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SAP Success Factors

Table of Contents

How do I link my account?

Overview

To authenticate your SAP SuccessFactors account, you will need to provide the following information:

- API Server URL
- Username
- Company ID
- OAuth Credentials

This guide will walk you through finding or creating those credentials within SAP SuccessFactors and entering it into the linking flow.

Prerequisites

Please ensure you fulfill all the requirements to set up the integration:

- You are an Administrator in your company's SAP SuccessFactors instance, or someone has shared their access with you.

Instructions

Step 1: Find your API Server URL at this link

In the listed API Server URLs, search for the environment that matches your subdomain.

For example, if your domain was https://salesdemo4.successfactors.com -> search for salesdemo4

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Data Center	Environment	Location	API Server
DC19	Production	Sao Paulo, Brazil	https://api19.sapsf.com/
DC22	Production	Dubai, UAE	https://api22.sapsf.com/
DC23	Production	Riyadh, Saudi Arabia	https://api23.sapsf.com/
DC41	Production	US East (Microsoft Azure)	https://api41.sapsf.com
DC44	Production	Singapore	https://api44.sapsf.com/
DC47	Production	Canada Central (Microsoft Azure)	https://api47.sapsf.com/
DC50	Production	Aisa Northeast, Tokyo (Google Cloud Platform)	https://api50.sapsf.com
DC55	Production	Europe West 3	https://api55.sapsf.eu/
DC2	SalesDemo	Eemshaven, The Netherlands (Google Cloud Platform)	https://apisalesdemo2.successfactors.eu/
DC4	SalesDemo	Chandler, Arizona, US	https://apisalesdemo4.successfactors.com/
DC8	SalesDemo	Ashburn, Virginia, US	https://apisalesdemo8.successfactors.com/

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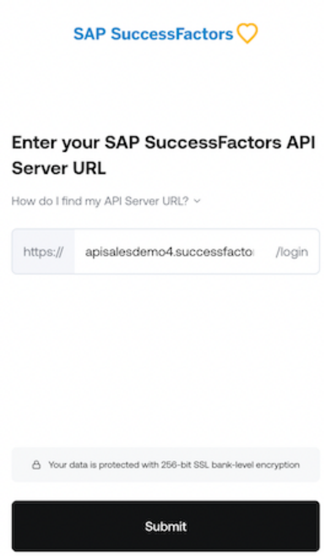
If you are unsure what your API Server URL is, or are having trouble connecting, we recommend reaching out to your SAP Support team to obtain your API Server URL

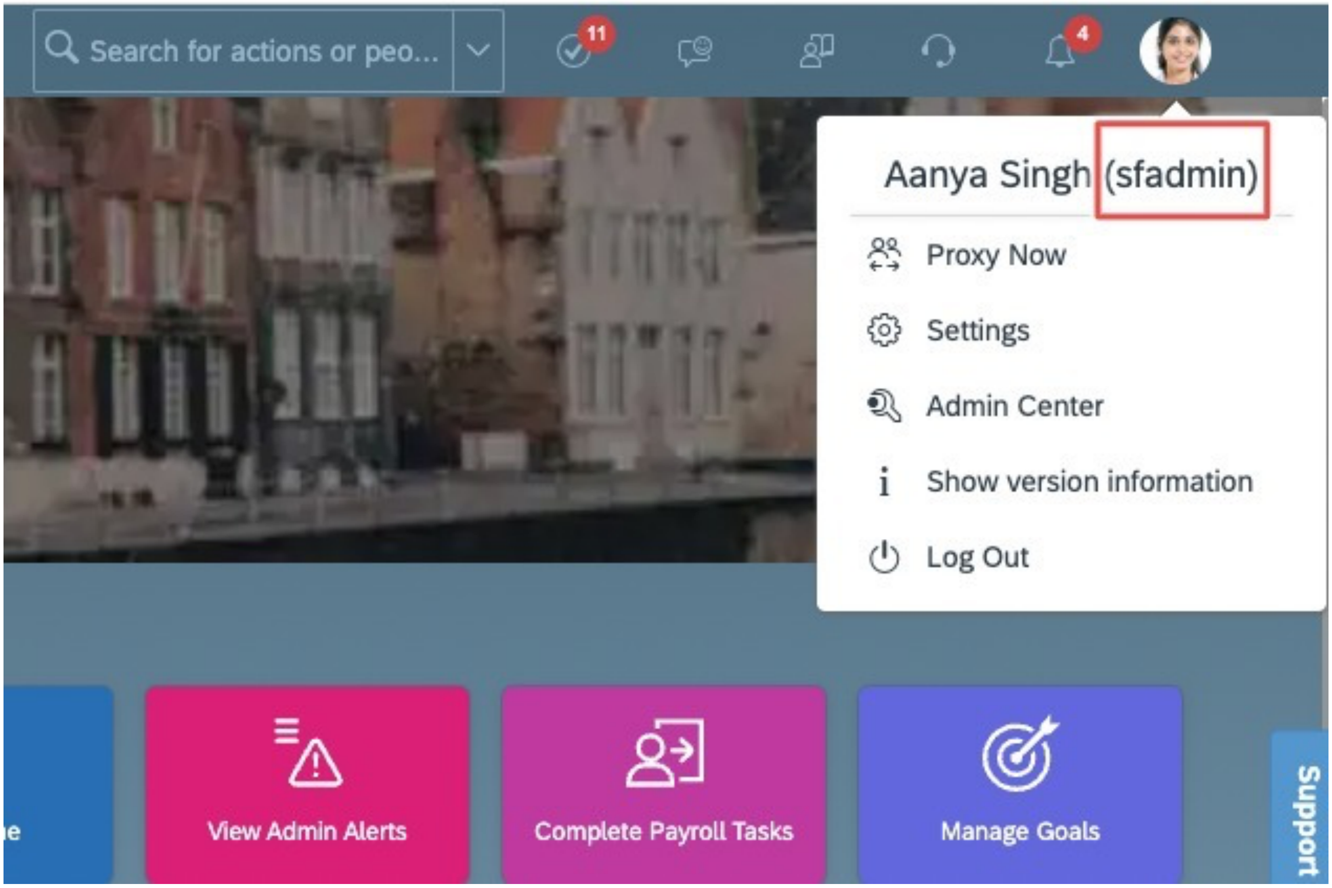
Step 2: Enter the URL into the linking flow

1. Copy the entire URL. In this example, it would be: apisalesdemo4.successfactors.com
2. Enter your SAP SuccessFactors API Server URL into the integration authorization component as shown below

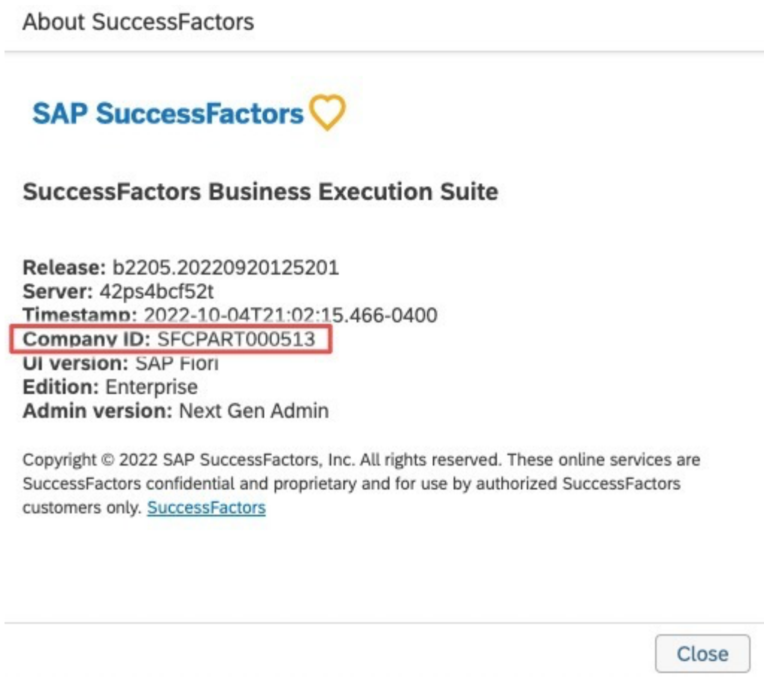


Step 3: Find your SAP Username and Company ID

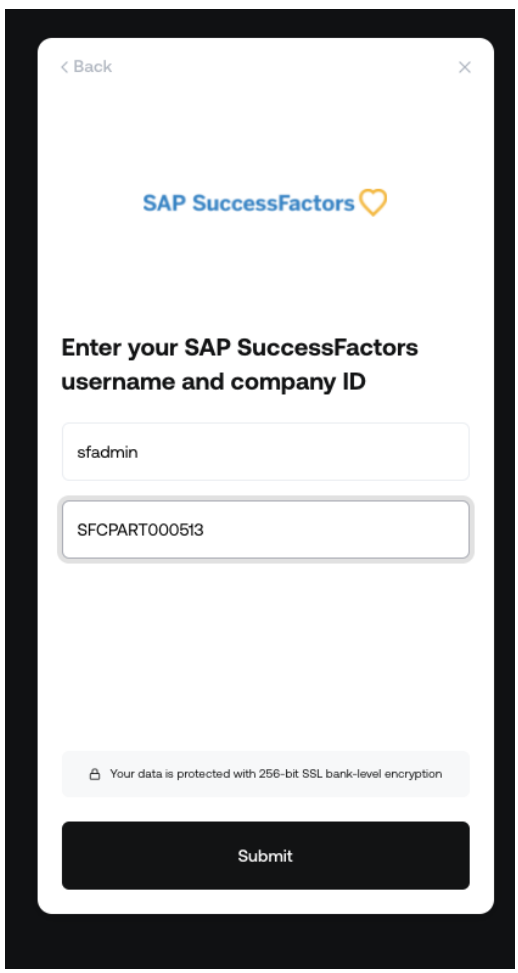
1. To find your SAP SuccessFactors username, go to the upper right-hand side and click on your profile image to view your username.



2. To find your SAP SuccessFactors Company ID, in the same dropdown menu, click "Show version information." Locate Company ID in the modal that pops up:

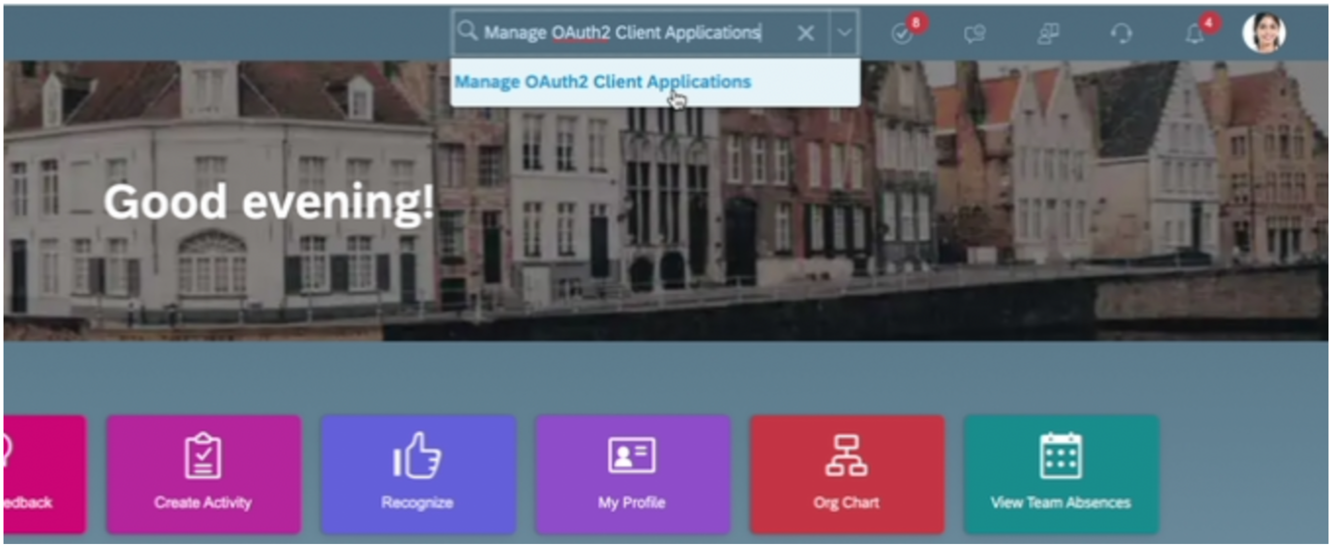


3. Once you obtain your username (not email) and company ID, enter them in the linking flow as shown:

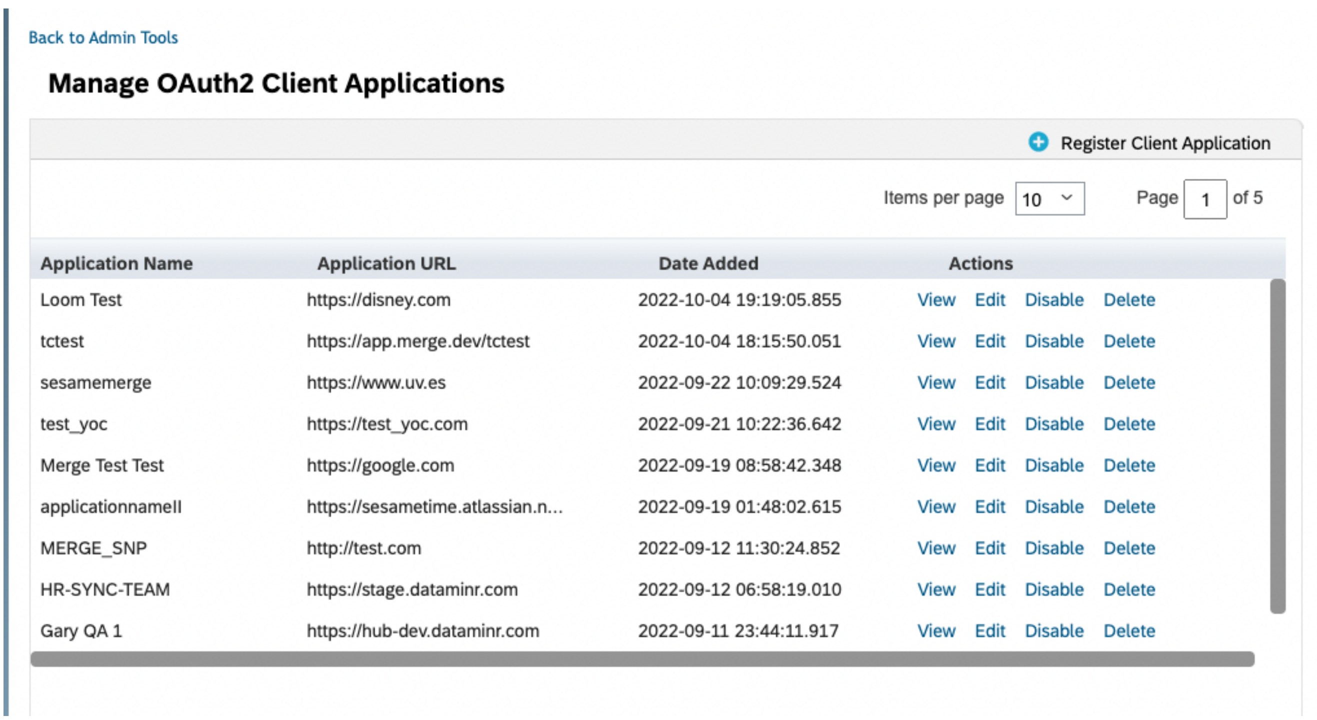


Step 4: Find your SAP SuccessFactors Client ID and Secret by generating a certificate

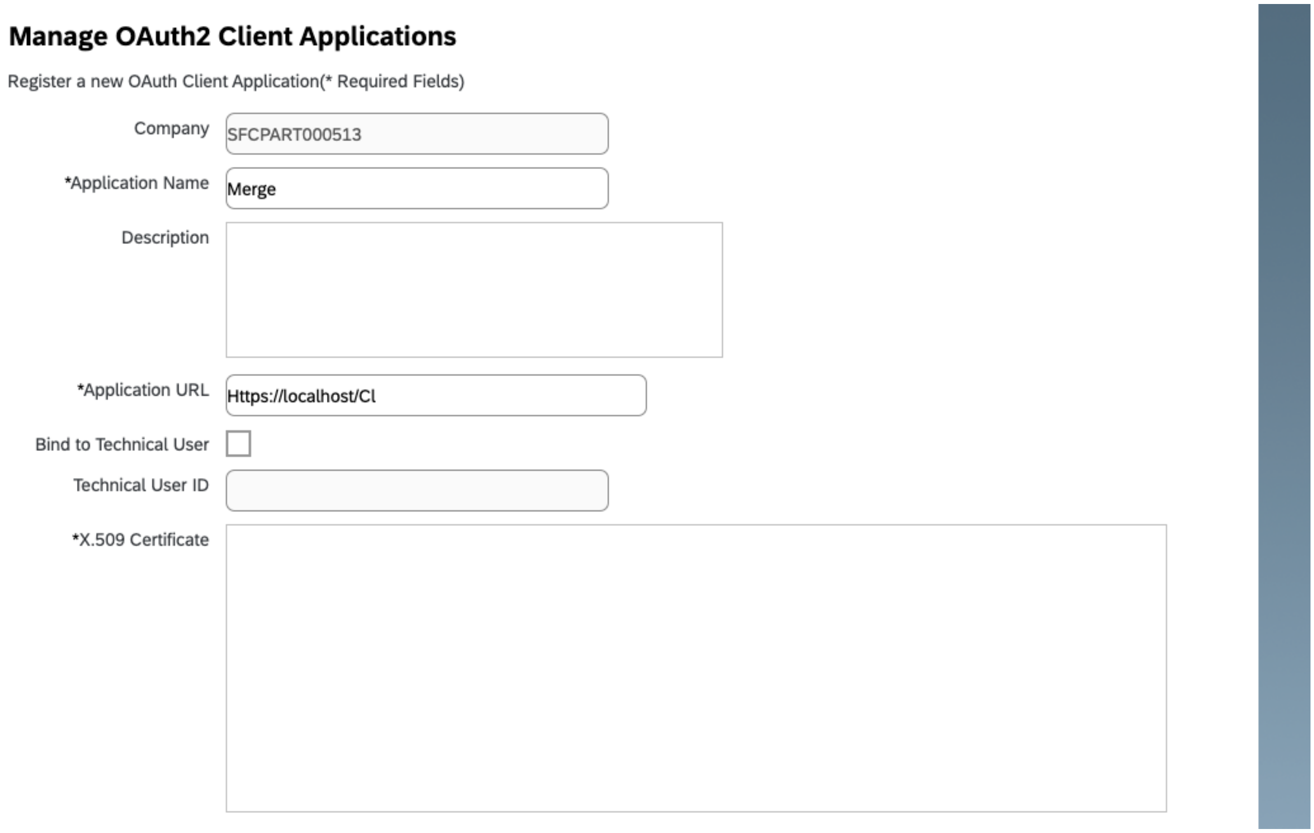
1. In your Admin Center, go to Tools, and search Manage OAuth2 Client Applications (If your page looks different, search for Manage OAuth2Client Applications in the search tool on your homepage)



