

# SAP – Praktikum 5

## Human Resources Management

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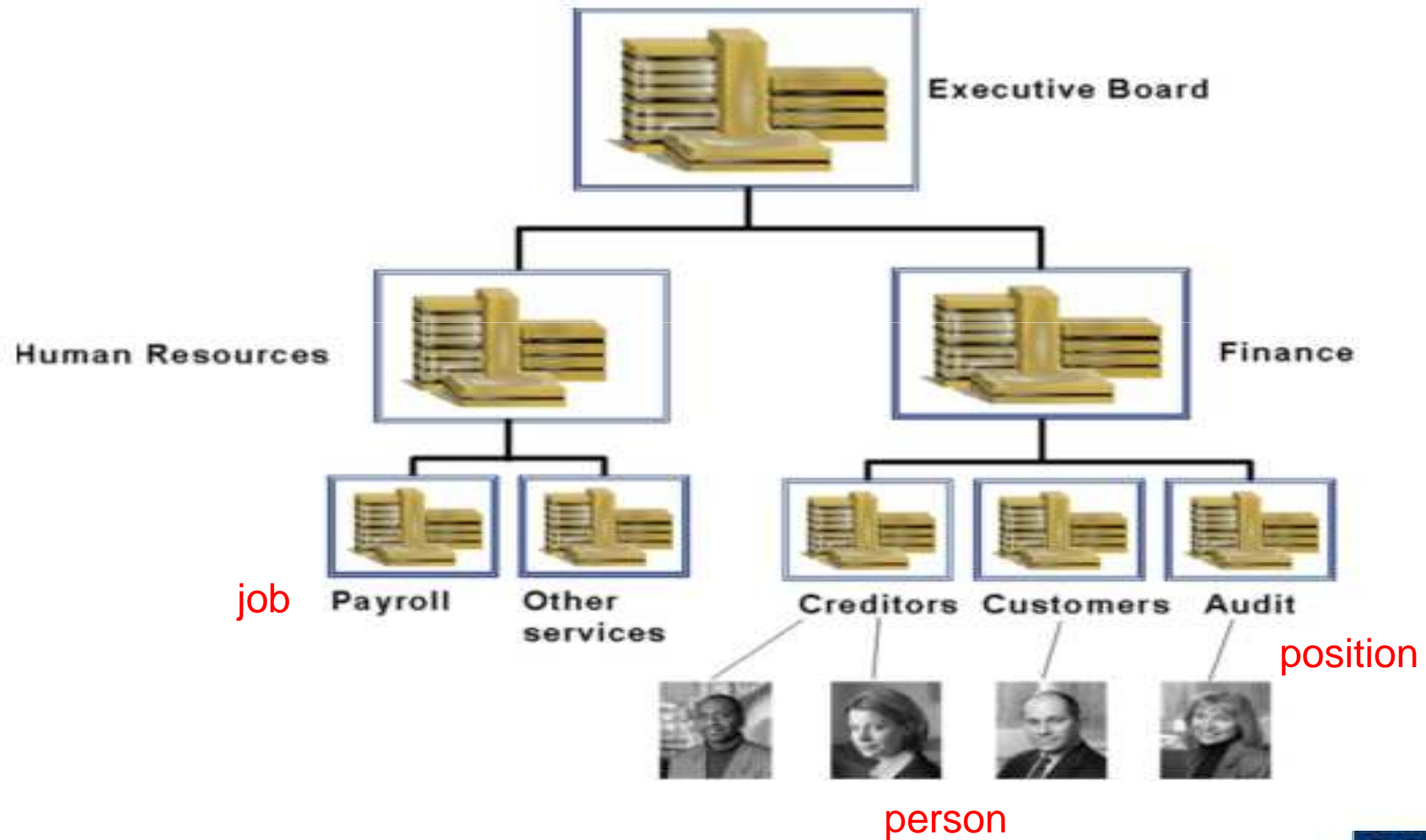
# HR Management



