



ERP-2783 Report Request (Req 102) : Upcoming Terminations

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

Status	Approved
Functional Specification Owner	BILLING-ext, Anoop
Stakeholders	Elina Krastina
Jira Request ID	 ERP-1261 - Jira project doesn't exist or you don't have permission to view it.
Jira Development (Build) ID	 ERP-2783 - 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: Employee Central (EC)

Functional Overview

Why the report is needed

Syensqo needs a report to **track Upcoming Employee Terminations** to ensure HR teams can proactively prepare offboarding activities, including:

- Benefit rolloff
- Access removal
- Compliance-related actions

This is one of the **most requested HR reports**, widely used to ensure that employees with a scheduled termination have their access revoked and offboarding tasks initiated on time.

Business requirements addressed

- Centralized visibility of upcoming terminations
- Early preparation of offboarding tasks
- Compliance with access removal and benefits processes

Business questions answered

- Which employees have an upcoming termination date?
- When are terminations scheduled?
- Which countries, GBUs, and departments are impacted?
- What are the main reasons for upcoming terminations?

Business value

The report enables **timely and compliant offboarding**, reduces operational risk, and ensures HR has a single, reliable source of truth to manage upcoming exits.

Scope

In Scope

The report includes:

- All employees **once a scheduled termination date is available**
- Employee name (first and last)
- Direct manager
- Department and site
- Termination date
- Employment details and demographics
- Event and event reason related to termination

Additional considerations:

- Include contingent workers (clearly distinguished)
- If contingent workers cannot be handled due to process differences, a separate report may be required

Out of Scope

- Employees without a termination date
- Historical terminations already completed (unless still active in EC)

Solution Overview

Content ownership: [BILLING-ext](#), [Anoop](#)

Input from: Elina Krastina

- Security: **Strict RoleBased Permissions (RBP)**
- Data visibility restricted to HR users with a legitimate business need

Story Page – Upcoming Terminations

Page Objective

Provide a **centralized dashboard and detailed table** for HR to monitor all upcoming employee terminations and prepare offboarding actions in advance.

Page Filters

Report Field Name	Mandatory / Optional	Prompt Type
Termination Date	Optional	Date
Country	Optional	Multiselect
GBU	Optional	Multiselect
Division	Optional	Multiselect
Department	Optional	Multiselect
Cost Center	Optional	Multiselect
Employment Type (Regular / Temporary)	Optional	Multiselect
Employment Status	Optional	Multiselect

Event Reason	Optional	Multiselect
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Page Level Input Controls

- Dimension selector for termination analysis by country, GBU, division, or department.

Calculations

The report includes the following metrics:

- Number of users with a termination date
- FTE
- Average age of terminations

Layout

- Page filters pinned at the top
- Syensqo logo topleft
- Summary KPIs (first tab)
- Charts (first tab)
- Detailed employeelevel table at the bottom of the page

Dashboards / Charts

Summary KPIs (Numerical):

- Number of users with termination date
- FTE
- Average age of terminations

Charts:

- Terminations by Gender – Pie chart
- Terminations by Event Reason – Bar chart
- Terminations by Country / GBU / Division / Department – Bar chart with dimension input control
- Terminations over Time (Termination Date) – Time series

Tables / Lists

Table 1 – EmployeeLevel Termination Details

Field
User ID
Employee First and Last Name
Legal Entity
GBU
Country
Division
Cost Center
Department
Regular / Temporary
Employment Status
Termination Date
Hire Date
Event
Event Reason
FTE
Location

Person ID
Username
Formal Name
Gender
Date of Birth
Email Address
National ID Type
National ID
Marital Status
IBAN
Home Address (Lines 1–3)
City
Zip Code
Original Start Date
Contract Type
Contract End Date
Job Function
Job Classification
Position
Supervisor Name
Supervisor Email Address
Workforce Category
Local Pay Grade
Pay Grade
Amount
Currency Code
Frequency

Story Filters (Global)

Report Field Name	Mandatory	Default
Termination Date	Mandatory	Not blank
Employee Status	Mandatory	Active users only

Data Models

Data Model	Description	Jira Development ID
EC Employee & Termination Data Model	Employee Central termination and employment data	Not specified

Business Roles

Role
40-GBS People Services Specialist



Design Rationale

No existing report in the catalog provides a **forwardlooking view of upcoming terminations** with the required level of detail and security. A custom EC Story Report is required.

