

SAP HCM Course Content

Introduction of SAP

- Introduction of SAP
- Role of SAP
- SAP Landscape
- SAP Projects Types
- SAP Versions
- SAP Modules
- Types of Implementations

HR Structure

- Introduction
- Defining a Company
- Company Code
- Personnel Area
- Personnel Sub Area
- Assigning Enterprise Structure

Personnel Structure

- Introduction
- Defining Personnel Structure
- Employee Groups
- Employee Subgroups
- Payroll area
- Assigning Personnel Structure

Personnel Administration

- Introduction
- Basic Settings
- Maintaining number range intervals for Personnel Numbers
- Determine defaults for number range
- Organizational Data
- Define Administrator Groups
- Define Administrator

- Define employee Attributes
- Customizing Info type menu
- Customizing Personnel Actions
- Define Info group
- Set up Personnel Actions
- Create reasons for Personnel Actions
- Change action menu

Organization Management -Reporting structure Methods

- Organization & staffing
- Expert mode
- Simple maintenance
- General structure
- Info types

Organization structure

- Introduction
- Defining Organization Structure
- Evolution path
- Organization Units
- Positions
- Person
- Job
- Tasks

Recruitment

- Introduction
- Basic Settings
- Set up integration with other components
- Create number ranges for applicant numbers
- Workforce requirement and advertising
- Create positions, media, recruitment instruments
- Applicant Administration
- Create Personnel Officer

Applicant Structure

- Maintain Advertisement, Vacancy
- Selection Procedure
- Unsolicited applicant group
- Applicant Master Data
- Applicant Activity
- Maintain applicant activity
- Transfer applicant data

Maintaining of Master Data (PA)

- Creation of related info types on hiring
Like 0000. 0001, 0002, 0003. 0007, 0008 and 0009

Time Management

- Introduction
- Define Work Schedules
- Define Public Holiday Class
- Define Daily Work Schedules with breaks
- Define Period Work Schedule
- Set Work Schedules Rules & Work Schedules
- Generate Work Schedule manually
- Set default value for the Work Schedule
- Time Data Recording and Administration
- Defining Attendances, Absences
- Define Absences/Attendances Counting by Counting rule
- Managing Time Accounts using Attendance/Absence Quota
- Setting Groupings for Time Quotas
- Defining Attendances & Absences Quota
- Rules for generating Quotas
- Quota Deduction using Attendances/Absences
- Defining of Deduction Rule
- Assigning of Deduction Rule to Counting Rule
- Time Evaluation settings

Payroll Management

- Introduction

- Payroll area and control records
- Remuneration Structure
- Defining Pay Scale Type and Area
- Assigning Pay Scale Structure to Enterprise Structure
- Determine Defaults for Pay Scale Data
- Revise Pay Scale Groups and Levels
- Define Pay Scale Salary Ranges
- Wage type Structure
- Create Wage Type Catalogue
- Check Wage Type Catalogue
- Default Wage Type
- Payroll Organization
- Define Period Parameters, Date Modifiers
- Check Payroll Area
- Generate Payroll Periods
- Maintaining of payroll related info types
- Maintaining 0008, 0003 and Country Specific tax related Info types
- Execute payroll run for an employee and successfully exit from payroll run
- Subsequent Activities

Benefits

- Benefit areas and benefit providers
- Define parameter groupings
- Benefit plans (Health , Insurance, Savings)
- Benefit Plan Types
- Plans Status
- Benefits integration with payroll
- Benefits integration with personnel administration