

Human Resources - Master Data in Personnel Administration (PA)

Prerequisites: *None*

Duration : *108 hours*

Cost : *IDR 7,000,000*

Course Materials :

Step-1

Configuring an Organizational Structure

- * Create Objects
- * Essential Relationships
- * Create Description
- * Create Department/Staff
- * Add Relationships
- * Maintain Plan Data
- * Add account assignment to the Company Organizational Unit
- * Acct Assignment Features
- * Structure Maintenance

Step-2

Configuring Positions

- * Configure Positions
- * Configure Reporting Relationships
- * Produce and Organizational Structure Report

Step-3

Executing a Personnel Action

- * Hire a Employee
- * Make changes to Employee Master Data
- * Produce an Employee List report for the new employee

Step-4

Using the Implementation Guide (IMG)

- * Create a project plan.
- * Generate a project IMG
- * Description of Vacant Position
- * Use the find feature to locate IMG activities
- * Execute and IMG Activity
- * Maintain status of project activities.

Step-5

Course Materials :

- * Configuring Personnel Sub-Areas
- * Employee Sub-Groups
- * Grouping for Work Schedules

Step-6

Additional Organizational Assignments

- * Maintain HR Master Data
- * Change Organizational Assignment

Step-7

Using Features

- * Display Features
- * Process Feature/Decision Tree

Step-8

Understanding Planned Working / Time Connection to Basic Pay

- * Display the HR Master Data
- * Planned Working Time
- * Basic Pay
- * Work Schedules Overview
- * Primary Wage Type and Employee Groupings

Step-9

Defining Payscale Structures

- * Customizing Project Administration
- * Process Feature Tariff: Decision Tree
- * Choose Activity
- * Change Payscale - Period Parameter Assignment
- * Determine Work Area
- * Create Basic Pay

Step-10

Defining Wage Types

- * Create Dialog Wage Type
- * Understand controls used to determine wage type assignment
- * Define feature LGMST to default wage type assignment
- * Setup indirect valuation

Step-11

Performing Payscale reclassification and pay increases

- * Understand how to perform payscale reclassifications
- * Configure a payscale reclassification to a new payscale level
- * Understand how to perform standard payincreases

Step 12

Confirming the new master data configuration

- * Modify an existing organizational structure to add a new organizational unit and new position
- * Process a hire personnel action and confirm the functionality of the newly configured personnel subarea, employee subgroup, payscales and wage types