

SAP S/4 HANA HR/HCM Training Course Content

Course Duration - 45-50 Hrs., 7-8 Weeks

Course Information

Batch Options

Weekday Batch
Mon - Fri - 1.5 Hr./Day

About the Trainer

Industry Expert Trainer with 15+ Years
Real Time Work Experience at Top US
Based Product and Consulting Firms

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Introduction To SAP S/4HANA HR/HCM Training (with Live Project)

SAP S/4HANA HR/HCM (with Live Project)

SAP human capital management (HCM) solutions provide strategic, innovative solutions for Core HR and Payroll, Time and Attendance, Talent management. UnoGeeks Best in Class SAP S/4 HANA HR/HCM consultant training delivers the understanding and expertise professionals need to get into In Demand SAP S/4 HANA HR/HCM Job Roles.

What you'll learn

- Introduction to ERP, SAP, R/3 Architecture & S4HANA
- Configure Sap Hiring Actions, Organizational Management, Maintain Aspects
- Manage Structural Authorizations, Personnel Administration Authorizations
- Time Management - Work Schedules Configuration, Absence Quota Generation
- Time Management - Overtime, Comp Off, Key Info type of Configurations
- Schema and PCRs, Payroll-Key Areas, HR Domain-India Payroll, Pay slip Design
- India Payroll ~ Company Loans Configuration & Statutory Contributions
- India Payroll Cycle = Payroll Driver vs Schema, Off Cycle Payroll ~ US and INDIA
- Posting to Financial Accounting, Bank Transfer- US and INDIA
- Help you with SAP Certification Prep, Mock Interviews and Job Assistance

Course Content

Module 1: INTRODUCTION ON SAP R/3

- Introduction to Software and ERP Systems
- ERP Packages and Market Growth
- SAP Role in the ERP Industry
- Overview on SAP Modules in the Real Time Project Environment
- SAP Job Marketing Career Opportunities

Module 2: NEW DIMENSIONS IN SAP

- SAPR1, R2 and R3 Systems
- SAPR/3 EE and ECC
- New Platforms of SAP Architecture
- SAP HR vs. HCM and New Dimension SAP modules with in SAP HR/HCM

Module 3: SAP PROJECT - ASAP METHODOLOGY

- Project Preparation
- Business Blueprint
- Realization
- Final Preparation
- Go-Live and Support

Module 4: SAP R/3 SYSTEM NAVIGATION

- SAPR/3 System - Real Time vs IDES
- Easy Access vs IMG (Implementation Guide)
- End User and Consultant Role
- Configuration and Customization

Module 5: SAP HIRING ACTIONS – Part 1

- Enterprise Structure - Financial & Accounting: Define Company, Company Code, Assignment of Company Code to Company and Maintain Global Parameters
- Enterprise Structure - Human Resources: Define Personnel Area, Personnel Sub Area, Employee groups and Employee Sub groups
- Enterprise Structure - HR - Assignment: Assignment of Personnel Area to Company Code and Assignment of Employee Subgroup to Employee Group
- User Parameters: - Country Grouping and User Grouping
- Personnel Number Ranges - Internal vs External

Module 6: SAP HIRING ACTIONS – Part 2

- Define Administrators and Administrator Group
- Feature: -Table Maintenance and Tree Maintenance - NUMKR & PINCH
- Customization of Info group and Personnel Actions Types
- Executing of Hiring Actions
- HR Master Data Info types Maintenance
- View and Data base tables
- Errors, Issues, Bugs or Defects fixing while executing Hiring Action

Module 7: SAP ORGANIZATIONAL MANAGEMENT – Part 1

- Organization Structure vs Staffing Structure
- Object Types and Object Relationships
- Plan Version and Object ID Series
- Methods of Creating Org Structure: - EIGHT ways
 - Simple maintenance
 - Expert Mode
 - Organizational Staffing
 - Maintain Plan Data (Menu-Guided) - PPO1
 - Maintain Plan Data (Open) - PPO2
 - Maintain Plan Data (Action-Guided) - PPO3
 - General Structures
- Real time exposure of OM Data Upload's