Assumptions

- Termination date is reliably populated in Employee Central
- Event reason correctly identifies termination scenarios

Dependencies

- Final RBP target population definition
- Alignment with accessremoval and benefit offboarding processes

Special Requirements

- Report contains **sensitive personal and employment data**
- Must strictly comply with RBP and confidentiality rules
- Realtime or daily refresh required

Frequency of Analysis / Report Run

Frequency
Daily

Testing Considerations / Dependencies

- Validate termination date filtering logic
- Validate RBP access restrictions
- Validate KPI accuracy (counts, age calculation)

Test Conditions and Expected Results

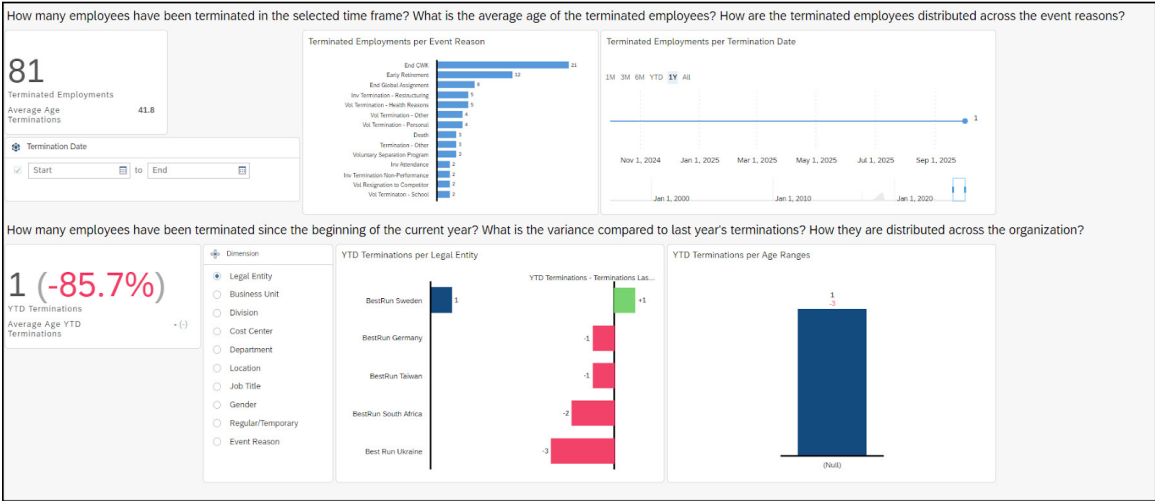
ID	Condition	Expected Result
TC01	Open report as HR user	Upcoming terminations displayed
TC02	Filter by termination date	Charts and table update correctly
TC03	Filter by event reason	Correct termination subset shown
TC04	Access by nonHR user	No access / data restricted

Other Requirements

None identified.

Screenshots

This is how the standard template looks like:



