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01.701.05 – Employee Status Master

PROCESS OVERVIEW


This Master form is used to store historical data of employee over the period of time.

When any changes with employee master data is done with event date, new record is inserted in employee status master with event date. Like if department for employee is changed w.e.f. 01-may-2018 then new record will be inserted in employee status list with new event date 01-May-2018 with keeping previous details as it is. So that it do not overwrite any records with reference to employee history.

This option is mainly Read-only as only admin can make some changes to records.

PROCESS PRE-REQUISITES


Input Fields	Input Details	General Remarks
Entity	Entity Master	
Division	Division Master	
Grade	Grade master	If required grade is not available in LOV then you can create new grade by clicking on O button
Department	Department Master	If required grade is not available in LOV then you can create new Department by clicking on O button
Designation	Designation Master	If required grade is not available in LOV then you can create new

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		Designation by clicking on O button
Category	Category Master	We can configure auto generation of employee code on the basis of category
Location	Configuration master	T Code = "0", Tnature = "EPAY"
Bank	Bank Master	
Plant	Plant Master	
Payment Mode	Drop down List	
Wage basis	Drop down List	
Sub Acc	Subsidiary Ledger Account Master	With Schedule "S" Only
Sal Advance Acc	Account master	When Sub acc feature not used
Loan Acc	Account Master	When Sub acc feature not used
Tour Adv Acc	Account Master	When Sub acc feature not used
Cost Code	Cost Master	
Off Day	Drop Down list	
Shift	Shift Master	
Itax Category	View_itax_catg	Income tax category wise configuration is done in ERP system

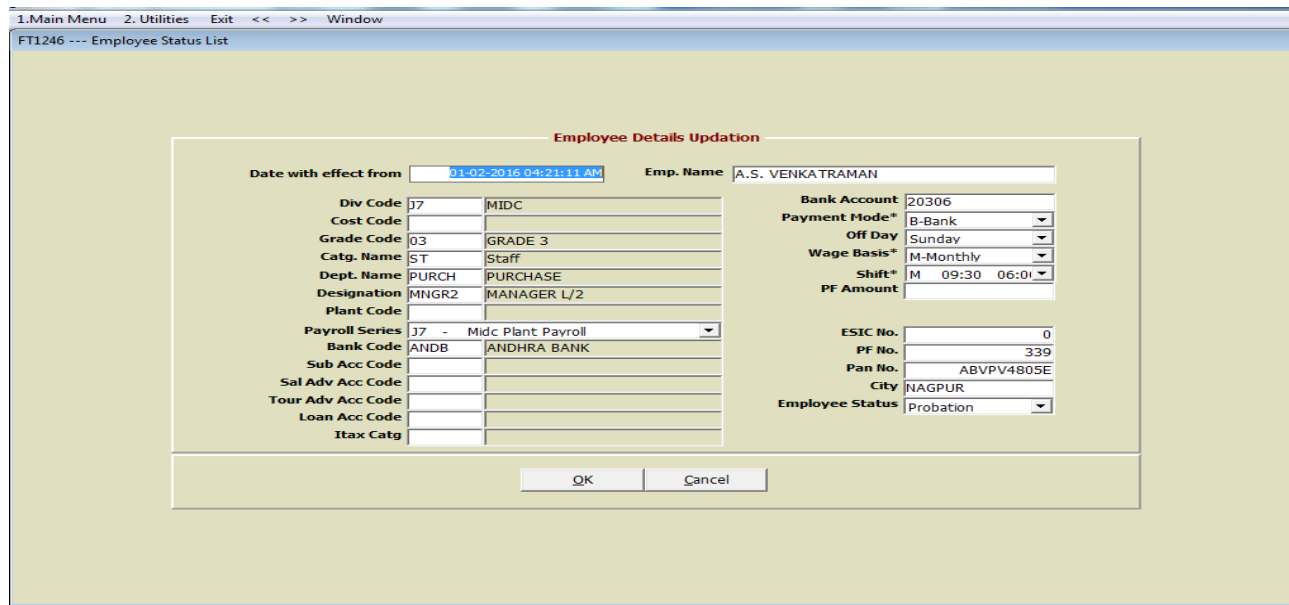
KEY FEATURES

- Storing of historical data related employee over period of time.
- Employee history can be tracked with the help of event date.

