



User Manual

Human Resource





USER MANUAL- PAYROLL



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PROCESSES BY FUNCTIONAL AREA

1. Purpose of document

The purpose of this document is to provide step by step instructions to the person, to carry out different transactions in IFS Applications based on the “To Be” processes finalized for respective module. This document will act as a user guide and can be also referred as trouble shooting guide in a limited manner. The trouble shooting section at the end of this document will evolved over a period of time. It is the responsibility of the AP TRANSCO process owners or execution team to update the trouble shooting section on a continuous basis as newer issues and solutions are progressively experienced.

2. Assumptions

It is assumed that the person, who is referring this document, has undergone the IFS training for the respective module as per the finalized curriculum. The person should also knows the domain function of the respective module.





3. Operational Procedure

3.1 Starting IFS Application

Locate the icon for the application on the desktop and double-click on the same. Alternately, you may select the icon and press 'ENTER' key. Icon would appear on your desktop by the name "[SHORTCUT TO IFS-PAYROLL](#)".



Once the icon is clicked, an application start up window would appear on your screen.

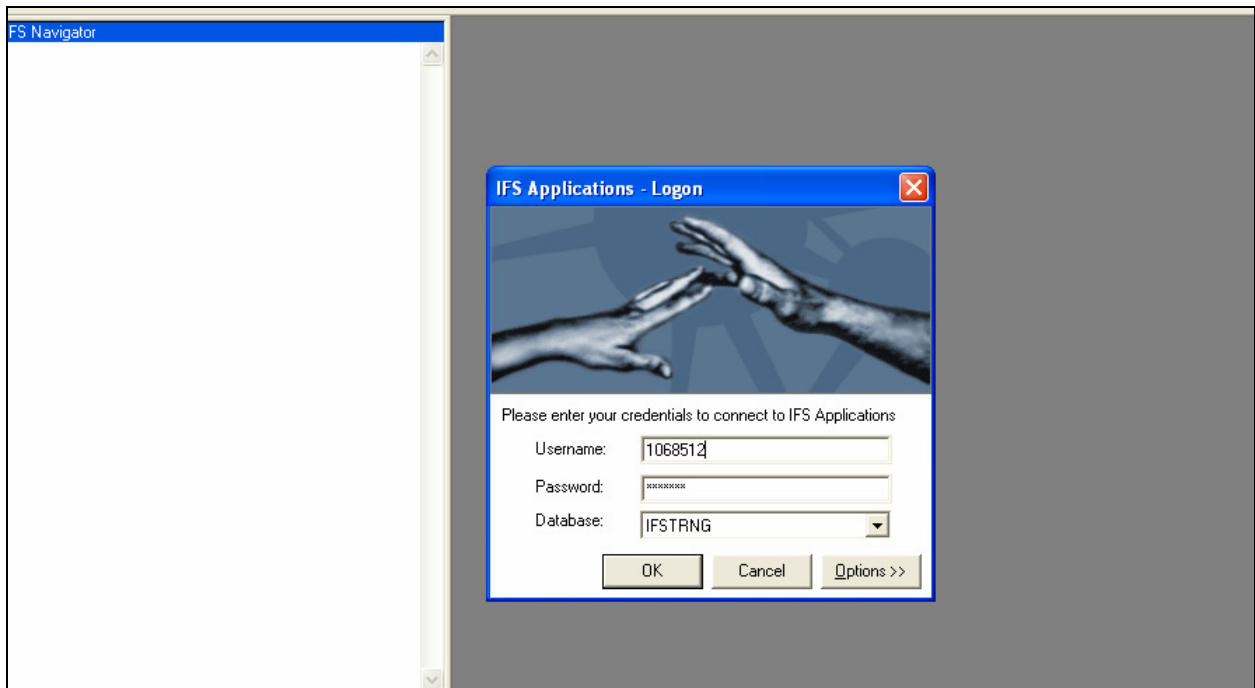




Note:

- The application may take a while to appear on the screen; no need to click again. Double-clicking more than once would lead to having multiple instances of the application open on your desktop. In such a case you can click cancel on the logon dialog, and then close each application window.

3.2 Log On Process

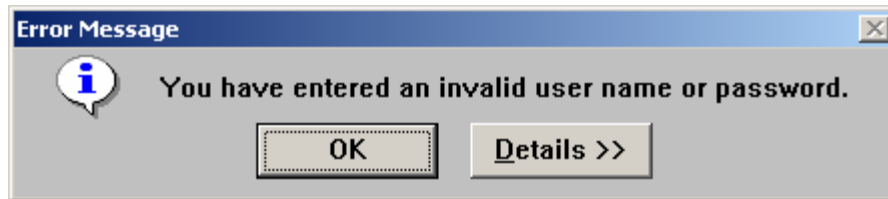


Before that the application can be made use of, the system needs to identify the user account that would be made use of in order to execute ones responsibilities; and this requires user credentials to be entered.

- In the first field 'Username', the user-ID be entered.
- In the second field 'Password', the password applicable for the user-login be entered.
- In the third item, a drop-down 'Database', the database you want to work upon needs to be identified from the options available.

In case that the user-ID - password combination entered, is not a valid one for the selected database, the system would not allow entry into the application. The system would flash the following message.





Click 'OK' and proceed to enter the valid user-ID and password combination allocated to you, applicable for an identified database. The logon dialogue box would disappear and various components of the application would appropriately appear in the window frame, as per the rights available for the user account that the user has logged in with.

Note:












- Based upon the user credentials, the system would facilitate access to various functionalities in specified manner, viz., no access, referential access, read-only access, new-record-creation access, record-updation access, approval access, full-access (read-write-execute), etc., selectively across modules. This is the control mechanism in any standard system for identification of different users or user-groups. This is the methodology for segregation of duties in an organization, though that everybody is working on the same centralized system. So, availability of reports as well gets controlled with the user account.
- The User-ID and Password are not case-sensitive in IFS. Herein, they may be entered either in upper, lower, or mixed case; so, whether Caps Lock is on doesn't have any impact during logon process. However, other application screens may be case-sensitive as applicable.
- The User-ID and Password combination may be one for a given database, and may be different for another database.
- The password should be changed periodically.
- The password should never be the same as the User-ID. Such a case would allow somebody else in the organization (who has an access to a networked system having IFS installed on it) to logon as 'you' and 'play around with' the authority or accountability attached to 'your job role'.
- The options available on the Database dropdown are controlled by a system file. In case, your system is not showing the desired database names in the dropdown option, contact IT Department. In such situation, you wouldn't be able to type the database name and continue with the logon process. Only when the required entry has been created in the system file, IFS would show-up that database name on logon dialog.
- One of the features on logon dialog is 'Options' button. When you click on this, the logon screen expands showing various logon options. It is recommended not to click this button and change any preset value. 'Remember Password' is one of





the options that would allow the system to remember your password on the given system once you have logged on furnishing the password for your user logon. The next time you (or somebody else) starts the application, the logon dialog would appear having your password preloaded, and it would require just a click on the OK button (and no more) to enter the application and have access to the functionalities that are available (to you or whosoever tries to click on). Therefore, it is being reiterated that the options should not be changed at all.

3.3 Key Short Cuts

S. No.	Button	Shortcut Key	Description
1.		F5	To create a new record
2.		F6	To create a duplicate record
3.		F7	To remove a record
4.		F4	To clear previous query and data from the screen
5.		F12	Save the entry.
6.		F2	Retrieve all records from the database for the selected window
7.		F3	Retrieve only a selected part of the available data
8.		F8	Displays the list of Values attached to that field.
9.		None	Move Forward
10.		None	Move Backward
11.		Ctrl P	Prints the selected screen / Display.



4. New Employee

Fetch Employee already created in HR Module (At the time of new employee joining)

Path: IFS Applications → IFS Payroll → Payroll Computation → Basic data for Payroll Computation → Employee Information

Company : 9907 SAD / SLDC / VIDYUT SOUDHA / HYDERABAD

Emp Code: 1555000 Title: Mr. First Name: ASHOK KUMAR Middle Name: Last Name: ATHELLI

Person Id: 1555000 Additional Id: Father/Husband Name: Gender/Sex: Male

☒ Active ☐ Under Tra ☐ Lease ☐ Lease Hol ☐ Hold Sal

☒ Payroll

General Sensitive PF/ESI Others Compensation Address Shift History Attendance-Setup OtherInfo-II Location Transfer Children Claim

Contact No: 040-2331641

E Mail Id:

Qualification: MASTERS

Date Of Birth: 1/1/1977 Access Card No:

Marital Status: Married

For Payroll Computation

No Of Children Entitled: 0




No Of Dependent: 0

Mailing Info.

☐ Send Payslip

☐ Send Income Tax Worksheet

Steps involved:

1. Click New  or F5.
2. Select the Company Code from LOV  or press F8 and select Company Code.
3. Select Employee Code from LOV  or press F8 and select Employee Code.





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Company :		9907		SAO / SLDC / VIDYUT SOUDHA / HYDERABAD	
Emp Code:	Title:	First Name:	Middle Name	Last Name:	<input type="checkbox"/> Under Transfer
1049907	Mr.	MD.	MASOOD	AHMED	<input type="checkbox"/> Lease
Person Id:	Additional Id:	Father/Husband Name:	Gender/Sex	<input checked="" type="checkbox"/> Active	<input type="checkbox"/> Lease Hold
1049907		YASEEN AHMED	Male	<input checked="" type="checkbox"/> Payroll	<input type="checkbox"/> Hold Salary
General Sensitive PF/ESI Others Compensation Address Shift History Attendance-Setup OtherInfo-II Location Transfer Children Claim					
Location :	9907	SAO / SLDC / VIDYUT SOUDHA / HYDERABAD			
Category :	NWKM	NON WORKMEN			
Grade :	NW-05	DE_AS_SAO_SECURITY_OFFICER			
Designation :	ADEMECH	ASSISTANT DIVISIONAL ENGINEER (MECHANICAL)			
Actual Cost Centre :	DIRPROJOFF	DIRECTOR PROJECT AND COORDINATION OFFICE			
Deputed Cost Centre :	DIRTRNSOFF	DIRECTOR TRANSMISSION OFFICE			
Distribution Centre :	GEN	GENERAL (GPF)			
Direct/In-Direct	None				
Date Of Joining :	11/19/2000	<input type="checkbox"/> Super Annuate	Time Office Info.		
Location Join Date:	11/19/2000		Time Office Code : GEN		
Date Of Confirmation :		<input type="checkbox"/> Stop Increment	Essential Services : Essential		
Date Of Leaving :			Minimum Salary Info		
Settlement Month:			<input type="checkbox"/> Minimum Salary		
Date Of Increment :	8/26/2010	PR Start Date:		PR End Date:	
Previous Date Of Increment :	8/26/2009	REHS Location			
Work Permit Start Date:					
HPL Credit Date:					

4. Select Time Office Code from LOV or press F8 and select Time Office Code
5. Select Essential or Non- Essential Services from drop down list.
6. Select Distribution Centre from LOV or press F8 and select Distribution Centre.


Company :		9907		SAO / SLDC / VIDYUT SOUDHA / HYDERABAD	
Emp Code:	Title:	First Name:	Middle Name	Last Name:	<input type="checkbox"/> Under Transfer
1049907	Mr.	MD.	MASOOD	AHMED	<input type="checkbox"/> Lease
Person Id:	Additional Id:	Father/Husband Name:	Gender/Sex	<input checked="" type="checkbox"/> Active	<input type="checkbox"/> Lease Hold
1049907		YASEEN AHMED	Male	<input checked="" type="checkbox"/> Payroll	<input type="checkbox"/> Hold Salary
General Sensitive PF/ESI Others Compensation Address Shift History Attendance-Setup OtherInfo-II Location Transfer Children Claim					
PF Info.					
Comm/Trust Code:	GPF	GPF TRUST			
P.F No:	GPF-23639	E.P.S No.			







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7. Select Comm/Trust Code from LOV  or press F8 and select Comm/Trust Code.
8. Enter P. F. No. belongs to given Comm/Trust Code.

Company :		9907		SAO / SLDC / VIDYUT SOUDHA / HYDERABAD	
Emp Code:	Title:	First Name:	Middle Name	Last Name:	<input type="checkbox"/> Under Transfer
1049907	Mr.	MD.	MASOOD	AHMED	<input type="checkbox"/> Lease
Person Id:	Additional Id:	Father/Husband Name:	Gender/Sex	<input checked="" type="checkbox"/> Active	<input type="checkbox"/> Lease Hold
1049907		YASEEN AHMED	Male	<input checked="" type="checkbox"/> Payroll	<input type="checkbox"/> Hold Salary
General Sensitive PF/ESI Others Compensation Address Shift History Attendance-Setup OtherInfo-II Location Transfer Children Claim					
Bank Info			Misc Info		
Payment Mode: Bank Transfer			PAN/GIR No: APC08567J		
Emp Bank Code: SBH			Promotion Date: 11/2/2009		
Emp Bank A/c No: 52108427048			Gratuity Start Date: 8/26/1991		
Issue Bank Code: SBH			Date Of Retirement: 1/26/2025		
DD Payable At PAR			Transport Info		
Emp Bank A/c No: (Reimbursement)			Mode		
Payment Method			Destination		
Quarter Info			Quarter Type		
			Quarter #		

9. Select Payment Mode from drop down list (e.g. Bank Transfer, Cheque or Cash, as applicable to employee)
10. Select Emp Bank Code from LOV  or press F8 to select Emp Bank Code.
11. Enter Employee's Bank Account number.
12. Select Issue Bank Code from LOV  or press F8 to select Issue Bank Code.


Company :		9907		SAO / SLDC / VIDYUT SOUDHA / HYDERABAD		
Emp Code:	Title:	First Name:	Middle Name	Last Name:	<input type="checkbox"/> Under Transfer	
1049907	Mr.	MD.	MASOOD	AHMED	<input type="checkbox"/> Lease	
Person Id:	Additional Id:	Father/Husband Name:	Gender/Sex	<input checked="" type="checkbox"/> Active	<input type="checkbox"/> Lease Hold	
1049907		YASEEN AHMED	Male	<input checked="" type="checkbox"/> Payroll	<input type="checkbox"/> Hold Salary	
General Sensitive PF/ESI Others Compensation Address Shift History Attendance-Setup OtherInfo-II Location Transfer Children Claim						
Variable Code	Variable Description	Sno	Value	Valid From	Valid To	Remarks
SSN	Social Security Number	1	100556	1/1/2010		
PND	Passport No.	1	10G75964S	1/1/2000		





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13. Addition information such as SSN No., Mobile No, Passport No., or any other information can be given in Other Info II tab. (for this create New record , give the information and valid from date)

14. Save the record  or F12.

Note:

- 1) **Company Code should be Parent Company code only.**
- 2) **Person ID and Employee ID & User ID are same in AP TRANSCO.**
- 3) **Following data flow automatically from HR while creating new employee in payroll.**
 - Contact Number
 - Email ID
 - Qualification
 - Date of Birth
 - Marital Status
 - Location
 - Category
 - Grade
 - Designation
 - Date of Joining
 - Location Join Date
 - Date of confirmation
 - Date of Increment
- 4) **Distribution Centre will be used to segregate EPF Employees, GPF Employees and Deputation Employees.**
- 5) **Comm/Trust is used to define whether employee belongs to GPF or EPF or No PF.**
- 6) **Emp. Bank Code and Issue Bank Code should be the same for all employees having payment mode Bank Transfer.**





5. Leave Accounting

5.1 Basic Data Setup for Leave Accounting

Basic data set up is required to be done for leave accounting before starting leave module which includes activities like creating leave codes, defining various leave parameters and creating holiday master.

Process: ENTERING DETAILS FOR BASIC DATA SETUP FOR LEAVE ACCOUNTING

Step A

Path: IFS Payroll → Basic Data for Leave Accounting → Time Office

Company:	APTRANSCO	Name:	TRANSMISSION CORPORATION OF ANDHRA PR	
TimeOffice				
Time Office	Description	Location	Location Name	
2600A	FOR ALL CLASS I: CLASS II - ADE EQ.	2600	SE/TELECOM/HYD	
2600B	FOR CLASS II - AE EQ. AND BELOW: AL	2600	SE/TELECOM/HYD	
2600F	FOR ALL CLASS IV EMPLOYEES	2600	SE/TELECOM/HYD	
2600U	FOR EMPLOYEES UNDER PROBATION	2600	SE/TELECOM/HYD	
2601A	FOR ALL CLASS I: CLASS II - ADE EQ.	2601	SE/TELECOM/VJA	
2601B	FOR CLASS II - AE EQ. AND BELOW: AL	2601	SE/TELECOM/VJA	
2601F	FOR ALL CLASS IV EMPLOYEES	2601	SE/TELECOM/VJA	
2601U	FOR EMPLOYEES UNDER PROBATION	2601	SE/TELECOM/VJA	
2602A	FOR ALL CLASS I: CLASS II - ADE EQ.	2602	SE/TELECOM/KDP	
2602B	FOR CLASS II - AE EQ. AND BELOW: AL	2602	SE/TELECOM/KDP	
2602F	FOR ALL CLASS IV EMPLOYEES	2602	SE/TELECOM/KDP	
2602U	FOR EMPLOYEES UNDER PROBATION	2602	SE/TELECOM/KDP	

Steps Involved

1. Click New (📄) or press F5 at the Time office code for which we want to create Time office.
2. Enter the time office code and its corresponding description.
3. Enter the location code.
4. Enter the time office in charge EMP NO.
5. Save the record (💾) or press F12.





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Notes:

1. All the physical locations where we are marking our attendance need to be created as Time Office in IFS Payroll.
2. Time office in charge is mandatory field.
3. Only an active employee can be designated as time office in charge.

