

PROJET			
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Paramétrage hr

V 1.0 30/08/2019

Historique des révisions				
Version	Date	Description	Auteur	Statut
V 1.0	30/08/2019	Création du document	ITY Consulting	initialisation
V1.1		C		Vérification
				Validation

ITY Consulting	Projet SAP Blue infinite 3.0	Client : Groupe Voltaire
Paramétrage Structure organisationnelle	V 1.0	30/08/2019

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1- Objectif et contenu du document

Ce document permet de retracer les points de paramétrage effectués par la Société ITY Consulting comme attendus par le client Groupe Voltaire pour démarrer une gestion de ses employés

Vous y trouverez les codes de transaction ou les chemins à suivre dans le SPRO, avec des copies d'écran illustratives.

2- Définition des éléments hr

a. Définition domaine du personnel

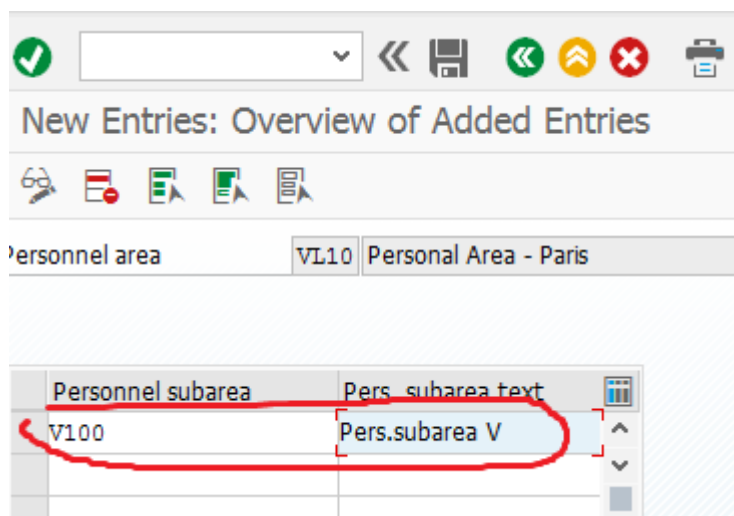
Spro → img → entreprise structure → definition → hr → personal areas

The screenshot shows the SAP SPRO configuration interface. At the top, there is a toolbar with a green checkmark, a dropdown menu showing 'spro', and several icons for navigation and actions. Below the toolbar, the title 'New Entries: Details of Added Entries' is displayed. Underneath the title, there is a search icon and several navigation icons. The main content area is divided into two sections. The top section, titled 'Personnel area', shows a list of entries. The bottom section, titled 'Personnel Areas', shows a detailed view of the 'Personnel Areas' entry.

Personnel Areas	
Street and House No.	Boulevard Camps Elysees
PO Box	
Postal Code	75008
City	Paris
Country Key	FR
Region	75
County code	
City code	

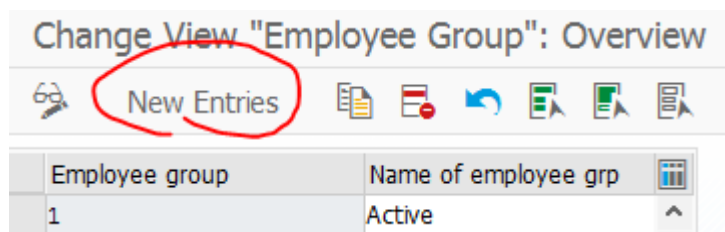
b. Définition du sous-secteur du personnel

