TIME MANAGEMENT

- Understanding time info types
- Creation of work schedules
- Creation of holiday calendars
- Time recording methods
- Time entry using CATS
- Quotas – Concepts, Manual and Automatic Generation
- Understanding of Time Evaluation Drive
- Review of time evaluation log
- Review of reports in Time Management
- Exercise

PERSONNEL ADMINISTRATION

- How to go to employee Master Data
- Personnel actions – as below
- Hiring process
- Change of payer
- Change of position
- Termination
- Rehiring process
- Maintenance of EE Master data
- Review of reports in Personnel Administration
- Review and execution of compliance reports in Personnel Management
- Exercise

ORGANIZATIONAL MANAGEMENT

- Introduction to important organizational objects
- Creation of organizational structure using simple maintenance
- Organization and staffing
- Creation of objects using expert mode
- Execution of reports in OM
- Exercise
BENEFITS ADMINISTRATION

- Understanding of company benefit plans
- Benefits maintenance using info types
- Benefits enrollment process
- Open enrollment
- Life events
- IRS guidelines related to Benefits
- Reports in benefits Processing
- Exercise

US-PAYROLL

- Introduction to Payroll Process Flow
- Review of payroll calendar
- Payroll processing steps
- Payroll with garnishments
- Payroll with benefits
- Payroll with payments and deductions
- Review of payroll tax calculations
- Posting to Financial Accounting
- Third Party Remittances
- Off-Cycle Activities/Payroll Results Adjustment
- Benefits Integration
- Tax Reporter
- Reports in Payroll and reconciliation
- Exercise in Payroll

ADDITIONAL AREAS

- Different Phases of SAP Implementation
- ASAP Methodology/Solution Manager
- Queries
- Time entry as an ESS user
ENTERPRISE COMPENSATION MANAGEMENT

- Compensation Plans
- Job Evolution and Pricing
- Budgeting and Manager’s Review
- Compensation adjustments
- Salary Survey
- Personnel cost planning

TRAVEL MANAGEMENT

- Travel Management Concepts/Basics
- Configuration of Travel Management
- Creation of Travel Request and Travel Expense Report and approval process
- Transfer of Travel Expenses to AP
- Travel Mini Master
- Vendor creation/mapping
- Expense Report and integration to AP or PY
- Credit Card file processing
- ESS integration

TIME MANAGEMENT

- Introduction to Time Management and Master Data integration
- Holiday calendars and work schedules
- Absences and Attendances Recording
- Quotas – Concepts, Manual and Automatic Generation
- Understanding of Time Evaluation Drive
- Understanding of Time Schema
- Time Evaluation (w/o Clock Times and with clock times)
- Over Time Custom Rules Rules
- Time recording methods including CATS and Time Manager’s Workplace
- Integrating Time Management with other SAP Applications
- ESS integration
- Exercise and business blue prints
PERSONNEL ADMINISTRATION

- Understanding of HR Structures
- Configuration steps needed for -
- Salary Structures
- Screen modification
- Personnel Actions
- Dynamic Actions
- Compliance Reporting (EEO, AAP etc)
- Different Activities on employee master data
- ESS integration
- Exercise and business blue prints

ORGANIZATIONAL MANAGEMENT

- Introduction to important organizational objects, Integration aspects
- Different Methods of building Organizational Structure -
- Simple Maintenance
- Organization and Staffing
- Expert Mode
- Special scenarios
- Configuration and Integration aspects in OM
- Authorization Management in OM
- Understanding of transport Management System
- Execution of reports in OM

BENEFITS ADMINISTRATION

- Understanding OF Benefits Area, Grouping etc
- Configuration and enrollment of -
- Health Plans
- Insurance Plans
- Saving Plans
- Flexible Spending Accounts
- Credit Plans, Stock Purchase Plans and Miscellaneous Plans
- COBRA Administration
- Life Events
- Open Enrollment
- Reports in benefits Processing
- ESS integration
Exercise and business blue prints

US- PAYROLL

- Introduction to Payroll Process Flow
- Basic Setting – Payroll Area, Wage Types, Processing Classes, Evaluation Classes and Cumulations
- Payroll driver and Payroll processing by payroll supervisor
- Cumulations
- Deductions (Loans recovery, arrears recovery etc)
- Detailed understanding of Payroll Schema
- Posting to Financial Accounting
- Third Party remittances
- Processing of Garnishments and guidelines
- Taxes and tax models
- Off-Cycle Activities/Payroll results adjustment
- Benefits Integration
- Tax Report
- Pay stub design
- Rule writing in Payroll
- Exercises and business blue prints

ADDITIONAL TOPICS

- Creation of Project IMG
- Different Phases of SAP Implementation
- ASAP Methodology/ Solution Manager
- Guest lecture by Industry HR expert
- Different types testing in an SAP HR implementation
- How to create Queries
- Upgrade Concepts