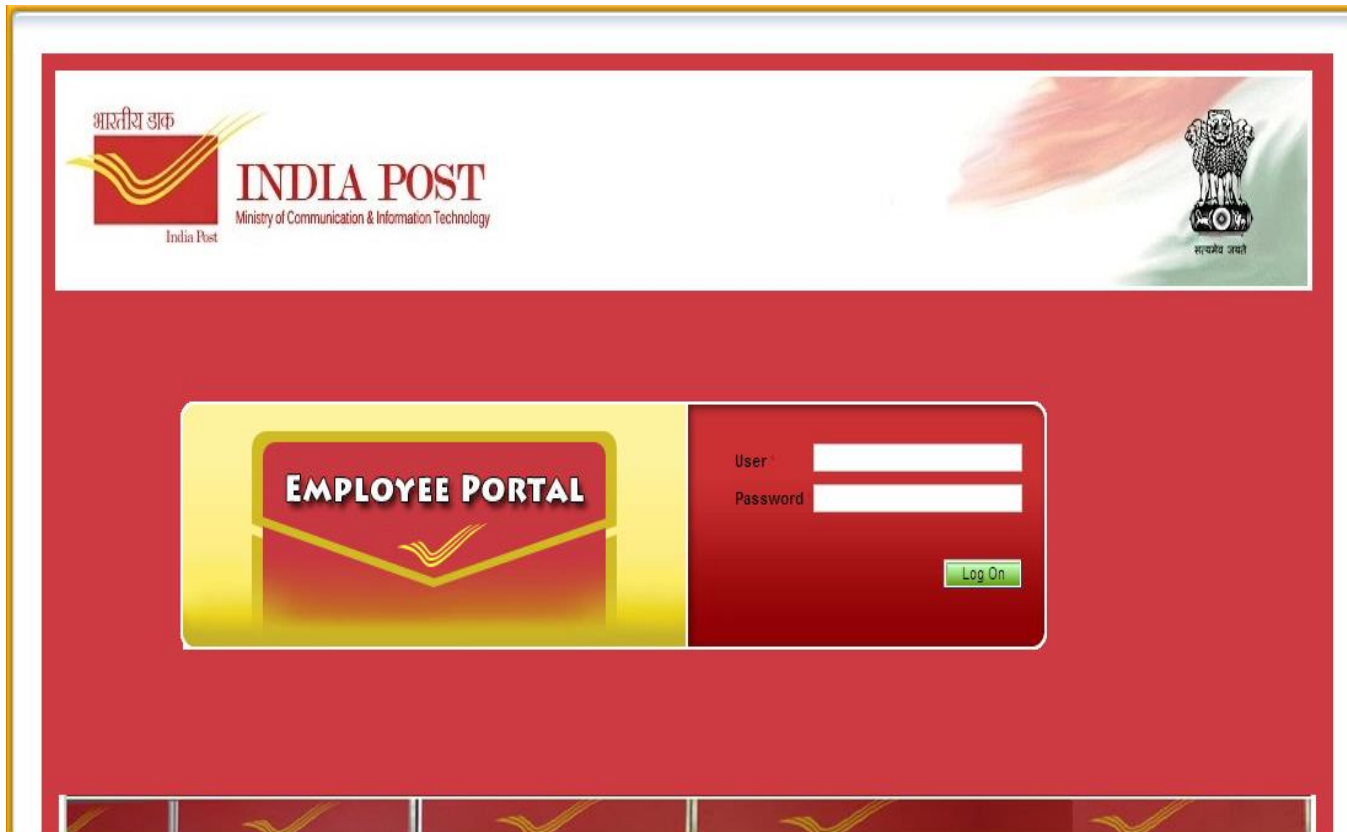


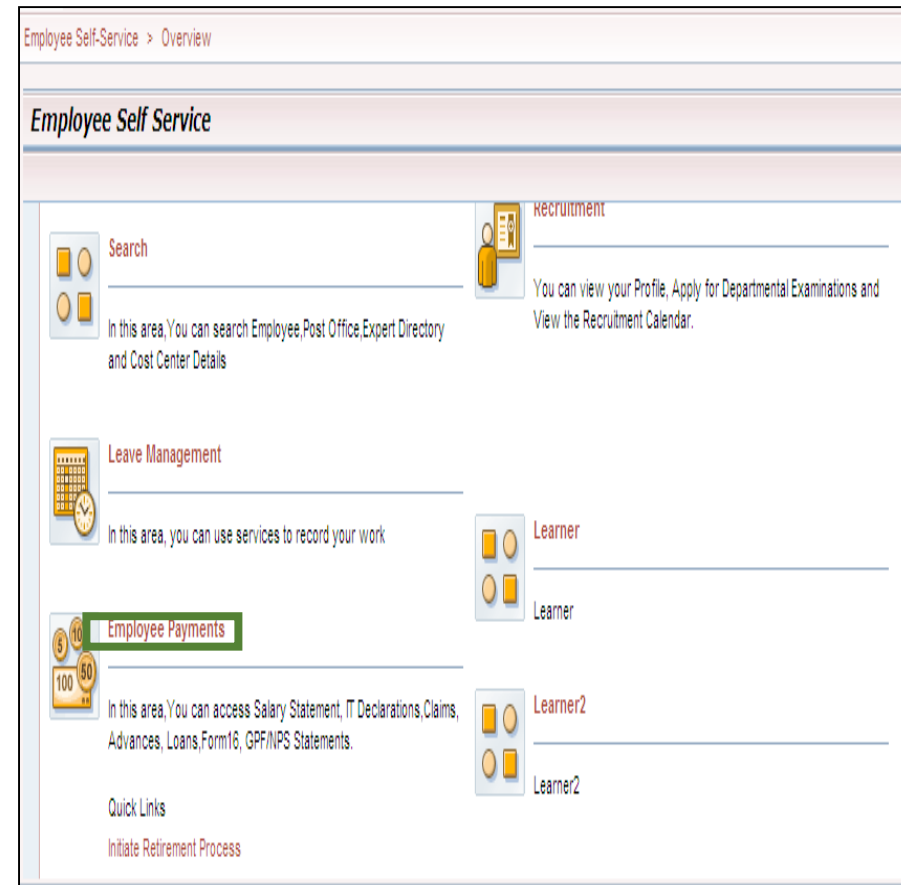
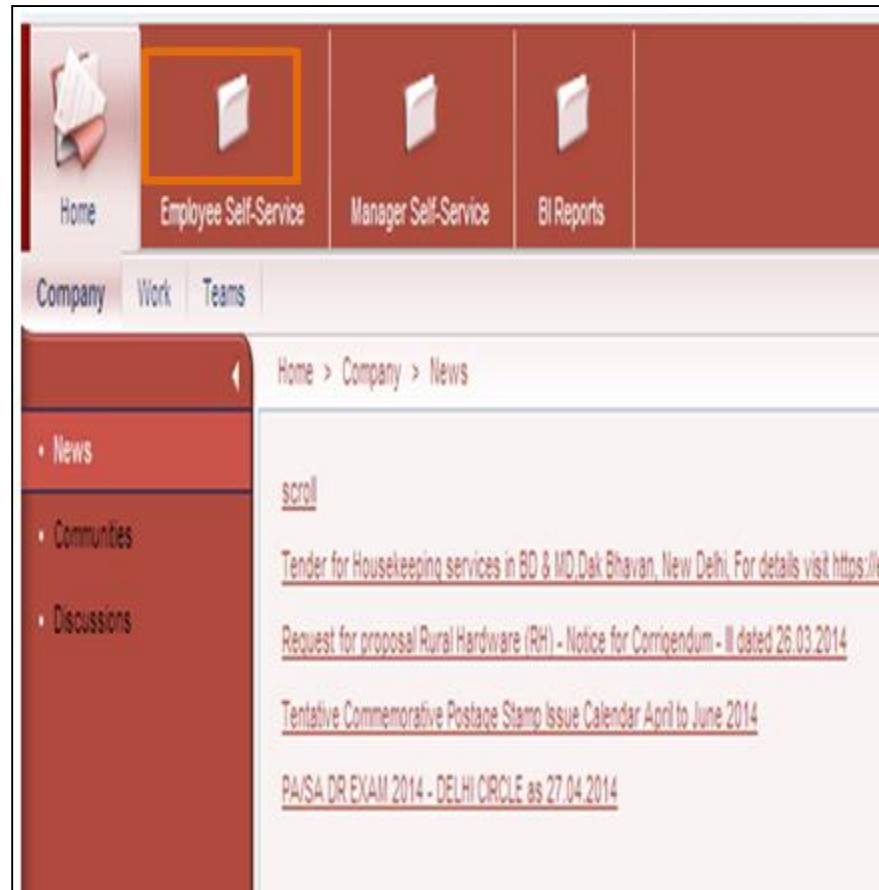
Departmental Loans



Employee Logs into the Enterprise portal using one's User ID and Password

Departmental Loans

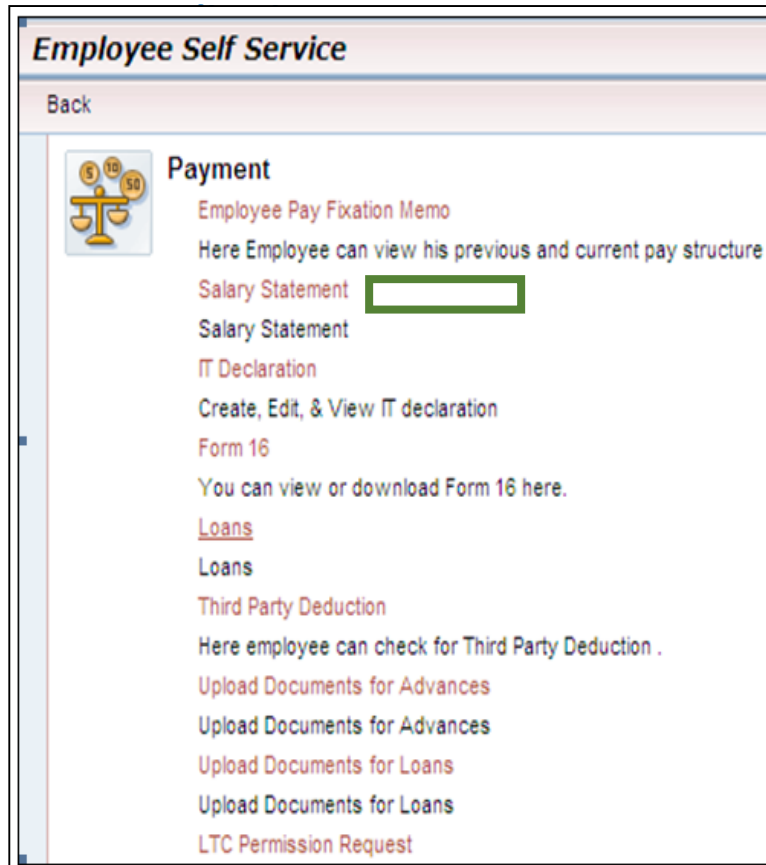
Below Screen appears. Click on Employee Self Service Tab



Click on Employee Payments

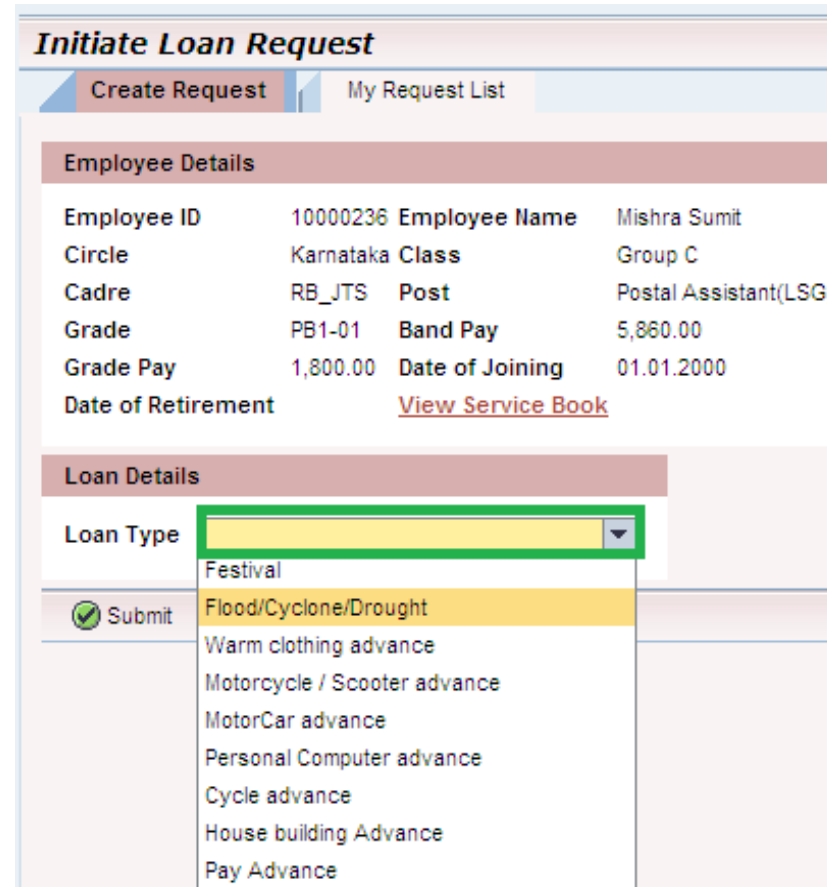
Departmental Loans

Below Screen appears and click on Loans Link to access Loans



The screenshot shows the 'Employee Self Service' portal. Under the 'Payment' section, the 'Loans' link is highlighted with a green box. Other links include Employee Pay Fixation Memo, Salary Statement, IT Declaration, Form 16, Third Party Deduction, and Upload Documents for Advances.

Select the Loan Type from the drop down



The screenshot shows the 'Initiate Loan Request' form. The 'Loan Type' dropdown menu is open, showing options like Festival, Flood/Cyclone/Drought, Warm clothing advance, Motorcycle / Scooter advance, MotorCar advance, Personal Computer advance, Cycle advance, House building Advance, and Pay Advance. The 'Flood/Cyclone/Drought' option is highlighted with a yellow background.

Employee Details			
Employee ID	10000236	Employee Name	Mishra Sumit
Circle	Karnataka	Class	Group C
Cadre	RB_JTS	Post	Postal Assistant(LSG)
Grade	PB1-01	Band Pay	5,860.00
Grade Pay	1,800.00	Date of Joining	01.01.2000
Date of Retirement	View Service Book		

Departmental Loans

Fill in the required & click on Submit button

Initiate Loan Request

Create Request | My Request List

Employee Details

Employee ID	10000236	Employee Name	Mishra Sumit
Circle	Karnataka Class	Group	Group C
Cadre	RB_JTS Post	Post	Postal Assistant(LSG)
Grade	PB1-01	Band Pay	5,860.00
Grade Pay	1,800.00	Date of Joining	01.01.2000
Date of Retirement	View Service Book		

Loan Details

Loan Type:

Date of Loan:

Loan Amount Requested:

* Repayment Installment Amount:

Any Previous advance taken for the same purpose:

Employee Remarks:

|

Indicates Successful submission of Request

Request Submitted Successfully

Initiate Loan Request

Create Request | My Request List

Employee Details

Employee ID	10000236	Employee Name	Mishra Sumit
Circle	Karnataka Class	Group	Group C
Cadre	RB_JTS Post	Post	Postal Assistant(LSG)
Grade	PB1-01	Band Pay	5,860.00
Grade Pay	1,800.00	Date of Joining	01.01.2000
Date of Retirement	View Service Book		

Loan Details

Loan Type:

Date of Loan:

Loan Amount Requested:

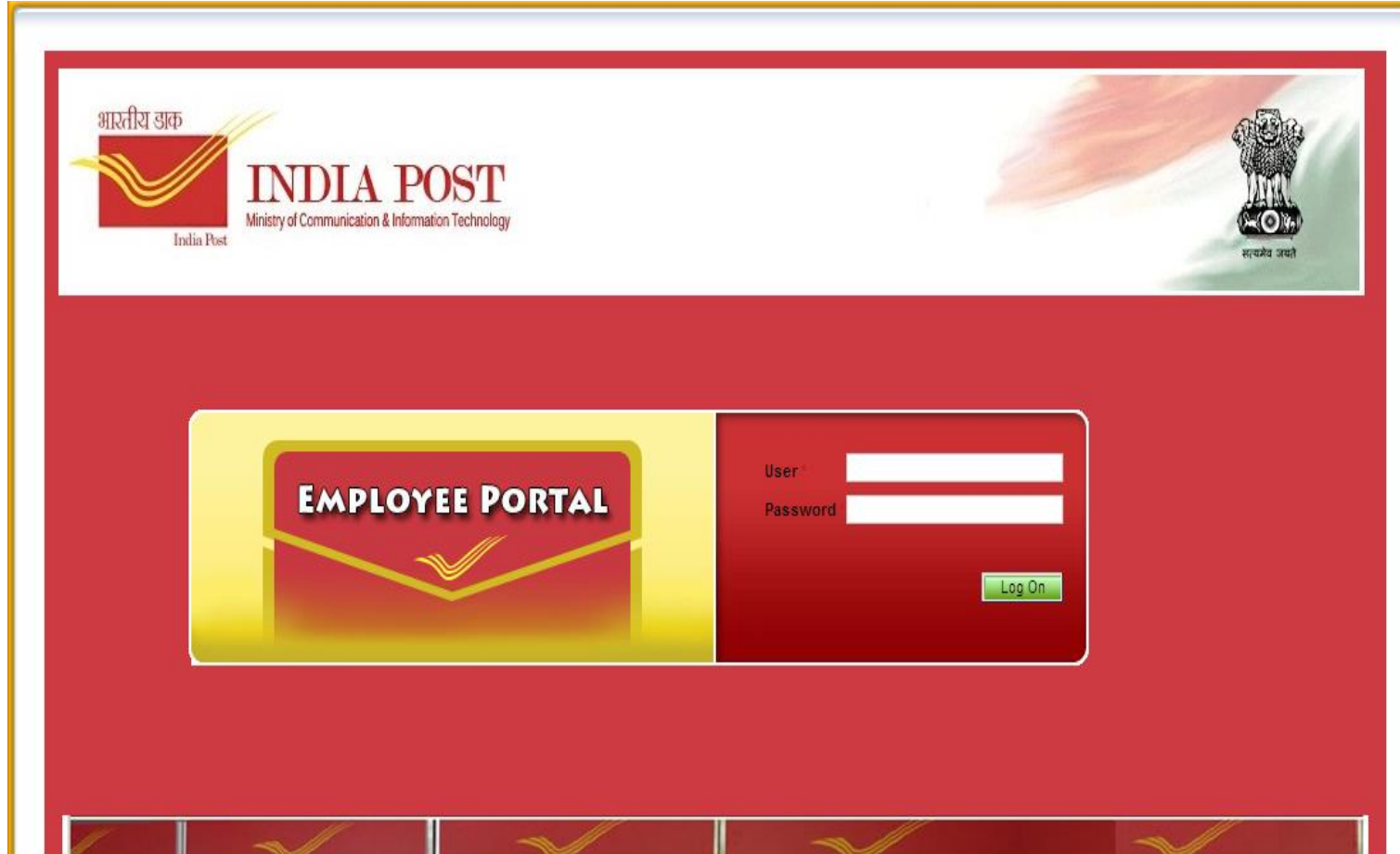
Repayment Installment Amount:

Any Previous advance taken for the same purpose:

Employee Remarks:

|

Departmental Loans



Reporting Manager logs into the Enterprise portal using User ID and Password for loan approval

Departmental Loans

On the Home Screen click on Work tab and click on Loan Task to act on it

The screenshot shows a web application interface. At the top, there is a navigation bar with 'Back', 'Forward', and 'Personalize' options. A 'Welcome: Manik' message is visible in the top right corner. Below this is a red navigation bar with several icons and labels: 'Home', 'Employee Self-Service', 'Manager Self-Service', 'Training Administrator', 'Learner', 'BI Reports', and 'HR Recruiter'. The 'Work' tab is selected and highlighted. Below the navigation bar, there is a breadcrumb trail: 'Home > Work > Universal Worklist'. The main content area is titled 'Universal Worklist' and contains a sub-navigation bar with 'Tasks (6 / 6)', 'Alerts', 'Notifications', 'SAPoffice Mails', and 'Tracking'. Below this, there is a 'Show:' dropdown menu set to 'New and In Progress Tasks (6 / 6)' and another dropdown set to 'All'. A 'Create Task' button is visible. The main content is a table with the following columns: Subject, From, Sent Date, Priority, Due Date, and Status. The first row is highlighted in orange.

