

RAJASTHAN RAJYA VIDYUT PRASARAN NIGAM LIMITED
[Corporate Identity Number (CIN) : U40109RJ2000SGC016485]
Regd. Office: VidyutBhawan, Jyoti Nagar, Jaipur -302005
(AN ISO 9001: 2015 CERTIFIED COMPANY)



RVPN F&R No. **1371**

No. RVPN/CAO (P&F)/AAO/F&R/F. 86 (Pt.-II) /D. 142 Dated: 23/10/2020

ORDER

Sub: - Incentive Application Process through SAP-ERP.

In reference to order No. RVPN/AAO/F&R/DA/F. 86(Pt.-II)/ D. 134 dated 19.10.2020 (RVPN F&R 1368), Incentive application process has been developed in SAP-ERP and is now available for ESS users for applying incentive claims for the Financial Year 2019-20 through ESS Portal.

Accordingly, it is directed to all ESS users to apply incentive claim through SAP-ERP portal as per attached Incentive Application Process instead of manual process. Non ESS users have to fill the form manually and rest of the activities shall be carried out by respective location in-charge as per Incentive Application Process.

In case, any clarification is required, following may be contacted:-

- | | |
|--------------------------------|--|
| 1. Posting related :- | Payroll Admin |
| 2. Leave related:- | Leave sanctioning /approving authority |
| 3. Technical/ process issues:- | Smt. Meena Kumari , AEN (MIS&IT) at email
kumari.meena@rvpn.co.in . |

This bears the approval of Chairman and Managing Director, RVPN.

Encl.: As above.

By Order,


(Sourabh Bhatt)

Chief Accounts Officer (P&F)

Copy to the following for information and circulation in various offices under their jurisdiction and control:-

1. The Secretary (Admn.), RVPN, Jaipur.
2. The Chief Controller of Accounts, RVPN, Jaipur.
3. The Chief Engineer (PP&D/IT/Procurement/MPT&S/NPP&RA/LD/Contracts), RVPN, Jaipur.
4. The Zonal Chief Engineer (T&C), RVPN, Jaipur/Ajmer/Jodhpur.
5. The Zonal Chief Engineer (Civil), RVPN, Jaipur/Ajmer/Jodhpur.
6. The Chief Personnel Officer, RVPN, Jaipur.
7. The Jt. Director (Corporate Affairs) cum Company Secretary, RVPN, Jaipur.
8. The Controller of Internal Audit, RVPN, Jaipur.
9. The Chief Accounts Officer (A/Cs & W&M/P&C/PP&D/P&F-Cont./EA-Cash), RVPN, Jaipur.
10. The Regional Chief Accounts Officer, Jaipur/Ajmer/Jodhpur Zone, RVPN.
11. The Joint Legal Remembrancer, RVPN, Jaipur.
12. The Superintending Engineer (), RVPN, Jaipur.
13. The Incharge, Data Centre, RVPN, 101, Vidyut Bhawan, Jaipur.
14. The Dy. Controller of Accounts (P&F), RVPN, Jaipur.
15. The Sr. Accounts Officer (), RVPN, Jaipur.
16. The Accounts Officer (), RVPN, Jaipur.
17. PS to CMD, RVPN, Jaipur.
18. PS to Director (Finance/Technical/Operations), RVPN, Jaipur.
19. Public Relation Officer, RVPN, Jaipur.
20. Office Order/Master File.


Asstt. Accounts Officer (F&R)

Note: Orders are also available on the Nigam's website www.rvpn.co.in

Incentive Application process

1. Process for Incentive Application apply at location level
2. Process for Incentive Application Approval at circle level
3. Process for Incentive Application Approval at Accounts Officer level
4. Process for Incentive Application Approval at Payroll admin level

Genove

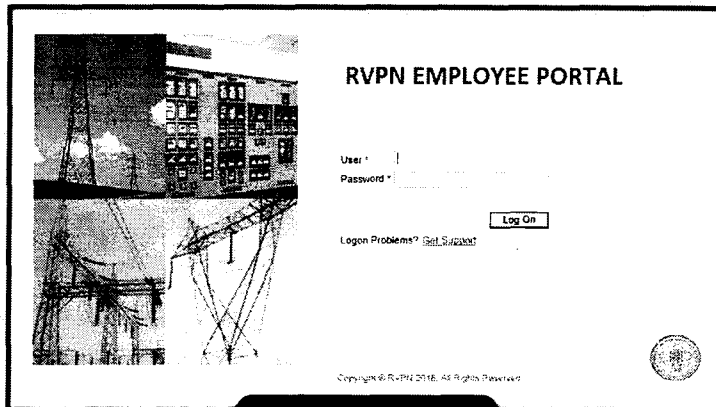
(MANISH ATHAIYA)
XENM (MIS & IT)

Manish Athaiya

(MANISH ATHAIYA)
XENM (MIS & IT)

