



TALENT MAGNIFIER

A Great Place to get Success

AN ISO 9001:2015 Certified Institute

Get in Touch


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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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 info@talentmagnifier.com

 9999420393

 9999420394



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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.

Head Office - 401- 402, 4th Floor, D-30, Siddharth Complex, Near Laxmi Nagar Metro Station, Opp Metro Pillar No. 33, Nearest Domino's, Laxmi Nagar, New Delhi - 110092



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SAP HR - HCM End User Practical Training Course Content

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: 25 - 30 Hours with Trained by 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
- Functional & Technical Consultants
- Transaction Code: T Code
- Info type & Subtype

Module 2 - Recruitment

- Introduction to Recruitment
- Workforce requirement and Advertisement
 - Media
 - Recruitments instruments
 - Address for recruitments instruments
 - Applicant Range
 - Number Range
 - Vacancy

Module 3- Personal Management

- Introduction to Personal Management
- 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



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- 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

Module 4 - Organizational Management

- Structures In SAP
- Object Types , Validity Dates , Info types
- Expert Mode
- SAP PPOCE: How to create an Organizational Unit

Positions

- Positions are Job Roles defined in a Company
- How to CREATE, COPY & DELIMIT a Position: SAP PPOME
- [identify-a-position-as-head-of-org-unit.html](#)
- How to assign a Job & Cost Center to a Position
- How to display Organizational Structure with Positions

Module 5 - 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

Module 6- Payroll Run -India

- Introduction to payroll- HR domain process and SAP HCM Process-discussion on understanding the same
- Payroll area and Control Record (with Retroactive Accounting)
- 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
- Payroll Processing
 - Simulation
 - Release Payroll
 - Start Payroll
 - Check Result
 - Corrections
 - Exit Payroll
- Remuneration statement
- About Schema's & Features
- Payroll Posting



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- Payroll Driver
- Wage Types- concept, types & use of wage types
 - Primary wage types
 - Secondary Wage types
- SAP Payroll Reports
- Interview Preparation & Questions

Please Find the Course and Fees Details, Classes and Course can be designed / Customized as per request.

Course Modules	Duration (Hours)	Duration (Months)	Course Fee	Payment
SAP HR – HCM	25 - 30 Hours	1.5 Months	10,000/-	One Time Payment

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**

IFS CODE - **UTIB0002685**

Paytm | UPI | Google Pay | Phone Pay

Active Mobile No. **9654592789**

Thanks & Regards,

Talent Magnifier,

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