



POWERED BY NGA HUMAN RESOURCES

NGA My Forms — Access your Forms

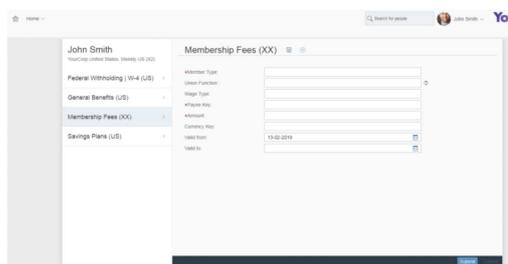
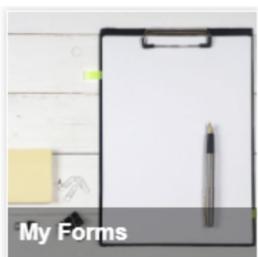


Cloud HCM applications such as SuccessFactors are designed with business empowerment in mind, allowing organizations and their employees to enjoy an easy to use and consumer grade HR experience out of the box and according to the best practices observed over decades of experience. Partners like us keep helping organizations to configure these applications to ensure that this native functionality is deployed to best support their specific industry, process and regulatory needs.

Our proprietary XTendHR 'apps' are a fast, efficient and highly targeted answer to this dilemma by closing gaps in the native SuccessFactors landscape and opening up a world of possibilities while protecting Core HR processes and underlying system and data integrity.

Functionality and Navigation

My Forms application shows all the forms enabled for the [Company Group](#) of the logged user. It connects with hrX Exchange and forms are retrieved from hrX Exchange based on employee's country.



There are two ways to access this application: through the (1) dropdown from the home button and (2) by selecting the tile 'My Forms' from the homepage.

The left panel of the screen contains the list of the available forms for the employee.

It is possible to create a new form by clicking the name of the form. Here, the user can update the related information. Just like the forms in hrX Exchange, forms are defaulted with the latest values. If the user has completed the information, he/she can click Submit. Cancel button is also available to cancel the creation of the form.

How NGA My Forms adds value:

- Access your Forms from anywhere



For more information visit

www.ngahr.com/xtendhr
www.sapappcenter.com

The user has also the option to change/update the information in a form. Simply choose the form and click the pencil icon.

My Local Data in People Profile

Employees and HR Administrators have the option to update local payroll data using My Local Data from the People Profile directly. Grouping local payroll data with global data in the People Profile reduces the task of navigating back to the homepage – thus creating a seamless user experience and promoting self-service.

To access this from People Profile, the user must click Payroll Information. Here, the My Local Data link is available. This link opens the My Forms (Local Data) application. From here, the user can select a form to view or edit. It is also possible to create local payroll data in a similar way on how it is done from the My Forms tile in the homepage.

If you want to go back to the People Profile, just click the back arrow icon.

Why NGA Human Resources

With more than 40 years of HR process experience and a proven partnership with SAP, NGA HR supports organizations in getting the most from their Cloud journey by bundling industry best-practices and driving efficiency.

My Forms Real-time Validation

When using **My Forms**, users can correct error(s) before resubmitting the form. This is due to the real-time validation of the forms. Please note that this functionality is only available when **euHReka** is the payroll service. Other payroll services will be added in the future.

In details, the entered data is validated in real-time against the payroll service; in this case – euHReka. The hrX Exchange forms will have a validation performed from euHReka before generating the [BOD](#). The hrX Exchange API for the forms will be updated accordingly. If there is an error upon submitting the form, the user can correct the error before resubmitting the same form. Multiple error messages are possible, and all are displayed as individual message strips. Once the error is corrected, the user will be able to submit the form. This improves the user experience and reduces the number of data entry errors, thus, increasing the data quality in the payroll service.

- ✓ **Out of the box integration with SAP SuccessFactors Employee Central.**
- ✓ **Possibility to seamlessly integrate with other 3rd Party Systems***
- ✓ **Cloud Native app Built conforming to Open Standards conforming to SAP Standards.**
- ✓ **Hosted on Industry Leading Enterprise Cloud Platform.**

At NGA HR, our mission is to innovate HR and payroll for today and tomorrow. We help our clients deliver seamless workforce services and empower HR as a strategic partner to drive data-driven decisions. As a result, HR leaders can offer better employee experiences, attract and retain talent more easily, manage the employee life cycle and support the globally connected, agile workforce.

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