

PAYROLL RUN

HR FORM EDITOR

- ⇒ IMG
- ⇒ Payroll
- ⇒ Payroll India
- ⇒ Forms
- ⇒ Remuneration Statement
- ⇒ Setting up the Form with the HR Form Editor
- ⇒ Form Editor

✓ The following screen comes

HR Form Editor: Initial Screen

Country Grouping 48 India

Form name

Create

Subobjects

- Attributes
- Background
- Single fields
- Window
- Line layout
- Cumulation IDs
- Text modules
- Rules
- Documentation

Display Change

- ✓ Click on match code against form name
- ✓ The following screen comes

Form	Description
IN01	Standard remuneration form (India)
IN02	Standard remuneration form (India)
IN03	Standard remuneration form (India)
ZN01	APA Demo system Payslip

- ✓ Select IN01 and click on copy icon
- ✓ The following screen comes

HR Form Editor: Initial Screenshot

Country Grouping India

Form name

Create

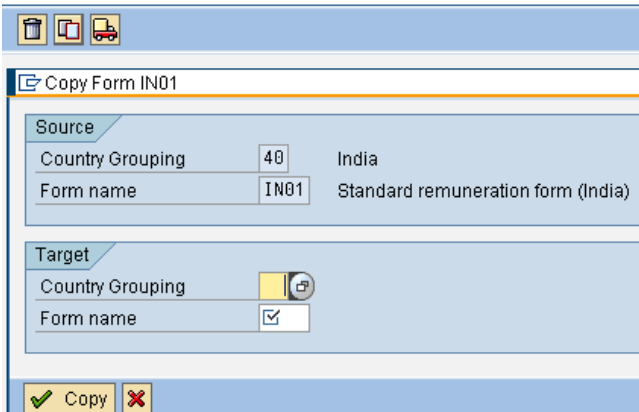
Subobjects

- Attributes
- Background
- Single fields
- Window
- Line layout
- Cumulation IDs
- Text modules
- Rules
- Documentation

Display Change

- ✓ Click on copy icon
- ✓ The following screen comes

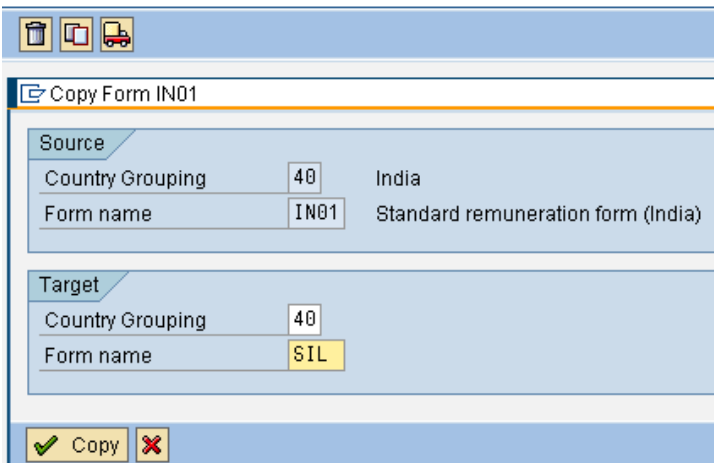
HR Form Editor: Initial Screen



The screenshot shows the 'HR Form Editor: Initial Screen' interface. At the top, there are three icons: a trash can, a document, and a truck. Below these is a header bar with the text 'Copy Form IN01'. The main area is divided into two sections: 'Source' and 'Target'. The 'Source' section has two rows: 'Country Grouping' with a dropdown menu showing '40' and 'India' to its right, and 'Form name' with a dropdown menu showing 'IN01' and 'Standard remuneration form (India)' to its right. The 'Target' section has two rows: 'Country Grouping' with a dropdown menu showing a yellow box and a match code icon, and 'Form name' with a dropdown menu showing a checkmark icon. At the bottom, there are two buttons: a green checkmark icon followed by the text 'Copy', and a red 'X' icon.

- ✓ Select Country Grouping through match code
- ✓ Enter a Form name (as below)

HR Form Editor: Initial Screen



The screenshot shows the 'HR Form Editor: Initial Screen' interface, similar to the previous one. The 'Source' section remains the same. The 'Target' section has two rows: 'Country Grouping' with a dropdown menu showing '40', and 'Form name' with a dropdown menu showing 'SIL'. At the bottom, there are two buttons: a green checkmark icon followed by the text 'Copy', and a red 'X' icon.

