

SOP - Program for DR arrears through Off-cycle (Pensioners)



**Version 1.0
(last updated on 14th July' 2023)**

Introduction:

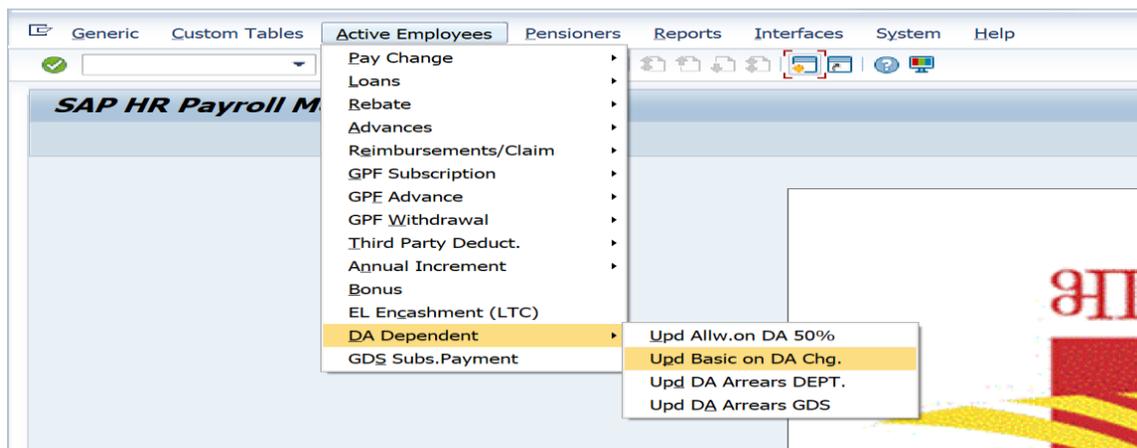
Main purpose: To facilitate auto calculation of due DR arrears (Pensioners)-- after satisfying the following points:

Points to be noted:

- a. Ensure that correct Pensioner WT is used in PA30 master data.
- b. Only if arrears is to be processed as OCP, proceed with Step 2.

Step 1: DDOs to update Basic Pay Infotype (0008):

DDOs can update the Basic Pay Infotype with revised DR rates through the path:
ZPY_MENU→Active Employees →DA Dependent→Upd Basic on DA Chg.



Input the Employee IDs (*Multiple selection also available*), 'Payroll area' and select the appropriate 'Pension DR type' from the dropdown available then hit the 'Enter' key for fetching 'new DA' & 'date' and Execute.

The screenshot shows the SAP 'Updating Infotype 8 Post DA Hike for Basic Pay(1240)' screen. The 'Selection' section contains the following fields:

Personnel Number	80000001	[Arrow]
Employment status	[]	[Arrow]
Company Code	[]	[Arrow]
Personnel area	[]	[Arrow]
Personnel subarea	[]	[Arrow]
Employee group	[]	[Arrow]
Employee subgroup	[]	[Arrow]
Payroll area	PN	[Arrow]

The 'DA Details' section contains the following fields:

new DA	42.00
date	01.01.2023
type	[Dropdown]

The 'type' dropdown is open, showing the following options: 'Dearness Relief (Postal)', 'Dearness Relief (Railway)', 'Dearness Relief (Telecom)', 'Dearness Relief (IDA)', and 'Dearness Relief (CDA)'. A red arrow points to the 'type' field.

Once executed, a confirmation message will appear as shown below and revised DR will be updated in IT0008.

Updating Infotype 8 Post DA Hike for Basic Pay(1240)			
Type	Employee No.	Employee Name	Message
S	80000001	Raj	Successfully Updated

