

## **SAP Consultant Certification**

### **Solution Consultant Human Resources - Management & Administration with mySAP ERP 2004**

Software components: SAP ERP Central Component 5.0

Certification exam is included in course THR14 and is also offered separately at many SAP locations.

Certification ID (Booking code): C\_THR14\_04

Certification duration: 3 hours

Number of certification questions: 80

Required certifications for participation in this certification test: None

Courses for certification preparation: THR10 (Management/Administration I), THR12 (Management/Administration II), THR14 (Management/Administration III (Case Study))

Please note that you are not allowed to use any reference materials during the certification test (no access to online documentation or to any SAP system).

The certification test Solution Consultant Human Resource - Management & Administration with mySAP ERP 2004 verifies the knowledge in the area of the mySAP ERP Human Capital Management solution for the consultant profiles “Management” and “Administration”. This certificate proves that the candidate has a basic understanding within these consultant profiles, and can implement this knowledge practically in projects.

The certification test consists of questions from the areas specified below:

#### **Topic Areas**

##### **1. Human Resource Essentials (++)**

- Structures in HCM
- Master data
- Benefits administration (only USA&Canada)
- Time Management
- Recruiting
- Learning and development
- Enterprise Compensation Management and Personnel Cost Planning
- End-User Service Delivery
- Analytic Functions
- Travel Management

##### **2. Master Data (+++)**

- Project Management
- Enterprise structure
- Organizational Structure
- Customizing master data infotypes
- Features
- Pay scale structure

- Wage type structure
- Infotype controls
- Personnel actions
- Dynamic actions
- Management of Global Employees

### 3. Authorizations (+)

- General authorization checks
- Indirect role assignment
- Structural authorization

### 4. Time Management (+++)

- Overview of Time Management
- Time management groupings
- Work schedules and Part Time Employees
- Time data recording and administration
- Absence and attendance counting
- Attendance and absence quotas
- Time Managers' Workplace (TMW)
- Cost assignment and activity allocation

### 5. Basic Payroll (++)

- Entering payroll data
- Organizing a live payroll run
- Payroll process
- Payroll reports
- Posting payroll results to accounting
- Bank transfers
- Process model

### 6. Organizational Management (++)

- Concepts of organizational management
- Organization and Staffing interface
- Expert mode
- Evaluations and reporting
- Manager's Desktop and Manager Self Service
- Customizing
- Integration Points

### 7. Reporting (+)

- Reporting methods
- Infoystems
- Logical databases and infosets
- Ad hoc query
- SAP query

- Payroll and time management infotypes
- HCM in BW and SEM

#### 8. Solution Manager (+)

- Solution Manager Overview

#### 9. Experiences from Implementations (Case Study or Project)\* (+)

- Setting up structures
- Integration and dependencies

\* = In topic area 9, you will be tested on cross-topic implementation and integration issues. Implementation and integration knowledge that refers to a specific area (such as Time management groupings) will be tested in the relevant topic (such as Time Management).

Amount of questions by topic (as percentage of test):

- + = 1 - 10%
- ++ = 11 - 20%
- +++ = over 20%

No responsibility is taken for the correctness of this information. Copyright © SAP AG 2005

### **Certification Test**

**SAP Consultant Certification Solution Consultant Human Resources - Management & Administration with mySAP ERP 2004**

### **Booking Code**

- C\_THR14\_04

### **Software**

- Software components: SAP ERP Central Component 5.0

### Number of Questions

80

### Duration

180 minutes

### Notes

- Please note that you are not allowed to use any reference materials during the certification test (no access to online documentation or to any SAP system).
- The certification test Solution Consultant Human Resource - Management & Administration with mySAP ERP 2004 verifies the knowledge in the area of the mySAP ERP Human Capital Management solution for the consultant profiles “Management” and “Administration”. This certificate proves that the candidate has a basic understanding within these consultant profiles, and can implement this knowledge practically in projects.

### Competency Areas

The following list helps you to identify the competency areas covered in this test. The percentage indicates the portion of the test dedicated to a particular competency area.

#### Way(s) to attain

Competency	Importance	Topic	Primary Alternative Other
Human Resource Essentials	11-20%	Benefits administration (only USA&Canada)	THR10 HR050
		Master data	THR10 HR050
		Structures in HCM	THR10 HR050
		Enterprise Compensation Management and Personnel Cost Planning	THR10 HR050
		Learning and development	THR10 HR050
		Recruiting	THR10 HR050

Time Management THR10 HR050

---

Travel Manament THR10 HR050

---

Analytic Functions THR10 HR050

---

End-User Service Delivery THR10 HR050

---

---

Master Data

> 20%

Project Management THR10 HR305

---

Customizing master data infotypes THR10 HR305

---

Organizational Structure THR10 HR305

---

Enterprise structure THR10 HR305

---

Pay scale structure THR10 HR305

---

Features THR10 HR305

---

Mangement of Global Employees THR10 HR305

---

Dynamic actions THR10 HR305

---

Personnel actions THR10 HR305

---

Wage type structure THR10 HR305

---

Infotype controls THR10 HR305

---

---

Authorizations

< 10%

Structural authorization THR10 HR940

---

Indirect role assignment THR10 HR940

---

General authorization checks                      THR10 HR940

---

---

Time Management	> 20%	Time Managers' Workplace (TMW)	THR12 HR306
		Attendance and absence quotas	THR12 HR306
		Absence and attendance counting	THR12 HR306
		Time data recording and administration	THR12 HR306
		Work schedules and Part Time Employees	THR12 HR306
		Time management groupings	THR12 HR306
		Overview of Time Management	THR12 HR306
		Cost assignment and activity allocation	THR12 HR306

---

---

Basic Payroll	11-20%	Entering payroll data	THR12 HR110
		Organizing a live payroll run	THR12 HR110
		Payroll process	THR12 HR110
		Payroll reports	THR12 HR110
		Posting payroll	THR12 HR110

---

results to  
accounting

---

Bank transfers      THR12 HR110

---

Process model      THR12 HR110

---

---

Organizational  
Management

11-20%

Concepts of  
organizational  
management

THR12 HR505

---

Organization and  
Staffing interface

THR12 HR505

---

Expert mode

THR12 HR505

---

Evaluations and  
reporting

THR12 HR505

---

Manager's Desktop  
and Manager Self  
Service

THR12 HR505

---

Customizing

THR12 HR505

---

Integration Points

THR12 HR505

---

---

Reporting

< 10%

Reporting methods

THR12 HR580

---

Infoystems

THR12 HR580

---

Logical databases  
and infosets

THR12 HR580

---

Ad hoc query

THR12 HR580

---

SAP query

THR12 HR580

---

Payroll and time  
management  
infotypes

THR12 HR580

---

HCM in BW and

THR12 HR580

SEM

---

---

Solution Manager	< 10%	Solution Manager Overview	SM001
------------------	-------	---------------------------	-------

---

---

Experiences from Implementations (Case Study or Project)	< 10%	Setting up structures	THR14
		Integration and dependencies	THR14

---