SAP University Alliances

HCM 1: Model Organizational Structure

Exercise Model Global Bikes organizational structure.	**Time** 10 min

Task Sketch an organizational structure including four hierarchy levels for the organizational units described in the Global Bike 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.

HCM 2: Analyze Organizational Structure in SAP

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

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

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HCM 3: Personnel Master Record

Exercise Personnel master record.	**Time** 10 min
Task Which data is generally required for a personnel master record in a company?	

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HCM 4: Display Organizational Plan

Exercise Display the organizational plan of the Global Bike Group.	**Time** 10 min

Task Use the SAP Fiori Launchpad 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**.
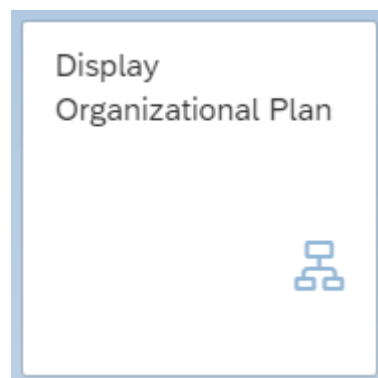
Organizational structure
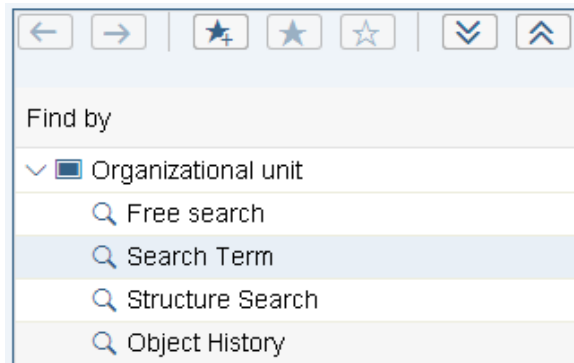
Enterprise structure

Personnel structure

Organizational plan

In order to review the organizational plan, use the App *Display Organizational Plan*.

Fiori App

Display
Organizational Plan

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► 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

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

Staff assignments (structure)	Chief	Workflow
☑ ∨ ▣ Global Bike Group	John Davis	
☐ ∨ ᙢ Co-CEO		
☐ ᙢ John Davis		
☐ ᙢ Co-CEO		
☐ › ▣ Global Bike US	Paul Hansen	
☐ › ▣ Global Bike Germany	President (Europe)	

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

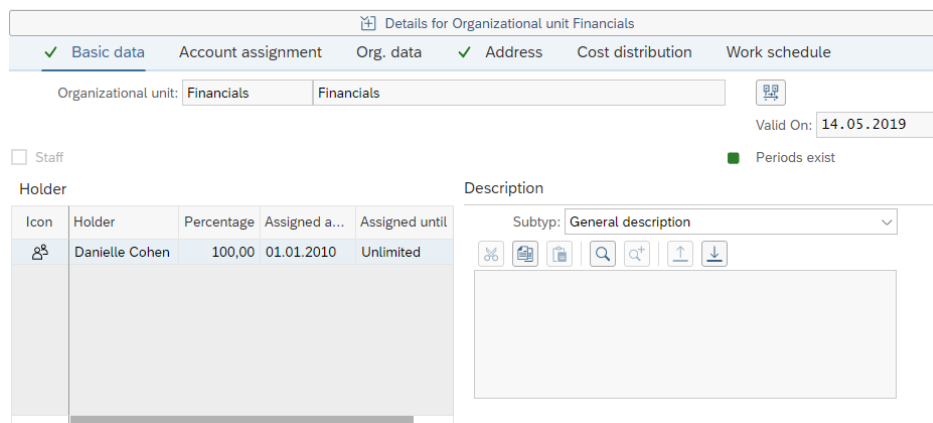| Staff assignments (structure)	Chief	Workflow
☑ ∨ ▣ Global Bike Group	John Davis	
☐ ∨ ᙢ Co-CEO		
☐ ᙢ John Davis		
☐ ᙢ Co-CEO		
☐ ∨ ▣ Global Bike US	Paul Hansen	
☐ ∨ ᙢ President (US)		
☐ ᙢ Paul Hansen		
☐ ∨ ▣ Administration and Financials		

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	Org. data	✓ Address	Cost distribution	Work schedule	

Organizational unit: Financials   Financials   Valid On: 14.05.2019

☐ Staff   ■ Periods exist

Holder   Description

Icon	Holder	Percentage	Assigned a...	Assigned until
👥	Danielle Cohen	100,00	01.01.2010	Unlimited

Subtyp: General description

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 home icon 🏠 to return to the Fiori Launchpad overview.

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HCM 5: Display Personnel Master Record

Exercise Display a personnel master record.	**Time** 10 min
Task Use the SAP Fiori Launchpad 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 Fiori Launchpad *Display Personnel Master Record*.