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Edit	To Edit records. Only few fields can be edited
View	To View record in read only mode
Cancel	To Clear record
Exit	To Exit from form.
D	To delete particular record
I	To Insert Record

On Edit/View mode



1.Main Menu 2. Utilities Exit << >> Window

FT1246 --- Employee Status List

Employee Details Updation

Date with effect from 01-02-2016 04:21:11 AM Emp. Name A.S. VENKATRAMAN

Div Code	J7	MIDC
Cost Code		
Grade Code	03	GRADE 3
Catg. Name	ST	Staff
Dept. Name	PURCH	PURCHASE
Designation	MNGR2	MANAGER L/2
Plant Code		
Payroll Series	J7 - Midc Plant Payroll	
Bank Code	ANDB	ANDHRA BANK
Sub Acc Code		
Sal Adv Acc Code		
Tour Adv Acc Code		
Loan Acc Code		
Itax Catg		


Bank Account	20306
Payment Mode*	B-Bank
Off Day	Sunday
Wage Basis*	M-Monthly
Shift*	M 09:30 06:01
PF Amount	
ESIC No.	0
PF No.	339
Pan No.	ABVPV4805E
City	NAGPUR
Employee Status	Probation

OK Cancel

Work Step – To view Employee details

Step 1 Press 'Select Button.

Step 2 when you press Select button LOV will be generated, you can select particular record to view it.

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Step 3 If you want to edit the record click on Edit button or you can simply click on View button to view record on read-only mode.

Step 4 After changes you can click Ok button or click Cancel to exit.

Step 5 Press Cancel to clear record from main form.


Input Field Level Information (Employee Details TAB)

FIELDS	DESCRIPTION	R/O/C	FIELD VALUE / COMMENTS
Employee Name	Code & Name	R	If set auto generated it will generate on the basis of logic set else has to be entered manually
Division	Division Code	R	To select Division Code by pressing F9 button
Grade	Grade code	R	To select Grade code by Pressing F9. If desired code is not found in list then you can create new one by clicking on O button
Department	Department Code	O	To select Department code by Pressing F9. If desired code is not found in list then you can create new one by clicking on O button
Designation	Designation Code	O	To select Designation code by Pressing F9. If desired code is not found in list then you can create new one by clicking on O button
Category	Employee Category	R	To select Category code by Pressing F9.
Location	Location/Payroll Series	R	To select employee location from dropdown list
Bank	Bank Code	O	Select Bank Code if payment mode is bank & shall be reflected in bank statement
Plant code	Plant code	O	To select plant code
Bank Account no	Bank account no of employee	O	To Enter bank account no of employee

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Payment Mode	Payment mode for payment of salary	R	To enter Payment mode of salary
Wage Basis	Payment wage basis for employee	R	To set whether monthly/Daily/Fortnightly or weekly payment would be done to employee
Sub Acc	Linking sub account code of employee	O	To Link subaccount Code of employee
Sal Adv Acc	Linking of Salary advance ledger of employee	O	To link GL code from salary advance for employee. Shall be used only if sub account feature is not in use
Loan Adv Acc	Linking of loan advance ledger of employee	O	To link GL code from Loan advance for employee. Shall be used only if sub account feature is not in use
Tour Adv Acc	Linking of Tour advance ledger of employee	O	To link GL code from Tour advance for employee. Shall be used only if sub account feature is not in use
Cost Center	Cost Center for employee	O	Entry of Cost center of employee
Off Day	Weekly off for employee	R	To enter weekly off for employee through drop down list
ESIC no	ESIC no	O	To enter ESIC No of employee
PAN No	Pan number of employee	O	To set PAN number for employee used for income tax purpose
ESIC Dispensary	To enter ESIC Dispensary	O	To Enter ESIC Dispensary for employee
Itax Catg	Income Tax Category	O	To Enter Income Tax Category

R = Required, O = Optional, C = Conditional

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Event Date Logic

- In Employee status master, you can find event date wise record on form for single employee.
- You can simply view the detail of employee on that particular event date so that you can get to view the historical data of the employee.
- Changing data in employee status master is not advisable.
- In some instance only, data can be modified by admin user, as it may affect complete records like payroll, attendance, leave & others.