



# SAP HR/HCM Online Training

## SAP HR/HUMAN CAPITAL MANAGEMENT

1. ORGANIZATION MANAGEMENT
2. PERSONNEL ADMINISTRATION
3. TIME MANAGEMENT
4. RECRUITMENT
5. PERSONNEL DEVELOPMENT
6. TRAINING & EVENT MANAGEMENT
7. PAYROLL-USA
8. CONCEPTS OF ESS/MSS
9. CONCEPTS OF PROJECT IMPLEMENTATION & SUPPORT
10. SAP HCM ENDUSER ACTIVITIES

## **PERSONNEL ADMINISTRATION**

- HR Master Data
- Transaction Codes
- Infotypes
- Time Constraints
- HR Reports
- Basic Settings
- Maintain user parameters
- Maintain number range intervals for personnel numbers
- Determine defaults for number ranges
- Organizational Data
- Organizational Assignment
- Define employee attributes
- Create payroll area
- Create control record
- Check Default Payroll Area
- Define administrator
- Define administrator groups
- Personnel Actions
- User Group Dependency on Menus and Info Groups
- Info group
- Infogroup modifier
- Set up personnel actions
- Create reasons for personnel actions
- Change action menu

## **ORGANIZATION MANAGEMENT**

- Organization Objects, Keys
- Search Area, Overview Area, Object Manager-Work Area
- Organization and Staffing
- Simple Maintenance
- Expert Mode
- Organization Structure
- Jobs, Positions, Persons, Cost Centre.
- OM Reports
- Concepts of Integration of OM with PA & FICO

## **ENTERPRISE STRUCTURE**

- Company Name
- Code Code
- Personnel Area
- Personnel Sub Area

## **PERSONNEL STRUCTURE**

- Employee Group
- Employee Sub Group

## **ASSIGNMENTS**

- Human Resources Management
- Assignment of Personnel Area to Company Code
- Assign employee subgroup to employee group

## **TIME MANAGEMENT**

- Time Management Infotypes
- Public Holidays
- Holiday Calendar
- Factory Calendar
- Breaks Paid & Unpaid
- Daily Work Schedule
- Period Work schedules
- Day Types
- Grouping Personnel sub Area for Work Schedule
- Define Employee Subgroup Groupings
- Define Groupings for the Public Holiday Calendar
- Set Work Schedule Rules and Work Schedules
- Generate Work Schedules Manually
- Planned Working Time
- Set Default Value for the Work Schedule
- Set Which Hour Fields Are Entry Fields



- Define Working Weeks
- Set Default Value for Time Management Status
- Time Data Recording and Administration
- Substitutions
- Absences
- Attendances/Actual Working Times
- Overtime
- Availability
- Managing Time Accounts Using Absence Quotas

## **RECRUITMENT**

- Workforce Requirements and Advertising
- Create positions
- Create media
- Create recruitment instruments
- Create addresses for recruitment instruments
- Applicant Administration
- Create personnel officer
- Applicant Structure
- Create applicant groups
- Create applicant ranges
- Create unsolicited application groups
- Application Status

## **PERSONNEL DEVELOPMENT**

- Appraisal Systems
- Forms of Appraisal
- Quality & Quantity Scales
- Point Scales & YES/NO Scales
- Language Scales

## **TRAINING & EVENT MANAGEMENT**

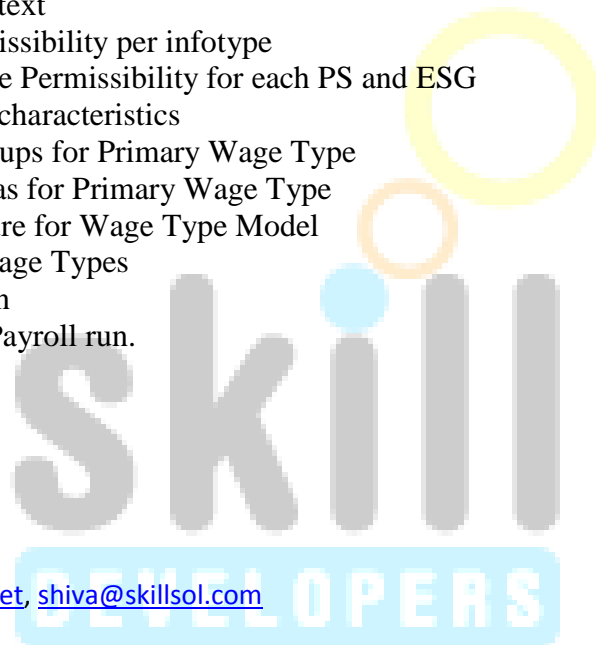
- Business Event Preparation
- Define Cost Items
- Define Time Schedule
- Create Building Address

## **PAYROLL USA**

- Basic Settings
- Payroll Organization
- Define Period Parameters
- Define Date Modifiers
- Check Payroll Accounting Area
- Generate Payroll Periods



- Generate Calendar for Cumulations
- Basic Pay
- Define EE Subgroup Grouping for PCR and Coll.Agrmt.Prov.
- Pay Scale Conversion for Basic Pay
- Define reason for change
- Check Pay Scale Type
- Check Pay Scale Area
- Check Assignment of Pay Scale Structure to Enterprise Structure
- Determine default for pay scale data
- Set up payroll period for collective agreement provision
- Revise Pay Scale Groups and Levels
- Define pay scale salary ranges
- Wage Types
- Create wage type catalog
- Check Wage Type Catalog
- Check wage type text
- Check entry permissibility per infotype
- Define Wage Type Permissibility for each PS and ESG
- Check wage type characteristics
- Employee Subgroups for Primary Wage Type
- Personnel Subareas for Primary Wage Type
- Enterprise Structure for Wage Type Model
- Revise Default Wage Types
- Payroll Simulation
- Payroll Release, Payroll run.



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