

HCM 1: Model Organizational Structure

Exercise Model GBI's organizational structure.

Time 10 min

Task Sketch an organizational structure including four hierarchy levels for the organizational units described in the GBI scenario and integrate a new security unit into the Administration department of this organizational structure. GBI's headquarters are located in Dallas and GBI is registered as a US company. GBI also operates a subsidiary company, Global Bike Germany GmbH which is based in Heidelberg. A new security department should be set up and integrated into the existing organizational structure of GBI US. The new department obtains its offices at the group's headquarters in Dallas and belongs to the Administration and Financials department. Have a look at GBI's company story in order to complete the exercise.



Exercise Analyze the SAP S/4HANA organizational structure. **Time** 10 min

Time 10 min

Task Which data objects can be used in the HR organizational structure in SAP S/4HANA?

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There is a small square box at the bottom right corner of the page.

Exercise Personnel master record.

Time 10 min

Task Which data is generally required for a personnel master record in a company?

[illegible]

HCM 4: Display Organizational Plan

Exercise Display the organizational plan of the Global Bike Group.

Time 10 min

Task Use the SAP Easy Access Menu to review the organizational plan of the Global Bike Group.

Name (Position) Sang Cha (Personnel Administration Officer)

The **Organizational Structure** is composed by the Enterprise Structure, the Personnel Structure, and the Organizational Plan. Before the employee's personnel master data can be entered an organizational structure needs to be defined. Employees are integrated in this structure. The **Enterprise Structure** represents formal and financial structures in a company and is basically composed by the company code, the personnel area, and the personnel subarea. The **Personnel Structure** displays the relationship between employees and assigns them to certain employee groups and subgroups. The structural and personnel company model is illustrated in the **Organizational Plan**.

Organizational structure

Enterprise structure

Personnel structure

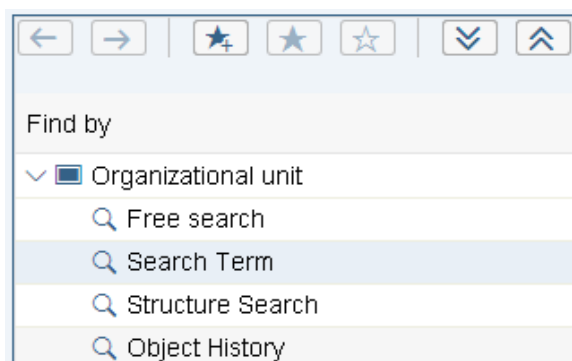
Organizational plan

In order to review the organizational plan, follow the SAP Easy Access menu path:

Menu path

Human Resources ► Organizational Management ► Organizational Plan ► Organization and Staffing ► Display

To display the organizational plan, search for the Global Bike Group in the window Find by on the left side of the screen. There, choose Organizational unit and Search Term.



In the following screen, in the With name entry field enter search term







Global Bike Group and press **Find**. The search result should be displayed in the *hit list* on the left side of the screen.


Global Bike Group









Hit list



Existence	Name	Chief
	Global Bike Group	John Davis

After double-clicking on this unit, the organizational plan is displayed in the structural view on the right side of the screen.

Staff assignments (struct...)	Chief	Workflow
<input checked="" type="checkbox"/>  Global Bike Group	John Davis	
<input type="checkbox"/>  Co-CEO		
<input type="checkbox"/>  John Davis		
<input type="checkbox"/>  Co-CEO		
<input type="checkbox"/>  Global Bike US	Paul Hansen	
<input type="checkbox"/>  Global Bike Germ...	President (Euro...	

In order to view all departments and positions within the Global Bike group, expand the organizational plan by clicking on  (Expand node).

Staff assignments (structure)	Chief	Workflow
<input checked="" type="checkbox"/>  Global Bike Group	John Davis	
<input type="checkbox"/>  Co-CEO		
<input type="checkbox"/>  John Davis		
<input type="checkbox"/>  Co-CEO		
<input type="checkbox"/>  Global Bike US	Paul Hansen	
<input type="checkbox"/>  President (US)		
<input type="checkbox"/>  Paul Hansen		
<input type="checkbox"/>  Administration and Financials		

Organizational units are represented by  icons, while positions are displayed as . Persons that staff regular positions are represented by the  icon.

With the help of this information, please answer the following questions:

How many positions are planned for the organizational unit Sales Area US West? _____

Does the Software department have a head of department? _____

In the organizational plan, go to **Global Bike US ► Administration and Financials** and double-click on the Financials Department.

Details for Organizational unit Financials

✓ Basic data Account assignment ✓ Address Cost distribution Work schedule Quota Planning Max Budget

Organizational unit: Financials Financials

Valid On: 27.05.2017

Periods exist

Description: General description

Ic...	Holder	Percentage	Assigned as of	Assigned un...
	Danielle Cohen	100,00	01.01.2010	Unlimited

On the bottom of the screen, details for the Organizational unit Financials are displayed. Have a look at all tabs and find out:


Assigned company code: _____

Validity period: _____

City: _____

Double-click on the position Accounts Payable Specialist in order to display her details on the bottom of the screen. Find out the following information:

Is it a head position? _____

Click on the exit icon  to return to the SAP Easy Access screen.



