



HR Payroll Process

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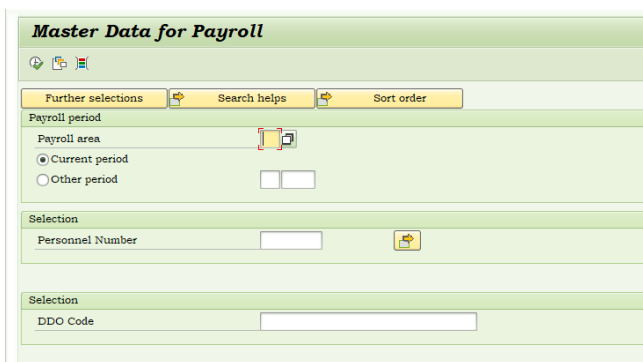
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1. Live Payroll Run

Go to → ZPY_MENU

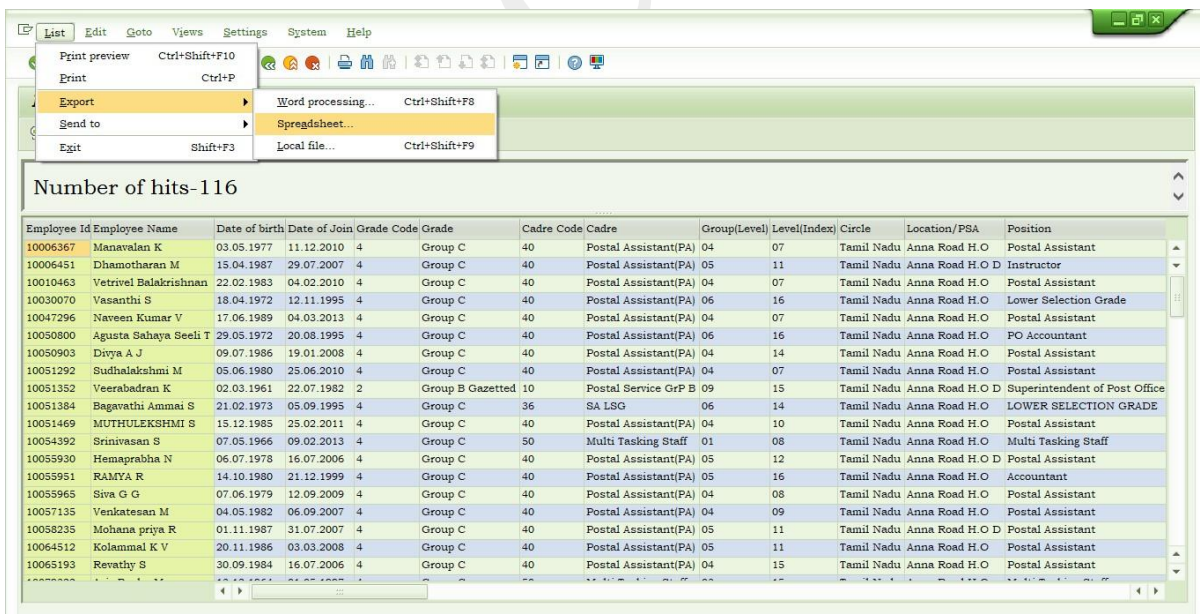
Click on Reports → Master data for payroll

Enter Payroll area, DDO code and execute. Verify the employee master data and tally the number of officials, Cost centre, Bank details, Head of Account, etc. Pay simulation may be executed (ZPY_MENU → Generic → Payroll Run → Payroll Simulation) and verified before proceeding next step.



Export the same as excel file

(Go to List → Export → Spreadsheet)



