SAP HR

Batches: Weekdays/ Weekend

Overview

- The HR module
- Organizational Information
- Employee Information

Recruitment

- The recruitment cycle

Time Management, Payroll

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

Information Display and Reporting

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

Configuring an Organizational Structure

- Create Objects
- Essential Relationships
- Create Description
- Create Department/Staff
- Add Relationships
- Maintain Plan Data
- Add account assignment to the company organizational unit

- 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

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

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

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