THR10

SAP Human Capital Management I - Part 1

Contents

xi	Course Overview	
1	Unit 1:	**Employee Information**
2		Lesson: Maintaining Employee Data
15		Exercise 1: Update an Employee's Address
17		Exercise 2: Use an Action to Update an Employee's Basic Pay
20		Lesson: Accessing Time Data
29		Exercise 3: Find Employee Time Data
32		Lesson: Maintaining Employee Information Using Self-Services
39		Exercise 4: Update Employee Data Using SAP NWBC
43		Lesson: Recruiting Personnel
55		Exercise 5: Search for Applications
65	Unit 2:	**Personnel Development**
66		Lesson: Managing the Course Catalog
73		Exercise 6: Create a New Event Date
76		Lesson: Managing the Enterprise Learning Solution
85		Exercise 7: Register for a Course
88		Lesson: Managing Talent
91		Exercise 8: Execute a Profile Matchup
94		Lesson: Performing Appraisals
109		Exercise 9: Execute an Appraisal
121	Unit 3:	**Employee Remuneration**
122		Lesson: Managing Compensation
127		Exercise 10: Generate a Total Compensation Statement
130		Lesson: Managing Payroll
137		Exercise 11: Simulate a Payroll Run
145	Unit 4:	**User Preferences**
146		Lesson: Assigning User Roles
149		Exercise 12: Assign User Roles
153		Exercise 13: Set User Parameters
157		Exercise 14: Create Favorites
165	Unit 5:	**Employee Master Data**
166		Lesson: Entering New Employee Data
171		Exercise 15: Hire a New Employee

180		Lesson: Creating Projects
185		Exercise 16: Create a Project IMG
189		Lesson: Utilizing the Solution Manager
193		Lesson: Executing Projects
197		Exercise 17: Use the IMG
201		Lesson: Maintaining Customizing Tables
205		Exercise 18: Create New Entries in a Customizing Table
209		Exercise 19: Delete Table Entries
213		Exercise 20: Delimit a Table Entry
225	**Unit 7:**	**Human Capital Management Structures**
226		Lesson: Enhancing the Enterprise Structure
233		Exercise 21: Create a New Personnel Area
239		Exercise 22: Create a New Personnel Subarea
242		Lesson: Enhancing the Personnel Structure
247		Exercise 23: Create an Employee Subgroup
251		Exercise 24: Verify Organizational Assignments
259	**Unit 8:**	**Organizational Structure**
260		Lesson: Mapping the Organizational Structure
265		Lesson: Integrating with Organizational Management
271		Exercise 25: Set up Integration Default Values
275		Lesson: Utilizing Default Values
277		Exercise 26: Hire an Employee with Default Values
287	**Unit 9:**	**Additional Organizational Assignments**
288		Lesson: Reviewing Additional Organization Assignments
291		Exercise 27: Create a Payroll Area
295		Exercise 28: Display a Payroll Control Record
302		Lesson: Reviewing the Organizational Key
305		Exercise 29: Find the Organizational Key Configuration Table
308		Lesson: Configuring Administrators
311		Exercise 30: Configure an Administrator
315		Lesson: Confirming Employee Attributes
317		Exercise 31: Confirm Employee Attributes

327	**Unit 10:**	**Features**
328		Lesson: Maintaining Features
332		Lesson: Defaulting the Payroll Area
334		Lesson: Defaulting Personnel Number Ranges
336		Lesson: Defaulting the Administrator Group
339		Exercise 32: Create a New Administrator
341		Exercise 33: Update the Feature PINCH
345		Exercise 34: Confirm Default Values Used in Master Data
355	**Unit 11:**	**Personal Data**
356		Lesson: Maintaining Personal Data
361		Exercise 35: Update Master Data Infotypes
369	**Unit 12:**	**Links Between Planned Working Time and Basic Pay**
370		Lesson: Linking Planned Working Time and Basic Pay
377		Exercise 36: Create Planned Working Time and Basic Pay Infotypes
385	**Unit 13:**	**Remuneration Structure**
386		Lesson: Building the Remuneration Structure
391		Lesson: Creating and Assigning a Pay Scale
393		Exercise 37: Create and Assign a Pay Scale Area
396		Lesson: Creating a Pay Scale Table
399		Exercise 38: Create a Pay Scale Table
402		Lesson: Defaulting Pay Scale Values
405		Exercise 39: Assign Default Values for the Remuneration Structure

