SAP SuccessFactors

PUBLIC

Document Version: 1H 2025 – 2025-04-04

Configuring People Profile

THE BEST RUN

Content

1 People Profile

People Profile allows you to view and edit your own or others' information collected from various SAP SuccessFactors solutions, including Employee Central, Learning, Performance and Goals, and Compensation.

> ⓘ Note
>
> Unless explicitly specified using the term "legacy" or "latest", the content in this documentation apply to both the legacy and latest People Profile.

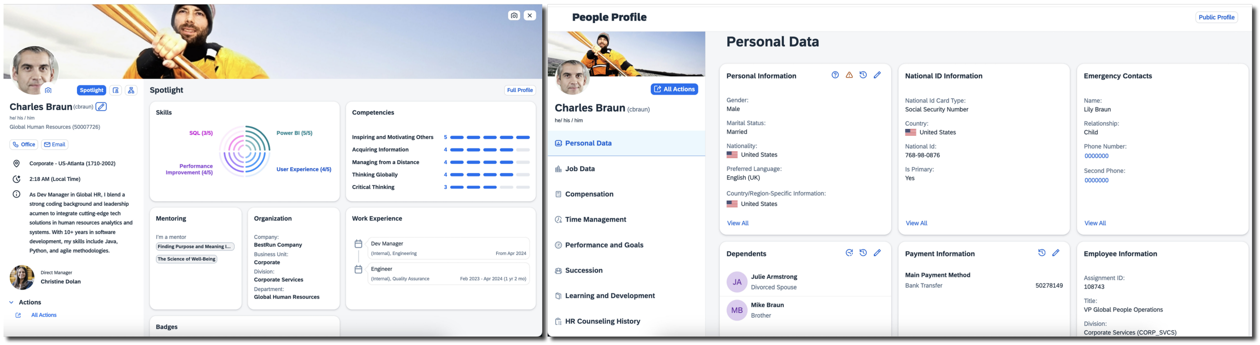
Latest People Profile [page 5]
The latest People Profile provides a redesigned public view of your profile, along with Full Profile, a revamped data hub that consolidates all kinds of data for an employee in one single place. Here's an overview of the latest experience for end users.

Legacy People Profile [page 11]
The legacy People Profile is the older version of the People Profile experience. Currently, it is where you view and edit the full profile of an employee.

1.1 Latest People Profile

The latest People Profile provides a redesigned public view of your profile, along with Full Profile, a revamped data hub that consolidates all kinds of data for an employee in one single place. Here's an overview of the latest experience for end users.

This image is interactive. Hover over each element for a description. Click the element for more information.



- #unique_2/unique_2_Connect_42_subsection-im1 [page 6]
- #unique_2/unique_2_Connect_42_subsection-im2 [page 6]
- #unique_2/unique_2_Connect_42_subsection-im3 [page 6]

Profile Preview

Profile Preview welcomes visitors with a snapshot of the employee's essential details and lets you:

- Perform common actions in the Profile Preview of other people, such as making calls and sending emails.
- Personalize your public profile quickly and easily, from updating your profile picture, background image to writing your self-description.
- Switch between multiple employment records.
- View or update specific employee data or go to another SAP SuccessFactors application right from the list of *Actions* and links.

Profile Preview has replaced the employee quickcard everywhere in the system. You can access Profile Preview:

- Using the *(employee information)* icon on any page.
- By searching for someone in the global page header and choosing the *(employee information)* icon.
- By choosing *Public Profile* in the user account menu.

For more information, see Profile Preview of the Latest People Profile [page 41].

Spotlight

Spotlight presents dynamic information in cards, such as your reporting line, About Me video, and more to boost self-branding and encourage internal connections.

You can access Spotlight from the Profile Preview.

For more information, see Spotlight of the Latest People Profile [page 43].

Full Profile

Full Profile of the latest People Profile is a revamped data hub that brings together all kinds of data for an employee in one place. With Full Profile, you access employees' data through organized cards, each providing a snapshot of specific information. These cards are grouped into categories for easy navigation, and from a card, you can also access a detailed view of each piece of information.

You can access Full Profile:

- By searching for someone in the global page header.
- By choosing the *(Full Profile)* icon on Profile Preview
- By choosing the *Full Profile* option on Spotlight.
- By selecting the People Profile option from the main navigation menu in the global page header.

For more information, see Full Profile of the Latest People Profile [page 51].

Actions

In Profile Preview and Full Profile, you can access a list of actions and links, including Employee Central quick actions, and navigation to other SAP SuccessFactors applications. Based on your permissions, you can do the following through the *Actions* list:

- View or change specific employee information, such as addresses
- Navigate to other pages
- Search the list of actions and links

Switch Between Multiple Employments

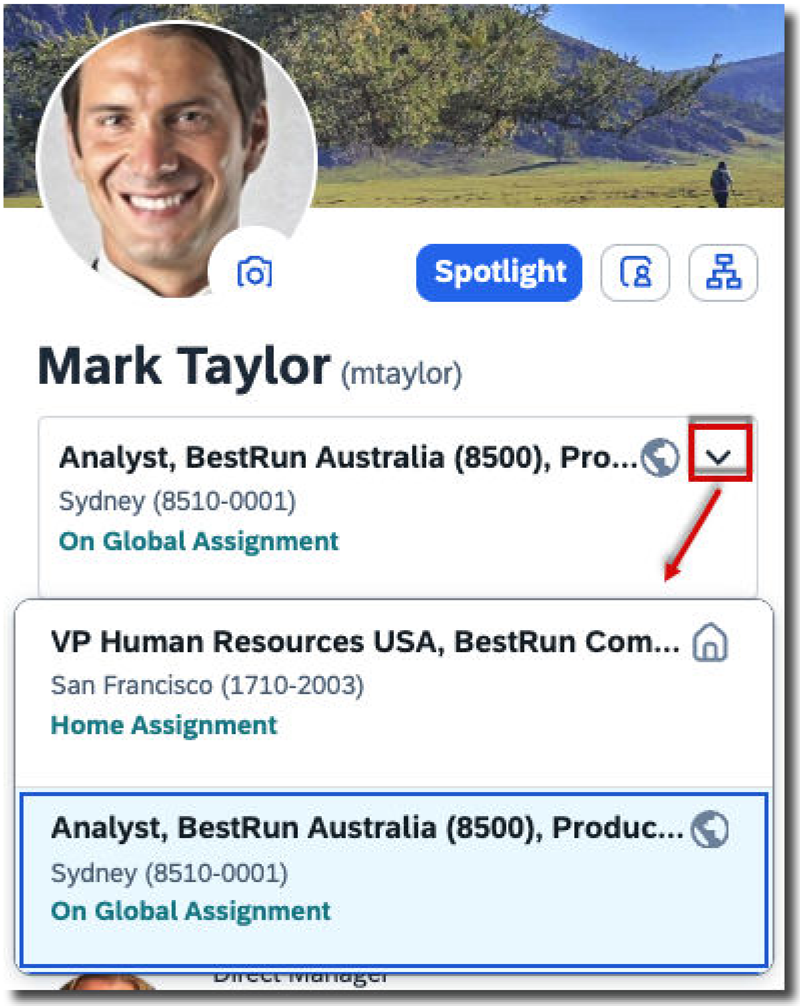
When you access a profile of someone with multiple employments, you can switch between their multiple employment records and view the information specific to each employment record, including job title, employment details, employment type, and employment status, such as future or past employment.

The latest People Profile displays the following:

- Regular employment
- Global assignment
- Concurrent employment
- Contingent worker
- Concurrent contingent worker

> ⓘ Note
>
> Multiple employments are only displayed when you access others' profile.

Here's an example of how the employment information is displayed on the latest People Profile for a person with multiple employment records:



Here's an example of how the employment information is displayed for a person with a single employment record:

To view employment information in the switcher, the following permissions are required. The target population for the permission roles is respected:

- *User Permissions* > *General User Permission* > *Company Info Access* and *User Search* permission for the specified target population
- *Administrator Permissions* > *Manage Hires* > *Include Inactive Employees in the search* permission
- Field-level permission: *User Permissions* > *Employee Central Effective Dated Entities* > *Job Information* > *Job Title*
- Field-level permission: *User Permissions* > *Employee Central Effective Dated Entities* > *Job Information* > *Location*

Mobile Apps

The latest People Profile mobile experience is similar to the web experience. Most content and functionality of the latest experience is available on both web and mobile applications. Refer to the detailed documentation for any functional differences between the platforms.

Parent topic: People Profile [page 5]

Related Information

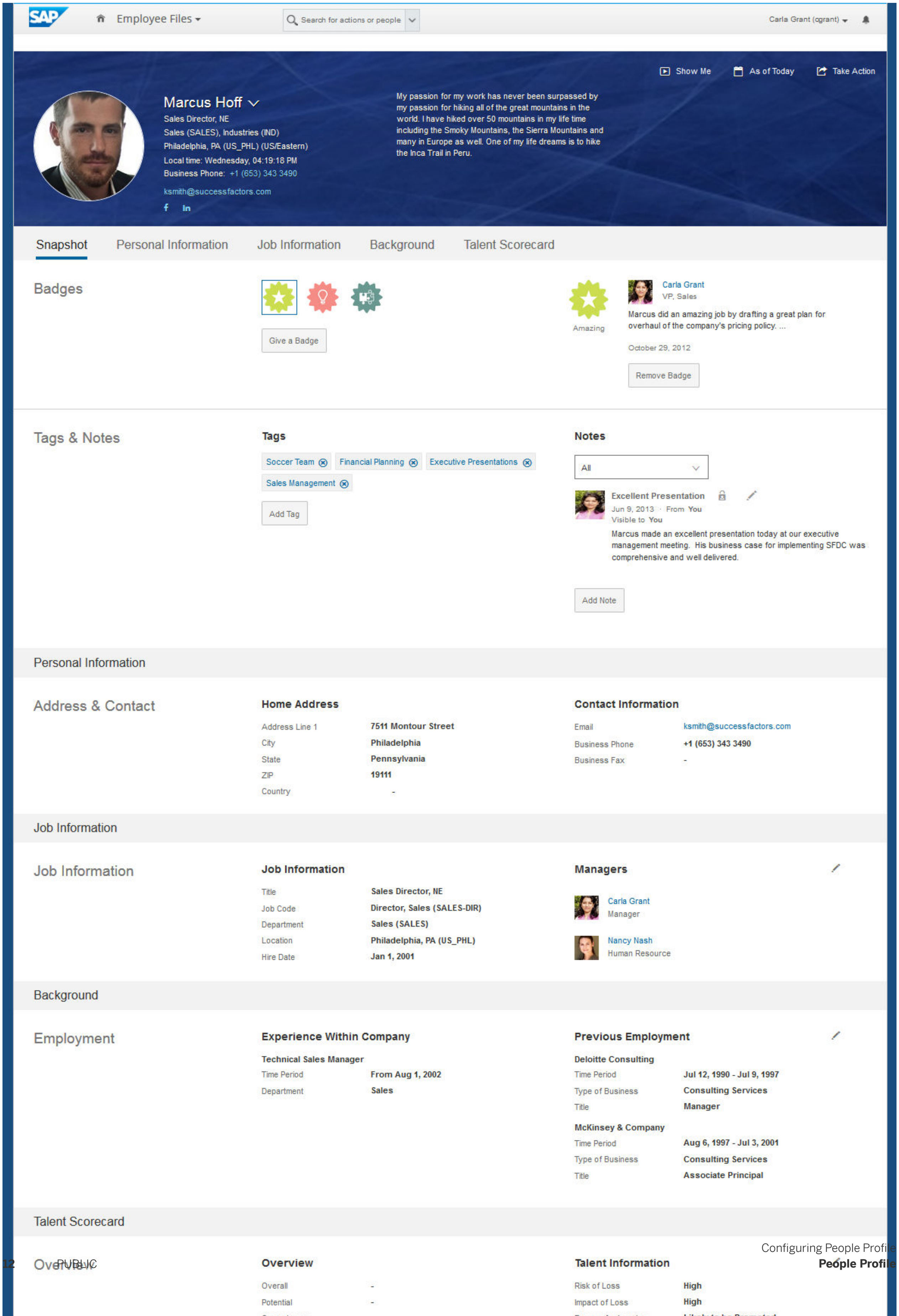
Legacy People Profile [page 11]
Enabling Full Profile of Latest People Profile [page 35]
Types of Employment

Hiding Certain Active Employments of an Employee in Global Header Search Results

1.2 Legacy People Profile

The legacy People Profile is the older version of the People Profile experience. Currently, it is where you view and edit the full profile of an employee.

Here's an example of the legacy experience:



Parent topic: People Profile [page 5]

Related Information

Latest People Profile [page 5]

2 Differences Between Legacy and Latest People Profile

The latest People Profile introduces several significant updates and changes. Learn about the notable differences between the latest and legacy People Profile experiences before you enable the latest experience.

2.1 Blocks in Legacy People Profile and Cards in Latest People Profile

The blocks in the legacy People Profile primarily align with the Full Profile cards in the latest People Profile. Some blocks in the legacy experience are not available in the latest Full Profile.

Blocks No Longer Supported in Latest People Profile

Block Name	More Information
Competencies	You can view the data in the *Competencies* Spotlight card and Growth Portfolio.
Behaviors (also known as Competency Behavior Breakdown)	
History	You can view the data in the *Performance History* and *Performance Goals* cards on the Full Profile.
Overview	You can view the data in the *Employment Information* and Trend Information cards on the Full Profile.
Performance-Potential Historical Matrix	You can view the data in the Trend Information card on the Full Profile.
How vs. What Historical Matrix	You can view the data in the Trend Information card on the Full Profile.
Position	This block is deprecated because of its low usage.

Block Name	More Information
Skill Profile	You can view the data in Growth Portfolio. You can access the Growth Portfolio through the *All Actions* list on Profile Preview and Full Profile.
Growth Portfolio	You can view the data in Growth Portfolio. You can access the Growth Portfolio through the *All Actions* list on Profile Preview and Full Profile.
Mini Org Chart	The block displays the reporting relationship of the employee, manager, and direct reports if this employee is also a manager. You can click the photos to access the People Profile or click the link at the bottom to view the full Organizational Chart. This block is not available in the latest Full Profile. However, you can access the Org Chart from the Profile Preview and a Spotlight card called *Reporting Line*, which provides similar functionality in the latest experience. For more information, see Spotlight of the Latest People Profile [page 43] .

Blocks Currently Not Supported in Latest People Profile

Block Name	More Information
Curriculum Compliance	
Learning History (managers and administrators access to the history of other employees)	Currently, only self-view is supported, allowing employees to view only their learning history. Managers, administrators, and other roles don't have access to view the Learning History of other employees.
Required Learning (managers and administrators access to the Required Learning of other employees)	Currently, only self-view is supported, allowing employees to view only their learning history. Managers, administrators, and other roles don't have access to view the Learning History of other employees.
Income Tax Declaration	
Internal Job History	This block is not yet supported as a Full Profile card in the latest experience. But currently, a fixed set of fields can be displayed on the *Work Experience* Spotlight card. For more information, see Showing Internal Job History on Work Experience Card [page 49].
Notes	Currently, you can use Continuous Feedback of Continuous Performance Management, which provides similar functionality.

Parent topic: Differences Between Legacy and Latest People Profile [page 14]

Related Information

[Unsupported Features in Latest People Profile [page 16]]
[Notable Differences in Existing Features [page 21]]
[Blocks in the Legacy People Profile [page 125]]

2.2 Unsupported Features in Latest People Profile

Learn about the legacy People Profile features that are no longer supported or currently not supported in the latest experience.

Features No Longer Supported in Latest People Profile

The following features are available in the legacy People Profile but are deprecated and are no longer supported in the latest experience.

Standard Features of People Profile

Feature	Description
People Picker	The People Picker is a dropdown in the legacy People Profile header, which allows you to search for a person in your organization to view the profile, including inactive users. In the latest experience, this tool is no longer available but you can instead use the Global Header search, which provides the same functionality. To search for inactive users in the Global Header search, see Showing Inactive Employees in People Search Results and to access inactive employees' profile, users must also have the *Administrator Permissions* > *Manage Hires* > *Include Inactive Employees in the search* permission.
Print/PDF	Export People Profile as PDF. In the latest experience, this tool is no longer available.
Configure fields for the profile header	In the legacy People Profile, you can add or remove the fields in the profile header to define which kind of basic employee information is displayed. For more information, see Configuring Fields for the Profile Header [page 118]. In the latest Profile Preview, which serves as a profile header, the displayed data fields depend on role-based permissions. To learn the full list of data fields in Profile Preview, see Profile Preview of the Latest People Profile [page 41].

Feature	Description
Display LinkedIn or Facebook links on the profile header	In the legacy People Profile, administrators can add a Facebook or LinkedIn link to the profile header. When users click on the link, the profile owner's name is being automatically searched for in Facebook or LinkedIn websites. For more information, see Configuring Fields for the Profile Header [page 118]. This is no longer available in the latest experience. Employees can directly share their social accounts in the *Contact Information* Full Profile card.
Add `photo` field to the profile header	In the legacy People Profile, administrators need to add the `photo` field to the profile header so that employees can add their profile photos. For more information, see Configuring Fields for the Profile Header [page 118]. This configuration step is no longer required in the latest experience because most organizations need built-in profile photo capabilities.

Features Currently Not Supported in Latest People Profile

The following features are available in the legacy People Profile but are currently not supported in the latest experience.

Standard Features of People Profile

Feature	Description
Finish Your Profile to-do task on the Home Page	In the latest experience, this tool is no longer available. For more information about this feature on the legacy experience, see People Profile on the Home Page.
Pixel Perfect Talent Card (PPTC) reports	Create a PPTC report that includes data from a legacy People Profile section and some other data, such as data from Performance Management forms for an employee. For more information about this feature on the legacy experience, see Creating a Pixel Perfect Talent Card (PPTC) Report for an Employee in Legacy People Profile.
Redesigned Editing UI and History UI	The newly designed Editing UI and History UI are not available yet in the latest People Profile. When users edit data or access the History UI, the UI works same as the legacy People Profile.
The Admin settings *Allow employees to edit background image* and *Disable background image uploading by employees*	Currently in the latest People Profile, employees can always update their background image, but they can only update that by selecting an image from the image library.
The Admin Setting *Allow employees to enter an introductory text*	Administrators can decide whether employees can write a self-description for their legacy profiles. Currently in the latest People Profile, the admin setting is not available. Employees can always write about themselves.

Feature	Description
Add custom fields to the profile header	Administrators can add fields defined by standard elements or user info elements to the header of the legacy People Profile. For more information, see Adding Custom Fields to the Profile Header [page 119].
Field masking for MDF objects in View mode (Web)	Currently, field masking is not yet supported for any custom or pre-delivered MDF objects in the latest People Profile. Specifically, the following pre-delivered MDF cards don't support field masking when the masking is configured: • *Advances* • *Alternative Cost Distribution* • *Dismissal Protection* • *Employee Cost Assignment* • *Higher Duty or Temporary Assignment* • *One-Time Deductions* • *Payment Information*: As a result, user-sensitive information like bank account is displayed without any data masking. • *Recurring Deductions* • *Work Order*
Move or add custom cards to predefined categories (Mobile apps)	If you moved or added custom cards to predefined categories, it won't be displayed in the categories in mobile apps.

Features of Different Product Areas on People Profile

Product Area	Feature	Description
Employee Central	Redesigned Editing UI and History UI	The newly designed Editing UI and History UI are not available yet in the latest People Profile. When users edit data or access the History UI, the UI works same as the legacy People Profile.
Employee Central	Localized Biographical Information	In the legacy People Profile, the *Region of Birth* field in the Biographical Information block is changed from a free-text field to a picklist field. This is not supported in the latest People Profile. For more information about this feature on the legacy experience, see Non-Standard Behavior for Biographical Information.
Employee Central	Simple Address Format in Employee Central	The latest People Profile does not support this feature due to low usage. For more information about this feature on the legacy experience, see Setting the Address Formats in People Profile [page 153].

Product Area	Feature	Description
Employee Central	Hide blocks / cards for contingents	When you enable the latest Full Profile and review contingent workers' profile, you'll notice some additional cards that weren't previously visible for contingent workers in the legacy People Profile. To restrict access to these extra cards in the latest People Profile, ensure that you configure role-based permissions correctly, with contingent workers as the target population.
Employee Central	Address Validation and Address Typeahead	The latest People Profile does not support this feature. In the legacy People Profile, the system checks if postal codes are in the correct format for your country or region whenever you add or edit addresses. It also helps validate addresses for employees and their dependents. The Typeahead feature simplifies entering accurate address data by displaying address options as you search and select. For more information about this feature on the legacy experience, see What is Address Typeahead and Address Validation Service?.
Employee Central	Calendar view in Apprentice Management	On the apprentice management calendar in the legacy People Profile, the recorded events hover as tooltips . The calendar view is not available yet on the latest experience and there is no option to show the calendar view.
Compensation	*Custom Views* linking to People Profile in Compensation and Variable Pay worksheets	You configure a *Custom View* to show a People Profile block which is accessed from the Compensation planning worksheets. This *Custom View* which appears as a popup on the worksheet shows the legacy People Profile and not the latest People Profile experience. For additional information, see Configuring the People Profile in Worksheets and Executive Review.

Product Area	Feature	Description
Succession Planning Calibration	Talent flags	Talent flag fields in the Succession Data Model are not supported in the latest People Profile. The fields are `performance`, `potential`, `objective`, `competency`, `talentPool`, `reviewFreq`, `lastReviewDate`, `riskOfLoss`, `benchStrength`, `reasonForLeaving`, `keyPosition`, `futureLeader`, `matrix1Label`, and `matrix2Label`.
Goal Management Career Development	Create, edit, and delete goals	In the legacy People Profile, users can create, edit, and delete goals. In the latest People Profile, users can currently only view their goals but can navigate to module pages to make changes.
Employee Data	Field configuration for Employee Information card	In the latest People Profile, you can't define which fields are displayed in the Employee Information card in which order. Refer to User Data in People Profile for more information.
Employee Data	Field editing in Employee Information card	In the latest experience, all fields in the Employee Information card are not editable for all users. For Employee Central customers, HRIS fields are updated by the HRIS sync process, and non-HRIS fields can be updated through *Import Employee Data*. Non-Employee Central customers can modify the data through *Employee Import*.
Employee Data	Link to Job Profile through the Job Code field	The latest People Profile doesn't support this feature.

Parent topic: Differences Between Legacy and Latest People Profile [page 14]

Related Information

Blocks in Legacy People Profile and Cards in Latest People Profile [page 14]
Notable Differences in Existing Features [page 21]

2.3 Notable Differences in Existing Features

Learn about key differences in features that exist in both the legacy and latest People Profile.

Standard Features of People Profile

<table>
<tr><th>Feature</th><th>Legacy People Profile</th><th>Latest People Profile</th></tr>
<tr><td>Block / Card Description</td><td>Add block descriptions for some talent and custom blocks using the admin tool Configure People Profile. For more information, see Showing the Block Description Below the Block Title [page 155].</td><td rowspan="2">These features are no longer available. You can instead add help content, including hyperlinks, for all Full Profile cards using the tool Configure People Profile. See Adding Card Help for Full Profile Cards [page 99].

Note
Help content, block descriptions, and links defined for the legacy People Profile will be migrated to the latest People Profile. For more information, see Migration of People Profile Configurations [page 37].</td></tr>
<tr><td>Links in the Editing UI of Blocks/Cards</td><td>For more information about this feature on the legacy experience, see Adding Links into the Editing UI of Blocks [page 156].</td></tr>
<tr><td>Update Pronouns</td><td>Users with edit permission can update their pronouns in the profile header or from the Edit Header menu, if the feature is enabled in Configure People Profile. See Legacy People Profile Header Settings [page 114].</td><td>Users with edit permission can always update their pronouns on the Profile Preview. No configuration is required in Configure People Profile. See Profile Preview of the Latest People Profile [page 41].</td></tr>
<tr><td>Username / Login names</td><td>In the legacy experience, the username is displayed next to the person's display name on the profile header.</td><td>A person's login name can be displayed next to their display name on the Profile Preview and Full Profile. For more information, see Profile Preview of the Latest People Profile [page 41].</td></tr>
<tr><td>Organize the layout of Full Profile</td><td>As an administrator, you can organize and reorder any blocks and sections in the legacy People Profile.</td><td>In the latest People Profile, predefined cards can only be reordered within predefined categories. For more information, see Full Profile of the Latest People Profile [page 51] and Configuring Categories and Cards in Full Profile [page 80].</td></tr>
</table>

Feature	Legacy People Profile	Latest People Profile
Access control of a section / category	Administrators can configure role-based permissions for users to access a specific section in the legacy People Profile. If RBP is not configured, the section is not visible to anyone.	Categories of the latest Full Profile primarily align with sections of the latest People Profile. Instead of using RBP, administrators use the *Configure Latest People Profile* admin tool to control access to a specific category. If it's not configured, the category is visible to everyone. For more information, see Defining Target Roles for a Full Profile Category [page 88].
DPCS for Profile Photos	If the data privacy consent statement (DPCS) for profile photos is enabled, it is displayed when users edit profile photos for their target population, including others.	The DPCS is only displayed when users edit their own photos.
Field masking for MDF objects in View mode (Mobile apps)	You can set certain field values as masked by default using the *Configure Object Definition* admin tool. By using this feature, you can selectively mask user-sensitive information in the legacy People Profile.	In our current mobile apps, field masking works as follows: • Custom MDF cards: Field masking is not supported yet. • *Higher Duty or Temporary Assignment* card: Field values can be masked by default but users can't unmask the values. • *Work Order* card: Field masking is not supported for fields of the "User" Data Type. • *Payment Information*, *Recurring Deductions*, *One-Time Deductions*, *Employee Cost Assignment*, *Advances* cards: Field masking is only supported for the card view but not details pages.

Features of Different Product Areas on People Profile

Product Area	Feature	Legacy People Profile	Latest People Profile
Employee Central	Employee Central custom help	Add custom help content to some of the Employee Central blocks by configuring Generic Objects. For more information, see Adding Custom Help to Employee Central Blocks [page 148].	These features are no longer available. You can instead add help content, including hyperlinks, for all Full Profile cards using the tool *Configure People Profile*. See Adding Card Help for Full Profile Cards [page 99]. **Note** Help content, block descriptions, and links defined for the legacy People Profile before the 2H 2024 release will be automatically migrated to the latest People Profile.
Employee Central	Personal Information, Employment Information, and Compensation Information blocks		For differences in detail, see Employee Central in the Latest People Profile.
Employee Central	Employment Differentiator	To display the differentiator in People Profile, after you've configured the *Employment Differentiator* object, you only need to choose the configuration in the *Configure People Profile* tool.	After you've configured the *Employment Differentiator* object, you also need to configure the `assignmentDisplayHeader` standard element and sync the object to the standard element. For more information, see Adding Employment Differentiators to Indicate Multiple Employments.
Employee Central	Country/region flags	Country/Region flags are displayed by default with country/region names in several blocks, and you can hide all flags using the *Hide Country Flag from UI (Employee Central and Employee Profile)* setting. For more information about this feature, see Hiding Country/Region Flags [page 161].	Country/Region flags are not displayed on the latest People Profile, specifically Full Profile, and there's no option to show them. **Note** In mobile apps, the display of country/Region flags in the latest People Profile still follows the legacy experience.

Product Area	Feature	Legacy People Profile	Latest People Profile
Employee Central	Administrator Permissions for APIs and Imports	In the legacy People Profile (you needed to have the corresponding *User Permissions* > *Employee Central Effective Dated Entities* > *User Permissions* > *Employee Data* permissions at entity and field levels.	In the latest People Profile: • If you have the *Employee Central HRIS OData API (read-only)* administrator permission, then you can *view* all Employee Central entities on People Profile. • If you have both the *Employee Central HRIS OData API (editable)* administrator permission and the user permission to *view* an entity, then you can *edit* the entity on People Profile. • If you have both the administrator permissions to import data for an entity and the user permission to *view* the entity, then you can *edit* the entity on People Profile.
Employee Central	Field masking for HRIS entities in View mode (Mobile apps)	You can set certain field values as masked by default by setting the field attribute *Masked* in the *Manage Business Configuration* admin tool. By using this feature, you can selectively mask user-sensitive information in the legacy People Profile.	In our current mobile apps, field masking is available for all HRIS entities, with the exception of the following: • *Dependents* and *Compensation Information* cards • Country/region fields • Alternative fields • Fields of the "User" Data Type, such as the *Manager* field • Combined field values, such as phone numbers • Interactive field values, such as email addresses

Product Area	Feature	Legacy People Profile	Latest People Profile
Employee Central	Data blocking for effective-dated entities	Data blocking enables you to control exactly how long individual roles are able to access historical personal data, based on their role-based permissions. For the legacy People Profile, access is independent of an entity's effective dates. Permissions are denied if the selected "As of" date on the profile header exceeds the authorization period, blocking older records from view.	In the latest People Profile, if the effective start and end dates of an entity fall partially within the defined authorization period, access is permitted, regardless of the selected "As of" date. For more information about data blocking, see Setting Up Data Blocking for Effective Dated Objects (Employee Central Objects).
Employee Central	Field masking for HRIS entities in View mode (Web)	You can set certain field values as masked by default by setting the field attribute *Masked* in the *Manage Business Configuration* admin tool. By using this feature, you can selectively mask user-sensitive information in the legacy People Profile.	Field masking is available for all HRIS entities, with the exception of the following: • *Compensation Information* card: dynamic fields, pie charts, and compensation widgets don't support field masking yet. • *Employee Information* card: field masking is not supported yet.
Employee Central	Organization card	In the legacy People Profile, this is configurable in the *Configure People Profile* admin tool.	For the **Summary** card, we have moved the `Position` field to the *Organization Information* card and renamed the card to *Position and Organization Information*. However, in the *Details* view, the Position Information is still its own section.
Employee Central	Time-In Fields	In the legacy People Profile, the *Time-In* fields in Job Information were shown as 1 day.	For future-dated changes, the *Time-In* fields in Job Information are now shown as 0 days rather than as 1 day.
Succession Planning	Nominations and successors	The data is displayed in two blocks: Current Nominations and Successors.	The data is displayed in four cards: Nominations, Talent Pool Nominations, Successors, and Role-Associated Talent Pools. See Configuring Succession Cards for Full Profile [page 97].

Product Area	Feature	Legacy People Profile	Latest People Profile
Succession Planning	Nominations and successors	To view data in the Current Nominations and Successors blocks, users must have the *Employee Data* permission for the `sysScoreCardNominationPortlet` and `sysScoreCardSuccessorPortlet` elements.	To view data in the four cards for Succession, users do not need to have the *Employee Data* permission. See Succession [page 74] for the permission prerequisites in the latest People Profile.

