

HCM

Human Capital Management

HUMAN CAPITAL MANAGEMENT

SYLLABU S



+52 55 3332 0495



www.capacitacionenfocada.com

www.anmec.org

HCM - HUMAN CAPITAL MANAGEMENT

General Objective:

At the end of the course, participants **will understand and master** the procedures included in the SAP **HCM (Human Capital Management) module**, enabling them to work as SAP HCM consultants and achieve professional growth based on the **practical, self-directed learning** they have learned in this course.

Aimed at:

Payroll Administration Directors, Recruiters, Operations, Systems, and in general all professionals and senior managers involved in the management of administrative and operational activities in companies.

SAP S/4HANA

Duration: 5 Sessions

Total 25hrs

Content Thematic

Part 1 - Human Capital Management Structure

Unit 1: Structures in Human Capital Management

- Lesson: Identifying Human Capital Management Structures
- Lesson: Updating an organizational plan

Unit 2: Employee Information

- Lesson: Maintaining Employee Data
- Lesson: Accessing Time Data
- Lesson: Maintaining employee information through self-service
- Lesson: Staff Recruitment
- Lesson: Managing Employees in a Global Organization

Unit 3: Staff Development

- Lesson: Managing the Course Catalog
- Lesson: Managing the Enterprise Learning Solution
- Lesson: Talent Management
- Lesson: Performing Appraisals

Unit 4: Employee Compensation

- Lesson: Compensation Management
- Lesson: Payroll Management

Unit 5: Human Resources Renewal

- Lesson: Description of the Human Resources Renewal Functionality

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Content Thematic

- Lesson: Accessing HR Renewal Landing Pages
- Unit 6: Success Factors
- SuccessFactors Integration with SAP HCM
- Unit 7: Analysis
- Lesson: Creating Human Resources Reports
- Unit 8: User Preferences
- Lesson: Assigning User Roles
- Unit 9: Employee Master Data
- Lesson: Entering new employee data
- Unit 10: Implementation Guide (IMG) Projects
- Lesson: Project Execution
 - Lesson: Maintaining Personalization Tables
- Unit 11: Human Capital Management Structures
- Lesson: Changing the Business Structure
 - Lesson: Improving the staff structure
- Unit 12: Organizational structure
- Lesson: Mapping the organizational structure
 - Lesson: Integration with organizational management
 - Lesson: Using default values
- Unit 13: Additional Organizational Assignments
- Lesson: Identify additional organizational assignments
 - Lesson: Identify the organizational key
 - Lesson: Configuring admin tables
 - Lesson: Confirming Employee Attributes
- Unit 14: System Defaults
- Lesson: Configuring System Defaults
 - Lesson: Payroll Area Non-Compliance
 - Lesson: Default Staff Number Ranges
 - Lesson: Default Administrators Group Settings
- Unit 15: Personal Data
- Lesson: Maintaining Personal Data

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Unit 16: Maintaining data consistency

- Lesson: Linking planned working time and basic wage

Unit 17: Compensation structure

- Lesson: Building the compensation structure
- Lesson: Creating and Assigning a Pay Scale
- Lesson: Creating a Pay Scale Table
- Lesson: Pay Scale Defaults

Unit 18: Structure of the wage rate

- Lesson: Setting up payroll CCs
- Lesson: Understanding Payroll Type Configuration
- Lesson: Copying payroll CCs
- Lesson: Controlling the permissibility of payroll CCs
- Lesson: Configuring payroll CC features
- Lesson: Default Payroll Types

Unit 19: Infotypes

- infotype
- Lesson: Customizing Screen Headers
- infotype
- Infotype

Unit 20: Personnel actions

- Lesson: Creating Personnel Actions
- Lesson: Review of additional actions
- Lesson: Setting up staff actions

Part 2 - Human Capital Management Structure

Unit 1: Time Recording

- Lesson: Identifying the fundamentals of time management
- Lesson: Identifying roles in time management
- Lesson: Evaluating Time Recording Options

Unit 2: Business structure and groups

- Lesson: Outlining Structures in HCM

Unit 3: Work schedule

- Lesson: Identifying Holiday Calendars

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- Lesson: Defining levels and groupings of the work schedule
- Lesson: Creating Rest Schedules
- Lesson: Creating Daily Work Schedules
- Lesson: Setting up work schedules by periods
- Lesson: Identifying types of days and selection rules
- Lesson: Creating Work Schedule Rules
- Lesson: Generating work schedules

Unit 4: Part-time workforce

- Lesson: Setting up part-time work schedules

Unit 5: Recording and managing time data

- Lesson: Setting up attendance and absence types
- Lesson: Outline of configuring additional time infotypes
- Lesson: Determining system reactions to colliding time infotypes

Unit 6: Attendance and Absence Counting

- Lesson: Defining counting rules for attendance and absences
- Lesson: Assigning counting rules to absence types
- Lesson: Using daily work schedule variations to count absences

Unit 7: Attendance and Absence Fees

Lesson: Setting Attendance and Absence Quotas

- Lesson: Assigning quota deduction rules
- Lesson: Determining defaults for granting leave rights
- Lesson: Configuring Quota Type Selection Rule Groups
- Lesson: Definition of basic rights
- Lesson: Setting Validity and Deduction Intervals
- Lesson: Setting up reduction rules
- Lesson: Creating Rounding Rules
- Lesson: Configuring generation rules
- Lesson: Generating absence rights
- Lesson: Description of quota rights

Unit 8: Time Manager Workplace Functionality

- Lesson: Identifying Time Manager Workplace (TMW) Functionality

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Part 1 - Human Capital Payroll Management

Unit 1: Payroll Overview

- Lesson: Configuring the User Interface
- Lesson: Identifying Payroll Elements

Unit 2: Payroll Data

- Lesson: Entering Payroll Data

Unit 3: Payroll Elements

- Lesson: Organizing a Payroll Run
- Lesson: Reviewing the Payroll Status Infotype
- Lesson: Identifying Retroactive Payroll Entries

Unit 4: Payroll Process

- Lesson: Payroll Execution

SuccessFactors

- Lesson: Description of the basic concepts of the central employee payroll

Unit 6: Payroll Basics

- Lesson: Payroll Processing
- Lesson: Identifying SAP Payroll Concepts
- Lesson: Copying diagrams

Unit 7: Personnel calculation rules

- Lesson: Identifying Staff Calculation Rules
- Lesson: Processing Internal Payroll Tables
- Lesson: Creating Staff Calculation Rules

Unit 8: Starting the payroll

- Lesson: Identifying the attributes of the payroll initialization scheme
- Lesson: Identifying Employee Master Data in Internal Payroll Tables

Unit 9: Salary Type Assessment

- Lesson: Interpreting Payroll Processing Rules
- Lesson: Establishing Constant Assessment Bases
- Lesson: Creating people-related assessment bases
- Lesson: Creating Derived Payroll CCs

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Unit 10: Assessment of Absences

- Lesson: Setting up absence assessment
- Lesson: Assigning counting classes
- Lesson: Managing the Rules of the Day

Unit 11: Selecting the type of time wage

- Lesson: Managing time-based payroll CCs
- Lesson: Configuring Time Wage CC Selection Using Rules
- Lesson: Defining payroll CC generation rules

Unit 12: Payroll Factoring

- Lesson: Setting Up Payroll Factoring
- Lesson: Setting up staff calculation rules for factoring
- Lesson: Identifying Cost Accounting Elements

Unit 13: Average Processing

- Lesson: Creating average calculation bases
- Lesson: Setting up average calculation rules

Includes guidance on taking the Global Certification Exam as an HCM Consultant with SAP.