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# **Bundle Course - SAP Core HR - HCM-SF EC- EC Payroll- UK Payroll**

## **SAP Core HR**

**HCM**

### **SAP INTRODUCTION**

- SAP ERP Introduction
- SAP HCM Introduction
- SAP SYSTEM Installation
- Creation of System Access

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**ORGANIZATION MANAGEMENT**

- HR structures.
- Creation of Enterprise structure
- Creation of Personal structure
- Creation of Organization structure
- Organization and Staffing Method
- Simple Maintenance Method
- Expert Mode, Matrix Structure
- Objects, relationships
- Reporting structure
- Structure Reorganization
- Account assignment

**PERSONAL ADMINISTRATION**

- Concepts of Number range
- Hr master data configuration
- Overview of Infotype, subtypes
- Configuration of Info group
- Personnel Actions
- Screen Modification
- Overview of Infogroup modifier
- Customizing the Features/ Decision Tree

**TIME MANAGEMENT**

- Overview of Time management
- Negative Time Recording.
- Time evaluation
- Time entitlement
- Holiday Calendar
- Work schedules concept

- Absence and attendance quota's Generation
- Configuration of rules such as counting rule
- Rounding and configuration of reduction rules.
- Deduction rules for quota generation

#### **PAYROLL**

- Pay scale structure
- Generation of payroll periods and Paydays
- Creation of Payscale Structures
- Concepts of Wage Type Group
- Creations of wage types
- Copy and creation of wage type groups
- Processing class
- Evaluation class
- Cumulation of wage types
- Overview of PCR Creation (Personal Calculation Rule)
- Overview of Schema Functions and Operations
- Off cycle payroll
- Retroactive Accounting
- Control record
- Payroll Simulation
- Creation of Remuneration Statement

#### **RECRUITMENT**

- Applicant Master date configuration
- Applicant number range
- Applicant actions
- Workforce requirement and advertising
- Applicant administration
- Applicant status creation
- Applicant structure creation

- Concepts of short profile

**DISCUSSION**

- Overview of Blueprint Preparation
  - User Testing
  - Overview of ASAP Methodology
- Discussing Mock Certification Questio

**SAP SF EC**

**Module: Introduction to Mastery Topics:**

1. Cloud and SF Architecture
2. Instance, Provisioning explanation
3. Technical Architecture
4. Integration Technology/Tools
5. Bizxpert Methodology – Implementation Methodology.
6. Basic company settings in Provisioning
7. Creating administrators in Provisioning
8. Creating administrators in Instance
9. Instance basic settings – Passwords, Home Page, Welcome Menu, Companyinfo,Employee files
10. Administrator tools
11. Commonly used terms
12. Admin Privileges
13. Proxy Management

14. Setting up company Logos
15. Manage Data User Records
16. Employee Data File
17. Permissions
18. Role Based Per missioning (RBP).
19. Pick list Management.
20. Text Customization in Instance
21. XML and Data models
22. People Search
23. Rating Scales
24. Route Maps (Workflow)
25. Launching forms
26. Employee Profile

**Module: Employee Central Mastery – Core HCM module**

1. Introduction and basic provisioning set up exercises
2. Data models
3. Employee Central Structure
4. Data model Management
5. Data model Associations
6. Enable employee central and RBP
7. Update employee details
8. ESS/MSS functionality
9. Understanding security
10. Managing security with RBP
11. EC as a system of record

12. EC Customizing and Populating Basic Foundation data
13. Customizing Country specific files in Foundation tables
14. Creating and modifying associations
15. Propagations
16. Importing users and data
17. Mass Changes
18. Customizing employee files
19. Customizing CSF for employee files
20. Position Management
21. Absence Management
22. Employee Central Reporting and Integration
24. MDF Overview
25. MDF Objects creation
26. Manage Business Configuration Rules setup
27. Manage Workflow Requests/groups
28. Org Chart
29. Manage Sequence
30. Monitor Job

## **SAP EC Payroll**

### **Course Curriculum:**

- 1 - Overview of SAP EC Payroll
- 2 - Getting started with SF EC Payroll
- 3 - Prerequisites and Initial Configurations

- 4 - EC to EC Payroll Integration
- 5 - UK Payroll at a glance
- 6 - Project Team Orientation (PTO)
- 7 - Integrating Time Off and EC Payroll
- 8 - PCC Configuration and Roles

## **SAP UK Payroll**

- UK – GENERAL PAYROLL TRAINING
- SAP PAYROLL
- PERSONAL ADMINISTRATION – NATIONAL FEATURES GREAT BRITAIN
- PAYROLL – NATIONAL FEATURES GREAT BRITAIN
- OFF – CYCLE PAYROLL
- ON DEMAND PAYROLL
- ADVANCE HOLIDAY PAYMENT(AHP)
- PAYROLL HISTORY
- EXTENDED AHP SOLUTION
- SSP AND SMP EVALUATION
- OSP AND OMP
- SSP/SMP ABSENCE CONVERSION REPORT
- TAX AND PAYE
- TAXABLE BENEFITS
- WFTC/DPTC
- NATIONAL INSURANCE CONTRIBUTIONS
- PENSIONS
- COURT ORDERS AND STUDENT LOANS
- AUTOMATIC ARREARS CALCULATION
- COMPANY CARS
- OFFSHORE GB PAYROLL
- DEDUCTIONS AND REPAYMENT
- FINAL PAYROLL PROCESSING
- P45 ISSUE
- RUNNING P35, P14, P60 FORM
- PAYROLL RESULTS CHECK
- GROSS TO NET CONTROL REPORT
- WAGE AND SALARY PAYMENTS
- DATA MEDIUM EXCHANGE
- PAYROLL EXCEPTIONS

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