

Learn SAP HR in 1 Day

By Krishna Rungta

Copyright 2019 - All Rights Reserved – Krishna Rungta

ALL RIGHTS RESERVED. No part of this publication may be reproduced or transmitted in any form whatsoever, electronic, or mechanical, including photocopying, recording, or by any informational storage or retrieval system without express written, dated and signed permission from the author.

Table Of Content

[Chapter 1: What is SAP HR? Introduction to SAP HCM](#)

[Chapter 2: What is an Infotype?](#)

[Chapter 3: SAP Infotype: Create, Change, Copy, Delete, Overview using PA30, PA20](#)

[Chapter 4: SAP Fast Entry Tutorial: PA70, PA71](#)

[Chapter 5: How to view all Infotypes Saved for an Employee PA10 in SAP](#)

[Chapter 6: All About Infotype 0003 Payroll Status in SAP](#)

[Chapter 7: What are Time Constraint? SAP HR Tutorial](#)

[Chapter 8: SAP PA40: Personnel Actions Tutorial](#)

[Chapter 9: How to delete a Personnel Number: SAP RPUDELPN](#)

[Chapter 10: Organizational, Enterprise, Personnel Structure in SAP](#)

[Chapter 11: Learn Organizational Management \(OM\) in SAP HR](#)

[Chapter 12: SAP PP01: How to maintain OM Infotypes](#)

[Chapter 13: SAP PPOCE: How to create an Organizational Unit](#)

[Chapter 14: How to CREATE, COPY & DELIMIT a Position: SAP PPOME](#)

[Chapter 15: Define a Position as Head of Org Unit in SAP](#)

[Chapter 16: How to assign a Job & Cost Center to a Position in SAP](#)

[Chapter 17: How to display Organizational Structure with Positions](#)

[Chapter 18: SAP HR Time Management: PA51, PA53, PA61, PA62, PA63](#)

[Chapter 19: How to Run Time Evaluation: SAP PT60](#)

[Chapter 20: SAP PT66: How to Check Time Evaluation Results RPTIME](#)

[Chapter 21: Overview of Payroll Process in SAP](#)

[Chapter 22: SAP PA03: Payroll Control Record Tutorial](#)

[Chapter 23: How to Execute Payroll in SAP](#)

[Chapter 24: How to Check Payroll Results using](#)

[PC PAYRESULT in SAP](#)

[Chapter 25: How to Delete Payroll Results in SAP: PU01](#)

[Chapter 26: What is Off Cycle Payroll? SAP IT267](#)

[Chapter 27: How to Audit Payroll in SAP: RPUAUD00](#)

[Chapter 28: What is Matchcode W in SAP HR?](#)

[Chapter 29: SAP Wage Types Tutorial: Primary, Secondary, Dialog, Time](#)

[Chapter 30: SAP Wage Type Reporter: PC00 MXX CWTR](#)

[Chapter 31: Bank Transfer using SAP DME File](#)

[Chapter 32: SAP FI01: How to Create a BANK KEY](#)

[Chapter 33: General Ledger \(G/L\) Posting in SAP: PCP0 & PC00 M99 CIPE](#)

[Chapter 34: SAP AD HOC Query Tutorial \(S PH0 48000513\)](#)