Spro → img → enterprise structure → definition → hr → personal subarea



c. Définition des groupes d'employés

Spro → enterprise structure → definition → hr → define employee groups



New Entries: Overview of Added Entries

Save

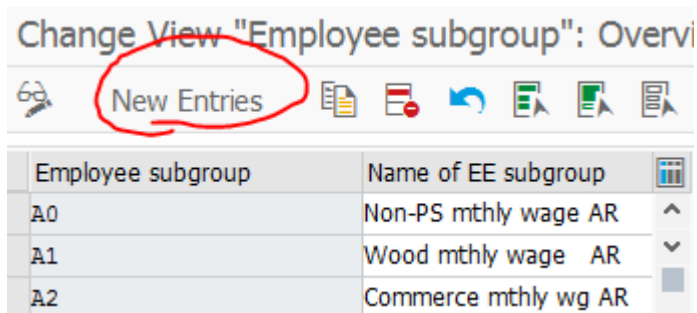
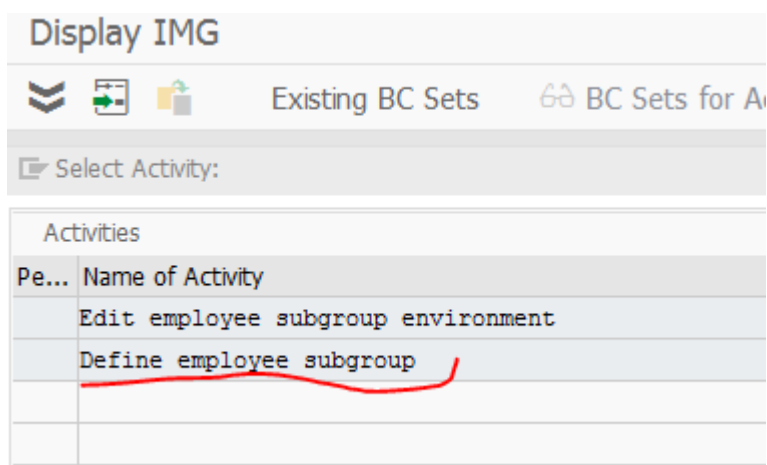
Employee group	Name of employee grp
F	Manager
G	Ingenieur
H	Employé qualifié
I	Stagiaires

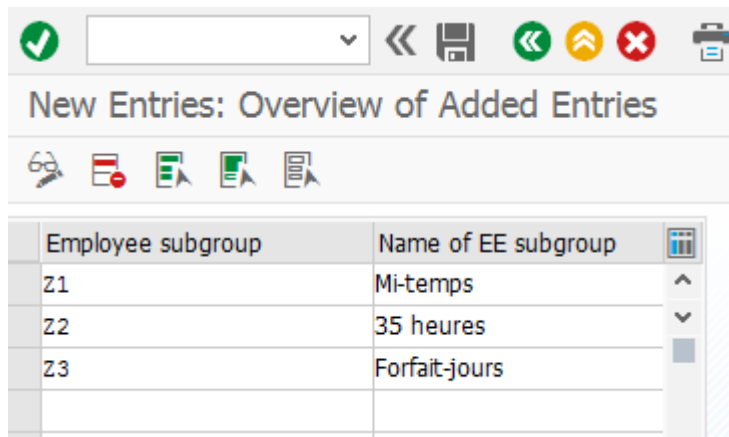
Change View "Employee Group": Overview

Employee group	Name of employee grp
1	Active
2	Retiree/pensioner
3	Early retiree
4	Apprentices
5	Terminated
6	Inactive Employees
7	Temporary/Seasonal
8	Expatriate
9	External employee
B	Non-holders (PS)
C	Holders (PS)
D	Contractor
F	Manager
G	Ingenieur
H	Employé qualifié
I	Stagiaires
M	

d. Définition des sous-groupes d'employés

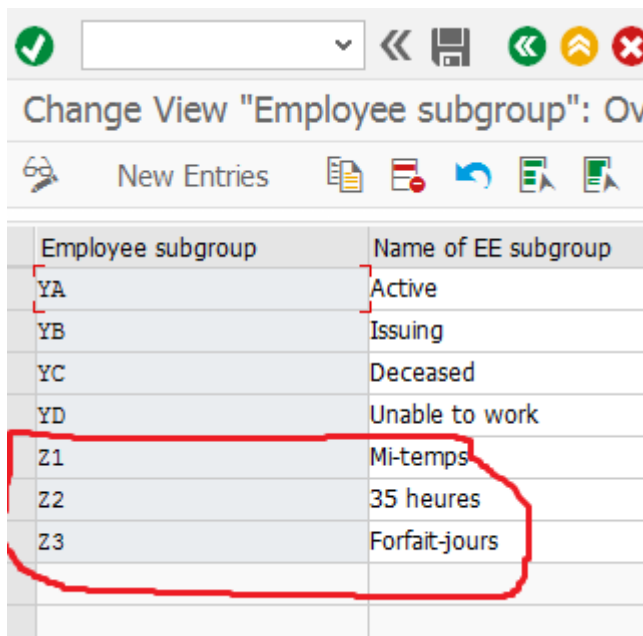
Spro → enterprise structure → definition → hr → define employee subgroups





