

SAP Success Factors

Table of Contents

SAP SUCCESS FACTORS	1
HOW DO I LINK MY ACCOUNT?.....	2
Overview.....	2
Prerequisites.....	2
Instructions.....	2
Step 3: Find your SAP Username and Company ID.....	4
Step 4: Find your SAP SuccessFactors Client ID and Secret by generating a certificate.....	6
SERVICE USER SET UP FOR HRIS.....	12
Step 1: Create a new Super Admin User that will be used to link.....	12
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.....	12
Step 2: Create a new Permission Group.....	12
Step 3: Create Permission Role with Proper Permissions.....	13
Now we will go through the full Linking Flow from within the Service User's Account!.....	17
HOW DO I SEND HRIS DATA VIA SFTP?.....	26
Overview.....	26
Step 1: Configure connection via SFTP.....	26
Step 2: Create a custom report in SAP SuccessFactors.....	27
Step 2c. Manual CSV Upload.....	41
Step 3: Setup secure file transfer schedule.....	41

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

[← Previous](#)[☆ Favorite](#) [📄 Download PDF](#) [🔗 Share](#) [Next →](#)

Data Center	Environment	Location	API Server
<input type="text" value="Search column"/>	Filter: [No Selection]	<input type="text" value="Search column"/>	<input type="text" value="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://api salesdemo4 .successfactors.com/
DC8	SalesDemo	Ashburn, Virginia, US	https://apisalesdemo8.successfactors.com/

Page Size: Showing 32 of 32

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

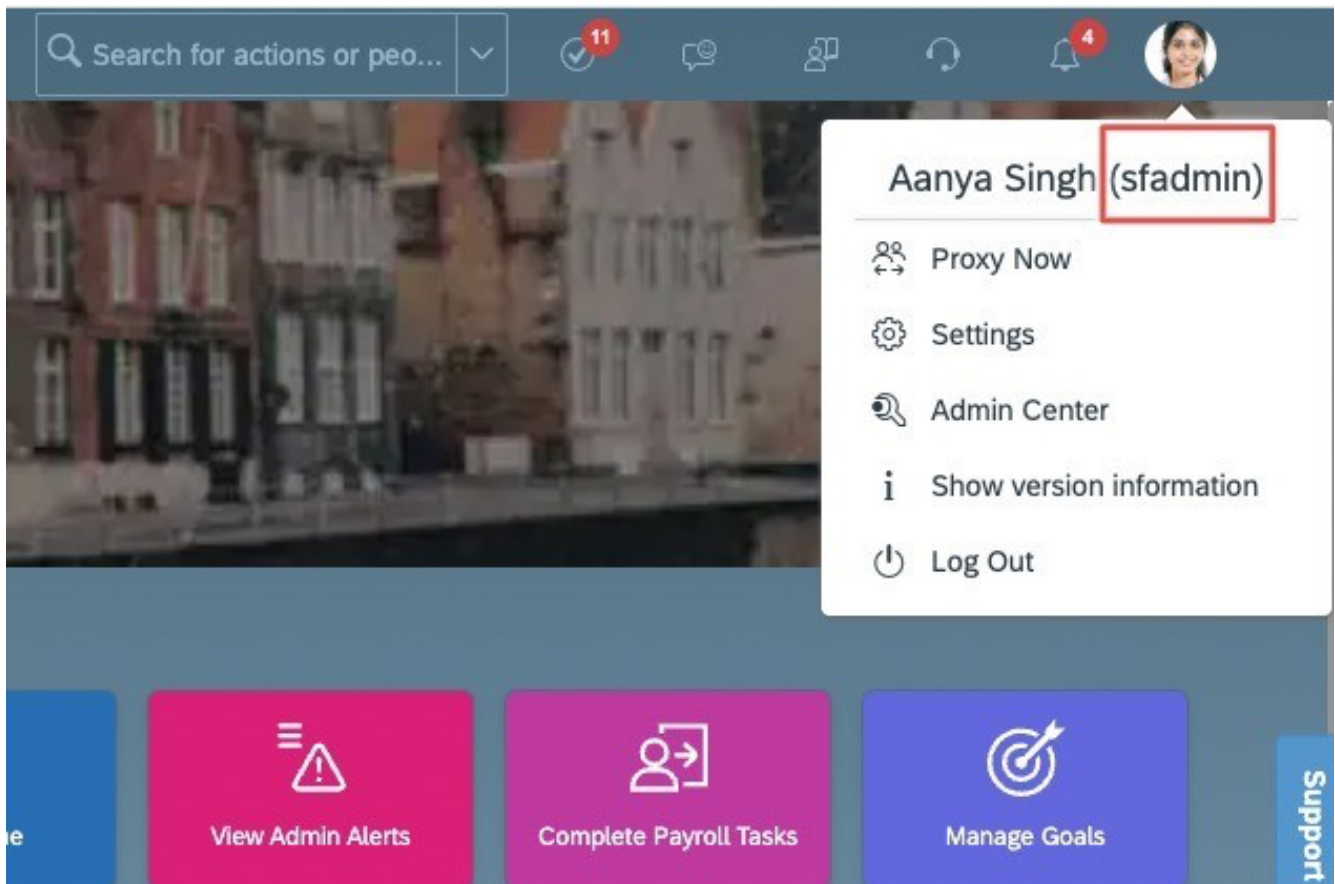
SAP SuccessFactors 

Enter your SAP SuccessFactors API Server URL

How do I find my API Server URL?  Your data is protected with 256-bit SSL bank-level encryption

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:



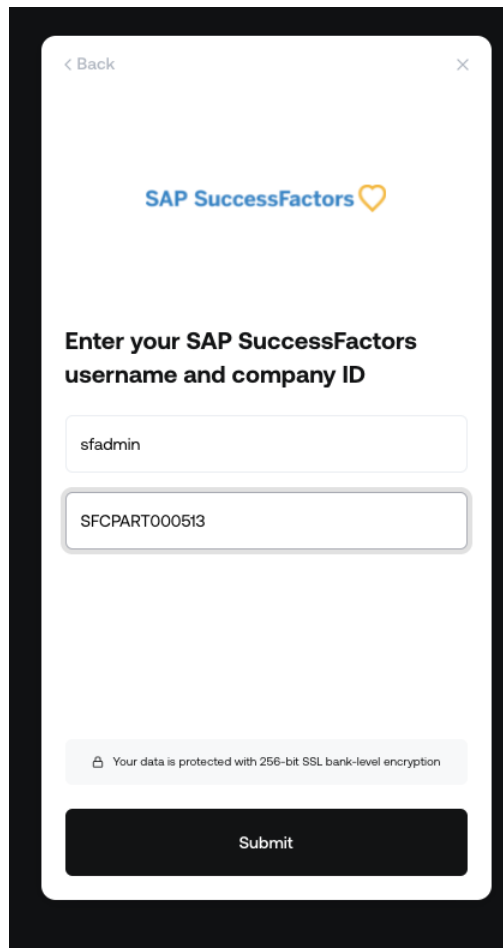
SuccessFactors Business Execution Suite

Release: b2205.20220920125201
Server: 42ps4bcf52t
Timestamp: 2022-10-04T21:02:15.466-0400
Company ID: SFCPART000513
UI version: SAP Fiori
Edition: Enterprise
Admin version: Next Gen Admin

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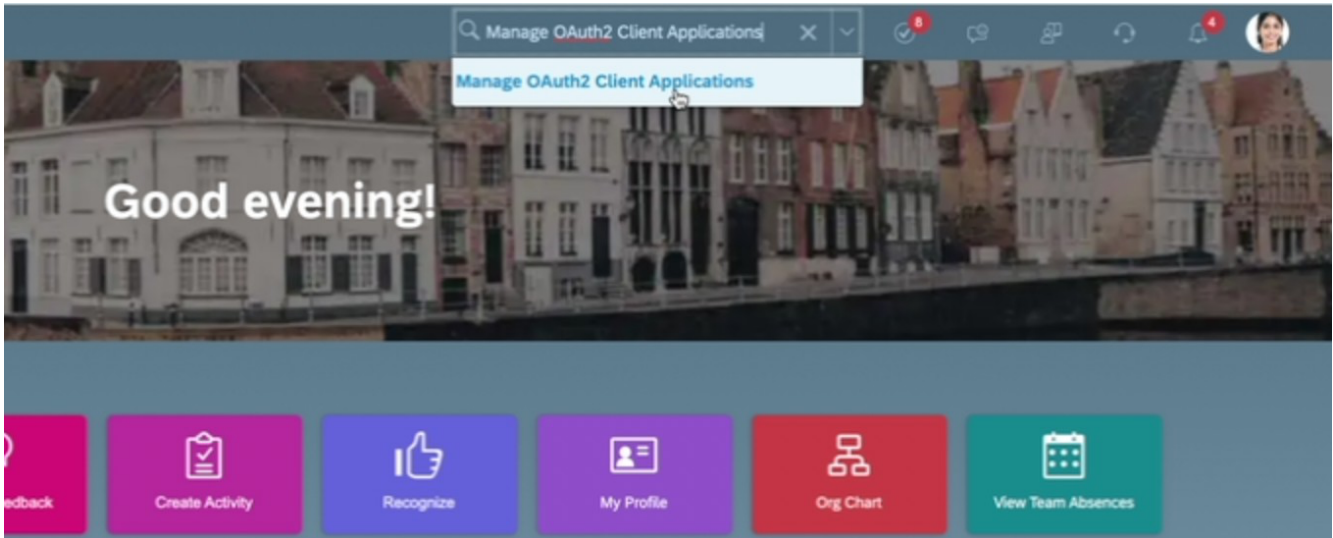
Close

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

A screenshot of a mobile application interface for SAP SuccessFactors. At the top, there is a navigation bar with a back arrow and a close 'x' icon. Below this is the SAP SuccessFactors logo. The main heading reads "Enter your SAP SuccessFactors username and company ID". There are two input fields: the first contains the text "sfadmin" and the second contains "SFCPART000513". Below the input fields is a security notice: "Your data is protected with 256-bit SSL bank-level encryption". At the bottom of the form is a large black button with the text "Submit" in white.

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

[Back to Admin Tools](#)

Manage OAuth2 Client Applications

[+ Register Client Application](#)

Items per page Page 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 actually goes in these fields is not important, except that the URL has to begin with https://)

Manage OAuth2 Client Applications

Register a new OAuth Client Application(* Required Fields)

Company	<input type="text" value="SFCPART000513"/>
*Application Name	<input type="text" value="Merge"/>
Description	<input type="text"/>
*Application URL	<input type="text" value="https://localhost/CI"/>
Bind to Technical User	<input type="checkbox"/>
Technical User ID	<input type="text"/>
*X.509 Certificate	<input type="text"/>

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

Manage OAuth2 Client Applications

Self Assign a new X.509 Certificate(* Required Fields)

Issued By	<input type="text" value="SuccessFactors"/>
*Common Name(CN)	<input type="text" value="SF"/>
Organization(O)	<input type="text"/>
Organization Unit(OU)	<input type="text"/>
Locality(L)	<input type="text"/>
State/Prov.(ST)	<input type="text"/>
Country/Region(C)	<input type="text"/>
Validity(Days)	<input type="text"/> If this field is empty, use default value - 365 days.
Enable validity check	<input type="checkbox"/>

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

Generate X.509 Certificate

Download

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

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

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

Manage OAuth2 Client Ap

Update an existing OAuth Client Applicati

Company

*Application Name

Description

This is your Client ID



API 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-----



-----END ENCRYPTED PRIVATE KEY-----

-----BEGIN CERTIFICATE-----



-----END CERTIFICATE-----

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

A screenshot of a mobile application interface for entering SAP SuccessFactors OAuth credentials. The screen has a white background with a black border. At the top left is a '< Back' button and at the top right is a close 'X' button. The SAP SuccessFactors logo is centered. Below the logo is the title 'Enter your SAP SuccessFactors OAuth credentials' and a dropdown menu 'How do I find my OAuth credentials?'. There are two input fields: 'SAP SuccessFactors Client ID' and 'SAP SuccessFactors Client Secret'. At the bottom, there is a security notice: 'Your data is protected with 256-bit SSL bank-level encryption' and a large grey 'Submit' button.

