



Project – SUGAM

User Manual Document

Process Name - HCM_PAYROLL HUMAN CAPITAL MANAGEMENT



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1. PA03: Control Record

This co-ordinate the different stages of payroll accounting. For each Payroll Area we have to create Control Record. The Importance of Control Record is as follows:

1. Locks the master and time data so changes cannot be made during the payroll process.
2. Lock is valid for payroll past and present.



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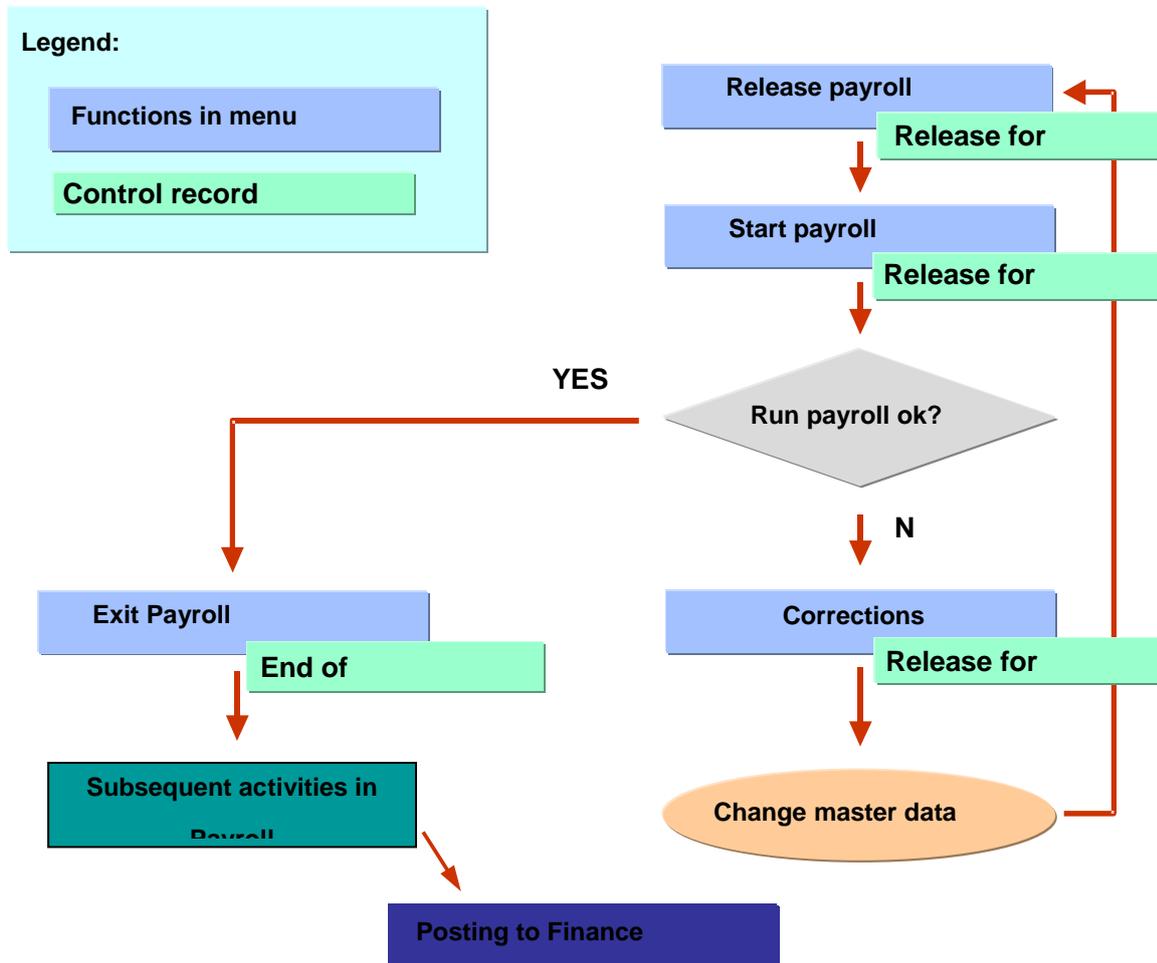
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3. Changes can be done for payroll future only.

2. Payroll Process



Checking the Control Record Status:



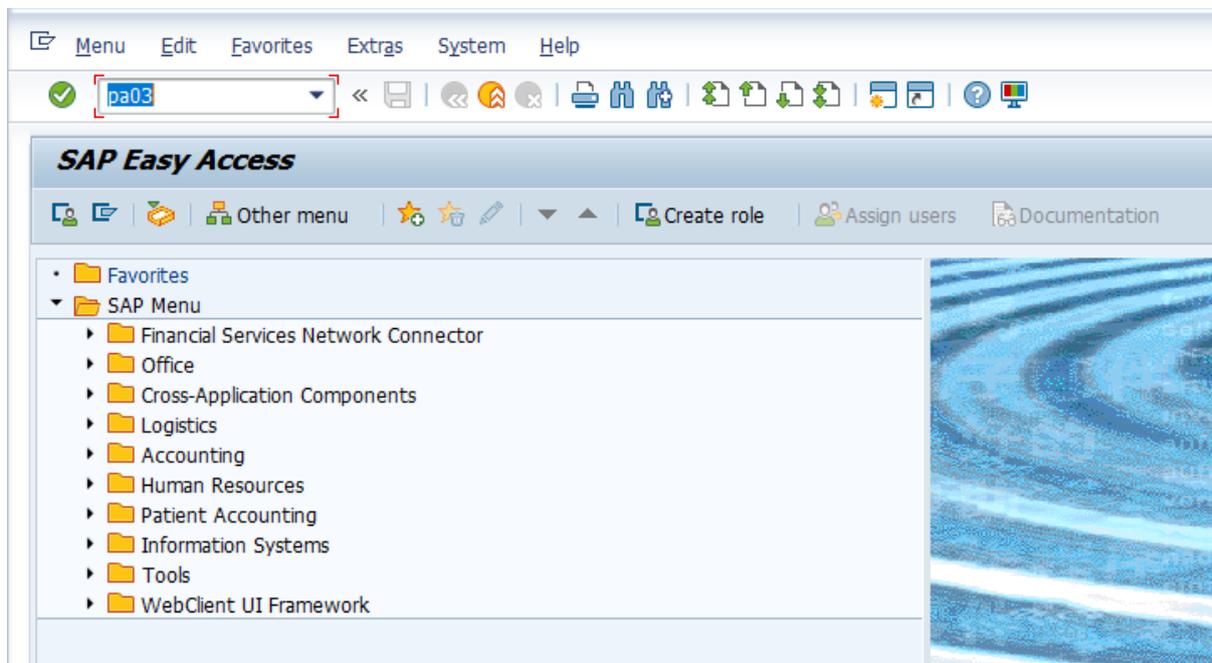
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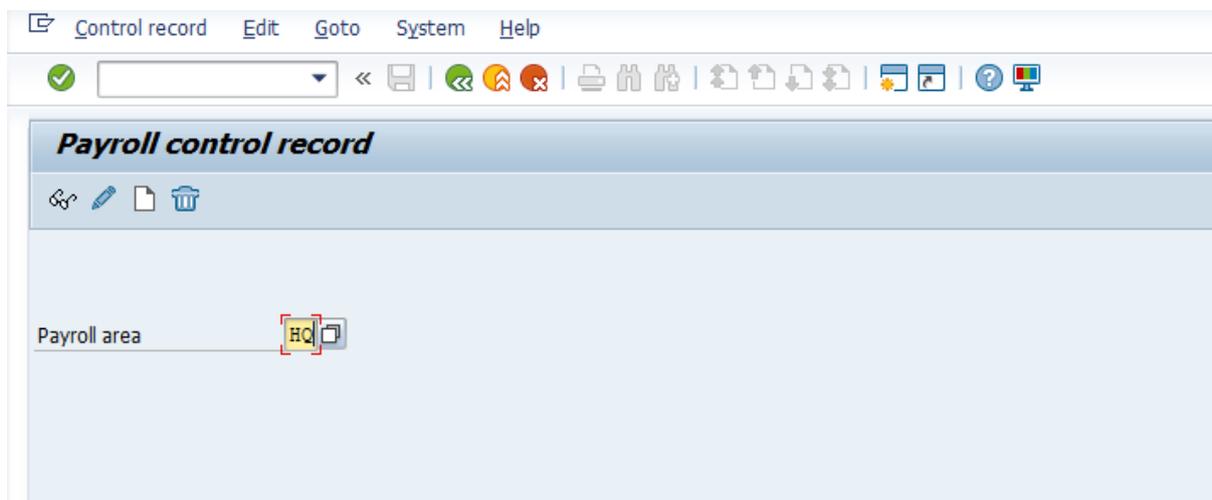
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Before running the actual payroll run first we have to check whether the Payroll Results are exited for the previous period, otherwise we cannot run the Payroll for the current period. In order to check this, follow the steps below for the previous period.