Employee subgroup	Name of EE subgroup
Z1	Mi-temps
Z2	35 heures
Z3	Forfait-jours

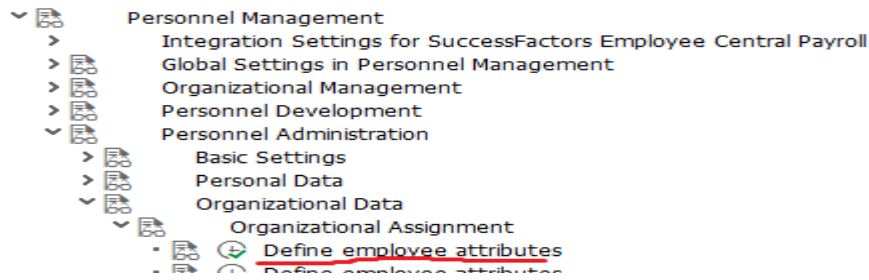
Save



Employee subgroup	Name of EE subgroup
YA	Active
YB	Issuing
YC	Deceased
YD	Unable to work
Z1	Mi-temps
Z2	35 heures
Z3	Forfait-jours

e. Définition des attributs des employés

Spro → img → Personal management → Personal administration → Organization data → Organization assignment → Define employee attributes



Determine Work Area: Entry

Field Name	Work Area
Country Grouping	06

☒ Further select cond.

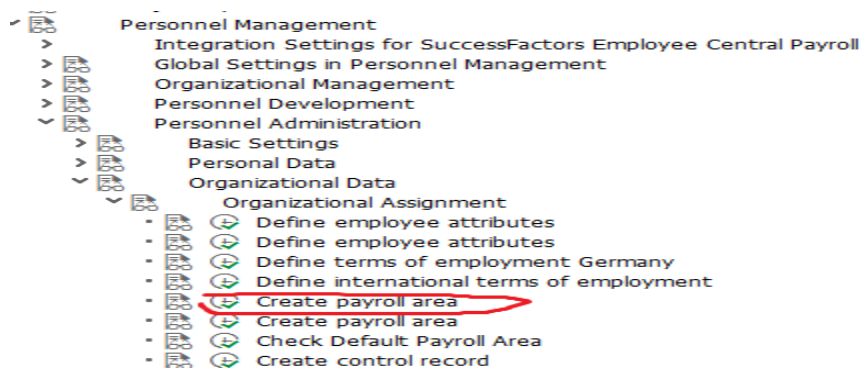
<p>1</p> <p>Activity status</p> <p>The activity status can be set as follows:</p> <ul style="list-style-type: none"> 1 = Active employee 2 = Retiree 3 = Early retiree 9 = Other 4 = Part-time work for retirees 	<p>2</p> <p>Employment status</p> <p>Use</p> <p>The employment status can be set as follows:</p> <ul style="list-style-type: none"> 1 = Industrial worker/hourly paid worker 2 = Salaried employee 3 = Civil servant 9 = Other 	<p>3</p> <p>Training status</p> <p>The training status can be set as follows:</p> <ul style="list-style-type: none"> 1 = Trainee/apprentice 2 = Trained 9 = Other
---	---	--

F	Z1	Mi-temps	1	1	2
F	Z2	35 heures	1	1	2
F	Z3	Forfait-jours	1	1	2
G	Z1	Mi-temps	1	1	2
G	Z2	35 heures	1	1	2
G	Z3	Forfait-jours	1	1	2
H	Z1	Mi-temps	1	1	2
H	Z2	35 heures	1	1	2
H	Z3	Forfait-jours	1	1	2
I	Z1	Mi-temps	1	1	2
I	Z2	35 heures	1	1	2

Save

f. Création de l'espace de paie

Spro → personnel management → personnel administration → organizational data → create payroll area



Payroll area	Payroll area text	Payroll for PA
EF		<input checked="" type="checkbox"/>
01	Monthly	<input checked="" type="checkbox"/>
02	Semi-monthly	<input checked="" type="checkbox"/>
03	Weekly	<input checked="" type="checkbox"/>
04	Bi-weekly	<input checked="" type="checkbox"/>
06	Annually	<input checked="" type="checkbox"/>
0V	Monthly Payroll VE	<input checked="" type="checkbox"/>
10	Quarterly	<input checked="" type="checkbox"/>
1V	Weekly Payroll VE	<input checked="" type="checkbox"/>
2V	Fortnightly Pyll VE	<input checked="" type="checkbox"/>
31		<input checked="" type="checkbox"/>
90	Monthly PH	<input checked="" type="checkbox"/>
91	Semi-monthly PH	<input checked="" type="checkbox"/>
92	Weekly PH	<input checked="" type="checkbox"/>
93	Fortnightly PH	<input checked="" type="checkbox"/>
94	Monthly-Wage Earners	<input checked="" type="checkbox"/>
99	Non-payroll-relevant	<input type="checkbox"/>
A1	HR-A: Monthly	<input checked="" type="checkbox"/>
AA	HR-AR:Mensual	<input checked="" type="checkbox"/>
AB	HR-AR:Semi-mensual	<input checked="" type="checkbox"/>