10. After the connection is established the Rydoo default mapping will be used for these fields you can click save and the authentication is now complete.
11. If you wish to use different fields for mapping, provide the specific field names present in your SAP SF to your Customer Success Manager (CSM). This ensures the technical team can correctly remap the fields according to your requirement.

Service User set up for HRIS

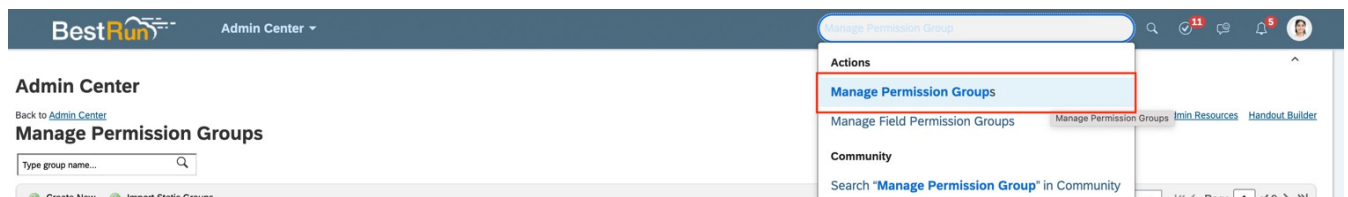
In this article, we will be covering the steps needed to create a new User in SAP SuccessFactors and limiting the permissions / scope to what is required.

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.

Permission Group

Definition **Granted Permission Roles**

Type a name for your group. Then choose who you want to include in the group.

Group Name:

User Type:

Active Group Membership: 0 [Update](#)

Choose Group Members: Tip: You can include multiple People Pools in the same group. [See examples](#)

▼ **People Pool**

[Add another category](#)

[Add another People Pool](#)

Match any of these conditions:

User is [Add another](#) [Done](#) [Cancel](#)

Exclude these people from group

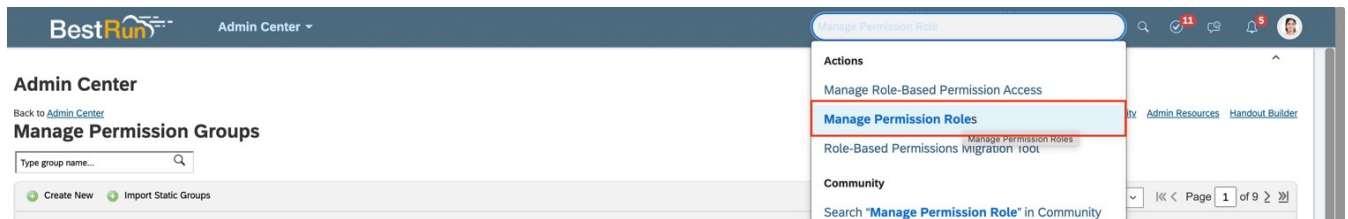
▼ **People Pool**

[Done](#) [Cancel](#)

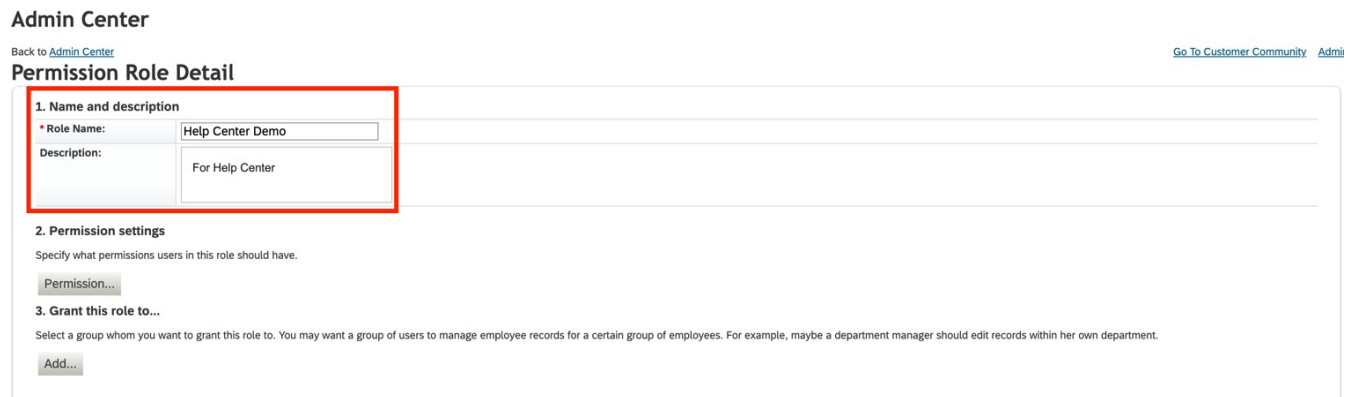
- You do not need to input anything in regards to the Exclude Section, or the Granted Permission Roles at this time.
- Click "Done" to create and save this Permission Group.

Step 3: Create Permission Role with Proper Permissions

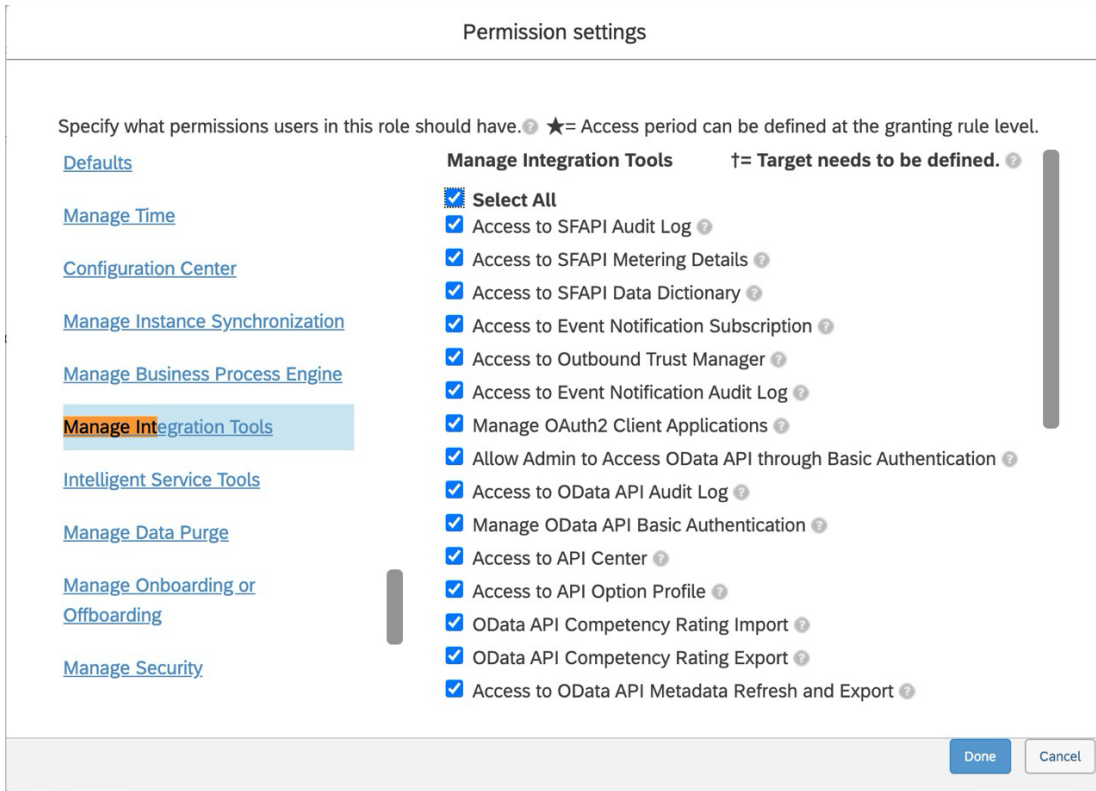
- Search up "Manager Permission Roles" in your search bar to navigate to the Permission Role page.



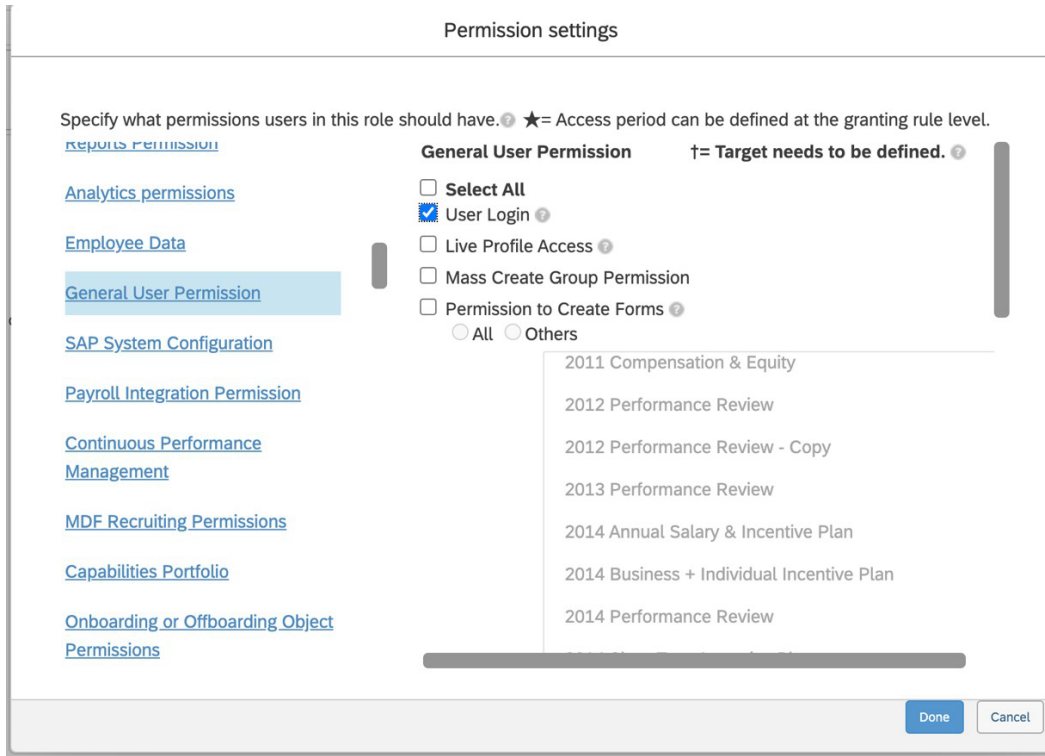
- Part 1: Name the Permission Group



- Part 2: Identify and Select the Permissions that matter for the use case you are trying to achieve
- Click "Permissions" to open available User and Admin Privileges available.
 - REQUIRED for General Authentication:
 - Manage Integration Tools – Access to "Manage OAuth2 Client Applications", "Manager OData API Basic Authentication", and all API + OData related pieces
- 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

Permission settings

Specify what permissions users in this role should have. ? ★= Access period can be defined at the granting rule level.

