



Sydney Institute of ERP

SAP is a world leader in business solutions

Join SAP Courses @ SiERP

Become SAP Certified and Accelerate your career



SAP – Human Capital Management – Management and Administration

The SAP Human capital Management course contains the following training:

- SAP129 SAP Navigation
- TERP01 Introduction to processes in SAP ERP
- TERP02 Introduction to processes in SAP NetWeaver
- TERP31 Introduction to processes in HCM
- SM001 Introduction to SAP Solution Manager
- THR10 Management & Administration I
- THR12 Management & Administration II

SAP129 SAP Navigation (Course Version: 010)

Goals

At the end of this course you will be able to:

- familiarize with key terms
- navigate within the SAP system.

Contents

- The SAP Navigation course is designed to familiarize learners with key terms and how to navigate within the SAP system.
- You will be introduced to the key areas of SAP screens, fields, and features.
- You will also be introduced to ways in which you can obtain additional help, modify and customize the look of your SAP system, as well as apply more advanced skills.

TERP01 Introduction to processes in SAP ERP (Course Version: 010)

This course introduces basic organizational levels and master data concepts used throughout SAP ERP. Detailed explanation of the organizational levels and master data used in the various ERP business processes is covered in the advanced courses associated with each process area.

Goals

At the end of this course you will be able to:

- Identify the organizational levels used in SAP ERP
- Explain the functions and structure of master data in supporting ERP business processes
- Identify the various levels and types of reporting available in SAP ERP

Contents

Using recorded presentations, system demonstrations, practice simulations, quizzes, and assessments you will be introduced to:

- SAP ERP organizational levels
- Functions and structures of master data throughout SAP ERP
- SAP ERP analytical and reporting solutions

TERP02 Introduction to processes in SAP NetWeaver (Course Version: 010)

This course provides an introduction to SAP NetWeaver and its components.

Goals

At the end of this course you will be able to:

- Identify the different components of SAP NetWeaver
- Explain the business process functions each NetWeaver component supports

Contents

Using recorded presentations, system demonstrations, practice simulations, quizzes, and assessments you will be introduced to:

- How SAP NetWeaver supports business processes
- The technical infrastructure components SAP NetWeaver

TERP31 Introduction to processes in HCM (Course Version: 010)

This course introduces the basic business processes supported by HCM.

Goals

At the end of this course you will be able to:

- Identify Human Capital Management's organizational structure and master data
- Explain how employee records are managed
- Describe the basic business processes supported by HCM
- Identify the integration points with other ERP processes
- Explain the HCM reporting and analysis tools

Contents

Using recorded presentations, system demonstrations, practice simulations, quizzes, and assessments you will be introduced to:

- Organizational structures used in HCM
- How employee records are managed
- How employee records are managed
- HCM reporting and analysis

SM001 Introduction to SAP Solution Manager (Course Version: 010)

Goals

- Define the concept of the SAP Solution Manager
- Discuss the tools provided by the SAP Solution Manager

Contents

- This course is meant to familiarize you with the principles and terminology of the SAP Solution Manager. You will be introduced to the benefits of using the SAP Solution Manager during the implementation of your SAP solutions and during ongoing support and operations.

THR10 Management & Administration I (Course Version: 010)

Goals

- Explain the basic processes of human resources
- Adjust personnel administration data for customer-specific requirements
- Adjust the main aspects of time data
- Carry out reporting in Human Resource Management

Contents

- Overview of SAP ERP HCM: Navigation and structures in Human Resource Management, Employee Self-Service, Manager's Desktop, recruitment, personnel development, personnel cost planning, training and event management, compensation management
- Configuration of human resources master data: Enterprise, personnel and organizational structure, default values and features, billing data: Pay scale and wage type structure, pay scale reclassification and increase, work flows and user interfaces: for example, screen modification and personnel actions, management of global employees
- Configuration of Time Management: Overview of Time Management and its integration with other applications, configuring the work schedule and setting up the planned working time, creating attendance and absence types and their payments, managing time quotas and quota deduction, and configuring the Time Manager's Workplace (TMW)
- Reporting in Human Resource Management: Infosystems, Ad Hoc Query, SAP Query, payroll infotypes and simulated infotypes of Time Management, Human Resource Management in SAP NetWeaver Business Intelligence
- Mini case study

