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SAP HR - HCM Practical Online & Offline Training Course

TALENT MAGNIFIER PRACTICAL TRAINING INSTITUTE

SAP HR - HCM TRAINING COURSE MODULE

- Introduction on ERP and SAP HR / HCM
- Project Process in SAP HCM Implementation
- New Dimensions in SAP
- Organization Management
- Introduction to Personal Administration
- Time Management
- SAP - Pay Roll
- Module Interface in the Time Management
- Recruitment / Training and event Management
- Personal Development / Compensation Management
- Tool used in SAP Projects Uploads
- Other Benefits

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Talent Magnifier is a rapidly developing corporate training and development company based in Delhi that helps people to learn new skills and become job-worthy. Enrolling in one of our courses also leads to career enhancement of experienced professionals. People who have taken a sabbatical from their careers like new moms can also learn new skills and become employable with the help of our practical training and certifications. We promise to meet all your training and development needs and make you an expert in the field of human resource development you like best in few weeks. Trust us once and you'll be happy you did.

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SAP HR - HCM End-user & Consultants, Practical Training Course & Fee Structure

SAP (Systems Applications Products) is world's leader in Enterprise Resource Planning software.

SAP-HR HCM aids the Human Resource Management to perform their duties such as hiring candidates, organizational management, personnel administration, time management, payroll processing and much more.

Course Durations: 35 - 40 Hours with SAP Consultants having 12 Year Exp.

Deliver Method:
- ❖ Practical Sessions
- ❖ Presentations/Demonstrations
- ❖ Handouts/Assignment
- ❖ Workshop Exposure
- ❖ Talent Magnifier Provide 100% Placement Assistance

Module 1 - Introduction on ERP and SAP HR / HCM
- ➢ Introduction to ERP & SAP
- ➢ Overview on SAP HR Sub Modules
- ➢ Introduction to Project Implementation Methodologies (ASAP Methodology)
- ➢ Implementation Road Map
- ➢ System Land Scape - 3 tier Architecture

SAP Documents & Authorization and Project Process
- ➢ Security
- ➢ Development
- ➢ Authorization
- ➢ Organization Structure
- ➢ Data Migration
- ➢ Specification Documents Technical / Functional
- ➢ Business Blue Prints
- ➢ Global Template
- ➢ Preparation of projects in ASAP methodology
- ➢ Roles and Responsibilities of the Consultants in different phases of project
- ➢ Understanding the HCM specific process in HCM implementation.

Module 2- Project Process in SAP HCM Implementation
- ➢ Preparation of projects in ASAP methodology
- ➢ Roles and Responsibilities of the Consultants in different phases of project
- ➢ Understanding the HCM specific process in HCM implementation.

Module 3- New Dimensions in SAP
- ➢ Need Platforms of sap Architecture
- ➢ Need of technical / Administration /portal consultants in functional Environment
- ➢ New Dimensions SAP Modules involved in SAP HCM
- ➢ Introduction to new Dimensions E- Modules in SAP HC
- ➢ System navigation

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Module 4- Organization Management

- Organizational Management Introduction
- Structure in SAP HCM
- Objects
- Relationships
  - Structure of Relationships
  - Syntax of Relationship
- Methods of Creating Org. Structure
  - Simple Maintenance
  - Expert Mode
  - Organizational and Staffing
  - Menu guided, Open and Action guided methods
- Editing of Objects and Relationships
- Validity Period
- Info type in OM
- Plan version –Definition and setting of New plan Versions
- Objects Number Ranges
- Evaluation Path

Module 5 - Introduction to Personal Administration

- Integration setting with OM and PA
- Master Data – Definition and its use in SAP HCM
- Enterprise structure- Definition and Assignment
  - Company
  - Company Code
  - Personnel Area
  - Personnel Sub Area
- Personnel structure – Definition and Assignment
  - Employee Group
  - Employee Subgroup
  - Payroll Area and Control Record (with Retroactive Accounting Period)
- Financial Accounting Global Settings
  - Global Parameters
  - Fiscal Year Variants
  - Posting Periods
- Employee Attributes
- Info types and sub types
- Features in SAP HCM importance and various feature configurations according to requirement
- Number Ranges for Employee personnel numbers-internal & External with Feature Setup
- Customizing User Procedures:
- Configuration of Personnel actions –Info group – Action Menu
  - Hiring
  - Promotion
  - Transfer
  - Organizational Re- assignment
  - Termination

