

## Configuration of Master Data



**Poszerzaj swoją wiedzę**  
z naszymi pakietami **szkoleń e-learningowych!**

### THE AIM OF THE COURSE

This course is suitable for application Consultant, Business Process Owner / Team Lead / Power User, Data Consultant / Manager.

### THE BENEFITS RESULTING FROM THE TRAINING COMPLETION

- Design the Personnel Structure
- Update the Organizational Structure
- Manage the Relationship Between Planned Working Time and Basic Pay
- Configure Wage Types and Increases
- Set up Customizing Procedures and identify Interfaces

### EXPECTED PREPARATION FROM STUDENTS

Essential

- [HR050](#) Business Processes in Human Capital Management

Recommended

- [HR110](#) Business Processes in HCM Payroll

**Uwaga!** Szkolenia autoryzowane przez SAP dostarczane w formule szkoleń otwartych, realizowane są w siedzibie SAP Polska przy ul. Wołoskiej 5 w Warszawie. Dla wybranych szkoleń możliwy jest udział zdalny.

### AGENDA SPOTKANIA

Classroom

1. User Preferences

- Assigning User Roles
- 2. Employee Master Data
  - Entering New Employee Data
- 3. Implementation Guide (IMG) Projects
  - Creating Projects
  - Executing Projects
  - Maintaining Customizing Tables
- 4. Human Capital Management Structures
  - Modifying the Enterprise Structure
  - Enhancing the Personnel Structure
- 5. Organizational Structure
  - Mapping the Organizational Structure
  - Integrating with Organizational Management
  - Utilizing Default Values
- 6. Additional Organizational Assignments
  - Identifying Additional Organization Assignments
  - Identifying the Organizational Key
  - Configuring Administrators
  - Confirming Employee Attributes
- 7. Features
  - Maintaining Features
  - Defaulting the Payroll Area
  - Defaulting Personnel Number Ranges
  - Defaulting the Administrator Group
- 8. Personal Data
  - Maintaining Personal Data
- 9. Data Consistency Maintenance
  - Linking Planned Working Time and Basic Pay
- 10. Remuneration Structure
  - Building the Remuneration Structure
  - Creating and Assigning a Pay Scale
  - Creating a Pay Scale Table
  - Defaulting Pay Scale Values
- 11. Wage Type Structure
  - Setting Up Wage Types
  - Outlining the Setup of Wage Types
  - Copying Wage Types
  - Controlling Wage Type Permissibility
  - Configuring Wage Type Characteristics
  - Defaulting Wage Types
- 12. Remuneration Reports
  - Executing a Standard Pay Increase
  - Performing a Pay Scale Reclassification
- 13. Infotypes
  - Evaluating Infotype Attributes
  - Customizing Screen Headers
  - Modifying Infotype Screens
  - Creating Infotype Menus
- 14. Personnel Actions
  - Creating Personnel Actions

- Reviewing Additional Actions
- Configuring Personnel Actions
- 15. Dynamic Actions
  - Triggering Follow-Up Activities with Dynamic Actions
- 16. Case Study: Configuration of Master Data
  - Configuring Master Data

Course based on software release:

- SAP ERP 6.07

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<b>Training name</b>	SAP/HR305 / Std
<b>Duration</b>	5 days
<b>Level</b>	Intermediate
<b>Authorization</b>	SAP