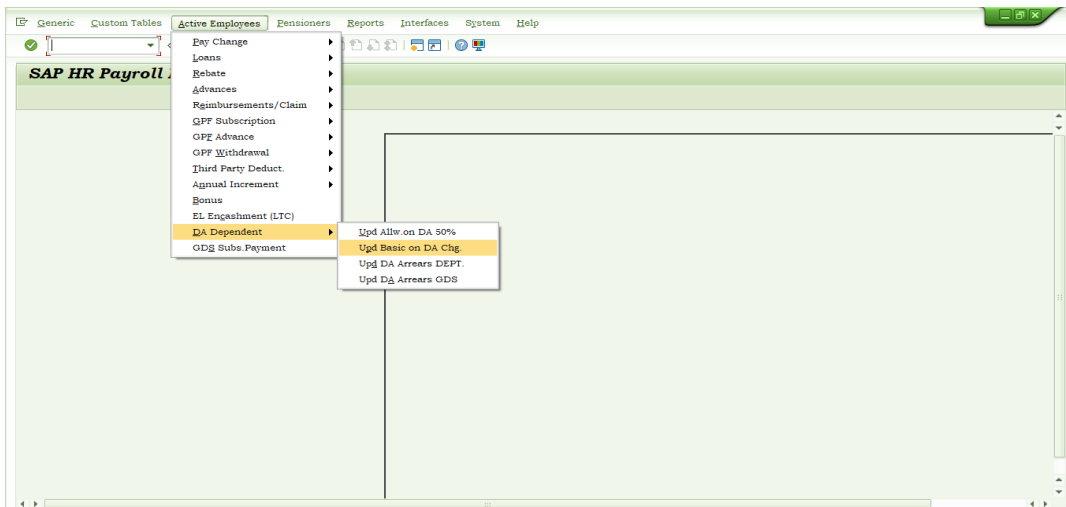


SOP - Program for DA arrear (Dept. & GDS)



Version 1.1
(last updated on 11th Oct' 2022)

Step 1: Please execute zpy_menu--> active employees --> DA Dependent --> Upd Basic on DA Chg. (to update IT0008)



Enter Employee IDs, 'payroll area' and press 'enter' for fetching 'new DA'/'date' and execute. This is common for both departmental employees and GDS.

Note: 'type' under DA details should be left blank as shown below.

A screenshot of the SAP 'Updating Infotype 8 Post DA Hike for Basic Pay(1240)' form. The form has a green header and a search bar. Below the search bar, there are several input fields for selection criteria: Personnel Number, Employment status, Company Code, Personnel area, Personnel subarea, Employee group, Employee subgroup, and Payroll area. The 'Payroll area' field is filled with 'DK'. Below the selection fields, there is a 'DA Details' section with three input fields: 'new DA' (filled with '38.00'), 'date' (filled with '01.07.2022'), and 'type' (left blank). A red arrow points to the 'type' field.

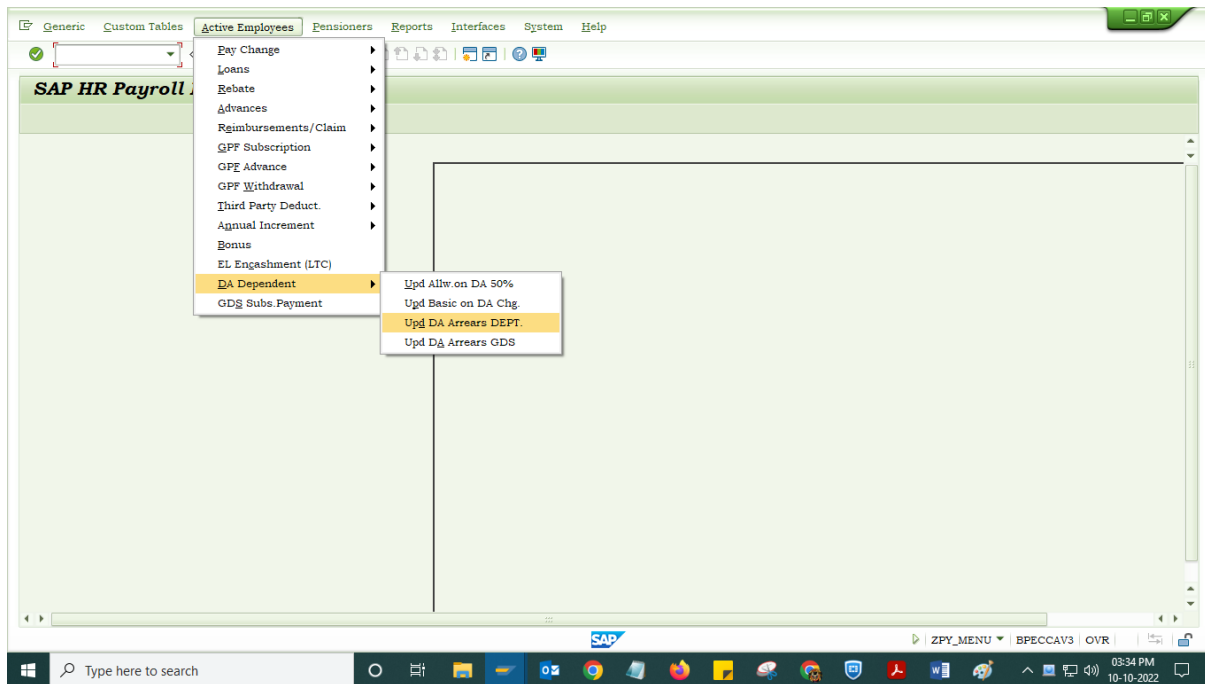
After execution, revised DA will be updated in IT0008.