Subject	From	Sent Date	Priority	Due Date	Status
Mishra Sumit'sFlood/Cyclone/DroughtRequest	P, Sumit	Today	Medium		New
Pl check and confirm F110 Payment Proposal	Workflow System	Jun 4, 2015	Medium		New
Pl check and confirm F110 Payment Proposal	Workflow System	Jun 4, 2015	Medium		New
Mishra Sumit'S HRA Request	das, Manikyam	Jun 1, 2015	Medium		New
Mishra Sumit'S HRA Request	das, Manikyam	Jun 1, 2015	Medium		New
Mishra Sumit'S HRA Request	das, Manikyam	May 29, 2015	Medium		New

Departmental Loans

Below Screen appears. Provide the Remarks and Post of SA and click on Forward button

Loan Details	
Loan Type	Flood/Cyclone/Drought
Date of Loan	12.06.2015
Loan Amount Requested	3,000.00
Loan Amount Approved	<input type="text" value="3,000.00"/>
Repayment Start Date	<input type="text" value="01.07.2015"/>
Repayment Installment Amount	500.00
Any Previous advance taken for the same purpose	
Loan Start Date	<input type="text" value=""/>

Remarks	
Emp Remarks	<input type="text" value="PLS APPROVE MY LOAN"/>
Remarks	<input type="text" value=""/>

Forward Request	
Select Post to Forward	<input type="text" value=""/>

<input type="button" value="Forward"/>	Prepared by CSI Team, RO CCR
--	------------------------------

Departmental Loans

Below message indicates successfully forwarded to SA for processing

Request Successfully Forwarded

Loan Approval Process

Employee Details

Employee ID	10000236	Employee Name	Mishra Sumit
Circle	Karnataka	Class	Group C
Cadre	RB_JTS	Post	Postal Assistant(LSG)
Grade	PB1-01	Band Pay	5,860.00
Grade Pay	1,800.00	Date of Joining	01.01.2000
Date of Retirement	View Service Book		

Remarks History

Request no	IT record no.	Personnel No.	Empl/Apppl.Name	Name	Start Date	Remarks
i The table does not contain any data						

Loan Details

Loan Type	Flood/Cyclone/Drought		
Date of Loan	12.06.2015		
Loan Amount Requested		3,000.00	
Loan Amount Approved		3,000.00	
Repayment Start Date			
Repayment Installment Amount		500.00	
Any Previous advance taken for the same purpose			
Loan Start Date			

Remarks

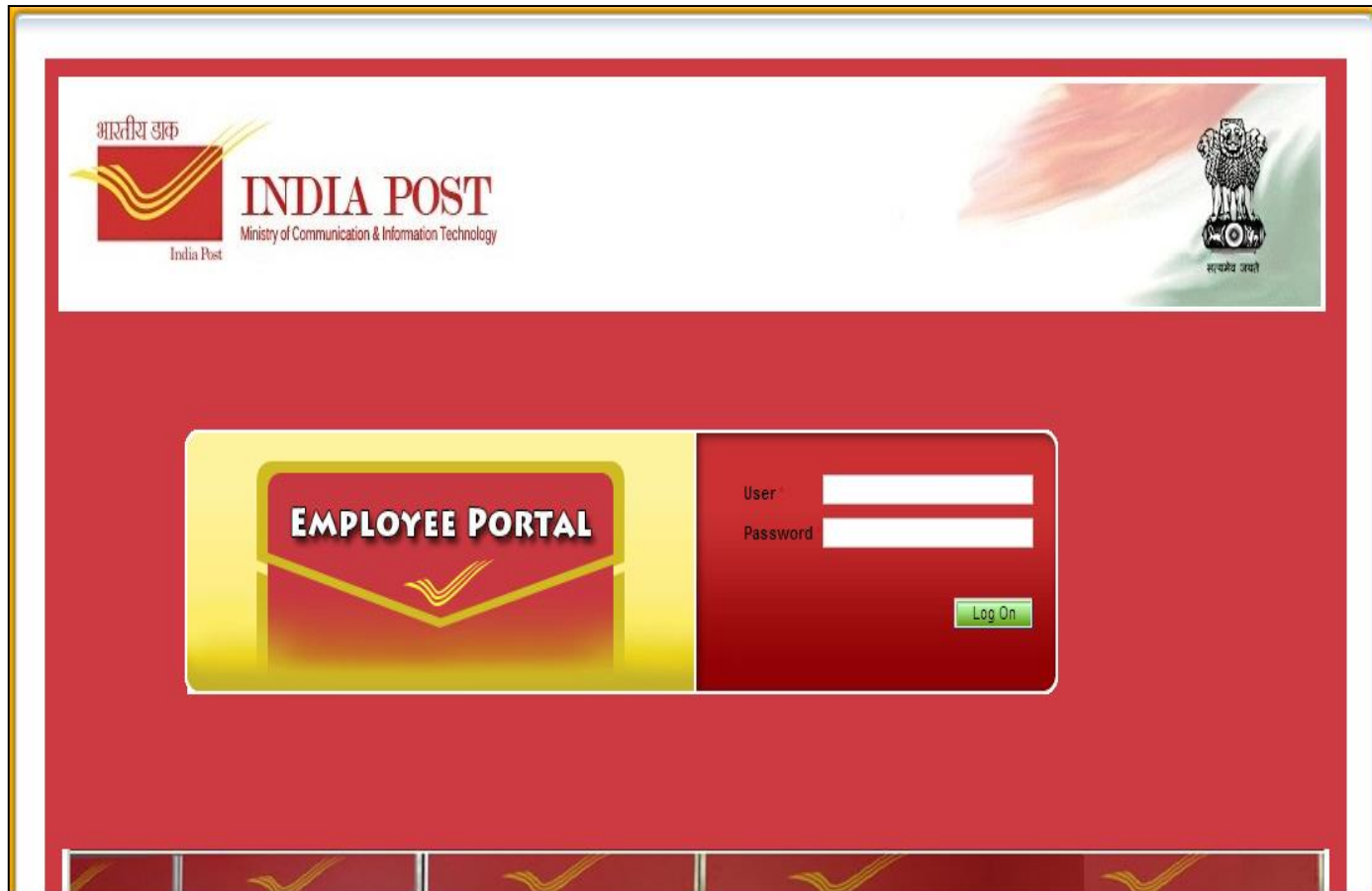
PLS APPROVE MY LOAN

PLS CHECK AND APPROVE THE REQUEST

Emp Remarks

Prepared by CSI Team, RO CCR

Departmental Loans



Sanctioning Authority logs in to the enterprise portal using User ID and Password for Loan approval

Departmental Loans

On the Home Screen click on Work tab and click on Loan Task to act on it

The screenshot shows a web application interface. At the top, there is a navigation bar with 'Back', 'Forward', and 'Personalize' options. The user is identified as 'Manik' and the last login date is '12.06.2015 11'. Below this is a menu with 'Home', 'Employee Self-Service', 'Manager Self-Service', 'Training Administrator', 'Learner', 'BI Reports', and 'HR Recruiter'. The 'Work' tab is selected. The main content area is titled 'Universal Worklist' and contains a table of tasks. The first task is highlighted with an orange border.

Subject	From	Sent Date	Priority	Due Date	Status
Mishra Sumit'sFlood/Cyclone/DroughtRequest	P, Sumit	Today	Medium		New
Pl check and confirm F110 Payment Proposal	Workflow System	Jun 4, 2015	Medium		New
Pl check and confirm F110 Payment Proposal	Workflow System	Jun 4, 2015	Medium		New
Mishra Sumit'S. HRA Request	das, Manikyam	Jun 1, 2015	Medium		New
Mishra Sumit'S. HRA Request	das, Manikyam	Jun 1, 2015	Medium		New
Mishra Sumit'S. HRA Request	das, Manikyam	May 29, 2015	Medium		New

Departmental Loans

Provide Loan start date , Remarks and click on Approve button as highlighted

Loan Details	
Loan Type	Flood/Cyclone/Drought
Date of Loan	12.06.2015
Loan Amount Requested	3,000.00
Loan Amount Approved	<input type="text" value="3,000.00"/>
Repayment Start Date	<input type="text" value="01.07.2015"/>
Repayment Installment Amount	500.00
Any Previous advance taken for the same purpose	
Loan Start Date	<input type="text" value="01.07.2015"/>

Remarks	
Emp Remarks	<input type="text" value="PLS APPROVE MY LOAN"/>
Remarks	<input type="text" value="ok approved"/>

Forward Request	
Select Post to Forward	<input type="text"/>

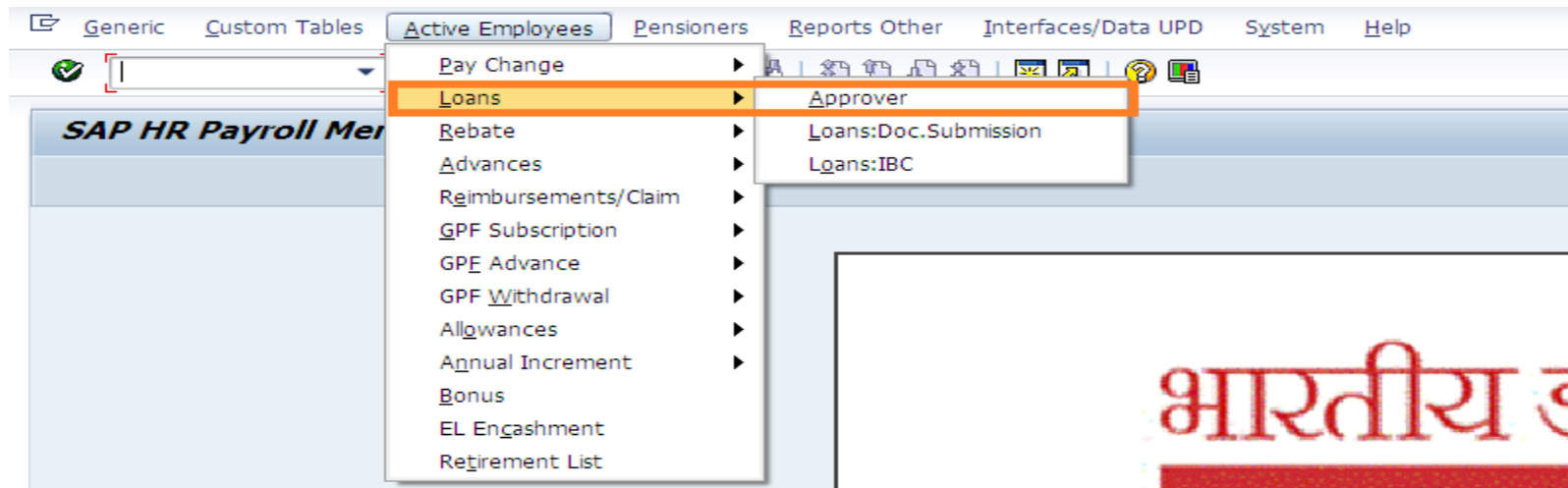
Request Approved Successfully

Post Clicking 'Approve' pop up indicates request approved successfully

Departmental Loans

Once Loan is approved at all levels, DDO will update the same in the backend thru a program

Enter Transaction Code **ZPY_MENU**, in the field  in SAP Easy Access Screen



Click on Loans-> Approver link as highlighted

Departmental Loans

Below Screen appears. Provide the Loan type and click on execute button

Program Edit Goto System Help

Loans Request Final Approval Report

Request Id [] []

Employee Number [] []

Loan Type []

Requests Sanctioned

Requests Updated

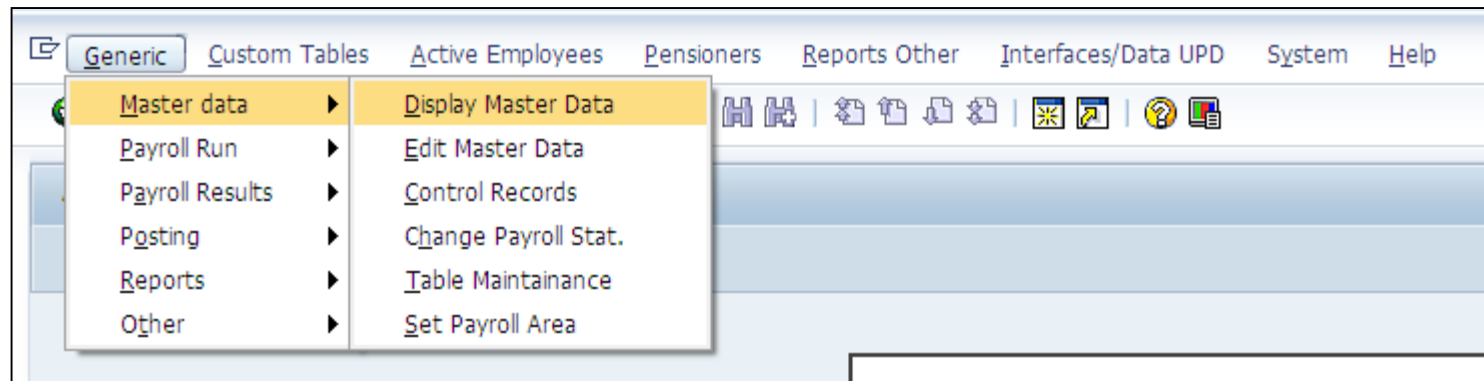
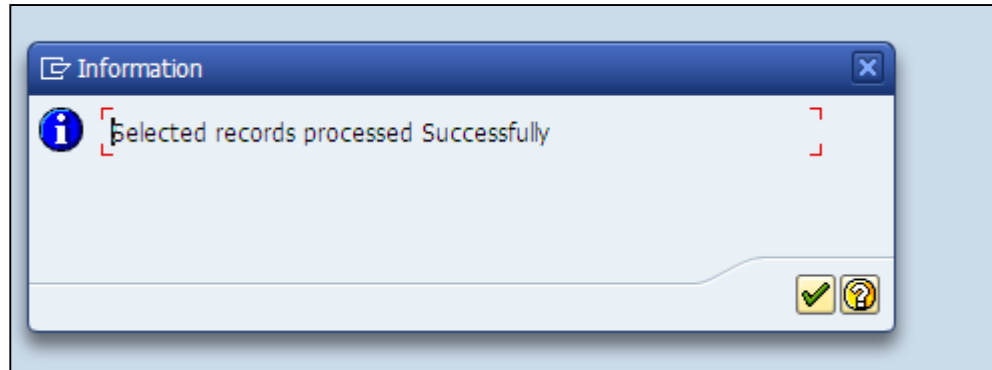
Loans Request Final Approval Report

Select	Request ID	Employee Id	Emp Name	Loan Type	Date of Loan	Applied Amount	Approved Amount	Status	Comments
<input checked="" type="checkbox"/>	109	10000236	Mishra Sumit	Flood/Cyclone/Drought	12.06.2015	3,000.00	3,000.00	Approved	Ok

Select the checkbox, fill 'Comments' and click execute button

Departmental Loans

Upon updation a popup with success message will be displayed .



