ERP - PROJECT

SUGAMYA

END USER DOCUMENT

FOR

HCM

PAYROLL PROCESSING

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1 DOCUMENT CONTROL

This is a controlled document and will be maintained on UJVNL portal.

Changes to this document will be recorded below and must be published to all interested parties.

1.1 DOCUMENT HISTORY

Version	Date	Author	VERSION DETAILS
V01	10-02-2018	Raghunath Kudkar	First ISSUE

1.2 DISTRIBUTION

Date	Name	Purpose
	Dr Deepsikha Vats	For Information
	Amit Manglik	For Information

2 PAYROLL PROCESSING

2.1 PROCESS NAME

Payroll Processing for Company UJVNL.

2.2 OVERVIEW

This scenario describes the typical processes to process payroll for employees using data from SAP Personnel Administration, Benefits, and Time Administration. The payroll process covers the steps from running payroll to printing employee checks and pay slips.

The employee master data has been maintained in following Infotypes :
- 0000 Employee Action
- 0001 Organizational data
- 0002 Personal Data
- 0006 Address
- 0007 Planned working hours
- 0008 Basic Salary
- 0009 Employee Bank details
- 0014 Recurring Payments / Deductions
- 0015 Additional Payments / Deductions
- 0016 Contract elements
- 0019 Monitoring Tasks
- 0021 Family Members/Dependants
- 0022 Education details
- 0041 Date Specifications
- 0045 Loan
- 0057 Memberships fees
- 0185 Personal IDs
- 0267 Addl. Offcycle payments
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- 0580 Previous Employment Tax Details
- 0581 Housing (HRA / CLA / COA)
- 0582 Exemptions
- 0583 Car & Conveyance
- 0584 Income from Other Sources
- 0585 Section 80 Deductions
- 0586 Section 80 C Deductions
- 0587 Provident Fund Contribution
- 0588 Other Statutory Deductions
- 0589 Individual Reimbursements
- 2001 Absences
- 2002 Attendances

Depending on the employee master data you use to run through the payroll processes, certain processes may result in errors. It is impossible for the SAP to test all possible information for employees.

2.3   PROCEDURAL STEPS

Employee personnel master data, benefits data, and time data is maintained for all employees within the payroll period timeframe. The payroll process is run at a specific point in time, not only to calculate an employee's basic remuneration but also any special payments, overtime payments or bonuses that must be effected for the period in question.

A high-level overview of the payroll process is below:

1. Run payroll in simulation mode to view any possible errors
2. Release the appropriate payroll area
3. Execute the Payroll Run. The system calls up a country-specific payroll program. It determines the current payroll period from the payroll control record and performs payroll using the values you entered in the payroll program.
4. Check whether payroll has run correctly, or determine where errors have occurred. If the payroll has errors, the system displays error messages indicating where the errors have occurred. If desired, you can obtain a detailed payroll log. However, we recommend that you only create a payroll log during simulation of the payroll run.
5. If there are errors, put the payroll area into Correction mode. You correct master data or time data for personnel numbers that contain errors and which the payroll program could not process. During the payroll run, the system flags the Payroll Correction field in the Payroll Status infotype (0003) for all rejected personnel numbers. When you correct master data or time data for a personnel number, this field is also flagged. These personnel numbers are grouped together in a list under Matchcode W (Payroll Correction Run). In a payroll correction run (a payroll run with matchcode W), payroll only takes place for the corrected personnel numbers.
6. Release payroll again. The payroll period does not change.
7. Perform a payroll correction run. If there are many employees stored in Matchcode W (Payroll Correction Run), you perform this step as a background job in the same way that you performed the Start Payroll step. If you only have to run payroll again for a few employees, you can perform this step online.
8. Simulate the posting to Accounting.
9. Create the remuneration statements (pay stubs).
10. Post to Accounting.
11. Exit payroll.

2.4   SIMULATION PAYROLL PROCESSING

You will run Payroll Processing for single employee or multiple employees in simulation mode to evaluate Payroll outputs in the form of Pay-slip.

Following transaction and path to be followed to process Simulation Payroll.

| Menu Path	SAP Menu -> Human Resources – Payroll – Asia/Facific – India – Payroll Accounting – Simulation
Transaction Code	PC00_M40_CALC_SIMU

2.5   INPUT FIELDS

On running PC00_M40_CALC_SIMU, we will get the initial screen as shown below:

Enter the following data in the Input screen to Process Simulation Payroll.

