

DATE: 17.07.2023

Process 1: HRSS

- HRSS will Initiate the process

Process 2: Payroll HR

- After HRSS, it will be moved to Payroll HR → team will proceed manual computation for CTC Inputs collation, Leave balance calculations and exit register will be processed based on the former calculations.

Process 3: Payroll QC

- QC team verifies the NDC Vs. manual computation/inputs and Clearance. If approved move to process 4 else revert back to Payroll HR

Process 4: Payroll Finance

- This process will be continued in SAP. Then it will be moved to treasury team for the payment confirmation.
- The Checklist will be verified externally – not to be included in portal due to fastracking of F&F process.
- If approved move to process 5, else revert back to Payroll HR

Process 5: Finance

- Once the payment is confirmed it will be moved to finance team. For payment settled cases they will update the settlement value.

Process 6: HRSS

- Document will be uploaded by them