- ✓ Click on copy icon
- ✓ The following screen comes

HR Form Editor: Initial Screen

Country Grouping: 40 India
 Form name: SIL Standard remuneration

Create

Subobjects:

- Attributes
- Background
- Single fields
- Window
- Line layout
- Cumulation IDs
- Text modules
- Rules
- Documentation

Display Change

- ✓ Check against Window field and click on Change icon
- ✓ The following screen comes

Choose Language

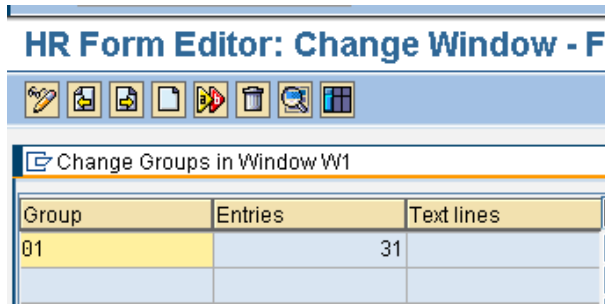
Language: EN English

OK Cancel

- ✓ Click on Enter icon
- ✓ The following screen comes

No: 001
 002 |Name : ENAME_____ |Location : WERKS_____ |Company cd : B
 003 |Id : PERNR_____ |Department : BTRTL_____ |Emp group : P
 004 |Pay period : FPBEG____ - FPEND____ |Pay area : ABKRG_____ |Emp subgrp : P
 005 -----
 006 |Transfer date Account No. Amount = Earnings - Deductions + Adjustment
 007 |-----
 008 |PAYDT__ BANKN__ BETRG__ = BETRG__ -BETRG__ +BETRG__
 009 -----
 010
 011 W1-----W1W2-----W2 W3-----
 012 | | | | |
 013 | | | | |
 014 | | | | |
 015 | | | | |
 016 | | | | |
 017 | | | | |
 018 | | | | |

- ✓ Double click on W1. The following screen comes



- ✓ Double click on 01
- ✓ The following screen comes

9RT	M200	Uniform Allowance	01	X					*
10RT	MB10	Basic Salary	02	T					*
11RT	M210	LTA amount	01	X					*
12RT	M211	Medical amount	01	X					*
13RT	MB10	Basic Salary	02	T					*
14RT	/ZBS	BF Basic Arrears	01	X					*
15RT	/ZFD	BF Fixed DA Arrears	01	X					*

- ✓ Select the last field and Click on New Line icon. The following screen comes

26RT	M2UF	Uniform Allowance-FBP	01	X					*
27RT	M2HF	House Rent Allowance- FBP	01	X					*
28RT	M2LF	LTA Amount - FBP	01	X					*
29RT	M2MF	Medical Amount - FBP	01	X					*
30RT	MCEF	Child education all. FBP	01	X					*
31RT	/LOP	Loan payment - payroll	01	X					*

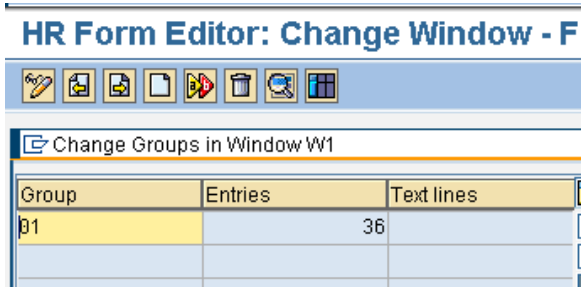
- ✓ Like that create 4 blank rows and select the following wage types through match codes in that rows (as below)

32RT	6000		01	X					*
33RT	6010		01	X					*
34RT	6020		01	X					*
35RT	6030		01	X					*
36RT	6040		01	X					*

- ✓ Click on Refresh Icon
- ✓ The following screen comes

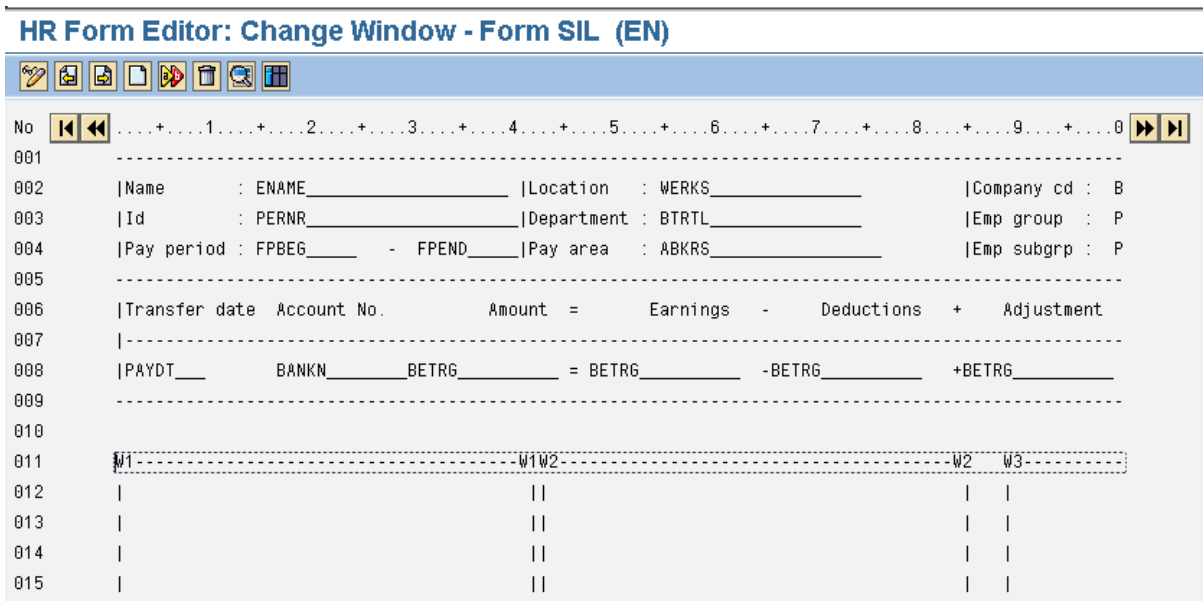
32 RT	6030	Uniform Allowance	01	X					*
33 RT	6040	Medical amount	01	X					*
32 RT	6000	Basic Salary	01	X					*
33 RT	6010	Conveyance Allowance	01	X					*
33 RT	6020	House Rent Allowance	01	X					*

