SAP HUMAN CAPITAL MANAGEMENT (HCM) COURSE CONTENT

❖ **INTRODUCTION TO SAP:**
- Introduction to ERP
- Overview of SAP
- SAP-HCM Module at a glance

❖ **ORGANIZATIONAL MANAGEMENT :**
- Organizational Structure (Simple Maintenance & Expert Mode)
- Objects, Additional Object Types ,Task Description/Department/Staff
- Plan Versions ,Org Management Infotypes
- Account assignment features, Structure Maintenance
- Configure Positions, Jobs, Cost Center Assignment, Reporting Relationships

❖ **PERSONNEL ADMINISTRATION**:
- Enterprise Structure & Personnel Structure
- Personnel Area, Personnel Sub Area, Employee Group, Employee Sub Group
- Assignment of ES & PS
- Personnel Action , Hiring , Employee Master Data
- PA Infotypes Maintenance , Dynamic Actions

❖ **RECRUITMENT:**
- Recruitment Medium & Instruments, Applicant Master Data
- Applicant Actions, Applicant Activity
- Transfer Applicant Data to Employee Master Data
- Report Generation, Recruitment Infotype Maintenance

❖ **TIME MANAGEMENT:**
- Recording & Evaluating Time Data
- Holiday Calendar , Break Schedules
- Work Schedule Rule, Deduction Rule, Counting Rule
- Time Info types Maintenance, Absence & Attendance Quotas

❖ **PAYROLL:**
- Overview of Payroll components, Payroll Period , Payroll Area , Control Record
- Retroactive Accounting, Wage Types
- Pay scale Group / Area / Level
- Generation of Remuneration Statement

❖ **PERSONNEL DEVELOPMENT**:
- Overview of Personnel development, Career Planning & Succession Planning, Qualifications and
- Requirements, Development Plans, Appraisal

❖ **TRAINING AND EVENT MANAGEMENT** :
- Overview of T & E Management, Business Event Preparation, Business Event Catalogue
- Day to Day Activities, Recurring Activities

❖ **ASAP METHODOLOGY:**
- Explanation about ASAP Methodology

❖ **OVERVIEW OF ESS / MSS. & REPORTS:**
- Overview of Employee Self Service and Manager Self Service & Reports