Then the following screen will come. Click on change.





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Control record Edit Goto System Help

Payroll control record

Payroll area Head Quarters-BSPTCL

Payroll status

- Released f. Payroll
- Rel. f. Correction
- Exit Payroll
- Check Payroll Results

Payroll period -

Run

Earliest retro acctg period 01.04.2018

Last change to personnel control record

by on at

Status

In the Control Record if the payroll period is previous period and the Status of the Control Record is Release Payroll then we have to Exit the payroll for the previous month otherwise we cannot run the payroll for the current period. To Exit the Payroll click on Exit Payroll button and Save.

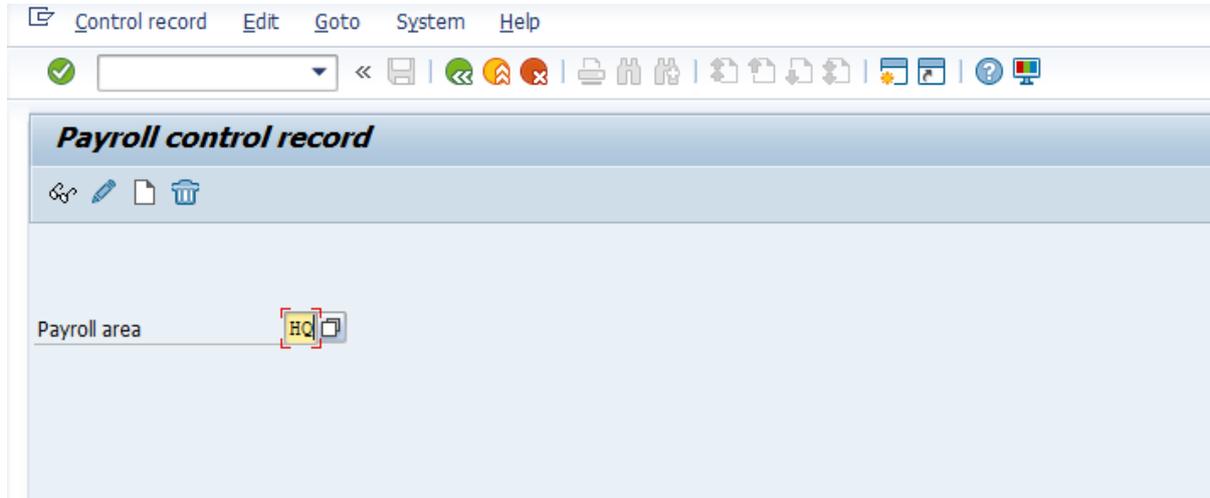
After Saving the Control Record, again click on Change for the Control Record and Click on Released for Payroll. Then the Payroll Period will be changed to next period i.e. the current period which we have to Run and Save.



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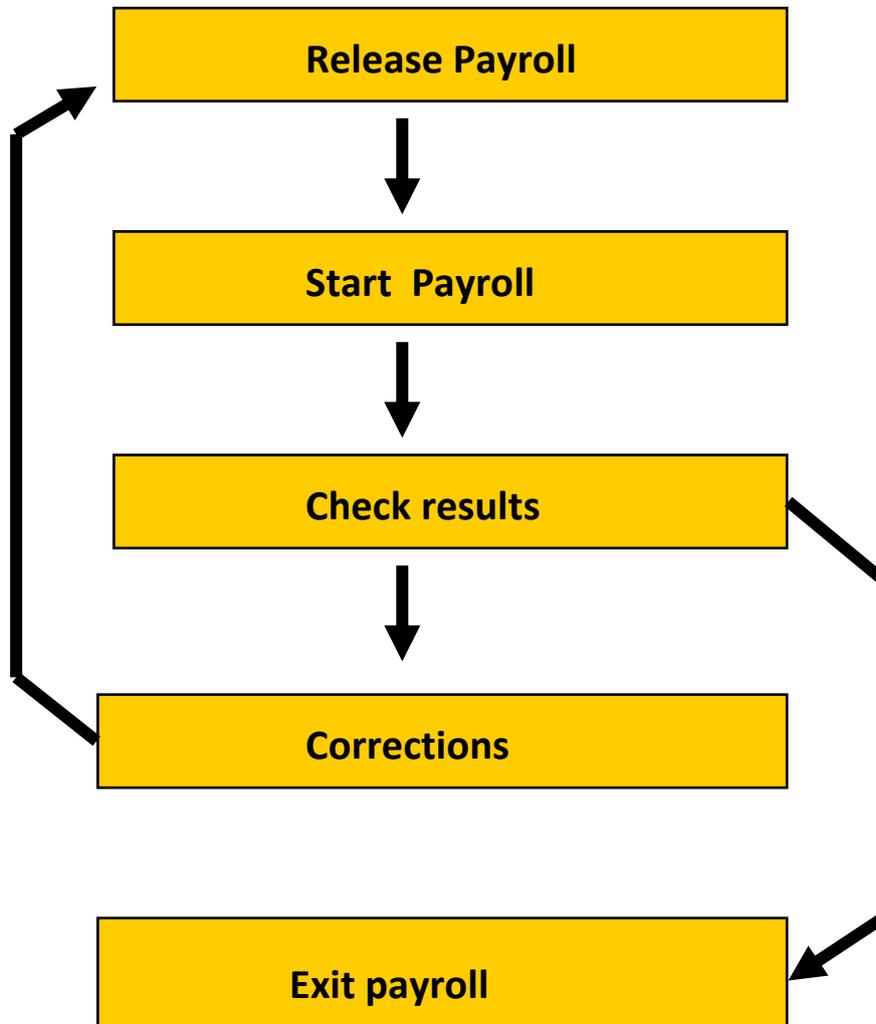
The Overall Processes of Control Record for Payroll are exhibited below:



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3. Checklist for Payroll:

- 1) Check that the payroll for all employees has been carried out accurately for the current month in the Control Record before **Exiting** the Control Record.
- 2) Ensure that there is no need to change in Cost Centre.

If there is any changes in Employee Master like Employee Details, Basic Pay we have to change in PA30 accordingly



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4. Payroll Accounting

Payroll Process will be done in 2 phases.

- 1) Simulation Run
- 2) Actual Payroll Run

Simulation Run:

Payroll Simulation is used to evaluate individual employee payroll results. Also, we will perform a Simulation of the entire payroll before producing actual Payroll Results. This gives us the ability to calculate all information for each employee exactly as they would be calculated during a Productive Payroll Run, without actually updating balances. These test results can be reviewed, and adjustments can be made easily prior to starting the actual run.

A simulation run corresponds to a regular payroll run with the following restrictions:

- The results of a simulated payroll run are not saved on the database. We can view and print the results in the payroll log.
- The system does not lock any master data.
- The current payroll period in the payroll control record is not changed.
- The steps *Release payroll* and *Exit payroll* does not apply.

