



User Manual – Personnel Administration

Human Capital Management



User Manual for Personnel Administration

OF

Human Capital Management

AT
BSPTCL

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Scope

This user manual is prepared in the perspective of a HCM end user and hence the definitions, meanings and context of this manual are limited to that extent.

The primary objective of this manual is to guide the user to create and maintain transactions in a live environment and maintain the data in the system.

Definitions in SAP

1.1. Company Code:

Company codes are how HR integrates itself in SAP with all other modules, specially with FI-CO, and this is central to the whole design. As per the inputs received from FI-CO Module, the **Company code for BSPTCL is:-**

- **1000 - BSPTCL**

1.2. Personnel Area:

Personal Areas are the logical groups. Within each legal entity, the total workforce is divided into logical groups (personnel areas), which are used primarily for reporting and authorizations. (Four Character – alpha numeric)

Below Mentioned are all personnel areas under various company codes of BSPTCL:-

Company code	Personnel Area	
	Code	Text - 30
1000	TH00	Head Quarters
1000	TH01	SAMAST
1000	TP00	Patna Zone
1000	TP01	Patna East Circle
1000	TP02	Patna West Circle
1000	TP03	Dehri On sone Circle
1000	TP04	Bhojpur Circle
1000	TP05	Gaya (Magadh) Circle
1000	TP06	Bihar Sharif Circle
1000	TB00	Bhagalpur Zone
1000	TB01	Bhagalpur Circle
1000	TB02	Begusarai Circle
1000	TB03	Purnia Circle
1000	TM00	Muzafarpur Zone



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1000	TM01	Muzafarpur Circle
1000	TM02	Vaishali Circle
1000	TM03	Dharbanga Circle
1000	TM04	Motihari Circle
1000	TM04	Saran Circle
1000	TM05	Madhepura Circle
1000	TPC1	Patna Civil Circle
1000	TPC2	Dehri On Sone Civil Circle
1000	TPC3	Gaya Civil Circle
1000	TBC1	Bhagalpur Civil Circle
1000	TBC2	Purnia Civil Circle
1000	TMC1	Muzaffarpur Civil Circle
1000	TMC2	Darbhanga Civil Circle
1000	TMC3	Chapra Civil Circle
1000	TMC4	Madhepura Civil Circle

1.3. Personnel Subarea:

Bifurcation of each personnel area into further logical groups is known as Personnel Subarea. PSA is a specific area of the company organized according to certain aspects of personnel, time management and payroll. (Four Character–alpha numeric)

Below Mentioned are all personnel subareas under various personnel areas of BSPTCL:-

Personnel Area		Payroll Area		Personnel Sub Area	
Code	Text - 30	Code	Text - 20	Code	Text - 15
TH00	Head Quarters	T1	Head Quarters-BSPTCL		Head Quarters
				1001	MD Cell
				1002	Dir (Proj) Cell
				1003	Dir (Op) Cell
				1004	Project - 1
				1005	Project - 2
				1006	Planning & Engg
				1007	Op & Maintenanc
				1008	CRITL
				1009	STF
				1010	STU



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				1011	Power Mgmt Cell
				1012	Telecom & OPGW
				1013	Civil
				1014	Fin & Account
				1015	HR & ADM
				1016	Informatn Techn
				1017	Legal
				1018	Land Acquisition
				1019	Training & ERP
TH01	SAMAST	T2	SAMAST	2001	SAMAST
TP00	Patna Zone	PA	Patna Zone	PA01	Patna Zone Ofc
TP01	Patna East Circle	PB	Patna East Circle	PB01	Patna E Cir Ofc
				PB11	Patna E DivOfc
				PB12	132/33 Katra
				PB13	132/33Gaurichak
				PB14	132/33 Masurhi
				PB15	132/33 Gaighat
				PB16	132/33 Mithapur
				PB21	Bahr DivOfc
				PB22	132/33 Barh
				PB23	132/33 Hathidah
				PB24	220/132 Fatuha
				PB25	400Bakhtiyarpur
TP02	Patna West Circle	PC	Patna West Circle	PC01	Patna W Cir Ofc
				PC11	Patna W DivOfc
				PC12	132/33 Bihta
				PC13	220/132 Bihta
				PC14	220/132 Khagaul
				PC15	132/33 Paligang
				PC21	Patna C DivOfc
				PC22	132/33Jakkanpur
				PC23	132 Karbigahiya
				PC24	132 BoardColony
				PC25	220/132 Digha
				PC26	132/33 Digha
TP03	Dehri On sone Circle	PD	Dehri On Sone Circle	PD01	DehriOS Cir Ofc
				PD11	DehriOSDivOfc
				PD12	220 DehriOS
				PD13	132/33 Banjari



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				PD14	132 Bikramganj
				PD15	132/33 Sasaram
				PD16	132/33 Kerpa
				PD17	132/33 Kochas
				PD21	Aurangabad DO
				PD22	132 Aurangabad
				PD23	132/33 Goh
				PD24	132/33Sonenagar
				PD25	220 Sonenagar
				PD26	132/33Rafiganj
TP04	Bhojpur Circle	PE	Bhojpur Circle	PE01	Bhojpur Cir Ofc
				PE11	ArrahDivOfc
				PE12	132/33 Arrah
				PE13	132/33 Buxar
				PE14	132 Jagdishpur
				PE15	132/33 Piro
				PE16	132/33 Dumrao
				PE21	MohaniaDivOfc
				PE22	220 Karamnasa
				PE23	132/33Karamnasa
				PE24	132/33 Ramgarh
				PE25	132/33 Bhabua
				PE26	132/33 Kudra
				PE27	220/132 Pusauli
				PE28	132/33 Mohania
TP05	Gaya (Magadh) Circle	PF	Gaya Circle	PF01	Gaya Cir Ofc
				PF11	Gaya DivOfc
				PF12	220/132Bodhgaya
				PF13	132/33Sherghati
				PF14	132/33Wazirgnj
				PF15	132/33 Imamganj
				PF16	132/33Chandauti
				PF17	132/33 Belaganj
				PF18	132/33 Tekari
				PF21	JehanabadDivOfc
				PF22	132/33Jehanabad
				PF23	132/33 Tehta
				PF24	132/33Hulasgnj
				PF25	132/33 Ataula
TP06	Bihar Sharif Circle	PG	Bihar Sharif Circle	PG01	Biharshariff CO
				PG11	Biharshariff DO



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				PG12	220Biharshariff
				PG13	132/33 Nalanda
				PG14	132Ekangasarai
				PG15	132/33 Harnaut
				PG16	132/33Bariphari
				PG17	132/33Ashthwan
				PG21	NawadaDivOfc
				PG22	132/33 Nawada
				PG23	132Warisaliganj
				PG24	132/33 Rajgir
				PG25	132/33Sheikpura
TB00	Bhagalpur Zone	BA	Bhagalpur Zone	BA01	BhagalpurZonOfc
TB01	Bhagalpur Circle	BB	Bhagalpur Circle	BB01	BhagalpurCirOfc
				BB11	BhagalpurDivOfc
				BB12	132/33 Sabour
				BB13	132/33Sultangnj
				BB14	132/33Kahalgaon
				BB15	132/33Nathnagar
				BB16	132/33 Banka 1
				BB17	132/33 Banka 2
				BB18	132/33Naugachia
TB02	Begusarai Circle	BC	Begusarai Circle	BC01	BegusaraiCirOfc
				BC11	BegusaraiDivOfc
				BC12	220 Begusarai
				BC13	132/33 Balia
				BC14	132/33 Manjhaul
				BC15	132/33 Teghra
				BC16	132/33Khagaria
				BC17	220/132Khagaria
				BC18	132/33 Bakhri
				BC21	MungerDivOfc
				BC22	132/33 Jamalpur
				BC23	132/33 Tarapur
				BC24	132/33 Jamui 1
				BC25	132/33 Jamui 2
				BC26	132 Lakhisarai
TB03	Purnia Circle	BD	Purnia Circle	BD01	Purnia Cir Ofc
				BD11	PurniaDivOfc
				BD12	132/33 Purnia
				BD13	132/33 Dhamdaha



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				BD14	132/33Banmankhi
				BD15	132/33 Barsoi
				BD16	132/33 Manihari
				BD17	220/132 Korha
				BD18	132/33 Katihar
				BD19	132/33 Baisi
				BD21	KishanganjDivO
				BD22	220 Kishanganj
				BD23	132 Kishanganj
				BD24	220 Thakurganj
				BD25	132 Forbesganj
				BD26	132/33 Araria
				BD27	132/33 Palasi
TM00	Muzafarpur Zone	MA	Muzafarpur Zone	MA01	Muzaffarpur ZO
TM01	Muzafarpur Circle	MB	Muzafarpur Circle	MB01	Muzaffarpur CO
				MB11	Muzaffarpur DO
				MB12	132 Muzaffarpur
				MB13	132/33 SKMCH
				MB14	220/132 Motipur
				MB15	220 Musahari
				MB21	SitamarhiDivOfc
				MB22	132/33Sitamarhi
				MB23	132RunniSaidpur
				MB24	132/33 Belsand
				MB25	132/33 Pupri
				MB26	132/33 Sheohar
TM02	Vaishali Circle	MC	Vaishali Circle	MC01	VaishaliCirOfc
				MC11	HajipurDivOfc
				MC12	220/132 Hajipur
				MC13	132/33 Hajipur
				MC14	132/33 Vaishali
				MC15	132/33 Jandaha
				MC16	132/33 Mahnar
				MC17	220/132 Garoul
				MC21	SamastipurDivO
				MC22	220 Samastipur
				MC23	132 Samastipur
				MC24	132Shapurpatori
				MC25	132Dalsinghsari
				MC26	132/33 Rosera



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				MC27	220/132 Tajpur
TM03	Dharbanga Circle	MD	Dharbanga Circle	MD01	DarbhangacirOfc
				MD11	DarbhangadivOfc
				MD12	220 Darbhanga
				MD13	132/33Darbhanga
				MD14	132/33 Gangwara
				MD15	Kusheswarsthan
				MD16	132/33 Benipur
				MD21	MadhubaniDivOfc
				MD22	132/33Madhubani
				MD23	132/33 Pandaul
				MD24	132/33 Jainagar
				MD25	132/33Benipatti
				MD26	132/33Phulparas
				MD27	132 Jahnjharpur
				MD28	220/132 Laukahi
TM04	Motihari Circle	ME	Motihari Circle	ME01	MotihariCirOfc
				ME11	MotiharidivOfc
				ME12	132/33 Motihari
				ME13	132/33 Dhaka
				ME14	132 Pakridayal
				ME15	132/33 Chakiya
				ME16	220/132 Raxaul
				ME17	132/33 Areraj
				ME18	132/33 Raxaul
				ME21	BettiahDivOfc
				ME22	132/33 Bettiah
				ME23	132/33 Ramnagar
				ME24	Narkatiyaganj
				ME25	132/33Thakraha
				ME26	132HydelValmiki
TM04	Saran Circle	MF	Saran Circle	MF01	Chapra Cir Ofc
				MF11	ChapradivOfc
				MF12	132/33 Chapra
				MF13	132 Sheetalpur
				MF14	132/33 Musrakh
				MF15	132/33 Ekma
				MF21	GopalganjDivOfc
				MF22	220 Gopalganj
				MF23	132/33 Hatuha
				MF24	132/33 Siwan 1



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				MF25	132/33 Siwan 2
				MF26	132 Maharajanj
TM05	Madhepura Circle	MG	Madhepura Circle	MG01	Koshi Cir Ofc
				MG11	MadhepuraDivO
				MG12	220 Madhepura
				MG13	UdaKishunganj
				MG14	132/33 Saharsa
				MG15	132 Sone barsa
				MG16	SimriBaktiyrpur
				MG21	BirpurDivOfc
				MG22	132/33 Raghopur
				MG23	132/33 Supaul
				MG24	132/33 Kataiya
				MG25	132/33 Nirmali
				MG26	132 Triveniganj
TPC1	Patna Civil Circle	P1	Patna Civil Circle	P100	Patna Civil Cir
				P101	Patna Civil Div
				P102	KhagaulCivDiv
				P103	Biharshariff CD
TPC2	Dehri On Sone Civil Circle	P2	Dehri On Sone C Cir	P200	DehriOnSone CC
				P201	DehriOnSone CD
				P202	Arrah Civil Div
TPC3	Gaya Civil Circle	P3	Gaya Civil Circle	P300	Gaya Civil Cir
				P301	Gaya Civil Div
				P302	Jehanabad C Div
TBC1	Bhagalpur Civil Circle	B1	Bhagalpur Civil Cir	B100	Bhagalpur C Cir
				B101	Bhagalpur C Div
				B102	Begusarai C Div
				B103	MungerCivlDiv
TBC2	Purnia Civil Circle	B2	Purnia Civil Circle	B200	PurniaCivilCir
				B201	PurniaCivlDiv
				B202	KishanganjCDiv
TMC1	Muzaffarpur Civil Circle	M1	Muzaffarpur C Circle	M100	Muzaffarpur CC
				M101	Muzaffarpur CD
				M102	Sitamarhi C Div
				M103	HajipurCivDiv
TMC2	Darbhanga Civil Circle	M2	Darbhanga Civil Cir	M200	Darbhanga C Cir
				M201	Darbhanga C Div
				M202	SamastipurCDiv



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				M203	Motihari C Div
TMC3	Chapra Civil Circle	M3	Chapra Civil Circle	M300	ChapraCivilCir
				M301	ChapraCivilDiv
				M302	Gopalganj C Div
TMC4	Madhepura Civil Circle	M4	Madhepura Civil Cir	M400	Madhepura C Cir
				M401	Madhepura C Div
				M402	BirpurCivilDiv

1.4. Employee Group

The Employee Group allows you to divide employees into groups and allows to define their relationship to the Enterprise. Below mentioned are the Employee Groups defined for BSPTCL: (One Character – Alpha numeric)

Employee Group	
Code	Text 20
R	Regular
T	Probationer
S	Retire Contract
D	Direct Contract
N	Foreign Services

1.5. Employee Subgroup

Division of employee groups further into smaller groups, are known as Employee Subgroup. This Employee Sub Group allows you to define the personnel structure. Among other things it helps in defining work schedule rules, payroll accounting, validity of wage types, authorizations, etc. - (Two Character – alpha numeric)

Below mentioned are the Employee Subgroups defined for BSPTCL:

Employee Sub Group	
Code	Text - 20
T1	Techn Officer Cl - 1
T2	Techn Officer Cl - 2
N1	Non Tech Ofcr Cl - 1



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N2	Non Tech Ofcr CI - 2
T3	Techn Workman CI - 3
T4	Techn Workman CI - 4
N3	Non Tech Work CI - 3
N4	Non Tech Work CI - 4

1.6. Payroll Areas

Payroll Area is based on the characteristic of Pay Process. It groups together personnel numbers that are to be processed on the same date and also, it determines the exact payroll period.

Based on that following Payroll Areas are defined for BSPTCL:

Payroll Area	
Code	Text - 20
PA	Patna Zone
PB	Patna East Circle

Log on

After log on to SAP, the network logon screen will appear as shown below.

This is followed by the Logon screen (tile SAP R/3) Enter the Client, User and Password. Follow the detailed instructions given below:



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The screenshot shows the SAP logon screen with the following fields and callouts:

- Client:** A callout box points to the field containing '310' with the text 'Enter your Client NO.'
- User:** A callout box points to the empty field with the text 'Enter your user name here'.
- Password:** A callout box points to the field containing '*****' with the text 'Enter your Password'.
- Logon Language:** A callout box points to the field containing 'EN' with the text 'Enter your Password'.

Press the TAB key after data is entered in a so that the cursor moves to the beginning of the next field.

To log on to the R/3 System, make the following entries in the fields on the logon screen

In the Client field, enter the client number (database number). If a default client number (database number) appears in the field, you can either change it by typing over it, or you can accept it by leaving it. Press the TAB key to move the cursor to the User ID field.

In the User ID field, enter your user ID. Press the TAB key to move the cursor to the Password field.

In the Password field, enter the initial password the system administrator has given

Press ENTER to log on



Personnel Administration – Actions(PA40)

Purpose

To familiarize with the SAP menu path and the procedure for executing any of the configured personnel actions for an employee.

Menu Path: SAP standard menu → Human Resources → Personnel Management → Administration → HR Master Data → Personnel Actions

Transaction Code PA40:

The screenshot shows the SAP Easy Access interface. The 'SAP Menu' is expanded to 'Human Resources' > 'Personnel Management' > 'Administration' > 'HR Master Data'. The 'PA40 - Personnel Actions' option is highlighted. A callout box points to the command field at the top, stating 'Enter transaction code PA40 in command field and press green button'. Another callout box points to the 'PA40 - Personnel Actions' menu item, stating 'Menu path for personnel actions'.

NOTE: In each personnel action, screens of the relevant infotypes will appear in a predefined sequential order - these infotypes are to be 'saved' each time these are completed/filled. [For example, for hiring, infotype #- 0000, 0002, 0001, 0006, etc. will appear automatically one after the other]



HIRING Action

Work Steps

Select the Action type and then Execute.

Specify the Start date carefully. This date will be considered as the date of joining of an employee.

The screenshot shows the SAP Personnel Actions screen. On the left, there is a 'Find by' section with options for 'Person', 'Collective search help', 'Search Term', and 'Free search'. Below this is a 'Hit list' table with columns for 'Personnel number' and 'Name'. The main area displays a list of 'Personnel Actions' with columns for 'Action Type', 'Personn...', 'EE group', and 'EE subg...'. The 'Hiring' action is highlighted in yellow. Callouts provide instructions: 'Press this button to execute the selected Action' points to the execute button (a play icon) at the top left; 'Enter From date' points to the 'From' date field; and 'Select Action you want to execute' points to the 'Hiring' row in the list.

Personnel number	Name
01000053	DA testing
01000054	leave workman1 Kum
01000057	hra test hra test
01000058	hra test 1 hra test 1
01000059	cost testing
01000060	Transfer testing
01000061	Deputation in testing
01000062	separation testing
01000063	Old Doj Old Doj
01000064	test 1 test 1

Action Type	Personn...	EE group	EE subg...
Migration Hiring			
Hiring			
Probation Extension			
Probation Confirmation			
Transfer			
Promotion			
Separation			
Deputation In			
Deputation Out			
Repatriation In			
Repatriation Out			
Suspension			
Suspension Revocation			



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Enter Personnel Number(Employee Code) of the Employee.

Create Actions

Change info group

Pers.No. 1000026
Pers.No. 1000026
Start 01.01.2018 to 31.12.9999

Personnel action

Action Type Hiring
Reason for Action 00 Due to Vacancy
Reference Pers. Nos.

Status

Customer-specific
Employment Active
Special payment

Organizational assignment

Position 50000064 General Manager
Personnel area 1003 Patna Zone
Employee group R Regular
Employee subgroup 04 GENERAL MANAGER

Enter Personnel Number of the Employee Here

Enter Start Date as Date of hiring of the employee

System will show end date as 31.12.9999. Users are requested not to change the end date.



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Create Actions

Change info group

Pers.No. 1000026

Pers.No. 1000026

Start 01.01.2018 to 31.12.9999

Personnel action

Action Type Hiring

Reason for Action 00 Due to Vacancy

Reference Pers. Nos.

Action Type will appear by default based on the Action Selected in last screen.

Status

Customer-specific

Employment Active

Special payment

Employment: This shows the employment status of the employee. The employment status helps in reporting and shows who all employees are currently working in the company and who are out.

Organizational assignment

Position 50000064 General Manager

Personnel area 1003 Patna Zone

Employee group R Regular

Employee subgroup 04 GENERAL MANAGER



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Create Actions

Change info group

Pers.No.

Start to

Personnel action

Action Type

Reason for Action

Reference Pers. Nos.

Status

Customer-specific

Employment

Special payment

Organizational assignment

Position

Personnel area

Employee group

Employee subgroup

Additional actions

Start Date	Act.	Action Type

[Help View for Reasons for Actions](#)

Action Type: BH
Name of action type: Hiring

ActR	Name of reason for action
00	Due to Vacancy
01	New Position Created
02	Business Expansion
03	Compassionate Hiring
04	Court Order
05	Pensioner
06	Family Pensioner
07	Others

In personnel action: select the reason for hiring (01-New Position , 02- Replacement, 03- Expansion,04-Special project,05- Absorption of Intern.). If the current has been done because of some internal reference, put employee code of the referral in Reference pers. No. field.

In organizational assignment: Select **Position** by pressing F4 or populating the list.

Personal area: Enter or select Personnel Area by populating list pressing F4 in Position field.



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Create Actions

Change info group

Pers.No.
 Start to

Personnel action

Action Type
 Reason for Action
 Reference Pers. Nos.

Status

Customer-specific
 Employment
 Special payment

Organizational assignment

Position
 Personnel area
 Employee group
 Employee subgroup

Additional actions

Start Date	Act.	Action Type

PA	Personnel Area Text	CoCd	CGrpg
1001	Head Quarters	1000	40
1002	SLDC	1000	40
1003	Patna Zone	1000	40
1004	Muzafarpur Zone	1000	40
1005	Bhagalpur Zone	1000	40
1006	Patna Circle	1000	40
1007	Bihar Sharif Circle	1000	40
1008	Gaya (Magadh) Circle	1000	40
1009	Dehri On sone Circle	1000	40
1010	Muzafarpur Circle	1000	40
1011	Koshi Circle	1000	40
1012	Dharbanga Circle	1000	40
1013	Saran Circle	1000	40
1014	Purnia Circle	1000	40
1015	Bhagalpur Circle	1000	40
AE01	Personnel Area AE01	AE01	AE
AR01	Oficina central Argentina	AR01	29
AR02	Plantas Zona Norte Argentina	AR01	29
AR03	Plantas Zona Sur Argentina	AR01	29
AR11	Oficina central	ARG1	29
AT01	Personnel Area AT01	AT01	03
AU01	Personnel Area AU01	AU01	13
AU02	Personnel Area Au02	AU01	13
AU03	Australia PA03	AU01	13
AUPS	Australian Personnel Area PS	AU01	13
BE01	Personnel area BE01	BE01	12
BG01	Personal area BG01	BG01	BG
BR01	Empresa Modelo - Matriz	BR01	37

Select **Employee Group** according to the requirement.



