



**College of Business Administration**

**Department of Management, Marketing, and  
Information Systems**

**MGMT 4330 Compensation  
SAP ERP Software Applications**

**3 Credit Hours**

**Course Syllabus**

**Spring 2018**

## **COURSE DESCRIPTION AND LEARNING OUTCOMES**

1. Identify compensation issues and challenges which are critical to gaining a competitive advantage in the global marketplace.
2. Identify the components of The Pay Model and defend the role of each in making strategic decisions and gaining the competitive advantage.
3. Explain the importance of internal alignment in compensation.
4. Examine the roles of job analysis and job evaluation in the determination of a job structure.
5. Explain the importance of external competitiveness in compensation.
6. Examine the roles of competition and salary surveys in the determination of pay level decisions.
7. Defend and explore the challenge of balancing both internal and external factors in the determination of pay structures.
8. Appraise the importance of employee contributions in determining individual pay.
9. Explain the role of performance management systems in assessing employee contributions.
10. Gauge and qualify the importance of employee benefits in compensation management.
11. Identify the challenges of managing a compensation system, including addressing governmental, budgetary, and legal issues.
12. Assess the role of technology, especially Enterprise Resource Planning (ERP) software, in general, and Systems, Applications, and Products in Data Processing (SAP), in particular, in promoting effective compensation management.
13. Develop SAP ERP skills and proficiencies by completing compensation software applications and transactions.
14. Interpret the role of analytics in compensation, and develop decision making skills while examining compensation issues and challenges.

**COURSE:** MGMT 4330 Compensation  
SAP ERP Software Applications  
**SEMESTER:** Spring 2018  
**DAY AND TIME:** MW 12:30 – 1:50; Section 02; CRN 22377  
**ROOM:** Smith-Hutson Building (SHB) 340  
**INSTRUCTOR:** Kathleen M. Utecht, PhD, PHR, SHRM-CP  
**OFFICE HOURS:** SHB 236L MW 2:00 – 3:30; 3:30 – 5:00 By Appointment  
**TELEPHONE:** 936.294.1281 (Office) 936.294.1256 (Department)  
**E-MAIL:** [kmutecht@shsu.edu](mailto:kmutecht@shsu.edu)

### **REQUIRED COURSE MATERIALS:**

Newman, Jerry M., Gerhart, Barry, and Milkovich, George T. *Compensation*. McGraw-Hill Education, New York, NY: Twelfth Edition, 2017.

A University Computer Services Account and Internet Access.

### **EVALUATION:**

#### **Assignments and Exams:\***

Class Exercises “Your Turn” and Participation	20%
SAP ERP Software Applications	20%
Examination I	20%
Examination II	20%
Examination III	20%

\*No Make-up Exams

#### **Grading System:**

90%-100%	A
80%-89%	B
70%-79%	C
60%-69%	D
Below 60%	F

#### **Class Attendance:**

Class attendance is extremely important in this course, not only to understand the nature of the topics covered and the software applications, but also to facilitate your growth and critical thinking in this subject. Up to four (4) absences shall be allowed without affecting your overall grade. Every unexcused absence after the first four results in a grade penalty of 5 points on your final grade. For example, if your final grade would

have been 90, but you had five absences, your final grade would be reduced to 85; for six absences, that grade would be reduced to 80; for seven absences, your final grade would be reduced to 75, etc.

### **DISABLED STUDENT POLICY:**

It is the policy of Sam Houston State University that no otherwise qualified disabled individual shall, solely by reason of his/her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any academic or Student Life program or activity. Any student with a disability that affects his/her academic performance should contact the Office of Services for Students with Disabilities in the SHSU Lee Drain Annex (telephone 936.294.3512, TDD 936.294.3786) to request accommodations.

### **RELIGIOUS HOLY DAYS POLICY:**

Section 51.911 (b) of the Texas Education Code requires that an institution of higher education excuse a student from attending classes or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. A student whose absence is excused under this subsection may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence. University policy 861001 provides the procedures to be followed by the student and instructor. A student desiring to absent himself/herself from a scheduled class in order to observe (a) religious holy day(s) shall present to each instructor involved a written statement concerning the religious holy day(s). This request must be made in the first fifteen days of the semester or the first seven days of a summer session in which the absence(s) will occur. The instructor will complete a form notifying the student of a reasonable timeframe in which the missed assignments and/or examinations are to be completed.

