

# HUMAN RESOURCES

P R E P A R E D   B Y :   L U I S   M E I N G

## OBJECTIVES:

01

**Definition**

02

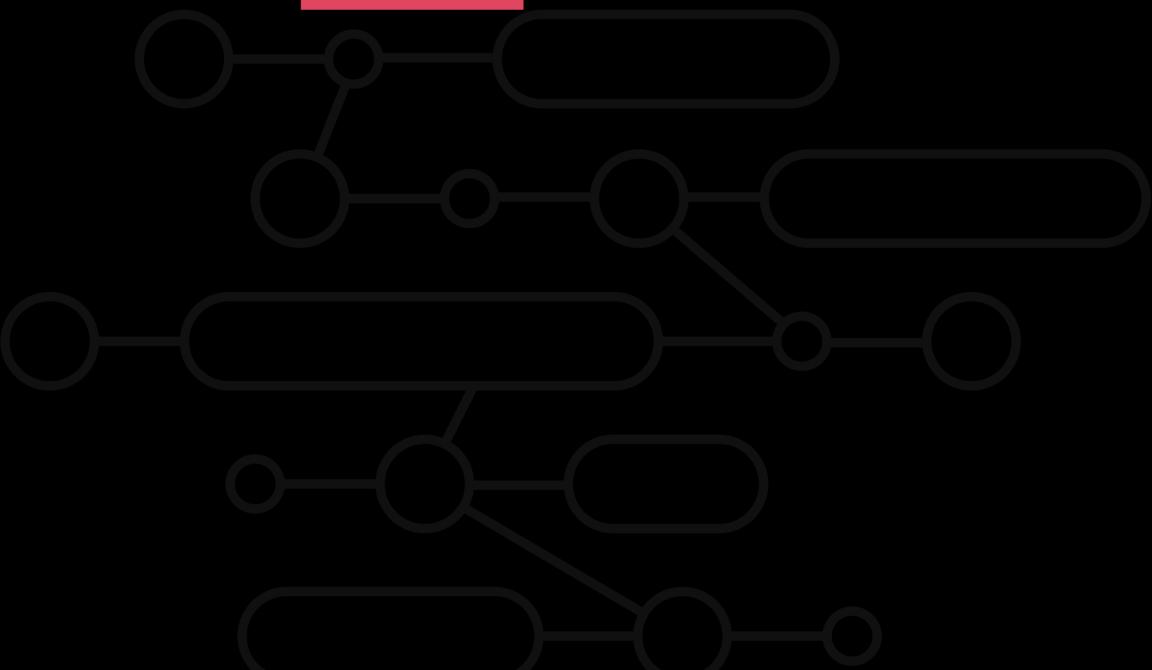
**HR Processes**

03

**HR with SAP ERP**

04

**Advanced SAP HR Resources**



# Human Resources

- responsible for the activities to attract, hire, reward, train, and, occasionally, terminate employees

# Human Resources

- a company's employees are its most valuable resource

# Human Capital

- consists of the knowledge, skills, and health that people invest in and accumulate throughout their lives, enabling them to realize their potential as productive members of society

## 1.1 Definition

# Human Capital Management (HCM)

- describe the tasks associated with managing a company's workforce



# Recruiting Process

- describes the position, lists the qualifications a candidate must have, specifies the type of position (temporary, part-time, full-time, or internship), and states when the position will become available

# Interviewing and Hiring Process



- develops a short list of candidates





# Interviewing and Hiring Process

- If a candidate accepts the interview offer, the Human Resources Department makes the arrangements for the job candidate, including travel arrangements and a schedule of interview activities

# Interviewing and Hiring Process

- The supervisor of the department in which the position exists also interviews the candidate, and other employees in the department are usually given time to talk to the candidate as well

# Interviewing and Hiring Process

- After the initial interview process, a Human Resources' staff member updates the candidate's file to indicate whether he or she is still a possibility for hire

# Interviewing and Hiring Process

- Once someone in Human Resources has interviewed all the candidates on the short list, a representative of the Human Resources Department and the supervisor of the requesting department rank the candidates on the short list



# Interviewing and Hiring Process

- Once the candidate formally accepts the written offer, their file is again updated, showing that the candidate has accepted the offer

# Interviewing and Hiring Process

- The Human Resources person then schedules a background check and drug test for the candidate, determines the employee's start date and makes plans for the new employee's orientation session

# Interviewing and Hiring Process

- If no acceptable candidates were found, or if none of them accepts the job offer, then the process must be repeated, which at a minimum will require the development of a new short list but may involve starting over with a new job posting

# Human Resources Duties

## After Hiring

- The human resources department must maintain an ongoing line of communication with the employee and his or her supervisor to make sure the employee is performing well

# Human Resources Duties After Hiring

- Employee turnover can be a significant problem for a company

# Human Resources Duties

## After Hiring

- Another cost that is difficult to quantify is an employee's experience and job knowledge, which is lost when he or she leaves a company

# Human Resources Duties

## After Hiring

- Employee turnover is strongly tied to job satisfaction and compensation



# HR with SAP ERP

- A good information system allows human resources staff members to retrieve relevant employee information in a matter of seconds and to maintain proper controls so sensitive information is not compromised and privacy rules are not violated

# Human Resources (HR) module

- provides tools for managing an organization's roles and responsibilities, definitions, personal employee information, and tasks related to time management, payroll, travel management, and employee training

# Human Resources (HR) module

- provides an Organization and Staffing Plan tool that is used to define a company's management structure and the positions within the organizational structure as a whole