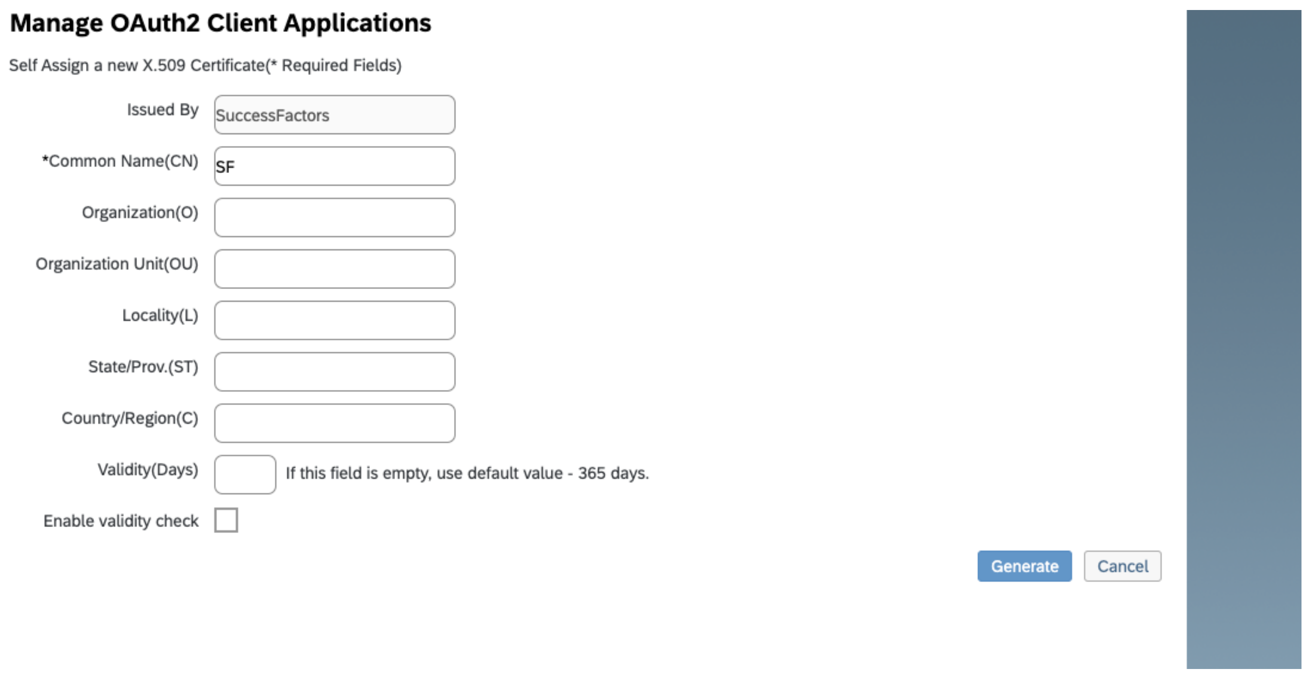
2. Click Register Client Application



3. Fill out Application Name & Application URL (what actually goes in these fields is not important, except that the URL has to begin with https://)



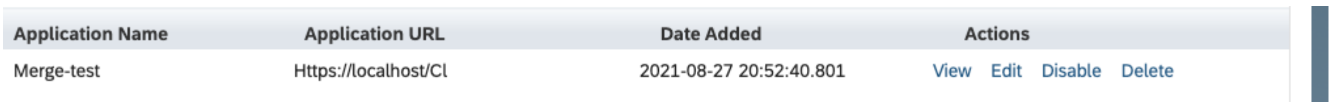
4. Click Generate X.509 Certificate. Fill out Common Name (the name doesn't matter) and hit Generate



Once the certificate populates, download and save it. You will have downloaded a file called Certificate.pem

5. Click Register (it will have replaced the Generate button)

6. Back on your Manage OAuth2 Client Applications, go to the application you just created and click Edit

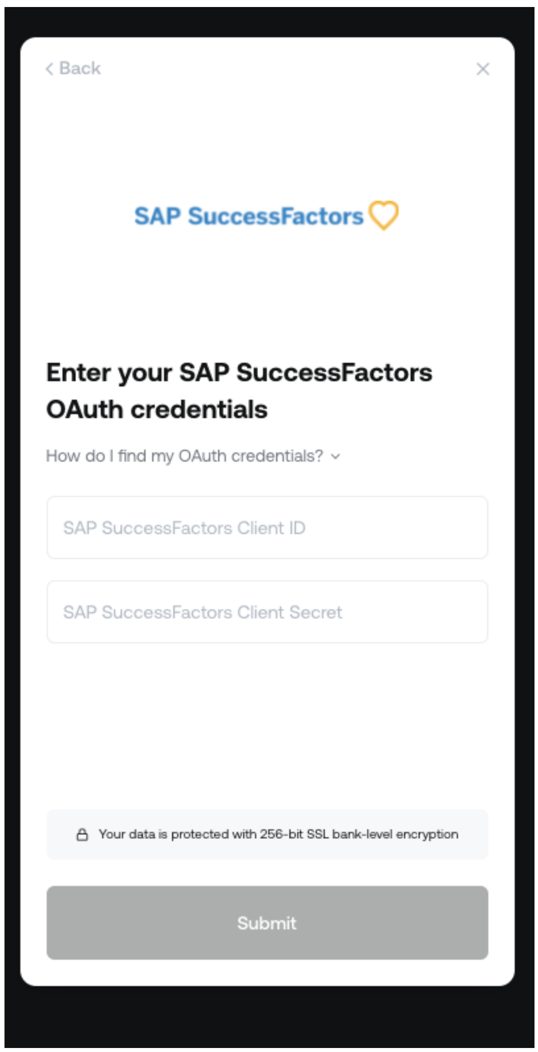


7. You will now see an API key listed - this is your Client ID. Copy and save this Key.

8. Open up the "Certificate.pem" file that you downloaded previously in a text editor. The string between ——BEGIN ENCRYPTED PRIVATE KEY——- and —-END ENCRYPTED PRIVATE KEY——- is your Client Secret. Copy the Client Secret and save

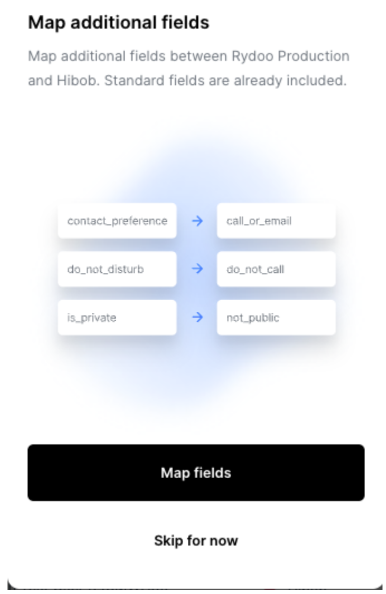
```
-----BEGIN ENCRYPTED PRIVATE KEY-----
[redacted]
-----END ENCRYPTED PRIVATE KEY-----
-----BEGIN CERTIFICATE-----
[redacted]
-----END CERTIFICATE-----
```

9. Enter your Client ID and Secret into the integration authorization component as shown below:

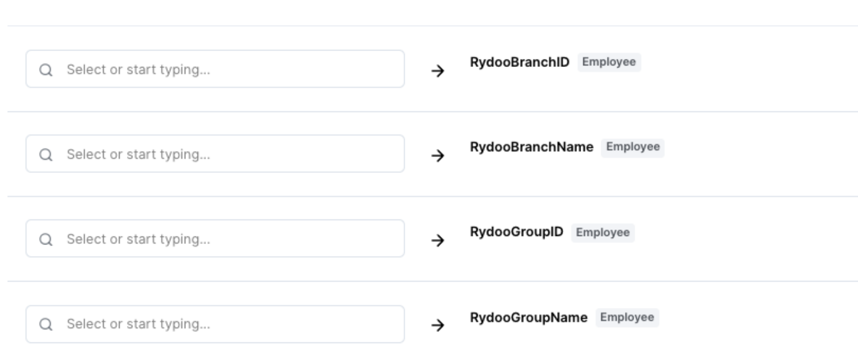


10. After the connection is established, you will be given the option to map four fields:

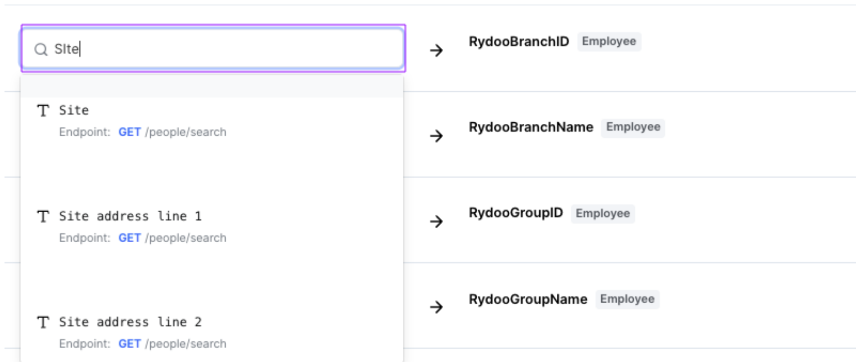
a. RydooBranchName
b. RydooBranchID
c. RydooGroupName
d. RydooGroupID.



- If you skip this step, the Rydoo default mapping will be used for these fields.
- If you choose to continue with the field mapping, you will see the following options, and you have the chance to map any field from your HR tool to the Rydoo equivalent fields.



11. You can type in the field name or select from the dropdown.
12. After completing the mapping, you can click save and the authentication is now complete.


SIte
Site
Endpoint: GET /people/search
Site address line 1
Endpoint: GET /people/search
Site address line 2
Endpoint: GET /people/search
RydooBranchID Employee
RydooBranchName Employee
RydooGroupID Employee
RydooGroupName Employee

Service User set up for HRIS

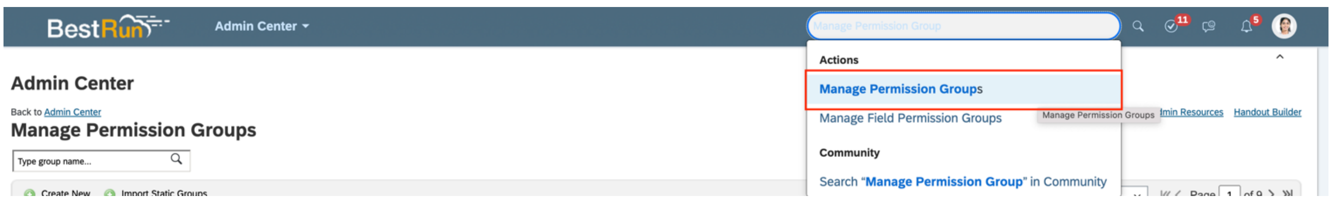
In this article, we will be covering the steps needed to create a new User in SAP SuccessFactors and limiting the permissions / scope to what is required.

Step 1: Create a new Super Admin User that will be used to link

Follow these steps from SAP SuccessFactors to create a Super Admin user in your system that will have limited permissions / scope for the use case you are linking for.

Step 2: Create a new Permission Group

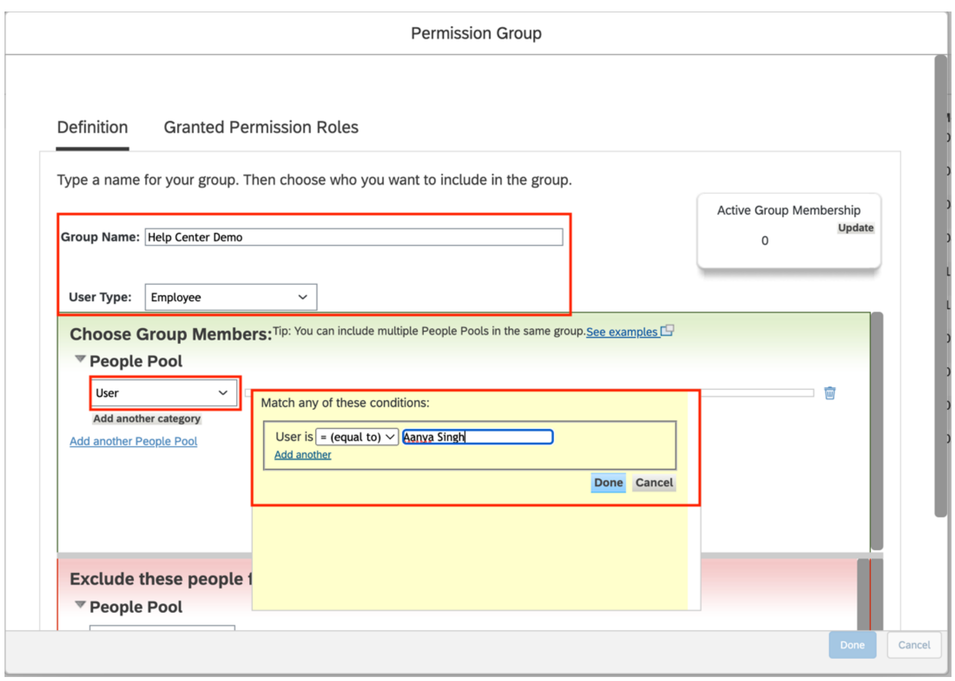
1. Search up "Manage Permission Groups" in your search bar to navigate to the Permission Groups page.



2. You will need to click "Create New" to create a new Permission Group for the linking flow.

3. You can name the "Group Name" something along the lines of "Integrations Linking" to track that this Permission Group is for this specific connection.

4. The User Type needs to be "Employee", and the "Choose Group Members" should include the User you created in Step 1.

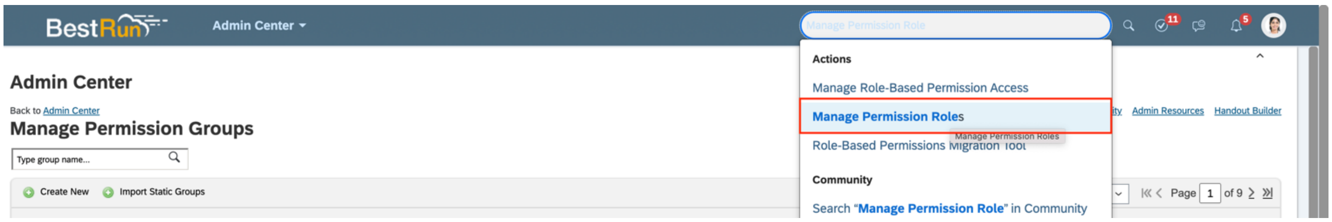


5. You do not need to input anything in regards to the Exclude Section, or the Granted Permission Roles at this time.

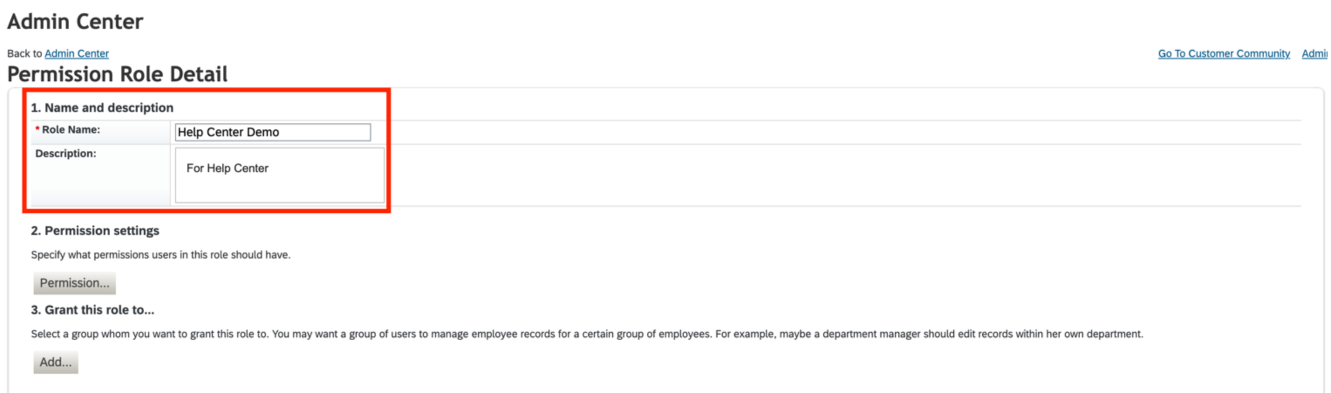
6. Click "Done" to create and save this Permission Group.

Step 3: Create Permission Role with Proper Permissions

1. Search up "Manager Permission Roles" in your search bar to navigate to the Permission Role page.



2. Part 1: Name the Permission Group



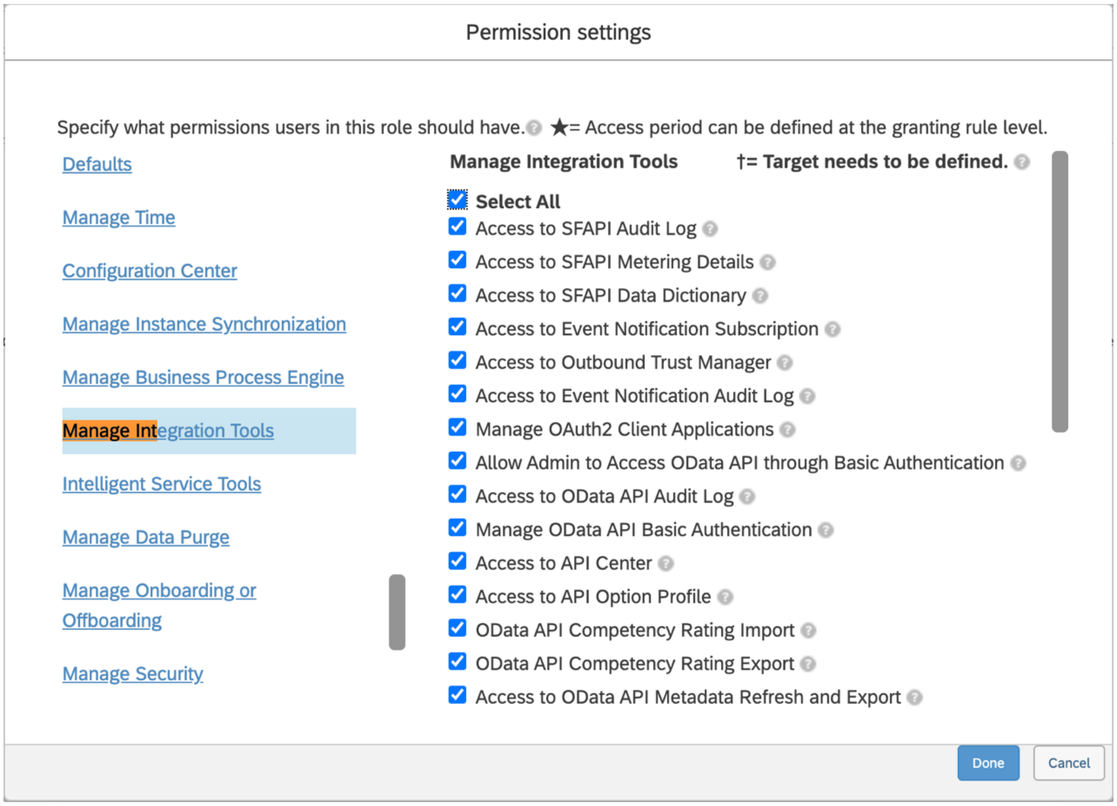
3. Part 2: Identify and Select the Permissions that matter for the use case you are trying to achieve