Go to transaction code ZPY_MENU and click on Master Data-> Display Master data to view loan details

Departmental Loans

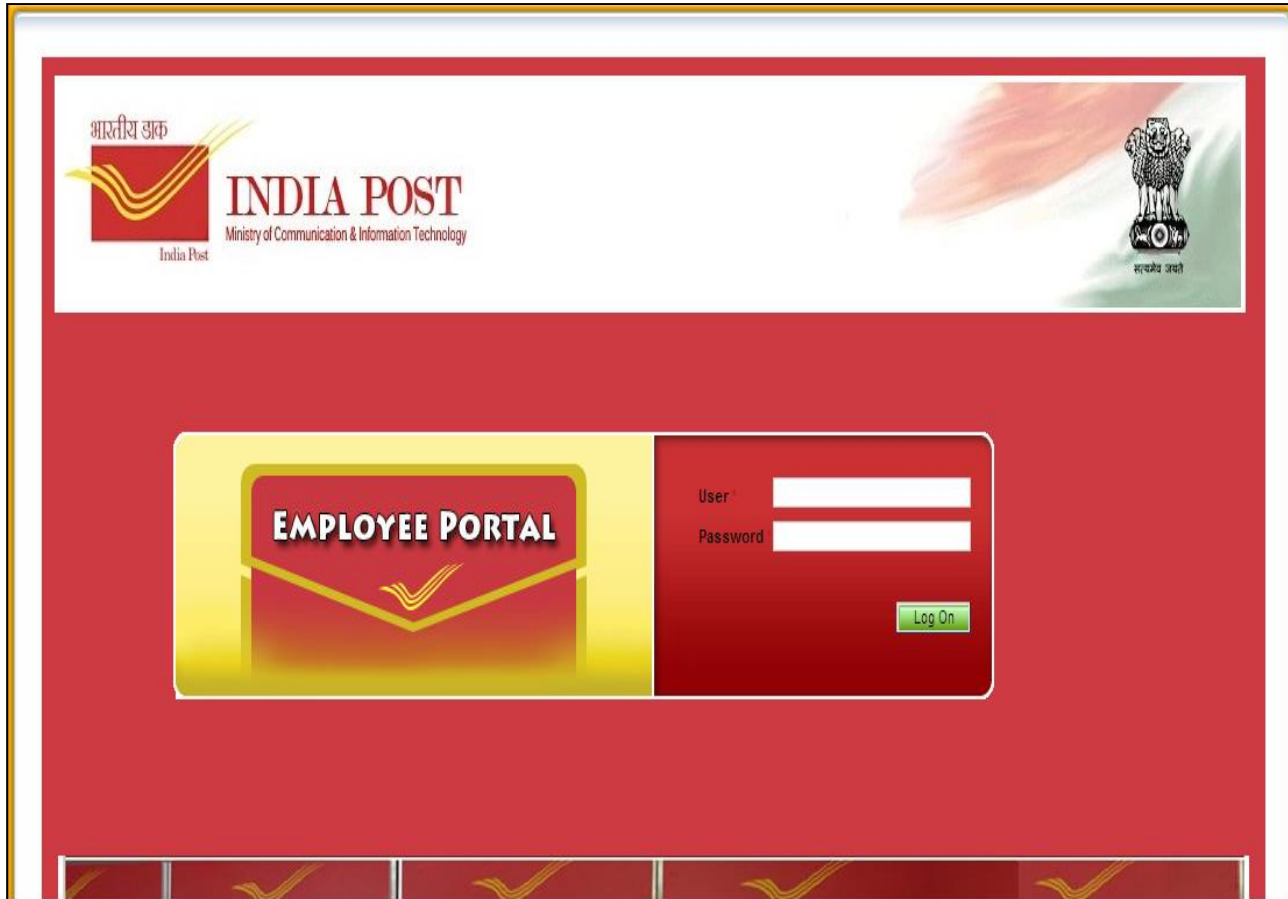
Provide the employee number, Infotype No & subtype and click on display

The screenshot shows the SAP Personnel Information System interface. At the top, there is a search icon and a user profile icon. Below this, the employee's details are displayed: Personnel no. 10000236, Name Mishra Sumit, EE group 4 Group C, Pers.area INKA Karnataka, EE subgroup 35 RB_JTS, and Pers. subare KA01 DAP,BANGALORE. The main menu includes Personnel Information System, Leave Management, Payroll Management, and P.. Below the menu, there is a list of infotypes with checkboxes and a 'Period' section with radio buttons. The 'Direct selection' section at the bottom shows 'Infotype' as 'Loans (0045)' and 'SI' as 'IN02 Flood/Drought/Cyclone Adva...'. The 'Period' section has radio buttons for 'Today', 'Curr.week', 'All', 'Current month', 'From curr.date', 'Last week', 'To Current Date', 'Last month', 'Current Period', and 'Current Year', along with a 'Choose' button.

The screenshot shows the SAP Display Loans (0045) interface. The title bar reads 'Display Loans (0045)'. Below the title bar, there is a toolbar with various icons. The main content area displays the following details: Pers.No. 10000236, Name Mishra Sumit, Pers.area INKA Karnataka, Cost Ctr 2130600000 Mandya - Divisi..., EE subgrp 35 RB_JTS, WS rule WSRUGEN1 GEN-WSR(09:..., Start 12.06.2015 to 31.12.9999, Chge 12.06.2015 TCS235206. Below this, there is a section for 'Loan type' with 'IN02 Flood/Drought/Cyclone Advance' and 'Sequence number 01'. The 'Basic data' tab is selected, showing 'Approval date 12.06.2015', 'Loan amount granted 3,000.00 INR', 'Loan Amount Paid 0.00 INR', 'Loan Balance 0.00 INR on 30.04.2015', and 'End of loan 31.12.2015'. The 'Conditions' and 'Payments' tabs are also visible.

Loans processing ends here. The process remains same for all the loan types.

Advances

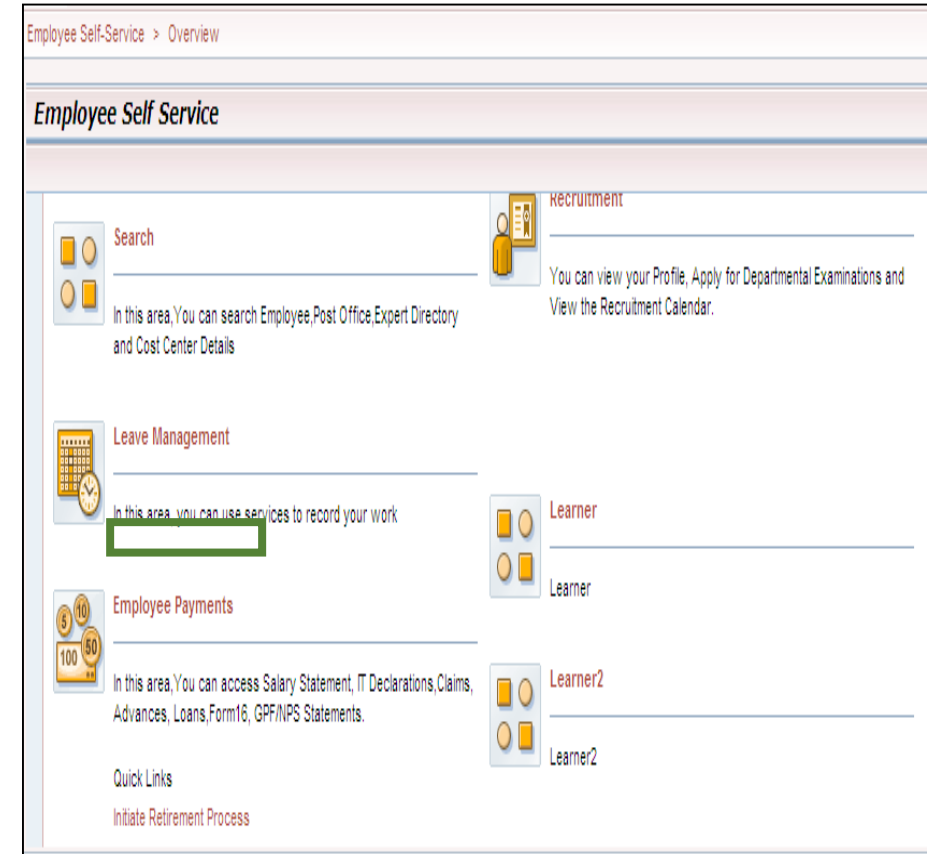
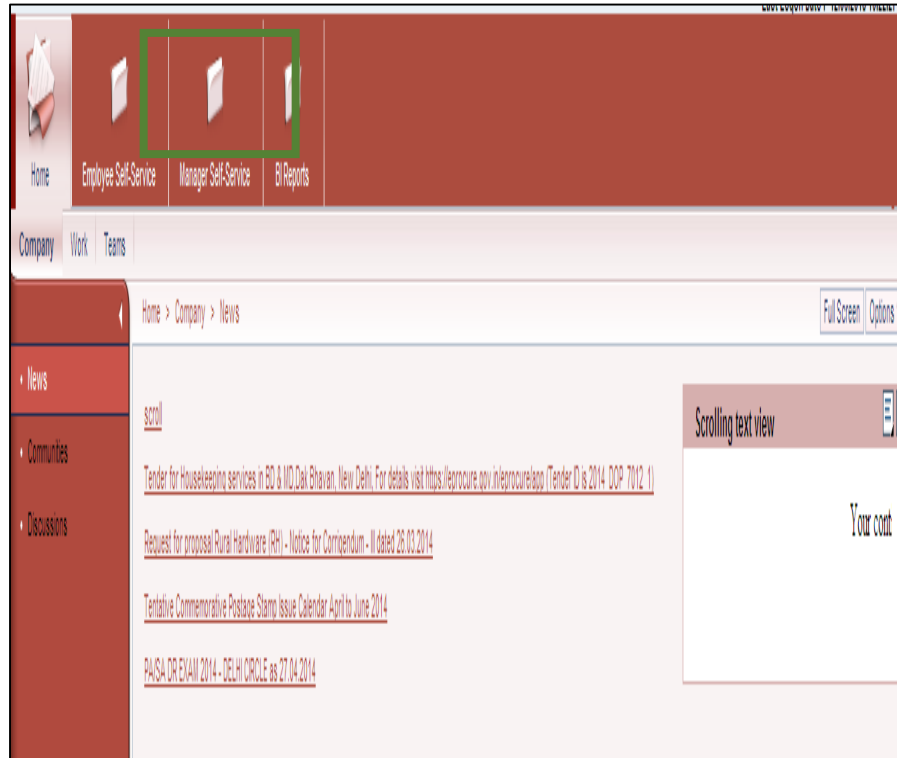


Employee logs in to the enterprise portal using One's User ID and Password

Advances



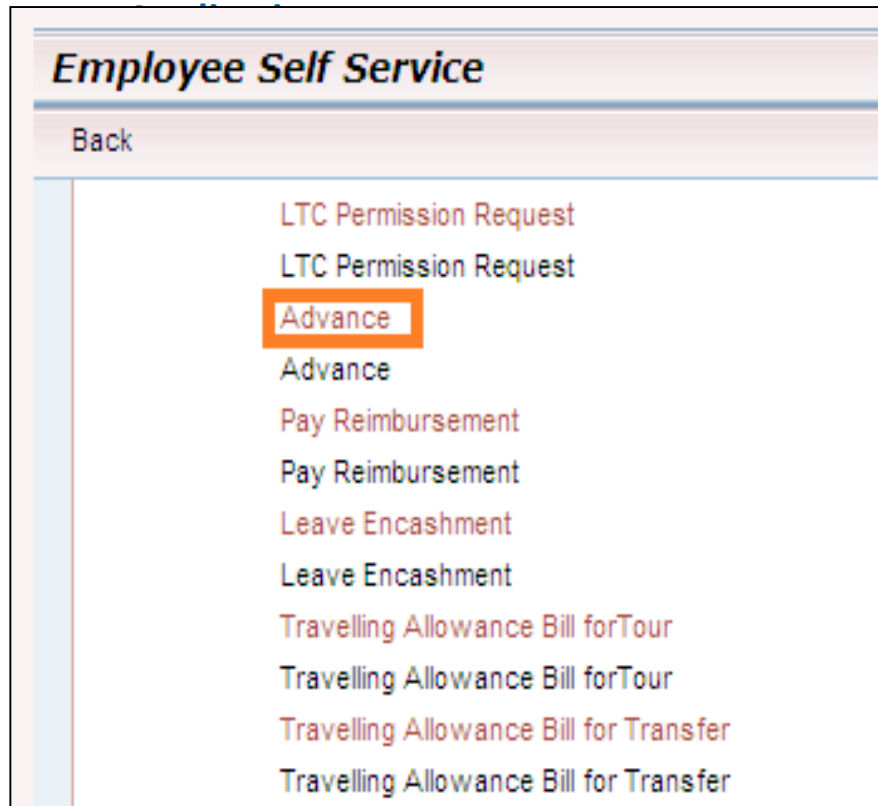
Below Screen appears and click on Employee Self Service Tab



Click on Employee Payments

Advances

Below Screen appears and click on Advances Link to access Advances

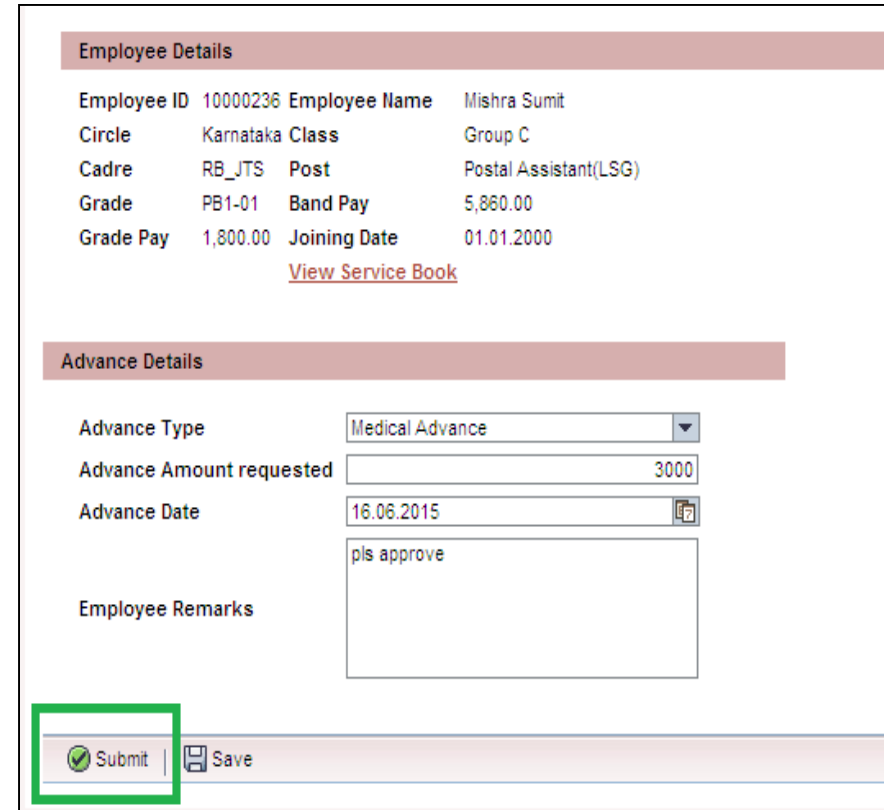


Employee Self Service

Back

- LTC Permission Request
- LTC Permission Request
- Advance**
- Advance
- Pay Reimbursement
- Pay Reimbursement
- Leave Encashment
- Leave Encashment
- Travelling Allowance Bill forTour
- Travelling Allowance Bill forTour
- Travelling Allowance Bill for Transfer
- Travelling Allowance Bill for Transfer

Select the advance type and fill in all the required fields and click on Submit button



Employee Details

Employee ID	10000236	Employee Name	Mishra Sumit
Circle	Karnataka	Class	Group C
Cadre	RB_JTS	Post	Postal Assistant(LSG)
Grade	PB1-01	Band Pay	5,860.00
Grade Pay	1,800.00	Joining Date	01.01.2000

[View Service Book](#)

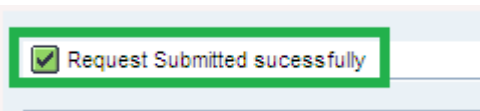
Advance Details

Advance Type:

Advance Amount requested:

Advance Date:

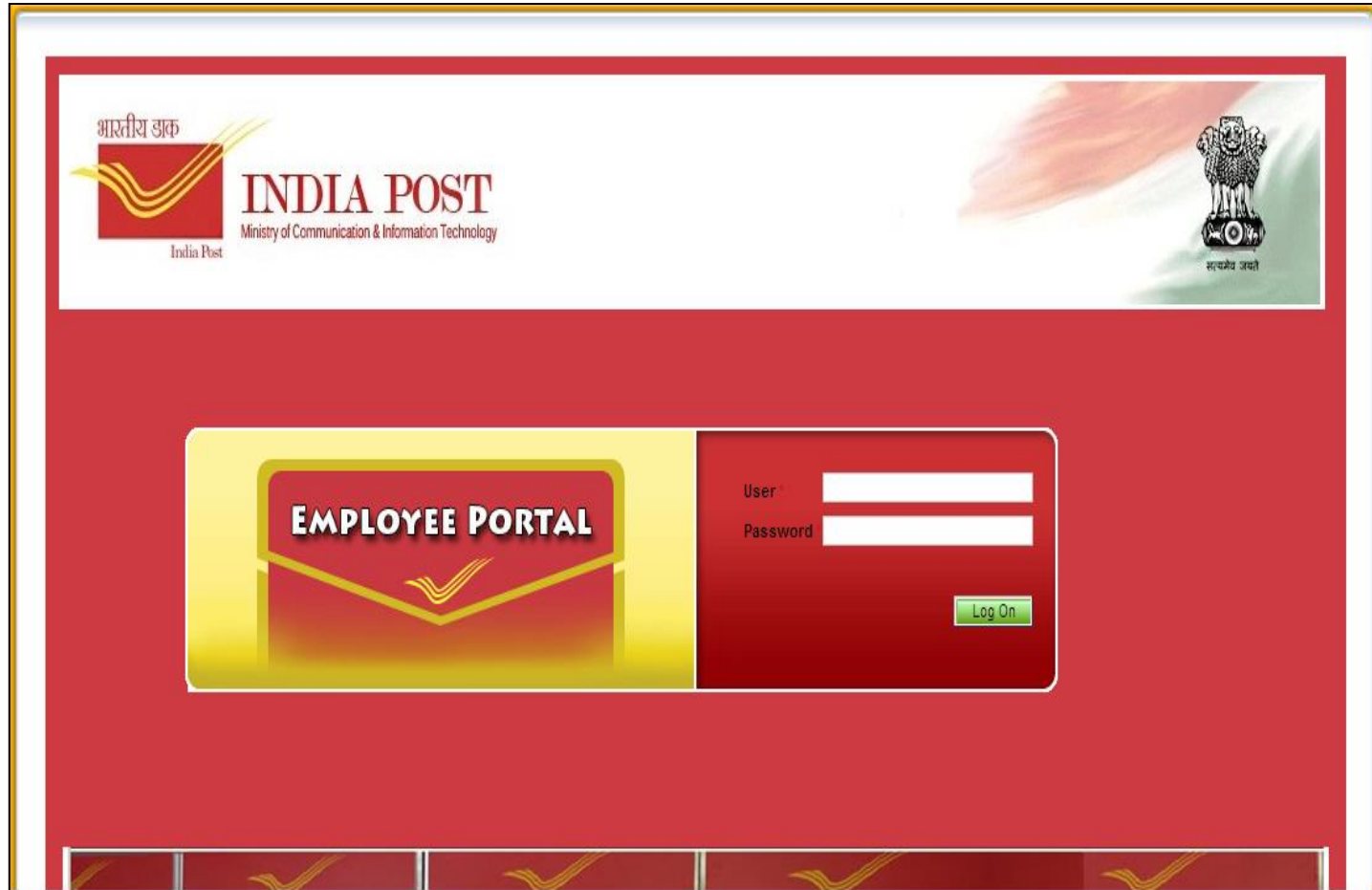
Employee Remarks



Request Submitted successfully

Indicates request submitted successfully

Advances



Reporting Manager logs in to the enterprise portal using User ID and Password

Advances


On the Home Screen click on Work tab and click on Advance Task to act on it

The screenshot displays the 'Universal Worklist' interface. At the top right, it shows 'Last Logon Date : 12.06.2015 12:3'. Below this is a navigation bar with icons for Home, Employee Self-Service, Manager Self-Service, Training Administrator, Learner, BI Reports, and HR Recruiter. The 'Work' tab is selected. The main content area shows a breadcrumb trail 'Home > Work > Universal Worklist' and a 'Full Screen' button. A message states: 'The list of items shown here could be outdated. Waiting for update'. Below this are tabs for 'Tasks (6 / 6)', Alerts, Notifications, SAPoffice Mails, and Tracking. A 'Show:' dropdown is set to 'New and In Progress Tasks (6 / 6)' and another dropdown is set to 'All'. A 'Create Task' button and several utility icons are also present. The main table lists tasks with columns for Subject, From, Sent Date, Priority, Due Date, and Status.

