

PAYROLL PENSIONER USER MANUAL

**DEPARTMENT OF
POSTS**

Ministry of Communications & IT,
Government of India



PAYROLL PENSIONER DOCUMENT



INDEX

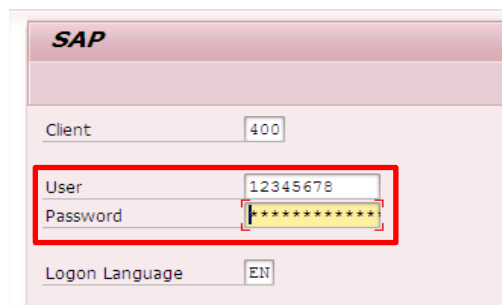
- 1. Pensioner Data uploading and ID Generation**
- 2. Pensioner Office change**
- 3. Pensioner Pay Stopping/Death**

Purpose of the Document:

For migration into CSI payroll, Pensioner ID needs to be created for all the Pensioners. This will incorporate uploading the Master Data of the pensioners and generating a Pensioner ID. In this document is described in details the steps for Pensioner data upload.

1. Generation and Data Uploading of New Pensioner ID

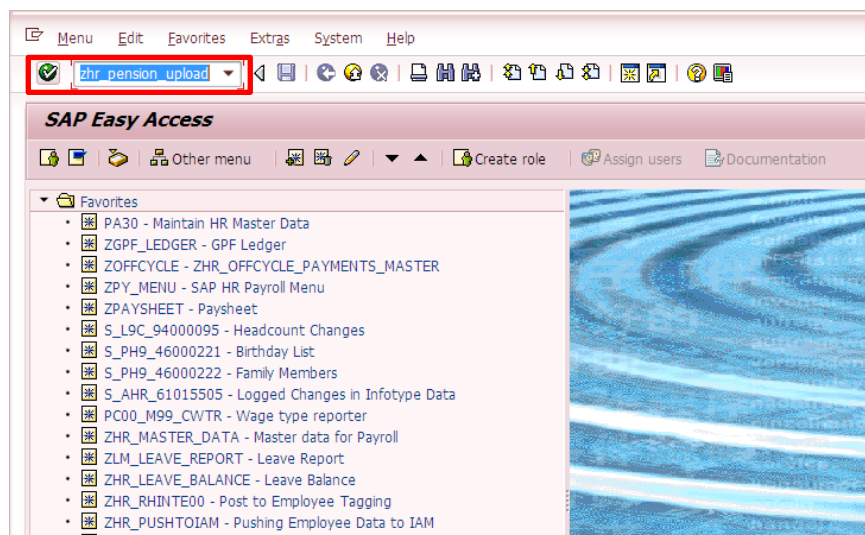
User need to enter the user id and password on the SAP login screen.




The screenshot shows the SAP login interface. The 'Client' field is set to '400'. The 'User' field contains '12345678' and the 'Password' field is masked with asterisks. The 'Logon Language' is set to 'EN'. A red box highlights the User and Password fields.

After logging in, 'SAP Easy Access Screen' is displayed. Enter the transaction code provided below in the command field to navigate to Pensioner data tool.

Enter the T-code **ZHR_PENSION_UPLOAD**



1. The first step in Pensioner ID generation is saving the pensioners details.

Select the type of pensioner and Enter the DDO Code and click on Execute .

PAYROLL PENSIONER DOCUMENT

Pensioners Data Tool

Select the pensioner

Postal Pensioners
 Railway Pensioners
 Telecom Pensioners CDA
 Telecom Pensioners IDA
 Combined Defence Accounts(CDA)
 P & T Audit Pensioners
 Coal Mines

Select the Action to be taken

Save
 Update
 Display

Enter the DDO Code

DDO Code

For TCS use only

DDOs

2. The screen for Input of Pensioner data will be displayed. Fill in all the required fields.
 - PPO number must be unique
 - Start of pension date/date of pension sanctioned.
 - Employee Subgroup can be chosen from the drop down options
 - Enter the Facility ID of pensioner office. Please enter the entire 13 digit Facility ID or Pensioner IDs will not be generated
 - Gender Key: 1-Male, 2-Female
 - Enter the Bank details (A/c no. , IFSC code, POSB (Yes/No)).
(IFSC code for other non POSB is mandatory and for POSB A/c IFSC code is '99999999').
 - Enter the pension amount details.

