

Dated 09.05.2017

NOTICE REGARDING LEAVES UPDATION IN SAP-ERP

1. **ALL LOCATION INCHARGE** ARE REQUESTED TO UPDATE LEAVES ENTRIES OF ALL THE EMPLOYEES (GAZ OR NON-GAZ) IN SAP SYSTEM THROUGH PA30.
2. LEAVES OF GAZ. OFFICERS MAY BE UPDATED AFTER THEIR LEAVE APPLICATION SANCTION / APPROVAL BY LOCATION INCHARGE.
3. KINDLY STRICT TO THE DEADLINES OF AVAILED LEAVES ENTRY i.e. 1ST TO 20TH OF EVERY MONTH, AS MASTER DATA IS LOCKED AFTER THAT FOR PAYROLL PROCESSING.
4. **ALL PAYROLL ADMINS** ARE ADVISED TO ACCEPT ONLY ABSENTEE STATEMENT THAT IS GENERATED FROM SAP SYSTEM (TCODE - ZHR_ABSENTEE) FOR PAYROLL PURPOSE AFTER VERIFIED FROM CONTROLLING OFFICER SO THAT LEAVES MAY BE UPDATED TIMELY IN THE SYSTEM.

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