Training Manual

For

Legacy PF Data Entry &

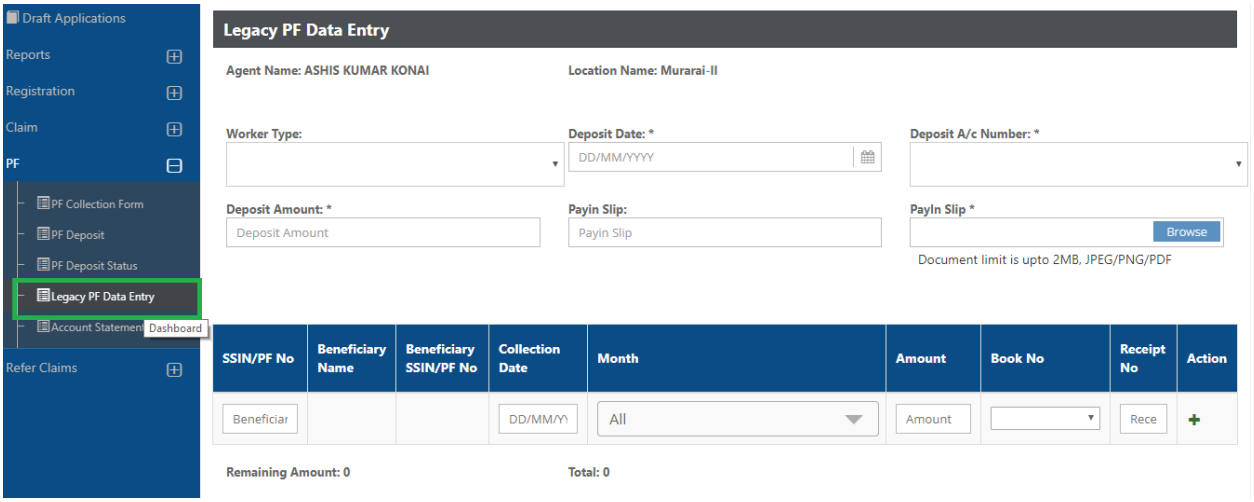
New PF Collection

By SLO

Legacy PF data entry

1. Respective SLO needs to login into the SSY Live portal through their proper login credentials.
2. At first SLO needs to select “Service Provider” option, then proper user id and password should be entered.
3. After that, SLO needs to click on the “Login” button.

4. On successful login, SLO can access the dash board. Now from the left menu, SLO needs to go PF section and click on “Legacy PF Data Entry” submenu, to access the “Legacy PF Data Entry” screen.



5. Now in the "Legacy PF Data Entry" screen, following information needs to be entered or selected by the SLO as mentioned below…..
   a) Worker Type (Mandatory)
   b) PF amount deposit date to the bank (Mandatory)
   c) Bank A/C number (Mandatory)
   d) Deposit amount (Mandatory)
   f) Pay-in slip number (optional)

6. After that pay-slip needs to be uploaded in the system mandatorily.
7. On completion of previous activities, SLO needs to enter following information for each and every transaction as mentioned below….