THR10_2

SAP Human Capital Management I - Part 2

Contents

xi	Course Overview	
1	**Unit 1:**	**Global Employment in ERP 6.0**
2		Lesson: Reviewing Global Employment
21	**Unit 2:**	**Case Study: Configuration of Master Data**
22		Lesson: Configuring Master Data - Case Study
23		Exercise 1: Case Study
37	**Unit 3:**	**Time Recording**
38		Lesson: Identifying the Foundations of Time Management
48		Lesson: Identifying the Roles in Time Management
52		Lesson: Identifying Time Recording Options
69		Exercise 2: Record Time Data Using the Time Manager's Workplace
73		Exercise 3: Record Time Data Using Infotypes
83	**Unit 4:**	**Enterprise Structure and Groupings**
84		Lesson: Identifying Structures in HCM
89		Exercise 4: Perform an Organizational Reassignment
103	**Unit 5:**	**Work Schedule**
105		Lesson: Displaying the Public Holiday Calendar
110		Lesson: Reviewing Work Schedule Levels and Groupings
113		Lesson: Defining Break Schedules
115		Exercise 5: Create Break Schedules
119		Lesson: Creating Daily Work Schedules
125		Exercise 6: Create a Daily Work Schedule
129		Lesson: Customizing Period Work Schedules
131		Exercise 7: Set Up a Period Work Schedule
135		Lesson: Reviewing Day Types and Selection Rules
139		Exercise 8: Review Day Types and Selection Rules
142		Lesson: Creating Work Schedule Rules
145		Exercise 9: Create Work Schedule Rules
149		Lesson: Generating Work Schedules
155		Exercise 10: Generate Work Schedules
159		Exercise 11: Generate Work Schedules for a Rotating Shift

179	**Unit 6:**	**Part-Time Workforce**
180		Lesson: Creating Part-Time Work Schedules
185		Exercise 12: Set Up a Part-Time Work Schedule
191	**Unit 7:**	**Time Data Recording and Administration**
192		Lesson: Setting Up Attendance and Absence Types
201		Exercise 13: Set Up an Absence Type
205		Lesson: Reviewing the Customizing of Time Infotypes
211		Lesson: Reviewing System Reactions to Colliding Time Infotypes
219	**Unit 8:**	**Attendance and Absence Counting**
220		Lesson: Defining Counting Rules for Attendances and Absences
229		Exercise 14: Define Counting Rules
236		Lesson: Assigning Counting Rules to Absence Types
239		Exercise 15: Assign a Counting Rule to an Absence Type
242		Lesson: Reviewing the Use of Daily Work Schedule Variants to Count Absences

THR12_1

SAP Human Capital Management II (Part 1)

Contents

xi	Course Overview	
1	Unit 1:	Payroll Overview
2		Lesson: Setting Up the User Interface
5		Exercise 1: Set Up Profiles
8		Lesson: Identifying Payroll Elements
19	Unit 2:	Payroll Data
20		Lesson: Entering Payroll Data
25		Exercise 2: Hire an Employee
31		Exercise 3: Review Employee Master Data
37	Unit 3:	Payroll Elements
38		Lesson: Organizing a Payroll Run
43		Exercise 4: Review a Payroll Control Record
46		Lesson: Reviewing the Payroll Status Infotype
49		Exercise 5: Review a Payroll Status Infotype
59	Unit 4:	Payroll Process
60		Lesson: Running Payroll
71		Exercise 6: Process a Payroll
81		Exercise 7: Process a Retroactive Payment
89	Unit 5:	Payroll Reports
90		Lesson: Reporting on Payroll
93		Exercise 8: Display Payroll Results
96		Lesson: Generating Remuneration Statements
99		Exercise 9: Run a Remuneration Statement
102		Lesson: Analyzing Payroll Results
105		Exercise 10: Generate a Payroll Account
109		Exercise 11: Generate a Payroll Journal
112		Lesson: Analyzing Wage Types
113		Exercise 12: Use the Wage Type Reporter
116		Lesson: Reviewing Ad Hoc Query Functionality

