

SAP-HR

Introduction to SAP R/3 Basis

- Introduction to SAP R/3.
- System Landscape.
- ASAP Methodology.
- Roles and Responsibilities of HR Consultants.

ASAP Methodology

- Project preparation
- Blue print
- Realization
- Final Preparation
- Go Live & Support

SAP Navigation

- About SAP Login
- SAP Sessions
- About SAP Easy Access and IMG Screen
- Features of SAP Navigations

Structures & Organizational Management

- Enterprise Structure (Company code, Personnel Area, Personnel Subarea) & Personnel Structure (Employee groups & subgroups)
- Organizational Structure (Simple Maintenance & Expert Mode).
- Create Plan Objects, Additional Object Types and Task.
- Description/Department/Staff.
- Maintain Plan Versions, Organization Management Info types.
- Account assignment features, Structure Maintenance.
- Configure Positions, Jobs, task, Cost Center Assignment, Reporting.
- Relationships.
- Organizational Structure Report.

Recruitment

- Workforce requirement
- Recruitment Process.
- Posting Advertisement.
- Applicant Master Data Maintenance.
- Applicant Actions, Applicant Activity.
- Transfer Applicant Data to Employee Master Data.
- Customization of Applicants Data
- Recruitment Info types
- Report Generation, Recruitment Info type Maintenance.

Personnel Administration

- Pay Scale Structure
- Pay Scale Area
- Pay Scale Type
- Pay Scale Group
- Pay Scale Level
- Wage Type Structure
- Basic –Earnings
- Recurring Payments & Deductions
- Additional Payments
- Off Cycles
- Personnel Actions
- Info Groups
- Personnel Actions(Hiring)
- Configuration of Master Data
- Maintenance of INFOTYPES
- Maintain HR Master Data.
- Dynamic Actions.
- Default Features.

Time Management

- Work Schedule
- Maintenance of Holiday Calendar and Factory calendar
- Break Schedules & Daily work schedules.
- Daily work schedule Rules and Period work schedule rules.
- Define Day Types and Planned Working Hours
- Default Features Maintenance.
- Time Data Recording & Administration
- Absence Quotas and Generation.
- Attendance Quotas.

- Overtime
- Substitution
- Availability
- Features: HRSIF
- Time Info types Maintenance

Payroll

- Pay scale Structure
- Maintenance of Payroll Info types
- Maintenance of Wage types and configuration
- Payroll Process Stages and Explanation
- Schema Modifications in Payroll
- Form Editor and Creation of Remuneration Statement
- Country specific payroll process legal legislations and Explanations

Personnel Development

- Qualifications & Scales Configuration.
- Profile Matchup.
- Performance Appraisal.
- Career Planning.
- Succession Planning.

Training & Event Management

- Business Event Preparation.
- Business Event Catalog.
- Training activities.
- Booking and Pre-booking etc.

Brief Introduction of Employee Self Service & Manager Self Service

Real Time Scenarios

- Day to Day Tickets resolving
- LSMW & BDC (Recording)
- Implementation Overview

SRI RAAM

SRC

COMPUTER EDUCATION

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(An ISO 9001:2008 Certified Institute)

- Cutover Strategy
- Support and Maintenance Process
- Real Project Specific Documentation
 - a. ASIS
 - b. GAP Analysis
 - c. BBP (Business Blue Print)
 - d. Functional Specification documents
 - e. Technical specification documents (For Reference)
 - f. Key Data Structure (KDS)
 - g. Master Data Templates
 - h. Configuration Documents
 - i. User Manuals
 - j. Test Scripts
 - k. Transactional Data Templates
 - l. Cutover Strategy
- Important Tables information
- Request Transport Process
- Interview Questions