CERTIFIED PROFESSIONAL DIPLOMA IN SAP HR

OPTION 01

OPTION 02

SAP

OPTION 03

OPTION 04

ABOUT US

Infobyte Career Institute offers a high-quality learning experience in the field of IT training to train students on brand new technologies and train them to deliver the desired results with commercially relevant and re-organized technical skills.

The probability of achieving your dream job will keep on increasing day by day once you complete a course in Infobyte Career Institute. We also focus on improving soft skills in terms of communication, leadership, teamwork, external appearance, and attitude which helps everyone to be professional in all the aspects of their career.

ABOUT SAP HR

SAP Human Capital Management (SAP HCM) is one of the key modules in SAP and is also called SAP Human Resource (HR) or SAP Human Resource Management System (SAP HRMS).

SAP HCM contains many sub modules and all these modules are integrated with each other.

It contains modules Organizational Management, Time Management, Personnel Administration,Payroll, Recruitment, Training and Event Management, Travel Management.

INTRODUCTION

- HRStructure
- Personnel Administration
- OrganizationManagement
- Recruitment
- Maintaining of Master Data(PA)
- Timemanagement
- Payrollmanagement:

INTRODUCTION OF SAP

- IntroductionofSAP
- Role ofSAP
- SAPLandscape
- SAPprojectsTypes
- SAPversions
- SAPmodules
- TypesofImplementations

HR STRUCTURE

- Introduction
- DefiningaCompany
- CompanyCode
- PersonnelArea
- PersonnelSubArea
- AssigningEnterpriseStructure

PERSONNEL STRUCTURE

- Introduction
- DefiningPersonnelStructure
- EmployeeGroups
- EmployeeSubgroups
- Payrollarea
- AssigningPersonnelStructure

PERSONAL ADMINISTRATION

- Introduction
- Basics Settings
- Maintaining number range intervals for
- Personnel Numbers
- Determine defaults for number range
- Organizational Data
- Define Administrator Groups
- Define Administrator
- Define employee Attributes
- Customizing Info type menu
- Customizing Personnel Actions
- Define Info group
- Set up Personnel Actions
- Create reasons for Personnel Actions
- Change action menu

ORGANIZATION MANAGEMENT

Organization Management

• Organization&staffing

• Expertmode

• Simplemaintenance

• Generalstructure

• Infotypes

• Organizationstructure

• Introduction

• DefiningOrganizationStructure

• Evolutionpath

• OrganizationUnits

• Positions

• Person

• Job

• Tasks

• MaintainingofMasterData(PA)

TIME MANAGEMENT

- Introduction
- Define Work Schedules
- Define Public Holidays Class
- Define Daily Work Schedules with breaks
- Define Period Work Schedule
- Set Work Schedules Rules & Work Schedules
- Generate Work Schedule manually
- Set default value for the Work Schedule
- Time Data Recording and Administration
- Defining Attendances, Absences
- Define Absences/Attendances Counting by Counting rule
- Managing Time Accounts using Attendance/
- Absence Quota
- Setting Groupings for Time Quotas
- Defining Attendances & Absences Quota
- Rules for generating Quotas
- Quota Deduction using Attendances/Absences
- Defining of Deduction Rule
- Assigning of Deduction Rule to Counting Rule

PAYROLL MANAGEMENT

- Payrollareaandcontrolrecords
- RemunerationStructure
- DefiningPayScaleStructureto EnterpriseStructure
- DetermineDefaultsforPayScaleData
- RevisePayScaleGroups andLevels
- DefinePayScaleSalaryRanges
- WagetypeStructure
- CreateWageTypeCatalogue
- CheckWageTypeCatalogue
- DefaultWageType
- PayrollOrganization
- DefinePeriodParameters,DateModifiers
- CheckPayrollArea
- Generate PayrollPeriods

BENEFITS

- Benefitareaandbenefitproviders
- Defineparametergrouping
- Benefitplans(Health,Insurance,Savings)
- BenefitPlanTypes
- PlansStatus
- Benefitsintegrationwithpayroll
- Benefitsintegrationwithpersonneladministration

PERSONAL DEVELOPMENT

- Introduction
- Integrationaspects
- Profile
- ProfileMatchUp
- Planning

RECRUITMENT

- Maintain Advertisements
- Maintain Applicant Structures
- Maintain Applicant Data
- SelectionProcess
- Personnel Action sin Recruitment
- Hire/RejectAperson

CAREER OPPORTUNITIES

- SAP HR Developer

- SAP HR Expert

- SAP HR Consultant

- SAP HR Application Engineer

- SAP HR Analyst

FACILITIES OFFERED

- Practical Training on Live Projects

- 100% Placement Guarantee

- Interview Preparation

- Global Certification

- Fully Functional Labs

- Online / Offline Training

- Study Materials

- Expert Level Industry Recognized Training

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