SAP HR Online Training Concepts

INTRODUCTION

- What is SAP?
- Overview of SAP
- About versions and Architecture
- SAP modules at a Glance

ASAP Methodology

Explain about ASAP
Methodology

Structures Of Organization

- Enterprise Structure
- Personnel Structure
- Organizational Structure
- Pay scale Structure

Organizational Management

- Organization & Staffing
- General Structure
- Expert Mode
- Simple Maintenance
- Organizational Plan
- Object Types and Explanations

PERSONNEL ADMINISTRATION

- Maintaining Master Data

- Maintaining Infotypes
- Orientation of Features and Configuration
- Creation of Infogroups
- Configuration of Personnel Actions
- Maintaining Infotype Menus
- Defaulting the User Parameters
- Overview of Dynamic Actions
- Maintain Number Ranges for Personnel Actions
- Integration of Personnel Administration with Organizational Management
- Exercises on hiring, personnel displays and maintenance

Time Management

- Allot working timings to Employee
- Holiday Calendar
- Factory Calendar
- Break Schedules
- Work Schedules/Daily work schedules
- Absences
- Absence Type/Absence Quota
- Explain about Time Data Recording & Administration
- Time Management Infotypes, & Generation of Quota Type by TQTA Schema

Payroll (US)

- Over view of Payroll Components
- Define Payroll Accounting

- List components of gross and net pay calculation
- List the steps in the Payroll cycle-Understand the integration between payroll and other SAP components
- Payroll process-Gross payroll and Net payroll-Payroll cycle.
- Wage types
- Valuation Methods
- Payroll Run Payroll Driver
- Configuration of technical procedures-schemas-functions-personnel calculation rules, control tables.
  Processing class, Evaluation Class, Cumulation Class

- Schema & PCR
- Functions & Operations   *Scinario Based*

- General Ledger account, symbolic accounts
- Bank Transfer

Benefits-US payroll

- Define benefit Area
- Benefit Plans

     1. Health Plans – IT:-167
     2. Saving Plans – IT :-168
     3. Insurance Plans – IT:-169

- Integration between Benefit with Payroll.

TAX-US
- Information about Tax Updates Bulletins,
- Incremental and Cumulative transports, cascade,
- BSI Interface
- Tax model
- *Information about RPCALCU0 and RPCALCU0_CE, Rules,*
- *UTPRI, Processing Class.*
- Tax Reporter
- *Year End, Important Notes, Support Packages for Year End, W2, 941, W2C, cascade, SAR files application*

- Will Give Some Business Scenarios (**Live Project**-)   Interview Tips

- Guidance for certification