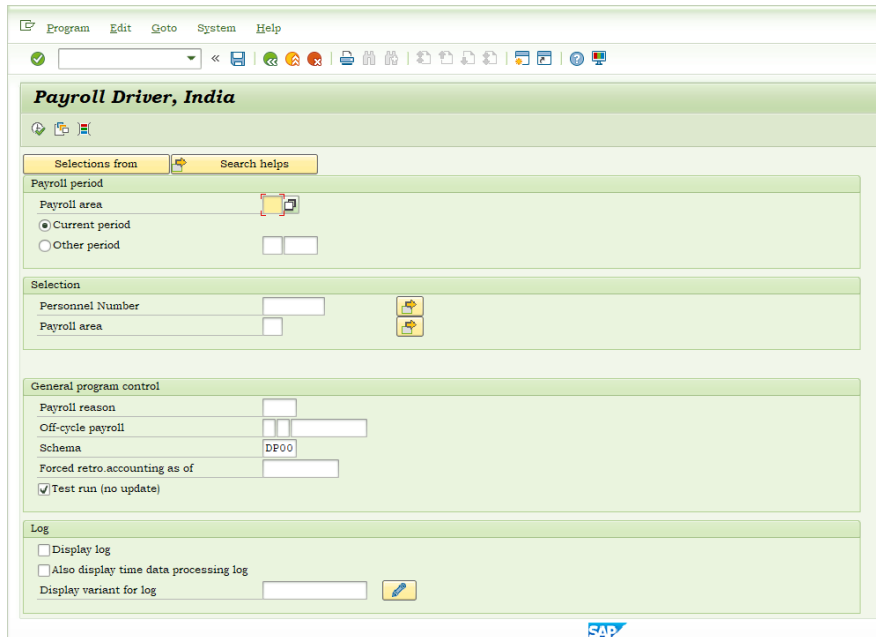
Number of hits-116

Employee Id	Employee Name	Date of birth	Date of Join	Grade Code	Grade	Cadre Code	Cadre	Group/Level	Level/Index	Circle	Location/PSA	Position
10006367	Manavalan K	03.05.1977	11.12.2010	4	Group C	40	Postal Assistant(PA)	04	07	Tamil Nadu	Anna Road H.O	Postal Assistant
10006451	Dhamotharan M	15.04.1987	29.07.2007	4	Group C	40	Postal Assistant(PA)	05	11	Tamil Nadu	Anna Road H.O D	Instructor
10010463	Vetrivel Balakrishnan	22.02.1983	04.02.2010	4	Group C	40	Postal Assistant(PA)	04	07	Tamil Nadu	Anna Road H.O	Postal Assistant
10030070	Vasanthi S	18.04.1972	12.11.1995	4	Group C	40	Postal Assistant(PA)	06	16	Tamil Nadu	Anna Road H.O	Lower Selection Grade
10047296	Naveen Kumar V	17.06.1989	04.03.2013	4	Group C	40	Postal Assistant(PA)	04	07	Tamil Nadu	Anna Road H.O	Postal Assistant
10050800	Agusta Sahaya Seeli T	29.05.1972	20.08.1995	4	Group C	40	Postal Assistant(PA)	06	16	Tamil Nadu	Anna Road H.O	PO Accountant
10050903	Divya A J	09.07.1986	19.01.2008	4	Group C	40	Postal Assistant(PA)	04	14	Tamil Nadu	Anna Road H.O	Postal Assistant
10051292	Sudhalakshmi M	05.06.1980	25.06.2010	4	Group C	40	Postal Assistant(PA)	04	07	Tamil Nadu	Anna Road H.O	Postal Assistant
10051352	Veerabadrhan K	02.03.1961	22.07.1982	2	Group B Gazetted	10	Postal Service Gr P B	09	15	Tamil Nadu	Anna Road H.O D	Superintendent of Post Office
10051384	Bagavathi Ammai S	21.02.1973	05.09.1995	4	Group C	36	SA LSG	06	14	Tamil Nadu	Anna Road H.O	LOWER SELECTION GRADE
10051469	MUTHULEKSHMI S	15.12.1985	25.02.2011	4	Group C	40	Postal Assistant(PA)	04	10	Tamil Nadu	Anna Road H.O	Postal Assistant
10054392	Srinivasan S	07.05.1966	09.02.2013	4	Group C	50	Multi Tasking Staff	01	08	Tamil Nadu	Anna Road H.O	Multi Tasking Staff
10055930	Hemaprabha N	06.07.1978	16.07.2006	4	Group C	40	Postal Assistant(PA)	05	12	Tamil Nadu	Anna Road H.O D	Postal Assistant
10055951	RAMYA R	14.10.1980	21.12.1999	4	Group C	40	Postal Assistant(PA)	05	16	Tamil Nadu	Anna Road H.O	Accountant
10055965	Siva G G	07.06.1979	12.09.2009	4	Group C	40	Postal Assistant(PA)	04	08	Tamil Nadu	Anna Road H.O	Postal Assistant
10057135	Venkatesan M	04.05.1982	06.09.2007	4	Group C	40	Postal Assistant(PA)	04	09	Tamil Nadu	Anna Road H.O	Postal Assistant
10058235	Mohana priya R	01.11.1987	31.07.2007	4	Group C	40	Postal Assistant(PA)	05	11	Tamil Nadu	Anna Road H.O D	Postal Assistant
10064512	Kolammal K V	20.11.1986	03.03.2008	4	Group C	40	Postal Assistant(PA)	05	11	Tamil Nadu	Anna Road H.O	Postal Assistant
10065193	Revathy S	30.09.1984	16.07.2006	4	Group C	40	Postal Assistant(PA)	04	15	Tamil Nadu	Anna Road H.O	Postal Assistant

Copy the employee IDs from the excel file.