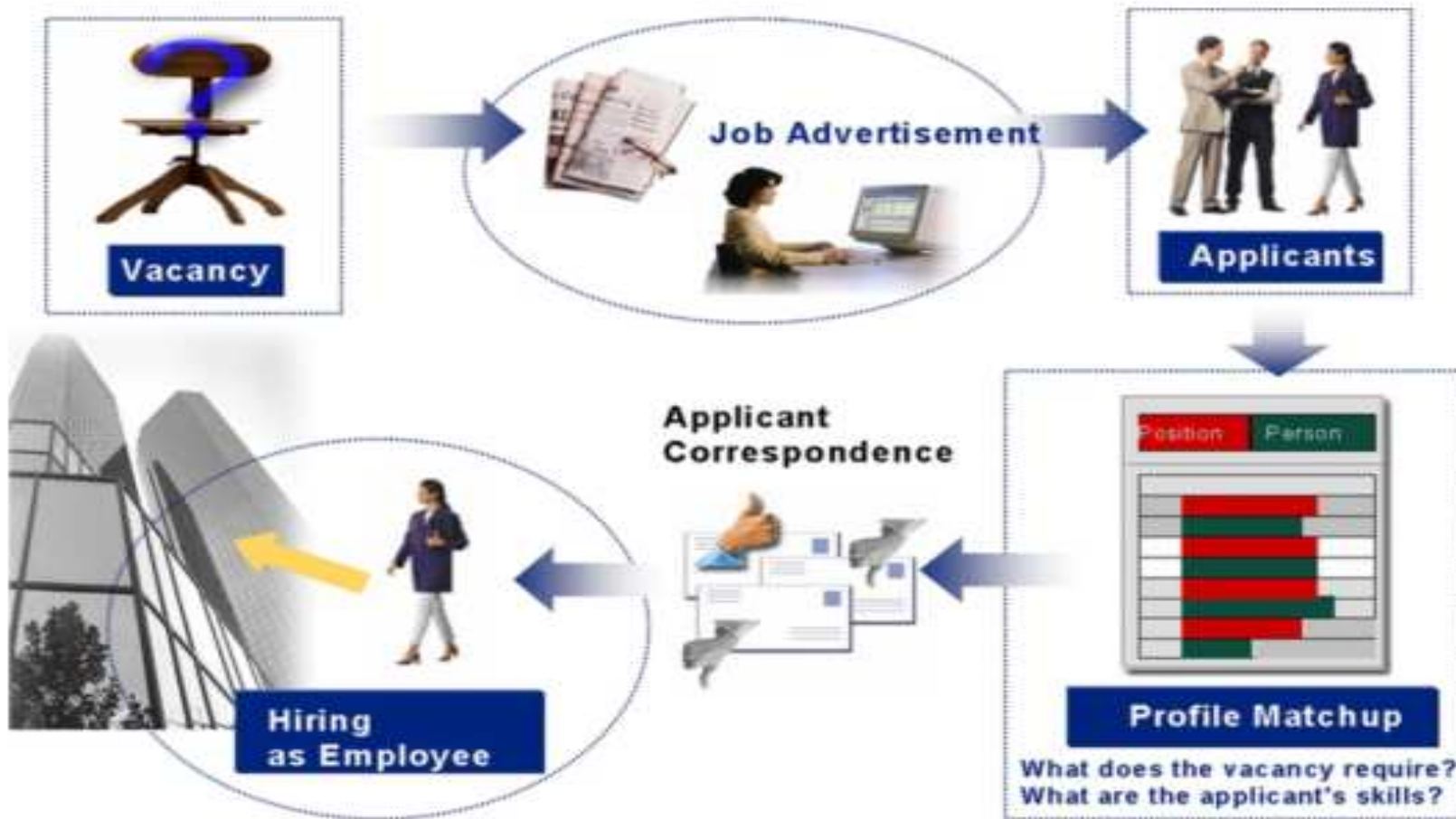
# Organizational Management

- Pengaturan **struktur organisasi**, termasuk fungsionalitas masing-masing posisi di dalamnya
- **Organizational Unit**: suatu unit bisnis pada bidang tertentu yg bisa dibagi menjadi area-area fungsional
  - Membentuk suatu struktur **hirarki**
- **Job**: suatu template tugas dan karakteristik tertentu yang bisa dikenakan pada beberapa position
  - Cth: sekretaris, manager, direktur, kepala bagian
- **Position**: suatu unit terkecil struktur organisasi, suatu posisi nyata yang mengambil tugas dari job
  - Cth: sekretaris HR department
- **Person**: menunjuk pada orang yang menempati position tertentu
  - Cth: Anton adalah manager HR

