

**ERP - PROJECT**

**SUGAMYA**

**END USER DOCUMENT**

**FOR**

**HUMAN CAPITAL MANAGEMENT**

**PERSONNEL ADMINISTRATION**

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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	15.02.2018	Vinay Kumar	First ISSUE

### 1.2 DISTRIBUTION

Date	Name	Purpose
	Mr. Jeetsingh Rawat	For Information
	Mr. KC Pandey	For Information

## **2 PERSONAL ADMINISTRATION – ACTIONS**

### **2.1 PROCESS NAME**

Personal Administration, employee Actions for Company UJVNL.

### **2.2 OVERVIEW**

In times of increasing decentralization and the globalization of markets, a central and constantly accessible administration for personnel data is becoming an increasingly decisive advantage. You can manage all modern personnel administration tasks with this application component. Personnel Administration relieves you from the daily administrative routine activities, which are costly and time consuming, while simultaneously supporting you in demanding planning activities. Another advantage of this application component - especially for international corporations - is the various country specific versions that are created in accordance with the respective country specific features. By using country specific versions, you can set up Personnel Administration as a standard personnel administration system in different countries.

#### **Integration**

With other HR Application Components - Personnel Administration is completely integrated in the Human Resources component of the SAP System. If you require additional functions to those offered by Personnel Administration, you will need to set up the following application components like recruitment, personnel development, organizational management and organizational structure.

#### **Features**

Using this application component, you can enter and process employee-related data within your company. Personnel Administration automatically checks all data as it is entered to ensure that it is plausible. All employee-related data is logged with the exact date. Data remains transparent in your time progression at all times, and creates the basis for sound personnel decisions.

The following personnel administration functions are available in Personnel Administration:

- You can store all types of information about an employee in Human Resources Infotypes. They provide information with a structure, facilitate data entry, and enable you to store data for specific periods.
- Basic personnel procedures within master data administration, such as hiring employees, performing organizational reassignments, and entering the data required for employees who leave the enterprise, are represented by separate personnel actions. Each personnel action contains the infotypes for which data must be entered in regard to the action in question, and displays them sequentially for you to process.
- If you make a change to the personnel data of an infotype, which then has an effect on the data of a second infotype, the SAP System automatically displays the second infotype. These dynamic actions are

triggered automatically by the SAP System and guarantee consistent data retention at all times. Dynamic actions assist you with many human resource processes, which lead onto further activities.

- Reporting plays an essential role in human resources data. There are numerous standard reports & developed reports are available so that you are able to evaluate the multitude of data managed in your company.

## Infotypes

Definition - Infotypes are units of information in the Human Resource Management System.

Use - Recording employee data for administrative, time recording, and payroll purposes is of primary importance for master data administration in HR. In the SAP System, the information units used to enter master data are called Infotypes.

Infotypes are used to group related data fields together. They provide information with a structure, facilitate data entry, and enable you to store data for specific periods.

Structure - Infotypes are characterized by the following:

- Infotype structure
- Data entry
- Time-dependent storage of infotype data

Infotype Structure - To the user, Infotypes appear as data entry screens. They contain whole series of information (for example, last name, first name, date of birth) that you enter in data fields. Data fields concerning the same or similar subject matter are combined into data groups or information units. In database terms, infotypes represent a data structure or set of related data records. When you update an infotype, old data is not lost but is instead stored in the system for historical evaluation purposes.

Data Entry - You perform data entry as follows:

- Your entries are automatically checked for accuracy and against table entries.
- Predefined default values help you to enter and maintain data.
- Checks and default values depend on the employee's organizational assignment. The organizational assignment determines the relevant information used from time recording, wage type and pay scale structure.

Personnel Actions - In the standard system, different types of employee data are stored in individual infotypes. Rather than accessing each infotype individually and entering data into them, the system can group together the most important infotypes into personnel actions and lead you through processing the employee data.

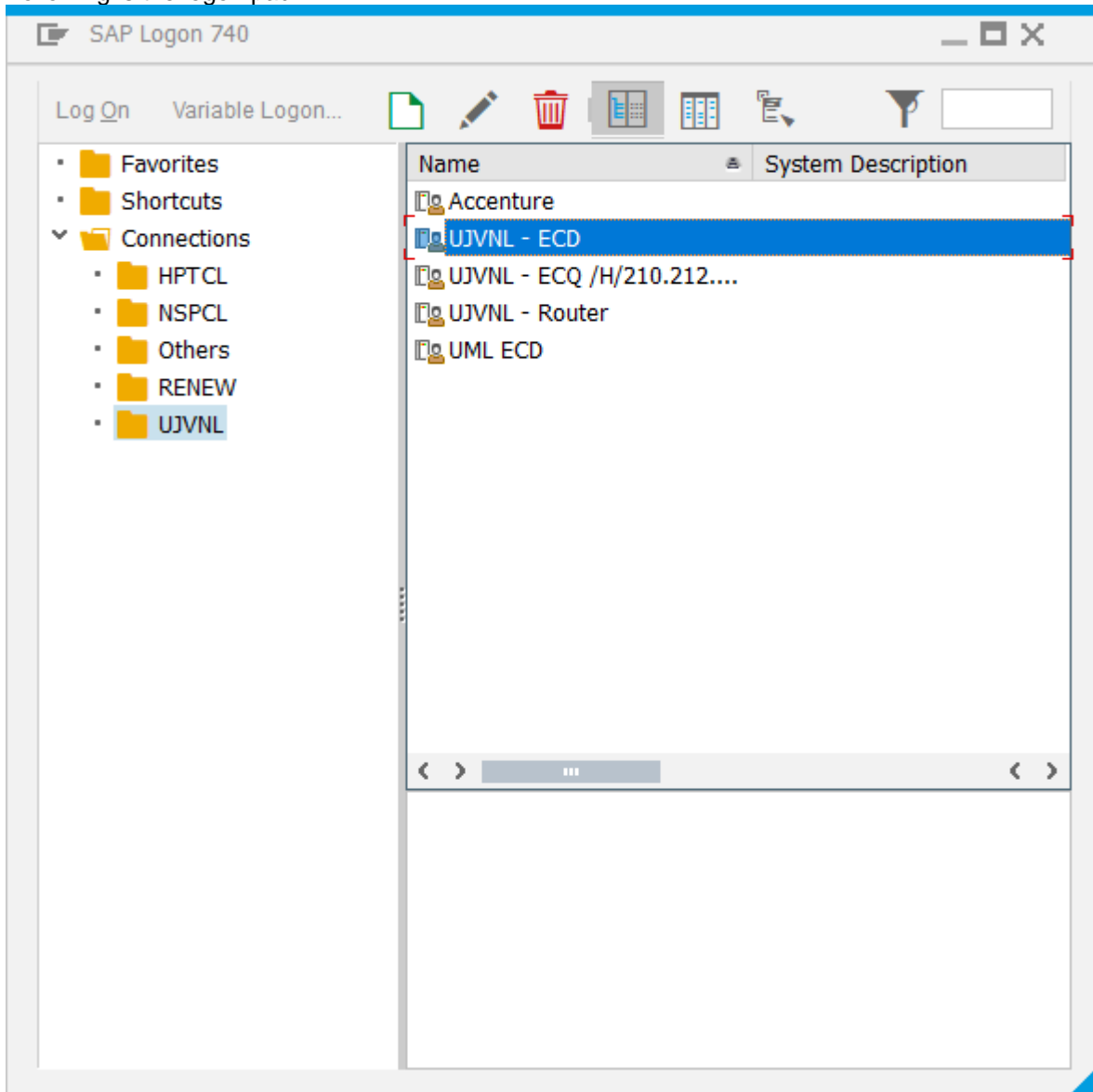
## Personnel actions

Personnel procedures, such as hiring an employee, organizational reassignment, or an employee leaving the enterprise are represented by individual personnel actions in Personnel Administration. Each personnel action contains the infotypes that you must maintain to record the personnel action at hand. The infotypes are retrieved in succession so that you can maintain them. For example, all the fields in which you need to make entries to hire an employee will be offered to you for maintenance automatically by the system in the personnel action Hiring.

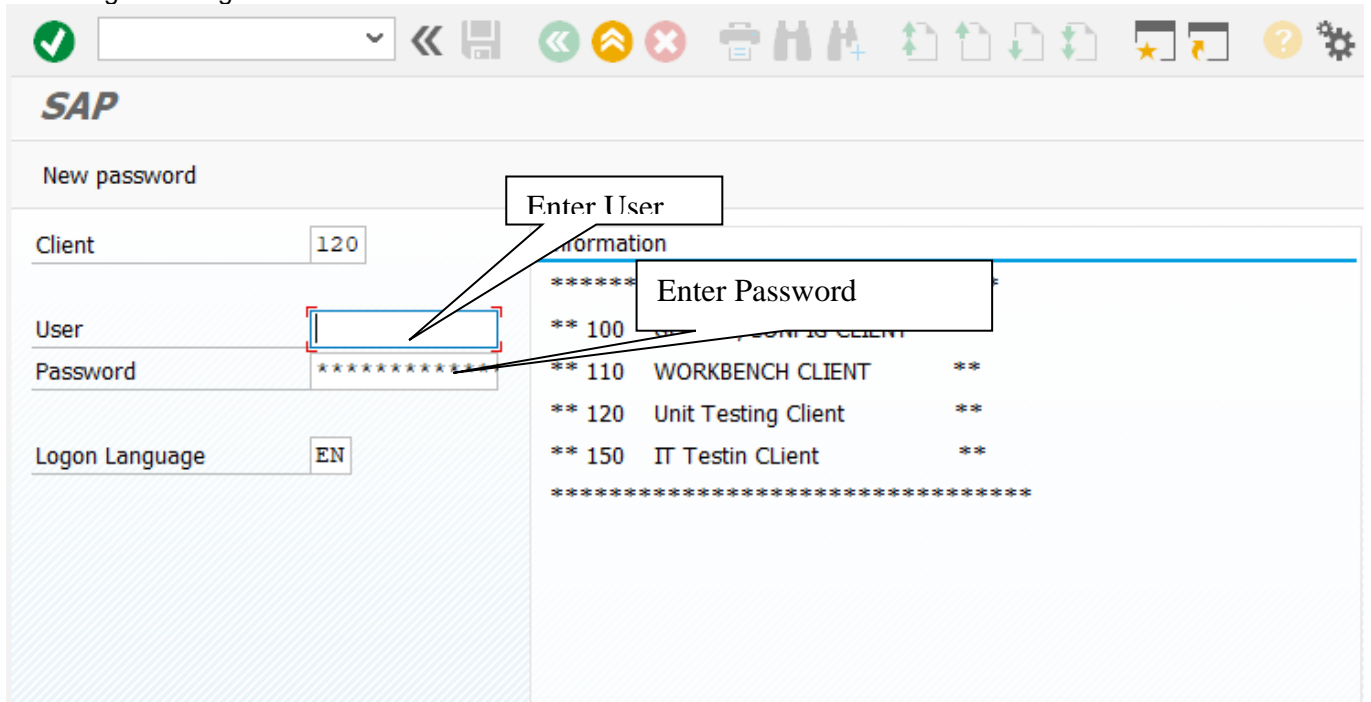
This ensures that all the core data is entered into the system. This function also facilitates entering data, as you do not need to access each infotype within the personnel action individually.

### 2.3 GETTING STARTED

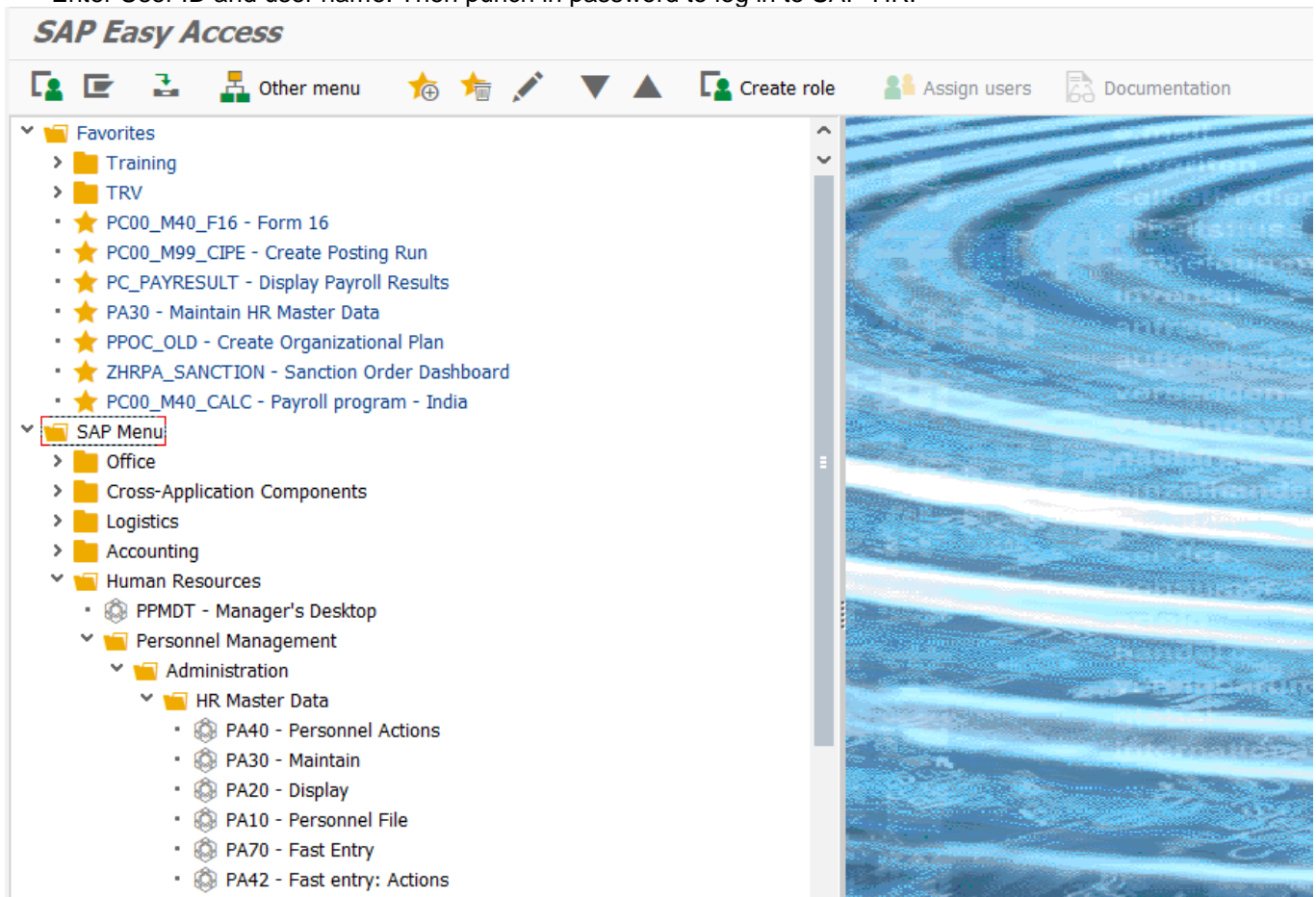
Following is the logon pad:



Following is the login screen:




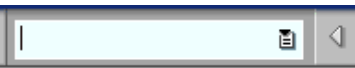













Enter User ID and user name. Then punch in password to log in to SAP-HR.