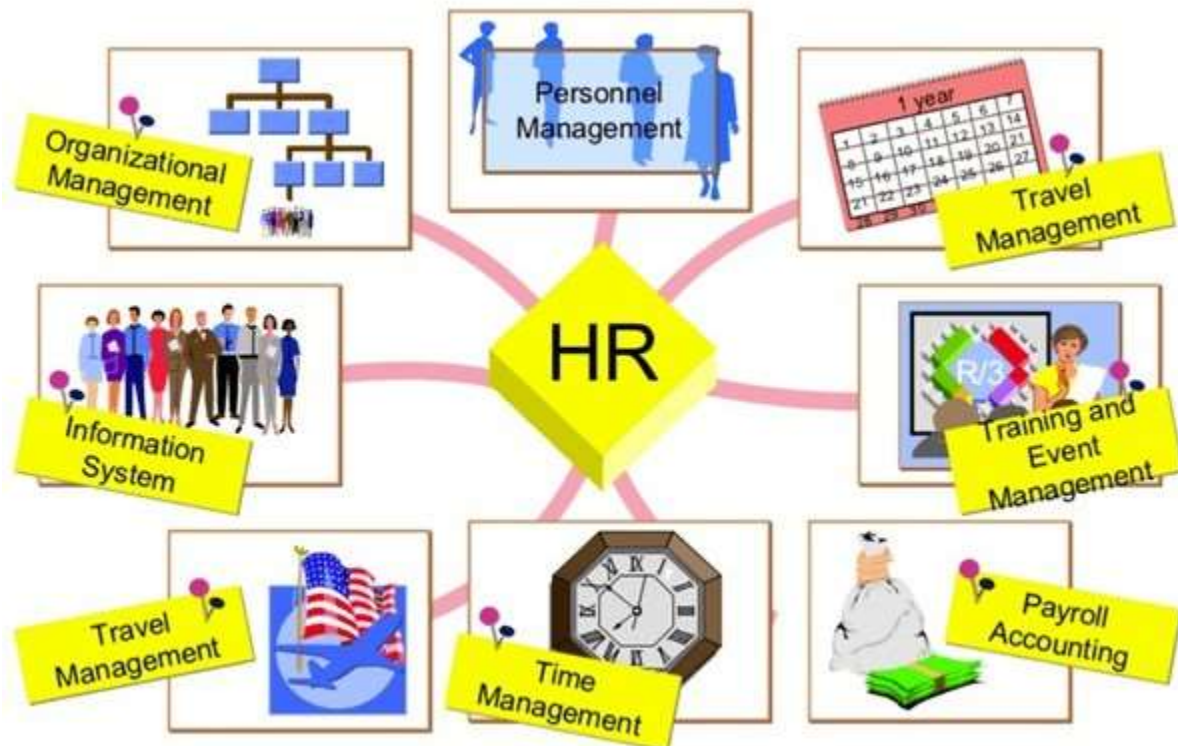
Chapter 1: What is SAP HR?

Introduction to SAP HCM

What is SAP HR?

SAP Human Capital Management (SAP HCM) is an important module in SAP. It is also known as SAP Human Resource Management System (SAP HRMS) or SAP Human Resource (HR).

SAP HR software allows you to automate record-keeping processes. It is an ideal framework for the HR department to take advantage of the administration and payroll documents.



SAP HR modules

SAP HR consist of the following modules

- Organizational Management
- Personnel Administration Time
- Management
- Payroll Accounting
- Travel Management

Organization management:

Organization management is a very important sub-module of SAP HR. It enables the organization to represent the organizational plan and analysis of the current plan. It also allows you to create additional plans and create better workflow management.

Functions of Organization management:

- Creating graphical reports of organization structure
- Managing Information on Departments/ Org Units
- Tracking of Positions in various departments
- Maintaining Jobs
- Reporting relationships
- Vacancy related reports

Personnel Administration:

Personnel Administration is an important sub-module of SAP systems.

It records essential employee's information. It helps you to perform various administrative tasks like hiring the employees, personnel information, travel expenses, payroll accounting, etc.

Important functions of Personnel Administration module are:

- Individual Infotype maintenance
- Contract Elements
- Monitoring of dates family/related person Education
- Other/previous Entity Relationship Cost
- distribution
- Internal medical service

Time Management (TM)

Time management is another important sub-module of HR and records employee data. It is mostly is related to attendance, time evaluation, shifts, etc.

