

## **SAP HR/HCM Course Content:35-40hours**

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### Course Outline

#### **1.Introduction**

- Introduction to ERP and ERP Packages
- Introduction to SAP and its architecture
- Introduction to SAP and its modules
- Introduction to SAP HR and its areas
- Discussions with Participants

#### **2.SAP Human Resources**

- Enterprise Structure and its elements
- Number Ranges Assignments

#### **3.Organization Management**

- Introduction to Organization Management
- Organizational Objects and designing Organization Structure
- Organization Units, Positions, Jobs, Tasks, Reporting structure
- Different interfaces of Organization Management
- Organization and Staffing
- General Structures
- Matrix Structures
- Expert mode Simple Maintenance
- Expert mode Info type Maintenance

#### **4.Personnel Administration**

- Introduction to Personnel Administration
- Personnel Actions
- HR Master Data Maintenance
- Fast Entry Actions and Maintenance
- Info types

- Additional Actions and Dynamic Actions
- Setting Default Values - Features
- Remuneration Structure
- Wage Type Structure (along with evaluation)

## **5. Personnel Development**

- Life Cycle of Personnel Development
- Qualifications and Requirements
- Profile Match up, Career Planning, Succession Planning
- Recruitment
- Development and Training
- Training and Event Management
- Objective Setting and Appraisals
- Compensation Management
- Travel Management

## **6. Payroll**

- Introduction to Payroll
- Entering Payroll Data
- Organizing a Live Payroll Run
- Payroll Process (Different Phases)
- Payroll Reports
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## **7. Time Management**

- Introduction to Time Management
- Enterprise Structure and Groupings
- Holidays and Holiday Calendars
- Work Schedules
- Time Data Recording and Administration
- Attendance and Absence Counting Rules
- Setting Up Attendance and Absence Quotas
- Quota Deduction
- Functions of the Time Managers Workplace
- Customizing the Time Managers Workplace

## **8. Benefits & Benefits Administration**

- Benefit plans
- Benefit Plan Types
- Plans Status
- Compensation Management

### **9.Essentials of Reporting**

- Overview of Reporting Tools
- Standard Reports
- Ad Hoc Query
- SAP Query
- Human resource Information systems (HIS)