SAP HR-HCM Contents

1.Introduction to ERP and SAP
a. History of SAP
b. ERP Need and Advantages
c. Overview of Centralized and Decentralized System
d. Organizational structure in HR
e. Technology
f. Implementation Tools (Asap and Solution Manager)
g. System Landscape in 3 Tier Architecture
h. Roles and Responsibilities of a Consultant
i. Types of Projects
j. Change Transport System
k. Gap Analysis
l. Versions
m. Architecture in SAP HRM
n. Create Folders, Transaction codes
o. Adding to Favorites
p. Creating Users and Roles

2. Organizational Management in HR
a. Organizational Management Introduction

b. Structure in SAP HCM
c. Objects
d. Relationships
e. Structure of Relationships
f. Syntax of Relationship
g. Methods of Creating Org. Structure (Org.Units, Job, Position)
h. Simple Maintenance

3. Expert Mode
a. Organizational and Staffing
b. Editing of Objects and Relationships
c. Validity Period
d. Info type in OM
e. Plan version Definition and setting of New plan Versions
f. Custom Objects Number Ranges
g. Features in OM
h. Evaluation Paths
i. Integration Switches
j. Integration Reports between Organizational Management to Personnel Management OM to PA/PD
k. Reports in OM

4. Personnel Administration:
a. Structure in SAP HCM
b. Master Data Definition and its use in SAP HCM
c. Enterprise structure- Definition and Assignment
d. Company, Company Code
e. Personnel Area, Personnel Sub Area
f. Personnel structure Definition and Assignment
g. Employee Group
h. Employee Subgroup
i. Payroll Area and Control Record (with Retroactive Accounting Period)
j. Employee Attributes

5.Info types and Sub types
a. Features in SAP HCM importance and various feature configurations according to requirement
b. Number Ranges for Employee personnel numbers-internal & External with Feature Setup
c. Customizing User Procedures:
d. Configuration of Personnel actions Info group Action Menu
e. Hiring, Promotion, Transfer, Organizational Re- assignment, Termination
f. Info type Menus
g. Customizing User Interfaces:
h. Info type screen modifications
i. Administrator group & defaulting through feature
j. Date Specifications with Feature
k. Organizational key with feature
l. Discussion on business requirement in OM and PA modules in Combine for easy understanding of Real time Business Scenario.
m. PA Reports

6. Recruitment
a. Set up integration with other components
b. Create number ranges for applicant numbers
c. Choose number ranges
d. Workforce Requirements and Advertising
e. Create positions
f. Create media
g. Create recruitment instruments
h. Create addresses for recruitment instruments
i. Applicant Administration
j. Create personnel officer
k. Applicant Structure
l. Create applicant groups
m. Create applicant ranges
n. Create unsolicited application groups
o. Short Profile
p. Create standard text, Assign standard text
q. Applicant Selection
r. Change status texts, Create status reasons
s. Set permissible status reasons for each applicant status
t. Create priorities for vacancy assignment
u. PB10 - Initial data entry
v. Maintain - Vacancy PBAY

7. Enterprise Compensation management and Compensation management
a. Activate Enterprise Compensation Management
b. Define Stock Units
c. Define Stock Unit Conversion Rules
d. Define Reference Currency for Budgeting
e. Define Budget Types, Define Budget Periods
f. Set Budget Control Parameters

8.Compensation Areas and feature
a. Compensation Plans and Reviews
b. Define Eligibility Rule Variants
c. Define Eligibility Grouping Feature
d. Define Guideline Variants
e. Define Guideline Groupings
f. Plan Attributes
g. Define First Compensation Program Groupings
h. Define First Compensation Program Grouping Feature
i. Define Second Compensation Program Groupings
j. Define Second Compensation Program Grouping Feature
k. Long-Term Incentive Plans
l. Compensation Statements

