SAP HR Configuration

LearnSAP

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Introduction

SAP stands for Systems, Applications and Products in Data Processing. Five German Engineers founded it in 1972. SAP is an ERP software which large organizations use to manage their business. SAP has several modules, each of which represents a business-process. Modules are usually abbreviated for the business process they represent. For instance, HR is Human Resources, FI for Financial Accounting and SD is Sales & Distribution and so on. All together there are some nineteen modules.

These modules are highly integrated in real-time, which means, that if information is shared between modules then the data is entered only once. This reduces the chances of error arising from repetitive entry and also reduces the man-hours. Managers and decision makers always have information at their fingertips and this helps then in effective decision making.

SAP has been around for over three decades. Nine out of ten Fortune-500 companies have already implemented SAP (not counting the thousands of to-be Fortune-500 companies that have SAP). There are well over 10 million SAP users worldwide and jobs keep popping up all around the world.

SAP is the leading ERP (Enterprise Resource Planning) software. Because of it's liberal open-architecture, there are millions of programmers working around the world to provide interaction between thousands of major software and SAP.

SAP is usually implemented in phases. The first phase is when organizational structure and accounting components are configured, tested and then taken live. Gradually more modules are turned on.

HCM Course

The purpose of this book is to learn step-by-step general configuration methods for the HCM module. The course is built on menu path navigation of the Implementation Guide (IMG) and the application area.

LearnSAP

LearnSAP strives to help students develop SAP skills and knowledge needed to complete in the employment market and adapt to future changes. The training course combines classroom theory of SAP technology with hands-on practice.

LearnSAP strives to evolve with the marketplace, delivering skills-based education that is sensitive to market needs and convenient to students. Our goal is to help people develop into employees who are equipped to meet the challenges of a marketplace where change is the one constant.
I. SAP Logon

SAP Logon
Client = 800
Username = <your user name>
Password = <password>
Click on Enter

System Messages pops up, check the enter
You come to the SAP initial screen. You can see the SAP menu divisions of SAP modules, Office, Logistics, Accounting, Human Resources, Information Systems and tools. Each of these modules are further divided into sub-modules and most of the work that we will be doing during the course will be within Accounting or the IMG (Implementation Guide). And within Accounting majority of training will be in Financial Accounting and Controlling.

Note that after each step, you can use the Back Button to quickly return to the IMG menu screen.
1. Reaching the IMG

The setting or customizing of SAP is done via the IMG (Implementation Guide). The route to reach the SAP Reference IMG will be as follows:

Menu Path: SAP Mail Screen -> Tools -> Customizing -> IMG -> Edit Project
Click on the “SAP Reference IMG” button

You will then see the IMG Menu Screen
II. Overview of Human Resource Structure

A Human Resources Management System enables you to set up organizational hierarchies and employee relationships and then store and administer employee data in the system.

The structures of an enterprise are subdivided into organizational structures, based on an organizational plan, and administrative structures, based on the enterprise and personnel structures.

There are three types of Human Resource structure:

1. Enterprise Structure
2. Personnel Structure
3. Organizational Structure

We assign all three structure in info type 0001(Organization Assignment)
Information on the organizational assignment of employees is of great importance for authorization checks, for the entry of additional data, and for Time Management and Payroll Accounting.

**Enterprise Structure:** Company code, personnel area, and personnel subarea

**Personnel Structure:** Employee group, employee subgroup, payroll accounting area

**Organizational Structure:** Organizational units, jobs, and positions
III. Overview of the Enterprise Structure

The Enterprise Structure for Personnel Administration is made up of the following elements:

Client: An independent legal and organizational unit of the system.

Company Code: An independent company with its own accounting unit; a company that draws up its own balance sheet.

Personnel Area: A specific entity for Personnel Administration; a subdivision of the company code.

Personnel Subarea: A subdivision of the Personnel Area.
The Personnel Structure is made up of the following elements:

**Employee Group**: Used to classify employees into general groups for processing of pay, time, and benefits.

**Employee Subgroup**: A subdivision of the employee group. This allows further distinguishing of employees according to specific traits.
V. Overview of the Organization Structure

Organizational Structure is divided in two division

1. Organization Plan
2. Administrator

**Organization Plan**: You create your organizational plan using organizational units and positions. An organizational plan is a comprehensive and dynamic model of the structural and personnel environment in your enterprise, which you can evaluate at any time.

**Administrator**: You can enter three different administrators: one for personnel administration, one for time management, and one for payroll.

**Examples of use**:

The **Personnel administrator** monitor of personnel task.

The **Time administrator**, this would ensure that the time administrator only creates a list of his/her employees.

The **Payroll administrator**, You can print the administrator on the remuneration statement so that employees know who to contact in case of queries.
VI. Enterprise Structure:

The Enterprise Structure for Personnel Administration is made up of the following elements:

Company: An independent legal and organizational unit of the system.

Company Code: An independent company with its own accounting unit; a company that draws up its own balance sheet.

Personnel Area: A specific entity for Personnel Administration; a subdivision of the company code.

Personnel Subarea: A subdivision of the Personnel Area.

1. Define Company: A Company is generally used in the legal consolidation module to roll up financial statements of several company codes.

Menu Path: SAP Reference IMG->Enterprise Structure->Definition->Financial Accounting->Define Company

Display IMG

Double Click on it.
Give the Company Name and Address.

