

RECOGNIZE YOUR CAREER

An ISO 9001:2015 Certified Institute
SLA Consultants
INDIA
RECOGNIZE YOUR CAREER



Professional Training Institute

- ▶ E-Accounts & E-Taxation (GST)
- ▶ Direct & Indirect Taxation (GST)
- ▶ Advanced Tally ERP 9
- ▶ HR Generalist & Analytics
- ▶ HR Payroll & IR Compliances
- ▶ HR Social Compliances
- ▶ MIS & Data Analysis in Excel
- ▶ VBA/Macros & Access, SQL
- ▶ Advanced Excel, VBA, Access (MIS)
- ▶ Digital Marketing/SEO/SMO/PPC
- ▶ Corporate Finance/Financial Analyst
- ▶ Technical Analyst (Stock Market)
- ▶ Pre-Sales & Bid Management
- ▶ Advanced Web Designing
- ▶ PHP & MYSQL
- ▶ Software Testing (Manual+Automation)
- ▶ Selenium
- ▶ Graphics Designing (Photoshop, Corel draw, Indesign, Illustrator)
- ▶ Cisco Networking
- ▶ Microsoft System & Administrator
- ▶ Linux/Unix
- ▶ SAS(Base+Advanced SAS)
- ▶ Big Data/Hadoop

Contact: +91 9999491895, 9873140018 Email: info@slaconsultantsindia.com

Advanced HR Generalist Practical Training+ Free SAP HCM Training

SLA Consultants India is a Learning & Development Company that has been Organizing HR Workshops for Over 10 Years to Benefit Fresher's and Sr. Management Level Professionals. The Workshops are Organized in Big the Corporate Houses, Colleges and Inhouse.-

Course Duration: **90 - 95 Hours with 5 - 6 Trainers for 7 Modules** SLA Consultants India **Advanced HR Generalist Practical Training** Delivery Method:

- Web / Desktop Base
- Instructor-Led Classroom Sessions,
- Presentations/Demonstration/Practical's of Concepts.
- Handouts/Assignments/Workshop Exposure

Please Visit to Our Website to get more details:

<https://www.slaconsultantsnoida.in/human-resource-hr-training-course-institute/>

NOTE: Classes are Also Available on Module Basis

Module 1 - Statutory & Legal Compliance

a. Employees' Provident Fund (EPF)

- EPF, VPF, RPF, etc.
- Computation of Monthly PF Contribution
- Computation of Interest & Penalty
- Computation of Monthly Pension
- Computation of EDLI Amount
- Penalty

Practical Session

- Online Registration of Establishment
- Online Generation of UAN
- Online Submission of KYC
- Online ECR Generation
- Online Bulk Exit
- PF Report in Excel Sheet
- Registers and Records
- Various Forms

b. Employees' State Insurance (ESI)

- Computation of Monthly ESI Contribution
- Computation of Interest & Penalty
- ESI Benefits
- Contribution Period & Benefit Period
- Penalty

Practical Session

- Online Registration of Establishment
- Registration of Branch/ Sub-Code
- Online Generation of TIC
- Online IP Mapping with Aadhaar
- Online Challan Generation
- ESI Report In Excel Sheet
- Registers and Records
- Various Forms

Head Office - SLA Consultants India, 82-83, 3rd Floor, Vijay Block, Metro Pillar No. 52, Laxmi Nagar, New Delhi – 110092

Branch office - 3rd Floor, Gourav Plaza, Metro Pillar No. 50, DLF Phase - 2 Sikanderpur, Gurgaon – 122002

Branch office (Noida) – 1st Floor, E-49, Sector3 (Near Sector 16 Metro Station), Noida – 201301

c. Payment of Bonus

- Calculation of Bonus
- Calculation of Allocable Surplus
- Computation of Set-on & Set-off
- Penalty

Practical Session

- Registers & Records
- Return
- Display

d. Payment of Gratuity

- Calculation of Gratuity
- Maximum Gratuity & Taxability
- Group Gratuity Policy

