**MANOJKUMAR KUMAR MANIKKOTH Email: MKMMANIKKOTH@GMAIL.COM**

**SAP HCM FUNCTIONAL CONSULTANT Mobile:+966-552592598**

# Professional Summary:

* Total 15 + year of experience, out of which nearly 11 years of SAP HCM Consulting experience and 4 years of experience in SAP HCM End User.
* Certified in SAP Human Capital Management with SAP ERP6.0 EHP7.
* Currently working with **Johns Hopkins Aramco Healthcare, Saudi Arabia as IT Functional Specialist** in SAP HCM On-premise configuration support, SF RCM /ONB and Employee profile support.
* Worked in 4 SAP HCM implementations project and Supports in GCC for Core module Payroll, OM, PA and TM.
* Worked in 2 SAP HCM implementation project in India, with core module PY, PA,OM and TM.
* Having good knowledge in Payroll Schema and PCR.(International /Saudi and Indian payroll)
* Worked in one S4HANA 1909 migration, which is mainly in employee and Business partner synchronization.
* Worked in data migration tool like LSMW.
* SF configuration setup and support for RCM /ONB module and employee profile ( Admin center)
* Hands-on capabilities: Business process analysis, blue printing, Configuring, Testing and Go-live support, End-User Documentation and Training for Organizational Management, Personnel Administration, Payroll and Time Management and Support.
* Strengths include strong understanding of the business processes, and translation of business requirements into SAP solutions in the most cost effective and client servicing manner, problem solving, decision making, excellent team work, good communication and interpersonal skills.

# SAP HCM Skills

Enterprise Structure:

* Define Personnel area and Personnel Sub area
* Define Employee Group and Employee Sub group
* Assign Personnel area and personnel sub area
* Assign Employee Group and Sub group

Organizational Management:

* Configuration of organizational structure encompassing Organization Units, Jobs, Position, Assignment of Cost Centers, Reporting structure .
* Number Range Setting for O, P and S
* Structural Authorization (Authorization profile and assign User).
* Reporting structure.

Personnel Administration

* Number Range Setting for personnel number (NUMKR –Feature)
* Change Screen Modification
* Customizing Procedures in action and Info type
* Payroll Data Configuration.
* Organizational assignment - Default payroll area, Organizational key, administrator group for authorization purpose
* Configuration for other info type related Monitoring task, Date specification, personal data etc.

Time Management:

* Holiday calendar creation
* Configure Work Schedule
* Define Absence type
* Create Absence Quota and Counting Rules
* Assigning Public Holiday Calendar to Personnel Sub area
* Exposure to Swipe Card administration.
* Generation Rule for automatic Quota generation.
* Quota generation using time evaluation schema TM04

Payroll:

* Customization for employee grouping and sub-grouping for configuration features
* Configure Control Record for Payroll Accounting Areas
* Expertise in Payroll Schema and PCR.
* Expertise Saudi payroll (EHP5) ,International payroll and Indian Payroll configuration.
* Defined Period and Date modifier
* Defined pay scale groups and levels
* Creation and administration of wage types
* Determining wage type characteristics thro V\_512W\_D Table
* Wage type Valuation Base.
* Gosi Calculation and End of Service calculations
* Customization for Allowance Groups and assign Reimbursement, Allowances, perks and Company Loans based on the entitlement.
* Off cycle payroll configuration
* Creation of symbolic accounts and determine wage type characteristics
* Payroll account posting Configuration
* Configuration of DA points for wage board employees
* Multiple slabs configuration for statutory taxes and norms
* All Statutory and Non-statutory Report and related configuration.
* Configure features such as NUMKR, SCHKZ, CONTR , 40EPF 40ECC &40ACK
* PCR and Schema

Integration:

* Good Knowledge in integration with HCM and Finance for payroll posting.
* SAP On-premise to SuccessFactors to Trigger requisition,
* Employee Profile Synchronization from SAP to SF.

**SuccessFactors:**

* Maintain Job requisition template, Application template, Candidate profile template and Offer template.
* Configure email notification template,
* Set up Picklist center
* Recruiting permission role and group
* Edit application status configuration.
* Manage recruiting rules
* Route map configuration etc.
* Onboarding Panel Creation,
* Create Onboarding authorization group,
* Configure ONB email notification,
* Integration with RCM and ONB.
* Employee profile Synchronization and Manual employee profile upload.

# Academics and SAP Certifications:

* Degree In Economics from Kannur University (2000-2003)
* Higher Secondary (1998-2000)
* SSLC (1998)
* Diploma In Computer Application
* Professional MBA (Monomaniam Sundranar University)

# Work History:

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| Johns Hopkins Aramco Healthcare | July 2016- Till date |
| Kaar Technology Ltd (Deputed to Al-Bilad Arabia Company Limited) | May-2014 to February 2016 |
| Tvs Infotech Ltd | March 2010 to April 2014 |
| Day N Day Consulting | March 2006 to February 2010 |

***SAP HCM experience:***

# Working with Johns Hopkins Aramco Healthcare as IT Functioanl Specialist

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| Client Name | Johns Hopkins Aramco Healthcare |
| Type of Project | SAP-HCM Implementation and support |

**Roles and Responsibilities:**

**SAP HCM**

* Create new Enterprise structure.
* Create new employee group and subgroup for implementing new functionality for smooth business process.
* Create new PayScale structure for implementing and updating HR policy.
* Configure and update employee contract related information.
* Adding new date specification and configure dynamic action to update the information.
* Configure employee personnel Identification subtype to implement automatic business process.
* Configure ESS and MSS , employee leave , employee personal information etc.
* Support Organization management. Update organization structure, assign job , Task and cost center via mass upload .
* Enhancement in Organization management to implement SF and On-premise integration.
* Support Travel management system.
* Configure employee quota accrual configuration based on HR policy update.
* Configure new leave type and new Leave quota.
* Timesheet enhancement support.
* Support Time evaluation process.
* Configure new work schedule
* Holiday calendar update.
* Monthly Payroll support
* Configure new wage type.
* Configure Symbolic account and assign to wage type to link with GL account.
* Support to finance posting and payroll report.
* Dme File configuration.
* Custom application development and support based on JHAH busine requirement.

