

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.

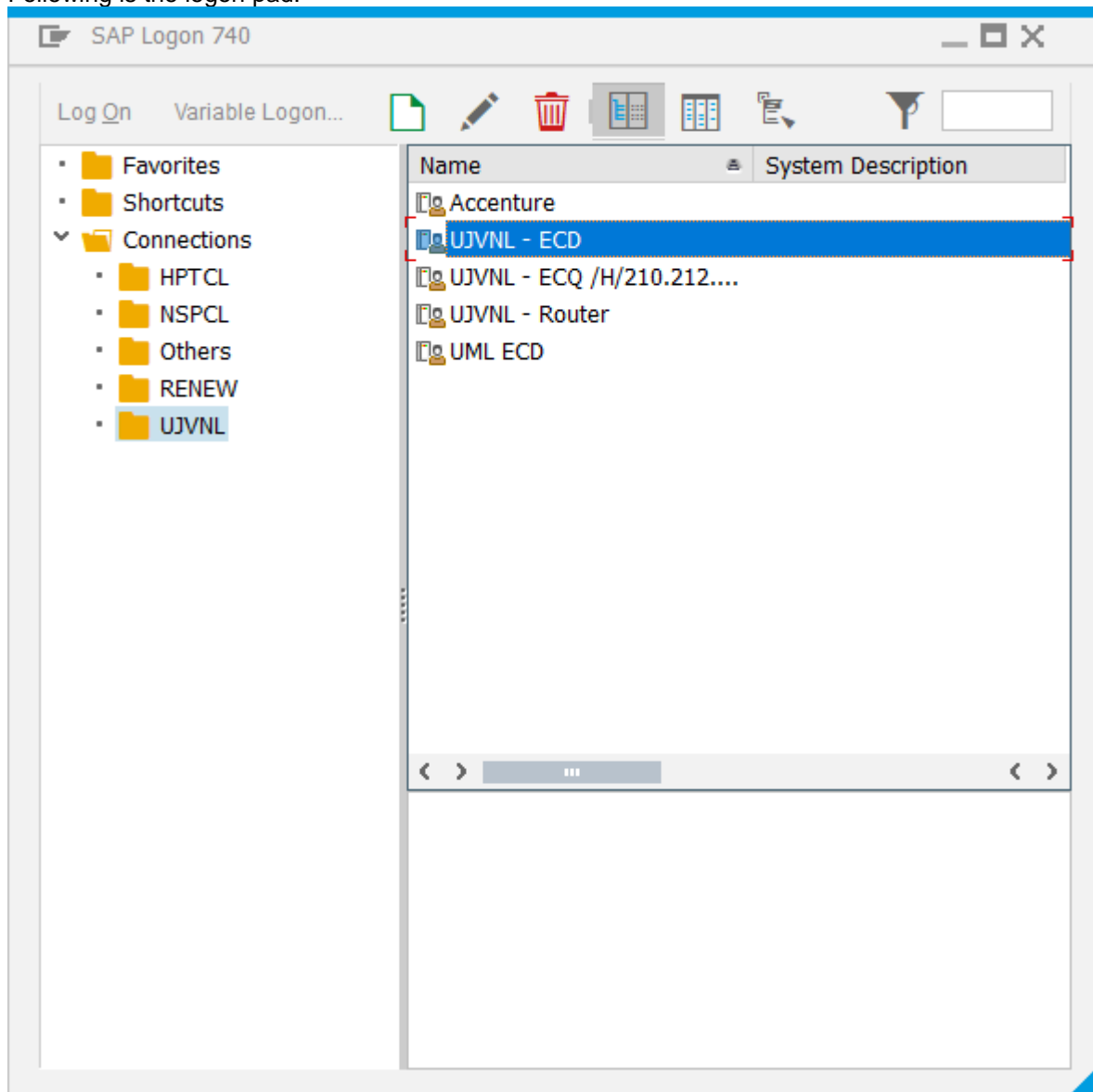
Personnel actions

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.

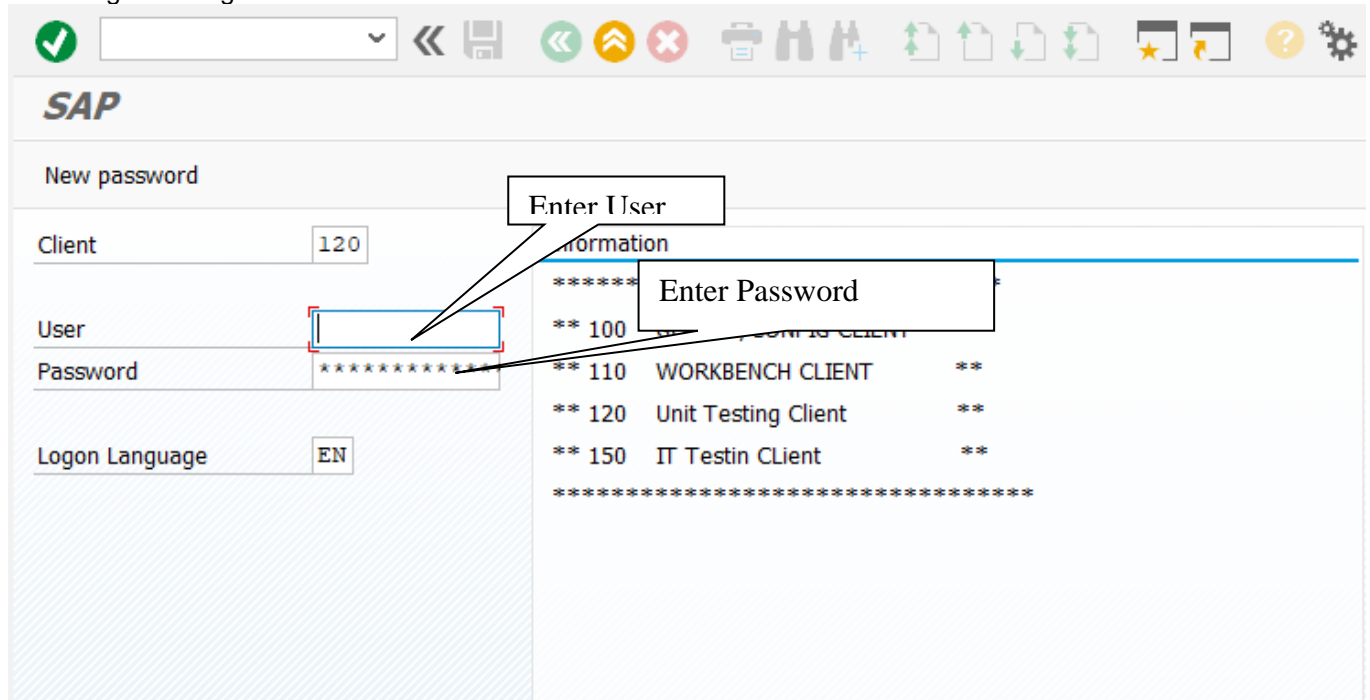
This ensures that all the core data is entered into the system. This function also facilitates entering data, as you do not need to access each infotype within the personnel action individually.