Above startup screen appears.



## 2.4 IMPORTANT ICONS

Button	Name	Function
	Enter	Confirms the data you have selected or entered on the screen. Same function as the Enter key. Does not save your work.
	Command field	Allow you to enter commands, such as transaction codes.
	Execute	Allows you to run the command.
	Save	Saves your work. Same function as Save in the Edit menu.
	Back	Returns you to the previous screen without saving your data. If there are required fields on the screen, these fields must be completed first.
	Exit	Exits the current function without saving. Returns you to the initial screen or main menu screen.
	Cancel	Exits the current task without saving. Same function as Cancel in the Edit menu.
	Print	Prints data from the current screen.
	Find	Searches for data required in the current screen.
	Find next	Performs an extended search for data required in the current screen.
	First page	Scrolls to the first page. Same function as the CTRL + Page Up keys.
	Previous page	Scrolls to the previous page. Same function as the Page Up key.
	Next page	Scrolls to the next page. Same function as the Page Down key.
	Last page	Scrolls to the last page. Same function as the CTRL + Page Up key.
	Create session	Creates a new SAP session. Same function as Create session in the System menu.

	<p>Create shortcut</p>	<p>Allow you to create a desktop shortcut to any SAP report, transaction, or task if you are working with a Windows 32-bit operating system.</p>
	<p>Delimit</p>	<p>Allows you to delimit the record.</p>
	<p>F1 Help</p>	<p>Provides help on the field where the cursor is positioned.</p>

## 2.5 THINGS TO REMEMBER

1. All personnel actions namely Joining, Transfer, Promotion etc. shall be done through SAP only.
2. Don't skip mandatory infotypes (0,1 & 2) failing which employee personnel number will be wasted.
3. All action should be performing sequentially to avoid overwriting of another action /action getting deleted.
4. Please identify the position number you intend to allot to the new joiner before executing joining action.
5. No Back dated actions will be permitted, as the same is not supported by SAP.
6. Except Joining action all other Personnel Actions are to be run on the 1st day of month.
7. On same day more than one action for single employee is not permitted.
8. In case of transfer action (wherein Change of PSA / Company Code) must be initiate action through PA30.
9. All the letters should be generated through Personnel action only. Ensure all the details are appearing in the letter namely designation, department.
10. Do not delete any the records.
11. Before saving action/infotype ensure correctness of data entry.
12. Before saving any infotype press enter and read the message at the bottom of screen.
13. Consult help desk, in case of difficulties, if any faced by you.



END USER DOCUMENT



### 3 HIRING ACTION

#### Scope of the Process

This process covers activities involved in Hiring - UJVNL, excluding 'joining through recruitment' and joining on transfer'. It includes capturing of employee information, allotment of personnel number and will be done by the HR dept.

**Trigger – This process starts when candidate reports for joining.**

#### Result –

Completion of entry of all data pertaining to the employee & generation of Welcome Letter.

#### Users -

Designated HR user – responsible for performing Joining Action.

#### Detailed Process Description

##### Assumption –

1. Candidate has reported for joining.
2. No information is available through recruitment process.

For simplicity joining process is divided into two actions. Direct Joining & Supplementary Direct joining First part involves capturing critical data and generating Employee Number (Personnel Number) & Supplementary joining involves entry of other employee information, which may not be available at the time of joining.

#### INFOTYPES APPEARING (To be entered by HR Dept)

INFOTYPE	INFOTYPE TEXT
0000	Actions
0002	Personal Data
0001	Organizational Assignment
0007	Planned Working Time
0050	Time Recording Info
9064	Offer Details
0008	Basic Pay
0008	Basic Pay
0014	Recurring Payments / Deductions
0015	Additional Payments
0009	Bank Details
0017	Travel Privileges
0016	Contract Elements
0027	Cost Distribution

**Getting Started with the Direct Joining Action:**

**3.1 HOW TO ACCESS**

Via Menu	Human Resources → Personnel Management → Administration → HR master data → Personnel actions (PA40)
Via Transaction Code	PA40

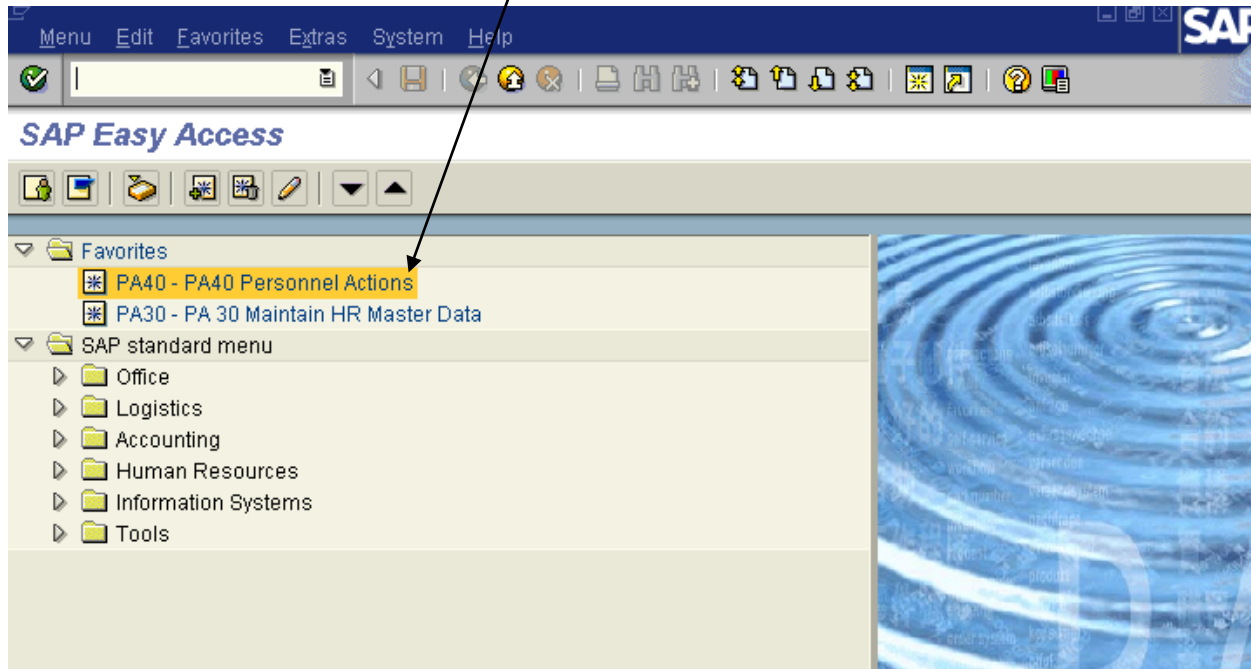
**Do's –**

- Please start execution of the action when you have complete information required to be entered in the Infotypes covered in this part. For example (Position, Employee Group, Employee Sub-Group, PA, PSA etc.)
- The date of execution of Joining Process should be the **Date of Joining** for the said candidate.
- **Please read all the messages displayed at the bottom of the screen from time to time and follow the instructions given.**
- Please check 'From' & 'To' Date in each infotype before saving it.
- Please complete the Joining Action in 30 minutes for **automatic** ESS ID creation.

**Don'ts –**

- **Do not skip the infotype and do not click on 'Back' / 'Exit' / 'Cancel'** – if u do this, system will terminate the action and you will not be able to re-generate the action since some of the data will be still stored in some infotypes. To avoid this complication – **please start the action only on receipt of all relevant information.**

Transaction code to start the process is '**PA40**' which needs to be entered in upper left corner of the main screen.



Following screen will appear on clicking enter – where we select the action to be executed –

**Personnel Actions**

Execute

Find by

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

Personnel no.

From

Personnel Actions

Action Type			
Hiring - UJVNL			
First Posting - UJVNL			
Deputation - UJVNL			
End of Deputation - UJVNL			
Confirmation - UJVNL			
Transfer - UJVNL			
Increment / Annual Increment -			
Promotion - UJVNL			
Disciplinary/Suspension - UJVNL			
Seperation - UJVNL			
Revoke-Suspension UJVNL			
Extention of Probabtion - UJVNL			
Re-Joining - UJVNL			
Hiring - UJVNL - Data Migrat			
Re-Org - UJVNL - Data Mig			

Hit list

Personnel number	Name
00000001	User 1 for Actions Test
00000002	RAMNATH SINGH
00000003	Manager Leave workflows test
00000004	User for All leave
00000006	4 Test
00000007	User test
00000008	User 2
00000009	Female Test User for Leave conditior
00000010	Test Manager
00000011	User 5
00000012	User 6
00000013	Teas employee Married
00000015	User employee
00000017	User employee
00000019	Payroll Test
00000021	A & B Group Employee Test

Should be blank in case of joining

Date of execution of joining action i.e. Date of Joining

Select the action - enter the From Date & then click on 'execute', which would then start the Joining Action.

**Infotypes launched**

**IT – 0000 – Employee History**

This infotype creates History of all events / transactions for each employee - from Joining till Separation. In case of joining – date of execution of this process is the date of joining for the said employee.

**Please ensure that the correct date is entered – since correction in 'Date of Joining' is not possible after payroll processing.**

We also need to enter his position number, employee group (Probationer / Regular / Trainee) and employee subgroup (Grade i.e.Management, Officer, Technician, Staff.). **These fields are mandatory and should have this information before starting the action. Please enter the correct data in these fields.**

In case exact position number is not known at the time of joining – as an interim arrangement- enter 99999999 – but needs to be changed as soon as possible.(Contact OM Module Co-ordinator)

### Create Actions

Change info group

Pers.No.   
 Pers.No.   
 Start  to

#### Personnel action

Action Type    
 Reason for Action  Fill Existing Vaccant Position  
 Reference Pers. Nos.

#### Status

Customer-specific    
 Employment    
 Special payment

#### Organizational assignment

Position   
 Personnel area  Dehradun  
 Employee group  Management  
 Employee subgroup  37400-67000 GP-8900

#### Additional actions

Start Date	Act.	Action Type	ActR	Reason for action



**IT- 0001 Organizational Assignment**

Organizational information about the employee is stored in this infotype. Here we select the Personnel Subarea, while Personnel Area, Employee Group and Subgroup get defaulted from infotype '0000'.

### Create Organizational Assignment

Org Structure

Personnel No	<input type="text" value="98900"/>			
Start	<input type="text" value="01.04.2017"/>	to	<input type="text" value="31.12.9999"/>	

---

**Enterprise structure**

CoCode	<input type="text" value="1000"/>	UJVN Limited	Leg.person	<input type="text"/>
Pers.area	<input type="text" value="UDED"/>	Dehradun	Subarea	<input type="text" value="UDEH"/> Dehradun - UJVN
Cost Ctr	<input type="text"/>		Bus. Area	<input type="text"/>

---

**Personnel structure**

EE group	<input type="text" value="A"/>	Management	Payr.area	<input type="text" value="99"/> Non-payroll-relevant
EE subgroup	<input type="text" value="A5"/>	37400-67000 GP-8900	Contract	<input type="text"/>

---

**Organizational plan**

Percentage	<input type="text" value="100.00"/>			
Position	<input type="text" value="99999999"/>	Integration: default posi		
Job key	<input type="text" value="00000000"/>			
Org. Unit	<input type="text" value="00000000"/>			
Org.key	<input type="text"/>			

**Administrator**

Group	<input type="text" value="UJVN"/>
PersAdmin	<input type="text"/>
Time	<input type="text"/>
PayrAdmin	<input type="text"/>
Supervisor	<input type="text"/>

---

**Additional fields**

Sanction Postion	<input type="text"/>
------------------	----------------------

**Things To be considered:**

Company Code, PA, Employee Group, Employee Sub-Group and Position will get defaulted from IT0000. Based on these details make entry in Subarea.

Payroll area is a mandatory field and indicates the pay period of the employee. The Payroll Area is defaulted based on Employee Subgroup. Also select the Administrators for HR based on the DDO offices.

Position, Area, Sector, Plant/Business, Department, Discipline are mandatory fields and get **defaulted** from the entries made in infotype '0' based on his position. In case you have not maintained the position number in IT-0 only then you will have to make entries in Area, Sector, Plant, Dept and discipline fields in this infotype. Cadre also gets defaulted based on Employee Group and Employee Sub-Group. You have to make entries for Designation.

Payslip Location indicates the location where the payslip of the employee needs to be sent.

**Things To be considered:**

Employment Status is defaulted as **Active**. Employee Sub-Group is the Grade of an employee.

On saving this infotype Personnel Number is generated **internally**.

Name of the new employee is to be mentioned in infotype – Personal data (IT0002). On saving this infotype next infotype – IT 0002 will get launched.

**IT-0002 – Personal Data**

This infotype includes personal data for the employee like Name of the Employee, DOB, Gender, Nationality, Marital status, State of Domicile, Category, Sub Category, Green Card details etc.

