

HCM 1: Model Organizational Structure

Exercise Model the organizational structure.

Time 10 min

Task Sketch an organizational structure including four hierarchy levels for the organizational units described in the Global Bike scenario and integrate a new security unit into the Administration department of this organizational structure. The Global Bike Group has a subsidiary company, Global Bike Inc. Global Bike Inc.'s headquarters are located in Dallas and it is registered as a US company. Global Bike Group also operates a subsidiary company, Global Bike Germany GmbH based in Heidelberg. A new security department should be set up and integrated into the existing organizational structure of Global Bike Inc. 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 Global Bike Group's company story in order to complete the exercise.



HCM 4: Display Organizational Plan

Exercise Display the organizational plan of the Global Bike Group.

Time 10 min

Task Use the SAP Fiori Launchpad to review the organizational plan of the Global Bike Group.

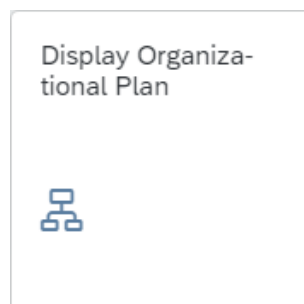
Name (Position) Sang Cha (Personnel Administrator)

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.

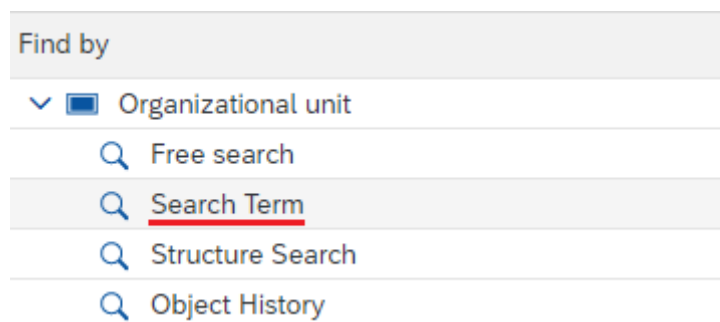
Organizational Structure


To review the organizational plan, in the *Human Capital Management* space choose the *Personnel Management* page. In the *Personnel Administrator* section, open the *Display Organizational Plan* app.

Start



To display the organizational plan of the *Global Bike Group* have a look in the *Find by area* on the left side of the screen. There, choose **Organizational unit** → **Search Term**.




In the following screen, in the *With name* field, enter the search term **Global Bike Group** and press the  button. The search result is displayed in the Hit list on the left side of the screen.





Hit list		
Existence	Name	Chief
	Global Bike Group	John Davis

After double-clicking on this unit, the organizational plan is displayed in the structural view on the right side of the screen.

Staff assignments (structure)	Chief	Workflow
<input checked="" type="checkbox"/> Global Bike Group	John Davis	
<input type="checkbox"/> > Co-CEO		
<input type="checkbox"/> Co-CEO		
<input type="checkbox"/> > Global Bike US	Paul Hansen	
<input type="checkbox"/> > Global Bike Germany	President (Europe)	

In order to view all departments and positions within the Global Bike Group, expand the organizational plan by clicking on  (Expand node).

Staff assignments (structure)	Chief	Workflow
<input type="checkbox"/> Global Bike Group	John Davis	
<input type="checkbox"/> Co-CEO		
<input type="checkbox"/> John Davis		
<input type="checkbox"/> Co-CEO		
<input type="checkbox"/> Global Bike US	Paul Hansen	
<input type="checkbox"/> President (US)		
<input type="checkbox"/> Paul Hansen		
<input type="checkbox"/> Administration and Financials		
<input type="checkbox"/> Administration		
<input type="checkbox"/> 000 Security		
<input type="checkbox"/> 001 Security		
<input type="checkbox"/> 002 Security		

Organizational units are represented by  icons, while positions are displayed as  (head of organizational unit) or . Persons that staff regular positions are represented by the  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.

Details for Organizational unit Financials

Basic data | Account assignment | Org. data | Address | Cost distribution | Working time | Quota Planning | Max Budget

Organizational unit: Financials | Financials

Valid On: 04/19/2022

Staff ▲ Periods exist

Icon	Holder	Percentage	Assigned as of
	Danielle Cohen	100.00	04/19/2022

Description: Subtyp: 0001 General description

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 its details on the bottom of the screen. Find out the following information:

Is it a head position? _____

Click on to return to the SAP Fiori launchpad. Confirm any warning messages of your browser with OK.



HCM 5: Display Personnel Master Record

Exercise Display a personnel master record.

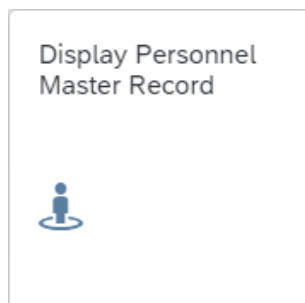
Time 10 min


Task Use the SAP Fiori Launchpad to review a personnel master record of a person working in the Global Bike Group.