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
3- Affectation des éléments hr

a. Affectation du domaine du personnel à la société

Spro→img→entreprise structure→assignment→hr→management→assign
personal area to company code

Change View "Assignment of Personnel Area to Company Code": C










Pers.area	Personnel Area Text	Company Code	Company Name	Ctry C
SG01	Plant Singapore 1	SG01	SAP Asia	25
SG02	Plant Singapore 2	SG01	SAP Asia	25
SI01	Slovenian Company	SI01		62
SK01	Slovak Republic Company	SK01	Country Template SK	31
TH01	Personnel Area TH01	TH01	Country Template TH	26
TR01	Personnel area TR01	TR01	Country Template TR	47
TW01	Taiwan personnel area	TW01	Country Template TW	42
UA01	Ukraine	UA01	Country Template UA	36
UN01	NPO Personnel Area 1	<input checked="" type="checkbox"/>		
UN02	NPO Personnel Area 2	<input checked="" type="checkbox"/>		
UN03	NPO Personnel Area 3	<input checked="" type="checkbox"/>		
US01	United States Headquarter	US01	Country Template US	10
US02	US Product A	US01	Country Template US	10
US03	US Product B	US01	Country Template US	10
US04	US Subsidiary A	US01	Country Template US	10
USPS	US Public Sector	US01	Country Template US	10
VE01	Area de personal Venezolan...	VE01	Country Template VE	17
VE02	Modelo de Compañia II Vzla	VE01	Country Template VE	17
VL10	Personal Area - Paris	VLTR		
XX01	Personnel area XX01	0001	SAP A.G.	99

b. Affectation sous-groupes employés aux groupes d'employés





Spro → enterprise structure → assignment → hr → management → assign employee subgroups to employee groups

Change View "Country Assignment for Employee Group"

 New entries       Var. list

EEGrp	Name of employee grp	ESgrp	Name of EE subgroup
1	Active	A0	Non-PS mthly wage AR
1	Active	A1	Wood mthly wage AR
1	Active	A2	Commerce mthly wg AR
1	Active	A3	Confid. mthly wageAR
1	Active	A4	Wood hrly wage AR
1	Active	A5	Commerce hrly wg AR

New Entries: Details of Added Entries

   Var. list 

EE group agiaires

EE subgroup 35 heures

C..	Name of HR country grpg	Allowed
01	Germany	<input type="checkbox"/>
02	Switzerland	<input type="checkbox"/>
03	Austria	<input type="checkbox"/>
04	Spain	<input type="checkbox"/>
05	Netherlands	<input type="checkbox"/>
06	France	<input checked="" type="checkbox"/>
07	Canada	<input type="checkbox"/>
08	Great Britain	<input type="checkbox"/>
09	Denmark	<input type="checkbox"/>

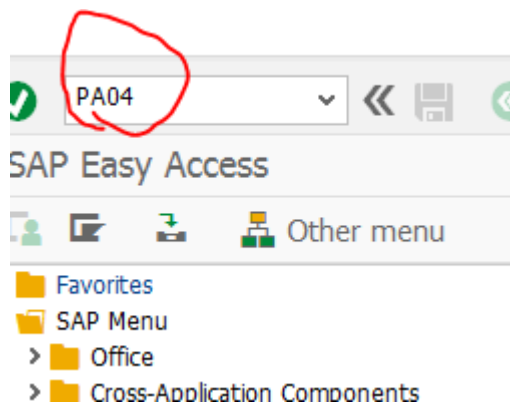
Change View "Country Assignment for Employee Grp

New entries

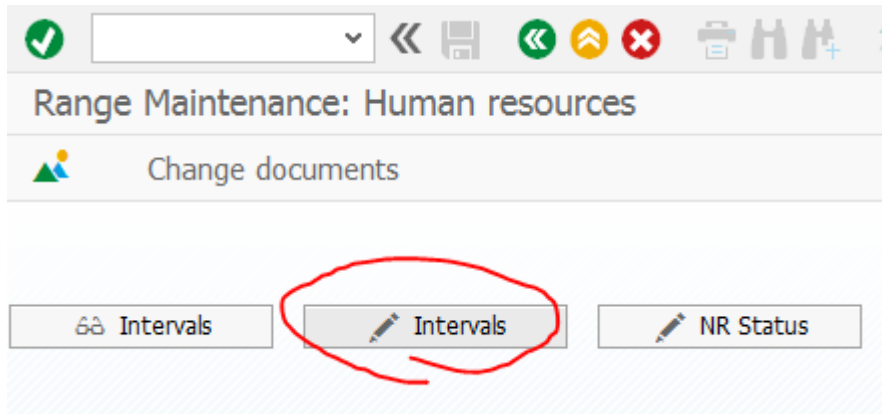
EEGrp	Name of employee grp	ESgrp	Name of EE subgroup
D	Contractor	KY	Semiskilled
D	Contractor	KZ	Unskilled
F	Manager	Z1	Mi-temps
F	Manager	Z2	35 heures
F	Manager	Z3	Forfait-jours
G	Ingenieur	Z1	Mi-temps
G	Ingenieur	Z2	35 heures
G	Ingenieur	Z3	Forfait-jours
H	Employé qualifié	Z1	Mi-temps
H	Employé qualifié	Z2	35 heures
H	Employé qualifié	Z3	Forfait-jours
I	Stagiaires	Z1	Mi-temps
I	Stagiaires	Z2	35 heures