Practical Session

- Various Forms
- Display

Module 2 - Compensation and Benefits

1. PAYROLL PROCESSING

- The Pay Structure
- Basic, HRA, DA, Conveyance, Medical Allowance, LTA, Lunch Allowance etc.
- Salary Break up and Designing CTC.
- Calculation of Gross, Net Salary & CTC
- Calculation of Overtime & Leave Encashment.
- Discussion on Compensation and Benefits.
- Attendance & Leave Management (CL, EL, SL, and ML)
- Preparation of Salary Sheet, Pay Slip, Full n Final Settlement.
- PF Report in Excel sheet
- ESI Report in Excel sheet
- Professional Report Tax
- Live Payroll Software Training (New Topic Added)

2. TAX PLANNING FOR SALARIED EMP.

- LWF Slab Rate
- PT Slab Rate
- Income Tax Slab Rate
- Tax Exemptions of Various Allowances.
- Tax Deduction under Chapter VI-A (80C, 80D, 80E, 80G, etc.)
- Rebate U/S 87A
- Education Cess
- Routine Tax Planning (Investment Declaration Form)
- TDS Certificate (Form 16)

Module 2.1 - MS Excel - Lab Session

Objective:

Provide Basic Understanding of Excel, Make user Familiar to Create Formula and give Platform to Make Good Analysis and Introduce Powerful Tools of Advanced Excel so that user can Make Advanced Analysis with the help of Those Tools

Topics Covered

- **Lookup & Reference Functions & Mathematical Functions**

VLookup, HLookup, Index, Match, Offset, Indirect, Address, Column, Columns, Row, Rows, Choose, Arrays Concept InLookup Formula's ,Sum, Sumif, Sumifs, Count, Counta, Countblank, Countif, Countifs, Average, Averagea, Averageif, Averageifs,

- **Text Function & Date & Time Function**

Char, Clean, Code, Concatenate, Find, Search, Substitute, Replace, Len, Right, Left, Mid, Lower, Upper, Proper, Text, Date, Day, Month, Year, Edate, Eomonth, Networkdays, Workday, Weeknum, Weekday, Hour, Minute, Second, Now, Today, Time

- **Logical Functions & Other Functions**

And, Or, If, Iferror, Not, Nested If, Isna, Isblank, Iserr, Iseven, Isodd, Islogical, Isytext, Max, Min

- **Data Management**

Data Collection Method With Data Quality, Collaboration & Security Like Share Your Workbook On Share Drive With Quality

- **Analysis**

Single/Multidimensional Analysis, Like Three Dimensional (3D) Tables

Sensitive Analysis Like Data Table, Manual What-If Analysis, Threshold Values, Goal Seek, One-Variable Data Table,

- **Advanced Chart, Graph & Dashboard:**

Advanced Chart Technique, How To Make Dynamic Charts, Bar Charts, Pie Charts, Scatter Chart, Line Chart, Column Chart, Speedometer Chart, Gantt Chart, Two-Variable Data Table

- **Advanced Filter, Validation & Pivot Table:**

Filters (Basic, Advanced, Conditional), Sort (Ascending, Descending, Cell/ Font Color), Conditional Formatting, Data Validation, Group & Ungroup, Data split.

Pivot Table and Charts, Import and Export data, Protect/Unprotect sheets/workbooks. Worksheet formatting and Print Display

Module 3 - Corporate IR / Labor Law Compliances

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1. DISCIPLINARY

ACTION/TERMINATION/MISCONDUCT

- What's Disciplinary Action?
- Definition of Misconduct/Violation of Code of Conduct.
- Preparations of Show Cause Notice/Charge Sheet.
- Domestic Inquiry
- Termination

2. CONTRACT LABOUR (REGULATION AND ABOLITION)

ACT1970

- Objective
- Applicability
- Registration & License
- Returns(Report)
- Facilities
- Registers and Records
- Displays

3. SHWW Act, 2013 (New Topic Added)

- Sexual Harassment Policy
- Internal Complaints Committee

4. TRADE UNION

- Definition
- Condition/Clause
- Function
- Benefits and Drawbacks

5. SHOPS & ESTABLISHMENT Act,

- Objective
- Applicability
- Registration
- Conditions of Work
- Registers to be maintained
- Displays(Notice)