Manage Document Generation Templates	Date of Current Position	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Compensation and Variable Pay	Date of Position	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Payroll Permissions	Default Locale	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Payroll Control Center	Department	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Recruiting Permissions	Display Name	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reports Permission	Diversity Candidate	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Analytics permissions	Division	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Employee Data	Email	<input checked="" type="checkbox"/>	<input type="checkbox"/>
General User Permission	Employee Id	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SAP System Configuration	Ethnicity	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Exit Date	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	FaceBook	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Final Job Code	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Final Job Family	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Final Job Role	<input checked="" type="checkbox"/>	<input type="checkbox"/>

b. Employee Central API, Employee Central Import Settings,

Permission settings

Specify what permissions users in this role should have. ? ★= Access period can be defined at the granting rule level.

[Manage Advances](#)

[Manage Benefits](#)

[Manage Document Generation](#)

[Manage Mass Changes](#)

[Employee Central API](#)

[Employee Central Import Settings](#)

[Manage Income Tax Declarations](#)

[Manage Deductions](#)

[Manage Workflows](#)

[Manage Hires](#)

[Manage Pay Scale](#)

Employee Central API

†= Target needs to be defined. ?

Select All

Employee Central Foundation SOAP API

Employee Central HRIS SOAP API

Employee Central Foundation OData API (read-only)

Employee Central HRIS OData API (read-only)

Employee Central Foundation OData API (editable)

Employee Central HRIS OData API (editable)

Employee Central Compound Employee API (restricted access) ? †

Employee Central Compound Employee API (restricted segment access) ? †

All Others

accompanying_dependent

address_information

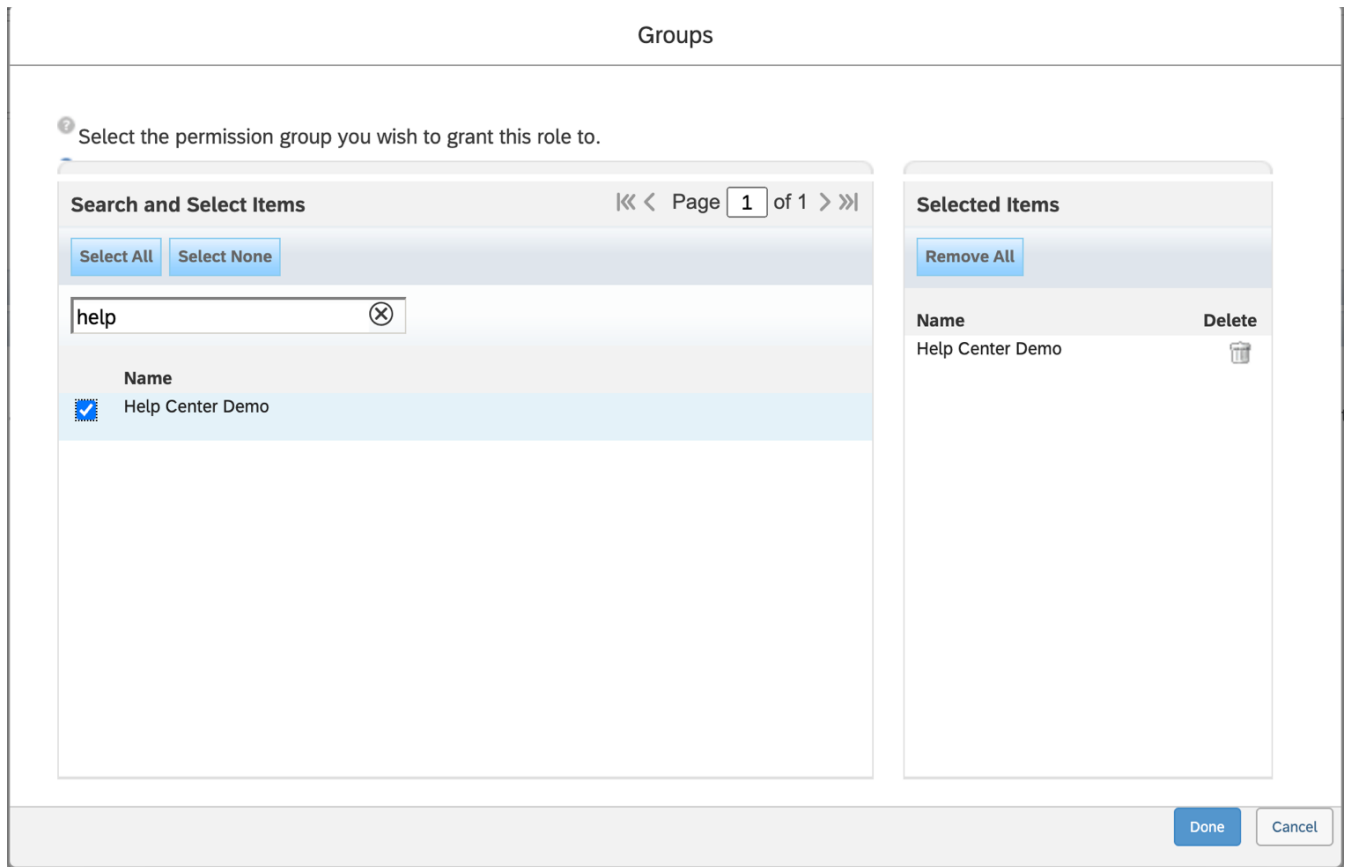
All custom MDF objects

alternative_cost_distribution

Done

Cancel

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

Data Center	Environment	Location	API Server
<input type="text" value="Search column"/>	Filter: [No Selection]	<input type="text" value="Search column"/>	<input type="text" value="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://api salesdemo4 .successfactors.com/
DC8	SalesDemo	Ashburn, Virginia, US	https://apisalesdemo8.successfactors.com/

Page Size: Showing 32 of 32

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:

Enter your SAP SuccessFactors API Server URL

How do I find my API Server URL? 

https:// apisalesdemo4.successfacto /login

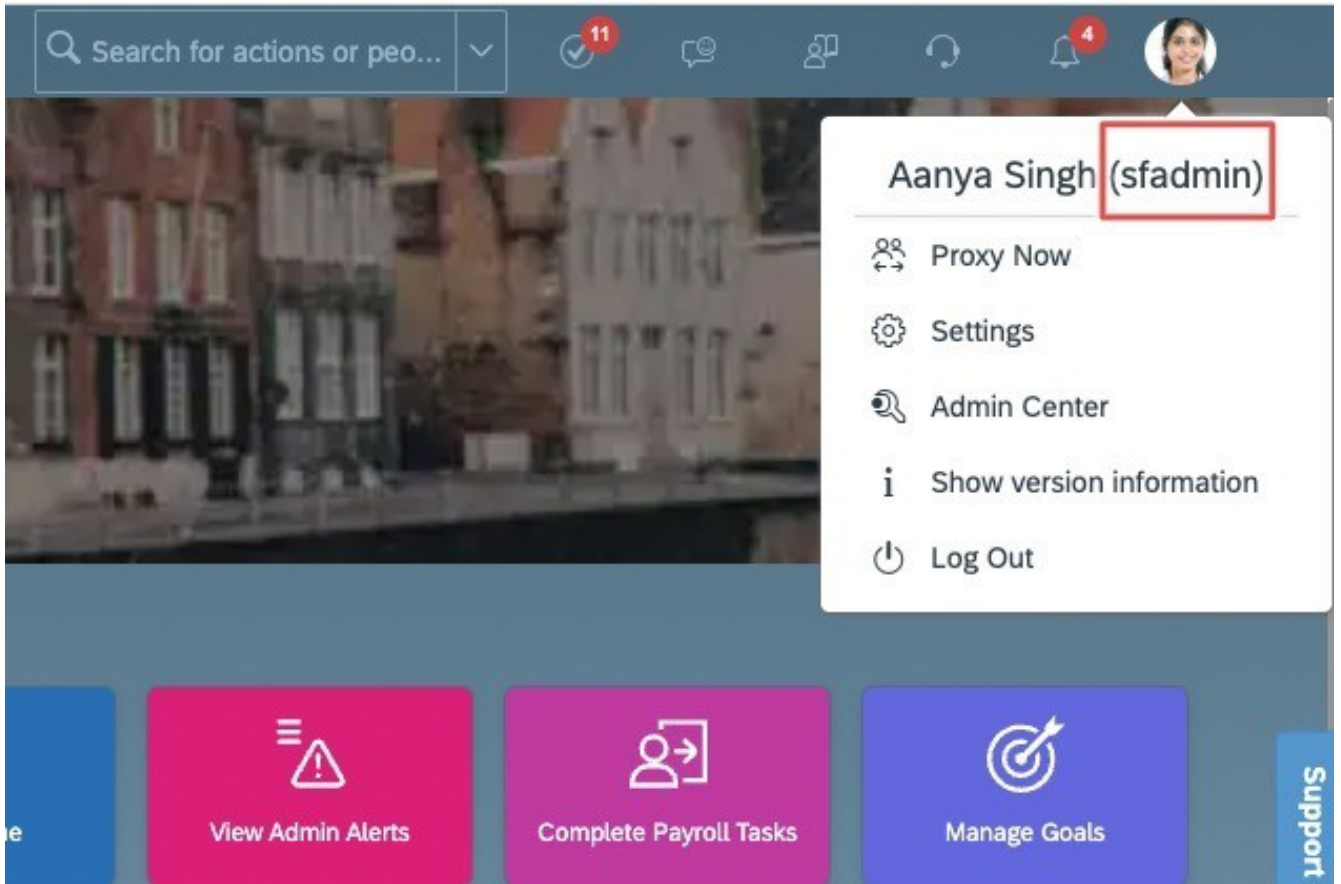
 Your data is protected with 256-bit SSL bank-level encryption

Submit

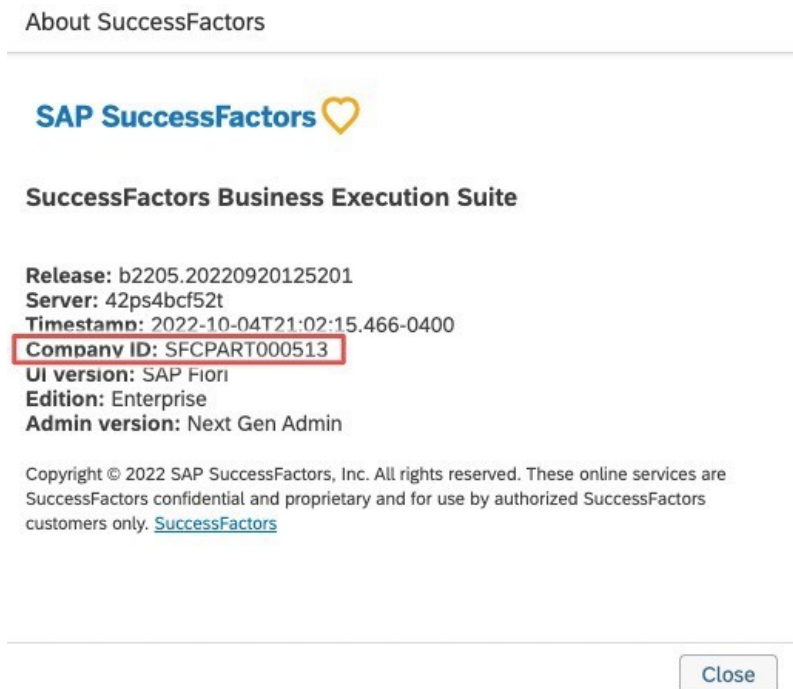
Step Five: Find your SAP Username and Company ID

