



**THE BEST-RUN E-BUSINESSES RUN SAP**



SAP HR Configuration

**LearnSAP**

5101 Camden Lane, Pearland, TX 77584

# Table of Contents

- I. SAP Logon**
- II. Over view of HCM**
- III. Over view of Enterprise Structure**
- IV. Overview of Personnel Structure**
- V. Overview of Organizational Structure**
- VI. Enterprise Structure**
  - 1. Define Company
  - 2. Define Company Code
  - 3. Assign Company Code to Company
  - 4. Define Personnel Area
  - 5. Assign Personnel Area to Company Code
  - 6. Define Personnel Subarea
- VII. Personnel Structure**
  - 7. Define Employee Group
  - 8. Define Employee Subgroup
  - 9. Assign Employee Subgroup to Employee Group
  - 10. Define Employee Attributes
- VIII. Organizational Management**
  - 11. Overview of Organizational Management**
  - 12. Organization and Staffing**
    - a. Create Organizational Unit
    - b. Create and Assign Position to Organizational Unit
    - c. Create Job and Assign to the Position
    - d. Creating Task(Job/Position/Person)
  - 13. Expert Mode**

- a. Organizational Unit

**14. Simple Maintenance**

**IX. Organizational Assignment**

- 15. Define Administrator

**X. Overview of Features**

- 16. Define Administrator Group (Feature PINCH)

**XI. Integration between Organizational Management and Personnel Administration**

- a. Activate Integration (PLOGI ORGA)

**XII. Hire an Employee**

- 17. Overview of Info Type
- 18. Personnel Action
- 19. Step to hire an Employee

**XIII. Time Management**

- 20. Group Personnel Subarea for the Work Schedule
- 21. Group Personnel Subarea for the Daily Work Schedule
- 22. Define Break Schedule
- 23. Define Rules for variants
- 24. Define Daily Work Schedule
- 25. Define Period Work Schedule
- 26. Define Employee Subgroup Grouping
- 27. Define Groupings for the Public Holiday Calendar
- 28. Set Work Schedule Rules and Work Schedules
- 29. Assign your work schedule rule for –SCHKZ
- 30. Hire an Employee

**XIV. Payroll –Configuration**

- 31. Employee Subgroup Grouping for Personnel Calculation Rule ( PCR) and Collective Agreement Provision (CAP)

32. Check Pay Scale Type
33. Check Pay Scale Area
34. Check Assignment of Pay Scale Structure to Enterprise Structure
35. Determine Default for Pay Scale Data (TARIF)
36. Revise Pay Scale Groups and Levels
37. Create Wage Type Catalog
38. Check Wage Type Group “ Basic Pay”
39. Check Wage Type Text
40. Check Entry Permissibility per Info Type
41. Employee Subgroups for Primary Wage Type
42. Personnel Subarea for Primary Wage Type
43. Define Wage Type Permissibility for each PS and ESG
44. Check Wage Type Characteristics
45. Revise Pay Scale Groups and Levels
46. Revise Default Wage Type
47. Enterprise structure to wage type model - LGMST
48. Create Payroll Area
49. Check default payroll area – ABKRS

**XV. Prerequisite of Payroll Run**

50. Overview of Payroll Run
51. Period Parameter
52. Date modifier
53. Check Payroll Area
54. Generate Payroll period
55. Create Control record
56. Hire an Employee

**XVI. Payroll Run**

- 57. Simulation
- 58. Release for Payroll
- 59. Start Payroll
- 60. Check Result
- 61. Corrections
- 62. Exit Payroll
- 63. Hire Employees

**XVII. Reporting**

- 64. Identify a Person in your Organizational Structure
- 65. Display job index report for the particular job
- 66. Identify and display tasks assigned to your positions
- 67. Evaluate vacant position in your organizational structure
- 68. Display your Organizational Plan Graphically
- 69. HIS – Human Resources Information

