

SAP HCM & UK PAYROLL- BUNDLE COURSE



SAP HCM

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
- Cumulation 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 data 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

SAP UK PAYROLL

- UK – GENERAL PAYROLL TRAINING
- SAP PAYROLL
- PERSONAL ADMINISTRATION – NATIONAL FEATURES GREAT BRITAIN
- PAYROLL – NATIONAL FEATURES GREAT BRITAIN
- OFF – CYCLE PAYROLL
- ON DEMAND PAYROLL
- ADVANCE HOLIDAY PAYMENT(AHP)
- PAYROLL HISTORY
- EXTENDED AHP SOLUTION
- SSP AND SMP EVALUATION
- OSP AND OMP
- SSP/SMP ABSENCE CONVERSION REPORT
- TAX AND PAYE
- TAXABLE BENEFITS
- WFTC/DPTC
- NATIONAL INSURANCE CONTRIBUTIONS
- PENSIONS
- COURT ORDERS AND STUDENT LOANS
- AUTOMATIC ARREARS CALCULATION
- COMPANY CARS
- OFFSHORE GB PAYROLL
- DEDUCTIONS AND REPAYMENT
- FINAL PAYROLL PROCESSING
- P45 ISSUE
- RUNNING P35, P14, P60 FORM
- PAYROLL RESULTS CHECK
- GROSS TO NET CONTROL REPORT
- WAGE AND SALARY PAYMENTS
- DATA MEDIUM EXCHANGE
- PAYROLL EXCEPTIONS
- END OF YEAR RETURNS
- START OF YEAR REPORTS
- SSP/SMP REPORTING AND FORMS
- PENSION RESULTS