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

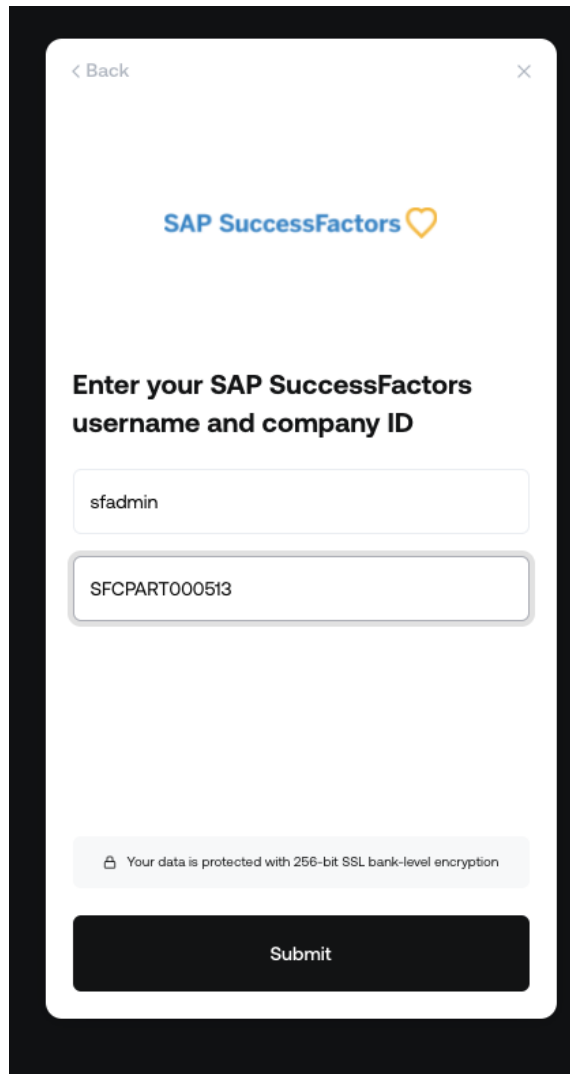
This will be the Username for the Service User you created in the first part of this guide!



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:



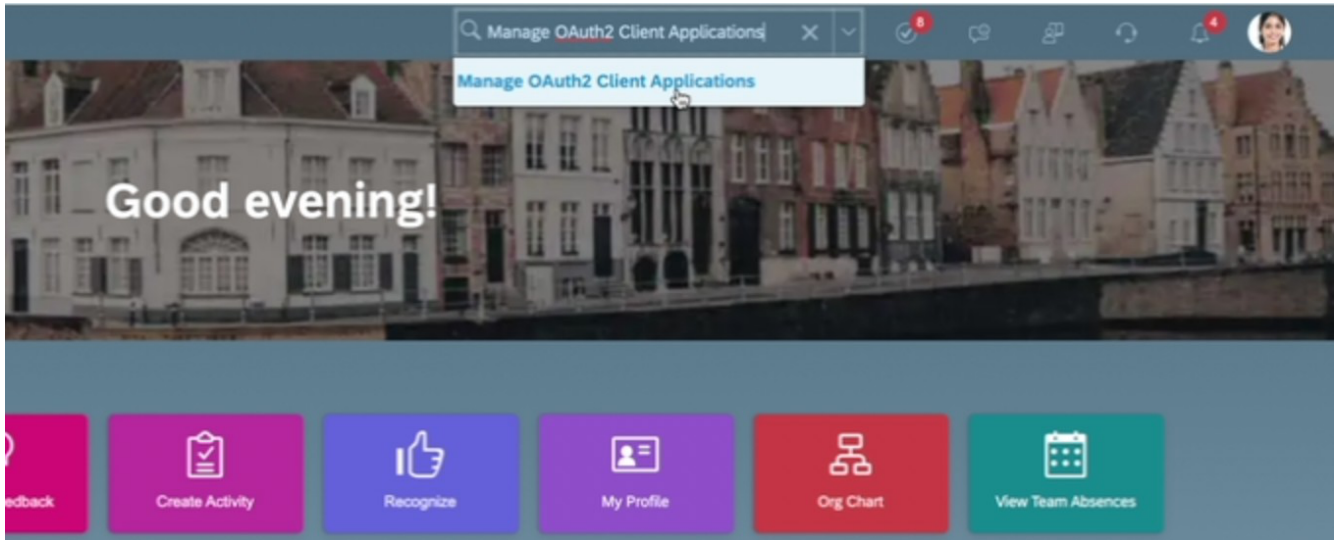
3.) Once you obtain your username (not email) and company ID, enter them in the linking flow as shown:



The screenshot shows a mobile application interface for SAP SuccessFactors. At the top, there is a navigation bar with a back arrow and the text '< Back' on the left, and a close icon 'X' on the right. Below the navigation bar is the SAP SuccessFactors logo, which consists of the text 'SAP SuccessFactors' in blue and a yellow heart icon. The main heading reads 'Enter your SAP SuccessFactors username and company ID'. There are two input fields: the first contains the text 'sfadmin' and the second contains 'SFCPART000513'. Below the input fields is a security notice: 'Your data is protected with 256-bit SSL bank-level encryption'. At the bottom of the form is a large black button with the text 'Submit' in white.

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 Page 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://).

Manage OAuth2 Client Applications

Register a new OAuth Client Application(* Required Fields)

Company	<input type="text" value="SFCPART000513"/>
*Application Name	<input type="text" value="Merge"/>
Description	<input type="text"/>
*Application URL	<input type="text" value="https://localhost/CI"/>
Bind to Technical User	<input type="checkbox"/>
Technical User ID	<input type="text"/>
*X.509 Certificate	<input type="text"/>

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

Manage OAuth2 Client Applications

Self Assign a new X.509 Certificate(* Required Fields)

Issued By	<input type="text" value="SuccessFactors"/>
*Common Name(CN)	<input type="text" value="SF"/>
Organization(O)	<input type="text"/>
Organization Unit(OU)	<input type="text"/>
Locality(L)	<input type="text"/>
State/Prov.(ST)	<input type="text"/>
Country/Region(C)	<input type="text"/>
Validity(Days)	<input type="text"/> If this field is empty, use default value - 365 days.
Enable validity check	<input type="checkbox"/>

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

Generate X.509 Certificate

Download

- 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.

Manage OAuth2 Client Ap

Update an existing OAuth Client Applicati

Company

*Application Name

Description

This is your Client ID



API 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-----



-----END ENCRYPTED PRIVATE KEY-----

-----BEGIN CERTIFICATE-----



-----END CERTIFICATE-----

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

A screenshot of a mobile application interface for entering SAP SuccessFactors OAuth credentials. The screen has a white background with a black border. At the top left, there is a '< Back' button and a close 'X' icon. The SAP SuccessFactors logo is centered. Below the logo, the text 'Enter your SAP SuccessFactors OAuth credentials' is displayed. Underneath, there is a dropdown menu labeled 'How do I find my OAuth credentials?'. Two input fields are provided: 'SAP SuccessFactors Client ID' and 'SAP SuccessFactors Client Secret'. At the bottom, there is a grey 'Submit' button. A small lock icon and text 'Your data is protected with 256-bit SSL bank-level encryption' are visible above the submit button.

How do I send HRIS data via SFTP?

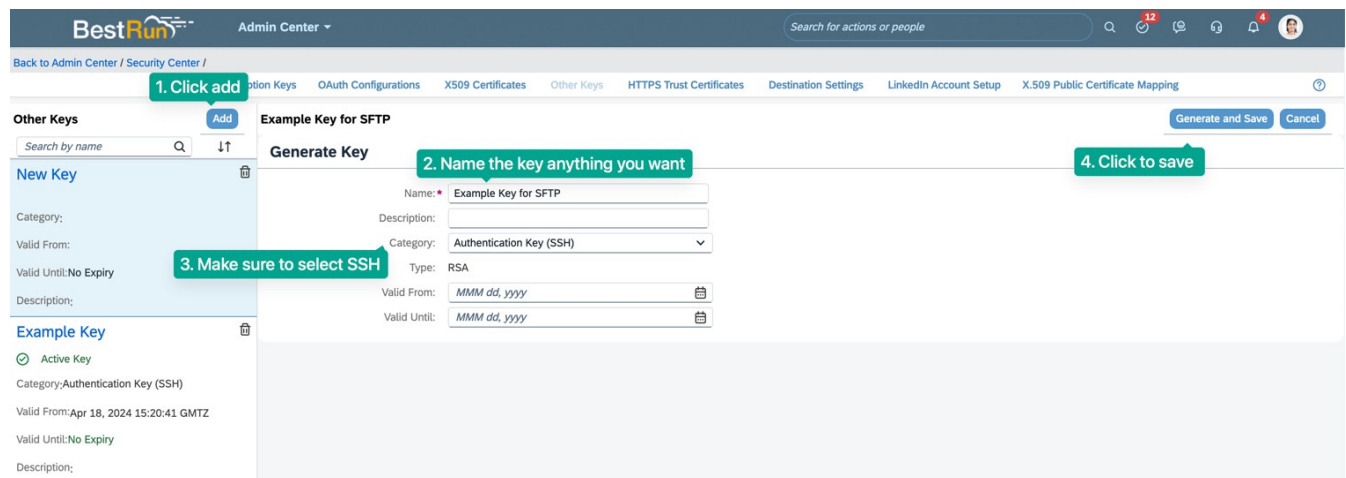
Overview

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

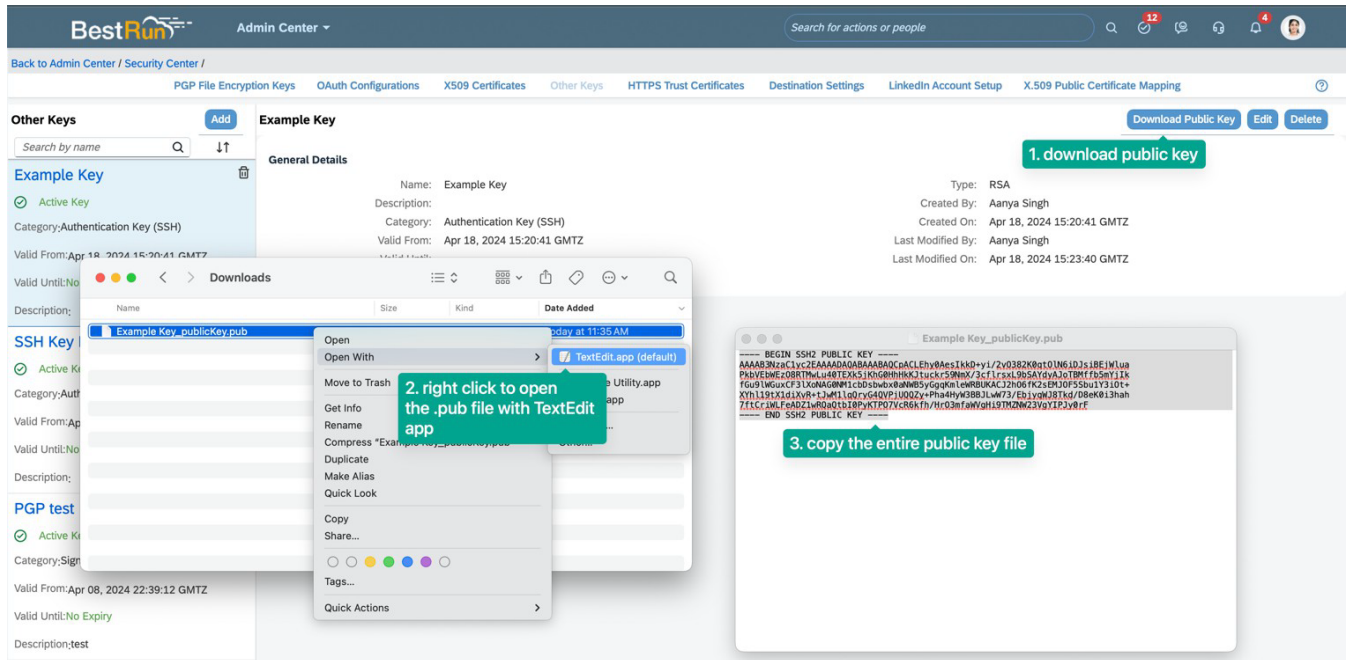
1. Search and click "Security Center" and select "Other Keys"
2. Press "Add" in the upper left corner then name the SSH Key
3. Choose "Authentication Key (SSH)" from the "Category" dropdown
4. Click "Generate and Save"



