

# THR12

## Human Capital Management Academy II

**PARTICIPANT HANDBOOK  
INSTRUCTOR-LED TRAINING**

Course Version: 17

Course Duration: 5 Day(s)

Material Number: 50144291

# Contents

**ix**      **Course Overview**

**1**      **Unit 1:      Payroll Overview**

2	Lesson: Setting Up the User Interface
5	Exercise 1: Set
9	Lesson: Identifying Payroll Elements

**21**      **Unit 2:      Payroll Data**

22	Lesson: Entering Payroll Data
27	Exercise 2:
33	Exercise 3:

**39**      **Unit 3:      Payroll Elements**

40	Lesson: Organizing a Payroll Run
45	Exercise 4:
48	Lesson: Reviewing the Payroll Status Infotype
51	Exercise 5:
55	Lesson: Identifying Retroactive Payroll Entries

**61**      **Unit 4:      Payroll Process**

62	Lesson: Running Payroll
75	Exercise 6: Process
81	Exercise 7:
91	Exercise 8: Process a Retroactive Payment

**99**      **Unit 5:      SuccessFactors Employee Central Payroll**

101	Lesson: Outlining Employee Central Payroll Basics
-----	---

**109**      **Unit 6:      Payroll Basics**

110	Lesson: Processing Payroll
117	Exercise 9: Run Payroll for an Employee
123	Lesson: Identifying SAP Payroll Concepts
128	Lesson: Copying Schemas
133	Exercise 10: Copy Payroll Schemas

**143 Unit 7: Personnel Calculation Rules**

145	Lesson: Identifying Personnel Calculation Rules
149	Lesson: Processing Internal Payroll Tables
157	Exercise 11: Process Payroll Tables
162	Lesson: Creating Personnel Calculation Rules
165	Exercise 12: Create a Customer-Specific Personnel Calculation Rule

**175 Unit 8: Payroll Initiation**

177	Lesson: Identifying the Attributes of the Payroll Initialization Schema
180	Lesson: Identifying Employee Master Data in Internal Payroll Tables
185	Exercise 13: Find the WPBP Table in a Payroll Run

**195 Unit 9: Wage Type Valuation**

197	Lesson: Interpreting Payroll Processing Rules
201	Lesson: Setting up Constant Valuation Bases
205	Exercise 14: Set Up Constant Valuation Bases
210	Lesson: Creating Person-Related Valuation Bases
217	Exercise 15: Create Person-Related Valuation Bases
221	Lesson: Creating Derived Wage Types
225	Exercise 16: Create Derived Wage Types

**239 Unit 10: Absence Valuation**

240	Lesson: Setting up the Valuation of Absences
245	Exercise 17: Set Up an Absence Valuation Grouping
249	Lesson: Assigning Counting Classes
255	Exercise 18: Assign a Counting Class for Absence Valuation
259	Lesson: Managing Day Rules
265	Exercise 19: Create an Absence for an Employee

**277 Unit 11: Time Wage Type Selection**

279	Lesson: Managing Time Wage Types
283	Lesson: Setting Up Time Wage Type Selection Using Rules
294	Lesson: Defining Wage Type Generation Rules
299	Exercise 20: Define Wage Type Generation Rules

**321      Unit 12:      Payroll Factoring**

323	Lesson: Setting Up Payroll Factoring
332	Lesson: Setting Up Personnel Calculation Rules for Factoring
339	Exercise 21: Assign Reduction Factors
347	Lesson: Identifying Cost Accounting Elements

**357      Unit 13:      Average Processing**

358	Lesson: Creating Average Calculation Bases
365	Exercise 22: Create Average Calculation Bases from Overtime
370	Lesson: Setting Up Average Calculation Rules
379	Exercise 23: Create an Average Calculation Rule
387	Exercise 24: Adjust Average Calculation Bases
391	Exercise 25: Set Up Frozen Averages

# THR12

## Human Capital Management Academy II

**PARTICIPANT HANDBOOK  
INSTRUCTOR-LED TRAINING**

Course Version: 17

Course Duration: 5 Day(s)

