SAP- HR/HCM with (PCR's and Schemas)

INTRODUCTIN ON ERP AND SAP

- Introduction to ERP & SAP
- Overview on SAP HR Sub Modules
- Introduction to Project Implementation Methodologies (ASAP Methodology)
- Implementation Road Map
- System Land Scape – 3 tier Architecture

ORGANIZATIONAL MANAGEMENT

- Organizational Management Introduction
- Structure in SAP HCM
- Objects
- Relationships
- Structure of Relationships
- Syntax of Relationship
- Methods of Creating Org. Structure
- Simple Maintenance
- Expert Mode
- Organizational and Staffing
- Menu guided, Open and Action guided methods
- Editing of Objects and Relationships
- Validity Period
- Info type in OM
- Plan version –Definition and setting of New plan Versions
- Objects Number Ranges
- Evaluation Path

Advanced ABAP Reports
Uploading Org Structure using LSMW

PERSONNEL ADMINISTRATION

- Maintaining the user parameters maintaining the User Groups & User Parameters - Maintaining the country grouping

- Maintaining the Number Ranges for different
- OM - PA Integration
- Integration of the OM with PA
- Brief Explanation on Infotypes
- Complete details on Infotypes , country specific of Infotypes , Custom Infotypes, Module specific of Infotypes
- Mandatory infotypes for the Personnel Number
- List of Mandatory infotypes for an employee to exist in a organization
- Brief Explanation on Obligatory fields Obligatory fields to be maintained in a infotype & setting for the same to make it optional / hide / Change
- Creation of the Custom Infotypes:
- Enhancement of the standard Infotypes as per the customer requirement.
- Hiring Action using PA40:
- Configuration of the different action types like Hiring, Leaving, Midyear salary review etc.
- Maintain HR Master Data using PA30 Maintaining the Personnel Master & also display of the same through PA20.
- Maintain Personnel File using PA10 Maintaining the personnel File attachment like Employee marks card, fitness certificate, offer letter etc
- HR Master Data - Fast Entry using PA70 Maintaining the Infotypes for the Given Range of Employee Numbers

Dynamic Action

- Explanation on the Dynamic Action

- Configuration of Dynamic Action
- Standard Dynamic action available in SAP

Additional Actions

- Explanation on the Additional Actions.
- Configuration of Additional Actions

Features

- Features as a decision Making Tree, Basic Features like VDSK1,PINCH, ABKRS, SCHKZ, LGMST, NUMKR etc

Different Action types

- Practical Session on creating the Hiring Action
- User Manual will be given to Run the Hiring Action
- Explanation on the different Personnel Actions.

Various Reports ABAP
Master Data Uploads using LSMW

TIME MANAGEMENT

➢
Time Management Overview
- Over view on Time Management
- Positive & Negative Time Management
- Time Recording Terminal & its Interface with SAP

➢ **Work Schedules**
- Creation of Holidays
- Holiday Calendar
- Daily Work Schedules
- Periodic Work Schedules
- Work schedules

➢ **Time Management Infotypes**
- Explanation on Infotypes : 007 , 2011 , 0050 , 2001 to 2007 , 2010 , 2011 , 2012

➢
Absence / Attendance Types
- Creation of Absence types Like Loss of Pay
- Casual Leave, Sick Leave etc
- Creation of Attendance types
- Office Duty, Bus Late Functionality

➢ **Absence Quota**
- Creation of Absence quota for the Absence Types

➢ **Over time**
- Explanation on Infotype 2005. Case study on O.T

➢
Time Evaluation Run for Both Positive and Negative Time
- Time Evaluation on PT60 using TM00, TM01, TM04 Schemas

➢ **Time Management Reports**
- List of Time Management reports will be provided.

➢ **Positive Time Management**
- Time Evaluation settings Creation of PCR's Modifications of Schema's & PCR's.
- Creation of Time types Real time scenarios on Loss of Pay calculation & over time.
- Calculation of PCR's on LOP calculation - based on real time scenarios.
- PCR's on Overtime calculation - based on real time scenarios Integration of Time management with Payroll system.

➢ **Negative time management**
- Settings for the Negative time management
- LOP calculation in case of negative time management
- OT Calculation in case of negative time management
- Real time scenarios on Loss of Pay calculation & Over time calculation in case of negative time management

PCR's & Schemas

- Attendance Bonus calculation
- Shift allowances
- Incentives Late coming & early going cases

- PL accrual through time evaluation

PAYROLL

Payroll Over View

- Payroll Process flow & Payroll as a country Specific

Wage type creation & Grouping

- Creating Wage types, Grouping for the Infotypes, wage type characteristics, Permissibility of wage types

Payroll related Infotypes

- Infotypes : 0008 , 0014 , 0015 , 2010

Allowance Grouping

- Defaulting Of wagetypes in Infotype 0008 .LGMST Feature

Organizing a live Payroll Run

- Period Parameters, Date Modifiers, Payroll Area, Payroll control record, Difference Phases of Payroll Control record. Generating a Payroll Periods etc

Payroll Posting to FI configuration

- Payroll Posting to FI , Configuration of Wage types to GL / Vendor accounts

Payroll Reports

- List of Payroll reports

Statutory Deductions

- ESI , PF , Ptax , Income tax , LWF

Income tax projection & form 16 execution

- Standard SAP form 16

Payroll India taxation & yearend activities

- This is yearend audit activity

Time Management integration with the Payroll

- Getting the LOP & OT wages from time evaluation to payroll driver.

Payroll PCR's & Schemas

- Bonus calculation
- Attendance bonus payment
- Loss of pay calculation
- Over time payment
- Provident fund,
- Edli admin, Edli charges Calculation