Human Capital Management (HCM I)

This case study explains a Human Capital Management process using organizational management and personnel administration.

Product
S/4HANA 2022
Global Bike

Fiori 3.0

Level
Beginner

Focus
HCM

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MOTIVATION

This case study represents an introduction to human resource related organizational management and personnel administration in a human resource management system on the basis of the HCM (Human Capital Management) module of an SAP S/4HANA system.

Hence, the case study is addressed to SAP HCM first-time users. As previous knowledge, basic principles of S/4HANA as well as navigation fundamentals in an SAP S/4HANA system are required.

In the scenario's context of the HCM case study, a new department in the GBI company is created. Three positions are defined within the new department, from which two are assigned to employees in the course of the case study.

PREREQUISITES

Before you use this case study, you should be familiar with navigation in the SAP system.

In order to successfully work through this case study, it is not necessary to have finished the HCM exercises. However, it is recommended.

NOTES

This case study uses the Global Bike (GBI) data set, which has been created exclusively for SAP UA global curricula.

Process Overview

Learning Objective Understand and perform a Human Resource process.	**Time** 140 min

Scenario In the Global Inc. in Dallas, a new security department will be equipped with three positions. You, as an employee in Human Resources are responsible for maintaining the data of the new employees in the system and for hiring a new employee in the course of a recruiting process. Through additional training and assessment, the new employee potentially has the chance to be promoted. This system of double control ensures the transfer of all changes in the organizational management.

Employees involved Marco Romero (Recruiting Officer)

Sang Cha (Personnel Administrator)

Chris Thomas (Head of Human Resources)

You start the process with the creation of three positions for the head of the department, a security manager and a security guard. Afterwards you define the qualification profiles for the individual positions as well as their dependencies. Subsequently, the position of the head of the department is staffed by means of a personnel action. Afterwards you maintain the bank details and the basic pay of the head of the department. The position of the Security Guard, however, is posted within a public medium. An employee is eventually hired with the intention of a quick promotion to Security Manager. In order to qualify a Security Guard for the position of the Security Manager, book for them an advanced training course. Before ultimately promoting the employee, undertake a full assessment. Finally, review the changes in the organizational plan.
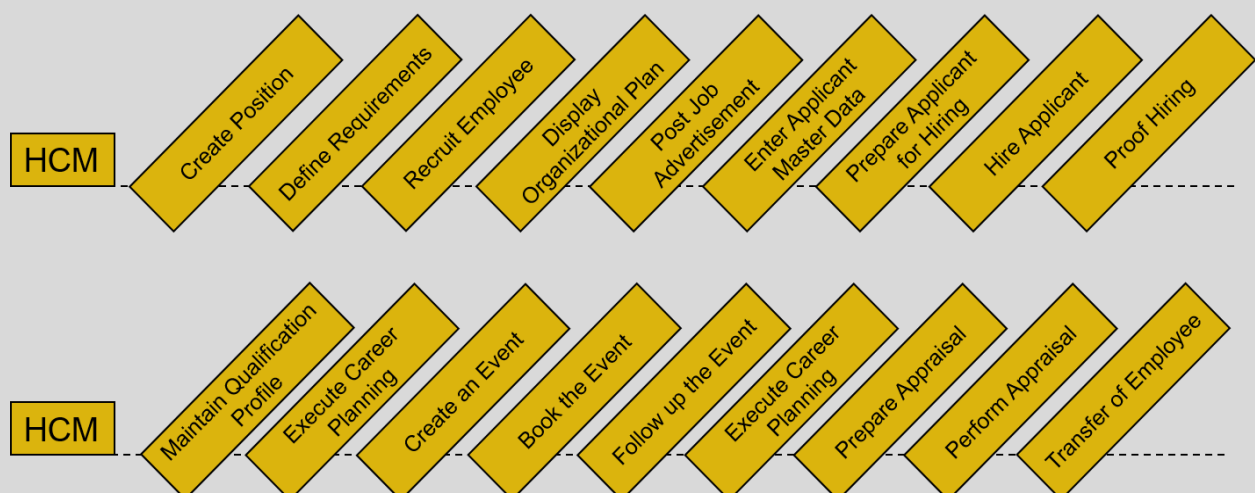
HCM — Create Position — Define Requirements — Recruit Employee — Display Organizational Plan — Post Job Advertisement — Enter Applicant Master Data — Prepare Applicant for Hiring — Hire Applicant — Proof Hiring

HCM — Maintain Qualification Profile — Execute Career Planning — Create an Event — Book the Event — Follow up the Event — Execute Career Planning — Prepare Appraisal — Perform Appraisal — Transfer of Employee

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Step 1: Create Positions

Task Create positions within the organizational structure.	**Time** 10 min

Short Description Use the SAP Fiori Launchpad to create three positions for the new security organizational unit.

Name (Position) Marco Romero (Recruiting Officer)

Positions are occupied by employees. If a position is not occupied, it is vacant. Positions are assigned to organizational units. Example: position administrator of accounts payable accounting.

Positions

To create a position, use in the *Human Capital Management* area on the *Personnel Management* page in the *Recruiting Officer* role the app *Organizational Management.*

Fiori App

Organizational
Management

Change the previewed periods to be able to create positions which are valid for the past. Therefore, please click [📅] and enter **1ˢᵗ of the last month** as start date. Also enter **one year** in the future as Preview period.

1ˢᵗ last month
One year

Specify date and preview period   ✕

Start date   07/01/2023

Preview period to
● Time period   1 | Y Years   ˅ in the future
○ End Date   [   ]
                Preview period from: 07/01/2023
                          to: 06/30/2024

   🕒 ✕

Click on [🕒].

Note While positions represent the concrete owner-occupying positions within a company (for example purchasing agents), locations are general classifications of functions within a company (e.g., clerks) to be specified by the assignment of properties. They provide job descriptions that apply to several positions with comparable tasks and characteristics. After you create a job, you must specify the number of corresponding positions required in the organization. A position inherits the tasks of a job. However, you can define additional tasks that must be performed only by this position.

The positions should be created in the department **### Security,** **###** being replaced by your group/computer number. Therefore, please go to the window *Find by* on the left side of the screen. There, click on **Organizational Unit ➔ Search Term**, enter the search term **### Security** in the *with name* entry field and press ✔Find. The search result should be displayed in the Hit list window on the left side of the screen.

Security

Hit list

Existence	Name	Chief
	400 Security	

Please choose your organizational unit via double-clicking so that it appears on the right side of the screen. Highlight your organizational unit and click on 🗇 in the context menu.

In the upcoming screen *Choose Relationship*, please choose *Incorporates*.

Choose Relationship

▾ ◼ Organizational unit		
◼ Is line supervisor of	Organizational unit	
👤 Incorporates	Position	

A new position was created underneath your **### Security** department. On the bottom of the screen, the details for the new position are displayed. There, please enter the abbreviation **### CSM** for the position and **### Chief Security Manager** as the name. Please activate the check box **Head of own organizational unit.**

CSM
Chief Security Manager
Head of unit

✔ Basic data	Account assignment	Financing Status	Address	Cost distribution

Position: 400 CSM | 400 Chief Security Manager

Job: Not assigned

☑ Head of own organizational unit

Staffing status: V Vacancy open ⌄

Enter **1ˢᵗ of the last month** as Valid from. If this field should be greyed out, please click on 🖳 *Display key date*. The functionality should be available then.

