About This Topic

This lesson shows how you how to identify Human Capital Management (HCM) structures.

Business Example:

* Enterprise structure
* Personnel structure
* Organizational structure

Estimated time to complete this topic: 1 Hour 10 Minutes

Objective(s)

* Identify the various structures in SAP HCM

Human\_Capital\_Management\_Solutions\_Animation.mp4

Employees\_Animation.mp4

HCM\_Structure\_Animation.mp4

Enterprise\_Structure\_Example\_Animation.mp4

**Personnel structure**

An employee’s assignment

to the personnel structure results in an assignment to structures

specific for personnel administration. These assignments include the

employee group and employee subgroup. Employees are also assigned

to a payroll area. These assignments are also relevant for time management

and payroll. The employee group and the employee subgroup are subject

to authorization checks to define, for example, remuneration levels

or different work schedules.

Personnel\_Structures\_Animation.mp4 , Employee\_Group\_Animation.mp4

Employee\_Subgroup\_Animation.mp4 , Payroll\_Accounting\_Areas\_Animation.mp4

Example\_Organizational\_Assignment\_Animation.mp4 , Object\_Oriented\_Design\_Animation.mp4

**Objects**

All data

for an object (existence, relationships, and additional characteristics)

is created in the form of infotypes.&nbsp;You define particular characteristics

for an object in each infotype. Not all infotypes are absolutely necessary.

Objects\_Animation.mp4 , Object\_Characteristics\_Animation.mp4 , Organization\_Plan\_Animation.mp4

Organizational\_Units\_An\_Example\_Animation.mp4

**Jobs**

Jobs are general classifications of tasks that are performed by employees. Each job represents a unique classification of responsibilities in your organization. When you create jobs, you should consider what specific tasks and requirements are associated with individual jobs.

Jobs are used in the following application components:

Shift Planning

Personnel Cost Planning

Personnel Development

Jobs\_Example\_Animation.mp4

Positions

If Personnel Administration and Organization

Management are integrated, you can enter the position in the <i>Actions </i> infotype (0000).

Positions\_An\_Example\_Animation.mp4

**Cost center**

Cost\_Centers\_An\_Example\_Animation.mp4

**Persons**

**Persons\_An\_Example\_Animation.mp4**

**Organization and Staffing Interface**

**In the Organization and Staffing interface, you can maintain the following:**

The basic data for your organizational plan

The reporting structure (hierarchy of positions) that exists between

the positions in your organizational plan

Cost center assignments

Certain infotypes

Organization\_and\_Staffing\_Interface\_Animation.mp4

On the left side of the Organization and Staffing interface is the object manager, which is divided into a search

area and a selection area.

You can use the search area to locate objects,such as organizational units, persons, jobs, positions, and users.

You can search by relationships with other objects and can store the results as favorites. In the selection area, you can use the search results to select an object to be used in the overview and detail areas.

The right side of the interface is the hierarchy framework which is divided into an overview area and a detail area.

You can choose an object from the search results in the selection area by double-clicking the object. You can then maintain the object in the overview and detail areas. You can also choose an object in the selection area and assign it to another object by using drag and drop

LG2\_LO2.2\_Organization\_and\_Staffing\_Interface\_Animation.mp4 , Date\_and\_Preview\_Period\_Validity\_Dates\_Animation.mp4, Important\_Buttons\_Animation.mp4

Search\_Tools\_in\_the\_Search\_Area\_Animation.mp4 , Reporting\_Animation.mp4

Integration\_of\_Personnel\_Administration\_and\_Planning\_Animation.mp4

Inheritance\_of\_Cost\_Centers\_Along\_the\_Organizational\_Structure\_Animation.mp4

**Infotypes**

**Infotypes\_Animation.mp4**

**Payroll** :- About This Topic

This lesson introduces you to payroll and its associated features.

