

SAP- HR/HCM with (PCR's and Schemas)

INTRODUCTIN ON ERP AND SAP

- ❖ Introduction to ERP & SAP
- ❖ Overview on SAP HR Sub Modules
- ❖ Introduction to Project Implementation Methodologies (ASAP Methodology)
- ❖ Implementation Road Map
- ❖ System Land Landscape – 3 tier Architecture

ORGANIZATIONAL MANAGEMENT

- ❖ Introduction
- ❖ Structure in SAP HCM
- ❖ Objects
- ❖ Relationships
- ❖ Structure of Relationships
- ❖ Syntax of Relationship
- ❖ Methods of Creating Org. Structure
- ❖ Simple Maintenance
- ❖ Expert Mode
- ❖ Organizational and Staffing
- ❖ Menu guided, Open and Action guided methods
- ❖ Editing of Objects and Relationships
- ❖ Validity Period
- ❖ Info type in OM
- ❖ Plan version –Definition and setting of New plan Versions
- ❖ Objects Number Ranges
- ❖ Evaluation Path

Advanced ABAP Reports

Uploading Org Structure using LSMW

PERSONNEL ADMINISTRATION

- ❖ Maintaining the user parameters maintaining the User Groups & User Parameters - Maintaining the country grouping
- ❖ Maintaining the Number Ranges for different
- ❖ OM - PA Integration
- ❖ Integration of the OM with PA
- ❖ Brief Explanation on Infotypes
- ❖ Complete details on Infotypes , country specific of Infotypes , Custom Infotypes, Module specific of Infotypes
- ❖ Mandatory infotypes for the Personnel Number
- ❖ List of Mandatory infotypes for an employee to exist in a organization

- ❖ Brief Explanation on Obligatory fields
Obligatory fields to be maintained in a infotype & setting for the same to make it optional / hide / Change
- ❖ Creation of the Custom Infotypes:
- ❖ Enhancement of the standard Infotypes as per the customer requirement.
- ❖ Hiring Action using PA40:
- ❖ Configuration of the different action types like Hiring, Leaving, Midyear salary review etc.
- ❖ Maintain HR Master Data using PA30
Maintaining the Personnel Master & also display of the same through PA20.
- ❖ Maintain Personnel File using PA10
Maintaining the personnel File attachment like Employee marks card, fitness certificate, offer letter etc
- ❖ HR Master Data - Fast Entry using PA70
Maintaining the Infotypes for the Given Range of Employee Numbers

Dynamic Action

- ❖ Explanation on the Dynamic Action
- ❖ Configuration of Dynamic Action
- ❖ Standard Dynamic action available in SAP

Additional Actions

- ❖ Explanation on the Additional Actions.
- ❖ Configuration of Additional Actions

Features

- ❖ Features as a decision Making Tree, Basic Features like VDSK1, PINCH, ABKRS, SCHKZ, LGMST, NUMKR etc

Different Action types

- ❖ Practical Session on creating the Hiring Action
- ❖ User Manual will be given to Run the Hiring Action
- ❖ Explanation on the different Personnel Actions.

Various Reports ABAP

Master Data Uploads using LSMW

TIME MANAGEMENT

- **Time Management Overview**
 - Over view on Time Management
 - Positive & Negative Time Management
 - Time Recording Terminal & its Interface with SAP

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- **Work Schedules**
 - Creation of Holidays
 - Holiday Calendar
 - Daily Work Schedules
 - Periodic Work Schedules
 - Work schedules
 - **Time Management Infotypes**
 - Explanation on Infotypes : 007 , 2011 , 0050 , 2001 to 2007 , 2010 , 2011 , 2012
 - **Absence / Attendance Types**
 - Creation of Absence types Like Loss of Pay
 - Casual Leave, Sick Leave etc
 - Creation of Attendance types
 - Office Duty, Bus Late Functionality
 - **Absence Quota**
 - Creation of Absence quota for the Absence Types
 - **Over time**
 - Explanation on Infotype 2005. Case study on O.T
 - **Time Evaluation Run for Both Positive and Negative Time**
 - Time Evaluation on PT60 using TM00, TM01, TM04 Schemas
 - **Time Management Reports**
 - List of Time Management reports will be provided.
 - **Positive Time Management**
 - Time Evaluation settings Creation of PCR's Modifications of Schema's & PCR's.
 - Creation of Time types Real time scenarios on Loss of Pay calculation & over time.
 - Calculation of PCR's on LOP calculation - based on real time scenarios.
 - PCR's on Overtime calculation - based on real time scenarios
 - Integration of Time management with Payroll system.
 - **Negative time management**
 - Settings for the Negative time management
 - LOP calculation in case of negative time management
 - OT Calculation in case of negative time management
 - Real time scenarios on Loss of Pay calculation & Over time calculation in case of negative time management
- PCR's & Schemas**
- Attendance Bonus calculation
 - Shift allowances
 - Incentives Late coming & early going cases
 - PL accrual through time evaluation
- PAYROLL**
- **Payroll Over View**
 - Payroll Process flow & Payroll as a country Specific
 - **Wage type creation & Grouping**
 - Creating Wage types, Grouping for the Infotypes, wage type characteristics, Permissibility of wage types
 - **Payroll related Infotypes**
 - Infotypes : 0008 , 0014 , 0015 , 2010
 - **Allowance Grouping**
 - Defaulting Of wagetypes in Infotype 0008 .LGMST Feature
 - **Organizing a live Payroll Run**
 - Period Parameters, Date Modifiers, Payroll Area, Payroll control record, Difference Phases of Payroll Control record. Generating a Payroll Periods etc
 - **Payroll Posting to FI configuration**
 - Payroll Posting to FI , Configuration of Wage types to GL / Vendor accounts
 - **Payroll Reports**
 - List of Payroll reports
 - **Statutory Deductions**
 - ESI , PF , Ptax , Income tax , LWF
 - **Income tax projection & form 16 execution**
 - Standard SAP form 16
 - **Payroll India taxation & yearend activities**
 - This is yearend audit activity
 - **Time Management integration with the Payroll**
 - Getting the LOP & OT wages from time evaluation to payroll driver.
 - **Payroll PCR's & Schemas**
 - Bonus calculation
 - Attendance bonus payment
 - Loss of pay calculation
 - Over time payment
 - Provident fund,
 - Edli admin, Edli charges Calculation

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