

**IMPORTANT NOTICE FOR PAYROLL ADMINS AND
ACCOUNTS OFFICERS**

KIND ATTN : PAYROLL ADMINS

1. RETROACTIVE DATE OF SAP SYSTEM HAS BEEN CHANGED TO 1.01.2017 DUE TO SOME ISSUES IN THE CALCULATION OF GRATUITY, SUPERANNUATION, EDLI. **IF ANY PREVIOUS PAYMENT IS TO BE GIVEN TO ANY EMPLOYEE, ENTER PAYMENT IN B4 GOLIVE WAGE TYPES IN ADDITIONAL PAYMENTS / DEDUCTIONS.**
2. NOW ONWARDS, TRANSFER JOINING / PROMOTION JOINING / DEPLOYMENT CONFIRMATION / REPATRIATION IN ACTIONS (WHERE POSITION IS TO BE CHANGED) SHOULD BE EXECUTED ON 1ST OF NEXT MONTH (ACTUAL JOINING MAY BE MAINTAINED IN ORDER SCREEN) TO ADDRESS ISSUES OF RS. 1/2, COST CENTER SPLIT IN POSTING AND FOR EASE OF PAYROLL AREA TAGGING.
AND ALSO, STEPS OF THESE ACTIONS HAVE BEEN CHANGED (**AS EXPLAINED STEPWISE ON NEXT PAGE**).
3. TRANSFER (RELIEVING) /PROMOTION – POSTING (RELIEVING) / DEPLOYMENT (REL-JOINING) ORDERS MAY BE ENTERED THROUGH PA30 WITH INFO TYPE 9903.

KIND ATTN: ACCOUNTS OFFICERS

1. AS PER THE EXPERIENCE OF LAST 4 MONTHS IN SAP IN RESPECT OF PAYROLL POSTING, IT HAS BEEN OBSERVED THAT POSTING IS DELAYED AND PROBLEM ARISES, IF POSTING IS NOT DONE JUST AFTER COMPLETION OF PAYROLL. THEREFORE, IT IS SUGGESTED BY SAP CONSULTANT THAT PAYROLL POSTING SHOULD BE DONE JUST AFTER EXIT OF PAYROLL AND BEFORE PAYMENT. POSTING MAY BE COMPLETED BY 30 / 31ST OF EVERY MONTH.

Manish Arora

**STEPS OF TRANSFER JOINING / DEPLOYMENT CONFIRMATION / POSTING
JOINING / REPATRIATION IN ACTIONS :**

1. **ACTIONS SCREEN:** ENTER START DATE AS 1ST, CHANGE POSITION AND ENTER THEN SAVE THE SCREEN.
2. **ORDER SCREEN:** ENTER DETAILS OF ORDER – NO, DATE etc. AND SAVE THE SCREEN.
3. **ORG ASSN SCREEN:** CHANGE PAYROLL AREA ONLY AND SAVE.

SAMPLE CASE : DEPLOYMENT CONFIRMATION ACTION

EMPCODE – 2112219
DATE – 01.01.2017
POSITION CODE : 20000178
PY – 01
ORDER NO – 568
ORDER DATE – 21.12.2016

STEP 1 : ACTIONS SCREEN :

START DATE - 01.01.2017
POSITION CODE -20000178 AND ENTER
SAVE SCREEN

STEP 2 : ORDER SCREEN:

ORDER NO – 568
ORDER DATE – 21.12.2016
ISSUING AUTHORITY – SECRETARY(ADMIN).....
SAVE

STEP 3 : ORG ASSGN SCREEN :

PAYROLL AREA – 01
SAVE.

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