

Human Resources (HR)

Overview

The IDES system can be used to show important human resource related processes. Particular emphasis is placed on Time Management, Payroll Accounting, Personnel Development, and Incentive Wages.

The Human Resources component is completely integrated in the IDES system. This can be demonstrated by performing a payroll run for personnel areas and passing on the payroll results to Accounting.

☐ Personnel Administration, Time Management, and Payroll Accounting

The IDES system has been set up so that Personnel Administration (master data administration), Time Management (negative and positive time recording), and Payroll Accounting can be demonstrated.

☐ Personnel Organization and Personnel Planning

In the IDES system, personnel organization and planning concentrates principally on the areas of Organizational Management, Human Resource Information System, Personnel Cost Planning, Recruitment (Workflow), Career and Succession Planning, as well as Shift Planning.

☐ Incentive Wages

☐ Various incentive wage scenarios have been set up in the IDES system. These scenarios demonstrate individual incentive wages, group incentive wages, and how Incentive Wages is integrated with Logistics.

Organizational Structures

The IDES system contains two organizational models for which extensive settings and master data have been defined. These are 100 (Germany) and 300 (USA). The main purpose of having two organizational models is to demonstrate particular country-specific features.

IDES Germany has its own executive board. There are four main areas on the level directly beneath the executive board:

- ☐ Human resources
- ☐ Corporate services
- ☐ Finance and administration
- ☐ Production and sales

Master data

Organizational structure
of IDES Germany

Theses four main areas are broken down as shown in the diagram below:

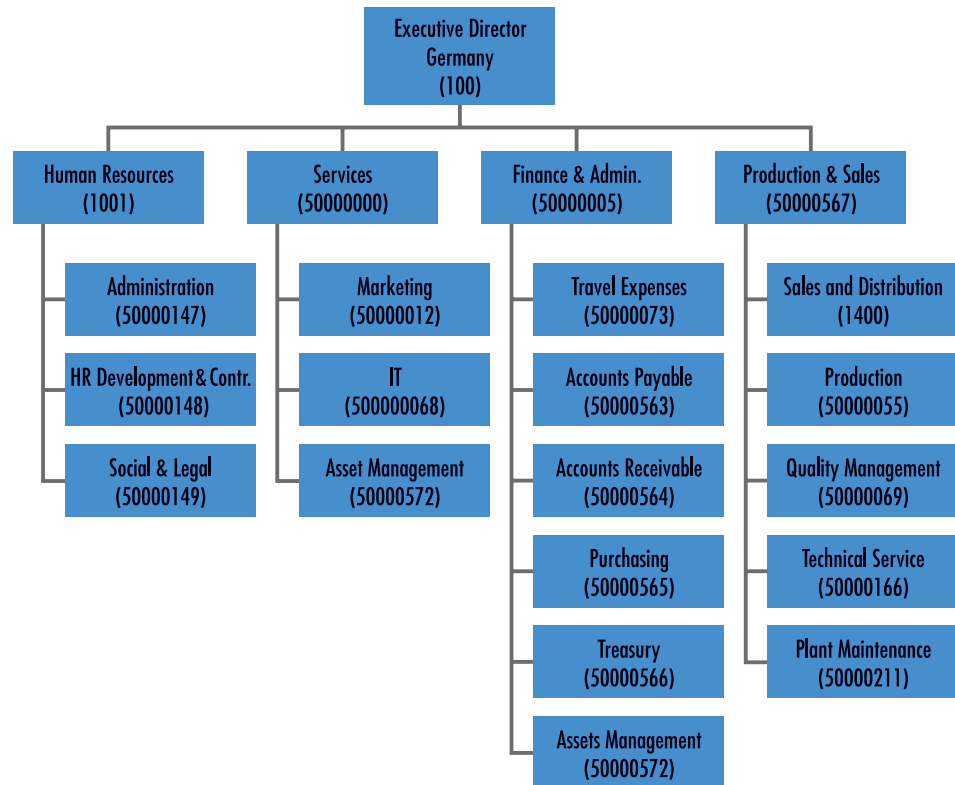


Fig. 4-1: HR Organizational Model 1 of the IDES Corporate Group

Personnel area A personnel area is a unit of classification used in Personnel Administration (PA) to break a company code down into manageable subunits. Each individual personnel area in a company code is given a unique 4-character alphanumeric ID.

