

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