Step B




Path: IFS Payroll → Basic Data for Leave Accounting → Leave Code

Company	PTRANSCO	Name	TRANSMISSION CORPORATION OF ANDHRA PRADESH LIMITED		
Leave Code					
Leave Code:	EL	EARNED LEAVE			
Comb Leave Code:					
Leave Defined By:	USER	<input checked="" type="checkbox"/> Considerable	<input type="checkbox"/> Compensatory	<input type="checkbox"/> Leave Credit	
Account Code (Earning)	161	EARNED LEAVE ENCASHMENT			
Attendance Code:	461	EARNED LEAVE ENCASHMENT DAYS			
Super Ann. Attend. Code:	461	EARNED LEAVE ENCASHMENT DAYS			
Max. Encash Days:	300				
Leave Mapping					
Modified With Leave Code	Description	Substitute Leave	Adjust Flag		
CL	CASUAL LEAVE	<input type="checkbox"/>	<input type="checkbox"/>		
CP	COMPENSATORY LEAVE	<input type="checkbox"/>	<input type="checkbox"/>		
DN	DIES-NON PERIOD	<input type="checkbox"/>	<input type="checkbox"/>		
E5	EXTRA ORDINARY LEAVE FOR 5 YEARS	<input type="checkbox"/>	<input type="checkbox"/>		
EM	EXTRA ORDINARY LEAVE ON MEDICAL GROUNDS	<input type="checkbox"/>	<input type="checkbox"/>		
E0	EXTRA ORDINARY LEAVE	<input type="checkbox"/>	<input type="checkbox"/>		
HM	HALF PAY LEAVE_MEDICAL GROUNDS	<input type="checkbox"/>	<input type="checkbox"/>		
HP	HALF PAY LEAVE_PERSONAL GROUNDS	<input type="checkbox"/>	<input type="checkbox"/>		
HS	HALF PAY LEAVE WITH FULL PAY FOR SPECIAL CASES	<input type="checkbox"/>	<input type="checkbox"/>		
MC	MISCARRIAGE LEAVE	<input type="checkbox"/>	<input type="checkbox"/>		
ML	MATERNITY LEAVE	<input type="checkbox"/>	<input type="checkbox"/>		
NO	NO-WORK NO-PAY PERIOD	<input type="checkbox"/>	<input type="checkbox"/>		
OH	OPTIONAL HOLIDAY	<input type="checkbox"/>	<input type="checkbox"/>		
PD	PAID HOLIDAY	<input type="checkbox"/>	<input type="checkbox"/>		
PL	PATERNITY LEAVE	<input type="checkbox"/>	<input type="checkbox"/>		
SC	SPECIAL CASUAL LEAVE	<input type="checkbox"/>	<input type="checkbox"/>		
SD	SPECIAL DISABILITY LEAVE	<input type="checkbox"/>	<input type="checkbox"/>		
SL	STUDY LEAVE - PERSONAL GROUNDS	<input type="checkbox"/>	<input type="checkbox"/>		
SM	STUDY LEAVE - MANAGEMENT GROUNDS	<input type="checkbox"/>	<input type="checkbox"/>		
SP	SUSPENSION PERIOD	<input type="checkbox"/>	<input type="checkbox"/>		





Steps Involved

1. Click New () or press F5 at the Leave code field.
2. Enter the new leave code and its corresponding description.
3. Enter leave defined by field by default it will be user.
4. Click the check box if leave is considerable.
5. Click the check box if leave is compensatory.
6. Click the check box if leave credit is allowed.
7. Save the record () or press F12.
8. Go to line level click New () or press F5.
9. Put the modified with leave code if the leave at header level is modifiable.
10. Check the check boxes if substitution or adjustment against that leave is allowed.

Notes:

1. Create all the leave code at the header level by clicking at the leave code field and press new button give the leave code and corresponding description check the boxes which ever is applicable and save the record.
2. At line level enter the modified with leave code only if the leave which is defined at header level is modifiable else do not enter any record.





Step C

Path: IFS Payroll / Basic Data for Leave Accounting >> Holiday Type

ESCode	ES Description
ES	Essential

Steps Involved

1. Click New (📄) or press F5 at the Holiday type field.
2. Put the new holiday type and its corresponding description.
3. Save the record (💾) or press F12.
4. Go to line level Click New or F5.
5. Enter Essential or Non essential code.
6. Save the record (💾) or press F12.

Notes:

1. It is advisable to create both essential and non essential holiday types for each region.





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Step D

Path: IFS Payroll → Basic Data for Leave Accounting → Shift Master

Company :	APTRANSCO	Name :	TRANSMISSION CORPORATION OF ANDHRA PRADESH LIMITED							
Shift Info										
Shift Code	Shift Description	Hours	From HH:	From MM:	To HH:	To MM:	Break From HH:	Break From MM:	Duration	
0	AD/CPR/APTRANSCO	6.5	10	30	17	20	13	0	0.5	

Steps Involved

1. Click New (📄) or press F5 at the Line.
2. Enter new shift code and its corresponding description.
3. Enter the total no of hours of the shift.
4. Enter from hours and from minutes, To hours and to minutes.
5. Capture the break duration.
6. Check the check box if it is a night shift.
7. Save the record (💾) or press F12.

Notes:

1. All the shifts are captured in this screen.
2. For multiple shift records click at the line level and create new record by putting all the relevant information and save the record.





Step E

Path: IFS Payroll → Basic Data for Leave Accounting → Leave Parameters

This screen is used to define various leave parameters pertaining to a particular leave code. It is to be created time office, category and leave code wise

e.g. To code '9100A' category code 'NW' and leave code 'EL' then we define the various leave parameters. Select the company, time office, and category and leave code save the information.

Go to leave parameters give effective from month and save the record.

Company Code:	APTRANSCO	Name:	TRANSMISSION CORPORATION OF ANDHRA PRADESH LIMITED	PAY REG
Time Office				
TO Code:	9100A	Description:	FOR ALL CLASS I: CLASS II - ADE EQ. AND ABOVE: ON DEPUTATION FROM OUTSIDE UNITS	
Category				
Category code:	NW	Description:	NON WORKMEN	
Leave Info.				
Leave Code:	EL	Description:	EARNED LEAVE	
Leave Parameters				
Effective From (Month): 201001 Jan.,2010				
System Leave Code:	EL	EARNED LEAVE	Minimum Value:	
Calculation Duration:		Calculation Type:	Deduction Time:	Hrs.
Max Per Year:	15	Min Cont Days:		<input type="checkbox"/> From Leave Attendance Factor:
Max Accumulation:	300	Min Cont Hrs:		<input type="checkbox"/> Adv. Allowed <input checked="" type="checkbox"/> Carry Forward
Max Cont Days:		Min Encash Leave Bal:		<input checked="" type="checkbox"/> Keep Balance <input checked="" type="checkbox"/> Prorata
Max Cont Hrs:		Min Encash Days:	15	<input checked="" type="checkbox"/> Encashable <input checked="" type="checkbox"/> Deduct Holiday
Occurrences:		Comp Days:		Prorata Type Yearly
Unit Code:	Half-Yea	Leave Due From:	DateOfC	After 6 Months <input type="checkbox"/> Half Pay
Sex:	None			
Remarks 1:			Remarks 2:	

Steps Involved

1. Populate the records (📄) or press F2.
2. Enter the Time office code.
3. Enter the Category code.
4. Enter the Leave code.
5. Enter effective from month.
6. Save the record (💾) or press F12.





Give the following parameters which ever is applicable:

1. Max per year: Give the maximum no of leaves allowed per year.
2. Max accumulation: Maximum accumulation allowed per year.
3. Max cont days: Maximum continuous days a person is allowed to take that leave.
4. Max cont hrs: Maximum continuous hrs a person is allowed to take the leave.
5. Occurrences: The maximum no of occurrences that a person is allowed to take the leave in a leave financial year.
6. Unit code: Daily; Hourly; Monthly; Yearly
7. Min Cont days: Minimum continuous days which is necessary for a person to take that particular leave.
8. Min Cont hours: Minimum continuous hours which is necessary for a person to take that particular leave.
9. Min En cash leave balance: Minimum balance required to En cash a particular leave.
10. Min En cash days: Minimum no of days which can be en cashed.
11. Leave due from: From which month the leave is due.
12. Check the check box if Advance is allowed (Adv. Allowed).
13. Check the check box if the leave balances to be kept for next year (Keep Balance).
14. Check the check box if the leave is En cashable (En cashable).
15. Check the check box if Carry forward is allowed (Carry Forward).
16. Check the check box if leave is to be calculated at prorata basis (Prorata).
17. Check the check box if the deduction of leaves if holidays falls in between to be done (Deduct Holidays).

Notes:

1. For all the categories leave parameters to be defined.
2. For all the leaves these parameters to be defined.





Step F

Path: IFS Payroll → Basic Data for Leave Accounting → Invalid Leave Sequence


On this screen we can define invalid leave sequence like if we want after casual leave earn leave can not be taken.

So select the category for which this sequence is invalid and save the record go to line level put casual leave code (CL) followed by earn leave code(EL) and save the record.

E.g. 'CLEL'.

Company Code	APTRANSCO	TRANSMISSION CORPORATION OF ANDHRA PRA
Time Office Code	9100A	FOR ALL CLASS I: CLASS II - ADE EQ. AND ABOVE
Category Information		
Category	NW	NON WORKMEN
Invalid Sequence Strings		
Sequence String		
ELCL		
CLEL		

Steps Involved

1. Enter the category code.
2. Enter the invalid sequence string.
3. Save the record () or press F12.

Notes:

1. For all the categories invalid sequence string for leaves to be defined.





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Step G

Path: IFS Payroll → Basic Data for Leave Accounting → Account & Leave Code Mapping

Company :	APTRANSCO	Name:	TRANSMISSION CORPORATION OF ANDHRA PRADESH LIMITED		
Time Office					
TO Code:	2600A	FOR ALL CLASS I: CLASS II - ADE EQ. AND ABOVE: ON DEPUTATION FRO			Location Code: 2600
Category Master					
Category Code:	NW	NON WORKMAN			
Account Info					
Account :	401	SALDAYS	Calc. Criteria:	Full Days	No Of Days: <input type="text"/>
			<input type="checkbox"/> Encashable <input checked="" type="checkbox"/> Process For ALL/Optional		
Leave Info					
Leave Code	Description	Effect			
AB	ABSENT	Subtract			
CL	CASUAL LEAVE	No Effect			
CP	COMPENSATORY LEAVE	No Effect			
DN	DIES-NON PERIOD	Subtract			
E5	EXTRA ORDINARY LEAVE FOR 5 YEARS	Subtract			
EL	EARNED LEAVE	No Effect			
EM	EXTRA ORDINARY LEAVE ON MEDICAL GROU	Subtract			
EO	EXTRA ORDINARY LEAVE	Subtract			
HM	HALF PAY LEAVE_MEDICAL_GROUNDS	No Effect			
HP	HALF PAY LEAVE_PERSONAL_GROUNDS	Half-Subtract			
MC	MISCARRIAGE LEAVE	No Effect			
ML	MATERNITY LEAVE	No Effect			
NO	NO-WORK NO-PAY PERIOD	Subtract			
OH	OPTIONAL HOLIDAY	No Effect			
PD	PAID HOLIDAY	No Effect			
PL	PATERNITY LEAVE	No Effect			
SC	SPECIAL CASUAL LEAVE	No Effect			
SD	SPECIAL DISABILITY LEAVE	No Effect			
SL	STUDY LEAVE - PERSONAL GROUNDS	Subtract			
SM	STUDY LEAVE - MANAGEMENT GROUNDS	Half-Subtract			
SP	SUSPENSION PERIOD	Subtract			

Steps Involved



1. Select the company code from drop down menu (▼).
2. Select the Time office code from drop down menu (▼).
3. Select the category code from drop down menu (▼).
4. Select the attendance account code (401- SAL-Days).
5. Select the calculation criteria whether full days, No base days, Working days (as applicable).
6. If leave is encashable check the encashable check box.





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7. Go to line level click New () or press F5 at the Line.
8. Enter the leave code and its corresponding effect.
9. Save the record () or press F12.

Notes:

If a person is taking a CL then no effect will come on his attendance so effect is no effect but if a person is absent then it has to be subtracted from total no of days in a month so effect will be subtract.





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5.2 Leave Recasting

Path: IFS Payroll → Leave Accounting → Leave Recasting → Leave Recasting Application

Application No:	201001000003	Employee:	1050049	SAGAR ARJUN	Recast Start Date:	01/01/2002	Remarks1:	
Application Date:	01/01/2010	Category:	NW	Old Time Office:	GEN	Recast End Date:	31/12/2008	Remarks2:
Payroll Company:	APTRANSCO	Leave Code:	EL	New Time Office:	GEN	State:	Created	Remarks3:
Financial Year:		Total Diff:		0				

Financial Year	Fin-Year Closed	Previous Leave Credit	Current Leave Credit	Differential Value	Manual Differential Value	Remarks1	Remarks2	Remarks3	Remarks4

Steps Involved:

1. Click New.
2. Enter Application date, Payroll Company, Leave Code, Old and New Time office.
3. Save or F12
4. RMB – Confirm / Cancel

Application No:	201001000003	Employee:	1050049	SAGAR ARJUN	Recast Start Date:	01/01/2002	Remarks1:	
Application Date:	01/01/2010	Category:	NW	Old Time Office:	GEN	Recast End Date:	31/12/2008	Remarks2:
Payroll Company:	APTRANSCO	Leave Code:	EL	New Time Office:	GEN	State:	Created	Remarks3:
Financial Year:		Total Diff:		0				

Financial Year	Fin-Year Closed	Previous Leave Credit	Current Leave Credit	Differential Value	Manual Differential Value	Remarks1	Remarks2	Remarks3

5. RMB – Generate / Cancel.

Application No:	201001000003	Employee:	1050049	SAGAR ARJUN	Recast Start Date:	01/01/2002	Remarks1:	
Application Date:	01/01/2010	Category:	NW	Old Time Office:	GEN	Recast End Date:	31/12/2008	Remarks2:
Payroll Company:	APTRANSCO	Leave Code:	EL	New Time Office:	GEN	State:	Created	Remarks3:
Financial Year:		Total Diff:		0				

Financial Year	Fin-Year Closed	Previous Leave Credit	Current Leave Credit	Differential Value	Manual Differential Value	Remarks1	Remarks2	Remarks3

6. RMB – Re-Generate / Post / Cancel.





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Application No:	201010000001	Employee:	1053430	PALAPATI PRAKASHAM	Recast Start Date:	07/04/1990	Remarks1:		
Application Date:	31/10/2010	Category:	NW	Old Time Office:	GEN	Recast End Date:	01/01/2010	Remarks2:	
Payroll Company:	APTRANSCO	Leave Code:	EL	New Time Office:	GEN	State:		Remarks3:	
Financial Year:		Total Diff:	36						

Financial Year	Fin-Year Closed	Previous Leave Credit	Current Leave Credit	Differential Value	Manual Differential Value	Remarks1	Remarks2	Re
2010-2011	<input type="checkbox"/>	0	15	15	15			
2009-2010	<input checked="" type="checkbox"/>	8	15	7	7			
2008-2009	<input checked="" type="checkbox"/>	8	15	7	7			
2007-2008	<input checked="" type="checkbox"/>	8	15	7	7			

7. After “Post”, Recasted EL Balance can be view to employee’s new Time Office.

Company Code	APTRANSCO	TRANSMISSION CORPORATION OF ANDHRA PRADESH LIMITED
Time Office Code	GEN	AD/CPR GENERAL TIME OFFICE

Employee Information Calendar Year Information				
Code	First Name	Middle Name	Last Name	Category
1053430	PALAPATI	PRAKASHAM		NW

Calendar Year Info		
Calendar Year	From Month	To Month
2010-2011	201001	201012

Leave Balance Information								
Leave Code	Description	Leave Credit	Leave Brought Forward	Total Leave	Leave Taken	Leave Encashed	Current Balances	
EL	EARNED LEAVE	15.00	21.00	36.00	0.00	0.00	36.00	

8. All Leave Recasting application can be view in separate overview screen viz. “Overview Leave Recasting Applications” with RMB – Detail Option.

Application No	Application Date	Payroll Company	Employee Code	Employee Name	HR Company	Employee Category	Total Differential Value	Old Time Office	New Time Office	Leave Code	Recast Start Date
201010000001	31/10/2010	APTRANSCO	1053430	PALAPATI PR	9100	NW	36	GEN	GEN	EL	07/04/1990
201008000000	11/08/2010	APTRANSCO	1052717	RAMESH VEN	9100	NW	0	GEN	GEN	EL	01/01/2008
201008000000	11/08/2010	APTRANSCO	1052717	RAMESH VEN	9100	NW	0	GEN	GEN	EL	01/01/2008
201008000000	11/08/2010	APTRANSCO	1052717	RAMESH VEN	9100	NW	0	GEN	GEN	EL	22/07/1998
201008000000	11/08/2010	APTRANSCO	1052717	RAMESH VEN	9100	NW	0	GEN	GEN	EL	22/07/1998
201007000000	22/07/2010	APTRANSCO	1033527	Chilukuri VASI	9100	NW	22	GEN	GEN	EL	03/01/1996
201007000000	22/07/2010	APTRANSCO	1033527	Chilukuri VASI	9100	NW	0	GEN	GEN	EL	01/07/2008
201001000000	01/01/2010	APTRANSCO	1050049	SAGAR ARJU	9100	NW	0	GEN	GEN	EL	01/01/2002
201001000000	01/01/2010	APTRANSCO	1050049	SAGAR ARJU	9100	NW	0	GEN	GEN	EL	01/01/2002
201001000000	01/01/2010	APTRANSCO	1050049	SAGAR ARJU	9100	NW	0	GEN	GEN	EL	01/01/2002





5.3 Leave Accounting Transactions

PROCESS A:

ENTER / UPDATE / MODIFY EMPLOYEE LEAVE BALANCES

Path: IFS Payroll → Leave Accounting Transactions → Employee Leave Balances

Company Code	APTRANSCO	TRANSMISSION CORPORATION OF ANDHRA PRADESH LIMITED						
Time Office Code	9100A	FOR ALL CLASS I: CLASS II - ADE EQ. AND ABOVE: ON DEPUTATION FROM OUTSIDE UNITS						
Employee Information Calendar Year Information								
Code	First Name	Middle Name	Last Name	Category				
1012622	MAY REDDY	ARUNA REDDY		NW				
Calendar Year Info								
Calendar Year	2010-2011	From Month	201001	To Month	201012			
Leave Balance Information								
Leave Code	Description	Leave Credit	Leave Brought Forward	Total Leave	Leave Taken	Leave Encashed	Current Balances	
EL	EARNED LEAVE	0.00	293.00	293.00	50.00	0.00	243.00	

Steps Involved

9. This screen is used to Enter/Update employee leave balances
10. Select Calendar year from drop down menu (▼).
11. Select the employee code from drop down menu (▼) or query (F4) for employee code.
12. Go to line level click New (F5) or F5 at the Line Level.
13. Enter the Leave code, Leave credit, Leave brought forward, Total leave, Leave taken, Leave Encashed, Current balance.
14. Once this set up is done it will automatically update the employees leave balances.
15. Save the record (F12) or press F12.

Notes:

1. First time this set up needs to be done for each employee.
2. After wards it will be automatically updated based on the employee leave entered.