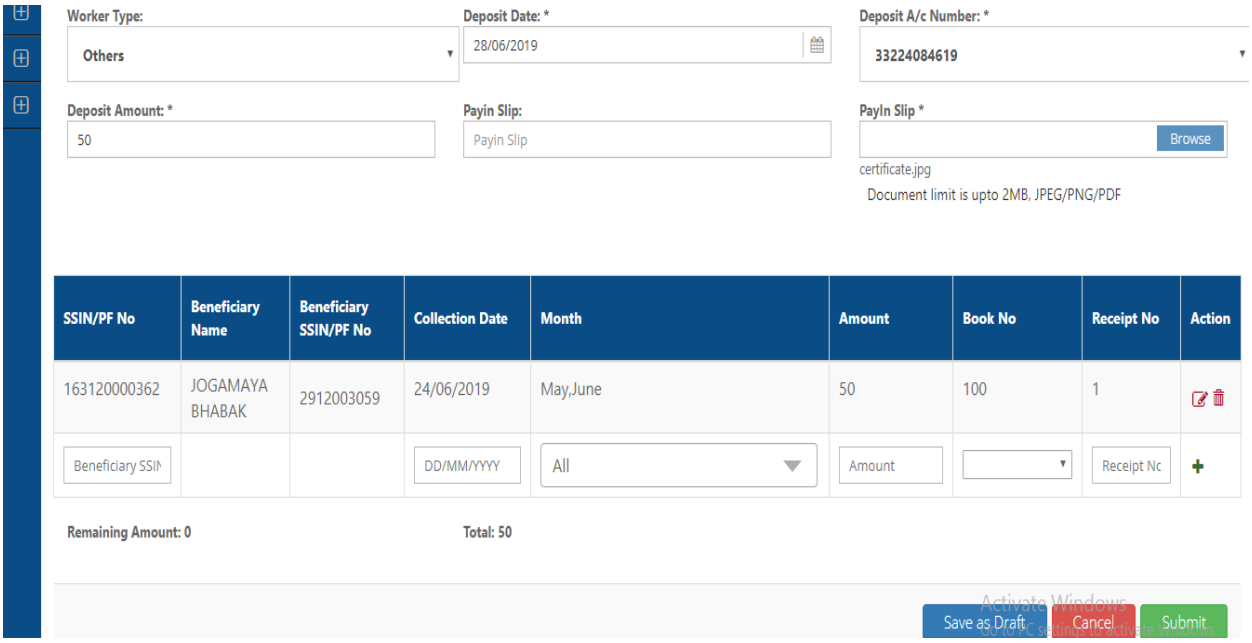
   a) SSIN or PF number of the beneficiary (Mandatory)
   b) Collection date (Mandatory)
   c) Month of collections (Multiple months can be selected) (Mandatorily)
   d) Collection amount
   e) Book number as issued by the inspector
   d) Receipt number

   After clicking on SSIN/PF number, system will fetch name of the beneficiary and PF or SSIN number which is not given by the SLO.

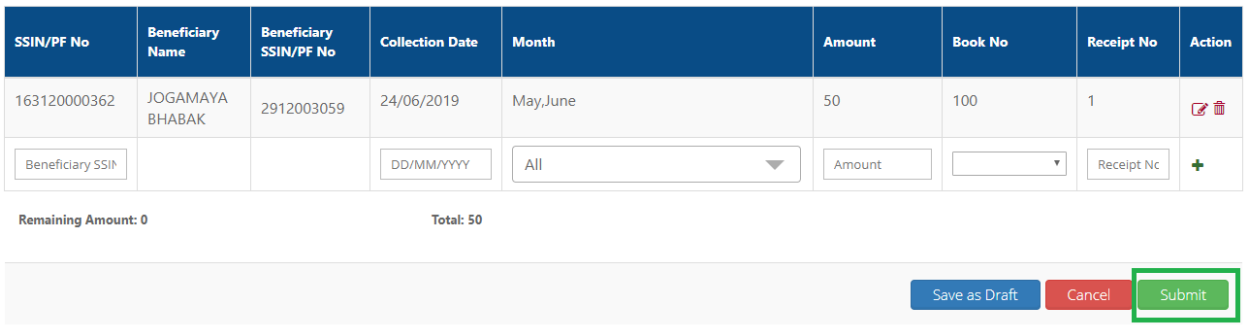
   To add the next record, SLO needs to click on the "+" button. Entered record can be deleted by the SLO if required.

   SLO can see the total amount entered and remaining amount yet to be entered. Until remaining amount will be 0, SLO can't able to submit.

