1. **Question 1. What Is Internal Recruitment ?**

**Answer :**

Internal recruitment is search for internal applicants. when you integrate with personal development, you can use profile match up which help to search for resources internally.  
Also In recruitment it is represented by 'P' as Person and 'AP" as external person.

1. **Question 2. What Are Problems Generally Faced While Posting Result To Fico ?**

**Answer :**

Normally mismatching of amount get posted.

1. **Question 3. What Is Controlling Area, What Does It Do, And How Were Is It Assigned ?**

**Answer :**

Controlling area is under of FI person which helps to set for costing purposes also based on these fiscal variant is set.

1. **Question 4. What Is The Purpose Of Creating Symbolic A/c, What Is Transaction Code For Same ? Can We Assign One Symbolic A/c To Multiple Wage Types ?**

**Answer :**

It depends upon your payrole requirement to create salary head like expense account etc.

1. **Question 5. What Is Report Variant For Off Cycle Activities, What Do We Do In This Step ?**

**Answer :**

Variant is to save all input field parameters. once you saved as a variant , you can use the same for future purposes.

1. **Question 6. What All Infotypes Which Has To Be Created At The Time Of Hiring Or Pa40 And Cannot Be Maintained Later With Pa30 ?**

**Answer :**

Why you require creation of infotypes...

1. **Question 7. If We Have To Create Multiple Positions, What Method Or Tool We Can Use To Avoid Errors Due To Creating Them Manually.**

**Answer :**

You can create muliple position by LSMW or batch programs for the Tcode PP01 or PPOCE

1. **Question 8. What Is The Role Of A Administrator In Pa ?**

**Answer :**

To restrict access to Personnel administration based on PA/PSA.

1. **Question 9. What Is Golive Actually ? What Is The Role Of A Functional Consultant In It ?**

**Answer :**

Go live is transfering of data from Development server to Production server.  
Development -----> Quality server   
In Quality you need to Unit, Integration testing, Once it is OK in Qulaity server,  
Then you need   
Development ----> Production

1. **Question 10. How To Group Employees For Their Allowances In Payroll?**

**Answer :**

Go to basic salary of india in Payroll india and group the employee first depending on the allowances to be paid and this is applied for even differantiating the employees into groups depending on their pay structures.

1. **Question 11. In Om, How To Get The Details For Group Of Employees (ex.) Group Of Drivers In The Organisation?**

**Answer :**

Drivers can be identified depending on their position at which they are working and you can have a different job codes for them who do you want to look into.

1. **Question 12. How Is Time Managment And Payroll Is Integrated?**

**Answer :**

TM MGMT and Payroll are integrated in ways are time data is collected from the info type 0007 and these hours are taken in basic as Number of hours worked or utilizwed, and even with time evaluation and last with schemas integration.  
X000 schema carries xt00 and these data can be transfered between other modlues.

1. **Question 13. What Are The Other Modules Integrated With Om?**

**Answer :**

OM contains all the modules to be integrated, depending client requirement it is done. As OM-PA, OM -RECT, OM-BENEFITS, OM-TRAINING & EVENT MGMT, OM - PD AND OTHERS.  
CHECK THIS BY GOING TO IMG --> CTRL F AND GIVE INTEGRATION WITH OM   
CHECK ALL OF THEM , GO FOR PROGRAM   
RHINTE00 PHINTE10 , PRHINTE20 , PHINTE30 AND 40 ALSO.

1. **Question 14. In Tm, If Group Of Employees Get 10 Days Of Annual Leave, What Will Be The Time Evaluation Status?**

**Answer :**

TIME evaluation shows the exact details maintained over to the employee through his 2006 and 2001. if they are all allowed to take leave it shows leave as paid or unpaid depending on the configuration done by the consultant for these situation in processing time data in payroll or even Time evaluation ( Valuation of absences ) also.

1. **Question 15. What Is Meant By Payscale Structure? How Did You Configure Payscale Structure? (i Said I Created Various Payroll Areas And Defaulted Them Using The Feature Abkrs. Seemed He Was Expecting More Than This From Me.)**

**Answer :**

Pay Scale Structure means creation of Payroll area , Pay scale type,area, group and levels with EmpSub group grouping for PCR & CAP's.

1. **Question 16. First Of All We Wanna Tell You What We Are Doing Step By Step. After Logon Process, We Entered The Transaction Code Pm01 To Access "create Infotype" Screen. Then We Selected The Tab "singlescrn" To Generate New Objects Into Existing Infotype. To Do This, We Entered "0005" As Infotype No And "yu" As Infotype Version For Serbia. And Then We Just Clicked On The Button "generate Objects" Which Exists Right Hand Side Of The Screen.we Got The Error Message "hcmt\_bsp\_pa\_yu\_r0005 Does Not Exist".**

**Answer :**

IT0005 is a standard IT and already exists, you cannot CREATE it. If you want to create a customer infotype, it has to start with 9\*.

1. **Question 17. Can Somebody Explain Me With Examples About The Following Terms?   
   - Staffing Status  
   - Staffing Percent   
   - Percentage Approved  
   - Percentage Reserved**

**Answer :**

This is reg your 4 terminologies staffing status is related to "position" in OM as vacancy, or no vacancy or obselete etc.staffing percentage is related to a particular personnel no . Its stored in Relationship table HRP1001. You can understand that some % of working time is spent in specified position.The other 3 terminologies "percentage approved and "percentage reserved" to be explored.

1. **Question 18. I Need To Execute One Scenario. "coordinators Will Try To Book One Employee For One Business Event, But On That Day He Will Be On Leave", What Should Be The Process Incase I Need To See That The Person Is Not Booked.**

**Answer :**

For checking whether the person is booked or not, go to transaction psv1

1. **Question 19. Is There Any Other Way To Transport The Changes Made In Ppoce Or Shall I Do That Manually In Every System. I Have To Only Create A Root Organisational Unit With Same Object Id In All The Systems.**

**Answer :**

Just find with the basis consultant he will make it for you. Give sugestion because generally we release the transport request in dev. server from there the basis consutlant will transport to QAS and production server. There are so many transport request goes to system. So if it get jam. You can tell your basis consultant to restart server. Then it will be clear.

1. **Question 20. I Have To Create A Root Organisation Unit In Development System. Now I Want To Transport The Changes To Test And Production System. The Transport Settings In The Img Is 'x' That No Transport Request Should Be Generated. So, Is It Advisable To Change The Settings To Blank And Then Develop The Transport Request And Arrange The Settings Back To Normal Once The Transport Request Is Generated For Ppoce.**

**Answer :**

If you only need to create one root object, it's simpler to do it manuallly in all three systems. Don't forget to check the range number in all the systems, though.

1. **Question 21. Do You Want To Know The Country Grouping (molga)**

**Answer :**

Then see "Mol" in \*System->User Profile->Own Data-> Parameters screen    
If you are looking for Usergroup then See UGR.  
An UGR would be only to users, as the name indicates is a User Group and is not related to a country.If you want to find the user group of a person, then you can go to System->User Profile->Own Data-> Parameters.Here you can find the UGR settings for the user.

1. **Question 22. How To Find The Ugr Of An Country?**

**Answer :**

An UGR would be only to users, as the name indicates is a User Group and is not related to a country.If you want to find the user group of a person, then you can go to:   
System->User Profile->Own Data-> Parameters.Here you can find the UGR settings for the user.

1. **Question 23. I Want The T-code Of That Window Where It Asks For Evaluation Path. I Want To Generate The Report In Om.**

**Answer :**

Transaction S\_AHR\_61016529 or program RHNAVIG0.

1. **Question 24. Creation Of Wage Type.**

**Answer :**

See you can create wage type in> PM----PA----Payroll dat----basic> pay----wagetypes---create Wt catalogue./    
Wage> type group>.  
For running a payroll you need to create a payroll areas and that you need to find with client about his requirement.

1. **Question 25. How Can We Give Abscence Quota's For A Group Of Employees.**

**Answer :**

I know that by running the report RPTQTA00 we can give but what are the customizations we have to do in IMG.

1. **Question 26. Can You Tell Me How To Find The Ugr Of A Country?**

**Answer :**

To find User Group, Go to System -> User Profile ->  Own Data -> Parameters -> UGR    
IMG > Personnel Management > Personnel Admin > BasicSettings > User Parameters

1. **Question 27. Where Can We See The Integrations Is Switch On, Is There A Table?**

**Answer :**

Use T77s0 for PLOGI ORGA.

1. **Question 28. We Have This Problem At Work, On The Org. Side The New Jobs Are There But When We Check In Infotype 1 It Does Not Pull Through. We've Tried Doing The Updates Using The Lsmw And Also A Programme But Nothing Helped. We've Tried To Run Rhinte30 But Still It Does Not Update Infotype 1 Record. The Plogi Orga Switch Is On. Where Can We Check Or What Can We Do To Fix This Problem?**

**Answer :**

Hope that is to facilitate the workflow process.That is if you need the flow either upward only or downward only. Also it may be useful in ESS, MDT/MSS for leave and attendance, appraisals, HR info of the employee and updation, etc.,see the switches if it is related to jobs on the switches not only orga textc,texto,texts switch on and try it it will come,it wont work out only with orga.

1. **Question 29. How Workflow Is Related To Sap Hr?**

**Answer :**

Workflow is used to bring out more efficencies and transparencies in processes within SAP.

For example, a leave application by an employee using ESS needs to be sent to the employees direct supervisor/Manager for approval. Workflow can be used for this. If the manager does not approve leave within the specified time, certain events like escalation, notification etc can be initiated.  
You can map many processes of SAP that involves the participation of many dialogue users to be implemented using workflow.  
There are many SAP Standard workflows that you can use or can be customised for specific use.  
In SAP HR, you can have workflows for CATS Approval, Higher duties approval, contract extension, position change approval, etc. You can program the worflows to update the infotypes, etc.

1. **Question 30. Suppose The Client Wants Me The Vacancy To Be Displayed On A Website As Well As Ess. How Should I Do It? (i Only Know Ess Means Employee Self Service, Please Explain About Ess Also).**

**Answer :**

Employee Self-Service enables employees to create, display, and change their own HR-related data in the Enterprise Portal generally related to Benefits and Payments, Working Time, Career and Job, Employee Search, Personal Data, Travel Management, Corporate Information and Life and Work Events. So the kind of data the employees can edit, change or delete depending upon the authorizations the employees (users and roles) have. The authorization to have access to the vacancies by employees is given, generally the vacancies will be displayed for all the employees i.e all the employees will have authorizations.

1. **Question 31. What Is It 41 Used For? How Do I Default It 41?**

**Answer :**

Date Specifications (Info type 0041). The following information is recorded in the Date Specifications info type (0041). The Date type specifies the type of information. A concrete Date type (specified by the user) is used in a series of reports, for example to evaluate an entry date that cannot be derived from the organizational assignment history but which is stored in the Date Specifications info type(0041). This info type can be used in payroll as well as for the leave program. The standard system contains twelve combinations of Date type and Date. If you require more than twelve date specifications for an employee at the same time, you can use time constraint 3.

1. **Question 32. What Is Qualification Deficiency? How Will You Come To Know That A Person Does Not Have Certain Skills/qualifications? (this Was Posed After I Said That I Worked On Training And Events Also).**

**Answer :**

Generally the required qualifications are stored in Required Qualifications (Infotype 5129). So any deficient qualifications can be viewed in this infotype.

1. **Question 33. What Is Recruitment Cycle?**

**Answer :**

It is the complete process of recruitment right from identifying the vacancies displaying the same, notifying them, inviting the applicants, screening the applicants, interviewing them, selecting them, and recruiting them and appointing them(giving an organizational position in the organization--- all these processes constitute the recruitment cycles.

1. **Question 34. What Are Dynamic Actions? Give A Few Examples. What Are The It's You Used In Them. (i Know Only Birth Of Child Action, And The It's Used In It Are Personal Data, Additional Payments)**

**Answer :**

Dynamic actions which are triggered by the system. They are result of some personnel action. If you make a change (personnel action) to the personnel data of an info type that then has an effect on the data of a second info type, the system automatically displays the info type. One of the main purpose of the dynamic action (of the system) is to have a consistent and coherent data. These actions are started automatically by the system, unlike the Personnel actions which you start by yourself. The best example is when you carry out an action lets say hiring, you need to populate a set of info types. Your initial entry of details in infotype 0000 is personnel action. When you do this system automatically displays next infotypes- which is result of dynamic action.

1. **Question 35. What Is Meant By Slab? How Is Indian Slab And Us Slab? (he Was Talking About Some %ages. I Don't Know What They Are?)**

**Answer :**

Grouping of employees depending on their allowances and PERKS is nothing but Slab system and it also even comes for Professional Tax.

1. **Question 36. How Do You Differentiate Tax For Different Countries?**

**Answer :**

Taxation has so many use exits to be created which means it all happens only from the new versions which SAP Releases.

1. **Question 37. What Is The Difference Between Indian And Us Payroll. (i Said Each Of Them Have Their Own Its And The Taxation Differs.)**

**Answer :**

Yes it correct and even you have to say about the Benefits which are more important in US. In US unemployment tax will come. Garnishments will come, Residence taxation, Work tax and others, you have to say it in broad way then only they can know that you are working, or confident enough.

1. **Question 38. What Is Meant By Authorization? Did You Ever Work On It?**

**Answer :**

Authorisations are the transactions given to the end users or the developers for only some areas to work, infotypes, transaction codes, org units and others depending on the requirement of the client or the develping enterprise. Check this at PFCG tcode.

1. **Question 39. How Do You Restrict The Data To Be Entered In Payroll Area?**

**Answer :**

No, data is entered in a payroll area , but the employees are defined depending on their payscale structure. If you are restricting any data to be entered for pay strcs this is for indirectly for payroll area.

1. **Question 40. What Is Meant By A Schema? (i Said I'm Only Aware That It Is A Set Of Rules Which Is Copied And Renamed, But Never Worked On That.)**

**Answer :**

No, you have to say him that schema is a set of instructions ( Programs ) modified as per requirements and its process is to collect the data as from all the defined instructions with sub schemas and PCR's. As I was not authorised to work on them I know just the process of schemas only, (you should have said like this.)

1. **Question 41. How To Assign A Person Two Different Pers No.s And Allocate Him Two Different Comp. Codes And Generate A Single Invoice? Suppose For A Person I Have To Pers No.s A And B. I Want To Send Him To One Company In The Morning And The Other In The Noon. How Should I Do This. (i Only Know One Person Can Be Given More Than One Position By Giving Percentage In Om. I Said That This Process Is Concurrent Employment.)**

**Answer :**

No, even with Concurrent employment also it is not possible to assign two personnel numbers for one person. You can assign him to work wih two Personnel ID Numbers with the same number and make invoice.

1. **Question 42. How To Write A Variable Breaks. For Example In A Manufacturing Unit 50 Employees Are Working, All The 50 Employees Will Not Take A Break At A Time, So 25 People Will Take A Break Around 11:00 To 11:30 And Another 25 People Will Take A Break Around 11:30 To 12:00?**

**Answer :**

Variable or flexi break means if you are fixing the break as10.00-12.00 and saying that only 30 min break then they can take a break of 30 min at any time in between 10:00-12:00.