Go to ZPY_MENU → Generic → Payroll Run → Payroll Run

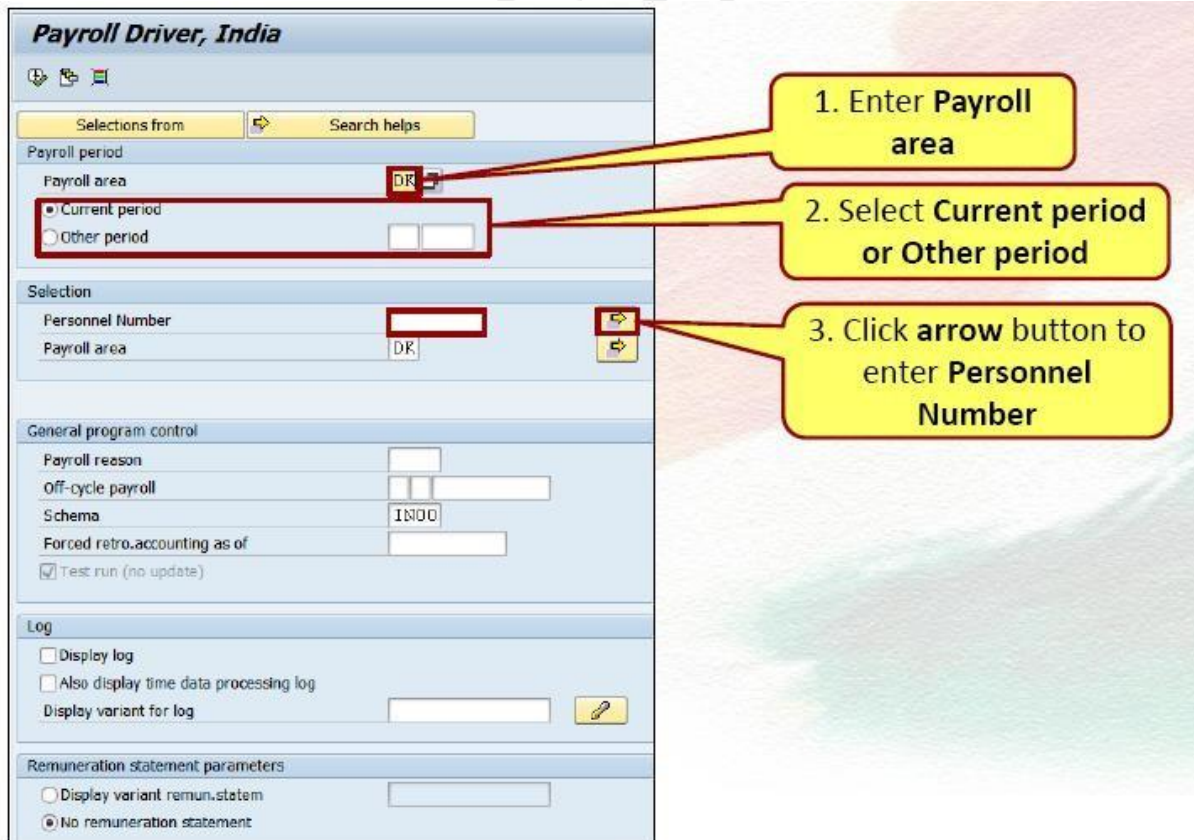
Enter Payroll Area, Choose current period, payroll area (in selection) and choose Remuneration Statement parameters as Display variant remun.statem and choose DOP-PAYSLIP.



The screenshot shows the SAP Payroll Driver, India interface. It includes a menu bar (Program, Edit, Goto, System, Help) and a toolbar. The main area is divided into several sections:

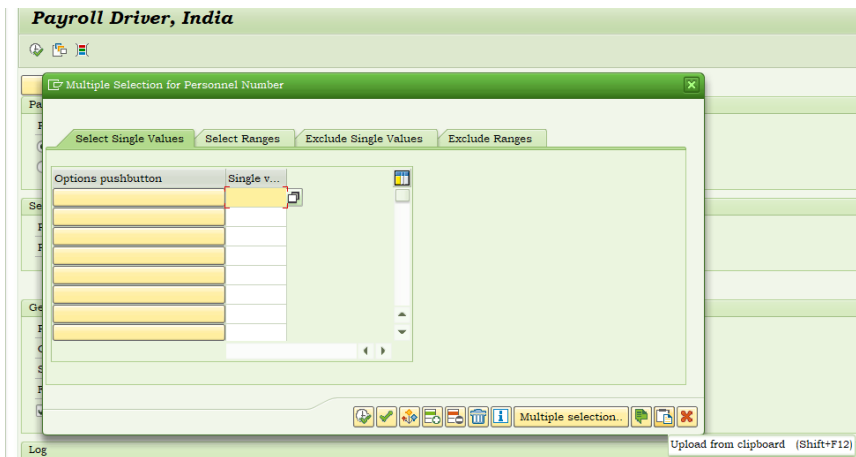
- Payroll period:** Payroll area (with a dropdown menu), Current period (selected), and Other period (unselected).
- Selection:** Personnel Number (with a dropdown menu) and Payroll area (with a dropdown menu).
- General program control:** Payroll reason, Off-cycle payroll, Schema (set to DP00), and Forced retro.accounting as of.
- Log:** Display log, Also display time data processing log, and Display variant for log.

