

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 Scape – 3 tier Architecture

ORGANIZATIONAL MANAGEMENT

- 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

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- 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
- **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

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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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