HR305 - Configuration of Master Data Training

Duration: **5 Day**

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Overview

This {*training} is an essential prerequisite for most follow-on training programs.
You will configure the required **infotypes** for payroll and benefits processing.
Ideally, this course should be completed before the blueprinting stage of your project to ensure optimal setup of your **HCM structures**.
Your entire business processes will rely on the decisions you make regarding these structures.

Prerequisites

Essential: HR050 – Business Processes in Human Capital Management
Recommended: HR110 – Business Processes in HCM Payroll

Who Should Attend

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

What You Will Learn

By the end of this {*training}, you will have gained knowledge and skills in the following areas:

- Design the personnel structure
- Update the organizational structure
- Manage relationships between planned working time and basic pay
- Configure wage types and increases
- Set up customizing procedures and identify interfaces

Outline

User Preferences & Roles

- Setting user preferences

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- Assigning user roles

Employee Master Data

- Entering new employee data

Implementation Guide (IMG) Projects

- Creating and executing projects
- Maintaining customizing tables

Human Capital Management Structures

- Modifying the enterprise structure
- Enhancing the personnel structure
- Mapping the organizational structure
- Integrating with organizational management
- Using default values
- Managing additional organizational assignments
- Identifying organizational keys
- Configuring administrators
- Confirming employee attributes

Features

- Maintaining features
- Defaulting payroll area, personnel number ranges, and administrator groups

Personal Data

- Maintaining personal data
- Data consistency maintenance

Remuneration Structure

- Linking planned working time and basic pay
- Building remuneration structures
- Creating and assigning pay scales
- Creating pay scale tables
- Defaulting pay scale values

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Wage Type Structure

- Setting up wage types
- Controlling wage type permissibility
- Configuring wage type characteristics
- Defaulting wage types

Remuneration Reports

- Executing standard pay increases
- Performing pay scale reclassification

Infotypes

- Evaluating infotype attributes
- Customizing screen headers and modifying infotype screens
- Creating infotype menus

Personnel Actions

- Creating and configuring personnel actions
- Reviewing additional and dynamic actions
- Triggering follow-up activities with dynamic actions

Case Study

- Practical exercises for configuring master data