Syllabus of SAP HR / HCM Course

Module 1: Introduction

- Introduction ERP & SAP
- Overview on SAP HR sub modules
- System Landscape – Three tier Architecture
- ASAP Methodology
- System navigation.
- Implementation road map

Module 2: Organization Management

- Introduction about Organizational Management
- Structures in SAP HCM
- Objects
- Relationships
- Creation of Organizational structure Methods.
- Expert mode
- Simple maintenance
- Organizational and Staffing
- Info types in OM
- Plan version
- Evaluation path
- Reports

Module 3: Personnel Administration

- Enterprise structure Assignment
- Company, Company code, Personnel area, Personnel sub area
- Personnel structure Assignment
- Employee group, Employee sub group, Payroll accounting area
- Integration settings with OM & PA
- HR Master data
- Accounting global settings
- Period Parameters

- Fiscal year setting

- Posting periods

- Employee Attributes

- Info types in PA

- Features

- Info type Ranges in HR

- Number Ranges for Employee personnel numbers

- Reports

- Customizing user Procedures

- Configuration of Personnel Actions – Info group – Action menu

- Dynamic Actions

- Administration Group

- Payroll Area

- Control record

- Period Parameters

- Date Modifiers

- Payroll Period

- Pay scale structure

- Pay scale area, Pay scale type, Pay scale groups & Levels, Employee sub group

Module 4: Time Management

- Time Management Info types

- Public holidays

- Holiday Calendar

- Factory Calendar

- Work Schedules

- Break Schedules

- Daily work Schedules

- Period work schedules

- work schedule rules

- Absences & Attendances

- Absence types

- Absence Quotas & Attendance Quotas

- Generate Absence Quotas

- Time Evaluation
- CATS
- Features
- Functions & Operations
- PCR's

Module 5: Payroll

- Payroll Info types
- Payroll Area
- Control record
- Period Parameters
- Date Modifiers
- Payroll Period
- Pay scale structure
- Pay scale area
- Pay scale type
- Pay scale groups & Levels
- Employee sub group grouping for CAP
- Creation of Wage types
- Primary wage types, Technical / Secondary wage types, Customer wage types
- Indirect evaluation mode
- Wage type characteristics
- Wage type models
- Payments & Deductions
- Garnishments
- Factoring
- Off – Cycle payroll
- Posting to Financial Accounting (Symbolic Accounts)

Module 6: Recruitment

- Info types
- Work force requirement & Advertisement
- Applicant Administration
- Applicant selection

- Applicant data

- Transferring of applicant data to Personnel Administration