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- ➤ Dynamic actions –Use, Configuration with Business Requirements
- ➤ Info type Menus
- ➤ Additional Action – Activations and its use
- ➤ Customizing User Interfaces:
  - Info type screen modifications
  - Info type Header Modifications
- ➤ Administrator group & defaulting through feature
- ➤ Discussion on business requirement in OM and PA modules in Combine for easy understanding of Real time Business Scenario

Module 6 - Time Management

- ➤ Introduction to time management – time management process in HR
- ➤ Domain and SAP HR time management differentiation a discussion
- ➤ Positive and Negative Time Recording – with Business Process Discussion
- ➤ Public Holidays – configuration of different types of Holidays
- ➤ Holiday Calendar with Business scenarios – Applicability with Enterprise Structure
- ➤ Factory Calendar in HR Perspective
- ➤ Grouping – Personnel sub Area & employee sub group Grouping in Time Management
- ➤ Work Schedules
  - Break Schedule
  - Daily work Schedules (with Variants-with Business Scenarios)
  - Period work schedules
- ➤ Day types and Day type selection rules
- ➤ ESG, Holiday calendar assignment for PSA
- ➤ Work Schedule Rules
- ➤ Introduction to Absences and Attendance
- ➤ Absences quotas Configuration
  - Counting Rules for Absences/Attendances
  - Deduction Rules
  - Assignments of different rules in Absences/Attendances.
- ➤ Time Management Info types
- ➤ Quota Updates:
  - Manual (PA30)
  - Through Report RPTQTAOO
  - Through Time Evaluation (RPTIME00)
- ➤ Positive Time Recording – Understanding of different Time Evaluation Schemas Used.
- ➤ How to use Positive time Evaluation In the Organizations with different business scenarios.

Module 7 - SAP - Pay Roll

- ➤ Introduction to payroll- HR domain process and SAP HCM Process-discussion on understanding the same
- ➤ Payroll area and Control Record (with Retroactive Accounting)
- ➤ Generation of payroll periods- period and date modifiers (with different country fiscal year settings) – Relevancy of this Time management
- ➤ Payment date setup and modifications
- ➤ ESG for CAP and PCR
- ➤ Pay scale structure

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- Pay scale Area
- Pay scale type
- Pay scale Group
- Pay scale level
- Wage Types- concept, types & use of wage types
  - Primary wage types
  - Secondary Wage types
- Features used in payroll Wage types characteristics
- Valuation of wage type
  - Direct
  - Indirect
- Wage type model and defaulting of WT model
- Configuration of basic pay info type
- Concept of Annual salary and configuration and applicability to the relevant countries
- Other payroll info types configuration – General and country specific
- Payroll- Multi Country payroll – an understanding
- Payroll processing in SAP system
- Review of relevant data maintained for payroll process.
- Payroll driver- For US & India.(with Reference to other countries too)

INDIAN PAYROLL
- Configuration of INDIA specific payroll settings
- Concepts of Allowance grouping for INDIA

INDIA- Statutory Configuration On TAX, PF, ESI, Professional TAX.
- Other Statutory configuration on exemptions, HRA, Car & Conveyance etc.,
- Understanding of Indian Payroll driver, payroll schema & India specific Payroll functions in SAP HCM
- India specific reports and subsequent payroll activities.
- Payroll schema & Personnel calculations rules- Customizing the same for the multiple business scenario like time calculation and proration etc.,
- Checking of payroll results
- Understanding and customizing the Remunerations statement
- Subsequent payroll activities:
- Bank transverse process/Cash/Cash Payment o FICO posting from HR and Finance Perspective.
- Payroll area, payroll control record, Date modifier, payroll periods
- Basic Pay Info types (0008)
- Pay scale area, Pay scale type & pay scale group configuration
- Primary & Secondary Wage types
- Payroll Process
- Gross Pay (Pro-rated pay, basic pay, overtime
- Bonuses, Recurring payments & deductions Additional payments & deductions)
- Payroll cycle (HR Master Data & Time Management Data)
- Pre requisites (Payroll Org, Basic pay, wage types, info types)
- Payroll Run
- Payroll integration (FI/CO, Time, PA, Payroll)
- Payroll Accounting & Payroll cycle