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PROCESS B:

ENTER / MODIFY / UPDATE HOLIDAY MASTER

Path: IFS Payroll → Leave Accounting Transactions → Holiday Master

Company : **APTRANSCO** Name : **TRANSMISSION CORPORATION OF ANDHRA PRADESH LIMITED**

Calendar Year Info

Calendar Year: **2010-2011** From Month: **201001** To Month: **201012**

Time Office Info

To Code: **2600A** **FOR ALL CLASS I: CLASS II - ADE EQ. AND ABOVE: ON DEPUTATION FROM OUTSIDE UNITS**

Holiday Type Info

Holiday Type: **HOL** **HOLIDAY**

Weekday: **None** Occurrence: **None**

Holidays Info

Holiday Date	Holiday Date Description	Type Of Holiday	Half-Day	Payable	Deductible
01/01/2010	NEW YEAR'S DAY	WorkingDay	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13/01/2010	BHOGI	GazettedHoliday	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
14/01/2010	SANKRANTI_PONGAL	GazettedHoliday	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
15/01/2010	KANUMU	WorkingDay	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20/01/2010	SRI PANCHAMI	WorkingDay	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26/01/2010	REPUBLIC DAY	NationalHoliday	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05/02/2010	ARBAYEEN	WorkingDay	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12/02/2010	MAHASHIVRATRI	GazettedHoliday	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
27/02/2010	MILAD-UN-NABI	GazettedHoliday	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
01/03/2010	HOLI	GazettedHoliday	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16/03/2010	UGADI	GazettedHoliday	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
24/03/2010	SRI RAMANAVAMI	GazettedHoliday	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
28/03/2010	MAHAVEER JAYANTHI/YAZ DA	WorkingDay	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
02/04/2010	GOOD FRIDAY	GazettedHoliday	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05/04/2010	BABU JAGJWAN RAM'S BIRTH	GazettedHoliday	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
14/04/2010	DR. B.R. AMEDKER'S BIRTHDA	GazettedHoliday	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
30/04/2010	HAZRATH SYED MOHD. JUVAN	WorkingDay	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16/05/2010	BASAVA JAYANTHI	WorkingDay	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27/05/2010	RIIDHA PIIRNIMA	WorkingDay	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Steps Involved


1. This screen is used to set up holiday master.
2. Select the Financial year from drop down menu (▼).
3. Select the time office code from drop down menu (▼).
4. Select the holiday type from LOV (🔍) or press F8.
5. Select the week day from drop down menu (▼). (If Applicable)







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6. Select Occurrence (only for all Sundays and 2nd Saturdays).
7. Enter the first date of the year for that particular day.
8. Save the record () or press F12.
9. Refresh the screen or press Shift + F5.
10. System will generate list for all the days (Say Sunday).

Notes:

1. Once the weekly holiday list is generated.
2. Go to line level click New () or F5 at the Line.
3. Enter the individual holiday dates and give its corresponding description.
4. Check the check box payable or deductible depending on the holiday.
5. Save the records () or press F12.





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PROCESS C:

ENTER / MODIFY / UPDATE LEAVE ENTERIES

Path: IFS Payroll → Leave Accounting Transactions → Leave / OD Entry





Company :	APTRANSCO	TRANSMISSION CORPORATION OF ANDHRA PRADESH LIMITED
Emp # :	1058111	Naga Rajya Kanaka Lakshmi Chakka
Cost Centre:	HR SERVICE2 A	Category: WM Grade: WM-03-2010
E Mail Id:		Designation: JUNIOR PERSONAL O <input checked="" type="checkbox"/> Emp Active

Current Leave | Previous Leave

Leave Code: HP HALF PAY LEAVE_PERSONAL_GROUNDS

S No	From Date	To Date	No Of Days	Half Indicator	Hours	Purpose	Reason	Credit Leave Code	No Of Days Credit	Approved/Rejected By	Approved/Rejected Date
1	24/08/2010	31/08/2010	8	Full	06.50	Personal Grounds				HRMODULEVS	16/09/2010 11:50:55 AM

Steps Involved

1. This screen is used to enter leave details of an employee.
2. Click  on leave code.
3. Save  header.
4. Click  at line level.
5. Enter leave from date, to date, purpose, prefix and suffix dates (if any).
6. Save .
7. RMB – Submit
8. RMB – Recommend
9. RMB – Authorize

Company :	APTRANSCO	TRANSMISSION CORPORATION OF ANDHRA PRADESH LIMITED
Emp # :	1058111	Naga Rajya Kanaka Lakshmi Chakka
Cost Centre:	HR SERVICE2 A	Category: WM Grade: WM-03-2010
E Mail Id:		Designation: JUNIOR PERSONAL O <input checked="" type="checkbox"/> Emp Active

Current Leave | Previous Leave

Leave Code: HP HALF PAY LEAVE_PERSONAL_GROUNDS

S No	From Date	To Date	No Of Days	Half Indicator	Hours	Purpose	Reason	Credit Leave Code	No Of Days Credit	Approved/Rejected By	Approved/Rejected Date
1	24/08/2010	31/08/2010	8	Full	06.50	Personal Grounds				HRMODULEVS	16/09/2010 11:50:55 AM

Submit...
 Recommend...
 Reject...
 Authorize...





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PROCESS D:

ENTER AND POST LEAVE ENCASHMENTS

Path: IFS Payroll → Leave Accounting Transactions → Leave Encashment

Company Code	APTRANSCO	TRANSMISSION CORPORATION OF ANDHRA PRADESH LIMITED							
Time Office Code	9100A	FOR ALL CLASS I: CLASS II - ADE EQ. AND ABOVE: ON DEPUTATION FROM OUTSIDE UNITS							
Payroll Month Information									
Process Month	201010	Description	Oct_2010						
Leave Information									
Code	EL	Description	EARNED LEAVE						
Encashment Information									
Emp #	Name	Leave Balance	Number Of Days	Amount	Base Amount	Account	Name	Post To Payment	Post To Payroll
1000104	ANANTH CATHANARAYANA	250.00	30.00	102,050.00	102,050.00	161	EARNED LEAVE ENCASHMENT	<input type="checkbox"/>	<input checked="" type="checkbox"/>
PostToPayroll									
PostToPayment									
PostToPayment (Deduct PF)									
PostToTax Adjustment									
Table									
Query...									
Copy Object									
Paste Object									
Undo Object Edits									
Properties									

Steps Involved

1. This screen is used to enter leave Encashments of employees.
2. Click  at line level.
3. Enter Employee Code from .
4. Leave balance will display automatically.
5. Enter Number of days to be encashed by employee.
6. Enter Payroll account code. "161".
7. Save .
8. RMB – "Post to Payroll".




6. LTC

6.1 LTC Master Set-Up

Path: Employee Organization & Definition → LTC → LTC Master

[illegible]

Steps Involved:

1. Click .
2. Enter LTC Block Year From and Till in YYYYMM format.
3. Enter Minimum Completion of Service condition.
4. Enter Claim days – Number of days within LTC should be claimed.
5. Save the header.
6. Click at line level of LTC detail tab.
7. Enter Domestic and Hometown Block year period.
8. Save.
9. Click new at LTC leave Master.
10. Enter Leave code – which should be applied during LTC travel Period.
11. Save



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6.2 Employee LTC Information

Path: Employee Organization & Definition → LTC → Employee LTC Information

Company:	Emp no:	Person Id:	Emp Name:	Class:	Position:	Department:		
9100	1010026	1010026	Sri THOTA LAXMAN	CLS1	ASMPHR3	HRSERVICE3		
Application No:	Application Date:	LTC Block No:	LTC Type:	Service Period:	Cadre:	State:	Checked By:	Checked Date:
1	16/07/2010	4	Domestic	33	PANDG	Approved	IFSAPP	16/07/2010
Departure Date:	Arrival Date:	Mode Of Transport:	Total Distance Km:	Seat Berth No:	Claimed Amount:	Passed Amount:	Approved By:	Approved Date:
01/07/2010	12/07/2010	Bus	500	234	1200	1200	IFSAPP	16/07/2010
Ref Details1:								
TICKET CHECKED								
<input checked="" type="checkbox"/> Document Checked								
Ref Details2:								
DISTANCE CHECKED								
Dependent Id	First Name	Last Name	Relationship	Date of Birth	Age	Gender	Berth No	
1	BANDLA	INDIRP	WIFE	30/06/1952	58	Female	235	

Steps Involved:

1. Click
2. Enter Employee Code.
3. Enter Application date, Departure date, Arrival date, LTC Type and claimed amount.
4. Click on Submit.

Company:	Emp no:	Person Id:	Emp Name:	Class:	Position:	Department:		
9100	1010026	1010026	Sri THOTA LAXMAN	CLS1	ASMPHR3	HRSERVICE3		
Application No:	Application Date:	LTC Block No:	LTC Type:	Service Period:	Cadre:	State:	Checked By:	Checked Date:
1	16/07/2010	4	Domestic	33	PANDG	Approved	IFSAPP	16/07/2010
Departure Date:	Arrival Date:	Mode Of Transport:	Total Distance Km:	Seat Berth No:	Claimed Amount:	Passed Amount:	Approved By:	Approved Date:
01/07/2010	12/07/2010	Bus	500	234	1200	1200	IFSAPP	16/07/2010
Ref Details1:								
TICKET CHECKED								
<input checked="" type="checkbox"/> Document Checked								
Ref Details2:								
DISTANCE CHECKED								
Dependent Id	First Name	Last Name	Relationship	Date of Birth	Age	Gender	Berth No	
1	BANDLA	INDIRP	WIFE	30/06/1952	58	Female	235	

Submit

Recommend

Approve

Populate

Query...

Create Shortcut...

Add to Favorites...

Copy Object

Paste Object

Properties



5. Enter Ref. detail, Document checked or not, passed amount and dependent ID, if claimed for dependent.

[illegible]

6. Click on Recommend.
7. Click on Approve.



7. Medical Re-Imbursement

15.1 Medical Reimbursement Master Set-up

A. Path: IFS Payroll → General Data for Payroll & Leave Accounting → Account code Master

This is one time setup – Two Account code has been created one for Medical reimbursement Application setup and another for Medical Reimbursement Entitlement.




B. Path: IFS Payroll → Payroll Computation → Basic Data for Payroll Computation → Other Master → Rule and Rate

This is one time setup – As per the reimbursement policy, rule and rate already set in the above mentioned path.

C. Path: IFS Payroll → Employee Self-Service → ESS Lu Rule

IFS Navigator		Lu Name	Rule Code
IFS Applications		EssSamadhanAdvances	302
+ General		EssMedicalBillHdr	501
+ Info Services		EssSamadhanAdvances	301
+ Application Services		EssSamadhanAdvances	303
+ Enterprise		EssSamadhanAdvances	304
+ Accounting Rules		EssSamadhanAdvances	305
+ Document Management		EssSamadhanAdvances	306
- IFS Payroll			
+ General Data for Payroll and Leave Accounting			
+ IFS Payroll			
+ Payroll Computation			
+ Leave Accounting			
+ Reimbursement			
- Employee Self Service			
Ess Lu Rule			

Steps Involved:

1. Click .
2. Select “EssMedicalBillHdr” from .
3. Enter Account code in “Rule code”
4. Save .





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D. Path: IFS Payroll → Employee Self-Service → Ess Rule Set Up

IFS Applications

- General
- Info Services
- Application Services
- Enterprise
- Accounting Rules
- Document Management
- IFS Payroll
- General Data for Payroll and Leave
- Payroll Computation
- Leave Accounting
- Reimbursement
- Employee Self Service
 - Ess Lu Rule
 - Ess Rule Setup**
 - Ess Lu Rule Detail
 - Ess Position Matrix
 - Ess Auto Approval Special
 - Ess Application
 - Ess Approve
 - Ess Authorize
 - Ess Application Samadhan

Company Code: APTRANSCO APTRANSCO TRANSMISSION CORPORATION OF ANDHRA PRADESH LIMITED

Location Code: 9100 AO/CPR AO/CPR/MDYUT SOUDHA

Rules

Account Code: 501 Description: MED_REIMB

Comb Account: Description:

Rate Of Interest: Validity Month: No Of Service Yrs: 1 Rule Applicable To: Both

No Of Installment: Validity Month Application: Super Annuation Yrs Left: No Of Occurance:

Base Code: MED_ENT Claimed Percentage: 100 Attendance Code: Payroll Account: Non Taxable

Tax Exemption: 15000 Pro-Rate Cut-Off Days: Reference Prefix: MEDICAL Taxable Exempt: Advance:

Source Code: Param Code:

☐ Basic Check ☒ Yearly ☐ Year End Lapse ☐ Payroll Post ☒ Taxable ☐ Deduct PF ☐ RHS Payment ☒ Yearly/Monthly Exception ☐ Min. Entit Exempt

☒ Check Entitlement ☐ Attendance ☐ Component Breakup ☐ Pro-Rate ☐ Advance ☐ Error Flag ☐ Entitlement (April)

Define Limit Define Budget Define Pay Rights GL Codes Expense Components Categorywise GL Code

S. No	Type	Class	Category	Category Name	Grade	Grade Name	Maximum Limit	F
-------	------	-------	----------	---------------	-------	------------	---------------	---

Steps Involved:

1. Click
2. Enter Account code from
3. Enter Base Code from
4. Save

E. Path: IFS Payroll → Employee Self-Service → Ess Application Medical Bill Master

IFS Applications

- General
- Info Services
- Application Services
- Enterprise
- Accounting Rules
- Document Management
- IFS Payroll
- General Data for Payroll and Leave
- Payroll Computation
- Leave Accounting
- Reimbursement
- Employee Self Service
 - Ess Lu Rule
 - Ess Rule Setup
 - Ess Lu Rule Detail
 - Ess Position Matrix
 - Ess Auto Approval Special
 - Ess Application**

Line No: 1 Patient Type: In Patient

Max Claim Amount: 200000 No Of Claim Months: 3 ☒ Discharge Summ Flag

Hospitals

Hospital Code	Hospital Name	Address	Contact No	Contact Person	String1	Number1
NIMS	NIMS	PUNJAGUTTA	108			
APOLLO	APOLLO HOSPI	BANJARA HILLS	108			
KIMS	KRISHNA INSTI	SECUNDERABAD	108			
CARE	CARE	BANJARA HILLS	108			
GLOBAL	GLOBAL	LAKADIKAPPOOL	108			









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Steps Involved:

1. Click .
2. Enter Max. Claim Amount, Patient Type, No. of Claim Months etc.
3. Check on Discharge Summary Flag – If Applicable.
4. Save .
5. Click  at line level.
6. Enter Board Approved Hospital List as per the header patient type viz. In patient or Out Patient.
7. Save .





15.2 Entry & Approval of Medical reimbursement Applications

A. Path: IFS Payroll → Employee Self-Service → Ess Application Medical Bill

IFS Navigator

- IFS Applications
 - General
 - Info Services
 - Application Services
 - Enterprise
 - Accounting Rules
 - Document Management
 - IFS Payroll
 - General Data for Payroll and Leave
 - Payroll Computation
 - Leave Accounting
 - Reimbursement
 - Employee Self Service
 - Ess Lu Rule
 - Ess Rule Setup
 - Ess Lu Rule Detail
 - Ess Position Matrix

Company Code: APTRANSCO **Company Name:** TRANSMISSION CORPORATION OF AN **Department:** COMMAPPCC **Description:** COMMERCIAL A **Date Of Birth:** 01/08/1952 **Employee Bank Acc No:** 5466789896

Emp Code: 1001107 **Employee Name:** NARSING RAD G **Emp Category:** NW **Category Description:** NONWORKMAN **Date Of Join:** 01/01/1992 **Reporting Officer:**

Current Location: 9100 **Location Description:** AD/CPR/VIDYUT SOUDHA **Designation:** SETCOM **Grade:** NW-04 **Date Of Retirement:** 31/08/2010 **Person Id:** 1001107

Max Claim Amount: 200000 **Total Fin Taxable Amount:** 0

Total Medical Passed Amount: 0 **Total Fin Non Taxable Amount:** 0

Detail Application Detail

Application Number	Total Bill Amount	Total Passed Amount	Total Fin Taxable	Total Fin Non Taxable	Remarks	Num3	Date Of Applic	Certification	Ref Company	Ref Fin Year	R
2010101	0	0	0	0			30/10/2010				

Steps Involved:

1. Query for Employee by clicking on
2. Click at line level – Detail Tab.
3. Save .
4. Click on Application Detail Tab.
5. Enter Application Detail such as, patient detail, treatment dates, discharge dated, hospital, doctor name, disease etc.

Company Code: APTRANSCO **Company Name:** TRANSMISSION CORPORATION OF AN **Department:** COMMAPPTRN **Description:** COMMERCIAL A **Date Of Birth:** 04/05/1960 **Employee Bank Acc No:** 58789655412

Emp Code: 1010348 **Employee Name:** SIRA PRABHAKAR **Emp Category:** NW **Category Description:** NONWORKMAN **Date Of Join:** 08/10/1990 **Reporting Officer:**

Current Location: 9907 **Location Description:** SAO/SLDC/VIDYUT SOUDHA **Designation:** AE2HRMS3 **Grade:** NW-07 **Date Of Retirement:** 04/05/2018 **Person Id:** 1010348

Max Claim Amount: 200000 **Total Fin Taxable Amount:** 500

Total Medical Passed Amount: 500 **Total Fin Non Taxable Amount:** 0

Detail Application Detail

Application Number: 2010102 **Date Of Application:** 30/10/2010 **Remarks:**

Created By: IFSAPP **Created Date:** 30/10/2010

Advance Adjustment **Treatment Details** **Bill Details**

S No	Person Id	Patient Id	Patient First N: Patient Last N	Patient Relation	Patient Date of Birth	Treatment From	Treatment To	Patient Type	Discharge Date	Hospital	Doctor	Disease
1	1010348	1	B.S BASMETI MAMATHA	WIFE	16/06/1967	01/08/2010	31/08/2010	In Patient	31/08/2010	NIMS	reddy	GENERAL

6. Click on Bill Details
7. Enter Bill Dates and bill amount





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Company Code:	Company Name:	Department:	Description:	Date Of Birth:	Employee Bank Acc No:
APTRANSCO	TRANSMISSION CORPORATION OF AN	COMMLAPTRN	COMMERCIAL A	04/05/1960	58789655412
Emp Code:	Employee Name:	Emp Category:	Category Description:	Date Of Join:	Reporting Officer:
1010348	SIRA PRABHAKAR	NW	NONWORKMAN	08/10/1990	
Current Location:	Location Description:	Designation:	Grade:	Date Of Retirement:	Person Id:
9907	SAQ/SLDC/VIDYUT SOUDHA	AE2HRMS3	NW-07	04/05/2018	1010348
Max Claim Amount:	200000	Total Fin Taxable Amount:	55500		
Total Medical Passed Amount:	55500	Total Fin Non Taxable Amount:	0		

Detail Application Detail

Application Number: 2010102 Date Of Application: 30/10/2010 Remarks:

Created By: IFSAPP Created Date: 30/10/2010

SI No	Treatment Ref No	Bill Memo	Bill Date	Classification	Type Of Treat	Account Code	Account Code Desc	Amount	Med Pass Amount	Fin Pass Taxable	Fin Pass Non Taxable	Name	Relationship	Ref Paym
1	1	123	31/08/2010	Consolidated	Medical - Allog	501	MED_REIMB	55000	55000	55000				

8. Go to Detail Tab.

9. RMB – Confirm application

Company Code:	Company Name:	Department:	Description:	Date Of Birth:	Employee Bank Acc No:
APTRANSCO	TRANSMISSION CORPORATION OF AN	COMMLAPTRN	COMMERCIAL A	04/05/1960	58789655412
Emp Code:	Employee Name:	Emp Category:	Category Description:	Date Of Join:	Reporting Officer:
1010348	SIRA PRABHAKAR	NW	NONWORKMAN	08/10/1990	
Current Location:	Location Description:	Designation:	Grade:	Date Of Retirement:	Person Id:
9907	SAQ/SLDC/VIDYUT SOUDHA	AE2HRMS3	NW-07	04/05/2018	1010348
Max Claim Amount:	200000	Total Fin Taxable Amount:	55500		
Total Medical Passed Amount:	55500	Total Fin Non Taxable Amount:	0		

Detail Application Detail

Application Number	Total Bill Amount	Total Passed Amount	Total Fin Taxable	Total Fin Non Taxable	Remarks	Num3	Date Of Applic	Certification	Ref Company	Ref Fin Year	Ref Payment	Ref Payment	Created By	Crea
2010074	500	500	500	0			16/07/2010		100	2010-2011	4		IFSAPP	16/
2010102	55000	55000	55000	0			30/10/2010						IFSAPP	30/

Confirm Cancel

A. Path: IFS Payroll → Employee Self-Service → Ess Approval Medical Bill

Company Code:	Company Name:
APTRANSCO	TRANSMISSION CORPORATION OF AN
Calendar Year:	Record Status:
2010	Confirm
Type:	No of records:
Medical Bill	1

Detail Application Detail

Emp Code	Emp Name	Grade	Designation	Application Number	Total Bill Amount	Total Passed Amount	Total Fin Taxable	Total Fin Non Taxable	Remarks	Num3	Date Of A
ABH4	NW-07	AE2HRMS3	2010102	55000	55000	55000	0				30/10/20

Recommend Approve Reject

Steps Involved:

1. RMB – Click on Recommend.





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2. RMB – Click on Approve / Reject.

