

## Authorizations in SAP HR

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### Course Summary

#### Objectives

At the end of this course, students will be able to:

- Set up general authorizations.
- Create structural authorization profiles.
- Create context-sensitive authorizations.
- Control access to HCM information by assigning authorizations to users.
- Create users and roles.
- Utilize the profile generator.
- Activate Double Verification Principles.
- Determine the responsibility period.
- Set up authorization objects for payroll.
- Set up authorization checks for evaluations.

#### Topics

- HCM Authorization Basics
- General Authorization Checks
- Indirect Role Assignment
- Period of Responsibility for Administrators
- Payroll Authorization Objects
- Authorization Checks for Evaluations
- Structural Authorizations
- The Context Solution
- Additional Aspects of the General Authorization Check
- Tips to Set Up Authorizations

#### Audience

Those who can benefit from this Authorizations in SAP HR course include:

- Application Consultant
- Business Process Owner / Team Lead / Power User
- Data consultant / Manager

#### Prerequisites

Essential:

- None

Recommended:

- Authorization Concept for SAP S/4HANA and SAP Business Suite

#### Duration

Three days

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### Course Outline

- I. *HCM Authorization Basics*
  - A. Outlining HCM Authorizations
  - B. Creating User Master Records
  - C. Copying SAP-Delivered Roles
- II. *General Authorization Checks*
  - A. Outlining HCM Authorization Checks
  - B. Setting Up an Authorization
  - C. Defining e-Recruiting Authorization Checks
  - D. Defining Personnel Planning Authorization Objects
  - E. Defining Transaction Code Authorizations
  - F. Assigning HR Cluster Data Authorizations
  - G. Defining Customer-Specific HR Authorization Objects
  - H. Setting Up Authorization Verification
- III. *Indirect Role Assignment*

Assigning Roles Indirectly
- IV. *Period of Responsibility for Administrators*
  - A. Determining the Period of Responsibility for Administrators
  - B. Outlining Time Logic for Data Access
- V. *Payroll Authorization Objects*
  - A. Defining Payroll Authorization Objects
  - B. Controlling Access to Schemas and Personnel Calculation Rules
- VI. *Authorization Checks for Evaluations*
  - A. Setting Up Selection Periods for Evaluations
  - B. Creating Authorizations for the HR: Reporting Object
- VII. *Structural Authorizations*
  - A. Outlining the Structure of the Personnel Planning Data Model
  - B. Outlining Structural Authorization Profiles
  - C. Creating Overall Authorization Profiles
  - D. Generating Authorizations
  - E. Improving System Performance for Structural Authorization Profiles
- VIII. *The Context Solution*

Solving Context-Sensitive Authorizations
- IX. *Additional Aspects of the General Authorization Check*

Outlining Organizational Key Authorization Checks
- X. *Tips to Set Up Authorizations*

Optimizing HR Authorizations