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

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**

Click here

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

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

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

Click on button (Save Draft) to save the form as draft and modify it later.

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

Welcome Suchi Gandhi   Help | Log off

Employee Self Service

My Info | **Claims and Declaration** | Leave Holidays and Time Data to Payroll | Medical | Travel and Expenses | Application Status | Furniture | SAP Inbox

Location_overview > Overview > Claim Advance Request | History | Back Forward

1	2	3	4	
Overview	Display and Edit	Review and Send	**Completed**	

Request Created successfully. Request Number: 0009436700007

What do you want to do next?
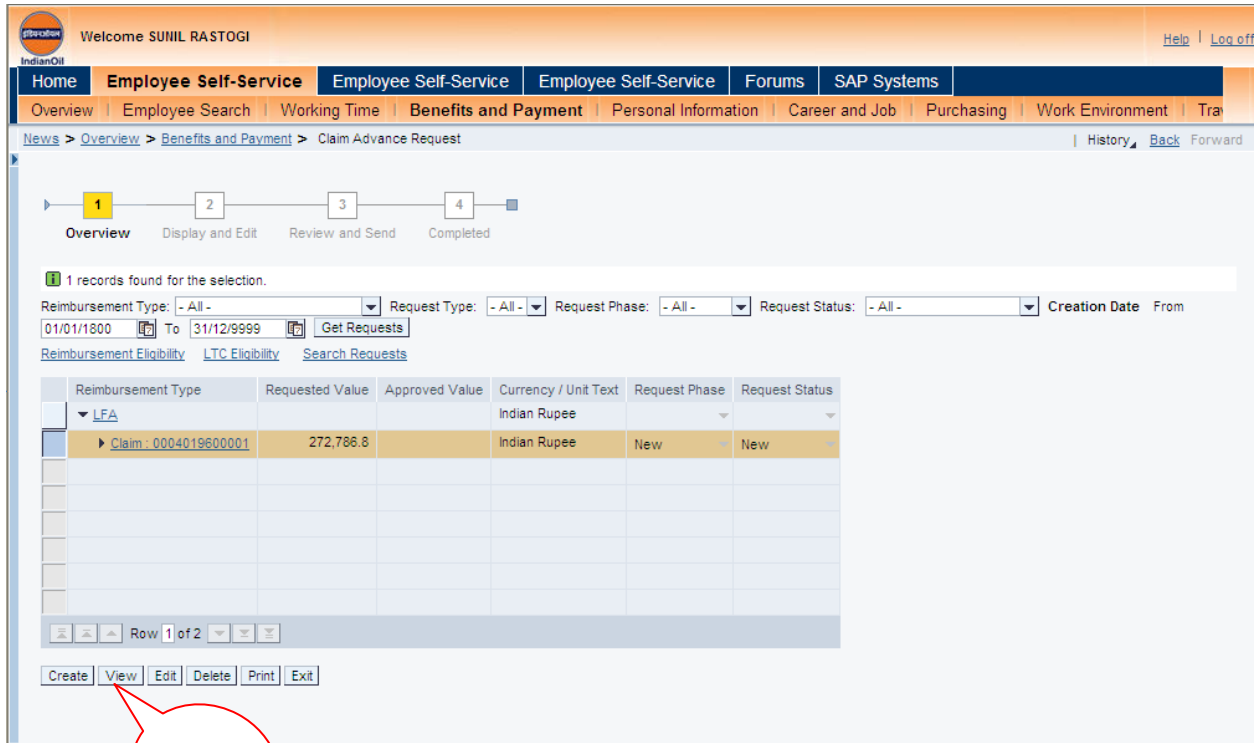Restart Claims ESS Application

Reimbursement Type:	LFA
Remarks / Comments	
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:	
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.

Draft is saved with a request number.

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

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

Click Here