

8. Master Transaction Code: ZPY_MENU

The above mentioned transaction code is one of the most utilized transaction code by the DDO. A transaction code is entered in the Command Field on the screen. After pressing Enter the screen takes you to the new screen. This screen stores all the links to the reports that will be accessed or executed by the DDO as part of his/her daily activities. These activities are majorly concerned to master data updation basis the sanction received.



Figure 5: SAP Easy Access

The below screen displays various heads under which all reports that are to be accessed by DDO have been categorized. For Example, Custom tables, Active Employees, Pensioners etc. We will go through each one of the heads to see what reports are available under them and what each ones purpose is.

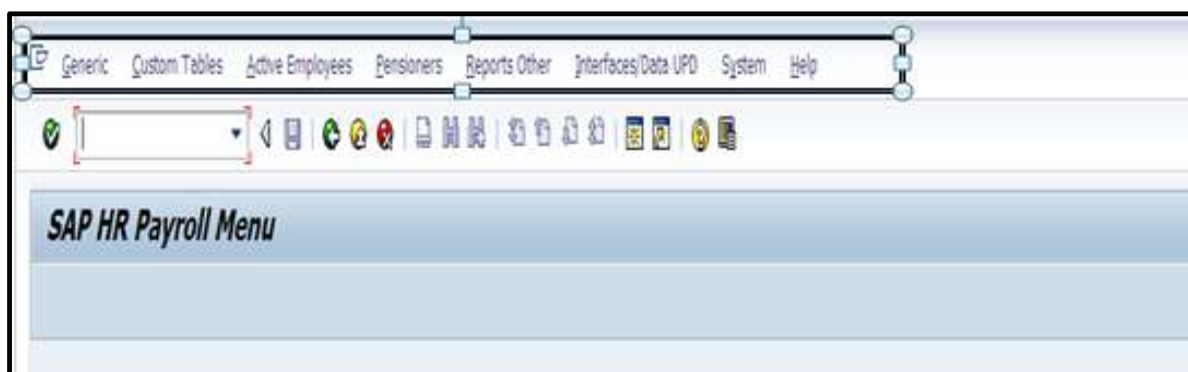


Figure 6: SAP HR Payroll Menu

9. Reports to be accessed/executed by the DDO to Update Master Data

In this section we will see the reports that DDO can access through ZPY_MENU under the head – *Active Employees*. On placing the cursor on Active Employees and clicking the list of reports get or categories of report will get populated.

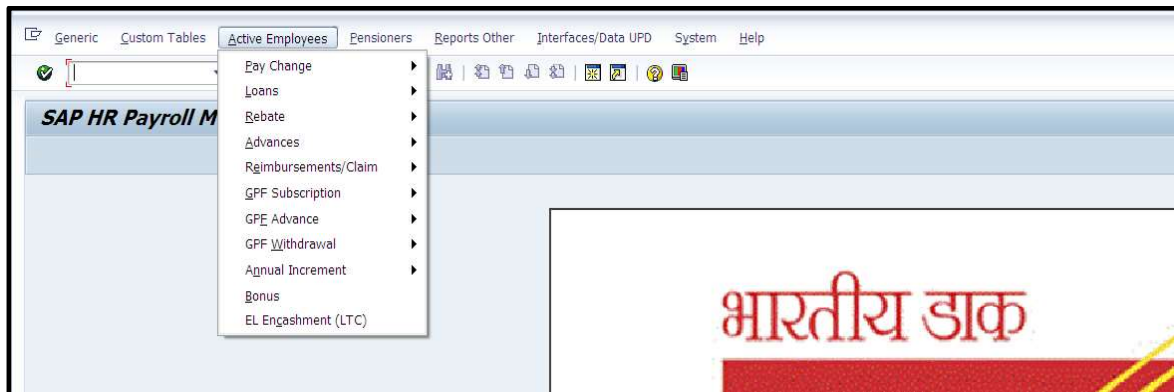


Figure 7: SAP HR Payroll Management

Further on placing the cursor on any of these populated categories, the list of reports against each category gets displayed. On clicking on these reports the screen will navigate you to a new screen where required action can be taken for that report. We will discuss these reports in detail further in the document.

9.1. Pay Change Screen

Here, the DDO can maintain data against any employee. Requests under Allowances, HRA which are approved by the sanctioning authority will appear in the que in this application. DDO will process this request to update the database. DDO also has another option to enter an employee number of his subordinate and can create/change/delete the records from infotype 0008/0014/0015/0581/0583 based on the information he receives via email or from some other source. DDO will only have the authorization to use this application.

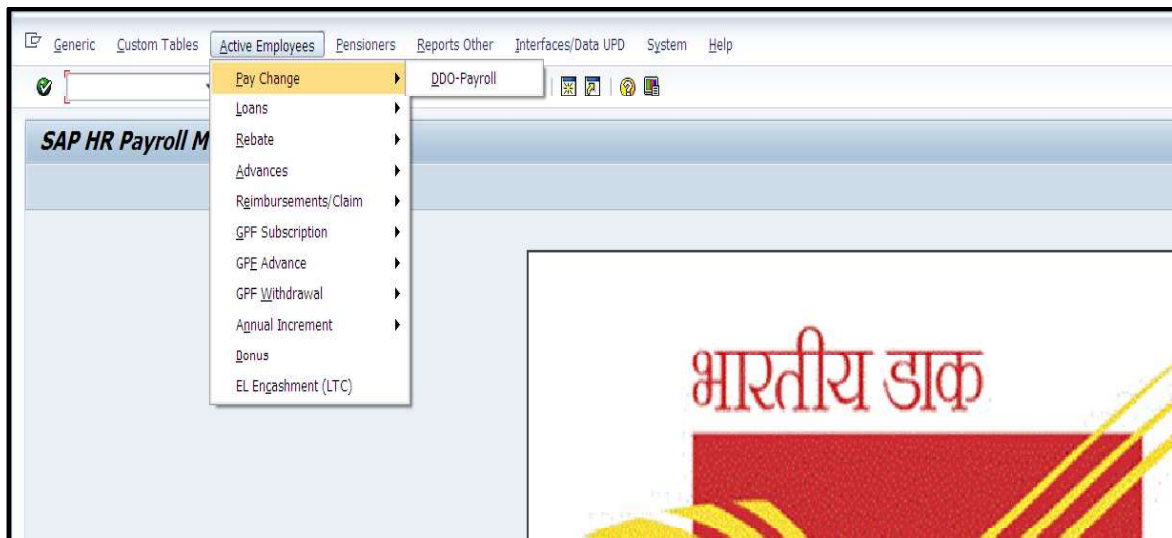


Figure 8: SAP HR Payroll Management

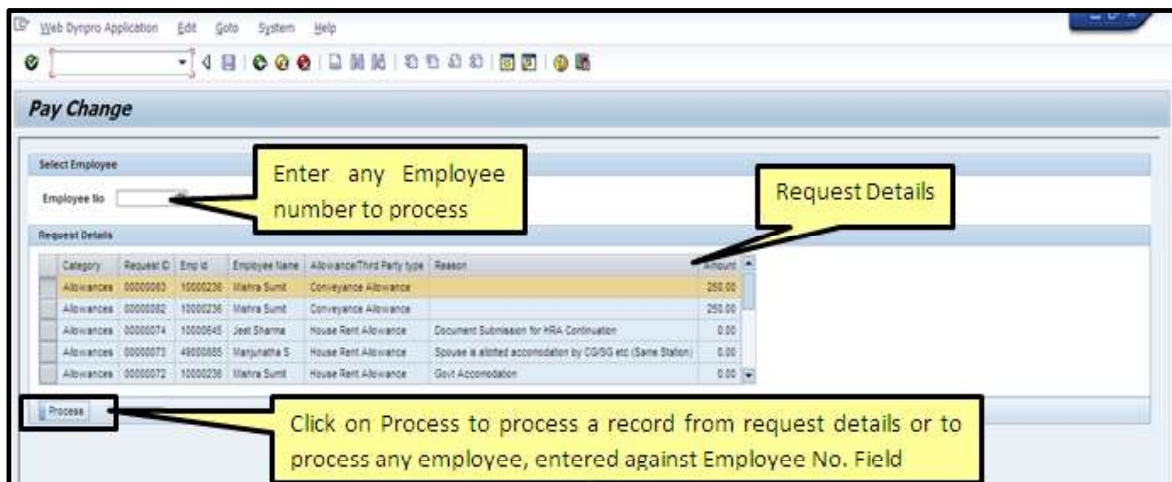


Figure 9: Pay Change

As shown in the above screenshot, the screen has majorly two sections,

1. **Select Employee.:** Here you can enter an employee number and click on process to maintain any data for the employee
2. **Request Details:** Here, as a DDO you will receive list of employees who have raised requests from Employee Portal → Employee Self Service → Employee Payments; for any Person Specific Allowance which has been applied for and sanctioned. This request list can also get request for any third party deduction (LIC, Welfare Fund Contribution etc.) requests raised by the employee or any House Rent Allowance requests. Please note these requests will from to this queue only after receiving required Sanction.

Basic Pay:

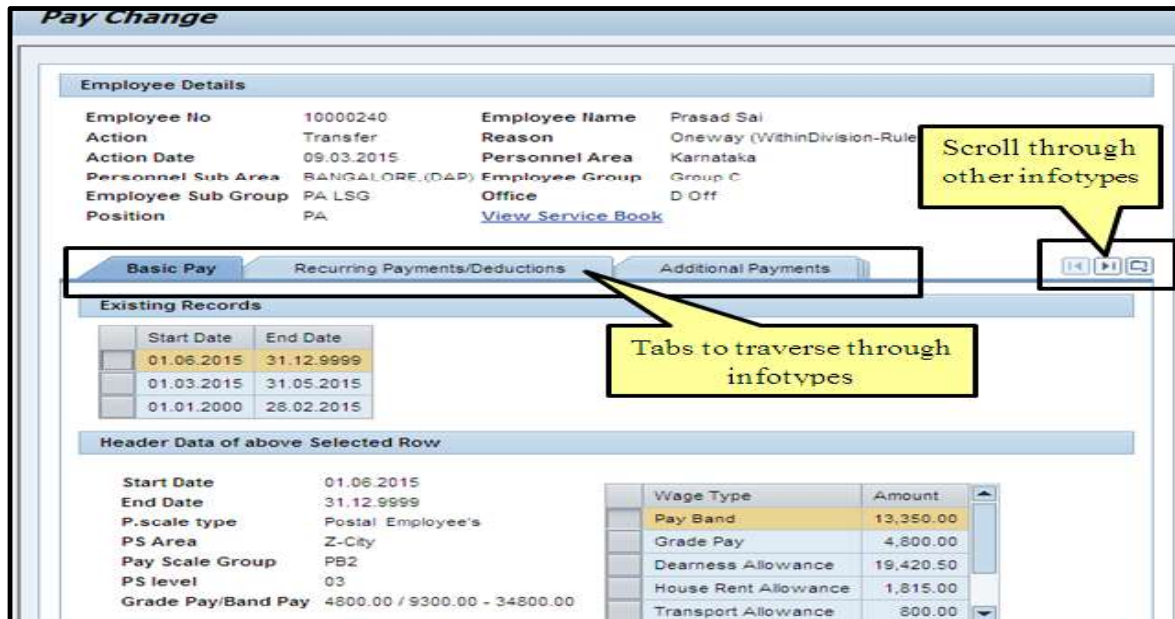


Figure 10: Pay Change

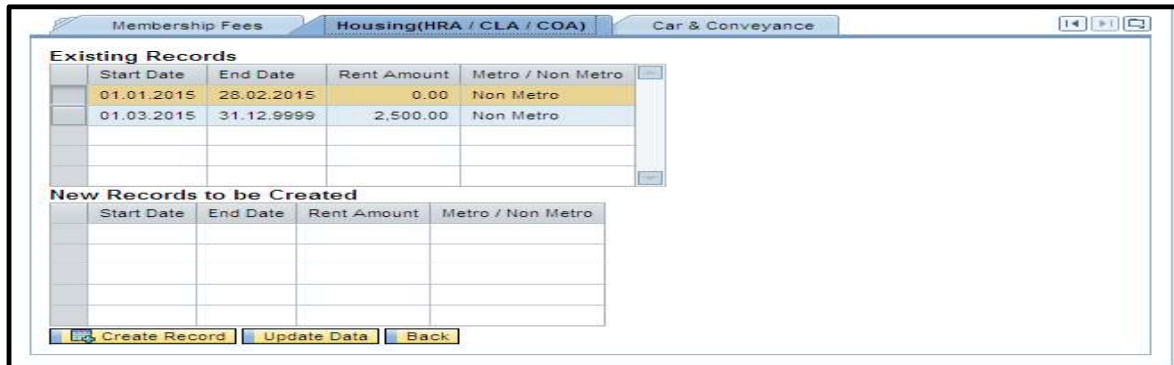
The DDO can traverse through different Infotypes by clicking on the type of infotype like, recurring payments deductions, Additional Payments etc. Depending on the type of infotype selected the DDO can update required data. A few infotype screen shots are attached below for reference

Recurring Payments & Deduction (Infotype 0014):



Figure 11: Recurring Payments/ Deductions

Housing (HRA) (Infotype 581):

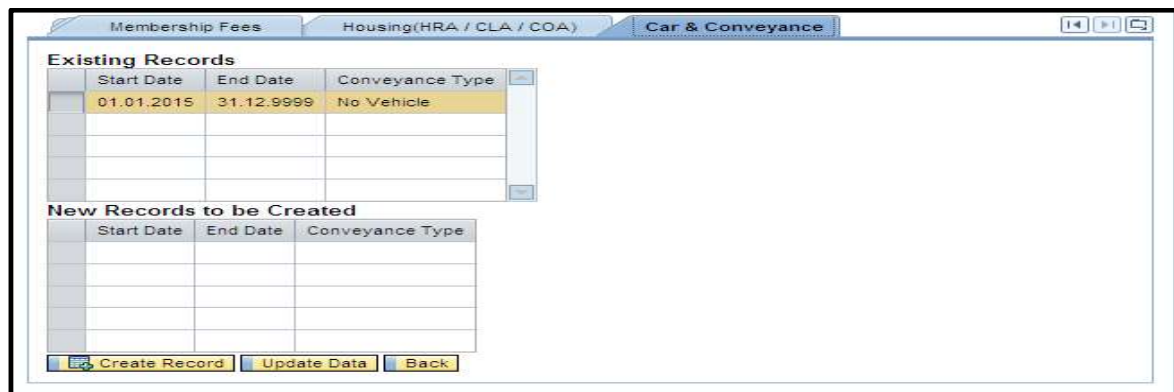


Start Date	End Date	Rent Amount	Metro / Non Metro
01.01.2015	28.02.2015	0.00	Non Metro
01.03.2015	31.12.9999	2,500.00	Non Metro

Start Date	End Date	Rent Amount	Metro / Non Metro

Figure 12: Housing (HRA/CLA/COA)

Car & Conveyance (Infotype 583):



Start Date	End Date	Conveyance Type
01.01.2015	31.12.9999	No Vehicle

Start Date	End Date	Conveyance Type

Figure 13: Car & Conveyance

In all the above screens DDO have the following options.

