	Project – SUGAM **User Manual Document** **Process Name - HCM_PAYROLL** **HUMAN CAPITAL MANAGEMENT**	

Table of Contents

1. PA03: Control Record 1
2. Payroll Process 2
3. Checklist for Payroll: 6
4. Payroll Accounting 7

Simulation Run: 7
Actual Payroll Run: 9
Payroll Log: 18

5. Posting to Finance (FI): 19

Create Posting Run 19
Process Posting Run 19
Check Payroll Result [PC00_M40_PA03_CHECK]: 19
Corrections [PC00_M40_PA03_CORR]: 20
Exit Payroll [PC00_M40_PA03_EXIT PAYROLL]: 20

6. Retro Triggers 20

Control Record 23
Run Rectro 25

7. Off cycle Payroll Processing of Employee 29
8. Payroll - Absence Valuation 38

1. PA03: Control Record

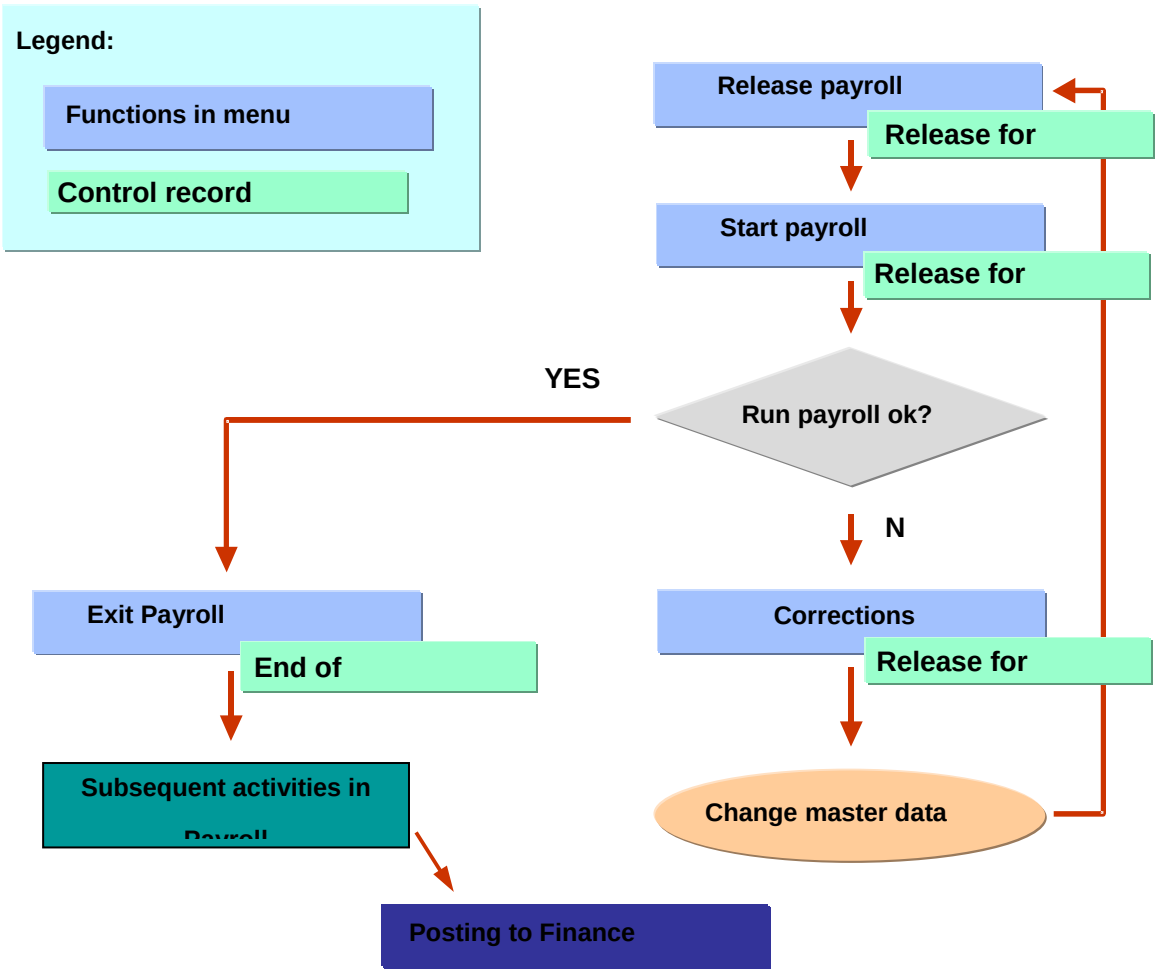
This co-ordinate the different stages of payroll accounting. For each Payroll Area we have to create Control Record. The Importance of Control Record is as follows:

1. Locks the master and time data so changes cannot be made during the payroll process.

2. Lock is valid for payroll past and present.

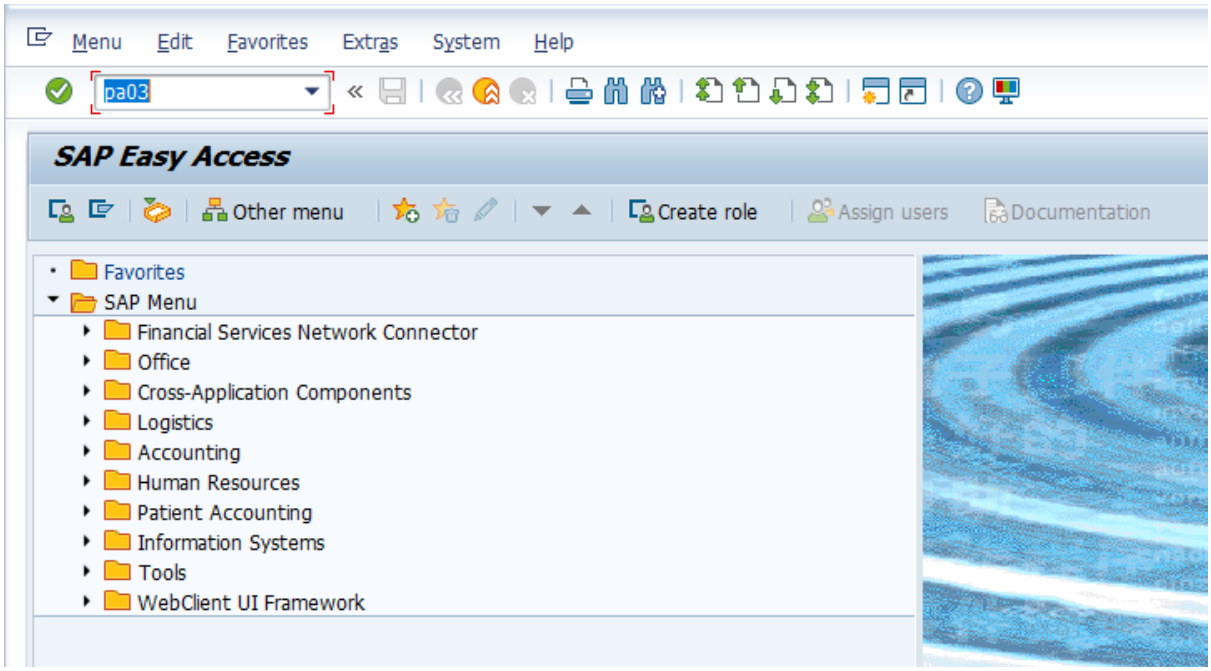
3. Changes can be done for payroll future only.

2. Payroll Process

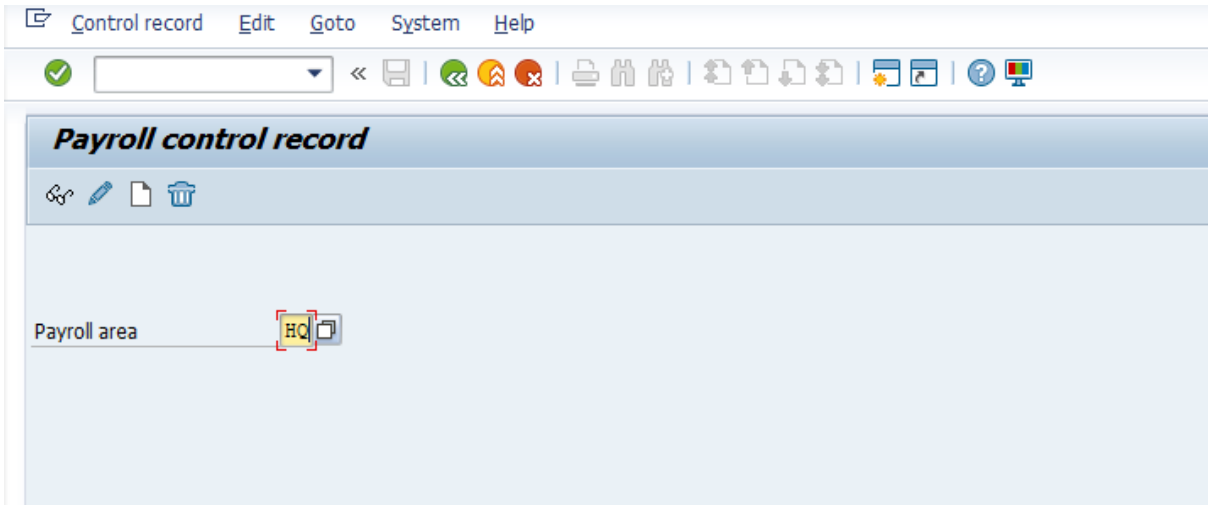


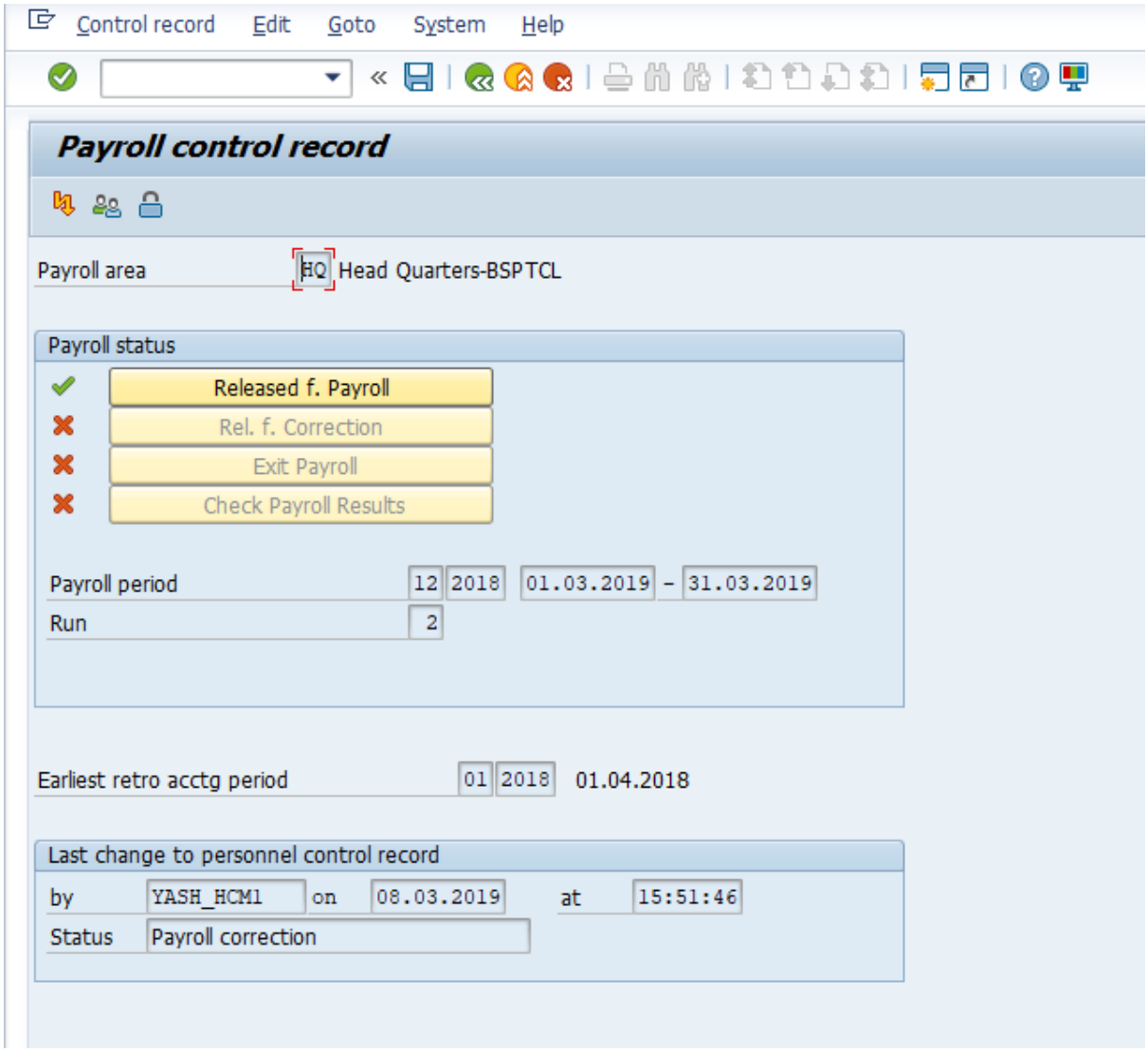
Checking the Control Record Status:

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



Then the following screen will come. Click on change.

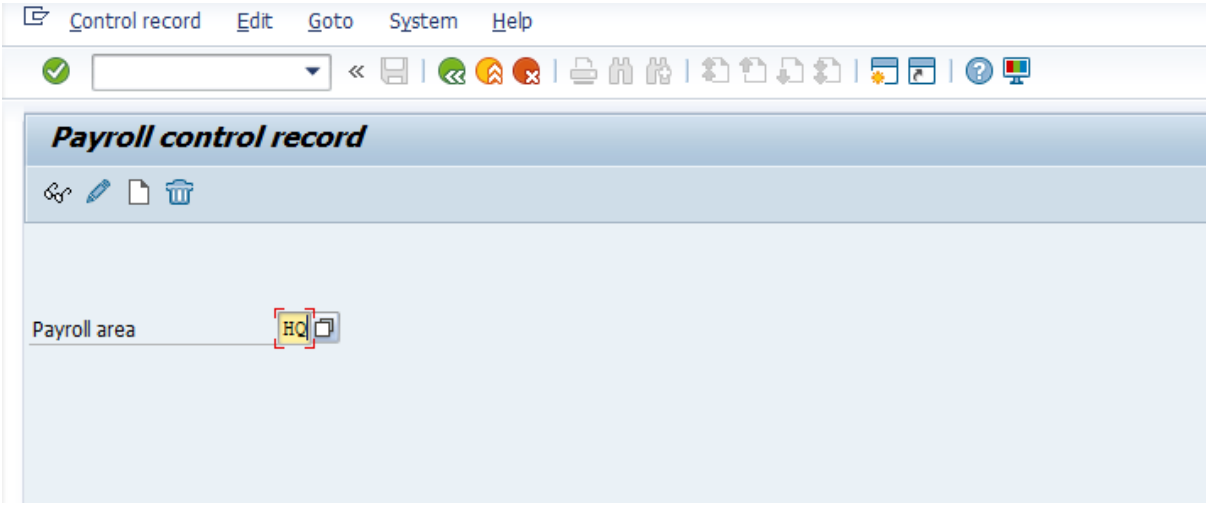




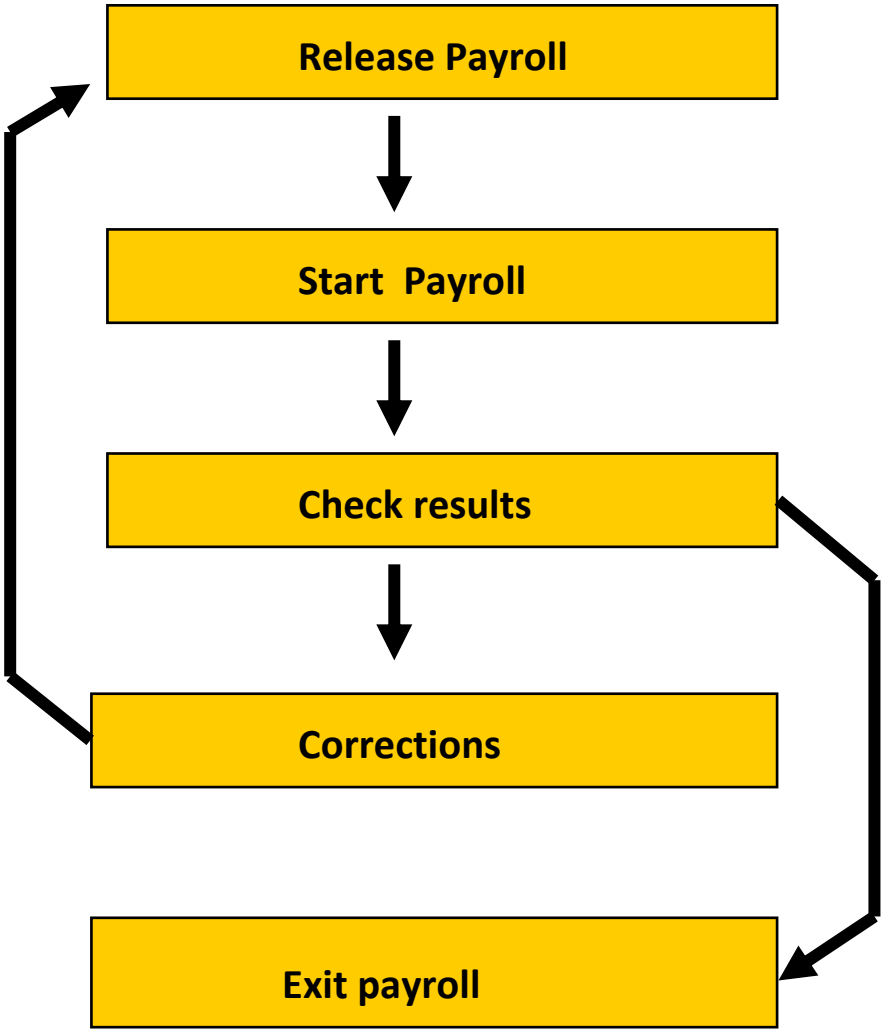
In the Control Record if the payroll period is previous period and the Status of the Control Record is Release Payroll then we have to Exit the payroll for the previous month otherwise we cannot run the payroll for the current period. To Exit the Payroll click on Exit Payroll button and Save.