Company Code: Company Name:

Calendar Year: Record Status:

Type: No of records:

Detail | Application Detail

Emp Code	Emp Name	Grade	Designation	Application Number	Total Bill Amount	Total Passed Amount	Total Fin Taxable	Total Fin NonTaxable	Remarks	Num3
1010348	SIRA PRABHA	NW-07	AE2HRMS3	2010102	55000	55000	55000	0		

Recommend
Approve
Reject
Table

B. Path: IFS Payroll → Employee Self-Service → Ess Authorize Medical Bill

Company Code: Company Name:

Calendar Year: Record Status:

Type: No of records:

Detail | Application Detail

Emp Code	Emp Name	Grade	Designation	Application Num	Total Bill Amount	Total Passed Amount	Total Fin Taxable	Total Fin NonTaxable	Remarks	Num3	Date Of Applic
1010348	SIRA PRABHA	NW-07	AE2HRMS3	2010102	55000	55000	55000	0			30/10/2010

Authorize
Reject

Steps Involved:

1. RMB – Click on Authorize / Reject.

Company Code: Company Name:

Calendar Year: Record Status:

Type: No of records:

Detail | Application Detail

Emp Code	Emp Name	Grade	Designation	Application Num	Total Bill Amount	Total Passed Amount	Total Fin Taxable	Total Fin NonTaxable	Remarks	Num3	Date Of Applic
1010348	SIRA PRABHA	NW-07	AE2HRMS3	2010102	55000	55000	55000	0			30/10/2010
1048154	BONI VIZIAN	NW-04	SE1IPC	2010079	4000	4000	0	4000			16/08/2010
1036297	KARREDDUL	NW-02	CEEOR	20100711	6000	6000	0	6000			26/07/2010
1019297	Nistala Kamesh	NW-06	ADE2TSLG	20100710	5000	5000	0	5000			23/07/2010
1047755	BHIMANAPAL	NW-06	SEEOR	2010078	12000	12000	12000	0			16/07/2010
1043006	ANJANEYULU	WM-05	LDC1FNPACT	2010077	6000	6000	0	6000			16/07/2010
1011233	KONDAL RAO	NW-06	AA01COM	2010075	10000	8000	0	8000			16/07/2010
1010348	SIRA PRABHA	NW-07	AE2HRMS3	2010074	500	500	500	0			16/07/2010





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C. Path: IFS Payroll → Employee Self-Service → Employee Payment

IFS Navigator

- Payroll Computation
- Leave Accounting
- Reimbursement
- Employee Self-Service
 - Ess Lu Rule
 - Ess Rule Setup
 - Ess Lu Rule Detail
 - Ess Position Matrix
 - Ess Auto Approval Special
 - Ess Application
 - Ess Approval
 - Ess Authorize
 - Ess Application Samadhan
 - Ess Approval Samadhan
 - Ess Authorize Samadhan
 - Ess Application Medical Advan
 - Ess Approval Medical Advance
 - Ess Authorize Medical Advance
 - Ess Application Medical Bill Ma
 - Ess Application Medical Bill
 - Ess Approval Medical Bill
 - Ess Authorize Medical Bill
 - Ess Payment
 - Ess Payment All
 - Ess Advance History
 - Ess Payment History
 - Employee Payment**
 - Overview Employee Payment
 - Employee Payment History

Employee Information

Payment Serial No: 15 Company: APTRANS Company Name: TRANSMISSION CORPORATI
Financial Year: 2010-2011 Employee Code: 1010348 Employee Name: SIRA PRABHAKAR
Location Code: 9907 Category: NW Cost Centre: COMMMLAPTRN
Designation: AE2HRMS3 ACC No: 1010348 Grade: NW-07
Retirement Date: 04/05/2018 ReHS M.S. No. ReHS Reference No: /2010/1

Payment Information

Account Code: 501 Transfer Location: State: Authorized
A/c. Desc: MED_REIMB Project: Param Value:
Payment Date: Claimed Amount: 55000.00 Payrol Post Amount:
Payment Month: 201010 A/c. Month: 201010 Passed Amount: 55000.00 Advance Amount: 0.00
Rule Setup Flags: PF Deducted Non-Taxable Amount: 55000.00 Balance Enrit. Amount: 144500.00
☐ Taxable ☐ Payroll Flag ☐ Tax Deducted Taxable Exemption: 0.00 Enrit. Amount: 200000.00
☐ Component ☐ Advance ☐ Payroll Posted Taxable Amount: 0.00 PF Amount: 0.00
☐ Deduct PF ☐ Advance Paid Tax Amount: 0.00 VPF Amount: 0.00
☐ Centralized Booking Net Amount: 55000.00

Cummulative Amount Information

Cummulative Amount: 55000.00 Cumm. Taxable Amount: 0.00 Taxable Amount(Payment): 0.00
Exemption Amount: 55000.00 Net Taxable Amount: 0.00 Total Taxable Income:

General Tax & PF Details Components User Detail Other Details Voucher Details History

Account Code	Account Description	Amount	Impact	Effect Payment
501	MED_REIMB	0.00		

Steps Involved:

1. Query for Authorize bill for payment process.
2. RMB – Create Mixed payment





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Employee Information
Payment Serial No: 15 Company: APTRANS Company Name: TRANSMISSION CORPORATI
Financial Year: 2010-2011 Employee Code: 1010348 Employee Name: SIRA PRABHAKAR
Location Code: 9907 Category: NW Cost Centre: COMMLAPTRN
Designation: AE2HRMS3 ACC No: 1010348 Grade: NW-07
Retirement Date: 04/05/2018 ReHS M.S. No. ReHS Reference No: */2010/1

Payment Information
Account Code: 501 Transfer Location: State: Authorized
A/c. Desc: MED_REIMB Project: Param Value:
Payment Date: Claimed Amount: 55000.00 Payroll Post Amount:
Payment Month: 201010 A/c. Month: 201010 Passed Am: Advance Amount: 0.00
Rule Setup Flags: ☐ Taxable ☐ Payroll Flag ☐ Tax Deducted ☐ Taxable Ex: Balance Entit. Amount: 144500.00
☐ Component ☐ Advance ☐ Payroll Posted ☐ Taxable Am: Entit. Amount: 200000.00
☐ Deduct PF ☐ Advance Paid ☐ Tax Amount: PF Amount: 0.00
Centralised Booking VPF Amount: 0.00
Net Amount: 55000.00

Cummulative Amount Information
Cummulative Amount: 55000.00 Cumm. Taxable: Taxable Amount(Payment): 0.00
Exemption Amount: 55000.00 Net Taxable A: Total Taxable Income:

General Tax & PF Details Components User Detail Other Detail
Account Code Account Description Amount Im
501 MED_REIMB 0.00

Confirm
Authorize
Cancel
Update Cash Account
Refresh Information
Deduct Tax
Create Advanced Payment
Create Mixed Payment
Create Journal Voucher
Post Payment to Payroll
Populate
Query...

3. Enter Cash Account.
4. Click – OK

Employee Information
Payment Serial No: 15 Company: APTRANS Company Name: TRANSMISSION CORPORATI
Financial Year: 2010-2011 Employee Code: 1010348 Employee Name: SIRA PRABHAKAR
Location Code: 9907 Category: NW Cost Centre: COMMLAPTRN
Designation: AE2HRMS3 ACC No: 1010348 Grade: NW-07
Retirement Date: 04/05/2018 ReHS M.S. No. ReHS Reference No: */2010/1

Payment Information
Account Code: 501 Transfer Location: State: Authorized
A/c. Desc: MED_REIMB Project: Param Value:
Payment Date: Claimed Amount: 55000.00 Payroll Post Amount:
Payment Month: 201010 A/c. Month: 201010 Passed Amount: 55000.00 Advance Amount: 0.00
Rule Setup Flags: ☐ Taxable ☐ Payroll ☐ Tax Deducted ☐ Taxable Ex: Balance Entit. Amount: 144500.00
☐ Component ☐ Advanc Entit. Amount: 200000.00
☐ Deduct PF PF Amount: 0.00
VPF Amount: 0.00
Net Amount: 55000.00

Cummulative Amount Inform.
Cummulative Amount: Taxable Amount(Payment): 0.00
Exemption Amount: Net Taxable Amount: Total Taxable Income:

General Tax & PF Details Components User Detail Other Details Voucher Details History
Account Code Account Description Amount Impact Effect Payment
501 MED_REIMB 0.00

Create Mixed Payment
Payroll Company: APTRANSCO OK
GL-Company: 9907 Cancel
Cash Account: SBH (DRAWING List...
Statement No:
payment date: 30/10/2010
Close the dialog and save the changes.





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Employee Information		
Payment Serial No: 15	Company: APTRANS	Company Name: TRANSMISSION CORPORATI
Financial Year: 2010-2011	Employee Code: 1010348	Employee Name: SIRA PRABHAKAR
Location Code: 9907	Category: NW	Cost Centre: COMMLAPTRN
Designation: AE2HRMS3	ACC No: 1010348	Grade: NW-07
Retirement Date: 04/05/2018	ReHS M.S. No. <input type="checkbox"/> ReHS	Reference No: /2010/1
Payment Information		
Account Code: 501	Transfer Location: <input type="text"/>	State: Paid
A/c. Desc: MED_REIMB	Project: <input type="text"/>	Param Value: <input type="text"/>
Payment Date: 30/10/2010	Claimed Amount: 55000.00	Payrol Post Amount: <input type="text"/>
Payment Month: 201010 A/c. Month: 201010	Passed Amount: 55000.00	Advance Amount: 0.00
Rule Setup Flags	Non-Taxable Amount: 55000.00	Balance Entit. Amount: 144500.00
<input type="checkbox"/> Taxable <input type="checkbox"/> Payroll Flag	Taxable Exemption: 0.00	Entit. Amount: 200000.00
<input type="checkbox"/> Component <input type="checkbox"/> Advance	Taxable Amount: 0.00	PF Amount: 0.00
<input type="checkbox"/> Deduct PF	Tax Amount: 0.00	VPF Amount: 0.00
<input type="checkbox"/> PF Deducted	Centralised Booking: <input type="checkbox"/>	Net Amount: 55000.00
<input type="checkbox"/> Tax Deducted		
<input type="checkbox"/> Payroll Posted		
<input type="checkbox"/> Advance Paid		
<input type="checkbox"/> Centralised Booking		
Cummulative Amount Information		
Cummulative Amount: 55000.00	Cumm.Taxable Amount: 0.00	Taxable Amount(Payment): 0.00
Exemption Amount: 0.00	Net Taxable Amount: 0.00	Total Taxable Income: 0.00
General Tax & PF Details Components User Detail Other Details Voucher Details History		
Advance Payment Details		
Advance Cash Account: <input type="text"/>	Advance Statement No: <input type="text"/>	Advance Mixed Payment ID: <input type="text"/>
Advance L.S-Trans ID: <input type="text"/>	Advance Payment Date: <input type="text"/>	
Mixed Payment Information		
GL Company: 9907	SAO / SLDC / VIDYUT SOUD	
Cash Account: SBH (DRA	L.S-Trans ID: 1	
Statement No: 2994	A/c.Year: 2010	
Mixed Payment ID: 3597	Voucher Date: <input type="text"/>	
Unit Voucher Information		
GL Company: <input type="text"/>		
Vou Type: <input type="text"/>		
Voucher No: <input type="text"/>		
Central Voucher Information		
GL Company: <input type="text"/>		
Vou Type: <input type="text"/>		
Voucher No: <input type="text"/>		

- Mixed Payment Details can be view in Employee payment screen.
- Generated statement number will be use by Accounts people to Approve payment voucher and release payment to employee.





8. Loan & Advances

8.1 Loan & Advances Master Set-up

A. Path: IFS Payroll → General Data for Payroll & Leave Accounting → Account code Master

This is one time setup – All Loan Account code has been created




B. Path: IFS Payroll → Payroll Computation → Basic Data for Payroll Computation → Other Master → Rule and Rate

This is one time setup – As per the Loan & Advances Recovery policy, rule and rate already set in the above mentioned path.

C. Path: IFS Payroll → Employee Self-Service → ESS Lu Rule

IFS Navigator		Lu Name	Rule Code
IFS Applications		EssSamadhanAdvances	302
+ General		EssMedicalBillHdr	501
+ Info Services		EssSamadhanAdvances	301
+ Application Services		EssSamadhanAdvances	303
+ Enterprise		EssSamadhanAdvances	304
+ Accounting Rules		EssSamadhanAdvances	305
+ Document Management		EssSamadhanAdvances	306
- IFS Payroll			
+ General Data for Payroll and Leave Accounting			
+ IFS Payroll			
+ Payroll Computation			
+ Leave Accounting			
+ Reimbursement			
- Employee Self Service			
Ess Lu Rule			

Steps Involved:

1. Click .
2. Select “EssSamadhanAdvances” from .
3. Enter All Loan Account code one by one in “Rule code”
4. Save .





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D. Path: IFS Payroll → Employee Self-Service → ESS Lu Rule

Company Code: **APTRANSCO** | **APTRANSCO** | **TRANSMISSION CORPORATION OF ANDHRA PRADESH LIMITED**

Location Code: **3100** | **AD/CPRA/S** | **ACCOUNTS OFFICER/CPRA/VIDYUT SQUADHA**

Yes |

Account Code: **301** | Description: **HBA**

Account Description: **HBA**

Date Of Interest: **31/12/2010** | Validity Month: **31/12/2010** | No Of Service Yrs: **5** | Rule Applicable To: **Both**

No Of Installment: **1** | Validity Month Application: **31/12/2010** | Super Annuation Yrs Left: **5** | No Of Occurance: **1**

Base Code: **LON_ENT** | Claimed Percentage: **100** | Attendance Code: **100**

Tax Exemption: **100** | Pro-Rata Cut-Off Days: **100** | Reference Prefix: **100**

Source Code: **100** | Param Code: **100**

Payroll Account: **Non Taxable**

Taxable: **100**

Taxable Exempt: **100**

Advance: **100**

☐ Basic Check ☐ Yearly ☐ Year End Lapse ☐ Payroll Post ☐ Taxable ☐ Deduct PF ☐ RHS Payment ☐ Yearly/Monthly Exception ☐ Min. Entit Exempt

☐ Check Entitlement ☐ Attendance ☐ Component Breakup ☐ Pro-Rata ☒ Advance ☐ Error Flag ☐ Entitlement (April)

Refine Limit | Define Budget | Define Pay Rights | GL Codes | Expense Components | Categorywise GL Code

S. No	Type	Class	Ca	Cat	Grav	Grav	Maximum Limit	From Date	To Date	Starting slab	End slab	Rate of Ir	Base Perc B	Recover	Reco
1	Purchase of Ready Build House	CLS1	*	*	*	*	1000000	31/05/2010	31/12/9999	41291	999999	5.5	7200	240	60
5	Purchase of Ready Build House	CLS1	*	*	*	*	750000	31/05/2010	31/12/9999	28126	41290	5.5	7200	240	60
6	Purchase of Ready Build House	CLS1	*	*	*	*	600000	31/05/2010	31/12/9999	17751	28125	5.5	7200	240	60
7	Purchase of Ready Build House	CLS1	*	*	*	*	500000	31/05/2010	31/12/9999	1	17750	5.5	7200	240	60
8	Purchase of Ready Build House	CLS2	*	*	*	*	1000000	31/05/2010	31/12/9999	41291	999999	5.5	7200	240	60
9	Purchase of Ready Build House	CLS2	*	*	*	*	750000	31/05/2010	31/12/9999	28126	41290	5.5	7200	240	60
10	Purchase of Ready Build House	CLS2	*	*	*	*	600000	31/05/2010	31/12/9999	17751	28125	5.5	7200	240	60
11	Purchase of Ready Build House	CLS2	*	*	*	*	500000	31/05/2010	31/12/9999	1	17750	5.5	7200	240	60
12	Purchase of Ready Build House	CLS3	*	*	*	*	1000000	31/05/2010	31/12/9999	41291	999999	5.5	7200	240	60
13	Purchase of Ready Build House	CLS3	*	*	*	*	750000	31/05/2010	31/12/9999	28126	41290	5.5	7200	240	60
14	Purchase of Ready Build House	CLS3	*	*	*	*	600000	31/05/2010	31/12/9999	17751	28125	5.5	7200	240	60
15	Purchase of Ready Build House	CLS3	*	*	*	*	500000	31/05/2010	31/12/9999	1	17750	5.5	7200	240	60
16	Purchase of Ready Build House	CLS4	*	*	*	*	1000000	31/05/2010	31/12/9999	41291	999999	5	7200	240	60
17	Purchase of Ready Build House	CLS4	*	*	*	*	750000	31/05/2010	31/12/9999	28126	41290	5	7200	240	60
18	Purchase of Ready Build House	CLS4	*	*	*	*	600000	31/05/2010	31/12/9999	17751	28125	5	7200	240	60

Steps Involved:

1. Click
2. Enter Account code from
3. Enter Base Code from
4. Enter No. of Service Year and Super Annuation Years Left.
5. Check on “Advance” flag
6. Save
7. Click at line level.
8. Enter Loan Condition as per TOO.
9. Save

Note: All Advance account code Ess Rule set up can be created, this is one time setup.