10. Benefits
a. Define Benefit Area
b. Assign Currency to Benefit Area
c. Define Benefit Providers

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d. Set Current Benefit Area

e. Define Flexible Benefits Scheme Attribute (FLEX)

f. Define Benefit Plan Types

g. Define Flexible Benefits Miscellaneous Plan Type Indicators (FLEX)

h. Assign Plan Type Attributes for Flexible Benefits (FLEX)

i. Define Benefit Plan Status

j. Define Employee Groupings, Define Employee Criteria Groups

k. Define Cost Groupings, Define Credit Groupings

l. Define Coverage Groupings, Define Employee Contribution Groupings

m. Define Employer Contribution Groupings

n. Health Plans. Insurance Plans, Savings Plans, Stock Purchase Plans

o. Credit Plans, Holiday Plans (FLEX) Claims

p. Flexible Administration, Define Administrative Parameters

q. Prerequisites and Corequisites, Benefits Adjustment Reasons

r. Define First Program Grouping, Define Second Program Grouping

11. Time Management

a. Introduction to time management time management process in HR

b. Domain HR and SAP HR time management differentiation a discussion

c. Positive and Negative Time Recording with Business Process Discussion

d. Public Holidays configuration of different types of Holidays

e. Holiday Calendar with Business scenarios Applicability with Enterprise Structure

f. Factory Calendar in HR Perspective

g. Grouping Personnel Sub Area & Employee Sub Group Grouping in Time Management

h. Work Schedules

i. Break Schedule

j. Daily work Schedules (with Variants-with Business Scenarios)

k. Period work schedules

l. Day types and Day type selection rules

m. ESG, Holiday calendar assignment for PSA

12.Work Schedule Rules

a. Introduction to Absences and Attendance

b. Absences quotas Configuration

c. Counting Rules for Absences/Attendances

d. Deduction Rules

e. Assignments of different rules in Absences/Attendances.

f. TMSTA, SCHKZ, WWEEK, WRKHR and QUOMO Features

g. Time Management Info type

h. Quota Updates:

i. Manual (PA30)

j. Through Report RPTQTAOO

k. Negative Time Recording Understanding of different Time Evaluation Schemas Used.

l. How to use Negative time Evaluation in the Organizations with different business scenarios.

m. Configured various PCR's for different requirements.

13. Payroll

a. Introduction to payroll- HR domain process and SAP HCM Process-discussion on understanding the same

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b. Payroll area and Control Record (with Retroactive Accounting)

c. Generation of payroll periods- period and date modifiers (with different country fiscal year settings)
Relevancy of this Time management

d. Payment date setup and modifications

e. ESG for CAP and PCR

f. Pay scale structure

g. Pay scale Area , Pay scale type, Pay scale Group, Pay scale level

h. Wage Types- concept, types & use of wage types

14.Wage Type Structure
a. Primary wage types/Standard/Master Wage Types

b. Secondary Wage types/Technical wage types

c. Custom Wage Types

d. Features used in payroll Wage types characteristics

e. Valuation of wage type (INVAL) --> Direct, Indirect

f. Wage type model and defaulting of WT model

g. Configuration of basic pay info type

h. Configuration of Recurring Payments and Deductions info type

i. Configuration of Additional Payments info type

15. Indian And International Payrolls
a. Configuration of INDIA specific payroll settings

b. Concepts of Allowance grouping for INDIA (RAP's)

c. Concepts of Basic salary for India

d. Overview pf Allowances of salary.

e. Perquisites of salary

f. Retrenchments and Holiday leaves

16.Statutory configuration on TAX, PF, ESI, Professional TAX
a. Statutory configuration on exemptions, HRA, Car & Conveyatz etc.,

b. Maintain Income tax Slab Codes

c. Understanding of Processing Class, Cumulation Class and Evaluation Class

d. Understanding of Factoring concept with Business scenarios.

e. Understanding of Indian Payroll driver, payroll schema & India specific Payroll functions in SAP HCM

f. India specific reports and subsequent payroll activities.

g. Checking of payroll results

h. Understanding and customizing the Remunerations statement (HR Form editor)

i. Subsequent payroll activities:

j. Configuration of Country Specific Info types 0580 to 0590.

k. Payroll processing in SAP system

l. Payroll driver- For US & India. (with Reference to other countries too)

m. Off-Cycle payroll activities (0267)

n. Integration with Time and Payroll Modules

o. Hr with Fi Integration

17. Employee Self Service & Management Self Service (ESS & MSS)
a. Overview of ERP and Role of ESS in SAP ERP

b. Introduction - ESS and MSS, Portal functionality

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c. Components of ESS

18. Training and Event Management
a. Difference: SAP Learning Solution - Training and Event Management
b. Plan Version Maintenance, Number Range Maintenance
c. Specify Attendance Types
d. Define Incompatible Attendance and Absence Types
e. Business Event Preparation
f. Define Cost Items, Define Time Schedule
g. Create Building Address,
h. Location, Organizers
i. Create Business Event Group
j. Create Business Event Type
k. Resource Management,
l. Control Elements, Create Resource Type
m. Day-to-Day Activities,
n. Recurring Activities