125	**Unit 6:**	**Post Payroll Results**
126		Lesson: Posting Environments
133		Exercise 13: Create a Simulated Posting Run
136		Lesson: Verifying a Posting Run
141		Exercise 14: Check Posting Documents
144		Lesson: Updating a Live Posting Run
147		Exercise 15: Create a Live Posting Run
149		Exercise 16: Release Posting Documents
151		Exercise 17: Post Payroll Results
154		Lesson: Verifying Documents
157		Exercise 18: Review Posting Documents
167	**Unit 7:**	**Bank Transfers and Check Preparation**
168		Lesson: Generating Employee Payments
175		Exercise 19: Prepare a Bank Transfer
181	**Unit 8:**	**Process Model**
182		Lesson: Running a Payroll Process Model
189		Exercise 20: Run a Process Model
199	**Unit 9:**	**Human Capital Management (HCM) Reporting**
200		Lesson: Identifying the Tools Available for HCM Reporting
217	**Unit 10:**	**Manager Self-Services**
218		Lesson: Reporting on Employee Data Using Manager's Desktop (MDT)
223		Exercise 21: Execute a Report Using MDT
229		Exercise 22: Customize MDT
234		Lesson: Reporting on Employee Data with Manager Self-Service (MSS) Using a Portal
242		Lesson: Reporting on Employee Data Using SAP NetWeaver Business Client (NWBC)
251	**Unit 11:**	**Standard SAP Reports**
252		Lesson: Executing Standard Reports
257		Exercise 23: Execute a Report from Information Systems
261		Lesson: Defining a User Menu
263		Exercise 24: Modify a User Menu

269	**Unit 12:**	**Logical Databases and Infosets**
270		Lesson: Reviewing Logical Databases
278		Lesson: Reviewing Reporting Elements
283		Exercise 25: Display a User Group
289		Exercise 26: Transport an InfoSet
293		Lesson: Creating InfoSets
297		Exercise 27: Create an InfoSet
301		Exercise 28: Copy an InfoSet
305		Lesson: Using InfoSet Switches
325	**Unit 13:**	**Ad Hoc Query**
326		Lesson: Reviewing Ad Hoc Query Concepts
330		Lesson: Creating Reports Using Ad Hoc Query
339		Exercise 29: Create a Simple Query
343		Exercise 30: Create a Query with Multiple Selections
345		Exercise 31: Create a Query Using the Organizational Structure for Selection
349		Lesson: Creating Complex Queries with Ad Hoc Query
353		Exercise 32: Create a Report with a Specific Reporting Period
357		Exercise 33: Create a Statistical Report
361		Exercise 34: Generate a Report with a Ranked List
363		Exercise 35: Create a Query with an InfoSet of Logical Databases PNPCE and PCH
367		Lesson: Formatting Report Output
377		Exercise 36: Create a Report by Copying the Reporting Set Hit List
383		Exercise 37: Create a Report with Set Operations
387		Exercise 38: Generate a Standard Report Using Ad Hoc Query
397	**Unit 14:**	**SAP Query**
398		Lesson: Creating Queries with SAP Query
401		Exercise 39: Generate a Basic List Query
405		Lesson: Enhancing SAP Query Reports
411		Exercise 40: Generate a List Query with a Control Level
415		Exercise 41: Generate a Basic List Query with Two Control Levels
417		Exercise 42: Generate a Basic List Query with One Control Level and Statistics
421		Exercise 43: Generate a Basic List Query with One Control Level and Local Fields
425		Exercise 44: Generate a Multi-line Basic List
433	**Unit 15:**	**Payroll and Time Management Infotypes**
434		Lesson: Setting up Payroll Infotypes
443		Exercise 45: Set Up a Payroll Infotype
449		Lesson: Simulating Time Infotypes

