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Email ID – a1projecttraining@gmail.com

SAP HR/HCM Course Details

By [A1Training\(PT\)](#)

Course Name	HR/HCM
Category	SAP
Mode Of Classes	Online/Offline
Demo Classes	At Your Convenience
Training Methodology	20% Theory & 80% Practical
Course Duration	30-35 Hours
Class Availability	Weekdays & Weekends
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Why A1Training?

- Training by highly experienced and certified professionals
- No slideshow (PPT) training, fully Hand-on training
- Interactive session with interview QA's
- Real-time projects scenarios & Certification Help
- Most competitive & affordable course fees
- Placement support for all courses
- List of established & satisfied clients & students ([Visit our website for reviews](#)).



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SAP HR/HCM Course Content

About SAP Introduction

- Overview of Modules in SAP
- About R/3 architecture
- **ASAP Methodology**
- **About SAP Easy Access & IMG Screen**
- **Infotype Series**
- **About Transport Requests**
- **Structures in SAP HR**
 - Enterprise Structure
 - Personnel Area
 - Personnel Subarea
 - Company Code
 - Organizational Structure
 - Organizational Unit
 - Position
 - Job
 - Personnel Structure
 - Employee Group
 - Employee Subgroup
 - Payroll Area
 - Payscale Structure
 - Pay Scale Type
 - Pay Scale Area
 - Pay Scale Group
 - Pay Scale Level
- **Project Landscape**
- **Organizational Management**
 - About OM infotypes
 - Methods in creating OM structures
 - Expert Mode
 - Organization & Staffing
 - Simple maintenance
 - General Structures
 - General Maintenance
 - Matrix
 - Difference between various methods used to create OM structures
 - Reporting Structure



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- Staff Assignments
- Maintenance of Various OM Objects
- Organizational Unit
- Position
- Job
- Work Centre
- Task
- Task catalog
- Cost center
- Plan Versions
- Evaluation Path
- Time constraints in OM
- OM Personnel Actions
- Creating Custom Objects and Relationships
- Number Range Maintenance
- Integration with PA
- Integration Reports
- About standard reports in OM
- **Personnel Administration**
- PA infotypes
- Basic settings
- Maintain User parameters
- Maintain Number Range Intervals
- Determine defaults for Number Ranges
- Personnel Data with example
- About Features in PA
- Organizational Assignment
- Define Employee Attributes
- Create Payroll Area
- Default Payroll Area
- Control Record
- Administrator Groups
- Administrators
- Organizational Key
- Define Infotype, Info groups
- Customize Infotype Menu
- Configure Personnel Actions with example
- Customize standard Infotype based on requirement



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- HR Master Data
- Personnel Actions
- Maintain HR Master Data
- Display HR Master Data
- Personnel File
- Fast Entry
- Fast Entry Actions
- Screen Modifications
- About standard reports in PA
- **Time Management**
- About Holiday classes
- Create Holidays
- Holiday calendar creation
- Factory calendar creation
- Break schedules
- Variants
- Daily Work schedules
- Periodic Work schedules
- Day types
- Selection Rules
- Special Days
- Work schedule rules and work schedules
- Planned working time
- Features in Time Management
- Absence and Attendance types
- Absence and Attendance Quotas
- Counting and Deduction rules
- Rounding Rules
- Generation of Quotas
- About Standard Reports in TM
-
- **Payroll**
- Create Payroll Area
- Create Control record
- Period and Date modifiers
- Payscale type and Area
- Wage type Characteristics
- Revise default wage types

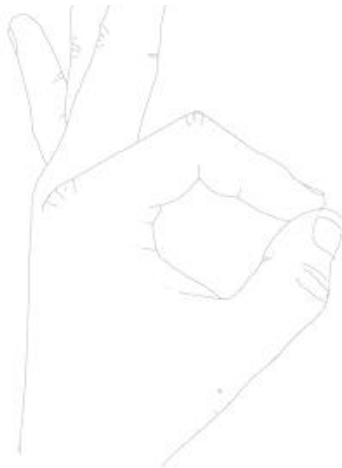


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- Gross part of Payroll
- Features in Payroll
- Simulation and Actual Payroll run
- Remuneration Statement
- **ESS/MSS**
- Home page for self-service
- Resources
- Headers and Area Group Pages
- Areas
- Subareas
- Services
- Service Specific settings
- Who is Who
- Determine Active subtypes and Make settings
- Reuse country-specific Applications



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