Name (Position) Sang Cha (Personnel Administrator)

To display a personnel master record, in the *Human Capital Management* space choose the *Personnel Management* page. In the *Personnel Administrator* section, open the *Display Personnel Master Record* app.

Start



In the *Display HR Master Data* screen, as the *Personnel no.* type in **15** and confirm it by pressing enter. The system displays general organizational data of the employee and all InfoTypes. InfoTypes for which data is maintained are marked with .

15

Personnel no.:

Name:

EE group: Active Pers.area: Global Bike San Diego

EE subgroup: Salaried employees

Basic personal data Contract data Gross/net payroll Net payroll Addt'l payroll data Planning data

Infotype Text	Status
<input type="radio"/> Actions	✓
<input type="radio"/> Organizational assignment	✓
<input type="radio"/> Personal data	✓
<input type="radio"/> Addresses	
<input type="radio"/> Bank Details	
<input type="radio"/> Family Member/Dependents	

Period


Period

From: To:

Today Curr.week

All Current month

From curr.date Last week

Then, select the *Organizational Assignment* InfoType and click on the  button at the top of the screen area.


	Infotype Text	Status
<input type="radio"/>	Actions	✓
<input checked="" type="radio"/>	Organizational assignment	✓
<input type="radio"/>	Personal data	✓
<input type="radio"/>	Addresses	

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  again.

	Infotype Text	Status
<input type="radio"/>	Actions	✓
<input type="radio"/>	Organizational assignment	✓
<input checked="" type="radio"/>	Personal data	✓

In the *Display Personal Data* screen, find out the following information:

Name of the employee: _____

SSN: _____

Date of Birth: _____

Click on  to return to the SAP Fiori launchpad. Confirm any warning messages of your browser with OK.



HCM 7: Recruitment – Model Procurement Process

Exercise Model procurement process.

Time 5 min

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



HCM 10: Display Qualification Catalog

Exercise Display the qualification catalog.

Time 10 min


Task Use the SAP Fiori Launchpad in order to display the qualification catalog.

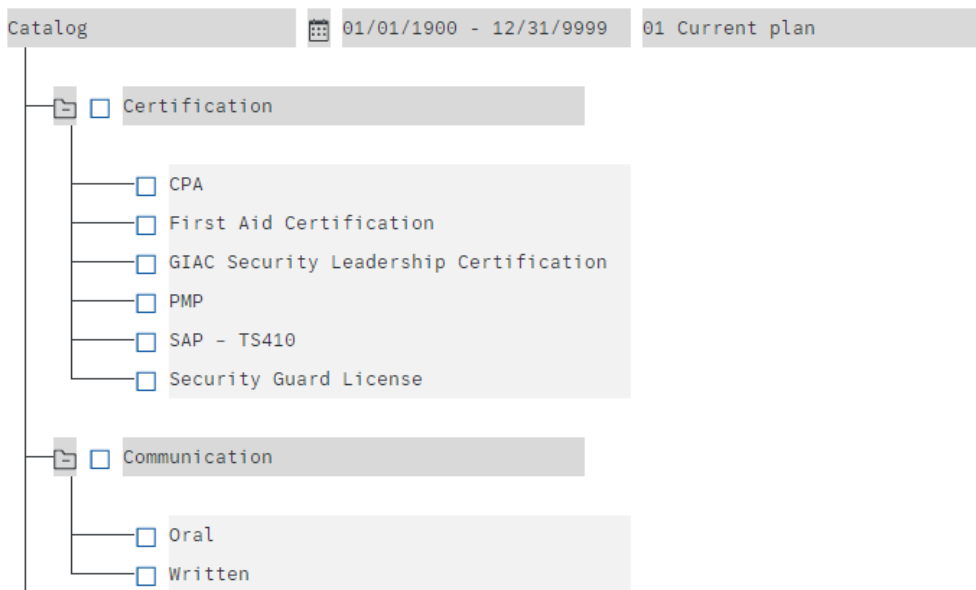
Name (Position) Sang Cha (Personnel Administrator)

To display the qualification catalog, in the *Human Capital Management* space choose the *Personnel Management* page. In the *Personnel Administrator* section, open the *Display Qualification Catalog* app.

Start



In the *Catalog: Change Qualification(s)* 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.

Change Qualification
✕

Qualification
Proficiencies
Addit. Data

First Aid Certification

Valid from:

to:

Which qualification group is the *First Aid Certification* assigned to?

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

Click on to return to the qualification catalog.

To become familiar with other types of scales and their proficiencies, double-click on **Bachelor's Degree**. The pre-defined scale is GPA ranges. If you switch to the *Proficiencies* tab, you can see the various proficiency values.

Proficiencies ⚙️

	Proficiency		
<input checked="" type="checkbox"/>	2.50-2.74		
<input type="checkbox"/>	2.75-2.99		
<input type="checkbox"/>	3.00-3.24		
<input type="checkbox"/>	3.25-3.49		

Click on to return to the qualification catalog again. To see another scale (Points Scale 1-5) double-click on **written**.

Click on again. Afterwards, click on **SAP** to return to the SAP Fiori launchpad.



