HR305

Configuration of Master Data

COURSE OUTLINE

Course Version: 15
Course Duration: 5 Day(s)

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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	*Example text*
Window title	*Example text*

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Course Overview

TARGET AUDIENCE
This course is intended for the following audiences:

- Application Consultant
- Super / Key / Power User
- Data Consultant

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UNIT 1 User Preferences

Lesson 1: Assigning User Roles

Lesson Objectives

After completing this lesson, you will be able to:

- Assign user roles in the SAP system
- Adjust user parameters to facilitate customizing activities
- Set up favorites in the SAP System

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UNIT 2 Employee Master Data

Lesson 1: Entering New Employee Data

Lesson Objectives

After completing this lesson, you will be able to:

- Record information for new employees in the SAP system

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UNIT 3 Implementation Guide (IMG) Projects

Lesson 1: Creating Projects

Lesson Objectives

After completing this lesson, you will be able to:

- Create a project IMG

Lesson 2: Executing Projects

Lesson Objectives

After completing this lesson, you will be able to:

- Customize limited views of IMG activities to facilitate project execution

Lesson 3: Maintaining Customizing Tables

Lesson Objectives

After completing this lesson, you will be able to:

- Configure tables in the implementation guide to meet customization requirements
- Delete existing table entries in the implementation guide
- Set end dates on existing table entries

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UNIT 4 Human Capital Management Structures

Lesson 1: Modifying the Enterprise Structure

Lesson Objectives

After completing this lesson, you will be able to:

- Outline HCM elements in the enterprise structure
- Define the use of clients in HCM
- Define the use of company codes in HCM
- Create personnel areas within the enterprise structure
- Create personnel subareas within the enterprise structure

Lesson 2: Modifying the Personnel Structure

Lesson Objectives

After completing this lesson, you will be able to:

- Identify the elements of the personnel structure
- Divide employees based on their relationship with the company
- Divide employees to facilitate payroll and time processing
- Verify organizational assignments

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UNIT 5 Organizational Structure

Lesson 1: Mapping the Organizational Structure

Lesson Objectives

After completing this lesson, you will be able to:

- Identify the objects used to map an organizational structure

Lesson 2: Integrating with Organizational Management

Lesson Objectives

After completing this lesson, you will be able to:

- Activate integration between Organizational Management and Personnel Administration
- Set up objects to facilitate data integration between organization and staffing and personnel administration

Lesson 3: Utilizing Default Values

Lesson Objectives

After completing this lesson, you will be able to:

- Control organizational management values to default to personnel administration values

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UNIT 6 Additional Organizational Assignments

Lesson 1: Identifying Additional Organization Assignments

Lesson Objectives

After completing this lesson, you will be able to:

- Outline the additional organizational assignments for employees
- Configure a payroll area to group employees for payroll processing
- Display elements of a payroll record
- Enable payroll processing

Lesson 2: Identifying the Organizational Key

Lesson Objectives

After completing this lesson, you will be able to:

- Add information to the organization assignment infotype

Lesson 3: Configuring Administrator Tables

Lesson Objectives

After completing this lesson, you will be able to:

- Customize the administrator table

Lesson 4: Confirming Employee Attributes

Lesson Objectives

After completing this lesson, you will be able to:

- Locate tables containing employee attribute characteristics

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UNIT 7 System Default Values

Lesson 1: Setting Up System Default Values

Lesson Objectives

After completing this lesson, you will be able to:

- Set up system default values for employee information records

Lesson 2: Defaulting the Payroll Area

Lesson Objectives

After completing this lesson, you will be able to:

- Configure the ABKRS feature to default the payroll area into the organizational assignment infotype

Lesson 3: Defaulting Personnel Number Ranges

Lesson Objectives

After completing this lesson, you will be able to:

- Set up the NUMKR system feature

Lesson 4: Defaulting the Administrator Group

Lesson Objectives

After completing this lesson, you will be able to:

- Update the system feature PINCH to default the administrator group into the organizational assignment infotype (IT0001)

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UNIT 8 Personal Data

Lesson 1: Maintaining Personal Data

Lesson Objectives

After completing this lesson, you will be able to:

- Update master data infotypes used in employee records

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UNIT 9 Data Consistency Maintenance

Lesson 1: Linking Planned Working Time and Basic Pay

Lesson Objectives

After completing this lesson, you will be able to:

- Maintain data consistency between basic pay and planned working time infotypes

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UNIT 10 Remuneration Structure

Lesson 1: Building the Remuneration Structure

Lesson Objectives

After completing this lesson, you will be able to:

- Identify the remuneration structure

Lesson 2: Creating and Assigning a Pay Scale

Lesson Objectives

After completing this lesson, you will be able to:

- Maintain pay scales to manage employee remuneration

Lesson 3: Creating a Pay Scale Table

Lesson Objectives

After completing this lesson, you will be able to:

- Configure the pay scale table for employee remuneration

Lesson 4: Defaulting Pay Scale Values

Lesson Objectives

After completing this lesson, you will be able to:

- Control the setup and default values of pay scale structures

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UNIT 11 Wage Type Structure

Lesson 1: Setting Up Wage Types

Lesson Objectives
After completing this lesson, you will be able to:

- Set up wage types

Lesson 2: Outlining the Setup of Wage Types

Lesson Objectives
After completing this lesson, you will be able to:

- Outline wage type configuration tables

Lesson 3: Copying Wage Types

Lesson Objectives
After completing this lesson, you will be able to:

- Copy wage types in the wage type catalog

Lesson 4: Controlling Wage Type Permissibility

Lesson Objectives
After completing this lesson, you will be able to:

- Maintain the use of wage types by controlling their permissibility

Lesson 5: Configuring Wage Type Characteristics

Lesson Objectives
After completing this lesson, you will be able to:

- Identify the characteristics of wage types
- Configure wage types to use pay scale data
- Configure wage types to perform calculations on base amounts
- Outline the configuration of wage types to calculate percentages

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- Outline the configuration of wage types to use position data
- Identify additional attributes of indirect valuations

Lesson 6: Defaulting Wage Types

Lesson Objectives

After completing this lesson, you will be able to:

- Configure default values for the basic pay infotypee

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UNIT 12 Remuneration Reports

Lesson 1: Executing a Standard Pay Increase

Lesson Objectives

After completing this lesson, you will be able to:

- Perform a standard pay increase

Lesson 2: Performing a Pay Scale Reclassification

Lesson Objectives

After completing this lesson, you will be able to:

- Execute the update of pay scale reclassifications

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UNIT 13 Infotypes

Lesson 1: Evaluating Infotype Attributes

Lesson Objectives

After completing this lesson, you will be able to:

- Locate the customization tables for infotypes

Lesson 2: Customizing Screen Headers

Lesson Objectives

After completing this lesson, you will be able to:

- Change the display of an infotype by adjusting the screen header

Lesson 3: Modifying Infotype Screens

Lesson Objectives

After completing this lesson, you will be able to:

- Control the information displayed on infotype screens

Lesson 4: Creating Infotype Menus

Lesson Objectives

After completing this lesson, you will be able to:

- Create an infotype menu for master data entry screens

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UNIT 14 Personnel Actions

Lesson 1: Creating Personnel Actions

Lesson Objectives

After completing this lesson, you will be able to:

- Set up personnel actions to meet master data administration requirements
- Verify the status indicators of a personnel action
- Identify the reasons for using personnel action types

Lesson 2: Reviewing Additional Actions

Lesson Objectives

After completing this lesson, you will be able to:

- Outline how multiple actions processed on the same day are tracked

Lesson 3: Configuring Personnel Actions

Lesson Objectives

After completing this lesson, you will be able to:

- Configure personnel actions

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UNIT 15 Dynamic Actions

Lesson 1: Triggering Follow-Up Activities with Dynamic Actions

Lesson Objectives

After completing this lesson, you will be able to:

- Explain how dynamic actions trigger follow-up activities
- Set up dynamic actions to track activities

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UNIT 16

Case Study: Configuration of Master Data

Lesson 1: Configuring Master Data

Lesson Objectives

After completing this lesson, you will be able to:

- Configure master data

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