Terminated Employment Details

Person ID	Last Name	First Name	Legal Entity	Business Unit	Division	Cost Center	Department	Location	Regular/Tem...	Employment Status	Termination Date	Recruit Date New	Event	Event Reason	FTE
100255	Howard	Ethan	BestRun USA	Products	Manufacturing	USA Production	Operations US	Dallas	Regular	Retired	Oct 9, 2016	Mar 6, 2013	Termination	Early Retirement	1.00
101047	MacCallin	Jimi	BestRun Argentina	Products	Manufacturing	Argentina Production	Production Argentina	Buenos Aires	Regular	Discontinued	Oct 1, 2020	Dec 24, 2019	End Global Assignment	End Global Assignment	1.00
101047	MacCallin	Jimi	BestRun Argentina	Products	Manufacturing	Argentina Production	Production Argentina	Buenos Aires	Regular	Terminated	Jan 3, 2020	Dec 24, 2019	End Global Assignment	End Global Assignment	1.00
101047	MacCallin	Jimi	BestRun Argentina	Products	Manufacturing	Argentina Production	Production Argentina	Buenos Aires	Regular	Terminated	Jan 10, 2020	Jan 7, 2020	End Global Assignment	End Global Assignment	1.00
101064	Ritche	Henry	BestRun UK	Products	Manufacturing	UK Production	Operations UK	Knutsford	Regular	Retired	Oct 8, 2016	Jun 24, 2013	Termination	Early Retirement	1.00
102074	Boudreaux	Gillaume	BestRun France	Products	Manufacturing	France Production	Operations FR	Paris	Regular	Retired	Oct 11, 2016	Aug 18, 2013	Termination	Early Retirement	1.00
103010	Denecken	Kathrin	BestRun Germany	Products	Manufacturing	Germany Production	Production DE	Frankfurt	Regular	Terminated	Jul 1, 2020	Jan 25, 2024	Termination	Death	1.00
103036	Brunnett	Ralph	BestRun Germany	Products	Manufacturing	Germany Production	Operations DE	Berlin	Regular	Retired	Apr 1, 2020	Jan 25, 2024	Termination	Early Retirement	1.00
103074	Martin	Jonas	BestRun Germany	Products	Manufacturing	Germany Production	Operations DE	Berlin	Regular	Retired	Oct 13, 2016	Oct 24, 2013	Termination	Early Retirement	1.00
103107	Haynes	Sherry	BestRun USA	Corporate	Corporate Services	USA HR	Employee Relations	Seattle	--	Terminated	Jun 10, 2016	Jun 7, 2016	Termination	Termination - Other	1.00
103121	Keys	Samuel	BestRun Sweden	Products	Manufacturing	--	--	Stockholm	--	Terminated	Dec 1, 2022	Jul 1, 2023	ECWK	End CWK	1.00
103126	Farelli	Lisa	BestRun USA	Products	Manufacturing	USA Production	Production US	Detroit	--	Terminated	Jan 1, 2019	Sep 15, 2016	ECWK	End CWK	1.00
103146	Chandler	Helen	BestRun UK	Products	Manufacturing	UK Production	Production UK	London	--	Terminated	Jan 1, 2019	Jan 1, 2019	ECWK	End CWK	1.00
103250	User	GA	BestRun Argentina	Products	Manufacturing	Argentina Production	Production Argentina	Buenos Aires	Regular	Terminated	Feb 1, 2020	Jan 14, 2020	End Global Assignment	End Global Assignment	1.00
103287	Hengman	Jure	BestRun Switzerland	Global Consulting Ser...	GCS Europe, Middle Eas...	--	--	--	Regular	Terminated	Dec 16, 2021	Nov 1, 2021	End Global Assignment	End Global Assignment	1.00
103290	Ribnik	Nana	BestRun Slovenia	Sales	Finance	--	--	--	Regular	Terminated	Sep 10, 2021	Jan 1, 2021	Termination	Vol Termination - Other	1.00
103292	Temporari	Nana	BestRun Slovenia	Sales	Finance	--	--	--	Regular	Terminated	Feb 1, 2022	Feb 1, 2021	Termination	Termination - Other	1.00
103323	Trtyak	Kazymyr	Best Run Ukraine	Retail	Retail-West	--	--	Charkiw	--	Terminated	Mar 2, 2019	Feb 1, 2022	ECWK	End CWK	1.00
103323	Trtyak	Kazymyr	Best Run Ukraine	Retail	Retail-West	--	--	Charkiw	--	Terminated	Feb 1, 2023	Feb 1, 2022	ECWK	End CWK	0.00
103324	Serdjuk	Trokhym	Best Run Ukraine	Retail	Retail-Corporate	--	--	Doneck	--	Terminated	Mar 1, 2023	Mar 1, 2022	ECWK	End CWK	1.00
103325	Machina	Matylda	Best Run Ukraine	Retail	Retail-Corporate	--	--	Kiev	--	Terminated	Mar 1, 2023	Mar 1, 2022	ECWK	End CWK	1.00
103326	Decimal	Alex	BestRun Australia	Products	Manufacturing	Australia Production	Operations AU	Sydney	Regular	Retired	Nov 13, 2022	Apr 1, 2022	Termination	Early Retirement	1.00

See also

File Modified

No files shared here yet.

Change log

Version	Published	Changed By	Comment
CURRENT (v. 2)	Apr 13, 2026 08:48	SKIKDAOUI-ext, Myriam	Jira links
v. 1	Apr 09, 2026 11:59	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 8:30 pm	v2
Lead Approval	GARNIER-ext, Marion	State	gave POD Lead Review approval at 8:30 pm	
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 08:06 am' at 8:06 am	
	State	changed state to Lead Approval at 8:06 am v2	
Tech Review	 BILLING-ext, Anoop	State	gave <i>Tech Review</i> approval at 8:06 am
		State	changed expiry date to '10 May, 2026 08:06 am' at 8:06 am
		State	changed state to Tech Review at 8:06 am v2