4- Création des employés

a. Création intervalle de tranche de numéros pour les matricules



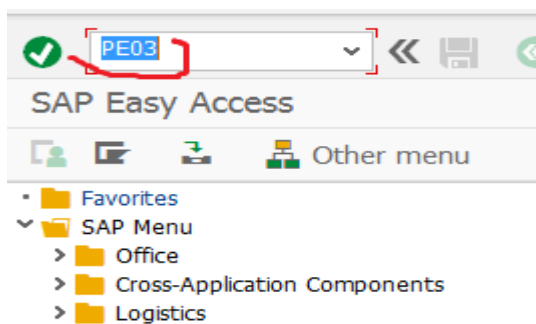
Enter



Maintain Intervals: Human resources

From No.	To Number	NR Status	Ext
00000001	90000000	0	<input checked="" type="checkbox"/>
90000001	99999999	0	<input checked="" type="checkbox"/>

b. Mise à jour de la fonctionnalité NUMKR/ Update the NUMKR feature



Enter

Features: Initial Screen

Feature: NUMKR Infotype 0000 (Actions)

Subobjects

- ☒ Decision tree
- ☐ Attributes
- ☐ Documentation

Display Change

Process feature NUMKR: decision tree

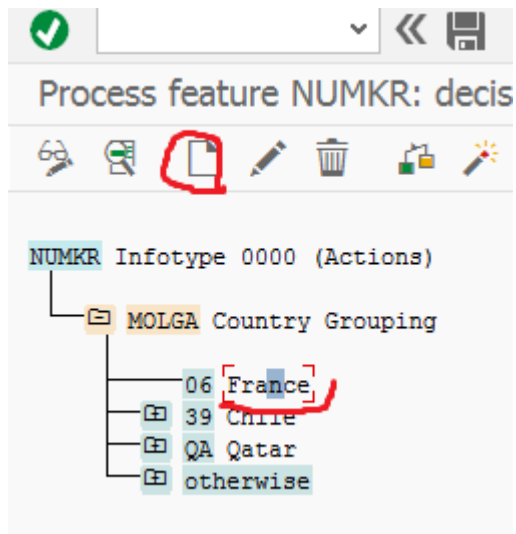
NUMKR Infotype 0000 (Actions)

- ☒ MOLGA Country Grouping

Restrictions

CGrpg	Name of HR co
<input type="checkbox"/> 01	Germany
<input type="checkbox"/> 02	Switzerland
<input type="checkbox"/> 03	Austria
<input type="checkbox"/> 04	Spain
<input type="checkbox"/> 05	Netherlands
<input checked="" type="checkbox"/> 06	France
<input type="checkbox"/> 07	Canada
<input type="checkbox"/> 08	Great Britain
<input type="checkbox"/> 09	Denmark
<input type="checkbox"/> 10	USA
<input type="checkbox"/> 11	Ireland

