

# Human Resources - Overview for Project Managers and Team Leads

Prerequisites: *None*

Duration : *108 hours*

Cost : *IDR 7,000,000*

## Course Materials :

### **Step-1**

#### **Getting Started**

- \* Logging on to the SAP R 3
- \* WinHelp Documentation
- \* Help on Screen Fields
- \* Working with Multiple Sessions
- \* User Profile

### **Step-2**

#### **Setting up an Organization**

- \* Part 1: Human Resource Basic
- \* Human Resource Process
- \* Recruitment
- \* Benefits
- \* Training and Events Management
- \* Travel Expenses
- \* Time Management
- \* Payroll Accounting
- \* Shift Planning
- \* Career Succession Planning
- \* Personnel Cost Planning
  
- \* Part 2: An Example
- \* International Structure
- \* Corporate Structure
- \* Client and Company Code
- \* Personnel Area
- \* Personnel Sub Area
- \* Personnel Structures
- \* Personnel Structure - Administrative
- \* Employee Group
- \* Employee Sub Group
- \* Payroll Area
- \* Personnel Structure - Organizational
- \* Organizational Units
- \* Create Organizational Units
- \* Jobs
- \* Create Jobs
- \* Positions
- \* Create Positions
- \* Persons / Users
- \* Organizational Structure with Positions
- \* Organizational Model
- \* Structural Graphics Customization

- \* Plan Versiona
- \* Organizational Plan / Reporting Structure

### **Step-3**

#### **Employee Information**

- \* Employee Information Management
- \* Infotypes
- \* Maintaining Infotypes: Overview
  
- \* Topic - 1: Infotypes
- \* Infotype Menus
- \* Generating Dynamic Menus
- \* Infotype Selection by Name
- \* Display Employee Information
- \* Search by MatchCode
- \* Infotype Selection by Number
- \* Maintain Infotypes
- \* Edit Infotypes
- \* Maintain Employee Information by Date
- \* Generate a Data History
- \* Fast Entry
  
- \* Topic 2: Personnel Events
- \* Personnel Events
- \* Access an Event
- \* Data Entry Screens for a Hiring Event
- \* Events and Personal Data
- \* Organizational Assignment
- \* Addresses
- \* Planned Working Time
- \* Basic Pay
- \* Restart a Personnel Event
- \* Change Entry Date
- \* Dynamic Events

### **Step-4**

#### **Recruitment**

- \* Topic 1: Vacancies
- \* Vacant Position
- \* Description of Vacant Position
- \* Topic 2: Requirements & Qualifications
- \* Qualifications Catalog
- \* Create a Qualification
- \* Create a Qualification Profile for an Employee
- \* Display a Qualification Profile
- \* Profile Comparison
- \* Profile Comparison Procedure
- \* Profile Matchup
- \* Topic 3: Applicant Processing
- \* Assign a Vacant Position
- \* Selection Procedure for a Vacant Position
- \* Create an Advertisement
- \* Sort Applicants

- \* Enter Basic Data
- \* Optical Archiving of Application Documents
- \* Enter Additional Data
- \* Topic 4: Applicant Status and Applicant Actions
- \* Applicant Status
- \* Typical Application Procedure
- \* Creating Applicant Actions Automatically
- \* Characteristics of Applicant Actions (1)
- \* Characteristics of Applicant Actions (2)
- \* Recurring Tasks
- \* Topic 5: Hiring an Applicant
- \* Hiring

## **Step-5**

### **Benefits**

- \* Topic 1: Enrollment
- \* Benefit Structure
- \* Enrollment Forms
- \* General Benefits
- \* Master Data Infotype Requirements
- \* Family/Related Persons
- \* Enrollment 1
- \* Enrollment 2
- \* Enrollment 3
- \* Cost Summary
- \* Dependents
- \* Beneficiaries
- \* Investments
- \* What Happened During Enrollment
- \* Topic 2: Benefit Infotypes
- \* Creation of Infotypes
- \* Health Plans
- \* Insurance Plans
- \* Savings Plans
- \* Spending Account
- \* Credit Plan
- \* Confirmation Form
- \* Payroll/Benefits Interface

