

NOTICE FOR PAYROLL ADMINS REGARDING PAYROLL PROCESSING
AFTER TRANSFER IN HR-PAYROLL MODULE OF SAP

- (1) ALL PAYROLL ADMINS ARE ADVISED TO CHANGE THE PAYROLL AREA (IF TO BE CHANGED) TO NEW AREA AT THE TIME OF RELIEVING SO THAT PAYROLL MAY BE PROCESSED AT NEW PAYROLL AREA.

NOTE : - ABSENTEE AND LAST MONTH PAYSIP MAY BE SENT TO NEW PAYROLL AREA, AFTER VERIFICATION FROM CONTROLLING OFFICER.

- (2) **IN CASE OF MUTUAL TRANSFER,**

THE ENTRIES OF RELIEVING AND JOINING OF BOTH EMPLOYEES SHOULD BE CENTRALIZED AT THE PAYROLL AREA OF THE EMPLOYEE, WHO JOINS FIRST. DURING THE RELIEVING ENRTY DEFAULT POSITION (POSITION CODE : 99999999) IS TO BE USED FOR CHANGING POSITIONS. AND ALSO, **RELIEVING ACTION SHOULD BE EXECUTED ON SAME DATE FOR BOTH EMPLOYEES AND ACTUAL DATE OF RELIEVING MAY BE MAINTAINED IN ORDER DETAILS SCREEN.**

PROCEDURE IS AS UNDER :

1. AT FIRST, RUN THE RELIEVING ACTION OF FIRST JOINING EMPLOYEE AND CHANGE THE POSITION TO DEFAULT POSITION (99999999). NOTE DOWN THE POSITION CODE OF THIS EMPLOYEE.
2. SECONDLY, RUN THE RELIEVING ACTION OF SECOND EMPLOYEE AND CHANGE THE POSITION CODE TO NOTED DOWN POSITION OF FIRST EMPLOYEE. NOTE DOWN THE POSITION CODE OF THIS EMPLOYEE.
3. THIRDLY, RE RUN THE RELIEVING ACTION OF FIRST EMPLOYEE AND ONLY CHANGE THE POSITION CODE FROM DEFAULT POSITION TO NOTED DOWN POSITION CODE OF SECOND EMPLOYEE.

NOTE : DON'T CHANGE ANY OTHER ENTRIES OTHER THAN POSITION.

4. NOW RUN THE ACTION OF JOINING FOR BOTH EMPLOYEES.