

**COURSE OUTLINE** 

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

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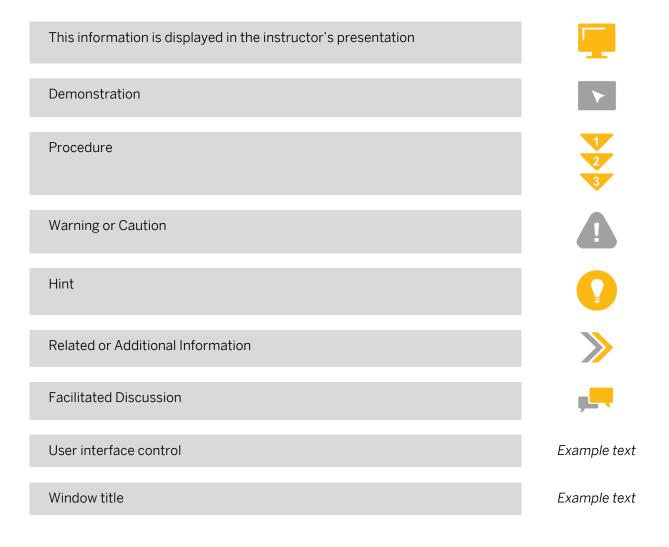
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# **Typographic Conventions**

American English is the standard used in this handbook. The following typographic conventions are also used.





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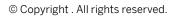
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## **Course Overview**

#### TARGET AUDIENCE

This course is intended for the following audiences:

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





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## 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





## 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



# 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



## 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

# 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



## 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



# 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



# 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

