

SAP BUSINESS TECHNOLOGY PLATFORM | EXTERNAL

Configuration Guide

Translate Job Postings using SAP Build Process Automation or SAP Workflow Management

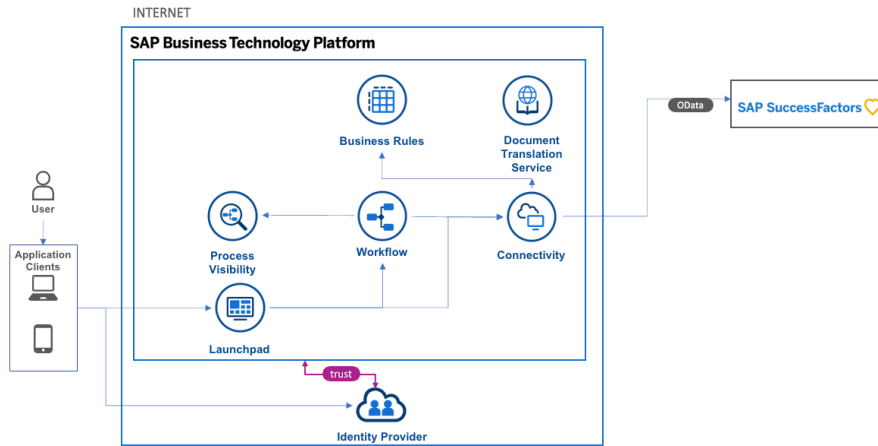
Table of Contents

Overview	3
Artifacts	4
Process	4
Process Variants	6
Import Translate Job Postings and Configure Process Variants with SAP Build Process Automation	8
Import Translate Job Postings and Configure Process Variants with SAP Workflow Management	8
Decisions & Policies	9
Determine Translation Configuration	9
Determine Approver Determination Strategy	10
Determine Job Status	10
Determine Allowed Translation Languages	11
Determine Allowed Languages	12
Determine Approver	13
Determine Process Definition	14
Determine Approvers from External Service	14
Process Visibility	15
Configure Visibility Scenarios in SAP Build Process Automation	15
Configure Visibility Scenarios in SAP Workflow Management	16
Access Process Workspace in SAP Build Process Automation	16
Access Process Workspace in SAP Workflow Management	17

Overview

This document provides information about configuration steps to consume the package **Translate Job Postings**. The main audience of this document are HR experts.

This package automatically translates and orchestrates the review of job requisition translations. It can be started after a job requisition is created.



Artifacts

A package consists of process templates, process steps, process variants, decisions, and process visibility models. Please refer [help documentation](#) about these artifacts.

Process

A process template is a set of business activities and tasks that, once completed, fulfills an organization goal. The **Translate Job Postings** package contains the following process template:

Translate Job Postings – Simple workflow that first translates the job requisition into different languages and then asks reviewers to check for translation errors before updating the job requisition in SAP SuccessFactors.

A business process can be broken down logically into smaller parts or steps. Each process step is a collection of activities to perform a specific task. For example, an approval process step can contain activity to determine the approvers, approval task, notifications, and handle the approval result. **Table 1** represents the list of process steps/sub flows available to be used in **Translate Job Postings**.

Table 1. Process Steps

Process Steps	Cardinality	Detailed Description
Start Translations	1...1	This step translates the required job descriptions and titles into the selected languages.
Review Job Postings	0...1	In this step, the reviewer checks the translation and after editing and submitting it, the upload to SAP SuccessFactors happens. If this step is not included, the translations will be uploaded after the Translate Step

The process has attributes, and these attributes are available in process visibility to search approval process instances and to define process performance indicators. Please see **Table 3** for more details.

Table 3. Process Attributes.