2.3 GETTING STARTED

Following is the login pad:



Following is the login screen:



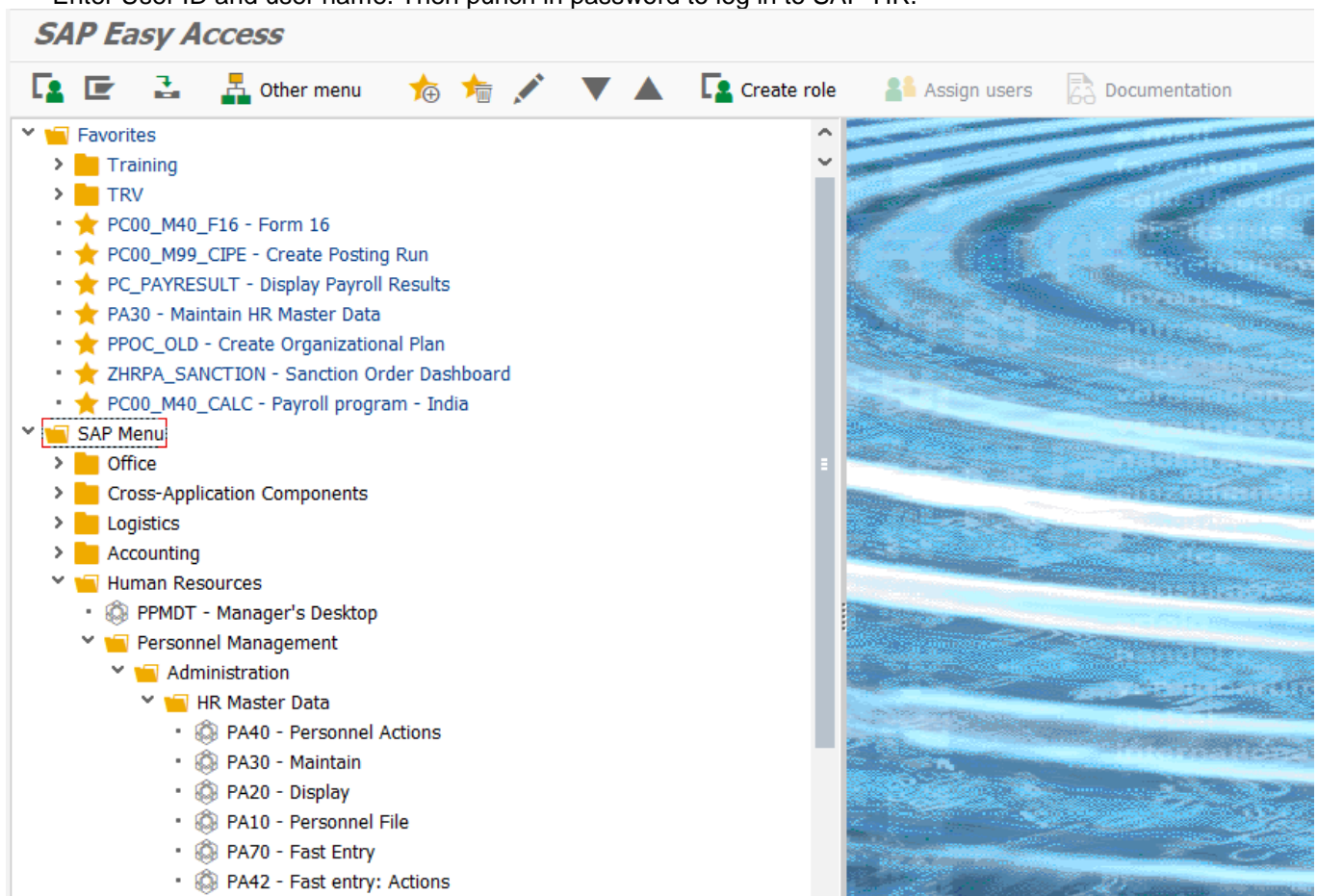
The image shows the SAP login screen. At the top, there is a toolbar with various icons. Below the toolbar, the SAP logo is displayed. The main area contains a form for login. The form has the following fields:

- Client:** A dropdown menu with the value '120' selected.
- User:** A text input field with a red box around it. A callout bubble labeled 'Enter User' points to this field.
- Password:** A text input field with a red box around it. A callout bubble labeled 'Enter Password' points to this field.
- Logon Language:** A dropdown menu with the value 'EN' selected.