Press Save to save your new job position. As you may have noticed, the overview area has already updated during the editing.

Staff assignments (structure)	Chief
☐ ∨ ▣ 400 Security	400 Chief Security Manager
☑ 👤 400 Chief Security Manager	

If you do not see the columns *Code* and *ID*, you can insert them by pressing 🔳 and choosing the respective columns. Continue with ☑.

Column Configuration ✕

Displayed columns
- ☑ Code
- ☑ ID
- ☐ Relationship text
- ☑ Chief
- ☐ Validity period
- ☐ Attachment
- ☐ Relationship Period
- ☐ Percentage
- ☐ Cost Distribution
- ☑ Workflow

The selected columns will be displayed in the overview.

Staff assignments (structure)	Code	ID	Chief
☐ ∨ ▣ 400 Security	400 Security	O 50000602	400 Chief Security Manager
☑ 👤 400 Chief Security Manager	400 CSM	S 50004335	

According to the previous procedure, please create two further positions for a Security Guard and a Security Manager in the Security department. For both positions, choose the same date as in the previous step for Valid from. Don't select the Head of own organizational unit button.

As position, please choose **### SG** and as name **### Security Guard**.

For the third position, please choose **### SM** as position and as name **### Security Manager**. Click Save to save the information. Your structure should now look like the following picture.

Staff assignments (structure)	Code	ID	Chief
⌄ ▣ 400 Security	400 Security	O 50000602	400 Chief Security Manager
👤 400 Chief Security Manager	400 CSM	S 50004335	
👤 400 Security Guard	400 SG	S 50004336	
👤 400 Security Manager	400 SM	S 50004337	

Click on **SAP** to return to the SAP Fiori Launchpad.

Step 2: Define Requirements

Task Define requirements for positions.	**Time** 5 min

Short Description Use the SAP Fiori Launchpad to define necessary qualifications/requirements for positions.

Name (Position) Marco Romero (Recruiting Officer)

To define the requirements for a position, use in the *Human Capital Management* area on the *Personnel Management* page in the *Recruiting Officer* role the app *Define Requirements*.

Define Require-
ments

In the screen *Find by*, expand **Position** and click on **Search term**. In the now appearing search screen, please enter ###* into the field *With name* in order to find your positions. Confirm with ✓ Find.

###*

In the lower part of the screen, the results are displayed within the *Hit List*. Please choose your position (**### Security Manager**) via double click.

Hit list

Icon	Existence	Name
👤		**400 Chief Security Manager**
👤		**400 Security Guard**
👤		**400 Security Manager**

A list of requirements is displayed in the right part of the screen.

Position:	400 Security Manager	
Start:	07/01/2023	- 12/31/9999
Holder:		
Org. unit:	400 Security	

Requirements

	Qualification group	Name	St...	Proficiency
☐				
☐				
☐				

Click on [icon] in order to define further requirements for the position.

In the popup window change to the tab *Abbreviation and Name*. Do not change the Object Abbreviation (*), so that all possible qualifications will be displayed and make sure the Language Key is set to **EN**. Press **Go** to display all possible qualifications.

*

EN

Search for **First Aid Certification** in the list and add the qualification to your job position by double-clicking on it. Repeat the process for the **GIAC Security Leadership Certification** qualification.

First Aid Certification
GIAC Sec. L. Cert.

Qualification (1)

Search and Select

C: Abbreviation and Name ⌄   **Go**   Hide Filters

Object abbreviation:	Name:	Language Key:
* x		EN

Items (28)   [dropdown] Find | Find next | Add to Favorites

☐	Abbreviation ≡	Name	L	PV	Ob	Objec...
☐	ACCOUNTING	ACCOUNTING	EN	01	Q	50000028
☐	ASSOCIATE DE	ASSOCIATE DEGREE	EN	01	Q	50000011
☐	BACHELOR'S D	BACHELOR'S DEGREE	EN	01	Q	50000012
☐	CPA	CPA	EN	01	Q	50000001
☐	CUSTOMER SER	CUSTOMER SERVICE	EN	01	Q	50000029
■	FIRST AID CE	FIRST AID CERTIFICATION	EN	01	Q	50000002
☐	GED (HIGH SC	GED (HIGH SCHOOL DIPLOMA)	EN	01	Q	50000013
☐	GIAC SECURIT	GIAC SECURITY LEADERSHIP CERTIFICATION	EN	01	Q	50000003
☐	LINUX	LINUX	EN	01	Q	50000022
☐	LOTUS SUITE	LOTUS SUITE	EN	01	Q	50000019
☐	MANAGEMENT	MANAGEMENT	EN	01	Q	50000030
☐	MASTERS	MASTERS	EN	01	Q	50000014
☐	MICROSOFT WI	MICROSOFT WINDOWS	EN	01	Q	50000024

OK   Cancel

For both entries, please type in **Yes** in the *Proficiency* column since these qualifications imply certificates which employees may earn. Label both requirements as **Ess** by placing a checkmark within the particular qualifications and choose the **1ˢᵗ of the last month** as the beginning.

Yes

Ess
1st last month

Position:	400 Security Manager	
Start:	07/01/2023	- 12/31/9999
Holder:		
Org. unit:	400 Security	

Requirements

	Qualification group	Name	St...	Proficiency	Ess	Start	End Date	Note
☐	Certification	First Aid Certification		Yes	☑	07/01/2023	12/31/9999	📝
☐	Certification	GIAC Security Leadership Certification		Yes	☑	07/01/2023	12/31/9999	📝

Please save your data with **Save**.

Click on **SAP** to return to the SAP Fiori Launchpad.

Step 3: Hire Employee

Task Hire an employee for the new position.	**Time** 15 min
Short Description Use the SAP Fiori Launchpad in order to hire an employee for the new security department.	
Name (Position) Marco Romero (Recruiting Officer)	

To hire the employee, use in the *Human Capital Management* area on the *Personnel Management* page in the *Recruiting Officer* role the app *Hire Employee*.

Fiori App

Hire Employee

Note Employees hold positions in the organizational structure that is governed by Organizational Management.

Please enter the **1st of the last month** as the start date. Make sure that the field Personnel Number is empty, and press enter. Following, select the action **Hiring (TE mini master)** and enter **Global Bike Dallas** as the personnel area, **Active [1]** as employee group and **Salaried Employees [U4]** as employee subgroup via ⬚.

1st last month

DL00
1
U4

Personnel no.: [   ]

From: 07/01/2023

Personnel Actions

Action Type	Personn...	EE group	EE subgr...
○ Hiring			
○ Organizational reassignment			
○ Transfer (EDP) - active			
○ Transfer (EDP) - retiree			
○ Change in pay			
○ Early retirement/retirement			
○ Leaving			
○ Reentry into company			
○ Time recording (mini master)			
○ Time rec.(supplement)			
⦿ Hiring (TE mini master)	DL00	1	U4

Then, highlight the action and click on Execute 🕒. In the *Create Actions* screen, find the position **### Chief Security Manager** with the ⬚.