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Create Actions

Change info group

Pers.No. 1000351
 Start 01.01.2019 to 31.12.9999

Personnel action

Action Type BH Hiring
 Reason for Action
 Reference Pers. Nos.

Status

Customer-specific
 Employment 3 Active
 Special payment

Organizational assignment

Position
 Personnel area 1001
 Employee group R
 Employee subgroup

Additional actions

Start Date	Act.	Action Type

Employee Group (1) 17 Entries found

Restrictions

EEGrp Name of EE group

- 1 Active
- 2 Retiree/pensioner
- 3 Early retiree
- 4 Apprentices
- 5 Terminated
- 6 Inactive Employees
- 7 Temporary/Seasonal
- 8 Expatriate
- 9 External employee
- B Non-holders (PS)
- C Holders (PS)
- D Direct Contract
- N Foreign Services
- P Pensioner
- R Regular
- S Retire Contract
- T Probationer

17 Entries found

Now Select the Employee Sub Group in which we are hiring the employee. As shown in the following screen:



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Create Actions

Change info group

Pers.No.

Start to

Personnel action

Action Type

Reason for Action

Reference Pers. Nos.

Status

Customer-specific

Employment

Special payment

Organizational assignment

Position

Personnel area

Employee group

Employee subgroup

Additional actions

Start Date	Act.	Action Type

EEGrp	Name of EE group	ESgrp	Name of EE subgrp
R	Regular	52	LINE INSPECTOR
R	Regular	53	OPERATOR
R	Regular	54	PA
R	Regular	55	IT ASSISTANT
R	Regular	56	ACCOUNT ASSISTANT
R	Regular	57	HEAD CLERK
R	Regular	58	ASSISTANT
R	Regular	59	STORE ASSISTANT
R	Regular	60	TECHNICIAN III
R	Regular	61	FITTER GR I
R	Regular	62	LINE MAN
R	Regular	63	ASSISTANT OPERATOR
R	Regular	64	JUNIOR ACCOUNT CLERK
R	Regular	65	JUNIOR ASSISTANT
R	Regular	66	CORRESPONDENCE CLERK
R	Regular	67	TECHNICIAN IV
R	Regular	68	FITTER GR II
R	Regular	69	SKILLED KHALASI
R	Regular	70	SHIFT GUARD
R	Regular	71	MESSENGER
R	Regular	72	CHAUKIDHAR
R	Regular	73	UNSKILLED KHALASI
R	Regular	N1	Non Tech Ofcr CI - 1
R	Regular	N2	Non Tech Ofcr CI - 2
R	Regular	N3	Non Tech Work CI - 3
R	Regular	N4	Non Tech Work CI - 4
R	Regular	T1	Techn Officer CI - 1
R	Regular	T2	Techn Officer CI - 2
R	Regular	T3	Techn Workman CI - 3
R	Regular	T4	Techn Workman CI - 4

After that in the task bar “Save your entries” will appear. Press  or Ctrl+S to save the transaction.



Create Personal Data Infotype 0002

After saving next screen with the title Create Personnel Data will appear. As shown in the following screen :-

Personnel ar 1100 EE group 2
Subarea 1101 EE subgrp 10
Start 01.01.2017 to 31.12.9999

Name
Title Name Format
Last name Phone Number
First name

Additional Data
Gender unkn... Language English
Birth date Mar.status
Birthplace Since
Ctry o.birth No. child.
State
Nationality Indian

Start Date: By default start date will appear as Hiring date of the employee. Users are requested not to change the Start date.

End Date: By default End date will appear as 31.12.9999. Users are requested not to change the End date.



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Human Capital Management



Infotype Edit Goto Extras System Help

Create Personal data

Personnel ar 1100 EE group 2
Subarea 1101 EE subgrp 10
Start 01.03.1981 to 31.12.9999

Title: Select title from the drop down. Miss, Mr, Mrsetc.

Name
Title Mr
Last name Testing
First name Employee
Phone Number

Additional Data
Gender Male
Language English
Birth date 01.03.1981
Mar.status
Birthplace
Ctry o.birth
State
Nationality Indian
Since
No. child.

Enter the Last Name

Enter the First Name

Gender: Enter Gender of the Employee, Male or Female.



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Personnel ar 1100 EE group 2
Subarea 1101 EE subgrp 10
Start 01.03.1981 to 31.12.9999



Name
Title Mr Name Format
Last name Testing Phone Number
First name Employee

Additional Data
Gender Male Language English
Birth date 01.03.1981 Mar.status
Birthplace Since
Ctry o.birth No. child.
State
Nationality Indian

Birth date: Enter Birth date of the Employee in ddmmyyyy format.

Nationality: Select Nationality of the Employee from the drop down.

The start date will be same as in the previous screen. In this screen there are some mandatory fields which we have to enter positively e.g. Last Name, First Name, Birth Date etc. All Mandatory fields which

need to fill will be having  sign in the respective fields. In this screen you can enter the personal information like Gender, Marital Status, Birth Place, No of Children, Religion etc. After entering the required information press enter. Again the save your entries screen message will appear. Save your transaction by clicking the  or Ctrl+S.



Create Organizational Assignment Infotype (0001)

After saving last screen next screen will appear with the title “Create Organizational Assignment” will appear.

The *Organizational Assignment* (0001) infotype deals with the incorporation of the employee into the organizational structure and the personnel structure.

The screenshot shows the SAP 'Change Organizational assignment' infotype (0001) for a 'Testing Employee'. The interface includes a menu bar (Infotype, Edit, Goto, Extras, System, Help) and a toolbar. The main form is divided into several sections:

- General Data:** Name (Testing Employee), Personnel ar (1100), Subarea (1101), Start (01.01.2017), EE group (2), EE subgrp (10), Chng (17.04.2017), YASH_SHARFUD.
- Enterprise structure:** CoCode (IN01), Home Credit India Financ, Leg.persa, Pers.area (1100), Haryana, Subarea (1101), Gurgaon, Cost Ctr, Bus. Area.
- Personnel structure:** EE group (2), Local Formal, Payr.area (01), EE subgroup (10), Sales Associate, Contract.
- Organizational plan:** Percentage (100.00), Position (99999999), Job key (00000000), Org. Unit (00000000), Org.key (1100), Assignment button, Group, PersAdmin, Time, PayrAdmin, Supervisor.

Callouts provide the following information:

- By Default Company Code will appear in display only mode.** (Points to CoCode IN01)
- Personnel Area is a default field which will appear on the basis of inputs given in Actions Infotype (0000).** (Points to Pers.area 1100)
- By Default Cost Center will appear in display only mode. Cost Center appears on the basis of position selected.** (Points to Cost Ctr)



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Infotype Edit Goto Extras System Help

Change Organizational assignment

Org Structure

Name: Testing Employee
Personnel ar: 1100 EE group: 2
Subarea: 1101 EE subgrp: 10
Start: 01.01.2017 to 31.12.9999 Chng: 17.04.2017 YASH_SHARFUD

Enterprise structure

CoCode	IN01	Home Credit India Financ	Leg.person	
Pers.area	1100	Haryana	Subarea	1101 Gurgaon
Cost Ctr			Bus. Area	

Personnel structure

EE group	2	Local Formal	Payr.area	00
EE subgroup	10	Sales Associate	Contract	

Organizational plan

Percentage	100.00	Assignment	Group	1100
Position	99999999	Default position	PersAdmin	
Job key	00000000		Time	
Org. Unit	00000000		PayrAdmin	
Org.key	1100		Supervisor	

Personnel Subarea is mandatory field to be filled

By Default Employee Group will appear in display only mode, on the basis of input given in Action Infotype (0000)

Business Area will populate automatically as soon as you enter Personnel Subarea.

Payroll Area will be populated automatically based on the Employee Group.



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Infotype Edit Goto Extras System Help

Change Organizational assignment

Org Structure

Name: Testing Employee
Personnel ar: 1100 EE group: 2
Subarea: 1101 EE subgrp: 10
Start: 01.01.2017 to 31.12.9999 Chng: 17.04.2017 YASH_SHARFUD

Enterprise structure

CoCode	IN01	Home Credit India Financ	Leg.person	
Pers.area	1100	Haryana	Subarea	1101 Gurgaon
Cost Ctr			Bus. Area	

Personnel structure

EE group	2	Local Formal	Payr.area	01	Monthly
EE subgroup	10	Sales Associate	Contract		

Organizational plan

Percentage	100.00	Assignment	Group	1100
Position	99999999	Default position	PersAdmin	
Job key	00000000		Time	
Org. Unit	00000000		PayrAdmin	
Org.key	1100		Supervisor	

Shows that the whether the position the employee is working on is fully occupied or partially occupied

The position number will appear by default if assigned in infotype 0000 or if not assigned there please assign the position number here



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Infotype Edit Goto Extras System Help

Change Organizational assignment

Org Structure

Name: Testing Employee
Personnel ar: 1100 EE group: 2
Subarea: 1101 EE subgrp: 10
Start: 01.01.2017 to 31.12.9999 Chng: 17.04.2017 YASH_SHARFUD

Enterprise structure

CoCode	IN01	Home Credit India Financ	Leg.person	
Pers.area	1100	Haryana	Subarea	1101 Gurgaon
Cost Ctr			Bus. Area	

Personnel structure

EE group	2	Local Formal	Payr.area	01	Monthly
EE subgroup	10	Sales Associate	Contract		

Organizational plan

Percentage	100.00	Assignment	Group	1100
Position	99999999	Default position	PersAdmin	
Job key	00000000		Time	
Org. Unit	00000000		PayrAdmin	
Org.key	00		Supervisor	

Administrator

Group	1100
PersAdmin	
Time	
PayrAdmin	
Supervisor	

The Organizational Unit will appear by default. The value is based on the position created under the Organizational Unit in Organizational Chart

The Job Key will appear by default. The value is based on the job assigned to the position in Organization Chart.



Create Family/Related Person: Infotype 0021

The Next screen will appear will be having the title “Create Family/related Person”. This infotype is used to enter the data of the family members of the employee. First name and Date of birth are mandatory fields to be filled. Below is the screen shot for the same

The screenshot displays the SAP Infotype 0021 'Create Family Member/Dependents' form. The form is titled 'Create Family Member/Dependents' and includes a search bar and a list of search options (Person, Collective search help, Search Term, Free search). The main data entry area contains the following fields:

Name	Testing Employee 9
Personnel ar	1100
Subarea	1101
Start	01.01.2017 to 31.12.9999

The 'Family Member/Dependents' section includes:

Family Member	Spouse	Number	<input type="checkbox"/>
Gender	<input checked="" type="radio"/> Female <input type="radio"/> Male		
Date of birth	01.02.1989		
Nationality	Indian		

Callouts in the image indicate that the 'Start' date field is a 'Mandatory Field' and the 'Date of birth' field is where the user should 'Enter Date of birth'.

Enter required data and press enter. Now save the data by clicking on save icon. The next screen will appear from the same infotype. System will ask for following Family member’s data one by one:

1. Father
2. Mother
3. Spouse
4. Child
5. Brother
6. Sister



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If you want to skip some screens which are not relevant you can skip by pressing Next record button.


Create Address: Info type –0006

In this screen maintain the addresses of the employees. The address Type may be Permanent Residence or Mailing Addresses.

Select required address type:

The screenshot shows the SAP HR Master Data - Maintain HR Master Data screen. The 'Addresses' infotype is selected. The 'Subtypes for infotype "Addresses" (4) 22 Entries four' dialog is open, showing a list of address types. The 'Permanent residence' subtype is selected.

STyp	Name
1	Permanent residence
2	Temporary residence
3	Home address
4	Emergency address
5	Mailing address
6	Nursing address
7	
CZ01	Adres for delivery post coupon
CZ02	
CZ03	
CZ04	
CZ05	
CZMV	
HU01	Dependant's address
Q1	Authorised agent address
R1	Place of Residence Provided by Employer
R2	Hotel Accommodation Provided by Employer
SA4	
SA5	Mandate Organization(SA PBS)
SA6	Secondment Organization(SA PBS)
SK01	Address for payment form SK01
SKMV	Work location

In this infotype Start Date, City and Postal code are mandatory fields. After filling the required information press enter. Save your entries message will appear. Save your transaction by clicking the  or Ctrl+S.



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Create Addresses

Foreign address

Name: T Karthik
Personnel ar: 1100
Subarea: 1101
Start: 01.01.2017 to 31.12.9999
EE group: 2
EE subgrp: 10

Address

Address type: 1
Detailed Address: / /
Postal code / city: 100227 Gurgaon
Relationship: /
Region: /
Country Key: India
Telephone Number: /
Distance in km: /
Company housing: /

Start Date is a mandatory Field

Postal code/city are mandatory fields

Create Bank Details: Info type 0009

In the Bank Details infotype (0009), you enter the payee for the net pay from the payroll and the bank details.



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Infotype Edit Goto Extras System Help

Create Bank Details

Name T Karthik
Personnel ar 1100 EE group 2
Subarea 1101 EE subgrp 10
Start 01.01.2017 to 31.12.9999

Bank details

Bank details type Main bank
Payee T Karthik
Postal code / city Gurgaon
Bank Country India
Bank Key HDFC0000003 HDFC Bank
Bank Account 1234567890
Payment Method T Bank Transfer
Purpose
Payment currency INR Indian Rupee

Select Bank Detail Type

Enter postal Code and name of city of bank

By Default Bank Country will come as India. Do not change it.

Select Bank Key of the bank from here



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Infotype Edit Goto Extras System Help

Create Bank Details

Find by: Person

- Collective search help
- Search Term
- Free search

Name: T Karthik
 Personnel ar: 1100
 Subarea: 1101
 Start: 01.01.2017 to 31.12.9999
 EE group: 2
 EE subgrp: 10

Bank details

Bank details type: Main bank
 Payee: T Karthik
 Postal code / city: Gurgaon
 Bank Country: India
 Bank Key: HDFC0000003
 Bank Account: 1234567890
 Payment Method: T - Bank Transfer
 Purpose:
 Payment currency: INR Indian Rupee

Enter Bank Account Number of Employee here in which salary will get disbursed

Show the purpose of creating the bank details.

By Default currency will appear as INR

Select Payment Method as 'T', as T represents bank transfer

After Entering all the information press enter than save.

Update the following Required, Optional, and Conditional fields, as needed:

Field	R/O/C	Description/Action
From	R	The date from which the information is to be maintained will be entered here.
Postal Code/city	R	Postal Code where the bank is located and the city in which bank is located.
Bank Key	R	Bank key of the employee in which he/she having Salary account.
Bank account number	R	Bank account number of the bank.
Purpose	R	Purpose for which bank details have been maintained. Always mention purpose as 'Salary transfer'.



Create Monitoring of task: Info type –0019

This Infotype is used for monitoring all HR activities of employees that have follow-up.

The screenshot shows the SAP 'Create Monitoring of Tasks' interface. It includes a menu bar (Infotype, Edit, Goto, Extras, System, Help) and a toolbar. The main form contains the following fields and callouts:

- Name:** T Karthik
- Personnel ar:** 1100
- Subarea:** 1101
- EE group:** 2
- EE subgrp:** 10
- Task Section:**
 - Task Type:** Expiry of probation (highlighted with a callout: "Select task type for which you want to set the reminder.")
 - Date of Task:** 01.04.2017 (highlighted with a callout: "Date of Task on which it needs to be performed")
 - Processing indicator:** New task
- Reminder Section:**
 - Reminder Date:** 01.03.2017
 - Lead/follow-up time:** (empty numeric field, highlighted with a callout: "The lead/follow-up time defines a period before or after which the system should remind you of a certain task. This is a Numeric field for the entry of a unit of time")
 - For specific task type:** (dropdown menu)
- Comments:** (text area)



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Infotype Edit Goto Extras System Help

Create Monitoring of Tasks

Name T Karthik
Personnel ar 1100 EE group 2
Subarea 1101 EE subgrp 10

Task
Task Type Expiry of probation
Date of Task 01.04.2017 Processing indicator New task

Reminder
Reminder Date 01.03.2017
Lead/follow-up time For specific task type

Comments

Select Day, Week, Month or Year from this field

Reminder date will populate automatically once you mention Date of Task and press enter.

Enter your comments here if any.

After entering the required information, press enter and then press save Button.

Create Contract Elements: Info type - 0016

This Infotype is used to store employment contract of an employee.



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Infotype Edit Goto Extras System Help

Create Contract Elements

Maintain activities

Name T Karthik
Personnel ar 1100 EE group 2
Subarea 1101 EE subgrp 10
Start 01.01.2017 to 31.12.9999

Contractual regulations

Contract Type Permanent
Terms and conditions

Deadlines

Probationary Period 3 Months
ER Notice Period 1 MONTH
EE Notice Period 1 MONTH
Work Permit

Entry

Initial Entry
Employee Group
Corporation (Old)

Choose relevant Contract type from Drop Down e.g:- Probation, Permanent, Trainee etc.

Select relevant Notice period for ER from the drop down

Enter Probationary Period of the employee in numbers e.g. 3, and in next field select relevant value from the drop down as months, years etc

Select relevant Notice period for EE from the drop down



Create Nominations: Infotype - 0591

According to the company rules and legal laws, an employee has to nominate some person(s) for the transfer of benefits, in the eventuality of the death of the employee. These nomination details are maintained in this infotype.

Select the required Nomination Subtype.

HR master data Edit Goto Extras Utilities Settings System Help

Maintain HR Master Data

Personnel no. 75
Name T Karthik
Personnel ar 1100 EE group 2
Subarea 1101 EE subgrp 10

Personnel Administration Time Management Payroll Travel Management

Infotype text S..
Contract Elements ✓
Monitoring of Tasks ✓
Date Specifications ✓
Communication ✓
Personal IDs ✓
Family Member/Dependents ✓
Education ✓
Nominations

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

Subtypes for infotype "Nominations" (1)
Restrictions
Styp Name
BNES ESI Benefit
BNGR Gratuity Benefit
BNMB Maternity Act Benefit
BNPF PF Benefit
BNPN Pension Benefit
5 Entries found

Direct selection
Infotype Nominations STy



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Create Nominations

Name: T Karthik
Personnel ar: 1100
Subarea: 1101
Start: 01.04.2017 to 31.12.9999
EE group: 2
EE subgrp: 10

Benefit Type: BNGR Gratuity Benefit

Nominee	Nominee's Address	Relation	Birth Date	Share	Guardian's Address
SPOUSE	GURGAON	SPOUSE	01.02.1986	100.00	
<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>	

Enter nominee details here like name, address, and relationship, percent share. Etc.

Create Education: Info type – 0022

You can store what **education** and training qualifications an employee or an applicant has passed in the **Education infotype (0022)**. ... You can enter the following data for each **educational** establishment type:**Education**/training or occupation the employee/applicant has acquired.

Select the required Education Subtype.
Click on Create.



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Maintain HR Master Data

Personnel no. 7
Name TEST EMPLOYEE
Personnel ar 1100 Haryana EE group 2 Local Formal
Subarea 1101 Gurgaon Cost Ctr IN01I10001 CEO NCR

Personnel Administration | Time Management | Payroll | Travel Management

Infotype text S..
Personal IDs ✓
Family Member/Dependents ✓
Education ✓
Nominations
Other/Previous Employers
Internal Medical Service ✓
Recruitment Details
Objects on Loan
Passport and Visa Details

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 Education SIy

Subtypes for infotype "Education" (1) 6 Entries found
Restrictions
ED Educ. est. text
H0 School & Inter
H1 Bachelor's degree
H2 Masters
H3 PG Diploma
H4 Diploma
H5 Doctorate
6 Entries found



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Create Education



Create Education



Name TEST EMPLOYEE
Personnel ar 1100 Haryana EE group 2 Local Formal
Subarea 1101 Gurgaon Cost Ctr IN01110001 CEO NCR
Start 15.07.2011 to 20.05.2014

Enter Start date and End date

Enter the name of the institution (e.g. McMaster University) at which the employee or applicant completed his/her education and/or training.

Ed. Degree H1 Bachelor's degree
Institution Name Delhi University
Country Key IN India
Certificate 09
Final Grade
Branch of Study 1
Branch of Study 2

Enter the type of educational institution (e.g. high school, business school, university) the employee/applicant has attended.

Enter the type of leaving certificate (e.g. high school diploma, university degree) the employee or applicant has acquired at the given institution

The country key contains information which the system uses to check entries such as the length of the postal code or bank account number.

After entering the required information, press enter and then press save Button.

Create Other / Previous Employers: Info type – 0023

The infotype is used to store data on the activities performed by an employee/applicant in the service of other or previous employers.

Select Other / Previous Employers info type and click on Create.



