



# **WILLPOWER**

## **Technologies**

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### **SAP-HR**

#### **1.INTRODUCTION TO SAP**

##### **ERP SAP R/3 OVERVIEW**

- ❖ Implementation-system landscape
- ❖ HR process overview
- ❖ Navigation in the system

#### **2. ORGANIZATION MANAGEMENT**

- ❖ Concept organization management
- ❖ Organization and staffing interface
- ❖ Expert Mode : info type maintenance
- ❖ Expert Mode : simple maintenance
- ❖ Evaluation and reports

#### **3. PERSONAL ADMINISTRATION**

- ❖ Structures
- ❖ Features
- ❖ EE subgroup grouping
- ❖ Personnel sub area grouping wage type catalog
- ❖ Wage type characteristics
- ❖ Info types
- ❖ Personnel actions-hiring
- ❖ Maintaining employee data

#### **4. PERSONAL DEVELOPMENT**

- ❖ Qualification and requirements
- ❖ Profile mach up
- ❖ Career and succession planning
- ❖ Appraisal system

#### **5. TRAINING AND EVENT MANAGEMENT**

- ❖ Attendance
- ❖ Business event group
- ❖ Business event preparation information system
- ❖ Information system

#### **6. RECRUITMENT**

- ❖ Time management overview
- ❖ Enterprise structure and grouping
- ❖ Configuration of work schedules
- ❖ Time data recording and administration
- ❖ Attendance and absence quotas
- ❖ Time evaluation

#### **7. TRAVEL MANAGEMENT**

- ❖ Trip entry scenarios
- ❖ Travel request
- ❖ Travel request approval
- ❖ Travel expense
- ❖ Travel expense approval
- ❖ Payment of travel expenses

#### **8. IMPLEMENTATION ROADMAP**

- ❖ Project preparation
- ❖ Business blueprint
- ❖ Realization
- ❖ Final preparation
- ❖ Go live @ support

**FACULTY: Mr. MOHAN, FEE: Rs 10,000. DURATION: 45 DAYS**