

SAPHR

SAP ERP HCM Overview

COURSE OUTLINE

Course Version: 2302

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:

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

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

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

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 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

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

Lesson 1: Creating HR reports

Lesson Objectives

After completing this lesson, you will be able to:

- Create a standard HR report

Lesson 1: SAP SuccessFactors

Lesson Objectives

After completing this lesson, you will be able to:

- Explain on high level SAP SuccessFactors solutions and concepts

Lesson 2: HCM for S/4HANA

Lesson Objectives

After completing this lesson, you will be able to:

- Explain on high level what S/4HANA is
- Explain on high level what HCM for S/4HANA is