



*Please note that this outline is only intended as a guide and that any event can be customised to suit you.*

## **SAP – Human Resources Module**

***Duration – up to 2 days (depending on content)***

### **Overview**

SAP is one of the world's largest, and most powerful, software products. It enables businesses of all sizes to control almost any aspect of their operations, from stock control to human resources.

As every organisation implements SAP differently it is not possible to offer 'generic' courses off-the-shelf. We therefore work very closely with organisations in order to understand their use of SAP and design training which meets their specific needs.

### **Guideline Content**

- Overview of the benefits of using the SAP HR Module
- Searching for information
  - by employee name, personnel number, department, business group or manager
- Setting up a new employee
  - recording key details such as contact address, salary, job role, work schedule and bank details
- Travel and Expenses
  - recording domestic and non-domestic trips
  - recording travel and non-travel related expenses
- Time and Absence
  - setting a holiday quota
  - checking an individuals work schedule
  - recording absences such as paid leave, unpaid leave and lieu time
  - recording sickness and sickness tracking
  - recording overtime for an individual or work group
  - producing and printing reports
- Employee Development
  - creating and maintaining an appraisal record
  - creating and maintaining a personal profile
  - recording competencies
  - setting up a training and development plan
  - closing off old records and making new copies
  - obtaining printed records

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# COURSE OUTLINE

TECHNICAL & PROGRAMMING SERIES