Process Attributes	Detailed Description
Job Requisition ID	The unique identifier for this requisition
Source Language	The source language from which to translate
Target Languages	The target languages to which to translate to
Country	The country of the job requisition

Sample Conditions to directly start a variant workflow

```
{
  "requester": {
    "mail": "testmail@sap.com",
    "id": "testmail@sap.com"
  },
  "translationDetails": {
    "translationLanguages": {
      "external": {
        "originalJobTitle": "Softwareentwickler",
        "originalJobDescription": "<div><div style='padding: 10px 0px;border: 1px solid transparent;'><div style='font-size:16px;word-wrap: break-word;'><H2 style='font-size: 1em; margin: 0px'>Stellenbeschreibung</H2>&#13;</div><div><p><strong>Das Aufgabengebiet:</strong></p><ul><li>Personal der Organisation verwalten; hierf&uuml;r ein Programm f&uuml;r Personalbeschaffung, Eignungstests und Einstellungsgespr&auml;che entwickeln, Manager bei der Kandidatenauswahl beraten, Entlassungsgespr&auml;che durchf&uuml;hren und analysieren sowie &Auml;nderungen empfehlen.</li><li>Neue Mitarbeiter durch Einrichten und Durchf&uuml;hren von Programmen f&uuml;r Orientierung und Integration auf ihren Einsatzbereich vorbereiten.</li><li>Verg&uuml;tungsplan verwalten; hierf&uuml;r in regelm&auml;&szlig;igen Abst&auml;nden Gehaltsumfragen durchf&uuml;hren, Stellenbewertungen planen und durchf&uuml;hren, Budgets vorbereiten, einzelne Bezahlvorg&auml;nge &uuml;berwachen und zeitlich planen sowie &Auml;nderungen an der Verg&uuml;tungsstruktur empfehlen, planen und implementieren.</li><li>Planung, &Uuml;berwachung und Beurteilung der Arbeitsergebnisse von Mitarbeitern sicherstellen; hierf&uuml;r Manager bei Coaching- oder Disziplinarma&szlig;nahmen unterst&uuml;tzen, Besprechungen zwischen Management und Mitarbeitern zeitlich planen, Mitarbeiterbeschwerden entgegennehmen und beilegen sowie Mitarbeiter und Vorgesetzte beraten.</li><li>Programme f&uuml;r Mitarbeitersonderleistungen verwalten und Mitarbeiter &uuml;ber Leistungen informieren; hierf&uuml;r Bedarf und Trends bei Mitarbeitersonderleistungen studieren und bewerten, dem Management Programme empfehlen, den Prozess zur Inanspruchnahme von Leistungen anleiten, Angebote f&uuml;r Vertr&auml;ge &uuml;ber Sonderleistungen einholen und bewerten, solche Vertr&auml;ge abschlie&szlig;en sowie Schulungsprogramme zu Sonderleistungsprogrammen entwerfen und durchf&uuml;hren."
        }
      },
      "internal": {
        "originalJobTitle": "Softwareentwickler",
        "originalJobDescription": "<div><div style='padding: 10px 0px;border: 1px solid transparent;'><div style='font-size:16px;word-wrap: break-word;'><H2 style='font-size: 1em; margin: 0px'>Stellenbeschreibung</H2>&#13;</div><div><p><strong>Das Aufgabengebiet:</strong></p><ul><li>Personal der Organisation verwalten; hierf&uuml;r ein Programm f&uuml;r Personalbeschaffung, Eignungstests und Einstellungsgespr&auml;che entwickeln, Manager bei der Kandidatenauswahl beraten, Entlassungsgespr&auml;che durchf&uuml;hren und analysieren sowie &Auml;nderungen empfehlen."
        }
      }
    },
    "languages": [
      {
        "code": "en_US",
        "description": "English US (English US)"
      },
      {
        "code": "fr_FR",
        "description": "Français (French)"
      }
    ]
  }
}
```

```

    },
    {
      "code": "es_ES",
      "description": "Español (Spanish)"
    }
  ]
},
"translations": [
]
},
"workflowDetails": {
  "layoutConfigInternal": true,
  "internal": true,
  "external": true,
  "layoutConfigExternal": true,
},
"jobPosting": {
  "id": "2844",
  "hiringManager": "GeoffHill",
  "hiringManagerEmail": "Geoff.Hill@bestrunsap.com",
  "defaultLanguage": {
    "code": "de_DE",
    "description": "Deutsch (German)"
  },
  "country": "United States"
},
"history": []
}

```

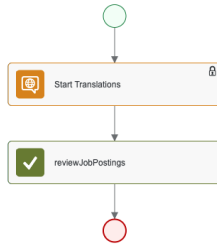
Process Variants

A process variant consists of multiple process steps configured by a line of business expert. It is possible to create multiple variants of the same process. For example, one can skip the Review Job Postings step and instead directly post the translated text within SuccessFactors.

