

# SAP HR/HCM Tutorial

SAP HR/ HCM module is integrated with other modules such as Production Planning, [Material Management](#), [Financial Accounting \(FI\)](#), and [Controlling \(CO\)](#).

Please refer below **SAP HCM / HR** module training tutorial one by one in series with real time scenarios.

## Basics

1. [What is ERP](#)
2. [What is SAP](#)

## Enterprise Structure

1. [Define Company](#)
2. [Define Company Code](#)
3. [Assign company code to company](#)
4. [Define Personnel Areas](#)
5. [Assign Personnel Area to Company Code](#)
6. [Define Personnel Subarea](#)

## Personnel Structure

1. [Define Employee Groups](#)
2. [Define Employee Subgroups](#)
3. [Define Payroll area](#)
4. [Assign Employee Subgroup to Employee Group](#)

## Organizational Management

1. [Create organizational unit](#)
2. [Setup Number Assignment for plan versions](#)
3. [Maintain Number Ranges in Organizational Management](#)
4. [Activate Inheritance of Account Assignment Features](#)
5. [Set Up Transport Connection](#)
6. [Integration with Cost Distribution](#)
7. [Maintain object types](#)

**Infotypes: –**

1. [Infotype menu configuration](#)
2. [Create info Groups](#)
3. [Maintain Country Info Types](#)
4. [Maintain Subtypes](#)
5. [Relationship Maintenance](#)
6. [Setup integration with personal administration](#)

**SAP HCM Personal Administration (PA)**

1. [Maintain Number Ranges for Personal numbers.](#)
2. [Maintain user parameters](#)
3. [Define Employee Attributes](#)
4. [Set up Personal Action type](#)
5. [Maintain personnel actions](#)

**Recruitment**

1. [Create new position](#)
2. [Create number ranges for applicant numbers](#)
3. [Create media](#)
4. [Create recruitment instruments](#)
5. [Create Advertisement](#)
6. [Create Personnel Officers](#)
7. [Application Structure](#)

## SAP HR Time Management (TM)

1. [Define daily work schedules](#)
2. [Define work schedule rules and work schedule](#)

## Enterprise Structure 1. Define Company

### Path to Define Company in SAP :-

SAP IMG Path: – SPRO –> Implementation Guide for R/3 Customizing (IMG) –> Enterprise Structure –> Definition –> Financial Accounting –> **Define Company**

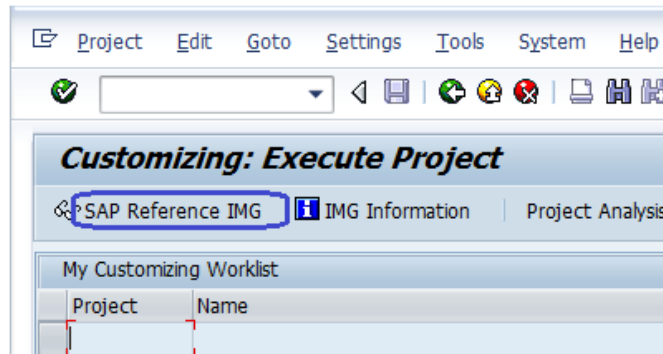
Transaction code to “**Define Company in SAP**” :- **OX15**

### Steps for creation of a Company: –

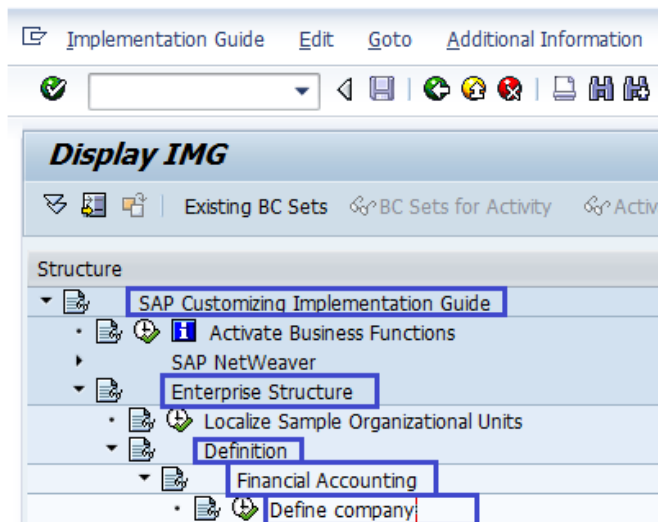
**Step 1 :-** Enter Transaction Code SPRO in the command field and press enter on the Keyboard



Step 2 :- Next Customizing execute project screen select **SAP Reference IMG**



Step 3 :- After Selecting SAP Reference IMG, a new screen IMG Path will be displayed. Select **Define company** execute icon for creating a company



Next Screen will be displayed after selecting the **define company** execute icon

**Change View "Internal trading partners":**

Icons: Edit, Save, New Entries (circled), Print, Copy, Paste, Undo, Redo, Delete, Refresh, Help.

