

RAJASTHAN RAJYA VIDYUT PRASARAN NIGAM LIMITED

Corporate Identity Number (CIN) : U40109RJ2000SGC016485

Regd Office Vidyut Bhawan, Jan Path, Jaipur - 302005

Website : energy.rajasthan.gov.in/rvpn

No.RVPN/SE(MIS)/XEN(MIS)/ F. / D. 832

dt. 18/10/17

NOTICE REGARDING BONUS PAYMENT THROUGH OFF-CYCLE IN SAP-ERP
DURING FY 2017-18

1. In Compliance to the order No RVPN/AAO/F&R/F.30(Pt. II)/D128 dated 18.10.2017 issued by CAO(P&F-Cont.), RVPN vide which Bonus is to be paid to RVPN employees having Grade pay 4800 and below in respect of previous financial year i.e. 2016-17.
2. As SAP-ERP was implemented in Sept 2016, therefore Bonus for last financial year i.e. 2016-17 cannot be automatically calculated by SAP.
3. All payroll-Admins are advised to prepare an excel sheet for all employees under their jurisdiction to whom payment of Bonus is to be made alongwith amount
4. 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 Infotype Additional Off Cycle Payment
2. Select Subtype – 1043 (for Bonus)
3. Select Period – Date of payment

- b) Click Create button

- a) Enter Empcode, amount, OC reason as 0002 for 20 employees at a time in bulk and SAVE.

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:

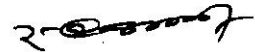
- a) Go To T-code -> ZHR_Bonus
 - 1. Selection Screen – Select payroll area and payment date
- b) Go To T-code -> PC00_M99_CWTR
 - 1. Select Variant – Bonus Payment

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



Superintending Engineer (MIS&IT)
RVPN, JAIPUR