



# SAP HR/HCM (Human Capital Management) Training Curriculum

## — STRUCTURE —



## **SAP HR/HCM Training Curriculum**

*“This SAP HR/HCM course will give you a practical hands-on training in SAP, from the business point of view.”*

### **Course Objectives:**

- Learn end-to-end features implementation in SAP HCM module within an organization.
- Get full and comprehensive details of SAP HCM module that is necessary to become an expert SAP HCM professional.
- Learn about different SAP HCM components and how to implement them effectively.
- Gain all necessary skills and add them to your resume for getting hired by top Companies.
- Prepare for related global certification exam and gain important credentials.

### **Course Description:**

SAP HCM also named as SAP HR module is one of the most important ERP modules that helps in monitoring and managing the entire human resource operations like recruitment, payroll, performance management, termination, general administration, and lots more. SAP HCM is needed by almost organizations to manage their people effectively. This is the reason HR professionals are hired by Companies to train people and cultivate the skills of employees by understanding their needs and aligning the goals of people with goals of an organization.

In a nutshell, automation of all basic HR components such as payroll, employee administration, and legal reporting increase the efficiency of an organization and supports compliances with changing global industry regulations. This module can be successfully integrated with other SAP modules like FI, BI, and more.

Key components of our SAP HCM training module are:

- Organizational Management,
- Time Management,
- Payroll Management,
- Personnel Administration,
- Recruitment Planning,
- Training & Event Management,
- Travel Management, etc.

The SAP HR/HCM course is generally intended for:

- SAP Consultants,
- MBA(HR) Professionals
- Anyone with HR Domain Knowledge,
- Business Analyst,
- SAP HR-ABAP Consultants,
- ABAP Consultants,
- Project Team members, or
- Any fresh graduate who want to start a career in SAP HR/HCM.

So, start a memorable career journey in SAP HCM space with Croma Learning Campus right away!

## **Course Content:**

### **Module 1: Introduction**

- Introduction to HR
  - Concept of HRM
  - Nature
  - Scope
  - Functions
  - Objectives
  - Processes
  - Importance and Evolution of HRM
  - HRM Models (In India and Abroad)
  - Roles and Responsibilities of HR managers
- Competitive Challenges and HRM
  - Technological Changes
  - Workforce Diversity
- Advantages of ERP products and salient features of SAP ERP
  - Overview of various modules in SAP and SAP HCM
  - SAP R/3 Architecture
  - SAP Server Landscaping
  - Focus on various kinds of SAP Projects
  - Various teams in SAP Projects and role fitment
- Structures in SAP HR
  - Enterprise Structure
  - Personnel Structure
  - Organizational Structure

### **Module 2: Personal Administration**

- Functions to maintain HR Master Data
- Time Constraints
- Personnel Number Ranges
- Features
- Configuration of Personnel Actions using
- Infogroup, User Group and functionality of User
- Parameters
- Infotype Menus
- Additional Actions and Dynamic Actions
- Screen Modifications
- Customer Specific Infotypes
- Fast Entry

- Reports
- Work Schedules
- Maintenance of Holiday Calendar
- Infotypes and Data Tables

### **Module 3: Organizational Management**

- Integration with other modules n Process Flow
- Plan Version and Number Ranges
- Objects in O.M.
- Relationships, Evaluation Path and Object
- Characteristics
- O.M. related Infotypes and Tables
- Organization and Staffing
- Expert Mode or Infotype Maintenance
- Simple Maintenance
- Reporting Structure
- RHINTE Reports and Functionality

### **Module 4: Time Management**

- Strategic Workforce Planning and Talent Pool:
  - Strategic Planning and HR Planning
  - Methods and Techniques of Forecasting the Demand and Supply of Manpower
  - Job Analysis
  - Job Design
  - Recruitment
  - Selection
  - HRM Competencies
  - Training & Development
- Appraising and Improving Performance:
  - Processes and Methods
  - Job Evaluation
  - Managing Compensation
  - Incentives and Employee Benefits
- Integration with other modules
- Important infotypes in Time Management
- Concepts of Positive and Negative Time
- Recording Time Management Status and Important Time
- Management related Features
- Setting up Holiday Calendar
- Concept of Factory Calendar
- Configuration of Work Schedules
  - Break, Daily, Period, Work Schedule Rule