4. Click "Permissions" to open available User and Admin Privileges available.

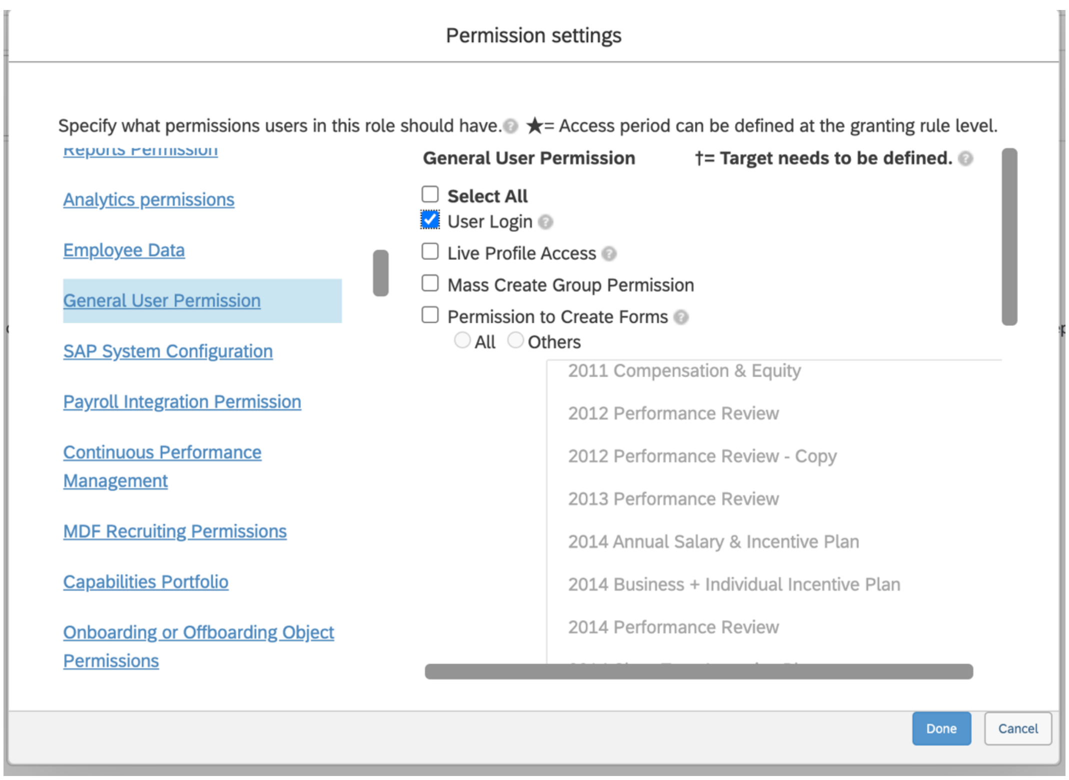
    a. REQUIRED for General Authentication:

    Manage Integration Tools - Access to "Manage OAuth2 Client Applications", “Manager OData API Basic Authentication", and all API + OData related pieces

5. This is required for the general API authentication.

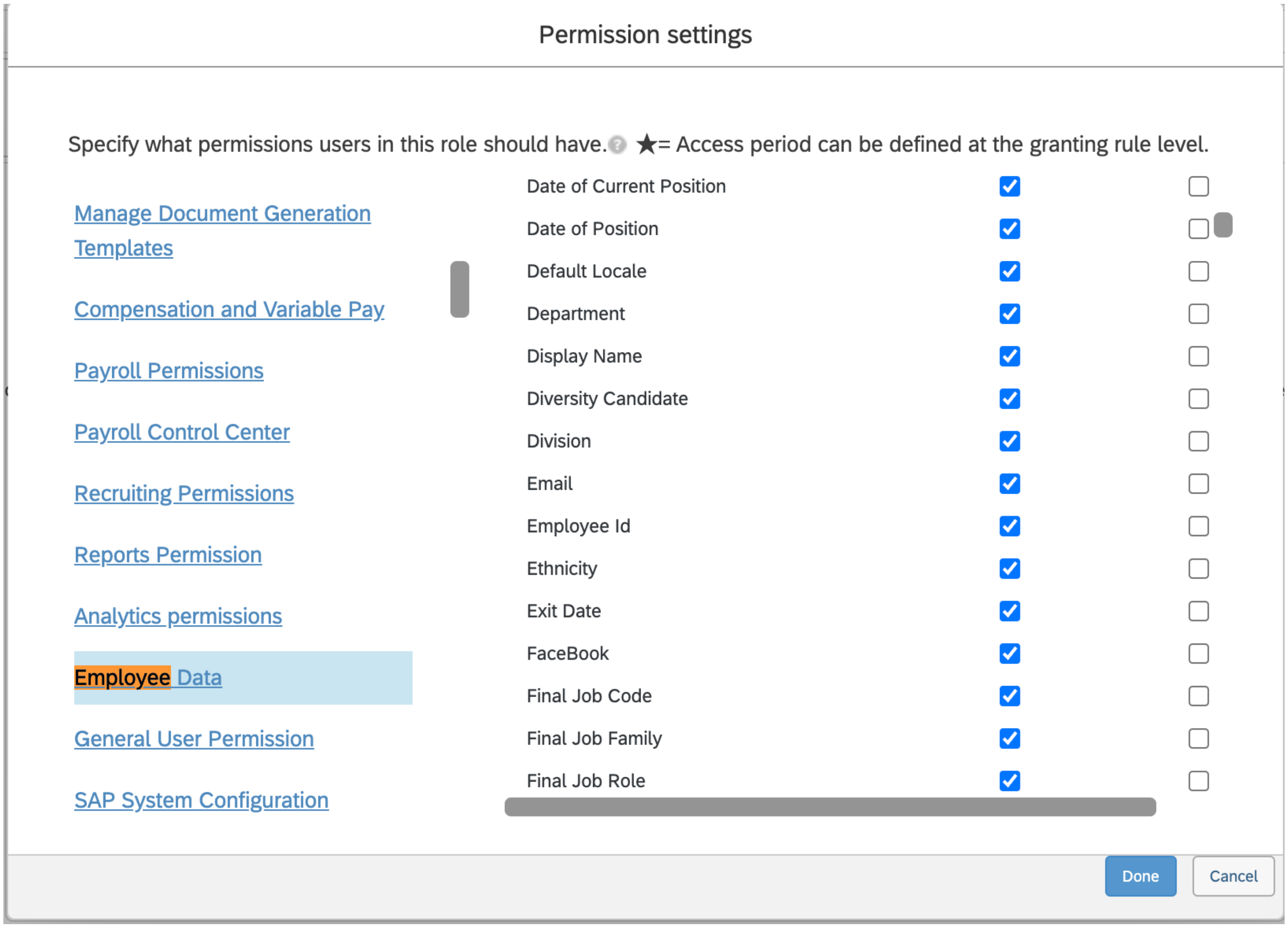


6. General User Permission - User Login is required to ensure that you're able to login to integrate

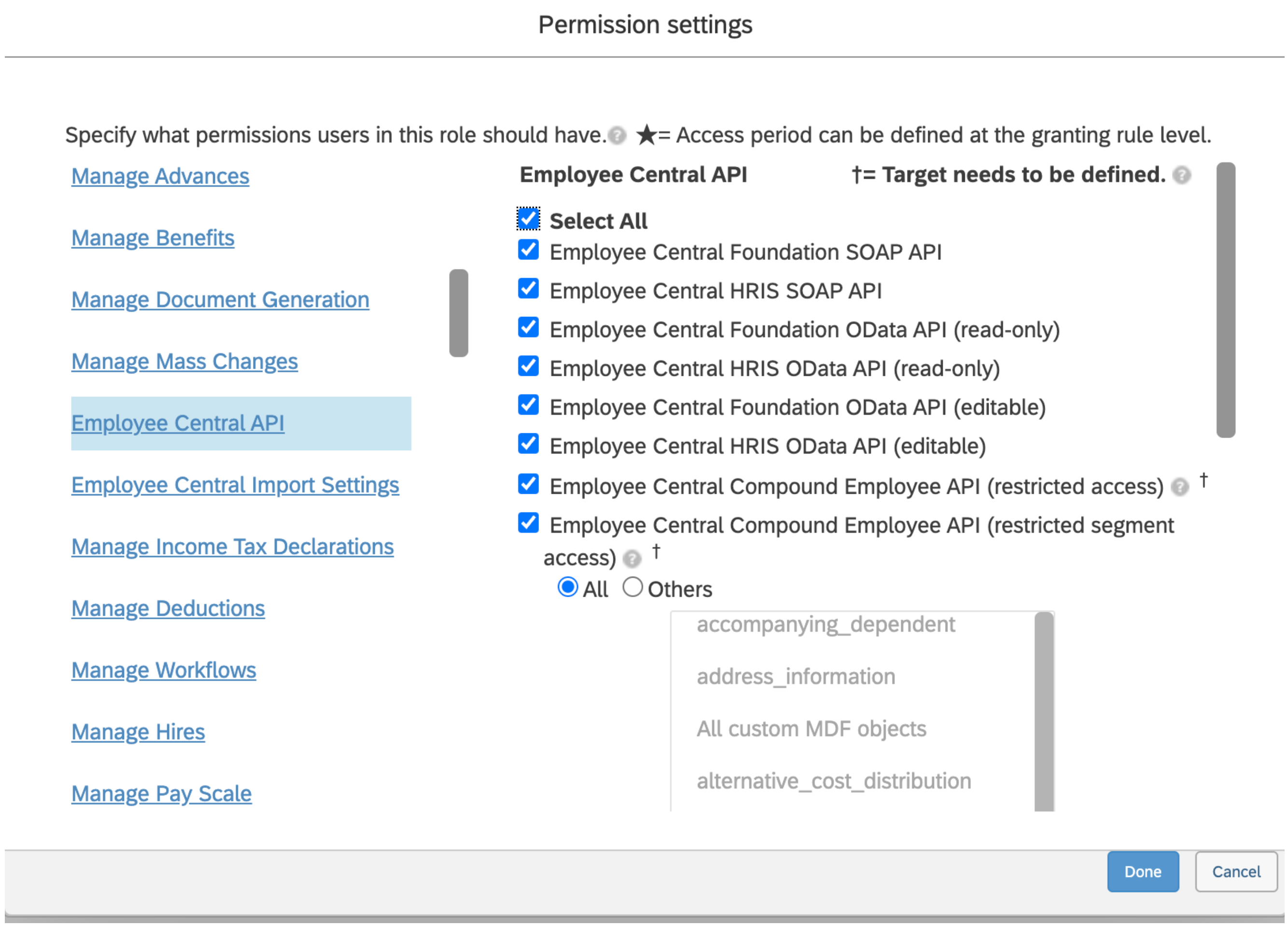


7. HRIS Permissions:

   a. Employee Data - this allows for View Access to Employee Information

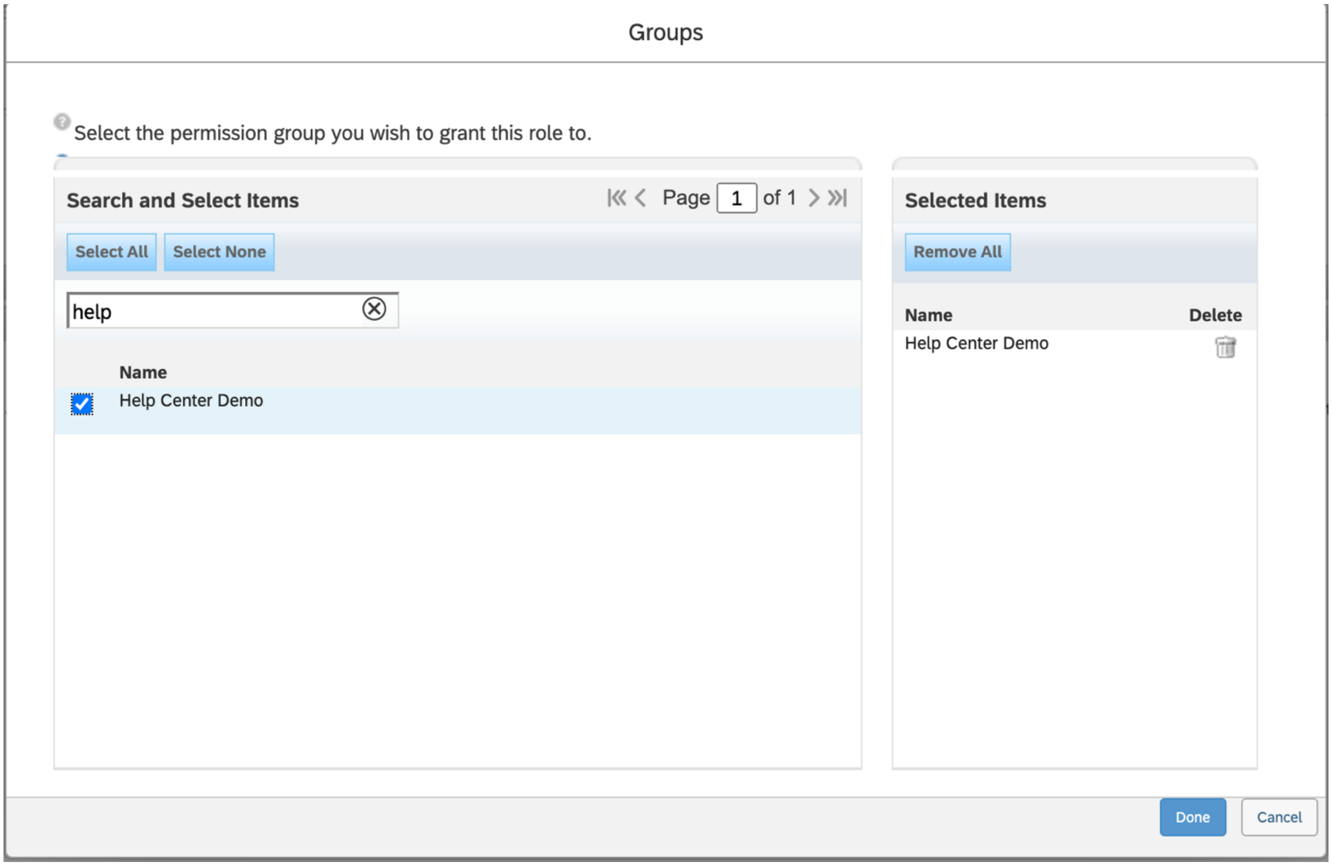


   b. Employee Central API, Employee Central Import Settings,



8. Part 3: Granting Permission Role to the created Permission Group

9. Click "Add" to add the Permission Group created in Step 2. You can search for the name of that Group, select it, and then press "Done"



10. Now you should save these changes as you're all set! You just need to login into the User's SAP account and generate the Client Credentials, which is described below.

Now we will go through the full Linking Flow from within the Service User's Account!

Step Four: Find your SAP SuccessFactors API Server URL

1.) To find your API Server URL, go to this link.

2.) In the listed API Server URLs, search for the environment that matches your subdomain. For example, if your domain was https://salesdemo4.successfactors.com, search for salesdemo4.

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Data Center	Environment	Location	API Server
Search column	Filter: [No Selection]	Search column	Search column
DC19	Production	Sao Paulo, Brazil	https://api19.sapsf.com/
DC22	Production	Dubai, UAE	https://api22.sapsf.com/
DC23	Production	Riyadh, Saudi Arabia	https://api23.sapsf.com/
DC41	Production	US East (Microsoft Azure)	https://api41.sapsf.com
DC44	Production	Singapore	https://api44.sapsf.com/
DC47	Production	Canada Central (Microsoft Azure)	https://api47.sapsf.com/
DC50	Production	Aisa Northeast, Tokyo (Google Cloud Platform)	https://api50.sapsf.com
DC55	Production	Europe West 3	https://api55.sapsf.eu/
DC2	SalesDemo	Eemshaven, The Netherlands (Google Cloud Platform)	https://apisalesdemo2.successfactors.eu/
DC4	SalesDemo	Chandler, Arizona, US	https://apisalesdemo4.successfactors.com/
DC8	SalesDemo	Ashburn, Virginia, US	https://apisalesdemo8.successfactors.com/

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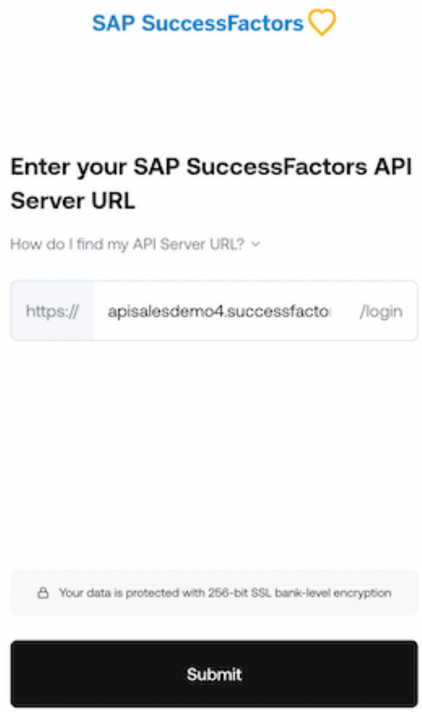
If you are unsure what your API Server URL is, or are having trouble connecting, we recommend reaching out to your SAP Support team to obtain your API Server URL.

3.) Copy the entire URL.

