

## 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.

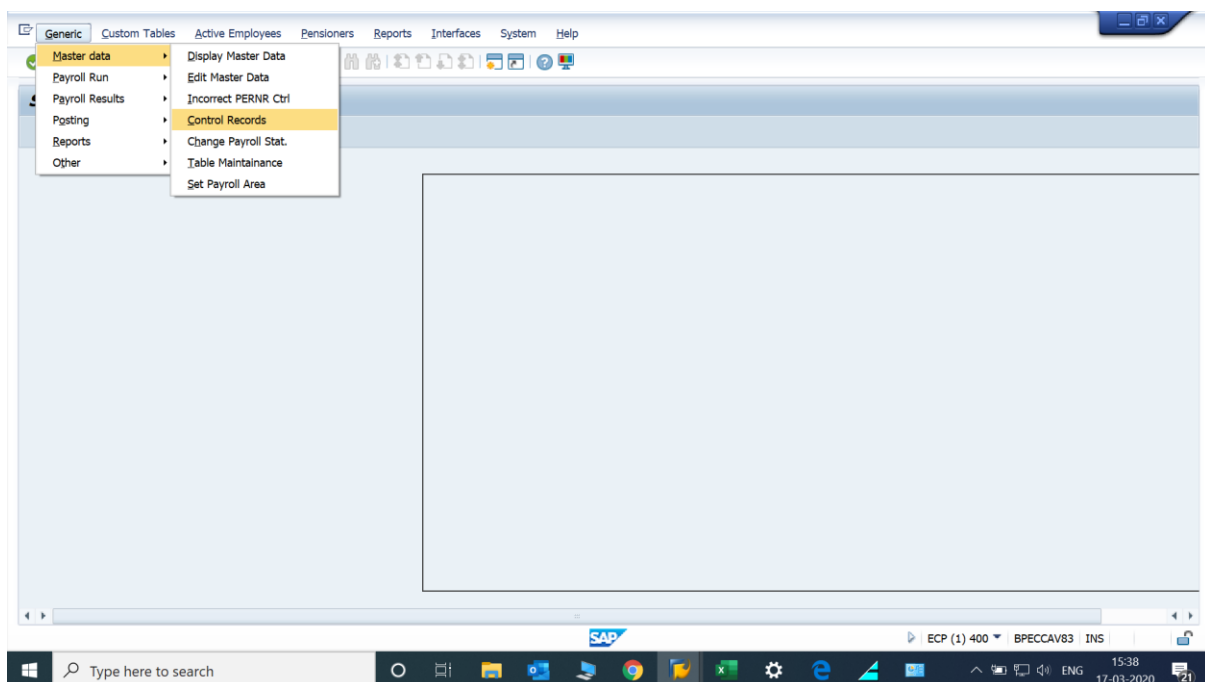
For example, S denotes Tamilnadu circle. For Tamilnadu circle, departmental employees payroll area is denoted by DS, GDS by GS and pensioners by PS.

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 → Generic → Master data → Control records.



The following screen is displayed.

Enter the payroll area.

The following options are available.

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

***Payroll control record***









Payroll area

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.

***Payroll control record***

Payroll area  Pensioner Tamil Nadu

**Payroll status**

✘	Released f. Payroll
✘	Rel. f. Correction
✔	Exit Payroll
✘	Check Payroll Results

Payroll period    -

Run

Earliest retro acctg period   01.03.1960

**Last change to personnel control record**

by	<input style="width: 90px;" type="text" value="10050490"/>	on	<input style="width: 90px;" type="text" value="02.03.2020"/>	at	<input style="width: 90px;" type="text" value="16:36:58"/>
Status	<input style="width: 95%; height: 20px;" type="text" value="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.

<b><i>Payroll control record</i></b>					
					
Payroll area	<input type="text" value="PS"/>	Pensioner Tamil Nadu			
<b>Payroll status</b>					
<input checked="" type="checkbox"/>	<input type="button" value="Released f. Payroll"/>				
	<input type="button" value="Rel. f. Correction"/>				
	<input type="button" value="Exit Payroll"/>				
	<input type="button" value="Check Payroll Results"/>				
Payroll period	<input type="text" value="12"/> <input type="text" value="2019"/>	<input type="text" value="01.02.2020"/>	- <input type="text" value="29.02.2020"/>		
Run	<input type="text" value="1"/>				
Earliest retro acctg period		<input type="text" value="01"/> <input type="text" value="1960"/>	01.03.1960		
<b>Last change to personnel control record</b>					
by	<input type="text" value="10050490"/>	on	<input type="text" value="17.03.2020"/>	at	<input type="text" value="15:44:19"/>
Status	<input type="text" value="Released for payroll"/>				

The control record is changed as below.

