



Digital ERP Solutions
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SAP - Human Capital Management (HCM)

COURSE CURRICULUM



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About Us

Digital ERP Solutions can be your starting point to kickstart your career in technology and land your dream job. We provide Quality IT & Accounting Courses & Soft Skills Training through online education. With subject-matter specialists & qualified trainers, our programs are structured to ensure that you get all the necessary knowledge and resources that you require. Do not waste time and be part of this huge family of empowered and responsible professionals



Human Capital Management

Human Capital Management (HCM) transforms the traditional administrative functions of human resources (HR) departments recruiting, training, payroll, compensation, and performance management into opportunities to drive engagement, productivity, and business value.

SAP HCM course online to play the game of Human Capital Management. Our experts have designed the course to start with a basic overview of the module and end with advanced knowledge of configuration. Stay abreast with the changing world and automate your HR Processes significantly. Learn to plan, accurate the streamlines, cut down on operational costs and increase profits if the management with charts, keys and various other features of SAP HCM. Do it and dust it off like a boss! Pin up the certificate. Join Today!



PREREQUISITES & AUDIENCE

PREREQUISITES

- Knowledge of Business Process in the area of Human Resources / Organization Management/ Administration
- 1 -2 years domain experience in HR portfolio is plus
- Professional qualification: Any graduates or post-graduates Preferably with MBA- Human Resource Management/ Personnel Management
- Good communication skills

AUDIENCE

- Application Consultants
- Data Consultants
- Support Consultants
- Data Managers
- Super Key Power Users
- Human Resources Administrators



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Overview

- The HR module
- Organizational Information
- Employee Information

Recruitment and Personnel Development.

- The recruitment cycle
- Training and Events
- Personnel Development
- Hands On : Matching Profiles

Employee Benefits & Cost Management.

- Benefits
- Hands On: Processing an enrollment
- Personnel Cost Planning
- Compensation Management





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Time Management.

- Time Management
- Travel Management
- Holiday Calendar
- Work Schedule
- Work Schedules Rules
- Variants
- Selection Rules
- Absences & Attendances
- Time Evaluation
- Overtime Calculation

Payroll Management.

- Wage Types Configuration
- Pay-scale Structures
- Basic Pay – (IT0008)
- Rec. Payments – (IT0014)





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- Add. Payment – (IT0015)
- Schemas
- Payroll PCR's
- Processing & Evaluation
- Classes & Garnishments
- Payroll Periods
- Control Record
- Retro Functionality
- HR & FI Integration

OM – Organization Management

- Expert Mode
- Simple maintenance
- Organizational Staffing
- Actions
- Number Ranges
- Relationships
- Info-type Level Configuration





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- Evaluation Paths
- PA & OM Integration
- Customer Objects & Relationships
- General Structures

Information Display and Reporting

- Human Resources Reports
- Queries
- Hands On: Creating an ad hoc query

Configuring an Organizational Structure.

- Create Objects
- Essential Relationships
- Create Description
- Create Department/Staff
- Add Relationships
- Maintain Plan Data





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- Add account assignment to the company organizational unit
- Account assignment features
- Structure Maintenance

Configuring Positions.

- Configure Positions
- Configure Reporting Relationships
- Produce an Organizational Structure Report

Executing a Personnel Action.

- Hire an Employee
- Make changes to Employee Master Data
- Produce an Employee List report for the new employee

Using the Implementation Guide (IMG)





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- Create a Project Plan
- Generate a project IMG
- Description of Vacant Position
- Use the “find” feature to locate IMG activities
- Execute IMG activity
- Maintain status of project activities

Establishing the Enterprise Structure.

- Configuring Personnel Sub-Areas
- Employee Sub-groups
- Grouping for Work Schedules

Additional Organizational Assignments

- Maintain HR Master Data
- Change Organizational Assignment

Using Features





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- Display Features
- Process Feature Decision Tree

Understanding Planned Working Time Connection to Basic Pay

- Display the HR Master Data
- Planned Working Time
- Basic Pay
- Work Schedules Overview
- Primary Wage Type and Employee Groupings

Defining 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





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Defining Wage Types.

- Create Dialog Wage Type
- Understand Controls used to determine wage type assignment
- Define feature LGMST to default wage type assignment
- Setup indirect valuation

Performing Pay-scale reclassification & Pay increases

- Understand how to perform pay scale reclassifications
- Configure a pay scale reclassification to a new pay scale level
- Understand how to perform standard pay increases





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Confirming the new master data configuration.

- Modify an existing organizational structure to add a new organizational unit and new position
- Process a hire personnel action and confirm the functionality

Real Time Concepts

- ASAP Methodology
- System Land Scape
- Adhoc Reports
- Functional Specification
- LSMW, ESS & MSS Overview
- Customer IT Creation





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Thank You !



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