



HR305: Master Data Configuration

Course 8158 – 40 Hours

Overview

This course is the essential prerequisite for most follow-on training. Here you will configure the required infotypes for payroll and benefits processing. Ideally this course should be completed prior to the blueprinting stage of your project to ensure optimum setup of your HCM structures. Your entire business processes will be based upon the decisions you make regarding these structures.

On Completion, Delegates will be able to

- Design the Personnel Structure
- Update the Organizational Structure
- Manage the Relationship Between Planned Working Time and Basic Pay
- Configure Wage Types and Increases
- Set up Customizing Procedures and identify Interfaces

Who Should Attend

- Application Consultant
- Business Process Owner / Team Lead / Power User
- Data Consultant / Manager

Prerequisites

Essential

- Course 8043 -HR050 Business Processes in Human Capital Management

Recommended

- HR110 Business Processes in HCM Payroll

Course Contents

- User Preferences
 - Assigning User Roles
- Employee Master Data
 - Entering New Employee Data
- Implementation Guide (IMG) Projects
 - Creating Projects
 - Executing Projects
 - Maintaining Customizing Tables
- Human Capital Management Structures
 - Modifying the Enterprise Structure
 - Enhancing the Personnel Structure
- Organizational Structure
 - Mapping the Organizational Structure
 - Integrating with Organizational Management



- Utilizing Default Values
- Additional Organizational Assignments
 - Identifying Additional Organization Assignments
 - Identifying the Organizational Key
 - Configuring Administrators
 - Confirming Employee Attributes
- Features
 - Maintaining Features
 - Defaulting the Payroll Area
 - Defaulting Personnel Number Ranges
 - Defaulting the Administrator Group
- Personal Data
 - Maintaining Personal Data
- Data Consistency Maintenance
 - Linking Planned Working Time and Basic Pay
- Remuneration Structure
 - Building the Remuneration Structure
 - Creating and Assigning a Pay Scale
 - Creating a Pay Scale Table
 - Defaulting Pay Scale Values
- Wage Type Structure
 - Setting Up Wage Types
 - Outlining the Setup of Wage Types
 - Copying Wage Types
 - Controlling Wage Type Permissibility
 - Configuring Wage Type Characteristics
 - Defaulting Wage Types
- Remuneration Reports
 - Executing a Standard Pay Increase
 - Performing a Pay Scale Reclassification
- Infotypes
 - Evaluating Infotype Attributes
 - Customizing Screen Headers
 - Modifying Infotype Screens
 - Creating Infotype Menus
- Personnel Actions
 - Creating Personnel Actions
 - Reviewing Additional Actions
 - Configuring Personnel Actions
- Dynamic Actions
 - Triggering Follow-Up Activities with Dynamic Actions
- Case Study: Configuration of Master Data
 - Configuring Master Data