Managing the Home Page

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Home Page

The home page is the default start page of the SAP SuccessFactors HXM Suite.

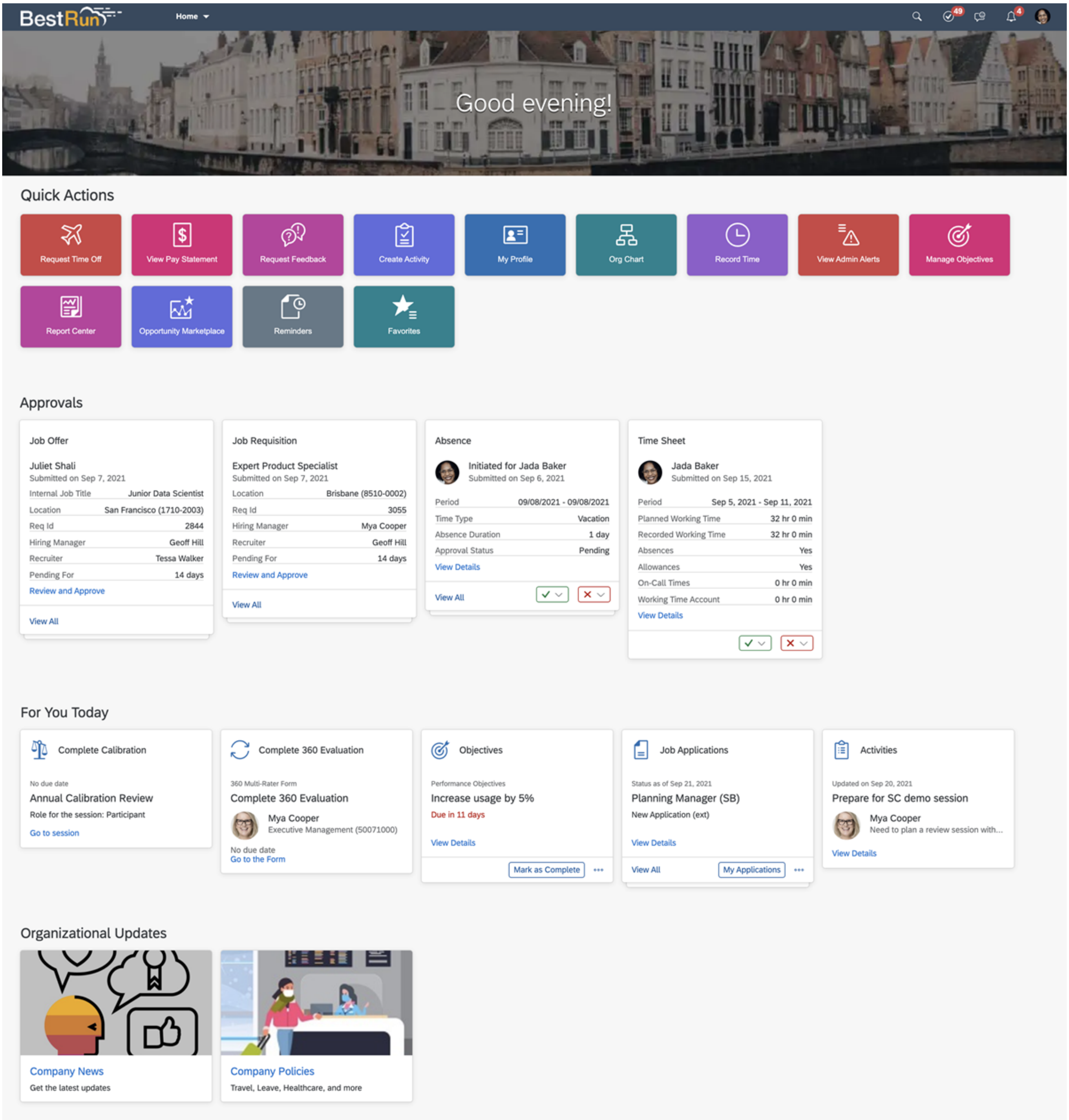
As an employee, the home page is your main entry point to the SAP SuccessFactors application and typically the first thing you see after logging in. It shows you pending tasks, highlights recent activity, and helps you to take action quickly.

Latest Home Page

The "latest home page" is the newest version of the home page experience. It replaces the legacy experience and is already enabled in most systems.

All new SAP SuccessFactors systems use the latest home page.

Here's an example:



Related Information

[Latest Home Page User Experience](#)

[Enabling the Latest Home Page Experience](#)

[Migrating to the Latest Home Page](#)

Legacy Home Page

The "legacy home page" is an older version of the home page experience. It's being replaced by the latest experience and is no longer available in most systems.

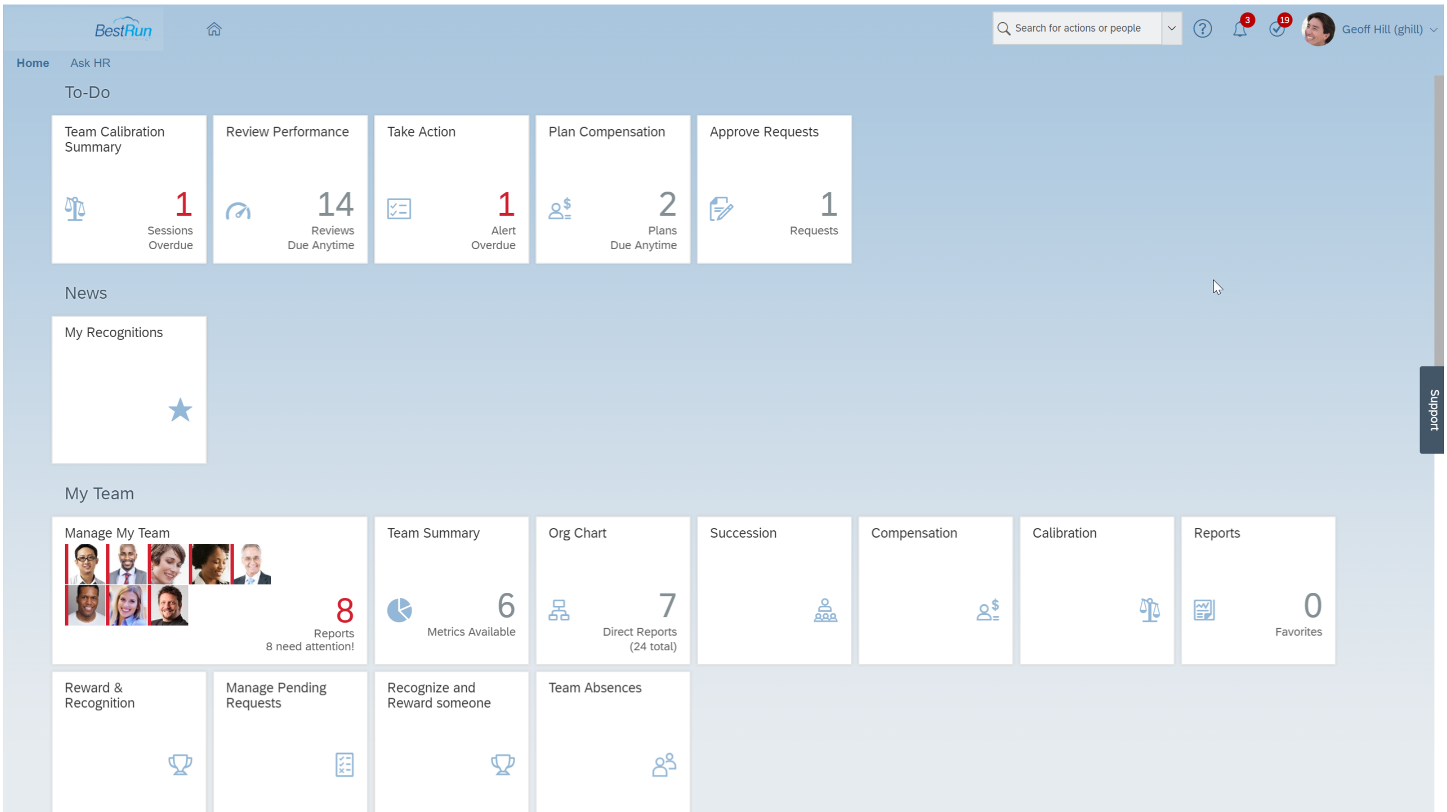
All new SAP SuccessFactors systems use the latest home page instead.

⚠ Caution

The legacy home page is in deprecation. It's no longer available for most customers.

Visit the SAP SuccessFactors Customer Community Migration to Reimagined Home Page - Innovation Alert for all the latest updates.

For reference, here's an example:



To-Do List

To-do tasks are tasks that are assigned to you, as part of a business process or workflow, and added to your personal To Do List.

Pending tasks on your To Do List are shown in several places until they're completed or until they expire. If the task has a due date, it's highlighted as the due date approaches and flagged for attention if it's overdue. Managers can see upcoming and overdue tasks that are assigned to people on their team, so that they can "nudge" team members to complete their tasks.

To-do tasks can be system-generated or manually created be administrators. System-generated tasks are automatically created and assigned, based on a business process and on system configuration. "Supplemental" to-do tasks are manually created by administrators.

→ Tip

You can see **all** tasks that are assigned to you in the To-Do panel, on every page.

You can also see **some** tasks directly on the home page or in the Mobile app.

To-Do Panel

The to-do panel shows **all** of the pending tasks on your To Do List.

To-Do Tasks on the Latest Home Page

Many to-do tasks are shown as cards on the latest home page. Some can be completed directly on the home page and others take you to the page where they can be completed.

[To-Do API and Integrations](#)

To-do tasks in the SAP SuccessFactors system can also be integrated into third-party applications.

Related Information

[Where To-Do Tasks Are Shown](#)

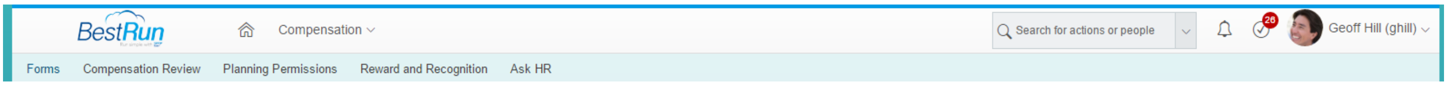
To-Do Panel

The to-do panel shows **all** of the pending tasks on your To Do List.

To-Do Alerts

If the to-do panel is enabled, an alert icon ✓ is shown in the global page header, on every page, indicating the total number of to-do tasks that are assigned to you.

In this example, the user Geoff Hill has 26 pending tasks.



To-Do Alerts in the Page Header

To-Do Panel

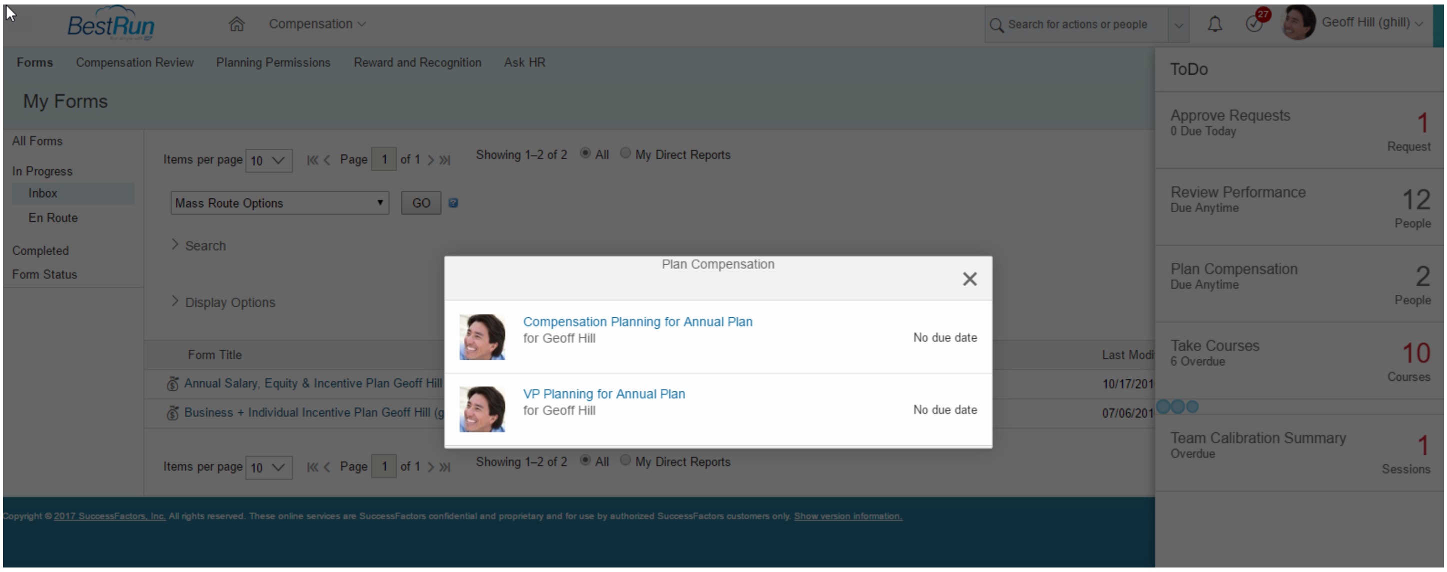
The to-do panel shows all of the tasks on your To Do List in side panel, on every page. Use the alert icon ✓ in the global page header to open and close the to-do panel. Overdue to-do items are indicated in red.

In this example, the user Geoff Hill has 26 pending tasks, grouped into categories. Three of the five categories include tasks that are overdue.

To-Do Tasks in the Side Panel

You can choose a task on the to-do panel to see more information or navigate to the page where you can complete the task.

In this example, the user Geoff Hill can see which compensation plans need his attention. He can follow links in the dialog to each plan and complete the pending task.



To-Do Task Opened from the To-Do Panel

→ Remember

All pending tasks on your To Do List are shown in the to-do panel.

Related Information

[Enabling the To-Do Panel]

Enabling the To-Do Panel

Enable the to-do panel on every page, so that people can view all of the tasks on their To Do List.

Prerequisites

You have the **Company System and Logo Settings** permission.

Context

Some to-do tasks don't appear on the latest home page and are only available in the to-do panel. If your organization uses any of these tasks, be sure to enable the to-do panel.

Procedure

1. Go to **Admin Center** > **Company System and Logo Settings**.
2. Select the **Enable To-Do Panel** setting.
3. Save.

Results

The to-do alert icon is immediately shown in the global page header, for all users, and you can use it to open and close the to-do panel.

Related Information

Where To-Do Tasks Are Shown

To-Do Tasks on the Latest Home Page

Many to-do tasks are shown as cards on the latest home page. Some can be completed directly on the home page and others take you to the page where they can be completed.

To-do tasks requesting your approval of something appear in the **Approvals** section. You can approve or decline the request, or view more information.

Other types of to-do tasks are included in the **For You Today** section.

→ **Remember**

Some to-do tasks don't appear on the home page. **All** pending to-do tasks are available on every page, in the to-do panel.

Related Information

Enabling To-Do Tasks on the Latest Home Page

Supplemental To-Do Tasks on the Latest Home Page

Supplemental to-do tasks are tasks that are manually created by an administrator and added to the home page for specific roles or groups.

A supplemental to-do task is a task that "supplements" the system-generated tasks in a certain category. As an administrator, you can create a supplemental task and assign it to a specific business process ("category"), so that it's grouped with related tasks on the To Do List.

You can assign supplemental tasks to a specific target group, during a specified date range.

Related Information

Creating or Editing Supplemental Tasks for the Home Page

To-Do API and Integrations

To-do tasks in the SAP SuccessFactors system can also be integrated into third-party applications.

For example, we provide an integration with SAP Task Center. Or you can use the OData API to integrate SAP SuccessFactors to-do tasks with other applications.

Related Information

Process for Setting Up Integration with SAP Task Center

TodoEntryV2

Where To-Do Tasks Are Shown

Learn where each to-do category is shown in the user interface.

i Note

Information is only provided for the latest home page experience. The legacy home page is being deprecated.

Category	Business Task	Product Area	Category ID	To-Do Panel
0	Review Performance	Performance Management	CATEGORY_PM	Yes
1	Set Goals	Goal Management	CATEGORY_GOAL	Yes
2	Complete 360 Evaluation	Performance Management - 360 Evaluation	CATEGORY_360	Yes
3	Complete Compensation Planning Task Review	Compensation	CATEGORY_COMPENSATION	Yes
4	Complete Succession Management Task	Succession Management	CATEGORY_SM	Yes
5	Approve Job Requisition	Recruiting	CATEGORY_RECRUITING	Yes
6		Succession Management	CATEGORY_SM_ORGCHART	Yes
7	Review Performance with Stack Ranker	Performance Management - Stack Ranker	CATEGORY_PM_MYTEAMRATER	Yes
8	Complete Business Process Task	Business Process Platform	CATEGORY_PRROCESS **⚠ Caution** This category is deprecated.	Yes
9	Complete HRIS Action Task	Employee Central - HRIS Actions	CATEGORY_HRIS_ACTIONS **⚠ Caution** This category is deprecated.	Yes
10	Provide Interview Feedback	Recruiting - Interview Assessments	CATEGORY_RCM_INTERVIEW_ASSESS	Yes
11	Approve Job Offer	Recruiting - Job Offers	CATEGORY_OFFER_DETAIL	Yes

Category	Business Task	Product Area	Category ID	To-Do Panel
12	Complete Calibration	Calibration	CATEGORY_CALIBRATION_SESSIONS	Yes
13	Complete Recruiting Events Task	Recruiting	CATEGORY_RECRUITING_EVENTS	Yes
14	Approve Employee Central Workflows	Employee Central - Workflows	CATEGORY_HRIS_EMP_CHANGE_REQUESTS	Yes
15	Complete Learning Assignments	Learning	CATEGORY_ASSIGNED_TRAINING_REQUESTS	Yes
16	Take Learning Survey	Learning	CATEGORY_LEARNING_SURVEY_REQUESTS	Yes
17	Approve Benefit Enrollment Change for Employee Central Benefits	Employee Central - Benefits	CATEGORY_GENERIC_OBJECT_CHANGE_REQUESTS	Yes
17	Approve Benefit Enrollment Group Task for Employee Central Benefits	Employee Central - Benefits	CATEGORY_GENERIC_OBJECT_CHANGE_REQUESTS	Yes
17	Approve Employee Benefit Claim for Employee Central Benefits	Employee Central - Benefits	CATEGORY_GENERIC_OBJECT_CHANGE_REQUESTS	Yes
17	Approve Employee Central Deduction	Employee Central - Benefits	CATEGORY_GENERIC_OBJECT_CHANGE_REQUESTS	Yes
17	Approve Income Tax Declaration for Employee Central Benefits	Employee Central - Benefits	CATEGORY_GENERIC_OBJECT_CHANGE_REQUESTS	Yes
17	Approve MDF Custom Object Change	Metadata Framework	CATEGORY_GENERIC_OBJECT_CHANGE_REQUESTS	Yes

Category	Business Task	Product Area	Category ID	To-Do Panel
17	Approve Spot Award	Compensation - Reward and Recognition	CATEGORY_GENERIC_OBJECT_CHANGE_REQUESTS	Yes
17	Approve Time Account Payout	Employee Central - Time Management	CATEGORY_GENERIC_OBJECT_CHANGE_REQUESTS	Yes
17	Approve Time Account Purchase	Employee Central - Time Management	CATEGORY_GENERIC_OBJECT_CHANGE_REQUESTS	Yes
17	Approve Time Event	Time Tracking	CATEGORY_GENERIC_OBJECT_CHANGE_REQUESTS	Yes
17	Approve Time Recording	Time Tracking	CATEGORY_GENERIC_OBJECT_CHANGE_REQUESTS	Yes
17	Approve Position Change	Employee Central - Position Management	CATEGORY_GENERIC_OBJECT_CHANGE_REQUESTS	Yes
18	Approve Time Off	Employee Central - Time Management	CATEGORY_ABSENCE_MANAGEMENT_REQUESTS	Yes
19	Finish Your Employee Profile	Employee Profile	CATEGORY_EMPLOYEE_PROFILE_COMPLETE	Yes
20	Complete Onboarding Tasks	Onboarding 1.0	CATEGORY_ONBOARDING_PENDING_ITEMS	Yes
21	Approve Job Profile Changes	Job Profile Builder	CATEGORY_JOB_PROFILE_CHANGE_REQUESTS	Yes
22	Onboarding 1.0 Meetings	Onboarding 1.0	CATEGORY_ONBOARDING_MEETINGS	Yes
23	Acknowledge Employee Central Alerts	Employee Central - Alerts	CATEGORY_HRIS_EMP_EC_ALERT	Yes
24	Complete Income Tax Declarations Task	Employee Central - Income Tax Declarations	CATEGORY_IT_DECLARATION_REQUESTS (Replaced by category 17) ⚠ **Caution** This category is deprecated.	Yes

Category	Business Task	Product Area	Category ID	To-Do Panel
25	Complete Employee Central Deduction Task	Employee Central - Deductions	CATEGORY_DEDUCTION_REQUESTS (Replaced by category 17) ⚠ **Caution** This category is deprecated.	Yes
26	Complete Learning Alerts Task	Learning	CATEGORY_LMS__ALERT	Yes
27	Complete Onboarding Manager Tasks	Onboarding 1.0	CATEGORY_ONBOARDING_PENDING_NEWHIRE_ACTIVITIES_FOR_MANAGER	Yes
28	Acknowledge Job Profile Change	Job Profile Builder	CATEGORY_JOB_PROFILE_CHANGE_ACK_REQUESTS	Yes
29	Approve Time Sheet	Employee Central - Time Management	CATEGORY_ATTENDANCE_MANAGEMENT_REQUESTS	Yes
30	Complete Onboarding Tasks for Equipment for New Hire		CATEGORY_ONBOARDING_PENDING_EQUIPMENT_WORKFLOW	Yes
31	Complete Requisition Approval Task	Recruiting	CATEGORY_REQUISITION_APPROVAL_REQUEST	Yes
32	Complete Succession Task	Succession Management	CATEGORY_SM_SMARTSUITE_SOC_ITEMS	Yes
33	Complete Task for Goals EC Alert		CATEGORY_GOAL_EC_MANAGER_CHANGE_ALERT	Yes
34	Complete Business Process Task	Business Process Tasks	CATEGORY_BPE_USER_TASKS	Yes
35	Review Calibration Sessions Due to Manager Change	Review Calibration Sessions Due to Manager Change	CATEGORY_CALIBRATION_EC_MANAGER_CHANGE_ALERT	Yes
36	Complete Task for Goals-Employee Central Alert	Goals-Employee Central Alert	CATEGORY_GOAL_EC_LOA_ALERT	Yes

Category	Business Task	Product Area	Category ID	To-Do Panel
37	Complete Work Order Expiration Task	Work Order Expiration	CATEGORY_WORK_ORDER_EXPIRATION_ALERT	Yes
38	Review Team Summary For New Manager	Review Team Summary For New Manager	CATEGORY_TALENTREVIEW_IC_TO_MANAGER_CHANGE_ALERT	Yes
39	Complete Position Management Task	Employee Central - Position Management	CATEGORY_POSITION_MANAGEMENT_REQUESTS (Replaced by category 17) ⚠ **Caution** This category is deprecated.	Yes
40	Complete Onboarding Paperwork	Onboarding 1.0	CATEGORY_ONBOARDING_PAPERWORK	Yes
41	Complete Task for External Integration	Intelligent Services	CATEGORY_EXTERNAL_INTEGRATION	Yes
42	Update Your Status		CATEGORY_SUCCESSLINE_EMPLOYEE_UPDATE_STATUS_ALERT	Yes
43	Conduct 1:1 Meetings		CATEGORY_SUCCESSLINE_MANAGER_ONEONE_MEETING_ALERT	Yes
44	Review Team Calibration Summary	Calibration	CATEGORY_TALENTREVIEW_CALIBRATION_ACTIVATE_EVENT	Yes
45	Complete Performance Management Task	Performance Management	CATEGORY_PM_MOBILE ⚠ **Caution** This category is deprecated.	Yes
46	Approve Reward Request	Compensation - Reward and Recognition	OFF_CYCLE_REWARD_REQUESTS (Replaced by category 17) ⚠ **Caution** This category is deprecated.	Yes
47	Complete Feedback Request Task	Performance Management - Feedback Requests	CATEGORY_SUCCESSLINE_REQUEST_FEEDBACK ⚠ **Caution** This category is deprecated.	Yes
48	Complete Headcount Planning Task	Operational Plans	OWFP_PLAN_ALERT	Yes

Category	Business Task	Product Area	Category ID	To-Do Panel
49	Complete Onboarding Paperwork Tasks	Onboarding	CATEGORY_ONBOARDING2_PAPERWORK_TASKS ⚠ **Caution** This category is deprecated.	Yes
50	Complete Onboarding Manager Tasks	Onboarding	CATEGORY_ONBOARDING2_MANAGER_TASKS ⚠ **Caution** This category is deprecated.	Yes
51	Complete Payroll Task		CATEGORY_PAYROLL_HIRE	Yes
52	Complete Employee Life Event Task		CATEGORY_EMPLOYEE_LIFE_EVENT	Yes
53	Manager Activities (Onboarding Process)	Onboarding	CATEGORY_ONBOARDING2_OPEN_ONBOARDING_ACTIVITY	Yes
54	Complete New Hire Personal Data Collection Task	Onboarding	CATEGORY_ONBOARDING2_PERSONAL_DATACOLLECTION	Yes
55	Complete New Hire Personal Data Collection Task	Onboarding	CATEGORY_ONBOARDING2_CUSTOM_DATACOLLECTION	Yes
56	Approve Mentor	Mentoring	CATEGORY_CDP_MENTORING_MENTOR_APPROVAL	Yes
57	Complete Third-Party To-Do Tasks (ServiceNow)		CATEGORY_SERVICENOW	Yes
58	Complete Onboarding Profile Completion Task	Onboarding	CATEGORY_ONBOARDING2_FINISH_MY_PROFILE	Yes
59	Complete Continuous Feedback Request Task	Performance Management - Continuous Feedback	CATEGORY_REQUEST_CONTINUOUS_FEEDBACK	Yes

Category	Business Task	Product Area	Category ID	To-Do Panel
60	Approve or Decline Learning Requests	Learning	CATEGORY_LMS_APPROVAL	Yes
61	Review New Hire Data	Onboarding	CATEGORY_ONBOARDING2_OPEN_DATA_CORRECTION	Yes
62	Review Offboarding Data	Offboarding	CATEGORY_OFFBOARDING2_OFB_TEAM_MEMBERS	Yes
63	Complete Task	Offboarding	CATEGORY_OFFBOARDING2_REVIEW_OFB_INFO	Yes
64	Complete Knowledge Transfer Tasks	Offboarding	CATEGORY_OFFBOARDING2_KNOWLEDGE_TRANSFER_TASK	Yes
65	Manager Activities (offboarding process)	Offboarding	CATEGORY_OFFBOARDING2_OFFBOARD_TEAM_MEMBERS	Yes
66	Complete New Hire Compliance Task	Onboarding	CATEGORY_ONBOARDING2_EMPLOYEE_COMPLETE_PAPERWORK_TASK	Yes
67	Complete Employer Paperwork Task	Onboarding	CATEGORY_ONBOARDING2_EMPLOYER_COMPLETE_PAPERWORK_TASK	Yes
68	Complete Rehire Verification Task	Onboarding	CATEGORY_ONBOARDING2_OPEN_REHIRE_VERIFICATION	Yes
69	Complete E-Signature Task	Onboarding	CATEGORY_ONBOARDING2_EMPLOYEE_OPEN_ESIGNATURE	Yes
70	Complete E-Signature Task	Onboarding	CATEGORY_ONBOARDING2_EMPLOYER_OPEN_ESIGNATURE	Yes
71	Complete New Hire Compliance Task	Onboarding	CATEGORY_ONBOARDING2_NEWHIRE_I9_PAPERWORK	Yes
72	Complete New Hire Compliance Task	Onboarding	CATEGORY_ONB2COMPLIANCE_NEWHIRE_COMPLIANCE_TASKS	Yes

Category	Business Task	Product Area	Category ID	To-Do Panel
73	Complete Form I-9 Task	Onboarding	`CATEGORY_ONBOARDING2_HIRINGMANAGER_I9_PAPERWORK`	Yes
74	Complete New Hire Compliance Task	Onboarding	`CATEGORY_COMPLIANCE_EMPLOYEE_OPEN_ESIGNATURE`	Yes
75	Approve Talent Pool Nominee	Succession Management	`CATEGORY_SM_TALENT_POOL_NOMINEES_APPROVALS`	Yes
76	Complete E-Verify Task	Onboarding	`CATEGORY_COMPLIANCE_EMPLOYER_EVERIFY`	Yes
77	Accept Workflow Delegation Request	Workflow Delegation Request	`CATEGORY_WORKFORCE_WORKFLOW_AUTO_DELEGATION`	Yes
77	Acknowledge Upcoming Delegation	Workflow Delegation Request	`CATEGORY_WORKFORCE_WORKFLOW_AUTO_DELEGATION`	Yes
78	Approve Assignment Offer	Opportunity Marketplace	`CATEGORY_OMP_ASSIGNMENT_APPLICATION_APPROVALS`	Yes
79	Accept Mentoring Request	Mentoring	`CDP_MENTORING_MENTOR_REQUEST_APPROVAL`	Yes
99	Not applicable	Not applicable	Special values for APIs to filter categories 15, 16, and 26. **i Note** Available for Mobile only to integrate with SAP SuccessFactors Learning. `categoryId=99` must be specified in $filter. The Learning to-do items don't support selecting, pagination, or sorting. To-do items for all logged in users are returned. For other areas, logged in users can only see their own items.	Yes

Latest Home Page User Experience

Here's an overview of the home page experience for most people.