1. Create a new record
2. Change existing record
3. Delete existing record
4. Create multiple records at a time in one infotype.
5. Once clicking on update, corresponding infotype will be updated

Note: Details of applications that can be accessed by employees available in Employee Portal → Employee Self Services → Employee Payments is covered in the separated document and as mentioned before this document only covers process specific to DDO and his/her daily activities.

The same screen can be accessed by entering the Transaction Code: *ZPAYCHG_DDO* in the command menu.

9.2. Loans

There are three reports available under the category 'Loans'.

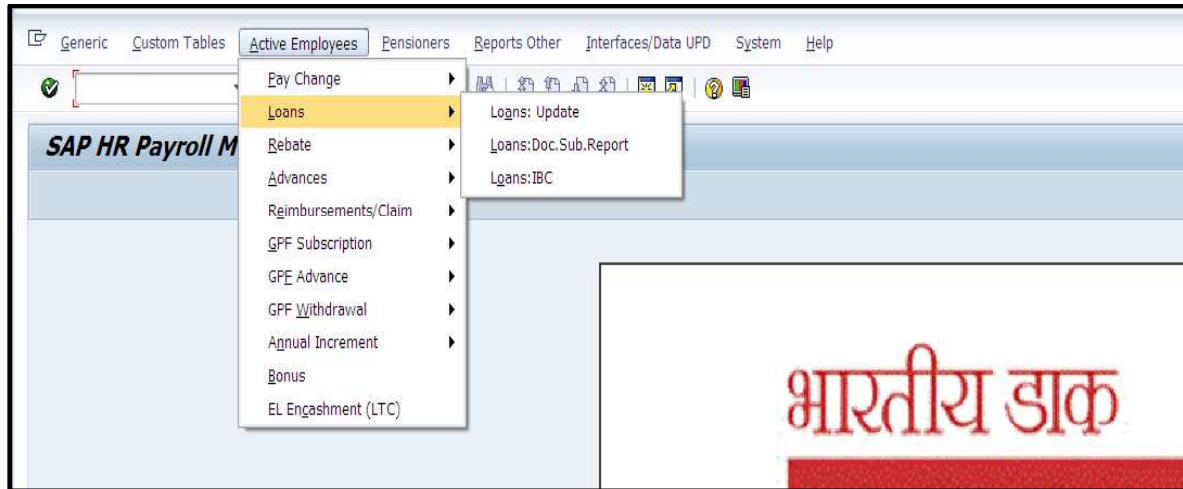


Figure 14: SAP HR Payroll Management

9.2.1. Loans: Update

This report when executed, updates relevant loan data for employees who have applied for loan and the same has been sanctioned by the relevant sanctioning authority. The same screen can be accessed using Transaction Code: ZLOANS_APR.

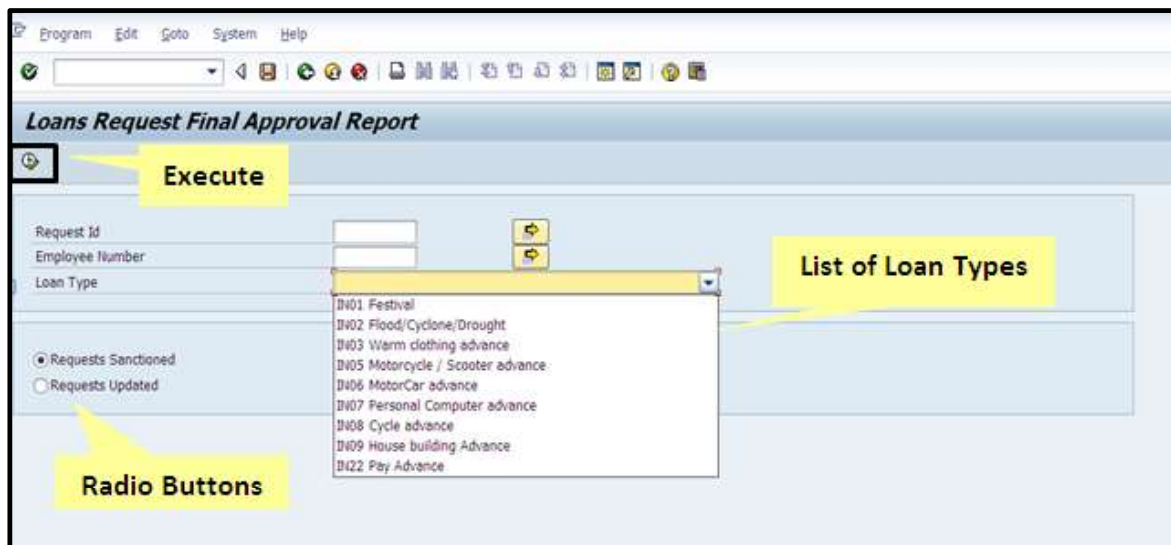


Figure 15: Loan Request

On Clicking on 'Loans: Update' the above screen gets displayed. DDO can display the sanctioned loan details by either entering the Request Id (after sanction, the DDO gets intimated with the relevant details through mail) or by entering the employee number and

then selecting the relevant 'Loan Type' from the drop down. To view the Sanctioned Requests, 'Requests Sanctioned' radio button is to be selected and to view sanctioned and updated (in master data by DDO) requests 'Requests Updated' radio button is to be selected. The Field details are given below,

Table 10: Field Details – Loans: Update

Mandatory Fields	Optional Fields
Request Id	Loan Type
Employee Number	

After giving the required selection and clicking on 'Execute' the below screen is displayed

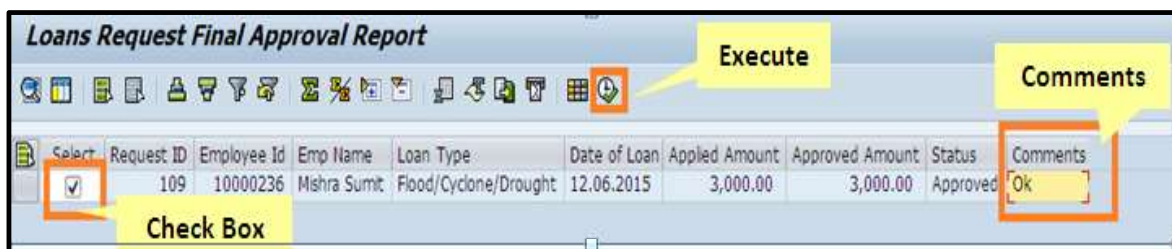


Figure 16: Loan Request Approval

The loan related data basis the selection gets displayed. The left most column 'Select' is a check box which helps us select records in case multiple records get displayed in the output. After giving in the relevant comments in the last column and clicking on execute the required data as per the sanction gets updated in the relevant infotype (IT0045 – Loans). Please note that the data gets updated only for the checked records.

A success message gets displayed as information after successful data update as shown below.

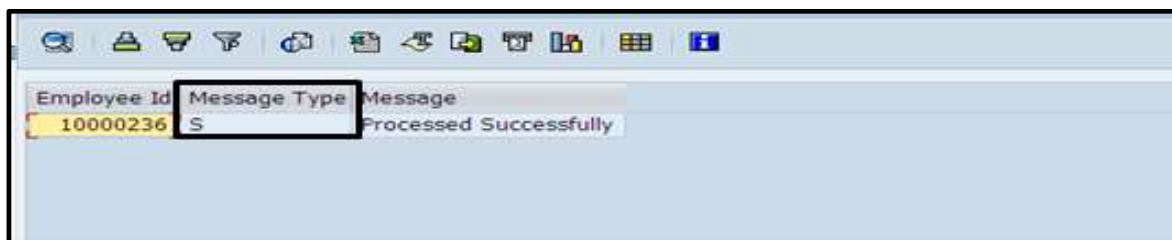


Figure 17: Loan Request Approval

To verify if the data has been updated correctly the below steps can be followed.

1. **Path:** ZPY_MENU → Generic→Master Data→Display Master Data



Figure 18: Loan Request Approval

2. Enter the concerned Employee Number against Personnel No. and press Enter; Enter '0045' against Infotype and enter Loan Type Code against STyp and click on 'Display'

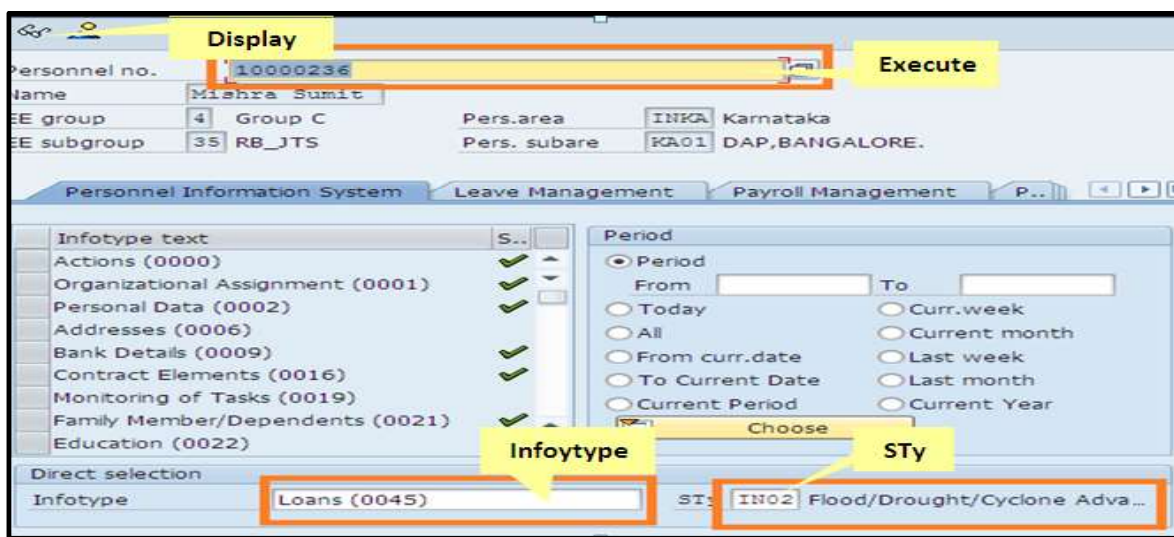


Figure 19: Loan Request Approval

Table 11: Loan Types with their Codes

IN01	Festival
IN02	Flood/Cyclone/Drought
IN03	Warm clothing advance
IN05	Motorcycle / Scooter advance
IN06	MotorCar advance
IN07	Personal Computer advance
IN08	Cycle advance
IN09	House building Advance
IN22	Pay Advance

3. After Clicking on 'Display' the updated loan details get displayed

Display Loans (0045)

Pers.No. Name
 Pers.area Karnataka Cost Ctr Mandya - Divisi...
 EE subgrp RB_JTS WS rule GEN-WSR(09:...
 Start to Chgtr TCS235206

Loan type Flood/Drought/Cyclone Advance
 Sequence number External reference no.

Basic data | Conditions | Payments

Approval date
 Loan amount granted
 Loan Amount Paid
 Loan Balance on
 End of loan

Figure 20: Display Loans

9.2.2. Loans: Doc.Sub.Report

The below highlighted link will be accessed by DDO to check if any employee has submitted documents with regard to a previously raised loan request. The same link can be accessed entering Transaction Code: ZLOANS_DOC in Command Menu.

Path: ZPY_MENU → Active Employees → Loans → Loans: Doc.Sub.Report



Figure 21: SAP HR Payroll Management

The below screen after clicking on 'Loans: Doc.Sub.Report' gets displayed

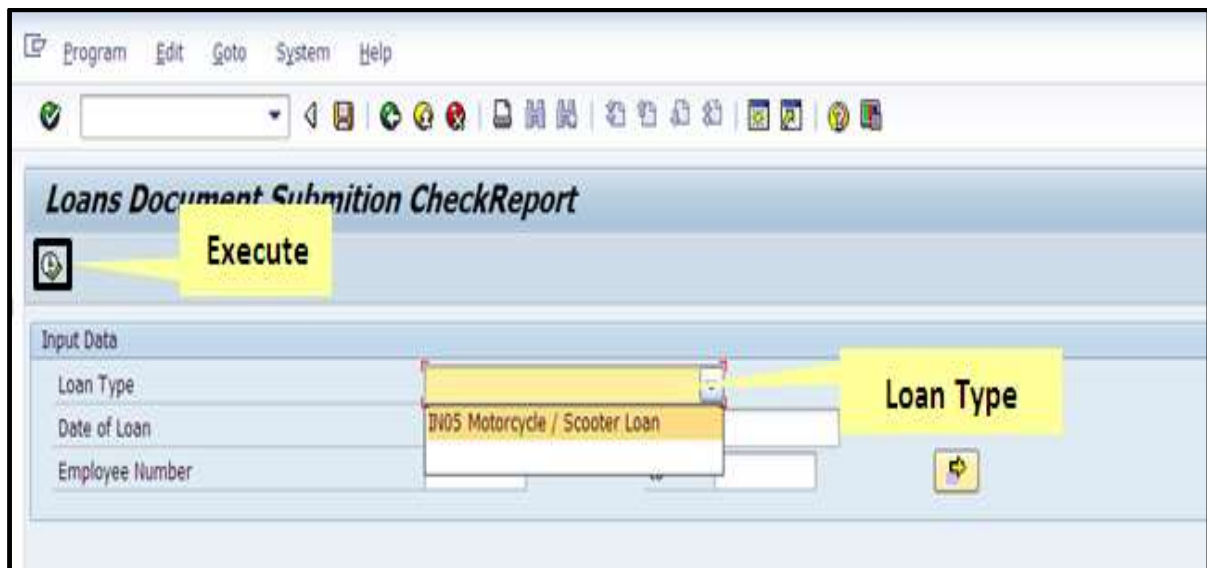


Figure 22: Loan Document Submission

Post Execution → Select the required record and click on Execute again for the master data to be updated with the required details w.r.t to document submission like the date of submission etc.

9.2.3. Loans: IBC

The below highlighted link will calculate the interest on all interest bearing loans w.r.t the Loan End Date. The same link can be accessed entering Transaction Code: ZLOANS_INT in Command Menu.

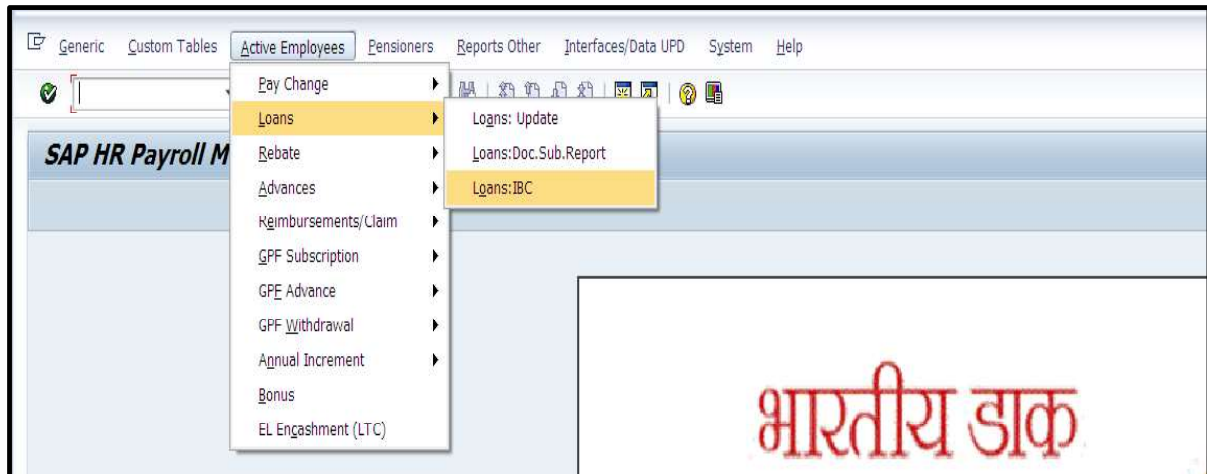


Figure 23: SAP HR Payroll Management

The below screen gets displayed after clicking on 'Loans:IBC'. This report will display records/employees whose loan will be ending in the period specified against 'Loan End Period' Field. If the employee number is known the same can also be entered along with the Loan End Period.

