

SAP HCM: SAP Human Capital Management (HR)

Course objective:

Configure and use organizational units, master data and documents for Time Management, Payroll, Organization Management, and Reporting

SAP HCM – Course Outline

SAP Overview

- SAP Navigation

Master Data

- Customizing of Master Data Info types
- Default Values
- Dynamic Actions
- Enterprise Structure
- Info type Control
- Management of Global Employees
- Organizational Structure
- Personnel Actions
- Project Management
- Remuneration Structure
- Wage Type Structure

Organizational Management

- Concepts of Organizational Management
- Customizing
- Evaluations and Reporting
- Expert Mode
- Organization and Staffing Interface

HRM: Basics

- Analytics
- Employee Self-Service and Manager Self-Service (ESS / MSS)
- Management and Personnel Cost Planning
- Navigation and Structures in HCM
- Organizational Management
- Payroll
- Personnel Administration
- Personnel Development and Training and Event Management
- Recruitment
- Time Management

Payroll

- Absence Valuation
- Basics of Payroll
- Cumulating Wage Type
- Factoring
- Payroll Process and Preconditions
- Personnel Calculation Rule
- Processing of Averages
- Time Wage Type Selection
- Retroactive Accounting
- Wage Type Valuation

Time Management

- Absence and Attendance Counting
- Attendance and Absence Quotas
- Cost Assignment and Activity Allocation
- Time Data Recording and Management
- Time Management Groupings
- Time Management Overview
- Work Centre Time Management (TMW)
- Work Schedules and Part-Time Workers

Reporting

- Ad Hoc Query
- Information Systems
- Methods of Reporting in HCM

Training Includes

Hands on tutor led Training, Reference Books, 3 Month Server Access, Refreshments

Extra Sessions:

Free 2 Days SAP Foundation Training Course
Free 1 Days SAP Consulting Seminar

Schedules:

Weekend, Week Day, Evening, and Customized Training Available