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

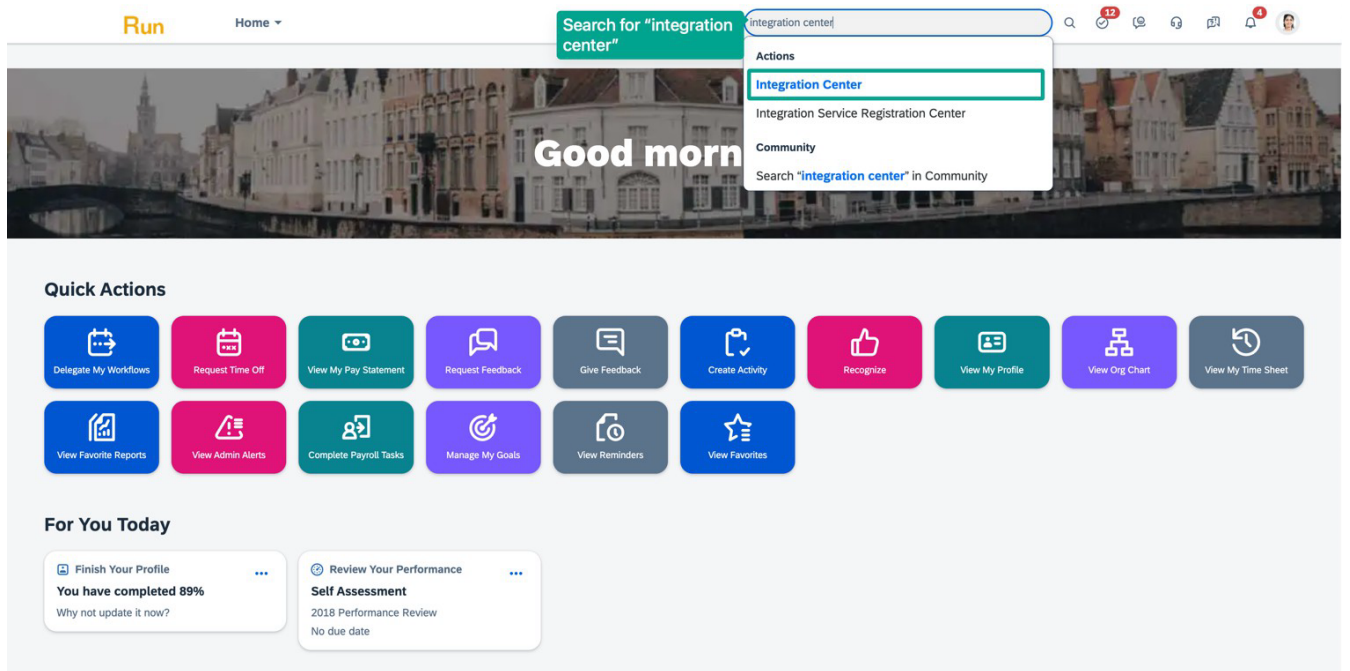
8. Paste the key into your Link modal



Step 2: Create a custom report in SAP SuccessFactors

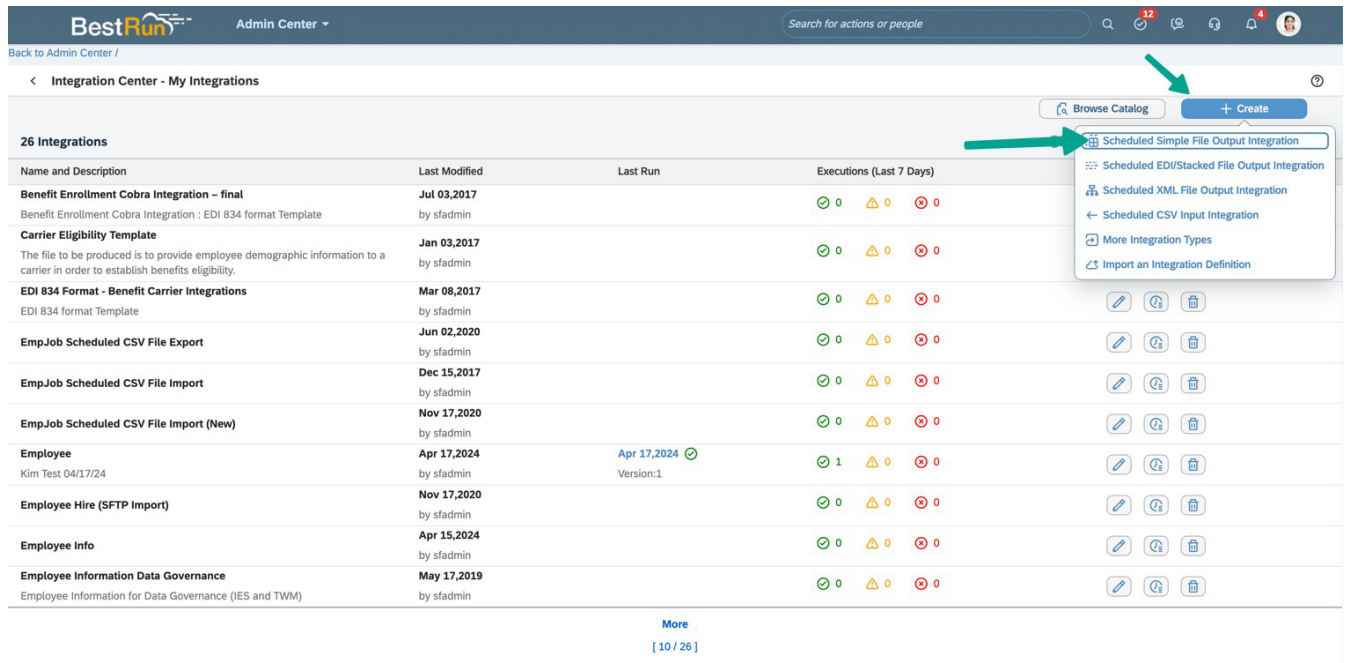
You will be guided on how to create a custom report with fields that you wish to send securely via SFTP. This guide covers how to create Employee information (2a) and Employment information (2b) custom reports.

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"

- 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

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

1. search for "perPersonal" / File Output Integration

perpersonal

Search for entities by field name

Tag

2. also select "Personal Information"

3. it is required to include "Person ID External"

4. you may also optionally include any of the fields here, highlighted are common ones

Personal Information (PerPersonal)

Description: Contains personal information for an employee.
Tags: Employee Central (EC), EC - Personal Information

Display Online Help

Data Preview

Fields:

- 1. Person ID External (personIdExternal) String(100)
- 2. Start Date (startDate) DateTime
- 3. Attachment (attachmentId) String
- 4. Created By (createdBy) String(100)
- 5. Created Date Time (createdDateTime) DateTimeOffset
- 6. Created On (createdOn) DateTime
- 7. New Employee Gender (customString1) String(256)
- 8. End Date (endDate) DateTime
- 9. First Name (firstName) String(128)
- 10. Alt1 First Name (firstNameAlt1) String(128)
- 11. Gender (gender) String(2)
- 14. Last Modified Date Time (lastModifiedDateTime) DateTimeOffset
- 15. Last Modified On (lastModifiedOn) DateTime
- 16. Last Name (lastName) String(128)
- 17. Alt1 Last Name (lastNameAlt1) String(128)
- 18. Marital Status (maritalStatus) String(ecMaritalStatus)
- 19. Middle Name (middleName) String(128)
- 20. Alt1 Middle Name (middleNameAlt1) String(128)
- 21. Nationality (nationality) String(128)
- 22. Preferred Language (nativePreferredLang) String(language)
- 23. operation String
- 24. Preferred Name (preferredName) String(128)

Select Cancel

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.

Integration Center - Create New Scheduled CSV File Output Integration

perpersonal

Search for entities by field name

Tag

Other Entities

Personal Information (PerPersonal)
Contains personal information for an employee.

Navigations:
(First level only. To include fields from deeper navigations, proceed to Field Configuration and choose Add Field.)

- 1. localNavARE (to Global Information)
- 2. localNavARG (to Global Information)
- 3. localNavAUS (to Global Information)
- 4. localNavAUT (to Global Information)
- 5. localNavBEL (to Global Information)
- 6. localNavBGD (to Global Information)
- 7. localNavBRA (to Global Information)
- 8. localNavCAN (to Global Information)
- 9. localNavCHE (to Global Information)
- 10. localNavCHL (to Global Information)
- 11. localNavCHN (to Global Information)
- 12. localNavCOL (to Global Information)
- 13. localNavCZE (to Global Information)
- 14. localNavDEU (to Global Information)
- 15. localNavDNK (to Global Information)
- 16. localNavEGY (to Global Information)
- 17. localNavESP (to Global Information)
- 18. localNavFIN (to Global Information)
- 19. localNavFRA (to Global Information)
- 20. localNavGBR (to Global Information)
- 21. localNavGTM (to Global Information)
- 22. localNavHKG (to Global Information)
- 23. localNavHUN (to Global Information)
- 24. localNavIDN (to Global Information)
- 25. localNavIND (to Global Information)
- 26. localNavIRL (to Global Information)
- 27. localNavITA (to Global Information)
- 31. localNavMEX (to Global Information)
- 32. localNavMYS (to Global Information)
- 33. localNavNLD (to Global Information)
- 34. localNavWOR (to Global Information)
- 35. localNavNZL (to Global Information)
- 36. localNavOMN (to Global Information)
- 37. localNavPER (to Global Information)
- 38. localNavPHL (to Global Information)
- 39. localNavPOL (to Global Information)
- 40. localNavPRT (to Global Information)
- 41. localNavQAT (to Global Information)
- 42. localNavROU (to Global Information)
- 43. localNavRUS (to Global Information)
- 44. localNavSAU (to Global Information)
- 45. localNavSGP (to Global Information)
- 46. localNavSWE (to Global Information)
- 47. localNavTHA (to Global Information)
- 48. localNavTUR (to Global Information)
- 49. localNavTWN (to Global Information)
- 50. localNavUSA (to Global Information)
- 51. localNavVEN (to Global Information)
- 52. localNavVNM (to Global Information)
- 53. localNavZAF (to Global Information)
- 54. Marital Status (maritalStatusNav to PicklistOption)
- 55. Preferred Language (nativePreferredLangNav to PicklistOption)
- 56. personNav (to Biographical Information)
- 57. Salutation (salutationNav to PicklistOption)

Select Cancel

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

The screenshot shows the 'Integration Center - Create New Scheduled CSV File Output Integration' page. The interface includes a navigation bar with the BestRun logo, 'Admin Center', and a search bar. Below the navigation bar is a breadcrumb 'Back to Admin Center /'. The main content area features a progress bar with steps: Options, Configure Fields (active), Filter and Sort, Destination Settings, Scheduling, and Review and Run. The 'Configure Fields' section contains the following fields:

- Integration Name:
- Description:
- Read Access Logging:
- Output File Type:
- File Delimiter:
- Header Type: (indicated by a green arrow)
- Footer Type:
- Use Double Quotes
- Ignore Double Quotes For Null Values

At the bottom of the form, there are 'Save', 'Cancel', and 'Next' buttons.

