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**JRS ENTERPRISE AND  
DEVELOPMENT SOLUTION**



The SAP Human Capital Management (HCM), also referred to as SAP HR, is a key module in SAP ERP that manages human resources processes, including personnel administration, payroll, time management, and organizational management. It integrates with other modules like FICO (Financial Accounting and Controlling) for payroll accounting and PM (Plant Maintenance) for employee assignments. Below is a comprehensive **SAP HR syllabus** tailored to include **real-time implementation processes**, based on industry-standard training curricula and practical scenarios. The syllabus covers foundational and advanced topics, emphasizing real-world applications.

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## SAP HR Syllabus with Real-Time Implementation

### Unit 1: Introduction to SAP and SAP HR

- **Topics:**
  - Overview of ERP and SAP
  - Introduction to SAP HR/HCM module and its role in human resource management
  - SAP system navigation (SAP GUI, Fiori, and S/4HANA basics)
  - SAP HR integration with FICO, PM, and other modules
- **Real-Time Implementation:**
  - Understanding client HR processes (e.g., recruitment, payroll, employee administration).
  - Mapping business requirements to SAP HR functionalities.
  - Example: Configuring SAP HR for a multinational client to automate payroll processing, ensuring compliance with regional labor laws and integration with FICO for salary postings.

## Unit 2: Enterprise Structure in SAP HR

- **Topics:**
  - Definition and assignment of organizational units: Personnel Area, Personnel Subarea, Employee Group, Employee Subgroup
  - Configuring payroll areas and control records
  - Assigning enterprise structure elements for HR processes
- **Real-Time Implementation:**
  - Setting up the enterprise structure to align with the client's organizational hierarchy (e.g., regional offices, business units).
  - Example: For a global retail chain, configure personnel areas for different regions (e.g., Asia, Europe) and payroll areas for monthly and bi-weekly payroll cycles.

## Unit 3: Personnel Administration (PA)

- **Topics:**
  - Infotypes: Definition, structure, and maintenance
  - Employee master data: Personal Data (0002), Organizational Assignment (0001), Payroll Data (0008)
  - Actions: Hiring, promotion, termination, transfer
  - Dynamic actions and infotype maintenance
- **Real-Time Implementation:**
  - Configuring employee master data and actions to manage employee lifecycle processes.
  - Example: For a manufacturing client, configure a hiring action to capture employee details (e.g., personal data, job assignment, salary) and automate infotype updates for promotions.

**Unit 4: Organizational Management (OM)**

- **Topics:**
  - Objects: Organizational Unit, Position, Job, Person
  - Relationships: A/B relationships (e.g., reports to, belongs to)
  - Organizational plan creation and maintenance
  - Simple Maintenance, Expert Mode, and Matrix Structures
- **Real-Time Implementation:**
  - Building an organizational hierarchy to reflect the client's structure.
  - Example: For a healthcare client, create an organizational plan with positions (e.g., Doctor, Nurse) and relationships, integrating with PA for employee assignments.

**Unit 5: Time Management**

- **Topics:**
  - Work schedules: Daily, periodic, and annual
  - Public holiday calendar and absence types
  - Time evaluation: Positive and negative time management
  - Time infotypes: Absences (2001), Attendances (2002), Quotas (2006)
  - CATS (Cross-Application Time Sheet)
- **Real-Time Implementation:**
  - Configuring time management to track employee attendance, leave, and overtime.
  - Example: For a logistics company, set up work schedules for shift-based employees and configure absence quotas for vacation and sick leave, integrating with payroll.

**Unit 6: Payroll**

- **Topics:**
  - Payroll areas and control records
  - Wage types: Basic pay, allowances, deductions
  - Payroll schema and rules (e.g., PCRs - Personnel Calculation Rules)
  - Payroll processing: Simulation, release, and posting to FICO
  - Retroactive accounting and off-cycle payroll

- **Real-Time Implementation:**

- Configuring payroll to comply with client-specific compensation policies and tax regulations.
- Example: For a financial services client, configure wage types for bonuses and deductions, set up payroll schemas for monthly processing, and integrate with FICO for salary postings.

## Unit 7: Recruitment

- **Topics:**

- Applicant master data and infotypes
- Vacancy management and applicant actions
- Integration with organizational management
- Recruitment processes: Advertisement, selection, hiring

- **Real-Time Implementation:**

- Setting up recruitment processes to streamline hiring workflows.
- Example: For an IT company, configure vacancy creation, applicant tracking, and hiring actions, integrating with OM to assign new hires to positions.

## Unit 8: Personnel Development and Training

- **Topics:**

- Qualifications catalog and employee appraisals
- Training and Event Management (TEM): Business events, resources, attendees
- Career and succession planning
- Development plans and profiles

- **Real-Time Implementation:**

- Configuring personnel development to support employee growth and training programs.
- Example: For a consulting firm, set up a qualifications catalog to track employee skills and configure TEM for scheduling training sessions, integrating with cost centers in FICO.

**Unit 9: Benefits Administration**

- **Topics:**
  - Benefit plans: Health, insurance, retirement
  - Enrollment and eligibility rules
  - Benefit infotypes and integration with payroll
  - Cost and contribution calculations
- **Real-Time Implementation:**
  - Configuring benefit plans to align with client policies.
  - Example: For a corporate client, set up health insurance plans with eligibility rules based on employee groups, integrating contributions with payroll processing.

