

SAP – HCM COURSE CONTENT

- Introduction to SAP
- Introduction to ERP
- Overview of SAP
- SAP-HCM Module at a glance
- Organizational Management
 - Organizational Structure (Simple Maintenance & Expert Mode)
 - Objects, Additional Object Types ,Task Description/Department/Staff
 - Plan Versions ,Org Management Infotypes
 - Account assignment features, Structure Maintenance
 - Configure Positions, Jobs, Cost Center Assignment, Reporting Relationships
- Personnel Administration
 - Enterprise Structure & Personnel Structure
 - Personnel Area, Personnel Sub Area, Employee Group, Employee Sub Group
 - Assignment of ES & PS
 - Personnel Action , Hiring , Employee Master Data
 - PA Infotypes Maintenance , Dynamic Actions
- Recruitment
 - Recruitment Medium & Instruments, Applicant Master Data
 - Applicant Actions, Applicant Activity
 - Transfer Applicant Data to Employee Master Data
 - Report Generation, Recruitment Infotype Maintenance
- Time Management
 - Recording & Evaluating Time Data
 - Holiday Calendar , Break Schedules
 - Work Schedule Rule, Deduction Rule, Counting Rule
 - Time Info types Maintenance, Absence & Attendance Quotas
- Payroll
 - Overview of Payroll components, Payroll Period , Payroll Area , Control Record

- Retroactive Accounting, Wage Types
- Pay scale Group / Area / Level
- Generation of Remuneration Statement
- Personnel Development
- Overview of Personnel development, Career Planning & Succession Planning, Qualifications and
- Requirements, Development Plans, Appraisal
- Training and Event Management
- Overview of T & E Management, Business Event Preparation, Business Event Catalogue
- Day to Day Activities, Recurring Activities
- ASAP Methodology
- Explanation about ASAP Methodology
- Overview of ESS / MSS. & Reports
- Overview of Employee Self Service and Manager Self Service & Reports