COURSE LISTING

Courses Listed

Beginner
- SAPHR - SAP ERP HCM Overview
- SAPHRE - SAP ERP HCM Overview

Intermediate
- HR110 - Business Processes in HCM Payroll
- HR110E - Business Processes in HCM Payroll

Advanced
- HR305 - Configuration of Master Data
- HR305E - Configuration of Master Data
- HR306 - Configuration of Time Recording
- HR306E - Configuration of Time Recording
- HR505 - Organizational Management
- HR505E - Organizational Management
- HR580 - Analytics and Reporting in HCM
- HR580E - Analytics and Reporting in HCM
- HR940 - Authorizations in SAP HR
- HR940E - Authorizations in SAP HR
- HUB077 - SAP Learning Hub, Edition for People Engagement (HUB077)
- THR10 - Management Administration 1
- THR12 - Management Administration 2
- THR1E - SAP HCM Management & Administration E-Academy
All available schedules in your selection

**HR580  Analytics and Reporting in HCM**

There are currently no events available for this course. Please feel free to register interest for this course on SAP Training. We will then notify you when a course has been scheduled.

**HR940  Authorizations in SAP HR**

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**HR505  Organizational Management**

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SAP HR   SAP ERP HCM Overview (continued)

There are currently no events available for this course. Please feel free to register interest for this course on SAP Training. We will then notify you when a course has been scheduled.

SAP HR   SAP ERP HCM Overview

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HR110E   Business Processes in HCM Payroll

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HR305E   Configuration of Master Data

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HR505E  Organizational Management (continued)

There are currently no events available for this course. Please feel free to register interest for this course on SAP Training. We will then notify you when a course has been scheduled.

HR940E  Authorizations in SAP HR

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HR580E  Analytics and Reporting in HCM

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THR1E  SAP HCM Management & Administration E-Academy

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HR306E  Configuration of Time Recording

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HR306  Configuration of Time Recording

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### HUB030  SAP Learning Hub, Professional Edition, Public Cloud Version

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### HUB077  SAP Learning Hub, Edition for People Engagement (HUB077)

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There are currently no events available for this course. Please feel free to register interest for this course on SAP Training. We will then notify you when a course has been scheduled.

THR12  Management Administration 2

THR10  Management Administration 1
HR580 - Analytics and Reporting in HCM

Duration

3 days

Goals

- Execute Standard Reports
- Define Logical Databases
- Create Infosets
- Build queries using Ad Hoc Query
- Build queries using SAP Query
- Configure Payroll Infotypes
- Access Simulated Time Infotypes

Audience

- Application Consultant
- Business Process Owner / Team Lead / Power User
- Data Consultant / Manager

Essential

- HR050 Business Processes in Human Capital Management
- HR305 Configuration of Master Data
- HR505 Organizational Management

Course based on software release

- SAP ERP 6.07

Content

- Human Capital Management (HCM) Reporting
- Identifying the HCM Reporting Requirements and Toolsets
- Manager Self-Services
- Reporting on Employee Data Using Manager’s Desktop (MDT)
- Reporting on Employee Data with Manager Self-Service
- Reporting on Employee Data Using SAP NetWeaver Business Client (NWBC)
- Standard SAP Reports
- Executing Standard Reports
- Defining a User Menu
- Logical Databases and Infosets
- Outlining Logical Databases
- Setting Up Reporting Elements
- Creating InfoSets
- Using InfoSet Switches
- Ad Hoc Query
- Identifying the Components of Ad Hoc Query
- Creating Reports Using Ad Hoc Query
- Creating Complex Queries with Ad Hoc Query
- Formatting Report Output
- Creating Dashboards
- SAP Query
- Creating Queries with SAP Query
- Modifying SAP Query Reports
- Generating Queries with Different Data and Object Selection Criteria
• Payroll and Time Management Infotypes
• Setting Up Payroll Infotypes
• Simulating Time Infotypes
• Analytical Reporting for HCM
• Creating HCM Reports with SAP NetWeaver Business Warehouse
• Viewing HCM Reports with SAP BusinessObjects
• Reviewing the Use of HCM in Strategic Enterprise Management (SEM)
• Identifying HCM Content for Operational Data Provisioning
HR940 - Authorizations in SAP HR

Duration
3 days

Course announcements
- Control system access for HCM business processes to ensure appropriate separation of duties and legal compliance. Automate the dynamic maintenance of your authorizations based on your organizational structure.