Chief Security Manager

In the popup that opens, replace the search term with **###*** and then select the **### Chief Security Manager**.

Position (1)

Search and Select

S: Search Term ∨   Go   Hide Filters ⊚∨

Search Term:
* ×

Items (1141)   ∨ Find Find next Add to Favorites 🖨 ⊚

Object a...	≙	Object name	OrgUnit a...	Start	End Date	
400 CSM		400 Chief Security Manager	400 Security	07/01/2023	12/31/9999	

Confirm your selection by pressing OK .

Organizational assignment

Position: 50004335

Personnel area: DL00   Global Bike Dallas

Employee group: 1   Active

Employee subgroup: U4   Salaried employees

Please Save your data. You will automatically be taken to the next InfoType. Write down the Personnel Number of your employee, stated at the top of the screen in the field Personnel No.

Note Personal information, such as last name, first name, and date of birth, is defined in data fields. Data fields are grouped into data groups or information units according to their content. In Human Resources, these information units are called information types or infotypes for short. Employees infotypes are managed in Personal Admiration and are linked to the organizational plan via their positon assignment.

In the *Create Personal data* screen, enter a **Titel, Last Name, First Name** and a **date of birth** for your manager. For Social Security Number (*SSN*), choose **618253###**. Make sure the gender is chosen in the checkbox. Then, press enter to confirm your entries. The screen with all data should look like displayed in the following screen.

Then, save **Save** your data. You will automatically be taken to the next InfoType.

In the *Create Organizational assignment* screen, define **EX00** as subarea.

<div style="text-align: right">EX00</div>

Save **Save** the data and choose **Yes** to confirm the selection of your position's vacancy.

Save **Save** the InfoType *Travel Privileges* without any changes.

In the next window, choose **(1) Permanent residence** as the subtype for the InfoType Addresses and continue with **OK**.

<div style="text-align: right">Permanent residence</div>

In the *Create Addresses* screen, enter optional data for Street. In the City field enter **Dallas**, select **TX** as State and postal code **75201**.

<div style="text-align: right">Street
Dallas
TX
75201</div>

Save your data with **Save**. In the *Tax Area* screen, please choose **TX** as tax area.

TX

Press **OK**.

Save **Save** your data to proceed with the next InfoType. The following two InfoTypes can be saved without any changes. Choose once again Texas in the screen *Tax Area*. Confirm your selection by clicking **OK** and proceed with **Save**.

TX

You can confirm the subsequent warning message by clicking ☑. No data will be deleted; only overwritten.

Press **Save** to save the current infotype. Repeat the process two more times until you reach the infotype *Create Bank Details*. Confirm the entries without making any changes by clicking **Save**. The record is now fully created, and you will return to the *Personnel Actions* screen.

Click on **SAP** to return to the SAP Fiori Launchpad.

Step 4: Display Organizational Plan

Task Display the changes you have made to the organizational plan. **Time** 5 min

Short Description Use the SAP Fiori Launchpad to display the modified organizational plan of the Administration department.

Name (Position) Sang Cha (Personnel Administrator)

To display the changes in the organizational plan, use in the *Human Capital Management* area on the *Personnel Management* page in the *Personnel Administrator* role the app *Display Organizational Plan.*

Fiori App

> Display Organiza-
> tional Plan

Please check if your employee is allocated to the **### Chief Security Manager's** position. If you do not see your organizational unit in the structural view, please search for your organizational unit **### Security** in the *Find by* window and open it in the structural view on approval. Now you should see that your employees are allocated to the right positions.

Security

	Staff assignments (structure)	Code	ID	Chief	Workf...
☑	∨ 🖳 400 Security	400 Security	O 50000602	Mrs Anja Schmidt	
☐	∨ 👤 400 Chief Security Manager	400 CSM	S 50004335		
☐	👥 Mrs Anja Schmidt	Schmidt	P 00001094		
☐	👤 400 Security Guard	400 SG	S 50004336		
☐	👤 400 Security Manager	400 SM	S 50004337		

Click on **SAP** to return to the SAP Fiori Launchpad.

Step 5: Post Job Advertisement

Task Post a job advertisement.	**Time** 10 min
Short Description Use the SAP Fiori Launchpad to post a job advertisement.	
Name (Position) Marco Romero (Recruiting Officer)	

To post a job advertisement, use in the *Human Capital Management* area on the *Personnel Management* page in the *Recruiting Officer* role the app *Post Job Advertisement.*

Fiori App

Post Job Advertisement

In the upcoming screen *Postings*, please click **Execute** in order to view all existing advertisements.

In the screen *Maintain Advertisements,* choose **Advert** to create a new advertisement. Assign a new Advertisement Number by clicking on **Next free advertisement number**.

As Recruitment Instrument the company has chosen the **Dallas Observer** and the advertisement has been published on **1st of the last month**. The advertisement end is planned for the **1st of the following month** and the publication costs amount **10,000 USD**. Enter **Advertisement - ### Security Guard** as the Text name, replacing ### by your group/computer number.

Dallas Observer
1st last month
1st following month

10.000 USD
Advertisement - ###
Security Guard

Afterwards, please choose [Maintain text] to insert the text for the advertisement.

"The duties essentially involve the establishment and maintenance of order and security, as well as the detection and prevention of hazards and damages to buildings, facilities, and installations, including outdoor areas."

Save the text by clicking on [Save] and With [<], go back to the screen *Create Posting*.

Choose [Add] to add the vacant position to your advertisement. Therefore, choose [🔍] and enter **### Security Guard** in the field *Find*. Press Enter.

Highlight your position and press [✓] in order to adopt the entry.

Click [Save] to save your job posting. You will automatically be taken back to the *Maintain Advertisements* overview, where your job posting is now listed.

Publication date	Expiration date	Advert	Name of instrument	Start Date	Object name	St	App.
07/01/2023	10/01/2023	2	Dallas Observer	07/01/2023	400 Security Guard	vac.	0

Click on **SAP** to return to the SAP Fiori Launchpad.

Step 6: Enter Applicant Master Data

Task Enter the master data of an applicant.	**Time** 10 min
Short Description Use the SAP Fiori Launchpad to enter the applicant master data.	
Name (Position) Sang Cha (Personnel Administrator)	

To enter the applicant's master data, use in the *Human Capital Management* area on the *Personnel Management* page in the *Personnel Administrator* role the app *Enter Applicant Master Data.*

Fiori App

Enter Applicant Master Data
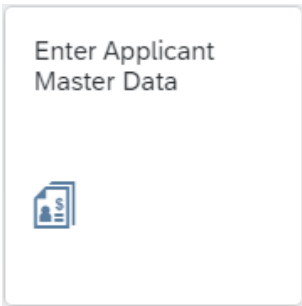
In the upcoming screen *Initial entry of basic data*, please select **1ˢᵗ of the last month** for *Start Date*.