Process for Incentive Application apply at location level For ESS user

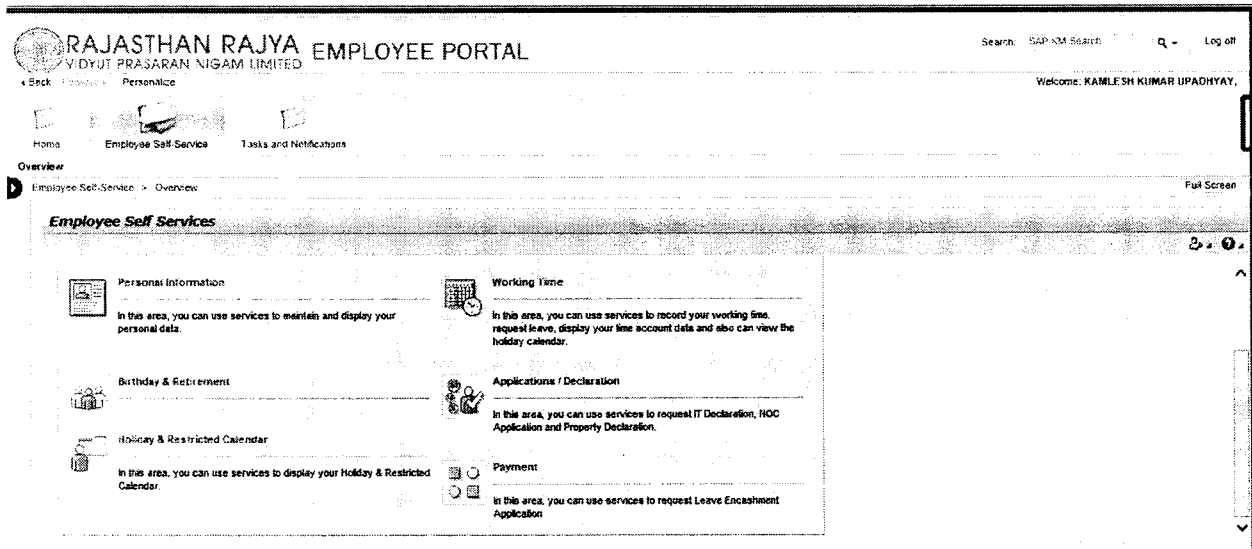
Step-1 :- Login on ESS portal



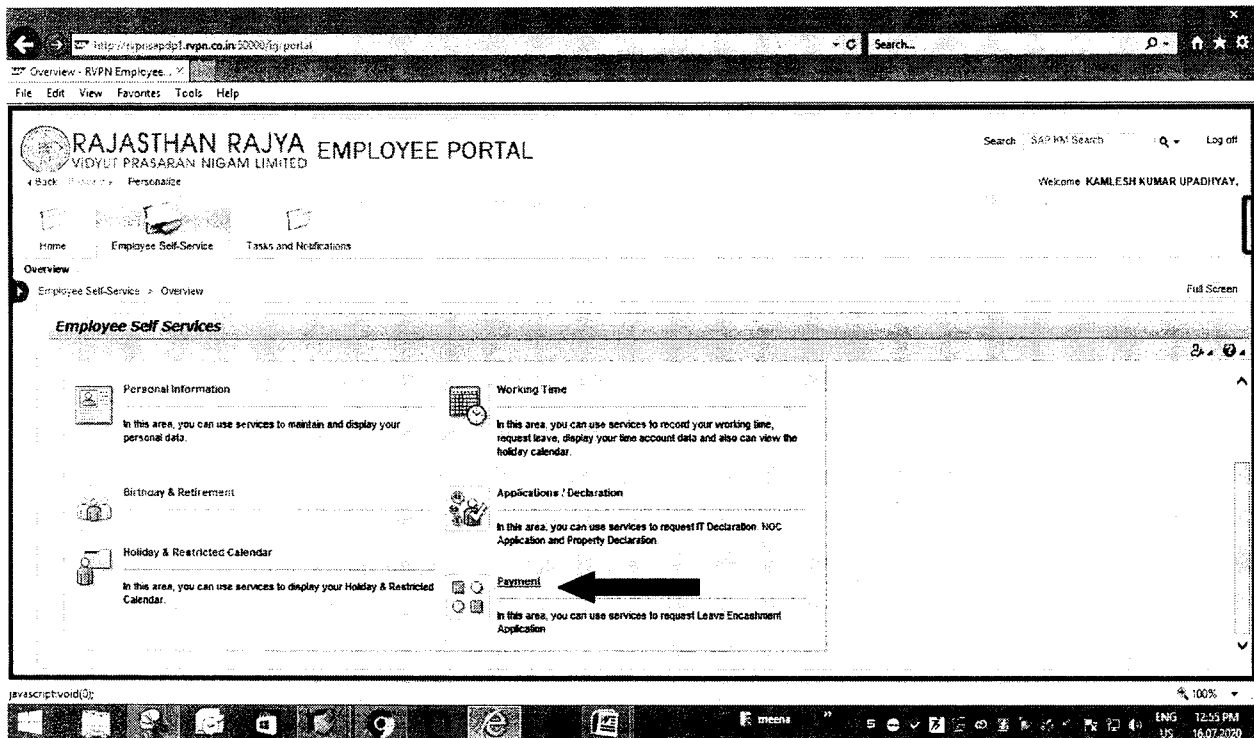
Demora

Manish
(MANISH ATHARVA)
XENI (MIS & IT)

Step-2 Overview - RVPN Employee Portal - Internet Explorer



Step-3 Click on payment



Samra

*Manish Arora
(MANISH ATHAIYA)
XEN-I (MIS & IT)*

Step-4 Click on Incentive Application

RAJASTHAN RAJYA VIDYUT PRASARAN NIGAM LIMITED EMPLOY

← Back Forward Personalize

Home Employee Self-Service Tasks and Notifications Emplc

Overview

Employee Self-Service > Overview

Employee Self Services

Back

Active Applications

Active Application

- Leave Encashment Application
- Leave Encashment Application##
- Incentive Application ←
- Incentive Application##

Step-5 :-In this screen fill financial and click on submit

Financial Year

Demera

Manish Athar
(MANISH ATHAR)
XEN-I (MIS & IT)

Step 6 :- User may check the data and click on submit.

Options ▾

▼ **Employee Incentive Details**

S.No	Particulars	Details
1	Name of Employee	MEENA KUMARI
2	Employee ID	02112219
3	Designation	ASSISTANT ENGINEER
4	Present Place of Posting	SE (MIS&IT), JAIPUR
5	Whether in service/ retired	Service
6	If in service then Basic Pay as on March-18 Accord	63100.00

Ex	Start Date	End Date	Posting Location	Total No. of Days	Absence Days	Total No. of Incentive Days	Incentive Factor	Basic Pay	Incent
	01.10.2019	31.03.2020	SE (MIS&IT), JAIPUR	183	43	140	0.87	63,100.00	
	01.04.2019	30.09.2019	SE (MIS&IT), JAIPUR	183	14	169	0.87	63,100.00	

