

## **SAP HCM Course Curriculum**

### **OVER VIEW**

- SAP
- ERP
- ASAP METHODOLOGY
- R/3 STRUCTURE
- SYSTEM LAND SCAPE
- THE HR MODULE
- ORGANIZATONAL INFORMATION
- EMPLOYEE INFORMATION

### **RECRUITMENT AND PERSONNEL DEVELOPMENT**

- THE RECRUITMENT CYCLE
- TRAINING AND EVENTS
- PERSONNEL DEVELOPMENT
- HANDS ON: MATCHING PROFILES

### **EMPLOYEE BENEFITS AND COST MANAGEMENT**

- BENEFITS
- HANDS ON: PROCESSING AND ENROLLMENT
- PERSONNEL COST PLANNING
- COMPENSATION MANAGEMENT

### **TIME MANGEMENT**

- TIME MANGEMENT
- TRAVEL MANAGEMENT
- HOLIDAY CALENDAR
- WORK SCHEDULE
- WORK SCHEDULE RULES

- VARIANTS
- SELECTION RULES
- ABSENCES AND ATTENDANCES
- TIME EVALUATION
- OVERTIME CALCULATION

## **PAYROLL MANAGEMENT**

- WAGE TYPE CONFIGURATION
- PAY-SCALE STRUCTURE
- BASIC PAY(IT00008)
- REC.PAYMENTS(IT0014)
- ADD.PAYMENT(IT0015)
- PAYROLL SCHEMAS
- PAYROLL PCR<sub>s</sub>
- PROCESSING AND EVALUATION
- CLASSES AND GARNISHMENTS
- PAYROLL PERIODS
- CONTROL RECORD
- RETRO FUNCTIONALITY
- FI INTEGRATION

## **ORGANIZAITONAL MANAGEMENT**

- EXPERT MODE
- SIMPLE MAINTIANANCE
- ORGANZIATIONAL STAFFING
- OM ACTIONS
- OM NUMBER RANGES
- OM REALATIONSHIPS

- INFO-TYPE-LEVEL CONFIGURATION
- EVALUATION PATHS
- PA & OM INTEGRATION
- CUSTOMER OBJECTS AND RELATION SHIPS
- GENERAL STRUCTURES

## **INFORMATION DISPLAY AND REPORTING**

- HUMAN RESOURCE REPORTS
- QUERIES
- HANDS ON: CREATING AN ADHOC QUERY

## **CONFIGURING AN ORGANIZATIONAL STRUCTURE**

- CREATE OBJECTS
- ESSENTIAL RELATION SHIPS
- CREATE DESCRIPTION
- CREATE DEPARTMENT/STAFF
- ADD RELATIONSHIPS
- MAINTAIN PLAN DATA
- ADD ACCOUNT ASSIGNMENT TO THE COMPANY ORGANIZATIONAL UNIT
- ACCOUNT ASSIGNMENT FEATURES
- STRUCTURE MAINTAINANCE

## **CONFIGURING POSTINGS**

- CONFIGURING POSITIONS
- CONFIGURE REPORTING RELATIONSHIPS
- PRODUCE AN ORGANIZATIONAL STRUCTURE REPORT

## **EXECUTING A PERSONNEL ACTION**

- HIRE AN EMPLOYEE
- MAKING CHANGES TO EMPLOYEE MASTER DATA
- PRODUCE AN ORGANIZATIONAL STRUCTURE REPORT

## **ENTERPRISE STRUCTURE**

- PERSONNEL AREA
- PERSONNEL SUB AREA
- EMPLOYEE GROUP
- EMPLOYEE SUB GROUPS
- ASSIGNMENTS

## **ADDITIONAL ORGANIZATIONAL ASSIGNMENTS**

- MAINTAIN HR MASTER DATA
- CHANGE ORGANIZATIONAL ASSIGNMENT

## **FEATURES**

- DISPLAY FEATURES
- PROCESS FEATURE DECISION TREE

## **PLANNED WORKING TIME CONNECTION TO BASIC PAY**

- DISPLAY HR MASTER DATA
- PLANNED WORKING TIME
- BASIC PAY
- WORK SCHEDULES OVER VIEW
- PRIMARY WAGE TYPE AND EMPLOYEE GROUPS

## **PAY SCALE STRUCTURES**

- CUSTOMIZING PROJECT ADMINISTRATION
- PROCESS FEATURE TARIFF : DECISION TREE
- CHOOSE ACTIVITY
- CHANGE PAY-SCALE PERIOD PARAMETER ASSIGNMENT
- DETERMINE WORK AREA
- CREATE BASIC PAY

## **WAGE TYPES**

- DIALOG WAGE TYPES
- UNDER STAND CONTROLS USED TO DETERMINE WAGE TYPE ASSIGNMENT
- SET UP INDIRECT VALUATION

## **PAY SCALE RECLASSIFICATION AND PAY INCREASE**

- UNDERSTAND HOW TO PERFORM PAY SCALE RECLASSIFICATIONS
- CONFIGURE A PAY SCALE RECLASSIFICATION TO A NEW PAY SCALE LEVEL AFTER EMPLOYEES HAS BEEN IN A PAY SCALE LEVEL FOR A YEAR
- UNDERSTAND HOW TO PERFORM STANDARD PAY INCREASES

## MASTER DATA CONFIGURATION

- LSMW
- BDC
- MODIFY AN EXISTING ORGANZATIONAL STRUCUTURE TO ADD A NEW O.UNIT AND NEW POSITIONS
- PROCESS A HIRE PERSONNEL ACTION AND CONFIRM THE FUNCTIONALITY OF THE NEWLY CONFIGURED PERSONNEL SUB AREAS, EMPLOYEE GROUPS AND SUB GROUPS