# Organizational Management



# Hiring Management



# HRM

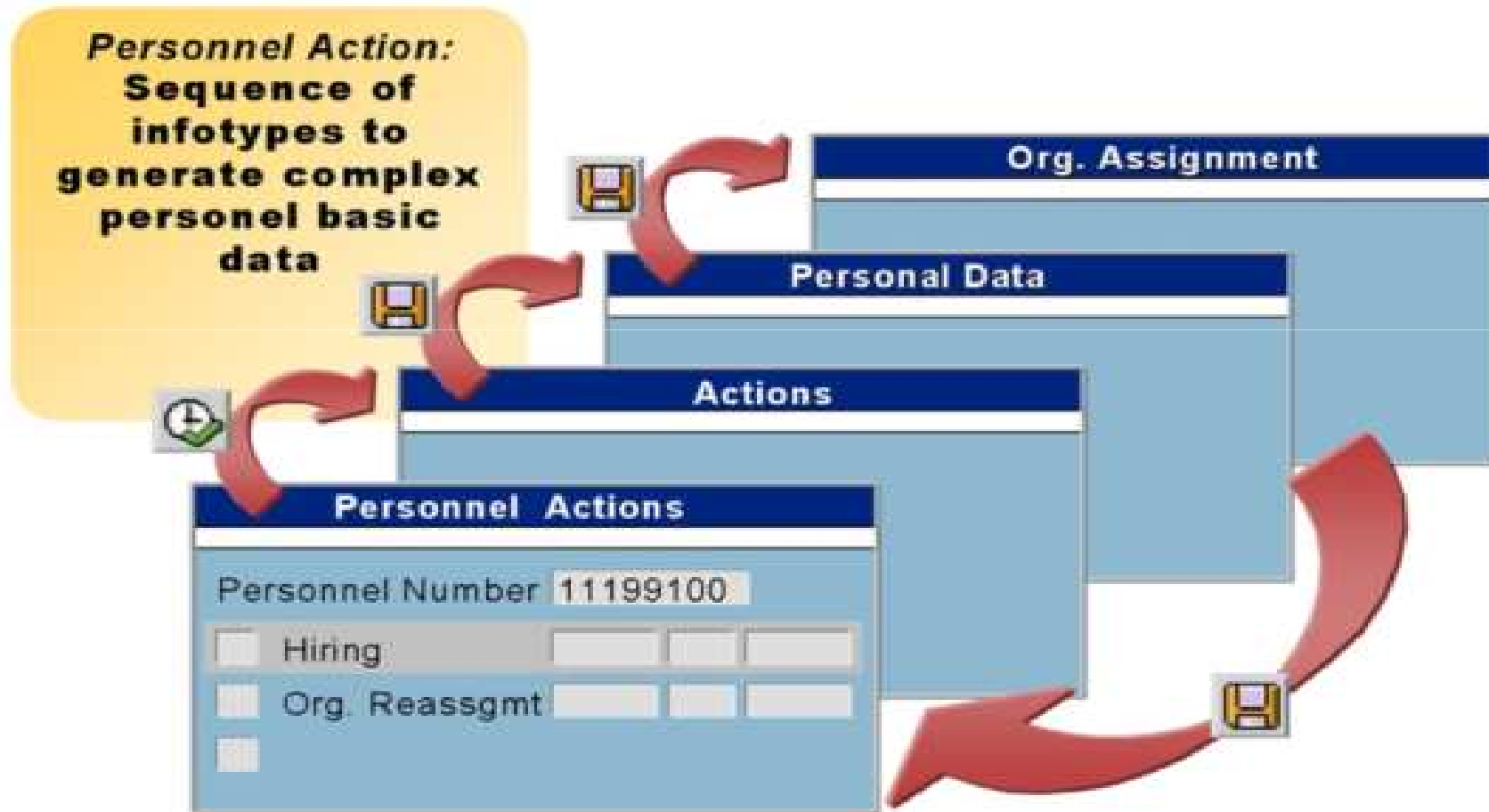
- Jika sudah jadi employee -> personnel administration (masuk dalam HRM master data)
- Calon pelamar juga dapat mendaftar online dengan aplikasi **Employment Opportunities**
  - Bisa cek status diterima / tidak
- Data-data employee disimpan dalam struktur data **Infotype**
  - Bisa add, edit, delete
  - Single-screen maintenance (one infotype for one person)
  - Personnel actions (sequence of infotypes for one person)
  - Fast entry (one infotype for multiple persons)