- Click the "+ Add" button
- Add Field" from the dropdown

BestRun Admin Center Search for actions or people

Back to Admin Center /

Integration Center - Create New Scheduled CSV File Output Integration

Options Configure Fields Filter and Sort Destination Settings Scheduling Review and Run

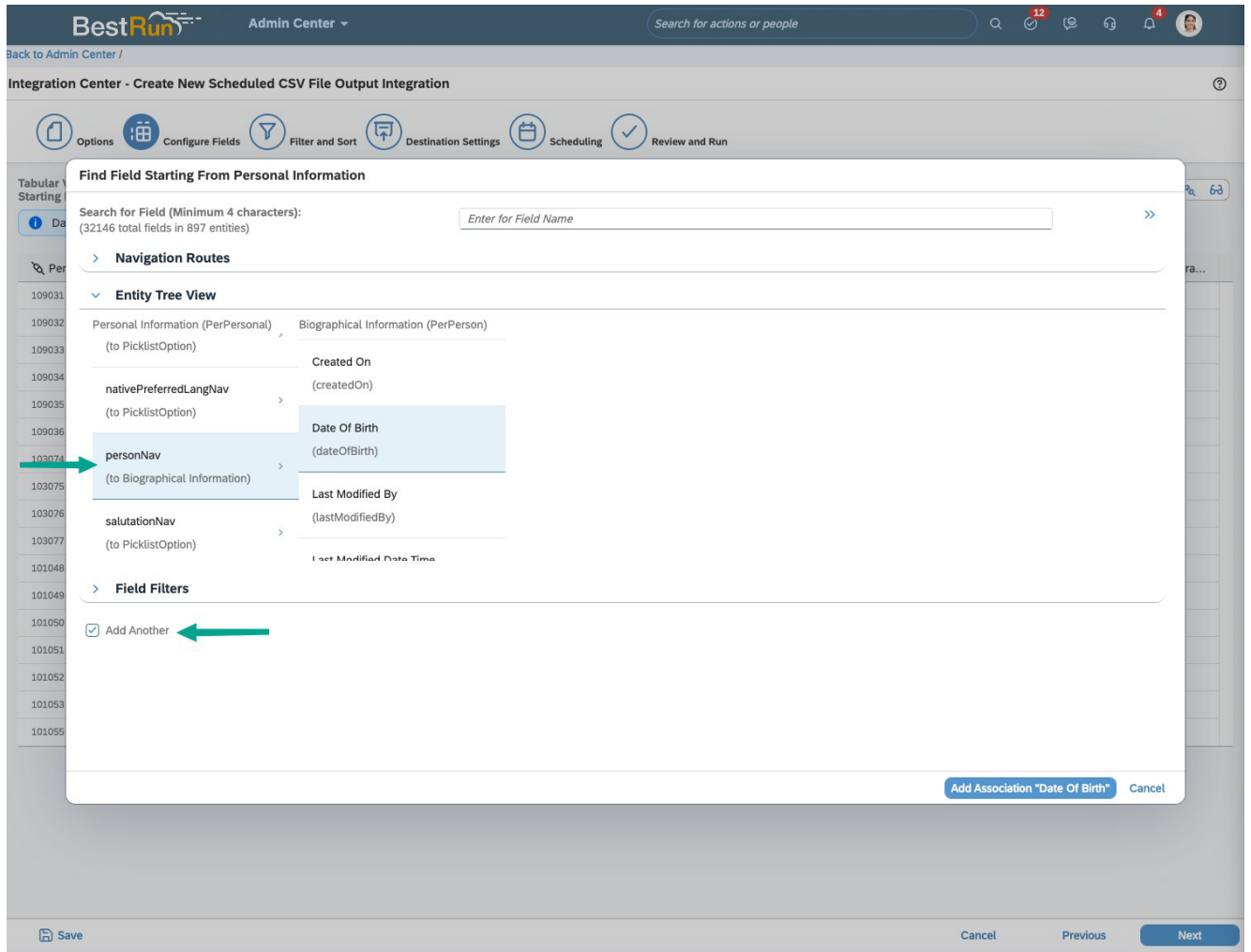
Tabular View: Click a column header to display the field menu. Drag and drop to reorder fields.
Starting Entity: Personal Information (PerPersonal)

Data in the output file may differ from the preview displayed in some cases. For details, refer to KBA-3042857.

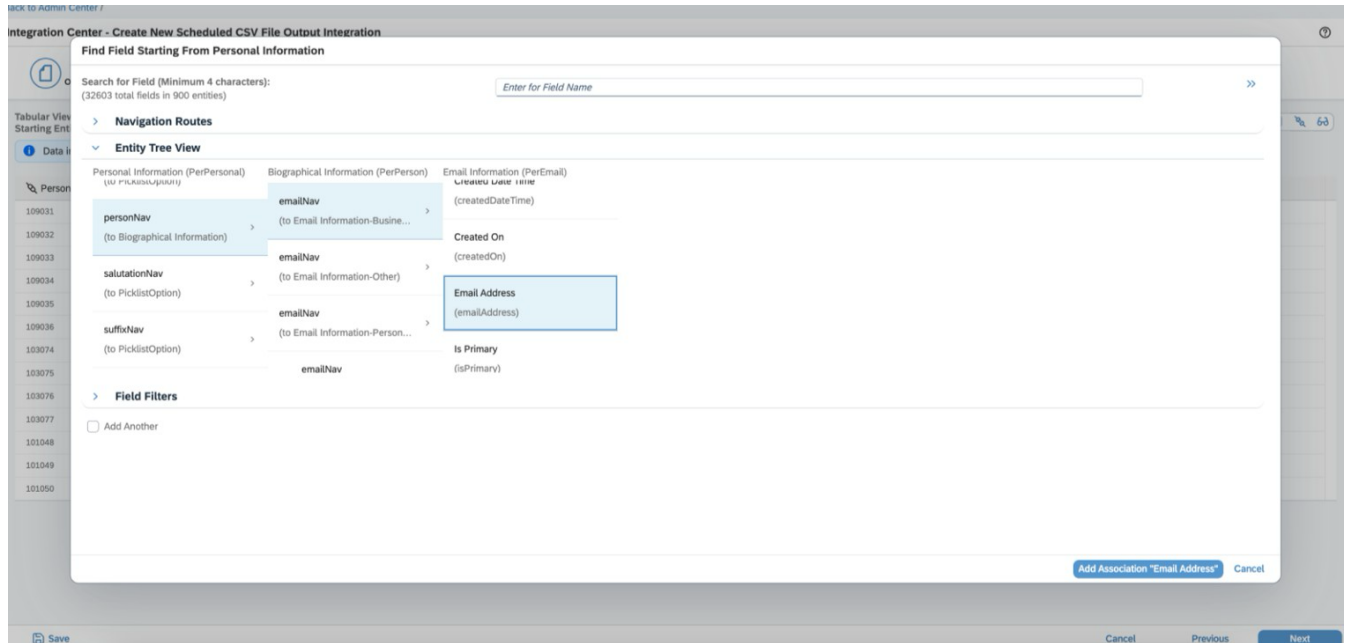
Person ID External	Start Date	First Name	Gender	Last Name	P	Biographical In...
109031	1990-01-01T00:00:00Z	Евгения	F	Павлова		
109032	1990-01-01T00:00:00Z	Анастасия	F	Мухина		
109033	1990-01-01T00:00:00Z	Александр	F	Куланов		
109034	1990-01-01T00:00:00Z	Виктор	M	Александров		109034
109035	1990-01-01T00:00:00Z	Татьяна	F	Беляева		109035
109036	1990-01-01T00:00:00Z	Павел	M	Новиков		109036
103074	2013-10-24T00:00:00Z	Jonas	M	Martin	Jonas	103074
103075	2012-05-17T00:00:00Z	Anja	F	Klein	Anja	103075
103076	2012-06-04T00:00:00Z	Christina	F	Huber	Christina	103076
103077	2013-09-07T00:00:00Z	Uwe	M	Mayer	Uwe	103077
101048	2017-04-13T00:00:00Z	Zander	M	Lloyd	Zander	101048
101049	2004-01-01T00:00:00Z	Jules	M	Spencer	Jules	101049
101050	2009-12-01T00:00:00Z	Loren	M	Bond	Loren	101050
101051	1997-01-01T00:00:00Z	Lucy	F	McGuire	Lucy	101051
101052	2014-01-01T00:00:00Z	Brogan	M	Sadler	Brogan	101052
101053	2014-01-01T00:00:00Z	Gary	M	McDermott	Gary	101053
101055	1996-10-12T00:00:00Z	Terrance	M	Tod	Terrance	101055

Save Cancel Previous Next

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)

Integration Center - Create New Scheduled CSV File Output Integration

empjob ✕ 🔍

Search for entities by field name

Tag ▾

Recommended Starting Entities

Job Information (EmpJob)
Contains effective dated job history for an employee such as title, ...

Other Entities

Job Relationships (EmpJobRelationships)
Contains the employee relationship information to one or more m...