The latest home page experience includes the following sections.

Banner and Greeting

A welcome banner appears at the top of the home page, with a greeting message based on the time of day.

Administrators can choose to use the default banner image, upload a different banner image, or hide the banner image completely. The greeting message is always shown.

Quick Actions

The **Quick Actions** section enables you to complete your most frequent or important actions. It's always visible at the top of the page and is designed to promote efficient, focused action for the most common use cases.

Quick actions are visible based on role-based permission and system configuration, so you only see actions that are relevant to you. To avoid clutter, you can see up to a maximum of 16 quick actions total. If you have permission to see more than 16, we show the most relevant ones.

Approvals

The **Approvals** section shows you changes or requests that you need to approve, decline, or review. Approvals are to-do tasks and they also appear on the to-do panel. When you complete a task, it disappears in both places.

For some approval cards, you can accept or decline directly from the home page. For others, you have to go to another page and review more information before you approve or decline. Some approvals allow or require you to add comments.

You can choose **Remind Me Tomorrow** to dismiss a card for 24 hours. The **Dismiss** option isn't available for approvals.

Surveys

The **Surveys** section shows employee surveys. If you have a Qualtrics Employee XM license and have set up the integration, you can add Qualtrics surveys to the home page. If you use another application for employee surveys, you can add a link to that as well.

For You Today

The **For You Today** section shows you other tasks you need to complete and other content that's relevant to you.

Like approvals, many tasks in the **For You Today** section are also to-do tasks and they also appear on the to-do panel. When you complete a task, it disappears in both places.

You can choose **Remind Me Tomorrow** to dismiss a card for 24 hours or **Dismiss** to dismiss it for 7 days.

Organizational Updates

The **Organizational Updates** section shows custom content created by administrators in your organization. Custom cards can be made visible to specified target groups and at specified times.

To avoid clutter, you can only see up to 16 of custom cards at a time on the home page. Administrators can set the order of priority so the 16 most important ones appear first.

Mobile Experience

The latest home page experience on iOS and Android mobile applications is similar to the web experience. Most content and functionality on the home page is available on both web and mobile applications, but some is available on the web only.

Latest Home Page Experience for Managers

The home page includes several features to help managers.

The **My Team** quick action enables you to review information about your team and take necessary action. You can:

- See information about each team member, such as recent activities and achievements.

- Take actions such as changing job or compensation information, making a one-time payment or deduction, or adding notes or badges to their profile.
- Go to other pages with information about each team member, such as their goal plan, their development plan, or the performance/potential matrix .

Other useful quick actions for managers include:

- **Delegate Workflows**
- **Org Chart**
- **Recognize**
- **Report Center**
- **Team Absences**

The **Approvals** section enables you to quickly approve and decline requests from your team or about members of your team.

For example:

- Changes to employment information
- Time off requests
- Learning requests

The **For You Today** section includes other helpful information for managers.

For example:

- The **My Team** card reminds you when team members have tasks that are overdue or due in the next 7 days. You can use the card to send an email to "nudge" them to complete their tasks.

  i Note

  Only system-generated to-do tasks are included on the **My Team** card. Supplemental to-do tasks aren't included.

- Birthday and Work Anniversary cards remind you when team members have an upcoming milestone. On the first day of the month, you're reminded of all the milestones on your team in the coming month. On the day of a milestone, you're reminded again, helping you remember to congratulate them.

You can also see pending tasks that you need to complete, as a manager, such as:

- Performance reviews
- Leave requests
- Compensation planning
- Calibration sessions

Related Information

Enabling Birthday and Work Anniversary Reminders on the Home Page

Important Notes About the Latest Home Page

Understand the current scope and design of the latest home page before you enable it.

General Notes

- Some to-do tasks don't appear on the latest home page. **All** pending to-do tasks are available on every page, on the to-do panel. Enabling the To-Do Panel
- The latest home page is designed for use with the **latest version** of each SAP SuccessFactors module or feature. If multiple versions of module or feature exist, home page cards may not be available for the legacy version. For the optimal home page experience, always use the latest version of all other modules and features.
- The latest home page is designed for the most common or leading practice **system configurations** for each module or feature. Home page cards may not work properly with nonstandard or unusual configurations. For the optimal home page experience, follow leading practices in the relevant documentation.

Module-Specific Notes

- Some modules, like Continuous Performance Management and Reward and Recognition, use Intelligent Services events to trigger cards. Most customers have Intelligent Services enabled. But, if you don't, these home page cards don't appear as expected.
- The Goals card is triggered by the last enum value for the `state` field, assuming that the last enum value is the `complete` state. For best results, configure the last enum value for the `state` field to have the label `complete`.
- For SAP SuccessFactors Onboarding, the latest home page is limited only to the new hire, hiring manager, and other participant experiences. Offboarding employees (with required permissions) can access their to-do tasks using the to-do panel (accessed from the global page header) and Onboarding / Offboarding dashboards (accessed from the main navigation menu).
- The legacy home page tiles Review Team Summary, Team Summary, and Team Calibration Summary aren't available on the latest home page. The information is still available elsewhere. For example, Performance-Potential Matrix and Impact of Loss vs. Risk of Loss is still available on the People Profile. Calibration information is still available in the relevant calibration sessions.
- For SAP SuccessFactors Recruiting, the nudge capability for pending job requisition approvals isn't available on the latest home page. As a result, the existing capability to configure an email trigger for the nudge feature doesn't apply to the latest home page.

Standard Features of the Latest Home Page

Learn about standard features that are available to all customers on the latest home page.

If the latest home page is enabled, it includes the following content.

Name	Description	Where Shown	When Shown	Prerequisites	On Mobile?

Name	Description	Where Shown	When Shown	Prerequisites	On Mobile?
Favorites	Enables you to review available links and select your favorite ones for quick access on the home page. We provided a default list of available links and administrators can add custom links to the list. Then people can choose which ones to mark as favorites.	Quick Actions	Always shown	• Available to everyone	Yes
Reminders	Enables you to view home page cards that you've temporarily set aside until the next day. Reminders reappear on the home page after 24 hours.	Quick Actions	Always shown	• Available to everyone	Yes
My Team (team summary)	Enables managers to review information about their team of direct reports and take necessary action directly from the home page. Managers see information about each team member (direct report), such as recent activities and achievements. They can take actions such as changing job or compensation information, making a one-time payment or deduction, or adding notes or badges to their profile. And they can find links to other pages with information about each team member, such as their goal plan, their development plan, or the performance/potential matrix .	Quick Actions	Always shown for managers	• Manager has User Search permission. • Team member has permission to view the Manager field. • It's selected at Manage Home Page > Quick Actions .	No

Name	Description	Where Shown	When Shown	Prerequisites	On Mobile?
My Team (nudge for pending tasks)	Notifies managers when their direct reports have tasks that are overdue or due in the next 7 days. Enables you to send them an email reminder. **Note** Only system-generated to-do tasks are included on the My Team card. Supplemental to-do tasks aren't included.	For You Today	Appears when any of the manager's direct reports has at least one to-do task that's overdue or due within 7 days. Disappears when the tasks are completed.	None	Yes
Birthday Reminder for Managers	Reminds managers when members of their team, including employees and contingent workers, have an upcoming birthday. Each month, you're reminded of all the birthdays on your team in the coming month. On the day of someone's birthday, you're reminded again so that you can congratulate them.	For You Today	The monthly reminder appears on the first of each month. The daily reminder appears on the day of the work anniversary.	• Standard element `dateOfBirth` is configured in the data model. • Manager has permission to view this field for members of their team. • Manager has User Search permission. • The Enable Birthday and Work Anniversary Cards on the Latest Home Page upgrade has been completed in Upgrade Center. • The scheduled jobs set up by the upgrade have run successfully (at UTC 00:00 on the scheduled day).	Yes

Name	Description	Where Shown	When Shown	Prerequisites	On Mobile?
Work Anniversary Reminder for Managers	Reminds managers when members of their team, including employees and contingent workers, have an upcoming work anniversary. Each month, you're reminded of all the work anniversaries on your team in the coming month. On the day of someone's anniversary, you're reminded again so that you can congratulate them.	For You Today	The monthly reminder appears on the first of each month. The daily reminder appears on the day of the work anniversary.	• Standard element `serviceDate` or `hireDate` is configured in the data model. (If both are present, service date is used.). • Manager has permission to view these fields for members of their team. • Manager has User Search permission. • The Enable Birthday and Work Anniversary Cards on the Latest Home Page upgrade has been completed in Upgrade Center. • The scheduled jobs set up by the upgrade have run successfully (at UTC 00:00 on the scheduled day).	Yes
Survey cards	A type of custom card configured by home page administrators to display an employee survey. It appears in a dedicated "Survey" section on the home page, for a specified target group and date range. To use survey cards with Qualtrics, please refer to *Integrating SAP Successfactors with Qualtrics*.	Surveys	Appears during the active period configured by administrators, typically within a specified date range. Remains on the home page until the end of the configured date range, even if you've completed the survey.	• To use with Qualtrics, Pulse Survey must be enabled in Qualtrics and applied to the entire company. • For other surveys, you can provide a URL but there's no integration.	Y

Related Information

Configuring Job Profile Acknowledgment Settings
Using Workflow for Creating and Approving Job Profiles
Integrating SAP SuccessFactors with Qualtrics

Enabling Birthday and Work Anniversary Reminders on the Home Page

Enable Birthday and Work Anniversary reminder cards on the latest home page, so that managers are reminded when members of their team have an upcoming milestone.

Prerequisites

- The latest home page is enabled.
- You have access to the **Upgrade Center**.
- Data model includes the following standard elements:
  - `dateOfBirth` for birthdays.
  - `serviceDate` or `hireDate` for work anniversaries. (If both are present, service date is used.)
- Managers have permission to view these fields for members of their team, as well as **User Search** permission.

Context

Birthday and Work Anniversary cards remind managers when team members have an upcoming milestone. A first reminder appears on the first day of the month and a second reminder appears on the day of the milestone.

To calculate when to display the reminders, this upgrade sets up two new scheduled jobs, one running monthly and one running daily.

Procedure

1. Go to **Admin Center** > **Upgrade Center** > **Optional Upgrades**.
2. Find the **Enable Birthday and Work Anniversary Cards on the Latest Home Page** upgrade. Then follow on-screen instructions to complete the upgrade.

   → Remember

   This upgrade is only visible after the latest home page is enabled. If you don't see it, check that you've first completed the **New Experience for the Home Page** upgrade.

Results

Both jobs run immediately after the upgrade. Then they run as scheduled.

After the jobs run, the Birthday and Work Anniversary cards appear on the home for managers, to remind them when team members have an upcoming milestone. A first reminder appears on the first day of the month and a second reminder appears on the day of the milestone.

Configuring the Banner Image on the Home Page

Configure the banner image shown at the top of the latest home page so that it better aligns with your brand. Or hide it, if you prefer not to use a banner image.

Prerequisites

- The latest home page is enabled.
- You have **Manage the Latest Home Page** permission.

Context

The banner image isn't always displayed in the same size and aspect ratio as the uploaded image. It adjusts to fit the size of the screen or window. Sometimes that requires cropping parts of the image, to avoid too much distortion.

Upload an image following recommended size and aspect ratio to ensure that the banner image is displayed correctly on all screens.

Procedure

1. Go to **Admin Center** > **Manage Home Page** > **Banner Image**.
2. Choose on of the following options for the banner image.
    - Select **Use default banner image** to use the default image we provide.
    - Deselect **Use default banner image** and choose **Upload** to provide your own banner image.

      → **Tip**

      For best results, follow onscreen recommendations for image file size and aspect ratio.

    - Select **Hide banner image** if you don't want to use a banner image at all. A greeting message is still displayed at the top of the page, but without an image.

   You can see a preview of the image, as it appears in both web and mobile.
3. If you choose, you can upload a different image, with different dimensions, to use as the banner image for portrait display on mobile devices.
4. Choose **Save** > **OK**.

Next Steps

To test the display of an uploaded image, go to the home page and try resizing the browser to various widths. If you use mobile, check the mobile app, in portrait orientation.

Related Information

Configuring a Different Banner Image on the Home Page for Different Groups

Managing Quick Actions on the Home Page

Learn how to customize and manage quick actions on the home page.

As an administrator, you can do several things to customize content in the **Quick Actions** section. You can:

- Choose which quick actions to show or hide on the home page.
- Create up to 4 custom quick actions, with actions or content you provide, for a specified audience or date range.
- Configure the order that quick actions appear.

[Showing or Hiding Quick Actions on the Home Page]
Enable quick actions so that they're shown on the home page, for people with the appropriate permission. Disable the ones you don't want to use in the system, so that they're always hidden, regardless of permission.

[Creating or Editing Custom Quick Actions]
You can add or edit custom quick actions that are shown in the **Quick Actions** section on the home page.

[Setting the Display Order of Quick Actions]
You can set the order that quick actions are displayed in the **Quick Actions** section on the home page.

Showing or Hiding Quick Actions on the Home Page

Enable quick actions so that they're shown on the home page, for people with the appropriate permission. Disable the ones you don't want to use in the system, so that they're always hidden, regardless of permission.

Prerequisites

- The latest home page is enabled.
- You have **Manage the Latest Home Page** permission.

Context

Note

For most customers, new quick actions are hidden by default.

When new quick actions become available, they may be shown or hidden in your system by default, depending on your scenario:

- When the latest home page is enabled for the first time, all quick actions available at that time are **shown by default**. You can hide the ones that you don't want to use.
- If the latest home page is already enabled in your system and you've already started managing quick actions at **Manage Home Page** > **Quick Actions**, all new quick actions from that time onward are **hidden by default**. You can show the ones that you want to use.

As an administrator, you can choose to show or hide all quick actions except **Reminders** and **Favorites**, which are always visible.

Of the ones you choose to show, a maximum of 16 quick actions appear on the home page, for any individual user. If someone is in the target audience for more than 16 quick actions, at any given time, only the first 16 are displayed, according to the display order that's set on the **Manage Quick Actions** page.

→ Tip

If you want to make a link available on the home page, but less prominent than a quick action, you can add it as a custom link on the **Favorites** quick action instead.

Procedure

1. Go to Admin Center > Manage Home Page > Quick Actions.
2. For each quick action, you can choose whether to show or hide it on the home page.
   - To show it, for people with the appropriate permission, set the Enabled switch to On.
   - To hide it, for everyone, regardless of permission, set the Enabled switch to Off until you're ready.
3. Save your changes.

Results

Enabled quick actions are available on the home page. Disabled quick actions aren't available on the home page, for any user.

Creating or Editing Custom Quick Actions

You can add or edit custom quick actions that are shown in the Quick Actions section on the home page.

Prerequisites

- The latest home page is enabled.
- You have Manage the Latest Home Page permission.

Context

Custom quick actions display custom content at the top of the home page, in the Quick Actions section, for a specified audience or date range.

You can create up to five custom quick actions.

Procedure

1. Go to Admin Center > Manage Home Page > Quick Actions.
2. Choose Add Quick Action to create a new quick action or (Edit) to edit an existing one.

   When editing an existing quick action, skip steps that are already done, make your edits, and advance to the end of the wizard to save your changes.
3. Enter a title for the quick action. You can also enter a description.

   The title is shown on the home page. The description is only visible to administrators on the Manage Quick Actions page.

   The title you enter is used by the default locale. Choose (Language) to add translations for other languages in the system.

   Note
   If you don't provide any translations in a given language, then the company default locale is shown instead.
4. Configure the icon shown on the quick action. Choose Choose an icon and then select one from our icon library

   Custom quick actions always include an icon, not an image, to maintain visual consistency with other quick actions.

   The preview pane displays a preview of the quick action as it appears on the home page.
5. Choose Next or scroll to the next step.

6. Choose a Target behavior from the dropdown menu to specify what happens when you interact with the quick action.
    - Choose Popover to open more content in a dialog window.
    - Choose URL to open a new page.
    - Choose Email to open a new email to specified addresses.
    - Choose JavaScript URL to execute instructions in a JavaScript file at a specified URL.

    ⚠ Caution

    When you choose this option, the quick action executes any code in a JavaScript file that you provide. You're responsible for the quality and security of the code. We don't provide support for any issues that result from custom JavaScript code.

    Custom quick actions don't have the No Target option that's available for custom cards.

7. If you selected Popover, configure the popover content.

Option	Description
Template	You can: ◦ Choose one of the provided content templates. ◦ Select No Template to start with a blank text box in the text editor. ◦ Select Raw HTML to enter custom HTML, without a text editor. ◦ Select Video File to embed a video file stored on a private site, such as your company intranet. Typically, it ends with a video file extension, such as .mp4. ◦ Select Iframe to embed content in an inline frame (iframe), such as a video on a public video site. Many popular video platforms use iframes to embed videos and you can copy the URL from the source attribute (src) in the embed code.
Language	Choose the language of your content. You can add content in different languages for the same custom quick action. **i Note** If you don't provide any translations in a given language, then the company default locale is shown instead.
Content	Enter the content of the popover dialog, in the selected language.
URL	For the Video File or Iframe options, enter the URL for the content you want to display.
Show quick action in mobile app	Some web links may not work in the mobile app. If you include links in popover content, verify that they open correctly in the mobile app. If not, you can set the Show quick action in mobile app switch to Off so that the quick action is hidden in the mobile app and only available on the web.

8. If you selected URL, configure the target URL.

Option	Description
URL	Enter the target URL opened by the quick action.
Open Link in New Window/Tab	Select this option to open the target URL in a new tab or window.
Show quick action in mobile app	Some web links may not work in the mobile app. Verify that the URL link opens correctly in the mobile app. If not, you can set the **Show quick action in mobile app** switch to **Off** so that the quick action is hidden in the mobile app and only available on the web.

9. If you selected **Email**, enter email addresses for one or more recipients of the email opened by the quick action.
10. If you selected **JavaScript URL**, enter the URL of the JavaScript file.

Option	Description
URL	Enter the target URL opened by the quick action.
Show quick action in mobile app	Some web links may not work in the mobile app. Verify that the JavaScript file opens correctly in the mobile app. If not, you can set the **Show quick action in mobile app** switch to **Off** so that the quick action is hidden in the mobile app and only available on the web.

11. If you're already familiar with how to use business rules with custom quick actions and you've already created the necessary rules, you can set the **Rule-based** switch to **On** and specify different rules to trigger different target behaviors. Otherwise, keep the switch set to **Off** for now and set up the rest of the quick action. Then set up rule-based content later.

    Controlling Custom Card Behavior with Business Rules

12. Choose **Next** or scroll to the next step.
13. Specify who can see the quick action and when.

Option	Description
Target Group	Specify which user groups can see the quick action: ◦ Select **Dynamic Groups** to specify one or more existing dynamic groups. Or choose ••• (More) to create a new dynamic group first. ◦ Select **Permission Roles and Groups** to specify one or more existing permission roles or permission groups.
Active Period	◦ Select **Always** to always show the quick action on the home page. ◦ Select **Date Range** to specify a date range when the quick action is shown. **Note** Custom quick actions don't have the **Based on Start Date** option that's available for custom cards.

14. Save your changes.

The configuration dialog closes and you're returned to the Manage Quick Actions page.

i Note

By default, custom quick actions are added to the bottom of the list when they're created. Then you can change the display order as needed.

They're also disabled by default. They don't appear on the home page until you enable them.

15. To show a custom quick action on the home page, set the Enabled switch to On. Otherwise, keep it set to Off until you're ready.

Results

Enabled custom quick actions are shown in the Quick Actions section of the home page, for the specified target group and during the specified dates.

i Note

It can take up to five minutes for changes to be reflected on the home page.

Next Steps

Change the display order of custom quick actions or use business rules to define different behavior in different circumstances.

Setting the Display Order of Quick Actions

You can set the order that quick actions are displayed in the Quick Actions section on the home page.

Prerequisites

- The latest home page is enabled.
- You have Manage the Latest Home Page permission.

Context

Quick actions are displayed on the home page in the order you set them on the Manage Quick Actions page.

A maximum of 16 quick actions can appear on the home page, for any individual user. If someone is in the target audience for more than 16 quick actions, at any given time, only the first 16 are displayed, according to the display order you set.

Procedure

1. Go to Admin Center > Manage Home Page > Quick Actions.
2. To change the order of quick actions, you can:
   - Drag and drop any table row using a mouse.
   - Choose ◦◦◦ (More), then Move To, and select a new position.

   When you make a change to the order, a Save and a Cancel button appear.
3. Save your changes or choose Cancel to revert them.

Results

Quick actions are displayed in the **Quick Actions** section in the order you set.

Managing Custom Cards on the Home Page

Learn how to create and manage custom cards on the home page.

As an administrator, you can do several things to customize content in the **Organizational Updates** section. You can:

- Create up to 100 custom cards, with content you provide, for a specified audience or date range.
- Change the order of custom cards.
- Organize custom cards into folders that you can make them visible to different audiences.
- Give folders a visible title that's displayed on the home page, for a group of cards.
- Control custom card behavior with business rules.

[Creating or Editing Custom Cards for the Home Page](#)
You can add or edit custom cards that are shown in the **Organizational Updates** section on the latest home page.
[Creating and Editing Folders for Custom Cards](#)
Use custom folders to organize groups of custom cards on the home page and make them visible to different audiences.
[Changing the Order of Custom Cards on the Home Page](#)
You can change the order of custom cards displayed in the **Organizational Updates** section on the latest home page.
[Verifying Which Custom Cards Are Visible to Target Group](#)
Use the **View as** option to verify which custom cards and folders are visible to a specified target group.
[Controlling Custom Card Behavior with Business Rules](#)
Use business rules to define the behavior of a custom card on the latest home page.

Creating or Editing Custom Cards for the Home Page

You can add or edit custom cards that are shown in the **Organizational Updates** section on the latest home page.

Prerequisites

- The latest home page is enabled.
- You have **Manage the Latest Home Page** permission.
- You need to have enabled Onboarding or Onboarding 1.0 to configure custom cards based on the start date of new hires.

Context

Custom cards display custom content on the latest home page, for a specified audience or date range.

You can have a maximum of 100 custom cards on the **Manage Home Page** screen. A maximum of 16 custom cards can appear on the home page itself, for any one user.

Procedure

1. Go to Admin Center > Manage Home Page > Organizational Updates .
2. Choose **Add Card** to create a new card or (Edit custom card) to edit an existing one.

   When editing an existing card, skip steps that are already done, make your edits, and advance to the end of the wizard to save your changes.
3. Enter a card name and description.
4. To show the card on the home page, set the **Enabled** switch to **On**. Otherwise, keep it set to **Off** until you're ready.
5. Choose **Next** or scroll to the next step.
6. Choose a **Type**.
   - Choose **Graphic (Large)** for a full-size card with an uploaded thumbnail image.
   - Choose **Graphic (Small)** for a half-size card with an uploaded thumbnail image.
   - Choose **Icon (Small)** for a half-size card with an icon, selected from our icon library.
7. Enter a title for the card. You can also enter a subtitle.

   The values you enter are used by the default locale. Choose (Language) to add translations for other languages in the system.

   Note

   If you don't provide any translations in a given language, then the company default locale is shown instead.
8. Configure the image or icon shown on the card.
   - For "graphic" cards, browse to an image and select it.
   - For "icon" cards, choose **Choose an icon** and then select one from our icon library.

   Tip

   For best results, follow onscreen recommendations for image file size and aspect ratio.

   The preview pane displays a preview of the card as it appears on the home page.
9. Choose **Next** or scroll to the next step.
10. Choose a **Target** behavior from the dropdown menu to specify what happens when you interact with the card.
    - Choose **Popover** to open more content in a dialog window.
    - Choose **URL** to open a new page.
    - Choose **Email** to open a new email to specified addresses.
    - Choose **Onboarding** to create an onboarding guide for new hires. (Requires Onboarding 1.0.)
    - Choose **No Target** if you don't want the card to be interactive. It's just a title, subtitle, and image.
    - Choose **JavaScript URL** to execute instructions in a JavaScript file at a specified URL.

      Caution

      When you choose this option, the card executes any code in a JavaScript file that you provide. You're responsible for the quality and security of the code. We don't provide support for any issues that result from custom JavaScript code.
11. If you selected **Popover**, configure the popover content.

Option	Description

Option	Description
Template	You can: ◦ Choose one of the provided content templates. ◦ Select No Template to start with a blank text box in the text editor. ◦ Select Raw HTML to enter custom HTML, without a text editor. ◦ Select Video File to embed a video file stored on a private site, such as your company intranet. Typically, it ends with a video file extension, such as .mp4. ◦ Select Iframe to embed content in an inline frame (iframe), such as a video on a public video site. Many popular video platforms use iframes to embed videos and you can copy the URL from the source attribute (src) in the embed code.
Language	Choose the language of your content. You can add content in different languages for the same custom card. **i Note** If you don't provide any translations in a given language, then the company default locale is shown instead.
Content	Enter the content of the popover dialog, in the selected language.
URL	For the Video File or Iframe options, enter the URL for the content you want to display.
Show card in mobile app	Some web links may not work in the mobile app. If you include links in popover content, verify that they open correctly in the mobile app. If not, you can set the Show card in mobile app switch to Off so that the card is hidden in the mobile app and only available on the web.

12. If you selected URL, configure the target URL.

Option	Description
URL	Enter the target URL opened by the card.
Open Link in New Window/Tab	Select this option to open the target URL in a new tab or window.
Show card in mobile app	Some web links may not work in the mobile app. Verify that the URL link opens correctly in the mobile app. If not, you can set the Show card in mobile app switch to Off so that the card is hidden in the mobile app and only available on the web.

13. If you selected Email, enter email addresses for one or more recipients of the email opened by the card.
14. If you selected JavaScript URL, enter the URL of the JavaScript file.

Option	Description

Option	Description
URL	Enter the target URL opened by the card.
Show card in mobile app	Some web links may not work in the mobile app. Verify that the JavaScript file opens correctly in the mobile app. If not, you can set the **Show card in mobile app** switch to **Off** so that the card is hidden in the mobile app and only available on the web.

15. If you're already familiar with how to use business rules with custom cards and you've already created the necessary rules, you can set the **Rule-based** switch to **On** and specify different rules to trigger different target behaviors. Otherwise, keep the switch set to **Off** for now and set up the rest of the card. Then set up rule-based content later.

    Controlling Custom Card Behavior with Business Rules

16. Choose **Next** or scroll to the next step.

17. Specify who can see the card and when.

Option	Description
Target Group	Specify which user groups can see the card: ◦ Select **Dynamic Groups** to specify one or more existing dynamic groups. Or choose ••• (More) to create a new dynamic group first. ◦ Select **Permission Roles and Groups** to specify one or more existing permission roles or permission groups. **i Note** When you create a custom card for Onboarding 1.0 new hires, make sure that the new hire permission group you selected includes the people pool **IsOnboardingUser** whose value is set to **Yes** and **No**. This ensures that the custom card is visible only to new hires.
Folder	Specify which folder the card belongs to. Or choose + (Add folder) to create a new one. (Not available for custom card type "Onboarding" for Onboarding 1.0.) **i Note** By default, cards are added to an untitled, default folder that has no impact on the user experience. You can create custom folders to group cards together under a visible title on the home page and specify a target group for all cards in the folder. If you don't use custom folders, you can skip this field.

Option	Description
Active Period	- Select **Always** to always show the card on the home page. - Select **Date Range** to specify a date range when the card is shown. - Select **Based on Start Date** to show the card in relation to a person's start date. Then specify the number of days before and after the start date to show the card. (Requires Onboarding or Onboarding 1.0)

18. Save your changes.

Results

The custom card is shown in the **Organizational Updates** section of the home page, for the specified target group and during the specified dates.

i Note

It can take up to 5 minutes for changes to be reflected on the home page.

Next Steps

- For card type **Icon (Small)**, you can define the icon color with theme settings **Custom card icon color** and **Custom card icon background color**. in **Theme Manager**.
- Change the display order of custom cards or use business rules to define custom card behavior in different circumstances.

Related Information

[Changing the Order of Custom Cards on the Home Page]
[Controlling Custom Card Behavior with Business Rules]
[Creating Onboarding Guide for Onboarding 1.0 New Hires]

Creating Onboarding Guide for Onboarding 1.0 New Hires

Use the custom card on the latest home page to create an onboarding guide for Onboarding 1.0 new hires.