Save



06: Choose node type for new nodes

☒ Return value

☐ Field for decision operation

☐ Subfeature

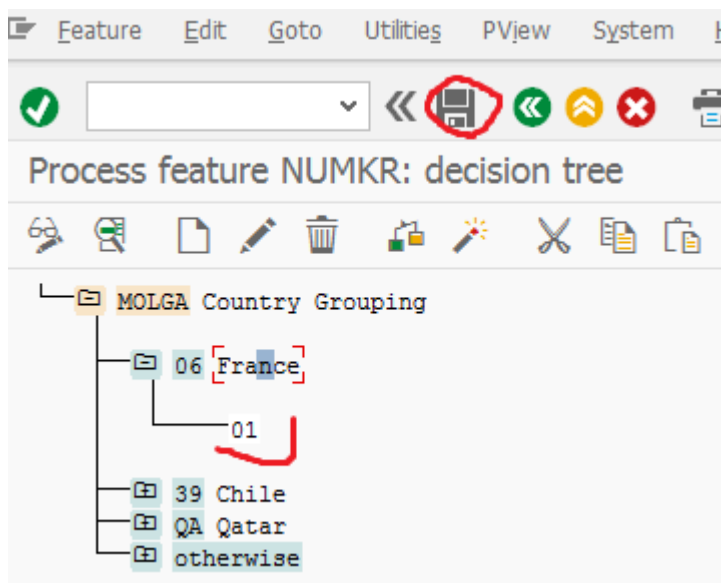
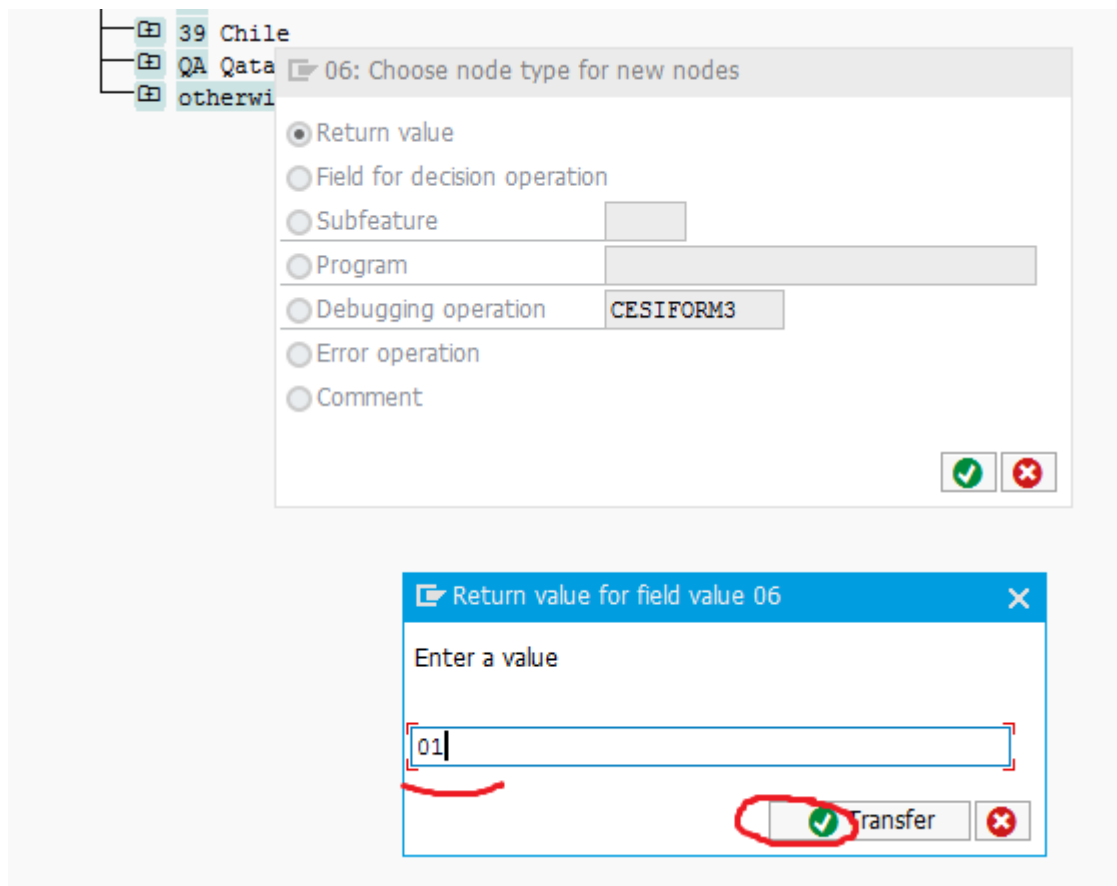
☐ Program

