

TECHSCHOLARSS EDUCATION & TRAINING SERVICES PVT LTD

SAP HCM Course Curriculum

Human Capital Management | SAP HCM & S/4HANA HCM

Industry-focused SAP HCM training covering enterprise and personnel structures, Personnel Administration, Organizational Management, Time Management, Payroll, Personnel Development, Recruitment concepts, Employee Self-Service, Manager Self-Service, integration with SAP FI/CO, reporting, security, S/4HANA HCM and real-world HR implementation and support scenarios.

Website: www.techscholarss.com

Course Overview

The SAP HCM curriculum is designed to develop practical functional knowledge for managing core human-resource processes in SAP. It covers employee master data, organizational structures, personnel actions, time recording, payroll processing, benefits and personnel development, along with reporting, integration, security and support activities. The curriculum also introduces SAP S/4HANA HCM and the transition toward modern SAP SuccessFactors-based HR landscapes.

Course Objectives

- Understand SAP HCM architecture and end-to-end HR business processes.
- Configure enterprise, personnel and organizational structures.
- Manage employee master data, personnel actions and infotypes.
- Understand Organizational Management objects, relationships and reporting structures.
- Configure Time Management including work schedules, attendance and absence concepts.
- Understand SAP Payroll processing, schemas, wage types and payroll controls.
- Work with Personnel Development, qualifications, appraisal and career-planning concepts.
- Understand recruitment and employee lifecycle processes.
- Configure and understand Employee Self-Service and Manager Self-Service concepts.
- Understand integration with SAP FI/CO, Payroll Accounting and other SAP modules.
- Use HR reporting, monitoring, authorizations and troubleshooting techniques.
- Apply SAP HCM knowledge to real-world implementation and production-support projects.

Module 1: SAP HCM Introduction & Architecture

Tools Covered: SAP HCM, SAP ERP, SAP S/4HANA

- Introduction to SAP Human Capital Management
- SAP HCM business processes
- HCM architecture and major components
- Personnel Administration, Organizational Management and Payroll overview
- Employee lifecycle overview
- SAP HCM and S/4HANA HCM landscape
- Integration with other SAP modules
- Implementation, rollout and support lifecycle
- Functional consultant responsibilities

Module 2: Enterprise & Personnel Structure

Tools Covered: SPRO, Enterprise Structure, Personnel Structure

- Client and company concepts
- Company code
- Personnel area and personnel subarea
- Employee group and employee subgroup
- Assignment of organizational units
- Personnel structure design
- Payroll area concepts
- Enterprise and personnel structure configuration
- Common structure-related issues

Module 3: Personnel Administration & Employee Master Data

Tools Covered: PA30, PA40, PA20, Infotypes

- Employee master-data concepts
- Infotypes and subtypes
- Hiring and personnel actions
- Organizational assignment
- Personal data and communication data
- Bank and payment information
- Address and identification data
- Mass maintenance concepts
- Personnel action configuration
- Master-data validation and troubleshooting

Module 4: Organizational Management

Tools Covered: PPOME, PPOSE, OM Objects

- Organizational Management overview
- Organizational units
- Jobs and positions
- Persons and relationships
- Evaluation paths
- Organizational structures
- Position and job assignment
- Integration with Personnel Administration
- Reporting structure concepts
- Organizational-data troubleshooting

Module 5: Time Management

Tools Covered: PA61, PT60, Time Evaluation

- Time Management overview
- Work schedules and daily work schedules
- Holiday calendars and work schedules
- Attendance and absence types
- Quota management
- Absence and attendance recording
- Time constraints and counting rules
- Time evaluation concepts
- Overtime and time-account concepts
- Time-management reporting and troubleshooting

Module 6: SAP Payroll Fundamentals

Tools Covered: Payroll Driver, PC00_Mxx_CALC, Payroll Control Record

- Payroll architecture and process
- Payroll areas and control records
- Payroll periods
- Wage types
- Payroll-relevant infotypes
- Payroll schema and rules concepts
- Payroll driver execution
- Payroll log analysis
- Retroactive accounting concepts
- Payroll simulation and correction

Module 7: Payroll Configuration & Wage Types

Tools Covered: PE01, PE02, Wage Type Configuration

- Wage-type concepts and classification
- Primary and secondary wage types
- Wage-type characteristics
- Payroll rules and schemas
- Valuation concepts
- Allowances and deductions
- Recurring and one-time payments
- Payroll calculation scenarios
- Payroll troubleshooting
- Payroll best practices

Module 8: Payroll Accounting & FI Integration

Tools Covered: Payroll Posting, SAP FI/CO

- Payroll-to-FI integration
- Symbolic accounts
- Posting characteristics
- Payroll posting run
- Posting documents and reconciliation
- Cost-center and controlling integration
- Employee/vendor-related accounting concepts
- Posting errors and analysis
- Payroll reconciliation
- Month-end payroll accounting process

Module 9: Personnel Development & Talent Management

Tools Covered: Qualifications, Appraisals, Personnel Development

- Personnel Development overview
- Qualifications and requirements
- Profiles and qualifications catalog
- Appraisal concepts
- Career and succession planning overview
- Training and development concepts
- Employee skill tracking
- Development planning
- Integration with Organizational Management
- Personnel-development reporting

Module 10: Recruitment & Employee Lifecycle

Tools Covered: SAP HCM Recruitment, Personnel Administration

- Recruitment process overview
- Vacancy and position concepts
- Applicant management
- Recruitment activities
- Applicant-to-employee transition
- Hiring process
- Transfers and promotions
- Employee separation
- Retirement and termination concepts
- Employee lifecycle reporting