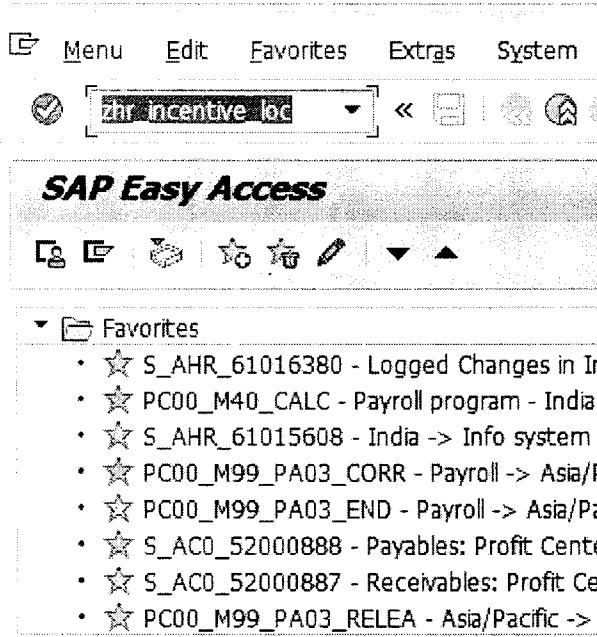
Once it has been applied by the employee then this data will be reflected in SAP-ECC at the location in-charge ID who will carry out further processing

Meena

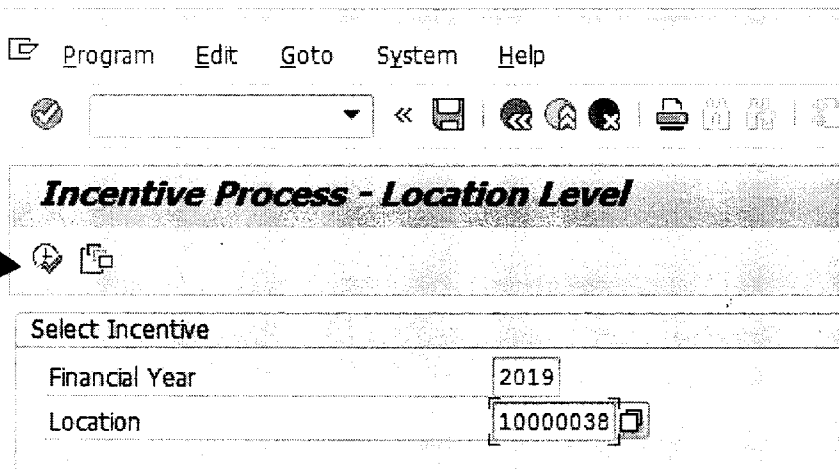
Manish Athaiya
 (MANISH ATHAIYA)
 XEN-I (MIS & IT)

02112219
 02112219

Enter the T-code – zhr_incentive_loc



Fill financial year and location code and click on execute



Manish

Manish Athaiya
(MANISH ATHAIYA)
XEN-I (MIS & IT)

1. Check place of posting during incentive period, Absence days, MF factor and incentive amount

2. Tick the Check box “ punished during incentive period” if employee have been punished and mention the remark

3. Click on save and submit to circle level

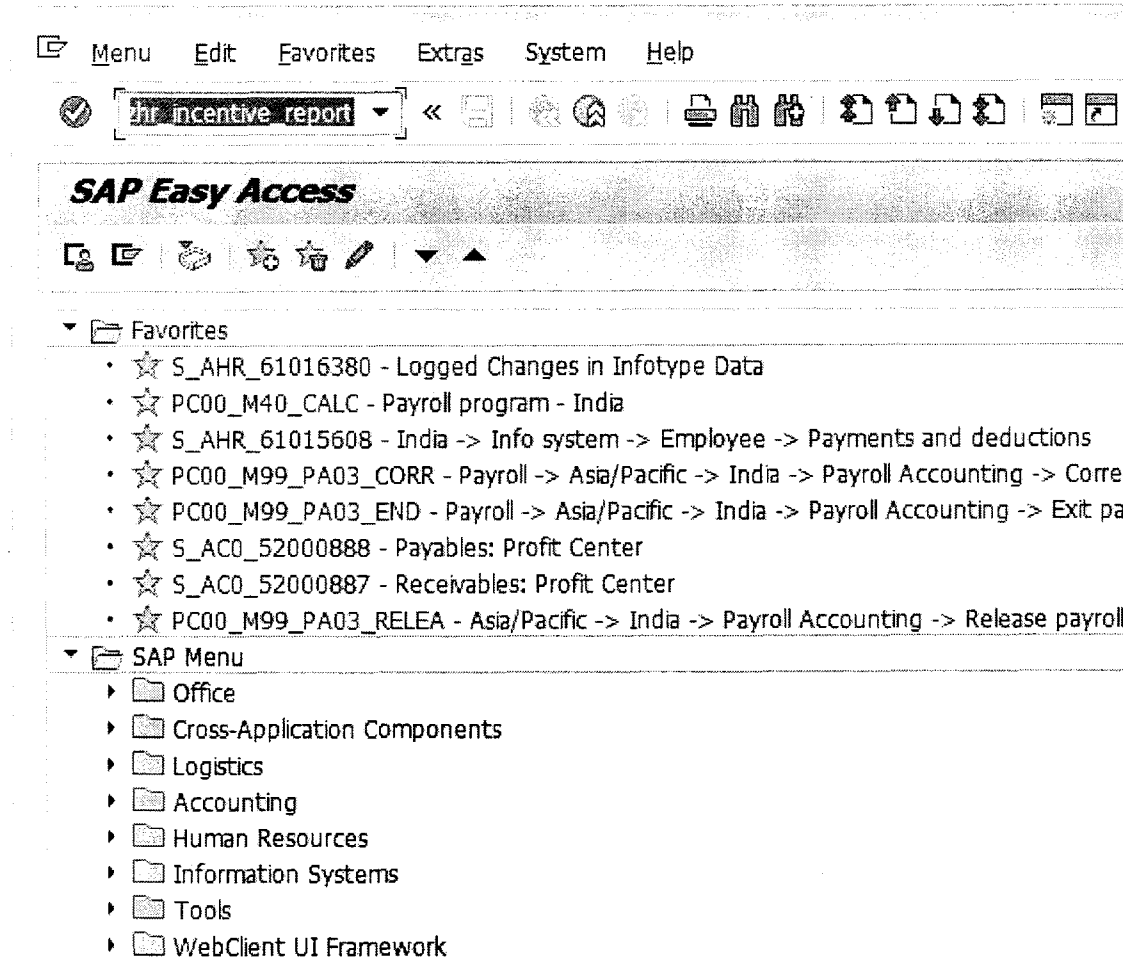
Period To	Posting location	Total No. of d.	Absence D.	Total No. of Incentive Days	Incentive Factor	Basic Pay	Incentive Amount	Application Submitted	Punished during the incenti	Remarks
31.03.2020	SE (MIS&IT), JAI	366	0	366	0.87	110,500.00	48,068	<input type="checkbox"/>	<input type="checkbox"/>	
					0		48,068			
31.03.2020	SE (MIS&IT), JAI	366	9	366	0.87	104,900.00	45,632	<input type="checkbox"/>	<input type="checkbox"/>	
					0		45,632			
31.03.2020	SE (MIS&IT), JAI	366	0	366	0.87	117,200.00	50,982	<input type="checkbox"/>	<input type="checkbox"/>	
					0		50,982			
31.03.2020	SE (MIS&IT), JAI	366	1	366	0.87	104,900.00	45,632	<input type="checkbox"/>	<input type="checkbox"/>	
					0		45,632			
31.03.2020	SE (MIS&IT), JAI	366	0	366	0.87	27,900.00	12,137	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
					0		12,137			
31.03.2020	SE (MIS&IT), JAI	366	0	366	0.87	63,100.00	27,449	<input type="checkbox"/>	<input type="checkbox"/>	
					0		27,449			
31.03.2020	SE (MIS&IT), JAI	366	14	366	0.87	61,300.00	26,666	<input type="checkbox"/>	<input type="checkbox"/>	
					0		26,666			
29.02.2020	SE (MIS&IT), JAI	335	0	335	0.87	59,500.00	25,883	<input type="checkbox"/>	<input type="checkbox"/>	
					0		25,883			
31.03.2020	SE (MIS&IT), JAI	366	0	366	0.87	81,500.00	35,453	<input type="checkbox"/>	<input type="checkbox"/>	
					0		35,453			
31.03.2020	SE (MIS&IT), JAI	366	0	366	0.87	29,300.00	12,746	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
					0		12,746			
31.03.2020	SE (MIS&IT), JAI	366	0	366	0.87	67,900.00	29,145	<input type="checkbox"/>	<input type="checkbox"/>	
					0		29,145			
31.03.2020	SE (MIS&IT), JAI	366	0	366	0.87	35,300.00	15,356	<input type="checkbox"/>	<input type="checkbox"/>	
					0		15,356			
31.03.2020	SE (MIS&IT), JAI	366	0	366	0.87	27,900.00	12,137	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
					0		12,137			

