



## SAP- HCM - COURSE CONTENTS

**Duration : 7 Weekends (Sat & Sun : 4 Hours Each Day)**  
**No. Of Hours : 56 Hours.**

### **1. Introduction:**

- a. ERP and ERP Packages
- b. SAP and its architecture
- c. SAP and its modules
- d. SAP Human Capital Management (HR) and its areas
- e. Discussions with Participants

### **2. Overview:**

- a. Getting Started
- b. The HR module
- c. Organizational Information
- d. Employee Information

### **3. Recruitment and Personnel Development:**

- a. The recruitment cycle
- b. Training and Events
- c. Personnel Development
- d. Hands On : Matching Profiles

### **4. Employee Benefits and Cost Management:**

- a. Benefits
- b. Hands On: Processing an enrollment
- c. Personnel Cost Planning
- d. Compensation Management

### **5. Time Management, Payroll and Travel:**

- a. Time Management
- b. Payroll
- c. Hands On: Running a payroll
- d. Travel Management

### **6. Information Display and Reporting:**

- a. Human Resources Reports
- b. Queries
- c. Hands On: Creating an ad hoc query

### **7. Organization Management:**

- a. Introduction to Organization Management
- b. Organizational Objects and designing Organization Structure
- c. Organization Units, Positions, Jobs, Tasks, Reporting structure



- d. Different interfaces of Organization Management
- e. Organization and Staffing
- f. General Structures
- g. Matrix Structures
- h. Expert mode Simple Maintenance
- i. Expert mode Info type Maintenance

**8. Configuring an Organizational Structure:**

- a. Create Objects
- b. Essential Relationships
- c. Create Description
- d. Create Department/Staff
- e. Add Relationships
- f. Maintain Plan Data
- g. Add account assignment to the company organizational unit
- h. Account assignment features
- i. Structure Maintenance

**9. Configuring Positions:**

- a. Configure Positions
- b. Configure Reporting Relationships
- c. Produce an Organizational Structure Report

**10. Executing a Personnel Action:**

- a. Hire an Employee
- b. Make changes to Employee Master Data
- c. Produce an Employee List report for the new employee

**11. Using the Implementation Guide (IMG):**

- a. Create a Project Plan
- b. Generate a project IMG
- c. Description of Vacant Position
- d. Use the "find" feature to locate IMG activities
- e. Execute IMG activity
- f. Maintain status of project activities

**12. Establishing the Enterprise Structure:**

- a. Configuring Personnel Sub-Areas
- b. Employee Sub-groups
- c. Grouping for Work Schedules

**13. Additional Organizational Assignments:**

- a. Maintain HR Master Data
- b. Change Organizational Assignment



**14. Using Features:**

- a. Display Features
- b. Process Feature Decision Tree

**15. Understanding Planned Working Time Connection to Basic Pay:**

- a. Display the HR Master Data
- b. Planned Working Time
- c. Basic Pay
- d. Work Schedules Overview , Primary Wage Type and Employee Groupings

**16. Defining Payscale Structures:**

- a. Customizing Project Administration
- b. Process Feature Tariff: Decision Tree
- c. Choose Activity
- d. Change Payscale-period parameter assignment
- e. Determine work area
- f. Create Basic Pay

**17. Defining Wage Types:**

- a. Create Dialog Wage Type
- b. Understand Controls used to determine wage type assignment
- c. Define feature LGMST to default wage type assignment
- d. Setup indirect valuation

**18. Performing Payscale reclassification and Pay increases:**

- a. Understand how to perform payscale reclassifications
- b. Configure a payscale reclassification to a new payscale level after employees have been in a payscale level for one year
- c. Understand how to perform standard pay increases

**19. Confirming the new master data configuration:**

- a. Modify an existing organizational structure to add a new organizational unit and new position
- b. Process a hire personnel action and confirm the functionality of the newly configured personnel subarea, employee subgroup, payscales and wage types.

**20. Quick Tips:**

- a. Completing an Action
- b. Maintaining Free Text
- c. Time Off Award
- d. Creating Positions
- e. Changing Cost Centers
- f. Changing Bank Details
- g. Recurring Payments and Deductions
- h. Changing Addresses
- i. Viewing Organizational Structure
- j. Changing Work Rule
- k. Date Types
- l. Kronos Information
- m. Preparing for an Interview with SAP HCM Consultant.