

# S4HR55

## Organizational Management 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>

# 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 Process Owner/Team Lead/Power User



## Lesson 1: Outlining Organizational Management (OM) Basics

### Lesson Objectives

After completing this lesson, you will be able to:

- Outline the setup and interfaces of the OM component
- Outline the integration between OM and other components



## Lesson 1: Outlining Organizational Management Concepts

### Lesson Objectives

After completing this lesson, you will be able to:

- Outline the basic object types in OM

## Lesson 2: Finding Object Relationships

### Lesson Objectives

After completing this lesson, you will be able to:

- Find object relationships used to depict the organizational structure

## Lesson 3: Planning Options in Organizational Management

### Lesson Objectives

After completing this lesson, you will be able to:

- Confirm the setup of plan versions to enable organizational planning
- List object characteristics to ensure appropriate associations are set up



## Lesson 1: Identifying the Organizational Plan

### Lesson Objectives

After completing this lesson, you will be able to:

- Identify the setup of the organizational plan

## Lesson 2: Updating the Organizational Structure

### Lesson Objectives

After completing this lesson, you will be able to:

- Modify the organizational structure by creating organizational objects
- Assign objects to the existing organizational structure



## Lesson 1: Maintaining Infotypes

### Lesson Objectives

After completing this lesson, you will be able to:

- Maintain infotypes to modify the setup of the organizational structure using the Expert mode interface
- Evaluate the functions for maintaining the organizational structure
- Maintain organizational management infotypes



## Lesson 1: Maintaining General Structures

### Lesson Objectives

After completing this lesson, you will be able to:

- Set up the organizational structure using the General Structures interface
- Maintain evaluation paths to link objects in the organizational structure



## Lesson 1: Setting Up Integration Switches

### Lesson Objectives

After completing this lesson, you will be able to:

- Set up integration settings
- Hire an employee and test the integration between OM and PA



## Lesson 1: Outlining the OM Data Model

### Lesson Objectives

After completing this lesson, you will be able to:

- Outline the OM data model to enable consistent data creation.

## Lesson 2: Modifying the Data Model

### Lesson Objectives

After completing this lesson, you will be able to:

- Add objects to an organizational structure.

## Lesson 3: Creating Relationships

### Lesson Objectives

After completing this lesson, you will be able to:

- Create relationships between objects to accurately depict the organizational structure.

## Lesson 4: Creating Evaluation Paths

### Lesson Objectives

After completing this lesson, you will be able to:

- Create evaluation paths to facilitate reporting on organizational structures.



## Lesson 1: Customizing the Hierarchy Framework of the Organization and Staffing interface

### Lesson Objectives

After completing this lesson, you will be able to:

- Customize the object manager

## Lesson 2: Defining Search Nodes

### Lesson Objectives

After completing this lesson, you will be able to:

- Add search nodes to the structure to enable customized searches

## Lesson 3: Outlining Column Groups

### Lesson Objectives

After completing this lesson, you will be able to:

- Outline the configuration of column groups and ensure appropriate screen views are available

## Lesson 4: Customizing the Structural Overview

### Lesson Objectives

After completing this lesson, you will be able to:

- Customize the overview of objects on the *Organization and Staffing* interface by using structural overview objects



## Lesson 1: Describing Structural Reports

### Lesson Objectives

After completing this lesson, you will be able to:

- Describe the structural reporting functionality

## Lesson 2: Executing Standard Delivered Reports

### Lesson Objectives

After completing this lesson, you will be able to:

- Execute standard delivered reports