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Maintain HR Master Data



Maintain HR Master Data



- Find by
- Person
 - Collective search help
 - Search Term
 - Free search

Personnel no. 7
Name TEST EMPLOYEE
Personnel ar 1100 Haryana EE group 2 Local Formal
Subarea 1101 Gurgaon Cost Ctr IN01I10001 CEO NCR

Personnel Administration Time Management Payroll Travel Management

Infotype text	S..	Period
Personal IDs	✓	Period
Family Member/Dependents	✓	From [] To []
Education		<input type="radio"/> Today <input type="radio"/> Curr. week
Nominations		<input type="radio"/> All <input type="radio"/> Current month
Other/Previous Employers		<input type="radio"/> From curr.date <input type="radio"/> Last week
Internal Medical Service	✓	<input type="radio"/> To Current Date <input type="radio"/> Last month
Recruitment Details		<input type="radio"/> Current Period <input type="radio"/> Current Year
Objects on Loan		<input type="button" value="Choose"/>
Passport and Visa Details		

Direct selection
Infotype Other/Previous Employers Styr []



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Infotype Edit Goto Extras System Help

Create Other/Previous Employers

Name: TEST EMPLOYEE
Personnel ar: 1100 Haryana EE group: 2 Local Formal
Subarea: 1101 Gurgaon Cost Ctr: IN01I10001 CEO NCR
Start: 01.03.2014 to 31.12.2016

Other/previous employers
Company Name: Tata Consultancy Services
City: Hyderabad
Country Key: IN India
Industry: 29 Information Techn...
Job: 16 Human Resources

Find by
Person
Collective search help
Search Term
Free search

City name in an address.

The industry key is used for the selection of evaluations (e.g. Customer master data index). The following industries can be used, for example: Trading, banking, services, industry, health, public sector, media, etc

Enter the employee's or applicant's present or former job.

Enter Start date and End date

If you are creating a record for an **employee**, enter the person's former employer. If he/she has a sideline job, enter the name of this employer.

After entering the required information, press enter and then press save Button.

Create Personal ID's: Info type – 0185

The Personal IDs info type (0185) allows you to store detailed information about the various identification documents of employees.

Select Personal ID's info type and click on Create



User Manual – Personnel Administration

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Maintain HR Master Data

Personnel no. 7

Name TEST EMPLOYEE

Personnel ar 1100 Haryana EE group 2 Local Formal

Subarea 1101 Gurgaon Cost Ctr IN01I10001 CEO NCR

Personnel Administration Time Management Payroll Travel Management

Infotype text S...
Personal IDs
Family Member/Dependents
Education
Nominations
Other/Previous Employers
Internal Medical Service
Recruitment Details
Objects on Loan
Passport and Visa Details

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

IC Description
01 Superannuation for India
02 PAN Number
03 Gratuity for India
04 Resident Status
05 TAN Number
06 Aadhaar ID
07 PRAN Number
08 Universal Account Number
Y1 Designation
Y2 Reporting Manager
Y3 Department
Y4 Visa Details
Z1 Voter ID
Z2 DL Number
Z3 Passport Number
Z4 My Grade
Z5 Citizenship
Z6 PI Catch
Z7 Personal ID cards
21 Entries found

Create Personal IDs

Name TEST EMPLOYEE

Personnel ar 1100 Haryana EE group 2 Local Formal

Subarea 1101 Gurgaon Cost Ctr IN01I10001 CEO NCR

From 01.01.2017 to 31.12.9999

Personal IDs
ID type 02 PAN Number

ID number AAAAA9999A

Enter Start date and End date

Enter Pan ID Number



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After entering the required information, press enter and then press save Button.

Create Communication: Info type – 0105

This info type stores an employee's communication data. Ex: System user name, E-Mail, Mobile number etc.

Select Communication info type and click on Create

The screenshot shows the SAP HR Master Data maintenance interface. The main window is titled "Maintain HR Master Data" and displays employee information for "TEST EMPLOYEE". The "Communication" info type is selected in the "Direct selection" section. A pop-up window titled "Subtypes for infotype 'Communication' (1) 27 Entries f..." is open, showing a list of subtypes (STyp) and their names. The first subtype, 0001, is highlighted and labeled "System user name (SY-UNAME)".

STyp	Name
0001	System user name (SY-UNAME)
0002	SAP2
0003	Netpass
0004	TSO1
0005	Fax
0006	Voice mail
0010	Official E-mail
0011	Credit card number(s)
0020	First telephone number at work
0030	Private E-Mail Address
BLOG	Blog
CELL	Mobile 1
ECUS	
FB	Facebook
FR01	Health Insurance Organization
FRMA	E-Mail for Dematerialized Communication
HI04	Emergency Contact 1
HI05	Emergency Contact 2
HI06	Office Extension Number



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Create Communication

Create Communication

Name	TEST EMPLOYEE		
Personnel ar	1100 Haryana	EE group	2 Local Formal
Subarea	1101 Gurgaon	Cost Ctr	IN01I10001 CEO NCR
Start	01.01.2017	to	31.12.9999

Communication

Type	0010 Official E-mail
System ID	Test@homecredit.co.in

Enter Start date and End date

Enter E-mail ID

After entering the required information, press enter and then press save Button.

Create Challenge: Info type – 0004

The infotype Challenge (0004) is used in order to be able to fulfill the legal obligations with regards to the contributions for severely challenged persons.

Select Challenge info type and click on Create



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HR master data Edit Goto Extras Utilities Settings System Help

Maintain HR Master Data

Personnel no. 5000
 Name TEST EMPLOYEE
 Personnel ar 1200 New Delhi EE group 2 Local Formal
 Subarea 1201 New Delhi

Personnel Administration Time Management Payroll Travel Management

Infotype text S...
 Actions ✓
 Organizational assignment ✓
 Personal data ✓
 Challenge ✓
 Addresses ✓
 Contract Elements ✓
 Monitoring of Tasks ✓
 Date Specifications ✓
 Communication ✓

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 Challenge SIy

Hit list

Personnel number	Name
03009479	PRASANTA KUMAR PATTANAİK
03009740	K SURESH PATRA
04001457	ASISH KUMAR SAMAL
04008168	BISWAKALYAN ROUT
04008493	ALOK KUMAR NAYAK
04008495	BIRUPAKHYA KAR
04009101	DEEPAK KUMAR PRADHAN
04009102	HARAPRASAD MOHAPATRA
04009103	SHAKTI PRASAD SAHOO
04009104	AJAY UPADHYAY
04009160	SIBASANKAR SAHU
04009371	PAPUN ACHARY
04009449	CHANDAN BEHERA
04009476	PRASANTA KUMAR PATTANAİK
04009737	K SURESH PATRA

Infotype Edit Goto Extras System Help

Create Challenge

Name TEST EMPLOYEE
 Personnel ar 1200 New Delhi EE group 2 Local Formal
 Subarea 1201 New Delhi
 Start 01.01.2017 to 31.12.9999

Challenge data
 Challenge group 05 Blind < 40% ID end date 31.12.2018
 Degree of challenge
 Credit Factor 2.0
 Type of Challenge

Issuing authority
 Official agency
 Challenge cert. date
 Reference number

Hit list

Personnel number	Name
03009479	PRASANTA KUMAR PATTANAİK
03009740	K SURESH PATRA
04001457	ASISH KUMAR SAMAL
04008168	BISWAKALYAN ROUT
04008493	ALOK KUMAR NAYAK
04008495	BIRUPAKHYA KAR
04009101	DEEPAK KUMAR PRADHAN
04009102	HARAPRASAD MOHAPATRA
04009103	SHAKTI PRASAD SAHOO
04009104	AJAY UPADHYAY
04009160	SIBASANKAR SAHU
04009371	PAPUN ACHARY
04009449	CHANDAN BEHERA
04009476	PRASANTA KUMAR PATTANAİK
04009737	K SURESH PATRA

Enter Start date and End date

Type of challenge or work incapacity.

In this field, enter the date up to which the person is certified as severely challenged.

The directory for severely challenged persons classifies employees according to their type of challenge. Each classification has its own identifier.



User Manual – Personnel Administration

Human Capital Management



After entering the required information, press enter and then press save Button.

Create Previous Employment Tax Details: Info type – 0580

This infotype stores the nomination details of employees for the following benefits:

- Employee State Insurance
- Gratuity
- Maternity Act
- Provident Fund
- Pension

Select Previous employment tax details info type and click on Create

The screenshot shows the SAP HR Master Data maintenance interface. The main window is titled 'Maintain HR Master Data'. On the left, there is a navigation pane with 'Person' selected. The main area displays employee details for 'TEST EMPLOYEE' (Personnel no. 7). Below this, there are tabs for 'Personnel Administration', 'Time Management', 'Payroll', and 'Travel Management'. The 'Personnel Administration' tab is active, showing a list of infotypes. 'Previous Employment Tax Details' is highlighted in the list. To the right, there is a 'Period' selection dialog with radio buttons for 'Today', 'All', 'From curr.date', 'To Current Date', 'Current Period', 'Curr.week', 'Current month', 'Last week', and 'Last month'. A 'Choose' button is visible. Below the dialog, there is a 'Direct selection' section with 'Infotype' set to 'Previous Employment Tax Det...' and 'Sty' set to an empty field.



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Indicates that the employee has carried forward one claim to the current block of four years

Indicates the number of tax exemptions claimed towards LTA in the current block of four years, prior to joining the place of current employment

Leave encashment exemption amount availed in previous employments have to be deducted from the current exemption in case of separation.

Exemption amount for gratuity availed in all the earlier employments.

Voluntary Retirement Scheme (VRS) Exemption Amount. VRS exemption is allowed only once during all the employments.

After entering the required information, press enter and then press save Button.

Create HRA/CLA/COA: Info type – 0581

This infotype stores information on employee housing.

In this infotype, you can also capture details of any furniture or domestic help provided to the employee by the company.

While computing exemptions and perquisites on employee housing, the system also refers to the data maintained in this infotype.

Select HRA/CLA/COA info type and click on Create



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HR master data Edit Goto Extras Utilities Settings System Help

Maintain HR Master Data

Personnel no. []

Name TEST EMPLOYEE

Personnel ar 1100 Haryana EE group 2 Local Formal

Subarea 1101 Gurgaon Cost Ctr IN01110001 CEO NCR

Personnel Administration Time Management Payroll Travel Management

Infotype text S..

Basic Pay

Bank Details

Recurring Payments/Deductions

Additional Payments

Additional Off-Cycle Payments

Previous Employment Tax Details

Housing(HRA / CLA / COA)

Provident Fund Contribution

Other Statutory Deductions

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 Housing(HRA / CLA / COA) Sty []

Infotype Edit Goto Extras System Help

Create Housing(HRA / CLA / COA)

Name TEST EMPLOYEE

Personnel ar 1100 Haryana EE group 2 Local Formal

Subarea 1101 Gurgaon

From 01.04.2017 to 31.12.9999

Housing(HRA / CLA / COA)

Housing Details

Accommodation Type 1 Rented Accom.

City Category Non Metro

Rent Amount 10000 INR HRA to Be Tax Exempt

Helper and furniture details

Number of Helpers []

Helper Cost [] INR

Total Furniture Value []

Furniture Hiring Charges []

Landlord's Details

Landlord's Name []

Landlord's Address []

PAN of Landlord [] Declaration Provided by Landlord

Indicates the amount paid per month as rent towards employee accommodation.

Indicates the Housing Type.

Indicates that the employee resides in a metropolitan city.

Indicates that the employee claims a tax-exemption towards the rent that he or she pays.



User Manual – Personnel Administration

Human Capital Management



Infotype Edit Goto Extrgs System Help

Create Housing(HRA / CLA / COA)

Name: TEST EMPLOYEE
Personnel ar: 1100 Haryana EE group: 2 Local Formal
Subarea: 1101 Gurgaon
From: 01.04.2017 to: 31.12.9999

Housing(HRA / CLA / COA)

Housing Details

Accommodation Type: 1 Rented Accom.
City Category: Non Metro
Rent Amount: 10000 INR HRA to Be Tax Exempt

Helper and furniture details

Number of Helpers:
Helper Cost: INR
Total Furniture Value:
Furniture Hiring Charges:

Landlord's Details

Landlord's Name:
Landlord's Address:
PAN of Landlord: Declaration Provided by Landlord

Callouts:

- Indicates the original cost of the company owned furniture, provided to an employee along with company accommodation.
- Indicates the number of people that the employee has as domestic staff.
- Specify the actual cost incurred per month by your company towards
- Indicates the monthly hiring charges to be paid to a rental agency for the furniture hired from the agency, and provided to an employee along with company accommodation.

Infotype Edit Goto Extrgs System Help

Create Housing(HRA / CLA / COA)

Name: TEST EMPLOYEE
Personnel ar: 1100 Haryana EE group: 2 Local Formal
Subarea: 1101 Gurgaon
From: 01.04.2017 to: 31.12.9999

Housing(HRA / CLA / COA)

Housing Details

Accommodation Type: 1 Rented Accom.
City Category: Non Metro
Rent Amount: 10000 INR HRA to Be Tax Exempt

Helper and furniture details

Number of Helpers:
Helper Cost: INR
Total Furniture Value:
Furniture Hiring Charges:

Landlord's Details

Landlord's Name:
Landlord's Address:
PAN of Landlord: Declaration Provided by Landlord

Callouts:

- Pan Number of Landlord
- Specifies the name of the landlord.
- Specifies the complete postal address of the landlord.
- Indicates that the landlord does not have a Permanent Account Number (PAN) and the landlord has provided a declaration stating the same





User Manual – Personnel Administration

Human Capital Management



After entering the required information, press enter and then press save Button.

Create Provident Fund Contribution: Info type – 0587

This info type stores the Provident Fund information of an employee.

Select provident fund contribution info type and click on Create

HR master data Edit Goto Extras Utilities Settings System Help

Maintain HR Master Data

Personnel no. 7

Name TEST EMPLOYEE

Personnel ar 1100 Haryana EE group 2 Local Formal

Subarea 1101 Gurgaon Cost Ctr IN01I10001 CEO NCR

Personnel Administration Time Management Payroll Travel Management

Infotype text S..

Basic Pay

Bank Details

Recurring Payments/Deductions

Additional Payments

Additional Off-Cycle Payments

Previous Employment Tax Details

Housing(HRA / CLA / COA)

Provident Fund Contribution

Other Statutory Deductions

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 Provident Fund Contribution Sty S..



User Manual – Personnel Administration

Human Capital Management



Infotype Edit Goto Extras System Help

Create Provident Fund Contribution

Name: TEST EMPLOYEE
Personnel ar: 1100 Haryana EE group: 2 Local Formal
Subarea: 1101 Gurgaon
From: 01.04.2017 to 31.12.9999

Employee's Details

General Information
Provident Fund Trust ID: RPF1 RPF Bombay
Pension Trust ID: RPF1 RPF Bombay
Provident Fund Number: XX/XXX/999999/999999
Pension Number: XX/XXX/999999

Provident Fund
VPF Percentage:
Basis for contribution: Eligible pay or PF Basis PF Basis
VPF Amount:

Employer's Details

Provident Fund
Basis for contribution: Eligible pay or PF Basis whichever is less PF Basis

Pension
 Contributing to pension International Worker Paid By Govt.
Basis for contribution: Eligible pay or PF Basis whichever is less PF Basis
Pension Contr. Age:

New Pension Scheme(NPS)

Employee NPS	Employer NPS
<input type="checkbox"/> Eligible for NPS	<input type="checkbox"/> Eligible for NPS
NPS Amount: <input type="text"/>	NPS Amount: <input type="text"/>
NPS Percentage: <input type="text"/>	NPS Percentage: <input type="text"/>

Annotations:

- Indicates the name of the Provident fund trust where contributions towards PF are deposited.
- Indicates the name of the pension trust where contributions towards pension are deposited.
- Employee Provident Fund account number
- Employee Pension number
- Specifies the employee's voluntary Provident Fund (PF) contribution amount, if eligible.
- Indicates the percentage of contribution made by the employee on a voluntary basis over and above his or her standard contribution towards PF. This amount is deducted from the employee's salary



User Manual – Personnel Administration

Human Capital Management



Infotype Edit Goto Extras System Help

Create Provident Fund Contribution

Find by
Person
Collective search help
Search Term
Free search

Name: TEST EMPLOYEE
Personnel ar: 1100 Haryana EE group: 2 Local Formal
Subarea: 1101 Gurgaon
From: 01.04.2017 to 31.12.9999

Employee's Details

General Information
Provident Fund Trust ID: RPF1 RPF Bombay
Pension Trust ID: RPF1 RPF Bombay
Provident Fund Number: XX/XXX/999999/999999
Pension Number: XX/XXX/999999

Provident Fund
VPF Percentage:
Basis for contribution:
 Eligible pay or PF Basis whichever is less
 PF Basis
Amount:

Employer's Details

Provident Fund
Basis for contribution:
 Eligible pay or PF Basis whichever is less
 PF Basis

Pension
 Contributing to pension
Basis for contribution:
 Eligible pay or PF Basis whichever is less
 PF Basis
Pension Contr. Age:
 International Worker Paid By Govt.

New Pension Scheme(NPS)

Employee NPS	Employer NPS
<input type="checkbox"/> Eligible for NPS	<input type="checkbox"/> Eligible for NPS
NPS Amount: <input type="text"/>	NPS Amount: <input type="text"/>
NPS Percentage: <input type="text"/>	NPS Percentage: <input type="text"/>

Indicates that the employer chooses to contribute an equivalent of the employee's PF Basis toward provident fund.

Indicates that the employer contributes an equivalent of the employee's basis or eligible pay, whichever is lower

Indicates whether the employer contributes to the Pension fund. Mark this field if the employer contributes to the Pension fund and Employee deposit linked insurance EDLI

Select this checkbox if the employee eligible to participate in the New Pension Scheme (NPS).

Select this checkbox if the employee is eligible to participate in the New Pension Scheme (NPS).

After entering the required information, press enter and then press save Button.



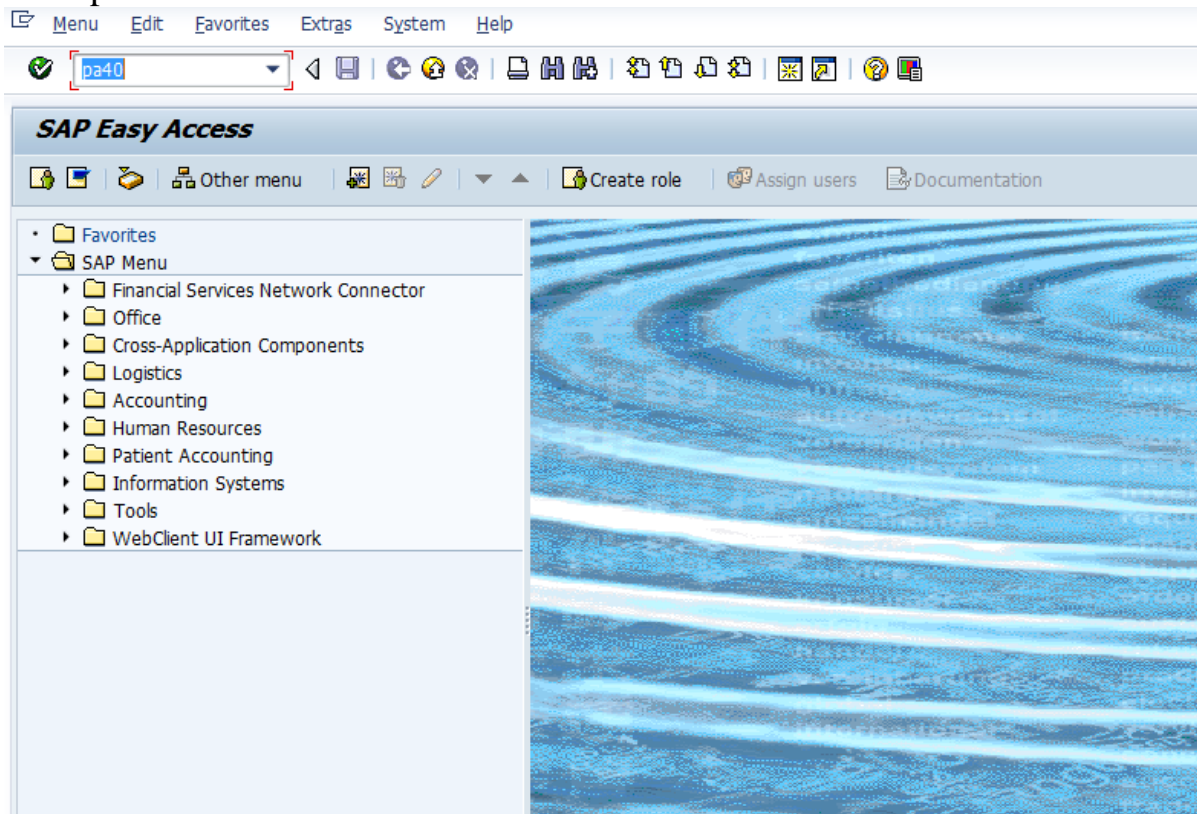
User Manual – Personnel Administration

Human Capital Management



Probation extension-

Enter pa40



enter personnel no and maintain the date and select the action type Probation extension and execute.



