

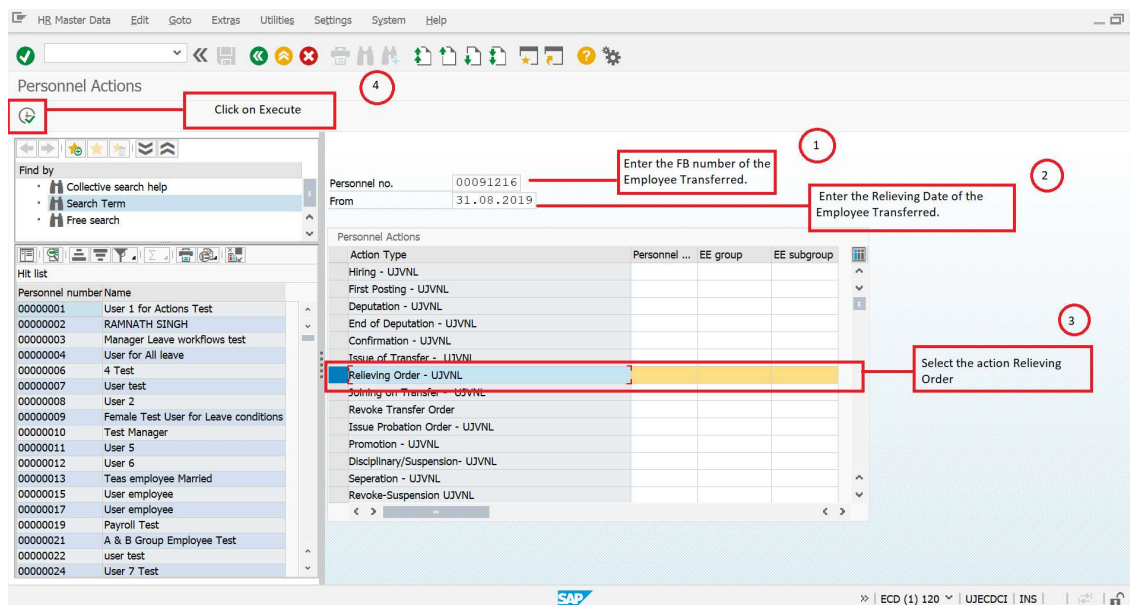
TRANSFER:

After the Transfer Action is run by HR Department, The Establishment Officers have to follow the steps below:

1. Relieving Order -

The Establishment Officer of the DDO from where the employee has been transferred has to run the Relieving Order of the transferred employee by following the below steps:

- Enter the FB number of the employee whose Transfer Action has been executed by HR Department. Enter the Date of Relieving and Select Relieving Order from the Action Type. Click on Execute.



The screenshot shows the SAP HR Master Data - Personnel Actions screen. The interface includes a menu bar (HR Master Data, Edit, Goto, Extras, Utilities, Settings, System, Help) and a toolbar with various icons. The main area is divided into several sections:

- Personnel Actions**: A section at the top with a "Click on Execute" button (annotated with a red box and number 4).
- Find by**: A section on the left with search options: "Collective search help", "Search Term", and "Free search".
- Hit list**: A list of personnel records on the left, including "User 1 for Actions Test", "RAMNATH SINGH", "Manager Leave workflows test", "User for All leave", "4 Test", "User test", "User 2", "Female Test User for Leave conditions", "Test Manager", "User 5", "User 6", "Teas employee Married", "User employee", "Payroll Test", "A & B Group Employee Test", "user test", and "User 7 Test".
- Personnel no.**: A field containing "00091216" (annotated with a red box and number 1).
- From**: A field containing "31.08.2019" (annotated with a red box and number 2).
- Personnel Actions**: A table with columns "Action Type", "Personnel ...", "EE group", and "EE subgroup". The table lists various actions, including "Relieving Order - UJVNL" (annotated with a red box and number 3).

