

SAP - HCM

Training Curriculum - SAP Human Capital Management

✦ Overview of SAP

- Evolution of SAP and its various versions
- Overview of modules and sub-modules in SAP HCM
- SAP Architecture (Concept of Layers)
- SAP Landscape (Concept of Servers and Clients)
- SAP Project Phases
- Understanding of various SAP symbols/icons viz. Create, Change, Display, Overview, Execute, Save, Enter
- Frequently used terminologies in SAP HCM
- SAP Easy Access and Implementation Guide
- Infotype and Infotype Ranges
- Transaction Codes
- Table, Feature, Schema & Rules
- ERP, SAP, HCM, ECC, IMG, GUI, ABAP, BDC, PCR, EP, ESS, MSS
- Groupings (Country Grouping, Employee Subgroup Grouping and Personnel Subarea Grouping)
- Authorizations
- Key User and End User

✦ Enterprise Structure & Personnel Structure

Enterprise Structure

- Client, Company, Company Code, Personnel Area, Personnel Subarea and Organizational Key
- Personnel Structure
- Employee Group, Employee Subgroup and Payroll Area

✦ Organizational Management

- Overview of Organizational Management module
- Organization Plan and Plan Versions
- Creation of Organizational Unit (Department, Job, Position etc.)
- Assignment of Cost Centre
- Normal view of Organization Structure
- Graphical view of Organization Structure
- Difference – Expert Mode & Simple Maintenance
- Relationships between various organizational units
- Difference – Relationship & Evaluation Path
- Integration between Organizational Management and Personnel Administration

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Important infotypes (1000, 1001, 1007)
Important transaction codes (PPOC_OLD, PPOM_OLD, PO03, PO10, PO13)
Overview of standard reports

✦ Personnel Administration

Overview of Personnel Administration module
Overview of infotypes and Infogroups
Maintenance of Infotypes
Time Constraint Class for Infotypes
Different Personnel Actions
Employee Number Range
Performance of various Personnel Actions
Difference – Dynamic Action and Additional Action
Important infotypes
Important transaction codes (PA40, PA30, PA20, PE03)
Important features (NUMKR)
Overview of standard reports

✦ Time Management

Overview of Time Management module
Difference – Positive Time Management/Time Recording & Negative Time Management/Time Recording
Public Holidays, Public Holiday Calendar and Factory Calendar
Employee Subgroup Grouping and Personnel Subarea Grouping
Break Schedule
Daily Work Schedule
Period Work Schedule
Work Schedule Rule
Attendance Types
Attendance Quota Types
Absence Types (Paid & Unpaid)
Absence Quota Types
Counting Rule
Deduction Rule
Overtime
Time Evaluation
Important infotypes
Maintenance of time Infotypes

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Important transaction codes (PA30, PE03)
Important features (NUMKR)
Overview of standard reports

✦ Payroll Administration (India)

- Overview of Payroll Administration module
- Pay Scale Structure (Pay Scale Type , Pay Scale Area , Pay Scale Group and Pay Scale Level) Creation of Wage Type Catalogue
- Wage Types for Basic Pay
- Wage Types for Recurring Payments & Deductions
- Wage Types for Additional Payments
 - Wage Type Characteristics
 - Processing Class, Cumulation Class and Evaluation Class
 - Period Parameter
 - Date Modifier
 - Generation of Payroll Period
 - Creation and understanding of Payroll Control Record
 - Wage Type Model
 - Allowance Grouping
 - Reimbursements, Allowances and Perks
 - Statutory components viz. Provident Fund, ESIC, P. Tax, LWF
 - Integration of Time to Payroll
 - Prerequisite of Payroll Run
 - Creation of Remuneration Statement
 - Overview of Payroll Run
- Setting up of Control Record
- Setting up of Payroll Variant
- Payroll Run - Test Mode
- Payroll Run - Live mode
- Generation of Remuneration Statement (Pay Slip) - Exit Payroll
 - Important infotypes (Payroll India)
 - Maintenance of payroll (India) Infotypes
 - Important transaction codes (PA03, PA30, PE03, PE51, SM31)
 - Important features (TARIF, LGMST)
 - Overview of standard reports

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✦ Additional Features:

Thorough understanding of End-to-End Implementation of SAP HCM.

Configuration of four base modules viz. Organizational Management, Personnel Administration, Time Management and Payroll Administration (India).

Provision of sample of Business Blue Print document of SAP HCM.

Provision of study material strictly from interview point of view.

Provision of case study.

Assistance towards resume building.