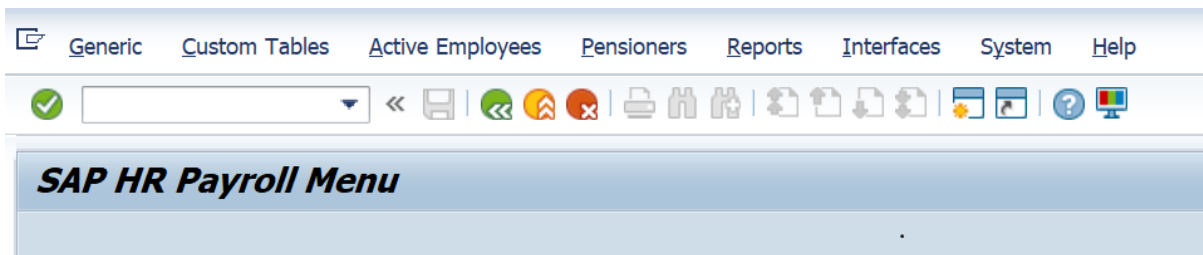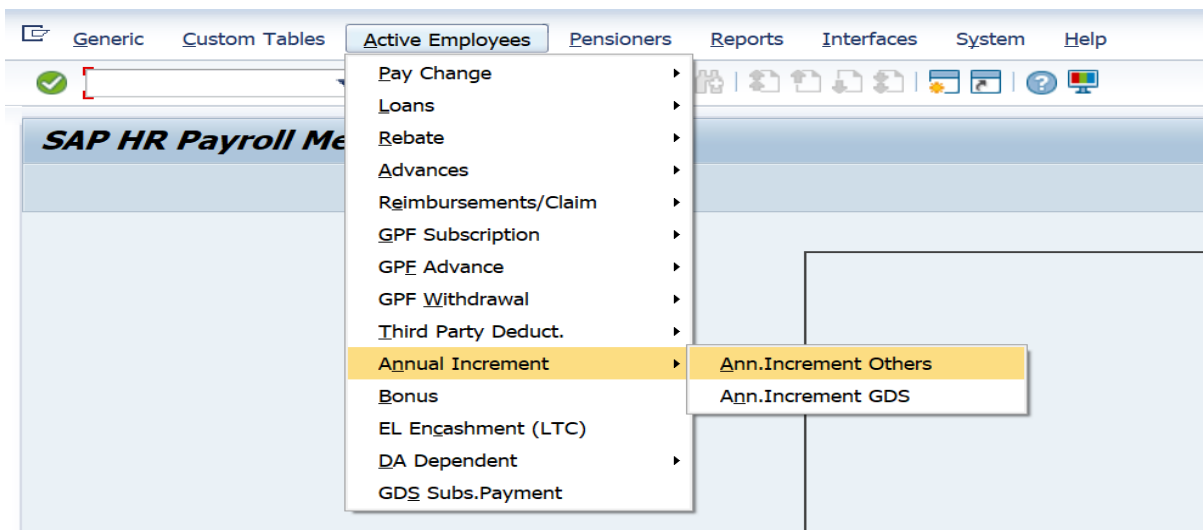**Annual Increment –SOP**

Departmental Employees:

Ensure Infotype 0902 and 0008 is maintained.

Go to zpy_menu

Active employees →Annual Increment →Ann. Increment Others

Select Annual Increment Radio button (default selection is Annual Increment)

There is an option to enter Personnel Numbers eligible for Annual Increment.

The list of personnel eligible / non eligible for the selected Increment date can be extracted by entering Date of Increment and DDO code without entering Personnel numbers as shown below.

Annual Increment Program

Selections from

Selection

Personnel Number	
Personnel subarea	
Employee group	
Employee subgroup	
Payroll area	

Increment details

Date of Increment	01.01.2021
Confirmation Status	
Allowance Group.	
DDO ID	102223

Increment type

- ⦿ Annual Increment
- ◯ Promotional Increment
- ◯ Stagnation
- ◯ MACP Award
- ◯ New Rollout Annual Increment

List of eligible / Non eligible employee ids for annual increment is displayed as below, with Old/New basic pay, Increment date and Success/failure message.

Annual Increment Program

⊕ Increment   Download

Msg Type	Employee	Employee/Appl.Name	Old Basic	New Basic	Message	Inc. Date	DDO Code
S	10000031	Apoorva K	39,400.00	40,600.00	Ready For Increment	19.01.2021	102223
E	11002166	Sample User536 S536	18,000.00	18,500.00	No valid record found in infotype 0902	01.01.2021	102223
E	11004058	CEPT4058 28052020	27,600.00	28,400.00	No valid record found in infotype 0902	01.01.2021	102223
E	11026386	Test 163 User 163	54,600.00	56,200.00	No valid record found in infotype 0902 for Annual increment	01.01.2021	102223
E	11026387	Test 164 User 164	53,000.00	54,600.00	No valid record found in infotype 0902 for Annual increment	01.04.2021	102223
S	11026388	Test 165 User 165	59,600.00	61,400.00	Ready For Increment	16.01.2021	102223
E	11026389	Test 166 User 166	39,400.00	40,600.00	No valid record found in infotype 0902	01.01.2021	102223
S	11026390	Test 167 User 167	63,200.00	65,100.00	Ready For Increment	01.01.2021	102223
S	11026391	Test 168 User 168	19,700.00	20,300.00	Ready For Increment	01.01.2021	102223
S	11026392	Test 169 User 169	28,400.00	29,300.00	Ready For Increment	01.01.2021	102223
S	11026393	Test 170 User 170	19,700.00	20,300.00	Ready For Increment	04.07.2021	102223

List can be downloaded using download option.