Annotations with red boxes and numbers 1, 2, 3, and 4 indicate the steps to follow: 1. Enter the FB number of the Employee Transferred. 2. Enter the Relieving Date of the Employee Transferred. 3. Select the action Relieving Order. 4. Click on Execute.

- **Select the Reason for Relieving Action from the Help Box. Enter the Position, Personnel Area, Employee Group and Employee Subgroup. Click on Save.**

Copy Actions

Execute info group Change info group

Pers.No. 91216 Name 91216 1210KUMAR AGARWAL
 Pers.No. 91216
 Pers.area UDED Dehradun Cost Ctr 11010701 DGM CSPPD
 EE subgrp A5 37400-67000 Level-14 WS rule GNR-OFF General Officer
 Start 31.08.2019 to 01.09.2019

Personnel action

Action Type Relieving Order - UJVNL
 Reason for Action Select Reason for Action from Help Box

Status

Customer-specific
 Employment Active

Organizational assignment

Position 02003482 Dy General Manager
 Personnel area UDED Dehradun
 Employee group A Management
 Employee subgroup A5 37400-67000 Level-14

Additional actions

Start Date	Act.	Action Type	ActR	Reason for action
31.08.2019	ZE	Issue of Transfer - UJVNL	01	Nigam/work Interest

- **Enter the Subarea. Click on Save.**

Copy Organizational Assignment

Org Structure

Personnel No 91216 Name 91216 1210KUMAR AGARWAL
 EE group A Management Pers.area UDED Dehradun
 EE subgroup A5 37400-67000 Level-14 Cost Center 11010701 DGM CSPPD
 Start 31.08.2019 to 01.09.2019

Enterprise structure

CoCode 1000 UJVNL Limited
 Pers.area UDED Dehradun
 Cost Ctr 11010701 DGM CSPPD

Personnel structure

EE group A Management Payr.area UJ UJVNL Payroll area
 EE subgroup A5 37400-67000 Level-14 Contract

Organizational plan

Percentage 100.00 Assignment
 Position 02003482 DGM
 Job key 30000154 Dy General Manager
 Org. Unit 50000521 All DGMS
 Org.key H01 All Deputy General Manager

Administrator

Group UJVNL
 PersAdmin H01 Dehradun
 Time
 PayrAdmin
 Supervisor

Additional fields

- It will take you to “Planned Working Time” Screen. Enter the Work Schedule according to the New Position and Location.
Click on Save.

Copy Planned Working Time

Work schedule

Pers.No. 91216 Name 91216 1210KUMAR AGARWAL
 Pers.area UDED Dehradun Cost Ctr 11010701 DGM CSPPD
 EE subgrp A5 37400-67000 Level-14 WS rule GNR-OFF General Officer
 Start 02.09.2019 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	114.29
Daily working hours	8.00
Weekly working hours	48.00
Monthly working hrs	208.01
Annual working hours	2496.09
Weekly workdays	6.00

Record created

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- It will take you to “Basic Pay” Screen. Don’t change in data and Click on Next Record.

Copy Basic Pay

Wage Type Wage Type Payments and deductions

Pers.No. 91216 Name 91216 1210KUMAR AGARWAL
 Pers.area UDED Dehradun Cost Ctr 11010701 DGM CSPPD
 EE subgrp A5 37400-67000 Level-14 WS rule GNR-OFF General Officer
 Start 31.08.2019 To 31.12.9999

Payment type 0 Basic contract Object ID
 Reason Next increase
 Pay scale Further information

