

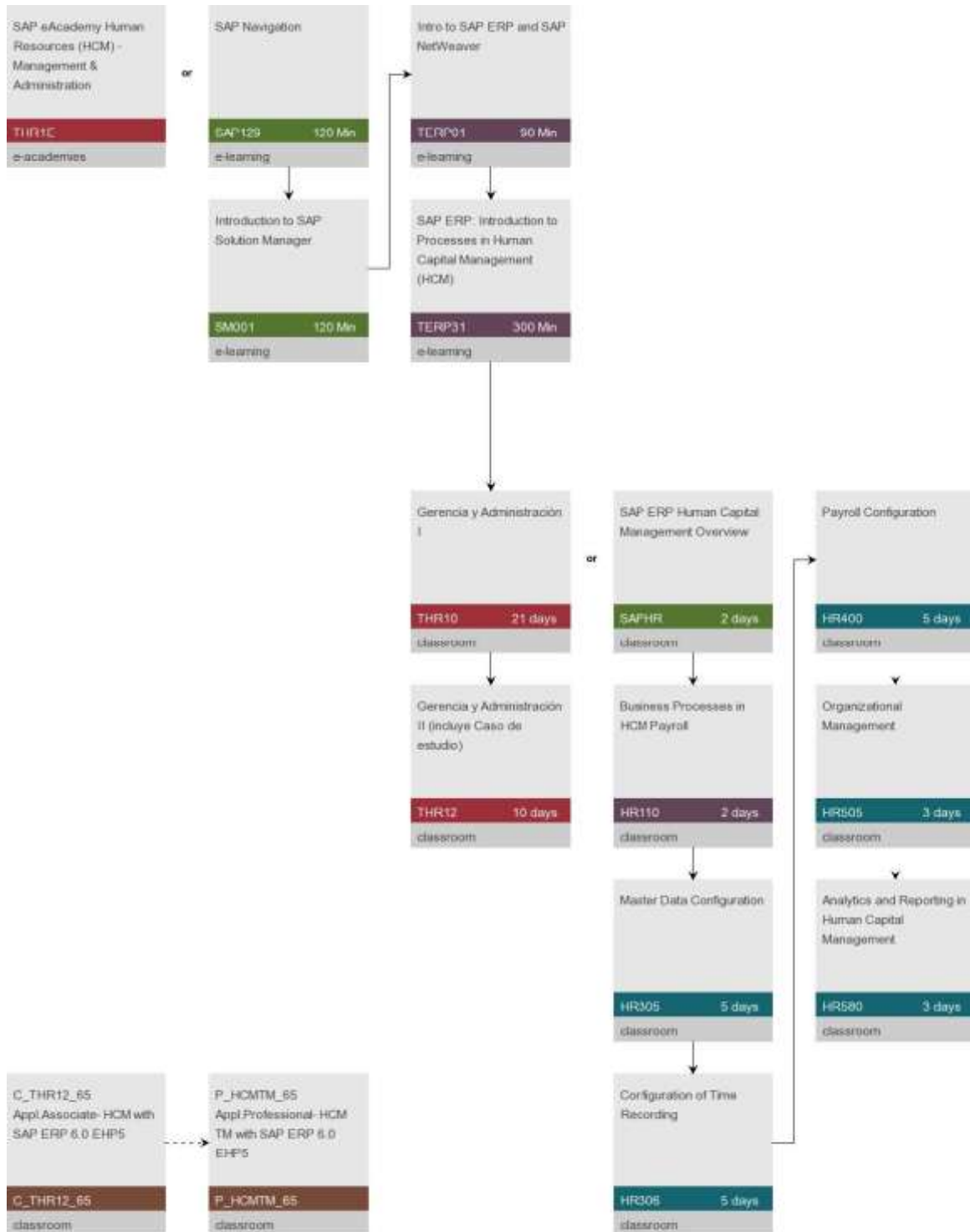


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TECNOLOGÍA Y EDUCACIÓN

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HUMAN CAPITAL MANAGEMENT & ADMINISTRATION

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CERTIFICATION TEST

C_THR12_65 Appl.Associate- HCM with SAP ERP 6.0 EHP5

Booking Code

C_THR12_65

The certification test "Application Associate - Human Capital Management with SAP ERP 6.0 EHP5" verifies proven skills and fundamental knowledge in the area of the SAP Human Capital Management. It proves that the candidate has a good overall understanding within this consultant profile, and can implement this knowledge practically in projects under guidance of an experienced consultant. This certificate is the ideal -although not mandatory- prerequisite for the qualification to the different Application Professional Certificates in any of the specialist areas. It is recommended as an entry-level qualification to allow consultants to get acquainted within HCM projects.

Software

Number of Questions

80

Duration

180

Notes

To ensure success, SAP recommends combining education courses and hands-on experience to prepare for your certification exam as questions will test your ability to apply the knowledge you have gained in training.

You are not allowed to use any reference materials during the certification test (no access to online documentation or to any SAP system).

HR110

Business Processes in HCM Payroll

Duration

2 days

Prerequisites

Esencial

* SAPHR SAP ERP Human Capital Management Overview

Se Recomienda

* None

Delivery

Remoteclassroom

Audience

Project Team members

Consultants

Key users

Employees responsible for payroll in Human Capital

Management

Content

Overview of payroll

Data relevant to payroll

Organizing productive payroll and payroll procedures

Retroactive accounting recognition

Payroll reports

Data transfer to Financials

Bank transfer

Process model for payroll and subsequent activities

Problem-Solving Aids

Explain the organization or the process of payroll including subsequent activities

SAP ERP 6.0 Enhancement Package 5

Goals

Software

Notes