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Manish Athar
 (MANISH ATHAIYA)
 XEN-I (MIS & IT)

For Incentive form report

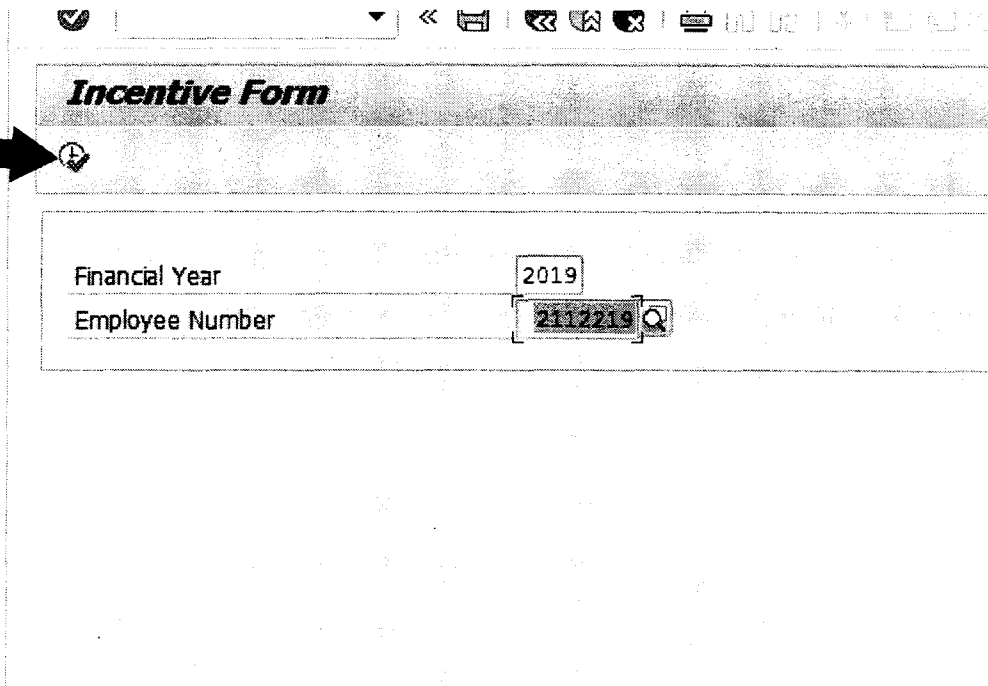
Enter the T-code -zhr_incentive_report



Demora

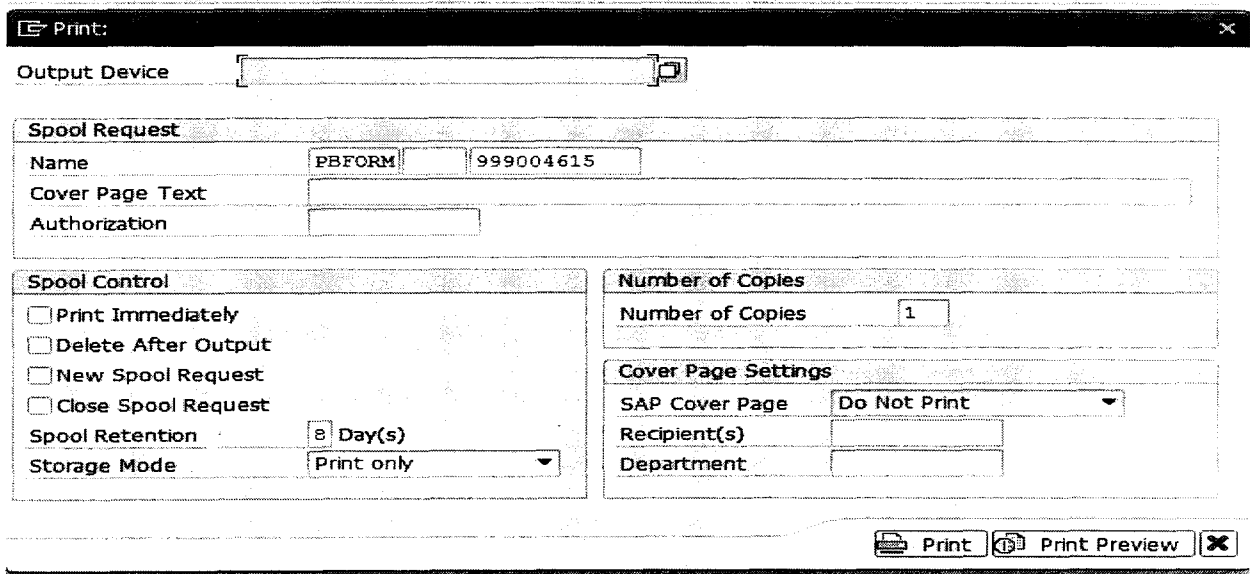
Manish Athaiya
(MANISH ATHAIYA)
XEN-I (MIS & IT)

Fill financial year and employee code



The screenshot shows the 'Incentive Form' dialog box in SAP. At the top, there is a title bar with a checkmark icon and a toolbar with various icons. Below the title bar, the text 'Incentive Form' is displayed in a bold font. A black arrow points to a small icon on the left side of the dialog box. The main area of the dialog box contains two input fields: 'Financial Year' with the value '2019' and 'Employee Number' with the value '2112219'. A search icon is visible next to the Employee Number field.

Click on execute



The screenshot shows the 'Print' dialog box in SAP. The title bar reads 'Print:'. Below the title bar, there is an 'Output Device' field. The 'Spool Request' section contains fields for 'Name' (PBFORM), 'Authorization' (999004615), 'Cover Page Text', and 'Authorization'. The 'Spool Control' section has checkboxes for 'Print Immediately', 'Delete After Output', 'New Spool Request', and 'Close Spool Request'. It also has fields for 'Spool Retention' (8 Day(s)) and 'Storage Mode' (Print only). The 'Number of Copies' section has a field for 'Number of Copies' (1). The 'Cover Page Settings' section has a dropdown for 'SAP Cover Page' (Do Not Print), and fields for 'Recipient(s)' and 'Department'. At the bottom right, there are buttons for 'Print', 'Print Preview', and a close icon.

Fill output device- PDF

Click on Print Preview

Manish

Manish Aha
(MANISHATHENA)
XEN-I (MIS & IT)



CIN : U40109RJ2000SGC016485 (An ISO 9001:2015 Certified Company)
Registered Office : Vidyut Bhawan ,Janpath , Jyoti Nagar , Jaipur - 302005 Tele-Fax : +91-141-2740455
Website : www.energy.rajasthan.gov.in/rvpn

INCENTIVE CLAIM FORM FOR FINANCIAL YEAR 2017-18

S.No	Particulars	Details
1	Name of Employee	MEENA KUMARI
2	Employee ID	02112219
3	Designation	ASSISTANT ENGINEER
4	Present Place of Posting	SE (MIS&IT), JAIPUR
5	Whether in service/ retired	In Service
6	If in service then Basic Pay as on March-18 (According to 7th Pay Commission)	57,800
7	If Retired then Last month's basic pay Month of Retirement	
