

# SAP HR MASTER DATA STRUCTURE THOUGHTS & DECISIONS



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# SAP HCM Master Data Decisions

## Knuzen SAP HCM Security

- My name is Niels Knuzen I am working as subject matter expert for Knuzen SAP HCM Security. Knuzen SAP HCM Security where founded in 2006 and have been focusing on SAP HCM & Security .
- We are today delivering security solutions across the entire SAP product portfolio, but remain our focus on SAP HCM Security issues & Solutions.
- You will find more information about us at:

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# SAP HCM Master Data Decisions

**Session: Thoughts and decisions related to setting up the SAP HR master data structures**

**We will in this session focus on those thoughts you must give the organizational structure, enterprise structure and personnel structure:**

## **Business considerations**

- 1.The structures must reflect those dimensions we use for reporting**
- 2.The reporting structure (line of command) must be represented.**
- 3.The dimensions must be intuitive to use.**
- 4.We want old system dimensions to be reflected.**
- 5.Only valid data should be open for selection**



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## The three main SAP HCM structures.

**OM: The organizational structure reflects the reporting structure where a line manager is in charge of his/ here employees O-S-P**

**PA: The enterprise structure reflects the company and locations. Functional aspects across country boundaries can also be reflected. This structure is a Finance / HR combined structure.**

**PA: The personnel structure reflects the employees belonging to the company and how they should be handled according to time, compensation and payroll.**



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## **The organisational structure.**

**The organisational structure should reflect the reporting structure so you don't need to maintain this in an alternative structure.**

**The org structure should also be closely aligned with the cost center hierarchy so you are able to assign cost centers to the structure. Keep the cost centers assignment on organisational units and handle deviations on positions only.**

**All active employees must be assigned a position for reporting, workflow and structural authorizations. This should also include externals.**



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## Display the OM Structure in SAP

**Show the organisational structure.**

**Show the divisions vs. country set up**

**The positions and job relations.**

**Show the manager relations which is across countries and/ or divisions.**



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## The Personnel Administration structures.

The Enterprise structure and the personnel structure from personnel administration are the two main structures for grouping the companies employees according to:

- validity,
- security control and
- reporting



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## Validity of data

The idea of creating those structures is to group your employees logical regarding maintenance of compensation, payroll and time management.

With the SAP HR PA structures you can restrict the availability of data so it's only those entries, which is relevant for the employee which shows up

This is handled through groupings & indicators in T001P\_ALL & T503\_ALL.



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## Validity of data EXAMPLE

Show IT0007 on 4008

Show example with work schedules

Show T508A, T503 & T001P



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## Authorizations Perspective.

The master data structures, which includes: personnel area, employee group/ subgroup and perhaps the personnel subarea through the organizational key are all dimensions, which can be used in P\_ORGINCON.

### Business needs

We need to restrict local administrators access to local employees.

HR employees are not allowed to see each others data.

HR partners must not access senior Mgt.

Board members must only be accessed by HR Senior partners.



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**Authorization perspective**

**Show the P\_ORGINCON in PFCG**



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## Reporting needs

Reporting is always needed and the needs are endless. If you during your decisions for dimensions set-up as many as possible you will be able to handle most reports.

Remember to set up the master data fields so they are reflecting one dimension otherwise you mess up the data discipline. E.g. Permanent, External, Temporary, **Director**



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**Decide from the start which master data fields, you which to set up for global use.**

**Reporting across countries is possible.**

**For location if e.g. pers. area is selected to describe this dimension please use the country abbreviation 2 characters and the last two characters to describe the specific location in the country.**

**Poland: PL10, PL20, PL30**

**Germany: DE10, DE20, DE30**

**Sweden: SE10, SE20, SE30**



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## Reporting needs

**Show Reporting**

**Flexible employee data –selections options**

**Employee List –Selection options**

**Object Manager -selection options**



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## Robust & Stable structures

**Future needs BizX, Successfactor  
Migration in case of merging, carve out in  
case of split up.**

**Customizing data all the work related with  
changes in PA structures.**

**Don't force the old systems structures down  
the throat of SAP HCM... create instead a  
customer specific infotype 9### and keep it  
here for historical sake and transition  
smooth.**



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## What to avoid

**Don't waist your structure dimensions on redundancy such as repeating the company code for personnel area.**

**Don't just copy the old system structures. Active, inactive and terminated is a status, which can be found on your employees personnel action record –it should not be repeated in the employee group.**

**Avoid to have different dimensions for different countries in a global set-up, it destroys reporting and authorizations.**



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**Thanks for listening.**

**You find more information of customization in our next session, which is related to SAP HCM security and structural authorizations.**

**More info can be found on our web site:**

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