

Advisory for Payroll Processing

This document gives a step by step flow related to processing of Payroll through SAP system.

I. Maintain Master Data (Transaction code: PA30)

- The following info types are mandatory to be maintained for eligible employees before executing Payroll, from 26th to 20th of next month

Info type	Subtype	Section Responsible to maintain	Comments
Salary structure (New Joiners)		Personnel	
Bank Details (In case received)		Accounts	In case account details are not maintained, system should carry forward an employee's net pay to the next month
One Time Payments	E.g.: Canteen Allowance, Fuel - Petrol, Fuel - Diesel, Education Allowance, etc.	Please refer Annexure-A (Roles & Responsibility matrix)	
Recurring Payments	E.g.: Rent recovery, Family welfare fund, CPF Loan recovery, etc.	Please refer Annexure-A (Roles & Responsibility matrix)	In case of change, record should be changed/ created, whichever applies. Person responsible needs to be careful while making any back dated changes as this should lead to Arrear payment/ deduction
Leave Encashment	Earned leave and Casual Leave	Salary	All Leave encashment should be processed through salary. If the employee has an approval for EL Encashment in supplementary then Leave encashment infotype has to be changed to "do not account".
Employee Remuneration Information	Overtime, Special Overtime and Project Allowance	Salary	
Membership Fees	LIC and GPF	Salary	In case of change in LIC premium amount, record should be changed/ created, whichever applies. Person responsible needs to be careful while making any back dated

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दिनांक 20/02/2018

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Info type	Subtype	Section Responsible to maintain	Comments
			changes as this should lead to Arrear payment/ deduction.
Provident Fund		CPF section	
P. Tax / MLWF Deduction	P. Tax and LWF	Personnel	
Loans	Housing, Housing Interest, Vehicle, Computer and Petty	Salary	It is important to validate if interest data has been recorded in the system once the Principle amount is paid.

- II. Unlock Locked Personnel numbers if any, after receiving order from Personnel Department by 20th of every month (Personnel Section)
- III. Extract Employee Reconciliation report by the 20th (Salary)
- IV. Change Payroll Control record to **Release for Payroll** by 21st of every month (Salary section)
- V. Execute Payroll in Test/ Simulation mode for DP and CP Payroll areas together to ensure payroll has executed successfully for all employees without any errors.
(Transaction code: PC00_M40_CALC) on 21st (Salary)
- VI. If no errors are faced then Execute Live Payroll for both payroll areas Latest by 22nd (Salary)
- VII. Salary Register
 - Extract Salary register to verify the amounts paid to employees. **(Transaction code: ZHR_SREG)**
 - If the amounts paid have discrepancies then change the control record to Release for Correction and make the necessary changes in employee master.
 - Once the amounts are changed, set Payroll Control record to Release for Payroll and repeat the steps mentioned from VI to VII to be completed between 23rd and 24th (Salary)
- VIII. Once amounts are verified, create simulation documents for CP and DP Payroll Areas.
(Transaction code: PC00_M99_CIPE) by 24th (Salary)
- IX. Document Posting
 - If document is created without any errors then create Live Posting document for all Payroll Areas by changing Control record **(Transaction Code: PA03)** to **Exit for Payroll**.
 - Release the documents for posting. **(Transaction code: PCP0)**

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- Post the documents to Finance. (Transaction code: PCP0) by 25th morning 10 AM (Salary)
- X. Payroll Control record (Transaction code: PA03)
- Ensure that Payroll Control record of DP (Deputation Employees), CP (CIDCO Employees) and SP (Suspended Employees) is set to the current payroll period. The initial status of the control record must be in **Release for Correction**. .. after processing of final payroll, 25th of every month (Salary)

Salary processing completed

Notes:

- a. Actions like hiring, suspension and separation of an employee not to be carried out in period of 21th to 25th of month.
- b. In case of separations, payment to be made by Normal payroll process only.
- c. Investment data of an employee has to be maintained in period 26th of previous month to 20th of the next month.
- d. From 16 to be distributed to employees on or before 30th June every year.
- e. Off cycle payment for leave encashment to be made once in a week and subsequently in the next 3 months it should be processed via normal payroll process.
- f. Payment for CPF should be made from accounts department via RTGS with immediate effect.
- g. Currently payroll process takes 5 working days, ways should to be explored to reduce payroll processing time to 3 working days.


