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THR10 Management and Administration I

Course Goals:

- Explain the basic processes in Human Resources
- Configure HR Master Data and Personnel Administration to meet customer requirements
- Configure Time Management data to meet customer requirements
- Perform reporting for HCM data

Unit 1: Essentials

- Logon/Navigation
- Structures in HCM
- Organizational Management

Unit 2: Hiring an Employee

- Applicant Data
- The E-Recruiting Solution
 - Requisition management for recruiters
 - Applicant Tracking
 - Talent Relationship management
 - Analytics
 - Collaboration
- Employee Data
- Time Data
- Employee Self-Service (ESS)

Unit 3: Education and Training

- Profile Matchups
- Course Registration
 - Processes in Training and Event Management
 - Working in the Dynamic Menus
 - Business Event Preparation: Business Event Hierarchy
 - Day-to-Day Activities
 - Recurring Activities
- Learning Solution
 - Business Scenario
 - What Must a Modern Learning Solution Offer?
 - Integrated Learning Processes and Business Processes
 - A Solution for Different Target Groups
 - Learning Solution: Overview
 - Integration with mySAP HR

- Functions in the Learning Portal
- Performance Management

Unit 4: Remuneration Adjustments

- Enterprise Compensation Management
- Payroll
- Personnel Cost Planning

Unit 5: Reporting

- Reporting

Unit 6: Course Overview

- Course Overview
 - Explain the goals and objectives of this course
 - Understand the roles and the portals
 - Describe the main business scenario
 - Set up favorites and user profiles

Unit 7: Hiring an Employee

- Hiring an Employee

Unit 8: Managing and Editing Projects

- General and Project Management
- Project Execution and Evaluation

Unit 9: Enterprise Structure

- Enterprise Structure
- Personnel Structure

Unit 10: Organizational Structure

- Organization Structure

Unit 11: Additional Organizational Assignment

- Payroll Area and Organizational Key
- Administrator Responsible and Employee Attributes

Unit 12: Defining Default Values – Features

- Defining Default Values – Features
 - Default for Payroll Area
 - Default for Administrator Groups
 - Default for Number Range Intervals

Unit 13: Personal Data

- Personal Data
 - Review personal data of an employee

Unit 14: Links Between Planned Working Time and Basic Pay

- Links Between Planned Working Time and Basic Pay
 - Describe how the working time stored in the Planned Working Time infotype (0007) is related to the payroll-relevant data stored in the Basic Pay infotype (0008).
 - Explain the relevance of this information for payroll

Unit 15: Remuneration Structure

- Remuneration Structure
 - Create the regional, industry-specific, financial, and time-related aspects of the remuneration structure.
 - Define the control parameters depending on the employee subgroup and personnel sub area.
 - Determine default values for pay scale data

Unit 16: Wage Type Structure

- Setting Up Wage Types
- Wage Type Characteristics
- Default Wage Types

Unit 17: Infotypes

- Infotype Attributes
 - Describe what controls are available through infotype configuration
 - Define fields relevant for retroactive accounting
 - Explain what controls are available for the country infotype views
- Customizing the User Interfaces
 - Customize the user interface of the infotype under Screen Header
 - Customize the user interface of the infotype under Screen Modification
- Infotype Menus

Unit 18: Personnel Actions

- Personnel Actions
- Configure personnel actions

- Give examples of personnel actions

Unit 19: Global Employment

- Global Employment
 - Name the terms related to Global Employment
 - Explain the support provided in the “Planning a Global Assignment” phase
 - Explain the support provided in the “Preparation for Relocation” phase
 - Explain the support provided in the “Transfer” phase
 - Explain the support provided in the “Duration of Global Assignment” phase
 - Explain the support provided in the “Repatriation” phase

Unit 20: HR Administrator and Employee Interaction Center

- HR Administrator
- Employee Interaction Center (EIC)

Unit 21: Case Study

- Case Study
 - Understand better the content of this course by completing the exercises

Unit 22: Introduction to SAP Time Management

- Introduction to Time Management
 - Explain the prerequisites for SAP R/3 Time Management

Unit 23: Overview of Time Recording

- Roles in Time Management
- Time Recording Options

Unit 24: Enterprise Structure and Groupings

- Enterprise Structure and Groupings
 - Describe the levels in the personnel and enterprise structures
 - Explain the purpose of personnel subarea groupings and employee subgroup groupings in Time Management

Unit 25: Work Schedules

- Holiday Calendar
- Work Schedules

Unit 26: Part-Time Workforce

- Part-Time Workforce and Working Time Models

Unit 27: Time Data Recording and Administration

- Time Data Recording and Administration

Unit 28: Attendance and Absence Counting

- Attendance and Absence Counting Rules
- Counting Using Daily Work Schedule Variants