6. FACTORY Act, 1948

- Objectives
- Applicability

- Licensing Procedure
- Employment Conditions
- Facilities
- Committees
- Statutory Appointments
- Registers & Records
- Various Returns
- Various Forms
- Displays

7. INDUSTRIAL DISPUTES Act, 1947 (New Topic Added)

- Purpose
- Scope
- Forms and Formats
- Regulatory Body
- Employer's Obligation
- Keywords used

8. MINIMUM WAGES Act,

- Objective
- Applicability
- Notification
- Provisions
- Registers to be maintained
- Returns
- Display(Notice)

9. APPRENTICESHIP Act, 1961 (New Topic Added)

- Objective
- Contract of Apprenticeship
- Termination of Apprenticeship Contract
- Obligation of Employers Toward an Apprentices
- Obligation of Apprentices
- Payment to Apprentices
- Health, Safety and Welfare of Apprentices
- Rules and Guideline

Module 4 - Performance Management System (Advanced Topic Added)

Module 4.1 – Performance Management System (Advanced Topic Added)

- Design a PMS System
- Goal Cascading
- Mapping the KRAs and KPIs
- Link Reward System to Achievement of KRAs
- Performance Counseling Techniques
- Reward & Recognition System.
- Performance Report & Dashboard
- Timelines Quarterly & Mid-Year Reviews

Module 4.2 – Learning & Organizational Development (Advanced Topic Added)

- Build Core and Functional Competency Frameworks
- Learning Need Analysis/ Module Design/ Budgeting / Calendar
- Assessment Processes & Feedback Analysis
- ROI Measurement
- Organizational Diagnosis/Assessment

Module 5 - Policies (New Topic Added)

Module 5.1 A. Policies (New Topic Added)

- Why Policies, Steps to Frame HR Policy?
- Attendance Policy
- Leave policy
- LTA & Reimbursement Policy
- Code of Ethics & Business Conduct
- Email, Internet & Computer use Policy
- Confidentiality & Non-Disclosure Policy
- Effective Retention Policies
- Module 5.1 B. Employee Relationship Management
- Joining Formalities and Relieving Procedure
- Exit Interviews
- Employee Engagement
- Grievances

Module 5.2 – HR -Business Partner (Advanced Topic Added)

- Contributions of HR from Business Perspective?
- Review & Analyze Business Unit Data
- Employee Budgeting and Man Power Planning
- Workforce Planning, Succession Planning, Career
- Architecture Program and Skills Assessment
- Attrition Issues & Control
- Design SOP.

Module 6 - Recruitment & Selections

- End-to-End Recruitment Process
- Job Analysis, Job Advertisement
- Industry Mapping
- Head Hunting & Blind Recruitment
- Profile Sourcing - Hands on Experience on Job Portals i.e., Naukri | Monster | Timesjob | LinkedIn
- Sourcing Methodologies - Boolean Search, Keyword Search
- Screening, Short-Listing of Resume.
- Interview Handling

Module 7 – SAP HCM

Module 1 - Introduction on ERP and SAP

- Introduction to ERP & SAP
- Overview on SAP HR Sub Modules

Module 2 - Organizational Management

- Plan version –Definition and setting of New plan Versions
- Organizational Management Introduction
- Structure in SAP HCM
- Objects
- Relationships
 - Structure of Relationships
 - Syntax of Relationship
- Methods of Creating Org. Structure
 - Simple Maintenance
 - Expert Mode
 - Organizational and Staffing
- Info type in OM

Module 3 - Personnel Administration

- Integration setting with OM and PA
- Enterprise structure- Definition and Assignment
 - Company
 - Company Code
 - Personnel Area
 - Personnel Sub Area
- Personnel structure – Definition and Assignment
 - Employee Group
 - Employee Subgroup

- Number Ranges for Employee personnel numbers-internal & External with Feature Setup
- Customizing User Procedures:
- Configuration of Personnel actions –Info group – Action Menu
 - Hiring
 - Promotion
 - Transfer
 - Organizational Re- assignment
 - Termination

Module 4 - Time Management

- Introduction to time management – time management process in HR
- Public Holidays – configuration of different types of Holidays
- Holiday Calendar with Business scenarios – Applicability with Enterprise Structure
- Factory Calendar in HR Perspective
- Work Schedules
 - Break Schedule
 - Daily work Schedules (with Variantswith Business Scenarios)
 - Period work schedules
- Day types and Day type selection rules
- Introduction to Absences and Attendance
- Absences quotas Configuration
 - Counting Rules for Absences/Attendances
 - Deduction Rules
 - Assignments of different rules in Absences/Attendances.