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8.2 Entry & Approval of Loan Applications

A. Path: IFS Payroll → Employee Self-Service → ESS Application Samadhan

Company Code:	Company Name:	Department:	Description:	Date Of Birth:	Employee Bank Acc No:
APTRANSCO	TRANSMISSION CORPORATION OF AN	CIVILAPTRN	CIVIL APTRANS	14/06/1954	52078036587
Emp Code:	Employee Name:	Emp Category:	Category Description:	Date Of Join:	Reporting Officer:
1059630	A Annapurna	WM	WORKMEN	17/05/1985	
Current Location:	Location Description:	Designation:	Grade:	Date Of Retirement:	
9100	ACCOUNTS OFFICER/CPRI/VIDYUT SO	SWCI4CVL	WM	14/06/2012	

Samadhan Advance

Application Number	Advance Code	Advance Code Desc	Av St	Date Of Application	Loan Amount	Loan Type	Fet No Of	Rate	Monthly In	Interest Calcula	Sanctione	Sanctioned D.
2010092	302	FESTIVAL ADVANCE	0	05/10/2010	3000	Festival Advance	SRI 10	0	300	Reducing Balan	3000	05/10/2010
Confirm												
Cancel												

Steps Involved:

1. Click at line level.
2. Enter Advance code, Date of Loan Application, Loan Amount and loan type.
3. Save.
4. RMB – Confirm.

B. Path: IFS Payroll → Employee Self-Service → ESS Approval Samadhan

Company Code:	Company Name:
APTRANSCO	TRANSMISSION CORPORATION OF AN
Calendar Year:	Record Status:
2010	Confirm
Type:	No of records:
Samadhan	1

Samadhan Advance

Emp Code	Emp Name	Grade	Designation	Application Num	Advance Code	Advance Code Desc	Advance Id	State	Date Of Applic	Loan Am
ARAF				2010092	302	MOTOR CAR ADVANCE	0	Confirm	08/09/2010	450000

Recommend
 Approve
 Reject
 Table
 Query...

Steps Involved:

1. Populate data by clicking .
2. RMB – Click on Recommend / Approve / Reject Application





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C. Path: IFS Payroll → Employee Self-Service → ESS Authorize Samadhan

Company Code: **APTRANSCO** Company Name: **TRANSMISSION CORPORATION OF AN**

Calendar Year: **2010** Record Status: **Authorized**

Type: **Samadhan** No of records: **53**

Samadhan Advance

	Emp Code	Emp Code	Statement No	Grade	Designation	Application Num	Advance Code	Advance Code Des
	1070570	Mallada Sheshagiri				2010091	302	MOTOR CAR ADVAN
Authorize		yana Mallela				20101048	322	FESTIVAL ADVANCE
Reject		tana				20101049	322	FESTIVAL ADVANCE

Steps Involved:

1. Populate data by clicking
2. RMB – Click on Authorize.

Company Code: **APTRANSCO** Company Name: **TRANSMISSION CORPORATION OF AN**

Calendar Year: **2010** Record Status: **Authorized**

Type: **Samadhan** No of records: **53**

Samadhan Advance

	Emp Code	Emp Code	Statement No	Grade	Designation	Application Num	Advance Code	Advance Code Desc
	1070570	Mallada Sheshagiri				2010091	302	MOTOR CAR ADVAN
Authorize		yana Mallela				20101048	322	FESTIVAL ADVANCE
Reject		tana				20101049	322	FESTIVAL ADVANCE
Create Payment		ally Babu				20101039	322	FESTIVAL ADVANCE
Table		ally Babu				20101040	323	EDUCATION ADVANC
Query...		J Gopal				20101034	322	FESTIVAL ADVANCE
Copy Object		ayana Talari				20101032	322	FESTIVAL ADVANCE
Paste Object		anakbandaram				20101027	322	FESTIVAL ADVANCE
Undo Object Edits		SWAROOPA LATHA				20101028	323	EDUCATION ADVANC
Properties		SWAROOPA LATHA				20101026	322	FESTIVAL ADVANCE
		ali				20101033	322	FESTIVAL ADVANCE
		ali				20101037	323	EDUCATION ADVANC

3. RMB – Create Mixed Payment
4. Enter Cash Account from
5. Click “Create”.





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Create Multiple Payments

Parameters

Payment Date: 30/10/2010

Cash Account:

Statement No:

List

Exit

Create

Company Code: APTRANSCO Company Name: TRANSMISSION CORPORATION OF AN

Calendar Year: 2010 Record Status: Authorized

Type: Samadhan No of records: 53

Samadhan Advance

Emp Code	Emp Code	Statement No	Grade	Designation	Application Num	Advance Code
1070570	Mallada Sheshagiri				2010091	302
1058041	Satyanarayana Mallela				20101048	322
1059582	Feroza Sultana				20101049	322
1043234	Devaralapally Babu				20101039	322
1043234	Devaralapally Babu				20101040	323
1068781	Bittla Venu Gopal				20101034	322
1059660	Satya Narayana T				20101032	322
1058849	Sekhar Manakbani				20101027	322
1059092	Thammadi SWARO				20101028	323
1059092	Thammadi SWARO				20101026	322
1071661	Shaik Mybali				20101033	322
1071661	Shaik Mybali				20101037	323
1059630	A Annanuma				20101044	322

Information

Payment Successfully Created

OK

- Payroll Generated Payment further should be approve in Finance Module and pay to employees.





9. Pay Fixation

Path: IFS Payroll → Payroll Computation → Payroll Transaction → Pay Fixation

Before Starting Pay fixation Process: Ensure following points:

- **Employee Promotion must be done in HR Module**
- **Increment Dates must be exist in Employee Information**

The screenshot shows the IFS Navigator on the left with the path: IFS Applications > Info Services > Application Services > Enterprise > Accounting Rules > Document Management > IFS Payroll > General Data for Payroll and Leave Accountin > Payroll Computation > Payroll Transactions > Pay Fixation Info. The main form contains the following fields:

- Company Code: **APTRANSCO** (TRANSMISSION CORPORATION OF)
- Location Code: **9907** (SAQ/SLDC/MDYUT SOUDHA)
- State: **Planned**
- Pay Order Date: **07/08/2010**
- Payroll Month: **201008**
- H Sr No: **1**

Below these fields is a table with the following columns: Sr. No., Category Code, Category Description, Grade Code, Grade Description, Emp#, Emp Name, and Emp Reg Type. The table is currently empty.

Steps Involved:

1. Click On New
2. Enter Company Code & Location Code from LOV.
3. Enter Pay order Date (Date of Joining in Promoted Post).
4. Enter Current Payroll Month.
5. Save.

This screenshot shows the same IFS Payroll Pay Fixation screen as the previous one, but with an employee record entered in the table. The record is as follows:

Sr. No.	Category Code	Category Description	Grade Code	Grade Description	Emp#	Emp Name	Emp Reg Type
1	NW	NON WORKM	NW-05-2010	DE/ SAQ/ AS	1059999	PASUMARTY	U/R 30(A)

On the right side of the table, there is a context menu with the following options: Fetch Employee For Pay Fixation, Re-Plan, Generate Final, Populate Query..., Create Shortcut..., Add to Favorites..., Copy Object, Paste Object, and Properties.

6. RMB – Fetch Employee for Pay Fixation.
7. Enter Employee regulation Type Viz. 30 (A) or 30 (a) (i).



8. Enter 101 – “Basic Pay” in Fixation Parameter 2.

[illegible]

Company Code:	APTRANSCO	TRANSMISSION CORPORATION OF	State:	Planned
Location Code:	9907	SAD/SLDC/MIDYUT SOUDHA		
Pay Order Date:	01/07/2010	Payroll Month:	201008	H Sr No:
				2

Fixation Parameter 1	Fixation Parameter 2	Pay Fixation Info
Account Code	Account Description	
101	BASIC PAY	

9. RMB – Header – Generate

[illegible]

10. RMB – Header – Final



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IFS Navigator

- IFS Applications
 - General
 - Info Services
 - Application Services
 - Enterprise
 - Accounting Rules
 - Document Management
 - IFS Payroll
 - General Data for Payroll and Leave
 - Payroll Computation
 - Basic Data for Payroll Computa
 - Payroll Transactions
 - Employee Adjustment/Arrea
 - Employee Adjustment Amou
 - Employee Attendance
 - Employee Incentive/Other-f
 - MICR Cheque No/DD No L
 - Update Payroll History Data
 - Pay Fixation**

Company Code: **APTRANSCO** TRANSMISSION CORPORATION OF State: **Generated**

Location Code: **9100** ACCOUNTS OFFICER/CPR/MIDYUT

Pay Order Date: **07/09/2010** Payroll Month: **201010** H Sr No:

Fixation Parameter 1 | Fixation Parameter 2 | Pay Fixation Info

Old Location	Sr. No.	Emp#	Emp Name	New Location	Old Category	New Category	Old Designation	New Designation
9100	1	1048094	Suguna Bai G	9100	NW		JAOTRN	AA02AAC2

Context Menu:

- Fetch Employee For Pay Fixation
- Re-Plan
- Generate
- Final**
- Populate
- Query...
- Create Shortcut...
- Add to Favorites...
- Copy Object
- Paste Object
- Properties

11. RMB – Line Level – Confirm / Approve / Post.

IFS Navigator

- IFS Applications
 - General
 - Info Services
 - Application Services
 - Enterprise
 - Accounting Rules
 - Document Management
 - IFS Payroll
 - General Data for Payroll and Leave
 - Payroll Computation
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 - Payroll Transactions
 - Employee Adjustment/Arrea
 - Employee Adjustment Amou
 - Employee Attendance
 - Employee Incentive/Other-f
 - MICR Cheque No/DD No L
 - Update Payroll History Data
 - Pay Fixation**
 - Pay Revision
 - Advancement Increment
 - Annual Grade Increment
 - Promotion/Increment

Company Code: **APTRANSCO** TRANSMISSION CORPORATION OF State: **Finalized**

Location Code: **3200** SUPERINTENDING ENGINEER/TL

Pay Order Date: **04/09/2010** Payroll Month: **201010** H Sr No: **2**

Fixation Parameter 1 | Fixation Parameter 2 | Pay Fixation Info

Old Location	Sr. No.	Emp#	Emp Name	New Location	Old Category	New Category	Old Grade	New Grade
3200	1	1048094	MARY GALIPOTHU	3200	NW	NW	NW-09-2010	NW-07

Context Menu:

- Confirm
- Stop
- Approve
- Post
- Table
- Query...
- Create Shortcut...
- Add to Favorites...
- Copy Object
- Paste Object
- Undo Object Edits
- Properties

Note: after “Post” Option data can be view at below path Location & Employee wise

Path: IFS Payroll → Payroll Computation → Payroll Transaction → Promotion / Increment.





10. Annual Grade Increment

Path: IFS Payroll → Payroll Computation → Payroll Transaction → Annual Grade Increment

Company Code:	APTRANSCO	Sno:	38
Effective Month:	201008	State:	Confirmed
Remarks:			
<div>Location Account Employee Info Leave Param</div>			
	Location Code	Location Short Name	Location Long Name
	9100	AO/CPR/VS	ACCOUNTS OFFICER/CPR/MIDYUT SOUDHA
	9907	SAO/SLDC/VS	SAO/SLDC/MIDYUT SOUDHA

Steps Involved:

1. Click On New.
2. Enter Company code and payroll Month
3. Save header.
4. Enter Location code from LOV in Location Tab.
5. Save.
6. Enter Account 101 – Basic Pay in Account Tab.
7. Save

Company Code:	APTRANSCO	Sno:	38
Effective Month:	201008	State:	Confirmed
Remarks:			
<div>Location Account Employee Info Leave Param</div>			
	Leave Code	Description	
	DN	DIES-NON PERIOD	
	E5	EXTRA ORDINARY LEAVE FOR 5 Y	
	EL	EARNED LEAVE	
	EM	EXTRA ORDINARY LEAVE ON MEI	





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8. Enter Leave Code in Leave param tab.
9. Save.
10. Ensure that Increment Due date must be Exist in Employee information.

Company Code: **APTRANSCO** Sno: **38**

Effective Month: **201008** State: **Confirmed**

Remarks:

Location | Account | Employee Info | Leave Param

Emp Code	HR Company	Location Code	Category Code	Master S	Grade Scale	Employment Type	Language Test	1 Yr Satisfactory Cert
1011172	9100	9100	Nw	Nw-MS-20		ORDINARY	APPORPROB	NOT COMPLETE NOT SUBMITTED
1016376	9100	9100	Nw	Nw-MS-20		ORDINARY	APPORPROB	NOT COMPLETE NOT SUBMITTED
1029317	9100	9100	Nw	Nw-MS-20		ORDINARY	APPORPROB	NOT COMPLETE NOT SUBMITTED
1043333	9100	9100	Nw	Nw-MS-20		ORDINARY	APPORPROB	NOT COMPLETE NOT SUBMITTED
1048103	9100	9100	Nw	Nw-MS-20		ORDINARY	APPORPROB	NOT COMPLETE NOT SUBMITTED
1048159	9100	9100	Nw	Nw-MS-20		ORDINARY	APPORPROB	NOT COMPLETE NOT SUBMITTED
1049043	9100	9100	Nw	Nw-MS-20		ORDINARY	APPORPROB	NOT COMPLETE NOT SUBMITTED
1049907	9100	9100	Nw	Nw-MS-2010	Nw-06-2010	ORDINARY	APPORPROB	NOT COMPLETE NOT SUBMITTED
1052093	9100	9100	Nw	Nw-MS-2010	Nw-06-2010	ORDINARY	APPORPROB	NOT COMPLETE NOT SUBMITTED
1053731	9100	9100	Nw	Nw-MS-2010	Nw-06-2010	ORDINARY	APPORPROB	NOT COMPLETE NOT SUBMITTED
1058050	9100	9100	Nw	Nw-MS-2010	Nw-06-2010	ORDINARY	APPORPROB	NOT COMPLETE NOT SUBMITTED
1058548	9100	9100	Nw	Nw-MS-2010	Nw-06-2010	ORDINARY	APPORPROB	NOT COMPLETE NOT SUBMITTED
1058960	9100	9907	Nw	Nw-MS-2010	Nw-06-2010	ORDINARY	APPORPROB	NOT COMPLETE NOT SUBMITTED
1058966	9100	9100	Nw	Nw-MS-2010	Nw-06-2010	ORDINARY	APPORPROB	NOT COMPLETE NOT SUBMITTED
1059017	9100	9100	Nw	Nw-MS-2010	Nw-06-2010	ORDINARY	APPORPROB	NOT COMPLETE NOT SUBMITTED
1059044	9100	9100	Nw	Nw-MS-2010	Nw-06-2010	ORDINARY	APPORPROB	NOT COMPLETE NOT SUBMITTED
1061277	9100	9100	Nw	Nw-MS-2010	Nw-06-2010	ORDINARY	APPORPROB	NOT COMPLETE NOT SUBMITTED
1062743	9907	9907	Nw	Nw-MS-2010	Nw-06-2010	ORDINARY	APPORPROB	NOT COMPLETE NOT SUBMITTED

11. Click on Generate / Re-Generate as applicable.
12. Ensure increment Amount and Grade (Scale) is correct.

Company Code: **APTRANSCO** Sno: **38**

Effective Month: **201008** State: **Confirmed**

Remarks:

Location | Account | Employee Info | Leave Param

Emp Code	HR Company	Location Code	Category Code	Master Scale Grade	Grade Code	Grade Scale	Employment Type	Language Test	1 Yr Satisfactory Cert	Punishment Action Id
1011172	9100	9100	Nw	Nw-MS-2010	Nw-06-2010	ORDINARY	APPORPROB	NOT COMPLETE NOT SUBMITTED		
1016376	9100	9100	Nw	Nw-MS-2010	Nw-06-2010	ORDINARY	APPORPROB	NOT COMPLETE NOT SUBMITTED		
1029317	9100	9100	Nw	Nw-MS-2010	Nw-06-2010	ORDINARY	APPORPROB	NOT COMPLETE NOT SUBMITTED		
1043333	9100	9100	Nw	Nw-MS-2010	Nw-06-2010	ORDINARY	APPORPROB	NOT COMPLETE NOT SUBMITTED		
1048103	9100	9100	Nw	Nw-MS-2010	Nw-06-2010	ORDINARY	APPORPROB	NOT COMPLETE NOT SUBMITTED		
1048159	9100	9100	Nw	Nw-MS-2010	Nw-06-2010	ORDINARY	APPORPROB	NOT COMPLETE NOT SUBMITTED		
1049043	9100	9100	Nw	Nw-MS-2010	Nw-06-2010	ORDINARY	APPORPROB	NOT COMPLETE NOT SUBMITTED		
1049907	9100	9100	Nw	Nw-MS-2010	Nw-06-2010	ORDINARY	APPORPROB	NOT COMPLETE NOT SUBMITTED		
1052093	9100	9100	Nw	Nw-MS-2010	Nw-06-2010	ORDINARY	APPORPROB	NOT COMPLETE NOT SUBMITTED		
1053731	9100	9100	Nw	Nw-MS-2010	Nw-06-2010	ORDINARY	APPORPROB	NOT COMPLETE NOT SUBMITTED		
1058050	9100	9100	Nw	Nw-MS-2010	Nw-06-2010	ORDINARY	APPORPROB	NOT COMPLETE NOT SUBMITTED		
1058548	9100	9100	Nw	Nw-MS-2010	Nw-06-2010	ORDINARY	APPORPROB	NOT COMPLETE NOT SUBMITTED		
1058960	9100	9907	Nw	Nw-MS-2010	Nw-06-2010	ORDINARY	APPORPROB	NOT COMPLETE NOT SUBMITTED		
1058966	9100	9100	Nw	Nw-MS-2010	Nw-06-2010	ORDINARY	APPORPROB	NOT COMPLETE NOT SUBMITTED		
1059017	9100	9100	Nw	Nw-MS-2010	Nw-06-2010	ORDINARY	APPORPROB	NOT COMPLETE NOT SUBMITTED		
1059044	9100	9100	Nw	Nw-MS-2010	Nw-06-2010	ORDINARY	APPORPROB	NOT COMPLETE NOT SUBMITTED		
1061277	9100	9100	Nw	Nw-MS-2010	Nw-06-2010	ORDINARY	APPORPROB	NOT COMPLETE NOT SUBMITTED		
1062743	9907	9907	Nw	Nw-MS-2010	Nw-06-2010	ORDINARY	APPORPROB	NOT COMPLETE NOT SUBMITTED		





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13. Select Records at line level.
14. RMB – Confirm / Hold.
15. RMB – Release / Un Hold.
16. RMB – Post.
17. Enter Payroll Month in YYYYMM format.
18. Click OK.
19. Posted Increment can be viewed in Promotion/Increment Screen.