Module 8: SAP ORGANIZATIONAL MANAGEMENT – Part 2

- Custom Plan Version with multiple business scenarios
- Custom Object ID Series - Internal and External
- Customization of Organization and Staffing Tabs
- Custom Object Type Creation with Real time Business Scenarios
- Custom Relationships Creation with Real time Business Scenarios
- Custom Evaluation Path with Business Scenarios
- Creation of Custom Subtypes based on Real time Business Scenarios
- Business Functionality and Maintenance of Various Info types
- Correction of *Start” and “End” dates of Objects
- Plan Version - Copy and Compare
- Transport Request process of Easy Access

Module 9: MAINTAIN ASPECTS

- Business Process of ASPECTS
 - Define the required aspects
 - Assign these aspects to your plan versions
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- Assign object types and info types to the aspects

Module 10: STRUCTURAL AUTHORIZATIONS

- General Authorizations vs Structural Authorizations
- Role Creation and Activation of Profile Authorization
- Maintain Structural Profiles
- Authorization Profile Maintenance
- Assign Structural Authorization
- Master Data Maintenance
 - Create Organizational Plan
 - Create Personnel Master Record
 - Create User ID and Info type 0105
 - Assign Structural Authorization Profiles to User ID's

Module 11: PERSONNEL ADMINISTRATION AUTHORIZATION – PART 1

- Enterprise Structure - Financial & Accounting Settings
- Enterprise Structure - Human Resources Settings
- User Parameters: - Country Grouping and User Grouping
- Personnel Number Ranges - Internal vs External
- Define Administrators and Administrator Group
- Feature: -Table Maintenance and Tree Maintenance - NUMKR & PINCH

Module 12: PERSONNEL ADMINISTRATION AUTHORIZATION – PART 2

- Customization of Info group and Personnel Action Types
- Executing of Hiring Action
- HR Master Data Info types Maintenance
- Errors, Issues, Bugs or Defects fixing while executing Hiring Action
- PA Transaction Codes: - PA30, PA40, PA20, PA10, PA70, PA71 and PA42
- Customization of Actions
 - Hiring and Transfer
 - Change of Pay and Promotion
 - Termination and Re-Hire
 - Various other Actions with multiple business scenarios
- Configuration of Info group Modifier and Info type Menu
- Activation of Additional Actions

Module 13: PERSONNEL ADMINISTRATION AUTHORIZATION – PART 3

- Customization of Dynamic Actions with multiple business scenarios
 - Info type Level - Dynamic Action Scenarios
 - Subtype Level - Dynamic Action Scenarios
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- Field Level - Dynamic Action Scenarios
- Customizing Screen Modifications
- Employee Photograph Upload Configuration - HR and Basis Settings
- Customizing Header Modifications with multiple business scenarios

Module 14: INTEGRATION SWITCHES AND PROGRAMMES

- Integration Switches
 - PLOGI PLOGI -> Integration Plan Version / Active Plan Version
 - PLOGI ORGA -> Integration Switch: Organizational Assignment
 - PLOGI PRELI -> Integration: default position
 - PLOGI PRELU -> Integration: PA updates online or batch
 - PLOGI BSPAY -> Integration IT1005 - IT0008
 - PPOM INHS -> Inheritance of acc. ass. Features by positions
 - ADMIN EVSUP -> Additional Actions
- Integration Programmes
 - RHINTEQO -> Transfer Organizational Assignment (PA -> PD)
 - RHINTE10 -> Prepare Integration (OM with PA)
 - RHINTE20 -> Create missing objects (OM or PA)
 - RHINTE30 -> Transfer org. assignment in batch input folder for IT 0001
 - RHINTECHECK -> Consistency Check OM-PA
 - RHCHECKV -> Display and Create Missing Inverse Relationships

Module 15: HR Domain - Time Management

- Time Recording & Administration of HR Domain Business Process
 - Positive and Negative Time Recording System
 - Leave Management
 - Attendance Management
 - Time Data Collection to Payroll Run