Goals
- Set up general authorizations
- Create structural authorization profiles
- Create context-sensitive authorizations
- Control access to HCM information by assigning authorizations to users
- Create users and roles
- Utilize the profile generator
- Activate Double Verification Principles
- Determine the responsibility period
- Set up authorization objects for payroll
- Set up authorization checks for evaluations

Audience
- Application Consultant
- Business Process Owner / Team Lead / Power User
- Data Consultant / Manager

Essential
- None

Course based on software release
- SAP ERP 6.07
• Authorization Check for Evaluations
• Setting Up Selection Periods for Evaluations
• Creating Authorizations for the HR: Reporting Object
• Structural Authorizations
• Outlining the Structure of the Personnel Planning Data Model
• Outlining Structural Authorization Profiles
• Creating Overall Authorization Profiles
• Generating Authorizations
• Improving System Performance for Structural Authorization Profiles
• The Context Solution
• Solving Context-Sensitive Authorizations
• Additional Aspects of the General Authorization Check
• Outlining Organizational Key Authorization Checks
• Tips to Set Up Authorizations
• Optimizing HR Authorizations

Notes

• This course is also available in a self-paced e-learning format, complete with demos and simulations, under course code HR940E.
HR505 - Organizational Management

Duration

5 days

Course announcements

- Your Organizational Management data model is the foundation for position management, approvals, authorizations, MSS views and reporting. Correctly depicting your organizational structure ensures optimal performance of all related business processes.

Goals

- Outline the basic structure of Organizational Management
- Outline the integration between OM and other components
- Set up a multiple reporting structure using a matrix organization
- Process organizational changes using Manager’s Desktop and Manager’s Self-Service
- Create relationships for a new object and ensure it is correctly linked to the organizational structure
- Set up and verify an organizational structure configuration

Audience

- Application Consultant
- Data Consultant / Manager
- Business Process Owner / Team Lead / Power User

Essential

- HR050 Business Processes in Human Capital Management or HR050E E-Learning version of Business Processes in Human Capital Management

Course based on software release

- SAP ERP 6.07

Content

- Organizational Management Structures
- Outlining Organizational Management (OM) Basics
• Data Model Enhancements in Organizational Management
• Outlining the OM Data Model
• Modifying the Data Model
• Creating Relationships
• Creating Evaluation Paths
• Hierarchy Framework in Organizational Management
• Customizing the Hierarchy Framework of the Organization and Staffing interface
• Defining Search Nodes
• Outlining Column Groups
• Customizing the Structural Overview
• Evaluations and Reports in Organizational Management
• Describing Structural Reports
• Executing Standard Delivered Reports
• Case Study Organizational Structure Setup
• Setting Up an Organizational Structure
SAPHR - SAP ERP HCM Overview

Duration

2 days

Course announcements

- This foundation course is ideal for persons requiring a high-level functional overview of HR business processes and integration.

Goals

- This course will prepare you to have a high-level functional overview of HR business processes and integration.

Audience

- This foundation course is ideal for persons requiring a high-level functional overview of HR business processes and integration.

Essential

- none

Course based on software release

- SAP ERP 6.0 with Enhancement Package 8

Content

- SAP Navigation
- Structures in Human Capital Management
- Employee Information
- Accessing Time Data
- Recruiting
- Personnel Development
- Training Management and Enterprise Learning
- Performing Appraisals
- Managing Payroll
- HR Renewal
- SuccessFactors
- Analytics

Notes

- This course is also available as a test system within SAP Live Access
SAP HCM Overview

Course announcements
This foundation course is ideal for persons requiring a high-level functional overview of HR business processes and integration.

Goals
Contribute to making decisions about how your SAP HCM solution can be implemented in your organization.