8	Bank A/c No: 51111848638 Bank Name:STATE BANK OF INDIA,JAIPUR VIDYUT BHAVAN IFSC Code:SBIN0031866	

S.No	Name of Office with circle/ wing	Period of service/ working tenure in Circle/wing/ office		No. of days	Applicable incentive MF	Basic pay	Incentive amount
		From	To				
1	SE (MIS&IT), JAIPUR	01-05-2017	31-03-2018	335	0.8000	57,800	21,220
2	SE (MIS&IT), JAIPUR	01-04-2017	30-04-2017	30	0.8000	57,800	1,900
Total Incentive Amount							23,120

Signature of Claimant/ Employee

Undertaking

I hereby undertake that Incentive amount claimed by me is not in excess of my half month's Basic Pay of March 2018 / my last month's pay (in case of retired employee), and, in the event of any excess amount received, such excess incentive payment made to me shall be refunded by me to the Nigam either by adjustment against future payments due to me or in cash.

Signature

This can be kept as a record in the office

Meera

Manish Athaiya

(MANISH ATHAIYA)
XEN-J (MIS & IT)

Process for Incentive Application Approval at circle level

Remou.

XXXXXXXXXXXX
XXXXXXXXXXXX

Marank Aher

XXXXXXXXXXXX
XXXXXXXXXXXX

Login the ECC portal through Circle id.

User System Help



SAP

New password

Client

User

Password

Logon Language

Information

Welcome to Rajasthan Rajya Vidyut Prasaran Nigam Limit (RVPN)

===== Production Server =====

500: Production Client

=====

For Tech Support, Email Us at support.sap@rvpn.co.in

Manish Athaiya
(MANISH ATHAIYA)
XEN-I (MIS & I)

Enter the T Code- zhr_incentive_check

The screenshot shows the SAP Easy Access interface. At the top, there is a menu bar with 'Menu', 'Edit', 'Favorites', 'Extras', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main area displays the T-code 'zhr_incentive_check' in a dropdown menu. Below this, there is a section titled 'SAP Easy Access' with a sub-section 'Favorites'. The 'Favorites' list includes the following items:

- ★ S_AHR_61016380 - Logged Changes in Infotype Data
- ★ PC00_M40_CALC - Payroll program - India
- ★ S_AHR_61015608 - India -> Info system -> Employee -> Payments and deductions
- ★ PC00_M99_PA03_CORR - Payroll -> Asia/Pacific -> India -> Payroll Accounting -> Correc
- ★ PC00_M99_PA03_END - Payroll -> Asia/Pacific -> India -> Payroll Accounting -> Exit pay
- ★ S_ACO_52000888 - Payables: Profit Center
- ★ S_ACO_52000887 - Receivables: Profit Center
- ★ PC00_M99_PA03_RELEA - Asia/Pacific -> India -> Payroll Accounting -> Release payroll

