SAPHR

SAP ERP HCM Overview

COURSE OUTLINE

Course Version: 15
Course Duration: 2 Day(s)

SAP Copyrights and Trademarks

© 2014 SAP AG. All rights reserved.

No part of this publication may be reproduced or transmitted in any form or for any purpose without the express permission of SAP AG. The information contained herein may be changed without prior notice.

Some software products marketed by SAP AG and its distributors contain proprietary software components of other software vendors.

- Microsoft, Windows, Excel, Outlook, and PowerPoint are registered trademarks of Microsoft Corporation.
- IBM, DB2, DB2 Universal Database, System i, System i5, System p, System p5, System x, System z, System z10, System z9, z10, z9, iSeries, pSeries, xSeries, zSeries, eServer, z/VM, z/OS, i5/OS, S/390, OS/390, OS/400, AS/400, S/390 Parallel Enterprise Server, PowerVM, Power Architecture, POWER6+, POWER6, POWER5+, POWER5, POWER, OpenPower, PowerPC, BatchPipes, BladeCenter, System Storage, GPFS, HACMP, RETAIN, DB2 Connect, RACF, Redbooks, OS/2, Parallel Sysplex, MVS/ESA, AIX, Intelligent Miner, WebSphere, Netfinity, Tivoli and Informix are trademarks or registered trademarks of IBM Corporation.
- Linux is the registered trademark of Linus Torvalds in the U.S. and other countries.
- Adobe, the Adobe logo, Acrobat, PostScript, and Reader are either trademarks or registered trademarks of Adobe Systems Incorporated in the United States and/or other countries.
- Oracle is a registered trademark of Oracle Corporation
- UNIX, X/Open, OSF/1, and Motif are registered trademarks of the Open Group.
- Citrix, ICA, Program Neighborhood, MetaFrame, WinFrame, VideoFrame, and MultiWin are trademarks or registered trademarks of Citrix Systems, Inc.
- HTML, XML, XHTML and W3C are trademarks or registered trademarks of W3C®, World Wide Web Consortium, Massachusetts Institute of Technology.
- Java is a registered trademark of Sun Microsystems, Inc.
- JavaScript is a registered trademark of Sun Microsystems, Inc., used under license for technology invented and implemented by Netscape.
- SAP, R/3, SAP NetWeaver, Duet, PartnerEdge, ByDesign, SAP BusinessObjects Explorer, StreamWork, and other SAP products and services mentioned herein as well as their respective logos are trademarks or registered trademarks of SAP AG in Germany and other countries.
- Business Objects and the Business Objects logo, BusinessObjects, Crystal Reports, Crystal Decisions, Web Intelligence, Xcelsius, and other Business Objects products and services mentioned herein as well as their respective logos are trademarks or registered trademarks of Business Objects Software Ltd. Business Objects is an SAP company.
- Sybase and Adaptive Server, iAnywhere, Sybase 365, SQL Anywhere, and other Sybase products and services mentioned herein as well as their respective logos are trademarks or registered trademarks of Sybase, Inc. Sybase is an SAP company.

All other product and service names mentioned are the trademarks of their respective companies. Data contained in this document serves informational purposes only. National product specifications may vary.

These materials are subject to change without notice. These materials are provided by SAP AG and its affiliated companies ("SAP Group") for informational purposes only, without representation or warranty of any kind, and SAP Group shall not be liable for errors or omissions with respect to the materials. The only warranties for SAP Group products and services are those that are set forth in the express warranty statements accompanying such products and services, if any. Nothing herein should be construed as constituting an additional warranty.

© Copyright . All rights reserved.

© Copyright . All rights reserved.

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*

© Copyright . All rights reserved.

© Copyright . All rights reserved.

Contents

ix	Course Overview	
1	Unit 1:	SAP Navigation
1		Lesson: Logging On to an SAP System
1		Lesson: Using the SAP User Interface
3	Unit 2:	Structures in Human Capital Management
3		Lesson: Identifying Human Capital Management Structures
3		Lesson: Updating an Organizational Plan
5	Unit 3:	Employee Information
5		Lesson: Maintaining Employee Data
5		Lesson: Accessing Time Data
5		Lesson: Maintaining Employee Information Using Self-Services
5		Lesson: Recruiting Personnel
5		Lesson: Managing Employees in a Global Organization
7	Unit 4:	Personnel Development
7		Lesson: Managing the Course Catalog
7		Lesson: Managing the Enterprise Learning Solution
7		Lesson: Managing Talent
7		Lesson: Performing Appraisals
9	Unit 5:	Employee Remuneration
9		Lesson: Managing Compensation
9		Lesson: Managing Payroll
11	Unit 6:	HR Renewal
11		Lesson: Outlining HR Renewal Functionality
11		Lesson: Accessing HR Renewal Landing Pages
13	Unit 7:	SuccessFactors
13		Lesson: Describing SuccessFactors Integration with SAP HCM
15	Unit 8:	Analytics
15		Lesson: Creating HR Reports

© Copyright . All rights reserved.