In this example, it would be: apisalesdemo4.successfactors.com

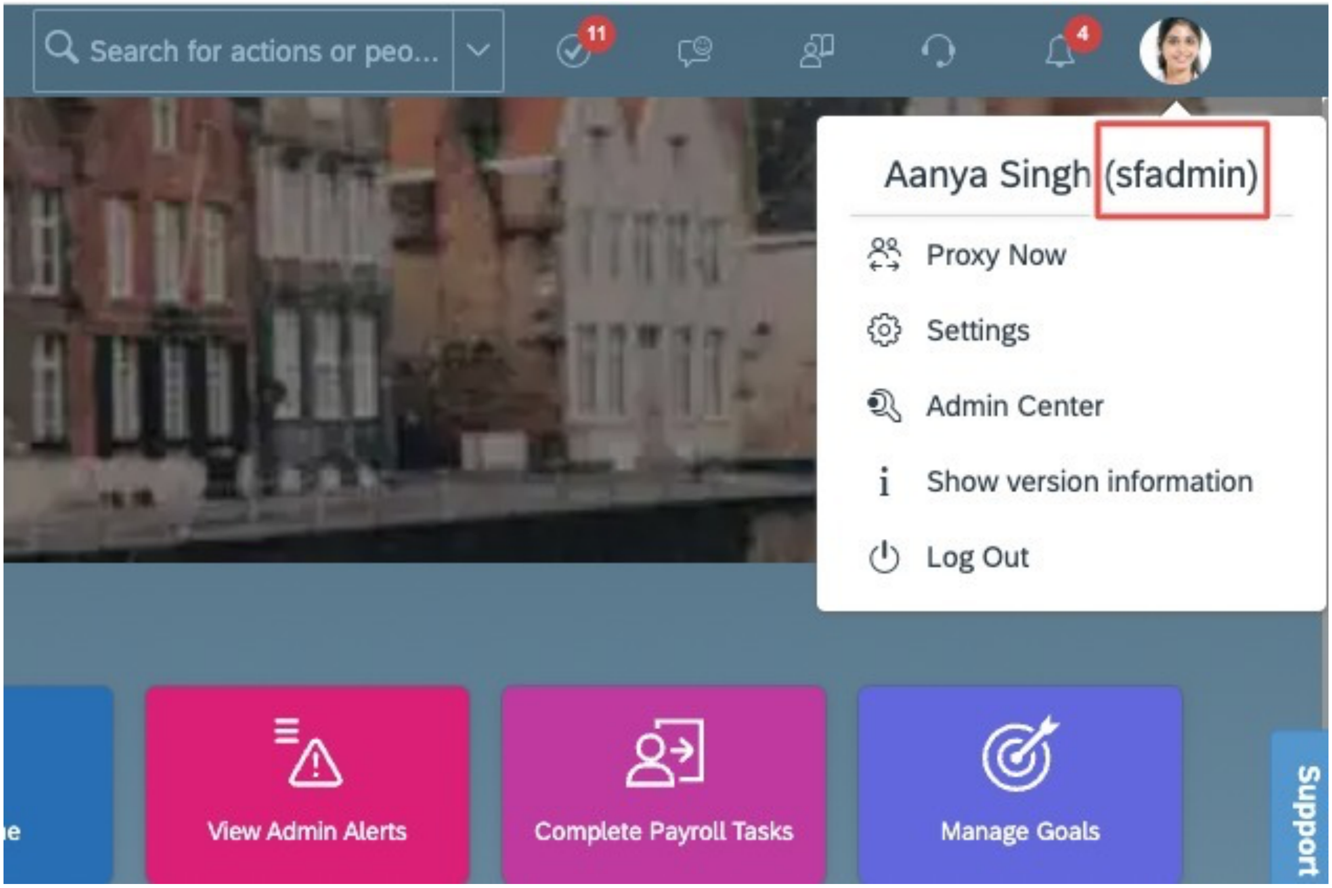
4.) Enter your SAP SuccessFactors API Server URL into the integration authorization component as shown below:



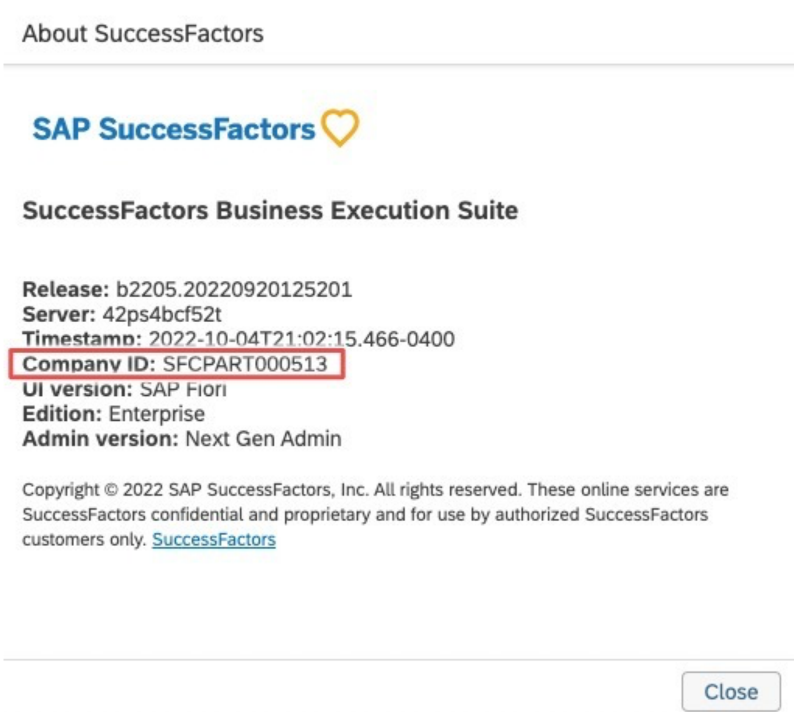
Step Five: Find your SAP Username and Company ID

1.) To find your SAP SuccessFactors username, go to the upper right-hand side and click on your profile image to view your username.

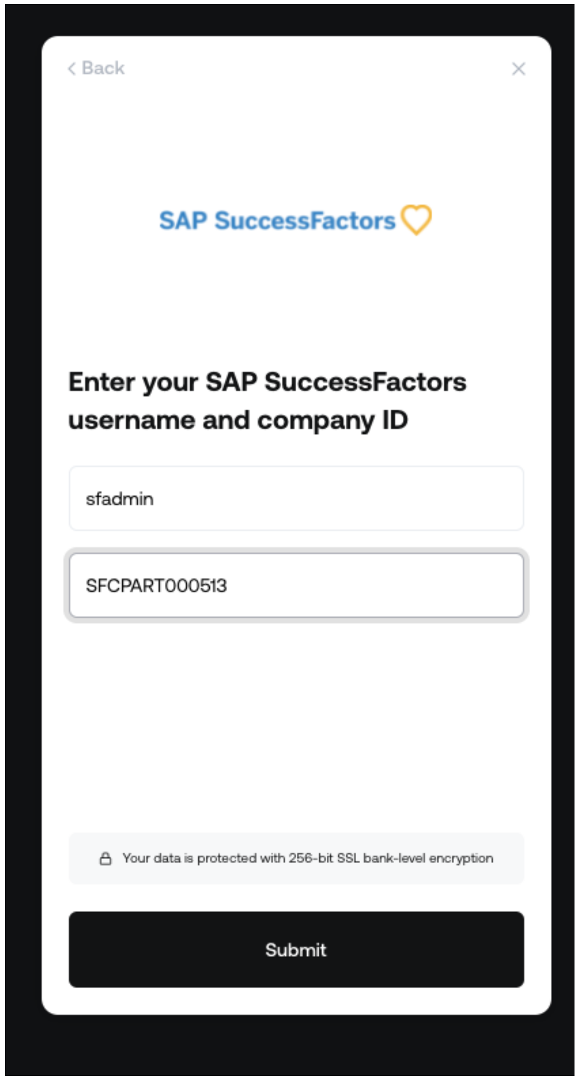
This will be the Username for the Service User you created in the first part of this guide!



2.) To find your SAP SuccessFactors Company ID, in the same dropdown menu, click "Show version information." Locate Company ID in the modal that pops up:

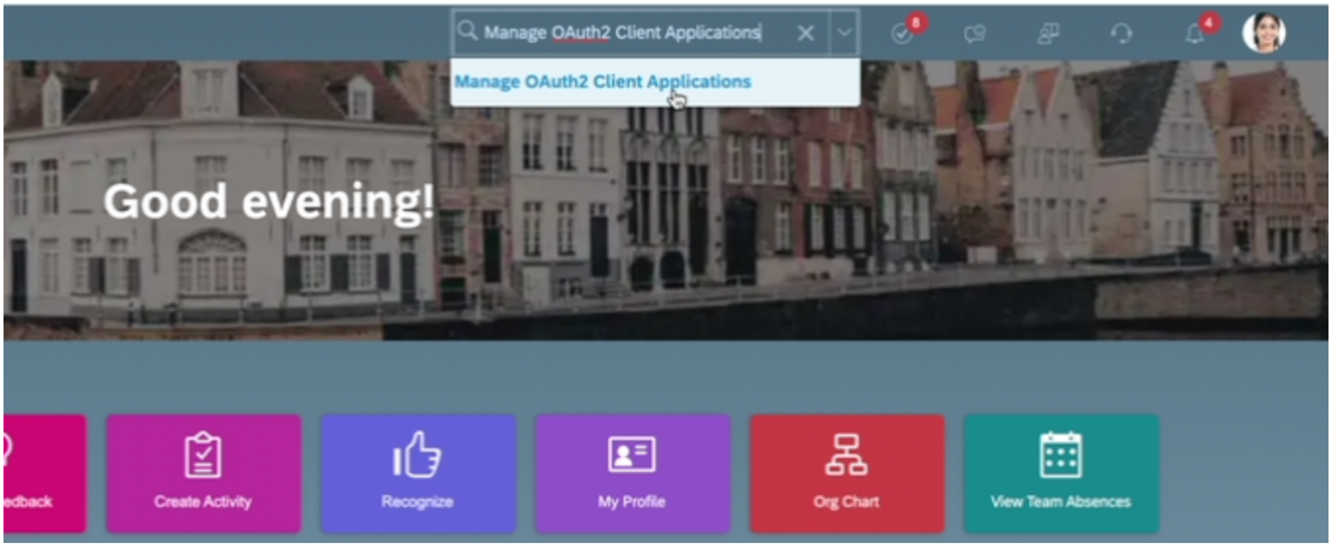


3.) Once you obtain your username (not email) and company ID, enter them in the linking flow as shown:

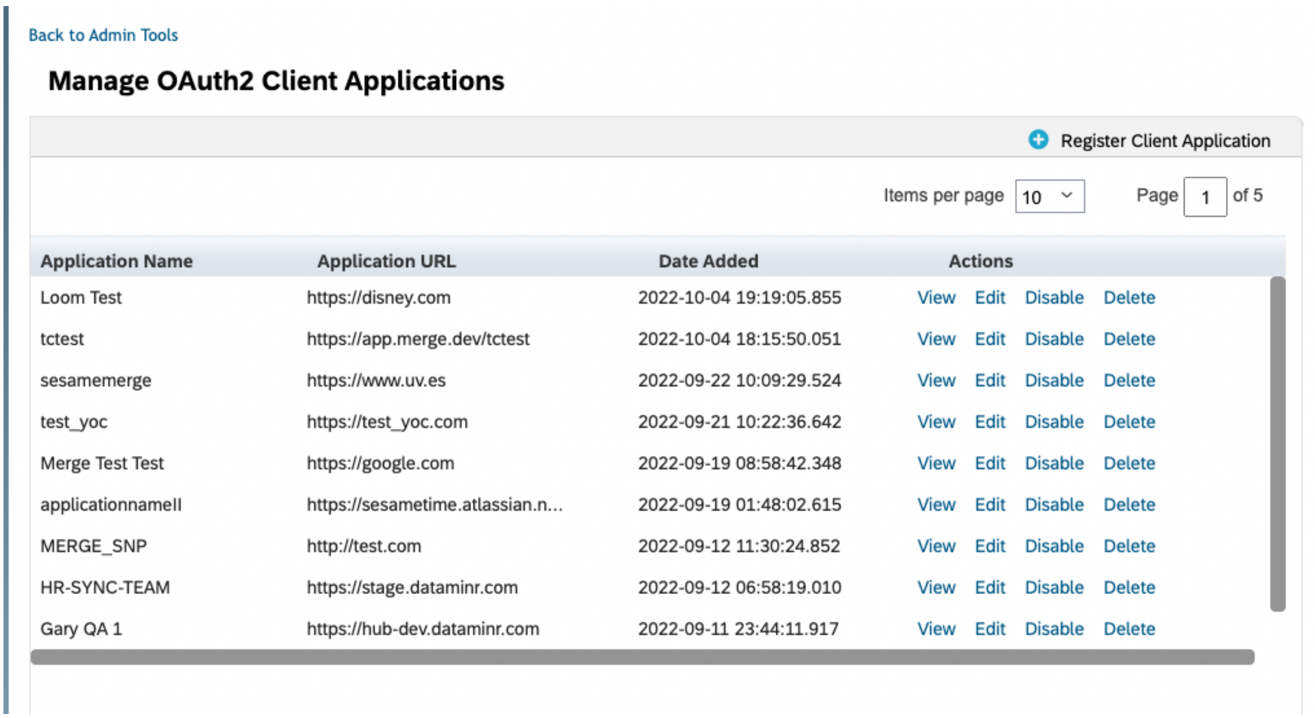


Step Six: Find your SAP SuccessFactors Client ID and Secret

1.) In your Admin Center, go to Tools, and search Manage OAuth2 Client Applications (If your page looks different, search for Manage OAuth2Client Applications in the search tool on your homepage).



2.) Click Register Client Application.


Back to Admin Tools

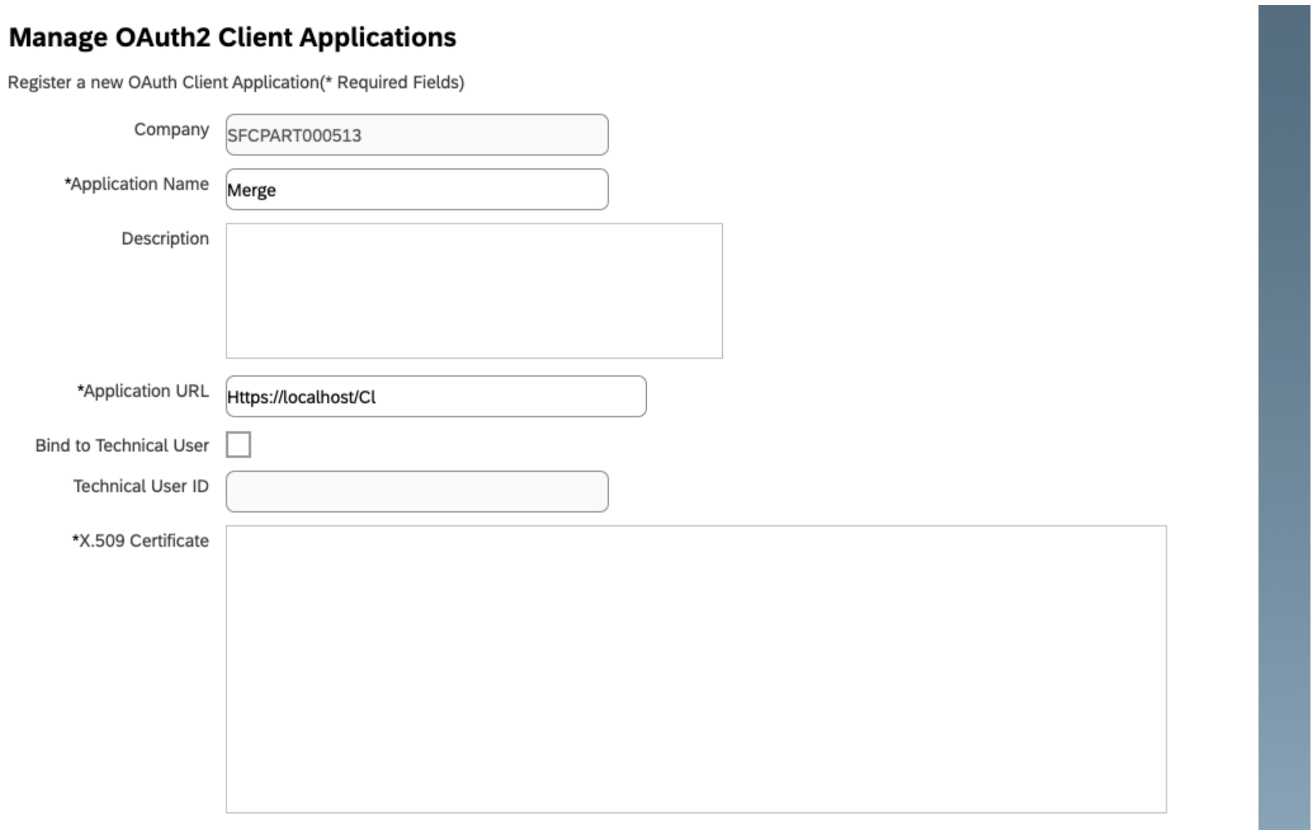
Manage OAuth2 Client Applications

Register Client Application

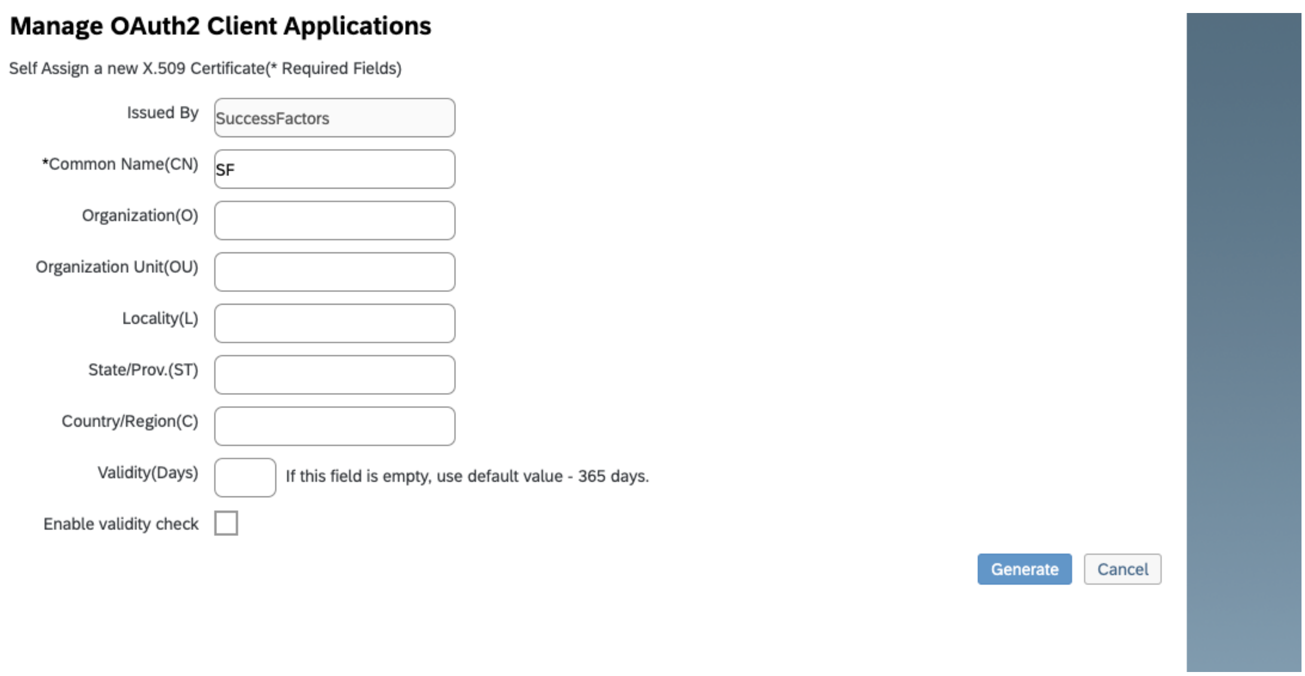
Items per page 10 Page 1 of 5

Application Name	Application URL	Date Added	Actions
Loom Test	https://disney.com	2022-10-04 19:19:05.855	View Edit Disable Delete
tctest	https://app.merge.dev/tctest	2022-10-04 18:15:50.051	View Edit Disable Delete
sesamemerge	https://www.uv.es	2022-09-22 10:09:29.524	View Edit Disable Delete
test_yoc	https://test_yoc.com	2022-09-21 10:22:36.642	View Edit Disable Delete
Merge Test Test	https://google.com	2022-09-19 08:58:42.348	View Edit Disable Delete
applicationnamell	https://sesametime.atlassian.n...	2022-09-19 01:48:02.615	View Edit Disable Delete
MERGE_SNP	http://test.com	2022-09-12 11:30:24.852	View Edit Disable Delete
HR-SYNC-TEAM	https://stage.dataminr.com	2022-09-12 06:58:19.010	View Edit Disable Delete
Gary QA 1	https://hub-dev.dataminr.com	2022-09-11 23:44:11.917	View Edit Disable Delete

3.) Fill out Application Name & Application URL (what goes in these fields is not important, except that the URL has to begin with https://).



4.) Click Generate X.509 Certificate. Fill out Common Name (name doesn't matter) and hit Generate.



5.) Once the certificate populates, download and save it. You will have downloaded a file called Certificate.pem.

6.) Click Register (it will have replaced the Generate button).

7.) Back on your Manage OAuth2 Client Applications, go to the application you just created and click Edit.