Please note, the residual pension is the final basic after commutation. It is mandatory to fill this amount. Original pension amount will not be reflected in the payslip.

Pensioners Data Tool

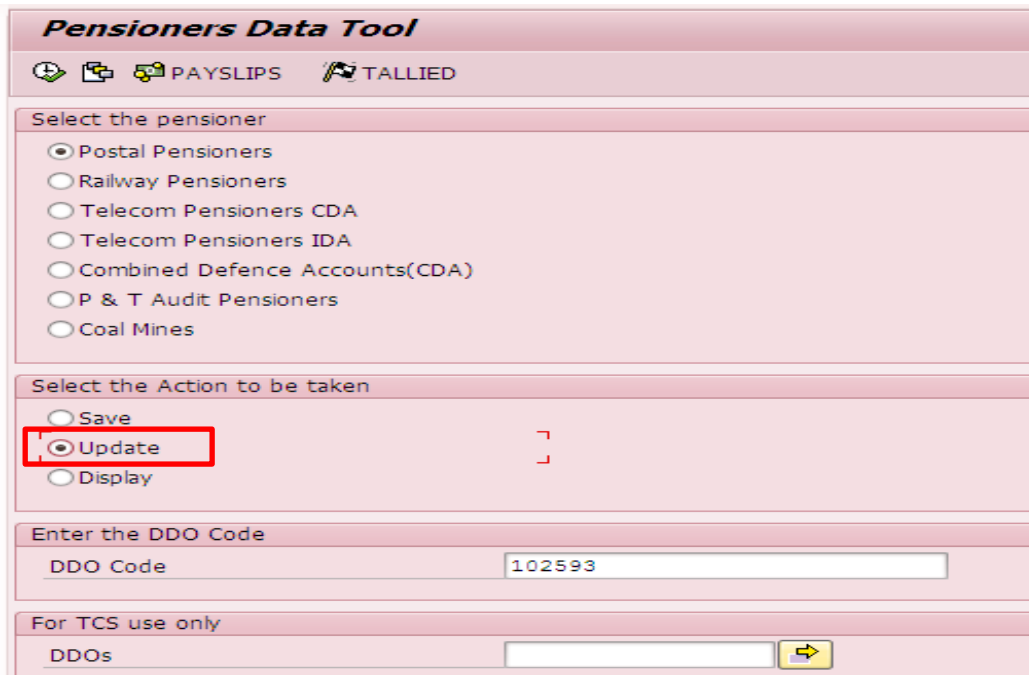
POSTAL PENSIONERS-3

Employee ...	DDO Code	PPO Number	Start Date	Employee Subgroup	Facility ID	Organizational Key	First Name	Last Name	Gender Ke
	102593	10931/LPS/BG	31.12.2018	85	PO21212220000	POSTAL_FP	GEETA L PANDIT	L PANDIT	2
	102593	23258/KA/POSTAL	06.11.2018	85	HO21212200000	POSTAL_FP	ASHA KRISHNA BHAT	KRISHNA BHAT	2
	102593	24310/KA/2019/POSTAL	01.02.2018	63	PO21212216000	POSTAL_PEN	SHOBHABAI H S	H S	2
	102593								
	102593								
	102593								
	102593								
	102593								
	102593								
	102593								
	102593								
	102593								
	102593								
	102593								

After filling all details click on SAVE button the data gets saved.

