

# SAP HR ONLINE TRAINING COURSE

## CONTENT

### What is SAP HR?

The Human Resources module (SAP HR) consists of all master data, system configuration, and transactions to complete the Hire to Retire (or, as some say, Fire) process. It includes the following information and processes.

SAP Human Resources (HR) Components or Sub-Components:

Personnel Management

- Personnel Administration

- Recruitment

- Organization Structure

- Compensation Management

- Personnel Development

Organizational Management

Travel Management

Time Management

Payroll

### Course Content

#### 1) INTRODUCTION TO SAP

Introduction to ERP

Overview of SAP  
SAP modules at a Glance

## 2) STRUCTURES

Enterprise Structure  
Personnel Structure  
Organizational Structure  
Pay scale Structure  
Packed Decimals

## 3) ORGANIZATIONAL MANAGEMENT

Organization & Staffing  
General Structure  
Matrix  
Expert Mode  
Simple Maintenance  
Organizational Plan  
Object Types and Explanations

## 4) RECRUITMENT

Maintain Advertisements  
Maintain Applicant Structures  
Maintain Applicant Data  
Selection Process  
Personnel Actions in Recruitment  
Hire/ Reject A person

## 5) PERSONNEL ADMINISTRATION

Personnel Actions in Administration  
Hire a person

Explain about User Group and Info groups  
Info Types  
Maintain Employee Master Data

## 6) TIME MANAGEMENT

Allot working timings to Employee  
Break Schedules  
Work Schedules  
Explain about Time Data Recording & Administration  
Time Management Info types

## 7) PAYROLL

Over view of Payroll Components  
Explain about SAP R/3 payroll basics  
Wage types  
Valuation Methods  
Payroll Run  
Payroll Driver  
Configuration of Schemas

## 8) PERSONNEL DEVELOPMENT

Overview of Personnel Development  
Profile Match up with Applicant  
Career & Success Plan of Employee  
Qualifications

## 9) TRAINING & EVENT MANAGEMENT

Overview of T & E Management  
Business Event Preparation  
Business Event Catalog

Day to Day Activities  
Recurring Activities

## 10) ASAP METHODOLOGY

Explain about ASAP Methodology  
Explain about integrations between Applications.  
Give Some Business Scenarios