458	Lesson: Reviewing the Use of SAP NetWeaver Business Warehouse (SAP NetWeaver BW) for HCM Reporting
471	Lesson: Reviewing the Use of SAP BusinessObjects for HCM Reporting
476	Lesson: Reviewing the Use of HCM in Strategic Enterprise Management (SEM)
483	Exercise 46: Execute an SEM-Relevant HCM Report
487	Lesson: Identifying HCM Content for Operational Data Provisioning

THR12_2

SAP Human Capital Management II (Part 2)

Contents

xi	Course Overview	
1	**Unit 1:**	**Organizational Management Structures**
2		Lesson: Reviewing Organizational Management Basics
9	**Unit 2:**	**Organizational Management Concepts**
10		Lesson: Reviewing Organizational Management Concepts
18		Lesson: Reviewing Object Relationships
29		Exercise 1: Find Object Relationships
33		Lesson: Planning Options
37		Exercise 2: Confirm the Active Plan Version
45		Exercise 3: List the Object Characteristics
57	**Unit 3:**	**Organization and Staffing**
58		Lesson: Reviewing the Organizational Plan
68		Lesson: Updating the Organizational Structure
71		Exercise 4: Create Objects in the Organizational Plan
79		Exercise 5: Assign an Object
87	**Unit 4:**	**Expert Mode in Organizational Management**
88		Lesson: Maintaining Infotypes
107		Exercise 6: Maintain Infotypes
119	**Unit 5:**	**Simple Maintenance in Organizational Management**
120		Lesson: Maintaining Organizational Plans by Using Simple Maintenance
125		Exercise 7: Use Simple Maintenance
135	**Unit 6:**	**General Structures and Matrix Organizations**
136		Lesson: Maintaining General Structures
139		Exercise 8: Use General Structures
145		Exercise 9: Maintain Evaluation Paths
149		Lesson: Maintaining Matrix Organizations
155		Exercise 10: Create a Matrix Organization
165	**Unit 7:**	**Integration in Organizational Management**
166		Lesson: Setting Up Integration Switches
177		Exercise 11: Hire an Employee and Test Integration

185	**Unit 8:**	**Self-Services in Organizational Management**
186		Lesson: Updating Information by Using Manager's Desktop
195		Exercise 12: Update Organizational Changes by Using Manager's Desktop (MDT)
199		Exercise 13: Change the Appearance of Manager's Desktop (MDT)
202		Lesson: Updating Information by Using Manager Self-Service (MSS)
209		Exercise 14: Update Position Information by Using SAP NetWeaver Business Client (NWBC)
219	**Unit 9:**	**Data Model Enhancements in Organizational Management**
220		Lesson: Reviewing the Data Model
223		Lesson: Enhancing the Data Model
225		Exercise 15: Enhance the Data Model
229		Lesson: Creating Relationships
231		Exercise 16: Create a Relationship
242		Lesson: Creating Evaluation Paths
245		Exercise 17: Create Evaluation Paths
259	**Unit 10:**	**Hierarchy Framework in Organizational Management**
260		Lesson: Customizing the Hierarchy Framework of the Organization and Staffing interface
265		Exercise 18: Customize the Object Manager
268		Lesson: Defining Search Nodes
271		Exercise 19: Add a Search Node to the Organization and Staffing interface
279		Lesson: Reviewing Column Groups
281		Lesson: Customizing the Structural Overview
285		Exercise 20: Customize the Structural Overview of Objects
301	**Unit 11:**	**Evaluations and Reports in Organizational Management**
302		Lesson: Reviewing Structural Reports
306		Lesson: Executing Standard Delivered Reports
311		Exercise 21: Execute a Standard Report
315		Exercise 22: Execute a General Standard Report
323	**Unit 12:**	**HCM Authorization Basics**
324		Lesson: Outlining HCM Authorizations
328		Lesson: Creating User Master Records
331		Exercise 23: Create a User Master Record
335		Lesson: Copying Roles
339		Exercise 24: Copy a Role

347	**Unit 13:**	**General Authorization Checks**
348		Lesson: Outlining HCM Authorization Checks
356		Lesson: Setting up a New Authorization
359		Exercise 25: Set Up an Administrator Authorization
369		Lesson: Defining Transaction Code Authorizations
377	**Unit 14:**	**The Context Solution**
378		Lesson: Solving Context-Sensitive Authorizations