Company	Name of company 2

**Step 4:**– Now Select New entries icon to create a new company and enter the company details

**New Entries: Details of Added Entries**

Icons: Edit, Save, Print, Copy, Paste, Undo, Redo, Delete, Refresh, Help.

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Company: ADARSH ← 1

Company name: Adarsh Limited ← 2

Name of company 2:

Detailed information

Street: Silk Board

PO Box: 560106

Postal code: 123456

City: Bangalore

Country: IN ← 4

Language Key: EN ← 5

Currency: INR ← 6

3

The following details are to be entered for **creating a new company**

1. Enter 6 character alphanumeric code key that represents the group of company
2. Enter name of your *company*.
3. In the Detailed information update the address – Street name, PO Box#, Postal code, City.
4. Enter Country Code of the company
5. Enter language key
6. Enter local currency for the company (also known as *Company code currency*)
7. Click on Save icon or CTRL+S after updating the required information

Thus new Company **ADARSH** is created in SAP.

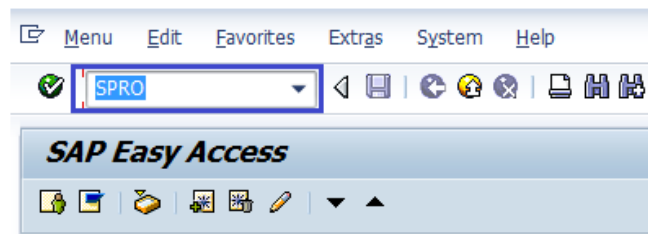
## Enterprise Structure 2. Create Company Code

Go to : ox02

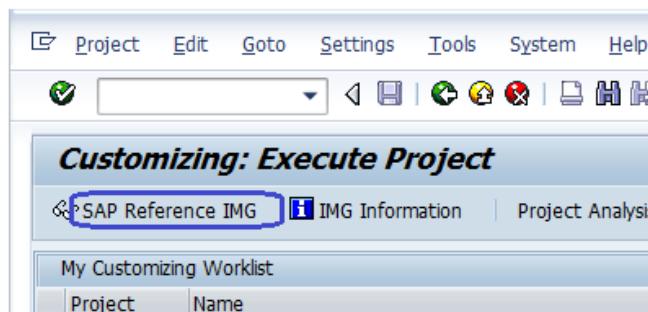
Flow above steps to company code

### 3. Assign Company to Company Code

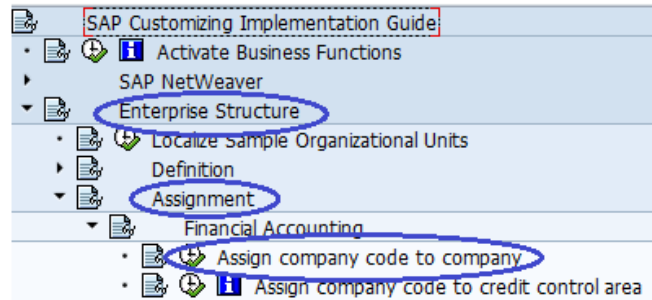
**Step 1** :- Enter the T-Code **SPRO** in the command field



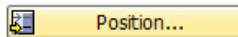
**Step 2** :- Click **SAP Reference IMG**



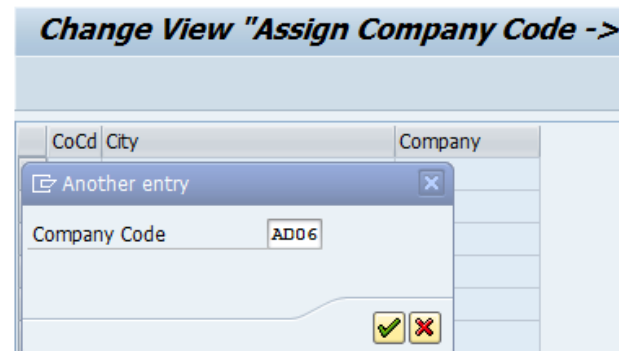
**Step 3** :- Follow the Path as per below screen shot