Audience
- Application Consultant
- Business Analyst
- Business Process Owner / Team Lead / Power User
- Developer
- Program / Project Manager

Essential
- none

Course based on software release
- SAP ERP 6.08

Content
- SAP Navigation
- Logging On to an SAP System
- Using the SAP Interface
- Structures in Human Capital Management
- Identifying Human Capital Management Structures
- Updating an Organizational Plan
- Employee Information
- Maintaining Employee Data
- Accessing Time Data
- Maintaining Employee Information Using Self-Services
- Recruiting Personnel
- Managing Employees in a Global Organization
- Personnel Development
- Managing the Course Catalog
- Managing the Enterprise Learning Solution
- Managing Talent
- Performing Appraisals
- Employee Remuneration
- Managing Compensation
- Managing Payroll
- HR Renewal
- Outlining HR Renewal Functionality
- Accessing HR Renewal Landing Pages
- SuccessFactors
- Describing SuccessFactors Integration with SAP HCM
- Analytics
- Creating HR Reports
HR110E - Business Processes in HCM Payroll

Course announcements
- This course provides the mandatory foundation knowledge required for processing payroll transactions in SAP HCM. You will learn how to automate your payroll process and complete financial postings.

Goals
- Describe how to organize and run payroll including subsequent activities and problem-solving aids

Audience
- Application Consultant
- Business Analyst
- Business Process Owner / Team Lead / Power User
- Program / Project Manager

Essential
- none

Course based on software release
- SAP ERP 6.0 with EHP7

Content
- Payroll Overview
- Setting Up the User Interface
- Identifying Payroll Elements
- Payroll Data
- Entering Payroll Data

- Payroll Elements
- Organizing a Payroll Run
- Reviewing the Payroll Status Infotype
- Identifying Retroactive Payroll Entries
- Payroll Process
- Running Payroll
- Payroll Reports
- Reporting on Payroll
- Generating Remuneration Statements
- Analyzing Payroll Results
- Analyzing Wage Types
- Reviewing Ad Hoc Query Functionality
- Post Payroll Results
- Posting Environments
- Verifying a Posting Run
- Updating a Live Posting Run
- Verifying Documents
- Bank Transfers and Check Preparation
- Generating Employee Payments
- Process Model
- Running a Payroll Process Model
- SuccessFactors Employee Central Payroll
- Outlining Employee Central Payroll Basics
Additional Organizational Assignments
Identifying Additional Organization Assignments
Identifying the Organizational Key
Configuring Administrators
Confirming Employee Attributes
Features
Maintaining Features
Defaulting the Payroll Area
Defaulting Personnel Number Ranges
Defaulting the Administrator Group
Personal Data
Maintaining Personal Data
Data Consistency Maintenance
Linking Planned Working Time and Basic Pay
Remuneration Structure
Building the Remuneration Structure
Creating and Assigning a Pay Scale
Creating a Pay Scale Table
Defaulting Pay Scale Values
Wage Type Structure
Setting Up Wage Types
Outlining the Setup of Wage Types
Copying Wage Types
Controlling Wage Type Permissibility
Configuring Wage Type Characteristics
Defaulting Wage Types
Remuneration Reports
Executing a Standard Pay Increase
Performing a Pay Scale Reclassification
Infotypes
Evaluating Infotype Attributes
Customizing Screen Headers
Modifying Infotype Screens
Creating Infotype Menus
Personnel Actions
Creating Personnel Actions
Reviewing Additional Actions
Configuring Personnel Actions
Dynamic Actions
Triggering Follow-Up Activities with Dynamic Actions
Case Study: Configuration of Master Data
Configuring Master Data
HR505E - Organizational Management

Goals
- Outline the basic structure of Organizational Management
- Outline the integration between OM and other components
- Set up a multiple reporting structure using a matrix organization
- Process organizational changes using Manager’s Desktop and Manager’s Self-Service
- Create relationships for a new object and ensure it is correctly linked to the organizational structure
- Set up and verify an organizational structure configuration

Audience
- Application Consultant
- Data Consultant / Manager
- Business Process Owner / Team Lead / Power User

Essential
- HR050 Business Processes in Human Capital Management or
- HR050E E-Learning version of Business Processes in Human Capital Management