We can run the simulation run by using **PC00_M40_CALC_SIMU** Transaction code

The screen to enter a payroll simulation looks exactly like the front screen of an actual run. The following screen appears:



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Program Edit Goto System Help

Payroll Driver, India

Selections from Search helps

Payroll period

Payroll area HQ from 01.03.2019 To 31.03.2019

Current period 12 2018

Other period

Selection

Personnel Number 1000028

Payroll area HQ

General program control

Payroll reason

Off-cycle payroll

Schema ZN00

Forced retro.accounting as of

Test run (no update)

Log

Display log

Also display time data processing log

Display variant for log

Remuneration statement parameters

Display variant remun.statem BSPT



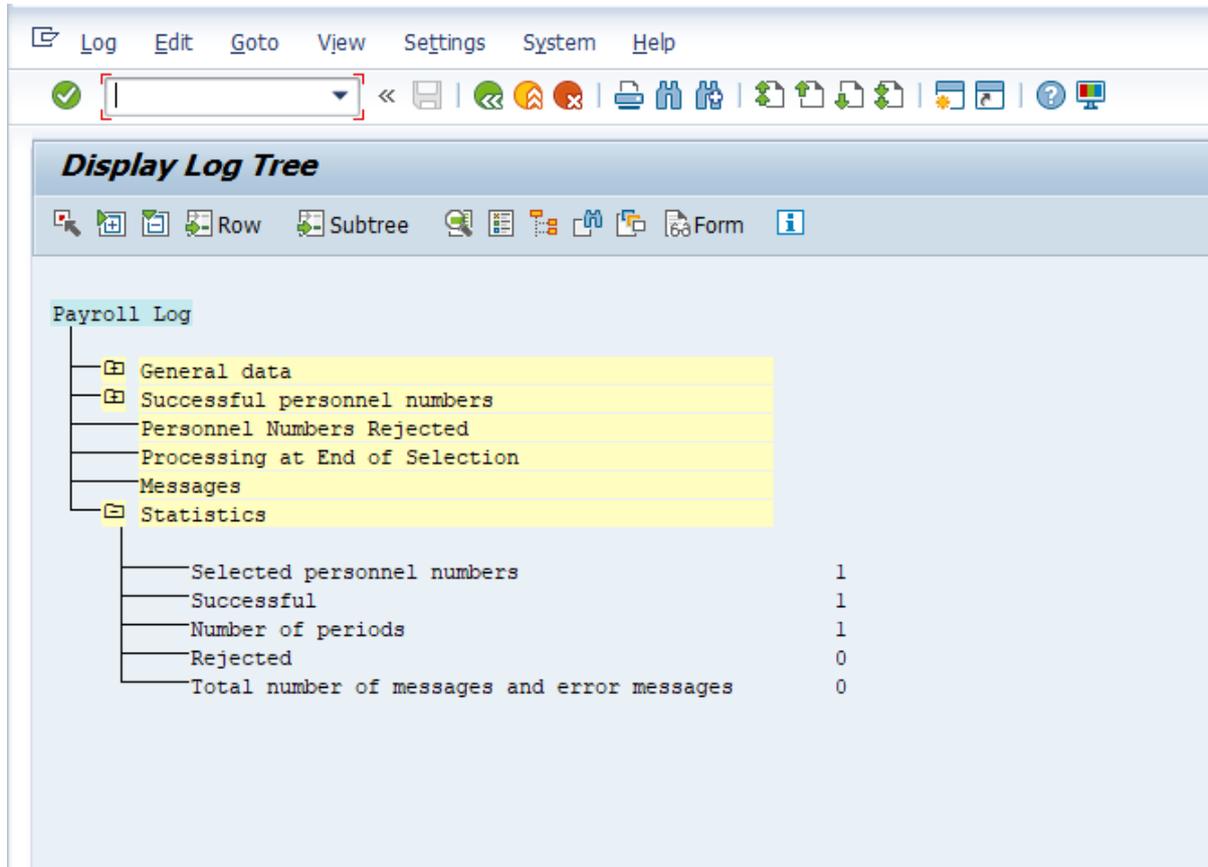
Click on execute.



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The information that must be provided is:

Payroll Area (enter in two places) – HQ

Period - current indicator

Personnel Number - only if running individual employee; leave blank to select all employees

Schema – ZN00 always

Display log – check for all calculations; DO NOT check if running all employees

Display variant Rem. statement –BSPT

WARNING - If you leave this field blank you will NOT see the remuneration statement after simulation! (which field)

Actual Payroll Run:

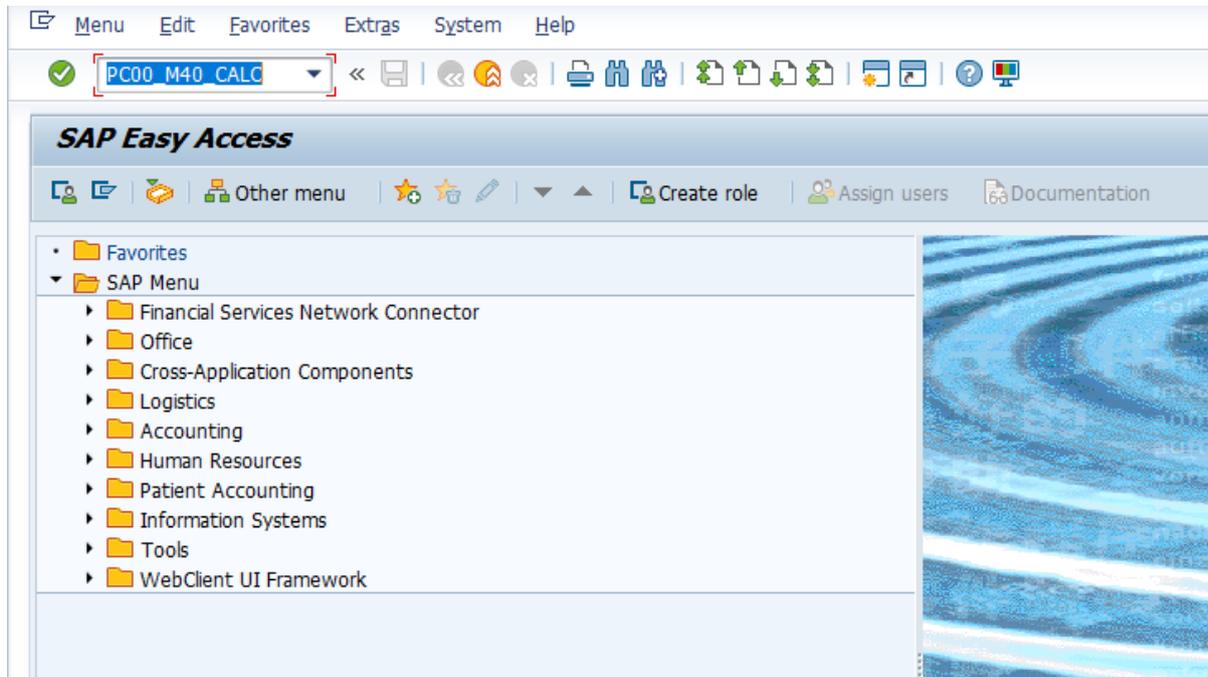
After confirming the Simulation Run values, run the Actual Payroll for that Period. We can run the Actual Payroll by using **PC00_M40_CALC** Transaction Code



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Payroll Run: To execute the Payroll Run we have to give the following input in the Payroll run selection screen.

- 1) Payroll Area
- 2) Period (Default Current Period)
- 3) Personnel Number (if we don't give Personnel Number it will take all Employees who belongs to the Payroll Area)
- 4) Schema (zn00)
- 5) Check Display Log (To See the Error Logs)
- 6) Display Variant Remuneration Statement
- 7) Click On Execute



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- 1) If there are corrections in the Payroll Results at this stage we have to execute the following for correction.
- 2) After running Actual Payroll for all Employees generate Pay Slips, Bank Transfer Report, Statutory Reports etc., and get Finance Approval before Dispatching Pay Slips and Bank Transfer so that errors, if any were rectified.
- 3) If there are corrections in the Payroll Results at this stage we have to execute the following for correction.
- 4) After running Actual Payroll for all Employees generate Pay Slips, Bank Transfer Report, Statutory Reports etc., and get Finance Approval before Dispatching Pay Slips and Bank Transfer so that errors, if any were rectified.
- 5) If there are corrections in the Payroll Results at this stage we have to execute the following for correction.



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- 6) Change the Status of the Control Record to Release For Correction.

Payroll control record

Payroll area: Head Quarters-BSPTCL

Payroll status

- Released f. Payroll
- Rel. f. Correction
- Exit Payroll
- Check Payroll Results

Payroll period: -

Run:

Earliest retro acctg period:

Last change to personnel control record

by on at

Status:

Delete the payroll results of those employees with errors and change the master data.

Hence to delete the payroll results of an employee GO TO PU03 => Enter Employee Number => Click On Execute => Select the Payroll Period which we want to delete and click on Delete Button in Menu Bar. Then the Payroll Results will be deleted for that Particular Period.

