

SAP HR (Human Resources) Training

Content

1. Introduction to SAP HR

- Overview of SAP HR and its modules
- Integration with other SAP modules

2. Organizational Management

- Creating and managing organizational structures
- Defining and configuring organizational units
- Positions, jobs, and reporting structures

3. Personnel Administration

- Managing employee master data
- Personnel actions and infotypes
- Employee data management processes

4. Time Management

- Configuring time evaluation and work schedules
- Managing absences, attendances, and time quotas
- Time tracking and reporting

5. Payroll Processing

- Payroll setup and configuration
- Running payroll and managing payroll results
- Payroll reporting and compliance

6. Recruitment

- Configuring recruitment processes and workflows
- Job requisition and candidate management
- Recruitment reporting and analytics

7. Performance Management

- Setting up performance appraisal processes
- Defining performance criteria and metrics
- Managing and evaluating employee performance

8. Learning and Development

- Configuring training and development processes
- Managing training plans and course catalogues

- Tracking employee skills and competencies

9. Employee Self-Service (ESS)

- Configuring ESS functionality
- Employee self-service applications and features
- Managing employee access and permissions

10. Manager Self-Service (MSS)

- Configuring MSS functionality
- Manager self-service applications and features
- Managing manager access and permissions

11. Compensation Management

- Configuring compensation processes and structures
- Managing salary reviews and bonuses
- Compensation reporting and analysis

12. Reporting and Analytics

- Generating standard and custom HR reports
- Analyzing HR data and metrics
- Using SAP HR reporting tools and dashboards

13. Advanced Topics

- Integrating SAP HR with other modules (e.g., SAP FI, SAP CO)
- Managing global HR processes and compliance
- Leveraging SAP HR analytics and business intelligence