## 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

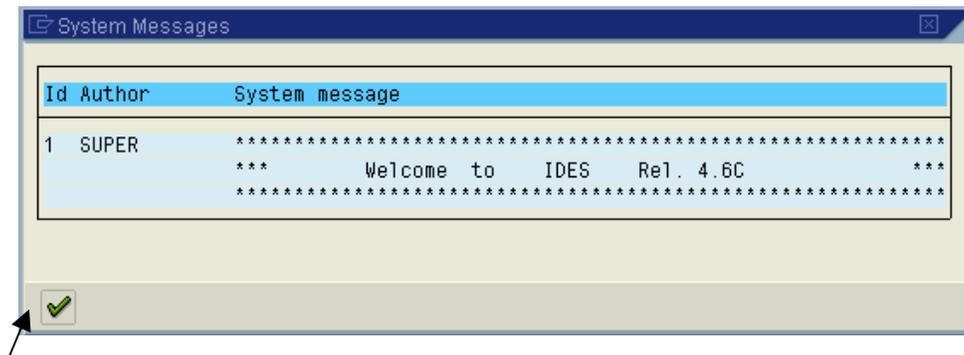
Username = <your user name>

Password = <password>

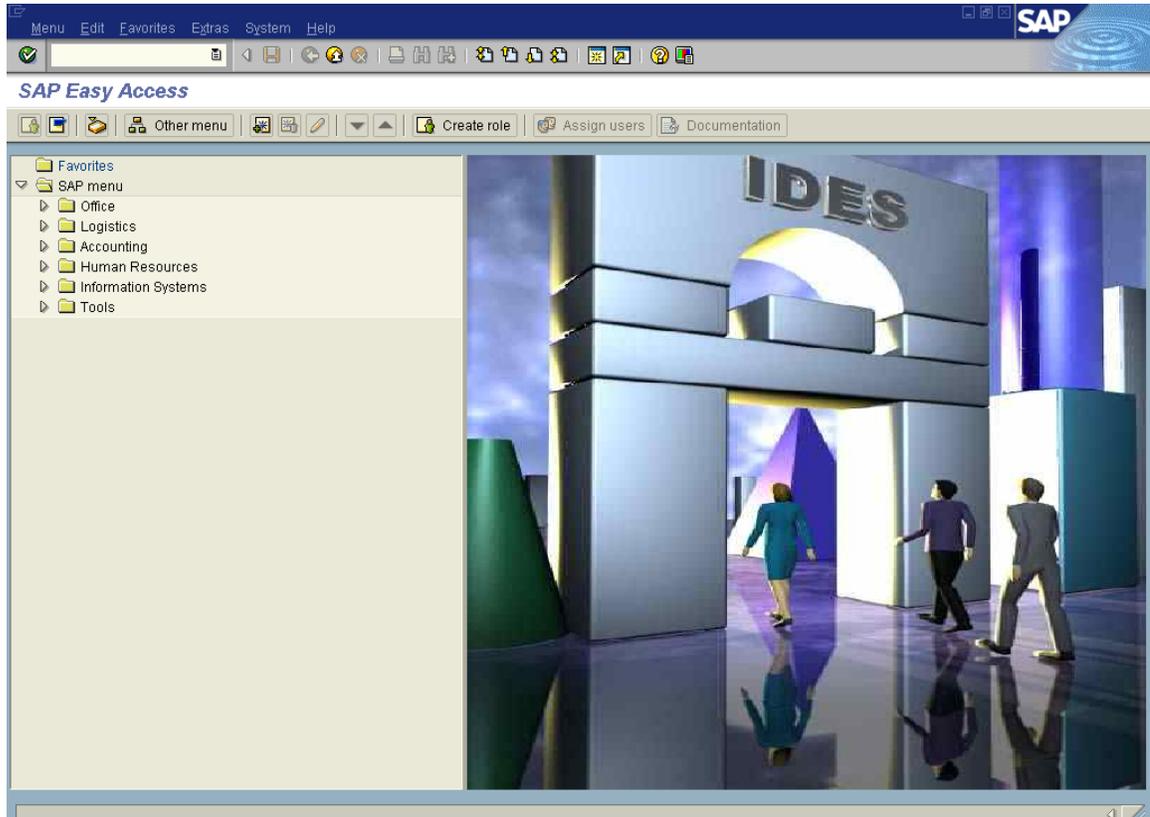
Click on Enter

The screenshot shows the SAP R/3 Logon screen. At the top, there is a menu bar with 'User', 'System', and 'Help'. Below the menu bar is a toolbar with icons for back, save, refresh, home, and other functions. The main area is titled 'SAP R/3' and contains a 'New password' button. Below this are input fields for 'Client' (800), 'User' (shashi), 'Password' (masked with asterisks), and 'Language'.

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.

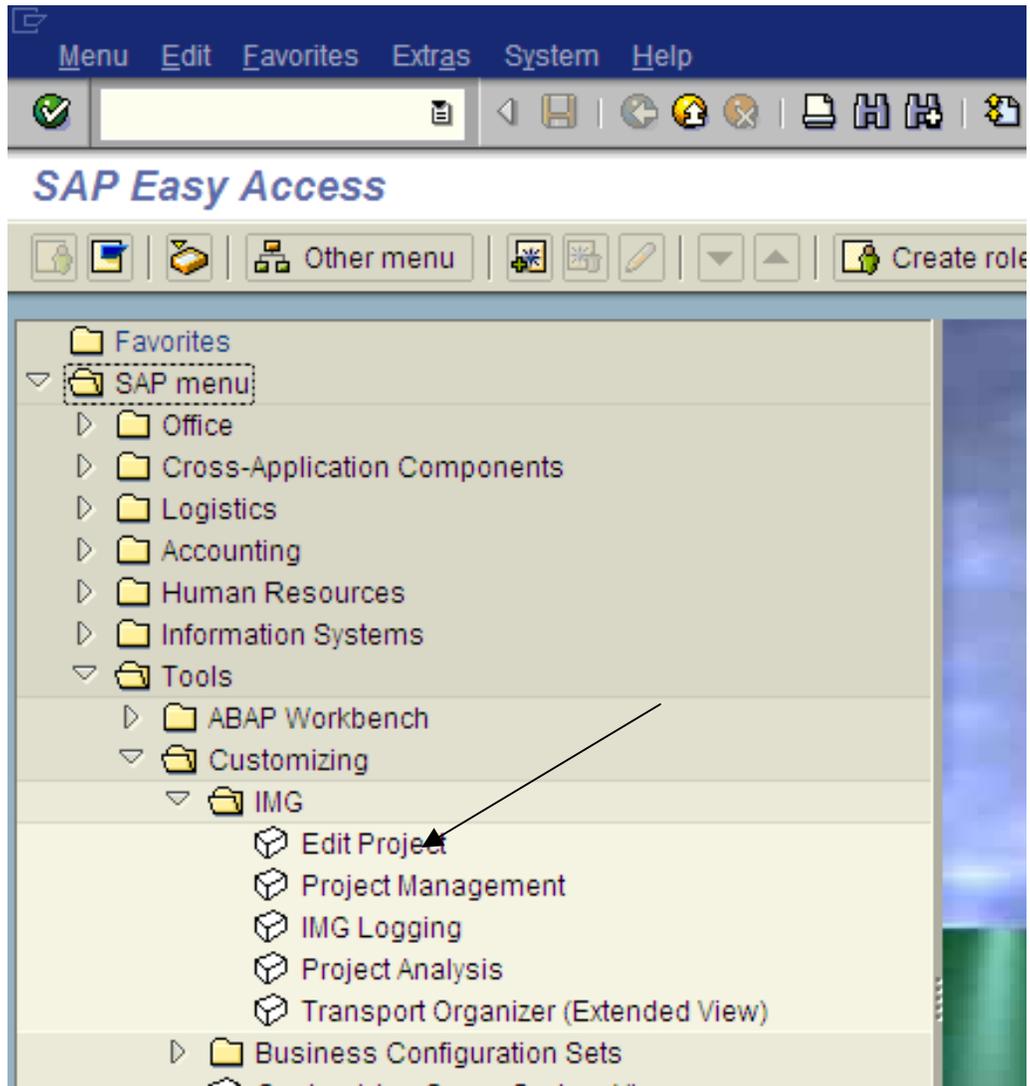


Note that after each step, you can use the Back Button  to quickly return to the IMG menu screen.

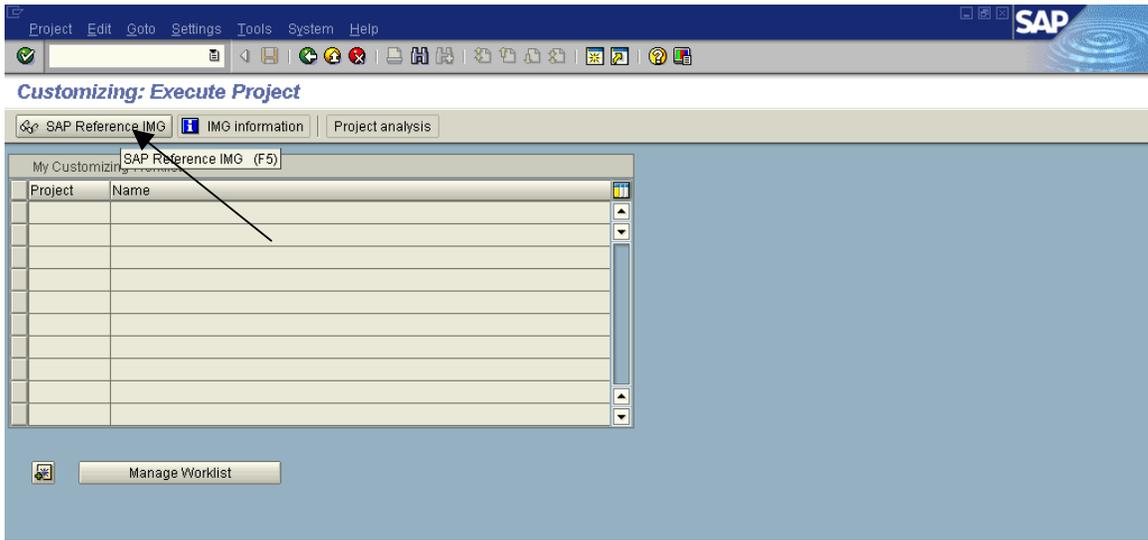
## 1. Reaching the IMG

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:

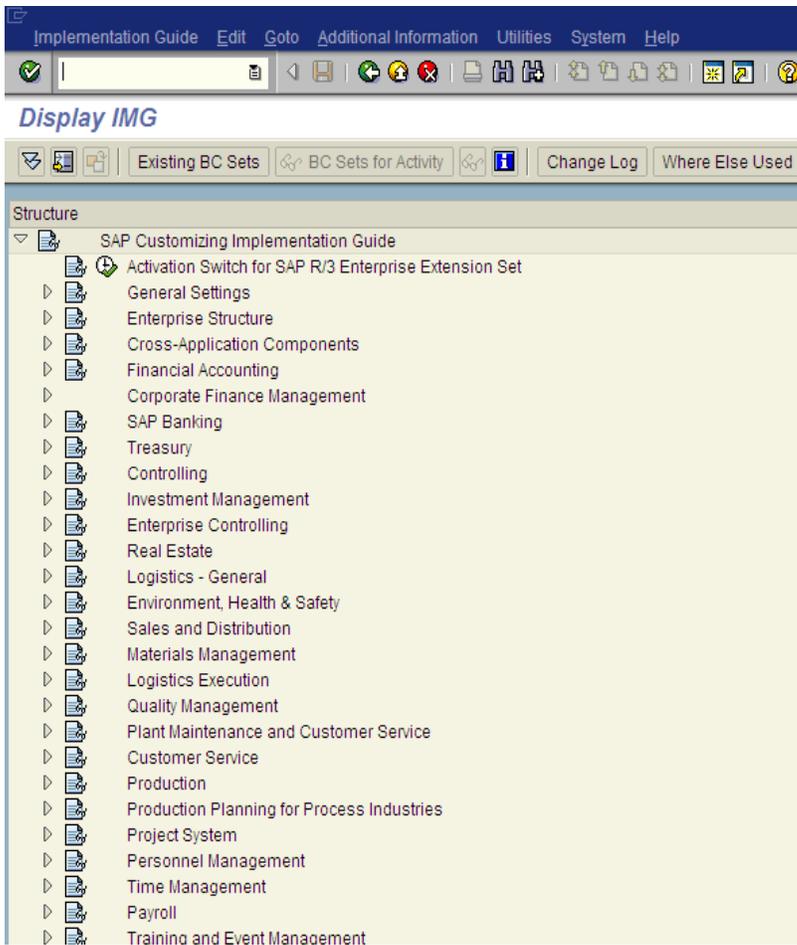
**Menu Path : SAP Mail Screen -> Tools -> Customizing -> IMG -> Edit Project**



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)

The screenshot shows the SAP 'Create Organizational Assignment' form. The form is divided into several sections: Personnel No, Start, Enterprise structure, Personnel structure, Organizational plan, and Administrator. The Personnel No field is set to 3050900. The Start date is 01/01/2008 to 12/31/9999. The Enterprise structure section includes CoCode (CABB), Training, Leg.person, Pers.area (CABB), Caliber A Bicycle Compan, Subarea (0001), Sales dept., Cost Ctr, Bus. Area (0001), and Business area 0001. The Personnel structure section includes EE group (1), Active, Payr.area (X0), HR-X: Monthly, EE subgroup (X0), and Salaried employee. The Organizational plan section includes Percentage (100.00), Position (30015009), Job key (30000706), Org. Unit (30015007), and Org.key (CABB). The Administrator section includes Group (CABB), PersAdmin (001), Time (002), PayrAdmin (003), and Supervisor.

Enterprise structure			
CoCode	CABB	Training	Leg.person
Pers.area	CABB	Caliber A Bicycle Compan	Subarea 0001 Sales dept.
Cost Ctr		Bus. Area 0001	Business area 0001

Personnel structure			
EE group	1	Active	Payr.area X0 HR-X: Monthly
EE subgroup	X0	Salaried employee	Contract

Organizational plan		Administrator	
Percentage	100.00	Group	CABB
Position	30015009	PersAdmin	001 Paula Person
Job key	30000706	Time	002 Thomas Time
Org. Unit	30015007	PayrAdmin	003 Marc Money
Org.key	CABB	Supervisor	

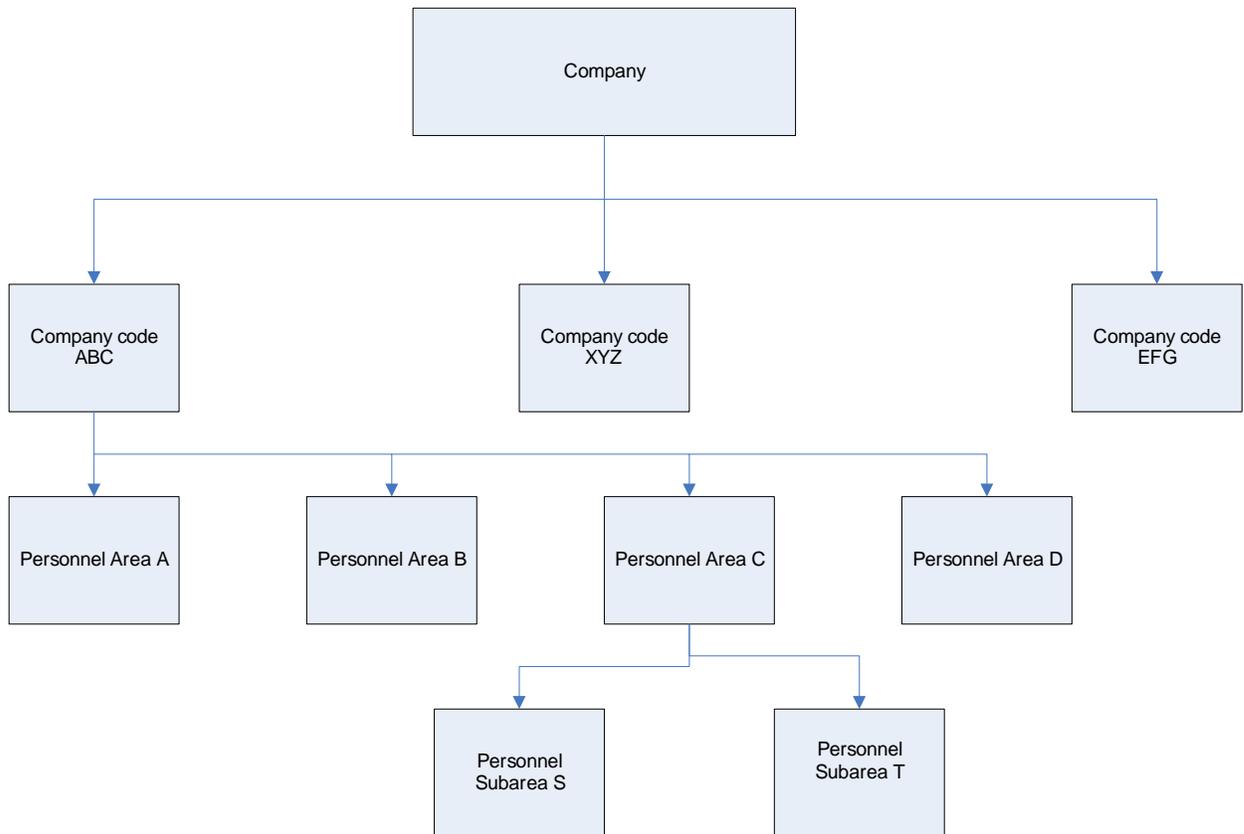
Information on the organizational assignment of employees is of great importance for authorization checks, for the entry of additional data, and for Time Management and Payroll Accounting.

