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| <b>Introduction to SAP</b>                             | Introduction to ERP   |
|  | Overview of SAP   |
|  | SAP HCM Module at Glance  |
| <b>Enterprise Structure Personnel Structure</b>        | Configuration of personal area, personal sub area                                   |
|  | Configuration of Employee group, Employee sub group                                 |
|  | Assignment of personal area to company code   |
|  | Assignment of Employee Subgroups to Employee groups                                 |
|  | Assignment of Employee Attributes   |
| <b>Personal Administration</b>                         | Configuration of personal number range  |
|  | Infotypes for Personal Administration   |
|  | Maintenance of number range interval  |
|  | Defaults for number ranges( <b>NUMKR</b> )  |
|  | Info group operations, Configuration of personal actions                            |
|  | Creating reasons for personal actions   |
|  | Configuration of Action Menu  |
|  | Configuration of Infotypes menus  |
| <b>Organizational Management</b>                       | Definitions of Objects, Object Keys , Relationships, Org structure creation methods |
|  | Maintenance of plan version   |
|  | Maintaining number ranges   |
|  | Creation of job, position and staff assignment                                      |
|  | Creation of Tasks   |
|  | General Reporting structure   |
|  | Assignment of company code to ORG structure   |
|  | Integration of OM to PA   |
|  | Infotypes in OM   |
|  | <b>Recruitment</b>  |
| Creation of personal officers                          |   |
| Creation of applicant groups                           |   |
| Configuration of applicant ranges                      |   |
| Configuration of unsolicited applicant groups          |   |
| Configuration of Applicant ranges                      |   |
| Assignment of Applicant ranges to <b>NUMAP</b> feature |   |
| <b>Maintenance of Master data (Recruitment)</b>        | Maintenance of vacancy  |
|  | Creation of Advertisement   |
|  | Maintenance of Text   |
|  | Hiring of an Employee through PB40  |
|  | Attaching Resumes   |
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| <b>Time management</b>               | Creation of Holiday Types& Holiday calendar  |
|                                      | Grouping of personal subareas to work schedules  |
|                                      | Configuration of Break schedules, Daily work schedules, period work schedules                              |
|                                      | Assignment of public Holiday calendar to personal subareas   |
|                                      | Generation of work schedules manually  |
|                                      | Defaulting values for work schedules through <b>SCHKZ</b> feature  |
|                                      | Configuration of Absences , absence quota types, Base entitlement, rules for generation, absences counting |
|                                      | Configuration of attendance types,   |
|                                      | Assignment of attendance type to absence quota types   |
|                                      | Running Time evaluation  |
|                                      |  |
| <b>Training and Event Management</b> | Business event preparation,  |
|                                      | Business Event Group   |
|                                      | Building Address   |
|                                      | Building Event Types   |
|                                      |  |
| <b>Payroll</b>                       | Configuration of Payroll Area, ABKRS feature   |
|                                      | Period Parameters  |
|                                      | Date Modifiers   |
|                                      | Generation of Payroll Periods  |
|                                      | Control record   |
|                                      | ESG for PCR& CAP   |
|                                      | Pay scale structure , <b>TARIF</b> feature   |
|                                      | Wage types   |
|                                      | ESG grouping for Wage types  |
|                                      | Wage type characteristics, Valuation, models, <b>LGMST</b> feature   |
|                                      | Additional Payments/Deductions   |
|                                      | Payroll Run  |
|                                      | Remuneration Statement   |
|                                      |  |
| <b>Benefits</b>                      | Benefit Area, <b>BAREA</b> feature   |
|                                      | Benefit providers  |
|                                      | Benefit plan Attributes  |
|                                      | Cost groupings   |
|                                      | Coverage groupings   |
|                                      | Cost variants  |
|                                      | Benefits Infotypes   |
|                                      |  |
| <b>Business Events</b>               | LSMW   |
|                                      | Reports  |
|                                      | Infotypes  |
|                                      | Infogroups   |
|                                      | Authorizations   |

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# SAP HR/HCM CURRICULUM FOR TRAINING

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