Go to Personal Number, click on Multiple Selection, click on copy from clipboard and click on copy.

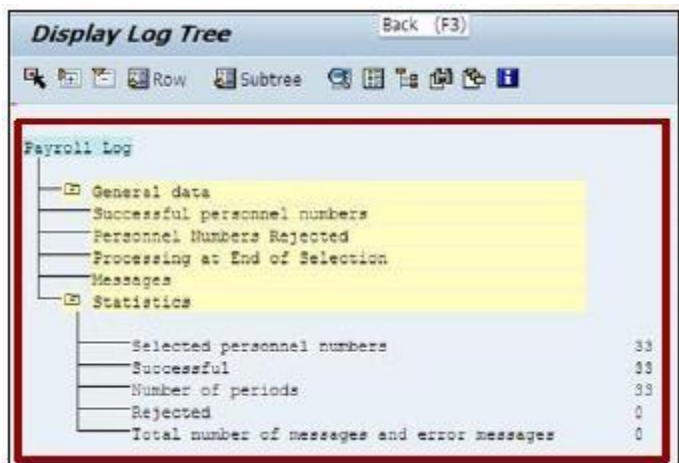


This annotated screenshot highlights three specific steps in the SAP Payroll Driver, India interface:

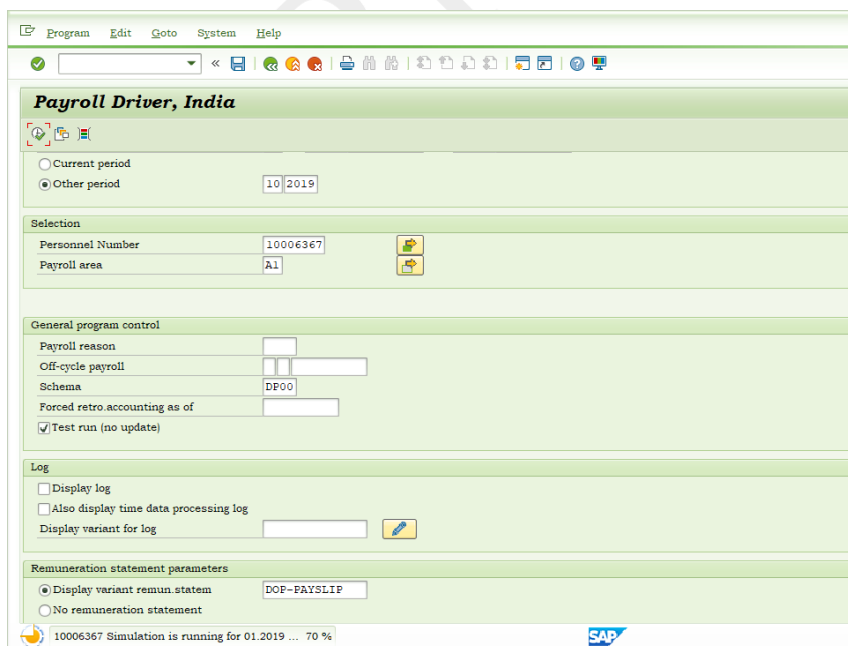
- 1. Enter Payroll area:** A red box highlights the 'Payroll area' dropdown menu in the 'Payroll period' section, with a red box around the 'DR' value.
- 2. Select Current period or Other period:** A red box highlights the radio buttons for 'Current period' (selected) and 'Other period' in the 'Payroll period' section.
- 3. Click arrow button to enter Personnel Number:** A red box highlights the 'Personnel Number' dropdown menu in the 'Selection' section, with a red box around the 'DR' value and a red box around the arrow button.



Click on Execute.



If no error is found, uncheck Test run (no update) under General program control and click on execute for **LIVE PAYROLL RUN**.