IFS Navigator

- IFS Applications
 - General
 - Info Services
 - Application Services
 - Enterprise
 - Accounting Rules
 - Document Management
 - IFS Payroll
 - General Data for Payroll and Leave
 - Payroll Computation
 - Basic Data for Payroll Computa
 - Payroll Transactions
 - Employee Adjustment/Arrea
 - Employee Adjustment Amou
 - Employee Attendance
 - Employee Incentive/Other-f
 - MICR Cheque No/DD No L
 - Update Payroll History Data
 - Pay Fixation
 - Pay Revision
 - Advancement Increment
 - Annual Grade Increment
 - Promotion/Increment
 - Arrear(Promotion/Increment
 - Full & Final Settlement
 - Processing

Company : APTRANSCO TRANSMISSION CORPORATION OF ANDHRA PRADESH LIM

Location : 9100 ACCOUNTS OFFICER/CPR/MIDYUT SOUDHA

Employee Info

Emp Code: 1016376 Title: Sri First Name: TALARI Middle Name: RAMANAIAH Last Name:

Category: NW Grade: NW-06-2010 Designation: ADE1PRR Actual Cost Centre: PLNGRACREF

Payroll Month

Payroll Month: 201008 Arrear From: Arrear To: State: Approved ☐ Vigilance Clearance

General Promotion/Increment

Old Info

Category: NW NON WORKMEN

Grade: NW-06-2010 ADE / AD AND EQUIVALENT

Designation: ADE1PRR ASSISTANT DIVISIONAL ENGINEER

Cost Centre: PLNGRACREF PLANNING RAC AND REFORMS

Dist Centre: GPF GPF EMPLOYEES APTRANSCO

New Info

Category:

Grade:

Designation:

Cost Centre:

Dist Centre:

Wef Date: 01/08/2010 Employment-Type: Confirmed

D.O Seniority: Prom-Type: Regular

Remarks: 38

Source: ANNUAL GRADE INCREMENT-201008

☐ Update Roaster: Sanction Date:

Confirm

Approve

Arrear Reprocess

20. RMB – Confirm

21. RMB – Approve

Company : APTRANSCO TRANSMISSION CORPORATION OF ANDHRA PRADESH LIM

Location : 9100 ACCOUNTS OFFICER/CPR/MIDYUT SOUDHA

Employee Info

Emp Code: 1016376 Title: Sri First Name: TALARI Middle Name: RAMANAIAH Last Name:

Category: NW Grade: NW-06-2010 Designation: ADE1PRR Actual Cost Centre: PLNGRACREF

Payroll Month

Payroll Month: 201008 Arrear From: Arrear To: State: Approved ☐ Vigilance Clearance

General Promotion/Increment

Account Code	Description	Wef Date	Fixed/ %Age	Amount	Increment Type	%Age Base Code	Slab Base Code	Remarks
101	BASIC PAY	01/08/2010	Fixed	64625	IncrementedAmount			38





11. Pay Anomaly

Path: IFS Payroll → Payroll Computation → Payroll Transaction → Pay Anomaly

Application No:	<input type="text" value="S"/>	Application Date:	<input type="text" value="09/08/2009"/>	Company Code:	<input type="text" value="APTRANSCO"/>
Senior			Junior		
Emp Code:	<input type="text" value="1059406"/>	<input type="text" value="Ganji Bhoj Raj"/>	Emp Code:	<input type="text" value="1059422"/>	<input type="text" value="Polam Ramchandraiah Chandrak"/>

Steps Involved:

1. Click On New.
2. Enter Application date on which Senior applied for Pay Anomaly.
3. Enter Company Code from LOV.
4. Enter Senior Employee – HRD ID, and junior Employee – HRD ID
5. Save.

Application No:	<input type="text" value="S"/>	Application Date:	<input type="text" value="09/08/2009"/>	Company Code:	<input type="text" value="APTRANSCO"/>
Senior			Junior		
Emp Code:	<input type="text" value="1059406"/>	<input type="text" value="Ganji Bhoj Raj"/>	Emp Code:	<input type="text" value="1059422"/>	<input type="text" value="Polam Ramchandraiah Chandrak"/>
Position:	<input type="text" value="JPO2LNHR3"/>	<input type="text" value="JUNIOR PERSONAL OFFICER2"/>	Position:	<input type="text" value="JPODIRPRO"/>	<input type="text" value="JUNIOR PERSONNEL OFFICER"/>
Department:	<input type="text" value="HRSERVICE"/>	<input type="text" value="HR SERVICE3 CHIEF ENGINEE"/>	Department:	<input type="text" value="DIRPROJEC"/>	<input type="text" value="DIRECTOR PROJECT AND COO"/>
Category:	<input type="text" value="WM"/>	<input type="text" value="WORKMAN"/>	Category:	<input type="text" value="WM"/>	<input type="text" value="WORKMAN"/>
Grade:	<input type="text" value="WM-03"/>	<input type="text" value="DM GR.III/UDC/ UD.STENO/ SK"/>	Grade:	<input type="text" value="WM-03"/>	<input type="text" value="DM GR.III/UDC/ UD.STENO/ SK"/>
Basic Amt:	<input type="text" value="15330"/>		Basic Amount:	<input type="text" value="15830"/>	
Seniority No:	<input type="text" value="24"/>		Seniority No:	<input type="text" value="25"/>	
Classes:	<input type="text" value="CLS2"/>		Classes:	<input type="text" value="CLS3"/>	
Service:	<input type="text" value="PANDG"/>		Service:	<input type="text" value="PANDG"/>	
Ref No:	<input type="text"/>				
Remarks:	<input type="text"/>				
System Remarks:			<input type="text" value="Senior Employee Seniority is less then Junior Em"/>		

Position	Category Code	Grade Code	Trans Id	Effective From
JPO2LNHR3	WM	WM-03	ANNUAL GRADE INCREMENT	01/06/2010

Position	Category Code	Grade Code	Trans Id	Effective From
JPODIRPRI	WM	WM-03	PAY FIX/ATION 201006 30 (A)	01/06/2010

6. All data will display in pay anomaly screen.
7. Check Senior and junior system generated comparative statement.
8. Enter Final Pay Anomaly figure in Promotion / increment Screen below mentioned path and save the record.
9. RMB – Confirm / Approve.

Path: IFS Payroll → Payroll Computation → Payroll Transaction → Promotion / Increment





12. Pay revision

12.1 General Instructions for RPS

Ensure Following prerequisites before starting Pay revision process: -

Path: IFS Payroll → Payroll Computation → Basic Data for Payroll computation → Other Masters → Category Tab

- Category and Grade specific “Automatic Scale upgrade” option should check on as per the applicability of pay revision on scales.

Company Code:	APTRANSCO	APTRANSCO	TRANSMISSION CORPORATION OF ANDHR		
Location Code:	9100	AO/CPR	AO/CPR/VIDYUT SOUDHA		
OutsideAgency	Charge Type	Salary Round Off			
Comm./Trust	ESI Depository	Unit Pay Month	Bonus Param		
Category	Bank	Cost Centre	Dist.Centre		
Category Code:	NW	NONWORKMAN			
Authorised Signatory:					
Negative Salary Code:					
Validate Base Entitlement With Grade Slab For Employee					
Category Level	3	<input checked="" type="checkbox"/> Promoted Scale Check	<input type="checkbox"/> Automatic Scale Upgrade		
Minimum Salary	Designation	Grade	Account		
Grade:	NW-01	Grade Level:	1		
Description	EXECUTIVE DIRECTOR	Grade Scale Code:	ORDINARY		
	<input type="checkbox"/> Automatic Scale Upgrade	Master scale:	NW-MS-2006		
		<input type="checkbox"/> Multiplication Factor			
Step No	Starting Amount	Increment Amount	Maximum Amount	From Month	To Month
1	25,695.00	860.00	26555	200604	
2	26,555.00	955.00	31330	200604	
3	31,330.00	1,055.00	34495	200604	

Note: -

Automatic Scale upgrade will be used to pay revision of existing old scale in new revised scale, as in master 4 years old scales are there, so it must be check on very carefully, only checked scale will be fetch by system for revision of all time and master scales.

Automatic scale upgrade option is applicable to Non workmen and Workmen categories only.



Path: IFS Payroll → Payroll Computation → Basic Data for Payroll computation → Other Masters → Category Tab

- New Grade (Time scale and Master Scale Code in ERP) Code should be defined with null Values at Line level.

[illegible]

Note: -

Grade Code is ERP defined term which means Time Scales and Master scales.

Blank New Grade code is required to post system revised Scales in grade masters at category tab.

All pay revision process is location specific, all location have to run this process at the time of RPS once in 4 Year.



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Path: IFS Payroll → Payroll Computation → Basic Data for Payroll computation → Other Masters → Category Tab

- New Grade should be carefully mapped with Grade Level, Grade Scale Code and Master Scale.

Company Code:	APTRANSCO	APTRANSCO	TRANSMISSION CORPORATION OF ANDHRA P
Location Code:	9100	AO/CPR	AO/CPR/MIDYUT SOUDHA
Outside Agency	Charge Type	Salary Round Off	
Comm./Trust	ESI Depository	Unit Pay Month	Bonus Param
Category	Bank	Cost Centre	Dist. Centre
Category Code:	WM	WORKMAN	
Authorised Signatory:			
Negative Salary Code:			
Validate Base Entitlement With Grade Slab For Employee			
Category Level	4	<input checked="" type="checkbox"/> Promoted Scale Check	<input checked="" type="checkbox"/> Automatic Scale Upgrade
Minimum Salary	Designation	Grade	Account
Grade:	WM-10-2014	Grade Level: 10	Grade Scale Code: ORDINARY
Description	OS/ MALI/MALANS(PROV.)/HELPER/SERV	Master scale: WM-MS-2014	
<input type="checkbox"/> Automatic Scale Upgrade		<input type="checkbox"/> Multiplication Factor	

Note: -

Ensure that Grade level, Scale Code and master scale should be entered carefully and correctly in masters, as this functionality has impact on scale master classification and normal and advancement increments.





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12.2 RPS of Time and Master Scales

Path: IFS Payroll → Payroll Computation → Payroll Transaction → Pay revision

Company Code	Pay Rev No	Location Code	Loc Short Name	Loc Long Name
APTRANSCO	8	9100	AD/CPR	AD/CPR/IDYUT SOUDHA
APTRANSCO	8	9101	SAD/CTI	SENIOR ACCOUNTS OFFICER
APTRANSCO	8	9907	SAD/SLDC/VS	SAD/SLDC/IDYUT SOUDHA

Steps Involved:

1. Click New.
2. Enter company code
3. Enter DA Percentage
4. Enter Fitment Percentage
5. Enter Round off code applicable to scales.
6. Enter Round off value.
7. Enter Effective from date and Arrear months – if any
8. Save or F 12

Company Code	Pay Rev No	Location Code	Loc Short Name	Loc Long Name
APTRANSCO	8	9100	AD/CPR	AD/CPR/IDYUT SOUDHA
APTRANSCO	8	9101	SAD/CTI	SENIOR ACCOUNTS OFFICER
APTRANSCO	8	9907	SAD/SLDC/VS	SAD/SLDC/IDYUT SOUDHA

9. Enter Location Code in Location parameter Tab.
10. Enter Accounting parameter – 101 basic pay with 100 “Perc value”.





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Navigator

- General Data for Payroll and Leave Accounting
 - Payroll Computation
 - Basic Data for Payroll Computation
 - Payroll Transactions
 - Employee Adjustment/Arrear
 - Employee Adjustment Amount
 - Employee Attendance
 - Employee Incentive/Other-Payment Setup
 - MICR Cheque No/DD No Updation
 - Update Payroll History Data(Payment Mod
 - Pay Fixation
 - Pay Anomaly
 - Pay Revision

Company Code: APTRANSCO Pay Rev No: 8 Da Perc: 25.00 Fitment Perc: 20.00 State: Created ☒ Fetch Existing Scale ☐ Scale Posted ☐ Freeze Employee Info

Round Off Code: Nearest Round Off Value: 10.000 Effective From: 01/04/2010 Arrear From: 201004 Arrear To: 201008

Parameters Scales Employee Pay Revision Pay Revision Info Overview Employee Pay Revision

Location Parameter Accounting Parameter Service Weightage Parameter

Account Code	Account Short Name	Account Long Name	Perc Value
101	BASICPAY	BASIC PAY	100

11. Enter Service Weightages as declared in RPS Orders.

Navigator

- General Data for Payroll and Leave Accounting
 - Payroll Computation
 - Basic Data for Payroll Computation
 - Payroll Transactions
 - Employee Adjustment/Arrear
 - Employee Adjustment Amount
 - Employee Attendance
 - Employee Incentive/Other-Payment Setup
 - MICR Cheque No/DD No Updation
 - Update Payroll History Data(Payment Mod
 - Pay Fixation
 - Pay Anomaly
 - Pay Revision

Company Code: APTRANSCO Pay Rev No: 8 Da Perc: 25.00 Fitment Perc: 20.00 State: Created ☒ Fetch Existing Scale ☐ Scale Posted ☐ Freeze Employee Info

Round Off Code: Nearest Round Off Value: 10.000 Effective From: 01/04/2010 Arrear From: 201004 Arrear To: 201008

Parameters Scales Employee Pay Revision Pay Revision Info Overview Employee Pay Revision

Location Parameter Accounting Parameter Service Weightage Parameter

Company Code	Pay Rev No	From Srv Year	Till Srv Year	No Of Increment
APTRANSCO	8	0	15	2
APTRANSCO	8	16	40	3

12. Click on Save or F 12.

13. Click on Scale Tab.

14. RMB – Header – Fetch Existing Scale.

Navigator

- General Data for Payroll and Leave Accounting
 - Payroll Computation
 - Basic Data for Payroll Computation
 - Payroll Transactions
 - Employee Adjustment/Arrear
 - Employee Adjustment Amount
 - Employee Attendance
 - Employee Incentive/Other-Payment Setup
 - MICR Cheque No/DD No Updation
 - Update Payroll History Data(Payment Mod
 - Pay Fixation
 - Pay Anomaly
 - Pay Revision
 - Advancement Increment
 - Annual Grade Increment
 - Promotion/Increment
 - Arrear(Promotion/Increment/DA/Others
 - Full & Final Settlement

Company Code: APTRANSCO Pay Rev No: 8 Da Perc: 25.00 Fitment Perc: 20.00 State: Created ☒ Fetch Existing Scale ☐ Scale Posted ☐ Freeze Employee Info

Round Off Code: Nearest Round Off Value: 10.000 Effective From: 01/04/2010 Arrear From: 201004 Arrear To: 201008

Parameters Scales Employee Pay Revision Pay Revision Info Overview Employee Pay Revision

Location Code: 9100 Loc Short Name: AD/CPR Loc Long Name: AD/CPR/MDYU New Grade: WM-03-2010 New Grade Desc: DM GR.III/UDC/

Category Code: WM Category Desc: WORKMAN Grade Code: WM-03 Grade Desc: DM GR.III/UDC/ Level No: 3

Location Code	Category Code	Grade Code	Slab SNo	Start Amount Old	Start Da F
9100	WM	WM-03	1	7,545.00	1.8
9100	WM	WM-03	2	8,505.00	2.1
9100	WM	WM-03	3	9,955.00	2.4
9100	WM	WM-03	4	11,730.00	2.9
9100	WM	WM-03	5	13,830.00	3.4

Fetch Existing Scale
Generate New Scale
Post Scale
Fetch Employee Information
Apply Pay Revision
Reset Pay Revision
Populate
Query...
Create Shortcut...
Add to Favorites...

15. Click on Generate New Scale.

Navigator

- General Data for Payroll and Leave Accounting
 - Payroll Computation
 - Basic Data for Payroll Computation
 - Payroll Transactions
 - Employee Adjustment/Arrear
 - Employee Adjustment Amount
 - Employee Attendance
 - Employee Incentive/Other-Payment Setup
 - MICR Cheque No/DD No Updation

Company Code: APTRANSCO Pay Rev No: 9 Da Perc: 35.731 Fitment Perc: 30.00 State: Created ☒ Fetch Existing Scale ☐ Scale Posted ☐ Freeze Employee Info

Round Off Code: Nearest Round Off Value: 10.000 Effective From: 01/04/2010 Arrear From: 201004 Arrear To: 201008

Parameters Scales Employee Pay Revision Pay Revision Info Overview Employee Pay Revision

Emp Code: 1001107 Emp Name: NARSING RAD Location Code: 9100 Loc Short Name: AD/CPR Loc Long Name: AD/CPR/MDYU New Grade: WM-03-2010 New Grade Desc: DM GR.III/UDC/

Grade Desc: DM GR.III/UDC/ Date Of Increment: 01/01/2011

Fetch Existing Scale
Generate New Scale
Post Scale





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16. Enter New Grade Code which RPS needs to be done.
17. Save or F12.
18. Check and verify generated scale start, increment and end amount.
19. If any changes is there in RPS system generated and declared scales, manually edit amounts.
20. Save or F12.

Location Code	Category Code	Grade Code	Slab Sno	Start Amount Old	Start Da Perc
9100	WM	WM-03	1	7,545.00	1,888.2
9100	WM	WM-03	2	8,505.00	2,126.2
9100	WM	WM-03	3	9,955.00	2,488.7
9100	WM	WM-03	4	11,730.00	2,932.5
9100	WM	WM-03	5	13,830.00	3,457.5

21. All New scales will automatically get posted in Grade tab of other masters >> category.
22. After this process, "Fetch Existing Scale" and "Scale Posted" will automatically checked on.