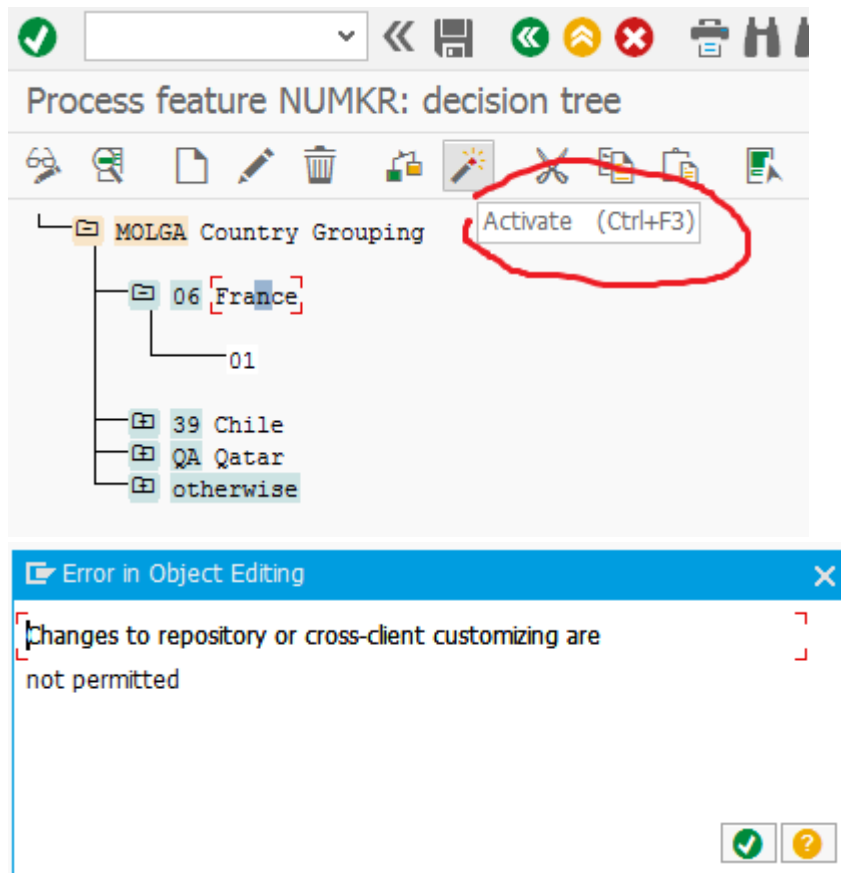
☐ Debugging operation CESIFORM3

☐ Error operation

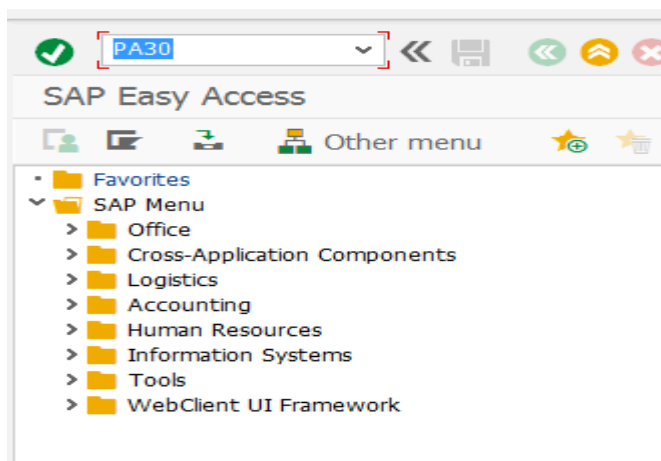
☐ Comment

OK Cancel





a. Création des employés



Enter

The screenshot shows the SAP 'Maintain HR Master Data' interface. The 'Personnel no.' field contains '1000'. The 'Find by' sidebar is open, showing 'Person' with options: 'Collective search', 'Search Term', and 'Free search'. The 'Actions' menu is expanded, listing: 'Infotype text', 'Actions', 'Organizational Assignment', 'Personal Data', 'Addresses', 'Bank Details', 'Family Member/Dependents', and 'Challenge'. The 'Period' section on the right has radio buttons for 'Period', 'Today', 'All', 'From curr.date', 'To Current Date', and 'Current Period'. A 'Choose' button is at the bottom right. Red annotations include a box around the 'Create' button, a red '3' next to it, a red bracket under 'Personnel no.', and a red '2' next to the 'Actions' menu.

Maintain HR Master Data

Create (F5)

Personnel no. 1000

Find by

- Person
 - Collective search
 - Search Term
 - Free search

Basic personal data | Contract data | Gross/net payroll | Net

Infotype text S..

Actions

- Organizational Assignment
- Personal Data
- Addresses
- Bank Details
- Family Member/Dependents
- Challenge

Period

- ☒ Period
- From
- ☐ Today
- ☐ All
- ☐ From curr.date
- ☐ To Current Date
- ☐ Current Period

Choose

Change info group

Pers.No. 1000
Start 26.08.2019 to 31.12.9999

Personnel action
Action Type 01 Hiring
Reason for Action
Reference Pers. Nos.

