# 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