JMD-1

To all HOD's *हरररर रररररररर (नवी मुंरर)*
Cc to : VC & MD, JMD-2, CVO : for information please

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8/02/19
16/02/19

ROLES & RESPONSIBILITY SHEET FOR SAP SYSTEM

Pay Fixation Components	Responsible Department	Section/ Subsection	Processing
Basic	Personnel	Establishment	Salary
Grade Pay	Personnel	Establishment	Salary
Dearness Allowance	Accounts	Salary	Salary
City Compensation Allowance	Accounts	Salary	Salary
Conveyance Allowance	Accounts	Salary	Salary
House Rent Allowance	Accounts	Salary	Salary
Deputation Allowance	Accounts	Salary	Salary
Tribal Allowance	Accounts	Salary	Salary
Washing Allowance	Accounts	Salary	Salary
Telephone Allowance	Accounts	Salary	Salary
Special Allowance	Accounts	Salary	Salary
Family Welfare Fund Contribution	Accounts	Salary	Salary

Other Payments	Responsible Department	Section/ Subsection	Processing
Subsistence Allowance	Personnel	Establishment	Salary
Medical Allowance	ESS	Salary	Salary
Education Allowance	ESS	Welfare	Salary
Overtime	ESS		Salary
Charge Allowance	ESS	Establishment	Salary
Project Allowance	ESS	Salary	Salary
Canteen Allowance	Personnel	Welfare	Salary
Medical Reimbursement	ESS	Salary	Salary
LTA Reimbursement	ESS	Establishment	Salary
Ex-Gratia (Bonus)	Personnel	Establishment	Salary
Vehicle Allowance	Personnel	Welfare	Salary
Risk Allowance	Accounts	Salary	Salary
Basic (Anamoly)	Personnel	Establishment	Salary
GP(Anamoly)	Personnel	Establishment	Salary
DA(Anamoly)	Accounts	Salary	Salary
CCA(Anamoly)	Accounts	Salary	Salary
Washing (Anamoly)	Accounts	Salary	Salary
Conveyance (Anamoly)	Accounts	Salary	Salary
HRA (Anamoly)	Accounts	Salary	Salary
Loan Payments	Personnel	Welfare	Salary
Leave Encashment	ESS	Establishment	Salary
TA/DA	Accounts	Salary	Salary

Other Deductions	Responsible Department	Section/ Subsection	Processing
Rent Recovery	Accounts	Salary	Salary
Water Charges	Accounts	Salary	Salary
CPF Loan Recovery	Accounts	Salary	Salary
GPF Recovery	Accounts	Salary	Salary
LIC Premium	Accounts	Salary	Salary
Mantralaya Scty. Contribution	Accounts	Salary	Salary
Aurangabad Scty. Contribution	Accounts	Salary	Salary
HO Scty. Contribution	Accounts	Salary	Salary
Mantralaya Scty. Loan Recovery	Accounts	Salary	Salary
Aurangabad Scty. Loan Recovery	Accounts	Salary	Salary
HO Scty. Loan Recovery	Accounts	Salary	Salary
Housing Advance Recovery	Accounts	Salary	Salary
Govt GIS.	Accounts	Salary	Salary
Govt. Hsg. Loan	Accounts	Salary	Salary
HDFC Loan	Accounts	Salary	Salary
Group Insurance Contribution	Accounts	Salary	Salary

Accounts Department

AO (Salary)

CAO

Personnel Department

PO (RCT & WELFARE) PO (ESTABLISHMENT)

M(P)

14/8/2015

Inward No: 2323
Date: 10/8/17
Sign: [Signature]
PO (RCT & WELFARE) PO (ESTABLISHMENT)

ROLES & RESPONSIBILITY SHEET FOR SAP SYSTEM

Other Deductions	Responsible Department	Section/ Subsection	Processing	Salary
Air Risk Recovery	Accounts	Salary	Salary	Salary
Loan Principal Recovery	Accounts	Salary	Salary	Salary
Loan Interest Recovery	Accounts	Salary	Salary	Salary
Special Repayment External	Accounts	Salary	Salary	Salary
Leave Without Pay	Personnel	Establishment	Salary	Salary
Gathering Gift	Personnel	Welfare	Salary	Salary

Personnel Department

PO (RCT & WELFARE) PO (ESTABLISHMENT)

M/P 14/18/2013

Accounts Department
 CAO (Salary)
 CAO