**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:

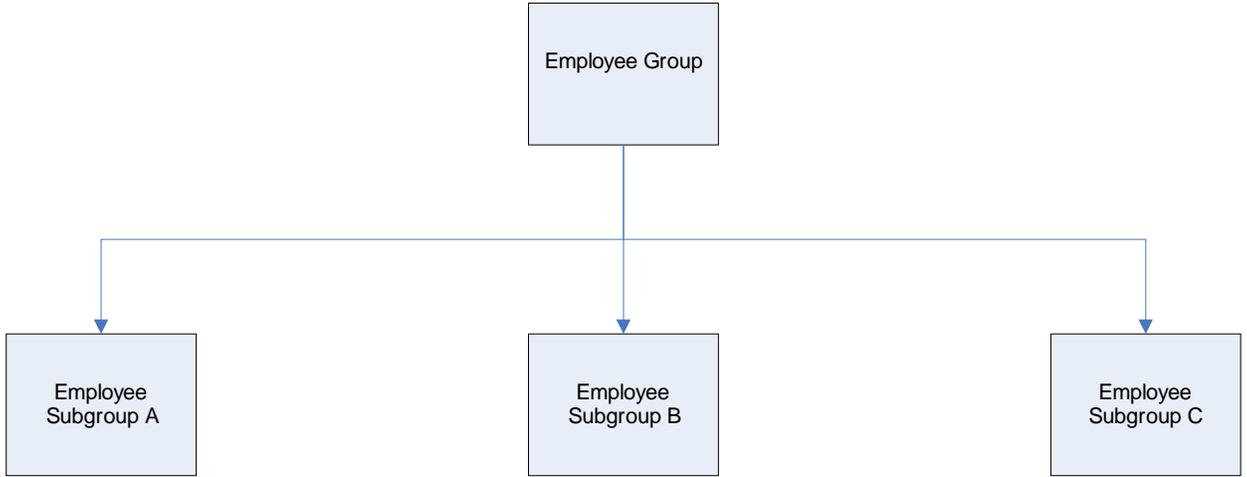
**Client:** An independent legal and organizational unit of the system.

**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.

#### IV. Overview of Personnel Structure



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.

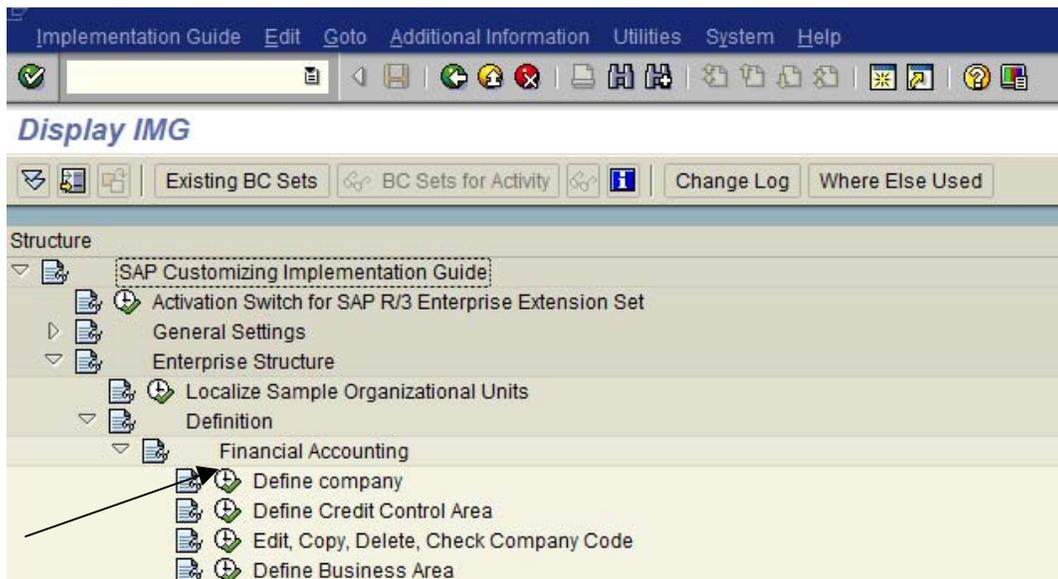
## VI. Enterprise Structure :

**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**



Double Click on it.

Give the Company Name and Address.

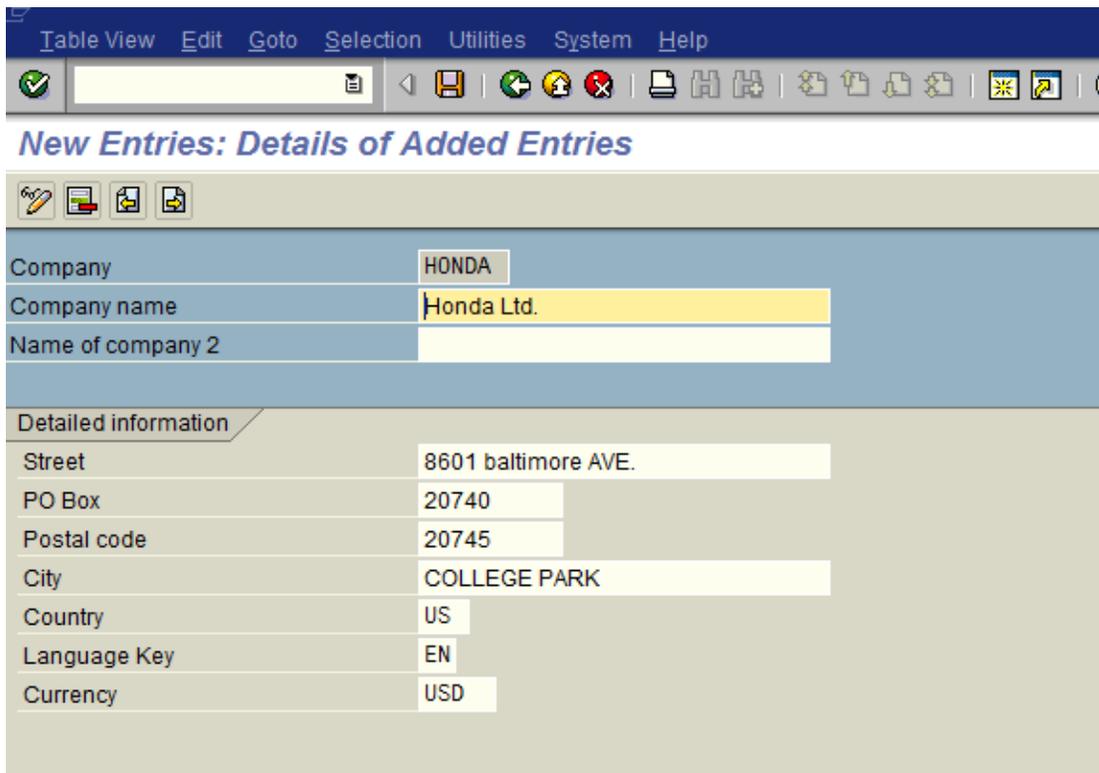


Table View Edit Goto Selection Utilities System Help

**New Entries: Details of Added Entries**

Company HONDA

Company name Honda Ltd.

