

HR110

Business Processes in HCM Payroll

COURSE OUTLINE

Course Version: 15

Course Duration: 2 Day(s)

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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>

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Course Overview

TARGET AUDIENCE

This course is intended for the following audiences:

- Application Consultant
- Project Stakeholder
- Super / Key / Power User
- Project Manager

Lesson 1: Setting Up the User Interface

Lesson Objectives

After completing this lesson, you will be able to:

- Control access to data using profiles and roles

Lesson 2: Identifying Payroll Elements

Lesson Objectives

After completing this lesson, you will be able to:

- Identify the information required to run payroll

Lesson 1: Entering Payroll Data

Lesson Objectives

After completing this lesson, you will be able to:

- Hire an employee and review the master data infotypes

Lesson 1: Organizing a Payroll Run

Lesson Objectives

After completing this lesson, you will be able to:

- Review the elements of a payroll control record

Lesson 2: Reviewing the Payroll Status Infotype

Lesson Objectives

After completing this lesson, you will be able to:

- Review the *Payroll Status* infotype assigned to individual employees

Lesson 3: Identifying Retroactive Payroll Entries

Lesson Objectives

After completing this lesson, you will be able to:

- Identify retroactive payroll adjustments

Lesson 1: Running Payroll

Lesson Objectives

After completing this lesson, you will be able to:

- Process payroll runs for employees
- Process a retroactive payment to correct a payroll error

Lesson 1: Reporting on Payroll

Lesson Objectives

After completing this lesson, you will be able to:

- Confirm payroll results by reviewing the results tables

Lesson 2: Generating Remuneration Statements

Lesson Objectives

After completing this lesson, you will be able to:

- Provide employees with detailed information about payroll calculations

Lesson 3: Analyzing Payroll Results

Lesson Objectives

After completing this lesson, you will be able to:

- Generate payroll reporting and facilitate pay period analysis
- Review payroll results by running the payroll journal

Lesson 4: Analyzing Wage Types

Lesson Objectives

After completing this lesson, you will be able to:

- Analyze the use of wage types processed during payroll processing

Lesson 5: Creating a Payroll Analysis Report

Lesson Objectives

After completing this lesson, you will be able to:

- Outline Ad Hoc Query functionality

Lesson 1: Outlining the Payroll Posting Process

Lesson Objectives

After completing this lesson, you will be able to:

- Outline the process of posting payroll results to Financial Accounting
- Set up a posting run in preparation for payroll postings

Lesson 2: Verifying a Posting Run

Lesson Objectives

After completing this lesson, you will be able to:

- Check documents to be posted to Financial Accounting (FI) to ensure accuracy

Lesson 3: Updating a Live Posting Run

Lesson Objectives

After completing this lesson, you will be able to:

- Post payroll results to FI and Controlling

Lesson 4: Verifying Payroll Posting Documents

Lesson Objectives

After completing this lesson, you will be able to:

- Verify the posting of payroll documents to FI

Lesson 1: Generating Employee Payments

Lesson Objectives

After completing this lesson, you will be able to:

- Make employee payments through bank transfers and checks

Lesson 1: Running a Payroll Process Model

Lesson Objectives

After completing this lesson, you will be able to:

- Run a process model to automate the payroll process

Lesson 1: Outlining Employee Central Payroll Basics

Lesson Objectives

After completing this lesson, you will be able to:

- Outline the basics of SuccessFactors Payroll