To the right of the form, there is a list of clients with their respective descriptions:

Client	Description
100	WORKBENCH CLIENT
110	Unit Testing Client
120	IT Testin Client

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


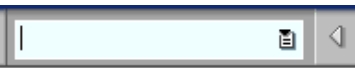


















The image shows the SAP Easy Access menu. The menu is displayed on the left side of the screen, and the main area shows a blue background with a pattern of white lines. The menu structure is as follows:

- SAP Easy Access**
 - Other menu
 - Create role
 - Assign users
 - Documentation
 - Favorites**
 - Training
 - TRV
 - PC00_M40_F16 - Form 16
 - PC00_M99_CIPF - Create Posting Run
 - PC_PAYRESULT - Display Payroll Results
 - PA30 - Maintain HR Master Data
 - PPOC_OLD - Create Organizational Plan
 - ZHRPA_SANCTION - Sanction Order Dashboard
 - PC00_M40_CALC - Payroll program - India
 - SAP Menu**
 - Office
 - Cross-Application Components
 - Logistics
 - Accounting
 - Human Resources
 - PPMDT - Manager's Desktop
 - Personnel Management
 - Administration
 - HR Master Data
 - PA40 - Personnel Actions
 - PA30 - Maintain
 - PA20 - Display
 - PA10 - Personnel File
 - PA70 - Fast Entry
 - PA42 - Fast entry: Actions

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.

	Create shortcut	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.
	Delimit	Allows you to delimit the record.
	F1 Help	Provides help on the field where the cursor is positioned.

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

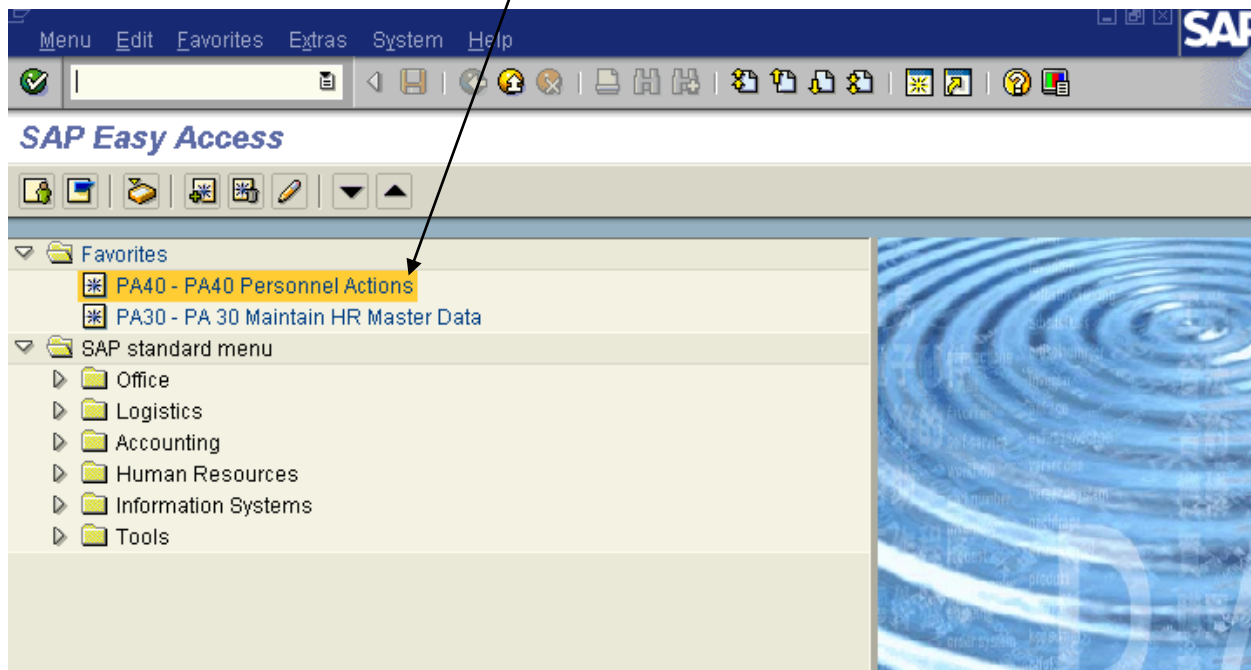
Do's –

- 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

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

Personnel no.

From

Should be blank in case of joining

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

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			

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

Start to


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"/>	 Assignment Integration: default posi
Position	<input type="text" value="99999999"/>	
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.	98900
Pers.area	UDED Dehradun
EE subgrp	A5 37400-67000 GP-8900
Start	01.01.1950 To 31.12.9999

Name

Form Addr.	Mr
Last name	USer
First name	Person UM
Middle name	
Nickname	
Name	Person UM USer

HR data

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

Additional fields

State of Domicile	1
Category	01
Sub Category	
Green Card Y/N	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. 19 Name Payroll Test

Pers.area UDED Dehradun

EE subgrp A1 PB-4+HAG+69010-79000 WS rule GNR-OFF General Officer

Start 07.01.2017 To 31.12.9999 Chng 12.12.2017 ABAPDEV

Payment type 0 Basic contract Object ID

Reason Next increase

Pay scale Further information

Type UJ UJVNL - Dehradun Capacity Util. Level 100.00 % PER

Area UM Metro City Work hours/period 100.00 Monthly

Group A1 Level Ann.salary INR

Wa...	Wage Type Long Text	O.. Amount	Curr...	I...	A..	Number/Unit	Unit
1001	Grade pay	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 28.02.2018 - 31.12.9999 127,240.00 INR

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	PUNB00000010 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