Below the 'Favorites' list is the 'SAP Menu' section, which includes the following items:

- ▶ Office
- ▶ Cross-Application Components
- ▶ Logistics
- ▶ Accounting
- ▶ Human Resources
- ▶ Information Systems
- ▶ Tools
- ▶ WebClient UI Framework

Click enter

Remove

Manish Athar
(MANISH ATHAIYA)
XEN-I (MIS & IT)

Select the check box

Check Level

Submit for Next Level

Payroll	Select	Location	Location Name	Location Officer Submitted	Submitted to Account Officer
EA	<input type="checkbox"/>	10000002	CHAIRMAN AND MD, JAIPUR	<input type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000003	DIRECTOR (TECHNICAL), JAIPUR	<input type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000004	DIRECTOR (OPERATION), JAIPUR	<input type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000005	DIRECTOR (FINANCE), JAIPUR	<input type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000006	SECRETARY (ADMIN), JAIPUR	<input type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000007	COMPANY SECRETARY, JAIPUR	<input type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000008	JOINT LEGAL REMEMBRANCER, JAIPUR	<input type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000009	OSD (TELECOM), JAIPUR	<input type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000010	SE (PROT ENGG), JAIPUR,	<input type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000011	CE/ACE (PP&D), JAIPUR	<input type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000012	C.E. (NPP&RA), JAIPUR	<input type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000013	C.E. (IT), JAIPUR	<input type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000014	CCOA, JAIPUR	<input type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000015	CAO (IA/INSPECTION), JAIPUR	<input checked="" type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000017	JDP (HRD), JAIPUR	<input type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000018	J5/DS (PENSION), JAIPUR	<input type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000019	J5/DS (ESTT.), JAIPUR	<input type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000021	PRO, JAIPUR	<input type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000022	SE (HRD & TRG), RVPN JAIPUR	<input type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000024	DELHI GUEST HOUSE	<input type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000025	LAND ACQUISITION OFFICER, JAIPUR	<input type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000026	CAO (A/CS AND W&M), JAIPUR	<input type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000027	CAO (P&F AND CONTROL), JAIPUR	<input type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000028	SR. AO (RE & HQ), JAIPUR	<input type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000029	DY. DIRECTOR (IA), JAIPUR	<input type="checkbox"/>	<input type="checkbox"/>

Click on submit for next level

Check Level

Submit for Next Level

Payroll	Select	Location	Location Name	Location Officer Submitted	Submitted to Account Officer
EA	<input type="checkbox"/>	10000014	CCOA, JAIPUR	<input type="checkbox"/>	<input type="checkbox"/>
EA	<input checked="" type="checkbox"/>	10000015	CAO (IA/INSPECTION), JAIPUR	<input checked="" type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000017	JDP (HRD), JAIPUR	<input type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000018	J5/DS (PENSION), JAIPUR	<input type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000019	J5/DS (ESTT.), JAIPUR	<input type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000021	PRO, JAIPUR	<input type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000022	SE (HRD & TRG), RVPN JAIPUR	<input type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000024	DELHI GUEST HOUSE	<input type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000025	LAND ACQUISITION OFFICER, JAIPUR	<input type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000026	CAO (A/CS AND W&M), JAIPUR	<input type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000027	CAO (P&F AND CONTROL), JAIPUR	<input type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000028	SR. AO (RE & HQ), JAIPUR	<input type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000029	DY. DIRECTOR (IA), JAIPUR	<input type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000030	SR. AO (A/CS), JAIPUR	<input type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000031	SR. AO (B&R AND W&M), JAIPUR	<input type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000032	SR. AO (CPC), JAIPUR	<input type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000033	SR. AO (EA-CASH), JAIPUR	<input type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000034	DY. COA (P&F), JAIPUR	<input type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000035	SR. AO (PENSION), JAIPUR	<input type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000036	AAO (F&R), JAIPUR	<input type="checkbox"/>	<input type="checkbox"/>
EA	<input checked="" type="checkbox"/>	10000037	AO (E&C), JAIPUR	<input checked="" type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000038	SE (MIS&IT), JAIPUR	<input type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000039	SYSTEM ANALYST, JAIPUR	<input type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000040	SE (AUTO, N/M&SPL PROJECTS), JAIPUR	<input type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000041	SE (DESIGN), JAIPUR	<input type="checkbox"/>	<input type="checkbox"/>

Semora

Manish Athaiya
 (MANISH ATHAIYA)
 XENI (MIS & IT)

1. Check the place of posting during incentive period, Absence days, MF factor and incentive amount.

2. If any correction required then revert the whole location

Current Place of post	Employee Code	Name	Designation	Period From	Period To	Posting location	Total No. of d.	Absence D.	Total No. of Incentive Days	Incentive Factor
CAO (IA/INSPECTION)	02100786	SHARWAN KUMAR SHAR	CHIEF ACCOUNTS OFFIC	01.04.2019	31.03.2020	CAO (IA/INSPECT	366	3	366	0.8300
AO (E&C), JAIPUR	02110546	HEMANT KUMAR RAMOH	ACCOUNTS OFFICER	01.04.2020	31.03.2021	AO (E&C), JAIPUR	365	0	365	0.7900
AO (E&C), JAIPUR	02123978	SUPRIYA GARG	ASST. ACCOUNTS OFFI	01.04.2020	31.03.2021	AO (E&C), JAIPUR	365	0	365	0.7900
	00000000									

3. Click on select all, Save and Submit to Accounts Officer

more

Manish Athar
(MANISH ATHAR)
XEN-I (MIS & IT)

Process for Incentive Application Approval at Accounts Officer level

Genove

Manish Athaiya

(MANISH ATHAIYA)
XENI/MIS & IT

Login the ECC portal through Accounts officer id

User System Help

SAP

New password

Client	500
User	999007901
Password	*****
Logon Language	EN

Information

Welcome to Rajasthan Rajya Vidyut Prasaran Nigam Limit (RVPN)