Please refer [help documentation](#) about how to import content packages and configure a process variant.

Available Steps (2)

- Review Job Postings**
This workflow reviews the translated job posting from Success Factors
- Start Translations**
This workflow orchestrates the translation of the job postings



100%

Process Variant Properties

Name*

Process

Description

Workflow Definition ID

Import Translate Job Postings and Configure Process Variants with SAP Build Process Automation

1. In the [SAP Build Process Automation Store](#), search for live process package Translate Job Postings and import the same. This content package has one process template and process variant(s) for that template.
2. In the Application Development [Lobby](#), click to open the package with name Translate Job Postings. This opens the package in a new tab/window.
3. Click the + icon next to the process template to create a new process variant.
4. Enter Name of the new Process Variant (ex, Two Step Approval).
5. Click the newly created Process Variant tile to save and activate the process variant.
6. The process variant has a default implementation with two steps and at least one level of approval.
7. It is possible to remove steps like “Approval for Translate Job Postings” from a process variant only if there are multiple approvals. Please note that whether a step is mandatory or optional, and how many a times any step can be used within a variant, are dependent on the constraints defined on the process steps.
8. Save and activate the variant. A successful activation will create a new workflow definition in the account that can be viewed in the [Monitor Processes and Workflows app](#).

Import Translate Job Postings and Configure Process Variants with SAP Workflow Management

1. In Process Flexibility Cockpit app, search for content package Translate Job Postings and import the same. Please refer the standard help document about [how to import a content package](#). This content package has one process template and process variant(s) for that template.
2. Open content package in Flexibility Cockpit and click Process Variants tile.
3. Click New Process Variant.
4. Enter Name of the new Process Variant (ex, default) and select “Translate Job Postings” as Process.
5. Click the newly created Process Variant tile to save and activate the process variant.
6. The process variant has a default implementation with two steps and at least one level of approval.
7. It is possible to remove steps like “Approval for Translate Job Postings” from a process variant only if there are multiple approvals. Please note that whether a step is mandatory or optional, and how many a times any step can be used within a variant, are dependent on the constraints defined on the process steps.
8. Save and activate the variant. A successful activation will create a new workflow definition in the account that can be viewed in the Monitor Workflows – Workflow

Definition app in SAP Fiori Launchpad.

Decisions & Policies

Decisions allow to encapsulate the business logic from core applications and supports the reuse of business rules across different business processes. Decisions enable customers to adopt changes in processes without changing the underlying workflows or application logic. SAP Build Process Automation or SAP Workflow Management has business rules capabilities that enables customers to centrally manage all decisions. Please go through the [business rules capabilities](#) in SAP Build Process Automation or SAP Workflow Management.

The Translate Job Postings package enable customers to flexibly configure decisions to gain flexibility to

1. Determine Translation Configuration
2. Determine Approver Determination Strategy
3. Determine Job Status
4. Determine Allowed Translation Languages
5. Determine Allowed Languages
6. Determine Administrator
7. Determine Process Definition
8. Determine Employee Country

Determine Translation Configuration

This rule service returns the fields to translate.

Rule Service Name: Determine Translation Configuration

Input: [Translation Request \(Structure\)](#)

ATTRIBUTE	TYPE	DESCRIPTION
Country	String	Country of the job requisition
Target Language	String	Language to translate from
Source Language	String	Language to translate to

Output Translation Configuration List (Table)

Returns the configuration.

ATTRIBUTE	TYPE	DESCRIPTION
Type	String	The name of the field, either internal or external
Activated Translation	Boolean	Not used, always returns true.

Rule Definition

Where used

UI: Start UI for Translate Job Postings

Workflow: Start Translation (to translate only relevant fields) and Review Job Posting for the upload to SAP SuccessFactors.

