SAP HR Online Course - Smart Mind Online Training, Hyderabad

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SAP HR Online Training Course Content

Faculty: Real time and certified

SAP HR Online Training Course Content:

INTRODUCTION

- What is SAP?
- ASAP Methodology
- About versions and Architecture
- SAP landscape
- HR in SAP
- Why SAP HR as ERP Solution for a company

STRUCTURES IN SAP HR/HCM

- Enterprise Structure
- Personnel Structure
- Organizational Structure

ORGANIZATIONAL MANAGEMENT

- Overview of Organizational Objects and Structures
- Creating and interpreting positions
- Relationships
- Info type Maintenance
- Simple Maintenance
- Expert Mode
- Reporting Structure
- Maintenance of Plan versions
- Maintenance of Number Ranges for Objects

PERSONNEL ADMINISTRATION

- Hiring
- Maintaining Master Data
- Maintaining Info types
- Orientation of Features and Configuration
- Creation of Info groups
- Configuration of Personnel Actions

- Maintaining Info type Menus
- Defaulting the User Parameters
- Overview of Dynamic Actions
- Maintain Number Ranges for Personnel Actions
- Integration of Personnel Administration with Organizational Management
- Overview of scenarios with respect to different countries
- Exercises on hiring, personnel displays and maintenance

TIME MANAGEMENT

- Employee Groupings
- Configuration of Holiday Calendar
- Configuration of Work Schedules and Daily Work Schedules
- Configuration of Period Work Schedule and Work Schedule Rule
- Generating Work Schedules Manually and Batch Folder
- Configuration of different Absent Types and Absence Quotas
- Configuration of Attendances
- Base Entitlement Rules for Quotas
- Generation Rules for Quotas
- Maintenance of Features
- Counting Rules, Deduction Rules and Selection Rules
- Overview of Time Management Schema

PAYROLL (INDIA)

- Configuration of Payroll Area, Payroll Sub-area and Control Record
- Generation of Payroll Periods
- Absence Valuation
- Time wage type Valuation
- Pay Scale Structure Configuration
- Wage type Configurations
- Indirect Valuation Concepts.
- Allowance grouping
- Payroll Status
- Payroll Process Overview
- Deductions
- Info type Maintenance
- Tax Calculation and Verification
- Overview on Payroll Postings to FI
- Overview of Processing Classes, Cumulating Classes and Evaluation Classes.
- Payroll Schema
- Retro-Payroll
- Variation of payroll with respect to countries
- Overview of USA and UK payrolls.

RECRUITMENT

- Workforce requirements, Vacancy identification, assigns Position to Vacancy
- Create channel of recruitment, give advertisement for the vacancy and Obtain applications and its administration.
- Support for selection for procedure involving on-listing, Interview Results offer or contract and acceptance of contract.
- Maintain the applicant Actions, Activity, Application status etc.
- Transfer of applicant data to master data on hiring.