Business Example:

You are responsible for running an accurate payroll. For this reason, you require the following knowledge:

An understanding of payroll basics

An understanding of the prerequisites for running payroll

An understanding of remuneration elements

An understanding of the master data

Estimated time to complete this topic: 45 Minutes

Payroll\_Animation.mp4

**> Payroll Prerequisites**

The following table lists the prerequisites for running payroll, and some of the activities associated with the prerequisites:

| **Tasks** | **Prerequisites** | **Activities** |
| --- | --- | --- |
| Maintenance of master and time data | * Work schedules | * Use Customizing to set up and generate work schedules |
|  | * Dialog and time wage types | * Make copies of model wage types to create customer wage types in the customer name range |
|  | * Infotypes 0000, 0001, 0002, 0006, 0007, 0008, and 0009 and country-specific infotypes (such as tax) * Payroll also processes infotypes 0014, 0015, 2001, 2010, 2003, 2005, and so on | * Use personnel actions to enter employee data in the system |
| Administration | * Payroll areas and periods | * Use Customizing to set up and generate payroll areas and periods |
|  | * Payroll control records | * Use Customizing to create payroll control records |
| Subsequent activities | * Bank details and information about house banks | * Set up account numbers (entered by HR or employees through Employee Self-Service [ESS]) and house banks (set up by FI) |
|  | * Cost centers | * Set up cost centers (in FI) and link them to organizational units and positions |
|  | * Remuneration statements | * Utilize standard form |

Remuneration Elements:- Payroll\_Process\_Animation.mp4

> Calculation of Remuneration Elements :-   
The following payments can be included in the calculation of remuneration:

Basic pay

Bonuses

Vacation allowances

Christmas bonuses

Gratuities

Remuneration\_Elements\_Animation.mp4

Statutory and voluntary deductions

Statutory\_and\_Voluntary\_Deductions\_animation.mp4

Master Data :- Storing\_HR\_Master\_Data\_Using\_Exact\_Dates\_Animation.mp4

The system recognizes changes to payment infotypes and triggers retroactive accounting. For example, when you make changes to the master data for earlier periods, the arrears are calculated automatically and paid along with the current pay period’s salary. Because the system recognizes retroactive accounting automatically, you cannot change the payroll results manually.

Retroactive Accountiong :- Retroactive\_Accounting\_Animation.mp4

A retroactive payroll calculation is performed if certain types of master data or time data are changed in the payroll past. To ensure that a retroactive run is performed for specific changes rather than for all changes, a retroactive run is triggered only for those changes that require a correction of the payroll results. You can define the retroactive accounting relevance for an infotype or an infotype field.

Payroll Data About This Topic

This lesson introduces you to personnel processes and infotypes.

Business Example

You need to change the payroll data of employees for events such as hiring, organizational reassignment, and deviations from the work schedule. For this reason, you require the following knowledge:

* An understanding of personnel processes
* An understanding of the infotypes relevant for payroll

Personnel Processes Personnel\_Processes\_Animation.mp4

Events that can trigger retroactive accounting are as follows:

During an employee’s employment, a series of processes or events, such as hiring, organizational reassignment, salary increase, leaving, and rehiring can take place. Some of these events can be relevant to remuneration and they need to be tracked by updating the relevant infotypes. If these events occur in the payroll past, they trigger retroactive accounting.

Hiring

Organizational reassignment

Deviations from the work schedule

Retroactive salary increase

Time sheet information received late

Retroactive hourly rate increase

**Infotypes:- Hiring\_animation.mp4**

**Organizational Reassignment :-**  Organizational\_Reassignment\_Animation.mp4

**Deviations from the Work Schedule:-**[Deviations\_from\_the\_Work\_Schedule\_Animation.mp4](Payroll/Deviations_from_the_Work_Schedule_Animation.mp4)

Infotypes Used to Enter Deviations from the Work Schedule

| **Infotype** | **Description** |
| --- | --- |
| *Absences* (2001) | Used to enter an employee’s absences |
| *Attendances* (2002) | Used to enter an employee’s attendances |
| *Substitutions* (2003) | Used to enter substitutions, such as when an employee works a different shift |
| *Availability* (2004) | Used to enter times at which employees are available for duty in addition to their regular shift |
| *Overtime* (2005) | Used to enter the start times and end times for additional working hours |
| *Employee Remuneration Information* (2010) | Used to input numbers, such as overtime hours |
| *Monthly Calendar* (2051) | Used to enter attendances and absences on a monthly overview screen |
| *Weekly Calendar* (2052) | Used to enter attendances and absences on a weekly overview screen |

**Methods of Entering Time Data** Methods\_of\_Entering\_Time\_Data\_Animation.mp4

Fast data entry increases the efficiency of data processing, because the same infotype record can be created and maintained for more than one employee at the same time. This means that you do not need to enter a separate record for each individual employee; you can use a single screen to enter the data for more than one employee simultaneously.

