

# SAP HR

1. Structure in HCM
  - Organizational Structures
  - Enterprise structure
  - Personnel area
  - Personnel sub-area
  - Employee group
  - Employee sub group
2. Organizational management
  - Overview of OM
3. Concepts of OM
  - Object type
  - Objective relationships
  - Object properties & planning options
  - Info types
4. Personnel Administration
  - Info types
  - Personnel actions
  - Info type Maintenance
  - Features: NUMKR / IGMOD
  - Employee attributes
  - Hiring process PA40
  - HR Master data PA30
  - Integration between PA and OM
5. Recruitment
  - Requirements of Recruitment
  - Personnel officer
  - Medium for Recruitment
  - Applicant structure
  - Applicant selection
  - Number ranges
  - Feature PINCH
  - Integration components
  - Vacancy assignments
  - Hire applicant PB40
  - Transfer Data PA40
6. Payroll
  - Introduction to payroll concepts

- SAP payroll concepts
- Payroll prerequisites
- Organizing a live payroll run
- Info type 0008
  - Payscale types, payscale areas, payscale groups, payscale levels
- Wage types-components
- Remuneration statements

## 7. Time Management

- Time management introduction
- Roles in time management
- Planned working time – 0007
- Link between IT 0007 & IT 0008
- Payroll & time management IT's
- Attendance & Absence counting
- Attendance & Absence quotas

## 8. Time Evaluation

- Compensatory offs
- Overtime
- Schemas, PCR'S
- CATS

## 9. Personnel Development

- Qualifications
- Profile match up
- Succession
- Appraisals
- Edit scales
- Create catalog
- Execute the appraisal

## 10. Benefits

- Benefit area
- Benefit providers
- Benefit plans
- Health plans
- Saving plans
- Flexible plans
- Benefit parameters
- Other related features

## 11. Training and Event Management

- Training programme cost
- Training programme day & timings
- Training programme business event

- Training programme resources
- Attendance booking
- Lock & unlock

## 12. Compensation Management

- Overview of the module
- Enterprise compensation management
- Budgeting
- Contents in compensation administration
  - Compensation area
  - Compensation area feature
  - Compensation plans & reviews
  - Eligibility
  - Plan attributes
  - Compensation programs
  - Other settings

## 13. Employee self service / Manager self service

- 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

## 14. Additional information

- Creation of customer specific info types
- Country specific info types
- Sub module integration
- Cross module integration