**Create Personal Data**

Pers.No.	<input type="text" value="98900"/>				
Pers.area	<input type="text" value="UDED"/> Dehradun				
EE subgrp	<input type="text" value="AS"/> 37400-67000 GP-8900				
Start	<input type="text" value="01.01.1950"/>	To	<input type="text" value="31.12.9999"/>		

---

**Name**

Form Addr.	<input type="text" value="Mr"/>				
Last name	<input type="text" value="USer"/>				
First name	<input type="text" value="Person UM"/>				
Middle name	<input type="text"/>				
		Nickname	<input type="text"/>		
Name	<input type="text" value="Person UM USer"/>				

---

**HR data**

Date of Birth	<input type="text" value="01.01.1950"/>		Gender	<input type="radio"/> Female <input checked="" type="radio"/> Male <input type="radio"/> Undeclared
Language	<input type="text" value="English"/>			
Nationality	<input type="text"/>			
Marital status	<input type="text"/>			

---

**Additional fields**

State of Domicile	<input type="text" value="1"/>				
Category	<input type="text" value="01"/>				
Sub Category	<input type="text"/>				
Green Card Y/N	<input type="text" value="Green Card Details"/>				

**Things To be considered:**

Date of Birth, Gender, and Marital Status fields in this infotype is mandatory and you will not be able to save this infotype till you make entries in these fields. **Start Date of this infotype should be the Date of Birth** of the employee and gets defaulted once you enter the Date of Birth. End date should be 31.12.9999. Full name of the employee also gets defaulted. After you have finished entering the entire information click on enter and save the infotype – next infotype ‘0019’ will be launched.

**IT – 0006**

In this infotype employee addresses are stored as per below mentioned categories

- Permanent residence
- Office address
- Home address
- Emergency address

Fill the address and click on save the screen will come for entering the Office address -

Pers.No.	34	Name	ChairMan Test
Pers.area	UDED Dehradun	Cost Ctr	11010701 DGM CSPPO
EE subgrp	A1 PB-4+HAG+69010-79000	WS rule	UJW-GNRL
Start	01.04.2017 to 31.12.9999	Chng	17.11.2017 VINAY

**Address**

Address type: Permanent residence

Care Of:

Street and House No. / /

2nd Address Line:

Postal code / city: 248171 Dehradun

District:

Region:

Country Key: India

Telephone Number:

**Additional fields**

Hill Area:

**Verification Details**

Sent on:

Received on:

Status: 0

Verification Report:

**IT-0007 Planned Working Time**

**Things to be considered:**

This infotype is maintained for Time Management and HR User will **only save** the entry as appropriate value for e.g. 'GNR-OFF' is defaulted in Shift Schedule Rule for General officer, which determines the working time for an Officer in general shift.

Pers.No.	36	Name	Chitra Singh		
Pers.area	UDED Dehradun				
EE subgrp	A2 PB-4+67000-79000	WS rule	GNR-OFF	General Officer	
Start	01.04.2017	To	31.12.9999	Chg.	12.01.2018 VINAY

---

**Work schedule rule**

Work schedule rule	GNR-OFF	General Officer
Time Mgmt status	1 - Time evaluation of actual times	
<input type="checkbox"/> Part-time employee		

---

**Working time**

Employment percent	100.00
Daily working hours	7.00
Weekly working hours	42.00
Monthly working hrs	182.00
Annual working hours	2184.00
Weekly workdays	6.00

**IT - 0008 Basic Pay**

In this infotype you are required to make entries in following fields as described below –

**Pay Scale –**

- Type - Enter 'UJ'
- Area - Select relevant value – for e.g. 'UM' in case of Metro Ctities, 'UD' in case of District, 'UR' in case of Rural, 'UN' New Delhi.
- Group - Enter 'A1' in case of Management.

**Further Information –**


Capacity Utilization Level – Enter 100% & Work Hours/period - will default from IT0007.

After completing the entry in above fields click enter which will default the relevant wage elements for the respective employee group / sub-group.

**Wage Type and Amount –**

**For Executives:** The wage elements Base Pay, Grade Pay, HRA, DA, Entertainment Allowance Medical allowance will be defaulted based on the eligibility. The employee will enter rest of the elements later depending on the selection of Choice Pay Elements.

**For Non-Executive:** Relevant wage elements will get defaulted and HR User will enter amounts against each element.

Type  Payments and deductions

Pers.No.  Name

Pers.area  Dehradun

EE subgrp  PB-4+HAG+69010-79000 WS rule  General Officer

Start  To  Chng  ABAPDEV

Payment type  Basic contract Object ID

Reason  Next increase

Pay scale

Type	<input type="text" value="UJ"/> UJVNL - Dehradun
Area	<input type="text" value="UM"/> Metro City
Group	<input type="text" value="A1"/> Level <input type="text"/>

Further information

Capacity Util. Level	<input type="text" value="100.00"/> %	<input type="text" value="PER"/>
Work hours/period	<input type="text" value="100.00"/>	<input type="text" value="Monthly"/>
Ann.salary	<input type="text"/>	<input type="text" value="INR"/>

Wa...	Wage Type	Long Text	O.. Amount	Curr...	I..	A..	Number/Unit	Unit
1001	Gradepay		6,500.00	INR		<input checked="" type="checkbox"/>		
1000	Basic Pay		40,000.00	INR		<input checked="" type="checkbox"/>		
1002	Dearness Allowance		63,240.00	INR	I	<input checked="" type="checkbox"/>		
1003	HRA		16,500.00	INR	I	<input checked="" type="checkbox"/>		Percent
1008	Entertainment Allowance		1,000.00	INR	I	<input checked="" type="checkbox"/>		
				INR		<input type="checkbox"/>		
				INR		<input type="checkbox"/>		

IV  -

### IT-0009 Bank Details

In this infotype make entries for 'Payment Method'. Defaulted payment method is Cheque payment i.e. 'C'. It may be change to bank Transfer - T, or 'Demand Draft' – 'D' if necessary.

Pers.No.	19	Name	Payroll Test		
Pers.area	UDED Dehradun				
EE subgrp	A1 PB-4+HAG+69010-79000	WS rule	GNR-OFF	General Officer	
Start	01.04.2016	to	31.12.9999	Chng	03.10.2017 VINAY

Bank details	
Bank details type	Main bank
Payee	Payroll Test
Postal code / city	
Bank Country	India
Bank Key	PUNB0000010 Punjab National Bank 019900210... PUNB0019900
Bank Account	123456777 Bank control key
Payment Method	T Bank Transfer
Purpose	
Payment currency	INR Indian Rupee

#### Things to be considered:

Any subsequent changes in Bank Details would be done by Payroll.

### IT – 0016 Contract Elements

In this Infotype we have to maintain details of Notice Period and Probationary Period. Please remember that 'from date' in this infotype should be the **DOJ** for the said employee.

Contract Type – please enter 'Unlimited' in case of all regular employees and 'Limited' in case of Consultants/Advisors/contractual employees. If contract type is Limited then 'Valid until' field will get activated and you have to enter the expiry date of contract.

Probationary Period / Training Period – Relevant details get defaulted depending on Employee Subgroup of the employee & could be changed depending on terms of appointment.

Notice Period – (Employer & Employee) – Based on Employee Group of the employee appropriate value will get defaulted. In case of specific cases/deviations HR User may make necessary change and save.

Pers.No.	34	Name	ChairMan Test
Pers.area	UDED Dehradun	Cost Ctr	11010701 DGM CSPP0
EE subgrp	A1 PB-4+HAG+69010-79000	WS rule	UJW-GNRL
Start	01.04.2017	to	31.12.9999
Chgd	17.11.2017	VINAY	

Contractual regulations

Contract Type	Permanent
Terms and conditions	
<input type="checkbox"/> Sideline job	
<input type="checkbox"/> Competition clause	

Payment period from beginning of illness

Continued Pay	42 Days	Special Rule	0
Sick Pay Supplement	6 Months		

Deadlines

Probationary Period	2 Years
ER Notice Period	3 MONTHS
EE Notice Period	3 MONTHS
Work Permit	

Entry

Initial Entry	
Entry into Group	
Corporation	

**IT – 0019**

In this infotype date of retirement is defaulted based on the Date of Birth entered in Infotype 0002.

The screenshot shows the 'Create Monitoring of Tasks' window in SAP. The task is titled 'Retirement Due' and is set for '28.02.2034'. A reminder is configured for '28.07.2033'. The employee status is 'Active'.

Emp. Status		Active
Date		
Task type	Retirement Due	
Date of task	28.02.2034	
Reminder		
Reminder date	28.07.2033	
Lead/follow-up time		
Comments		

**Things To be considered:**

**Do's**

Task Type is defaulted as Retirement Date. Reminder date gets defaulted based on the Retirement Date. Automatic reminder is sent to HRC on reminder date. You have to only click 'Enter' check the entry and save this infotype – next infotype '0001' will be launched.

**IT – 0019 Monitoring of Tasks**

In this infotype date of confirmation is defaulted based on the probation period mentioned in IT0016 (Contract Elements) Task Type is defaulted as Confirmation Date. Reminder date gets defaulted based on the Confirmation date. Automatic reminder is sent to HR personnels automatically on reminder date.

Pers.No.	34	Name	ChairMan Test
Pers.area	UDED Dehradun	Cost Ctr	11010701 DGM CSPPO
EE subgrp	A1 PB-4+HAG+69010-79000	WS rule	UJW-GNRL
		Chng	17.11.2017 VINAY

<b>Task</b>			
Task Type	Expiry of probation		
Date of Task	01.04.2019	Processing indicator	New task

<b>Reminder</b>			
Reminder Date	01.03.2019		
Lead/follow-up time	0	For specific task type	

<b>Comments</b>			



**IT – 0021 Family member details –**

In this infotype Family member details is saved –

Pers.No.	34	Name	ChairMan Test
Pers.area	UDED Dehradun	Cost Ctr	11010701 DGM CSPPO
EE subgrp	A1 PB-4+HAG+69010-79000	WS rule	UJW-GNRL
Start	01.04.2017 to 31.12.9999	Chng	17.11.2017 VINAY

Family Member/Dependents	
Family Member	Spouse <input type="text"/> Number <input type="text"/>
Last name	Test Birth name <input type="text"/>
First name	Wife Initials <input type="text"/>
Other title	<input type="text"/> Name Format <input type="text" value="0"/>
Name prefix	<input type="text"/> Name prefix <input type="text"/>
Gender	<input checked="" type="radio"/> Female <input type="radio"/> Male
Date of birth	01.01.1960
Birthplace	<input type="text"/>
Ctry o.birth	<input type="text"/>
Nationality	Indian <input type="text"/> 2nd/3rd na <input type="text"/>

Additional fields	
Occupation Details	<input type="text"/>
Organisation Type	<input type="text"/>
Remarks	<input type="text"/>

**IT – 0022 Education details**

In this infotype Education details are saved along with the verification details done by the organization.

Pers.No.	34	Name	ChairMan Test
Pers.area	UDED Dehradun	Cost Ctr	11010701
EE subgrp	A1 PB-4+HAG+69010-79000	WS rule	UJW-GNRL
Start	01.06.2008 to 01.06.2012	Chng	17.11.2017 VINAY

Educational est.	U4 Graduate school
Education/training	Administration Management
E&T categories	001 Graduates - Gen
Institute/location	DIT
Country Key	India
Certificate	U2 Final certificate
Duration of course	000
Final Grade	
Branch of Study 1	0
Branch of Study 2	0

Additional fields	
Course start date	
Passing Year	
Type of Education	
Basic or Additional	
Qualification Acquired	
Organisation Sponsored	
Bond Details	

**IT – 0023 Other/Previous Employers**

In this infotype Previous employer is saved along with the additional details exp – Job profile, Payband, Position, Verification details –

Pers.No.	34	Name	ChairMan Test
Pers.area	UDED Dehradun	Cost Ctr	11010701 DGM CSPPO
EE subgrp	A1 PB-4+HAG+69010-79000	WS rule	UJW-GNRL
Start	01012010	to	01012012

Other/previous employers	
Employer	UPCL
City	Dehradun
Country Key	India
Industry	State Govt
Job	Engineers
Work contract	

Additional fields	
Position help	Engineer
Job Profile	Engineer
Last Pay Scale	56000
Verification Details	

**IT – 0024 Qualifications**

In this infotype employee Qualifications are saved along with the employee proficiency –

Pers.No.	34	Name	ChairMan Test
Pers.area	UDED Dehradun	Cost Ctr	11010701
EE subgrp	A1 PB-4+HAG+69010-79000	WS rule	UJW-GNRL
Start	01.01.2012	to	31.12.9999

Qualification	Electronic engineer
Proficny	Excellent

**IT – 0041 Date specification**

In this infotype action dates are saved for exp - Joining date, Retirement date, Next increment date e.t.c.

