

## **Master Data Configuration**

**Course Code: HR305**

**Duration: 5 Days**

### **Goals**

- Customize personnel administration data

### **Audience**

- Project Team members
- Consultants
- Support staff

### **Prerequisites**

### **Essential**

- HR050 Business Processes in Human Capital Management

### **Course Content (Details)**

- Structures in HCM:
  - Company Structure
  - Personnel structure
  - Organizational structure
- Storing default values (features)
  - Personal data
  - Relationship between planned working time and basic pay
  - Payroll data
  - Pay scale structure
  - Wage type structure
- Workflows:
  - Pay scale reclassification
  - Standard pay increase
- Customizing Procedures and Interfaces
  - Infotype Characteristics and Screen Modification
  - Combining Infotype Menus
  - Setting Up Personnel Actions
  - Dynamic Actions and Mail Connection
- Global Employment (management of delegates abroad and concurrent employment relationships)
- Overview: Portal role HR Administrator and employee interaction center