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SAP Human Capital Management

Week 2

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Course Schedule

01 Unit 1 – What is HCM?

02 Unit 2 – Login/Navigation

03 Unit 3 – Structures of HCM

Unit 1 – What is HCM

➢ Human Capital Management(HCM)

SAP HCM Solution offers a complete &Integrated set of tools to help you effectively manage your people. You can hire the best talent, align employee goals with business objectives, cultivate employee skills, measure & reward Performance..

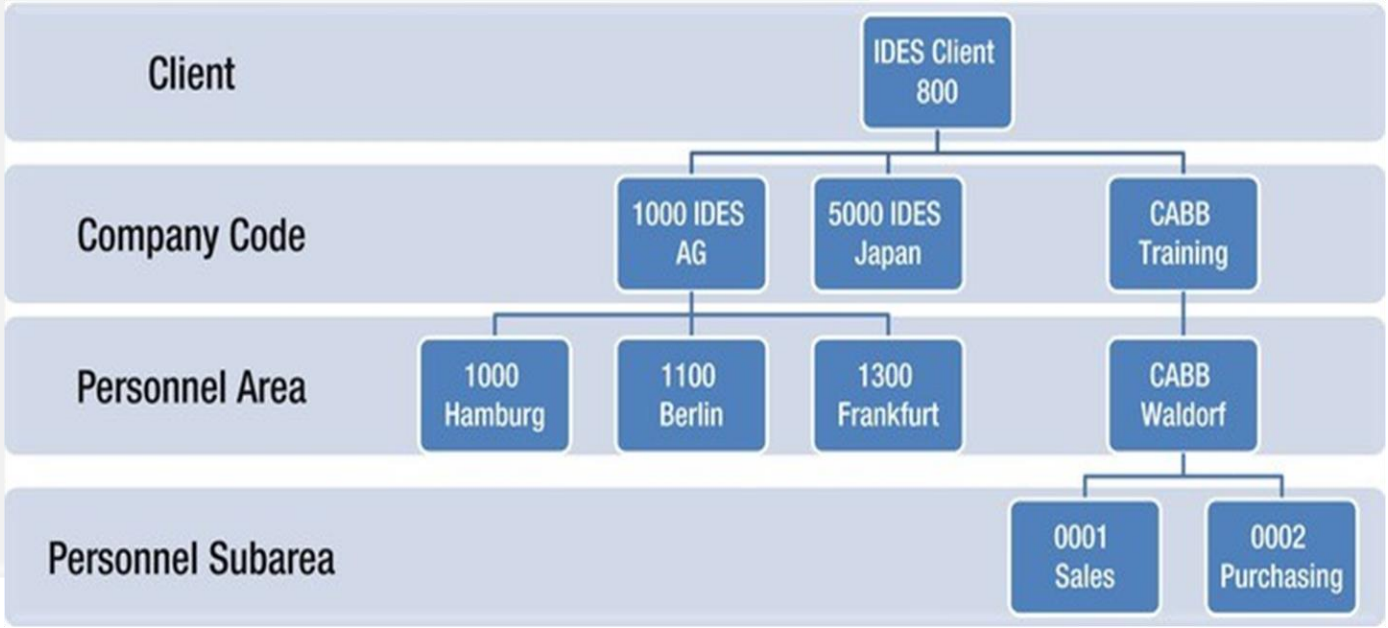
Unit 2 – Login/Navigation

➢ Log in/Navigation

Unit 3 – Structures of HCM

❑ Enterprise Structure:

- Enterprise Structure is further divided into following parts:
- 1.Client
- 2.Company Code
- 3.Personnel area
- 4.Personnel Subarea



The following elements define the SAP enterprise structure for personnel administration:

- **Client:**

An element that is valid either for a company code at the smallest level or for the entire corporate group.

- **Company code:**

An element of financial accounting. The balance sheet and profit and loss statements are drawn up at the company code level.

- **Personnel area:**

An element used only in personnel administration. It is unique for each client. You must assign each personnel area to a company code.

- **Personnel Subarea:**

The smallest element of the enterprise structure. It is used only in personnel administration. You link the groupings that define the entries to be used for employees of a particular company code or personnel area to the personnel subarea.

❑ *Personnel Structure:*

- For administrative purposes, the employees in an enterprise are divided into two levels.
- •The highest level is an employee group, the second, an employee subgroup.
- •These levels are subject to authorization checks, to define remuneration levels or different work schedules.