* This course also discusses the functions of the following SAP releases: R/3 4.6, R/3 Enterprise Ext. 1.10/ 2.00, ERP 2004 and ERP 6.0 Enhancement Packages 1-4.

HR305

Master Data Configuration

Duration

5 days

Prerequisites

Esencial

* HR050 Business Processes in Human Capital Management

Se Recomienda

* HR110 Business Processes in HCM Payroll

Delivery

Classroom

Audience

Project Team members
Consultants
Support staff

Content

- 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

Goals

Customize personnel administration data

Software

SAP ERP 6.0 Enhancement Package 5

Notes

This course also discusses the functions of the following SAP releases: R/3 4.6, R/3 Enterprise Ext. 1.10/ 2.00 and ERP 2004.

HR306

Configuration of Time Recording

Duration

5 days

Prerequisites

Esencial

* HR050 Business Processes in Human Capital Management

Se Recomienda

* HR305 Master Data Configuration

Delivery

Classroom

Audience

Project Team
members
Consultants
Support Staff

Content

Overview of time management functions and how they are integrated with other applications
Concept of integrating external time recording systems
Designing work schedules for mapping planned working time
Time management infotypes
Absences, attendances, and deduction rules
Time quotas and their deduction rules
Automatic structuring of absence quotas
Time Manager's Workplace (TMW)

Goals

Gain an overview of time management with and without time evaluation (negative and positive time management).
Understand the fundamentals of time management without time evaluation (negative time management). These fundamentals, however, also form the basis for time evaluation (positive time management).
Customizing for time data recording, including quota accrual and Time Manager's Workplace (TMW), is examined in detail.

Software

SAP ERP 6.0 Enhancement Package 5

Notes

This course also discusses the functions of the following SAP releases: R/3 4.6, R/3 Enterprise Ext. 1.10/ 2.00 and ERP 2004.

Course HR310 (Time Evaluation without Clock Times) deals with the processes and configuration of time evaluation. The main focus of this course is the configuration of time data. These are the prerequisites for time evaluation. CATS will be discussed in the appendix, and in the expert class CA500.

