SAP-HR/HCM

1. INTRODUCTIN ON ERP AND SAP

- **Introduction to ERP & SAP**
- **Overview on SAP HR Sub Modules**
- **Introduction to Project Implementation Methodologies (ASAP Methodology)**
- **Implementation Road Map**
- **System Land Scape – 3 tier Architecture**

2. NEW DIMENSIONS IN SAP

- **Need Platforms of SAP Architecture**
- **Need of Technical/Administration /Portal Consultants in Functional Environment**
- **New Dimension SAP Modules involved in SAP HCM**
- **Introduction to New Dimensional E- Modules in SAP HCM**
- **System Navigation**

3. ORGANIZATIONAL MANAGEMENT

- **Organizational Management Introduction**
- **Structure in SAP HCM**
- **Objects**
- **Relationships**
- **Structure of Relationships**
- **Syntax of Relationship**
- **Methods of Creating Org. Structure**
- **Simple Maintenance**
- **Expert Mode**
- **Organizational and Staffing**
- **Menu guided, Open and Action guided methods**
- **Editing of Objects and Relationships**
- **Validity Period**
- **Info type in OM**
- **Plan version –Definition and setting of New plan Versions**
- **Objects Number Ranges**
- **Evaluation Path**

4. PERSONNEL ADMINISTRATION:

- **Integration setting with OM and PA**
- **Master Data – Definition and its use in SAP HCM**
- **Enterprise structure- Definition and Assignment**
- **Company**
- **Company Code**
- **Personnel Area**
- **Personnel Sub Area**
- **Personnel structure – Definition and Assignment**
- **Employee Group**
- **Employee Subgroup**

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- Payroll Area and Control Record (with Retroactive Accounting Period)
- FINANACIAL ACCOUNTING GLOBAL SETTINGS
- Global Parameters
- Fiscal Year Variants
- Posting Periods
- Employee Attributes
- Info types and sub types
- Features in SAP HCM importance and various feature configurations according to requirement
- Number Ranges for Employee personnel numbers-internal & External with Feature Setup
- Customizing User Procedures:
- Configuration of Personnel actions –Info group – Action Menu
- Hiring
- Promotion
- Transfer
- Organizational Re- assignment
- Termination
- Dynamic actions –Use, Configuration with Business Requirements
- Info type Menus
- Additional Action – Activations and its use
- Customizing User Interfaces:
- Info type screen modifications
- Info type Header Modifications
- Administrator group & defaulting through feature
- Discussion on business requirement in OM and PA modules in Combine for easy understanding of Real time Business Scenario

5. TIME MANAGEMENT

- Introduction to time management – time management process in HR
- Domain and SAP HR time management differentiation a discussion
- Positive and Negative Time Recording – with Business Process Discussion
- Public Holidays – configuration of different types of Holidays
- Holiday Calendar with Business scenarios – Applicability with Enterprise Structure
- Factory Calendar in HR Perspective
- Grouping – Personnel sub Area & employee sub group Grouping in Time Management
- Work Schedules
- Break Schedule
- Daily work Schedules (with Variants-with Business Scenarios)
- Period work schedules
- Day types and Day type selection rules
- ESG, Holiday calendar assignment for PSA
  Work Schedule Rules
- Introduction to Absences and Attendance
- Absences quotas Configuration
- Counting Rules for Absences/Attendances

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- Deduction Rules
- Assignments of different rules in Absences/Attendances.
- Time Management Info types
- Quota Updates:
- Manual (PA30)
- Through Report RPTQTAOO
- Through Time Evaluation (RPTIME00)
- Positive Time Recording – Understanding of different Time Evaluation Schemas Used.
- How to use Positive time Evaluation In the Organizations with different business scenarios.

6. Interfaces & Cats in Time Management
- Introduction to time sheet in time evaluation
- What is cross application time sheet (CATS) –Overview and usage in various time business scenarios?
- CATS- Roles and Authorizations
- Time Interface development required in positive time management
- Use of Time Management Process with ESS/MSS scenarios- leave application, Time booking, Approvals in HR master data Update

7. PAYROLL
- Introduction to payroll- HR domain process and SAP HCM Process-discussion on understanding the same
- Payroll area and Control Record (with Retroactive Accounting)
- Generation of payroll periods- period and date modifiers (with different country fiscal year settings) – Relevancy of this Time management
- Payment date setup and modifications
- ESG for CAP and PCR
- Pay scale structure
- Pay scale Area
- Pay scale type
- Pay scale Group
- Pay scale level
- Wage Types- concept, types & use of wage types
- Primary wage types
- Secondary Wage types
- Features used in payroll
- Wage types characteristics
- Valuation of wage type
- Direct
- Indirect
- Wage type model and defaulting of WT model
- Configuration of basic pay info type
- Concept of Annual salary and configuration and applicability to the relevant countries
- Other payroll info types configuration – General and country specific
- Payroll- Multi Country payroll – an understanding