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

	Project – SUGAM **User Manual Document** **Process Name - HCM_PAYROLL** **HUMAN CAPITAL MANAGEMENT**	



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



3. Checklist for Payroll:

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

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

4. Payroll Accounting

Payroll Process will be done in 2 phases.

1) Simulation Run
2) Actual Payroll Run

Simulation Run:

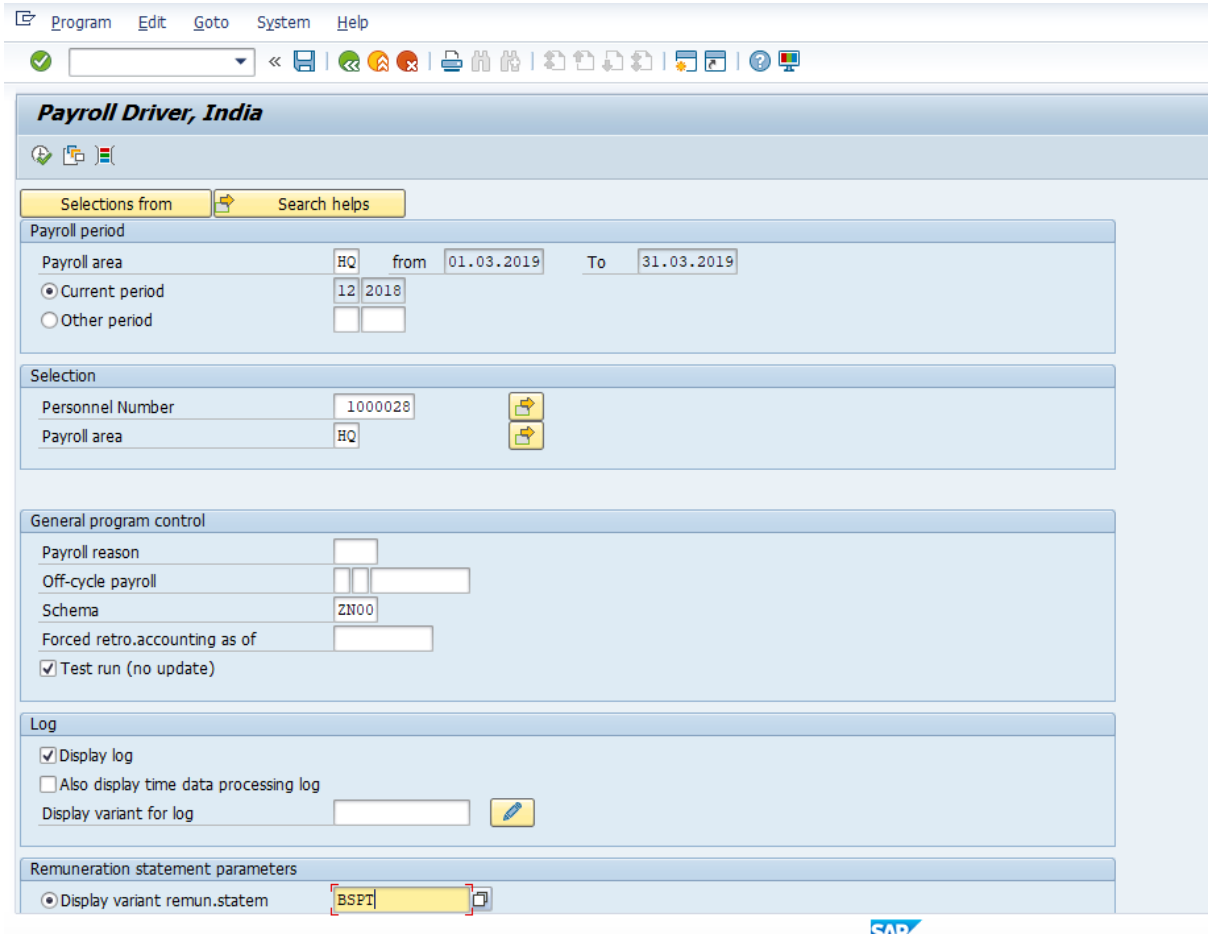
Payroll Simulation is used to evaluate individual employee payroll results. Also, we will perform a Simulation of the entire payroll before producing actual Payroll Results. This gives us the ability to calculate all information for each employee exactly as they would be calculated during a Productive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

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

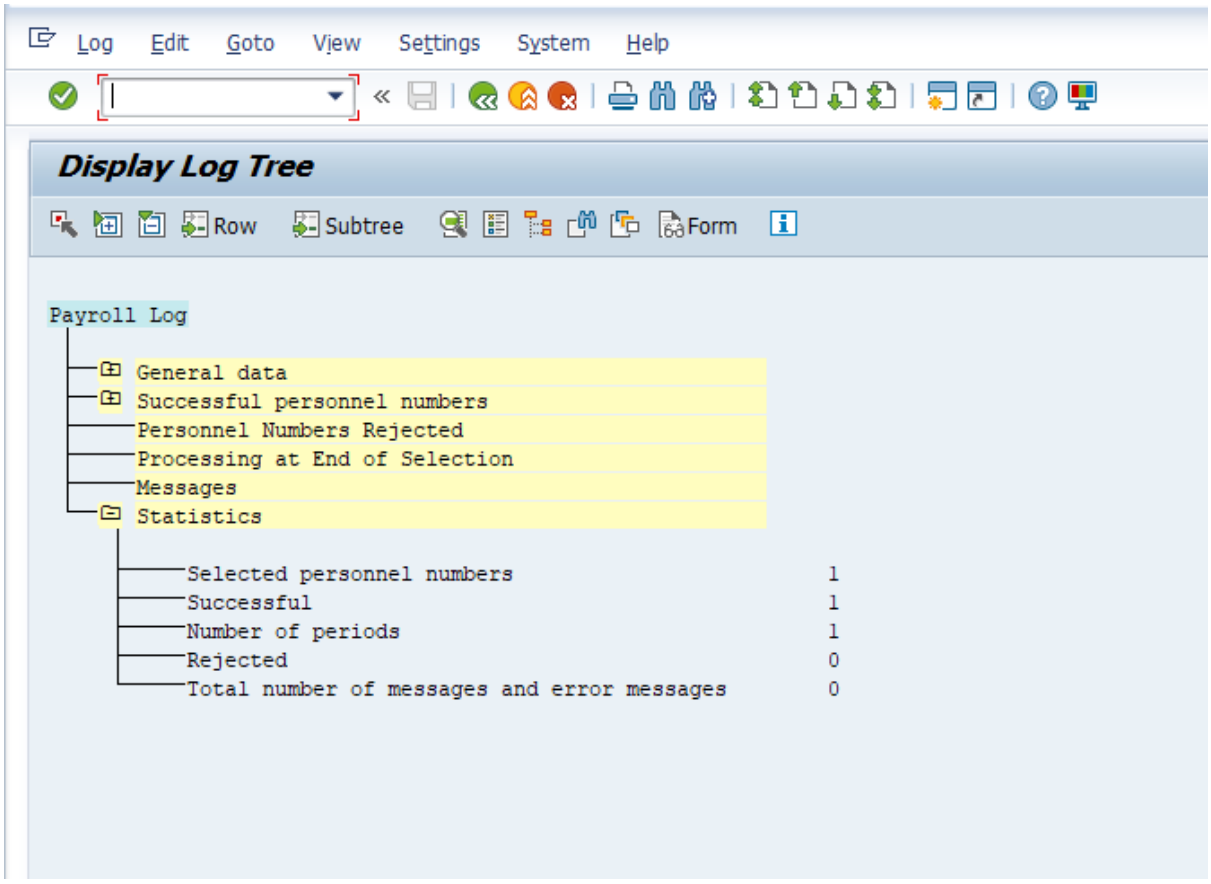
- The results of a simulated payroll run are not saved on the database. We can view and print the results in the payroll log.
- The system does not lock any master data.
- The current payroll period in the payroll control record is not changed.
- The steps *Release payroll* and *Exit payroll* does not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

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

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



Click on execute.



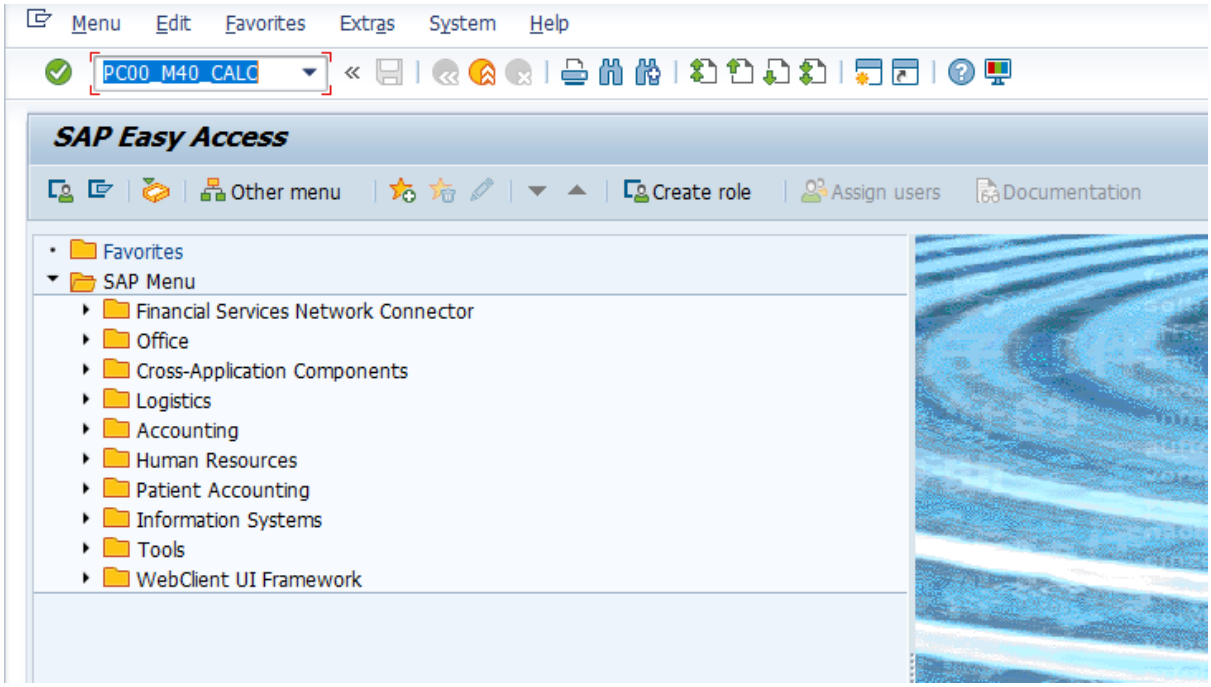
The information that must be provided is:
Payroll Area (enter in two places) – HQ
Period - current indicator
Personnel Number - only if running individual employee; leave blank to select all employees
Schema – ZN00 always
Display log – check for all calculations; DO NOT check if running all employees
Display variant Rem. statement –BSPT

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

Actual Payroll Run:

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

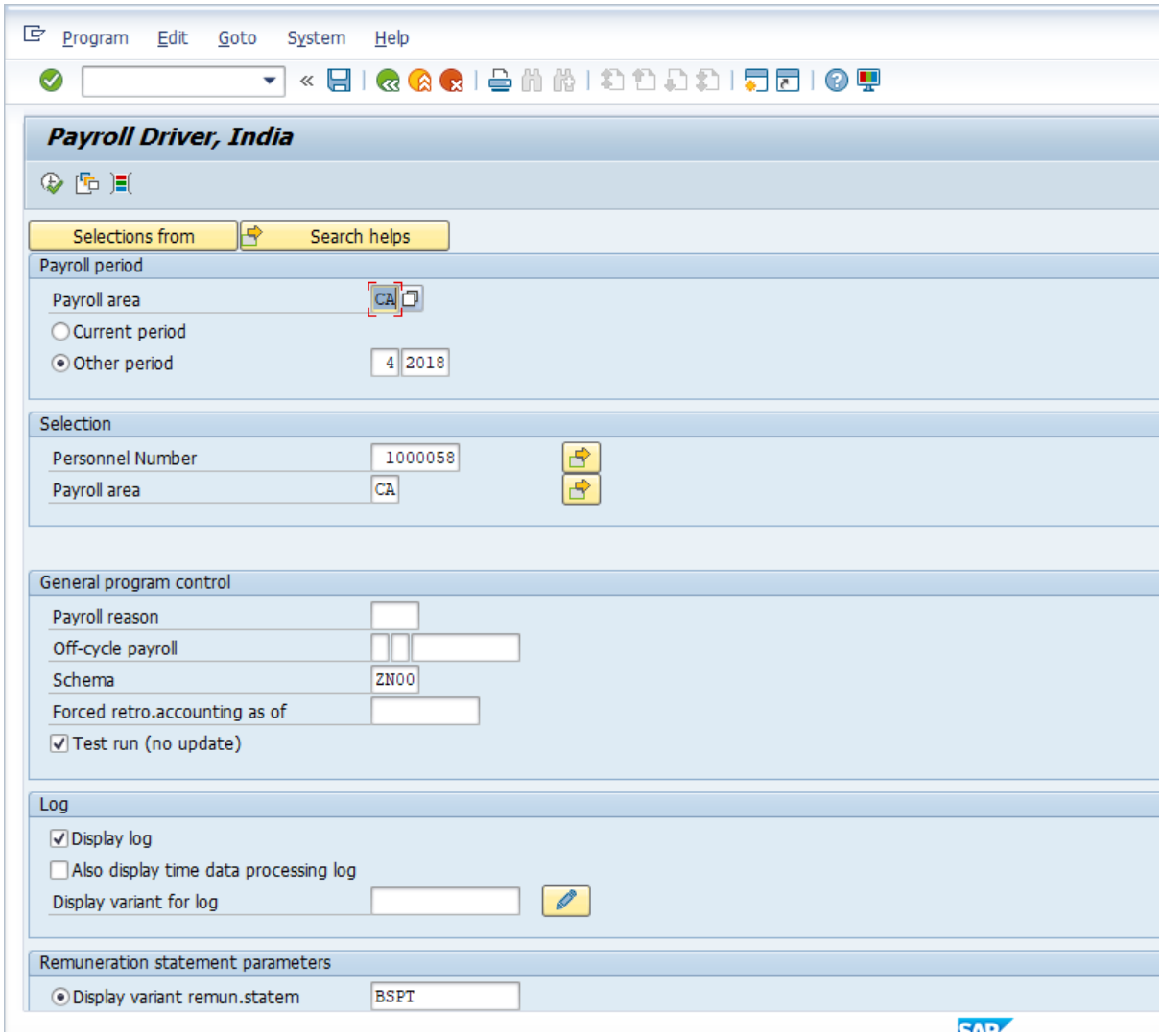
	Project – SUGAM **User Manual Document** **Process Name - HCM_PAYROLL** **HUMAN CAPITAL MANAGEMENT**	



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

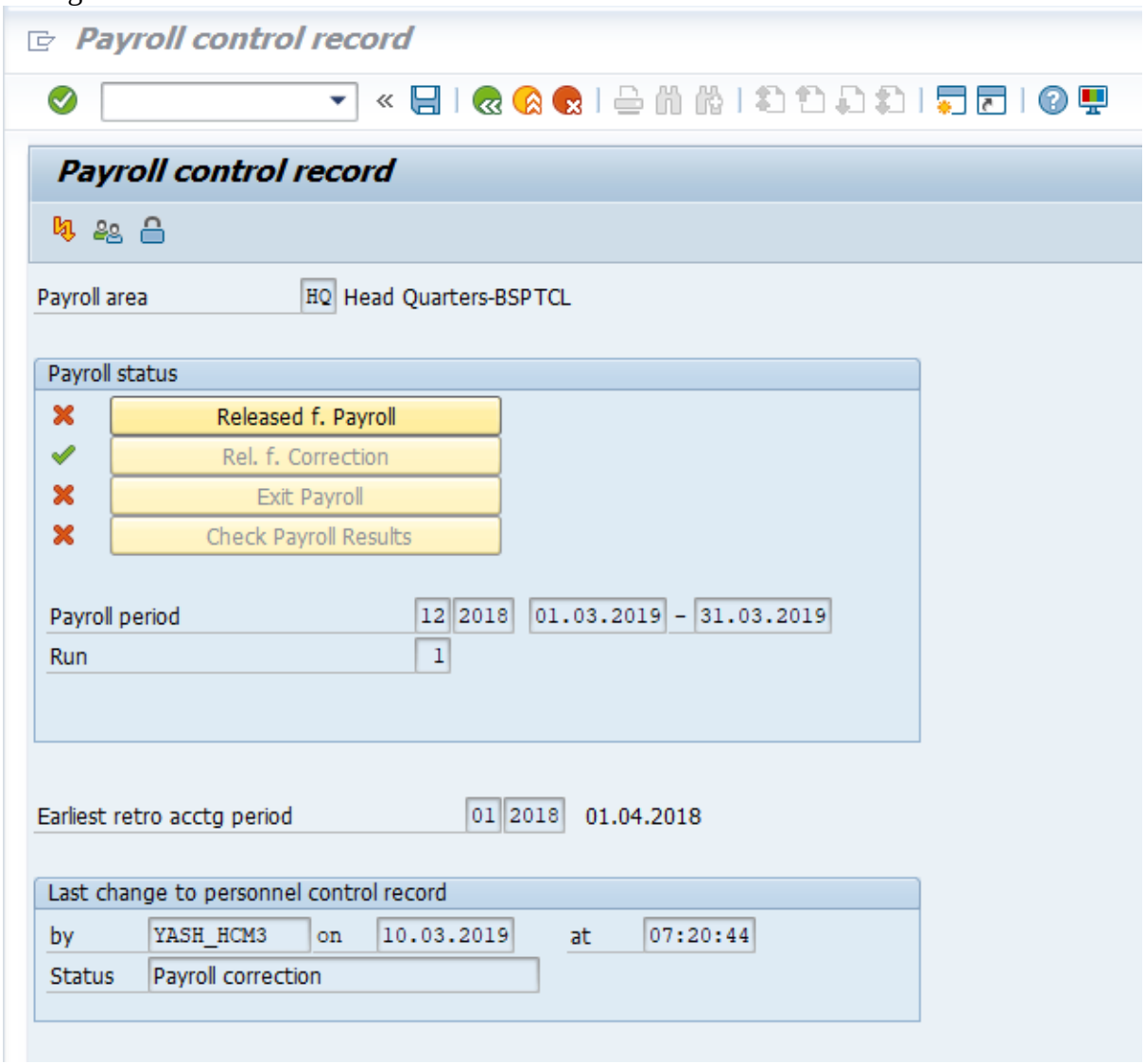
1) Payroll Area
2) Period (Default Current Period)
3) Personnel Number (if we don't give Personnel Number it will take all Employees who belongs to the Payroll Area)
4) Schema (zn00)
5) Check Display Log (To See the Error Logs)
6) Display Variant Remuneration Statement
7) Click On Execute