In config, under time managemnt and then work schedules, go to break schedules and create two break schedules (1) 11-1130 and the other for 1130-1200. I think each will have its own DWS. In this case for break schedule 1, the DWS will be 8000 and for break two it will be 8001. Create work schedules for each and assign to the relevant group of employees. This is the solution I could think of.

1. **Question 43. What Are The Difference Between : Retroactive Accounting Period, Earliest Retroactive Accounting Period?**

**Answer :**

Retroactive Accounting Period: The retroactive accounting period refers either to an individual employee or to a payroll area. The earliest possible retroactive accounting period is specified for a payroll area. The system also takes into consideration the employee's initial entry date.

Earliest Retroactive Accounting Period: The period furthest back in the past for which it is still possible to perform a retroactive accounting run. This means that retroactive accounting takes place for a period for which payroll has already been performed.

1. **Question 44. What Is A Bsp Application?**

**Answer :**

BSP (Business Server Pages) in the new dimension in SAP where by webapplication can be built. BSP uses HTML for the presenation and ABAP for the business logic. As an option there is also the Java flavour using JSP.BSP applications are far better than the old IAC's (Internet applicationcomponents) deliverd with the ITS where the display format is kind of fixed.In SAP HR the new appriasal system used BSP.Well this is only basic information. You may wish to use the MBS (WASversion) to try and developed a simple application using BSP.

BSP is a set of pages that represent a user interface (layout and page flow definition). The layout part of a page normally contains ABAP or JavaScript code which is inserted into the HTML structure. They can contain server-side scripting code in either JavaScript or ABAP. BSP applications use all the conventional ABAP technologies, such as Open SQL and internal tables, allowing developers to create Web pages quickly. This enables existing SAP logic, data structures, and interfaces to be directly used in Web applications.

1. **Question 45. I Have A Certain Group Of Employees Who Have Vacation Exceptions. The Company Does Not Want To Create Additional Psa/pa To Enable Me To Put Them In Their Own Psa Grouping For Time Quota Types. Can I Use It2012 To Bring In The Exception Hrs And Then Add This Value To Their Accrual As Defined In Config. Because Of This They Will Accrue Vacation Time At A Higher Rate. Is This Possible? Combining Config Settings And Schema To Accrue Leave. If I Could Put Them In Their Own Separate Psa Grouping For Time Quota Types It Would Be Easy For Me As I Would Not Permit Generation Of Quota During Time Eval. And Then Do This In The Schema. Any Suggestions?**

**Answer :**

Schemas allows you to move, delete, copy and insert lines in line editor commands,here you can enter the commands and entered in the area used for the line numbers. You can overwrite any of the numbers with the commnds. Sub-shemas are called by the copy commnad.

1. **Question 46. There Is One Person But Its Displaying That This Person Cannot Be Booked. He Is Not Available For The Business Event. Can You Tell Me Where Is It Going Wrong? What Can Be The Reasons?**

**Answer :**

You should be able to book for all persons but it showing only for one person means you need to check infotype 2001 and his workschedule. If it showing for all the persons, just follow as below:  
Create a calendar with open days means without any holidays and assign in Training and Event Management --> Basic Settings --> Controling days off --> Specify Factory Calendar in this through drill down/check box select the calendar which you have created in time mangement without any holidays and try out if again. If it shows the same message then remove time integration.

1. **Question 47. About Time Managemnet. Now I Am Trying To Book Person, But I Have To See Whether This Person Is On Leave Or What About The Break Schedule So That I Can Give Training. For This Purpose I Am Starting Again. I Am Recruiting 2 Person, Generating 2 Personnal No, Then Prepare The Infotype About Time And Create 2 Scenarios To See That In 1 Case The Person Is Booked For Training (because Time Schedule Is Not Coinciding With The Training Period) And I Want To Create Another Scenario Where I Can See The Person Cannot Be Booked (time Period Coincides With The Training Period Of Only 1 Day.) What Are The Steps Of Time Management About Both The Scenarios?**

**Answer :**

For checking whether the person who is going on leave or who has gone on leave, to find out just goto pa20 and enter infotype 2001 absence where you will be checking whether this guy is on leave or not. If he is ill go onleave so the data will be stored in this infotype.

1. **Question 48. I Need To Ask You That While I Am Trying To Book One Person In Training For A Business Event Type, They Are Saying That This Person Is Not Available For The Business Event. Why Is It So? But That I Can Book A User For The Same Business Event Type. What Is The Differense Between User And Person? Now In Case If I Book A Person For The Business Event, How Can I See Whether That Person Is Available For That Date Or Not. Moreover How Can I See That That Person Is On Leave Or Not.**

**Answer :**

Create a new calendar in time mgt. with open days means without any holidays and assign it in trng and evnt mgt. and remove time integration. To check for an employee leave or not just pa20 infotype 2001.(absence)

1. **Question 49. I Am Facing Problem In Infotype 0019/ Monitoring Of Task. Pls Help Me In Doing It 0019 Working, The System Is Not Giving The Reminder On Set Date, Is It Require Some Other Settings Also. Pls Let Me Know What All Settings Need To Be Done For This Infotype?**

**Answer :**

In table V\_T531 mention the Lead Follow-up Time and the Units. Like say you want to set the Reminder for 3 months or whatever from the Task Date. This setting will default the Reminder Date.

1. **Question 50. Can Anybody Give Some Examples Of Tickets In Om, Pa.? What Are The Tickets You Will Get In Support Project Please Provide Me With Solution?**

**Answer :**

If any issue, user raises the ticket. Suppose in OM, org tree is not visible and in PA updation of master records, wage type permissibility or any issue. Relating to the same. If you have any payroll down load happening, that gets affected due to this infotype. We need to look into as an urgent matter.

1. **Question 51. What Would Be Basically My Roles Where I Need To Provide Support Or What Kind Of Specs Do I Need To Face. Pls Give Some Examples.**

**Answer :**

You are working in Payroll and Benefits, your role can exactly defined after seeing what your Business is doing, are you processing payroll through SAP or you are processing through third party and down load through SAP. In payroll mostly you will get the issue of authorization, and check which all infotypes are going to effect while running the payroll. any issue occur, you need to check the infotypes and while downloading check the fields and verify the data , check the programme and wage types also , whether they are maintained properly etc.

1. **Question 52. What Is Knowledge Transfer In Sap Hr Module?**

**Answer :**

Knowledge Transfer is a general terminology. It means that you disseminate the knowledge what you have. Say you are teaching one module to other person. You are the giver and the other person is the receiver of knowledge. The process is Knowledge Transfer. You are transferring the subject what you know. KT is not specific to any module.

1. **Question 53. We Created An Appraisal Template Now I Want To Assign It With One Employee Or Esg. How I Can Do This Integration And Where. What Is The Next Step After This?**

**Answer :**

Either you can establish the relationship between the position and the Appraisal Template. Otherwise can restrict the appraisal template based on PSA... However there is no standard setting for restricting the Appraisal template on ESG

1. **Question 54. What Are Dynamic Actions And How To Configure It?**

**Answer :**

Dynamic actions are performed automatically by the system, depending on certain conditions. If maintaining one infotype has an effect on another infotype, the system automatically displays the second infotype for processing.  
Dynamic actions can run in the background i.e. the user does not see the run on the screen.  
A change in one field of an infotype might require, that certain other infotype be updated at the same time. The details can be specified as a dynamic event. It is automatically triggered by the system.

\*Examples: \*  
The Personal Data infotype is newly created, and the Number of children field is filled. Once the record is saved, the system automatically displays the Family/Related Person (0021) infotype and the Child subtype for processing. An employee is hired, and the probationary period is entered in infotype Contract Elements. Once this information is saved, the system automatically displays a record from the Monitoring of Dates (0019) infotype and the subtype Expiry of probation for processing.

1. **Question 55. Find The Scenario And Give The Result : A,b,c Are Employees, Where A,b Will Get Basic,hra,da. C Gets Basic And Da. How To Group For The Allowances?.**

**Answer :**

Allowances are paid depending on his gradation and even wages are also paid on this criteria, if AB are paid bas, hra and DA then take three wage types ans assign to the ES Grouping and don't give HRA wage type to C.

1. **Question 56. List The Various Components Of The Enterprise Structure In Systems, Applications, And Products (sap) In Human Capital Management (hcm).**

**Answer :**

The components of the enterprise structure in SAP HCM are given as follows:

* + Client
  + Company code
  + Personnel area
  + Personnel subarea

1. **Question 57. What Is Client In The Sap System?**

**Answer :**

In the SAP R/3 (R stands for Realtime) system, a client is an organization and a legal entity. A client is positioned at the highest level among all the organizational units. It contains the master data of various business processes, such as customers, products, and vendors. A three-digit number is used to represent clients in the SAP R/3 system.

1. **Question 58. What Is Company Code?**

**Answer :**

A company code is a unique four-character alphanumeric code that represents a legally independent enterprise.

1. **Question 59. What Is Personnel Area?**

**Answer :**

A personnel area is a subunit of company code. It is identified as an organizational unit representing an area in an enterprise, which is organized according to personnel administration, time management, and payroll accounting criteria. It is represented as a four-character alphanumeric code. For example, the personnel area code for corporation is CORP.

1. **Question 60. What Are Personnel Subareas?**

**Answer :**

A personnel subarea is a part of personnel area, which can be subdivided according to the geographical location or the strategic line of business. It is represented as a four-character alphanumeric code. For example, if the branches or locations of an organization are defined as personnel area, then its departments, such as HR and ADMIN, are the personnel subareas of the organization.

1. **Question 61. What Are The Functions Of The Personnel Administration Module?**

**Answer :**

The following are the functions of the Personnel Administration module:

* + Providing authorizations required for the maintenance of master data
  + Assigning personnel number for people being recruited
  + Maintaining plausibility of other sub applications both within HCM and outside HCM
  + Maintaining plausibility within personnel administration
  + Designing input templates for personnel administration
  + Designing work processes required for personnel administration
  + Designing user interfaces

1. **Question 62. What Is The Meaning Of Global Employment In Sap Hcm?**

**Answer :**

Global Employment is termed as an employee having personnel assignments with one enterprise or several affiliated enterprises, in more than one country at the same time.

1. **Question 63. What Do You Mean By Infotypes In Sap Hcm?**

**Answer :**

Infotypes are referred to as system-controlled characteristics of employees. Information related to employee is stored in the form of Infotypes, which are represented by a four-digit numeric code given as follows:

* + 0000 for actions
  + 0001 for organizational assignment
  + 0002 for personal data
  + 0003 for payroll status

1. **Question 64. What Are Features In Sap Hcm?**

**Answer :**

Features are decision trees customized in the Implementation Guide (IMG) screen in SAP HCM that are made up of technical fields whose values are defaulted in the easy access.

1. **Question 65. What Is Img?**

**Answer :**

IMG is a project support tool. It contains documentation about the implementation steps of the SAP system. It also helps you to control and document the project during implementation.

1. **Question 66. What Do You Understand By Mandatory Activities?**

**Answer :**

Mandatory activities are activities for which SAP does not deliver default settings, such as organizational structure. Customer specific requirements must be stored for activities that are classified as mandatory.

1. **Question 67. What Are Optional Activities?**

**Answer :**

Optional activities are activities for which SAP delivers default settings. These default settings can be used if they satisfy the requirements.

1. **Question 68. What Are Non-required Activities?**

**Answer :**

Non-required activities are activities for which SAP delivers all the default settings. These activities, such as country specific settings, are used rarely.

1. **Question 69. What Do You Understand By Critical Activities?**

**Answer :**

Critical activities are activities that should be carried out very carefully, because errors in these activities may lead to negative consequences.

1. **Question 70. What Are Non-critical Activities?**

**Answer :**

Similar to critical activities, the non-critical activities should also be performed carefully, but the errors committed in these activities have less negative consequences.

1. **Question 71. What Are Personnel Development Plans?**

**Answer :**

Personnel development plans provide professional development for the employees of an organization. It can also be used to perform the training and job-related activities.

1. **Question 72. What Is The Use Of Training And Event Management?**

**Answer :**

The Training and Event Management module is used to manage and schedule the training events and conventions.

1. **Question 73. What Is Sap Hcm Workflow?**

**Answer :**

The SAP HCM Workflow automates business processes and assigns tasks to appropriate person at the right time.

1. **Question 74. What Is The Use Of Compensation Management?**

**Answer :**

Compensation Management allows you to specify the guidelines for an organization's compensation policy, which helps the organization to attract and preserve the best employees. It is necessary for the administration of compensation, such as carrying out payroll.

1. **Question 75. What Is Personnel Cost Planning?**

**Answer :**

Personnel Cost Planning is used to plan the personnel costs that are based on either the basic salaries or the vacated or filled vacancies. It can be done for the current year based on either the assumptions or the previous year costs.

1. **Question 76. What Is Shift Planning?**

**Answer :**

Shift Planning is a component of Personnel Time Management. It is used to plan the shift time and location of the employees according to their qualification and the number of job requirements. The document used to record this information is called planned shift document, which is also known as roster.

1. **Question 77. What Do You Mean By Capacity Planning?**

**Answer :**

Capacity Planning refers to the planning of production in an organization to meet the changing market demands of the products. The capacity is identified as maximum amount of work that an organization can complete in a given time period.

1. **Question 78. What Is Human Resource Information Systems (hris)?**

**Answer :**

Human Resource Information Systems enables you to perform standard reporting from all HR areas.

1. **Question 79. What Is Manager's Desktop?**

**Answer :**

The Manager's Desktop is a computer system, which is available only to the managers. Other employees cannot see the Manager's Desktop; whereas, the manager can use this computer system to see the status of all the employees who are logged in. The computer system also helps managers to perform their administrative and strategic works.

1. **Question 80. What Are The Most Important Processes In The Hr Department?**

**Answer :**

The HR is the most important division for any organization. The processes of the HR department are employee administration, payroll, legal reporting of efficiency, and agreements with the changing global and local regulations.

1. **Question 81. List The Most Important Structures In Hr.**

**Answer :**

Following are the important structures in HR:

* + Enterprise
  + Personnel
  + Organization
  + Pay scale
  + Wage type

1. **Question 82. What Is Employee Self-service (ess)?**

**Answer :**

ESS facilitates the employees of an organization to create, view, and change the data anytime and anywhere, with the help of various technologies. It provides employees with an employee-centric portal to enable them to access and modify the information required for their jobs. For example, employees can manage their home address and emergency contacts.

1. **Question 83. List The Functions Required To Select An Infotype.**

**Answer :**

Following are the functions required to select an Infotype:

* + Create / INS
  + Delete
  + Delimit
  + Lock / Unlock

1. **Question 84. How Do You Hire A New Employee?**

**Answer :**

A new employee is hired with the PA40 transaction code. After that, all the Infotypes are maintained for the employee by using the PA30 transaction code.

1. **Question 85. Name The Modules Available In Sap R/3 For Professional Users.**

**Answer :**

The following modules are available in SAP R/3 for professional users:

* + Advanced Planner and Optimizer
  + Strategic Enterprise Management (SEM)

1. **Question 86. What Objects Does A Qualification Catalog Contain?**

**Answer :**

A qualification catalog consists of two objects: qualification groups and qualifications.