Subject	From	Sent Date	Priority	Due Date	Status
Mishra Sumit's Medical Advance Request	P, Sumit	Today	Medium		New
Pl check and confirm F110 Payment Proposal	Workflow System	Jun 4, 2015	Medium		New
Pl check and confirm F110 Payment Proposal	Workflow System	Jun 4, 2015	Medium		New
Mishra Sumit's HRA Request	das, Manikyam	Jun 1, 2015	Medium		New
Mishra Sumit's HRA Request	das, Manikyam	Jun 1, 2015	Medium		New
Mishra Sumit's HRA Request	das, Manikyam	May 29, 2015	Medium		New

Advances

Below Screen appears. Provide the Remarks and Post of SA and click on Forward button

Advance Details	
Advnace Type	Medical Advance
Applied Amount	3,000.00
Approved Amount	<input type="text" value="3,000.00"/>
Date of Advnace	<input type="text" value="16.06.2015"/> 

Remarks	
Emp Remarks	<input type="text" value="PLS APPROVE"/>
Remarks	<input type="text"/>

Forward Request	
Select Post to Forward	<input type="text" value="30000791"/> Postal Assistant
<input type="button" value="Forward"/>	

Advances

Below message indicates successfully forwarded to SA for processing

Request Successfully Forwarded

Advance Approval Process

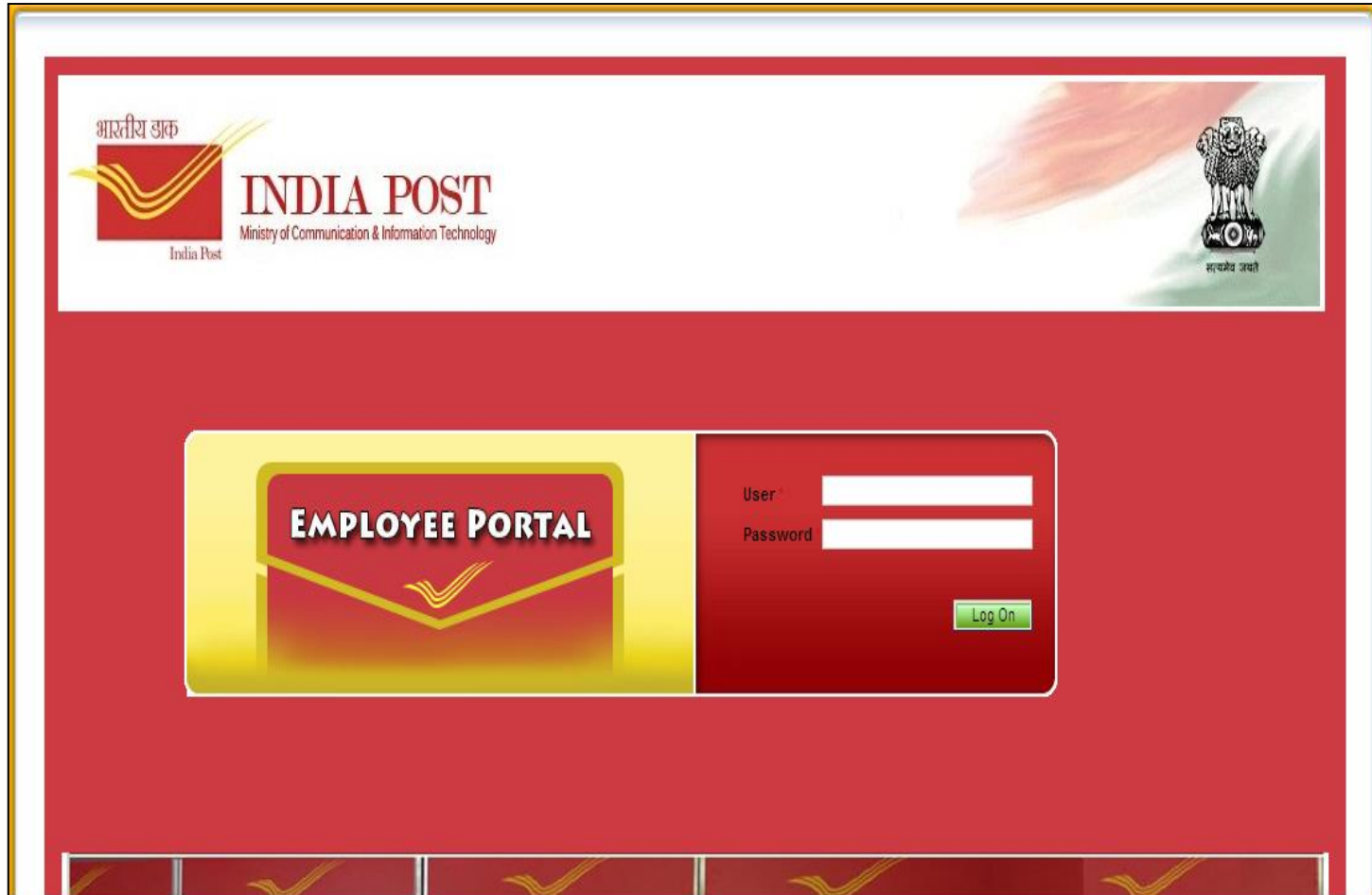
Employee Details

Employee ID	10000236	Employee Name	Mishra Sumit
Circle	Karnataka	Class	Group C
Cadre	RB_JTS	Post	Postal Assistant(LSG)
Grade	PB1-01	Band Pay	5,860.00
Grade Pay	1,800.00	View Service Book	

Advance Details

Advnace Type	Medical Advance
Applied Amount	3,000.00
Approved Amount	<input type="text" value="3,000.00"/>
Date of Advnace	<input type="text" value="16.06.2015"/>

Advances



Sanctioning Authority logs in to the enterprise portal using User ID and Password

Advances

On the Home Screen click on Work tab and click on Advance Task to act on it

Last Logon Date : 12.06.2015 12:3

Home Employee Self-Service Manager Self-Service Training Administrator Learner BI Reports HR Recruiter

Company **Work** Teams

Home > Work > Universal Worklist Full Screen Opt

• Universal Worklist

Universal Worklist

The list of items shown here could be outdated. Waiting for update

Tasks (6 / 6) Alerts Notifications SAPoffice Mails Tracking

Show: Create Task

Subject	From	Sent Date	Priority	Due Date	Status
Mishra Sumits Medical Advance Request	P, Sumit	Today	Medium		New
Pl check and confirm F110 Payment Proposal	Workflow System	Jun 4, 2015	Medium		New
Pl check and confirm F110 Payment Proposal	Workflow System	Jun 4, 2015	Medium		New
Mishra Sumit'S HRA Request	das, Manikyam	Jun 1, 2015	Medium		New
Mishra Sumit'S HRA Request	das, Manikyam	Jun 1, 2015	Medium		New
Mishra Sumit'S HRA Request	das, Manikyam	May 29, 2015	Medium		New

Prepared by CSI Team, RO CCR

Advances

Provide Remarks and click on Approve button as highlighted

Employee ID	10000236	Employee Name	Mishra Sumit
Circle	Karnataka	Class	Group C
Cadre	RB_JTS	Post	Postal Assistant(LSG)
Grade	PB1-01	Band Pay	5,860.00
Grade Pay	1,800.00	View Service Book	

Advance Details

Advnace Type	Medical Advance
Applied Amount	3,000.00
Approved Amount	<input type="text" value="3,000.00"/>
Date of Advnace	<input type="text" value="16.06.2015"/>

Remarks

Emp Remarks	<input type="text" value="PLS APPROVE"/>
Remarks	<input type="text" value="ok approved"/>

Forward Request

Select Post to Forward

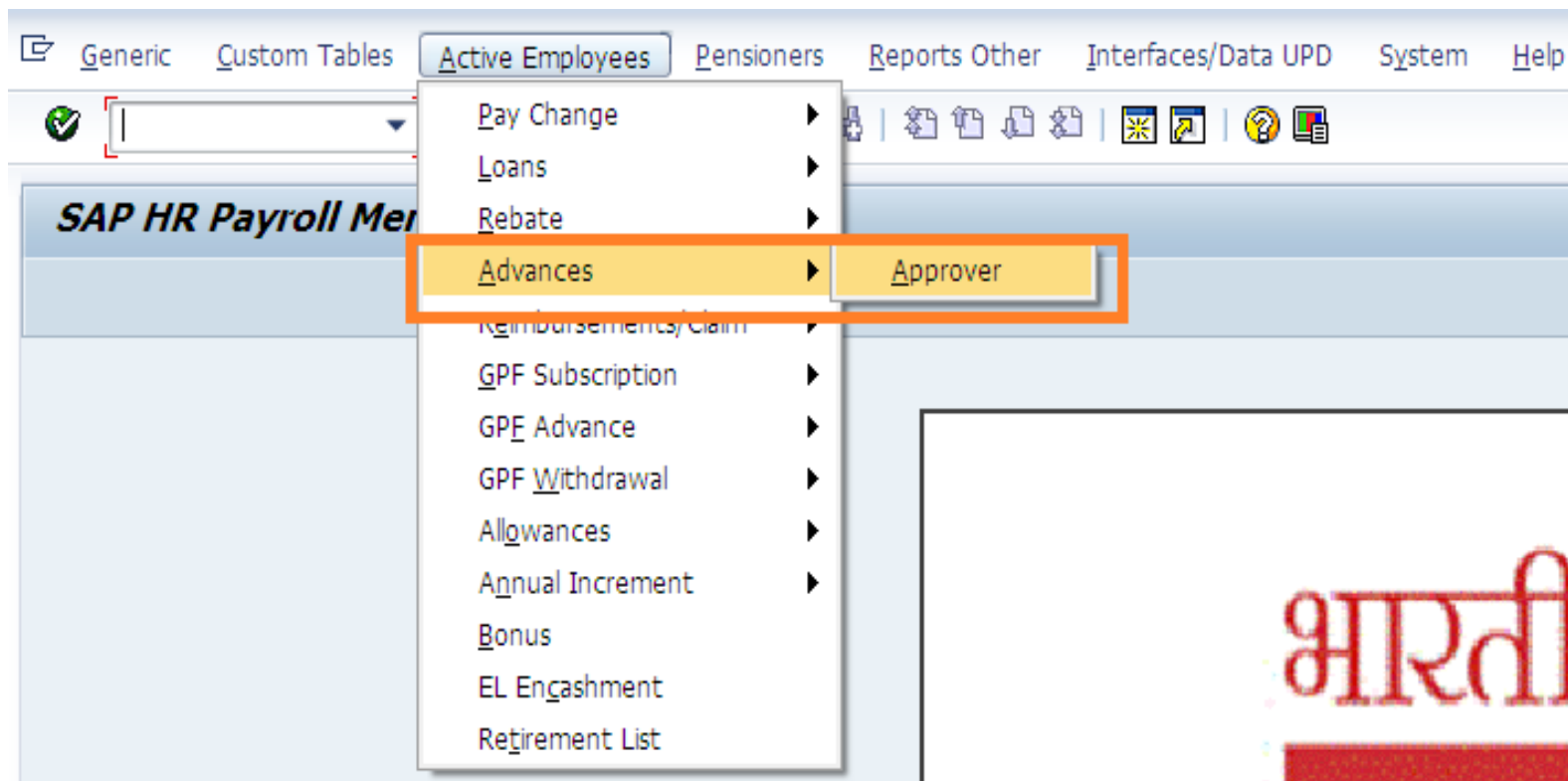
Request Approved Successfully

Indicates request approved successfully

Advances

Once advance is approved at all levels, DDO will update the same in the backend thru a program

Enter Transaction Code **ZPY_MENU**, in the field  in SAP Easy Access Screen





Click on Advances -> Approver link as highlighted


Advances

Below Screen appears. Provide the Advance type and click on execute button

Advances Request Final Approval Report




Request Id 


Employee Number 

Advance Type

Requests Sanctioned
 Requests Updated



Advances Request Final Approval Report

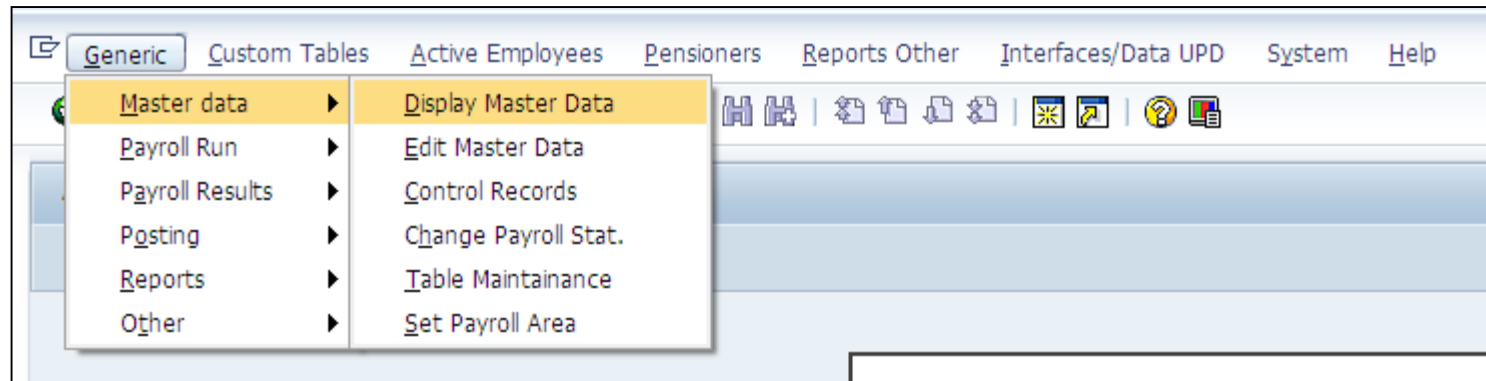
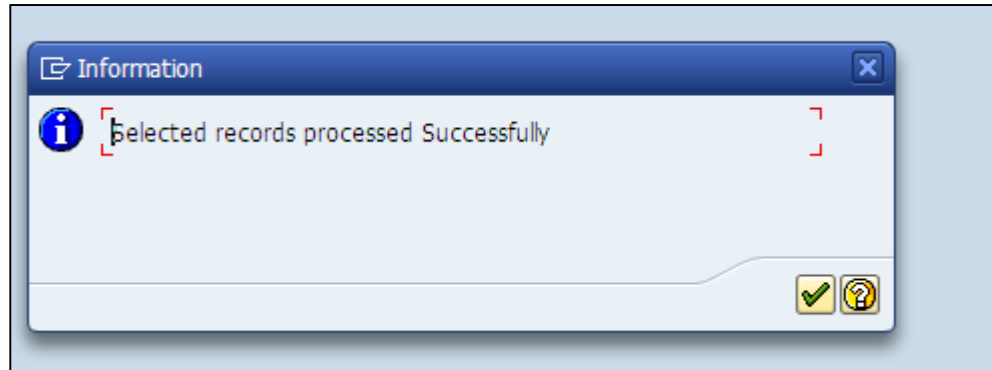


select	Request ID	Employee Id	Emp Name	Advance Type	Date of Advance	Applied Amount	Approved Amount	Status	Comments
<input checked="" type="checkbox"/>	66	10000236	Mishra Sumit	Medical Advance	16.06.2015	3,000.00	3,000.00	Approved	OK

Provide the comments , select the checkbox and click on execute button

Advances

Upon updation a popup with success message is displayed .



Go to transaction code ZPY_MENU and click on Master Data-> Display Master data to view details

Advances

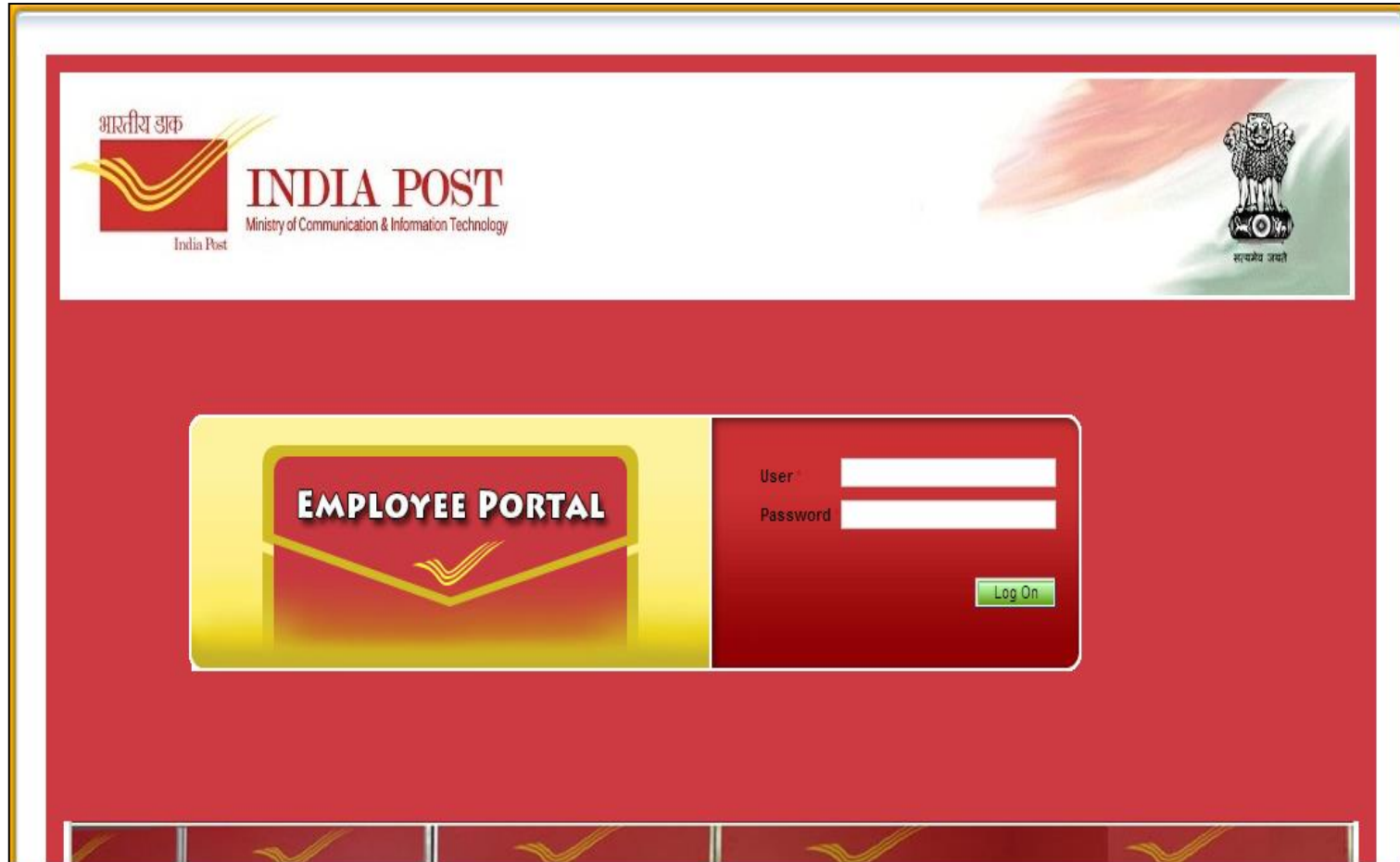
Provide the employee number, Infotype 0267, select Subtype and click on display

The screenshot shows the SAP Personnel Information System interface. At the top, there are icons for search, edit, and other functions. Below that, the 'Personnel no.' field contains '10000236'. The employee's name is 'Mishra Sumit'. Other fields include 'EE group' (4 Group C), 'Pers.area' (INKA Karnataka), 'EE subgroup' (35 RB_JTS), and 'Pers. subare' (KA01 DAP,BANGALORE). The main area is divided into 'Infotype text' and 'Period' sections. The 'Infotype text' section has a list of infotypes with checkboxes, and the 'Period' section has radio buttons for different time periods. At the bottom, the 'Direct selection' section shows 'Infotype' set to 'Additional Off-Cycle Payments', 'Sty' set to '4065', and 'Medical Advance' selected.

