

# SAP HR Course Content

## **SAP OVERVIEW**

- Overview of various modules in SAP HCM
- SAP R/3 Architecture
- ASAP Methodology
- SAP HR Overview

## **STRUCTURE IN SAP HCM**

- Enterprise structure
- Personnel structure
- Organizational structure
- Payroll structure

## **Organizational Management**

- Methods of Org mgmt(Simple maintenance, expert mode, matrix structures, General structures and Org & Staffing interface)
- Plan version
- Number ranges
- Objects in Org Management
- Relationships, Evaluation path and object characteristics
- O.M related info types and Tables
- RHINTE Reports and Functionality
- Intergration to other modules

## **Personnel Administration**

- Maintain HR Master Data
- PA Info types Maintenance
- Maintain Personnel Action
- Dynamic Actions
- Default Features

## **Recruitment**

- Recruitment Process
- Posting Advertisement
- Applicant Master Data Maintenance
- Applicant Actions
- Applicant Activity
- Transfer Applicant Data to Employee Master Data
- Report Generation
- Recruitment Info type Maintenance

## **Personnel Development**

- Qualifications & Scales Configuration
- Profile Matchup
- Performance Appraisal
- Career Planning
- Succession Planning

## **Time Management**

- Work Schedules
- Maintenance of Holiday Calendar
- Break Schedules & Daily work schedules
- Work schedule Rules
- Default Features Maintenance
- Time Data Recording & Administration
- Absence Quotas and Generation
- Attendance Quotas, Overtime etc

## **Training & Event Management**

- Business Event Preparation
- Business Event Catalog
- Training activities
- Booking and Pre-booking etc.

## **Payroll**

- Pay scale Structure
- Maintenance of Payroll Info types
- Maintenance of Wage types and configuration
- Payroll Process Stages and Explanation
- Schema Modifications in Payroll
- Form Editor and Creation of Remuneration Statement
- Country specific payroll process legal legislations and Explanations.