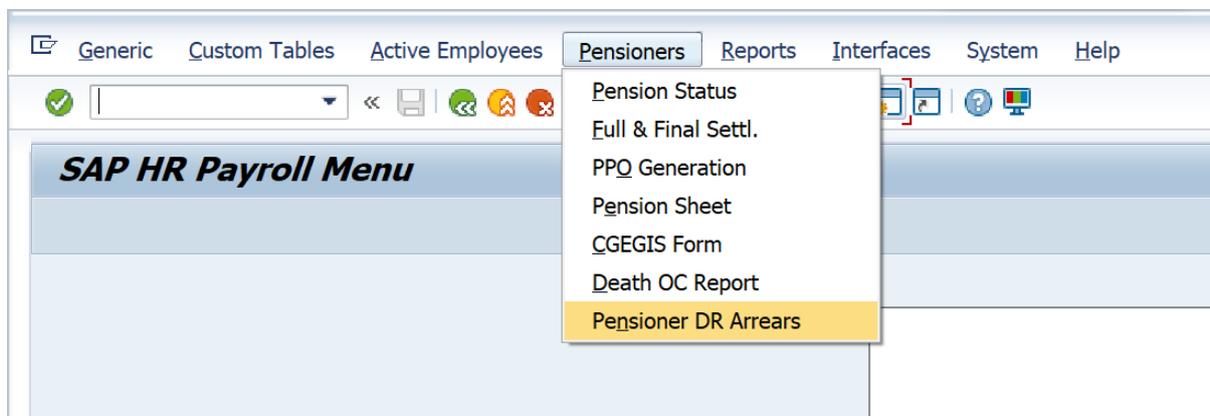
If DDO selects an inappropriate 'Pension DR type', upon execution, a blank screen will appear instead of 'Success' message.

Updating Infotype 8 Post DA Hike for Basic Pay(1240)			
Type	Employee No.	Employee Name	Message

Step 2: Disbursement of 'DR arrears' through OCP:

DDOs to update the DR arrears in PA30 for processing OCP through the below path.

Go to **ZPY_MENU** → **Pensioners** → **Pensioner DR Arrears**



Input the period, Employee IDs (*Multiple selection also available*), 'Payroll area', select the appropriate 'Type of Pension' from the list of radio button available, select 'Update in IT0267' for creating a new entry in PA30 to process OCP and 'Effective Date' as Current date/ in which OCP will be processed (directed below) then hit the 'Enter' key for fetching 'New DA' and 'Execute'.

Get DR Arrears and Update in IT0267 or IT0015 for Pensioners

Period: 01.01.2023 To: 31.12.9999

Selection

Personnel Number: 80000001
Payroll area: PN

Type of Pensioner

Postal Pensioners
 Railway Pensioners
 P&T Pensioners

Which Infotype to update

Update in IT0267
 Update in IT0015

Selection Criteria

Old DA: 38.00
New DA: 42.00
Effective Date: 13.07.2023
DDO Code: []

Once executed, a calculation sheet will appear. DDOs to check the DR arrears amount & click on 'Process' as highlighted below or use shortcut (Shift + F8).

Get DR Arrears and Update in IT0267 or IT0015 for Pensioners

Employee No.	Employee Name	Month	Original Pension	Additional Pension	Old DR	New DR	DR Arrears	DR Arrears Rounding
80000001	Raj	January	15,000.00	0.00	5,700.00	6,300.00	600.00	600
	Raj	February	15,000.00	0.00	5,700.00	6,300.00	600.00	600
	Raj	March	15,000.00	0.00	6,100.00	6,300.00	200.00	200
							1,400.00	1,400
							1,400.00	1,400

***Note :** If 'Type of Pensioner' is selected incorrectly, the above calculation sheet will not appear to update the DR arrears in PA30.

Upon processing the DR arrears program, a confirmation message will appear as shown below.

Get DR Arrears and Update in IT0267 or IT0015 for Pensioners

Employee ...	Type	Message
80000001	S	Successfully Updated

Once executed, DR arrears will be updated in IT0267 for processing OCP, simultaneously corresponding contra entry will be created automatically in IT0015 to adjust the DR arrears payment through subsequent salary process.

***Note:**

- DDOs shall check and ensure that DR arrears contra entries are available in IT0015 before proceeding subsequent monthly payroll process to guard against any excess payment.
- Ensure to execute monthly payroll with retro (on or before the new DR effective date) for calculating correct DR arrears with revised rates.

In case of any queries, mail to hrms.cept@indiapost.gov.in / csihr.payroll@tcs.com

End of document