Module 16: Work Schedules Configuration

- Public Holidays Configuration - FIVE Ways
 - With a Fixed Date
 - With a Fixed Day from Date
 - Floating Public Holiday
 - Easter Sunday
 - Distance to Easter Sunday Calendar
- Holiday Calendar with Multiple Business Scenarios
- Factory Calendar with HCM and PP Modules Perspective
- Work Schedules
 - Break Schedules

- Daily Work Schedules
- Period Work Schedules

- Day Types and Selection Rules
- Rules for Variants with real-time business scenarios
- Grouping for Work Schedules - PS Grouping and ESG Grouping
- Work Schedule Rules Creation and Generating Work Schedules

Module 17: Absence/Attendance Quota Generation with/without Time Evaluation

- Absence/Attendance Type Configuration
- Determine Entry Screen and Time Constraint Class
- Absence/Attendance Quota Configuration
- Counting Rule and Deduction Rule
- Quota Base Entitlement and Quota Validity/Deduction Periods
- Quota Generation Selection Rules with multiple business scenarios
- Time Management Status and Time Management Info types
- Generating Absence/Attendance Quota
 - Manual Quota Creation - IT 2006
 - Quota Generation without Time Evaluation
 - Quota Generation with Time Evaluation

Module 18: Time Management - Key Info type of Configurations

- Substitute Info type (IT 2003) Configuration and Execution
- Training Attendance Quota (IT 2007) Configuration and Execution
- Quota Corrections (IT 2013) Configuration and Execution
- Time Transfers (IT 2012) Configuration and Execution

Module 19: Time Evaluation - Overtime

- Define Attendance Type and Maintain relevant configuration nodes
- Configuration for Attendance/Over time Counting Rule
- Define Time Type and assign it to Processing Type
- Customize T001 and T002 PCRs and Analyzing the Internal Tables functionality

Module 20: COMPENSATORY OFF

- Define Attendance Type and Maintain relevant configuration nodes
- Define Absence Type and Absence Quota with relevant configuration nodes
- Define Time Type and assigning it to Attendance and Absence Quota type
- Customize TR11 PCR and Analyzing the Internal Tables functionality

Module 21: GENERATING TIME WAGE TYPE

- Generating Time Wage type with Standard configuration table T510S
- Generating Time Wage type with custom PCR
- Integration with Payroll - Time Wage type Valuation

Module 22: SCHEMA AND PCR — INTERNAL TABLES GENERATION

- Schema Architecture - TMO0/TMO01/TMO2 and TMO4
- Standard and Custom PCRs with multiple business process scenarios
- Functions and Operations = When, Where and How to Use?
- Time Types and Its Classification with Multiple Business process scenarios
- Processing Types and Its Classification with Multiple Business process scenarios
- Pair Types and Its Classification with Negative and Positive Time Evaluation
- Cluster - B1 and Custer B2 Internal Tables Generation

Module 23: Positive

- Positive Time Recording Process
- Positive Time Evaluation System
- Positive Time Management related Info types Maintenance
- TMO0 Schema: -Customization of Schema and PCRs
- Time Evaluation Results
- Display Log Sheet validation with Schema Architecture
- Interview Questions and Answers

Module 24: Negative

- Negative Time Recording Process
- Negative Time Evaluation System
- Negative Time Management Related Info Types Maintenance
- TMO04 Schema: -Customization of Schema and PCRs
- Time Evaluation Results
- Display Log Sheet validation with Schema Architecture
- Interview Questions and Answers

Module 25: CUSTOM PCRs and SCHEMAS

- Time Evaluation processes - The employee's attendance and absences from work to make sure they are paid accordingly
 - The following Rules are written as per Client Company Business Process
 - PCR 1: - "Overtime" has to be provided whenever employee works beyond the Planned Working Hours - Customizing Standard TO01 PCR
 - PCR 2: - Calculating Overtime Time Pairs After X" Working Hours - Customizing Standard TO02 PCR
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- PCR 3: - "Comp Off" needs to be generated whenever employee works on Day Off/Weekend/Public Holidays - - Customizing Standard TR11 PCR
- PCR4: - "Time Wage Types "has to be generated and need to be integrated with Payroll
- PCR 5: - Customization determining Groupings (TMON PCR) with multiple business scenarios
- PCR 6- Quota's Generation with "Maximum limit which should not exceed a Constant value"
- PCR 7: - "Leave Quota balance at Year End" calculation and carry forwarding to a Time with a fixed limit or actual balance whichever is less
- PCR 8: - "Previous Year Quota balance at New Year" updating to the existing absence quota