Organizational Functions in the Employee Group:

The employee group has the following important organizational functions:

- ***You can use an employee group to generate default values for data entry, for example, for the payroll accounting area or an employee's basic pay.***
- **You can use an employee group as a selection criteria for reporting.**
- **You can use an employee group as an entity for authorization checks.**
- ***To set up employee groups, you use the standard catalog. However, employee groups can also be created to meet individual customer requirements.***

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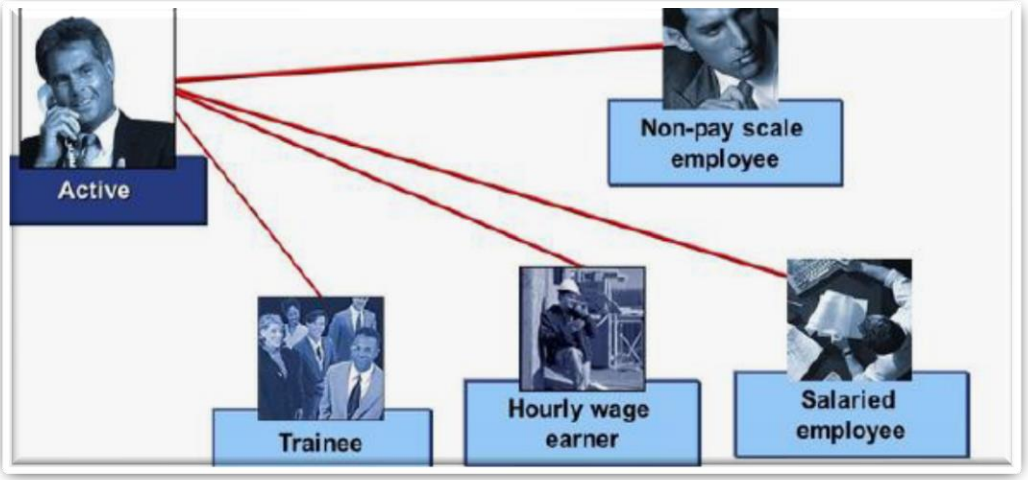
Employee Subgroups:

An employee group consists of a number of employee subgroups.

Following are indicators that can be set using the employee subgroup:

- **The employee subgroup grouping for time quotas allows you to specify the valid attendance and absence quota types for particular employee subgroups.**
- **The employee subgroup grouping for appraisals allows you to define appraisal criteria for each employee subgroup.**
- **The employee subgroup allows you to define default values for data entry , for example, for the payroll area or basic pay.**



❖ Organizational Structure:

❖ **Organizational Plan:**

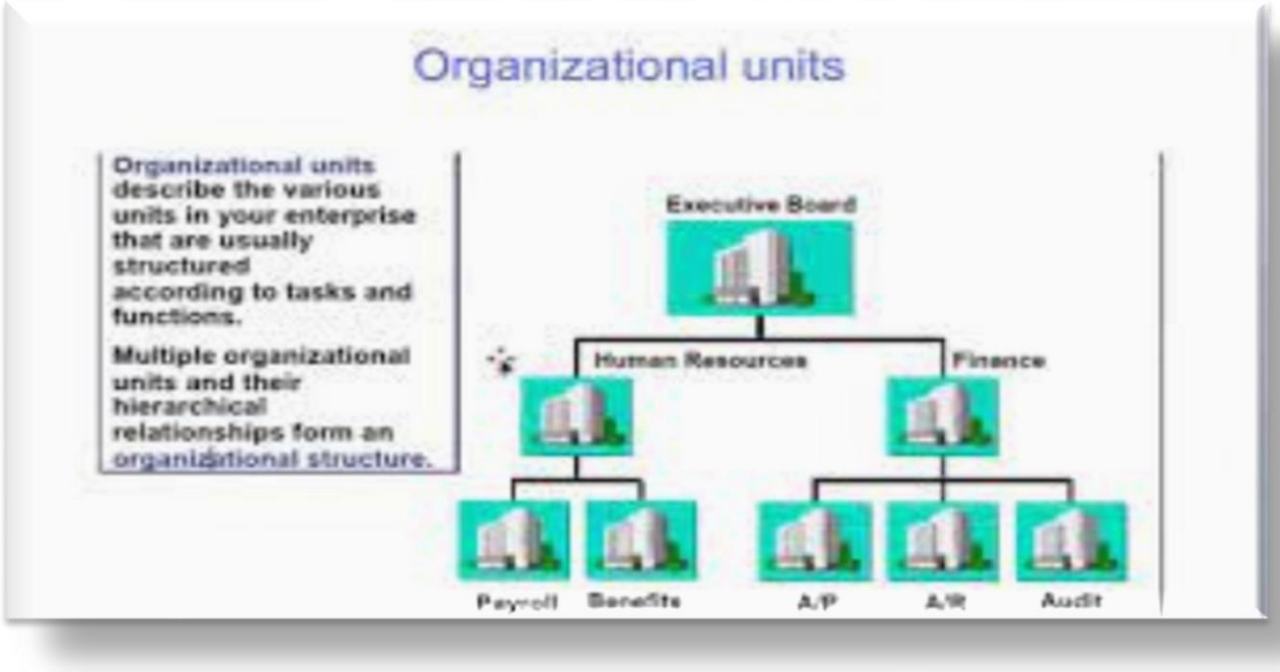
An organizational plan depicts the organizational structure and is used to represent the relationships between individual departments and work groups.

The organizational plan depicts the organizational structure. A company uses an organizational plan to represent the relationships between individual departments and work groups. The SAP system uses organizational units for this. For example, the Purchasing department or organizational unit has 12 positions and employees one secretary, one manager and 10 purchasers.

Persons (employees) are a fundamental part of the organizational structure and carry out various activities.

❑ ***Organizational Management:***

Organizational units describe the different departments in the enterprise. Many organizational units together form an organizational structure.



THANK YOU!

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