===== Production Server =====

500: Production Client

For Tech Support, Email Us at support.sap@rvpn.co.in

Asmora
(ARI)
(IT)

Manish Aha
(ARI)
(IT)

Enter the the t-code – zhr_inc_approve

Menu Edit Favorites Extras System Help

zhr_inc_approve

SAP Easy Access

Favorites

- ☆ S_AHR_61016380 - Logged Changes in Infotype Data
- ☆ PC00_M40_CALC - Payroll program - India
- ☆ S_AHR_61015608 - India -> Info system -> Employee -> Pay
- ☆ PC00_M99_PA03_CORR - Payroll -> Asia/Pacific -> India -> Pa
- ☆ PC00_M99_PA03_END - Payroll -> Asia/Pacific -> India -> Pay
- ☆ S_ACO_52000888 - Payables: Profit Center
- ☆ S_ACO_52000887 - Receivables: Profit Center
- ☆ PC00_M99_PA03_RELEA - Asia/Pacific -> India -> Payroll Accc

SAP Menu

- Office
- Cross-Application Components
- Logistics
- Accounting
- Human Resources
- Information Systems
- Tools
- WebClient UI Framework

Remove

(MARI)

Manish Athaiya
(MANISH ATHAIYA)
XEN-I (MIS & IT)

Fill the financial year and payroll area and click on execute

Program Edit Goto System Help

Approve Level

Financial Year 2019

Payroll Area

Meena
(MEENA KURUMBA)
AEN (MIS & IT)

Manish Athaiya
(MANISH ATHAIYA)
XEN-I (MIS & IT)

Select the check box



Approve Level

Submit for next level

Payroll	Select	Location	Location Name	Submitted to Account Officer	Submitted to Payroll Admin
EA	<input type="checkbox"/>	10000011	CE/ACE (PP&D), JAIPUR	<input type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000012	C.E. (NPP&RA), JAIPUR	<input type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000013	C.E. (IT), JAIPUR	<input type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000014	CCOA, JAIPUR	<input type="checkbox"/>	<input type="checkbox"/>
EA	<input checked="" type="checkbox"/>	10000015	CAO (IA/INSPECTION), JAIPUR	<input checked="" type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000017	JDP (HRD), JAIPUR	<input type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000018	JS/DS (PENSION), JAIPUR	<input type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000019	JS/DS (ESTT.), JAIPUR	<input type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000021	PRO, JAIPUR	<input type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000022	SE (HRD & TRG), RVPN JAIPUR	<input type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000024	DELHI GUEST HOUSE	<input type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000025	LAND ACQUISITION OFFICER, JAIPUR	<input type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000026	CAO (A/CS AND W&M), JAIPUR	<input type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000027	CAO (P&F AND CONTROL), JAIPUR	<input type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000028	SR. AO (RE & HQ), JAIPUR	<input type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000029	DY. DIRECTOR (IA), JAIPUR	<input type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000030	SR. AO (A/CS), JAIPUR	<input type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000031	SR. AO (B&R AND W&M), JAIPUR	<input type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000032	SR. AO (CPC), JAIPUR	<input type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000033	SR. AO (EA-CASH), JAIPUR	<input type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000034	DY. COA (P&F), JAIPUR	<input type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000035	SR. AO (PENSION), JAIPUR	<input type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000036	AAO (F&R), JAIPUR	<input type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000037	AO (E&C), JAIPUR	<input checked="" type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000038	SE (MIS&IT), JAIPUR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
EA	<input type="checkbox"/>	10000039	SYSTEM ANALYST, JAIPUR	<input type="checkbox"/>	<input type="checkbox"/>

Meena

(MEENA KUMAR)
AEN (MIS & IT)

Manish Athar

(MANISH ATHAR)
XEN-I (MIS & IT)

Approve Level

Submit for next level

Payroll	Select	Location	Location Name	Submitted to Account Officer	Submitted to Payroll Admin
EA	<input type="checkbox"/>	10000011	CE/ACE (PP&D), JAIPUR	<input type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000012	C.E. (NPP&RA), JAIPUR	<input type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000013	C.E. (IT), JAIPUR	<input type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000014	CCOA, JAIPUR	<input type="checkbox"/>	<input type="checkbox"/>
EA	<input checked="" type="checkbox"/>	10000015	CAO (IA/INSPECTION), JAIPUR	<input checked="" type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000017	JDP (HRD), JAIPUR	<input type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000018	JS/DS (PENSION), JAIPUR	<input type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000019	JS/DS (ESTT.), JAIPUR	<input type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000021	PRO, JAIPUR	<input type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000022	SE (HRD & TRG), RVPN JAIPUR	<input type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000024	DELHI GUEST HOUSE	<input type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000025	LAND ACQUISITION OFFICER, JAIPUR	<input type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000026	CAO (A/CS AND W&M), JAIPUR	<input type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000027	CAO (P&F AND CONTROL), JAIPUR	<input type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000028	SR. AO (RE & HQ), JAIPUR	<input type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000029	DY. DIRECTOR (IA), JAIPUR	<input type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000030	SR. AO (A/CS), JAIPUR	<input type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000031	SR. AO (B&R AND W&M), JAIPUR	<input type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000032	SR. AO (CPC), JAIPUR	<input type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000033	SR. AO (EA-CASH), JAIPUR	<input type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000034	DY. COA (P&F), JAIPUR	<input type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000035	SR. AO (PENSION), JAIPUR	<input type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000036	AAO (F&R), JAIPUR	<input type="checkbox"/>	<input type="checkbox"/>
EA	<input checked="" type="checkbox"/>	10000037	AO (E&C), JAIPUR	<input checked="" type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000038	SE (MIS&IT), JAIPUR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
EA	<input type="checkbox"/>	10000039	SYSTEM ANALYST, JAIPUR	<input type="checkbox"/>	<input type="checkbox"/>
EA	<input type="checkbox"/>	10000040	SE (AUTO.N/MR&SPI PROJECTS), JAIPUR	<input type="checkbox"/>	<input type="checkbox"/>

Click on submit for next level

Meena

(MEENA KUMARI)
AEN (MIS & IT)

Manoj Kumar

(MANOJ KUMAR)
AEN (MIS & IT)

