

SAP-HR / HCM Course Content

Introduction to SAP HR / HCM Course Concepts:

INTRODUCTION

SAP HR introduction

- ❖ HR Structure
- ❖ Personnel Structure
- ❖ Personnel Administration
- ❖ Organization Management
- ❖ Recruitment
- ❖ Maintaining of Master Data (PA)
- ❖ Time management
- ❖ Payroll management:
- ❖ Benefits
- ❖ Personnel development

Introduction of SAP

- ❖ Introduction of SAP
- ❖ Role of SAP
- ❖ SAP Landscape
- ❖ SAP projects Types
- ❖ SAP versions
- ❖ SAP modules
- ❖ Types of Implementations

HR Structure

- ❖ Introduction
- ❖ Defining a Company
- ❖ Company Code
- ❖ Personnel Area
- ❖ Personnel Sub Area
- ❖ Assigning Enterprise Structure

Personnel Structure

- ❖ Introduction
- ❖ Defining Personnel Structure
- ❖ Employee Groups
- ❖ Employee Subgroups
- ❖ Payroll area
- ❖ Assigning Personnel Structure

Personnel Administration

- ❖ Introduction
- ❖ Basic Settings
- ❖ Maintaining number range intervals for
- ❖ Personnel Numbers
- ❖ Determine defaults for number range
- ❖ Organizational Data
- ❖ Define Administrator Groups
- ❖ Define Administrator
- ❖ Define employee Attributes
- ❖ Customizing Info type menu
- ❖ Customizing Personnel Actions
- ❖ Define Info group
- ❖ Set up Personnel Actions
- ❖ Create reasons for Personnel Actions
- ❖ Change action menu

❖ Organization Management

❖ Reporting structure Methods

- ❖ Organization & staffing
 - ❖ Expert mode
 - ❖ Simple maintenance
 - ❖ General structure
 - ❖ Info types
 - ❖ Organization structure
 - ❖ Introduction
 - ❖ Defining Organization Structure
 - ❖ Evolution path
 - ❖ Organization Units
 - ❖ Positions
 - ❖ Person
 - ❖ Job
 - ❖ Tasks
 - ❖ Recruitment
 - ❖ Introduction
 - ❖ Basic Settings
 - ❖ Set up integration with other components
 - ❖ Create number ranges for applicant numbers
 - ❖ Workforce requirement and advertising
 - ❖ Create positions, media, recruitment instruments
 - ❖ Applicant Administration
 - ❖ Create Personnel Officer
 - ❖ Applicant Structure
 - ❖ Maintain Advertisement, Vacancy
 - ❖ Selection Procedure
 - ❖ Unsolicited applicant group
 - ❖ Applicant Master Data
 - ❖ Applicant Activity
 - ❖ Maintain applicant activity
 - ❖ Transfer applicant data
 - ❖ Maintaining of Master Data (PA)
 - ❖ Creation of related info types on hiring
like 0000. 0001, 0002, 0003. 0007, 0008 and 0009
- #### Time Management
- ❖ Introduction
 - ❖ Define Work Schedules
 - ❖ Define Public Holiday Class
 - ❖ Define Daily Work Schedules with breaks
 - ❖ Define Period Work Schedule
 - ❖ Set Work Schedules Rules & Work Schedules
 - ❖ Generate Work Schedule manually
 - ❖ Set default value for the Work Schedule
 - ❖ Time Data Recording and Administration
 - ❖ Defining Attendances, Absences
 - ❖ Define Absences/Attendances Counting by Counting rule
 - ❖ Managing Time Accounts using Attendance/
Absence Quota
 - ❖ Setting Groupings for Time Quotas
 - ❖ Defining Attendances & Absences Quota
 - ❖ Rules for generating Quotas
 - ❖ Quota Deduction using Attendances/Absences
 - ❖ Defining of Deduction Rule
 - ❖ Assigning of Deduction Rule to Counting Rule
 - ❖ Time Evaluation settings

PAYROLL MANAGEMENT

- ❖ Introduction
- ❖ Payroll area and control records
- ❖ Remuneration Structure
- ❖ Defining Pay Scale Type and Area
- ❖ Assigning Pay Scale Structure to Enterprise Structure
- ❖ Determine Defaults for Pay Scale Data
- ❖ Revise Pay Scale Groups and Levels
- ❖ Define Pay Scale Salary Ranges
- ❖ Wage type Structure
- ❖ Create Wage Type Catalogue
- ❖ Check Wage Type Catalogue
- ❖ Default Wage Type
- ❖ Payroll Organization
- ❖ Define Period Parameters, Date Modifiers
- ❖ Check Payroll Area
- ❖ Generate Payroll Periods
- ❖ Maintaining of payroll related info types
- ❖ Maintaining 0008, 0003 and
- ❖ Country Specific tax related Info types
- ❖ Execute payroll run for an employee and successfully exit from payroll run
- ❖ Subsequent Activities

Benefits

- ❖ Benefit areas and benefit providers
- ❖ Define parameter groupings
- ❖ Benefit plans (Health , Insurance, Savings)
- ❖ Benefit Plan Types
- ❖ Plans Status
- ❖ Benefits integration with payroll
- ❖ Benefits integration with personnel administration

PERSONNEL DEVELOPMENT

- ❖ Introduction
- ❖ Integration aspects
- ❖ Profile
- ❖ Profile Match up
- ❖ Planning
- ❖ Maintaining Catalogue
- ❖ Qualification
- ❖ Development Plan
- ❖ Setting up of Appraisal System Component
- ❖ Evaluate Appraisal Documents