**Class I**

* Essentials
* Introduction on SAP & Its Architecture.
* Logon/Navigation—Language & Client Concept.
* Role based user menu.
* What is Menu Bar, Title Bar, Standard Toolbar, Application Tool Bar, Status bar.
* Significant of Field Help – F1, F4.
* How to Map any employee in SAP HCM - Overview of Enterprise, Personnel & Organisational Structure.
* Enterprise Structure – Client, Company Code, Personnel Area, Personnel Sub-Area.
* Personnel Structure – Employee Group, Employee Sub-Group.
* Organisational Structure – Organisational Unit, Positions, Jobs, Cost Centre, Task, Person.

**Class II**

* What is Transaction Code?
* What is Infotype & what is the use of it in SAP?
* Infogroup Concept.
* What is Payroll Area?
* Organisational & Staffing Interface.
* Undo & Redo Concept in SAP HR
* Integrated Object Between OM & PA

**Class III**

* Master Data Maintenance.
* How to Hire an Employee
* Fast Entry.
* Personnel Actions – PA40, PA41
* Time Constraint
* Personnel Number Allotment
* Reference IMG & Project IMG
* ASAP Methodology.
* Link Between Master data and Customising Tables.
* Account Assignment & Working Time Tab.

**Class IV**

* Organisational Key.
* Adminstrator Responsible & Employee Attributes.
* Defining Default Values : Features.
* Links Between Planned working time & Basic Pay.
* Remuneration Structure.
* ESG for CAP Concept
* Direct Valuation & Indirect Valuation.

**Class V**

* Wage Type structure:-
* Setting up wage type.
* Wage type Characteristics.
* Default wage types.
* Employment Status.
* Additional Actions.
* Dynamic Actions.
* Global Employment ERP 6.0

**Class VI**

* Employee Information
* Employee Self Service (ESS).
* Manager Self Service (MSS)
* Enterprise Portal.
* Qualification.
* Profile Match Up.
* Training & Event Management.
* Reporting – SAP Query.
* Manager`s Desktop.
* Business Warehouse.

**Class VII**

* Time Management
* Introduction to SAP Time Management.
* SAP components for Time Management.
* Time data Recording and Administration.
* Time Recordings Methods. – Positive & Negative Time Management.
* Time Evaluation Concept.
* Required Infotypes in Time Management for Master data records.
* CATS Concept.
* Who Records time data?
* ESS In Time Management.
* Time Recording System.
* Time Management Infotype.
* Maintaining time data using Infotype.

**Class VIII**

* Process for Preparing Work Schedule.
* Grouping concept.
* ESG & PSA Grouping
* Assignment of PSA Grouping to DWS Grouping
* Permissibility Concept.
* Holiday Calender.
* Holiday Class
* Daily Work Schedule.
* Variant in Work Schedule.
* Types of Break.
* Daily Work Schedule Variant Rule.
* Period Work Schedule.
* Day Types
* Day Types Selection Rules.
* Work Schedule Rule.
* Generation of Work Schedule Rule.
* Generated work Schedule assigned to IT0007.

**Class IX**

* ESG & PSA Grouping for Creating absences & Quotas.
* Counting Rule.
* Create Absence Type.
* ESG grouping for Quotas.
* Deduction Rule.
* Assigning of Deduction rule to counting rule.
* Assignment of counting rule to Absence type.
* Validity & Deduction Intervals.
* Base Entitlement.
* Reduction rule & Rounding Rule.
* Quomo Feature.
* Quota Type Selection Rule Group.
* RPTQTA00 REPORT.

**Class X**

* Payroll
* Introduction of Payroll.
* Overview of Functional Flow diagram
* What is Earnings & deductions
* What is Wage Type?
* Infotype Required in Payroll
* Importance of IT0008, IT0014, IT0015 in payroll.

**Class XI**

* Control Record & Stages of Payroll.
* Functional Flow Diagram for processing Payroll.
* Earliest retroactive accounting period.
* Payroll Status.

**Class XII**

* Every wage type has got RTE , NUM and AMT fields.
* Payroll Schema.
* lime ENAME,WPBP and GON) and operations (PCR).
* Personnel Calculation Rules.

**Class XIII**

* Important Terminologies -- Run payroll upto, Do not account after, Personnel number locked checkbox, Payroll Correction checkbox, Accounted to.
* [What is Off Cycle Payroll](http://www.guru99.com/what-is-off-cycle-payroll.html)

**Class XIV**

* Organisational Management
* Introduction : Concept of Organisational Management.
* Object Types.
* Relationships.
* Validity dates & Infotypes.

**Class XV**

* Details on how to Create Objects Types
* Organisational Unit
* Jobs.
* Positions
* Cost Centre
* Person.

**Class XVI**

* Expert Mode.
* How to Create Organisational Unit with Existing Structure.
* How to Create Position?
* How to Copy Position?

**Class XVII**

* User Interface : Organisation and staffing.
* General Structures.

**Class XVIII**

* Integration with Personnel Administration.
* Integration Reporting –Rhinte Reports.

**Class XIX**

* Managers Desktop.
* Evaluation Path.

**Class XX**

* Revision and overview all topics covered.