**Unit 10: Employee Self-Service (ESS) and Manager Self-Service (MSS)**

- **Topics:**
  - ESS: Employee portal for leave requests, payslips, and personal data updates
  - MSS: Manager portal for approvals, team calendars, and reporting
  - SAP Fiori apps for HR processes
  - Configuration of ESS/MSS in SAP NetWeaver Portal
- **Real-Time Implementation:**
  - Implementing ESS/MSS to enhance employee and manager interaction with HR processes.
  - Example: For a retail client, configure ESS for employees to request leaves via Fiori and MSS for managers to approve, reducing administrative workload.

**Unit 11: Integration with Other SAP Modules**

- **Topics:**
  - HR-FICO integration: Payroll posting, cost center accounting
  - HR-MM integration: Vendor payments for training or benefits
  - HR-SD integration: Employee assignments in sales processes
  - HR-PM integration: Employee maintenance assignments

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- **Real-Time Implementation:**

- Ensuring seamless data flow between HR and other modules for end-to-end processes.
- Example: For a manufacturing client, configure HR-FICO integration to post payroll expenses to cost centers and HR-MM integration for vendor payments related to training programs.

## Unit 12: Advanced Topics

- **Topics:**

- SuccessFactors integration with SAP HR (for cloud-based HR solutions)
- Employee Central (EC) in S/4HANA
- Reporting and analytics: Ad Hoc Query, SAP Query, HR reports
- Data migration techniques: LSMW, LTMC for legacy HR data
- Workflow configuration for HR processes

- **Real-Time Implementation:**

- Implementing advanced features like SuccessFactors or workflows to enhance HR processes.
- Example: For a global client, integrate SuccessFactors Employee Central with SAP HR for cloud-based employee data management, using LSMW to migrate legacy HR data.

## Unit 13: Implementation and Support Projects

- **Topics:**

- ASAP methodology: Project preparation, blueprint, realization, testing, go-live, support
- Handling documentation, user training, and change management
- Support projects: Incident management, enhancements, and change requests

- **Real-Time Implementation:**

- Following ASAP methodology for end-to-end SAP HR implementation.
- Example: For a new SAP implementation, conduct blueprint workshops to gather client HR requirements, configure payroll and time management, perform user acceptance testing (UAT), and provide post-go-live support.

**Unit 14: Technical Topics (Optional for Functional Consultants)**

- **Topics:**
  - User exits and enhancements in SAP HR
  - Data migration using LSMW, BDC, or LTMC (S/4HANA)
  - Basic ABAP debugging for HR processes
  - HR Forms and Smart Forms for payslips and reports
- **Real-Time Implementation:**
  - Using LSMW to migrate legacy employee data into SAP HR.
  - Example: For a client transitioning from a legacy HR system, use LSMW to import employee master data, ensuring data accuracy and compliance with HR policies.

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**Real-Time Implementation Process**

The SAP HR implementation process typically follows the **ASAP (Accelerated SAP) methodology**, widely used in real-world projects. Here's how it aligns with the syllabus:

1. **Project Preparation:**
  - Define project scope, objectives, and team roles.
  - Identify client's HR processes (e.g., payroll cycles, recruitment workflows).
  - Example: For a corporate client, define the scope to include payroll, time management, and ESS/MSS for employee engagement.
2. **Business Blueprint:**
  - Gather detailed requirements through workshops with stakeholders.
  - Map client HR processes to SAP HR functionalities (e.g., payroll schemas, organizational structures).
  - Document the blueprint, including enterprise structure, infotypes, and integration points.
3. **Realization:**
  - Configure SAP HR based on the blueprint (e.g., personnel areas, payroll schemas, work schedules).
  - Perform unit testing for individual configurations (e.g., test payroll run for accuracy).
  - Example: Configure wage types for employee bonuses, then test payroll processing to ensure correct calculations.
4. **Final Preparation:**



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- Conduct integration testing with FICO, MM, and other modules.
- Perform user acceptance testing (UAT) with client stakeholders.
- Train end-users on SAP HR processes (e.g., running payroll, managing leave requests).
- Example: Simulate an end-to-end payroll cycle, ensuring salary postings flow correctly to FICO cost centers.

#### 5. Go-Live and Support:

- Migrate employee master data using LSMW or LTMC.
- Monitor system performance post-go-live and resolve issues (e.g., payroll errors, infotype inconsistencies).
- Provide ongoing support for enhancements and change requests.
- Example: Post-go-live, address a client issue where payroll deductions are incorrect by adjusting wage type configurations.

#### 6. Post-Implementation Support:

- Handle incidents (e.g., payroll disputes, time evaluation errors) via ticketing systems.
- Implement enhancements (e.g., new absence types for remote work policies).
- Example: For a client adopting hybrid work, configure new absence types for work-from-home tracking and update ESS for employee access.

### Certification and Career Relevance

- **SAP HR Certification:** The syllabus prepares for the **SAP Certified Application Associate - SAP HCM with ERP 6.0 EHP7** or **SAP SuccessFactors Employee Central** certification, validating expertise in HR configuration and implementation.
- **Career Roles:** SAP HR Consultant, Analyst, Manager, or Support Specialist.
- **Salary Range:** In India, fresher SAP HR consultants earn ₹3L–₹7L annually, while experienced professionals can earn ₹7L–₹18L or more, depending on expertise and location.