



HCM COURSE CONTENT

INTRODUCTION:

- Overview of various modules in SAP HCM
- **SAP R/3 Architecture**
- SAP Server landscaping
- Types of projects
- **ASAP METHODOLOGY**
- Role of a consultant in various projects

STRUCTURE IN SAP HCM:

- Enterprise structure
- Personnel structure
 - Wage type structure
 - Applicant structure
 - Pay scale structure
- Organizational structure

PERSONNEL ADMINISTRATION:

- Personnel areas, personnel sub areas, employee groups, employee sub groups and assignments
- Define info groups
- Set up personnel actions (hiring, transfer, termination, rehire and change of master data)
- Action reasons
- **Change action menu**
- Maintain user parameters
- Personnel Number Ranges
- Info types
- Features
- **Info type Menus**
- Screen Modifications
- Fast entry
- Info type sub type creation
- Header and footer modifications
- Reports

RECRUITMENT:

- Integration with other modules
- **Maintenance of Applicant Data and Applicant Number Ranges**
- Recruitment related info types
- Setting up of features relating to Recruitment
- Configuration of Applicant Structure
- Applicant status and process flow
- Advertising Media and Instruments
- Transfer of Applicant data to personnel administration
- Execution of simulated scenario
- Overview of e-Recruitment

ORGANIZATIONAL MANAGEMENT:

- Integration with other modules & process flow
- Plan version and number ranges
- Objects in O.M
- **Relationships, Evaluation path and object characteristics**
- O.M related info types and Tables
- Organization and Staffing
- Expert mode
- Simple Maintenance
- Reporting Structure

TIME MANAGEMENT:

- Integration with other modules
- Important info types in time management
- Concepts of Positive and Negative Time Recording
- Time management Status and Important Time Management related Features
- Setting up Holidays and Holiday Calendar.
- **Configuration of Work Schedules- Break, Daily, Period, Work schedule rule**
- **Daily Work Schedule Variant and Daily Work Schedule Selection rule**
- **Day Types and holiday classes**
- **Absences/ Attendances and Quotas Configuration**
- Configuration of Counting Rules, Rounding Rules, Deduction Rules, Base Entitlement Rules and Selection Rules
- **Generation of Quotes through RPTQA00.**
- Time Evaluation Process, Schemas Rules, Functions and Operations with Real time scenarios on quota generation, transfer, time wage type selection etc.
- Time Management Pool
- Time evaluation with complete output

CROSS-APPLICATION TIME SHEETS:

- Configuration of Data Entry Profiles
- **Time Recording, Releasing, Approval and Transfer**
- Reports

PAYROLL (US, India & international)

- Basic settings
 - Period parameter
 - Date modifier
 - Payroll area
 - Generate payroll periods
 - Table t54c1,t54c2 and t54c3
 - Create control record
 - **Check default payroll area**
- Basic pay configuration
 - **Define EE Subgroup Grouping for PCR and Coll.Agrmt.Prov.**
 - **Check Pay Scale Type**
 - **Check Pay Scale Area**
 - **Check Assignment of Pay Scale Structure to Enterprise Structure**
 - **Determine default for pay scale data**
 - **Define hourly rates with several decimal places**
 - **Create wage type catalog**
 - **Check wage type group 'Basic Pay'**
 - **Check wage type text**
 - **Check entry permissibility per infotype**
 - **Define Wage Type Permissibility for each PS and ESG**
 - **Check wage type characteristics**
 - **Employee Subgroups for Primary Wage Type**
 - **Personnel Subareas for Primary Wage Type**
 - **Enterprise Structure for Wage Type Model**
 - **Revise Default Wage Types**
 - **Define valuation of base wage types**
 - **Define annual salary**
 - **Revise Pay Scale Groups and Levels**
- Recurring payments and deduction
- Additional payments
- Retro payroll activities
- **Processing classes, commutations and evaluation classes**
- **Absence Valuation**
- **Wage Type Valuation**
- **Payroll Process Flow and payroll Processing**
- **Posting and Accounting**

- Off cycle Payroll
- Payroll Driver, Schemas, PCRs, Functions and Operations
- Clusters and Internal Tables.
- Cumulation wage types
- Scenarios
- **Pay slip**
- **Pay roll driver**
- **Schemas**
- **Standard pcr,**
- Reports
- Symbolic Accounts

TRAINING AND EVENT MANAGEMENT:

- Integration with other modules
- Object and Relationships in Training
- Concepts of business event Catalogue and setting up of Business Event Groups, Types and Events
- Recurring activities
- Day to day activities- Pre-booking, Booking, Cancel, Rebooking and Replace

PERSONNEL DEVELOPMENT:

- Integration with other modules
- Object and relationships
- Appraisal model set up
- Appraisal process
- Setting up of qualification groups and types

TRAVEL MANAGEMENT:

- Travel management - process flow
- Travel management – integration
- Travel management – info types

ESS/MSS Configuration:

- Assign the URL of ESS/MSS
- **Configuration of Attendance**
- **Configuration of Absence**
- **Configuration of Calendar**
- Configuration of Profile.

Infoset Report/Adhoc query :

- Create infoset
- Join the infoset
- Maintain Infoset
- Generate the infoset
- Assign the Infoset

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