

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