HR400

Payroll Configuration

Duration

5 days

Prerequisites

Esencial

* HR050 Business Processes in Human Capital Management

* HR110 Payroll Business Processes

* HR305 Master Data

Configuration

Se Recomienda

* None

Delivery

Remoteclassroom

Audience

Project teams

Consultants

Key users

HCM Support staff

Content

Identify and operate control mechanisms available in the payroll system

Personnel calculation schema and rules

Encoding the payroll characteristics of wage types

Check the payroll using the payroll log

Determine rates of pay

Calculation of averages

Factoring

Develop payment methodologies for time-based entries

Account for absences in payroll

Understand retroactive accounting

Goals

Identify and operate the control mechanisms available in the payroll system

Check the payroll using the payroll log

Software

SAP ERP 6.0 Enhancement Package 5

Notes

This course also discusses the functions of the following SAP releases: R/3 4.6, R/3 Enterprise Ext. 1.10/ 2.00 and ERP 2004.

HR505

Organizational Management

Duration

3 days

Prerequisites

Esencial

* HR050 Business Processes in Human Capital Management

Se Recomienda

* SAPHR SAP ERP Human Capital Management Overview

* HR305 Master Data Configuration

Delivery

Classroom

Audience

Project teams

Consultants

Content

Concept of Organizational Management

Maintenance of Organizational Units

Organization & staffing interface

Expert mode

Matrix organizations and general structures

Reporting and reporting tools

Manager's Desktop and Manager Self Service (Enterprise Portal)

Customizing Organizational Management

Integrating Organizational Management with other HR components

Goals

Explain the functions in Organizational Management

Configure the Organizational Management component

Software

SAP ERP 6.0 Enhancement Package 5

Notes

This course also discusses the functions of the following SAP releases: R/3 4.6, R/3 Enterprise Ext. 1.10/ 2.00 and ERP 5.0.

HR580

Analytics and Reporting in Human Capital Management

Duration

3 days

Prerequisites

Essential

- * HR050 Business Processes in Human Capital Management
- * HR305 Configuration of Master Data
- * HR505 Organizational Management

Recommended

- * HR306 Configuration of Time Recording

Delivery

Classroom

Audience

Application Consultants
Data Consultants
Data Managers
Unit Testers / Power Users

Content

Execute Standard Reports
Execute reports using Information Systems in Human Resources
Define Logical Databases
Create Infosets
Build queries using Ad Hoc Query
Build queries using SAP Query
Configure Payroll Infotypes
Access Simulated Time Infotypes

Goals

- * Build queries to meet your organizational requirements using various tools including SAP Query and Ad Hoc Query.

Software

SAP ERP 6.0 Enhancement Package 6
SAP NetWeaver W 7.1

Notes

- * HR580 Reporting in Human Resources, does not teach participants how to program reports. This is taught in HR350 Programming in HR.

CERTIFICATION TEST

P_HCMTM_65 Appl.Professional- HCM TM with SAP ERP 6.0 EHP5

Booking Code

P_HCMTM_65

This certification test verifies specialist knowledge and skills in the area of the SAP Talent Management. It is specialised consultant profile within SAP ERP Human Capital Management. The main areas are Personnel Development, E-Recruiting, Performance management and Learning Solution which are all based on Core HCM knowledge and skills. This certificate builds on the special experience gained by generic Human Capital Management consultant skills. It is refined by practical experience during several Talent Management implementation projects.

Software

Number of Questions

80

Duration

180

Notes

Professional Certifications are targeting profiles with minimum 4 – 7 years of experience. Besides the recommended education courses also practical job experience is required and tested.

You are not allowed to use any reference materials during the certification test (no access to online documentation or to any SAP system).

SAP129

SAP Navigation

Duration

120 Min

Prerequisites

Essential

* None

Recommended

* Basic knowledge of Windows

Delivery

E-learning

Audience

* All new users of SAP Business Suite products

Content

The SAP Navigation course is designed to familiarize learners with key terms and how to navigate within the SAP system.