User Manual – Personnel Administration

Human Capital Management



Personnel Actions

Find by

- Person
 - Collective search help
 - Search Term
 - Free search

Personnel no. 1000026

Name ram abijit

Personnel ar 1003

Subarea 2031

From 01.04.2018


EE group

EE subgr

Enter Start date

Select the action

Personnel numb...	Name
01000053	DA testing
01000054	leave workman1 Kum
01000057	hra test hra test
01000058	hra test 1 hra test 1
01000059	cost testing
01000060	Transfer testing
01000061	Deputation in testing
01000062	separation testing
01000063	Old Doj Old Doj
01000064	test 1 test 1
01000065	TEST 5 TEST 5
01000066	Deuptation out testin
01000067	suspension testing

Execute  the action
Following screen appears



User Manual – Personnel Administration

Human Capital Management



Copy Actions

Execute info group Change info group

Pers.No.
Pers.No. Name
Pers.area Patna Zone
EE subgrp GENERAL MANAGER WS rule Zone General Shift
Start to

Enter Start date and End date

Personnel action

Action Type
Reason for Action

Choose action type

Status

Customer-specific
Employment
Special payment

Organizational assignment

Position Operator
Personnel area Patna Zone
Employee group Regular
Employee subgroup GENERAL MANAGER

Please maintain the required information like position and personnel area employee group and subgroup

Additional actions

Start Date	Act.	Action Type	ActR	Reason for action

Save it



Copy Organizational assignment

Org Structure

Personnel No	1000026	Name	ram abijit
EE group	R Regular	Pers.area	1003 Patna Zone
EE subgroup	04 GENERAL MANAG...		
Start	01.04.2018	to	31.12.9999

Enter Start date and End date

Enterprise structure

CoCode	1000	BSP TCL	Leg.person	
Pers.area	1003	Patna Zone	Subarea	2031 Patna Zone Offi
Cost Ctr			Bus. Area	

Personnel structure

EE group	R Regular	Payr.area	Z1 Patna Zone
EE subgroup	04 GENERAL MANAGER	Contract	

maintain the required fields like sub area and additional fields

Organizational plan

Percentage	100.00	Assignment
Position	20000037	Operator
Job key	30000026	Operator
Org. Unit	10000027	CIRCLE
Org.key	10000027	Koshi Circle

Administrator

Group	1003
PersAdmin	
Time	
PayrAdmin	
Supervisor	

Additional fields

Record created

Enter and save it.

Following screen appears.

Please maintain the required details.



User Manual – Personnel Administration

Human Capital Management



Copy Contract Elements



Pers.No. Name
Pers.area Patna Zone
EE subgrp GENERAL MANAGER WS rule Zone General Shift
Start to

Enter Start date and End date

Deadlines

Probationary Period Months
ER Notice Period
EE Notice Period

Enter the durations

Following screen appears



Create Monitoring of Tasks



Pers.No. Name
Pers.area Patna Zone
EE subgrp GENERAL MANAGER WS rule Zone General Shift

Task

Task Type Enter the task type
Date of Task Processing indicator Enter date of task

Reminder

Reminder Date
Lead/follow-up time For specific task type

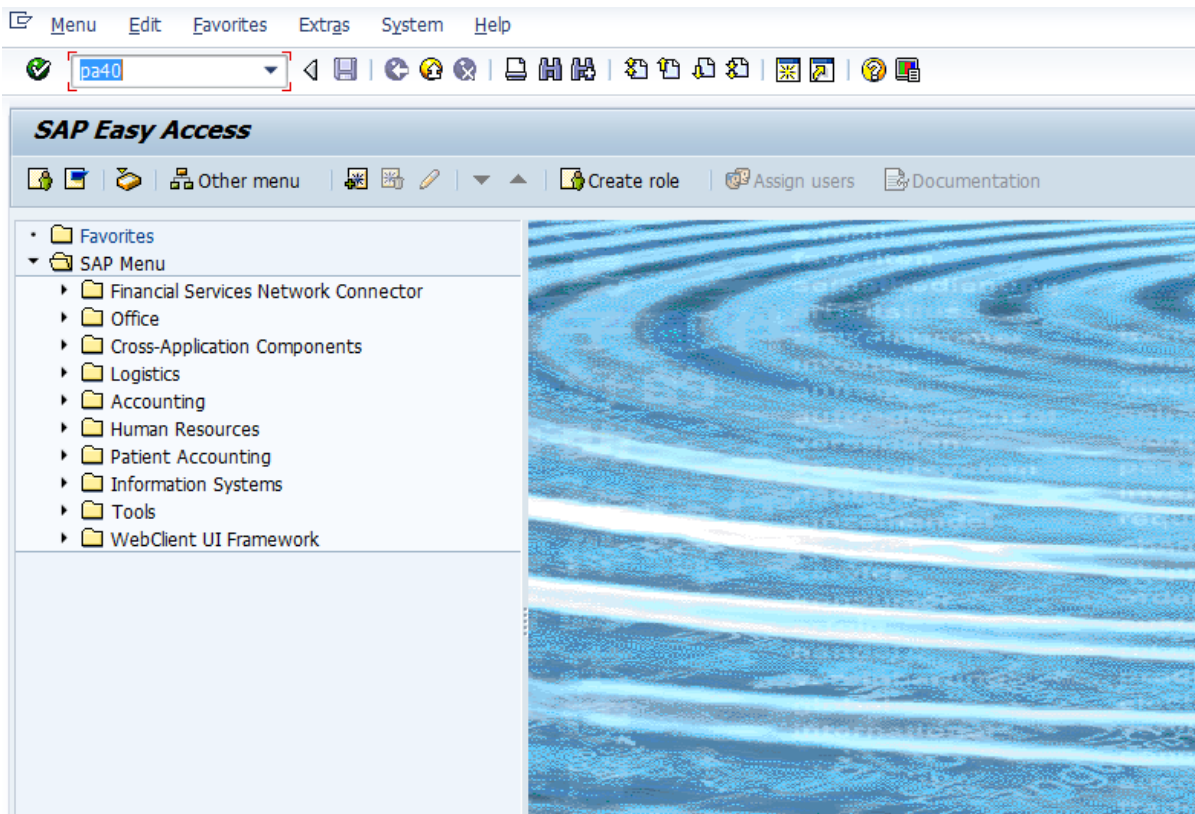
Comments

Save it



Probation Conformation

Enter PA40



And enter personnel number maintain the conformation date and select Action type Probation Conformation as per the below screen shot.



Personnel Actions

Find by
Person


- Collective search help
- Search Term
- Free search

Personnel no. 1000026
Name ram abijit
Personnel ar 1003
Subarea 2031
From 01.07.2018
EE group R
EE subgrp 04

Enter Start date

Action Type	Personn...	EE group	EE subg...
Migration Hiring			
Hiring			
Probation Extension			
Probation Confirmation			
Transfer			
Promotion			
Separation			
Deputation In			
Deputation Out			
Repatriation In			
Repatriation Out			
Suspension			
Suspension Revocation			

Select the action

After maintaining details please select execute  button following screen appears



User Manual – Personnel Administration

Human Capital Management



Copy Actions

Execute info group Change info group

Pers.No.
Pers.No. Name
Pers.area Patna Zone
EE subgrp GENERAL MANAGER WS rule Zone General Shift
Start to

Personnel action

Action Type
Reason for Action

Choose action type

Choose the reason for action

Status

Customer-specific
Employment
Special payment

Organizational assignment

Position Operator
Personnel area Patna Zone
Employee group Regular
Employee subgroup GENERAL MANAGER

Please maintain the required information like position and personnel area employee group and subgroup

Additional actions

Start Date	Act.	Action Type	ActR	Reason for action

Save it and following screen appears .



User Manual – Personnel Administration

Human Capital Management



Copy Organizational assignment

Org Structure

Personnel No Name
EE group Regular Pers.area Patna Zone
EE subgroup GENERAL MANAG...
Start to

Enter Start date and End date

Enterprise structure

CoCode BSPTCL Leg.person
Pers.area Patna Zone Subarea Patna Zone Offi
Cost Ctr Bus. Area

Personnel structure

EE group Regular Payr.area Patna Zone
EE subgroup GENERAL MANAGER Contract

maintain the required fields like sub area and additional fields

Organizational plan

Percentage
Position Operator
Job key Operator
Org. Unit CIRCLE
Koshi Circle
Org.key

Administrator

Group
PersAdmin
Time
PayrAdmin
Supervisor

Additional fields

Record created

Following screen appears



User Manual – Personnel Administration

Human Capital Management



Copy Contract Elements



Pers.No. Name
Pers.area Patna Zone
EE subgrp GENERAL MANAGER WS rule Zone General Shift
Start to

Deadlines

Probationary Period Months
ER Notice Period
EE Notice Period

Enter Start date and End date

Enter the durations

After saving the following screen appears again save the Record.



User Manual – Personnel Administration

Human Capital Management



Copy Basic Pay

Wage Type Wage Type Payments and deductions

Pers.No. 1000026 Name ram abijit
Pers.area 1003 Patna Zone
EE subgrp 04 GENERAL MANAGER WS rule GEN2 Zone General Shift
Start 01.07.2018 To 31.12.9999

Enter Start date and End date

Payment type 0 Basic contract Object ID
Reason Next increase

Pay scale		Further information	
Type 01	BSPTCL	Capacity Util. Level 100.00 %	PER
Area 03	All Locations	Work hours/period 200.00	Monthly
Group 01	Level 01	Ann.salary	INR

Enter the pay scale, pay scale area, pay scale group and level details.

Type	Long Text	O. Amount	Curr...	I...	A..	Number/Unit	Unit
Pay		19,900.00	INR	I	<input checked="" type="checkbox"/>		
o.Literacy Allowance		500.00	INR		<input checked="" type="checkbox"/>		
Business Allowance		1,791.00	INR	I	<input checked="" type="checkbox"/>		
1008 Energy Pay		1,194.00	INR	I	<input checked="" type="checkbox"/>		
1007 City Transport Allowance		10,000.00	INR		<input checked="" type="checkbox"/>		
1004 House Rent Allowance		4,500.00	INR		<input checked="" type="checkbox"/>		
			INR		<input type="checkbox"/>		

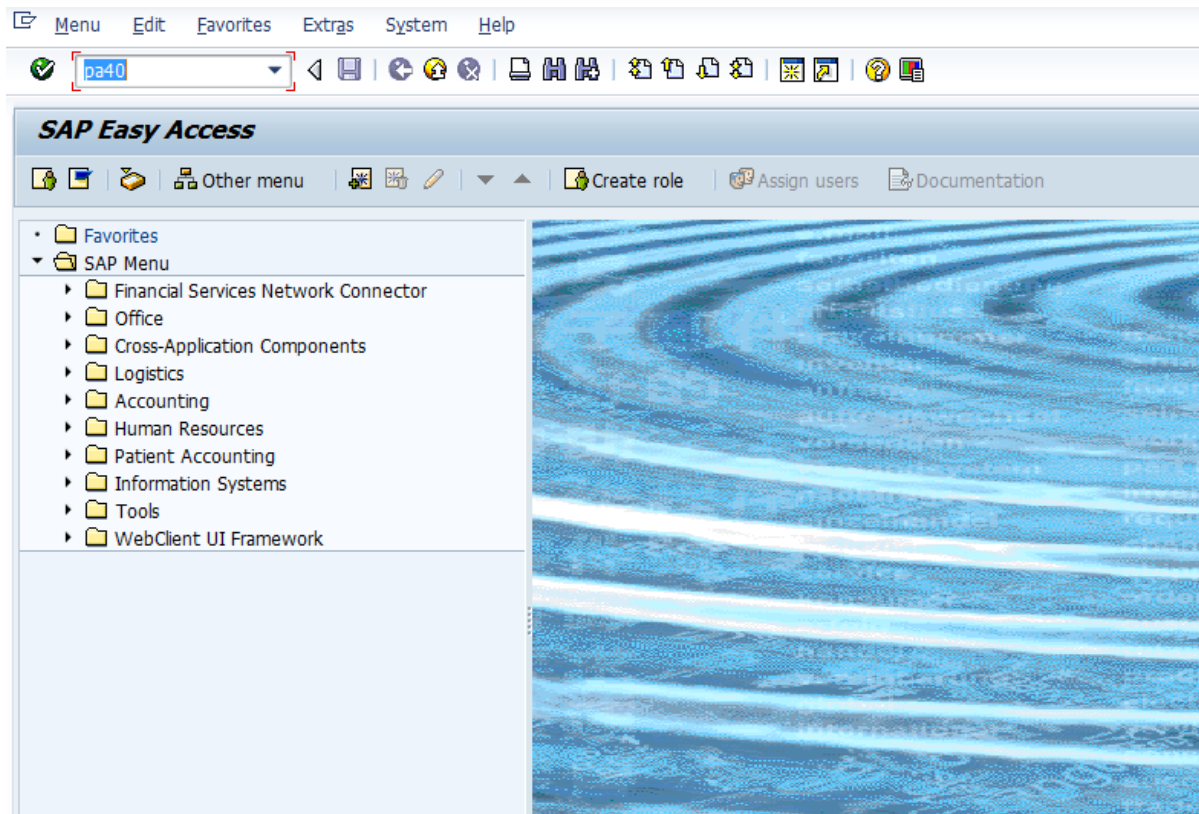
IV 07.03.2019 - 31.12.9999 37,885.00 INR

Enter and Save it



Transfer leaving

Enter PA40



and enter the personnel number and date of validity and select the action type Transfer and execute it as per following screen



User Manual – Personnel Administration

Human Capital Management



Personnel no.
Name
Personnel ar EE group
Subarea EE subgr
From Enter Start date

Personnel Actions

Action Type	Personnel ...	EE group	EE subgroup
Hiring			
Probation Extension			
Probation Confirmation			
Transfer-Leaving			
Promotion			
Separation			
Deputation Out			
Repatriation In			
Repatriation Out			
Suspension			
Suspension Revocation			
Demotion Position			
Demotion Salary			

Select the action

After click on execute



the following screen appears



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Human Capital Management



Pers.No. 1001515
Pers.No. 1001515 Name MADHU SINHA
Pers.area TH00 Head Quarters BSPTCL
EE subgrp T3 Techn Workman Cl - 3 WS rule GEN3 Circle Gen.
Start 13.05.2019 to 31.12.2019

Enter Start date and End date

Personnel action

Action Type BT Transfer-Leaving
Reason for Action 02 On Promotion

Choose action type

Choose the reason for action

Status

Customer-specific
Employment 3 Active
Special payment

Organizational assignment

Position 40001005 Correspondence Clerk (MD)
Personnel area TH00 Head Quarters BSPTCL
Employee group R Regular
Employee subgroup T3 Techn Workman Cl - 3

Please maintain the required information like position and personnel area employee group and subgroup

Additional actions

Start Date	Act.	Action Type	ActR	Reason for action
13.05.2019	BT	Transfer-Leaving	02	On Promotion

Please maintain the required information like position and personnel area employee group and subgroup save it.

Following screen appears



User Manual – Personnel Administration

Human Capital Management



Org Structure

Personnel No: 1001515 Name: MADHU SINHA
EE group: R Regular Pers.area: TH00 Head Quarters BSPTCL
EE subgroup: T3 Techn Workman CI - 3
Start: 13.05.2019 to 31.05.2019

Enterprise structure
CoCode: 1000 BSPTCL Leg.person:
Pers.area: TH00 Head Quarters BSPTCL Subarea: 1001 MD Cell
Cost Ctr:

Personnel structure
EE group: R Regular Payr.area: PB Patna East Circle
EE subgroup: T3 Techn Workman CI - 3 Contract:

Organizational plan Administrator
Percentage: 100.00 Assignment Group: TH00
Position: 40001006 CC(MD Cell) PersAdmin:
Correspondence Clerk (MD C... Time:
Job key: 00000000 PayrAdmin:
Org. Unit: 00000000 Supervisor:
Org.key: 000000001001PB

Additional fields
Cadre: Technical Enter the cadre and class details
Class: Class III

Enter Start date and End date

maintain the required fields like sub area and additional fields

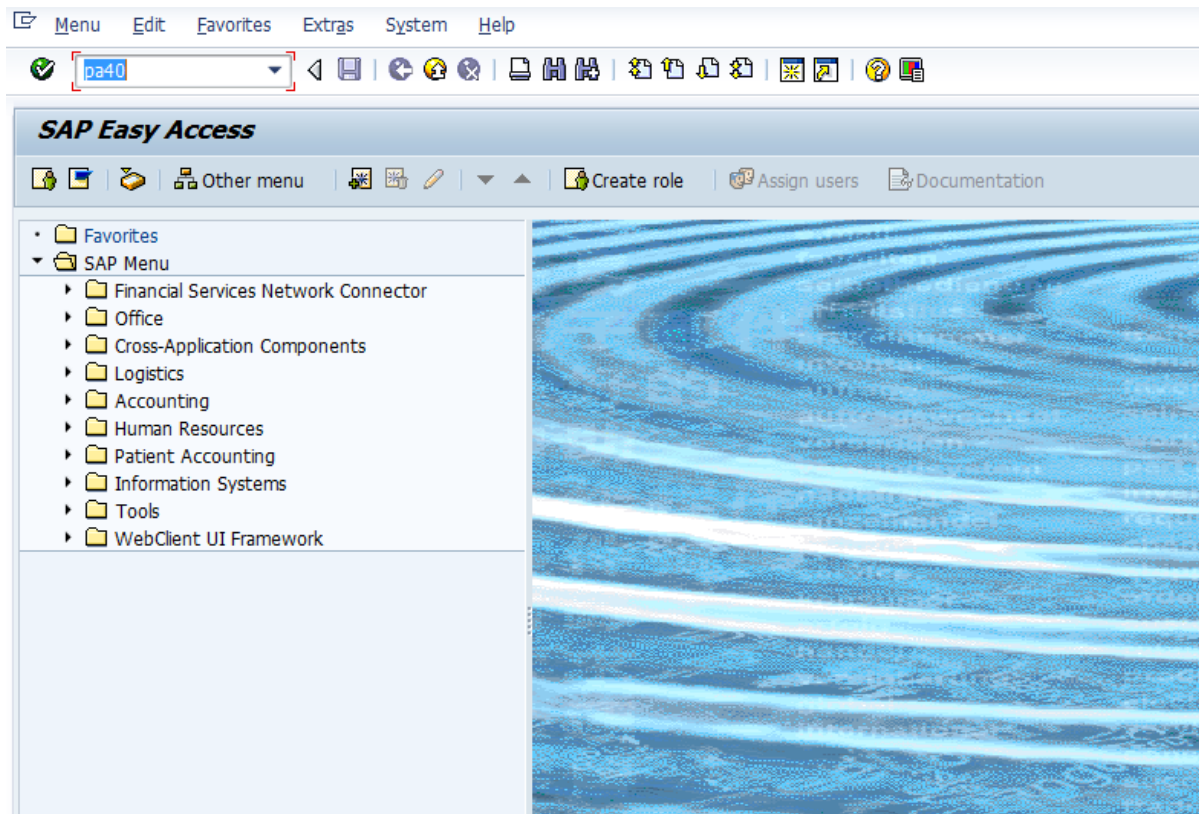
Enter the cadre and class details

maintain the required fields like sub area and additional fields and save it .
Following screen appears.



Transfer joining

Enter PA40



and enter the personnel number and date of validity and select the action type Transfer and execute it as per following screen



User Manual – Personnel Administration

Human Capital Management



Personnel no. 1001515
Name MADHU SINHA
Personnel ar TH00
Subarea 1001
From 14.05.2019
EE group R
EE sub

Enter Start date

Personnel Actions

Action Type	Personnel ...	EE group	EE subgroup
Separation			
Deputation Out			
Repatriation In			
Repatriation Out			
Suspension			
Suspension Revocation			
Demotion Position			
Demotion Salary			
Transfer-Joining			
Change in Pay			
Annual Increment			
Promotion-Joining			
Deputaion-In			

Select the action

After click on execute



the following screen appears



User Manual – Personnel Administration

Human Capital Management



Execute info group Change info group

Person No. 1001515
Person No. 1001515 Name MADHU SINHA
Person area TH00 Head Quarters BSPTCL
Employee subgrp T3 Techn Workman CI - 3 WS rule GEN3 Circle Gen..
Start 14.05.2019 to 31.12.9999

Personnel action
Action Type BJ Transfer-Joining
Reason for Action

Status
Customer-specific
Employment 3 Active
Special payment

Organizational assignment
Position 40001005 Correspondence Clerk (MD)
Personnel area TH00 Head Quarters BSPTCL
Employee group R Regular
Employee subgroup T3 Techn Workman CI - 3

Additional actions

Start Date	Act.	Action Type	ActR	Reason for action

Enter Start date and End date

Choose action type

Please maintain the required information like position and personnel area employee group and subgroup

Please maintain the required information like position and personnel area employee group and subgroup save it.
Following screen appears



User Manual – Personnel Administration

Human Capital Management



Enterprise structure				
CoCode	1000	BSPTCL	Leg.person	
Pers.area	TH00	Head Quarters BSPTCL	Subarea	1001
Cost Ctr				

Personnel structure					
EE group	R	Regular	Payr.area	PB	Patna East Circle
EE subgroup	T3	Techn Workman CI - 3	Contract		

Organizational plan		Administrator	
Percentage	100.00	Group	TH00
Position	40001005	PersAdmin	
	CC(MD Cell)	Time	
	Correspondence Clerk (MD C..	PayrAdmin	
Job key	00000000	Supervisor	
Org. Unit	00000000		
Org.key	000000001001PB		

Additional fields			
Cadre	Technical		
Class	Class III		
Designation	Technician Grade II		
Gazetted	Gazetted Non Technical		
Quarters Provided	<input type="checkbox"/>	Joining Time	PM
Pay Scale Group	08		**

maintain the required fields like sub area and additional fields

Enter the cadre and class details

maintain the required fields like sub area and additional fields and save it .
Following screen appears.



User Manual – Personnel Administration

Human Capital Management



Copy Basic Pay

Wage Type Wage Type Payments and deductions

Pers.No. 1000026 Name ram abijit
Pers.area 1003 Patna Zone
EE subgrp 04 GENERAL MANAGER WS rule GEN2 Zone General Shift
Start 01.08.2018 To 31.12.9999

Enter Start date and End date

Payment type 0 Basic contract Object ID
Reason Next increase

Pay scale
Type 01 BSPTCL
03 All Locations
01 Level 01
Further information
Capacity Util. Level 100.00 % PER
Work hours/period 200.00 Monthly
Ann.salary INR

Enter the pay scale, pay scale area, pay scale group and level details.