Determine Approver Determination Strategy

This rule service returns whether to use business rules or custom CPI flow to determine approvers.

Rule Service Name: Determine Approver Determination Strategy

Input: Translation Request (Structure)

ATTRIBUTE	TYPE	DESCRIPTION
Country	String	Country of the job requisition
Target Language	String	Language to translate from
Source Language	String	Language to translate to

Output Approver Determination Strategy (Structure)

Approver Determination strategy can either "Business Rules" or "External Service".

ATTRIBUTE	TYPE	DESCRIPTION
Determination Strategy	String	Determines what strategy is used for approver (Business Rules or External Service)

Rule Definition

The rule service above uses the Approver Determination Strategy to determine the system to use to determine the rule.

Where used

Step: Review Translations

Determine Job Status

This rule service returns a list of statuses to filter the job requisitions for. If a job requisition with a custom job status should be selectable from the value help, please insert it here. The values for the status can be found in the picklist center within SAP SuccessFactors when searching for job Requisition.

Rule Service Name: Determine Allowed Job Statuses

Input: Translation Request (Structure)

ATTRIBUTE	TYPE	DESCRIPTION
-----------	------	-------------

Country	String	Country of the job requisition
Target Language	String	Language to translate from
Source Language	String	Language to translate to

Output StatusList (Table)

List of status that a job requisition can be in when starting the workflow .

ATTRIBUTE	TYPE	DESCRIPTION
Description	String	Human-readable name of the status
Value	String	Technical value of the status

Rule Definition

The rule service uses the rule below and returns all matches.

Where used

Workflow: Start Translation

Determine Allowed Translation Languages

This rule service returns whether or not a language pair is currently supported by the translation hub. If a language does not appear in this list, it will not be translated automatically, but the review workflow will create a task for manual review. If no translation hub is to be used, simply deactivate all languages in this list and a manual translation task will be created for each request.

Rule Service Name: Determine Allowed Translation Languages

Input: Translation Request (Structure)

ATTRIBUTE	TYPE	DESCRIPTION
Country	String	Country of the job requisition
Target Language	String	Language to translate from
Source Language	String	Language to translate to

Output TranslationConfiguration (Structure)

Returns if the languages can be translated automatically via the document translation service. If no translation service is to be used, please just deactivate this step here and allow for the reviewers to create them manually in the next step.

ATTRIBUTE	TYPE	DESCRIPTION
Type	String	Not used for this rule
Activated Translation	Boolean	Whether the pair can be translated or not.

Rule Definition

The rule service above uses the Determine Allowed Translation Languages to check if the pair can be translated.

Where used

Step: Start Translations

Determine Allowed Languages

This rule service returns what languages can be selected for translation within the start UI. If a language does not appear in the list, no translation or review will occur for it. Instead, the user will be warned in the start ui that this language will not be translated or updated at all.

Rule Service Name: Determine Allowed Languages

Input: Translation Request (Structure)

ATTRIBUTE	TYPE	DESCRIPTION
Country	String	Not used.
Target Language	String	Not used.
Source Language	String	Language to translate to

Output StatusList (Table)

Returns all languages of the source language for which this workflow will function.

ATTRIBUTE	TYPE	DESCRIPTION
Description	String	Not used for this rule
Value	String	The language code for the target language

Rule Definition

The rule service above uses the Determine Allowed Languages to return all target languages for the source language. The currently used list of supported languages from SuccessFactors can be found here: [List of Supported Languages with Locales for SuccessFactors](#)

Where used

Step: Start Translations

Determine Administrator Policy

This rule service returns a list of administrators in case the approver list is empty.

Input: Translation Request (Structure)

ATTRIBUTE	TYPE	DESCRIPTION
Country	String	Country of the job requisition

Target Language	String	Language to translate from
Source Language	String	Language to translate to

Output Administrator (Structure)

Users who update the approvers if they are missing in the configuration.