- a. After changing the Master Data, change the Status of the Control Record into Release for Payroll.



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- b. Run the Simulation Run and after that if the payroll result is correct then run the actual Payroll for those employees.

Display Log Tree

Payroll Log

- General data
- Successful personnel numbers
- Personnel Numbers Rejected
- Processing at End of Selection
- Messages
- Statistics
 - Selected personnel numbers 1
 - Successful 1
 - Number of periods 1
 - Rejected 0
 - Total number of messages and error messages 0

Click on successful personal numbers.



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The screenshot shows a software interface with a menu bar (Log, Edit, Goto, View, Settings, System, Help) and a toolbar. The main area is titled "Display Log Tree" and contains a tree view of log data. The tree is expanded to show "Payroll Log" with sub-items: "General data", "Successful personnel numbers", "Personnel Numbers Rejected", "Processing at End of Selection", "Messages", and "Statistics". The "Successful personnel numbers" item is selected, and its sub-item "01000058 hra test 1 hra test 1" is highlighted. Below the tree, a summary table is displayed.

Selected personnel numbers	1
Successful	1
Number of periods	1
Rejected	0
Total number of messages and error messages	0

Double click on Personnel no.



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Log Edit Goto View Settings System Help

Display Log Tree

Row Subtree Form

Payroll Log

- General data
- Successful personnel numbers
 - 01000058 hra test 1 hra test 1
 - 04/2018 (01.07.2018 - 31.07.2018) Regular payroll run in 04,
- Personnel Numbers Rejected
- Processing at End of Selection
- Messages
- Statistics
 - Selected personnel numbers 1
 - Successful 1
 - Number of periods 1
 - Rejected 0
 - Total number of messages and error messages 0



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	ENDIF								
<input type="checkbox"/>	PIT	X010	P01						Create valuation bases (addition)
<input type="checkbox"/>	PIT	X013	P01						Create valuation bases (division)
<input type="checkbox"/>	MOD	XMOD	GEN						Determine payroll modifiers
<input type="checkbox"/>	RAB								Import absences
<input type="checkbox"/>	IF		PDC						Is PDC active in period?
	ELSE								PDC Not Active in Period
	ENDIF								
<input type="checkbox"/>	Shift Change Compensation								
<input type="checkbox"/>	PAB								Edit absence data
<input type="checkbox"/>	PRINT	NP	PART						Print partial period parameter
<input type="checkbox"/>	P2010	X930	GEN		NOAB				Edit employee remuneration informatic
<input type="checkbox"/>	PALP	X012	GEN						Valuation Bases for Different Payment
<input type="checkbox"/>	PIT	XALP			NOAB				Higher val. basis + extra pay + premi
<input type="checkbox"/>	ZLIT						AMS		Place summarized ZL entries in IT
<input type="checkbox"/>	P0416								Processing Quota Compensation
<input type="checkbox"/>	PIT	X015	GEN						Valuation of time wage types
<input type="checkbox"/>	AVERA								Calculation of averages
<input type="checkbox"/>	PIT	X009	GEN		NOAB				Remove val. bases with ALP split
<input type="checkbox"/>	Incentive wages								
<input type="checkbox"/>	PIT	X020	P03						Gross and RT storage for time wage ty
	<input type="checkbox"/>	Input							
	<input type="checkbox"/>	Processing							
	<input type="checkbox"/>	Output							
	<input type="checkbox"/>	IT							
	<input type="checkbox"/>	RT							
<input type="checkbox"/>	Loan accounting								
<input type="checkbox"/>	Process additional payments/deductions								



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Detail View of Log

Table RT

A	WT	WT Text	APC1C2C3aBKoReBTawTvNUnit	Amt/Unit No.	Amount
*	/101	Total gross			38,980.00
*	/111	EPF Basis			37,060.00
*	/112	ESI Basis			37,060.00
*	/113	ESI Basis N		300000.00	38,980.00
*	/114	HRA Basis			37,060.00
*	/115	COA/CLA Bas			38,980.00
*	/116	Gratuity Ba			37,060.00
*	/117	Superannuat			37,060.00
*	/120	Nom. ExGrat		300000.00	37,060.00
*	/121	Nom. ExGrat		300000.00	37,060.00
*	/124	Mon Reg Inc			38,980.00
*	/128	Leave Encas			37,060.00
*	/129	Voluntary R			37,060.00
*	/134	Annual Non-			1,920.00
*	/136	1DSD Basis			37,060.00
*	/137	1DSD Basis			37,060.00
*	/138	Form 217 2(38,980.00
*	/139	VPF Basis			37,060.00
*	/140	LWF Basis			37,060.00
*	/145	EPF Nominal		300000.00	37,060.00
*	/3BN	Part Period		100000.00	
*	/3F5	Ee Mon PF c			1,853.00
*	/3F6	Ee Ann PF c			16,127.00
*	/3FA	PF basis fo0101			37,060.00
*	/3FB	PF Basis fo0101			37,060.00
*	/3FD	Mon perk (e			89.00
*	/3FE	Interest ac			89.00
*	/3FF	Mon perk (e			3,706.00

Double Click on Form to display payslip.



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Bihar State Power Transmission Company Limited Vidut Bhavan, Bailey Road Patna - 800021 Phone: Fax: Pay slip For the Month of June 2018			
EmployeeId : 01000058		Basic Pay : 32000.00	
Name : hra test 1 hra test		Pay Level : 02 14	
PAN No : AAAAA9999A		Designation: Assistant Engineer	
Bank Name : CANARA BANK		Location : Patna Circ	
Bank AC No : 12234560		Crcl Off Patna	
IFSC Code : CNRB0000352		GPF/CPS No : XX/XXX/999999/99	
Department : Patna Circle		Days Paid : 30.00	

Earnings		Deductions	
Basic Pay	32,000.00	GPF Emp Vol. Contribution	1,700.00
Comp.Literacy Allowance	2,000.00		
Medical Allowance	3,500.00		
Cash Allowance	3,000.00		

Here we can see payment to be transfer to bank.

- 1) After running Actual Payroll for all Employees generate Pay Slips, Bank Transfer Report, Statutory Reports etc., and get Finance Approval before Dispatching Pay Slips and Bank Transfer so that errors, if any were rectified.

Payroll Log:

The payroll results are displayed in a tree structure. This makes it easier to analyse and get an overview of the payroll results. The log includes a table of contents which is presented as tree structure. The nodes within the tree structure enable to access the required information.



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10. After successfully running the actual payroll for all employees exit payroll. Before exiting the payroll, check whether all the details of the payroll is correct as we cannot make any changes in the payroll results after exiting and posting to Finance.

5. Posting to Finance (FI):

Create Posting Run

This can be executed in 'Simulation' or 'Update' Mode. In this step, the system checks for validity of G/L accounts mapping. First simulate a posting run after completing payroll enabling to recognize posting-relevant errors in the payroll results early on, and avoid errors when creating a live posting run. Once simulation run is successful, then run in update mode.

Process Posting Run

In this step we have controls to 'Release' and 'Post' the documents to FI. These posted documents can be viewed in FI using the transaction code FB03

The payroll results will be posted as per posting dates defined in the payroll posting calendars. For ex: payroll results of monthly salaried employees will be posted to FI on a monthly basis etc.

Step a)

The T-code for FI Posting is **PC00_M40_CIPE** or by using the navigation path: Human Resource -> Payroll -> International -> Subsequent Activities -> Per Payroll Period -> Evaluation -> Posting to Accounting -> PC00_M40_CIPE - Execute run.

Check Payroll Result [PC00_M40_PA03_CHECK]:

By choosing Check Payroll Result, changes cannot be made to payroll data both for the present or past. This function also locks the concerned payroll accounting area, preventing from including it in the payroll run.



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Corrections [PC00_M40_PA03_CORR]:

When choosing release for corrections, the Infotype records assigned to selected payroll area for corrections will be released. Choose this function, if Infotype data needs to be changed because personnel numbers were rejected during the payroll run. After collecting the data release the payroll again. This results in locking the personnel again. Choose start payroll to run payroll again for the personnel numbers for which master data was changed.

Exit Payroll [PC00_M40_PA03_EXIT PAYROLL]:

By choosing this function it enables to release master data so that they can be maintained for past & present. Do not choose this function until the payroll has run successfully for all the personnel numbers assigned to the selected payroll accounting area.