## **Step-6**

### **Training and Events Management**

- \* Topic 1: Training Needs
- \* Determine Training Needs
- \* Topic 2: Book a Training Course
- \* Training and Events Management
- \* Booking Attendance
- \* Book an Attendee
- \* Business Event Information: Attendee List
- \* Business Event Information: Schedule
- \* Cancel Attendances
- \* Correspondence
- \* Confirmation of Registration

## **Step-7**

### **Travel Expenses**

- \* Topic 1: Data Entry of Expenses
- \* Travel Expenses
- \* Travel Expenses: Environment
- \* Methods for Recording Travel Expenses
- \* Centralized Data Entry
- \* Centralized Data Entry with Request
- \* Decentralized Data Entry with request visa Dept.Admin
- \* Decentralized Data Entry by Employee
- \* The authorization Concept
- \* HR Master Record (Mini Master): Infotype
- \* Travel Priveges
- \* Topic 2: Processing Expense Data
- \* Overview: Processing Expense Data
- \* Functions: Receipt/Single Record Entry
- \* Enter Receipts for a Trip
- \* Overview of Trip Data
- \* Fast Entry of Trip
- \* Weekly Entry of Trip Data
- \* Allocation of Expenses During Data Entry
- \* Accounting and Payment

## **Step-8**

### **Time Management**

- \* Overview of Time Management
- \* Recording Time Management
- \* Topic 1: Prerequisites of Time Management
- \* Public Holiday Calendar
- \* Work Schedule
- \* Daily Work Schedule
- \* Period Work Schedule
- \* Work Schedule Rule
- \* Assignment to a Work Schedule Rule
- \* Topic 2: Time Recording
- \* Maintain Time Data
- \* Exception Processing
- \* Absences
- \* Vacation or Leave
- \* Sickness
- \* Collision Checks
- \* Time Data Reports
- \* Overtime
- \* Substitutions
- \* Data Entry - Annual Calendar
- \* Data Entry - Monthly Calendar
- \* Data Entry - Weekly Calendar
- \* Topic 3: Time Evaluation
- \* Time Evaluation
- \* Integration: Time Evaluation - HR Master Record
- \* Planned Working Time
- \* Time Recording Information
- \* Time Evaluation Process

- \* List Entry of Time Events
- \* Time Statement List

## **Step-9**

### **Payroll Accounting**

- \* Overview of Payroll Accounting
- \* Payroll Accounting
- \* Topic 1: The Payroll Accounting Process
- \* The Payroll Accounting Process: Overview
- \* Calculation of Gross Amount
- \* Calculation of Net Amount
- \* Payroll and Subsequent Activities
- \* Payroll Areas
- \* Payroll Control Record
- \* Payroll Program: Selection Screen
- \* Payroll Control Record
- \* Payroll Program: Selection Screen
- \* Topic 2: Subsequent Activities
- \* Subsequent Payroll Activities
- \* Tax
- \* List / Statistics per payroll Period
- \* Interface between Payroll and FI/CO: Overview

## **Step-10**

### **Employee Development & Salary Administration**

- \* Career and Succession Planning
- \* Salary Administration
- \* Topic 1: Career and Succession Planning
- \* A Career Model
- \* Display Career Model
- \* Start Career Planning
- \* Choose Jobs
- \* Hit List Positions
- \* Topic 2: Salary Administration
- \* Benefits of Salary Administration
- \* Salary Projection - Scenario 1
- \* Salary Projection - Scenario 2
- \* Salary Planning

## **Step-11**

### **Cost Planning**

- \* Personnel Cost Planning and Budgeting
- \* Topic 1: Cost Planning Process
- \* Cost Planning / Cost Forecasting
- \* Cost Planning Using Payroll Results
- \* Cost Planning
- \* Display costs for a Position / Person
- \* Increase Wage Elements
- \* Introduce New Positions
- \* Topic 2: Display, Save and Transfer Results
- \* Graphic Presentation
- \* Save Cost Planning Data and Transfer Cost to Cost Accounting

## **Step 12**

### **Reporting**

- \* Overview of Reporting
- \* Reporting
- \* Human Resource Information System
- \* Topic 1: Standard Reporting
- \* Report Selection Via the Menu
- \* Report Selection Screen (Example)
- \* Enhance the Report Selection Screen
- \* Report Selection via the Reporting Tree
- \* General Report Selection
- \* Download Data
- \* Topic 2: The Human Resource Information System
- \* Accessing HIS
- \* Graphic Representation of Organizational Structure
- \* Start Reporting