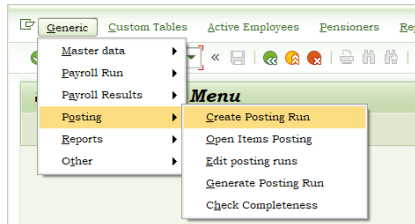
2. Pay sheet verification

Go to ZPY_MENU→Reports→Bank Transfer Report→Pay sheet

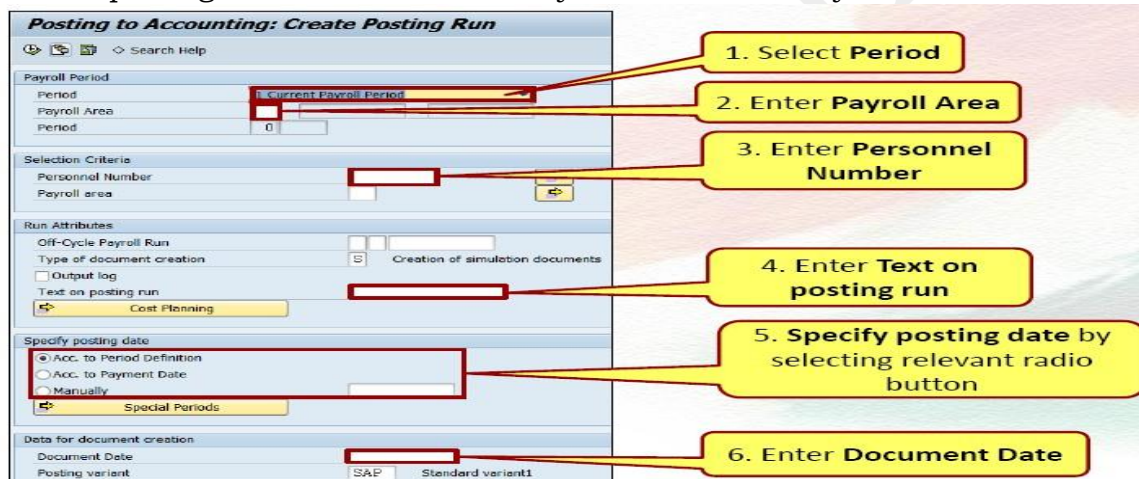
Verify the pay sheet of officials and tally.

3. Payroll Postings

Go to ZPY_MENU→Generic→Postings→Create Posting Run



Enter Payroll Area, Choose current period, payroll area (in selection), copy personal numbers from clipboard and enter S (for Simulation) or P (for Live Posting). Enter Text on posting run as DDO code_salary Ex. 102910_salary.



Posting to Accounting: Create Posting Run

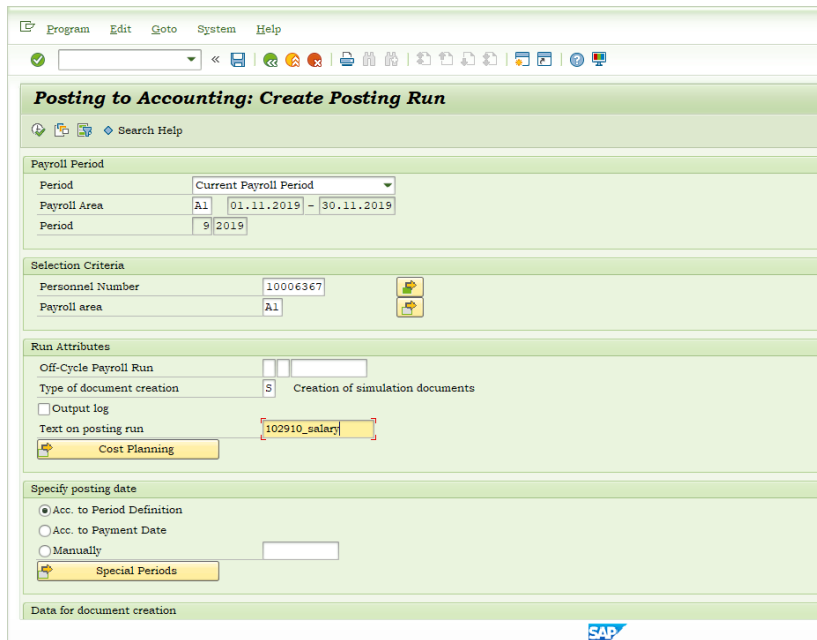
Payroll Period
 Period: (1. Select Period)
 Payroll Area: (2. Enter Payroll Area)
 Period:

Selection Criteria
 Personnel Number: (3. Enter Personnel Number)
 Payroll area:

Run Attributes
 Off-Cycle Payroll Run:
 Type of document creation: Creation of simulation documents
 Output log
 Text on posting run: (4. Enter Text on posting run)
 Cost Planning

Specify posting date
 Acc. to Period Definition
 Acc. to Payment Date
 Manually
 (5. Specify posting date by selecting relevant radio button)

Data for document creation
 Document Date: (6. Enter Document Date)
 Posting variant: Standard variant1



Posting to Accounting: Create Posting Run

Payroll Period
 Period: Current Payroll Period
 Payroll Area: A1 | 01.11.2019 - 30.11.2019
 Period: 9 | 2019