	Project – SUGAM **User Manual Document** **Process Name - HCM_PAYROLL** **HUMAN CAPITAL MANAGEMENT**	



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

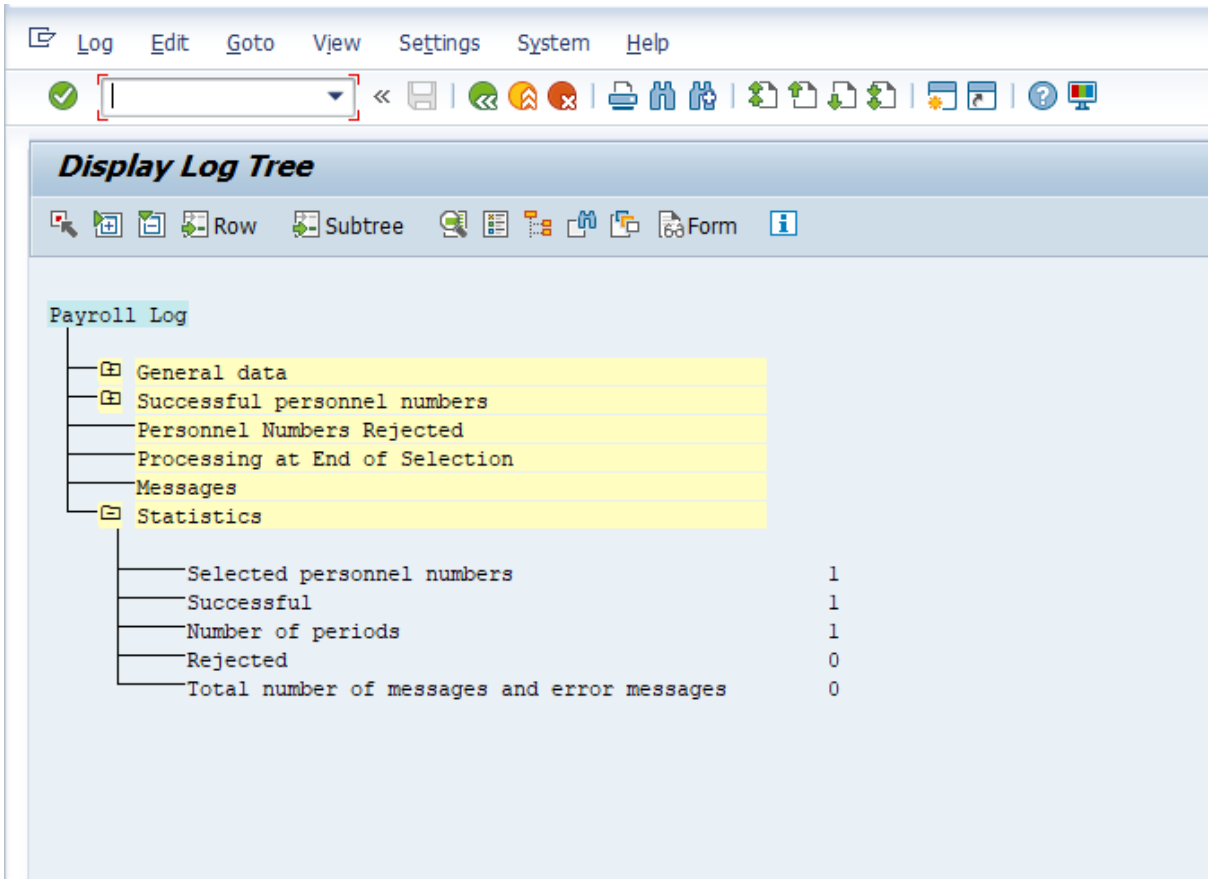
6) Change the Status of the Control Record to Release For Correction.



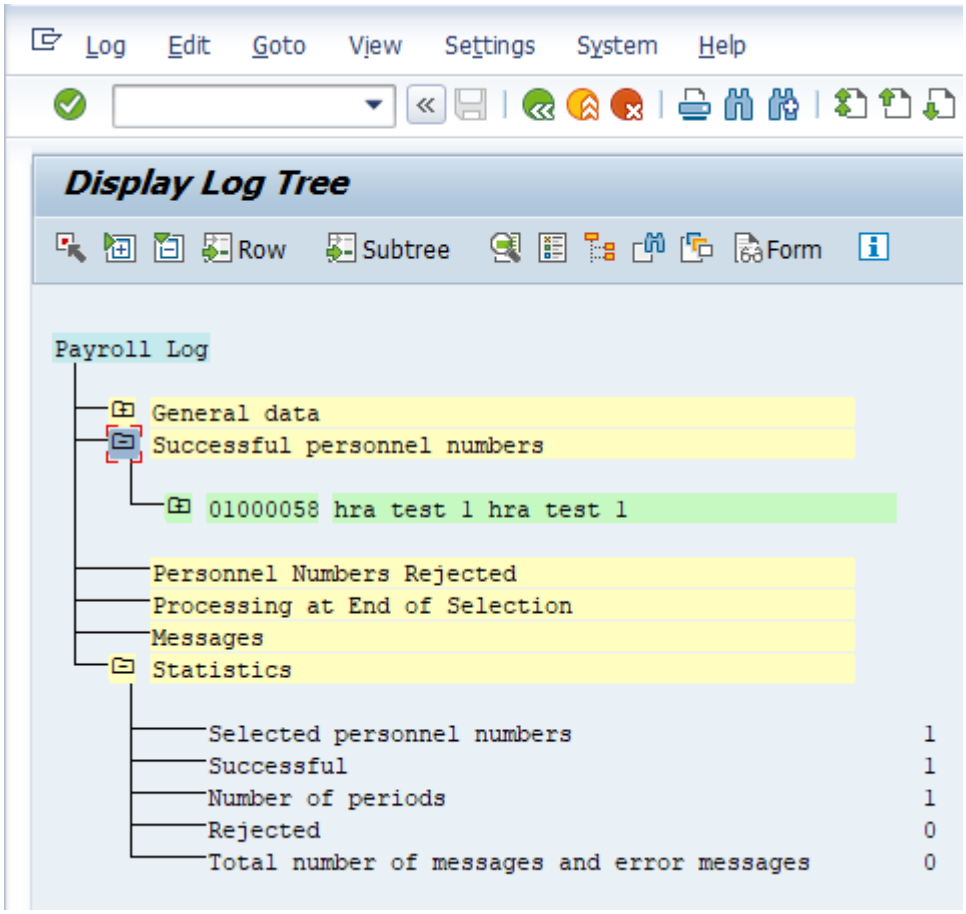
Delete the payroll results of those employees with errors and change the master data.
Hence to delete the payroll results of an employee GO TO PU03 => Enter Employee Number => Click On Execute => Select the Payroll Period which we want to delete and click on Delete Button in Menu Bar. Then the Payroll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

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

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

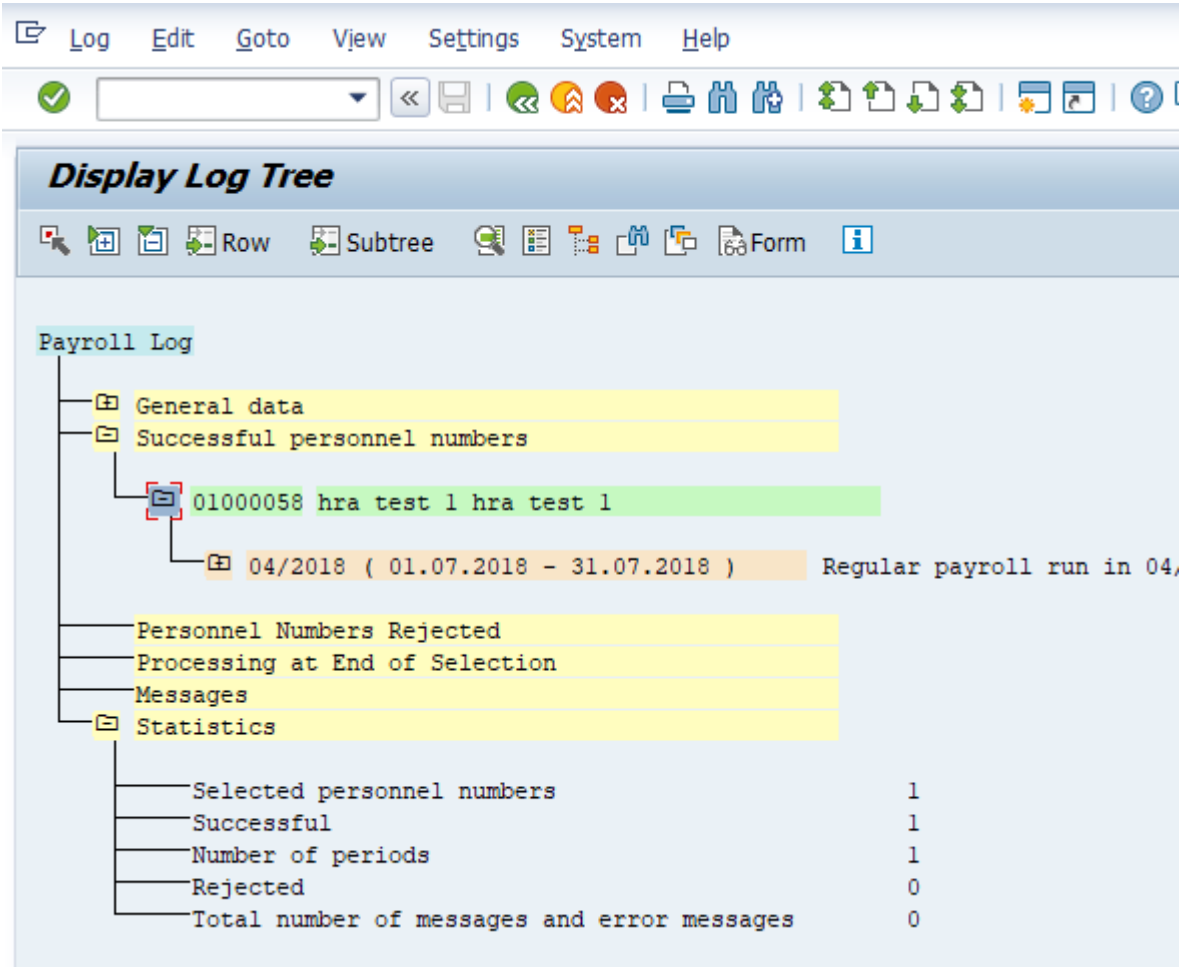


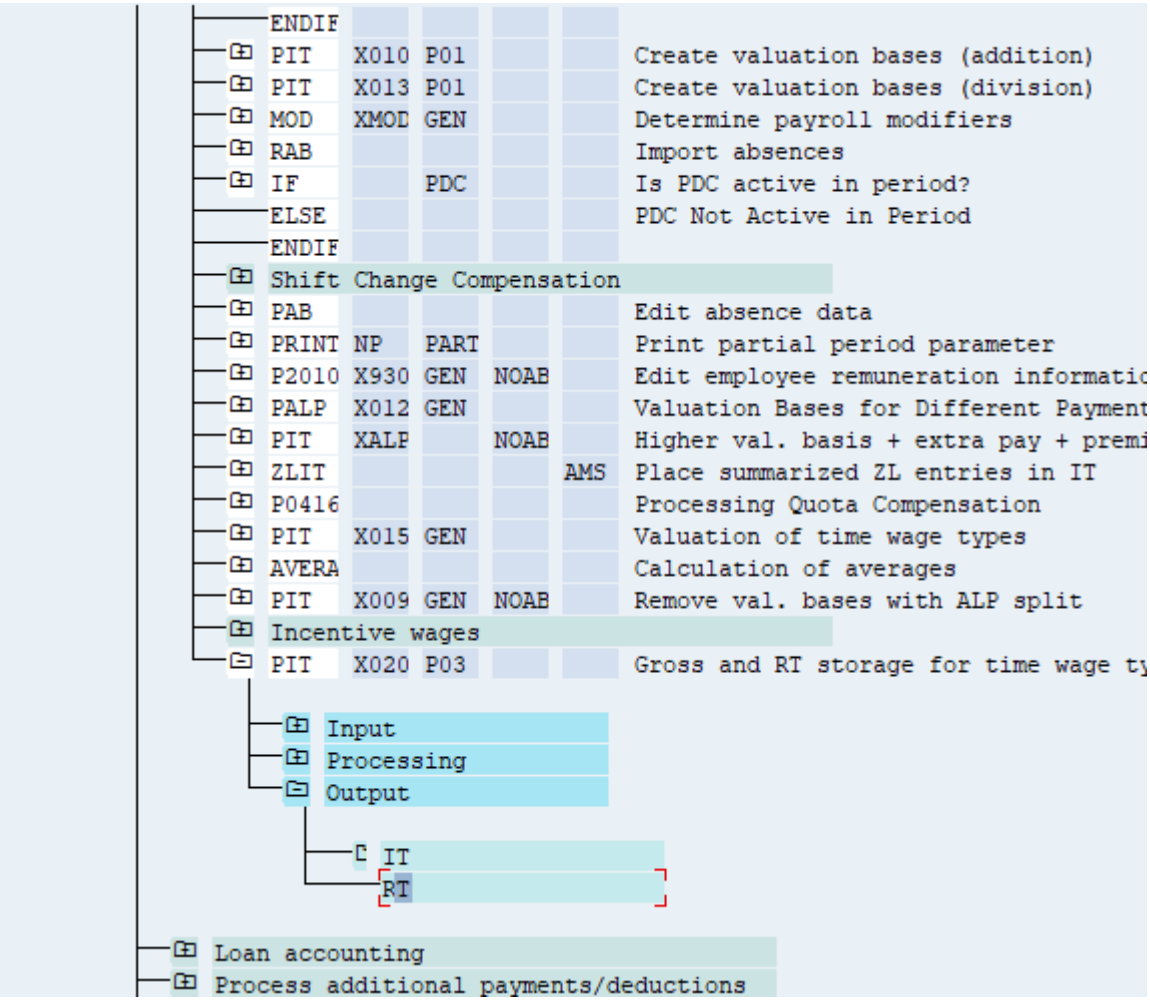
Click on successful personal numbers.

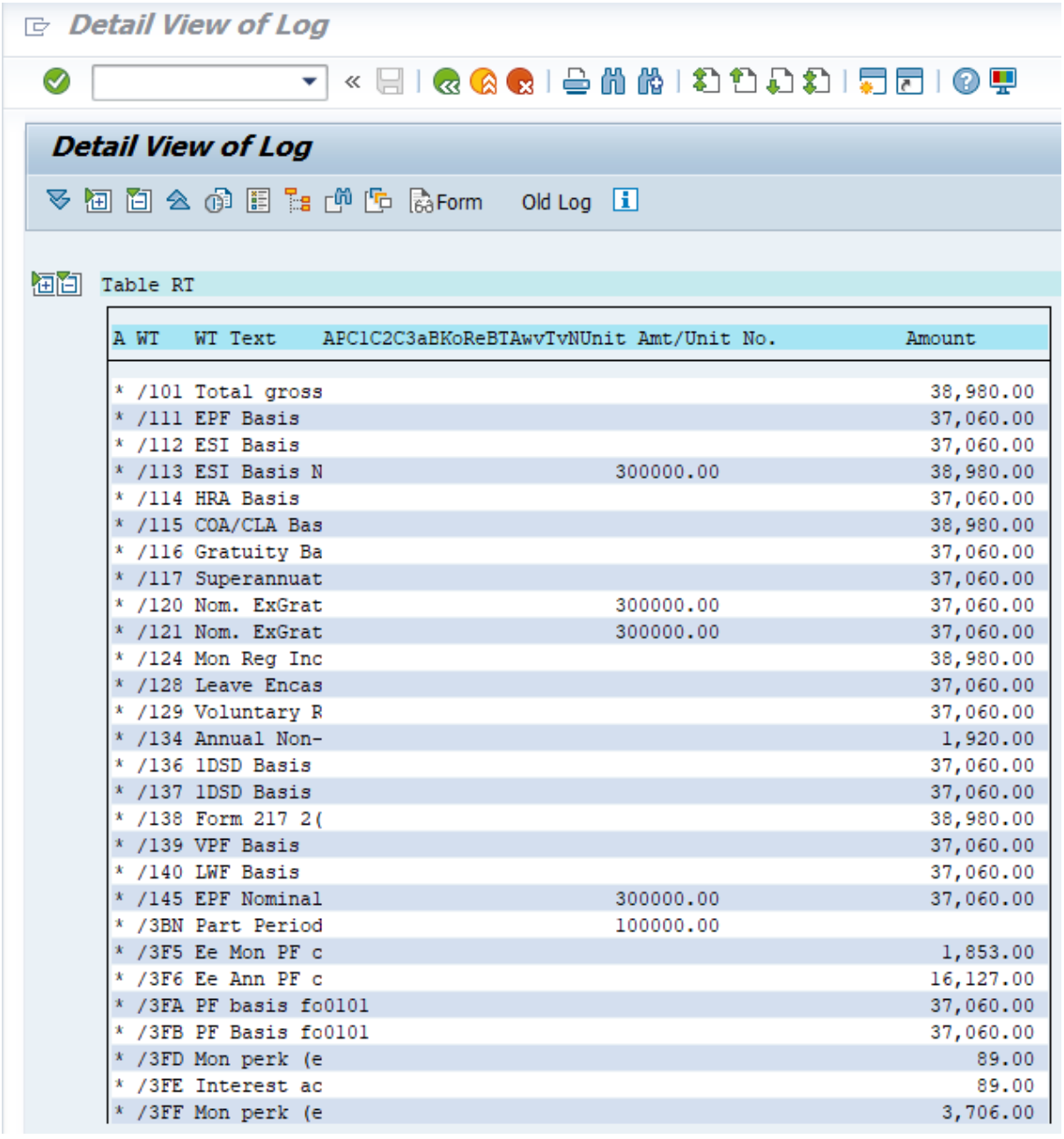


Double click on Personnel no.

