

Duration

- 10 day(s)

Course Goals

- At the conclusion of this course, you will be able to:
 - Explain the basic processes of human resources
 - Adjust personnel administration data for customer-specific requirements
 - Adjust the main aspects of time data
 - Carry out reporting in Human Resource Management

Target Audience

- Solution consultants who are responsible for implementing Personnel Administration with mySAP ERP Human Capital Management (mySAP ERP HCM), in particular in the areas of master data, time management, and reporting

Prerequisites

Essential:

- Business knowledge in the area of human resources
- The following are included in posting THR10:
 - [E-learning SAP125 SAP Navigation 2005](#)
 - [ERP001 Management Empowered by mySAP ERP](#)
 - [ERP030 Management Empowered by mySAP ERP Human Capital Management](#)
- which you must study in your own time before the start of course THR10

Software Component(s) and Release(s)

- ERP ECC 6.0

Course Content

- Overview of mySAP ERP HCM: Navigation and structures in Human Resource Management, Employee Self-Service, Manager's Desktop, recruitment, personnel development, personnel cost planning, training and event management, compensation management
- Configuration of human resources master data: Enterprise, personnel and organizational structure, default values and features, billing data: Pay scale and wage type structure, pay scale reclassification and increase, work flows and user interfaces: for example, screen modification and personnel actions, management of global employees
- Configuration of Time Management: Overview of Time Management and its integration with other applications, configuring the work schedule and setting up the planned working time, creating attendance and absence types and their payments, managing time quotas and quota deduction, and configuring the Time Manager's Workplace (TMW)
- Reporting in Human Resource Management: Infosystems, Ad Hoc Query, SAP Query, payroll infotypes and simulated infotypes of Time Management, Human Resource Management in SAP NetWeaver Business Intelligence
- Mini case study

Notes

- To ensure that you retain the knowledge gained in this course and successfully complete the certification examination at the end of course THR12, we recommend that you consolidate the content in your own time after the course.

Duration

- 10 day(s)

Course Goals

- At the conclusion of this course, you will be able to:
 - Explain how Payroll is organized, perform payroll runs, and configure gross payroll
 - Configure organizational management
 - Utilize your knowledge directly as a junior consultant in your first period of practice

Target Audience

- Solution consultants responsible for implementing Payroll and Organizational Management with mySAP ERP Human Capital Management (mySAP ERP HCM)

Prerequisites

Essential:

- [THR10 Management & Administration I](#)
- The following are included in posting THR12:
- [- E-learning SM001 Introduction to SAP Solution Manager](#),
- - which you must study in your own time before the start of course THR12

Software Component(s) and Release(s)

- ERP ECC 6.0

Course Content

- Organization and configuration of payroll: Identifying and operating control mechanisms available in the payroll system, personnel calculation schema and rules, encoding characteristics of wage types, checking the payroll using the payroll log, determining hourly rates, calculating averages, factoring, developing rules to automate the payment of working hours, processing absences in payroll, retroactive accounting
- Organizational management: Maintenance of the organizational structure , matrix organization and structures, reporting and reporting tools, Manager's Desktop and Manager Self Service, integration with other HR components
- Integrated case study: Implementation of a fictitious demo company using specific business processes: configuration and mapping of the company structure, master data, and business processes in the SAP system
- Review and certification preparation
- Certification examination for Solution Consultant Human Resources – Management & Administration with mySAP ERP 2005 on the content of courses SAP120, ERP001, ERP030, THR10, SM001, THR12

Notes

- To ensure that you retain the knowledge gained in this course and successfully complete the certification examination at the end of course THR12, we recommend that you consolidate the content in your own time after the course.
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