<table>
<thead>
<tr>
<th>Company</th>
<th>HONDA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company name</td>
<td>Honda Ltd.</td>
</tr>
<tr>
<td>Name of company 2</td>
<td></td>
</tr>
</tbody>
</table>

**Detailed information**

<table>
<thead>
<tr>
<th>Street</th>
<th>8601 baltimore AVE.</th>
</tr>
</thead>
<tbody>
<tr>
<td>PO Box</td>
<td>20740</td>
</tr>
<tr>
<td>Postal code</td>
<td>20745</td>
</tr>
<tr>
<td>City</td>
<td>COLLEGE PARK</td>
</tr>
<tr>
<td>Country</td>
<td>US</td>
</tr>
<tr>
<td>Language Key</td>
<td>EN</td>
</tr>
<tr>
<td>Currency</td>
<td>USD</td>
</tr>
</tbody>
</table>

Press save button.

Press create request.
Give Short description.

Press save button.

Note: We need to create this request once when you save first time in user ID.

Press enter.
2. **Company Code**: A company code is representative of a stand-alone legal entity that requires its own set of accounting records for reporting purposes.


Double click on it.

Give Company Code identifier and additional data.
Press save button.
Give all the additional detail for the Company Code.

Press Enter.

Press enter.

Data was saved
3. Assign a Company-Code to a Company

All objects defined are independently floating objects unless tied together in a relationship. By assigning Company-Code to the company we define the relationship.

Double click on it.

Click on Position.

Give your Company Code.

Press enter.
Using drop down push button find your Company

- Select the drop down push button
- Choose the appropriate company from the list

### Example Companies

<table>
<thead>
<tr>
<th>Company</th>
<th>City</th>
<th>Country</th>
<th>Currency</th>
</tr>
</thead>
<tbody>
<tr>
<td>B000</td>
<td>Bradford Parent Inc.</td>
<td>US</td>
<td>USD</td>
</tr>
<tr>
<td>B100</td>
<td>Bradford Subsidiary</td>
<td>US</td>
<td>USD</td>
</tr>
<tr>
<td>B60000</td>
<td>Subgroup B60 Rollup Company</td>
<td>DE</td>
<td>USD</td>
</tr>
<tr>
<td>B70000</td>
<td>Subgroup B70 Rollup Company</td>
<td>US</td>
<td>USD</td>
</tr>
<tr>
<td>B80000</td>
<td>Subgroup B80 Rollup Company</td>
<td>DE</td>
<td>USD</td>
</tr>
<tr>
<td>B90000</td>
<td>Subgroup B90 Rollup Company</td>
<td>DE</td>
<td>USD</td>
</tr>
<tr>
<td>BAE000</td>
<td>Subgroup BAE Rollup Company</td>
<td>US</td>
<td>USD</td>
</tr>
<tr>
<td>BAN000</td>
<td>Subgroup BAN Rollup Company</td>
<td>US</td>
<td>USD</td>
</tr>
<tr>
<td>BAF000</td>
<td>Subgroup BAF Rollup Company</td>
<td>US</td>
<td>USD</td>
</tr>
<tr>
<td>BCE000</td>
<td>Subgroup BCE Rollup Company</td>
<td>US</td>
<td>USD</td>
</tr>
<tr>
<td>BCN000</td>
<td>Subgroup BCN Rollup Company</td>
<td>US</td>
<td>USD</td>
</tr>
<tr>
<td>BCP000</td>
<td>Subgroup BCP Rollup Company</td>
<td>US</td>
<td>USD</td>
</tr>
<tr>
<td>BCO000</td>
<td>Subgroup BCO Rollup Company</td>
<td>US</td>
<td>USD</td>
</tr>
<tr>
<td>BCI000</td>
<td>Subgroup BCI Rollup Company</td>
<td>US</td>
<td>USD</td>
</tr>
<tr>
<td>BMF000</td>
<td>Subgroup BMF Rollup Company</td>
<td>US</td>
<td>USD</td>
</tr>
<tr>
<td>BMW000</td>
<td>BMW Enterprise</td>
<td>US</td>
<td>USD</td>
</tr>
<tr>
<td>CAPLON</td>
<td>Caplon Enterprise</td>
<td>US</td>
<td>USD</td>
</tr>
<tr>
<td>F100</td>
<td>Bankhaus Frankfurt</td>
<td>DE</td>
<td>EUR</td>
</tr>
<tr>
<td>F300</td>
<td>Bankhaus Liberty</td>
<td>US</td>
<td>USD</td>
</tr>
<tr>
<td>G00000</td>
<td>Gesellschaft G00000</td>
<td>DE</td>
<td>EUR</td>
</tr>
<tr>
<td>H000</td>
<td>Headquarters Inc.</td>
<td>US</td>
<td>USD</td>
</tr>
<tr>
<td>HONDA</td>
<td>Honda Ltd</td>
<td>US</td>
<td>USD</td>
</tr>
<tr>
<td>KOKO</td>
<td>KOKO, INC.</td>
<td>US</td>
<td>USD</td>
</tr>
<tr>
<td>MAYA10</td>
<td>Maya Enterprise</td>
<td>US</td>
<td>USD</td>
</tr>
<tr>
<td>MN99</td>
<td>LSAP GROUP</td>
<td>US</td>
<td>USD</td>
</tr>
</tbody>
</table>
Press save button.

Press enter.

Data was saved
4. **Personnel Area**: The personnel area is an organizational unit that represents a specific area of the enterprise and is organized according to aspects of personnel, time management and payroll. A personnel area is divided into several personnel subareas.

**Menu Path**: SAP Reference IMG->Enterprise Structure->Definition->Human Resources Management-> Personnel Areas

Double Click on it.
Double click on Personnel Areas.

Give four digit identifier for your Personnel Area and additional information.

Press save button.
Give all the details about Personnel Area.
Press enter.