Name of company 2

Detailed information

Street 8601 baltimore AVE.

PO Box 20740

Postal code 20745

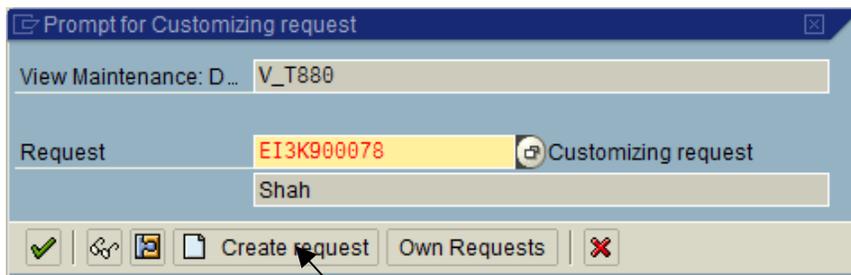
City COLLEGE PARK

Country US

Language Key EN

Currency USD

Press save  button.



Prompt for Customizing request

View Maintenance: D... V\_T880

Request EI3K900078 Customizing request

Shah

✓ Refresh Save Create request Own Requests ✕

Press create request.

Give Short description.

Request Customizing request

Short description honda

Project

Owner 30BUSER3 Source client 800

Status New Target

Last changed 07/04/2008 09:33:25

Tasks

User
30BUSER3

Save Cancel Close

Press save  button.

Prompt for Customizing request

Request EI3K900084 Customizing request

honda

Checkmark Cancel Save Create request Own Requests Close

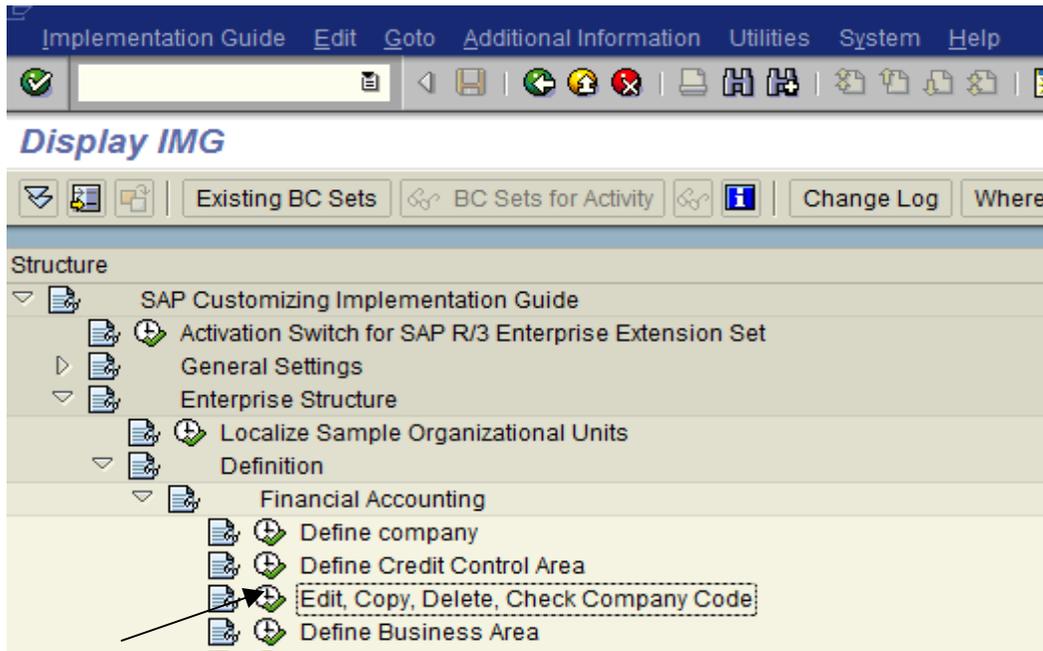
Note: We need to create this request once when you save first time in user ID.

Press enter.

 Data was saved

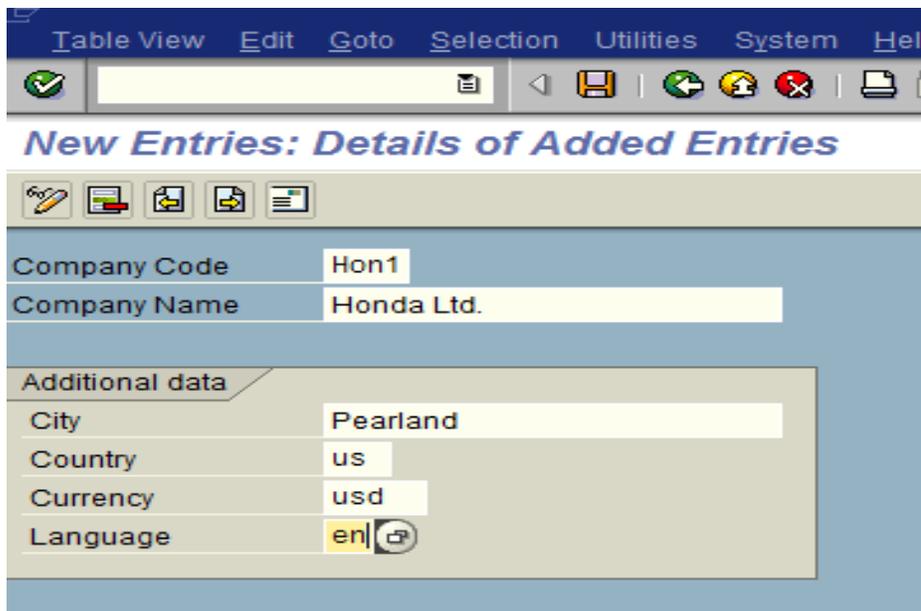
2. **Company Code** : A company code is representative of a stand-alone legal entity that requires its own set of accounting records for reporting purposes.

**Menu Path: SAP Reference IMG -> Enterprise Structure -> Definition->Financial Accounting -> Define, copy, delete, check Company Code.**



Double click on it.

Give Company Code identifier and additional data.



Press save  button.

Edit address: HON1

**Name**

Title

Name

**Search terms**

Search term 1/2

**Street address**

Street/House number

Postal code/City

Country  Region

**PO box address**

PO Box

Postal Code

Company postal code

**Communication**

Language  Other communication...