Product Area	Feature	Legacy People Profile	Latest People Profile
Performance Management 360 Reviews	Performance review data, including overall ratings and average goal ratings	• Overall ratings are displayed in the Performance History block, while average goal ratings are displayed in the Goal Ratings block. • To view overall ratings in the Performance History block, users must have the *Employee Data* permission for the `sysScoreCardPerfHistoryPortlet` element. • To view average goal ratings in the Goal Ratings block, users must have the *Employee Data* permission for the `sysScoreCardObjRatingsPortlet` element.	• Overall ratings and average goal ratings are centrally displayed on the Performance History card. • To view overall ratings on the card, users must have the *Performance* > *View Overall Ratings from Forms* permission. Note Users who can view the Performance History block in the legacy experience are automatically granted the *View Overall Ratings from Forms* permission in the latest experience. • To view average goal ratings on the card, users must have the *Performance* > *View Goal Ratings from Forms* permission. Note Users who can view the Goal Ratings block in the legacy experience are **not** automatically granted the *View Goal Ratings from Forms* permission. You need to configure the permission as necessary. For other differences, see Configuring Performance History Card for Full Profile [page 92].

Product Area	Feature	Legacy People Profile	Latest People Profile
Performance Management 360 Reviews Calibration Learning	Trend Information	To view each type of Trend Information card, users must have the *Employee Data* > *Background* permission for the corresponding back-ground rating element.	In addition to the *Employee Data* permission, users must also have the *Performance* > *View Overall Ratings from Forms* permission if they need to view ratings from Per-formance Management and 360 Reviews forms on the card. **Note** Users who can view the Performance History block in the legacy expe-rience are automatically granted the *View Overall Ratings from Forms* per-mission in the latest expe-rience. For other differences, see Configuring Trend Information Cards for Full Profile [page 94].
Goal Management Career Development	View goal plans	All goal plans that are selected in *Configure People Profile* can show in a block, if a user has permission to access these plans.	Up to four goal plans can show in the Performance Goals or the Development Goals card, depending on configuration and the user's goal plan ac-cess permission.
Employee Data	Visibility of Employee Informa-tion card	You need to configure a Live Profile User Information block in *Configure People Profile*, then it will show on People Profile.	The Employee Information card is by default shown to non-Employee Central cus-tomers and hidden for Em-ployee Central customers. You can use *Configure People Profile* to change the visibility of the card.
Employee Data	Field grouping in Employee In-formation card	Fields in a Live Profile User In-formation block are not organ-ized in groups.	Fields in the Employee Infor-mation card are organized in groups.

Product Area	Feature	Legacy People Profile	Latest People Profile
Employee Data	"Mini" Org Chart	The "mini" Org Chart block displays the reporting relationship of the employee, manager, and direct reports if this employee is also a manager. Users can select on the photos to access the full People Profile or select the link at the bottom to view the full Organizational Chart.	The "mini" Org Chart card isn't available in the Full Profile. However, a Spotlight card called *Reporting Line* offers similar functionality in the latest experience. For more information, see Spotlight of the Latest People Profile [page 43].
Employee Data	Tags	Tags are displayed in a block.	Tags are displayed on Spotlight. For more information, see Spotlight of the Latest People Profile [page 43].
Career Development	Target roles	• Target roles are shown in a block in the legacy People Profile. • All Career Worksheet templates configured to show target roles in People Profile are supported. • Users can add and edit target roles in the legacy People Profile.	• Target roles are shown in the Spotlight of the latest People Profile. • Only the default Career Worksheet template is supported. • Users can only view the target role name in the latest People Profile.

Product Area	Feature	Legacy People Profile	Latest People Profile
Employee Central	Benefits	• Benefit actions like reporting a life event and viewing benefits statements were available under *My Active Enrollments* section. • *Important Links* is available under *My Active Enrollments* section. • The *Go to Benefits* link takes you to the *Benefits Overview* page for the employee.	• Instead of *My Active Enrollments*, it features a new card called *Enrolled Benefits*. This card provides information about a user's enrolled benefits. Enrolled Benefits is accessible only if you've enabled the latest Benefits Overview screen. • A new card is available to display all benefit actions for employees. It includes enrollment actions if you've enabled the latest Benefit Enrollment experience. • A new card is available that displays all the important links for employees. • The *Go to Benefits Overview* link directs users to either the latest or legacy *Benefits Overview* screen, based on the Benefits Overview screen configuration. If both experiences are enabled, the link takes users to the latest version. For accessing the legacy experience, users can use the new *Access Allowance and Reimbursement* link.

Product Area	Feature	Legacy People Profile	Latest People Profile
Employee Central	Advances	• Two separate blocks for *Current Advances* and *Eligible Advances* • The *View Eligibility for Advances* permission manages both viewing and requesting advances.	• Under Compensation, a single card exists for both *Current Advances* and *Eligible Advances*. Users see all their recently requested advances on the summary card. By choosing *Manage Advances*, they go to a details page where they can view their current advances and request a new advance. • The *Eligibility for Advances - View* permission manages the view part and the *Eligibility for Advances - Edit* permission manages the *Request Now* button. Note Currently, the table displays only essential details for current advances. Other information, such as advance installments, isn't available.

Product Area	Feature	Legacy People Profile	Latest People Profile
Employee Central Payroll	Pay Statements	• In the legacy People Profile, along with standard payroll key figures, such as gross amount and payout amount, additional custom-configured key figures were displayed. • All payroll key figures were displayed masked and users had could choose to show or hide them. • For employees with intercompany transfers during the same active employment, an option to choose the relevant company or legal entity was displayed.	• In the latest People Profile, additional custom-configured key figures are not displayed. These are now only available in the pay statement detail view in the mobile app. • Due to the changed navigation pattern where you can actively select a payroll category, the payroll key figures are no longer masked. • For employees with intercompany transfers during the same active employment, pay statements from the current company or legal entity are displayed. Intercompany transfers in the same employment are not recommended. For more information, see Intercompany Transfer in the Same Employment with Data Change.

Product Area	Feature	Legacy People Profile	Latest People Profile
Employee Central Payroll	Payroll Information	• In the legacy People Profile, payroll information links were displayed along with the corresponding portlet lable. They opened either in the same tab or in a new tab, depending on the configuration in Payroll Unified Configuration. • For employees with an intercompany transfer in the same active employment, an option to choose the corresponding company or legal entity was displayed. • For administrators who are accessing the employee's profile on their behalf, the employee's last replication status was displayed.	• In the latest People Profile, payroll information links are displayed based on the configuration in Payroll Unified Configuration and always open in a new tab. • For employees with an intercompany transfer in the same active employment, payroll information links of the current company or legal entity are displayed. Intercompany transfers in the same employment are not recommended. For more information, see Intercompany Transfer in the Same Employment with Data Change. • For administrators who are accessing the employee's profile on their behalf, the employee's last replication status is currently not displayed.

Parent topic: Differences Between Legacy and Latest People Profile [page 14]

Related Information

Blocks in Legacy People Profile and Cards in Latest People Profile [page 14]
Unsupported Features in Latest People Profile [page 16]

3 Prerequisites for People Profile

Understand the prerequisites for using People Profile. The prerequisites apply to both legacy and latest experiences.

> ⓘ Note
>
> Unless explicitly specified using the term "legacy" or "latest", the content in this documentation apply to both the legacy and latest People Profile.

Prerequisite	Description
Data Model Definitions	You must have user data fields defined in the data model for your system. This is a standard part of nearly all SAP SuccessFactors implementations and most likely already done for your system.
Role-Based Permissions	Permissions for the latest People Profile: • To access the Profile Preview and Spotlight, users must have the *User Permissions* > *General User Permission* > *User Search* permission for the specified target population. • To access the Full Profile, users must have the *User Permissions* > *General User Permission* > *User Search* permission for the specified target population and the *User Permissions* > *General User Permission* > *Live Profile Access* permission. • To access inactive employees' profile, users must also have the *Administrator Permissions* > *Manage Hires* > *Include Inactive Employees in the search* permission. • For other required permissions, see Configuring the Latest People Profile [page 40] for details. Permissions for the legacy People Profile: See Role-Based Permissions for the Legacy People Profile [page 108].
Configurations in Other SAP SuccessFactors Applications	To allow data from other product areas to show on the People Profile, you need to enable and configure the corresponding product areas, including required permission settings.

4 Enabling Full Profile of Latest People Profile

Profile Preview and Spotlight are available on all systems. You can enable Full Profile to activate the whole latest People Profile experience: Profile Preview, Spotlight, and Full Profile.

Prerequisites

Read this documentation before you enable Full Profile: Migration of People Profile Configurations [page 37].

Context

Profile Preview and Spotlight are available on all systems and are not controlled by admin settings. Profile Preview replaces the employee quickcard everywhere.

Full Profile is not enabled by default. The following table explains the system behaviors when you enable Full Profile or not:

Full Profile	What's Available
Off	Profile Preview, Spotlight, and the legacy People Profile
On	Profile Preview, Spotlight, and Full Profile

> **Note**
>
> Currently, only specific Full Profile functionalities are available. This is not the complete feature set. Please review the provided functionalities in this guide to determine if they meet your requirements. For more information, see Differences Between Legacy and Latest People Profile [page 14].

Procedure

1. Go to *Admin Center* > *Company System and Logo Settings*.
2. Select the *Enable Full Profile for the latest People Profile* option.
3. Choose one of the following options:

Option	Description
Migrate Legacy People Profile Configurations	Select this option to enable Full Profile and migrate applicable legacy People Profile configurations. After you save the setting, the system starts migrating the legacy People Profile configurations to the latest experience. Once the migration job is finished, Full Profile is enabled. It may take a minute or two. You can check the status of the migration job under *Admin Center* > *Scheduled Job Manager*. The job type is "Migrate legacy People Profile configurations to the latest People Profile". → Remember If the latest Full Profile was once enabled and configured in your system, the last modified configurations will be overwritten by the migrated configurations.
Dot Not Migrate Legacy People Profile Configurations	Select this option to enable Full Profile without migrating legacy People Profile configurations. → Remember If the latest Full Profile was once enabled and configured in your system, the last modified configurations will apply. If not, the default Full Profile configurations will apply.

4. Save your changes.

Related Information

Latest People Profile [page 5]

Migration of People Profile Configurations [page 37]

5 Migration of People Profile Configurations

If you have the legacy People Profile configured and you enable the Full Profile of the latest experience, you can choose to run a migration job that migrates applicable legacy People Profile configurations to the latest People Profile. This ensures that you don't need to configure the same settings for the latest experience.

Key Points About Migration

> ⓘ Note
>
> If the latest Full Profile was once enabled and configured in your system, the last modified configurations will be overwritten by the migrated configurations.

Please be aware of the following points about the migration:

Duplicate Legacy Blocks

- Only one of the duplicate blocks will be migrated.
- If any duplicate blocks are set as "shown", the system will migrate the block positioned at the top of the legacy People Profile and set as "shown" in the latest experience.
- If all duplicate blocks are set as "hidden", the system will migrate the block positioned at the top of the legacy People Profile and set as "hidden" in the latest experience.

Custom Help

- Links in the Editing UI for legacy blocks will be migrated to the card help of the corresponding cards in the latest experience. For details about the links, see Adding Links into the Editing UI of Blocks [page 156].
- Help content for Employee Central blocks will also be migrated to the card help of the corresponding cards. For details about the help content, see Adding Custom Help to Employee Central Blocks [page 148].
- All block descriptions will be migrated to the card help of the corresponding cards. For details about block descriptions, see Adding a Block to the Legacy People Profile [page 130].

Custom Background Information

- All valid Live Profile Background Information blocks will be migrated as custom background information cards on Full Profile.
- These custom cards are grouped into custom categories on Full Profile, following the layout of the legacy experience.
- Block titles will be migrated as card titles for custom background information.
- *Title for Repeating Entries* on blocks will be migrated as primary fields for cards.

MDF Objects

- All valid block configurations for custom MDF objects will be migrated as custom cards.
  - Blocks for those custom MDF objects that do not exist will not be migrated.

- MDF objects with the effective dating *From Parent* will not be migrated.

- These custom cards are grouped into custom categories, following the layout of the legacy experience.
- If multiple MDF blocks exist for the same object type, only one will be migrated, following the same logic of duplicate blocks.
- The screen ID associated with the MDF block will be updated to the *Default Screen* field within the Object Definition.
- The following pre-delivered MDF objects will be migrated as predefined cards to predefined categories:

Pre-Delivered MDF Object	Card	Category
`PaymentInformationV3`	*Payment Information*	*Personal Data*
`OneTimeDeductionUserGO`	*One-Time Deductions*	*Compensation*
`RecurringDeduction`	*Recurring Deductions*	*Compensation*
`EmpCostDistribution`	*Alternative Cost Distribution*	*Job Data*
`WorkOrder`	*Work Order*	*Job Data*

Performance & Goals

Performance History:

- The visibility configuration of the Goal Ratings block, using the *User Permissions* > *Employee Data* permission for the `sysScoreCardObjRatingsPortlet` element, will not be migrated to the latest experience. To show the Goal Ratings table on the Performance History details UI, you must configure the *User Permissions* > *Performance* > *View Goal Ratings from Forms* permission.
- The following configurations will not be migrated to the new experience, as they are not supported anymore:
  - *Include talent data within this date range*
  - *Show Ratings as*
    Ratings are always shown as unrounded normalized ratings. There are no other display options.
- A rating scale is optional for the legacy Performance History block, but it's required for the latest card. If you haven't specified a rating scale, you must do it after you enable the latest Full Profile.

Trend Information:

In the legacy experience, the block titles can be defined in the Succession Data Model and then updated in the *Configure People Profile* admin tool. Only the titles defined in the data model will be migrated to the latest experience.

Recommendations After Migration

Monitor migration status:

- Check the status of the migration job of the job type "*Migrate legacy People Profile configurations to the latest People Profile*" by navigating to *Admin Center* > *Scheduled Job Manager*.
- If there are warnings for specific steps, use the *Configure Latest People Profile* admin tool to check the corresponding cards and perform any required reconfigurations.

Validate and reconfigure Full Profile:

- Examine and adjust cards and categories as required. This includes regrouping custom categories and cards, as well as renaming categories for your organization's needs.
- Ensure each card's help information and visibility are updated as needed.
- Configure key fields for custom background information cards to ensure they meet current requirements.

For more information, see Configuring Full Profile of the Latest People Profile [page 79].

Validate Employee Central API permission settings:

- Unlike the legacy People Profile, users with Administrator permissions for APIs or import can access all Employee Central entities in the latest experience. Validate and adjust permission settings to ensure employees do not receive these elevated permissions. Instead, provide User permissions at entity and field levels. For details about this difference, see Notable Differences in Existing Features [page 21].

Review Performance & Goals:

- Validate and reconfigure cards for Performance & Goals as needed. For more information, see Related Information.

Related Information

Full Profile of the Latest People Profile [page 51]
MDF Configurations for Latest People Profile
Enabling Full Profile of Latest People Profile [page 35]
Configuring Performance History Card for Full Profile [page 92]
Configuring Trend Information Cards for Full Profile [page 94]

6 Configuring the Latest People Profile

Learn how to configure the latest People Profile experience, including Profile Preview, Spotlight and Full Profile after it's enabled.

The following table explains the required People Profile configuration tools when you enable latest Full Profile or not:

Full Profile	Configuration Tools
Off	• *Configure Latest People Profile* for configuring Profile Preview, Spotlight, and all general settings • *Configure People Profile* for configuring the legacy People Profile.
On	*Configure Latest People Profile* for configuring the whole latest experience

Profile Preview of the Latest People Profile [page 41]
Profile Preview welcomes visitors with a snapshot of the person's essential details and provides you with access to quick actions. Learn what data is shown, what users can do in Profile Preview and the required configurations.

Spotlight of the Latest People Profile [page 43]
Learn about what cards can be displayed on the Spotlight of the latest People Profile and the configurations required to show the cards.

Configuring Spotlight [page 46]
Enable and configure Spotlight cards in corresponding SAP SuccessFactors applications. Show or hide cards as needed.

Full Profile of the Latest People Profile [page 51]
A comprehensive component of the People Profile feature, Full Profile consolidates all kinds of data for an employee in one single place and enables various user roles, such as employees, managers, and HR administrators, to modify data and understand the implications of the modifications.

Configuring Full Profile of the Latest People Profile [page 79]
Learn how to configure and display cards on the Full Profile, organize cards and categories, as well as define card visibility and provide card-specific help.

Configuring General Settings for the Latest People Profile [page 103]
Configure whether employees can add name pronunciation or About Me video, define which name format and employment differentiator are displayed on employees' profile, and manage background images.

Managing Background Images for the Latest People Profile [page 104]
Employees can select an image from the image library as their background image of People Profile. As an administrator, you can manage background image library for your organization and assign the same background image to all employees.

Proxy Management in the Latest People Profile [page 105]
You can configure proxy access to the latest People Profile so that one person ("proxy") can access another person's user account ("account holder") and act on their behalf.

AI-Assisted Writing in the Latest People Profile [page 106]

The AI-assisted writing tool is an interactive tool that uses generative AI capabilities to assist employees with their writing tasks. While writing content in the SAP SuccessFactors applications, employees can leverage the features of the AI-assisted writing tool to enhance multiple aspects of their writing, such as clarity, conciseness, and tone.

6.1 Profile Preview of the Latest People Profile

Profile Preview welcomes visitors with a snapshot of the person's essential details and provides you with access to quick actions. Learn what data is shown, what users can do in Profile Preview and the required configurations.

Profile Preview Replaces Employee Quickcard

Profile Preview has replaced the employee quickcard everywhere in the system.

Data Shown in Profile Preview

Data	Description	Prerequisites
• Display name • Job title • Direct manager • Additional managers, such as matrix managers • Department • Phone numbers of two types: business and mobile • Email • Work location	• Shows essential details of the profile owner • Allows employees to make calls or send emails directly to the profile owner	• You have the data field defined in the data models for your system. • To view the data, employees have the view permission for the corresponding field under *User Permissions* > *Employee Data*.
Login name	Displayed next to the person's display name on the Profile Preview and Full Profile. For more information about login names, see Different IDs in SAP SuccessFactors HCM suite.	To view login names, ensure the following: • You have the *Login Name* user permission under the *Account Data* permission category for the target population. • Disable the setting *Admin Center* > *Platform Feature Settings* > *Hide Usernames in the UI*.

Data	Description	Prerequisites
Profile picture	Allows the profile owner to add or change their photo A data privacy consent statement (DPCS) can be displayed when employees edit their own profile photos. They can decide whether they accept that their profile photos can be used for certain purposes. To learn how to enable and create DPCS, see Creating Data Privacy Consent Statements.	• You have the data field defined in the data models for your system. • To view or edit the data, employees have the *Photo* permission under *User Permissions* > *Employee Data* > *Employee Profile*.
Background image	• Displayed at the top of People Profile • Allows the profile owner to select a background image from the image library	As an administrator, you can manage the background image library and assign the same image to all employees. For more information, see Managing Background Images for the Latest People Profile [page 104].
Pronouns	• Shows the personal pronouns of the profile owner • Allows the profile owner to update their pronouns	1. Define a picklist for pronouns. 2. Configure the `pronouns` standard element in the data model. 3. Grant employees the edit permission for *User Permissions* > *Employee Data* > *Pronouns* so that they can add their own pronouns and view others' pronouns.
Local time	Shows the local time of the profile owner	
Self-description	Allows employees to write about themselves, for example, skills and interests	
Name pronunciation	Allows employees to record or upload audio to show how to pronounce their name	For more information, see Configuring General Settings for the Latest People Profile [page 103].
Out of office status	Shows the out of office information for employees when they're away from work The out of office status considers absences, public holidays, and non-working days according to the work schedule.	For more information, see Out Of Office.
Employment indicators	Shows indicators of employment types, such as contingent workers and global assignment	For more information, see Latest People Profile [page 5].
Employment status	If the employment is inactive, an indicator *Inactive*is displayed on the Profile Preview and Full Profile.	
Employment differentiators	Shows more information about a person's employment with up to three field values	For more information, see Adding Employment Differentiators to Indicate Multiple Employments.

Data	Description	Prerequisites
Alumni indicator	Alumni users are identifiable by an *Alumni* indicator on their Profile Preview and Full Profile.	For more information, see Alumni Experience.

Quick Access to Full Profile and Org Chart

You can access the Full Profile and Org Chart directly from Profile Preview.

Using Microsoft Teams Chat

With the basic integration between SAP SuccessFactors and Microsoft Teams enabled, users can start a Microsoft Teams chat from Profile Preview. For more information, see Using Microsoft Teams Chat from SAP SuccessFactors.

6.2 Spotlight of the Latest People Profile

Learn about what cards can be displayed on the Spotlight of the latest People Profile and the configurations required to show the cards.

Note that if prerequisites are not met, the corresponding card will not be displayed on Spotlight or the *Configure Latest People Profile* admin tool.

Name	Description	Prerequisites
About Me Video	Allows the profile owner to record or upload a video for self-introduction, which visitors can then view in Spotlight	For more information, see Configuring General Settings for the Latest People Profile [page 103].
Badges	• Allows you to give badges to others and delete any that you've given or received • Shows badges that the profile owner received	• You've enabled the background element `sysScoreCardBadge` in the data model using the admin tool *Manage Business Configuration*. • To view badges, employees have the view permission for badges under *User Permissions* > *Employee Data* > *Background*. To give and delete badges, employees have the edit permission for badges. • As an administrator, manage badges according to your organization's needs. For more information, see Managing Badges [page 171].

Name	Description	Prerequisites
Competencies	• Shows up to five competencies that the profile owner's passionate about and their ratings from Growth Portfolio • If the profile owner hasn't marked any competency as their passion in Growth Portfolio, the card shows top five highest rated competencies.	• Enabling the Growth Portfolio • Permissions Required for Using Talent Intelligence Hub
Mentoring	Shows mentoring programs in which the employee's participating as a mentor	Mentoring programs are shown in Spotlight by default. To hide a mentoring program, mentors can disable the *Show in People Profile* switch on the mentoring program page.

Organization	Shows the first 4 fields with non-empty values (other than "null"/"no selection"/"-"). If there are less than 4 fields with values, the system shows as many fields as are available with values.
	
	If there is no configuration available in a system, then the systems shows the profile owner's organizational information, which is from the following fields in Employee Central Job Information:
	• `company`
	• `business-unit`
	• `division`
	• `department`
	
	If none of the fields has a value, then the Spotlight is not shown at all.
		• You've enabled the `OrganizationalInfo` in the data model using the admin tool *Manage Business Configuration*.
		• To view the data, users have the following permissions under *User Permissions* > *Employee Central Effective Dated Entities* > *Job Information*:
		  • Entity-level: the *View Current* permission for *Job Information Actions*
		  • Field-level: the *View Current* permission for the fields *Company*, *Business Unit*, *Division*, and *Department*

Reporting Line	• Shows the profile owner's direct manager, the person at the top of the reporting line, and the number of levels between the direct manager and the person at the top • Allows you to access the profile owner's Org Chart	• You've enabled the latest Org Chart. • To access and navigate the Org Chart, users have the *User Permissions* > *General User Permissions* > *Organization Chart Navigation Permission* for the specified target population.

Name	Description	Prerequisites
Skills	• Shows up to five skills that the profile owner's passionate about and their ratings from Growth Portfolio • If the profile owner hasn't marked any skill as their passion in Growth Portfolio, the card shows top five highest rated skills.	• Enabling the Growth Portfolio • Permissions Required for Using Talent Intelligence Hub
Tags	• Shows employee tags that highlight skills or interests to enhance profile visibility and facilitate user searches across the organization. • Allows you to add, edit, delete tags for yourself or others • Allows you to search for people with the same tag by clicking on the tag	• You've enabled the standard element `userTags` in the data model using the admin tool *Manage Business Configuration*. • To view tags, employees have the view permission under *User Permissions* > *Employee Data* > *Tags*. To add, edit or delete tags, employees have the edit permission for the target population.
Target Roles	Shows target roles from Career Development Planning	To show target roles, see Configuring Links to Preferred Next Move in People Profile.
Upcoming Absence	Indicates when the profile owner will be away from work next within the next three months	For more information, see Spotlight: Upcoming Absence.
Work Experience	Shows a timeline of all internal and external work experience for the profile owner	This card uses field mappings to display data from two data sources: custom background elements and Internal Job History. For more information, see Showing Custom Background Information on Work Experience Card [page 47] and Showing Internal Job History on Work Experience Card [page 49].

Related Information

Showing or Hiding Spotlight Cards [page 46]

6.3 Configuring Spotlight

Enable and configure Spotlight cards in corresponding SAP SuccessFactors applications. Show or hide cards as needed.

Related Information

Spotlight of the Latest People Profile [page 43]

6.3.1 Showing or Hiding Spotlight Cards

As an administrator, you can show or hide some cards on Spotlight for all users as needed.

Prerequisites

- You've enabled and configured the cards you want to show or hide. For more information, see Spotlight of the Latest People Profile [page 43].
- You have the permission *Administrator Permissions* > *Manage System Properties* > *Configure People Profile* to use the admin tool.

Context

After you configure Spotlight cards, these cards are displayed on Spotlight by default. You can then decide to show or hide some of the cards for your organization as needed.

Procedure

1. Go to ▶ *Admin Center* ▸ *Configure Latest People Profile* ◀.
2. Choose the *Spotlight* option.
   All enabled Spotlight cards are displayed.
3. To show a card, select the *Visible on Spotlight*.
4. Save the settings.

6.3.2 Showing Custom Background Information on Work Experience Card

Configure mappings from custom background elements to the *Work Experience* card so that custom background information, such as internal or external work experience is displayed on the *Work Experience* Spotlight card.

Prerequisites

- You have permission to access the *Manage Data* tool.
- You have custom background elements defined for work experience in data models.

→ Tip

Unlike the predefined background elements, custom background elements are specifically added by administrators to cater to the unique requirements of your organization. To view all background elements in your system, go to ▶ *Manage Business Configuration* ▸ *Employee Profile* ▸ *Background Elements* ◀. For the list of predefined background elements, refer to Predefined Background Elements in the Succession Data Model.

Context

The *Work Experience* card on Spotlight shows a timeline of internal and external work experience for employees. Please be aware of the following:

- **Person-based**: These work experience records are specific to a person, not a user. So if users have permission to view the records for one assignment of a person, they can view the records for all assignments of the person.
- **Data sources**: This card uses field mappings to display data from two sources: custom background elements and Internal Job History.

Complete this task to display custom background information on *Work Experience* card.

Default mappings: If you've already followed the configuration file *EC Master Data Model* and defined the following field IDs for two custom background elements `insideWorkExperience` and `outsideWorkExperience`, the system **automatically** synchronizes data from those fields to the corresponding target fields of the *Work Experience* card:

- Field IDs in the element `insideWorkExperience`: `startDate`, `endDate`, `title`, and `department`
- Field IDs in the element `outsideWorkExperience`: `startDate`, `endDate`, `startTitle`, and `employer`

Custom mappings: As an administrator, you can also customize the data mappings from custom background elements by completing this task. After you add custom mappings, the card displays data only based on the custom ones.

> → Tip
>
> To download the configuration file *EC Master Data Model*, visit SAP SuccessFactors Employee Central Product Page and find *Software Download Center*.

Procedure

1. Go to *Admin Center* > *Manage Data*.
2. From the *Create New* list, select the option *Work Experience Mapping* to create mappings for a source element.
3. Under the section *Work Experience Mapping*, enter the required information.
   - *Mapping ID*: a unique value to identify this configuration.
   - *Source Element Type*: select *Custom Background Elements*.
   - *Source Element ID*: ID of a custom background element defined in data models.
   - *Is the mapping used for internal work experience*: If you select Yes, records from this element are labeled as internal work experience on the card.
   - *Enable Mapping*: decide if you want to enable the mapping right now.
4. Under the section *Field Mappings*, map a field from the source element to one of the following target fields:
   - `startDate`: Its source field must be of date type.
   - `endDate`: Its source field must be of date type.
   - `jobTitle`
   - `department`
   - `company`
   - `location`

   > → Remember
   >
   > Leave the field *Enable Read Access Log* as is because this setting is currently not in use.
5. Add more field mappings as needed.
6. To create mappings for another source element, repeat steps 2–5.
7. Save the configuration.

Results

You've created mappings. If you've enabled a mapping, the source data will be displayed on the *Work Experience* card.

Next Steps

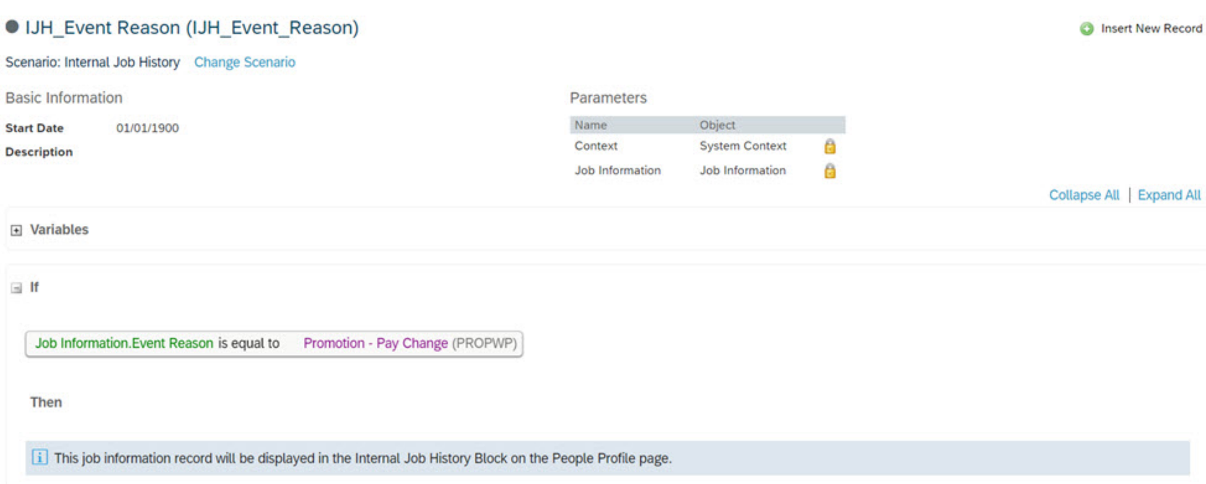
To allow users to view the source custom background information, grant them the corresponding permission under the permission category: *User Permissions* > *Employee Data* > *Background*.

6.3.3 Showing Internal Job History on Work Experience Card

Configure mappings from Internal Job History to the *Work Experience* card so that the internal career history of an employee is displayed on the *Work Experience* Spotlight card.

Prerequisites

- You have permission to access the *Manage Data* tool.
- You've created a rule using the *Display Internal Job History* rule scenario. You do this by going to *Admin Center* > *Configure Business Rules* > *Employee Central Core* > *Display Internal Job History*
  This rule scenario only supports Job Information as the base object. In the rule, you only add the `If` condition, for example, to show job changes in the People Profile. You can't change the `Set` condition in the rule, and it is not shown in the rule.
  Here is an example for a rule configured for an event reason for promotion. Rules can be configured and customized based on customer requirements.



Context

The *Work Experience* card on Spotlight shows a timeline of internal and external work experience for employees. Please be aware of the following:

- **Person-based**: These work experience records are specific to a person, not a user. So if users have permission to view the records for one assignment of a person, they can view the records for all assignments of the person.

- **Data sources**: This card uses field mappings to display data from two sources: custom background elements and Internal Job History.

