

## **SAP HR**

### **Course Outline**

#### **1. Introduction to SAP HR**

- Overview of SAP HR and its modules
- Integration with other SAP modules

#### **2. Organizational Management**

- Creating and managing organizational structures
- Defining and configuring organizational units
- Positions, jobs, and reporting structures

#### **3. Personnel Administration**

- Managing employee master data
- Personnel actions and infotypes
- Employee data management processes

#### **4. Time Management**

- Configuring time evaluation and work schedules
- Managing absences, attendances, and time quotas
- Time tracking and reporting

#### **5. Payroll Processing**

- Payroll setup and configuration
- Running payroll and managing payroll results
- Payroll reporting and compliance

#### **6. Recruitment**

- Configuring recruitment processes and workflows
- Job requisition and candidate management
- Recruitment reporting and analytics

#### **7. Performance Management**

- Setting up performance appraisal processes
- Defining performance criteria and metrics
- Managing and evaluating employee performance

#### **8. Learning and Development**

- Configuring training and development processes
- Managing training plans and course catalogues
- Tracking employee skills and competencies

#### **9. Employee Self-Service (ESS)**

- Configuring ESS functionality
- Employee self-service applications and features
- Managing employee access and permissions

#### **10. Manager Self-Service (MSS)**

- Configuring MSS functionality
- Manager self-service applications and features
- Managing manager access and permissions

#### **11. Compensation Management**

- Configuring compensation processes and structures
- Managing salary reviews and bonuses
- Compensation reporting and analysis

#### **12. Reporting and Analytics**

- Generating standard and custom HR reports
- Analyzing HR data and metrics
- Using SAP HR reporting tools and dashboards

#### **13. Advanced Topics**

- Integrating SAP HR with other modules (e.g., SAP FI, SAP CO)
- Managing global HR processes and compliance
- Leveraging SAP HR analytics and business intelligence