

SAP HCM Course Content:35-40hours

Course Outline

Introduction:

- a.ERP and ERP Packages
- b.SAP and its architecture
- c.SAP and its modules
- d.SAP Human Capital Management (HR) and its areas
- e.Discussions with Participants

Overview:

- a.Getting Started
- b.The HR module
- c.Organizational Information
- d.Employee Information

Recruitment and Personnel Development:

- a.The recruitment cycle
- b.Training and Events
- c.Personnel Development
- d.Hands On : Matching Profiles

Employee Benefits and Cost Management:

- a.Benefits
- b.Hands On: Processing an enrollment
- c.Personnel Cost Planning
- d.Compensation Management

Time Management, Payroll and Travel:

- a.Time Management
- b.Payroll
- c.Hands On: Running a payroll
- d.Travel Management

Information Display and Reporting:

- a.Human Resources Reports
- b.Queries
- c.Hands On: Creating an ad hoc query

Organization Management

- a.Introduction to Organization Management
- b.Organizational Objects and designing Organization Structure
- c.Organization Units, Positions, Jobs, Tasks, Reporting structure
- d.Different interfaces of Organization Management
- e.Organization and Staffing
- f.General Structures
- g.Matrix Structures
- h.Expert mode Simple Maintenance
- i.Expert mode Info type Maintenance

Configuring an Organizational Structure:

- a.Create Objects
- b.Essential Relationships
- c.Create Description
- d.Create Department/Staff
- e.Add Relationships
- f.Maintain Plan Data
- g.Add account assignment to the company organizational unit
- h.Account assignment features
- i.Structure Maintenance

Configuring Positions:

- a.Configure Positions
- b.Configure Reporting Relationships
- c.Produce an Organizational Structure Report

Executing a Personnel Action:

- a.Hire an Employee
- b.Make changes to Employee Master Data
- c.Produce an Employee List report for the new employee

Using the Implementation Guide (IMG):

- a.Create a Project Plan
- b.Generate a project IMG
- c.Description of Vacant Position
- d.Use the "find" feature to locate IMG activities
- e.Execute IMG activity
- f.Maintain status of project activities

Establishing the Enterprise Structure:

- a.Configuring Personnel Sub-Areas
- b.Employee Sub-groups
- c.Grouping for Work Schedules

Additional Organizational Assignments:

- a. Maintain HR Master Data
- b. Change Organizational Assignment

Using Features:

- a.Display Features
- b.Process Feature Decision Tree

Understanding Planned Working Time Connection to Basic Pay:

- a.Display the HR Master Data
- b.Planned Working Time
- c.Basic Pay
- d.Work Schedules Overview , Primary Wage Type and Employee Groupings

Defining Pay scale Structures:

- a. Customizing Project Administration
- b. Process Feature Tariff: Decision Tree
- c. Choose Activity
- d. Change Pay scale-period parameter assignment
- e. Determine work area
- f. Create Basic Pay

Defining Wage Types:

- a. Create Dialog Wage Type
- b. Understand Controls used to determine wage type assignment
- c. Define feature LGMST to default wage type assignment
- d. Setup indirect valuation

Performing Payscale reclassification and Pay increases:

- a. Understand how to perform payscale reclassifications
- b. Configure a payscale reclassification to a new payscale level after employees have been in a payscale level for one year
- c. Understand how to perform standard pay increases

Confirming the new master data configuration:

- a. Modify an existing organizational structure to add a new organizational unit and new position
- b. Process a hire personnel action and confirm the functionality of the newly configured personnel subarea, employee subgroup, pay scales and wage types.

Quick Tips:

- a. Completing an Action
- b. Maintaining Free Text
- c. Time Off Award
- d. Creating Positions
- e. Changing Cost Centers
- f. Changing Bank Details
- g. Recurring Payments and Deductions
- h. Changing Addresses
- i. Viewing Organizational Structure
- j. Changing Work Rule
- k. Date Types
- l. Kronos Information