Complete this task to display Internal Job History on *Work Experience* card.

Field-level mappings from Internal Job History to the *Work Experience* card are predefined as follows:

Source Field of Job Information	Target Field of Work Experience
`start-date`	`startDate`
`end-date`	`endDate`
`job-title`	`jobTitle`
`department`	`department`
`company`	`company`
`location`	`location`

Procedure

1. Go to *Admin Center* > *Manage Data*.
2. From the *Create New* list, select the option *Work Experience Mapping* to create mappings for a source element.
3. Under the section *Work Experience Mapping*, enter the required information.
   - *Mapping ID*: a unique value to identify this configuration.
   - *Source Element Type*: select *Internal Job History*.
   - *Rule for Internal Job History*: select a rule that's created using the *Display Internal Job History* scenario.

     > → Tip
     >
     > Only the rules of *Display Internal Job History* rule scenario are shown. If you want to create another rule, choose the "+" button.

   - *Enable Mapping*: decide if you want to enable the mapping right now.
4. Save the changes.

Results

You've created mappings. If you've enabled a mapping, the source data will be displayed on the *Work Experience* card.

Next Steps

To allows users to view the data from Internal Job History on *Work Experience* card, grant target users the *User Permissions* > *Employee Central Effective Dated Entities* > *Job Information Actions (View Current)* permission. Please note that field-level permissions for Job Information are not applicable.

6.4 Full Profile of the Latest People Profile

A comprehensive component of the People Profile feature, Full Profile consolidates all kinds of data for an employee in one single place and enables various user roles, such as employees, managers, and HR administrators, to modify data and understand the implications of the modifications.

Layout of the Full Profile

With Full Profile, you access employees' data through organized cards, each providing a snapshot of specific information. These cards are grouped into categories for easy navigation, and from a card, you can also access a detailed view of each piece of information.

There are two types of cards and categories on Full Profile, depend on whether the data displayed is pre-delivered:

- **Predefined cards and categories**
  Predefined categories are pre-delivered, containing predefined cards that display data for HRIS entities and pre-delivered MDF objects. The data displayed on predefined cards, including names, depends on Data Model definitions and Role-Based Permission settings in the corresponding product areas.
- **Custom cards and categories**
  Administrators can create custom cards and categories to display custom data, such as custom background elements and custom MDF objects.

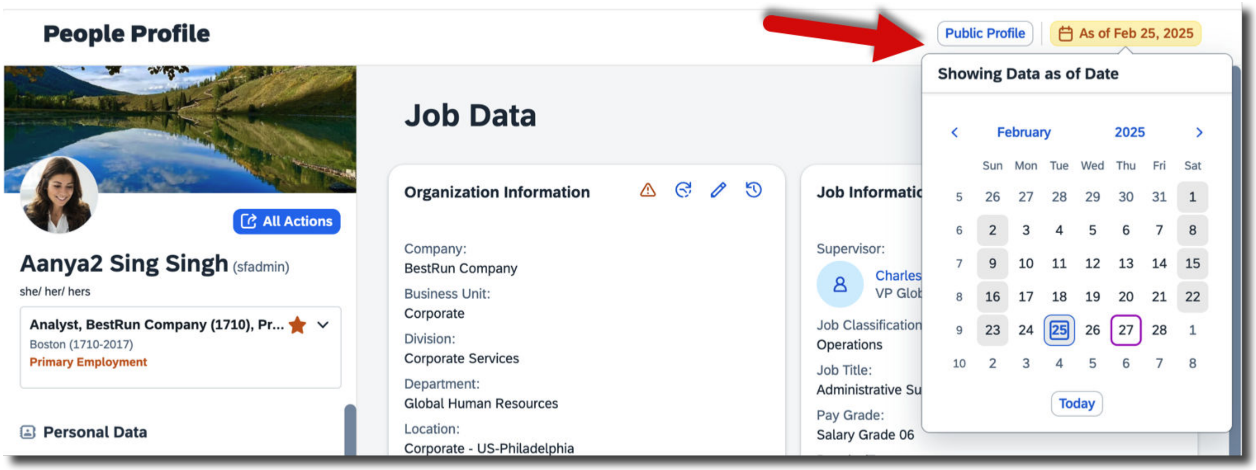
Explore predefined cards available in the following predefined categories as well as learn what custom data can be displayed on custom cards.

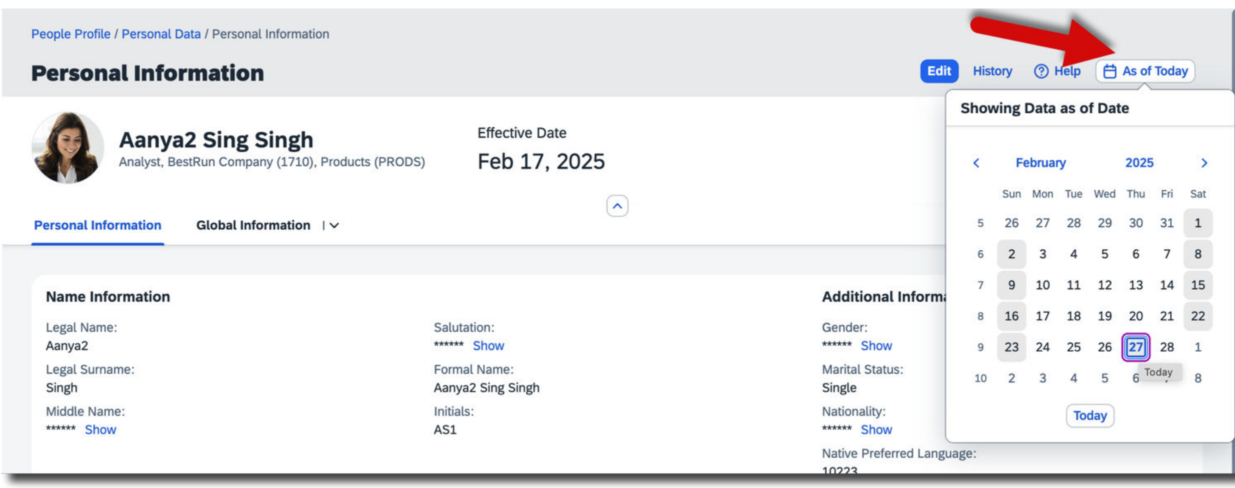
> Note
>
> - In the latest People Profile web experience, Full Profile cards are now available only in View mode. To edit data or access the History UI, users will be redirected to the legacy experience.
> - In the latest People Profile experience for our mobile app, most Full Profile cards are only available in View mode. Edit mode is available for selected cards, while the History UI is currently not supported. For more details, refer to the respective card descriptions.

Showing Data as of a Date in Full Profile

On the Full Profile, including its details pages for effective-dated entities, you can select a date and view the profile information effective as of that date.

If you do not select a date, the profile information as of today is displayed. Here is what the UI looks like in the Full Profile:





Personal Data [page 53]

Cards under the *Personal Data* category display various types of personal details mostly from SAP SuccessFactors Employee Central, such as biographical information, contact information, national ID information, and payment details.

Job Data [page 57]

Cards under the *Job Data* category provide detailed information about various aspects of employment, including organization information, job information, and employment details.

Compensation [page 62]

Cards under the *Compensation* category provide detailed information about various aspects of employee compensation, including one-time payments, deductions, and various types of statements such as compensation, variable pay, personal combined, and bonus assignment statements.

Time Management [page 64]

Cards under the *Time Management* category provide a comprehensive overview of an employee's time-related data from Employee Central Time Management.

Benefits [page 70]
Cards under the *Benefits* category provide detailed information about various aspects of employee benefits like enrolled benefits, benefit actions (benefit-related actions to be performed by the employee), and important links.

Payroll [page 71]
Cards under the *Payroll* category provide detailed information about various aspects of payroll information about an employee.

Performance and Goals [page 72]
Cards under the *Performance and Goals* category display performance goals, performance history, trend information, and calibration history.

Succession [page 74]
Cards under the *Succession* category display nominations, successors, and talent pools for an employee based on which nomination method is used.

Learning and Development [page 76]
Cards under the *Learning and Development* category display an employee's development goals.

Custom Cards [page 78]
Administrators can configure cards to display custom background information or custom MDF objects, and then organize the custom cards into custom categories.

6.4.1 Personal Data

Cards under the *Personal Data* category display various types of personal details mostly from SAP SuccessFactors Employee Central, such as biographical information, contact information, national ID information, and payment details.

Card	Description	Prerequisites	On Mobile App?
Personal Information	Allows you to view name information, marital status, gender, and other personal data of an employee.	For specific permissions you need to access the card, see Employee Central Effective-Dated Entities. For details on how the entity has been changed or enhanced in the latest People Profile compared to the legacy version, see Personal Information.	Yes **Note** Edit mode in the new design is available on the mobile app.

Card	Description	Prerequisites	On Mobile App?
Biographical Information	Allows you to view date of birth, country/region of birth, person ID external, and other biographical data of an employee.	For specific permissions you need to access the card, see Employee Data - HR Information. For details on how the entity has been changed or enhanced in the latest People Profile compared to the legacy version, see Biographical Information.	Yes Note Edit mode in the new design is available on the mobile app.
Addresses	Allows you to view detailed addresses of an employee.	For specific permissions you need to access the card, see Employee Central Effective-Dated Entities. For details on how the entity has been changed or enhanced in the latest People Profile compared to the legacy version, see Addresses.	Yes Note Edit mode in the new design is available on the mobile app.
Contact Information	Allows you to view phone numbers, emails, and social accounts of an employee.	For specific permissions you need to access the card, see Employee Data - HR Information. For details on how the entity has been changed or enhanced in the latest People Profile compared to the legacy version, see Contact Information.	Yes Note Edit mode in the new design is available on the mobile app.
National ID Information	Allows you to view national IDs of an employee.	For specific permissions you need to access the card, see Employee Data - HR Information.	Yes Note Edit mode in the new design is available on the mobile app.
Emergency Contacts	Allows you to view information of an employee's emergency contacts, including name, phone number, and relationship.	For specific permissions you need to access the card, see Employee Data - HR Information. For details on how the entity has been changed or enhanced in the latest People Profile compared to the legacy version, see Emergency Contacts.	Yes Note Edit mode in the new design is available on the mobile app.

Card	Description	Prerequisites	On Mobile App?
Dependents	Allows you to view information of an employee's dependents, including name, relationship, date of birth.	For specific permissions you need to access the card, see Permissions for Dependents. For details on how the entity has been changed or enhanced in the latest People Profile compared to the legacy version, see Dependents.	Yes Note Edit mode in the new design is available on the mobile app.
Payment Information	Allows you to view information about the payment type, payment method, and bank account details.	• *Enable Payment Information* is enabled. • For specific permissions you need to access the card, see Setting Up Role-Based Permissions.	Yes

Card	Description	Prerequisites	On Mobile App?
Employee Information	Allows you to view the basic personal and job information of an employee. ⓘ Note For the full information, Employee Central customers can use other more specific cards.	• This is a view-only card. By default, it is shown to non-Employee Central customers and hidden for Employee Central customers. To change the visibility of card, use the *Configure Latest People Profile* admin tool. • The fields for display are preset in a fixed order. Adding or removing one is not supported. See User Data in People Profile for details. Users with permission can navigate among several sections in the details UI to view data that relates *Personal Information*, *Additional Information*, *Employment Information*, *Job Relationship* and *Address Information*. A section hides when there's no data in it. ⓘ Note Currently, the *Job Relationship* section is only available in mobile apps. • All fields are not editable. For Employee Central customers, the HRIS fields are updated by the HRIS sync process, and the non-HRIS fields can be updated through *Import Employee Data* admin tool. Non-Employee Central customers can modify the field value through *Employee Import* admin tool. Refer to Choosing a Tool for User Management for more information. • Users should have the **View** permission under *User Permissions*	Yes

Card	Description	Prerequisites	On Mobile App?
		> *Employee Data* > *Employee Profile* > to view a field.	
Apprentice Management	Allows you to plan and manage the (typically) 3-year educational programs, in which the young talents rotate between on-the-job trainings and study, both within the company and external.	For specific permissions you need to access the card, see Prerequisites to Set Up Apprentice Management for Different Roles.	No
Dismissal Protection	Allows you to define types of protection against unfair dismissal by the relevant country labor law and additional protection types required by individual companies.	For details about the Protection against Unfair Dismissal solution, you can see Implementing Protection Against Unfair Dismissal.	No

Related Information

Employee Central in the Latest People Profile

6.4.2 Job Data

Cards under the *Job Data* category provide detailed information about various aspects of employment, including organization information, job information, and employment details.

Card	Description	Prerequisites	On Mobile App?
Organization Information	Allows you to view details about the company, department, division, location, and so on to which an employee is assigned. In the *Summary* card, we have moved the *Position* field to the *Organization Information* card and renamed it to *Position and Organization Information*. However, in the *Details* view, the *Position Information* is still its own section.	For specific permissions you need to access the card, see Permissions for Foundation Object Types.	Yes

Card	Description	Prerequisites	On Mobile App?
Job Information	Allows you to view job title and classification, employment type and status, as well as other data.	For specific permissions you need to access the card, see Employee Central Effective-Dated Entities. For details on how the entity has been changed or enhanced in the latest People Profile compared to the legacy version, see Job Information.	Yes
Work Order	Allows you to view the details of a work order for a Contingent Worker, including Work Order ID, Worker Type, Work Order Owner, Vendor, and Billing Rate.	For specific permissions you need to access the card, see Role-Based Permissions for Implementing Support for Contingent Workers in Employee Central.	Yes
Alternative Cost Distribution	Allows you to view the cost centers assigned to an employee and the respective percentage allocation for each cost center.	For more information, see Enabling Alternative Cost Distribution	No
Job Relationships	Allows you to view relationships to different managers and/or delegates.	For specific permissions you need to access the card, see Employee Central Effective-Dated Entities.	Yes

Card	Description	Prerequisites	On Mobile App?
Employment Details	Allows you to view details about the primary employment record, including the specific dates of the employment, assignment ID, and whether the user is a contingent worker. In systems where Concurrent Employment is enabled, this allows you to view details about the secondary employment, including Job Information and Employment Details, based on the employment record selected using the employment switcher. Allows you to view the time account balances as of the termination date, along with the option to pay out time account balances. Based on the configuration of this card, controls the visibility and ordering of the *Global Assignment Details* and *Pension Payout* cards. When you view the Full Profile from a host assignment or as a pensioner, the *Employment Details* card is replaced by the relevant card.	For specific permissions you need to access the card, see Employee Data - Employment Details. For more information, see the *Implementation of Time Management in SAP SuccessFactors* guide: Basics of Time Management.	Yes Note Edit mode in the new design is available on the mobile app.
Global Assignment Details	Allows you to view assignment details, such as type, company, as well as start and end dates. Note The visibility and ordering of this card is controlled by the configuration of the *Employment Details* card.	For specific permissions you need to access the card, see Employee Data - Global Assignment Details.	Yes Note Edit mode in the new design is available on the mobile app.

Card	Description	Prerequisites	On Mobile App?
Work Permit Info	Allows you to view an employee's work permit data, including applicable country/region, document number, document type, issue date, and expiry date.	For specific permissions you need to access the card, see Employee Data - HR Information. For details on how the entity has been changed or enhanced in the latest People Profile compared to the legacy version, see Work Permit Information.	Yes ⓘ Note Edit mode in the new design is available on the mobile app.
Higher Duty or Temporary Assignment	Allows you to view the details of a higher duty or temporary assignment, such as the position, percentage of higher duty or temporary assignment, responsibility type, allowance computation basis, and whether automatic termination is supported. ⓘ Note The card is only available for an employment that includes a higher duty or temporary assignment.	For specific permissions you need to access the card, see the Industry MDF Permissions permission category in Role-Based Permissions for Implementing Higher Duty or Temporary Assignment.	Yes
Employee Cost Assignment	Allows you to view the cost assignment details for an employee and the respective percentage allocation for each additional cost assignment. ⓘ Note The card is available for standard employments, concurrent employments, and global assignments.	For specific permissions you need to access the card, see the Industry MDF Permissions permission category in Role-Based Permissions for Configuring Public Sector Management.	Yes

Card	Description	Prerequisites	On Mobile App?
Financing Information	Allows you to view the financing information for the employee, such as the financing period, financing status, budgeted amount, and latest financing run. **Note** The card is available for standard employments and concurrent employments.	For specific permissions you need to access the card, see the Position Budgeting Control Workbench permissions in Role-Based Permissions for Position Budgeting Control for Cloud.	No

Related Information

Employee Central in the Latest People Profile
Job Information
Job Relationships
Employment Details
Higher Duty or Temporary Assignment in the Latest People Profile
Employee Cost Assignment in the Latest People Profile
Financing Information in the Latest People Profile

6.4.3 Compensation

Cards under the *Compensation* category provide detailed information about various aspects of employee compensation, including one-time payments, deductions, and various types of statements such as compensation, variable pay, personal combined, and bonus assignment statements.

Card	Description	Prerequisites	On Mobile App?
Compensation Information	Allows you to view details for an employee's compensation, including recurring payments. ⓘ Note This card shows the first pay component group from Compensation Information with all the recurring pay components that contribute to that. If the user has no data or no permissions for Pay Component Groups, then no details are displayed in the card.	For specific permissions you need to access the card, refer to Permissions for Employee Central Compensation	Yes
Recurring Deductions	Allows you to view details for recurring deductions, such as pay component, amount, currency, frequency, and deduction date.	For specific permissions you need to access the card, refer to Permissions for Deductions.	Yes
One-Time Payments	Allows you to view details for one-time payments, such as pay component, amount, and issue date.	For specific permissions you need to access the card, refer to Employee Data - HR Information.	Yes
One-Time Deductions	Allows you to view details for a one-time deductions, such as pay component, amount, currency, and deduction date.	For specific permissions you need to access the card, refer to Permissions for Deductions.	Yes
Compensation Statements	Provides the links to the employee's compensation statements.	Set up, configure and provide permissions for statements as described in the SAP SuccessFactors Compensation Implementation Guide.	Yes
Personal Combined Statements	Provides the links to the employee's personal combined statements.	Set up your statement template, generate, and provide permissions for statements as described in Viewing Total Compensation Statements.	Yes

Card	Description	Prerequisites	On Mobile App?
Variable Pay Statements	Provides the links to the employee's variable pay statements.	Set up your statement template, generate and provide permissions for statements as described in Setting Up Viewing Permissions for Variable Pay Statements From Template .	Yes
Bonus Assignments	Provides the links to the employee's bonus assignment statements.	Provide permissions for statements as described in Setting Up Viewing Permissions for Bonus Assignment Statements From Templates.	Yes
Variable Pay Individual View	Provides the links to the employee's individual view in variable pay.	Provide permissions for the individual view as described in Displaying Individual View for Variable Pay.	Yes
Advances	Allows you to • View the information on requested advances • Request a new advance through the **Manage Advances** screen.	You must enable both **View** and **Edit** options for **Advances Eligibility** in **Manage Permission Roles** to display the advances details in the card, as well as allow the employee to request new advances from the **Manage Advances** screen. For more information, see Advances Card in the Latest People Profile Screen. For new customers, the *Non-Recurring Payment* MDF object is secured by default. The existing customers must make it secure and provide the required permissions to access the advances details in the Latest People Profile. The existing customers must make it secure and provide the required permissions to access the advances details in the Latest People Profile.	Yes

Related Information

Employee Central in the Latest People Profile
Employee Central Compensation Entities and Objects

6.4.4 Time Management

Cards under the *Time Management* category provide a comprehensive overview of an employee's time-related data from Employee Central Time Management.

Card	Description	Prerequisites	On Mobile App?
Time Information	Allows you to view the Job Information fields related to Time Management.	• Time Off is enabled. • At least one of the time-management-related HRIS fields is enabled under *Manage Business Configuration* > *jobinfo*. • You have the *View Current* permission for at least one of the time-management-related fields under *Employee Central Effective-Dated Entities*.	Yes

Card	Description	Prerequisites	On Mobile App?

Time Sheet Summary	Allows you to view a summary of time sheet data for the current time sheet period	• Time Sheet is enabled.
		• The target user has a time recording profile assigned as of the requested date where Time Recording Method is either Positive, Negative, or Overtime (no Absences Only).
		• The *Login User* has the following permissions for the target user:
		  • *Time Management User Permissions > Access Time Sheet*
		  • *Time Management Object Permissions > Employee Time Sheet (View)*
		  • *Time Management Object Permissions > Employee Time Sheet Entry (View)*
		  • *Time Management Object Permissions > Employee Time Sheet.Allowance (View)*
		  • *Time Management Object Permissions > Employee Time Sheet.Time Valuation Result (View)*
			Yes

Card	Description	Prerequisites	On Mobile App?
Upcoming Time Off	Allows you to view an overview of upcoming absences and public holidays.	• Time Off is enabled. • Target user has a time profile assigned as of the current date. • You have the *View* permission under *Time Management Object Permissions* > *Employee Time* for the target user.	Yes
Time Account Balances	Allows you to view the balances of time accounts that are bookable as of the current date. If an employee has been terminated, the details UI of the *Employment Details* card additionally shows a list of time account balances as of the termination date.	• Time Off is enabled. • Target user has a time profile assigned as of the current date. • You have the *View* permission under *Time Management Object Permissions* > *Time Account* for the target user. • The login user has the *Manage Time* > *Show Time Off Balance for Termination* permission for the target user. • The termination date is filled for the target user.	Yes

Card	Description	Prerequisites	On Mobile App?

Time Management Links	Allows you to navigate to other relevant screens within Time Management, for example the Time Off screen.	• *Time Sheet* link:
		  • Time Sheet is enabled.
		  • The target user has time recording profile that is assigned as of the selected date.
		  • The *Login User* has the following permissions for the target user:
		    • *Employee Views > Time Sheet*
		    • *Time Management Object Permissions > Employee Time Sheet (View)*
		    • *Time Management Object Permissions > Employee Time Sheet Entry (View)*
		    • *Time Management Object Permissions > Employee Time Sheet.Allowance (View)*
		    • *Time Management Object Permissions > Employee Time Sheet.Time Valuation Result (View)*
		• *Administer Time* link:
		  • Time Off is enabled.
		  • The target user has time profile that is
			No

Card	Description	Prerequisites	On Mobile App?

		assigned as of the selected date.
		• The *Login User* has the *Manage Time* > *Access Workbench* permission for the target user
		• *Time Off* link:
		  • Time Off is enabled.
		  • The target user has time profile that is assigned as of the selected date.
		  • The *Login User* user is the same as the target user.
		  • The *Login User* has the *Employee Views* > *Time Off* permission for themselves.
		• *My Calendar* link:
		  • Time Off is enabled.
		  • The target user has time profile that is assigned as of the selected date.
		  • The *Login User* user is the same as the target user.
		  • The *Login User* has the *Time Management User Permissions* > *Access My Calendar UI in Self Service* permission
		• *Payout Leave* link:
		  • Time Off is enabled.
		  • Time Off for Leave of Absence is **not** enabled.
		  • The target user has time profile that is assigned as of the selected date.	

Card	Description	Prerequisites	On Mobile App?

		• The *Login User* has the *Time Management User Permissions* > *Create Payouts in Self-Service* permission for the target user.
		• *Purchase Leave* link:
		  • Time Off is enabled.
		  • Time Off for Leave of Absence is **not** enabled.
		  • The target user has time profile that is assigned as of the selected date.
		  • The *Login User* has the *Time Management User Permissions* > *Create Purchases in Self-Service* permission for the target user.
		• *Time Forms* link:
		  • Time Off is enabled.
		  • Document Generation is enabled.
		  • The target user has time profile that is assigned as of the selected date.
		  • The *Login User* has the *Time Management User Permissions* > *Generate Time Forms* permission for the target user.	

Related Information

Time Management in the Latest People Profile

6.4.5 Benefits

Cards under the *Benefits* category provide detailed information about various aspects of employee benefits like enrolled benefits, benefit actions (benefit-related actions to be performed by the employee), and important links.

Card	Description	Prerequisites	On Mobile App?
Enrolled Benefits	Allows you to view the benefits that the employee is enrolled in. This card has a *Go to Enrolled Benefits* link that displays the complete list of enrolled benefits in the *Enrolled Benefits* screen.	• Latest benefits overview is enabled. To do this, choose the *Latest and Legacy Benefits Overview* or *Latest Benefits Overview* from *Admin Center* > *Benefits Overview Page Configuration*.	Yes
Benefit Actions	Allows you to view the benefits-related actions by the employee. **Example** View benefits statement and reporting a life event. This card has a **Go to Benefits Overview** link that takes the employee to the latest Benefits Overview screen or the legacy **Benefits Overview** screen, based on what screen is configured.		Yes
Important Links	Allows you to view the necessary hyperlinks that the administrator have added for the employee to perform benefit actions. This card displays all the links that you've configured through the *Benefits Overview Hyperlink* object.		Yes

Related Information

Benefits in the Latest People Profile

6.4.6 Payroll

Cards under the *Payroll* category provide detailed information about various aspects of payroll information about an employee.

Card	Description	Prerequisites	On Mobile App?
Pay Statements	Allows you to view the payroll key figures for a particular employee such as gross amount, net amount, pay date, and so on. You can also access pay statements and pay history.	Employee Central Payroll provisioning switch is enabled and Pay Statement (direct) integration is configured. The card displays up to four latest pay statements to employees directly or to an administrator on the employee's behalf, depending on which role-based permissions the employee has.	Yes
Payroll Information	Allows you to view the entire payroll-related information for a particular employee or to access payroll information using the links displayed.	Employee Central Payroll or Payroll Integration provisioning switch is enabled and *Payroll Links* are enabled in Payroll System Configuration or Payroll Unified Configuration. The card displays all configured links to employees directly or to an administrator on the employee's behalf, depending on which role-based permissions the employee has. All links open in a new tab.	Yes **Note** The mobile app only supports the Employee Self-Service (ESS) and not administrator access on behalf of the employee.

6.4.7 Performance and Goals

Cards under the *Performance and Goals* category display performance goals, performance history, trend information, and calibration history.

Card	Description	Prerequisites	On Mobile App?
Performance Goals	Allows you to view goal plan and goal information. Depending on the system configuration and your goal plan access permission, the card either shows the top four goals (sorted by creation date in descending order) within a goal plan, or shows a list of up to four goal plans with the number of goals under each. Allows you to navigate to the *Goals* module page for details of a selected goal plan or goal. However, if you're using the legacy version of Goal Management, whenever you select a goal or goal plan from either your own profile or someone else's, you're always redirected to your own goal plan that you last viewed in the legacy view.	• The latest Goal Management is enabled. • You have the *User Permissions* > *Goals* > *Goal Plan Access* permission. • You have the read permission for these goal fields: `name`, `due`, and `state`.	Yes **Note** Allows you to view either the top three goals (sorted by creation date in descending order) within a goal plan or a list of up to three goal plans with the number of goals under each. **Note** If you're using the legacy version of Goal Management, you're unable to view goal information and navigate to goal module screens from the Full Profile.
Performance History	Allows you to view an employee's performance history based on Performance Management and 360 Reviews forms. It contains overall ratings on the employee's performance, potential, competencies, and goals, and also average ratings on individual goals.	• Performance Management or 360 Reviews is enabled. • You have the *User Permissions* > *Performance* > *View Overall Ratings from Forms* and *View Goal Ratings from Forms* permissions.	Yes

Card	Description	Prerequisites	On Mobile App?
Trend Information	Allows you to view an employee's overall performance, potential, competency, or goal ratings from various sources. It also allows to view custom ratings for the employee.	• The background rating elements are defined as needed in the Succession Data Model. • You have the *User Permissions* > *Employee Data* > *Background* > *View* or *Edit* permission for the background rating elements. • You have the *User Permissions* > *Performance* > *View Overall Ratings from Forms* permission.	No
Calibration History	Allows you to view an employee's calibration history, such as ratings, comments, and start and end dates.	• You have the *User Permissions* > *Calibration* > *View Calibration History* permission. • You have enabled *Used in People Profile* for a calibration template at *Admin Center* > *Manage Calibration Templates*. • You have selected ratings to display in calibration history in the *Calibration History Block* section in the *Advanced* tab of a calibration template at *Admin Center* > *Manage Calibration Templates*.	No

Related Information

Configuring Goals Cards for Full Profile [page 90]
Configuring Performance History Card for Full Profile [page 92]
Configuring Trend Information Cards for Full Profile [page 94]

6.4.8 Succession

Cards under the *Succession* category display nominations, successors, and talent pools for an employee based on which nomination method is used.

Card	Description	Prerequisites	On Mobile App?
Nominations	Allows you to view the positions or role-person combinations that an employee has been nominated to, depending on the nomination method you're using.	• Succession Management is enabled. • You have the *User Permissions* > *Succession Planners* > *Succession Planning Permission* permission for at least one employee.	No
Talent Pool Nominations	Allows you to view the talent pools that an employee has been nominated to.	• Succession Management is enabled. • MDF Talent Pools are enabled. • You have the *User Permissions* > *Miscellaneous Permissions* > *Talent Pool* > *View Current* permission. • You have the *User Permissions* > *Succession Planners* > *View Talent Pool Nominations* permission for the employee.	No

Card	Description	Prerequisites	On Mobile App?

(For position-based nomination methods only) Successors to <position name>	Allows you to view the successors to the position of an employee. If the employee holds more than one position, multiple cards are displayed.
	
	Note
	You can view up to 20 cards of this type.
		• Succession Management is enabled.
		• The legacy or MDF position-based nomination method is used.
		• You have one of the following permissions for the employee under *User Permissions* > *Succession Planners*:
		  ◦ *Succession Management and Matrix Report Permissions*
		  ◦ *Succession Planning Permission*
		  ◦ *Succession Approval Permission*
			No

(For the role-person nomination method only) Successors	Allows you to view the successors to the role of an employee.	• Succession Management is enabled.
		• The role-person nomination method is used.
		• You have one of the following permissions for the employee under *User Permissions* > *Succession Planners*:
		  ◦ *Succession Management and Matrix Report Permissions*
		  ◦ *Succession Planning Permission*
		  ◦ *Succession Approval Permission*
			No

Role-Associated Talent Pools	Allows you to view the talent pools associated with the role of an employee.	• Succession Management is enabled. • MDF Talent Pools are enabled. • You have the *User Permissions* > *Miscellaneous Permissions* > *Talent Pool* > *View Current* permission.	No

Related Information

[Configuring Succession Cards for Full Profile [page 97]](#)
[Choosing Your Succession Nomination Method](#)

6.4.9 Learning and Development

Cards under the *Learning and Development* category display an employee's development goals.

Card	Description	Prerequisites	On Mobile App?
Development Goals	Allows you to view goal plan and goal information. Depending on the system configuration and your goal plan access permission, the card either shows the top four goals (sorted by creation date in descending order) within a goal plan, or shows a list of up to four goal plans with the number of goals under each. Allows you to navigate to the *Goals* module page for details of a selected goal plan or goal. However, if you're using the legacy version of Goal Management, whenever you select a goal or goal plan from either your own profile or someone else's, you're always redirected to your own goal plan that you last viewed in the legacy view.	• The latest Goal Management is enabled. • You have the *User Permissions* > *Goals* > *Goal Plan Access* permission. • You have the read permission for these goal fields: `name`, `due`, and `state`.	Yes **Note** Allows you to view the top three goals (sorted by creation date in descending order) within a goal plan or a list of up to three goal plans with the number of goals under each. **Note** If you're using the legacy version of Goal Management, you're unable to view goal information and navigate to goal module screens from the Full Profile.

