



V.O.CHIDAMBARANAR PORT TRUST

INTEGRATED MANAGEMENT SYSTEM

E.D.P.CENTRE

DEPARTMENTAL HAND BOOK

PROCESSING WORKS IN HCM MODULE

(HAND BOOK NO. QEDP006)

ISO 9001:2015

Issue No.1
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Date: 02.01.2018
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**V.O.CHIDAMBARANAR PORT TRUST
EDP CENTRE
DEPARTMENTAL MANUAL (QEDP)**

**HAND BOOK FOR PROCESSING WORKS IN HCM MODULE
HAND BOOK NO. QEDP006**

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LIST OF RECIPIENTS OF THIS MANUAL

Sl. No.	Recipients	Controlled Copy No.
1.	Deputy Chairman	1
2.	Financial Adviser & Chief Accounts Officer	2
3.	Management Representative (ISO Cell)	3
4.	Sr.Deputy Director (EDP)	4
5.	Soft Copies of the manual accessible to All Assistant Directors All Data Processing Officers	

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REVISION SHEET

Document Name : Departmental Manual - Hand Book
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Sl. No.	Issue No.	Date	Reasons for Re-issue
1	1	30.6.2003	Implementation of QMS in EDP (ISO:9001:2000)
2	2	15.2.2010	Due to changes from ISO:9001:2000 standard to the new version ISO:9001:2008
3	3	24.2.2012	Due to renaming of Tuticorin Port Trust as V.O.CHIDAMBARANAR Port Trust.
4	4	03.02.2016	Change of Manual after ERP implementation
5	1	02.01.2018	Change of Manual after IMS implementation

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ABBREVIATIONS

HCM	:	Human Capital Management
OT	:	Over Time
MISC	:	Miscellaneous
LOV	:	List of Values
DEPT	:	Department
HRA	:	House Rent Allowance
DOC	:	Document
DT	:	Date
NO	:	Number
ATTN	:	Attendance

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PROCESSING WORKS IN HR MODULE

Procedure	:	Month end processing works in Salary Administration System
Authority	:	Financial Adviser & Chief Accounts Officer
Responsibility	:	AD(CK) and DPO(JR)

Salary Processing Procedure:

Step 1:

Before 5th of every month initiate the Increment Process and attend the error if any.

1. Select transaction code ZHR_BONUS_INCREMENT
2. Select the option Increment.
3. Enter the active personnel numbers in the personnel numbers column.
4. Enter the Date of increment
5. Click the EXECUTE icon or F8. The Processing will be started.
6. During the processing, watch the status bar for error messages if any.
If error message is displayed in the status bar, processing will be terminated at that point.
7. Note down the error message.
8. Clear the error message and the repeat the above lines 1 to 6.
9. If no errors are found, Click SAVE button or Ctrl + S

Step 2:

Before 15th of every month, ensure from the Accounts Pay bill Section (AO Gr.II) that the Overtime entries from all the departments have been received after getting the approval from the competent authority.

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Step 3

On 16th of every month, ensure from the Accounts Pay bill Section (AO Gr.II) that all the exemption entries for Income Tax calculation, correction of increment, misc. earning and deduction entries are created and corrected. Also ensure from CSC Section (AO Gr.II) that all the leave entries have been entered in the system.

Step 4:

After having ensured from the pay bill section and CSC Section that all the records are authorized, start the pay process. The checklist Process and final process of pay bill will be completed within 3 days

1. Select transaction code Payroll Control Record (PA03).
2. Select the Payroll area as “**PR**” and click the change icon or F6.
3. Select “**Release f. Payroll**” to open the current payroll period and save.
4. Before starting the payroll process, upload the leave recovery using the transaction code ZLEAVE_REPORT and Rent, Water, Electricity will be posted to HR through RE module.
5. Select the transaction code PC00_M40_CALC to the start the checklist payroll process.
6. The screen Payroll Driver, India will be displayed and in that screen select the option Current Period
7. Select Payroll area as “PR”.
8. Select “ZVOC” in schema
9. Select the option “Display variant renum. Statem” as “VOCP” and then execute (F8).
10. After processing, error messages will be displayed separately.
If any error message is displayed, attend the errors by selecting the transaction code Payroll Control Record (PA03) to “**Release f. Correction**” and repeat the above steps 1 to 8.

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Step 5:

After the pre. processing is over, to ensure the correctness of the pay slip processing, the following checks are to be carried out.

1. Difference in totals with previous month.
2. Allowances differences for all employees.
3. Total sum of difference.
4. Expired status.
5. Retirement status.
6. Appointment Status.
7. Check List to identify the employees who were getting both HRA and House Rent Recovery in the same month.
8. Instalment amount/number changes.
9. Instalment amount missing pre. month vs current month.
10. Net pay differences.

Step 6:

After attending the errors and above checks, finally process the payroll using the transaction code PC00_M40_CALC (Payroll driver, India).

Step 7:

After the final payroll process is over, start the posting to Finance processing in simulation mode.

1. Select transaction code PC00_M99_CIPE (Create Posting Run)
2. Select the option Current Period, Payroll Area as "PR"
3. Select "S" in the "Type of Document Creation"
4. Select the option "Acc. to Payment date"
5. After process is over, "No errors" will be displayed and check the Net Amount in the salaries head L511 through double clicking the document number generated.

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6. If any errors occurred, attend the errors and again follow the steps 1 to 5.
7. After the simulation run, select transaction code Payroll Control Record (PA03).
8. Select the Payroll area as “**PR**” and click the change icon or F6.
9. Select “**Exit**” to close the current payroll period and save.
10. Select “**P**” in the “Type of Document Creation” for Live Posting to Finance.
11. Again check the Net Amount in the salaries head L511 through double clicking the document number generated

Step 8:

After the above processing is over, run the following reports.

1. ZPAYMENTS – Get Variant – Select the variant Bank Advice - 2 copies.
2. PC00_M40_CEDT – India Remuneration Statement
3. Select the variant “VOCP_DEPT” through Get Variant icon for the printing the payslips departmentwise.

Step 9:

Forward the above reports to the Accounts Department.

General :

In case of any problem in this module, and reported by the users department, it will be attended in EDP Centre within two hours from the time of receipt of the problem. When the problem is complex and unprecedented the time taken will be assessed on a case-to-case basis.

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Other activities in HR Module:

1. Personal Claims processed by User departments
2. Leave encashment and leave entries made in CSC Section
3. GPF Advance/Withdrawal made in CSC Section
4. GPF Final Settlement and process done by Advance Section of Finance

Department