

# HR305

## Configuration of Master Data

### Overview

HR305 Configuration of Master Data is a comprehensive SAP course tailored to equip participants with the essential skills needed to configure and manage master data within the SAP Human Capital Management (HCM) module. This course offers a deep dive into the configuration aspects of both personnel administration (PA) and organizational management (OM) master data, enabling learners to optimize their understanding and proficiency in SAP HCM.

#### Key Learning Objectives:

- Gain a thorough understanding of master data concepts within SAP HCM.
- Learn how to configure personnel administration (PA) master data effectively.
- Understand the configuration principles and techniques for organizational management (OM) master data.
- Explore the integration points between PA and OM master data.
- Learn best practices for data replication and maintenance processes.
- Acquire practical skills through hands-on exercises, demonstrations, and case studies.

## Prerequisites

### Essential

- HR050 Business Processes in Human Capital Management

### Recommended

- HR110 Business Processes in HCM Payroll

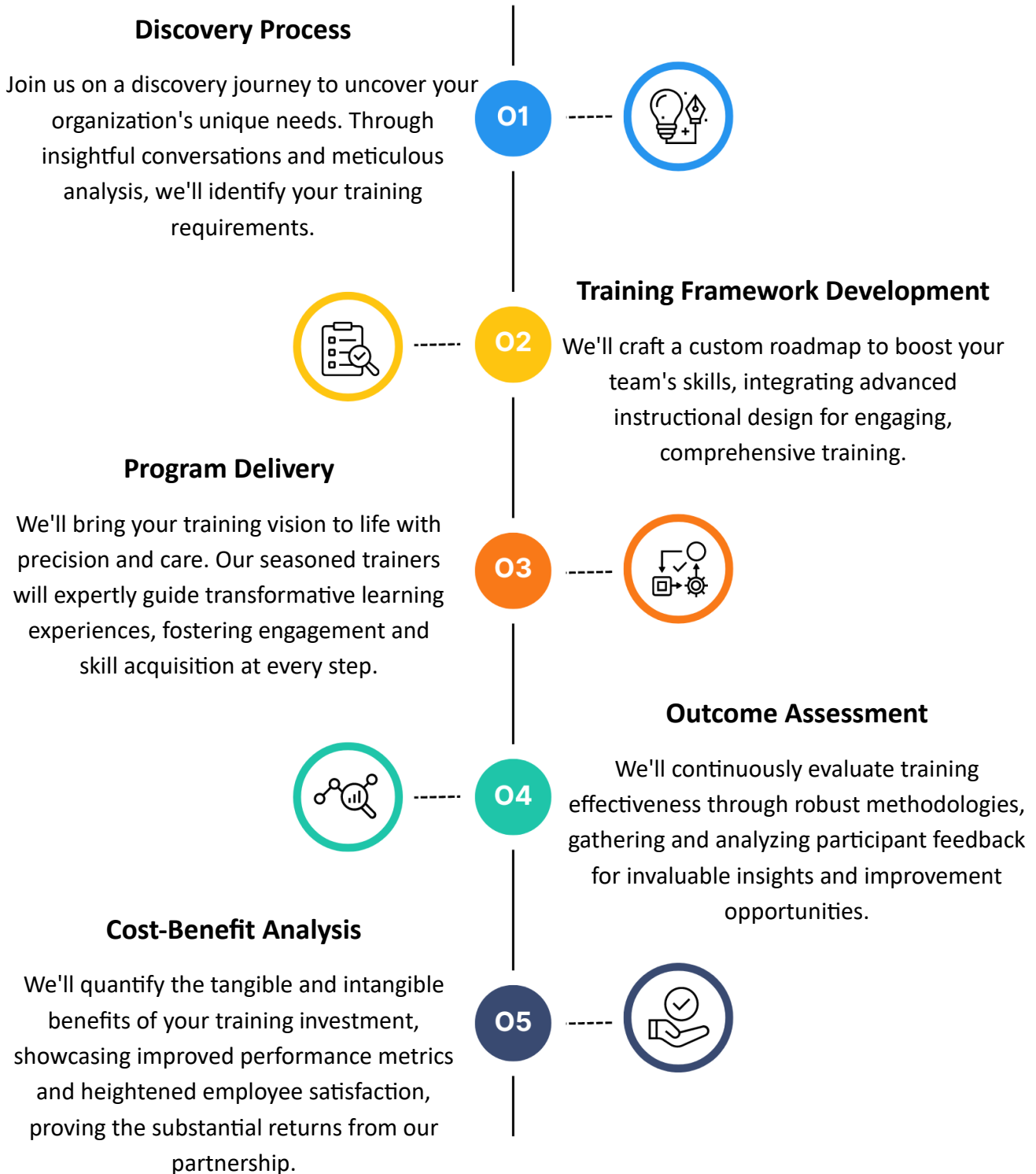
## Course Level

- Advanced

## Course Duration

- 5 Days – 40 Hours

# Creating Tailor - Made Training Programs to Meet Your **Specific Goals**



## Course Outline

HR305 Configuration of Master Data is a crucial SAP course focusing on the configuration aspects of master data within the SAP Human Capital Management (HCM) module. This course provides participants with in-depth knowledge and practical skills required to configure and manage master data effectively in SAP HCM.