Type	Long Text	O.	Amount	Curr...	I...	A..	Number/Unit	Unit
	Basic pay		19,900.00	INR	I	<input checked="" type="checkbox"/>		
1002	Comp.Literacy Allowance		500.00	INR		<input checked="" type="checkbox"/>		
1003	Dearness Allowance		1,791.00	INR	I	<input checked="" type="checkbox"/>		
1008	Energy Pay		1,194.00	INR	I	<input checked="" type="checkbox"/>		
1007	City Transport Allowance		10,000.00	INR		<input checked="" type="checkbox"/>		
1004	House Rent Allowance		4,500.00	INR		<input checked="" type="checkbox"/>		
				INR		<input type="checkbox"/>		

IV 07.03.2019 - 31.12.9999 37,885.00 INR

Please maintain required fields like group and level and save it
After saving the info type the following screen appears



User Manual – Personnel Administration

Human Capital Management



Pers.No.	1001515	Name	MADHU SINHA
Pers.area	TH00 Head Quarters BSPTCL		
IE subgrp	T3 Techn Workman Cl - 3	WS rule	GEN3 Circle Gen..
start	14.05.2019	To	31.12.9999
Work schedule rule			
Work schedule rule	GEN3	Circle General Shift	
Time Mgmt status	99 - Time evaluation of planned time		
<input type="checkbox"/> Part-time employee			
Working time			
Employment percent	100.00		
Daily working hours	8.00		
Weekly working hours	48.00		
Monthly working hrs	200.00		
Annual working hours	0.00		
Weekly workdays	6.00		

Enter Start date and End date

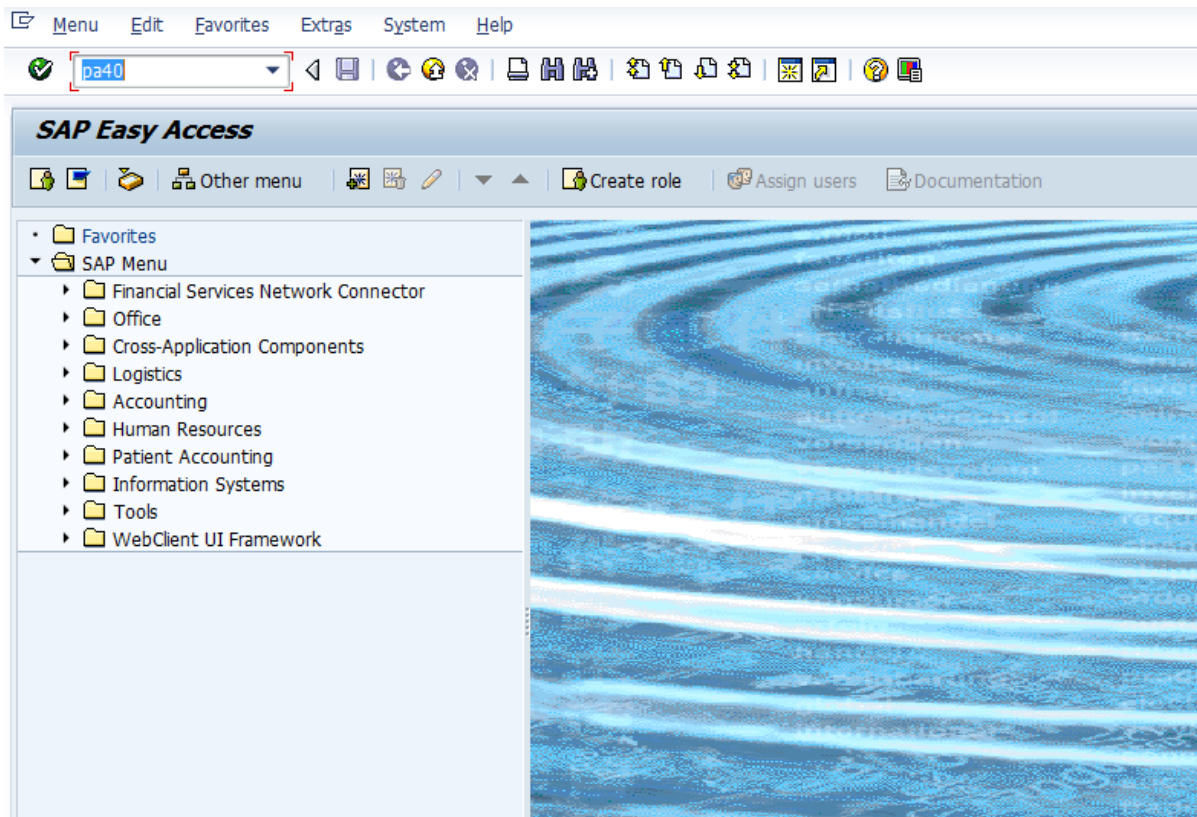
Enter work schedule rule and time management status details


Please maintain the required fields and save it. Means if any changes in workschedule maintain otherwise save it.



Promotion

Enter PA40



and select the personnel no and select the Promotion action and execute  it following screen appears



Personnel Actions

Find by
Person
Collective search help
Search Term
Free search

Personnel no. 1000026
Name ram abijit
Personnel ar 1003 EE group R
Subarea 2032 EE subgrp 04
From 01.11.2018 **Enter Start date**

Personnel Actions

Action Type	Personn...	EE group	EE subg...
Migration Hiring			
Hiring			
Probation Extension			
Probation Confirmation			
Transfer			
Promotion			
Separation			
Deputation In			
Deputation Out			
Repatriation In			
Repatriation Out			
Suspension			
Suspension Revocation			

Hit list

Personnel numb...	Name
01000053	DA testing
01000054	leave workman1 Kum
01000057	hra test hra test
01000058	hra test 1 hra test 1
01000059	cost testing
01000060	Transfer testing
01000061	Deputation in testing
01000062	separation testing
01000063	Old Doj Old Doj
01000064	test 1 test 1
01000065	TEST 5 TEST 5
01000066	Deuptation out testin
01000067	suspension testing

Select the action

After execute  following screen appears
Select the Reason for action and save it.



User Manual – Personnel Administration

Human Capital Management



Personnel no. 1001515
Name MADHU SINHA
Personnel ar TH00 EE group R
Subarea 1001 EE subgrp T3
From 12.05.2019

Enter Start date and End date

Action Type	Personnel ...	EE group	EE subgroup
Hiring			
Probation Extension			
Probation Confirmation			
Transfer-Leaving			
Promotion			
Separation			
Deputation Out			
Repatriation In			
Repatriation Out			
Suspension			
Suspension Revocation			
Demotion Position			
Demotion Salary			

Select the action

After saving the infotype following screen appears change the position accordingly and save it



User Manual – Personnel Administration

Human Capital Management



Personnel No	1001515	Name	MADHU SINHA
EE group	R Regular	Pers.area	TP01 Patna East Circle
EE subgroup	T3 Techn Workman Cl - 3	Cost Center	1610001 Patna Circle
Start	12.05.2019	to	12.05.2019

Enter Start date and End date

maintain the required fields like sub area and additional fields

Enterprise structure			
CoCode	1000 BSPTCL	Leg.person	
Pers.area	TP01 Patna East Circle	Subarea	PB01 Patna E...
Cost Ctr	1610001 Patna Circle		

Personnel structure			
EE group	R Regular	Payr.area	PB Patna East Circle
EE subgroup	T3 Techn Workman Cl - 3	Contract	

Organizational plan		Assignment		Administrator	
Percentage	100.00			Group	TP01
Position	41110013	Tech-III		PersAdmin	
		Technician Grade-III		Time	
Job key	00000000			PayrAdmin	
Org. Unit	00000000			Supervisor	
Org.key	00000000PB01PB				

Enter payroll area

Additional fields	
Cadre	Technical
Class	Class III

After saving the infotype following screen appears

Fill the Designation and Cadre Felds are mandatory



User Manual – Personnel Administration

Human Capital Management



Pers.No.	1001515	Name	MADHU SINHA
Pers.area	TP01 Patna East Circle	Cost Ctr	1610001 Patna Circl.
EE subgrp	T3 Techn Workman Cl - 3	WS rule	GEN3 Circle Gen.
Start	12.05.2019	To	31.12.9999
Payment type	0 Basic contract	Object ID	
Reason		Next increase	
Pay scale		Further information	
Type	01 BSPTCL	Capacity Util. Level	100.00 % PER
Area	03 All Locations	Work hours/period	200.00 Monthly
Grp	07 Level 07	Ann.salary	INR

Type	Long Text	O...	Amount	Curre...	I...	A...	Number/Unit	Unit
Pay			56,900.00	INR	I	<input checked="" type="checkbox"/>		
Gratuity Allowance			5,121.00	INR	I	<input checked="" type="checkbox"/>		
Dearness Pay			3,414.00	INR	I	<input checked="" type="checkbox"/>		
Transport Allowance			3,270.00	INR	I	<input checked="" type="checkbox"/>		
1004 House Rent Allowance			9,104.00	INR	I	<input checked="" type="checkbox"/>		
				INR		<input type="checkbox"/>		
				INR		<input type="checkbox"/>		

Enter Start date and End date

Enter the pay scale, pay scale area, pay scale group and level details.

Maintain the required fields and save it . like group and level after that following screen appears.



User Manual – Personnel Administration

Human Capital Management



Work schedule

Pers.No. 1001515 Name MADHU SINHA
Pers.area TP01 Patna East Circle Cost Ctr 1610001 Patna Circl...
EE subgrp T3 Techn Workman CI - 3 WS rule GEN3 Circle Gen...
Start 12.05.2019 To 31.12.9999

Enter Start date and End date

Work schedule rule

Work schedule rule GEN3 Circle General Shift
Time Mgmt status 99 - Time evaluation of planned times

Part-time employee

Enter work schedule rule and time management status details

Working time

Employment percent	100.00
Daily working hours	8.00
Weekly working hours	48.00
Monthly working hrs	200.00
Annual working hours	0.00
Weekly workdays	6.00

If any workschedule changes please maintain otherwise save it.



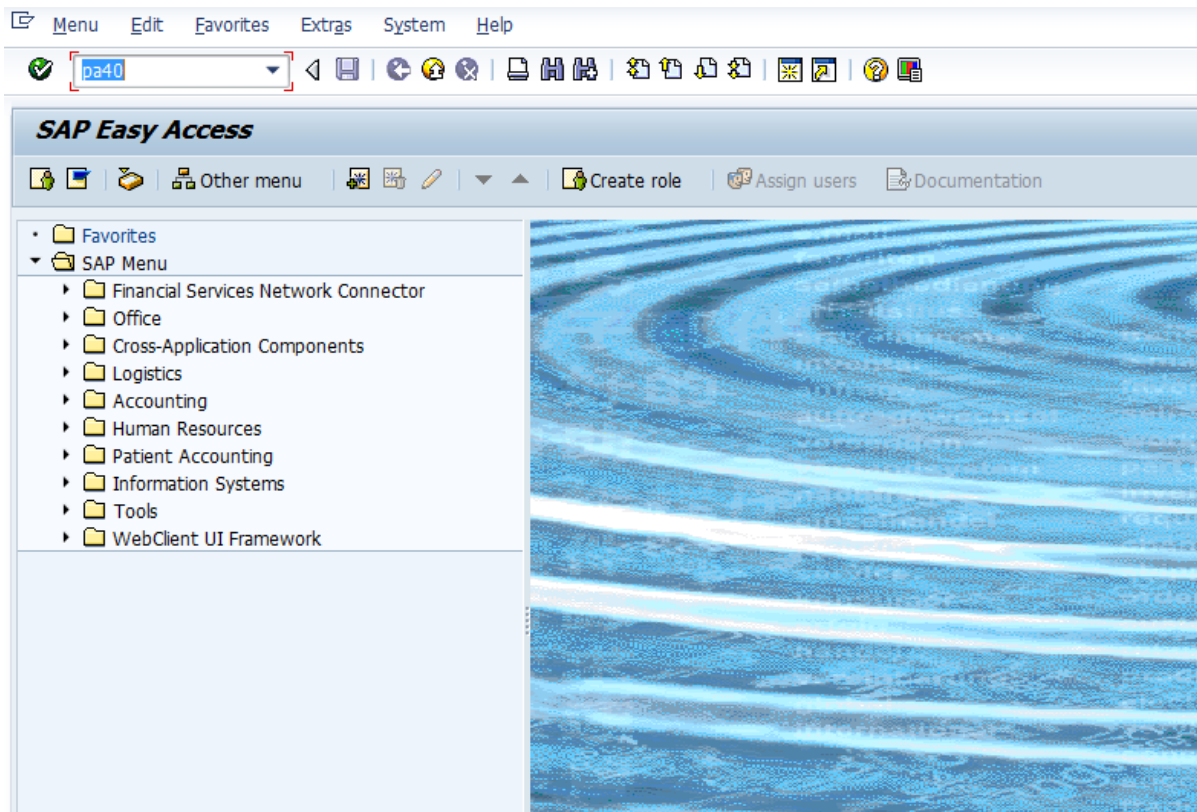
User Manual – Personnel Administration


Human Capital Management



Promotion joining

Enter PA40



and select the personnel no and select the Promotion action and execute  it following screen appears



User Manual – Personnel Administration

Human Capital Management



CoCode	1000	BSPTCL	Leg.person		
Pers.area	TP01	Patna East Circle	Subarea	PB01	Patna E CO
Cost Ctr	1610001	Patna Circle			
Personnel structure					
EE group	R	Regular	Payr.area	PB	Patna East Circle
EE subgroup	T3	Techn Workman Cl - 3	Contract		
Organizational plan			Administrator		
Percentage	100.00	Assignment	Group	TP01	
Position	41110013	Tech-III Technician Grade-III	PersAdmin		
Job key	00000000		Time		
Org. Unit	00000000		PayrAdmin		
Org.key	00000000PB01PB		Supervisor		
Additional fields					
Cadre	Technical				
Class	Class III				
Designation	Technician Grade II				
Gazetted	Gazetted Non Technical				
Quarters Provided	<input type="checkbox"/>	Joining Time			
Pay Scale Group	<input checked="" type="checkbox"/>				

maintain the required fields like sub area and additional fields

Enter payroll area

Fill the Designation and Cadre Fields are mandatory

After saving the infotype following screen appears



User Manual – Personnel Administration

Human Capital Management



Pers.No.	1001515	Name	MADHU SINHA
Pers.area	TP01 Patna East Circle	Cost Ctr	1610001 Patna Circl.
EE subgrp	T3 Techn Workman Cl - 3	WS rule	GEN3 Circle Gen.
Start	12.05.2019	To	31.12.9999
Payment type	0 Basic contract	Object ID	
Reason		Next increase	
Pay scale		Further information	
Type	01 BSPTCL	Capacity Util. Level	100.00 % PER
Area	03 All Locations	Work hours/period	200.00 Monthly
Grp	07 Level 07	Ann.salary	INR

Type	Long Text	O...	Amount	Curre...	I...	A...	Number/Unit	Unit
Pay			56,900.00	INR	I	<input checked="" type="checkbox"/>		
Gratuity Allowance			5,121.00	INR	I	<input checked="" type="checkbox"/>		
Basic Pay			3,414.00	INR	I	<input checked="" type="checkbox"/>		
Transport Allowance			3,270.00	INR	I	<input checked="" type="checkbox"/>		
1004 House Rent Allowance			9,104.00	INR	I	<input checked="" type="checkbox"/>		
				INR		<input type="checkbox"/>		
				INR		<input type="checkbox"/>		

Enter Start date and End date

Enter the pay scale, pay scale area, pay scale group and level details.

Maintain the required fields and save it . like group and level after that following screen appears.



User Manual – Personnel Administration

Human Capital Management



Work schedule

Pers.No. 1001515 Name MADHU SINHA
Pers.area TP01 Patna East Circle Cost Ctr 1610001 Patna Circl.
EE subgrp T3 Techn Workman Cl - 3 WS rule GEN3 Circle Gen.
Start 12.05.2019 To 31.12.0000

Enter Start date and End date

Work schedule rule

Work schedule rule GEN3 Circle General Shift
Time Mgmt status 9 9 - Time evaluation of planned times
 Part-time employee

Enter work schedule rule and time management status details

Working time

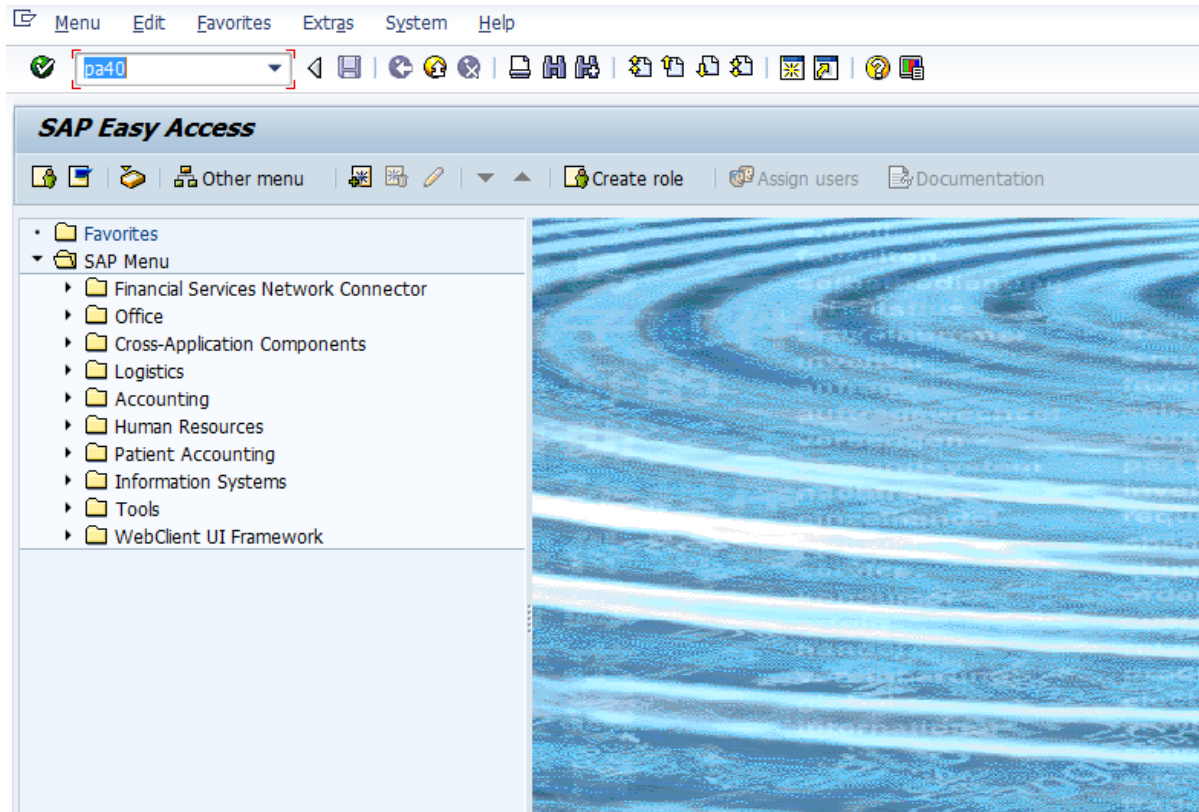
Employment percent	100.00
Daily working hours	8.00
Weekly working hours	48.00
Monthly working hrs	200.00
Annual working hours	0.00
Weekly workdays	6.00

If any workschedule changes please maintain otherwise save it.



Change in Pay

Enter PA40



and select the personnel number and maintain the validity date and execute it. Following screen appears



Personnel Actions

Find by
Person
Collective search help
Search Term
Free search


Personnel no. 1000026
Name ram abijit
Personnel ar 1003
Subarea 2032
EE group R
EE subgrp 04
From 01.12.2018

Enter Start date

Personnel Actions

Action Type	Personn...	EE group	EE subg...
Separation			
Deputation In			
Deputation Out			
Repatriation In			
Repatriation Out			
Suspension			
Suspension Revocation			
Demotion Position			
Demotion Salary			
Extension of Service			
Change in Pay			
Pension Conversion			

Select the action

After execution  the following screen appears

Select the reason for change in pay in the following screen and save it



User Manual – Personnel Administration

Human Capital Management



Copy Actions

Execute info group Change info group

Pers.No.
Pers.No. Name
Pers.area Patna Zone
EE subgrp GENERAL MANAGER WS rule Zone General Shift
Start to

Enter Start date and End date

Personnel action

Action Type
Reason for Action

Choose action type

Choose the reason for action

Status

Customer-specific
Employment
Special payment

Organizational assignment

Position Assistant Engineer
Personnel area Patna Zone
Employee group Regular
Employee subgroup GENERAL MANAGER

Please maintain the required information like position and personnel area employee group and subgroup

Additional actions

Start Date	Act.	Action Type	ActR	Reason for action

After that following screen appears press enter and save it.



User Manual – Personnel Administration

Human Capital Management



Copy Organizational assignment

Org Structure

Personnel No Name
EE group Regular Pers.area Patna Zone
EE subgroup GENERAL MANAG...
Start to

Enter Start date and End date

Enterprise structure

CoCode BSPTCL Leg.person
Pers.area Patna Zone Subarea
Cost Ctr Bus. Area

maintain the required fields like sub area and additional fields

Personnel structure

EE group Regular Payr.area Patna Zone
EE subgroup GENERAL MANAGER Contract

Enter payroll area

Organizational plan

Percentage
Position AE
Job key AE
Org. Unit ZONE
Org.key Bhagalpur Zone

Administrator

Group
PersAdmin
Time
PayrAdmin
Supervisor

Additional fields

Record created

After saving the infotype following screen appears.



User Manual – Personnel Administration

Human Capital Management



Copy Basic Pay

Wage Type Wage Type Payments and deductions

Pers.No. 1000026 Name ram abijit
Pers.area 1003 Patna Zone
EE subgrp 04 GENERAL MANAGER WS rule GEN2 Zone General Shift
Start 01.12.2018 To 31.12.9999

Payment type 0 Basic contract Object ID
Reason Next increase

Pay scale
Type 01 BSPTCL
Area 03 All Locations
Group 01 Level 08

Further information
Capacity Util. Level 100.00 % PER
Work hours/period 200.00 Monthly
Ann.salary INR

Enter Start date and End date

Enter the pay scale, pay scale area, pay scale group and level details.