- 11. Department (departmentNav to Department)
- 12. Dismissals Notice Period For Employer (dismissalsNoticePeriodForEmplo)
- 13. Division (divisionNav to Division)
- 14. EEO Category 1 (eeo1JobCategoryNav to PicklistOption)
- 15. EEO Category 4 (eeo4JobCategoryNav to PicklistOption)
- 16. EEO Category 5 (eeo5JobCategoryNav to PicklistOption)
- 17. EEO Category 6 (eeo6JobCategoryNav to PicklistOption)
- 18. EEO Job Group (eeoClassNav to PicklistOption)
- 19. Electoral College for Workers Representatives (electoralCollegeForWorke
- 20. Electoral College for Works Council (electoralCollegeForWorksCouncilNa
- 21. Employment Relationship (empRelationshipNav to PicklistOption)
- 22. Employee Status (emplStatusNav to PicklistOption)
- 23. Employee Class (employeeClassNav to PicklistOption)
- 24. Employee Type (employeeTypeNav to PicklistOption)
- 25. Employee Workgroup Membership (employeeWorkgroupMembershipNav
- 26. User ID (employmentNav to Employment Details)
- 27. Employment Type (employmentTypeNav to PicklistOption)
- 28. Event (eventNav to PicklistOption)
- 29. Event Reason (eventReasonNav to Event Reason)
- 30. Family Relationship with Employer (familyRelationshipWithEmployerNav
- 41. Occupation (occupationPerNav to PicklistOption)
- 42. Occupational Levels (occupationalLevelsNav to PicklistOption)
- 43. Pay Grade (payGradeNav to Pay Grade)
- 44. Pay Scale Area (payScaleAreaNav to Pay Scale Area)
- 45. Pay Scale Group (payScaleGroupNav to Pay Scale Group)
- 46. Pay Scale Level (payScaleLevelNav to Pay Scale Level)
- 47. Pay Scale Type (payScaleTypeNav to Pay Scale Type)
- 48. Period Indicator (periodIndicatorNav to PicklistOption)
- 49. Position (positionNav to Position)
- 50. Probationary Period Measure (probationaryPeriodMeasureNav to Picklis
- 51. Regular/Temporary (regularTempNav to PicklistOption)
- 52. Sick Pay Supplement Measure (sickPaySupplementMeasureNav to Pickl
- 53. Sick Pay Supplement (sickPaySupplementNav to PicklistOption)
- 54. Time Profile (timeTypeProfileCodeNav to Time Profile)
- 55. To Currency (toCurrencyNav to PicklistOption)
- 56. User ID (userNav to User)
- 57. wfRequestNav (to WfRequest)
- 58. Worker Category (workerCategoryNav to PicklistOption)
- 59. Work Schedule (workscheduleCodeNav to Work Schedule)

Select Cancel

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)

BestRun Admin Center

Search for actions or people

Back to Admin Center /

Integration Center - Create New Scheduled CSV File Output Integration

empjob

Search for entities by field name

Tag

Recommended Starting Entities

Job Information (EmpJob) ←

Description: Contains effective dated job history for an employee such as title, job code, and department. This is useful reading all job changes over a period of time.

Tags: Employee Central (EC), EC - Employment Information, Recommended

Display Online Help

Data Preview

Fields:

<input type="checkbox"/> 1. Sequence Number (seqNumber) Int64	<input type="checkbox"/> 58. Guaranteed Payment (guaranteedPayment) Int64
<input checked="" type="checkbox"/> 2. Start Date (startDate) DateTime	<input type="checkbox"/> 59. Harmful Agent Exposure Code (harmfulAgentExposure) String(harmfulAg
<input checked="" type="checkbox"/> 3. User ID (userId) String(100)	<input type="checkbox"/> 60. Health Risk (healthRisk) Boolean
<input type="checkbox"/> 4. Number of Initial Pôle Emploi Statement (Entertainment Worker) (assedicC	<input type="checkbox"/> 61. Holiday Calendar (holidayCalendarCode) String(128)
<input type="checkbox"/> 5. Pôle Emploi Certificate Object Number (Entertainment Worker) (assedicCe	<input type="checkbox"/> 62. Ineligible for Statutory Minimum Wage (ineligibleStatutory/MinWage) Boo
<input type="checkbox"/> 6. Assessment Status (assessmentStatus) String(assessmentStatus)	<input type="checkbox"/> 63. Competition Clause (isCompetitionClauseActive) Boolean
<input type="checkbox"/> 7. Business Unit (businessUnit) String(32)	<input checked="" type="checkbox"/> 64. Is Fulltime Employee (isFulltimeEmployee) Boolean
<input type="checkbox"/> 8. Calculation Base (calculationBase) String(256)	<input type="checkbox"/> 65. Sideline Job Allowed (isSideLineJobAllowed) Boolean
<input type="checkbox"/> 9. Code of Job for ELDP (codeOfJobForEldp) String(codeOfJobELDP)	<input checked="" type="checkbox"/> 66. Job Classification (jobCode) String(32)
<input checked="" type="checkbox"/> 10. Company (company) String(32)	<input type="checkbox"/> 67. Job Group (jobGroup) String(jobGroup_Per)
<input type="checkbox"/> 11. Labor Contract Signing Date (contractDate) DateTime	<input checked="" type="checkbox"/> 68. Job Title (jobTitle) String(256)
<input type="checkbox"/> 12. Contract ID (contractId) String(256)	<input type="checkbox"/> 69. Labor Protection (laborProtection) Boolean
<input type="checkbox"/> 13. Contract Number (contractNumber) Int64	<input type="checkbox"/> 70. Last Modified By (lastModifiedBy) String(100)
<input type="checkbox"/> 14. Contract Reference (contractReferenceForAed) String(256)	<input type="checkbox"/> 71. Last Modified Date Time (lastModifiedDateTime) DateTimeOffset
<input type="checkbox"/> 15. Contract Type (contractType) String(contractType)	<input type="checkbox"/> 72. Last Modified On (lastModifiedOn) DateTime
<input type="checkbox"/> 16. Cost Center (costCenter) String(32)	<input type="checkbox"/> 73. Local Job Title (localJobTitle) String(256)
<input type="checkbox"/> 17. Country (countryOfCompany) String(ISOCountryList)	<input checked="" type="checkbox"/> 74. Location (location) String(128)
<input type="checkbox"/> 18. Created By (createdBy) String(100)	<input type="checkbox"/> 75. Supervisor (managerId) String(256)

Select Cancel

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)

BestRun Admin Center

Integration Center - Create New Scheduled CSV File Output Integration

EmpJob

Search for entities by field name

Tag

Recommended Starting Entities

Job Information (EmpJob)
Contains effective dated job history for an employee such as title, job code, ...

Other Entities

Job Relationships (EmpJobRelationships)
Contains the employee relationship information to one or more managers.

Navigations:
(First level only. To include fields from deeper navigations, proceed to Field Configuration and choose Add Field.)

- 1. Assessment Status (assessmentStatusNav to PicklistOption)
- 2. Business Unit (businessUnitNav to Business Unit)
- 3. Code of Job for ELDP (codeOfJobForEldpNav to PicklistOption)
- 4. Company (companyNav to Legal Entity)
- 5. Contract Type (contractTypeNav to PicklistOption)
- 6. Cost Center (costCenterNav to Cost Center)
- 7. Country (countryOfCompanyNav to PicklistOption)
- 8. Union Affiliation (customString13Nav to PicklistOption)
- 9. FLSA Work Week (customString7Nav to PicklistOption)
- 10. Additional Time ID (customString8Nav to PicklistOption)
- 11. Department (departmentNav to Department)
- 12. Dismissals Notice Period For Employer (dismissalsNoticePeriodForEmployerNav to P)
- 13. Division (divisionNav to Division)
- 14. EEO Category 1 (eoo1JobCategoryNav to PicklistOption)
- 15. EEO Category 4 (eoo4JobCategoryNav to PicklistOption)
- 16. EEO Category 5 (eoo5JobCategoryNav to PicklistOption)
- 17. EEO Category 6 (eoo6JobCategoryNav to PicklistOption)
- 18. EEO Job Group (eooClassNav to PicklistOption)
- 19. Electoral College for Workers Representatives (electoralCollegeForWorkersRepresent
- 30. FLSA Status (flsaStatusNav to PicklistOption)
- 31. From Currency (fromCurrencyNav to PicklistOption)
- 32. Harmful Agent Exposure Code (harmfulAgentExposureNav to PicklistOption)
- 33. Holiday Calendar (holidayCalendarCodeNav to Holiday Calendar)
- 34. Job Classification (jobCodeNav to Job Classification)
- 35. Job Group (jobGroupNav to PicklistOption)
- 36. Location (locationNav to Location)
- 37. Supervisor (managerEmploymentNav to Employment Details)
- 38. Supervisor (managerUserNav to User)
- 39. Occupation (occupationGtmNav to PicklistOption)
- 40. Occupation (occupationPerNav to PicklistOption)
- 41. Occupational Levels (occupationalLevelsNav to PicklistOption)
- 42. Pay Grade (payGradeNav to Pay Grade)
- 43. Pay Scale Area (payScaleAreaNav to Pay Scale Area)
- 44. Pay Scale Group (payScaleGroupNav to Pay Scale Group)
- 45. Pay Scale Level (payScaleLevelNav to Pay Scale Level)
- 46. Pay Scale Type (payScaleTypeNav to Pay Scale Type)
- 47. Period Indicator (periodIndicatorNav to PicklistOption)
- 48. Position (positionNav to Position)

Select Cancel

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"

BestRun Admin Center

Integration Center - Create New Scheduled CSV File Output Integration

Options Configure Fields Filter and Sort Destination Settings Scheduling Review and Run

Integration Name: EmpJob Scheduled CSV File Export

Description:

Read Access Logging:

Output File Type: CSV

File Delimiter:

Header Type: Simple Header

Footer Type: No Footer

Use Double Quotes

Ignore Double Quotes For Null Values

Save Cancel Next

- 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.

BestRun Admin Center

Integration Center - Create New Scheduled CSV File Output Integration

Options Configure Fields Filter and Sort Destination Settings Scheduling Review and Run

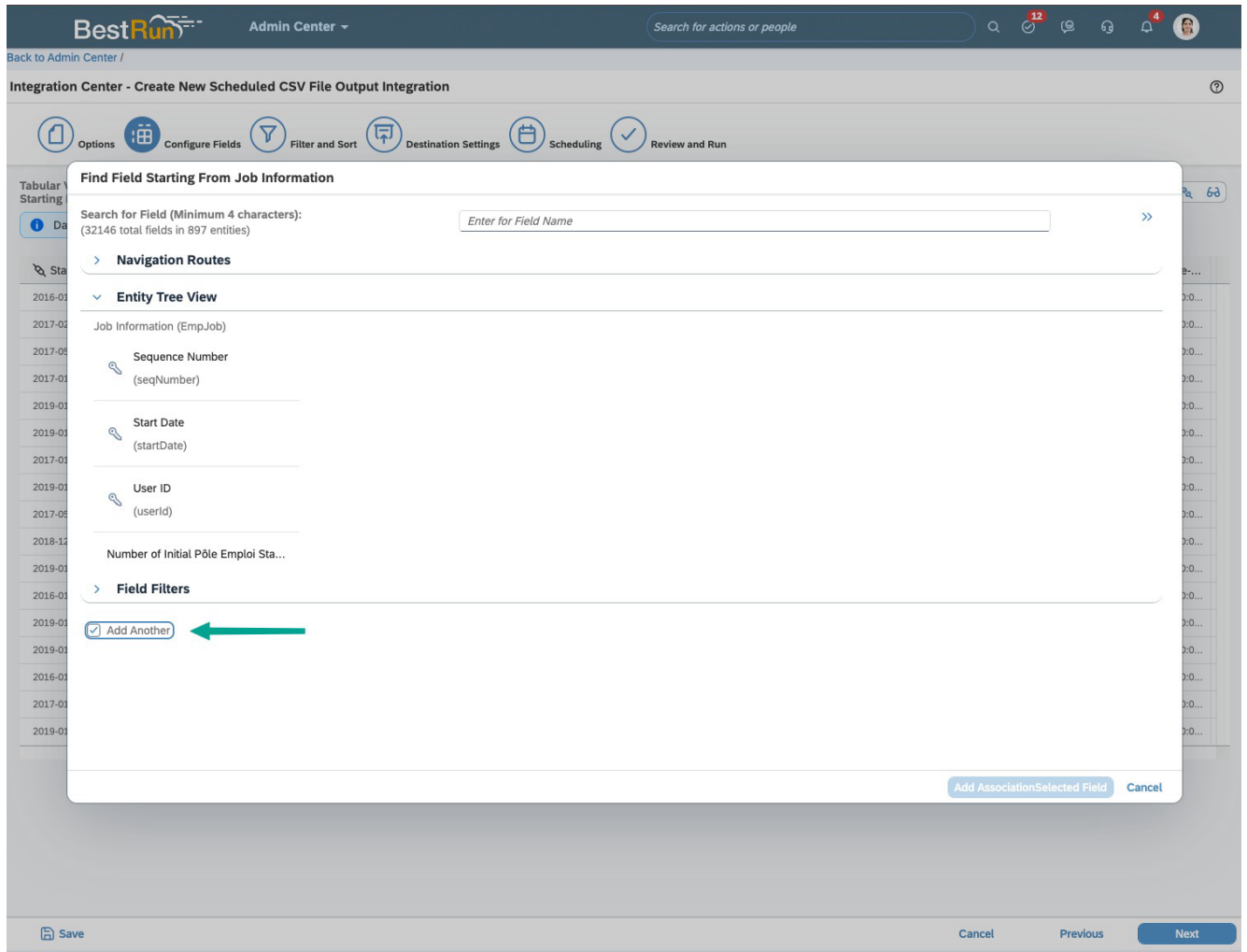
Tabular View: Click a column header to display the field menu. Drag and drop to reorder fields.
Starting Entity: Job Information (EmpJob)

Data in the output file may differ from the preview displayed in some cases. For details, refer to KBA-3042857.