ATTRIBUTE	TYPE	DESCRIPTION
E-Mail IDs	String	E-Mails of the administrators
Group IDs	String	Group ID of the administrators
User IDs	String	User ids of the administrators

Rule Definition

The rule service above uses the **Determine Administrator Rule** to determine Administrator to fix issues with approvers for task

Where used:

Review Translations

Determine Approver

This rule service returns the relevant approver for a translation request.

Rule Service Name: Determine Approver

Input: Translation Request (Structure)

ATTRIBUTE	TYPE	DESCRIPTION
Country	String	Country of the job requisition
Target Language	String	Language to translate from
Source Language	String	Language to translate to

Output Approver (Structure)

Contains all relevant attributes for the approver and the time until which a reminder is sent.

ATTRIBUTE	TYPE	DESCRIPTION
Email	String	Describes the policy and what to do.
User ID	String	Contains the title of the policy
Group ID	String	Group id of the approver group

Due Duration	Number	The task due duration target by which the user task needs to be completed
Unit Of Time	String	Unit of time of due duration
Due Duration Reference	String	Reference to an event in the workflow to determine the target of the user task

Rule Definition

Returns the approver as well as how long the user should have for until a reminder is sent out.

Where used

Step: Review Translation to get reviewer of task.

Determine Process Definition

This rule service returns the process definition that will be used to start the workflow.

Rule Service Name: Determine Process Definition

Input: Translation Request (Structure)

Output Process Definition (Structure)

Contains the Process Definition

ATTRIBUTE	TYPE	DESCRIPTION
Process Definition	String	Contains the process definition id of the workflow

Where used

Step: Start UI

Determine Approvers from External Service

If you want to use external services to

API Attributes	Values
Path	CPI
HTTP Method	/http/TranslateJobPostingsApprovers
Payload sent by workflow (sample data)	{ "TranslationRequest": { "SourceLanguage": "en_EN", "TargetLanguage": "de_DE", "Country": "Germany"} }

	<pre> } } </pre>
Response Payload from integration flow	<p>Response Status: 200</p> <pre> "getApproverResult": { "Result": [{ "Approver": { "DueDurationReference": "UserTask", "Email": "userid1@sap.com", "UnitOfTime": "D", "UserID": "userid1, userid2", "DueDuration": 1, "GroupID": "Test" } }] } </pre> <p>Note: When Status is not 200, then it is considered a failed service call.</p>
Payload Type	Application / JSON

Process Visibility

Process Visibility capability in SAP Build Process Automation or SAP Workflow Management enables Process Owners and Process Operators to gain real time visibility on processes and key process performance indicators. It also enables customers gain out of the box process visibility into their deployed processes. Please refer [help documentation](#) for more details.

Job Requisition Translation package provides out of the box visibility on all the process variants in SAP Build Process Automation or SAP Workflow Management. Line of business expert will be able to enhance the visibility scenario to their requirements.

Configure Visibility Scenarios in SAP Build Process Automation

1. Go to the Application Development Lobby.
2. Select Translate Job Postings Project.

3. Click to open **Translate Job Postings** scenario.
4. Click Activate button.

Please go through the [help documentation](#) on how to configure the visibility scenario.

Configure Visibility Scenarios in SAP Workflow Management

1. Go to Process Flexibility Cockpit.
2. Select Translate Job Postings tile.
3. Click Visibility Scenarios tile.
4. Modify it and activate it

Please go through [help documentation](#) on how to model a visibility scenario.

Access Process Workspace in SAP Build Process Automation

1. The process visibility scenario can be accessed using SAP Launchpad Service. Refer to the help document for [creating UI applications on central SAP Fiori Launchpad](#) for SAP Build Process Automation.
2. Once you have added the applications process Visibility Scenario Instances (with app ID com.sap.spa.pv.instances) and Visibility Scenario Dashboard (with app ID com.sap.spa.pv.ovp), follow the below steps to add a tile to access the Translate Job Postings dashboard.
 - a. Navigate into “Visibility Scenario Dashboard”.
 - b. On the screen that opens, choose Create a Local Copy.
 - c. To use custom texts, choose Edit and adapt the texts in the General section.
 - d. You can use a custom title, description, and subtitle for the tile.
 - e. Choose the Navigation tab.
 - f. Under the Intent section, ensure that the value in the Action tab is unique for every application.
 - g. Under the Parameters section, provide the following:

