SAP SuccessFactors

SAP SuccessFactors Visa and Permits Management

Technical and Functional Specifications

CUSTOMER

SAP Run Simple

SAP SuccessFactors

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This specifications document describes key features and functionalities of SAP SuccessFactors Visa and Permits Management, as of the Q3 2019 Release.

ABOUT THE PRODUCT

SAP SuccessFactors Visa and Permits Management supports organizations to track all types of records (e.g. visa, residency documents, work permit) that may be required legally or operationally in the place of work for an employee of another nationality or any of his/her family members or dependents, as well as, supports the renewal activities for employee work visas or permits. The solution also will helps manage, track and provide guidance for the all defined visa or permit process flow(s).

There are no country-specific versions available. SAP SuccessFactors does not warrant that SAP SuccessFactors Visa and Permits Management provides features for Customer's compliance with local laws and regulations. The solution is not designed nor pre-configured to give advice on local requirements.

SYSTEM LANDSCAPE AND SUBSCRIPTION REQUIREMENTS

SAP SuccessFactors Visa and Permits Management is delivered under a provider, software-as-a-service model on SAP Cloud Platform. Customers must subscribe to VPM and follow a few implementation steps in their SAP SuccessFactors company instance.

KEY FEATURES AND FUNCTIONALITIES

- Customization
- Workforce Planning
- Work Assignment
- Tracking Across Organization

CUSTOMIZATION

HR admins define the types of visas and permits that one or more groups (for example, different companies in different countries) across organization require, as well as the processes that are required to complete them.

Key Feature	Description
Create visa or permit types	Ability to configure country-specific document types, such as an entry permit or business visa. It is also possible to specify the milestones that are required to issue a document type based on the organization business needs. An option is also available to add professions that are relevant to a visa or permit, for example, to fulfil the requirements of a government authority.
Configure notifications	Set up all required notifications to monitor processes and activities, such as sending out a warning when a work permit is about to expire.
Set up authorities and legal documents	Capability to enter the authorities and legal documents that are required for legal compliance while issuing a visa or permit type.
Create business entities	Supports creation and organization of business entities based on visa and permit requirements. Different settings can be added to reflect different geographies across an organization.
Subscribe agents	Add the agents who oversee processing visas and permits end to end, for example by requesting visas and permits and liaising with authorities.
Bulk Upload	Facility to create multiple visas or permits in bulk based on existing data and assign them to an agent for further processing.
Workflow	Allows to define your own business element required for the workflow (Approval steps, Custom Status and Required Milestones) Configure required (Candidate, Employee) self-service working visa, permit and pass.
Extensibility	Facilitates to configure additional fields as per end user needs. Business process lets you add your customized fields based on your business entity and document type requirements.

Workforce Planning

HR admins can identify their own workforce demand for visas and permits, and then break them down into groups based on business needs, job roles or work location.

Key Feature	Description
Add new planning	Based on the organization workforce planning required for the year, the HR admin can create quotas and keep track of the number of visas that are requested to the authorities, as well as the number of visas that the authorities have approved. The admin can also create requests for agents to process independent visas or permits directly. It is also possible for the admin to add a record for the result of negotiation with authorities.
Distribute quotas into smaller units	Ability to distribute quotas into smaller groups called blocks, for example, to differentiate a group of workers belonging to a specific profession.
Allocate work to agents (workforce planning, single request)	Ability to assign work to agents, be it for processing multiple work permits at once or just an individual business visa.
Allocate work to agents (mass processing)	Ability to create multiple work assignments to an agent based on existing data, such as employee details.

Work Assignment

Agents can get an overview of the work they must complete and track the progress of each visa or permit they create.

Key Feature	Description
Visa or permit processing	Agents can create, process and update visas and permits based on the work that has been assigned to them. For complex workflows, processing status can be tracked through individual milestones.
Record cost	Ability to record any cost incurred in processing a visa or permit at any point of time.
Upload soft copies	Ability to upload any document that authorities may require, such as the soft copy of a passport or marriage certificate.

Tracking Across Organization

HR administrators and agents can monitor key process information with the ability to steer where needed.

Key Feature	Description
Monitor the status of a visa, permit, or milestone	Monitoring - allows HR, recruiters, managers and employees to gain full transparency by monitoring, and tracking visa, or permits for the entire workforce processes across the organization.
Track the status of agent work assignments	Ability for HR admins can view how many of their work assignments each agent has completed.

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