PROJECT SAKSHAM

END USER DOCUMENT

Leave Encashment Payment Processing

Table of Contents

1   DOCUMENT CONTROL

This is a controlled document and will be maintained on UPPCL portal.

Changes to this document will be recorded below and must be published to all interested parties.

1.1   DOCUMENT HISTORY

Version	Date	Author	VERSION DETAILS
V0.1	24.01.2022	Heena Garg	Initial Submission

1.2   DISTRIBUTION

Date	Type of Users	Purpose

1.3   USER ROLES – POSTS USING PROCESS EXPLAINED IN MANUAL

Date	Roles	Posts	Purpose

2   LEAVE ENCASHMENT

2.1   OVERVIEW

To process Leave Encashment for employees who have retired in Current Financial Year.
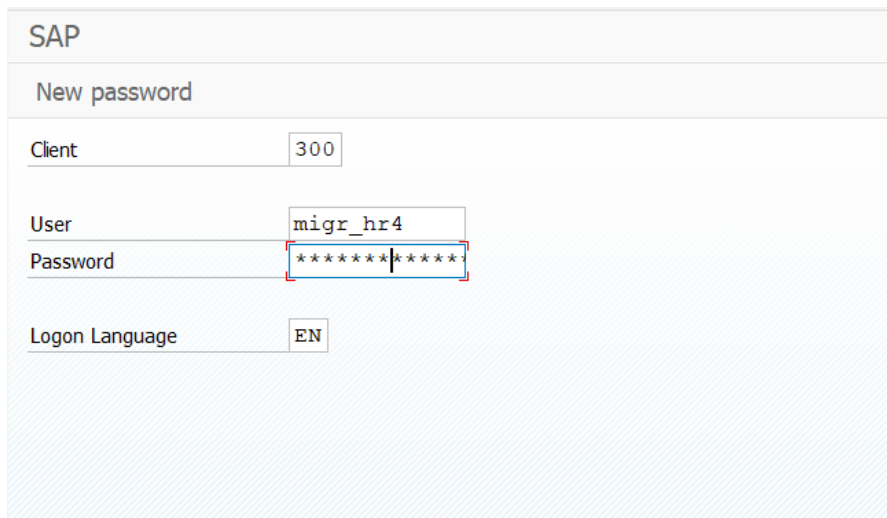
2.2   MENU PTH

Use the SAP Logon.

2.3   USER ROLE

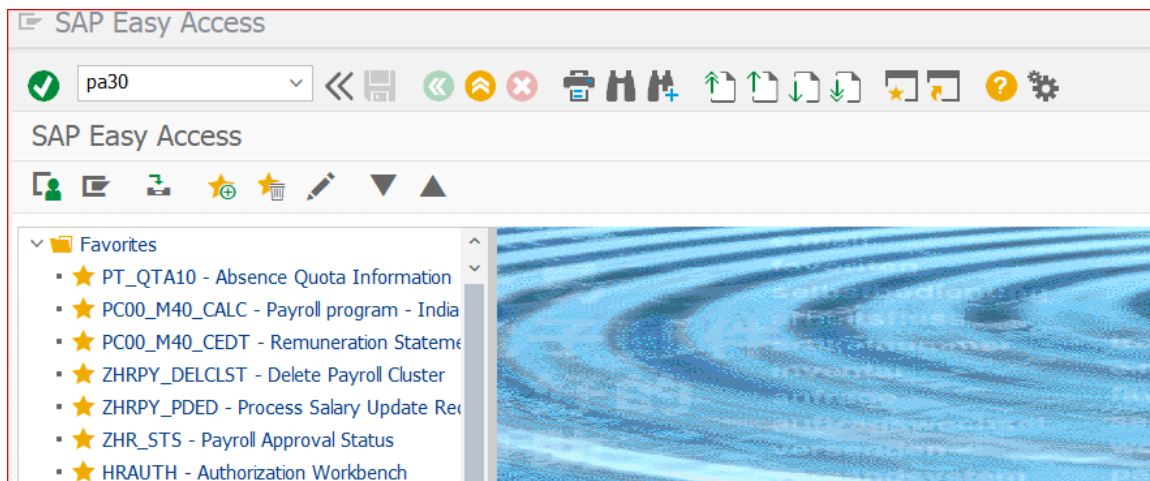Description of User role along with the possible post names who will be executing transaction

