iTUX

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SAP HCM Brochure

Contents:

☐ Overview of SAP

- o Evolution of SAP and its various versions
- o Overview of modules and sub-modules in SAP HCM
- o SAP Architecture (Concept of Layers)
- o SAP Landscape (Concept of Servers and Clients)
- o SAP Project Phases
- o Understanding of various SAP symbols/icons viz. Create, Change, Display, Overview, Execute, Save, Enter
- o Frequently used terminologies in SAP HCM
    - SAP Easy Access and Implementation Guide
    - Infotype and Infotype Ranges
    - Transaction Codes
    - Table, Feature, Schema & Rules
    - ERP, SAP, HCM, ECC, IMG, GUI, ABAP, BDC, PCR, EP, ESS, MSS
    - Groupings (Country Grouping, Employee Subgroup Grouping, and Personnel Subarea Grouping)
    - Authorizations
    - Key User and End User

☐ Enterprise Structure & Personnel Structure

- o Enterprise Structure
    - Client, Company, Company Code, Personnel Area, Personnel Subarea and Organizational Key
- o Personnel Structure
    - Employee Group, Employee Subgroup and Payroll Area

☐ Organizational Management

- o Overview of Organizational Management module
- o Organization Plan and Plan Versions
- o Creation of Organizational Unit (Department, Job, Position etc.)
- o Assignment of Cost Centre
- o Normal view of Organization Structure
- o Graphical view of Organization Structure
- o Difference – Expert Mode & Simple Maintenance
- o Relationships between various organizational units

- Difference – Relationship & Evaluation Path
- Integration between Organizational Management and Personnel Administration
- Important infotypes (1000, 1001, 1007)
- Important transaction codes (PPOC_OLD, PPOM_OLD, PO03, PO10, PO13)
- Overview of standard reports

☐ Personnel Administration

- Overview of Personnel Administration module
- Overview of infotypes and Infogroups
- Maintenance of Infotypes
- Time Constraint Class for Infotypes
- Different Personnel Actions
- Employee Number Range
- Performance of various Personnel Actions
- Difference – Dynamic Action and Additional Action
- Important infotypes
- Important transaction codes (PA40, PA30, PA20, PE03)
- Important features (NUMKR)
- Overview of standard reports

☐ Time Management

- Overview of the Time Management module
- Difference – Positive Time Management/Time Recording & Negative Time
-    Management/Time Recording
- Public Holidays, Public Holiday Calendar and Factory Calendar
- Employee Subgroup Grouping and Personnel Subarea Grouping
- Break Schedule
- Daily Work Schedule
- Period Work Schedule
- Work Schedule Rule
- Attendance Types
- Attendance Quota Types
- Absence Types (Paid & Unpaid)
- Absence Quota Types
- Counting Rule
- Deduction Rule
- Overtime
- Time Evaluation
- Important infotypes

- o Maintenance of time Infotypes
- o Important transaction codes (PA30, PE03)
- o Important features (NUMKR)
- o Overview of standard reports

☐ Payroll Administration ()

- o Overview of Payroll Administration module
- o Pay Scale Structure (Pay Scale Type , Pay Scale Area , Pay Scale Group and Pay Scale Level)
- o Creation of Wage Type Catalogue
  - Wage Types for Basic Pay
  - Wage Types for Recurring Payments & Deductions
  - Wage Types for Additional Payments
- o Wage Type Characteristics
- o Processing Class, Cumulation Class and Evaluation Class
- o Period Parameter
- o Date Modifier
- o Generation of Payroll Period
- o Creation and understanding of Payroll Control Record
- o Wage Type Model
- o Allowance Grouping
- o Reimbursements, Allowances and Perks
- o Statutory components viz. Provident Fund, ESIC, P. Tax, LWF
- o Integration of Time to Payroll
- o Prerequisite of Payroll Run
- o Creation of Remuneration Statement
- o Overview of Payroll Run
  - Setting up of Control Record
  - Setting up of Payroll Variant
  - Payroll Run - Test Mode
  - Payroll Run - Live mode
  - Generation of Remuneration Statement (Pay Slip)
  - Exit Payroll
- o Important infotypes (Payroll)
- o Maintenance of payroll () Infotypes
- o Important transaction codes (PA03, PA30, PE03, PE51, SM31)
- o Important features (TARIF, LGMST)
- o Overview of standard reports

☐ Additional Features:

- o Thorough understanding of End-to-End Implementation of SAP HCM.
- o Configuration of four base modules viz. Organizational Management, Personnel Administration, Time Management, and Payroll Administration ().
- o Provision of sample of Business Blue Print document of SAP HCM.
- o Provision of study material strictly from interview point of view.
- o Provision of case study
- o Assistance towards resume building.