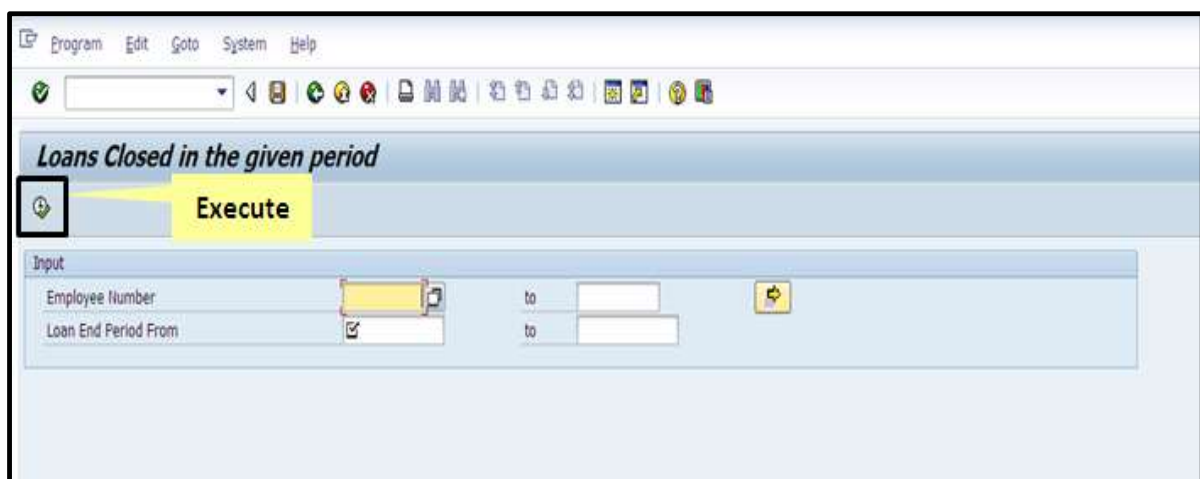


Figure 24: Loans closed in the given period

Upon clicking 'Execute' the screen shown below gets displayed. Here, depending on the selection given in the input the details of Loan like, Loan End Date, Loan Amount, Interest Bearing Capital and Interest amount get populated. Interest is calculated on Interest Bearing Capital. The logic of which is inbuilt in the program.

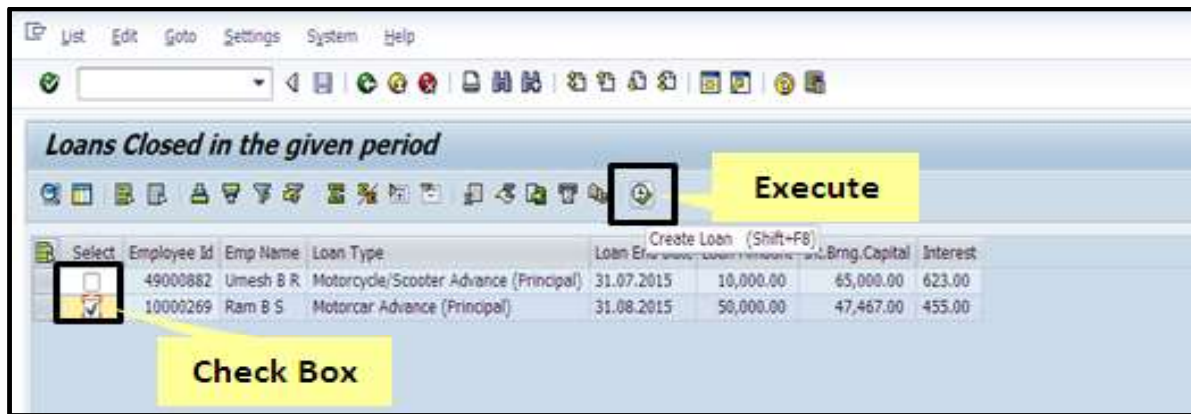


Figure 25: Loans closed in the given period

After selecting the required record and clicking on 'Execute' the relevant success or error message gets displayed. Message Type 'E' means error and message type 'S' stands for Success the following column displays the error message in detail. Upon Success, the corresponding interest record gets created in the master data in IT0045 (Loans).



Figure 26: Loans closed in the given period

Note: As part of the configuration, every interest bearing loan has two loan types created against them, one being the principle and the second being the interest loan. Upon execution of the above mentioned report, the interest loan gets updated as calculated.

Table 12: Loan Types & Interest Types with their Codes

Code	Loan Type
IN05	Motorcycle/Scooter Advance (Principal)
IN06	Motorcar Advance (Principal)
IN07	Personal Computer Advance (Principal)
IN09	House Building Advance (Principal)
IN14	Motorcar Advance Interest
IN15	Personal Computer Advance Interest
IN16	House Building Advance Interest
IN21	Motorcycle/Scooter Advance Interest

To verify if the data has been updated correctly the below steps can be followed.

1. Path: ZPY_MENU → Generic→Master Data→Display Master Data



Figure 27: SAP Payroll Management System

2. Enter the concerned Employee Number against Personnel No. and press Enter; Enter '0045' against Infotype and enter Loan Type Code against STyp and click on 'Display'

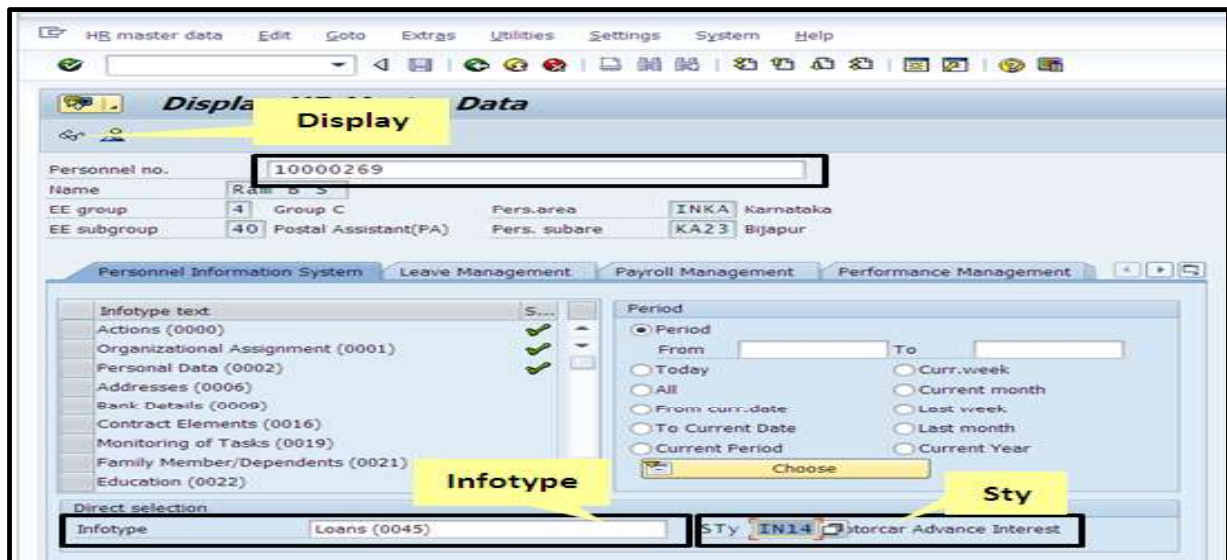


Figure 28: SAP Payroll Management System

3. After Clicking on 'Display' the updated interest loan details get displayed

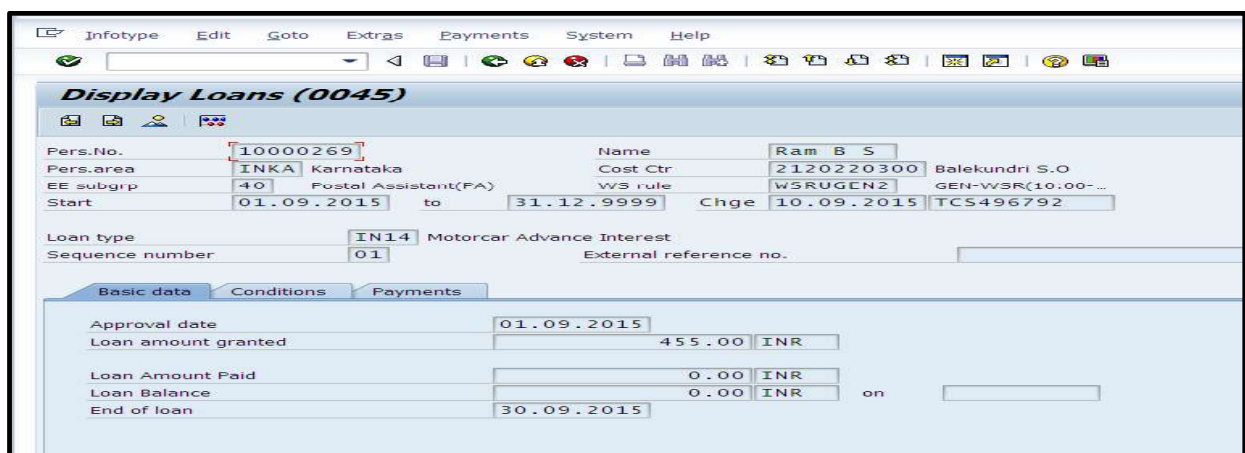


Figure 29: Display Loans

9.3. Advances

9.3.1. Advances: Update

This report when executed, updates relevant Advance data for employees who have applied for an advance and the same has been sanctioned by the relevant sanctioning authority. The same screen can be accessed using Transaction Code: ZADV_APR.

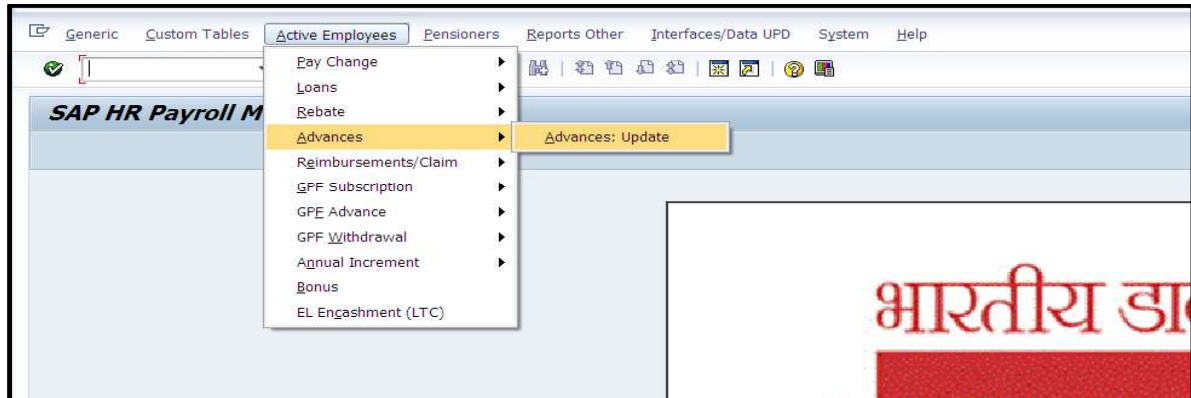


Figure 30: SAP HR Payroll Management

On Clicking on 'Advances: Update' the below screen gets displayed.

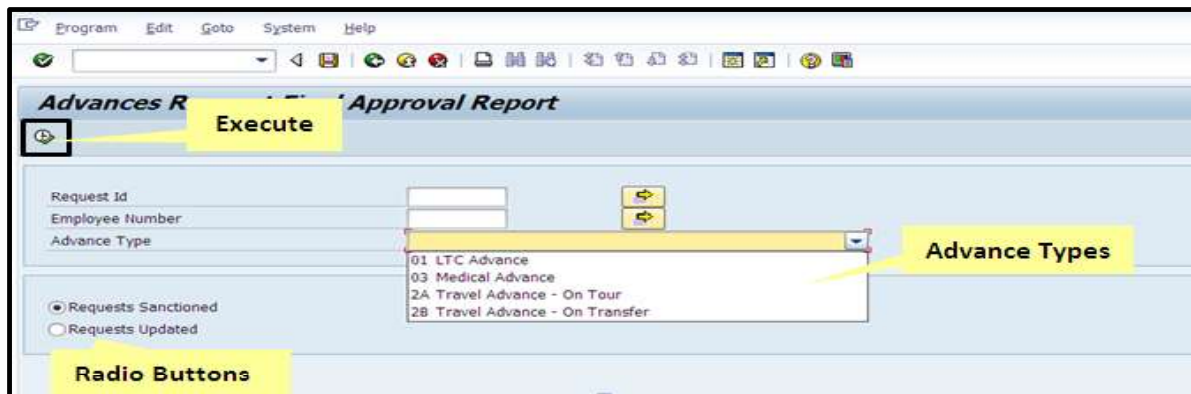


Figure 31: Advances Request Approval

DDO can display the sanctioned advance details by either entering the Request Id (after sanction, the DDO gets intimated with the relevant details through mail) or by entering the employee number and then selecting the relevant 'Advance Type' from the drop down. To view the Sanctioned Requests, 'Requests Sanctioned' radio button is to be selected and to view sanctioned and updated (in master data by DDO) requests 'Requests Updated' radio button is to be selected. The Field details are given below,

Table 13: Field Details – Advances: Update

Mandatory Fields	Optional Fields
Request Id	Advance Type
Employee Number	

After giving the required selection and clicking on 'Execute' the below screen is displayed

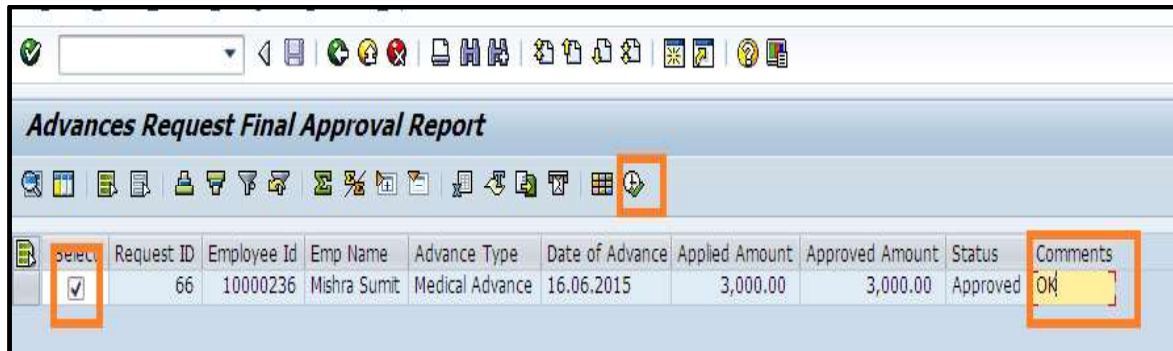


Figure 32: Advances Request Approval

The Advance related data basis the input selection gets displayed. The left most column 'Select' is a check box which helps us select records in case multiple records get displayed in the output. After giving in the relevant comments in the last column and clicking on execute the required data as per the sanction gets updated in the relevant infotype (IT0267 – Off cycle Payments). Please note that the data gets updated only for the checked records.



