

# 1<sup>st</sup> Elecose IT Training

## Introduction

- Structures in HCM
- Organizational Management
- Personnel Administration
- Recruitment
- Payroll
- Time Management
- Personnel Development
- Benefits
- Training & Event Management
- Compensation Management
- ESS/MSS

## Structures in HCM

- Organizational Structures
- Enterprise Structure

## Personnel Structure

- Personnel Area
- Personnel Sub-Area
- Employee Group
- Employee Sub Group

## Organizational Management

- Overview of OM

## Concepts of OM

- Object Type
- Objective Relationships
- Object Properties & Planning Options
- Infotypes

## **Organizational Structures:**

### Personnel Administration

- Infotypes
- Personnel Actions
- Info type Maintenance

## **1<sup>st</sup> Elecose IT Training**

- Features: NUMKR / IGMOD
- Employee Attributes
- Hiring Process PA40
- HR Master Data PA30
- Integration between PA and OM

### **Recruitment**

- Requirements of Recruitment
- Personnel Officer
- Medium for Recruitment
- Applicant Structure
- Applicant Selection
- Number Ranges
- Feature PINCH
- Integration Components
- Vacancy Assignments
- Hire Applicant PB40
- Transfer Data PA40

### **PAYROLL**

- Introduction to Payroll Concepts
- SAP Payroll Concepts
- Payroll Prerequisites
- Organizing a Live Payroll Run
- Info type 0008
- Payscale types, Payscale areas, Payscale groups, Payscale levels
- Wage Types- Components
- Remuneration Statements

### **TIME MANAGEMENT**

- Time Management Introduction
- Roles in Time Management
- Planned Working Time—0007
- Link between IT 0007 & IT 0008
- Payroll & Time Management IT's
- Attendance & Absence Counting
- Attendance & Absence Quotas

### **Time Evaluation**

- Compensatory Offs
- Overtime

## **1<sup>st</sup> Elecose IT Training**

- Schemas, PCR's
- CATS

### **Components of Personnel Development**

- Qualifications
- Profile Match up
- Succession
- Appraisals
- Edit Scales
- Create Catalog
- Execute the Appraisal

### **Benefits**

- Benefit Area
- Benefit Providers
- Benefit Plans
- Health Plans
- Insurance Plans
- Saving Plans
- Flexible Plans
- Benefit Parameters
- Other Related Features

### **Training and Event Management**

- Training Programme Cost
- Training Programme Day & Timings
- Training Programme Business Event
- Training Programme Resources
- Attendance Booking
- Lock & Unlock

### **Compensation Management**

- Overview of the Module
- Enterprise Compensation Management
- Budgeting

### **Contents in Compensation Administration**

- Compensation Area
- Compensation Area Feature
- Compensation Plans & Reviews
- Eligibility

## 1<sup>st</sup> Elecose IT Training

- Guidelines
- Plan Attributes
- Compensation Programs
- Other Settings

### **Employee Self Service/Manager Self Service**

- Define Headers
- Define Age group pages
- Define Areas
- Define Services
- Info type View Indicator
- Create Rule Groups
- Quota Overview/Time Accounts
- Set Up Data Entry profiles
- Time Statement
- Team calendar
- Accessing Reports

### **Additional Info:**

- Creation of Customer Specific Info types
- Country Specific Info types
- Sub Module Integration
- Cross Module Integration