Step No	Field Name	Description	User Action and Values
1	Payroll area	Select the Payroll area of UJVNL Company	Enter Payroll Area - UJ
2	Period to process	Select the button of Current Period	Select the button of Current Period option – System will default the current processing months dates
3	SCHEMA	Select UJVNL schema for Payroll	Enter Schema code – ZN00
4	Display variant remuneration statement	Select the button	Enter the variant name - UJVN

Press "Enter" key and select "Execute - [ ] " icon. On completion of the program, following screen will appear.

On clicking on 'Form' ⌊Form⌋ icon, system will show Payslip of the employee.

Name : 932761 2619SINGHAL	Location : Dehradun	Department : UDEH
Id : 932761	UAN/GPF No.	PAN :
Pay period : 01.12.2017 - 31.12.2017	Emp Desg :	Payband : PB-4+67000-79000

Transfer date	Account No.	Amount	=	Earnings	-	Deductions	+	Adjustment	Pay days	29.00
31.12.17		320,503.00	=	538,139.64	-	217,637.00	+	0.36		

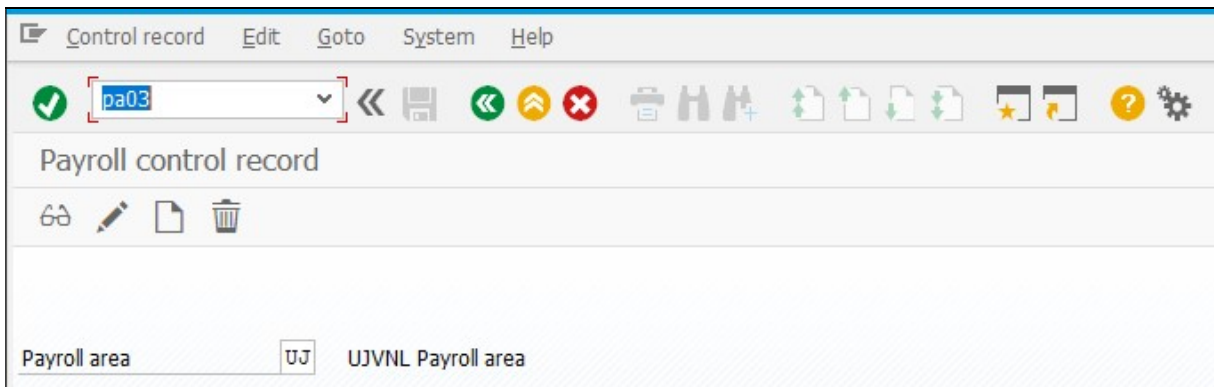| Earnings		Deductions		Perks/Other income/Exemptions/Rebates	
Basic Pay	186,254.84	Ee PF contribution	63,007.00	Agg of Chapter VI	150,000.00
7th Pay DA	9,312.74	Income Tax	150,000.00		
HRA	9,354.84	Electricity Charges	425.00		
Entertainment Allowace	701.61	Electricity Duty	85.00		
7th Pay Basic Arr	329,494.00	Govt.Vehicle Recovery	500.00		
Literature Allowance	467.74	Coperative Society2 Cont	3,620.00		
Medical Allowance	1,478.06				
Family Planning Pay	1,075.81				
Total	538,139.64	Total	217,637.00		
		Take Home Pay			320,503.00

2.6   MAINTAIN PAYROLL CONTROL RECORD

The payroll control record should be created by payroll area for the pay period in which the employee data is created or maintained. For example, if a new pay increase is effective on February 27, 2007 and this change is within the current pay period 10 2007 then the payroll area would be set to payroll period 10 2007. Payroll would run for employees in that payroll area as well as incorporate any master data and payroll relevant changes for the specified time period.

Following transaction and path to be followed to Maintain Payroll Control Record.

Menu Path	Human Resources -> Payroll-> Asia/Pacific-> India-> Tools-> Control Record
Transaction Code	PA03

Input Fields:

On running PA03, we will get the initial screen as shown below:

Choose the Create button to create the payroll control record for the selected payroll area

On the Payroll Control Record Screen, enter the following data:

Field Name	Description	User Action and Values
Payroll period	Last payroll period paid	Enter the last payroll period. If payroll period 10 is be processed then enter payroll period 09 in this field
Earliest retro acctg period	Retroactive accounting in payroll can begin on the period's start date	Enter the retroactive accounting period.