A personnel area is used for the following:

- ☐ Generating default values (for the payroll area, for example) when data is being entered
- ☐ As a selection criterion in reporting
- ☐ As a unit for authorization checks

Personnel subarea Personnel subareas are subdivisions of personnel areas. A personnel subarea is a PA-specific unit of classification in a company structure. The pay scale and wage structure, and shift planning are organized at the personnel subarea level. Each personnel subarea is given a unique 4-character alphanumeric ID. Any country-specific control features are also stored here.

A personnel subarea is used for the following:

- ☐ Determining the country grouping. The personnel subarea determines which country-specific user interfaces are used for entering and editing master data, as well as setting up and processing wage types and pay scale groups. The country grouping must be defined so that it is unambiguous within a company code.
- ☐ Assigning a legal person, so that individual companies can be classified from a legal point of view.
- ☐ Determine groupings for Time Management. You can set up personnel subarea dependent work schedules, substitution types, absence types and leave types.
- ☐ As a selection criterion in reporting
- ☐ Generating default values for pay scale type and pay scale area of an employee's basic pay
- ☐ Determining the public holiday calendar
- ☐ Defining personnel subarea specific wage types for each personnel area
- ☐ Assigning the legal person for payroll accounting

The personnel structure can be viewed from two different perspectives:

Personnel structure

- ☐ From an administrative point of view
- ☐ From an organizational point of view

The administrative personnel structure contains the following elements:

- ☐ Employee group
- ☐ Employee subgroup
- ☐ Payroll accounting area
- ☐ Organizational key

The organizational personnel structure contains the following elements:

- ☐ Job
- ☐ Position
- ☐ Organizational unit

Positions Positions are the individual employee placements or assignments within a company. Positions have been defined for Human Resources in the individual IDES organizational units. The diagram below shows the positions that have been defined in the “Finance and Administration” area.

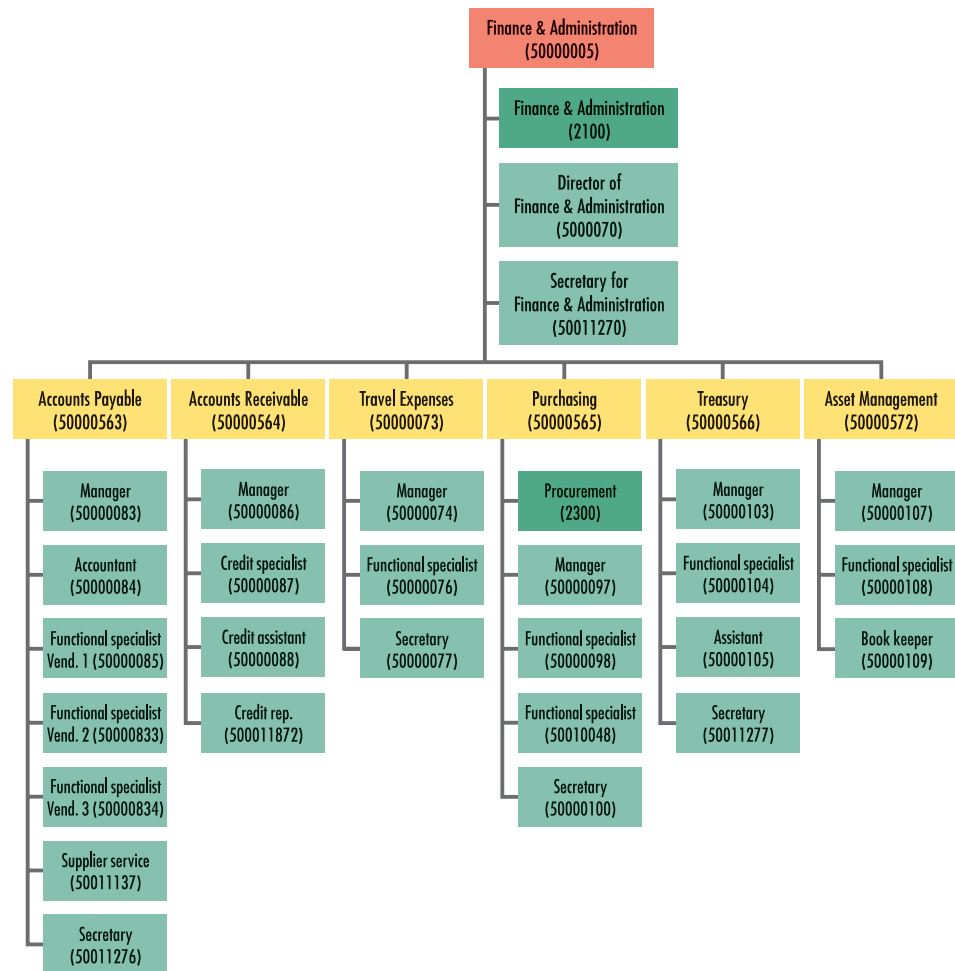


Fig. 4-2: IDES Finance & Administration

Settings and Special Features in Human Resources

Master data administration

Master data administration is used to enter, maintain, store, and manage all kinds of data related to a person. This personal data is categorized by means of “info-types”.

