SAP
Human Resources

Optimizing Your Human Resource

Dr. Ming Li
SAP AG
Deutsche Telecom

- More than 200,000 employees
- DM 18 Billion in 1998 Personnel cost before SAP was introduced
- Data stored in 204 local UNIX systems for the last 25 years were taken over
- Live since July 1, 1999 with 68 application servers in one system with 1800 active users working on it every day
Agenda

1. Organization Management
2. Personnel Management
3. Benefits
4. Compensation
5. Development and Training
6. Time management
7. Payroll
8. Recruitment
9. Other new technologies
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### Person No. 1001: Michaela Maier

**EE Group:** 1  
**Active employee**  
**Per area:** 1300  
**Per area:** Frankfurt  
**EE Subgroup:** DU  
**Salaried Staff.**  
**Cost Center:** 2100  
**Finance and Admin.**  
**From:** 01/01/1994  
**To:** 31.12.9999  
**Chng:** 01/29/1999  
**BILLE**

**Enterprise Structure**
- **CoCode:** 1000  
- **IDES**  
- **Pers Area:** 1300  
- **Frankfurt**  
- **Subarea:** Central  
- **Bus.area:** 9900

**Personnel Structure**
- **EE Group:** 1  
- **Active employee**  
- **Payroll area:** D2  
- **HR-D: Salaried emp**  
- **Contract data:** Com. employee

**Organization Plan**
- **Percentage:** 100.00  
- **Position:** 50000076  
- **Functional Specialist**  
- **Func.Spec-D**  
- **Job key:** 50011880  
- **Administrator**  
- **Admin.**  
- **Org. unit:** 50000073  
- **Travel expenses (D)**  
- **Trav.Exp -D**

**Administration**
- **Group:** 1300  
- **Personnel:** 001  
- **Helmuth Hesse**  
- **Time:** 002  
- **Dagmar Krause**  
- **Payroll:** 003  
- **Oliver Zeuner**  
- **Supervisor:**  

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**Structures in Human Resources**
An Organizational plan provides a model of the structural and human resource environment at your enterprise.

Object types:
1. Organizational Units - O (1 O : n O)
2. Jobs - J (1 O : n J)
3. Positions - P (1 J : n P)
4. Cost Centers - C (n C: n O)
5. Tasks - T (1 J : n T ; 1 P : n T)
6. Person - M (1 P : n M)

Relationships such as:
1. Manages
2. Describes
3. Reports to
4. Is subordinate to
Agenda

1. Organization Management
2. Personnel Management
   - Benefits
   - Compensation
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Infotypes: logical groupings of data fields

- Org. Assignment
- Personal Data
- Birth certificate
- Address
- Planned Working Time
- Basic Pay
- etc.

Person
**Maintain HR Master Data**

- **Personnel No.** 4599200
- **Name** Vera Sorokin
- **EE Group** 1 Active employee
- **EE Subgroup** X0 Hourly wage ea.

**Basic personal data**

- Actions
- Organizational assignment
- Personal Data
- Addresses
- Bank Details
- Family/Related Person
- Challenge
- Internal Medical Service
- Maternity Protection/Parental Leave
- Military Service

**Create Family/Related Person**

- **Personnel No.** 1001
- **Name** Vera Sorokin
- **EE Group** 1 Active employee
- **EE Subgroup** X0 Hourly wage ear.
- **From** To 31.12.9999

**Family / related person**

- **Family member** Child
- **Last name** Sorokin
- **First name** Sorokin
- **Other title**
- **Name format**
- **Name prefix**
- **Gender** Female
- **Date of Birth**
- **Birthplace**
- **City of birth**
- **Nationality**

**Infotype 0021 Subtype 2**
Additional Functions in PA

- **Personnel Actions:** (IT0000)
  Sequence of infotypes to show a personnel activity. E.g. hiring event

- **Additional Actions:** (IT0302)
  When more than one personnel action on the same day need to be run

- **Dynamic Actions:** (Customised before hand)
  performed automatically by the system, depending on certain conditions.

- **Fast entry**
  enables you to maintain an infotype for more than one personnel number on a single screen. This makes data processing faster and more efficient.
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Enrollments

- Open enrollment
- Annual selection

Adjustment Reason:
- hiring, marriage etc.
- Default/Automatic
- Any time
Selecting Benefit Programs

First Program Grouping

- Executives
- Salaried employee
- Hourly wage earner

Benefit area

Second Program Grouping

- Full-time
- Part-time worker
- Temporary personnel

Program
- Dental Plan
- Life Plan
- Medical Plan
- ...
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The Main Areas of Compensation Management

Job Pricing

Budgeting

Compensation Administration

- Merit awards
- Bonus awards
- Long Term incentives
Long-term Incentives

- Long-term incentive administration
- Granting
- Exercising
- Expiring / forfeiting
- Canceling
- Life events
Personnel Cost Planning Functionality

- Cost planning and preview
  - According to organizational unit / cost center / orders or projects
  - Percent / absolute
- Simulation of personnel and organizational changes
- Integration to Controlling (CO)
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A person has subprofiles

Preferences

Potentials

Qualifications

Dislikes

Appraisals

<table>
<thead>
<tr>
<th>Object ID</th>
<th>Description</th>
<th>ID</th>
<th>Proficiency</th>
<th>Start date</th>
<th>End date</th>
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<td>3</td>
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Requirements
List of skills and experience required in order to be suitable for a job, position, task, or work center.