1ˢᵗ last month

SAP — Initial entry of basic data

Menu ∨ | 🌀 Former applicant/former employee | ➡ Save+add.data | In process | Put on hold | Reject | 🗋

App.no: [ ]
App.status: **In process**
Stat.rea. [ ]
Pers. No.: [ ]

* Start Date: 07/01/2023
☐ Reference available
☐ Assign facsimiles

In the area *Organizational Assignment*, choose personnel area **DL00**, personnel subarea **FI00** and applicant group **1**. The applicant is assigned to the applicant range **salaried employees** via drop down menu and the personnel officer responsible for the application is **Chris Thomas**.

DL00
FI00
1
2
US1

Organizational Assignment
* Pers.area: DL00
* App.group: 1
Pers.off.: US1
P. Subarea: FI00
App.range: 2
☐ Further data

In the area *Application*, please search in the field *Advert* for the previously created job advertisement **Advertisement - ### Security Guard** 🗗.

Advertisement - ###
Security Guard

Application

Advert: 2		Public.date: 07/01/2023
UnsAppGp:		☐ Further data

Then fill **First name** and **Last name**, as well as **Gender** and **Date of birth** in the area *Personal data/Address* with data of your choice and select **English** as the *language*.

Personal Data / Address

Title: Mr ▾	○ Female ⦿ Male ○ Unknown
Last Name: Williams	Bt. name:
First Name: Marc	Language: EN
Birth date: 03/15/1980	Nation.: ☐ Further data
SSN:	
Street:	
2nd add.ln:	Tel. no.:
Cty/St/PCd:	Country: US ☐ Further data
EMail:	

Save your data with **Save**.

In the screen *Subtypes for infotype "Addresses"* select *Permanent residence* and confirm with **OK**.

In the *Create Addresses* InfoType, enter optional data for **Street**. In the City field enter **Dallas** and postal code **75201,** country **USA** and select **TX** as State. If necessary, use the F4 help. Save your data with **Save**.

SAP   **Create Addresses**   *Search In: "Apps"*

Menu ▾

Foreign address

App.no:	2	Name:	Mr Marc Williams
App.group:	1 Active (external)	Pers.area:	DL00 Global Bike Dallas
App.range:	2 Salaried employees	Overall stat:	1 In process
* Start:	07/01/2023	* to:	12/31/9999

Address

Address type:	1 Permanent residence ▾
Care Of:	
* Address line 1:	Fourth Street 23
Address line 2:	
* City/county:	Dallas
* State/zip code:	TX 75201
* Country/Region Key:	US USA ▾
Telephone Number:	

In the screen *Create Communication*, enter a fictional email address into the field **ID/number** (e.g. firstname.lastname@mailme.com). Save your data with

Save and write down the applicant number displayed by the system in the status bar. Confirm any warning messages.

You will receive the following success message:

⊘ Action Initial entry of basic data for applicant 00000002 executed

Write down your Applicant number: _____

Click on **SAP** to return to the SAP Fiori Launchpad.

Step 7: Prepare Hiring

Task Prepare the applicant's hiring.	**Time** 10 min
Short Description Use the SAP Fiori Launchpad to prepare the applicant's hiring.	
Name (Position) Marco Romero (Recruiting Officer)	

To prepare the applicant's hiring, use in the *Human Capital Management* area on the *Personnel Management* page in the *Recruiting Officer* role the app *Prepare Hiring*.

Fiori App

Prepare Hiring
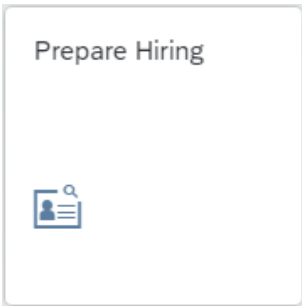
In the screen *Applicant actions* please enter the **applicant number** which you have written down in the task before. The applicant shall be hired beginning from the **first of the last month**. Afterwards please highlight the applicant action **Prepare for hiring**.

Applicant number

1st last month

Prepare for hiring

Applicant no.:	2	
Empl./appl.name:	Mr Marc Williams	
App.group:	1 Active (external)	Personnel area: DL00 Global Bike Dallas
App.range:	2 Salaried employees	Overall status: 1 In process
* from:	07/01/2023	

Applicant Actions ⚙

	Action Type	Personne...	
○	Initial entry of basic data		
○	Enter additional data		
○	Reject applicant		
○	Put applicant on hold		
○	Process applicant		
○	Offer applicant contract		
○	Applicant rejects offer		
●	Prepare for hiring		
○	Change of org. assignment		

and click on ⟳. Save **Save** the screen *Copy Applicant Actions* with all entered data and confirm the following warning message with Enter. Confirm the warning message saying that the planned operation lies in the future and close the screen *Planned activity: create* with ✓.

Click on **SAP** to return to the SAP Fiori Launchpad.

☐

Step 8: Hiring Applicant

Task Hire the applicant.	**Time** 10 min
Short Description Use the SAP Fiori Launchpad to hire the applicant.	
Name (Position) Marco Romero (Recruiting Officer)	

To hire the applicant, use in the *Human Capital Management* area on the *Personnel Management* page in the *Recruiting Officer* role the app *Hire Employee*.

Fiori App

Hire Employee

💰🤝
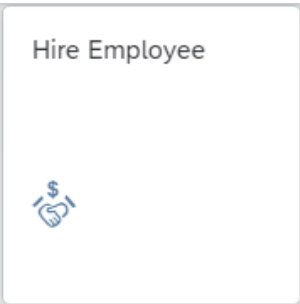
Please enter the **first of the last month** as the begin date, leave the field Personnel No. empty and confirm with Enter. Choose the personnel action **Hire Applicant** and enter the personnel area **DL00**, Employee Group **1** and Employee Subgroup **U4** in the fields next to the personnel action.

1st last month

Hiring with Data Transfer
DL00
1
U4

Personnel no.: [   ]

From: 07/01/2023

Personnel Actions

	Action Type	Personn...	EE group	EE subgr...
○	Hiring			
○	Organizational reassignment			
○	Transfer (EDP) - active			
○	Transfer (EDP) - retiree			
○	Change in pay			
○	Early retirement/retirement			
○	Leaving			
○	Reentry into company			
○	Time recording (mini master)			
○	Time rec.(supplement)			
○	Hiring (TE mini master)			
○	Org.management (mini master)			
○	Time sheet (mini master)			
⦿	Hire applicant	DL00	1	U4

Execute the personnel action by clicking on ⊙.

In the screen *Direct Data Transfer*, please enter the **number of your applicant** and click on `Transfer`.

Note If your Applicant is locked, please log out of the system and log in again.

In the screen *Create Actions*, find the position **### Security Guard** with the help of the F4 help and the search term **###***.

Security Guard
###*

Afterwards, please save `Save` your data.

Write down the new personnel number.

Personnel number:

In the screen *Create Personal data*, please enter the Social Security Number (SSN), enter the 9-digit number **918526###**. Please press Enter to confirm your entries. The other personal data have been transferred from the applicant data base.

918526###

Please save `Save` the entries.

You can save `Save` the screen *Create Organizational assignment* without any changes.

Please confirm the upcoming window *Delimit Vacancy* with `Yes`.