Module 11: Employee Self-Service & Manager Self-Service

Tools Covered: ESS, MSS, SAP Fiori

- ESS and MSS concepts
- Employee profile and personal-data services
- Leave and attendance requests
- Manager approvals
- Team and organizational information
- Workflow concepts
- Fiori-based HR self-services overview
- Role and authorization concepts
- ESS/MSS troubleshooting

Module 12: HR Reporting & Analytics

Tools Covered: SAP HCM Reports, Ad Hoc Query, Fiori

- HR reporting concepts
- Standard HCM reports
- Ad Hoc Query
- Personnel administration reporting
- Organizational reporting
- Time and payroll reports
- Headcount and workforce analytics
- HR KPIs
- Data reconciliation and validation
- Reporting requirements and testing

Module 13: SAP HCM Security & Authorizations

Tools Covered: PFCG, Structural Authorizations

- HCM security architecture
- Role and authorization concepts
- PFCG roles
- HR authorization objects
- Personnel-area restrictions
- Organizational-level authorization
- Structural authorization concepts
- User and role assignment
- Authorization troubleshooting
- Security best practices

Module 14: Workflows & HR Business Processes

Tools Covered: SAP Business Workflow, PFTC, SWDD

- Workflow fundamentals
- HR workflow scenarios
- Approval workflows
- Leave and personnel-action workflows
- Workflow templates and tasks
- Agents and rule-based determination
- Workflow monitoring
- Error and stuck-work-item troubleshooting
- Business-process automation concepts

Module 15: HCM Integration with Other SAP Modules

Tools Covered: SAP FI, CO, MM, SD, SAP HCM

- HCM-FI integration
- HCM-CO integration
- Payroll accounting integration
- Organizational integration concepts
- Integration with SAP MM and procurement-related HR scenarios
- Integration with SAP SuccessFactors overview
- Employee and organizational data interfaces
- Cross-module master-data dependencies
- Integration monitoring and troubleshooting

Module 16: S/4HANA HCM & Modern HR Landscape

Tools Covered: SAP S/4HANA, SAP SuccessFactors, SAP Fiori

- S/4HANA HCM overview
- SAP HCM compatibility and transition concepts
- SAP SuccessFactors Employee Central overview
- Hybrid HCM landscape concepts
- Employee master-data integration
- Fiori HR applications
- Modern payroll architecture overview
- Migration and transition considerations
- Integration and data-replication concepts
- Future-ready HR process design

Module 17: Real-World SAP HCM Projects

Tools Covered: SAP HCM, Payroll, Time Management, FI/CO

- Enterprise and personnel structure implementation project
- Employee master-data and personnel-action project
- Organizational Management implementation
- Time Management configuration project
- Attendance and absence scenario
- Payroll processing and wage-type project
- Payroll-to-FI posting and reconciliation project
- Personnel Development and qualification scenario
- ESS/MSS process project
- HR reporting and analytics project
- HCM security and authorization scenario
- End-to-end SAP HCM implementation and production-support case study

Module 18: Resume Building & Interview Preparation

Tools Covered: SAP HCM Scenarios, Mock Interviews

- SAP HCM resume preparation
- Project profile preparation
- End-to-end employee lifecycle explanation
- Enterprise and personnel structure questions
- Personnel Administration and infotype questions
- Organizational Management questions
- Time Management questions
- Payroll and wage-type questions
- FI integration questions
- ESS/MSS and workflow questions
- S/4HANA and SuccessFactors questions
- Scenario-based troubleshooting and mock interviews

Tools & Technologies Covered

- SAP HCM / SAP ERP HCM
- SAP S/4HANA HCM Concepts
- Personnel Administration (PA)
- Organizational Management (OM)
- Time Management (TM)
- SAP Payroll
- Wage Types, Schemas and Payroll Rules

- ESS / MSS and SAP Fiori
- Business Workflow
- PFCG and HCM Authorizations
- SAP FI/CO Integration
- HR Reporting and Ad Hoc Query
- SAP SuccessFactors Integration Concepts

Career Opportunities After This Program

- SAP HCM Consultant
- SAP HCM Functional Consultant
- SAP HCM Payroll Consultant
- SAP HCM Time Management Consultant
- SAP HCM Personnel Administration Consultant
- SAP Organizational Management Consultant
- SAP HR Functional Consultant
- SAP HCM Support Consultant
- SAP S/4HANA HCM Consultant
- SAP HR Business Analyst
- SAP SuccessFactors / HCM Integration Consultant
- SAP Implementation Consultant

Why Choose TechScholarss?

- Industry-oriented SAP HCM curriculum
- Hands-on HR business-process practice
- Real-world Personnel Administration and Payroll scenarios
- Live project-based learning
- Practical Time Management and FI integration exercises
- Experienced trainers
- Flexible online and offline batches
- Resume and interview preparation
- Internship support
- Placement assistance
- Industry-focused certification

Certification & Program Outcome

Students completing the program can receive a TechScholarss SAP HCM Course Certificate, subject to the institute's completion criteria. By the end of the program, learners should be able to understand SAP HCM architecture, configure enterprise and personnel structures, manage employee master data, work with Organizational and Time Management processes, understand payroll and FI integration, support ESS/MSS and workflows, use HR reporting and authorizations, understand S/4HANA HCM and SuccessFactors integration concepts, and participate in SAP HCM implementation and production-support projects.

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