Type	Long Text	O.	Amount	Curr...	I..	A..	Number/Unit	Unit
Basic Pay			24,500.00	INR	I	<input checked="" type="checkbox"/>		
Comp.Literacy Allowance			500.00	INR		<input checked="" type="checkbox"/>		
Business Allowance			2,205.00	INR	I	<input checked="" type="checkbox"/>		
Salary Pay			1,470.00	INR	I	<input checked="" type="checkbox"/>		
1007 City Transport Allowance			10,000.00	INR		<input checked="" type="checkbox"/>		
1004 House Rent Allowance			4,500.00	INR		<input checked="" type="checkbox"/>		
				INR		<input type="checkbox"/>		

IV 07.03.2019 - 31.12.9999 43,175.00 INR

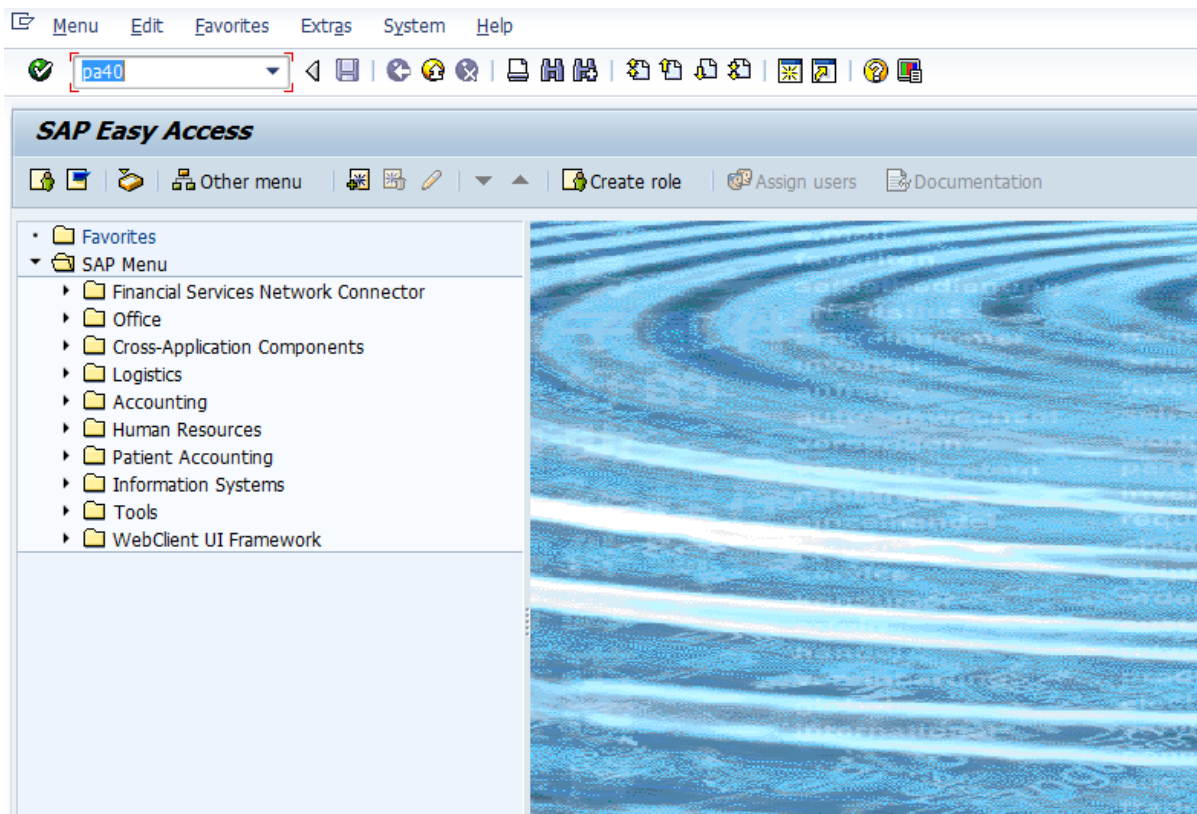
Save your entries

Change the basic pay accordingly and save it.



Demotion Salary

Enter PA40



and select the personnel no and date of validity select the action type Demotion salary and execute it. then following screen appears.



Personnel Actions

Find by
Person
• Collective search help
• Search Term
• Free search

Personnel no. 1000026
Name ram abijit
Personnel ar 1003
Subarea 2032
From 01.01.2019
EE group R
EE sub

Enter Start date

Personnel Actions

Action Type	Personn...	EE group	EE subg...
Separation			
Deputation In			
Deputation Out			
Repatriation In			
Repatriation Out			
Suspension			
Suspension Revocation			
Demotion Position			
Demotion Salary			
Extension of Service			
Change in Pay			
Pension Conversion			

Select the action

After execution following screen appears select the Reason for Action
And save it .



User Manual – Personnel Administration

Human Capital Management



Copy Actions

| Execute info group Change info group

Pers.No.
Pers.No. Name
Pers.area Patna Zone
EE subgrp GENERAL MANAGER WS rule Zone General Shift
Start to

Enter Start date and End date

Personnel action

Action Type

Choose action type

Reason for Action

Choose the reason for action

Status

Customer-specific

Employment

Special payment

Organizational assignment

Position Assistant Engineer

Personnel area Patna Zone

Employee group Regular

Employee subgroup GENERAL MANAGER

Additional actions

Start Date	Act.	Action Type	ActR	Reason for

Please maintain the required information like position and personnel area employee group and subgroup

After saving the infotype following screen appears.



User Manual – Personnel Administration

Human Capital Management



Copy Basic Pay

Wage Type Wage Type Payments and deductions

Pers.No. 1000026 Name ram abijit
Pers.area 1003 Patna Zone
EE subgrp 04 GENERAL MANAGER WS rule GEN2 Zone General Shift
Start 01.01.2019 To 31.12.9999

Enter Start date and End date

Payment type 0 Basic contract Object ID
Reason Next increase

Pay scale
Type 01 BSPTCL
Area 03 All Locations
Group 01 Level 08

Further information
Capacity Util. Level 100.00 % PER
Work hours/period 200.00 Monthly
Ann.salary INR

Enter the pay scale, pay scale area, pay scale group and level details.

Wage Type	Long Text	O. Amount	Curr...	I...	A..	Number/Unit	Unit
Basic Pay		24,500.00	INR	I	<input checked="" type="checkbox"/>		
Comp.Literacy Allowance		500.00	INR		<input checked="" type="checkbox"/>		
Business Allowance		2,205.00	INR	I	<input checked="" type="checkbox"/>		
1006 Energy Pay		1,470.00	INR	I	<input checked="" type="checkbox"/>		
1007 City Transport Allowance		10,000.00	INR		<input checked="" type="checkbox"/>		
1004 House Rent Allowance		4,500.00	INR		<input checked="" type="checkbox"/>		
			INR		<input type="checkbox"/>		

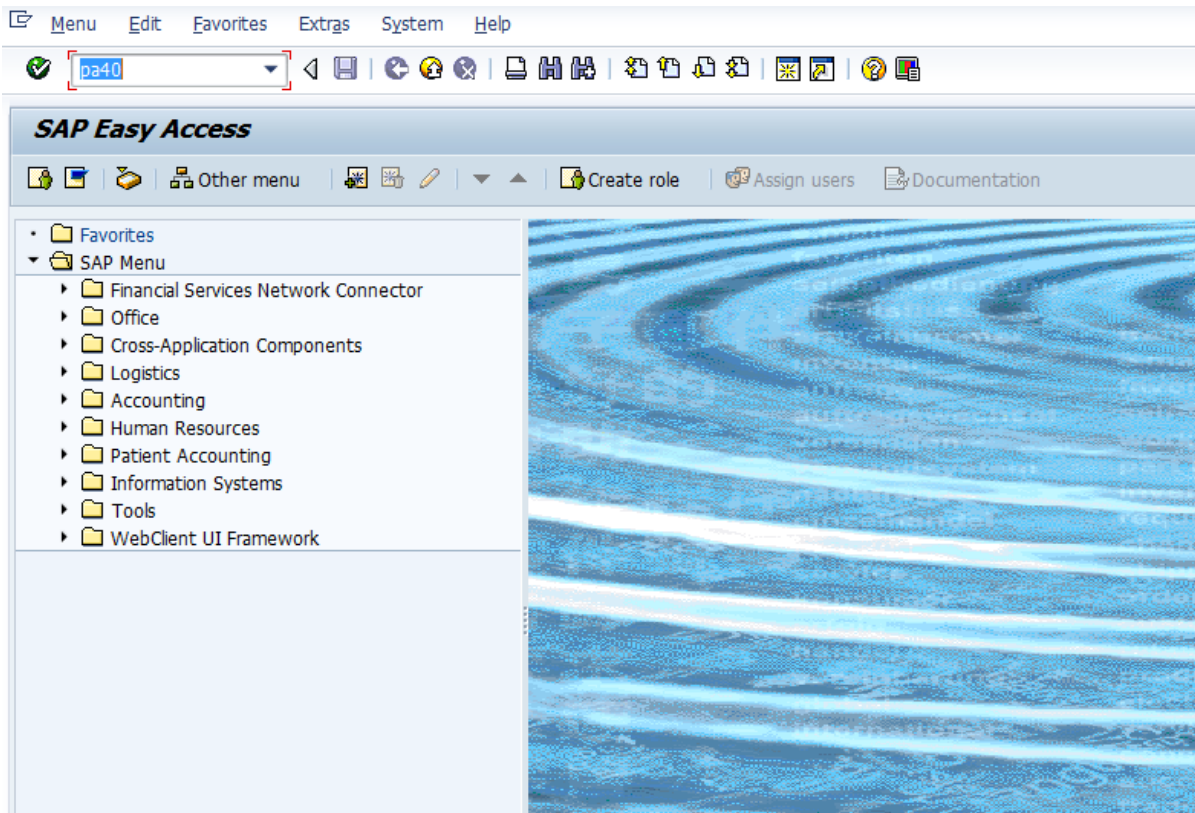
IV 07.03.2019 - 31.12.9999 43,175.00 INR

Change the basic pay and save it.



Demotion Position

Enter PA40



and select or enter the personnel number and maintain start of validity and select the action type Demotion position and execute it,
Following screen appears.



User Manual – Personnel Administration

Human Capital Management



Copy Actions

Execute info group Change info group

Pers.No. 1000026
Pers.No. 1000026 Name ram abijit
Pers.area 1003 Patna Zone
EE subgrp 04 GENERAL MANAGER WS rule GEN2 Zone General Shift
Start 01.02.2019 to 31.12.9999

Personnel action

Action Type Demotion Position
Reason for Action 02 Disciplinary ground

Enter Start date and End date

Choose action type

Choose the reason for action

Status

Customer-specific
Employment Active
Special payment

Organizational assignment

Position 20000044 Accountant
Personnel area 1003 Patna Zone
Employee group R Regular
Employee subgroup 04 GENERAL MANAGER

Please maintain the required information like position and personnel area employee group and subgroup

Additional actions

Start Date	Act.	Action Type	ActR	Reason for action

Save your entries

Select the reason for action and change the position accordingly and save it. After saving the infotype following screen appears



User Manual – Personnel Administration

Human Capital Management



Copy Organizational assignment

Org Structure

Personnel No Name
EE group Regular Pers.area Patna Zone
EE subgroup GENERAL MANAG...
Start to

Enter Start date and End date

Enterprise structure

CoCode BSPTCL Leg.person
Pers.area Patna Zone Subarea
Cost Ctr Patna Circle Bus. Area

maintain the required fields like sub area and additional fiels

Personnel structure

EE group Regular Payr.area Patna Zone
EE subgroup GENERAL MANAGER Contract

Enter payroll area

Organizational plan

Percentage
Position ACCT
Accountant
Job key ACCT
Accountant
Org. Unit DEPT
HR & ADM
Org.key

Administrator

Group
PersAdmin
Time
PayrAdmin
Supervisor

Additional fields

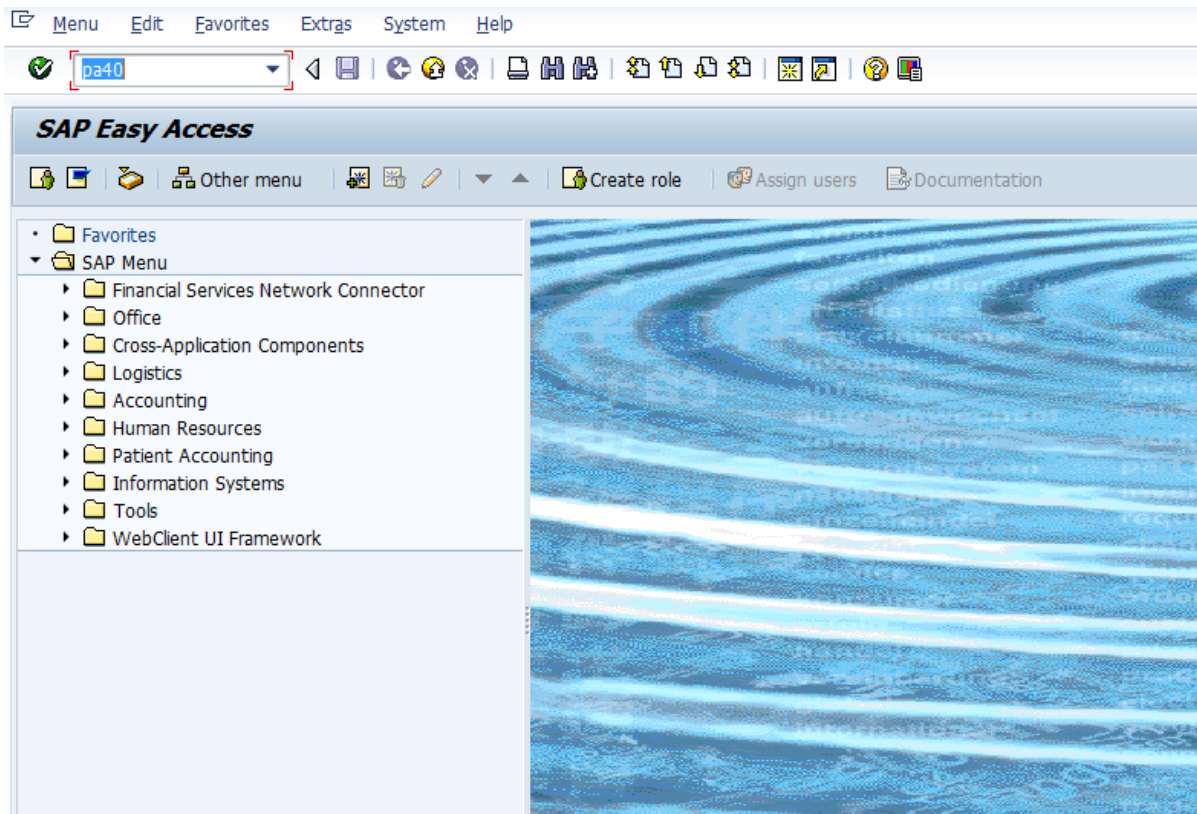
Record created

After changing the position and save it.



Suspension

Enter PA40



and select or enter personnel number and maintain validity and select the action type suspension, following screen appears



Personnel Actions

Find by
Person

- Collective search help
- Search Term
- Free search

Personnel no. 1000026
Name ram abijit
Personnel ar 1003
Subarea 2032
From 01.03.2019

Enter Start date

Personnel Actions

Action Type	Personn...	EE group	EE subg...
Separation			
Deputation In			
Deputation Out			
Repatriation In			
Repatriation Out			
Suspension			
Suspension Revocation			
Demotion Position			
Demotion Salary			
Extension of Service			
Change in Pay			
Pension Conversion			

Choose action type

Hit list

Personnel numb...	Name
01000053	DA testing
01000054	leave workman1 Kum
01000057	hra test hra test
01000058	hra test 1 hra test 1
01000059	cost testing
01000060	Transfer testing
01000061	Deputation in testing
01000062	separation testing
01000063	Old Doj Old Doj
01000064	test 1 test 1
01000065	TEST 5 TEST 5
01000066	Deuptation out testin
01000067	suspension testing

After executing the following screen appears
Maintain the Reason for action and save it.



User Manual – Personnel Administration

Human Capital Management



Copy Actions

Execute info group Change info group

Pers.No.
Pers.No. Name
Pers.area Patna Zone
EE subgrp GENERAL MANAGER WS rule Zone General Shift
Start to

Enter Start date and End date

Personnel action

Action Type

Choose action type

Reason for Action

Status

Customer-specific
Employment
Special payment

Organizational assignment

Position Assistant Engineer
Personnel area Patna Zone
Employee group Regular
Employee subgroup GENERAL MANAGER

Please maintain the required information like position and personnel area employee group and subgroup

Additional actions

Start Date	Act.	Action Type	ActR	Reason for action

After maintaining the fields following screen appears



User Manual – Personnel Administration

Human Capital Management



Copy Organizational assignment

Org Structure

Personnel No Name
EE group Regular Pers.area Patna Zone
EE subgroup GENERAL MANAG...
Start to

Enter Start date and End date

Enterprise structure

CoCode BSPTCL Leg.person
Pers.area Patna Zone Subarea C StoreBodhgaya
Cost Ctr Bus. Area

maintain the required fields like sub area and additional fiels

Personnel structure

EE group Regular Payr.area Patna Zone
EE subgroup GENERAL MANAGER Contract

Enter payroll area

Organizational plan

Percentage
Position AE
Assistant Engineer
Job key AE
Assistant Engineer
Org. Unit ZONE
Bhagalpur Zone
Org.key

Administrator

Group
PersAdmin
Time
PayrAdmin
Supervisor

Additional fields

Record created

After saving the infotype the following screen appears.



User Manual – Personnel Administration

Human Capital Management



Create Recurring Payments/Deductions



Pers.No. Name
Pers.area Patna Zone
EE subgrp GENERAL MANAGER WS rule Zone General Shift
Start to

Enter Start date and End date

Recurring Payments/Deductions

Wage Type Quarters Rent Recovery
Amount Ind.val.
Number/unit
Assignment Number
Reason for Change

Select wage type and give amount

Payment dates

1st payment period or 1st payment date
Interval in periods Interval/Unit

After saving the infotype following screen appears



User Manual – Personnel Administration

Human Capital Management



Copy Basic Pay

Wage Type Wage Type Payments and deductions

Pers.No. 1000026 Name ram abijit
Pers.area 1003 Patna Zone
EE subgrp 04 GENERAL MANAGER WS rule GEN2 Zone General Shift
Start 01.03.2019 To 31.12.9999

Enter Start date and End date

Payment type 0 Basic contract Object ID
Reason Next increase

Pay scale Further information
Type 01 BSPTCL Capacity Util. Level 100.00 % PER
Area 03 All Locations Work hours/period 200.00 Monthly
Grp 01 Level 07 Ann.salary INR

Enter the pay scale, pay scale area, pay scale group and level details.

Wage Type	Long Text	O. Amount	Curr...	I...	A..	Number/Unit	Unit
Basic Pay		23,800.00	INR	I	<input checked="" type="checkbox"/>		
Comp.Literacy Allowance		500.00	INR		<input checked="" type="checkbox"/>		
Business Allowance		2,142.00	INR	I	<input checked="" type="checkbox"/>		
L008 Energy Pay		1,428.00	INR	I	<input checked="" type="checkbox"/>		
L007 City Transport Allowance		10,000.00	INR		<input checked="" type="checkbox"/>		
L004 House Rent Allowance		4,500.00	INR		<input checked="" type="checkbox"/>		
			INR		<input type="checkbox"/>		

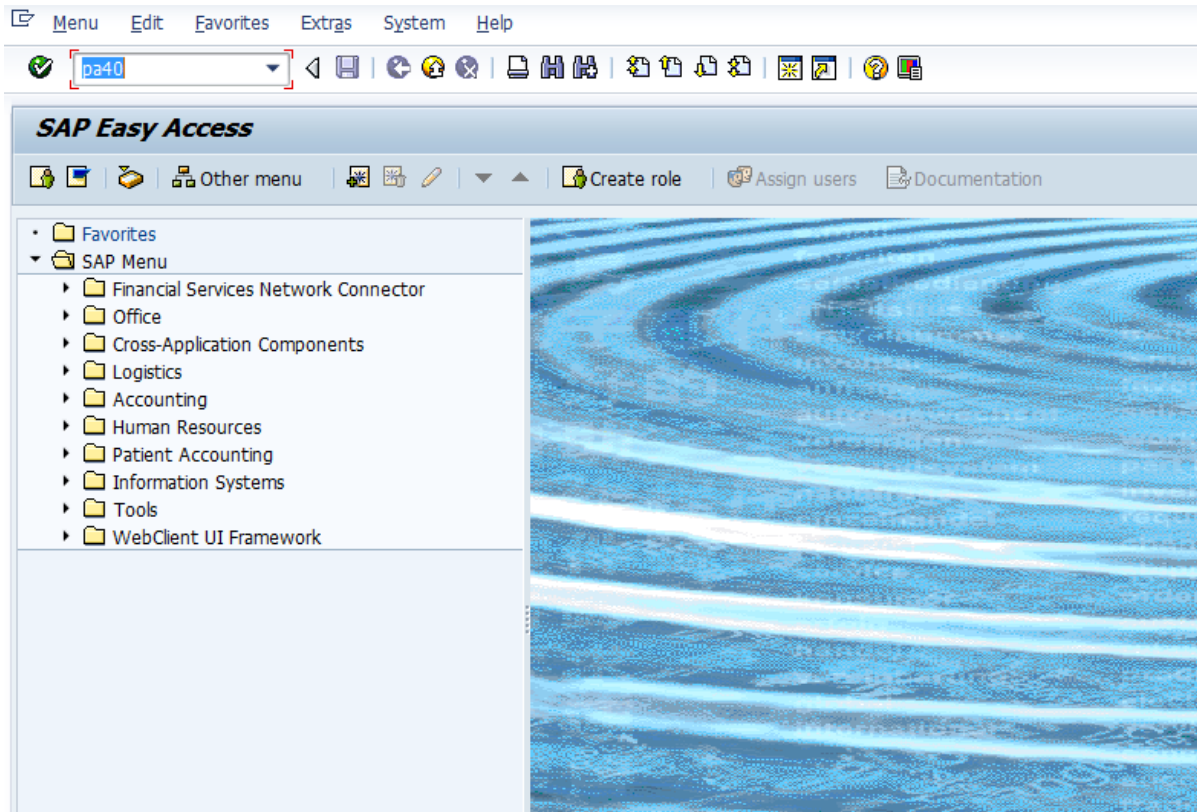
IV 07.03.2019 - 31.12.9999 42,370.00 INR

Save it.



