Welcome to highlights of SAP ERP Human Capital Management country version USA.
At the end of this session, you will be able to:

- Give an overview of SAP ERP Human Capital Management (SAP ERP HCM)
- Explain U.S.-specific functionality for SAP ERP HCM
- Find contact information for SAP America and other countries
In this session, you will learn how SAP ERP Human Capital Management delivers a complete and integrated set of tools to help you effectively manage your people—letting you hire, develop, reward, and retain talent, and enabling your HR department to become a more strategic, global business partner.

We will also highlight additional U.S. country specific functionality, and share with you contact information for SAP America.
SAP ERP HCM Overview
The SAP ERP Human Capital Management solution offers a complete and integrated set of tools to help you effectively manage your most important asset: people. In addition, SAP ERP includes features and functions that provide end users with innovative support to help you extend the reach of your HR processes to all stakeholders. These services are offered via multiple channels (employee and manager self-service, employee interaction center, Duet, kiosk, mobile, and telephony), which helps boost productivity and efficiency and reduce the number of transactions and processes once handled by your HR staff.

Automation of all core HR processes—such as employee administration, organizational management, global employee management, benefits management, time management, payroll, and legal reporting—increases efficiency and supports compliance with regulations at both local and global levels. The solution natively supports shared services and business process outsourcing, thereby reducing the cost and risk for these deployment models.

From an integration perspective, SAP ERP HCM links information about employees with business processes, legal requirements, and corporate objectives—providing real-time data to enable HR process automation without the need for interfaces.
SAP ERP HCM supports key business activities, including:

- Employee administration
- Organizational management
- Global employment
- Benefits management
- Time and attendance
- Payroll
- Legal reporting
Employee Administration: Employee administration supports all of the basic processes for managing personnel and handling employee information, including addresses, bank details, and I-9 information. This information is stored and maintained in a central database that is the core of the solution. All functions access, leverage, and update this data in real time. As a result, your employees and managers have access to information that is up-to-date and consistent for HR and business-related decisions. Data and document archiving are also supported.

Organizational Management: Organizational management is the backbone of SAP ERP HCM, providing for effective management of information about organizational units, jobs, positions, and employees. You can also graphically depict and analyze your organizational and reporting structures and plan workforce requirements and personnel costs. With the SAP Organizational Visualization application by Nakisa, the workforce engages with the right SAP ERP HCM information, based on roles.

Global Employment: Global employment supports all processes involved in international employee assignments, from planning and assigning global assignments to employee administration and payroll for global employees.
Benefits Management: Benefits management provides a flexible framework for creating and managing tailor-made benefits packages. Versatile configuration options let you offer a diverse range of benefits to accommodate even complex plan definitions. Standard and flexible reports let you summarize and analyze benefits data. Employee self-service enables your employees to view and change their benefit elections online. In addition, COBRA administration allows you to manage the continuation of group health plan coverage in accordance with the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). Regular group health plans and medical care reimbursement plans (also known as health care FSAs) are subject to COBRA. COBRA administration allows you to define qualifying events, identify qualified beneficiaries from your HR master data records, and enroll qualified beneficiaries in COBRA plans. You can also track and monitor payments for coverage, and print notification letters, including personalized COBRA election and enrollment forms.
- Time and Attendance: Time and attendance allows you to record, track, monitor, and evaluate your employees’ workings times and activities, including FLSA overtime calculation, FMLA, leave accruals, and short- and long-term disability. Working times are recorded once and reused across your enterprise in fully integrated business processes. Intuitive user interfaces are tailored to the individual needs of your HR professionals, time administrators, shop-floor supervisors, team leaders, and team members.

- Payroll Outsourcing: This functionality allows you to create data in an electronic file and send that data to a third-party payroll service provider for processing. With the Outsourcing menu on the Payroll screen, you can create and prepare the electronic file you need to transmit to your third-party payroll service provider.
Payroll: SAP ERP HCM can handle complex payroll processes in compliance with current legal regulations in 48 countries. Predefined reports help you address various legal and compliance issues.

US Payroll allows you to process payroll for employees in the United States using data from SAP HCM Employee Administration and Benefits Management and a wide variety of configurations. For US Payroll, taxes are calculated in the net payroll component using an interface to a third-party tax calculation product called BSI TaxFactory. BSI TaxFactory works with—and is an integral part of—US Payroll. It houses the tax tables and the tax calculation portion of US Payroll. All tax updates for tax rate, ceiling, new tax authority, new type of tax, and so on are published on SAP Service Marketplace: [http://service.sap.com/tubs](http://service.sap.com/tubs).

Third-party remittance functionality is used to send money and data to external entities, including tax authorities, garnishment authorities, and benefits providers.