Status
Customer-specific
Employment 3 Active
Special payment 1 Standard wage type

Organizational assignment
Position 50000070
Personnel area VL10
Employee group 1
Employee subgroup F4

Prompt for Customizing request
Request EC2K900004 Customiz
Short Description MY REQUEST

Additional actions

Create Personal Data

Personnel No 1000
Start 26.08.2019 To 31.12.9999

Name
Title Mr Gender Name Format
Last name MASSON Birth name
First name Guillaume Initials
Name prefix N.prefix 2
Title Second title
Other title Nickname

Birth data
Birth date 26.08.1980 Birthplace Dax
Language EN English Country FR France State 40
Nationality FR French FR 2nd/3rd nat.

Person Identifier
SI number 0123456789012 SI key 40

Save

✓ Record created



Create Addresses

Foreign address


Name	Mr Guillaume MASSON	ID number	1234567890120/40
Personnel ar	VL10	EE group	1
Subarea	V100	EE subgrp	F4
Start	26.08.2019	to	31.12.9999

Address

Address type	1 Permanent residence		
Care Of			
Street and House No.	1	rue Sainte Catherine	
2nd address line			
Postal code / city	33000	Bordeaux	
District			
Country Key	FR France	Region	33
Telephone Number			
Munic. INSEE code			

Save

✓ Record created

 Work schedule

Name	Mr Guillaume MASSON	ID number	1234567890120/40
Personnel ar	VL10	EE group	1
Subarea	V100	EE subgrp	F4
Start	26.08.2019	To	31.12.9999

Work schedule rule

Work schedule rule	NORM
Time Mgmt status	00 - No time evaluation
<input type="checkbox"/> Part-time employee	

Working time

Employment percent	100,00	<input type="checkbox"/> Dyn. daily work schedule	
Daily working hours		Min.	Max.
Weekly working hours	0,00	Min.	Max.
Monthly working hrs	0,00	Min.	Max.
Annual working hours	0,00	Min.	Max.
Weekly workdays			

Personnel no. 1000

Name Mr Guillaume MASSON

EE group 1 Active Pers.area VL10 Personal Area - Paris

EE subgroup F4 Monthly wage ... Cost Center ACHATS CC 1010 Puce

Basic personal data Contract data Gross/net payroll Net payroll Addt...

Infotype text S..

Actions ✓ ^

Organizational Assignment ✓ v

Personal Data ✓

Addresses ✓

Bank Details

Family Member/Dependents

Challenge

Period

Period

From To

Today Curr.week

All Current month

From curr.date Last week

To Current Date Last month

Current Period Current Year

Choose

Direct selection

Infotype Bank Details STy

Personnel no. 1000

Name Mr Guillaume MASSON

EE group 1 Active Pers.area VL10 Personal Area - Paris

EE subgroup F4 Monthly wage ... Cost Center ACHATS CC 1010 Puce

Basic personal data **Contract data** Gross/net payroll Net payroll Addt...

Infotype text S..

Organizational Assignment ✓

Personal Data ✓

Contract Elements

Internal Data

Planned Working Time

Time Recording Info

Travel Privileges

Period

Period

From To

Today Curr.week

All Current month

From curr.date Last week

To Current Date Last month

Current Period Current Year

Choose

Direct selection

Infotype STy

Personnel no. 1000
 Name Mr Guillaume MASSON
 EE group 1 Active Pers.area VL10 Personal Area - Paris
 EE subgroup F4 Monthly wage ... Cost Center ACHATS CC 1010 Puce

Find by
 Person
 Collective search
 Search Term
 Free search

Basic personal data Contract data **Gross/net payroll** Net payroll Addt...

Infotype text S..
 Basic Pay
 Capital Formation
 External Transfers
 Recurring Payments/Deductions
 Additional Payments
 Company Insurance
 Loans
 Loan Payments
 Leave Entitlement Compensation

Period
 Period
 From To
 Today Curr.week
 All Current month
 From curr.date Last week
 To Current Date Last month
 Current Period Current Year
 Choose

Direct selection
 Infotype STy

Maintain HR Master Data

Personnel no. 1000
 Name Mr Guillaume MASSON
 EE group 1 Active Pers.area VL10 Personal Area - Paris
 EE subgroup F4 Monthly wage ... Cost Center ACHATS CC 1010 Puce

Find by
 Person
 Collective search
 Search Term
 Free search

Basic personal data Contract data Gross/net payroll Net payroll **Addt...**

Infotype text S..
 Basic Pay
 Capital Formation
 External Transfers
 Recurring Payments/Deductions
 Additional Payments
 Company Insurance
 Loans
 Loan Payments
 Leave Entitlement Compensation

Period
 Period
 From To
 Today Curr.week
 All Current month
 From curr.date Last week
 To Current Date Last month
 Current Period Current Year
 Choose

Basic personal data
 Contract data
 Gross/net payroll
 Net payroll
 Addt'l payroll data
 Planning data
 Time data