

SF All Employee Preparation, Updated 3/18/20, by SThacker

## SuccessFactors (SF) Training Preparation

NAL is updating our HR/Payroll software to SuccessFactors (SF). The new SF system will allow you to have individual access to your personal information and streamline many of our HR & Payroll procedures. As part of this new software implementation, training is a priority. We have established a “SF Self-Help” Internet site for you to view video training and access other tools to help you navigate this new system: <https://www.nal.com/sf-help/>

**Beginning March 19<sup>th</sup>, you will have the ability to login to the system to view your pay statement:**

- ☐ Login to SuccessFactors:
  - SF Login will not be ready until March 19, 2020.
  - If you have login problems email your name, clock number to:  
[SF\\_Login@nal.com](mailto:SF_Login@nal.com)
- ☐ Create a Gmail email account (Only if you don't already have an email account.)
- ☐ Setup your SuccessFactors mobile app
- ☐ View pay statements (Quick Guide for Payroll)

**On March 23<sup>rd</sup>, you will be able to fully access the system!**

Using your mobile app or personal computer, view the training video guide, complete the activities using the corresponding Quick Guides located on the “SF Self-Help” Internet site: <https://www.nal.com/sf-help/>, and complete the training completion sign-in quiz. We hope you review your entire profile; however, we need you to make sure you review the following items and make changes or additions as necessary:

- ☐ Home address verification: verify your street, zip code, and county are correct.
- ☐ Personal Contact Information: Verify your phone number and personal email address.
- ☐ T-Shirt Size: Enter your preferred T-shirt size. This will be used when we order shirts for various events to include Team Appreciation Day!
- ☐ Emergency contact information: Name and Phone number

Please contact your Training Department should you have any questions or need any assistance.