



## SAP 129 – SAP NAVIGATION 2009

The SAP Navigation 2009 course is designed to familiarize learners with key terms and how to navigate within the SAP system.

- You will be introduced to the key areas of SAP screens, fields, and features.
- You will also be introduced to ways in which you can obtain additional help, modify and customize the look of your SAP system, as well as apply more advanced skills.

## TERP01 - SAP ERP : INTRODUCTION

Using recorded presentations, system demonstrations, practice simulations, quizzes, and assessments you will be introduced to:

- SAP ERP organizational levels
- Functions and structures of master data throughout SAP ERP
- SAP ERP analytical and reporting solutions

## TERP02 - SAP ERP : INTRODUCTION TO SAP NETWEAVER

Using recorded presentations, system demonstrations, practice simulations, quizzes, and assessments you will be introduced to:

- How SAP NetWeaver supports business processes
- The technical infrastructure components SAP NetWeaver

## SM001 – INTRODUCTION TO SAP SOLUTION MANAGER

This course is meant to familiarize you with the principles and terminology of the SAP Solution Manager. You will be introduced to the benefits of using the SAP Solution

Manager during the implementation of your SAP solutions and during ongoing support and operations.

## **TERP 31 : INTRODUCTION TO PROCESSES IN HUMAN CAPITAL MANAGEMENT (HCM)**

Using recorded presentations, system demonstrations, practice simulations, quizzes, and assessments you will be introduced to:

- Organizational structures used in HCM
- How employee records are managed
- Basic business processes of HCM
- HCM reporting and analysis

## **THR10 - MANAGEMENT AND ADMINISTRATION I**

- Overview of SAP ERP HCM: Navigation and structures in Human Resource Management, Employee Self-Service, Manager's Desktop, recruitment, personnel development, personnel cost planning, training and event management, compensation management
- Configuration of human resources master data: Enterprise, personnel and organizational structure, default values and features, billing data: Pay scale and wage type structure, pay scale reclassification and increase, work flows and user interfaces: for example, screen modification and personnel actions, management of global employees
- Configuration of Time Management: Overview of Time Management and its integration with other applications, configuring the work schedule and setting up the planned working time, creating attendance and absence types and their payments, managing time quotas and quota deduction, and configuring the Time Manager's Workplace (TMW)
- Reporting in Human Resource Management: Infosystems, Ad Hoc Query, SAP Query, payroll infotypes and simulated infotypes of Time Management, Human Resource Management in SAP NetWeaver Business Intelligence
- Mini case study

## **THR12 - MANAGEMENT AND ADMINISTRATION II (INCL.CASE STUDY)**

- Organization and configuration of payroll: Identifying and operating control mechanisms available in the payroll system, personnel calculation schema and rules, encoding characteristics of wage types, checking the payroll using the payroll log, determining hourly rates, calculating averages, factoring, developing rules to automate the payment of working hours, processing absences in payroll, retroactive accounting
- Organizational management: Maintenance of the organizational structure , matrix organization and structures, reporting and reporting tools, Manager's Desktop and Manager Self Service, integration with other HR components
- Integrated case study: Implementation of a fictitious demo company using specific business processes: configuration and mapping of the company structure, master data, and business processes in the SAP system
- Review and certification preparation
- Certification examination for Solution Consultant Human Resources – Management & Administration THR with mySAP ERP 2005 on the content of courses SAP125, TERP01, TERP31, THR10, SM001, THR12