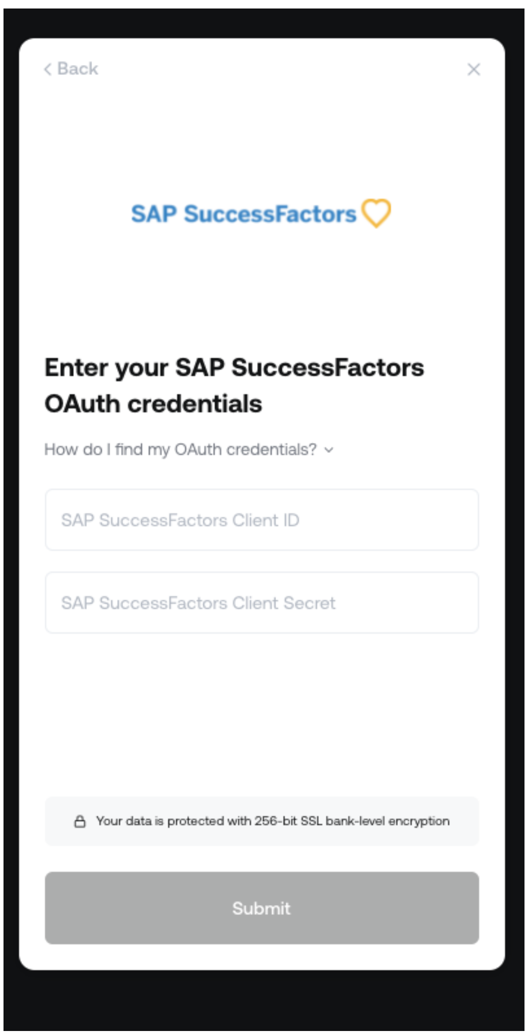
Application Name	Application URL	Date Added	Actions
Merge-test	Https://localhost/Cl	2021-08-27 20:52:40.801	View Edit Disable Delete

8.) You will now see an API key listed - this is your Client ID. Copy and save this Key.

9.) Open up the "Certificate.pem" file that you downloaded previously in a text editor. The string between ——BEGIN ENCRYPTED PRIVATE KEY——- and —-END ENCRYPTED PRIVATE KEY——- is your Client Secret. Copy the Client Secret and save.

```
-----BEGIN ENCRYPTED PRIVATE KEY-----
[illegible]
-----END ENCRYPTED PRIVATE KEY-----
-----BEGIN CERTIFICATE-----
[illegible]
-----END CERTIFICATE-----
```

10.) Enter your Client ID and Secret into the integration authorization component as shown below:



How do I send HRIS data via SFTP?

Overview

SFTP (Secure File Transfer Protocol) is a secure service for sending files another over the internet. You can send data directly from SAP SuccessFactors using SFTP. This method utilizes the full file and deletes any rows that are not present in each transfer.

If you want to utilize a manual csv upload, skip to step 2..

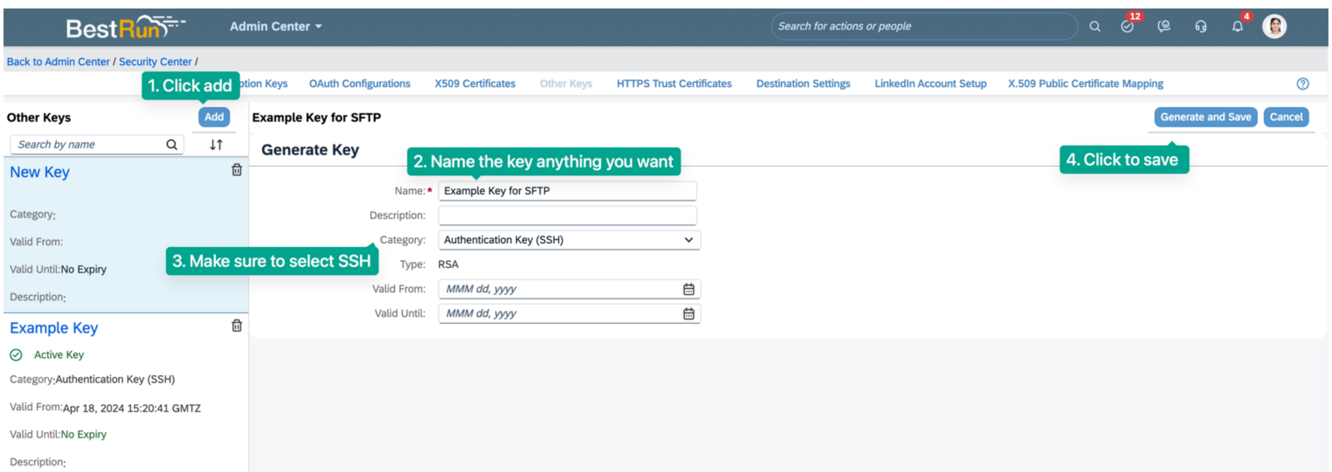
Step 1: Configure connection via SFTP

1. Search and click “Security Center” and select "Other Keys"

2. Press "Add" in the upper left corner then name the SSH Key

3. Choose "Authentication Key (SSH)" from the "Category" dropdown

4. Click "Generate and Save"



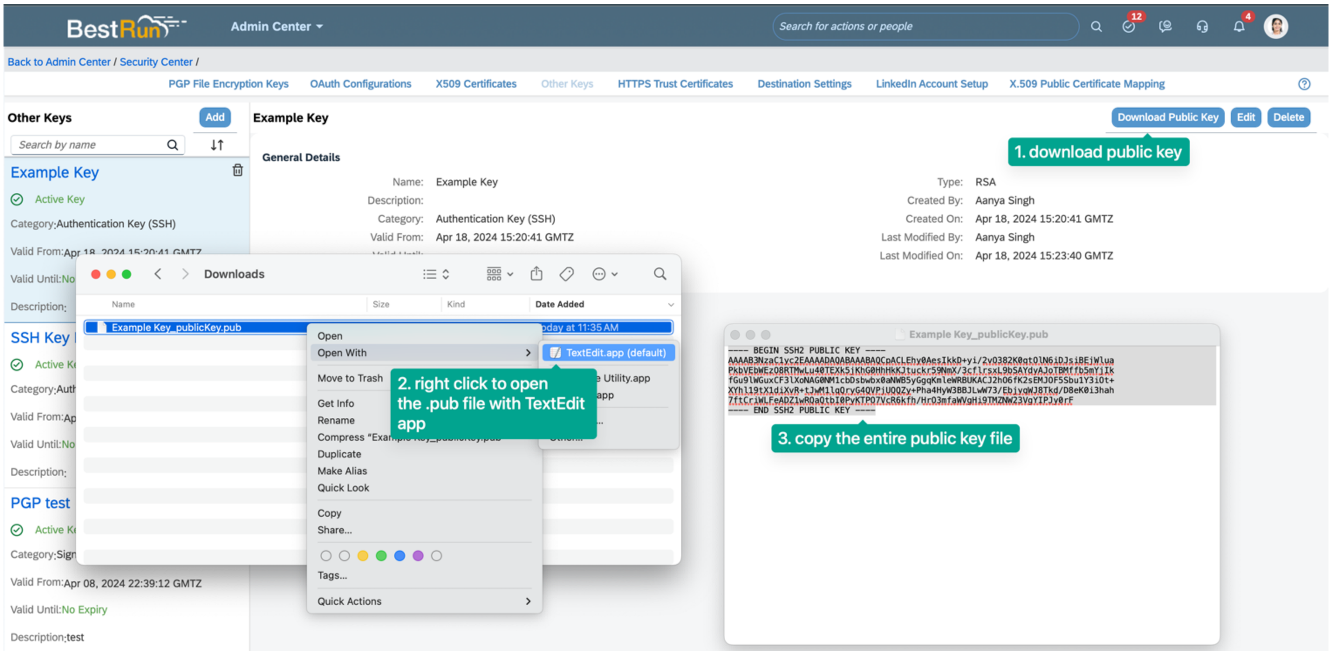
5. Download the Public Key from the key instance.

6. Locate and right-click the downloaded file, select "Open With"

7. Open the file with TextEdit

   Copy the entire SSH Key, including the "---- BEGIN SSH2 PUBLIC KEY ----" to "---- END SSH2 PUBLIC KEY ----" lines

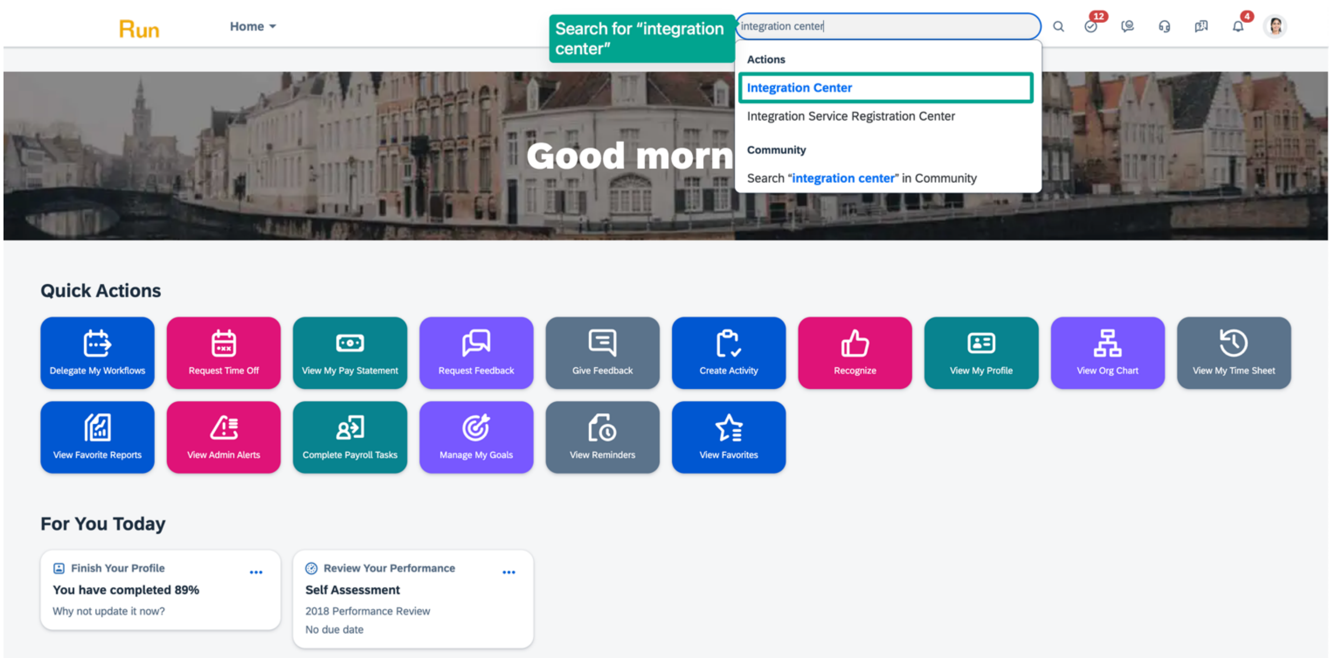
8. Paste the key into your Link modal



Step 2: Create a custom report in SAP SuccessFactors

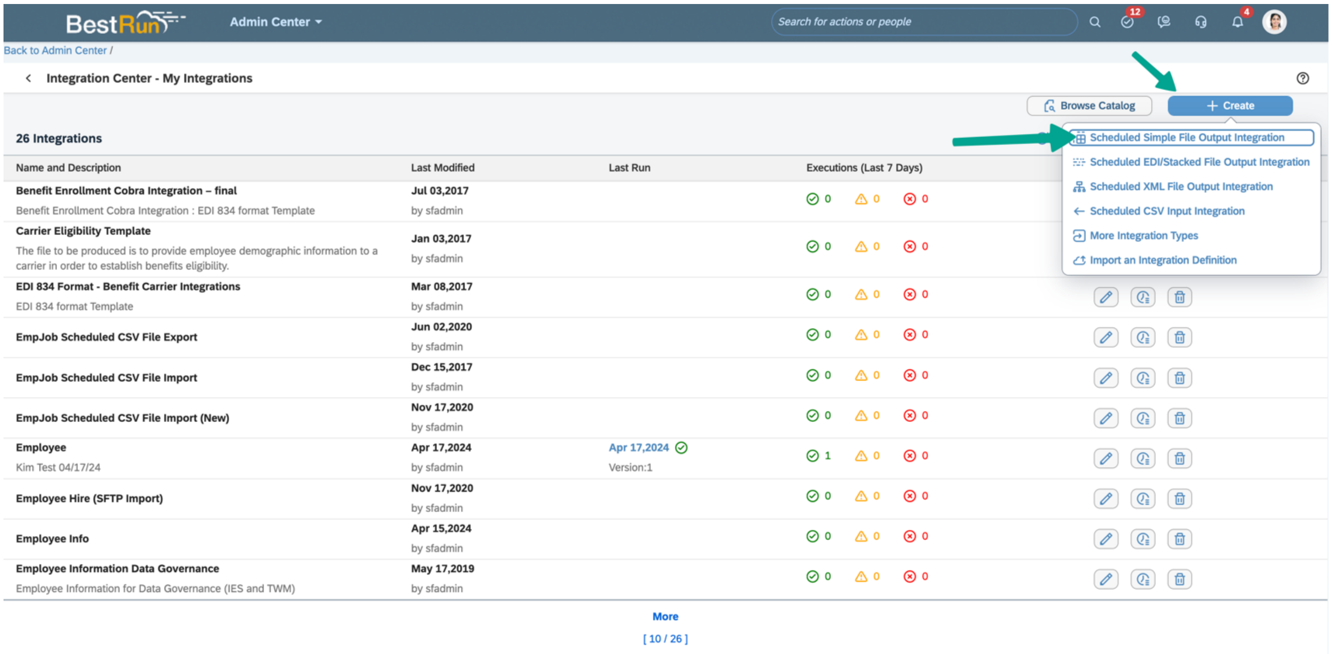
You will be guided on how to create a custom report with fields that you wish to send securely via SFTP. This guide covers how to create Employee information (2a) and Employment information (2b) custom reports.

Regardless of which report you are creating, first search and click “Integration Center”



1. Click "My Integrations" then "+ Create" in the upper right corner
2. Select "Scheduled Simple File Output Integration"

3. You may now proceed to Employee information (2a) or jump ahead to Employment information (2b) depending on your specific data requirements.



4. 2a. Create an Employees Report

Assuming you've already followed the setup in Step 2. To generate an Employee Personal Information report, type "PerPersonal" in the Entity Name search field and select Personal Information.

It is required that you include the employee id aka "Person ID External (personIdExternal)" in field 1.

You can find all the fields required for your use case in our **table below.**

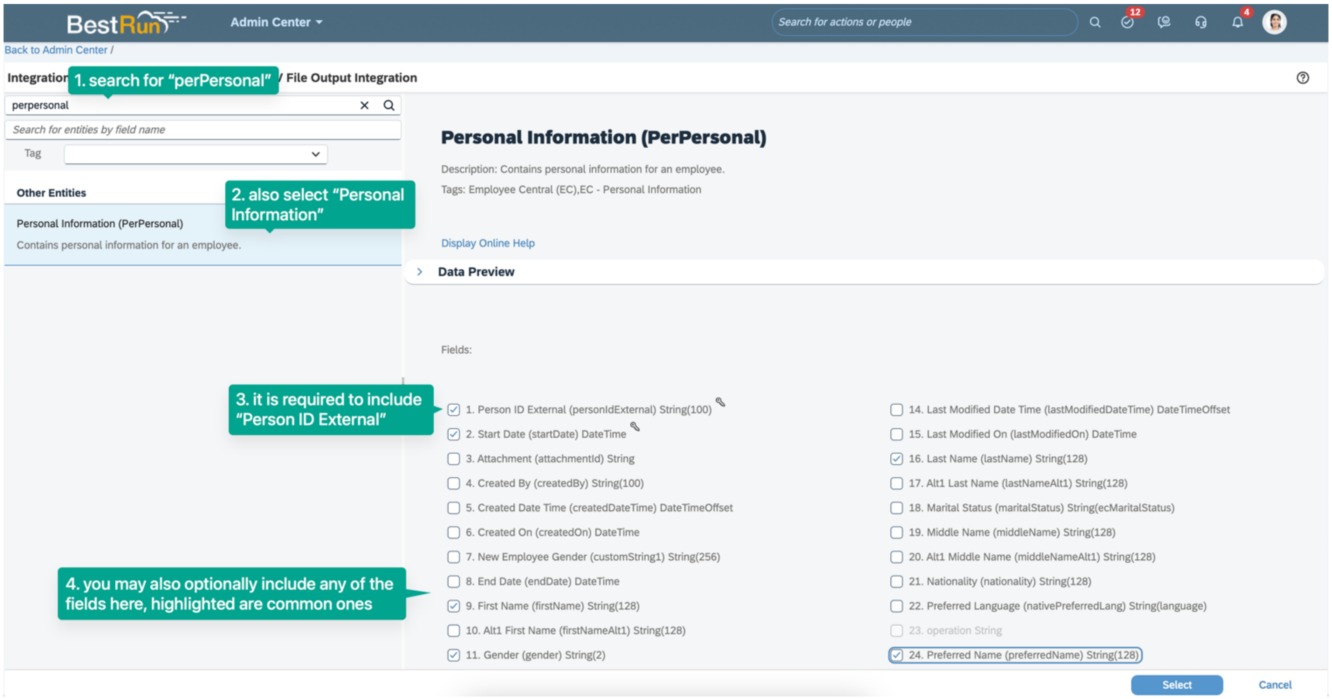
- Please note that the fields must *exactly* match how they appear in that file.