Select the success records (Press ctrl and select the row for multiple selection) and click on Increment.
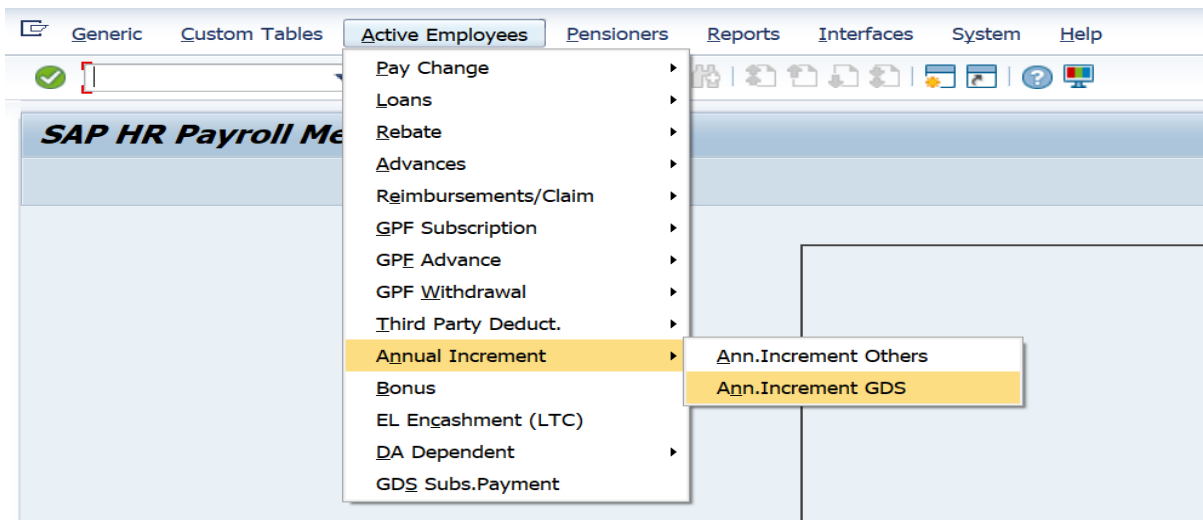
Annual Increment Program

⊕ Increment   Download

Increment Basic Pay   (Ctrl+F8)

Msg Type	Employee	Employee/Appl.Name	Old Basic	New Basic	Message	Inc. Date	DDO Code
S	10000031	Apoorva K	39,400.00	40,600.00	Ready For Increment	19.01.2021	102223
E	11002166	Sample User536 S536	18,000.00	18,500.00	No valid record found in infotype 0902	01.01.2021	102223
E	11004058	CEPT4058 28052020	27,600.00	28,400.00	No valid record found in infotype 0902	01.01.2021	102223
E	11026386	Test 163 User 163	54,600.00	56,200.00	No valid record found in infotype 0902 for Annual increment	01.01.2021	102223
S	11026387	Test 164 User 164	53,000.00	54,600.00	Ready For Increment	01.04.2021	102223
S	11026388	Test 165 User 165	59,600.00	61,400.00	Ready For Increment	16.01.2021	102223
E	11026389	Test 166 User 166	39,400.00	40,600.00	No valid record found in infotype 0902	01.01.2021	102223
S	11026390	Test 167 User 167	63,200.00	65,100.00	Ready For Increment	01.01.2021	102223
S	11026391	Test 168 User 168	19,700.00	20,300.00	Ready For Increment	01.01.2021	102223
S	11026392	Test 169 User 169	28,400.00	29,300.00	Ready For Increment	01.01.2021	102223
S	11026393	Test 170 User 170	19,700.00	20,300.00	Ready For Increment	04.07.2021	102223

Annual increment is executed with the eligible Increment date and new basic pay is updated.

Annual Increment Program

Employee	New Basic	Increment Date
10000031	40,600.00	19.01.2021
11026387	54,600.00	01.04.2021
11026388	61,400.00	16.01.2021
11026390	65,100.00	01.01.2021
11026391	20,300.00	01.01.2021
11026392	29,300.00	01.01.2021
11026393	20,300.00	04.07.2021

After successful execution, basic pay is updated in Infotype 0008 and next increment date is updated in Infotype 0902 as under.

