

# **SAP HR Contents**

## **1. SAP R/3 Architecture**

## **2. Organization Management**

### ❖ Enterprise Structure

- Creating Company Code
- Personnel Area
- Personnel Subarea

### ❖ Personnel Structure

- Employee groups
- Employee Subgroups

### ❖ Organization Structure

- Creating Organization unit
- Positions
- Maintaining Jobs
- Task
- Configuring Report Structure
- Account Assignment
- Setting integration with other components
- INFOTYPES of OM
- Numbers Range

## **3. Time Management**

### ❖ Work Schedule

- Defining Holiday Calendar
- Defining Factory Calendar
- Personnel sub-group& DWS grouping
- Creating Daily Work Schedule
- Creating Period Work Schedule
- Define Day Types and Planned Working Hours
- Features-SCHKZ & TMSTA

### ❖ Time Data Recording & Administration

- Absences
- Attendances
- Substitution
- Availability
- Absence Quota
- Features: HRSIF

## **4. Personnel Administration**

### ❖ Pay Scale Structure

- Pay Scale Area
- Pay Scale Type
- Pay Scale Group
- Pay Scale Level

❖ Wage Type Structure

- Basic –Earnings
- Recurring Payments & Deductions
- Additional Payments
- Off Cycles

❖ Personnel Actions

- Info Groups
- Personnel Actions(Hiring)
- Configuration of Master Data
- Maintenance of INFOTYPES

**5. Payroll**

❖ Basic Settings

- Date Modifier
- Period Parameter
- Integration of OM with PA Module
- Generation of Payroll Period
- Pay Scale grouping for Allowances
- Calendar for Cumulating

❖ Customization of Wage types

- Basic Pay
- Dearness Allowance, Housing Rent Allowances, LTA and Bonus
- Statutory Social Contribution(PF, ESI &Gratuity)
- Long Term Reimbursements(SFS& HFS)
- Taxes(Income Tax & Professional tax)

❖ Payroll Execution

- Features, variants
- 0008, 0014, 0015
- Concept of PCR & CAP
- Data-Medium Exchange
- Posting to FI/CO & Reporting

**6. Recruitment**

❖ Customization in IMG

- Workforce Requirement
- Advertisement & Job Posting
- Applicants Structure
- Applicant Status
- Feature- STATU
- Transferring application data

❖ Applicant Actions

- Customization of Applicants Data
- Recruitment Info types

## **7. Reporting**

- Reporting tools – Adhoc query, HIS query and SAP query
- Knowledge of logical database

## **8. Case Studies**

## **9. Projects**