Course based on software release
- SAP ERP 6.07

Content
- Organizational Management Structures
- Outlining Organizational Management (OM) Basics
- Organizational Management Concepts
- Outlining Organizational Management Concepts
- Finding Object Relationships
- Planning Options in Organizational Management
- Organization and Staffing Framework
- Identifying the Organizational Plan
- Updating the Organizational Structure
- Expert Mode in Organizational Management
- Maintaining Infotypes
- Simple Maintenance in Organizational Management
- Maintaining Organizational Plans Using Simple Maintenance
- General Structures and Matrix Organizations
- Maintaining General Structures
- Maintaining Matrix Organizations
- Integration in Organizational Management
- Setting Up Integration Switches
- Loading OM Files
- Self-Services in Organizational Management
- Updating Information Using Manager’s Desktop (MDT)
- Updating Information Using Manager Self-Service (MSS)
- Data Model Enhancements in Organizational Management
- Outlining the OM Data Model
- Modifying the Data Model
- Creating Relationships
- Creating Evaluation Paths
• Hierarchy Framework in Organizational Management
• Customizing the Hierarchy Framework of the Organization and Staffing interface
• Defining Search Nodes
• Outlining Column Groups
• Customizing the Structural Overview
• Evaluations and Reports in Organizational Management
• Describing Structural Reports
• Executing Standard Delivered Reports
• Case Study Organizational Structure Setup
• Setting Up an Organizational Structure
HR940E - Authorizations in SAP HR

Course announcements
- Control system access for HCM business processes to ensure appropriate separation of duties and legal compliance. Automate the dynamic maintenance of your authorizations based on your organizational structure.

Goals
- Set up general authorizations
- Create structural authorization profiles
- Create context-sensitive authorizations
- Control access to HCM information by assigning authorizations to users
- Create users and roles
- Utilize the profile generator
- Activate Double Verification Principles
- Determine the responsibility period
- Set up authorization objects for payroll
- Set up authorization checks for evaluations

Audience
- Application Consultant
- Business Process Owner / Team Lead / Power User
- Data Consultant / Manager

Essential
- None

Course based on software release
- SAP ERP 6.07

Content
- HCM Authorization Basics
- Outlining HCM Authorizations
- Creating User Master Records
- Copying SAP-Delivered Roles
- General Authorization Checks
- Outlining HCM Authorization Checks
- Setting Up an Authorization
- Defining e-Recruiting Authorization Objects
- Defining Personnel Planning Authorization Objects
- Defining Transaction Code Authorizations
- Assigning HR Cluster Data Authorizations
- Defining Customer-Specific HR Authorization Objects
- Setting Up Authorization Verification
- Indirect Role Assignment
- Assigning Roles Indirectly
- Period of Responsibility for Administrators
- Determining the Period of Responsibility for Administrators
- Outlining Time Logic for Data Access
- Payroll Authorization Objects
- Defining Payroll Authorization Objects
- Controlling Access to Schemas and Personnel Calculation Rules
Authorization Check for Evaluations
Setting Up Selection Periods for Evaluations
Creating Authorizations for the HR: Reporting Object
Structural Authorizations
Outlining the Structure of the Personnel Planning Data Model
Outlining Structural Authorization Profiles
Creating Overall Authorization Profiles
Generating Authorizations
Improving System Performance for Structural Authorization Profiles
The Context Solution
Solving Context-Sensitive Authorizations
Additional Aspects of the General Authorization Check
Outlining Organizational Key Authorization Checks
Tips to Set Up Authorizations
Optimizing HR Authorizations

Notes
This course is also available in a self-paced e-learning format, complete with demos and simulations, under course code HR940E.
Course announcements
- You will extract relevant HCM data using a variety of tools. This will enable you to make more informed business decisions to become a best-run company.

Goals
- Execute Standard Reports
- Define Logical Databases
- Create Infosets
- Build queries using Ad Hoc Query
- Build queries using SAP Query
- Configure Payroll Infotypes
- Access Simulated Time Infotypes

Audience
- Application Consultant
- Business Process Owner / Team Lead / Power User
- Data Consultant / Manager

Essential
- HR050 Business Processes in Human Capital Management
- HR305 Configuration of Master Data
- HR505 Organizational Management