1. **Question 87. What Are The Goals Of Sap Initiative?**

**Answer :**

The goals of SAP initiative are given as follows:

* + Providing an easy way to learn, use, and customize software
  + Extending the reach of SAP by bringing more role specific scenarios

1. **Question 88. What Does A Profile Match-up Means?**

**Answer :**

A profile match-up means:

* + Matching the qualifications of an applicant with the requirements of a position
  + Matching the profile of an applicant with the requirements of a position
  + Generating the training proposals from a qualification deficit

1. **Question 89. Which Architecture Does The Sap System Use?**

**Answer :**

The SAP System uses the three-tier architecture.

1. **Question 90. What Happens When A User Accesses A Transaction In The Sap R/3 System?**

**Answer :**

When a user accesses a transaction in the SAP R/3 system, the following tasks are performed:

* + Executes a query in Structured Query Language (SQL) from the application level to the database level
  + Transfers data from the relational database to the front end system
  + Converts the data from one consistent state to another
  + Updates the database when data is entered using the transactions

1. **Question 91. How Are Business Objects Maintained In Sap?**

**Answer :**

Business objects are maintained in the Business Object Repository.

1. **Question 92. How Is A Business Object Characterized In Sap?**

**Answer :**

A business object has the following characteristics in SAP:

* + Attributes
  + Methods/Application Programs

1. **Question 93. What Tasks Can Be Performed At The Attendee Level In The Dynamic Attendance Menu?**

**Answer :**

In the dynamic attendance menu, you can perform the following tasks:

* + Book an attendance
  + Replace an attendance

1. **Question 94. What Is The Use Of Business Application Programming Interface (bapi)?**

**Answer :**

The following are the uses of BAPI:

* + Provides an interface that integrates third party applications or components with SAP R/3
  + Provides an interface between a business object and a method

1. **Question 95. What Are The Different Processes Involved In An Appraisal?**

**Answer :**

The different processes involved in an appraisal are as follows:

* + Prepare an appraisal
  + Perform an appraisal
  + Complete an appraisal

1. **Question 96. What Are The Functions Performed By Bapi?**

**Answer :**

The following functions are performed by BAPI:

* + Create objects
  + Display attributes of objects
  + Change attributes of objects

1. **Question 97. What Is The Use Of Application Link Enabling (ale)?**

**Answer :**

ALE performs the following functions:

* + Distributes data, master data, and transaction data across different systems
  + Refers to an enterprise structure, which is the combination of centralized and decentralized tasks
  + Provides support for the implementation and operation of distributed SAP applications
  + Exchanges data using Intermediate Documents (IDocs)

1. **Question 98. What Are The Main Functions Of Project Img?**

**Answer :**

The main functions of Project IMG are given as follows:

* + Creates an IMG for each project
  + Maintains project documentation
  + Maintains project management status
  + Maintains cross project documentation

1. **Question 99. What Do You Mean By Go Live In Sap?**

**Answer :**

Go Live in SAP:

* + Tests whether the system is suitably configured before them Go Live
  + Tests whether the configuration matches with the client requirements or not

1. **Question 100. What Are The Main Components Of The Compensation Management?**

**Answer :**

Compensation management has the following components:

* + Job pricing
  + Job evaluations
  + Budgeting
  + Compensation administration

1. **Question 101. What Are The Functions Of The Customer Relationship Management (crm) Module?**

**Answer :**

The CRM module has the following functions:

* + Capturing customer data across the enterprise in a central database
  + Analyzing the customer data and distribute the results to the contact points where the customers can be contacted
  + Providing solutions that enable companies to effectively manage customer relationships throughout the entire lifecycle

1. **Question 102. What Are The Components Of Advanced Planner And Optimizer (apo)?**

**Answer :**

Following are the components of APO in SAP:

* + Global Available to Promise (ATP)
  + Supply Network Planning
  + Supply Chain Cock Pit

1. **Question 103. What Infotypes Are Used In Compensation Management?**

**Answer :**

The following Infotypes are used in Compensation Management:

* + Salary Survey Results
  + Planned Compensation
  + Job Evaluation Results

1. **Question 104. What Infotypes Are Used In Travel Management?**

**Answer :**

The following Infotypes are used in Travel Management:

* + Actions
  + Organizational Assignment
  + Personal Data
  + Travel Privileges
  + Payroll Status

1. **Question 105. What Are The Basic Characteristics Of The Organization Management Module?**

**Answer :**

The Organization Management module has the following characteristics:

* + Uses flow
  + Uses relationships between objects
  + Creates additional characteristics for objects

1. **Question 106. Which Elements Constitute The Enterprise Structure?**

**Answer :**

The enterprise structure consists of the following five elements:

* + Client
  + Company code
  + Personnel areas
  + Personnel subareas
  + Organizational keys

1. **Question 107. Which Elements Constitute The Administrative Personnel Structure?**

**Answer :**

The administrative personnel structure consists of the following elements:

* + Employee group
  + Employee subgroup
  + Payroll accounting area
  + Organizational key

1. **Question 108. Which Steps Are Required For Creating And Managing The Organizational Management (om) Structures?**

**Answer :**

The steps for creating and managing the OM structures are planning, managing, creating the configuration, converting the data, and performing the operations.

1. **Question 109. What Are The Functions Of The Personnel Subarea?**

**Answer :**

Following are the functions of the personnel subarea:

* + Specifies the country grouping
  + Specifies groupings for Time Management
  + Specifies the selection criteria for evaluations
  + Generates default values for pay scale type and area for basic salary of an employee
  + Assigns an authorized person for payroll accounting
  + Creates the wage type structure

1. **Question 110. What Are The Functions Of The Employee Subgroup?**

**Answer :**

Employee subgroup is used to define work schedules for employees. The following functions are performed by the employee subgroup:

* + Defines the validity of wage types, when employee subgroup are grouped for primary wage type
  + Defines the system processes for employees payroll, when grouped with personnel calculation rule
  + Categorizes the employees according to their attendance and absence quotas

1. **Question 111. Define Payroll Area.**

**Answer :**

Payroll area specifies the group of employees for whom the same payroll components are processed for a specified period, that is, monthly, semi-monthly, quarterly, or annually.

1. **Question 112. Define An Infotype.**

**Answer :**

An Infotype is defined as system controlled characteristics of employees or logical groupings of employee data. These are the information units used to enter master data.

1. **Question 113. Which Two Criteria Determine The Payroll Areas?**

**Answer :**

Employee subgroup and payroll period are the two criteria that determine the payroll areas.

1. **Question 114. What Is The Use Of Organizational Key?**

**Answer :**

The organizational key is used for the organizational assignment of employees. It comprises company code, personnel area, and personnel subarea of an enterprise structure. The organizational key is also a part of the authorization check.

1. **Question 115. Which Infotype Defines The Administrators?**

**Answer :**

Infotype 0001 (Organizational Assignment Infotype) specifies the administrators.

1. **Question 116. What Are The Main Administrators In Standard Assessment Procedure Hr?**

**Answer :**

The administrators in Standard Assessment Procedure HR are given as follows:

* + Payroll administrator
  + Master data administrator
  + Time Recording administrator

1. **Question 117. What Is The Use Of Features?**

**Answer :**

Features are decision trees customized in the Implementation Guide (IMG) menu that are used to deliver default values for Infotypes in easily accessed menu.

1. **Question 118. Specify The Relationship Between The Planned Workingtime (infotype 0007) And Basic Pay (infotype 0008).**

**Answer :**

Employment percentage and working hours that are calculated in Infotype 0007 are taken as the default values in Infotype 0008.

1. **Question 119. Which Feature Is Used To Define The Default Values For The Pay Scale Area And Pay Scale Type?**

**Answer :**

The TARIF feature is used to define the default pay scale type and pay scale area in the Basic Pay Infotype.

1. **Question 120. What Is The Use Of Employee Subgroup Grouping For Collective Agreement Provisions?**

**Answer :**

The employee subgroup grouping for collective agreement provisions are used to combine employee subgroups, which are governed by the valid statutory industrial legislations.

1. **Question 121. Where Are Pay Scale Groups And Pay Scale Levels Defined?**

**Answer :**

Pay scale groups and pay scale levels are defined in the Basic Pay Infotype (0008) in IMG.

1. **Question 122. How Do You Create Primary Wage Types?**

**Answer :**

Primary wage types are created by making prototypes of the model wage types in the system. They are evaluated into the secondary wage types at the time of payroll processing.

1. **Question 123. Where Can You Evaluate The Wage Types?**

**Answer :**

Wage types can mainly be evaluated into Basic Pay Infotype (0008), Recurring Payments and Deductions (0014), and Additional Payments (0015).

1. **Question 124. What Are The Elements On Which The Input Permissibility Of A Wage Type Depends?**

**Answer :**

Employee subgroup and personnel subarea grouping are the two elements on which the input permissibility of a wage type depends.

1. **Question 125. What Is Personnel Subarea Grouping For Primary Wage Types?**

**Answer :**

The personnel subarea grouping for primary wage types groups together those personnel subareas for which the primary wage types are applicable.

1. **Question 126. Where Is Wage Type Valuation Defined?**

**Answer :**

The wage type valuations are defined in the wage type characteristics.

1. **Question 127. How The Wage Types Are Evaluated Indirectly?**

**Answer :**

Indirect evaluation module or PRZNT can be used in payrolls wherever indirect evaluation is used. You need to first configure the screen maintenance table, V\_T511, by using the SM30 transaction code for wage type characteristics and then the screen maintenance table, V\_T539J, by using the SM30 transaction code for the indirect evaluation of base wage type.

1. **Question 128. How Can You Define The Default Wage Types For The Basic Pay Infotype.**

**Answer :**

You can define the primary wage types by entering the default wage types when the Basic Pay Infotype records are inserted.

1. **Question 129. What Is Pay Scale Reassignment?**

**Answer :**

Transferring an employee from a pay scale group to another is called pay scale reassignment

1. **Question 130. What Is Cross Application Time Sheet (cats)?**

**Answer :**

The CATS is a type of time sheet, which is used to enter the time into a SAP system and can be processed for a payroll.

1. **Question 131. Can Several Personnel Actions Be Performed On The Same Day?**

**Answer :**

Yes, several personnel actions can be performed on the same day; for example, hiring and termination.

1. **Question 132. What Is The Purpose Of Using Additional Actions Infotype (aai)?**

**Answer :**

AAI (Infotype 302) automatically logged all the personnel action types performed for an employee on a particular date.

1. **Question 133. How Do You End And Start A New Session In Sap?**

**Answer :**

A new SAP session can be started by using the PA30 transaction code and the current SAP session can be ended by using the PE04 transaction code. You should proceed as /nPA30 to start a new session and /nPE04 to end a current session.

1. **Question 134. When Does A User Not Allowed To Proceed Further In An Application?**

**Answer :**

The user is not allowed to proceed further in an application without entering a permitted value in a field when the required fields are marked with a small icon.

1. **Question 135. How Many Sessions Can Be Opened At A Time?**

**Answer :**

SAP R/3 allows you to open and work with up to six sessions at a time.

1. **Question 136. What Are The Options Maintained In A User Profile?**

**Answer :**

The following options can be maintained in a user profile:

* + Address
  + Defaults
  + Parameters

1. **Question 137. What Is Matchcode In Sap?**

**Answer :**

Matchcode is a comparison key, which enables you to locate the key of a particular database record, such as account number, by entering information contained in the record. After that, the SAP system displays a list of records matching the specifications.

1. **Question 138. What Are Additional Actions?**

**Answer :**

Additional actions allow you to automatically log all the personnel action types that are performed for an employee on a specific date. It allows you to perform and document several personnel action types for an employee in the R/3 system on the same day.

1. **Question 139. What Are Infogroups?**

**Answer :**

Infogroups are defined as a table of Infotypes. They are used in personnel actions to define a set of sequential Infotypes that you use while performing an action.

1. **Question 140. How Is The Integration Between Personnel Administration And Organization Management Modules Maintained?**

**Answer :**

The integration between Organization Management and Personnel Administration is maintained by plotting "X" between PLOGI and ORGA in the IMG customization tables.

1. **Question 141. What Is The Transaction Code To Access Evaluation Path?**

**Answer :**

S\_AHR\_61016529 is the transaction code to access evaluation path.

1. **Question 142. What Is An Info Type Menu?**

**Answer :**

Infotype menu contains a list of Infotypes, which in turn include different tabs. For example, in the Infotype PA30, there are different tabs, such as Basic Personal Data and Contract Data, and each tab refers to one Infotype menu. They are used for maintaining and displaying HCM master data. These menus are dependent on the UGR.

1. **Question 143. What Is The Approach To Create An Evaluation Path?**

**Answer :**

Evaluation paths are created in Organization Management and customized under basic settings. You can create alphanumeric evaluation paths that contain at the most eight characters and start with Z.

1. **Question 144. What Feature Is Used To Create An Applicant Number Range?**

**Answer :**

The NUMAP feature is used to create applicant number range.

1. **Question 145. What Is The Transaction Code For Creating Personnel Actions?**

**Answer :**

PA40 is the transaction code for creating personnel actions.

1. **Question 146. What Is Hcm Master Data In Sap?**

**Answer :**

HCM master data is the data related to employees that remains constant. Following are some of the examples of the HCM master data:

* + Contact number
  + Name
  + Address
  + Bank details
  + Social insurance number
  + Health insurance fund

1. **Question 147. Which Transaction Code Is Used To Maintain The Features?**

**Answer :**

The PE03 transaction code is used to manage the features.

1. **Question 148. Which Transaction Code Is Used To Create Roles?**

**Answer :**

The PFCG transaction code is used to create roles.

1. **Question 149. What Are The Different Types Of Imgs Available?**

**Answer :**

Following three types of IMGs are available:

* + SAP IMG —Consists of all the IMG steps for all the modules and functions.
  + Enterprise IMG —Refers to a subset of SAP IMG that contains modules, functions within modules, and nodes. These are relevant to the company from both functionality and country requirement point of view.
  + Project IMG —Refers to a subset of the SAP IMG that contains all the customizing activities, which are to be performed in the project.

1. **Question 150. At What Level Of The Img. You Can Perform Project Documentation And Status Monitoring?**

**Answer :**

The project documentation and status monitoring can be performed at the Project IMG level.

1. **Question 151. What Is A Project View?**

**Answer :**

The project view is a subset of the Project IMG, which enables you to view the Project IMG from the criticality of an IMG node point of view, or from an object point of view.

1. **Question 152. What Is Organizational Plan?**

**Answer :**

The organizational plan depicts the organizational structure to represent the relationships between individual departments and work groups.

1. **Question 153. What Are Organizational Units?**

**Answer :**

Organizational units represent different departments in an enterprise. Multiple organizational units can be used to build an organizational structure. Organizational units are represented by the object type 0.

1. **Question 154. What Is A Job?**

**Answer :**

Job is a general classification for a set of tasks in an enterprise; for example, Consultants and Managers. It is represented by the object type C. Job describes a position; and therefore, using this relationship position inherits the tasks of job.

1. **Question 155. What Are Positions?**

**Answer :**

Positions represent specific area in an enterprise that is held by employees or users; for example, HR Manager and Marketing Director. It is represented by the object type S. Position inherits its tasks and characteristics from a job.

1. **Question 156. What Are Persons?**

**Answer :**

Persons represent employees in an enterprise that hold positions in Organizational Management (OM). They are a fundamental part of an organizational structure and perform tasks or activities. It is represented by the object type P.