Unit 29: Attendance and Absence Quotas

- Setting Up Attendance and Absence Quotas
- Quota Deduction
- Determining Default Values to Grant Absence Entitlements
- Quota Compensation

Unit 30: Time Manager's Workplace

- Functions of the Time Manager's Workplace
- Customizing the Time Manager's Workplace

Unit 31: Cost Assignment and Activity Allocation

- Cost Assignment and Activity Allocation
 - Set up and activate cost assignment and activity allocation for time infotypes

Unit 32: HCM Reporting Overview

- Essentials of Reporting
- Overview of Reporting Tools

Unit 33: Human Resources Information System (HIS)

- Initial HIS Access and Working with HIS
- Customizing HIS

Unit 34: Manager's Desktop (MDT) and Manager Self-Service (MSS)

- Manager's Desktop (MDT)
- Manager Self-Service (MSS)

Unit 35: Info Systems in the SAP Easy Access Menu

- Info Systems in the SAP Easy Access Menu
 - Execute reports from the SAP Easy Access Menu
 - Create new info systems, and adapt existing info menus so that they meet your requirements

Unit 36: Logical Databases and InfoSets

- Logical Databases, InfoSets, and User Groups
- Creating and Changing InfoSets
 - Explain the importance of logical databases, InfoSets and user groups
 - List the functions of the logical databases PNP/PNPCE, PCH, and PAP
 - Create infoSets and field groups

Unit 37: Ad Hoc Query

- Defining First Queries with Ad Hoc Query
- Defining Complex Queries with Ad Hoc Query
 - Describe the principle of Ad Hoc Query
 - Choose selection fields
 - Enter selection values
 - Output and export reports
 - Save and reuse queries
 - Perform set operations
 - Explain how Ad Hoc Query is integrated in HR

Unit 38: SAP Query

- Defining Queries with SAP Query

Unit 39: Payroll and Time Management Infotypes

- Payroll Infotypes
 - Simulated infotypes in Time Management

Unit 40: HCM in BW and SEM

- Overview of HCM in the Business Information Warehouse (BW)
- Overview of HCM in Strategic Enterprise Management (SEM)

THR12 Management Administration II

Course Goals:

- Explain the Payroll process
- List the details of organization management

Unit 1: Entering Payroll Data

- Entering Payroll

Unit 2: Organizing a Live Payroll Run

- Organizing a Live Payroll Run
 - Payroll Areas
 - Payroll Periods
 - Payroll Control Record: Status
 - Payroll Control Record: Periods
 - Payroll Status Infotype (System)
 - Payroll Status Infotype (Changed Manually)
 - Retroactive Accounting Limits (3 Scenarios)

Unit 3: Payroll Process

- Payroll Process

Unit 4: Payroll Basics

- Introduction to Payroll Concepts
- SAP Payroll Concepts

Unit 5: Personnel Calculation Rules

- Introduction to Personnel Calculation Rules
- Internal Payroll Tables and Function PIT

Unit 6: Starting Payroll

- Setting Up Payroll
- Reading the Master Data into Internal Tables

Unit 7: Valuation of Wage Types

- Valuation Using Constant Remuneration
- Person-related Valuation Bases

Unit 8: Absence Valuation

- Valuating Absences

Unit 9: Time Wage Type Selection

- Introducing Time Wage Type Selection
- Time Wage Type Selection Using Rules

Unit 10: Average Processing

- Remuneration Using Averages
- Average Calculation Rules

Unit 11: Factoring

- Introduction to Factoring
- Personal Calculation Rules for Factoring
- Cost Accounting

Unit 12: Cumulation Wage Types

- Cumulating and Storing Wage Types

Unit 13: Recalculation

- Calculating Retroactive Accounting Differences

Unit 14: Mini Case Study HR400

- Mini Case Study HR400

Unit 15: Introduction

- Introduction
 - Describe the business benefits of Organizational Management
 - List the user interfaces used to maintain your organizational plan in Organizational Management

- Describe the points of integration with other SAP components

Unit 16: Concepts of Organizational Management

- Object Types
- Object Relationships
- Object Properties and Planning Options

Unit 17: The Organization and Staffing Interface

- Application Interface: Organization and Staffing

Unit 18: Expert Mode: Infotype Maintenance

- Expert Mode: Infotype Maintenance

Unit 19: General Structures

- Setting Up General Structures and Evaluation Paths

Unit 20: Integration with Personnel Administration

- Basic Integration Settings
- Integration Tools

Unit 21: Manager's Desktop and Manager Self-Service

- Manager's Desktop
- Manager Self-Service

Unit 22: Evaluations and Reports

- Basic Concepts of Structural Reporting
- Standard Reports