

Course content: SAP HR Training

1. Personal administration

1. Overview of HCM and HCM structures
2. Enterprise structure & personnel structure

Company, company code, personal area, personal sub area, employee group, employee subgroup

3. Infotypes, Infotype menus, Infogroups, Actions

HR Master data configuration for Infotypes like actions, org. assignment, personal data, addresses, planned working time, basic pay, bank details, contract elements, monitoring of tasks, family members, education, Previous employers, qualifications, communication

Actions like Hiring, Confirmation, Org Reassignment (promotion, transfer), Separation.

4. Features overview, user parameters, number ranges, organizational data like employee attributes, payroll area, control record, administrator group.

2. Organizational management

1. organizational management overview.
2. Organizational structure, methods for creating/maintaining org structure like organization & staffing, expert mode and simple maintenance.
3. Creation of different objects like Org unit, position, job, task.
4. Creation of relationships between different objects and reporting structure.

3. Time management (negative)

1. Time management overview
2. Work schedules (daily, period) and Work schedule rule.
3. Public holiday class & day types.
4. Time data Recording & Administration

Creating absence types, Absence counting, absence quota types, calculating absence entitlements, absence quota deduction

4. Payroll (India)

1. Payroll overview: Wage type concept, indirect valuation
2. Basic pay configuration: Pay scale structure, pay scale groups & Levels, creating wage types, wage type characteristics, enterprise structure for wage type model, default wage types, valuation of base wage types
3. IT 0014, 0015, 2010 wage type creation.;
4. Payroll organization: period parameters, payroll periods and calendar for cumulations, payroll area, control record
5. Pay scale groupings for allowances, Reimbursements, allowances and perks and their tax liability.
6. India specific infotype configuration : Housing, Conveyance, LTA, Medical, statutory social contribution like PF, ESI, LWF, Professional Tax, Income & deductions.
7. Basic payslip design, remuneration statement, payroll driver, payroll schema, functions & operations concepts, payroll simulation, payroll log and payslip component analysis including income tax calculations.
8. Payroll related configuration scenarios like:

Absence valuation, Time wage type valuation, valuation bases, Factoring (proration), Quota compensation, 1 day salary deduction, off cycle payment, Loan configuration. Introduction to PCRs and schemas would be done by means of above scenarios.

5. General SAP HCM

Overview of different Transaction codes, Features, Reporting Methods, Data migration methods like LSMW, Personnel Development & Recruitment Overview

Course Statistics (100% = 100 Hrs)

PA	15%
OM	10%
TM	25%
Payroll (India)	40%
General SAP HCM	10%