

1. SAP over view
2. Structures & Organizational Management
  - ✓ Enterprise Structure & Personnel Structure
  - ✓ Organizational Structure (Simple Maintenance & Expert Mode)
  - ✓ Create Plan Objects, Additional Object Types, Task Description/Department/Staff Maintain Plan Versions, Org Management Info types.
  - ✓ Account assignment features, Structure Maintenance
  - ✓ Configure Positions, Jobs, Cost Center Assignment, Reporting Relationships
  - ✓ Organizational Structure Report
3. 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
4. Personnel Administration
  - Maintain Personnel Action
  - Maintain HR Master Data
  - PA Info types Maintenance
  - Dynamic Actions
  - Default Features.
5. 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
  - ✓ Time Info types Maintenance
6. 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.

## 9. Brief Introduction of Employee Self Service & Manager Self Service

- Business Case Study Project Based Exercise
  - End to End Implementation SAP HR Case Study.
  - Project Scope - Live Scenario Environment Documentation
  - Documentation of Project based Guidelines.
  - Deliverables in a project
  - Blueprint Phase Documentation
  - Transport Requests
  - Unit Testing, Integration Testing
  - Interview Guidelines