# **Control Record Status / Change**

Control record status is based on the payroll area. For every circle there are 3 payroll areas, each for Departmental employees, GDS and Pensioners. The first letter of each payroll area denotes the type ie D for departmental, G for GDS and P for pensioners. Second letter denotes the circle.

For example, S denotes Tamilnadu circle. For Tamilnadu cirlce, departmental employees payroll area is denoted by DS, GDS by GS and pensioners by PS.

### The following status changes are available.

- 1. **Released for payroll** : In this status, Live run is possible. During this status, system will not allow corrections in PA30. Posting is also not possible. Payroll results of salary can be deleted in this status only.
- 2. **Released for corrections** : During this status, corrections are allowed in PA30. At this status, live run and posting is not allowed.
- 3. **Exit payroll**: During this status, posting and correction is possible. Live run is not allowed at this status.

### How to change control record:

Zpy\_menu  $\rightarrow$  Generic  $\rightarrow$  Master data  $\rightarrow$  Control records.

Generic Custom Tables	Active Employees Pensione	rs <u>R</u> eports	Interfaces	System	Help											
Master data	Display Master Data	M (A) 101	0.0.0		0											
Payroll Run	Edit Master Data			•	<b>T</b>											
Payroll Results	Incorrect PERNR Ctrl															
Posting +	Control Records															
Reports +	Change Payroll Stat.															
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The following screen is displayed.

Enter the payroll area.

The following options are available.

- 1. Display
- 2. Edit
- 3. Create
- 4. Delete

Payroll control reco	ord
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Payroll area ps	

Display access is available for all the DDOs. For other actions such as Edit, Create and delete, separate authorisation is required.

To change the status of the control record, click on edit. The following screen is displayed.

Payro	oll control record				
<b>1</b> , 22 (	3				
Payroll area	a PS Pensioner Tamil Nadu				
Payroll sta	atus				
×	Released f. Payroll				
× 🗌	Rel. f. Correction				
Image:	Exit Payroll				
× 📃	Check Payroll Results				
Payroll pe Run	eriod 12 2019 01.02.2020 - 29.02.2020				
Earliest ret	ro acctg period 01 1960 01.03.1960				
Last chan	ge to personnel control record				
by	10050490 on 02.03.2020 at 16:36:58				
Status	Released for payroll				

To change the status, click the respective action twice. The status gets selected by a tick mark and save the record. The status gets changed.

### Points to be noted:

Payroll period is available in the screen. Earliest retro acctg period should be lesser than the payroll period. It is suggested to have earliest retro accounting period as 01/1960.

Once the status is in exit payroll, the change of status to released for payroll will change the payroll period to next period automatically.

#### How to change the payroll period to previous period?

Go to control record screen, input the payroll area and press delete button.

The following screen is displayed. Press the delete button in the top of the screen. The control record is deleted.

Payrol	ll control record
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Payroll area	PS Pensioner Tamil Nadu
Payroll stat	us
	Released f. Payroll
	Rel. f. Correction
I < _	Exit Payroll
	Check Payroll Results
Payroll peri	iod 12 2019 01.02.2020 - 29.02.2020
Run	1
Earliest retro	acctg period 01 1960 01.03.1960
Last chang	e to personnel control record
by	10050490 on 17.03.2020 at 15:44:19
Status	Released for payroll
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The control record is changed as below.

Payroll control record									
Payroll area	a [	PS Pensioner Tamil	Nadu						
Payroll sta	atus								
	Released	f. Payroll							
	Rel. f. Co	orrection							
	Exit P	Payroll							
	Check Payroll Results								
Payroll pe	eriod		2						
Run		0							
Earliest retr	ro acctg period								
Last chan	ge to personnel cor	ntrol record							
by	10050490	on 17.03.202	o at	15:41:27					
Status	Deleted								

Then create the control record, by entering the period. For creating the payroll period, enter the previous payroll period. For example, to create the payroll period as 12/2019, enter the payroll period as 11/2019. Retro accounting date as 01/1960. Then select the Released for payroll, then payroll period will be changed to the next period is 12/2019.

Payro	ll control recor	rd
ayroll area	PS Pe	nsioner Tamil Nadu
Payroll sta	tus	
	Released f. Payr	roll
	Rel. f. Correctio	n
	Exit Payroll	
	Check Payroll Res	sults
Payroll pe	riod	11 2019
Run		0
Earliest retr	o acctg period	01 1960
		acord
Last chan	ge to personnel control re	
Last chang by	ge to personnel control re 10050490 on	17.03.2020 at 15:41:27

Payro	oll control	recor	d			
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ayroll are	ea	PS Per	nsioner Tamil Nad	łu		
Payroll st	tatus					
×	Release	d f. Payro	oll			
× 🗍	Rel. f.	Correctio	n			
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			0			
Run						
Run Earliest re	tro acctg period		01 1	960 01.	.03.1960	
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Payro	oll control re	ecor	d				
<b>1</b> , 22 (	3						
Payroll area	a [	PS Per	nsioner Tamil N	ladu			
Payroll sta	atus						
Image:	Released	f. Payr	oll				
× 📃	Rel. f. Co	orrectio	n				
× 📃	Exit F	ayroll					
× 🗌	Check Pay	roll Res	ults				
Payroll pe Run	eriod		12 2019	01.0	2.202	29.02	2.2020
Earliest ret	ro acctg period		01	1960	01.03.	1960	
Last chan	ge to personnel co	ntrol re	cord				
by	10050490	on	17.03.2020	) at		15:42:44	
Status	Created new						

## Issues faced while changing the control record:

While the status is in "Released for payroll" and live run is being done for some employees, the status cannot be changed to exit mode. Error will be displayed as "payroll is not completed for all the employees and locked by user.........."

In such cases, to change the control record to exit mode,

Go to zpy\_menu  $\rightarrow$  Generic  $\rightarrow$  Master data  $\rightarrow$  Incorrect PENNR ctrl.



Enter the payroll area and execute. The status will be changed to Exit for payroll.

Deleting Incorrect P	ERNR to EXIT Control Record
$\odot$	
Enter Payroll Area	
Payroll Area	ps



While the control record is to be changed from released for payroll to released for corrections or exit payroll to released for payroll and at the same time, live run/posting run is being executed for some employees, system will display the error as " control record is locked by.....". In such cases, please try after some time. The change is possible, when live run/ posting is not performed by the users for the respective payroll area.