Telephone  Extension

Mobile Phone

Fax  Extension

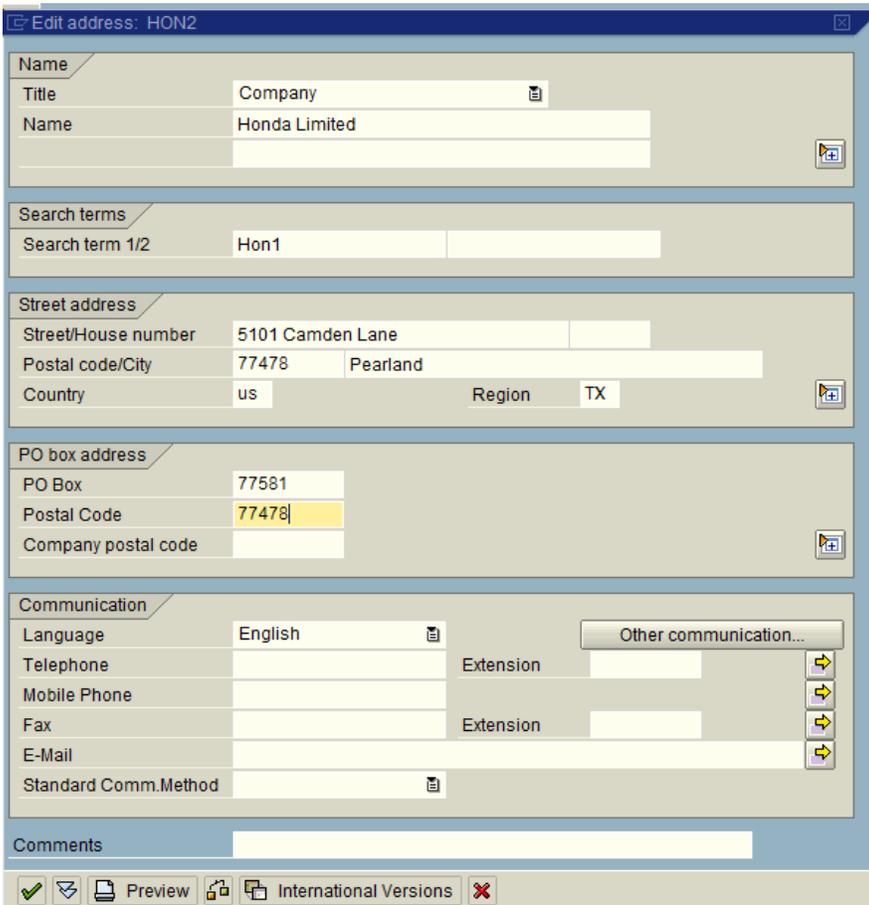
E-Mail

Standard Comm.Method

**Comments**

Preview  International Versions

Give all the additional detail for the Company Code.

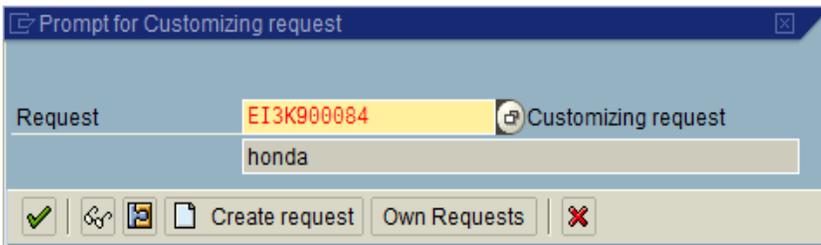


The screenshot shows a web form titled "Edit address: HON2". It is divided into several sections:

- Name:** Title is "Company", Name is "Honda Limited".
- Search terms:** Search term 1/2 is "Hon1".
- Street address:** Street/House number is "5101 Camden Lane", Postal code/City is "77478 Pearland", Country is "us", and Region is "TX".
- PO box address:** PO Box is "77581", Postal Code is "77478", and Company postal code is empty.
- Communication:** Language is "English". Fields for Telephone, Mobile Phone, and Fax include extension boxes. A "Standard Comm. Method" field is also present.
- Comments:** A text area for additional notes.

At the bottom, there are navigation buttons: a checkmark, a document icon, a "Preview" button, a lock icon, a "International Versions" button, and a close button (X).

Press Enter.

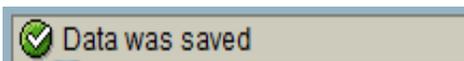


The screenshot shows a dialog box titled "Prompt for Customizing request". It contains:

- A "Request" field with the value "EI3K900084" and a "Customizing request" button.
- A text input field containing "honda".

At the bottom, there are navigation buttons: a checkmark, a document icon, a "Create request" button, a "Own Requests" button, and a close button (X).

Press enter.

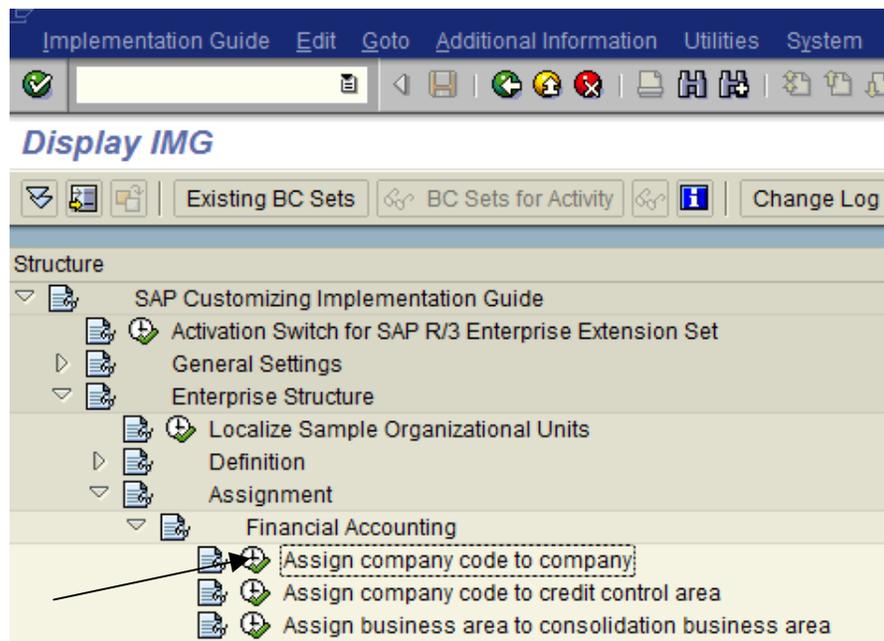


The screenshot shows a small notification box with a green checkmark icon and the text "Data was saved".

### 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.

**Menu Path: SAP Reference IMG -> Enterprise Structure ->Assignment->Financial Accounting-> Assign Company code to Company**



Double click on it.

Co...	City	Company
0001	Walldorf	
1000	Frankfurt	1000
2000	London	2000
2100	Lisbon	2100
2200	Paris	2200
2300	Barcelona	2300
2400	Milano	2400
2500	Rotterdam	2500
3000	New York	3000
3010	Brussels	3000
4000	Toronto	4000
4500	Toronto	4500
5000	Tokyo	5000
6000	México DF	6000
7000	São Paulo	7000
7500	Buenos Aires	
7600	Columbia	7600
7700	Venezuela	7700
7800	Perú	7800
8000	Chile	8000
ABC	college park	
AC10	Houston	ATRI10
AC20	Houston	
AC30	Mexician	
ARTI	college park	AARTII

Click on Position.