Card	Description	Prerequisites	On Mobile App?
Learning History	Allows you to view your four most recently completed learning activities, displaying their titles and completion dates. These activities are sorted by your completion date, with the most recently completed ones appearing at the top. To access your complete list of your history, choose *Go to Learning History*, that redirects you to the Learning home page. → Remember Currently, only self-view is supported, allowing employees to view only their learning history. Managers, administrators, and other roles don't have access to view the Learning History of other employees.	You need to have the *User* > *Learning* > *Learning Access* permission.	Yes
Required Learning	Allows you to view the four most recent pending training, displaying the course titles and their due dates. The items are sorted in reverse chronological order, with the ones that are due first appearing at the top. Items without an associated due date are listed last. To access your complete list, choose *Go to Required Learning*, that redirects you to the Learning home page. → Remember Currently, only self-view is supported, allowing employees to view only their learning history. Managers, administrators, and other roles don't have access to view the Learning History of other employees.	You need to have the *User* > *Learning* > *Learning Access* permission.	Yes

Card	Description	Prerequisites	On Mobile App?
Opportunity Marketplace Assignments	Allows you to view the recent four assignments that the user currently participates in. Assignments are sorted by their end dates, with the ones ending later appearing first. The name, period, and status of the assignments are shown. When the user participates in more than four assignments, choose **View All** to see all the user's assignments in the expanded page.	• The Opportunity Marketplace Assignment is enabled. • You need to have the *User Permission* > *Opportunity Marketplace* > *View Assignments that other users participate in* permission when you want to view other user's assignments.	No

Related Information

Configuring Goals Cards for Full Profile [page 90]

6.4.10 Custom Cards

Administrators can configure cards to display custom background information or custom MDF objects, and then organize the custom cards into custom categories.

Card	Description	Prerequisites	On Mobile Apps?
Cards that display custom background information	Allows you to view a custom background element in a card, for example, education or work experience.	See Creating and Adding a Custom Background Information Card to a Category [page 82].	Yes Note Edit mode in the new design is available on the mobile app.

Card	Description	Prerequisites	On Mobile Apps?
Cards that display custom MDF objects	Allows you to view the employee profiles by extending the profile using the custom MDF objects. However, clicking on Edit in the latest People Profile navigates you to the legacy People Profile edit screen. ⓘ Note The Edit option is available in the latest People Profile. However, clicking on this Edit option navigates you to the legacy People Profile edit screen.	For more information, see Creating and Adding a Custom MDF Information Card to a Category [page 84].	Yes

Related Information

[Configuring Categories and Cards in Full Profile [page 80]]
MDF Configurations for Latest People Profile

6.5 Configuring Full Profile of the Latest People Profile

Learn how to configure and display cards on the Full Profile, organize cards and categories, as well as define card visibility and provide card-specific help.

Configuring Categories and Cards in Full Profile [page 80]
As an administrator, you can configure the layout of Full Profile, define which target roles can access a category, rename predefined categories, and create or delete custom cards and custom categories to align with your organization's specific requirements.

Configuring Data for Specific Predefined Cards in Full Profile [page 90]
As an administrator, you have the flexibility to define the data displayed on specific predefined cards for SAP SuccessFactors Performance & Goals and SAP SuccessFactors Succession & Development. You can also add help content and hide any predefined cards as needed.

Showing or Hiding Full Profile Cards [page 98]
Show or hide a specific predefined or custom card of the People Profile to all users.

Adding Card Help for Full Profile Cards [page 99]
Provide a brief description in one or more languages for a predefined or custom card. This helps employees understand what data is displayed on the card and how to work with the card tailored to their organization. The help content will be available on the card and its detailed page.

Deep Links to Full Profile Categories and Cards [page 100]
As an administrator, you can configure a deep link to a specific category or details page of a card for the latest People Profile. This allows users to be quickly directed to the category or card for details.

6.5.1 Configuring Categories and Cards in Full Profile

As an administrator, you can configure the layout of Full Profile, define which target roles can access a category, rename predefined categories, and create or delete custom cards and custom categories to align with your organization's specific requirements.

> ⓘ Note
>
> You can have up to 30 cards in each category. But if custom cards are added through migration, all valid blocks under a section will be migrated as cards into a category. After migration, if the category contains more than 30 cards, no additional cards can be added. For more information about the migration, see Migration of People Profile Configurations [page 37].

1. Adding Custom Categories to Full Profile [page 81]
   Create a custom category and add it to Full Profile so that you can organize custom cards into the category. You can also specify which target roles can access the custom category.
2. Creating and Adding a Custom Background Information Card to a Category [page 82]
   Decide which custom background element you want to display and how the information should appear on a People Profile card. Then add the card to a custom or predefined category.
3. Creating and Adding a Custom MDF Information Card to a Category [page 84]
   Create a custom MDF card on People Profile and then add the card to a predefined or custom category.
4. Renaming Predefined Categories [page 85]
   Predefined categories have default names. As an administrator, you can customize the names to better align with your organization's business needs.
5. Configuring Layout for Full Profile [page 86]
   Reorder categories and cards, move a custom card to another category to organize the Full Profile layout as needed.
6. Defining Target Roles for a Full Profile Category [page 88]
   Specify which user roles can see a certain predefined or custom category on Full Profile. You can select one or more target roles.
7. Deleting a Custom Card or Custom Category [page 89]
   Delete the whole custom category, including all cards under the category or just delete a custom card if it's not needed for your organization.

6.5.1.1 Adding Custom Categories to Full Profile

Create a custom category and add it to Full Profile so that you can organize custom cards into the category. You can also specify which target roles can access the custom category.

Prerequisites

- You've enabled Full Profile of the latest People Profile.
- You have the permission *Administrator Permissions* > *Manage System Properties* > *Configure People Profile* to use the admin tool *Configure Latest People Profile*.

Context

You can add up to 20 custom categories.

Procedure

1. Go to *Admin Center* > *Configure Latest People Profile* > *Full Profile*.
2. Choose the option *Add Category*.
3. Enter a category name.
4. **Optional:** Choose the *(Configure Translations)* icon or the option *Configure Translations* to add translations for the name.
5. Specify which user roles can see the category.
6. Save your changes.

Task overview: Configuring Categories and Cards in Full Profile [page 80]

Next task: Creating and Adding a Custom Background Information Card to a Category [page 82]

6.5.1.2 Creating and Adding a Custom Background Information Card to a Category

Decide which custom background element you want to display and how the information should appear on a People Profile card. Then add the card to a custom or predefined category.

Prerequisites

- You've enabled Full Profile of the latest People Profile.
- You've defined custom background data elements in the Succession Data Model as needed with the *Manage Business Configuration* admin tool. For more information, see Background Element - Data Field Definition and Using Business Configuration UI.
- You have the permission *Administrator Permissions* > *Manage System Properties* > *Configure People Profile* to use the admin tool.

Context

Custom Background Information cards can display the background elements defined in the data model, for example, education or work experience.

Procedure

1. Go to *Admin Center* > *Configure Latest People Profile*.
2. Choose the category where you want to add the card.
3. Choose the option *Add Card*.
4. Select the object type *Custom Background Element*.
5. Under the *General Information* section, enter the following information:

Option	Description
Card Title	Appears as the heading of the card and its detailed page.
Visibility: Visible on Full Profile	Decide whether to show the card for all users. → Tip You can keep the card hidden from users while the configuration of People Profile is still in progress. Decide to show the card or not after the configuration is complete.
Card Help	Provide a brief description to guide users on the displayed data and its usage. The help content will be available on the card and its detailed page.

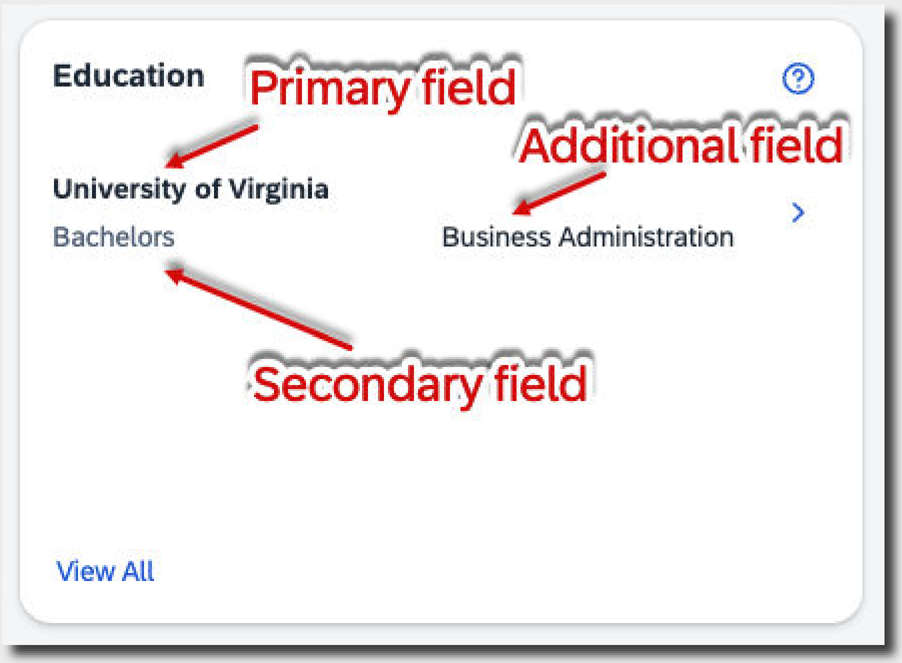
Option	Description
	Optional: Choose the (*Translate Card Help*) icon to add help content in another language.

6. Under the *Content Configuration* > *Custom Background Element* section, select a custom background element you want to display on the card.
7. Under the *Content Configuration* > *Key Fields Displayed on Card* section, define which fields to display on the card's summary view.

→ Tip

The fields are displayed as a list for a brief overview of the data object.

- Primary Field: displayed as a record title
- Secondary Field: displayed beneath the record title
- Additional Field: displayed as additional information



If you don't define this section, the system follows the field sequence defined for the background element in the data model to display the first three fields.

8. Save the configuration.

Next Steps

To allow users to view the custom background information, grant them the corresponding permission under the permission category: *User Permissions* > *Employee Data* > *Background*.

Task overview: Configuring Categories and Cards in Full Profile [page 80]

Previous task: Adding Custom Categories to Full Profile [page 81]

Next task: Creating and Adding a Custom MDF Information Card to a Category [page 84]

Related Information

Enabling Person-Based Custom Background Information [page 169]

6.5.1.3 Creating and Adding a Custom MDF Information Card to a Category

Create a custom MDF card on People Profile and then add the card to a predefined or custom category.

Prerequisites

- You've enabled Full Profile of the latest People Profile.
- You must have administrative access to an instance for which MDF is enabled.
- You have the following permissions:
  - *Administrator* > *Metadata Framework* > *Manage Data permission*
  - *Administrator Permissions* > *Manage System Properties* > *Configure People Profile*

Context

Custom MDF Cards allows you to extend the functionality of your People Profile and provide employees with a personalized and informative view of their profile. You can create and display custom fields and data using these cards. The UI for an MDF object is determined by the *Default Screen* field in the object definition on the *Configure Object Definition* interface. This field is mandatory and must be set to a valid UI for the object to be displayed in the People Profile.

Procedure

1. Go to *Admin Center* > *Configure Latest People Profile*.
2. Choose the category to add your card.
3. Choose the option *Add Card*.

4. Select the object type *Custom MDF Object* and choose *Apply*.
5. Under the *General Information* section in the new custom card page, enable *Visible on Full Profile* option.

   The following information appears in the *General Information* section:

Option	Description
Card Title	The custom MDF card title displayed in the *Admin Center* tool is determined in the Configure Object Definition. However, the card title displayed in People Profile depends on the Manage Configuration UI settings.
Visibility: Visible on Full Profile	Decide whether to show the card for all users. → Tip You can keep the card hidden from users while the configuration of People Profile is still in progress. Decide to show the card or not after the configuration is complete.
Card Help	Provide a brief description to guide users on the displayed data and its usage. The help content is available on the card and its detailed page. Optional: Choose the *(Translate Card Help)* icon to add help content in another language.

6. Under the *Content Configuration* > *Custom MDF Object* section, select an object you want to display on the card.
7. Save the configuration.

Task overview: Configuring Categories and Cards in Full Profile [page 80]

Previous task: Creating and Adding a Custom Background Information Card to a Category [page 82]

Next task: Renaming Predefined Categories [page 85]

Related Information

MDF Configurations for Latest People Profile

6.5.1.4 Renaming Predefined Categories

Predefined categories have default names. As an administrator, you can customize the names to better align with your organization's business needs.

Prerequisites

- You've enabled Full Profile of the latest People Profile.

- You have the permission *Administrator Permissions* > *Manage System Properties* > *Configure People Profile* to use the admin tool *Configure Latest People Profile*.

Context

Predefined categories in Full Profile are predelivered, containing predefined cards that display data for HRIS entities and predelivered MDF objects. To learn the complete list of Full Profile categories, see Full Profile of the Latest People Profile [page 51].

Procedure

1. Go to *Admin Center* > *Configure Latest People Profile* > *Full Profile*.
2. Choose the *(Edit)* button on the predefined category you want to rename.
3. Enter a new category name.

   If you leave the category name empty and save the change, the default name will be applied.
4. **Optional:** Choose the *(Configure Translations)* icon or the option *Configure Translations* to add translations for the name.
5. Save your changes.

Task overview: Configuring Categories and Cards in Full Profile [page 80]

Previous task: Creating and Adding a Custom MDF Information Card to a Category [page 84]

Next task: Configuring Layout for Full Profile [page 86]

6.5.1.5 Configuring Layout for Full Profile

Reorder categories and cards, move a custom card to another category to organize the Full Profile layout as needed.

Prerequisites

- You've enabled Full Profile of the latest People Profile.
- You have the permission *Administrator Permissions* > *Manage System Properties* > *Configure People Profile*.

Context

You can do the following to configure the layout of the Full Profile:

- Move custom cards to predefined or custom categories.
- Reorder all categories, including predefined categories.
- Reorder cards within the same category, regardless of predefined or custom categories.

Procedure

1. Go to *Admin Center* > *Configure Latest People Profile* > *Full Profile*.
2. To move a custom card to another category:
    a. Go to the category to find the card you want to move.
    b. Choose the ••• *(More Actions)* icon and select the *Moe to Another Category* option .
    c. From the dropdown list, select the category into which you want to move the card.
    d. Save your change.
3. To reorder categories:
    a. Choose a category.
    b. Choose the button *Reorder* on the upper right.
    c. From the dropdown list, select the position where you want to move the category.
    d. Save your change.
4. To reorder cards within its category:
    a. Go to the category to find the card you want to reorder.
    b. Choose the ••• *(More Actions)* icon and select the *Reorder* option .
    c. From the dropdown list, select the position where you want to move the card.
    d. Save your change

Task overview: Configuring Categories and Cards in Full Profile [page 80]

Previous task: Renaming Predefined Categories [page 85]

Next task: Defining Target Roles for a Full Profile Category [page 88]

6.5.1.6 Defining Target Roles for a Full Profile Category

Specify which user roles can see a certain predefined or custom category on Full Profile. You can select one or more target roles.

Prerequisites

- You've enabled Full Profile of the latest People Profile.
- You have the permission *Administrator Permissions* > *Manage System Properties* > *Configure People Profile* to use the admin tool *Configure Latest People Profile*.

Context

By default, there's no category-level access control configured in the *Configure Latest People Profile* admin tool. Users with corresponding role-based permissions for a card in a category can access a category. If needed, you can define which user roles can access a category.

> → Tip
>
> Plan your target roles for categories carefully. People can only see a category if they are in the target roles of both the category-level permission and card-level role-based permissions.

Procedure

1. Go to *Admin Center* > *Configure Latest People Profile* > *Full Profile*.
2. Choose the *(Edit)* button on the category.
3. Specify which user roles can access the category.

   > → Tip
   >
   > By default, the target role is set as *Everyone (All Employees)*. To restrict the access, remove *Everyone (All Employees)* before you add target roles.
4. Save your changes.

Task overview: Configuring Categories and Cards in Full Profile [page 80]

Previous task: Configuring Layout for Full Profile [page 86]

Next task: Deleting a Custom Card or Custom Category [page 89]

6.5.1.7 Deleting a Custom Card or Custom Category

Delete the whole custom category, including all cards under the category or just delete a custom card if it's not needed for your organization.

Prerequisites

- You've enabled Full Profile of the latest People Profile.
- You have the permission *Administrator Permissions* > *Manage System Properties* > *Configure People Profile*.

Context

Please be aware that you can only delete custom cards or custom categories. Predefined cards and categories can't be deleted.

Procedure

1. Go to *Admin Center* > *Configure Latest People Profile* > *Full Profile*.
2. To delete a custom card:
   a. Find the custom card under a category.
   b. Choose the *(Edit)* icon on the card.
   c. On the top right, choose the *Delete* button.

   After you confirm, the card is deleted.
3. To delete a custom category:
   a. Choose the category you want to delete.
   b. Choose the *Delete* button on the top right.

   After you confirm, the category is deleted.

Task overview: Configuring Categories and Cards in Full Profile [page 80]

Previous task: Defining Target Roles for a Full Profile Category [page 88]

6.5.2 Configuring Data for Specific Predefined Cards in Full Profile

As an administrator, you have the flexibility to define the data displayed on specific predefined cards for SAP SuccessFactors Performance & Goals and SAP SuccessFactors Succession & Development. You can also add help content and hide any predefined cards as needed.

The displayed data on most predefined cards of SAP SuccessFactors Employee Central depends on data model definitions and Role-Based Permission settings. For the following predefined cards of SAP SuccessFactors Performance & Goals and SAP SuccessFactors Succession & Development, you can use the *Configure Latest People Profile* admin tool to configure their displayed data.

Configuring Goals Cards for Full Profile [page 90]
Configure the data displayed on the **Performance Goals** and **Development Goals** cards on Full Profile.

Configuring Performance History Card for Full Profile [page 92]
Configure visibility, help content, rating sources, and so on for the Performance History Full Profile Card in the latest People Profile.

Configuring Trend Information Cards for Full Profile [page 94]
Configure visibility and help content for each type of Trend Information card in the latest People Profile, and some other settings for all these cards.

Configuring Succession Cards for Full Profile [page 97]
Configure visibility and help content for these Full Profile cards in the latest People Profile: Nominations, Talent Pool Nominations, Successors, Role-Associated Talent Pools.

6.5.2.1 Configuring Goals Cards for Full Profile

Configure the data displayed on the **Performance Goals** and **Development Goals** cards on Full Profile.

Prerequisites

- Full Profile of the latest People Profile is enabled.
- The latest Goal Management is enabled.
- You have the *Administrator Permissions* > *Manage System Properties* > *Configure People Profile* permission.

Context

By configuring the cards for Full Profile, you define the card visibility and select the goal plans to be shown on Full Profile.

> Note
>
> The legacy People Profile previously allowed configuring multiple goal blocks in different sections, each with its own template. However, the latest People Profile supports only one goal card each for performance goals

> and development goals. During the migration of legacy People Profile configurations, only the first goal block configuration will be carried over from the legacy People Profile to the latest experience.

Procedure

1. Go to the following configuration destinations based on your needs:
   - To configure the **Performance Goals** card: *Configure Latest People Profile* > *Performance and Goals* > *Performance Goals*
   - To configure the **Development Goals** card: *Configure Latest People Profile* > *Learning and Development* > *Development Goals*
2. Locate the relevant card and choose the *(Edit) icon.*
3. On the *General Information* tab, do the following:
   a. Review *Card Title*.
      Card titles are by default set as *Performance Goals* and *Development Goals*.
   b. Check or uncheck *Visible on Full Profile* to toggle the visibility of the card on Full Profile.
      You can keep the card hidden from users while the configuration of People Profile is still in progress. Decide to show the card or not after the configuration is complete.
   c. In *Card Help*, provide a brief description to guide users on the card's usage and the data displayed.
4. On the *Content Configuration* tab, select one or more goal plans to display on Full Profile. Depending on your selection and users' goal plan access permission, up to four goal plans can be shown on their Full Profile.
   - When one goal plan is selected for display: The card shows the top four goals (sorted by creation date in descending order) within the goal plan, and their statuses and due dates.
   - When multiple goal plans are selected for display: The card shows a list of up to four goal plans, each with the number of goals it contains.

   > Note
   >
   > In the mobile experience, the card displays up to three goal plans or goals.
5. Save your changes.

Results

You've configured the data to be displayed on the **Performance Goals** and **Development Goals** cards on Full Profile.

Next Steps

Grant users the read permission to these goal fields: `name`, `due`, and `state`.

Related Information

[Working with the Latest Goal Management](#)
[Modifying Screen Text with the Manage Languages Tool](#)

6.5.2.2 Configuring Performance History Card for Full Profile

Configure visibility, help content, rating sources, and so on for the Performance History Full Profile Card in the latest People Profile.

Prerequisites

- You've enabled Full Profile of the latest People Profile.
- You've enabled Performance Management or 360 Reviews.
- You have the *Administrator Permissions* > *Manage System Properties* > *Configure People Profile* permission.
- You've granted users the following permissions under *User Permissions* > *Performance*:
  - *View Overall Ratings from Forms*. It allows users to access the target population's Performance History card and view the Overall Ratings table.
  - *View Goal Ratings from Forms*. This is required if you want to show users the Goal Ratings table.
- To allow users to open all forms that are listed in Performance History, you must select *Allow users to view details of forms that have never been in their Inbox* in *Performance Management Feature Settings*. Otherwise, they can only access forms that have been in their Inbox at least once.

Context

The Performance History card can show how an employee has been rated in various aspects during the past assessments with Performance Management and 360 Reviews forms. Its details UI consists of two tables:

- *Overall Ratings*: This table displays a list of forms and the overall performance, potential, competency, and goal ratings from these forms. The form status and due date can also be displayed. If allowed, users can open the forms to view details.
- *Goal Ratings*: This table displays a list of goals, the last modified dates, and the average rating of each goal. By selecting an average rating, users get to know which forms and ratings are used to calculate the average. They can also select a goal or form to go to its details page, if with proper permissions.

> ⓘ Note
>
> - The Performance History card consolidates an employee's performance review data, including overall ratings and goal ratings, into a single page. In the legacy People Profile, this data is displayed separately in the Performance History and Goal Ratings blocks.

- The card only shows ratings from forms. Ratings that are imported or entered manually into People Profile are no longer included. (They are available on the Trend Information cards.)
- Ratings on the card are unrounded normalized ratings. There are no other display options.
- A rating scale is optional for the legacy block, but it's required for the latest card. If you haven't specified a rating scale in the legacy experience, you must do it after you enable the latest Full Profile.
- The card data is always person-based and there's no admin switch governing it. With proper permissions, users can view an employee's data from all their employments, including inactive ones.
- In the legacy People Profile, you can configure form drilling visibility in *Processes and Forms*. In the latest experience, this configuration is available in *Performance Management Feature Settings* and labeled as *Allow users to view details of forms that have never been in their Inbox*.

Procedure

1. Go to *Admin Center* > *Configure Latest People Profile* > *Full Profile* > *Performance and Goals*.
2. If you only need to change the visibility of the Performance History card for all users, select or deselect *Visible on Full Profile* on the card, and save your change.
3. To view all the available configurations, select the *(Edit Performance History)* icon.
4. Under the *General Information* section, configure the following:

Option	Description
Visibility: Visible on Full Profile	Decide whether to show the card for all users. → Tip You can keep the card hidden from users while the configuration of People Profile is still in progress. Decide to show the card or not after the configuration is complete.
Card Help	Provide a brief description to guide users on the displayed data and its usage. The help content will be available on the card and its detailed page.

5. Under the *Content Configuration* > *Rating Sources* section, configure the following:

Option	Description
Form Templates	Select at least one form template to display ratings from forms that are based on those templates.
Include In-Progress Forms	Decide whether ratings from in-progress forms are displayed.

6. Under the *Content Configuration* > *Rating Scale* section, select a rating scale. This is used to normalize ratings from different forms.
7. Under the *Content Configuration* > *Visibility for Overall Ratings* section, decide whether form status, due date, and different overall ratings are displayed.
8. Save your changes.

6.5.2.3 Configuring Trend Information Cards for Full Profile

Configure visibility and help content for each type of Trend Information card in the latest People Profile, and some other settings for all these cards.

Prerequisites

- You've enabled Full Profile of the latest People Profile.
- You've defined the background rating elements as needed with the *Manage Business Configuration* admin tool. For more information, refer to Background Element - Rating Field Definition and Using Business Configuration UI.
- You have the *Administrator Permissions* > *Manage System Properties* > *Configure People Profile* permission.
- You've granted users the following permissions:
  - *User Permissions* > *Employee Data* > *Background* > *View* or *Edit* for the background rating elements. This allows them to view the corresponding types of Trend Information cards.
  - *User Permissions* > *Performance* > *View Overall Ratings from Forms*. This allows them to view the target population's ratings that come from Performance Management and 360 Reviews forms.
- To allow users to open all forms that are listed in Trend Information, you must select *Allow users to view details of forms that have never been in their Inbox* in *Performance Management Feature Settings*. Otherwise, they can only access forms that have been in their Inbox at least once.

Context

If all the background rating elements are defined, you can configure six types of Trend Information cards. Four of them display an employee's overall ratings respectively for their performance, potential, competencies, and goals. The rating data comes from Performance Management and 360 Reviews forms, calibration sessions, learning, and those imported or entered manually into People Profile. The other two cards show custom ratings, which are only from import or entering.

In the details UI of a card, ratings are listed in a table based on their last modified dates, with the newest at the top. Users can view each rating's name, description, start and end dates, rating value and label, maximum on the rating scale, source, module, and attachment, depending on what are defined for the background element. With proper configurations, for ratings from forms, users can open the forms to view details.

The following table specifies, for each rating source, what is shown as "source" and "module" on the UI.

If a Rating is from...	The Source Column Shows...	The Module Column Shows...
Performance Management or 360 Reviews forms	<form name>	Performance/360
Calibration sessions	<session name>	Calibration
Learning	Learning	Learning

If a Rating is from...	The Source Column Shows...	The Module Column Shows...
Ratings imported to the latest People Profile, and those previously imported to the legacy People Profile	Import	Import
Ratings previously entered in the Trend Information blocks in the legacy People Profile	Trend Information	People Profile
Ratings previously entered in the Overview block in the legacy People Profile	Overview	People Profile

ⓘ Note

- In the latest People Profile, users currently cannot create or manage ratings on Trend Information cards.
- For now, the column order in the rating list table cannot be customized.
- In the legacy experience, the block titles can be defined in the Succession Data Model and then updated in the *Configure People Profile* admin tool. Only the titles defined in the data model are migrated to the latest experience.
- The following attributes for the background rating elements work differently in the legacy and latest experiences:

Attribute	In the Legacy People Profile	In the Latest People Profile
`rating-name="name"`	For ratings from forms, the name field displays form template names. There's no access to the forms.	For ratings from forms, the name column displays form titles. If allowed, users can open the forms to view details.
`rating-name="max"`	The maximum rating on the rating scale is shown separately in the max field.	The maximum rating is shown together with the actual rating in the rating column. For example, 3-Meets Expectations/5-Outstanding.
`rating-name="min"`	The minimum rating on the rating scale is shown in the min field.	The minimum rating is not shown on the UI.

- For attributes that are not supported yet for Trend Information in the latest People Profile, refer to Background Element - Rating Field Definition.

ⓘ Note

Please be aware of the following known issues:

- Even though a background rating element is not defined, you can still see its configuration area under the *General Information* section in *Configure Latest People Profile*. Nevertheless, those configurations will not be applied.
- The Trend Information configurations in *Configure Latest People Profile* currently do not apply to export or reporting. When you export or report on trend data, the system uses your legacy configurations, including those in Provisioning and in *Company System and Logo Settings*.

Procedure

1. Go to *Admin Center* > *Configure Latest People Profile* > *Full Profile* > *Performance and Goals*.
2. On the Trend Information card, select the *(Edit Trend Information)* icon.
3. Under the *General Information* section, configure the following for each type of card available:

Option	Description
Visibility: Visible on Full Profile	Decide whether to show the card for all users. → Tip You can keep the card hidden from users while the configuration of People Profile is still in progress. Decide to show the card or not after the configuration is complete.
Card Help	Provide a brief description to guide users on the displayed data and its usage. The help content will be available on the card and its detailed page.

4. Under the *Content Configuration* section, configure the following:

Option	Description
Form Templates	Select one or more form templates to display overall ratings from forms that are based on those templates, together with ratings from other sources if any.
Include ratings from in-progress forms	Decide whether ratings from in-progress forms are displayed.
Enable label localization for form ratings	Decide whether to show localized labels for ratings from forms according to the user's language settings. Note • When this setting is enabled, we recommend that you not change rating labels in the rating scales linked to launched forms. Otherwise, the rating labels shown on People Profile are changed accordingly. • This setting will not take effect if you change the points on the rating scales linked to forms, such as changing from 1-4 to 1-5 or 0-3.
Include ratings from in-progress calibration sessions	Decide whether ratings from in-progress calibration sessions are displayed.
Display "Unrated" ratings	Decide whether "Unrated" or any custom label is displayed when the rating hasn't been provided in a rating source.
Display "Too New to Rate" ratings	Decide whether "Too New to Rate" or any custom label is displayed when the employee has been given a special rating in a rating source.

5. Save your changes.

6.5.2.4 Configuring Succession Cards for Full Profile

Configure visibility and help content for these Full Profile cards in the latest People Profile: Nominations, Talent Pool Nominations, Successors, Role-Associated Talent Pools.

Prerequisites

- You've enabled Full Profile of the latest People Profile.
- You've enabled Succession Management.
- You have the *Administrator Permissions* > *Manage System Properties* > *Configure People Profile* permission.

Context

Cards under the *Succession* category correspond to two blocks in the legacy People Profile, as shown in the following table:

Legacy People Profile Block	Latest People Profile Card
Current Nominations	• Nominations • Talent Pool Nominations
Successors	• Successors to <position name>, or Successors, depending on the nomination method you're using • Role-Associated Talent Pools

> **Note**
>
> Be aware of the following behaviors in the latest People Profile:
>
> - The *Configure Latest People Profile* admin tool can be used to configure the visibility of a card for all users. As for whether users can view data on a card, see the Prerequisites column in Succession [page 74]. Note that users do not need to have the *Employee Data* permission for the `sysScoreCardNominationPortlet` and `sysScoreCardSuccessorPortlet` elements, which is only required in the legacy experience.
> - Users currently cannot edit data on these cards.
> - Users can view an employee's successors for up to 20 positions, with one Successors card for each position.
> - The colors for readiness levels are predefined based on the SAP Fiori design standards and cannot be customized. Therefore, they might look different from the colors in the Succession Org Chart that are configured in Provisioning.

