

## SAP HCM Course Curriculum \_ Global Coach

Duration	Mode of Training	Location	Contact
2 Months	Class Room / Online	Madhapur / Panjagutta	7337376600 / 7995337427

### OVER VIEW

- SAP
- ERP
- ASAP METHODOLOGY
- R/3 STRUCTURE
- SYSTEM LAND SCAPE
- THE HR MODULE
- ORGANIZATONAL INFORMATION
- EMPLOYEE INFORMATION

### RECRUITMENT AND PERSONNEL DEVELOPMENT

- THE RECRUITMENT CYCLE
- TRAINING AND EVENTS
- PERSONNEL DEVELOPMENT
- HANDS ON: MATCHING PROFILES

### EMPLOYEE BENEFITS AND COST MANAGEMENT

- BENEFITS
- HANDS ON: PRCESSING AND ENROLLMENT
- PERSONNEL COST PLANNING
- COMPENSATION MANAGEMENT

### TIME MANGEMENT

- TIME MANGEMENT
- TRAVEL MANAGEMENT
- HOLIDAY CALENDAR
- WORK SCHEDULE
- WORK SCHEDULE RULES
- VARIANTS
- SELECTION RULES
- ABSENCES AND ATTENDANCES
- TIME EVALUATION
- OVERTIME CALCULATION

### Global Coach IT Academy

Head Office: Plot No 80 & 81, 1<sup>st</sup> Floor, Above Federal Bank, Image Garden Lane, Madhapur, Hyderabad.  
 Branch: #103, 1<sup>st</sup> Floor, Elite Arcade, Rd No.1, Banjara Hills, Above TopsyTopsy Bakery, Punjagutta, Hyderabad.  
 Email: [info@globalcoach.in](mailto:info@globalcoach.in) | [admin@globalcoach.in](mailto:admin@globalcoach.in) | Website: [www.globalcoach.in](http://www.globalcoach.in)

## **PAYROLL MANAGEMENT**

- WAGE TYPE CONFIGURATION
- PAY-SCALE STRUCTURE
- BASIC PAY(IT00008)
- REC.PAYMENTS(IT0014)
- ADD.PAYMENT(IT0015)
- PAYROLL SCHEMAS
- PAYROLL PCR<sub>s</sub>
- PROCESSING AND EVALUATION
- CLASSES AND GARNISHMENTS
- PAYROLL PERIODS
- CONTROL RECORD
- RETRO FUNCTIONALITY
- FI INTEGRATION

## **ORGANIZATIONAL MANAGEMENT**

- EXPERT MODE
- SIMPLE MAINTANANCE
- ORGANIZATIONAL STAFFING
- OM ACTIONS
- OM NUMBER RANGES
- OM RELATIONSHIPS
- INFO-TYPE-LEVEL CONFIGURATION
- EVALUATION PATHS
- PA & OM INTEGRATION
- CUSTOMER OBJECTS AND REALTION SHIPSEMY
- GENERAL STRUCTURES

## **INFORMATION DISPLAY AND REPORTING**

- HUMAN RESOURCE REPOSRTS
- QUERIES
- HANDS ON:CRAETING AN ADHOC QUERY

## **CONFIGURING AN ORGANZAIITONAL STRUCTURE**

- CREATE OBJECTS
- ESSENTIAL RELATION SHIPS
- CREATE DESCRIPTION
- CREATE DEPARTMENT/STAFF
- ADD RELATIONSHIPS

- MAINTAIN PLAN DATA
- ADD ACCOUNT ASSIGNMENT TO THE COMPANY ORGANIZATIONAL UNIT
- ACCOUNT ASSIGNMENT FEATURES
- STRUCTURE MAINTAINANCE

### **CONFIGURING POSTINGS**

- CONFIGURING POSITIONS
- CONFIGURE REPORTING RELATIONSHIPS
- PRODUCE AN ORGANIZATIONAL STRUCTURE REPORT

### **EXECUTING A PERSONNEL ACTION**

- HIRE AN EMPLOYEE
- MAKING CHANGES TO EMPLOYEE MASTER DATA
- PRODUCE AN ORGANIZATIONAL STRUCTURE REPORT

### **ENTERPRISE STRUCTURE**

- PERSONNEL AREA
- PERSONNEL SUB AREA
- EMPLOYEE GROUP
- EMPLOYEE SUB GROUPS
- ASSIGNMENTS

### **ADDITIONAL ORGANIZATIONAL ASSIGNMENTS**

- MAINTAIN HR MASTER DATA
- CHANGE ORGANIZATIONAL ASSIGNMENT

### **FEATURES**

- DISPLAY FEATURES
- PROCESS FEATURE DECISION TREE

### **PLANNED WORKING TIME CONNECTION TO BASIC PAY**

- DISPLAY HR MASTER DATA
- PLANNED WORKING TIME
- BASIC PAY
- WORK SCHEDULES OVER VIEW
- PRIMARY WAGE TYPE AND EMPLOYEE GROUPS

### **PAY SCALE STRUCTURES**

- CUSTOMIZING PROJECT ADMINISTRATION
- PROCESS FEATURE TARIFF : DECISION TREE

- CHOOSE ACTIVITY
- CHANGE PAY-SCALE PERIOD PARAMETER ASSIGNMENT
- DETERMINE WORK AREA
- CREATE BASIC PAY

#### **WAGE TYPES**

- DIALOG WAGE TYPES
- UNDER STAND CONTROLS USED TO DETERMINE WAGE TYPE ASSIGNMENT
- SET UP INDIRECT VALUATION

#### **PAY SCALE RECLASSIFICATION AND PAY INCREASE**

- UNDERSTAND HOW TO PERFORM PAY SCALE RECLASSIFICATIONS
- CONFIGURE A PAY SCALE RECLASSIFICATION TO A NEW PAY SCALE LEVEL AFTER EMPLOYEES HAS BEEN IN A PAY SCALE LEVEL FOR A YEAR
- UNDERSTAND HOW TO PERFORM STANDARD PAY INCREASES

#### **MASTER DATA CONFIGURATION**

- LSMW
- BDC
- MODIFY AN EXISTING ORGANIZATIONAL STRUCTURE TO ADD A NEW O.UNIT AND NEW POSITIONS
- PROCESS A HIRE PERSONNEL ACTION AND CONFIRM THE FUNCTIONALITY OF THE NEWLY CONFIGURED PERSONNEL SUB AREAS, EMPLOYEE GROUPS AND SUB GROUPS