Pensioner ID Generation:

1. Select the radio button **“Update”** as shown below and execute.



Pensioners Data Tool

PAYSPLIPS TALLIED

Select the pensioner

- Postal Pensioners
- Railway Pensioners
- Telecom Pensioners CDA
- Telecom Pensioners IDA
- Combined Defence Accounts(CDA)
- P & T Audit Pensioners
- Coal Mines

Select the Action to be taken

- Save
- Update
- Display

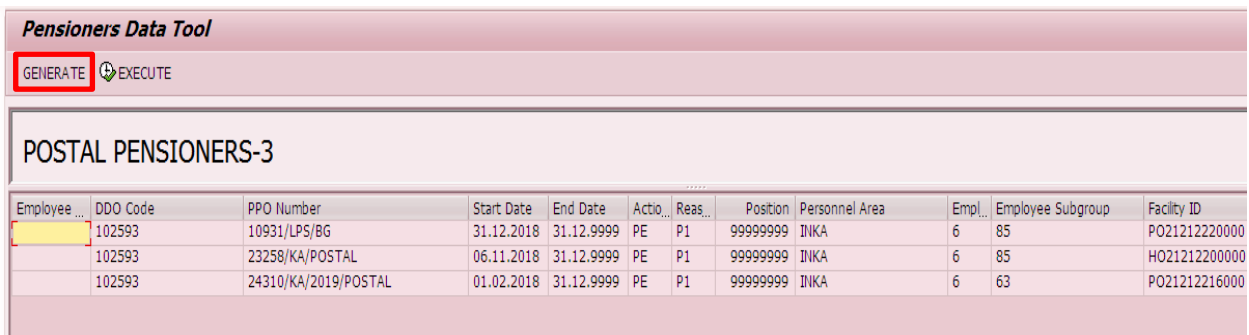
Enter the DDO Code

DDO Code

For TCS use only

DDOs

Data saved in previous step would be appearing with two options **“Generate”** and **“Execute”**.

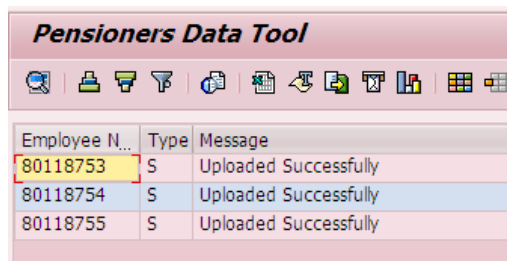


Pensioners Data Tool

POSTAL PENSIONERS-3

Employee ...	DDO Code	PPO Number	Start Date	End Date	Actio...	Reas...	Position	Personnel Area	Empl...	Employee Subgroup	Facility ID
	102593	10931/LPS/BG	31.12.2018	31.12.9999	PE	P1	99999999	INKA	6	85	PO21212220000
	102593	23258/KA/POSTAL	06.11.2018	31.12.9999	PE	P1	99999999	INKA	6	85	HO21212200000
	102593	24310/KA/2019/POSTAL	01.02.2018	31.12.9999	PE	P1	99999999	INKA	6	63	PO21212216000

First click on **Generate**: Pensioner ID would be generated.



Pensioners Data Tool

Employee N...	Type	Message
80118753	S	Uploaded Successfully
80118754	S	Uploaded Successfully
80118755	S	Uploaded Successfully

Click no Back button and again repeat the same process from start of Update process.

PAYROLL PENSIONER DOCUMENT

Pensioners Data Tool

PAYS LIPS TALLIED

Select the pensioner

Postal Pensioners
 Railway Pensioners
 Telecom Pensioners CDA
 Telecom Pensioners IDA
 Combined Defence Accounts(CDA)
 P & T Audit Pensioners
 Coal Mines

Select the Action to be taken

Save
 Update
 Display

Enter the DDO Code

DDO Code

For TCS use only

DDOs

Pensioners Data Tool

POSTAL PENSIONERS-3

Employee	DDO Code	PPO Number	Start Date	End Date	Actio...	Reas...	Position	Personnel Area	Empl...	Employee Subgroup	Facility ID
80118753	102593	10931/LPS/BG	31.12.2018	31.12.9999	PE	P1	99999999	INKA	6	85	PO21212220000
80118754	102593	23258/KA/POSTAL	06.11.2018	31.12.9999	PE	P1	99999999	INKA	6	85	HO21212200000
80118755	102593	24310/KA/2019/POSTAL	01.02.2018	31.12.9999	PE	P1	99999999	INKA	6	63	PO21212216000

Now click on the **Execute** : all the master data of employee such as Bank details, Basic Pay, PPO no. Adhaar no. etc., would be updated.