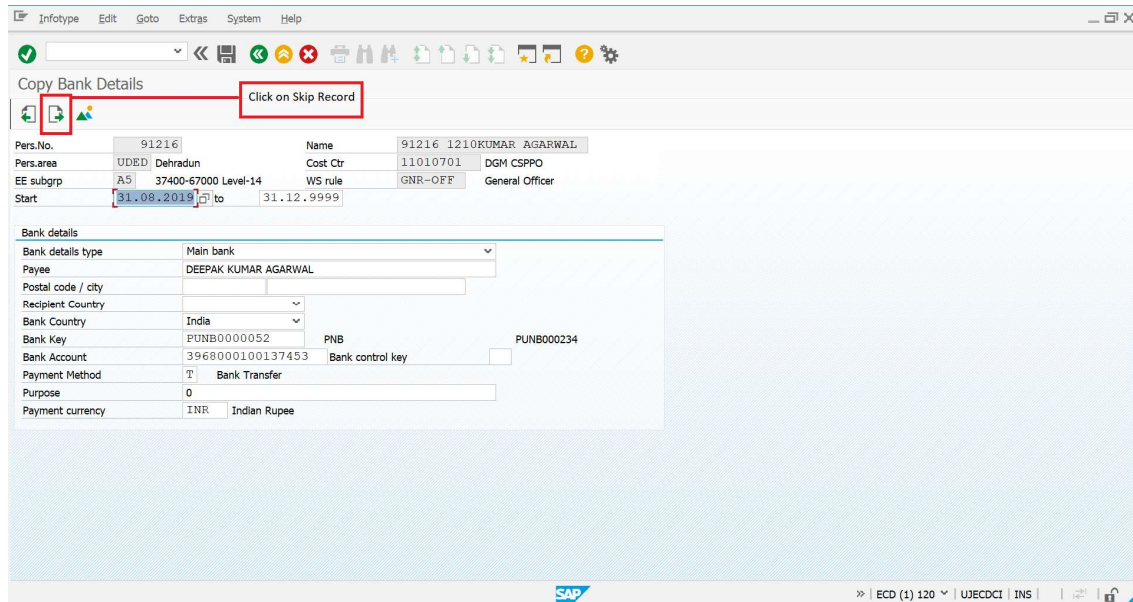
Type	Area	Group	Level	Capacity Util. Level	Work hours/period	Ann.salary
UJ	UJVNL - Dehradun			100.00 %	208.01 Monthly	PER
UM	Metro City					INR
C5-7P						

Wag...	Wage Type Long Text	O... Amount	Curre...	I...	A...	Number/Unit	Unit
1000	Basic Pay	171,100.00	INR				
1702	7th Pay DA	20,532.00	INR	I			
1006	Medical Allowance	404.00	INR	I			
			INR				
			INR				
			INR				

IV 03.09.2019 - 31.12.9999 192,036.00 INR

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- It will take you to “Bank Details” Screen. Don’t change in data and Click on Next Record.



The screenshot shows the SAP 'Copy Bank Details' screen. At the top, there is a toolbar with various icons. Below the toolbar, the title 'Copy Bank Details' is displayed. A red box highlights the 'Click on Skip Record' button. The main data area contains the following information:

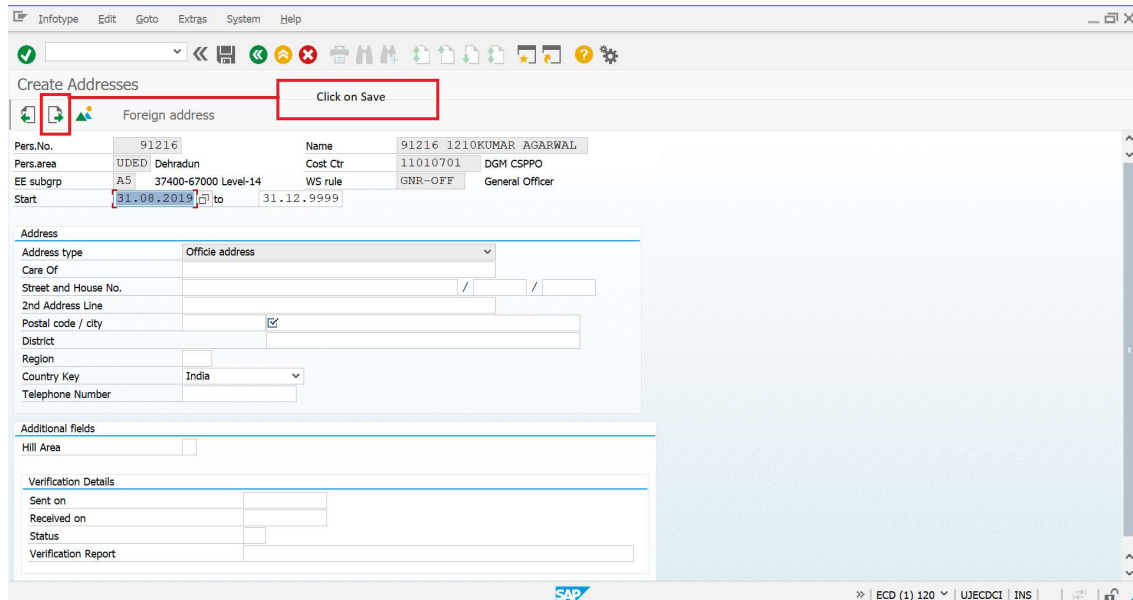
Pers.No.	91216	Name	91216 1210KUMAR AGARWAL
Pers.area	UDED Dehradun	Cost Ctr	11010701 DGM CSPP
EE subgrp	A5 37400-67000 Level-14	WS rule	GNR-OFF General Officer
Start	31.08.2019 to 31.12.9999		

Below the data area, there is a section for 'Bank details' with the following fields:

Bank details type	Main bank
Payee	DEEPAK KUMAR AGARWAL
Postal code / city	
Recipient Country	
Bank Country	India
Bank Key	PUNB0000052 PNB PUNB000234
Bank Account	3960000100137453 Bank control key
Payment Method	T Bank Transfer
Purpose	0
Payment currency	INR Indian Rupee

The SAP logo is visible at the bottom right of the screen.

- It will take you to “Addresses” Screen. Don’t change any data and Click on Next Record.



The screenshot shows the SAP 'Create Addresses' screen. At the top, there is a toolbar with various icons. Below the toolbar, the title 'Create Addresses' is displayed. A red box highlights the 'Click on Save' button. The main data area contains the following information:

Pers.No.	91216	Name	91216 1210KUMAR AGARWAL
Pers.area	UDED Dehradun	Cost Ctr	11010701 DGM CSPP
EE subgrp	A5 37400-67000 Level-14	WS rule	GNR-OFF General Officer
Start	31.08.2019 to 31.12.9999		

Below the data area, there is a section for 'Address' with the following fields:

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

Below the address section, there is a section for 'Additional fields' with the following fields:

Hill Area	
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Below the additional fields section, there is a section for 'Verification Details' with the following fields:

Sent on	
Received on	
Status	
Verification Report	

The SAP logo is visible at the bottom right of the screen.

- It will take you to “Create Correspondence Letter” Screen. Click on Next Record.

Create Correspondence Letter

Click on Skip Record

Pers.No. 91216 Name 91216 1210KUMAR AGARWAL
 Pers.area UDED Dehradun Cost Ctr 11010701 DGM CSPP
 EE subgrp A5 37400-67000 Level-14 WS rule GNR-OFF General Officer
 Start 31.08.2019 To 31.08.2019

Proposed New Org Data

Personal Area	UDED	Personal Sub Area	UDED
Org Unit	50000521	Current Org Unit	
Position	2003482	Effective Date	03.09.2019

Proposed New Personnel Action

Action Type Issue of Transfer - UJVNL
 Reason 01

Status Of Correspondence Letter

Preview Letter Generate & Mail Generate & Print

Additional fields

New Personnel area		New Personnel subarea	
New Position		New Department	

Dispatch/Ref. No.
 Authority Signatory
 Remarks

- The Action is Complete.