The screenshot shows the 'Display Additional Off-Cycle Payments' screen. It displays the same employee details as the previous screenshot. The 'Additional Off-Cycle Payments' section is highlighted, showing 'Wage Type' as '4065 Medical Advance'. The 'Amount' field is set to '3,000.00' with the currency 'INR'. Other fields include 'Number/unit' (0.00), 'Payment date' (16.06.2015), 'Assignment Number', 'Reason for Change', 'Off-cycle reas.' (0003 Reimbursement), 'Payroll type' (A), and 'Payroll Identifier'.

This completes Advances and the process is same for all the Advance types.

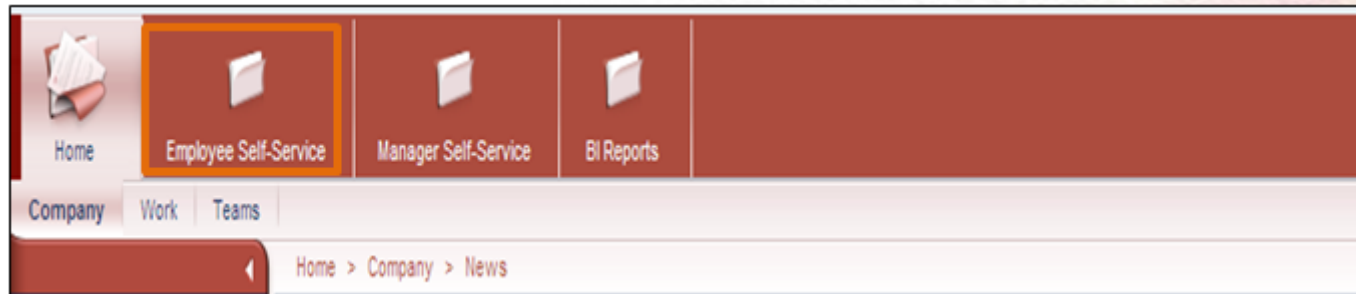
Reimbursements



Employee logs in to the enterprise portal using User ID and Password for Reimbursements







Reimbursements

Below Screen appears and click on Employee Self Service Tab



Employee Self-Service > Overview

Employee Self Service

 Search In this area, You can search Employee, Post Office, Expert Directory and Cost Center Details	 Recruitment You can view your Profile, Apply for Departmental Examinations and View the Recruitment Calendar.
 Leave Management In this area, you can use services to record your work	 Learner Learner
 Employee Payments In this area, You can access Salary Statement, IT Declarations, Claims, Advances, Loans, Form 16, GPF/NPS Statements.	 Learner2 Learner2

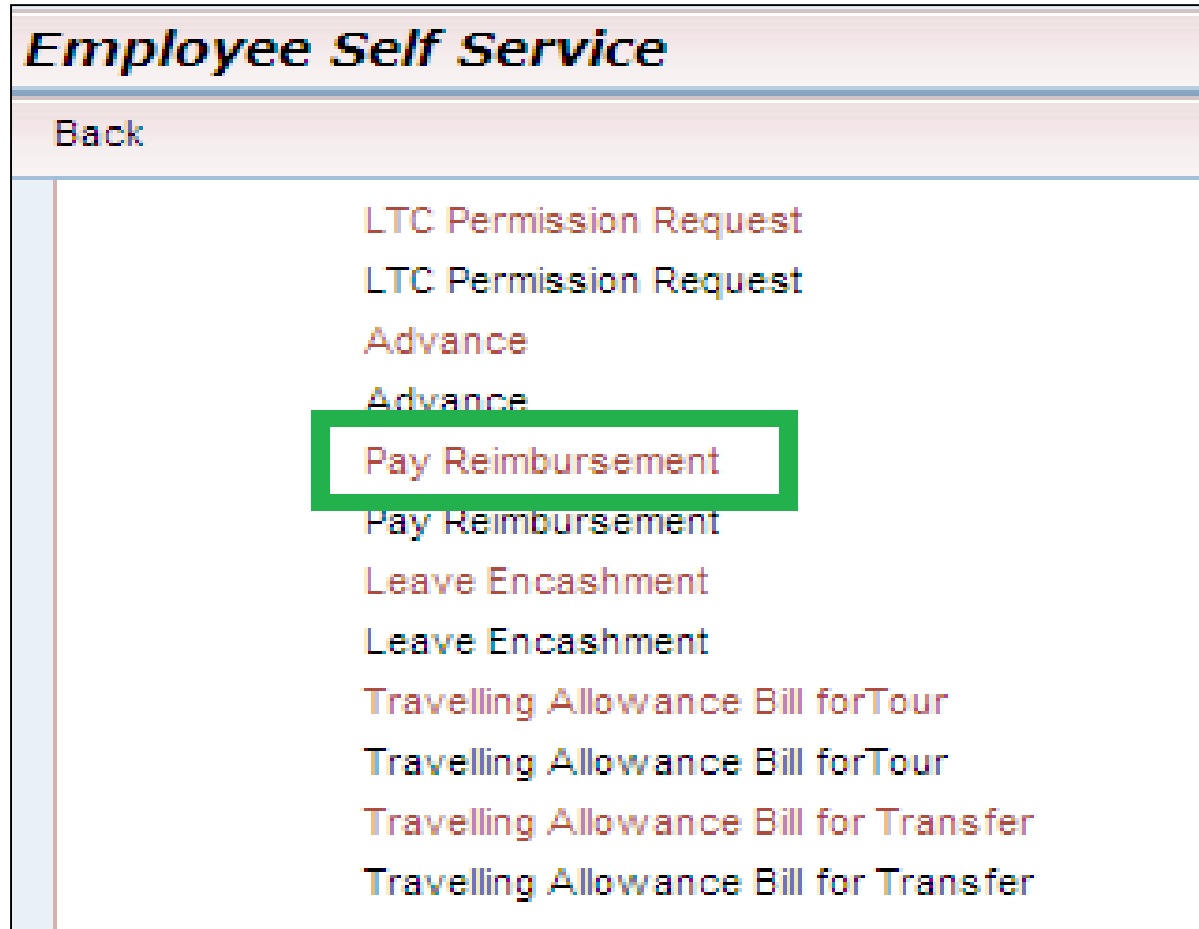
Quick Links
[Initiate Retirement Process](#)

Prepared by CSI Team, RO CCR

Click on Employee Payments

Reimbursements

Below Screen appears and click on Pay Reimbursement Link



Select the Reimbursement type and fill in all the required fields as shown in the next slide

Employee ID 10000236 Employee Name Mishra Sumit
 Post Postal Assistant(LSG) Band Pay 5,860.00
 Grade Pay 1,800.00 Circle Karnataka [View Service Book](#)
 Class Group C Cadre RB_JTS

Other Details
 Spouse Working Status Yes
 Spouse Profession Railways/Civil Aviation

Fill Child Details

Selection	Child No.	Name of Child and DOB	Whether Physically Challenged	School or Hostel Add	Child Class	Academic Year From	Academic Year To	Quarter	Reimbursed Amount	Claim Amount
<input checked="" type="checkbox"/>	02	Diksha Sumit / 01 - 07 - 2005	<input type="checkbox"/>	SCHOOL1	5	042015	032016	II Quarter	0.00	0.00
<input checked="" type="checkbox"/>	01	Anil Sumit / 01 - 07 - 2006	<input checked="" type="checkbox"/>	SCHOOL2	4	042015	032016	II Quarter	0.00	0.00

[Get Reimbursed Amount](#)

Details of Reimbursement Claimed

Item	Diksha Sumit	Anil Sumit	Remarks
Tuition fee fromto.....	1500	1000	
Admission Fee	1000	500	
Examination Fee	500	700	
Development Fee/Parents Contribution			
Computer Fee	2000	1500	
Others (a)			
(b)			
(c)			

One set of text books		
One set of note books		
Uniform(one/two sets)	1,000.00	1,000.00
One set of Shoes		
Calculate Claim Amount	5,000.00	4,700.00

Click on Calculate claim amount button to get total amount of CEA and then click on submit button

Fill Details

Claim Type:

Claim Amount:

Enter Document Name:

Enter Amount:

Upload Attachment: [Browse...](#)

File Name	File Path	Amount
The table does not contain any data		

[Delete Document](#)

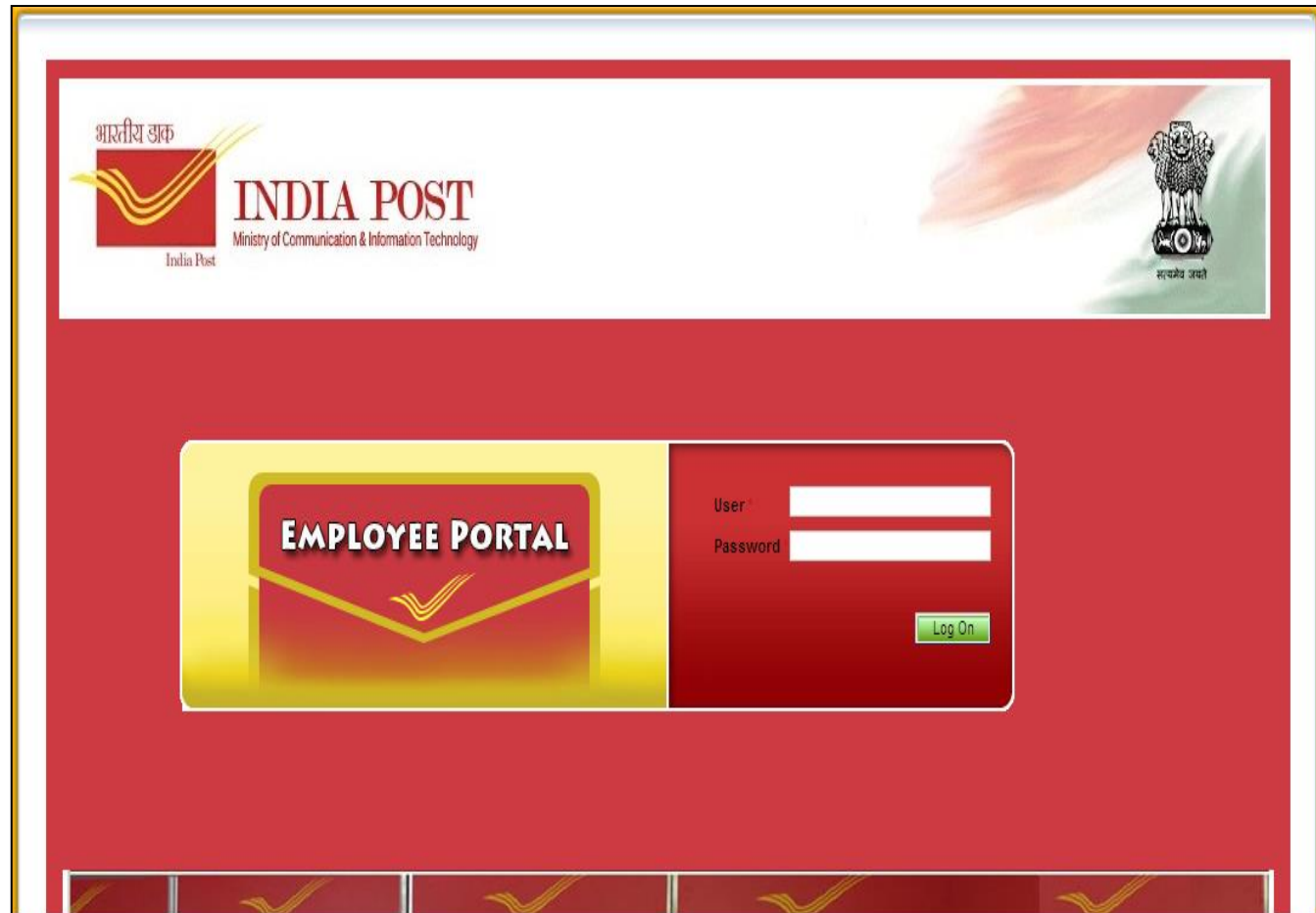
Employee Remarks

Employee Remarks

[Submit](#) [Save](#) [Delete Record](#) [Upload](#)

Request Submitted successfully **Indicates request submitted successfully**
 Prepared by CSI Team, RO CCR

Reimbursements



Reporting Manager logs in to the enterprise portal using User ID and Password

Prepared by CSI Team, RO CCR

Reimbursements

On the Home Screen click on Work tab and click on Reimbursement Task to act on it

The screenshot displays a web application interface. At the top right, it shows 'Last Logon Date : 12.06.2015 15:28:29'. Below this is a navigation bar with icons for 'Home', 'Employee Self-Service', 'Manager Self-Service', 'Training Administrator', 'Learner', 'BI Reports', and 'HR Recruiter'. The 'Home' icon is highlighted with a green box. Below the navigation bar is a breadcrumb trail: 'Home > Work > Universal Worklist'. The 'Work' tab is also highlighted with a green box. The main content area is titled 'Universal Worklist' and contains a table of tasks. The first task, 'Mishra Sumit's CEA Reimbursement Request', is highlighted with a green border. The table has columns for Subject, From, Sent Date, Priority, Due Date, and Status.

Subject	From	Sent Date	Priority	Due Date	Status
Mishra Sumit's CEA Reimbursement Request	P, Sumit	Today	Medium		New
Pl check and confirm F110 Payment Proposal	Workflow System	Jun 4, 2015	Medium		New
Pl check and confirm F110 Payment Proposal	Workflow System	Jun 4, 2015	Medium		New
Mishra Sumit'S HRA Request	das, Manikyam	Jun 1, 2015	Medium		New
Mishra Sumit'S HRA Request	das, Manikyam	Jun 1, 2015	Medium		New
Mishra Sumit'S HRA Request	das, Manikyam	May 29, 2015	Medium		New

Reimbursements

Below Screen appears. Provide the Remarks and Post of SA and click on Forward button

Child No.	Name of Child and DOB	Physically Challenge	School or Hostel Add	Child Class	Academic Year From	Academic Year To	Quarter	Reimbursed Amount	Claim Amount
01	Anil Sumit / 01 - 07 - 2006	<input checked="" type="checkbox"/>	SCHOOL2	4	042015	032016	Q2	0.00	4,700.00
02	Diksha Sumit / 01 - 07 - 2005	<input type="checkbox"/>	SCHOOL1	5	042015	032016	Q2	0.00	6,000.00

Reimbursement Details				
Item	Anil Sumit	Diksha Sumit	Remarks	
Tution fee fromto.....	1,500.00	1,000.00		
Admission Fee	1,000.00	500.00		
Examination Fee	500.00	700.00		
Development Fee/Parents Contribution				
Computer Fee	2,000.00	1,500.00		

Remarks

Emp Remarks:

Remarks:

Forward Request

Select Post to Forward

Prepared by CSI Team, RO CCR

Reimbursements

Below message indicates successfully forwarded to SA for processing

Task - SAP Netweaver Portal - Microsoft Internet Explorer provided by TATA CONSULTANCY SERVICES

Request Successfully Forwarded

Employee Details

Employee ID 10000236 Employee Name Mishra Sumit
Post Postal Assistant(LSG)Circle Karnataka
Grade Pay 1,800.00 Band Pay 5,860.00
Class Group C Cadre RB_JTS [View Service Book](#)

Other Details

Spouse Working Status Yes
Spouse Profession Railways/Civil Aviation

Reimbursement Request

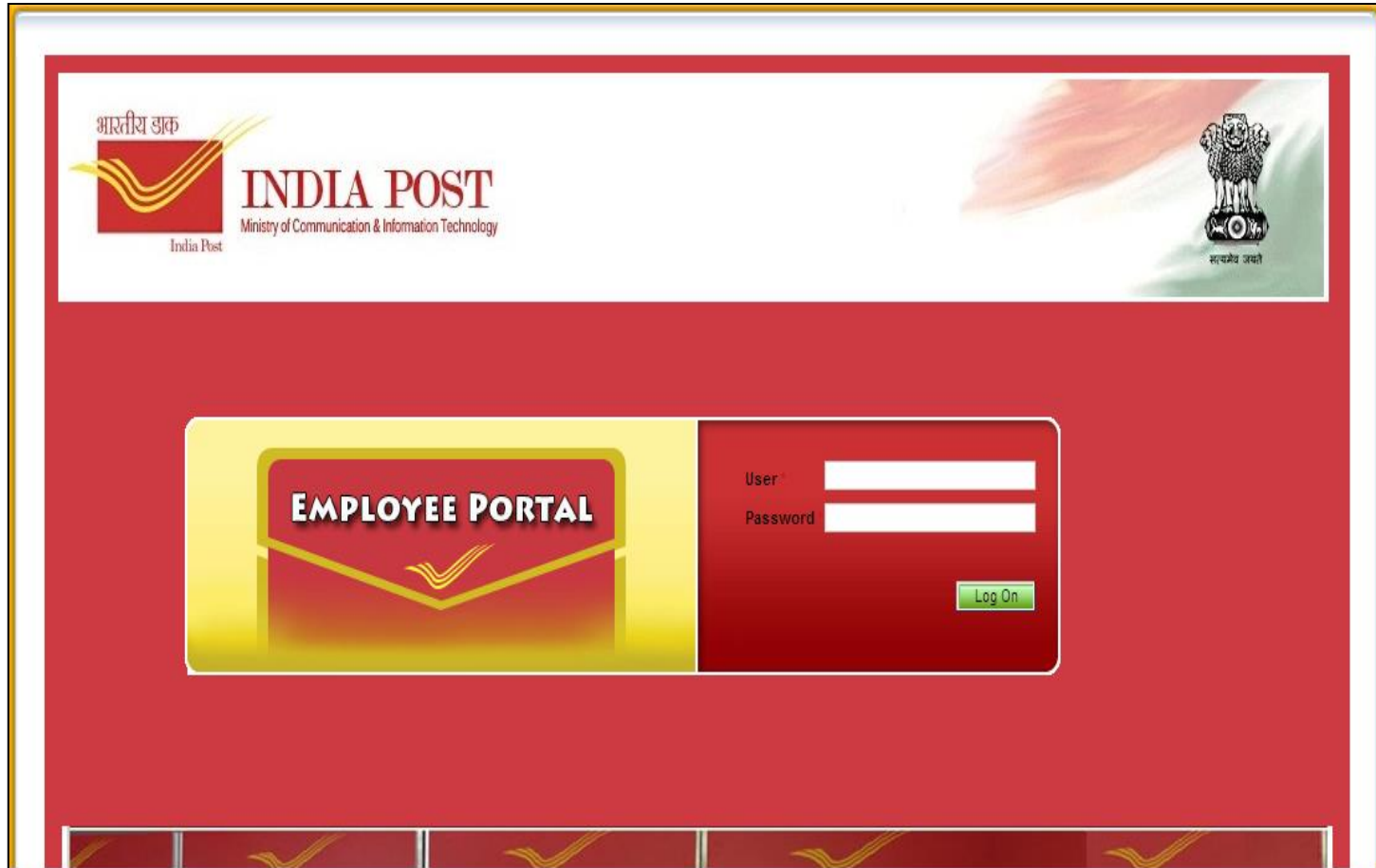
Reimbursement Type CEA
Reimbursement Amount 10,700.00