Pers.No.	34	Name	ChairMan Test
Pers.area	UDED Dehradun	Cost Ctr	11010701 DGM CSPPO
EE subgrp	A1 PB-4+HAG+69010-79000	WS rule	UJW-GNRL
Start	01.04.2017 to 31.12.9999	Chng	17.11.2017 VINAY

Date Specifications			
Date type	Date	Date type	Date
UJ UJVN Joining Date	01.04.2017	UR UJVN Retirement	31.01.2059

**IT – 0906 Correspondence letter**

From this infotype you can generate the office order based on the action performed – Hiring, First Posting, Transfer Order, e.t.c -

Pers.No.	19	Name	Payroll Test
Pers.area	UDED Dehradun	Cost Ctr	11010701 DGM CSPPO
EE subgrp	A1 PB-4+HAG+69010-79000	WS rule	GNR-OFF General Officer
Start	01.01.2017 To 01.01.2017	Chngd	05.12.2017 VINAY

Administration Information	
Reference Number	1234567

Proposed New Org Data	
Personal Area	UDED
Personal Sub Area	
Org Unit	
Current Org Unit	
Position	
Effective Date	

Proposed New Personnel Action	
Action Type	
Reason	

Status Of Correspondance Letter
<input type="button" value="Preview Letter"/> <input type="button" value="Generate &amp; Mail"/> <input type="button" value="Generate &amp; Print"/>

#### 4 FIRST POSTING ACTION

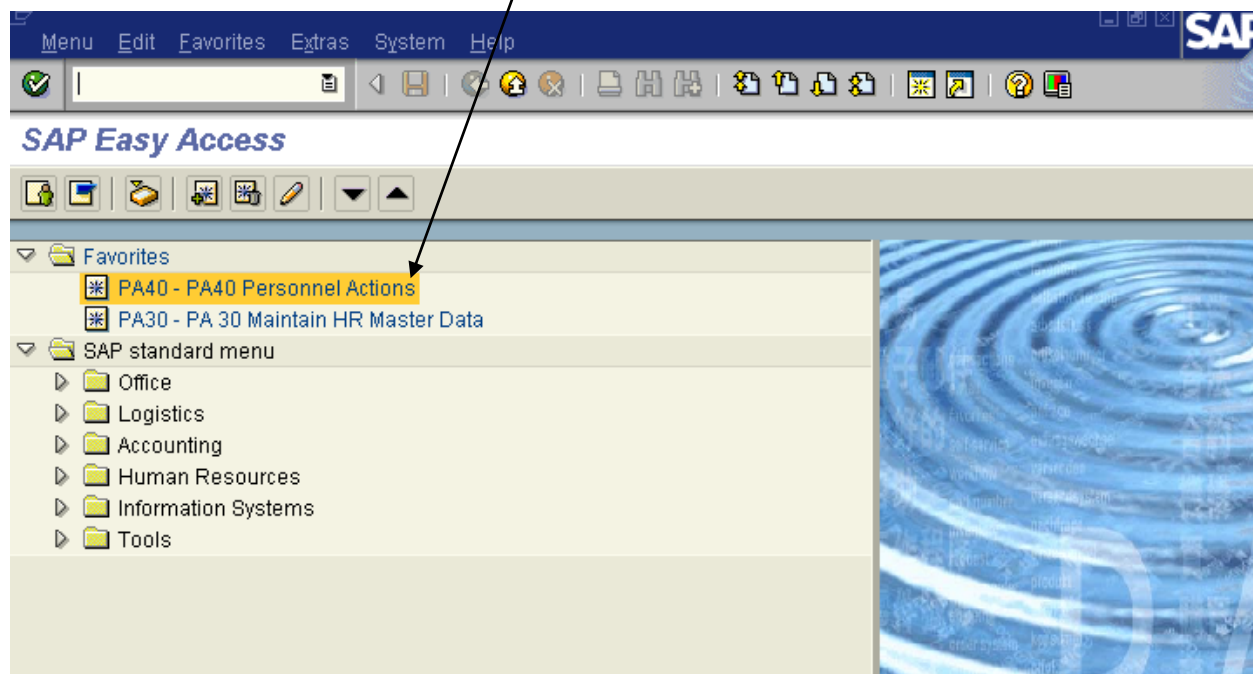
##### 4.1 PROCESS NAME

In case of new recruitment all the new joinees are required to join the UJVN – Corporate office Dehradun, after induction training First posting is decided. Administrator will run the First Posting action in the system and update the approved new joining location.

##### 4.2 PROCEDURAL STEPS

Via Menus	Human Resources → Personnel Management → Administration → HR master data → Personnel actions(PA40)
Via Transaction Code	PA40

Transaction code to start the process is '**PA40**' which needs to be entered in upper left corner of the main screen.



Following screen will appear on clicking enter – where we select the action to be executed –

**Personnel Actions**

Execute

Find by

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

Personnel no.

From

Should be blank in case of joining

Date of execution of joining action i.e. Date of Joining

Personnel Actions

Action Type			
Hiring - UJVNL			
First Posting - UJVNL			
Deputation - UJVNL			
End of Deputation - UJVNL			
Confirmation - UJVNL			
Transfer - UJVNL			
Increment / Annual Increment -			
Promotion - UJVNL			
Disciplinary/Suspension - UJVNL			
Seperation - UJVNL			
Revoke-Suspension UJVNL			
Extention of Probabtion - UJVNL			
Re-Joining - UJVNL			
Hiring - UJVNL - Data Migrat			
Re-Org - UJVNL - Data Mig			

Hit list

Personnel number	Name
00000001	User 1 for Actions Test
00000002	RAMNATH SINGH
00000003	Manager Leave workflows test
00000004	User for All leave
00000006	4 Test
00000007	User test
00000008	User 2
00000009	Female Test User for Leave condition
00000010	Test Manager
00000011	User 5
00000012	User 6
00000013	Teas employee Married
00000015	User employee
00000017	User employee
00000019	Payroll Test
00000021	A & B Group Employee Test

Select the action - enter the From Date & then click on 'execute', which would then start the First Posting - UJVNL Action.

**IT0000** – Enter the reason for First posting, Select the Position, Personnel area, Employee group and subgroup and click on Save button.

Change info group

Pers.No.	97777	
Pers.No.	97777	Name All Orders Test
Pers.area	UDED Dehradun	
EE subgrp	A5 37400-67000 GP-8900	WS rule GNR-OFF General Officer
Start	16.04.2015 to 31.05.2015	Chng 20.03.2018 VINAY

Personnel action	
Action Type	First Posting - UJVNL
Reason for Action	01 Nigam/work interest

Status	
Customer-specific	
Employment	Active
Special payment	




Organizational assignment	
Position	02002151 General Employee
Personnel area	UDED Dehradun
Employee group	A Management
Employee subgroup	A5 37400-67000 GP-8900

Additional actions				
Start Date	Act.	Action Type	ActR	Reason for action
16.04.2015	ZJ	First Posting - UJVNL	01	Nigam/work interest

IT0001 – Select subarea and click on save button.

### Copy Organizational Assignment




Org Structure

Personnel No	<input type="text" value="97777"/>	Name	<input type="text" value="All Orders Test"/>
EE group	<input type="text" value="A"/> Management	Pers.area	<input type="text" value="UDED"/> Dehradun
EE subgroup	<input type="text" value="A5 37400-67000 GP-89..."/>		
Start	<input type="text" value="16.04.2015"/> to		<input type="text" value="31.05.2015"/>

---

**Enterprise structure**

CoCode	<input type="text" value="1000"/> UJVN Limited	Leg.person	<input type="text"/>
Pers.area	<input type="text" value="UDED"/> Dehradun	Subarea	<input type="text" value="UDEH"/> Dehradun - UJVN
Cost Ctr	<input type="text"/>	Bus. Area	<input type="text"/>


---

**Personnel structure**

EE group	<input type="text" value="A"/> Management	Payr.area	<input type="text" value="UJ"/> UJVNL Payroll area
EE subgroup	<input type="text" value="A5 37400-67000 GP-8900"/>		
		Contract	<input type="text" value=""/>

---

**Organizational plan**

Percentage	<input type="text" value="100.00"/>	 Assignment
Position	<input type="text" value="02002151"/>	Genr Emp General Employee
Job key	<input type="text" value="00000000"/>	
Org. Unit	<input type="text" value="50000094"/>	HR HR
Org.key	<input type="text"/>	

**Administrator**

Group	<input type="text" value="UJVN"/>
PersAdmin	<input type="text"/>
Time	<input type="text"/>
PayrAdmin	<input type="text"/>
Supervisor	<input type="text"/>

---




**Additional fields**

Sanction Postion	<input type="text"/>
------------------	----------------------



IT0006 – Addresses - Enter the new office address and click on save button –

### Copy Addresses

Pers.No.	97777	Name	All Orders Test
Pers.area	UDED Dehradun	Cost Ctr	11010701 DGM CSPPO
EE subgrp	A5 37400-67000 GP-8900	WS rule	GNR-OFF General Officer
Start	16.04.2015 to		31.12.9999

#### Address

Address type	Office address <span style="float: right;">▼</span>		
Care Of	<input type="text"/>		
Street and House No.	<input type="text"/>	/	<input type="text"/>
2nd Address Line	<input type="text"/>		
Postal code / city	248171	UJVNL Ltd.	
District	<input type="text"/>		
Region	<input type="text"/>		
Country Key	India <span style="float: right;">▼</span>		
Telephone Number	<input type="text"/>		

#### Additional fields


Hill Area	<input type="text"/>
-----------	----------------------

#### Verification Details

Sent on	<input type="text"/>
Received on	<input type="text"/>
Status	<input type="text"/>
Verification Report	<input type="text"/>

IT0007 – Work Schedule – Select the applicable shift for the new location and click on save button –

### Copy Planned Working Time


Work schedule

Pers.No.	97777	Name	All Orders Test	
Pers.area	UDED Dehradun			
EE subgrp	A5 37400-67000 GP-8900	WS rule	GNR-OFF	General Officer
Start	16.04.2015	To	31.05.2015	

**Work schedule rule**

Work schedule rule	GNR-OFF	General Officer
Time Mgmt status	1 - Time evaluation of actual times	
<input type="checkbox"/> Part-time employee		

**Working time**

Employment percent	100.00
Daily working hours	7.00
Weekly working hours	42.00
Monthly working hrs	182.00
Annual working hours	2184.00
Weekly workdays	6.00

IT0906 – Corresponding Letter – Enter the Reference no. and Authority Signatory for generating First Posting Order -

*Copy Correspondence letter*



Pers.No.	97777	Name	All Orders Test
Pers.area	UDED Dehradun	Cost Ctr	11010701 DGM CSPPO
EE subgrp	A5 37400-67000 GP-8900	WS rule	GNR-OFF General Officer
Start	16.04.2015	To	16.04.2015

Proposed New Org Data

Personal Area	UDED	Personal Sub Area	UDEH
Org Unit	50000094	Current Org Unit	
Position	2002151	Effective Date	01.05.2015

Proposed New Personnel Action

Action Type	First Posting - UJVNL
Reason	01

Status Of Correspondance Letter

Additional fields

Dispatch/Ref. No.	UJVNL/o5/Human Resource/
Authority Signatory	54

## 5 TRANSFER ACTION

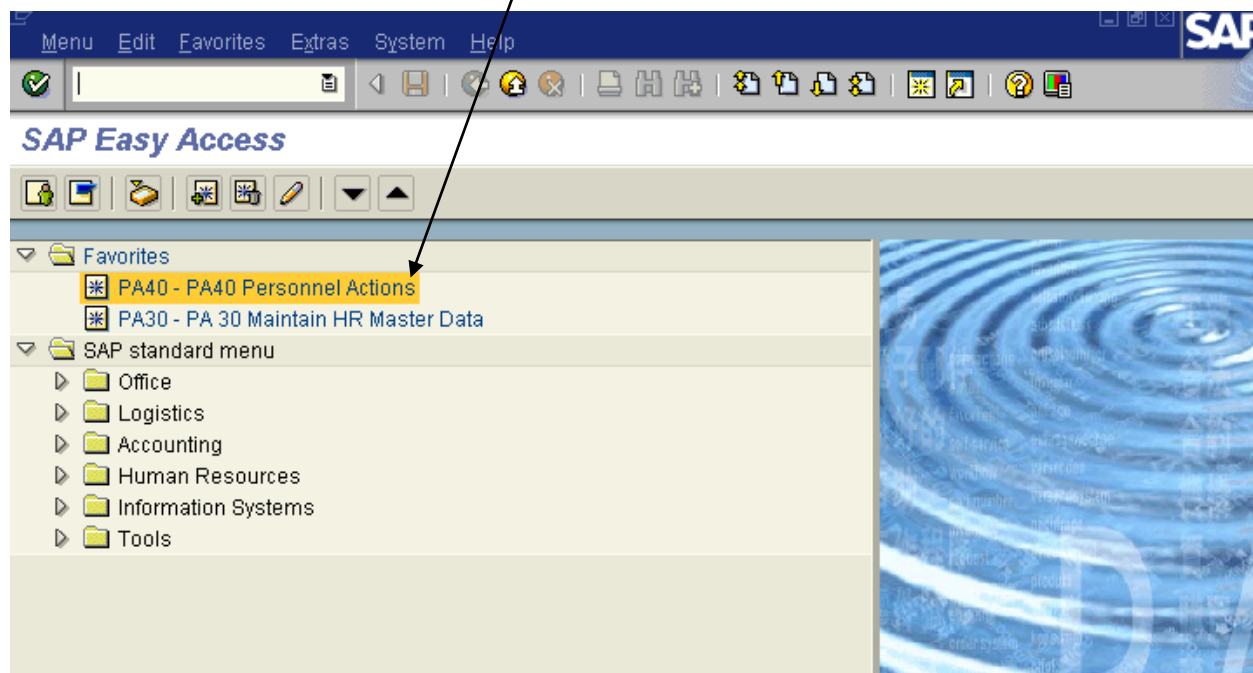
### 5.1 PROCESS NAME

For UJVNL, transfer is the movement of employee from one department/ location to other department/ location to meet the organizational needs as well as employee developmental and personal needs. Movement of employee to be associated companies is referred as Transfer/Deputation

### 5.2 PROCEDURAL STEPS

Via Menus	Human Resources → Personnel Management → Administration → HR master data → Personnel actions(PA40)
Via Transaction Code	PA40

Transaction code to start the process is '**PA40**' which needs to be entered in upper left corner of the main screen.



Following screen will appear on clicking enter – where we select the action to be executed –

Enter Employee ID to generate Transfer

Personnel no.

Name  Active

Pers.area  Dehradun EE group

Subarea  EE subgrp

From

Date of execution of Transfer Order.

Personnel Actions				
Action Type	Personn...	EE group	EE subgr...	
Hiring - UJVNL				
First Posting - UJVNL				
Deputation - UJVNL				
End of Deputation - UJVNL				
Confirmation - UJVNL				
<b>Transfer - UJVNL</b>				
Issue Probation Order - UJVNL				
Promotion - UJVNL				
Disciplinary/Suspension- UJVNL				
Seperation - UJVNL				
Revoke-Suspension UJVNL				
Extention of Probabtion- UJVNL				
Re-Joining - UJVNL				
Hiring - UJVNL - Data Migrat				
Re-Org - UJVNL - Data Mig				

Select the action - enter the From Date & then click on 'execute', which would then start the First Posting - UJVNL Action.

**IT0000** – Actions – Select Reason for transfer, Select the New position from New department, New office location, Employee Group and Employee Subgroup and click on Save button –

**Change Actions**

Execute info group    Change info group

Pers.No. 97777    Name All Orders Test

Pers.No. 97777    Pers.area UGGV Ganga Valley

EE subgrp A5 37400-67000 GP-8900    WS rule GNR-OFF General Officer

Start 01.06.2015 to 31.12.2015    Chng 20.03.2018 ABAPDEV

**Personnel action**

Action Type Transfer - UJVNL

Reason for Action 01 Nigam/work interest

**Status**

Customer-specific

Employment Active

Special payment

**Organizational assignment**

Position 02002152 Deputy General Manager -

Personnel area UGGV Ganga Valley

Employee group A Management

Employee subgroup A5 37400-67000 GP-8900

**Additional actions**

Start Date	Act.	Action Type	ActR	Reason for action
01.06.2015	ZE	Transfer - UJVNL	01	Nigam/work interest

**Hit list**

Personnel number	Name
00000001	User 1 for Actions Test
00000002	RAMNATH SINGH
00000003	Manager Leave workflows test
00000004	User for All leave
00000006	4 Test
00000007	User test
00000008	User 2
00000009	Female Test User for Leave co
00000010	Test Manager
00000011	User 5
00000012	User 6
00000013	Teas employee Married
00000015	User employee
00000017	User employee
00000019	Payroll Test
00000021	A & B Group Employee Test
00000022	user test
00000024	User 7 Test
00000025	mid of month test

Record will be saved successfully.