Course based on software release
- SAP ERP 6.07

Content
- Human Capital Management (HCM) Reporting
- Identifying the HCM Reporting Requirements and Toolsets
- Manager Self-Services
- Reporting on Employee Data Using Manager’s Desktop (MDT)
- Reporting on Employee Data with Manager Self-Service
- Reporting on Employee Data Using SAP NetWeaver Business Client (NWBC)
- Standard SAP Reports
- Executing Standard Reports
- Defining a User Menu
- Logical Databases and Infosets
- Outlining Logical Databases
- Setting Up Reporting Elements
- Creating InfoSets
- Using InfoSet Switches
- Ad Hoc Query
- Identifying the Components of Ad Hoc Query
- Creating Reports Using Ad Hoc Query
- Creating Complex Queries with Ad Hoc Query
- Formatting Report Output
- Creating Dashboards
- SAP Query
- Creating Queries with SAP Query
- Modifying SAP Query Reports
- Generating Queries with Different Data and Object Selection Criteria
- Payroll and Time Management Infotypes
- Setting Up Payroll Infotypes
- Simulating Time Infotypes
- Analytical Reporting for HCM
- Creating HCM Reports with SAP NetWeaver Business Warehouse
- Viewing HCM Reports with SAP BusinessObjects
- Reviewing the Use of HCM in Strategic Enterprise Management (SEM)
- Identifying HCM Content for Operational Data Provisioning
Course announcements

- This course has been designed for entry-level HR consultants who intend to pursue an SAP Associate Certification in SAP Human Capital Management. This course covers the most critical human capital management functions, and configuration requirements you’ll need to know for implementing the SAP HCM module. Through voice-over e-learning, demos, simulations and system access to practice the exercises you will be able to work through many business transactions leading to increased confidence in being able to apply what you have learned, in subsequent projects.

Goals

- Describe the main business processes in SAP HCM
- Outline how employee data is maintained
- Describe how infotypes are used to support transaction processing in SAP HCM
- Outline time recording processes
- Explain payroll processes
- Describe organizational management processes and configurations
- Outline the key elements of setting up authorizations in SAP HCM

Audience

- Application Consultant
- Business Process Owner / Team Lead / Power User

Essential

- Practical business knowledge of external procurement processes
- TERP01_15 SAP ERP Business Process Basics and Navigation
- TERP30_15 SAP Human Capital Management (HCM) in SAP ERP

Course based on software release

- SAP ERP 6.0 EhP7

Content

- Organizational structures in SAP HCM
- Maintaining employee data
- Personnel development overview
- Maintaining features
- Remuneration structures & reports
- Infotypes
- Personnel Actions
- Time Recording
- Work schedules
- Attendance and absence quotas
- Cross-Application time sheets (CATS)
- Configuring time data recording
- Payroll overview
- Payroll data and payroll elements
- Payroll reports
- Post-payroll results
- Manager self-services
- Logical databases and infosets
- Ad Hoc query & SAP query
- Payroll and time management infotypes
- Analytical reporting for HCM
• Organizational Management (OM) concepts
• Organization and staffing framework
• Expert mode in OM
• Simple maintenance in OM
• General structures and matrix organizations
• Integration in OM
• Self-Services in OM
• Data model enhancements in OM
• Hierarchy framework in OM
• Authorizations in SAP HCM

Notes
• When you book THR1e you will receive access for 5 months to all the content you need to successfully complete your training at your own pace (relevant e-learning, flipbooks: THR10 and THR12, and access to a training system to complete the course exercises).
• Help Desk Support is provided for the participants to enable them to understand the training material, resolve queries and assist in assignments during the access period. In this timeframe the participants will get access to training systems to work through the exercises and demo scenarios.
• The system provided to you will be SAP ECC 6.0 EHP7.
• Once you have completed the entire training program, you can attempt the certification exam C_THR12_67. Note that you will need to contact SAP Education or Pearson Vue to book your examination date.
• For more information, please contact your local SAP Education team.
Note that the Help Desk is not able to support customers using a Mac computer. An IE (Internet Explorer) browser is required to access all eAcademy content.
HR110 - Business Processes in HCM Payroll

**Duration**
2 days

**Course announcements**
- This course provides the mandatory foundation knowledge required for processing payroll transactions in SAP HCM. You will learn how to automate your payroll process and complete financial postings.