Pers.No.	10000031		Name	Apoorva K
Pers.area	INKA Karnataka		Cost Ctr	2132410073 MandyaHO-AP&…
EE subgrp	40 Postal Assistant(PA)		WS rule	WSRUGEN1 GEN-WSR(09:3…
Choose	01.01.1800 to	31.12.9999	STy.	

STy	Re	Start Date	End Date	Ty	Ar	PS group	Lv	Amount	1st c...	Total amount
0		19.01.2021	31.12.9999	PE	03	03	22	40,600.00	INR	
0		01.01.2020	18.01.2021	PE	03	03	21	39,400.00	INR	
0		01.02.2017	31.12.2019	PE	03	03	20	38,300.00	INR	
0		01.02.2014	31.01.2017	PE	03	PB2	03	25,000.00	INR	

Pers.No.	10000031		Name	Apoorva K
Pers.area	INKA Karnataka		Cost Ctr	2132410073 MandyaHO-AP&…
EE subgrp	40 Postal Assistant(PA)		WS rule	WSRUGEN1 GEN-WSR(09:3…
Choose	01.01.1800 To	31.12.9999	STy.	

Start Date	End Date	Nu	Lo	I	R	T	T	Reason for withhold in increment
01.01.2022	31.12.9999	0	0		X	A	1	
01.01.2021	31.12.2021	0	0	X	X	A	1	
01.01.2020	31.12.2020	0	0	X	X	A	1	

GDS:

Ensure Infotype 0902 and 0008 is maintained.

Go to zpy_menu

Generic   Custom Tables   Active Employees   Pensioners   Reports   Interfaces   System   Help

SAP HR Payroll Menu

Active employees →Annual Increment →Ann. Increment GDS

There is an option to enter Personnel Numbers eligible for Annual Increment.

The list of personnel eligible / non eligible for the selected Increment date can be extracted by entering Date of Increment and DDO code without entering Personnel numbers as shown below.
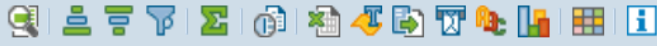
Select Test for simulation run.

Details of TRCA/Increment amount and success/error description is displayed.

Employee No.	Employee Name	Existing TRCA	Increment Amount	New TRCA	Message
50000001	Saurav Sharma	17,710.00	540.00	18,250.00	test run
50000002	Supra Prakash	18,700.00	570.00	19,270.00	Increment Withheld for next cycle
50000004	Ibrahim Mohammad	26,080.00	790.00	26,870.00	test run

After checking, uncheck 'Test' and execute. Increment is successfully executed for eligible GDS and success message is displayed.

GDS Increment

Employee No.	Employee Name	Existing TRCA	Increment Amount	New TRCA	Message
50000001	Saurav Sharma	17,710.00	540.00	18,250.00	Successfully Updated
50000002	Supra Prakash	18,700.00	570.00	19,270.00	Increment Withheld for next cycle
50000004	Ibrahim Mohammad	26,080.00	790.00	26,870.00	Successfully Updated

Infotype 0902 and 0008 is updated with the eligible date.

Pers.No.	50000001		Name	Saurav Sharma	
Pers.area	INKA Karnataka		Cost Ctr	2132610000	Mysore HO
EE subgrp	60 GDS Packer		WS rule	WSRUGDS3	GDS- 3hr- 6day
Choose	01.01.1800	To	31.12.9999	STy.	

	Start Date	End Date	Nu	Lo	I	R	T	T	Reason for withhold in increment
	01.01.2022	31.12.9999	0	0		X	A	1	
	01.01.2021	31.12.2021	0	0	X	X	A	1	
	01.01.2020	31.12.2020	0	0	X	X	A	1	
	01.01.2019	31.12.2019	0	0	X	X	A	1	

Pers.No.	50000001		Name	Saurav Sharma	
Pers.area	INKA Karnataka		Cost Ctr	2132610000	Mysore HO
EE subgrp	60 GDS Packer		WS rule	WSRUGDS3	GDS- 3hr- 6day
Choose	01.01.1800	to	31.12.9999	STy.	

	STy	Re	Start Date	End Date	Ty	Ar	PS group	Lv	Amount	1st c...	Total an
	0		06.01.2021	31.12.9999	GD	21	02	15	18,250.00	INR	
	0		01.01.2020	05.01.2021	GD	21	02	14	17,710.00	INR	
	0		06.01.2019	31.12.2019	GD	21	02	11	16,190.00	INR	
	0		01.07.2018	05.01.2019	GD	21	02	10	15,710.00	INR	

Message Description:

Ready for Increment	Eligible for increment in the selected date
No valid record found in Infotype 0902	Not eligible for increment in the selected date as per the data maintained in Infotype 0902.
No valid record found in infotype 0902 for Annual Increment	Type of increment not maintained in infotype 0902.
Increment withheld	Increment is withheld
Increment withheld for next cycle	If LWA is 30 days or more (for GDS), increment is postponed to next six months.
Not completed one year from the last increment	Not eligible for increment as one year not completed from the last increment.

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