IT0001 – Organisation Assignment – Select the Personnel Subarea from Help –

### Copy Organizational Assignment

Org Structure

Personnel No	<input type="text" value="97777"/>	Name	<input type="text" value="All Orders Test"/>
EE group	<input type="text" value="A"/> Management	Pers.area	<input type="text" value="UGGV"/> Ganga Valley
EE subgroup	<input type="text" value="A5 37400-67000 GP-89..."/>		
Start	<input style="border: 2px solid red;" type="text" value="01.06.2015"/>	to	<input type="text" value="31.12.2015"/>

**Enterprise structure**

CoCode	<input type="text" value="1000"/> UJVN Limited	Leg.person	<input type="text"/>
Pers.area	<input type="text" value="UGGV"/> Ganga Valley	Subarea	<input type="text" value="UHDW"/> Hardwar
Cost Ctr	<input type="text"/>	Bus. Area	<input type="text"/>

**Personnel structure**

EE group	<input type="text" value="A"/> Management	Payr.area	<input type="text" value="UJ"/> UJVNL Payroll area
EE subgroup	<input type="text" value="A5 37400-67000 GP-8900"/>		
Contract	<input type="text"/>		

**Organizational plan**

Percentage	<input type="text" value="100.00"/>	<input type="button" value="Assignment"/>	
Position	<input type="text" value="02002152"/>	Genr Emp	
Job key	<input type="text" value="00000000"/>	Deputy General MAnage...	
Org. Unit	<input type="text" value="50000095"/>	FI	
Org.key	<input type="text"/>	FI	

**Administrator**


Group	<input type="text" value="UJVN"/>
PersAdmin	<input type="text"/>
Time	<input type="text"/>
PayrAdmin	<input type="text"/>
Supervisor	<input type="text"/>

**Additional fields**

Sanction Postion	<input type="text"/>
------------------	----------------------

IT0006 – Addresses – Enter new Office Address, and click on save button -

### Copy Addresses



Pers.No.	97777	Name	All Orders Test
Pers.area	UDED Dehradun	Cost Ctr	11010701 DGM CSPPO
EE subgrp	A5 37400-67000 GP-8900	WS rule	GNR-OFF General Officer
Start	01.06.2015 to		31.12.9999

**Address**

Address type	Officie address <input type="text"/>		
Care Of	<input type="text"/>		
Street and House No.	<input type="text"/>	/	<input type="text"/>
2nd Address Line	<input type="text"/>		
Postal code / city	248171	UJVNL Ltd.	
District	<input type="text"/>		
Region	<input type="text"/>		
Country Key	India <input type="text"/>		
Telephone Number	<input type="text"/>		

**Additional fields**

Hill Area	<input type="checkbox"/>
-----------	--------------------------





**Verification Details**

Sent on	<input type="text"/>
Received on	<input type="text"/>
Status	<input type="text"/>
Verification Report	<input type="text"/>



IT0007 – Work schedule – Select the new work schedule as per the new office location and department and click on save button –

### Copy Planned Working Time





 Work schedule

Pers.No.	97777	Name	All Orders Test
Pers.area	UGGV Ganga Valley		
EE subgrp	A5 37400-67000 GP-8900	WS rule	GNR-OFF General Officer
Start	01.06.2015	To	31.12.2015

---

**Work schedule rule**

Work schedule rule	GNR-OFF	General Officer
Time Mgmt status	1 - Time evaluation of actual times	
<input type="checkbox"/> Part-time employee		

---

**Working time**

Employment percent	100.00
Daily working hours	7.00
Weekly working hours	42.00
Monthly working hrs	182.00
Annual working hours	2184.00
Weekly workdays	6.00

IT0008 – Basic Pay – Enter or remove Salary component as per Location and click on save button –

### Copy Basic Pay

Wage Type Wage Type Payments and deductions

Pers.No.  Name

Pers.area  Ganga Valley

EE subgrp  37400-67000 GP-8900 WS rule  General Officer

Start  To

Payment type  Basic contract Object ID

Reason  Next increase




Pay scale		Further information	
Type	<input type="text" value="UJ"/> UJVNL - Dehradun	Capacity Util. Level	<input type="text" value="100.00"/> % <input type="text" value="PER"/>
Area	<input type="text" value="UM"/> Metro City	Work hours/period	<input type="text" value="182.00"/> Monthly
Group	<input type="text" value="A5"/> Level <input type="text"/>	Ann.salary	<input type="text"/> INR

Wa...	Wage Type Long Text	O..	Amount	Curr...	I..	A..	Number/Unit	Unit
1000	Basic Pay		16,000.00	INR		<input checked="" type="checkbox"/>		
1001	Grade pay		5,000.00	INR		<input checked="" type="checkbox"/>		
1002	Dearness Allowance		28,560.00	INR	I	<input checked="" type="checkbox"/>		
1006	Medical Allowance		1,340.00	INR	I	<input checked="" type="checkbox"/>		
				INR		<input type="checkbox"/>		
				INR		<input type="checkbox"/>		
				INR		<input type="checkbox"/>		

-

IT0906 – Correspondence Letters – Enter the Dispatch No/Reference No. and Authority and click on save.

### Copy Correspondence letter

Pers.No.	<input type="text" value="97777"/>	Name	<input type="text" value="All Orders Test"/>
Pers.area	<input type="text" value="UDED"/> Dehradun	Cost Ctr	<input type="text" value="11010701"/> DGM CSPPO
EE subgrp	<input type="text" value="A5"/> 37400-67000 GP-8900	WS rule	<input type="text" value="GNR-OFF"/> General Officer
Start	<input type="text" value="01.06.2015"/>	To	<input type="text" value="01.06.2015"/>

**Proposed New Org Data**

Personal Area	<input type="text" value="UDED"/>	Personal Sub Area	<input type="text" value="UDEH"/>
Org Unit	<input type="text" value="50000094"/>	Current Org Unit	<input type="text" value="50000095"/>
Position	<input type="text" value="2002151"/>	Effective Date	<input type="text" value="20.03.2018"/>

**Proposed New Personnel Action**

Action Type	<input type="text" value="Transfer - UJVNL"/>
Reason	<input type="text" value="01"/>

**Status Of Correspondance Letter**

**Additional fields**

Dispatch/Ref. No.	<input type="text" value="/UJVNL/05/HR/"/>
Authority Signatory	<input type="text" value="54"/>

## 6 CONFIRMATION ACTION

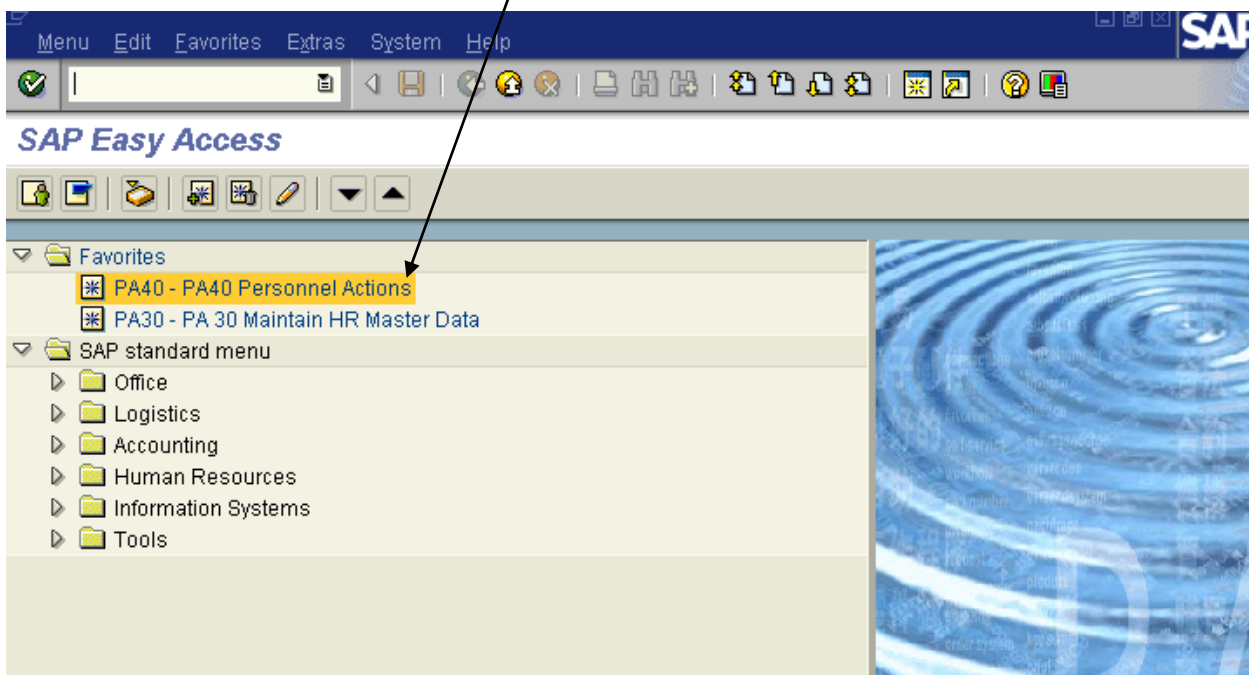
### 6.1 PROCESS NAME

In UJVNL employee goes on Probation, when an employee is fresh recruited. All the new joiners (Trainees and Lateral Hires) must serve the Probation period of 2 years on Initial Appointment. Trainees’ probation duration will only start after year when trainee will clear the exam, interview and approval of quarterly submitted review by the reporting authorities.

### 6.2 PROCEDURAL STEPS

Via Menus	Human Resources → Personnel Management → Administration → HR master data → Personnel actions(PA40)
Via Transaction Code	PA40

Transaction code to start the process is ‘**PA40**’ which needs to be entered in upper left corner of the main screen.



Following screen will appear on clicking enter – where we select the action to be executed –

### Personnel Actions

Find by

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

Personnel no.

From

Personnel Actions

Action Type	Personn...	EE group	EE subgr...
Hiring - UJVNL			
First Posting - UJVNL			
Deputation - UJVNL			
End of Deputation - UJVNL			
Confirmation - UJVNL			
Transfer - UJVNL			
Issue Probation Order - UJVNL			
Promotion - UJVNL			
Disciplinary/Suspension- UJVNL			
Seperation - UJVNL			
Revoke-Suspension UJVNL			
Extention of Probabtion- UJVNL			
Re-Joining - UJVNL			
Hiring - UJVNL - Data Migrat			
Re-Org - UJVNL - Data Mig			

Hit list

Personnel number	Name
00000001	User 1 for Actions Test
00000002	RAMNATH SINGH
00000003	Manager Leave workflows test
00000004	User for All leave
00000006	4 Test
00000007	User test
00000008	User 2
00000009	Female Test User for Leave co
00000010	Test Manager
00000011	User 5
00000012	User 6
00000013	Teas employee Married
00000015	User employee
00000017	User employee
00000019	Payroll Test
00000021	A & B Group Employee Test

**IT0000** – Actions – Select Reason for Confirmation, Select/Check position from department, office location, Employee Group and Employee Subgroup and click on Save button –

Change info group

Pers.No.	97777				
Pers.No.	97777	Name	All Orders Test		
Pers.area	UGGV	Ganga Valley			
EE subgrp	A4	37400-67000 GP-10000	WS rule	GNR-OFF	General Officer
Start	01.01.2017	to	31.12.9999	Chng	23.03.2018 VINAY

---

Personnel action

Action Type	Confirmation - UJVNL
Reason for Action	01 Confirmation of Trainee

---

Status

Customer-specific	
Employment	Active
Special payment	

---

Organizational assignment

Position	02002152	Deputy General Manager -
Personnel area	UGGV	Ganga Valley
Employee group	A	Management
Employee subgroup	A4	37400-67000 GP-10000

---

Additional actions

Start Date	Act.	Action Type	ActR	Reason for action
01.01.2017	ZD	Confirmation - UJVNL	01	Confirmation of Trainee

IT0001 – Organisation Assignment – Select the Personnel Subarea from Help –

### Copy Organizational Assignment

Org Structure

Personnel No	<input type="text" value="97777"/>	Name	<input type="text" value="All Orders Test"/>
EE group	<input type="text" value="A"/> Management	Pers.area	<input type="text" value="UGGV"/> Ganga Valley
EE subgroup	<input type="text" value="A4"/> 37400-67000 GP-10...		
Start	<input type="text" value="01.01.2017"/> to		<input type="text" value="31.03.2017"/>

**Enterprise structure**

CoCode	<input type="text" value="1000"/> UJVN Limited	Leg.person	<input type="text"/>
Pers.area	<input type="text" value="UGGV"/> Ganga Valley	Subarea	<input type="text" value="UHDW"/> Hardwar
Cost Ctr	<input type="text"/>	Bus. Area	<input type="text"/>

**Personnel structure**

EE group	<input type="text" value="A"/> Management	Payr.area	<input type="text" value="UJ"/> UJVNL Payroll area
EE subgroup	<input type="text" value="A4"/> 37400-67000 GP-10000		
		Contract	<input type="text"/>

**Organizational plan**

Percentage	<input type="text" value="100.00"/>	Assignment	
Position	<input type="text" value="02002152"/>	Genr Emp	
		Deputy General MAnage...	
Job key	<input type="text" value="00000000"/>		
Org. Unit	<input type="text" value="50000095"/>	FI	
		FI	
Org.key	<input type="text"/>		

**Administrator**


Group	<input type="text" value="UJVN"/>
PersAdmin	<input type="text"/>
Time	<input type="text"/>
PayrAdmin	<input type="text"/>
Supervisor	<input type="text"/>

**Additional fields**

Sanction Postion	<input type="text"/>
------------------	----------------------

**IT0007** – Work schedule – Select the new work schedule as per the new office location and department and click on save button –