Logging on and off

Understanding and recognizing SAP screens, menus, fields, and special features

Recognizing SAP icons

Find out how to use 'Application Help' and the SAP Library

Set up 'Favorites' for frequently used transactions

Understanding system messages

Set up default values

Navigate SAP standard reports

Test your knowledge through review questions and system simulations

Goals

Navigate confidently within SAP systems

Test your knowledge

SAP Business Suite 7 applications

Software

Notes

* This course is mandatory for all new users of SAP Applications to ensure you are ready to complete the exercises quickly and efficiently in subsequent SAP training courses.

SAPHR

SAP ERP Human Capital Management Overview

Duration

2 days

Prerequisites

Essential

* none

Recommended

* none

Delivery

Classroom

Audience

Application Consultant
Business Analyst
Support Consultant
Project Manager
Project Stakeholder
Unit Testers / Power Users

Content

Navigate in the SAP system
Explain Human Capital Management structures
Explain the main HCM Business Processes including:
-> Training and Event Management
-> Enterprise Learning
-> Performance Management
-> Enterprise Compensation Management
-> Payroll
Maintain Employee Information
Maintain Employee Time Data
Maintain Employee Profiles
Execute various employee and organizational reports
Explain Employee Self Service

Goals

Explain Human Capital Management processes
Navigate within the SAP system
Describe Human Capital Management Structures
Outline Integration possibilities

Software

SAP ERP 6.0 Enhancement Package 6
SAP NetWeaver W 7.1

SM001

Introduction to SAP Solution Manager

Duration

120 Min

Prerequisites

Essential

* Basic knowledge of SAP systems

Recommended

* None

Delivery

E-learning

Audience

- Consultants
- Project Managers
- Project Team Leads
- Project Team Members
- IT Service Desk Managers
- IT Service Desk Members

Content

* This course is meant to familiarize you with the principles and terminology of the SAP Solution Manager. You will be introduced to the benefits of using the SAP Solution Manager during the implementation of your SAP solutions and during ongoing support and operations.

Goals

- Define the concept of the SAP Solution Manager
- Discuss the tools provided by the SAP Solution Manager

Software

Solution Manager 7.0

Notes

Course length: 2 hours

TERP01

Intro to SAP ERP and SAP NetWeaver

Duration

90 Min

Prerequisites

Essential

* Conceptual or practical knowledge of how companies manage their businesses.

Recommended

* Basic knowledge in at least one SAP ERP application area

Delivery

E-learning

Audience

* This course is appropriate for:

- > Customers and consultants who are new to the SAP ERP solution
- > Customers and consultants with expertise in a specific ERP business process area who want to expand their general knowledge of all business processes
- > IT professionals who will be supporting the business processes used by their organizations.
- > Project team members, who need an understanding of the key integration points between business disciplines supporting business process cycles.
- > Power/Super Users and End Users who want a better understanding of the total business process cycle.

Content

* Using recorded presentations, system demonstrations, practice simulations, quizzes, and assessments you will be introduced to:

- > SAP ERP organizational levels
- > Functions and structures of master data throughout SAP ERP
- > SAP ERP analytical and reporting solutions

Goals

* At the end of this course you will be able to:

- > Identify the organizational levels used in SAP ERP
- > Explain the functions and structure of master data in supporting ERP business processes
- > Identify the various levels and types of reporting available in SAP ERP

Software

* Presentations, demonstrations, and practice exercises were carried out using: -> SAP ERP 6.0, EhP5

Notes

Course length: 1,5 hours

This course introduces basic organizational levels and master data concepts used throughout SAP ERP. Detailed explanation of the organizational levels and master data used in the various ERP business processes is covered in the advanced courses associated with each process area.