Personnel Actions

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

Hit list

Personnel numb.	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 conditions
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

Personnel no. 91216
 Name 91216 1210KUMAR AGARWAL
 EE group A Management Pers.area UDED Dehradun
 EE subgroup A5 General Manager Pers. subarea UDED Ujjawal Bhawan
 From 31.08.2019

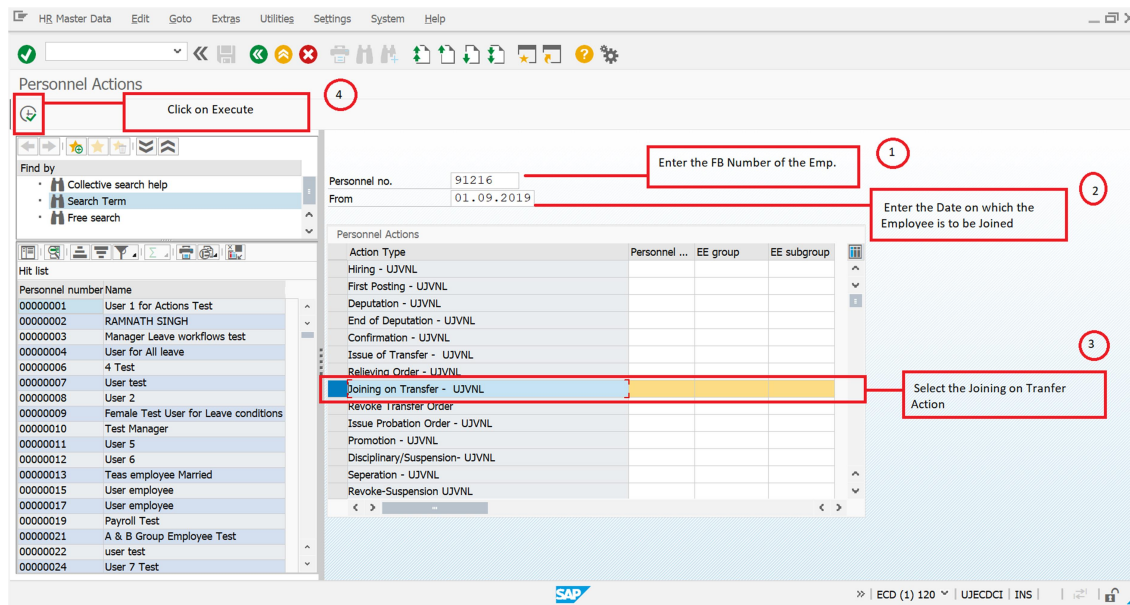
Personnel Actions

Action Type	Personnel ...	EE group	EE subgroup
Hiring - UJVNL			
First Posting - UJVNL			
Deputation - UJVNL			
End of Deputation - UJVNL			
Confirmation - UJVNL			
Issue of Transfer - UJVNL			
Relieving Order - UJVNL			
Joining on Transfer - UJVNL			
Revoke Transfer Order			
Issue Probation Order - UJVNL			
Promotion - UJVNL			
Disciplinary/Suspension- UJVNL			
Separation - UJVNL			
Revoke-Suspension UJVNL			

2. Joining on Transfer -

The Establishment Officer of the DDO where the Employee has been transferred has to run the Joining on Transfer action after the Relieved Order action has been run by following the below steps:

- Enter the FB number of the employee whose Relieving Action has been executed. Enter the Date of Joining and Select Joining on Action from the Action Type. Click on Execute.



