



**SAM HOUSTON STATE UNIVERSITY**  
**COLLEGE OF BUSINESS ADMINISTRATION**  
**DEPARTMENT OF MANAGEMENT**  
**AND MARKETING**

**MGT 472 COMPENSATION**  
**SUPPORTED BY SAP R/3 ENTERPRISE SOFTWARE**

**COURSE SYLLABUS**

**FALL 2007**

## **COURSE OBJECTIVES**

1. Identify challenges which are critical to gaining a competitive advantage in the global marketplace and understand the significance of compensation issues in strategic decisions.
2. Identify the components of The Pay Model and understand the role of each in strategic decisions and gaining the competitive advantage.
3. Understand the importance of internal alignment in compensation and its contribution to pay structures.
4. Explore the roles of job analysis and job evaluation in the determination of a hierarchy of work, i.e., a job structure.
5. Understand the importance of external competitiveness in compensation and its contribution to pay level.
6. Explore the roles of competition and salary surveys in the determination of pay level decisions.
7. Understand and explore the challenge of balancing both internal and external factors in the determination of pay structures.
8. Understand the importance of employee contributions in determining individual pay.
9. Explore the role of performance management systems in assessing employee contributions.
10. Understand the importance of employee benefits in the compensation management process.
11. Identify the challenges of managing a compensation system, including governmental and legal issues, and special groups.
12. Understand the role of technology, especially Enterprise Resource Planning (ERP) software, in general, and Systems, Applications, and Products in Data Processing (SAP R/3), in particular, in promoting best practices for effective compensation management and benefits administration.
13. Understand the features and functionality of SAP R/3 Enterprise 4.7 software pertaining to compensation management and benefits administration.
14. Develop SAP R/3 skills and proficiencies by performing compensation and benefits applications and transactions.

**COURSE:** MGT 472 Compensation  
Supported by SAP R/3 Enterprise 4.7 Software  
**SEMESTER:** Fall 2007  
**DAY AND TIME:** TU/TH 9:30 – 10:50 AM; Section 01; CID#5815  
**ROOM:** Smith-Hutson Building (SHB) 340  
**INSTRUCTOR:** Kathleen M. Utecht, Ph.D.  
**OFFICE HOURS:** SHB 236A M 1:00-5:00 PM; Tu/Th 12:30-1:30 PM  
The University Center, Room 309 W 4:00 – 6:00 PM  
**TELEPHONE:** 294.1281 (Office) 294.1256 (Department)  
**E-MAIL:** [kmutecht@shsu.edu](mailto:kmutecht@shsu.edu)

**REQUIRED COURSE MATERIALS:**

Milkovich, George T., and Newman, Jerry M. *Compensation*. McGraw-Hill/Irwin, New York, NY, Ninth Edition, 2008, Abridged.

A University Computer Services Account and Internet Access.

**EVALUATION:**

**Assignments and Assessments:**

Chapter Exercises “Your Turn” and Class Participation	20%
SAP R/3 Enterprise 4.7 Experiential Exercises	20%
Examination I	20%
Examination II	20%
Examination III	20%

**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 three (3) absences shall be allowed without affecting your overall grade. Every unexcused absence after the first three 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 four absences, your final grade would be reduced to 85; for

five absences, that grade would be reduced to 80; for six 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. Disabled students may request help with academically related problems stemming from individual disabilities from their instructors, school/department chair, or by contacting the Chair of the Committee for Continuing Assistance for Disabled Students and Director of the Counseling Center, Lee Drain Annex, or by calling 936.294.1720.

### **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 cell phones or pagers in class, use inappropriate language, 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.

## **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:**

August 21

### **INTRODUCTION: MGT 472 COMPENSATION SUPPORTED BY SAP R/3 ENTERPRISE SOFTWARE.**

The Pay Model, Chapter 1.

Your Turn: "Glamorous Internships? Or House Elves?"

### **INTRODUCTION: ENTERPRISE RESOURCE PLANNING (ERP) AND SYSTEMS, APPLICATIONS, AND PRODUCTS IN DATA PROCESSING (SAP R/3) SOFTWARE.**

Information Rich Technology Systems: Appraising the Value of Human Resources in SAP R/3.

August 28

Strategy: The Totality of Decisions, Chapter 2.

Your Turn: "Pay Matters (Productivity Does, Too)"

### **PART ONE INTERNAL ALIGNMENT: DETERMINING THE STRUCTURE.**

Defining Internal Alignment, Chapter 3.

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

Cybercomp: "Baseball Salaries," p. 78.

September 4

Job Analysis, Chapter 4.

Your Turn: "The Customer-Service Agent."

September 11

### **SAP R/3 ENTERPRISE 4.7 EXPERIENTIAL EXERCISES:**

Navigating in SAP R/3 Enterprise 4.7.

Unit 1 – Organizational Management and Employee Selection.

- September 18      Evaluating Work: Job Evaluation, Chapter 5.  
Your Turn: "Job Evaluation at Whole Foods."
- September 25      **SAP ENTERPRISE 4.7 EXPERIENTIAL EXERCISES:**  
  
Unit 2 – Advanced Job Analysis and Evaluation.
- October 2          **REVIEW AND EXAMINATION I**
- October 9          **PART TWO EXTERNAL COMPETITIVENESS:**  
**DETERMINING THE PAY LEVEL.**  
  
Defining Competitiveness, Chapter 7.  
Your Turn: "Sled Dog Software."
- October 16        Executive-in-Residence Program:  
James Hackett, President and CEO of Anadarko  
  
Designing Pay Levels, Mix, and Pay Structures, Chapter 8.  
Cybercomp 1: "Salary Surveys," p. 221.  
Cybercomp 2: "Calculating a Market Line Using Regression  
Analysis," p. 238.
- October 23        **SAP ENTERPRISE 4.7 EXPERIENTIAL EXERCISES**  
  
Unit 3 – Advanced Salary Structures.
- October 30        **PART THREE EMPLOYEE CONTRIBUTIONS:**  
**DETERMINING INDIVIDUAL PAY.**  
  
Pay for Performance: The Evidence, Chapter 9.  
Your Turn: "Burger Boy"  
  
Performance Appraisals, Chapter 11.  
Your Turn: "Merit Pay: Making Policies and Practices that  
Work!"
- November 6        **REVIEW AND EXAMINATION II**

November 13

**PART FOUR EMPLOYEE BENEFITS.**

Benefit Options, Chapter 13.

Your Turn: "Love Inc."

Your Turn: "Lightning Industries."

Cybercomp: "Legally Required Benefits," p. 437.

November 20

**SAP R/3 ENTERPRISE 4.7 INTERACTIVE EXERCISES:**

Unit 4 – Employee Benefits Enrollment and Administration.

Thanksgiving

November 27

**PART SIX MANAGING THE SYSTEM.**

Government and Legal Issues in Compensation, Chapter 17.

Still Your Turn: "Celebrity Sweatshops?"

December 4

**SAP R/3 ENTERPRISE 4.7 INTERACTIVE EXERCISES:**

Unit 5 – Manager's Desktop.

**REVIEW FOR FINAL EXAMINATION**

December 11

**FINAL EXAMINATION**

Tuesday, 8:00 – 10:00 AM, SHB 340.