Characteristics of US Public Sector can be enabled within the US Payroll component. In addition to the standard taxation at all levels, US Public Sector contains non-resident alien payroll processing (as well as reports such as 1042s and EEO-4 and EEO-5).
The US Payroll component is integrated with other SAP HR components such as Personnel Administration and Benefits. It also interfaces with other SAP modules, such as Financial Accounting (FI), Accounts Payable (AP), Funds Management (FM), and Controlling (CO).
Payroll in SAP ERP HCM provides all regulatory reports required by U.S. federal and state agencies for business purposes, such as the New Hire Report, VETS, OSHA, ERISA, HIPAA, Tip Processing, EEO, and so on. These reports allow efficient evaluation of payroll and master data and ensure compliance with government regulations.

Garnishment reports retrieve garnishment data from the system. The reports display relevant garnishment data, and manipulate data to change the status of garnishments in the back end via batch input.
Tax reporter allows you to generate required state and federal tax forms, such as W-2, 940, 941, 1099-R, SUI reports, and so on.

Tax reporter also supports all transmittal forms associated with the above forms, such as forms W-3, W-3c, 945, and 1096.

Aside from forms W-2c and 941c, tax reporter supports correction forms for form 1099-R and all SUI and MWR forms.

Tax reporter supports at least one of the required media formats for each tax authority and report provided. For example, some reports are set up to be compliant for magnetic tape reporting as opposed to diskette, paper, CD, or upload, and the supported format may vary from one tax authority to another.

Additionally, users can create their own tax reports for authorities, and can create forms not supported in the standard tax reporter.

Tax reporter also supports the following forms for some tax authorities:

- **Puerto Rico**: Forms W-2, W-2c, 940, 941, 941-x
- **New York**: Fourth-quarter combined wage reporting
- **Arkansas**: Reporting of exempt wages (on form AR-TX)
- At the local level, tax reporter supports year-end magnetic media reporting requirements for some local tax authorities.
- As of enhancement package 5, SAP also supports Online W-2/W-2c.
SAP ERP HCM Talent Management

SAP ERP HCM Talent Management supports:

- Competency Management
- Recruiting
- Employee Performance Management
- Talent Assessment and Review
- Employee Deployment
- Enterprise Learning Management
- Compensation Management
### Competency Management
- Define and assign competencies throughout your job architecture. Compare an employee’s qualifications with the requirements of a certain position.

### Recruiting
- Web-enabled SAP E-Recruiting accelerates and streamlines the recruiting process.

### Employee Performance Management
- Plan, access, improve, and analyze the performance of your workforce from end to end.

### Talent Assessment and Review
- Assess talent, employee potential, and competencies, and the risk of losing talent through a structured and impartial approach.

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- **Competency Management**: Competency Management lets you define and then link and assign competencies throughout your job architecture—a job catalog including functional areas, job families, jobs, and positions—and cultivate corresponding talent pools. You can compare an employee’s qualifications with the requirements of a certain position to determine his or her suitability and to leverage profile matchup for automated identification of potential successors.

- **Recruiting**: The Web-enabled SAP E-Recruiting application accelerates and streamlines the recruiting process, allowing you to build up and source from a qualified global pool of internal and external talent. Recruiters can take advantage of this talent pool to quickly find the staff they need and to collaborate closely with hiring managers throughout the hiring process. Applicant tracking and reporting functions help organize the processing of job applications and monitor the effectiveness of the recruiting organization. A collaboration platform lets you link to external applications, such as job boards and recruiting service providers, and to internal software.
Employee Performance Management: Performance Management helps you plan, access, improve, and analyze the performance of your workforce from end to end. You can align individual objectives with corporate goals by cascading your enterprise strategy; access and manage performance through feedback, development, and appraisals; and reward your employees accordingly. A consistent, user-friendly interface encourages collaboration among employees, managers, mentors, and other partners.

Talent Assessment and Review: Talent Assessment and Review allows line managers across your organization to assess talent, employee potential, and competencies, and assess the risk of losing talent through a structured and impartial approach. Wizards allow you to define useful assessment templates. You can hold talent-review meetings and support your higher-level managers as they calibrate the performance and potential of the individuals nominated. This application helps you ensure high-quality management decisions about talent development, succession, and career planning.
SAP ERP HCM
Talent Management (2)

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<tr>
<th>Succession Management</th>
<th>• Identify, develop, and track high-potential employees.</th>
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<tr>
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<td>• Create short-term and long-term development plans for employees, and track and monitor their progress.</td>
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<td>Enterprise Learning Management</td>
<td>• Provide Web-based, virtual, and classroom training.</td>
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<td>Compensation Management</td>
<td>• Support managers and HR in compensation-related tasks, pay-for-performance, variable pay, and long-term incentive programs.</td>
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Succession Management: Succession management helps you avoid business disruption when key positions are vacated by helping you proactively identify, develop, and track high-potential employees best suited to fill those positions. You can prepare future leaders for new positions and identify successors for key positions before those positions are vacated. In addition, the SAP Talent Visualization application by Nakisa helps you make better-informed decisions about your talent pipeline and successor rankings.

