## THR10 Management Administration 1

### Goals
- This course will prepare you to:
  - Obtain the knowledge required to prepare to write the Associate HCM Certification Exam

### Audience
- Application Consultants
- Data Consultants
- Support Consultants
- Data Managers
- Super Key Power Users
- Human Resources Administrators

### Prerequisites

**Essential**
- Human Resources business knowledge * The following e-learning titles are included in THR10 and must be completed, on your own time, prior to the start of the course:
  - SAP129 SAP Navigation
  - TERP01 SAP ERP: Introduction to SAP ERP
  - TERP31 SAP ERP: Introduction to Processes in HCM

**Recommended**
- None

### Course based on software release
- SAP ERP 6.0 Enhancement Package 7
- SAP NetWeaver W 7.1
THR10 Management Administration 1 (Contd...)

Content
• Explain the main HCM Business Processes
• Configure Human Capital Management structures
• Customize the Personnel Structure
• Update the Organizational Structure
• Configure Wage Types
• Set up Default Wage Types
• Explain Customizing Procedures and Interfaces:
  – Infotype Characteristics
  – Screen Modifications
  – Create Infotype Menus
  – Create a Personnel Action
  – Create a Dynamic Action
• Create Work and Break Schedules including:
  – Daily and Period Work Schedules
• Configure Quota Entitlements
  – Accruals and Deduction Rules
• Configure System Reaction to Collision of Time Infotype Records

Notes
• This course is also applicable for SAP releases SAP ERP 5.0, and SAP ERP 6.0 on any EHPs.

THR12 Management Administration 2

Goals
• This course will prepare you to:
  – Obtain the knowledge required to prepare to write the Associate HCM Certification Exam

Audience
• Application Consultant
• Data Consultant
• Support Consultant
• Data Manager
• Super Key Power User
• Human Resources Administrators

Prerequisites
Essential
• THR10 Management Administration 1

Recommended
• None

Course based on software release
• SAP ERP 6.0 Enhancement Package 7
• SAP NetWeaver W 7.1
THR12 Management Administration 2 (Contd...)

Content
- Run a Productive Payroll
- Personnel Calculation Rules
- Wage Type Valuation
- Absence Valuation
- Average Processing
- Determine Retroactive Accounting Criteria
- Define Logical Databases
- Create Infosets
- Build queries using Ad Hoc Query and SAP Query
- Configuration of Organizational Structure
  - Expert Mode
  - Simple Maintenance
  - Organization and Staffing Interface
- Configuration using General Structures
- Maintenance of Organizational Units
- Maintain Object Relationships
- Create Evaluation Paths
- Set up of Evaluations and Reporting

Notes
- This course is also applicable for SAP releases SAP ERP 5.0, and SAP ERP 6.0 on any EHPs.