

SAP S/4 HANA Human Capital Management (HCM)

Course Overview

SAP Human Capital Management (HCM) enables organizations to manage their workforce efficiently by aligning HR processes with business objectives. This course introduces the fundamental concepts of SAP HCM and provides hands-on training in HR administration, payroll, time management, and reporting.

Course Objectives

- SAP System-Wide Concepts
- Understand the Organizational Structure & Management in SAP HCM.
- Manage employee master data and personnel administration processes.
- Configure and execute personnel time management.
- Process payroll.
- Income Tax Calculation.
- Integration with Finance.
- Generate reports and perform ad hoc queries in SAP HCM.
- Introduction to Fiori Apps .

Course Contents

SAP System-Wide Concepts

- Navigation
- Client Concept
- System Landscape
- Tables & Data Management
- Programs & Transactions
- Authorizations & Security
- Roles & User Management

Organizational Structure & Management

- Enterprise Structure (Client, Company Code, Personnel Area, Personnel Subarea)
- Organizational Structure (Organizational Units, Jobs, Positions)
- Integration with Personnel Administration

Personnel Administration

- Employee Master Data (Infotypes, Wagetypes)
- Hiring, Transfers, Termination
- Actions and Dynamic Actions

Personnel Time Management

- Work Schedules & Time Recording
- Absences, Attendances & Quotas
- Time Evaluation & Integration with Payroll

Payroll

- Payroll Area & Control Record
- Payroll Schema & Rules
- Integration with Finance
- Post Payroll Activities

Income Tax Calculations

- Local Income Tax Procedure

Fiori Apps

- Demonstration of Fiori Apps
- Hands-on Experience with Fiori Apps

Reporting & Ad Hoc Queries

- Standard HR Reports
- Ad Hoc Query Tool

NOTE: The above contents can be changed (added / removed) during the course

Training Schedule

Duration: 4 Months starting from 30th August 2025

Days: Saturday & Sunday

Time: 2:00 PM – 4:00 PM (2 Hours Each Day)

Training Approach

- Instructor-led lectures
- SAP S/4 HANA system access
- Remote 24/7 System Access
- Assignments & quizzes

For Registration fill the given form and we will get back to you

<https://forms.gle/yDFXAoGW2wZm5vDq9>

Get In Touch

For any query, get in touch with admissions@ashreitech.com

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