



PROJECT SAKSHAM

END USER DOCUMENT

Leave Encashment Payment Processing



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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 PATH

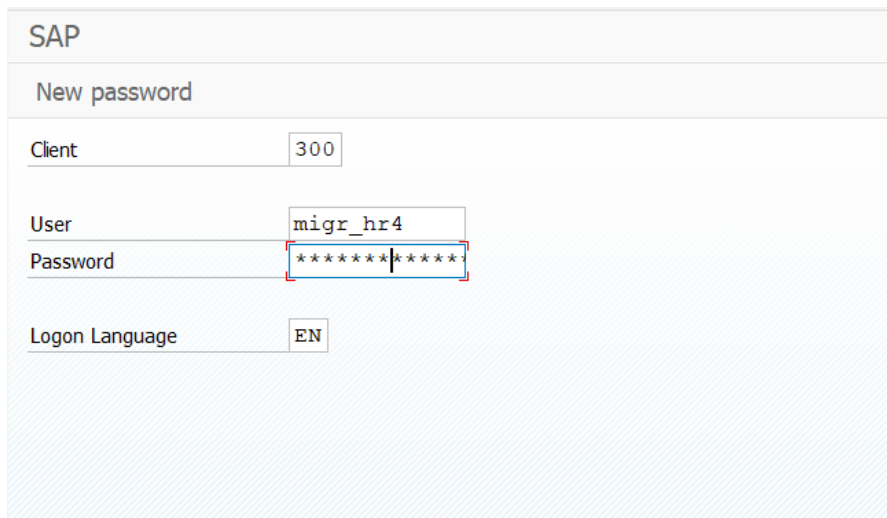
Use the SAP Logon.

2.3 USER ROLE

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

2.4 STEPS

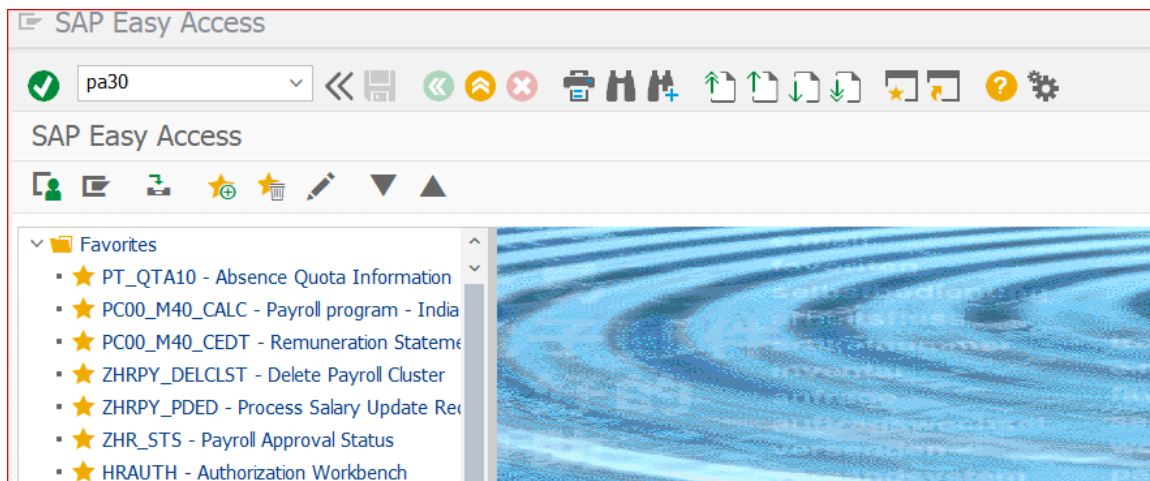
LOG IN SAP USING YOUR CREDENTIALS -



The image shows the SAP Logon screen. At the top, it says 'SAP'. Below that, there is a section for 'New password'. The main area contains the following fields:

- Client: 300
- User: migr_hr4
- Password: A field with 12 asterisks, indicating a masked password.
- Logon Language: EN