After successfully running the actual payroll for all employees exit payroll. Before exiting the payroll, check whether all the details of the payroll is correct as we cannot make any changes in the payroll results after exiting and posting to Finance.

6. Retro Triggers

Retrotriggers due to promotion / Increment process w.e.f past date w.r.t payroll data

Access Transaction:

Transaction Code: PA30

Procedure:



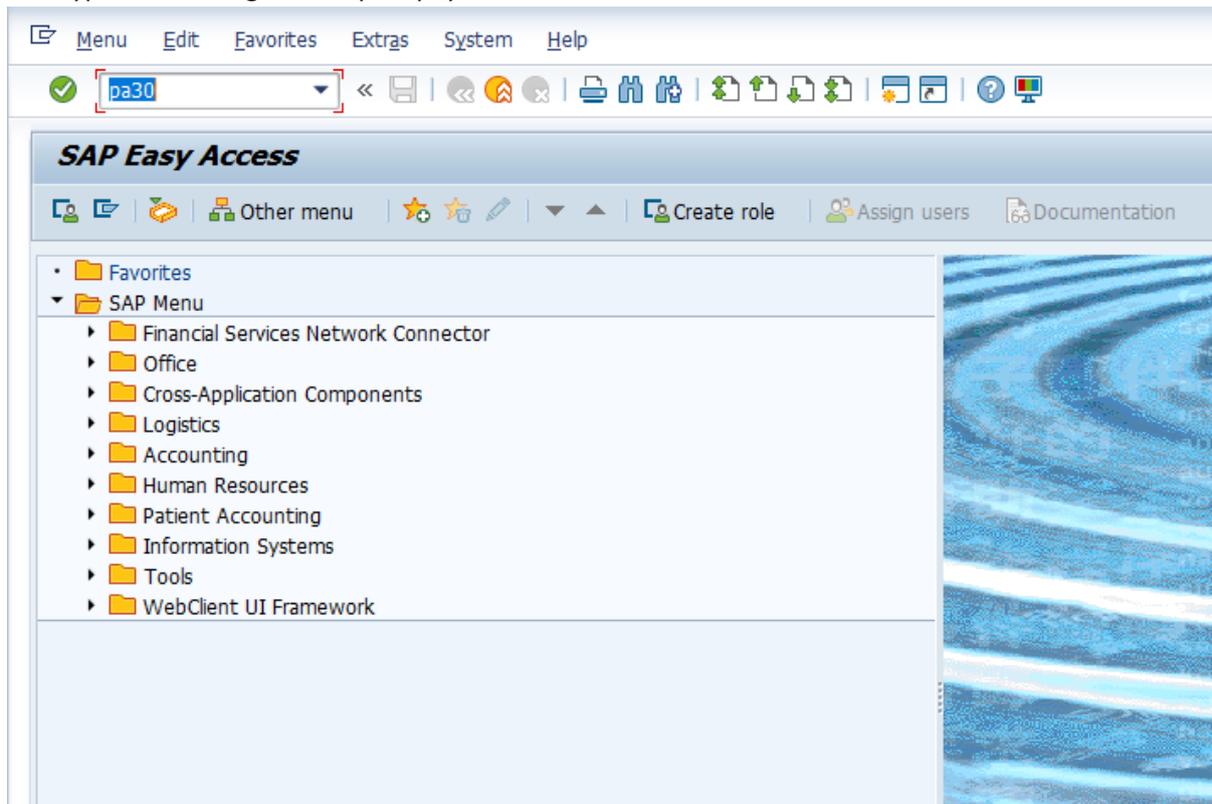
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Info type 0008 changes w.e.f past payroll



date - Old record is copied and changes are made.

Enter the Transaction code pa30 and press enter.

Enter the Employee Code for whom work basic pay has to be created.

- Enter Infotype 0008
- Click on create / Change icon .



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HR master data Edit Goto Extras Utilities Settings System Help

Maintain HR Master Data

Personnel no. 1000074
Name sita ram
Personnel ar 1001 EE group R
Subarea 2006 EE subgrp 14

Personal data Time Management Payroll

Infotype Text S..

Actions ✓
Organizational assignment ✓
Personal data ✓
Addresses ✓
Bank Details ✓
Personal IDs
Communication
Family Member/Dependents
Monitoring of Tasks

Period
Period
From To
Today Curr.week
All Current month
From curr.date Last week
To Current Date Last month
Current Period Current Year
Choose

Direct selection
Infotype 0008 SIy

Enter the effective Start Date, End Date, Employee Group, Level Work Hours/Period, Wage Types and Amount. Enter the data accordingly and save it. It will save those data for that given date range. Then the payroll will take these data for payroll process for that period.

Salary data has to update successfully w.e.f past date.



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Infotype Edit Goto Wage types Extrgs System Help

Change Basic Pay

Wage Type Wage Type Payments and deductions

Pers.No. 1000058 Name hra test 1 hra test 1

Pers.area 1006 Patna Circle

EE subgrp 31 ASSISTANT ENGINEER WS rule GEN3 Circle General Shift

Start 01.06.2018 To 31.12.9999 Chng 23.02.2019 YASH_HCM1

Payment type 0 Basic contract Object ID

Reason Next increase

Pay scale

Type 01 BSP TCL

Area 03 All Locations

Group 02 Level 14

Further information

Capacity Util. Level 100.00 % PER

Work hours/period 200.00 Monthly

Ann.salary INR

W...	Wage Type	Long Text	O.	Amount	Curr...	I...	A.	Number/Unit	Unit
1001	Basic Pay			35,000.00	INR	I	✓		
1002	Comp.Literacy Allowance			2,500.00	INR	I	✓		
1003	Dearness Allowance			3,060.00	INR	I	✓		
1008	Energy Pay			2,920.00	INR	I	✓		
1007	City Transport Allowance			200	INR	I	✓		
1004	House Rent Allowance			5000	INR	I	✓		
					INR				

IV 08.03.2019 - 31.12.9999 38,980.00 INR

Salary data updated successfully.

Control Record

Lock the master data for maintenance.

Access Transaction:

Transaction Code: PA30

Procedure

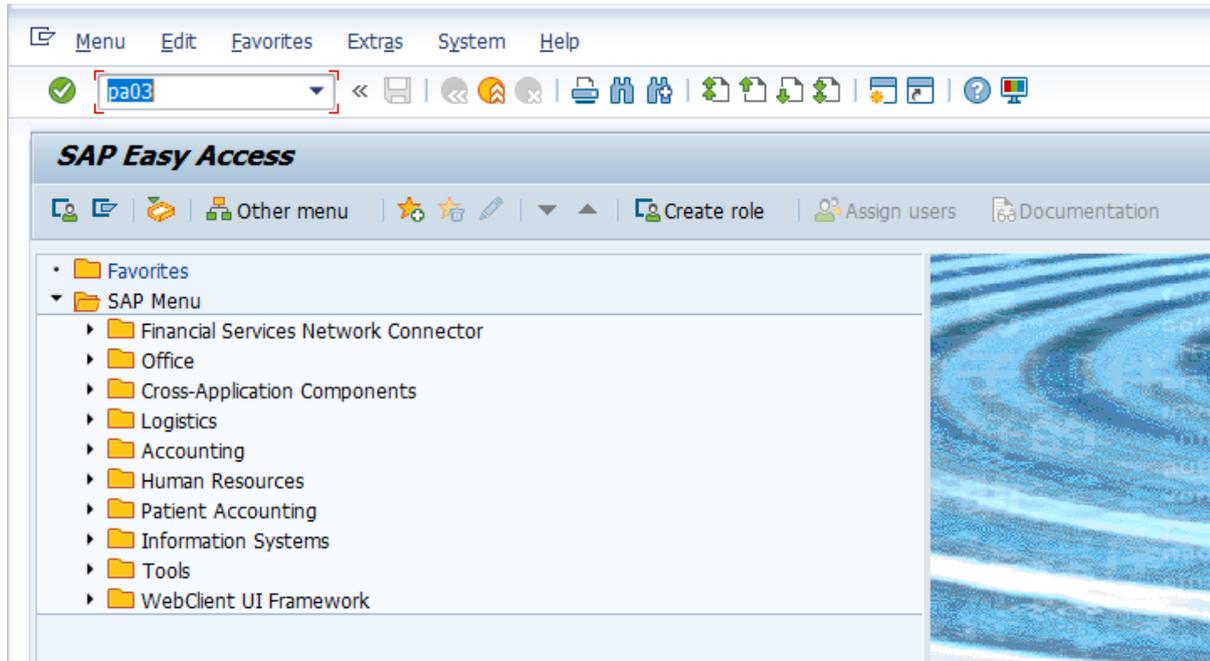
Enter Transaction code:PA03 and enter.



