

## SAP HR/HCM Course Content

### Unit 1: Introduction

- Introduction to ERP and ERP Packages
- Introduction to SAP and its architecture
- Introduction to SAP and its modules
- Introduction to SAP HR and its areas
- Overview of various Modules in SAP HCM
- Server Landscaping
- ASAP Methodology
- Detailed Study of various phase in ASAP
- Methodology right from Project Preparation through go live and implementation support
- Discussions with Participants

### Unit 2: SAP Human Resources

- Enterprise Structure and its elements
- Number Ranges Assignments

### Unit 3: Organization Management

- Introduction to Organization Management
- Organizational Objects and designing Organization Structure
- Organization Units, Positions, Jobs, Tasks, Reporting structure
- Create Objects
- Essential Relationships
- Create Description
- Create Department/Staff
- Add Relationships
- Maintain Plan Data
- Configure Positions
- Configure Reporting Relationships
- Produce an Organizational Structure Report
- Different interfaces of Organization Management
- Organization and Staffing
- General Structures
- Matrix Structures
- Expert mode Simple Maintenance
- Expert mode Info type Maintenance

### Unit 4: Personnel Administration

- Introduction to Personnel Administration
- Enterprise Structure
- Personnel Structure
- Organisation Structure
- Configuration of Personnel Actions
- Infogroup, User Group and functionality of User
- Parameter
- Hire an Employee
- Make changes to Employee Master Data
- Produce an Employee List report for the new employee
- HR Master Data Maintenance
- Configuring Personnel Sub-Areas
- Employee Sub-groups
- Display Features
- Display the HR Master Data
- Fast Entry Actions and Maintenance
- Info types
- Additional Actions and Dynamic Actions
- Setting Default Values – Features
- Time Constraints
- Personnel Number Range
- Features
- Remuneration Structure
- Wage Type Structure (along with evaluation)

## Unit 5: Payroll

- Introduction to Payroll and Integration with other module
- Setting up payroll Area and Control Records
- Understanding of Control Record Status
- Understanding of Concepts and Configuration
- Payroll Status Infotype and Concept of Retroactive Account
- Payscale Structure Configuration
- Basic Pay
- Create Dialog Wage Type
- Understand Controls used to determine wage type assignment
- Define feature LGMST to default wage type assignment
- Setup indirect valuation
- Payroll areas
- PCR and CAP Groupings
- Wage Types Configuration, Grouping and Characteristics
- Processing Class, Cumulations and Evaluation Class
- Absence Valuation
- Wage Type Valuation
- Payroll Process Flow and Payroll Processing
- Entering Payroll Data
- Organizing a Live Payroll Run
- Payroll Process (Different Phases)
- Payroll Reports

## Unit 6: Time Management

- Introduction to Time Management
- Enterprise Structure and Groupings
- Holidays and Holiday Calendars
- Breaks
- Daily work schedule
- Period Work schedules
- Absence types
- Attendance types
- Quota generation
- Positive & Negative Time Difference and impact in the business process
- Work Schedules
- Planned Working Time
- Time Data Recording and Administration
- Attendance and Absence Counting Rules
- Setting Up Attendance and Absence Quotas
- Quota Deduction
- Functions of the Time Managers Workplace
- Customizing the Time Managers Workplace

## Unit 7: Recruitment

- Recruitment Process
- Posting Advertisement
- Applicant Master Data Maintenance
- Applicant Actions, Applicant Activity
- Transfer Applicant Data to Employee Master Data
- Report Generation
- Recruitment Infotype Maintenance

## Unit 8: Essentials of Reporting

- Overview of Reporting Tools
- Standard Reports
- Ad Hoc Query
- SAP Query
- Human resource Information systems (HIS)