Fiori App

Display Personnel
Master Record

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

Personnel no.: 15
Name: Michael Brauer
EE group: 1 Active   Pers.area: DL00 GBI Dallas
EE subgroup: U4 Salaried employees

Basic personal data   Contract data   Gross/net payroll   Net payroll   Addt'l payroll data   Planning data   Time data

	Infotype text	Status		Period	
○	Actions	✓		● Period	
○	Organizational assignment	✓		From:	To:
○	Personal data	✓		○ Today	○ Curr.week
○	Addresses			○ All	○ Current month
○	Bank Details			○ From curr.date	○ Last week
○	Family Member/Dependents			○ To Current Date	○ Last month
○	Challenge			○ Current Period	○ Current Year
○	Maternity Protection/Parental Leave				Choose
○	Military Service				
○					

Then, highlight the *Organizational Assignment* InfoType and press Display .

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:

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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 Display. In the Display Personal Data screen, find out the following information:

Name of the employee: _____

SSN: _____

Date of Birth: _____

Click on the home icon 🏠 to return to the Fiori Launchpad overview.

HCM 6: Recruitment – Record Applicant Data

Exercise Applicant data.	**Time** 5 min

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

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HCM 7: Recruitment – Model Procurement Process

Exercise Model procurement process.	**Time** 5 min
Task Model the procurement process by following all the necessary steps.	

HCM 8: Human Resources Development – Difference between Qualifications and Requirements

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

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HCM 9: Human Resources Development – Record Qualifications

Exercise Qualifications.	**Time** 10 min

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

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HCM 10: Display Qualification Catalog

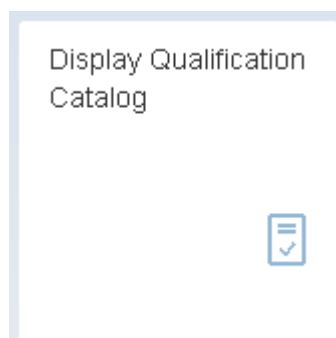|	
Exercise Change the qualification catalog.	**Time** 10 min
Task Use the SAP Fiori Launchpad in order to display the qualification catalog.	
Name (Position) Sang Cha (Personnel Administration Officer)	

In order to change the qualification catalog, use the Fiori App *Display Qualification Catalog*.

Fiori App

Display Qualification Catalog

The qualification catalog appears on the following screen.

Catalog	📅 14.05.2019 - 31.12.9999	01 Current plan

- ⊞ QK 50000000 ☐ Certification
- ⊞ QK 50000004 ☐ Communication
- ⊞ QK 50000007 ☐ Education
- ⊞ QK 50000013 ☐ Technology
- ⊞ QK 50000024 ☐ Work Experience
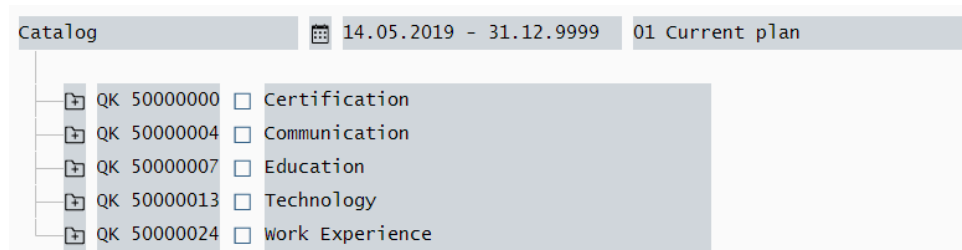
Expand Certification, Communication and Education by clicking on ⊞. Now you can see the various qualification groups and their corresponding, predefined individual qualification.

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Catalog                    📅 14.05.2019 - 31.12.9999   01 Current plan

        📂 QK 50000000  ☐  Certification

           Q  50000001  ☐  CPA
           Q  50000244  ☐  First Aid Certification
           Q  50000246  ☐  GIAC Security Leadership Certification
           Q  50000002  ☐  PMP
           Q  50000003  ☐  SAP - TERP 10
           Q  50000245  ☐  Security Guard License

        📂 QK 50000004  ☐  Communication

           Q  50000005  ☐  Oral
           Q  50000006  ☐  Written

        📂 QK 50000007  ☐  Education

           Q  50000008  ☐  Associate Degree
           Q  50000009  ☐  Bachelor's Degree
           Q  50000010  ☐  GED (High School Diploma)
           Q  50000011  ☐  Masters
           Q  50000012  ☐  PhD

        ⊞ QK 50000013  ☐  Technology
        ⊞ QK 50000024  ☐  Work Experience
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Double-click on First Aid Certification in order to display the details of this qualifications.

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

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

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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.

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).

Click on the home icon to return to the Fiori Launchpad overview.

HCM 11: Integrate Event Management

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?

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HCM 12: Talent Management – Create a Career

Exercise Create a Career.	**Time** 10 min
Task Consider what the career of a human resources director could look like, including the possible processing steps.	

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HCM 13: Performance Management – Create a Plan

Exercise Defining goals.   **Time** 10 min

Task Consider three possible targets for the year of a call center employee at a telecommunication company.

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HCM 14: Performance Management – Create an Assessment

Exercise Utilization of assessments.   **Time** 5 min

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

HCM 15: Performance Management – Model Performance Process

Exercise Model a performance process.	**Time** 5 min
Task Model the process for the creation and subsequent evaluation of an employee's target agreement.	

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.

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