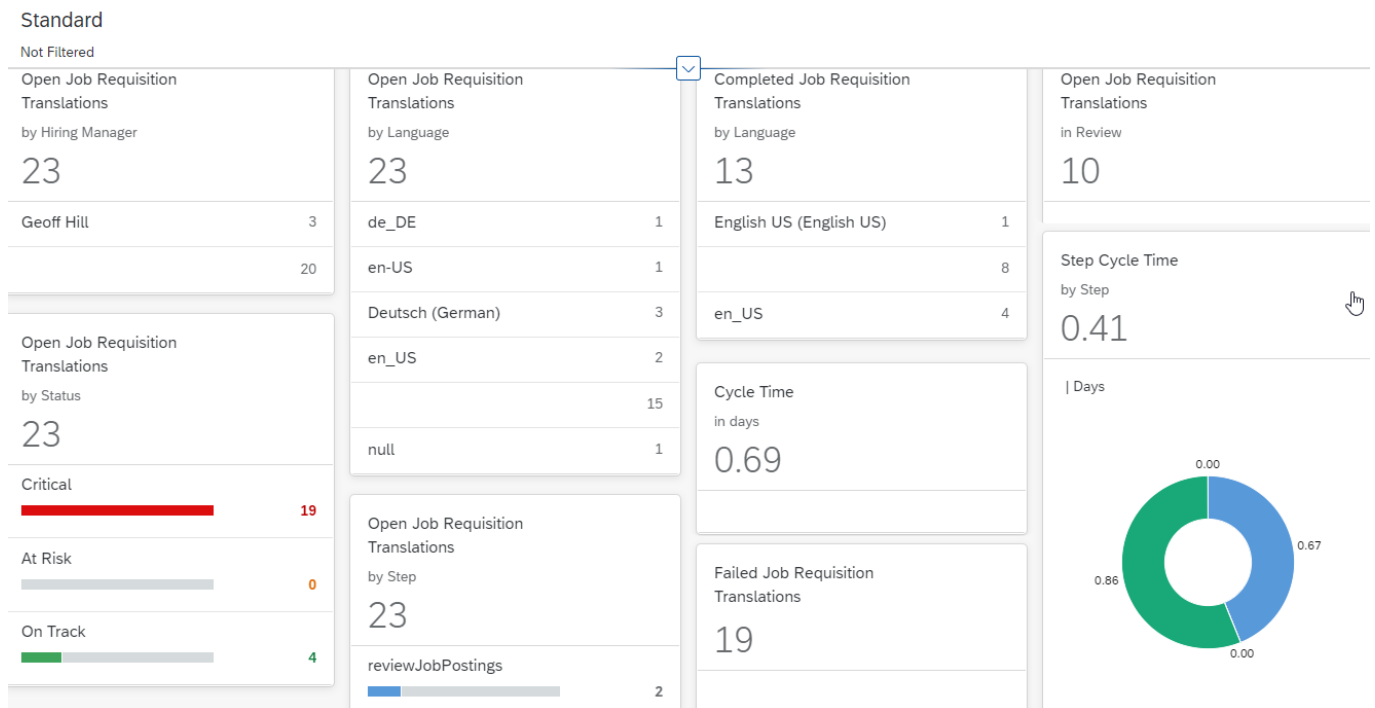
Parameter Name	Parameter Value
Name	scenariold
Default Value	com.sap.content.jobrequisitiontranslation
Required	Toggle to Yes

- h. Choose Save.
- i. Assign the local copy to a group and make sure that they’re visible to users. For more information, see [Assign Apps to a Group and to a Catalog](#) and [Assign Content to a Role](#).

- Once created, select app that corresponds to “Translate Job Postings”.
- User will see the process visibility dashboard.

Access Process Workspace in SAP Workflow Management

- Go to Process Flexibility Cockpit
- Select Translate Job Postings tile
- Click Live Process Insights Job Requisition Translation. User will see the below detailed process visibility dashboard.



Please go through [help documentation](#) on how to access process workspace.