### Copy Planned Working Time


Work schedule

Pers.No.	97777	Name	All Orders Test	
Pers.area	UGGV Ganga Valley			
EE subgrp	A4 37400-67000 GP-10000	WS rule	GNR-OFF	General Officer
Start	01.01.2017	To	31.12.9999	

**Work schedule rule**

Work schedule rule	GNR-OFF	General Officer
Time Mgmt status	1 - Time evaluation of actual times	

Part-time employee

**Working time**

Employment percent	100.00
Daily working hours	7.00
Weekly working hours	42.00
Monthly working hrs	182.00
Annual working hours	2184.00
Weekly workdays	6.00



IT0008 – Basic Pay – Enter or remove Salary component as per Location and click on save button –

### Copy Basic Pay

Wage Type
 Wage Type
 Payments and deductions

Pers.No.  Name

Pers.area  Ganga Valley

EE subgrp  37400-67000 GP-10000 WS rule  General Officer

Start  To

Payment type  Basic contract Object ID

Reason  Next increase

Pay scale		Further information	
Type	<input type="text" value="UJ"/> UJVNL - Dehradun	Capacity Util. Level	<input type="text" value="100.00"/> % <input type="text" value="PER"/>
Area	<input type="text" value="UM"/> Metro City	Work hours/period	<input type="text" value="182.00"/> Monthly
Group	<input type="text" value="A4"/> Level <input type="text"/>	Ann.salary	<input type="text"/> INR

Wa...	Wage Type Long Text	O..	Amount	Curr...	I...	A..	Number/Unit	Unit
1000	Basic Pay		18,000.00	INR		<input checked="" type="checkbox"/>		
1001	Gradepay		5,000.00	INR		<input checked="" type="checkbox"/>		
1002	Dearness Allowance		31,280.00	INR	I	<input checked="" type="checkbox"/>		
1006	Medical Allowance		1,340.00	INR	I	<input checked="" type="checkbox"/>		
				INR		<input type="checkbox"/>		
				INR		<input type="checkbox"/>		
				INR		<input type="checkbox"/>		

-

IT0267 –Individual Reimbursement – Please select wage type and amount If any reimbursement need to be processed or Click on skip button to skip the step –

### Create Recurring Payments/Deductions



Pers.No.	97777	Name	All Orders Test
Pers.area	UGGV Ganga Valley		
EE subgrp	A4 37400-67000 GP-10000	WS rule	GNR-OFF General Officer
Start	01.01.2017 to		31.12.9999

#### Recurring Payments/Deductions

Wage Type	<input checked="" type="checkbox"/>
Amount	<input type="text"/> INR <input type="checkbox"/> Ind.val.
Number/unit	<input type="text"/>
Assignment Number	<input type="text"/>
Reason for Change	<input type="checkbox"/>

#### Payment dates

1st payment period	<input type="checkbox"/>	or	1st payment date	<input type="text"/>
Interval in periods	<input type="checkbox"/>		Interval/Unit	<input type="text"/>

**IT0015** – Additional Payment – Please select wage type and amount If any reimbursement need to be processed or Click on skip button to skip the step –

### Create Additional Payments



Pers.No.	97777	Name	All Orders Test
Pers.area	UGGV Ganga Valley		
EE subgrp	A4 37400-67000 GP-10000	WS rule	GNR-OFF General Officer

#### Additional Payments

Wage Type	<input type="text"/>
Amount	<input type="text"/> INR <input type="text"/>
Number/unit	<input type="text"/>
Date of origin	01.01.2017
Default Date	<input type="text"/>
Assignment Number	<input type="text"/>
Reason for Change	<input type="text"/>

**IT0016** – Contract Elements - Select Probation Period and Probation Valid until and click on save , Or Click on skip button to skip the step –

### Change Contract Elements






Pers.No.	97777	Name	All Orders Test
Pers.area	UGGV Ganga Valley		
EE subgrp	A4 37400-67000 GP-10000	WS rule	GNR-OFF General Officer
Start	01.01.2017 to 31.12.9999	Chgd	23.03.2018 VINAY

Contract Type	Probation - UJVN	Valid Until	31.12.2019
Probationary Period	2 Years		
ER Notice Period	3 MONTHS		
EE Notice Period	3 MONTHS		

**IT0906** – Correspondence Letters – Enter the Dispatch No/Reference No. and Authority and click on save.

**Create Correspondence letter**

Pers.No.	97777	Name	All Orders Test
Pers.area	UDED Dehradun	Cost Ctr	11010701 DGM CSPPO
EE subgrp	A5 37400-67000 GP-8900	WS rule	GNR-OFF General Officer
Start	01.01.2017	To	01.01.2017




**Proposed New Org Data**

Personal Area	UDED	Personal Sub Area	UDEH
Org Unit	50000094	Current Org Unit	
Position	2002151	Effective Date	28.03.2018

**Proposed New Personnel Action**

Action Type	Confirmation - UJVNL
Reason	01

**Status Of Correspondance Letter**

 Preview Letter
 Generate & Mail
 Generate & Print

**Additional fields**

Dispatch/Ref. No.	
Authority Signatory	

**7 PROMOTION ACTION**

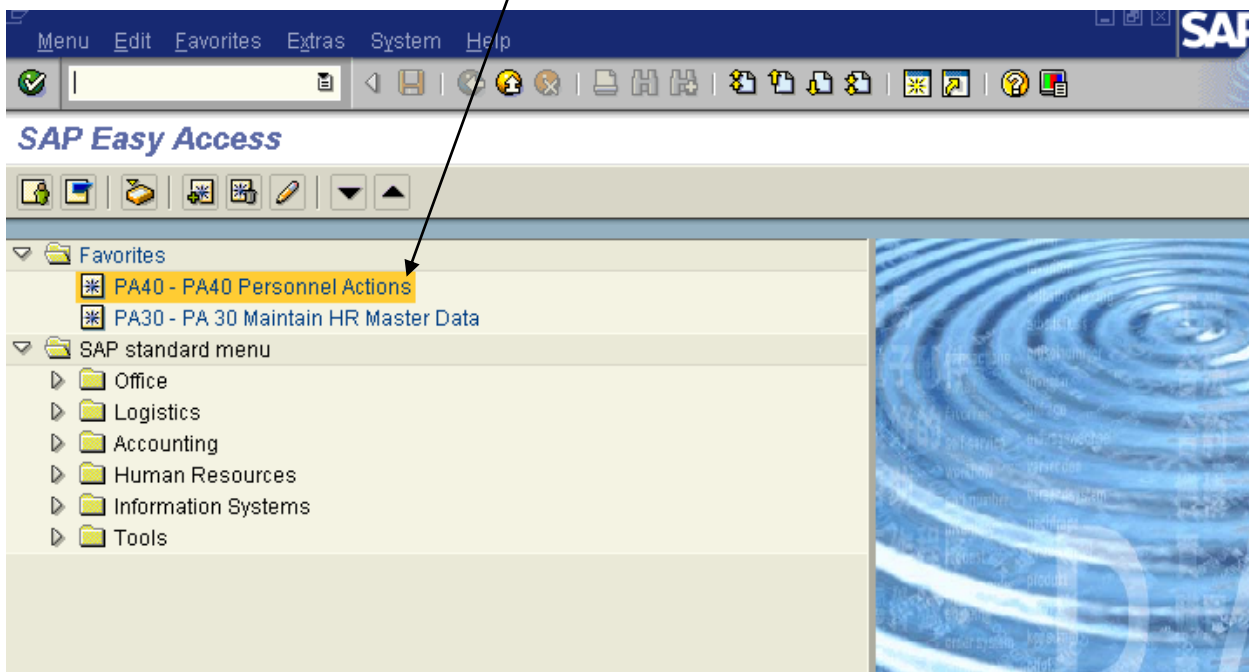
**7.1 PROCESS NAME**

In UJVNL DGM(P) prepares the action plan and sends the details to Departmental Promotion Committee. For filling any vacant posts DGM(P) receive the action plan and evaluate ACR, Seniority list and service books and compares with the current post regulations. Post will always change with the employee’s promotion, in case if employee is on higher slabs then employee’s salary slab may not be changed. Selection criteria will be based on date i.e. 1’st July every year. And employee should be eligible for vacancy criteria. And the Vacancy of post will be available from 1’st July to 30’t Jun.

**7.2 PROCEDURAL STEPS**

Via Menus	Human Resources → Personnel Management → Administration → HR master data → Personnel actions(PA40)
Via Transaction Code	PA40

Transaction code to start the process is ‘**PA40**’ which needs to be entered in upper left corner of the main screen.



Following screen will appear on clicking enter – where we select the action to be executed –

**Personnel Actions**



Find by

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

Personnel no.

From



Hit list

Personnel number	Name
00000001	User 1 for Actions Test
00000002	RAMNATH SINGH
00000003	Manager Leave workflows test
00000004	User for All leave
00000006	4 Test
00000007	User test
00000008	User 2
00000009	Female Test User for Leave co
00000010	Test Manager
00000011	User 5
00000012	User 6
00000013	Teas employee Married
00000015	User employee
00000017	User employee
00000019	Payroll Test
00000021	A & B Group Employee Test

Personnel Actions

Action Type	Personn...	EE group	EE subgr...
Hiring - UJVNL			
First Posting - UJVNL			
Deputation - UJVNL			
End of Deputation - UJVNL			
Confirmation - UJVNL			
Transfer - UJVNL			
Issue Probation Order - UJVNL			
Promotion - UJVNL			
Disciplinary/Suspension- UJVNL			
Seperation - UJVNL			
Revoke-Suspension UJVNL			
Extention of Probabtion- UJVNL			
Re-Joining - UJVNL			
Hiring - UJVNL - Data Migrat			
Re-Org - UJVNL - Data Mig			

**IT0000** – Actions – Select Reason for Promotion, Select the New position from New department, New office location, Employee Group and Employee Subgroup and click on Save button –

Change info group

Pers.No.	97777				
Pers.No.	97777	Name	All Orders Test		
Pers.area	UGGV	Ganga Valley			
EE subgrp	A4	37400-67000 GP-10000	WS rule	GNR-OFF	General Officer
Start	01.01.2016	to	31.12.2016	Chng	21.03.2018 VINAY

---

Personnel action

Action Type	Promotion - UJVNL
Reason for Action	02 Promotion

---

Status

Customer-specific	
Employment	Active
Special payment	

---

Organizational assignment

Position	02002152	Deputy General Manager -
Personnel area	UGGV	Ganga Valley
Employee group	A	Management
Employee subgroup	A4	37400-67000 GP-10000

---

Additional actions

Start Date	Act.	Action Type	ActR	Reason for action
01.01.2016	ZG	Promotion - UJVNL	02	Promotion

IT0001 – Organisation Assignment – Select the Personnel Subarea from Help –

### Copy Organizational Assignment

Org Structure

Personnel No	97777	Name	All Orders Test
EE group	A Management	Pers.area	UGGV Ganga Valley
EE subgroup	A4 37400-67000 GP-10...		
Start	01.01.2016 to		31.12.2016

---

Enterprise structure

CoCode	1000 UJVN Limited	Leg.person	
Pers.area	UGGV Ganga Valley	Subarea	UHDW Hardwar
Cost Ctr		Bus. Area	

---

Personnel structure

EE group	A Management	Payr.area	UJ UJVNL Payroll area
EE subgroup	A4 37400-67000 GP-10000	Contract	

---

Organizational plan		Administrator	
Percentage	100.00	Group	UJVN
Position	02002152 Genr Emp Deputy General MANage...	PersAdmin	
Job key	00000000	Time	
Org. Unit	50000095 FI FI	PayrAdmin	
Org.key		Supervisor	

---

Additional fields

Sanction Postion	
------------------	--



**IT0007** – Work schedule – Select the new work schedule as per the new office location and department and click on save button –

### Copy Planned Working Time




 Work schedule

Pers.No.	97777	Name	All Orders Test
Pers.area	UGGV Ganga Valley		
EE subgrp	A4 37400-67000 GP-10000	WS rule	GNR-OFF General Officer
Start	01.01.2016	To	31.12.2016

#### Work schedule rule

Work schedule rule	GNR-OFF	General Officer
Time Mgmt status	1 - Time evaluation of actual times	
<input type="checkbox"/> Part-time employee		

#### Working time

Employment percent	100.00
Daily working hours	7.00
Weekly working hours	42.00
Monthly working hrs	182.00
Annual working hours	2184.00
Weekly workdays	6.00

IT0008 – Basic Pay –Select Payroll Type, Payroll Area, Payroll Group and Enter New salary as per New slab –

### Copy Basic Pay

Wage Type Wage Type Payments and deductions

Pers.No.  Name

Pers.area  Ganga Valley

EE subgrp  37400-67000 GP-10000 WS rule  General Officer

Start  To

Payment type  Basic contract Object ID

Reason  Next increase


Pay scale		Further information	
Type	<input type="text" value="UJ"/> UJVNL - Dehradun	Capacity Util. Level	<input type="text" value="100.00"/> % <input type="text" value="PER"/>
Area	<input type="text" value="UM"/> Metro City	Work hours/period	<input type="text" value="182.00"/> Monthly
Group	<input type="text" value="A4"/> Level <input type="text"/>	Ann.salary	<input type="text"/> INR

Wa...	Wage Type Long Text	O..	Amount	Curr...	I..	A..	Number/Unit	Unit
1000	Basic Pay		18,000.00	INR		<input checked="" type="checkbox"/>		
1001	Gradepay		5,000.00	INR		<input checked="" type="checkbox"/>		
1002	Dearness Allowance		31,280.00	INR	I	<input checked="" type="checkbox"/>		
1006	Medical Allowance		1,340.00	INR	I	<input checked="" type="checkbox"/>		
				INR		<input type="checkbox"/>		
				INR		<input type="checkbox"/>		
				INR		<input type="checkbox"/>		

IV  -   INR

**IT0267** –Individual Reimbursement – Please select wage type and amount If any reimbursement need to be processed or Click on skip button to skip the step –

### Create Recurring Payments/Deductions



Pers.No.	<input type="text" value="97777"/>	Name	<input type="text" value="All Orders Test"/>	
Pers.area	<input type="text" value="UGGV"/> Ganga Valley			
EE subgrp	<input type="text" value="A4"/> 37400-67000 GP-10000	WS rule	<input type="text" value="GNR-OFF"/>	General Officer
Start	<input type="text" value="01.01.2016"/> to	<input type="text" value="31.12.9999"/>		

**Recurring Payments/Deductions**

Wage Type	<input checked="" type="checkbox"/>
Amount	<input type="text"/> <input type="text" value="INR"/> <input type="text" value="Ind.val."/>
Number/unit	<input type="text"/>
Assignment Number	<input type="text"/>
Reason for Change	<input type="checkbox"/>

**Payment dates**

1st payment period	<input type="checkbox"/>	or	1st payment date	<input type="text"/>
Interval in periods	<input type="checkbox"/>		Interval/Unit	<input type="text"/>

**IT0015 – Additional Payment – Please select wage type and amount If any reimbursement need to be processed or Click on skip button to skip the step –**

### Create Additional Payments




Pers.No.	<input type="text" value="97777"/>	Name	<input type="text" value="All Orders Test"/>
Pers.area	<input type="text" value="UGGV"/> Ganga Valley		
EE subgrp	<input type="text" value="A4"/> 37400-67000 GP-10000	WS rule	<input type="text" value="GNR-OFF"/> General Officer

#### Additional Payments

Wage Type	<input type="text"/>
Amount	<input type="text"/> <input type="text" value="INR"/> <input type="text"/>
Number/unit	<input type="text"/>
Date of origin	<input type="text" value="01.01.2016"/>
Default Date	<input type="text"/>
Assignment Number	<input type="text"/>
Reason for Change	<input type="text"/>

IT0906 – Correspondence Letters – Enter the Dispatch No/Reference No. and Authority and click on save.