#### Step 4 :- Click **Position**



Update **company code** for which you want to assign and Enter



**Step 5 :-** Update [Company](#) ID in Company field and click on save icon

Change View "Assign Company Code ->		
CoCd	City	Company
AD06	Bangalore	ADARSH

Thus **company code AD06** was assigned to **Company ADARSH**.

Watch Video for how to [assign company code to company in SAP](#) step by step.



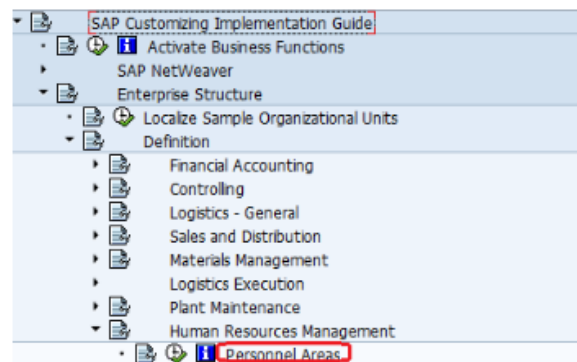
## Enterprise Structure 4. Create Personal Area

# How to create Personnel Areas in SAP



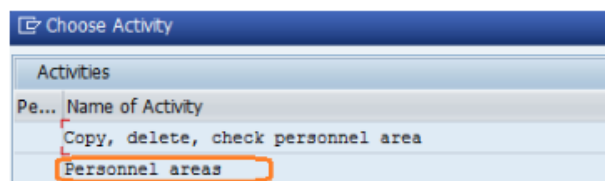
The following training tutorials guides you how to define Personnel Areas in SAP HR step by step.

SAP R/3 IMG Path : – SPRO >> Enterprise Structure  
>> Definition >> Human Resources Management >>  
Personnel Areas

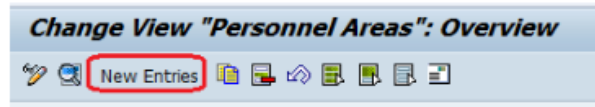


You can create new personal areas by copying existed personal area or creating by selecting new entries

Select “Personnel Area”



Click on ” New Entries”



Update the following information

- Enter new personnel area key and description
- In the personnel areas section update the address fields – House number/street, Postal code, City, Country key,

Personnel area	AD66	Bangalore personnel area
		Bangalore personnel area
Personnel Areas		
House number/street	Hosu road	
PO Box	560101	
Postal Code	560100	
City	Bangalore	
Country Key	IN	
Region	34	
County code	IND	
City code	BN	

After updating the information press enter, a pop window will be open for address details.

## **Enterprise Structure 5. Assign Personnel Area to Company Code**

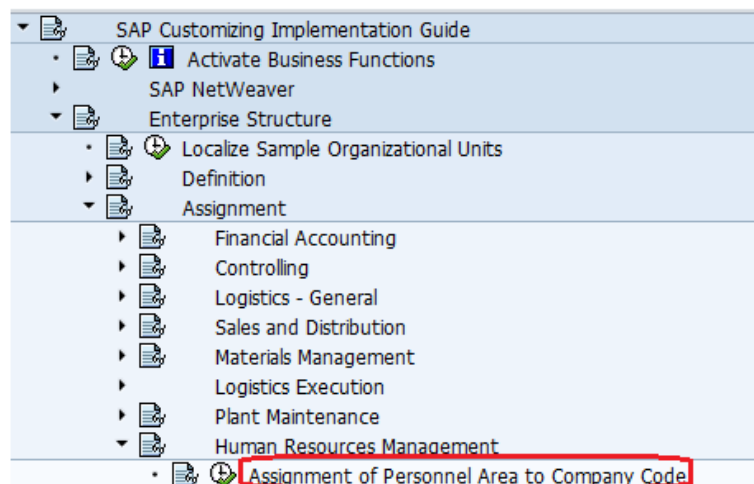
# Assignment of Personnel Area to Company Code

The following training tutorial guides you how to Assign Personnel Area to Company Code.