Employee Deployment: Employee deployment supports you in creating short- and long-term development plans for employees as well as tracking and monitoring their progress. Profile matchups with positions allow you to pinpoint skill and knowledge gaps, which in turn can be tied directly to training plans to address the individual development need.

Enterprise Learning Management: Enterprise learning management (ELM) provides training participants with Web-based, virtual, and classroom training. It includes a learning portal, an instructor portal, learning management software, a test author, tools for structuring e-content, and support for content management and collaboration. The virtual learning tool is powered by SAP Acrobat Connect Professional applications by Adobe. Analytical functionality lets you plan, track, and measure training impact.
Compensation Management: Compensation management supports line managers, higher-level managers, and HR staff in carrying out compensation-related tasks. You can implement innovative reward strategies, such as pay-for-performance, variable pay, and long-term incentive programs.
SAP ERP HCM
Service Delivery

SAP ERP HCM Service Delivery supports:

- Employee Self-Service
- Manager Self-Service
- Shared Services Framework
- HCM Processes and Forms
Employee Self-Service: ESS automates paper-based processes and enables your employees to manage and access important life and work events via kiosks, telephony, mobile devices, a centralized help desk, and more. Available in multiple languages, self-service functions support more than 80 employee activities—from employee search and benefits enrollment to travel management and procurement—in ways that improve productivity and efficiency by simplifying tasks, reducing paperwork, and optimizing workflows.

Manager Self-Service: MSS supports your managers in effectively accomplishing their key tasks and helps to ensure alignment with strategic business objectives. From a user-friendly interface, managers can identify, retain, and reward top performers, hire the right employees, and control costs by putting central departments at the center of all cost-cutting initiatives. Managers can achieve greater efficiency and productivity because they have quick access via mobile device or computer. By leveraging analytical information and flexible reporting options, managers can plan, measure, and communicate the effects of their strategies on overall business results.
- **Shared Services Framework:** The Shared Services Framework reduces the time spent on service requests received by the Shared Services Center. This, in turn, reduces the headcount required by reducing the efforts spent on ticket creation, information collection, and navigation to the business object that needs further processing. These three steps can comprise up to 50% of the total time spent per transaction.

- **HCM Processes and Forms:** HCM processes and forms offer an efficient way to manage cross-role processes that involve HR master data. A flexible framework lets you easily tailor HR processes to your specific needs. With its code-free design and simple, cost-effective implementation environment, HCM processes and forms make HR-related workflows more efficient. The result is huge time savings for your IT team. SAP Interactive Forms software by Adobe transforms paper-based HR tasks into streamlined, automated processes while maintaining a familiar look and feel for managers, executives, and other casual users. Sample HCM processes and forms for the U.S. include hiring, birth of child, and termination.
SAP ERP HCM Planning and Analytics

- Strategic Workforce Planning
- Workforce Cost Planning & Simulation
- Workforce Analytics & Measurement
- Dashboards
Strategic Workforce Planning helps you understand current workforce trends and plan future needs using workforce demographic data. You can use predefined reports to analyze factors such as headcount development, turnover rates, and required workforce competencies. You can link the results of this analysis directly to headcount planning, budgeting, and key talent processes such as recruiting and learning.

Workforce Cost Planning & Simulation supports your HR professionals in all tasks involving cost planning for the workforce. It also helps HR executives develop effective strategies. Strategic Workforce Planning provides access to a broad range of workforce-related data for accurate planning, facilitates simulated planning scenarios, and lets you continuously monitor actual versus planned performance.

Workforce Analytics & Measurement helps you measure and analyze transactional HR processes such as payroll processing, employee administration, time management, and benefits management. The software enables you to analyze organizational structures, relationships, and attributes of jobs and positions.

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Dashboards: Dashboards give an overview of the most important key figures, such as headcount or turnover (voluntary and total), strengths and risks of the organization, successor bench strength, performance and potential of the workforce, skills and competencies, and more.

To learn more about how SAP ERP HCM can help your organization increase organizational performance, call your local SAP representative or visit our Web site at www.sap.com/hcm.
SAP in the USA
A subsidiary of SAP AG, SAP America oversees all business operations in North America and is headquartered in Newtown Square, PA—about 15 miles west of Philadelphia. SAP has approximately 12,500 employees in North America, including more than 2,000 employees in Newtown Square and more than 10,000 total employees in the U.S. For more information on SAP products and services in the U.S., please call the toll-free number listed here.
You should now be able to:

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- Explain U.S.-specific functionality for SAP ERP HCM
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Related Information

For more information on topics discussed in this lesson, see the following references:

- https://service.sap.com/GKR
- www.sap.com/hcm
- Literature (Implementation of Country Versions for SAP ERP Systems):

Country Information and Legal Changes:

- http://service.sap.com/hrusa
- http://service.sap.com/tubs

For more information on the topics discussed in this lesson, see the references listed here.
Thank You!

Contact information

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Thank you.