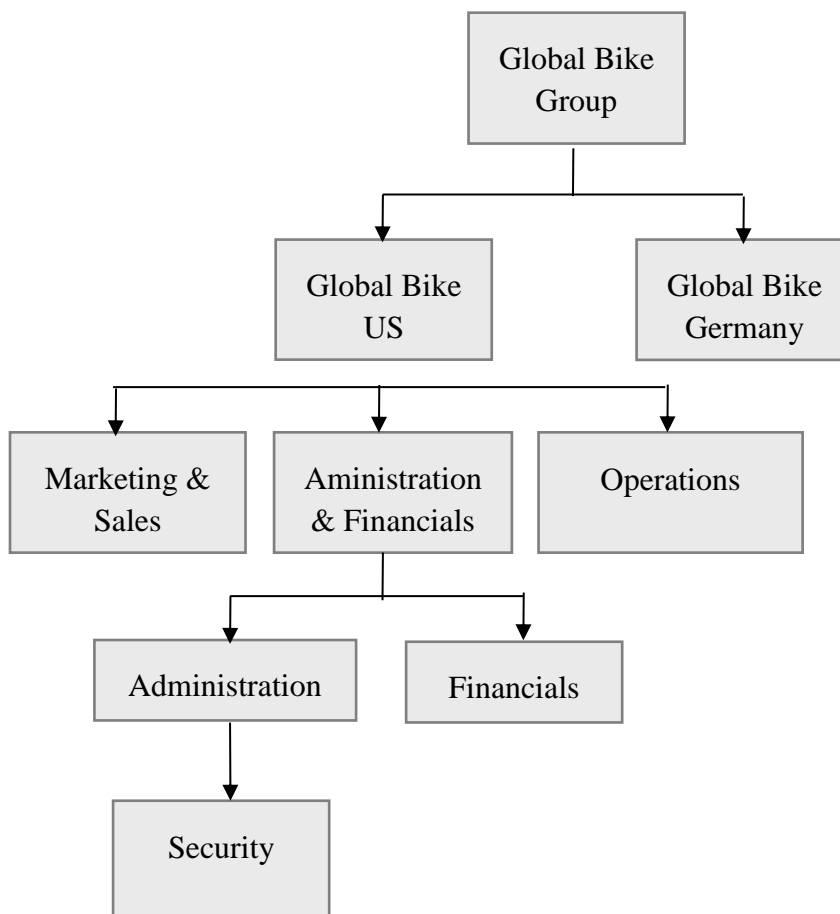


## HCM 1: Model Organizational Structure

**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?

In SAP HCM, an organizational structure consists of three different levels to which specific elements are assigned.

### 1. The Enterprise Structure

The enterprise structure consists of the following elements:

- Client
- Company Code
- Personnel Area
- Personnel Subarea

### 2. The Personnel Structure

The personnel structure is defined by:

- Employee Group
- Employee Subgroup

### 3. The Organizational Plan

The organizational plan contains the following objects:

