

**NOTICE REGARDING DEADLINES OF EXECUTING VARIOUS
PROCESSES OF HCM-PAYROLL MODULE OF SAP**

1. STEP 1 - FROM 1ST TO 19TH OF EVERY MONTH

- (i) PART A)– UPDATION OF LEAVE RECORDS IN SAP
IT IS TO BE PERFORMED BY ALL LOCATIONS.
- (ii) PART B – ACTIONS TO BE EXECUTED BY PAYROLL ADMINS
ACTIONS REGARDING TRANSFER / DEPLOYMENT / POSTING / DEPUTATION
RELIEVING AND JOINING, SEPARATION FOR EXPIRED, RETIRED, RESIGNED etc
SHOULD BE EXECUTED BY PAYROLL ADMINS.
- (iii) PART C – PERSONAL MASTER DATA UPDATION LIKE BANK ACCOUNT,
PERSONAL Ids, ADDRESS, FAMILY DETAILS etc BY PAYROLL ADMINS.

***NOTE : ALL PROCESSES OF STEP1 SHOULD NOT BE EXECUTED DURING
PAYROLL PROCESSING PERIOD i.e. 21ST TO 30/31ST . IF NECESSARY,
CONTACT IT/ DOMAIN CORE TEAM.***

2. STEP 2 – FROM 20th TO 24th OF EVERY MONTH

- (i) PAYROLL MASTER DATA UPDATION TO BE DONE BY PAYROLL ADMINS
- (ii) PAYROLL PROCESSING FOR CURRENT MONTH BY PAYROLL ADMINS

3. STEP 3 – FROM 25TH TO 30/31ST OF EVERY MONTH

- (i) PAYROLL CHECKING AND PASSING BY ACCOUNTS OFFICERS
- (ii) PAYROLL MASTER DATA UPDATION BY PAYROLL ADMINS, IF OBJECTION
RAISED BY AO.
- (iii) PAYROLL POSTING SIMULATION AND DOCUMENT CHECKING BY AOs
- (iv) PAYROLL CONTROL RECORD EXIT BY AOs

4. STEP 4 – ON 1ST AND WITH IN NEXT 2-3 DAYS.

- (v) PAYROLL PAYMENT BY AOs
- (vi) PAYROLL DOCUMENT POSTING BY AOs
- (vii) PAY ORDERS SENDING BY AOs

SE (MIS & IT)

RVPN, JAIPUR