SAP HR END USER TRAINING

🔵 **TIME MANAGEMENT**

➢ Understanding time info types
➢ Creation of work schedules
➢ Creation of holiday calendars
➢ Time recording methods
➢ Time entry using CATS
➢ Quotas – Concepts, Manual and Automatic Generation
➢ Understanding of Time Evaluation Drive
➢ Review of time evaluation log
➢ Review of reports in Time Management
➢ Exercise

🔵 **PERSONNEL ADMINISTRATION**

➢ How to go to employee Master Data
➢ Personnel actions – as below
➢ Hiring process
➢ Change of payer
➢ Change of position
➢ Termination
➢ Rehiring process
➢ Maintenance of EE Master data
➢ Review of reports in Personnel Administration
➢ Review and execution of compliance reports in Personnel Management
➢ Exercise

🔵 **ORGANIZATIONAL MANAGEMENT**

➢ Introduction to important organizational objects
➢ Creation of organizational structure using simple maintenance
➢ Organization and staffing
➢ Creation of objects using expert mode
➢ Execution of reports in OM
➢ Exercise

BENEFITS ADMINISTRATION

- Understanding of company benefit plans
- Benefits maintenance using info types
- Benefits enrollment process
- Open enrollment
- Life events
- IRS guidelines related to Benefits
- Reports in benefits Processing
- Exercise

US-PAYROLL

- Introduction to Payroll Process Flow
- Review of payroll calendar
- Payroll processing steps
- Payroll with garnishments
- Payroll with benefits
- Payroll with payments and deductions
- Review of payroll tax calculations
- Posting to Financial Accounting
- Third Party Remittances
- Off-Cycle Activities/Payroll Results Adjustment
- Benefits Integration
- Tax Reporter
- Reports in Payroll and reconciliation
- Exercise in Payroll

ADDITIONAL AREAS

- Different Phases of SAP Implementation
- ASAP Methodology/Solution Manager
- Queries
- Time entry as an ESS user

SAP HR FUNCTIONAL TRAINING

🔵 ENTERPRISE COMPENSATION MANAGEMENT

- ➢ Compensation Plans
- ➢ Job Evolution and Pricing
- ➢ Budgeting and Manager's Review
- ➢ Compensation adjustments
- ➢ Salary Survey
- ➢ Personnel cost planning

🔵 TRAVEL MANAGEMENT

- ➢ Travel Management Concepts/Basics
- ➢ Configuration of Travel Management
- ➢ Creation of Travel Request and Travel Expense Report and approval process
- ➢ Transfer of Travel Expenses to AP
- ➢ Travel Mini Master
- ➢ Vendor creation/mapping
- ➢ Expense Report and integration to AP or PY
- ➢ Credit Card file processing
- ➢ ESS integration

🔵 TIME MANAGEMENT

- ➢ Introduction to Time Management and Master Data integration
- ➢ Holiday calendars and work schedules
- ➢ Absences and Attendances Recording
- ➢ Quotas – Concepts, Manual and Automatic Generation
- ➢ Understanding of Time Evaluation Drive
- ➢ Understanding of Time Schema
- ➢ Time Evaluation (w/o Clock Times and with clock times)
- ➢ Over Time Custom Rules Rules
- ➢ Time recording methods including CATS and Time Manager's Workplace
- ➢ Integrating Time Management with other SAP Applications
- ➢ ESS integration
- ➢ Exercise and business blue prints

PERSONNEL ADMINISTRATION

- Understanding of HR Structures
- Configuration steps needed for -
- Salary Structures
- Screen modification
- Personnel Actions
- Dynamic Actions
- Compliance Reporting (EEO, AAP etc)
- Different Activities on employee master data
- ESS integration
- Exercise and business blue prints

ORGANIZATIONAL MANAGEMENT

- Introduction to important organizational objects, Integration aspects
- Different Methods of building Organizational Structure -
- Simple Maintenance
- Organization and Staffing
- Expert Mode
- Special scenarios
- Configuration and Integration aspects in OM
- Authorization Management in OM
- Understanding of transport Management System
- Execution of reports in OM

BENEFITS ADMINISTRATION

- Understanding OF Benefits Area, Grouping etc
- Configuration and enrollment of -
- Health Plans
- Insurance Plans
- Saving Plans
- Flexible Spending Accounts
- Credit Plans, Stock Purchase Plans and Miscellaneous Plans
- COBRA Administration
- Life Events
- Open Enrollment
- Reports in benefits Processing
- ESS integration

➢ Exercise and business blue prints

🔵 **US- PAYROLL**

➢ Introduction to Payroll Process Flow
➢ Basic Setting – Payroll Area, Wage Types, Processing Classes, Evaluation Classes and Cumulations
➢ Payroll driver and Payroll processing by payroll supervisor
➢ Cumulations
➢ Deductions (Loans recovery, arrears recovery etc)
➢ Detailed understanding of Payroll Schema
➢ Posting to Financial Accounting
➢ Third Party remittances
➢ Processing of Garnishments and guidelines
➢ Taxes and tax models
➢ Off-Cycle Activities/Payroll results adjustment
➢ Benefits Integration
➢ Tax Report
➢ Pay stub design
➢ Rule writing in Payroll
➢ Exercises and business blue prints

🔵 **ADDITIONAL TOPICS**

➢ Creation of Project IMG
➢ Different Phases of SAP Implementation
➢ ASAP Methodology/ Solution Manager
➢ Guest lecture by Industry HR expert
➢ Different types testing in an SAP HR implementation
➢ How to create Queries
➢ Upgrade Concepts