HR050
Business Processes in SAP ERP HCM

COURSE OUTLINE

Course Version: 15
Course Duration: 5 Day(s)
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American English is the standard used in this handbook. The following typographic conventions are also used.

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<thead>
<tr>
<th>This information is displayed in the instructor’s presentation</th>
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*Example text*
About This Handbook

This handbook provides you with basic information for attending your virtual live classroom session.

Adobe Connect Support Information

Web and audio support is available by:

- Pressing *0 from within the audio-conferencing
- Calling the support hotline numbers listed below
- Emailing the PGi support hotline below

Global PGi Support Hotline for SAP Education (24/7)
Tel: +1 800-368-1945
Tel: +1 719-234-7915

Note: After dialing in, press option 2 for technical support. You will then be presented with two options – press 1 for Audio support, or press 2 for Web support.

Email: sapedsupport@premiereglobal.com

Setting up your Learning Environment

Ideally you want to be in a private room when participating in a synchronous (live) event. In reality, you may not be able to arrange that. Here are some tips for maximizing your learning environment:

- Create an inspirational office/studio to work in
- Use a comfortable chair
- Use well designed and functional computer peripherals
- Keep a log or journal of notes and ideas you can use for future sessions

Before your online class:

- Tell co-workers you will be in class (send e-mail)
- Post a sign indicating when you will be free again (when class is over)
- Use a headset instead of your computer speakers to minimize disruption of others
- Ignore people who try to get your attention
- Turn off the ringers / alerts on telephone, pager, and cell phone
- Turn off e-mail and instant message alerts
- Remove other distractions lying on your desktop
- Keep a glass of water at your desk

Teleconferencing ground rules:

- Use the mute button or press *6
- Do not place call on hold
• Use the "Raise hand" icon in the Attendee List: My Status to indicate you want to ask a question
• Identify yourself before speaking, when not called on
• Charge the batteries for your cordless handset
• If possible use a land line instead of your cell phone

Minimum Hardware Requirements
• PC with 1.4 GHz processor or higher (Windows) or 1.83 GHz processor or higher (Mac OS). Minimum processor required for screen sharing. You may be asked to share your screen during hands-on exercise portions of the class.
• 17 inch or larger monitor is recommended, set at 1024 X 768. Larger monitor and 1024 X 768 setting will make presentation and system screens easier to read.
• Phone with Headset/Microphone or Speakerphone feature – to maximize student listening and comfort during presentation and demonstration portions of the course.

Software Requirement
A complete list of supported Operating Systems, browsers and additional requirements for Adobe Acrobat Connect™ can be found at: www.adobe.com/products/acrobatconnectpro/systemreqs

Sample Email to Notify Others You Are in a Virtual Class
This is a sample of an email you can send to your colleagues and manager when you are taking an online course.

Dear colleagues,
Today I will be participating in an online class from my desk. I will be online from approximately 9:30 a.m. to 5:30 a.m. EST. I would appreciate it if you would not disturb me during this time. If you have an immediate question, please contact Joe Smith at extension 123. If it can wait until after 11:00 a.m., please send me an email and I will follow up with you before the end of the business day. I appreciate your consideration.

Best regards,

Getting the Most Out of Your Session

Session Guidelines
• Turn off email, phones, instant messaging tools, and clear other distractions away from your training area.
• Participate and prepare to be called on by name.
• Use the “Raise Hand” icon if you have an immediate question or comment.
• Be patient waiting for a response to your chat messages.
• If you leave the program, please use the “Step Away” status icon in the Attendee List pod to let your instructor know when you leave and remember to clear it when you return.
## Course Overview

### Unit 1: SAP Human Capital Management Basics

1. Lesson: Logging On to the SAP System
2. Lesson: Navigating SAP Menus
3. Lesson: Finding Help

### Unit 2: Structures in Human Capital Management

4. Lesson: Analyzing HCM Structures
5. Lesson: Enhancing the Organizational Structure
6. Lesson: Using the Organization and Staffing Interface
7. Lesson: Reporting on Existing Positions