Module 5 – Indian Payroll

- Introduction to payroll- HR domain process and SAP HCM Process-discussion on understanding the same
- Payroll area and Control Record (with Retroactive Accounting)
- Generation of payroll periods - period and date modifiers (with different country fiscal year settings) – Relevancy of this Time management
- Payment date setup and modifications
- ESG for CAP and PCR
- Pay scale structure
 - Pay scale Area
 - Pay scale type
 - Pay scale Group
 - Pay scale level
- Wage Types- concept, types & use of wage types
 - Primary wage types
 - Secondary Wage types
- Features used in payroll Wage types characteristics
- Valuation of wage type Direct & Indirect
- Wage type model and defaulting of WT model
- Configuration of basic pay info type
- Concept of Annual salary and configuration and applicability to the relevant countries
- Other payroll info types configuration – General and country specific
- Payroll processing in SAP system
- INDIA- Statutory Configuration on TAX, PF, ESI, Professional TAX.
- Other Statutory configuration on exemptions, HRA, Car & Conveyance etc.,
- Understanding of Indian Payroll driver, payroll schema & India specific Payroll functions in SAP HCM
- India specific reports and subsequent payroll activities.
- Checking of payroll results
- Understanding and customizing the Remunerations statement
- Subsequent payroll activities:
 - Bank transverse process/Cash/Cash Payment o FICO posting from HR and Finance Perspective.

Module 6 – Recruitments

- Introduction to Recruitment
- Workforce requirement and Advertisement
 - Media
 - Recruitments instruments
 - Address for recruitments instruments
- Applicant Administration
 - Personnel Officer
 - Applicant Structure
 - Applicant Group, Range & Unsolicited Applicant Group
- Applicant selection
 - Applicant Status text
 - Overall and Vacancy status
 - Applicant Status reason
 - Permissibility of Status reason to status
- Applicant Data
 - Creating of new advertisement
 - Receipt of application
 - Application Actions
- Transferring of applicant data to personnel Administration

Module 7 - Project Process in SAP HCM implementation

- Preparation of projects in ASAP methodology
- Roles and Responsibilities of the Consultants in different phases of project
- Understanding the HCM specific process in HCM implementation.
- **Reporting Tools OR SAPHCM Report**
- **Technical Knowledge**
- Introduction to ABAP program with Table and field
- **Project Preparation** → Assignment based on the Module discussed above

**Please find the HR Generalist Course Duration details.
 Classes & Course can be designed/customize as per request**

<i>Course Module</i>	<i>Course Duration</i>
Module 1 & 2	40-50 (Hours)
Module 1, 2 & 3	40-50 (Hours)
Module 4 & 5	25-30 (Hours)
Module 1 to 5	60-65 (Hours)
Module 1 to 6	70-75 (Hours)
Module 7 - SAP HCM	20-25 (Hours)
Module 1 to 7	90-95 (Hours)

Batch Timings:-

<i>Days</i>	<i>Batch Timings</i>	<i>Class Duration</i>	<i>Course Duration</i>
Sunday	10:00 AM	3-4(Hours)	4-6 Months
Sunday	11:30 AM	3-4(Hours)	4-6 Months
Sunday	1:00 PM	3-4(Hours)	4-6 Months
Sunday	02:30 PM	3-4(Hours)	4-6 Months
Sunday	03:30 PM	3-4(Hours)	4-6 Months
Saturday/Sunday	10:00 & 2:00 PM	3-4(Hours)	2-3 Months
Monday to Friday	09:30 AM	2-3(Hours)	1.5 - 2 Months
Monday to Friday	12:30 PM	2-3(Hours)	1.5 - 2 Months
Monday to Friday	3:00 PM	2-3(Hours)	1.5 - 2 Months

Regards,

SLA Consultants India

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