© Copyright . All rights reserved.

Course Overview

TARGET AUDIENCE
This course is intended for the following audiences:

- Project Manager
- Project Stakeholder
- Developer
- Super / Key / Power User

© Copyright . All rights reserved.

© Copyright . All rights reserved.

UNIT 1 SAP Navigation

Lesson 1: Logging On to an SAP System

Lesson Objectives

After completing this lesson, you will be able to:

- Log on to an SAP system

Lesson 2: Using the SAP User Interface

Lesson Objectives

After completing this lesson, you will be able to:

- Navigate the SAP user interface
- Find help in the SAP system

© Copyright . All rights reserved.

© Copyright . All rights reserved.

UNIT 2 Structures in Human Capital Management

Lesson 1: Identifying Human Capital Management Structures

Lesson Objectives

After completing this lesson, you will be able to:

- Identify the various structures in SAP HCM

Lesson 2: Updating an Organizational Plan

Lesson Objectives

After completing this lesson, you will be able to:

- Use the Organization and Staffing interface to manage the organizational structure

© Copyright . All rights reserved.

© Copyright . All rights reserved.

UNIT 3 Employee Information

Lesson 1: Maintaining Employee Data

Lesson Objectives

After completing this lesson, you will be able to:

- Analyze information stored on employee infotypes
- Update employee information on infotypes

Lesson 2: Accessing Time Data

Lesson Objectives

After completing this lesson, you will be able to:

- Access employee time data

Lesson 3: Maintaining Employee Information Using Self-Services

Lesson Objectives

After completing this lesson, you will be able to:

- Analyze employee information using self-services
- Update employee data using SAP NWBC

Lesson 4: Recruiting Personnel

Lesson Objectives

After completing this lesson, you will be able to:

- Use SAP E-Recruiting to fill vacant positions

Lesson 5: Managing Employees in a Global Organization

Lesson Objectives

After completing this lesson, you will be able to:

- List the activities involved in the management of global employees

© Copyright . All rights reserved.

© Copyright . All rights reserved.

UNIT 4 Personnel Development

Lesson 1: Managing the Course Catalog

Lesson Objectives

After completing this lesson, you will be able to:

- Maintain courses in the Training and Event Management catalog

Lesson 2: Managing the Enterprise Learning Solution

Lesson Objectives

After completing this lesson, you will be able to:

- Manage course registrations

Lesson 3: Managing Talent

Lesson Objectives

After completing this lesson, you will be able to:

- Execute a profile matchup

Lesson 4: Performing Appraisals

Lesson Objectives

After completing this lesson, you will be able to:

- Execute an employee appraisal

© Copyright . All rights reserved.

© Copyright . All rights reserved.

UNIT 5 Employee Remuneration

Lesson 1: Managing Compensation

Lesson Objectives

After completing this lesson, you will be able to:

- Generate an employee's total compensation statement

Lesson 2: Managing Payroll

Lesson Objectives

After completing this lesson, you will be able to:

- Generate a simulated payroll run

© Copyright . All rights reserved.

© Copyright . All rights reserved.

UNIT 6 HR Renewal

Lesson 1: Outlining HR Renewal Functionality

Lesson Objectives

After completing this lesson, you will be able to:

- Outline HR Renewal functionality
- Access the SAP system using an HR Renewal role

Lesson 2: Accessing HR Renewal Landing Pages

Lesson Objectives

After completing this lesson, you will be able to:

- Access an HR Renewal landing page

© Copyright . All rights reserved.

© Copyright . All rights reserved.

UNIT 7 SuccessFactors

Lesson 1: Describing SuccessFactors Integration with SAP HCM

Lesson Objectives

After completing this lesson, you will be able to:

- Describe SuccessFactors functionality

© Copyright . All rights reserved.

© Copyright . All rights reserved.

UNIT 8 Analytics

Lesson 1: Creating HR Reports

Lesson Objectives

After completing this lesson, you will be able to:

- Create a standard HR report
- Generate a Business Intelligence Report

© Copyright . All rights reserved.