



*Training Course:  
SAP Human Capital Management*

*19 - 30 August 2024  
Kigali (Rwanda)*

## Training Course: SAP Human Capital Management

Training Course code: SC235183 From: 19 - 30 August 2024 Venue: Kigali (Rwanda) - Training Course Fees: 10470 € Euro

### Introduction

Welcome to the SAP Human Capital Management HCM Training Program! In today's dynamic business environment, effectively managing your workforce is crucial for success. SAP HCM is a powerful tool that empowers organizations to streamline HR processes, enhance employee engagement, and optimize talent management. This 10-day training program is designed to equip participants with the knowledge and skills needed to harness the full potential of SAP HCM. Whether you are an HR professional, system administrator, or business leader, this program will enable you to leverage SAP HCM to enhance your organization's HR operations.

### Objectives

By the end of this 10-day SAP HCM training program, participants will be able to:

- Understand SAP HCM Fundamentals: Gain a solid understanding of SAP HCM's key concepts, terminology, and navigation.
- Effectively Manage Organizational Structures: Learn how to create and manage organizational units and hierarchies to streamline reporting structures.
- Manage Personnel Data: Master personnel administration tasks, including hiring, termination, and data maintenance.
- Optimize Time Management: Efficiently handle time recording, work schedules, and attendance management.
- Process Payroll: Gain the skills needed to configure payroll schemas, run simulations, and manage payroll processing.
- Enhance Talent Management: Explore talent and succession planning, performance management, and learning initiatives within SAP HCM.
- Enable Self-Service and Workflow: Configure Employee Self-Service ESS and Manager Self-Service MSS functionalities, including workflow and approvals.
- Leverage Reporting and Analytics: Generate meaningful reports and use analytics to support data-driven HR decisions.
- Integrate SAP HCM: Understand how SAP HCM integrates with other modules and systems for seamless data flow.
- Ensure System Administration and Security: Manage user authorizations, system administration tasks, and data privacy and compliance.

### Target Audience

This SAP HCM training program is ideal for individuals and professionals in various roles, including but not limited to:

- HR Managers and Professionals
- System Administrators
- Business Analysts
- IT Professionals working on SAP HCM implementation.
- Managers and Leaders responsible for HR processes
- Anyone interested in understanding SAP HCM for HR and talent management.

## Training Program Outline

### Day 1: Introduction to SAP HCM

- Overview of SAP HCM
- Importance of SAP HCM in HR processes
- Navigation in SAP HCM
- Basic terminology and concepts

### Day 2: Organizational Management

- Organizational units and hierarchies
- Object types and relationships
- Creating organizational units
- Reporting structures in SAP HCM

### Day 3: Personnel Administration

- Employee master data
- Hiring and termination processes
- Personnel actions and infotypes
- Data maintenance and validation

### Day 4: Time Management

- Time recording and attendance management
- Work schedules and holiday calendars
- Time evaluation processes
- Absence and attendance processing

### Day 5: Payroll Management

- Payroll architecture

- Payroll schemas and rules
- Wage types and processing classes
- Running a payroll simulation

#### Day 6: Talent Management

- Talent and succession planning
- Performance management
- Career development and learning management
- Competency management

#### Day 7: Employee Self-Service ESS and Manager Self-Service MSS

- ESS and MSS functionalities
- Configuring ESS and MSS
- Employee and manager roles
- Workflow and approval processes

#### Day 8: SAP HCM Reporting and Analytics

- SAP Query and Ad Hoc Query
- Standard reports and custom reporting
- Introduction to SAP Business Intelligence BI integration
- HR analytics and dashboards

#### Day 9: SAP HCM Integration

- Integration with other SAP modules FI/CO, MM, etc.
- Third-party system integration
- Data migration and data interfaces
- Best practices for system integration

#### Day 10: System Administration and Security

- User management and authorizations
- Transport management system TMS
- System monitoring and troubleshooting
- Data privacy and compliance

## Registration form on the Training Course: SAP Human Capital Management

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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

### Delegate Information

Full Name (Mr / Ms / Dr / Eng): .....  
Position: .....  
Telephone / Mobile: .....  
Personal E-Mail: .....  
Official E-Mail: .....

### Company Information

Company Name: .....  
Address: .....  
City / Country: .....

### Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng): .....  
Position: .....  
Telephone / Mobile: .....  
Personal E-Mail: .....  
Official E-Mail: .....

### Payment Method

- ☐ Please find enclosed a cheque made payable to Global Horizon
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### Easy Ways To Register

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info@gh4t.com  
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