SOP - GPF balance updating process by DAP

Version 1.2
(last updated on 14th July' 2023)

GPF balances can be updated after verification from GPF section in two methods

    a. Through Off-cycle
    b. Through Monthly salary

Steps to update the GPF balance through Off-cycle process:

Step 1. DDO need to send the GPF balances to DAP in the below format for correction.

Employee ID	GPF balance as on sending date
10003144	231354
10012154	12515
10323534	455454

Step 2. DAP need to verify and need to update the data by going to T-code **ZHR_GPF_UPDATE**

Choose the template file path created as above and click on execute

After successfully uploading the data, the updated data can be checked in two places in IT0015 and IT0267. Both the infotypes would be updated with wagetype 9007, but the IT0015 would have the amount given by DDO and IT0267 would just get updated as amount 0.01. (updating 9007 in IT0267 is only for running off-cycle for uploaded date)
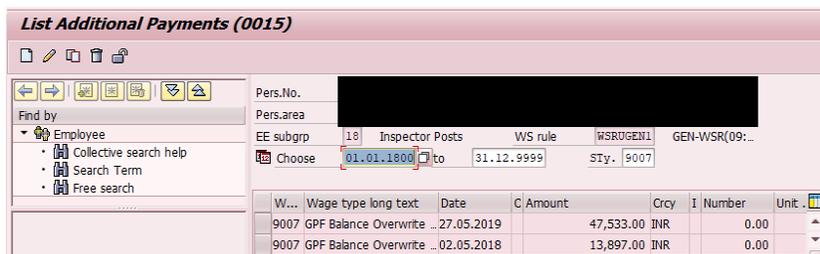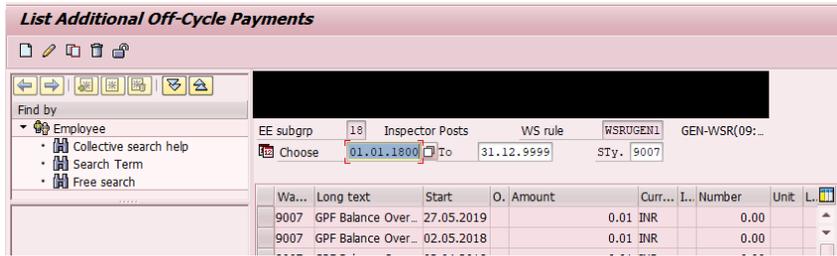
Step 3: Run the Off-cycle payroll for all the employee updated with off-cycle date as uploaded date.

After running the Off-cycle payroll live GPF balance would be updated in GPF ledger and other reports accordingly.

Note: Once GPF balance correction OCP 'live run' is done, Do not change the payment date in IT0267 without deleting the existing OCP 'live run'.

Steps to update the GPF balance through monthly payroll process:

Step 1. DDO need to send the GPF balances to DAP in the below format for correction.

Note: Date_of_origin should be end date of current month

EmployeeNumber	Wage_Type	Amount	Number	Date_of_orgin	Currency
10004315	9007	192268		31.10.2022	INR

Step 2. DAP need to verify and need to update the data using Tcode **ZHR_IT0015_UPD.**
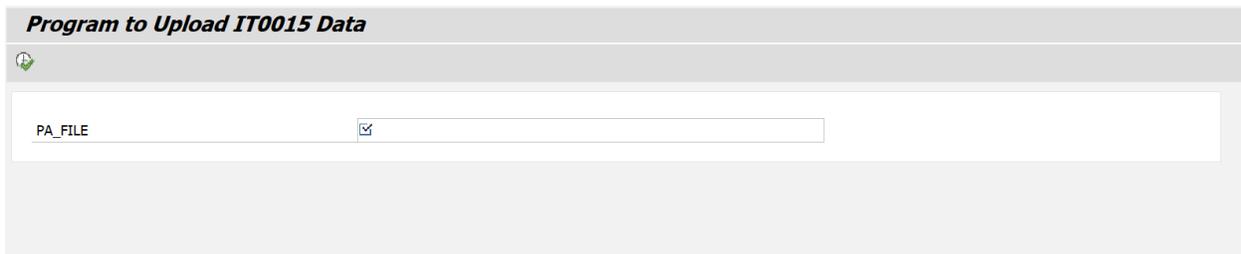
Choose the template file path created as above and click on execute

After successfully uploading the data, the updated data can be checked in IT0015.

Step 3: Execute the monthly payroll and the GPF would updated with addition of that month subscription.

Ex: 9007 wagtype amount is 217596 and GPF subscription for that month is 15000 then employee payslip shows 217596+15000 = **232596** in payslip.

Note1: If GPF balance is updated during mid of the year i.e. except April, the concerned DAP may ensure that correct GPF interest is posted after GPF interest auto-update program. If there is any discrepancy in interest credit, the same can be adjusted by re-maintaining the GPF balance (including Interest) before April month payroll of the subsequent year.

Note2: *If there are any changes in GPF subscription amount etc., it is recommended to delete the existing monthly 'live run' pertaining to the current month (if any) and re-do the 'live run' once again to effect the changes. Do not execute the 'correction live run' directly without deleting existing 'live run'.*

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