

S4 HANA HCM COURSE CONTENT

Introduction to SAP HCM

- ERP and ERP Packages
- SAP and its architecture
- SAP and its modules
- SAP Human Capital Management (HCM) and its areas
- Discussions with Participants

Overview of HR Module

- Getting Started
- The HR module
- Organizational Information
- Employee Information

Organizational Management

- Introduction
- Structure in SAP HCM
- Objects
- Relationships – Structure and Syntax
- Methods of Creating Organization Structure
- Editing of Objects and Relationships
- Validity Period
- Organization Units, Positions, Jobs, Tasks, Reporting structure

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



Personnel Administration

- Integration setting with OM and PA
- Master Data Definition and its use in SAP HCM
- Enterprise Structure
 - Definition and Assignment
 - Company
 - Company Code
 - Personnel Area
 - Personnel Sub Area
 - Personnel structure Definition and Assignment
 - Employee Group Employee Subgroup Payroll Area and Control Record (with Retroactive Accounting Period)

Executing a Personnel Action

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

Establishing the Enterprise Structure

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

Time Management

- Introduction to time management time management process in HR
- Domain and SAP HR time management differentiation a discussion
- Positive and Negative Time Recording with Business Process Discussion
- Public Holidays configuration of different types of Holidays
- Holiday Calendar with Business scenarios Applicability with Enterprise Structure
- Factory Calendar in HR Perspective
- Grouping Personnel sub Area & employee subgroup Grouping in TM
 - Work Schedules
 - Break Schedule
 - Daily work Schedules
 - Period work schedules
 - Day types and Day type selection rules
 - ESG, Holiday calendar assignment for PSA
 - Work Schedule Rules
 - Time Management Info types

Payroll

- Introduction of Indian Payroll
- Payroll Process
- IT 0008 - Basic Pay
- IT0014 - Recurring Payment and Deductions
- IT0015 - Additional Payments and Deductions
- Indian Tax Info type - 0580 to 0588
- Indian Payroll Driver
- Payroll Log - RT and CRT
- IT0003 Payroll Status - Time and Payroll Retro accounting Run
- PA 03 - Control Record and Status
- IT0057 - Membership Fee
- Indian Standard Schemas and PCR
- Features

Quick Tips

- Completing an Action
- Maintaining Free Text
- Time Off
- Creating Positions
- Changing Cost Centers
- Changing Bank Details
- Recurring Payments and Deductions
- Changing Addresses
- Viewing Organizational Structure
- Changing Work Rule
- Date Types
- Preparing for an Interview with SAP HCM Consultant

Reports

- Standard Report in SAP HCM Understanding and execution
- Development of Custom Reports in SAP HCM projects- process
- Process of preparing the project oriented documents in the customized developments

Project Process in SAP HR implementation

- Preparation of projects in ASAP methodology
- Roles and Responsibilities of the Consultants in different phases of the project
- Understanding the HCM specific process in HCM implementation