

Table of Contents

Introduction	ix
Chapter 1: Business Processes in Human Capital Management.....	1
Chapter 2: Master Data.....	13
Chapter 3: Organization Management	25
Chapter 4: Personnel Administration.....	51
Chapter 5: Payroll Configuration.....	59
Chapter 6: Personnel Time Management	71
Chapter 7: Reporting in Human Resources Management	89
Chapter 8: Recruitment and E-recruiting	95
Chapter 9: Personnel Development	105
Chapter 10: Authorizations	111
Question Index.....	115
Glossary	135