Delimit Vacancy   ✕

S   50004336   400 Security Guard

Delimit on: 07/01/2023

Holder

Icon	Holder	Percentage	Assigned

You can save **Save** the screen *Create Addresses* without any changes. Confirm any warning with Enter.

In the following screen *Tax Area*, please choose **TX** as tax area and press **OK** .

TX

Tax Area (1)

Search and Select

Restrictions ⌄   **Go** Hide Filters ⚙⌄

Tax Area:	Description:	Postal Code:	Postal Code:	Start Date:

End Date:

Items (3)   ⌄ Find | Find next | Add to Favorites

	Tax Area	Description	PostalC...	PostalC...	Start D...	End Date
☐	FED	Federal	00000-0001	99999-9999	01/01/1980	12/31/9999
■	TX	State of Texas	73301-0000	88589-9999	01/01/1980	12/31/9999
☐	TX01	Texarkana, Texas	73301-0000	88589-9999	01/01/1980	12/31/9999

Save **Save** the infotypes *Residence Tax Area*, *Work Tax Area*, and *Unemployment State* without any changes. Select TX again in the *tax area* popup, confirm the selection with **OK**, and proceed with **Save**. You can confirm any subsequent warning messages via ✅.

TX

ou will again reach the infotype *Work Tax Area*. Confirm your entries one more time by selecting **Save** and all warnings with ✅ until you reach the infotype *Bank Details*. Then, proceed by accepting the entries without any changes by selecting **Save**.

Change the *System ID*, for example to **firstname.lastname@gbi.com**, since the status of the person changes from applicant to employee. Save **Save** the following InfoType *Communications*.

Email-address

Click on **SAP** to return to the SAP Fiori Launchpad.

☐

Step 9: Proof of the Hiring

Task Proof that the applicant was hired.	**Time** 5 min
Short Description Use the SAP Fiori Launchpad to prove that the applicant was hired.	
Name (Position) Chris Thomas (Head of Human Resources)	

To prove the hiring, use in the *Human Capital Management* area on the *Personnel Management* page in the *Head of Human Resources* role the app *Proof Hiring*.

Fiori App

Proof Hiring

Normally, you should be able to see your organizational unit **### Security** in the structure view. If not, please search for your organizational unit in the area *Find by* to display it I the structure view. You can now see that the assigned employee holds the position *### Security Guard* within the organizational structure of the Global Bike Corporation.

Security

	Staff assignments (structure)	Code	ID	Chief
☑	∨ ▣ 400 Security	400 Security	O 50000602	Mrs Anja Schmidt
☐	∨ 👤 400 Chief Security Manager	400 CSM	S 50004335	
☐	👥 Mrs Anja Schmidt	Schmidt	P 00001094	
☐	∨ 👤 400 Security Guard	400 SG	S 50004336	
☐	👥 Mr Marc Williams	Williams	P 00001095	
☐	👤 400 Security Manager	400 SM	S 50004337	

Click on **SAP** to return to the SAP Fiori Launchpad.

Step 10: Maintain Qualification Profile

Task Maintain the employee's qualification profile.	**Time** 5 min
Short Description Use the SAP Fiori Launchpad to maintain the employee's qualification profile.	
Name (Position) Sang Cha (Personnel Administrator)	

To maintain the qualification profile, use in the *Human Capital Management* area on the *Personnel Management* page in the *Personnel Administrator* role the app *Define Requirements*.

<div align="right">Fiori App</div>

Define Require-ments

With the help of the window *Find by*, please search for your employee working as Security Guard. Therefore, choose **Person ► Search Term** and type in the **last name** of your employee in the With name field. Choose your employee from the *Hit list* via double-clicking.

<div align="right">Last Name</div>

On the right side of the screen, you can see employee's profile. The tab *Qualifications* is still empty as no qualifications for this employee have been maintained.

	08/04/2023	to: 12/31/9999

Personnel No: 1095   Name: Mr Marc Williams
EE group: 1 Active   Personnel ar: DL00   Global Bike Dallas
EE subgroup: U4 Salaried employees   BewSt: Active

Qualifications	Potentials	Preferences	Dislikes	Appraisals Where Appraisee	Appraisals Where Appraiser	Indiv

	Qualification group	Name	Proficiency	Start	End Date
☐					
☐					

Now, please add a qualification by clicking [icon] below the table. Choose the tab *Structure Search* and expand **Certification**. Select **First Aid Certification**.

<div align="right">Certification
First Aid Certification</div>

Confirm with ☑. Change the start date to the **1ˢᵗ of the last month.**

1ˢᵗ last month

Note If you cant enter a qualification click on **Menu ► Qualifications ► Display <-> Change**.

Save **Save** your entries.

Click on **SAP** to return to the SAP Fiori Launchpad.

☐

Step 11: Execute Career Planning

Task Execute the career planning.	**Time** 5 min
Short Description Use the SAP Fiori Launchpad to execute the career planning for an employee.	
Name (Position) Sang Cha (Personnel Administrator)	

To execute the career planning, use in the *Human Capital Management* area on the *Personnel Management* page in the *Personnel Administrator* role the app *Execute Career Planning*.

Fiori App

Execute Career Planning

Make sure that **P Person** is selected. Enter the personnel number of the employee. Search this number via the *Last Name – First Name* tab in the ⬚. As the reporting period, please choose the **current date** as the Key date. The planning criteria shall **include qualifications**.

Personnel number

Current date

Include qualifications

< SAP **Career Planning**

Menu ⌄

Career Planning for

P Person ⌄	00001095

Planning Criteria

- ☑ Include qualifications
- ☐ Include preferences
- ☐ Include potentials
- ☐ Include designations
- ☐ Respect Dislikes
- ☐ Include career
  - Additional career: [   ]

Reporting period

* Key date: 08/04/2023

and. Press ⟳.The *career planning* displays for which positions the qualifications and potentials of the employee are suitable and which careers the employee may follow.

The screen *Career Planning* presents all positions which the employee could theoretically fill.

For a detailed comparison of the qualifications of an employee with requirements of a listed position, please mark **### Security Manager** with the mouse and choose **Menu ► Goto ► Profile Matchup.**

In the *Display Profile Matchup* screen, you realize that the employee can only meet parts of the position's requirements. Since a promotion based on the career regularly takes three years, try to promote the employee on the basis of his qualifications. In the course of an event, he already acquired the lacking certificate required for promotion, but this certificate has not been entered into the system. Click on ◄ .

The employee shall be reserved for the position ### Security Manager as he or she shall follow the career for ### Security Guard. Therefore, please choose the target position and choose **Menu ► Planning ► Create ► Designation.**

The Period shall be valid from **today on**. Confirm with ☑.

Today's date

Period	✕
* Start date:	08/04/2023
* End Date:	12/31/9999

✓ ✕

Click on **SAP** to return to the SAP Fiori Launchpad.

☐

Step 12: Create an event

Task Create an event.	**Time** 10 min

Short Description Use the SAP Fiori Launchpad to create an event. The missing certificate shall be added.