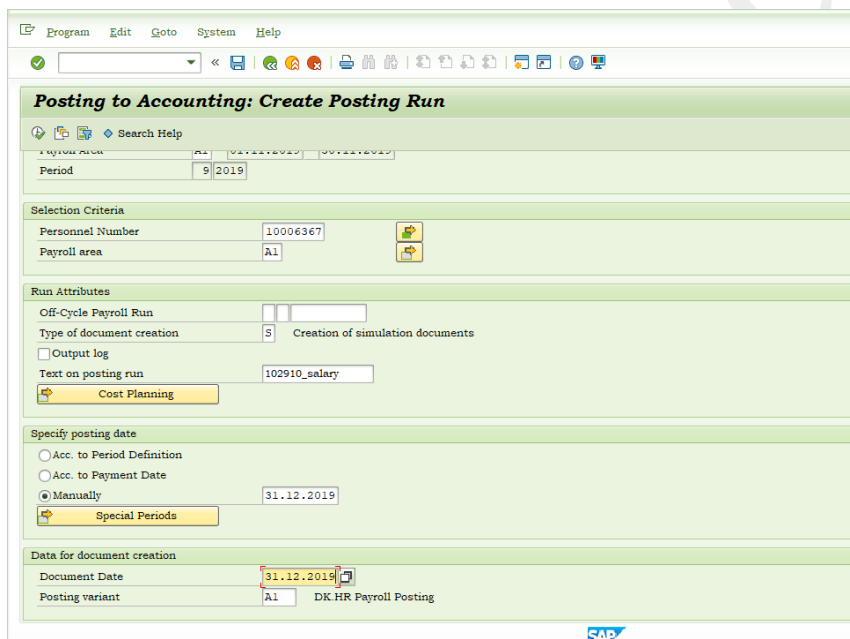
Selection Criteria
 Personnel Number: 10006367
 Payroll area: A1

Run Attributes
 Off-Cycle Payroll Run:
 Type of document creation: S | Creation of simulation documents
 Output log
 Text on posting run: 102910_salary

Specify posting date
 Acc. to Period Definition
 Acc. to Payment Date
 Manually

Data for document creation

Choose Specify posting date as Manually and enter posting date i.e. current date. Enter document date as current date and click on execute for **POSTINGS SIMULATION**.



Posting to Accounting: Create Posting Run

Payroll Period
 Period: 9 | 2019

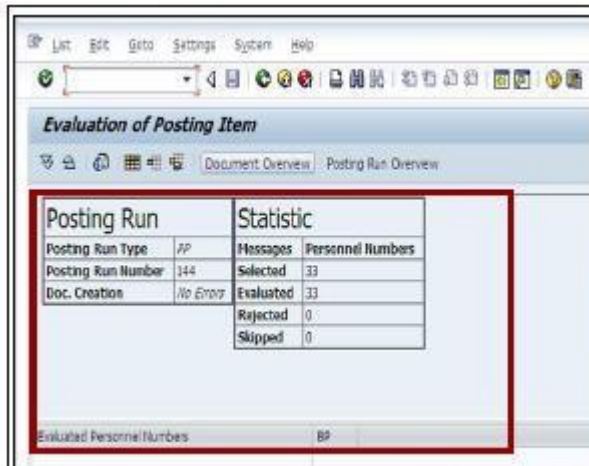
Selection Criteria
 Personnel Number: 10006367
 Payroll area: A1

Run Attributes
 Off-Cycle Payroll Run:
 Type of document creation: S | Creation of simulation documents
 Output log
 Text on posting run: 102910_salary

Specify posting date
 Acc. to Period Definition
 Acc. to Payment Date
 Manually | 31.12.2019

Data for document creation
 Document Date: 31.12.2019
 Posting variant: A1 | DK.HR Payroll Posting

If no error is found, enter type of document creation as **P** and click on execute for **LIVE POSTING RUN**.



Posting Run		Statistic	
Posting Run Type	AP	Messages	Personnel Numbers
Posting Run Number	144	Selected	33
Doc. Creation	No Error	Evaluated	33
		Rejected	0
		Skipped	0

Evaluated Personnel Numbers: 33



Please note down the run number for future reference.

Posting to Accounting: Document overview

Document	CCO	Posting Date	Typ	Run Number	Status	User name	Created on Time
0000000144	PP	30.06.2018	PP	0000000144	Created	TCS235206	04.06.2018 16:18:31

Do you want to release the selected documents for posting?

