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SAP HR/HCM Live 1:1 Training

The main objective of the SAP Human Resources (SAP HR / HCM) module is to process the employee data of the organizations according to their business necessities. It is integrated with other SAP modules and peripheral systems. The Human Resource module uses a structure of data grouped together called info types. The Personnel Administration (PA) sub module helps the professionals to track the employee master data, work schedules and salary information. The Personnel Development (PD) functionality concentrates on employee skills, qualifications and career plans of the organization. Finally, the Payroll sub modules process the employee attendance, gross salary and tax calculations, and payments to employees and third party vendors.

What is the target audience?

- Students with HR or Business Management background
- Working professionals
- Business Analysts
- Freshers/Non working professionals
- Bachelors or Masters degree in any field

SAP INTRODUCTION

- SAP ERP Introduction
- SAP HCM Introduction
- SAP SYSTEM Installation
- Creation of System Access

ORGANIZATION MANAGEMENT

- HR structures.
- Creation of Enterprise structure

- Creation of Personal structure

- Creation of Organization structure

- Organization and Staffing Method

- Simple Maintenance Method

- Expert Mode, Matrix Structure

- Objects, relationships

- Reporting structure

- Structure Reorganization

- Account assignment

PERSONAL ADMINISTRATION

- Concepts of Number range

- Hr master data configuration

- Overview of Infotype, subtypes

- Configuration of Info group

- Personnel Actions

- Screen Modification

- Overview of Infogroup modifier

- Customizing the Features/ Decision Tree

TIME MANAGEMENT

- Overview of Time management

- Negative Time Recording.

- Time evaluation

- Time entitlement

- Holiday Calendar

- Work schedules concept

- Absence and attendance quota's Generation

- Configuration of rules such as counting rule

- Rounding and configuration of reduction rules.

- Deduction rules for quota generation

PAYROLL

- Pay scale structure
- Generation of payroll periods and Paydays
- Creation of Payscale Structures
- Concepts of Wage Type Group
- Creations of wage types
- Copy and creation of wage type groups
- Processing class
- Evaluation class
- Cummulation of wage types
- Overview of PCR Creation (Personal Calculation Rule)
- Overview of Schema Functions and Operations
- Off cycle payroll
- Retroactive Accounting
- Control record
- Payroll Simulation
- Creation of Remuneration Statement

RECRUITMENT

- Applicant Master date configuration
- Applicant number range
- Applicant actions
- Workforce requirement and advertising
- Applicant administration
- Applicant status creation
- Applicant structure creation
- Concepts of short profile

DISCUSSION

- Overview of Blueprint Preparation
- User Testing
- Overview of ASAP Methodology
- Discussing Mock Certification Questions

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