### **Unit 1: User Preferences**

- Lesson: Assigning User Roles

### **Unit 2: Employee Master Data**

- Lesson: Entering New Employee Data

### **Unit 3: Implementation Guide (IMG) Projects**

- Lesson: Creating Projects
- Lesson: Executing Projects
- Lesson: Maintaining Customizing Tables

### **Unit 4: Human Capital Management Structures**

- Lesson: Modifying the Enterprise Structure
- Lesson: Modifying the Personnel Structure

### **Unit 5: Organizational Structure**

- Lesson: Mapping the Organizational Structure
- Lesson: Integrating with Organizational Management
- Lesson: Utilizing Default Values

### **Unit 6: Additional Organizational Assignments**

- Lesson: Identifying Additional Organization Assignments
- Lesson: Identifying the Organizational Key
- Lesson: Configuring Administrator Tables
- Lesson: Confirming Employee Attributes

### **Unit 7: System Default Values**

- Lesson: Setting Up System Default Values
- Lesson: Defaulting the Payroll Area
- Lesson: Defaulting Personnel Number Ranges
- Lesson: Defaulting the Administrator Group

### **Unit 8: Personal Data**

- Lesson: Maintaining Personal Data

### **Unit 9: Data Consistency Maintenance**

- Lesson: Linking Planned Working Time and Basic Pay

### **Unit 10: Remuneration Structure**

- Lesson: Building the Remuneration Structure
- Lesson: Creating and Assigning a Pay Scale
- Lesson: Creating a Pay Scale Table
- Lesson: Defaulting Pay Scale Values

### **Unit 11: Wage Type Structure**

- Lesson: Setting Up Wage Types
- Lesson: Outlining the Setup of Wage Types
- Lesson: Copying Wage Types
- Lesson: Controlling Wage Type Permissibility
- Lesson: Configuring Wage Type Characteristics
- Lesson: Defaulting Wage Types

### **Unit 12: Remuneration Reports**

- Lesson: Executing a Standard Pay Increase
- Lesson: Performing a Pay Scale Reclassification

### **Unit 13: Infotypes**

- Lesson: Evaluating Infotype Attributes
- Lesson: Customizing Screen Headers
- Lesson: Modifying Infotype Screens
- Lesson: Creating Infotype Menus

### **Unit 14: Personnel Actions**

- Lesson: Creating Personnel Actions
- Lesson: Reviewing Additional Actions
- Lesson: Configuring Personnel Actions

### **Unit 15: Dynamic Actions**

- Lesson: Triggering Follow-Up Activities with Dynamic Actions

### **Unit 16: Case Study: Configuration of Master Data**

- Lesson: Configuring Master Data

# Indus Tech Services

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## Who We Are....

Indus Tech Services is an IT company that specializes in providing comprehensive training, consulting & implementation services for software solutions designed to address the diverse business challenges faced by organizations today. With a passion for technology and a deep understanding of business processes, Indus Tech is committed to empowering businesses to optimize their operations, boost productivity, and drive sustainable growth.

## Why Choose Us...

From time to time, life serves up a profound nudge, urging us to step beyond our routines and make a difference in the world. Indus Tech Services emerged from one such compelling wake-up call. We are not just a company; we are a dedicated force with a belief in providing solutions to organizations, regardless of their size, and we infuse a human touch into everything we do.

## Our Expertise

With over 25 years of collective experience navigating the intricacies of daily business transactions, irrespective of geographical, cultural, time zone, or language barriers, our team has honed their expertise to meet any challenge head-on. This wealth of experience has armed our resources with an unparalleled understanding and skill set to tackle a broad spectrum of obstacles.

## Training

With two decades of unwavering commitment and a global footprint, our company is a true pioneer in the fields of linguistic, transactional, technical, and behavioural training for some of the world's largest corporate entities. Our unparalleled expertise has been refined through years of dedication and innovation, making us the go-to choice for businesses seeking transformative training solutions.

## Consulting

Our company has been at the forefront of providing world-class IT consulting services to organizations spanning the globe. With an extensive and proven track record, we have honed our expertise to meet the ever-evolving technological needs and challenges faced by businesses, regardless of their scale or industry.

## Implementation

Our experience covers a broad spectrum of IT implementation services, including system integration, software deployment, network architecture, cloud migration, and infrastructure setup. We understand that the successful execution of IT projects is pivotal to an organization's growth and efficiency. Therefore, we bring a depth of knowledge and a commitment to delivering results that set us apart.

To know more contact us at [info@industechservices.com](mailto:info@industechservices.com) or call us at +91 - 99961 61170.