

Indus IT Training

Course: SAP-HR Training Course Curriculum

Duration: Five Weekends - Approx. 60hrs / (Sat & Sun: 1.30pm – 5.30pm)

Overview

- ✦ The HR module
- ✦ Organizational Information
- ✦ Employee Information

Recruitment and Personnel Development

- ✦ The recruitment cycle
- ✦ Training and Events
- ✦ Personnel Development
- ✦ Hands On: Matching Profiles

Employee Benefits and Cost Management

- ✦ Benefits
- ✦ Hands On: Processing an enrollment
- ✦ Personnel Cost Planning
- ✦ Compensation Management

Time Management, Payroll and Travel

- ✦ Time Management
- ✦ Payroll
- ✦ Hands On: Running a payroll
- ✦ Travel Management

Information Display and Reporting

- ✦ Human Resources Reports
- ✦ Queries
- ✦ Hands On: Creating an ad hoc query

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Configuring an Organizational Structure

- ✦ Create Objects
- ✦ Essential Relationships
- ✦ Create Description
- ✦ Create Department/Staff
- ✦ Add Relationships
- ✦ Maintain Plan Data
- ✦ Account assignment features
- ✦ Structure Maintenance

Configuring Positions

- ✦ Configure Positions
- ✦ Configure Reporting Relationships
- ✦ Produce an Organizational Structure Report

Executing a Personnel Action

- ✦ Hire an Employee
- ✦ Make changes to Employee Master Data
- ✦ Produce an Employee List report for the new employee

Using the Implementation Guide (IMG)

- ✦ Create a Project Plan
- ✦ Generate a project IMG
- ✦ Description of Vacant Position
- ✦ Use the "find" feature to locate IMG activities
- ✦ Execute IMG activity
- ✦ Maintain status of project activities

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Establishing the Enterprise Structure

- ✦ **Configuring Personnel Sub-Areas**
- ✦ **Employee Sub-groups**
- ✦ **Grouping for Work Schedules**

Additional Organizational Assignments

- ✦ **Maintain HR Master Data**
- ✦ **Change Organizational Assignment**

Using Features

- ✦ **Display Features**
- ✦ **Process Feature Decision Tree**

Understanding Planned Working Time Connection to Basic Pay

- ✦ **Display the HR Master Data**
- ✦ **Planned Working Time**
- ✦ **Basic Pay**
- ✦ **Work Schedules Overview**
- ✦ **Primary Wage Type and Employee Groupings**

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Defining Pay scale Structures

- ✦ Customizing Project Administration
- ✦ Process Feature Tariff: Decision Tree
- ✦ Choose Activity
- ✦ Change Pay scale-period parameter assignment
- ✦ Determine work area
- ✦ Create Basic Pay

Defining Wage Types

- ✦ Create Dialog Wage Type
- ✦ Understand Controls used to determine wage type assignment
- ✦ Define feature LGMST to default wage type assignment
- ✦ Setup indirect valuation

Performing Pay scale reclassification and Pay increases

- ✦ Understand how to perform pay scale reclassifications
- ✦ Configure a pay scale reclassification to a new pay scale level after employees have been in a pay scale level for one year
- ✦ Understand how to perform standard pay increases

Confirming the new master data configuration

- ✦ Modify an existing organizational structure to add a new organizational unit and new position
- ✦ Process a hire personnel action and confirm the functionality of the newly configured personnel sub area, employee subgroup, pay scales and wage types.

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