

SmartPay Training – SAP SuccessFactors Mobile App

## **Searching for employees**

Search allows you to find any employee within Sodexo and bring up their employee profile.

Open **SAP SuccessFactors** on your mobile device.



- 1. Tap Search.
- Tap into the Search Field and start typing the person's name – a list of matches will appear.
- 3. Tap on the relevant name.

The org chart displays, with the employee you searched for at the centre.

4. Tap on the Employee.

The employee's profile will display:

- 5. Tap on General Information.
- 6. Tap **Basic Information** and the employee's basic information will display.