The screenshot shows the SAP HR Master Data - Personnel Actions screen. The interface includes a menu bar (HR Master Data, Edit, Goto, Extras, Utilities, Settings, System, Help), a toolbar with various icons, and a main workspace. The workspace is divided into several sections:

- Personnel Actions**: A section at the top with a search icon and a "Click on Execute" button (annotated with a red box and a circled 4).
- Find by**: A section on the left with search options: "Collective search help", "Search Term", and "Free search".
- Hit list**: A list of personnel records on the left, including "User 1 for Actions Test", "RAMNATH SINGH", "Manager Leave workflows test", "User for All leave", "4 Test", "User test", "User 2", "Female Test User for Leave conditions", "Test Manager", "User 6", "Teas employee Married", "User employee", "Payroll Test", "A & B Group Employee Test", "user test", and "User 7 Test".
- Personnel no.**: A field containing "91216" (annotated with a red box and a circled 1).
- From**: A date field containing "01.09.2019" (annotated with a red box and a circled 2).
- Personnel Actions**: A table with columns "Action Type", "Personnel ...", "EE group", and "EE subgroup". The table lists various actions, including "Joining on Transfer - UJVNL" (annotated with a red box and a circled 3).
- Annotations**: Red boxes and numbers (1, 2, 3, 4) are used to highlight specific steps in the process:
 - 1: Enter the FB Number of the Emp.
 - 2: Enter the Date on which the Employee is to be Joined
 - 3: Select the Joining on Transfer Action
 - 4: Click on Execute

The SAP logo is visible in the bottom right corner, along with the text "ECD (1) 120 UJECDCI INS".

- **Select the Reason for Joining Action from the Help Box. Enter/Verify the Position, Personnel Area, Employee Group and Employee Subgroup where the Employee is Joining. Click on Save.**

Copy Actions

Execute info group Change info group

Pers.No. 91216 Name 91216 1210KUMAR AGARWAL
 Pers.No. 91216 Cost Ctr 11010701 DGM CSPPO
 Pers.area UDED Dehradun WS rule GNR-OFF General Officer
 EE subgrp A5 37400-67000 Level-14
 Start 02.09.2019 to 31.12.9999

Personnel action

Action Type Joining on Transfer - UJVNL
 Reason for action Select Reason for Action from Help Box

Organizational assignment

Position 02003482 Dy General Manager
 Personnel area UDED Dehradun
 Employee group A Management
 Employee subgroup A5 37400-67000 Level-14

Additional actions

Start Date	Act.	Action Type	ActR	Reason for action

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- **Enter/Verify Subarea from the Help Box and Click on Save.**

Copy Organizational Assignment

Org Structure Click on Save

Personnel No 91216 Name 91216 1210KUMAR AGARWAL
 EE group A Management Pers.area UDED Dehradun
 EE subgroup A5 37400-67000 Level-14 Cost Center 11010701 DGM CSPPO
 Start 02.09.2019 to 31.12.9999

Enterprise structure

CoCode 1000 UJVNL Limited Leg person
 Pers.area UDED Dehradun Subarea UDED Ujjawal Bhawan
 Cost Ctr 11010701 DGM CSPPO Bus. Area

Personnel structure

EE group A Management Payr.area UJ UJVNL Payroll area
 EE subgroup A5 37400-67000 Level-14 Contract

Organizational plan

Percentage 100.00 Assignment
 Position 02003482 DGM
 Dy General Manager
 Job key 30000154 GnrI Mangr
 General Manager
 Org. Unit 50000521 All DGMs
 All Deputy General Manager
 Org.key H01

