

## Business Processes in SAP ERP HCM



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

### THE AIM OF THE COURSE

This course is suitable for:

- Application Consultant
- Business Analyst
- Business Process Owner / Team Lead / Power User
- Data Consultant / Manager
- Help Desk / COE Support

### THE BENEFITS RESULTING FROM THE TRAINING COMPLETION

- You will gain an understanding of SAP ERP Human Capital Management functionality and be able to outline the major functional areas
- You will be able to explain HCM Structures including Personnel and Organizational as well as HCM Business Processes.
- At the end of this course, you will be able to explain HCM processes and the integration within HCM and other solutions. At the end of the course, participants will understand HCM functionality and the integration available
- You will gain this knowledge through lecture, demonstrations and the completion of exercises.

### EXPECTED PREPARATION FROM STUDENTS

#### *Essential*

- None

#### *Recommended*

- SAP129 - Navigation

**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.

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## AGENDA SPOTKANIA

### Classroom

1. SAP Basics
  - Logging On to the SAP System
  - Navigating SAP Menus
  - Finding Help
2. Structures in Human Capital Management
  - Analyzing HCM Structures
  - Enhancing the Organizational Structure
  - Using the Organization and Staffing Interface
  - Reporting on Existing Positions
3. Personnel Administration
  - Maintaining Employee Information
  - Executing Personnel Actions
  - Maintaining Employee Data Using SAP NetWeaver Business Client (NWBC)
4. Employee Benefits
  - Enrolling an Employee in Benefits
  - Generating Benefit Reports
5. Time Management
  - Outlining Time Management Basics
  - Recording Time Data
  - Evaluating Time Data
  - Using Cross-Application Time Sheet (CATS)
6. Introduction to Payroll
  - Processing Payroll
7. SAP E-Recruiting
  - Recruiting New Employees
  - Applying for a Vacant Position
  - Determining Information in the Talent Warehouse
  - Determining Reporting Options Available for SAP E-Recruiting
8. Personnel Development
  - Maintaining the Qualification Catalog
  - Creating Profiles
  - Executing Profile Match-ups
9. HR Renewal
  - Outlining HR Renewal Functionality
  - Accessing HR Renewal Landing Pages
10. SAP Learning and Development
  - Maintaining Training Events
  - Enrolling Employees in Training Events
  - Outlining Enterprise Learning Functionality
  - Creating Development Plans
  - Identifying HR Renewal Learning Solution (LSO) Components
11. Performance and Talent Management
  - Creating Performance Review Documents

- Managing Employee Talent
- 12. Enterprise Compensation Management
  - Creating Compensation Budgets
  - Administering Compensation Awards
  - Analyzing Long-Term Incentives
- 13. SuccessFactors
  - Describing SuccessFactors Integration with SAP HCM
  - End-user Service Delivery
  - Analyzing Self-Services
- 14. Analytics
  - Analyzing HCM Reports

Course based on software release: SAP ERP HCM 6.07

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<b>Training name</b>	SAP/HR050 / Std
<b>Duration</b>	5 days
<b>Level</b>	Intermediate
<b>Authorization</b>	SAP