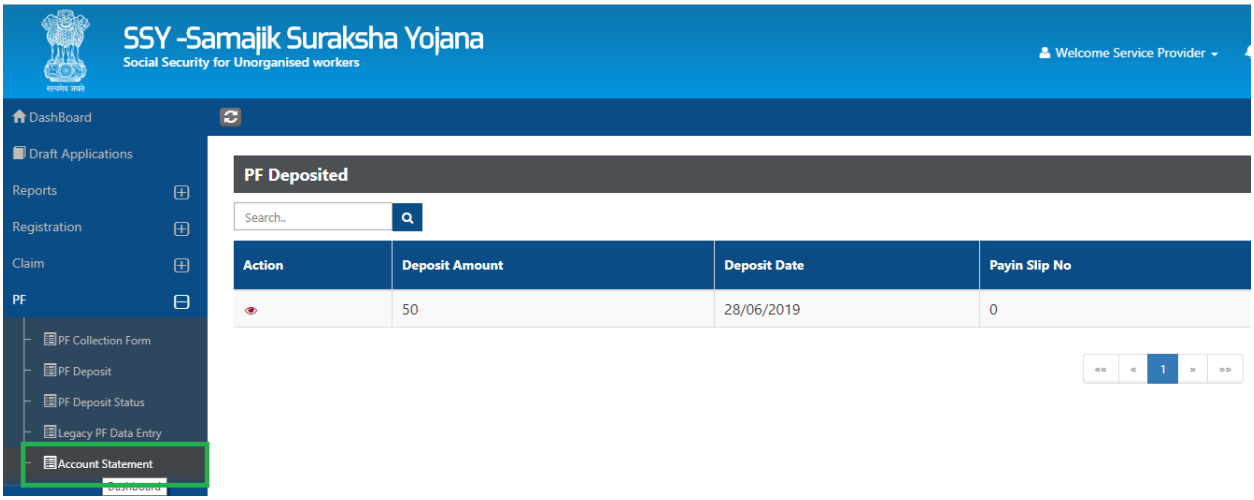
   SLO can save the entry intermediately, by clicking on "Save as draft" option for processing later at per his/her convenience.



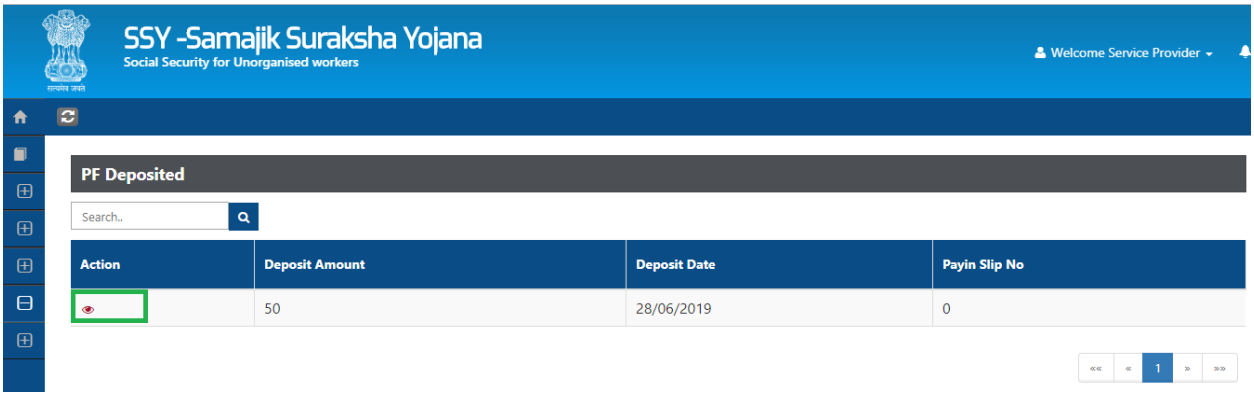
8. Finally SLO needs to click on the “Submit” button to complete the Legacy data entry process. Success message will be displayed accordingly.