Suspension Revocation

Enter PA40



and maintain the date of validity and personnel number then select the action type suspension revocation.

Following screen appears



Personnel numb...	Name
01000053	DA testing
01000054	leave workman1 Kum
01000057	hra test hra test
01000058	hra test 1 hra test 1
01000059	cost testing
01000060	Transfer testing
01000061	Deputation in testing
01000062	separation testing
01000063	Old Doj Old Doj
01000064	test 1 test 1
01000065	TEST 5 TEST 5
01000066	Deuptation out testin
01000067	suspension testing

Action Type	Personn...	EE group	EE subg...
Separation			
Deputation In			
Deputation Out			
Repatriation In			
Repatriation Out			
Suspension			
Suspension Revocation			
Demotion Position			
Demotion Salary			
Extension of Service			
Change in Pay			
Pension Conversion			

After execution the following screen appears

Select the Reason for action and press enter and save it in the following screen.



User Manual – Personnel Administration

Human Capital Management



Copy Actions

Execute info group Change info group

Pers.No.
Pers.No. Name
Pers.area Patna Zone
EE subgrp GENERAL MANAGER WS rule Zone General Shift
Start to

Enter Start date and End date

Personnel action

Action Type
Reason for Action

Choose action type

Choose the reason for action

Status

Customer-specific
Employment
Special payment

Organizational assignment

Position Assistant Engineer
Personnel area Patna Zone
Employee group Regular
Employee subgroup GENERAL MANAGER

Please maintain the required information like position and personnel area employee group and subgroup

Additional actions

Start Date	Act.	Action Type	ActR	Reason for action

After saving the following screen appears,



User Manual – Personnel Administration

Human Capital Management



Copy Organizational assignment

Org Structure

Personnel No Name
EE group Regular Pers.area Patna Zone
EE subgroup GENERAL MANAG...
Start to

Enter Start date and End date

Enterprise structure

CoCode BSPTCL Leg.person
Pers.area Patna Zone Subarea C Stores
Cost Ctr Bus. Area

maintain the required fields like sub area and additional fields

Personnel structure

EE group Regular Payr.area Patna Zone
EE subgroup GENERAL MANAGER Contract

Organizational plan

Percentage
Position AE Assistant Engineer
Job key AE Assistant Engineer
Org. Unit ZONE Bhagalpur Zone
Org.key

Administrator

Group
PersAdmin
Time
PayrAdmin
Supervisor

Additional fields

After entering the following screen appears



User Manual – Personnel Administration

Human Capital Management



Create Additional Payments



Pers.No. Name
Pers.area Patna Zone
EE subgrp GENERAL MANAGER WS rule Zone General Shift

Additional Payments

Wage Type
Amount
Number/unit
Date of origin
Default Date
Assignment Number
Reason for Change



User Manual – Personnel Administration

Human Capital Management



Copy Recurring Payments/Deductions



Pers.No. Name
Pers.area Patna Zone
EE subgrp GENERAL MANAGER WS rule Zone General Shift
Start to

Enter Start date and End date

Recurring Payments/Deductions

Wage Type Quarters Rent Recovery
Amount
Number/unit
Assignment Number
Reason for Change

Select wage type

Enter amount

Payment dates

1st payment period or 1st payment date
Interval in periods Interval/Unit



User Manual – Personnel Administration

Human Capital Management



Copy Basic Pay

Wage Type Wage Type Payments and deductions

Pers.No. 1000026 Name ram abijit
Pers.area 1003 Patna Zone
EE subgrp 04 GENERAL MANAGER WS rule GEN2 Zone General Shift
Start 01.04.2019 To 31.12.9999

Payment type 0 Basic contract Object ID
Reason Next increase

Pay scale
Type 01 BSPTCL
Area 03 All Locations
Group 01 Level 07
Further information
Capacity Util. Level 100.00 % PER
Work hours/period 200.00 Monthly
Ann.salary INR

Enter Start date and End date

Enter the pay scale, pay scale area, pay scale group and level details.

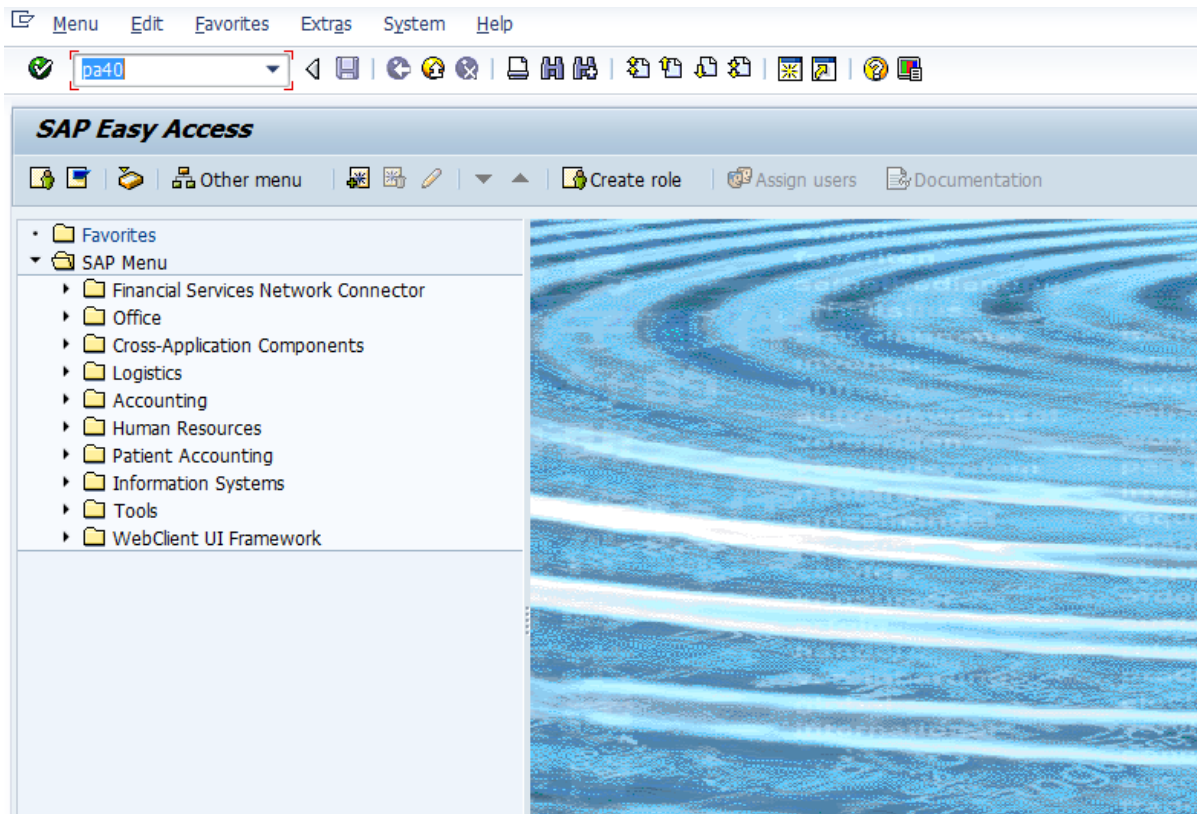
Wage Type	Long Text	O. Amount	Curr...	I...	A..	Number/Unit	Unit
Basic Pay		23,800.00	INR	I	<input checked="" type="checkbox"/>		
Literacy Allowance		500.00	INR		<input checked="" type="checkbox"/>		
House Rent Allowance		2,142.00	INR	I	<input checked="" type="checkbox"/>		
Dearness Pay		1,428.00	INR	I	<input checked="" type="checkbox"/>		
City Transport Allowance		10,000.00	INR		<input checked="" type="checkbox"/>		
1004 House Rent Allowance		4,500.00	INR		<input checked="" type="checkbox"/>		
			INR		<input type="checkbox"/>		

After that press enter and save the Record.



Seperation

Enter PA40



and enter the personnel number and maintain the start of validity and select the action type separation and execute it.

Following screen appears



User Manual – Personnel Administration

Human Capital Management



Personnel Actions

Find by

- Person
 - Collective search help
 - Search Term
 - Free search

Personnel no. 1000026
Name ram abijit
Personnel ar 1003 EE group R
Subarea 2032 EE subgrp 04
From 01.04.2019

Action Type	Personn...	EE group	EE subg...
Probation Confirmation			
Transfer			
Promotion			
Separation			
Deputation In			
Deputation Out			
Repatriation In			
Repatriation Out			
Suspension			
Suspension Revocation			
Demotion Position			
Demotion Salary			
Extension of Service			

Hit list

Personnel numb...	Name
01000053	DA testing
01000054	leave workman1 Kum
01000057	hra test hra test
01000058	hra test 1 hra test 1
01000059	cost testing
01000060	Transfer testing
01000061	Deputation in testing
01000062	separation testing
01000063	Old Doj Old Doj
01000064	test 1 test 1
01000065	TEST 5 TEST 5
01000066	Deuptation out testin
01000067	suspension testing

After executing the following screen appears



User Manual – Personnel Administration

Human Capital Management



Copy Actions

Execute info group Change info group

Pers.No.
Pers.No. Name
Pers.area Patna Zone
EE subgrp GENERAL MANAGER WS rule Zone General Shift
Start to

Enter Start date and End date

Personnel action

Action Type
Reason for Action

Choose action type

Status

Customer-specific
Employment
Special payment

Organizational assignment

Position Assistant Engineer
Personnel area Patna Zone
Employee group Regular
Employee subgroup GENERAL MANAGER

Please maintain the required information like position and personnel area employee group and subgroup

Additional actions

Start Date	Act.	Action Type	ActR	Reason for action

Maintain the Reason for separation Action



User Manual – Personnel Administration

Human Capital Management



01	Resignation
02	Termination
03	Retirement (Superannuation)
04	VRS
05	CRS
06	Repatriation to the parent org
07	Death
08	Technical resignation
09	Dismissal

After selection of reason for action press enter and save.
Following screen appears



User Manual – Personnel Administration

Human Capital Management



Copy Organizational assignment

Org Structure

Personnel No Name
EE group Regular Pers.area Patna Zone
EE subgroup GENERAL MANAG...
Start to

Enter Start date and End date

Enterprise structure

CoCode BSPTCL Leg.person
Pers.area Patna Zone Subarea
Cost Ctr Bus. Area

maintain the required fields like sub area and additional fields

Personnel structure

EE group Regular Payr.area Patna Zone
EE subgroup GENERAL MANAGER Contract

Enter payroll area

Organizational plan

Position Default position
Job key Assistant Engineer
Org. Unit Bhagalpur Zone
Org.key

Administrator

Group
PersAdmin
Time
PayrAdmin
Supervisor

Additional fields

Cadre
Class
Designation

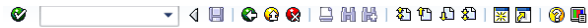
Record created

After saving the record
Following screen appears



User Manual – Personnel Administration

Human Capital Management



Delimit Housing(HRA / CLA / COA)

Personnel No 1000026 Name ram abijit
EE group R Regular Pers.area 1003 Patna Zone
EE subgroup 04 GENERAL MANAG...
Choose 02.04.2019 bis 31.12.9999 Sty. Delimit.Date 02.04.2019

Start Date	End Date	Metro	Hrbxe	Elg amnt	Wage Ty...	Rent Amount	HRA Code	No of hbr	Curr.	Furn value	Hiring chr	FRV Amount	Landlord's address (line
01.01.2018	31.12.9999		1	0.00	1004	4,500.00	1	0	INR	0.00	0.00	0.00	

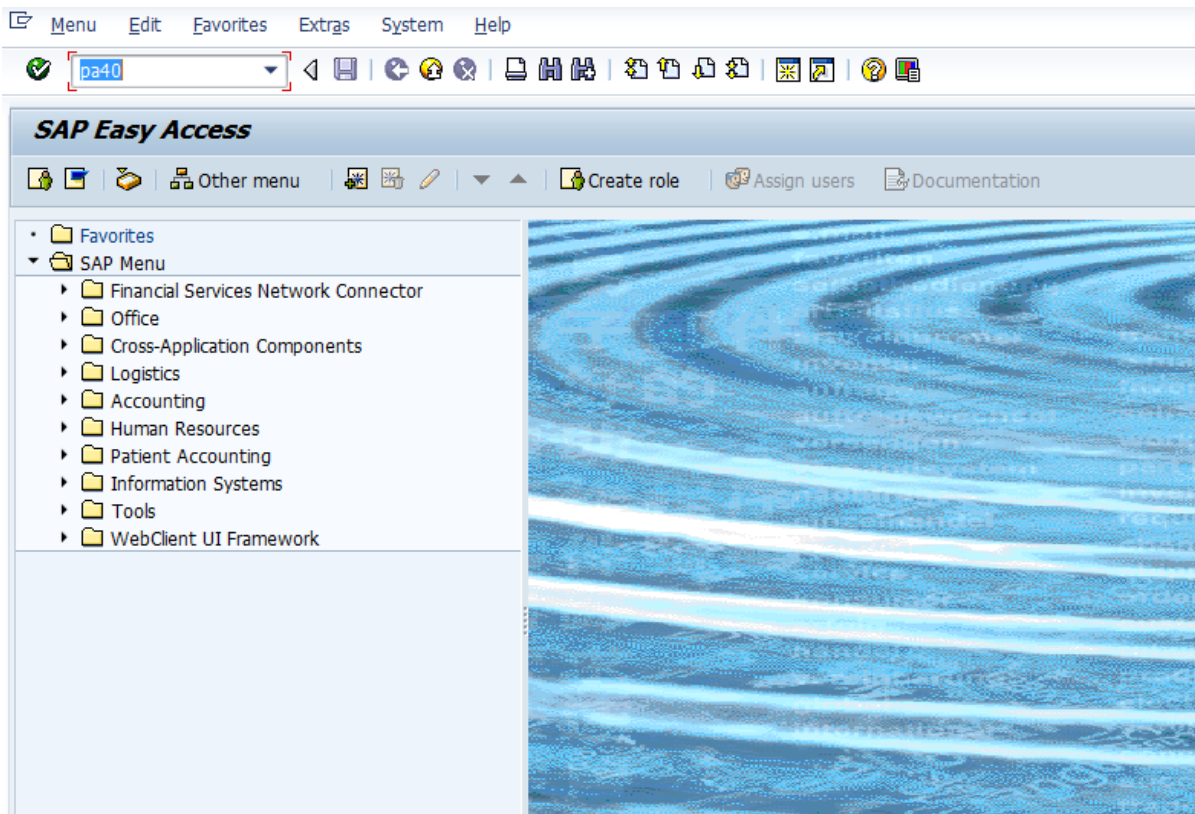
Enrv 1 of 1

Select the record and Delimit and save it.



Deputation IN

Enter PA40



and select the action type of Deputation IN and execute icon
Then following screen appears



Personnel Actions

Find by
Person
Collective search help
Search Term
Free search

Personnel no.
From

Action Type	Personn...	EE group	EE subg...
Migration Hiring			
Hiring			
Probation Extension			
Probation Confirmation			
Transfer			
Promotion			
Separation			
Deputation In			
Deputation Out			
Repatriation In			
Repatriation Out			
Suspension			
Suspension Revocation			

Hit list

Personnel numb...	Name
01000000	Test Employee
01000001	Ajith Kumar
01000002	Probation Test
01000003	Probation action Test
01000004	hiring tesing
01000005	salary testing
01000006	salary1 testing
01000007	TEST JUNE TIME
01000008	basic pay testing

Choose action type

After execution the following screen appears
Inthat maintain the reason for action and position and start of validityand other required details .



User Manual – Personnel Administration

Human Capital Management



Create Actions

Change info group

Pers.No.

Pers.No.

Start to

Enter Start date and End date

Personnel action

Action Type

Choose action type

Reason for Action

Choose the reason for action

Reference Pers. Nos.

Status

Customer-specific

Employment

Special payment

Organizational assignment

Position Engineer

Personnel area Patna Zone

Employee group Regular

Employee subgroup GENERAL MANAGER

Please maintain the required information like position and personnel area employee group and subgroup

Additional actions

Start Date	Act.	Action Type	ActR	Reason for action

Save your entries

After saving the infotype the following screen appears



User Manual – Personnel Administration

Human Capital Management



Create Organizational assignment

Org Structure

Personnel No
Start to

Enterprise structure

CoCode	<input type="text" value="1000"/>	BSPTCL	Leg.person	<input type="text"/>
Pers.area	<input type="text" value="1003"/>	Patna Zone	Subarea	<input type="text" value="2031"/>
Cost Ctr	<input type="text"/>		Bus. Area	<input type="text"/>

Personnel structure

EE group	<input type="text" value="R"/>	Regular	Payr.area	<input type="text" value="Z1"/>	Patna Zone
EE subgroup	<input type="text" value="04"/>	GENERAL MANAGER	Contract	<input type="text"/>	

Organizational plan	Administrator
Percentage <input type="text" value="100.00"/>	Group <input type="text" value="1003"/>
Position <input type="text" value="50000226"/>	PersAdmin <input type="text"/>
Job key <input type="text" value="00000000"/>	Time <input type="text"/>
Org. Unit <input type="text" value="50000222"/>	PayrAdmin <input type="text"/>
Org.key <input type="text"/>	Supervisor <input type="text"/>

Additional fields

Cadre	<input type="text"/>
Class	<input type="text"/>
Designation	<input type="text"/>

Enter Start date and End date

maintain the required fields like sub area and additional fiels

Maintain personnel subarea and press enter record will create automatically and following screen appears



User Manual – Personnel Administration

Human Capital Management



Create Personal data



Pers.No.
Pers.area Patna Zone Cost Ctr "132/33 KV GSS, Lakh
EE subgrp GENERAL MANAGER
Start to

Enter Start date and End date

Name

Title
Last name
First name

Enter the details like title, last name and first name

Additional Data

Gender
Birth date
Birthplace
State
Nationality
Language
Mar.status
Since
No. child.
Religion

Maintain required fields like gender, DOB, etc.,

Additional fields

Category
Caste

Maintain required fields and press enter and save
Then following screen appears
Fill the address details and save it



User Manual – Personnel Administration

Human Capital Management



Create Addresses

Foreign address

Pers.No. 1000088 Name kumar giri
Pers.area 1003 Patna Zone Cost Ctr 1820412 "132/33 KV GSS, Lakh
EE subgrp 04 GENERAL MANAGER
Start 01.01.2019 to 31.12.9999

Enter Start date and End date

Address

Address type Permanent residence
Care Of
Street and House No. / /
2nd Address Line
Postal code / city
District
Region
Country Key India
Telephone Number

Enter the permanent residence address details



User Manual – Personnel Administration

Human Capital Management



Create Addresses



Foreign address

Pers.No. Name
Pers.area Patna Zone Cost Ctr "132/33 KV GSS, Lakh
EE subgrp GENERAL MANAGER
Start to

Enter Start date and End date

Address

Address type
Care Of
Street and House No. / /
2nd Address Line
Postal code / city
District
Region
Country Key
Telephone Number

Enter the mailing address details

After completion of saving infotype following screen appears



User Manual – Personnel Administration

Human Capital Management



Create Planned Working Time

Work schedule

Pers.No. 1000088 Name kumar giri
Pers.area 1003 Patna Zone
EE subgrp 04 GENERAL MANAGER
Start 01.01.2019 To 31.12.9999

Enter Start date and End date

Work schedule rule

Work schedule rule GEN2 Zone General Shift
Time Mgmt status 9 - Time evaluation of planned times
 Part-time employee

Enter work schedule rule and time management status details

Working time

Employment percent	100.00	<input type="checkbox"/> Dyn. daily work schedule		
Daily working hours	8.00	Min.		Max.
Weekly working hours	48.00	Min.		Max.
Monthly working hrs	200.00	Min.		Max.
Annual working hours	0.00	Min.		Max.
Weekly workdays	6.00			

Select the workschedule and press enter for the above screen ,and save it

Then following screen appears.

Below screen just select the payscale grouping and press enter.

1002 wagetype maintained manually



User Manual – Personnel Administration

Human Capital Management



Create Basic Pay

Wage Type Wage Type Payments and deductions

Pers.No. 1000088 Name kumar giri
Pers.area 1003 Patna Zone
EE subgrp 04 GENERAL MANAGER WS rule GEN2 Zone General Shift
Start 01.01.2019 To 31.12.9999

Payment type 0 Basic contract Object ID
Reason Next increase

Pay scale Further information
Type 01 BSPTCL Capacity Util. Level 100.00 % PER
Area 03 All Locations Work hours/period 200.00 Monthly
Group 01 Level 14 Ann.salary INR

Wage Type	Long Text	O. Amount	Curr...	I...	A..	Number/Unit	Unit
Basic Pay		29,300.00	INR	I	<input checked="" type="checkbox"/>		
Comp.Literacy Allowance			INR		<input checked="" type="checkbox"/>		
Business Allowance		2,637.00	INR	I	<input checked="" type="checkbox"/>		
Energy Pay		1,758.00	INR	I	<input checked="" type="checkbox"/>		
Transport Allowance			INR	I	<input checked="" type="checkbox"/>		
			INR		<input type="checkbox"/>		
			INR		<input type="checkbox"/>		

Enter Start date and End date

Enter the pay scale, pay scale area, pay scale group and level details.