1. **Question 157. What Is The Importance Of Om?**

**Answer :**

OM gives an overview of the current status and the reporting structures of an enterprise for a specified period. It is used to plan and model future assignments. OM is based on objects and each object has some characteristics, which are maintained in Infotypes.

1. **Question 158. What Are Cost Centers?**

**Answer :**

Cost centers are linked to organizational units or positions and maintained in the financial accounting. Only costs are collected in the cost center and not the revenues. They are represented by the object type K.

1. **Question 159. What Is A Task?**

**Answer :**

A task describes the responsibilities of organizational units, jobs, positions, and work centers. Tasks are duties and responsibilities that must be undertaken by employees. You can create single tasks or groups of tasks. They are represented by object type T.

1. **Question 160. What Is A Work Center?**

**Answer :**

Work center describes the physical location where the tasks must be carried out. A work center can also represent a geographical location, for example, London branch office. They are represented by object type A.

1. **Question 161. What Are Object Relationships?**

**Answer :**

An object relationship Is defined as the relationship between individual elements in the organizational plan.

1. **Question 162. What Is The Default Value For Personnel Area?**

**Answer :**

The default for a personnel area is a value, which is inherited from organizational unit from the Account Assignment Features Infotype.

1. **Question 163. What Is The Default Value For Personnel Subarea And Business Area?**

**Answer :**

The default values for personnel subarea and business area are provided using Account Assignment Features Infotype (1008).

1. **Question 164. Where Do You Identify Divisions Of An Organization?**

**Answer :**

Personnel subarea is generally used to identify divisions.

1. **Question 165. What Are The Organizational Functions Of The Personnel Subarea?**

**Answer :**

Following are the organizational functions of the personnel subarea:

* + Specifies the country grouping that controls the entry of master data as well as the processing of wage types and pay scale groups in payroll within a company code
  + Assigns a legal entity to differentiate the companies in legal terms
  + Sets grouping for time management for setting up work schedule, substitution, absence, and leave type for individual personnel subareas
  + Generates default pay scale type and pay scale area for an employee's basic pay
  + Specifies the public holiday calendar
  + Specifies subarea specific wage type for each personnel area

1. **Question 166. What Is Country Reassignment?**

**Answer :**

If an employee is transferred from one country to another, then personnel action must be performed that sets the status as 0 for the current country and hires the same person in another country.

1. **Question 167. Which Elements Determine The Enterprise Structure For Personnel Administration?**

**Answer :**

Company code, personnel area, and personnel subarea determine the enterprise structure for Personnel Administration.

1. **Question 168. What Elements Make Up The Personnel Structure?**

**Answer :**

Employee group and employee subgroup are the elements that create the personnel structure.

1. **Question 169. What Elements Constitute The Organizational Structure?**

**Answer :**

Position, job key, organizational unit, and organizational key constitute the organizational structure.

1. **Question 170. What Is A Payroll Accounting Area?**

**Answer :**

Payroll accounting area is an organizational unit defined for payroll accounting. It is the calculation of remuneration for work performed by an employee. It provides the payroll driver with two types of information: number of employees and dates of the payroll period. The payroll accounting areas for an employee can be changed at the end of a month only. You cannot enter a new payroll accounting area in the middle of a month, even if an employee has been changed from hourly-paid to salaried employee.

1. **Question 171. What Is An Organizational Key Used For?**

**Answer :**

The fields of an organizational assignment, such as edit and sort names to create a 14 character field that is known as organizational key. In HCM module, the organizational key is used as a part of authorization check and using it you can revise the authorization checks.

1. **Question 172. Where Do You Start The Configuration In Hcm Module?**

**Answer :**

The configuration in HCM module starts from the enterprise structure and personnel structure.

1. **Question 173. What Is Reference User Group?**

**Answer :**

Reference user group is the default user group. You can generate different numbers for each module to be created under HCM so that access is barred for users other than the current module.

1. **Question 174. What Is The Basic Concept Of Om?**

**Answer :**

The basic concept of OM is that each element of an organization creates a unique object with individual attributes.

1. **Question 175. What Is The Purpose Of Using Om?**

**Answer :**

OM helps to adjust and analyze the organizational plan and structures the data. It also provides the base for personnel planning and development.

1. **Question 176. How Do You Create Organizational Plans?**

**Answer :**

Following are the steps for creating an organizational plan:

* + Create root organizational units
  + Create subordinate organizational units
  + Create jobs and positions
  + Assign tasks and cost center
  + Assign persons
  + Add other attributes

1. **Question 177. What Is The Use Of Organizational Plan?**

**Answer :**

An organizational plan provides a basis for personnel planning, previewing, and reporting of organizational achievements. It is required to carry out numerous business and human resources processes.

1. **Question 178. What Is The Basis For Creating An Organizational Plan?**

**Answer :**

The organizational structure is the basis for creating an organizational plan.

1. **Question 179. How Do You Create Staff Assignments?**

**Answer :**

You can create staff assignments by creating positions based on the jobs, assigning them to an organizational unit, and allocating them a position holder.

1. **Question 180. What Is A Plan Version?**

**Answer :**

Plan versions represent a current or actual organizational plan. They are defined as the active integration plan version. A plan version is used to store organizational plan scenarios, such as restructuring, expanding, and downsizing in plans. These plans can be current, business, and perspective.

1. **Question 181. Can You Create Multiple Duplicate Copies Of A Plan Version?**

**Answer :**

Yes, you can create multiple duplicate copies of a single plan version. It can be done by making changes in the plan version without affecting the original plan version.

1. **Question 182. How Do You Set Up A Plan Version?**

**Answer :**

You can set up a plan version, which a company requires, in the Personnel Management Implementation Guide (IMG). A plan version can be entered in the PLOGI parameter group.

1. **Question 183. How Many Plan Versions Can Be Integrated With Other Sap Modules?**

**Answer :**

Only one plan version can be integrated with other SAP modules.

1. **Question 184. Can You Delete The Plan Version?**

**Answer :**

The plan version cannot be deleted as it is used for transport, indexing, and general control for all plan versions.

1. **Question 185. How Do You Assign An Employee To An Enterprise Structure?**

**Answer :**

Hiring action can be used to assign an employee to the enterprise structure. The data is saved in the Organizational Assignment Infotype (IT 0001).

1. **Question 186. What Is An Object?**

**Answer :**

Object represents each and every Information class in an organizational plan.

1. **Question 187. How Do You Identify An Object?**

**Answer :**

An object can be identified by a combination of plan version, object type, and object ID.

1. **Question 188. Where Do You Maintain Object Characteristics?**

**Answer :**

Object characteristics are maintained in the form of Infotypes.

1. **Question 189. Where Do You Maintain The Relationships Between Objects?**

**Answer :**

The relationships between objects are maintained in Infotypes or organizational plan.

1. **Question 190. When Can You Assign Additional Characteristics To The Objects?**

**Answer :**

You can assign the additional characteristics to the objects after creating the structure using objects and relationships. For example, if person is an object with the characteristics, such as name and address, then you can assign additional Characteristics, such as vacancy, work schedule, and salary to this object.

1. **Question 191. What Is Object Id?**

**Answer :**

When an object is created, an object ID must be assigned to it. An object ID is identified by an eight-digit numeric value and SAP prefers to use internal number assignment, which is generated by the system.

1. **Question 192. How Many Planning Statuses Are There?**

**Answer :**

The five planning statuses are given as follows:  
1. Active  
2. Planned  
3. Submitted  
4. Approved  
5. Rejected

1. **Question 193. What Is The Purpose Of Relationship Validity Period/date?**

**Answer :**

Each Infotype record uses a start and end date to identify the validity of the Infotype data. Relationships between objects may only exist during the time when both objects are valid. If an object is delimited, all the object's relationships and characteristics are also automatically delimited but the related objects are unaffected.  
  
Consider an example of an Organizational Assignment Infotype for a particular individual, who was assigned to three different departments in the last five years. In this case, three different records are created for each period of assignment in every department.

1. **Question 194. What Are The Uses Of Validity Period Or Validity Dates?**

**Answer :**

The following are the uses of validity period or validity dates:

* + Allows you to define the life span of an object or Infotype record
  + Identifies the changes in an organization while retaining the historical data
  + Allows you to evaluate the organizational structure on key dates

1. **Question 195. What Are The Mandatory Characteristics Of An Object?**

**Answer :**

The following are the mandatory characteristics of an object:

* + Object ID
  + Object name and abbreviation
  + Object type
  + Planning status
  + Plan version
  + Relationship validity period

1. **Question 196. What Is The Difference Between Job Requirement And Job Qualification?**

**Answer :**

Job requirement represents a list of skills and experience required in order to be suitable in a position, job, task, or work center; whereas, job qualification represents only a list of skills.

1. **Question 197. What Is Automatic Object Inheritance?**

**Answer :**

When you create a new position then that position must be related to the corresponding job. Through this relationship, an object automatically inherits the attributes of another object if the two are related in certain ways.

1. **Question 198. What Is The Advantage Of Object Inheritance?**

**Answer :**

The object inheritance reduces the data entry time because the tasks and characteristics are not assigned separately to each position.

1. **Question 199. What Is The Difference Between Job And Position?**

**Answer :**

Job is a single entity; whereas, position is a multiple entity. You can define multiple positions against a single job but not vice versa.

1. **Question 200. What Is Staffing Percentage?**

**Answer :**

The staffing percentage refers to the work capacity of the person assigned to the position. If the staffing percentage of the person is greater than the requirements of the position, the position is overstaffed.

1. **Question 201. What Is A Task Group?**

**Answer :**

A task group is a collection of associated tasks and they are performed by the same person. It can be used to quickly relate numerous tasks to a job or position.

1. **Question 202. What Is Task Profile?**

**Answer :**

Task profile is a list of the individual tasks that have been assigned to a specific object. It is used to define a purpose, a role, or an action of an object in the system.

1. **Question 203. What Is A Phase?**

**Answer :**

In the Character Infotype, phase is a category that is used to classify the tasks in a business process.

1. **Question 204. What Is Budget?**

**Answer :**

A budget is a plan that enables you to control the financial activity and take confident financial decisions.

1. **Question 205. What Is A Qualification?**

**Answer :**

Qualification (Q) - Its role comes in personnel development and is assigned to persons, jobs, and positions.

1. **Question 206. What Is Relationship?**

**Answer :**

Relationships between the basic object types are defined in the SAP system and should not be changed. Each standard relationship has a three-digit code and a standard syntax, A/B 000. You can also create custom relationships but the range for such relationships is AAA to ZZZ and it is reserved.   
  
Relationships are reciprocal, that is, if a job describes a position, then the position will also be described by the job. These relationships are distinguished by the identification A or B. Therefore, it is necessary to create a relationship in one direction. The inverse relationship will automatically be created by the system.

1. **Question 207. Explain The Use Of Organization And Staffing Interface.**

**Answer :**

The interface allows you to maintain different OM objects, relationships, and structures in a single place. It also provides a graphical user interface, which is easier to use than the traditional expert maintenance mode.

1. **Question 208. What Are The Functions Of Organization And Staffing Interface?**

**Answer :**

You can create organizational units, positions, jobs, and tasks using the Organization and Staffing interface. You only need to specify the important details about the objects and then the interface automatically create the relationships.

1. **Question 209. How Many Search Tools Are Available In The Search Area Of The Organization And Staffing Interface?**

**Answer :**

The following search tools are available in the search area of the Organization and Staffing interface:

* + Structural search
  + Query search

1. **Question 210. What Is A Key Date?**

**Answer :**

Every time you log on, the current date is set as the key date. You can change the key date and the selected data valid on the date is displayed.

1. **Question 211. What Is Preview Period?**

**Answer :**

When you successfully logged on in the system, a default period of preview for three months is defined and all the changes made to the data during this period are displayed. You can also change this preview period and the next time you log on, the new preview period is set.

1. **Question 212. What Is The Use Of Expert Mode For Structure Setup?**

**Answer :**

Expert Mode for Structure Setup to used to make settings for the central structures and catalogs.

1. **Question 213. Which Table Contains The Infotype Characteristics?**

**Answer :**

The V\_t528a table contains the Infotype characteristics.

1. **Question 214. What Is An Action?**

**Answer :**

An action is defined as a series of Infotypes that are presented for editing in a specific order. The objects are created using actions and each action can only be defined for one object type. While defining an action, assign the Infotypes in a logical order.

1. **Question 215. What Infotypes Are Used To Create A Position?**

**Answer :**

The Infotypes used to create a position are given as follows:  
1. Object Infotype  
2. Relationship to organizational unit  
3. Relationship to describing job  
4. Description Infotype  
5. Department/Staff Infotype

1. **Question 216. What Is The Difference Between General Structure And Matrix Structure?**

**Answer :**

The general structure is used to depict the teams of an organization in the system; whereas, the matrix structure is used when a company's holding company must also be represented in the organizational plan.

1. **Question 217. What Is The Difference Between Hierarchical Organization And Matrix Organization?**

**Answer :**

A matrix organization contains at least one position that should report to more than one superior; whereas, in a hierarchical organization, all the positions report to the top positions.

1. **Question 218. What Is An Evaluation Path?**

**Answer :**

Evaluation paths are chains of relationships that exist between certain object types.

1. **Question 219. What Is The Use Of An Evaluation Path?**

**Answer :**

Evaluation paths define how a tree structure is created. The search parameters for the evaluation path allow you to identify objects in the path you wish to find.

1. **Question 220. How Do You Create An Evaluation Path?**

**Answer :**

You can create an evaluation path in OM by customizing the settings under the Basic Settings option. The navigation path for an evaluation is created with the help of one or more relationships. These navigational paths enable you to report as well as to display the structural information, such as an organizational structure or a reporting structure. An alphanumeric evaluation paths can be created using maximum of eight characters and starts with Z.

1. **Question 221. How Are Relationships In Om Specified?**

**Answer :**

Relationships in OM are specified as follows:

* + Relationships are denoted by a three-digit code
  + Relationships between objects are reciprocal
  + Relationships can also be one sided
  + The direction of relationships are determined by A or B

1. **Question 222. How Do You Create Object Characteristics In Om?**

**Answer :**

Object characteristics in OM are created as Infotypes.

1. **Question 223. Which Report Is Used To Change The Status Of Several Object Records At The Same Time?**

**Answer :**

The status of several object records can be changed at the same time using the RHAKT100 report.

1. **Question 224. What Do You See In The Overview Area Of The Organization And Staffing Interface?**

**Answer :**

In the overview area of the Organization and Staffing interface, you can get the search results of an object, display/maintain the object environment (structures), and contain the overview of the organization.

1. **Question 225. In Which Mode The Infotypes Can Be Directly Accessed From Object Maintenance?**

**Answer :**

Infotypes can be accessed directly from Object Maintenance in the Expert Mode.

1. **Question 226. What Are The Features Of Expert Mode?**

**Answer :**

Following are the features of Expert Mode:

* + Allows you to maintain the objects
  + Creates additional description to objects
  + Allows you to create a vacancy

1. **Question 227. What Are The Key Components Of The Sap Employee Self Service (ess) Application?**

**Answer :**

SAP Employee Self Service application consists of the following key components:

* + Office
  + Time Management
  + Training and Event Management

1. **Question 228. How Can You Create A Vacancy In Om?**

**Answer :**

A vacancy can be created in an organization unit as follows:

* + Customize the settings to make all the unoccupied positions as vacant
  + Flag a position as vacant by using the Vacancy Infotype
  + Create a vacancy for a position, which is either occupied or unoccupied

1. **Question 229. How Is Om Integrated With Recruitment?**

**Answer :**

Vacancy needs to be maintained using Infotype 1007 if OM and Recruitment are to be integrated.