TERP31

SAP ERP: Introduction to Processes in Human Capital Management (HCM)

Duration

300 Min

Prerequisites

Essential

- * TERP01 Intro to SAP ERP and SAP NetWeaver
- * TERP11 SAP ERP: Intro to NetWeaver Business Intelligence

Recommended

- * Basic knowledge in at least one SAP ERP application area

Delivery

E-learning

Audience

* This course is appropriate for:

- > Customers and consultants who are new to the SAP ERP solution
- > Customers and consultants with expertise in a specific ERP business process area who want to expand their general knowledge of all business processes
- > IT professionals who will be supporting the business processes used by their organizations.
- > Project team members, who need an understanding of the key integration points between business disciplines supporting business process cycles.
- > Power/Super Users and End Users who want a better understanding of the total business process cycle.

Content

* Using recorded presentations, system demonstrations, practice simulations, quizzes, and assessments you will be introduced to:

- > Organizational structures used in HCM
- > How employee records are managed
- > Basic business processes of HCM
- > HCM reporting and analysis

Goals

* At the end of this course you will be able to:

- > Identify Human Capital Management's organizational structure and master data
- > Explain how employee records are managed
- > Describe the basic business processes supported by HCM
- > Identify the integration points with other ERP processes
- > Explain the HCM reporting and analysis tools

Software

* Presentations, demonstrations, and practice exercises were carried out using:

- > SAP ERP 6.0
- > SEM 4.0
- > BW 3.5

Notes

Course Length: 5 hours

This course introduces the basic business processes supported by HCM. Detailed explanation of each business process, examination of alternative process steps and customizing is covered in the advanced courses available as part of the HCM curriculum

THR10

Gerencia y Administración I

Duration

10 days

Prerequisites

Essential

- * Conocimiento de negocios en el área de recursos humanos
- * Los siguientes se incluyen en la anotación THR10:
- * E-learning SAP125 SAP Navegación 2005 ,
- * ERP001 Administración Habilitada por mySAP ERP ,
- * ERP030 Administración Habilitada por mySAP ERP Administración del Capital Humano, los que usted deberá estudiar durante su propio tiempo antes del inicio del curso THR10

Recommended

- * None

Delivery

Classroom

Audience

* Todos aquellos consultores de solución que sean responsables de la implementación Administración de Personal con mySAP ERP Manejo del Capital Humano (mySAP ERP HCM), en especial en las áreas de datos maestros, administración del tiempo y creación de informes

Content

Visión generalizada de mySAP ERP HCM: Navegación y estructuras en el Manejo del Recurso Humano, Auto Servicio del Empleado, Escritorio del Gerente, reclutamiento, desarrollo de personal, planeación de costos de personal, entrenamiento y administración de eventos, manejo de compensaciones

Configuración de información maestra de recursos humanos: Empresa, personal y estructura organizacional, valores por omisión y características, información de facturación: Escala de pagos y estructura de tipo de sueldos, reclasificación de la escala de pagos y incremento, flujos de trabajo y interfaces de usuarios: por ejemplo, modificación de pantalla y acciones del personal, gerencia de empleados globales.

Configuración de la Administración de Tiempo: Vistazo generalizado de la Administración de Tiempo y su integración con otras aplicaciones, configuración del horario de trabajo y determinación de el tiempo laboral planeado, creación de asistencia y tipos de ausencias y sus pagos, manejo de cuotas de tiempo y cuota de deducción, y configuración del Lugar de Trabajo del Gerente de Tiempo (TMW)

Informe a la Gerencia de Recursos Humanos: Infosystems, Consulta Ad Hoc, Consulta SAP, infotypes de nómina e infotypes simulados de Gerencia de Tiempo, Gerencia de Recursos Humanos en SAP NetWeaver Inteligencia de Negocios
Mini caso de estudio

Goals

Al finalizar este curso, usted estará en capacidad de:

- > Explicar los procesos básicos de recursos humanos
- > Ajustar la administración de la información del personal a los requerimientos específicos del cliente
- > Ajustar los principales aspectos de los datos de tiempo
- > Ejecutar informes en Gerencia de Recursos Humanos

Software

ERP ECC 6.0

Notes

Con el fin de garantizar que usted retiene el conocimiento adquirido durante este curso y que finalice en forma exitosa el examen de certificación al término del curso THR12, nosotros le recomendamos que consolide el contenido en su propio tiempo después del curso.