Here are some important functions of Time Management Module:

- Holiday calendar
- Personal work schedule
- Monthly work schedule
- Attendance and absence quotas
- Attendance check

- Graphical attendance/leave reporting
- Activity allocation

Payroll:

SAP payroll module helps you to process the payment for the work done by employees. It includes wages, medical benefits, taxes, deductions, etc. SAP payroll module is also integrated with other modules like personal administration, time management, financial accounting, and so on.

Here are some important functions of Payroll system:

- Gross payroll accounting with automatic wage calculation Automatic
- special payments computation
- Full gross/net retroactive accounting
- Data exchange with social insurance agencies, banks, etc.

Training and Event Management:

Training and Event Management module deals with recognizing training needs, scheduling training process, cost management, etc.

Travel Management

This SAP module includes managing official trips, cost management for travel, travel expenses, etc.

Important functions of Travel management:

- Entry of trip data
- Calculation of meal allowance
- Maintain receipts claim
- Advance payment
- Representation of internal company rules
- Trip-specific account assignment Simulation
- of statement

Summary:

- SAP Human Capital Management (SAP HCM) is an important module in SAP
- SAP HR consist of the following modules
- Organizational Management 2) Personnel Administration 3) Time Management 4) Payroll Accounting, and 5) Travel Management
- Organizational management represent the organizational plan and analysis of the current plan
- Personnel Administration records essential employee's information.
- Time management records employee data attendance, time evaluation, shifts, etc.
- SAP payroll module helps you to process the payment for the work done by employees
- This SAP module includes managing official trips, cost management for travel, travel expenses, etc.

Chapter 2: What is an Infotype?

What is a Infotype?

A SAP Infotype is an information unit used to store employee relevant data required for administration purposes.

It has a 4 digit-code and a related name. It stores similar data into one screen.

For example, Personal Data (Infotype 0002) stores the employee's personal data (i.e., first name, last name, birth date, marital status).

Pers. No.	4000108	Pers.Assgn	00000000 04000108
Personnel No	4000108	Name	Abs EnfLaboral 13dias, Test D
Pers.area	E001 ES - Spain	EE group	1 Perm. /Active - FT
EE subgrp	EM Employees	Status	Active
Start	17.09.1974 to 31.12.9999	Chng	08.11.2005 CPALAU

Name	
Title	Mrs
Name Format	00
Last name	Abs EnfLaboral 13dias
First name	Test Def
Document no.	T00000108

Example Infotype 0002: Personal Data

Birth data	
Birth date	17.09.1974
Birthplace	Barcelona
Province	
Ctry o.birth	Spain
Language	Spanish
Nationality	Spanish

Other data	
Mar.status	Single
Since	
No. child.	0

Every SAP infotype has fields for which data needs to be entered. There are two types of fields:

- Mandatory fields, which have a tick in the field.

A screenshot of a SAP form field. The field is labeled "Last name" and has a small square icon with a checkmark inside it, indicating it is a mandatory field. The input area is empty.

- Optional fields, which are blank.

A screenshot of a SAP form field. The field is labeled "Birth Name" and is currently blank, indicating it is an optional field. The input area is empty.