Material Number: 50144291

# Contents

xi	<b>Course Overview</b>
<b>1</b>	<b>Unit 1: Organizational Management Structures</b>
3	Lesson: Outlining Organizational Management (OM) Basics
<b>11</b>	<b>Unit 2: Organizational Management Concepts</b>
13	Lesson: Outlining Organizational Management Concepts
22	Lesson: Finding Object Relationships
33	Exercise 1: Find Object Relationships
37	Lesson: Planning Options in Organizational Management
41	Exercise 2: Confirm the Active Plan Version
51	Exercise 3: List Object Characteristics
<b>63</b>	<b>Unit 3: Organization and Staffing Framework</b>
65	Lesson: Identifying the Organizational Plan
77	Lesson: Updating the Organizational Structure
79	Exercise 4: Create Objects in the Organizational Plan
89	Exercise 5: Assign an Object
<b>97</b>	<b>Unit 4: Expert Mode in Organizational Management</b>
98	Lesson: Maintaining Infotypes
119	Exercise 6: Maintain Infotypes
<b>135</b>	<b>Unit 5: Simple Maintenance in Organizational Management</b>
136	Lesson: Maintaining Organizational Plans Using Simple Maintenance
143	Exercise 7: Set Up an Organizational Structure Using Simple Maintenance
<b>153</b>	<b>Unit 6: General Structures and Matrix Organizations</b>
154	Lesson: Maintaining General Structures
157	Exercise 8: Set Up the Organizational Structure Using the General Structures Interface
163	Exercise 9: Maintain Evaluation Paths
167	Lesson: Maintaining Matrix Organizations
173	Exercise 10: Create a Matrix Organization

<b>183</b>	<b>Unit 7:</b>	<b>Integration in Organizational Management</b>
184		Lesson: Setting Up Integration Switches
199		Exercise 11: Hire an employee and test the integration between OM and PA
207		Lesson: Loading OM Files
<b>215</b>	<b>Unit 8:</b>	<b>Evaluations and Reports in Organizational Management</b>
217		Lesson: Describing Structural Reports
221		Lesson: Executing Standard Delivered Reports
225		Exercise 12: Execute a Standard Report
229		Exercise 13: Execute a General Standard Report
<b>237</b>	<b>Unit 9:</b>	<b>Case Study Organizational Structure Setup</b>
238		Lesson: Setting Up an Organizational Structure
239		Exercise 14: Set Up and Verify an Organizational Structure Configuration
<b>249</b>	<b>Unit 10:</b>	<b>Human Capital Management (HCM) Reporting</b>
251		Lesson: Identifying the HCM Reporting Requirements and Toolsets
<b>267</b>	<b>Unit 11:</b>	<b>Standard SAP Reports</b>
268		Lesson: Executing Standard Reports
273		Exercise 15: Execute a Report from Information Systems
277		Lesson: Defining a User Menu
279		Exercise 16: Modify a User Menu
<b>285</b>	<b>Unit 12:</b>	<b>Logical Databases and Infosets</b>
287		Lesson: Outlining Logical Databases
296		Lesson: Setting Up Reporting Elements
301		Exercise 17: Modify a User Group
307		Exercise 18: Transport an InfoSet
311		Lesson: Creating InfoSets
315		Exercise 19: Create an InfoSet
319		Exercise 20: Copy an InfoSet
323		Lesson: Using InfoSet Switches

**343 Unit 13: Ad Hoc Query**

345	Lesson: Identifying the Components of Ad Hoc Query
349	Lesson: Creating Reports Using Ad Hoc Query
357	Exercise 21: Create a Simple Query
361	Exercise 22: Create a Query with Multiple Selections
363	Exercise 23: Create a Query Using the Organizational Structure for Selection
367	Lesson: Creating Complex Queries with Ad Hoc Query
373	Exercise 24: Create a Report with a Specific Reporting Period
377	Exercise 25: Create a Statistical Report
381	Exercise 26: Generate a Report with a Ranked List
383	Exercise 27: Create a Query with an InfoSet from Logical Databases PNPCE and PCH
387	Lesson: Formatting Report Output
399	Exercise 28: Create a Report by Copying the Reporting Set Hit List
405	Exercise 29: Create a Report with Set Operations
409	Exercise 30: Generate a Standard Report Using Ad Hoc Query
412	Lesson: Creating Dashboards
419	Exercise 31: Create a Query and Export it to Excel
425	Exercise 32: Build a Dashboard

**437 Unit 14: SAP Query**

438	Lesson: Creating Queries with SAP Query
441	Exercise 33: Generate a Basic List Query
445	Lesson: Modifying SAP Query Reports
453	Exercise 34: Generate a List Query with a Control Level
457	Exercise 35: Generate a Basic List Query with Two Control Levels
459	Exercise 36: Generate a Basic List Query with One Control Level and Statistics
463	Exercise 37: Generate a Basic List Query with One Control Level and Local Fields
467	Exercise 38: Generate a Multi-line Basic List

**475 Unit 15: Payroll and Time Management Infotypes**

476	Lesson: Setting Up Payroll Infotypes
487	Exercise 39: Set Up a Payroll Infotype
493	Lesson: Simulating Time Infotypes



**503 Unit 16: Analytical Reporting for HCM**

505 Lesson: Creating HCM Reports with SAP NetWeaver Business Warehouse