

S4HR05

Business Processes in SAP ERP HCM on S/4HANA

COURSE OUTLINE

Course Version: 2404
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

Example text

Window title

Example text

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:

- Business Analyst
- Business Process Owner/Team Lead/Power User
- Help Desk/CoE Support

UNIT 1

Starting SAP Human Capital Management for SAP S/4HANA

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.

Lesson 2: Navigating the SAP Menu - Basics

Lesson Objectives

After completing this lesson, you will be able to:

- Use navigation options of the SAP Easy Access menu.

Lesson 3: Creating Favorites in the SAP Easy Access Menu

Lesson Objectives

After completing this lesson, you will be able to:

- Create favorites.

Lesson 4: Navigating SAP Menus Details

Lesson Objectives

After completing this lesson, you will be able to:

- Describe the screen elements.
- Navigate effectively in the SAP system.
- Open multiple sessions in the SAP system.

Lesson 5: Finding Help

Lesson Objectives

After completing this lesson, you will be able to:

- Find help from the SAP Easy Access screen.

Lesson 1: Overviewing Data Maintenance

Lesson Objectives

After completing this lesson, you will be able to:

- Explain employee data in SAP HCM.

Lesson 2: Displaying HR Master Data (PA20)

Lesson Objectives

After completing this lesson, you will be able to:

- Display HR master data with transaction PA20.

Lesson 3: Maintaining HR Master Data (PA30)

Lesson Objectives

After completing this lesson, you will be able to:

- Maintain HR master data with transaction PA30.

Lesson 4: Identifying Impacts of Time Constraints - Understanding Data Maintenance

Lesson Objectives

After completing this lesson, you will be able to:

- Identify impacts of time constraints and understand data maintenance.

Lesson 5: Using Fast Entry (PA70)

Lesson Objectives

After completing this lesson, you will be able to:

- Take advantage of the fast entry option using transaction PA70.

Lesson 1: Analyzing HCM Structures

Lesson Objectives

After completing this lesson, you will be able to:

- Identify the elements of HCM 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: Reporting on Existing Positions

Lesson Objectives

After completing this lesson, you will be able to:

- Execute a report on existing positions

UNIT 4

Executing Processes in Personnel Administration

Lesson 1: Executing Personnel Actions

Lesson Objectives

After completing this lesson, you will be able to:

- Execute personnel actions.

Lesson 2: Executing Dynamic Actions

Lesson Objectives

After completing this lesson, you will be able to:

- Execute dynamic actions.

Lesson 1: Outlining Time Management Basics

Lesson Objectives

After completing this lesson, you will be able to:

- Describe time management basics.

Lesson 2: Recording Time Data

Lesson Objectives

After completing this lesson, you will be able to:

- Record employee time data

Lesson 3: Evaluating Time Data

Lesson Objectives

After completing this lesson, you will be able to:

- Evaluate employee time data.

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

Lesson Objectives

After completing this lesson, you will be able to:

- Understand the Cross-Application Time Sheet (CATS).

Lesson 1: Simulating Payroll

Lesson Objectives

After completing this lesson, you will be able to:

- Process a simulation payroll run.

Lesson 2: Processing Payroll with Correction Run

Lesson Objectives

After completing this lesson, you will be able to:

- Run a payroll process with corrected employee master data.

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: Using Profile Match-Ups

Lesson Objectives

After completing this lesson, you will be able to:

- Execute a profile match-up.

Lesson 1: Describing the Principle of Shared Services

Lesson Objectives

After completing this lesson, you will be able to:

- Describe the principle of shared services.

Lesson 2: Understanding Fiori Apps

Lesson Objectives

After completing this lesson, you will be able to:

- Understand Fiori Apps.

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
- Identify options for non HCM related reporting

Lesson 1: Recruiting

Lesson Objectives

After completing this lesson, you will be able to:

- Understand the recruiting process.

Lesson 2: Learning

Lesson Objectives

After completing this lesson, you will be able to:

- Ensure you have the required skills within your organization with learning.

Lesson 3: Performance Management

Lesson Objectives

After completing this lesson, you will be able to:

- Manage employees appraisal process.

Lesson 1: Introducing SAP SuccessFactors

Lesson Objectives

After completing this lesson, you will be able to:

- Describe on high level SAP SuccessFactors solutions and concepts.

Lesson 2: The SAP SuccessFactors User Experience

Lesson Objectives

After completing this lesson, you will be able to:

- Describe selected SAP SuccessFactors Modules.

Lesson 3: Integrating SAP SuccessFactors and SAP HCM S/4HANA

Lesson Objectives

After completing this lesson, you will be able to:

- Describe integration scenarios between SAP SuccessFactors and SAP S/4HANA.