### **CLASSROOM CIVILITY:**

Each student is encouraged to help create an environment during the class that promotes learning, dignity, and mutual respect for one another. Students who speak at inappropriate times, sleep in class, display inattention, take frequent breaks, interrupt class by coming to class late, engage in loud or distracting behaviors, use phones or other unauthorized technology in class, are verbally abusive, display defiance or disrespect for others, or behave aggressively toward others could be asked to leave the class and be subjected to disciplinary action in accordance with University policy. Additionally, only students enrolled in the course are permitted in class; no visitors are allowed.

### **ACADEMIC DISHONESTY:**

Instances of academic dishonesty, misconduct, or plagiarism of any kind will not be tolerated. Problems in this area shall be processed in accordance with University policy,

and can result in a failing grade. All academic work is expected to be in compliance with the policy.

## **WEEKLY TOPICS:**

January 17  
Week 1

**INTRODUCTION: MGMT 4330 COMPENSATION.  
SAP ERP SOFTWARE.**

January 22  
Week 2

**PART ONE - INTRODUCING THE PAY MODEL AND  
PAY STRATEGY.**

The Pay Model, Chapter 1.

Strategy: The Totality of Decisions, Chapter 2.

**SAP (SYSTEMS, APPLICATIONS, AND PRODUCTS IN  
DATA PROCESSING), ERP (ENTERPRISE RESOURCE  
PLANNING), AND SAP ERP COMPENSATION  
SOFTWARE.**

January 29  
Week 3

**PART TWO - INTERNAL ALIGNMENT: DETERMINING  
THE STRUCTURE.**

Defining Internal Alignment, Chapter 3.

e-Compensation: Salaries in Major League Baseball and  
the National Hockey League.

Your Turn: "So You Want to Lead an Orchestra!"

February 5  
Week 4

Job Analysis, Chapter 4.

Your Turn: "The Customer-Service Agent."

**NAVIGATING IN SAP ERP SOFTWARE.**

**SAP ERP SOFTWARE APPLICATIONS.**

**UNIT 1: ORGANIZATIONAL MANAGEMENT, JOB  
ANALYSIS, AND EMPLOYEE SELECTION.**

February 12  
Week 5

Job-Based Structures and Job Evaluation, Chapter 5.  
Your Turn: "Job Evaluation at Whole Foods."

**SAP ERP SOFTWARE APPLICATIONS.**  
**UNIT 2: ADVANCED JOB ANALYSIS AND JOB**  
**EVALUATION.**

February 19  
Week 6

**REVIEW AND EXAMINATION I.**

February 26  
Week 7

**PART THREE - EXTERNAL COMPETITIVENESS:**  
**DETERMINING THE PAY LEVEL.**

Defining Competitiveness, Chapter 7.  
Your Turn: "Two Tier Wages."

March 5  
Week 8

Designing Pay Levels, Mix, and Pay Structures, Chapter 8.  
e-Compensation 1: Salary Surveys.  
e-Compensation 2: Calculating a Market Line Using  
Regression Analysis.  
Still Your Turn: "Word-of-Mouse: Dot-Com Comparisons."

March 12  
Week 9

**SPRING RECESS.**

March 19  
Week 10

**SAP ERP SOFTWARE APPLICATIONS.**  
**UNIT 3: SIMPLE AND ADVANCED SALARY**  
**STRUCTURES.**

March 26  
Week 11

**PART FOUR - EMPLOYEE CONTRIBUTIONS:**  
**DETERMINING INDIVIDUAL PAY.**

Pay-for-Performance: The Evidence, Chapter 9.  
Your Turn: "Burger Boy."

Performance Appraisals, Chapter 11.  
Your Turn: "Performance Appraisal at American Energy  
Development."

April 2  
Week 12

**SAP ERP SOFTWARE APPLICATIONS.**  
**UNIT 4: PLANNED COMPENSATION, PERFORMANCE APPRAISALS, VARIABLE PAY, AND MANAGER'S DESKTOP.**

April 9  
Week 13

**REVIEW AND EXAMINATION II.**

April 16  
Week 14

**PART FIVE - EMPLOYEE BENEFITS.**

Benefit Options, Chapter 13.

**SAP ERP SOFTWARE APPLICATIONS.**  
**UNIT 5: EMPLOYEE BENEFITS ENROLLMENT.**

April 23  
Week 15

**PART SEVEN - MANAGING THE SYSTEM.**

Government and Legal Issues in Compensation, Chapter 17.

Your Turn: "From Barista to Manager."

Still (yes, still) Your Turn: "I was Gaga's Slave."

April 30  
Week 16

Management: Making It Work, Chapter 18.

Your Turn: "Communication by Copier."

May 7  
Week 17

**EXAMINATION III.**

Monday, 1:00 – 3:00, SHB 340.