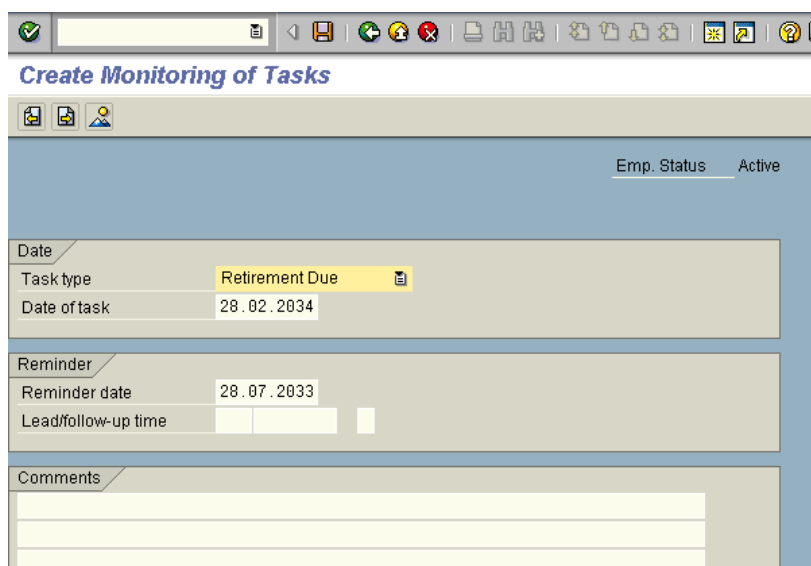
Contractual regulations	
Contract Type	Permanent
Terms and conditions	
<input type="checkbox"/> Sideline job	
<input type="checkbox"/> Competition clause	

Payment period from beginning of illness	
Continued Pay	42 Days
Sick Pay Supplement	6 Months
Special Rule	0

Deadlines	Entry
Probationary Period	2 Years
ER Notice Period	3 MONTHS
EE Notice Period	3 MONTHS
Work Permit	
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 SAP Infotype 0019 - Retirement Due screen. The task type is 'Retirement Due' and the date of task is '28.02.2034'. The reminder date is '28.07.2033'. The lead/follow-up time is set to 1. The comments section is empty.

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

Task	
Task Type	Expiry of probation
Date of Task	01.04.2019
Processing indicator	New task

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

Comments	

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="button" value="v"/> Number <input type="text"/>
Last name	Test Birth name <input type="text"/>
First name	Wife Initials <input type="text"/>
Other title	<input type="button" value="v"/> Name Format 0
Name prefix	<input type="button" value="v"/> Name prefix <input type="button" value="v"/>
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="button" value="v"/>
Nationality	Indian <input type="button" value="v"/> 2nd/3rd na <input type="button" value="v"/> <input type="button" value="v"/>

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
Org Unit	
Position	
Personal Sub Area	
Current Org Unit	
Effective Date	

Proposed New Personnel Action	
Action Type	
Reason	

Status Of Correspondance Letter
<div>Preview Letter</div> <div>Generate & Mail</div> <div>Generate & Print</div>

4 FIRST POSTING ACTION

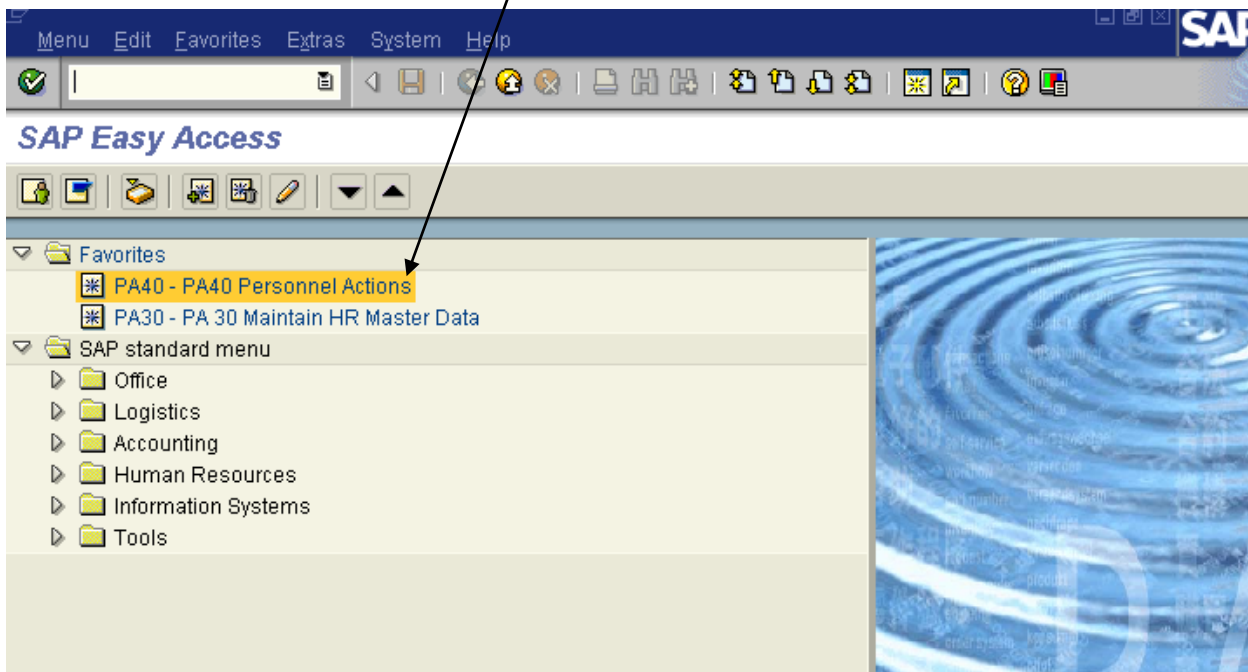
4.1 PROCESS NAME

In case of new recruitment all the new joiners are required to join the UJVNL – 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

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

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

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	97777	Name	All Orders Test
EE group	A Management	Pers.area	UDED Dehradun
EE subgroup	A5 37400-67000 GP-89...		
Start	16.04.2015	to	31.05.2015

Enterprise structure

CoCode	1000	UJVN Limited	Leg.person	
Pers.area	UDED	Dehradun	Subarea	UDEH Dehradun - UJVN
Cost Ctr			Bus. Area	

Personnel structure

EE group	A Management	Payr.area	UJ UJVNL Payroll area
EE subgroup	A5 37400-67000 GP-8900	Contract	

Organizational plan

Percentage	100.00	Assignment
Position	02002151	Genr Emp General Employee
Job key	00000000	
Org. Unit	50000094	HR HR
Org.key		