Result

The payroll control record is created for the selected payroll area.

The payroll control record has the following functions:

- It locks the personnel numbers for which payroll will be run against master data changes that affect the payroll past or present.
- It locks the payroll for the period during which payroll-relevant changes are made to the master data for the personnel numbers being processed.
- It makes the following information available for the system:

  - The next payroll period for which regular payroll should be run
  - Date to which retroactive accounted can be performed
  - Payroll Status (for example, Released for Payroll or Check Payroll Results)

When you release payroll, start payroll, check corrections for payroll, or exit payroll via the SAP ECC Menu path, the system automatically changes the payroll status in the payroll control record. You can also change the status manually under Payroll ->Tools ->Control Record.

Procedure

Access the transaction choosing one of the following navigation options:

Menu Path	Human Resources -> Payroll-> Asia/Pacific-> India-> Tools-> Control Record
Transaction Code	PA03

Select the payroll area - UJ for which the payroll control record should be set.

Choose the Create button to create the payroll control record for the selected payroll area
On the Payroll Control Record Screen, enter the following data:

Field Name	Description	User Action and Values
Payroll period	Last payroll period paid	Enter the last payroll period. If payroll period 10 is be processed then enter payroll period 09 in this field
Earliest retro acctg period	Retroactive accounting in payroll can begin on the period's start date	Enter the retroactive accounting period.

Choose the Save [ ] button to accept the data and complete the new record.

Result
The payroll control record is created for the selected payroll area.

2.7 RELEASE PAYROLL

Once you verify that all employee master data updates, hours and salary information are entered for a given period and you have set the payroll record for the appropriate period, you release the payroll.

A payroll run cannot be performed until the payroll has been released. Personnel numbers are always released for payroll accounting by one or more payroll accounting areas. Releasing a payroll accounting area prevents changes relating to either the past or present from being made to master data and time data that is relevant to payroll accounting and pertains to the released payroll accounting area. Master data changes that affect the future are still allowed. This ensures that the payroll program takes account of all changes made to data that is relevant to payroll accounting. The employee must be hired and master data maintained. The payroll control record must be set .

Procedure
Access the transaction choosing one of the following navigation options:

SAP ECC menu	Human Resources -> Payroll -> Asia/Pacific -> India -> Release payroll
Transaction code	PC00_M99_PA03_RELEA

The Release for Payroll dialog box will be displayed. Confirm the payroll area and payroll period to be released.
Choose the Yes button to confirm the release of payroll.

Result
Selected payroll area is released into the next pay period.

2.8 START PAYROLL

Once payroll has been released, the selected payroll area can now be run. Start payroll will calculate the employee's pay for that pay period.

Procedure

Access the transaction choosing one of the following navigation options:

SAP ECC menu	Human Resources -> Payroll -> Asia/Pacific -> India Payroll -> Start Payroll
Transaction code	PC00_M40_CALC

On the Payroll Driver Screen, make the following entries:

Field Name	Description	User Action and Values	Comments
PAYROLL PERIOD: Payroll Area	Payroll area determination	Use the dropdown menu for valid options.	For UJVNL UJ
Current Period	The current time period that will be processed.	The system will display the current period automatically.	The user must know the correct payroll period. The radio button for the current period is system default.
Other Period	Payroll time period other than the current.	The user will input the time period to process. There is no dropdown menu.	When using the 'other period', must push radio button next to other period to be valid.
SELECTION: Personnel Number	Personnel number(s) that will be processed.	If you are running for the whole payroll area, you can leave blank and the payroll will run for all employees in that payroll area. You may also enter all valid personnel number(s). range of personnel number(s) can be entered or individually.	If running for a payroll area enter in a range.
Payroll Area	Payroll area determination	Use the dropdown menu for valid options.	Can process a range of payroll area simultaneously.
Reason for payroll	Specifies the reason why an off-cycle payroll run is performed	Leave blank unless processing off-cycle payroll	
Off cycle payroll	Feature used to identify type of off-cycle payroll run	Leave blank unless processing off-cycle payroll	

