HCM 1: Model Organizational Structure

**Exercise**  Model GBI’s organizational structure.

**Task**  Sketch an organizational structure including four hierarchy levels for the organizational units described in the GBI scenario and integrate a new security unit into the Administration department of this organizational structure. GBI’s headquarters are located in Dallas and GBI is registered as a US company. GBI also operates a subsidiary company, Global Bike Germany GmbH which is based in Heidelberg. A new security department should be set up and integrated into the existing organizational structure of GBI US. The new department obtains its offices at the group’s headquarters in Dallas and belongs to the Administration and Financials department. Have a look at GBI’s company story in order to complete the exercise.
**Exercise** Analyze the SAP ERP organizational structure.

**Task** Which data objects can be used in the HR organizational structure in SAP ERP?

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<th>Data Objects</th>
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HCM 3: Personnel Master Record

**Exercise** Personnel master record.

**Task** Which data is generally required for a personnel master record in a company?
**Exercise** Display the organizational plan of the Global Bike Group.

**Task** Use the SAP Easy Access Menu to review the organizational plan of the Global Bike Group.

**Name (Position)** Sang Cha (Personnel Administration Officer)

The **Organizational Structure** is composed by the Enterprise Structure, the Personnel Structure, and the Organizational Plan. Before the employee’s personnel master data can be entered an organizational structure needs to be defined. Employees are integrated in this structure. The **Enterprise Structure** represents formal and financial structures in a company and is basically composed by the company code, the personnel area, and the personnel subarea. The **Personnel Structure** displays the relationship between employees and assigns them to certain employee groups and subgroups. The structural and personnel company model is illustrated in the **Organizational Plan**.

In order to review the organizational plan, follow the SAP Easy Access menu path:

**Menu path**

**Human Resources ► Organizational Management ► Organizational Plan ► Organization and Staffing ► Display**

To display the organizational plan, search for the Global Bike Group in the window Find by on the left side of the screen. There, choose Organizational unit and Search Term.

In the following screen, in the With name entry field enter search term **Global Bike Group** and press **Find**. The search result should be displayed in the hit list on the left side of the screen.
After double-clicking on this unit, the organizational plan is displayed in the structural view on the right side of the screen.

![Organizational Plan Diagram]

In order to view all departments and positions within the Global Bike group, expand the organizational plan by clicking on [Expand node].

Organizational units are represented by [icon] icons, while positions are displayed as [icon] or as [icon] in case of the head of the department. Persons that staff regular positions are represented by the [icon] icon.

With the help of this information, please answer the following questions:

How many positions are planned for the organizational unit Sales Area US West? ________

Does the Software department have a head of department? ________

In the organizational plan, go to **Global Bike US ► Administration and Financials** and double-click on the Financials Department.
On the bottom of the screen, details for the Organizational unit Financials are displayed. Have a look at all tabs and find out:

Assigned company code: ________________________________
Validity period: ________________________________
City: ________________________________

Double-click on the position Accounts Payable Specialist in order to display her details on the bottom of the screen. Find out the following information:

Is it a head position? ________________________________

Click on the exit icon to return to the SAP Easy Access screen.
HCM 5: Display Personnel Master Record

Exercise Display a personnel master record.

Task Use the SAP Easy Access Menu to review a personnel master record of a person working in the Global Bike Group.

Name (Position) Sang Cha (Personnel Administration Officer)

In order to display a personnel master record, follow the SAP Easy Access menu path:

**Menu path**

**Human Resources ► Personnel Management ► Administration ► HR Master Data ► Display**

You should see the Display HR Master Data screen. Type in **15** as the personnel number and press Enter. The system displays general organizational data of the employee and all infotypes. Infotypes for which data is maintained are marked with ✓.

Then, highlight the Organizational Assignment infotype and press Display.
In the Display Organizational Assignment screen, please find out the following information:

Subarea the person belongs to: ____________________________
Position the person fills: ____________________________

With the help of the **F1** help find out the definition of an Employee Group:

Click on the back icon to leave the organizational assignment screen and go back to the HR Master Data.

Then, highlight the Personal Data infotype and press **F4**. In the Display Personal Data screen, find out the following information:

Name of the employee: ____________________________
SSN: ____________________________
Date of Birth: ____________________________

Click on the exit icon to return to the SAP Easy Access screen.
Exercise Applicant data.

Task Consider which applicant data should be stored in a human resources management system.

Time 5 min
HCM 7: Recruitment – Model Procurement Process

**Exercise** Model procurement process.

**Task** Model the procurement process by following all the necessary steps.

**Time** 5 min
**Exercise** Qualifications and Requirements.

**Task** Describe the differences between qualifications and requirements.

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<th>Exercise Qualifications and Requirements.</th>
<th>Time 10 min</th>
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<tr>
<td>Task Describe the differences between qualifications and requirements.</td>
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## HCM 9: Human Resources Development – Record Qualifications

**Exercise** Qualifications.  

**Task** Consider briefly which qualifications a department manager should have in general.

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**Exercise** Change the qualification catalog.

**Task** Use the SAP Easy Access Menu in order to display the qualification catalog.

**Name (Position)** Sang Cha (Personnel Administration Officer)

In order to change the qualification catalog, follow the SAP Easy Access menu path:

**Menu path**

- Human Resources ► Personnel Management ► Personnel Development ► Information System ► Reports ► Catalog ► Qualifications

The qualification catalog appears on the following screen.

Expand Certification, Communication and Education by clicking on . Now you can see the various qualification groups and their corresponding, predefined individual qualification.
Double-click on **First Aid Certification** in order to display the details of this qualification.

Which qualification group can **First Aid Certification** be assigned to?  

By means of which scale can the proficiency of this qualification be measured?  

Click on ✅ in order to return to the qualification catalog.  

In order to become acquainted with other types of scales and their proficiencies, double-click on **Bachelor's Degree**.  

The defined scale is GPA ranges. If you switch to the tab Proficiencies, you can see the various proficiency values.
Click on ☑ in order to return to the qualification catalog.

Double-click on in order to display another scale (Points Scale 1-5).

Click on the exit icon ⬆️ to return to the SAP Easy Access screen.
**Exercise**  Trainings for Human Resources Development.  

**Task** Which data is needed in order to save training material within a human resources development system?

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Exercise Create a Career.

Task Consider what the career of a human resources director could look like, including the possible processing steps.
**Exercise** Defining goals.

**Task** Consider three possible targets for the year of a call center employee at a telecommunication company.
## Exercise Utilization of assessments.  

### Task
For which purposes can the results of employee assessments be used?

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### Time 5 min
HCM 15: Performance Management – Model Performance Process

**Exercise** Model a performance process.  

**Task** Model the process for the creation and subsequent evaluation of an employee’s target agreement.

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**Time** 5 min
**Exercise** Reports for the director.

**Task** Put yourself in the place of the director of a company. Consider which personnel management reports should be available for you at the beginning of each year.