Hello and welcome to this eLearning Session.
Objectives

At the end of this lesson, you will be able to:

- Explain the highlights of the HCM Public Sector Spain solution

After completing this lesson, you will be able to:

- Explain the highlights of the HCM Public Sector Spain solution
Agenda

- **HCM Public Sector Spain solution:** Localization in core functionality
- **HCM Public Sector Spain solution:** Localization in EHP4
  - Enhancement of Web Dynpro templates
  - Enhancement of HCM Forms and Processes templates

In this e-book, you’ll learn about localization of Public Sector topics for Human Capital Management in Spain.
HCM Public Sector Component with Localization for Spain since 2004
- Released Personnel Administration and Payroll for Spain in 2004
- Supports Spanish-specific business processes and legal requirements
- Continuous localization via EHPs based on customers’ requirements

HCM Public Sector Customers in Spain
- 25 public organizations (as of Dec. 2011)

Frequent and Complex Legal Changes
- Provide information and corrections to customers timely

HCM Public Sector localization for Spain is available since 2004. We support Spanish-specific public sector business processes and legal requirements and continue to provide localized functionalities via EHPs based on our customers’ feedback.

There are 25 organizations using SAP HCM Public Sector as at December 2011.
Personnel Administration and Payroll have been localized and have lots of country-specific functionalities.

As for master data, functionality is provided for registering all kinds of events including their consequence with the employee administrative status. It’s also important to remark that we are supporting specific master data for disciplinary management, compatibility, and basic attributes related with organizational management (RPT).

As for Payroll, the customer can define its pensions plans; Payroll includes all rules to calculate recognition of seniority and also permits the use of several salary types for each kind of process: basic salary, seniority amounts, and so on. Our solution supports an accounting process including Spanish public sector regulations. At end of each month, payroll audit and the approval tool allow the customer to create legal reporting.

As for Social Insurance for civil servants, we support communication with MUFACE, ISFAS, and MUGEJU.
Other processes have been localized and have lots of country-specific functionalities.

As for Recruitment, you can use various different features to manage internal and external recruitment processes:

- Manage the recruitment process for different types of vacancies, such as jobs positions advertised on the public sector vacancies list, internal openings, and temporary openings
- Monitor the status of applicants, such as processing, on hold, rejected, during the selection procedure for open vacancies
- Recruit employees based on merits, examination results, qualifications, and other professional criteria
- Use different recruitment processes, for example, you use one process for internal recruitment and one process for external recruitment
- Use various selection procedures, for example, you can screen applicants based on preferred selection criteria

As for Benefits, you can use various different features to manage data that is relevant for benefits:

- Different benefits and benefit schemes and the criteria that employees must meet to be able to apply for and to be awarded the benefits
- Different processes for selecting employees who are eligible for benefits
- The necessary forms that need to be completed when employees apply for benefits
- Monitor the status of employees' benefit applications
- Generate documentation to notify employees of the status of application by using Smart Forms
- Award one-off or recurring benefit payments using different methods of payment and systems for awarding benefit amounts for different benefit schemes
With Web Services, we provide access to data and processes related to various areas of Personnel Management by using a Web browser. In addition to HR administrators, public sector employees and external applicants can create, display, and change their own HR-related data by using Web services in SAP NetWeaver Portal.

The HCM Public Sector Spain solution supports online access to the following areas:

- Personal and administrative data
- Internal and external recruitment
- Benefits
- Applicant Lists

The following Web Dynpro templates are provided in EHP4:

- Personal and administrative data
- Internal and external recruitment
- Benefits
- Applicant Lists

- You can display the following types of personal data:
  - Administrative events
  - Seniority
  - Pension plans
  - Administrative statuses

- Internal and external recruitment

- HR administrators and employees can display the following information:
  - Application status
  - Status in recruitment process
  - Results of application evaluation
  - Vacancy assignment status
  - Overall status
HR administrators and employees can display job vacancies for a specified period.

Benefits

HR administrators and employees can display the following information:
- Application status
- Benefit status
- Results of application evaluation
- Payments awarded to applicants

HR administrators and employees can display benefit attributes (concrete requirements, necessary forms).

HR administrators and employees can display the benefits available for a specified period.

Applicant lists

Internal and external applicants can register in lists.

HR administrators can:
- Display the overall status of applicants and the status of applicants in every list where they are registered (depending on the selection procedure in which they are involved)
- Refuse an offer for screening over the Internet
- Display a list of applicants selected for screening
- Display the attributes and requirements for a list for an applicant
- Display open lists for a specified period
Here, you can see some examples related to Web Dynpros.
This function allows HR administrators and public sector employees to use processes and forms that support the specific master data and processes used in the Spanish public sector and submit forms online by using Web services.

HR administrators and public sector employees can initiate administrative events.

HCM processes and forms make HR processes more accessible and facilitate workflows.

HCM processes and forms provide various different functions that support personnel processes:

Use of master data for personnel actions that is recorded in the following infotypes:

- Actions infotype (0000)
- Organizational Assignment infotype (0001)
- Personal Data infotype (0002)
- Addresses infotype (0006)
- Planned Working Time infotype (0007)
- Basic Pay infotype (0008)
- Bank Details infotype (0009)
- Social Insurance S infotype (0061)
- Fiscal Data S infotype (0062)
Configuration of processes and forms to meet the requirements of public sector organizations and support processing of administrative events, for example:

- Hiring action
- Assign position
- Change position
- Leaving action
- Recognition
Here, you see the example “Hiring action”, related with HCM Processes and Forms templates
You should now be able to:

- Explain the highlights of the HCM Public Sector Spain solution
Related Information

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

- **Country Page:**
  - [http://service.sap.com/globalization](http://service.sap.com/globalization) → country information → Spain
  - [https://service.sap.com/GKB](https://service.sap.com/GKB)

- **Legal Change Report:**
  - [http://service.sap.com/globalization](http://service.sap.com/globalization) → country information → Legal Changes

- **HR E-Mail News:**
  - [http://service.sap.com/hr-supportnews](http://service.sap.com/hr-supportnews)

- **Literature (Implementation of Country Versions for SAP ERP Systems):**
Thank You!

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