SAP HR / HCM Self Learning Course – Self Learning Center

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

Organization Management:
● Introduction about Organizational Management
● Structures in SAPHCM
● Objects
● Relationships
● Creation of Organizational structure Methods.
● Expert mode
● Simple maintenance
● Organizational and Staffing
● Info types in OM
● Plan version
● Evaluation path
● Reports

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 subgroup grouping for CAP

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
- Schemas

Benefits:
- Info types in Benefits
- Benefit Plans
- Benefit areas
- Benefit Providers
- Benefit Parameters
- Setting up of plans
- Plan details and options
- Dependent details with coverage details
- Cost grouping and cost variants
- Mapping of plan types with relevant plans
- Flexible Administration
- Benefit Adjustment
- Employee eligibility
- Mapping of Benefits with Payroll
- Features

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)

Recruitment:
- Info types
- Work force requirement & Advertisement
- Applicant Administration
- Applicant selection
- Applicant data
- Transferring of applicant data to Personnel Administration

Training & Event Management:
- Info types
- Training & event interdiction
- Training requirement
- Defining cost of Training
- Location for the Training or business event
- Business event group
- Business event type
- Maintaining employee data for business event type

Personnel Development:
- Planning
- Setting up of Qualifications catalog
- Setting up of rating scales
- Appraisals
- Old Appraisals
- Appraisal catalog
- Appraisal system
- Employee Appraisal

Employee Self Service / Manager Self Service (ESS/MSS):
- Introduction about ESS & MSS
- Use of ESS in different HR modules
- Configuration of ESS from Functional perspective
- Involvement of other module consultants
- Use of MSS

Compensation Management:
- Use of Compensation Management
- Job Pricing
• Salary surveys
• Budget types

Travel Management:
• Info types
• Functions
• Service providers
• Interface setup

Learning Solutions:
• Training Management in LSO
• Terminologies
• Basic Settings
• Integration – an overview
• Course preparation
• Course offering
• Day to Day Activities
• Recurring Activities in LSO

Business Events:
• Resources
• Tools
• LSMW
• Reports
• Info types
• Info groups
• Schema Modifications
• Functions & Operations
• PCR's & Schemas
• Features
• Table Maintenance
• Authorizations

ABAPHR Concepts:
• Creation of customer Info types
• Creation of info type menu tab
• Screen Modifications
• Header Modifications

US Payroll:
• Payroll Info types
0003 – Payroll status
0008 – Basic pay
0014 – Recur payments & deductions
0015 – Additional payments
0194 – Garnishment document
0195 – Garnishment order
0197 – Employees social security
0207 – Residence tax area
0208 – Work tax area
0209 – Unemployment state
0210 – W4 / W5 form (un employment insurance) with holding information US
0234 – Add with h info US
0235 – Other taxes US
0267 – Additional off - cycle payments
0302 – Additional actions
0402 – Payroll results
0216 – Garnishment Adjustment

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- 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
- Tax Calculation
- Factoring
- Off – Cycle payroll
- Posting to Financial Accounting (Symbolic Accounts)

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