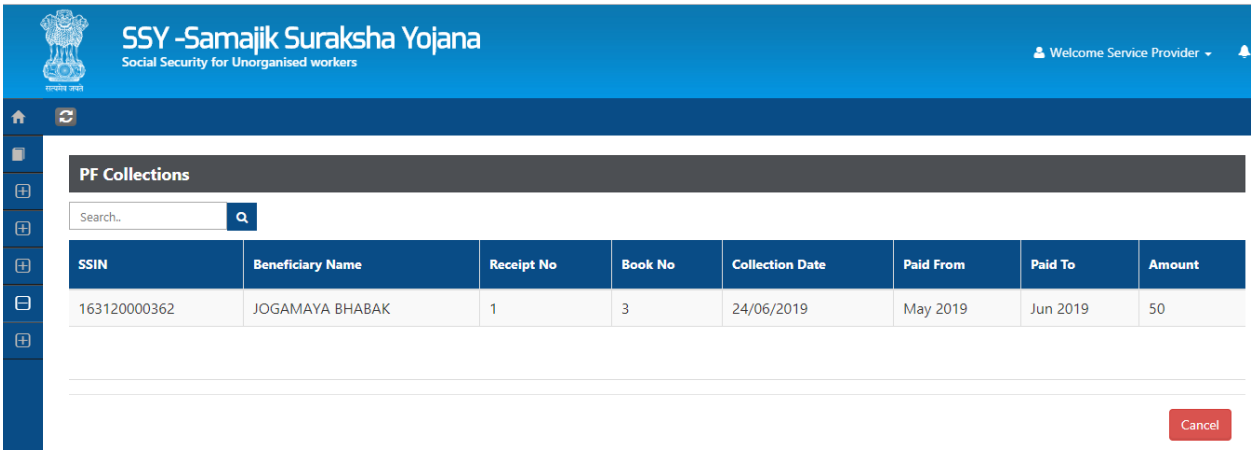


9. To see the “Account Statement”, SLO needs to click on the “Account Statement” submenu from PF menu in the left panel.



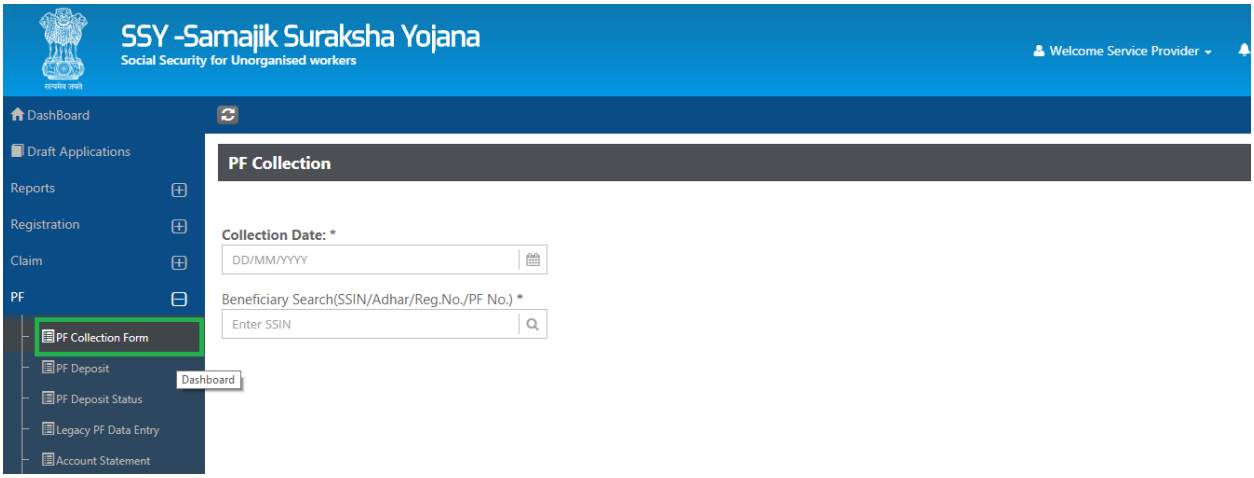
10. SLO needs to click on the “Action” button to get the complete action history for each and every entry.





New PF Collection

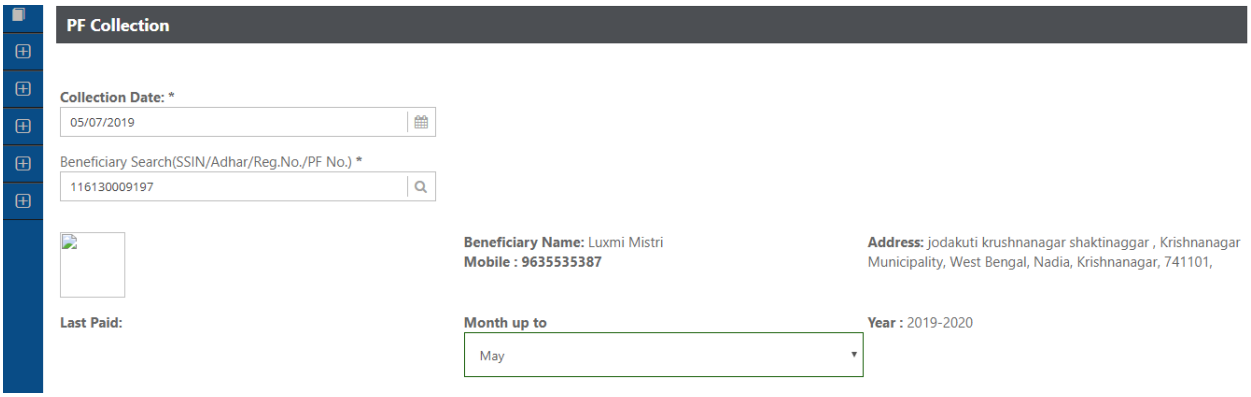
1. On successful login, SLO can access the dash board. Now from the left menu, SLO needs to go PF section and click on “PF Collection Form” submenu, to access the “PF Collection Form” screen.



