

# SAP HR



SAP HR



SevenMentor  
PVT.LTD

## Introduction

HR Structure  
Personnel Structure  
Personnel Administration  
Organization Management  
Recruitment  
Maintaining of Master Data (PA)  
Time management  
Payroll management:  
Benefits  
Personnel development

## Introduction of SAP

Introduction of SAP  
Role of SAP  
SAP Landscape  
SAP projects Types  
SAP versions  
SAP modules  
Types of Implementations

## HR Structure

Introduction  
Defining a Company  
Company Code  
Personnel Area  
Personnel Sub Area  
Assigning Enterprise Structure

## Personnel Structure

Introduction  
Defining Personnel Structure  
Employee Groups  
Employee Subgroups  
Payroll area  
Assigning Personnel Structure



## Personal Administration

- Introduction
- Basic Settings
- Maintaining number range intervals for Personnel Numbers
- Determine defaults for number range
- Organizational Data
- Define Administrator Groups
- Define Administrator
- Define employee Attributes
- Customizing Info type menu
- Customizing Personnel Actions
- Define Info group
- Set up Personnel Actions
- Create reasons for Personnel Actions
- Change action menu

## Organization Management

- Organization & staffing
- Expert mode
- Simple maintenance
- General structure
- Info types
- Organization structure
- Introduction
- Defining Organization Structure
- Evolution path
- Organization Units
- Positions
- Person
- Job
- Tasks
- Maintaining of Master Data (PA)



## Time Management

- Introduction
- Define Work Schedules
- Define Public Holiday Class
- Define Daily Work Schedules with breaks
- Define Period Work Schedule
- Set Work Schedules Rules & Work Schedules
- Generate Work Schedule manually
- Set default value for the Work Schedule
- Time Data Recording and Administration
- Defining Attendances, Absences
- Define Absences/Attendances Counting by Counting rule
- Managing Time Accounts using Attendance/  
Absence Quota
- Setting Groupings for Time Quotas
- Defining Attendances & Absences Quota
- Rules for generating Quotas
- Quota Deduction using Attendances/Absences
- Defining of Deduction Rule
- Assigning of Deduction Rule to Counting Rule

## Payroll Management

- Payroll area and control records
- Remuneration Structure
- Defining Pay Scale Type and Area
- Assigning Pay Scale Structure to Enterprise Structure
- Determine Defaults for Pay Scale Data
- Revise Pay Scale Groups and Levels
- Define Pay Scale Salary Ranges
- Wage type Structure
- Create Wage Type Catalogue
- Check Wage Type Catalogue
- Default Wage Type
- Payroll Organization
- Define Period Parameters, Date Modifiers
- Check Payroll Area
- Generate Payroll Periods



## Benefits

- Benefit areas and benefit providers
- Define parameter groupings
- Benefit plans (Health , Insurance, Savings)
- Benefit Plan Types
- Plans Status
- Benefits integration with payroll
- Benefits integration with personnel administration

## Personal Development

- Introduction
- Integration aspects
- Profile
- Profile Match up
- Planning

## Recruitment.

- Maintain Advertisements
- Maintain Applicant Structures
- Maintain Applicant Data
- Selection Process
- Personnel Actions in Recruitment
- Hire/ Reject A person