1. **Question 230. Which Hcm Processes Are Incorporated In Ess As Workflows?**

**Answer :**

The following HCM processes are incorporated in ESS as workflows:

* + Leave Approvals
  + CATS
  + Change of Address

1. **Question 231. What Are Matrix Organizational Structures?**

**Answer :**

Organizational structures that define two-dimensional chain of command or multiple relationships are termed as Matrix Organizations structures.

1. **Question 232. What Is Individual Infotype Maintenance?**

**Answer :**

You can describe individual organizational objects in organizational plan using attributes in Infotype Maintenance. You can also create, edit, display, delete, and list all Infotypes for the object.

1. **Question 233. Why Do We Perform Personnel Actions?**

**Answer :**

Personnel actions are performed when more than one Infotypes are maintained. During a personnel action, the system displays all the relevant Infotypes for an employee.

1. **Question 234. Which Transaction Code Is Used To Maintain The Hr Master Data**

**Answer :**

The PA30 transaction code is used to maintain the HR Master Data.

1. **Question 235. What Are Dynamic Actions?**

**Answer :**

Dynamic actions are used to control the initiation of an Infotype. If the modification of an Infotype affects others, then the system automatically calls another Infotype for the processing.

1. **Question 236. What Is The Use Of The Absence Quotas Infotype?**

**Answer :**

Leave entitlements are stored in the Absence Quotas Infotype.

1. **Question 237. What Is Fast Entry For Actions?**

**Answer :**

The fast entry for actions draws together important fields of an action on one screen.

1. **Question 238. What Is Workflow Management?**

**Answer :**

The Workflow Management coordinates and monitors the business flow systematically. It also fastens the processing and information flow within the Personnel Administration.

1. **Question 239. What Is The Use Of Employee Self Service (ess)?**

**Answer :**

The ESS is a service that enables an employee to update their data over the Intranet of an organization. The employees can use personal data service to create and edit their personal data in Personnel Administration. The employees can keep their own data up-to-date and it reduces the number of activities performed by the HR department.

1. **Question 240. What Is A Client In Personnel Administration?**

**Answer :**

According to the commercial law, a client is an organizational and technical data isolated unit in the R/3 system having separate master records and record of tables.

1. **Question 241. How Can You Create The Project Img?**

**Answer :**

You can create the Project IMG by selecting Project Documentation and Project Information.

1. **Question 242. What Is The Feature For Default Payroll Area?**

**Answer :**

The feature for default payroll area is ABKRS.

1. **Question 243. What Is The Role Of An Administrator In Personnel Administration?**

**Answer :**

An administrator is responsible for restricting the access to Personnel Administration based on PA/PSA. Each administrator is responsible for each individual activity. The name of administrator is provided on the pay slip so that an employee can meet to the administrator for any clarification.

1. **Question 244. What Is The Use Of Rhinte30?**

**Answer :**

The RHINTE30 is a program that is used to update the Organizational Assignment Infotype (0001)

1. **Question 245. What Is The Use Of The Pactv Feature?**

**Answer :**

The PACTV feature is used to set the parameters for actions, which are to be generated automatically. The actions are generated without creating any event or dialog, for example, an applicant event. The system can also offer a dialog to the user for creating an action. You need to place an X in the REQRD field to process an action in the foreground, that is, in a dialog. This enables the user to make changes in the action.

1. **Question 246. Which Three Different Administrators Are Stored For An Employee?**

**Answer :**

The three different administrators that are stored for an employee are given as follows:

* + Personnel Administration
  + Time
  + Payroll

1. **Question 247. Which Field Should Be Set Up For Each Administrator To Ensure That They Get E-mails Whenever Data Is Changed In The System?**

**Answer :**

SAP user name in the administrator table should be set up.

1. **Question 248. What Is The Structure Of A Feature?**

**Answer :**

Structure of a feature consists of field that can be used for decision purposes in the decision tree of the feature to default values in easy access.

1. **Question 249. What Is The Relationship Between The Pinch Feature, The Table In Which Administrators Are Stored, And The Infotype 0001?**

**Answer :**

Pinch returns the name of the Admin group to which an employee belongs. In the administrator table, the system searches for the names of administrators that belong to the group, so that only those administrators can be assigned to the employee in the Infotype 0001.

1. **Question 250. How Do You Create The Project Img?**

**Answer :**

The Project IMG can be created by selecting countries and application components that are based on Reference IMG.

1. **Question 251. For Which Activities Sap Cannot Deliver Default Settings In Img?**

**Answer :**

In IMG, the Mandatory Activities are the activities for which SAP cannot deliver the default settings.

1. **Question 252. Which Tables Are Used To Enter Master Data?**

**Answer :**

Customizing tables are used to enter master data

1. **Question 253. What Is The Characteristic Of Data Structures?**

**Answer :**

A data structure can be a field definition, table structure, and file structure. These data structures are client independent.

1. **Question 254. At What Level The Regulation Of Employees Are Defined In Sap?**

**Answer :**

The regulation of employees is defined for the following levels:

* + Personnel area
  + Personnel subarea

1. **Question 255. In Which Circumstances Payroll Is Run For Employees Who Belong To The Same Payroll Area?**

**Answer :**

Payroll is run for employees in the same payroll area based on the following circumstances:

* + Same day
  + At the same frequency

1. **Question 256. What Is The Report To Activate A Feature?**

**Answer :**

The report to activate a feature is RPUMKGOO.

1. **Question 257. Why Are Features Used?**

**Answer :**

Features are used to control system processes, determine default values, and generate automatic mail messages.

1. **Question 258. What Is The Use Of Employee Subgroup Grouping For Personnel Calculation Rule (pcr)?**

**Answer :**

Employee subgroup grouping is used to perform the following tasks for PCR:

* + Treats the employees differently in payroll
  + Differentiates the hourly paid employees from salaried employees whose salaries are based on their HCM Master Data

1. **Question 259. What Is The Infotype For Capacity Utilization?**

**Answer :**

Capacity Utilization level is entered in Infotype 0008.

1. **Question 260. What Is The Use Of Employee Subgroup Grouping For Collective Agreement Provision?**

**Answer :**

The employee subgroup grouping for Collective Agreement Provision allows you to assign different employees to different employee subgroup and these subgroups are given as follows:

* + Pay Scale Group
  + Pay Scale Level

1. **Question 261. To Which Subgroups You Can Assign Pay Scale Types And Pay Scale Areas?**

**Answer :**

You can assign pay scale types and pay scale areas to individual Pay Scale Group and Pay Scale Level.

1. **Question 262. What Are Model Wage Types?**

**Answer :**

The wage types that are defined by the individual company to depict their specific payroll requirements are called as model wage types. This is also called dialog wage type or primary wage type.

1. **Question 263. What Is Permissibility Check For Wage Type?**

**Answer :**

Permissibility Check for wage type is a tool for configuring wage types. It is performed for each of the following:

* + Infotype
  + Personnel subarea
  + Employee subgroup

1. **Question 264. Can You Use Several Infotypes For One Wage Type Without Defining The Permissibility?**

**Answer :**

No, several Infotypes cannot be used for one wage type without defining the permissibility.

1. **Question 265. In Which Infotypes The System Performs The Indirect Valuation?**

**Answer :**

In SAP, the system performs indirect valuation of wage type in the following Infotypes:

* + 0008
  + 0015
  + 0014

1. **Question 266. Which Infotypes Are Not Delimited When An Employee Leaves The Company?**

**Answer :**

When an employee leaves a company, the following Infotypes are not delimited:

* + 0002
  + 0006
  + 0008

1. **Question 267. What Is A Role?**

**Answer :**

A role is defined as a collection of activities that enable a user to participate in one or more business scenarios for a company.

1. **Question 268. Which Authorization Object Is Used During The Authorization Check On Hr Infotype 0001?**

**Answer :**

The HR Master Data is the authorization object used during the authorization check on the HRInfotype 0001.

1. **Question 269. What Is The Transaction Code To Maintain The Authorization Main Switch?**

**Answer :**

OOAC is the transaction code to maintain the Authorization Main Switch.

1. **Question 270. What Are The Different Time Logic Processes?**

**Answer :**

The Time Logic processes are given as follows:

* + The read or write access mode
  + The validity of BEGDA - ENDDA of a data record
  + User's period of responsibility

1. **Question 271. What Is Double Verification Principle?**

**Answer :**

Double Verification Principle is described as follows:

* + Specifies authorization to enable an employee to maintain two kinds of data symmetrical and asymmetrical principles
  + Specifies that in the asymmetrical principle, a user maintains the data, while the other user approves this data by locking or unlocking the data

1. **Question 272. What Are The Uses Of General Authorization Checks?**

**Answer :**

General Authorization checks are used for the following purposes:

* + Checks SAP controls access to HR Infotypes
  + Combines all the checks together in an authorization profile
  + Defines authorization profiles that are generated using profile generator
  + Refers to the process of assigning the user in the user master record

1. **Question 273. What Is Period Parameter In Systems, Applications And Products In Data Processing (sap) Payroll?**

**Answer :**

In SAP payroll, the period parameter specifies the time period for which salary is calculated, such as monthly, bi-monthly, weekly, or annually.

1. **Question 274. What Is The Payroll Control Record?**

**Answer :**

A payroll control record is a control indicator that controls individual stages of a payroll. It defines the current payroll period and payroll past for retroactive accounting.

1. **Question 275. What Is The Use Of Payroll Areas?**

**Answer :**

The payroll area fulfills the following two functions that are necessary for a payroll:

* + Groups the personnel numbers together, which are to be processed on the same date
  + Determines the exact payroll period

1. **Question 276. What Are Payroll Periods?**

**Answer :**

Payroll periods are generated for every combination of period parameter and date modifier that are assigned to a payroll area. These are always defined within a specified time interval.

1. **Question 277. What Is The Abkrs Feature?**

**Answer :**

The ABKRS feature delivers a default value for the payroll area in the Organizational Assignment Infotype (IT 0001).

1. **Question 278. What Is The Use Of Matchcode W?**

**Answer :**

The matchcode W is used as a tool in the SAP R/3 system for locating the field values corresponding to the selected items.

1. **Question 279. What Is The Use Of Payroll Control Record?**

**Answer :**

The payroll control record allows you to manage payroll runs, such as payroll period, payroll status, and earliest retroactive accounting period.

1. **Question 280. Can You Evaluate Payroll Results Using The Sap Query And The Ad-hoc Query?**

**Answer :**

Yes, payroll results can be evaluated using the SAP query and the Ad-hoc query, Several Infotypes are available to evaluate the payroll results that are activated by using the additional wage types. The required data from the payroll results is available in the logical database PNP.

1. **Question 281. What Steps Are Required To Post Payroll Results To Accounts?**

**Answer :**

The following steps are required to post payroll results to accounts:

* + Define symbolic accounts
  + Define posting characteristics of wage types
  + Maintain posting date for payroll periods
  + Assign balance sheet accounts
  + Assign expense accounts

1. **Question 282. What Is The Transaction Code To Access The Payroll Control Record?**

**Answer :**

The transaction code to access the payroll control record is PE03.

1. **Question 283. What Are The Key Features In A Payroll Control Record?**

**Answer :**

The key features in a Payroll Status Infotype (IT-0G03), which is maintained by the system automatically, are as follows:

* + Earliest personnel retroactive accounting date
  + Payroll period

1. **Question 284. What Is The Purpose Of Using Payroll Control Record?**

**Answer :**

The purpose of using the payroll control record is given as follows:

* + Defines the past payroll for retroactive accounting
  + Locks the master data and the time data to prevent changes being made during the execution of the payroll

1. **Question 285. Which Activities Are Performed When You Run A Payroll In The Simulation Mode?**

**Answer :**

When you run a payroll in the Simulation mode, the following activities are performed:

* + The payroll periods are not counted in the control record
  + The master data is not locked
  + The Release and Exit Payroll functions are not used
  + You can display payroll log and remuneration statements
  + Results are displayed in the payroll log

1. **Question 286. What Is The Release Payroll Function?**

**Answer :**

When you set the payroll status to Released for Payroll, the following functions are performed:

* + Locking of the master data records
  + Increase in payroll period by one
  + Increase in payroll run number by one

1. **Question 287. What Is Payroll Process In Sap?**

**Answer :**

The remuneration for the work done by the individuals is calculated in payroll. In other words, payroll is an umbrella term for a variety of work processes, such as the creation of payroll results and remuneration statements, bank transfers, and payments by check.

1. **Question 288. What Is Employee Subgroup Grouping For Personnel Calculation Rule?**

**Answer :**

The employee subgroup grouping for personnel calculation rule is defined as a division of employee subgroups, and for these subgroups the same personnel calculation rules are defined for payroll accounting and evaluation in payroll.

1. **Question 289. What Is Employee Subgroup Grouping For Collective Agreement Provision?**

**Answer :**

The employee subgroup grouping for Collective Agreement Provision is used to combine those subgroups that are also governed by the same Collective Agreement Provisions. A provision is defined as a labor law within the collective agreement.

1. **Question 290. What Is The Link Between Planned Working Time Infotype (it 0007) And Basic Pay Infotype (it 0008)?**

**Answer :**

The SAP system takes the employment % and the average number of working hours from IT 0007 and suggests them as default values for capacity utilization in IT 0008.

1. **Question 291. Where Do You Set Up The Remuneration Structure Of The Employee?**

**Answer :**

The remuneration structure is set up in the Basic Pay Infotype (IT 0008)

1. **Question 292. What Is The Pay Scale Structure?**

**Answer :**

The pay scale structure comprises the following four elements:

* + Pay scale type
  + Pay scale area
  + Pay scale group
  + Pay scale level

1. **Question 293. What Is The Tarif Feature?**

**Answer :**

The standard system contains the TARIF feature, which takes the default values from the pay scale type and pay scale area assigned to the personnel area.

1. **Question 294. What Is The Pay Scale Type?**

**Answer :**

The pay scale types are two-character keys defined for each region.

1. **Question 295. What Are Pay Scale Areas?**

**Answer :**

The pay scale areas represent the geographical regions to which a pay scale or Collective Agreement Provision applies.

1. **Question 296. What Is The Use Of Pay Scale Group And Pay Scale Level?**

**Answer :**

The pay scale group schedules the job evaluations and indirect valuations. The pay scale groups are divided into pay scale levels, which are used to define the level of jobs.

1. **Question 297. What Are Wage Types In The Sap System?**

**Answer :**

The wage types are used to assign the payments and deductions in the employee's payroll. It is also used to control the payroll program.

1. **Question 298. What Are The Two Main Categories Of Wage Types?**

**Answer :**

The two main categories of wage types are primary or dialog wage type and secondary or technical wage type.

1. **Question 299. What Is Primary Wage Type?**

**Answer :**

The primary or dialog wage types are defined based on the requirement of the organization. They are the standard wage types defined by SAP and start with a number, such as 1012.