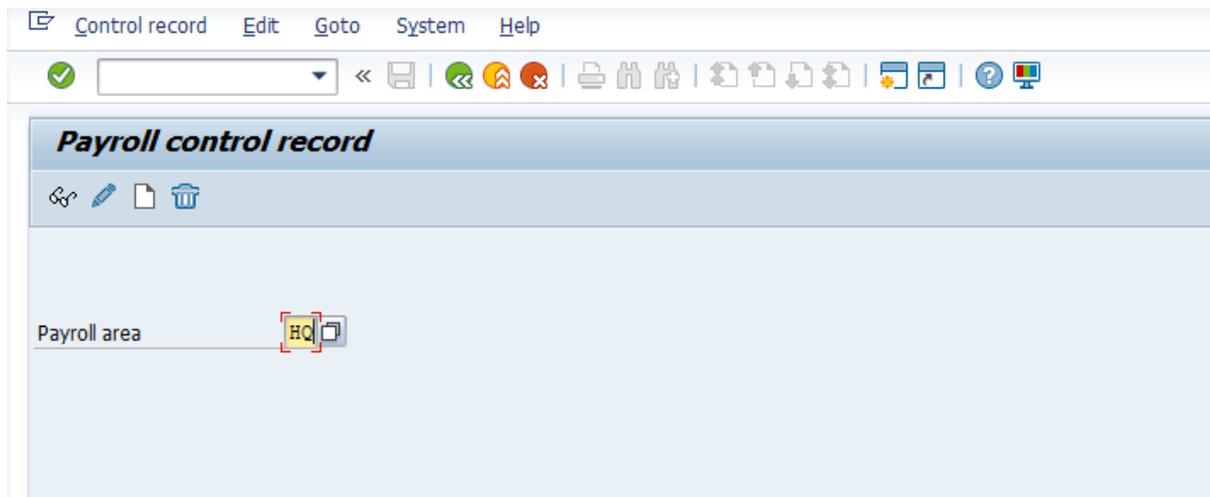
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Enter Payroll Area, Press change button, and press release for payroll and save.



The Status of the Control Record is Release Payroll and save. Master data locked for maintenance. Masterdata not able to edit. Then run the payroll.



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Control record Edit Goto System Help

Payroll control record

Payroll area Head Quarters-BSPTCL

Payroll status

✓	Released f. Payroll
✗	Rel. f. Correction
✗	Exit Payroll
✗	Check Payroll Results

Payroll period -

Run

Earliest retro acctg period 01.04.2018

Last change to personnel control record

by	<input type="text" value="YASH_HCM3"/>	on	<input type="text" value="10.03.2019"/>	at	<input type="text" value="08:35:05"/>
Status	<input type="text" value="New"/>				

Save the record.

Run Retro

Retro Salary to be processed without error and payslip to be generated.

Transaction code: pc00_m40_calc



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Program Edit Goto System Help

Payroll Driver, India

Selections from Search helps

Payroll period

Payroll area CA

Current period

Other period 5 2018

Selection

Personnel Number 1000058

Payroll area CA

General program control

Payroll reason

Off-cycle payroll

Schema ZN00

Forced retro.accounting as of

Test run (no update)

Log

Display log

Also display time data processing log

Display variant for log

Remuneration statement parameters

Display variant remun.statem BSPT

Click on executive. After successfully run the payroll remove the test run and executive.



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The screenshot shows a software interface with a menu bar (Log, Edit, Goto, View, Settings, System, Help) and a toolbar. Below the toolbar is a section titled "Display Log Tree" with a sub-toolbar (Row, Subtree, Form, Old Log, etc.). The main area displays a tree view for "Payroll Log" with the following items:

- General data
- Successful personnel numbers
- Personnel Numbers Rejected
- Processing at End of Selection
- Messages
- Statistics
 - Selected personnel numbers 1
 - Successful 1
 - Number of periods 2
 - Rejected 0
 - Total number of messages and error messages 0

Click on successful personnel numbers.



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Log Edit Goto View Settings System Help

Display Log Tree

Row Subtree Form Old Log

- Successful personnel numbers
 - 01000058 hra test 1 hra test 1
 - 04/2018 (01.07.2018 - 31.07.2018) Regular payroll run in 05/2018
 - 05/2018 (01.08.2018 - 31.08.2018) Regular payroll run in 05/2018
 - Initialization of Payroll
 - Edit basic data
 - IF SPRN If special run
 - ENDIF
 - Get previous result of period for V0
 - Import last payroll result
 - Processing of time data
 - Loan accounting
 - Process additional payments/deductions
 - Factoring and storage
 - Save tables for iteration
 - LPBEG Begin Loop
 - LPEND End Loop
 - Retroactive accounting INDIA
 - IF 0 Original payroll ?
 - PDT IN41 GEN NOAB Provide differences received(India)
 - Input
 - Processing
 - Output
 - IT
 - ELSE Retroactive accounting now



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Detail View of Log

Detail View of Log

Table IT

A	WT	WT Text	APC1C2C3aBKoReBTAwvTvNUnit	Amt/Unit No.	Amount
*	/560	Net pay			95,773.43
*	/562	Balance of			95,773.43
*	/552	Stat.net su			51,997.43

Payslip and other Salary report generated with retro values. Retro Salary to be processed without error and payslip to be generated. After successfully run the payroll remove the test run and executive.

7. Off cycle Payroll Processing of Employee

Access Transaction:

Transaction Code: PA30

Procedure

Enter pa30 and press enter.



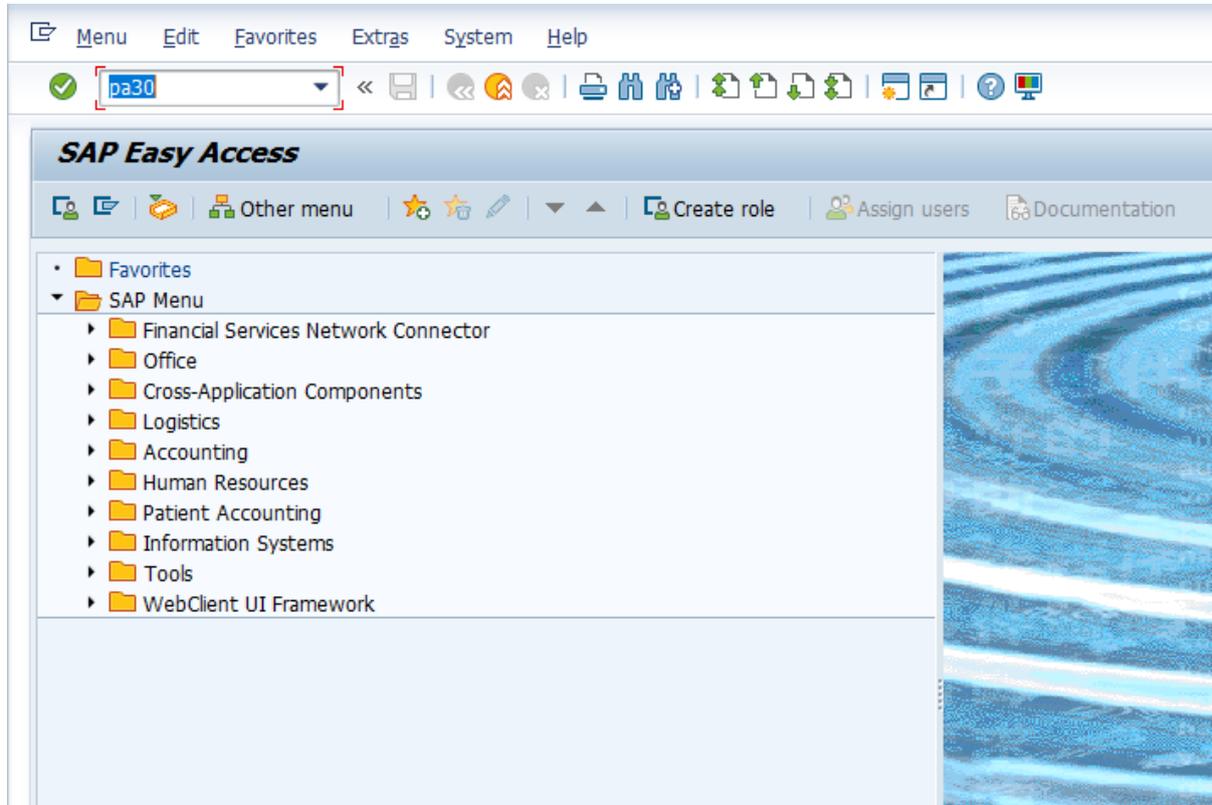
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Enter personnel no, infotype and subtype. Click on create.