File Name	Amount
The table does not contain any data	

Child Details

Child No.	Name of Child and DOB	Physically Challenge	School or Hostel Add	Child Class	Academic Year From	Academic Year To	Quarter	Reimbursed Amount	Claim Amount
01	Anil Sumit / 01 - 07 - 2006	<input checked="" type="checkbox"/>	SCHOOL2	4	042015	032016	Q2	0.00	4,700.00
02	Diksha Sumit / 01 - 07 - 2005	<input type="checkbox"/>	SCHOOL1	5	042015	032016	Q2	0.00	6,000.00

Reimbursements



Sanctioning Authority logs in to the enterprise portal using User ID and Password

Reimbursements

On the Home Screen click on Work tab and click on Reimbursement Task to act on it

The screenshot displays a web application interface. At the top right, it shows 'Last Logon Date : 12.06.2015 15:28:29'. Below this is a navigation bar with tabs: Home, Employee Self-Service, Manager Self-Service, Training Administrator, Learner, BI Reports, and HR Recruiter. The 'Home' tab is highlighted with a green box. Below the navigation bar is a secondary menu with 'Company', 'Work', and 'Teams'. The 'Work' tab is also highlighted with a green box. The main content area shows a breadcrumb trail 'Home > Work > Universal Worklist' and a 'Full Screen' button. The 'Universal Worklist' section has tabs for 'Tasks (6 / 6)', 'Alerts', 'Notifications', 'SAPoffice Mails', and 'Tracking'. Below these tabs, there are filters: 'Show: New and In Progress Tasks (6 / 6)' and 'All'. A 'Create Task' button is visible. The main part of the interface is a table with the following data:

Subject	From	Sent Date	Priority	Due Date	Status
Mishra Sumit's CEA Reimbursement Request	P, Sumit	Today	Medium		New
Pl check and confirm F110 Payment Proposal	Workflow System	Jun 4, 2015	Medium		New
Pl check and confirm F110 Payment Proposal	Workflow System	Jun 4, 2015	Medium		New
Mishra Sumit'S HRA Request	das, Manikyam	Jun 1, 2015	Medium		New
Mishra Sumit'S HRA Request	das, Manikyam	Jun 1, 2015	Medium		New
Mishra Sumit'S HRA Request	das, Manikyam	May 29, 2015	Medium		New

Prepared by CSI Team, RO CCR

Reimbursements

Provide Approved Amount, Payment date Remarks and click on Approve button as highlighted

Child No.	Name of Child and DOB	Physically Challenge	School or Hostel Add	Child Class	Academic Year From	Academic Year To	Quarter	Reimbursed Amount	Claim Amount	Approved Amount	Payment Date	Future Payment	Future Pay De
01	Anil Sumit / 01 - 07 - 2006	<input checked="" type="checkbox"/>	SCHOOL2	4	042015	032016	Q2	0.00	4,700.00	4700	15.06.2015	0.00	
02	Diksha Sumit / 01 - 07 - 2005	<input type="checkbox"/>	SCHOOL1	5	042015	032016	Q2	0.00	6,000.00	6000	15.06.2015	0.00	

Reimbursement Details

Item	Anil Sumit	Diksha Sumit	Remarks
Tution fee fromto.....	1,500.00	1,000.00	
Admission Fee	1,000.00	500.00	
Examination Fee	500.00	700.00	
Development Fee/Parents Contribution			
Computer Fee	2,000.00	1,500.00	

Remarks

Emp Remarks: PLS APPROVE

Remarks: APPROVED

Forward Request

Select Post to Forward

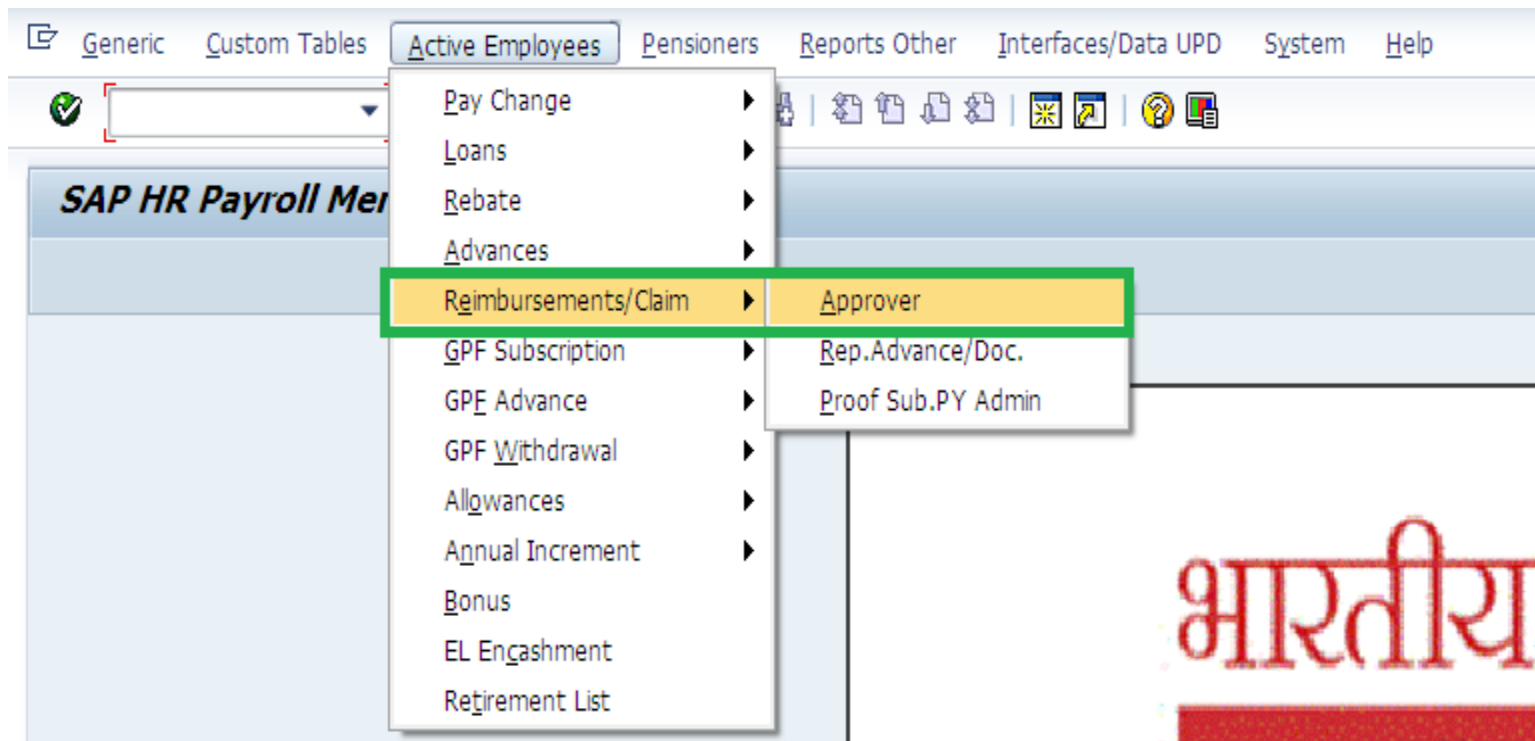
Request Approved Successfully

Indicates request approved successfully

Reimbursements

Once Reimbursement request is approved at all levels, DDO will update the same in the backend thru a program

Enter Transaction Code **ZPY_MENU**, in the field  in SAP Easy Access Screen




Click on Reimbursements/Claims-> Approver link as highlighted

Reimbursements

Below Screen appears. Provide the Reimbursement type and click on execute button

New Reimbursement Final Approval Report




Request Id

Employee Number

Reimbursement Type

Requests Sanctioned
 Requests Updated

New Reimbursement Final Approval Report

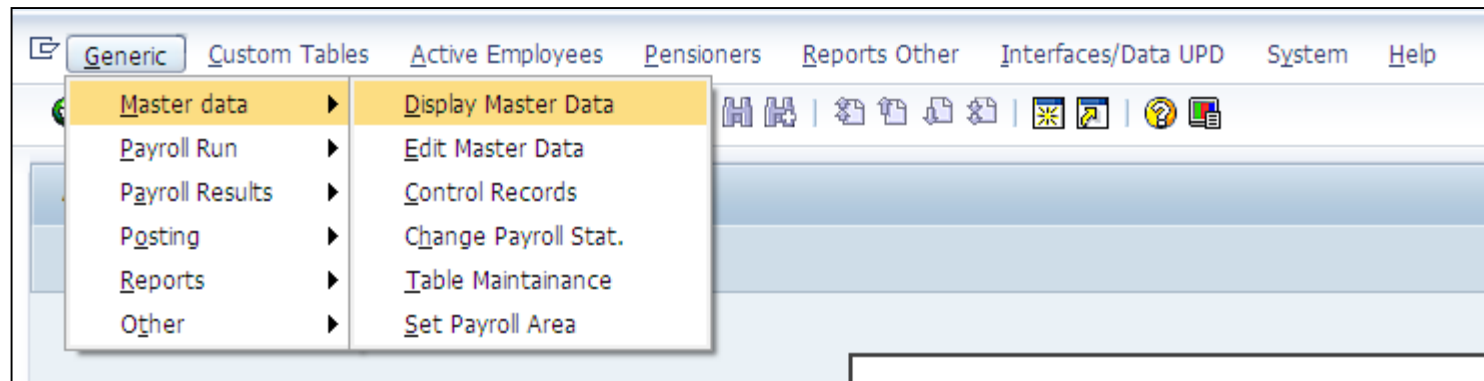
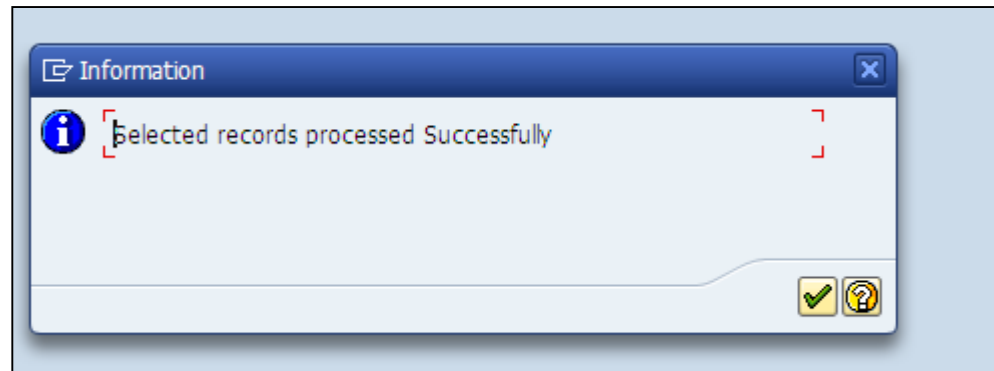


	select	Request ID	Employee Id	Emp Name	Reimbursement Type	Amount Requested	Amount Approved	Future Payment	Status	Comments
	<input checked="" type="checkbox"/>	154	10000236	Mishra Sumit	CEA	10,700.00	10,700.00	0.00	Approved	OK

Provide the comments , select the checkbox and click on execute button

Reimbursements

Upon updation a popup with success message is displayed .



Go to transaction code ZPY_MENU and click on Master Data-> Display Master data to view details

Reimbursements

Provide the employee number, Infotype No 267 & subtype and click on display

Personnel no. 10000236
Name Mishra Sumit
EE group 4 Group C Pers.area INKA Karnataka
EE subgroup 35 RB_JTS Pers. subare KA01 DAP,BANGALORE.

Personnel Information System | Leave Management | Payroll Management | P..

Infotype text	S..	Period
Actions (0000)	✓	<input checked="" type="radio"/> Period
Organizational Assignment (0001)	✓	From <input type="text"/> To <input type="text"/>
Personal Data (0002)	✓	<input type="radio"/> Today <input type="radio"/> Curr.week
Addresses (0006)		<input type="radio"/> All <input type="radio"/> Current month
Bank Details (0009)	✓	<input type="radio"/> From curr.date <input type="radio"/> Last week
Contract Elements (0016)	✓	<input type="radio"/> To Current Date <input type="radio"/> Last month
Monitoring of Tasks (0019)		<input type="radio"/> Current Period <input type="radio"/> Current Year
Family Member/Dependents (0021)	✓	<input type="button" value="Choose"/>
Education (0022)		

Direct selection
Infotype Additional Off-Cycle Payments STy 4000 Children Education Allowa

Pers.No. 10000236 Name Mishra Sumit
Pers.area INKA Karnataka Cost Ctr 2130600000 Mandya - Divisi...
EE subgrp 35 RB_JTS WS rule WSRUGEN1 GEN-WSR(09:...
Chge 12.06.2015 TCS235206

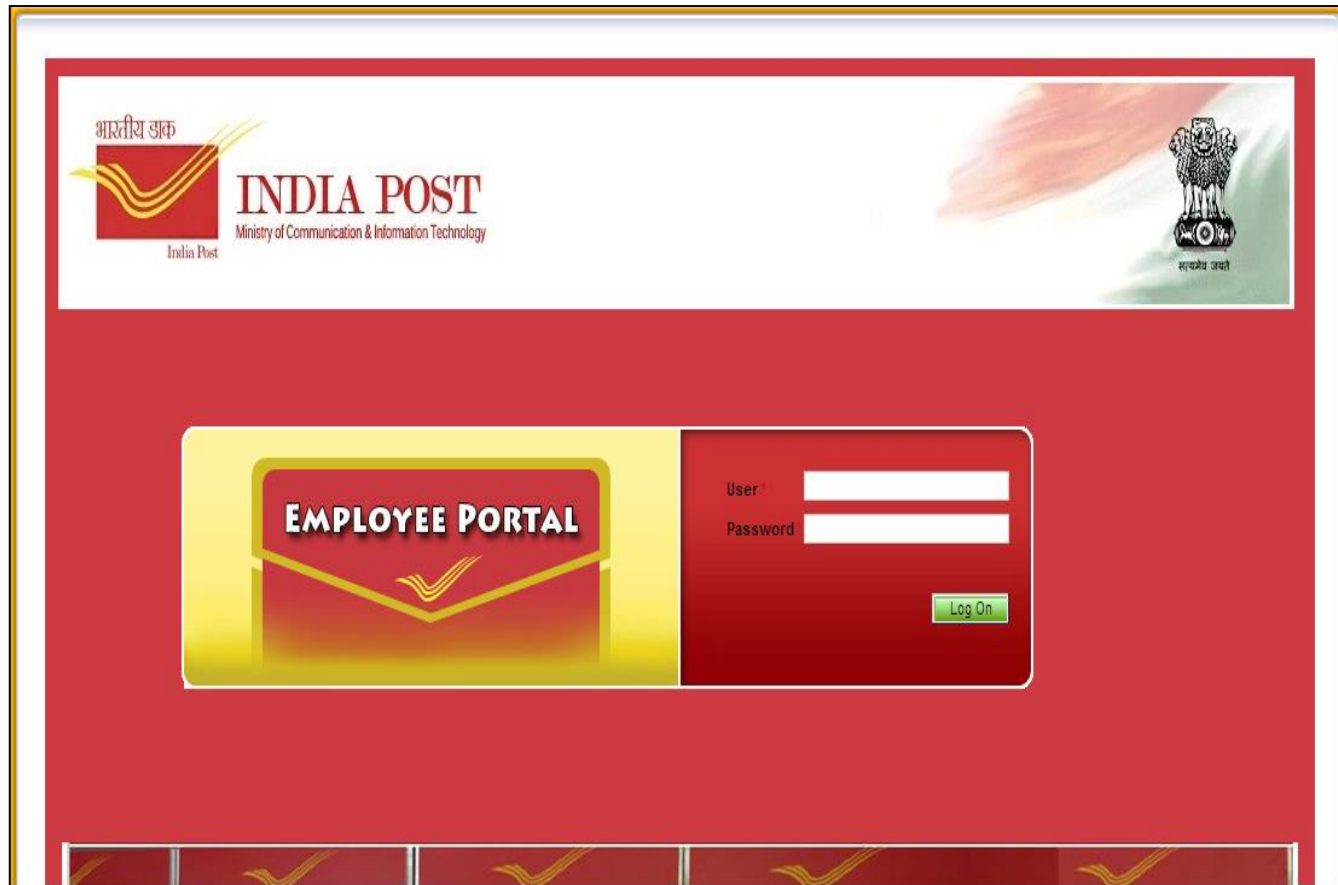
Additional Off-Cycle Payments

Wage Type 4000 Children Education Allowa

Amount 4,700.00 INR
Number/unit 0.00
Payment date 15.06.2015
Assignment Number 01
Reason for Change
Off-cycle reas. 0003 Reimbursement
Payroll type A
Payroll Identifier

This completes Reimbursements and the process is same for all the Reimbursements types.

