



## SAP HUMAN RESOURCE – COURSE CONTENT

### **1. Organizational Management & Personnel Administration**

- Organizational Structure (Simple Maintenance, Org stuffing & Expert Mode)
- Create Plan Objects, Additional Object Types
- Task Description/Department/Staff Maintain
- Org Management Info types
- Account assignment features, Structure Maintenance
- Configure Positions, Jobs, Cost Center Assignment, Reporting Relationships
- Organizational Structure Report
- Personnel Action, Hiring, Employee Master Data
- PA Info types Maintenance, Actions, Customizing action
- Basic pay roll area date create

### **2. Enterprise Structure & Personnel Structure**

- Personnel Area, Personnel Sub Area, Employee Group, Employee Sub Group
- Assignment of ES & PS and all configurations in personnel management

### **3. Recruitment (Basic ESS&MSS CONCEPTS)**

- Recruitment Medium & Instruments, Applicant Master Data
- Applicant Actions, Applicant Activity
- Transfer Applicant Data to Employee Master Data
- Report Generation, Recruitment Info type Maintenance

- Basic recruitment process in ESS&MSS portal

#### **4. Time Management (ESS&MSS PORTAL CONCEPTS)**

- Recording & Evaluating Time Data (Positive and Negative)
- Shift Planning, Holiday Calendars, Break Schedules
- Work Schedule Rule, Deduction Rule, Counting Rule
- Time Managers Work Place
- Time Info types Maintenance, Absence & Attendance Quotas
- Time evaluation, Pay roll transfer data

#### **5. Payroll & Benefits (INDIA and USA with International Payroll)**

- Payroll Period, Payroll Area, Control Record
- Retroactive Accounting, Wage Types
- Garnishments, Deductions
- Pay scale Group / Area / Level
- Generation of Remuneration Statement
- Benefit Plans Health Plans, Insurance Plan, Savings Plan
- Benefit Areas, Age Groups and Dependant
- Business Case Study Project Based Exercise

#### **6. End to End Implementation with project base life cycle, SAP HR Case Study**

- Project Scope - Live Scenario Environment Documentation
- POC & BRD
- Deliverables in a project
- Blueprint Phase Documentation
- Project Testing & Net weaver Basic Settings
- Interview Guidelines
- LSMW & DB-13 Basis Database Back up's