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12.3 Employee Pay Revision

Path: IFS Payroll → Payroll Computation → Payroll Transaction → Pay revision

Company Code: APTRANSCO Pay Rev No: 9 Da Perc: 35.731 Fitment Perc: 30.00 State: Created

Round Off Code: Nearest Round Off Value: 10.000 Effective From: 01/04/2010 Arrear From: 201004 Arrear To: 201008

Parameters | Scales | Employee Pay Revision | Pay Revision Info | Overview Employee Pay Revision

Emp Code: 1001107 Emp Name: NARSING RAO Location Code: 9100 Loc Short Name: AD/CPR Loc Long Name: AD/CPR/IDYU

Category Code: NW Category Desc: NONWORKMAN Grade Code: NW-04 Grade Desc: SE/ DYCCA /DS Service Period: 18y 02m

Hold Reason: Remarks:

Employee Account Info

Company Code	Pay Rev No	Emp Code	Account Code	Account Short Name	Acc
APTRANSCO	9	1001107	101	BASICPAY	BASIC PA

Steps Involved:

1. RMB –click on Fetch Employee Information.
2. Enter New Grade of employees for RPS.

Company Code:	APTRANSCO	Pay Rev No:	9	Da Perc:	35.731	Fitment Perc:	30.00	State:	Created	<input checked="" type="checkbox"/> Fetch Existing Scale
Round Off Code:	Nearest	Round Off Value:	10.000	Effective From:	01/04/2010	Arrear From:	201004	Arrear To:	201008	<input type="checkbox"/> Scale Posted
										<input type="checkbox"/> Freeze Employee Info
Parameters Scales Employee Pay Revision Pay Revision Info Overview Employee Pay Revision										
Service Period	Base Amount	No Of Increm	Hold	Hold Reason	Remarks	Effective From	New Grade	New Grade Desc	Date Of Increment	
18.19	53780	3				01/04/2010			01/01/2011	
11.21	31330	2				01/04/2010			01/01/2010	
8.21	48880	2				01/04/2010			01/01/2010	
10.21	60000	2				01/04/2010			01/01/2010	
37.88	36605	3				01/04/2010			01/09/2010	
15.2	0	3				01/04/2010			01/09/2011	
18.88	26555	3				01/04/2010			01/07/2011	
22.6	43475	3				01/04/2010			01/07/2011	
18.54	34495	3				01/04/2010			01/10/2012	
16.49	32385	3				01/04/2010			01/11/2011	
18.31	34495	3				01/04/2010			01/11/2011	
17.09	33440	3				01/04/2010			01/08/2011	
15.6	30375	3				01/04/2010			01/08/2011	
20.91	41185	3				01/04/2010			01/08/2011	
17.09	34495	3				01/04/2010			01/08/2011	
21.32	33440	3				01/04/2010			01/08/2011	
12.38	25695	2				01/04/2010			01/08/2011	
17.4	21485	3				01/04/2010			01/06/2011	
19.32	41185	3				01/04/2010			01/08/2011	
22.55	38895	3				01/04/2010			01/09/2010	
17.95	29420	3				01/04/2010			01/09/2011	
18.81	11375	3				01/04/2010			01/07/2011	
16.87	15330	3				01/04/2010			01/08/2012	
18.12	36605	3				01/04/2010			01/08/2010	
12.38	25695	2				01/04/2010			01/09/2010	
19.85	34495	3				01/04/2010			01/09/2010	
14.46	17065	2				01/04/2010			01/09/2010	
16.48	32385	3				01/04/2010				

3. Modify Effective from date as per the option form submitted by Employees.





USER MANUAL- PAYROLL



4. If Employee RPS should be kept on HOLD, then enter the reason for Hold and check on HOLD Check Box.
5. Save or F12.
6. Check on ☐ Freeze Employee Info.
7. Save or F12.

Company Code: APTRANSCO Pay Rev No: 9 Da Perc: 35.731 Fitment Perc: 30.00 State: Created ☒ Fetch Existing Scale ☐ Scale Posted ☒ Freeze Employee Info

Round Off Code: Nearest Round Off Value: 10.000 Effective From: 01/04/2010 Arrear From: 201004 Arrear To: 201008

Parameters | Scales | Employee Pay Revision | Pay Revision Info | Overview Employee Pay Revision

Emp Code: 1001107 Emp Name: NARSING RAD Location Code: 9100 Loc Short Name: AD/CPR Loc Long Name: AD/CPR/VIDYU New Grade: New Grade Desc: Date Of Increment: 01/01/2011

Category Code: NW Category Desc: NONWORKMAN Grade Code: NW-04 Grade Desc: SE/ DYCCA /DS Service Period: 18y 02m Base Amount: 53780 No Of Increment: 3 Effective From: 01/04/2010

Hold Reason: Remarks: ☐ Hold

Employee Account Info

Company Code	Pay Rev No	Emp Code	Account Code	Account Short Name	Account Long Name	Original Amount	Perc Value	Final Amount
APTRANSCO	9	1001107	101	BASICPAY	BASIC PAY	53780	100	53780

8. RMB – click on - Apply Pay revision.

Company Code: APTRANSCO Pay Rev No: 9 Da Perc: 35.731 Fitment Perc: 30.00 State: Created ☒ Fetch Existing Scale ☐ Scale Posted ☒ Freeze Employee Info

Round Off Code: Nearest Round Off Value: 10.000 Effective From: 01/04/2010 Arrear From: 201004 Arrear To: 201008

Parameters | Scales | Employee Pay Revision | Pay Revision Info | Overview Employee Pay Revision

Emp Code: 1001107 Emp Name: NARSING RAD G Grade Code: NW-04 Master Scale: NW-MS-2006 Base Amount: 53780 Da Perc Amount: 19216.131

1010997 A SREENIVASA REDDY NW-04 NW-MS-2006 26555 9488.3670

1058641 KAMALAPURAM RAJ KU WM-03-2010 WM-MS-2010 11020 3937.556

Cancel
Close
Fetch Existing Scale
Generate New Scale
Post Scale
Fetch Employee Information
Apply Pay Revision
Reset Pay Revision
Populate
Query...

Emp Code	Emp Name	Grade Code	Master Scale	Base Amount	Da Perc Amount	Total Amount	Service Period	No Of Increment
1001107	NARSING RAD G	NW-04	NW-MS-2006	53780	19216.131	0	89130	18y 02m
1010997	A SREENIVASA REDDY	NW-04	NW-MS-2006	26555	9488.3670	0	44010	18y 11m
1058641	KAMALAPURAM RAJ KU	WM-03-2010	WM-MS-2010	11020	3937.556	76	18340	17y 02m

9. If any Data is wrong then click on “Reset pay Revision”, correct data and again click on “Apply Pay Revision”.
10. Check Increment Data.





USER MANUAL- PAYROLL



Company Code: **APTRANSCO** Pay Rev No: **9** Da Perc: **35.731** Fitment Perc: **30.00** State: **Created** ☒ Fetch Existing Scale
 Round Off Code: **Nearest** Round Off Value: **10.000** Effective From: **01/04/2010** Arrear From: **201004** Arrear To: **201008** ☐ Scale Posted ☒ Freeze Employee Info

Parameters | Scales | Employee Pay Revision | Pay Revision Info | Overview Employee Pay Revision

Emp Code	Emp Name	Grade Code	Master Scale	Base Amount	Da Perc Amount	Fitment P	Amount	Service Period	No Of Increment
1001107	NARSING RAO G	NW-04	NW-MS-2006	53780	19216.1318		89130	18y 02m	3
1001108	G.D.R. REDDY	NW-05	NW-MS-2006	31330	11194.5223		53730	11y 03m	2
1001110	UMESH SHARRAF	JMD		48880	17465.3128		81009	8y 03m	2
1001111	V RAMESH	NW-09	NW-MS-2006	60000	21438.6		99439	10y 03m	2
1010026	THOTA LAXMAN LAXMA	NW-05	NW-MS-2006	36605	13079.33255		61330	37y 11m	3
1010101	RAJ SHEKAR	NW-01	NW-MS-2006	0	0		25695	15y 02m	3

Cancel
Close
Fetch Existing Scale
Generate New Scale
Post Scale
Fetch Employee Information
Apply Pay Revision
Reset Pay Revision

11. RMB – Click on Confirm / Cancel.

Company Code: **APTRANSCO** Pay Rev No: **9** Da Perc: **35.731** Fitment Perc: **30.00** State: **Created** ☒ Fetch Existing Scale
 Round Off Code: **Nearest** Round Off Value: **10.000** Effective From: **01/04/2010** Arrear From: **201004** Arrear To: **201008** ☐ Scale Posted ☒ Freeze Employee Info

Parameters | Scales | Employee Pay Revision | Pay Revision Info | Overview Employee Pay Revision

Emp Code	Emp Name	Grade Code	Master Scale	Base Amount	Da Perc Amount	Fitment Perc Amount	Diff Amount	Total Amount	Service Period	No
1016349	Gade Ramana Kiran	NW-05	NW-MS-2006	32385	11571.48435	9715.5	58	53730	16y 06m	3
1016376	TALARI RAMANAJAH	NW-05	NW-MS-2006	34495	12325.40845	10348.5	361	57530	18y 04m	3
1016753	PRODDUTURI MANOHA	NW-06	NW-MS-2006	33440	11948.4464	10032	210	55630	17y 01m	3
1016811	Inuvaram Sudhakar Rao	NW-06	NW-MS-2006	30375	10853.29125	9112.5	1489	51830	15y 07m	3
1017005	BONELA GANAPATHI RA	NW-05	NW-MS-2006	41185	14715.81235	12355.5	674	68930	20y 11m	3
Confirm	pu Ravi Kumar	NW-06	NW-MS-2006	34495	12325.40845	10348.5	361	57530	17y 01m	3
Cancel	yuni Satya Naraya	NW-06	NW-MS-2006	33440	11948.4464	10032	210	55630	21y 04m	3

12. RMB – Click on Cancel / stop / Hold / Release.

Company Code: **APTRANSCO** Pay Rev No: **9** Da Perc: **35.731** Fitment Perc: **30.00** State: **Created** ☒ Fetch Existing Scale
 Round Off Code: **Nearest** Round Off Value: **10.000** Effective From: **01/04/2010** Arrear From: **201004** Arrear To: **201008** ☐ Scale Posted ☒ Freeze Employee Info

Parameters | Scales | Employee Pay Revision | Pay Revision Info | Overview Employee Pay Revision

Emp Code	Emp Name	Grade Code	Master Scale	Base Amount	Da Perc Amount	Fitment Perc Amount	Diff Amount	Total Amount	Service Period	No Of Increment
1016349	Gade Ramana Kiran	NW-05	NW-MS-2006	32385	11571.48435	9715.5	58	53730	16y 06m	3
1016376	TALARI RAMANAJAH	NW-05	NW-MS-2006	34495	12325.40845	10348.5	361	57530	18y 04m	3
1016753	PRODDUTURI MANOHA	NW-06	NW-MS-2006	33440	11948.4464	10032	210	55630	17y 01m	3
1016811	Inuvaram Sudhakar Rao	NW-06	NW-MS-2006	30375	10853.29125	9112.5	1489	51830	15y 07m	3
Confirm	BONELA GANAPATHI RA	NW-05	NW-MS-2006	41185	14715.81235	12355.5	674	68930	20y 11m	3
Cancel	pu Ravi Kumar	NW-06	NW-MS-2006	34495	12325.40845	10348.5	361	57530	17y 01m	3
Stop	yuni Satya Naraya	NW-06	NW-MS-2006	33440	11948.4464	10032	210	55630	21y 04m	3
Hold	ameshwar	NW-06	NW-MS-2006	25695	9181.08045	7708.5	1645	44230	12y 05m	2
Release	SETTY GOVINDA	NW-06	NW-MS-2006	21465	7676.80535	6445.5	998	36605	17y 05m	3
Post	KOTESWARA R	NW-05	NW-MS-2006	41185	14715.81235	12355.5	674	68930	19y 11m	3
Un-Hold	M SHANMUKHA	NW-05	NW-MS-2006	38895	13897.57245	11668.5	669	65130	22y 07m	3
Resume	ARLA RAMANA	NW-06	NW-MS-2006	29420	10512.0602	8826	1172	49930	17y 11m	3

13. RMB – Click on “POST”.

14. Enter Payroll Month.

15. Click OK.





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Company Code: APTRANSCO Pay Rev No: 9 Da Perc: 35.731 Fitment Perc: 30.00 State: Created ☒ Fetch Existing Scale ☐ Scale Posted ☒ Freeze Employee Info

Round Off Code: Nearest Round Off Value: 10.000 Effective From: 01/04/2010 Arrear From: 201004 Arrear To: 201008

Parameters | Scales | Employee Pay Revision | Pay Revision Info | Overview Employee Pay Revision

Emp Code	Emp Name	Grade Code	Master Scale	Base Amount	Da Perc Amount	Fitment Perc Amount	Diff Amount	Total Amount	Service Period	No Of Increment
1016349	Gade Ramana Kiran	NW-05	NW-MS-2006	32385	11571.48435	9715.5	58	53730	16y 06m	3
1016376	TALARI RAMANAJAH	NW-05	NW-MS-2006	34495	12325.40845	10348.5	361	57530	18y 04m	3
1016753	PRODDUTURI MANOHA	NW-06	NW-MS-2006	33440	11948.4464	10032	210	55630	17y 01m	3
1016811	Inuvaram Sudhakar Rao	NW-06	NW-MS-2006	30375	10853.29125	9112.5	1489	51830	15y 07m	3
Confirm	A. GANAPATHI RA	NW-05	NW-MS-2006	41185	14715.81235	12355.5	674	68930	20y 11m	3
Cancel	pu Ravi Kumar	NW-06	NW-MS-2006	34495	12325.40845	10348.5	361	57530	17y 01m	3
Stop	ivuri Satya Naraya	NW-06	NW-MS-2006	33440	11948.4464	10032	210	55630	21y 04m	3
Hold	ameshwari	NW-06	NW-MS-2006	25695	9181.08045	7708.5	1645	44230	12y 05m	2
Release	BETTY GOVINDA	NW-06	NW-MS-2006	21485	7676.80535	6445.5	998	36605	17y 05m	3
Post	KOTESWARA R	NW-05	NW-MS-2006	41185	14715.81235	12355.5	674	68930	19y 11m	3
Un-Hold	M SHANMUKHA	NW-05	NW-MS-2006	38895	13897.57245	11668.5	669	65130	22y 07m	3
Resume	APLA RAMANA	NW-06	NW-MS-2006	29420	10512.0602	8826	1172	49930	17y 11m	3

Approve Pay Revision Order

Enter Payroll Month

Payroll Month: 201010 (YYYYMM)

OK Cancel

16. Confirm and Approve posted record in Promotion / Increment Screen.

Employee Info

Emp Code: 1017005 Title: BONELA First Name: GANAPATHI Middle Name: RAO Last Name: RAO

Category: DIR Grade: NW-05 Designation: DE/SCON Actual Cost Centre: CONSTRUCTN

Payroll Month: 201010 Arrear From: 201004 Arrear To: 201009 State: Preliminary ☐ Vigilance Clearance

General | Promotion/Increment

Old Info

Category: NW NONWORKMAN

Grade: NW-05 DE/ SAO/ AS /CS

Designation: DE1PM1CON DIVISIONAL ENGINEER1/PM1 CON

Cost Centre: CONSTRUCTN CONSTRUCTION

Dist Centre: GPF GPF EMPLOYEES (APTRANSCO)

☐ Update Roaster: Sanction Date:

New Info

Category: Grade: Designation: Cost Centre: Dist Centre: Wef Date: 01/04/2010 Employ-Type: Conf D.O Seniority: Prom-Type: Reg Remarks: 9 Source: PAY REVISION-201004

Confirm Approve Arrear Reprocess Pay-Fixation Re-Fixation Query... Create Shortcut... Add to Favorites... Copy Object Paste Object Properties



13. Advancement Increment

Path: IFS Payroll → Payroll Computation → Payroll Transaction → Advancement Increment

[illegible]

Steps Involved:

1. Click New.
2. Enter Application Date.
3. Enter Company Code from LOV.
4. Enter Employee Code and Type of Increment.
5. Save or F 12.
6. RMB – Click on “Fetch”.
7. RMB – Click on “Generate”.



USER MANUAL- PAYROLL



Application No:	5	Application Date:	15/05/2007	Company Code:	APTRANSCO
Emp Code:	1010026	Emp Name:	THOTA LAXMAN LAXMAN	Type Of Incr:	SGP
Designation:	DSENPFR2	Designation Desc:	DYPUTY SECRETARY/ESTTAB	Grade Level:	
Location:	9100	Location Desc:	AO/CPR/MIDYUT SOUDHA	Cadre DOJ:	01/01/1965
Present Cadre:	AS	Cadre Desc:	DEPUTY SECRETARY	No Of Incr:	0
Category:	DIR	Category Desc:	DIRECTORS	Leave Code:	
Grade:	NW-04	Grade Desc:		Service Len:	42y 04m
Current Basic:	3345	Hr Company:	9100	State:	Fetch
Probation Part:	UNDERPROB	System Remarks:			
Ref No:					
Date Of Birth:	15/08/1955				

General Parameters	Leave Particulars	Appraisal Particulars(AAR's)	Increment History	SGP/SAPP/SPP Increment Info		
Application No	S No	Property Code	Property Value	Effective From	Effective To	Remarks
5	1	QUALIFICAT	MASTERS TECH			From: 2008 To: 2010

Fetch

Cancel

Generate

Authorize

Post

Hold

Update Manually

Populate

Query...

Create Shortcut...

Add to Favorites...

Copy Object

Paste Object

Properties

8. Check all parameter displayed in deferent Tabs.

9. RMB – Update Manually.

Application No:	7	Application Date:	19/08/2010	Company Code:	APTRANSCO
Emp Code:	1024171	Emp Name:	VASAMSETTY GOVINDA RAJA	Type Of Incr:	ORDINARY
Designation:	AE3SHIFTGO	Designation Desc:	ASSISTANT ENGINEER3 SHIFT	Grade Level:	7
Location:	9100	Location Desc:	AO/CPR/MIDYUT SOUDHA	Cadre DOJ:	01/01/2008
Present Cadre:	AECIVIL	Cadre Desc:	ASSISTANT DIVISIONAL ENGIN	No Of Incr:	1
Category:	NW	Category Desc:	NONWORKMAN	Leave Code:	
Grade:	NW-07	Grade Desc:	AE /AAD /PO AND EQUIVALEN	Service Len:	2y 08m
Current Basic:	21485	Hr Company:	9100	State:	Generated
Probation Part:	UNDERPROB	System Remarks:			
Ref No:					
Date Of Birth:	08/06/1969				

General Parameters	Leave Particulars	Appraisal Particulars(AAR's)	Increment History	SGP/SAPP/SPP Increment Info
New Grade:		New Grade Desc:		
New Basic:	21485	<input checked="" type="checkbox"/> Update Manually		
Incr Amt:	0			
W E F:	19/08/2010			
Remarks:				

Fetch

Cancel

Generate

Authorize

Post

Hold

Update Manually

Populate

Query...

Create Shortcut...

Add to Favorites...

Copy Object

Paste Object

Properties





USER MANUAL- PAYROLL



10. Enter New Grade.
11. Verify new Basic Pay and Increment Amount.
12. Verify With Effective Date.

Application No:	7	Application Date:	19/08/2010	Company Code:	APTRANSCO
Emp Code:	1024171	Emp Name:	VASAMSETTY GOVINDA RAJA	Type Of Incr:	ORDINARY
Designation:	AE3SHIFTGO	Designation Desc:	ASSISTANT ENGINEER3 SHIFT	Grade Level:	7
Location:	9100	Location Desc:	AO/CPR/MIDYUT SOUDHA	Cadre DOJ:	01/01/2008
Present Cadre:	AECIVIL	Cadre Desc:	ASSISTANT DIVISIONAL ENGINEER	No Of Incr:	1
Category:	NW	Category Desc:	NONWORKMAN	Leave Code:	
Grade:	NW-07	Grade Desc:	AE /AAD /PO AND EQUIVALENT	Service Len:	2y 08m
Current Basic:	21485	Hr Company:	9100	State:	Generated
Probation Part:	UNDERPROB	System Remarks:			
Ref No:					
Date Of Birth:	08/06/1969				

General Parameters	Leave Particulars	Appraisal Particulars(AAR's)	Increment History	SGP/SAPP/SPP Increment Info
--------------------	-------------------	------------------------------	-------------------	-----------------------------

New Grade:	NW-07-SGP	New Grade Desc:	AE /AAD /PO A
New Basic:	22720		
Incr Amt:	770	<input checked="" type="checkbox"/> Update Manually	
W E F:	19/08/2010		

Fetch

Cancel

Generate

Authorize

Post

Hold

Update Manually

Populate Query...

