

Training Manual for End-Users for
getting acquainted with the Lump sum
LFA Claim Features under Employee
Self Services for Indian Oil

Lump sum LFA Claim for SAP Payroll-ESS

Training Manual



Version 1.0:29.04.2011

Corporate Information Systems

Lump sum LFA Claim

Lump sum LFA is an optional leave travel facility that allows flexibility in terms of mode and class of travel, destinations and other conveniences to employees. Employees opting for “Lump-sum LFA” facility would be eligible to claim a lump-sum amount linked to their actual Basic Pay and DA once in a block of two calendar years. Lump sum LFA claim once submitted will be automatically posted to payroll.


Features of Lump sum LFA Claim

Lump sum LFA Claim ESS service has the following features -

- ✓ Applicant can create a Lump sum LFA Claim

How will applicant create a Lump sum LFA claim?

- Click on **Employee Self-Service** → Claims and Declarations → Reimbursement Type – Claims/Advances
- Click on **Create**

[illegible]

Click here

- Choose Reimbursement Type as **LFA** from a list of dropdown values.

The screenshot shows a process flow with four steps: 1. Overview, 2. Display and Edit, 3. Review and Send, and 4. Completed. Step 2 is highlighted in yellow. Below the flow, the 'Reimbursement Type' dropdown menu is open, showing 'LFA' as the selected option. A red circle highlights the dropdown arrow, and a callout bubble points to it with the text 'Click Here'. At the bottom, there are three buttons: 'Previous', 'Review', and 'Cancel'.

The LFA screen appears which shows the due Block, application date, Employee Details and the Net LFA entitlement with detailed breakup for the applicant.

The screenshot shows the 'LFA' claim form. At the top, there is a navigation bar with 'Employee Self Service' and various links. Below the navigation bar, there is a progress bar with four steps: 1. Overview, 2. Display and Edit, 3. Review and Send, and 4. Completed. Step 2 is highlighted in yellow. The form contains the following fields:


- Reimbursement Type: LFA (dropdown)
- Remarks / Comments: (text area)
- Date: 16/06/2011
- Employee Number: 00094367
- Name: Ms. Suchi A Gandhi
- Grade: A
- Designation: ACCOUNTS OFFICER
- Block Period: 2011-2012
- Basic: 27,220
- Special Pay/Personal Pay: 0
- Stag. pay: 0
- NPA: 0
- VDA: 12,847.84
- Total: 40,067.84
- LFA Entitlement: 1.50
- Gross LFA: 60,101.76
- Spouse Company Name: (text area)

Below the form, there are three checkboxes for declaration:

- ☒ I certify that:
 - I certify that my wife/husband is not employed in any Government Department/any other Organisation, which provides LTC/LFA facility to its employees and members of family
- ☐ I certify that:
 - My wife/husband is employed in , which provides LTC/LFA facility and / or Free/Concessional Tickets but she/he is not availing the same from her/his employer and has not preferred and will not prefer any claim from her/his employer in this respect for the block years for which LFA claim is being made by me.
 - I further certify that I have not availed of and will not avail any Free/Concessional Tickets or LTC from any other source (including Railway/Airlines) for the applicable Block Year for self, spouse and other dependent family members.

At the bottom, there are three buttons: 'Previous', 'Review', and 'Cancel'. A red circle highlights the 'Review' button, and a callout bubble points to it with the text 'Click Here'.

Check the appropriate declaration at the bottom of the screen and then click on **Review**.



Click Here


Save Draft

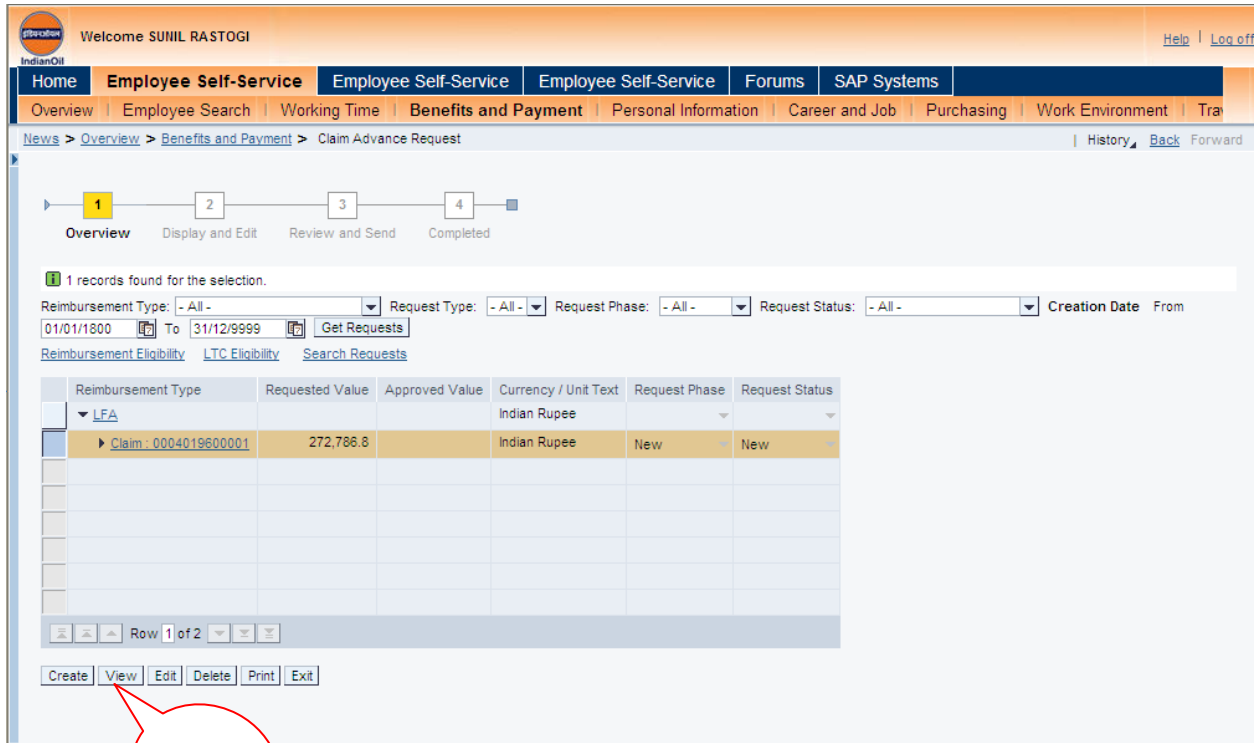
Alternatively, click on **Send** Button to send the LFA claim for processing to HR/Finance.

Manual for Lump Sum LFA Claim for SAP Payroll-ESS

How to display the Draft LFA claim?

Go to the overview screen where claims are categorized by Reimbursement Type.

Select once on the line item to highlight it and then click on button  to display the saved LFA claim.



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1 records found for the selection.

Reimbursement Type: - All - Request Type: - All - Request Phase: - All - Request Status: - All - Creation Date From

01/01/1800 To 31/12/9999 Get Requests

Reimbursement Eligibility LTC Eligibility Search Requests

Reimbursement Type	Requested Value	Approved Value	Currency / Unit Text	Request Phase	Request Status
LFA	272,788.8		Indian Rupee	New	New

Row 1 of 2

Create View Edit Delete Print Exit

Click Here