

SAP HUMAN RESOURCE (HR) COURSE CONTENT

❖ **ORGANIZATION MANAGEMENT:**

- Object Types
- Object Keys
- Expert Mode
- Simple Maintenance
- Org. Staff Planning
- Infotypes

❖ **ENTERPRISE STRUCTURE PERSONNEL STRUCTURE:**

- Company 1. Employee Group
- Company Code 2. Employee Sub Groups
- Personnel Area 3. Assignments
- Personnel Sub Area
- Assignment

❖ **PERSONAL MANAGEMENT (PERSONAL ADMINISTRATION) ORGANIZATION DATA RECRUITMENT :**

- Employee attributes 1. Vacancies
- Payroll area 2. Advertisements
- ABKRS Feature 3. Personnel Officer
- Control record 4. Line Manager
- Period Parameters 5. Application Types
- Date modifiers
- Payroll Data

❖ **BASIC PAY:**

- Sales Order Mgmt.
- Personnel Calculation Rule
- Collective agreement provision and grouping
- Pay Scale Type / Area
- Pay Scale Groups & Levels
- Feature TARIF
- Wage Types
- Characteristics of Wage types
- Permissibility with PS and ESG
- Wage type model
- ESG for Primary wage types
- Feature LGMST
- PSG for primary wage types

❖ **TIME MANAGEMENT:**

- Public holidays
- Holiday Calendars
- Factory Calendars
- Work Schedules
- Daily work Schedules
- Break Schedules
- Period work schedule rules
- work schedule rules
- Absence types
- Attendance types

- Attendance Quotas
- Counting Class
- PSG for absence / Attendance counting
- ESG for personnel calculation rules
- 15. PSG for time recording

❖ **BENEFITS:**

- Benefit Plans
- Benefit areas
- Beneficiaries
- Benefit Providers
- Benefit Parameters
- Benefit Integration with Payroll
- Related Features
- Training and Event Management

❖ **BUSINESS EVENTS:**

- Resources
- Tools
- LSMW
- Reports
- Infotypes
- Infogroups
- Schema Modifications
- Features
- Table Maintenance
- Authorizations