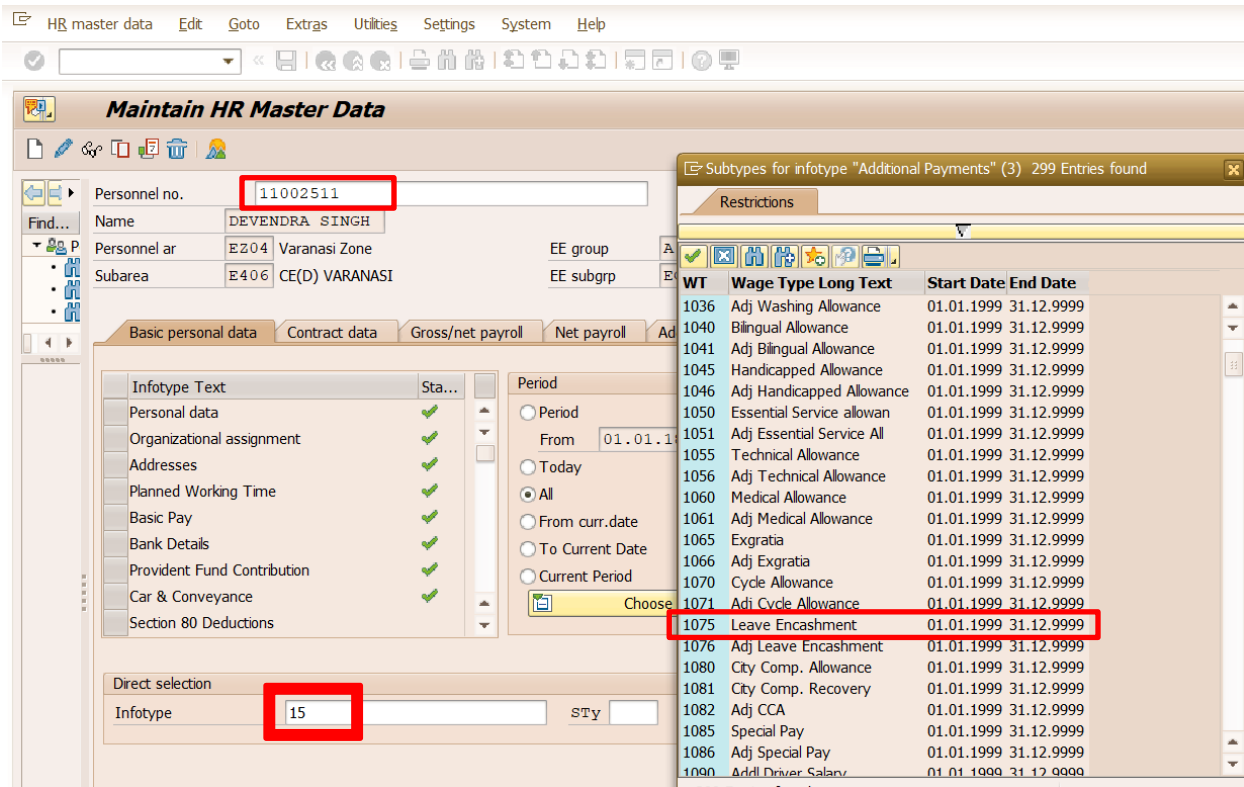
Below screen will appear, enter T-code PA30



Enter SAP ID in Personnel field.

Enter Infotype – 15(Additional Payments).

Subtype – 1075 (Leave Encashment)



