

SAP HCM (Human Capital Management)

- Introduction & Overview
- Overall idea about the ERP and Utilization of ERP.
- Relationship with ERP and SAP (Systems Applications and Products in Data [□] Processing).
- Overview of SAP (Including Concept of Server, Clients, System Landscape – Three
- tier Architecture, ASAP Methodology and Implementation Roadmap).
- Knowledge about IDES, Easy Access Screen & IMG Screen, Enterprise Structure: Company Creation,
- Company Code Creation.
- Personnel Area & Personnel Subarea Creation & Assignment.
- Employee Group, Employee Subgroup, Payroll Accounting Area Creation.
- Personnel Structure Assignment.
- Organization Management
- Introduction about Organizational Management • Structure in SAP HCM
- Objects.
- Relationships.
- Creation of Organizational Structure Methods.
- Expert Mode.
- Simple Maintenance.
- Organizational and Staffing. • Infotypes in OM
- Plan version.
- Evaluation Path.
- Reports.
- Personnel Administration
- Integration setting with OM & PA.
- HR Master data.

- Accounting Global Settings.
- Period Parameters.
- Fiscal Year setting.
- Posting Periods.
- Employee Attributes.
- Infotypes in PA.
- Features.
- Infotype Ranges.
- Number Ranges for Employee Personnel Numbers.
- Reports.
- Customizing user Procedures.
- Configuration of personnel Actions – Infogroup – Action menu. Dynamic Actions.
- Time Management
- Time Management Info types
- Public holidays
- Holiday Calendar
- Factory Calendar
- Work Schedules
- Break Schedules
- Daily work Schedules
- Period work schedules
- Work schedule rules
- Absences & Attendances
- Absence types
- Absence Quotas & Attendance Quotas
- Generate Absence Quotas
- Time Evaluation
- Payroll (Indian)
- Payroll Area Creation.
- Control Record Configuration.

- Payroll Period
- Pay Scale Structure (Pay scale area, Pay scale type, Pay scale groups & Levels,
- Employee sub group grouping for CAP)
- Payroll Info types
- Period Parameters
- Date Modifiers
- Pay scale area
- Pay scale type
- Pay scale groups & Levels
- Creation of Wage types
- Primary wage types, Technical / Secondary wage types, Customer wage types
- Wage type characteristics
- Wage type models
- Payments & Deductions
- Posting to Financial Accounting (Symbolic Accounts)
- Recruitment
- Info types
- Work force requirement & Advertisement
- Applicant Administration
- Applicant selection
- Applicant data
- Transferring of applicant data to Personnel Administration
- Training & Event Management
- Info types
- Training & event interdiction
- Training requirement
- Defining cost of Training
- Location for the Training or business event
- Business event group

- Business event type
- Maintaining employee data for business event type
- Business Events
- Resources
- Tools
- LSMW
- Reports
- Info types
- Info groups
- Features
- Table Maintenance
- Authorizations
- LIVE PROJECT
- Real time Live project exposure will be given plus Real time HCM Implementation Project
- Blueprint will be Shared and Discussed.