Note 1: Ensure that correct DA wage type is used for departmental & GDS (Departmental -1245, GDS - 1075). *Please ensure that Step 1 is completed before proceeding to Step 2.*

Note 2: If arrear is to be processed as OCP, proceed with Step 2, else, execute monthly payroll with retro (on or before the effective date) for calculating DA arrear with revised rates.

Step 2: Go to the below menu for Departmental employees/GDS.

zpy_menu --> active employees --> DA Dependent --> 'Upd DA Arrears DEPT/GDS'
as the case may be. (to update arrear in IT0267)



Enter period, employee IDs (multiple selection), 'payroll area', and '**effective date**' as **current date**, DDO code. **Then press 'enter' to check the revised DA%.**

A screenshot of the SAP 'Get DA Arrears and Update in IT0267 or IT0015 for Dept.' form. The form is titled 'Get DA Arrears and Update in IT0267 or IT0015 for Dept.' and contains several sections for data entry. The 'Period' section has 'Other period' selected, with 'Period' set to '01.07.2022' and 'To' set to '30.09.2022'. The 'Selection' section has 'Personnel Number' set to '10050476' and 'Payroll area' set to 'DK'. The 'Which Infotype to update' section has 'Update in IT0267' selected. The 'Selection Criteria' section has 'Old DA' set to '34.00', 'New DA' set to '38.00', 'Effective Date' set to '10.10.2022' (with a note 'Enter Current date'), and 'DDO Code' set to an empty field. The form is displayed in a green-themed SAP interface.

Choose IT0267 for processing DA arrears through OCP and execute.

Get DA Arrears and Update in IT0267 or IT0015 for Dept.

Employee No.	Employee Name	Month	Basic pay	Old DA	New DA	DA Arrears	DA Arrears Rounding	TA	Old TpA	New TpA	TpA Arrears	TpA Arrears Rounding
		July	41,100.00	13,974.00	15,618.00	1,644.00	1,644	3,600.00	1,224.00	1,368.00	144.00	144
		August	41,100.00	13,974.00	15,618.00	1,644.00	1,644	3,600.00	1,224.00	1,368.00	144.00	144
		September	41,100.00	13,974.00	15,618.00	1,644.00	1,644	3,600.00	1,224.00	1,368.00	144.00	144
						4,932.00	4,932			432.00	432	
						4,932.00	4,932			432.00	432	

Check the DA arrear amount and execute. Once executed, DA arrear will be updated in IT0267 for processing OCP, simultaneously corresponding contra entries will be created automatically in IT0015 to adjust the DA arrear and NPS deduction payment through subsequent salary process.

Get DA Arrears and Update in IT0267 or IT0015 for Dept.

Employee ...	Type	Message
11004055	S	Successfully Updated

Note: DDOs shall check and ensure that DA arrear contra entries are available in IT0015 before proceeding subsequent monthly payroll process to guard against any excess payment.

In case of any queries, mail to hrms.cept@indiapost.gov.in/csihr.payroll@tcs.com