### Copy Correspondence letter



Pers.No.	<input type="text" value="97777"/>	Name	<input type="text" value="All Orders Test"/>
Pers.area	<input type="text" value="UDED"/> Dehradun	Cost Ctr	<input type="text" value="11010701"/> DGM CSPPO
EE subgrp	<input type="text" value="A5"/> 37400-67000 GP-8900	WS rule	<input type="text" value="GNR-OFF"/> General Officer
Start	<input type="text" value="01.01.2016"/>	To	<input type="text" value="01.01.2016"/>

**Proposed New Org Data**

Personal Area	<input type="text" value="UDED"/>	Personal Sub Area	<input type="text" value="UDEH"/>
Org Unit	<input type="text" value="50000094"/>	Current Org Unit	<input type="text"/>
Position	<input type="text" value="2002151"/>	Effective Date	<input type="text" value="21.03.2018"/>

**Proposed New Personnel Action**

Action Type	<input type="text" value="Promotion - UJVNL"/>
Reason	<input type="text" value="02"/>

**Status Of Correspondance Letter**

**Additional fields**

Dispatch/Ref. No.	<input type="text" value="/UJVNL/05/Human Resource"/>
Authority Signatory	<input type="text" value="54"/>

## 8 SEPARATION ACTION

### 8.1 PROCESS NAME

As per the UJVNL policy, 3 months will be provisional / notice period for all the employees. During hiring action system will be defaulted with the 3 month notice period data stored in infotype 0016

Notice Period before confirmation will be 1 month only.

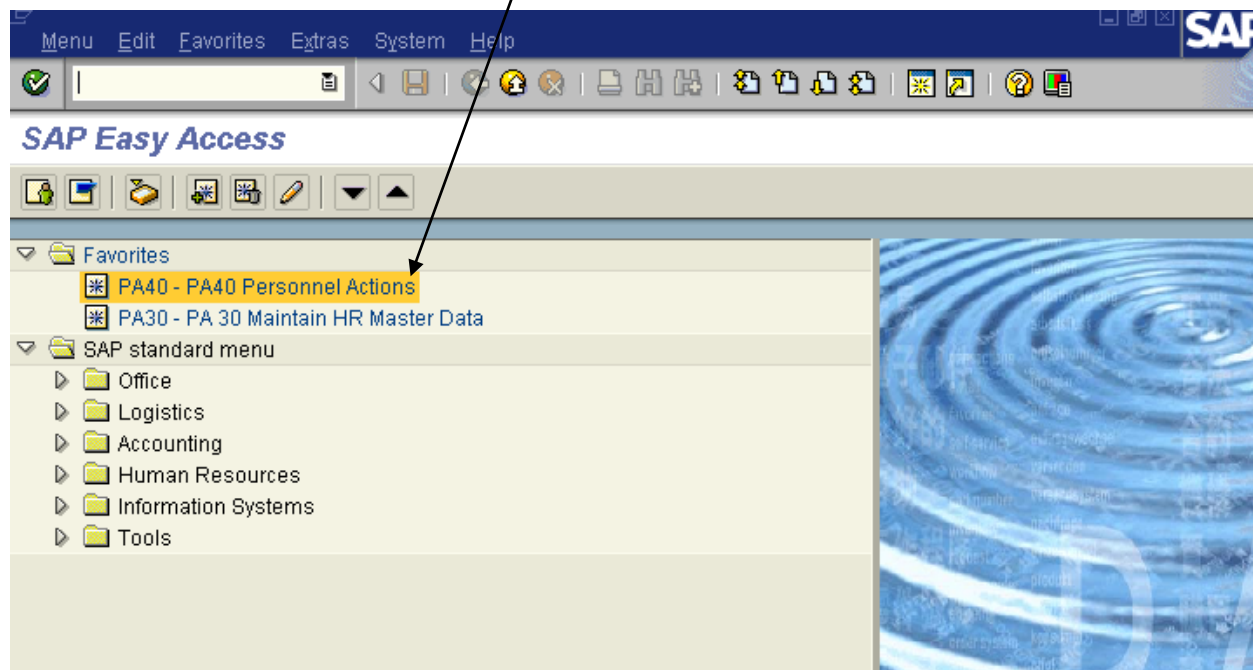
**Employee Self Service:** All the employees in UJVNL can access the separation tab in Employee self-service portal, Employee should raise the separation request with a reason. Separation request form will be defaulted with employee master data important fields automatically such as current level/salary slab and post of employee, location, department, joining date etc.

- VRS
- Resignation
- Retirement.

### 8.2 PROCEDURAL STEPS

Via Menus	Human Resources → Personnel Management → Administration → HR master data → Personnel actions(PA40)
Via Transaction Code	PA40

Transaction code to start the process is 'PA40' which needs to be entered in upper left corner of the main screen.



Following screen will appear on clicking enter – where we select the action to be executed –

### Personnel Actions

Find by

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

Personnel no.

From

Personnel number	Name
00000001	User 1 for Actions Test
00000002	RAMNATH SINGH
00000003	Manager Leave workflows test
00000004	User for All leave
00000006	4 Test
00000007	User test
00000008	User 2
00000009	Female Test User for Leave co
00000010	Test Manager
00000011	User 5
00000012	User 6
00000013	Teas employee Married
00000015	User employee
00000017	User employee
00000019	Payroll Test
00000021	A & B Group Employee Test

Action Type	Personn...	EE group	EE subgr...
Hiring - UJVNL			
First Posting - UJVNL			
Deputation - UJVNL			
End of Deputation - UJVNL			
Confirmation - UJVNL			
Transfer - UJVNL			
Issue Probation Order - UJVNL			
Promotion - UJVNL			
Disciplinary/Suspension- UJVNL			
Seperation - UJVNL			
Revoke-Suspension UJVNL			
Extention of Probabtion- UJVNL			
Re-Joining - UJVNL			
Hiring - UJVNL - Data Migrat			
Re-Org - UJVNL - Data Mig			

## 9 PROMOTION ELIGIBILITY REPORT

### 9.1 PROCESS NAME

1. In UJVNL all posts have definite criteria which employee must fulfill to be eligible for promotion in the company
2. Promotion will always be eligible from 1<sup>st</sup> July for any post
3. These criteria could be combination of,
  - a. Minimum Number of years in UJVNL
  - b. Minimum number of years @ certain post
  - c. Minimum level of education or degree or certificate
4. These criteria's will be stored in the system in tables post wise
5. HR Administrator will have detail promotion eligibility Report in the system to be run in the month of May/Jun of the year i.e. end of UJVNL appraisal cycle
  - a. Report will contain last 3 years APR ratings
  - b. Report will contain employee's seniority in the UJVNL
  - c. Report will Detail if any disciplinary action going on or completed on the employee
  - d. Report will Detail if any grievance raised against employee
  - e. Any other details if any
6. Administrator will have run the report to find the list of eligible with above report which needs to analyze manually
7. Selected records of the promotion eligibility report will be present to the DPC – Promotion committee of the Snr. Management.
8. DPC takes interview of the eligible candidates and takes decision of the promotion
9. Detail comments and paper work of the DPC if there is any can be uploaded in to the system as scan copy for records
10. Central HR Administrator will run the promotion action for the selected employees in the system which will record,
  - a. Promotion date
  - b. New Cadre / EG/ESG in master data – 0001 infotype
  - c. New Post and Position in the organogram
11. With the promotion, system will be updated with the one increment i.e. 3% Basis and GPA
12. Employees Post will always change with promotion, but if employee is already on higher slabs, salary increment will not be given.



## 9.2 PROCEDURAL STEPS

Go to Tcode – ZHR\_ADMIN

Click on Maintain Prootion Criteria –

**Approval Matrix**

**Data Maintenance**

- NOC Approval Flow
- Maintain Application Key
- Generic Application Approval Flow
- Maintain Appointment Letter Forms
- Maintain Promotion Criteria

Maintain Promotion Cirteria –

**Change View "Promotion Eligibility": Overview**

New Entries

Current Post Se...	Promoted Post Sequenc...	Type of Promotion	Start Date	End Date	Years at level	Years of Service	Min Required Avg (%...	Minimun required...	Minimum Qualification Duration	Trade
10000040	10000030	Normal Promotion	01.01.2005	31.12.9999	3		70.00	50.00		

Go to Tcode – ZHR\_ADMIN

Click on Promotion Eligibility Report –

## HR Admin Dashboard

### Data Maintenance

NOC Approval Flow
Maintain Application Key
Generic Application Approval Flow
Maintain Appointment Letter Forms
Maintain Promotion Criteria

### Reports

Document Submission Status
Training Nomination
Training Assessment Reminder
Upload Training Feedback
New Joiner Mail
Notification for Short Lecture
HR Forms Status Approval
Promotion Eligibility Report

Enter the Prmotion Period –

Click on Execute button –

**Promotion Eligibility Report**

Further selections Search helps Sort order

**Period**

Today       Current month       Current year  
 Up to today       From today

Other period

Data Selection Period  To   
Person selection period  To   
Payroll period

**Selection**

Personnel Number	<input type="text"/>	<input type="button" value="→"/>
Employment status	<input type="text"/>	<input type="button" value="→"/>
Company Code	<input type="text"/>	<input type="button" value="→"/>
Personnel area	<input type="text"/>	<input type="button" value="→"/>
Personnel subarea	<input type="text"/>	<input type="button" value="→"/>
Payroll area	<input type="text"/>	<input type="button" value="→"/>
Pers.area/subarea/cost center	<input type="text"/>	<input type="button" value="→"/>
Employee group/subgroup	<input type="text"/>	<input type="button" value="→"/>

Promotion Eligibility report will be displayed based on the eligible employees -

**10 ANNUAL INCREMENT REPORT**

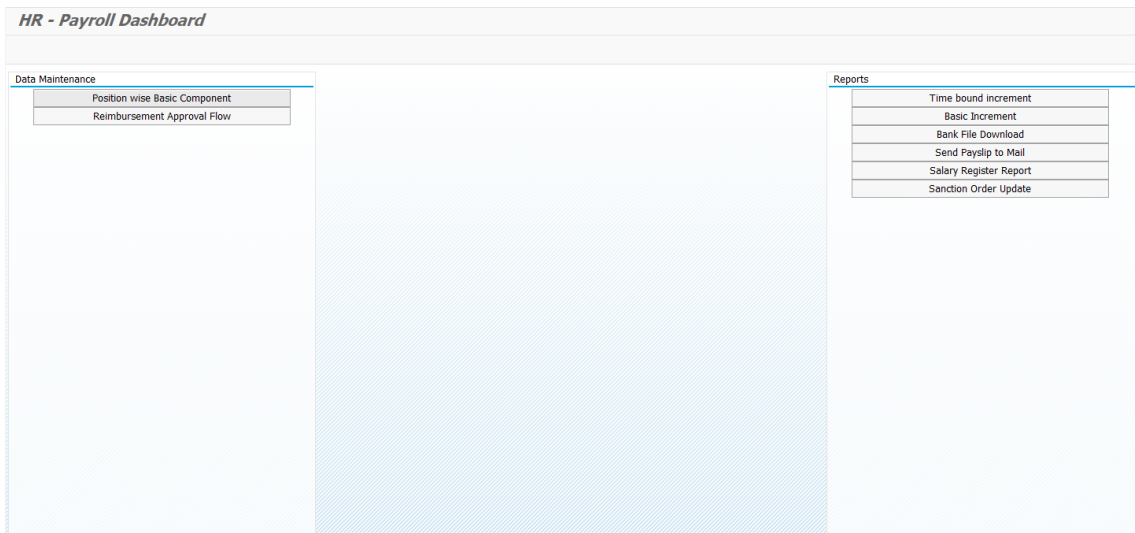
**10.1 PROCESS NAME**

- a) In UJVNL there will be 2 increment cycles January – December.
- b) HR Admin will generate the list of eligible employees for increment
- c) Employees who are serving the Probation period will not be eligible for increment in that cycle.
- d) Minimum 6 Months continuity in service is mandatory.
- e) Due data presence excluding CL is required or increment will be shifted by number of days' leave.
- f) Increment cycles date will be changing from next year i.e. (January 1<sup>st</sup> & June 1<sup>st</sup>)
- g) 3 % increment will be given to all the eligible employees, On Basic + Grade Pay will be considered for increment.