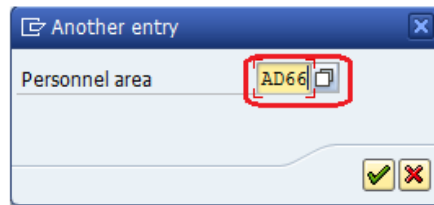
After defining [Personnel Area](#), next step is Assigning the Personnel Area to Company Code.

**SAP R/3 IMG Path :** – SPRO > IMG > Enterprise Structure > Assignment > Human Resources Management > Assign Personnel Area to Company Code

Double click on Assignment of Personnel Area to Company Codes



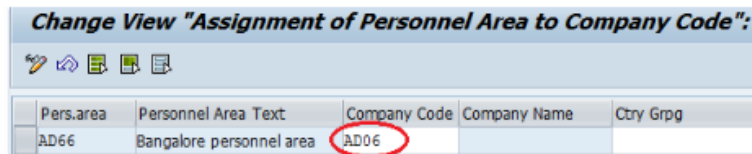
Click on position button and enter your personnel area and enter



A screenshot of a software dialog box titled "Another entry". It has a close button (X) in the top right corner. The main area is labeled "Personnel area" and contains a text field with the value "AD66". A red rectangle highlights the "AD66" text. To the right of the text field is a small icon of a document with a plus sign. At the bottom right of the dialog box are two buttons: a green checkmark button and a red X button.

Enter company code in the company code field

**Change View "Assignment of Personnel Area to Company Code":**



A screenshot of a table titled "Change View 'Assignment of Personnel Area to Company Code'". The table has five columns: "Pers.area", "Personnel Area Text", "Company Code", "Company Name", and "Ctry Grpg". The first row of data shows "AD66" in the "Pers.area" column, "Bangalore personnel area" in the "Personnel Area Text" column, and "AD06" in the "Company Code" column. The "AD06" value is circled in red.

Pers.area	Personnel Area Text	Company Code	Company Name	Ctry Grpg
AD66	Bangalore personnel area	AD06		

Click on save button to save your entries. Successfully you have assigned personnel area to Company Code.

## **Enterprise Structure 6. Create Personal Subareas**

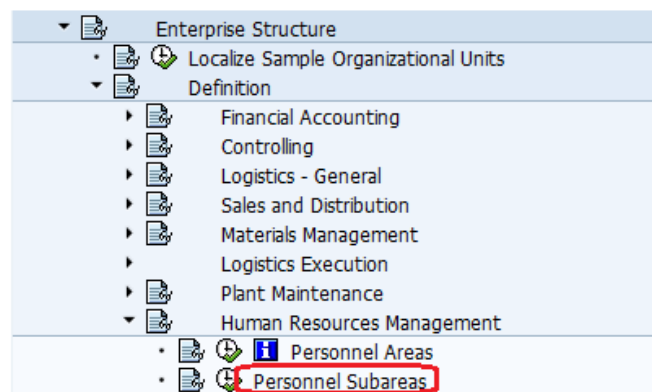
### How to Define Personnel Subareas

## Configure Personnel Subareas

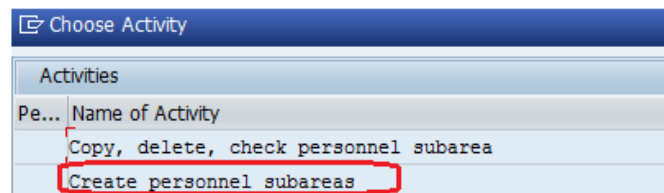
**SAP R/3 IMG Path :** – SPRO > IMG > Enterprise

Structure > Definition > Human Resources

Management > Personnel Subareas



Double click on “Personnel Subareas” and select “Create personnel Subareas” and click on choose



In next screen enter your personal area and enter

Determine Work Area: Entry

Field Name	Work Area
Personnel area	AD66

Further select cond. Append

Click on “New Entries”

Change View "Personnel Area/Subarea": Overview

New Entries

Personnel area AD66 Bangalore personnel area

In next screen update the Personnel Subarea key and description

In next screen update the Personnel Subarea key and description

New Entries: Overview of Added Entries

Personnel subarea	Pers. subarea text
AD77	Bang Subarea

After updating the data, click on save icon to save the entries.