



Sydney Institute of ERP

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SAP – Human Capital Management – Management and Administration

Course Goals

- Explain the basic processes of human resources
- Adjust personnel administration data for customer-specific requirements
- Adjust the main aspects of time data
- Carry out reporting in Human Resource Management
- Explain how Payroll is organized, perform payroll runs, and configure gross payroll
- Configure organizational management
- Utilize your knowledge directly as a junior consultant in your first period of practice

Contents

- Overview of SAP ERP HCM: Navigation and structures in Human Resource Management, Employee Self-Service, Manager's Desktop, recruitment, personnel development, personnel cost planning, training and event management, compensation management
- Configuration of human resources master data: Enterprise, personnel and organizational structure, default values and features, billing data: Pay scale and wage type structure, pay scale reclassification and increase, work flows and user interfaces: for example, screen modification and personnel actions, management of global employees
- Configuration of Time Management: Overview of Time Management and its integration with other applications, configuring the work schedule and setting up the planned working time, creating attendance and absence types and their payments, managing time quotas and quota deduction, and configuring the Time Manager's Workplace (TMW)
- Reporting in Human Resource Management: Infosystems, Ad Hoc Query, SAP Query, payroll infotypes and simulated infotypes of Time Management, Human Resource Management in SAP NetWeaver Business Intelligence
- Mini case study
- Organization and configuration of payroll: Identifying and operating control mechanisms available in the payroll system, personnel calculation schema and rules, encoding characteristics of wage types, checking the payroll using the payroll log, determining hourly rates, calculating averages, factoring, developing rules to automate the payment of working hours, processing absences in payroll, retroactive accounting

- Organizational management: Maintenance of the organizational structure , matrix organization and structures, reporting and reporting tools, Manager's Desktop and Manager Self Service, integration with other HR components
- Integrated case study: Implementation of a fictitious demo company using specific business processes: configuration and mapping of the company structure, master data, and business processes in the SAP system

Student handbooks:

THR10 – Management & Administration I

Units

1. Essentials
2. Hiring an Employee
3. Education and Training
4. Remuneration and Adjustments
5. Reporting
6. Course Overview
7. Hiring an Employee
8. Managing and Editing Projects
9. Enterprise Structure
10. Organization Structure
11. Additional Organizational Assignment
12. Defining Default Values – Features
13. Personal Data
14. Links Between Planned Working Time and Basic Pay
15. Remuneration Structure
16. Wage Type Structure
17. Infotypes
18. Personnel Actions
19. Global Employment
20. HR Administrator and Employee Interaction Center
21. Case Study
22. Introduction to SAP Time Management
23. Overview of Time Recording
24. Enterprise Structure and Groupings
25. Work Schedules
26. Part-time Workforce
27. Time Data Recording and Administration
28. Attendance and Absence Counting
29. Attendance and Absence Quotas
30. Time Manager's Workplace
31. Cost Assignment and Activity Allocation
32. HCM Reporting Overview
33. Human Resources Information System (HIS)
34. Manager's Desktop (MDT) and Manager Self-Service (MSS)
35. Info Systems in the SAP Easy Access Menu
36. Logical Databases and InfoSets

37. Ad Hoc Query
38. SAP Query
39. Payroll and Time Management Infotypes
40. HCM in BW and SEM

THR12 – Management & Administration II

Units

1. Entering Payroll Data
2. Organizing a Live Payroll Run
3. Payroll Process
4. Payroll Basics
5. Personnel Calculation Rules
6. Starting Payroll
7. Valuation of Wage Types
8. Absence Valuation
9. Time Wage Type Selection
10. Average Processing
11. Factoring
12. Cumulation Wage Types
13. Recalculation
14. Mini Case Study HR400
15. Introduction
16. Concepts of Organizational Management
17. The Organization and Staffing Interface
18. Expert Mode: Infotype Maintenance
19. General Structures
20. Integration with Personnel Administration
21. Manager's Desktop and Manager's Self-Service
22. Evaluations and Reports
23. Bike International Organization
24. Business Blueprint

Course Based on Software Component (s) and Release (s)

SAP ERP ECC 6.0 EHP4

Course Version

Version: 092

Access to SAP ERP software and Training materials

SAP training materials will be provided for this course. Access to the latest SAP ERP software will be granted through SAP's training clients.

Award

On successful completion of this course, you will receive an Executive Certificate in ERP (SAP Human Capital Management) from Sydney Institute of ERP.

Campus Location

Level 2, 80 Mount Street, North Sydney, NSW 2060

SAP Certification

On completion of the course, you can sit for formal relevant certification exam with SAP Australia. On successful completion, you will receive a certificate from SAP Germany.