Pensioners Data Tool

Employee Number	Type	T-C...	Message
80118753	S	0185	DDO Data Uploaded
80118753	S	0185	Aadhar Data Uploaded
80118753	S	0185	PPO Data Uploaded
80118754	S	0185	DDO Data Uploaded
80118754	S	0185	Aadhar Data Uploaded
80118754	S	0185	PPO Data Uploaded
80118755	S	0185	DDO Data Uploaded
80118755	S	0185	Aadhar Data Uploaded
80118755	S	0185	PPO Data Uploaded
80118753	S	0009	Successfully Updated
80118754	S	0009	Successfully Updated
80118755	S	0009	Successfully Updated
80118753	S	0007	Data Uploaded
80118754	S	0007	Data Uploaded
80118755	S	0007	Data Uploaded
80118753	S	0008	Successfully Updated
80118754	S	0008	Successfully Updated
80118755	S	0008	Successfully Updated


Follow the same process for all the different type of new pensioner creation (Postal Family, Telecom, Railway etc., by selecting the appropriate type.

3. Display option shows all the till date pensioner IDs DDO generated for your DDO code.

2. Pensioner Office Changes / Pension Stopping process

Office change:


Go to PA30 and enter the Pensioner ID.

Enter the infotype 0001 and click on overview 

List Organizational Assignment

Personnel No: 80118753 Name: GEETA L PANDIT L PANDIT
 EE group: 6 Postal Pensioners Pers.area: INKA Karnataka
 EE subgroup: 85 Postal Pensioners ...
 Selection: 01.01.1800 to 31.12.9999

Start Date	CoCd	PA	EEGrp	ESgrp	Cost Center	Cost cent...	Org. Unit	OrgUnit (Text)
31.12.2018	DOPI	INKA	6	85				

Select the latest record and click on copy  button.

Change the Start date and Subarea from when the pensioner moved to new office and Save.

Personnel No: 80118753 Name: GEETA L PANDIT L PANDIT
 EE group: 6 Postal Pensioners Pers.area: INKA Karnataka
 EE subgroup: 85 Postal Pensioners ...
 Start: 01.02.2019 to 31.12.9999

Enterprise structure
 CoCode: DOPI Department of Post India
 Pers.area: INKA Karnataka Subarea: 9186 Karki S.O
 Cost Ctr: Bus. Area: 1013 Karnataka Circle

Personnel structure
 EE group: 6 Postal Pensioners Payr.area: PK Pensioner Karnataka
 EE subgroup: 85 Postal Pensioners FP

Organizational plan
 Percentage: 100.00
 Position: 99999999 99999999
 Job key: 00000000
 Org. Unit: 00000000
 Org.key: POSTAL FP


Administrator
 Group: INKA
 PersAdmin:
 Time:
 PayrAdmin:

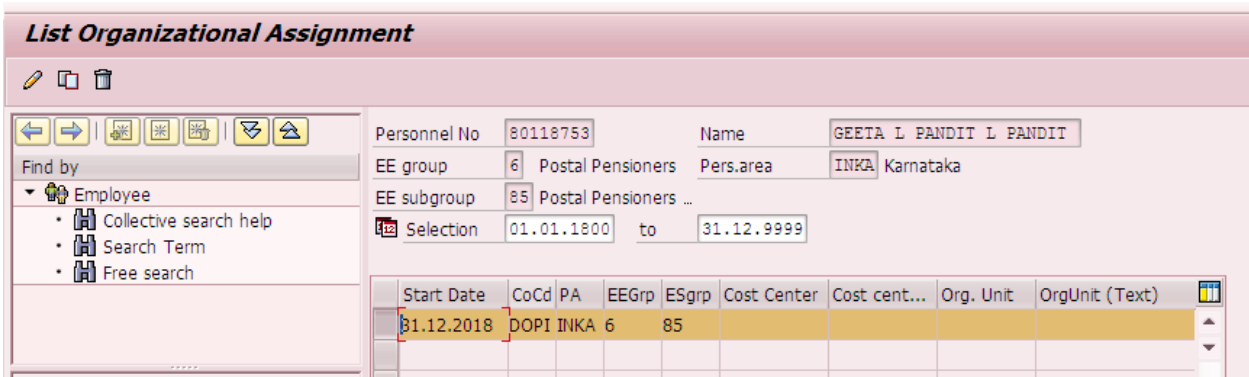
Additional fields
 Appointing Authority:
 Adhoc Disciplinary:

3. Pension Stopping in case of Death:

Follow the same process as in like office change.

