



ERP-2446 Report Request (Req 15) : Demographics Breakdown

Please see the [SyWay Analytics Approach](#) document, section 'Documentation' for more information about the context of this document.

Status	Approved
Functional Specification Owner	PRAZERES-ext, ines
Stakeholders	KRASTINA, Elina , Helena Macieira
Jira Request ID	 ERP-1237 - Jira project doesn't exist or you don't have permission to view it.
Jira Development (Build) ID	 ERP-2446 - Jira project doesn't exist or you don't have permission to view it.
Lean IX App Link	
Business Process Reference (L4)	11.11.01.02. Create & Distribute Custom Reports

High-Level Specification

Parameter	Value
Application System (Delivery Tool)	SuccessFactors – Story Report Module: EC (Employee Central)

Functional Overview

Report label:

Demographics Breakdown

Type of report:

Story report

Why the report is needed

This report is required to provide a **demographics breakdown of employees** to support organizational analysis and workforce insights.

Business requirements addressed

- Provide demographic information for employees
- Support HR analysis on workforce composition

- Enable filtering by organizational attributes

Business questions answered

- What is the demographic distribution of employees?
- How is the workforce structured by age and other demographic attributes?
- Can demographic data be analyzed by organizational dimensions?

Business value

The report enables HR to analyze workforce demographics using reliable Employee Central data, supporting informed organizational and talent decisions.

Scope

In Scope

- Employee demographic data including:
 - Age
 - Date of birth
- Organizational attributes for filtering and analysis

Out of Scope

- Inactive employees

Intended Users & Access

- HR People services

Solution Overview

Content ownership: [PRAZERES-ext, ines](#)
 Input from: Elina Krastina, Helena Macieira

Security: Standard SuccessFactors RoleBased Permissions (RBP) apply. Data visibility is restricted to the user’s authorized organizational scope.

Story Definition

Overview Page

Not required.

Story Page 1 – Demographics Breakdown

Page Objective

Provide a tabular view of employee demographic data with filtering capabilities for HR analysis and reporting.

Page Filters

Report Field Name	Mandatory / Optional	Prompt Type	Default / Restrictions
Business Unit	Optional	Multiselect	All
Division	Optional	Multiselect	All
Country	Optional	Multiselect	All
Company	Optional	Multiselect	All
Location Group (Site)	Optional	Multiselect	All
Department	Optional	Multiselect	All
Employee Class	Optional	Multiselect	All
Workforce Category	Optional	Multiselect	All

Pay Grade	Optional	Multiselect	All
Employee Status	Mandatory	Multiselect	Active employees only

Page Level Input Controls

None specified.

Calculations

No advanced calculations required. Age is derived from Date of Birth as provided by Employee Central.

Layout

- Tablebased report
- Exportable to Excel (CSV / XLS)
- Single page layout optimized for data extraction

Tables / Lists

Employee Demographics Table

Field
User ID
Formal Name
Business Email Address
Gender
Date of Birth
Nationality
Business Unit
Division
Country
Company
Location Group (Site)
Department
Employee Class
Workforce Category
Pay Grade
Employee Status

Story Filters (Global)

Report Field Name	Mandatory / Optional	Default
Employee Status	Mandatory	Active employees only

Business Roles

Role
<ul style="list-style-type: none"> • 40-GBS People Services Specialist

Design Rationale

No existing report in the reporting catalog meets the business need for a consolidated demographics breakdown. The report relies exclusively on Employee Central data, making SuccessFactors reporting tools the most appropriate solution. SAP standard templates were reviewed but did not meet the requirements.

Assumptions

- Employee Central demographic data is correctly maintained
- Date of birth and nationality are available for active employees

Dependencies

- Availability and quality of Employee Central master data
- Correct access rights for HR users

Special Requirements

None identified.

Frequency of Analysis / Report Run

Frequency
Adhoc / Ondemand

Testing Considerations / Dependencies

- Validate inclusion of active employees only
- Validate correct population of demographic fields
- Validate filtering by organizational attributes
- Validate export to CSV / XLS formats

Test Conditions and Expected Results

ID	Condition	Expected Result
TC01	Open report without filters	All active employees displayed
TC02	Filter by Department	Only employees from selected department displayed
TC03	Export report	Data correctly exported to CSV / XLS

Other Requirements

None identified.

See also

File **Modified**

No files shared here yet.

Change log

Version	Published	Changed By	Comment
CURRENT (v. 2)	Mar 09, 2026 21:47	SKIKDAOUI-ext, Myriam	
v. 1	Mar 09, 2026 21:44	SKIKDAOUI-ext, Myriam	

Workflow history

This view shows the 5 most recent entries. The complete workflow log is available from the 'Document Activity' menu item.

May 07, 2026	Actor	Type	Activity	Version
Approved	 GARNIER-ext, Marion	State	changed state to Approved at 11:35 am	v2
Lead Approval	 GARNIER-ext, Marion	State	gave <i>POD Lead Review</i> approval at 11:35 am	
May 05, 2026				
	 SKIKDAOUI-ext, Myriam	State	assigned approval <i>POD Lead Review</i> to  GARNIER-ext, Marion at 8:21 am	
	 BILLING-ext, Anoop	State	changed expiry date to '12 May, 2026 08:05 am' at 8:05 am	
		State	changed state to Lead Approval at 8:05 am	v2
Tech Review	 BILLING-ext, Anoop	State	gave <i>Tech Review</i> approval at 8:05 am	