Procedure

1. Go to *Admin Center* > *Configure Latest People Profile* > *Full Profile* > *Succession*.
2. If you only need to change the visibility of a card for all users, select or deselect *Visible on Full Profile* on the card, and save your change.
3. To view all the available configurations, select the *(Edit <card name>)* icon.
4. Configure the following:

Option	Description
Visibility: Visible on Full Profile	Decide whether to show the card for all users. → Tip You can keep the card hidden from users while the configuration of People Profile is still in progress. Decide to show the card or not after the configuration is complete.
Card Help	Provide a brief description to guide users on the displayed data and its usage. The help content will be available on the card and its detailed page.

5. Save your changes.

6.5.3 Showing or Hiding Full Profile Cards

Show or hide a specific predefined or custom card of the People Profile to all users.

Prerequisites

- You've enabled Full Profile of the latest People Profile.
- You've enabled the cards for which you want to control the visibility. Otherwise, the cards won't be available for configuration in the admin tool. For more information about the feature enablement, see details about cards: Full Profile of the Latest People Profile [page 51].
- You have the *Administrator Permissions* > *Manage System Properties* > *Configure People Profile* permission to use the admin tool.

Context

When creating and configuring cards, you can keep them hidden and save configuration work in progress. This allows you to configure the cards without making them visible to users. Once your configuration is complete, you can then choose to make the cards available to users.

Predefined cards are shown on Full Profile by default.

Procedure

1. Go to *Admin Center* > *Configure Latest People Profile* > *Full Profile*.
2. Find the card you want to show or hide.
3. Select or deselect the option *Visible on Full Profile*.
4. Save your change to the category.

6.5.4 Adding Card Help for Full Profile Cards

Provide a brief description in one or more languages for a predefined or custom card. This helps employees understand what data is displayed on the card and how to work with the card tailored to their organization. The help content will be available on the card and its detailed page.

Prerequisites

- You've enabled Full Profile of the latest People Profile.
- You have the permission *Administrator Permissions* > *Manage System Properties* > *Configure People Profile* to use the admin tool.

Context

After the help content is created for a card, users can access it through the *(Help Information)* icon on the card and its detailed page.

Procedure

1. Go to *Admin Center* > *Configure Latest People Profile* > *Full Profile*.
2. Find the card you want to add help content.
3. On the card, choose the *(Edit)* icon.
4. Enter *Card Help*.
5. **Optional:** Choose the *(Translate Card Help)* icon to add help content in another language.
6. Save the changes.
7. Repeat step 2-6 for more cards if needed.

6.5.5 Deep Links to Full Profile Categories and Cards

As an administrator, you can configure a deep link to a specific category or details page of a card for the latest People Profile. This allows users to be quickly directed to the category or card for details.

You can create a deep link to any category or card and use it anywhere a hyperlink is supported. For example, you can do the following with the deep links:

- **Emails**
  When an employment contract is about to expire, you can send an email notification containing a deep link for the *Employment Details* card to an HR administrator. The HR administrator can update the employment information immediately through the deep link, instead of searching for related information on the People Profile page.
- **SAP SuccessFactors applications**
  Implement deep links to frequently visited categories or cards on the home page or in the main navigation menu.
- **Offline content**
  Deep links can also be used in internal documentation and intranet sites.

> → Remember
>
> To view or edit the card or category of the target user through a deep link for a card or category, users must have the same permissions that allow them to view or edit the card or category in the latest People Profile.

Formats of Deep Links to Categories and Cards

The URL for the deep link consists of a deep link path `sf/liveprofile` and parameters that contain information to specify a card or category and target user.

- `categoryId` and `cardId` (Required) : The parameter containing card or category information is required to locate the destination.
- `assignmentId` (optional): If you don't specify the assignment ID in the URL, the deep link takes you to the logged-in user's card's details page or category.

> ⓘ Note
>
> Deep links to cards and categories are case-sensitive.

Here are the URL formats for common scenarios:

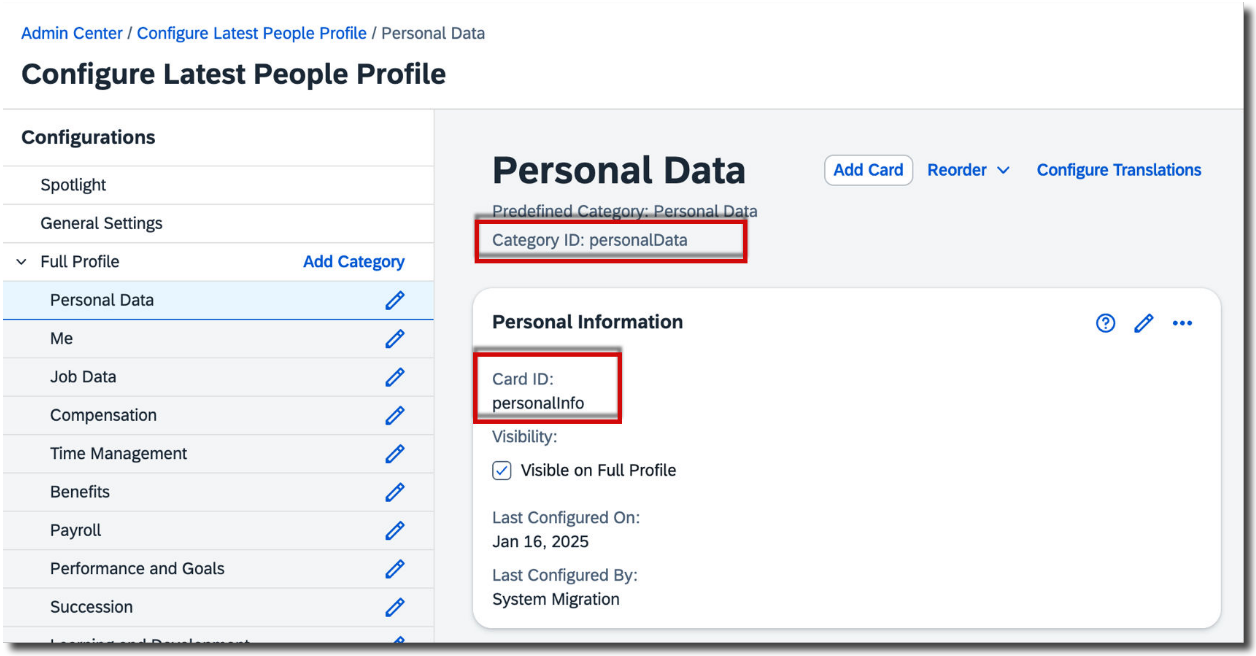
Scenario	URL Format	Example
Go to the details page of a specific card for the login user	`https://<app-server-domain>/sf/liveprofile?categoryId={categoryId}&cardId={cardId}`	This example links to the logged-in user's *Personal Information* card: **Example** https://www.example.com/sf/liveprofile?assignmentId=B2F70B823E3B4AD08091F6D1FBB74313&categoryId=personalData&cardId=personalInfo
Go to a specific category for the login user	`https://<app-server-domain>/sf/liveprofile?categoryId={categoryId}`	This example links to the logged-in user's *Job Data* category: **Example** https://www.example.com/sf/liveprofile?categoryId=jobData
Go to the details page of a specific card for a specific user	`https://<app-server-domain>/sf/liveprofile?assignmentId={assignmentUUID}&categoryId={categoryId}&cardId={cardId}`	This example links to the user's *Personal Information* card: **Example** https://www.example.com/sf/liveprofile?assignmentId=B2F70B823E3B4AD08091F6D1FBB74313&categoryId=personalData&cardId=personalInfo
Go to a specific category for a specific user	`https://<app-server-domain>/sf/liveprofile?assignmentId={assignmentUUID}&categoryId={categoryId}`	This example links to a user's *Job Data* category: **Example** https://www.example.com/sf/liveprofile?assignmentId=B2F70B823E3B4AD08091F6D1FBB74313&categoryId=jobData

Restriction

We don’t support IP addresses in URLs as part of our reference architecture. Use domain names instead. If you think you have a special case that requires IP addresses instead of domain names, contact Technical Support.

How to Get the Card ID and Category ID

Go to the *Configure Latest People Profile* > *Full Profile* admin tool. You can find the IDs are displayed on corresponding cards and categories.



Go to Full Profile with Existing Block Deep Links

→ Recommendation

We recommend that you configure deep links to cards or categories and stop using legacy block deep links in your system. Currently, only certain block deep links containing block types can be resolved for the latest People Profile.

For blocks in the legacy People Profile, you can configure block deep links that specify block types in this format https://www.example.com/sf/liveprofile?blockType=<value>. If this type of deep links are still in use in your system, they can direct users to the corresponding Full Profile card under certain circumstances:

Scenario	Result	Example Block Type
A card corresponding to the block type exists in Full Profile and the card has a details page.	The block deep link directs users to the details page of this card.	PERSONAL_INFO_BLOCK: this block maps to the *Personal Information* card.
A card corresponding to the block type exists in Full Profile and the card has no details page.	The block deep link directs users to the category that includes this card.	PAYROLL_BLOCK: this block maps to the *Payroll* category.
A card corresponding to the block type doesn't exist in Full Profile	The block deep link directs users to the Full Profile default page.	BADGE_BLOCK

Related Information

Deep Links
Creating a Deep Link
Different IDs in SAP SuccessFactors HCM suite

6.6 Configuring General Settings for the Latest People Profile

Configure whether employees can add name pronunciation or About Me video, define which name format and employment differentiator are displayed on employees' profile, and manage background images.

Prerequisites

You have the permission to use the admin tool: *Administrator Permissions* > *Manage System Properties* > *Configure People Profile*

Procedure

1. Go to *Admin Center* > *Configure Latest People Profile*.
2. Choose the *General Settings* option.
3. Define the following general settings:

Setting	Description
Allow employees to add name pronunciation audio	Allows employees to record or upload an audio to show how to pronounce their name in Profile Preview
Allow employees to add "About Me" videos	Allows employees to record or upload a video for self-introduction, which visitors can then view in Spotlight
Choose name format	Make sure the General Display Name is enabled before you choose a name format in this setting. The name format will be used across SAP SuccessFactors HCM suite applications. To learn more, see Configuring General Display Name.
Choose employment differentiator	Displayed in Profile Preview and Full Profile to show more information about a person's employment. To learn how to configure employment differentiator, see Adding Employment Differentiators to Indicate Multiple Employments.
Background Images	Assign a background image and manage the image library. To learn more, see Managing Background Images for the Latest People Profile [page 104].

4. Save the settings.

6.7 Managing Background Images for the Latest People Profile

Employees can select an image from the image library as their background image of People Profile. As an administrator, you can manage background image library for your organization and assign the same background image to all employees.

Prerequisites

You have the permission to use the admin tool: *Administrator Permissions* > *Manage System Properties* > *Configure People Profile*.

Context

You can do the following to manage the background image library:

- Upload up to 100 images.

  > → Tip
  >
  > Upload a JPG, GIF, or PNG file no larger than 2MB. We recommend using an image with a 16:9 aspect ratio.

- Enable images for employees to choose from.
- Disable an image so it's hidden from employees.

  > → Remember
  >
  > Employees currently using the disabled image can keep using it.

- Delete an image so that it's no longer available for future use.

  > → Remember
  >
  > You can only delete uploaded images. Employees currently using the deleted image can keep using it.

- Set a default background image.
  By default, there's always a default image and you can set another image as default as needed. You can then assign the default image to all employees.

Procedure

1. Go to *Admin Center* > *Configure Latest People Profile*.
2. Choose the *General Settings* option.
3. Decide how you want to assign a background image to employees:
    - *Randomly assign a background image from the enabled images to all employees (Recommended)*
    - *Assign the default background image to all employees*
4. Enable, disable, upload, delete images, or set a default image as needed.
5. Save the changes.

6.8 Proxy Management in the Latest People Profile

You can configure proxy access to the latest People Profile so that one person ("proxy") can access another person's user account ("account holder") and act on their behalf.

Proxy Rights for the latest People Profile

- *Employee Profile*: allows the proxy to access the Spotlight of those users for whom the account holder has the corresponding permission
- *Employee Central V2 + Employee Profile*: allows the proxy to access both the Full Profile and Spotlight of those users for whom the account holder has the corresponding permission, excluding the account holder's Full Profile
- *Private Data For Proxy Account Holder*: allows the proxy to access the account holder's Full Profile
- *Payroll*: allows the proxy to access the cards under the *Payroll* category in Full Profile, excluding the account holder's Full Profile Payroll cards
- *Payroll Private Data For Account Holder*: allows the proxy to access the account holder's cards under the *Payroll* category in Full Profile

Use Case

User A is a line manager. User A is allowed to access Full Profile of their colleagues based on the normal RBP settings. User B is an employee who is allowed to act as a proxy for user A.

User A appoints user B to manage certain transactions on their behalf, including payroll-related process. User B as a proxy should not see the line manager's Full Profile. In this case, as an administrator, you set the following proxy rights for user B:

- Select the *Employee Central V2 + Employee Profile* and *Payroll* options
- Deselect the *Private Data For Proxy Account Holder* and *Payroll Private Data For Account Holder* options

To understand proxy access, see Related Information.

Related Information

Proxy Access

6.9 AI-Assisted Writing in the Latest People Profile

The AI-assisted writing tool is an interactive tool that uses generative AI capabilities to assist employees with their writing tasks. While writing content in the SAP SuccessFactors applications, employees can leverage the features of the AI-assisted writing tool to enhance multiple aspects of their writing, such as clarity, conciseness, and tone.

In the latest People Profile, the tool provides support when users are writing self-descriptions.

The following is a summary of the capabilities offered by the AI-assisted writing tool:

- Uses language processing capabilities to understand the context of a sentence and suggest enhancements in grammar, spelling, vocabulary choices, and phrasing.
- Ensures improved readability and a consistent tone (professional, personable, or constructive) to suit the communication needs for different audience groups in the organization.
- Provides the options to communicate a message in fewer or more words and transform paragraphs to bulleted lists.
- Provides additional actions in the context of the tasks that users perform in their SAP SuccessFactors applications.

The following table outlines the available actions in the AI-assisted writing tool.

Action	Description
Enhance Writing	Suggests enhancements in grammar, spelling, vocabulary choices, and phrasing in the context of the selected line or paragraph.
Change Tone	Provides options to change the tone of the selected line or paragraph to professional, personable, or constructive to suit the communication needs for different audience groups in the organization.
Make Shorter	Shortens a selected line or paragraph to convey the message more concisely.
Make Longer	Rewrites a selected line or paragraph by adding more words to provide a detailed explanation based on the original content.
Make Bulleted List	Converts a selected line or paragraph into a bulleted list to simplify complex information, and enhance readability by breaking it down into easy-to-read points.

Action	Description
Analyze Text	Performs a safety scan on each text box, prompt entry, or Generative AI output in order to detect bias, and suggest replacement text for any language flagged as potentially biased, discriminatory, or harmful.
Translate	Translates the written text into the target language chosen by the user. The following capabilities are supported with this action: • Translation from en-US (US English) to all 46 languages supported in SAP SuccessFactors. • Full translation between the following languages: English (US), German, French, Spanish, Portuguese, Chinese (Simplified) and Japanese.

Note

For information about the languages supported by the AI-assisted writing tool, refer to SAP Note 3396784.

Related Information

Enabling AI-Assisted Writing

7 Configuring the Legacy People Profile

If the public profile view is enabled for the latest People Profile, users can use the legacy experience as their full profile. As an administrator, you can configure the legacy People Profile to meet your organization's needs.

7.1 Role-Based Permissions for the Legacy People Profile

Administrators and users require different sets of permissions to access the legacy People Profile, depending on their roles.

Administrator Permissions

Administrators configure the legacy People Profile with the *Configure People Profile* admin tool. To access the admin tool, administrators must be granted with the *Configure People Profile* permission through *Administrator Permissions* > *Manage System Properties*.

To configure predefined and custom badges, administrators must be granted with the *Manage Badges* permission through *Administrator Permissions* > *Manage System Properties*.

User Permissions

Learn about the permissions required to use the legacy People Profile.

Permission	Description
User Permissions > *General User Permission* > *Live Profile Access*	Allow you to access the legacy People Profile from different parts of the application.
User Permissions > *Employee Views* > *Employee Views Section*	Allow you to see the sections in legacy People Profile. Each item under the *Employee Views Section* permission corresponds to a section in legacy People Profile. An item is automatically listed under the permission category after you create a section.
User Permissions > *General User Permission* > *Permission to Create Notes*	Allow you to add a note in the *Notes* block of an employee's profile, edit, and delete a note. **Note** You can only completely delete the note you added. If you delete a note as a note viewer, the note is still visible to the note creator and any other viewers of the note except you.
User Permissions > *Employee Data* > *Employee Profile*	Allow you to view or edit the employee data defined by Standard Elements in People Profile, for example, photos and tags. These permissions are automatically listed under the permission category after employee data fields are defined in Succession Data Model. **Note** We recommend that administrators disable edit permissions on any system fields for employees: `<Login Method>`, `<Status>`, `<User ID>`, and `<Username>`, to avoid application errors. We recommend that you neither include system fields in the data model nor add blocks containing system fields into People Profile.
User Permissions > *Employee Data* > *Background*	Allow you to view or edit background and trend information blocks in which the fields are defined by Background Elements. These permissions are automatically listed under the permission category after employee data fields are defined in Succession Data Model. **Note** If the data of rating fields in trend information blocks comes from non-Employee Profile sources, for example, Performance Management forms and calibration sessions, users who are given the *Edit* permission can't edit such fields even though the visibility is set as "edit" or "both" in the data model.

Permission	Description
User Permissions > *Employee Data* > *User Information*	Allow you to view and edit fields defined by User Info Element in the Succession Data Model. These permissions are automatically listed under the permission category after employee data fields are defined in Succession Data Model.
User Permissions > *Employee Data* > *Employee Profile* > *Photo*	Allow you to view or edit all profile photos on the UI, including the search results of people picker, the list of peers, manager, and direct reports displayed in the people picker, search results of directory search, Badge block, User Info block, and the profile header. **Note** Permission control of profile photos is based on persons. In case of multiple employments, if you have a permission to view or edit a photo related to any of the employments for an employee, then you can view or edit all photos of this employee.
User Permissions > *Employee Data* > *Employee Profile* > *Middle Name*	Allow you to view the middle names of employees in the search results of people picker and on the People Profile page.
User Permissions > *Employee Data* > *Employee Profile* > *Title*	Allow you to view the job titles of employees in the search results of people picker and Directory Search, and on the People Profile page.
Administrator Permissions > *Manage Hires* > *Include Inactive Employees in the search*	Allow you to search for inactive users with people picker and the advanced search for Employee Directory. **Note** Even if you have no permission to search for inactive users, the *Include inactive users in search* checkbox is shown in the people picker dropdown.
Administrator Permissions > *Metadata Framework* > *Access to non-secured objects*	Allow you to access non secured objects in People Profile, for example, a *Live Profile MDF Information* block.

Related Information

List of Role-Based Permissions

7.1.1 Setting the Visibility of Rating Fields

Admins can configure the visibility of rating fields to users via the *Employee Data* role-based permission and the `visibility` attribute in data model.

Rating fields include the fields of overall performance rating, overall objective rating, overall potential rating, and overall competency rating. Whether a user can see or modify a rating field on People Profile is dependent on both their role-based permission and the field's visibility configuration in data model.

> → 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 Technical Support.

- If users are given the *Edit* role-based permission to a rating field
  - and **visibility = "view"** in data model, then they can see the field.
  - and **visibility = "edit" or "both"** in data model, then they can see and modify the field.
  - and **visibility = "none"** in data model, then they can't see the field.
  - > Note
    >
    > When the data in rating fields comes from non-Employee Profile sources (for example, Performance forms and Calibration sessions), the fields can't be edited even though visibility = "edit" or "both".
- If users are given the *View* role-based permission to a rating field
  - and **visibility = "view" or "both"** in data model, then they can see the field.
  - and **visibility = "none"** in data model, then they can't see the field.

7.2 Configuring the Legacy People Profile

As an administrator, you can do the following to configure the content and layout of the legacyPeople Profile experience.

- Change the settings of the profile header
- Add new blocks of content to the profile
- Remove blocks of content from the profile
- Organize content on the profile into sections and subsections
- Upload profile photos in bulk through a job

> Note
>
> We don't recommend that you configure the legacy People Profile in *Manage Data*. Please use *Configure People Profile* to do the configuration.

Legacy People Profile Page Layout [page 112]
Learn about the elements and layout of the legacy People Profile page.

Changing Profile Header Settings [page 114]

Define the settings of the legacy People Profile header to control what information a user can display on their profile and how they are displayed.

Configuring the Legacy People Profile Layout [page 121]

Organize the content in the legacy People Profile into sections and subsections so that you can define the page layout according to your orgnization's needs.

Blocks in the Legacy People Profile [page 125]

Blocks in legacy People Profile display a category of information about an employee. Some blocks are predefined and not configurable, while others are customizable and allow you to configure which data to display.

Adding a Block to the Legacy People Profile [page 130]

Add any of the available information blocks to People Profile by dragging it into the desired location.

Configuring an MDF Block on the Legacy People Profile [page 131]

Define which MDF object you want to display in the *Live Profile MDF Information* block that you've added to the People Profile.

Configuring a User Information Block in Legacy People Profile [page 132]

Define which fields related to users are displayed and how they are displayed in a Live Profile User Information block.

Configuring a Background Information Block in Legacy People Profile [page 135]

Define which types of background information and how such information is displayed in a Live Profile Background Information block.

Configuring a Trend Information Block in Legacy People Profile [page 137]

Define which types of rating data and how rating data are displayed in a Live Profile Trend Information block.

Badges Block [page 139]

Recognition is a good motivator. Employees can recognize each other by giving badges, outside of the normal performance and compensation management process. This can be done in the *Badges* block in the People Profile.

Deep Links to Blocks [page 140]

A deep link to a People Profile block directs users to a page where only a specific block is displayed so that users don't need to look for the block in People Profile

7.2.1 Legacy People Profile Page Layout

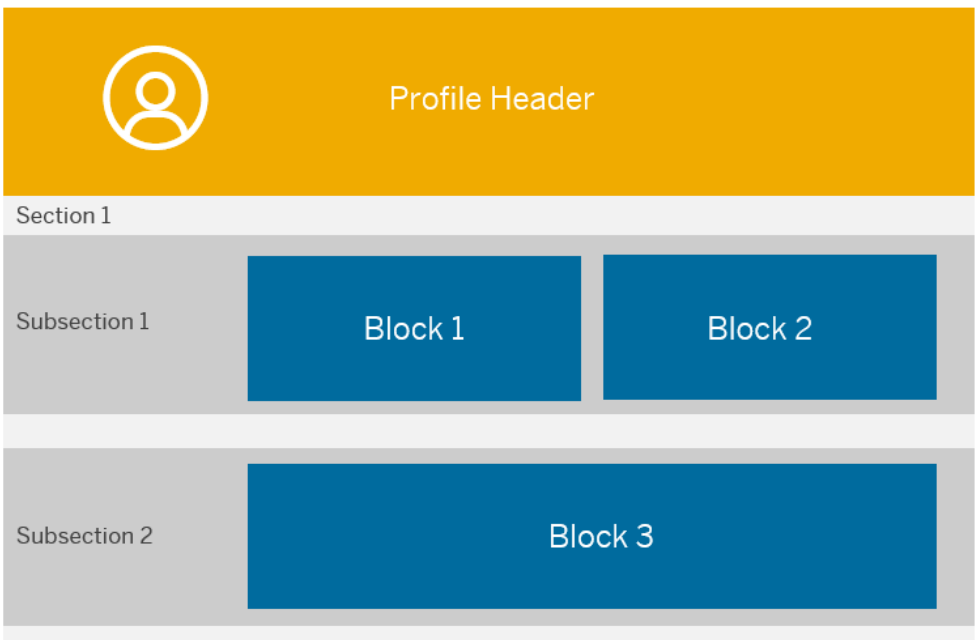
Learn about the elements and layout of the legacy People Profile page.

Elements of the LegacyPeople Profile

- **Profile header**
  Profile header displays the basic information of employees, including names and employee photos.
- **Sections**
  Sections are visually separated, logical groupings of information on the main body of the page. Each section consists of a section title and any number of subsections.

- **Subsections**
  Each subsection consists of either one or two content blocks. Subsections are created automatically when you add blocks to the profile.
- **Blocks**
  Blocks display a category of information about an employee. Most blocks take up half the width of the page so that you can fit two blocks in each subsection. A few blocks, such as Badges or Skills, take up the full width of the page and an entire subsection.

Example Layout of the Legacy People Profile



- Managing Profile Photos for Employees [page 177]
- Changing Profile Header Settings [page 114]
- Blocks in the Legacy People Profile [page 125]
- Blocks in the Legacy People Profile [page 125]
- Editing a Subsection [page 122]
- Blocks in the Legacy People Profile [page 125]
- Editing a Subsection [page 122]
- Adding a Section to the People Profile [page 121]

7.2.2 Changing Profile Header Settings

Define the settings of the legacy People Profile header to control what information a user can display on their profile and how they are displayed.

Context

In the profile header, users can edit their background image, record the pronunciation of their name and "About Me" video, or enter introductory text. The profile header can display the percentage of profile completion and names in configured format. As an administrator, you can enable or disable these features in the profile header as needed.

Procedure

1. Go to *Admin Center* > *Configure People Profile* > *General Settings* > *Header Settings*.
2. Select the desired settings.
3. Save your changes.

Legacy People Profile Header Settings [page 114]
The following header settings are available for the legacy People Profile.

Configuring Fields for the Profile Header [page 118]
Add or remove the fields in the header of People Profile to define which kind of basic employee information is displayed in the profile header.

Adding Custom Fields to the Profile Header [page 119]
Add up to three custom data fields to the profile header according to your organization's needs.

Changing the Name Format in the Profile Header [page 120]
Select a name format for the employee name displayed in People Profile according to your organization's needs.

7.2.2.1 Legacy People Profile Header Settings

The following header settings are available for the legacy People Profile.

Setting	Description
Configure Header Fields	Configure which data fields are displayed in the profile header.

Setting	Description
Allow employees to edit background image	If checked, employees can update the background image shown in their People Profile header. If unchecked, employees can't update their background image at all, neither by selecting from the image library nor by uploading an image. → Remember Upload an image of 980 x 580 in pixels and no larger than 2 MB for optimal display results. If the image is larger than 980 x 580 in pixels, employees can zoom and drag the image in the preview window to select which part to display. The editing results can't be saved for next time use. A translucent layer is overlaid on the top of the image to darken the background when displayed, so the foreground characters can stand out.
Disable background image uploading by employees	If you check both this option and the *Allow employees to edit background image* option, employees can only choose an image from the image library to update their background image.
Manage background image library > *Randomly assign default background photos (recommended)*	A default background photo for the profile header is randomly chosen from the image library for each employee.
Manage background image library > *Give all users the same default background photo*	Background photos are set to the same for all employees. Note that it doesn't affect the photos edited by employees themselves. Such photos are selected from the image library or uploaded by employees.
Manage background image library > *Give all users the same default background photo* > *Deactivate the translucent layer* > *Text Color*	With the same background photo set for all employees, you can set the text color of the profile header at your own preference. The color of all links in the profile header (for example, the "Finish Now" link) is the same as your selected text color.
Manage background image library > *Upload an image*	Add photos to the background photo library as required.

Setting	Description
Allow employees to upload an audio file for name pronunciation	Allow employees to upload a short audio clip or enter a phonetic spelling to show how their names are pronounced in the profile header. To enable this feature, admins are also required to accept a user agreement acknowledging that all media content is stored in the SAP data center in Germany. Users aren't presented with this agreement. → Remember Upload an audio file no larger than 2 MB. The file that employees uploaded must be of audio file format, including MP3 and M4A. Employees can still access or delete the audio file that they recorded in a browser.
Allow employees to upload an About Me video	Allows employees to upload a short video to introduce themselves. To enable this feature, admins are also required to accept a user agreement acknowledging that all media content is stored in the SAP data center in Germany. Users aren't presented with this agreement. → Remember Upload a video file no larger than 50 MB. The file that employees uploaded must be of video file format, including MP4, M4V, and MOV. Employees can still access or delete the video that they recorded in a browser.
Allow employees to enter an introductory text	Employees can enter a short text about themselves, of up to 500 characters, which are visible in the profile header.

Setting	Description
Allow employees to maintain their pronouns	Employees can update their pronouns directly in the profile header or from the *Edit Header* menu in People Profile. ⓘ Note Make sure that you've completed the following: 1. Define a picklist for pronouns 2. Configure the `pronouns` standard element in the data model 3. Grant employees the *User Permissions* > *Employee Data* > *Pronouns* "edit" permission so that they can add their own pronouns and view others' pronouns For more information about enabling pronouns, see Enabling Pronouns.
Show percent complete	Employees are reminded if their profile is incomplete by the percentage of completion shown in their profile header. They can use the "profile completion wizard" to complete their profile. ⓘ Note The percent complete is only visible on an employee's own profile and is not visible to anyone else, including administrators.
Choose Name Format	Select one of the name formats configured in the *Manage Data* tool to display in the People Profile header. If you've enabled General Display Name, the name format you selected will be used across SAP SuccessFactors HCM suite applications. For more information, see Configuring General Display Name.

Parent topic: Changing Profile Header Settings [page 114]

Related Information

Configuring Fields for the Profile Header [page 118]
Adding Custom Fields to the Profile Header [page 119]
Changing the Name Format in the Profile Header [page 120]

7.2.2.2 Configuring Fields for the Profile Header

Add or remove the fields in the header of People Profile to define which kind of basic employee information is displayed in the profile header.

Context

By default, the profile header contains the following fields about basic employee information:

- photo
- display name
- username
- display name
- title
- department
- division
- location
- time zone
- local time
- email
- two selected phone numbers
- links to Facebook or LinkedIn

You can select or deselect any of the fields to show or hide corresponding basic employee information. For example, you can select *photo* to show profile photos in the profile header.

Procedure

1. Go to *Admin Tools* > *Configure People Profile* > *General Settings*.
2. Select the *Configure Header Fields*.
3. Select the fields you want to display in the profile header or deselect fields as needed.
4. Save your changes.

Task overview: Changing Profile Header Settings [page 114]

Related Information

Legacy People Profile Header Settings [page 114]
Adding Custom Fields to the Profile Header [page 119]

Changing the Name Format in the Profile Header [page 120]

7.2.2.3 Adding Custom Fields to the Profile Header

Add up to three custom data fields to the profile header according to your organization's needs.

Prerequisites

You have defined the standard elements and user info elements in the Succession Data Model as needed. For more information, see Editing a User Information Field for People Profile with BCUI [page 134] and Creating a User Information Field for People Profile with BCUI [page 133].

Context

Suppose that you use customizable fields to record alternative employee names, such as English Name or Legal Name. You want to add these fields so that they appear in the header. You can do this by adding a custom header field you've defined in your data model.

