



ERP-2780 Report Request (Req 99 & 108): Mobility and International Transfers & Short term Remote work

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 and Teresa Félix
Jira Request ID	 ERP-1254 - Jira project doesn't exist or you don't have permission to view it.
Jira Development (Build) ID	 ERP-2780 - 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 **centralized and dynamic view of employees under mobility policies and programs** to streamline management of global assignments and international transfers.

In addition, the Global Mobility team requires a **single consolidated report** to track employees who have submitted **Short Term Remote Work** applications.

Business requirements addressed

- Centralized tracking of global mobility population
- Operational followup of Global Assignments and Permanent Transfers
- Visibility on Short Term Remote Work applications
- Segmentation by organizational and timebased dimensions

Business questions answered

- Which employees are currently on global assignment or international transfer?

- What is the status and duration of each mobility assignment?
- How is the mobility population distributed by GBU, country, and effective date?
- Which employees have applied for Short Term Remote Work and under what conditions?

Business value

The report supports **daytoday operational activities** of the Global Mobility team, ensures accurate tracking of assignments and applications, and enables realtime followup of mobility cases.

Scope

In Scope

The report covers employees under the following mobility policies and programs:

- Expats
- International Transfers
- Specific programs (e.g. SIPA, Rotational (FFF), VIE, etc.)
- Global Assignments / Permanent Transfers (GA / PT)
- Short Term Remote Work applications

Out of Scope

- Nonmobility population
- Historical data outside Employee Central scope

Solution Overview

Content ownership: [BILLING-ext](#), [Anoop](#)
 Input from: Elina Krastina and Teresa Félix

Security: Standard SuccessFactors RoleBased Permissions (RBP) apply. The report respects EC data visibility rules.

Story Page – Mobility and International Transfers

Page Objective

Provide a **single operational report** for the Global Mobility team to track all employees under mobility policies and Short Term Remote Work in real time.

Page Filters

Report Field Name	Mandatory / Optional	Prompt Type
Country	Optional	Multiselect
GBU	Optional	Multiselect
Legal Entity	Optional	Multiselect
Division	Optional	Multiselect
Cost Center	Optional	Multiselect
Job Grade	Optional	Multiselect
Job Title	Optional	Multiselect

Page Level Input Controls

None specified.

Calculations

No advanced calculations specified. Duration is displayed as provided in Employee Central (in years where applicable).

Layout

- Page filters pinned at the top
- Syensqo logo topleft
- Tablebased layout for operational usage

Dashboards / Charts

Not required for this report.

Tables / Lists

Table 1 – Employee Details: Mobility Population

Field
Person ID
User ID
Formal Name
Business Email Address
Job Title
Business Unit
Division
Country
Company
Location Group (Site)
Department
Cost Center
Manager User ID
Manager Name
Employee Class
Workforce Category
Pay Grade
Employee Status
Event Reason
Assignment Type
Assignment Start Date
Actual End Date
Planned End Date
Assignment Class
Movement Type
Move Request Reception Date
Relocation Phase
Business Decision Date
Cancellation Reason
Duration (in years)
Employee Acceptance Date

Table 2 – Employee Details: Short Term Remote Work

Field
Person ID
User ID
Formal Name
Business Email Address
Job Title
Business Unit
Division
Country
Company
Location Group (Site)
Department
Cost Center
Manager User ID
Manager Name
Employee Class
Workforce Category
Pay Grade
Employee Status
Remote Work Start Date
Remote Work End Date
Number of Days
Destination Country
Destination City
Emergency Contact Exists?
Legal Authorization Acknowledgement
Legal & Tax Compliance Acknowledgement
Health Coverage Acknowledgement
Restrictions on Activities Acknowledgement
Productivity & Work Conditions Acknowledgement
Expenses Responsibility Acknowledgement
Data Security Acknowledgement
Reporting & Compliance Acknowledgement
Acknowledgement of Submission

Story Filters (Global)

Report Field Name	Mandatory / Optional	Default
Employee Status	Mandatory	Active and Dormant
Event Reason	Mandatory	Global Assignment / End Global Assignment

Data Models

Data Model	Description	Jira Development ID
EC Mobility & Assignment Data Model	Global Assignments, Transfers, and Remote Work data	Not specified

Business Roles

Role
<ul style="list-style-type: none">40-Global Mobility Team

Design Rationale

No existing report in the catalog provides a consolidated view of all mobility programs and Short Term Remote Work. A custom EC Story Report ensures operational accuracy and realtime monitoring.

Assumptions

- All mobilityrelated data is maintained in Employee Central
- Event reasons correctly identify GA / PT lifecycle events

Dependencies

- Data completeness in EC for mobility events
- Validation that all required fields are available in SuccessFactors

Special Requirements

- Realtime data refresh
- Single report covering multiple mobility use cases

Frequency of Analysis / Report Run

Frequency
Daily

Testing Considerations / Dependencies

- Validate event reason filtering
- Validate GA/PT date logic
- Validate Short Term Remote Work acknowledgements
- Validate visibility by Global Mobility role

Test Conditions and Expected Results

ID	Condition	Expected Result
TC01	Open report without filters	All mobility and remote work records displayed
TC02	Filter by country or GBU	Table updates correctly
TC03	Review assignment dates	Dates populated correctly
TC04	Review Short Term Remote Work records	All acknowledgement fields visible

Other Requirements

None identified.

See also

File **Modified**

No files shared here yet.

Change log

Version	Published	Changed By	Comment
CURRENT (v. 3)	Apr 13, 2026 08:44	SKIKDAOUI-ext, Myriam	Jira links
v. 2	Apr 09, 2026 15:27	SKIKDAOUI-ext, Myriam	
v. 1	Apr 09, 2026 09:59	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 11:43 am	v3
Lead Approval	 GARNIER-ext, Marion	State	gave <i>POD Lead Review</i> approval at 11:43 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 08:06 am' at 8:06 am	
		State	changed state to Lead Approval at 8:06 am	v3
Tech Review	 BILLING-ext, Anoop	State	gave <i>Tech Review</i> approval at 8:06 am	