Administrator

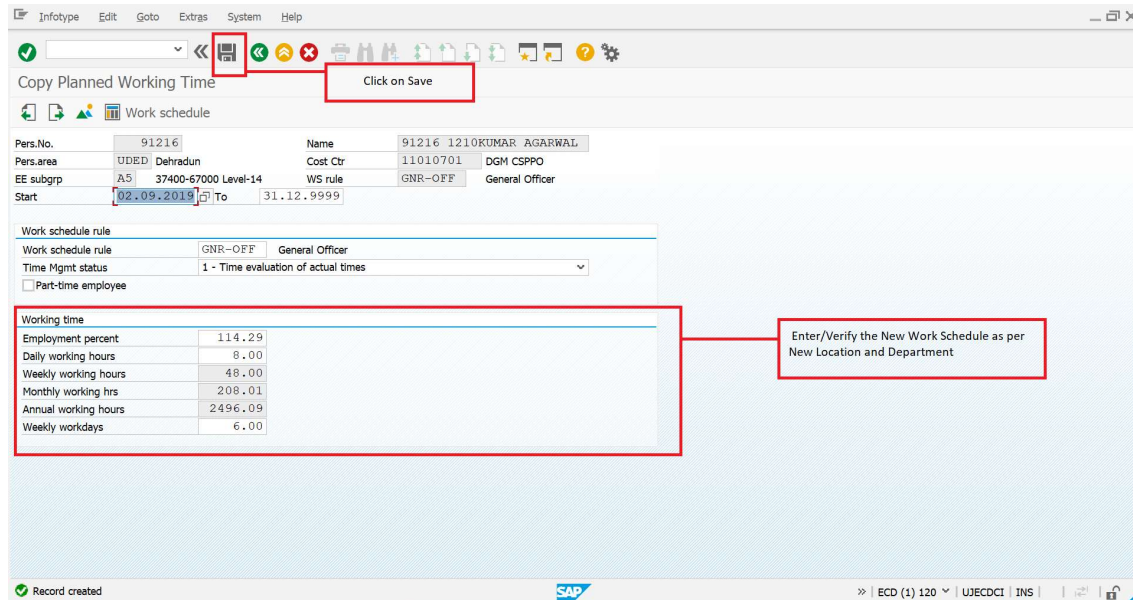
Group UJVNL
 PersAdmin H01 Dehradun
 Time
 PayrAdmin
 Supervisor

Additional fields

Record created

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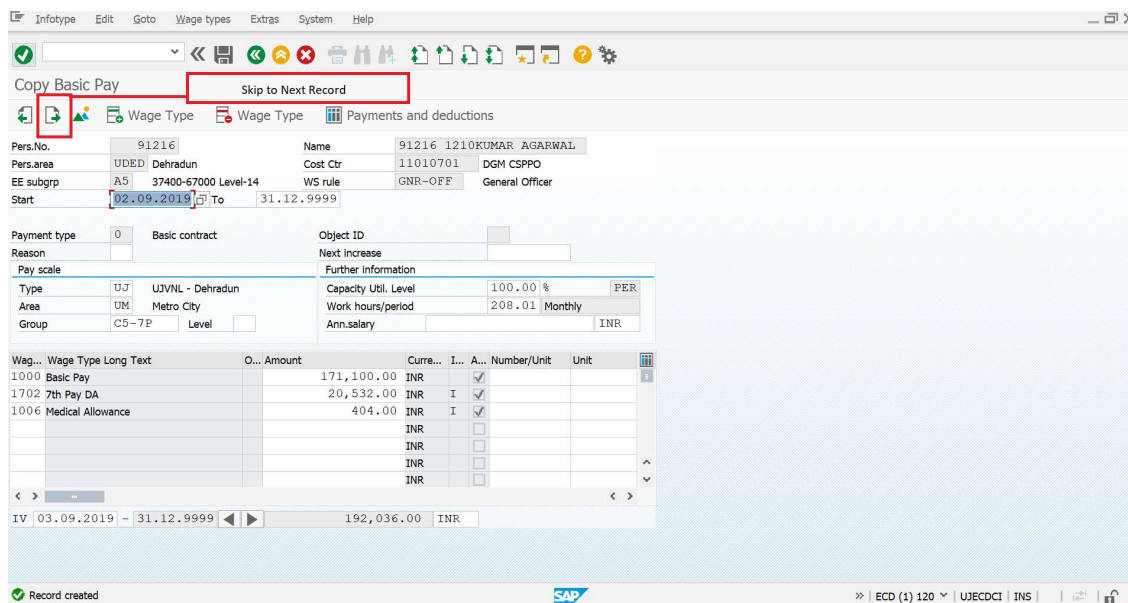
- Enter/Verify the Work Schedule according to the New Location and Designation and Click on Save.
If no change is to be done, Click on Next Record.