	Project – SUGAM **User Manual Document** **Process Name - HCM_PAYROLL** **HUMAN CAPITAL MANAGEMENT**	




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



A	WT	WT Text	APC1C2C3aBKoReBTAwvTvNUnit	Amt/Unit	No.	Amount
*	/101	Total gross				38,980.00
*	/111	EPF Basis				37,060.00
*	/112	ESI Basis				37,060.00
*	/113	ESI Basis N		300000.00		38,980.00
*	/114	HRA Basis				37,060.00
*	/115	COA/CLA Bas				38,980.00
*	/116	Gratuity Ba				37,060.00
*	/117	Superannuat				37,060.00
*	/120	Nom. ExGrat		300000.00		37,060.00
*	/121	Nom. ExGrat		300000.00		37,060.00
*	/124	Mon Reg Inc				38,980.00
*	/128	Leave Encas				37,060.00
*	/129	Voluntary R				37,060.00
*	/134	Annual Non-				1,920.00
*	/136	1DSD Basis				37,060.00
*	/137	1DSD Basis				37,060.00
*	/138	Form 217 2(				38,980.00
*	/139	VPF Basis				37,060.00
*	/140	LWF Basis				37,060.00
*	/145	EPF Nominal		300000.00		37,060.00
*	/3BN	Part Period		100000.00		
*	/3F5	Ee Mon PF c				1,853.00
*	/3F6	Ee Ann PF c				16,127.00
*	/3FA	PF basis fo0101				37,060.00
*	/3FB	PF Basis fo0101				37,060.00
*	/3FD	Mon perk (e				89.00
*	/3FE	Interest ac				89.00
*	/3FF	Mon perk (e				3,706.00

Double Click on Form to display payslip.

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

EmployeeId : 01000058	Basic Pay : 32000.00
Name : hra test 1 hra test	Pay Level : 02 14
PAN No : AAAAA9999A	Designation: Assistant Engineer
Bank Name : CANARA BANK	Location : Patna Circ
Bank AC No : 12234560	Crcl Off Patna
IFSC Code : CNRB0000352	GPF/CPS No : XX/XXX/999999/99
Department : Patna Circle	Days Paid : 30.00

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

Here we can see payment to be transfer to bank.

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

Payroll Log:

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

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

5. Posting to Finance (FI):

Create Posting Run

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

Process Posting Run

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

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

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

Check Payroll Result [PC00_M40_PA03_CHECK]:

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

Corrections [PC00_M40_PA03_CORR]:

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

Exit Payroll [PC00_M40_PA03_EXIT PAYROLL]:

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

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

6. Retro Triggers

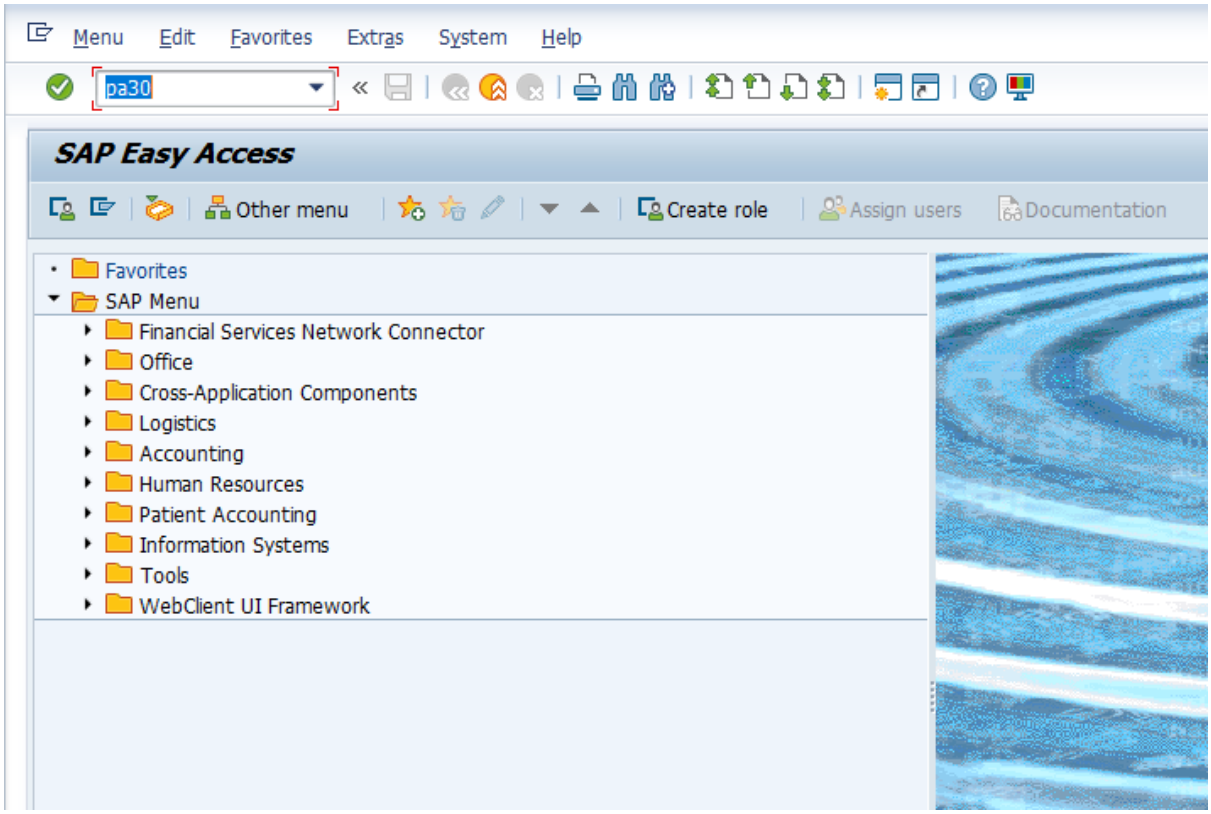
Retrotriggers due to promotion / Increment process w.e.f past date w.r.t payroll data

Access Transaction:

Transaction Code: PA30

Procedure:

Info type 0008 changes w.e.f past payroll



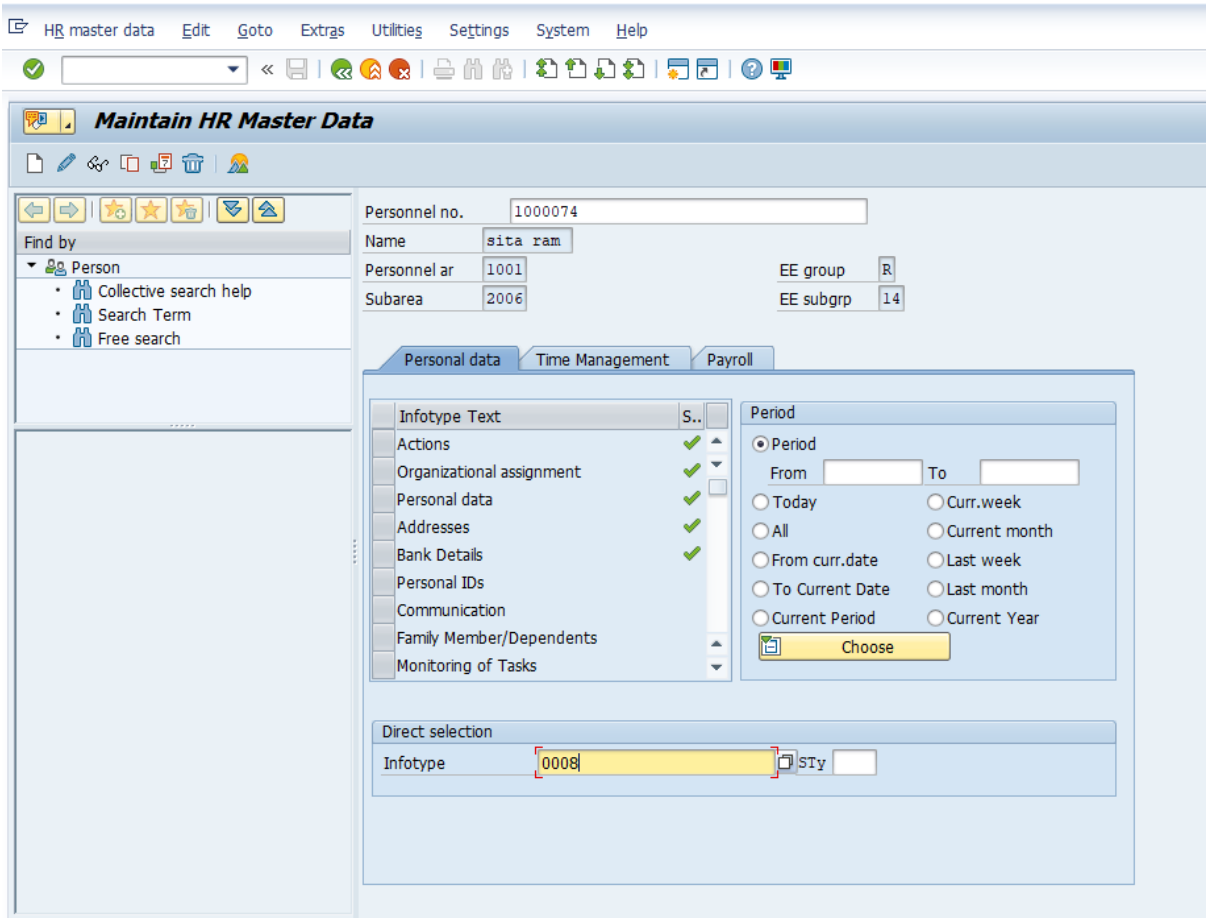
date - Old record is copied and changes are made.

Enter the Transaction code pa30 and press enter.

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

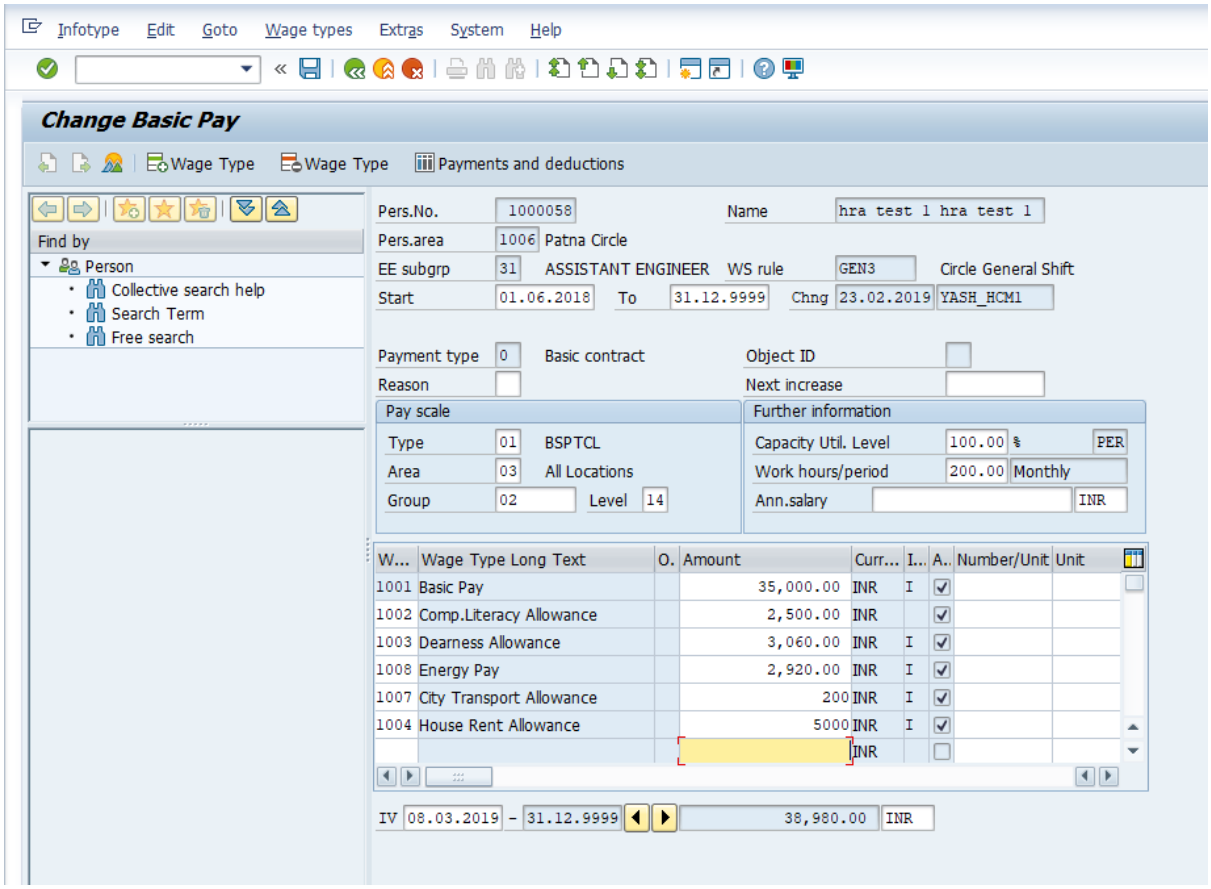
- Enter Infotype 0008
- Click on create / Change icon .

	Project – SUGAM **User Manual Document** **Process Name - HCM_PAYROLL** **HUMAN CAPITAL MANAGEMENT**	



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

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



Salary data updated successfully.

Control Record

Lock the master data for maintenance.

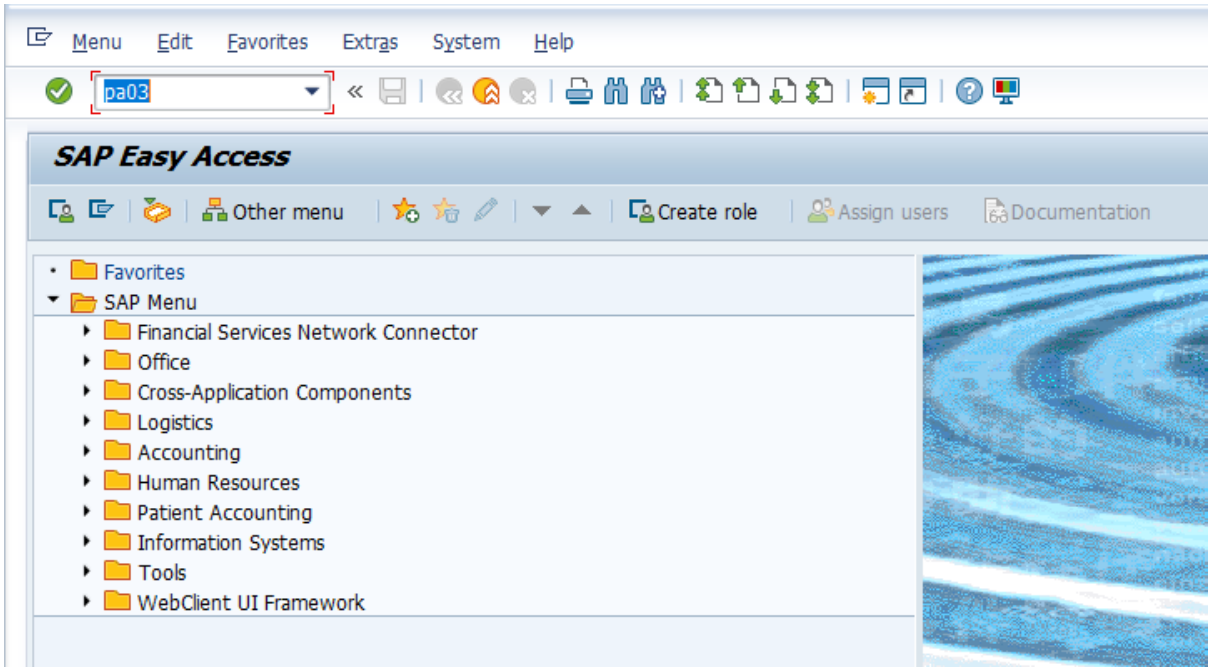
Access Transaction:

Transaction Code: PA30

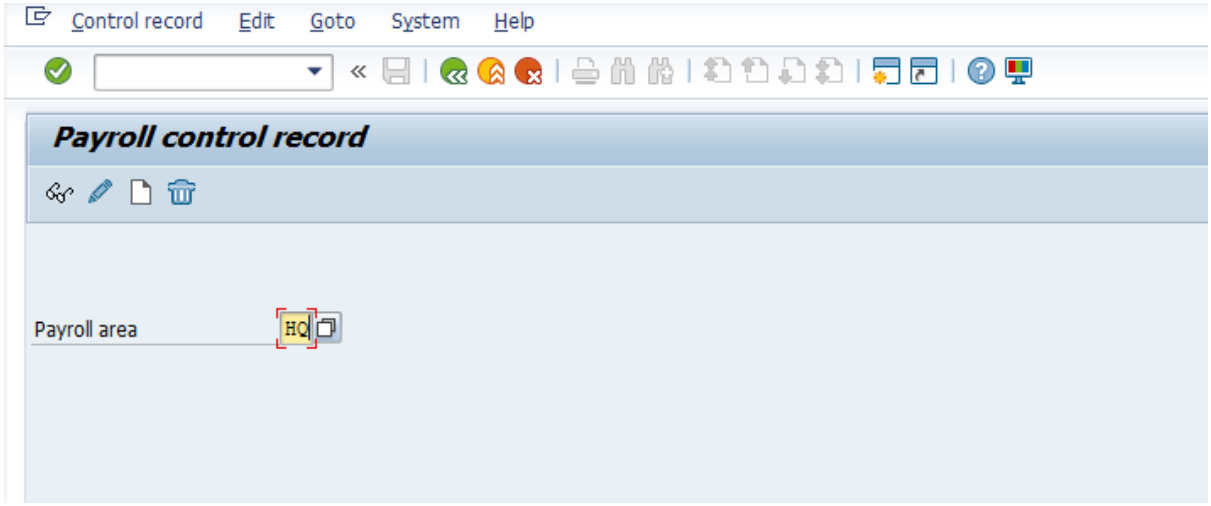
Procedure

Enter Transaction code:PA03 and enter.

