

# SAP CCP Human Resources («SAPHR»)

In this course you will learn how to deal with the daily SAP work in personnel administration such as entries and exits, maintenance of master data and evaluations as well as the related administrative work.

**Duration:** 2 days

**Price:** 1'600.–

**Course documents:** Original SAP courseware

## Content

1. Structures
  - Administrative view
  - Organizational View
2. Organizational Management
  - Create organization and staffing
  - Change organization and staffing
  - Display organization and staffing
  - Organization chart
3. Personnel Administration
  - Infotypes
  - Personnel actions
  - HR master data – single screen maintenance
  - Personnel master data – fast entry
  - Personnel file
4. Time Management
  - Tasks and meaning
  - Work schedule rule
  - Time data in single screen maintenance
  - Time Manager's Workplace
  - Time sheet
5. Payroll
  - Basics of payroll accounting in HCM
  - In-house payroll accounting

## Key Learnings

- Implementing personnel measures based on organizational management as well as the administration of master data
- Knowing the basic functions of personnel time management as well as payroll accounting
- Gaining practical experience through case studies on the SAP system
- Demonstrating your SAP know-how on the job market, thanks to the SAP Competence Passport

## Methodology & didactics

Practical courseware supports the participants and is available to them later as an auxiliary tool and reference work. In illustrative case studies on the SAP system, participants gain their own practical experience.

This course is aimed at SAP beginners in the field of human resources.

## Certification

In the afternoon of the last day of the course, the course concludes with the SAP Competence Pass – SAP ET (Employee Tasks) exam. The exam is electronic, available in German, lasts one hour and includes a total of 40 questions with a pass rate of 60% (at 80%, participants receive a distinction). German language skills at C1 level are required. No aids are permitted. It is an online exam with screen simulation (small SAP transactions are processed on the screen).

The exam is included in the course price. An exam repetition is subject to a fee.

The exam of the on-site and remote participants takes place at the same time. To ensure that everything runs smoothly during the remote exam, you will receive further information in advance.

System requirements for the exam are:

- PC/notebook (no tablet or mobile device)
- Windows or macOS
- Webcam for PC
- Active microphone

Video and audio must be on throughout the exam. The camera must be pointed at the exam candidate.

The exam session will be recorded. Documents may not be used in the exam. The exam will be administered via Zoom. At the end of the exam, the exam result is displayed immediately.

## Additional information

The training takes place on the SAP ERP 6.0 EHP7 system.

## Any questions?

We are happy to advise you on +41 44 447 21 21 or [info@digicomp.ch](mailto:info@digicomp.ch). You can find detailed information about dates on [www.digicomp.ch/courses-business-applications/sap/course-sap-ccp-human-resources](https://www.digicomp.ch/courses-business-applications/sap/course-sap-ccp-human-resources)