

HRF-PA020

Basics of Personnel Administration Functionality

After the training, participants will be able to recognise and define various terms.

Target groups

SAP HR users in Personnel Administration

Recommended prerequisites

Navigation in SAP (HRF-ALG010)

Knowledge in Personnel Administration (HRF-PA010)

Contents

- Functional scope of Personnel Administration
- Infotypes and subtypes
- Personnel actions and dynamic actions
- Time constraints
- Reports, transactions and transaction codes
- Batch input, ABAP, ALV
- Integration packages
- Commands in the input field
- Infotype menu visible in the PA master data overview

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