

HR050

Business Processes in SAP ERP HCM

COURSE OUTLINE

Course Version: 15

Course Duration:

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Typographic Conventions

American English is the standard used in this handbook.

The following typographic conventions are also used.

This information is displayed in the instructor's presentation	
Demonstration	
Procedure	
Warning or Caution	
Hint	
Related or Additional Information	
Facilitated Discussion	
User interface control	<i>Example text</i>
Window title	<i>Example text</i>

Preparing for Your SAP Live Class

Required Equipment for Your SAP Live Class

- PC or Mac
- Integrated or external web cam
- Headset with integrated mic
- Stable internet connection

You can test if your setup is working correctly by using this link: <https://sap.zoom.us/test>

We recommend that you connect two monitors to your PC so that you can manage the course content more efficiently. This will reduce the need for you to switch (alt+tab) between the applications we use in class.

Getting the Most Out of Your SAP Live Class

- Make sure you have setup and thoroughly tested the SAP Live Class environment and resolved any issues well before the class begins. Refer to the separate instructions that you were sent for setup instructions and support contact information.
- Keep your web cam activated during the training sessions. You can switch it off during breaks if you prefer.
- Use a headset with an integrated mic to ensure a high-quality audio experience for both you and the other participants. Laptop speakers and mic produce poor quality sound and introduce background noise that can disturb the class.
- Make sure you are in a quiet area where you will not be disturbed.
- Be ready to use the mute feature to ensure any background noise does not disturb the class.
- Turn off email, phones, instant messaging tools, and clear other distractions away from your training area.
- Actively participate and prepare to be called on by name.
- Be patient waiting for a response to your chat messages.
- Always ask the instructor for assistance if you need help with an exercise. Don't get left behind.
- Be ready to begin class on time so you do not delay the start of each session.
- During breaks, make sure you take the opportunity to get out of your chair and stretch.
- Please raise any concerns relating to the SAP Live Class experience with your instructor at the time they arise so that they can be quickly addressed.

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Course Overview

TARGET AUDIENCE

This course is intended for the following audiences:

- Application Consultant
- Business Analyst
- Business Process Owner/Team Lead/Power User
- Data Consultant/Manager
- Help Desk/CoE Support

Lesson 1: Logging On to the SAP System

Lesson Objectives

After completing this lesson, you will be able to:

- Log on to an SAP system
- Personalize the SAP interface

Lesson 2: Navigating SAP Menus

Lesson Objectives

After completing this lesson, you will be able to:

- Navigate in the SAP system
- Find Information using the system status bar
- Access the SAP system using role based menus
- Open multiple sessions in the SAP system

Lesson 3: Finding Help

Lesson Objectives

After completing this lesson, you will be able to:

- Find help from the SAP Easy Access screen

Lesson 1: Analyzing HCM Structures

Lesson Objectives

After completing this lesson, you will be able to:

- Identify the elements of Human Capital Management structures
- Analyze the elements of the enterprise structure
- Display the elements of the HCM personnel structure

Lesson 2: Enhancing the Organizational Structure

Lesson Objectives

After completing this lesson, you will be able to:

- Identify objects included in an organizational plan

Lesson 3: Using the Organization and Staffing Interface

Lesson Objectives

After completing this lesson, you will be able to:

- Update Human Capital Management structures with the Organization and Staffing Interface

Lesson 4: Reporting on Existing Positions

Lesson Objectives

After completing this lesson, you will be able to:

- Execute a report on existing positions

Lesson 1: Maintaining Employee Information

Lesson Objectives

After completing this lesson, you will be able to:

- Identify the characteristics of infotypes
- Create an infotype record for an employee
- Execute fast entry to update infotype records

Lesson 2: Executing Personnel Actions

Lesson Objectives

After completing this lesson, you will be able to:

- Complete a series of infotypes for an employee using an action

Lesson 3: Maintaining Employee Data Using SAP NetWeaver Business Client (NWBC)

Lesson Objectives

After completing this lesson, you will be able to:

- Maintain employee data using SAP NetWeaver Business Client

Lesson 1: Recruiting New Employees

Lesson Objectives

After completing this lesson, you will be able to:

- Create a requisition to start the recruitment process

Lesson 2: Applying for a Vacant Position

Lesson Objectives

After completing this lesson, you will be able to:

- Register an external candidate for a vacant position

Lesson 3: Determining Information in the Talent Warehouse

Lesson Objectives

After completing this lesson, you will be able to:

- Determine talent information in the Talent Warehouse

Lesson 4: Determining Reporting Options Available for SAP E-Recruiting

Lesson Objectives

After completing this lesson, you will be able to:

- Determine SAP E-Recruiting reporting options

Lesson 1: Outlining Time Management Basics

Lesson Objectives

After completing this lesson, you will be able to:

- Review time management processes

Lesson 2: Recording Time Data

Lesson Objectives

After completing this lesson, you will be able to:

- Record employee time data
- Record employee time data using Time Manager's Workplace (TMW)

Lesson 3: Evaluating Time Data

Lesson Objectives

After completing this lesson, you will be able to:

- Evaluate employee time data

Lesson 4: Using Cross-Application Time Sheet (CATS)

Lesson Objectives

After completing this lesson, you will be able to:

- Enter time using the Cross-Application Time Sheet

Lesson 1: Processing Payroll

Lesson Objectives

After completing this lesson, you will be able to:

- Process a payroll run

Lesson 1: Maintaining the Qualification Catalog

Lesson Objectives

After completing this lesson, you will be able to:

- Maintain the qualification catalog

Lesson 2: Creating Profiles

Lesson Objectives

After completing this lesson, you will be able to:

- Create person and position profiles

Lesson 3: Executing Profile Match-ups

Lesson Objectives

After completing this lesson, you will be able to:

- Execute a profile match-up

Lesson 1: Maintaining Training Events

Lesson Objectives

After completing this lesson, you will be able to:

- Create a training event in the Training and Event catalog

Lesson 2: Enrolling Employees in Training Events

Lesson Objectives

After completing this lesson, you will be able to:

- Enroll an employee in a training event

Lesson 3: Outlining Enterprise Learning Functionality

Lesson Objectives

After completing this lesson, you will be able to:

- Evaluate the components of the enterprise blended learning solution

Lesson 4: Creating Development Plans

Lesson Objectives

After completing this lesson, you will be able to:

- Create and assign employee development plans

Lesson 1: Creating Performance Review Documents

Lesson Objectives

After completing this lesson, you will be able to:

- Create a performance review

Lesson 2: Managing Employee Talent

Lesson Objectives

After completing this lesson, you will be able to:

- Plan the deployment of internal talent

Lesson 1: Analyzing Self-Services

Lesson Objectives

After completing this lesson, you will be able to:

- List the advantages of self-services
- View a team calendar as a manager
- Update dependent information using SAP NWBC

Lesson 1: Analyzing HCM Reports

Lesson Objectives

After completing this lesson, you will be able to:

- Execute an HCM standard report
- Create an ad hoc query
- Review a Business Intelligence dashboard

Lesson 1: Introduction to SAP SuccessFactors

Lesson Objectives

After completing this lesson, you will be able to:

- List and describe SAP SuccessFactors solutions

Lesson 2: Integrating SAP HCM and SAP SuccessFactors

Lesson Objectives

After completing this lesson, you will be able to:

- Explain on High Level the Integration of SAP HCM and SAP SuccessFactors