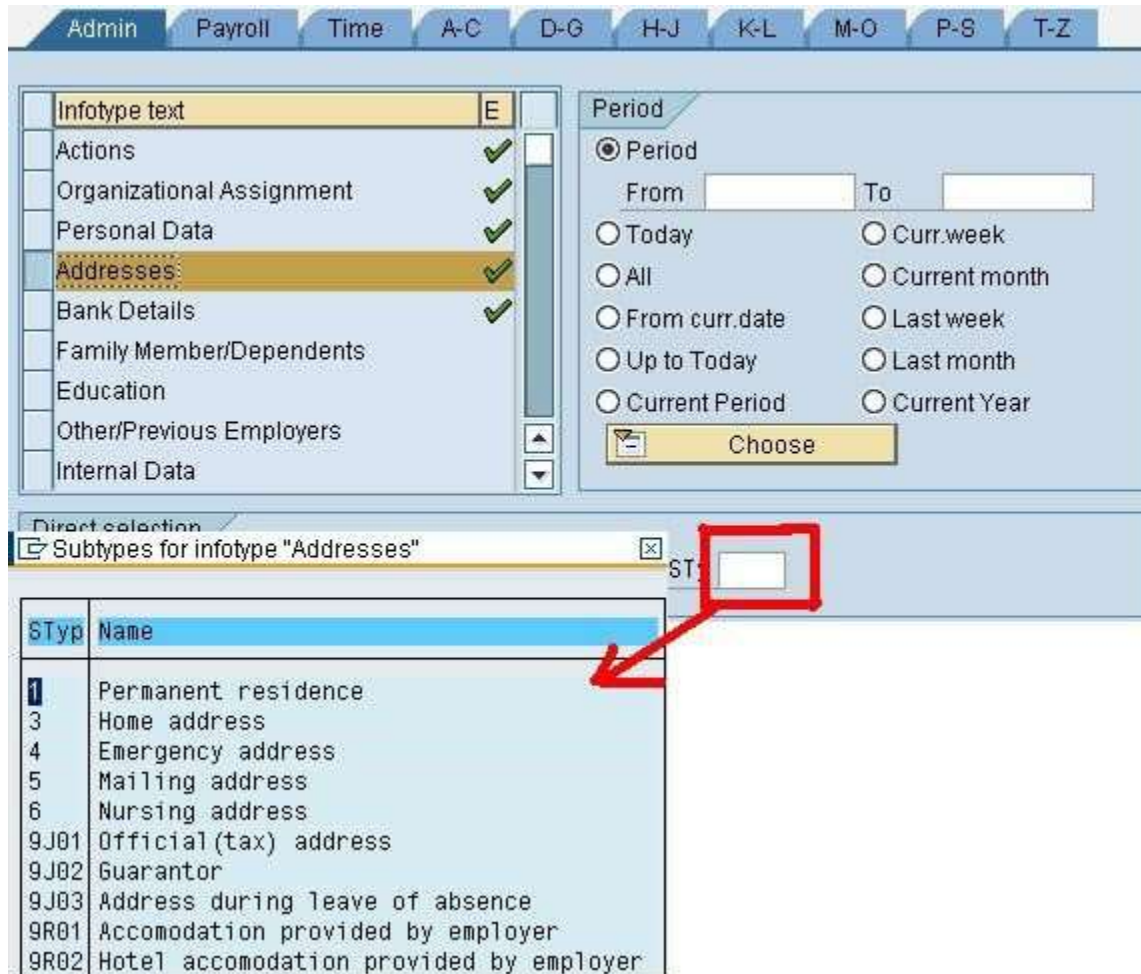
Number ranges for infotypes have been pre-determined by SAP. They are as followed:

- HR/Payroll Data = Infotype 0000 to 0999
- Organizational Data = Infotype 1000 to 1999 Time
- Data = Infotype 2000 to 2999

Authorization to access SAP HR Master Data can be defined at the infotype level. Therefore, SAP users can be given access only to the employees' information relevant for their position, allowing appropriate level of security to be maintained for confidential personnel information.

Infotypes Sub-Types

Some infotypes are divided in different groups linked to the same theme. These groups are called subtypes. "Permanent Residence" and "Emergency Address" are subtypes of the Infotype 0006 (Addresses).



Infotype Periods

Infotypes are maintained according to **specific validity dates : start and end dates**. which allows to maintain an employee's data history. When you update an employee's data, the previous data is most likely automatically time-delimited. As a result, an employee can have **many records for one infotype**, with **different validity periods**.

Wage type	Wage Type Long Text	From	To	Amount	Crcy	N
3903	Advance	01.08.2006	31.08.2006	123,00	EUR	
3910	Orange card 1-2	01.01.2006	31.12.2006	0,00	EUR	
3730		01.01.2005	31.12.9999	144,26	EUR	

Buy Now \$9.99