The screenshot shows the SAP 'Work schedule' screen. The 'Copy Planned Working Time' button is highlighted with a red box and labeled 'Click on Save'. The 'Working time' table is also highlighted with a red box and labeled 'Enter/Verify the New Work Schedule as per New Location and Department'.

Working time	
Employment percent	114.29
Daily working hours	8.00
Weekly working hours	48.00
Monthly working hrs	208.01
Annual working hours	2496.09
Weekly workdays	6.00

- It will take you to “Basic Pay” Screen. Click on Next Record.



The screenshot shows the SAP 'Basic Pay' screen. The 'Skip to Next Record' button is highlighted with a red box. The 'Pay scale' table is also highlighted with a red box.

Wag...	Wage Type Long Text	O... Amount	Curre...	I...	A...	Number/Unit	Unit
1000	Basic Pay	171,100.00	INR	I	✓		
1702	7th Pay DA	20,532.00	INR	I	✓		
1006	Medical Allowance	404.00	INR	I	✓		
			INR				
			INR				
			INR				
			INR				

- It will take you to Bank Details Screen. Click on Next Record.

Infotype Edit Goto Extras System Help

Copy Bank Details Skip to Next Record

Pers.No. 91216 Name 91216 1210KUMAR AGARWAL
 Pers.area UDED Dehradun Cost Ctr 11010701 DGM CSPPD
 EE subgrp A5 37400-67000 Level-14 WS rule GNR-OFF General Officer
 Start 02.09.2019 to 31.12.9999

Bank details

Bank details type Main bank
 Payee DEEPAK KUMAR AGARWAL
 Postal code / city
 Recipient Country
 Bank Country India
 Bank Key PUNB0000052 PNB PUNB000234
 Bank Account 3968000100137453 Bank control key
 Payment Method T Bank Transfer
 Purpose 0
 Payment currency INR Indian Rupee

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- It will take you to “Addresses” Screen. Click on Next Record.

Infotype Edit Goto Extras System Help

Create Addresses Skip to Next Record

Foreign address

Pers.No. 91216 Name 91216 1210KUMAR AGARWAL
 Pers.area UDED Dehradun Cost Ctr 11010701 DGM CSPPD
 EE subgrp A5 37400-67000 Level-14 WS rule GNR-OFF General Officer
 Start 02.09.2019 to 31.12.9999

Address

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

Additional fields

Hill Area

Verification Details

Sent on
 Received on
 Status
 Verification Report

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- It will take you the Correspondence Letter Screen. Enter the Joining Date and Joining Time. Click on Save.

The screenshot shows the 'Create Correspondence letter' screen in SAP. The 'Joining Date' and 'Joining Time' fields are highlighted with a red box, and a callout points to them with the text 'Enter the Joining Date and Joining Time'. The 'Click on Save' button is also highlighted with a red box. The screen displays various fields for personnel data, including Pers.No., Name, Pers.area, Cost Ctr, EE subgrp, WS rule, GNR-OFF, General Officer, and Proposed New Org Data.

- The Action is Complete.

The screenshot shows the 'Personnel Actions' screen in SAP. The 'Joining on Transfer - UJVNL' action is highlighted in blue. The screen displays various fields for personnel data, including Personnel no., Name, EE group, Pers.area, Pers. subare, and From. The 'Record created' status is shown at the bottom left.

Mutual Transfer:

In case of Mutual Transfer, Contact HR Department first.

They will Delimit the Holder relationship of the employee transferred and then same Relieving Action and Joining Action is to be executed by Establishment Officers.