**Goals**
- Describe how to organize and run payroll including subsequent activities and problem-solving aids

**Audience**
- Application Consultant
- Business Analyst
- Business Process Owner / Team Lead / Power User
- Program / Project Manager

**Essential**
- none

**Course based on software release**
- SAP ERP 6.0 with EHP7

**Content**
- Payroll Overview
- Setting Up the User Interface
- Identifying Payroll Elements
- Payroll Data
- Entering Payroll Data
- Payroll Elements
- Organizing a Payroll Run
- Reviewing the Payroll Status Infotype
- Identifying Retroactive Payroll Entries
- Payroll Process
- Running Payroll
- Payroll Reports
- Reporting on Payroll
- Generating Remuneration Statements
- Analyzing Payroll Results
- Analyzing Wage Types
- Reviewing Ad Hoc Query Functionality
- Post Payroll Results
- Posting Environments
- Verifying a Posting Run
- Updating a Live Posting Run
- Verifying Documents
- Bank Transfers and Check Preparation
- Generating Employee Payments
- Process Model
- Running a Payroll Process Model
- SuccessFactors Employee Central Payroll
- Outlining Employee Central Payroll Basics
HR306E - Configuration of Time Recording

Goals
- Gain an overview of time management with and without time evaluation (negative and positive time management).
- Understand the fundamentals of time management without time evaluation (negative time management).
- Formulate the basis for time evaluation (positive time management).
- Examine customizing for time data recording, including quota accrual

Audience
- Application Consultant
- Data Consultant / Manager
- Business Process Owner / Team Lead / Power User

Essential
- HR050 Business Processes in Human Capital Management

Course based on software release
- SAP ERP 6.07

Content
- Time Recording
- Identifying the Foundations of Time Management
- Identifying the Roles in Time Management
- Evaluating Time Recording Options
- Enterprise Structure and Groupings
- Outlining Structures in HCM
- Work Schedule
- Identifying Public Holiday Calendars
- Defining Work Schedule Levels and Groupings
- Creating Break Schedules
- Creating Daily Work Schedules
- Setting Up Period Work Schedules
- Identifying Day Types and Selection Rules
- Creating Work Schedule Rules
- Generating Work Schedules
- Part-Time Workforce
- Setting Up Part-Time Work Schedules
- Time Data Recording and Administration
- Setting Up Attendance and Absence Types
- Outlining the Set Up of Additional Time Infotypes
- Determining System Reactions to Colliding Time Infotypes
- Attendance and Absence Counting
- Defining Counting Rules for Attendances and Absences
- Assigning Counting Rules to Absence Types
- Utilizing Daily Work Schedule Variants to Count Absences
Attendance and Absence Quotas
Setting Up Attendance and Absence Quotas
Assigning Quota Deduction Rules
Determining Default Values to Grant Absence Entitlements
Setting Up Quota Type Selection Rule Groups
Defining Base Entitlements
Setting Up Validity and Deduction Intervals
Setting Up Reduction Rules
Creating Rounding Rules
Setting Up Generation Rules
Generating Absence Entitlements
Outlining Quota Entitlements
Time Manager’s Workplace Functionality
Identifying the Functionality of Time Manager’s Workplace (TMW)
Creating Time Data IDs
Setting Up TMW Administrator Profiles
Creating Employee Selections in TMW
Cross-Application Time Sheets (CATS)
Outlining the Process Flow of CATS
Outlining the CATS Mini Master Data Record
Setting Up CATS Data Entry Profiles
Recording Time Data in the Cross-Application Time Sheet (CATS)
Identifying Elements of CATS
• Case Study: Configure Time Data Recording
• Configuring Time Data
HR306 - Configuration of Time Recording

Duration
5 days

Goals
- Gain an overview of time management with and without time evaluation (negative and positive time management).
- Understand the fundamentals of time management without time evaluation (negative time management).
- Formulate the basis for time evaluation (positive time management).
- Examine customizing for time data recording, including quota accrual

Audience
- Application Consultant
- Data Consultant / Manager
- Business Process Owner / Team Lead / Power User

