

R/3 SYSTEM

If you want an integrated Human Resources Management System, then you also want a system that gives you optimum support in all areas of Human Resources Management; from Personnel Planning and Recruitment, to Personnel and Salary Administration, Payroll, and Personnel Development.

PRODUCT OVERVIEW...

HR HUMAN RESOURCES

BENEFIT FROM A FULLY INTEGRATED HUMAN RESOURCES MANAGEMENT SYSTEM

ENTER EMPLOYEE DATA ONCE ONLY

Optimize the processes of your personnel department by updating employee data when information becomes available; the unlimited archiving capabilities of the HR System enable you to modify previous evaluated data and automatically update or backdate all corresponding reporting and evaluation procedures. You can enter your data into the HR System by using the appropriate single or fast entry functions, which fulfill the most modern and sophisticated ergonomic requirements, and enable your employees to enter their own data

into the system. All processed data can be accessed directly by all other applications. This provides you with a uniform data base which, combined with comprehensive security, ensures maximum data protection for decentralised use of the HR System.

OPEN TO NEW WORK SCHEDULE MODELS

No matter how you manage the work schedules in your company, HR Time Management enables you to link the entering, evaluation, and processing of work schedules, work orders, and costs to give you a completely integrated solution. HR saves you time and expense by handling time-consuming work related to collective agreements or company rules. Your time data is processed further in Payroll, Cost Accounting and Plant Maintenance. As a vendor of integrated HR software, we see Time Management as part of a total system which supports the processes of planning, controlling, and administration within Human Resources Management.

SALARY ADMINISTRATION AND PAYROLL: AN EASY-TO-USE TOOL

The HR System provides you with an easy-to-use tool for managing salary administration and payroll. Our Salary Administration assists you with salary reviews by offering you a tool to utilize matrices assigning default salary changes. Close integration with Payroll and other HR modules, such as Time Management and Travel Expenses, saves

Change Organiz. assignment (Infotype 0001)

HR master data Process Goto Environment System Help

Previous Next Overview

PersNo 00005677 Mr. John Johnson
 Plant Lester Active workforce
 Philadelphia Payscale Staff SSN 999-99-9998

Valid 01/01/1993 03/31/1994 Chnge 01/20/1994 MBRAUN

Corporate structure

Company cde	US01 SAP Inc.	Leg. entity	0001
Plant	US01 Plant Lester	Plant sec.	0001 Philadelphia
Cost center	1209	Bus. area	0001 Business area 1

Personnel structure

Person gr.	1 Active workforce	P. subunit	U2 RP-U: monthly
P. subgroup	U4 Payscale Staff	Contract	03 Mo. wage earner

Organizational structure

Position	120987 Financial accountant
Job Code	37 Accountant
Exempt ind	E
Org. unit	120912 Accounting
Org. key	US01

Data entry

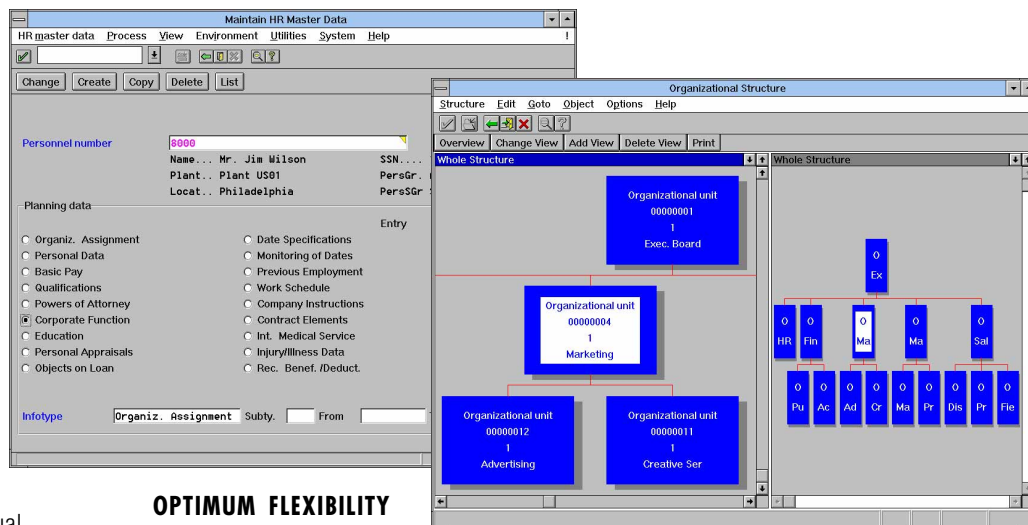
HR clerk	001 Judy Thompson
Time clerk	002 Willie Richardson
Payr. clerk	003 Al Martin

OVR NUM 13:57



HR HUMAN RESOURCES

you unnecessary manual data entry and interface problems. You can calculate a paycheck statement for an individual employee at any time for test purposes, simulation, or when an employee leaves the company before the official payroll has been produced. Fully-integrated statutory reporting, registrations, and statistical evaluations always provide you with the most current data, helping to avoid time-consuming manual calculations.



OPTIMUM FLEXIBILITY FOR THE SOLUTION THAT IS BEST FOR YOU

The Human Resources Management System offers you high performance functionality which can be used stand-alone or in combination with other SAP® applications such as Logistics or Finance. The modular structure of the HR System allows for its implementation on a step-by-step basis. Moreover, full integration of the HR System offers you a number of decisive advantages. Standardized data management makes interfaces unnecessary and ensures the highest possible degree of data security. Customizing tools, standardized reporting, and the graphical user interface minimize the time required for system implementation, training and maintenance. Furthermore, the R/3 System permits you to use non-application specific functions including word processing, graphic programs, spreadsheets, mailing, and optical archiving.

THE HR SYSTEM IS MADE UP OF THE FOLLOWING BUSINESS AREAS:

PA Personnel Administration:

- Master Data
- Payroll
- Time Management
- Applicant Administration
- Travel Expenses

PD Personnel Planning and Development:

- Organization and Planning
- Workplace and Job Description
- Qualifications/Requirements
- Career- and Succession-Planning
- Cost Planning
- Seminar & Convention Management
- Workforce Planning
- Shift planning

TECHNOLOGY AND SERVICE

R/3 software is based on Client/Server Architecture. R/3 is designed as an open system for use on operating systems from a variety of vendors. Along with the software, SAP offers you a complete spectrum of services: professional consulting in organizational and technical issues ranging from project planning to system implementation; qualified staff training, and 24-hour hotline support.

SAP's quality management system for software development meets the international ISO 9001 standards.

Find out more. Just call or write us.

COMPREHENSIVE HUMAN RESOURCES PLANNING: THE BASIS FOR EFFICIENT HR MANAGEMENT

In addition to excellent functionality for administrative tasks and payroll accounting, HR includes Organization and Planning which enables you to create and display any organizational structure. You can use this organizational structure as a basis for the planning of your personal costs, resources, and evolution. The ability to archive data and then integrate it into Personnel Administration makes it considerably easier for you to plan future requirements. By using HR, you can process your job applications easily and optimize your recruitment. Fully integrated functions assist you with your personnel development planning. Job specifications, qualification profiles, and career planning modules enable you to achieve the required transparency for your effective career planning. Seminar & Convention Management enables you to plan and manage training events and finally, Personnel Cost Planning supports your budget projections and "what if" scenarios based either on planned or actual costs.