Field Name	Description	User Action and Values	Comments
Schema	A personnel calculation schema defines the order and contents of a program run	Defaults to ZN00	Use ZN00
Forced Retro. Active Accty as of	Earliest retroactive accounting date for all personnel numbers	Leave blank	
Test run (no updates)	Test run of payroll	Leave the test mode off to run the live payroll	
LOG: Display Log	Log of payroll schema created.	If the user wants to print the entire schema which includes personal calculation rules and sub rules you must place a □ in the box.	This will produce a large print file. Use to display payroll results.(Do not use in a live environment. This will increase the payroll run time if the log is on.
Display Log for time management	Log times	Leave blank	
Display variant for log	Variant to be used to display Payroll log	You can only define a display variant after you have run payroll and displayed the log. During log display, choose 'Settings' and make the appropriate settings for the log tree, detail view, log search, and global parameters. Save this value as a variant.	
REMUNERATION STATEMENT PARAMETERS:			
Display variant Remuneration Statement	Variant to be used for Remuneration Statement display in the Payroll Log	For UJVNL varient is UJVN	Enter the name of this variant in the 'Display Variant Remun. Statement' field on the payroll selection screen.

Choose the Execute button to begin payroll processing in live mode.

The Display Log Tree screen displays if selected. If the Remuneration Statement option was selected, the pay stub will be displayed.

Result
The live payroll run is executed. A successful payroll run is determined if:
- The user can scroll down to the bottom of the payroll log and verify the total number of employees and payroll periods that were processed successfully.
- If there were any employees that did not process, they will display under Rejected.

2.9 PAYROLL CORRECTIONS

The payroll has been run, and the results determine that certain master data or time data must be changed for employees that were not completed successfully.
The employees that did not complete successfully will have an error message associated to them in the Payroll log. This message will help you determine what changes must be made to the employee record to allow the payroll program to successfully complete a result for the employee. The only way to change the employee master record or time data is to release the payroll area for correction.

Procedure
Access the transaction choosing one of the following navigation options:

SAP ECC menu	Human Resources -> Payroll -> Asia/Pacific ->India payroll -. Corrections

Transaction code	PC00_M99_PA03_CORR

The Corrections dialog box displays. Confirm the payroll area that will be set to corrections mode. Choose the Yes button to confirm the correction of payroll.
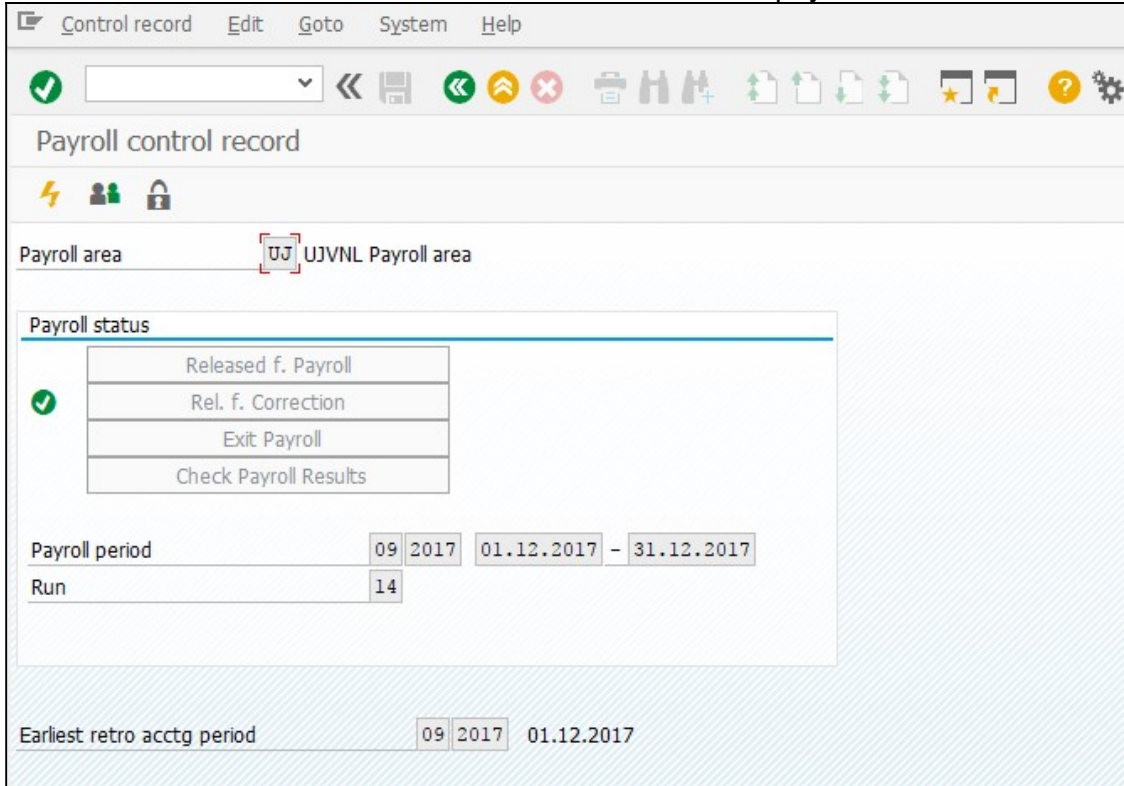
Result
The employee records are now released for maintenance. The user can make necessary corrections to employee records.

