

## **Introduction**

The employee initials comprise a four-character combination derived from both the employee's first and last names.

This document provides an overview of the Initials Generator tool, an event-driven integration designed to handle the employee initials throughout their journey within the company, starting from the point of hire or rehire and extending to termination.

## **Purpose**

The Initials Generator tool's primary function is to serve as an automated engine that identifies new hires or rehires and subsequently creates the corresponding initials for each employee.

Utilizing both SuccessFactors integration capabilities and SAP Cloud Integration, the engine will assume responsibility for the following tasks:

- Identify new hires / rehires
- Generate the initials, based on first name and last name, factoring in:
  - o Duplicates: If the recommended initial is already in use, the engine will attempt an alternative combination.
  - o Profanity: If the four-character combination results in an offensive or inappropriate sequence, the engine will disregard it and seek an alternative combination.
- After the engine successfully generates the initials, the following fields in SuccessFactors will be updated accordingly.:
  - o Username
  - o Initials, under Biographical Information
  - o Business Email Address

During the termination process, the engine will autonomously disassociate the initials from the username, thereby preventing the terminated employee from accessing the system any further.

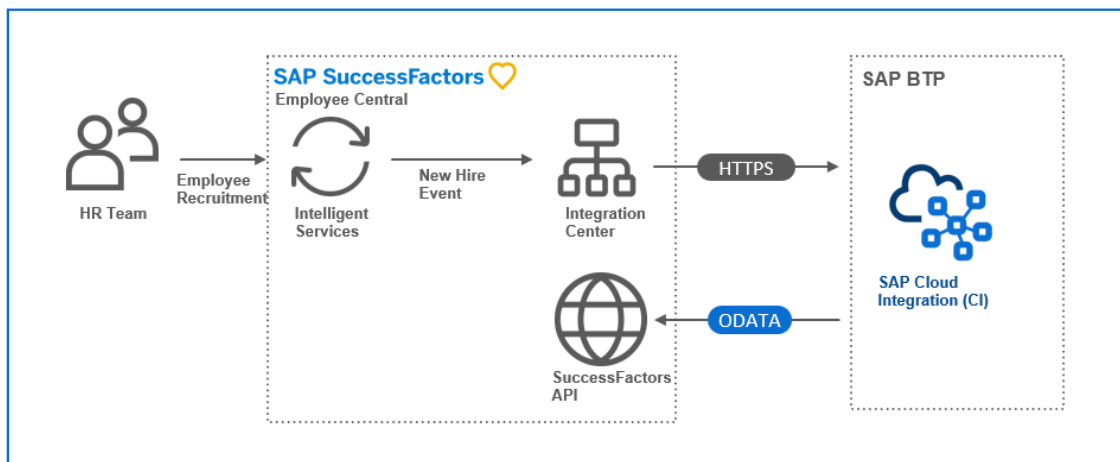
The section below elaborates on the integration details and architecture specific to each of the pertinent HR processes: New Hire, Rehire, and Termination.

## **Integration Details & Architecture**

### **New Hire**

Leveraging the event-driven functionalities within SuccessFactors, specifically Intelligent Services, the integration responsible for generating employee initials is initiated immediately upon the completion of the hiring process within SuccessFactors.

Subsequently, this event will activate the backend engine, specifically an integration flow within SAP Cloud Integration, which will execute the algorithm responsible for generating the employee initials.



This algorithm consists of five rules:

Rule #1: 2 characters from First Name and 2 from Last Name (if it is already assigned to another employee then follow rule 2)

Rule #2: 1 character from First Name and 3 from Last Name (if it is already assigned to another employee then follow rule 3)

Rule #3 : 3 characters from First Name and 1 from Last Name (if it is already assigned to another employee then follow rule 4)

Rule #4: 2 characters from First Name, 1 from Middle Name, and 1 from Last Name (if it is already assigned to another employee then follow rule 5)

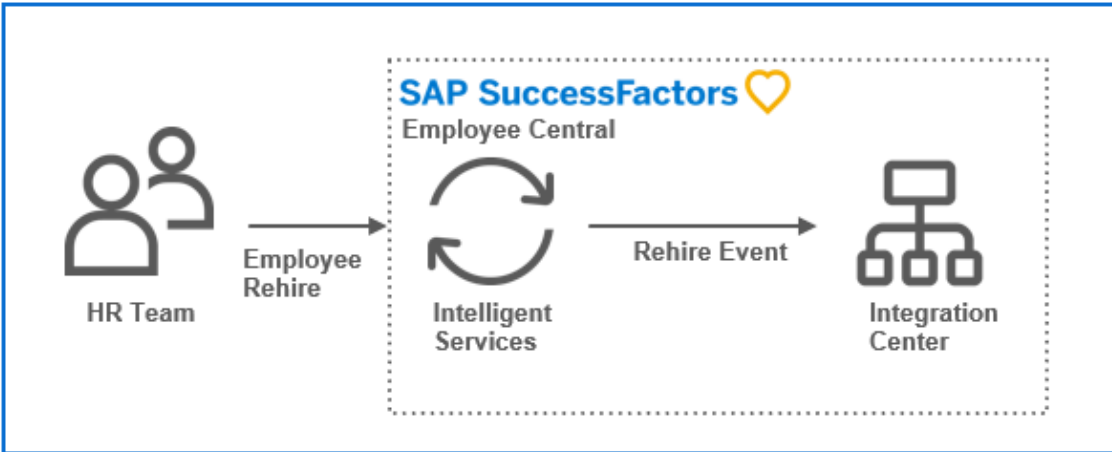
Rule #5: 1 character from First Name 1 from Middle Name (if exist else add Z) and 2 from Last Name

The mentioned fields (Username, Initials, Business Email Address) will subsequently be filled with the output generated by the described algorithm.

## Rehire

During the rehire action, the employee's username will be automatically configured to use the pre-existing employee initials.

This change becomes effective on the rehire date unless it is a past-dated rehire, in which case the username will be adjusted to the initials immediately after the rehire action.



### Termination

During the termination action, the employee initials will be disassociated from the username on the termination date.

If the termination is retroactive, the integration is activated immediately to remove the employee initials from the username.

