



MAINSTREAM INSTITUTE

(SAP HR)

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Mainstream Institute(ISO 9001:2008) is a prestigious leading training organisation being located In Nayapalli, Bhubaneswar.

Course Content

· Introduction to ERP Introduction to SAP & R/3 Architecture

Introduction to SAP HCM

STRUCTURES IN SAP HCM:

- Enterprise Structure
- Personnel Structure
- Organizational Structure

ORGANIZATIONAL MANAGEMENT:

- Integration with other modules n Process Flow
- Plan Version
- Objects in O.M.
- Relationships, Evaluation Path and Object
- Characteristics
- O.M. related Infotypes and Tables
- Organization and Staffing
- Expert Mode or Infotype Maintenance
- Simple Maintenance
- Reporting Structure
- RHINTE Reports and

PAYROLL:

- Introduction to Payroll and Integration with other modules
- Payroll Organization Concepts and Configuration
- Payroll Status Infotype and Concept of Retroactive Accounting
- Pay Scale Structure Configuration
- PCR and CAP Groupings
- Wage Types Configuration, Grouping and Characteristics
- Processing Classes, Cumulations and Evaluation Classes
- Absence Valuation
- Wage Type Valuation
- Payroll Process Flow and Payroll Processing
- Posting to Accounting
- Payroll Driver, Schemas, PCRS, Functions and Operations
- Clusters and Internal Tables

PAYROLL – INDIA:

- India Payroll related infotypes

ENROLL TODAY TO BECOME A COMPETENT & CONFIDENT SAP HR PROFESSIONAL
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Functionality

PERSONNEL ADMINISTRATION:

- Infotypes and Data Tables
- Functions to maintain HR Master Data
- Time Constraints
- Personnel Number Ranges
- Features
- Configuration of Personnel Actions using Infogroup
- User Group and functionality of User Parameters
- Infotype Menus
- Additional Actions and Dynamic Actions
- Screen Modifications
- Customer Specific Infotypes
- Overview of Concurrent Employment and Global Employment Process
- Reports

RECRUITMENT:

- Integration with other modules
- Maintenance of Applicant Data and Applicant Number Ranges
- Recruitment related infotypes

- India Payroll Driver and Schema
- Indian Payroll Specific Processing Classes, Cumulation Classes
- Professional Tax
- Housing
- Car and Conveyance
- Provident Fund and ESI
- Nominations and Exemptions
- Indian Payroll Specific Reports and Technical Wage Types relating to India Payroll

PAYROLL – USA:

- US Payroll related Infotype
- US Payroll Driver and Schema
- Indian Payroll Specific Processing Classes, Cumulation Classes
- Residence Tax Area, Work Tax Area set up
- Configuration of Tax Modifiers and Tax Combos
- Overview of BSI
- Tax Reporter and Forms
- Important Technical Wage Types relating to US Payroll
- Payroll Reports

BENEFITS:

- Integration with other modules



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- Setting up features relating to Recruitment
- Configuration of Applicant Structure
- Applicant Status and Process Flow
- Advertising Media and Instruments
- Transfer of Applicant Data to Personnel Administration
- Execution of Simulated Scenario
- Overview of e-Recruitment

TIME MANAGEMENT:

- Integration with other modules
- Important infotypes in Time Management
- Concepts of Positive and Negative Time Recording
- Time Management Status and Important
- Time Management related Features
- Setting up Holiday Calendar and Concept of Factory Calendar
- Configuration of Work Schedules-
Break, Daily, Period, Work Schedule Rule
- Daily Work Schedule Variant and Daily Work Schedule Selection Rule

- Benefits related Infotypes
- Benefit Area, Criteria or Parameter Groups, Plan Status and Plan Types
- Features in Benefit
- Configuration of Benefit Plans
- Integration of Benefits with Payroll

PERSONNEL DEVELOPMENT:

- Integration with other modules
- Objects & Relationships
- Appraisal Model set up
- Appraisal Process
- Setting Up of Qualification Catalogue with Qualification Groups and Types
- Profile Match Up Tool

TRAINING & Event's Management:

- Integration with other modules
- Infotypes in T & E Management
- Objects and Relationships in Training
- Concept of Business Event Catalogue and setting up of Business Event Groups, Types and Events
- Recurring Activities
- Day to Day Activities – Prebooking, Booking, Cancel, Rebook and Replace



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- Day types and Rules
- Absences/Attendances and Quotas Configuration
- Configuration of Counting Rules, Rounding Rules
- Deduction Rules, Base Entitlement Rules and Selection Rules
- Generation of Quotas through RPTQTAOO
- And Time Evaluation
- Time Data Recording
- Time Evaluation Process, Schemas, Rules, Functions and Operations
- Clusters B1 and B2 and Internal Tables relating to Time Management
- Time Management Pool

ASAP METHODOLOGY:

- Detailed study of various phases in ASAP Methodology right from project preparation through Go-live and Post-implementation support
 - Workshop on Business Blueprints, Functional Specifications, Test Documents, Configuration Documents.
 - Support Projects Process Flow relating to Tickets and handling process
 - Documents in various phases
- Overview of Solution Manager