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The screenshot shows the SAP HR Master Data interface for the 'Payroll' tab. The main data fields are:

Personnel no.	1000058		
Name	hra test 1 hra test 1		
Personnel ar	1006	EE group	R
Subarea	2037	EE subgrp	31

The 'Direct selection' section shows:

Infotype	267	STy	1016
----------	-----	-----	------

The 'Period' selection options are:

- Period
- From: [] To: []
- Today
- Curr.week
- All
- Current month
- From curr.date
- Last week
- To Current Date
- Last month
- Current Period
- Current Year

A 'Choose' button is located below the period options.

Enter the bonus amount and save.



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Infotype Edit Goto Extras System Help

Create Additional Off-Cycle Payments

Pers.No. 1000058 Name hra test 1 hra test 1
Pers.area 1006 Patna Circle
EE subgrp 31 ASSISTANT ENGINEER WS rule GEN3 Circle General Shift YASH_HCM3

Additional Off-Cycle Payments

Wage Type 1016 Bonus
Amount 2,000.00 INR
Number/unit
Payment date 01.03.2019
Assignment Number
Reason for Change
Off-cycle reas.
Payroll type A
Payroll Identifier

Run the off cycle payroll:

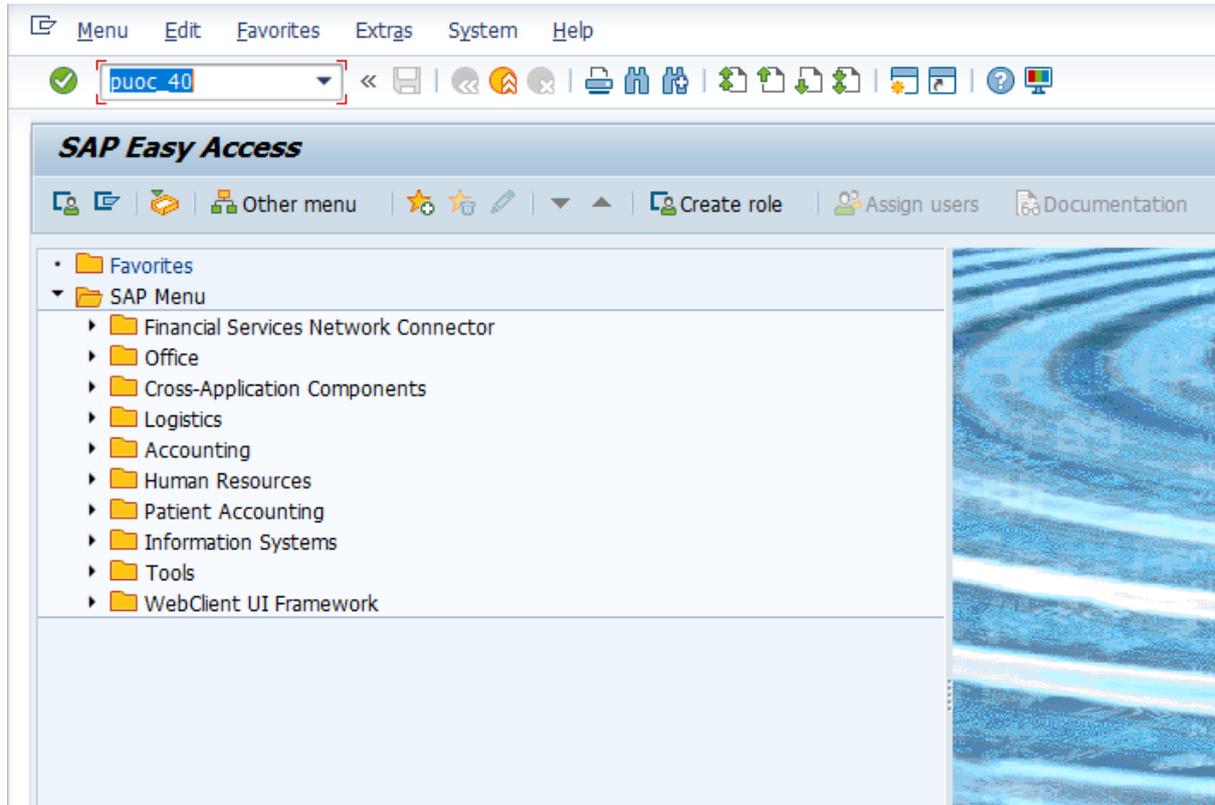
Transaction code: **PUOC_40**



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Enter personal and click on payroll.

Double click on payroll.



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The screenshot shows the 'Off-cycle Workbench' interface. At the top, there is a menu bar with 'Off-cycle', 'Edit', 'Goto', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area is titled 'Off-cycle Workbench' and contains a form for 'Personnel Number' with the value '1000058' and a dropdown menu showing 'hra test 1 hra test 1'. Below this, there are two tabs: 'History' and 'Payroll'. The 'Payroll' tab is active, displaying a 'Payroll history' table.

Pmt date	Re...	Re...	Inf...	PM	Payment number	Reason	Amount	Crcy
01.10.20...				T			38,800.00	INR
01.09.2018				T			28,787.39	INR

Enter bonus amount and period.



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Off-cycle Edit Goto System Help

Off-Cycle Workbench

Personnel Number 1000058 hra test 1 hra test 1

History Payroll

Start payroll

Reason Bonus Start payroll

Payment date 31.07.2019 Save

Payroll calendar Payment date of next regular payroll run 01.11.2018

Define payment method Payment method is 'T' acc. to bank details infotype

Create payments

Click on start payroll.

Enter reason and payment date. Click on start payroll.



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Off-cycle Edit Goto System Help

Off-Cycle Workbench

Personnel Number 1000045 cta test cta test

History Payroll

Start payroll

Reason Bonus Start payroll

Payment date 10.03.2019 Save

Payroll calendar Payment date of next regular payroll run 01.05.2018

Define payment method

Create payments

Wage ...	Long Text	Amount	Curr...	Number/Unit	Unit
B101	Bonus - Regular				
B201	Bonus - Regular				

Click on history.



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Off-cycle Edit Goto System Help

Off-Cycle Workbench

Personnel Number 1000058 hra test 1 hra test 1

History Payroll

Payroll history

Pmt date	Re...	Re...	Inf...	PM	Payment number	Reason	Amount	Crcy
01.10.2018			i	T			38,800.00	INR
01.09.2018			i	T			28,787.39	INR

Rem. statement Print list

Click on print.



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Payroll history for 01000058 - hra test 1 hra test 1				
Pmnt date	Payment number	Type	Amount	Payroll period
01.10.2018	T		38,800.00	01.09.2018 - 30.09.2018
01.09.2018	T		28,787.39	01.08.2018 - 31.08.2018

Off cycle payroll run successfully. Off cycle payslip should be generated.

8. Payroll - Absence Valuation

Select leave without pay, subtype, Period of leave for absence valuation.