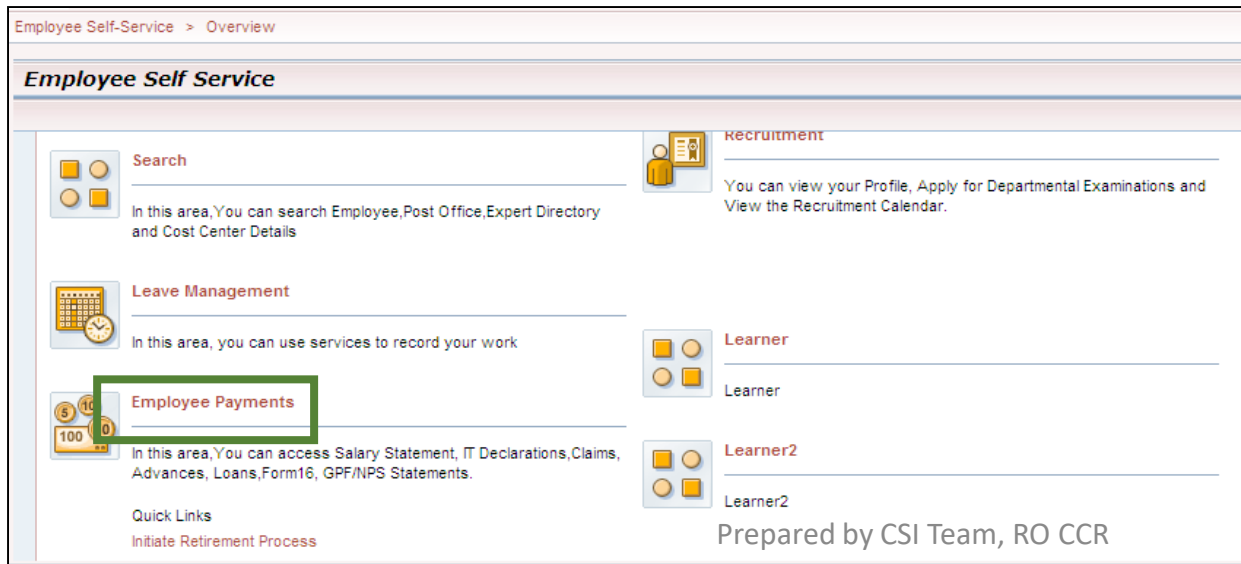
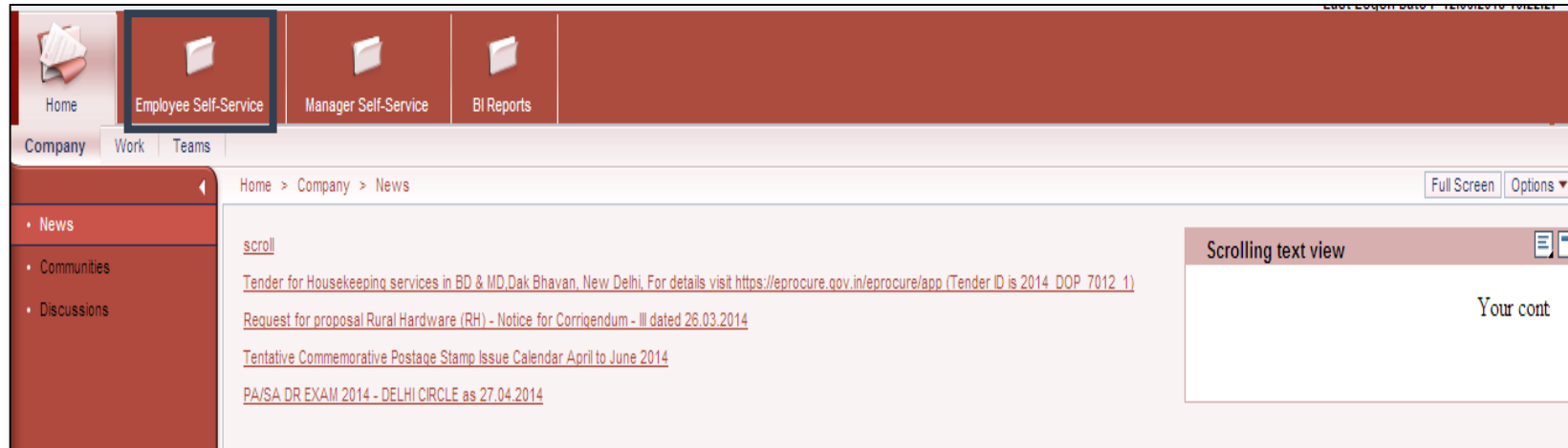
GPF Advance



Employee logs in to the enterprise portal with User ID and Password for GPF Advance

GPF Advance

Below Screen appears and click on Employee Self Service Tab



Click on Employee Payments

GPF Advance

Below Screen appears and click on Employee Self Service Tab

Employee Self Service

Back

Travelling Allowance Bill for Transfer
Travelling Allowance Bill for Transfer

General Provident Fund

GPF Subscription
Submit Your GPF
GPF Advance
Initiate GPF Loan Advance
GPF Withdrawal
Employee can avail GPF withdrawal from here.
GPF Statement
GPF Statement
NPS Statement
NPS Statement

Employee ID	10000236	Class	Group C
Employee Name	Mishra Sumit	Cadre	RB_JTS
Circle	Karnataka	Grade Pay	1,800.00
Post	Postal Assistant(LSG)	Band Pay	5,860.00
Grade	PB1-01	View Service Book	

GPF Details

Reason for GPF Advance: Education

Loan Amount Requested: 15000

Repayment Installment: 2000

Date of GPF Advance: 01.07.2015

Loan Balance: 0.00

GPF Credit balance: 581,260.00

Previous Loan

Loan Amount	Sanction Date	Balance Amount
15,000.00	01.06.2015	0.00

Employee Remarks: pls approve

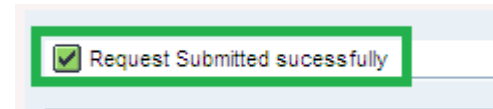
Son/Daughter Name: Rita

School/Institution/College Name: School 1

Student Stay type: Day Scholar

Submit | Save

Fill in all the required fields and click on Submit button



Indicates request submitted successfully

GPF Advance



Reporting Manager logs in to the enterprise portal with User ID and Password

GPF Advance

On the Home Screen click on Work tab and click on GPF Advance task to act on it

The screenshot displays the SAP GPF Advance interface. At the top, there is a navigation bar with tabs for Home, Employee Self-Service, Manager Self-Service, Training Administrator, Learner, BI Reports, and HR Recruiter. Below this is a secondary navigation bar with tabs for Company, Work, and Teams. The main content area shows the 'Universal Worklist' with a breadcrumb trail 'Home > Work > Universal Worklist'. The worklist is filtered to show 'New and In Progress Tasks (6 / 6)' and includes a 'Create Task' button. The task list is as follows:

Subject	From	Sent Date	Priority	Due Date	Status
Mishra SumitsEducationRequest	P, Sumit	Today	Medium		New
PI check and confirm F110 Payment Proposal	Workflow System	Jun 4, 2015	Medium		New
PI check and confirm F110 Payment Proposal	Workflow System	Jun 4, 2015	Medium		New
Mishra Sumit'S HRA Request	das, Manikyam	Jun 1, 2015	Medium		New
Mishra Sumit'S HRA Request	das, Manikyam	Jun 1, 2015	Medium		New
Mishra Sumit'S HRA Request	das, Manikyam	May 29, 2015	Medium		New

GPF Advance

Below Screen appears. Provide the Remarks and Post of SA and click on Forward button

GPF Details	
Reason for GPF Advance	Education
Loan Amount Requested	15,000.00
Loan Amount Approved	<input type="text" value="15,000.00"/>
Date of GPF Advance	<input type="text" value="01.07.2015"/>
Repaymnet Installment	<input type="text" value="2,000.00"/>
No.of Installments	8
Loan Balance	0.00
Consolidated Loan Amount	15,000.00
GPF Credit Balance	581,260.00

Remarks	
Employee Remarks	<input type="text" value="PLS APPROVE"/>
Remarks	<input type="text" value="Approved and forwarded to SA for further Processing"/>

Forward Request	
Select Post to Forward	<input type="text" value="30000791"/>
<input type="button" value="Forward"/>	

GPF Advance

Indicates request successfully forwarded to SA for further approval

<input checked="" type="checkbox"/> Request Successfully Forwarded			
GPF Advance Approval			
Employee Details			
Employee No	10000236	Employee Name	Mishra Sumit
Circle	Karnataka	Class	Group C
Cadre	RB_JTS	Post	Postal Assistant(LSG)
Grade	PB1-01	Band Pay	5,860.00
Grade Pay	1,800.00	View Service Book	
GPF Details			
Reason for GPF Advance	Education		
Loan Amount Requested	15,000.00		
Loan Amount Approved	<input type="text" value="15,000.00"/>		
Date of GPF Advance	<input type="text" value="01.07.2015"/>		
Repaymnet Installment	<input type="text" value="2,000.00"/>		
No.of Installments	8		
Loan Balance	0.00		
Consolidated Loan Amount	15,000.00		
GPF Credit Balance	581,260.00		
Remarks			
Employee Remarks	<input type="text" value="PLS APPROVE"/>		

GPF Advance



Sanctioning Authority logs in to the enterprise portal with User ID and Password

GPF Advance

On the Home Screen click on Work tab and click on GPF Advance task to act on it

The screenshot displays the SAP GPF Advance interface. At the top, there is a navigation bar with tabs for Home, Employee Self-Service, Manager Self-Service, Training Administrator, Learner, BI Reports, and HR Recruiter. Below this, there are tabs for Company, Work, and Teams. The 'Work' tab is selected, and the breadcrumb path is 'Home > Work > Universal Worklist'. The main content area is titled 'Universal Worklist' and includes filters for Tasks (6 / 6), Alerts, Notifications, SAPoffice Mails, and Tracking. A 'Show:' dropdown is set to 'New and In Progress Tasks (6 / 6)' and another dropdown is set to 'All'. A 'Create Task' button is visible. Below the filters is a table with the following data:

Subject	From	Sent Date	Priority	Due Date	Status
Mishra SumitsEducationRequest	P, Sumit	Today	Medium		New
Pl check and confirm F110 Payment Proposal	Workflow System	Jun 4, 2015	Medium		New
Pl check and confirm F110 Payment Proposal	Workflow System	Jun 4, 2015	Medium		New
Mishra Sumit'S HRA Request	das, Manikyam	Jun 1, 2015	Medium		New
Mishra Sumit'S HRA Request	das, Manikyam	Jun 1, 2015	Medium		New
Mishra Sumit'S HRA Request	das, Manikyam	May 29, 2015	Medium		New

GPF Advance

Provide Remarks and click on Approve button to approve the request

GPF Details	
Reason for GPF Advance	Education
Loan Amount Requested	15,000.00
Loan Amount Approved	<input type="text" value="15,000.00"/>
Date of GPF Advance	<input type="text" value="01.07.2015"/>
Repayment Installment	<input type="text" value="2,000.00"/>
No. of Installments	8
Loan Balance	0.00
Consolidated Loan Amount	15,000.00
GPF Credit Balance	581,260.00

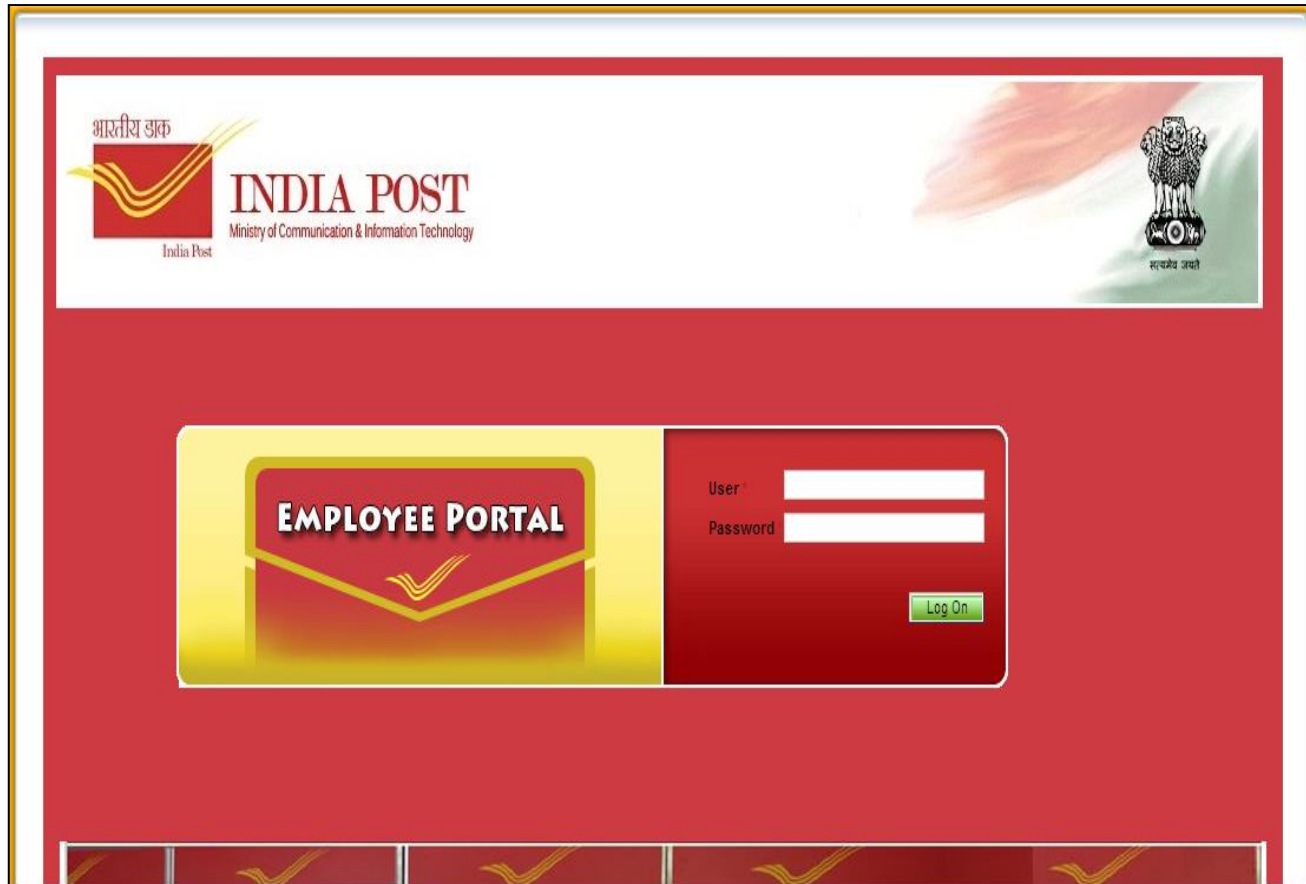
Remarks	
Employee Remarks	<input type="text" value="PLS APPROVE"/>
Remarks	<input type="text" value="ok approved"/>

Forward Request	
Select Post to Forward	<input type="text"/>
<input type="button" value="Approve"/>	<input type="button" value="Reject"/> <input type="button" value="Forward"/>

Request Approved Successfully

Indicates request approved successfully

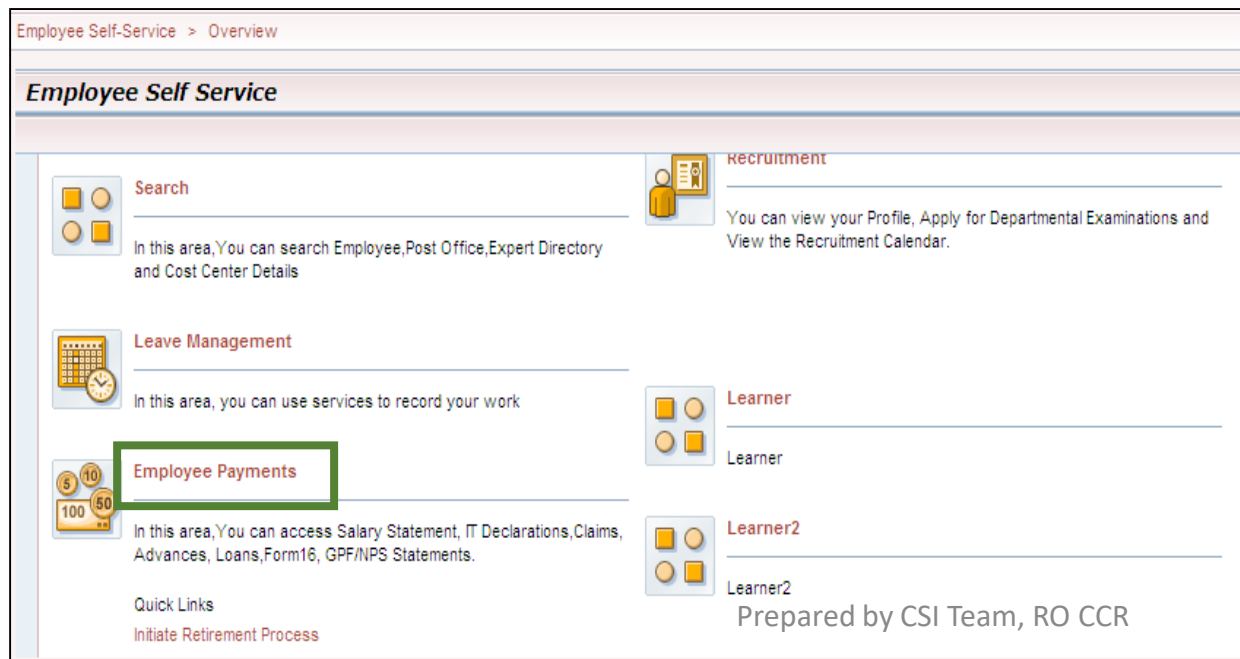
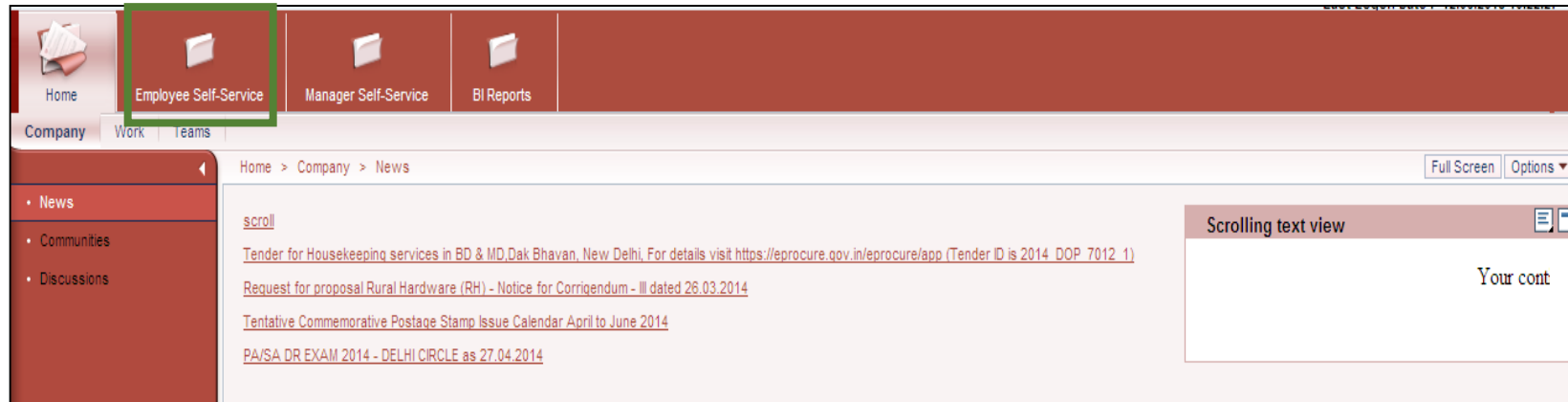
GPF Withdrawal