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- ➢ Payroll Processing
  - Simulation
  - Release Payroll
  - Start Payroll
  - Check Result
  - Corrections
  - Exit Payroll
- ➢ Remuneration statement
- ➢ About Schema's & Features
- ➢ Payroll Posting
- ➢ Payroll Driver
- ➢ SAP Payroll Reports

Module 8 - Other Benefits
- ➢ Payroll Posting Process
- ➢ Payroll Reconciliation
- ➢ Transport Request (TR) Working
- ➢ Employee Performance Management System (PMS) process overview
- ➢ E-Recruitment Process
- ➢ Analytics and Reporting in HCM
- ➢ Authorizations in HCM
- ➢ Working in ESS/MSS
- ➢ Hands on real time scenarios

Module 9 - Module Interface in the Time Management
- ➢ Time Interface development required in positive time management
- ➢ Use of Time Management Process with ESS/MSS scenarios- leave application, Time booking, Approvals in HR master data Update

Module 10 - Recruitment
- ➢ Introduction to Recruitment
- ➢ Workforce requirement and Advertisement
  - Media
  - Recruitments instruments
  - Address for recruitments instruments
- ➢ Transferring of applicant data to personnel Administration

Module 11 - Training and event Management
- ➢ Training and Events-An introduction
- ➢ Training requirement
- ➢ Defining Cost of Training
- ➢ Multiple Business scenarios like pre- Book, Cancellation and re-book etc., for attendance

Module 12 - Personal Development
- ➢ introduction to Personnel Development
  - Qualification and Catalogue
  - Profile match up

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- ➢ Appraisal systems
- ➢ Form of Appraisals
- ➢ Appraisal Catalog

Module 13 - Compensation Management

- ➢ Use of Compensation Management
- ➢ Job Pricing
- ➢ Salary Surveys
- ➢ Budget types

Module 14 - Tool used in SAP Projects Uploads

- ➢ Data Upload process in SAP project
- ➢ Usage of- Standard and custom developed Upload tools
- ➢ Process of generation the customized developments

Reports

- ➢ Standard Report in SAP HCM – Understanding and execution
- ➢ Development of Custom Reports in SAP HCM projects- process and executing the same
- ➢ Process of preparing the project oriented documents in the customized developments

Documents & Project Process

- ➢ Project documents used in the SP HCM project implementation
- ➢ Detailed information on Business Blueprint, AS IS – TO BE Documents
- ➢ Different Project specification documents
- ➢ Support project process handling – issue resolution process, tools in managing issues.

Module 14.1 - Other Benefits

- ➢ End to End closing - Financial Year Process
- ➢ Client interaction and communication
- ➢ Discuss Real Time Business Scenario
- ➢ Interview Preparation & Questions

Please Find the Course Duration and Fees Details,

Classes and Course can be designed / Customized as per request. PTU

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Course Fees & Duration Details:-

Course Modules	Duration (Hours)	Duration (Months)	Course Fee	Payment In Two Installment	
SAP HR – HCM	35 - 40 Hours	2 - 3 Months	16,000/-	10,000/-	6,000/-

Note: Registration fees only Rs. 2000/- (It will be deducted from your Complete Amount)

Registration Fees will not be refunded after 20 days of Registration.

Software Installation Charges will be External Rs. 2000/- (Pay of when If you will be Install the Software on your Laptop/ Desktop)

Online Payment Method:-

Name - TALENT MAGNIFIER

Bank Name - AXIS BANK

A/C No. - **918020106493753**

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Thanks & Regards,

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