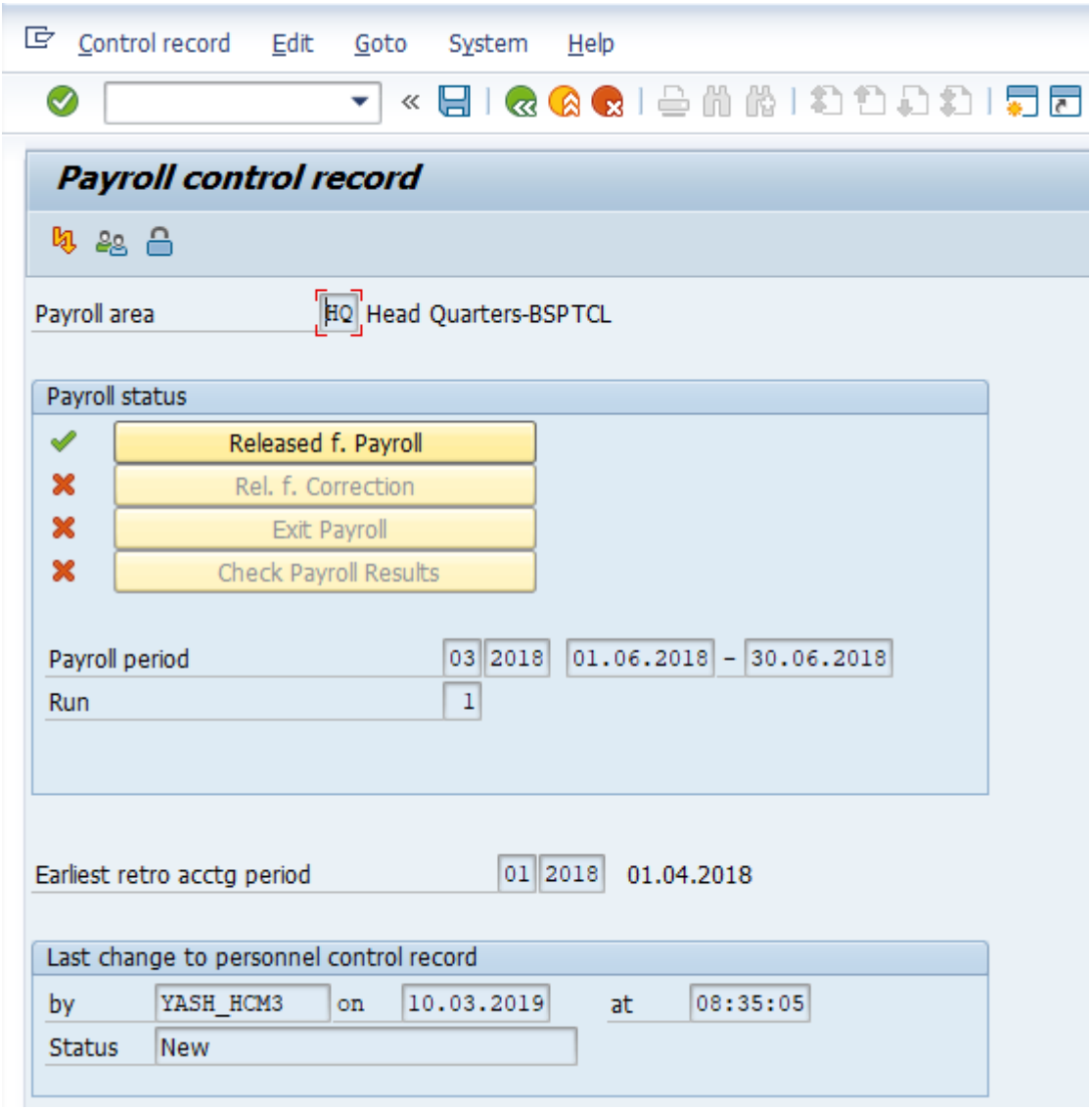
	Project – SUGAM **User Manual Document** **Process Name - HCM_PAYROLL** **HUMAN CAPITAL MANAGEMENT**	



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



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

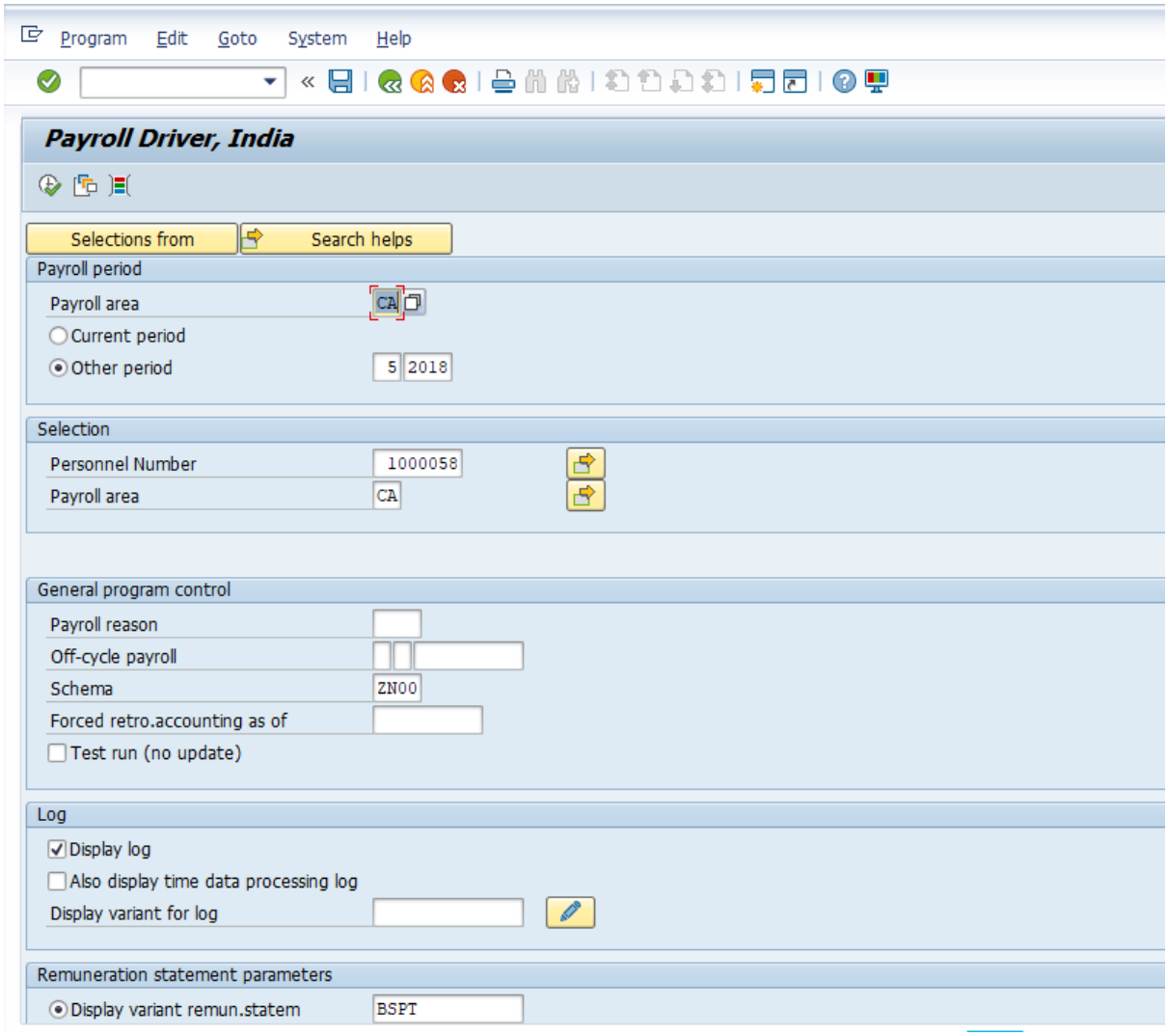


Save the record.

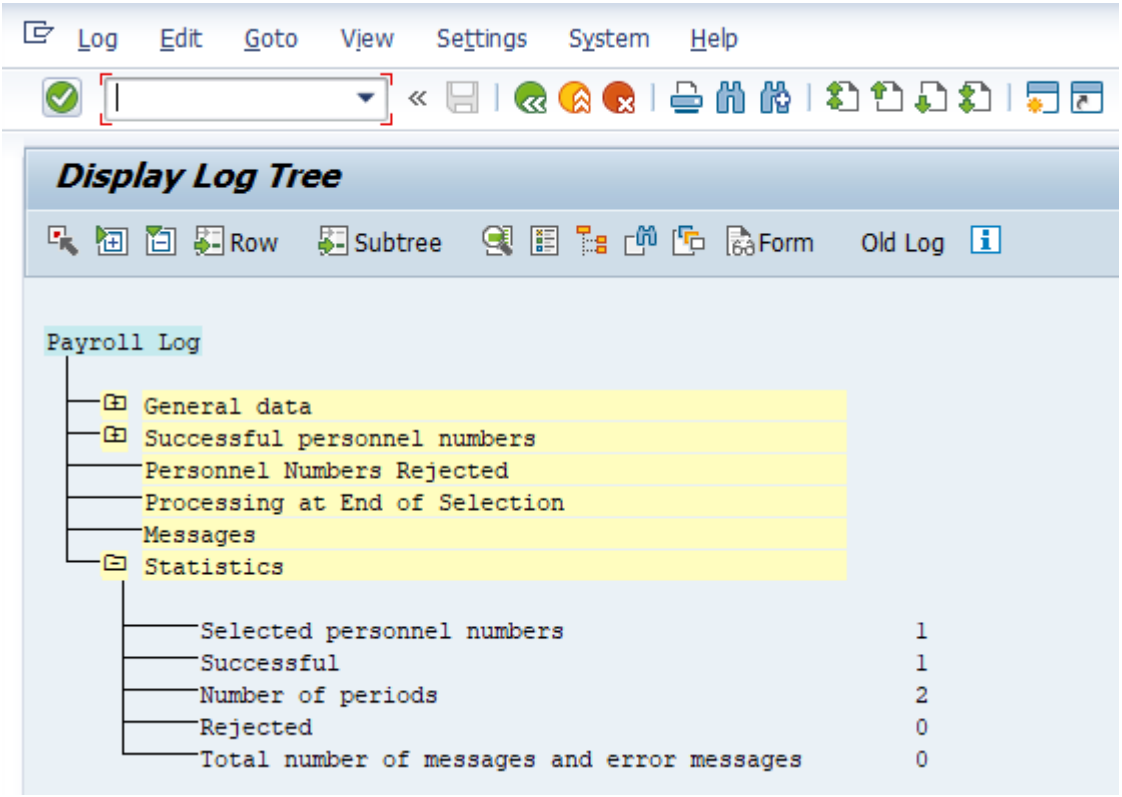
Run Rectro

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

Transaction code: pc00_m40_calc

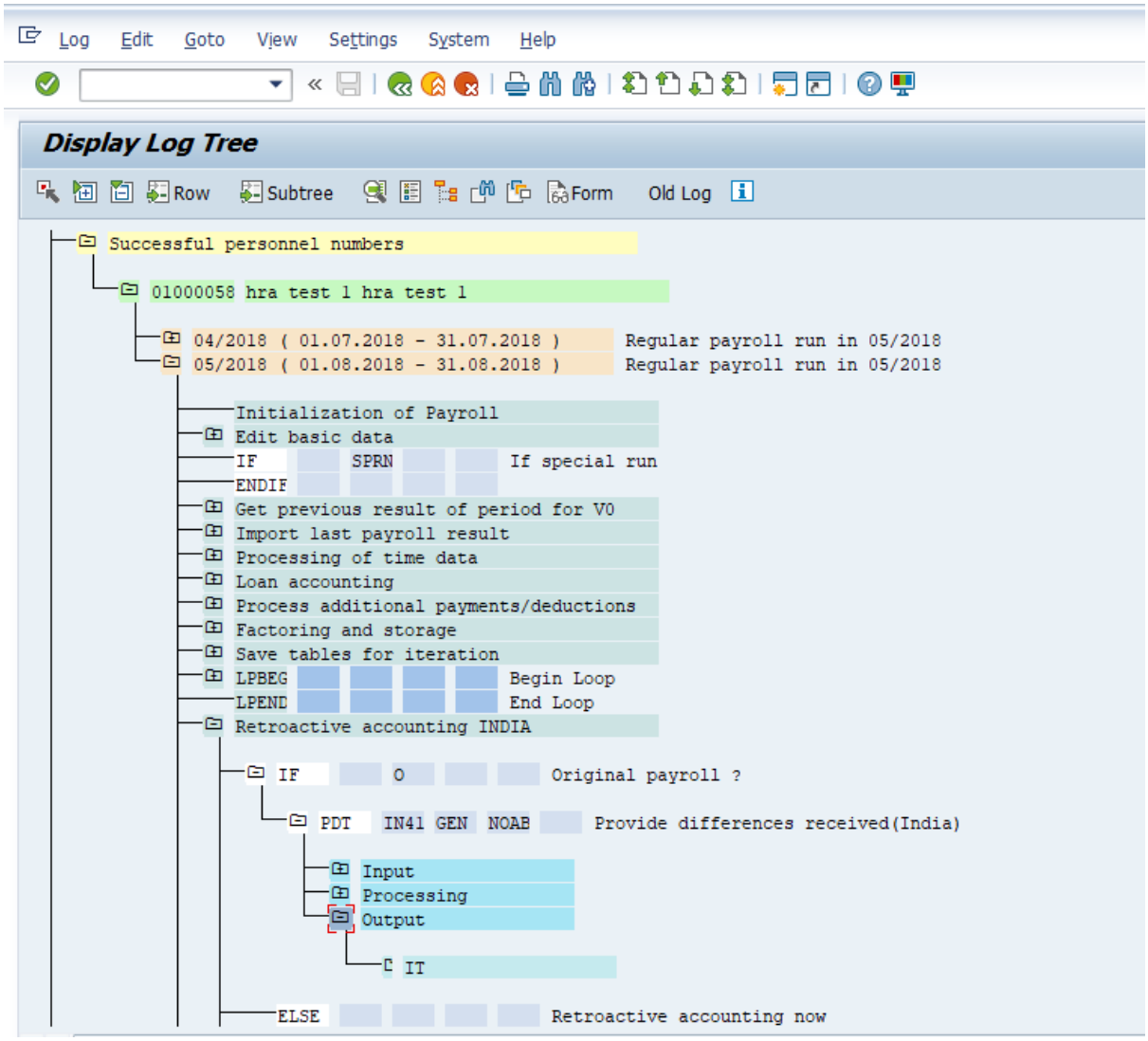


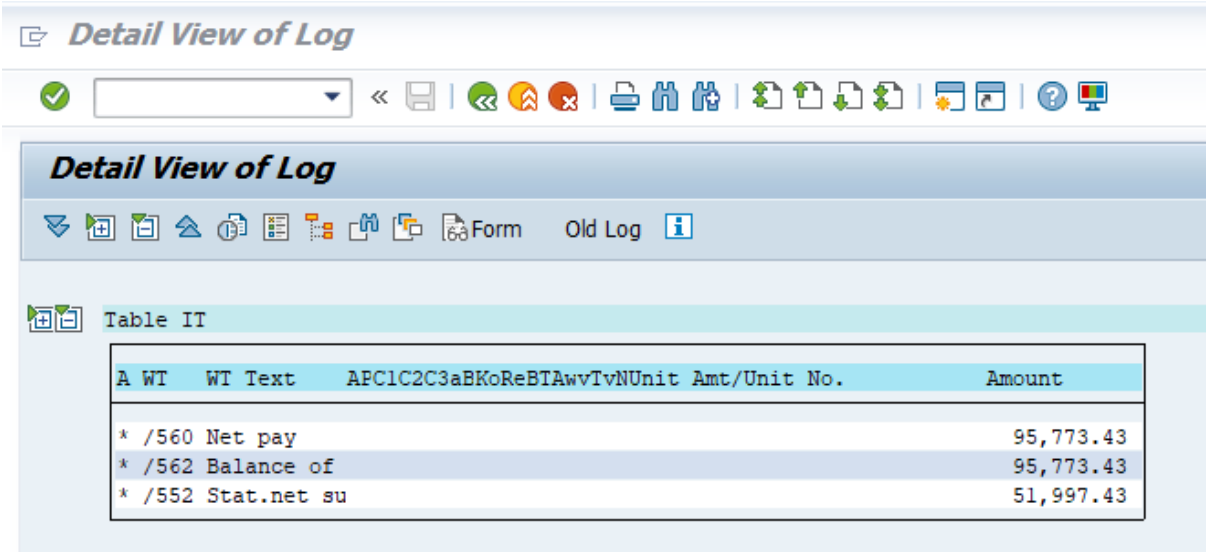
Click on executive. After successfully run the payroll remove the test run and executive.



Click on successful personnel numbers.