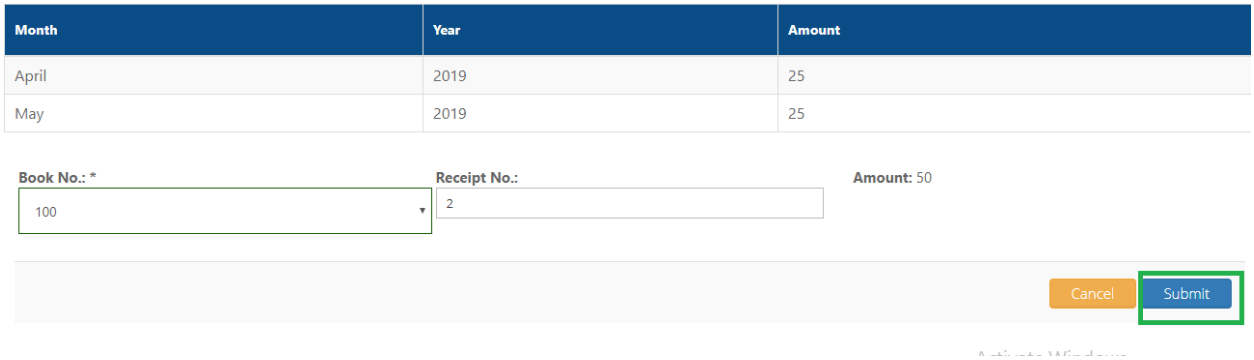
2. Now, in this screen, SLO needs to enter “Collection Date” and “SSIN” of the beneficiary at first.
3. After entering SSIN of the beneficiary, system automatically fetch, following information as available in the data base on the screen…….

   a) Name of the beneficiary
   b) Contact No. of the beneficiary
   c) Address of the beneficiary
   d) Last paid month
   e) Current financial year

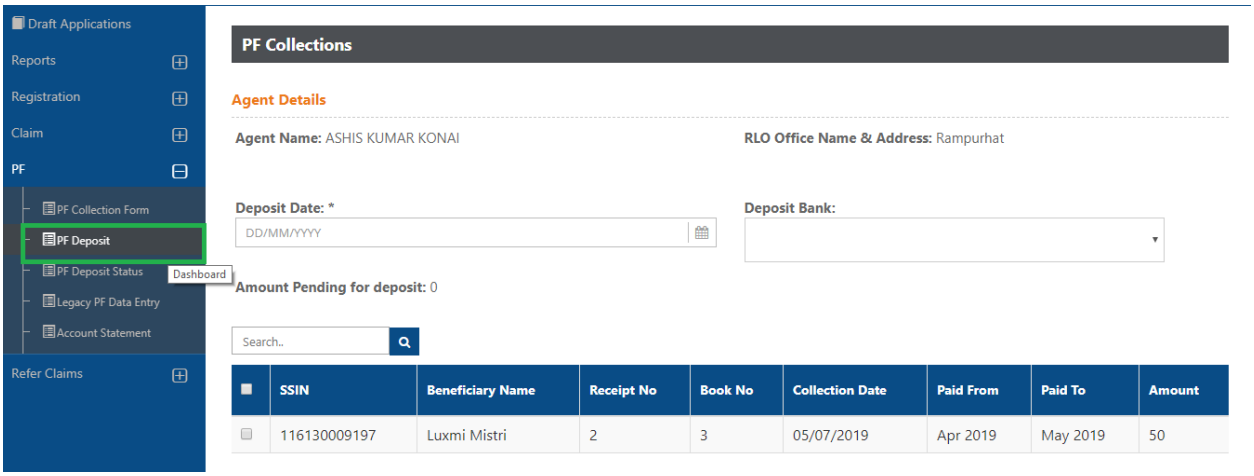
   After that SLO needs to select the month up to which collection has been taken from the beneficiary.