In the IDES system, master data administration can be demonstrated using the “Hiring” action (to fill a vacant post). All the payroll-related data required has been defined for this personnel action.

The R/3 HR Travel Management component provides you with a package solution for processing business trips – from submitting a trip request, approving this request right through to posting the costs incurred by the business trip.

Travel expenses

The Travel Management component is integrated with Financial Accounting (FI), Controlling (CO) and HR Payroll Accounting. This ensures that all travel expenses can be posted, taxed and paid correctly. You can also pay travel expenses using a data carrier.

The entire organizational process involved in travel expense accounting can be demonstrated in the IDES system. Particular emphasis is placed on the following aspects:

- ☐ **Fast entry**
This provides you with a simple means of entering and settling one or more domestic trips for a single personnel number. Travel expenses are paid using data medium exchange. This does not result in any postings in Financial Accounting or Payroll Accounting.
- ☐ **Receipt entry**
Receipt entry provides you with a very quick means of entering trips that contain only a flat rate for mileage and receipts. The results of travel expense accounting are then passed on to Payroll Accounting so that the travel expenses are paid with the wage or salary.
- ☐ **Overall process of travel expense accounting**
The overall process of travel expense accounting in the IDES system includes entering a request for advance payment, transferring the advance payment to Financial Accounting, entering the remaining trip data in the system once the trip has been completed, and performing a travel expense accounting run. After this, the entire trip is transferred to Financial Accounting. Travel expenses are paid from here.

Settings and Special Features in Personnel Planning

Human Resource Information System

The Human Resource Information System is user-friendly and provides you with a range of reporting options. You can use the HR Information System to start reports in Structural Graphics. This has the following advantages:

- ☐ The selection parameters for reporting are set automatically by the system.
- ☐ The reports contained in the HR Information System come from various HR components (Organizational Management, Qualifications and Requirements, and so on). You would normally have to choose specific menu paths in the component in question to call up these reports. The Human Resource Information System, on the other hand, enables you to call up and run the reports of various components from one part of the system.

IDES contains a range of evaluations for reporting on organization structures, headcount, and training courses on offer. You can use the HR Information System to display these graphically.

	<p>The standard system contains a range of basic reports that you can change and enhance in Customizing to meet your own individual information needs. The IDES system can be used to demonstrate the standard evaluation which reports on an existing organizational structure, and supplies information on the organization, headcount, and qualifications.</p>
Recruitment (Workflow)	<p>The IDES “Recruitment” scenario can be used to demonstrate how SAP Business Workflow can be implemented in conjunction with an HR core process. This business process illustrates how typical tasks involved in recruitment are assigned to and processed by the appropriate personnel administrators. The “Recruitment” Workflow scenario can also be used as a basis for developing customer-specific processes.</p>
Personnel Cost Planning	<p>In the IDES system, you can use Personnel Cost Planning to work through a range of cost planning scenarios. Once you have planned personnel costs for an organization, you can transfer the plan scenario you have been processing to budget planning for the entire organization.</p>
Career Planning	<p>IDES can be used to demonstrate Career Planning. This involves planning or simulating a person’s individual career steps in a career model on the basis of their suitability profile. You can see if a person does not have all the necessary qualifications (i.e. has qualification deficits) by performing a profile matchup. You can also book this person directly onto training courses that will give him or her the necessary qualifications.</p>
Succession Planning and Determining Need for Further Training	<p>You can search for potential successors for a position in the IDES system. In order to ensure that these potential successors are suitably qualified for the position in question, you may need to implement further training measures. You can determine any need for training, book the persons directly onto the appropriate courses, and transfer the qualifications gained into the person’s profile.</p>
Shift Planning	<p>You can perform Shift Planning in the IDES system. You do so on the basis of staffing schedules and target requirements. You can change shifts to take employee working time preferences into account. To help you plan, attendances and absences from Time Management are proposed, time accounts are provided for the persons in question, and the remaining staffing requirements displayed per shift. You then convert the target plan into the actual plan. You can still include short-term changes here.</p>