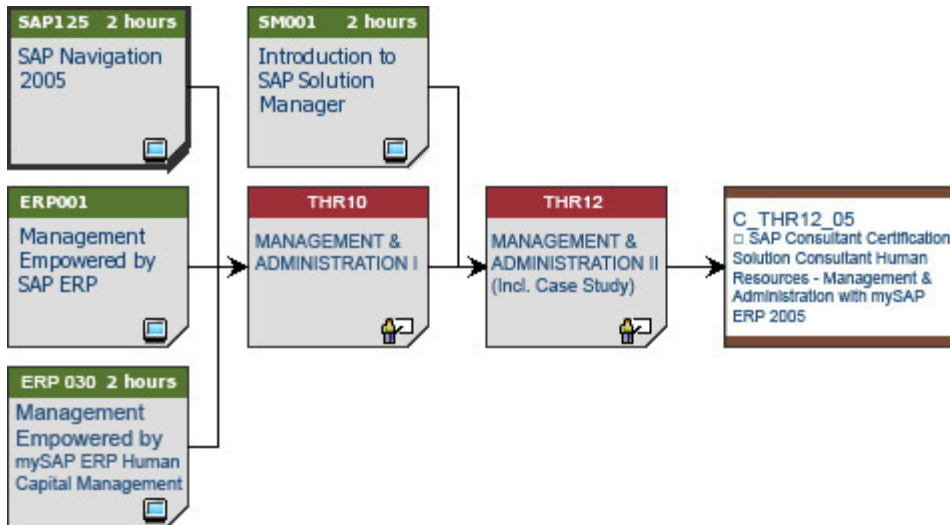


# Human Resources - Management & Administration (ECC 6.0)



## COURSE DESCRIPTION: SAP NAVIGATION 2005

Course: SAP125

Course Version: 062

### Prerequisites

Essential

None

Recommended

There are no required prerequisites for taking this course; however, it is recommended that learners have a basic knowledge of Windows.

### Duration

2 hours

### Goals

familiarize with key terms  
 navigate within the SAP system.

### Audience

Beginner users  
 Project team members  
 Project leaders  
 Support personnel  
 SAP consultants  
 Technical consultants  
 Sales  
 Super users  
 End users

## Software

ERP ECC 6.0

## Content

The SAP Navigation 2005 course is designed to familiarize learners with key terms and how to navigate within the SAP system. You will be introduced to the key areas of SAP screens, fields, and features. You will also be introduced to ways in which you can obtain additional help, modify and customize the look of your SAP system, as well as apply more advanced skills.

## Notes

Course length: 2 hours

# COURSE DESCRIPTION: MANAGEMENT EMPOWERED BY SAP ERP

## Course: ERP001

Course Version: 062

## Prerequisites

Essential

None

Recommended

First Experience in SAP Navigation (covered i.e. by e-learning SAP125 SAP Navigation 2005 )

Overview of SAP Business Solutions (covered i.e. by e-learning SAP130 Solutions Powered by SAP or classroom course SAP01 SAP Overview )

## Duration

### Goals

Explain how SAP ERP streamlines and accelerates the business processes of a typical organization.

Provide an overview of SAP ERP and its components relevant for Managers, Business and Strategy Consultants.

Explain how SAP ERP, powered by SAP NetWeaver, enables integration of various business processes and solutions.

Explain how SAP ERP assists an organization in making informed business decisions with accurate data reporting and analytics.

Explain how SAP NW BI Business Planning and Simulation (SAP BW- BPS) assists in strategic and operational planning and decision making.

Give examples of how SAP ERP Operations increases employee productivity.

## Audience

Executives and Managers

Business & Strategy Consultants

People interested in SAP ERP

Client Cross Functional Users

Project Team Members

Super Users

## Software

SAP ERP 6.0, SAP NW 7.0

## Content

SAP ERP - Overview, positioning and components

SAP ERP powered by SAPNetWeaver and its components

Highlighted Analytics & Reporting functionality in BW and SEM for improved business decision making and control

Strategic Business Planning in BW-BPS and Planning Integration aspects with other components

Highlight how SAP ERP helps to increase the user productivity by decreasing efforts through automation, centralization and standardization. This will be explained with several examples like e- Procurement, RFID and Mobile Sales

## Notes

Course length approximatley: 4 hours, inexperienced users might need more time

# **COURSE DESCRIPTION: MANAGEMENT EMPOWERED BY MYSAP ERP HUMAN CAPITAL MANAGEMENT**

**Course: ERP030**

**Course Version: 052**

## **Prerequisites**

Essential

- Basic understanding of Human Resources Business Processes

Recommended

- First Experience in SAP Navigation (covered i.e. by e-learning (SAP125 SAP Navigation 2005)
- Overview of mySAP ERP (covered i.e. by e-learning (ERP001 Management Empowered by mySAP ERP )

## **Duration**

- 2 hours

## **Goals**

- Identify how critical management business challenges facing today's Business Manager are addressed and supported by mySAP ERP Human Capital Management.
- Identify the capabilities, functions and related software components that constitute the mySAP ERP HCM solution
- Apply mySAP ERP HCM to typical Human Capital Resources business processes eeds"

## **Audience**

- Executives and Managers
- Business and Strategy Consultants
- People interested in overview of mySAP ERP Human Capital Management
- Client Cross Functional Users
- Project Team Members
- Super Users

## **Software**

- mySAP ERP
- SEM 4.0
- BW 3.5
- EP 6.0
- E-REC 3.0

## **Content**

- Employee and Manager Self-Services
- Organizational Units
- Personnel List
- Profile Match
- Analytics/Balanced Scorecard
- Appraisals
- Training Plan
- Personnel Development Plan
- Compensation/Salary/Promotion
- Recruitment and e-Recruiting

## **Notes**

- Course length: 2 hours



# **COURSE DESCRIPTION: INTRODUCTION TO SAP SOLUTION MANAGER**

**Course: SM001****Course Version: 062****Prerequisites**

Essential

Basic knowledge of SAP systems

Recommended

None

**Duration**

2 hours

**Goals**

Define the concept of the SAP Solution Manager

Discuss the tools provided by the SAP Solution Manager

**Audience**

Consultants

Project Managers

Project Team Leads

Project Team Members

IT Service Desk Managers

IT Service Desk Members

**Software**

Solution Manager 4.0

**Content**

This course is meant to familiarize you with the principles and terminology of the SAP Solution Manager. You will be introduced to the benefits of using the SAP Solution Manager during the implementation of your SAP solutions and during ongoing support and operations.

**Notes**

Course length: 2 hours

**Course: THR10****Course Version: 062****Prerequisites**

Essential

Business knowledge in the area of human resources

The following are included in posting THR10:

SAP125 SAP Navigation 2005ERP001 Management Empowered by SAP ERPERP030 Management Empowered by SAP ERP Human Capital Management

which you must study in your own time before the start of course

THR10

Recommended

None

**Duration**

10 days

**Goals**

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

## **Audience**

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

## **Software**

ERP ECC 6.0

[www.wexcel.in](http://www.wexcel.in)

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## 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.

ERP030 is only available in english language.

## Course: THR12

Course Version: 062

### Prerequisites

Essential

THR10 Management & Administration I

The following are included in posting THR12:

SM001 Introduction to SAP Solution Manager

which you must study in your own time before the start of course

THR12

Recommended

None

### Duration

10 days

### Goals

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

### Audience

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

### Software

ERP ECC 6.0



## **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.