Duración del Curso : 10 días

THR12

Gerencia y Administración II (incluye Caso de estudio)

Duration Location Dates Price

10 days

Prerequistes

Essential

* THR10 Manejo & Administración I

* Los siguientes se incluyen en la anotación THR12:

* E-learning SM001 Introducción a SAP Gerente de Solución, usted deberá estudiar los contenidos anteriores durante su propio tiempo antes del inicio del curso THR12

Recommended

* None

Delivery

Classroom

Audience

* Todos aquellos consultores de solución que sean responsables de la implementación Nómina y Manejo Organizacional con mySAP ERP Manejo del Capital Humano (mySAP ERP HCM)

Content

Organización y configuración de la nómina: Identificación y operación de los mecanismos de control que se encuentran disponibles en el sistema de nómina, esquema para el cálculo de personal y las normas, características de codificación de los tipos de sueldos, revisión de la nómina usando el registro nómina, cómo determinar las tarifas por hora, cálculo de promedios, contabilización, desarrollo de reglas para automatizar el pago de las horas laborables, procesamiento de ausencias en la nómina, contabilidad retroactiva

Manejo organizacional: Mantenimiento de la estructura organizacional, organización y estructuras de matriz, creación de informes y herramientas para la creación de informes, Escritorio del Gerente y Auto Servicio del Gerente, integración con otros componentes RRHH

Caso de estudio integrado: implementación de una compañía demo ficticia usando los procesos de negocios específicos, configuración y mapeo de la estructura de la compañía, datos maestros, y procesos de negocios en el sistema SAP

Repaso y preparación para la certificación

Examen para certificación para Consultor de Solución en Recursos Humanos – Gerencia & Administración con mySAP ERP 2005 sobre el contenido de los cursos SAP120, ERP001, ERP030, THR10, SM001, THR12

Goals

Al finalizar este curso, usted estará en capacidad de: -> Explicar cómo se encuentra organizada la Nómina, ejecutar operaciones de nómina, y configurar la nómina en bruto -> Configurar el manejo organizacional -> Utilizar su conocimiento directamente como consultor junior durante su primer período de práctica

Software

ERP ECC 6.0

Notes

Con el fin de garantizar que usted retiene el conocimiento adquirido durante este curso y que finalice en forma exitosa el examen de certificación al término del curso THR12, nosotros le recomendamos que consolide el contenido en su propio tiempo después del curso.

Duración del Curso : 10 días

THR1E

SAP eAcademy Human Resources (HCM) - Management & Administration

Duration

Prerequisites

Essential

* None

Recommended

* None

Delivery

E-academies

Audience

- * Solution Consultants
- * SAP Consultants
- * Project Team Members

Content

* The eAcademy THR1e consists of following products:

- > SAP129 SAP Navigation (e-learning)
- > SM001 Introduction to SAP Solution Manager (e-learning)
- > TERP01 - SAP ERP: Introduction (e-learning)

-> TERP02 - SAP ERP: Introduction to SAP NetWeaver (e-learning) -> TERP31 - SAP ERP: Introduction to Processes in Human Capital Management (HCM) (e-learning) -> THR10 Management & Administration I (e-learning + student handbook) -> THR12 Management & Administration II (e-learning + student handbook)

Goals

Software

* SAP ERP 6.0 EHP5

Notes

The eAcademy content is accessible for 5 months for supported learning at your own pace.

You will receive access information from your local training department.
Please book the complete package referring to the code "THR1e".



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