Administrator




Group	UJVN
PersAdmin	
Time	
PayrAdmin	
Supervisor	

Additional fields

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

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		
Care Of			
Street and House No.		/	
2nd Address Line			
Postal code / city	248171	UJVNL Ltd.	
District			
Region			
Country Key	India		
Telephone Number			

Additional fields





Hill Area	
-----------	--

Verification Details

Sent on	
Received on	
Status	
Verification Report	

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

☐ 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

 Preview Letter
  Generate & Mail
  Generate & Print

Additional fields

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

5 TRANSFER ACTION

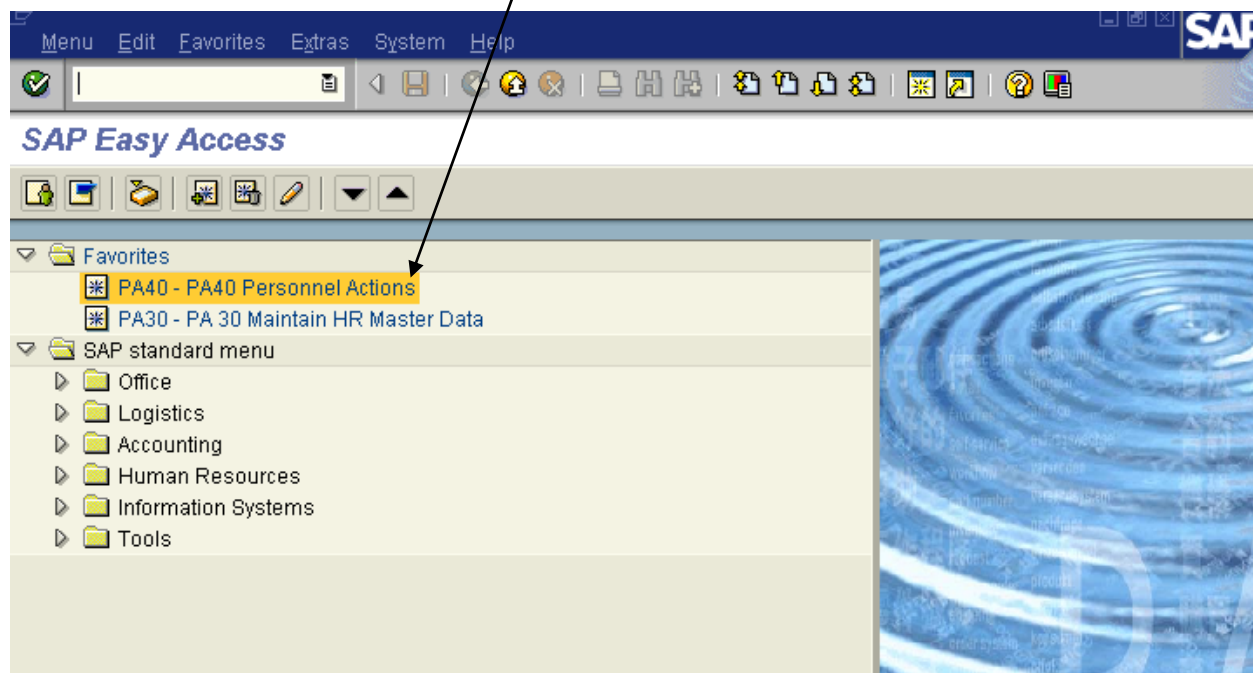
5.1 PROCESS NAME

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 –

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

Find by

Person

- Collective search help
- Search Term
- Free search

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

Pers.No. 97777
 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 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

Record will be saved ssuccessfully.

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	A5 37400-67000 GP-89...		
Start	01.06.2015	to	31.12.2015


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	A5 37400-67000 GP-8900	Contract	

Organizational plan

Percentage	100.00	 Assignment
Position	02002152	Genr Emp Deputy General MAnage...
Job key	00000000	
Org. Unit	50000095	FI FI
Org.key		

Administrator




Group	UJVN
PersAdmin	
Time	
PayrAdmin	
Supervisor	

Additional fields

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

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		
Care Of			
Street and House No.		/	
2nd Address Line			
Postal code / city	248171	UJVNL Ltd.	
District			
Region			
Country Key	India		
Telephone Number			

Additional fields





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

Verification Details

Sent on	
Received on	
Status	
Verification Report	

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







☐ 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. 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

Payment type 0 Basic contract Object ID

Reason Next increase

Pay scale

Type UJ UJVNL - Dehradun
 Area UM Metro City
 Group A5 Level

Further information




Capacity Util. Level 100.00 % PER
 Work hours/period 182.00 Monthly
 Ann.salary 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"/>		

IV 31.12.2015 - 31.12.2015 50,900.00 INR

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

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	01.06.2015	To	01.06.2015




Proposed New Org Data

Personal Area	UDED	Personal Sub Area	UDEH
Org Unit	50000094	Current Org Unit	50000095
Position	2002151	Effective Date	20.03.2018

