



Course Outline
SAP HCM ECC 6.0
(Human Capital Management)

Introduction

SAP ERP Human Capital Management (SAP ERP HCM) is a comprehensive, integrated human resources management solution that delivers unmatched global capability. SAP ERP HCM gives organizations in all industries worldwide the tools needed to manage their most important asset: people.

The solution equips executives, human resources (HR) professionals, and line managers to hire the best talent, as well as train and cultivate the skills of their workforce.

Audience

HR Executives, Legal Officers and Managers are willing to use SAP HCM or any team preparing themselves for SAP Implementation in HCM to learn HR Processes.

Outcome

After Successful implementation of this course you will be able to:

- Explain the terminology used by SAP HCM ECC 6.0
- Learn the basics of the SAP HCM system with hands-on exercises
- Overview of the SAP HCM Business process and able to perform as End User

SAP HCM User Training

Duration	Pre-requisites
20 hours	HR Processes, SAP Overview

Course Content

SAP Overview SAP HR Overview – Basics	
HR – Basics	Structures in Human Resources Organization Management – Basics Personnel Administration – Basics
Personnel Administration	Personnel Administration Individual Info type Maintenance
Time Management	Time Management – Basics Recording and Evaluating Employee Time Shift Planning CATS – Cross Application Time Sheets
Reporting and Analysis Tools	Learning SAP Standard Reports Reporting Tools Ad-Hoc Query HIS – Human Resource Information System SAP Query
Personnel Development	Personnel Development - Basics
Wage Type Structure	
Payroll	Payroll – Basics Prerequisites for Payroll Payroll Processes Payroll Reports

	Transferring Payroll Results to Accounting Bank Transfer and Cheque Processing
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SAP HCM Configuration Training

Duration	Pre-requisites
56 hours	SAP Overview, SAP HCM User Training

Outcomes:-

Upon successful completion of this course you will be

- Able to configure and Implement an SAP MM System.
- Ready to take the SAP MM Certification Exam
- Able to further enhance and develop an existing SAP MM System.

Course Content

Structure in HR	Enterprise Structure Personnel Structure Organizational Structure Payroll Area & Organizational Key Administrator and Administrator Group
Configuration of Info type	Attributes Customizing Menu
Global Employees	
Authorization	Authorization – Basics General Authorization Checks Structural Authorization Checks Indirect Role Assignment
Configuration of Master Data Actions & Features	Personnel Actions Dynamic Actions
Configuration of Time Management	Grouping for Time Management Work Schedule Part-time Work force Attendance and Absence Counting Attendance and Absence Quota Time Manager's Work place Objects & Relationships Organization & Staffing
Configuration of Organization Management – Advanced	Expert Mode Info type Simple Structures and Evaluation Paths Integration Tools