SAP HR / HCM SYLLABUS

Overview.

- The HR module
- Organizational Information
- Employee Information

Recruitment and Personnel Development.

- The recruitment cycle
- Training and Events
- Personnel Development
- Hands On : Matching Profiles

Employee Benefits and Cost Management.

- Benefits
- Hands On: Processing an enrollment
- Personnel Cost Planning
- Compensation Management

Time Management.

- Time Management
- Travel Management
- Holiday Calendar
- Work Schedule
- Work Schedules Rules
- Variants
- Selection Rules
- Absences & Attendances
- Time Evaluation
- Overtime Calculation

Payroll Management.

- Wage Types Configuration
- Pay-scale Structures
- Basic Pay – (IT0008)
- Rec. Payments – (IT0014)
- Add. Payment – (IT0015)
- Schemas
- Payroll PCRs
- Processing & Evaluation
- Classes & Garnishments
- Payroll Periods
- Control Record
- Retro Functionality
- HR & FI Integration

OM – Organization Management.

- Expert Mode
- Simple maintenance
- Organizational Staffing
- Actions
- Number Ranges
- Relationships
- Info-type Level Configuration
- Evaluation Paths
- PA & OM Integration
- Customer Objects & Relationships
- General Structures

Information Display and Reporting.

- Human Resources Reports
- Queries
- Hands On: Creating an ad hoc query

Configuring an Organizational Structure.

- Create Objects
- Essential Relationships
- Create Description
- Create Department/Staff
- Add Relationships
- Maintain Plan Data
- Add account assignment to the company organizational unit
- Account assignment features
- Structure Maintenance

Configuring Positions.

- Configure Positions
- Configure Reporting Relationships
- Produce an Organizational Structure Report

Executing a Personnel Action.

- Hire an Employee
- Make changes to Employee Master Data
- Produce an Employee List report for the new employee

Using the Implementation Guide (IMG)

- Create a Project Plan
- Generate a project IMG
- Description of Vacant Position
- Use the "find" feature to locate IMG activities
- Execute IMG activity
- Maintain status of project activities

Establishing the Enterprise Structure.

- Configuring Personnel Sub-Areas
- Employee Sub-groups
- Grouping for Work Schedules

Additional Organizational Assignments.

- Maintain HR Master Data
- Change Organizational Assignment

Using Features.

- Display Features
- Process Feature Decision Tree

Understanding Planned Working Time Connection to Basic Pay.

- Display the HR Master Data
- Planned Working Time
- Basic Pay
- Work Schedules Overview
- Primary Wage Type and Employee Groupings

Defining Pay-scale Structures.

- Customizing Project Administration
- Process Feature Tariff: Decision Tree

- Choose Activity
- Change Pay-scale-period parameter assignment
- Determine work area
- Create Basic Pay

Defining Wage Types.

- Create Dialog Wage Type
- Understand Controls used to determine wage type assignment
- Define feature LGMST to default wage type assignment
- Setup indirect valuation

Performing Pay-scale reclassification and Pay increases.
- Understand how to perform pay scale reclassifications
- Configure a pay scale reclassification to a new pay scale level
- Understand how to perform standard pay increases

Confirming the new master data configuration.

- Modify an existing organizational structure to add a new organizational unit and
- new position
- Process a hire personnel action and confirm the functionality

Real Time Concepts.

- ASAP Methodology
- System Land Scape
- Adhoc Reports
- Functional Specification
- LSMW, ESS & MSS Overview
- Customer IT Creation

For Corporate Trainings & ERP Support, Please call us or whatsapp us @ 7890099909