1. **Question 300. List The Steps Involved In Creating A Payroll Results Infotype (it 0402).**

**Answer :**

Following are the steps required to create a Payroll Results Infotype:

* + Define the evaluation wage types
  + Set up the Payroll Infotype Assignment, which is used to write the payroll data automatically
  + Assign the evaluation wage types to one or more wage types from the payroll results
  + Assign the evaluation wage types to Payroll Results Infotype

1. **Question 301. List The Steps Involved In The Posting Of Payroll Results To Finance.**

**Answer :**

Posting of payroll results to finance involves the following steps:

* + Group all the wage types to a general-ledger account
  + Assign the payroll to cost centers
  + Select the wages as personnel expenses or account payables or both

1. **Question 302. What Are The Different Posting Processes Available?**

**Answer :**

Following are the posting processes:

* + Creating documents
  + Releasing documents
  + Checking completeness

1. **Question 303. What Are The Wage Type Groups?**

**Answer :**

Wage type group is the logical grouping of all the wage types. Some of the wage type groups are given as follows:

* + 0008— Refers to the basic pay
  + 0014— Refers to the recurring payments or deductions
  + 0015—Refers to the additional payments
  + 2010— Refers to the employee remuneration

1. **Question 304. Give Some Examples Of The Wage Types Created In The Basic Pay Infotype (0008).**

**Answer :**

Some examples of the wage types created in the Basic Pay Infotype are given as follows:

* + Standard pay / basic salary
  + House rent allowance
  + Leave travel allowance
  + Special payments

1. **Question 305. Give Some Examples Of Wage Types In The Recurring Payments/deductions Infotype (it 0014).**

**Answer :**

Some examples of the wage types created in IT 0014 are given as follows:

* + Statutory deductions, such as Employee Provident Fund and Employee State Insurance
  + Taxes, such as income tax and professional tax

1. **Question 306. List Some Examples Of Wage Types In The Additional Payments Infotype (it 0015).**

**Answer :**

Some examples of the wage types in IT 0015 are given as follows:

* + Bonus
  + Incentives
  + Reimbursements, allowances, and perks
  + Overtime

1. **Question 307. Why Is Permissibility Check Carried Out?**

**Answer :**

Permissibility check is carried out for the following wage types:

* + For each personnel area and personnel subarea
  + For each employee group and employee subgroup
  + For each Infotype

1. **Question 308. How The Wage Types Are Created?**

**Answer :**

The wage types are copied from the sample or model wage type. The wage type copier is used to copy the sample wage type. The copied wage types can be further modified.

1. **Question 309. What Are The Characteristics Of Wage Types?**

**Answer :**

Wage type characteristics include the following:

* + Validity period
  + Operation indicator
  + Minimum and maximum wage type amount
  + Amount that is included or not in the basic pay
  + Default unit of time or measurement that is minimum or maximum number
  + Input combinations for number and amount
  + Indirect valuation and its characteristics

1. **Question 310. What Is The Direct Valuation Of The Wage Types?**

**Answer :**

When the amount for valuating the wage type is manually entered in the Infotype, it is defined as the direct valuation of the wage types.

1. **Question 311. What Is Indirect Valuation?**

**Answer :**

In the indirect evaluation, the wage type amount is calculated and entered automatically in the Infotype. The system imports and calculates the wage type amount from the table and manual entry need not be done. The system can perform indirect valuation for the following Infotypes:

* + Basic Pay (0008)
  + Recurring Payments (0014)
  + Additional Payments (0015)

1. **Question 312. What Is The Tarif Module Indirect Valuation?**

**Answer :**

The TARIF module indirect valuation uses pay scale data, and these pay scale data is taken from the pay scale group and pay scale level that are entered in the Basic Pay Infotype.

1. **Question 313. What Is The Lgmst Feature?**

**Answer :**

The LGMST feature is a decision tree that is used to default the wage types for the Basic Pay Infotype (IT 0008). It returns two values: the maximum number of wage types of the Basic Pay Infotype and the value of the wage type model that the system uses.

1. **Question 314. What Is Retroactive Accounting In Payroll?**

**Answer :**

When a payroll is run repeatedly for the already performed payroll, it is called retroactive accounting in a payroll.

1. **Question 315. What Are Payroll Schemas?**

**Answer :**

A payroll schema defines the order and content of a program run. It consists of instructions on how to perform time evaluation runs, payroll runs, and payroll result evaluations and define the instruction sequence.

1. **Question 316. What Is A Payroll Driver?**

**Answer :**

A program contains the general process control, a collection of payroll-related control, and programmed modules for payroll in a specific country. The payroll driver performs the basic processes in the payroll run by processing the statements in the payroll schema and interprets the control tables.

1. **Question 317. What Are Personnel Calculation Rules?**

**Answer :**

The Instructions to perform the defined tasks in Time Management and payroll are referred to as personal calculation rules, which consist of one or more operations and a decision tree structure. It can also be defined as the type of work instructions to check the existing conditions and to execute individual actions. The personnel calculation rule can have one or more subareas.

1. **Question 318. What Is Processing Class?**

**Answer :**

The processing classes are the classes that are used to determine the tax rates on the wage types or cumulate the wage type into the year to date table (CRT). For a single wage type, there can be 100 processing classes.

1. **Question 319. What Is Evaluation Class?**

**Answer :**

The evaluation class is the class that is used to report on payroll. In SAP system, there are 20 evaluation classes, and each of these classes use a set of values. In a payroll, the pay slip and the payment summary uses the evaluation classes.

1. **Question 320. What Are Cumulation Classes?**

**Answer :**

A cumulation class is a class that stores wage types into a bucket, which is the / 1nn wage type. For example, if the cumulation class for a wage type is 01, then it is stored in the /101 wage type. Cumulation classes are also used for taxable gross, totals for allowances, totals for deductions, and superannuation totals. In SAP, there are around 100 cumulation classes.

1. **Question 321. What Is A Work Schedule?**

**Answer :**

A work schedule is a shift schedule that consists of a sequence of individual elements including a public calendar. Every employee must have a work schedule defined in their master data if they are to be paid correctly. They are recorded in Planned Working Time Infotype (0007).

1. **Question 322. What Is The Use Of A Public Holiday Calendar?**

**Answer :**

A public holiday calendar has the following functions:

* + Affects the definition of the organizational structure of an enterprise
  + Allows you to schedule processes and generate monthly work schedule, which is important for payroll

1. **Question 323. Can A Company Define Its Own Public Holidays?**

**Answer :**

Yes, a company can define its own set of holidays in the form of special days or customer specific public holidays.

1. **Question 324. Which Characteristics Does A Public Holiday Class Blank Signifies?**

**Answer :**

The public holiday class blank signifies that it is a working day and not a public holiday.

1. **Question 325. What Is Employee Subgroup Grouping For Daily Work Schedules?**

**Answer :**

The employee subgroup grouping for daily work schedules groups other employee subgroups and creates their work schedules on the same rule.

1. **Question 326. What Is A Variant Of A Daily Work Schedule?**

**Answer :**

You can define several versions of the same work schedule using the variant of a daily work schedule, such as half-day daily work schedule. You can also create variants to apply rules on days preceding public holidays. These variants can be used to define shorter working hours on the days preceding public holidays.

1. **Question 327. What Is Employee Subgroup Grouping For The Time Quotas?**

**Answer :**

The employee subgroup grouping for the time quotas allows you to check the validity of work schedules for each employee.

1. **Question 328. What Are The Different Breaks Within A Break Schedule?**

**Answer :**

The following three types of breaks within a break schedule are available:

* + Fixed breaks —Refers to the breaks that are defined for a certain time period and can only be used by employees during this period of time
  + Variable breaks —Refers to the breaks that an employee takes for a specific time interval. The starting and ending points of the break are defined by the employee only.
  + Dynamic breaks —Refers to the breaks taken by an employee after working a certain number of hours.

1. **Question 329. What Is A Period Work Schedule?**

**Answer :**

Period work schedule consists of a series of daily work schedules. It imitates a work pattern that is repeated after a defined period of time. You can create the period work schedule in the following four ways:

* + Daily basis
  + Annual basis
  + Monthly basis
  + Weekly basis

1. **Question 330. Which Is A Personal Work Schedule?**

**Answer :**

Personal work schedule is defined at the lowest level of the work schedules, and contains work schedule of an employee. You can refer to the personal work schedule for the working times of a specific employee as well as any working time provisions, which apply on a particular day. The personal work schedule also contains the changes made for an individual employee at the time when the Infotypes are updated for the employee subgroup or personnel area groupings.

1. **Question 331. What Are Day Types?**

**Answer :**

Day type indicates that a certain calendar day is payment- relevant, that is, an employee is paid for working that day. System Application Products in Data Processing (SAP) defines the following day types:

* + 0/blank —Refers to working and paid
  + 1 —Refers to off or paid
  + 2— Refers to off or unpaid
  + 3—Refers to off, special day, or paid

1. **Question 332. What Is A Work Schedule Rule?**

**Answer :**

A work schedule rule is defined as a specification of the work schedules, which defines the working time of groups of employees.  
  
The work schedule rule is assigned with a period work schedule, which is also created using the daily work schedules. A period work schedule can be assigned to different work schedule rules for setting up the rotational shifts.

1. **Question 333. What Are Substitutions In The Sap R/3 System?**

**Answer :**

Substitutions are planned exceptions to an employee's work schedule for a defined period of time. They are treated as planned specifications in time evaluation.

1. **Question 334. What Is Use Of The Schkz Feature?**

**Answer :**

The SCHKZ feature of SAP is used to assign a planned working time to an employee for the first time. It is also used to generate the default work schedule, which is based on the allocation of the assignments to the employees of an organization.

1. **Question 335. What Is An Absence Quota?**

**Answer :**

The absence quota types indicate the entitlement to time off and leave types for employee subgroup and personnel subarea groupings. Various quota types, such as vacation or sick time, are set up to allow an employee a particular number of hours or days off.

1. **Question 336. Which Feature Is Used To Define The Default Substitutions Type?**

**Answer :**

The VTART feature is used to define the default substitution type.

1. **Question 337. What Are Absences In The Sap System?**

**Answer :**

In the SAP system, the absences are the working times in which employees have not worked, and these absences can be paid or unpaid. The absences may lead to a deviation in the work schedule of an employee.

1. **Question 338. Which Type Of Remuneration Infotype Is Used?**

**Answer :**

The Employee Remuneration Infotype (2010) can be used to enter the wage types manually and to specify the information directly to the payroll accounting.

1. **Question 339. What Is The Use Of Counting Rules?**

**Answer :**

The counting rules are used to determine the payroll days and hours for an attendance. The counted payroll days and hours are used to control the deduction of the quotas. The counting rules can also be used to valuate the absence.

1. **Question 340. What Are The Methods For Absence Quota Accrual?**

**Answer :**

Different methods can be used for granting time off credits to employees that are based on the standard, contractual, or legal requirements. These methods include the following:

* + Manual entry for time off entries in the Absence Quotas Infotype (2006), and these time-off entries are granted on specific criteria
  + Specification of the default values at the time of creating Absence Quota Infotype (2006) records
  + Fully automatic granting of entitlements

1. **Question 341. Which Reports Are Used To Generate Absence Quotas?**

**Answer :**

The reports used to generate absence quotas are RPTQTA00 and RPTIME00.

1. **Question 342. What Are The Different Time Evaluation Schemas?**

**Answer :**

The different time evaluation schemas are given as follows:

* + TQTA —Creates quota entitlements, if done with or without RPTQTA00
  + TM04 —Refers to the negative time entry in the time schema
  + TMOO— Refers to the positive entries in the time schema, and the exact entered value is being processed

1. **Question 343. What Is Time Constraint Class In Personnel Time Management?**

**Answer :**

The time constraint classes are numbers (usually ranges from 0-9) that are used to prevent collision or overlapping between Time Management Infotypes.

1. **Question 344. What Is The Role Of Time Administrator?**

**Answer :**

The time administrators process the messages issued during time evaluation. They check whether the employees have adhered to their working time regulations. They also create reports to provide information on the status of time-off accounts to their seniors.

1. **Question 345. What Are The Different Methods For Time Data Recording?**

**Answer :**

There are two different methods for time data recording given

* + Recording all times —Records the working time and the absence time of all the employees
  + Recording only work schedule deviations —Records the time that represent exception to the work schedule of an employee, such as absence due to illness, changes in a planned schedule, and leave

1. **Question 346. What Are The Steps For Time Evaluation In Sap System?**

**Answer :**

The steps for time evaluation are given as follows:

* + Create employee master data
  + Set up the time evaluation

1. **Question 347. What Are The Control Indicators Determined By The Employee Subgroup Grouping For Time Management?**

**Answer :**

The control indicators determined by the employee subgroup grouping for Time Management are given as follows:

* + Employee subgroup grouping for work schedules
  + Employee subgroup grouping for time quotas

1. **Question 348. What Is The Time Manager's Workplace?**

**Answer :**

The Time Manager's Workplace is a user interface that is responsible for managing the tasks of time administrator in a decentralized manner. The on-site supervisors, specialists, secretaries, or administrators from different departments can also perform the role of the decentralized time administrators.

1. **Question 349. What Are The Different Types Of Time Management Infotypes?**

**Answer :**

The different types of Time Management Infotypes are Planned Working Time(0007), Absences(2001), Attendances(2002), Substitutions(2003), Availability(2004), Attendance Quotas(2007), Employee Remuneration Information(2010), Time Events( 2011), and Time Transfer Specifications(2012).

1. **Question 350. What Are The Counting Classes?**

**Answer :**

The counting classes are defined for period work schedules, and are used to valuate attendances and absences. The counting class can be queried in the defined rules for counting absences. Counting classes are used to form buckets to collect paid and unpaid absences separately.

1. **Question 351. What Is A Daily Work Schedule Variant For Absence?**

**Answer :**

You can define rules for counting certain full day absences by defining the daily work schedule variant. It not only affects the formation of time credits but also affects the payment of absences. When full day absence is entered in a system, the system automatically calculates the absence hours from the planned working hours in the daily work schedule. For example, if the employees working hours for a week is 37.5 hours and the planned working hours were 40 hours, then the average difference is 0.5 hours in the planned and exactly worked hours. This difference is automatically credited into the employees worked hours during time evaluation.

1. **Question 352. What Is Time Quota Compensation?**

**Answer :**

The time quota compensation is used to remunerate time off entitlements, such as leaves that are managed in the absence quotas.

1. **Question 353. What Is Time Evaluation?**

**Answer :**

The time evaluation is the phase during which time data of an employee is evaluated. It is also responsible for determining planned working times and overtimes, updating time quotas, and creating wage types. The time wage types created during time evaluation are valuated in payroll.

1. **Question 354. What Is Positive Time Evaluation?**

**Answer :**

Recording of actual times are referred to as positive time evaluation. It is used to record actual working times, absences, clock-in time, and clock-out time.

1. **Question 355. What Is Negative Time Recording?**

**Answer :**

The negative time recording refers to recording the time data that represents exceptions, such as sick leaves, annual leaves, and substitutions, in the work schedule of an employee. This method is also known as negative time evaluation.

1. **Question 356. What Is Planned Working Time Infotype And Organizational Assignment Infotype?**

**Answer :**

The Planned Working Time Infotype (IT 0007) is a set of work schedule rules that assigns the work schedule to an employee. The Organizational Assignment Infotype (IT0001) contains the employee information in the enterprise and personnel structure.