Go to PA30 and enter the Pensioner ID.


Enter the infotype 0001 and click on overview 



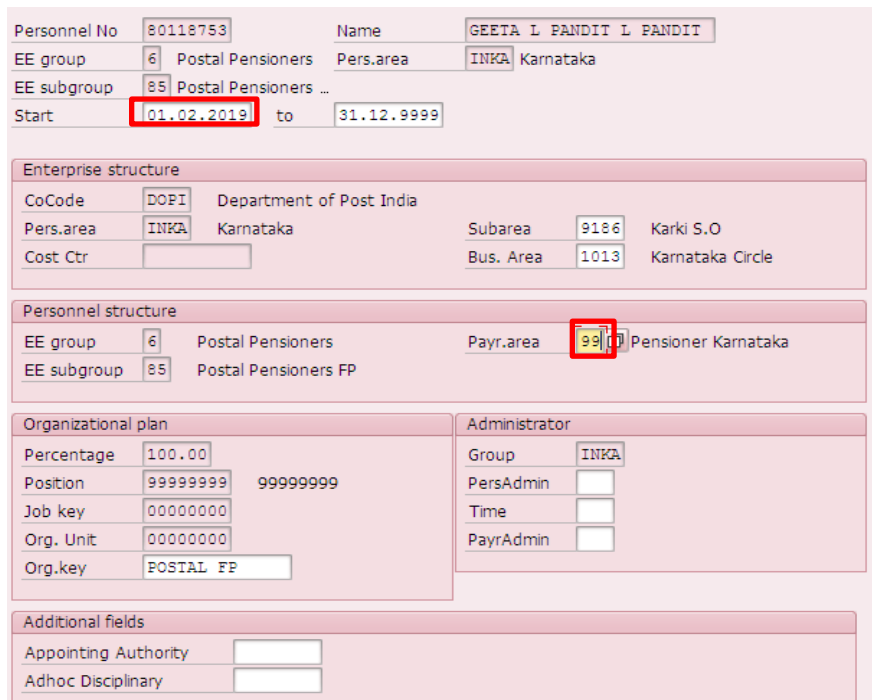
List Organizational Assignment

Personnel No: 80118753 Name: GEETA L PANDIT L PANDIT
 EE group: 6 Postal Pensioners Pers.area: INKA Karnataka
 EE subgroup: 85 Postal Pensioners ...
 Selection: 01.01.1800 to 31.12.9999

Start Date	CoCd	PA	EEGrp	ESgrp	Cost Center	Cost cent...	Org. Unit	OrgUnit (Text)
31.12.2018	DOPI	INKA	6	85				

Select the latest record and click on copy  button.

Change the Start date and Payroll area to "99" and Save.



Personnel No: 80118753 Name: GEETA L PANDIT L PANDIT
 EE group: 6 Postal Pensioners Pers.area: INKA Karnataka
 EE subgroup: 85 Postal Pensioners ...
 Start: 01.02.2019 to 31.12.9999

Enterprise structure

CoCode: DOPI Department of Post India
 Pers.area: INKA Karnataka Subarea: 9186 Karki S.O
 Cost Ctr: Bus. Area: 1013 Karnataka Circle

Personnel structure

EE group: 6 Postal Pensioners Payr.area: 99 Pensioner Karnataka
 EE subgroup: 85 Postal Pensioners FP

Organizational plan

Percentage: 100.00
 Position: 99999999 99999999
 Job key: 00000000
 Org. Unit: 00000000
 Org.key: POSTAL FP

Administrator

Group: INKA
 PersAdmin:
 Time:
 PayrAdmin:

Additional fields

Appointing Authority:
 Adhoc Disciplinary:

Also the DDO code can be stopped in infotype 0185.

*****Thank You*****