

# SAP HR

## COURSE CONTENT



### Introduction to SAP

**2 Hours (I-1)**

#### CONCEPT OF ORGANIZATION MGT.

**1 Hour (O-1)**

Object types, Relationship, Characteristics

Organizational plan

**1 Hour (O-2)**

Plan version

Simple Maintenance

**Hour (O-3)**

Detail Maintenance

**3 Hour (O-4)**

Organization and staffing interface

**1 Hour (O-5)**

Evaluation and Report

**1 Hour (O-6)**

Managers Desktop

Customizing OM

**1 Hour (O-7)**

Integration Point and Technical Setting

Time Constraints

**1 Hour (O-8)**

Info types in OM

Evaluation Path (Create Assignment in OM)

**1 Hour (O-9)**

### PERSONNEL ADMINISTRATION

Enterprise Structure

**1 Hour (P-1)**

Personnel Structure

Pay scale Structure

**1 Hour (S-1.5)**

Features to Default Values	<b>1 Hour (P-2)</b>
Introduction to Info types	<b>1 Hour (P-3)</b>
Info types Attributes	
Time constraints	
Create customer defined info types and Features	<b>1 Hour (P-4)</b>
Info type control	

## **ACTION**

(Hiring, Transfer, Promotion, Demotion, Suspension, Deputation, Termination, Re-Hiring) **4 Hour (P-5)**

Screen Header	<b>1.5 Hour (P-6)</b>
Screen Modifications	
Report	
Adhoc Query	<b>1 Hour (P-7)</b>
Dynamic Actions	<b>1 Hour (P-7)</b>
Personal Data	

## **WAGE TYPE STRUCTURE**

Wage types	<b>1 Hour (S-1)</b>
Wage types characteristics	
Default wage types	
Processing Class	<b>1 Hour (S-2)</b>
Emulation class	
Evaluation class	
Setting up wage types for 8, 14, 15,	<b>1 Hour (S-3)</b>
Administrator Resp. and Employee Attribute	<b>1 Hour (S-4)</b>
Integration of PA with Enterprises structure	
Integration of PA with OM& RE	
Report for changes to Re-enumeration	<b>1 Hour (S-5)</b>

## **RECRUITMENT**

Introduction of Recruitment	<b>1 Hour (R-1)</b>
Feature - NUMAP, SHPRO	
Work force planning and administration	<b>1 Hour (R-2)</b>
Create personal office	
Applicant Range	
Applicant Actions	
Applicant Status	
Initial Data Entry	
Maintain applicant data	<b>1 Hour (R-3)</b>
Bulk Processing	
Transferring of data from RE to PA	
Integration of PA with RE	
Maintain Advertisement	
Vacancy	
Recruitment instrument	

## **TIME**

Concept of time management	<b>1 Hour (T-1)</b>
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### **Basic Settings**

Personnel sub-area Groupings	<b>1 Hour (T-2)</b>
Daily Work Schedule	
Period Work Schedule	
Day Types	
Work Schedule Rules and Work Schedule	
Time Data Recording and Administration	<b>1 Hour (T-3)</b>
Substitution	

Absence	
Attendance	
Availability	
Feature-SCHKZ, TMSTA,	<b>1 Hour (T-3)</b>

## **PAYROLL**

### **Introduction**

Calculation of wage element	<b>1 Hour (S-5.1)</b>
Statuary and voluntary deduction	
Retro active accounting	<b>1.5 Hour (S-6)</b>
Payroll organization	
Payroll area	
Payroll period	
Generating payroll period	

### **Control record**

Feature- ABKRS, LGMST, PINCH	<b>30 Min (S-7)</b>
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### **Payroll process**

Payroll simulation	<b>2-4 Hour (S-7.1)</b>
Release payroll	
Payroll log	
Check result correction	

### **Payroll**

Display payroll result	<b>1 Hour (S-8)</b>
Remuneration statement	
Evaluation of payroll result	
Ad-hoc query	<b>1 Hour (S-9)</b>
Posting payroll results in acting	
Posting information stored in MD/ payroll result	
Posting process	

## **Bank**

Bank transfers

Generating cheques off

## **TRAINING AND EVENT MANAGEMENT**

Introduction

**1 Hour (T-1)**

Training & Event Mgt

Business Event Preparation

Day to day Activities

Recurring Activities

Billing and Activity allocate

**1 Hour (T-2)**

Information System

Integration

## **REPORTING IN HR**

HR – reporting

**1 Hour (R-4)**

Ad-hoc query

Logical database and Info set

Info system in SAP Easy Access.

## **ESS/MSS**

Overview

**1 Hour (G-1)**

ECC configurations Prerequisite

Time management

Payroll

CATS

ESS/MSS/XSS Configuration on portal

PcguiWeb-dynpro

Payroll

Time management and timesheet configurations

Java pool management and configuring RFC are with R/3 system.

Maintaining iviews for ESS and configurations

Backend



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