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SAP HR Course Curriculum

INTRODUCTIN ON ERP AND SAP

- Introduction to ERP & SAP
- Overview on SAP HR Sub Modules
- Introduction to Project Implementation Methodologies (ASAP Methodology)
- System Land Scope – 3 tier Architecture
- System Navigation

ORGANIZATIONAL MANAGEMENT

- Organizational Management Introduction
- Structure in SAP HCM
- Objects
- Relationships
- Structure of Relationships
- Methods of Creating Org. Structure
 - Simple Maintenance
 - Expert Mode
 - Organizational and Staffing
 - Menu guided, Open and Action guided methods
- Editing of Objects and Relationships
- Validity Period
- Info type in OM
- Plan version –Definition and setting of New plan Versions
- Objects Number Ranges
- Integration setting with OM and PA

PERSONNEL ADMINISTRATION:

- Master Data – Definition and its use in SAP HCM
- Enterprise structure- Definition and Assignment
- Company
- Company Code
- Personnel Area
- Personnel Sub Area
- Personnel structure – Definition and Assignment
- Employee Group
- Employee Subgroup
- Payroll Area and Control Record (with Retroactive Accounting Period)
- FINANACIAL ACCOUNTING GLOBAL SETTINGS
 - Global Parameters

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- Fiscal Year Variants
- Employee Attributes
- Info types and sub types
- Features in SAP HCM importance and various feature configurations according to requirement
- Number Ranges for Employee personnel numbers-internal & External with Feature Setup
- Customizing User Procedures:
- Configuration of Personnel actions –Info group – Action Menu
- Hiring
- Promotion
- Transfer
- Organizational Re- assignment
- Termination
- Dynamic actions –Use, Configuration with Business Requirements
- Info type Menus
- Additional Action – Activations and its use
- Customizing User Interfaces:
 - Info type screen modifications
- Administrator group & defaulting through feature

TIME MANAGEMENT

- Positive and Negative Time Recording – with Business Process Discussion
- Public Holidays – configuration of different types of Holidays
- Holiday Calendar with Business scenarios – Applicability with Enterprise Structure
- Factory Calendar in HR Perspective
- Grouping – Personnel sub Area & employee sub group Grouping in Time Management
- Work Schedules
 - Break Schedule
 - Daily work Schedules (with Variants-with Business Scenarios)
 - Period work schedules
- Day types and Day type selection rules
- ESG, Holiday calendar assignment for PSA
Work Schedule Rules
- Introduction to Absences and Attendance
- Absences quotas Configuration
 - Counting Rules for Absences/Attendances
 - Deduction Rules
 - Assignments of different rules in Absences/Attendances.
 - Time Management Info types
 - Substitutions (2003)
 - Absence (2001)
 - Attendance (2002)
 - Absence quota(2006)
 - Quota correction (2013)
 - Quota compensation(0416)
 - Overtime (2005)
 - Time recording (0050)
 - Time events (2011)

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- Time transfer (2012)
- Employee remuneration (2010)
- Maternity service (0080)
- Military service (0081)
- Quota Updates:
 - Manual (PA30)
 - Through Report RPTQTAOO
 - Through Time Evaluation (RPTIME00)
- Positive Time Recording – Understanding of different Time Evaluation Schemas Used.
- How to use Positive time Evaluation In the Organizations with different business scenarios.

PAYROLL

- Introduction to payroll- HR domain process and SAP HCM Process-discussion on understanding the same
- Payroll area and Control Record (with Retroactive Accounting)
- Generation of payroll periods- period and date modifiers (with different country fiscal year settings) – Relevancy of this Time management
- Payment date setup and modifications
- ESG for CAP and PCR
- Pay scale structure
 - Pay scale Area
 - Pay scale type
 - Pay scale Group
 - Pay scale level
- Wage Types- concept, types & use of wage types
 - Primary wage types
 - Secondary Wage types
 - Features used in payroll
 - Wage types characteristics
 - Valuation of wage type
 - Direct
 - Indirect
 - Wage type model and defaulting of WT model
 - Configuration of basic pay info type
 - Concept of Annual salary and configuration and applicability to the relevant countries
 - Other payroll info types configuration – General and country specific
 - Payroll- Multi Country payroll – an understanding
 - Payroll processing in SAP system
 - Review of relevant data maintained for payroll process.
 - Payroll driver- For US & India.(with Reference to other countries too)

INDIAN PAYROLL

- Configuration of INDIA specific payroll settings
- Concepts of Allowance grouping for INDIA
INDIA- statutory configuration on TAX, PF, ESI, Professional TAX.
- Other Statutory configuration on exemptions, HRA, Car & Conveyance etc.,

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- Understanding of Indian Payroll driver, payroll schema & India specific Payroll functions in SAP HCM
- India specific reports and subsequent payroll activities.
- Payroll schema & Personnel calculations rules- Customizing the same for the multiple business scenario like time calculation and proration etc.,
- Checking of payroll results
- Understanding and customizing the Remunerations statement
- Subsequent payroll activities:
 - Bank transverse process/Cash/Cash Payment
- FICO posting from HR and Finance Perspective.

RECRUITMENTS

- Introduction to Recruitment
- Workforce requirement and Advertisement
 - Media
 - Recruitments instruments
 - Address for recruitments instruments
- Applicant Administration
 - Personnel Officer
 - Applicant Structure
 - Applicant Group, Range & Unsolicited Applicant Group
- Applicant selection
- Applicant Status text
- Overall and Vacancy status
- Applicant Status reason
- Permissibility of Status reason to status
- Applicant Data
 - Creating of new advertisement
 - Receipt of application
 - Application Actions
- Transferring of applicant data to personnel administration

Miscellaneous

LSMW

CUSTOMER INFOTYPES

AD HOC QUERY

USER AUTHORIZATIONS

SM30/SM31 LINK WITH SPRO

Utilities