- Jobs
- Positions
- Persons
- Cost Center

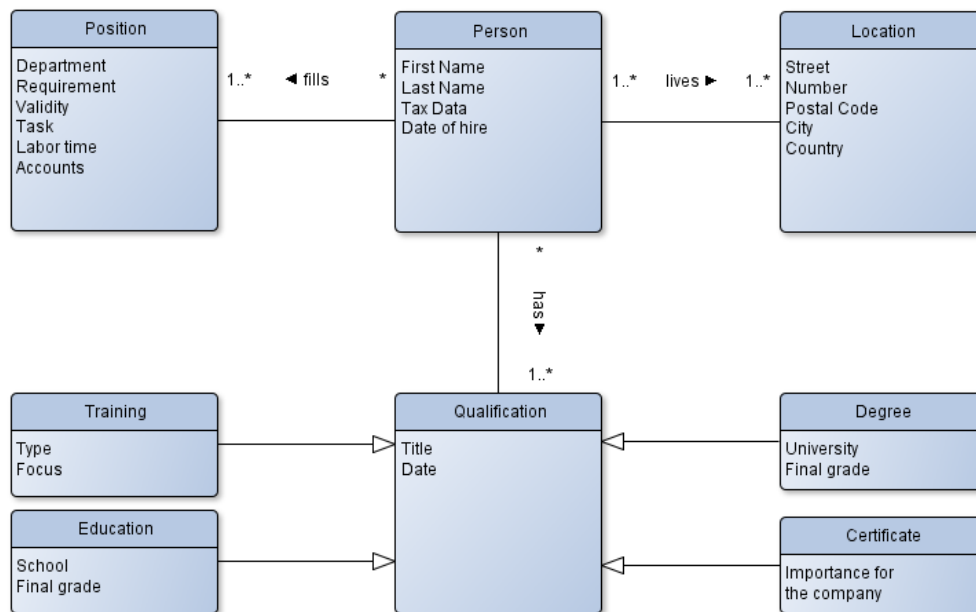


## HCM 3: Personnel Master Record

**Exercise** Personnel master record.

**Time** 5 min

**Task** Which data is generally required for a personnel master record in a company?



The central object is the person with the possible attributes *First Name*, *Last Name*, *Tax Data* and *Date of hire*. The person is connected to the other three entities.

**One** person can live in one or several (1..\*) locations and **one** location can be inhabited by one or several persons (1..\*).

Furthermore, **one** person fills one or several (1..\*) positions (e.g. through part-time jobs). Correspondingly, **one** position can be filled by no, one, or several (\*) persons.

**One** person can also have one or several (1..\*) qualifications. Possible qualifications have a title and a date and can be expanded within this example (training, degree, education, certificate). Correspondingly, **one** qualification can be owned by no, one, or several (\*) persons.

Relationships in opposite directions have been omitted for reasons of clarity.



## 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 Administrator)

With the help of this information, please answer the following questions:

How many positions are planned for the organizational unit *Sales Area US West*?

Three vacant positions (the organizational head and two employees).

Does the Software department have a head of department?

Yes, Mona Falco.

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: US00 (Global Bike Inc.)

Validity period: 01/01/2001 –12/31/9999

City: Dallas

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? No.



## 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 Administrator)

In the Display *Organizational Assignment* screen, please find out the following information:

Subarea the person belongs to: SD00 – Sales

Position the person fills: 500000093 Sales Person

With the help of the F1 help find out the definition of an Employee Group:

The employee group is an organizational entity which is governed by specific personnel regulations. An employee group is divided into several employee subgroups.

Name of the employee: Karl Gruber

SSN: 110-11-0695

Date of Birth: 12/10/1959



## HCM 6: Recruitment – Record Applicant Data

### Exercise Applicant data.

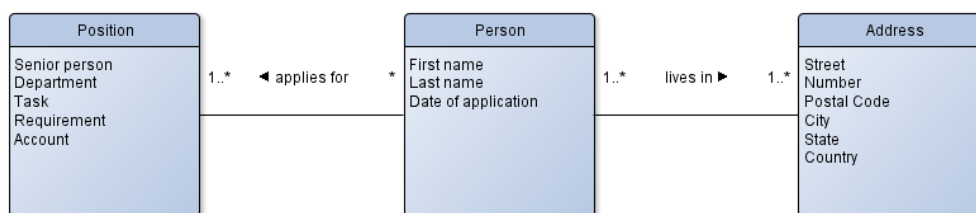
Time 5 min

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

There are generally no specifications for how much applicant data should be stored by a company. Nevertheless, the current method should be to store “as much applicant data as necessary and as little as possible”.

With applications sent by post, the delivered data is restricted by the scope of the application documents. Online applications however can be submitted via contact forms that are created by a company and afterwards provided on the company’s website. While creating such a contact form, the company should ask only for data that is relevant for the application.

The following figure provides an example for the storage of applicant data:



The central object is the person with the possible attributes *First Name*, *Last name*, and *Date of application*. The person is connected to the other two entities (Position, Address). The connection “lives in” (from Person to Address) implies that **one** person can have one or several (1..\*) addresses. The other way around, **one** address can be assigned to at least one Person (1..\*).

