



SAP HR 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 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

SAP SuccessFactors EC

Module: Introduction to Mastery Topics:

1. Cloud and SF Architecture
2. Instance, Provisioning explanation
3. Technical Architecture
4. Integration Technology/Tools
5. Bizxpert Methodology – Implementation Methodology.
6. Basic company settings in Provisioning
7. Creating administrators in Provisioning
8. Creating administrators in Instance
9. Instance basic settings – Passwords, Home Page, Welcome Menu, Company Info, Employee files
10. Administrator tools
11. Commonly used terms
12. Admin Privileges
13. Proxy Management
14. Setting up company Logos

15. Manage Data User Records
16. Employee Data File
17. Permissions
18. Role Based Per missioning (RBP).
19. Pick list Management.
20. Text Customization in Instance
21. XML and Data models
22. People Search
23. Rating Scales
24. Route Maps (Workflow)
25. Launching forms
26. Employee Profile

Module: Employee Central Mastery – Core HCM module

1. Introduction and basic provisioning set up exercises
2. Data models
3. Employee Central Structure
4. Data model Management
5. Data model Associations
6. Enable employee central and RBP
7. Update employee details
8. ESS/MSS functionality
9. Understanding security
10. Managing security with RBP
11. EC as a system of record
12. EC Customizing and Populating Basic Foundation data
13. Customizing Country specific files in Foundation tables
14. Creating and modifying associations
15. Propagations
16. Importing users and data
17. Mass Changes
18. Customizing employee files
19. Customizing CSF for employee files
20. Position Management
21. Absence Management
22. Employee Central Reporting and Integration
24. MDF Overview
25. MDF Objects creation
26. Manage Business Configuration Rules setup
27. Manage Workflow Requests/groups

- 28. Org Chart
- 29. Manage Sequence
- 30. Monitor Job

SAP SuccessFactors RCM

- Introduction to Recruitment
- Instance Setup
- Applicant Status
- Recruiting Operators
- Recruiting Resources
- Enable Job Requisition
- Create job Requisition
- Configure Job Requisition Template
- Requisition Field Permissions
- Configure Job Search Fields
- Requisition Picklists
- Requisition Headers & Footers
- Button Permissions
- Feature Permissions
- Candidate Profile
- Profile Background Elements
- Sync Background elements
- Career Portal
- Connect Application to Requisition
- Configure Candidate Application Template
- Apply with LinkedIn
- Candidate Screening Questions
- Offer Approval Template
- Offer Letter Template
- Generate Offer
- Setting up Agencies
- Recruiting Team
- Email Templates
- Final Exercise

SAP UK Payroll

- UK – GENERAL PAYROLL TRAINING
- SAP PAYROLL
- PERSONAL ADMINISTRATION – NATIONAL FEATURES GREAT BRITAIN
- PAYROLL – NATIONAL FEATURES GREAT BRITAIN
- OFF – CYCLE PAYROLL



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- 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

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