19.Integration HR with FI
a. Define symbolic accounts.
b. Defining wages types.
c. Mapping wages types to symbolic Accounts.
d. Mapping symbolic accounts to G/L.
e. Payroll posting with amount changes

20.SAP Real time Concepts
a. ASAP Methodology/Roadmap
b. Overview of Remedy/Radix Tool
c. Issue /Ticket Tracking system
d. Data Migration (Bapi, Idoc, Batch input)
e. LSMW
f. SAP Query
g. Transport creation
h. HR Tables
i. Payroll Generation

SAP HCM (basic to advanced) – Course Syllabus

1. **Introduction:**
   a. ERP and ERP Packages
   b. SAP and its architecture
   c. SAP and its modules
   d. SAP Human Capital Management (HR) and its areas
   e. Discussions with Participants

2. **Overview:**
   a. Getting Started

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b. The HR module
c. Organizational Information
d. Employee Information

3. Recruitment and Personnel Development:
a. The recruitment cycle
b. Training and Events
c. Personnel Development
d. Hands On : Matching Profiles

4. Employee Benefits and Cost Management:
a. Benefits
b. Hands On: Processing an enrollment
c. Personnel Cost Planning
d. Compensation Management

5. Time Management, Payroll and Travel:
a. Time Management
b. Payroll
c. Hands On: Running a payroll
d. Travel Management

6. Information Display and Reporting:
a. Human Resources Reports
b. Queries
c. Hands On: Creating an ad hoc query

7. Organization Management:
a. Introduction to Organization Management
b. Organizational Objects and designing Organization Structure
c. Organization Units, Positions, Jobs, Tasks, Reporting structure
d. Different interfaces of Organization Management
e. Organization and Staffing
f. General Structures
g. Matrix Structures
h. Expert mode Simple Maintenance
i. Expert mode Info type Maintenance

8. Configuring an Organizational Structure:
a. Create Objects
b. Essential Relationships
c. Create Description
d. Create Department/Staff
e. Add Relationships
f. Maintain Plan Data

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g. Add account assignment to the company organizational unit
h. Account assignment features
i. Structure Maintenance

9. Configuring Positions:
a. Configure Positions
b. Configure Reporting Relationships
c. Produce an Organizational Structure Report

10. Executing a Personnel Action:
a. Hire an Employee
b. Make changes to Employee Master Data
c. Produce an Employee List report for the new employee

11. Using the Implementation Guide (IMG):
a. Create a Project Plan
b. Generate a project IMG
c. Description of Vacant Position
d. Use the "find" feature to locate IMG activities
e. Execute IMG activity
f. Maintain status of project activities

12. Establishing the Enterprise Structure:
a. Configuring Personnel Sub-Areas
b. Employee Sub-groups
c. Grouping for Work Schedules

13. Additional Organizational Assignments:
a. Maintain HR Master Data
b. Change Organizational Assignment

14. Using Features:
a. Display Features
b. Process Feature Decision Tree

15. Understanding Planned Working Time Connection to Basic Pay:
a. Display the HR Master Data
b. Planned Working Time
c. Basic Pay
d. Work Schedules Overview , Primary Wage Type and Employee Groupings

16. Defining Payscale Structures:
a. Customizing Project Administration
b. Process Feature Tariff: Decision Tree

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c. Choose Activity
d. Change Payscale-period parameter assignment
e. Determine work area
f. Create Basic Pay

17. Defining Wage Types:
a. Create Dialog Wage Type
b. Understand Controls used to determine wage type assignment
c. Define feature LGMST to default wage type assignment
d. Setup indirect valuation

18. Performing Payscale reclassification and Pay increases:
a. Understand how to perform payscale reclassifications
b. Configure a payscale reclassification to a new payscale level after employees have been in a payscale level for one year
c. Understand how to perform standard pay increases

19. Confirming the new master data configuration:
a. Modify an existing organizational structure to add a new organizational unit and new position
b. Process a hire personnel action and confirm the functionality of the newly configured personnel subarea, employee subgroup, payscales and wage types.

20. Quick Tips:
a. Completing an Action
b. Maintaining Free Text
c. Time Off Award
d. Creating Positions
e. Changing Cost Centers
f. Changing Bank Details
g. Recurring Payments and Deductions
h. Changing Addresses
i. Viewing Organizational Structure
j. Changing Work Rule
k. Date Types
l. Kronos Information
m. Preparing for an Interview with SAP HCM Consultant.