

SAP – HR COURSE CONTENT

1. Organization Management
 - Object Types
 - Object Keys
 - Expert Mode
 - Simple Maintenance
 - Org. Staff Planning
 - Infotypes
2. Enterprise Structure Personnel Structure
 - Company 1. Employee Group
 - Company Code 2. Employee Sub Groups
 - Personnel Area 3. Assignments
 - Personnel Sub Area
 - Assignment
3. Personal Management (Personal Administration) Organization Data Recruitment
 - Employee attributes 1. Vacancies
 - Payroll area 2. Advertisements
 - ABKRS Feature 3. Personnel Officer
 - Control record 4. Line Manager
 - Period Parameters 5. Application Types
 - Date modifiers
 - Payroll Data
4. Basic Pay
 - Sales Order Mgmt.
 - Personnel Calculation Rule
 - Collective agreement provision and grouping
 - Pay Scale Type / Area
 - Pay Scale Groups & Levels
 - Feature TARIF

- Wage Types
- Characteristics of Wage types
- Permissibility with PS and ESG
- Wage type model
- ESG for Primary wage types
- Feature LGMST
- PSG for primary wage types

5. Time Management

- Public holidays
- Holiday Calendars
- Factory Calendars
- Work Schedules
- Daily work Schedules
- Break Schedules
- Period work schedule rules
- work schedule rules
- Absence types
- Attendance types
- Attendance Quotas
- Counting Class
- PSG for absence / Attendance counting
- ESG for personnel calculation rules
- 15. PSG for time recording

6. Benefits

- Benefit Plans
- Benefit areas
- Beneficiaries
- Benefit Providers
- Benefit Parameters
- Benefit Integration with Payroll
- Related Features
- Training and Event Management

7. Business Events

- Resources
- Tools
- LSMW
- Reports
- Infotypes
- Infogroups
- Schema Modifications
- Features
- Table Maintenance
- Authorizations