SAP HR ERP User Guide

Introduction

The SAP Human Resources (SAP HR) module is a key component of SAP ERP, enabling organizations to manage personnel data, payroll processing, time management, and more. This guide provides step-by-step instructions for common HR tasks with navigation paths and placeholders for diagrams/screenshots.

Prerequisites:

- Access to SAP GUI or SAP Fiori (depending on your system setup).
- Valid user credentials provided by your system administrator.
- Basic knowledge of HR processes in your organization.

Section 1: Logging into SAP HR

Step 1: Open SAP Logon

1. Open the SAP Logon Pad on your desktop.
2. Select your system (e.g., "Production" or "PRD") from the list.
3. Click "Log On."
4. **[Screenshot 1: SAP Logon Pad]**

Step 2: Enter Credentials

1. Enter your **Username** and **Password.**
2. Click **Enter** or the green checkmark.
3. **[Screenshot 2: SAP Login Screen]**

Step 3: Navigate the SAP Easy Access Menu

1. After logging in, the **SAP Easy Access** screen appears.
2. Use the left-side menu to navigate SAP HR transactions.
3. Alternatively, use the command field at the top to enter transaction codes (e.g., **PA30** for Employee Master Data).
4. **[Screenshot 3: SAP Easy Access Menu]**

Section 2: Employee Master Data Management (PA30)

Step 1: Access Employee Master Data

1. Navigate to: `Human Resources > Personnel Management > Administration > HR Master Data > Maintain.`
2. Or enter **PA30** in the command field and press **Enter.**
3. **[Screenshot 4: PA30 Initial Screen]**

Step 2: Search for an Employee

1. Enter the **Personnel Number** in the "Personnel No." field.
2. Click **Enter.**
3. **[Screenshot 5: Employee Search]**

Step 3: Edit Employee Information

1. Select an **infotype** (e.g., Personal Data, Organizational Assignment).
2. Click **Change (Pencil Icon)** to modify details.
3. Enter new information and click **Save.**
4. **[Screenshot 6: Employee Details Update]**

Section 3: Payroll Processing (Transaction: PC00_M99_CIPE)

Step 1: Access Payroll Process

1. Navigate to: `Human Resources > Payroll > Payroll Processing.`
2. Or enter **PC00_M99_CIPE** in the command field.
3. **[Screenshot 7: Payroll Processing Screen]**

Step 2: Select Payroll Period

1. Enter **Payroll Area** (e.g., "XX").
2. Choose the **Payroll Period** (e.g., "March 2025").
3. Click **Execute (Green Checkmark).**
4. **[Screenshot 8: Payroll Period Selection]**

Step 3: Execute Payroll Run

1. Click **Start Payroll.**
2. Wait for the process to complete.
3. Review payroll log and check for errors.
4. **[Screenshot 9: Payroll Execution Log]**

Section 4: Time Management (Transaction: PT60)

Step 1: Access Time Evaluation

1. Navigate to: `Human Resources > Time Management > Time Evaluation.`
2. Or enter **PT60** in the command field.
3. **[Screenshot 10: Time Evaluation Initial Screen]**

Step 2: Select Evaluation Period

1. Enter the **Personnel Number.**
2. Choose the **Start and End Date.**

3. Click **Execute.**
4. <mark>**[Screenshot 11: Time Evaluation Period Selection]**</mark>

Step 3: Review Time Evaluation Results

1. Check logs for errors.
2. If necessary, correct attendance records and re-run the evaluation.
3. <mark>**[Screenshot 12: Time Evaluation Results]**</mark>

Section 5: Recruitment (Transaction: PB10)

Step 1: Access Recruitment Module

1. Navigate to: <mark>`Human Resources > Recruitment > Applicant Data.`</mark>
2. Or enter **PB10** in the command field.
3. <mark>**[Screenshot 13: Recruitment Initial Screen]**</mark>

Step 2: Create a New Applicant

1. Click **Create New Applicant.**
2. Enter **Personal Details, Qualifications, and Work Experience.**
3. Click **Save.**
4. <mark>**[Screenshot 14: Applicant Entry Screen]**</mark>

Step 3: Manage Applications

1. Search for an applicant using the **Applicant Number.**
2. Update status (e.g., "Interview Scheduled").
3. <mark>**[Screenshot 15: Application Status Update]**</mark>

Section 6: Troubleshooting Common Errors

Error Message	Solution
"Personnel number not found"	Ensure the correct personnel number is entered.
"Payroll period not open"	Contact HR admin to open payroll periods.
"Time evaluation error"	Check attendance records and correct any inconsistencies.

Section 7: Tips and Best Practices

- Use transaction codes (e.g., **PA30**, **PB10**) for quicker navigation.
- Save frequently used transactions in **Favorites** for easy access.
- Press **F1** on any field for help or **F4** for possible entries.
- Keep employee master data updated to avoid payroll and attendance issues.

How to Add Screenshots

1. Perform each task in your SAP system.
2. Use "Print Screen" or a snipping tool to capture key screens.
3. Paste the image in this document below the relevant step.
4. Label the screenshot (e.g., "Screenshot 1: SAP Logon Pad").

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