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Human Resource Module

- ❖ Human Resource Essentials I
 - ✓ Getting the whole picture
 - ✓ Structures in HR
 - ✓ Employee Self-Service
- ❖ Human Resource Essentials II
 - ✓ Personal Management
 - ✓ Time Management
 - ✓ Payroll Accounting
 - ✓ Reporting Tools and Reporting
- ❖ Human Resource Essentials III
 - ✓ Recruitment
 - ✓ Development and Training
 - ✓ Personnel Cost Planning
- ❖ Configuration of Master Data
 - ✓ Hiring an Employee
 - ✓ Editing Projects(Overview)
 - ✓ Enterprise Structure
 - ✓ Organizational Structure
 - ✓ Additional Organizational Assignment
 - ✓ Define Default Values – Features
 - ✓ Personal Data
 - ✓ Planned working time and Basic Pay
 - ✓ Remuneration Structure
 - ✓ Wage Type Structure
 - ✓ Reports for changes to Remuneration
 - ✓ Info types
 - ✓ Personnel Actions & Dynamic Actions
- ❖ Introduction to Payroll
 - ✓ Introduction to Payroll

Reporting Module

- ❖ Introduction to ERP Development
 - ✓ Workbench
 - ✓ Different tools provided in ERP
 - ✓ Screen Painter
 - ✓ Editor
 - ✓ Menu Painter
 - ✓ Debugger
 - ✓ Function Builder
 - ✓ Class Builder
 - ✓ Intro to the ERP Architecture.
 - ✓ Internal Mechanism of request flow
 - ✓ Data Structure, Structure of the Database storage system
 - ✓ Internal tables
 - ✓ Work Area etc.
 - ✓ Data Retrieval
 - ✓ Repository
 - ✓ Client Concept
 - ✓ Introduction to DDIC

CAREERS

- Practice Head
- Functional Consultant
- Associate Consultant
- Lead Consultant
- Techno-Functional Consultant
- HR Consultant
- Project Lead
- End – User

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- ✓ Entering Payroll
- ✓ Organizing a Live Payroll Run
- ✓ Payroll Process
- ✓ Payroll Reports
- ✓ Posting Payroll Results in Accounting
- ✓ Bank Transfers and Check Processing
- ✓ Process Model
- ✓ Problem-Solving Aids

- ❖ Configuration of Time Recording
 - ✓ Introduction to Time Management
 - ✓ Overview to Time Recording
 - ✓ Enterprise Structure and Groupings
 - ✓ Work Schedules
 - ✓ Part-Time Workforce
 - ✓ Time Data Recording and Administration
 - ✓ Attendance and Absence Counting
 - ✓ Time Manager's Workplace (TMW)
 - ✓ Cost Assignment and Activity Allocation

- ❖ Organizational Management
 - ✓ Concepts of organizational Management
 - ✓ The organization and staffing interface
 - ✓ Expert mode : Info type Maintenance
 - ✓ Expert Mode : Simple Maintenance
 - ✓ General Structures and Matrix Organizations
 - ✓ Manager's Desktop
 - ✓ Evaluations and Reports

- ❖ Reporting in HR
 - ✓ HR-Reporting
 - ✓ Info Systems
 - ✓ Logical Databases in Info sets
 - ✓ AD Hoc Query

INDUSTRIES

- Construction
- Automobile
- Retail
- FMCG
- Pharma
- Hospitality
- Media
- Oil & Gas
- Telecom
- Petroleum
- Metal
- Information Technology
- Software
- Exports
- Sugar & Distillery
- BPO / KPO
- Financial Institutions
- And many more.....

IMPLEMENTATION COMPANIES

- Infosys
- HCL
- IBM
- Satyam
- Keane
- Deloitte
- Simeans
- Accenture
- Cap Gemini
- Tech Mahindra
- Xansa
- NIIT Limited

**Program duration : 50 Hrs.(Theory)
2 Months**

**Program Fee :
Lumpsum : Rs.25000/-
Installments : Rs.28000/-
Weekends or Weekdays option available.**

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✓ Query

Payroll Info types and Simulated Info types

Program can be extended or reduced.

