

HR Administration

This course is specially designed for SAP users in personnel administration.
Participants will learn about fundamental processes in the maintenance of HR master data.

Détails

- **Code** : SAP PERS10
- **Durée** : 2 jours (14 heures)
- **Public**
 - Managers
- **Pré-requis**
 - A basic understanding of how to use the SAP system (recommended)

Objectifs

- learn fundamental processes in the maintenance of HR master data
- Display, create, copy, and delete data records
- Carry out personnel actions (such as the hiring action) in the system
- Handle HR issues (such as special payments) quickly for large numbers of employees at the same time
- Use SAP ERP HCM standard reports and reports with advanced selection options

Programme

Contents

- Displaying HR master data, such as addresses and tax information
- Creating, copying, and deleting HR master data
- How time constraints influence HR master data maintenance
- The hiring personnel action
- Fast entry with and without preselection, including batch input folders
- Further personnel actions, such as for departures and organizational changes

- Standard reports, such as employee lists and flexible employee data
- The ad hoc query principle

Software:

- SAP ERP Central Component 6.0

Notes:

- This course is based on the standard SAP ERP system. It also includes helpful information on how to adapt the curriculum to customer systems

Modalités

- **Type d'action** :Acquisition des connaissances
- **Moyens de la formation** :Formation présentielle – 1 poste par stagiaire – 1 vidéo projecteur – Support de cours fourni à chaque stagiaire
- **Modalités pédagogiques** :Exposés – Cas pratiques – Synthèse
- **Validation** :Exercices de validation – Attestation de stages