A custom header field can be any of the basic user information fields defined in the data model for your system. You are not limited to only the 15 "customizable fields", but can select any of the fields defined by standard elements and user info elements in the data model. These are the same fields that are available for *Live Profile User Information* blocks on the profile and that are present in your basic employee data CSV export.

Procedure

1. Go to *Admin Center* > *Configure People Profile* > *General Settings*.
2. Select the *Configure Header Fields*.
3. Select one of the *Custom Field* checkboxes.
4. In the dropdown menu, select the desired field.
5. Save your changes.

Task overview: Changing Profile Header Settings [page 114]

Related Information

Legacy People Profile Header Settings [page 114]
Configuring Fields for the Profile Header [page 118]

Changing the Name Format in the Profile Header [page 120]

7.2.2.4 Changing the Name Format in the Profile Header

Select a name format for the employee name displayed in People Profile according to your organization's needs.

Prerequisites

- You have defined the name formats for your organization.
  For more information, see Implementing Name Formats.
- You have the *Administrator Permissions* > *Manage System Properties* > *Configure People Profile* permission to access the *Configure People Profile* tool.

Context

If you haven't enabled General Display Name, the name format you selected in this task only applies to the employee name in the profile header.

Procedure

1. Go to *Admin Center* > *Configure People Profile* > *General Settings*.
2. In the *General Settings* panel, select a name format from the dropdown list of *Choose Name Format*.

   The name formats configured for the legal entity are displayed in the list.
3. Save your changes.

Task overview: Changing Profile Header Settings [page 114]

Related Information

Legacy People Profile Header Settings [page 114]
Configuring Fields for the Profile Header [page 118]
Adding Custom Fields to the Profile Header [page 119]

7.2.3 Configuring the Legacy People Profile Layout

Organize the content in the legacy People Profile into sections and subsections so that you can define the page layout according to your orgnization's needs.

Adding a Section to the People Profile [page 121]
    Add any number of custom sections to the People Profile so that you can organize the employee information by category.

Editing a Subsection [page 122]
    Set the name and position of a subsection that you've added to the People Profile.

Removing a Section, Subsection, or Block [page 123]
    Remove a section, subsection, or block from the People Profile if it's no longer required.

Showing or Hiding a Section or Subsection on the People Profile [page 124]
    Show or hide a specific section or subsection of the People Profile to all users.

7.2.3.1 Adding a Section to the People Profile

Add any number of custom sections to the People Profile so that you can organize the employee information by category.

Context

Sections are visually separated, logical groupings of information on the profile. Each section consists of a section title and any number of subsections that contain employee information.

Procedure

1. Go to *Admin Center* > *Configure People Profile*.
2. At the bottom of the preview panel, choose *Add a new section*.
3. In the *Edit Section* panel, enter the name of the section in any language.
4. In the layout preview area, select and hold to drag the section into a desired location.
5. Save your changes.

Task overview: Configuring the Legacy People Profile Layout [page 121]

Related Information

Editing a Subsection [page 122]
Removing a Section, Subsection, or Block [page 123]
Showing or Hiding a Section or Subsection on the People Profile [page 124]
Setting One Default Title for All Languages [page 164]

7.2.3.2 Editing a Subsection

Set the name and position of a subsection that you've added to the People Profile.

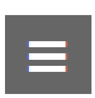
Context

Subsections are created automatically when you add blocks to the profile. If you try to add a block to a subsection that is full, a subsection is created and added to the section.

A subsection consists of a display name, followed by one or two content blocks. By default, the display name of a new subsection is "Untitled", so you need to at least set an appropriate name in your default language. For some blocks that occupy the entire subsection, such as the Badges block, you may want to make the subsection and block title the same.

Procedure

1. Go to *Admin Center* > *Configure People Profile*.
2. Choose the untitled subsection that you want to configure.
3. In the *Edit Section* panel, enter the name of the subsection in any language.
4. In the layout preview area, you can make any of the following changes:
    - Drag the subsection into a desired location, either into another section or into a different place in the same section.
    - Drag the blocks in the subsection into a different order

    To drag, you select and hold the  icon.
5. Save your changes.

Task overview: Configuring the Legacy People Profile Layout [page 121]

Related Information

[Adding a Section to the People Profile [page 121]](#)
[Removing a Section, Subsection, or Block [page 123]](#)
[Showing or Hiding a Section or Subsection on the People Profile [page 124]](#)
[Setting One Default Title for All Languages [page 164]](#)

7.2.3.3 Removing a Section, Subsection, or Block

Remove a section, subsection, or block from the People Profile if it's no longer required.

Procedure

1. Go to *Admin Center* > *Configure People Profile*.
2. Select the section, subsection, or block that you want to remove in the layout preview.
3. In edit panel, choose the *Remove* button.

> → Tip
>
> To remove a block, you can also just drag it back to the *Available Blocks* panel, as shown here:
>
> 
>

4. Save your changes.

Task overview: [Configuring the Legacy People Profile Layout [page 121]](#)

Related Information

[Adding a Section to the People Profile [page 121]](#)
[Editing a Subsection [page 122]](#)
[Showing or Hiding a Section or Subsection on the People Profile [page 124]](#)

7.2.3.4 Showing or Hiding a Section or Subsection on the People Profile

Show or hide a specific section or subsection of the People Profile to all users.

Context

Adding new sections and subsections to the People Profile does not automatically show the content in the UI. You can save configuration work in progress so that it is only shown in the *Configure People Profile* admin tool but still hidden from all users.

After configuration work is complete, you can then decide to show the new section or subsection to users.

> Note
>
> You can't show or hide individual blocks. If you add a new block to an existing section or subsection that is already shown to users, the new block is displayed as well.

Procedure

1. Go to *Admin Center* > *Configure People Profile*.
2. Select the section or subsection you want to show or hide.
3. In the edit panel, check or uncheck the *Show this section on the profile* or *Show this subsection on the profile* setting, as appropriate.
4. Save your changes.

Task overview: Configuring the Legacy People Profile Layout [page 121]

Related Information

Adding a Section to the People Profile [page 121]
Editing a Subsection [page 122]
Removing a Section, Subsection, or Block [page 123]

7.2.4 Blocks in the Legacy People Profile

Blocks in legacy People Profile display a category of information about an employee. Some blocks are predefined and not configurable, while others are customizable and allow you to configure which data to display.

> **Note**
>
> For Personally Identifiable Information (PII) fields like Social Security Number and Account Number in Payment Information, you can choose the *Show* and *Hide* buttons to toggle between the visible and invisible status in People Profile.

Talent Blocks

Talent blocks display data from SAP SuccessFactors Performance Management solutions, including Compensation, Performance & Goals, and Succession & Development.

Block name	Description	More information
Live Profile Trend Information	This block displays the rating information of employees, for example, the overall ratings for performance and objectives. Admins can configure which trend element to display and the layout of the block.	Configuring a Trend Information Block in Legacy People Profile [page 137]
Calibration History Portlet	This block displays up to five rating types from calibration sessions.	Calibration History Portlet
Competency Behavior Breakdown	This block displays the behavior ratings of Performance Management forms.	Configuring a Scorecard Block in People Profile
Competencies	This block displays the competency ratings of Performance Management forms.	Configuring a Scorecard Block in People Profile
Development Objectives	This block displays the development goal information in a development goal plan.	Configuring Development Goals Block in People Profile
Objective rating	This block displays the objective ratings of employees.	Configuring a Scorecard Block in People Profile
Objectives	This block allows you to create and edit goals.	
Overview	This block displays the latest rating for Performance-Potential Matrix and How vs What Matrix.	Adding Matrix Grid Placements in the Mini 9-Box of Overview Block
Performance history	This block displays the performance ratings of employees.	Configuring a Scorecard Block in People Profile
Successors	This block displays who has been nominated as a potential successor for the employee. With the Successors block, you can add internal successors for the current user's position.	Configuring the Current Nominations and Successors Blocks

Block name	Description	More information
Position	This block displays the position information of the employee. Admins can configure which position-related fields to display in the block, for example, position title and position criticality.	
Performance-Potential Histori-cal Matrix	This block displays performance and potential ratings.	Understanding Matrix Grid Placement History
Current Nominations	This block displays on which position the employee has been nominated as a potential successor. It also shows the talent pool in which the employee has been nominated. With the Cur-rent Nominations block, you can nominate the user for other positions.	Configuring the Current Nom-inations and Successors Blocks
How vs What Historical Matrix	This block displays objective and competency ratings.	Understanding Matrix Grid Placement History
History	This block displays a list of forms or templates: completed Per-formance Management forms, completed 360 Reviews forms, and active goal templates. Note that users can see a form in this block only when the form is in their Completed folder.	
Learning History	This block displays your business process and the audit trail of each users' training, including the completion status of learn-ing events. The block displays up to 50 learning events for a user.	Learning History
Curricula Status	This block describes whether the users have completed their curriculum assignments to maintain their certifications.	Curricula Admistration
Skill Profile	This block displays the skills of the employee, including the expected and current ratings of the skills. The employees can also rate the skills directly in the block or add new skills for themselves.	Self-Ratings in Skill Profile
Variable Pay Individual View	This block displays the user's Variable Pay Individual View.	
Personal Variable Pay State-ment	This block displays the user's Personal Variable Pay State-ment.	
Compensation Statement	This block displays the user's Compensation Statement.	
Personal Combined State-ment	This block displays the user's Personal Combined Statement.	
Bonus Assignment Statement	This block displays the user's Bonus Assignment Statement.	
Opportunity Marketplace As-signments	This block displays the assignment name, type, dates when employees start and complete their assignments, and status for employees. **Note** Assignments are available in this block when employees accept assignment offers, start assignments, or complete assignments.	

Employment Information Blocks

Employment information blocks display employment data from Employee Central.

Block name	Description	More information
Employment Details	This block displays an employee's employment information, including the company and start date.	
Global Assignment Details	This block displays information about an employee's global assignment, including the assignment type and planned end date.	
Pension Payout Details	This block displays information about an employee's pension payout, for example, start and end dates.	
Job Information	This block displays information about the employee's job, for example, company, department, division, employee type, and manager.	
Internal Job History	This block displays a summary of an employee's job history at the company based on the filtered criteria configured.	Configuring the Internal Job History Block
Organizational Information	This block displays information about an employee's company, department, division, location, and cost center.	
Job Relationships	This block displays information about the employee's manager and type of manager.	
Dismissal Protection	This block displays information regarding an employee's protection against unfair dismissal.	
Current Benefits	This block displays the information regarding current benefits afforded to or chosen by the user.	
Open Enrollments	This block displays information regarding open enrollment periods for benefits.	
Time Management	This block displays information about the employee's work calendar and planned time off.	

Personal Information Blocks

Personal information blocks display personal data that is defined by standard elements and user info elements in the Succession Data Model.

Block name	Description	More information
Biographical Information	This block displays biographical information that doesn't change over time, such as date of birth.	
Personal Information	This block displays personal information that may change over time, such as name, gender, and marital status.	Personal Information

Block name	Description	More information
Contact Information	This block displays the information how to contact the user, for example, phone, email, or social accounts.	Email
Address Information	This block displays the addresses listed for a user, for example, work and home, as well as any host country/region address.	Addresses
National ID Information	This block displays the national ID number of the user, country/region, ID type, as well as whether the ID is temporary.	National ID
Work Eligibility	This block displays the work permit information for the user including the country/region for which the work permit is valid, type, and expiration date.	Work Permits
Emergency Contact	This block displays the information of whom to contact for the user in case of emergency as well as their relationship to the employee.	Emergency Contact
Dependents	This block displays the current information of any dependents of the user as well as their relationship to the user. The dependent information, for example, the last name of the dependent, may change over time. Note that the information displayed in the dependent details page is from the earliest data record of this dependent.	Dependents Overview

Compensation Information Blocks

Compensation information blocks display data from Employee Central Compensation.

Block name	Description
Compensation Information	This block displays information regarding the compensation for a user, including pay type, pay group, and pay grade.
Pay Component Non-Recurring	This block displays information about a spot bonus for the employee.
One Time Deduction	This block displays information about any single deductions to an employee's salary.
Recurring Deduction	This block displays information about any recurring deductions from an employee's salary, for example, for a company car.
Alternative Cost Distribution	This block displays information about whether multiple cost centers are enabled for an employee to distribute any costs.
Payment Information	This block displays information about how the employee is paid, for example, by check or bank transfer. It's only available when integration with payroll is enabled.
Eligibility for Advances	This block displays information about whether a user is eligible for an advance, for example, start date, type, currency, and frequency.
Current Advances	This block displays information about any advances to a salary that the user is receiving.

Block name	Description
Payroll Information	This block displays information about payroll, where enabled.

Custom Blocks

Custom blocks contain data that is independent of other SAP SuccessFactors modules like Employee Central, Performance & Goals, or Succession & Development.

Block name	Description	More information
Live Profile Background Information	This block displays both the system-defined and customized background information of employees, for example, inside work experience and outside work experience.	Configuring a Background Information Block in Legacy People Profile [page 135]
Live Profile User Information	This block displays the basic user information of employees, for example, username, manager, and department. ⓘ Note To avoid data discrepancy, the HRIS mapping fields in this block are editable only for non-Employee Central users. For Employee Central users, these fields aren't editable from UI and can only be updated by the HRIS sync process.	Configuring a User Information Block in Legacy People Profile [page 132]
Live Profile MDF Information	This block displays the MDF screens that Admins created through MDF tools. As the MDF objects are highly configurable and customizable, the block content varies depend on how Admins configure MDF objects. Examples are Payment Information block, Commuting Allowance block, One Time Deduction block, and so on.	Configuring an MDF Block on the Legacy People Profile [page 131]
Notes	In the Notes block, users can add a note as a comment or a remark to an employee's profile, make it visible to other users, and find here all the notes from them and shared with them. For example, a manager can add private notes to an employee's profile regarding the performance. Users must have a role-based permission to add, edit, and delete a note. ⓘ Note Users can make the note they added visible to others by adding viewers of the note. The note viewer with the permission *Permission to Create Notes* can also edit and delete the note. But if the note viewer "deletes" the note, the note is still visible to the note creator and any other viewers of the note. Only the note creator can completely delete the note.	Role-Based Permissions for the Legacy People Profile [page 108]

Block name	Description	More information
Badges	The Badges block is where users can give and receive badges as recognition or appreciation. In addition to the system defined badges, Admins can also create custom badges according to business needs.	Badges Block [page 139]
Tags	Tags in the People Profile can provide extra information about a user. For example, a user uses a tag to call out a skill or interest. This helps other users identify them when searching for users with specific skills or interests. Users can add tags to anyone in the organization in the *Tags* block.	
Org Chart (block level)	This "mini" Organizational Chart displays the reporting relationship of the employee, manager, and direct reports if this employee is also a manager. Users can click the photos to access the full People Profile or click the link at the bottom to view full Organizational Chart.	

7.2.5 Adding a Block to the Legacy People Profile

Add any of the available information blocks to People Profile by dragging it into the desired location.

Context

You can add as many blocks as you need to a section. Subsections are automatically created as you add blocks. There are two columns of information within each subsection. Most blocks are only one column wide, so you can fit two blocks in each subsection. Some blocks, such as the Badges block, are two columns wide and occupy the entire subsection. In this case, you may want to make the Block title and Subsection titles the same.

Procedure

1. Navigate to the list of available blocks.
   - To add blocks to an existing section, go to *Admin Center* > *Configure People Profile* and view *Available Blocks*
   - To add blocks to a newly created section or subsection, click the 'X' icon in the corner of the *Edit Section* or *Edit Subsection* panel to return to *Available Blocks*.
2. Choose the block you want to add.
3. Drag the block from the *Available Blocks* panel to an existing subsection.

   To add the block that creates a new subsection, "hover" the block in between two subsections until the new, blank subsection appears, before you "drop" the block.
4. Edit the block as required, using the *Edit Block* panel.

   Some blocks are predefined and not configurable, while others are customizable and allow you to configure which data to display.

5. Continue adding blocks, as desired
6. Save your changes.

7.2.6 Configuring an MDF Block on the Legacy People Profile

Define which MDF object you want to display in the *Live Profile MDF Information* block that you've added to the People Profile.

Prerequisites

- You have added a *Live Profile MDF Information* block to the desired location in People Profile.
- You have the *Administrator Permissions* > *Metadata Framework* > *Access to non-secured objects* permission to access the non-secured objects in People Profile.
- You have created and modified the configurable UI for the object as required by your organization. For more information, see Manage Configuration UI.

Context

You need to manually add and configure prepackaged Metadata Framework (MDF) objects delivered with the SAP SuccessFactors applications, such as those used by Employee Central on the People Profile. They do not automatically appear in the *Available Blocks* list.

Procedure

1. Go to *Admin Center* > *Configure People Profile*.
2. Highlight the relevant *Live Profile MDF Information* block to open the *Edit Block: Live Profile MDF Information* panel.
3. From the *MDF Screen ID* menu, select the screen ID of the MDF object you want to display in the block.

   The screen ID is the ID that was provided when creating the configurable UI for the object.
4. Save your changes.

Related Information

Employee Central Blocks on MDF [page 151]

7.2.7 Configuring a User Information Block in Legacy People Profile

Define which fields related to users are displayed and how they are displayed in a Live Profile User Information block.

Prerequisites

- You have added a Live Profile User Information block to the desired location.
- You have defined User Info Elements and Standard Elements in the data model and added the element ID in the `sysUserDirectorySetting`.
  For more information, see Creating a User Information Field for People Profile with BCUI [page 133] and Editing a User Information Field for People Profile with BCUI [page 134].

Context

Live Profile User Information blocks display the basic information about employees, for example, username, manager, email, and country/region.

Procedure

1. Go to *Admin Center* > *Configure People Profile*.
2. Highlight the relevant *Live Profile User Information* block to open the *Edit Block: Live Profile User Information* panel.
3. Complete the following fields:

Field	Description
Block Title (Required)	Title of the block as it appears in the profile
Block Description (Optional)	Description of the block, displayed as contextual help text in the block

4. **Optional:** Select the option *Show the description below the block title*.

   If you deselect the option, users access the description through the ⓘ *Help* in the block.
5. Add fields by selecting one from the dropdown list.

> → Remember
>
> Fields in the dropdown list reflect the standard and user info elements defined in the data model for your instance.

6. Order the fields as needed.
7. Save your changes.

7.2.7.1 Creating a User Information Field for People Profile with BCUI

Define a `userinfo-element` in the data model using *Manage Business Configuration* (BCUI) so that you can have a customized user information field for Live Profile User Information blocks and the profile header as required by your organization.

Prerequisites

- *Manage Business Configuration* is enabled in your instances.
  For more information, see Prerequisites to Using Business Configuration UI
- You have permission to access *Manage Business Configuration*.

Context

User Info Elements (`userinfo-element`) and standard elements in the data model determine the fields available for Live Profile User Information blocks and custom fields for the profile header. Apart from the 15 custom fields predefined by standard elements, you can use the *Manage Business Configuration* admin tool to create a field under *User Info* as needed.

Procedure

1. Go to *Admin Center* > *Manage Business Configuration*.
2. Under the *Employee Profile* section from the left frame, select *User Info*.
3. Select *Create New*.
4. Set the field attributes as required.
5. Set *Enabled* as Yes.
6. Save your changes.
7. Under the *Employee Profile* section from the left frame, select an option under *View Template*.
8. Under *Edit Elements* from the right frame, select the *Details* of an element.
9. Under the *Userinfo Elements* section of the dialog, add the field that you created.
10. Save your changes.

Next Steps

To view or edit this field on the UI, administrators and employees must be granted with permission to access the field through *User Permissions* > *Employee Data* > *<permission with the same name as the field>*.

7.2.7.2 Editing a User Information Field for People Profile with BCUI

Modify and enable basic user information fields in the data model with *Manage Business Configuration* (BCUI) for Live Profile User Information blocks and the profile header based on your business needs.

Prerequisites

- *Manage Business Configuration* is enabled in your instances.
  For more information, see Prerequisites to Using Business Configuration UI
- You have permission to access *Manage Business Configuration*.

Context

User info elements and standard elements in the data model determine the basic user information fields available for Live Profile User Information blocks and custom fields for the profile header. As an administrator, you can modify, enable, or disable these fields using BCUI.

> Note
>
> It's not recommended to modify the behavior of a predefined standard element for a different purpose. The length or type of the field may not suit its new purpose. Also, while the field may seem to work now, it can have consequences downstream that may not be correctable. 15 custom standard elements are available to you for a need not addressed by the predefined standard elements.

Procedure

1. Go to *Admin Center* > *Manage Business Configuration*.
2. Under the *Employee Profile* section from the left frame, select *Standard* or *User Info* as required.
3. Select a field that you want to configure.
4. Edit the attributes as required.
5. Set *Enabled* as Yes.

6. Save your changes.
7. Conditional: Display the field in the *Configure People Profile* tool.

   If the field is already available in the *Configure People Profile* tool, you don't need to do the following.

   a. Under the *Employee Profile* section from the left frame, select *View Template* › *sysUserDirectorySetting*.
   b. Under *Edit Elements* from the right frame, select the *Details* of `sysAllUserDirectorySetting`.
   c. Under the *Standard Elements* or *Userinfo Elements* section of the dialog, add the field that you enabled.
   d. Save your changes.

Results

The fields you configured are available from the dropdown list of user fields in the *Edit Block* panel of Live Profile User Information blocks and dropdown list of custom fields in *Configure Header Fields*.

7.2.8 Configuring a Background Information Block in Legacy People Profile

Define which types of background information and how such information is displayed in a Live Profile Background Information block.

Prerequisites

- You have added a Live Profile Background Information block to the desired location.
- You have defined background data elements in the Succession Data Model as needed with the *Manage Business Configuration* admin tool. For more information, see Background Element - Data Field Definition and Using Business Configuration UI.

Context

Background information blocks display the background elements defined in the data model, for example, education or work experience.

As an administrator, you can choose to display background information in the following views according to your organization's needs:

- **List view**: data is displayed in a list of label-value pairs.
  The block in list view is collapsible. You can add a title for repeated entries to the list to visually group the entries.

- **Table view**: data is displayed in a responsive table with one data record per row.
  The block in table view is not collapsible. The title for repeating entries menu is not available in the table view.

Procedure

1. Go to *Admin Center* > *Configure People Profile* .
2. Highlight the relevant *Live Profile Background Information* block to open the *Edit Block: Live Profile Background Information* panel.
3. Complete the following fields:

Field	Description
Block Title (Required)	Title of the block as it appears in the profile
Block Description (Optional)	Description of the block, displayed as contextual help text in the block

4. **Optional:** Select the option *Show the description below the block title*.

   If you deselect the option, users access the description through the *Help* in the block.
5. Use the *Background Element* menu to select the background element you want to display in the block.

   → Remember

   Background elements are defined in the data model for your instance. Options in the *Background Element* menu reflect the elements defined in your data model.
6. Use the *Title for Repeating Entries* menu to choose which field, if any, you want to display as the title for each entry.
   - Choose one of the data fields in the background element to use that field as the title of each entry.
   - Choose *None* to display every data field as a label-value pair, with no entry title.

   The "entry title" is displayed without a field label at the top of all data fields in the entry. This helps visually group the entries together on the page.
7. Select the *Block Size*.
   - Choose *Small* for a block that occupies half of its subsection.
   - Choose *Large* for a block that occupies its entire subsection.
8. Select the *Block Layout*.
   - *List View*
   - *Table View*
9. Save your changes.

Titles for Repeated Entries in Background Information Blocks [page 137]
In the list view of background information blocks, you can add an entry title without a field label at the top of all data fields in the entry. This helps visually group entries together of the page.

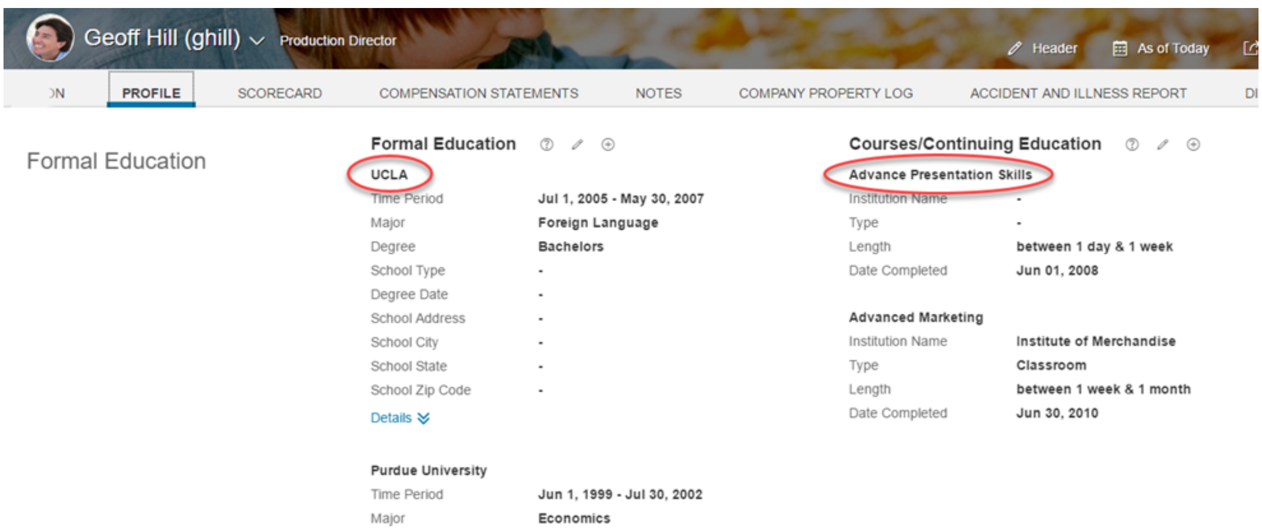
Related Information

Enabling Person-Based Custom Background Information [page 169]

7.2.8.1 Titles for Repeated Entries in Background Information Blocks

In the list view of background information blocks, you can add an entry title without a field label at the top of all data fields in the entry. This helps visually group entries together of the page.

Look at the example below. For the *Formal Education* block on the left, the `<School>` data field is used as the entry title and you can see entries for the schools "UCLA" and "Purdue University". For the *Continuing Education* block on the right, the `<Course name>` data field is used as the entry title and you can see entries for "Advanced Presentation Skills" and "Advanced Marketing".



Parent topic: Configuring a Background Information Block in Legacy People Profile [page 135]

7.2.9 Configuring a Trend Information Block in Legacy People Profile

Define which types of rating data and how rating data are displayed in a Live Profile Trend Information block.

Prerequisites

- You have added a Live Profile Trend Information block to the desired location.

- You have defined background rating elements in the Succession Data Model with the XML file or the admin tool *Manage Business Configuration*.
  For more information, see Background Element - Rating Field Definition and Using Business Configuration UI.

Context

Trend blocks display background rating elements about overall performance, potential, objective, or competency in multiple records for a user. The rating data include those from completed Performance Management forms, or those imported or entered manually into People Profile.

As an administrator, you can choose to display trend information in the following views according to your organization's needs:

- **List view**: data is displayed in a list of label-value pairs. The block in list view is collapsible.
- **Table view**: data is displayed in a responsive table with one data record per row. The block in table view is not collapsible.

Procedure

1. Go to *Admin Center* > *Configure People Profile*.
2. Highlight the relevant *Live Profile Trend Information* block to open the *Edit Block: Live Profile Trend Information* panel.
3. Complete the following fields:

Field	Description
Block Title (Required)	Title of the block as it appears in the profile
Block Description (Optional)	Description of the block, displayed as contextual help text in the block

4. **Optional:** Select the option *Show the description below the block title*.

   If you deselect the option, users access the description through the *Help* in the block.
5. Use the *Trend Element* menu to select the background rating element you want to display in the block.

   > → Remember
   >
   > Background rating elements are defined in the data model for your instance. Options in the *Trend Element* menu reflect the elements defined in your data model.
6. Select the *Block Layout*.
   - Choose *List View* to display data in a list of label-value pairs.
   - Choose *Table View* to display data in a responsive table with one data record per row.
7. Save your changes.

7.2.9.1 Showing Unrated Items in Live Profile Trend Information Blocks

Show unrated performance review and calibration items in Live Profile Trend Information blocks to get a complete picture of the performance review and calibration results.

Prerequisites

You have enabled the following settings for Performance Management or Calibration in Provisioning:

Product Area	Setting in Provisioning
Performance Management	*Show in-progress form ratings in live profile*
Calibration	*Show In-Progress Calibration Ratings In Live Profile*

> → 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 Technical Support.

Procedure

1. Go to *Admin Center* > *Company System and Logo Settings*.
2. Enable *Display unrated ratings in the live profile*.
3. Save your changes.

Results

The Live Profile Trend Information block shows the current performance review and calibration results, including those items that haven't been rated yet or the results of an employee who is too new to be rated.

7.2.10 Badges Block

Recognition is a good motivator. Employees can recognize each other by giving badges, outside of the normal performance and compensation management process. This can be done in the *Badges* block in the People Profile.

In the *Badges* block, employees can give badges to others' profiles and find the badges they receive in their own profiles. But employees can't add badges to their own profiles. Only the employee who gave or received the badge can remove the badge.

> ⓘ Note
>
> If you can't find the *Badges* block on the *Configure People Profile* page, first add it to your data model by using the *Manage Business Configuration* admin tool.

Related Information

Managing Badges [page 171]

7.2.11 Deep Links to Blocks

A deep link to a People Profile block directs users to a page where only a specific block is displayed so that users don't need to look for the block in People Profile

You can create a deep link to all types of blocks and use it anywhere a hyperlink is supported. For example, you can do the following with deep links to blocks:

- **Emails**
  When an employment contract is about to expire, you can send an email notification containing a deep link for the *Employment Information* block to an HR administrator. The HR administrator can update the employment information immediately through the deep link, instead of looking for related information on the People Profile page.
- **SAP SuccessFactors applications**
  Implement deep links to frequently visited blocks on the home page or in the main navigation menu.
- **Offline content**
  Deep links can also be used in internal documentation and intranet sites.

> → Remember
>
> To view or edit the block content of the target user through a deep link for a block, users must have the same permissions that allow them to view or edit the block in People Profile.

Formats of Deep Links to Blocks

The URL for deep links to blocks consists of a deep link path `sf/liveprofile` and parameters that contain information to specify a block and user. Here is the URL format:

```
https://<app-server-domain>/sf/liveprofile?<block-information-parameter>=<block-information-value>&selected_user_encoded=<assignment id>
```

> ⓘ Note
>
> Deep links to blocks are case-sensitive.

A parameter containing block information is required to specify a block. You can choose one of these parameters for block information and if necessary, specify a user according to your needs.