2.10 DELETE PAYROLL RESULTS

Payroll results generated can be deleted if required. If you have performed payroll for an employee who should not have been included in the payroll run or for whom payroll should have been run differently (for example, if the system has performed a retroactive run too far in the past), you can delete these payroll results. You can only delete the last payroll result.
You can only delete a payroll result in the following cases:

- The employee's master data are no longer processed.
- Payment was not yet arranged for the employee.
- If you are working in a live system, the payroll control record for the payroll area that the employee belongs to should not yet have the status End of payroll.

Prerequisites
The employee must be hired and master data maintained. The payroll run was executed and payroll results were generated.

Procedure

Access the transaction choosing one of the following navigation options:

SAP ECC menu	Human Resources -> Payroll-> Asia/Pacific -> India -> Tools -> Problem solving -> Delete payroll result
Transaction code	PU01
Business Role	Payroll Administrator
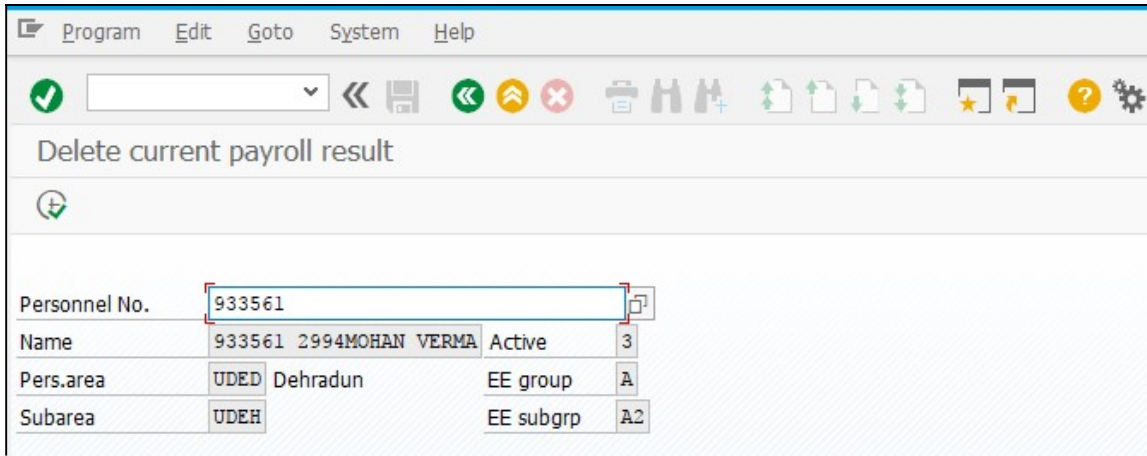
Enter the personnel number and choose the "Execute" button.
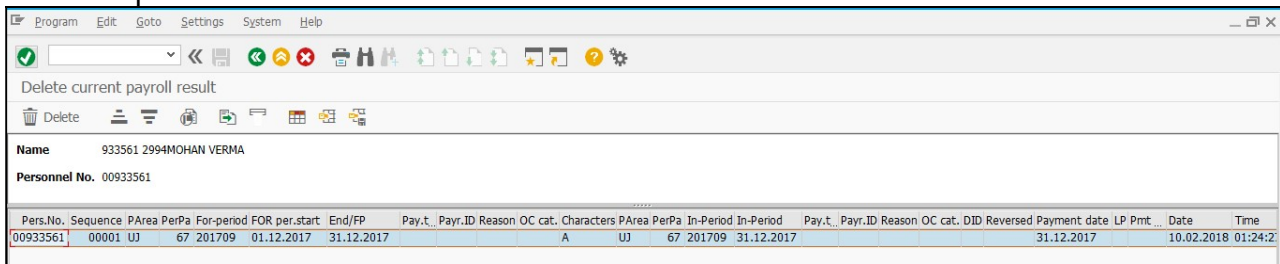
Choose the Delete button to confirm the deletion of the payroll result.

