



SAP HCM



About Course

SAP human capital management (HCM) solutions provide strategic, innovative solutions for core HR and payroll, time and attendance, talent management, employee experience management, and people analytics to address your critical workforce transformation needs.

SAP HCM

CURRICULUM

1

Introduction

ERP and ERP Packages

SAP and its architecture

SAP and its modules

SAP Human Capital Management (HR) and its areas

Discussions with Participants

2

Overview

Getting Started

The HR module

Organizational Information

Employee Information

3

Recruitment and Personnel Development

The recruitment cycle

Training and Events

Personnel Development

Hands On : Matching Profiles



4

Employee Benefits and Cost Management

Benefits

Hands On: Processing an enrollment

Personnel Cost Planning

Compensation Management

5

Time Management, Payroll and Travel

Time Management

Payroll

Hands On: Running a payroll

Travel Management

6

Information Display and Reporting

Human Resources Reports

Queries

Hands On: Creating an ad hoc query

7

Organization Management

Introduction to Organization Management

Organizational Objects and designing

Organization Structure

Organization Units, Positions, Jobs, Tasks,

Reporting structure

Different interfaces of Organization Management
Organization and Staffing
General Structures
Matrix Structures
Expert mode Simple Maintenance
Expert mode Info type Maintenance

8 Configuring an Organizational Structure

Create Objects
Essential Relationships
Create Description
Create Department/Staff
Add Relationships
Maintain Plan Data
Add account assignment to the company organizational unit
Account assignment features
Structure Maintenance

9 Configuring Positions

Configure Positions
Configure Reporting Relationships
Produce an Organizational Structure Report

10 Executing a Personnel Action

Hire an Employee
Make changes to Employee Master Data
Produce an Employee List report for the new employee

11 Using the Implementation Guide (IMG)

Create a Project Plan
Generate a project IMG
Description of Vacant Position
Use the "find" feature to locate IMG activities
Execute IMG activity
Maintain status of project activities

12 Establishing the Enterprise Structure

Configuring Personnel Sub-Areas
Employee Sub-groups
Grouping for Work Schedules

13 Additional Organizational Assignments

Maintain HR Master Data
Change Organizational Assignment

14 Using Features

Display Features
Process Feature Decision Tree

15

Understanding Planned Working Time Connection to Basic Pay

Display the HR Master Data

Planned Working Time

Basic Pay

Work Schedules Overview , Primary Wage

Type and Employee Groupings

16

Defining Payscale Structures

Customizing Project Administration

Process Feature Tariff: Decision Tree

Choose Activity

Change Payscale-period parameter assignment

Determine work area

Create Basic Pay

17

Defining Wage Types

Create Dialog Wage Type

Understand Controls used to determine
wage type assignment

Define feature LGMST to default wage
type assignment

Setup indirect valuation

18

Performing Payscale reclassification and Pay increases

Understand how to perform payscale reclassifications

Configure a payscale reclassification to a new payscale level after employees have been in a payscale level for one year

Understand how to perform standard pay increases

19

Confirming the new master data configuration

Modify an existing organizational structure to add a new organizational unit and new position

Process a hire personnel action and confirm the functionality of the newly configured personnel subarea, employee subgroup, payscales and wage types.

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Quick Tips

Completing an Action

Maintaining Free Text

Time Off Award

Creating Positions

Changing Cost Centers

**Changing Bank Details
Recurring Payments and Deductions
Changing Addresses
Viewing Organizational Structure
Changing Work Rule
Date Types
Kronos Information
Preparing for an Interview with SAP HCM Consultant.**



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