**SAP HR BATCH 14**

**Case study**

**Enterprise & Personnel Structure**

1. **Introduction**

This case study is to acquaint the trainees to learn creating the enterprise structure and the personnel structure of an enterprise. By doing this the trainees will be able to understand the concepts behind the various objects required from creation and how these objects help in mapping the business processes of the enterprise into SAP.

* 1. **FICO Enterprise Structure**

Pre-requisites for creating the enterprise structure---This to be created by FICO Consultant. Since no FICO consultant is available please create these as per the document sent by the instructor. Use Charts of account INT. This exercise requires a bit of patience and also clear understanding of the steps involved. It make take 8 to 12 hours to complete the task as the screen may be locked due to many trainees doing the same activity.

* Company Code
* Controlling Area
* Chart of Accounts

* 1. **HCM enterprise Structure**
* Create personnel Areas
* Create Personnel Sub Areas
* Please use standard coding principles.
* The time required to complete this case study is 8 hrs.
* Create at least 2 personnel Areas

1. **Creating Personnel Sub-Areas**

**2.1. Personnel Sub Areas**

* **Create at least one personnel sub area under each Personnel area**
* **Follow the coding, code it with 4 char alpha numeric.**
* **Personnel Sub areas controlling features as most of the HR policies revolve around it.**

1. **Assigning Personnel Areas to Company Code**
   1. **Assignment**

* **Assign the company code created to the personnel areas created.**
* **Select the country grouping 40-India**
* **Assign the same company code to all personnel Areas.**

**Once you have done the above, the enterprise structure creation is complete.**

1. **Personnel Structure**

**Personnel structure in SAP consists of Employee Group (EG) and Employee Sub Group (ESG). The EG is a single character code and ESG is a 2 character code. Both can have alphanumeric codes.**

* 1. **Creation of Employee Groups**
* **Employees in an enterprise are divided into various groups as per their role.**
* **Study the existing employee groups in the company and code them accordingly in SAP**
* **Employee group can be –Worker, Executive, Manager, Trainee and Top Management.**
* **Please give meaningful coding to the EGs.**

* 1. **Creation of Employee Sub Groups**
* **ESG are created as per the role in the organization.**
* **Create bare minimum ESGs**
* **ESGs are very important as all the policies are controlled at ESGs level.**
* **ESGs are to be assigned to the respective EG along with country assignment India.**
* **This assignment shall not take more than 2 hours.**

**Once the ESGs are assigned to the EGs your personnel structure is complete,**