Essential
- HR050 Business Processes in Human Capital Management

Course based on software release
- SAP ERP 6.07

Content
- Time Recording
- Identifying the Foundations of Time Management
- Identifying the Roles in Time Management
- Evaluating Time Recording Options
- Enterprise Structure and Groupings
- Outlining Structures in HCM
- Work Schedule
- Identifying Public Holiday Calendars
- Defining Work Schedule Levels and Groupings
- Creating Break Schedules
- Creating Daily Work Schedules
- Setting Up Period Work Schedules
- Identifying Day Types and Selection Rules
- Creating Work Schedule Rules
- Generating Work Schedules
- Part-Time Workforce
- Setting Up Part-Time Work Schedules
- Time Data Recording and Administration
- Setting Up Attendance and Absence Types
- Outlining the Set Up of Additional Time Infotypes
- Determining System Reactions to Colliding Time Infotypes
- Attendance and Absence Counting
- Defining Counting Rules for Attendances and Absences
- Assigning Counting Rules to Absence Types
- Utilizing Daily Work Schedule Variants to Count Absences
- Attendance and Absence Quotas
- Setting Up Attendance and Absence Quotas
- Assigning Quota Deduction Rules
- Determining Default Values to Grant Absence Entitlements
- Setting Up Quota Type Selection Rule Groups
- Defining Base Entitlements
- Setting Up Validity and Deduction Intervals
- Setting Up Reduction Rules
- Creating Rounding Rules
- Setting Up Generation Rules
- Generating Absence Entitlements
- Outlining Quota Entitlements
- Time Manager’s Workplace Functionality
- Identifying the Functionality of Time Manager’s Workplace (TMW)
- Creating Time Data IDs
- Setting Up TMW Administrator Profiles
- Creating Employee Selections in TMW
- Cross-Aplication Time Sheets (CATS)
- Outlining the Process Flow of CATS
- Outlining the CATS Mini Master Data Record
- Setting Up CATS Data Entry Profiles
- Recording Time Data in the Cross-Application Time Sheet (CATS)
- Identifying Elements of CATS
• Case Study: Configure Time Data Recording
• Configuring Time Data
HR305 - Configuration of Master Data

Duration
5 days

Course announcements
• This course is the essential prerequisite for most follow-on training. Here you will configure the required infotypes for payroll and benefits processing. Ideally this course should be completed prior to the blueprinting stage of your project to ensure optimum setup of your HCM structures. Your entire business processes will be based upon the decisions you make regarding these structures.

Goals
• Design the Personnel Structure
• Update the Organizational Structure
• Manage the Relationship Between Planned Working Time and Basic Pay
• Configure Wage Types and Increases
• Set up Customizing Procedures and identify Interfaces

Audience
• Application Consultant
• Business Process Owner / Team Lead / Power User
• Data Consultant / Manager

Essential
• HR050 Business Processes in Human Capital Management

Course based on software release
• SAP ERP 6.07

Content
• User Preferences
• Assigning User Roles
• Employee Master Data
• Entering New Employee Data
• Implementation Guide (IMG) Projects
• Creating Projects
• Executing Projects
• Maintaining Customizing Tables
• Human Capital Management Structures
• Modifying the Enterprise Structure
• Enhancing the Personnel Structure
• Organizational Structure
• Mapping the Organizational Structure
• Integrating with Organizational Management
• Utilizing Default Values
• Additional Organizational Assignments
• Identifying Additional Organization Assignments
• Identifying the Organizational Key
• Configuring Administrators
• Confirming Employee Attributes
• Features
• Maintaining Features
• Defaulting the Payroll Area
• Defaulting Personnel Number Ranges
• Defaulting the Administrator Group
• Personal Data
• Maintaining Personal Data
• Data Consistency Maintenance
• Linking Planned Working Time and Basic Pay
• Remuneration Structure
• Building the Remuneration Structure
• Creating and Assigning a Pay Scale
• Creating a Pay Scale Table
• Defaulting Pay Scale Values
• Wage Type Structure
• Setting Up Wage Types
• Outlining the Setup of Wage Types
• Copying Wage Types
• Controlling Wage Type Permissibility
• Configuring Wage Type Characteristics
• Defaulting Wage Types
• Remuneration Reports
• Executing a Standard Pay Increase
• Performing a Pay Scale Reclassification
• Infotypes
• Evaluating Infotype Attributes
• Customizing Screen Headers
• Modifying Infotype Screens
• Creating Infotype Menus
• Personnel Actions
• Creating Personnel Actions
• Reviewing Additional Actions
• Configuring Personnel Actions
• Dynamic Actions
• Triggering Follow-Up Activities with Dynamic Actions
• Case Study: Configuration of Master Data
• Configuring Master Data
Course announcements
- Fast delivery of learning, directly from SAP experts in multiple formats and a wide range of solution areas
- Digital enablement platform with unlimited access to high-quality, up-to-date training materials
- Flexible, high-quality, complete enablement resource for digital transformation
- Educational content - Unlimited access to all of the learning content from SAP, including role-based learning and certification paths and the option to upload company-specific content
- SAP Live Access - Exclusive purchase option for on-demand access to live training systems
- For the full list of content included, please see the Overview of Contents.