The second connection (“applies for”) relates the entities Person and Position. **One** person can apply for one or several (1..\*) positions. The possible connection in the opposite direction can be depicted as “is occupied by” and implies that **one** position is occupied by none, one, or several (\*) persons.

In the diagram, relationships in opposite directions have been omitted for reasons of clarity.



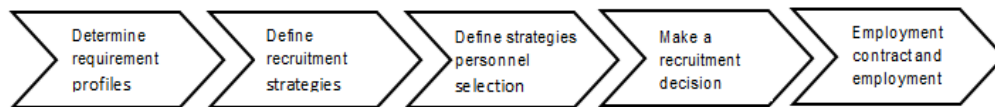
## HCM 7: Recruitment – Model Procurement Process

**Exercise** Model procurement process.

**Time** 5 min

**Task** Model the procurement process by following all the necessary steps.

The following figure depicts the recruitment process.



## HCM 8: Human Resources Development – Qualifications and Requirements

**Exercise** Qualifications and Requirements.

**Time** 10 min

**Task** Describe the differences between qualifications and requirements.

An employee has certain qualifications and, by means of further education, can either improve those or gain additional qualifications. A position within a company possesses certain requirements which are equivalent to qualifications and combine desirable qualifications which an employee filling this position is supposed to have.





## HCM 9: Human Resources Development – Record Qualifications

**Exercise** Qualifications.

**Time** 10 min

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

A department manager should possess the following qualifications:

- Leadership qualities
- Articulateness
- Improvisation skills
- Team skills



## HCM 10: Display Qualification Catalog

**Exercise** Change the qualification catalog.

**Time** 5 min

**Task** Use the SAP Fiori Launchpad in order to display the qualification catalog.

**Name (Position)** Sang Cha (Personnel Administrator)

Which qualification group is the *First Aid Certification* assigned to?

This qualification is assigned to the qualification group *Communication*.

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

Yes/no scale. The parameter value “yes” stands for available.



## 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?

The following data should be saved for training purposes:

- Location
- Inception date
- Referee
- Cost Items
- Max\_Number of Participants
- Min\_Number of Participants
- Preconditions



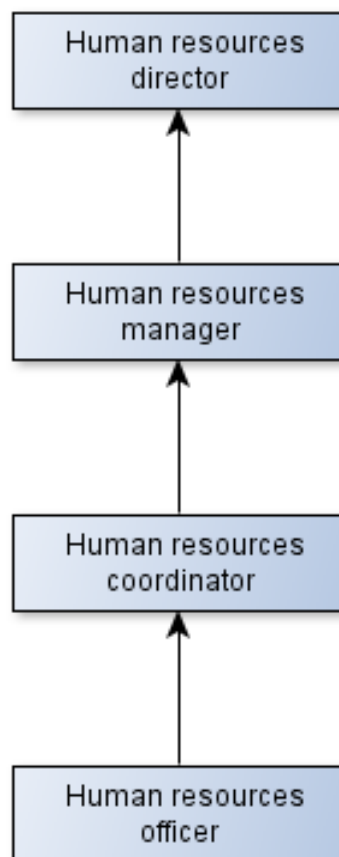
## HCM 12: Talent Management – Create a Career

**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.

A career of a human resources director could include the following elements:



## 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.

Possible targets for the year of a call center employee are:

- Min. 15 calls / hour
- Min. 6 sales / day
- Max. 3 non-resolved error messages / day
- Average call duration of max. 2 minutes
- ...



## 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?

The results of employee assessments can be used for compensation management. In the context of an annual assessment, for example, the allocation of a special bonus according to the assessment's result can be made. For monthly assessments, one has the opportunity to disburse performance-related salary.



## 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.

The following figure describes the process of an employee's target agreement.



## HCM 16: Personnel Controlling – Generate Report

**Exercise** Reports for the director.

**Time** 5 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.

The following reports should be available at the beginning of the year:

- Employee list
- Admittances and withdrawals of the last year
- Development of the number of staff
- Applicant statistics
- Job vacancies
- Birthday list
- List of long-service anniversaries
- Telephone directory