Supported SAP Field	To access field	Required	Type of data
Person ID External		Yes	Employee data
Event Date		Yes	Employee data
Created On		Yes	Employee data
End Date		Yes	Employee data
Termination Date-Employment Details		Yes	Employee data
First Name		Yes	Employee data
Last Name		Yes	Employee data
Email Address-Email Information		Yes	Employee data
Employee Status		Yes	Employee data
Preferred Name		Yes	Employee data

rydoo

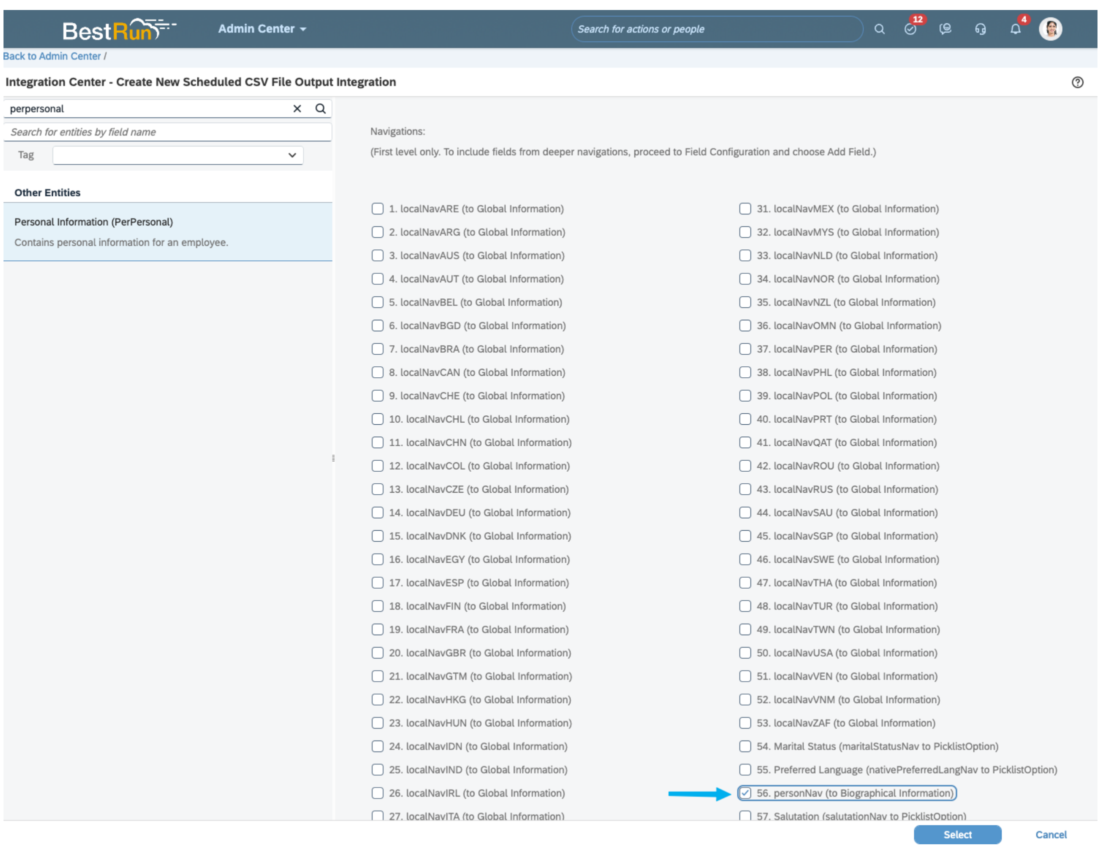
Company-Job Information	personNav (to Biographical Information) -> employmentNav (to Employment Details) -> jobInfoNav (to Job Information)	No, only if the data is used in Rydoo group or branch field.	Company data
Legal Entity ID-Legal Entity	personNav (to Biographical Information) -> employmentNav (to Employment Details) -> jobInfoNav (to Job Information) -> companyNav (to Legal Entity)	No, only if the data is used in Rydoo group or branch field.	Company data
Legal Entity Name-Legal Entity	personNav (to Biographical Information) -> employmentNav (to Employment Details) -> jobInfoNav (to Job Information) -> companyNav (to Legal Entity)	No, only if the data is used in Rydoo group or branch field.	Company data
Supervisor	personNav (to Biographical Information) -> employmentNav (to Employment Details) -> jobInfoNav (to Job Information) -> Supervisor (managerId)	Yes	Employee data
Person ID External-Manager	personNav (to Biographical Information) -> employmentNav (to Employment Details) -> jobInfoNav (to Job Information) -> managerEmploymentNav (to Employment Details)	Yes	Employee data
Line Manager		Yes	Employee data
Location	personNav (to Biographical Information) -> employmentNav (to	No, only if the data is used in Rydoo group or branch field.	Location data

	Employment Details) -> jobInfoNav (to Job Information)		
Business Unit Code-Business Unit	personNav (to Biographical Information) -> employmentNav (to Employment Details) -> jobInfoNav (to Job Information) -> businessUnitNav (to Business Unit)	No, only if the data is used in Rydoo group or branch field.	Group data
Code-Cost Center	personNav (to Biographical Information) -> employmentNav (to Employment Details) -> jobInfoNav (to Job Information) -> costCenterNav (to Cost Center)	No, only if the data is used in Rydoo group or branch field.	Group data
Code-Department	personNav (to Biographical Information) -> employmentNav (to Employment Details) -> jobInfoNav (to Job Information) -> departmentNav (to Department)	No, only if the data is used in Rydoo group or branch field.	Group data
Code-Division	personNav (to Biographical Information) -> employmentNav (to Employment Details) -> jobInfoNav (to Job Information) -> divisionNav (to Division)	No, only if the data is used in Rydoo group or branch field.	Group data

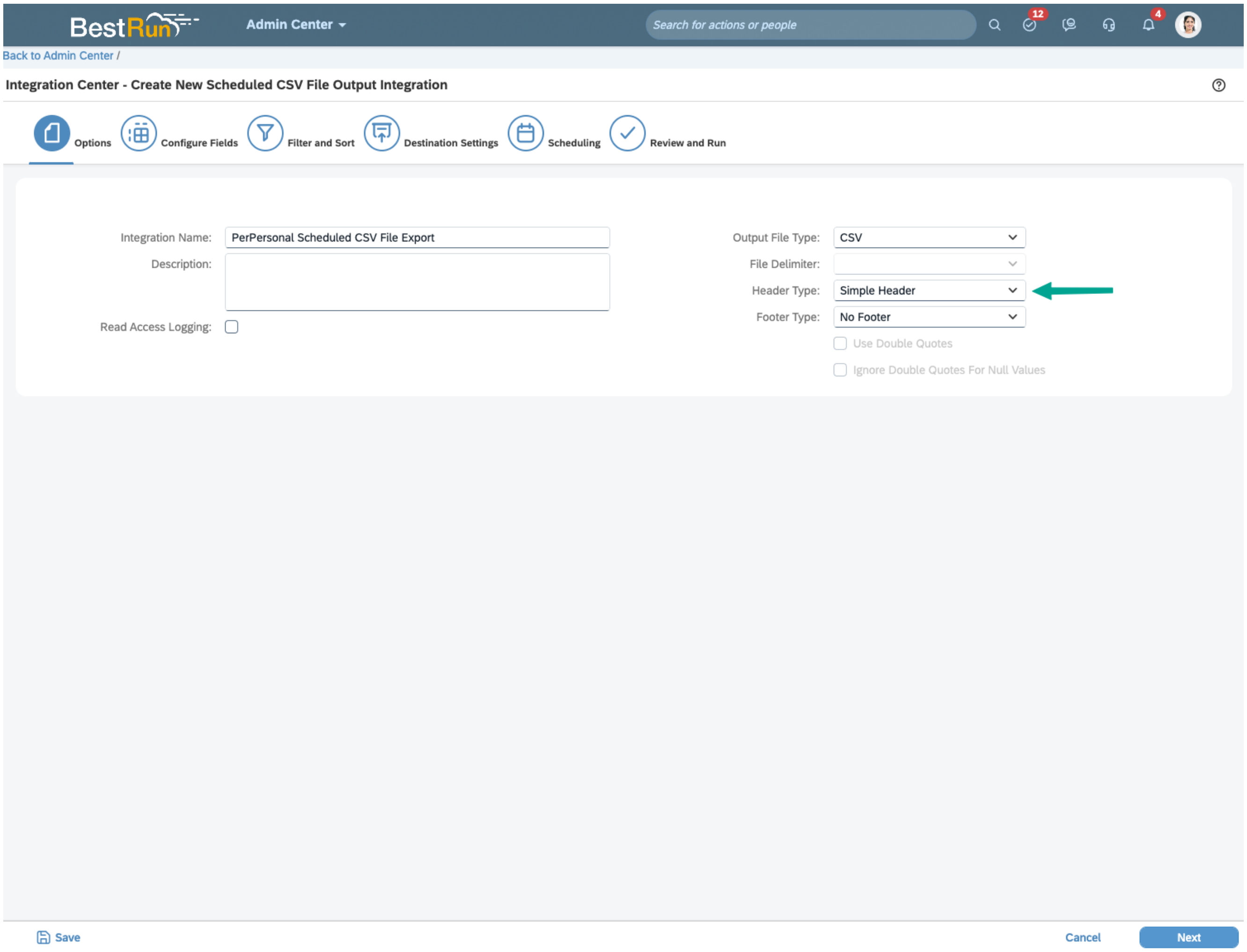


5. If you don't need any more fields, you may proceed to Step 3.

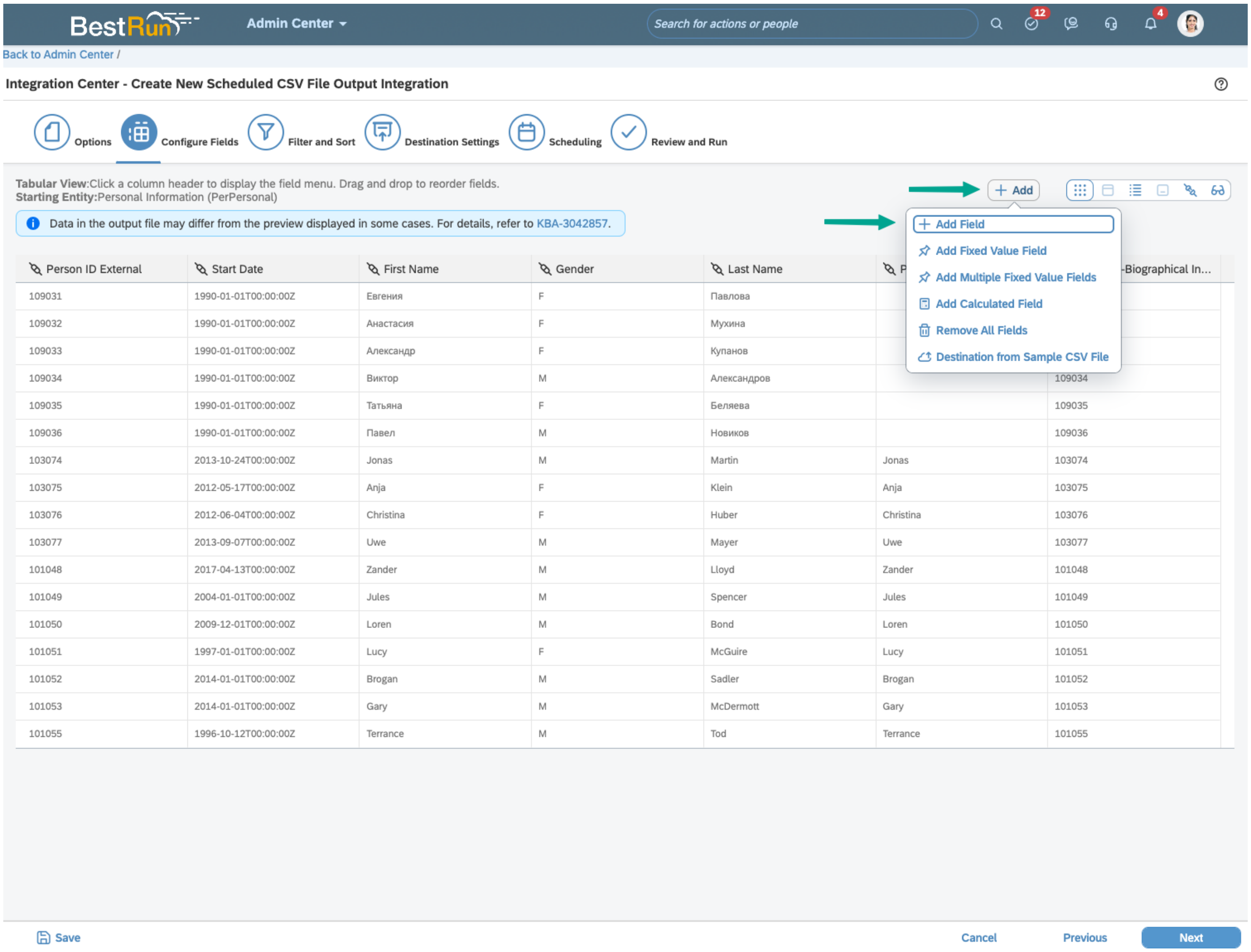
Optional: If you want to include employee number you'll need to access PerPersonal's relational table by checking "personNav" (item 56), see screenshot below.



6. Once you've added the fields that you need, press Select on the bottom right
7. Set the Report's Header Type to "Simple Header"
8. Press next to proceed to "Configure Fields"

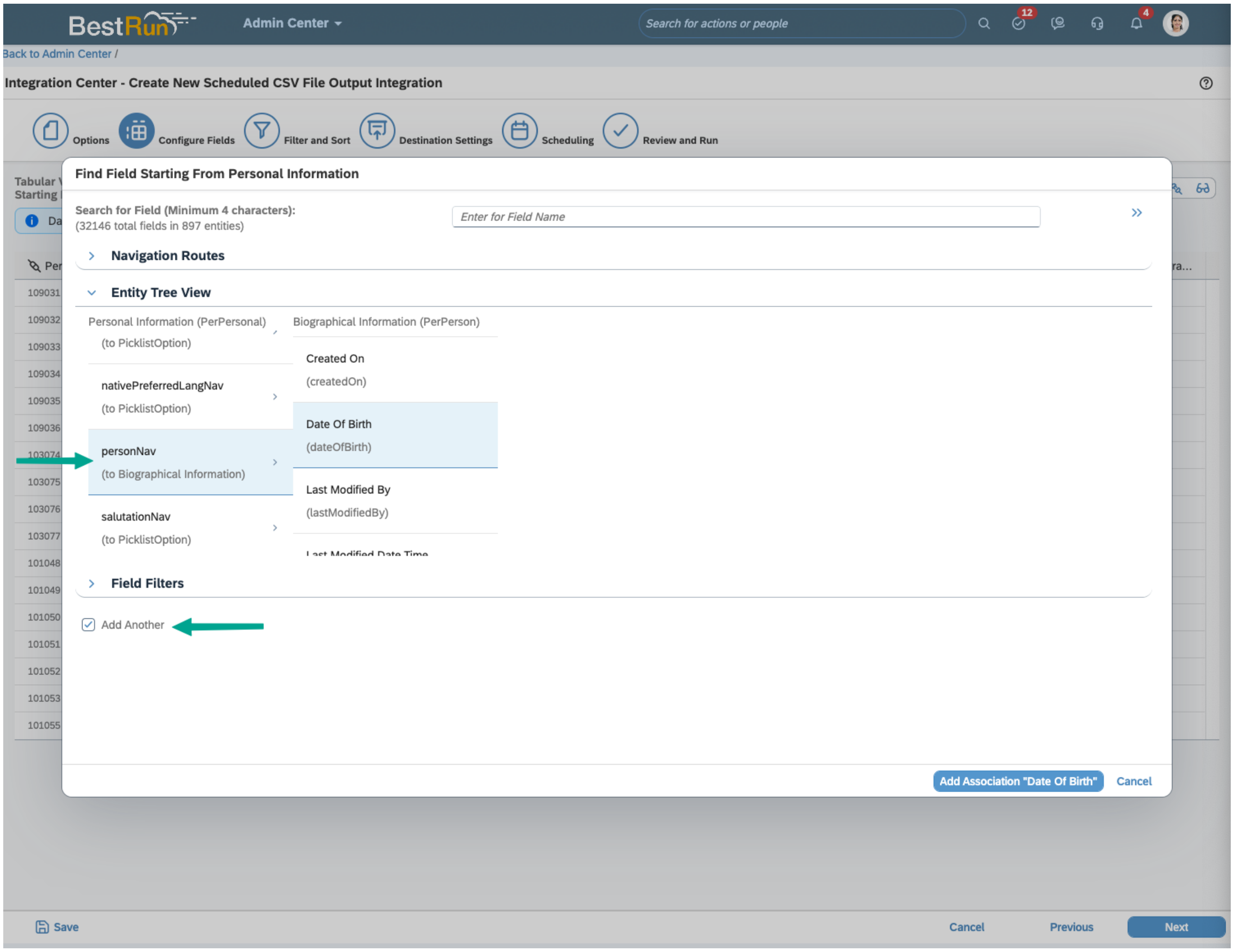


9. Click the "+ Add" button
10. Add Field" from the dropdown



11. "Expand the "Entity Tree View" dropdown

12. To add multiple fields at a time, make sure to check the "Add Another" checkbox.



13. Now select personNav

14. Then select any biographical information that you want to include in your report

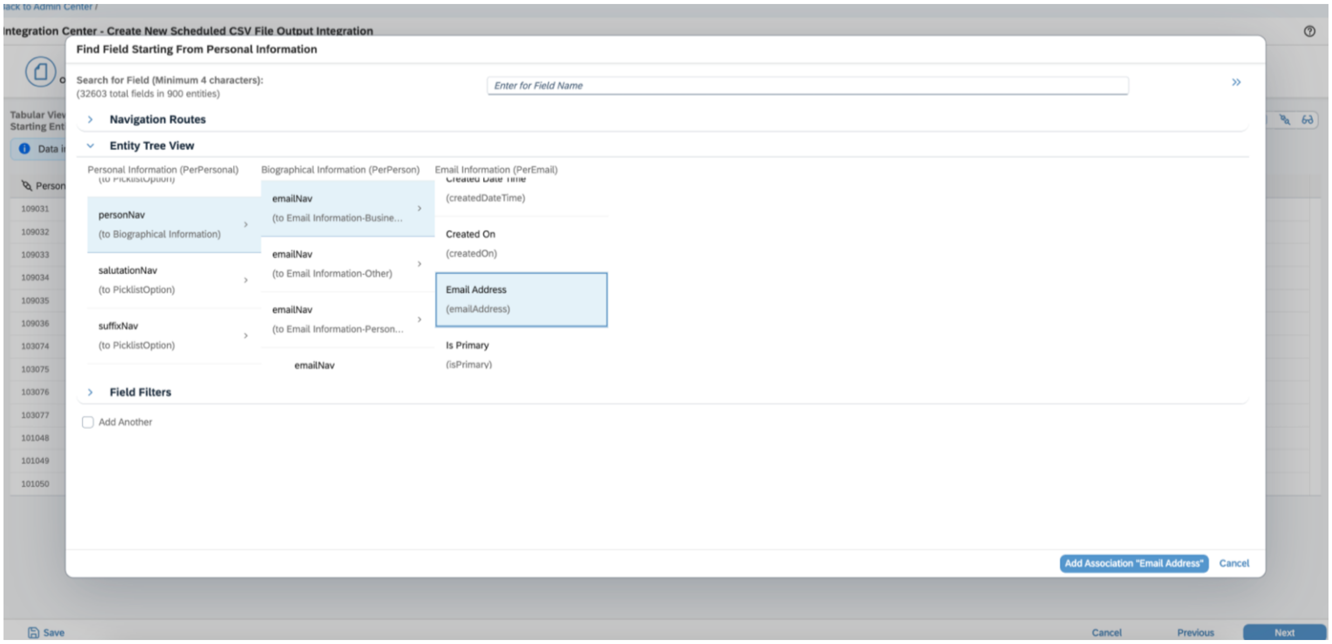
    - personId
    - Emails

15. In the "Entity Tree View", select personNav and select emailNav (to Email Information-Business)

16. After selecting this field, click the column header and rename the column to Work Email

17. Re-navigate to the "Entity Tree View", select personNav and select emailNav (to Email Information-Personal)

18. After selecting this field, click the column header and rename the column to Personal Email



19. Press "cancel" once you're done. Don't worry all of the fields that you added above are automatically saved.

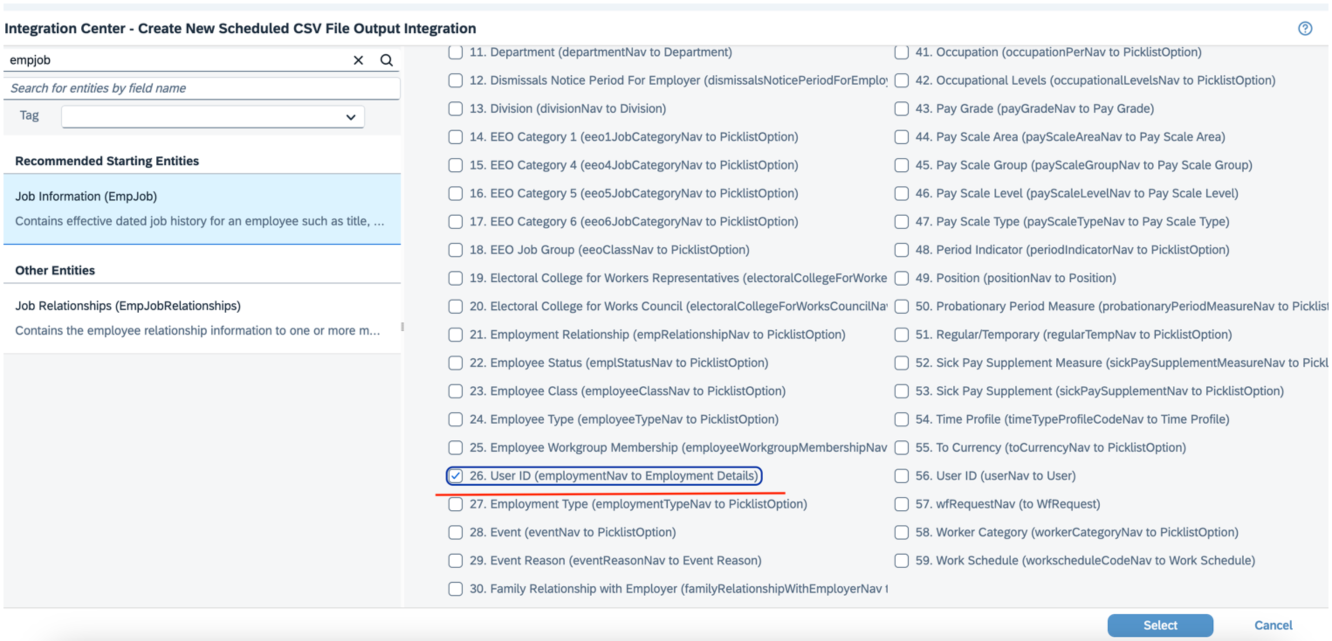
20. Once you have added all of the fields you need for this Employee Report, press "Next" until you reach Destination Settings. Then follow the instruction in Step 3 of this guide.