Result

The employee payroll results are now deleted. The previous payroll result becomes the current payroll result. The Payroll Status infotype (0003) is updated accordingly. The deletion of the payroll result is saved in the application log. You can use the application log to display the deleted payroll results.

2.11 DISPLAY PAYROLL RESULTS

The history of payroll results can be viewed for any payroll periods run at any time.

Procedure

Access the transaction choosing one of the following navigation options:

SAP ECC menu	Human Resources -> Payroll -> Asia/Pacific -> India -> Tools -> Display results
Transaction code	PC_PAYRESULT

Enter the personnel number and choose the Continue button.
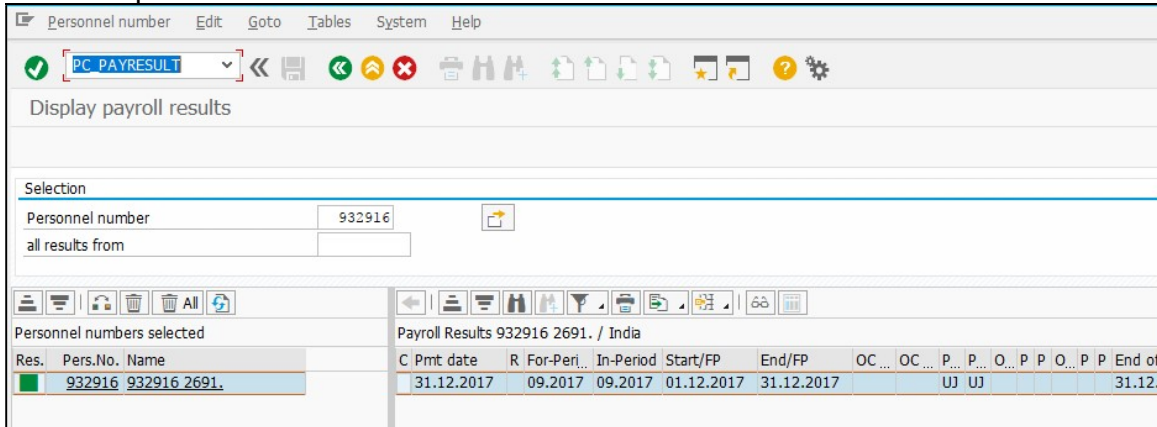
Specify the Valid from date for the payroll results that are to be displayed from when the results should be read, or leave this field blank to view all records.

The symbol in the Results column shows if there are results available in the selected period.

Results exist

No results exist

You have no authorization to display results

Select the payroll period and choose the Display overview button. The system displays the overview of all tables of the payroll result that are relevant to the country of the employee, and the number of entries per table.

You have displayed the overview of tables of a certain payroll result for a personnel number. Select one of the displayed tables and choose the Display Content button. You can also select several tables by holding down the CTRL or SHIFT key and clicking the selected lines.

Result
The employee payroll results can be displayed for the payroll period selected.

2.12 EXIT PAYROLL

Once all personnel numbers have been selected and payroll accounting is done for each of them, you can exit the payroll program. Exiting the payroll program means that the payroll period is complete for the selected payroll accounting area.

Prerequisites
The Employee must be hired and master data maintained. The payroll run executed without errors. A posting to finance was ran error free in simulation mode.

Procedure
Access the transaction choosing one of the following navigation options:

SAP ECC menu	Human Resources ->Payroll-> Asia/Pacific -> India Payroll -> Exit Payroll
Transaction code	PC00_M99_PA03_END

The Exit Payroll dialog box will be displayed, Confirm the payroll area to exit.
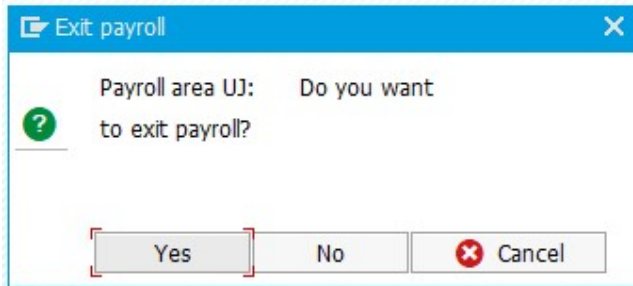
Choose the Yes button to confirm the payroll area to exit.

