

## SAP EDUCATION



## HUMAN CAPITAL MANAGEMENT:

The SAP ERP Human Capital Management solution delivers leading-edge human capital management capabilities that empower organizations of all sizes and in all industries to maximize workforce potential – while supporting future innovation, growth and flexibility. SAP HCM automates talent management, workforce process management and workforce deployment – increase efficiency and supporting compliance with changing global and local regulations.

Our course is designed in such a way that students can get a fundamental understanding of the human resources management and administration functionality of SAP ERP. As a result, you'll be able to apply this knowledge as a solution consultant in a team setting.

**Delivery Type:** Class – Room Instructor Led

**Locations:** Calgary, Edmonton, Vancouver, Ottawa, Montreal & Toronto

# COURSE CONTENTS

## ➔ Personnel Management:

- SAP Human Capital Management Overview
- Organizational Units
- Employee & Manager Self – Services
- Recruitment
- Personal Administration
- HR Administrative Services
- Benefits Administration
- Personnel Development
- Appraisals
- Organizational Management
- Compensation / Salary / Promotion
- Management of Global Employees
- Budget Management

## ➔ Talent Management:

- SAP E-Recruiting
- Objective Settings & Appraisals
- Learning Solution
- Enterprise Compensation Management

## ➔ Personnel Time Management:

- Time Management Overview
- Work Schedule
- Shift Planning
- Time Data Recording & Administration
- Time Evaluation
- Integrating Time Management with Other Components
- Time Management for Concurrent Employment
- Information System

### → Payroll Canada:

- Payroll in SAP System, Payroll Basics & Process
- Info types of Personnel Administration & Payroll
- Gross Payroll, Wage Types & Payments, Time Management Aspects in Payroll
- Short – Long Term Disability Plans
- Net Payroll, Taxes & Garnishments
- Deductions
- Final Payroll Processing

### → Training and Event Management:

- Training and Event Management – Dynamic Menus, Working with the Object Manager
- Business Event Preparation, Catalog, Activity Allocation & Billing
- Recurring Activities
- Web Applications in Training and Event Management
- Overview of ALE Business Processes in Training and Event Management
- Room Reservation Management

### → Reporting in Human Resources Management:

- Reports in Personnel Management
- Reports in Time Management
- Payroll Reports
- Reports in Training & Event Management
- Reports in Organizational Management
- HR Reporting Tools

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## CONTACT US

Course schedule information is available on [www.sitinfosys.com](http://www.sitinfosys.com)

Please check with us for the latest information.

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