1. Check the place of posting during incentive period, Absence days, MF factor and incentive amount.

2. If any correction required then revert the whole location

Incentive account officer level

Period From	Period To	Posting location	Total No. of d.	Absence D.	Total No. of Incentive days	Incentive Factor	Basic Pay	Incentive Amount	Punished	Remarks
01.04.2020	31.03.2021	AO (E&C), JAIPUR	365	0	365	0.7800	73,200.00	28,548	<input type="checkbox"/>	
01.04.2020	31.03.2021	AO (E&C), JAIPUR	365	0	365	0.7800	45,600.00	17,784	<input type="checkbox"/>	
01.04.2019	31.03.2020	CAO (IA/INSPECT.	366	3	366	0.8300	110,500.00	45,983	<input type="checkbox"/>	
								45,983		
								92,315		

Click on select all, save and submit to payroll admin

Meena

(MEENA KUMAR)
AEN (MIS & IT)

Manish Arora

(MANISH ATIL)
XEN-I (MIS & IT)

Process for Incentive Application Approval at Payroll admin level

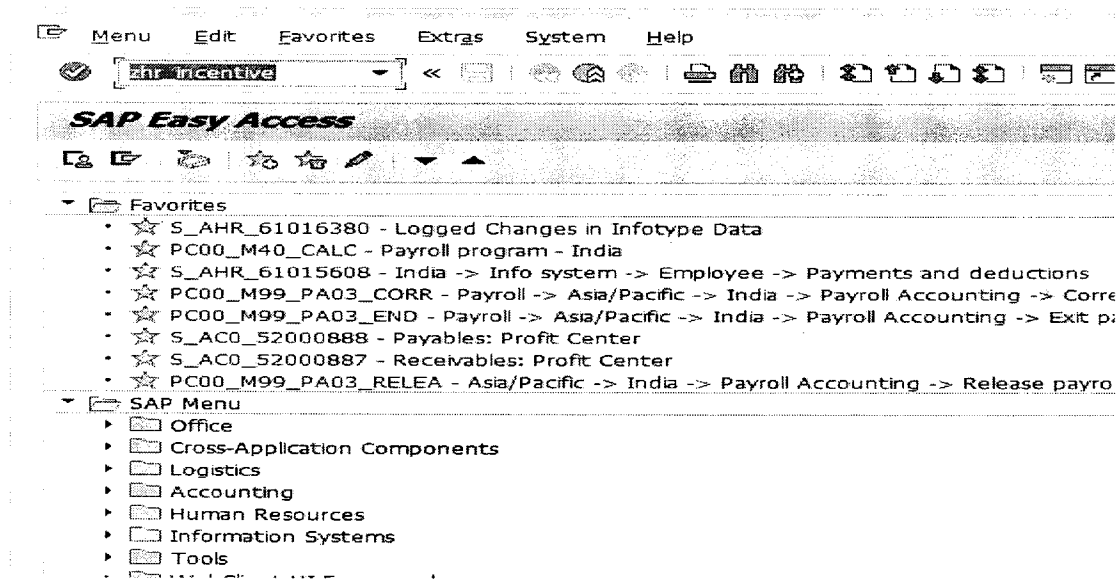
Meena

(MEENA KUMARI)
AEN (MIS & IT)

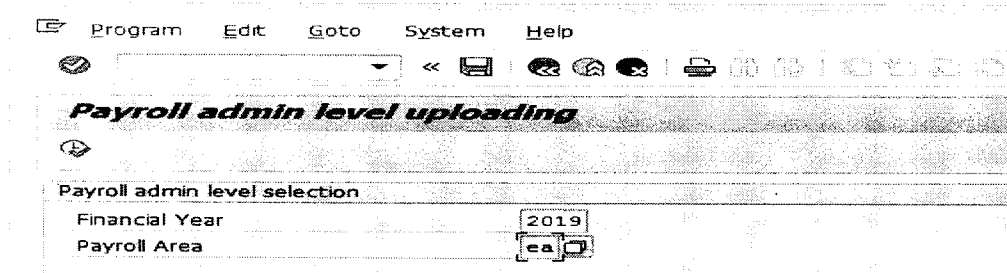
Manik Aza

Login the ECC portal through Payroll admin ID

Enter the t-code – ZHR_INCENTIVE



Fill financial year and payroll area



Click on execute

Demora
(MEENA KUMARI)
AEN (MIS & IT)

Meena Kumari
AEN (MIS & IT)

File Edit Goto Views Settings System Help

Payroll admin level uploading

Upload IT0015 Back

Employee	Employee Name	Incentive Amount	Date	Punished	Approve
2110546	HEMANT KUMAR RAMCHANDANI	28,548	21.10.2020	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2123978	SUPRIYA GARG	17,784	21.10.2020	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Check the employee data and if punished check box ticked then uncheck the approve check box

Click on upload IT0015:- after that incentive data will automatically update in pa30—additional payment/ deduction INFO TYPE.

<input type="checkbox"/>	2110546 S	Record Created
<input type="checkbox"/>	2123978 S	Record Created

Infotype Edit Goto Extras System Help

List Additional Payments/Deductions

Find by: Person

- Collective search help
- Search Term
- Free search

Pers.No. 2110546 HEMANT KUMAR RAMCHANDANI EE group R REGULAR
 Payr.are EA CORP-EA-CASH-GZ Org. Unit 10000037 AO (E&C), JAIPUR
 Pers.are 1016 JAIPUR Position 20000429 AO/AAC-I
 Choose 01.01.2000 to 31.12.9999 STy.

W...	Wage type long text	Date	C Amount	Cry	I Number	Unit
1022	Incentive	21.10.2020	28,548.00	INR	0.00	
9003	Transportation Allowan...	31.03.2019	425.00	INR	0.00	
2004	Group Insurance Schem...	01.09.2018	250.00	INR	0.00	
1022	Incentive	01.07.2018	25,454.00	INR	0.00	
2004	Group Insurance Schem...	01.09.2017	295.00	INR	0.00	
8050	March Gross Salary	31.05.2017	66,932.00	INR	0.00	

Remove
 (HEMANT KUMAR RAMCHANDANI)

Manish Athar
 (MANISH ATHAR)
 XEN-I (MIS & IT)