Result
The payroll period has now been closed and no further processing can occur.
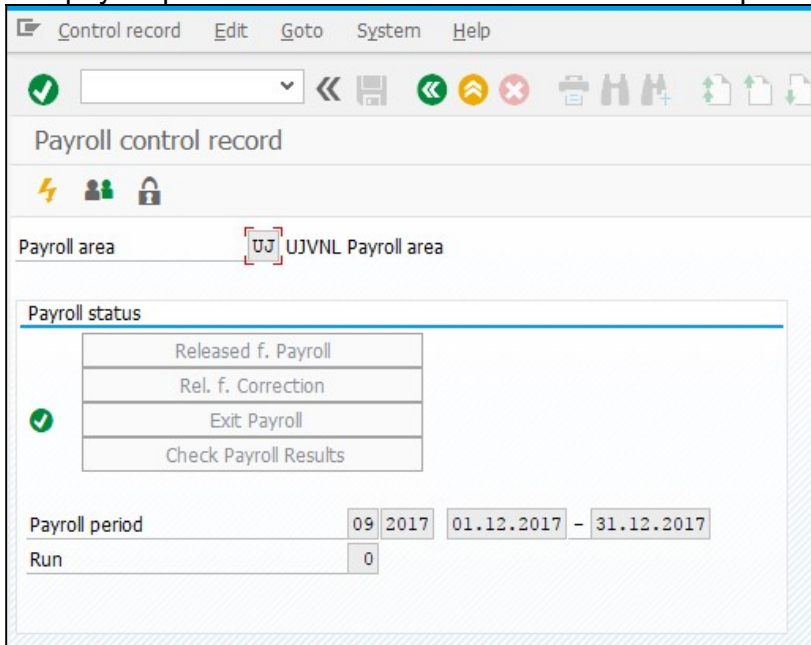
The payroll period is incremented in the payroll control record and the payroll accounting area is released for further processing.

2.13 DISPLAY REMUNERATION STATEMENT

The employee's remuneration statement for any pay period can be displayed at any time for informational purposes.

Prerequisites
The payroll run executed successfully and the payroll results are generated for all employees.
Procedure

Access the transaction choosing one of the following navigation options:

SAP ECC menu	Human Resources -> Payroll ->Asia/Pacific -> Payroll -> Remuneration Statement
Transaction code	PC00_M40_CEDT

On the Remuneration Statement screen, enter information in the fields as specified in the table below:

Field Name	Description	User Action and Values	Comments
PAYROLL PERIOD: Payroll Area	Payroll area	Use the dropdown menu for valid options.	UJ in case of UJVNL
Current Period	The current time period that will be processed.	The system will display the current period automatically.	The user must know the correct payroll period. The radio button for the current period is system default.
Other Period	Payroll time period other than the current.	The user will input the time period to process. There is no dropdown menu.	When using the 'other period', must push radio button next to other period to be valid.
SELECTION: Personnel Number	Personnel number(s) that will be processed.	Enter all valid personnel number(s). A range of personnel number(s) can be entered or individually.	If you leave blank you will run all employees in the Payroll Area.
Payroll Area	Payroll area	Use the dropdown menu for valid options.	Can process a range of payroll area simultaneously.
Special Run	Used for the Special, or Off-cycle payroll run	Blank value in the first field 'Payroll Type' indicates a regular payroll run. Use dropdown menu to choose a Payroll Type if it is a Special payroll run. The second field is used to differentiate between multiple special payroll runs from the same day. The third field is the date of the special payroll run.	
Form name	Payroll form indicator		
Print current period	Determines whether a form is printed for the payroll period	Defaults to ZUJV form is always printed for the payroll period. Select other values from the drop down option if required.	