	Project – SUGAM **User Manual Document** **Process Name - HCM_PAYROLL** **HUMAN CAPITAL MANAGEMENT**	





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

7. Off cycle Payroll Processing of Employee

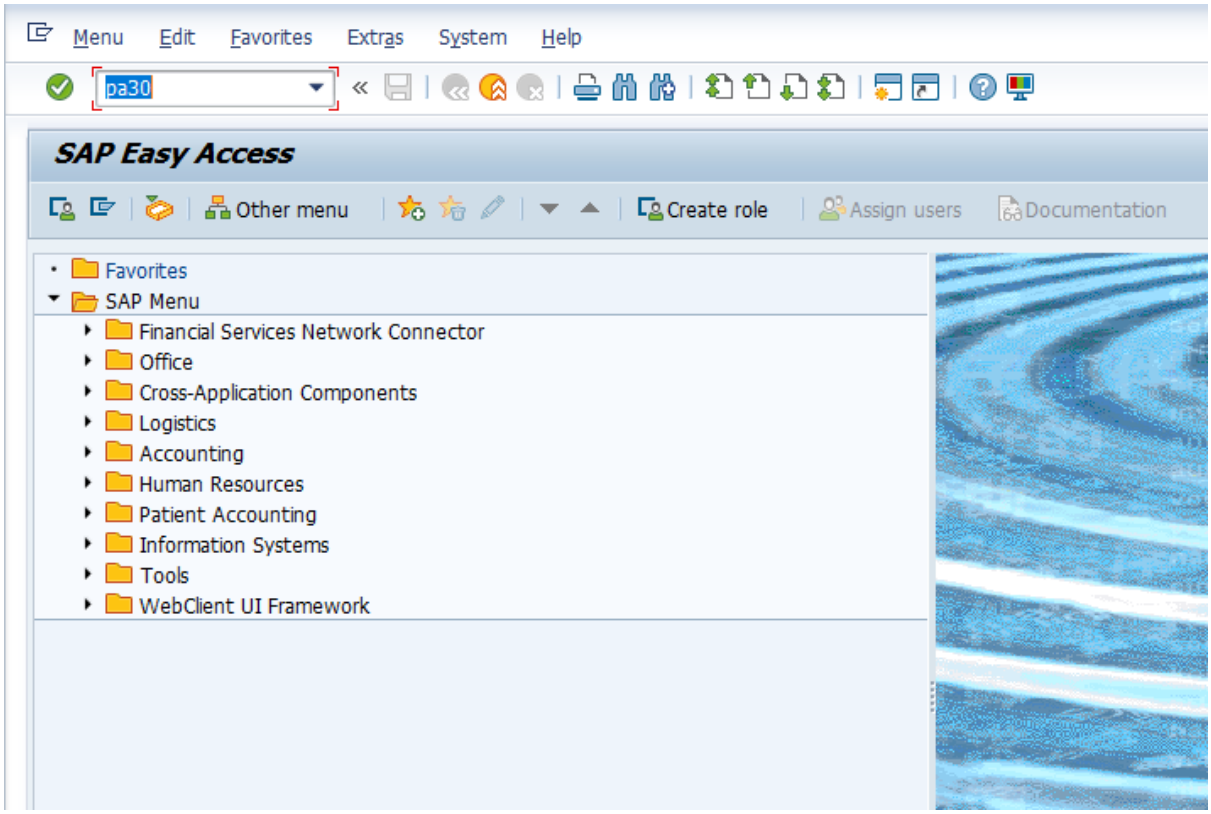
Access Transaction:

Transaction Code: PA30

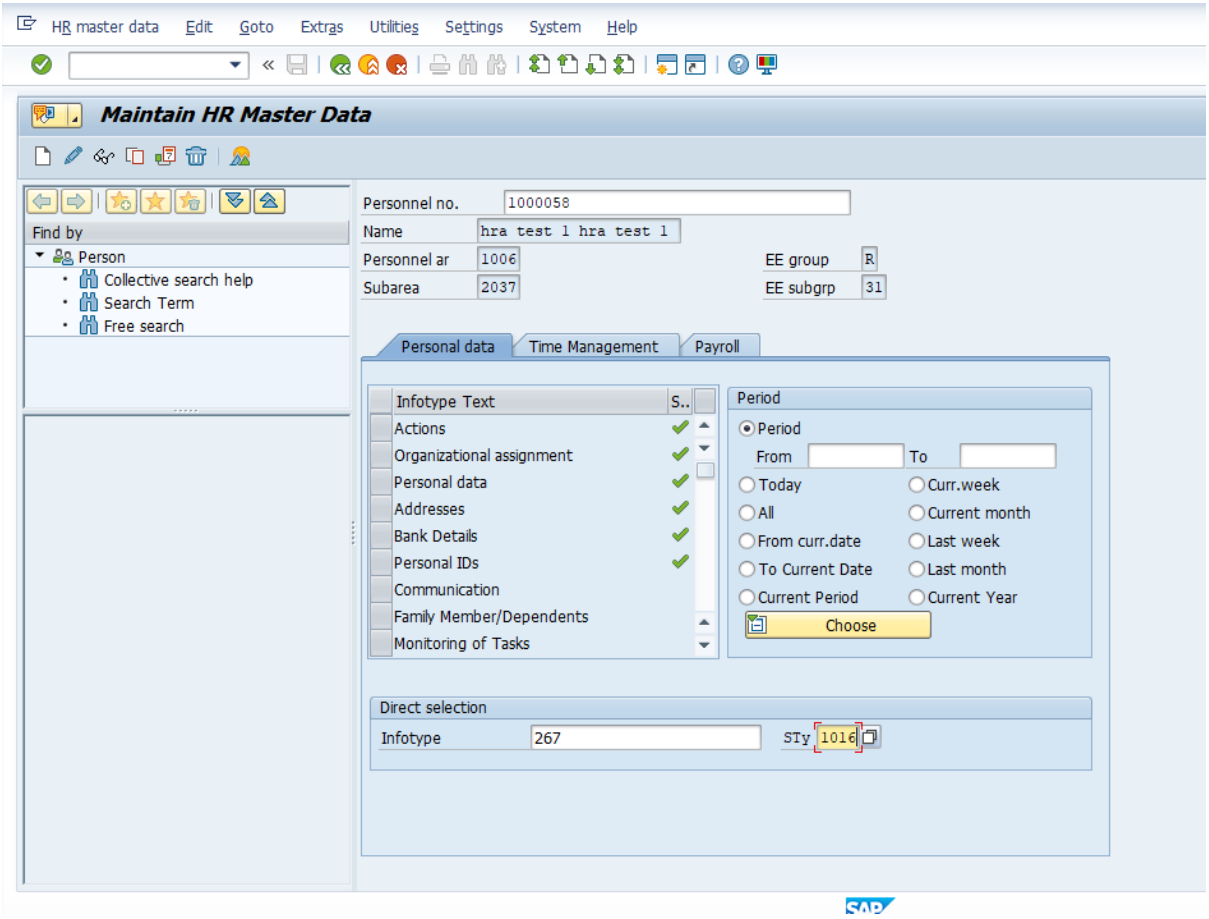
Procedure

Enter pa30 and press enter.

	Project – SUGAM **User Manual Document** **Process Name - HCM_PAYROLL** **HUMAN CAPITAL MANAGEMENT**	

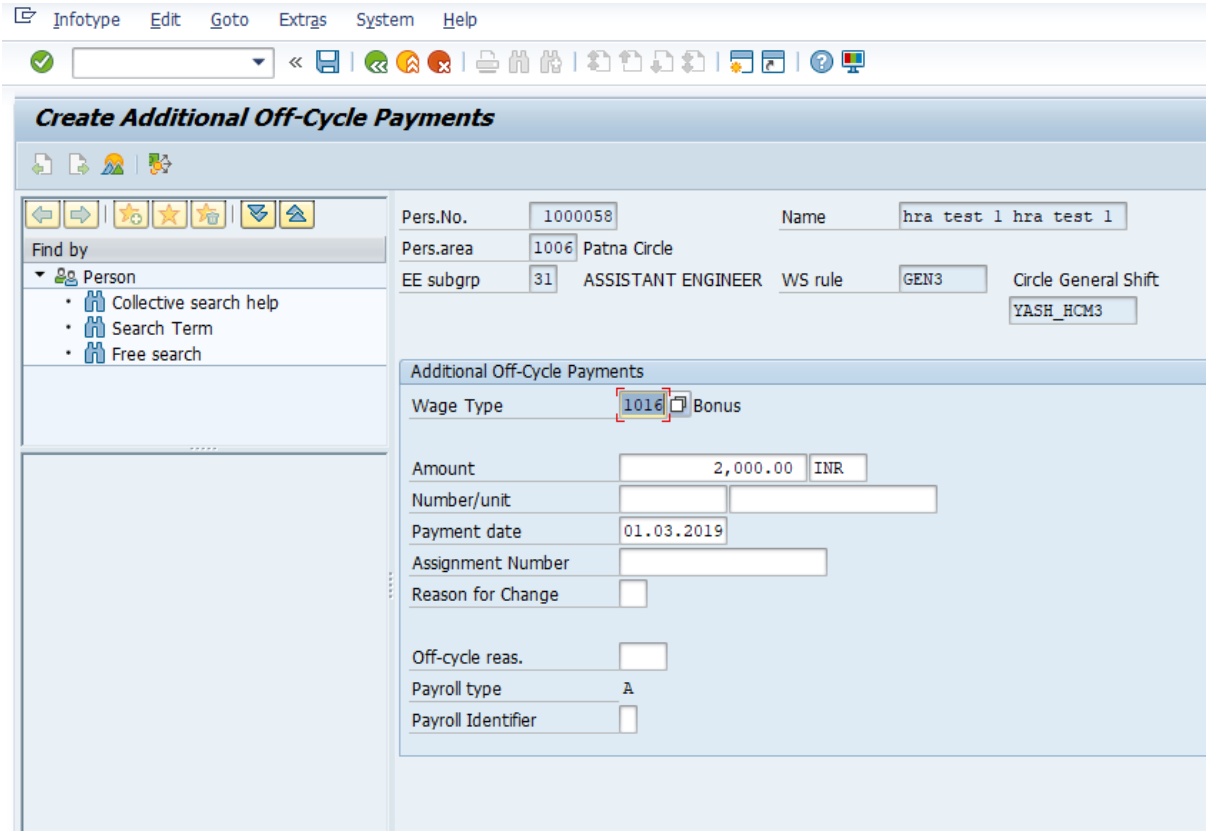


Enter personnel no, infotype and subtype. Click on create.



Enter the bonus amount and save.

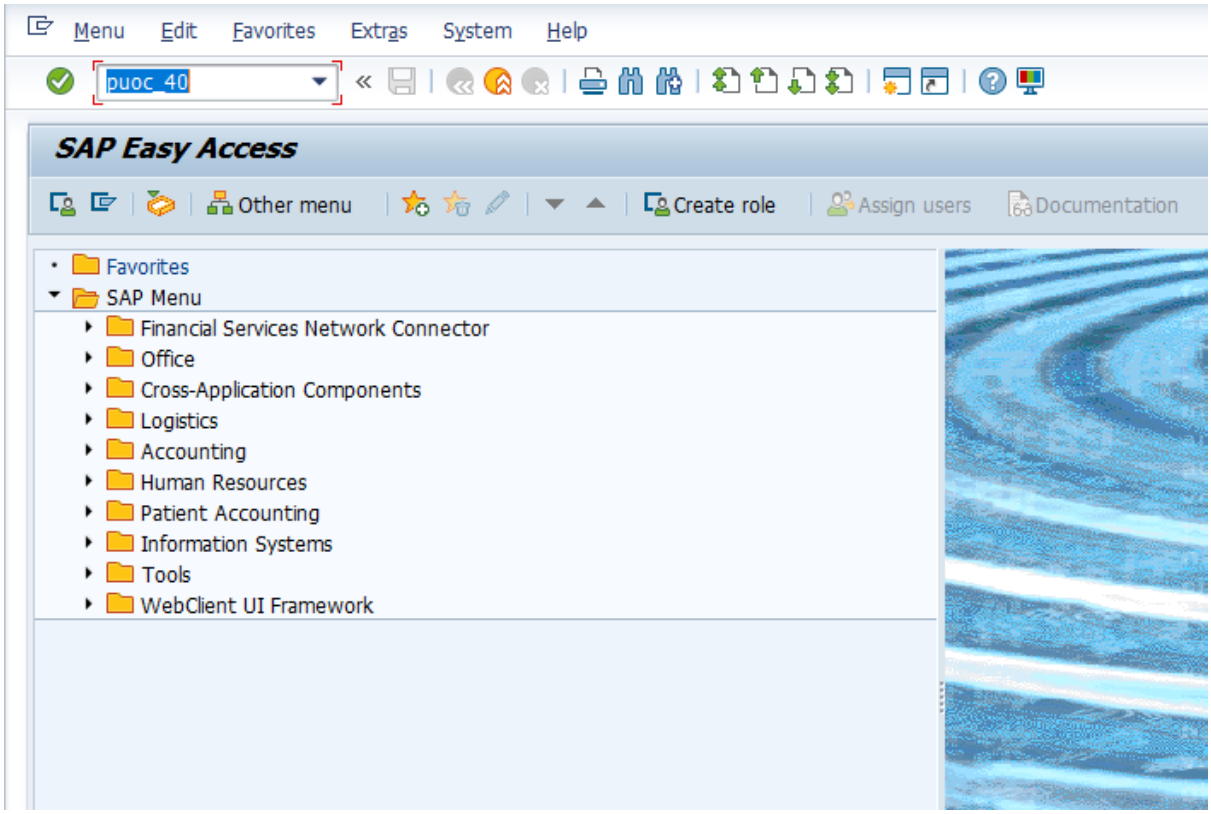
	Project – SUGAM **User Manual Document** **Process Name - HCM_PAYROLL** **HUMAN CAPITAL MANAGEMENT**	



Run the off cycle payroll:

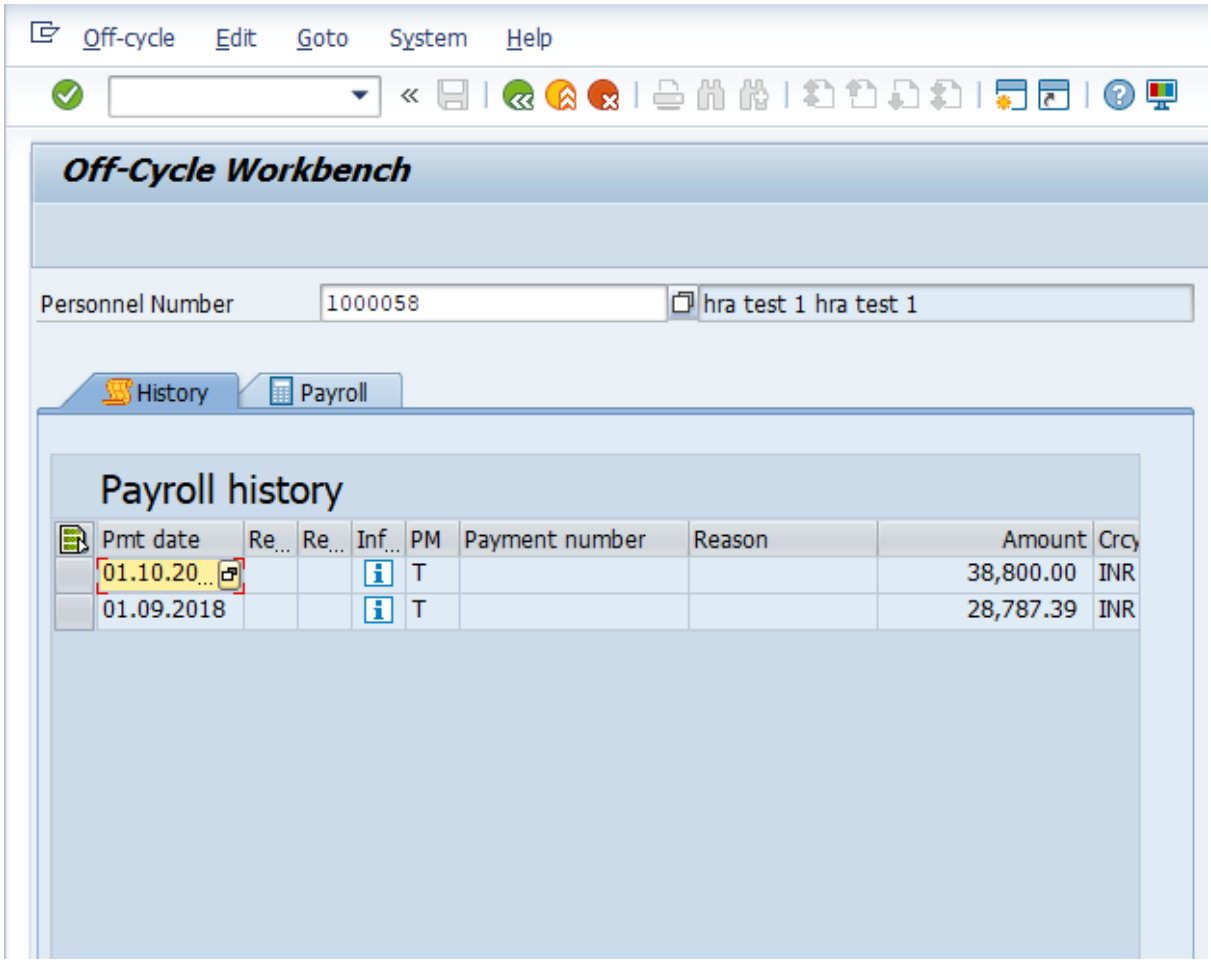
Transaction code: **PUOC_40**

	Project – SUGAM **User Manual Document** **Process Name - HCM_PAYROLL** **HUMAN CAPITAL MANAGEMENT**	

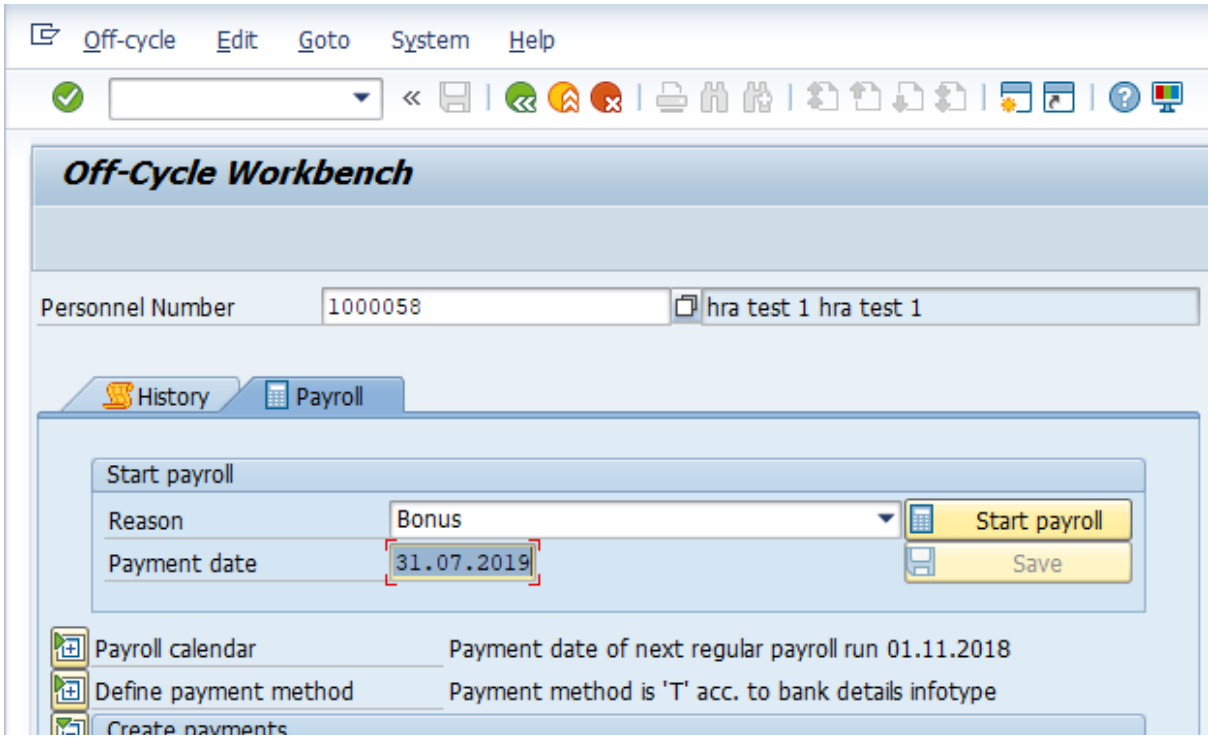


Enter personal and click on payroll.

Double click on payroll.