1. You can use any of the following ways to select the personnel numbers to be processed:
2. You can enter the personnel numbers directly on the fast entry screen.
3. You can list the personnel numbers yourself before maintaining the fast entry screen.
4. You can use a report to list the personnel numbers on the basis of specific search criteria.
5. You can choose your own selection criteria using Ad Hoc Query.

**Payroll Elements**

**About This Topic**

**You want to run payroll for your employees. For this reason, you require the following knowledge:**

* **An understanding of the payroll area**
* **An understanding of the payroll period**
* **An understanding of the payroll control record**

**Payroll Organization**

Overview\_Payroll\_Organization\_Animation .mp4

**You must make the following settings in Customizing to perform a payroll run:**

**Payroll areas**

**You define a payroll area to group employees for whom payroll is run at the same time, and who are paid on the same date. You also define a payroll area to set the dates for the payroll period. A period parameter and a date modifier are assigned to each payroll area.**

**Payroll periods**

**You define a payroll period to represent the period for which a regular payroll is run. Payroll periods must be generated for each combination of period parameters and date modifiers assigned to a payroll area. A payroll period is identified by a period number and a year. ​The start and end dates for each period are defined; and the pay day is calculated using a rule entered as a parameter. Each period parameter is assigned to a time unit. The values for time units are defined as monthly, semi-monthly, weekly, bi-weekly, every four weeks, and annually.**

**Control records**

**You create a control record for every payroll area to control the individual stages of the payroll process.**

**You can perform a payroll run at different times, for example, at the beginning of the month, and with different frequencies, such as monthly. Payroll consists of different phases that take place sequentially. You can control payroll using various payroll areas and payroll control records.**

**Payroll Areas** Payroll\_Areas\_Animation.mp4

**You must create payroll areas if you want to run payroll for employees at different times. For example, if you want to pay employees on a monthly or weekly basis, you must create at least one monthly and one weekly payroll area.**

**​Employees from different employee subgroups can belong to the same payroll area. The only criterion for grouping employees in the same payroll area is that they should be paid for the same period and on the same payment date.**

**Note: The ABKRS feature delivers a default value for the Payroll Area field in the Organizational Assignment infotype (0001).**

**You can use a payroll area as a selection criterion for many payroll processes. For example, you can use a payroll area to run payroll, generate the remuneration statement, and create evaluation reports for the payroll run.**

**If you want to select fewer employees for a payroll run or other evaluations, you can use additional selection criteria, for example, the cost center, or the employee subgroup. However, such a selection is suitable only for test and simulation purposes, because the payroll control record is not taken into account in the simulation run.**

**Payroll Period:-** Payroll\_Periods\_Animation.mp4

**Payroll Control Record :-** Payroll\_Control\_Record\_Animation.mp4

**You must create a payroll control record in Customizing for each payroll area.**

**It defines the payroll past for retroactive accounting.**

**It locks master data and time data so that no changes can be made during the payroll process. The lock is valid for the payroll past and the payroll present. Changes that affect future payroll runs are still possible.**

**It defines the earliest possible retroactive accounting date for each payroll area.**

**Payroll Control Record –** fields Payroll\_Control\_Record\_Periods\_Animation.mp4

When you create the payroll control record in your live system, ensure that the payroll period used to create the payroll control record is one period before the period in which you want to go live. The payroll period is automatically incremented by one period when you release the payroll for the payroll run. For example, if you want the SAP payroll system to go live in the period 05 of the current year, you must enter the period 04 of the current year in the payroll control record.

The following table describes the various fields in the payroll control record:

| **Field** | **Description** |
| --- | --- |
| *Payroll period* | Shows the period of the last payroll run |
| *Run* | Shows the current saved payroll run |
| *Earliest RA period* | Shows the start date of the retroactive accounting period |
| *Last change to control record* | Shows the change information |

**Payroll Status Infotype :-** **Payroll\_Status\_Infotype\_Animation.mp4**

0003   
infotype contains data that controls an employee’s payroll runs and time evaluations. The system updates the infotype when performing a payroll run, evaluating time, or making changes to the payroll past.  
If you need to enter employee-specific information about Payroll or Time Management, you can update particular fields in the infotype manually.

**System Defined Fields :-**