# Infotype



**Infotype: Grouping of data fields according to business aspects**

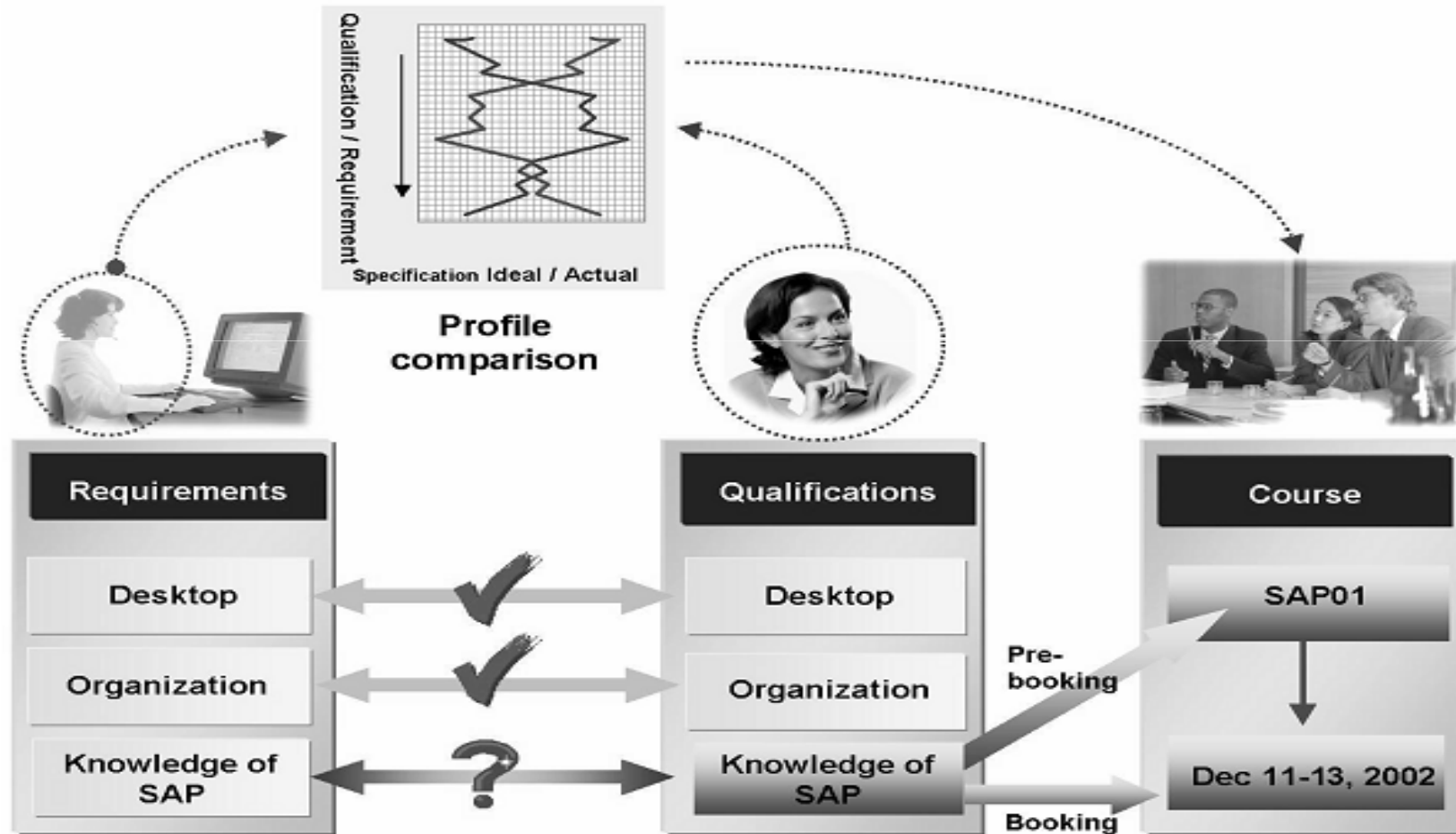
# Personnel Management



# Personnel Development



# Training & Event Management



# Training & Event Management

- **Business event preparation** mengumpulkan data untuk business event catalog, seperti lokasi dan jenis kursus yg akan diadakan.
- **business event catalog** kemudian disetup, terutama tanggal dan jenis eventnya.
- **the day-to-day activities** of booking, rebooking, or canceling business events oleh peserta.
- **The recurring activities**

