

SAP HR/HCM Training

SAP HR/HCM training course

Syllabus

Introduction

- What is SAP?
- Overview of SAP
- About versions and Architecture
- SAP modules at a Glance

Structures

- Enterprise Structure
- Personnel Structure
- Organizational Structure
- Pay scale Structure
- Packed Decimals

Organizational Management

- Organization & Staffing
- General Structure
- Matrix
- Expert Mode
- Simple Maintenance
- Organizational Plan
- Object Types and Explanations

Recruitment

- Maintain Advertisements
- Maintain Applicant Structures
- Maintain Applicant Data
- Selection Process
- Personnel Actions in Recruitment
- Hire/ Reject A person

Personnel Administration

- Maintaining Master Data
- Maintaining Infotypes

- Orientation of Features and Configuration
- Creation of Infogroups
- Configuration of Personnel Actions
- Maintaining Infotype Menus
- Defaulting the User Parameters
- Overview of Dynamic Actions
- Maintain Number Ranges for Personnel Actions
- Integration of Personnel Administration with Organizational Management
- Overview of scenarios with respect to different countries
- Exercises on hiring, personnel displays and maintenance

Time Management

- Allot working timings to Employee
- Break Schedules
- Work Schedules
- Explain about Time Data Recording & Administration
- Time Management Info types

Payroll

- Over view of Payroll Components
- Explain about SAP R/3 payroll basics
- Wage types
- Valuation Methods
- Payroll Run
- Payroll Driver
- Configuration of Schemas

Personnel Development

- Overview of Personnel Development
- Profile Match up with Applicant
- Career & Success Plan of Employee
- Qualifications

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Training & Event Management

- Overview of T & E Management
- Business Event Preparation
- Business Event Catalog
- Day to Day Activities
- Recurring Activities

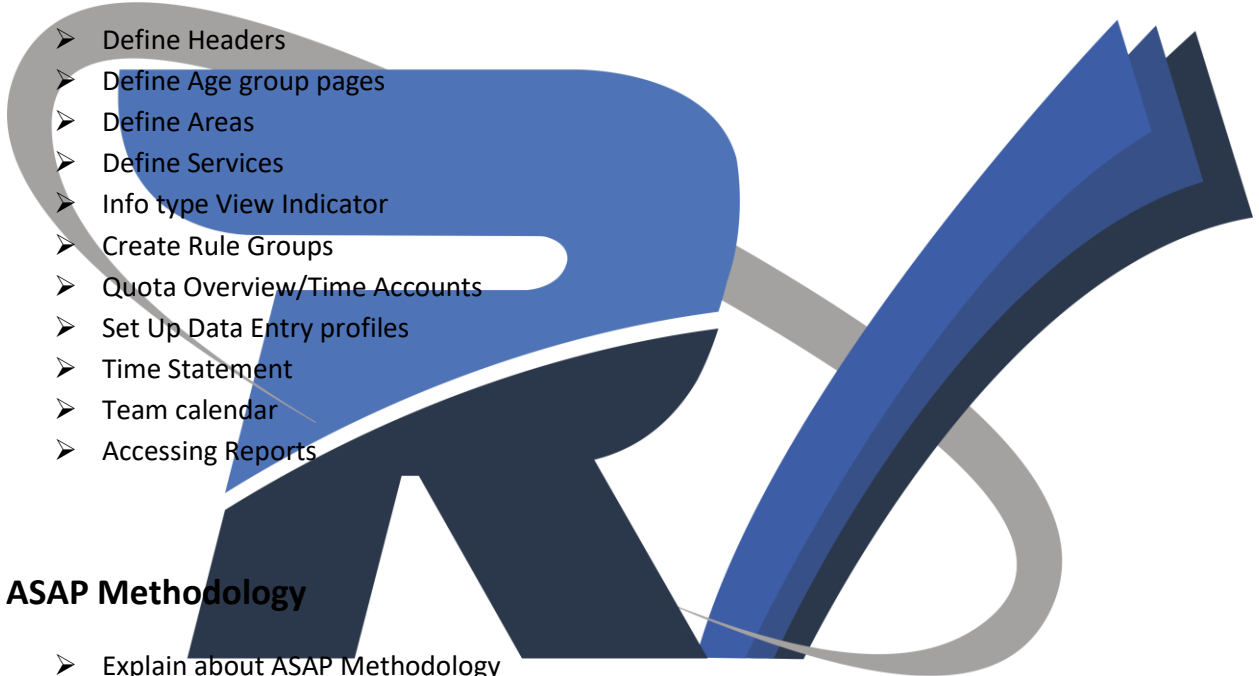
Project Session

CV & Interview Preparation

Placement Support

- Interview Calls
- References
- Free enrollment in job Consultancies

Employee Self Service/Manager Self Service

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- Define Headers
 - Define Age group pages
 - Define Areas
 - Define Services
 - Info type View Indicator
 - Create Rule Groups
 - Quota Overview/Time Accounts
 - Set Up Data Entry profiles
 - Time Statement
 - Team calendar
 - Accessing Reports

ASAP Methodology

- Explain about ASAP Methodology
- Explain about integrations between Applications.
- Give Some Business Scenarios