Proposed New Personnel Action

Action Type	Transfer - UJVNL
Reason	01

Status Of Correspondance Letter

 Preview Letter
  Generate & Mail
  Generate & Print

Additional fields

Dispatch/Ref. No.	/UJVNL/05/HR/
Authority Signatory	54

6 CONFIRMATION ACTION

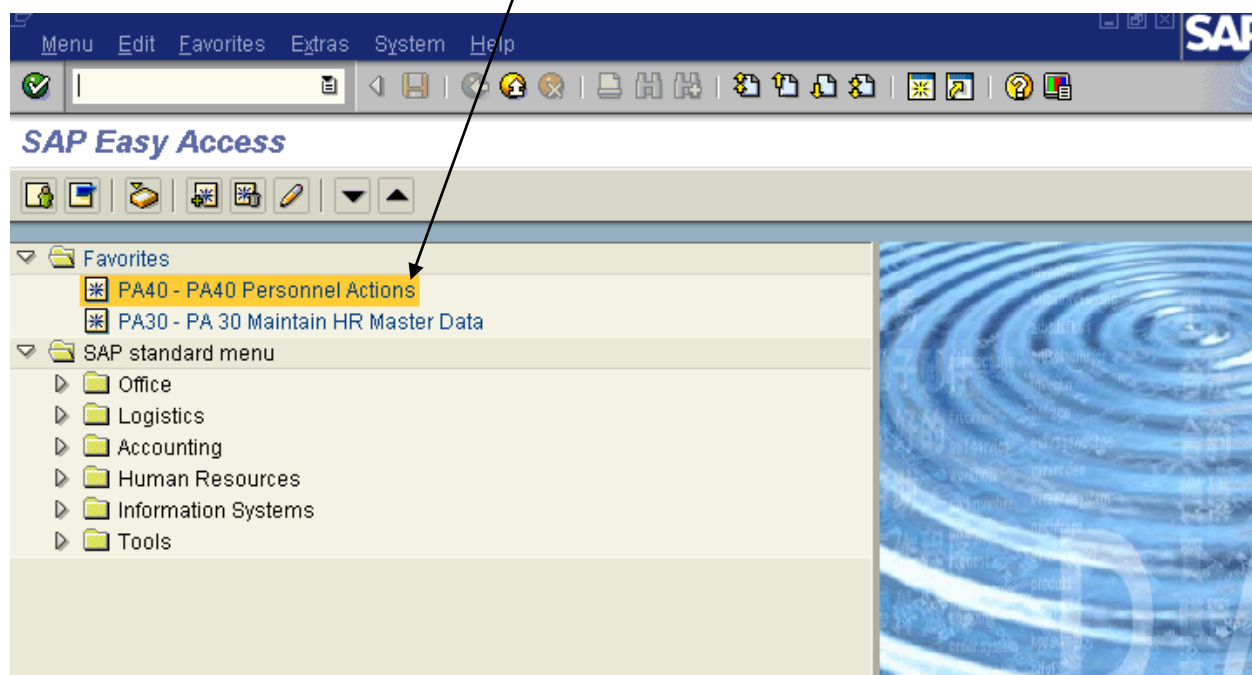
6.1 PROCESS NAME

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 –

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	97777	Name	All Orders Test
EE group	A Management	Pers.area	UGGV Ganga Valley
EE subgroup	A4 37400-67000 GP-10...		
Start	01.01.2017 to	31.03.2017	

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

Percentage	100.00	Assignment
Position	02002152	
Job key	00000000	
Org. Unit	50000095	FI
		FI
Org.key		

Administrator





Group	UJVN
PersAdmin	
Time	
PayrAdmin	
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	01.01.2017	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

Type	UJ	UJVNL - Dehradun
Area	UM	Metro City
Group	A4	Level <input type="text"/>

Further information

Capacity Util. Level	100.00	%	PER
Work hours/period	182.00	Monthly	
Ann.salary			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	Grade pay		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

28.03.2018

-

31.12.9999

55,620.00

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. Name
 Pers.area Ganga Valley
 EE subgrp 37400-67000 GP-10000 WS rule General Officer
 Start to

Recurring Payments/Deductions

Wage Type ☒
 Amount INR Ind.val.
 Number/unit
 Assignment Number
 Reason for Change

Payment dates

1st payment period or 1st payment date
 Interval in periods Interval/Unit

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. Name
 Pers.area Ganga Valley
 EE subgrp 37400-67000 GP-10000 WS rule General Officer

Additional Payments

Wage Type
 Amount
 Number/unit
 Date of origin
 Default Date
 Assignment Number
 Reason for Change

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

Change Contract Elements






Pers.No. Name
 Pers.area Ganga Valley
 EE subgrp 37400-67000 GP-10000 WS rule General Officer
 Start to Chgd

Contract Type Valid Until
 Probationary Period Years
 ER Notice Period
 EE Notice Period

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

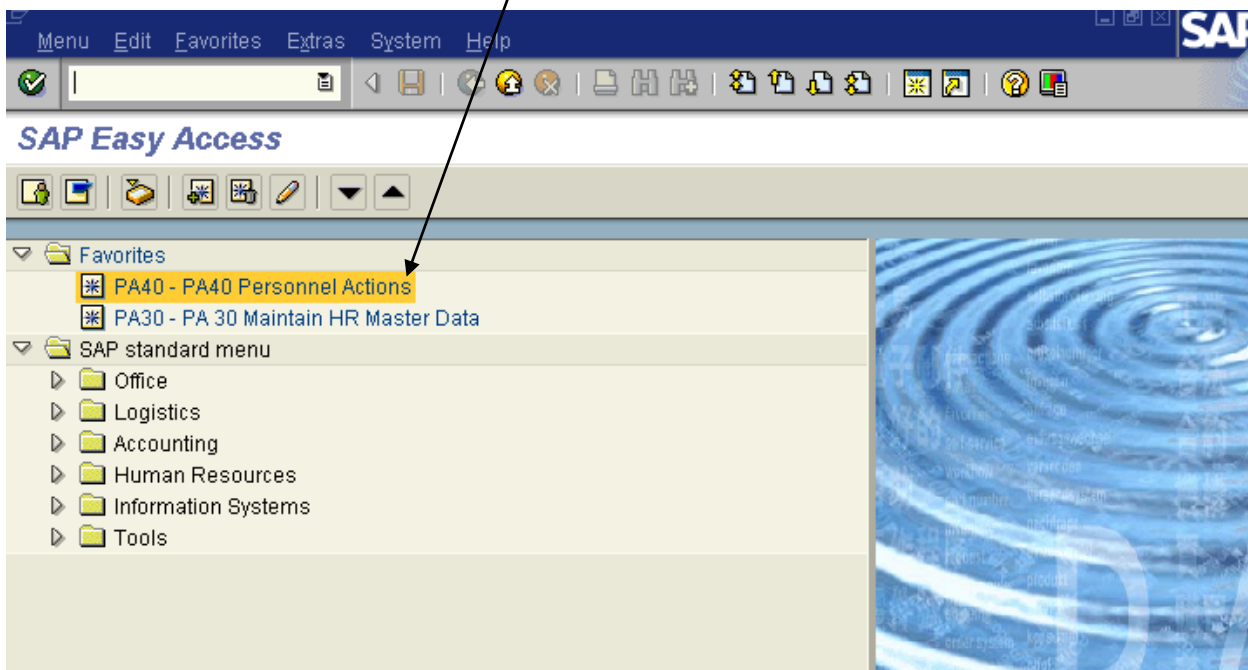
7.1 PROCESS NAME

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'th 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 –