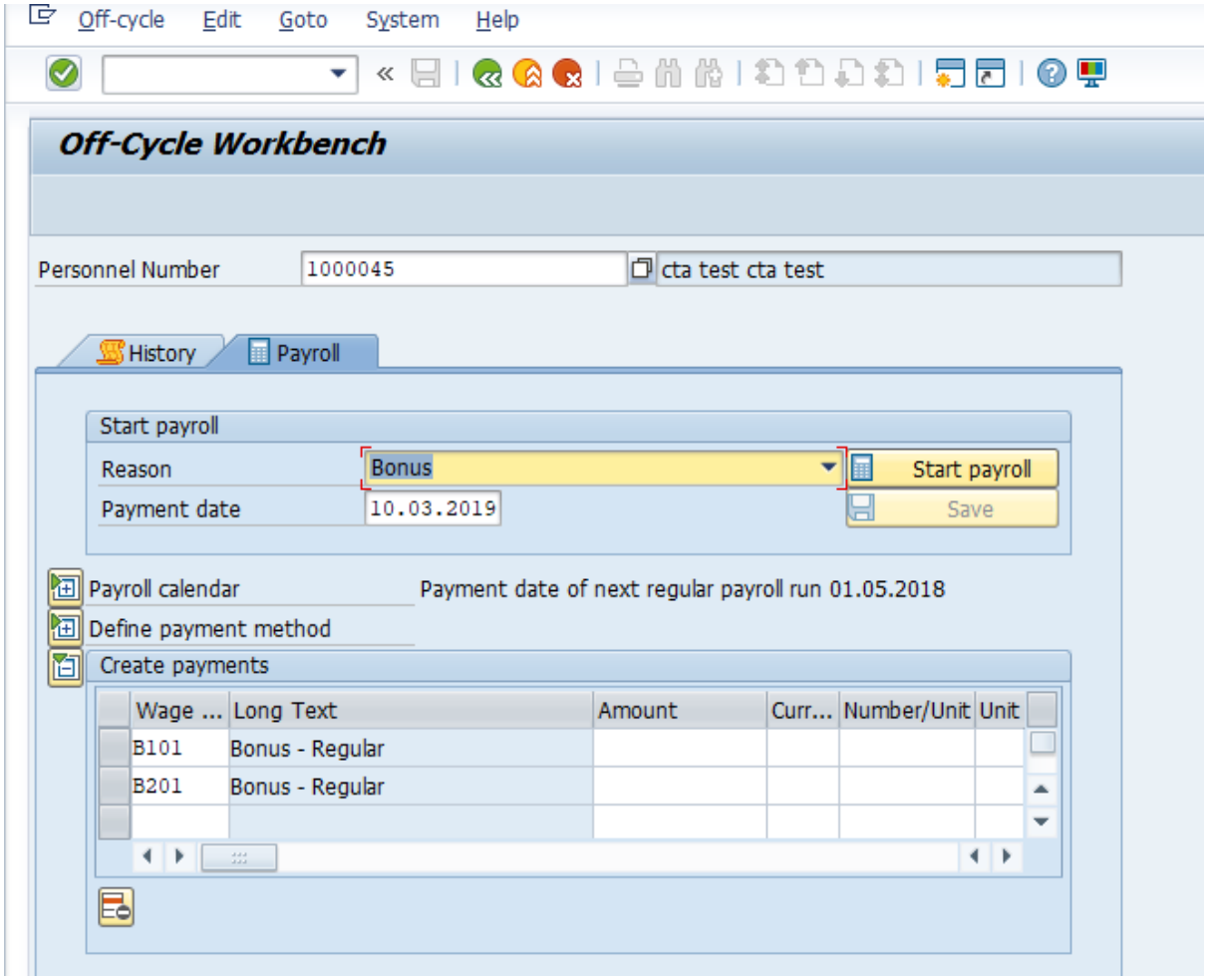


Enter bonus amount and period.

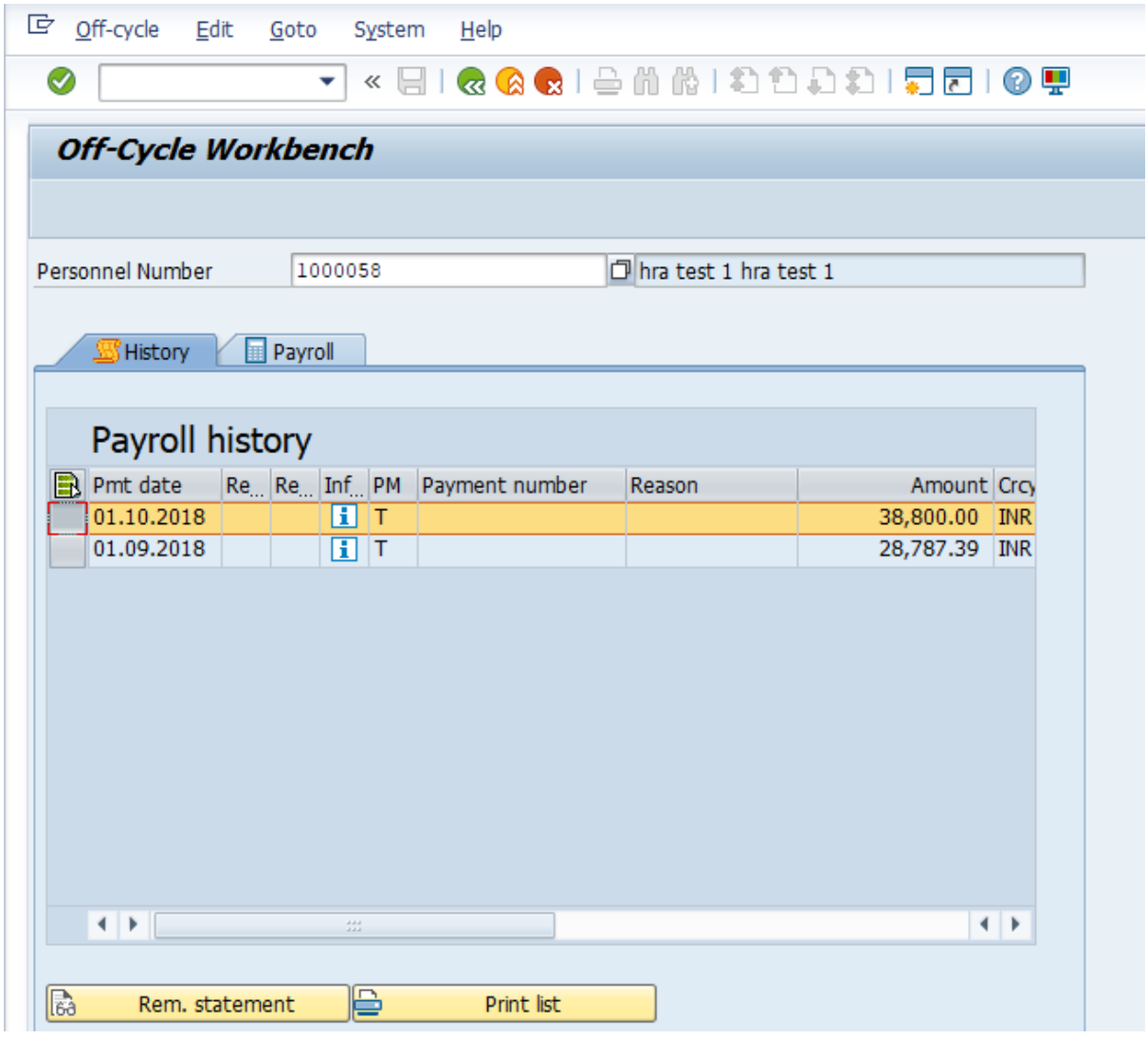


Click on start payroll.

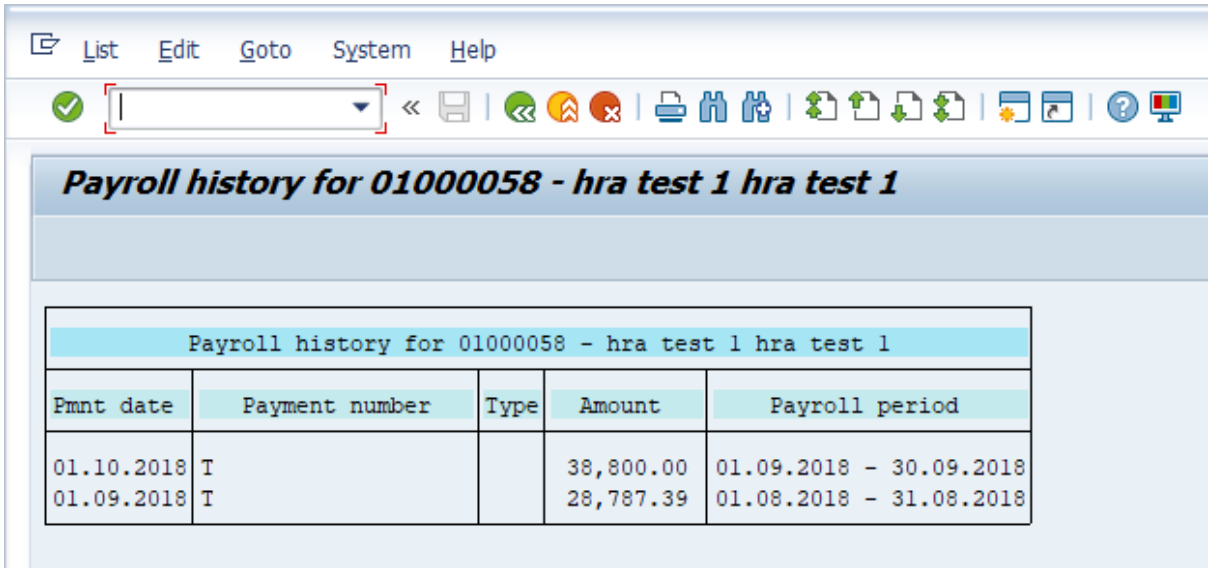
Enter reason and payment date. Click on start payroll.



Click on history.



Click on print.



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

8. Payroll - Absence Valuation

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

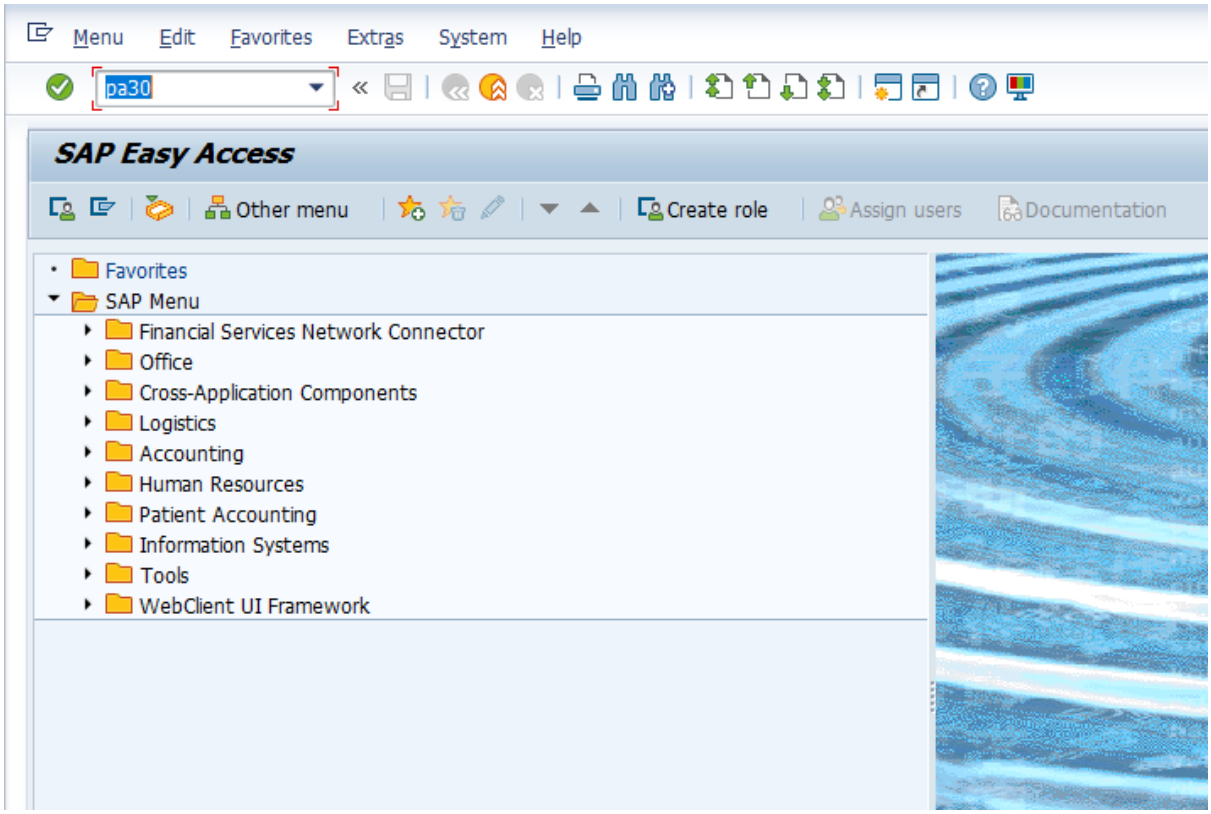
Access Transaction:

Transaction Code: PA30

Procedure

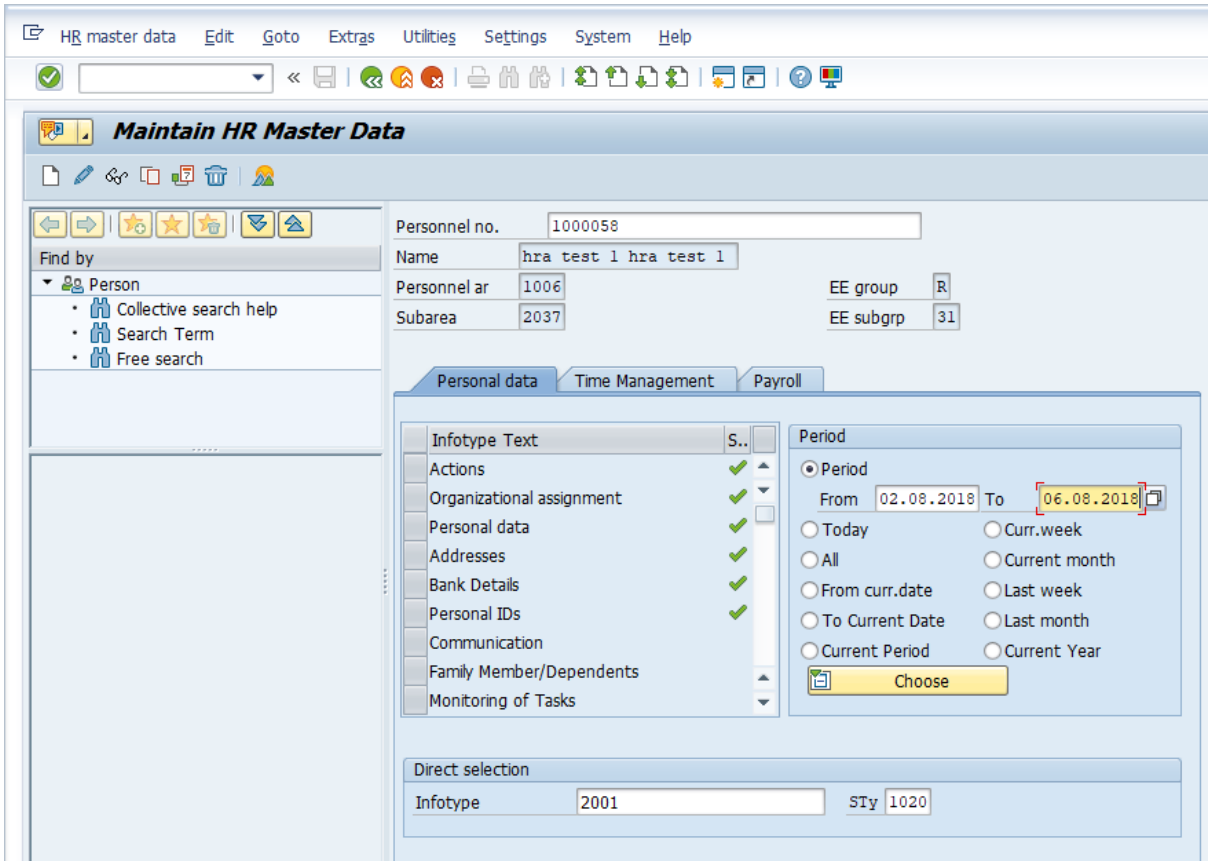
Enter pa30 and press enter.

	Project – SUGAM **User Manual Document** **Process Name - HCM_PAYROLL** **HUMAN CAPITAL MANAGEMENT**	



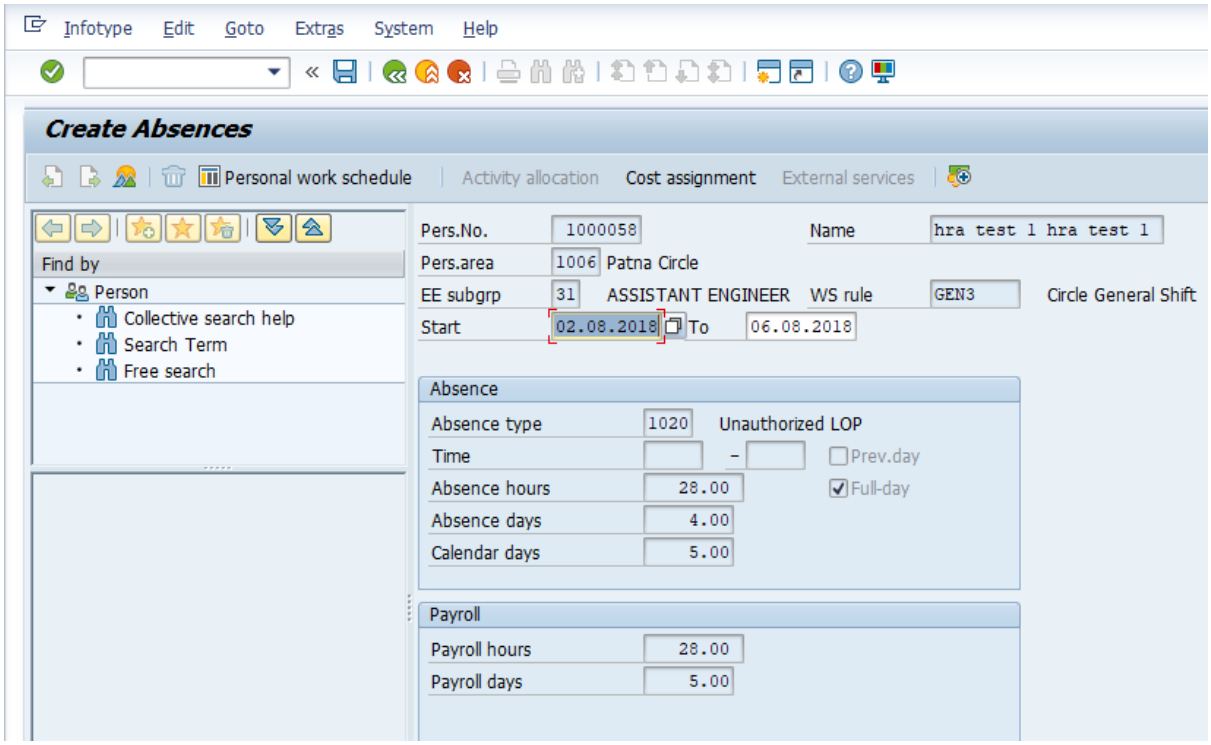
Enter the Employee Code for whom absence has to be created.

