

HRF-OM010

Basics and Master Data Maintenance in Organisational Management

After completing this training, participants will be able to set up basic OM structures and fill in the data for the structures.

Target groups

SAP HR users

Recommended prerequisites

None

Contents

- Objects and links in OM
- Getting started and overview of the interface
- Basic settings
- Creating organisational units
- Creating jobs
- Creating positions
- Copying objects (organisational units / positions)
- Time frames and periods
- Account assignment characteristics / master cost centre

Scope of services

- Organisation of the training
- Provision of training systems
- Catering if required
- Training materials

Framework conditions

- Flexible scheduling
- On-site / online
- Individual training / group training