



**RAJASTHAN RAJYA VIDHYUT PRASARAN NIGAM LTD.
OFFICE OF THE SUPERINTENDING ENGINEER (MIS & IT)**

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Dated 05/11/18

NOTICE REGARDING BONUS PAYMENT THROUGH OFF-CYCLE IN SAP-ERP DURING FY 2018-19

1. In compliance to the order No.RVPN/AAO/F&R.F.30(Pt.III)/D.190 dated 05.11.2018 issued by CAO (P&F-Cont.), RPN vide which Bonus is to be paid to RVPN employees.
2. All Payroll-Admins are advised to prepare an excel sheet for all employees under their jurisdiction to who payment of Bonus is to be made alongwith amount.
3. In view of above Bonus payment in this financial year will be entered manually as per following steps:-

I. STEP 1: ENTER BONUS AMOUNT IN SYSTEM

- a) Go to T-code->PA70

Selection Screen:

1. Select Info type Additional Off Cycle Payment
2. Select subtype - 1043(for Bonus)
3. Select Period - Date of payment

- b) Click Create button:-

- Enter Personnel number, amount, OC reason as 0002 for 20 employees at a time /Copy the 20 employees from excel sheet at time and paste.

II. STEP 2: RUN OFFCYCLE PAYROLL FOR BONUS

- a) Go to T-code->PC00_M40_Calc (Payroll driver)

1. Select Payroll reason - Bonus
2. Select Off-cycle Payroll - Bonus payment
3. Schema - ZN00
4. Select Payroll area
5. EXECUTE

III. STEP 3: CHECK REPORTS

- a) Go to T-code->ZHR_Bonus - for checking Bonus amount Emp. wise
 1. Selection Screen - Select payroll area and payment date
- b) Go to T-code->PC00_M99_CWTR - for checking Bonus amount Emp. wise

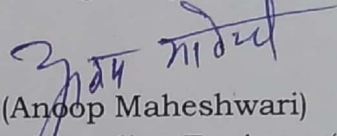
1. Select Variant – Bonus Payment

IV. STEP 4: PAYMENT OF BONUS

- a) Generate Bank CD – ZHR_Bank
 1. Select Payroll Area
 2. Select Payroll Type-Offcycle
 3. Enter Payment date
- b) Execute report then Download CD

V. STEP 5: POSTING OF OFFCYCLE BONUS PAYMENT

- a) Go to T-code->PC00_M99_CIPE
 1. Select Payroll Area
 2. Select Off-Cycle Payroll Run – A (Bonus Payment)
 3. Posting Variant – RVPN/GAZ
- b) Simulate and then Live posting same as regular posting.


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