Prerequisites

- You can use the Business Configuration UI to update the Succession Data Model XML.
- You have access to **Manage Permission Groups**.
- You have **Manage the Latest Home Page** permission.

Context

The custom card navigates Onboarding 1.0 new hires to a page containing all relevant information on new hire activities such as onboarding meetings and key people to meet.

Procedure

1. Go to Admin Center > Manage Business Configuration.
2. Enable a custom field and change its label and default label to `IsOnboardingUser` in Employee Profile > Standard.
3. Go to Admin Center > Manage Permission Groups.
4. Add another people pool to your permission group of new hires.
    a. Choose IsOnboardingUser and set the value to Yes and No.
5. Go to Admin Center > Manage Home Page > Organizational Updates and add a card.
6. Fill in all necessary fields as you would for other custom cards except for the following ones:
    - Choose Onboarding in Target.
    - Choose new hires' permission group as the target group.
    - Set the active period as always, for a set period of time, or based on the new hire's start date.
7. Save your changes.

Creating and Editing Folders for Custom Cards

Use custom folders to organize groups of custom cards on the home page and make them visible to different audiences.

Prerequisites

- The latest home page is enabled.
- You have Manage the Latest Home Page permission.

Context

As an administrator, you can see custom cards grouped into "folders" on the Manage Organizational Updates page. By default, cards are added to an untitled, default folder that has no impact on the user experience. You can create custom folders to group cards together under a visible title on the home page and specify a target group for all cards in the folder.

If you choose not to create custom folders, just leave all custom cards in the untitled, default folder.

Procedure

1. Go to Admin Center > Manage Home Page > Organizational Updates.
2. Choose Add Folder to create a new folder or (Edit custom card) to edit an existing one.
3. Complete the following fields.

Option	Description
Title	Enter a visible title to display on the home page. Choose (Language) to add translations for other languages in the system.

Option	Description
Target Group	Specify which user groups can see the task. You can select one or more permission roles or permission groups. → Tip Plan your target groups for cards and folders carefully. People can only see a card if they are in the target group of **both** the folder **and** the card. If the target groups of a folder and a card contradict each other, or don't share any members, then no one can see the card.

4. Save your changes.

Results

If you created a new folder, with no cards in it, there's no immediate impact to the user experience. Empty folders aren't visible on the home page.

If the folder contains at least one card, it's visible on the home page. Cards in the folder are visible to relevant target groups within the Organizational Updates section.

Changing the Order of Custom Cards on the Home Page

You can change the order of custom cards displayed in the Organizational Updates section on the latest home page.

Prerequisites

- The latest home page is enabled.
- You have Manage the Latest Home Page permission.

Context

Cards are displayed on the home page in the order you set them on the Manage Organizational Updates page.

Remember, however, that cards are only displayed on the home page for relevant target groups, at specified times. For example, you might have one custom card that's important during a certain date range each year and another that's always important. You can put the date-specific card in position 1 so that it appears first when it's most important and the other card in position 2 so that it appears first the rest of the year.

If you have custom cards organized into folders, they're displayed on the home page as a subsection, within the Organizational Updates section. You can change the order of folders to change the order of subsections on the home page.

→ Remember

A maximum of 16 custom cards can appear on the home page itself, for any one user, at a given time. If someone is in the target group for more than 16 cards at a given time, only the first 16 are displayed, according to the order configured in Manage Organizational Updates.

Procedure

1. Go to Admin Center > Manage Home Page > Organizational Updates.
2. To change the order of cards or folders, you can:
    - Drag and drop any table row using a mouse.
    - Choose ••• (More) and select from the available options to move a card or folder.

    When you make a change to the order, a Save and a Cancel button appear.
3. Save your changes or choose Cancel to revert them.

Results

Custom cards are displayed in the Organizational Updates section in the order you set, for the relevant target groups and at the specified times.

Verifying Which Custom Cards Are Visible to Target Group

Use the View as option to verify which custom cards and folders are visible to a specified target group.

Prerequisites

- The latest home page is enabled.
- You have Manage the Latest Home Page permission.

Context

If you have many custom cards, for different target groups, organized in many different folders, also for different target groups, it can be difficult to visualize how the order you see on the Manage Organizational Updates page, as an administrator, is displayed on the home page itself. The View as option is a helpful tool to check what people in different roles or groups can see.

→ Remember

People can only see a card if they are in the target group of **both** the folder **and** the card. If the target groups of a folder and a card contradict each other, or don't share any members, then no one can see the card.

Procedure

1. Go to Admin Center > Manage Home Page > Organizational Updates.
2. In the View as menu, select one or more permission roles or groups.

Results

Cards and folders in the Organizational Updates table are filtered to show only the ones that are visible to the permission roles or groups you selected.

Controlling Custom Card Behavior with Business Rules

Use business rules to define the behavior of a custom card on the latest home page.

Prerequisites

- The latest home page is enabled.
- You have Manage the Latest Home Page permission.
- You've created the necessary business rules for Custom Tile (Decision Rules) scenarios, using the Configure Business Rules tool.
- You've already created the custom card you want to add business rules to and completed other configurations.

Context

You can associate a custom card with multiple business rules to define different behavior in different circumstances. Rules determine which content is displayed when rule criteria are met. Business rules enable you to use a single custom card for multiple purposes or for multiple audiences.

Procedure

1. Go to Admin Center > Manage Home Page > Organizational Updates.
2. Find the custom card you want to add business rules to and choose (Edit custom card) to open the configuration dialog.
3. Scroll to the Navigation step.
4. Set the Rule-based switch to On so rules options appear. Then select the rules to define card behavior.

Option	Description
Rule Scenario	Select a rule scenario from the dropdown menu. You can only see scenarios in the Custom Tile (Decision Rules) category.
Rule	Select one or more rules to define behavior of the card. You can only see rules for the selected rule scenario. For each rule selected, you can configure a different target behavior.

5. Configure the default behavior, if none of the rule criteria are met.
   - For a Popover target, configure the default content (or the URL for default video or iframe content).
   - For a URL or JavaScript URL target, configure the default URL.
   - For an Email target, configure the default email addresses.
6. For each rule selected, configure the target behavior associated with that rule.
   - For a Popover target, there's a tab for each rule, where you can configure the rule-specific content.
   - For a URL, JavaScript URL, or Email target, there's an additional field for each rule, where you can configure the rule-specific URL or email addresses.

   Note

   If you deselect a rule, the rule-specific content is deleted. If you select it again, you need to re-enter the content.

7. When you're done configuring the target behavior for each rule, proceed to the end of the wizard and save your changes.

Adding or Editing Custom Links for Favorites on the Home Page

Add a custom link to **Available** links list, so that people can add it to their **Favorites** list. You can also localize the link label and configure a target audience.

Prerequisites

- The latest home page is enabled.
- You have **Manage the Latest Home Page** permission.

Context

Adding custom links to the **Favorites** quick action dialog is optional. A list of common links is available by default. Add custom links to extend the default list.

Procedure

1. Go to **Admin Center** > **Manage Home Page** > **Favorites**.
2. Choose + (Add link) to create a new link or (Edit link) to edit an existing one.
3. Complete the following fields in the dialog, then choose **Save**.

Option	Description
Name	Enter a display name of the link, as shown in the **Favorites** dialog. Choose (Language) to add translations for other languages in the system.
Description	Enter a brief description of the link, to be shown only on the administration page. Choose (Language) to add translations for other languages in the system.
URL	Enter the URL of the link. It can be a full URL, a SAP SuccessFactors deep link, or a `mailto:` link.
Open Link in New Window/Tab	Check this box to open the link in a new window or tab.
Target Group	Specify which user groups can see the link: ◦ Select **Dynamic Groups** to specify one or more existing dynamic groups. Or choose ••• (More) to create a new dynamic group first. ◦ Select **Permission Roles and Groups** to specify one or more existing permission roles or permission groups.

4. To make a custom link available on the home page, set the **Enabled** toggle switch to **On**, either in the editing dialog or in the main list. Otherwise, keep it set to **Off** until you're ready.
5. Save your changes.

Results

If enabled, the custom link is added to the **Available** list in **alphabetical order**. People can mark the available links as favorites.

If not enabled, changes are saved on the administration screen for future use.

Creating or Editing Supplemental Tasks for the Home Page

Create or edit supplemental tasks to appear on the latest home page.

Prerequisites

- The latest home page is enabled.
- You have **Manage the Latest Home Page** permission.

Procedure

1. Go to **Admin Center** > **Manage Home Page** > **Supplemental Tasks**.
2. Choose **Add Task** to create a new supplemental task or (Edit task) to edit an existing one.
3. Complete the following fields.

Option	Description
Category	Select from one of the available to-do task categories. The category name is the title of the task displayed on the home page.
Due Date	Enter a due date for the task.
Task Details	Enter a description of the task to display on the home page. Choose (Language) to add translations for other languages in the system.
Target Group	Specify which user groups can see the task. You can select one or more permission roles or permission groups.
Active Period	Specify the number of days before and after the due date to show the task on the home page.

4. To make the task appear on the home page, set the **Enabled** toggle switch to **On**. Otherwise, keep it set to **Off** until you're ready.
5. Save your changes.

Results

If enabled, the supplemental task appears on the home page for the target group. If system-generated tasks in the same category are also present, supplemental tasks appear in the same "stack" as system-generated tasks. If not, they appear on their own.

If not enabled, changes are saved on the administration screen for future use.

Related Information

Supplemental To-Do Tasks on the Latest Home Page

Showing a Survey Card on the Home Page

You can display links to Qualtrics surveys on the home page.

Prerequisites

- The latest home page is enabled.
- You have **Manage the Latest Home Page** permission.
- If you use Qualtrics:
  - Your organization has a Qualtrics Employee XM license.
  - You've created a survey in your Qualtrics account that you want to use on the home page.

Context

If you use Qualtrics, when employees select the link on a survey card, they're sent to the feedback opportunity in Qualtrics directly. As the home page administrator, you don't have to configure **Manage Qualtrics Integrations** and you aren't limited to the available in-app and email surveys options there.

If you don't use Qualtrics, you can also add a link to another application.

Procedure

1. Go to **Admin Center** > **Manage Home Page** > **Surveys**.
2. Choose + (Add survey) to create a survey card.

   The Add Survey dialog appears.
3. Complete the following fields.

Option	Description
Title	Enter a survey name that appears as the title of the survey card. For example, `Employee Engagement Survey`. Choose (Language) to add translations for other languages in the system.
Description	Enter a brief description of the survey, or ask the employee to participate. For example, `Spend a moment to let us know how you're feeling!` Choose (Language) to add translations for other languages in the system.
Enabled	To show the card on the home page, set the **Enabled** switch to **On**. Otherwise, keep it set to **Off** until you're ready.
Date Range	The dates you want the survey to appear on the home page.
URL	The URL to the survey.

Option	Description
Target Group	Specify which user groups can see the card: ◦ Select **Dynamic Groups** to specify one or more existing dynamic groups. Or choose ••• (More) to create a new dynamic group first. ◦ Select **Permission Roles and Groups** to specify one or more existing permission roles or permission groups. **i Note** The default target group is "Everyone (All Employees)".

The dialog disappears and you see the new survey listed in the Surveys section of the **Manage Home Page** page.

4. Choose **Save**.

Results

Your survey now appears as a home page card, and employees can now participate in your survey.

Next Steps

You can edit configuration of the survey card by selecting the (Edit survey) icon, or delete it by selecting the (Delete survey) icon.

Related Information

Integrating SAP SuccessFactors with Qualtrics

Removing Some Card Types from the Home Page

As an administrator, you can remove some card types from the home page, if they aren't appropriate for your organization.

Home page cards are generated dynamically for each user, based on system configuration and business process. They appear automatically, without any additional setup.

However, some card types may not be appropriate for all customers or for all configurations. If you want to stop using one of these card types, you can remove them from the system.

Removing home page cards from the system is a two-step process:

1. Disable the card type so that **new** cards are no longer generated dynamically, for any user.
2. Choose how to handle **existing** cards of that type:
    - Delete them, for all users, by running a scheduled job.
    - Wait for them to expire and disappear from the home page automatically.

1. Disabling or Enabling Home Page Cards
   Disable some types of home page cards that you don't want to use, if they aren't appropriate for your organization. Re-enable them whenever you're ready to start using them again.
2. Deleting Cards from the Home Page

Set up a scheduled job to delete all existing cards of a given type, after it has been disabled.

Disabling or Enabling Home Page Cards

Disable some types of home page cards that you don't want to use, if they aren't appropriate for your organization. Re-enable them whenever you're ready to start using them again.

Prerequisites

- The latest home page is enabled.
- You have **Manage the Latest Home Page** permission.

Context

The ability to disable home page cards is only available for some types of cards, for which the current functionality isn't appropriate for all organizations.

If a card isn't listed on the **Manage Card Settings** page, its visibility isn't configurable and it can't be disabled.

Procedure

1. Go to **Admin Center** > **Manage Home Page** > **Card Settings**.
2. To disable a card, set the **Enabled** toggle switch to **Off**. To enable it again, set the toggle switch back to **On**.
3. Save your changes.

Results

If disabled, no new cards of that type are generated, for any user. Existing cards of that type continue to appear on the home page until they're acted upon or until they expire.

If enabled, cards of that type are generated dynamically by the system, appearing and disappearing for relevant users, based on the business process.

Next Steps

After you disable a given card type, you can choose to delete all existing cards of that type, for all users, with a scheduled job.

i Note

Changes to card settings can take up to an hour to take effect. After you disable a card type, there may be a delay before it appears in the job scheduler. After you re-enable a card type, there may be a delay before cards are start appearing on the home page again.

Task overview: Removing Some Card Types from the Home Page

Next task: Deleting Cards from the Home Page

Deleting Cards from the Home Page

Set up a scheduled job to delete all existing cards of a given type, after it has been disabled.

Prerequisites

- The latest home page is enabled.
- The card type you want to delete is disabled on the **Manage Card Settings** page and it's been **at least an hour** since the latest changes were saved. (Changes can take up to an hour to appear in the job scheduler.)
- You have **Monitor Scheduled Jobs** and **Manage Scheduled Jobs** permission.

Context

When a card type is disabled on the **Manage Card Settings** page, it prevents **new** cards of that type from being generated. However, **existing** cards of that type continue to appear. If you want to completely remove existing cards, of a given card type, from the system, after it has been disabled, you can delete them with a scheduled job.

⚠ Caution

The deletion is permanent. Deleted cards can't be recovered or regenerated.

Procedure

1. Go to **Admin Center** > **Scheduled Job Manager** > **Job Scheduler**.
2. Choose **Create Job Request**.
3. In the **Job Type** menu, select **Delete Cards from Database**.
4. In the **Job Parameters** section, select one of the listed card types.

   i Note

   You can only delete card types that have been disabled first. If no card types are listed, none have been disabled yet.

5. Continue setting up the scheduled job. Then save or submit it.

   For more information about setting up a scheduled job, refer to *Managing Scheduled Jobs in Admin Center*.

Results

When the job is executed, all existing cards of the selected type are deleted from the database and removed from the user interface, for all users.

Task overview: Removing Some Card Types from the Home Page

Previous task: Disabling or Enabling Home Page Cards

Related Information

Managing Scheduled Jobs in Admin Center

Theming the Home Page

Use the **Theme Manager** admin tool to control the look-and-feel of the SAP SuccessFactors home page.

"Theming" refers to the ability of administrators to control the look-and-feel of a SAP SuccessFactors instance using the **Theme Manager** admin tool. With this tool, you can edit or create "themes" that reflect your brand and apply them to the user interface in your instance.

Note

In **Theme Manager**, a "landing page" is a tile-based or card-based experience, such as the home page and the next-gen **Admin Center**. You can apply different theme settings to landing pages than are used on other pages.

Theme Settings Used by the Home Page

Use these theme settings to control the look-and-feel of the home page.

Accessing Theme Manager

Open **Theme Manager** to select, create, edit, and manage themes in your instance.

Assigning a Theme to the Home Page

Assign a different theme to the home page than is used on other pages.

Configuring a Different Banner Image on the Home Page for Different Groups

Use **Theme Manager** to configure a different banner image on the home page for different groups, based on their division, department, or location.

Theme Settings Used by the Home Page

Use these theme settings to control the look-and-feel of the home page.

Desired Theming	Theme Settings
Apply a different theme to the home page than is used for other pages.	1. Choose a theme to use for the home page. It can be one of the predefined base themes or one you create. 2. Go to your primary theme and use the **Landing page theme** setting to select the theme you want to use for the home page.
Apply the same theme to the home page as is used for other pages.	Go to your primary theme and set the **Landing page theme** setting to **Use this theme**.
Change colors on the latest home page	To change the color of text, quick actions, and cards on the latest home page, use **Home Page (Latest)** settings. To change the color of section titles, use the **Placemat** > **Page Title Color** setting. The home page also uses some theme settings that apply to all pages, such as header, logo, background, and placemat settings. **Remember** If you use a different theme for landing pages, use theme settings in your **landing page** theme to change colors on the home page.

Desired Theming	Theme Settings
Change colors on the legacy home page	To change the color of tiles on the legacy home page, use **Landing page tiles** settings. The home page also uses some theme settings that apply to all pages, such as header, logo, background, and placemat settings. → **Remember** If you use a different theme for landing pages, use theme settings in your **landing page** theme to change colors on the home page.

Theme Settings: Landing Page Theme
Change the landing page theme setting to assign a different theme to landing pages.
Theme Settings: Home Page (Latest)
Change the home page theme settings to control colors on the latest home page.

Parent topic: Theming the Home Page

Related Information

Accessing Theme Manager
Assigning a Theme to the Home Page
Configuring a Different Banner Image on the Home Page for Different Groups

Theme Settings: Landing Page Theme

Change the landing page theme setting to assign a different theme to landing pages.

i Note
In **Theme Manager**, a "landing page" is a tile-based or card-based experience, such as the home page and the next-gen **Admin Center**. You can apply different theme settings to landing pages than are used on other pages.

Landing Page Theme Settings

Setting	Purpose
Landing page theme	Select a theme for the home page if you want it to be different from the primary theme.

Parent topic: Theme Settings Used by the Home Page

Related Information

Theme Settings: Home Page (Latest)

Theme Settings: Home Page (Latest)

Change the home page theme settings to control colors on the latest home page.

Note

In **Theme Manager**, a "landing page" is a tile-based or card-based experience, such as the home page and the next-gen **Admin Center**. You can apply different theme settings to landing pages than are used on other pages.

Tip

Changes to landing page tile settings aren't visible in **Theme Preview**. To preview them, save your changes and use the **Try it Out** function instead.

Home Page (Latest) Settings

Setting	Purpose
Desktop banner image	Use this option to display a different banner image to different groups in your organization, based on division, department, or location. • Select **Default** to use the banner images configured on the **Manage Banner Images** page. • Select **Upload an image** to upload a banner image. The image uploaded in **Theme Manager** overrides the one configured on the **Manage Banner Images** page, for groups that see that theme.
Greeting text color	This is the color of greeting text (such as "Good morning!") on the latest home page.
Quick action background color	This is the color of quick action tiles on the latest home page.
Quick action text and icon color	This is the color of the text and icon used on quick action tiles on the latest home page.
Custom card icon color	This is the color of icons on custom cards with the type **Icon (Small)**
Custom card icon background color	This is the color of the background for icons on custom cards with the type **Icon (Small)**
Card icon color	This is the color of icons used on cards on the latest home page.
Card link color	This is the color of hyperlink text used on cards on the latest home page.
Card button border and text color	This is the color of button border and button text on cards on the latest home page.
Card button hover color	This is the color of buttons on the latest home page when you hover or focus on them.

Parent topic: Theme Settings Used by the Home Page

Related Information

Theme Settings: Landing Page Theme

Accessing Theme Manager

Open **Theme Manager** to select, create, edit, and manage themes in your instance.

Prerequisites

You have **Company System and Logo Settings** permission.

Procedure

Go to **Admin Center** > **Theme Manager**.

You can also access **Theme Manager** by entering the name either from **Action Search** or from **Tools Search** box from Admin Center.

Task overview: Theming the Home Page

Related Information

Theme Settings Used by the Home Page
Assigning a Theme to the Home Page
Configuring a Different Banner Image on the Home Page for Different Groups

Assigning a Theme to the Home Page

Assign a different theme to the home page than is used on other pages.

Prerequisites

- You have **Company System and Logo Settings** permission, allowing you access to **Theme Manager**.
- You have already created the theme you want to use on the home page in **Theme Manager**. If you haven't yet created the theme, do this first, before assigning it to the home page.

Procedure

1. Go to **Admin Center** > **Theme Manager**.
2. Open the primary theme used on most pages in your instance.
3. Go to **Fine Tune** > **Landing Page Theme**.
4. Select an existing theme from the dropdown to use on landing pages in your instance.
5. Save your changes.

Task overview: Theming the Home Page

Related Information

Theme Settings Used by the Home Page
Accessing Theme Manager
Configuring a Different Banner Image on the Home Page for Different Groups

Configuring a Different Banner Image on the Home Page for Different Groups

Use **Theme Manager** to configure a different banner image on the home page for different groups, based on their division, department, or location.

Prerequisites

- The latest home page is enabled.
- You have **Company System and Logo Settings** permission, allowing you access to **Theme Manager**.
- You've created different landing page themes for different groups of employees.

Context

If you want to use the **same** banner image for everyone, don't use **Theme Manager**. Instead, go to the **Manage Home Page** > **Manage Banner Image** page and use the **Upload banner images** option.

Note

Banner images uploaded in **Theme Manager** aren't shown in Mobile applications. Mobile apps always reflect the settings on the **Manage Banner Image** page.

Procedure

1. Go to **Admin Center** > **Theme Manager**.
2. For each landing page theme you've created, go to **Fine Tune** > **Home Page (Latest)** > **Desktop banner image** and select **Upload an image**.
3. Upload a banner image.

   For best results, use an image with aspect ratio 16 : 9.

   The uploaded image is displayed in the Theme Preview area.
4. Save your changes.

Results

People who see the landing page theme, see the banner image in the theme.

Task overview: Theming the Home Page

Related Information

Theme Settings Used by the Home Page
Accessing Theme Manager
Assigning a Theme to the Home Page
Configuring the Banner Image on the Home Page

Cards and Quick Actions on the Latest Home Page

Learn about cards and quick actions that are available on the latest home page, for different product areas in the SAP SuccessFactors HXM Suite.

Related Information

[Latest Home Page User Experience]
[Standard Features of the Latest Home Page]

Compensation on the Latest Home Page

Learn about SAP SuccessFactors Compensation on the latest home page

If the latest home page is enabled, Compensation includes the following content on the home page.

→ Remember

Some of these home page features create **To-Do** tasks. To-Dos are included in a separate panel, not part of the home page. The **To-Do** panel can be expanded from any page view by selecting the *To-Do icon* from the options at the top of the view frame.

For the **To-Do** panel to be available for users, an administrator selects the checkbox for **Enable To-Do Panel** on **Company System and Logo Settings** from the **Admin Center**.

Name	Description	Where Shown	When Shown	Prerequisites	On Mobile App?

Name	Description	Where Shown	When Shown	Prerequisites	On Mobile App?
Recognize	Enables you to recognize someone with a spot award directly from the home page. **Note** To ensure that the award budgets are accurate, a lock engages to prevent multiple requests to the same budget at the same time. If an error message is shown, you've temporarily been locked out from nominating someone. Wait a moment and then try again.	Quick Actions	Always shown, based on system configuration and user permission.	• You have implemented Reward and Recognition. • Intelligent Services is enabled. • It's selected at Manage Home Page > Quick Actions.	Yes **Note** To enable access on Mobile, go to Admin Center > Mobile > Enable Mobile Features > Module > Total Rewards > Reward and Recognition.

Name	Description	Where Shown	When Shown	Prerequisites	On Mobile App?
Spot Award Approval Task	Enables you to approve spot awards that are given through a Reward and Recognition program. Links you to details. **Note** To ensure that the award budgets are accurate, a lock engages to prevent multiple requests to the same budget at the same time. If an error message is shown, your approval has been temporarily locked out. Wait a moment and then try again. Initially, requests appear in the Approvals section, where you can approve or decline. If a task is sent back by a subsequent approver in the workflow, it appears in the For You Today section, so you can review and update it as necessary. (To-Do Category 17)	Approvals (for initial approval) For You Today (if sent back)	Appears when a given award needs your approval. Appears again if the request is sent back by a subsequent approver in the workflow. Disappears after you take action, for example, approved.	• You have implemented Reward and Recognition. • Intelligent Services is enabled. • You're assigned to the approval workflow for the award.	No

Name	Description	Where Shown	When Shown	Prerequisites	On Mobile App?
Bonus Payout	Notifies you of your revised bonus plan for the compensation cycle.	For You Today	Appears when triggered by administrators. **Note** When Variable Pay Worksheets are complete, administrators trigger notification on the home page by going to **Complete Compensation Cycle** > **Manage Notifications** > and choosing **Send Notification**. Disappears when you choose the **View Details** link or after 30 days, if no action is taken.	You've implemented Compensation. 1. Employees are on the completed worksheets. 2. Live Profile Visibility is enabled in the plan template. 3. To trigger notification, administrator has the **Send Personal Statement** and **Bonus Plan Notifications** permission.	No
Compensation Planning Review Task	Prompts compensation planners to review a compensation worksheet and move it to the next step in the compensation planning cycle. Links you to the compensation worksheet you're assigned to, so that you can review it and making necessary changes. (To-Do Category 3)	For You Today	Appears when the worksheet is assigned to you as a planner. Disappears when the worksheet has been routed to another planner. Or, if no action is taken, it disappears 180 days after the due date (if set) or the Last Modified date (if there's no due date).	You've implemented Compensation.	No

Name	Description	Where Shown	When Shown	Prerequisites	On Mobile App?
Compensation Statement	Notifies you that your compensation statement is ready for review. Links you to the statement to view your revised remuneration.	For You Today	Appears when triggered by administrators. **i Note** When Compensation Statements are generated, administrators can trigger notification on the home page by going to Complete Compensation Cycle > Manage Notifications > Personal Statement Notifications and choosing Statement Notifications through home page. Disappears when you choose the View Details link or after 30 days, if no action is taken.	You've implemented Compensation. 1. To trigger notification, administrator has the Send Personal Statement and Bonus Plan Notifications permission enabled. 2. To view statement, employee has statement view permission. 3. Statement has been generated.	No
Spot Award Congratulations	Notifies you when you've received a spot award. Links you to details.	For You Today	Appears to the award recipient when the award is in an approved state. (Awards without an approval workflow are auto-approved). Disappears when you choose the View Details link or after 30 days, if no action is taken.	• You have implemented Reward and Recognition. • Intelligent Services is enabled. • It's enabled at Manage Home Page > Card Settings.	Yes

Related Information

Implementing and Managing Compensation
Implementing and Managing Variable Pay
Implementing and Managing Reward and Recognition

Employee Central on the Latest Home Page

Learn about SAP SuccessFactors Employee Central on the latest home page.

Time Management on the Latest Home Page

Learn about Time Management for SAP SuccessFactors Employee Central on the latest home page.

If the latest home page is enabled, Time Management for SAP SuccessFactors Employee Central includes the following content on the home page.