Name (Position) Sang Cha (Personnel Administrator)

To create the event, use in the *Human Capital Management* area on the *Personnel Management* page in the *Personnel Administrator* role the app *Create event*.

<div style="text-align:right">Fiori App</div>
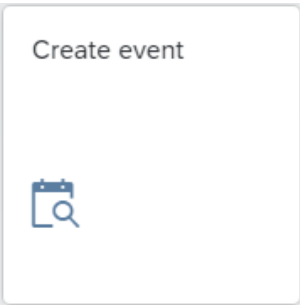
Create event

You can see the Business Event Menu for the current plan. There, please choose **GB Training and Education → Security Training** and select **GB Security Training.** Then choose the menu path **Menu ► Business Event ► Dates ► Create Without Resource**.

In the screen *Create Business Event Without Resources*, enter **Monday of the last week** as the Start date and change the status into **Firmly bkd.**

<div style="text-align:right">Monday of last week
Firmly booked</div>

Change the Name of the event to **### ST** and **### GB Security Training**. Choose the location **Dallas** in the ⬚. Afterwards, please enter **1** as the minimum number of attendees, as the optimum and as the maximum number of attendees and save [Save] your event.

<div style="text-align:right">### ST
GB Security Training
Dallas
1</div>

In the upcoming screen *Create User Schedule* click on the Tab *Without pattern*, please enter a duration of **3 days** and **21 hours** in total in the *Without pattern* tab. The training shall start on a **Monday**.

3 days
21 hours

Monday

Confirm your entries with ✓. When opening the folder for the Security Training in the *Dynamic Business Event Menu* now, you should be able to see the event you just created.

Click on SAP to return to the SAP Fiori Launchpad.

Step 13: Book the event

Task Book the event.	**Time** 5 min
Short Description Use the SAP Fiori App to book the event for your employee.	
Name (Position) Sang Cha (Personnel Administrator)	

To book the event, use in the *Human Capital Management* area on the *Personnel Management* page in the *Personnel Administrator* role the app *Book the event*.

Book the Event

📅

The attendance menu is structured in the same way as the business event menu which you got to know in the previous task. Choose your event with the help of the path **GB Training and Education ➔ Security Training ➔ GB Security Training** and select your Event **### ST.** Then choose the menu path **Menu ▶ Attendance ▶ Book**.

ST Book

In the upcoming screen *Book Attendance: Data*, search for your employee in the field *Person*, who is in charge of the **### Security Guard** position, with the help of the 🗗 in the *Last name – First name* tab.

Security Guard

Book Attendance: Data   ✕

Business event type: GB Security Training

Person	Organizational unit	Contact person	Customer	External person	Company	Applicant	❯ ⋯

Person: 00001095   Mr Marc Williams   🗋 ✏ 6ᴢ

Organizational unit: 400 Security

Business event data

◆	Start date	End date	Bus. event	Avail	Bookd	WaitL	Opt.	Ext	FB	La...	Location
🟩 Places available	07/31/2023	08/02/2023	400 ST	1	0	0	1	☐	☑	EN	DL

Booking Priority

⦿ Normal booking   ◯ Essential Booking   ◯ Waiting list   [↱]

💾 Book Attendance   ✕ Book/Payment Info   To Be Rebooked   Prebooked   ▦ 🕐 ⊡ ⚖ 🔍 ⟳

Now, please click on Book/Payment Info.

In the window *Fee and Assignment* choose the settlement type **Free of charge.**
Close the window *Fee and Assignment* with ⊟ Save.

Free of Charge

Fee and Assignment	✕

Person: Mr Marc Williams

Booking date: 08/04/2023   Number: 1

Settlement type

○ Billing   ○ Activity allocation   ⦿ Free of charge

Then click on ✕ to go back to the Attendance Menu. There, you can see that
your employee was booked for the event.

Dynamic Attendance Menu

Menu ∨

∨ Current plan 01/01/2023 - 12/31/2023 All Languages
  ∨ 🗂 GB Training and Education
    ∨ 🗂 Security Training
      ∨ 📄 GB Security Training
        > 🔴 07/10/2023 - 07/12/2023 EN:900 Security
        ∨ 🔴 07/31/2023 - 08/02/2023 EN:400 ST
          Mr Marc Williams

Click on **SAP** to return to the SAP Fiori Launchpad.

Step 14: Follow up the event

Task Follow up the event.	**Time** 5 min

Short Description Use the SAP Fiori Launchpad to follow up the event.

Name (Position) Sang Cha (Personnel Administrator)

To follow-up the event, use in the *Human Capital Management* area on the *Personnel Management* page in the *Personnel Administrator* role the app *Follow up the event*.

Follow up the event

Hint to be able to successfully follow up an event it is necessary to mark it as fixed in the SAP system. Additionally, it is necessary to correct the period of time for the actual Plan Version.

To correct the period of time for the actual Plan Version, follow the menu path **Menu ▶ Settings ▶ Change Settings** on the Menu Bar.

In the screen *Change User-Defined Settings* change to *Dynamic Menus* tab and navigate to *Business event menu*. Change the Period from **January 1ˢᵗ of the current year** to **December 31ˢᵗ of the current year** and check **Fixed Date**.

Change User-Defined Settings   ✕

Plan version: 01 Current plan

Reporting   **Dynamic Menus**   MasterData   View

Filter   Sort order   **Business event menu**   PlanningMenu   Resource Menu   ❯ ⋯

Period

From: 01/01/2023   To: 12/31/2023   ☑ Fixed date

Initial Screen

🔘 Business event group

⚪ Business event type

Save your entries by clicking on 🖫 Save. Return to the Business Event Menu.

Back on the *Dynamic Business Event Menu* select your event.

> ∨ Current plan 01/01/2023 - 12/31/2023 All Languages
>> ∨ 🗁 GB Training and Education
>>> ∨ 🗁 Security Training
>>>> ∨ 📄 GB Security Training
>>>>> › ● 07/10/2023 - 07/12/2023 EN:900 Security
>>>>> › ● 07/31/2023 - 08/02/2023 EN:400 ST

Choose the menu path **Menu ▶ Business Event ▶ Follow up**. Make sure your employee really participated in the training.

Afterwards, please start following up by clicking on [🔗 Data Screen] in the screen *Follow Up Business Event*. You are guided to the follow up menu. Set the Proficiency to **Yes**. Your employee receives a new qualification in form of a certificate for attending the security training.

Yes

< SAP	Follow Up Business Event: Qualifications and Actions	Searc

Menu ∨ [Set Rating] [Business Event Appraisal] [👁 Procedure] [▪▪] [▫▫] [⊞] [⊙] [🔍]

08/04/2023	Follow up business event: Display qualifications and actions	1

Business event	400 GB Security Training
Date	07/31/2023 - 08/02/2023

Qualifications to be transferred (acc. to control parameters for follow-up)

Attendee	Qualification	Proficiency
☑ Mr Marc Williams	GIAC Security Leadership	Yes ▼

Please save [Save] the follow up.

Click on [SAP] to return to the SAP Fiori Launchpad.

Step 15: Execute Career Planning

Task Execute the career planning.	**Time** 5 min

Short Description Use the SAP Fiori Launchpad to execute the career planning for an employee.