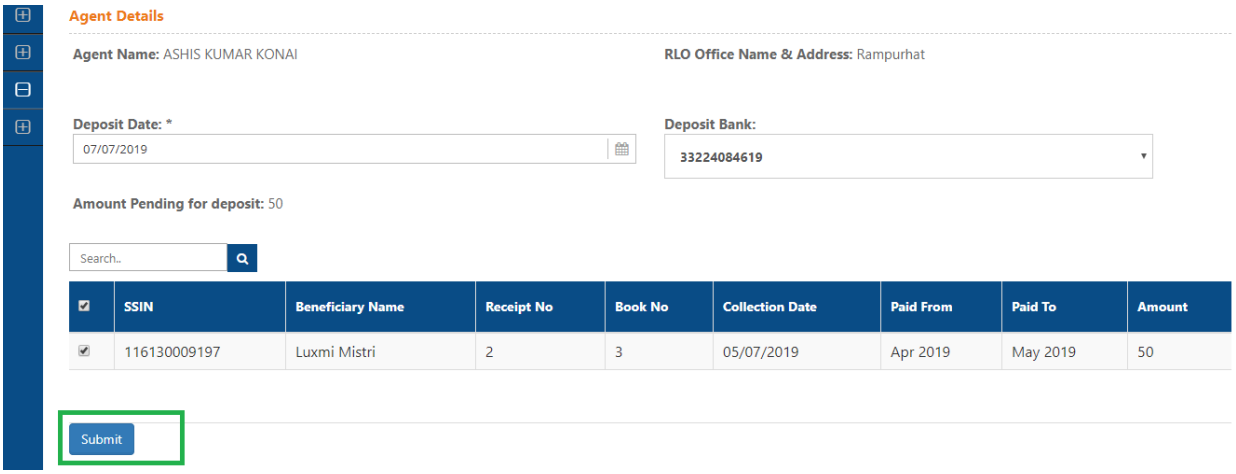
4. After selecting the last month of collection, system automatically calculate the amount and provides the detail break up the of the collection month wise.
5. Now, SLO needs to select the “Book No.” as issued by the concerned inspector. After selecting the “Book No.” corresponding “Receipt number” will be automatically come but SLO can edit the receipt number if required.
6. Finally SLO needs to click on the “Submit” button, to complete the collection process.



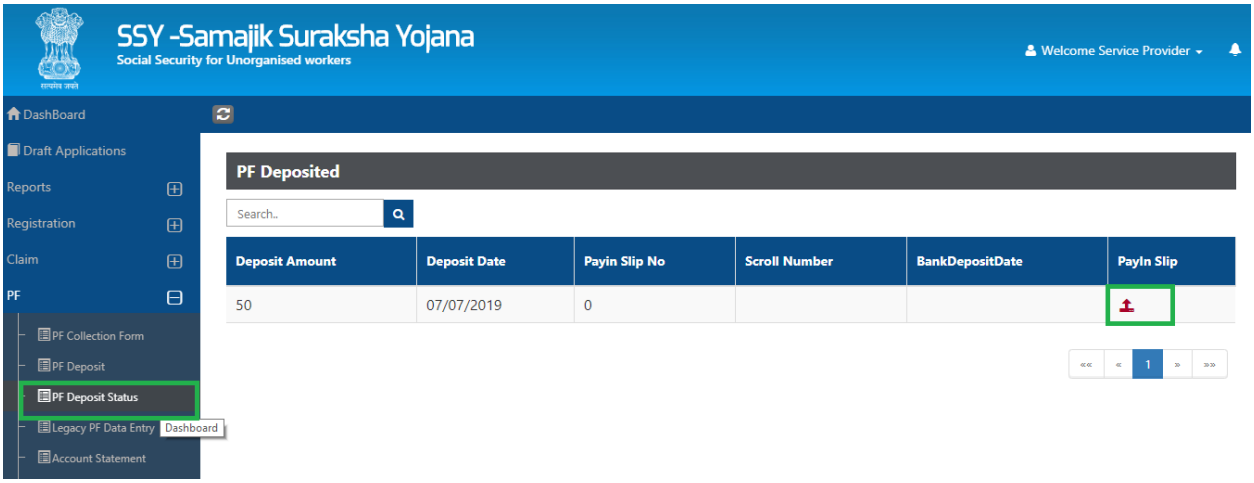
7. On completion of collection submission, SLO needs to click on the “PF Deposit” sub menu from “PF” menu to go the “PF Deposit” screen. In this screen, submitted collection record will be available.