Name	Description	Where Shown	When Shown	Prerequisites	On Mobile App?
My Time Sheet	Takes you to the time sheet page so you can record your time.	Quick Actions	Always shown, based on system configuration and user permission.	• Enable Time Sheet is enabled. • You have the Employee Views > Time Sheet permission. • It's selected at Manage Home Page > Quick Actions.	Yes

Name	Description	Where Shown	When Shown	Prerequisites	On Mobile App?
Request Time Off	Enables you to request time off directly from the home page, such as a standard annual leave or an unexpected sick leave.	Quick Actions	Always shown, based on system configuration and user permission.	• Time Off is enabled. • You have the Employee Views > Time Off permission. • You have permission to both View and Edit the EmployeeTime object. • It's selected at Manage Home Page > Quick Actions.	Yes
Team Absences	Takes you to the absence calendar for your team. Managers can see absences of all their direct and indirect reports. Team members see the peers view.	Quick Actions	Always shown, based on system configuration and user permission.	• Enable Time Off is enabled in Provisioning. (Note: This is NOT the Enable Time Off for Leave of Absence Only setting.) • You have the Access Team Absence Calendar permission. • It's selected at Manage Home Page > Quick Actions.	Yes

Name	Description	Where Shown	When Shown	Prerequisites	On Mobile App?
Time Account Payout (initial approval)	Enables managers to approve pending time account payouts, directly from the home page. Links you to details. Initially, requests appear in the Approvals section, where you can approve. (To-Do Category 17)	Approvals	Appears when a member of the manager's team requests a time account payout and it's sent for approval. Disappears when you approve the request or, if no action is taken, 180 days after the due date (if set) or the Last Modified date (if there's no due date).	• Enable Time Off is enabled in Provisioning. (Note: This is NOT the Enable Time Off for Leave of Absence Only setting.) • The Prevent Quick Approval of Workflow permission is **not** enabled.	No
Time Account Purchase (initial approval)	Enables managers to approve pending time account purchases, directly from the home page. Links you to details. Initially, requests appear in the Approvals section, where you can approve. (To-Do Category 17)	Approvals	Appears when a member of the manager's team requests a leave purchase and it's sent for approval. Disappears when you approve the request or, if no action is taken, 180 days after the due date (if set) or the Last Modified date (if there's no due date).	• Enable Time Off is enabled in Provisioning. (Note: This is NOT the Enable Time Off for Leave of Absence Only setting.) • The Prevent Quick Approval of Workflow permission is **not** enabled. • It's selected at Manage Home Page > Quick Actions.	No

Name	Description	Where Shown	When Shown	Prerequisites	On Mobile App?
Time Off	Enables managers to approve pending leave requests directly from the home page. Links you to the details of absences like time type, absence period, approval status, absence quantity, start and end time of absence with indicator for cross-midnight in case of clock-time recorders. (To-Do Category 18)	Approvals	Appears when a member of the manager's team requests an absence, such as a vacation, illness, or parental leave, and it's sent for approval. Disappears when you approve or decline the request or, if no action is taken, 180 days after the due date (if set) or the Last Modified date (if there's no due date).	• Enable Time Off is enabled in Provisioning. (Note: This is NOT the Enable Time Off for Leave of Absence Only setting.)	Yes
Time Sheet	Enables managers to approve time sheets submitted by their team, directly from the home page. Links you to details. (To-Do Category 29)	Approvals	Appears when a member of the manager's team has a time sheet to approve. Disappears when you approve or decline the request or, if no action is taken, 180 days after the due date (if set) or the Last Modified date (if there's no due date).	Employee Central Time Sheet	Yes

Name	Description	Where Shown	When Shown	Prerequisites	On Mobile App?
Time for a break?	Reminds you to take time off regularly.	For You Today	Appears when the following criteria are met: • It has been more than 30 days since your last absence (counting from the end-date of the last absence, excluding sickness). • You don't have any planned absence in the next 60 days (excluding sickness). • No absence has been created within the last 10 days. • There's a balance on at least 1 of the time accounts linked to the main absence time type (as defined on your Time Profile). For newly hired users, the card does not appear until 90 days after the Hire Date. Disappears after 14 days, if no action is taken.	• It's enabled at Manage Home Page > Card Settings . • Employee Central Time Off	Yes

Global Benefits on the Latest Home Page

Learn about Global Benefits for SAP SuccessFactors Employee Central on the latest home page.

If the latest home page is enabled, Global Benefits for SAP SuccessFactors Employee Central includes the following content on the home page.

Name	Description	Where Shown	When Shown	Prerequisites	On Mobile App?
Create Benefit Enrollment	Enables you to approve pending changes to benefit enrollment. Links you to details. Initially, requests appear in the Approvals section, where you can approve or decline. If a task is sent back by a subsequent approver in the workflow, it appears in the For You Today section, so you can review and update it as necessary. (To-Do Category 17)	Approvals (for initial approval) For You Today (if sent back)	Appears initially when you have to approve pending changes to benefit enrollment. Appears again if the request is sent back by a subsequent approver in the workflow. Disappears after you approve or decline the request. Or, if no action is taken, it disappears 180 days after the due date (if set) or the Last Modified date (if there's no due date).	Global Benefits is enabled.	No
Create Benefit Enrollment Group	Enables you to approve pending changes to a benefit enrollment group. Links you to details. Initially, requests appear in the Approvals section, where you can approve or decline. If a task is sent back by a subsequent approver in the workflow, it appears in the For You Today section, so you can review and update it as necessary. (To-Do Category 17)	Approvals (for initial approval) For You Today (if sent back)	Appears initially when you have to approve pending changes to a benefit enrollment group. Appears again if the request is sent back by a subsequent approver in the workflow. Disappears after you approve or decline the request. Or, if no action is taken, it disappears 180 days after the due date (if set) or the Last Modified date (if there's no due date).	Global Benefits is enabled.	No

Name	Description	Where Shown	When Shown	Prerequisites	On Mobile App?
Create Benefit Employee Claim	Enables you to approve changes to an employee's benefit claim. Links you to details. Initially, requests appear in the Approvals section, where you can approve or decline. If a task is sent back by a subsequent approver in the workflow, it appears in the For You Today section, so you can review and update it as necessary. (To-Do Category 17)	Approvals (for initial approval) For You Today (if sent back)	Appears initially when you have to approve changes to an employee's benefit claim. Appears again if the request is sent back by a subsequent approver in the workflow. Disappears after you approve or decline the request. Or, if no action is taken, it disappears 180 days after the due date (if set) or the Last Modified date (if there's no due date).	Global Benefits is enabled.	No
Create Non-Recurring Payment	Enables you to approve changes to an employee's deduction information. Initially, requests appear in the Approvals section, where you can approve or decline. If a task is sent back by a subsequent approver in the workflow, it appears in the For You Today section, so you can review and update it as necessary.	Approvals (for initial approval) For You Today (if sent back)	Appears initially when you have to approve changes to an employee's deduction information. Appears again if the request is sent back by a subsequent approver in the workflow. Disappears after you approve or decline the request. Or, if no action is taken, it disappears 180 days after the due date (if set) or the Last Modified date (if there's no due date).	Global Benefits is enabled.	No

Name	Description	Where Shown	When Shown	Prerequisites	On Mobile App?
Create Income Tax Declaration	Enables you to approve pending changes to an employee's income tax declaration information. Initially, requests appear in the Approvals section, where you can approve or decline. If a task is sent back by a subsequent approver in the workflow, it appears in the For You Today section, so you can review and update it as necessary. (To-Do Category 17)	Approvals (for initial approval) For You Today (if sent back)	Appears initially when you have to approve pending changes to an employee's income tax declaration information. Appears again if the request is sent back by a subsequent approver in the workflow. Disappears after you approve or decline the request. Or, if no action is taken, it disappears 180 days after the due date (if set) or the Last Modified date (if there's no due date).	Enable IT Declarations Enable Fiscal Year Enable Payroll Integration (if you want the Income Tax Declarations data to be replicated to Employee Central Payroll)	No

Workflows on the Latest Home Page

Learn about workflow functionality on the latest home page.

Workflows are part of Employee Central.

If workflows are configured and the latest home page is enabled, Employee Central includes the following content on the home page.

Name	Description	Where Shown	When Shown	Prerequisites	On Mobile App?
Delegate Workflows	Enables you to request a co-worker to process your workflows during a specified period, directly from the home page.	Quick Actions	Always shown, based on system configuration and user permission.	• You have Manage Workflows > Allow Auto Delegation permission. • You have MDF object permission. • It's selected at Manage Home Page > Quick Actions.	Yes

Name	Description	Where Shown	When Shown	Prerequisites	On Mobile App?
Approve Employee Central Workflow	Enables you to approve pending Employee Central object or foundation object workflow requests. Links you to details. Initially, requests appear in the Approvals section, where you can approve or decline. If a task is sent back by a subsequent approver in the workflow, it appears in the For You Today section, so you can review and update it as necessary. (To-Do Category 14)	Approvals (for initial approval) For You Today (if sent back)	Appears initially when you have an Employee Central object or Foundation Object workflow to approve. Appears again if the request is sent back by a subsequent approver in the workflow. Disappears when the workflow is approved, declined, sent back, or delegated. Or, if no action is taken, it disappears 180 days after the due date (if set) or the Last Modified date (if there's no due date).	When the Prevent Quick Approval for Workflow permission is enabled for approvers, they cannot approve the request directly from the card; instead, they have to use the View Details link to open the workflow details page to approve the request.	Yes
Workflow Delegation Request acceptance	Prompts you to accept or reject auto-delegation requests from other people. You can see the delegator's name and photo and the requested auto-delegation period. Then you can decide whether to accept or reject the request. (To-Do Category 77)	For You Today	Appears when someone requests to have their workflow tasks automatically delegated to you, so you can process workflows on their behalf during a specified period. Disappears after you accept or reject the delegation request; when the delegator changes the delegatee or turns off auto-delegation; after the auto-delegation end date; or after the due date (if set) or the Last Modified date (if there's no due date).	The option Allow Delegatees to Accept or Reject a Workflow Delegation Request in Admin Center > Company System and Logo Settings is selected.	Yes

Name	Description	Where Shown	When Shown	Prerequisites	On Mobile App?
Upcoming Delegation acknowledgment	Prompts you to acknowledge an upcoming or ongoing workflow delegation. You can see the delegator's name and photo and the accepted auto-delegation period. (To-Do Category 77)	For You Today	Appears after a delegation request was accepted by you (or automatically by the system for you). Disappears when dismissed; if the delegator changes the delegatee or turns off auto-delegation; after the auto-delegation end date; or after the due date (if set) or the Last Modified date (if there's no due date).	If the option Allow Delegatees to Accept or Reject a Workflow Delegation Request is not selected, the system automatically accepts delegation requests for you and you also see this acknowledgment task.	Yes

Admin Alerts on the Latest Home Page

Learn about admin alert functionality on the latest home page.

Admin alerts are part of Employee Central.

If admin alerts are configured and the latest home page is enabled, Employee Central includes the following content on the home page.

Name	Description	Where Shown	When Shown	Prerequisites	On Mobile App?
Admin Alerts	Takes you to Admin Alerts in the Admin Center.	Quick Actions	Always shown, based on system configuration and user permission.	• You have Access Admin Alerts permission. • It's selected at Manage Home Page > Quick Actions.	No
Take Action alert	Enables you to acknowledge an approaching event, such as expiration of documents or employee data changes. (To-Do Category 23)	For You Today	Appears at a time defined in your alert rule. Disappears when dismissed. Or, if no action is taken, it disappears 180 days after the due date (if set) or the Last Modified date (if there's no due date).	None	No

Position Management on the Latest Home Page

Learn about Position Management functionality on the latest home page.

Position Management is part of Employee Central.

If Position Management is enabled and the latest home page is enabled, Employee Central includes the following content on the home page.

Name	Description	Where Shown	When Shown	Prerequisites	On Mobile App?
Approve Position Change	Enables you to approve pending changes to a position in Employee Central. Links you to details. Initially, requests appear in the Approvals section, where you can approve or decline. If a task is sent back by a subsequent approver in the workflow, it appears in the For You Today section, so you can review and update it as necessary. (To-Do Category 17)	Approvals (for initial approval) For You Today (if sent back)	Appears initially when there's a change to a Position object and a workflow request is sent to you for approval. Appears again if the request is sent back by a subsequent approver in the workflow. Disappears when the workflow is approved, declined, sent back, or delegated. Or, if no action is taken, it disappears 180 days after the due date (if set) or the Last Modified date (if there's no due date).	When the Prevent Quick Approval for Workflow permission is enabled for approvers, they cannot approve the request directly from the card; instead, they have to use the View Details link to open the workflow details page to approve the request.	Yes

Employee Central Payroll on the Latest Home Page

Learn about Employee Central Payroll on the latest home page.

Prerequisites

Employee Central Payroll includes content on the latest home page if:

- The latest home page is enabled.

Content

The following content is available on the home page.

Name	Description	Where Shown	When Shown	Prerequisites	On Mobile App?

Name	Description	Where Shown	When Shown	Prerequisites	On Mobile App?
Payroll Tasks	Takes you to your Payroll tasks.	Quick Actions	Always shown, based on system configuration and user permission.	• You have Edit permission for MDF object “PayrollDataMaintenanceTask" • It's selected at Manage Home Page > Quick Actions .	No
View Pay Statement	Enables you to view key payslip information or download your pay statement, directly from the home page.	Quick Actions	Always shown, based on system configuration and user permission.	• Employee Central Payroll is enabled. • You have Payroll Self Service permission. • Pay statement (direct) is configured • Synchronization Support Package EA-HR SP86 is installed in your Employee Central Payroll system. • It's selected at Manage Home Page > Quick Actions . **Note** If you have Employee Central Payroll and Payroll Self Service permission, but pay statement (direct) **isn't** configured or the required support package **isn't** installed, the quick action is visible but doesn't work correctly. To hide it, go to Manage Home Page > Quick Actions .	Yes
Off-Cycle Payment	Enables you to view information about an off-cycle payment you received. Links you to details.	For You Today	Appears when you receive an off-cycle payment. Disappears after five days from the date on which it is displayed.	Synchronization Support Package EA-HR SP86 is installed in your Employee Central Payroll system.	No

Related Information

Latest Home Page

Learning on the Latest Home Page

Learn about SAP SuccessFactors Learning on the latest home page.

i Note

The following information is important to consider for Learning on the latest home page:

- Only 20 Learning cards per category display at a time. If you have more than 20, you can view them on the Learning landing page.
- Any changes that are made after an assignment is made or an approval is triggered won't be displayed.
- If the user's name isn't available, it will display as blank.
- When Learning users are merged, the Learning Assignments and Approvals cards on the latest home page won't reflect the merge. We don't currently support this functionality. You can view the merged information within Learning.
- If multiple approvers act on an approval at the same time, then one of the approvers receives an error message.
- If the Learning Approval permission is removed for the approver, the Approval card may still display on the latest home page, but it will be removed from Learning.

If the latest home page is enabled, Learning includes the following content on the home page.

Name	Description	Where Shown	When Shown	Prerequisites	On Mobile App?
Learning Administration	Takes you to Learning Administration.	Quick Actions	Always shown, based on system configuration and user permission.	• Learning is integrated with the SuccessFactors platform (successFactorsLearningEnabled=true). • You have Learning Administrator permission. • It's selected at Manage Home Page > Quick Actions.	No **i Note** The Learning Administration page isn't available on mobile applications.
My Learning	Takes you to your Learning home page.	Quick Actions	Always shown, based on system configuration and user permission.	• SuccessFactors Learning integration is enabled. • You have Learning Access Permission permission. • It's selected at Manage Home Page > Quick Actions.	Yes **i Note** On mobile apps, it takes you to the To-Do > Learning Assignments screen.

Name	Description	Where Shown	When Shown	Prerequisites	On Mobile App?
Learning Approvals	Enables you to approve learning assignments directly from the home page. (To-Do Category 60)	Approvals	Appears when you have a learning assignment to approve. Disappears when you approve or decline the request. Or, if no action is taken, it disappears 90 days after the submission date (with the exceptions of registration cut-off and class start date, or external requests, which aren't displayed after the course start date).	• The upgrade Learning Approvals on the Latest Home Page is completed in Upgrade Center.	Yes

Name	Description	Where Shown	When Shown	Prerequisites	On Mobile App?
Learning Assignments	Prompts you to complete learning assignments. Links you to the assignment. (To-Do Category 15)	For You Today	Appears when you select the assignment and it navigates you to the Course Details page. **i Note** Whenever an assignment is made in Learning, there can be a delay of up to an hour in the change appearing on the latest home page. Disappears when the assignment is completed. Or, if no action is taken, it disappears when the assignment is overdue by 365 days. To view assignments overdue by more than 365 days, navigate to the Learning landing page. **i Note** Surveys and curricula requirement groups aren't displayed on the latest home page.	• The upgrade Learning Assignment Tasks on the Latest Home Page is completed in Upgrade Center. • You have learning assignments due in the next 30 days.	Yes **i Note** Opens learning assignments in the mobile application.

Related Information

Latest Home Page User Experience
Enabling Learning Tasks on the Latest Home Page

Onboarding on the Latest Home Page

Learn about SAP SuccessFactors Onboarding on the latest home page.

If the latest home page is enabled, Onboarding includes the following content on the home page.

Note

For home page content to show as intended, be sure that new hires, managers, participants, and BPE service users are all assigned properly, with the required permissions. See related links for details.

Onboarding/Offboarding Dashboards

From the latest home page, you can access the Onboarding Dashboard (New) or the Offboarding Dashboard by selecting from the module dropdown list or via the global header search.

Note

The Offboarding link only appears in the home page module menu list when there's a pending offboarding task. To view the Onboarding Dashboard (New) and Offboarding Dashboard the user needs the **ONB2_Process** permission and one of the following four permissions:

- **Show Compliance Forms Status on the Dashboard**
- **Show Onboarding Tasks Status on the Dashboard**
- **Show Data Collection Status on the Dashboard**
- **Show Form I-9 and E-Verify Status on the Dashboard**

Note

You can migrate existing new hire data to the latest home page by performing the Onboarding Data on the Latest Home Page upgrade from Upgrade Center. If you've completed the upgrade before, no action is required for data migration. Only new hire data that is created or modified in a certain period of time is migrated to the latest home page. The time period is what you have defined in the business rule for archiving onboarding tasks.

New Hire Experience

Name	Description	Where Shown	When Shown	Prerequisites	On Mobile App?
Welcome Aboard!	Shows you a welcome message from your manager or other onboarding participant.	For You Today	Appears on your home page when your manager or onboarding participant completes the welcome message task. Appearance is based on configurations in the Process Variant Manager and according to configured business rules (ONB2_ProcessClosurePeriodConfig).	You are a new hire in an Onboarding enabled system.	No

Name	Description	Where Shown	When Shown	Prerequisites	On Mobile App?
Help Us to Know You Better	Prompts you to provide information about themselves during the onboarding process. The "Help Us to Know You Better" card includes Personal Data Collection, Additional Data Collection, and eSignature tasks.	For You Today	Appears when you log (after completion of the New Hire Data Review step, if configured). **Note** The Start button is only available within 365 days by default after the start date of the new hire. The duration is configurable in Admin Center > Go to administration for the legacy home page > To-Do Settings > General Settings. The card disappears when all tasks are completed.	You are a new hire in an Onboarding enabled system.	No
Your Compliance Forms	Prompts you to review and complete your compliance forms as well as e-Signatures during the onboarding process.	For You Today	Appears when you have compliance-related forms to complete as part of the onboarding process. **Note** The Start button is only available within 365 days by default after the start date of the new hire. The duration is configurable in Admin Center > Go to administration for the legacy home page > To-Do Settings > General Settings. The card disappears when all the corresponding tasks, including form completion and electronic signature (if applicable), are completed.	You are a new hire in an Onboarding enabled system.	Yes
Your Onboarding Guide	Provides you with information to guide them through the onboarding process. The Your Onboarding Guide card includes helpful information, such as preparation for Day 1, recommended links, key people to meet, and onboarding meetings. It links you to the Onboarding guide landing page.	For You Today	Appears when the manager or onboarding participant triggers at least one new hire activity. (Note: This card is based on the Onboarding process archival rule.) The card disappears after a configured number of days, as defined in the rule. The default duration is 90 days.	You are a new hire in an Onboarding enabled system.	No

Offboardee Experience

Name	Description	Where Shown	When Shown	Prerequisites	On Mobile App?
Return Assets	Prompts you to return your equipment and assets before leaving the company.	For You Today	Appears on your home page when your manager schedules this task. The card disappears after the task is completed.	You are an employee leaving a company with an Onboarding enabled system.	No
Complete Knowledge Transfer Plan	Prompts you to complete your knowledge transfer task before leaving the company.	For You Today	Appears on your home page when your manager schedules this task. The card disappears after the task is completed.	You are an employee leaving a company with an Onboarding enabled system.	No
Review offboarding information	Prompts you to review your Offboarding information.	For You Today	Appears on your home page when your manager schedules this task. The card disappears after the task is completed.	You are an employee leaving a company with an Onboarding enabled system.	No
Sign offboarding paperwork	Prompts you to e-sign your offboarding paperwork.	For You Today	Appears on your home page when your manager schedules this task. The card disappears after the task is completed.	You are an employee leaving a company with an Onboarding enabled system.	No

Manager and Participant Experience

Name	Description	Where Shown	When Shown	Prerequisites	On Mobile App?

Name	Description	Where Shown	When Shown	Prerequisites	On Mobile App?
Data Review	Prompts you as a manager or a participant to complete the following data review tasks for new hires, offboarding employees, and rehires: • Review New Hire Data (To-Do Category 61) • Review Offboarding Data (To-Do Category 62) • Complete Rehire Verification (To-Do Category 68) Navigates you directly to the task page. List of To-Do Categories	For You Today	Appears when new hire or employee data needs your review. The card disappears after tasks are completed.	You are an onboarding manager or participant in an Onboarding enabled system.	No
Compliance	Prompts you as a manager or a participant to complete the following compliance tasks: • Complete Form I-9 Section 2 (To-Do Category 73) • Complete Form I-9 Section 3 (To-Do Category 73) • Complete Form I-9 Signature (To-Do Category 73) • Complete E-Verify: Confirm Details (To-Do Category 76) • Complete E-Verify: Photo Match (To-Do Category 76) • Complete E-Verify: Scan and Upload (To-Do Category 76) • Complete E-Verify: Manual Review (To-Do Category 76) • Complete E-Verify: Tentative	For You Today	Appears when you need to complete a U.S. Form I-9 or E-Verify compliance task. The card disappears after tasks are completed.	You are an onboarding manager or participant in an Onboarding enabled system.	No

Name	Description	Where Shown	When Shown	Prerequisites	On Mobile App?
	Nonconfirmation (To-Do Category 76) • Complete E-Verify: Referred (To-Do Category 76) • Complete E-Verify: Queued (To-Do Category 76) • Complete E-Verify: Final Nonconfirmation (To-Do Category 76) • Complete E-Verify: Close and Resubmit (To-Do Category 76) • Complete E-Verify: Create and Submit (To-Do Category 76) • Complete E-Verify: Duplicate (To-Do Category 76) Navigates you directly to the task page.				

Name	Description	Where Shown	When Shown	Prerequisites	On Mobile App?
Manager Activities (onboarding process)	Prompts you as a manager to complete the following onboarding tasks for new hires: • Set Goals for New Hires • Recommend Links for New Hires • Write Welcome Message • Assign a Buddy • Schedule Onboarding Meetings • Recommend People for New Hires • Prepare for New Hire's Day 1 • Update New Hire's Day 1 Locations • Request Equipment for New Hires • E-Sign Employee Documents Navigates you directly to the task page. (To-Do Category 53)	For You Today	Appears when you need to complete onboarding tasks for a new hire. The card disappears after tasks are completed.	You are an onboarding manager in an Onboarding enabled system.	No

Name	Description	Where Shown	When Shown	Prerequisites	On Mobile App?
Manager Activities (offboarding process)	Prompts you as a manager to complete the following offboarding tasks for offboarding employees: • Announce Termination to Coworkers • Write Farewell Message • Create Knowledge Transfer Plan • Complete Knowledge Transfer • List Assets to Return • Schedule Offboarding Meetings • E-Sign Employee Documents Navigates you directly to the task page. (To-Do Category 65)	For You Today	Appears when you need to complete an offboarding task. The card disappears after tasks are completed.	You are an offboarding manager in an Onboarding enabled system.	No

Related Information

Onboarding Process Overview
Offboarding Process Overview
Rehire Process Overview

Onboarding 1.0 on the Latest Home Page

Learn about Onboarding 1.0 on the latest home page.

If the latest home page is enabled, Onboarding 1.0 includes the following content on the home page.

Note

For home page content to show as intended, be sure that you've enabled the Pre-Day 1 Experience for new hires.

Note

You can migrate existing **Complete Paperwork** tasks to the latest home page by triggering **Migrate Onboarding 1.0 Data to the Lastest Home Page** in **Upgrade Center**. Existing **Complete Paperwork** tasks that are created or modified in the past 365 days are being migrated to the latest home page. Older **Complete Paperwork** tasks are accessible in the to-do panel.

i Note

All the other to-do tasks for Onboarding 1.0 new hires, as well as to-do tasks for Onboarding 1.0 managers, participants, and offboarding employees are accessible in the to-do panel on the latest home page.

Name	Description		When Shown	Prerequisites	On Mobile App?
Complete Paperwork	Prompts you to complete your onboarding paperwork. (To-Do Category 40)	For You Today	Appears on your home page after the New Employee Step is initiated. Disappears when the task is completed.	You are a new hire in an Onboarding 1.0 enabled system.	No
Onboarding 1.0 card	A type of custom card configured by home page administrators, for you as a new hire using Onboarding 1.0. It links you to a page showing information about the hiring manager and all onboarding-related activities.	Onboarding	Appears when configured by home page administrators. To create an Onboarding 1.0 card, create a custom card and choose Onboarding for the Target. It can be made visible always, within a specified date range. Refer to the related link for details. Disappears when reaches the end of the configured active period.	You are a new hire in an Onboarding 1.0 enabled system.	Yes

Related Information

Creating Onboarding Guide for Onboarding 1.0 New Hires
Enabling Pre-Day 1 Access for New Hires

Opportunity Marketplace on the Latest Home Page

Learn about SAP SuccessFactors Opportunity Marketplace on the latest home page.

If the latest home page is enabled, Opportunity Marketplace includes the following content on the home page.

Name	Description	Where Shown	When Shown	Prerequisites	On Mobile App?

Name	Description	Where Shown	When Shown	Prerequisites	On Mobile App?
Opportunity Marketplace	Takes you to the Opportunity Marketplace page so you can explore opportunities recommended for you.	Quick Actions	Always shown, based on system configuration and user permission.	• You have the Opportunity Marketplace Access permission. • It's selected at Manage Home Page > Quick Actions.	No
Assignment Offer	Enables you to approve or decline the assignment offer requests. (To-Do Category 78)	Approvals	Appears for approvers, usually applicants' direct managers, when applicants accept assignment offers. Disappears when the request is approved or declined. Or, if no action is taken, it disappears 180 days after creation.	You have selected Manager Approval for the scenario Accept an offer through Admin Center > Configure Assignments.	Yes
Assignment Application (Employee Change Requests)	Enables you to approve or decline requests of applying for assignments. (To-Do Category 14)	Approvals	Appears for approvers configured in advanced approval workflows when users apply for assignments. Disappears when the request is approved or declined. Or, if no action is taken, it disappears 180 days after creation.	You have selected an advanced approval workflow for the scenario Apply for an assignment through Admin Center > Configure Assignments.	Yes
Assignment Publishing (Employee Change Requests)	Enables you to approve or decline requests of publishing assignments. (To-Do Category 14)	Approvals	Appears for approvers configured in advanced approval workflows when users publish assignments. Disappears when the request is approved or declined. Or, if no action is taken, it disappears 180 days after creation.	You have selected an advanced approval workflow for the scenario Publish an assignment through Admin Center > Configure Assignments.	Yes

Name	Description	Where Shown	When Shown	Prerequisites	On Mobile App?
Acceptance of Assignment Offer (Employee Change Requests)	Enables you to approve or decline requests of accepting assignment offers. (To-Do Category 14)	Approvals	Appears for approvers configured in advanced approval workflows when users accept assignment offers. Disappears when the request is approved or declined. Or, if no action is taken, it disappears 180 days after creation.	You have selected Advanced Approval Workflow for the scenario Accept an offer through Admin Center > Configure Assignments.	Yes

Related Information

[Enabling Email Notifications and Approvals for Assignment Types]

People Analytics on the Latest Home Page

Learn about SAP SuccessFactors People Analytics on the latest home page.

If the latest home page is enabled, People Analytics includes the following content on the home page.

Name	Description	Where Shown	When Shown	Prerequisites	On Mobile App?
Favorite Reports	Enables you to view the list of your favorite Report Center reports.	Quick Actions	Always shown, based on system configuration and user permission.	• It's selected at Manage Home Page > Quick Actions.	No
Report Center	Takes you to the Report Center page.	Quick Actions	Always shown, based on system configuration and user permission.	• You have the Reports Permission > Report Center permission. • It's selected at Manage Home Page > Quick Actions.	No

Name	Description	Where Shown	When Shown	Prerequisites	On Mobile App?
View Tile Reports	Enables you to view the list of Tile reports that are available to you.	Quick Actions	Always shown, based on system configuration and user permission.	• You have the Reports Permission > Access Tiles from Home Page > permission. • It's selected at Manage Home Page > Quick Actions >.	No

Performance and Goals on the Latest Home Page

Learn about various features of SAP SuccessFactors Performance & Goals on the latest home page.

[Continuous Performance Management on the Latest Home Page](#)

Continuous Performance Management is part of SAP SuccessFactors Performance & Goals. Learn about Continuous Performance Management features on the latest home page.

[Performance Management on the Latest Home Page](#)

Performance Management is part of SAP SuccessFactors Performance & Goals. Learn about Performance Management features on the latest home page.

[Goal Management on the Latest Home Page](#)

Goal Management is part of SAP SuccessFactors Performance & Goals. Learn about Goal Management features on the latest home page.

[360 Reviews on the Latest Home Page](#)

360 Reviews is part of SAP SuccessFactors Performance & Goals. Learn about 360 Reviews features on the latest home page.

[Calibration on the Latest Home Page](#)

Calibration is part of SAP SuccessFactors Performance & Goals. Learn about Calibration features on the latest home page.

Continuous Performance Management on the Latest Home Page

Continuous Performance Management is part of SAP SuccessFactors Performance & Goals. Learn about Continuous Performance Management features on the latest home page.

Name	Description	Where Shown	When Shown	Prerequisites	On Mobile?

