

"Mastering SAP HCM for S/4HANA: Certification Exam Prep"

Course Introduction:

The "SAP HCM for S/4HANA Administration Exam Prep" course is designed to provide a comprehensive understanding of the SAP Human Capital Management (HCM) module within the S/4HANA environment. This 10-day program will cover fundamental concepts, system configurations, integration techniques, and best practices for managing personnel administration and organizational management. Each day is structured to progressively build your skills, ensuring you are well-prepared for the SAP HCM certification exam.

Day 1: Introduction to SAP HCM and S/4HANA

- Overview of SAP HCM: Understand the role of SAP HCM in managing human resources processes within an organization.
- Evolution to S/4HANA: Learn about the transition from traditional SAP ERP to the S/4HANA platform and its benefits for HCM.
- System Navigation: Get familiar with navigating the S/4HANA interface, including key menus and transaction codes relevant to HCM.

Day 2: Personnel Administration Fundamentals

- Employee Master Data: Explore how to create and manage employee records, including personal, employment, and organizational data.
- Infotypes and Subtypes: Understand the structure and purpose of infotypes in organizing employee information.
- Personnel Actions: Learn how to execute personnel actions such as hiring, promotions, and terminations.

Day 3: Organizational Management Basics

- Organizational Structures: Discover how to define and manage organizational units, jobs, and positions within SAP HCM.
- Relationships and Evaluation Paths: Understand the significance of relationships in creating a dynamic organizational structure.

- Reporting Structures: Learn to configure reporting lines and analyze organizational hierarchies.

Day 4: Time Management Configuration

- Work Schedules and Time Data: Explore how to set up work schedules, including shifts, breaks, and attendance types.
- Absence and Attendance Recording: Learn to configure and manage leave requests, sick days, and other time-off types.
- Time Evaluation: Understand basic time evaluation processes and how they impact payroll.

Day 5: Payroll Fundamentals

- Payroll Master Data: Familiarize yourself with the key components of payroll data, including wage types and payment information.
- Payroll Process Overview: Gain insights into the end-to-end payroll processing workflow within SAP HCM.
- Troubleshooting Payroll Issues: Learn common payroll errors and techniques for resolving them efficiently.

Day 6: Benefits and Compensation Management

- Benefits Configuration: Understand how to manage employee benefits, including health insurance, retirement plans, and other perks.
- Compensation Structures: Learn to set up salary structures, pay grades, and compensation plans.
- Incentive Programs: Explore how to configure bonus and incentive schemes within the system.

Day 7: Recruitment and Talent Management

- Recruitment Processes: Delve into the recruitment module, covering job postings, candidate management, and selection processes.
- Talent Development: Understand the tools available for managing employee training, development plans, and career progression.
- Performance Management: Learn to configure performance evaluation processes and manage appraisals.

Day 8: Integration and Data Migration

- System Integration Points: Explore how SAP HCM integrates with other SAP modules such

as Finance and Controlling (FICO) and SuccessFactors.

- **Data Migration Strategies:** Learn best practices for migrating data to S/4HANA, including data cleansing and validation.
- **Using SAP Cloud Platform Integration:** Understand the role of cloud integration in facilitating seamless data exchange.

Day 9: Security and Compliance

- **User Roles and Authorizations:** Understand how to configure user roles and permissions to ensure data security and compliance.
- **Audit and Compliance:** Learn to implement audit trails and compliance checks within the HCM module.
- **GDPR and Data Privacy:** Explore best practices for managing sensitive employee data in line with GDPR requirements.

Day 10: Exam Preparation and Practice

- **Exam Format and Structure:** Familiarize yourself with the format, structure, and types of questions to expect on the SAP HCM certification exam.
- **Practice Tests:** Engage in practice exams to assess your understanding and readiness for the certification.
- **Study Tips and Resources:** Gather effective study strategies and additional resources to reinforce your knowledge before the exam.

End of Course: Congratulations on completing the SAP HCM for S/4HANA Administration Exam Prep course. You are now equipped with the foundational knowledge and skills necessary to excel in the SAP HCM certification exam and apply your expertise in real-world scenarios.