

# 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

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- 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

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- 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

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- 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

## SAP HANA 2.0 SPS03 – Installation and Administration

- This course is the best starting point to learn about SAP HANA installation, update, configuration and system administration.
- The course is independent from the SAP Net Weaver administration world, as it teaches how to perform system administration on the SAP HANA platform. The system administration tools used are native to the SAP HANA platform.
- Throughout the course, you will learn about the following SAP HANA too for installation, update, configuration and system administration.
  - SAP HANA database lifecycle manager (HDBLCM)
  - SAP HANA cockpit 2.0
  - SAP HANA studio
  - SAP HANA HDBSQL command line
- At the end, you will be able to perform all the required daily system administration tasks on the SAP HANA database platform.
- Contents:
  - SAP HANA introduction
  - Installation sizing and OS preparations

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- SAP HANA installation and upgrade/conversion to a multitenant database
- SAP HANA architecture and deployment options
- SAP HANA cockpit 2.0 installation, configuration and upgrade
- SAP HANA Administration tools
- Post installation steps
- Database administration tasks using SAP HANA cockpit 2.0
- Backup and recovery using SAP HANA cockpit 2.0
- SAP HANA Security
- User and authorizations

## **SAP HANA 2.0 SPS03 – High Availability and Disaster Tolerance**

### **Administration**

- This course is the best starting point to learn about SAP HANA high availability, disaster tolerance and multitenant capabilities in larger SAP HANA landscapes.
- The course is independent from the SAP NetWeaver administration world, as it teaches how to perform system administration on the SAP HANA platform. The system administration tools used are native to the SAP HANA platform.
- Throughout the course, you will learn about the following advanced SAP HANA administration topics.
  - SAP HANA scale-out and host auto failover.
  - SAP HANA multitenant features
  - SAP HANA system replication between datacenters
  - SAP HANA python scripts provided by SAP
- At the end, you will be able to perform all the required advanced syst administration tasks on the SAP HANA database platform.
- Contents:
  - SAP HANA High Availability and Disaster Tolerance
  - SAP HANA multi host scale-out and host auto failover
  - SAP HANA storage and system replication
  - SAP HANA system replication options
  - SAP HANA multitenant features
  - SAP HANA python scripts provided by SAP

## **SAP HANA 2.0 SPS03 – Using Monitoring and Performance**

### **Tools**

- This course is the best starting point to learn about the SAP HANA Monitoring and Performance Tools.
- Contents:
- Emergency Analysis and Troubleshooting using SAP HANA cockpit 2.0
  - Handling System Offline Situations
  - Handling System Hanging but Reachable Situations
  - Analyzing a Suddenly Slow System

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- Structural System Performance Root Cause Analysis
  - Analyzing Memory Issues
  - Analyzing CPU Issues
  - Analyzing Expensive Statements Issues
  - Analyzing Disk and I/O Issues
- Proactive Monitoring and Performance Safeguarding
  - Configuring SAP HANA Alerting Framework
  - Setting up SAP HANA Workload Management
  - Using SAP HANA Capture and Replay

## **SAP HANA 2.0 SPS03 – Authorizations, Scenarios & Security**

### **Requirements**

- The aim of this course is to prepare the student to work on authorizations and security on the SAP HANA Platform. The course initially covers system level security including Network and Communication security and Data Storage encryption, then it focuses on user management, authentication, authorizations, and auditing. Specific exercises are proposed, about LDAP Group authorization, User Groups, Data Masking, Authorization trace.
- Some basic concepts of application development on the XS Advanced are introduced since they are required to properly work on authorization roles.
- Table of contents:
  - SAP HANA Overview
  - Network and Communication Security
  - Certificate Management
  - Data Storage Security
  - Object Ownership
  - User Management
  - Authentication and Single Sign-On
  - Elements of application development in XS Advanced
  - Elements of application development in XS Classic (optional)
  - Authorizations
  - Analyzing Users and Authorizations
  - Auditing
  - Security for SAP HANA Extended Application Services, class model (XSC, optional)
  - Security for SAP HANA Extended Application Services, advan model (XSA)
  - SAP BW Models in SAP HANA
  - Integration with SAP Business Objects BI 4.X (optional)
  - SAP HANA with ERP or S/4HANA and the Analytics Authorizati Assistant (optional)
  - Integration with SAP GRC (optional)
  - Integration with SAP Identity Management (optional)
- Note: content, which is marked as “optional”, refer to secondary Lesso and Exercises and won't be covered in this 2 days classroom course (due to lack of time, they mostly cover security on the deprecated XS Classic architecture, plus some overview lessons on related subjects). Nevertheless, we left such contents in the training material, since they could be of interest for a subsequent review by the student.

## **SAP HANA 2.0 SPS02 – Database Migration**

- Getting Familiar with Database Migration Option (DMO)
  - Listing DMO Benefits
  - Explaining DMO Basics
- Preparing Database Migration Option (DMO) Procedure
  - Ensuring DMO Prerequisites are Fulfilled on the Host
  - Configuring SAP Host Agent for DMO
  - Examining the SUM UI
- Configuration of Database Migration Option (DMO) Procedure
  - Starting the DMO Run
  - Continuing DMO with Roadmap Steps Configuration and Checks
  - Continuing DMO with Roadmap Steps Preprocessing
  - Listing DMO Procedure Steps
  - Monitoring the Migration
  - Resetting the DMO Procedure
  - Tuning the DMO Downtime
  - Listing the DMO Steps After Roadmap Step Preprocessing
  - Explaining the DMO Release Schedule
- Listing Migration Options to SAP HANA