Create Shortcut...

Add to Favorites...

Copy Object

Paste Object

13. Save or F12.
14. RMB – Click on Authorize or Hold as applicable.
15. RMB – Click on “Post”
16. Enter Current Payroll Month in YYYYMM Format.
17. Click – “OK”
18. Go to Promotion / Increment Screen from below path:
Path: IFS Payroll → Payroll Computation → Payroll Transaction → Promotion / Increment.
19. RMB – Confirm.
20. RMB – Approve.





USER MANUAL- PAYROLL



Application No:	7	Application Date:	19/08/2010	Company Code:	APTRANSCO
Emp Code:	1024171	Emp Name:	VASAMSETTY GOVINDA RAJA	Type Of Incr:	ORDINARY
Designation:	AE3SHIFTGO	Designation Desc:	ASSISTANT ENGINEER3 SHIFT	Grade Level:	7
Location:	9100	Location Desc:	AO/CPR/MIDYUT SOUDHA	Cadre DOJ:	01/01/2008
Present Cadre:	AECIVIL	Cadre Desc:	ASSISTANT DIVISIONAL ENGIN	No Of Incr:	1
Category:	NW	Category Desc:	NONWORKMAN	Leave Code:	
Grade:	NW-07	Grade Desc:	AE /AAO /PO AND EQUIVALEN	Service Len:	2y 08m
Current Basic:	21485	Hr Company:	9100	State:	Authorized
Probation Part:	UNDERPROB	System Remarks:			
Ref No:					
Date Of Birth:	08/06/1969				

General Parameters | Leave Particulars | Appraisal Particulars(AAR's) | Increment History | SGP/SAPP/SPP Increment Info

New Grade:	NW-07-SGP	New Grade Desc:	AE /AAO /PO A
New Basic:	22720	<input checked="" type="checkbox"/> Update Manually	
Incr Amt:	770		
W E F:	19/08/2010		

Fetch

Cancel

Generate

Authorize

Post

Hold

Update Manually

Populate

Query...

Create Shortcut...

Add to Favorites...

Copy Object

Paste Object

Application No:	7	Application Date:	19/08/2010	Company Code:	APTRANSCO
Emp Code:	1024171	Emp Name:	VASAMSETTY GOVINDA RAJA	Type Of Incr:	ORDINARY
Designation:	AE3SHIFTGO	Designation Desc:	ASSISTANT ENGINEER3 SHIFT	Grade Level:	7
Location:	9100	Location Desc:	AO/CPR/MIDYUT SOUDHA	Cadre DOJ:	01/01/2008
Present Cadre:	AECIVIL	Cadre Desc:	ASSISTANT DIVISIONAL ENGIN	No Of Incr:	1
Category:	NW	Category Desc:	NONWORKMAN	Leave Code:	
Grade:	NW-07	Grade Desc:	AE /AAO /PO AND EQUIVALEN	Service Len:	2y 08m
Current Basic:	21485	Hr Company:	9100	State:	Authorized
Probation Part:	UNDERPROB	System Remarks:			
Ref No:					
Date Of Birth:	08/06/1969				

General Parameters | Leave Particulars | Appraisal Particulars(AAR's) | Increment History | SGP/SAPP/SPP Increment Info

New Grade:	NW-07-SGP	New Grade Desc:	AE /AAO /PO A
New Basic:	22720	<input checked="" type="checkbox"/> Update Manually	
Incr Amt:	770		
W E F:	19/08/2010		

Approve Pay Revision Order

Enter Payroll Month

Payroll Month: 201010
(YYYYMM)

OK

Cancel





USER MANUAL- PAYROLL



Company :	APTRANSCO	TRANSMISSION CORPORATION OF ANDHRA PRADESH LIM			
Location :	9100	AD/CPR/IDYUT SUDHA			
Employee Info					
Emp Code:	Title:	First Name:	Middle Name:	Last Name:	
1059596	Mr	Siddi Raju	Janardhana	Rao	
Category:	Grade:	Designation:	Actual Cost Centre:		
WM	WM-03	UDC1LNAC3	ACCOUNTAPT		
Payroll Month					
Payroll Month:	201010	Arrear From:	201004	Arrear To:	201009
State:		Preliminary			
<input type="checkbox"/> Vigilance Clearance					
General Promotion/Increment					
Old Info					
Category:	WM	WORKMAN			
Grade:	WM-03	DM GR.III/UDC/ UD.STEND/ SK GR.			
Designation:	UDC1LNAC3	UPPER DIVISION CLERK1 LOANS A			
Cost Centre:	ACCOUNTAPT	ACCOUNTS APTRANSCO			
Dist. Centre:	GPF	GPF EMPLOYEES (APTRANSCO)			
<input type="checkbox"/> Update Roaster: Sanction Date:					
New Info					
Category:	WM	WORKMAN			
Grade:	WM-03-SGP	DM GR.III/UDC/ UD.STEND/ SK G			
Designation:					
Cost Centre:					
Dist. Centre:					
Wef Date:	18/04/2010	Employ-Type:	Confirmed		
D.O Seniority:		Prom.-Type:	Regular		
Remarks:	1				
Source:	ADVANCEMENT INCREMENTS-SGP				

Note:

New SGP Time Scale and Grade with Incremented basic pay can be viewed in Promotion / Increment Screen





14. Terminal Benefit

Path: IFS Payroll → Payroll Computation → Processing → Terminal benefit → Qualifying Service Rule

Company Code	Leave Reason Type	Transaction Code	Rule No	From Qualifying Service	To Qualifying Service	Grace Period	Min Qualifying Service	Max Qualifying Service	Left Over Period
9100	SUPERANN	GRATUITY	1	0	40	3	0	33	
9100	DEATH>5YR	GRATUITY	1	5	40		18	33	
9100	DEATH<1YR	GRATUITY	1	0	1		3	3	
9100	DEATH_1-5YR	GRATUITY	1	1	5		9	9	
9100	DISMISSAL	GRATUITY	1	0	40		0	0	
9100	REMOVAL	GRATUITY	1	0	40		0	0	
9100	MEDINVL	GRATUITY	1	0	40		0	33	
9100	VR	GRATUITY	1	0	40		0	33	5

1. Click New.
2. Enter Company Code.
3. Enter Reason of Leaving from drop down menu.
4. Enter type of terminal benefit in Transaction code.
5. Enter qualifying service rule as applicable for calculation of terminal benefits.
6. Save or F12.

Path: IFS Payroll → Payroll Computation → Processing → Terminal benefit → Terminal benefit

IFS Navigator IFS Applications General Info Services Application Services Enterprise Accounting Rules Document Management IFS Payroll General Data for Payroll and Leave Accou Payroll Computation Basic Data for Payroll Computation Payroll Transactions Processing Payroll Terminal Benefit Qualifying Service Rules	Company Code: APTRANSCO TRANSMISSION CORPORATION OF ANDHRA PRA	
	Emp Code: 1058341 Polam Sadanandam Aruna Rani	
	General Terminal Benefit Details	
	Actual Cost Centre: HRSERVICE1	Date Of Leave: 30/09/2010 <input type="checkbox"/> Active
	Current Location: 9100	Leaving Cause: <input type="checkbox"/> Disciplinary Hold
	Emp Category: NW	Bank Code: APCOB
	Emp Grade: NW-07	Bank Acc No: <input type="text"/>
	Class: CLS3	Payment Mode: Bank Transfer
	Services: PANDG	Pan Gir No: <input type="text"/>
	Position: POAPRHR1	

1. Query for Employee.
2. Go to terminal benefit Detail Tab.
3. Headers RMB – Click on calculate Gratuity.



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 - Payroll Computation

Company Code: **APTRANSCO** TRANSMISSION CORPORATION OF ANDHRA PRA
 Emp Code: **1058341** Polam Sadanandam Aruna Rani

General Terminal Benefit Details

Account Code	Account Description	Accounting Month	Base Code	Base Amount	Qualifying Period	Grace Period	Qualifying Service	Payment Amount
192	TERMINAL BENEFIT		LAST PAY	15330			17 35	132988

Calculate Gratuity

- Calculate GFP
- Calculate Incentive
- Calculate Monthly Pension
- Calculate Family Pension
- Calculate Commutation Pension

4. Headers RMB – Incentives
5. Enter Incentive Amount Declared by the Board.
6. Click “OK”

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7. Headers RMB – Calculate GPF.
8. Enter GPF balance Amount.

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Company Code: **APTRANSCO** TRANSMISSION CORPORATION OF ANDHRA PRA
 Emp Code: **1058341** Polam Sadanandam Aruna Rani

General Terminal Benefit Details

Account Code	Account Description	Transaction Code	Accounting Month	Base Code	Base Amount	Qualifying Period	Grace Period	Qualifying Service	Payment Amount
192	TERMINAL BENEFIT - GRATUITY	GRATUITY	201009	LAST PAY	15330			17 35	132988

Gross Provident Fund

Company Code: APTRANSCO OK

Emp Code: 1058341 Cancel

GPF Amount: 350000 List...

Close the dialog and save the changes.

9. Click “OK”



USER MANUAL- PAYROLL



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Company Code: APTRANSCO TRANSMISSION CORPORATION OF ANDHRA PRA

Emp Code: 1058341 Polam Sadanandam Aruna Rani

General Terminal Benefit Details

Account Code	Account Description	Transaction Code	Accounting Month	Base Code	Base Amount	Qualifying Period	Grace Period	Qualifying Service	Payment Amount
191	TERMINAL BENEFIT - GROSS PRO	GPF	201009						350000
192	TERMINAL BENEFIT - GRATUITY	GRATUITY	201009	LAST PAY	15330			17.35	132988
194	TERMINAL BENEFIT - INCENTIVES	INCENTIVE	201009						100000
196	TERMINAL BENEFIT - MONTHLY PE	ORGPEN	201009	TB-PAY	15330			17.35	4030
197	TERMINAL BENEFIT - FAMILY PENS	FAMPEN	201009	ORG_PEN	4030			17.35	2015
198	TERMINAL BENEFIT - FAMILY PENS	FAMPEN	201009	ORG_PEN	4030			17.35	1209

Calculate Gratuity

Calculate GPF

Calculate Incentive

Calculate Monthly Pension

Calculate Family Pension

Calculate Commutation Pension

Create Mixed Payment

Populate

Query...

Create Shortcut...

10. Headers RMB - Click on “Calculate Monthly pension” and then “Calculate Family pension”.

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Company Code: APTRANSCO TRANSMISSION CORPORATION OF ANDHRA PRA

Emp Code: 1058341 Polam Sadanandam Aruna Rani

General Terminal Benefit Details

Account Code	Account Description	Transaction Code	Accounting Month	Base Code	Base Amount	Qualifying Period	Grace Period	Qualifying Service	Payment Amount
191	TERMINAL BENEFIT - GROSS PRO	GPF	201009						350000
192	TERMINAL BENEFIT - GRATUITY	GRATUITY	201009	LAST PAY	15330			17.35	132988
194	TERMINAL BENEFIT - INCENTIVES	INCENTIVE	201009						100000
196	TERMINAL BENEFIT - MONTHLY PE	ORGPEN	201009	TB-PAY	15330			17.35	4030
197	TERMINAL BENEFIT - FAMILY PENS	FAMPEN	201009	ORG_PEN	4030			17.35	2015
198	TERMINAL BENEFIT - FAMILY PENS	FAMPEN	201009	ORG_PEN	4030			17.35	1209

11. Headers RMB – Calculate Commutation Pension.

12. Enter Commutation Percentage and Rate per rupee.

13. Click “OK”

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Company Code: APTRANSCO TRANSMISSION CORPORATION OF ANDHRA PRA

Emp Code: 1058341 Polam Sadanandam Aruna Rani

General Terminal Benefit Details

Account Code	Account Description	Transaction Code	Accounting Month	Base Code	Base Amount	Qualifying Period	Grace Period	Qualifying Service	Payment Amount
191	TERMINAL BENEFIT - GROSS PRO	GPF	201009						350000
192	TERMINAL BENEFIT - GRATUITY	GRATUITY	201009	LAST PAY	15330			17.35	132988
194	TERMINAL BENEFIT - INCENTIVES	INCENTIVE	201009						100000
196	TERMINAL BENEFIT - MONTHLY PE	ORGPEN	201009	TB-PAY	15330			17.35	4030
197	TERMINAL BENEFIT - FAMILY PENS	FAMPEN	201009	ORG_PEN	4030			17.35	2015
198	TERMINAL BENEFIT - FAMILY PENS	FAMPEN	201009	ORG_PEN	4030			17.35	1209

Calculate Commutation Pension

Company Code: APTRANSCO

Emp Code: 1058341

Commutation Percent: 40

Commutation Rate: 127.91

OK

Cancel

List...

Close the dialog and save the changes.





USER MANUAL- PAYROLL



14. Headers RMB – Create Mixed payment

15. Enter cash Account

16. Click “OK”

Create Terminal Benefit Payment

Company:	APTRANSCO	OK
Employee Code	1058341	Cancel
GL Company	9100	List...
Cash Account:	SBH (DRAWING	
Statement No:		
payment date:	30/10/2010	

17. Payroll Generated Mixed Payment will be approved in finance module and release the payment.

Company Code:	APTRANSCO	TRANSMISSION CORPORATION OF ANDHRA PRA
Emp Code:	1058341	Polam Sadanandam Aruna Rani

General Terminal Benefit Details

Reference Value5	Remarks1	Remarks2	Remarks3	GL Company	Mixed Payment Id	Statement No	Payment Date	Lump Sum Id	Mixed Payment Series	Cash Account	GL Account
				9100	25469	15729	30/10/2010	1		SBH (DRA	057.121
	Rule Not De			9100	25469	15729	30/10/2010	1		SBH (DRA	057.175
				9100	25469	15729	30/10/2010	1		SBH (DRA	057.175
				9100	25469	15729	30/10/2010	1		SBH (DRA	057.175
	Rule Not De			9100							
	Rule Not De			9100							
	Rule Not De			9100							





15. Full & Final Settlement

This Process include HR Functions, Payroll Function and Finance Function to deal with Final Payment to an Employee


Process A – HR Function in F & F

Full & Final Settlement

Path: IFS Payroll → Payroll Computation → Basic data for payroll computation → Employee Information

Company : APTRANSCO TRANSMISSION CORPORATION OF ANDHRA PRADESH LIMITED	
Emp Code:	1052229
Title:	Sri
First Name:	KUMARAM
Middle Name:	RAMA
Last Name:	PRASAD
Person Id:	1052229
Additional Id:	
Father/Husband Name:	
Gender/Sex:	Male
Under Transfer:	<input type="checkbox"/>
Lease:	<input type="checkbox"/>
Active:	<input type="checkbox"/>
Payroll:	<input type="checkbox"/>
Lease Hold:	<input type="checkbox"/>
Hold Salary:	<input checked="" type="checkbox"/>
General Sensitive PF/ESI Others Compensation Address Shift History Attendance-Setup OtherInfo-II Location Transfer Children Claim	
Location :	9100 ACCOUNTS OFFICER/CPR/VIDYUT SOUDHA
Category :	NW NON WORKMEN
Grade :	NW-06-2010 ADE/ AO AND EQUIVALENT
Designation :	AO25TAAC2 ACCOUTS OFFICER2 STORES AND TA ACCOUNTS2
Actual Cost Centre :	AUDEXREAC2 AUDIT EXPENDITURE AND REVENUE
Deputed Cost Centre :	AUDEXREAC2 AUDIT EXPENDITURE AND REVENUE
Distribution Centre :	GPF GPF EMPLOYEES APTRANSCO
Direct/In-Direct :	None
Date Of Joining :	06/09/1979 <input checked="" type="checkbox"/> Super Annuate
Location Join Date:	
Date Of Confirmation :	
Date Of Leaving :	31/07/2010 <input type="checkbox"/> Stop Increment
Settlement Month:	201009
Date Of Increment :	06/01/2010
Previous Date Of Increment :	
Work Permit Start Date:	
HPL Credit Date:	
Time Office Info:	
Time Office Code :	9100A
Essential Services :	Non-Essential
Minimum Salary Info:	
Minimum Salary Amount:	
PR Start Date:	
PR End Date:	
REHS Location :	

Steps Involved:

1. Enter "date of Leaving: and click on .
2. Settlement Month will come automatically.
3. Do RMB on "Sensitive Tab".
4. Click on "Full & Final Settlement" as indicated below:



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 - Lease
 - Tax
 - Bonus

Company: APTRANSCO **UNION CORPORATION OF ANDHRA PRADESH LIMITED**

Emp Code: 1052223	Title: Sri	First Name: KUMARAM	Middle Name: RAMA	Last Name: PRASAD	<input type="checkbox"/> Under Transfer
Person Id: 1052223	Additional Id:	Father/Husband Name:	Gender/Sex: Male	<input type="checkbox"/> Active	<input type="checkbox"/> Lease
				<input type="checkbox"/> Payroll	<input checked="" type="checkbox"/> Hold Salary

General Sensitive PF/ESI Others Compensation Address Shift History Attendance Setup Other Info-II Location Transfer Children Claim

Location :	9100	ACCOUNTS OFFICER/CPR/MDYUT SOUDHA
Category :	Nw	NON WORKMEN
Grade :	Nw-06-2010	ADE/AD AND EQUIVALENT
Designation :	AO2STAAC2	ACCOUNTS OFFICER2 STORES AND TA ACCOUNTS2
Actual Cost Centre :	AUDEXREAC2	AUDIT EXPENDITURE AND REVENUE
Deputed Cost Centre :	AUDEXREAC2	AUDIT EXPENDITURE AND REVENUE
Distribution Centre :	GPFF	GPFF EMPLOYEES APTRANSCO
Direct/In-Direct :	None	

Date Of Joining : 06/09/1979

Location Join Date :

Date Of Confirmation :

Date Of Leaving : 31/07/2010

Settlement Month: 201009

Date Of Increment : 06/01/2010

Previous Date Of Increment :

Work Permit Start Date:

HPL Credit Date:

Time Office Info

Update Employee From Hr

Update All Employee From Hr

Full & Final Settlement

Fetch Attendance Code

Fetch Attendance Code For All Employee

Populate

Query...

Create Shortcut...

Add to Favorites...

Copy Object

Paste Object

Properties

1100A

Non-Essential

Minimum Salary

Date:

System Information

Database: IFSPROD

Sid: IFSPROD

Find User: IFSCONS

5. Select Calendar year from

[illegible]

6. Select settlement month from  and click on “OK”