Name	Description	Where Shown	When Shown	Prerequisites	On Mobile?
Create Activity	Enables you to create an activity directly from the home page. **Note** The create activity quick action ONLY creates an activity on your channel with your line manager. If you have multiple roles enabled, the quick action doesn't support creating an activity on other channels in which you're participating.	Quick Actions	Always shown, based on system configuration and user permission.	• The latest Continuous Performance Management is enabled. • You have Access to Continuous Performance Management permission. • You have View and Edit Activity permissions. • It's selected at Manage Home Page > Quick Actions.	Yes
Request Feedback	Enables you to request feedback directly from the home page. **Note** This quick action only allows the request to be sent to one person at a time	Quick Actions	Always shown, based on system configuration and user permission.	• The latest Continuous Performance Management is enabled. • You have Limit about whom feedback can be requested permission. • You have Access Continuous Feedback permission. • You have Request feedback from others permission. • It's selected at Manage Home Page > Quick Actions.	No

Name	Description	Where Shown	When Shown	Prerequisites	On Mobile?
Give Feedback	Enables you to provide feedback to others directly from the Latest Home Page.	Quick Actions	Always shown, based on system configuration and user permission.	• The latest Continuous Performance Management is enabled. • You have Access Continuous Feedback permission. • You have Give Continuous Feedback permission. • It's selected at Manage Home Page > Quick Actions.	Yes
Activity	Displays activities you created that have been updated recently. For example, if your manager adds a comment to an activity, it appears on the home page.	For You Today	Appears when your manager adds comments to one of your activities. Disappears when you view the update on the card or after 30 days, if no action is taken.	• The latest Continuous Performance Management is enabled.	Yes

Performance Management on the Latest Home Page

Performance Management is part of SAP SuccessFactors Performance & Goals. Learn about Performance Management features on the latest home page.

Name	Description	Where Shown	When Shown	Prerequisites	On Mobile?

Name	Description	Where Shown	When Shown	Prerequisites	On Mobile?
Review Your Performance (self-review)	Prompts you to complete performance reviews for yourself. **Note** If the form template name is changed after forms are launched, the name won't be changed on to-do tasks. It remains as the name upon the launch of the forms. (To-Do Category 0)	For You Today	Appears when a performance review form is added to your form inbox. Disappears in any of the following cases: • You complete your task and the form is no longer in your inbox. • 365 days after the due date, if no action is taken and a due date is set on the form. • 365 days after the Last Modified date, if no action is taken and **no** due date is set on the form.	It's enabled at Manage Home Page > Card Settings.	Yes

Name	Description	Where Shown	When Shown	Prerequisites	On Mobile?
Review Employee Performance (for others)	Prompts you to complete performance reviews for your team. If managers have more than one task, tasks are grouped into Direct Reports, Matrix Reports, and Other on the stack view. **Note** If the form template name is changed after forms are launched, the name won't be changed on to-do tasks. It remains as the name upon the launch of the forms. (To-Do Category 0)	For You Today	Appears when a performance review form is added to your form inbox. Disappears in any of the following cases: • You complete your task and the form is no longer in your inbox. • 365 days after the due date, if no action is taken and a due date is set on the form. • 365 days after the Last Modified date, if no action is taken and **no** due date is set on the form.	It's enabled at Manage Home Page > Card Settings.	Yes

Goal Management on the Latest Home Page

Goal Management is part of SAP SuccessFactors Performance & Goals. Learn about Goal Management features on the latest home page.

Note

You can view and act on your personal goals on the latest home page, no matter if the goals are created through **legacy** or **latest** Goal Management.

Name	Description	Where Shown	When Shown	Prerequisites	On Mobile?
My Goals	Takes you to the Goals page so you can view and edit your goals.	Quick Actions	Always shown, based on system configuration and user permission.	• It's selected at Manage Home Page > Quick Actions. • Enable Goal Management Access Permission is enabled at Admin Center >	No

Name	Description	Where Shown	When Shown	Prerequisites	On Mobile?
				Goal Management Feature Settings. • Total Goal Management is enabled in Provisioning. → **Remember** As a customer, you don't have access to Provisioning. To complete tasks in Provisioning, contact your implementation partner or Account Executive. For any non-implementation tasks, contact Product Support. • If you're using legacy Goal Management ◦ You have the User Permissions > Goals > Goal Management Access permission. • If you're using latest Goal Management ◦ You have the User Permissions > Goals > Goal Management Access permission. ◦ You have the User Permissions > Career Development Planning > Career Development Plan (CDP) Access Permission permission.	

Name	Description	Where Shown	When Shown	Prerequisites	On Mobile?
Goals	Displays performance and development goals that are due soon or overdue and not set to “Complete”. **→ Remember** For users to properly mark their goals as complete, the last enum value for the `state` field in the goal plan template should be set to `complete`. This is because the last enum value triggers the `complete` state of a goal.	For You Today	Personal goals appear when their state is **not** yet complete and they meet one of the following conditions: • (For performance goals only) 15 days before the due dates • (For development goals only) 30 days before the due dates • Overdue **i Note** The due dates are based on the goal owner's timezone regardless of the login user's location. Make sure that the due date of a goal is no later than the due date defined in the `<obj-plan-due>` element of the goal plan template. Personal goals disappear when one of the following conditions is met: • Goals are marked as complete. • Goals are deleted. • Goals are more than 365 days overdue but not yet complete.	• It's enabled at Manage Home Page > Card Settings. • Enable Goal Management Access Permission is enabled at Admin Center > Goal Management Feature Settings. • Total Goal Management is enabled in Provisioning. **→ Remember** As a customer, you don't have access to Provisioning. To complete tasks in Provisioning, contact your implementation partner or Account Executive. For any non-implementation tasks, contact Product Support. • You have the User Permissions > Goals > Goal Plan Permissions permission to the goal plan template where the goal is created. • You have read permission to the goal `name` and `due` fields in the goal plan template. • You have write permission to the `state` field in the goal plan template.	Yes

Related Information

Important Notes About Goal Management on the Latest Home Page

360 Reviews on the Latest Home Page

360 Reviews is part of SAP SuccessFactors Performance & Goals. Learn about 360 Reviews features on the latest home page.

Name	Description	Where Shown	When Shown	Prerequisites	On Mobile?
Complete 360 Evaluation (for others)	Prompts you to complete 360 Reviews forms for others. For managers, if they have more than one task, task cards are grouped into Direct Reports, Matrix Reports, and Other in the stack view. (To-Do Category 2)	**For You Today**	Appears when you're added as a rater on a 360 Reviews form for another person and the form is now in your inbox (it can be in the Modify, Evaluation, or Signature stage). Disappears in any of the following cases: • You complete your task and the form is no longer in your inbox. • 365 days after the due date, if no action is taken and a due date is set on the form. • 365 days after the Last Modified date, if no action is taken and **no** due date is set on the form.	It's enabled at **Manage Home Page** > **Card Settings**.	Yes

Name	Description	Where Shown	When Shown	Prerequisites	On Mobile?
Complete Your 360 Evaluation (self-review)	Prompts you to complete 360 Reviews forms for yourself. Multiple self-review cards are gathered in their own stack; they're not stacked together with Complete 360 Evaluation cards. (To-Do Category 2)	For You Today	Appears only when the logged-in user is the subject of a 360 Reviews form that is in the Modify, Evaluation, or Signature stage (and the form can be found in the user's inbox). Disappears in any of the following cases: • You complete your task and the form is no longer in your inbox. • 365 days after the due date, if no action is taken and a due date is set on the form. • 365 days after the Last Modified date, if no action is taken and **no** due date is set on the form.	It's enabled at Manage Home Page > Card Settings.	

Use the Task Cards

You can view the following information on the 360 Reviews cards:

- Current step on the entire workflow
- Subject name of the form (not available for self-review cards)
- Due date: the date before which you're supposed to complete the task

And you can do the following things:

- Choose Go to Form to open the corresponding 360 Reviews form.
- Choose View All to view multiple cards when they're stacked.

- Choose **Remind Me Tomorrow** from the overflow button to dismiss the card temporarily.

Calibration on the Latest Home Page

Calibration is part of SAP SuccessFactors Performance & Goals. Learn about Calibration features on the latest home page.

Name	Description	Where Shown	When Shown	Prerequisites	On Mobile?
Complete Calibration	Prompts you to review and complete a calibration form, for yourself or for others. (To-Do Category 12)	For You Today	Appears when you have a calibration session to complete. Disappears in any of the following cases: • The calibration session is finalized or deleted. • 180 days after the due date, if no action is taken and a due date is set for the calibration session. • 180 days after the Last Modified date, if no action is taken and **no** due date is set for the calibration session.	None	No

Platform Modules and Features on the Latest Home Page

Learn about content on the latest home page for various modules and features of the SAP SuccessFactors Platform.

[Document Management on the Latest Home Page](#)
Learn about Document Management functionality on the latest home page.
[Dynamic Teams on the Latest Home Page](#)
Learn about Dynamic Teams functionality on the latest home page.
[Job Profile Builder on the Latest Home Page](#)
Learn about Job Profile Builder functionality on the latest home page.

[MDF Workflows on the Latest Home Page](#)

Learn about MDF Workflow functionality on the latest home page.

[Mobile Activation on the Latest Home Page](#)

Learn about mobile activation features on the latest home page.

[Organization Chart on the Latest Home Page](#)

Learn about Organization Chart functionality on the latest home page.

[People Profile on the Latest Home Page](#)

Learn about People Profile functionality on the latest home page.

Document Management on the Latest Home Page

Learn about Document Management functionality on the latest home page.

Document Management is part of the SAP SuccessFactors Platform. If you use Document Management and the latest home page is enabled, Document Management includes the following content on the home page.

Name	Description	Where Shown	When Shown	Prerequisites	On Mobile App?
View Company Documents	Enables you to browse and view company documents directly from the home page.	**Quick Actions**	Always shown, based on system configuration and user permission.	• Document Management is enabled and at least one document is categorized as a "company" document. • The **On-device Secure Storage** setting is selected on the **Enable Mobile Features** screen. • The **Allow Third-Party Viewers (Android)** setting is selected on the **Enable Mobile Features** screen and Android users in your organization have installed the necessary viewer on their device. **Note** The Android mobile app opens	Yes

Name	Description	Where Shown	When Shown	Prerequ	On Mobile App?
				documents in a third-party viewer. Company documents can be different file types (such as PDF or PNG) so Android users may not be able to view documents properly if they don't have an appropriate viewer installed. • The **Attachment Download Restriction** setting **isn't** selected on the **Enable Mobile Features** screen. **i Note** If the **Attachment Download Restriction** feature is enabled, the **Company Documents** quick action is visible, but doesn't work properly because users can't preview the documents. • It's selected at **Manage Home Page > Quick Actions**.	

Name	Description	Where Shown	When Shown	Prerequisites	On Mobile App?
				i Note If Document Management is enabled, but you don't have company documents uploaded, the quick action is still visible but doesn't work correctly. To hide it, go to Manage Home Page > Quick Actions.	

Dynamic Teams on the Latest Home Page

Learn about Dynamic Teams functionality on the latest home page.

Dynamic Teams is part of the SAP SuccessFactors Platform. If you use Dynamic Teams and the latest home page is enabled, Dynamic Teams includes the following content on the home page.

Name	Description	Where Shown	When Shown	Prerequisites	On Mobile App?
Dynamic Teams	Takes you to the Dynamic Teams landing page (My Teams).	Quick Actions	Always shown, based on system configuration and user permission.	• You have Create, View, and Edit Dynamic Teams permission. • It's selected at Manage Home Page > Quick Actions.	No

Name	Description	Where Shown	When Shown	Prerequisites	On Mobile App?
Key Result Success	Notifies team members when a key result is achieved. Links you to the relevant key result.	For You Today	Appears when the current value of a key result is equal to or greater than the definition of success. **Example** For example, if the target value is 100 and the definition of success is 80%, then the Key Result Success card appears on the home page when the current value is 80 or more. Disappears after 30 days.	• Objectives and Key Results functionality is enabled. • You have Create, View, and Edit Objectives and Key Results (OKR) permission. • You're added as a contributor to the key result that was achieved.	No

Job Profile Builder on the Latest Home Page

Learn about Job Profile Builder functionality on the latest home page.

Job Profile Builder is part of the SAP SuccessFactors Platform. If you use Job Profile Builder and the latest home page is enabled, Job Profile Builder includes the following content on the home page.

Name	Description	Where Shown	When Shown	Prerequisites	On Mobile App?
Job Profile	Enables you to approve pending changes to a job profile, either a new job profile or an existing one which has a workflow associated with it. Links you to details so that you can review and approve the changes. (To-Do Category 21)	Approvals	Appears when a job profile associated with a workflow has been changed. Disappears when the Job Profile is approved. Or, if no action is taken, it disappears 180 days after the due date (if set) or the Last Modified date (if there's no due date).	• Job Profiles have workflows associated with them.	No

Name	Description	Where Shown	When Shown	Prerequisites	On Mobile App?
Job Profile Changes	Enables you to acknowledge changes to your job profile. The users can also view the details of the profile. (To-Do Category 28)	For You Today	Appears when there has been a change to the job profile and the configuration is in place for the acknowledgment to be triggered. Disappears when you acknowledge the change. Or, if no action is taken, it disappears 180 days after the due date (if set) or the Last Modified date (if there's no due date).	• Job Profile Builder is enabled • Go to Configure Job Profile Acknowledgment Settings and check the box for Homepage > To Do list.	No

Related Information

Configuring Job Profile Acknowledgment Settings
Using Workflow for Creating and Approving Job Profiles

MDF Workflows on the Latest Home Page

Learn about MDF Workflow functionality on the latest home page.

Metadata Framework Workflows are part of the SAP SuccessFactors Platform. If you use Workflows and the latest home page is enabled, Workflows include the following content on the home page.

Note

- This home page content only appears if you have configured MDF objects with approval workflows.

Name	Description	Where Shown	When Shown	Prerequisites	On Mobile App?

Name	Description	Where Shown	When Shown	Prerequisites	On Mobile App?
• MDF Workflow Requests • MDF Workflow Requests - Sent Back	Enables you to approve pending MDF workflow requests, for changes to an MDF object that isn't employee-related. Links you to details. Initially, requests appear in the **Approvals** section, where you can approve or decline. If a task is sent back by a subsequent approver in the workflow, it appears in the **For You Today** section, so you can review and update it as necessary. (To-Do Category 17)	**Approvals** (for initial approval) **For You Today** (if sent back)	Appears initially when you have an MDF workflow request to approve. Appears again if the request is sent back by a subsequent approver in the workflow. Disappears when you approve or decline the request. Or, if no action is taken, it disappears 180 days after the due date (if set) or the Last Modified date (if there's no due date).		No
• MDF Workflow Requests - Employee-Related • MDF Workflow Requests - Employee-Related, Sent Back	Enables you to approve pending MDF workflow requests, for changes to an MDF object that's employee-related. Links you to details. Initially, requests appear in the **Approvals** section, where you can approve or decline. If a task is sent back by a subsequent approver in the workflow, it appears in the **For You Today** section, so you can review and update it as necessary. (To-Do Category 17)	**Approvals** (for initial approval) **For You Today** (if sent back)	Appears when you have an MDF workflow request to approve. Appears again if the request is sent back by a subsequent approver in the workflow. Disappears when you approve or decline the request. Or, if no action is taken, it disappears 180 days after the due date (if set) or the Last Modified date (if there's no due date).		No

Mobile Activation on the Latest Home Page

Learn about mobile activation features on the latest home page.

Content

The following content is available on the home page.

Name	Description	Where Shown	When Shown	Prerequisites	On Mobile App?
Mobile Activation	Takes you to your account settings so you can activate the mobile app on your device.	Quick Actions	Always shown, based on system configuration and user permission.	• You have Mobile Access permission. • It's selected at Manage Home Page > Quick Actions.	No **Note** Not applicable to the mobile application.

Organization Chart on the Latest Home Page

Learn about Organization Chart functionality on the latest home page.

Organization Chart is part of the SAP SuccessFactors Platform. If you use Organization Chart and the latest home page is enabled, Organization Chart includes the following content on the home page.

Name	Description	Where Shown	When Shown	Prerequisites	On Mobile App?
Org Chart	Takes you to the company organization chart.	Quick Actions	Always shown, based on system configuration and user permission.	• Organization Chart is enabled. • You have Company Info Access permission. • It's selected at Manage Home Page > Quick Actions.	No **Note** You can use the native Org Chart on iOS and Android mobile applications instead.

People Profile on the Latest Home Page

Learn about People Profile functionality on the latest home page.

People Profile is part of the SAP SuccessFactors Platform. If you use People Profile and the latest home page is enabled, People Profile includes the following content on the home page.

Name	Description	Where Shown	When Shown	Prerequisites	On Mobile App?

Name	Description	Where Shown	When Shown	Prerequisites	On Mobile App?
My Profile	Takes you to your People Profile.	Quick Actions	Always shown, based on system configuration and user permission.	• People Profile is enabled. • You have Live Profile Access permission. • It's selected at Manage Home Page > Quick Actions .	No **Note** You can use the native Profile on iOS and Android mobile applications instead.
Finish Your Profile	Prompts you to complete your People Profile on Complete Profile wizard, where you can fill out your profile or choose to leave fields blank and mark them as complete. (To-Do Category 19)	For You Today	Appears if your profile is considered incomplete because some fields are blank and you haven't yet marked them as complete. Disappears when your profile is considered 100% complete, either because you've filled out all the fields or because you've chosen to leave them blank and mark them as "complete". Or, if no action is taken, it disappears after 180 days.	• You have selected the Show percent complete option under Admin Center > Configure People Profile > General Settings . • It's enabled at Manage Home Page > Card Settings .	No

Recruiting on the Latest Home Page

Learn about SAP SuccessFactors Recruiting on the latest home page.

Prerequisites

Recruiting includes content on the latest home page if:

- The latest home page is enabled.
- Recruiting V2 is enabled.
- For the Talent Pool quick actions:
  - Talent Pools feature enabled in Admin Center > Manage Recruiting Settings .
  - You have View permission for MDF Object Pool.

If the latest home page is enabled, Recruiting includes the following content on the home page.

Note

- When an approver updates a field value during approval, the updated value only reflects the next to-do cards, but not in the current to-do list of that approver.
- You see the fields on the to-do cards regardless of your permissions access them.
- If the Location ENUM field is configured on a job requisition, then on the HPV4 card, the location ENUM values are not translated even after supporting translations.

Name	Description	Where Shown	When Shown	Prerequisites	On Mobile App?
Candidate Talent Pools	Takes you to the Talent Pools tab of the Candidates Page so you can create and view Recruiting talent pools.	Quick Actions	Always shown, based on system configuration and user permission.	• You have Talent Pools feature enabled in Admin Center > Manage Recruiting Settings • You have View permission for MDF Object Pool • It's selected at Manage Home Page > Quick Actions.	No
Job Offer	Prompts you to review and approve a pending job offer. Links you to details so that you can review the offer and then decide whether to approve or decline it. (To-Do Category 11)	Approvals	Appears when you have a job offer to approve— that is, when you've been added as an approver and it's sent for approval. Disappears when the offer is approved or declined. Or, if no action is taken, it disappears 180 days after the due date (if set) or the Last Modified date (if there's no due date).		Yes

Name	Description	Where Shown	When Shown	Prerequisites	On Mobile App?
Job Requisition	Prompts you to review and approve a pending job requisition. Links you to details so that you can review the requisition and then decide whether to approve or decline it. (To-Do Category 5)	Approvals	Appears when you have a job requisition to approve-- that is, when you've been added as an approver and it's sent for approval. Disappears when you accept or decline the requisition, moving it to a different step in the workflow. Or, if no action is taken, it disappears 180 days after the due date (if set) or the Last Modified date (if there's no due date).		Yes
Provide Interview Feedback	Prompts interviewers to provide their feedback on pending assessments of a candidate. (To-Do Category 10)	For You Today	Appears for the interviewer when an interview is scheduled. Disappears when interview ratings are provided for all the scheduled candidates or when the related job requisition is deleted. Or, if no action is taken, it disappears 180 days after the due date (if set) or the Last Modified date (if there's no due date).		Yes

Name	Description	Where Shown	When Shown	Prerequisites	On Mobile App?
Job Application (for internal candidates)	Displays job applications you've applied to recently or that you've applied to and have changed. Links you to a page showing details about the application that's changed and to a page listing all the jobs you've applied to. As the application status is updated, it's reflected on the card.	For You Today	Appears when an internal candidate applies for a job and gets updated when the status for the application changes. The card continues to exist when the candidate is in hired status, or in any other in-progress status. Disappears when the application is moved to the following statuses: Auto Disqualified or any other disqualified status, Requisition Closed, or Hired on Other Requisition.	• You have Careers Tab Permission permission	No

Succession and Development on the Latest Home Page

Learn about SAP SuccessFactors Succession & Development on the latest home page.

If the latest home page is enabled, Succession & Development includes the following content on the home page.

Name	Description	Where Shown	When Shown	Prerequisites	On Mobile App?

Name	Description	Where Shown	When Shown	Prerequisites	On Mobile App?
Talent Pool Nominee	Prompts you to review and approve a pending talent pool nominee. Links you with details so that you can review information about the nominee and then decide whether to approve or reject the nomination. (To-Do Category 75)	Approvals	Appears for talent pool owners when there's been any update to nominees in a talent pool by someone without Approve/Reject Talent Pool Nominations permission. Disappears when talent pool owners approve or reject the nominee in the talent pool, whose status is pending, change pending, or deletion pending. Or, if no action is taken, it disappears 180 days after the due date (if set) or the Last Modified date (if there's no due date).	• You're a talent pool owner. • You have Approve/Reject Talent Pool Nominations permission.	No
Mentor	Enables you to approve or decline employee requests to be a mentor. (To-Do Category 56)	Approvals	Appears for managers when their direct report requests to be a mentor in a mentoring program that requires manager approval. Disappears when the request is approved or declined. Or, if no action is taken, it disappears 180 days after the due date (if set) or the Last Modified date (if there's no due date).	You're a manager.	No

Name	Description	Where Shown	When Shown	Prerequisites	On Mobile App?
Mentoring Request	Enables you to accept or decline mentoring requests sent by mentees. (To-Do Category 79)	Approvals	Appears for mentors when a mentee sends a mentoring request in an open enrollment or unsupervised mentoring program. Disappears when: • The request is accepted, declined, or canceled; • The mentor per mentee limit or mentee per mentor limit is reached; • The program is completed; or • After 90 days, if no action is taken.	You're a mentor.	Yes

Time Tracking on the Latest Home Page

Learn about SAP SuccessFactors Time Tracking on the latest home page.

If the latest home page is enabled, Time Tracking includes the following content on the home page.

Name	Description	Where Shown	When Shown	Prerequisites	On Mobile App?

Name	Description	Where Shown	When Shown	Prerequisites	On Mobile App?
Clock Time	Enables you to clock in and clock out directly from the home page. This card allows users to record time events.	Quick Actions	Always shown, based on system configuration and user permission.	• Requires Time Tracking. • You should be a member of the Clock In Clock Out Group that has the Access Clock Time permission granted under User Permissions > Clock In Clock Out User Permissions. • It's selected at Manage Home Page > Quick Actions.	Yes
Time Event	Enables managers to approve pending time events directly from the home page. Links you to details. Initially, requests appear in the Approvals section, where you can approve the request. (To-Do Category 17) List of To-Do Categories	**Approvals** (for initial approval)	Appears when a member of the manager's team manually creates a time event and it's sent for approval. Disappears from the home page after 180 days.	When the Prevent Quick Approval for Workflow permission is enabled for approvers, they cannot approve the request directly from the quick action; instead, they have to use the View Details link to open the workflow details page to approve the request.	Yes

Name	Description	Where Shown	When Shown	Prerequisites	On Mobile App?
Time Recording	Enables managers to approve pending attendance requests that require single record approval, directly from the home page. Links you to details. Initially, requests appear in the Approvals section, where you can approve the request. (To-Do Category 17) List of To-Do Categories	**Approvals** (for initial approval)	Appears when a member of the manager's team has an attendance requests that requires single record approval, such as an attendance, break, or on-call time. Disappears 180 days after the due date (if set) or the Last Modified date (if there's no due date).	When the **Prevent Quick Approval for Workflow** permission is enabled for approvers, they cannot approve the request directly from the quick action; instead, they have to use the **View Details** link to open the workflow details page to approve the request.	Yes

Managing the Legacy Home Page

The legacy home page is an older version of the home page experience. Information about the legacy home page is still available but it's only relevant to systems that haven't been migrated to the latest home page yet.

⚠ Caution

The legacy home page is in deprecation. It's no longer available for most customers.

Visit the SAP SuccessFactors Customer Community Migration to Reimagined Home Page - Innovation Alert for all the latest updates.

This topic gives you a brief overview on how you can access pending workflow requests in Employee Central.

To-Do Tasks on the Legacy Home Page

By default, all to-do tasks are shown as tiles on the legacy home page, in the **To-Do** section.

Purging Completed To-Do Items with the Legacy Purge Request (Non-DRTM)

To improve the performance of the legacy home page, use a legacy purge request (without DRTM) to purge completed to-do items that are more than a year old.

Home Page Tiles

Home page tiles are blocks of content on the legacy home page.

Caution

The legacy home page is in deprecation. It's no longer available for most customers.

Visit the SAP SuccessFactors Customer Community Migration to Reimagined Home Page - Innovation Alert for all the latest updates.

As an administrator, you can control which tiles are visible by default and which tiles users can add or remove to create their own personal home page. Select from among the standard tiles or create your own custom tiles.

Standard Tiles

A range of standard home page tiles display information and actions from across the SAP SuccessFactors HXM Suite.

Home page tiles highlight important information and enable you to take action or see more information, directly from the home page. As an administrator, you can select which of the standard home page tiles to include on the default home page in your company. As an employee, you can enable, disable, and rearrange the tiles on your personal home page.

Custom Tiles

As an administrator, you can create custom tiles and add them to the SAP SuccessFactors home page in your instance. Use the step-by-step configuration wizard to create custom content with a built-in rich-text editor, insert your own custom HTML, or display dynamic content from a third party. For each custom tile, you can also configure the target audience and active dates when it appears on the home page. You can create up to 100 custom tiles.

List of Tiles on the Legacy Home Page

A list of tiles that can be added to the legacy home page.

Caution

The legacy home page is in deprecation. It's no longer available for most customers.

Visit the SAP SuccessFactors Customer Community Migration to Reimagined Home Page - Innovation Alert for all the latest updates.

Legacy Home Page Tiles

Tile	Description

Tile	Description
Achievements	This tile provides direct access to activities that an employee has accomplished toward their goals.
Activities	This tile provides direct access to activities that a manager needs to do to support their team.
Admin Alerts	This tile provides direct access to Admin Alerts. It also notifies users of the number of open alerts for which they have the required permissions.
Admin Favorites	This tile provides HR administrators with a list of their favorite admin tools in the Admin Center. **i Note** If you use Next Gen Admin, you can also view a list of recently-accessed admin tools. This functionality is not available with the older OneAdmin UI.
Analytics and Dashboards	These tiles display analytics data and metrics. **i Note** Display of multiple metrics on a single tile is not supported on the home page.
Analytics Headlines	This tile provides managers and HR specialists with alerts about selected metrics and the reasons behind them.
Apprentice Management	These tiles provide direct access to Apprentice Management, for managers and apprentice supervisors. They are only available on the home page. As an apprentice supervisor, you can view the total number of apprentices and groups assigned to you. As an on-site supervisor, you can view the total number of apprentices assigned to your department over the next three months. Use the tile to access the department apprenticeship plan. This tile requires Employee Central, with Apprentice Management.
Birthday and Work Anniversary	This tile notifies managers about birthdays and anniversaries on their team.
Careers	This tile provides direct access to a job search and postings within the company.
Company Documents	This tile displays a list of company documents uploaded on the **Manage Documents** page. For about company documents, refer to the Document Management guide on the SAP Help Portal.
Custom tiles	You can create and add your own custom tiles. You can make custom tiles visible to selected groups within your organization, during a specified date range.
Give Feedback	This tile can be used to provide or request feedback.
Goals	This tile provides direct access to the user's Goals Plan.

Tile	Description
Manage My Team	This tile provides managers with information about their team's activities and enables them to take quick action. Using this tile, you can track your team's progress and take action when necessary. You can link to more information about one of your reports, such as her profile, 1:1 page, performance review, goal plan, or career worksheet. You can also "nudge" one of your reports to complete a to-do that is assigned to them. **i Note** This tile has some limitations on the home page, compared to the previous version: • The "nudge" functionality is not available for the approval of pending job requisitions. • If you don't use Employee Central, you cannot add a Note to the employee profile from within the tile. Go to the employee profile page instead and add it there. If you do use Employee Central, the "note" functionality is available on the tile.
Mobile Application	This tile provides direct access to mobile device registration.
My Profile	This tile provides direct access to the user's profile. It also displays profile information, such percentage of completion. **i Note** On the home page, this tile only links to the Employee Profile. You cannot take inline actions on the home page.
Onboarding tiles	SAP SuccessFactors Onboarding includes a number of tiles which critical to the new-hire experience. **i Note** The visibility of the Onboarding home page tiles is determined by the Onboarding Process Start Dates. Onboarding tiles include: • Welcome Message - This tile offers new employees a welcome message from their hiring manager. • Useful Links - This tile shows new employees a list of useful links that their hiring manager or admin recommends during the onboarding process. • My Peers - This tile shows new employees a list of all the people who report to their hiring manager. • Useful Contacts(new) - This tile shows new employees a list of useful contacts that their hiring manager recommends during the onboarding process. • Prepare for Day One - This tile shows new employees a list of things they should bring in on Day One. • Meetings - This tile shows new employees a list of meetings that they should attend during their onboarding process. This helps pre-day-one and new employees who have not yet been set up with your company's meeting/email client. • Where to Go - This tile provides new employees with information about where to go on their first day of work, such as the street address or driving directions.