Figure 33: Advances Request Approval

A success message gets displayed as information after successful data update as shown below. Message Type 'E' means error and message type 'S' stands for Success the following column displays the error message in detail. Upon Success, the corresponding interest record gets created in the master data in IT0267 (Off Cycle Payments).

To verify if the data has been updated correctly the below steps can be followed.

1. Path: ZPY_MENU → Generic→Master Data→Display Master Data

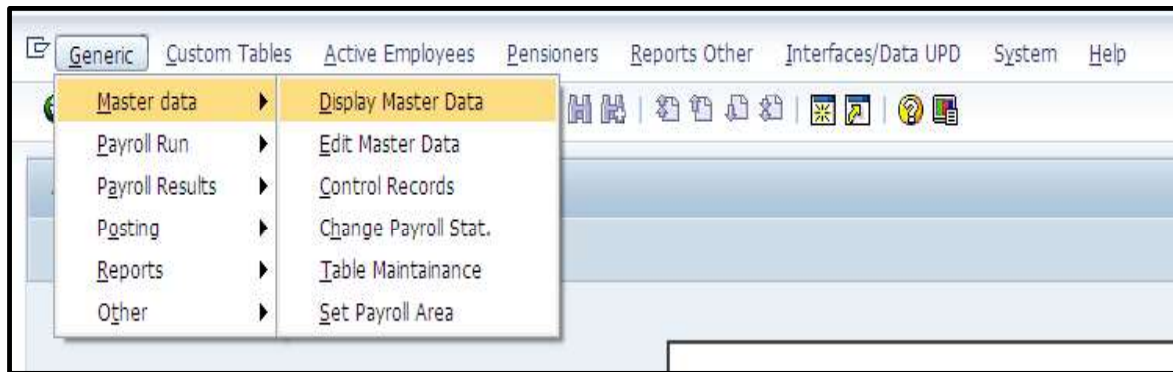


Figure 34: SAP HR Payroll Management

2. Enter the concerned Employee Number against Personnel No. and press Enter; Enter '0267' against Infotype and the Advance Code and click on Display

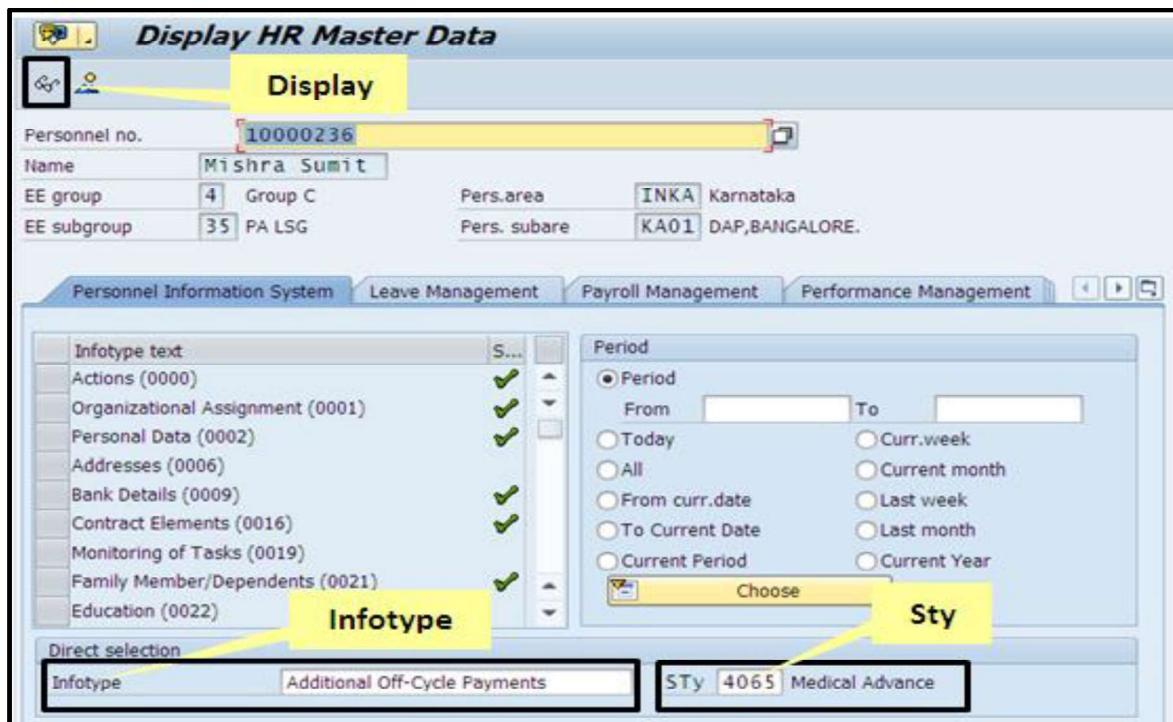


Figure 35: Display HR Master Data

Table 14: Advance Type and their Codes

Advance Code	Advance Text
4065	Medical Advance
4070	LTC Advance
4075	Travel Advance - Tour
4105	Travel Advance - Transfer

3. After clicking on display, the advance details can be viewed

Display Additional Off-Cycle Payments

Pers.No.	<input type="text" value="10000236"/>	Name	<input type="text" value="Mishra Sumit"/>
Pers.area	<input type="text" value="INKA"/> Karnataka	Cost Ctr	<input type="text" value="2130600000"/> Mandya - Divisi...
EE subgrp	<input type="text" value="35"/> RB_JTS	WS rule	<input type="text" value="WSRUGEN1"/> GEN-WSR(09:...
		Chge	<input type="text" value="12.06.2015"/> <input type="text" value="TCS235206"/>

Additional Off-Cycle Payments

Wage Type	<input type="text" value="4065"/>	Medical Advance	
Amount	<input type="text" value="3,000.00"/>	<input type="text" value="INR"/>	
Number/unit	<input type="text" value="0.00"/>		
Payment date	<input type="text" value="16.06.2015"/>		
Assignment Number	<input type="text"/>		
Reason for Change	<input type="checkbox"/>		
Off-cycle reas.	<input type="text" value="0003"/>	Reimbursement	
Payroll type	<input type="text" value="A"/>		
Payroll Identifier	<input type="checkbox"/>		

Figure 36: Display Additional Off-Cycle Payments

9.4. Reimbursements/Claims

There are three reports available under the category ‘Reimbursements/Claims’



Figure 37: SAP HR Payroll Management System

9.4.1. Claims: Update

This link will be accessed when an employee applies for a reimbursement or claim through portal and after the required sanction the request flows to the DDO’s queue. The same screen can be accessed by entering the Transaction Code: ZREIMB_APR in Command Menu.

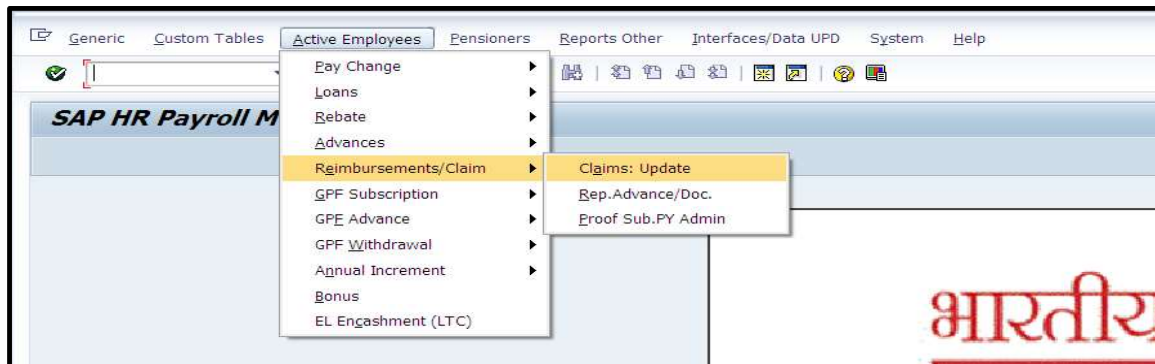


Figure 38: SAP HR Payroll Management System

After Clicking on ‘Claims: Update’, the sanctioned requests will be displayed. DDO can display the sanctioned loan details by either entering the Request Id (after sanction, the DDO gets intimated with the relevant details through mail) or by entering the employee number and then selecting the relevant ‘Reimbursement Type’ from the drop down. To view the Sanctioned Requests, ‘Requests Sanctioned’ radio button is to be selected and to view sanctioned and updated (in master data by DDO) requests ‘Requests Updated’ radio button is to be selected.

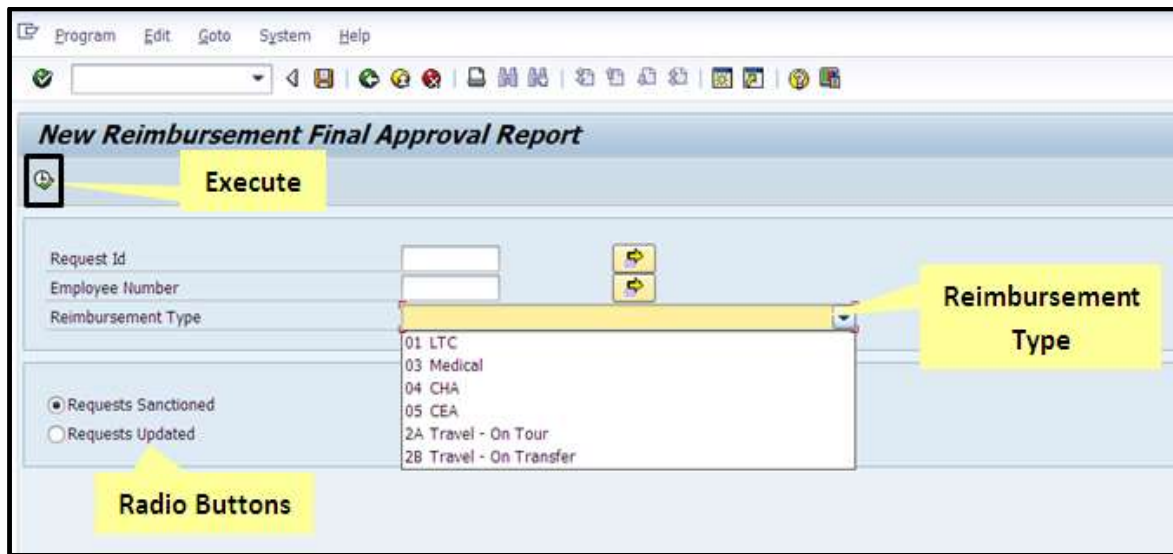


Figure 39: New Reimbursement Final Approval Report

The Field details are given below,

Table 15: Field Details – Claims: Update

Mandatory Fields	Optional Fields
Request Id	ReimbursementType
Employee Number	

The Reimbursement/Claims related data basis the input selection gets displayed. The left most column 'Select' is a check box which helps us select records in case multiple records get displayed in the output. After giving in the relevant comments in the last column and clicking on execute the required data as per the sanction gets updated in the relevant Infotype (IT0267 – Off cycle Payments). Please note that the data gets updated only for the checked records.

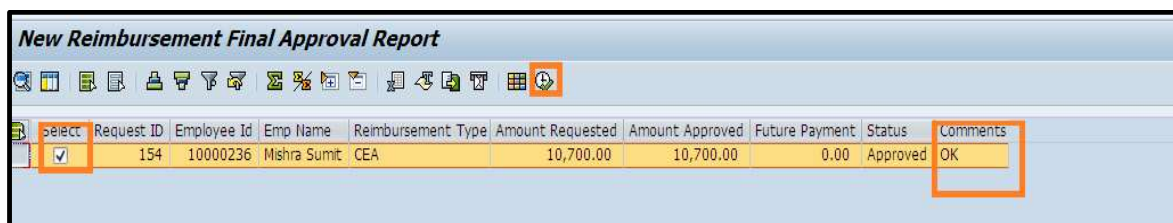


Figure 40: New Reimbursement Final Approval Report

A success message gets displayed as information after successful data update as shown below. Message Type 'E' means error and message type 'S' stands for Success the following column displays the error message in detail. Upon Success, the corresponding interest record gets created in the master data in IT0267 (Off Cycle Payments).



Employee Id	Message Type	Message
10000236	S	Processed Successfully

Figure 41: New Reimbursement Final Approval Report

9.4.2. Report to Check Document Submission w.r.t Advance Taken

Employees who are submitting relevant documents for a previously taken advance, this report will display records of all such employees. This report says if or if not the employee is a defaulter in terms of settling the advance previously taken. The same link can be accessed by entering the Transaction Code 'ZADV_REIMB' in the Command Menu.

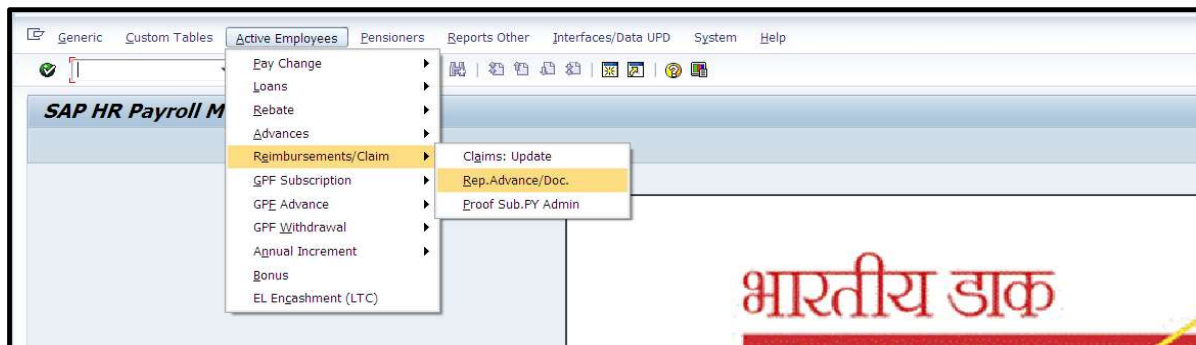


Figure 42: SAP HR Payroll Management System

This report gives the list of employees who have taken advance with their document submission status. If or if the employee is a defaulter in terms of settling the advance taken

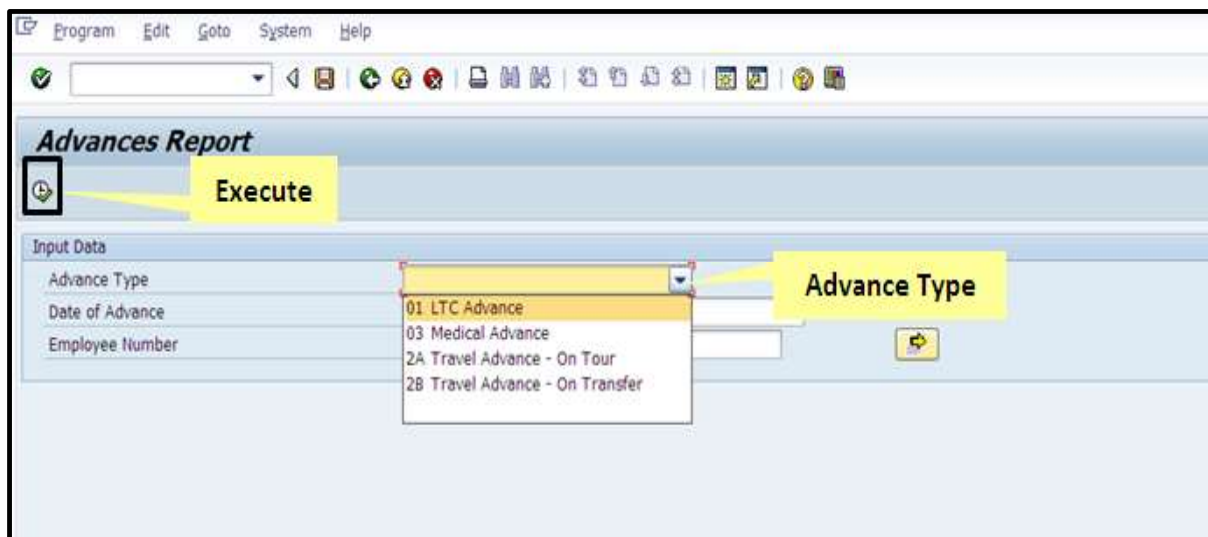


Figure 43: Advancements Report

The format of the report is as shown below, here if the employee has crossed the deadline of document submission the status will be 'Defaulter' else 'Not a Defaulter'. For a defaulter the Recovery amount, Recovery Date Penal Amount & Penal Dates get pre populated.

