Wizards Training

SAP-HR Training Course Curriculum
Duration: Five Weekends - Approx. 60hrs / (Sat & Sun: 1.30pm – 5.30pm)

Overview

The HR module
Organizational Information
Employee Information

Recruitment and Personnel Development

The recruitment cycle
Training and Events
Personnel Development
Hands On: Matching Profiles

Employee Benefits and Cost Management

Benefits
Hands On: Processing an enrollment
Personnel Cost Planning
Compensation Management

Time Management, Payroll and Travel

Time Management
Payroll
Hands On: Running a payroll
Travel Management

Information Display and Reporting

Human Resources Reports
Queries
Hands On: Creating an ad hoc query

Configuring an Organizational Structure

Create Objects
Essential Relationships
Create Description
Create Department/Staff
Add Relationships
Maintain Plan Data
Add account assignment to the company organizational unit
Account assignment features
Structure Maintenance

Configuring Positions

Configure Positions
Configure Reporting Relationships
Produce an Organizational Structure Report

Executing a Personnel Action

Hire an Employee
Make changes to Employee Master Data
Produce an Employee List report for the new employee

Using the Implementation Guide

Create a Project Plan
Generate a project IMG
Description of Vacant Position

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(Behind Fuddruckers @ Cross Roads of Dulles on Elden Street)

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Use the "find" feature to locate IMG activities
Execute IMG activity
Maintain status of project activities

Establishing the Enterprise Structure

Configuring Personnel Sub-Areas
Employee Sub-groups
Grouping for Work Schedules

Additional Organizational Assignments

Maintain HR Master Data
Change Organizational Assignment

Using Features

Display Features
Process Feature Decision Tree

Understanding Planned Working Time Connection to Basic Pay

Display the HR Master Data
Planned Working Time
Basic Pay
Work Schedules Overview
Primary Wage Type and Employee Groupings

Defining Pay scale Structures

Customizing Project Administration
Process Feature Tariff: Decision Tree
Choose Activity
Change Pay scale-period parameter assignment
Determine work area
Create Basic Pay

Defining Wage Types

Create Dialog Wage Type
Understand Controls used to determine wage type assignment
Define feature LGMST to default wage type assignment
Setup indirect valuation

Performing Pay scale reclassification

Understand how to perform pay scale reclassifications
Configure a pay scale reclassification to a new pay scale level after employees have been in a pay scale level for one year
Understand how to perform standard pay increases

Confirming the new master data configuration

Modify an existing organizational structure to add a new organizational unit and new position
Process a hire personnel action and confirm the functionality of the newly configured personnel sub area, employee subgroup, pay scales and wage types.