

SAP HR (Human Resources)

This course handles all aspects of Human Resources. The main activities are personnel administration, training and organization plans. Payroll (wages) is also covered in SAP HR, with full integration covered in SAP FI (Finance).

Group rates available – Inquire for more details

Duration: 55 hours

Pre-requisites

- Participants should have some background in human resources.

Course Content

Essentials of Human Resource

- Structures in HCM
- Master data
- Benefits administration - USA & Canada
- Recruiting
- Time Management
- Learning and development
- Enterprise Compensation Management and Personnel Cost Planning
- End-User Service Deliver
- Analytic Functions
- Travel Management

Master Data

- Project Management
- Enterprise structure
- Organizational Structure
- Customizing master data infotypes
- Features
- Pay scale structure
- Wage type structure
- Infotype controls
- Personnel actions
- Dynamic actions

Authorizations

- General authorization checks
- Indirect role assignment
- Structural authorization

Time Management

- Overview of Time Management
- Time management groupings
- Work schedules and Part Time Employees
- Time data recording and administration
- Absence and attendance counting
- Attendance and absence quotas
- Time Managers Workplace (TMW)
- Cost assignment and activity allocation

Basic Payroll

- Entering payroll data
- Organizing a live payroll run
- Payroll process
- Payroll reports
- Posting payroll results to accounting
- Bank transfers
- Process model

Organizational Management

- Concepts of organizational management
- Organization and Staffing interface
- Expert mode
- Evaluations and reporting
- Manager's Desktop and Manager Self Service
- Customizing
- Integration Points

Reporting

- Reporting methods
- Info systems
- Logical databases and Infosystems
- Ad hoc query
- SAP query
- Payroll and time management infotypes
- HCM in BW and SEM

Solution Manager

- Solution Manager Overview

Experiences from Implementations (Case Study or Project)

- Setting up structures
- Integration and dependencies