HR master data Edit Goto Extras Utilities Settings System Help

Maintain HR Master Data

Personnel no. 11002511

Name DEVENDRA SINGH

Personnel ar E204 Varanasi Zone EE group A

Subarea E406 CE(D) VARANASI EE subgrp E

Basic personal data Contract data Gross/net payroll Net payroll Ad

Infotype Text Sta... Period

Personal data ✓

Organizational assignment ✓

Addresses ✓

Planned Working Time ✓

Basic Pay ✓

Bank Details ✓

Provident Fund Contribution ✓

Car & Conveyance ✓

Section 80 Deductions ✓

Direct selection

Infotype 15 STy

Subtypes for infotype "Additional Payments" (3) 299 Entries found

WT	Wage Type Long Text	Start Date	End Date
1036	Adj Washing Allowance	01.01.1999	31.12.9999
1040	Bilingual Allowance	01.01.1999	31.12.9999
1041	Adj Bilingual Allowance	01.01.1999	31.12.9999
1045	Handicapped Allowance	01.01.1999	31.12.9999
1046	Adj Handicapped Allowance	01.01.1999	31.12.9999
1050	Essential Service allowan	01.01.1999	31.12.9999
1051	Adj Essential Service Al	01.01.1999	31.12.9999
1055	Technical Allowance	01.01.1999	31.12.9999
1056	Adj Technical Allowance	01.01.1999	31.12.9999
1060	Medical Allowance	01.01.1999	31.12.9999
1061	Adj Medical Allowance	01.01.1999	31.12.9999
1065	Exgratia	01.01.1999	31.12.9999
1066	Adj Exgratia	01.01.1999	31.12.9999
1070	Cycle Allowance	01.01.1999	31.12.9999
1071	Adj Cycle Allowance	01.01.1999	31.12.9999
1075	Leave Encashment	01.01.1999	31.12.9999
1076	Adj Leave Encashment	01.01.1999	31.12.9999
1080	City Comp. Allowance	01.01.1999	31.12.9999
1081	City Comp. Recovery	01.01.1999	31.12.9999
1082	Adj CCA	01.01.1999	31.12.9999
1085	Special Pay	01.01.1999	31.12.9999
1086	Adj Special Pay	01.01.1999	31.12.9999
1090	Addl Driver Salary	01.01.1999	31.12.9999

- 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

Change Additional Payments

Pers.No. 11002511 Name DEVENDRA SINGH
 Pers.area EZ04 Varanasi Zone Cost Ctr PU0003001 CPO PUVVNL
 EE subgrp EC CE-Lv1-E&M WS rule GEN GENERAL SHIFT ..
 Chgd 04.01.2022 11002427

Additional Payments

Wage Type	1075	Leave Encashment
Amount		INR
Number/unit	300.00	Days
Date of origin	30.11.2021	
Default Date		
Assignment Number	7658, 29.11.2021	
Reason for Change		

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

Now Click on Utilities -> change payroll status

HR master data Edit Goto Extras Utilities Settings System Help

Delete personnel no.
 Change payroll status
 Change entry/leaving date
 Call employee

Maintain HR Master L

Personnel no. 14900001
 Name Shilpa .
 Personnel ar EH00 PUVVNL Head Office EE group C Class III
 Subarea EH00 PUVVNL Head Off EE subgrp AT Accountant

Find by
 Person
 Collective search h
 Search Term
 Free search

Below screen will appear. Fill dates as mentioned-

Earl.pers. RA date – Date of Retirement

Earliest MD change – 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

Change Payroll Status

Payroll correction

Find by: Person

- Collective search h
- Search Term
- Free search

Hit list

Personnel numb...	Name
00000001	Abhin
00000002	Jagde
00000003	Rajes
00000005	Mahe
00000006	Ramp
00000007	Shank
00000009	Ragha
00000010	Malti
00000011	Bhagv
00000012	Ajeet
00000013	Rahul
00000014	Nasir
00000015	Rajen
00000016	Sathis

Pers.No. 14900001 Name Shilpa .

Pers.area EH00 PUVVNL Head Office

EE subgrp AT Accountant WS rule GEN

Chng 02.02.2022 GURSEWAK

Payroll/Retroactive Accounting

Earl.pers. RA date 01.01.2022 Accounted to 31.07.2021

Run payroll up to 31.01.2022 Earliest MD change 01.01.2022

Do not account after Mast.data chng.bonus 01.01.2022 Bonus Info

☐ Pers.no.locked ☐ Payroll correction

Time evaluation

Earl.pers.rec.date Pers.calendar from

PDC recalculation 01.12.2021

☐ PDC error indicator

Other data

Initial input 04.10.2021 10:56:44

Now, enter Tcode – ZHR_PAYROLL_CHECK

Below screen will appear

Table View Edit Goto Selection Utilities System Help

Change View "Stop/allow the payroll run after Retirement date": Overvi

Expand <-> Collapse New Entries Delimit


Stop/allow the payroll run after Retirement date

Personnel No.	End Date	Start Date	Remarks
10000010	31.08.2020	01.08.2020	RECTOR
10000013	31.07.2020	01.07.2020	DIRECTOR
10000014	31.08.2020	01.08.2020	CHIEF ENGINEER RETIREMENT ON 01.09.2020
10000017	31.08.2020	01.08.2020	DIRECTOR

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



Selections from

Search helps

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)