Tile	Description
Quick Links	This tile displays a list of useful links provided by administrators. Employees can add links to their most frequently used pages in the application. As an administrator, you can also add custom links that are visible to all employees.
Reports	This tile displays a list of available reports, for managers and HR specialists. **i Note** When you upgrade to the Home Page in the Upgrade Center, each user's saved or favorite reports are moved from the old Quick Links tile to the new Reports tile. On the older (v12) version of the home page, links to reports were shown on the Quick Links tile.
SAP Jam	This tile provides direct access to SAP Jam.
Suite Navigation tiles	These tiles provide direct access to various parts of the SAP SuccessFactors application. These tiles may display one or two data points but do not include any additional functionality. They are only available on the home page. Suite navigation tiles include: • Admin Center • Calibration • Compensation • Development Plan • Learning • Organization Chart • Performance • Presentations • Rewards and Recognition • Recruiting • Succession • Time Sheet
Team Absences	This tile notifies managers about who is absent on their team.
Team Summary	This tile gives managers insights into such information as team work locations, compensation, and performance history. This tile requires Intelligent Services and Employee Central. Team Location is based on the business address in Employee Central.
Thrive Global	This tile provides access from the user's home page to Thrive Global. SAP SuccessFactors partners with Thrive Global to deliver a series of resources to support health and well-being in your organization.
Time Off	This tile provides direct access to the user’s Time Off information. You can view the number of days remaining in your account and the number of days until your next vacation.

Tile	Description
To-Do	You can view your assigned and pending to-do items on the home page and use the provided link to complete the required task. You can see when each to-do item is due and how many days you have remaining to complete it. **Note** Only open to-do items are displayed. In progress and completed to-do items are not displayed, as they were in the older version of the home page. List of To-Do Tiles on the Legacy Home Page
To-Do (Advanced)	Some to-do items on the home page provide a more advanced user experience, allowing for more in-place actions. For example, you can navigate directly from your pending approval to-do items to the new **Workflow Request** page in Employee Central.
To-Do (Alerts and Panel)	With the home page, you can also see to-do alerts at the top of every page, indicated by a checkmark icon. The icon shows the number of pending to-do items you have. You can click the icon on any page to open a to-do panel on the side of the page. The to-do panel shows you all of your to-do items and allows you to take action from any page, without navigating back to the home page.
To-Do (Intelligent Services)	As part of Intelligent Services functionality, there are two more types of to-do items available: • **Calibration Summary** - This to-do appears for managers who are participants in a new calibration session and links to information about the session. • **Team Summary** - This to-do appears for new managers and links to the Team Summary tile.

Setting Up the Legacy Home Page

The legacy home page is being deprecated and **shouldn't** be enabled in new systems. Use the latest home page instead.

Caution

The legacy home page is in deprecation. It's no longer available for most customers.

Visit the SAP SuccessFactors Customer Community Migration to Reimagined Home Page - Innovation Alert for all the latest updates.

Task	More Information
Understand features of the home page.	List of Tiles on the Legacy Home Page
Give administrators permission to configure the home page.	Administrator Permissions for the Legacy Home Page
Enable the home page.	Enabling the Legacy Home Page
Grant role-based permissions to view home page sections. **Note** By default, after you enable in Upgrade Center, all home page sections are visible to everyone. You need to adjust permissions in your system so that each section is only visible to the appropriate permission roles.	Granting Permission to View Sections on the Legacy Home Page

Task	More Information
Select and configure the standard tiles you want to use	Configuring Standard Tiles on the Legacy Home Page
Push default home page settings to users	Previewing Your Legacy Home Page Settings Resetting the Home Page for All Users
Localize custom labels for each language in your system	Localization of the Legacy Home Page

Administrator Permissions for the Legacy Home Page

Learn about the administrator permissions required to manage the home page.

⚠ Caution

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Visit the SAP SuccessFactors Customer Community Migration to Reimagined Home Page - Innovation Alert for all the latest updates.

Permission	Description
Administrator Permissions > Manage System Properties > Manage Home Page	Enables user to access to the **Manage Home Page** configuration tool.
Administrator Permissions > Manage System Properties > Company System and Logo Settings	Enables user to access the **Theme Manager** and use it to apply theming to the home page.
RBP Admin permissions granted with **Manage Role-Based Permission Access**	Allows user to enable the home page in Upgrade Center and enables user to create and edit role-based sections on the home page.

User Permissions for the Legacy Home Page

Learn how system permissions control who can see what on the home page.

⚠ Caution

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Visit the SAP SuccessFactors Customer Community Migration to Reimagined Home Page - Innovation Alert for all the latest updates.

User Action	Permission Required
Access the home page	No special permission required. Anyone who can log in to the system can access the home page.
View individual tiles	There are no special permissions specifically for controlling visibility of individual tiles on the home page. However, some tiles may require the same permission that is required to access its corresponding solution or business process. For example, only users with permission to access Goals Management can see the Goals tile on the home page.

User Action	Permission Required
View sections on the home page	Tiles on the home page are grouped into sections and visibility of each section is controlled by role-based permissions. For standard sections, visibility is controlled by role-based permissions on the Administrator Permissions > Homepage v3 Tile Group Permission tab. For custom sections that you create, visibility is controlled in the Manage Home Page tool.

Enabling the Legacy Home Page

The legacy home page is being deprecated and **shouldn't** be enabled in new systems. Use the latest home page instead.

Prerequisites

- You have access to the Upgrade Center.
- You can manage role-based permissions.

Context

Caution

The legacy home page is in deprecation. It's no longer available for most customers.

Visit the SAP SuccessFactors Customer Community Migration to Reimagined Home Page - Innovation Alert for all the latest updates.

Procedure

1. Go to Admin Center > Upgrade Center and find the New Home Page upgrade.
2. Follow the on-screen instructions to complete the upgrade.

Results

Caution

As part of the upgrade, we create a default permission role called Homepage3 Tile View that is assigned to everyone. That means that, by default, all users of the system can see all sections of the home page. This may result in some users seeing blank sections where no tiles are visible or sections that do not apply to their role.

Next Steps

Proceed immediately to grant role-based view permissions for each home page section. Otherwise, the page is blank.

As an administrator setting up the home page, grant yourself permission to view all sections. Later, when the home page is set up, you can assign different view permissions to different roles.

Granting Permission to View Sections on the Legacy Home Page

Use role-based permissions to control who can see different sections of the home page.

Context

This feature is only available on the legacy home page.

Caution

The legacy home page is in deprecation. It's no longer available for most customers.

Visit the SAP SuccessFactors Customer Community [Migration to Reimagined Home Page - Innovation Alert] for all the latest updates.

Tiles on the home page are grouped together in configurable "sections" that you can create and design for people in different roles. By adding tiles to different sections and then making these sections visible to different roles, you can control how the home page appears to different people in your organization.

Note

By default, after you enable in Upgrade Center, all home page sections are visible to everyone. You need to adjust permissions in your system so that each section is only visible to the appropriate permission roles.

Users who don't have permission to view a section cannot see any of the tiles in that section. Individual tiles within a section may also require their own permissions, related to a specific solution or business process. For users who haven't been granted any permissions to view home page sections, the page is blank and no tiles are visible.

Procedure

1. Go to **Admin Tools** > **Manage Permission Roles** and select one role to which you want to grant permission to view one or more home page sections.
2. Select the **Homepage v3 Tile Group Permission** tab, in the **User Permissions** section.

   Note

   The term "tile group" here refers to sections of the home page, as shown in the **Manage Home Page** tool.

3. Select the relevant permissions for users in this role.
4. Click **Done** to save the changes to the role.
5. Repeat these steps for each role who uses the home page.

Configuring Standard Tiles on the Legacy Home Page

Configure the standard tiles on the default view of the home page.

Prerequisites

You have **Manage Home Page** permission.

Context

This feature is only available on the legacy home page.

⚠ Caution

The legacy home page is in deprecation. It's no longer available for most customers.

Visit the SAP SuccessFactors Customer Community Migration to Reimagined Home Page - Innovation Alert for all the latest updates.

Procedure

1. Go to Admin Center > Manage Home Page.
2. Select the Default tab to view tiles that are currently visible by default on the home page.

   All standard tiles are visible by default.
3. For each tile that you want to remove from the default view use the Move To menu to choose one of the following options:
   - Repository - Select this option if you want users to have the option to add or remove this tile.
   - Not Used - Select this option if you do not want to use this tile on the home page at all.
4. Select the Repository tab to view tiles that users currently have the option to add or remove.
5. For each tile that you want to remove from the optional Repository, use the Move To menu to choose one of the following options:
   - Default - Select this option if you want the tile to be visible by default on the home page.
   - Not Used - Select this option if you do not want to use this tile on the home page at all.
6. Select the Not Used tab to view tiles that currently are not used on the home page at all.
7. For each tile that you want to make available on the home page, use the Move To menu to choose one of the following options:
   - Default - Select this option if you want the tile to be visible by default on the home page.
   - Repository - Select this option if you want users to have the option to add or remove this tile.
8. Select the Default tab again.
9. For each tile on the Default tab, set the Removable by User toggle as required.
   - Set to Yes if you want users to have the option to add or remove the tile using the Repository.
   - Set to No if don't you want the tile to be removable using the Repository.

   #### i Note

   The Removable by User is only relevant to tiles on the Default tab. The column appears on other tabs but is disabled and cannot be set.
10. For each tile where it is present, use edit links (text or icon) in the last column to access additional configuration settings for that tile.

    For example, you can configure which information to include in the Team Summary tile or follow a link to configure analytics dashboard tiles.

    #### i Note

    The Team Summary tile does not support changes in Mobile application through Admin Center > Manage Home Page > Team Summary > Edit Tile > Team Summary Admin Tool. The settings only apply to web-based application. For example, even if you disable the Impact of Loss vs Risk of Loss option in Team Summary Admin Tool, you still see the slide in Mobile application through Open Profile > Team if you have Role-Based Permission to see the slide.
11. To update the default home page layout, click Save to save your changes.

Results

Default content of the home page and tile catalog is immediately updated.

Previewing Your Legacy Home Page Settings

To preview your changes to the default home page, complete the following steps:

Prerequisites

You have **Manage Home Page** permission.

Context

This feature is only available on the legacy home page.

> **Caution**
>
> The legacy home page is in deprecation. It's no longer available for most customers.
>
> Visit the SAP SuccessFactors Customer Community [Migration to Reimagined Home Page - Innovation Alert] for all the latest updates.

After you have finished configuring the default home page, you can preview your changes. Then you can decide whether to save the new settings, so that they apply to new users but not to existing ones, or to push the new settings out to all current users of the system.

Procedure

1. Complete your configuration changes in the **Manage Home Page** admin tool.
2. Click **Preview** button at the bottom of the page.
3. Review the new default tile layout in the **Preview** dialog and click **Ok** to finish.

Next Steps

Save your changes or reset the home page for all users.

Resetting the Home Page for All Users

To reset the personal home pages of all users to reflect the new default settings, complete the following steps:

Prerequisites

You have **Manage Home Page** permission.

Context

This feature is only available on the legacy home page.

⚠ **Caution**

The legacy home page is in deprecation. It's no longer available for most customers.

Visit the SAP SuccessFactors Customer Community Migration to Reimagined Home Page - Innovation Alert for all the latest updates.

Procedure

1. Complete your configuration changes in the **Manage Home Page** admin tool.
2. Choose (Reset all users).
3. Choose **OK** to confirm and reset the home page of all users.

Results

The home page of all users is reset according to the new default settings, including tile status, tile the ability to remove tiles, tile order, to-do settings, and localized display text. All personalizations of the home page done by users will be lost.

Localization of the Legacy Home Page

Translate the the custom UI text you've added to the home page so that it's localized for users of other languages.

⚠ **Caution**

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To localize the home page, complete the following tasks:

- Localizing the Display Names of To-Do Tiles on the Legacy Home Page
- Localizing Supplemental To-Do Items
- For each custom tile, localize the title, subtitle, and popover content.
    - Title and subtitle: Choose (Language) to add translations for other languages in the system.
    - Popover content: Select each **Language** one at a time and add translated content. Then repeat for each language in the system.
- For each home page tour name, localize the tour name, step names, and step descriptions.Choose (Language) to add translations for other languages in the system.

Role-Based Sections on the Legacy Home Page

Tiles on the home page are grouped together in configurable "sections" that can be configured to meet the needs of people in different roles.

⚠ **Caution**

The legacy home page is in deprecation. It's no longer available for most customers.

Visit the SAP SuccessFactors Customer Community Migration to Reimagined Home Page - Innovation Alert for all the latest updates.

You can design different home page sections for different roles and use role-based permissions to make each section visible to people in that role.

To create role-based home page sections, you can:

1. Configure sections you want to have
2. Configure which tiles you want to include in each section
3. Configure the order of tiles in each section
4. Configure the order of sections

This enables you to optimize how the home page appears to different people in your organization.

Creating and Editing Sections on the Legacy Home Page

Create a new custom section or edit an existing section, to tailor the home page experience for people in different roles.

Prerequisites

- You have **Manage Home Page** permission.
- You have the ability to manage role-based permissions for your company. You need this ability in order to control the visibility of each section using role-based permissions. If you don't have this ability, you do not see the **Edit Sections** option and cannot complete this task.

Context

This feature is only available on the legacy home page.

⚠ Caution

The legacy home page is in deprecation. It's no longer available for most customers.

Visit the SAP SuccessFactors Customer Community Migration to Reimagined Home Page - Innovation Alert for all the latest updates.

Procedure

1. Go to **Admin Center** > **Manage Home Page** and click **Edit Sections**.

2. Find the existing section you want to edit or choose + (Add Section) to add a new one.
3. Edit the section name for each language used in your system, as needed.
   a. Select a language from the dropdown to edit the section name for that language.
   b. Enter the section names for that language.

   Note

   When adding a new section, be sure to enter a name in each language.

4. Edit who can view each section using role-based permissions, as needed.
   - For custom sections, select from the **Permissions** menu one or more RBP roles or RBP groups that you want to make the section visible to.
   - For standard sections, you cannot control visibility with this tool. Instead, use role-based permissions in the **Administrator Permissions** > **Homepage v3 Tile Group Permission** category to determine who the section is visible to.
5. Click **Save** to save your changes.

Task overview: Role-Based Sections on the Legacy Home Page

Related Information

Changing Tile Order in a Section on the Home Page
Changing Section Order on the Legacy Home Page

Changing Tile Order in a Section on the Home Page

To reorder tiles within a particular section of the home page, complete the following steps.

Prerequisites

You have **Manage Home Page** permission.

Context

Caution

The legacy home page is in deprecation. It's no longer available for most customers.

Visit the SAP SuccessFactors Customer Community Migration to Reimagined Home Page - Innovation Alert for all the latest updates.

Procedure

1. Go to **Admin Center** > **Manage Home Page**.
2. Hover your cursor over the name of the tile you want to move to reveal the "move" icon. Then, click-and-hold the icon and drag the tile to the desired location.
3. Click **Save** to save your changes.

Results

The tile order from top to bottom in the **Manage Home Page** tool is shown in reading order on the default home page. (That is, from left-to-right for most users of most languages and from right-to-left, for users of some languages, such as Arabic and Hebrew.)

Task overview: Role-Based Sections on the Legacy Home Page

Related Information

Creating and Editing Sections on the Legacy Home Page
Changing Section Order on the Legacy Home Page

Changing Section Order on the Legacy Home Page

To reorder sections on the home page, complete the following steps.

Prerequisites

You have **Manage Home Page** permission.

Context

⚠ Caution

The legacy home page is in deprecation. It's no longer available for most customers.

Visit the SAP SuccessFactors Customer Community Migration to Reimagined Home Page - Innovation Alert for all the latest updates.

Procedure

1. Go to **Admin Center** > **Manage Home Page** and click **Edit Sections**.
2. Move your cursor over the section you want to move to reveal the "drag" icon.

   Note

   The **To Do** section does not appear because it is always displayed at the top of the home page and cannot be moved.

3. Drag the section to the desired location.
4. Click **Save** to save your changes.

Task overview: Role-Based Sections on the Legacy Home Page

Related Information

Creating and Editing Sections on the Legacy Home Page
Changing Tile Order in a Section on the Home Page

Custom Tiles on the Legacy Home Page

As an administrator, you can create custom tiles and add them to the SAP SuccessFactors home page in your instance.

⚠ Caution

The legacy home page is in deprecation. It's no longer available for most customers.

Visit the SAP SuccessFactors Customer Community Migration to Reimagined Home Page - Innovation Alert for all the latest updates.

You can create custom tiles using an easy step-by-step configuration wizard. Create custom content with a built-in rich-text editor, insert your own custom HTML, or display dynamic content from a third party.

For each custom tile, you can also configure the target audience and active dates when it appears on the home page. You can create up to 100 custom tiles.

Creating or Editing a Custom Tile on the Legacy Home Page

Create a new custom tile or edit an existing custom tile on the home page.

Configuring Custom Tile Behavior Based on Business Rules

Define the behavior of the custom tile based on business rules in the **Navigation** settings.

Custom Tiles with Dynamic Third-Party Content

Custom home page tiles can be set up to display dynamic content coming from a third-party application, such as an SAP Cloud Platform extension.

Creating or Editing a Custom Tile on the Legacy Home Page

Create a new custom tile or edit an existing custom tile on the home page.

Prerequisites

You have **Manage Home Page** permission.

Context

This feature is only available on the legacy home page.

⚠ Caution

The legacy home page is in deprecation. It's no longer available for most customers.

Visit the SAP SuccessFactors Customer Community Migration to Reimagined Home Page - Innovation Alert for all the latest updates.

Procedure

1. Go to **Admin Center** > **Manage Home Page**.
2. Open the custom tile configuration wizard.
   - Click **+ Custom Tile** to create a new custom tile.
   - To edit an existing custom tile, click the pencil icon.
3. Complete the required fields for each step in the configuration wizard, using **Previous** and **Next** to move between screens. For more information about the steps, see Configuration Settings for Custom Tiles on the Legacy Home Page.

Wizard Step	Description
Properties	Properties settings define the name of the tile as it appears to administrators in the home page configuration tool.
Tile	Tile settings define the content that is displayed on the face of the tile, directly on the home page.
Navigation	Navigation settings define the behavior of the custom tile and what users can do with it.
Assignments	Assignments settings define where the custom tile appears on the home page and who can see it.

4. Click **Finish** to close the wizard.
5. If needed, you can now manage the custom tile in the **Manage Home Page** tool as you would other tile. For example, you might want to move it to the **Repository** or make it non-removable by users.
6. When you're done with your home page set-up, click **Save** to save your changes.

Results

The custom tile is immediately visible on the home page as configured.

Configuration Settings for Custom Tiles on the Legacy Home Page
The following tables describe all of the available configuration settings available for custom tiles on the home page.

Configuration Settings for Custom Tiles on the Legacy Home Page

The following tables describe all of the available configuration settings available for custom tiles on the home page.

General Settings

General settings define the name and description as it appears to administrators in the **Manage Home Page** configuration tool.

Custom Tile General Settings

Setting	Description
Tile Name	This is the name of the tile as it appears in the Manage Home Page configuration tool. **Note** This field only appears to administrators and can't be localized.
Description	This field is carried over from the v12 home page but currently it isn't visible in the new configuration tool.

Tile Settings

Tile settings define the content that is displayed on the face of the tile, directly on the home page.

Custom Tile Title Settings

Setting	Description
Type	This determines how the tile appears to end users on the home page. You can select one of the following options: • Static - Static tiles consist of a title at the top and an icon in the body. • Graphical - Graphical tiles consist of a background image with a title at the bottom. • Dynamic - Dynamic tiles display content from third-party application as defined in the custom tile. A dynamic tile can be static, graphical, or any other type of tile supported by the third-party application. **Note** Dynamic third-party content is an optional feature that must be enabled separately. If you don't see this option, it isn't yet enabled in your system. For more information about the settings of a dynamic tile, see Custom Tiles with Dynamic Third-Party Content.
Title	This is the title of the custom tile as it appears to end users on the home page. Choose (Language) to add translations for other languages in the system.
Subtitle	This is optional. If configured, the subtitle appears under the tile title. If you don't want a subtitle, just leave the field blank. Choose (Language) to add translations for other languages in the system.
Icon (for static tiles only)	For static custom tiles, use this setting to choose an icon to display on the tile. The icon appears on the tile beneath the title and subtitle.
Size (for graphical tiles only)	For graphical custom tiles, use this setting to configure the size of the tile. • 1x1 - This is a square tile that is roughly the same size as most other tiles. • 1x2 - This is a rectangular tile that is roughly the same height as other tiles, but wider, such as the Analytics Headlines tile.
Background Image (for graphical tiles only)	For graphical custom tiles, use this setting to upload a background image to display on the tile. The image appears as a background to the title and subtitle. If the tile is configured to open a popover, you can also add images to the custom HTML content in the popover, using the rich-text editor.

Navigation Settings

Navigation settings define the behavior of the custom tile and what you can do with it.

Custom Tile Navigation Settings

Setting	Description
Target	This determines how the tile responds when a user clicks. • Popover - Select this option to open custom content in a popover. • URL - Select this option to specify a URL that users can open from the tile. • Email - Select this option to specify one or more email addresses that users can contact with the custom tile. • No target - Select this option if you don't want the tile to do anything when clicked.

Setting	Description
Width (for popover targets only)	For a popover target, use this setting to specify the width of the popover that displays the main content. • Responsive - Select this option to make the width of the popover responsive to the size of the display. • Small (600 px max) • Medium (800 px max) • Large (1024 px max)
Template (for popover targets only)	For a popover target, use this setting to select one of the predefined starter templates as the basis for your custom content, or choose not to use a template.
Rule-based	Enable this option if you want to define the behavior of the custom tile for different target users based on business rules.
Rule Scenario (only when **Rule-based** option is enabled)	Select a rule scenario for the rule-based custom tile.
Rule (only when **Rule-based** option is enabled)	Select a rule for the rule-based custom tile.
Language (for popover targets only)	Use this setting to localize the main content in the popover for users of different languages. Select a language and then enter content in that language. Add localized content for each language in the system.
Content (for popover targets only)	Enter content to be displayed in the popover for users of the selected language. • When choosing **Raw HTML** as the **Template**, you can create custom HTML. • Otherwise, you can create your content using the rich text editor. **Note** To sanitize your rich text content, you can enable the **Sanitize all rich text inputs** feature in Admin Center. • If you have Onboarding features, you can distribute onboarding documents using the *(Insert Document Link)* icon in the toolbar.
URL (for URL targets only)	For a URL target, use this setting to specify the URL that opens when a user clicks the tile.
Open Link in New Window/Tab (for URL targets only)	For a URL target, use this setting to specify whether the target URL opens in a new window or tab.
Email addresses (for email targets only)	For an email target, use this setting to specify one or more email addresses that users can contact with the custom tile. Clicking the tile opens a draft email to the addresses you specify.

Assignments Settings

Assignments settings define where the custom tile appears on the home page and who can see it.

Custom Tile Assignments Settings

Setting	Description

Setting	Description
Section	You can choose which section you want the custom tile to appear in. **i Note** You can't add custom tiles to the **To Do** section. If you want to assign a task to users, in the **To Do** section, you can create a "supplemental to-do" instead.
User Group	You can choose the target audience who can see the custom tile. You can choose an existing group or create a new group. You can manage user groups by clicking °°°. You have the following options: • + **Add a new group**: Create a new user group on the **Group Definition** pop-up screen. • **Edit Group**: Select a user group and edit its members. • **Delete Groups**: Delete user groups that aren't currently in use. Deleting a user group also removes it from selection.
Active	You can choose when a custom tile appears on the home page. • Always - Select this option to always display the custom tile. • Date Range - Choose a start date and end date to define a date range in which to display the custom tile.

Configuring Custom Tile Behavior Based on Business Rules

Define the behavior of the custom tile based on business rules in the **Navigation** settings.

Prerequisites

- You have **Manage Home Page** permission.
- You have created business rules for the **Custom Tile (Decision Rules)** scenarios in the **Configure Business Rules** tool.

Context

This feature is only available on the legacy home page.

Caution

The legacy home page is in deprecation. It's no longer available for most customers.

Visit the SAP SuccessFactors Customer Community [Migration to Reimagined Home Page - Innovation Alert](#) for all the latest updates.

Procedure

1. Go to **Admin Center** > **Manage Home Page**.
2. Open the custom tile configuration wizard.

- Click +**Custom Tile** to create a new custom tile.
- To edit an existing custom tile, click the pencil icon.

3. Advance through the wizard to the **Navigation** step.
4. After you select the **Target**, switch on the **Rule-based** option. This adds two new fields to the screen:
   - **Rule Scenario**: Select a rule scenario from the drop-down list. When you create a rule for custom tile in **Configure Business Rules**, you choose a scenario under the **Custom Tile (Decision Rules)** category. The rule will be created under this scenario.
   - **Rule**: You will only see the rules under the scenario you have previously selected. Choose one or more rules to associate with the tile. These rules will determine which target content the user navigates to.

   For each rule selected, an additional field (for URL and Email targets) or tab (for Popover target) appears below for you to enter the rule-specific content.
5. Enter the custom tile navigation content for each selected rule.

   Note

   If you remove a rule from selection, the rule-specific content will be deleted. You need to re-enter the content if you add back the rule.
6. Continue through the rest of the settings and save the tile.

Custom Tiles with Dynamic Third-Party Content

Custom home page tiles can be set up to display dynamic content coming from a third-party application, such as an SAP Cloud Platform extension.

Caution

The legacy home page is in deprecation. It's no longer available for most customers.

Visit the SAP SuccessFactors Customer Community Migration to Reimagined Home Page - Innovation Alert for all the latest updates.

Integration needs to be set up in both SAP SuccessFactors and in the third-party application. First, you need to set up the third-party application to provide dynamic content in JSON format. This step requires some technical knowledge.

Once the third party is set up and you know how to formulate your JSON request, you can add the dynamic content to your custom home page tile using the **Manage Home Page** configuration tool.

Note

This is an optional feature that must be enabled separately in your system.

Enabling Dynamic Third-Party Content for the Legacy Home Page

Enable the optional feature that allows you to display dynamic content from a third-party application on a custom home page tile.

Configuring a Custom Tile to Display Dynamic Third-Party Content

Create a custom tile that displays dynamic content coming from a third-party application, such as an SAP Cloud Platform extension.

Third-Party Implementation of Dynamic Content for a Custom Tile

Developers can use the following technical implementation details to set up a third-party application to provide dynamic content that can be displayed on a custom home page tile.

Enabling Dynamic Third-Party Content for the Legacy Home Page

Enable the optional feature that allows you to display dynamic content from a third-party application on a custom home page tile.

Context

This feature is only available on the legacy home page.

⚠ Caution

The legacy home page is in deprecation. It's no longer available for most customers.

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Procedure

1. Go to **Admin Center** > **Platform Feature Settings**.
2. Select the **Enable Homepage v3 Dynamic Custom Tiles** checkbox.
3. Save your changes.

Results

You can choose **Dynamic** as a tile type when you create a custom tile.

Next Steps

Proceed to configure your custom tile to display dynamic third-party content.

Task overview: Custom Tiles with Dynamic Third-Party Content

Related Information

Configuring a Custom Tile to Display Dynamic Third-Party Content
Third-Party Implementation of Dynamic Content for a Custom Tile

Configuring a Custom Tile to Display Dynamic Third-Party Content

Create a custom tile that displays dynamic content coming from a third-party application, such as an SAP Cloud Platform extension.

Prerequisites

You have **Manage Home Page** permission.

Context

⚠ Caution

The legacy home page is in deprecation. It's no longer available for most customers.

Visit the SAP SuccessFactors Customer Community [Migration to Reimagined Home Page - Innovation Alert]() for all the latest updates.

