

TATA CONSULTANCY SERVICES



Experience certainty. IT Services
Business Solutions
Outsourcing

PENSIONER DATA UPLOAD USER MANUAL

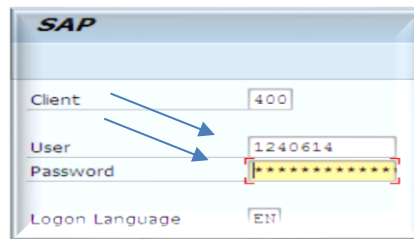
**DEPARTMENT OF
POSTS**

Ministry of Communications & IT,
Government of India

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. The User needs to enter the user ID and password on the SAP logon screen.



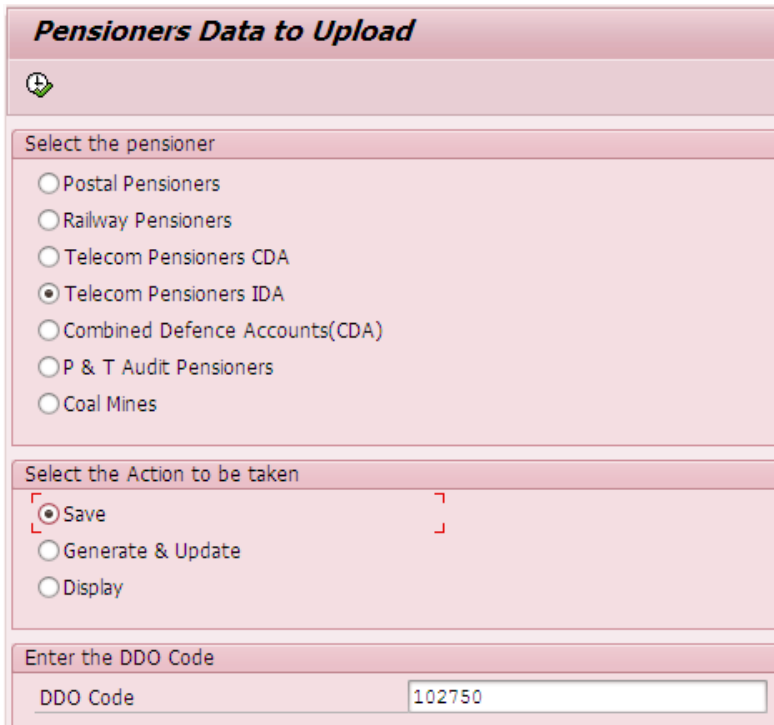
2. After logging in, 'SAP Easy Access Screen' is displayed. Enter the Transaction code provided below in the command field to navigate to the Pensioner Upload Data .

Transaction Code: **ZHR_PENSION_UPLOAD**

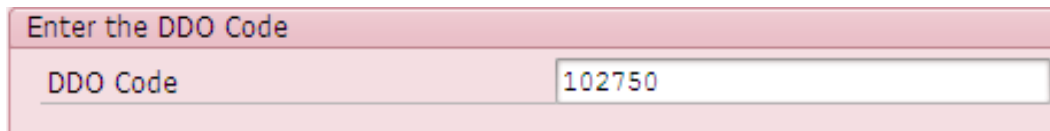


Save

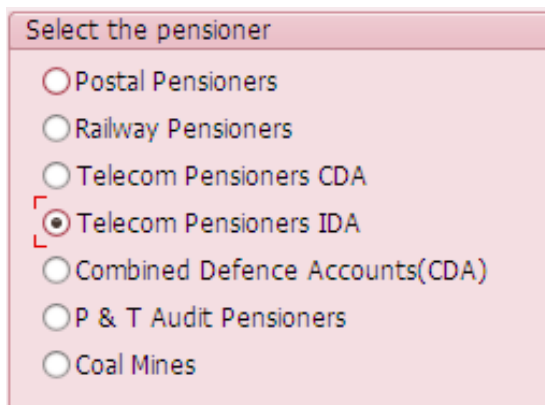
The first step in Pensioner ID generation is saving the pensioners details.




i) Enter the DDO Code



ii) Select the type of Pensioner



iii) Select Save and execute 

Select the Action to be taken


Save

Generate & Update


Display

The page for Input of Pensioner data will be displayed. Fill in all the required entry fields.

- PPO number must be unique
- Please check for duplicate entries.
- Employee Subgroup can be chosen from the drop down options
- Enter the Facility ID of your office. Please enter the entire **13 digit** Facility ID or Pensioner IDs will not be generated


Pensioners Data to Upload						
						
TELECOM IDA PENSIONERS-0						
Employee ...	DDO Code	PPO Number	Start Date	Employee Subgroup	Facility ID	Organizational Key
	102750	CCA/MH-MBI/ABG/FP-2323	04.12.2017	88	HO24506100000	
	102750	CCA/MH-MUM/PEN/FP/F-12435	22.10.2017	88	HO24506100000	

- Gender Key: 1-Male, 2-Female
- If the bank account is in POSB, put an 'X' in POSB column. Otherwise provide the IFSC code of the bank for bank transfer

Pensioners Data to Upload							
							
TELECOM IDA PENSIONERS-0							
First Name	Last Name	Gender Key	Date of Birth	AADHAR Number	Bank account number	IFSC Code	POSB
LATA	A GADKARI	2	05.09.1947		1264130472		X
SUMEDHA	S VINCHURE	2	16.08.1958		1264180071		X


- 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 to Upload




TELECOM IDA PENSIONERS-0

Orig...	Original Pension Amount	Resid...	Residual Pension Amount	Dear...	Dearness Relief Amount	Fixed...	Fixed Medical Amount	Addi...	Amount	Remarks
1100	8584	1125	8584	1149	10670	1144	0.00	1235	0.00	
1100	15110	1125	15110	1149	18782	1144	0.00	1235	0.00	

After filling in all the details, click on save 

Pensioners Data to Upload



TELECOM IDA PENSIONERS-0

Employee ...	DDO Code	PPO Number	Start Date	Employee Subgroup	Facility ID	Organizational Key
	102750	CCA/MH-MBI/ABG/FP-2323	04.12.2017	88	HO24506100000	
	102750	CCA/MH-MUM/PEN/FP/F-12435	22.10.2017	88	HO24506100000	

Step 2: ID generation

After filling in the details and saving, **please contact TCS for generating the IDs** and simulating pay slips.

Please mention the DDO code and the number of Pensioner IDs in the type of Pensioners to be generated in the below format

DDO Code	Type of Pensioner	No. of Pensioners
102000	Postal Pensioner	125

Please note:

1. Do not forget to **'save'** the data. If data is not saved, it will be lost as soon as you leave the page
2. If you do not have authorization for ZHR_PENSION_UPLOAD. Please contact TCS for authorization.
3. If you make duplicate entries, two IDs will be generated for the same pensioner. Please be careful while entering data.

THANK YOU !