Name (Position) Sang Cha (Personnel Administrator)

To execute the career planning, use in the *Human Capital Management* area on the *Personnel Management* page in the *Personnel Administrator* role the app *Execute Career Planning*.

Fiori App

Execute Career Planning

Make sure that **Person** is selected. Enter the personnel number of the employee who is in charge of the **### Security Guard** position. Alternatively, you can use ⬚ and search for your employee by their organizational unit.

Personnel Number

As the reporting period, please choose the **current date** as the Key date. The *planning criteria* shall **include qualifications**. Press ⬚.

Current Date

Include qualifications

SAP **Career Planning**

Menu ⌄ ⬚ Profile ⬚ ⬚ ⬚

```
┌─HeaderData───────────────────────────────────────────────┐
│ Personnel No.00001095      Name       Mr Marc Williams    │
│ EE group      1  Active    Personnel areDL00    Global Bike Dallas │
│ EE subgroup  U4 Salaried employees    Status    Active    │
└──────────────────────────────────────────────────────────┘
```

```
Career plan              Key date:  08/07/2023      2 Targets found

    ┌─ ▦   has qualifications for

    └──── 400 Security Manager        vacant fr. 07/01/2023 to 12/31/9999
```

For a new, detailed comparison of the qualifications of the employee with the requirements of a listed position, please select **### Security Manager** with a mouseclick and choose **Menu ▶ Goto ▶ Profile Matchup.**

Security Manager

This time, your employee meets all requirements.

Click on to return to the SAP Fiori Launchpad.

Step 16: Prepare Appraisal

|	
Task Prepare an appraisal.	**Time** 5 min
Short Description Use the SAP Fiori Launchpad to prepare the appraisal for an employee.	
Name (Position) Sang Cha (Personnel Administrator)	

To prepare the appraisal, use in the *Human Capital Management* area on the *Personnel Management* page in the *Personnel Administrator* role the app *Prepare Appraisal*.

Prepare Appraisal

Choose the Individual Appraisal **Individual Performance Appraisal**. It shall be valid for **one month** from **today** on. In order to define who should perform the appraisal for whom, please choose **Supervisor** and search for the person being in charge of the position of the **### Chief Security Manager** in the Structure Search in the field Person. Afterwards, please press Enter. The **To-Do List** with all employees, the Security Manager is able to appraise, is displayed. Please choose the employee, hired by you before, from the list and highlight the respective line.

Individual Performance Appraisal
One month from today on
Supervisor

< SAP   **Generate 'To-Do' List**

Menu ⌄

Individual appraisal:	Individual Performance Appraisal	
Period appraised:	07/01/2023	to: 08/07/2023
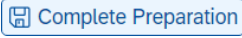
⦿ Supervisor   ◯ Employee

'To do' list starting from

P Person ⌄	00001094

Next, press **Refresh**. As a result, the workload will be displayed, which includes all employees for whom the supervisor can provide an assessment.

Select your employee for the position ### Security Guard from there and press `Complete Preparation` to conclude the assessment planning. A corresponding system message will appear in the status bar.

Click on SAP to return to the SAP Fiori Launchpad.

☐

Step 17: Perform Appraisal

Task Perform an appraisal.	**Time** 10 min
Short Description Use the SAP Fiori Launchpad to perform the appraisal for an employee.	
Name (Position) Sang Cha (Personnel Administrator)	

To perform the appraisal, use in the *Human Capital Management* area on the *Personnel Management* page in the *Personnel Administrator* role the app *Perform Appraisal.*

Fiori App
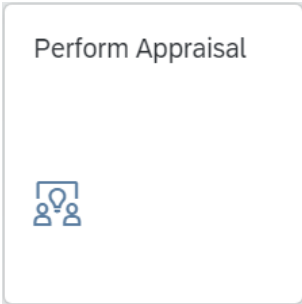
Perform Appraisal

In the *Edit Appraisals* screen, please choose the Appraisal Model **Individual Performance Appraisal** via ⬓. The assessment period should cover the timeframe from the **1st of last month to today**.

50000000
1st of last month to today

‹ SAP Edit Appraisals

Menu ⌄

Appraisal model:	50000000		
More... Selection Criteria:	⬓		
Period appraised:	07/01/2023	to:	08/07/2023
Created on:		To:	

As a Objects Involved, select **Person** for the Appraiser and enter the employee's **personnel number** who occupies the position of ### Chief Security Manager. Choose **Person** for the Appraisee and enter the **personnel number** of the employee who occupies the position of ### Security Guard. Please select the Appraisal Status **In Process** as a selection criterion.

Person
Personnel number

Person
Personnel number

In Process

Objects Involved

Appraiser

| P Person | ∨ | 00001094 |

○ AND

Appraisee

○ OR

| P Person | ∨ | 00001095 |

☐ Without appraisal   ☐ Display existing

Appraisal Status

☐ In Preparation   ☑ In Process

☑ Completed   ☑ Approved   ☑ Rejected

☑ Individual and overall appraisals   ☐ Subappraisals

Click on 🕒.

| ‹ **SAP** | **Edit Appraisals** | Search In: "Apps" | 🔍 |

Menu ∨ [icons] Ranking List [icons]

Edit Appraisals

Number   1
Appraisal model   Individual Performance Appraisal
Period Appraised 07/01/2023 - 08/07/2023
Appraisers   Mrs Anja Schmidt
AND
Appraisee(s)   Mr Marc Williams
Appraisal Status In Process,Completed,Approved,Rejected
                  Individual and Overall Appraisals

Appraisers	Appraisee(s)	Status of appraisal	Appraisal	Type of appraisal	Start	End date
Mrs Anja Schmidt	Mr Marc Williams	In Process	Individual Performance Appraisal	Individual Appraisal	07/01/2023	08/07/2023

The list in the upcoming screen should include your prepared appraisal. Please highlight the respective line and click on ✏.

In the following screen *Perform Appraisal - Individual Performance Appraisal*, you can see all goals, the employee shall reach.

I...	Name	Weigh...	Rating	Rating text	= weighting * rati...	Note
🗒	Individual Performance Appraisal				0.000	✏
	1. Timeliness	1.00			0.000	✏
	2. Flexibility	1.00			0.000	✏
	3. Interpersonal Skills	1.00			0.000	✏
	4. Fitness	1.00			0.000	✏

In order to complete the individual performance appraisal, please fill the row **Rating** with individual appraisals of your choice with a scale ranging from very good to unsatisfactory. Thereby, you act as the Chief Security Manager.

Ratings

I...	Name	Weigh...	Rating	Rating text	= weighting * rati...	Note
🗒	Individual Performance Appraisal				0.000	✏
	1. Timeliness	1.00	2		0.000	✏
	2. Flexibility	1.00	1		0.000	✏
	3. Interpersonal Skills	1.00	1		0.000	✏
	4. Fitness	1.00	2		0.000	✏

The fields [icon] also provide you with the opportunity to add explanations to the assessment, detailing why a particular rating was given, for instance.

Afterwards, please click on [Complete].

     ⊘ Appraisal "Individual Performance Appraisal" completed successfully

Click on [SAP] to return to the SAP Fiori Launchpad.