Goals
- Accelerate proficiency in SAP solutions
- Upskill on the continual flow of new features and functionality
- Leverage available technologies to transform management processes
- Prepare for SAP solution certification exams

Notes
- Significant cost reduction per learner allows you to train your entire technical workforce on SAP software.
- It simplifies the purchasing process to one transaction a year: no scheduling, no cancellations, and so on.
- It brings all technical professional workers up-to-date on SAP solution knowledge, providing perpetual "classrooms" in the cloud and live training systems anytime, year-round.

Audience
- For roles involved in SAP solution projects – from novices to seasoned experts, as well as software implementation project teams, systems integrators.

Essential
- None

Content
- Learning Journeys - A visual guide illustrating the path a learner can choose to become fully competent in a solution
- Learning management system capabilities - To track and report on learning goals and progress
- SAP Learning Rooms - Structured collaboration and social learning led by experts from SAP or partners
HUB077 - SAP Learning Hub, Edition for People Engagement (HUB077)

Content
- HUBS77 - SAP Learning Hub, Edition for People Engagement (HUB077)
- HUB310 - SAP Live Access Solution Edition
- CERB02 - CERB02

Notes
- Significant cost reduction per learner allows you to train your entire technical workforce on SAP HR software.
- It simplifies the purchasing process to one transaction a year: no scheduling, no cancellations, and so on.
- It brings all technical professional workers up-to-date on SAP HR solution knowledge, providing perpetual "classrooms" in the cloud and live training systems anytime, year-round.
THR12 - Management Administration 2

Duration
10 days

Goals
- This course will prepare you to:
- Obtain the knowledge required to prepare to write the Associate HCM Certification Exam

Audience
- Application Consultant
- Data Consultant
- Support Consultant
- Data Manager
- Super Key Power User
- Human Resources Administrators

Essential
- THR10 Management Administration 1

Course based on software release
- SAP ERP 6.0 Enhancement Package 7
- SAP NetWeaver W 7.1

Content
- Run a Productive Payroll
- Personnel Calculation Rules
- Wage Type Valuation
- Absence Valuation
- Average Processing
- Determine Retroactive Accounting Criteria
- Define Logical Databases
- Create Infosets
- Build queries using Ad Hoc Query and SAP Query
- Configuration of Organizational Structure
- Expert Mode
- Simple Maintenance
- Organization and Staffing Interface
- Configuration using General Structures
- Maintenance of Organizational Units
- Maintain Object Relationships
- Create Evaluation Paths
- Set up of Evaluations and Reporting

Notes
- This course is also applicable for SAP releases SAP ERP 5.0, and SAP ERP 6.0 on any EHPs.
Configure Wage Types
Set up Default Wage Types
Explain Customizing Procedures and Interfaces:
Infotype Characteristics
Screen Modifications
Create Infotype Menus
Create a Personnel Action
Create a Dynamic Action
Create Work and Break Schedules including:
Daily and Period Work Schedules
Configure Quota Entitlements
Accruals and Deduction Rules
Configure System Reaction to Collision of Time Infotype Records

Notes
This course is also applicable for SAP releases SAP ERP 5.0, and SAP ERP 6.0 on any EHPs.

Duration
10 days

Goals
This course will prepare you to:
Obtain the knowledge required to prepare to write the Associate HCM Certification Exam

Audience
Application Consultants
Data Consultants
Support Consultants
Data Managers
Super Key Power Users
Human Resources Administrators

Essential
Human Resources business knowledge * The following e-learning titles are included in THR10 and must be completed, on your own time, prior to the start of the course:
SAP129 SAP Navigation
TERP01 SAP ERP: Introduction to SAP ERP
TERP31 SAP ERP: Introduction to Processes in HCM

Course based on software release
SAP ERP 6.0 Enhancement Package 7
SAP NetWeaver W 7.1

Content
 Explain the main HCM Business Processes
 Configure Human Capital Management structures
 Customize the Personnel Structure
 Update the Organizational Structure