



## SAP HR Course

From Yes-M Systems LLC

70-80 hours with access to SAP real-time Server access  
Interview preparations, Resume preparations and Marketing Help

Student Location – To students from around the world

**Delivery Method:** Instructor-Led – Live online Training

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**A. Contact us for more details:**

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*Kudzu Reviews: <http://www.kudzu.com/m/Yes-M-Systems-30363491/reviews/>*

*Facebook: <http://www.facebook.com/yesmsystems>*

*Youtube: <http://www.youtube.com/yesmsystems>*

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## B. SAP HR Online Training Concepts

### INTRODUCTION

- What is SAP?
- Overview of SAP
- About versions and Architecture
- SAP modules at a Glance

### ASAP Methodology

- Explain about ASAP Methodology

### Structures Of Organization

- Enterprise Structure
- Personnel Structure
- Organizational Structure
- Pay scale Structure

### Organizational Management

- Organization & Staffing
- General Structure
- Expert Mode
- Simple Maintenance
- Organizational Plan
- Object Types and Explanations

### PERSONNEL ADMINISTRATION

- Maintaining Master Data
  - Maintaining Infotypes
  - Orientation of Features and Configuration
  - Creation of Infogroups
  - Configuration of Personnel Actions
  - Maintaining Infotype Menus
  - Defaulting the User Parameters
  - Overview of Dynamic Actions
  - Maintain Number Ranges for Personnel Actions
  - Integration of Personnel Administration with Organizational Management
- Exercises on hiring, personnel displays and maintenance

### Time Management

- Maintaining Master Data
- Maintaining Infotypes
- Orientation of Features and configuration
- Creation of Infogroups
- Configuration of Personnel Actions
- Maintaining Infotype Menus
- Defaulting the User Parameters
- Overview of Dynamic Actions
- Maintain Number Ranges for Personnel Actions
- Integration of Personnel Administration with Organizational Management
- Exercises on hiring, personnel displays and maintenance

### Payroll (US)

- Over view of Payroll Components
- Define Payroll Accounting
- List components of gross and net pay calculation
- List the steps in the Payroll cycle-Understand the integration between payroll and other SAP components.
- Payroll process-Gross payroll and Net payroll-Payroll cycle.
- Wage types
- Valuation Methods
- Payroll RunPayroll Driver
- Configuration of technical procedures-schemas-functions-personnel calculation rules, control tables.
- Processing class, Evaluation Class, Cumulation Class
- Schema & PCR
- Functions & Operations Scinario Based
- General Ledger account, symbolic accounts
- Bank Transfer

### Benefits-US payroll

- Define benefit Area
- Benefit Plans
- Health Plans – IT:-167
- Saving Plans –IT :-168

- Insurance Plans – IT:-169
- Integration between Benefit with Payroll.

**Other:**

- Real time project hands-on, Interview help, Resume Preparation help
- Marketing help

Disclaimer: Yes-M Systems and/or their instructors reserve the right to make any changes to the syllabus as deemed necessary to best fulfil the course objectives. Students registered for this course will be made aware of any changes in a timely fashion using reasonable means.

**C. About Yes-M Systems:**

- Established in 2005 (Atlanta, GA, USA), 10<sup>th</sup> year in business.
- A+ accreditation from US Better Business Bureau (<http://www.bbb.org/atlanta/business-reviews/internet-consultants/yes-m-systems-in-duluth-ga-27431372>)
- Received the “Best of 2012” and “Best of 2013” awards from US-based Kudzu (<http://www.kudzu.com/m/Yes-M-Systems-30363491/reviews/>)
- Trained close to 3000+ students from all over the world.
- Experienced, passionate and committed trainers
- IT Training in various technologies including Java, Dot Net, SAP, Oracle, QA, BA etc (See Courses We offer section for more information)
- Professional guidance/help with resumes and interview preparations.
- Recruiter help with marketing/jobs
- Certification at the end of the training.