1. **Question 357. What Is A Daily Work Schedule?**

**Answer :**

The working day of an employee with the start and end time, the planned working hours, and the scheduled breaks are described by the daily work schedule. You can also add variants to the daily work schedule.

1. **Question 358. What Are The Time Types In Time Evaluation?**

**Answer :**

The time types are the grouping of the time spans. The balances that are formed during the time evaluation are posted into time types, which determine whether the balances should be cumulated in a particular time type on a daily or monthly basis. Consider an example where an employee in a certain personnel subarea grouping is scheduled to work eight hours a day. However, the collective agreement specifies an average daily working time of 7.5 hours. In this case, the difference can be accumulated as the compensation time for the employee.

1. **Question 359. What Is Pair Formation In Time Evaluation?**

**Answer :**

When the time events are assigned to a specific day, they are formed into time pairs. After the creation of time pairs, the additional information about the status and type of each time pair should be stored. These time pairs with their data are then evaluated. The attendance or absence status of an employee is provided with the help of pair type.

1. **Question 360. What Is Time Evaluation With Clock Times?**

**Answer :**

The time evaluation is controlled by means of a schema, which specifies the functions to be carried out. The functions in the schema are processed sequentially. You can store additional rules for certain functions, which affect the result of the function. The standard system contains various schemas to cater a number of different requirements. The preconditions and the way in which the time data is evaluated, vary from schema to schema.

1. **Question 361. What Is The Use Of The Tmoo Schema?**

**Answer :**

The TMOO schema forms time wage types, time balances, and time quotas. It is an approach for time evaluation with clock times. The working times of an employee are recorded as the clock-in and clock-out entries. If the working time is not recorded using this method, then these are entered as absences and attendances in Infotypes 2001 and 2002. The clock times are related to the time data and compared in daily work schedule to determine the actual working time of an employee.

1. **Question 362. What Is Time Evaluation Without Clock Times?**

**Answer :**

The time evaluation without clock times component is used to evaluate personnel times of employees. It processes time data that has been imported to the SAP R/3 system from time recording subsystems and data that has been recorded online.

1. **Question 363. How Is Time Evaluation Integrated With Payroll?**

**Answer :**

The time evaluation is integrated with payroll using the Payroll component, which allows you to access time wage types determined by time evaluation for the determination of the gross wage.  
In this component, you specify how the evaluation results, which refer to the wage types generated from the absence and attendance times, are transferred to payroll for further processing. The data from the time evaluation can be transferred to either a SAP payroll or a third-party payroll system.

1. **Question 364. What Are The Different Areas In The Time Manager's Workplace?**

**Answer :**

The following areas are present in the Time Manager's Workplace:

* + Menu
  + Employee list
  + Employee data
  + Time data views (one-day, multi-day, multi-person, team, and calendar views)
  + Detail screens for time data
  + Message processing

1. **Question 365. What Is The Use Of Profile In The Time Manager's Workplace?**

**Answer :**

The Time Manager's Workplace must be called with a profile. This profile contains the following essential information, which the system requires to set up the screen areas:

* + Initial period
  + Objects, which are used to fill the screen areas with data
  + Selection options, which are used by time administrators to select employees
  + IDs of one or more subsets of their definition areas

1. **Question 366. What Are The Options Available In Sap Time Management?**

**Answer :**

The following options are available in SAP Time Management:

* + Shift Planning
  + CA-TS
  + Time Recording

1. **Question 367. What Are The Methods For Transferring Employee Time Data Into Sap System?**

**Answer :**

The different methods for transferring employee time data into the SAP system are as follows:

* + Recording only deviations to the work schedule
  + Recording actual times
  + Recording only absences from working time

1. **Question 368. What Is The Use Of The Shift Planning Component Of Time Management?**

**Answer :**

The Shift Planning component allows an employee to distribute the human resources quickly and efficiently. It also ensures to use the capacity of an enterprise at its full extent. In the Shift Planning component, shift time, shift location, selection, and the number of required employees are assigned to utilize the personnel capacity to its maximum extent.

1. **Question 369. Which Components Can Be Integrated With The Shift Planning Component?**

**Answer :**

Shift planning is integrated with the following components:

* + Logistics —Determines the availability of an employee for capacity planning and requirement distribution
  + Internet Application Components —Displays and outlines the shift plan of an employee

1. **Question 370. What Is The Use Of Employee Subgroups?**

**Answer :**

Employee subgroups are used in the R/3 Time Management to control the following:

* + Work schedules
  + Time quotas
  + Public holiday calendar

1. **Question 371. What Are The Two Methods To Record Actual Times Of An Employee?**

**Answer :**

The two methods to record actual times of an employee are Time Events and Attendances (actual hours)

1. **Question 372. Why Does Sap Provide Different Screens For Various Types Of Absences?**

**Answer :**

SAP provides different screens to capture different types of data and to indicate quota processing.

1. **Question 373. What Does A Work Schedule Rule Consists Of?**

**Answer :**

A work schedule rule comprises the following elements:

* + Daily work schedules
  + Planned working time
  + Break schedules
  + Daily work schedule variants

1. **Question 374. What Are The Characteristics Of Public Holidays?**

**Answer :**

Public holidays have the following characteristics:

* + Fixed date
  + Specific date and day of the week
  + Distance to easter
  + Movable holidays

1. **Question 375. What Is The Characteristic Of A Half-day Holiday Class?**

**Answer :**

A half-day holiday can be defined using the holiday class 2.

1. **Question 376. What Are The Characteristics Of A Daily Work Schedule Variant?**

**Answer :**

You can create a daily work schedule variant with the same name as the original daily work schedule, but with an additional indicator distinguishing it from its corresponding daily work schedule.

1. **Question 377. What Are Core Times In A Flexi Time Work Schedule?**

**Answer :**

In a flexi time work schedule, we can define specific times when employees are required to be at work. These are recorded as core times.

1. **Question 378. What Is The Purpose Of Assigning A Daily Work Schedule Class?**

**Answer :**

The purpose of assigning a daily work schedule class is that it is used in a counting rule.

1. **Question 379. List The Different Conditions That Can Be Specified In A Counting Rule.**

**Answer :**

The different conditions that can be specified in a counting rule are given as follows:

* + Conditions for current day
  + Conditions based on work schedules
  + Conditions based on planned hours
  + Conditions for day types

1. **Question 380. What Is A Quota Multiplier In A Counting Rule?**

**Answer :**

In a counting rule, the quota multiplier is a percentage value that is used to calculate the payroll hours from the attendance or absences hours. An enterprise can define their own quota multiplier for the hours and days.

1. **Question 381. What Is The Use Of The Quota Compensation Infotype (it-0416)?**

**Answer :**

The Quota Compensation Infotype (IT-0416) is defined for a financial remuneration of time related entries that have not been deducted by absences. When the compensation is recorded then the remaining quota or the leave of an employee is reduced by the specified time. In addition, when the compensation is processed then the quota remainders are marked in the Infotype.

1. **Question 382. Is The Business Information Warehouse Part Of The Sap R/3 System?**

**Answer :**

Yes, Business Information Warehouse is part of the SAP R/3 system. It is used to retrieve the data from the System Application Products in Data Processing (SAP) system and other external systems. It also contains the business contents, reports, and key figures from all the areas of HR with the help of the HR Business Content and a specialized reporting technology. Business Information Warehouse can be operated on the Internet or Intranet and the employees with the appropriate authorization can view the data, which helps in decision-making.

1. **Question 383. What Is His?**

**Answer :**

HIS is used to report the HR data along with the hierarchical structures, such as organizational structure, business event hierarchy, or customer hierarchies. The structures are shown in SAP Structural Graphics, which has two windows for processing, In the first window, you can select an object; whereas, in the second window, a list of available reports is displayed.

1. **Question 384. What Is Infoset Query?**

**Answer :**

InfoSet Query is an easy to use SAP reporting tool. You can access data from anywhere in the HR system by directly selecting the selection and output fields. You do not need to have programming skills to create reports using the InfoSet Query.

1. **Question 385. What Is Sap Query?**

**Answer :**

SAP Query is a cross-application reporting tool in the SAP system. It is used to create reports without any classification. Programming skills are not required to create reports using the SAP Query.

1. **Question 386. Where Do You Find Standard Reports In Hr?**

**Answer :**

Standard reports are available in the following sub modules of HR:

* + Personnel Management
  + Time Management
  + Payroll
  + Organizational Management
  + Training and Event Management

1. **Question 387. What Does The Term Report Mean?**

**Answer :**

Reports are the executable programs in the HR manual that read data from the database. After reading the data from database, reports are created on those data without making any changes in the database.

1. **Question 388. How Is A Report Executed In Sap?**

**Answer :**

In SAP, the reports are executed using the following steps:

* + Start the report from the SAP Easy Access menu
  + Enter the required selection parameters in the selection screen
  + Specify the data that are read by the system from the database
  + Continue the processing, printing, and exporting the data

1. **Question 389. How Do You Combine Organizational Management (om) And Personal Administration (pa) Data Using Infosets?**

**Answer :**

InfoSet Query with all the versions of the R/3 system and SAP ERP Central Component (ECC) can be used for creating Infosets with OM and PA.

1. **Question 390. Is It Possible To Integrate The Customer-specific Reports With Manager's Desktop?**

**Answer :**

Yes, it is possible to integrate the customer-specific reports with Manager's Desktop, which is integrated with the InfoSet Query in HR. The employee-related data can be evaluated by the managers, and manager can view the customer-specific data. The Manager's Desktop can connect line managers with financial accounting and control the information.

1. **Question 391. What Is The Use Of Logical Database?**

**Answer :**

The programs that are used to read the data from the database tables are called logical databases. You can determine the HR data with the help of logical database.

1. **Question 392. List The Logical Databases That Exist In Hr.**

**Answer :**

Following are the databases that exist in HR:

* + PNP
  + PAP
  + PCH

1. **Question 393. What Is The Use Of Logical Database Pnp?**

**Answer :**

The HR Master Data and Infotypes from personal planning are accessed by logical database PNP. Following are the important features logical database PNP:

* + Provides reports on cost, number of attendees booked, and the instructor for a Business Event in which an employee is participating
  + Provides the detailed working time and planned compensation for an employee's occupied position
  + Describes the validity and proficiency of the qualification that is required for a position

1. **Question 394. What Is The Use Of Logical Database Pch?**

**Answer :**

The logical database PCH is used to report on all types of HR Infotypes.

1. **Question 395. What Is The Use Of Logical Database Pap?**

**Answer :**

The logical database PAP is used to access the data from the recruitment.

1. **Question 396. How Are User Groups And Infosets Related?**

**Answer :**

You need to create User Groups and Infosets before you create any queries.

1. **Question 397. What Is A Field Group?**

**Answer :**

A field group is a combination of related fields. You do not need to search through all the fields of a data source as it provides a preselection. The end-user can only access those fields that are related to that field group. The fields should be assigned to a field group before using in Infoset Queries.

1. **Question 398. What Are Selection Fields?**

**Answer :**

You can use the selection fields tab to choose the selection criteria in the basis mode. Selection fields are displayed as input fields on selection screens before your report is executed.

1. **Question 399. How Can Sap Query Be Configured?**

**Answer :**

The configuration steps of the SAP Query are given as follows:

* + Create query groups (transaction code-SQ03)
  + Assign users to query groups
  + Create Infosets (transaction code - SQ02)
  + Assign each Infoset to a query group (transaction code -SQ01)

1. **Question 400. What Are The Features Of Adhoc Query?**

**Answer :**

The Adhoc Query uses the following features:

* + Output data for the selected objects
  + Uses functional groups and fields

1. **Question 401. How Is A Functional Area Displayed On The Adhoc Query Screen?**

**Answer :**

A functional area is displayed as an overview tree on the initial Adhoc Query screen with the following fields:

* + Selection columns
  + Value Output columns
  + Text Output columns

1. **Question 402. What Are The Steps To Define A Functional Area?**

**Answer :**

The following are the steps to define a functional area:   
1. Create functional areas derived from Infotypes and the corresponding logical database  
2. Create User Groups   
3. Assign functional areas to User Groups  
4. Create functional groups

1. **Question 403. In Which Logical Database Are Customer Infotypes Included?**

**Answer :**

Customer Infotypes (9000 to 9999) are included in functional areas created for HR components. They belong to the following logical databases:

* + PNP
  + PCH

1. **Question 404. What Are The Functions Of The Recruitment Module?**

**Answer :**

The functions of the Recruitment Module are given as follows:

* + Maps the workforce requirements
  + Manages advertising processes
  + Performs administrative tasks
  + Selects applicants
  + Handles the associated correspondence

1. **Question 405. List The Main Areas In Which The Recruitment Implementation Guide (img) Falls.**

**Answer :**

The Recruitment IMG falls into eight main areas, which are given as following:

* + Basic Settings
  + Workforce Requirements and Advertising
  + Applicant Administration
  + Applicant Selection
  + Dialog Controls
  + Authorization Management
  + Easy Web Transactions
  + Employee Self Service

1. **Question 406. What Is Vacancy?**

**Answer :**

Vacancy is defined as a position that should be filled by an employee. Each vacancy is characterized by certain features, such as the eight-character position key, position name, and the date from which the position needs to be filled.

1. **Question 407. What Is The Role Of Personnel Officer?**

**Answer :**

The personnel officer is an employee who manages the data for a vacancy.

1. **Question 408. What Is The Role Of Line Manager?**

**Answer :**

The suitability of an applicant for the job is decided by the line manager.

1. **Question 409. What Is The Staffing Status Of A Vacancy?**

**Answer :**

The staffing status of a vacancy indicates the extent to which a vacancy is occupied. The staffing status can have any of the following values:

* + Vacant
  + Reserved
  + Occupied

1. **Question 410. What Is Applicant Class?**

**Answer :**

The Applicant Class indicates whether a medium is used to advertise vacancies to internal or external applicants.

1. **Question 411. What Is The Transaction Code To Maintain The Master Data Of An Applicant?**

**Answer :**

The transaction code for maintaining the master data of an applicant is PB30.

1. **Question 412. What Is The Transaction Code To Create Advertisements?**

**Answer :**

The transaction code for creating advertisements is PBAW.

1. **Question 413. What Is The Transaction Code For Initial Applicant Data Entry?**

**Answer :**

The transaction code for initial applicant data entry is PB10.

1. **Question 414. How Do You Maintain Integration Between Personnel Development And Recruitment?**

**Answer :**

Integration between Personnel Development and Recruitment can be maintained by activating the qualifications integration switch in Customizing for Personnel Development.

1. **Question 415. Which Reports Are Relevant In Recruitment?**

**Answer :**

The relevant reports in recruitment are RHQINTE1 and RHALTDOO.

1. **Question 416. What Is Applicant Group?**

**Answer :**

An applicant group is a group of applicants in which the applicants are classified according to their employment type. For example, the applicants for the permanent positions will be grouped in one applicant group and the applicants for the contractual positions will be grouped in other applicant group.

1. **Question 417. What Is Applicant Range?**

**Answer :**

Classifying the applicants according to their hierarchical or functional criteria are defined as applicant range. The hierarchical classification can be classified as executive employees and salaried employees; whereas, functional classification includes corporate management, administration, and production.