Access Transaction:

Transaction Code: PA30

Procedure

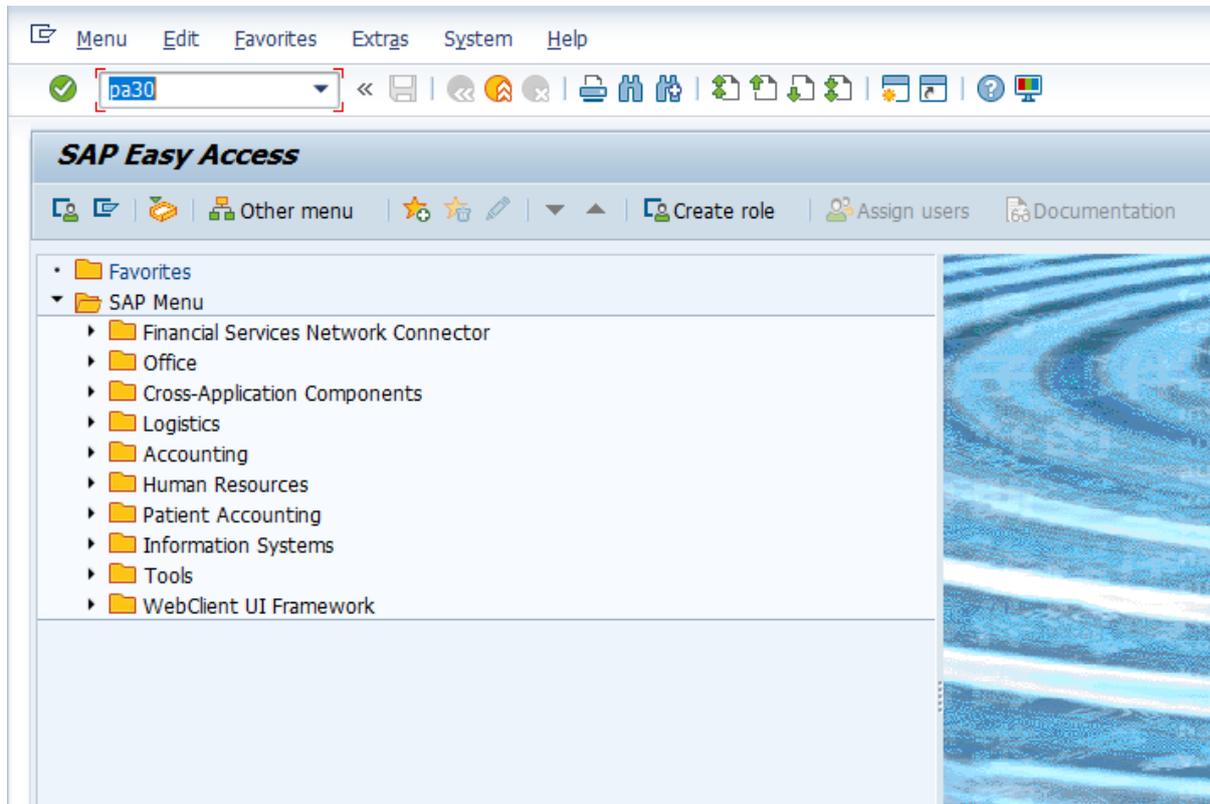
Enter pa30 and press enter.



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Enter the Employee Code for whom absence has to be created.

- Enter Infotype 2001, subtype 1020
- Click on create / Change icon .
- Enter period from and to.



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HR master data Edit Goto Extras Utilities Settings System Help

Maintain HR Master Data

Personnel no. 1000058
Name hra test 1 hra test 1
Personnel ar 1006 EE group R
Subarea 2037 EE subgrp 31

Personal data Time Management Payroll

Infotype Text S.. Period
Actions ✓ ↑
Organizational assignment ✓ ↓
Personal data ✓
Addresses ✓
Bank Details ✓
Personal IDs ✓
Communication
Family Member/Dependents
Monitoring of Tasks

Period
Period
From 02.08.2018 To 06.08.2018
Today Curr.week
All Current month
From curr.date Last week
To Current Date Last month
Current Period Current Year
Choose

Direct selection
Infotype 2001 STy 1020

Press enter and click on create.

Salary to be reduced based on number of LOP



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Create Absences

Personal work schedule | Activity allocation | Cost assignment | External services

Pers.No. 1000058 Name hra test 1 hra test 1
Pers.area 1006 Patna Circle
EE subgrp 31 ASSISTANT ENGINEER WS rule GEN3 Circle General Shift
Start 02.08.2018 To 06.08.2018

Absence

Absence type 1020 Unauthorized LOP
Time - Prev.day
Absence hours 28.00 Full-day
Absence days 4.00
Calendar days 5.00

Payroll

Payroll hours 28.00
Payroll days 5.00

Press enter an save.

After run the payroll Salary reduced and displayed in payslip.

Run payroll: pc00_m40_calc



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Program Edit Goto System Help

✓ [Dropdown] << [Icons]

Payroll Driver, India

✓ [Icons]

Selections from [Icon] Search helps

Payroll period

Payroll area CA

Current period

Other period 5 2018

Selection

Personnel Number 1000058 [Icon]

Payroll area CA [Icon]

General program control

Payroll reason [Text]

Off-cycle payroll [Text]

Schema ZN00

Forced retro.accounting as of [Text]

Test run (no update)

Log

Display log

Also display time data processing log

Display variant for log [Text] [Icon]

Remuneration statement parameters

Display variant remun.statem BSPT [Icon]

Click on execute. Salary reduced and displayed in payslip.



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Log Edit Goto View Settings System Help

Display Log Tree

Row Subtree Form Old Log

Payroll Log

- General data
- Successful personnel numbers
 - 01000058 hra test 1 hra test 1
 - 04/2018 (01.07.2018 - 31.07.2018) Regular payroll run in 05/2018
 - 05/2018 (01.08.2018 - 31.08.2018) Regular payroll run in 05/2018
- Initialization of Payroll
- Edit basic data
 - IF SPRN If special run
 - ENDIF
- Get previous result of period for V0
- Import last payroll result
- Processing of time data
- Loan accounting
- Process additional payments/deductions
- Factoring and storage
- Save tables for iteration
- LPBEG Begin Loop
- LPEND End Loop
- Retroactive accounting INDIA
- Rounding off amount calculation
- Net payments/deductions and transfer
- Final processing

Personnel Numbers Rejected

Processing at End of Selection

Messages

Statistics



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Display Log Tree

Row Subtree Form Old Log

- IF SPRN If special run
- ENDIF
- Get previous result of period for V0
- Import last payroll result
- Processing of time data
 - GENPS Generate Personal Work Schedule PWS
 - PARTT Partial period parameter
 - IF X064 Carry Out Shift Change Compensation
 - ELSE Do not Perform Shift Change Compensation
 - ENDIF
 - PIT X010 P01 Create valuation bases (addition)
 - PIT X013 P01 Create valuation bases (division)
 - MOD XMOD GEN Determine payroll modifiers
 - RAB Import absences
 - IF PDC Is PDC active in period?
 - ELSE PDC Not Active in Period
 - ENDIF
 - Shift Change Compensation
 - PAB Edit absence data
 - Input
 - Output
 - AB
 - IT
 - ZL
 - PARX
 - C1
 - CABC
- PRINT NP PART Print partial period parameter
- PRINT NP GEN V000 Edit employee compensation information

Double click on AB



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Display Edit Goto Utilities Settings System Help

Detail View of Log

Form Old Log

Table AB

AB	AbsType	From	To	PrevDay	AbsHours	AbsDays	PayHours	PayDays	CalDays	VRule
01	1020	02.08.2018	06.08.2018		28.00	4.00	28.00	5.00	5.00	01
02	1020	11.08.2018	18.08.2018		42.00	6.00	49.00	8.00	8.00	01

Click on Form, it will display the payslip. Employee salary will be deducted.



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Display Edit Goto System Help

Layout Set Display

Bihar State Power Transmission Company Limited
Vidut Bhavan, Bailey Road Patna - 800021
Phone: Fax:
Pay slip For the Month of May 2018

EmployeeId : 01000058	Basic Pay : 18580.65
Name : hra test 1 hra test	Pay Level : 02 14
PAN No : AAAAA9999A	Designation: Assistant Engineer
Bank Name : CANARA BANK	Location : Patna Circ
Bank AC No : 12234560	Crcl Off Patna
IFSC Code : CNRB0000352	GPF/CPS No : XX/XXX/999999/99
Department : Patna Circle	Days Paid : 31.00

Earnings		Deductions	
Basic Pay	18,580.65	GPF Emp Vol. Contribution	1,081.00
Comp.Literacy Allowance	1,741.94		
Dearness Allowance	1,300.65		
House Rent Allowance	2,322.58		
City Transport Allowance	1,161.29		
Energy Pay	1,114.84		