Another entry

Company Code

OK Cancel

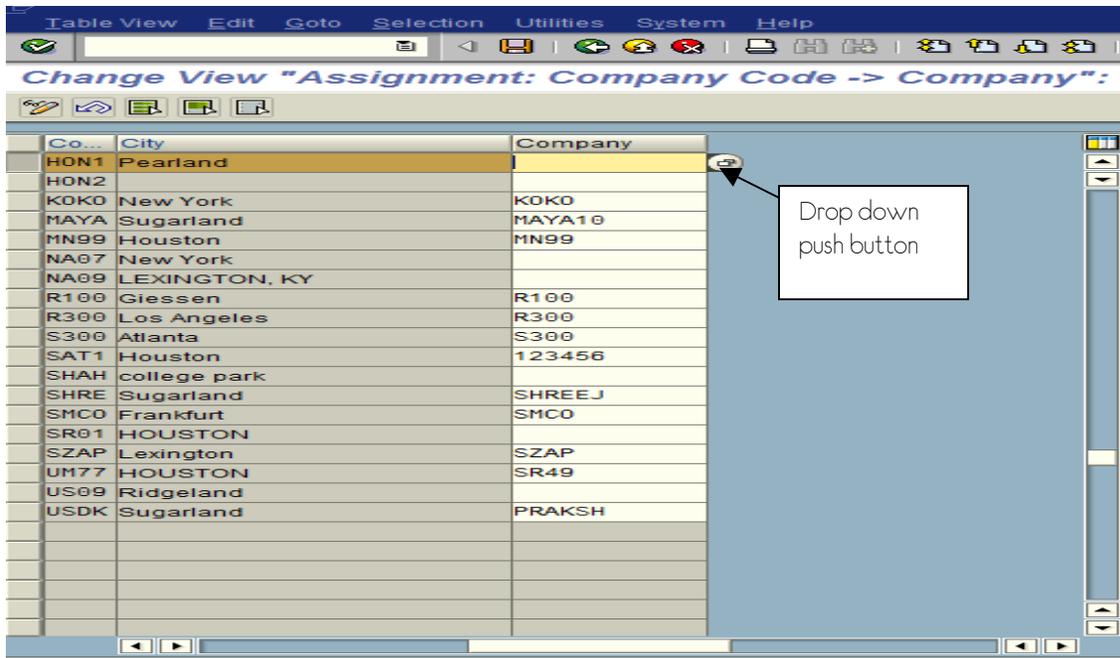
Give your Company Code.

Another entry

Company Code Hon1

OK Cancel

Press enter.



Using drop down push button find your Company

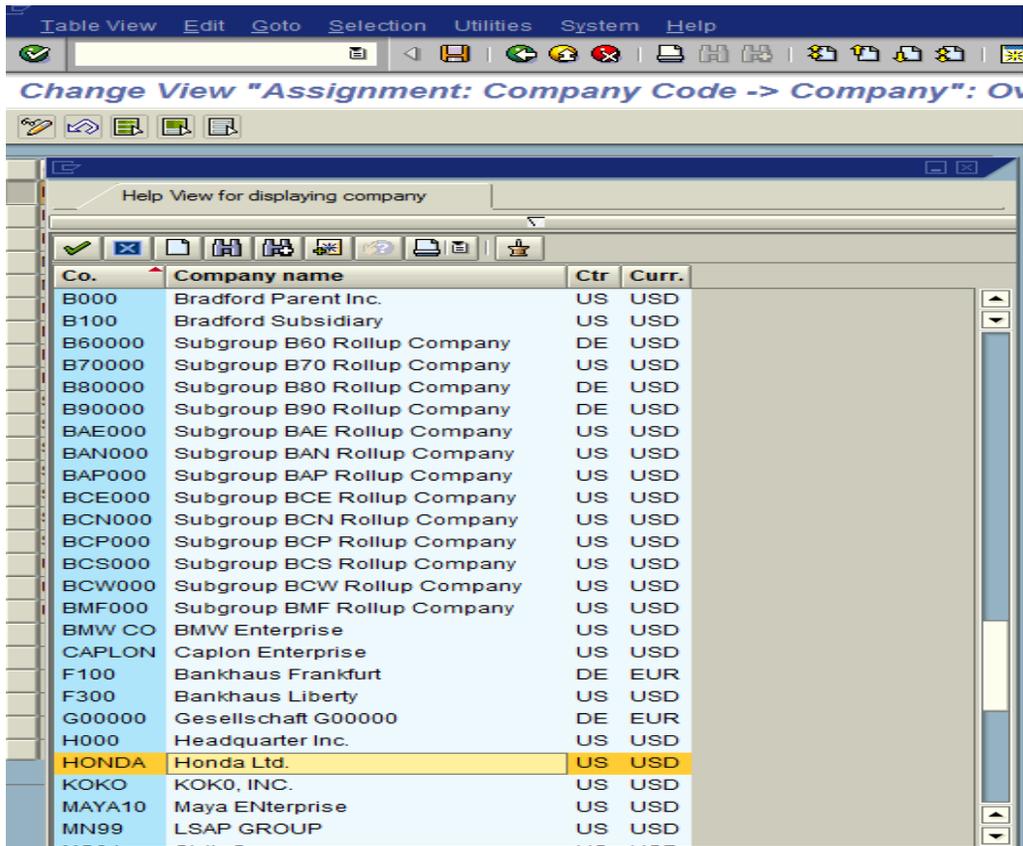


Table View Edit Goto Selection Utilities System Help

Change View "Assignment: Company Code -> Company": Overview

Co...	City	Company
HON1	Pearland	HONDA
HON2		
KOK0	New York	KOKO
MAYA	Sugarland	MAYA10
MN99	Houston	MN99
NA07	New York	
NA09	LEXINGTON, KY	
R100	Giessen	R100
R300	Los Angeles	R300

Press save button.

