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 (recommanded)

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