## Payroll control record

Payroll area  Pensioner Tamil Nadu

### Payroll status

Released f. Payroll

Rel. f. Correction

Exit Payroll

Check Payroll Results

Payroll period



Run

0

Earliest retro acctg period



### Last change to personnel control record

by  on  at

Status

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 ie 12/2019.

## Payroll control record

Payroll area  Pensioner Tamil Nadu

### Payroll status

Released f. Payroll

Rel. f. Correction

Exit Payroll

Check Payroll Results

Payroll period

Run

Earliest retro acctg period

### Last change to personnel control record

by  on  at

Status

## Payroll control record



Payroll area  Pensioner Tamil Nadu

### Payroll status

- Released f. Payroll
- Rel. f. Correction
- Exit Payroll
- Check Payroll Results

Payroll period    -

Run

Earliest retro acctg period   01.03.1960

### Last change to personnel control record

by  on  at

Status

## Payroll control record



Payroll area  Pensioner Tamil Nadu

### Payroll status

✓	Released f. Payroll
✗	Rel. f. Correction
✗	Exit Payroll
✗	Check Payroll Results

Payroll period    -

Run

Earliest retro acctg period   01.03.1960

### Last change to personnel control record

by  on  at

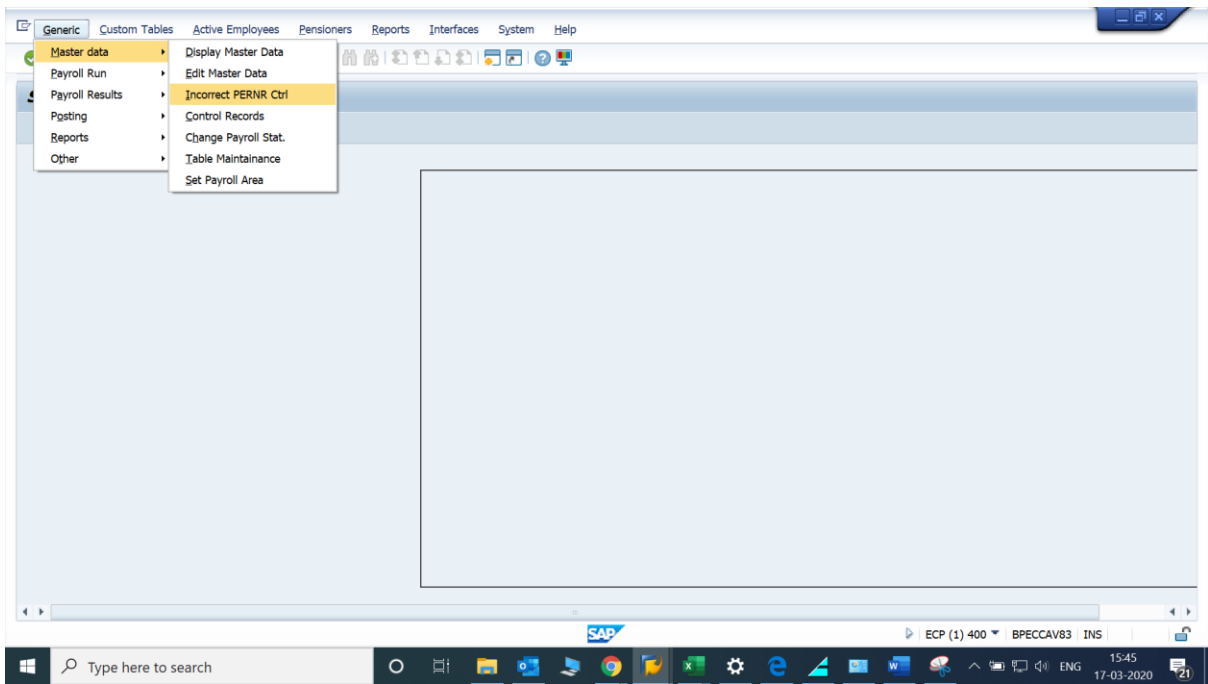
Status

### Issues faced while changing the control record:

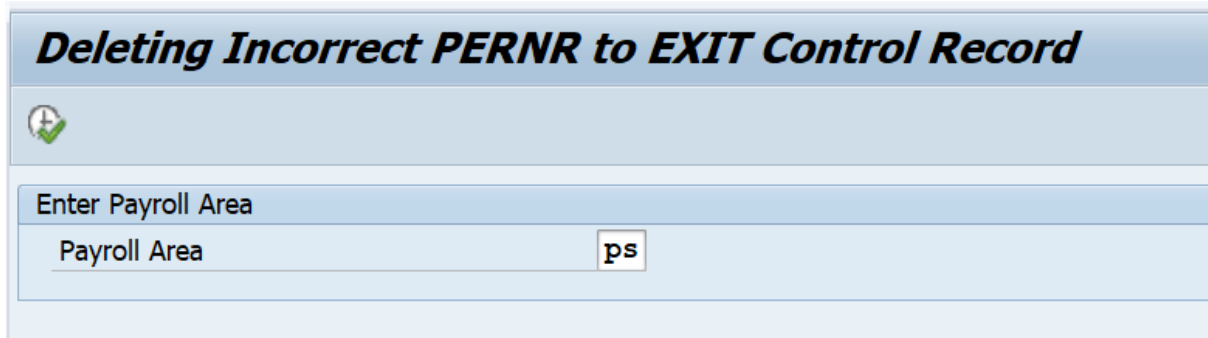
While the status is in "Released for payroll" and live run is being done for some employees, the status cannot be changed to exit mode. Error will be displayed as "payroll is not completed for all the employees and locked by user....."

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

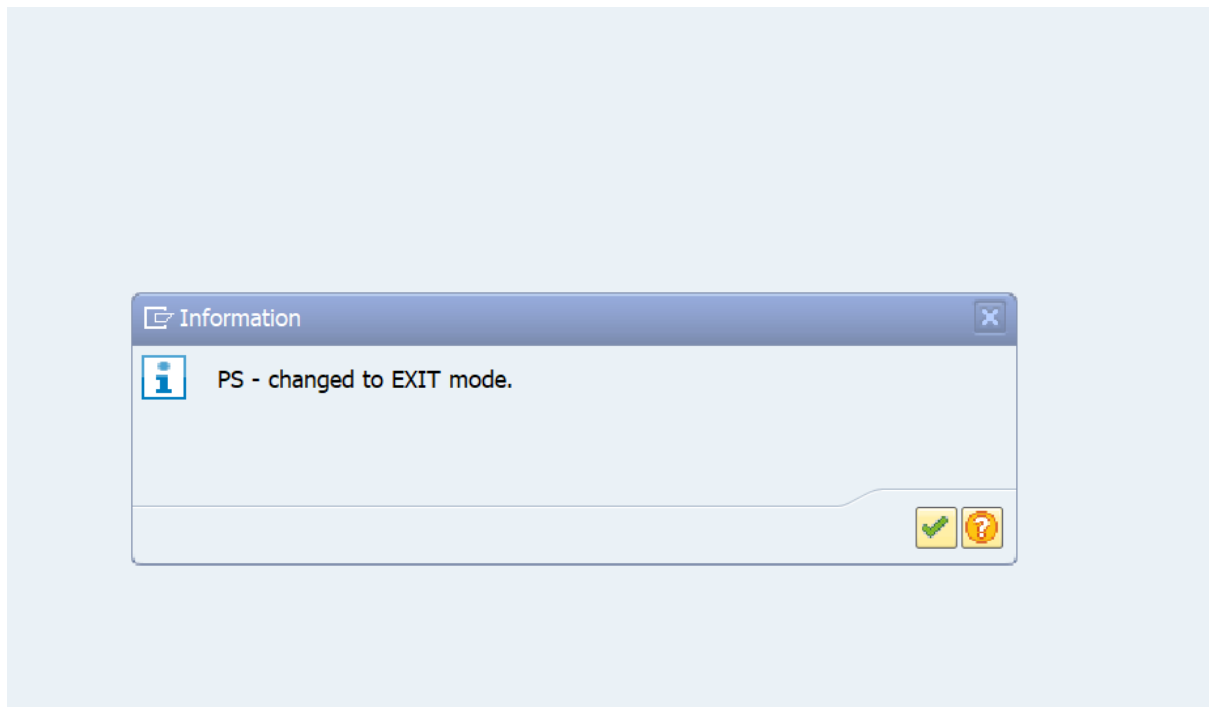
Go to zpy\_menu → Generic → Master data → Incorrect PENNR ctrl.



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







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.