# Person

- unique individual who holds a position  
and who performs tasks



# Tasks

- are assigned responsibilities related to a specific job or position



# Job

- general classification of tasks that are routinely performed together

# Position



- an individual employee assignment within the organization

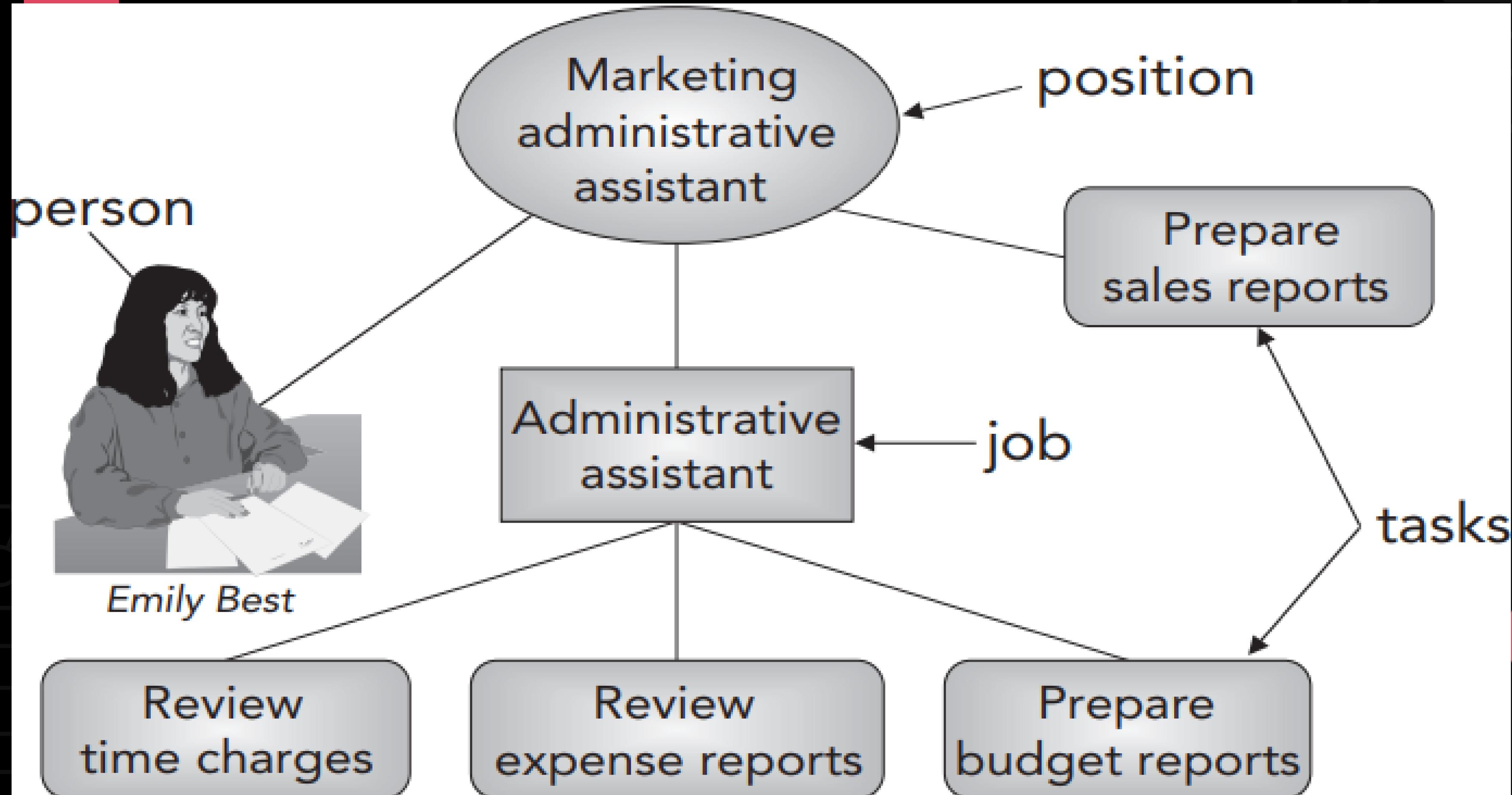




# Position

- Tasks can be assigned directly to a position, or they can be assigned to the position by assigning a job to that position

### 3.1 HR with SAP ERP





# Time Management

- Hourly employees, who are paid for each hour worked, must record the hours they work so they can be paid

# Time Management

- Salaried employees are not paid based on the number of hours worked, but typically their time must still be tracked

# Payroll Processing

- Employees are, not surprisingly, very particular about being paid the correct amount at the correct time

# Payroll Processing

## Remuneration Elements

- base pay, bonuses, gratuities, overtime pay, sick pay, and vacation allowances the employee has earned during the pay period



# Payroll Processing

## Statutory and Voluntary Deductions

- paycheck withholdings, including taxes (federal, state, local, Social Security, and Medicare), company loans, and benefit contributions

# Payroll Processing

- The process of determining each employee's pay is called a **payroll run**
- SAP ERP system evaluates the input data and notes any discrepancies in an error log



# Travel Management

- A travel request, which may originate with the employee or the employee's manager, is the first step in the travel management process

# Training and Development Coordination

- allows companies to plan and implement employee development and training activities that maximize an employee's ability to contribute to the organization

# Training and Development Coordination

## Requirements

- are skills or abilities associated with a position

# Training and Development Coordination

## Qualifications

- are skills or abilities associated with a specific employee

# Training and Development

## Coordination

## Succession Planning

- outlines the strategy for replacing key employees when they leave the company or move to another position within the company

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## Coordination

## Succession Planning

- outlines the strategy for replacing key employees when they leave the company or move to another position within the company