Yes No

2. Click icon

1. Click check box

3. Click Yes button

Posting to Accounting: Document overview

Document	CCO	Posting Date	Typ	Run Number	Status	User name	Created on Time
0000000144	PP	30.06.2018	PP	0000000144	Released	TCS235206	04.06.2018 16:18:31

4. Click Back button

Evaluation of Posting Item

Posting Run		Statistic	
Posting Run Type	PP	Messages	Personnel Numbers
Posting Run Number	144	Selected	33
Doc. Creation	No Errors	Evaluated	33
		Rejected	0
		Skipped	0

Evaluation of Posting Item

Posting Run		Statistic	
Posting Run Type	PP	Messages	Personnel Numbers
Posting Run Number	144	Selected	33
Doc. Creation	No Errors	Evaluated	33
		Rejected	0
		Skipped	0

1. Click Posting Run Overview

Display posting runs

Active filter using: Status

Typ	Post	Selected	Run Number	Text	Doc Run	Run Information	Run Status	St	User name	Created on Time
PP	Avail post		0000000144	June_2018		Exec DR/01/2018	All documents released	31	TCS235206	04.06.2018 16:18:31
		<input checked="" type="checkbox"/>	0000000144	June_2018		Exec DR/01/2018	Documents created	31	TCS235206	04.06.2018 16:18:31
		<input checked="" type="checkbox"/>	0000000144	May_2018		Exec DR/01/2018	Documents created	31	TCS235206	04.06.2018 14:59:37
		<input checked="" type="checkbox"/>	0000000138	APR_2018		Exec DR/02/2018	Documents created	31	TCS235206	01.06.2018 15:59:01
		<input checked="" type="checkbox"/>	0000000137	APR_2018		Exec DR/02/2018	Documents created	31	TCS235206	01.06.2018 16:19:21
		<input checked="" type="checkbox"/>	0000000135	APR_2018		Exec DR/02/2018	Documents created	31	TCS235206	01.06.2018 12:24:59
		<input checked="" type="checkbox"/>	0000000134	APR_2018		Exec DR/02/2018	Incorrect documents	91	TCS235206	01.06.2018 12:12:38

3. Click icon

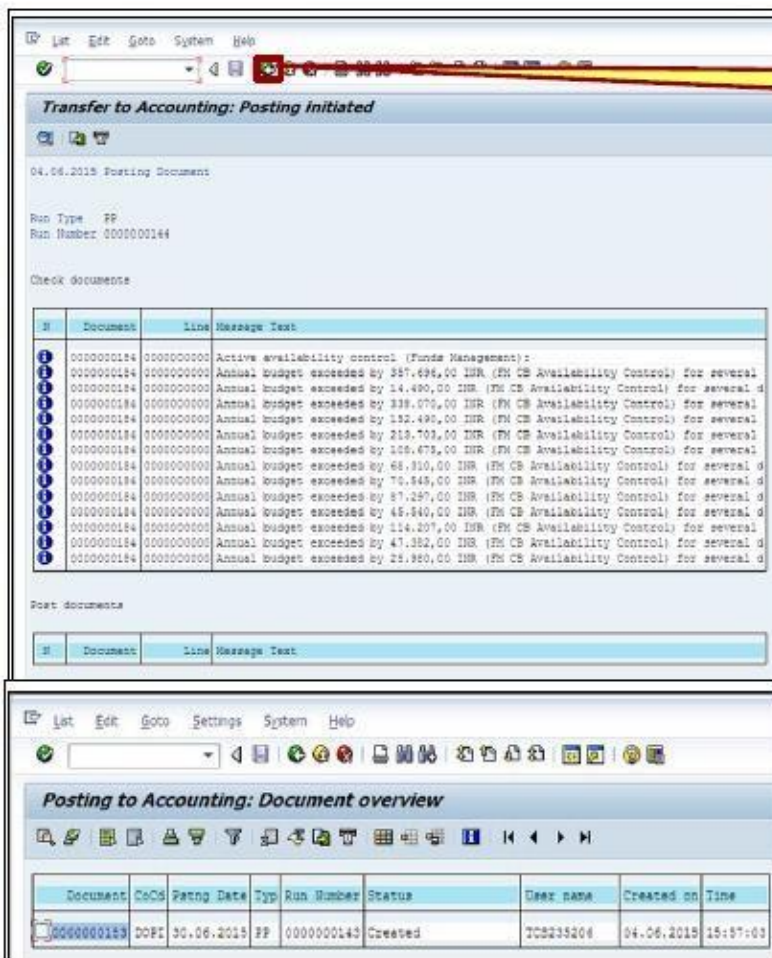
2. Select Check box

Post documents

The documents in the selected runs will be posted
Please choose processing type:

Immediately Create job Cancel

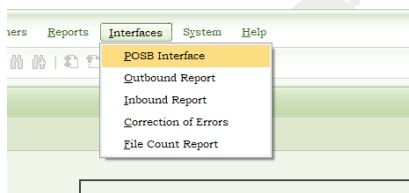
4. Click Immediately button



Click Back button

4. Disbursement through POSB accounts (Only Cash DDOs/HOs)

Go to ZPY_MENU → Interfaces → POSB interface



Enter payroll area, DDO code choose salary and click on execute.

