

Course 80538A:

Human Resource Management in Microsoft Dynamics AX 2012 R2

Course Details

Course Outline

Module 1: Introduction to Human Resource Management

Lessons

- Introduction
- Set Up Human Source Management

Module 2: Organization Set Up

Lessons

- Organization Set Up
- Work with Positions
- Organization Reporting
- Position Budgeting Data
- Role-Based Security
- Global Address Book

Lab : Create a Job

Lab : Create a Position

Module 3: Worker Setup

Lessons

- Setup for Worker Information
- Create a New Worker Record
- Position Assignment
- Maintain Workers
- Set Up Teams
- Union Setup

- Loan Equipment to Workers
- Manager I-9 Compliance
- Manage ADA Information
- Worker Reporting

Lab : Create a Worker

Lab : Loan Equipment to a Worker

Module 4: Administer Recruitment Process

Lessons

- Set Up Recruitment Information
- Manage Recruitment Projects
- Manage the Applicant for Employment
- Applicant Review Process
- Hire for the Recruitment Project
- Recruitment Reporting

Lab : Create the Recruitment Project

Lab : Create an Applicant for the Recruitment

Lab : Introduction to Human Resource Management

Module 5: Absence Administration

Lessons

- Set Up Absence Information
- Manage Absences
- Absence Reporting

Lab : Enter an Absence

Module 6: Manage Competencies

Lessons

- Set Up Competencies
- Record Competencies
- Report Competencies

Lab : Enter Competencies for a Worker

Module 7: Manage Worker Performance

Lessons

- Set Up Performance Information
- Manage Performance
- Performance Reports

Lab : Enter a Discussion and Goal for a Worker

Module 8: Administer Courses

Lessons

- Set Up Training
- Manage Training
- Training Reports

Lab : Create a Course and Register a Worker

Module 9: Manage Compensation

Lessons

- Setup for Compensation
- Compensation Plans
- Process Events
- Update Compensation for Employees
- Pay for Performance

Lab : Create Compensation Plans and Enroll an Employee

Module 10: Set Up Benefit Information

Lessons

- Set Up Benefits
- Manage Benefit Eligibility
- Enroll Workers in Benefits

Lab : Create a Benefit Plan

Lab : Enroll a Worker in a Plan

Module 11: Enterprise Portal

Lessons

- Employee Enterprise Portal

- Enterprise Portal for Managers