

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, INVAL, 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_RELEASE**
- **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**