Recovery Amount is the amount of advance taken by the employee, the Penal Amount is calculated by the system. The dates for these amounts can be edited depending on the requirement. The amounts are also editable and thus can be changed if need be. To update

the recovery/penal amounts select the record and click on execute. The updated details can be viewed in IT0015 through ZPY_MENU → Generic Master Data → Display Master Data.

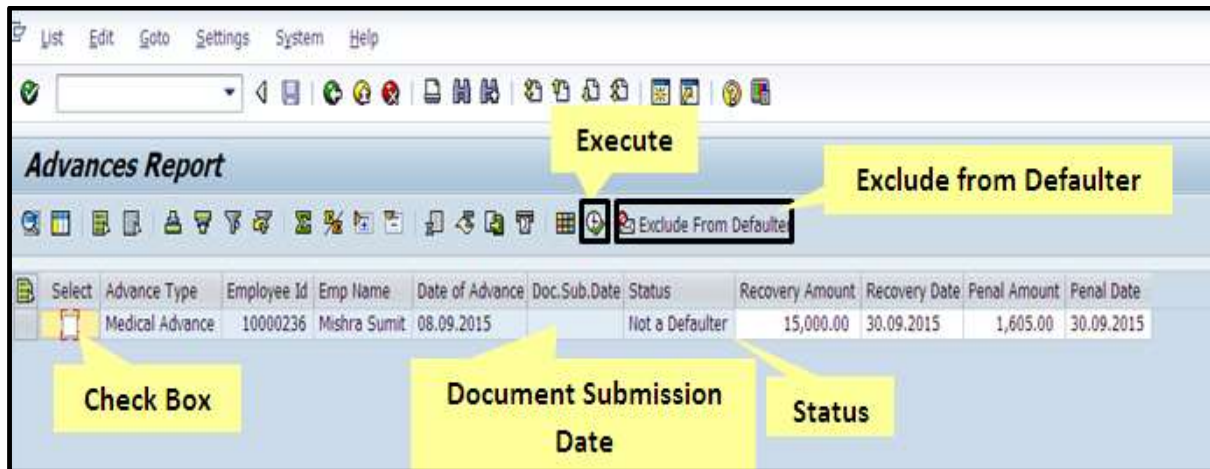


Figure 44: Advances Report

9.4.3. Proof Submission w.r.t Advance Taken

Upon Submission of documents for advance taken and verification of documents, this report upon execution allows one to enter if the advance has been settled or if there is any recovery or extra payment w.r.t the advance Vs Document/Proof Submitted.

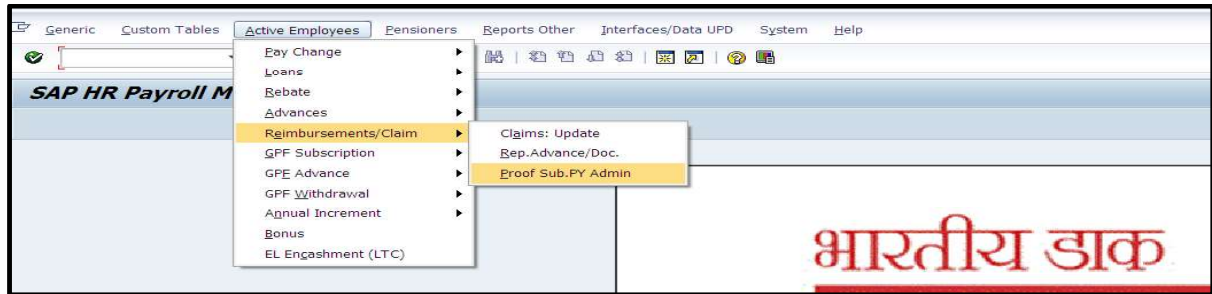


Figure 45: SAP HR Payroll Management System

This link will be accessed when an employee submits documents for the previously taken advance through portal and after the required sanction the request flows to the DDO's queue. The same screen can be accessed by entering the Transaction Code: ZCLAIMS_APR in Command Menu

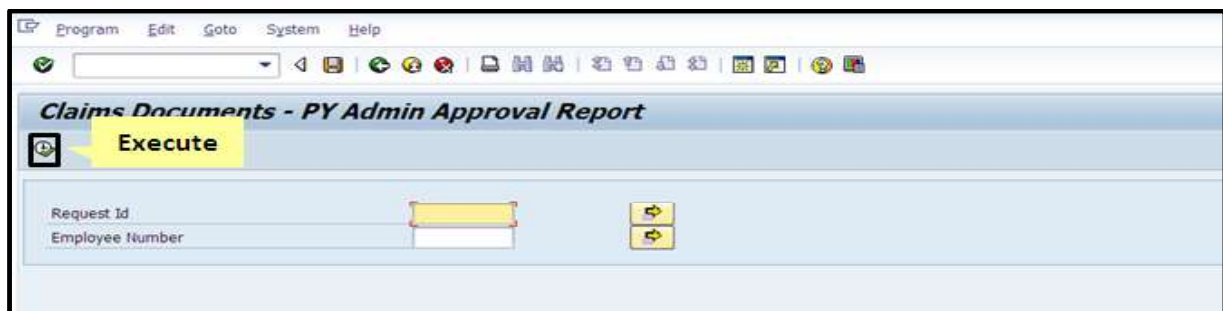


Figure 46: Claims Documents Approval Report

After Clicking on 'Proof Submission PY Admin', the sanctioned requests will be displayed. DDO can display the details by either entering the Request Id (after sanction, the DDO gets intimated with the relevant details through mail) or by entering the employee number.

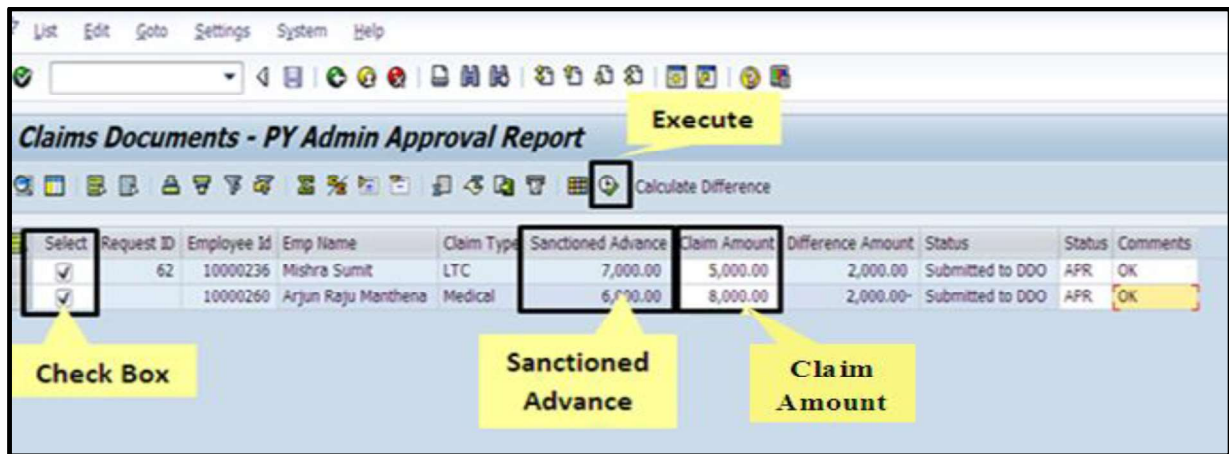


Figure 47: Claims Documents Approval Report

The data basis the input selection gets displayed. The left most column 'Select' is a check box which helps us select records in case multiple records get displayed in the output. After giving in the relevant comments in the last column and clicking on execute the required data as per the sanction gets updated in the relevant Infotype. If there is any excess payment required - T0267 – Off cycle Payments will get updated and if there is any recovery against the advance taken then IT0015 gets updated. Please note that the data gets updated only for the checked records.



Figure 48: Claims Documents Approval Report

A success message gets displayed as information after successful data update as shown below. Message Type 'E' means error and message type 'S' stands for Success the following column displays the error message in detail.

To verify if the data has been updated correctly the below steps can be followed.

1. Path: ZPY_MENU → Generic→Master Data→Display Master Data

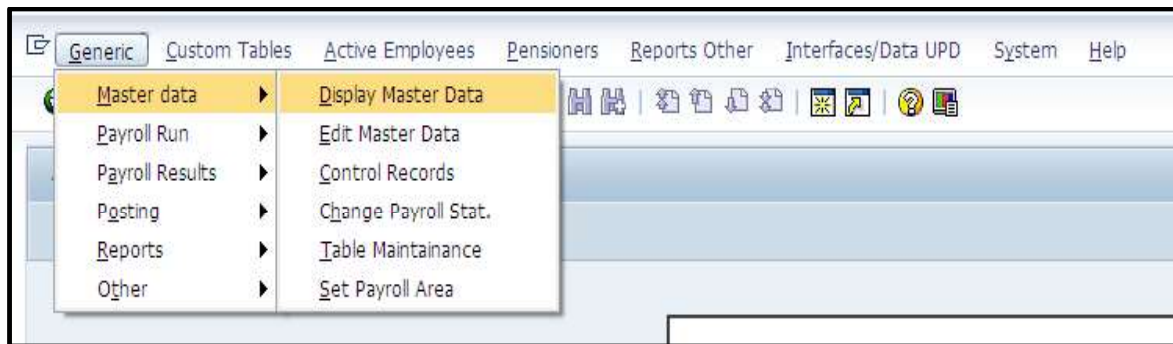


Figure 49: Display HR Master Data

2. Enter the concerned Employee Number against Personnel No. and press Enter; Enter '0015' against Infotype and enter Wagecode in STy and click on 'Display'

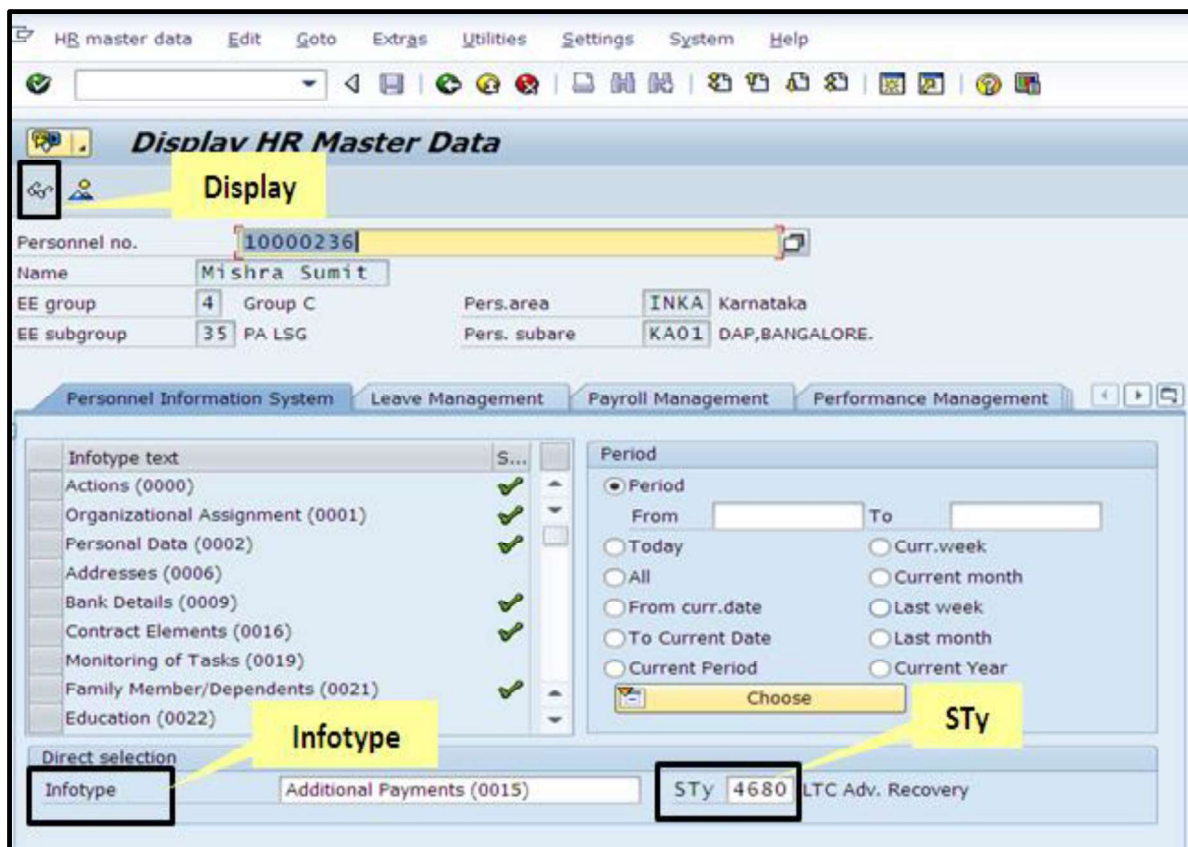


Figure 50: Display HR Master Data

Table 16: Codes for Recovery/Excess Payment on Claims

Excess Recovery		Advances	
Code	Description	Code	Description
4675	Medical Adv. Recovery	4065	Medical Advance
4680	LTC Adv. Recovery	4070	LTC Advance

3. After clicking on display, the advance details can be viewed

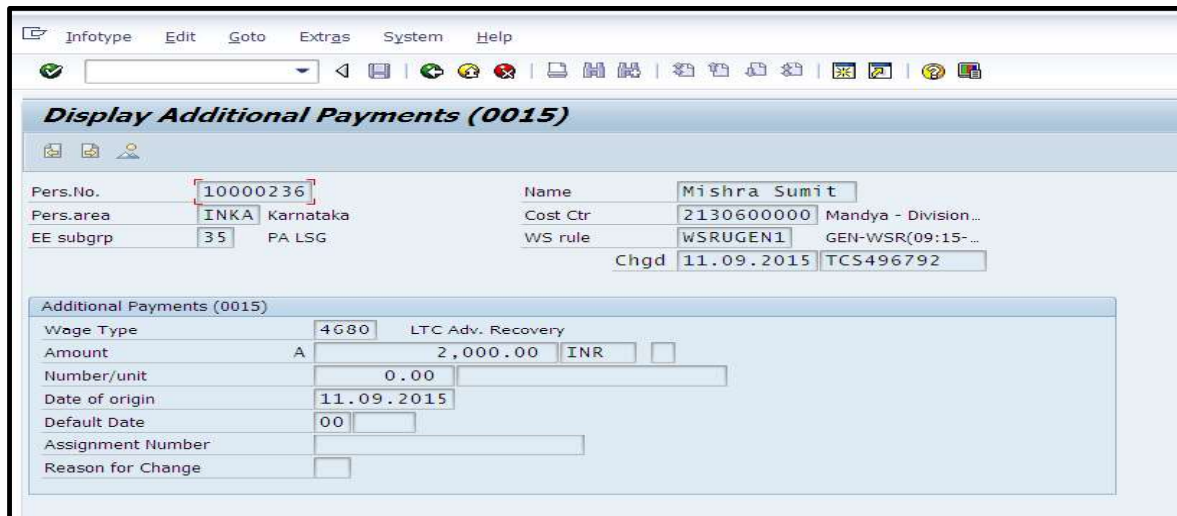


Figure 51: Display Additional Payments

9.5. GPF Subscription

This Section deals with all the requests which are related to General Provident Fund. This includes GPF Subscription, GPF Advance & GPF Withdrawal.