Parameter	Example	Description
blockId=<value>	This example links to the logged-in user's block of which the block ID is blockid_123. **Example** https://www.example.com/sf/livepro-file?blockId=blockid_123	Applicable to all blocks. **Note** Regardless of block types, each block has a unique block ID that is generated when you save a new block with the *Configure People Profile* tool. So, if you remove a block from People Profile and add a block of the same type again, a new block ID is generated. In this case, you need to update the block ID in the block deep link. To get the block information, you can go to *Admin Center* > *Configure People Profile* and se-lect the corresponding block in the left panel. Then on the top of the right panel, you can find the block information.
blockType=<value>	This example links to the logged-in user's Personal Information block. **Example** https://www.example.com/sf/liveprofile?blockType=PER-SONAL_INFO_BLOCK	Applicable when there is only one block of this type configured in People Profile, such as PER-SONAL_INFO_BLOCK. For example, *Education* block and *Inside Work Experience* blocks are of the same block type: BACK-GROUND_BLOCK. If you have more than one such block in People Pro-file, do not create a deep link with block types for these blocks. Other-wise, the block URL links to a ran-dom block of this type. To get the block information, you can go to *Admin Center* > *Configure People Profile* and se-lect the corresponding block in the left panel. Then on the top of the right panel, you can find the block information.

Parameter	Example	Description
background-Block=<background element id>	This example links to the logged-in user's Education block. **Example** https://www.example.com/sf/liveprofile?background-Block=education	Only applicable to *Live Profile Background Information* blocks. To get the background element ID, see the background data elements defined in your Succession Data Model.
trendBlock=<trend el-ement id>	This example links to the logged-in user's Overall Performance block. **Example** https://www.example.com/sf/liveprofile?trendBlock=sysO-verallPerformance	Only applicable to *Live Profile Trend Information* blocks. To get the trend element ID, see the background rating elements defined in your Succession Data Model.
mdfBlock=<mdf screen id>	This example links to the logged-in user's MDF block of which the screen ID is test_mdf_screen_id. **Example** https://www.example.com/sf/livepro-file?mdfBlock=test_mdf_screen_id	Only applicable to *Live Profile MDF Information* blocks. To get the MDF screen ID, go to *Admin Center* > *Configure People Profile* and select the correspond-ing block in the left panel. Then on the right panel, you can find the se-lected MDF screen ID.
mdfObject-Type=<value>	This example links to the logged-in user's MDF block of which the MDF object type is test_mdf_object_type. **Example** https://www.example.com/sf/liveprofile?mdfObject-Type=test_mdf_object_type	Only applicable to *Live Profile MDF Information* blocks. You enter the unique code of object definition in `<$MDF_Object_Type>`. To find the code, you can go to *Admin Center* > *Configure Object Definitions*.
selected_user_en-coded=<assignment ID> (optional)	This example links to a block of which the block ID is blockid_123 for assignment ID B2F70B823E3B4AD08091F6D1FBB74313. **Example** https://www.example.com/sf/livepro-file?blockId=blockid_123&selected_user_en-coded=B2F70B823E3B4AD08091F6D1FBB74313	Allows you to visit a specified user's block If you don't specify an assignment ID in the URL, the deep link takes you to the logged-in user's block.

Restriction

We don’t support IP addresses in URLs as part of our reference architecture. Use domain names instead. If you think you have a special case that requires IP addresses instead of domain names, contact Technical Support.

Related Information

Deep Links
Creating a Deep Link
Different IDs in SAP SuccessFactors HCM suite

7.3 Setting Up the Legacy People Profile with Employee Central

People Profile is the main entry point to Employee Central. If you use Employee Central, there're some additional configuration steps required after the setup of the legacy People Profile.

7.3.1 Migrating from Direct Deposit to Payment Information

Support for the old HRIS-based Direct Deposit/ old Payment Information (handled by the HRIS elements directDeposit and paymentInfo) is discontinued. Therefore, we highly recommend that you to migrate to the new MDF-based Payment Information.

Context

There are two possibilities:

- You can migrate the data via Upgrade Center and afterwards enable the New Payment Information in Provisioning and set up Payment Information.
- You can migrate the data manually using the export/import data function and afterwards enable the New Payment Information in Provisioning. Go through the prerequisites chapter and continue with setting up payment information and import your data.
  In case you have already activated the new Payment Information block in Provisioning before migrating data from the old block: If you want to migrate the old data maintained in the old block, please delete the data maintained in the new Payment Information block. Afterwards, deselect the new Payment Information in Provisioning, and then use the Upgrade Center to migrate data following the instructions below.

> ⚠ Caution
>
> Beware that migration does not cover custom fields. This means that you have to migrate them manually using the export/import function in your instance. Employee Central Payroll Integration works automatically with the new Payment Information.
>
> Before you start with the migration, please adapt your third-party interfaces. Please check in advance and inform customers that they might need to migrate existing third-party integration scenarios to the new APIs (for example, compound employee API or OData API).

Procedure

1. Make sure that the Direct Deposit feature is selected in Provisioning before you start the migration.

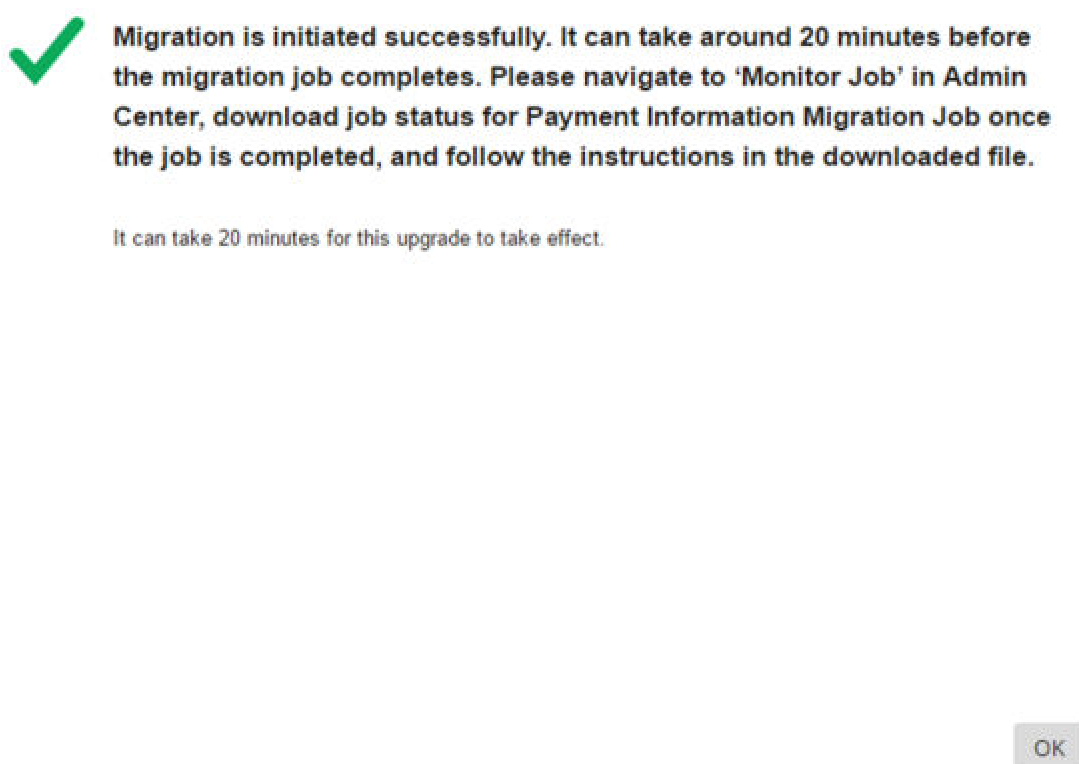
   Enable this feature to enable upgrade center feature for migration of payment information (Direct Deposit).

   > → 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 Technical Support.

2. Switch off bank account validation and payment information validation.
   a. Go to *Admin Center*. In the *Tool Search* field, enter **`Company System and Logo Settings`**.
   b. Under *Company System Setting*, deselect the *Enable Bank Account Validations* and *Enable Payment Information Validation* checkboxes.

c. Click *Save Company System Setting*.
3. Make sure that you have exactly one Bank Transfer in Payment Method.
   For information about configuring payment methods, see section Configuring Payment Methods.
4. In *Admin Center*, in the *Tool Search* field, enter **`Upgrade Center`**.
5. Under *Recommended Upgrades* > *Payment Information Upgrade*, click *Learn More & Upgrade Now*.
6. Click *Upgrade Now*.
7. When you see the following system message, click *OK*.

> Note
>
> The message shown in the screenshot does NOT mean that migration has completed successfully. It means that background job for migration has been started successfully.



8. Check the migration result and make sure that all the data has been successfully migrated.
   a. Go to *Admin Center*. In the *Tool Search* field, enter **`Monitor Job`**.
   b. Position the job for payment information migration and click the *Download Status* button to download the job report in CSV format.
   c. Open the downloaded job report to check the migration result.
      - If you see the message "Payment information migrated successfully", it means that all data from the users has been successfully migrated. Proceed to the next step.
      - If not all data has been migrated, the job report informs you of the error that has caused the problem. For example, "Deposit type is Balance for multiple entries, but bank details are inconsistent. Please

correct the data." Correct the data in the old *Direct Deposit* or *Payment Information* block. Repeat steps 3-7 until all data from the users is successfully migrated.

When data has been successfully migrated for all the users, you will not see Payment Information Upgrade in the Upgrade Center, and the new Payment Information option is automatically enabled in Provisioning.

9. Check and make sure that you selected the new Payment Information option under Employee Central in Provisioning. If this option is not selected automatically, please select it manually. It is called: Enable new Payment Information (MDF-based, effective-dated, and employment-specific).
10. Make sure that the Direct Deposit feature is deselected in Provisioning.
11. Switch on bank account validation and payment information validation.
    a. Go to *Admin Center*. In the *Tool Search* field, enter **`Company System and Logo Settings`**.
    b. Under *Company System Setting*, select the *Enable Bank Account Validations* and *Enable Payment Information Validation* checkboxes.
    c. Click *Save Company System Setting*.

Results

Payment Information Upgrade is no longer displayed in the Upgrade Center. You should now be able to use the MDF-based *Payment Information* block on the *Personal Information* page.

7.3.2 Showing Leave of Absence Status in the User Interface

Show the leave of absence status and its date range for an employee in People Profile, employee quickcard, and org chart so that employees know whether a colleague is on leave, along with the start and end dates of the absence.

Prerequisites

- You have permission to access *Company System and Logo Settings*.
- You have Employee Central enabled in your instances.
- You have permission to view and edit the *Employee Time* object.

Context

This is an admin opt-out feature, so it's enabled by default.

Procedure

1. Go to *Admin Center* > *Company System and Logo Settings*.
2. Select *Show Current Absence Status*.
3. Save your changes.

Next Steps

Grant users the permission to access the information about absence: *User Permissions* > *Time Management Object Permissions* > *Employee Time*. For more information, refer to Permissions for User Interfaces in Time Off.

7.3.3 Adding a Link to Pending Requests into People Profile

Add a custom navigation link into People Profile so that you can access the *Pending Requests* page directly from People Profile.

Prerequisites

- The *Configure Custom Navigation* tool is enabled in your instances by SAP SuccessFactors.
- You have permission to access the *Configure Custom Navigation* tool.

Procedure

1. Go to *Admin Center* > *Configure Custom Navigation*.
2. Add a new custom navigation link as follows:

Field	Input
Menu Item Label	`Pending Requests` (or any other desired label)
ID	Any unique ID, according to your convention.
Link Type	*Internal Link*

Field	Input
URL	`/xi/ui/ect/pages/pendingWorkflows/pendingWorkflowV12.xhtml?selected_user=@PERSON_USER_ID@`
Location	*Employee Profile - Jump To* ⓘ Note The *Employee Profile - Employee Records* option is not used in People Profile.
Permissions	Not required. Use this setting to control visibility of the **link** in People Profile. But it does not control access to the *Pending Requests* page itself. So, in most cases, you probably want to leave this blank and not set any permissions.

3. **Optional:** Select *(Launch Locale Editor)* to enter translations for your *Menu Item Label*.
4. Save your changes.

Results

You can see the *Pending Requests* link in People Profile, in the *Jump To* section of the *Actions* menu. This link should direct you to the pending requests involving the user whose profile you are viewing.

7.3.4 Adding Custom Help to Employee Central Blocks

Add customized instructions in one or more languages to specific Employee Central blocks so that users understand how to work with the blocks tailored to their organization's needs.

Prerequisites

- In Provisioning, deselect the *Hide Employee Central V2 Help Link* option in the *Company Settings* section so that the help icons can be displayed on the blocks.
- Generic objects are enabled.
  For more information, see Enabling Provisioning.
- You know the ID of blocks to which you want to add help content.
  For more information, see Employee Central Blocks that Support Custom Help [page 150].

→ 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 Technical Support.

Context

No block help is available by default for Employee Central blocks, but if necessary, you can add custom help content to People Profile blocks. Once the block-level help content is defined, users can access the help content through a help icon in the corresponding blocks.

Note that page-level help is not available in People Profile.

Procedure

1. Define for which languages you can add help content:
    a. Go to *Admin Center* > *Picklist Center* and create a picklist.
    b. Enter the code **`locale`**.
    c. Select *Alphabetical* for *Display Order*.
    d. Enter a name and select an effective start date.
    e. Add locales under the picklist values.

    → Tip

    - US English (en_US) is required, as it is the default locale for help content.
    - To allow translation of help content into other languages, add the locales of those languages.
    - The external codes of the picklist values for the locales must be in this format: en_US for US English, fr_FR for French, and so on. Locale picklist values are a subset of the locales supported by Employee Central, which you can find in Provisioning under *Company Settings* > *Language Packs*.

    f. Save your changes.
2. Create the configuration UI for the help content:
    a. Go to *Admin Center* > *Manage Configuration UI* and choose *Create New*.
    b. Enter an ID.
    c. Under *Select Base Object*, select *ECHelp*.
    d. In the *locales* section, go to the *content* field, and choose the *Edit Properties* icon next to this field.
    e. In the *Display As* field, select *Large Input Field (Multi-Line)*.

    A new field called *RTE Field* is displayed.
    f. In the *RTE Field*, select *Yes*.
    g. Save your changes.
3. Add the help content in one or more languages to a block as required:

a. Go to ▸ *Admin Center* ▸ *Manage Data* ▸.
b. In the *Create New* field, select *ECHelp*.
c. In the *externalCode* field, enter the ID of the block for which you want to create help content.
d. In the *externalName* field, enter a name for the block help, for example, Person Information Help Content.
e. In the *locales* section, fill in the required fields.

   Enter an external name for the language, for example, **`US English`**.

   In the *content* field, enter the help content that should be displayed to the end user.
f. Save your changes.

7.3.4.1 Employee Central Blocks that Support Custom Help

Not all Employee Central blocks support custom help. Here's a list of the Employee Central blocks to which you can add custom help content.

Block ID	Block Name
ADDRESS_INFORMATION	Home Address
ADVANCES_ELIGIBILITY_INFO	Eligibility For Advances
ASSIGNMENT_INFO	Global Assignment Details
BENEFIT_CLAIMS	Benefit Claims
BENEFIT_ENROLLMENTS	Benefit Enrollment
BIOGRAPHICAL_INFORMATION	Person Information
COMPENSATION_INFORMATION	Compensation Information
CONTACT_INFORMATION	Contact Information block, including Email, Phone, and Social Accounts Information
COST_DISTRIBUTION_INFO	Alternative Cost Distribution
DEPENDENT_INFORMATION	Dependents
ELIGIBLE_BENEFITS	Benefit Eligibility
EMPLOYMENT_ID_INFORMATION	Employee Information block on the *Add New Employee* page ⓘ Note You cannot add help for the New Hire Wizard.
EMERGENCY_CONTACT_INFORMATION	Primary Emergency Contact

Block ID	Block Name
EMPLOYMENT_INFORMATION	Employment Details
JOB_INFORMATION	Job Information
JOB_RELATIONSHIP	Job Relationships
NAME_INFORMATION	Name Information
NATIONAL_ID	National ID Information
NON_RECURRING_PAY_COMP_INFO	Spot Bonus
ONETIME_DEDUCTION	One Time Deduction
ORGANIZATIONAL_INFORMATION	Position data
PENSION_PAYOUTS_INFO	Pension Payout Details
PERSONAL_INFORMATION	Personal Information
RECURRING_DEDUCTION	Recurring Deductions
TERMINATE	Termination block on the *Update Employee Records* page
WORK_ELIG_INFORMATION	Work Permit Info

7.3.5 Employee Central Blocks on MDF

Some information blocks for Employee Central are built on the Metadata Framework (MDF) and must be manually added to People Profile. They do not automatically appear by name in the *Available Blocks* list of the *Configure People Profile* tool.

These blocks are added in the same way as how you would add any other MDF blocks. Here are the MDF-based blocks for Employee Central:

- One Time Deduction
- Recurring Deduction
- Alternative Cost Distribution
- Payment Information

Related Information

Configuring an MDF Block on the Legacy People Profile [page 131]

7.3.6 Configuring the Field Order in the Edit Dialog

Group certain fields together in the same row and set the order in which these groupings appear in the Edit dialog of specific Employee Central blocks on People Profile so that you scroll less to locate fields even when there are many.

Prerequisites

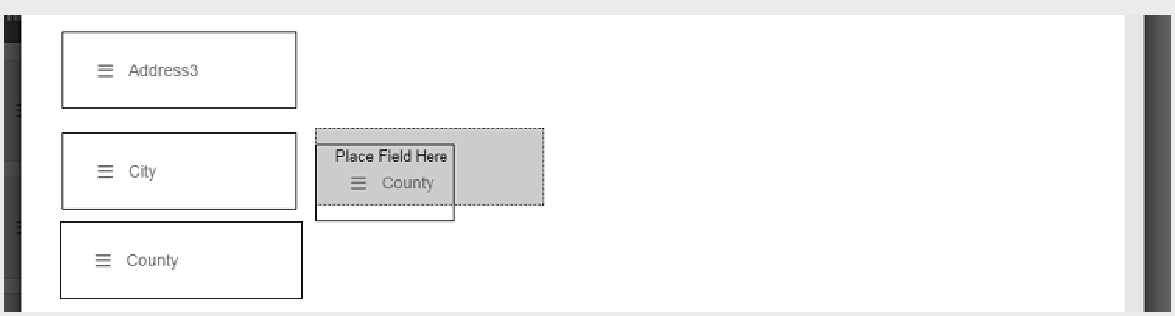
- You have the *Administrator Permissions* > *Manage System Properties* > *Configure People Profile* permission to access the *Configure People Profile* tool.
- The block you want to configure supports field ordering.
  For more information, see Employee Central Blocks that Supports Field Ordering [page 153].

Context

The grouping and ordering of fields described here only applies to the Edit dialog on People Profile. It does not affect the way data is displayed in "view mode" on the profile page itself. The order of fields in "view mode" is defined in the data model.

Procedure

1. Go to *Admin Center* > *Configure People Profile*.
2. Select the block you want to edit in the layout preview to open the *Edit Block* panel.
3. Select the link in the message *You can configure fields of the Edit Dialog here*.
4. In the field editor dialog, drag and drop the fields to desired locations.

> **Note**
>
> The target location is indicated with a shaded box that says *Place Field Here*. There may be some delay before this indicator appears and the field "snaps" into place. Hold the field you are moving for a second in the desired location until the indicator appears。
>
> 
>

5. Save your changes and close the dialog.

Results

Your changes are immediately visible in the Edit dialog for the relevant blocks on People Profile.

7.3.6.1 Employee Central Blocks that Supports Field Ordering

The following blocks for Employee Central support the grouping and ordering of fields in the Edit dialog on People Profile.

- Personal Information
- Address
- Job Information
- Compensation Information
- Employment Details
- Dependents

The following blocks for Employee Central do **NOT** support the grouping and ordering of fields in the Edit dialog on People Profile.

- National ID Information
- Biographical Information
- Work Eligibility
- Contact Information
- Emergency Contact
- Job Relationships
- Pay Component Non Recurring

7.3.7 Setting the Address Formats in People Profile

Define how addresses are displayed on the People Profile page for a country or region.

Prerequisites

- You have enabled the People Profile.
- You have Employee Central enabled in your instances.
- Generic objects are enabled.
  For more information, see Enabling Provisioning.

Context

The default address format applies to all countries/regions. To display the address in a format specific to a country or region, define the simple address format for the country or region.

Procedure

1. Go to *Admin Center* > *Manage Data*.
2. In the *Create New* field, select *SimpleAddressFormat*.
3. Enter the required basic information:
    - externalCode
    - effectiveStatus
    - Country/Region
4. Specify how the address in system language should be displayed in the *standardDisplayFormat* field.

   Prefix field names from the data model with an @(at) symbol and separate them with commas or space.

   For example: @address1, @address2, @city, @state, @zip-code
5. Specify how the address in alternate language one and two should be displayed in the *standardDisplayFormatAlt1* and *standardDisplayFormatAlt2* fields.

   Prefix field names from the data model with an @(at) symbol and separate them with commas or space.

   For example: @address1, @address2, @city, @state, @zip-code
6. Save your changes.

7.4 Optional Configuration of the Legacy People Profile

After you've set up and configured the default legacy People Profile, do the optional settings as needed.

Showing the Block Description Below the Block Title [page 155]
By default, a block description is shown when users choose the ⓘ *(Help)* in the corresponding block. You can instead keep the description of a certain block shown below the block title.

Adding Links into the Editing UI of Blocks [page 156]
Add one to three hyperlinks into the *Edit* UI of blocks in People Profile so that users can have direct access to internal or external sites for additional information related to the block.

Setting All Fields as Expanded by Default in People Profile [page 158]
Set all fields in blocks as expanded by default on the People Profile page so that employees don't have to manually expand fields to see more content.

Hiding Peers in People Picker [page 159]
Hide the peers that are shown by default in People Picker for all employees if the profiles of peers are not as relevant as those of direct reports to employees in your organization.

[Hiding Country/Region Flags [page 161]](#)
Hide all country/region flags on the user interface of legacy People Profile and Employee Central.

[Hiding Private Data in People Profile from Proxies [page 162]](#)
Proxies are not supposed to access the private data of the account holder in People Profile. Learn about how to prevent them from seeing such data.

7.4.1 Showing the Block Description Below the Block Title

By default, a block description is shown when users choose the ⓘ *(Help)* in the corresponding block. You can instead keep the description of a certain block shown below the block title.

Prerequisites

You have entered the description for the block.

Context

You can add and show a block description for the following talent and custom blocks:

- Live Profile Background Information blocks
- Live Profile Trend Information blocks
- Live Profile User Information blocks
- Internal Job History
- Calibration History
- Competencies
- Performance History
- Overview block
- Position block
- Objectives
- Development Objectives

Procedure

1. Go to *Admin Center* > *Configure People Profile*.
2. Choose the block of which the description you want to show below the title.
3. In the *Edit Block* panel, select the *Show the description below the block title* option.
4. Save your changes.

Task overview: Optional Configuration of the Legacy People Profile [page 154]

Related Information

Adding Links into the Editing UI of Blocks [page 156]
Setting All Fields as Expanded by Default in People Profile [page 158]
Hiding Peers in People Picker [page 159]
Hiding Country/Region Flags [page 161]
Hiding Private Data in People Profile from Proxies [page 162]
Blocks in the Legacy People Profile [page 125]

7.4.2 Adding Links into the Editing UI of Blocks

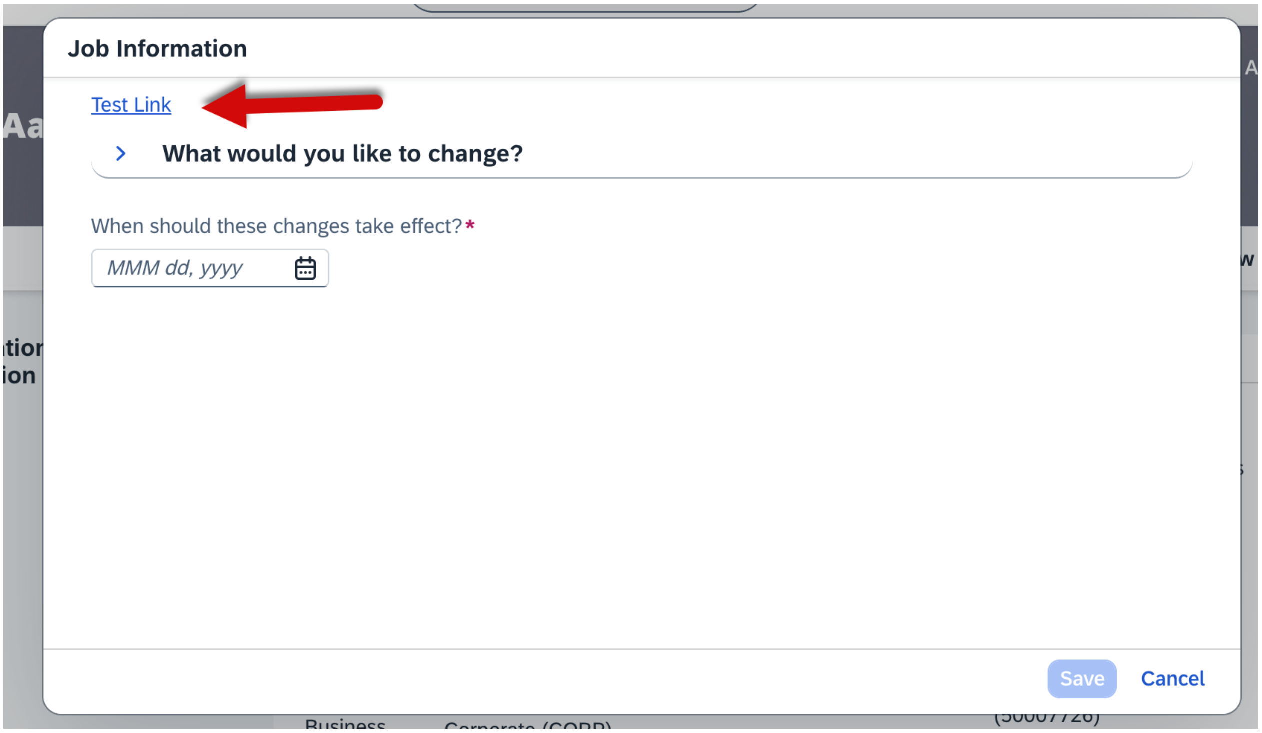
Add one to three hyperlinks into the *Edit* UI of blocks in People Profile so that users can have direct access to internal or external sites for additional information related to the block.

Context

You can add up to three links along with the link texts in the following blocks:

- All employment information blocks except the *Organizational Information* block
- All personal information blocks
- All compensation information blocks
- *Live Profile Background Information* block
- *Live Profile Trend Information* block
- *Live Profile User Information* block
- *Live Profile MDF Information* block

Note that links are not displayed in the view mode of blocks. The links you added to a block are displayed at the top of its Edit UI. Here's what it looks on the Edit UI of the Job Information block:



Procedure

1. Go to *Admin Center* > *Configure People Profile*.
2. Select the block you want to add links to open the *Edit Block* panel.
3. Select *Add* to enter a valid URL of the link.

   For example, **`http://www.example.com`**
4. Enter link text for the URL in the *Text to Display* field to describe what the user will see after following the link.
5. Continue adding up to three links, as needed.
6. Save your changes.

Results

The links you added to a block are displayed at the top of its *Edit* dialog.

Task overview: Optional Configuration of the Legacy People Profile [page 154]

Related Information

Showing the Block Description Below the Block Title [page 155]

Setting All Fields as Expanded by Default in People Profile [page 158]
Hiding Peers in People Picker [page 159]
Hiding Country/Region Flags [page 161]
Hiding Private Data in People Profile from Proxies [page 162]

7.4.3 Setting All Fields as Expanded by Default in People Profile

Set all fields in blocks as expanded by default on the People Profile page so that employees don't have to manually expand fields to see more content.

Prerequisites

You have the *Administrator Permissions* > *Manage System Properties* > *Configure People Profile* permission to access the *Configure People Profile* tool.

Context

Some fields in blocks are collapsed by default to visually reduce the amount of information on the page. Employees can choose to expand these fields or not on the People Profile page. As an administrator, you can change the default setting to "expanded" according to your organization's needs.

Procedure

1. Go to *Admin Center* > *Configure People Profile* > *General Settings*.
2. Select the *Set all fields as expanded by default* option.
3. Save your changes.

Results

When employees access the People Profile page, all the content that they have permission to access on the page are displayed. Employees can choose to show less or more content in blocks as needed.

Task overview: Optional Configuration of the Legacy People Profile [page 154]

Related Information

Showing the Block Description Below the Block Title [page 155]
Adding Links into the Editing UI of Blocks [page 156]
Hiding Peers in People Picker [page 159]
Hiding Country/Region Flags [page 161]
Hiding Private Data in People Profile from Proxies [page 162]

7.4.4 Hiding Peers in People Picker

Hide the peers that are shown by default in People Picker for all employees if the profiles of peers are not as relevant as those of direct reports to employees in your organization.

Context

By default, when you access People Picker in the People Profile page of an employee, the names and job titles of the peers are displayed. As an administrator, you can hide such information for all employees.

Procedure

1. Go to *Admin Center* > *Platform Feature Settings*.
2. Select *Hide Peers*.
3. Save your changes.

Task overview: Optional Configuration of the Legacy People Profile [page 154]

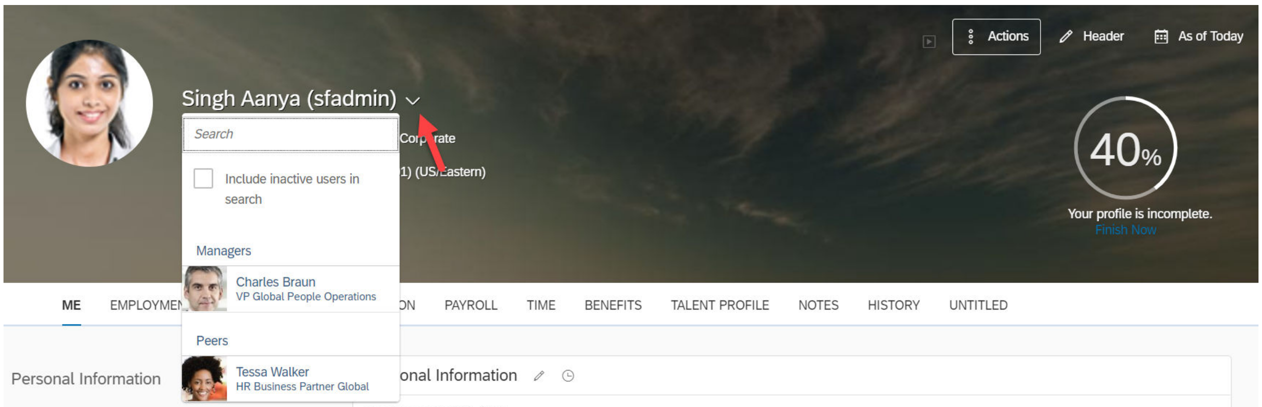
Related Information

Showing the Block Description Below the Block Title [page 155]
Adding Links into the Editing UI of Blocks [page 156]
Setting All Fields as Expanded by Default in People Profile [page 158]
Hiding Country/Region Flags [page 161]
Hiding Private Data in People Profile from Proxies [page 162]

7.4.4.1 People Picker in People Profile

People Picker is a dropdown that displays the peers, manager, and direct reports of an employee and offers a way to access their respective profiles. This tool also enables you to search for a person in your organization to view the profile.

People Picker is available in your instance by default. To access the tool, select the downward arrow next to the name in the People Profile header.



