



QUICKSTEP COMPUTER CENTER

National Accreditation Board of Education Training.
(NABET)- Quality council of India) An ISO 9001:2008

*****SAP HR-HCM*****

➤ **INTRODUCTIN ON ERP AND SAP**

- ❖ Introduction to ERP & SAP
- ❖ Overview on SAP HR Sub Modules
- ❖ Introduction to Project Implementation Methodologies (ASAP Methodology)
- ❖ Implementation Road Map
- ❖ System Land Scape 3 tier Architecture

➤ **ORGANIZATIONAL MANAGEMENT**

- ❖ Organizational Management Introduction
- ❖ Structure in SAP HCM
- ❖ Objects
- ❖ Relationships
 - Structure of Relationships
 - Syntax of Relationship
- ❖ Methods of Creating Org. Structure
 - Simple Maintenance
 - Expert Mode
 - Organizational and Staffing
- ❖ Editing of Objects and Relationships
- ❖ Validity Period
- ❖ Info type in OM
- ❖ Plan version Definition and setting of New plan Versions
- ❖ Objects Number Ranges
- ❖ Evaluation Path
- ❖ Integration between OM to PA with Reports

➤ **PERSONNEL ADMINISTRATION:**

- ❖ Integration setting with OM and PA
- ❖ Master Data Definition and its use in SAP HCM
- ❖ Enterprise structure- Definition and Assignment
 - Company
 - Company Code
 - Personnel Area
 - Personnel Sub Area
- ❖ Personnel structure Definition and Assignment
 - Employee Group
 - Employee Subgroup
 - Payroll Area and Control Record (with Retroactive Accounting Period)
- ❖ Employee Attributes

- ❖ Info types and sub types
- ❖ Features in SAP HCM importance and various feature configurations according to requirement
- ❖ Number Ranges for Employee personnel numbers-internal & External with Feature Setup
- ❖ Customizing User Procedures:
- ❖ Configuration of Personnel actions Info group Action Menu
 - Hiring
 - Promotion
 - Transfer
 - Organizational Re- assignment
 - Termination
- ❖ Dynamic actions Use, Configuration with Business Requirements
- ❖ Info type Menus
- ❖ Customizing User Interfaces:
 - Info type screen modifications
- ❖ Administrator group & defaulting through feature
- ❖ Date Specifications with Feature
- ❖ Contract specifications with feature
- ❖ Organizational key with feature
- ❖ Discussion on business requirement in OM and PA modules in Combine for easy understanding of Real time Business Scenario.

➤ **TIME MANAGEMENT**

- ❖ Introduction to time management time management process in HR
- ❖ Domain and SAP HR time management differentiation a discussion
- ❖ Positive and Negative Time Recording with Business Process Discussion
- ❖ Public Holidays configuration of different types of Holidays
- ❖ Holiday Calendar with Business scenarios Applicability with Enterprise Structure
- ❖ Factory Calendar in HR Perspective
- ❖ Grouping Personnel sub Area & employee sub group Grouping in Time Management
- ❖ Work Schedules
 - Break Schedule
 - Daily work Schedules (with Variants-with Business Scenarios)
 - Period work schedules
- ❖ Day types and Day type selection rules
- ❖ ESG, Holiday calendar assignment for PSA

Work Schedule Rules

- ❖ Introduction to Absences and Attendance
- ❖ Absences quotas Configuration
 - Counting Rules for Absences/Attendances
 - Deduction Rules
 - Assignments of different rules in Absences/Attendances.
- ❖ Time Management Info types
- ❖ Quota Updates:
 - Manual (PA30)

- Through Report RPTQTAOO
- Through Time Evaluation (RPTIME00)
- ❖ Negative Time Recording Understanding of different Time Evaluation Schemas Used.
- ❖ How to use Negative time Evaluation in the Organizations with different business scenarios.
- ❖ Info about required PCR's for different requirements.

➤ **PAYROLL**

- ❖ Introduction to payroll- HR domain process and SAP HCM Process-discussion on understanding the same
- ❖ Payroll area and Control Record (with Retroactive Accounting)
- ❖ Generation of payroll periods- period and date modifiers (with different country fiscal year settings) Relevancy of this Time management
- ❖ Payment date setup and modifications
- ❖ ESG for CAP and PCR

➤ **Pay scale structure**

- ❖ Pay scale Area
- ❖ Pay scale type
- ❖ Pay scale Group
- ❖ Pay scale level
- ❖ Wage Types- concept, types & use of wage types
- ❖ Primary wage types
- ❖ Secondary Wage types/Technical wage types
- ❖ Features used in payroll Wage types characteristics
- ❖ Valuation of wage type
- ❖ Indirect
- ❖ Wage type model and defaulting of WT model
- ❖ Configuration of basic pay info type
- ❖ Concept of Annual salary and configuration and applicability to the relevant countries
- ❖ Other payroll info types configuration General and country specific
- ❖ Payroll- Multi Country payroll an understanding
- ❖ Payroll processing in SAP system
- ❖ Review of relevant data maintained for payroll process.
- ❖ Payroll driver- For US (with Reference to other countries too Ex: India)
- ❖ US Payroll
- ❖ US statutory process & US specific info types maintenance
- ❖ Understanding of US payroll Driver & Payroll Schema in SAP HCM Payroll Process
- ❖ Business Understanding of Garnishment in US payroll
- ❖ Understanding of US Process Logic in SAP
- ❖ US Reports and subsequent payroll activities.

➤ **BENEFITS**

- ❖ Introduction Benefits Country dependency
- ❖ Benefits Area
- ❖ Benefits provider
- ❖ Understanding of plan Categories and configuring of plans and plan types
- ❖ Customizing of contribution groupings
- ❖ Setting up of Plans-Health, Insurance and Savings
- ❖ Flexible administration
- ❖ Administrative Parameters
- ❖ Pre- Requisite and co- requisite plans
- ❖ Benefits Adjustment
- ❖ First and second program grouping
- ❖ Employee eligibility
- ❖ Benefits info types
- ❖ Integration of benefits of payroll
- ❖ Check the Results in Payroll
- ❖ Check the Results in Payroll

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