

# **SAP HR/HCM Payroll**

## **SAP HR/HCM Payroll – Course Syllabus**

### **1) INTRODUCTION**

- ERP
- Why ERP
- SAP Difference with other ERPs
- Who is client, Process owners And Implementation Partners?
- R/3 architecture

### **2) STRUCTURES IN HUMAN RESOURCES**

- Enterprise Structure
- Company code, personnel area and personnel subarea and
- Cost Center
- Personnel Structure
- Employee group, Employee subgroup, Payroll accounting area and Contract type
- Organization Structure
- Organizational units, Jobs and Positions

- Pay scale structure
- Pay scale Type, Pay scale Area, Pay scale Groups and Pay scale Level

### **3) ORGANIZATIONAL MANAGEMENT**

- Integration with other modules and process flow
- Plan version
- Objects in OM
- Evaluation path and Object
- Characteristics
- OM Related Info types and Tables
- Simple Maintenance
- Expert Mode
- Organization Staffing

### **4) TIME MANAGEMENT**

- Important Info types in time management
- Concepts of Positive and Negative Time Recording
- Time Management Status and important
- Time Management related features
- Setting up Holiday Calendar and concept of Factory calendar
- Configuration of Work Schedule-Break, Period, work schedule rule
- Daily Work Schedules Variant and Daily Work Schedules Rule
- Day Types and Rules
- Absence/Attendances and Concept of Factory Calendar
- Configuration of Counting Rules, Deduction Rules, Base
- Entitlement Rules and Selection Rules
- Generation of Quotas through RPTWTA00 and Time
- Evaluation
- Time Data Recording
- Time Evaluation Process, Schemas Rules, Functions, and Operations
- Clusters B1 and B2 and lateral Tables relating to Time Management
- Time Management Pools

### **5) PERSONNEL ADMINISTRATION**

- Customizing Procedures
- Info type Menus
- Info type Menu
- Determine Choice of Info type Menu
- Actions
- User Group Dependency on Menus and Info groups
- Define Info groups
- Hiring Action
- Separation Action
- Set up Personnel Actions
- Update Info type 0302 when Executing an Action
- Additional Actions
- Personnel Action Types
- Create Reasons for Personnel Action
- User Group Dependency on Menus and Info Groups
- Change Action Menu
- Dynamic Actions
- Customizing User Interfaces
- Info type Headers
- Time constraints 1, 2, 3, A,B and T

## **6) PAYROLL**

- Maintaining of Indian Specific Info types (0580 to 0591)
- Payroll Area
- Feature ABKRS
- Control record
- PCR and CAP configuration
- Date modifiers
- Period parameters
- Pay scale structure
- Pay scale Type
- Pay scale area
- Pay scale groups and pay scale levels
- Feature TARIFF
- Basic pay configuration
- Wage type creation, wage type permissibility, Wage type characteristics

- Direct evaluation/indirect evaluation
- Country specific payroll drivers and programs
- Info types 0003 payroll status (how to lock a one person in payroll etc)
- Info types required to run a payroll
- Paycheck design
- Additional payments
- Recurring payments & deduction

### **7) BENEFITS**

- Introduction of Benefits
- Integration with other models.
- Benefits related Info types.
- Demerit Area, Criteria or Parameter Group, Plan Status and Plan Types.
- Features in Benefits.
- Configuration of Demerit Plans.
- Integration of Benefits with Payroll.
- Benefit adjustment and Employee Eligibility

### **8) RECRUITMENT**

- Introduction of Recruitment
- Basic Settings
- Work Force Requirements & Advertising
- Applicant Administration
- Applicant Selections
- Dialog Control

### **9) COMPENSATION MANAGEMENT**

- Introduction of Compensation Management
- Basic settings
- Job Pricing etc.