1. **Question 418. What Is An Unsolicited Application Group? How Can You Define Unsolicited Application Group?**

**Answer :**

An unsolicited application group is used to classify unsolicited applications according to a particular criterion. It can be defined according to the criteria you choose to simplify your search for suitable candidates among the unsolicited applications.

1. **Question 419. What Is Appl?**

**Answer :**

Personnel Officers or Recruitment Administrators are created in administrator group called as APPL.

1. **Question 420. What Are The Most Important Infotypes For Recruitment?**

**Answer :**

The most important Infotypes for recruitment are given as follows:

* + Organizational Assignment (0001)
  + Personal Data (0002)
  + Addresses (0006)
  + Applicant Actions (4000)
  + Applications (4001)
  + Vacancy Assignment (4002)
  + Education (0022)
  + Previous Employment (0023)
  + Qualifications (1001)
  + Applicant Activities (4003)
  + Applicant Activity Status (4004)
  + Applicant's Personnel Number (4005)

1. **Question 421. Define The Corporate Structure.**

**Answer :**

The Corporate Structure determines the company code, personnel area, and personnel subarea to which an applicant is assigned.

1. **Question 422. What Is Applicant Structure?**

**Answer :**

The Applicant Structure is used to assign an applicant to an applicant group and an applicant range.

1. **Question 423. What Is The Use Of The Applicant Actions Infotype (4000)?**

**Answer :**

The Applicant Actions Infotype serves as a record for all the Applicant Actions carried out for an applicant. These actions may be data entry procedures or procedures that change overall status of an applicant.

1. **Question 424. What Is The Use Of The Vacancy Assignment Infotype (4002)?**

**Answer :**

The vacancies for which an applicant has been assigned for are stored using the Vacancy Assignment Infotype.

1. **Question 425. What Are Applicant Actions?**

**Answer :**

Applicant Actions are predefined work processes that change the overall status of the applicant. They are assigned to a sequence of Infotypes, which it processes one at a time.

1. **Question 426. What Is The Feature To Customize Applicant Short Profile?**

**Answer :**

The feature for customizing applicant short profile is SHPRO.

1. **Question 427. What Is Requisition Management?**

**Answer :**

Requisition Management is an agreement between the HR managers and the recruiters about the conditions of a vacant position (such as what, when, how). It is a determination of how and when the candidates are to be evaluated, selected, and ranked for a specific position in a structured manner.

1. **Question 428. What Is Management Of Job Postings?**

**Answer :**

Management of job posting is defined as an implementation of a strategy to attract the candidates to the organization in general or for a particular job search in talent pools and publications.

1. **Question 429. What Is Application Entry In E-recruiting?**

**Answer :**

It is defined as the acceptance of incoming applications from various channels, such as e-mail, post, third parties, or special events.

1. **Question 430. What Is Applicant Tracking?**

**Answer :**

Applicant tracking helps in organizing the job application process and monitoring the effectiveness of the recruiting organization. It includes the implementation of the recruitment plan and execution of processes regarding talent pool members and applications, applicant prequalification and selection, and extending offers.

1. **Question 431. What Is Talent Relationship Management?**

**Answer :**

The Talent Relationship Management is defined as initiation and maintenance of long-term relationships with potential candidates, segmentations, and services. The basis of Talent Relationship Management is Talent Warehouse, which allows candidates to enter their skills and interests in a talent database.

1. **Question 432. What Is The Significance Of Roles In E-recruiting?**

**Answer :**

E-Recruiting has a predefined set of roles. Each of these roles has its own authorization profile and maintenance.

1. **Question 433. What Are The Basic Processes In Sap E-recruiting?**

**Answer :**

The E-recruiting processes consist of Posting and Applicant Management, Talent Warehouse, Analytics (standard reporting balanced scorecard), and Technology (Web Application Server, Portal, Workflow, and Collaboration)

1. **Question 434. What Is The Two Level Of Data Entry Concept In Recruitment?**

**Answer :**

The two level of data entry concept in recruitment are given as follows:

* + Entry of basic data entry
  + Entry of additional data

1. **Question 435. What Data Is Captured At The First Level Of Data Entry?**

**Answer :**

The first level of data entry consists of the following data:

* + personal data/address
  + Personnel area/subarea
  + Applicant group/applicant range

1. **Question 436. What Are The Two Hierarchical Or Functional Criteria On Which An Applicant Is Classified?**

**Answer :**

The functional or hierarchical criteria on which applicants are classified are given as follows:

* + Applicant group
  + Applicant range

1. **Question 437. In Which Infotype You Perform The Assignment To Applicant Structure?**

**Answer :**

Assignment to Applicant Structure is performed in the Infotype 4000.

1. **Question 438. What Type Of Checks Are Made During The Initial Data Entry Stage To Prevent Duplicate Or Double Entries In The R/3 Recruitment?**

**Answer :**

The following two types of checks are made during the initial data entry stage to prevent duplicate or double entries:

* + Multiple Applicant Identification
  + Former Employee Identification

1. **Question 439. What Is The Significance Of The Applicant Actions Infotype (it-4000)?**

**Answer :**

Following are the significance of IT-4000:

* + Records all Applicant Actions that are carried out for an applicant
  + Stores procedures, which change the applicants overall status
  + Stores the applicants overall status at various stages

1. **Question 440. What Are The Characteristics Of The Overall And Vacancy Assignment Status?**

**Answer :**

Following are the characteristics of the overall and vacancy assignment status:

* + Displays the current status of an applicant in the global selection procedure
  + Displays all the vacancies for which the applicant is considered
  + Refers to the vacancy assignment status that shows the applicant status in the selection procedure for a particular vacancy

1. **Question 441. Can You Assign An Applicant To More Than One Vacancy Simultaneously?**

**Answer :**

Yes, you can assign an applicant to more than one vacancy by assigning different priorities for each vacancy assignment.

1. **Question 442. What Are The Functions Of Applicant Activity?**

**Answer :**

Applicant activities are used for handling the following functions:

* + Processes applicant correspondence during the various stages of the recruitment process
  + Proposes the possible follow-up activities that can be adopted as further planned or completed activities for the application
  + Transfers applicant data to Personnel Administration

1. **Question 443. What Actions Are Performed When You Run Applicant Action Prepare For Hiring For An Applicant?**

**Answer :**

The following actions are performed when you run Applicant Action Prepare for Hiring:

* + The applicant is automatically assigned the transfer applicant data activity
  + You can use the Personnel Action Hire Applicant with data transfer

1. **Question 444. What Constitutes An Applicant Structure In Recruitment?**

**Answer :**

The Applicant Structure in Recruitment constitutes the following:

* + Unsolicited applicant groups
  + Applicant group
  + Applicant range

1. **Question 445. What Does Applicant Class Ap Stands For?**

**Answer :**

The Applicant Class indicates whether the applicant is an internal applicant or an external applicant. The Applicant Class AP stands for external applicant.

1. **Question 446. Where Can You Define The Default Values For Overall Status For Each Applicant Actions?**

**Answer :**

The default values for overall status for each Applicant Actions are defined in IMG.

1. **Question 447. What Tasks Does The Pactv Feature Perform?**

**Answer :**

The PACTV feature performs the following tasks:

* + Assigns a Planned Activity type for the applicant
  + Assigns a Standard Text for an activity
  + Allows you to specify references to another activity types

1. **Question 448. Which Feature Is Used To Define Text Variables For Contract Elements?**

**Answer :**

The feature used to determine whether the text variables are provided for Contract Elements is VARIA.

1. **Question 449. How Can You Print A Signature Line In Standard Letters In Recruitment?**

**Answer :**

You can print a signature line in standard letters in the following ways:

* + Define signature lines against a person's SAP user name
  + Personnel officer's SAP user name is read from the table of administrators
  + Line manager's user name is read from Communications Infotype (It-0105)

1. **Question 450. What Are The Key Aspects Defined For Dynamic Actions?**

**Answer :**

The key aspects for dynamic actions are given as follows:

* + Define initial Infotype change
  + Define changes to subtypes
  + Define the subsequent process
  + Define changes to fields

1. **Question 451. List The Components Of The Personnel Development Module.**

**Answer :**

The components of the Personnel Development module are given as follows;

* + Qualifications and Requirements
  + Development Plans
  + Objective Setting and Appraisals
  + Career and Succession Planning

1. **Question 452. What Is Career And Succession Planning?**

**Answer :**

The Career and Succession Planning component is used to prepare, implement, and analyze Career and Succession Planning scenarios. Career Planning involves identifying possible career goals for employees and planning their professional development. Succession Planning is used to identify suitable candidates for various staffing positions.

1. **Question 453. What Is The Use Of The Development Plans Component?**

**Answer :**

The Development Plans component is used to map general and individual personnel development plans. It manages both short-term and long-term development (training) needs and requirements.

1. **Question 454. What Is Qualifications Subprofile?**

**Answer :**

The knowledge and skills of an employee or applicant are stored in the Qualifications subprofile. Any number of qualifications from the qualifications catalog can be assigned to Qualifications subprofile.

1. **Question 455. What Is Potentials Subprofile?**

**Answer :**

The Potentials subprofile is used to store prognostic information on a person's suitability and professional development.

1. **Question 456. What Is Requirements Subprofile?**

**Answer :**

The Requirements subprofile is used to store information about knowledge and skills required for a job or position. It creates a relationship between a requirement and objects, such as job, position, and task.

1. **Question 457. What Is Inheritance Of Requirements?**

**Answer :**

Requirements can be inherited, that is, if two objects are related to each other, then the requirements of one object are automatically passed on to the other object. Inheritance of requirements is only unidirectional. The requirements are given the inherited status and cannot be deleted from the job profile.

1. **Question 458. Can A Qualification Group Be Attached To A Person Instead Of Attaching 100 Qualifications Individually To The Person?**

**Answer :**

No, a qualification group cannot be attached to a person.

1. **Question 459. List The Terms With Which Proficiency Scales Are Associated.**

**Answer :**

Proficiency scales are associated with the following terms:

* + Qualification groups (T)
  + Qualifications
  + Requirements
  + Employee qualification

1. **Question 460. What Is The Basic Criterion For One Qualification To Be An Alternative For Another Qualification?**

**Answer :**

The qualifications should have the same proficiency scale (measured on the same scale).

1. **Question 461. What Are The Other Sap Modules That Are Integrated With The Training And Event Management Module?**

**Answer :**

The modules integrated with the Training and Event Management module are Materials Management, Sales and Distribution, Cost Allocation and Budget Management, and Time Management.

1. **Question 462. What Does A Training Menu Comprised Of?**

**Answer :**

A training menu comprises of a Business Event Group, Business Event Type, and Business Event.

1. **Question 463. What Is Prebooking?**

**Answer :**

The prebooking feature offers the event organizer important decision support and planning functions.

1. **Question 464. What Are The Characteristics Of A Business Event?**

**Answer :**

Following are the characteristics of Business Event:

* + Book
  + Cancel
  + Replace
  + Rebook

1. **Question 465. What Is The Use Of The Training And Event Management Module?**

**Answer :**

The Training and Event Management module is used to plan and manage all kinds of Business Events. It provides a flexible reporting and appraisal functions for better decision support to offer high quality and effective event management. Training and Event Management module is a part of SAP and contains interfaces related to the SAP application components. It is integrated with the Personnel Development module to convert training proposals into booking for employees with qualification deficits.

1. **Question 466. What Functions Are Possible On A Business Event?**

**Answer :**

In a business event the functions can available are Book, Cancel, Replace, Rebook.

1. **Question 467. What Do You Mean By Extended Integration?**

**Answer :**

Extended Integration refers to the following functionalities:

* + Integrating Logistics and Finance modules with the HCM
  + Enabling a position to move from one company to another
  + Enabling a person to move from one group company to another with the same employment ID

1. **Question 468. What Is Structural Authorization In Organization Management (om)?**

**Answer :**

Structural authorization performs client-specific authorization check for displaying and processing OM objects. It is an approach to evaluate the evaluation paths, which determines all the objects that come under a root object.

1. **Question 469. How Are The Structural Profiles Maintained?**

**Answer :**

Firstly, the structural profiles are created independent of the users and then the profiles are assigned to the users. The structural profiles should be maintained within a specific transaction called authorization profiles.

1. **Question 470. What Role Do Functional Modules Play In Structural Authorization?**

**Answer :**

In structural authorization, you can use functional modules to identify accessible structure. If you use the concept of root object, then it requires lots of maintenance work. In addition, if you change the responsibilities during organizational restructuring, it affects the structural profiles and the object ID. Therefore, when you design the structural authorization, the system asks you to define the number of OM objects that can be determined in different ways.

1. **Question 471. How Is Structural Authorization Helpful In Personnel Administration (pa)?**

**Answer :**

You can use the structural authorizations for the PA (object type P) when the PA is integrated with the OM. The ORGPD switch from the AUTSW group of the T77S0 table, which is being used by PA, should contain a value between one and four. It can be also defined as HR: Authorization main switch, whose transaction code is OOAC.

1. **Question 472. How Do You Assign Structural Profiles To Users?**

**Answer :**

You can assign structural profiles to users using the user authorizations (OOSB).

1. **Question 473. What Is Plogi Adays Authorization Switch?**

**Answer :**

The PLOGI ADAYS authorization switch is used to extend the validity period of the structural profile. The default value of the PLOGI ADAYS switch is blank.

1. **Question 474. What Is Period Of Responsibility And Time Logic?**

**Answer :**

All the relationships in the OM have a validity period. These validity periods for performing tasks are known as period of responsibility, which either starts before the current date or ends in the past. Time logic determines whether the authorization check should be performed on a date-dependent basis (from T582A-VALDT) or not. If the period of responsibility is empty, then the time logic returns not authorized.

1. **Question 475. How Can You Handle The Non-integrated Persons By The Structural Authorization Check?**

**Answer :**

In PA, the structural authorization records only those persons who are integrated in the OM. Those persons, who are excluded through the PLOGI characteristics, are not considered for the structural check. It is also applied for the persons whose position is not entered in the Infotype 0001, which means that the Infotype contains the default position (99999999).

1. **Question 476. What Is Performance Optimization?**

**Answer :**

The number of read accesses to permit a specific object is used to determine the performance of the structural authorization. The access time depends on the number of different object types with different evaluation paths that are contained within a profile.

1. **Question 477. How Does Business Add-ins (badis) Help In Authorization?**

**Answer :**

BADIs are used as an enhancement of the standard version. It is used to implement customer specific requirements and perform customer-specific checks in the current system. It enables you to change the standard coding from the predefined places by the SAP.

1. **Question 478. What Is The Main Use Of The Profile Generator?**

**Answer :**

The authorization profiles can be automatically generated and assigned with the help of the Profile Generator, which reduces the implementation time of R/3 authorization. It automatically selects the related authorization object and the administrator only needs to implement the customer specific settings.

1. **Question 479. What Is Object Class?**

**Answer :**

The authorization objects are divided into classes, which are defined as object classes. An object class corresponds with an application, such as financial accounting. In the SAP authorization concept, the object classes come under the

* + Administration
  + User maintenance
  + Authorizations tools.

1. **Question 480. What Is Authorization In Sap?**

**Answer :**

In SAP, authorization is a permission to perform some tasks in the system. These tasks can be defined as the values of individual fields of an authorization object. The authorization of a user is loaded in the user context at the time of user log in and saved in the primary memory of the application server. Then, the authorization values are checked against the authorization data saved in the user context to check whether the user is authorized or not.