After saving the infotype the following screen appears



User Manual – Personnel Administration

Human Capital Management



Create Bank Details



Pers.No. Name
Pers.area Patna Zone
EE subgrp GENERAL MANAGER WS rule Zone General Shift
Start to

Bank details

Bank details type
Bank Key
Bank Account
Payment Method
Payment currency Indian Rupee

Enter Start date and End date

Enter the required bank details

After completion of saving infotype
Following screen appears



User Manual – Personnel Administration

Human Capital Management



Create Contract Elements

Maintain activities

Pers.No. 1000088 Name kumar giri
Pers.area 1003 Patna Zone
EE subgrp 04 GENERAL MANAGER WS rule GEN2 Zone General Shift
Start 01.01.2019 to 31.12.9999

Deadlines

Probationary Period 3 Months
ER Notice Period 3 MONTHS
EE Notice Period 3 MONTHS

Enter Start date and End date

Enter the durations

After saving that following screen appears



User Manual – Personnel Administration

Human Capital Management



Create Monitoring of Tasks



Pers.No. Name
Pers.area Patna Zone Cost Ctr "132/33 KV GSS, Lakh
EE subgrp GENERAL MANAGER WS rule Zone General Shift

Task

Task Type Enter the task type
Date of Task Processing indicator

Reminder

Reminder Date
Lead/follow-up time For specific task type

Comments

Press enter and save.

Following screen appears



User Manual – Personnel Administration

Human Capital Management



Create Family Member/Dependents



Pers.No. Name
Pers.area Patna Zone
EE subgrp GENERAL MANAGER WS rule Zone General Shift
Start to

Enter Start date and End date

Family Member/Dependents

Family Member Number
Last name
First name
Gender Female Male
Date of birth
Nationality

Select the family member and fill the details

Additional fields

Aadhaar No.



User Manual – Personnel Administration

Human Capital Management



Create Family Member/Dependents



Pers.No. Name
Pers.area Patna Zone
EE subgrp GENERAL MANAGER WS rule Zone General Shift
Start to

Enter Start date and End date

Family Member/Dependents

Family Member Number
Last name
First name
Gender Female Male
Date of birth
Nationality

Select the family member and fill the details

Additional fields

Aadhaar No.

Fill the required details and save.
Following screen appears



User Manual – Personnel Administration

Human Capital Management



Create Family Member/Dependents



Pers.No. 1000088 Name kumar giri
Pers.area 1003 Patna Zone
EE subgrp 04 GENERAL MANAGER WS rule GEN2 Zone General Shift
Start 01.01.2019 to 31.12.9999

Enter Start date and End date

Family Member/Dependents

Family Member Child Child no.
Last name giri
First name
Gender Female Male
Date of birth
Nationality
Other allowances
Child education allowances
Child hostel allowance

Select the family member and fill the details

Additional fields

Fill the required fields and save.

Following screen appears

Create Communication



Pers.No. 1000088 Name kumar giri
Pers.area 1003 Patna Zone Cost Ctr 1820412 "132/33 KV GSS, Lakh
EE subgrp 04 GENERAL MANAGER WS rule GEN2 Zone General Shift
Start 01.01.2019 to 31.12.9999

Enter Start date and End date

Communication

Type 0010 Official Email
System ID

Enter the communication type and details



User Manual – Personnel Administration

Human Capital Management



Fill the required fields like mail id and save.

Following screen appears

Create Communication

Pers.No.	1000088	Name	kumar giri
Pers.area	1003 Patna Zone	Cost Ctr	1820412 "132/33 KV GSS, Lakh
EE subgrp	04 GENERAL MANAGER	WS rule	GEN2 Zone General Shift
Start	01.01.2019	to	31.12.9999

Enter Start date and End date

Communication

Type	MAIL	Personal E-mail
System ID	<input checked="" type="checkbox"/>	

Enter the communication type and details

Create Communication

Pers.No.	1000088	Name	kumar giri
Pers.area	1003 Patna Zone	Cost Ctr	1820412 "132/33 KV GSS, Lakh
EE subgrp	04 GENERAL MANAGER	WS rule	GEN2 Zone General Shift
Start	01.01.2019	to	31.12.9999

Enter Start date and End date

Communication

Type	MPHN	Personal Mobile Phone No:
System ID	<input checked="" type="checkbox"/>	

Enter the communication type and details

Fill the required details and save it.

Following screen appears.



User Manual – Personnel Administration

Human Capital Management



Create Personal IDs



Pers.No. Name
Pers.area Patna Zone
EE subgrp GENERAL MANAGER WS rule Zone General Shift
From to

Personal IDs

ID type
ID number

Create Personal IDs



Pers.No. Name
Pers.area Patna Zone
EE subgrp GENERAL MANAGER WS rule Zone General Shift
From to

Personal IDs

ID type
Aadhaar ID

Enter Start date and End date

Select the personal ID type and fill the details

Fill the required details and save it.
Following screen appears.



User Manual – Personnel Administration

Human Capital Management



Create Personal IDs



Pers.No. Name
Pers.area Patna Zone
EE subgrp GENERAL MANAGER WS rule Zone General Shift
From to

Personal IDs

ID type

PRAN Number

Enter Start date and End date

Select the personal ID type and fill the details

Fill the required details and save it.
Following screen appears



User Manual – Personnel Administration

Human Capital Management



Create Housing(HRA / CLA / COA)



Personnel No Name
EE group Regular Pers.area Patna Zone
EE subgroup GENERAL MANAG...
From to

Housing(HRA / CLA / COA)

Housing Details

Accommodation Type
City Category
Rent Amount INR HRA to Be Tax Exempt

Helper and furniture details

Number of Helpers
Helper Cost INR
Total Furniture Value
Furniture Hiring Charges

Landlord's Details

Landlord's Name
Landlord's Address

PAN of Landlord Declaration Provided by Landlord

Additional Details

Enter Start date and End date

fill the details like accommodation type , category and rent and etc.,

Fill the required details and save it.
Following screen appears



User Manual – Personnel Administration

Human Capital Management



Create Provident Fund Contribution



Personnel No Name
EE group Regular Pers.area Patna Zone
EE subgroup GENERAL MANAG...
From to

Enter Start date and End date

Employee's Details

General Information

Provident Fund Trust ID

Fill the PF trust details

Pension Trust ID

Provident Fund Number

Pension Number

Provident Fund

VPF Percentage

Women Contr End Dt

Basis for contribution

Eligible pay or PF Basis whichever is less

PF Basis

VPF Amount

INR

Employer's Details

Provident Fund

Basis for contribution

Eligible pay or PF Basis whichever is less

Govt. PF Contribution

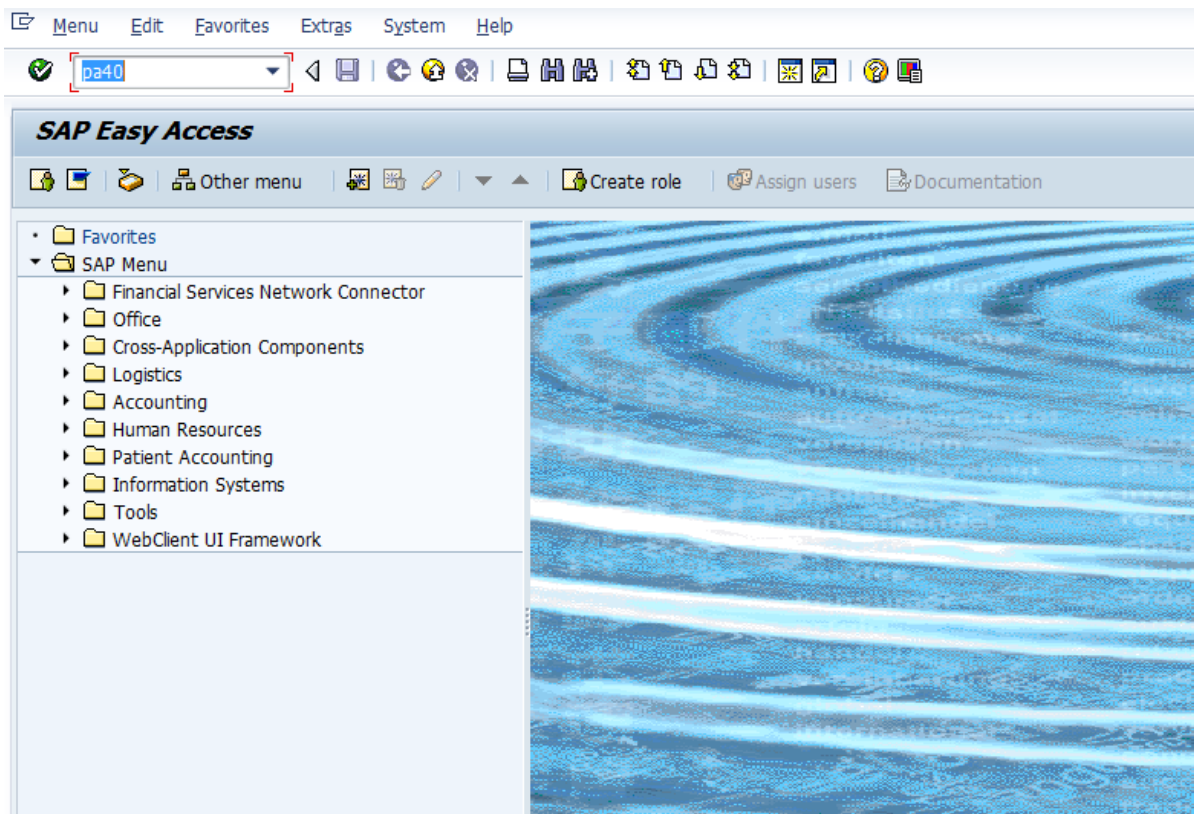
PF Basis

Maintain the Trust ID and Provident fund number and save it.



Repatriation Out

Enter PA40



Following screen appears



Personnel Actions

Personnel no.

From

Find by

- Person
 - Collective search help
 - Search Term
 - Free search

Hit list

Personnel numb...	Name
01000000	Test Employee
01000001	Ajith Kumar
01000002	Probation Test
01000003	Probation action Test
01000004	hiring tesing
01000005	salary testing
01000006	salary1 testing
01000007	TEST JUNE TIME
01000008	basic pay testing
01000009	Workman leave testin

Personnel Actions

Action Type	Personn...	EE group	EE subg...
Migration Hiring			
Hiring			
Probation Extension			
Probation Confirmation			
Transfer			
Promotion			
Separation			
Deputation In			
Deputation Out			
Repatriation In			
Repatriation Out			
Suspension			
Suspension Revocation			

Choose action

Enter personnel number and select the action type and execute after executing following screen appears



Copy Actions

Execute info group Change info group

Pers.No.	1000036				
Pers.No.	1000036	Name	Payroll&posting testing		
Pers.area	1001 Head Quarters	Cost Ctr	1610001	Patna Circle	
EE subgrp	23 ASSISTANT CONTROL...	WS rule	GEN1	HQ General Shift	
Start	01.04.2018	to	31.12.9999		

Personnel action

Action Type	Repatriation Out
Reason for Action	<input type="checkbox"/>

Choose action type

Status

Customer-specific	
Employment	Withdrawn
Special payment	

Choose the reason for action

Organizational assignment

Position	2000026	Assistant Engineer
Personnel area	1001	Head Quarters
Employee group	R	Regular
Employee subgroup	23	ASSISTANT CONTROLL...

Please maintain the required information like position and personnel area employee group and subgroup

Additional actions

Start Date	Act.	Action Type	ActR	Reason for action
01.04.2018	BH	Hiring	00	Due to Vacancy

Select the reason for action and fill the required fields and save it
Then following screen appears,



User Manual – Personnel Administration

Human Capital Management



Copy Organizational assignment

Org Structure

Personnel No	1000032	Name	UPLOAD HIRINIG TESTING
EE group	R Regular	Pers.area	1005 Bhagalpur Zone
EE subgroup	06 DGM	Cost Center	1610001 Patna Circle
Start	01.04.2019	to	31.12.9999

Enter Start date and End date

Enterprise structure

CoCode	1000 BSPTCL	Leg.person	
Pers.area	1005 Bhagalpur Zone	Subarea	2035
Cost Ctr	1610001 Patna Circle	Bus. Area	

maintain the required fields like sub area and additional fields

Personnel structure

EE group	R Regular	Payr.area	Z3 Bhagalpur Zone
EE subgroup	06 DGM	Contract	

Enter the payroll area

Organizational plan

Percentage	100.00	Assignment	
Position	20000031	AE	Assistant Engineer
Job key	50000062	AE	Assistant Engineer
Org. Unit	10000008	DEPT	HR & ADM
Org.key	10000008		

Administrator

Group	1005
PersAdmin	
Time	
PayrAdmin	
Supervisor	

Additional fields

Fill the required fields and save it.



Deputation Out

Enter PA40

And enter personnel number and select the action type deputation out and execute.

Following screen appears

Personnel no. 1001515
Name MADHU SINHA
Personnel ar TH00 EE group R
Subarea 1001 EE subgrp T3
From 18.05.2019

Personnel Actions			
Action Type	Personnel ...	EE group	EE subgroup
Hiring			
Probation Extension			
Probation Confirmation			
Transfer-Leaving			
Promotion			
Separation			
Deputation Out			
Repatriation In			
Repatriation Out			
Suspension			
Suspension Revocation			
Demotion Position			
Demotion Salary			

Choose the action

After executing the action following screen appears.



User Manual – Personnel Administration

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Pers.No.	1001515	Name	MADHU SINHA
Pers.No.	1001515		
Pers.area	TH00 Head Quarters BSPTCL		
EE subgrp	T3 Techn Workman CI - 3	WS rule	GEN3
Start	18.05.2019	to	31.12.2020

Enter Start date and End date

Personnel action	
Action Type	BO Deputation Out
Reason for Action	01
Status	
Customer-specific	
Employment	1 Inactive
Special payment	

Choose action type

Choose the reason for action

Organizational assignment	
Position	40001005 Correspondence Clerk (MD)
Personnel area	TH00 Head Quarters BSPTCL
Employee group	R Regular
Employee subgroup	T3 Techn Workman CI - 3

Please maintain the required information like position and personnel area employee group and subgroup

Start Date	Act.	Action Type	ActR	Reason for action

Fill the required fields
And save it. Then following screen appears



User Manual – Personnel Administration

Human Capital Management



Personnel No	1001515	Name	MADHU SINHA
EE group	R Regular	Pers.area	TH00 Head Quarters BSPTCL
EE subgroup	T3 Techn Workman CI - 3		
Start	18.05.2019	to	31.05.2019

Enter Start date and End date

Enterprise structure			
CoCode	1000 BSPTCL	Leg.person	
Pers.area	TH00 Head Quarters BSPTCL	Subarea	1001 MD Cell
Cost Ctr			

maintain the required fields like sub area and additional fields

Personnel structure			
EE group	R Regular	Payr.area	99 Patna East Circle
EE subgroup	T3 Techn Workman CI - 3	Contract	

Enter the payroll area

Organizational plan		Administrator	
Percentage	100.00	Group	TH00
Position	99999999 CC(MD Cell) Correspondence Clerk (MD C..	PersAdmin	
Job key	00000000	Time	
Org. Unit	00000000	PayrAdmin	
Org.key	000000001001PB	Supervisor	

Additional fields	
Cadre	Technical

Press enter and save the record.



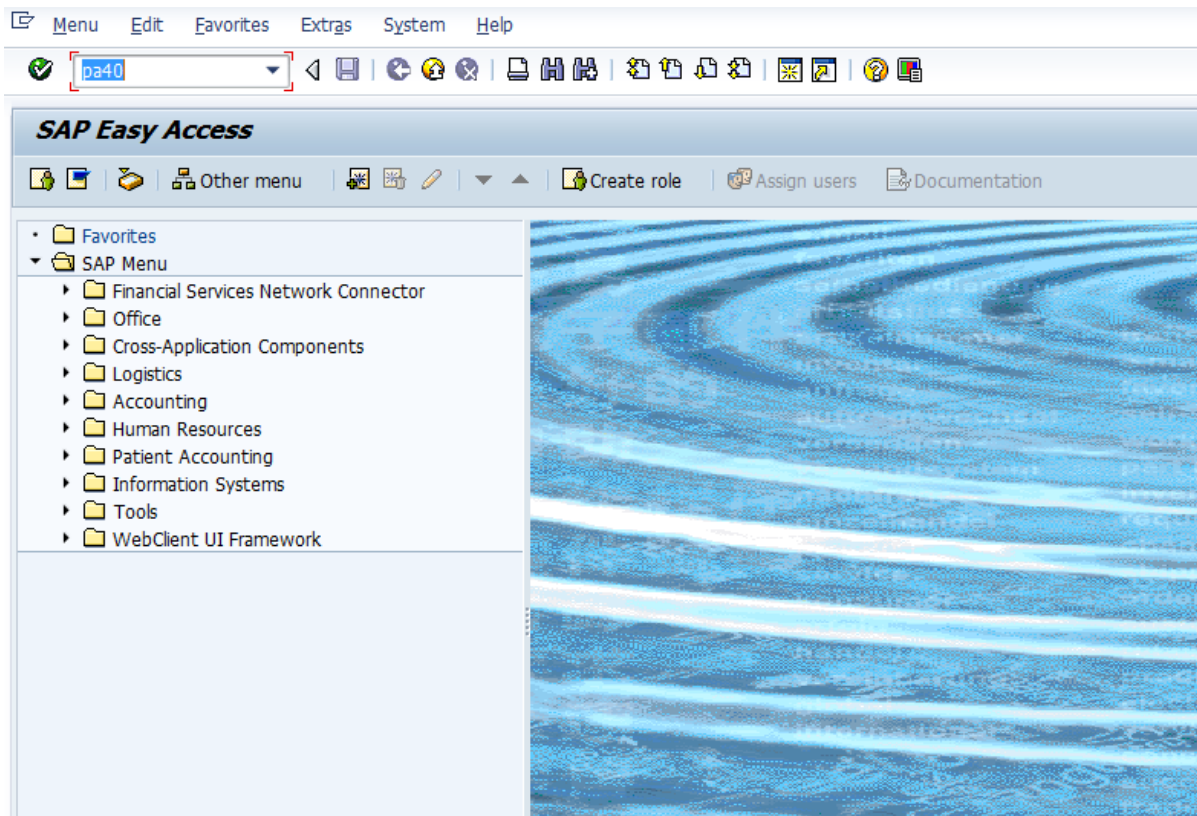
User Manual – Personnel Administration

Human Capital Management



Repatriation In

Enter PA40



Following screen appears



User Manual – Personnel Administration

Human Capital Management



Personnel no. 1001515
Name MADHU SINHA
Personnel ar TH00
Subarea 1001
From 01.06.2019

EE group R
EE subgrp T3

Personnel Actions			
Action Type	Personnel ...	EE group	EE subgroup
Probation Confirmation			
Transfer-Leaving			
Promotion			
Separation			
Deputation Out			
Repatriation In			
Repatriation Out			
Suspension			
Suspension Revocation			
Demotion Position			
Demotion Salary			
Transfer-Joining			
Change in Pay			

Choose action

Enter personnel number and select the action type and execute after executing following screen appears



User Manual – Personnel Administration

Human Capital Management



Pers.No. 1001515
Pers.No. 1001515 Name MADHU SINHA
Pers.area TH00 Head Quarters BSPTCL
EE subgrp T3 Techn Workman CI - 3 WS rule GEN3 Circle Gen..
Start 01.06.2019 to 31.12.9999

Personnel action

Action Type BR Repatriation In

Choose action type

Reason for Action 01

Choose the reason for action

Status

Customer-specific
Employment 3 Active
Special payment

Organizational assignment

Position 40001005 Correspondence Clerk (MD)
Personnel area TH00 Head Quarters BSPTCL
Employee group R Regular
Employee subgroup T3 Techn Workman CI - 3

Please maintain the required information like position and personnel area employee group and subgroup

Additional actions

Start Date	Act.	Action Type	ActR	Reason for action

Select the reason for action and fill the required fields and save it
Then following screen appears,



User Manual – Personnel Administration

Human Capital Management



Personnel No	1001515	Name	MADHU SINHA
Group	R Regular	Pers.area	TH00 Head Quarters BSPTCL
Subgroup	T3 Techn Workman CI - 3		
Start	01.06.2019	to	31.12.9999
Enterprise structure			
CoCode	1000 BSPTCL	Leg.person	
Pers.area	TH00 Head Quarters BSPTCL	Subarea	1001 MD Cell
Cost Ctr			
Personnel structure			
EE group	R Regular	Payr.area	T1 Head Quarters-BSPTCL
EE subgroup	T3 Techn Workman CI - 3	Contract	
Organizational plan		Administrator	
Percentage	100.00	Group	TH00
Position	40001005 CC(MD Cell) Correspondence Clerk (MD C..	PersAdmin	
Job key	00000000	Time	
Org. Unit	00000000	PayrAdmin	
Org.key	000000001001T1	Supervisor	
Additional fields			
Cadre	Technical		

Enter Start date and End date

maintain the required fields like sub area and additional fields

Enter the payroll area

Change the Payroll area and position and relevant fields and save it.

Fill the required fields and save it.



User Manual – Personnel Administration

Human Capital Management

