

Administering SAP R/3: The HR-Human Resources Module

- **Introduction**
 - The Scope of This Book
 - What You Will Gain from This Book
 - Intended Readers
 - Intended Outcomes of Publishing
 - The Business Territory
 - Some Procedures for Using This Book
 - Errors in Decision-Making
 - The Orientation of the SAP R/3 System

Part I - Administering the Personnel Administration and Payroll Accounting Modules

- **Chapter 1 - Building a Global Integrated Human Resource System**
 - Introducing the HR Components
 - Integrating the Management of Employees
 - Introducing the HR Enhancements of Release 4.0
- **Chapter 2 - Preparing the Fundamentals of HR Management**
 - Introducing the Structures in Which HR Data Is Stored
 - Understanding the Organizational Personnel Structure
 - Using the Administrative Personnel Structure
 - Exploring the Wage Type Structure
 - Optical Archiving
- **Chapter 3 - Managing Personnel Time**
 - Managing Time with the PA-TIM Component
 - Controlling Time Valuation
 - Recording Time Data
 - Processing Time Data
 - Using the Time Evaluation Driver RPTIME00
 - Using Time Evaluation Periods and Payroll Accounting Periods
 - Tasking the Time Evaluation Driver
 - Tracing the Stages of Rule Processing in a Schema
 - Supplying a Schema with Data
 - Customizing Time Data Evaluation
 - Inspecting the Results of Time Evaluation
- **Chapter 4 - Administering Benefits**

- Introducing the PA-Ben Benefits Administration Component
- Introducing Benefit Plans
- Understanding Benefits Infotypes
- Reporting in the Benefits Component
- Administering COBRA

- **Chapter 5 - Administering Payroll**
 - Identifying the Basic Tasks in Payroll Accounting
 - Understanding Payroll
 - Administering Salary
 - Displaying HR Infotypes
 - Maintaining and Changing HR Infotype Records
 - Deleting an Existing Infotype Record
 - Using Master Data Fast Entry
 - Administering the Pay Scale Structure
 - Transferring Payroll Results
 - Using Off-Cycle Payroll
 - Communicating Payroll Information to Employees
 - Maintaining Employee Tax Information
 - Interpreting Employee Deductions
 - Understanding the Payroll Driver
 - Using Valuation Bases on Wage Types
 - Valuating Absences
 - Issuing Form P45 to an Employee Who's Leaving
 - Administering Pensions
 - Processing Statutory Sickness Pay and Statutory Maternity Pay

- **Chapter 6 - Managing Business Trips**
 - Managing Integrated Travel Expenses
 - Identifying the Components of PA-TRV Travel Expenses
 - Processing Trip Data
 - Trip Accounting
 - Effecting Payment for Travel Expenses
 - Using a Cash Office to Pay Advances
 - Maintaining the Authorization Object for HR Trip Data

Part II - Administering the Personnel Planning and Development Modules

- **Chapter 7 - Planning Human Resource Requirements**
 - Introducing the PD-Personnel Planning and Development Module

- Planning a Workforce with the PD-WP Component
- Planning Human Resources
- Administering Organizational Plans
- Defining an Organizational Plan
- Defining Tasks
- Manipulating Infotypes in PD
- Administering Organizational Personnel Structure
- Planning Shifts in PD
- Selecting Data for Shift Plans
- Planning Personnel Costs
- Administering Personnel Costing Scenarios
- Assigning Cost Centers in PD
- Using the Long-Term Manpower Planning I Component
- Using the Short-Term Manpower Planning II Component

- **Chapter 8 - Planning for Personnel Development**

- Developing the HR Data Models
- Planning Careers and Succession
- Administering Education and Training

- **Chapter 9 - Recruiting, Changing Jobs, and Leaving**

- Introducing the HR Recruiting Activities
- Representing Workforce Requirements
- Hiring a New Employee
- Administering Selection Procedures
- Entering Basic Data on an Applicant
- Administering Selection by Applicant Actions
- Applicant Screening
- Analyzing Applicant Data
- Transferring Applicant Data to PA
- Changing Jobs
- Leaving the Company
- Maintaining an Inactive Work Relationship

- **Chapter 10 - Managing Business Events**

- Creating a Training Program from Business Events
- Planning a Catalog of Course Types
- Marketing Business Events
- Billing and Allocating Business Event Costs

- **Chapter 11 - Using the HR Information System**
 - Placing HRIS in the Center of the Company
 - Reporting Master Data
 - Portraying Objects with the PD Graphic Tools
 - Controlling View Windows

- **Chapter 12 - Setting Up the Control Mechanisms in HR**
 - Reviewing the Data Structures
 - Exploring the Structure of Infotypes
 - Using Specific Commands in HR
 - Manipulating Data Files
 - Programming and Customizing HR Evaluations

- **Chapter 13 - Developing HR Strategy for IT Divisions**
 - Developing a Strategy for a Specific IT Department
 - Divisional Issues
 - Human Resource Issues
 - Human Resource Strategy
 - Implementation Strategy
 - Structure, Roles, and Responsibilities
 - Implementing the Change Plan

- **Chapter 14 - Seeing HR from a Consultant's Viewpoint**
 - Remembering the HR Highlights
 - Remembering the HR Irritations

- **Glossary of HR Terms and Concepts**

- **Index**