2.4   STEPS

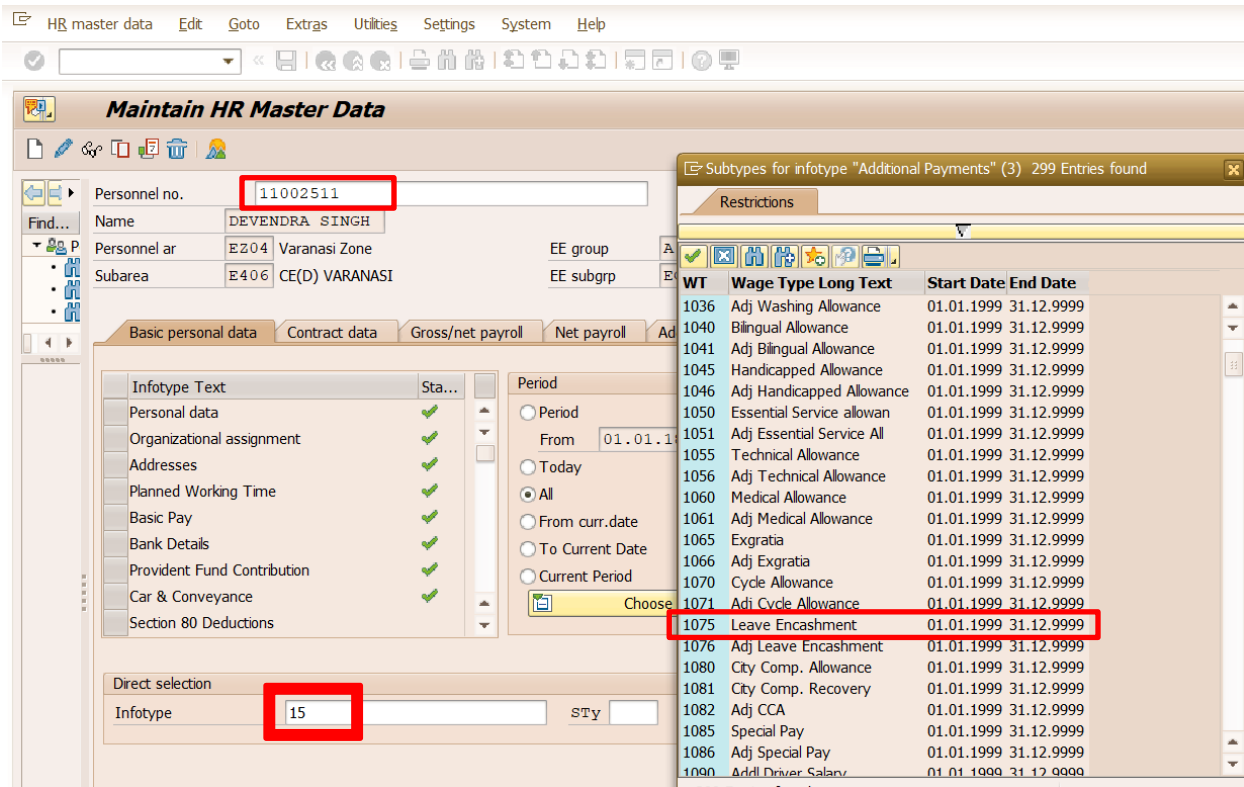**LOG IN SAP USING YOUR CREDENTIALS -**

Below screen will appear, enter T-code PA30

Enter SAP ID in Personnel field.

Enter Infotype – **15**(Additional Payments).

Subtype – 1075 (Leave Encashment)

- Click on create button to create the record.

- Enter the value as below.

✓ Amount – Blank
✓ Number – No. of days for which Leave Encashment is to be paid
✓ Unit - Days
✓ Date of Origin - Date of Retirement
✓ Assignment no (O.M.) - OM no

- And save (Ctrl+S) 💾 Hence, infotype updated.

Now Click on Utilities -> change payroll status

Below screen will appear. Fill dates as mentioned-

Earl.pers. RA date – Date of Retirement
Earliest MD changre – Date of Retirement
Mast. Data chn. Bonus – Date of Retirement
Run payroll up to - End date of month for which payroll to be run

NO DATES SHOULD BE CHANGED EXCEPT ABOVE MENTIONED 4 DATES

Now, enter Tcode – ZHR_PAYROLL_CHECK
Below screen will appear

Click on New Entries

Fill SAP ID and start date and End date of all months after retirement till the month in which Leave Encashment will be run.

Stop/allow the payroll run after Retirement date

Personnel No.	End Date	Start Date	Remarks
11002511	31.01.2022	01.01.2022	
11002511	31.12.2021	01.12.2021	

Click on save (Ctrl+S) 🖫 .

> **Leave Encashment payroll needs to run by the CPC.**
>
> **DyCAO can check simulated payslip by-**

- T-code- PC00_M40_CALC_SIMU (for test run only)
- Enter the field as screenshot below. Click on execute.

Payroll Driver, India

Payroll period

Payroll area	E5 from 01.01.2022 To 31.01.2022	
○ Current period		
● Other period	11 2021	

Selection

Personnel Number	11002511
Payroll area	E5

General program control

Payroll reason	
Off-cycle payroll	
Schema	ZN00
Forced retro.accounting as of	
☑ Test run (no update)	

Log

☐ Display log
☐ Also display time data processing log
Display variant for log [_____] 🖉

Remuneration statement parameters

● Display variant remun.statem   PCL1
○ No remuneration statement

3 GLOSSARY

HRM	Human Resource Management
Company code	SAP term for legal entity for which a complete self-contained set of accounts can be drawn up for external statutory reporting
Personnel Areas (PA)	Personnel Areas are the sub units of a company that are specific to Personnel Administration. Personnel Areas usually defines geographical locations. One Personnel Area can belong to only one Company code
Personnel subarea (PSA)	Personnel subarea represents a further subdivision of the Personnel Area. The principle Organizational aspects of human resources are controlled at this level, like Holiday Calendars, Wages and Allowances, Shift Timings, Leaves Quotas, Professional Tax etc.
Employee group (EG)	Employee group is a general division of employees, which defines the different types of workforces and their employment terms and conditions
Employee Sub Groups (ESG)	Employee Sub Groups are sub division of employee groups. The principle Organizational aspects of human resources are controlled at this level, Wages and Allowances, Shift Timings, Leaves Quotas, Wage Calculation Rules etc.
Payroll Area	Grouping of employees to process Payroll.
SAP	Systems, Applications and Products (in data processing)