



## 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