Start Date	User ID	Company	Department	End Date	FLSA Status	Is Fulltime ...	Job Classif...	Job Title	Start Date...
2016-01-01T00:0...	sdavid	2100	50190014	9999-12-31T00:0...		false	50070999	Planning & Sche...	2016-01-01T00:0...
2017-02-01T00:0...	falexandre	2100	50190003	9999-12-31T00:0...		false	50029122	HR Business Part...	2016-01-01T00:0...
2017-05-30T00:0...	msally	B200	300	9999-12-31T00:0...		true	50071000	Head, Retail Mar...	2016-01-01T00:0...
2017-01-01T00:0...	107002	2800	50100010	9999-12-31T00:0...		false	50000074	Engineering Intern	2016-01-01T00:0...
2019-01-01T00:0...	nwaters	1710	17101001	9999-12-31T00:0...		true	7000002	Director Delivery	1900-01-01T00:0...
2019-01-01T00:0...	JCOSTNER	1710	50800001	9999-12-31T00:0...		true	50071000	VP Project Mana...	2016-01-01T00:0...
2017-01-01T00:0...	103002	1000	50140015	9999-12-31T00:0...		false	50000074	Engineering Intern	2016-01-01T00:0...
2019-01-01T00:0...	802979	1710	50150014	9999-12-31T00:0...	10861	true	50070965	Planner	2016-01-01T00:0...
2017-05-30T00:0...	sparker	B200	300	9999-12-31T00:0...		true	50029122	Head, Digital & C...	2016-01-01T00:0...
2018-12-17T00:0...	rsmith	2000	50120011	9999-12-31T00:0...		true	50070999	Production Overs...	2016-01-01T00:0...
2019-01-01T00:0...	dfoehrkoib	1010	10101001	9999-12-31T00:0...		true	50012557	Senior Consultant	1900-01-01T00:0...
2016-01-01T00:0...	svale	2100	50190015	9999-12-31T00:0...		true	50070999	Engineering Man...	2016-01-01T00:0...
2019-01-01T00:0...	fkeller	1010	10101001	9999-12-31T00:0...		true	50012557	Junior Consultant	1900-01-01T00:0...
2019-01-01T00:0...	hcarpenter	1710	17101001	9999-12-31T00:0...		true	50070999	Project Manager	1900-01-01T00:0...
2016-01-01T00:0...	mbruyne	2510	2510140	9999-12-31T00:0...		true	50071000	President (BE)	2016-01-01T00:0...
2017-01-01T00:0...	103182	2500	50180000	9999-12-31T00:0...		true	50071000	President Netherl...	2016-01-01T00:0...
2019-01-01T00:0...	bcobb	1710	17101001	9999-12-31T00:0...		true	50070999	Project Manager	1900-01-01T00:0...

Save Cancel Previous Next

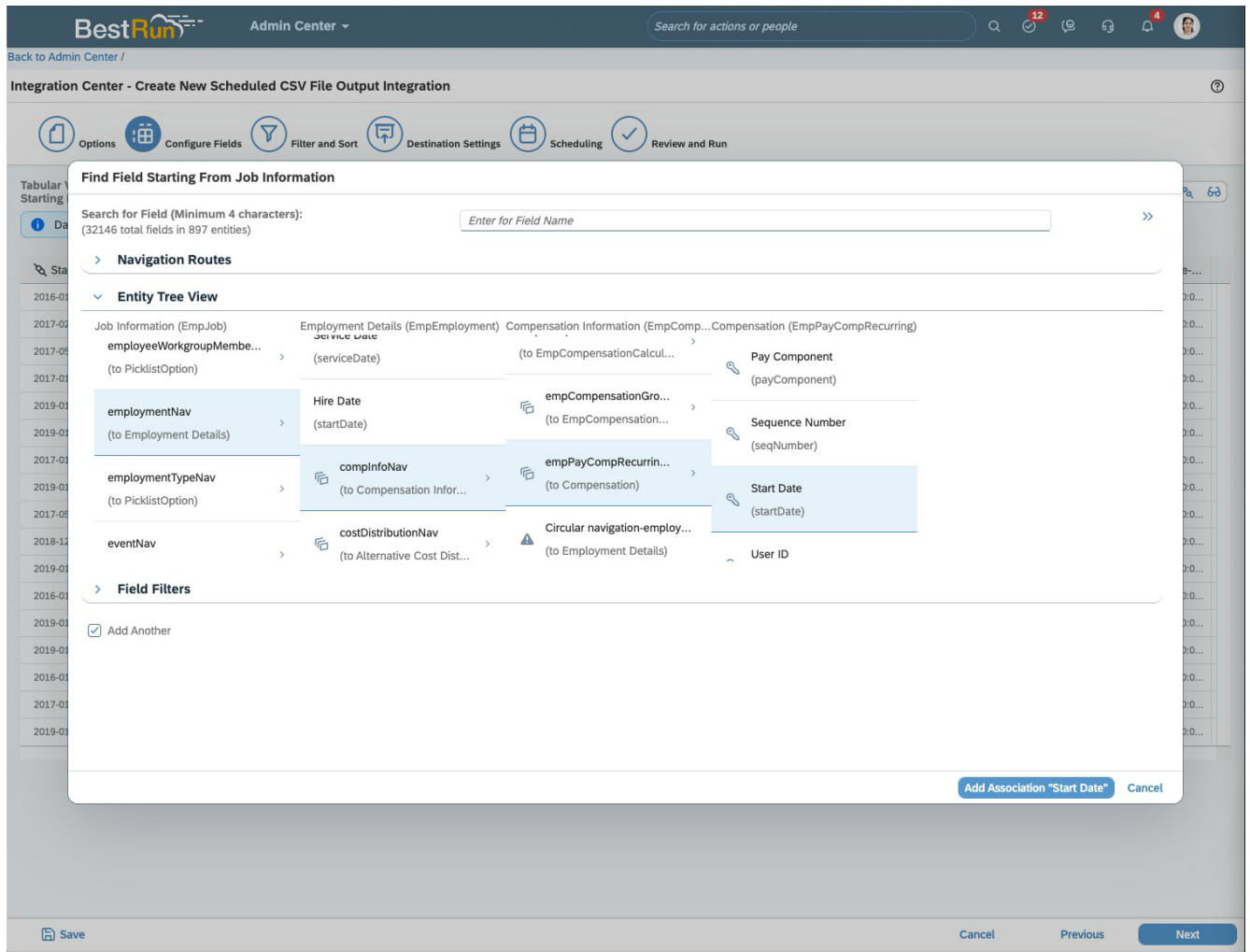
- To select multiple fields without the modal closing, please check the "Add Another" checkbox at the bottom of the modal before adding fields:



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

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

BestRun Admin Center

Integration Center - Create New Scheduled CSV File Output Integration

Options Configure Fields Filter and Sort Destination Settings Scheduling Review and Run

Single Destination

SFTP Server Host Address: sftp.merge.dev

Port: 22

Authentication Type: Certificate based Authentication

SFTP User Name: merge-ow7ha9

Authentication Key: SSH Key - Apr 4

Click to manage Authentication Keys

File Name and Folder Settings

File Name Prefix: employee_info

Date Suffix Format: None

File Extension: csv

File Folder: /

Multiple Destinations

Destination 1: No SFTP Destination

File Folder:

Click to manage Destination Settings

Advanced Settings

File Encryption: No Encryption

Click to manage GPG Encryption Keys

File Signing: No Signing Key

Click to manage GPG File Signing Keys

Calculated File Name:

Source Page Size: 1000

Enable Server Side Pagination

Enable diagnostics

Exclude empty files

Save Cancel Previous Next

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

BestRun Admin Center

Search for actions or people

Back to Admin Center /

Integration Center - Create New Scheduled CSV File Output Integration

Options Configure Fields Filter and Sort Destination Settings **Scheduling** Review and Run

Scheduled Version

Occurs

Once

Start Time* Apr 19 2024, 05:21 PM GMT-04:00

Email To

Email event logs for failed integrations

Save Cancel Previous **Next** Set Schedule

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

BestRun Admin Center

Search for actions or people

Back to Admin Center /

Integration Center - Name something else - Version 1

Options Configure Fields Filter and Sort Destination Settings Scheduling Review and Run

Starting Entity: PerPersonal

Number of Fields: 18
 Sorted By: No Sort Applied
 Filtered By: No Filter Applied
 Time Based Filter: No Time-Based Filter Applied
 Last Run Time: Mon Apr 22 2024 14:34:38 GMT-0400 (Eastern Daylight Time)
 Last Run Version: 1

to view the status of your report export, see here

Integration Name: Name something else
 Scheduled Version: <Not Scheduled>
 Current Version: Name something else - Version 1
 Integration Format: CSV
 Delimiter Character: ,
 Header Type: Simple Header
 Host Address: sftp.merge.dev : 22
 File Location: /
 File Name: employees
 Execution Schedule Frequency: Daily
 The integration is scheduled to occur daily beginning on Mon Apr 22 2024 14:19:35 GMT-0400 (Eastern Daylight Time), with no ending date specified.

Data Fields

- 1.Person ID External<--Person ID External (personIdExternal) from Personal Information (PerPersonal)
- 2.Start Date<--Start Date (startDate) from Personal Information (PerPersonal)
- 3.Created By<--Created By (createdBy) from Personal Information (PerPersonal)
- 4.Created Date Time<--Created Date Time (createdDateTime) from Personal Information (PerPersonal)
- 5.Created On<--Created On (createdOn) from Personal Information (PerPersonal)
- 6.New Employee Gender<--New Employee Gender (customString1) from Personal Information (PerPersonal)
- 7.End Date<--End Date (endDate) from Personal Information (PerPersonal)

Save Cancel Previous Run Now Set Schedule

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.