2b. Create an Employments Report

Assuming you've already followed the setup in Step 2. To generate an Employment History Information report, type "EmpJob" in the Entity Name search field then select Job Information (EmpJob).

It is required that you check the following boxes:

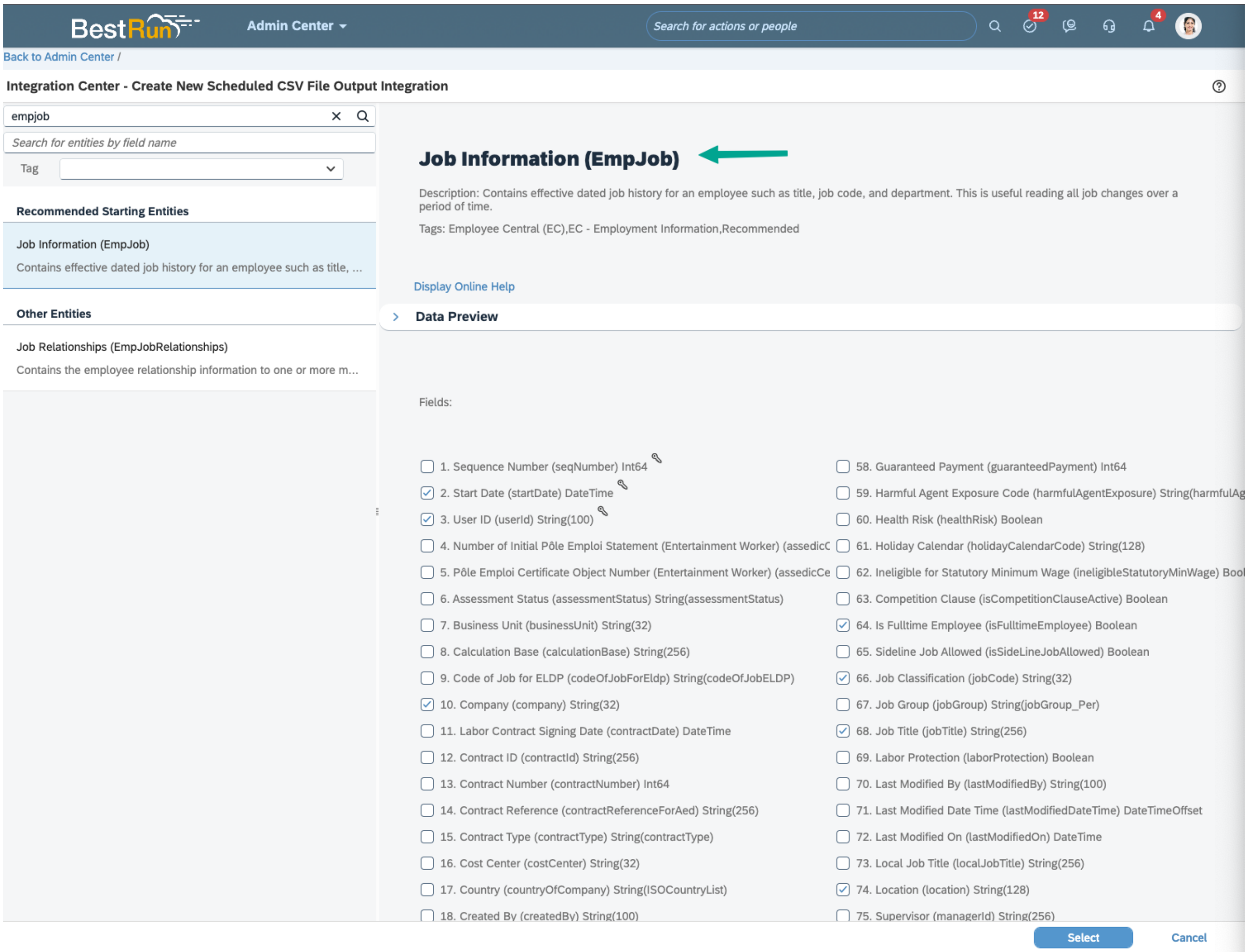
- Box 2: Start Date (startDate)
- Box 26: User ID (employmentNav to Employment Details)



Checking box 26 should generate the Person ID External-Employment Details column in your report. This is required for the Employments report.

21. You may also include any other fields that you wish to share in this report but here are some recommended fields.

    - User ID (userId)
    - Company (company)
    - Department (department)
    - FLSA Status (flsaStatus)
    - Job Classification (jobCode)
    - Location (location)



22. To access additional fields, we'll also need to access EmpJob's relational table.

23. Select the checkboxes in the "Navigations" portion of the window for any fields relevant

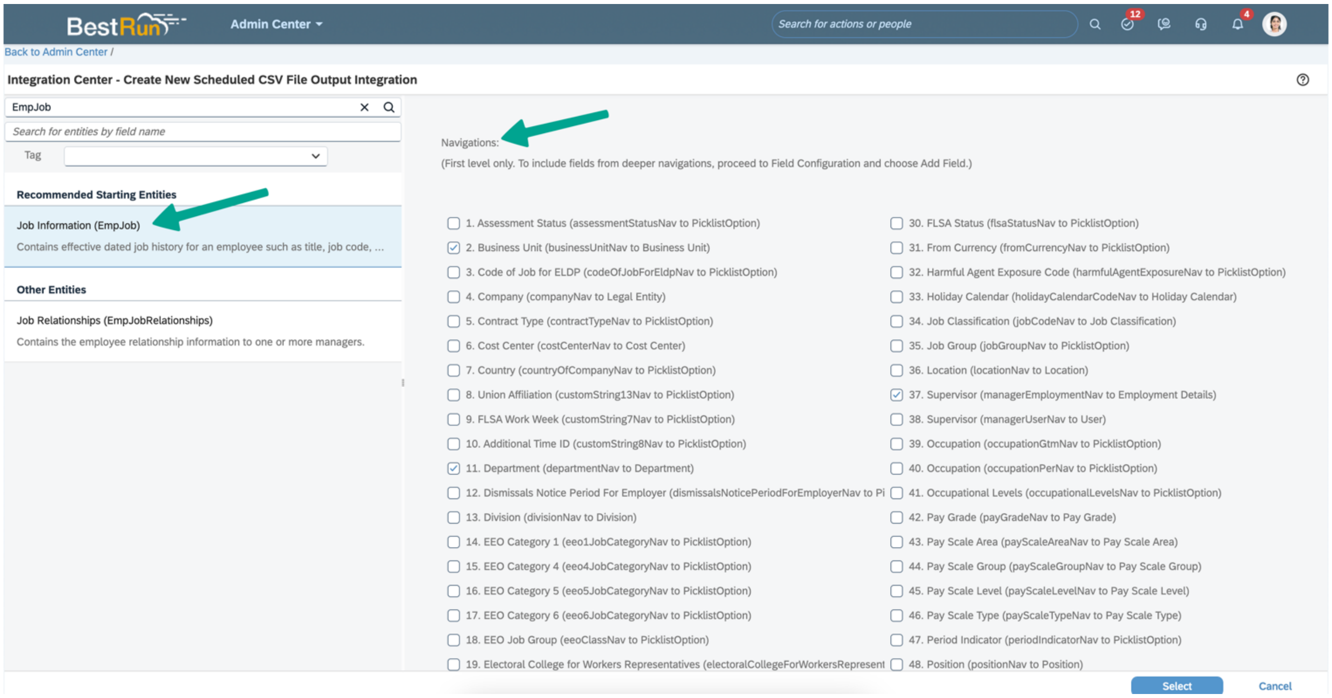
cost center, select Cost Center (costCenterNav to Cost Center)

department, select Department (departmentNav to Department)

business unit code select, Business Unit (businessUnitNav to Business Unit)

termination date, select User ID (employmentNav to Employment Details)

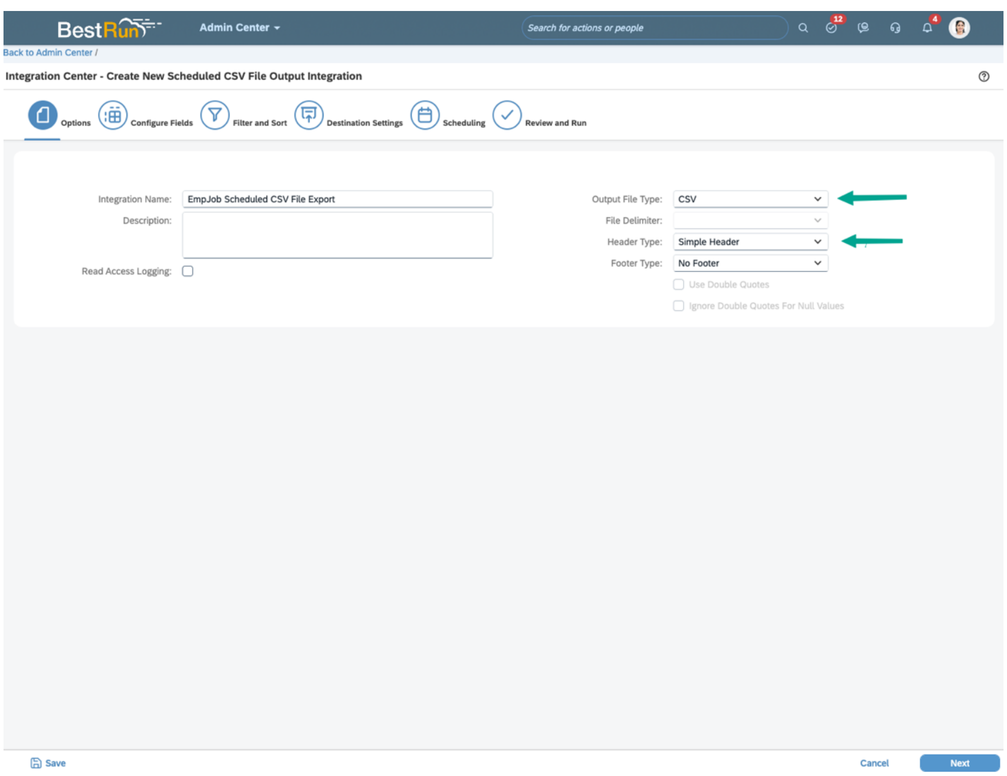
termination date, currency, frequency, picklist label or pay comp value, select Employment Type (employmentTypeNav to PicklistOption)



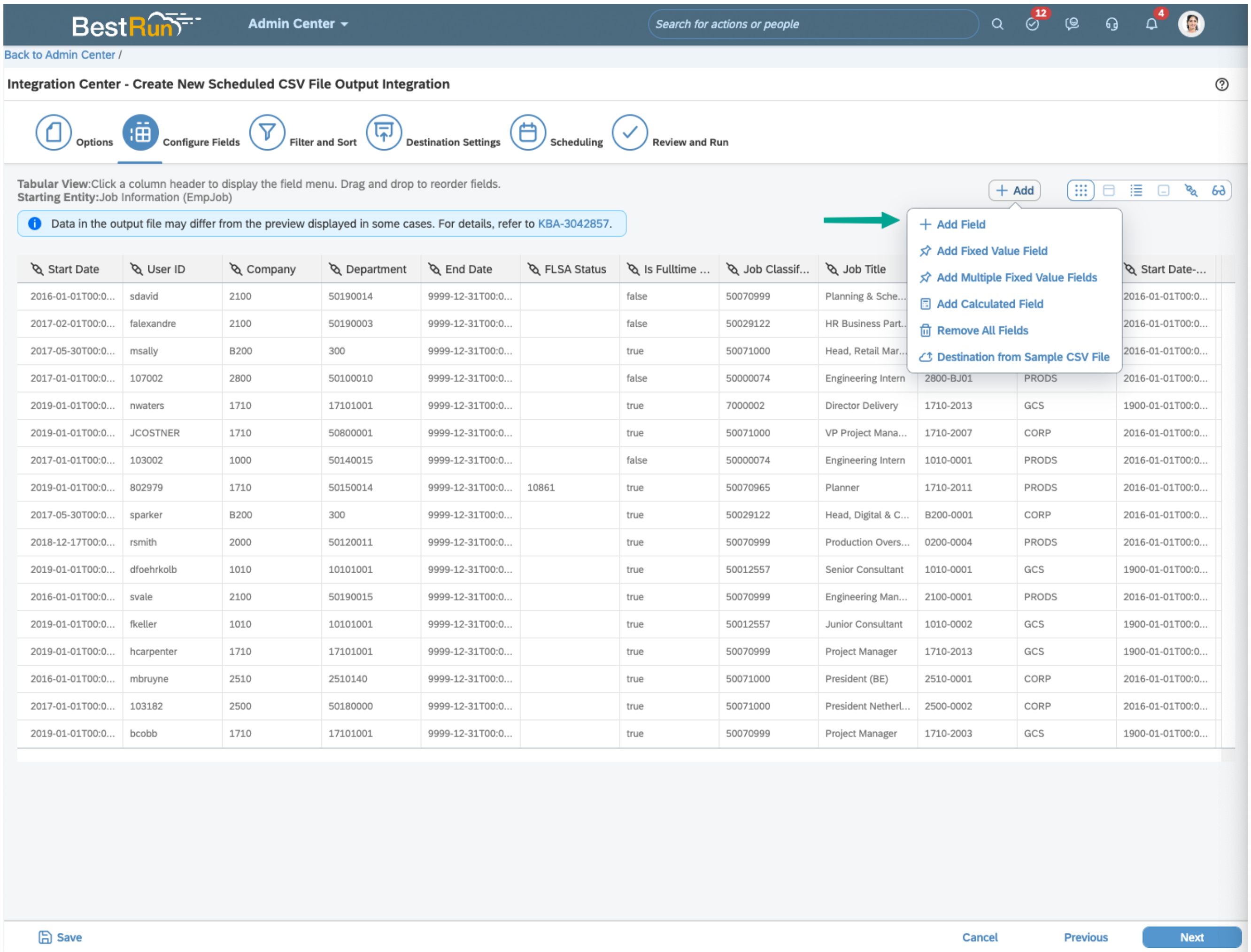
24. Once you've added the fields that you need, press Select on the bottom right

25. Set the Report's Header Type to "Simple Header"

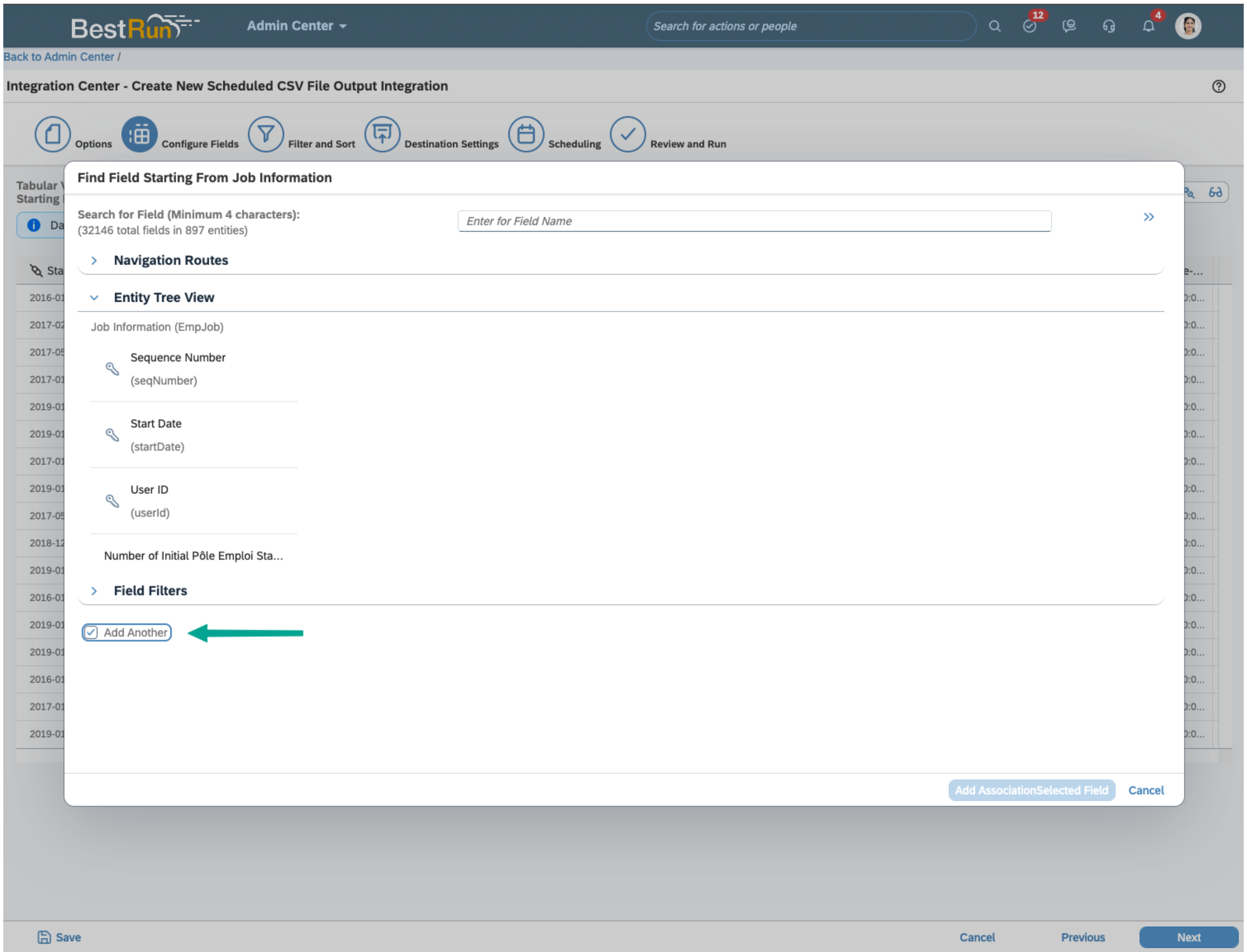
26. Press next to proceed to "Configure Fields"



27. To include additional fields from EmpJob's relational tables. Click the "+ Add" button and select "+ Add Field". If you don't have any additional fields to include, skip ahead to Step 3 of this guide.



