

INDEX IT

(1st Floor, Shiva Apts, Behind HUDA Mytrivanam, Ameerpet.Ph:8977802802)

SAP-HR/HCM

INTRODUCTION

- Introduction to ERP and SAP
- Overview of SAP Modules and HR Sub Modules

STRUCTURES IN SAP HR

- Enterprise structure
- Personnel Structure
- Organizational Structure

PERSONNEL ADMINISTRATION

- Maintaining Master Data
- Infotypes and Data Tables
- Functions of Master Data
- Time Constraints to Infotypes
- Personnel Number Ranges and features
- Configuration of Personnel Actions
- Infogroups, user group and User Parameter
- Infotype Menus process
- Additional Actions
- Screen Modifications
- Fast Entry

RECRUITMENT

- Maintenance of Applicant Number Ranges
- Maintain Recruitment Infotypes
- Setting up Features
- Applicant Structure and Status flow
- Configuration of Advertising and Instruments
- Create Administrator and set up feature
- Transfer Applicant data to Personnel Admin
- Maintain Vacancy Status

- Setting up Applicant Class
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- Organizational Objects
- Plan Version Creation and setting up
- Objects in Org Management
- Relationships and Object Characteristics
- Org Management Related Infotypes
- Organization and Staffing
- Simple Maintenance
- Infotype Maintenance
- PP01, PP02, PP03
- Evaluation Path and OM Actions
- Organizational Structure
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INTEGRATION

- Maintain Integration OM to PA
- Maintain Integration OM to Recruitment
- Maintain Integration Switches

PAYROLL

- Configuration of Payroll Area and Control Record
- Functionality of Control Record
- Payroll Organization and Configuration
- Payroll Status and Retroactive Accounting
- Generation of Payroll Periods
- Pay scale Structure
- Setting up PCR and CAP Groupings
- Wage type Configuration, Grouping and Characteristics
- Indirect Valuation Concepts
- Wage Type Valuation
- Payroll Process Flow
- Off Cycle Payroll and Posting to Accounting
- Payroll Cluster Tables and Internal Tables

PAYROLL INDIA

Indian Specific Configuration

- Maintain India Specific Infotypes
- India Related Driver and Schema
- Professional Tax
- Housing
- Car and Conveyance
- Provident Fund
- ESI
- Section 80 and 88
- Generation of Payslip

PAYROLL USA

- Maintain US specific Related Infotypes
- US Payroll Driver and Schema
- Resident Tax Areas
- Work Tax Areas
- Tax Authorities
- Tax Levels
- BSI Communication

HR / FI INTEGRATION

- Creation of Symbolic Accounts
- Assignment of Symbolic Accounts
To Wage Types and GL Accounts

PERSONNEL DEVELOPMENT

- Configuration of Appraisal Catalogues
- Configuration of Criteria groups and Criteria
- Creating Qualification Groups and Qualifications
- Setting up Integration Switch to Appraisals
- Profile Match up

TRAINING AND EVENT MANAGEMENT

- Configuring Business Event Catalogue
- Working on Business Event Groups and Business Events
- Pre Booking
- Post Booking
- Carrying out Day to Day Activities

TIME MANAGEMENT

- Infotypes in Time Management
- Holiday Classes and Day Types
- Configuration of Holiday Calendars
- Configuring Work Schedules, Daily Work Schedules
- Period Work Schedules and Work Schedule Rules
- Generating Work Schedules
- Time Management Status and features
- Configuration of Absences/Attendances and Quotas
- Configuration of Counting Rules, Rounding Rules and Deduction Rules
- Base Entitlement Rules and Selection Rules
- Generation of Quotas through RPTQTA00
- Cluster Tables and Internal Tables relating to Time Management

BENEFITS

- Configuration of Benefit Areas
- Benefit Providers
- Plan Categories and Plan Status
- Parameter Groups
- Benefit Plans – Health Plans, Insurance Plans, Saving Plans
- Cost Variants and Cost Rules
- Coverage Groupings
- First Program Grouping and Second Program Grouping
- Benefit Integration with Payroll

ASAP METHODOLOGY

- Explanation of Various Phases in ASAP Methodology right from Project Preparation Through Go live
- Workshop on Business Blue Prints, Configuration Documents
- Tickets and Handling Process