- Daily Work Schedule Variant and Daily Work
- Schedule Selection Rule
- Day Types and Rules
- Introduction to ERP and various ERP Products

## **Module 5: Configuration**

- Configuration of Counting Rules, Rounding
- Rules, Deduction Rules, Base Entitlement Rules and Selection Rules
- Generation of Quotas through RPTQTA00
- Time Evaluation
- Time Data Recording
- Time Evaluation Process, Schemas, Rules
- Functions and Operations with real time
- Scenarios on quota generation, transfer, time, wage type selection etc.
- Clusters B1 and B2 and Internal Tables relating to Time Management
- Time Management Pool
- Cross Application Time Sheets:
  - Configuration of Data Entry Profiles
  - Time Recording, Releasing, Approval and
  - Transfer
  - Reports

## **Module 6: Recruitment**

- ERP-HR:
  - Introduction to ERP
- ERP HR concepts:
  - Setting of Enterprise Structures
  - Personnel Areas
  - Personnel Subareas
  - Employee Groups and Employee Subgroups.
- Organization Structure:
  - Defining Organizational Units
  - Jobs
  - Positions and Tasks.
- Recruitment and Selection:
  - Creating Vacancies
  - Creating Advertisements,
  - Data Maintenance of applicants,
  - Monitoring status of applicants
  - Working out requirement profiles
  - Profile matching
  - Selection of employees

- Transfer of applicant data to employee data.
- Recruitment Process
- Posting Advertisement
- Applicant Master Data Maintenance
- Applicant Master Data Maintenance
- Applicant Actions, Applicant Activity
- Transfer Applicant Data to Employee Master Data.
- Report Generation, Recruitment Info type Maintenance

## **Module 7: Payroll**

- Personnel Management and Administration:
  - Creating HR Master Data
  - Data Maintenance of employees in infotypes
  - creating actions
  - creating info groups
  - executing actions
- Performance Management:
  - Competency mapping
  - Appraisals
  - career succession planning.
- Introduction to Payroll and Integration with other modules
- Setting up of Payroll Areas and Control Records
- Understanding of Control Record Status
- Payroll Organization Concepts and Configuration
- Payroll Status Infotype and Concept of Retroactive Accounting
- Pay Scale Structure Configuration
- PCR and CAP Groupings
- Wage Types Configuration, Grouping and Characteristics
- Processing Classes, Cumulations and Evaluation
- Classes
- Absence Valuation
- Wage Type Valuation
- Payroll Process Flow and Payroll Processing
- Posting to Accounting
- Off Cycle Payroll
- Payroll Driver, Schemas, PCRs, Functions and Operations
- PAYROLL – INDIA & PAYROLL – USA

## **Module 8: Overview of BSI**

- Garnishments
- Tax Reporter and Forms

- Important Technical Wage Types relating to US
- Payroll
- Payroll Reports
- Absences/Attendances and Quotas TRAINING:
- Objects and Relationships in Training
- Concept of Business Event Catalogue
- Setting up of Business Event Groups, Types and Events
- Recurring Activities
- Day to Day Activities – Prebooking, Booking
- Cancel, Rebook and Replace

## **Module 9: Personal Development**

- Integration with other modules
- Objects and Relationships
- Appraisal Model set up
- Appraisal Process
- Setting up of Qualification Catalogue with
- Qualification Groups and Types
- Profile Match Up Tool

## **Module 10: ASAP Methodology**

- Detailed study of various phases in ASAP
- Methodology rights from project preparation through go live and post implementation support.
- Workshop on Business Blueprints, Functional Specifications, Test Documents, Configuration Documents.
- Support Projects Process Flow relating to
  - Tickets and handling process.
  - Documents in various phases
  - Overview of Solution Manager

## **Module 4: Placement Guide**

- Tips to clear an Interview
- Common Interview questions and answers
- SAP HR/HCM Interview Questions and Answers
- Resume Building Guide
- Attempt for SAP HR Global Certification Exam
- Start applying for Jobs