# Training Possibility

**Participants**



**Book**



**Prebook**



**Replace**

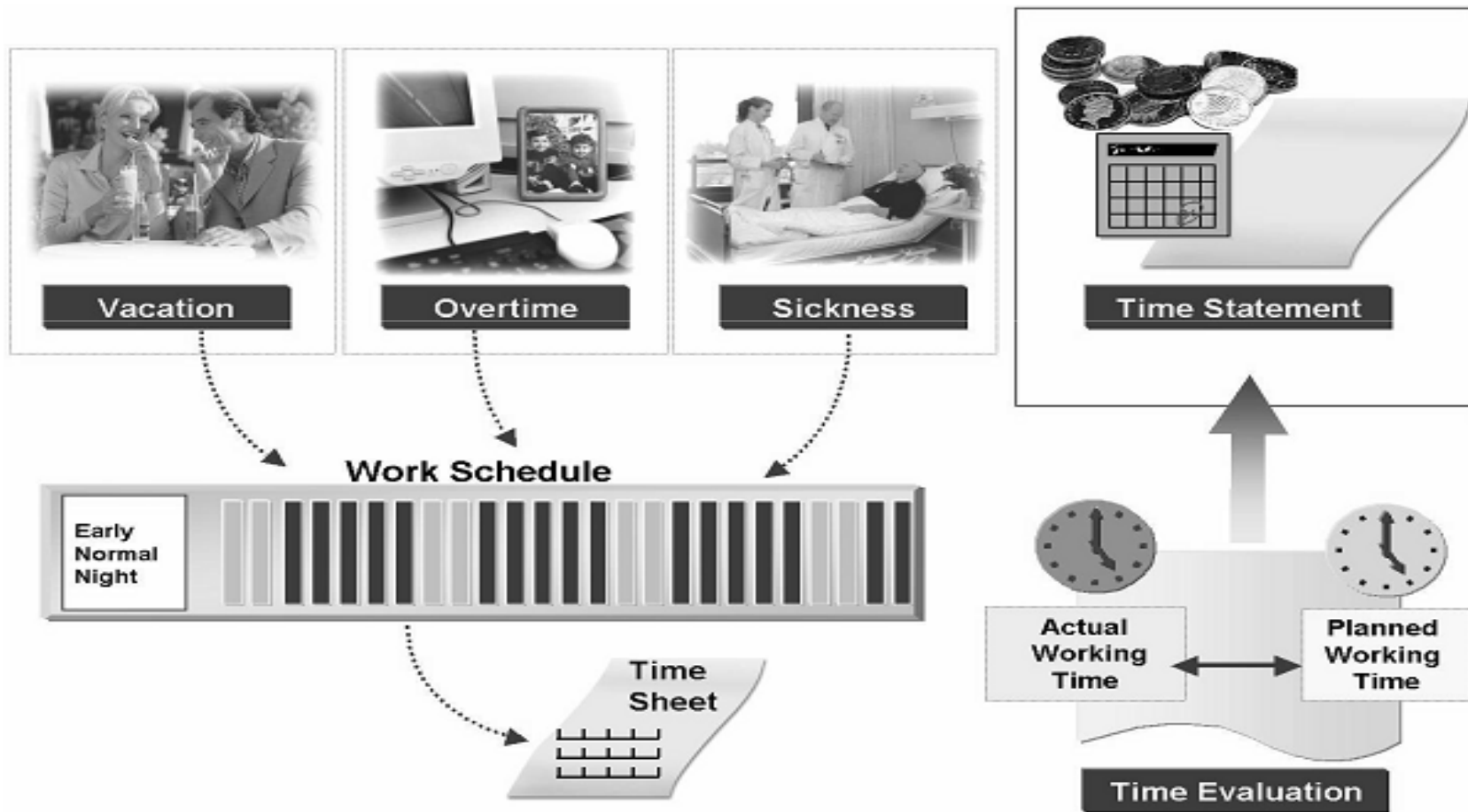


**Rebook**



**Cancel**

# HR Time Management



# Time Management Process



# Appraisal



360° appraisal

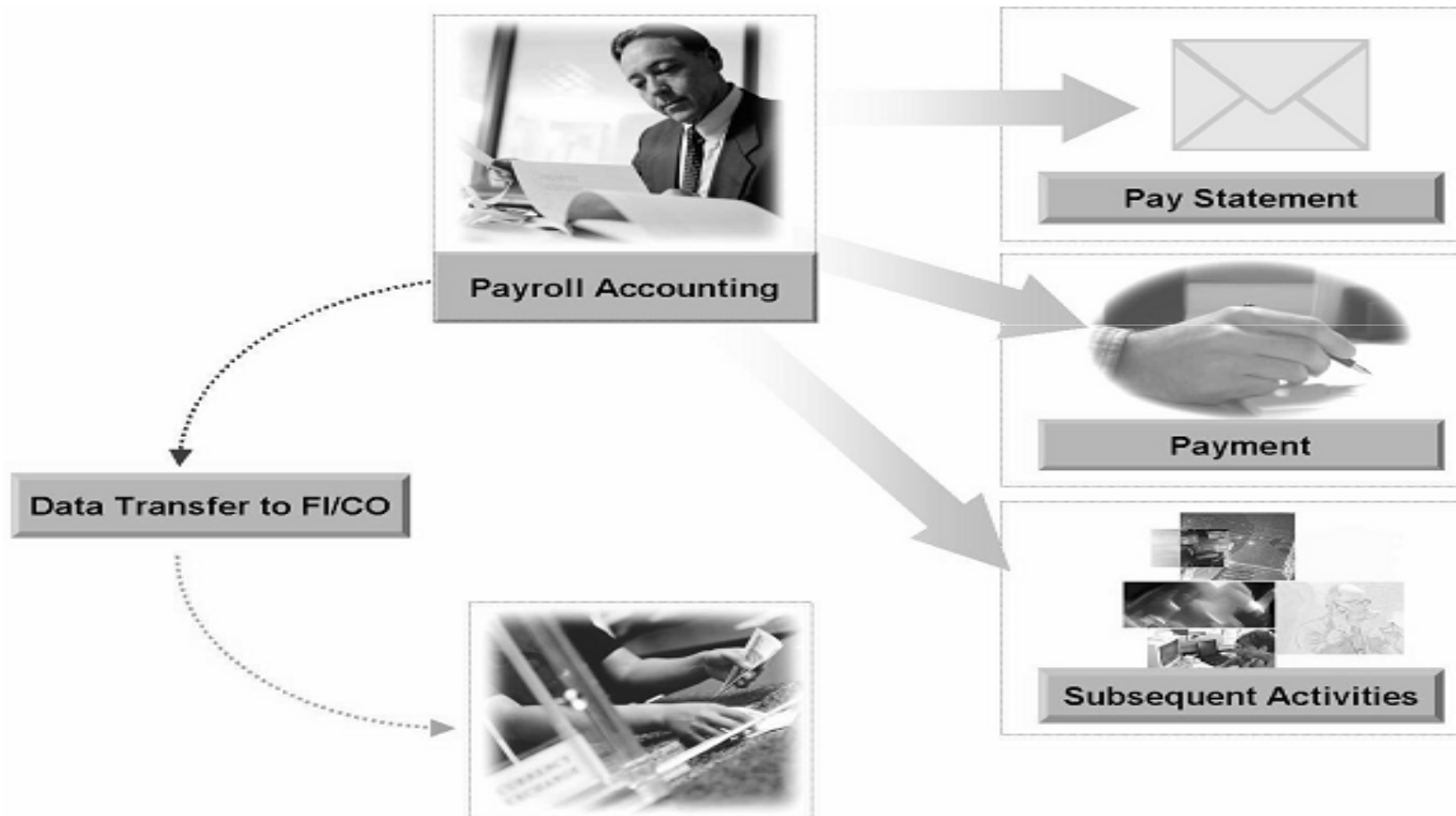
Personnel appraisal

Course appraisals

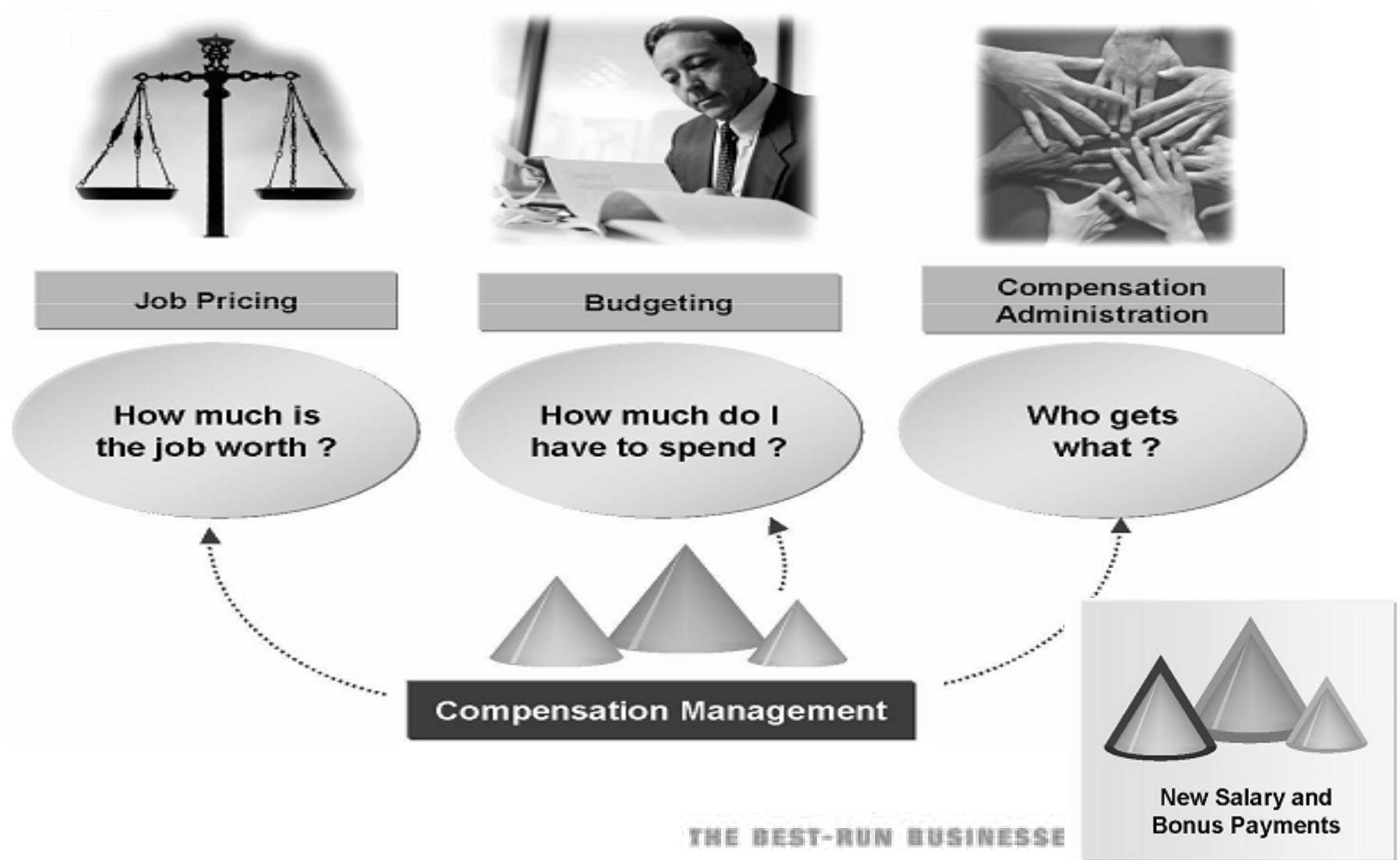
Surveys

Target setting and appraisals

# Payroll



# Compensation



# Employee Self Services

- Search the Who's Who
  - Ex: Anton pegawai apa
- View the calendar for company's events
- Check workflow work items
  - Alur kerja perusahaan
- Submit travel expenses
  - Jika perjalanan dinas
- Enter work times
  - Absen sendiri

# Manager Self Services

- Employee reviews
  - Penilaian pegawai
- Employees' change requests
  - Usulan kenaikan pangkat pegawai
- Monitoring : pengawasan kinerja
- Reporting : laporan bulanan bagi manager
- Recruitment pegawai
- Planning pegawai:
  - Componesation

# NEXT

- Management Accounting
- Kerjakan semua latihan 6!
  - 6.1 hiring new employee
  - 6.2 view employee
  - 6.3 assign person to another position
  - 6.4 assign employee qualification