

SAP R/3 HR / HCM

1. INTRODUCTION ON ERP-SAP R/3.

- Introduction to ERP & SAP
- Overview on SAP HR Sub Modules
- Introduction of Project implementation Methodologies (ASAP Methodologies)
- System Landscape – 3 tire Architecture
- Project Guide Lines
- Types of Projects
- Basic Operations
- Type of Structure of SAP HR/HCM

2. Organization Management.

- Organization Structure Introduction
- Building Block
 - Org Units
 - Jobs
 - Positions
 - Task etc.
- Method of creating Structures:
 - Simple maintenance
 - Export Mode
- Relationships between objects with info types
- Structures for graphical representation.
- All types of Reports, Conversion of reports as per the client requirement.

3. Personnel Administration

- Integration setting with OM and PA
- Master Data – Definition & its use

- **Structure :**
 - Enterprise Structure
 - Personnel Structure and
 - Pay scale structure.
- **Enterprise Structure :**
 - Company
 - Company Code
 - Personnel Area
 - Personnel Sub Area.
- **Personnel Structure :**
 - Employee Group
 - Employee Sub Group
 - Pay Roll India.
- **Assignments of Objects / Elements**
- **Defined Employee Attributes**
- **Payroll Area and Control Record**
- **Number Range Intervals for Personnel Numbers:**
 - Internal Number Ranges
 - External Number Ranges
 - Defaulting with feature NUMKR
- **Administrator and Administrator Groups defaulting with feature PINCH**
- **Customizing User Procedure**
 - Info type Menus.
 - Info Groups and Sub types.
- **Personnel actions :**
 - Hiring of Active, Trainee, Apprentice etc.
- **Additional Actions :**
 - Confirmation
 - Promotion
 - Transfer
 - Rehiring etc.

- Dynamics Action
- Info types and Screen Modifications
- Fiscal year variant with transaction codes O037 & O062.
- Reports like RPACTJ0 etc.
- Personal Data : Creation of drop down boxes, Additional Sub Types
 - Address
 - Family
 - Banks
 - Countries
 - States
 - Marital Status
 - Religion etc

4. Time Management

- Introduction of Time Management
- Holiday :
 - Public Calendar
 - Holiday Calendar
 - Factory Calendar
- Grouping Personnel Subarea and EE Subgroup Grouping in TM.
- Breaks
- Daily Work Schedule
- Period Work Schedules
- Day Types
- Day Type Selection Rules
- Variants
- Holiday Calendar for PSA, Work Schedule Rule, Generated monthly work Schedules manually.
- Planned Working Time with feature SCHKZ,
- Time Data Recording and Administration
 - Absence & Attendance Types

- Quotas Catalogues
- Deduction Rules
- Counting Rules

5. Payroll

- Introduction of Payroll Organization
- Period parameter, Data modifier, Accounting Area, Payroll periods, Control Records
- Pay Scale structure :
 - Pay Scale types
 - Pay Scale areas
 - Pay Scale Groups and
 - Pay Scale levels
- Wage Types Structure:
 - Primary Wage Types
 - Technical Wage Types
 - Customer Wage Types
- Wage Types Parameters :
 - Characteristics of Wage Types
 - Permissibility of personnel sub area and employee sub group
- Valuation of wage types :
 - Direct Types and
 - Indirect Wage Types
 - Default features PRZNT, INVALID. ANSAL, ASAL, PFREQ etc
- Wage type Model :
 - Defaulting wage types through Feature LGMST
- Wage type groups :
 - Basic Pay - 0008
 - Recurring & payments - 0014
 - Additional payment - 0015
 - Off-Cycle - 0267 etc.

➤ Indian Statutory:

- Provident Fund
- Employee State Insurance
- Professional Tax

Non Statutory

- Loan
- Short Term Reimbursement
- Long Term Reimbursement
- Hard Furnishing
- Short Furnishing

➤ Pay Roll Activities

- Payroll Postings
- Payroll Driver - Schemas
- Remuneration Form – PE51

➤ Payroll Processing in SAP –

- Payroll simulation - PC00_M40_CALA_SIMU
- Release for payroll _ PC00_M99_PA03_RELEA
- Exit payroll – PC00_M99_PA03_END

➤ Pay Roll Posting to FICO

- SYMBOLIC ACCOUNTING

9 ESS & MSS (Guidelines)/Overview

➤ Resources

➤ Header

➤ Area Group Pages

- Personal Information
- Job & Career
- Time Work

- Travel
- Areas
- Subareas
 - Address
 - Bank Details
 - Enrollment
- Services Group
- Update Job openings
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I) Additional Topics

- Real Time Support Tickets
- Resume Preparation
- Interview Questions
- SAP HCM Configuration Documents
- SAP HCM Business Blue Prints & Functional Specifications
- Project Guidance
- JOB Guidance