



The Software People

# High Technologies Solutions

## Human Resources (ERP HR)

**DURATION: 32 Hours**



ERP HR - handles all aspects of human resources. The main activities are personnel administration and development, training, and organization plans. Also payroll (wages) are handled in ERP HR, and this is fully integrated to SAP finance.

This course will give you a really good and broad overview of ERP human resources.

The course is divided into these sections:

- **ERP - Concept**
- **ENTERPRISE STRUCTURE**
  - Personnel Area
  - Personnel Sub area
  - Employee Group
  - Employee subgroup
  - Assignments
- **ORGANIZATIONAL MANAGEMENT**
  - Objects- Job, Position, Task,Org. Unit
  - Organizational Structure
  - Organizational Plan
  - Integration with other component
  - Number Range
- **RECRUITMENT**
  - Advertisement, Vacancy
  - Number Range Maintenance
  - Applicant Structure
  - Applicant administration
  - Administrator & Personnel Officer
  - Integration with Other Component
- **PERSONNEL ADMINISTRATION**
  - Number Range
  - HR master Data
  - Hiring
  - Personnel Action
  - Personnel administration
  - Organizational Assignment
  - Contract Elements



- **TIME MANAGEMENT**
  - Holiday
  - Holiday Calendar
  - Work schedule
  - Absence, attendance, substitution, availability
  - Overtime
  - Quota Overview
  
- **PAY ROLL**
  - Overview
  - Pay roll Area
  - Basic Pay
  - Recurring Pay & Deduction
  - Additional Payments
  - Wage Types
  - Pay Scale Type/Area/Group/Level
  
- **BENEFITS**
  - Health Plan