HR305
Configuration of Master Data

COURSE OUTLINE

Course Version: 15
Course Duration: 5 Day(s)
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Typographic Conventions

American English is the standard used in this handbook. The following typographic conventions are also used.

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TARGET AUDIENCE
This course is intended for the following audiences:

- Application Consultant
- Super / Key / Power User
- Data Consultant
Lesson 1: Assigning User Roles

Lesson Objectives
After completing this lesson, you will be able to:

- Assign user roles in the SAP system
- Adjust user parameters to facilitate customizing activities
- Set up favorites in the SAP System
Lesson 1: Entering New Employee Data

Lesson Objectives
After completing this lesson, you will be able to:

- Record information for new employees in the SAP system
Lesson 1: Creating Projects
Lesson Objectives
After completing this lesson, you will be able to:

• Create a project IMG

Lesson 2: Executing Projects
Lesson Objectives
After completing this lesson, you will be able to:

• Customize limited views of IMG activities to facilitate project execution

Lesson 3: Maintaining Customizing Tables
Lesson Objectives
After completing this lesson, you will be able to:

• Configure tables in the implementation guide to meet customization requirements
• Delete existing table entries in the implementation guide
• Set end dates on existing table entries
Lesson 1: Modifying the Enterprise Structure

Lesson Objectives
After completing this lesson, you will be able to:

- Outline HCM elements in the enterprise structure
- Define the use of clients in HCM
- Define the use of company codes in HCM
- Create personnel areas within the enterprise structure
- Create personnel subareas within the enterprise structure

Lesson 2: Modifying the Personnel Structure

Lesson Objectives
After completing this lesson, you will be able to:

- Identify the elements of the personnel structure
- Divide employees based on their relationship with the company
- Divide employees to facilitate payroll and time processing
- Verify organizational assignments
Lesson 1: Mapping the Organizational Structure
Lesson Objectives
After completing this lesson, you will be able to:

- Identify the objects used to map an organizational structure

Lesson 2: Integrating with Organizational Management
Lesson Objectives
After completing this lesson, you will be able to:

- Activate integration between Organizational Management and Personnel Administration
- Set up objects to facilitate data integration between organization and staffing and personnel administration

Lesson 3: Utilizing Default Values
Lesson Objectives
After completing this lesson, you will be able to:

- Control organizational management values to default to personnel administration values
Lesson 1: Identifying Additional Organization Assignments

Lesson Objectives
After completing this lesson, you will be able to:

- Outline the additional organizational assignments for employees
- Configure a payroll area to group employees for payroll processing
- Display elements of a payroll record
- Enable payroll processing

Lesson 2: Identifying the Organizational Key

Lesson Objectives
After completing this lesson, you will be able to:

- Add information to the organization assignment infotype

Lesson 3: Configuring Administrator Tables

Lesson Objectives
After completing this lesson, you will be able to:

- Customize the administrator table

Lesson 4: Confirming Employee Attributes

Lesson Objectives
After completing this lesson, you will be able to:

- Locate tables containing employee attribute characteristics
Lesson 1: Setting Up System Default Values
Lesson Objectives
After completing this lesson, you will be able to:

- Set up system default values for employee information records

Lesson 2: Defaulting the Payroll Area
Lesson Objectives
After completing this lesson, you will be able to:

- Configure the ABKRS feature to default the payroll area into the organizational assignment infotype

Lesson 3: Defaulting Personnel Number Ranges
Lesson Objectives
After completing this lesson, you will be able to:

- Set up the NUMKR system feature

Lesson 4: Defaulting the Administrator Group
Lesson Objectives
After completing this lesson, you will be able to:

- Update the system feature PINCH to default the administrator group into the organizational assignment infotype (IT0001)
Lesson 1: Maintaining Personal Data

Lesson Objectives
After completing this lesson, you will be able to:

- Update master data infotypes used in employee records
Lesson 1: Linking Planned Working Time and Basic Pay

Lesson Objectives
After completing this lesson, you will be able to:

• Maintain data consistency between basic pay and planned working time infotypes
Lesson 1: Building the Remuneration Structure

Lesson Objectives
After completing this lesson, you will be able to:

- Identify the remuneration structure

Lesson 2: Creating and Assigning a Pay Scale

Lesson Objectives
After completing this lesson, you will be able to:

- Maintain pay scales to manage employee remuneration

Lesson 3: Creating a Pay Scale Table

Lesson Objectives
After completing this lesson, you will be able to:

- Configure the pay scale table for employee remuneration

Lesson 4: Defaulting Pay Scale Values

Lesson Objectives
After completing this lesson, you will be able to:

- Control the setup and default values of pay scale structures
Lesson 1: Setting Up Wage Types

Lesson Objectives
After completing this lesson, you will be able to:

• Set up wage types

Lesson 2: Outlining the Setup of Wage Types

Lesson Objectives
After completing this lesson, you will be able to:

• Outline wage type configuration tables

Lesson 3: Copying Wage Types

Lesson Objectives
After completing this lesson, you will be able to:

• Copy wage types in the wage type catalog

Lesson 4: Controlling Wage Type Permissibility

Lesson Objectives
After completing this lesson, you will be able to:

• Maintain the use of wage types by controlling their permissibility

Lesson 5: Configuring Wage Type Characteristics

Lesson Objectives
After completing this lesson, you will be able to:

• Identify the characteristics of wage types
• Configure wage types to use pay scale data
• Configure wage types to perform calculations on base amounts
• Outline the configuration of wage types to calculate percentages
• Outline the configuration of wage types to use position data
• Identify additional attributes of indirect valuations

Lesson 6: Defaulting Wage Types

Lesson Objectives
After completing this lesson, you will be able to:
• Configure default values for the basic pay infotype
Lesson 1: Executing a Standard Pay Increase

Lesson Objectives
After completing this lesson, you will be able to:

- Perform a standard pay increase

Lesson 2: Performing a Pay Scale Reclassification

Lesson Objectives
After completing this lesson, you will be able to:

- Execute the update of pay scale reclassifications
Lesson 1: Evaluating Infotype Attributes
Lesson Objectives
After completing this lesson, you will be able to:

- Locate the customization tables for infotypes

Lesson 2: Customizing Screen Headers
Lesson Objectives
After completing this lesson, you will be able to:

- Change the display of an infotype by adjusting the screen header

Lesson 3: Modifying Infotype Screens
Lesson Objectives
After completing this lesson, you will be able to:

- Control the information displayed on infotype screens

Lesson 4: Creating Infotype Menus
Lesson Objectives
After completing this lesson, you will be able to:

- Create an infotype menu for master data entry screens
Lesson 1: Creating Personnel Actions

Lesson Objectives
After completing this lesson, you will be able to:

- Set up personnel actions to meet master data administration requirements
- Verify the status indicators of a personnel action
- Identify the reasons for using personnel action types

Lesson 2: Reviewing Additional Actions

Lesson Objectives
After completing this lesson, you will be able to:

- Outline how multiple actions processed on the same day are tracked

Lesson 3: Configuring Personnel Actions

Lesson Objectives
After completing this lesson, you will be able to:

- Configure personnel actions
Lesson 1: Triggering Follow-Up Activities with Dynamic Actions

Lesson Objectives
After completing this lesson, you will be able to:

- Explain how dynamic actions trigger follow-up activities
- Set up dynamic actions to track activities
Lesson 1: Configuring Master Data

Lesson Objectives
After completing this lesson, you will be able to:

- Configure master data