### Unit 3: Personnel Administration

8. Lesson: Maintaining Employee Information
9. Lesson: Executing Personnel Actions
10. Lesson: Maintaining Employee Data Using SAP NetWeaver Business Client (NWBC)

### Unit 4: SAP E-Recruiting

11. Lesson: Recruiting New Employees
12. Lesson: Applying for a Vacant Position
13. Lesson: Determining Information in the Talent Warehouse
14. Lesson: Determining Reporting Options Available for SAP E-Recruiting

### Unit 5: Employee Benefits

15. Lesson: Enrolling an Employee in Benefits
16. Lesson: Generating Benefit Reports

### Unit 6: Time Management

17. Lesson: Outlining Time Management Basics
18. Lesson: Recording Time Data
19. Lesson: Evaluating Time Data
20. Lesson: Using Cross-Application Time Sheet (CATS)

### Unit 7: Introduction to Payroll

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TARGET AUDIENCE
This course is intended for the following audiences:

- Application Consultant
- Business Analyst
- Business Process Owner/Team Lead/Power User
- Data Consultant/Manager
- Help Desk/CoE Support
Lesson 1: Logging On to the SAP System

Lesson Objectives
After completing this lesson, you will be able to:

- Log on to an SAP system
- Personalize the SAP interface

Lesson 2: Navigating SAP Menus

Lesson Objectives
After completing this lesson, you will be able to:

- Navigate in the SAP system
- Find Information using the system status bar
- Access the SAP system using role based menus
- Open multiple sessions in the SAP system

Lesson 3: Finding Help

Lesson Objectives
After completing this lesson, you will be able to:

- Find help from the SAP Easy Access screen
UNIT 2
Structures in Human Capital Management

Lesson 1: Analyzing HCM Structures
Lesson Objectives
After completing this lesson, you will be able to:
- Identify the elements of Human Capital Management structures
- Analyze the elements of the enterprise structure
- Display the elements of the HCM personnel structure

Lesson 2: Enhancing the Organizational Structure
Lesson Objectives
After completing this lesson, you will be able to:
- Identify objects included in an organizational plan

Lesson 3: Using the Organization and Staffing Interface
Lesson Objectives
After completing this lesson, you will be able to:
- Update Human Capital Management structures with the Organization and Staffing Interface

Lesson 4: Reporting on Existing Positions
Lesson Objectives
After completing this lesson, you will be able to:
- Execute a report on existing positions
Lesson 1: Maintaining Employee Information

Lesson Objectives
After completing this lesson, you will be able to:

- Identify the characteristics of infotypes
- Create an infotype record for an employee
- Execute fast entry to update infotype records

Lesson 2: Executing Personnel Actions

Lesson Objectives
After completing this lesson, you will be able to:

- Complete a series of infotypes for an employee using an action

Lesson 3: Maintaining Employee Data Using SAP NetWeaver Business Client (NWBC)

Lesson Objectives
After completing this lesson, you will be able to:

- Maintain employee data using SAP NetWeaver Business Client
Lesson 1: Recruiting New Employees

Lesson Objectives
After completing this lesson, you will be able to:

- Create a requisition to start the recruitment process

Lesson 2: Applying for a Vacant Position

Lesson Objectives
After completing this lesson, you will be able to:

- Register an external candidate for a vacant position

Lesson 3: Determining Information in the Talent Warehouse

Lesson Objectives
After completing this lesson, you will be able to:

- Determine talent information in the Talent Warehouse

Lesson 4: Determining Reporting Options Available for SAP E-Recruiting

Lesson Objectives
After completing this lesson, you will be able to:

- Determine SAP E-Recruiting reporting options
UNIT 5

Employee Benefits

Lesson 1: Enrolling an Employee in Benefits

Lesson Objectives
After completing this lesson, you will be able to:

- Enroll an employee in benefits

Lesson 2: Generating Benefit Reports

Lesson Objectives
After completing this lesson, you will be able to:

- Review benefit reports
- Review benefit participation
Lesson 1: Outlining Time Management Basics

Lesson Objectives
After completing this lesson, you will be able to:
• Review time management processes

Lesson 2: Recording Time Data

Lesson Objectives
After completing this lesson, you will be able to:
• Record employee time data
• Record employee time data using Time Manager’s Workplace (TMW)

Lesson 3: Evaluating Time Data

Lesson Objectives
After completing this lesson, you will be able to:
• Evaluate employee time data

Lesson 4: Using Cross-Application Time Sheet (CATS)

Lesson Objectives
After completing this lesson, you will be able to:
• Enter time using the Cross-Application Time Sheet
Lesson 1: Processing Payroll

Lesson Objectives
After completing this lesson, you will be able to:

- Process a payroll run
Lesson 1: Maintaining the Qualification Catalog

Lesson Objectives
After completing this lesson, you will be able to:

• Maintain the qualification catalog

Lesson 2: Creating Profiles

Lesson Objectives
After completing this lesson, you will be able to:

• Create person and position profiles

Lesson 3: Executing Profile Match-ups

Lesson Objectives
After completing this lesson, you will be able to:

• Execute a profile match-up
Lesson 1: Outlining HR Renewal Functionality

Lesson Objectives
After completing this lesson, you will be able to:

● Outline HR Renewal functionality
● Access the SAP system using an HR Renewal role

Lesson 2: Accessing HR Renewal Landing Pages

Lesson Objectives
After completing this lesson, you will be able to:

● Access an HR Renewal landing page
Lesson 1: Maintaining Training Events

Lesson Objectives
After completing this lesson, you will be able to:

• Create a training event in the Training and Event catalog

Lesson 2: Enrolling Employees in Training Events

Lesson Objectives
After completing this lesson, you will be able to:

• Enroll an employee in a training event

Lesson 3: Outlining Enterprise Learning Functionality

Lesson Objectives
After completing this lesson, you will be able to:

• Evaluate the components of the enterprise blended learning solution

Lesson 4: Creating Development Plans

Lesson Objectives
After completing this lesson, you will be able to:

• Create and assign employee development plans

Lesson 5: Identifying HR Renewal Learning Solution (LSO) Components

Lesson Objectives
After completing this lesson, you will be able to:

• Identify the components of LSO available with HR Renewal
Lesson 1: Creating Performance Review Documents

Lesson Objectives
After completing this lesson, you will be able to:

• Create a performance review

Lesson 2: Managing Employee Talent

Lesson Objectives
After completing this lesson, you will be able to:

• Plan the deployment of internal talent
Lesson 1: Creating Compensation Budgets

Lesson Objectives
After completing this lesson, you will be able to:

- Identify Enterprise Compensation Management basics
- Use the job pricing tool
- Prepare budgets for compensation adjustments

Lesson 2: Administering Compensation Adjustments

Lesson Objectives
After completing this lesson, you will be able to:

- Generate employee compensation adjustments

Lesson 3: Analyzing Long-Term Incentives

Lesson Objectives
After completing this lesson, you will be able to:

- Analyze long-term incentives
Lesson 1: Describing SuccessFactors Integration with SAP HCM

Lesson Objectives
After completing this lesson, you will be able to:

- Describe SuccessFactors functionality
Lesson 1: Analyzing Self-Services

Lesson Objectives
After completing this lesson, you will be able to:

• List the advantages of self-services
• View a team calendar as a manager
• Update dependent information using SAP NWBC
Lesson 1: Analyzing HCM Reports

Lesson Objectives
After completing this lesson, you will be able to:

- Execute an HCM standard report
- Create an ad hoc query
- Review a Business Intelligence dashboard