8. At first, SLO needs to select the system deposit date and the corresponding bank account.
9. After that, SLO needs to select the individual collection records which he/she wants to be deposited from the list of collections. The amount to be deposited will be calculated automatically.
10. Finally the SLO needs to click on the “Submit” button and success message will be appeared in the screen accordingly.



11. Henceforth, SLO needs to click on the “PF Deposit Status” submenu from PF menu to go the “PF Deposit Status” page.
12. In this screen, SLO can see the deposited amount, and date of deposit in the system.
13. Now SLO needs to click on the “Upload” icon for uploading the pay-in slip.

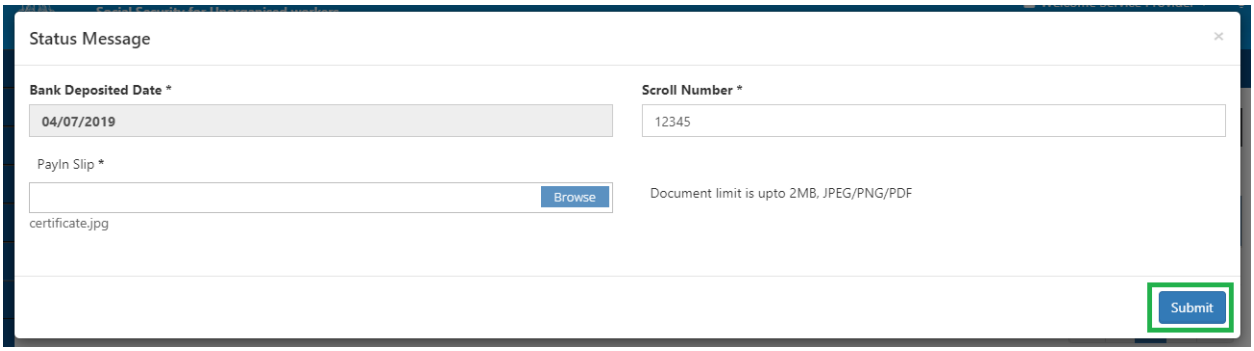


14. In the Pay-in slip upload page, SLO needs to provide following information and upload the pay in slip received from bank.

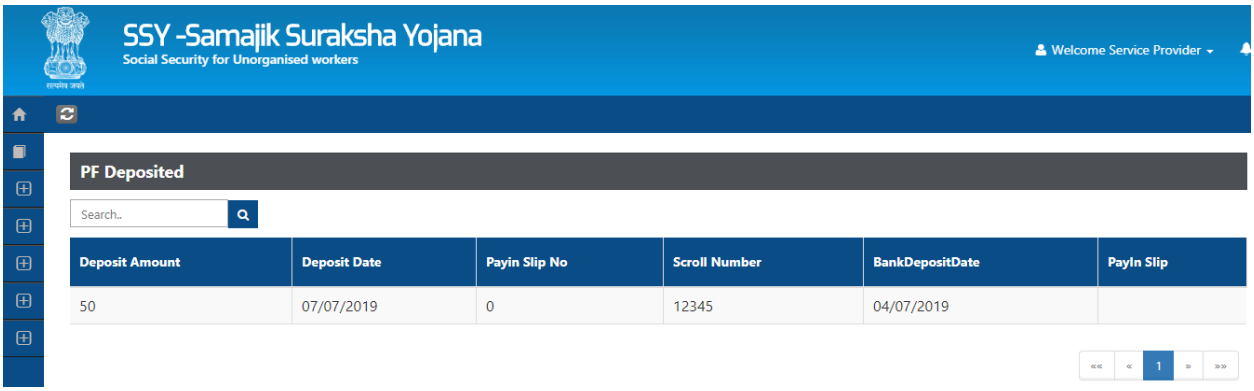
    a) Bank deposit date

    b) Scroll Number

15. Finally SLO needs to click on the “Submit” button, to complete the deposit process.



16. On successfully completion of the “pay-in slip” upload process, SLO will get the success message in the screen.
17. Process is end here.


SSY -Samajik Suraksha Yojana
Social Security for Unorganised workers
Welcome Service Provider
PF Deposited
Search..
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Deposit Date
Payin Slip No
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BankDepositDate
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!! Thank You !!