

SAP HR / HCM Human Resources Course Outline

Organization Management

- Organisational Objects
- Maintain Object Types
- Maintain Number Ranges
- Maintain Info types
- Maintain Subtypes
- Maintain Relationship's
- Define Time constrain depending on the target Object type
- Maintain Personal actions
- Hands on the Above topics

Introduction to Personal Administration

- Enterprise Structure / Company Structure
- Personal Structure & Organization Structure
- Employee Hiring & Maintaining HR Master Data
- Maintain Infotypes & Introduction to Primary Infotypes
- Personal Actions & Additional Actions / Dynamic Actions
- Hands On Building Up Enterprise structure
- Master Data Maintenance
- Mandatory Info types
- Integration with Time & Payroll

Benefit

- Introduction to Benefits
- Introduction to Enrollment
- Benefit Plan Structure
- Introduction to Benefit Category
- Different Benefit Categories
- Introduction to Benefit Plan type
- Introduction to Benefit Plans
- Introduction to Benefit area
- Info types used for different Benefit Categories
- Eligibility
- Participation
- Costs of Plans
- Different Control tables used in Benefits

Time Management

- Time Recording
- Time Evaluation
- Negative Time Recording & Positive Time Recording
- Sheet's , ESS, CATS
- Work schedules & work schedules Rules (Pre requisite)
- Public holiday Calendar, counting rules,

- Attendance / Absences / Substitutions / Regular WT
- Shift Management(Day program, Calculation of Pay, Compensation,
- Overtime, Breaks Schedules
- Hands on the above topics

SAP - Pay Roll

- Payroll area, payroll control record, Date modifier, payroll periods
- Basic Pay Info types (0008)
- Pay scale area, Pay scale type & pay scale group configuration
- Primary & Secondary Wage types
- Payroll Process
- Gross Pay (Pro-rated pay, basic pay, overtime
- Bonuses, Recurring payments & deductions Additional payments & deductions)
- Payroll cycle (HR Master Data & Time Management Data)
- Pre requisites (Payroll Org, Basic pay, wage types, info types)
- Payroll Run
- Payroll integration (FI/CO, Benefits, Time, PA, Payroll)
- Payroll Accounting & Payroll cycle
- Payroll Processing
- Simulation
- Release Payroll
- Start Payroll
- Check Result
- Corrections
- Exit Payroll
- Remuneration statement
- About Schema's & Features
- Payroll Driver
- About T710 & T510 tables.
- Complete Hands on Individual Process

Others

- Universal Work List (UWL)
- Security
- Development
- Authorization
- Organization Structure
- Data Migration
- Specification Documents Technical / Functional
- Business Blue Prints
- Global Template
- Configuration Documents

Other Benefits

- Interview Guidance
- Support for future projects
- Real time scenarios
- Mock interview questions
- Hands on real time scenarios
- Placement assistance