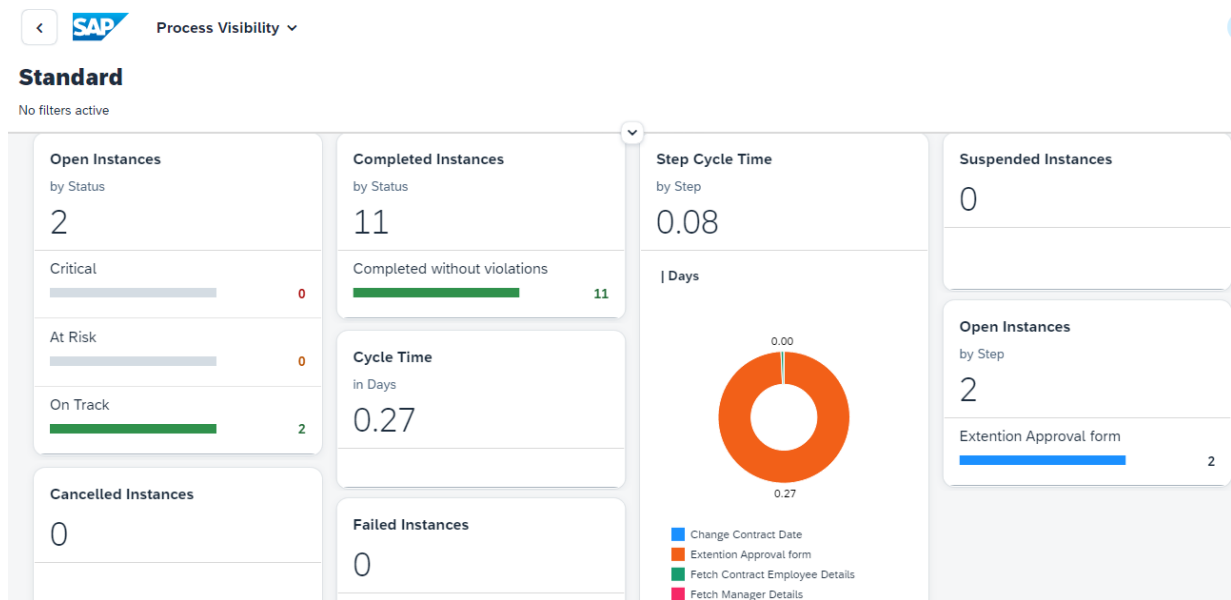
A scheduled trigger creates jobs that are based on the schedule you define in the trigger. These jobs run fully automatically. The following table provides steps to run the automation in scheduled mode.

Step	Instruction
Launch Desktop Agent	Launch Desktop Agent. Make sure that the Unattended mode is selected in the Projects tab of the Desktop Agent.
Open SAP Build Process Automation	<p>Perform the following to release and deploy the task automation:</p> <ul style="list-style-type: none"> • Navigate to the Store and search for the Contract Employee End Date Extension package. • Click Add to add the package to the Lobby. • In the Lobby, click the project to open the Overview page. • Click Release and then click Deploy. <p>For steps to release and deploy a project, see the Managing Existing Projects topic.</p>
Add a Scheduled	<p>Add trigger to “Fetch All Contract Employees Details” automation to run the entire process.</p> <p>“DaysFromToday” needs to be provided in the input parameter of trigger. Automation will fetch contract employees details whose contract end date is between current day and days from today that is mentioned in the input parameter.</p> <p>To add an unattended trigger, refer the Add a Scheduled Trigger topic.</p>

Step	Instruction
Monitor the Job	Open SAP Build Process Automation and click Monitor > Automation Jobs . You should see your job on the list. If not, adjust the date range on the Jobs page and refresh the page. For more details, refer the Automation Jobs topic.
Check for Report	After your job status is Complete, verify notification emails are sent to the respective manager.

Process Visibility Scenario

The visibility scenario is a dashboard which allows business users to track relevant process KPIs and statuses. A default dashboard is provided with this template, and it can be customized by selecting attributes from your process which you want to track in the process dashboard. You can read more [here](#)



Support

There is no support available for the template content. If you experience general issues with SAP Build Process Automation, raise an incident via SAP Support Portal on **BPI-PA-BPC** component. This template can be modified using SAP Process Automation. For example: add a decision to determine the approver based on a certain business logic or add an action to post collected information to the backend SAP system. Refer [Help Portal](#) for more details.