SAP HCM

INTRODUCTION ON ERP AND SAP

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

NEW DIMENSIONS IN SAP

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

ORGANIZATIONAL MANAGEMENT

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

PERSONNEL ADMINISTRATION

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

**TIME MANAGEMENT**

- Introduction to time management – time management process in HR
- Domain and SAP HR time management differentiation a discussion
- Positive and Negative Time Recording – with Business Process Discussion
- Public Holidays – configuration of different types of Holidays
- Holiday Calendar with Business scenarios – Applicability with Enterprise Structure
- Factory Calendar in HR Perspective
Grouping – Personnel sub Area & employee sub group Grouping in Time Management

Work Schedules
- Break Schedule
- Daily work Schedules (with Variants-with Business Scenarios)
- Period work schedules

Day types and Day type selection rules

ESG, Holiday calendar assignment for PSA Work Schedule Rules

Introduction to Absences and Attendance

Absences quotas Configuration
- Counting Rules for Absences/Attendances
- Deduction Rules
- Assignments of different rules in Absences/Attendances.

Time Management Info types

Quota Updates:
- Manual (PA30)
- Through Report RPTQTAOO
- Through Time Evaluation (RPTIME00)

Positive Time Recording – Understanding of different Time Evaluation Schemas Used

How to use Positive time Evaluation In the Organizations with different business scenarios.

Interfaces & Cats in Time Management

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

Employee Self Service/Manager Self Service

- Introduction of ESS/MSS
- Use of ESS in Different HR Module
- Difference Between ITS and Webdynpro versions
- Configuration of ESS from Functional Perspective
- Understanding of Areas, Subareas, Pages, and services in Validation of Roles, I Views, Works sets.
- Module Wise Options available in ESS/MSS
- Involvement of Either Module consultants
- Use of MSS
- Object Integration with MSS
- Work flow understanding in ESS/MSS
PAYROLL

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

US Payroll

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

INDIAN PAYROLL

- Configuration of INDIA specific payroll settings
- Concepts of Allowance grouping for INDIA
INDIA- statutory configuration on TAX, PF, ESI, Professional TAX.

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

**BENEFITS**

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

**RECRUITMENTS**

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

**TRAINING AND EVENT MANAGEMENT**

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

**PERSONNEL DEVELOPMENT**

- Introduction to Personnel Development
  - Career & Success planning
  - Qualification and Catalogue
  - Profile match up
- Integration with PD from other Modules
- Setting up of rating scales
- Setting up of Qualifications catalog
- Appraisal systems
- Form of Appraisals
- Appraisal Catalog

Use of assigning Appraisal Model to PSA/ESG

Multiple Appraisal system

Perform Employee Appraisal
COMPENSATION MANAGEMENT

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

Project Process in SAP HCM implementation

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

Tools Used in SAP projects

Uploads:

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

Reports

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

Documents & Project Process:

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