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- **Payroll processing in SAP system**
- **Review of relevant data maintained for payroll process.**
- **Payroll driver- For US & India.(with Reference to other countries too)**

US Payroll

- **US statutory process & US specific info types maintenance**
- **US specific Tax Settings.**
- **Understanding of US payroll Driver & Payroll Schema in SAP HCM Payroll Process**
- **Business Understanding of Garnishment in US payroll**
- **Understanding of US Process Logic in SAP**
- **US Reports and subsequent payroll activities.**

INDIAN PAYROLL

- **Configuration of INDIA specific payroll settings**
- **Concepts of Allowance grouping for INDIA**
  INDIA- statutory configuration on TAX, PF, ESI, Professional TAX.
- **Other Statutory configuration on exemptions, HRA, Car & Conveyance etc.,**
- **Understanding of Indian Payroll driver, payroll schema & India specific Payroll functions in SAP HCM**
- **India specific reports and subsequent payroll activities.**
- **Payroll schema & Personnel calculations rules- Customizing the same for the multiple business scenario like time calculation and proration etc.,**
- **Checking of payroll results**
- **Understanding and customizing the Remunerations statement**
- **Subsequent payroll activities:**
- **Bank transverse process/Cash/Cash Payment**
- **FICO posting from HR and Finance Perspective.**

8. BENEFITS
- **Introduction Benefits – Country dependency**
- **Benefits Area**
- **Benefits provider**
- **Understanding of plan Categories and configuring of plans and plan types**
- **Customizing of contribution groupings**
- **Setting up of Plans**
- **Plan details and options**
- **Dependent details with coverage details**
- **Cost Grouping and cost variants**
- **Mapping of plan types with relevant plans**
- **Flexible administration**
- **Administrative Parameters**
- **Pre- Requisite and co- requisite plans**
- **Benefits Adjustment**
- **First and second program grouping**
- **Employee eligibility**
- **Benefits info types**
- **Integration of benefits of payroll**

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- **Check the Results in Payroll**
- **Check the Results in Payroll**

9. RECRUITMENTS

- **Introduction to Recruitment**
- **Workforce requirement and Advertisement**
- **Media**
- **Recruitments instruments**
- **Address for recruitments instruments**
- **Applicant Administration**
- **Personnel Officer**
- **Applicant Structure**
- **Applicant Group, Range & Unsolicited Applicant Group**
- **Applicant selection**
- **Applicant Status text**
- **Overall and Vacancy status**
- **Applicant Status reason**
- **Permissibility of Status reason to status**
- **Applicant Data**
- **Creating of new advertisement**
- **Receipt of application**
- **Application Actions**
- **Transferring of applicant data to personnel administration**

10. TRAINING AND EVENT MANAGEMENT

- **Training and Events-An introduction**
- **Training requirement**
- **Defining Cost of Training**
- **Location/Building address for the training or business event**
- **Business Event Group**
- **Business Event Type**
- **Maintaining employee data for Business event type**
- **Multiple Business scenarios like pre- Book, Cancellation and re-book etc., for attendance**

11. PERSONNEL DEVELOPTMENT

- **Introduction to Personnel Development**
- **Career & Success planning**
- **Qualification and Catalogue**
- **Profile match up**
- **Integration with PD from other Modules**
- **Setting up of rating scales**
- **Setting up of Qualifications catalog**
- **Appraisal systems**
- **Form of Appraisals**
- **Appraisal Catalog**
- **Use of assigning Appraisal Model to PSA/ESG**
- **Multiple Appraisal system**

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- **Perform Employee Appraisal**

12. COMPESATION MANAGEMENT

- **Use of Compensation Management**
- **Job Pricing**
- **Salary Surveys**
- **Budget types**

13. Project Process in SAP HCM implementation

- **Preparation of projects in ASAP methodology**
- **Roles and Responsibilities of the Consultants in different phases of project**
- **Understanding the HCM specific process in HCM implementation.**

14. Tools Used in SAP projects
Uploads:

- **Data Upload process in SAP project**
- **Usage of- Standard and custom developed Upload tools**
- **Process of generation the customized developments**

Reports

- **Standard Report in SAP HCM – Understanding and execution**
- **Development of Custom Reports in SAP HCM projects- process and executing the same**
- **Process of preparing the project oriented documents in the customized developments**

Documents & Project Process:

- **Project documents used in the SP HCM project implementation**
- **Detailed information on Business Blueprint, AS IS – TO BE Documents**
- **Different Project specification documents**
- **Support project process handling – issue resolution process, tools in managing issues.**
- **Client interaction and communication**

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