POSB Interface

Further selections Search helps Sort order

Payroll period
Payroll area: A1
 Current period
 Other period

Selection
Employee Number: []
Payroll area: []

Enter DDO Code
DDO Code: 102910

Choose POSB File Type
 Salary
 Claim
Employee Type: []
Transaction Particular: []

Simulation
 Test Run



If no error is displayed, uncheck Test Run and click on execute under Simulation and click on execute for **LIVE INTERFACE RUN**.

Once live interface run is completed, check out bound file and after 30 mins check inbound file for status of payments.

Note: For non-cash DDOs, the above steps will be executed at respective cash office.

5. Disbursement salary through Bank (Only cash DDOs/HOs)

Go to ZPAY_BANKCREDIT

Choose payroll period, enter payroll area and DDO code.

Choose Monthly in selection screen, choose unpaid and click on execute.

Note: While executing, please ensure that period and DDO code is displayed as available in the screenshot.

Payment Posting for Bank Transfer

Further selections Search helps

Payroll period

Payroll area DS from 01.12.2019 To 31.12.2019

Current period 10 2019

Other period

Selection Screen

DDO code 303618 to

Monthly

Off Cycle

Unpaid Paid

A list of records for all officials will be displayed. Tally the total net pay through Bank accounts, select all the records and click on Post Document.

Please note down the document number. A cheque may be attached for the payment document number generated using **Tcode FCH5**.

Note: For non-cash DDOs, the above steps will be executed at respective cash office.

6. Off-cycle payments – Live Run

Go to ZPY_MENU→Reports→Off cycle details and copy the employee IDs.

Off Cycle Payments

Emp No	Emp. Name	DDO	Date	WT	Wage Type	Long Text	Amount	Pmt method	Text of Payment Method	Bank Type	Bank A/C	Reason OC	OC Reason Text
10051352	Veerabadrn K	102910	24.12.2019	4005	LTC	Reimbursement	2,248.00	T	Bank Transfer (NEFT,RTGS,ECS)	Main bank	3056645034	0003	Reimbursement

Then follow step 1 for Live run.

Enter payroll reason as 0003, Off-cycle payroll as follows

General program control	
Payroll reason	0003
Off-cycle payroll	A 26.12.2019
Schema	DP00
Forced retro.accounting as of	
<input checked="" type="checkbox"/> Test run (no update)	

Enter A for off-cycle, date as Off-cycle date (Marked using PA30 for employees in info type 0267)

Click on execute.

7. Off-cycle payments – Live Posting

Follow step 3 for Live postings with Off-cycle payroll run as A and date as Off-cycle date. (Marked using PA30 for employees in info type 0267)

Enter Text on Posting Run as DDO code_OC_date. Ex. 102910_OC_261219

Payroll Period	
Period	Current Payroll Period
Payroll Area	A1
Period	0
Selection Criteria	
Personnel Number	10051352
Payroll area	A1
Run Attributes	
Off-Cycle Payroll Run	A 26.12.2019
Type of document creation	S Creation of simulation documents
<input type="checkbox"/> Output log	
Text on posting run	102910_OC_2612
<input type="button" value="Cost Planning"/>	
Specify posting date	
<input type="radio"/> Acc. to Period Definition	
<input type="radio"/> Acc. to Payment Date	
<input checked="" type="radio"/> Manually 26.12.2019	
<input type="button" value="Special Periods"/>	
Data for document creation	

8. Disbursement of Off-cycle payments thorough POSB (Only cash DDOs/HOs)

Follow Step 4 with inputs as follows

Choose POSB File Type	
<input type="radio"/> Salary	
<input checked="" type="radio"/> Claim	
Employee Type	
Transaction Particular	
Offcycle Payroll Run Date	26.12.2019

Choose claim for off cycle payment and enter off cycle date.

Note: For non-cash DDOs, the above steps will be executed at respective cash office.



9. Disbursement of Off-cycle payments thorough Bank (Only cash DDOs/HOs)

Go to ZPAY_BANKCREDIT

Choose payroll period, enter payroll area and DDO code.

Choose Off-cycle in selection screen, enter posting date as off-cycle posting date, choose unpaid and click on execute.

Note: While executing, please ensure that period and DDO code is displayed as available in the screenshot.

A list of records for all officials will be displayed. Tally the total net pay through Bank accounts, select all the records and click on Post Document.

Please note down the document number. A cheque may be attached for the payment document number generated using **Tcode FCH5**.