

# S4HR35

## Master Data Configuration in SAP HCM for S/4HANA

### COURSE OUTLINE

Course Version: 2412

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>



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# Course Overview

## **TARGET AUDIENCE**

This course is intended for the following audiences:

- Application Consultant
- Super / Key / Power User
- Data Consultant



## Lesson 1: Assigning User Roles

### Lesson Objectives

After completing this lesson, you will be able to:

- Assign user roles in the SAP system
- Adjust user parameters to facilitate customizing activities
- Set up favorites in the SAP System



## Lesson 1: Entering New Employee Data

### Lesson Objectives

After completing this lesson, you will be able to:

- Record information for new employees in the SAP system



## Lesson 1: Creating Projects

### Lesson Objectives

After completing this lesson, you will be able to:

- Create a project IMG

## Lesson 2: Executing Projects

### Lesson Objectives

After completing this lesson, you will be able to:

- Customize limited views of IMG activities to facilitate project execution

## Lesson 3: Maintaining Customizing Tables

### Lesson Objectives

After completing this lesson, you will be able to:

- Configure tables in the implementation guide to meet customization requirements
- Delete existing table entries in the implementation guide
- Set end dates on existing table entries



## Lesson 1: Modifying the Enterprise Structure

### Lesson Objectives

After completing this lesson, you will be able to:

- Outline HCM elements in the enterprise structure
- Define the use of clients in HCM
- Define the use of company codes in HCM
- Create personnel areas within the enterprise structure
- Create personnel subareas within the enterprise structure

## Lesson 2: Enhancing the Personnel Structure

### Lesson Objectives

After completing this lesson, you will be able to:

- Identify the elements of the personnel structure
- Divide employees based on their relationship with the company
- Divide employees to facilitate payroll and time processing
- Verify organizational assignments



## Lesson 1: Mapping the Organizational Structure

### Lesson Objectives

After completing this lesson, you will be able to:

- Identify the objects used to map an organizational structure

## Lesson 2: Integrating with Organizational Management

### Lesson Objectives

After completing this lesson, you will be able to:

- Activate integration between Organizational Management and Personnel Administration
- Set up objects to facilitate data integration between organization and staffing and personnel administration

## Lesson 3: Utilizing Default Values

### Lesson Objectives

After completing this lesson, you will be able to:

- Control organizational management values to default to personnel administration values



## Lesson 1: Identifying Additional Organization Assignments

### Lesson Objectives

After completing this lesson, you will be able to:

- Outline the additional organizational assignments for employees
- Configure a payroll area to group employees for payroll processing
- Display elements of a payroll record
- Enable payroll processing

## Lesson 2: Identifying the Organizational Key

### Lesson Objectives

After completing this lesson, you will be able to:

- Add information to the organization assignment infotype

## Lesson 3: Configuring Administrator Tables

### Lesson Objectives

After completing this lesson, you will be able to:

- Customize the administrator table

## Lesson 4: Confirming Employee Attributes

### Lesson Objectives

After completing this lesson, you will be able to:

- Locate tables containing employee attribute characteristics



## Lesson 1: Setting Up System Default Values

### Lesson Objectives

After completing this lesson, you will be able to:

- Set up system default values for employee information records

## Lesson 2: Defaulting the Payroll Area

### Lesson Objectives

After completing this lesson, you will be able to:

- Configure the ABKRS feature to default the payroll area into the organizational assignment infotype

## Lesson 3: Defaulting Personnel Number Ranges

### Lesson Objectives

After completing this lesson, you will be able to:

- Set up the NUMKR system feature

## Lesson 4: Defaulting the Administrator Group

### Lesson Objectives

After completing this lesson, you will be able to:

- Update the system feature PINCH to default the administrator group into the organizational assignment infotype (IT0001)



## Lesson 1: Maintaining Personal Data

### Lesson Objectives

After completing this lesson, you will be able to:

- Update master data infotypes used in employee records



## Lesson 1: Linking Planned Working Time and Basic Pay

### Lesson Objectives

After completing this lesson, you will be able to:

- Maintain data consistency between basic pay and planned working time infotypes



## Lesson 1: Building the Remuneration Structure

### Lesson Objectives

After completing this lesson, you will be able to:

- Identify the remuneration structure

## Lesson 2: Creating and Assigning a Pay Scale

### Lesson Objectives

After completing this lesson, you will be able to:

- Maintain pay scales to manage employee remuneration

## Lesson 3: Creating a Pay Scale Table

### Lesson Objectives

After completing this lesson, you will be able to:

- Configure the pay scale table for employee remuneration

## Lesson 4: Defaulting Pay Scale Values

### Lesson Objectives

After completing this lesson, you will be able to:

- Control the setup and default values of pay scale structures



## Lesson 1: Setting Up Wage Types

### Lesson Objectives

After completing this lesson, you will be able to:

- Set up wage types

## Lesson 2: Outlining the Setup of Wage Types

### Lesson Objectives

After completing this lesson, you will be able to:

- Outline wage type configuration tables

## Lesson 3: Copying Wage Types

### Lesson Objectives

After completing this lesson, you will be able to:

- Copy wage types in the wage type catalog

## Lesson 4: Controlling Wage Type Permissibility

### Lesson Objectives

After completing this lesson, you will be able to:

- Maintain the use of wage types by controlling their permissibility

## Lesson 5: Configuring Wage Type Characteristics

### Lesson Objectives

After completing this lesson, you will be able to:

- Identify the characteristics of wage types
- Configure wage types to use pay scale data
- Configure wage types to perform calculations on base amounts
- Outline the configuration of wage types to calculate percentages

- Outline the configuration of wage types to use position data
- Identify additional attributes of indirect valuations

## **Lesson 6: Defaulting Wage Types**

### **Lesson Objectives**

After completing this lesson, you will be able to:

- Configure default values for the basic pay infotypee

## Lesson 1: Executing a Standard Pay Increase

### Lesson Objectives

After completing this lesson, you will be able to:

- Perform a standard pay increase

## Lesson 2: Performing a Pay Scale Reclassification

### Lesson Objectives

After completing this lesson, you will be able to:

- Execute the update of pay scale reclassifications



## Lesson 1: Evaluating Infotype Attributes

### Lesson Objectives

After completing this lesson, you will be able to:

- Locate the customization tables for infotypes

## Lesson 2: Customizing Screen Headers

### Lesson Objectives

After completing this lesson, you will be able to:

- Change the display of an infotype by adjusting the screen header

## Lesson 3: Modifying Infotype Screens

### Lesson Objectives

After completing this lesson, you will be able to:

- Control the information displayed on infotype screens

## Lesson 4: Creating Infotype Menus

### Lesson Objectives

After completing this lesson, you will be able to:

- Create an infotype menu for master data entry screens



## Lesson 1: Creating Personnel Actions

### Lesson Objectives

After completing this lesson, you will be able to:

- Set up personnel actions to meet master data administration requirements
- Verify the status indicators of a personnel action
- Identify the reasons for using personnel action types

## Lesson 2: Reviewing Additional Actions

### Lesson Objectives

After completing this lesson, you will be able to:

- Outline how multiple actions processed on the same day are tracked

## Lesson 3: Configuring Personnel Actions

### Lesson Objectives

After completing this lesson, you will be able to:

- Configure personnel actions



## Lesson 1: Triggering Follow-Up Activities with Dynamic Actions

### Lesson Objectives

After completing this lesson, you will be able to:

- Explain how dynamic actions trigger follow-up activities
- Set up dynamic actions to track activities