Module 26: Payroll-Key Areas (HR Domain vs Standard SAP System)

- Introduction to Domain HR Payroll processes
- Functions of Payroll Department
- Payroll Calculation & Administration
- Gross pay and Net pay calculation
- Introduction of SAP Payroll and Integration with other modules
- Payroll Organization
 - Payroll area - Date Modifiers and Period Modifiers
 - Control Record
 - Generate Payroll Periods
- Pay scale Structure
 - PayScale Area and Pay scale Type
 - PayScale Groups and Pay scale Levels
 - ESG for CAP
- Creating Wage types, Wage type Catalog and Characteristics
- Workshops - ES Grouping and PS Groupings of Wage types
- Country Specific Features Maintenance and Activation
- Off Cycle Payroll Process and Business Requirement
- Absence Valuation - Loss of Pay
- Valuation Basis - Hourly Rate vs Per Day Salary Calculation
- Processing Class, Cumulation Class and Evaluation Class
- Factoring and Retroactive Accounting
- Payroll Driver vs Schema
- Functions and Operations - In-depth Study
- Payroll Cycle Execution ~ Past Mortem Study of Payroll Log

Module 27: HR Domain-India Payroll

- India Payroll Calculation HR Domain Business Process
- Reimbursements, Allowances and Perks - HR Domain Business Process
- HRA/COA/CLA Calculation and Dearness Allowance Calculation

- LTA Rules and Tax Exemption Rules
- India Payroll - Legal Rules (HR Domain Business Process)
 - Provident Fund
 - Employee State Insurance
 - Professional Tax
 - Income Tax
 - Gratuity
 - Superannuation
- India Payroll - Forms and Reports (HR Domain Business Process)

Module 28: India Payroll – Configuration

- Salient Features - India Payroll
- Configuring Pay Scale Structure and Assigning with Enterprise Structure, Personnel Structure, Period Parameter and Currency
- Direct and Indirect Valuation Methods
 - INVAL-A
 - INVAL-B
 - INVAL-C
 - INVAL-D
- Custom Indirect Valuation Method - Client Business Requirement
- Configuration of Wage Type Catalog
- Maintaining HR Master Data of Info types

Module 29: India Payroll ~ Company Loans Configuration

- Maintain Loan Types
- Set Up Customer Payment Types
- Maintain Loans Grouping
- Maintain Salary Components
- Maintain Maximum Number of Loans Allowed
- Maintain Maximum Amount of Loans Outstanding
- Maintain Loans Eligibility Checks and Limits
- Maintain Loans Disbursement Schedule
- Maintain Deduction Details Under Section 24
- Master Data Maintenance and Unit Testing for IT 0045 and IT 0078

Module 30: India Payroll ~ Statutory Contributions

- Configuring all the SAP Standard Settings for the Statutory Contributions and analyzing the client company business process requirement for Personnel Area and Sub Area Groupings
 - Provident Fund
 - Employee State Insurance
 - Professional Tax
 - Income Tax

- Gratuity
- Superannuation
- Form 217 (A)
- Form 16 and 24

Maintenance of Master Data India Payroll Specific Info types

Module 31: India Payroll - Pay slip Design

- Designing India Payroll Pay slip as per Client Company Business Requirement
- Inserting Custom Wage Types in Window and Cumulation ID's
- Configuring Remuneration Statement Variant

Module 32: India Payroll Cycle = Payroll Driver vs Schema

- Payroll Driver programme (HINCALCO) and Its Functionality
- Payroll Schema (INOD) - Architecture (Schema > Function - Sub Schema > Function - PCR - Operation)
- Payroll Log Sheet vs Schema Architecture
- Payroll Schema > Internal Tables Generation
- Payroll Schema > Payroll Results Generation
- India Payroll Schema: -PCR's customization and Writing of Custom PCR's
- Generating Form 16