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



Press enter and click on create.

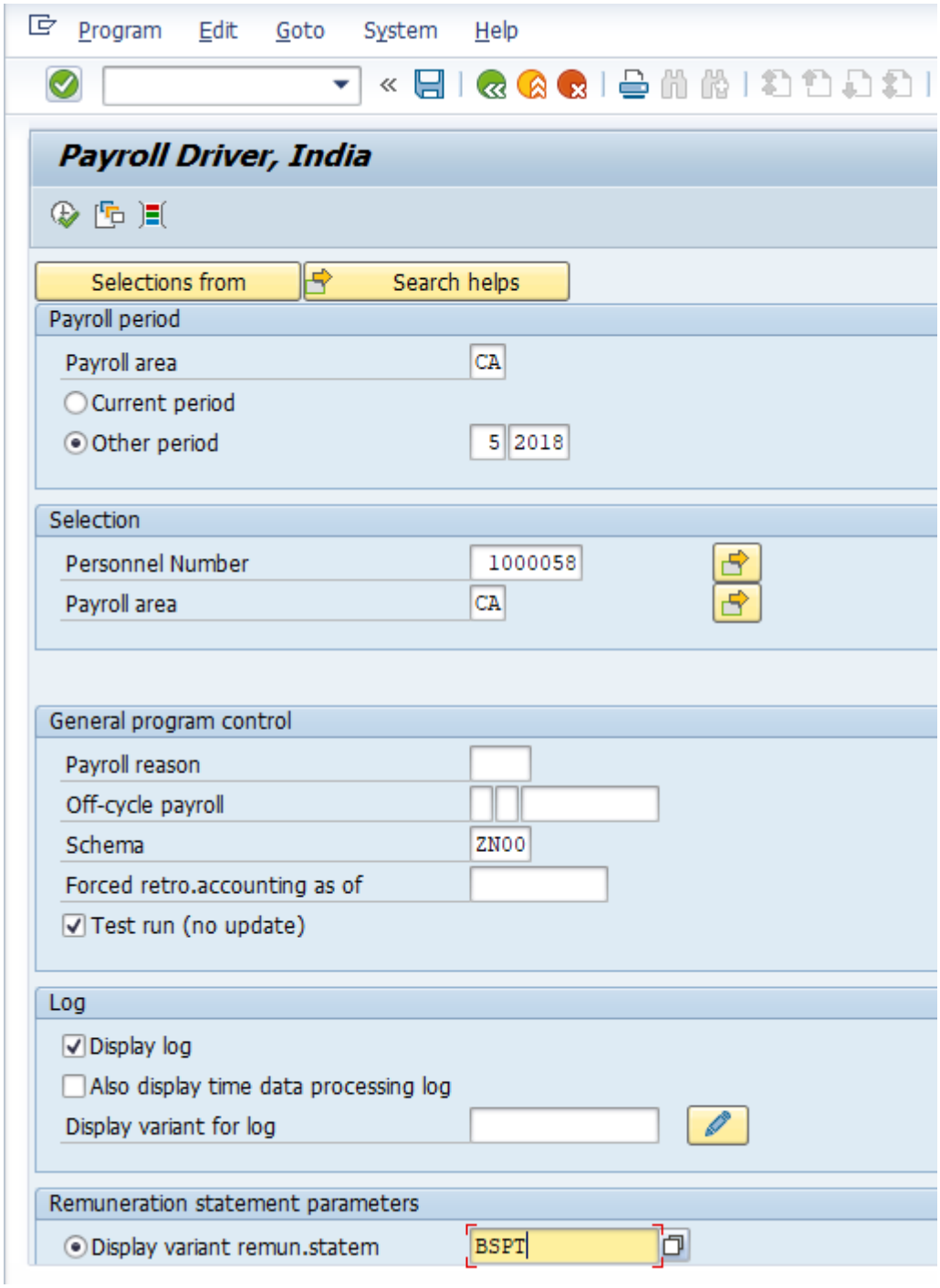
Salary to be reduced based on number of LOP



Press enter an save.

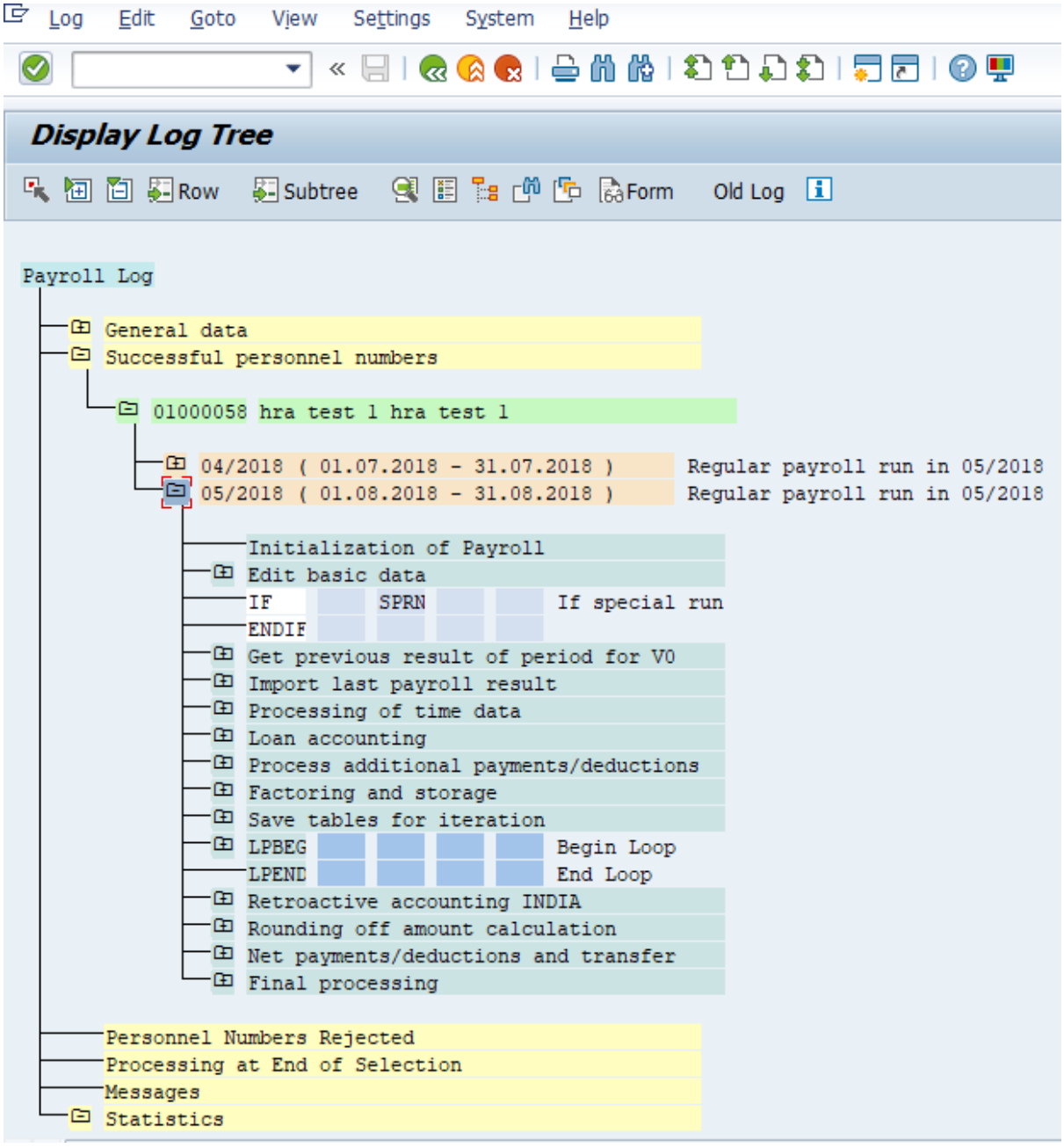
After run the payroll Salary reduced and displayed in payslip.

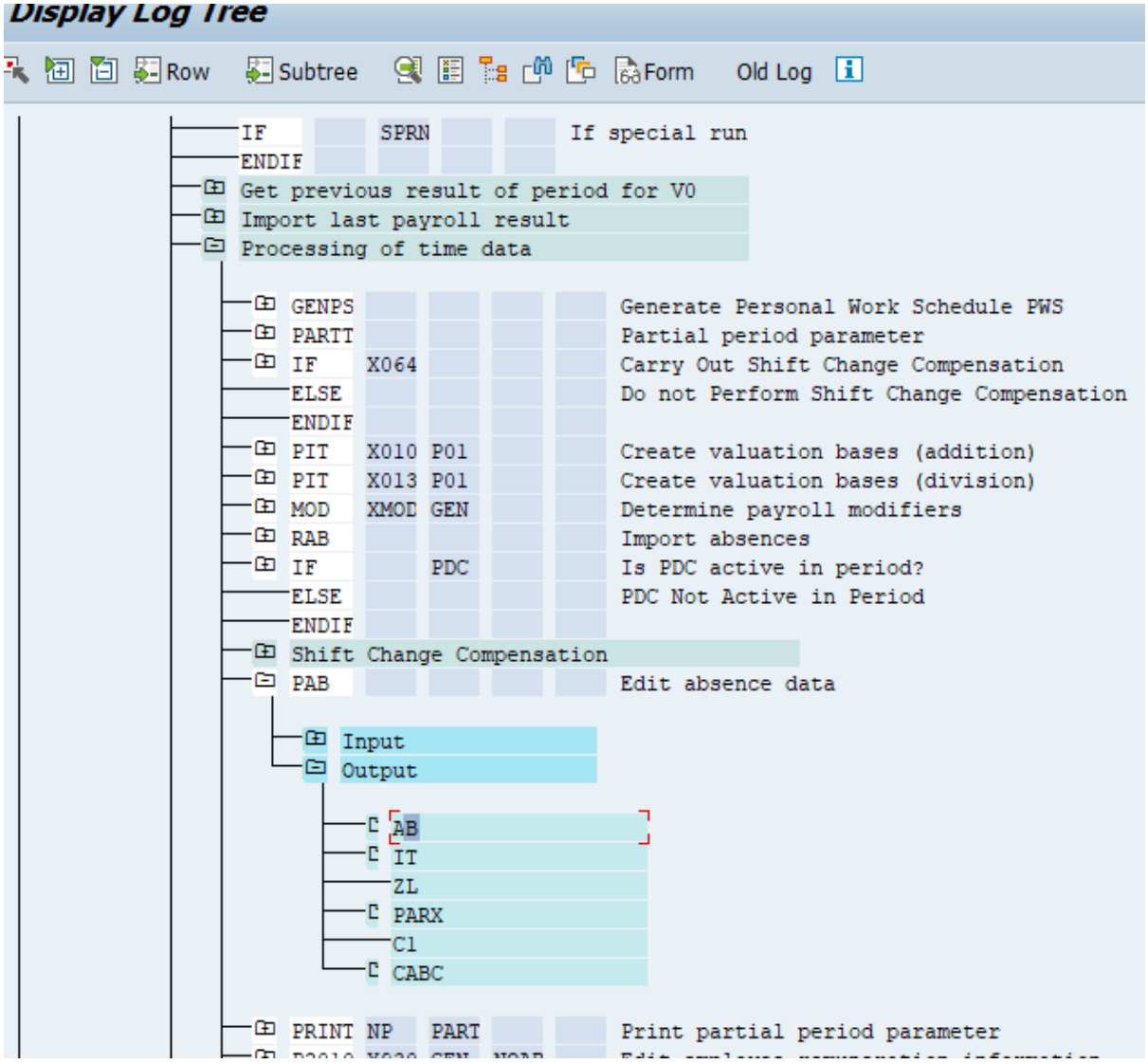
Run payroll: pc00_m40_calc



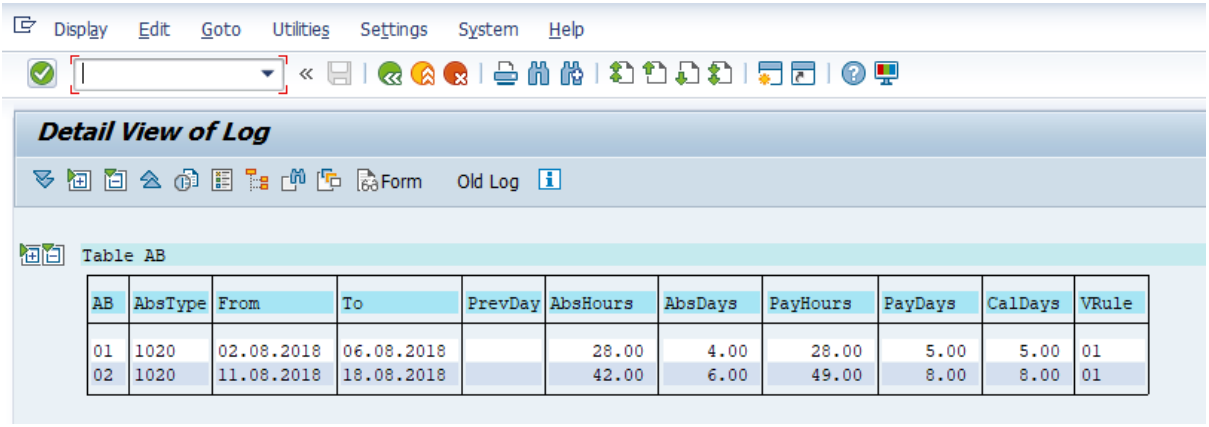
Click on execute. Salary reduced and displayed in payslip.

	Project – SUGAM **User Manual Document** **Process Name - HCM_PAYROLL** **HUMAN CAPITAL MANAGEMENT**	





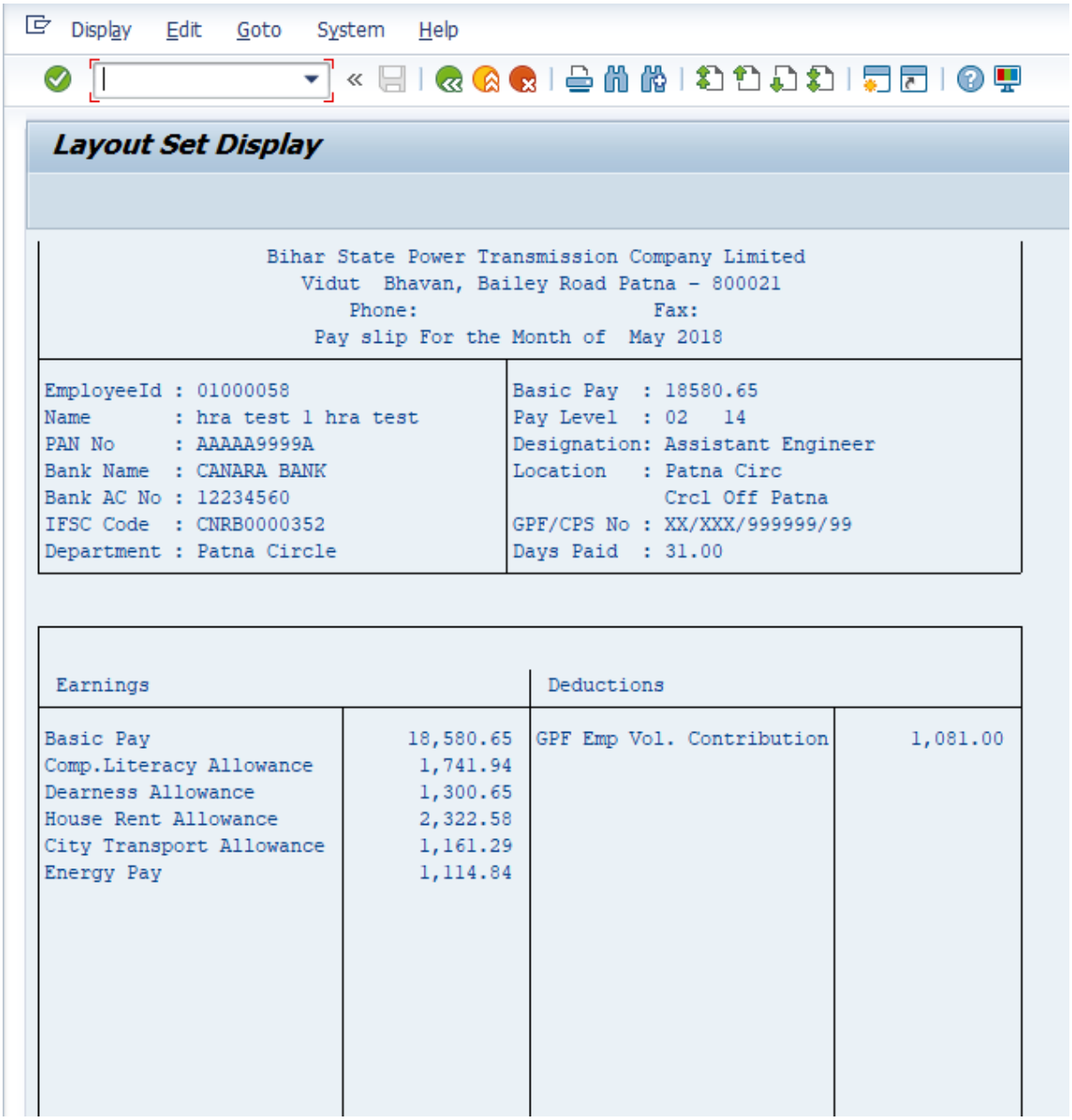
Double click on AB



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

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

	Project – SUGAM **User Manual Document** **Process Name - HCM_PAYROLL** **HUMAN CAPITAL MANAGEMENT**	



Display Edit Goto System Help

Layout Set Display

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

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

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