**10.2 PROCEDURAL STEPS**

Go to Tcode – ZHR\_PY – Payroll administrator –

Click on Basic Increment -



Enter Increment Period 1<sup>st</sup> Jan or 1<sup>st</sup> July

### Basic Increment Report

Selections from Search helps Sort order Org. structure

Key date

Today

Other keydate

Key Date

Selection

Personnel Number

Employment status

Personnel area

Personnel subarea

Employee group

Employee subgroup

Payroll area

Select Percentage

Percentage

Increment Report will be displayed -

### Basic Increment Report

Increment Update Report

Report Generated on 20180328  
Report Generated by VINAY

Select	Employee No	Employee Name	Employee Group Desc.	Employee Sub Group Desc.	Plan Desc.	Old Basic	Old Grade Pay	Percentage	Increment Date	New Basic	New Grade Pay
<input type="checkbox"/>	45	Management A1 Executive	Management	PB-4+HAG+69010-79000		0.00	0.00	3	01.01.2017	0.00	0.00
<input type="checkbox"/>	46	Management A2 Executive	Management	PB-4+67000-79000		30,000.00	21,000.00	3	01.01.2017	31,530.00	21,000.00
<input type="checkbox"/>	47	Officer B1 Executive	Officers	15600-39100 GP-5400		40,000.00	11,000.00	3	01.01.2017	41,530.00	11,000.00
<input type="checkbox"/>	48	Officer B2 Executive	Officers	9300-34800 GP-4400		30,000.00	12,000.00	3	01.01.2017	31,260.00	12,000.00
<input type="checkbox"/>	49	Officer B2 Executive	Officers	9300-34800 GP-4400	General Employee	30,000.00	10,000.00	3	01.01.2017	31,200.00	10,000.00
<input type="checkbox"/>	56	Technician C1 Technician	Technicians	9300-34800 GP-4600	Technician	0.00	0.00	3	01.01.2017	0.00	0.00
<input type="checkbox"/>	57	Technician C2 Technician	Technicians	9300-34800 GP-4200		0.00	0.00	3	01.01.2017	0.00	0.00
<input type="checkbox"/>	90002	Amit Singh	Management	PB-4+67000-79000	Sr. Manager	0.00	0.00	3	01.01.2017	0.00	0.00
<input type="checkbox"/>	90183	test Test	Management	PB-4+HAG+69010-79000		0.00	0.00	3	01.01.2017	0.00	0.00
<input type="checkbox"/>	91895	Virender Negi	Management	15600-39100 GP-6600		91,100.00	5,400.00	3	01.01.2017	93,995.00	5,400.00
<input type="checkbox"/>	900033	Confirmation Test	Management	PB-4+HAG+69010-79000	Deputy General Manager - UM	40,000.00	5,600.00	3	01.01.2017	41,368.00	5,600.00

Select Employee to apply Basic increment – Click o Update Salary details -

### Basic Increment Report

Increment Update Report

Report Generated on 20180328

Document lines: Display messages

Typ	Itm	Message text
001		Salary Details for employee 00000000 updated successfully.

Select	Employee No	Employee Name	Employee Group Desc.	Employee Sub Group Desc.	Plan Desc.	Old Basic	Old Grade Pay	Percentage	Increment Date	New Basic	New Grade Pay
<input checked="" type="checkbox"/>	57	Technician C2 Technician	Technicians	9300-34800 GP-4200		0.00	0.00	3	01.01.2017	0.00	0.00
<input type="checkbox"/>	90002	Amit Singh	Management	PB-4+67000-79000	Sr. Manager	0.00	0.00	3	01.01.2017	0.00	0.00
<input type="checkbox"/>	90183	test Test	Management	PB-4+HAG+69010-79000		0.00	0.00	3	01.01.2017	0.00	0.00
<input type="checkbox"/>	91895	Virender Negi	Management	15600-39100 GP-6600		91,100.00	5,400.00	3	01.01.2017	93,995.00	5,400.00
<input type="checkbox"/>	900033	Confirmation Test	Management	PB-4+HAG+69010-79000	Deputy General Manager - UM	40,000.00	5,600.00	3	01.01.2017	41,368.00	5,600.00

Salary details will be updated.

**11 TIME BOUND INCREMENT REPORT**

**11.1 PROCESS NAME**

In UJVNL\_Time Bound increments falls under 2 slabs.

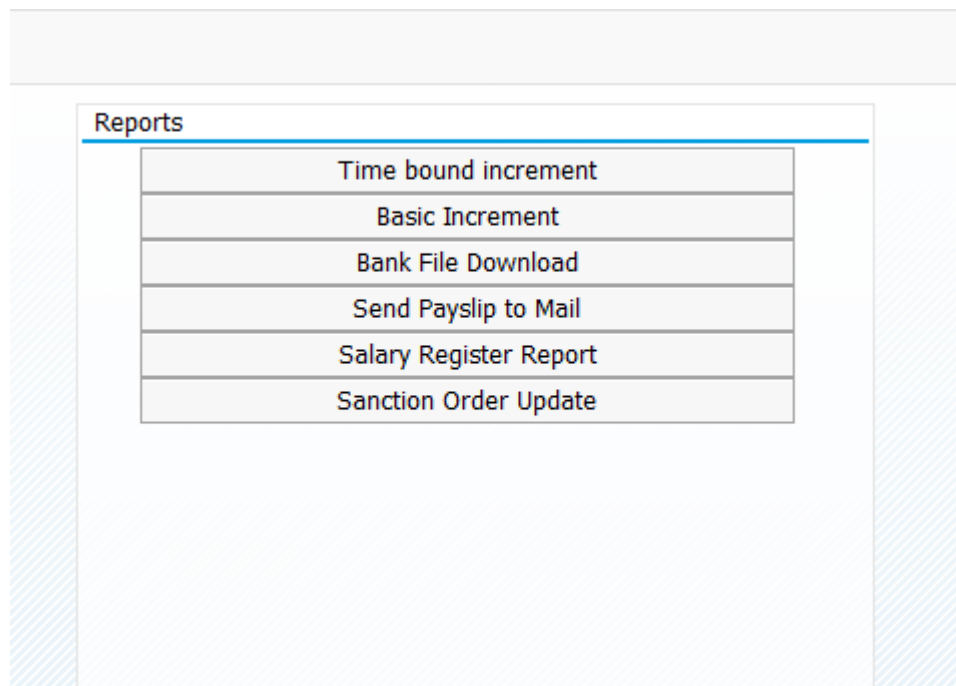
1. For all the employees Before 14 Jun 2013 completion of 9 years falls under Time Slabs - 9 - 5 - 5 years. If employee got promotion before the slab duration, still employee will be eligible for time bound increment and next slab will start only with as 9- 5 - 5. Increment will raise for salary slab to minimum pay of slab or 3 % on existing salary within that base slab. Grade pay will always be changed with time bound Date of increment will be always hiring date

2. For all the employees after 14 Jun 2013 completion of 9 years falls under Time Slabs - 9 - 5 - 5 years. If employee got promoted before slab duration, eligible for time bound increment but time bound scale will start from promotion date. Increment will be to raise salary slab to minimum pay of slab or 3 % on existing salary within that base slab. Grade will always change with time bound.

Date of increment will be Promotion date or if not promotion till date then hiring date.

**11.2 PROCEDURAL STEPS**

Go to Tcode ZHR\_PY – Payroll administrator –



Click on Time bound Increment –

Click on Time bound increment –  
 Enter Increment date –  
 Click on Execute button –

### Time bound increment Report

Further selections Search helps Sort order

Period

Today       Current month       Current year  
 Up to today       From today  
 Other period

Data Selection Period: 01012017 To:

Person selection period:  To:

Payroll period:

---

Selection

Personnel Number:   
 Employment status: 3  
 Company Code:   
 Personnel area:   
 Personnel subarea:   
 Payroll area:   
 Pers.area/subarea/cost center:   
 Employee group/subgroup:

---

Select Percentage

Percentage: 3

Time bound increment

ACP  
 Time scale fixation

### Time bound increment Report

Report Generated on 20180328  
 Report Generated by VINAY

Select	Employee No	Employee Name	Employee Group Desc.	Employee Sub Group Desc.	Plan Desc.	Old Basic	Old Grade Pay	Percentage	Increment Date	New Basic	New Grade Pay
<input type="checkbox"/>	91216	91216 1210KUMAR AGARWAL	Management	37400-67000 GP-8900	Test Position	0.00	0.00	0		0.00	0.00
<input type="checkbox"/>	91219	91219 1211BIST	Management	37400-67000 GP-8700		0.00	0.00	0		0.00	0.00
<input type="checkbox"/>	91226	91226 1213P DINKAR	Management	37400-67000 GP-8900		0.00	0.00	0		0.00	0.00
<input type="checkbox"/>	91230	91230 1214BADONI	Management	37400-67000 GP-11500		0.00	0.00	0		0.00	0.00
<input type="checkbox"/>	91235	91235 1216KUMAR NAILWAL	Management	37400-67000 GP-8700		0.00	0.00	0		0.00	0.00
<input type="checkbox"/>	91249	91249 1217DJMRI	Management	37400-67000 GP-8900		0.00	0.00	0		0.00	0.00

Increment Report will b displayed.

## 12 EMPLOYEE MASTER REPORT

### 12.1 PROCESS NAME

Report to check employee basic and Master data stored in HR.

### 12.2 PROCEDURAL STEPS

Go to Tcode - ZHR\_ADMIN – HR Administrator –

Click on Employee Master report Button –

Click on execute button -

### Employee Master Report

Selections from
Search helps
Sort order
Org. structure

---

**Key date**

Today  
 Other keydate

Key Date

---

**Selection**

Personnel Number	<input style="width: 100%;" type="text"/>		<input type="button" value="🔍"/>
Employment status	3		<input type="button" value="🔍"/>
Personnel area	<input style="width: 100%;" type="text"/>		<input type="button" value="🔍"/>
Employee group	<input style="width: 100%;" type="text"/>		<input type="button" value="🔍"/>
Employee subgroup	<input style="width: 100%;" type="text"/>		<input type="button" value="🔍"/>

### Employee Master Report

Start Date : 28.03.2018

Sn No	Employee Name	Employee Group	Personnel Number	Title	Personnel Area Code	Personnel Area	Personnel Sub-Area Code	Personnel Sub-Area	Employee Group Code	Employee Sub-Group Code	Employee Sub-Group
1	User 1 for Actions Test	Management	1	Mr	UBGV	Bhagirathi Valley	UCSR	Chinyaliseur	A	A1	PB-4+HAG+69010-79000
2	RAMNATH SINGH		2	Mr	AE01	Personnel Area AE01	0001	Dubai	1	VO	Mthly wage earn. UAE
3	Manager Leave workflows test	Management	3	Mr	UNDL	Delhi	NDEL	New Delhi	A	A1	PB-4+HAG+69010-79000
4	User for All leave	Management	4	Mr	UGGV	Ganga Valley	UCLH	Chilla	A	A1	PB-4+HAG+69010-79000
5	4 Test	Management	6	Mr	UDNA	Dunao	UDNA	Dunao- UJVNL	A	A1	PB-4+HAG+69010-79000
6	User test	Management	7	Mr	UBGV	Bhagirathi Valley	UCSR	Chinyaliseur	A	A1	PB-4+HAG+69010-79000
7	User 2	Management	8	Mr	UBGV	Bhagirathi Valley	UCSR	Chinyaliseur	A	A1	PB-4+HAG+69010-79000
8	Test Manager	Management	10	Mr	UBGV	Bhagirathi Valley	UCSR	Chinyaliseur	A	A1	PB-4+HAG+69010-79000
9	User 5	Management	11	Mr	UBGV	Bhagirathi Valley	UCSR	Chinyaliseur	A	A1	PB-4+HAG+69010-79000
10	User 6	Management	12	Mr	UBGV	Bhagirathi Valley	UCSR	Chinyaliseur	A	A1	PB-4+HAG+69010-79000
11	Teas employee Married	Technicians	13	Mr	UBGV	Bhagirathi Valley	UCSR	Chinyaliseur	C	C4	5200-20200 GP-3000
12	User employee	Technicians	15	Mr	UBGV	Bhagirathi Valley	UCSR	Chinyaliseur	C	C4	5200-20200 GP-3000
13	User employee	Management	17	Mr	UBGV	Bhagirathi Valley	UCSR	Chinyaliseur	A	A1	PB-4+HAG+69010-79000
14	Payroll Test	Management	19	Mr	UDED	Dehradun	UDEH	Dehradun - UJVNL	A	A1	PB-4+HAG+69010-79000
15	A & B Group Employee Test	Management	21	Mrs	UDED	Dehradun	UDEH	Dehradun - UJVNL	A	A1	PB-4+HAG+69010-79000
16	user test	Management	22	Mr	UDED	Dehradun	UDEH	Dehradun - UJVNL	A	A1	PB-4+HAG+69010-79000
17	User 7 Test	Management	24	Mr	UBGV	Bhagirathi Valley	UTLT	Tiloth	A	A1	PB-4+HAG+69010-79000
18	mid of month test	Management	25	Mr	UDED	Dehradun	UDEH	Dehradun - UJVNL	A	A1	PB-4+HAG+69010-79000
19	Pulkit Sharma	Management	26	Mr	UDED	Dehradun	UDEH	Dehradun - UJVNL	A	A1	PB-4+HAG+69010-79000
20	D Emp-Grp	Staff	27	Mr	UMNR	Maneri & Dam	UMNR	Maneri & Dam	D	D1	5200-20200 GP-2000
21	Test Hiring	Management	28	Mr	UDNA	Dunao	UDNA	Dunao- UJVNL	A	A1	PB-4+HAG+69010-79000
22	Leave Study	Officers	29	Mr	UCHM	Chamoli	UCHM	Chamoli - UJVNL	B	B1	15600-39100 GP-5400
23	Core testing Last name	Management	30	Mr	UYMV	Yamuna Valley	UCHB	Chibro	A	A1	PB-4+HAG+69010-79000
24	Worker Time Test	Staff	31	Mr	UYMV	Yamuna Valley	UDKP	Dakpathar	D	D1	5200-20200 GP-2000
25	Payroll UT Test	Management	32	Mr	UDED	Dehradun	UDEH	Dehradun - UJVNL	A	A1	PB-4+HAG+69010-79000
26	Officer Test	Officers	33	Mr	UDED	Dehradun	UDEH	Dehradun - UJVNL	B	B1	15600-39100 GP-5400
27	ChairMan Test	Management	34	Mr	UDED	Dehradun	UDEH	Dehradun - UJVNL	A	A1	PB-4+HAG+69010-79000
28	Gopal Singh	Management	35	Mr	UDED	Dehradun	UDEH	Dehradun - UJVNL	A	A1	PB-4+HAG+69010-79000

Employee Master report will be generated.





END USER DOCUMENT