Procedure

1. Go to **Admin Center** > **Manage Home Page**.
2. Open the custom tile configuration wizard.
   - Click **+ Custom Tile** to create a new custom tile.
   - To edit an existing custom tile, click the pencil icon.
3. Advance through the wizard to the **Tile** step.
4. Select **Dynamic** as tile type from the drop-down list. Enter the following:
   - Origin: This is the base path used for authentication and to fetch content from the third party.
   - Path: This is the URL path to the dynamic content you want to display. The destination of the path should output content in JSON format that can be consumed by the custom tile. This path must be CORS enabled (with response headers) to allow the SAP SuccessFactors domain to read the AJAX response.
5. If authentication is required from the third-party content provider, check the **Authentication** option and enter the following information:
   - iFrame Path: This is the primary path used to authenticate the user and notify SAP SuccessFactors that authentication is successful. You need to provide a path to a protected URL that will authenticate the user and then redirect to the third-party application that contains the dynamic content.
   - Popup Path: This is a secondary path that is only used if the iframePath authentication fails for some reason. Typically, this occurs when the user is not currently logged into the third-party application and has third-party cookies are disabled in their browser.
6. To verify the third-party content, click **Preview**. You'll see how the tile looks like in the **Preview** section. You can review the tile content and resolve any error that occurs, or you can proceed to the next step and modify the configuration later.
7. Continue through the wizard to the final step and save your changes.

Task overview: [Custom Tiles with Dynamic Third-Party Content]()

Related Information

[Enabling Dynamic Third-Party Content for the Legacy Home Page]()
[Third-Party Implementation of Dynamic Content for a Custom Tile]()

Third-Party Implementation of Dynamic Content for a Custom Tile

Developers can use the following technical implementation details to set up a third-party application to provide dynamic content that can be displayed on a custom home page tile.

⚠ Caution

The legacy home page is in deprecation. It's no longer available for most customers.

Visit the SAP SuccessFactors Customer Community [Migration to Reimagined Home Page - Innovation Alert]() for all the latest updates.

Runtime Custom Tile JSON

After authentication is performed, the browser makes a request via AJAX to the path that is defined in the configuration of the dynamic custom tile. This path is expected to return a response containing the dynamic content in JSON format.

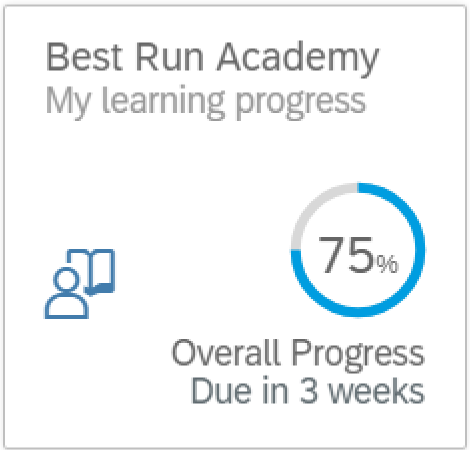
The possible attributes in your JSON response depend on the tile type of your custom tile. As of Q4 2018 Release, these types of tiles are supported: **Arc Chart Tile**, **Image Tile**, and **Dynamic Tile**. Note that `tileType` is a required field in the JSON response.

Arc Chart Tile

An arc chart tile displays a chart with a number and other information that could represent the progress of a project or task. Here is a list of recommended attributes of an arc chart tile:

Attribute	Type	Description
title	String	The title at the top of the tile
subtitle	String	The subtitle below the title
arcValue	Integer	The two-digit number displayed as a percentage inside the arc chart. Assign an integer value from 0 to 100.
icon	String	The icon displayed in the tile, such as "sap-icon://request"
info	String	The text displayed in the bottom corner
subinfo	String	The text displayed just above the "info" value

Sample tile and the corresponding JSON response:

<table>
<tr><th>Tile</th><th>JSON Response</th></tr>
<tr><td>


</td><td>

```
{
  "tileType": "sap.sf.homepage3.tiles.ArcChartTile",
  "properties": {
    "title": "Best Run Academy",
    "subtitle": "My learning progress",
    "arcValue": 75,
    "icon": "sap-icon://learning-assistant",
    "info": "Due in 3 weeks",
    "subinfo": "Overall Progress"
  }
}
```

</td></tr>
</table>

Image Tile

An image tile uses an image as the background of the tile. Here are the recommended attributes of an image tile:

Attribute	Type	Description
displayTitle	String	Larger text displayed at the top of the tile, above the background image
displaySubtitle	String	Smaller text displayed at the top of the tile, above the background image
size	Integer	Only values 1 (size 1x1) and 2 (size 2x1) are accepted. Other values are ignored and defaulted to 1.
imageUrl	String	The URL of the background image on the tile.

Sample tile and the corresponding JSON response:

<table>
<tr><th>Tile</th><th>JSON Response</th></tr>
<tr><td>
</td><td>

```
{
  "tileType": "sap.sf.homepage3.tiles.ImageTile",
  "properties": {
    "displayTitle": "Office Guide",
    "displaySubtitle": "Konw where you work",
    "imageUrl": "https://www.bestrun.com/office/public.png"
  }
}
```

</td></tr>
</table>

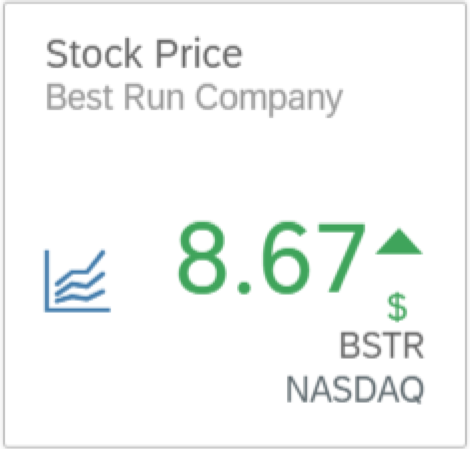
Dynamic Tile

A dynamic tile contains number values in different colors that could represent a KPI or a trend. Here is a list of recommended attributes for a dynamic tile:

Attribute	Type	Description
title	String	The title at the top of the tile
subtitle	String	The subtitle below the title
numberValue	String	The large number displayed on the tile. Maximum 3 digits
numberState	sap.ushell.ui.tile.State	The state of the number, indicating positive or negative conditions
numberUnit	String	The unit in which number value is measured, which appears below the number.
numberDigits	Integer	The number of fractional decimal digits
stateArrow	sap.ushell.ui.tile.StateArrow	The state of the trend indicator
numberFactor	String	Defines a scaling factor (like "%", "M" or "k") right to a scaled number

Attribute	Type	Description
icon	String	The icon displayed in the tile, such as "sap-icon://request"
info	String	The text displayed in the bottom corner
subinfo	String	The text displayed just above the "info" value

Sample tile and the corresponding JSON response:

<table>
<tr><th>Tile</th><th>JSON Response</th></tr>
<tr><td>


</td><td>

```
{
  "tileType": "sap.sf.homepage3.tiles.DynamicTile",
  "properties": {
    "title": "Stock Price",
    "subtitle": "Best Run Company",
    "numberValue": "8.67",
    "numberState": "Positive",
    "numberDigits": 2,
    "stateArrow": "Up",
    "numberFactor": "$",
    "icon": "sap-icon://line-chart",
    "info": "NASDAQ",
    "subinfo": "BSTR"
  }
}
```

</td></tr>
</table>

CORS Response Headers

For the AJAX call to be successful between the two domains, the response must contain the CORS response headers.

Header	Value	Comments
Access-Control-Allow-Credentials	true	Required to pass the Cookies on AJAX calls (such as JSessionID)
Access-Control-Allow-Origin	ex: "https://qacand.lab-rot.ondemand.com"	Cannot be "*" because of the allow credentials is true, so you must pass the actual domain of SAP SuccessFactors configured for this instance.

Example JSP

The following is an example JSP implementation with certain assumptions built in. You could use this JSP as a starting point, or read the code to understand the logic and then implement something similar in your own technology stack.

Example

Sample Code

```
<%@taglib prefix="gin" uri="/WEB-INF/gin.tld"%><%@page import="javax.servlet.http.Cookie" %><%

// Fetch unique polling key given by BizX
String pollingKey = request.getParameter("polling_key");
```

```
// In the example, we distinguish the 3 types of requests from the "action" query string paramete
String action = request.getParameter("action");

// Consider additional validation of the polling key
// ex: polling_key_1234567890
if (pollingKey != null) {
    if ("iframe".equals(request.getParameter("action"))) {
        // Did the session existed before the request?
        // The actual method to detect this might vary depending on how SSO is setup and the tecl
        HttpSession currentSession = request.getSession();
        if (!currentSession.isNew()) {
            // Yes, it did exist, postSuccess to the BizX parent frame
            %>
            <script src="/ui/homepage3/js/framework/BizXIntegrationClient.js"></script>
            <script>BizXIntegrationClient.postSuccess();</script>
            <%
        } else {
            // No, it did not exist
            boolean ALLOW_INSECURE_COOKIES = true; // depends on policy
            if (ALLOW_INSECURE_COOKIES) {
                // Add an insecure cookie using the polling key as a cookie, output scripts to cl
                Cookie c = new Cookie("polling_key", pollingKey);
                c.setMaxAge(0);
                response.addCookie(c);
                %>
                <script src="/ui/homepage3/js/framework/BizXIntegrationClient.js"></script>
                <script>BizXIntegrationClient.checkCookie('polling_key');</script>
                <%
            } else {
                // Creating insecure cookies is not allowed
                // However, we can redirect causing the browser to make a second request within 
                if (!"true".equals(request.getParameter("flagged"))) {
                    // On the first request, the URL parameter will not be found, create the ses
                    response.sendRedirect("https://thirdparty.com/smcghee/bizxIntegration.jsp?po
                } else {
                    // This must be the second request, but the session doesn't exist
                    // Third-party cookies must be disabled, so a popup will be required to fully
                    %>
                    <script src="/ui/homepage3/js/framework/BizXIntegrationClient.js"></script>
                    <script>BizXIntegrationClient.postPopupRequired();</script>
                    <%
                }
            }
        }
    } else if ("popup".equals(request.getParameter("action"))) {
        // For the popup case, we just postSuccess right away
        %>
        <script src="/ui/homepage3/js/framework/BizXIntegrationClient.js"></script>
        <script>BizXIntegrationClient.postSuccess();</script>
        <%
    }
} else if ("tile".equals(request.getParameter("action"))) {
    // For the tile to download properly, the CORS response headers must be present
    response.setHeader("Access-Control-Allow-Origin", "https://qacand.lab-rot.ondemand.com");
```

```
    response.setHeader("Access-Control-Allow-Credentials", "true");

    // Output the JSON that will be used to overwrite properties on the Tile
    response.setHeader("Content-Type", "application/json");
%>{
    "title" : "Hello World",
    "subtitle" : "Dynamic Response Retrieved",
    "icon" : "sap-icon://accept",
    "numberValue" : "3"
}<%
}
%>
```

Parent topic: Custom Tiles with Dynamic Third-Party Content

Related Information

Enabling Dynamic Third-Party Content for the Legacy Home Page
Configuring a Custom Tile to Display Dynamic Third-Party Content

Home Page Tours on the Legacy Home Page

A home page tour is a guided tour of the SAP SuccessFactors home page that tells users what the different tiles are and how to use them.

⚠ Caution

The legacy home page is in deprecation. It's no longer available for most customers.

Visit the SAP SuccessFactors Customer Community Migration to Reimagined Home Page - Innovation Alert for all the latest updates.

As an administrator, you can create any number of tours, for any specified group, and make them visible during a specified date range. You can select which tiles to include and write an explanatory text.

i Note

This feature is only available on the legacy home page.

Creating a New Tour
Create a tour on the Home Page for new hires or newly add tiles.

Editing an Existing Tour
Edit your existing home page tours.

Relaunching a Tour After You Edit It
Relaunch a home page tour after editing to make it reappear for the target audience next time they log in.

How End-Users See Tours on the Legacy Home Page
The target audience can see a tour automatically, the first time they log in after the tour is created. Afterwards, they can relaunch the tour on the home page at any time.

Creating a New Tour

Create a tour on the Home Page for new hires or newly add tiles.

Prerequisites

- You use the legacy home page.
- You have **Manage Home Page** permission.

Context

This feature is only available on the legacy home page.

Caution

The legacy home page is in deprecation. It's no longer available for most customers.

Visit the SAP SuccessFactors Customer Community Migration to Reimagined Home Page - Innovation Alert for all the latest updates.

Home page tours are an important part of the new hire experience with SAP SuccessFactors Onboarding. If you're using the home page with Onboarding, you can follow these steps to create home page tours for new hires.

If you're using the v12 home page with SAP SuccessFactors Onboarding, you can't use these steps. Instead, use the Onboarding Home Page Tour set-up tool.

Procedure

1. Go to **Admin Center** > **Manage Home Page** > **Manage Tours**.
2. Click + *(Create New Tour)*.
3. Set the name, target audience, and active period of the new tour in the **General** page.
4. Open the **Steps** page and configure the steps you want to add in the new tour.
5. Save your changes.

Task overview: Home Page Tours on the Legacy Home Page

Related Information

Editing an Existing Tour
Relaunching a Tour After You Edit It
How End-Users See Tours on the Legacy Home Page

Editing an Existing Tour

Edit your existing home page tours.

Prerequisites

- Home page is enabled in your system.
- You have**Manage Home Page** permission.
- You've already created and saved a tour.

Context

This feature is only available on the legacy home page.

Caution

The legacy home page is in deprecation. It's no longer available for most customers.

Visit the SAP SuccessFactors Customer Community [Migration to Reimagined Home Page - Innovation Alert]() for all the latest updates.

Procedure

1. Go to **Admin Center** > **Manage Home Page**.
2. To delete a tour, click *(Delete Tour)* and select **OK** to confirm.
3. To edit a tour, click *(Update Tour)*.
   a. Edit the tour title, target audience, or active duration in the **General** page and save your changes.
   b. Add, edit, reorder, or remove steps in a tour in the **Steps** page and save your changes.

Task overview: [Home Page Tours on the Legacy Home Page]()

Related Information

[Creating a New Tour]()
[Relaunching a Tour After You Edit It]()
[How End-Users See Tours on the Legacy Home Page]()

Relaunching a Tour After You Edit It

Relaunch a home page tour after editing to make it reappear for the target audience next time they log in.

Prerequisites

- Home page is enabled in your system.
- You have **Manage Home Page** permission.
- You have already edited and saved changes to an existing tour with specified **Fixed Dates**.

Context

This feature is only available on the legacy home page.

Caution

The legacy home page is in deprecation. It's no longer available for most customers.

Visit the SAP SuccessFactors Customer Community Migration to Reimagined Home Page - Innovation Alert for all the latest updates.

You can only relaunch a tour that is configured to be visible during fixed dates. Tours that are visible after the New Hire Date can't be relaunched because they're one-time events for each employee. Once the employee has viewed or dismissed their New Hire tour, it won't pop up automatically again.

Procedure

1. Go to **Admin Center** > **Manage Home Page** > **Manage Tours**.
2. Click *(Update Tour)* in the row of the tour you want to relaunch.
3. Update the active duration.

   Note

   It isn't possible to make changes effective and visible immediately, while also relaunching the tour so that it appears automatically on logon. The earliest you can relaunch an edited tour is the next day.

4. Save your changes.

Task overview: Home Page Tours on the Legacy Home Page

Related Information

Creating a New Tour
Editing an Existing Tour
How End-Users See Tours on the Legacy Home Page
Editing an Existing Tour

How End-Users See Tours on the Legacy Home Page

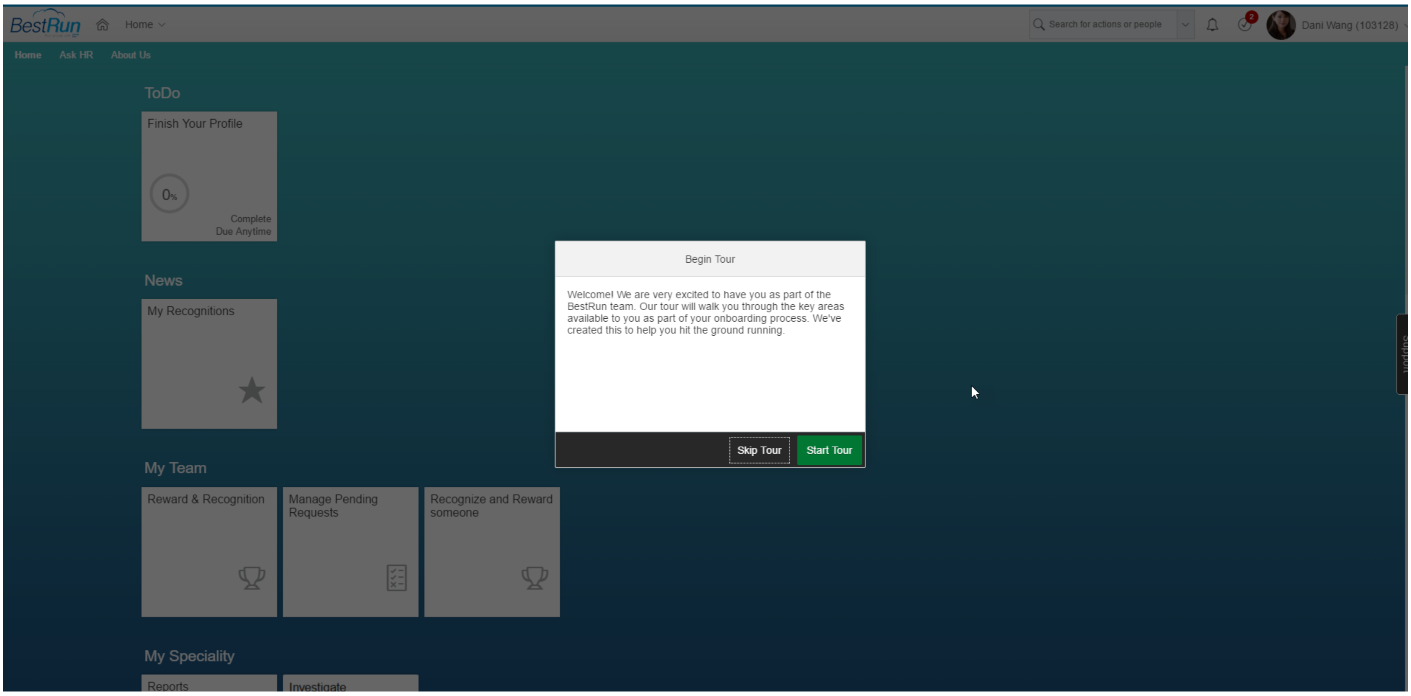
The target audience can see a tour automatically, the first time they log in after the tour is created. Afterwards, they can relaunch the tour on the home page at any time.

Caution

The legacy home page is in deprecation. It's no longer available for most customers.

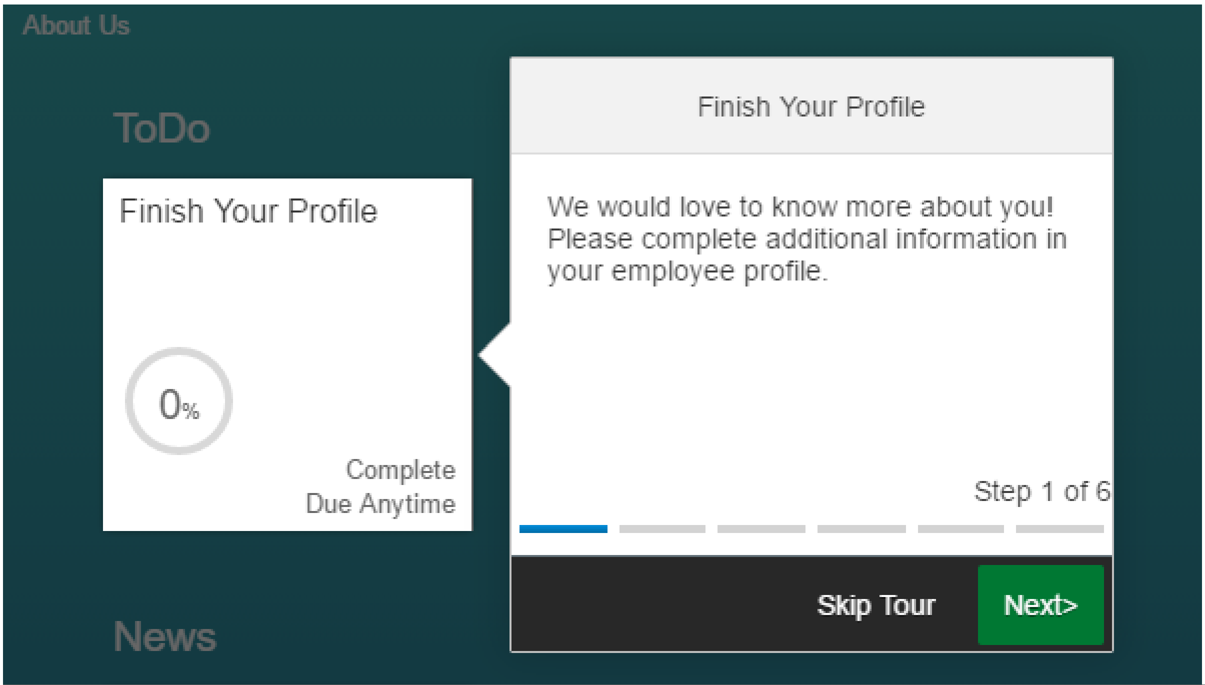
Visit the SAP SuccessFactors Customer Community Migration to Reimagined Home Page - Innovation Alert for all the latest updates.

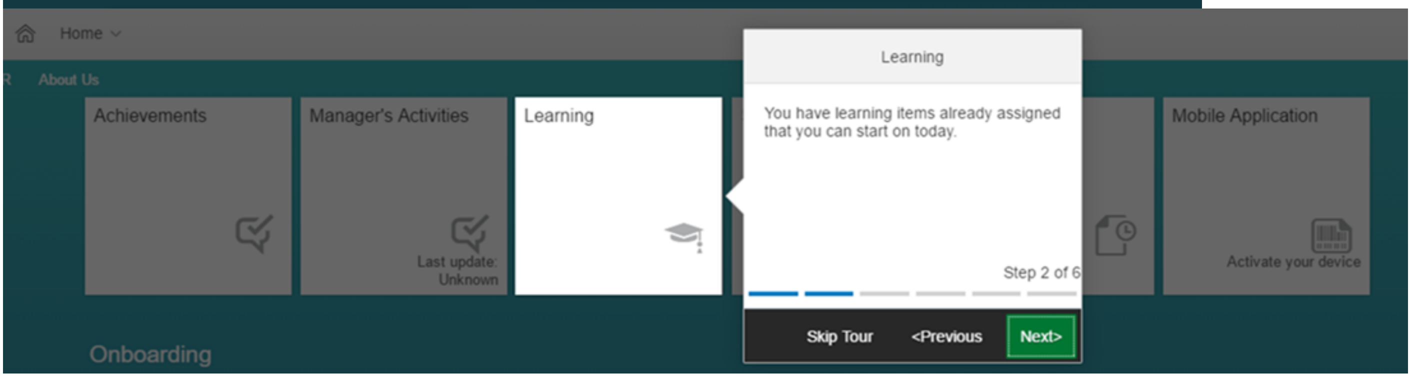
Example

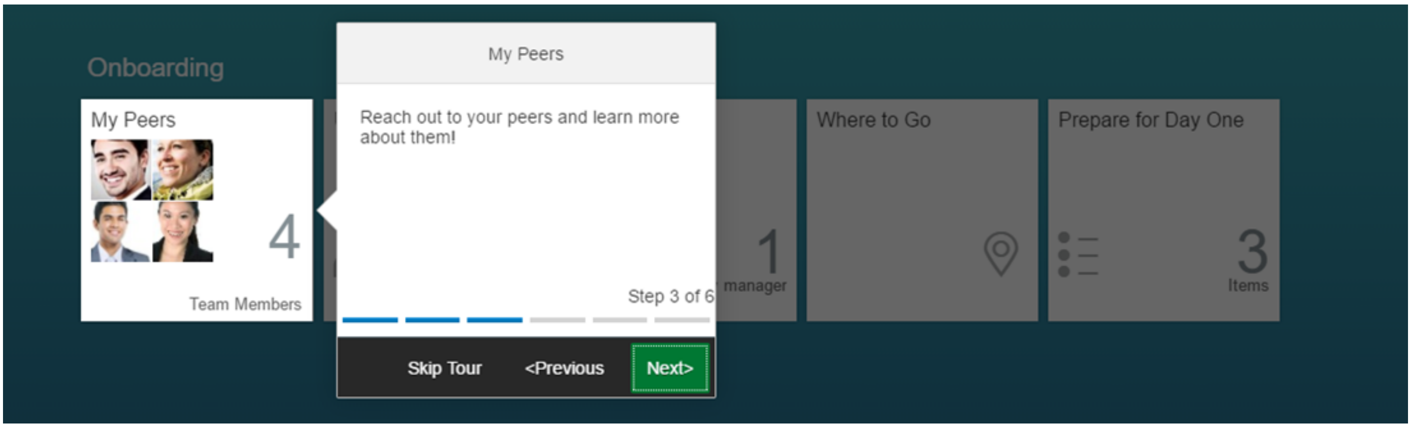


In this example, a recently hired employee sees a welcome message when logging in for the first time.

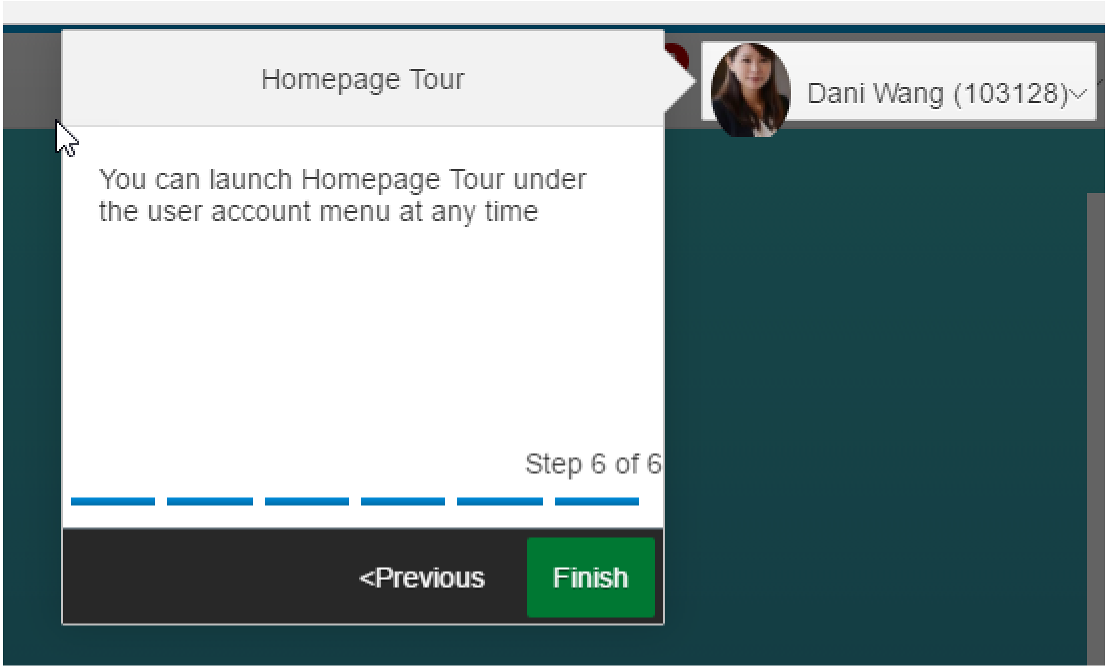
Here are some example steps that you might include in a tour for new employees:



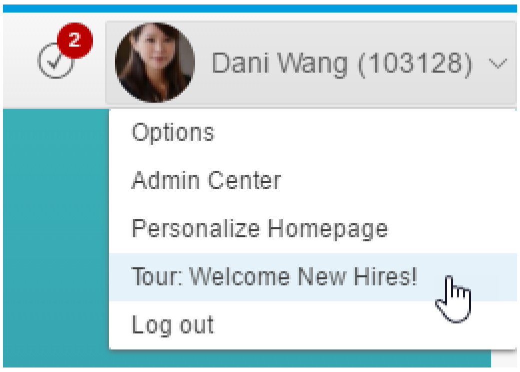




The tour concludes by showing the new employee how to launch the tour again.



To view their tour again, the employee can select in the options menu on their home page.



Parent topic: Home Page Tours on the Legacy Home Page

Related Information

Creating a New Tour
Editing an Existing Tour
Relaunching a Tour After You Edit It

Instance Sync for Configurations of the Legacy Home Page

Use the Instance Synchronization feature to sync configurations of the legacy home page between instances.

Caution

The legacy home page is in deprecation. It's no longer available for most customers.

Visit the SAP SuccessFactors Customer Community Migration to Reimagined Home Page - Innovation Alert for all the latest updates.

There are two sync artifacts available in Instance Sync tools for syncing home page configurations:

- Homepage Tile Configurations
- Homepage Tile Groups

Enabling Instance Sync of Legacy Home Page Configurations

Enable the home page sync artifacts in your system so that you can sync home page configuration settings using instance sync tools.

Sync Artifact for Homepage Tile Configurations

Certain prerequisites and permissions apply when syncing the Homepage Tile Configurations artifact from the source to target instance.

Sync Artifact for Homepage Tile Groups

Certain prerequisites, guidelines, considerations, and permissions apply when syncing the Homepage Tile Groups artifact from the source to target instance.