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

Percentage	100.00	Assignment
Position	02002152	Genr Emp
		Deputy General Manage...
Job key	00000000	
Org. Unit	50000095	FI
		FI
Org.key		

Administrator

Group	UJVN
PersAdmin	
Time	
PayrAdmin	
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

Type	<input type="text" value="UJ"/>	UJVNL - Dehradun
Area	<input type="text" value="UM"/>	Metro City
Group	<input type="text" value="A4"/>	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="182.00"/>	Monthly	
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


31.12.2016 - 31.12.2016

55,620.00

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.	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	31.12.9999	

Recurring Payments/Deductions

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

Payment dates

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

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	
Amount	<input type="text"/> <input type="text"/> INR <input type="text"/>
Number/unit	<input type="text"/>
Date of origin	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.	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	01.01.2016	To	01.01.2016




Proposed New Org Data

Personal Area	UDED	Personal Sub Area	UDEH
Org Unit	50000094	Current Org Unit	
Position	2002151	Effective Date	21.03.2018

Proposed New Personnel Action

Action Type	Promotion - UJVNL
Reason	02

Status Of Correspondance Letter

 Preview Letter
  Generate & Mail
  Generate & Print

Additional fields

Dispatch/Ref. No.	/UJVNL/05/Human Resource
Authority Signatory	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.

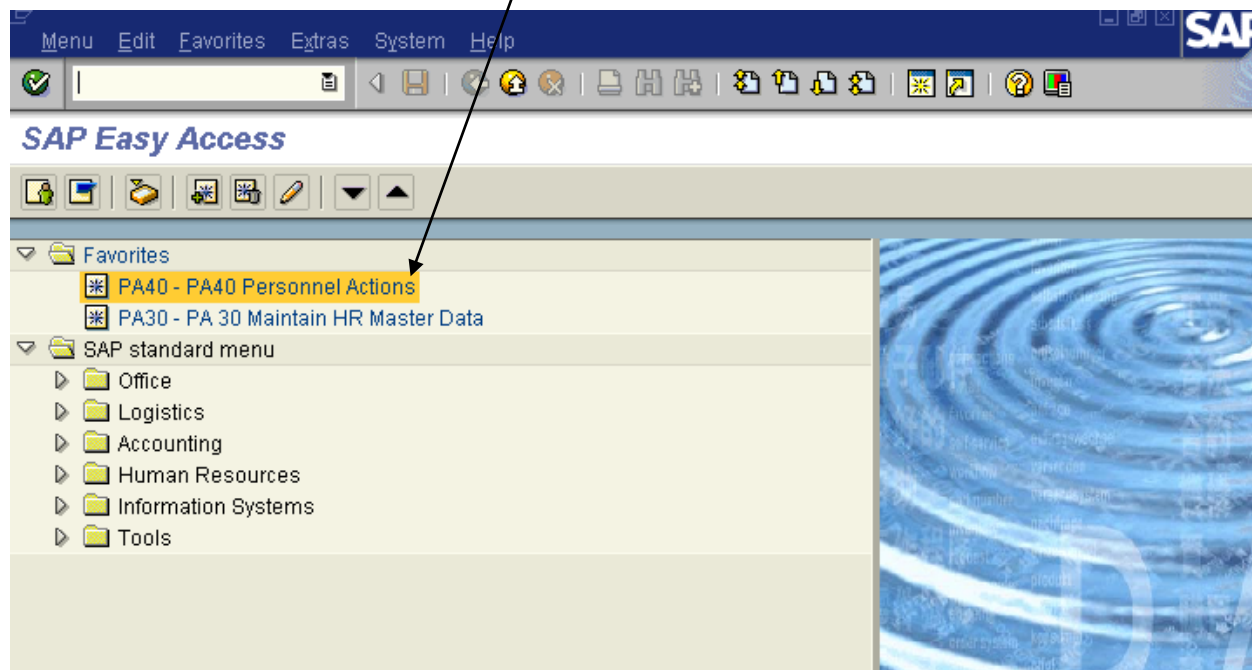
Employee Self Service: All the employees in UJVNL can access the separation tab in Employee self-service portal, Employee should raise the separation request with a reason. Separation request form will be defaulted with employee master data important fields automatically such as current level/salary 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			
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 1st 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

