

SAP HR COURSE CONTENT

OVERVIEW OF SAP

- ✦ Basics of SAP HR

ORGANIZATIONAL AND STRUCTURE MANAGEMENT

- ✦ Personal and enterprise management
- ✦ Structure of organization
- ✦ Plan objects creation
 - Types of additional object
- ✦ Features of account assignment
- ✦ Maintenance of structure
- ✦ Positions configuration
- ✦ Relationship of reporting
- ✦ Structure report of organization

RECRUITMENT

- ✦ Advertisement of posting
- ✦ Data maintenance applicant
- ✦ Actions and activity of applicant
- ✦ Data transfer applicant to the data
- ✦ Generation of reports
- ✦ Maintenance of recruitment






ADMINISTRATION PERSONNEL

- ✦ Personnel action maintenance
- ✦ Actions of dynamic
- ✦ HR master data maintenance
- ✦











Maintenance of info types
Features of default






MANAGEMENT OF TIME

-  Schedule for working
 -  Daily work and break schedules
 -  Maintenance of default features
 -  Admin and recording time data
 -  Quotas of attendance
- Maintenance info types of time

PAYROLL

-  Structures of pay scale
-  Payroll info type's maintenance
-  Configuration and maintenance of a wage types
-  Explanation stage process of payroll
-  Payroll modification scheme
-  Editor form
-  Remuneration statement creation
-  Explanations of payroll legal process

PERSONNEL DEVELOPMENT

-  Configuration of scales and qualifications
-  Planning career
-  Match up profile
-  Planning of succession
-  Performance appraisal

MANAGEMENT OF EVENT AND TRAINING

Preparation of business event

- ✚ Training activities
- ✚ Catalog of business event

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