9.5.1. GPF Subscptn – Update

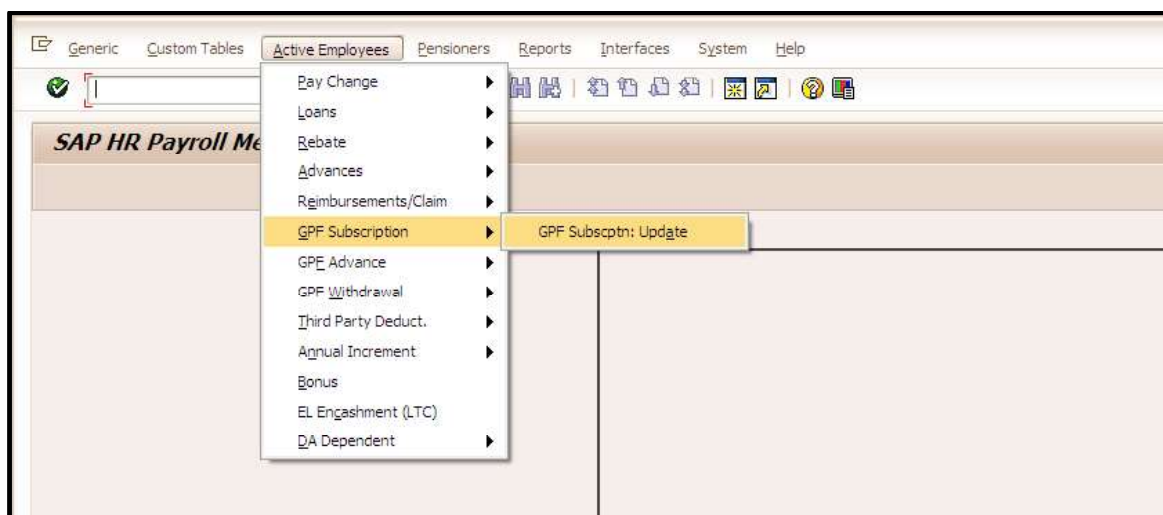


Figure 52: SAP HR Payroll Management

Click on the above highlighted link to access all requests submitted for change in GPF Subscription (Increase or Decrease Subscriptions).

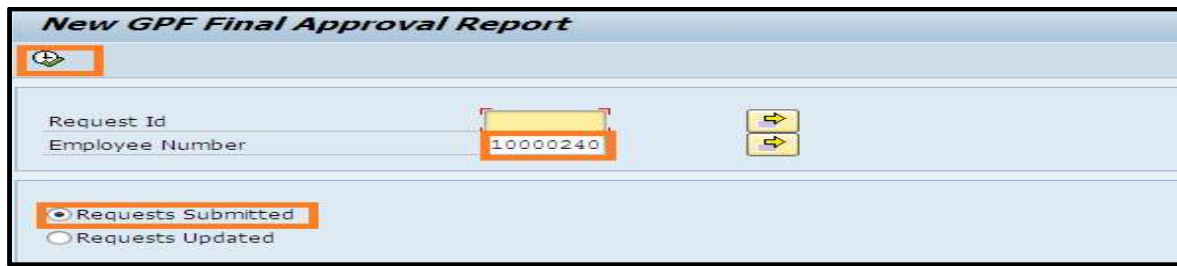


Figure 53: New GPF Final Approval Report

After Clicking on ‘GPF Subscptn: Update’ under GPF Subscription, all the submitted requests can be accessed by selecting ‘Requests Submitted’ and clicking on Execute. The same screen can be accessed by entering the Transaction Code: ZGPF_APR in Command Menu. The DDO can view the requests that were previously updated by executing the same report by selecting ‘Requests Updated’ Option.

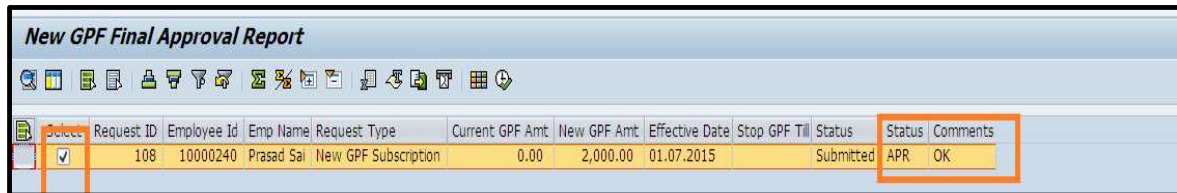


Figure 54: New GPF Final Approval Report

The GPF Subscription related data basis the input selection gets displayed. The left most column ‘Select’ is a check box which helps us select records in case multiple. Select the required records and enter the required comments. Please note entering comments is mandatory. Click on execute to update the relevant info type.



Figure 55: New GPF Final Approval Report

A Success message gets displayed post successful updating.

To verify if the data has been updated correctly the below steps can be followed.

1. Path: ZPY_MENU → Generic→Master Data→Display Master Data

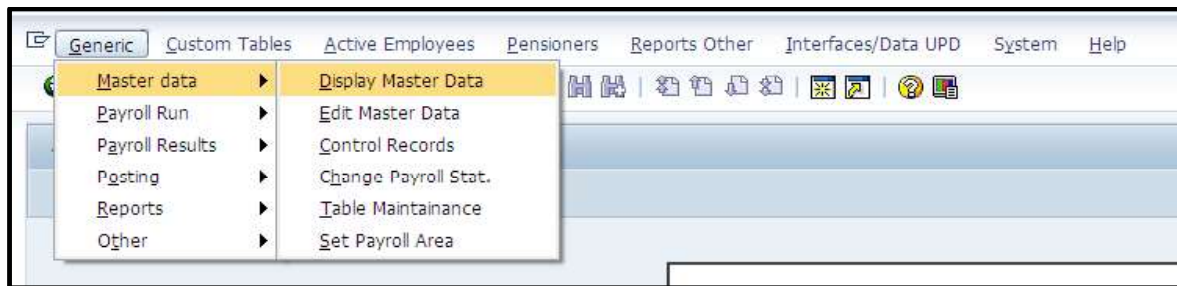


Figure 56: Display Master Data

2. Enter the concerned Employee Number against Personnel No. and press Enter; Enter '0587' against Infotype and click on 'Display'

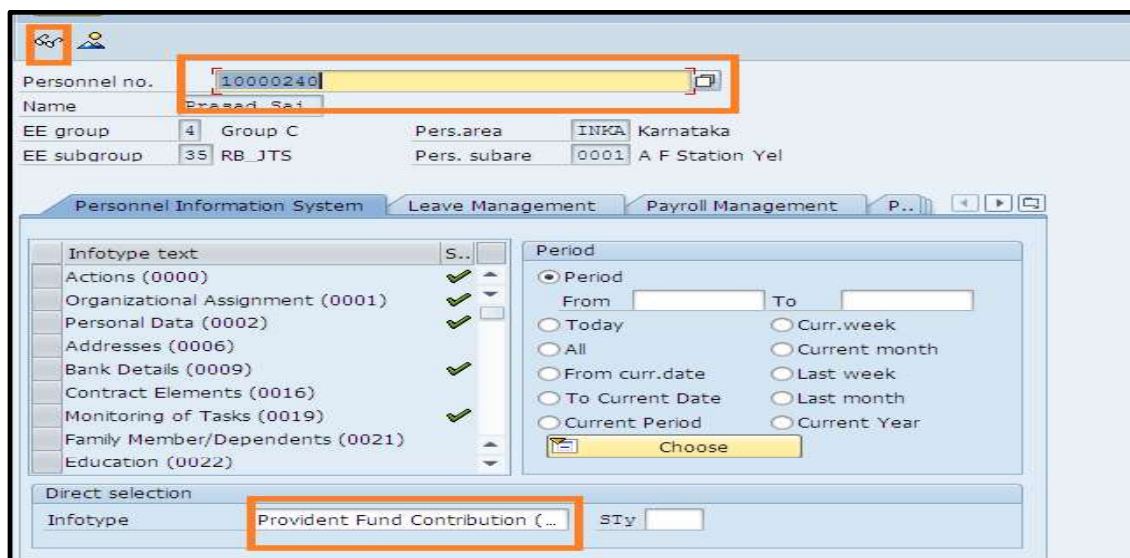


Figure 57: Personnel Information System

3. After clicking on display, the advance details can be viewed

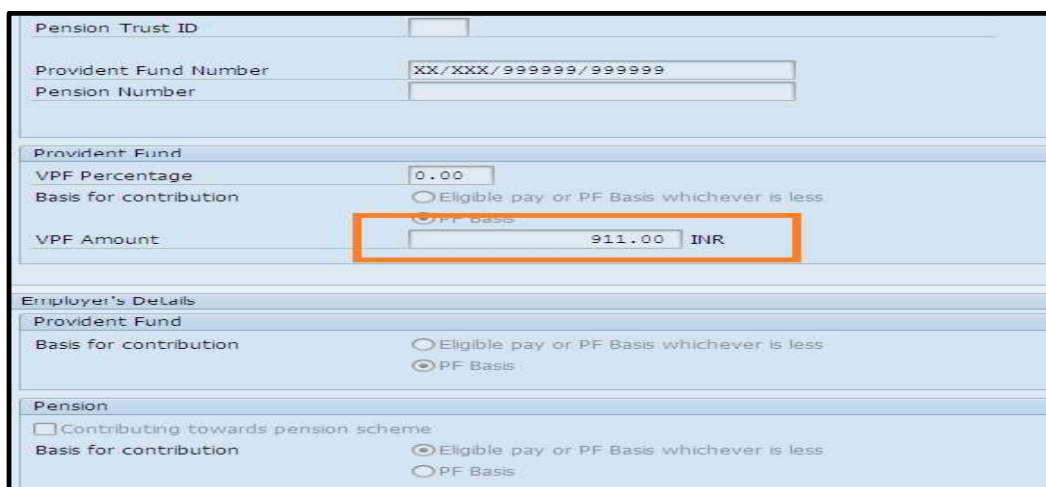


Figure 58: Personnel Information System

9.6. GPF Advance

Under this head the DDO can access all GPF Advance related sanctioned requests to update the relevant Master Data.

9.6.1. GPF Advance: Update

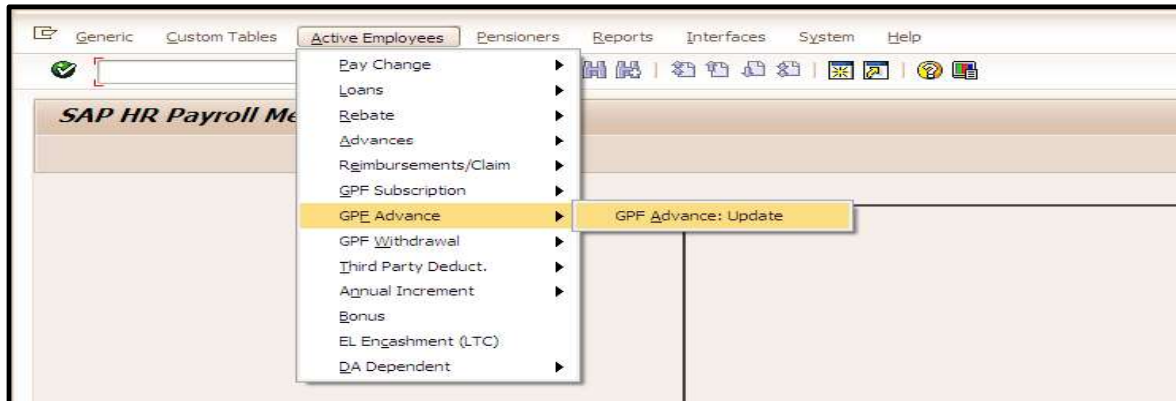


Figure 59: SAP HR Payroll Management System

Click on the above highlighted link to access all requests submitted for change in GPF Advance.

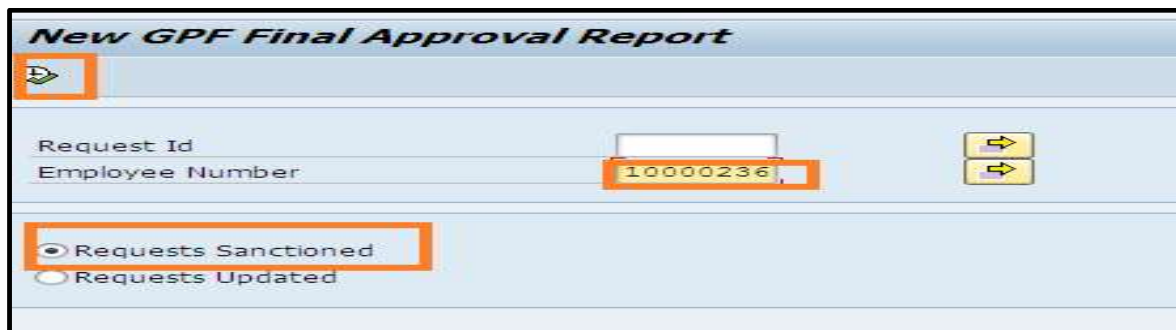


Figure 60: New GPF Final Approval Report

After Clicking on 'GPF Advance: Update' under GPF Advance, all the sanctioned requests can be accessed by selecting 'Requests Sanctioned' and clicking on Execute. The same screen can be accessed by entering the Transaction Code: ZGPF_ADV_APR in Command Menu. The DDO can view the requests that were previously updated by executing the same report by selecting 'Requests Updated' Option.