Promotion Eligibility

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









Person selection period

Payroll period

To

To

Selection

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

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

10 ANNUAL INCREMENT REPORT

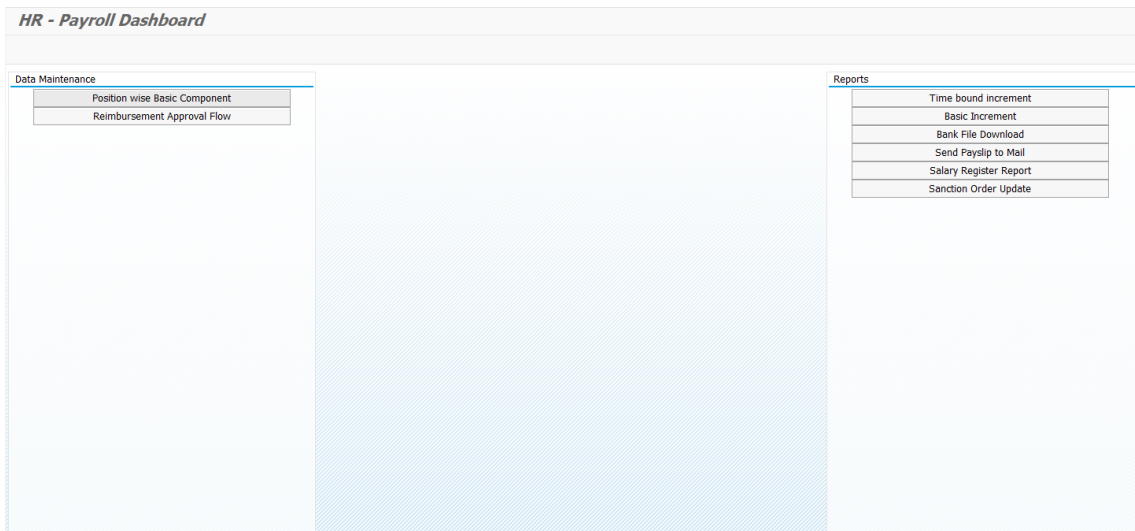
10.1 PROCESS NAME

- 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 1st & June 1st)
- 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 -



The screenshot displays the 'HR - Payroll Dashboard' interface. It is divided into two main sections: 'Data Maintenance' on the left and 'Reports' on the right. The 'Data Maintenance' section contains two links: 'Position wise Basic Component' and 'Reimbursement Approval Flow'. The 'Reports' section contains a list of reports: 'Time bound increment', 'Basic Increment', 'Bank File Download', 'Send Payslip to Mail', 'Salary Register Report', and 'Sanction Order Update'.

Enter Increment Period 1st Jan or 1st 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

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 checked="" 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 checked="" 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 checked="" 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 checked="" 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 checked="" 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 checked="" 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 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 checked="" 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 checked="" type="checkbox"/>	90183	test Test	Management	PB-4+HAG+69010-79000		0.00	0.00	3	01.01.2017	0.00	0.00
<input checked="" 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 checked="" 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

Report Generated on 20180328
Document lines: Display messages

Typ	Itc	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 checked="" 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 checked="" type="checkbox"/>	90183	test Test	Management	PB-4+HAG+69010-79000		0.00	0.00	3	01.01.2017	0.00	0.00
<input checked="" 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 checked="" 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.

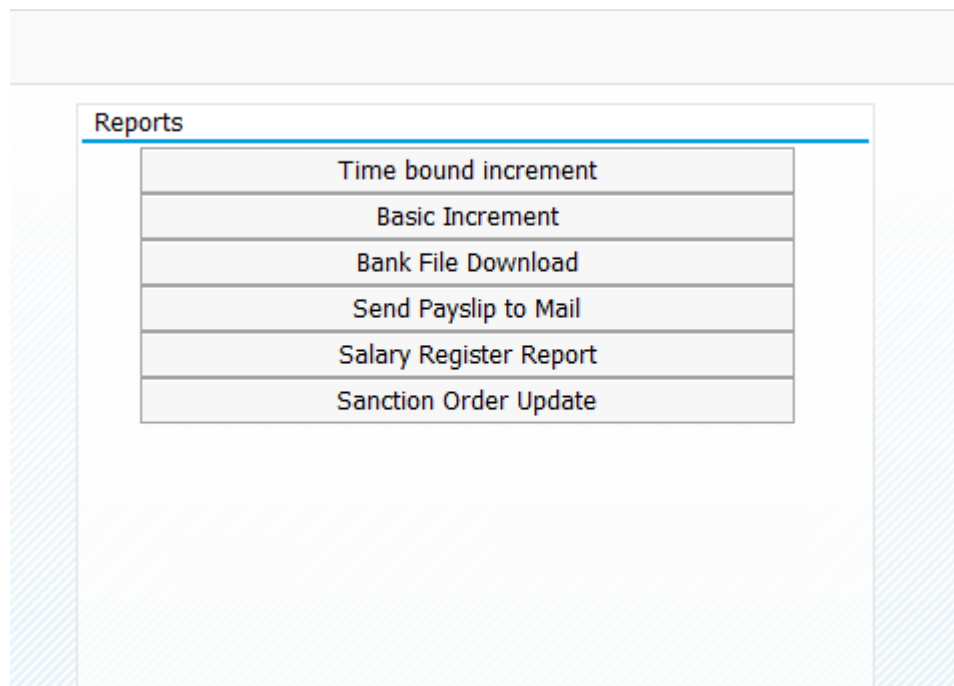
1. For all the employees Before 14 Jun 2013 completion of 9 years falls under Time Slabs - 9 - 5 - 5 years. If employee got promotion before the slab duration, still employee will be eligible for time bound increment and next slab will start only with as 9- 5 - 5. Increment will raise for salary slab 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 –





The screenshot shows a SAP interface with a 'Reports' menu. The menu is a table with the following items:

Reports
Time bound increment
Basic Increment
Bank File Download
Send Payslip to Mail
Salary Register Report
Sanction Order Update

Click on Time bound Increment –

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

Time bound increment Report

Period

☐ Today
 ☐ Current month
 ☐ Current year









☐ Up to today
 ☐ From today

☒ Other period

Data Selection Period To

 Person selection period To

Selection

Personnel Number	<input type="text"/>	
Employment status	<input type="text" value="3"/>	
Company Code	<input type="text"/>	
Personnel area	<input type="text"/>	
Personnel subarea	<input type="text"/>	
Payroll area	<input type="text"/>	
Pers.area/subarea/cost center	<input type="text"/>	
Employee group/subgroup	<input type="text"/>	

Select Percentage























Percentage

Time bound increment

☒ ACP

☐ Time scale fixation

Time bound increment Report

Time Bound Increment Updation 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 checked="" 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 1217DIMRI	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

Employment status

3

Personnel area

Employee group

Employee subgroup

Employee Master Report

<

Employee Master report will be generated.



END USER DOCUMENT

