

SAP HR MasterData Structures



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Knuzen SAP HCM Security

- My name is Niels Knuzen I am the founder of Knuzen SAP HCM Security. We were founded in 2006 and have since been focusing on SAP HCM & Security .
- We are today delivering security solutions across the entire SAP product portfolio but remain our focus in Security issues & Solutions related to SAP HCM.
- You will find contact information about us at:

www.knuzen.com



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SAP HR Master Data Structures

Session: Technical set up of SAP HR master data structures.

- We will in this session customize the structures related to SAP HR personnel administration and will focus on the customization of the structure.
- The customization will be related to the two main structures for SAP HR PA. This is the Enterprise structure and the Employee structure.
- In session II of SAP master data structures we will describe the thoughts and decisions you will have to take when deciding what the elements in the structures are supposed to reflect.



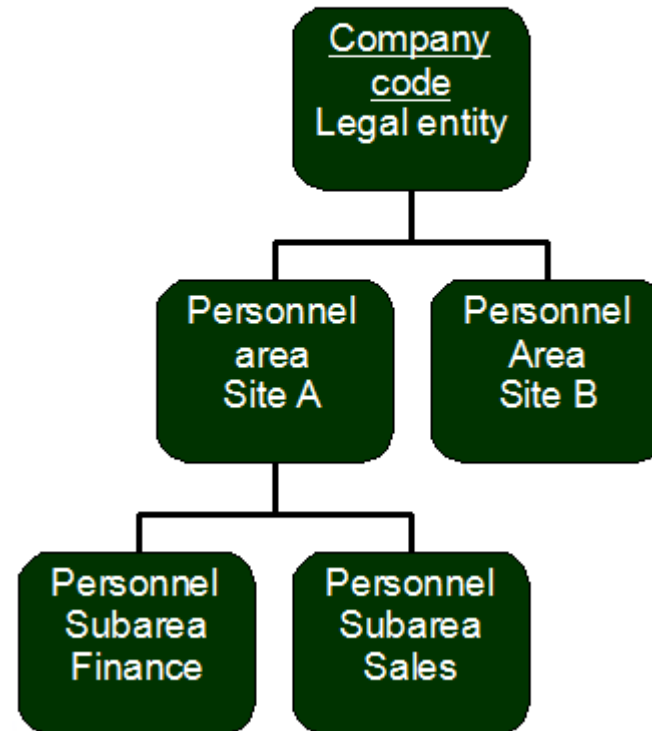
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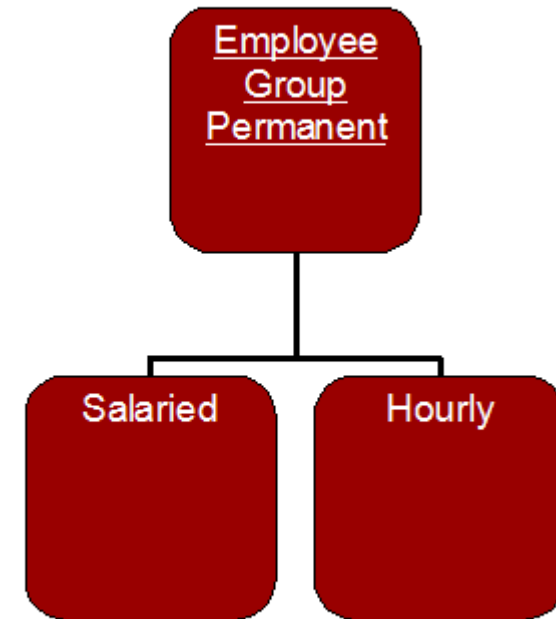
The two main structures in SAP HCM Personnel Administration



Enterprise structure



Personnel structure



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Enterprise Structure Customizing

The enterprise structure customization consist of the following elements:

- Personnel Area and
- Personnel Subarea.

The Company Code is also part of the enterprise structure but belongs to finance, so I will skip this element and concentrate on the HR elements.

Our task is to:

- Create a new personnel area KNZ3 for Ireland
- To create a new personnel subarea K300 for Ireland which reflects Shared service center for Finance and HR.



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Enterprise Structure Customizing

Enter the transaction SPRO

Press SAP Reference IMG

Go to enterprise structures

Create a personnel area

- Copy function

- Change the text

Create two personnel subareas

- Copy function

- Change the text

Assign the personnel area to a company code

- Control the company code assignment

- Control the country code assignment



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Personnel structure Customizing

The employee structure consist of the following elements:

employee group and
employee subgroup.

Our task is to:

- Create a new employee group 3 for Temporarily employees.

To create two new employee subgroups

- GH Hourly employees and
- GE Expatriated Employees



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Personnel structure Customizing

Enter SAP Reference IMG

Go to enterprise structures

Create an employee group

Copy function

Create two employee subgroups

Copy function

Change the text

Assign the employee subgroups to an employee group

Control the employee group assignment

Control the country code assignment



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Unit Test: Assigning employees to the structures.

- PA40 execution



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Unit Test: Assigning employees to the structures.

- PA40 execution: Does it work can I assign an employee to the new elements I just created?

- When the unit test is executed with success you should:

 - Release your customizing transport

 - Inform the business or release manager about the release.

 - Inform security about the new data elements – they need this information for their derived roles.



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Thanks for listening.

- You have learned how to customize the main SAP HR structures within personnel administration
- You find more information of the set up in our next session, which is related to the decisions which must be taken when customizing these structures.
- More info can be found on our web site:

www.knuzen.com



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