New GPF Final Approval Report

Select	Request ID	Employee Id	Emp Name	Date of GPF Advance	Loan Amount Requested	Loan Amount Approved	Repayment Instalment	Earlier Loan Amount	Earlier Loan Balance	Earlier Repayment Inst.	Status	Comments
<input checked="" type="checkbox"/>	58	10000236	Mishra Sumit	01.07.2015	15,000.00	15,000.00	2,000.00	0.00	0.00	0.00	Approved	ok

Figure 61: New GPF Final Approval Report

The GPF Advance related data basis the input selection gets displayed. The left most column 'Select' is a check box which helps us select records in case multiple. Select the required records and enter the required comments. Please note entering comments is mandatory. Click on execute to update the relevant info type. In case of GPF Advance 2 infotypes get updated one for the off cycle payment i.e., IT0267 and the loan info type i.e., IT0045 with the relevant installment amounts.



Figure 62: New GPF Final Approval Report

A Success message gets displayed post successful updating.

To verify if the data has been updated correctly the below steps can be followed.

1. Path: ZPY_MENU → Generic→Master Data→Display Master Data

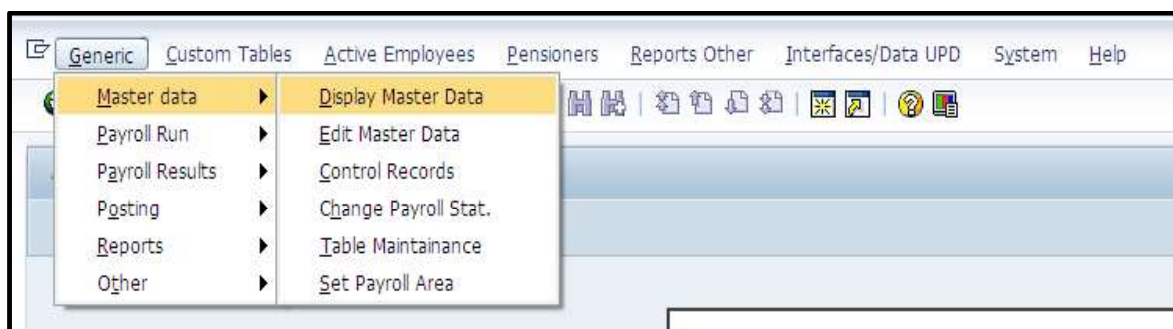


Figure 63: Display Master Data

2. Enter the concerned Employee Number against Personnel No. and press Enter; Enter '0045' against Infotype and input 'IN10' against field STy and click on 'Display' to view the details

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..
 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
 Period From 01.01.1800 To 31.12.9999
 Today Curr.week
 All Current month
 From curr.date Last week
 To Current Date Last month
 Current Period Current Year
 Choose

Direct selection
 Infotype Loans (0045) Sty IN10 GPF Advance

Figure 64: Personnel Information System

- Similarly to view the Off Cycle payment updated record input '0267' against Infotype field and enter '8068' against Sty field and click on display to view the update details

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..
 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
 Period From 01.01.1800 To 31.12.9999
 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 8068 GPF Advance

Figure 65: Personnel Information System

9.7. GPF Withdrawal

Under this head the DDO can access all GPF Withdrawal related sanctioned requests to update the relevant Master Data.

9.7.1. GPF Withdrawal: Update

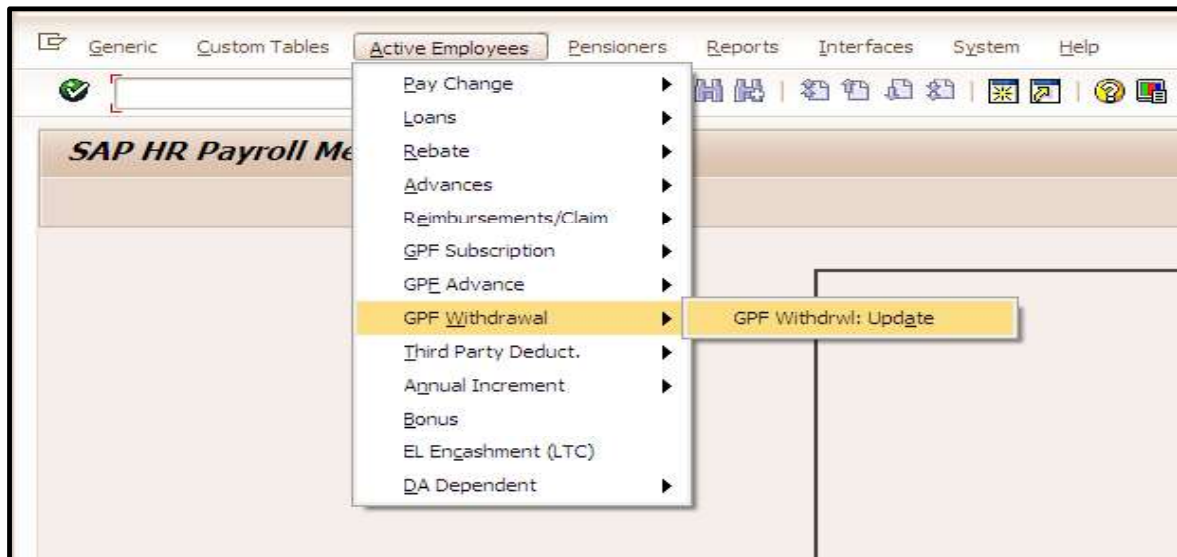


Figure 66: SAP HR Payroll Management

Click on the above highlighted link to access all requests submitted for GPF Withdrawal

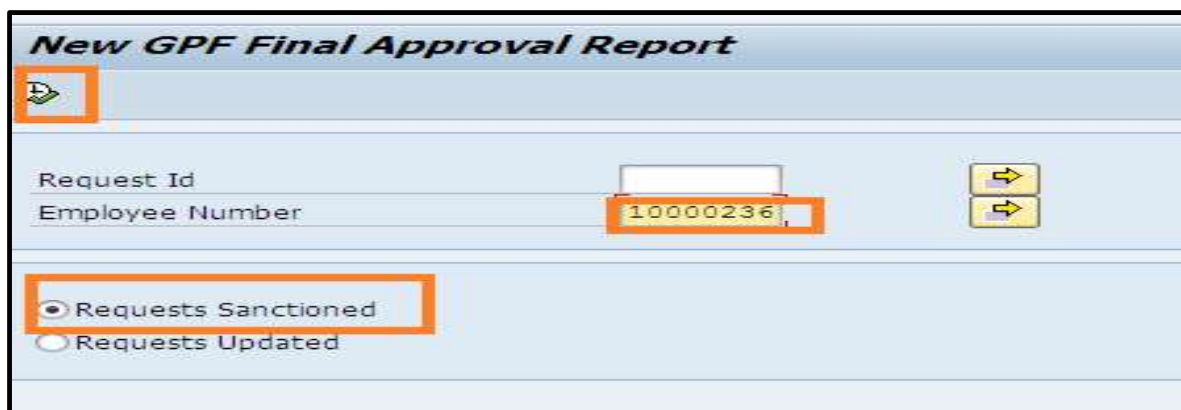


Figure 67: New GPF Final Approval Report

After Clicking on 'GPF Withdrwl: Update' under GPF Withdrawal, all the sanctioned requests can be accessed by selecting 'Requests Sanctioned' and clicking on Execute. The same screen can be accessed by entering the Transaction Code: ZGPF_WDRAW_APR in Command Menu. The DDO can view the requests that were previously updated by executing the same report by selecting 'Requests Updated' Option.

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

Figure 68: GPF Withdrawal Final Approval Report

The GPF Withdrawal related data basis the input selection gets displayed. The left most column 'Select' is a check box which helps us select records in case multiple. Select the required records and enter the required comments. Please note entering comments is mandatory. Click on execute to update the relevant info type. The info type that gets updated on execution is the off cycle payment info type IT0267

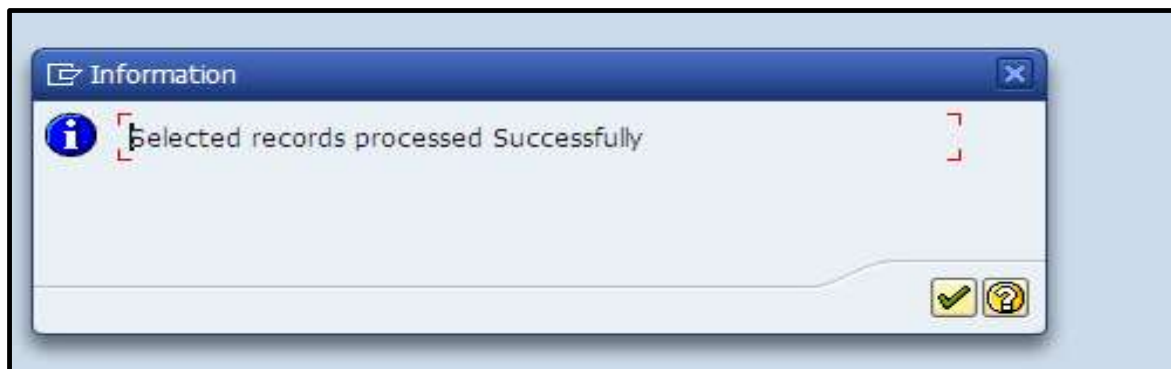


Figure 69: Success Message

A Success message gets displayed post successful updating.

To verify if the data has been updated correctly the below steps can be followed.

1. Path: ZPY_MENU → Generic→Master Data→Display Master Data

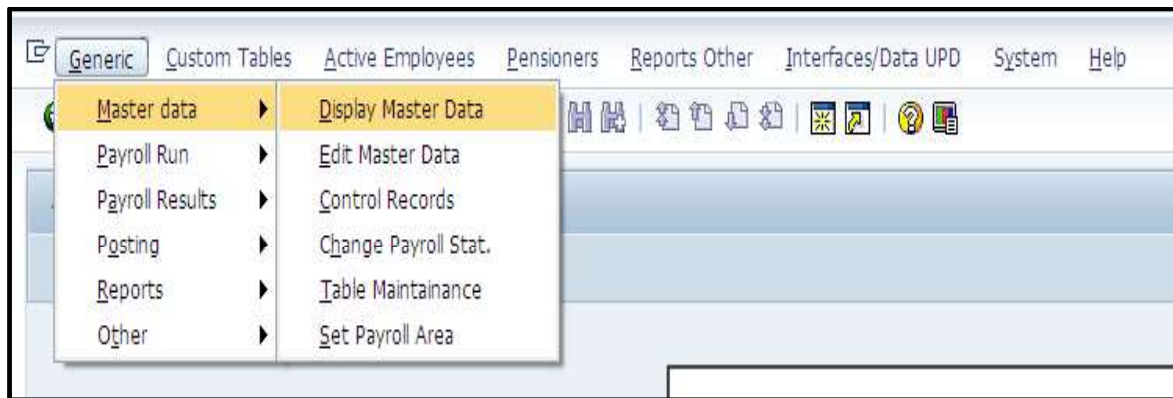


Figure 70: Display Master Data

2. Enter the concerned Employee Number against Personnel No. and press Enter; Enter '0267' against Infotype and '4050' against Sty and click on 'Display'

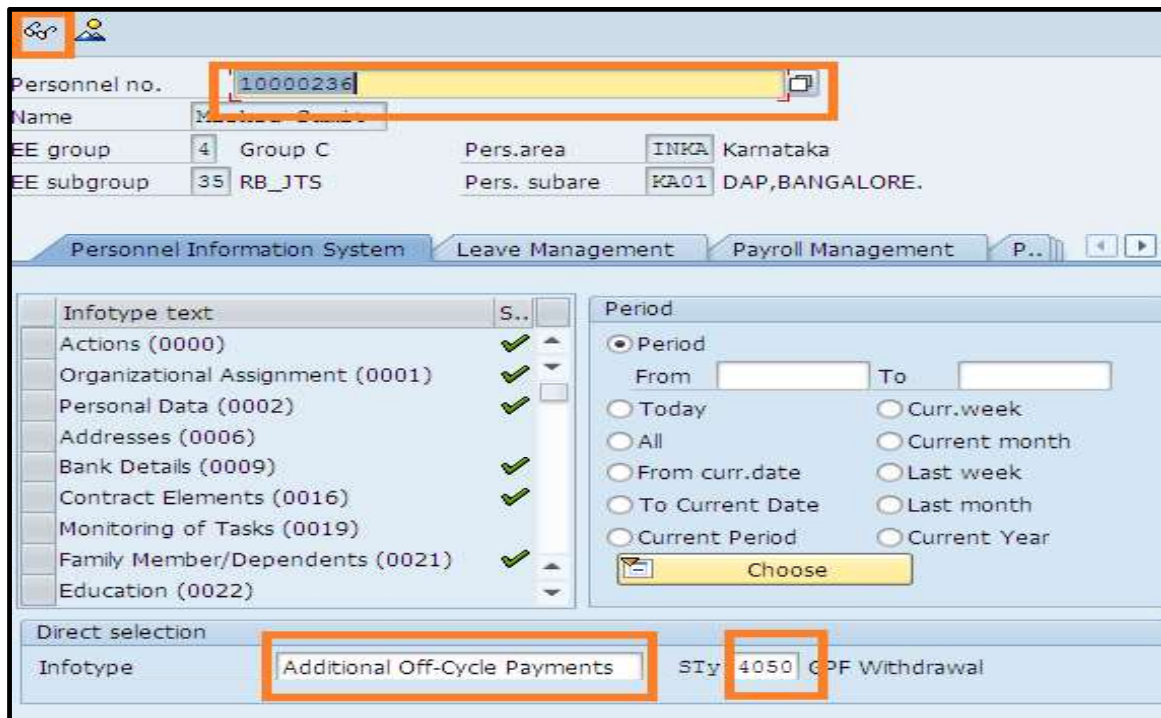


Figure 71: Personnel Information System

3. After clicking on display, the advance details can be viewed

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	<input type="checkbox"/>
Off-cycle reas.	0003 Reimbursement
Payroll type	A
Payroll Identifier	<input type="checkbox"/>

Figure 72: Additional Off-Cycle Payments

9.8. EL Encashment on Availing LTC

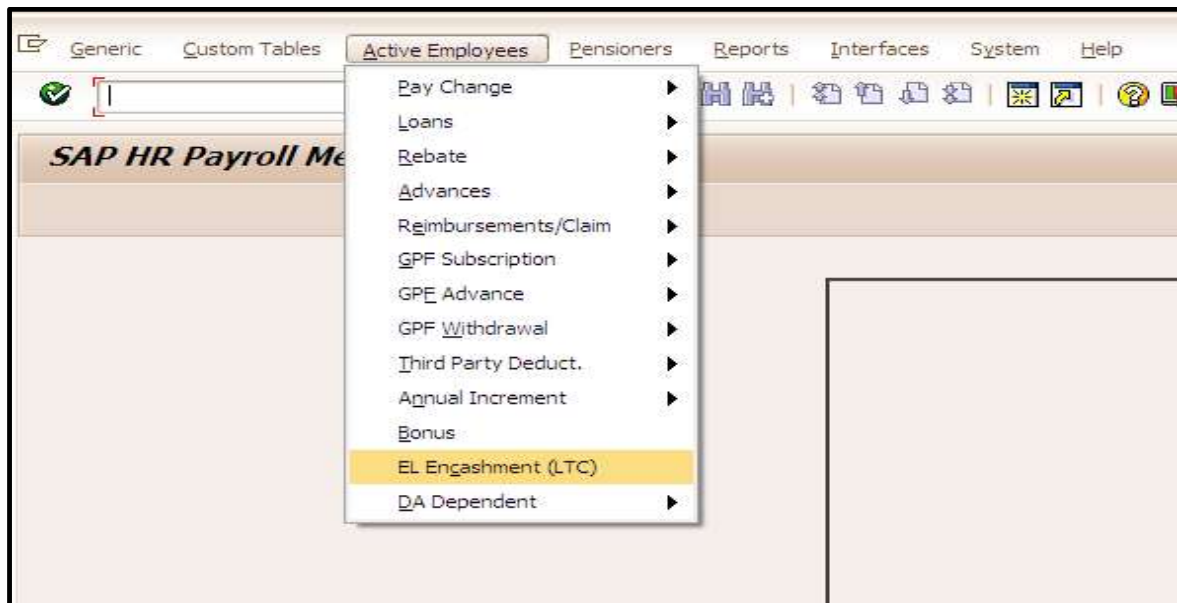


Figure 73: EL Encashment

This Link can be accessed when an employee applies for EL Encashment on availing LTC and the request has been sanctioned by the relevant authority. The request flows to DDO for further action.

