



Course Syllabus

Microsoft Dynamics™ AX 2009 Human Resource Management

(Elements of this syllabus are subject to change.)

Key Data:

Course number: 80016

Instructor-Led Training (lecture and labs)

Student Materials: Microsoft Official Curriculum (MOC)

This course provides you with the knowledge and skills to implement and start using a wide-variety of human resource tools. This module acts as a key module in implementation as without using this module it is difficult to implement other modules.

Chapter 1: Organization Units and Positions

This module explains how to create and structure line, matrix, and project organization units. Additionally, this module also explains how to create job and role type positions for the three types of organization structures.

Lessons
<ul style="list-style-type: none">• Distinguish between types of organization units• Build an organizational structure• Positions in the organization

Chapter 2: Employee Administration

This module explains how to set up and work with a wide variety of personal, professional, and employment information about company employees. This module also explains how to work with periodic processes such as loaning company property or assets to employees

Lessons
<ul style="list-style-type: none">• Working with Setups for Employee Master Data• Loaning Company Assets and Property• Managing Employee Data

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Chapter 3: Recruitment

This module explains how to create recruitment projects in order to effectively administer a comprehensive set of information about a recruiting initiative. This module also explains how to receive and manage information about applicants and the applications for employment they submit.

Lessons
<ul style="list-style-type: none">• Setting Up Recruitment• Managing Recruitment Projects• Managing Applicants• Receiving Applications• Recruitment Reporting

Chapter 4: Managing Absence

This module explains ways in which a company can structure, regulate, register, approve, and report on employee absences.

Lessons
<ul style="list-style-type: none">• The overall Structure of Absence Management• Setting Up Absence Management• Periodic Management Processes• Absence Registration Processes• Approval Process

Chapter 5: Managing Skills

This module explains how a company can identify and manage the skills its employees currently possess and can demonstrate, and the skills that its employees need to acquire.

Lessons
<ul style="list-style-type: none">• Why Skills Management is Important• Skills Management• Setting Up Skills• Using Skills• Using Skills in Training Management• Skill Mapping and Skill GAP Analysis• Skill Mapping against Skill Profiles• Results of a Skill Profile Search• Skill Reporting

Chapter 6: Employee Development

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This module explains how to manage appraisal interviews and development plans. For development plans, this section also explains how to setup multiple development tracks.

Lessons

- Setting up Employee Development
- Appraisal Interviews
- Managing Development Plans
- Reporting on Employee Development

Chapter 7: Managing Training

This module explains how a course planner can set up logistical information about an internal training course, such as details about the location in which the course takes place and the person that teaches it. This section also describes how to register participants for a course, including how to manage participant's status throughout the course lifecycle.

Lessons

- The Course Administration Structure
- Setting Up Course Administration
- Managing Courses
- Registering Participants for a Course
- Course Administration Reports

Chapter 8: Employee Services

This module provides a brief introduction to the considerations for using Employee Services on the Enterprise Portal. This module also offers basic information and descriptions that are intended to help system administrators assign employees to the appropriate Enterprise Portal user roles Portal roles.

Lessons

- Preparing the Enterprise Portal
- Employee Services Roles

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At Course Completion

- Distinguish between types of organizational units
- Set up an organizational structure
- Link people to positions in the organization
- Set up new employees and edit information for existing employees
- Manage information related to both internal employees and external contacts
- Manage employee affiliations
- Work with payroll information and benefits
- Grant equipment and asset loans to employees
- Handle employee information such as courses, educations, and certificates
- Set up recruitment projects.
- Move an applicant and his or her application through the recruitment process
- Use recruitment reports
- Set up the absence structure
- Perform the major processes within absence management
- Use the absence analysis tools
- Pinpoint where, how, and why skills are used in Microsoft Dynamics AX.
- Set up skills and skill types.
- Register skills for employees.
- Use the skill mapping functionality.
- Structure and implement development plans
- Use appraisal interviews
- Link development plans and training activities
- Identify the basic actors in the course management structure (courses, participants, Locations and instructors).
- Manage the process life cycle of a course, from design and deployment, through registration and execution, to evaluation.
- Manage participants.
- Access the HR functionality on the Enterprise Portal.
- Set up different users for Employee Services on the Enterprise Portal.
- Use the employee self service features from the employee viewpoint.
- Use the employee self service functionality from the line manager viewpoint.
- Use the employee self service functionality from the absence approver viewpoint.

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