Qualifications
List of skills that make an employee suitable for a job, position, task, or work center.

Profile Matchup

<table>
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<th>Qualification</th>
<th>Requirement</th>
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<td>Job</td>
<td>Person</td>
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</table>
Career Planning is used to find a position within the organization that is suitable for a specific employee.

Succession Planning is used to find a suitable successor for a position within the organization.
Training and Event Management

Business event preparation:
Creating business event group
(time Schedules, locations, Resources)

Create business event catalog:
- Planning event dates
- Reserving resources (optional)

Billing/cost allocation:
- internal or external cost distribution

Booking activities:
- book, replace, cancel
- Correspondences

Follow-up processing:
Carring out appraisals

Firmly book business event:
- Reserving resources
- Lock the event

Reporting:
statistics
### Subprofiles for Appraisals

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<th>Person</th>
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<th>Person is appraiser</th>
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<table>
<thead>
<tr>
<th>Dislikes</th>
<th>Preferences</th>
<th>Appraisals where ..</th>
<th>Appraisals</th>
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<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Status</th>
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<tbody>
<tr>
<td>English</td>
<td></td>
<td>Basic knowledge</td>
<td>01/01/90</td>
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<tr>
<td>ABAP</td>
<td></td>
<td>Very good</td>
<td>01/01/90</td>
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Basic Elements of Time Management

- Time Recording
- Time Evaluation
- Shift Planning
- Incentive Wages
Time Evaluation

Employee Master Data

Work Schedules

Time Recording

08:00 Clock-in
14:00 Clock-out
14:00 - 17:00 Doctor

Time Evaluation

Time Wage Types

Messages

Employees’ Time Statement

Payroll

Time Accounts
Display user-definable info columns

Calendar for an entire planning period

List of all employees in selected organizational unit

Requirements Matchup

Personal shift plans of all employees are displayed (including all attendances and absences)
Incentive Wages

Performance-Based Compensation

- Piecework Wages
- Premium Wages
- Individual Incentive Wages
- Group Incentive Wages
- Time Wages

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Payroll Accounting

流程图展示的是薪酬会计的各个步骤。

1. **Master Data**
2. **Time Data**
3. **Transfer to Accounting**
4. **Remuneration statement**
5. **Payments to various payees**

这些步骤展示了从时间数据到计算薪酬，再到支付给各个支付对象的整个流程。
Calculation of Remuneration Elements

- Basic pay
- Sick pay
- Bonuses for night work
- Overtime
- Vacation allowances
- Bonuses
- Gratuities

Remuneration elements
Statutory and Voluntary Deductions

- Tax
- Loans
- Remuneration Elements
- Unemployment insurance
- Pension insurance
- Transfer of remuneration

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Text
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The Recruitment Roadmap

Vacancy

Advertisement

WANTED
Skilled, competent employee for...

Applicants

Hire as Employee

Profile Comparison

What are our requirements?
What can the applicant offer?
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What is Employee Self-Service?

- SAP Employee Self-Service is a set of powerful, yet easy-to-use applications that empower employees to view, create and maintain data in the R/3 system via the intranet.

- SAP ESS consists many components such as:
  - Office
  - Time Management
  - Expense Reports
  - Benefits
  - Personal Information
  - Training and Event Management
  - Skills Profile
  - My ESS
Use of workflow applications grows exponentially with the number of ESS users you have.

Integration of the SAP office inbox in SAP ESS opens workflow to all employees.

SAP ESS services that use Workflow:

- Approval processes such as Leave Request, CATS and expense reports
- New Hire Data, Change of Address notification

This synergy to be exploited further, with more approval processes to be added.
Manager's Desktop: Employee

Selected functions
- Employee
  - Ad hoc Query
  - Reports
  - Education and training
  - Employee appraisals
  - Personnel development
  - Travel

<table>
<thead>
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<th>ID</th>
<th>Relationship text</th>
<th>Code</th>
<th>V..</th>
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<tr>
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<td>US MING LI</td>
<td></td>
<td>Li</td>
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</table>

Role based workplace

Video show ...