Step 18: Transfer of Employee

|	
Task Transfer your employee.	**Time** 5 min
Short Description Use the SAP Fiori Launchpad to transfer your employee to the position of the Security Manager.	
Name (Position) Chris Thomas (Head of Human Resources)	

To transfer an employee, use in the *Human Capital Management* area on the *Personnel Management* page in the *Head of Human Resources* role the app *Organizational Management*.

Organizational
Management
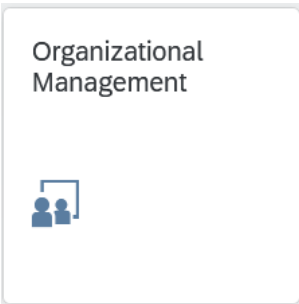
In the screen *Organization and Staffing Change* you can see the Staff Assignments for your ### Security department. Your employee hired after the application process has now the position of the Security Guard.

	Staff assignments (structure)	Code	ID		Chief	Workf...
☑	⌄ ▣ 400 Security	400 Security	O	50000602	Mrs Anja Schmi	
☐	⌄ 👤 400 Chief Security Manager	400 CSM	S	50004335		
☐	👥 Mrs Anja Schmidt	Schmidt	P	00001094		
☐	⌄ 👤 400 Security Guard	400 SG	S	50004336		
☐	👥 Mr Marc Williams	Williams	P	00001095		
☐	👤 400 Security Manager	400 SM	S	50004337		

Now select and pull your employee with Drag & Drop on the vacant position of the Security Manager.

Please input **today's date** as the *Valid from* date and enter **100** as the *Staffing percentage*. Choose **Job Conversion** as the *action*. Select the position of the Security Guard to **set dates for relationship**. Compare your entries with the following screenshot.

today's date
100%
Job Conversion

Set dates for
relationship

Person Assign ✕

Valid from: 08/07/2023   To: 12/31/9999

Staffing percentage: 100.00

Action: [3 Job Conversion ▾]

◯ Additional occupancy

◉ Transfer

Name	Set dates for relationship	
∨ 👥 Mr Marc Williams		
∨ 👤 400 Security Guard	☑	
〉 ◾ 400 Security		

Confirm the implementation with ☑. ubsequently, create the vacancy for the position of ### Security Guard with **today's date**. Please confirm the dialogues with [Yes] . In addition, you delimit the position as *### Security Manager* as of **yesterday's date**. Please confirm the dialogues with [Yes].

Your staffing plan has been updated accordingly. Your employee is now assigned to the position *### Security Manager*.

Staff assignments (structure)	Code	ID	Chief
☐ ∨ ◾ 400 Security	400 Security	O 50000602	Mrs Anja Schmidt
☐ ∨ 👤 400 Chief Security Manager	400 CSM	S 50004335	
☐ 👥 Mrs Anja Schmidt	Schmidt	P 00001094	
☐ 👤 400 Security Guard	400 SG	S 50004336	
☐ ∨ 👤 400 Security Manager	400 SM	S 50004337	
☐ 👥 Mr Marc Williams	Williams	P 00001095	

Now change the preview period 📅 to the **first of the last month** in the period of **1 year**.

Specify date and preview period ✕

Start date   [07/01/2023]

Preview period to

◉ Time period   [1] [Y Years ▾] in the future

◯ End Date   [   ]

Preview period from: 07/01/2023

to: 06/30/2026

🕐 ✕

Click on ⟳.

Staff assignments (structure)	Code	ID	Chief
⌄ ▣ 400 Security	400 Security	O 50000602	Mrs Anja Schmidt
⌄ 👤 400 Chief Security Manager	400 CSM	S 50004335	
👥 Mrs Anja Schmidt	Schmidt	P 00001094	
⌄ 👤 400 Security Guard	400 SG	S 50004336	
👥 ↗ Mr Marc Williams	Williams	P 00001095	
⌄ 👤 400 Security Manager	400 SM	S 50004337	
👥 ↘ Mr Marc Williams	Williams	P 00001095	

Activate the validity period and relationship period via the column configuration ⬓.

You can now see that your employee directly has been moved from the position of the Security Guard to the position of the Security Manager after one month of employment.

Staff assignments (structure)	Code	ID	Chief	Valid from	Valid to	Assigned as of	Assigned until
⌄ ▣ 400 Security	400 Security	O 50000602	Mrs Anja Schmidt	01/01/2001	Unlimited		
⌄ 👤 400 Chief Security Manager	400 CSM	S 50004335		07/01/2023	Unlimited	07/01/2023	Unlimited
👥 Mrs Anja Schmidt	Schmidt	P 00001094		07/01/2023	Unlimited	07/01/2023	Unlimited
⌄ 👤 400 Security Guard	400 SG	S 50004336		07/01/2023	Unlimited	07/01/2023	Unlimited
👥 ↗ Mr Marc Williams	Williams	P 00001095		07/01/2023	Unlimited	07/01/2023	08/06/2023
⌄ 👤 400 Security Manager	400 SM	S 50004337		07/01/2023	Unlimited	07/01/2023	Unlimited
👥 ↘ Mr Marc Williams	Williams	P 00001095		07/01/2023	Unlimited	08/07/2023	Unlimited

Press **Save** to save your changes.

Click on **SAP** to return to the SAP Fiori Launchpad.

HCM I Challenge

Learning Objective Understand and perform an integrated recruitment process.

Time 75 min

Motivation Having successfully completed the case study *Human Capital Management I*, you should be able to perform the following task independently.

Scenario In a growing company, safety needs to be guaranteed not only for buildings, but also for employees, customer data, company secrets and all facilities. To be prepared for these future requirements, the security department of Global Bikes is meant to be restructured on the **1st day in six months**. For this purpose, you are supposed to create two new subordinate organizational units within the security department for the U.S. company code. The first one is called ### Plant Security and is responsible for the maintenance of security and order for the prevention of dangers and damages threatening the company and its employees. The second one is called ### IT Security and is responsible for data security and data safety.

For the management and coordination of your superordinate organizational unit ### Security, the new position ### Chief of Security is meant to be created. The precondition for the position is a master's degree in security management. Since the ongoing ### Chief Security Manager has obtained this degree via distance learning alongside his job commitments, he will be promoted to this new position. The position of the ### Chief Security Manager will thus be terminated immediately. Your ### Security Manager will be removed to the identically named post within the newly created organizational unit ### Plant Security. Subsequently, please hire a new employee for the still vacant position of the ### Security Guard in plant security. For ### IT Security, two new positions ### Senior IT Admin and ### Junior IT Admin will be created. Please fill these positions with two new employees with pronounced IT capabilities. The future holder of the position ### Senior IT Admin furthermore needs to have a bachelor's degree in IT security. Both the ### Senior IT Admin and the position of the ### Chief Security Manager are Head of their own organizational unit. For hiring the new employees, please use 651783###, 651784### and 651785### as social security number.

Task Information Since this task is based on the case study *Human Capital Management I*, you are allowed to use it for support. It is however recommended to solve this advanced task without support to test the newly gained knowledge.

☐