Employee logs in to the enterprise portal with User ID and Password for GPF Withdrawal

GPF Withdrawal

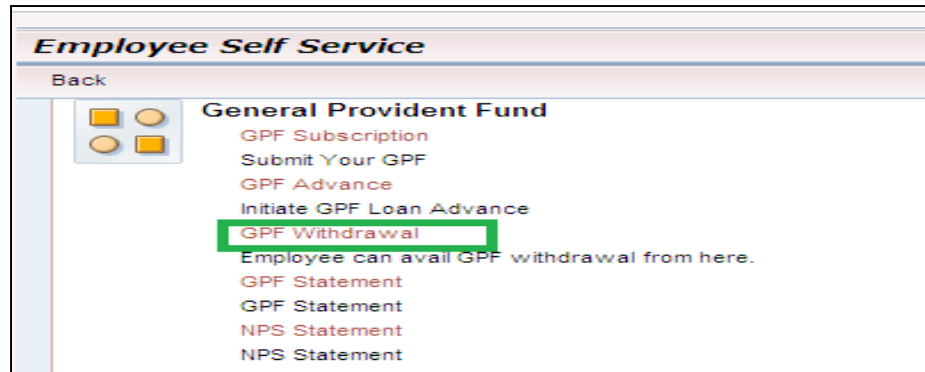
Below Screen appears and click on Employee Self Service Tab



Click on Employee Payments

GPF Withdrawal

Below Screen appears and click on GPF Withdrawal Link

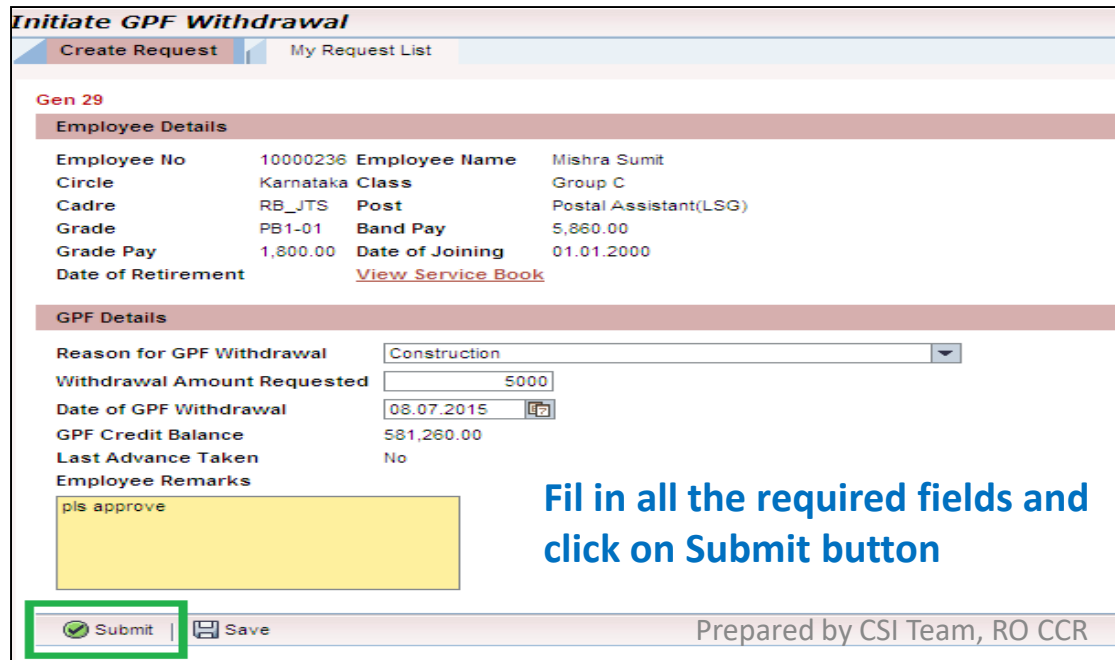


Employee Self Service

Back

General Provident Fund

- GPF Subscription
- Submit Your GPF
- GPF Advance
- Initiate GPF Loan Advance
- GPF Withdrawal**
- Employee can avail GPF withdrawal from here.
- GPF Statement
- GPF Statement
- NPS Statement
- NPS Statement



Initiate GPF Withdrawal

Create Request | My Request List

Gen 29

Employee Details

Employee No	10000236	Employee Name	Mishra Sumit
Circle	Karnataka	Class	Group C
Cadre	RB_JTS	Post	Postal Assistant(LSG)
Grade	PB1-01	Band Pay	5,860.00
Grade Pay	1,800.00	Date of Joining	01.01.2000
Date of Retirement		View Service Book	

GPF Details

Reason for GPF Withdrawal: Construction

Withdrawal Amount Requested: 5000

Date of GPF Withdrawal: 08.07.2015

GPF Credit Balance: 581,260.00

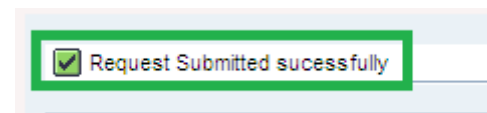
Last Advance Taken: No

Employee Remarks: pls approve

Submit | Save

Prepared by CSI Team, RO CCR

Fill in all the required fields and click on Submit button



Request Submitted successfully

Indicates request submitted successfully

GPF Withdrawal



Reporting Manager logs in to the enterprise portal with User ID and Password

GPF Withdrawal

On the Home Screen click on Work tab and click on GPF Withdrawal task to act on it

Last Login Date : 15.06.2015 11:00:00

The screenshot displays the SAP Universal Worklist interface. At the top, there is a navigation bar with icons for Home, Employee Self-Service, Manager Self-Service, Training Administrator, Learner, BI Reports, and HR Recruiter. Below this is a secondary navigation bar with 'Company', 'Work' (highlighted), and 'Teams' tabs. The main content area shows the 'Universal Worklist' with a breadcrumb trail 'Home > Work > Universal Worklist'. A 'Full Screen' button is visible in the top right corner. The worklist is filtered to show 'Tasks (4/4)'. Below the filter, there are options for 'Alerts', 'Notifications', 'SAPoffice Mails', and 'Tracking'. A 'Show:' dropdown is set to 'New and In Progress Tasks (4/4)' and another dropdown is set to 'All'. A 'Create Task' button and several utility icons are also present. The task list is as follows:

Subject	From	Sent Date	Priority	Due Date	Status
Mishra Sumit's Construction Request	P, Sumit	Today	Medium		New
Mishra Sumit's HRA Request	das, Manikyam	Jun 1, 2015	Medium		New
Mishra Sumit's HRA Request	das, Manikyam	Jun 1, 2015	Medium		New
Mishra Sumit's HRA Request	das, Manikyam	May 29, 2015	Medium		New

GPF Withdrawal

Below Screen appears. Provide the Remarks and Post of SA and click on Forward button

GPF Details	
Reason for GPF Withdrawal	Construction
Withdrawal Amount Requested	5,000.00
Withdrawal Amount Approved	<input type="text" value="5,000.00"/>
Date of GPF Advance	<input type="text" value="08.07.2015"/>
GPF Credit Balance	581,260.00
Last Advance Taken	No

Remarks	
Emp Remarks	<input type="text" value="PLS APPROVE"/>
Remarks	<input type="text" value="OK APPROVED"/>

Forward Request	
Select Post to Forward	<input type="text" value="30000791"/> Postal Assistant

<input type="button" value="Forward"/>
--

GPF Withdrawal

Indicates request successfully forwarded to SA for further approval

Request Successfully Forwarded

GPF Withdrawal Approval

Gen 29

Employee Details

Employee ID	10000236	Employee Name	Mishra Sumit
Circle	Karnataka	Class	Group C
Cadre	RB_JTS	Post	Postal Assistant(LSG)
Grade	PB1-01	Band Pay	5,860.00
Grade Pay	1,800.00	Date of Joining	1,800.00
Date of Retirement	1,800.00	View Service Book	

GPF Details

Reason for GPF Withdrawal	Construction
Withdrawal Amount Requested	5,000.00
Withdrawal Amount Approved	<input type="text" value="5,000.00"/>
Date of GPF Advance	<input type="text" value="08.07.2015"/>
GPF Credit Balance	581,260.00
Last Advance Taken	No

Remarks

Emp Remarks	<input type="text" value="PLS APPROVE"/>
	<input type="text" value="OK APPROVED"/>

GPF Withdrawal



Sanctioning Authority logs in to the enterprise portal with User ID and Password

GPF Withdrawal

On the Home Screen click on Work tab and click on GPF Withdrawal task to act on it

Last Login Date : 15.06.2015 11:11

The screenshot shows the SAP Universal Worklist interface. The top navigation bar includes 'Home', 'Employee Self-Service', 'Manager Self-Service', 'Training Administrator', 'Learner', 'BI Reports', and 'HR Recruiter'. The 'Work' tab is selected. The breadcrumb trail is 'Home > Work > Universal Worklist'. The main content area is titled 'Universal Worklist' and shows a list of tasks. The first task, 'Mishra Sumit's Construction Request', is highlighted with a green border. This task is from 'P, Sumit', dated 'Today', with a 'Medium' priority and a 'New' status. Below it are three 'Mishra Sumit's HRA Request' tasks from 'das, Manikyam' with dates 'Jun 1, 2015', 'Jun 1, 2015', and 'May 29, 2015', all with 'Medium' priority and 'New' status.

Subject	From	Sent Date	Priority	Due Date	Status
Mishra Sumit's Construction Request	P, Sumit	Today	Medium		New
Mishra Sumit's HRA Request	das, Manikyam	Jun 1, 2015	Medium		New
Mishra Sumit's HRA Request	das, Manikyam	Jun 1, 2015	Medium		New
Mishra Sumit's HRA Request	das, Manikyam	May 29, 2015	Medium		New

GPF Withdrawal

Provide Remarks and click on Approve button to approve the request

GPF Details	
Reason for GPF Withdrawal	Construction
Withdrawal Amount Requested	5,000.00
Withdrawal Amount Approved	<input type="text" value="5,000.00"/>
Date of GPF Advance	<input type="text" value="08.07.2015"/>
GPF Credit Balance	581,260.00
Last Advance Taken	No

Remarks	
Emp Remarks	<input type="text" value="PLS APPROVE"/>
Remarks	<input type="text" value="ok"/>

Forward Request	
Select Post to Forward	<input type="text"/>

<input checked="" type="button" value="Approve"/>	<input type="button" value="Reject"/>	<input type="button" value="Forward"/>
---	---------------------------------------	--

Request Approved Successfully

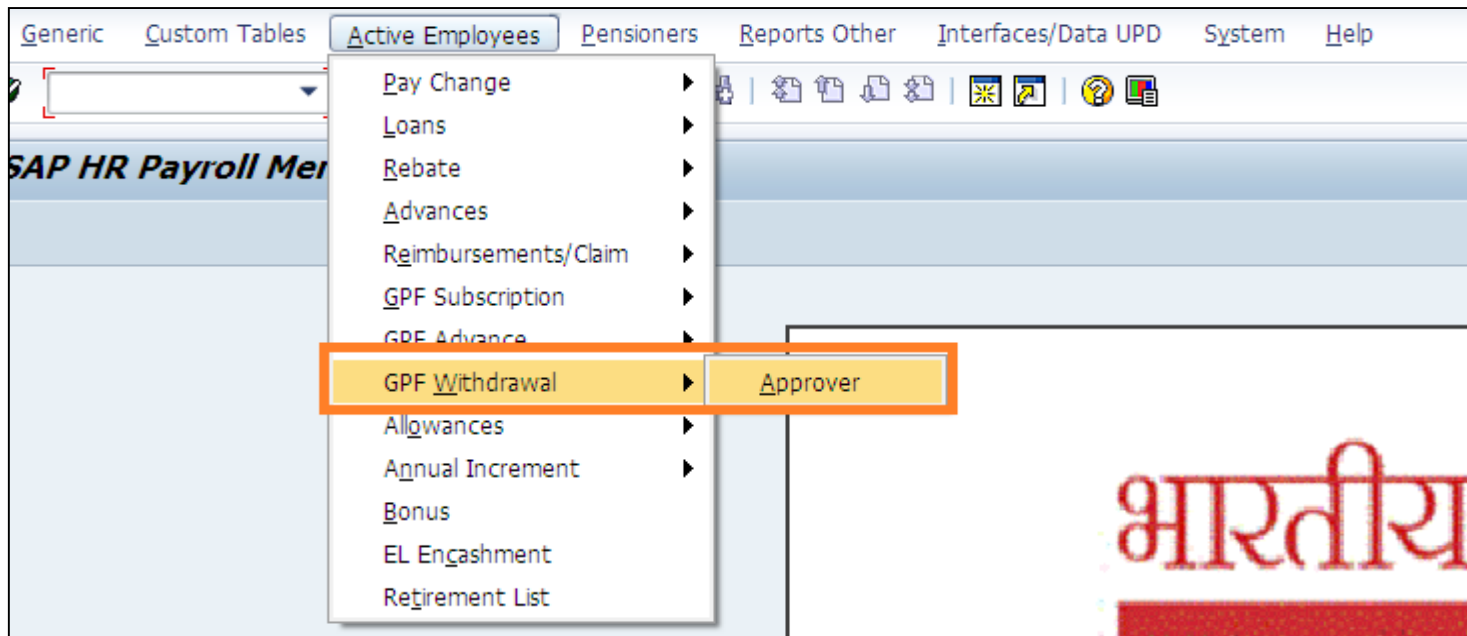
Indicates request approved successfully

Prepared by CSI Team, RO CCR

GPF Withdrawal

DDO will update the data under Infotype 0267 thru a program as shown below

Enter Transaction Code **ZPY_MENU**, in the field  in SAP Easy Access Screen




Click on **GPF Withdrawal-> Approver** link as highlighted

GPF Withdrawal

Below Screen appears. Provide the Employee Number and click on execute button

New GPF Final Approval Report




Request Id

Employee Number

Requests Sanctioned
 Requests Updated

GPF Withdrawal Final Approval Report

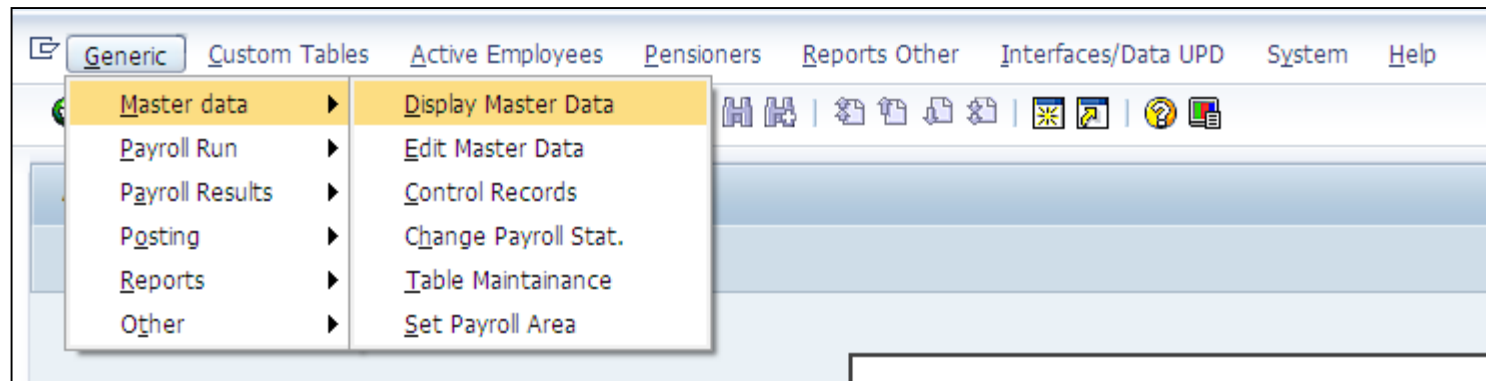
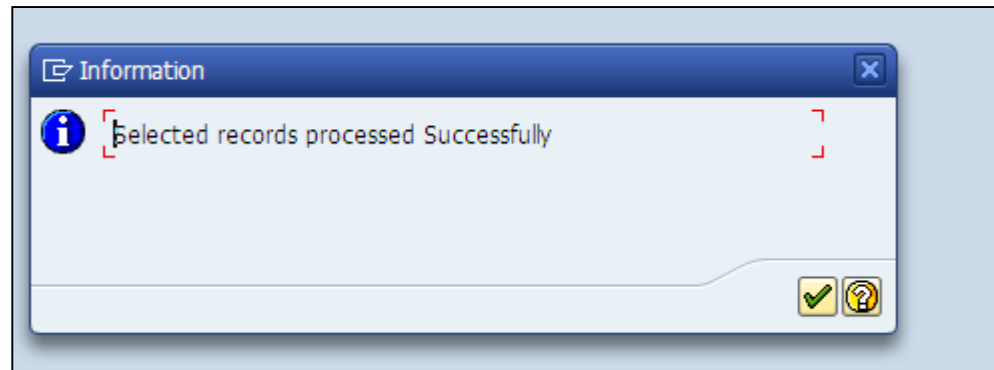


Select	Request ID	Employee Id	Emp Name	Reason	Date of GPF Advance	Withdrawal Amount Requested	Withdrawal Amount Approved	GPF Credit Balance	Status	Comments
<input checked="" type="checkbox"/>	8	10000236	Mishra Sumit	Construction	08.07.2015	5,000.00	5,000.00	581,260.00	Approved	ok

Provide the comments and select the checkbox and click on execute button

GPF Withdrawal

Upon updation a popup with success message is displayed .



Go to transaction code ZPY_MENU and click on Master Data-> Display Master data to view details

GPF Withdrawal

Provide the employee number, Infotype No 0267 click on display

Personnel no. 10000236

Name: M... ..

EE group: 4 Group C Pers.area: INKA Karnataka

EE subgroup: 35 RB_JTS Pers. subare: KA01 DAP,BANGALORE.

Personnel Information System | Leave Management | Payroll Management | P..

Infotype text: S..

- Actions (0000) ✓
- Organizational Assignment (0001) ✓
- Personal Data (0002) ✓
- Addresses (0006)
- Bank Details (0009) ✓
- Contract Elements (0016) ✓
- Monitoring of Tasks (0019)
- Family Member/Dependents (0021) ✓
- Education (0022)

Period

From: To:

Period

Today Curr.week

All Current month

From curr.date Last week

To Current Date Last month

Current Period Current Year

Choose

Direct selection

Infotype: Additional Off-Cycle Payments STy: 4050 GPF Withdrawal

Additional Off-Cycle Payments

Wage Type: 4050 GPF Withdrawal

Amount: 5,000.00 INR

Number/unit: 0.00

Payment date: 08.07.2015

Assignment Number:

Reason for Change:

Off-cycle reas.: 0003 Reimbursement

Payroll type: A

Payroll Identifier: