

SAP HCM

Course Outline

THR10 - Management Administration 1

1. Introduction to HCM Business Processes

- Explain the Main HCM Business Processes

2. HCM Structures Configuration

- Configure Human Capital Management Structures
- Customize the Personnel Structure
- Update the Organizational Structure

3. Wage Type Configuration

- Configure Wage Types
- Set Up Default Wage Types

4. Customizing Procedures and Interfaces

- Infotype Characteristics
- Screen Modifications
- Create Infotype Menus
- Create a Personnel Action
- Create a Dynamic Action

5. Work and Break Schedules

- Create Work and Break Schedules
 - Daily and Period Work Schedules
- Configure Quota Entitlements
- Accruals and Deduction Rules
- Configure System Reaction to Collision of Time Infotype Records

THR12-Management Administration 2

1. Payroll Processing

- Run a Productive Payroll
- Personnel Calculation Rules
- Wage Type Valuation
- Absence Valuation
- Average Processing

2. Retroactive Accounting

- Determine Retroactive Accounting Criteria

3. Logical Databases and Queries

- Define Logical Databases
- Create Infosets

- Build Queries Using Ad Hoc Query and SAP Query

4. Organizational Structure Configuration

- Configuration of Organizational Structure
 - Expert Mode
 - Simple Maintenance
 - Organization and Staffing Interface
- Configuration Using General Structures
- Maintenance of Organizational Units

5. Object Relationships and Evaluation Paths

- Maintain Object Relationships
- Create Evaluation Paths
- Set Up Evaluations and Reporting

SpireTec Solutions