HCM 5: Display Personnel Master Record

Exercise Display a personnel master record.

Time 10 min


Task Use the SAP Easy Access Menu to review a personnel master record of a person working in the Global Bike Group.

Name (Position) Sang Cha (Personnel Administration Officer)

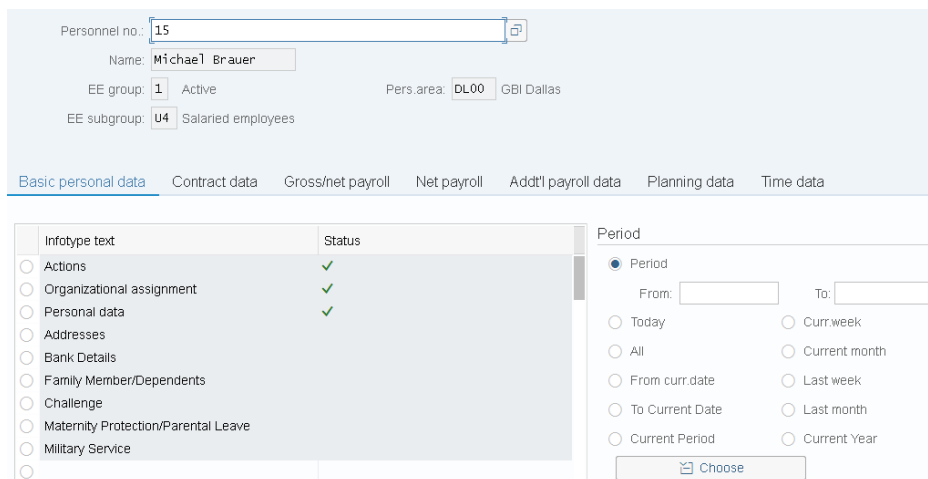
In order to display a personnel master record, follow the SAP Easy Access menu path:

Menu path


Human Resources ► Personnel Management ► Administration ► HR Master Data ► Display

You should see the *Display HR Master Data* screen. Type in **15** as the Personnel no. and press Enter. The system displays general organizational data of the employee and all InfoTypes. InfoTypes for which data is maintained are marked with .

15



Infotype text	Status
<input type="radio"/> Actions	✓
<input type="radio"/> Organizational assignment	✓
<input type="radio"/> Personal data	✓
<input type="radio"/> Addresses	
<input type="radio"/> Bank Details	
<input type="radio"/> Family Member/Dependents	
<input type="radio"/> Challenge	
<input type="radio"/> Maternity Protection/Parental Leave	
<input type="radio"/> Military Service	

Then, highlight the Organizational Assignment InfoType and press .

Infotype text	Status
<input type="radio"/> Actions	✓
<input checked="" type="radio"/> Organizational assignment	✓
<input type="radio"/> Personal data	✓
<input type="radio"/> Addresses	

In the Display Organizational Assignment screen, please find out the following information:

Subarea the person belongs to: _____

Position the person fills: _____

With the help of the **F1** help find out the definition of an Employee Group:

Personnel No:	<input type="text" value="15"/>	Name:	<input type="text" value="Michael Brauer"/>
EE group:	<input type="text" value="1"/> Active	Personnel ar:	<input type="text" value="DL00"/> GBI Dallas
EE subgroup:	<input type="text" value="U4"/> Salaried employees	Status:	Active
Start:	<input type="text" value="01.01.2010"/>	to:	<input type="text" value="31.12.9999"/>
Chng:	<input type="text" value="25.05.2016"/>	BOETTCHER	

Enterprise structure


CoCode:	<input type="text" value="US00"/> Global Bike Inc.	Leg.person:	<input type="text"/>
Pers.area:	<input type="text" value="DL00"/> GBI Dallas	Subarea:	<input type="text" value="PP00"/> Production
Cost Ctr:	<input type="text"/>	Bus. Area:	<input type="text"/>


Personnel structure

EE group:	<input type="text" value="1"/> Active	Payr.area:	<input type="text" value="US"/> HR-US: Semi-monthly
EE subgroup:	<input type="text" value="U4"/> Salaried employees	Contract:	<input type="text"/>

Organizational plan

Percentage:	<input type="text" value="100,00"/>	PersAdmin:	<input type="text"/>
Position:	<input type="text" value="50000156"/> Sho FI Wor 1	Time:	<input type="text"/>

Click on the back icon  to leave the organizational assignment screen and go back to the HR Master Data.

Then, highlight the Personal Data InfoType and press . In the Display Personal Data screen, find out the following information:

Name of the employee: _____

SSN: _____

Date of Birth: _____

Click on the exit icon  to return to the SAP Easy Access screen.



Exercise Applicant data.

Time 5 min

Task Consider which applicant data should be stored in a human resources management system.

[illegible]

HCM 7: Recruitment – Model Procurement Process

Exercise Model procurement process.

Time 5 min

Task Model the procurement process by following all the necessary steps.



Exercise Qualifications and Requirements.	Time 10 min
Task Describe the differences between qualifications and requirements.	

