



SAP SYSTEMS TRAINING

SAP HCM: Human Capital Management Fundamentals

3 day course

Classroom, online or in-house

Course overview

Human resources and payroll teams must manage organisational structures, employee master data and payroll processing accurately, because an error in a single infotype reaches a payslip, a statutory return and a headcount report at the same time. This course covers the mechanics. Delegates work through organisational management and the structure that positions and reporting lines are built on, personnel administration and the infotypes that hold employee data, and the actions that drive hiring, transfer and termination. Time management and its interaction with payroll follow. The payroll run is covered including the control record, retroactive accounting and off cycle processing. Statutory reporting is addressed. The course closes on authorisations, on data protection for employee records and on reconciling payroll results.

What you will learn

- Build organisational structures with positions and reporting lines
- Maintain personnel administration infotypes correctly
- Run personnel actions for hiring, transfer and termination
- Operate time management and its link to payroll
- Execute a payroll run including the control record
- Handle retroactive accounting and off cycle payments
- Protect employee data and reconcile payroll results

Who should attend

- HR administrators and HR business partners
- Payroll officers and payroll managers
- Organisational development practitioners
- SAP HCM end users and super users
- Compensation and benefits specialists

Course outline

- 01 One infotype error, three wrong outputs
- 02 Organisational management and structures
- 03 Personnel administration and infotypes
- 04 Personnel actions
- 05 Time management and payroll interaction
- 06 The payroll run and control record
- 07 Retroactive accounting and off cycle runs
- 08 Statutory reporting, authorisations and reconciliation

Upcoming dates

Dates	Venue	Format	Fee per delegate
18 to 20 November 2026	Mbabane, Eswatini	Classroom	R14,950
18 to 20 January 2027	Addis Ababa, Ethiopia	Classroom	USD 995
27 to 29 January 2027	Kigali, Rwanda	Classroom	USD 995
8 to 10 March 2027	Online	Online	R6,500



Fees and how to register

This 3 day course is **R6,500** per delegate online, **R14,950** in the classroom in South Africa, Botswana, Namibia, Lesotho and Eswatini, and **USD 995** in the classroom elsewhere in Africa. In-house training is quotation on request. Book 2 or more delegates on this course and save 10%.

To register or request an in-house proposal, visit www.afrisciencegroup.com, email info@afriscience.co.za, or WhatsApp us on **+27 63 479 1136**.

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