> **Note**
>
> People Picker displays a maximum of 100 peers, managers, or direct reports for an employee.

Searching with People Picker

- Search by names, including names containing characters with diacritical marks, such as accents, umlauts, and diaereses
- Identify the employees with multiple assignments or employment records in search results
  Note that this is only applicable to the instances with Employee Central enabled.
- View all search results

Permissions for People Picker

The following information can be permission controlled:

- Visibility of job titles, middle names, and photos in search results
- Visibility of photos of the peers, manager, and direct reports
- Ability to search for inactive users

Related Information

Role-Based Permissions for the Legacy People Profile [page 108]

7.4.5 Hiding Country/Region Flags

Hide all country/region flags on the user interface of legacy People Profile and Employee Central.

Context

As an administrator, you can hide all country/region flags that are displayed by default with country/region names on the following user interface:

- **Legacy People Profile**
- **Add New Employee page**
- **Live Profile User Information blocks in Performance Management forms**
  You access the Live Profile User Information block via the block link in Performance Management forms.

By completing this task, you override the XML configuration in Provisioning. In Provisioning, you can only configure the visibility of flags for the Global Information in the Country/Region-Specific Succession Data Model.

> → 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 Technical Support.

Procedure

1. Go to *Admin Center* > *Company System and Logo Settings*.
2. In the *Company System Setting* section, select the option *Hide Country Flag from UI (Employee Central and Employee Profile)*.
3. Save your settings.

Task overview: Optional Configuration of the Legacy People Profile [page 154]

Related Information

Showing the Block Description Below the Block Title [page 155]
Adding Links into the Editing UI of Blocks [page 156]

[Setting All Fields as Expanded by Default in People Profile [page 158]]
[Hiding Peers in People Picker [page 159]]
[Hiding Private Data in People Profile from Proxies [page 162]]

7.4.6 Hiding Private Data in People Profile from Proxies

Proxies are not supposed to access the private data of the account holder in People Profile. Learn about how to prevent them from seeing such data.

Prerequisites

- Users are managed in Employee Central.
- You have the *Proxy Management* permission.

Context

Proxy access reduces delays in authorizing data and ensures that the system and workflows run smoothly.

Sometimes line managers appoint delegates from within or outside the organization to manage certain transactions on their behalf. It is important that the delegates as a proxy do not see the line manager's private data in People Profile.

Procedure

1. Go to *Admin Center* > *Proxy Management*.
2. In the *Grant Proxy Rights* section, deselect *Employee Central V2 + Employee Profile* and *Private Data For Proxy Account Holder*.
3. Save your changes.

Results

The proxy can only access the profile header, Tags, Badges, and Org Chart of the account holder.

Private Data in People Profile [page 163]
People Profile contains private data of users, for example, performance history and compensation information. Blocks that contain private data must be protected properly, for example, when delegates log in the system as a proxy.

Task overview: Optional Configuration of the Legacy People Profile [page 154]

Related Information

Showing the Block Description Below the Block Title [page 155]
Adding Links into the Editing UI of Blocks [page 156]
Setting All Fields as Expanded by Default in People Profile [page 158]
Hiding Peers in People Picker [page 159]
Hiding Country/Region Flags [page 161]

7.4.6.1 Private Data in People Profile

People Profile contains private data of users, for example, performance history and compensation information. Blocks that contain private data must be protected properly, for example, when delegates log in the system as a proxy.

The following blocks are considered private data in People Profile:

- All Talent blocks
- All Personal Information blocks
- All Employment Information blocks
- All Compensation Information blocks
- The following custom blocks:
  - Live Profile User Information
  - Live Profile Background Information
  - Live Profile MDF Information
  - Notes

Parent topic: Hiding Private Data in People Profile from Proxies [page 162]

Related Information

Blocks in the Legacy People Profile [page 125]

7.5 Localizing the Legacy People Profile

Add translations of the section titles, subsection titles, block titles, and block descriptions in the legacy People Profile to ensure consistent display language in your system.

7.5.1 Setting One Default Title for All Languages

Set a default title of a particular section or subsection for all languages used in your system.

Prerequisites

You have permission to access the *Configure People Profile* tool.

Context

By default, new sections and subsections are called "Untitled" in all languages. Before you enter custom translations, it is recommended to replace this English word with a default title of your choice in any language. The default title applies to all languages.

You don't need to do this setting for block titles or block descriptions. Block titles are already localized in the data model and block descriptions need to be entered and translated one by one.

> ⚠ Caution
>
> Complete this title setting before adding any other translations of section or subsection titles. This setting overwrites any existing translations in all other languages, so any custom translations you have added are lost.

Procedure

1. Go to *Admin Center* > *Configure People Profile*.
2. Select the language of the default title you want to set from the language dropdown menu at the top corner of the tool.
3. Open the appropriate *Edit Section* or *Edit Subsection* panel.
4. Choose *Apply to All Languages*.
5. Save your changes.

Task overview: Localizing the Legacy People Profile [page 164]

Next task: Adding Translations in One Language to Multiple Strings in People Profile [page 165]

7.5.2 Adding Translations in One Language to Multiple Strings in People Profile

Add translations in one language for all the titles and descriptions in People Profile.

Prerequisites

You have the *Administrator Permissions* > *Manage System Properties* > *Configure People Profile* permission to access the *Configure People Profile* tool.

Context

If you receive translations for multiple titles and descriptions of blocks, sections, and subsections in one language, you can enter those translations in People Profile at once.

You don't need to manually enter translations for all blocks. Some block titles are already localized in data model and some blocks don't require block description.

Procedure

1. Go to *Admin Center* > *Configure People Profile*.
2. Select the language in which you want to add translations from the language dropdown menu at the top corner of the tool.

3. Select the block, section, or subsection for which you need to add translations.
4. In the text area of the edit panel, enter the title or description in the language you selected in the dropdown.
5. Save your changes.

Results

The values you enter for section titles, subsection titles, block titles, and block descriptions are saved as the localized text for the language you selected in the dropdown.

Task overview: Localizing the Legacy People Profile [page 164]

Previous task: Setting One Default Title for All Languages [page 164]

Next task: Adding Translations in Multiple Languages to One String in People Profile [page 166]

7.5.3 Adding Translations in Multiple Languages to One String in People Profile

Add translations in multiple languages for one text string in the People Profile.

Prerequisites

You have the *Administrator Permissions* > *Manage System Properties* > *Configure People Profile* permission to access the *Configure People Profile* tool.

Context

If you only have a few strings that needs to be translated, you can enter translations for one string at a time, in all languages.

You can do this for the following text:

- Section titles
- Subsection titles
- Block titles
- Block description
- Link text in blocks

Procedure

1. Go to *Admin Center* > *Configure People Profile*.
2. Locate the text string you want to translate and open the corresponding edit panel.
3. Select the *(globe)* to open the localization panel.
4. Enter translations for the desired languages.
5. Save your changes.

Task overview: Localizing the Legacy People Profile [page 164]

Previous task: Adding Translations in One Language to Multiple Strings in People Profile [page 165]

Next task: Enabling Localization of Rating Labels [page 167]

7.5.4 Enabling Localization of Rating Labels

Enable the localization of rating labels in the Live Profile Trend Information blocks for data coming from Performance Management forms so that they can be displayed in any language used in your system.

Prerequisites

You have permission to access the *Company System and Logo Settings* tool.

Context

After you enable the localization, the rating labels in the Live Profile Trend Information blocks are displayed in the system locale and based on the rating scale settings.

If the rating data comes from calibration sessions, then you don't need to perform this task. The rating labels in the Live Profile Trend Information block are automatically localized based on the rating scale settings in matrix grid rating scales.

> Note
>
> After you enable the localization, in some cases, for example, when you change the rating scales after a form is completed, rating label inconsistencies might occur. We don't recommend that you change rating scales associated to launched forms.

Procedure

1. Go to ▶ *Admin Center* ▶ *Company System and Logo Settings* ◀.
2. Choose *Enable rating label localization on Live Profile trend blocks*.
3. Save your changes.

Task overview: Localizing the Legacy People Profile [page 164]

Previous task: Adding Translations in Multiple Languages to One String in People Profile [page 166]

8 Enabling Person-Based Custom Background Information

Enable person-based custom background information so that legacy or latest People Profile and Pixel Perfect Talent Card (PPTC) can display all records of background information about a person. Even if the person has multiple employment, all background information records are shown under each employment.

Prerequisites

You have permission to access the *Company System and Logo Settings* admin tool.

Context

> ⓘ Note
>
> This setting only affects how custom background data elements are displayed in People Profile and PPTC. It doesn't affect import, export, and OData API related to custom background data elements.

By default, background information is displayed based on users rather than persons. With multiple employment, including global assignments, concurrent employment, and rehire with new employment, a person has multiple user IDs and each user has a People Profile. So when you are viewing one of the profiles for the person, only background information related to the user ID, which may be inactive, is shown.

> ⓘ Note
>
> For persons with global assignment, by default, only records related to the home assignment, including duplicate records, are displayed in People Profile under each assignment.

But custom background information, such as education and languages, remain consistent for a person despite the change of the employment. By doing this task, you can ensure that all custom background information related to the person is displayed in People Profile under each employment, including those related to inactive users, and duplicate records are merged.

Procedure

1. Go to *Admin Center* > *Company System and Logo Settings*.
2. Select the option *Enable Person-Based Background Information Blocks*.
3. Save your changes.

Results

If users have permission to view or edit a custom background data element related to one employment of a person with multiple employment, then users can view or edit all records related to the person in People Profile and Pixel Perfect Talent Card, including those related to inactive users.

9 Managing Badges

Employees can recognize each other by giving badges, outside of the normal performance and compensation management process. As an administrator, you can enable, customize, delete, localize badges according to your organization's needs.

The configurations to badges apply to both the legacy and latest People Profile.

9.1 Email Notifications on Badges

Enable email notifications to badges' recipients or the recipients' managers so that corresponding notifications are automatically sent to the employees or their managers when employees receive badges.

You can customize and enable two templates of email notifications through *Admin Center* > *E-Mail Notification Template Settings*:

- *Badge Recipient Notification* for badges' recipients
- *Badge Recipient's Manager Notification* for managers

Parent topic: Managing Badges [page 171]

Related Information

Creating Custom Badges [page 172]
Enabling Badges [page 173]
Deleting Custom Badges [page 174]
Adding Translations for Badges [page 175]
Configuring E-Mail Notifications

9.2 Creating Custom Badges

Create custom badges for users according to your organization's needs.

Prerequisites

You have the *Manage Badges* permission.

You have added a *Badges* block to the People Profile.

Context

In addition to the system defined badges, you can create a custom badge by giving it a title and image, and setting translation for it.

Procedure

1. Go to *Admin Center* > *Manage Badges*.
2. To create a badge, choose *Create A New Badge*, fill in the title, and upload a picture for the badge.

   For the title, choose a short and crisp one to get the best display result.

   > Note
   >
   > - The title can be up to 30 characters, but it will be truncated if it is too long.
   > - The minimum image resolution is 85 by 85 and the maximum size is 2 MB. To get best display result, keep the image in a square size with no more than 300x300 resolution. The zoom function becomes available only when the original picture goes beyond 175 by 175 pixels.
3. **Optional:** To localize the badge, choose *Add other languages* for the title.
4. **Optional:** To edit the badge, click the pencil icon under the badge.

   > Note
   >
   > If a custom badge has been used by at least one user, it is locked and can't be edited.

Task overview: Managing Badges [page 171]

Related Information

[Email Notifications on Badges [page 171]](#)
[Enabling Badges [page 173]](#)
[Deleting Custom Badges [page 174]](#)
[Adding Translations for Badges [page 175]](#)

9.3 Enabling Badges

Enable a predefined or custom badges for users to give the badges in the *Badges* block.

Prerequisites

You have the *Manage Badges* permission.

You have added a *Badges* block to the People Profile.

Context

After you create or edit a custom badge, you need to enable it so that users can use the badge. Predefined badges are enabled by default. You can disable or enable these badges according to your organization's needs.

You can enable up to 20 badges at one time.

Procedure

1. Go to *Admin Center* > *Manage Badges*.
2. Select the badges that you want to enable.

   Disabled badges are shown in gray color.
3. Save your changes.

Task overview: Managing Badges [page 171]

Related Information

Email Notifications on Badges [page 171]
Creating Custom Badges [page 172]
Deleting Custom Badges [page 174]
Adding Translations for Badges [page 175]

9.4 Deleting Custom Badges

Delete a custom badge that is no longer in use with the *Manage Badges* admin tool.

Prerequisites

You have the *Manage Badges* permission.

You have added a *Badges* block to the People Profile.

Context

If a custom badge has been used by at least one user, it is locked and can't be edited or deleted.

Predefined badges can't be edited or deleted.

Procedure

1. Go to *Admin Center* > *Manage Badges*.
2. Under the badge that you want to delete, choose ✕ *Delete*.
3. Save your changes.

Task overview: Managing Badges [page 171]

Related Information

Email Notifications on Badges [page 171]
Creating Custom Badges [page 172]

[Enabling Badges [page 173]](#)
[Adding Translations for Badges [page 175]](#)

9.5 Adding Translations for Badges

Add translations in multiple languages for all badges.

Prerequisites

You have the *Metadata Framework* > *Manage Data* role-based permission.

You have added a *Badges* block to the People Profile.

Context

Badges are displayed in the language that is set in the system. If a new language pack is enabled for the system in Provisioning, it can't be applied to badges automatically. To add translations for all badges, use the *Manage Data* tool.

For custom badges, you can also set your own translations with the *Manage Badges* tool.

> → 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 Technical Support.

Procedure

1. Go to *Admin Center* > *Manage Data*.
2. Search for *MDFBadgeTemplate*.
3. In the dropdown menu, select the badge that you want to modify.
4. Choose *Take Action* > *Make Correction*.
5. Choose *View Translations* beside the *badgeTitle* field to add your translation content.

Next Steps

To view the translation, change the overall language setting from *Settings* > *Change Language* on the home page. You can see the badge titles displayed in the selected language.

Task overview: Managing Badges [page 171]

Related Information

Email Notifications on Badges [page 171]
Creating Custom Badges [page 172]
Enabling Badges [page 173]
Deleting Custom Badges [page 174]

10 Managing Profile Photos for Employees

Employees can personalize their profiles by adding profile photos manually to the People Profile page. As an administrator, you can upload or export multiple profile photos at once through a scheduled job in the Admin Center. Before bulk upload, you must prepare employee photos and a CSV file that maps the photos to existing usernames according to file requirements.

The tasks in this section apply to both the legacy and latest People Profile.

> **Note**
>
> An employee with mutiple employment records (usernames) should only have one profile photo. So if you import photos for such an employee, we recommend that you only upload a photo for one of the employments. After the import, all the employments will share the single profile photo.
>
> If you instead upload multiple photos for the employee in one import file, only one photo is selected and shared by all the employments.

File Requirements [page 178]
Before uploading employee photos, follow the file requirements to prepare employee photos and a CSV file that is used to map photos to users. If necessary, compress the large amounts of photos into one or multiple ZIP files.

Uploading Multiple Profile Photos [page 181]
Create a job request to upload multiple profile photos for employees to the system in the *Scheduled Job Manager* admin tool.

Exporting Multiple Profile Photos [page 183]
Create a job request to export multiple profile photos for employees at once in the *Scheduled Job Manager* admin tool.

Related Information

Managing Scheduled Jobs in Admin Center
Creating a Scheduled Job Request in Admin Center

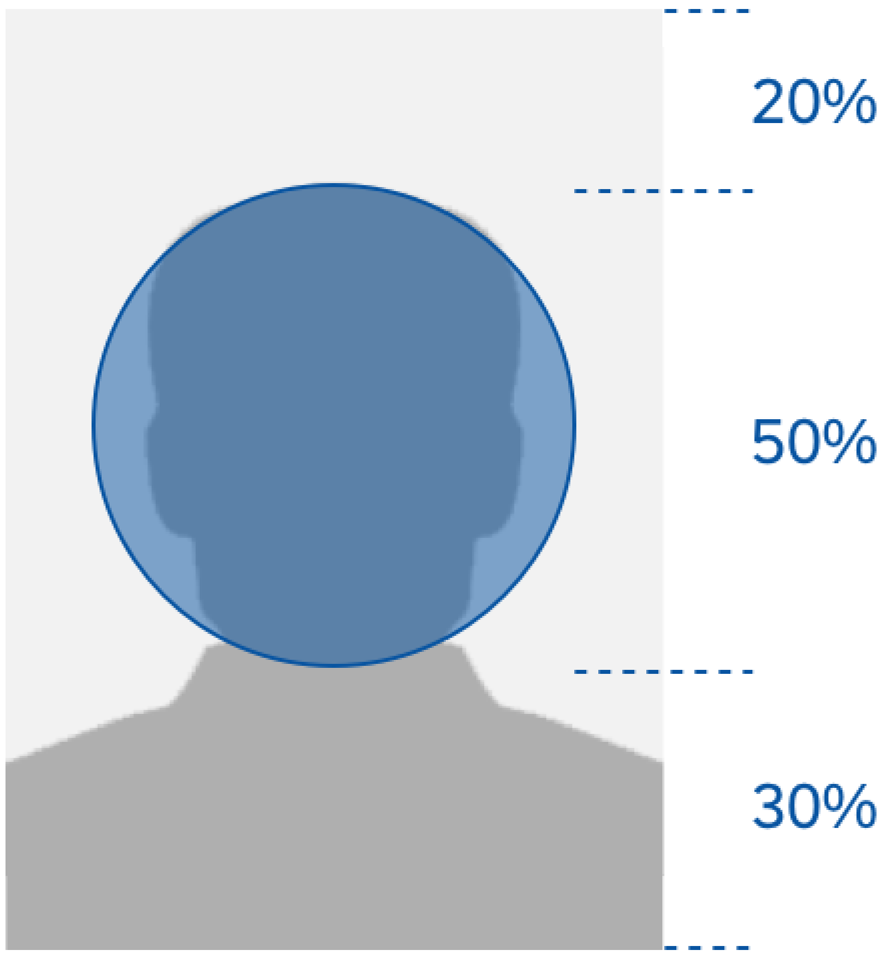
10.1 File Requirements

Before uploading employee photos, follow the file requirements to prepare employee photos and a CSV file that is used to map photos to users. If necessary, compress the large amounts of photos into one or multiple ZIP files.

Requirements for Profile Photos

The profile photos must meet the following requirements:

- **Photo size**
  Each photo must be 2 MB or less. The recommended size is 100 KB.
- **Photo format**
  JPG format only. If your photos are in other formats, convert them into JPG format.
- **Aspect ratio**
  3:4 is preferred for optimal display results.
- **Dimension in pixels**
  The recommend dimension is 180 pixels in width and 240 pixels in height.
- **File names**
  Photo names must not contain spaces. Use dashes or underscores to replace spaces.
- **Show the whole face in cropped photos**
  The profile photos are cropped to a circular shape on the People Profile. To ensure that the whole face is displayed properly, we recommend that the face is positioned within the circular crop area as follows:



Requirements for Zipped Photos

For optimized import performance, you can compress large amounts of photos into one or more ZIP files for a job of photo upload. The ZIP files must meet the following requirements:

- The photo names must follow the character encoding specified for the job.
- To upload a single ZIP file in a job, the ZIP file and CSV file must have the same name.
- To upload multiple ZIP files in a job, the ZIP file names must follow the pattern: <CSV filename>_<sequence number>.

> **Example**
>
> The CSV file name is `example.csv` and you prepared three ZIP files of photos for a job. The corresponding three ZIP file names are `example_1.zip`, `example_2.zip`, and `example_3.zip`.

> **Note**
>
> If the CSV file name includes a date, don't include the date in the file name for ZIP files.
>
> For example, if the CSV file name is `instance123_photos_210720.csv`, the ZIP file name must be `instance123_photos_.zip`, or `instance123_photos__1.zip` and `instance123_photos__2.zip` for multiple ZIP files.

Requirements for the CSV File

The CSV file must meet the following requirements:

- **We recommend naming the CSV file as <instanceID>_photos_<YYMMDD>.csv.**
  The "instanceID" is the company instance name, and the "YYMMDD" is the date when the scheduled job runs.
- **The table must contain two columns only: a *Username* column followed by a *Filename* column.**
  In each row, enter an existing username in the *Username* column and a file name in the *Filename* column to create a mapping. All names are case-sensitive. Example:

	A	B
1	Username	Filename
2	aaaa	aaaa.jpg
3	bbbb	bbbb.jpg
4	cccc	cccc.jpg
5	dddd	dddd.jpg
6	eeee	eeee.jpg
7	ffff	ffff.jpg
8	gggg	gggg.jpg

> **→ Tip**
>
> To get the list of employee usernames in the instance, go to the *Manage Users* tool in *Admin Center*, or you can export the full user list with the *Employee Export* tool in *Admin Center*.

- **The maximum number of photo entries in a single CSV file is 5000.**
  If you have more than 5000 photos to upload, split them into multiple CSV files and schedule an upload job for each file. For optimal performance, we recommend that you split the photos into batches of similar sizes. If your jobs take too much time to complete, consider splitting the CSV files into even smaller chunks.

> **Caution**
>
> If you prepare multiple CSV files for parallel jobs, do not put the same username in more than one file. Overlapping in usernames can lead to job failure.

Parent topic: Managing Profile Photos for Employees [page 177]

Related Information

Uploading Multiple Profile Photos [page 181]
Exporting Multiple Profile Photos [page 183]

10.2 Uploading Multiple Profile Photos

Create a job request to upload multiple profile photos for employees to the system in the *Scheduled Job Manager* admin tool.

Prerequisites

- You've prepared profile photos or compressed photos, and a CSV mapping file that meet the requirements specified in File Requirements [page 178]. If you want to schedule multiple jobs that run in parallel, prepare one CSV file for each job.
- You've uploaded the photos and CSV files to a directory on the SFTP server.
  For security reasons, we recommend that you use SAP SuccessFactors hosted SFTP server. In case you don't have an SFTP account, contact your Partner or Technical Support.
- You have the following permissions:
  - *Admin Center Permissions* > *Monitor Scheduled Jobs*
  - *Admin Center Permissions* > *Manage Scheduled Jobs*
  - *Manage User* > *Bulk Upload Profile Photos*

Context

> Note
>
> This job can be scheduled to run up to 10 times per day in the Admin Center. The daily execution times are counted based on server time.

Procedure

1. Go to ▶ *Admin Center* ▶ *Scheduled Job Manager* ▶.
2. On the *Job Scheduler* tab, choose *Create Job Request*.
3. In the *Job Definition* section, enter the following information.

Setting	Description
Job Name	The name given to the job.
Job Type	Select the option *Bulk Upload Profile Photos*.
Job Owner	The job owner must be the person who created this job request.

4. Select an appropriate option for *Character Encoding*.

> → Remember
>
> Photo names must follow the character encoding specified for the job.

5. **Optional:** Check one or more options in *Job Parameters* settings if necessary.

Options	Description
Upload Zipped Photos	Select this option if you're uploading photos in ZIP files.
Delete All Photos from the FTP Server After Upload	All photos, including compressed photos, are deleted from the server once they are uploaded. ⓘ Note You must select this option if you use an SAP SuccessFactors hosted SFTP server.

6. In the *FTP Configuration* section, enter information about the server access and file access.

> ⓘ Note
>
> We recommend that you use an SFTP server for stability and security.

7. In the *Job Occurrence* section, define how frequently you want the job to run.
8. In the *Notification* section, define who receives email notifications besides the job owner.
9. To finish, choose one of two options:
    - Choose *Submit* to save the job request and submit it to the job scheduler, so that the job is scheduled to run at the specified time.
    - Choose *Save* to save the job request, but not submit it. Configurations are saved but the job isn't scheduled to run yet.

Next Steps

You can monitor and manage the job request in the *Scheduled Job Manager* admin tool. See Related Information for details.

After the job is completed, two entries are displayed on the *Job Monitor* tab in *Scheduled Job Manager* in the following order:

1. A job named *Triggered by the Job Request <Your Job Request ID>* of the job type *Batch Upload Employee Photos*: this is a job in Provisioning triggered by your job request.
2. The job request that you created

> → Tip
>
> You can find more information about the job progress in the run details of the triggered job *Triggered by the Job Request <Your Job Request ID>*.

> → 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 Technical Support.

Task overview: Managing Profile Photos for Employees [page 177]

Related Information

File Requirements [page 178]
Exporting Multiple Profile Photos [page 183]
Managing Scheduled Jobs in Admin Center
Creating a Scheduled Job Request in Admin Center

10.3 Exporting Multiple Profile Photos

Create a job request to export multiple profile photos for employees at once in the *Scheduled Job Manager* admin tool.

Prerequisites

You have the following permissions:

- *Admin Center Permissions* > *Monitor Scheduled Jobs*

- *Admin Center Permissions* > *Manage Scheduled Jobs*
- *Manage User* > *Bulk Export Profile Photos*

Context

> **Note**
>
> This job can be scheduled to run up to 10 times a day in the Admin Center. The daily execution times are counted based on server time.

Procedure

1. Go to *Admin Center* > *Scheduled Job Manager*.
2. On the *Job Scheduler* tab, choose *Create Job Request*.
3. Create a job request of the job type *Bulk Export Profile Photos*.

   The job owner must be the person who created this job request.
4. Fill in all the required fields.

   > **Note**
   >
   > - *Character Encoding*: Photo names must follow the character encoding specified for the job.
   > - *File Name*: Because file names of the exported files are generated by the system after exported, you can enter any text in the required field.
   > - *Encryption*: Choose *None* for this field. Because of large data volume, currently we don't support file encryption for bulk exporting employee photos.
5. To finish, choose one of two options:
   - Choose *Submit* to save the job request and submit it to the job scheduler, so that the job is scheduled to run at the specified time.
   - Choose *Save* to save the job request, but not submit it. Configurations are saved but the job isn't scheduled to run yet.

Results

After the job is completed, two entries are displayed on the *Job Monitor* tab in *Scheduled Job Manager* in the following order:

1. A job named *Triggered by the Job Request <Your Job Request ID>* of the job type *Batch Export Employee Photos*: this is a job in Provisioning triggered by your job request.
2. The job request that you created

One or more ZIP files consisting of a CSV file and photo files are exported. A ZIP file contains a maximum of 5000 photos. In the CSV file, there are "username" and "filename" columns and the "filename" column contains the corresponding photo names. The exported ZIP file names follow this pattern: <instanceID>_photos_<YYMMDD>_<timestamp>.zip.

You receive an email about the export results.

> → 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 Technical Support.

Next Steps

You can monitor and manage the job request in the *Scheduled Job Manager* admin tool. See Related Information for details.

> → Tip
>
> You can find more information about the job progress in the run details of the triggered job *Triggered by the Job Request <Your Job Request ID>*.

Task overview: Managing Profile Photos for Employees [page 177]

Related Information

File Requirements [page 178]
Uploading Multiple Profile Photos [page 181]
Managing Scheduled Jobs in Admin Center
Creating a Scheduled Job Request in Admin Center

11 People Profile and Instance Sync

Use the Instance Synchronization feature to sync configurations of the People Profile between your Test and Production instances.

People Profile configuration settings are stored in the Metadata Framework (MDF). That means you can sync configurations between instances using the *MDF Data* sync artifact in instance sync tools.

To do this, first enable the *MDF Data* sync artifact in your system. Then, set up and run a sync of data in the *EmployeeProfilePageConfig* object.

Related Information

Sync Artifact for MDF Data

12 People Profile on the Home Page

People Profile includes the following features on the home page.

Name	Description	Where Shown	When Shown	Prerequisites	On Mobile App?
View 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	Note It's only available for the legacy People 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

Change History

Learn about changes to the documentation for People Profile in recent releases.

1H 2025

Type of Change	Description	More Info
Changed	We update the description about badges on Spotlight.	Spotlight of the Latest People Profile [page 43]
New	We added the Tags card to Spotlight	Spotlight of the Latest People Profile [page 43]
New	We added information about proxy management in the latest People Profile.	Proxy Management in the Latest People Profile [page 105]
New	DPCS for profile photos is supported for the latest People Profile and we added a difference about DPCS between the legacy and latest experience.	Profile Preview of the Latest People Profile [page 41] Differences Between Legacy and Latest People Profile [page 14]
New	Deep links to cards and categories on Full Profile are now supported.	Deep Links to Full Profile Categories and Cards [page 100]
Changed	We removed "As of" date picker, proxy management, tags, DPCS, Benefits blocks, Employment Information blocks, Advances blocks, Payroll Information block, organizing the profile layout, deep links to cards and categories, as an unsupported feature. We also updated information about field masking.	Differences Between Legacy and Latest People Profile [page 14]
Changed	We updated prerequisites and steps for configuring goal cards in Full Profile. We also updated card description to reflect the current content display and navigational behavior.	Configuring Goals Cards for Full Profile [page 90] Performance and Goals [page 72] Learning and Development [page 76]
Changed	We added information about login names on the latest People Profile.	Profile Preview of the Latest People Profile [page 41]
New	We added support for Edit mode of the Employment Details card in the new design on the mobile app.	Job Data [page 57]

Type of Change	Description	More Info
New	You configure the layout of Full Profile , define which target roles can access a category, rename predefined categories.	Configuring Categories and Cards in Full Profile [page 80]
New	We added information about new cards, including those under *Benefits* and *Payroll* categories.	Full Profile of the Latest People Profile [page 51]
Changed	We updated the role-based permission prerequisites to the following Full Profile cards in the latest People Profile: Nominations, Talent Pool Nominations, Successors to <position name>, and Successors.	Succession [page 74]
Added	We specified that to view Full Profile cards for Succession in the latest People Profile, users do not need to have the *Employee Data* permission for the `sysScoreCardNominationPortlet` and `sysScoreCardSuccessorPortlet` elements. This is only required in the legacy People Profile.	Configuring Succession Cards for Full Profile [page 97] Differences Between Legacy and Latest People Profile [page 14]

2H 2024

Type of Change	Description	More Info
Dec 13, 2024		
Added	We've added more information about the blocks not supported yet in the latest People Profile, feature differences between the legacy and latest People Profile.	Differences Between Legacy and Latest People Profile [page 14]
Nov 8, 2024		
Added	We've added information about the default visibility of Employee Information card.	Personal Data [page 53]
Oct 4, 2024		
New	Full Profile of the latest is now available for the latest the latest People Profile and an admin tool is added to configure the latest experience.	People Profile [page 5] Enabling Full Profile of Latest People Profile [page 35] Configuring the Latest People Profile [page 40]
Changed	"Finish Your Profile" only supports the legacy People Profile.	People Profile on the Home Page

Type of Change	Description	More Info
Changed	We've renamed the admin permission to access the admin tool for configuring both legacy and latest People Profile from *Manage System Properties* to *Configure People Profile*.	Configuring the Latest People Profile [page 40]
Added	Microsoft Teams Chat and usernames are added to Profile Preview.	Profile Preview of the Latest People Profile [page 41]
Changed	We've changed the descriptions and prerequisites for *Organization* and *Work Experience* cards due to enhancements to them.	Spotlight of the Latest People Profile [page 43]
New	We've added information about the Time Management cards.	Time Management [page 64]

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