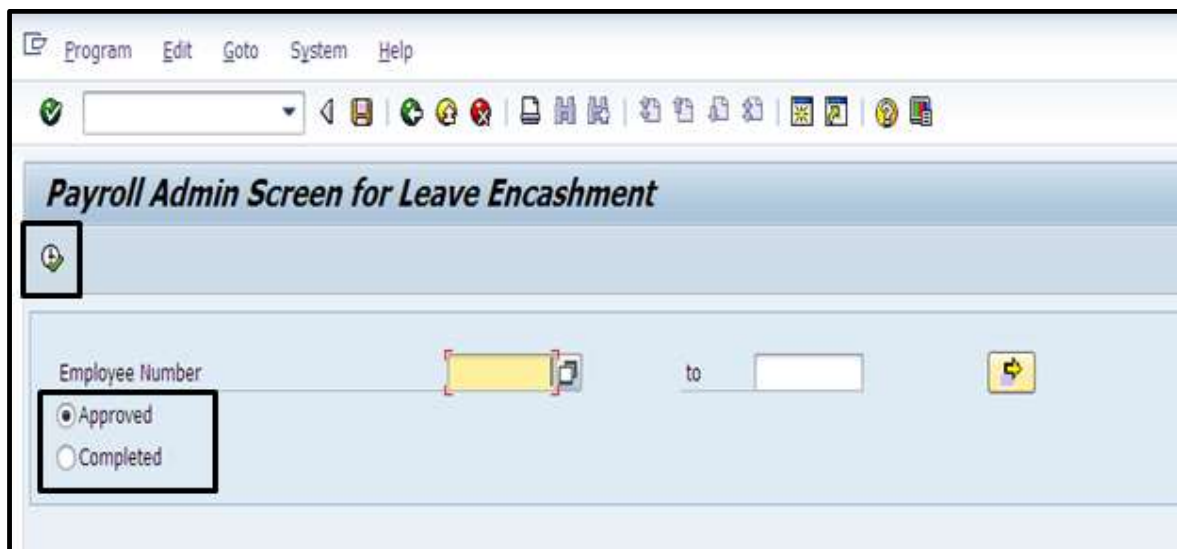


Figure 74: Payroll Admin Screen for Leave Encashment

After Clicking on 'EL Encashment (LTC)', all the sanctioned requests can be accessed by selecting 'Approved' and clicking on Execute. The same screen can be accessed by entering the Transaction Code: ZEL_LTC in Command Menu. The DDO can view the requests that were previously updated by executing the same report by selecting 'Completed' Option.

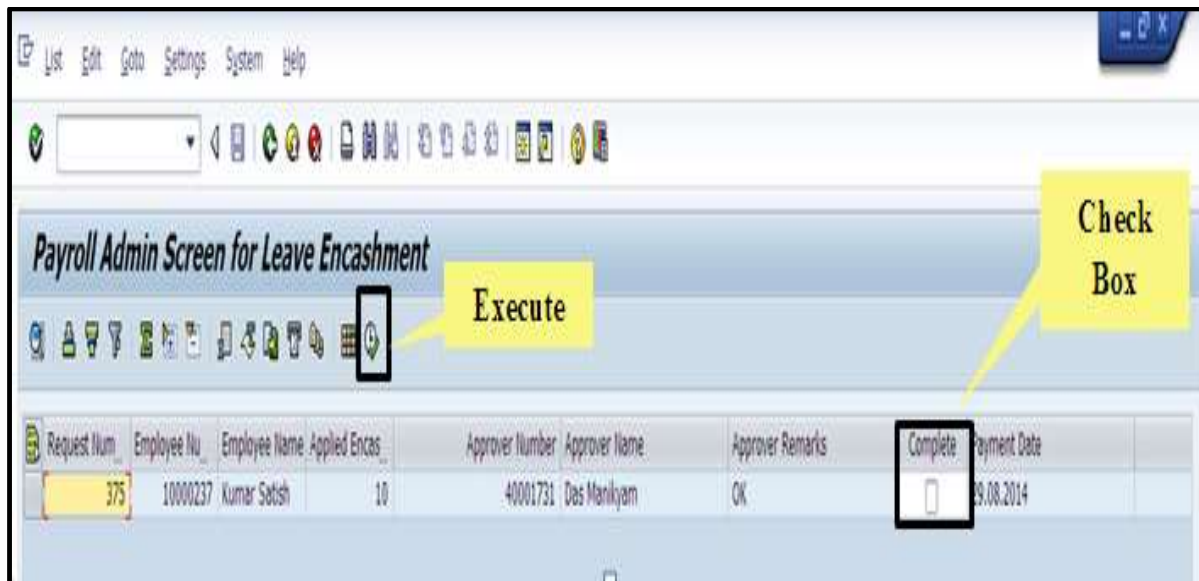


Figure 75: Payroll Admin Screen for Leave Encashment

The EL Encashment related data basis the input selection gets displayed. The column named 'Complete' has a check box which if checked will get select for updation. Select the required records and click on execute to update the relevant info type. The info type that gets updated on execution is the off cycle payment info type IT0267. The same can be checked by using the method mentioned in other previous processes.



Figure 76: Payroll Admin Screen for Leave Encashment

A success message gets displayed upon successful updation.

9.9. Annual Increment

Annual increment is a program which when executed updates the master data of the selected employees with the corresponding incremented 'Band Pay' amount. This program updates master data for a group of employees as given in the input screen. This section consists of an increment program for Dept. Employees and GDS Employees

9.9.1. Annual Increment Others

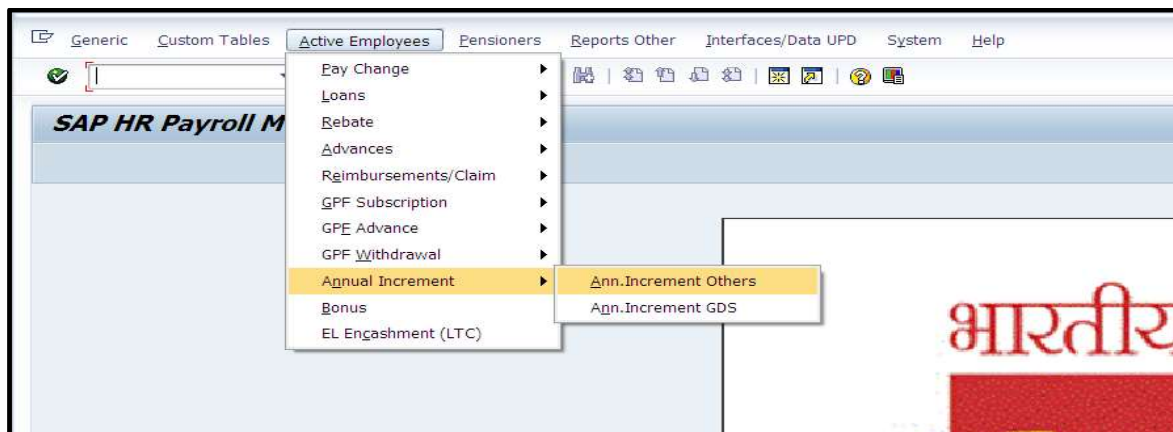


Figure 77: SAP HR Payroll Management

Click on the above highlighted link to execute the Annual Increment Program for Dept. employees.

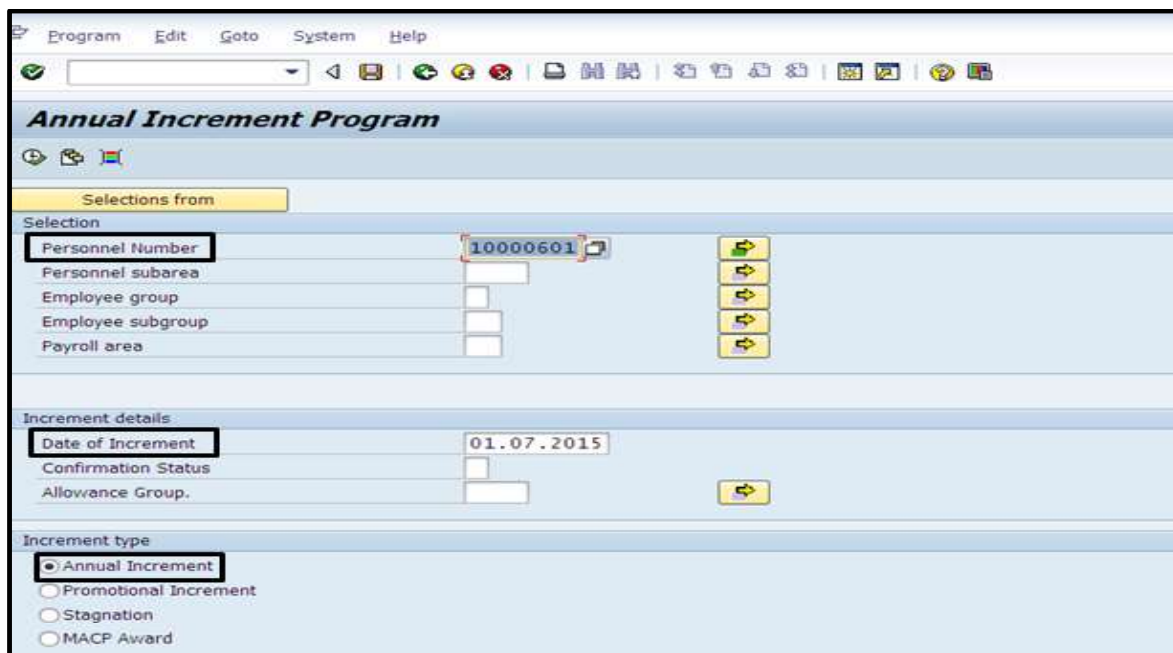


Figure 78: Annual Increment Program

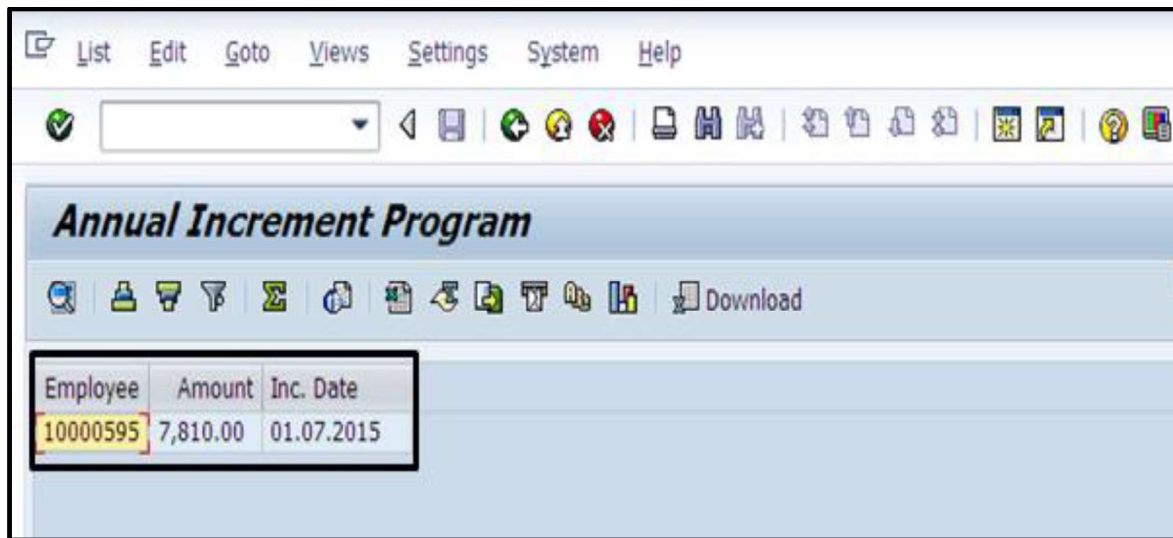
Give the relevant inputs like Personnel Number or Employee Number and other selections (if required); Enter the Date of Increment 01.07.XXXX (XXXX= Relevant Error); Select the Increment type as 'Annual Increment' and click on Execute.



Figure 79: Annual Increment Program

Upon Execution the system will display all the employees with the relevant message basis the rules inbuilt in the program. The output will display Msg Type 'S' or 'E' where S corresponds to a success message and E corresponds to Error employees or employees who are not eligible for increment. The 'E' records will show the respective reason for employee ineligibility for increment. The 'S' message records will display the Old Basic the incremented amount and the date of increment. For employees who are on leave on the day of increment the Inc. Date will change depending on the return date of the employee.

Upon clicking on 'Increment' all the 'S' marked employees will get executed and updated in the relevant info types in the master data



The screenshot shows a software interface titled "Annual Increment Program". It features a menu bar with options: List, Edit, Goto, Views, Settings, System, and Help. Below the menu is a toolbar with various icons for navigation and actions, including a "Download" button. The main content area displays a table with the following data:

Employee	Amount	Inc. Date
10000595	7,810.00	01.07.2015

Figure 80: Annual Increment Program

The infotypes that get updated are Basic Pay – IT0008 and IT0902; IT0008 gets updated with the new basic pay; In IT0902 the old record gets delimited with flag on Increment Done and a future dated record for following year gets created with flag on 'Relevant for Increment'. The screen shot of these sections are highlighted below



The screenshot shows a form titled "Display Addl. data for Correspondence(0902)". The form contains several fields and sections:

- Pers.No.:** 0002034
- Name:** Off Test
- Pers.area:** INKA Karnataka
- Cost Ctr:** 2109300000 PTC,Mysore
- EE subgrp:** 40 Postal Assistant(PA)
- WS rule:** WSRUGEN1 GEN-WSR(09:3...
- Start:** 01.11.2015
- To:** 31.12.9999
- Chngd:** 06.01.2016
- TCS496792**

The "Addl. data for Correspondence(0902)" section is highlighted and contains the following information:

- General information:**
 - Type of increment: A
 - Increment done
 - Relevant for increment
- Stagnant increments and Loss of Pay:**
 - Number of stagnant increments: 0
 - Loss of payment period: 0
- Withhold type:**
 - No Withhold
 - Withhold
 - Cumulative Withhold
 - Withhold reason: [Empty text box]

Figure 81: Display Addl. data for Correspondence



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