**SuccessFactors**

* **RCM module support**: Create and Modify different template like Job Requisition, Application and candidate profile Template. Edit Applicant Status configuration, Email template, Manage recruiting settings, Job profile setup.
* **Onboarding Support:** Create Onboarding panel, user group creation, Notification email Field mapping with RCM and SAP on premise, Import ONB candidate to SAP.
* Employee profile Synchronization from SAP to SF
* Permission group and role creation.

# Worked with Kaar Technology Ltd (Deputed to Al-Bilad Arabia Company Limited) as Sr. SAP HCM Consultant from May 2014 to February 2016

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| Client Name | Johns Hopkins Aramco Healthcare |
| Type of Project | SAP HCM implementation |

**Roles and Responsibilities:**

* SAP HCM implementation with core module. Configure Enterprise structure, Personnel Administration, Organization Management, Time Management (Negative) , Payroll and Payroll Posting.
* Configure DME file to process payroll payment.
* Configure and support on ESS and MSS.
* Supporting month-end and year-end activities

# Worked with Tvs Infotech Ltd as SAP HCM Functional consultant from March 2010 till Apr 2014

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| Client Name | **KCP Sugar Company -Vijayawada** |
| Type of Project | SAP HCM implementation |

* Gathering and analyzing business requirements for conceptual design and coordination with programming team for customization and implementation of the same.
* SAP HCM implementation with core module. Configure Enterprise structure, Personnel Administration, Organization Management, Time Management (Negative) , Indian Payroll and Payroll Posting
* Configuration for Seasonal Layoff process and recall from season.
* Create and modified number of PCR for layoff provision calculation and actual payment (Modified In factoring PCR)
* Configured Statutory and Non-statutory calculation as per India act.

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| Client Name | **Alshaya Trading-Kuwait/Dubai** |
| Type of Project | SAP HCM implementation |

* Gathering and analyzing business requirements for conceptual design and coordination with programming team for customization and implementation of the same.
* SAP HCM implementation with core module. Configure Enterprise structure, Personnel Administration, Organization Management, Time Management (Negative) , International Payroll and Payroll Posting
* Configure Different Employee action, hiring, Re-org assignment, leave of absence, Return from leave and Resignation/termination.
* Dynamic Action based on Company code and Personnel area.
* Payroll Data (Wage type concept, basic pay, recurring payments and deduction, additional payment, leave compensation, wage maintenance etc
* Create and modified number of PCR for Leave provision, Indemnity provision/End of service benefit provision etc.

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| Client Name | **Gulf Ocean trading-Saudi Arabia** |
| Type of Project | SAP HCM implementation |

* Gathering and analyzing business requirements for conceptual design and coordination with programming team for customization and implementing **Saudi Payroll localization EHP5**
* Configured Saudi related personnel administration details.
* Additional Personal data, GOSI etc.
* Create Absence Quota and Counting Rules
* Configured Different absence valuation and absence type as per the requirement.
* Assigning Public Holiday Calendar to Personnel Sub area
* Saudi localization payroll configuration.
* End of Service benefit and GOSI calculation PCR and Configuration
* Configuration and development for Annual leave process.
* Hijri and Gregorian Calendar generation.

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| Client Name | **Powertech LLC-Oman** |
| Type of Project | SAP HCM implementation |

* Configuration of organizational structure encompassing Organization Units, Jobs, Position, Assignment of Cost Centers
* Creation and administration of wage types
* Determining wage type characteristics throughV\_512W\_D Table
* Configured for FI posting.
* Modification and create New PCR.
* Configuration and development for Passage leave.
* Developed a Timesheet program, which is controlling Hours worked on Project or CC/Different pay structure for different project. Etc.

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| Client Name | **Sundram Fasteners Ltd –Autolec Division** |
| Type of Project | SAP HCM implementation |

* Configuration of organizational structure encompassing Organization Units, Jobs, Position, Assignment of Cost Centers
* Customization for Allowance Groups and assign Reimbursement, Allowances, perks and Company Loans based on the entitlement.
* Off cycle payroll configuration
* Creation of symbolic accounts and determine wage type characteristics
* Configuration of DA points for wage board employees
* Multiple slabs configuration for statutory taxes and norms
* Client interaction
* Requirement gathering and analysis
* Documentation including Business Blue Print (To-Be), Configuration Document, KDS and end user training documents
* Configure features such as NUMKR, SCHKZ, CONTR & 40EPF
* 40ECC and 40ACK features updation for Form-16

# Worked with Day n Day consultancy as SAP HCM End-user support from March 2010 till Apr 2014

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| --- | --- |
| Client Name | **Sundram Fasteners Ltd –Autolec Division** |
| Type of Project | SAP HCM implementation |

* Got trained as SAP end user and with basic configuration Knowledge.
* Worked as end user to make changes as needed to employee group and employee subgroup.
* Worked on changes to personnel areas and personnel sub areas.
* Attended the training sessions provided by senior consultants to work as an end user and gain knowledge on Personnel Administration
* Worked closely with the Sr. Consultants to understand the configuration.
* Organization structure creation, Re-assigning position and organization unit.
* Processing Hiring action, Transfer, separation and re-organization assignment.
* Legacy Payroll data and Sap payroll output comparison.

**Manoj Kumar Manikkoth**