Prompt for Customizing request

View Maintenance: D... V\_001\_Y

Request EI3K900084 Customizing request

honda

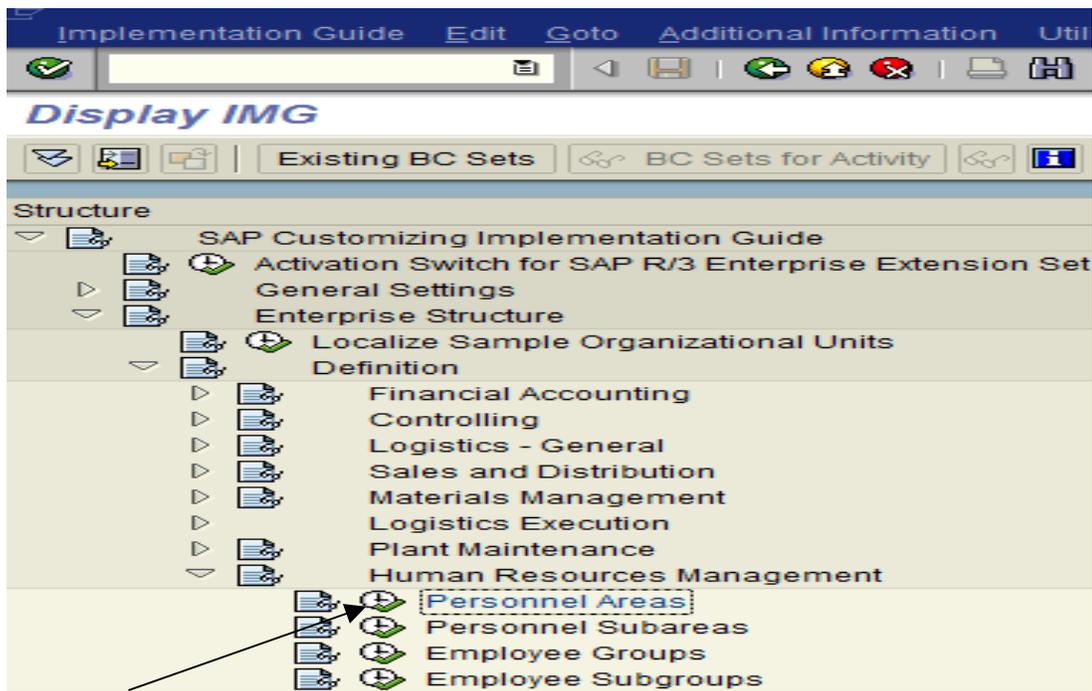
Create request Own Requests

Press enter.

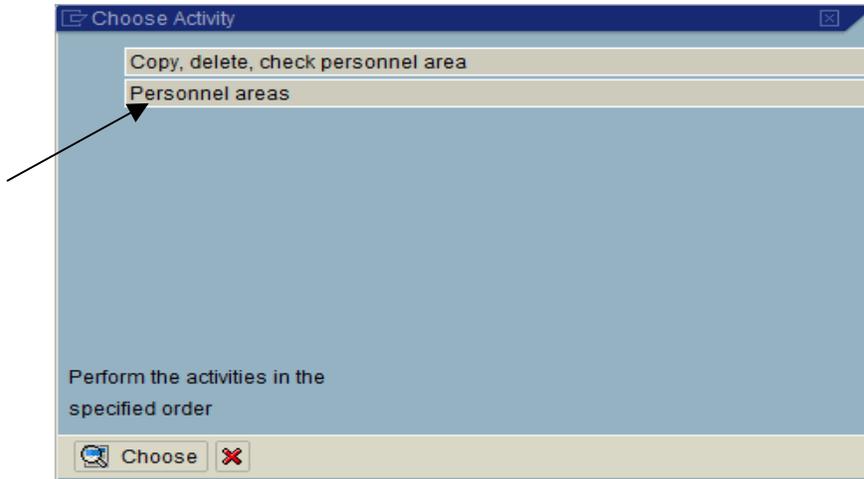
Data was saved

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**

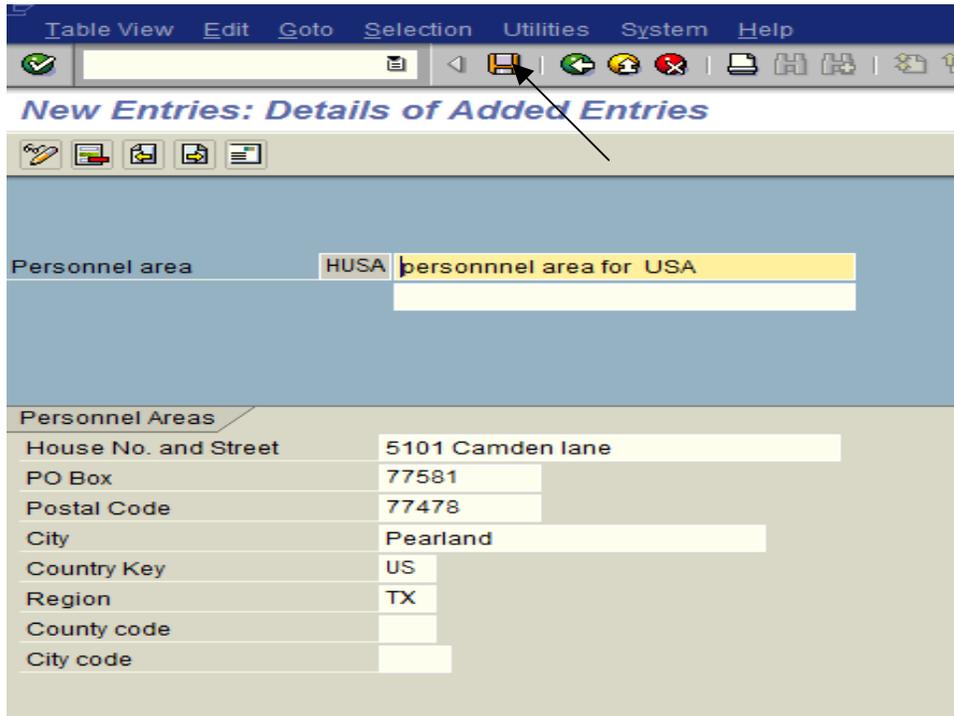


Double Click on it.



Double click on Personnel Areas.

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



Press save button.

Edit address: HUSA

<b>Name</b>		
Title	<input type="text"/>	
Name	<input type="text"/>	
<b>Search terms</b>		
Search term 1/2	<input type="text"/>	
<b>Street address</b>		
Street/House number	<input type="text"/>	
Postal code/City	<input type="text"/>	
Country <input checked="" type="checkbox"/>	Region <input type="text"/>	
<b>PO box address</b>		
PO Box	<input type="text"/>	
Postal Code	<input type="text"/>	
Company postal code	<input type="text"/>	
<b>Communication</b>		
Language	English	<input type="button" value="Other communication..."/>
Telephone	<input type="text"/>	Extension <input type="text"/>
Mobile Phone	<input type="text"/>	
Fax	<input type="text"/>	Extension <input type="text"/>
E-Mail	<input type="text"/>	
Standard Comm.Method	<input type="text"/>	
<b>Comments</b>		
<input type="text"/>		
<input type="button" value="Preview"/> <input type="button" value="International Versions"/>		

Give all the details about Personnel Area.

**Edit address: HUSA**

**Name**  
 Title: Company  
 Name: HUSA Personnel Area

**Search terms**  
 Search term 1/2: HUSA

**Street address**  
 Street/House number: 5101 Camden Lane  
 Postal code/City: 77478 Pearland  
 Country: us Region: TX

**PO box address**  
 PO Box: 77581  
 Postal Code: 77478  
 Company postal code:

**Communication**  
 Language: English  
 Telephone: Extension: Other communication...  
 Mobile Phone: Extension:  
 Fax: Extension:  
 E-Mail:  
 Standard Comm.Method:

**Comments**

Preview International Versions

Press enter.

**Prompt for Customizing request**

Request: EI3K900084 Customizing request  
 honda

Create request Own Requests

Data was saved