THR12 Management & Administration II (Course Version: 010)

Goals

- Explain how Payroll is organized, perform payroll runs, and configure gross payroll
- Configure organizational management
- Utilize your knowledge directly as a junior consultant in your first period of practice

Contents

- Organization and configuration of payroll: Identifying and operating control mechanisms available in the payroll system, personnel calculation schema and rules, encoding characteristics of wage types, checking the payroll using the payroll log, determining hourly rates, calculating averages, factoring, developing rules to automate the payment of working hours, processing absences in payroll, retroactive accounting

- Organizational management: Maintenance of the organizational structure , matrix organization and structures, reporting and reporting tools, Manager's Desktop and Manager Self Service, integration with other HR components
- Integrated case study: Implementation of a fictitious demo company using specific business processes: configuration and mapping of the company structure, master data, and business processes in the SAP system

Student handbooks:

THR10 – Management & Administration I – Part 1

Units

1. Employee Information
2. Personnel Development
3. Employee Remuneration
4. User Preferences
5. Employee Master Data
6. Implementation Guide Projects
7. Human Capital Management Structures
8. Organization Structure
9. Additional Organizational Assignments
10. Features
11. Personal Data
12. Links Between Planned Working Time and Basic Pay
13. Remuneration Structure
14. Wage Type Structure
15. Remuneration Reports
16. Infotypes
17. Personnel Actions
18. Dynamic Actions
19. Fast Entry Actions

THR10 – Management & Administration I – Part 2

Units

1. Global Employment in ERP 6.0
2. Case Study: Configuration of Master Data
3. Time Recording
4. Enterprise Structure and Groupings
5. Work Schedules
6. Part-time Workforce
7. Time Data Recording and Administration
8. Attendance and Absence Counting
9. Attendance and Absence Quotas
10. Time Manager's Workplace
11. Cost Assignment and Activity Allocation

12. Case Study: Configure Time Data Recording

THR12 – Management & Administration II – Part 1

Units

1. Payroll Overview
2. Payroll Data
3. Payroll Elements
4. Payroll Process
5. Payroll Reports
6. Post Payroll Reports
7. Bank Transfers and Check Preparation
8. Process Model
9. Human Capital Management (HCM) Reporting
10. Manager Self-services
11. Standard SAP Reports
12. Logical Databases and Infosets
13. Ad Hoc Query
14. SAP Query
15. Payroll and Time Management Infotypes
16. Analytical Reporting for HCM

THR12 – Management & Administration II – Part 2

Units

1. Organisational Management Structures
2. Organisational Management Concepts
3. Organisation and Staffing
4. Expert Mode in Organisational Management
5. Simple Maintenance in Organisational Management
6. General Structures and Matrix Organisations
7. Integration in Organisational Management
8. Self-services in Organisational Management
9. Data Model Enhancements in Organisational Management
10. Hierarchy Framework in Organisational Management
11. Evaluations and Reports in Organisational Management
12. HCM Authorisation Basics
13. General Authorisation Checks
14. The Context Solution

Course Based on Software Component (s) and Release (s)

SAP ERP ECC 6.0, Enhancement Package 6

Access to SAP ERP software and Training materials

SAP training materials will be provided for this course. Access to the latest SAP ERP software will be granted through SAP's training clients.

Award

On successful completion of this course, you will receive an Executive Certificate in ERP (SAP Human Capital Management) from Sydney Institute of ERP.

SAP Certification

On completion of this course, you can sit for formal certification exam with SAP Australia. On successful completion, you will receive a consultant certificate at the associate level from SAP Germany.