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[illegible]

HCM 9: Human Resources Development – Record Qualifications

Exercise Qualifications.

Time 10 min

Task Consider briefly which qualifications a department manager should have in general.



HCM 10: Display Qualification Catalog

Exercise Change the qualification catalog.

Time 10 min

Task Use the SAP Easy Access Menu in order to display the qualification catalog.

Name (Position) Sang Cha (Personnel Administration Officer)


In order to change the qualification catalog, follow the SAP Easy Access menu path:

Menu path

Human Resources ► Personnel Management ► Personnel Development ► Information System ► Reports ► Catalog ► Qualifications

The qualification catalog appears on the following screen.

Catalog	27.05.2017 - 31.12.9999	01 Current plan
<input type="checkbox"/> QK 50000000	<input type="checkbox"/> Certification	
<input type="checkbox"/> QK 50000004	<input type="checkbox"/> Communication	
<input type="checkbox"/> QK 50000007	<input type="checkbox"/> Education	
<input type="checkbox"/> QK 50000013	<input type="checkbox"/> Technology	
<input type="checkbox"/> QK 50000024	<input type="checkbox"/> Work Experience	

Expand Certification, Communication and Education by clicking on . Now you can see the various qualification groups and their corresponding, predefined individual qualification.

Catalog	27.05.2017 - 31.12.9999	01 Current plan
<input type="checkbox"/> QK 50000000	<input type="checkbox"/> Certification	
<input type="checkbox"/> Q 50000001	<input type="checkbox"/> CPA	
<input type="checkbox"/> Q 50000244	<input type="checkbox"/> First Aid Certification	
<input type="checkbox"/> Q 50000246	<input type="checkbox"/> GIAC Security Leadership Certification	
<input type="checkbox"/> Q 50000002	<input type="checkbox"/> PMP	
<input type="checkbox"/> Q 50000003	<input type="checkbox"/> SAP - TERP 10	
<input type="checkbox"/> Q 50000245	<input type="checkbox"/> Security Guard License	
<input type="checkbox"/> QK 50000004	<input type="checkbox"/> Communication	
<input type="checkbox"/> Q 50000005	<input type="checkbox"/> Oral	
<input type="checkbox"/> Q 50000006	<input type="checkbox"/> Written	
<input type="checkbox"/> QK 50000007	<input type="checkbox"/> Education	
<input type="checkbox"/> Q 50000008	<input type="checkbox"/> Associate Degree	
<input type="checkbox"/> Q 50000009	<input type="checkbox"/> Bachelor's Degree	

Double-click on **First Aid Certification** in order to display the details of this qualifications.

Display Qualification

Qualification Proficiencies Addit. Data

Q 50000244

First Aid Certification

Valid from: 01.01.1900 to: 31.12.9999

Description

Qualification group: Certification

Scale: Yes/No Scale

Continue Overview Cancel

Which qualification group can *First Aid Certification* be assigned to?

By means of which scale can the proficiency of this qualification be measured?

Click on **Continue** in order to return to the qualification catalog.

In order to become acquainted with other types of scales and their proficiencies, double-click on **Bachelor's Degree**.

The defined scale is GPA ranges. If you switch to the tab Proficiencies, you can see the various proficiency values.

Two side-by-side screenshots of the 'Display Qualification' SAP Easy Access screen.

Left Screenshot (Qualification Tab):

- Qualification ID: 50000009
- Qualification: Bachelor's Degree
- Valid from: 01.01.1900 to: 31.12.9999
- Description: [Empty text area]
- Qualification group: Education
- Scale: GPA ranges
- Buttons: Continue, Cancel

Right Screenshot (Proficiencies Tab):

- Default: ☒
- Proficiencies Table:

ID	Proficiency
1	2.50-2.74
2	2.75-2.99
3	3.00-3.24
4	3.25-3.49

- Description of current proficiency: [Empty text area]
- Buttons: Continue, Overview, Cancel

Click on **Continue** in order to return to the qualification catalog.

Double-click on **Written** in order to display another scale (Points Scale 1-5).

Screenshot of the 'Display Qualification' SAP Easy Access screen showing the 'Qualification' tab.

- Qualification ID: 50000006
- Qualification: Written
- Valid from: 01.01.1900 to: 31.12.9999
- Description: [Empty text area]
- Qualification group: Communication
- Scale: Points Scale (1-5)
- Buttons: Continue, Overview, Cancel

Click on the exit icon **Exit** to return to the SAP Easy Access screen.



Exercise Trainings for Human Resources Development.

Time 10 min

Task Which data is needed in order to save training material within a human resources development system?

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There is a small rectangular box at the bottom right corner of the page.

Exercise Create a Career.

Task Consider what the career of a human resources director could look like, including the possible processing steps.

Time 10 min

Task Consider what the career of a human resources director could look like, including the possible processing steps.

[illegible]

Exercise Utilization of assessments.

Time 5 min

Task For which purposes can the results of employee assessments be used?

[illegible]

HCM 16: Personnel Controlling – Generate Report

Exercise Reports for the director.

Time 10 min

Task Put yourself in the place of the director of a company. Consider which personnel management reports should be available for you at the beginning of each year.