Related Information

Instance Synchronization

Enabling Instance Sync of Legacy Home Page Configurations

Enable the home page sync artifacts in your system so that you can sync home page configuration settings using instance sync tools.

Prerequisites

Instance sync tools are already enabled and configured in your system.

Context

This feature is only available on the legacy home page.

Caution

The legacy home page is in deprecation. It's no longer available for most customers.

Visit the SAP SuccessFactors Customer Community Migration to Reimagined Home Page - Innovation Alert for all the latest updates.

Procedure

1. Enable artifacts in Provisioning.

   → **Remember**

   As a customer, you don't have access to Provisioning. To complete tasks in Provisioning, contact your implementation partner or Account Executive. For any non-implementation tasks, contact Product Support.

   a. For each target instance in your system, go to **Instance Synchronization Company Permissions** and click **Edit Objects**.

   b. Select the following sync artifacts:

      - **Home Page Tile Configurations** - Use this artifact to sync home page tile configurations, including standard tiles, custom tiles, and home page sections.
      - **Home Page Tile Groups** - Use this artifact to sync dynamic groups used to determine who can see each home page section.

      i **Note**

      You cannot sync home page tours, to-do categories, or individual to-do items with instance sync tools.

   c. Save your changes.

2. Grant instance sync permissions.

   a. For each source instance in your system, go to **Admin Center** > **Manage Permission Roles** and edit the appropriate role.

   b. Go to **Administrative Permissions** > **Manage Instance Synchronization**.

   c. Select the following permissions.

      - **Sync Home Page Tile Configurations** - Permission to sync home page tile configurations
      - **Sync RBP Permission Groups** - General permission to sync **all** role-based permission groups, as well as dynamic groups used to control visibility of home page sections.

   d. Save your changes.

Results

You can now use instance sync tools to push home page configurations from the source instance to the target instance.

Task overview: Instance Sync for Configurations of the Legacy Home Page

Related Information

Sync Artifact for Homepage Tile Configurations
Sync Artifact for Homepage Tile Groups

Sync Artifact for Homepage Tile Configurations

Certain prerequisites and permissions apply when syncing the Homepage Tile Configurations artifact from the source to target instance.

⚠ **Caution**

The legacy home page is in deprecation. It's no longer available for most customers.

Visit the SAP SuccessFactors Customer Community [Migration to Reimagined Home Page - Innovation Alert] for all the latest updates.

Details about the Homepage Tile Configurations Instance Sync Artifact

Prerequisites	This artifact is only for the new SAP Fiori-based Home Page.
Permissions	In order to sync this artifact in the **Instance Synchronization Wizard**, you need to have **Sync Homepage Tile Configurations** permission.

Parent topic: Instance Sync for Configurations of the Legacy Home Page

Related Information

Enabling Instance Sync of Legacy Home Page Configurations
Sync Artifact for Homepage Tile Groups

Sync Artifact for Homepage Tile Groups

Certain prerequisites, guidelines, considerations, and permissions apply when syncing the Homepage Tile Groups artifact from the source to target instance.

Caution

The legacy home page is in deprecation. It's no longer available for most customers.

Visit the SAP SuccessFactors Customer Community Migration to Reimagined Home Page - Innovation Alert for all the latest updates.

Details about the Homepage Tile Groups Instance Sync Artifact

Prerequisites	This artifact is only for the new SAP Fiori-based Home Page. **Note** Syncing the Homepage Tile Groups artifact is not supported from Production to Preview environment due to blackout period for Preview upgrade. The blackout period is the time during post Preview release until Production release. For successful syncing of this artifact, please wait until the Production version is migrated to a version similar to the Preview version.
Permissions	In order to sync this artifact in the **Instance Synchronization Wizard**, you need to have **Sync RBP Permission Groups** permission.

Parent topic: Instance Sync for Configurations of the Legacy Home Page

Related Information

Enabling Instance Sync of Legacy Home Page Configurations
Sync Artifact for Homepage Tile Configurations

Accessing Workflows

This topic gives you a brief overview on how you can access pending workflow requests in Employee Central.

⚠ Caution

The legacy home page is in deprecation. It's no longer available for most customers.

Visit the SAP SuccessFactors Customer Community [Migration to Reimagined Home Page - Innovation Alert]() for all the latest updates.

Accessing Workflows

You can access workflows a number of different ways, which can be specified based on homepage or role-based permissions:

- **Approve Requests** tile under the To-Do section on the legacy home page.
- **To-Do Alerts** when you select the checkmark icon in the global header.
- **Pending Requests** tile on the legacy home page.
- Employee **QuickCards**
- **Pending Requests** in subject users **People Profile**
- **Pending Requests** on your mobile device.

Accessing Workflows Using the Approve Requests Tile

You can access your workflows using the **Approve Request** tile under the **To-do** section on the legacy home page.

Prerequisites

The legacy home page and role-based permissions are enabled.

Context

This feature is only available on the legacy home page.

⚠ Caution

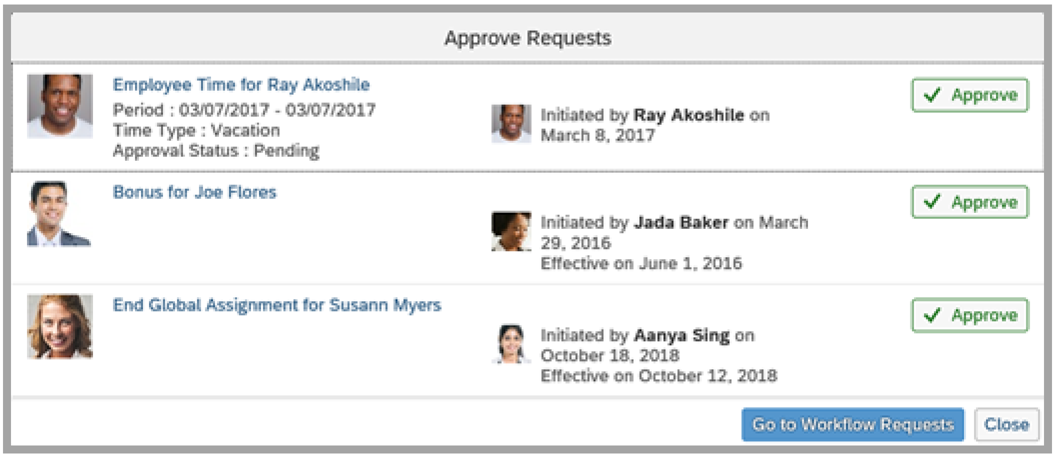
The legacy home page is in deprecation. It's no longer available for most customers.

Visit the SAP SuccessFactors Customer Community [Migration to Reimagined Home Page - Innovation Alert]() for all the latest updates.

Procedure

1. To access your workflows using the **Approve Requests** tile, go to **Home** > **Approve Requests**:

   When you select the **Approve Requests** tile, the **Approve Requests** dialog box appears. Here you can approve your workflows.



Screenshot of the **Approve Requests** Dialog Box

→ Tip

If the **Professional Edition Manage Workflow Requests** has been enabled in role-based permission, choosing the **Approve Requests** tile will take you directly to the **My Workflow Requests** page. In this case, the **Approve Request** dialog box doesn't appear.

2. To go to the **My Worklow Requests** page from the **Approve Request** dialog box, choosing **Go to Workflow Requests**.

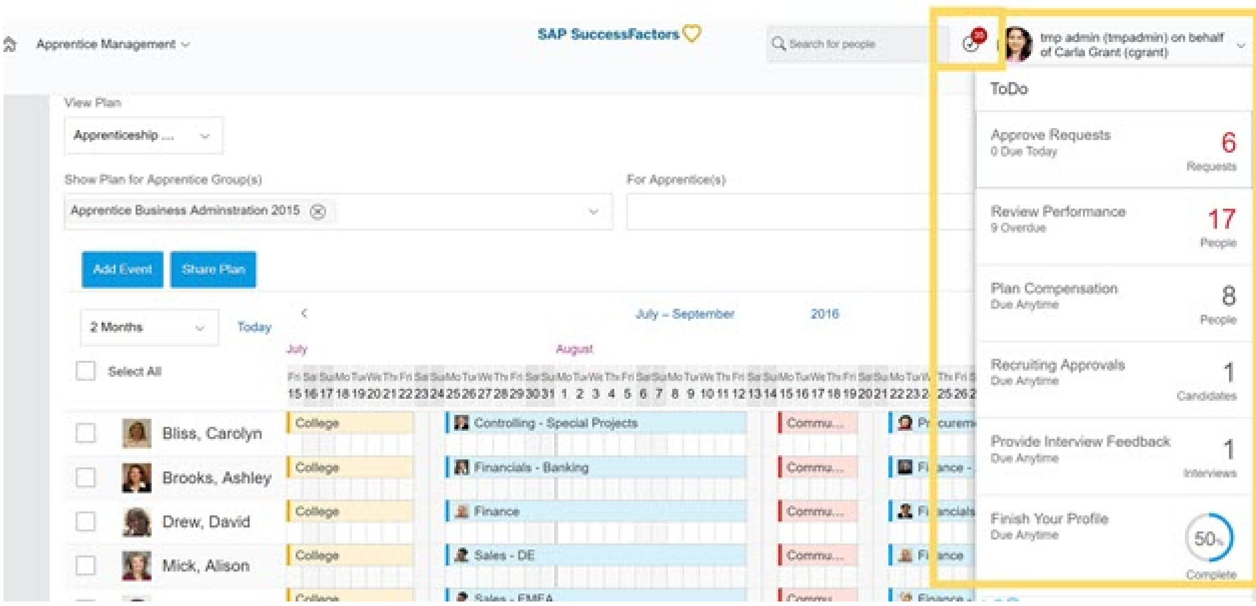
   View and approve individual workflows from the **Approve Requests** dialog box; view workflow requests, check their key details, scroll down to load more workflow requests, or select multiple ones to perform batch approvals in the professional edition of **Manage Workflow Requests**.

Accessing Workflows Using To-Do Alerts

You can access your pending workflows using the to-do alerts icon in the global page header.

Procedure

1. To access workflows using the to-do alerts side panel, locate the ✓ icon in the global page header and select it so that the side panel appears.



Screenshot of Side Panel Menu Below the Global Checkmark Icon

2. To access your workflows select **Approve Requests** in the side panel menu.

   When you select the **Approve Requests** link, the **Approve Requests** dialog box appears.

→ Remember

When you have **Professional Edition Manage Workflow Requests**, you go directly to the **My Workflow Requests** page instead.

3. To go to the **My Worklow Requests** page from the **Approve Request** dialog box, select **Go to Workflow Requests**.

   From the **My Workflow Requests** page, you can select multiple workflows requests to approve.

Accessing Workflows Using the Pending Requests Tile

Using the four portlets on the **Pending Requests** page, you can view all the workflows that concern you and take actions accordingly.

Prerequisites

The **Pending Requests** tile has been added to the legacy home page.

Context

This feature is only available on the legacy home page.

⚠ Caution

The legacy home page is in deprecation. It's no longer available for most customers.

Visit the SAP SuccessFactors Customer Community Migration to Reimagined Home Page - Innovation Alert for all the latest updates.

→ Tip

For more information on how to create the **Pending Requests** tile on the legacy home page, see Creating Pending Requests Tile from the Home Page.

Procedure

1. Go to **Admin Center** > **Pending Requests**.
2. Use the four portlets provided here to access workflows with pending requests:

Portlet	Description	Possible Actions
Requests Waiting for My Approval	This portlet lists all requests you need to approve at this moment.	Check details of a request and do one of the following: ◦ Delegate ◦ Withdraw ◦ Send back ◦ Approve

Portlet	Description	Possible Actions
Requests Still in Progress that I Approved	This portlet lists all requests that you have already approved but are still waiting approvals from other people.	Check details of a request and do one of the following: ◦ Update ◦ Withdraw ◦ Resubmit
My Requests Waiting for Approval	This portlet lists all requests you have initiated that are waiting for approvals from others.	Check details of a request and do one of the following: ◦ Update ◦ Withdraw ◦ Resubmit
My Notifications	By default, this portlet lists all the notifications CC roles (when a workflow is completed) or contributors (when a workflow is pending) have received during the last month. You can configure it to show notifications received in the past three or six months.	View notifications or comment worklfows.

To-Do Tasks on the Legacy Home Page

By default, all to-do tasks are shown as tiles on the legacy home page, in the **To-Do** section.

⚠ Caution

The legacy home page is in deprecation. It's no longer available for most customers.

Visit the SAP SuccessFactors Customer Community Migration to Reimagined Home Page - Innovation Alert for all the latest updates.

As an administrator, you can configure them with to-do settings.

List of To-Do Tiles on the Legacy Home Page
Here is a list of to-do tiles on the legacy home page and their corresponding to-do categories.

To-Do Display Settings
Use to-do settings to control how to-do items are displayed and categorized on the home page or in the global page header.

Creating a Supplemental To-Do Item
Create a supplemental to-do item for specific roles or groups.

Hiding Past-Due Supplemental To-Do Items
Hide supplemental to-do items sixty days after their due date, even if they aren't complete.

Localizing Supplemental To-Do Items
Translate the names of any supplemental to-do items you've created so that it can be viewed in all of the locales used in your system.

List of To-Do Tiles on the Legacy Home Page

Here is a list of to-do tiles on the legacy home page and their corresponding to-do categories.

⚠ Caution

The legacy home page is in deprecation. It's no longer available for most customers.

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i Note

This feature is only available on the legacy home page.

To-do items that are part of the same business process are grouped together on one to-do tile. The name of each to-do tile corresponds to the "category" name assigned to the business process.

Solution/Feature	Tile Name	Displayed on Tile	To-Do Category Description
Calibration	Team Calibration Summary	[Number] Sessions	Event Activation
Compensation	Plan Compensation	[Number] Plans	Compensation
Employee Central	Approve Requests	[Number] Requests	HRIS Employee Change Requests
			Generic Object
			Absence Management
			Job Profile
			IT Declaration
			Deductions
			Attendance Management
			Position Management
			Off cycle reward requests
Employee Central	Take Action	[Number] Alerts	EC alert
Employee Central Payroll	Complete Payroll Tasks	None	Payroll hire task
Employee Profile	Finish Your Profile	[Chart] Complete	Employee Profile Complete
Goal Management	Set Goals	[Number] Goals	Goal
Intelligent Services	Review Team Summary	[Number] Sessions	Manager Change Alert
Intelligent Services	Intelligent Services	[Number] Tasks	External Integration
Job Profile Builder	Job Profile Change	[Number] Job Profile	Job Profile Change Acknowledgment
Learning	Learning Approvals	[Number] Approvals	LMS Learning Approvals
Learning	Take Courses	[Number] Courses	Assigned Training
Learning	Take Survey	[Number] Surveys	Learning Survey category

Solution/Feature	Tile Name	Displayed on Tile	To-Do Category Description
Mentoring	Approve Mentors	[Number] Approvals	Mentor Approval
Onboarding	Onboarding Tasks	[Number] Tasks	Onboarding Pending items
Onboarding	Equipment for New Hire	[Number] People	Onboarding Pending Workflow for Equipment for Newhire
Onboarding	Onboarding Manager Activities	[Number] Tasks	Onboarding Pending items for manager for mobile application
Onboarding	Complete Paperwork	None	Onboarding Paperwork
Performance Management	Review Performance	[Number] People	Performance Review
			360
			My Team Rater
			Calibration Sessions
Performance Management	Conduct 1:1 Meetings	[Number] People	1:1 Meetings
Performance Management	Feedback Requests	[Number] People	Continuous Feedback Request
Performance Management	Update Your Status	Last updated: [Date]	Activity Updates
Recruiting	Recruiting Approvals	[Number] Approvals	Recruiting
			Offer Letter
			Recruiting Events
Recruiting	Provide Interview Feedback	[Number] Interviews	Interview Assessment
ServiceNow	Third-Party To-Do Items	[Number] Task Due Anytime	Open to-do items in ServiceNow
Succession	Approve Talent Pool Nominees	[Number] Requests	Talent Pool Nominee Approval
Workforce Analytics	Headcount Planning	None	Workforce Plan Alert

To-Do Display Settings

Use to-do settings to control how to-do items are displayed and categorized on the home page or in the global page header.

⚠ Caution

The legacy home page is in deprecation. It's no longer available for most customers.

Visit the SAP SuccessFactors Customer Community [Migration to Reimagined Home Page - Innovation Alert] for all the latest updates.

To configure to-do settings, you need to have the **Administrator Permissions > Manage System Properties > To-Do Admin** permission.

i Note

This feature is only available on the legacy home page.

Showing Pending To-Do Items

Set the due date range for pending to-do items so that they appear on your home page or in the global page header.

Changing the Display Name of To-Do Categories

Edit to-do category names as they appear on the home page and in the global page header.

Localizing the Display Names of To-Do Tiles on the Legacy Home Page

Translate any custom display names for to-do categories into each language used in the system.

Showing or Hiding To-Do Tiles on the Legacy Home Page

Decide which types of to-do tiles you want to show or hide on the home page, for all users.

Accessing Third-Party To-Do Items

Set up a **To-Do** tile to display open to-do items from third-party applications.

Hiding Overdue To-Do Items

Set the number of days after the due date to hide overdue to-do items.

Showing Pending To-Do Items

Set the due date range for pending to-do items so that they appear on your home page or in the global page header.

Prerequisites

You have **Manage Home Page** and **To-Do Admin** permission.

Context

This feature is only available on the legacy home page.

⚠ Caution

The legacy home page is in deprecation. It's no longer available for most customers.

Visit the SAP SuccessFactors Customer Community Migration to Reimagined Home Page - Innovation Alert for all the latest updates.

Procedure

1. Go to **Admin Center** > **Manage Home Page** > **To-Do Settings**.
2. Select **General Settings**.
3. Enter the number of days in the blank to show pending to-do items before they're due.

   ### Note

   By default the due date range for your pending To-Do items is set to 365 days.

4. Save your changes.

Results

You've set the date range for your pending To-Do items.

Related Information

Changing the Display Name of To-Do Categories

Edit to-do category names as they appear on the home page and in the global page header.

Prerequisites

You have **Manage Home Page** and **To-Do Admin** permissions.

Context

This feature is only available on the legacy home page.

Caution

The legacy home page is in deprecation. It's no longer available for most customers.

Visit the SAP SuccessFactors Customer Community Migration to Reimagined Home Page - Innovation Alert for all the latest updates.

Each to-do task belongs to a predefined category or business process. To-do tasks in the same category are grouped together on the home page and in the global page header. By default, the display name is the same as the internal category name, but you can use the **Rename To-Do Tiles** option to change the display name.

Caution

Before you change display names with the **Rename To-Do Tiles** option, consider doing it with the **Manage Languages** tool instead. After you change them with **Rename To-Do Tiles**, you can't change them with **Manage Languages** anymore. All future changes have to be made in **Rename To-Do Tiles**.

Procedure

1. Go to **Admin Center** > **Manage Home Page** > **To-Do Settings**.
2. Select **Rename To-Do Tiles**.
3. Select the locale you want to change from the dropdown menu.
4. For each to-do category, enter a new name in the **Display Name** field.
5. Save your changes.

Results

Each to-do category is displayed with the updated **Display Name** name.

Localizing the Display Names of To-Do Tiles on the Legacy Home Page

Translate any custom display names for to-do categories into each language used in the system.

Prerequisites

You have **Manage Home Page** permission.

Context

This feature is only available on the legacy home page.

⚠ Caution

The legacy home page is in deprecation. It's no longer available for most customers.

Visit the SAP SuccessFactors Customer Community [Migration to Reimagined Home Page - Innovation Alert] for all the latest updates.

If the default to-do category names haven't been changed, you don't need to perform this task. Default to-do category names are translated and localized automatically.

The steps for localizing display names for to-do categories are the same as for editing them in the default language. The only difference is that you repeat the process for each of locale.

i Note

This feature is only available on the legacy home page.

Procedure

1. Go to **Admin Center** > **Manage Home Page** > **To-Do Settings**.
2. Select **Rename To-Do Tiles**.
3. For each locale, select the locale you want to change from the dropdown menu.
4. For each to-do category, enter a new, localized name in the **Display Name** field.
5. Repeat steps for each locale in the system.
6. Save your changes.

Showing or Hiding To-Do Tiles on the Legacy Home Page

Decide which types of to-do tiles you want to show or hide on the home page, for all users.

Prerequisites

You have **Manage Home Page** and **To-Do Admin** permissions.

Context

This feature is only available on the legacy home page.

⚠ Caution

The legacy home page is in deprecation. It's no longer available for most customers.

Visit the SAP SuccessFactors Customer Community Migration to Reimagined Home Page - Innovation Alert for all the latest updates.

By default, to-do tiles are always visible to any user who has been assigned a to-do task in that category.

You can decide to hide to-do tiles on the home page so that they aren't visible to any users, whether or not they have any outstanding tasks assigned to them. You might choose to hide them to simplify the home page or if you use another process for tracking that type of task.

Procedure

1. Go to Admin Center > Manage Home Page > To-Do Settings.
2. Select Show/Hide To-Do Tiles.
3. Use toggle switches in the dialog to show or hide each type of to-do tile.
    - Yes means to-do tiles in that category are visible to anyone they're assigned to, both on the home page and in to-do alerts.
    - No means to-do tiles in that category are hidden and **not** visible to anyone, even if they're assigned.
4. Save your changes.

Results

Visibility of to-do tiles is updated immediately for all users, both on the home page and in to-do alerts.

Accessing Third-Party To-Do Items

Set up a To-Do tile to display open to-do items from third-party applications.

Prerequisites

- You have Manage Home Page and To-Do Admin permissions.
- You have a preconfigured user in both the ServiceNow and SAP SuccessFactors.

Context

This feature is only available on the legacy home page.

Caution

The legacy home page is in deprecation. It's no longer available for most customers.

Visit the SAP SuccessFactors Customer Community Migration to Reimagined Home Page - Innovation Alert for all the latest updates.

Procedure

1. Go to Admin Center > Manage Home Page > To-Do Settings.
2. Select Show/Hide To-Do Tiles.
3. Switch the button to YES for Third-Party To-Do Items.

4. Save your changes.

Results

When you have open items in ServiceNow, the **Third-Party To-Do Items** tile appears in the **To-Do** section on the legacy home page.

Hiding Overdue To-Do Items

Set the number of days after the due date to hide overdue to-do items.

Prerequisites

You have **Manage Home Page** and **To-Do Admin** permissions.

Context

This feature is only available on the legacy home page.

Caution

The legacy home page is in deprecation. It's no longer available for most customers.

Visit the SAP SuccessFactors Customer Community Migration to Reimagined Home Page - Innovation Alert for all the latest updates.

Overdue to-do items can accumulate over time. You can hide some types of to-do to help users keep better track of their tasks.

Note that overdue to-do items in the following categories aren't affected:

- **Approve Request**
- **Business Process**
- **Complete Paperwork**
- **Complete Payroll Tasks**
- **Equipment for New Hire**
- **Headcount Planning**
- **Learning Approval**
- **Onboarding Manager Activities**
- **Onboarding Tasks**
- **Take Courses**
- **Take Survey**
- **Third-party To-Do Items**

Procedure

1. Go to **Admin Center** > **Manage Home Page** > **To-Do Settings**.

2. Select **General Settings**.
3. Select the option to hide overdue to-do items.
4. Set the number of days after the due date to hide overdue to-do items.
5. Save your changes.

Creating a Supplemental To-Do Item

Create a supplemental to-do item for specific roles or groups.

Prerequisites

You have **Manage Home Page** and **To-Do Admin** permissions.

Context

This feature is only available on the legacy home page.

Caution

The legacy home page is in deprecation. It's no longer available for most customers.

Visit the SAP SuccessFactors Customer Community Migration to Reimagined Home Page - Innovation Alert for all the latest updates.

Procedure

1. Go to **Admin Center** > **Manage Home Page** > **To-Do Settings**.
2. Select **Supplemental To-Do Items**.
3. Verify the locale for which you're creating a supplemental to-do item or select the right locale from the dropdown list.
4. Click **Add**.
5. Select a category.
6. Enter the name of the new supplemental to-do item.
7. Select a due date.
8. Assign the new supplemental to-do item to specific permission roles or groups.

   You can only set target audience for supplemental to-do items when you're granted with **Manage Role-Based Permission Access**. Otherwise, the **Permissions** column is invisible.
9. Save your changes.

Results

A new to-do item in the selected to-do category is assigned.

Related Information

Localizing Supplemental To-Do Items

Hiding Past-Due Supplemental To-Do Items

Hide supplemental to-do items sixty days after their due date, even if they aren't complete.

Prerequisites

You have **Manage Home Page** and **To-Do Admin** permissions.

Context

This feature is only available on the legacy home page.

> **Caution**
>
> The legacy home page is in deprecation. It's no longer available for most customers.
>
> Visit the SAP SuccessFactors Customer Community [Migration to Reimagined Home Page - Innovation Alert]() for all the latest updates.

Procedure

1. Go to **Admin Center** > **Manage Home Page** > **To-Do Settings**.
2. Select **General Settings**.
3. Select the option to **Hide supplemental to-dos after 60 days (even if they aren't done)**.
4. Click **Save** to save your changes.

Localizing Supplemental To-Do Items

Translate the names of any supplemental to-do items you've created so that it can be viewed in all of the locales used in your system.

Prerequisites

You have **Manage Home Page** permission.

Context

This feature is only available on the legacy home page.

> **Caution**
>
> The legacy home page is in deprecation. It's no longer available for most customers.
>
> Visit the SAP SuccessFactors Customer Community [Migration to Reimagined Home Page - Innovation Alert]() for all the latest updates.

If you haven't created any supplemental to-do items, you don't need to perform this task. System-generated to-do items are translated and localized automatically by SAP SuccessFactors.

Procedure

1. Go to **Admin Center** > **Manage Home Page** > **To-Do Settings**.
2. Select **Supplemental To-Do Items**
3. Select the locale for which you want to add localized display text.
4. Enter the localized name of each to-do item for the locale you selected.
5. Repeat the above two steps for each locale used in your instance.
6. Save your changes.

Applying Themes to Tiles on the Legacy Home Page

Change colors used on tiles on the legacy home page.

Prerequisites

You have **Company System and Logo Settings** permission, allowing you access to **Theme Manager**.

Context

This feature is only available on the legacy home page.

Caution

The legacy home page is in deprecation. It's no longer available for most customers.

Visit the SAP SuccessFactors Customer Community Migration to Reimagined Home Page - Innovation Alert for all the latest updates.

Landing page tiles theme settings are only used by the legacy home page. To change the color of text, quick actions, and cards on the latest home page, use **Home Page (Latest)** settings.

Procedure

1. Go to **Admin Center** > **Theme Manager**.
2. Open the theme used by landing pages.
3. Go to **Fine Tune** > **Landing page tiles**.
4. Use the theme settings to define colors used on landing page tiles, such as on the home page.
5. Save your changes.

Theme Settings: Landing Page Tiles

Change the landing page tile settings to control tiles on landing pages, such as the legacy home page.

Caution

The legacy home page is in deprecation. It's no longer available for most customers.

Visit the SAP SuccessFactors Customer Community [Migration to Reimagined Home Page - Innovation Alert](#) for all the latest updates.

! Restriction

Landing page tiles theme settings are only used by the legacy home page. To change the color of text, quick actions, and cards on the latest home page, use **Home Page (Latest)** settings.

i Note

In **Theme Manager**, a "landing page" is a tile-based or card-based experience, such as the home page and the next-gen **Admin Center**. You can apply different theme settings to landing pages than are used on other pages.

→ Tip

Changes to landing page tile settings aren't visible in **Theme Preview**. To preview them, save your changes and use the **Try it Out** function instead.

Landing Page Tile Settings

Setting	Purpose
Body background color	This is the color of the background in the body of the tile.
Border color	.
Border opacity	.
Header text color	This is the color of the text in the banner at the top of the tile.
Tile body text color	This is the color of plain text in the body of the tile. For to-do tiles, it's the color of the to-do count when it's not any of the Neutral, Alert, or Critical colors.
Icon color	.
Neutral text color	This is the color of the to-do count when a task is due anytime.
Alert text color	This is the color of alert text, the most important text on a tile. For to-do tiles, it's the color of the to-do count when a to-do is overdue, due today, or due tomorrow.
Critical text color	This is the color of the to-do count when a to-do item is due after tomorrow but within a week.
Progress indicator color	.

→ Tip

For better readability, set the color contrast properly between the tile background and the tile texts. Avoid using the same color for the background and foreground.

Purging Completed To-Do Items with the Legacy Purge Request (Non-DRTM)

To improve the performance of the legacy home page, use a legacy purge request (without DRTM) to purge completed to-do items that are more than a year old.

⚠ Caution

The legacy home page is in deprecation. It's no longer available for most customers.

Visit the SAP SuccessFactors Customer Community Migration to Reimagined Home Page - Innovation Alert for all the latest updates.

Purging data with **Data Retention Management** is a multistep process. Refer to the Data Retention Management (Legacy Only) guide for detailed process and instructions.

ℹ Note

This feature is only available on the legacy home page.

Related Information

Overview of the Data Purge Process for Data Retention Management