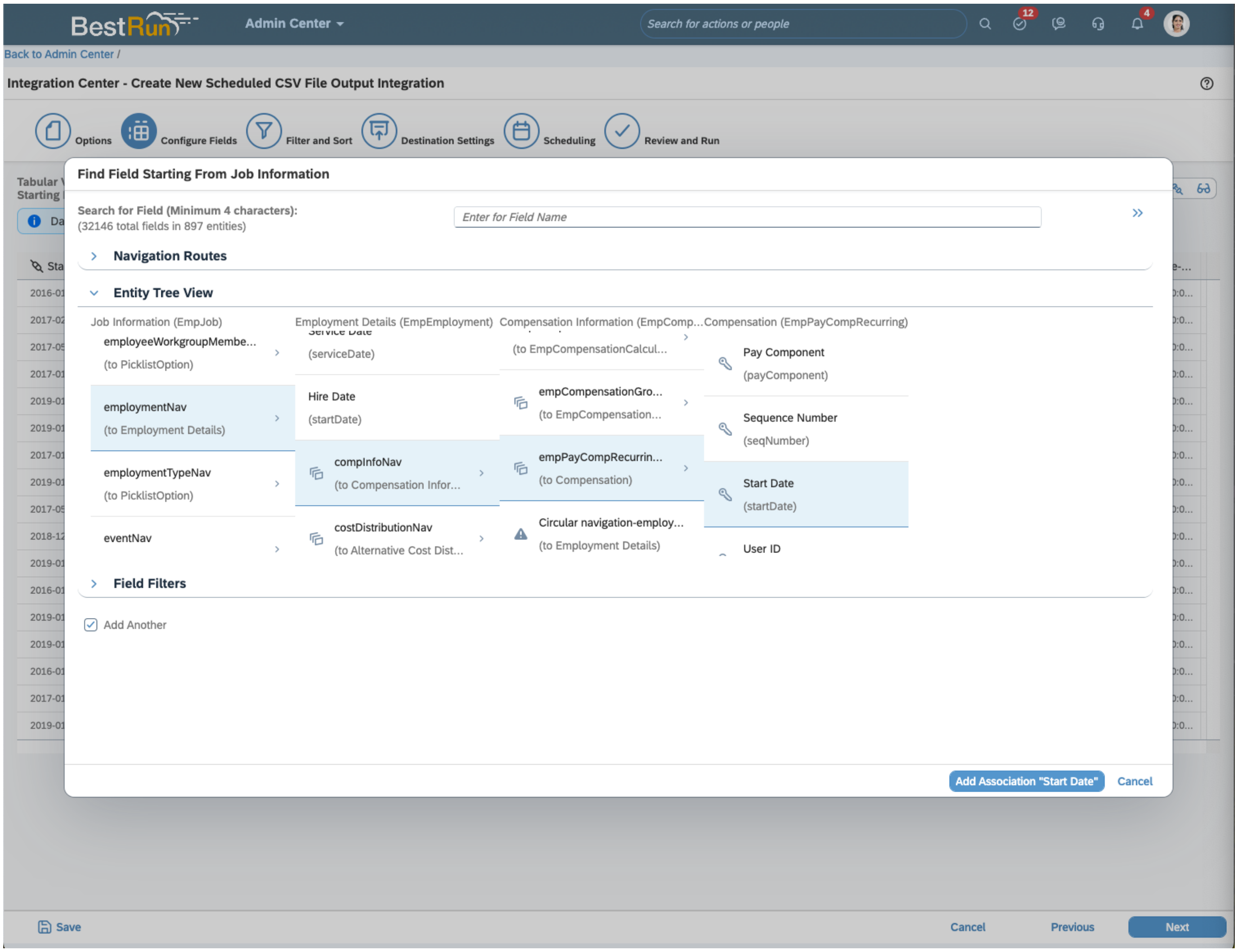
28. To select multiple fields without the modal closing, please check the "Add Another" checkbox at the bottom of the modal before adding fields:



29 To add any of the following fields, select from "Entity Tree View" in order left-most to right-most column. Then "Add AssociationSelected Field".

- cost center, select Cost Center (Cost Center)
- department, select Department (Department)
- business unit code
  - select select businessUnitNav (to Business Unit)
  - then select Business Unit Code (externalCode)
- termination date, select User ID (employmentNav to Employment Details)
- supervisor id, select Supervisor
- username
  - Select userNav

- then select Username (username)



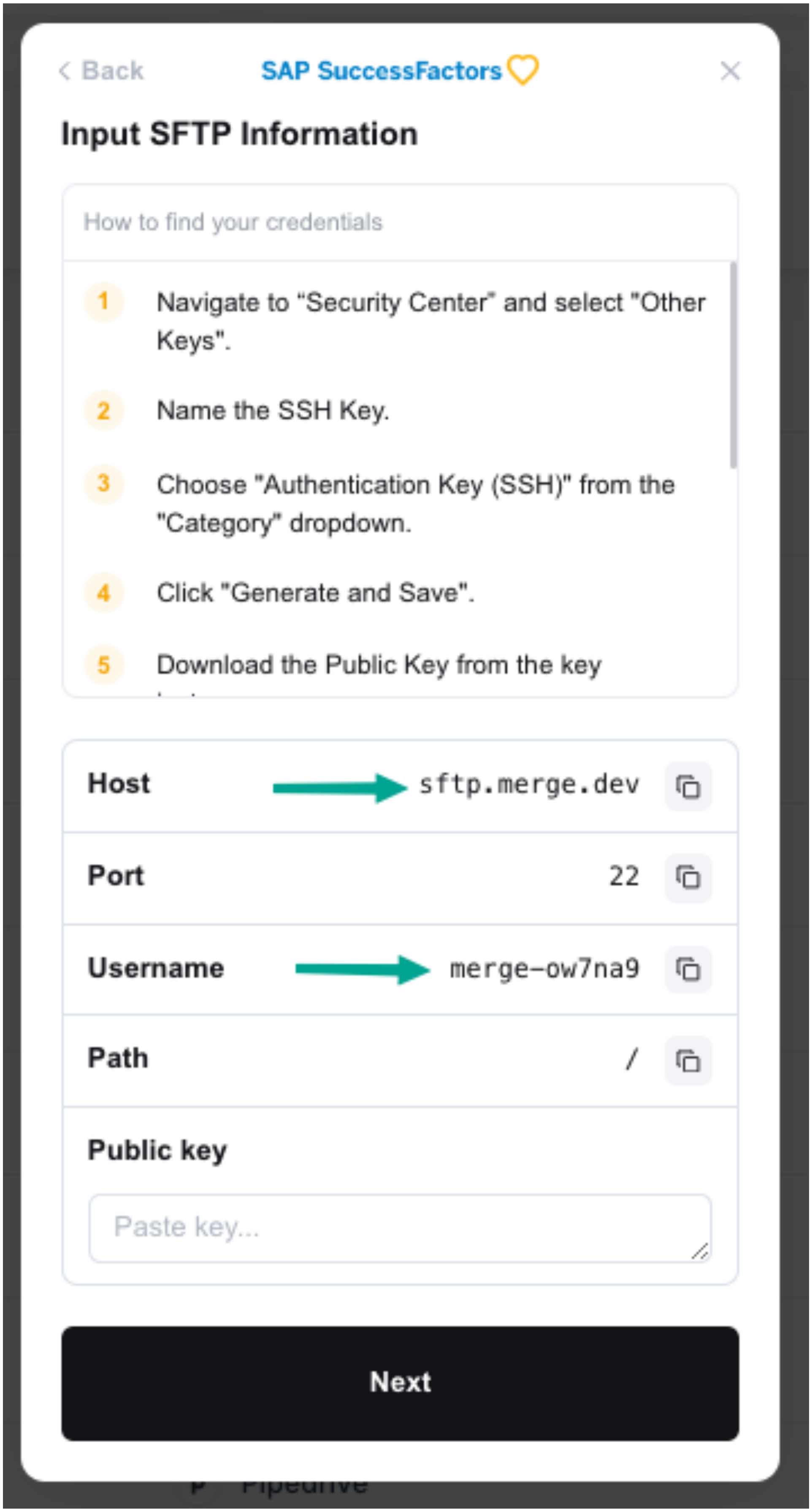
Once you've added all of the fields you need for this Employment Report, press "Next" until you reach Destination Settings. Then follow the instruction in Step 3 of this guide.

Step 2c. Manual CSV Upload

If you are planning to use the manual CSV upload method, you should download the custom report(s) that you created above. Then simply upload into the Linking modal and you're done!

Step 3: Setup secure file transfer schedule

In the Destination Settings window, please populate the following fields using the information provided from the Linking modal.



< Back
SAP SuccessFactors
Input SFTP Information
How to find your credentials
1 Navigate to "Security Center" and select "Other Keys".
2 Name the SSH Key.
3 Choose "Authentication Key (SSH)" from the "Category" dropdown.
4 Click "Generate and Save".
5 Download the Public Key from the key
Host sftp.merge.dev
Port 22
Username merge-ow7na9
Path /
Public key
Paste key...
Next

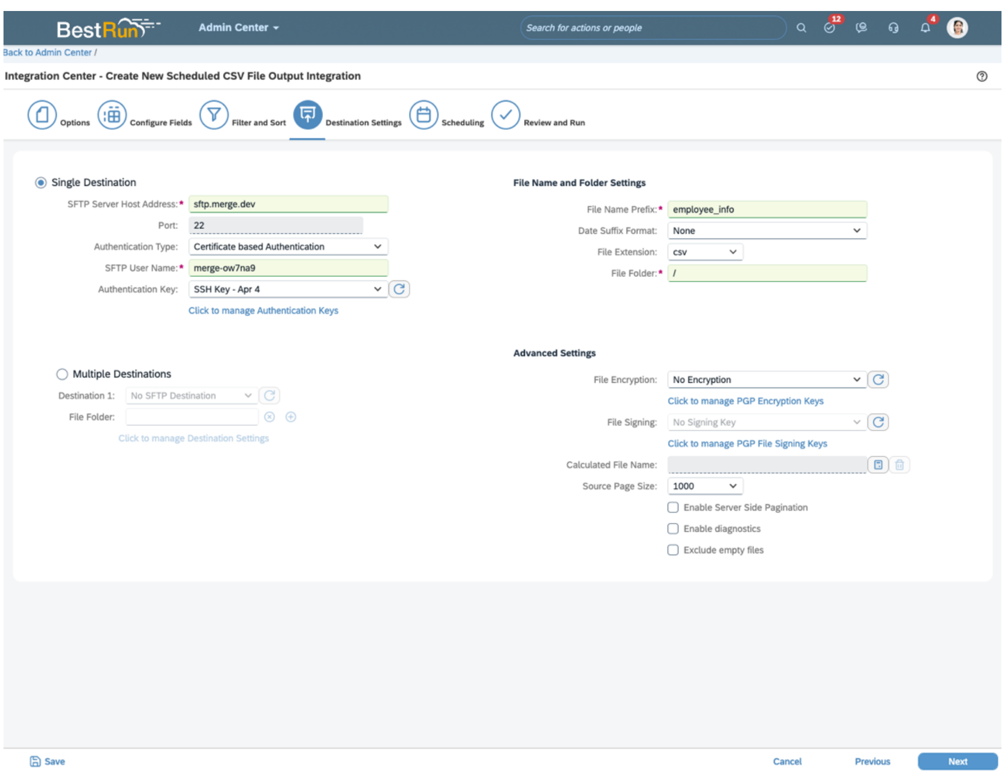
rydoo

For the following fields, use the unique values (not the necessarily the values in the screenshot) generated by your linking modal.

- SFTP Server Host Address: "Host"
- SFTP User Name: "Username"
- Port: "Port"
- File Folder: "Path"

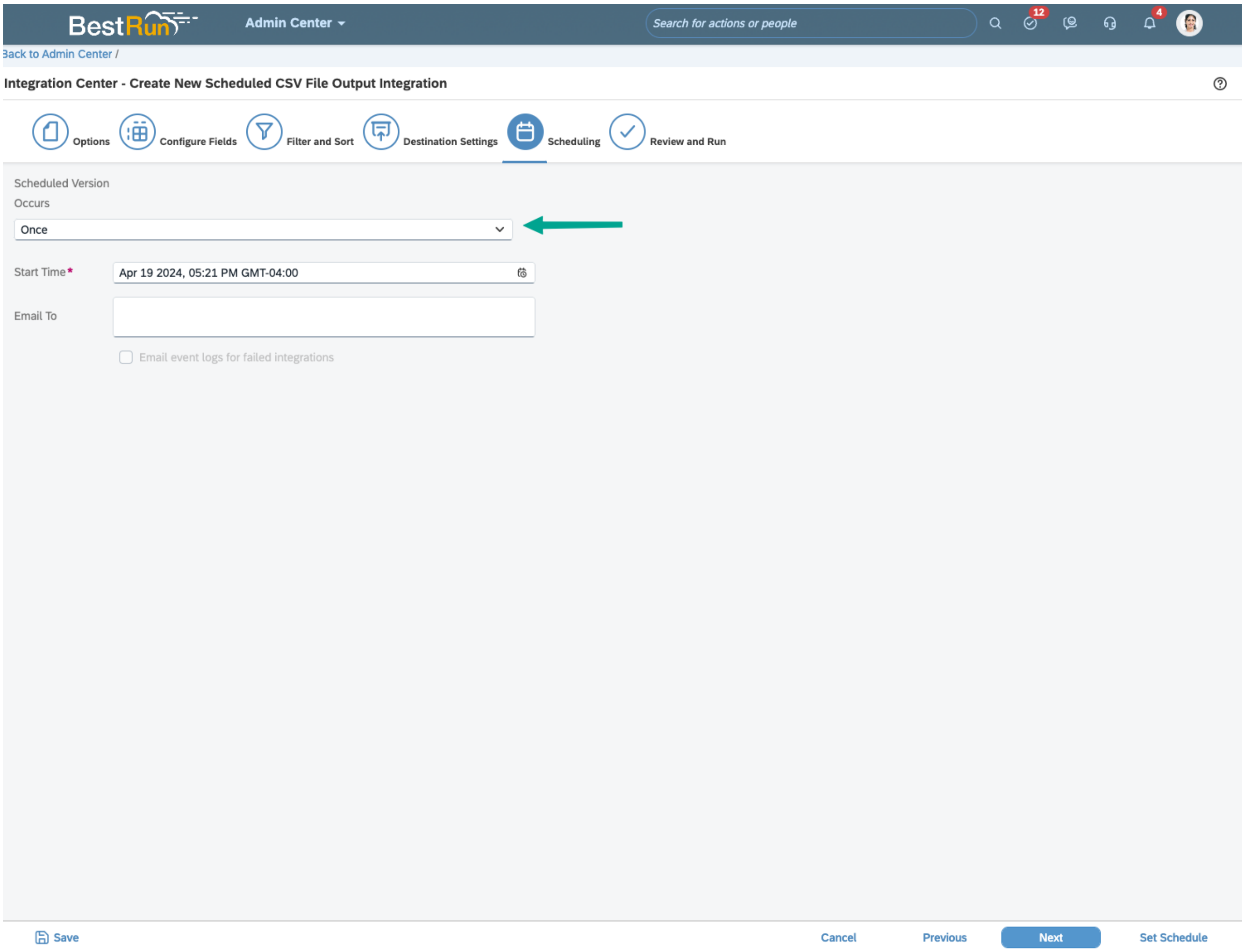
Then populate the rest of these fields:

- Authentication Type: Certificate based Authentication
- Authentication Key: Select the key generated from Step 1
- File Name Prefix:
  - if you are sending Employee information (2a), use "employee_info"
  - if you are sending Employment information (2b), use "employment_info"
- Date Suffix Format: None
- File Extension: csv

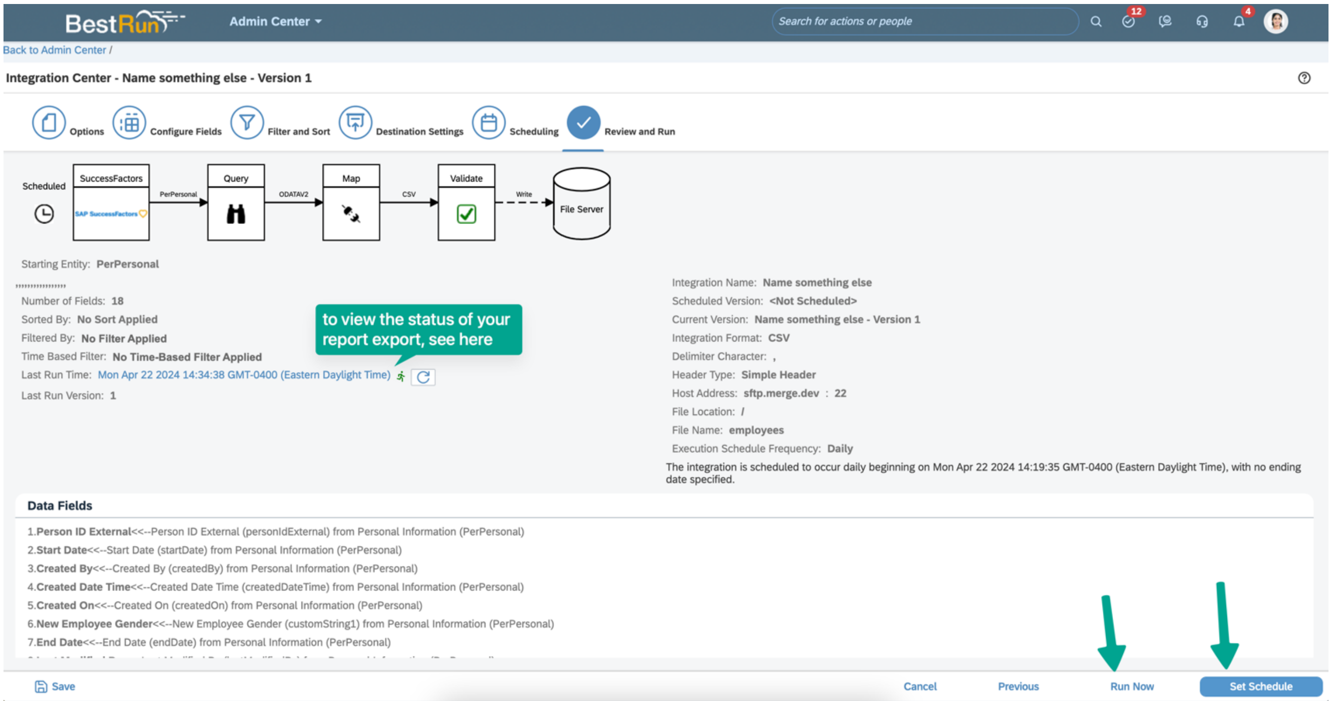


rydoo

Set Occurs to the preferred schedule value, then click Next.



1. To send the file immediately select "Run Now"
    a. Confirm by clicking "Save and Continue"
2. Or for a later scheduled occurrence select "Set Schedule".
3. The "Integration Name" has to be unique but you can name it anything



Congrats! You're all done, you will now be receiving files containing employee information, employment information or both at the scheduled occurrence that you set.