

SAP HCM (THR10 - Management Administration 1 & THR12 -Management Administration 2)
(Solution Release: EHP7 for ERP6.0)

Duration – 80 Hours

Course Summary - This combined course covers both **THR10** (SAP HCM Overview) and **THR12** (Personnel Administration and Organizational Management). Participants will gain a comprehensive understanding of SAP HCM, including managing employee data, configuring organizational structures, and handling time management processes. The course focuses on Personnel Administration (PA), Organizational Management (OM), and reporting, providing the skills needed to optimize HR workflows and decision-making in an SAP environment.

THR10 - Management Administration 1

1. **Explain the main HCM Business Processes**
Overview of key HR processes like personnel administration, payroll, and organizational management in SAP HCM.
2. **Configure Human Capital Management Structures**
Set up the basic structures for employee and organizational data in SAP HCM.
3. **Customize the Personnel Structure**
Tailor the personnel structure to the organization's requirements, including employee groups and subgroups.
4. **Update the Organizational Structure**
Modify and manage the organizational hierarchy and roles within the company.
5. **Configure Wage Types**
Set up wage types for payroll, including salary, bonuses, and other compensation components.
6. **Set up Default Wage Types**
Define default wage types for employee groups to standardize pay structure.
7. **Explain Customizing Procedures and Interfaces**
Understand how to configure SAP HCM's integration with other systems and customize HR processes.
8. **Infotype Characteristics**
Customize HR data storage (infotypes) to match organizational needs.
9. **Screen Modifications**
Modify screens to improve data entry processes for HR staff.
10. **Create Infotype Menus**
Create menus that allow easy navigation through employee data (infotypes).
11. **Create a Personnel Action**
Define events like hiring, promotions, and terminations in the employee lifecycle.
12. **Create a Dynamic Action**
Set up automated actions triggered by changes in employee data.

13. **Create Work and Break Schedules**
Define daily work hours, break schedules, and shift patterns.
 14. **Daily and Period Work Schedules**
Configure both daily and period-specific work schedules to meet operational needs.
 15. **Configure Quota Entitlements**
Set up leave quotas for employees (e.g., vacation, sick leave).
 16. **Accruals and Deduction Rules**
Configure rules for leave accruals and deductions based on policies.
 17. **Configure System Reaction to Collision of Time Infotype Records**
Manage conflicting time records to ensure accurate timekeeping and payroll processing.
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THR12 - Management Administration 2

1. **Run a Productive Payroll**
Learn to process payroll effectively and accurately for employees.
2. **Personnel Calculation Rules**
Configure the rules used to calculate employee payroll, including deductions and benefits.
3. **Wage Type Valuation**
Understand how different wage types are valued and processed in payroll.
4. **Absence Valuation**
Set up processes to track and process employee absences like sick leave or vacation.
5. **Average Processing**
Learn how to handle payroll calculations for employees with variable work hours or pay.
6. **Determine Retroactive Accounting Criteria**
Set up retroactive payroll adjustments when changes are made to past payroll periods.
7. **Define Logical Databases**
Learn how to define and use logical databases for efficient data queries in SAP.
8. **Create Infosets**
Create and configure Infosets to organize data for reporting purposes.
9. **Build Queries using Ad Hoc Query and SAP Query**
Learn to create custom reports using SAP's query tools to extract HR data.
10. **Configuration of Organizational Structure**
 - a. **Expert Mode**
Advanced configuration of the organizational structure.
 - b. **Simple Maintenance**
Easier maintenance mode for basic changes.
 - c. **Organization and Staffing Interface**
Manage staffing and organizational units with this interface.
 - d. **Configuration using General Structures**
Set up the broader structure of the organization using general settings.
 - e. **Maintenance of Organizational Units**
Maintain and modify organizational units like departments and teams.
 - f. **Maintain Object Relationships**
Define relationships between objects in the organization, such as linking employees to departments.

g. Create Evaluation Paths

Create paths to evaluate relationships between objects in the organization.

h. Set up of Evaluations and Reporting

Set up evaluations and reporting for HR analytics based on the organizational structure.