Module 33: Off Cycle Payroll ~ US and INDIA

- Regular Payroll vs Off Cycle Payroll
- Off Cycle Payroll Run with Multiple Business Scenarios
- Off Cycle Wage Type Entry Permissibility per Infotype
- Set Up Off Cycle Reasons and OC Categories Customization
- Specify default values for Wage Types, Payroll Results and Payment Methods
- Calculate Eligibility RAPs and Customization Pay slip (specific to India Payroll)
- Maintaining Off-Cycle Payroll Infotype

Module 34: Posting to Financial Accounting - US and INDIA

- Posting to Financial Accounting with Multiple Business Scenarios
- Activities in the HR-System
 - Define Employee Grouping/Account Assignment
 - Define Symbolic Accounts
 - Define Wage type Posting Attributes
 - Maintain Payroll Period Posting Date
- Activities in the AC-System
 - Assign Financial GL Accounts with Symbolic Accounts
 - Assign Expense GL Accounts with Symbolic Accounts
 - Assign Vendor GL Accounts with Symbolic Accounts
- Posting to Accounting: Creating Posting Run

- Posting to Accounting: PCPO Execution

Module 35: Bank Transfer- US and INDIA

- Bank Transfer (Standard vs. Custom) Business Process
- Customizing: Maintain Payment Programme (FBZP)
 - Payment Medium Workbench
 - Classic Payment Medium program
- Bank Transfer Execution Process
- Run Preliminary DME Program
- Create the DME file
- Automatic Payment Program
 - Payment Summary
 - DME Accompanying Sheet
 - Check Register

Module 35: CUSTOM PCRs-PAYROLL (IN)

- PCR 1: - Calculation of Valuation Basis for Hourly Rate Calculation (X010/U010 PCR)
- PCR 2: - Calculation of Hourly Rate or Per Day Salary of an employee (X013 PCR)
- PCR 3: - Customization of Standard PCRs to determine Time Wage Type valuation (X015 PCR)
- PCR 4: - Customization of XPPF PCR to handle the multiple business scenarios as per the client company business requirement
- PCR 5: - Customization of XPP0 PCR and XPPP PCR to validate the check points of Factoring
- PCR 6: - Customization of XPP1 PCR to handle the business scenarios of "Salaried" and "Hourly" employees
- PCR 7: - Customization of XVAL PCR to handle the business scenarios as per Processing Class - 10
- PCR 8: - Customization of X006 PCR to handle the Loans business scenarios as per Processing Class - 06
- PCR 9: - Writing a new PCR for Loss of Absence and Inserting in the time sub schema
- PCR 10: - Customization of Arrears and Deduction PCRs of XDPM, XDPI, XDPR and UDPT
- PCR 11: - Customization of X024 PCR to handle multiple the business scenarios as per Processing Class - 41
- PCR 12: - Customization of UGDN PCR to calculate the disposable net
- PCR 13: - Customization of Garnishment PCRs of UGGR and UGSV
- PCR 14: - Customization of Net Salary Calculation PCRs of X040 and X04A
- PCR 15: - Customization of IN90 PCR for Section 89 (1) eligibility conditions

***** PROJECT – Implement SAP HR/HCM for a Live Project

Introduction to Project Use Case

- Implement SAP HR/HCM for a Live Project.

Project Work:

- Understand the requirement and come up with config workbooks.
- Configure SAP HR/HCM as per config workbook.

Module 36: Project Work – Configure SAP HR/HCM as per Client Requirement

- Implement SAP HR/HCM Modules as per Config Workbooks
- Test the setups.

Module 37: SAP HR/HCM Certification Guidance

- Explain various SAP HR/HCM Certification Options
- Discuss Important SAP Certification Exam Questions
- Prepare for SAP HR/HCM Certification

Module 38: Resume Preparation, Interview and Job Assistance

- Prepare Crisp Resume as SAP HR/HCM Specialist
- Discuss common interview questions in SAP HR/HCM
- Provide Job Assistance