Field Name	Description	User Action and Values	Comments
Print retroactive runs	Defines the conditions under which retroactive runs are printed	Defaults to X to print the retroactive runs on the form. Select other values from the drop down option if required.	.Remove this X
Layout of retroactive runs	Determines how retroactive runs are printed	Defaults to J to print the retroactive runs on a separate form. Select other values from the drop down option if required.	
Sort retroactive runs	Determines how wage types are sorted for retroactive accounting printouts	Defaults to 1 to sort by wage types. Select other values from the drop down option if required.	
Output language	Controls the output language	Defaults to B to administrator's language. Select other values from the drop down option if required.	
Print superlines	Determines whether or not superlines are printed	Leave blank	
Check ESS	ESS setting	Leave blank	
Number of test forms	Determines the number of test forms that must be printed in order	Leave blank	
Print log	Controls whether a log should be issued after the remuneration statement has been output	Select the checkbox to generate a log	
Output currency	Currency options	Select the options if applicable	

Choose the Execute button to generate the remuneration statements.

Result
The remuneration statements generated for the employee.

```
  List   Edit   Goto   System   Help

HR: India Remuneration Statements

Name       : 932761 2619SINGHAL      Location   : Dehradun          Department : UDEH
Id         :  932761                 UAN/GPF No.                    PAN        :
Pay period : 01.12.2017  - 31.12.2017 Emp Desg  :                  Payband    : PB-4+67000-79000

Transfer date  Account No.      Amount  =     Earnings   -    Deductions  +   Adjustment    Pay days  31.00

31.12.17                        333,273.00 =   552,529.00  -   219,256.00  +      0.00


Earnings                              Deductions                          Perks/Other income/Exemptions/Rebates

Basic Pay              199,100.00     Ee PF contribution     64,626.00     Agg of Chapter VI        150,000.00
7th Pay DA               9,955.00     Income Tax            150,000.00
HRA                     10,000.00     Electricity Charges       425.00
Entertainment Allowace     750.00     Electricity Duty           85.00
7th Pay Basic Arr      329,494.00     Govt.Vehicle Recovery     500.00
Literature Allowance       500.00     Coperative Society2 Cont 3,620.00
Medical Allowance        1,580.00
Family Planning Pay      1,150.00




Total                  552,529.00     Total                 219,256.00


                                      Take Home Pay                               333,273.00
```

2.14 PAYROLL-RELATED REPORTS

2.14.1 Payroll Journal

Procedure
Access the transaction choosing one of the following navigation options:

SAP ECC menu	Human Resources -> Payroll->Asia/Pacific -> India Payroll -> Info system -> Orgnizational Entity -> Payroll journal
Transaction code	PC00_M40_LIN

On the Payroll Journal screen, enter information in the fields as specified in the table below:

Field Name	Description	User Action and Values
Other period	Enter the period dates	
Payroll period	Enter the period	
Payroll area	You can use payroll area UJ	UJ
Personnel Number	Employee number used for Payroll Disbursements	
Payroll area	You can use payroll area UJ	UJ

Choose Execute and the Payroll Journal is displayed.

2.14.2 Wage Type Reporter

Procedure

Access the transaction choosing one of the following navigation options:

SAP ECC menu	Human Resources -> Payroll -> Asia/Pacific ->India -> Info system -> Wage Type -> Wage type reporter
Transaction code	PC00_M99_CWTR

On the Wage Type Reporter screen, enter information in the fields as specified in the table below:

Field Name	Description	User Action and Values
Personnel Number	Employee number used for Payroll Disbursements	All employee numbers
Payroll area	You can use payroll as UJ	UJ
Payroll Period	Enter the period	Financial Year and Months

Choose Execute and the Wage Type Reporter is displayed.

2.14.3 SALARY REGISTER

Procedure

Access the transaction choosing the following navigation options:

Transaction code	ZHR4010

On the screen, enter information in the fields as specified in the table below:

Field Name	Description	User Action and Values
Personnel Number	Employee number used for Payroll Disbursements	All employee numbers
Payroll area	You can use payroll as UJ	UJ
Payroll Month Start	Payroll Month Start date	Enter the date
Payroll Month End	Payroll Month End date	Enter the date

Choose Execute and the Salary Register is displayed.

2.14.4 SANCTION ORDER

Procedure

Employee request on ESS for allowance. On successfull approval of Sanction order, request will be forwarded to Payroll administrator. Payroll administrator will access the transaction choosing the following navigation options:

Transaction code	ZHRPA_SANCTION_REP

On the screen, enter information in the fields as specified in the table below:

Field Name	Description	User Action and Values
Personnel Number	Employee number	All employee numbers
Pers. Area	Code of Location	All

Request raised date	Start date	Enter the date
Request raised date	End date	Enter the date
Select Status	Approved / Pending	Pending

Choose Execute to view the Approved requests.

List of requests:

-: The End :-