SAP R/3 HUMAN RESOURCES.

Core and strategic applications.

INTRODUCTION ON SAP R/3.

Navigation – log on to an SAP R/3 system- transaction codes- accessory.

SAP library- F1 help to find information – F4 to search for possible entries, defining favorites and add favorites to the SAP easy menu, human resources processes handled by the my SAP human resources management system, process in core and strategic management, some of the roles that need to use human resources data or functionality.

Organization management.

Organization plan, organization structure (organization units, positions, jobs, tasks) relationships between objects (organization management), object characteristics, plan – plan versions- organization staffing – reporting paths- OM info types – integration personnel administration and org management.

PERSONNEL ADMINISTRATION:

HR Enterprises structure, personnel structure.

Client, company code, personnel area, personnel sub area, employee & employee sub groups- pay roll accounting areas.

Components of a personnel file in SAP, info types, info type subtypes, validity dates for info types, employee fields online, time constraints class for info types, fast entry – create, change, delimit info type records.

HR Master Data.

Personnel actions – 1) hiring. 2) Changing in pay. 3) Reorganization. 4) Promotion .5) leaving. 6) Termination etc., dynamic actions – additional actions, short cut in favorites to access the

personnel actions – review employee master data – maintaining HR master data – info groups – setting up info groups per actions.

Pay scale structure: pay scale area, pay scale type, and pay scale group ad scale levels.

Wage type structure: concept on wage types, wage type characteristics, categories of wage types, copying model wage types and concept on direct valuation & indirect valuation.

TIME MANAGEMENT.

Area in time management and integration with other HR components, holiday calendar and work schedule, work schedule rules, prerequisites for time recording and evaluation, process of recording employee time data in the system, absences, attendances, quotas, and substitutions – view time in relation to the work schedule – time info types – concepts o quotas, reduction from quotas, collisions etc., – maintain data for multiple persons, concept on cross application time sheets (CATS), – concept on purpose of time evaluation driver.

PAYROLL

Payroll accounting, Payroll procedure, Calculation of Remuneration elements, Statutory and Voluntary Deductions, Payroll Run, Payroll Administration, Payroll Areas, *Payroll Configuration*: a) Payroll Organization– Period Modifiers, Date Modifiers, Set up Pay Date, b) Time Wage Types – Valuation Basis, c) Payroll Driver Selection, Concept on Payroll Driver – Payroll Schema (Country Specific) – Personal Calculation Rules, Processing Classes Specifications, Concept of Cluster Table, Payroll Log, Remuneration Statement, Subsequent Activities in Payroll Accounting, Lists and Statistics per Payroll Period, Follow-up Processing, Off-Cycle Processing, Taxes and third Party Remittances, FI/CO Integration, and Posting Payroll Results to Accounts.

Prime focus on Payroll India, India statuory/legistlative rules, setting up these rules in the system. Pay slip configuration, attaching evaluation classes to pay slips etc.

BENEFITS:

Configuration of Benefit areas, Insurance Providers, Benefit plans, Define employee groupins and Criteria groups. Configure Health plans, Insurance plans, Saving plans and flexible administration. Enrolling employees to benefit plans and perfom participation termination action from the benefit plans.

RECRUITMENT.

Overall recruitment process, creation of vacancies & advertisements, application data, administration of selection procedures, administration of applications correspondence, online application process through internet/ intranet.

PERSONNEL DEVELOPMENT

Concept and Processes in Learning and Development, Attach the roles, Function and Design of Qualification Catalog, Job Information using the Qualification Catalog, Concept on Performance Appraisal Process.

TRAINING AND EVENT MANAGEMENT.

Use of training and event management catalog, booking attendees into a business event, concept of dynamic menus, reports in the information menu, integration between training & events and other components.

COMPENSATION MANAGEMENT.

Overview on Compensation management.

EMPLOYEE SELF SERVICES.

Concept on employee self service, ESS through mysap.com, ESS functionality, ESS components overview, ESS services, service menu's, user options settings – concept on who's who customizing settings for CATS, basics on ser administration.

REPORTS

Adhoc reports, General reports.