- ✓ Click on Transfer icon
- ✓ The following screen comes



Note: The Entries no is changed to 36

- ✓ Click on transfer icon
- ✓ It will go to the following window



- ✓ Save
- ✓ Double click on W2
- ✓ The following screen comes

Change Groups in Window W2		
Group	Entries	Text lines
02	17	

- ✓ Double click on 02
- ✓ The following screen comes

14 RT	/ZPG	Interm. dedn. carry fwd	01	X				*	*
15 RT	/LID	Interest due	01	X				*	*
16 RT	/LRP	Regular repayment	01	X				*	*
17 RT	/LEP	Special payroll repayment	01	X				*	*
18 RT	/LEX	Complete repayment	01	X				*	*
19 RT	/3RI	Negative diff.Rent & CLA	01	X				*	*

- ✓ Select last field and click on New line icon (4 times)
- ✓ The following screen comes

15 RT	/LID	Interest due	01	X				*	*
16 RT	/LRP	Regular repayment	01	X				*	*
17 RT	/LEP	Special payroll repayment	01	X				*	*
18 RT	/LEX	Complete repayment	01	X				*	*
19 RT	/3RI	Negative diff.Rent & CLA	01	X				*	*

- ✓ Fill as below

21 RT	4000		01	X				*	*
22 RT	4010		01	X				*	*
19 RT	/3RI	Negative diff.Rent & CLA	01	X				*	*

- ✓ Click on Transfer icon
- ✓ The following screen comes

Change Groups in Window W2		
Group	Entries	Text lines
02	21	


- ✓ Click on transfer icon
- ✓ It will go to the following window

002	Name	: ENAME_____	Location	: WERKS_____	Company cd	: B
003	Id	: PERNR_____	Department	: BTRTL_____	Emp group	: P
004	Pay period	: FPBEG_____ - FPEND_____	Pay area	: ABKRS_____	Emp subgrp	: P
005	-----					
006	Transfer date	Account No.	Amount =	Earnings -	Deductions +	Adjustment
007	-----					
008	PAYDT__	BANKN_____	BETR6_____	= BETR6_____	-BETR6_____	+BETR6_____
009	-----					
010	-----					
011	W1-----W1W2-----W2 W3-----					
012						
013						
014						
015						
016						
017						

- ✓ Save
- ✓ Go back to the following screen
- ✓ Check against Cumulation IDs field



Country Grouping India

Form name Standard remuneration form (India)

 Create




Subobjects

- Attributes
- Background
- Single fields
- Window
- Line layout
- Cumulation IDs
- Text modules
- Rules
- Documentation

 Display  Change



- ✓ Click on Change icon
- ✓ The following screen comes

HR Form Editor: Initial Sc









Choose Language ✕

Language English

- ✓ Click on Enter icon
- ✓ The following screen comes

HR Form Editor: Change Cumulation

ID	Long text	Text	Summands
IN01	Earnings	Earn	28
IN02	Deductions	Deduct	17

- ✓ Double click on IN01
- ✓ The following screen comes

RT	/ZCH	BF Child hostel allowance	+					*	
RT	/ZCR	BF Conveyance	+					*	
RT	/ZFD	BF Fixed DA Arrears	+					*	
RT	/ZHR	BF HRA Arrears	+					*	
RT	/ZR9	CF Diff:Rent & COA/CLA EI	+					*	
RT	/ZUA	BF Uniform Allow. Arrears	+					*	
RT	/ZVD	BF Variable DA Arrears	+					*	
RT	M200	Uniform Allowance	+					*	

- ✓ Go to the last field


Identifikatoren								
Table	ID	Long text	MS	Con.	Rule	Splits	DSplit	Di
RT	M2CF	Generic Conv. Allow.FBP	+				*	
RT	M2HF	House Rent Allowance- FBP	+				*	
RT	M2SF	Special Allowance - FBP	+				*	
RT	M2UF	Uniform Allowance-FBP	+				*	
RT	MB10	Basic Salary	+				*	
RT	MB1F	Basic Salary - FBP	+				*	
RT	MCEF	Child education all. FBP	+				*	
RT	MD10	Fixed Dearness Allowance	+				*	
RT	MD20	Variable Dearness Allow.	+				*	
RT	6010	Personal Pav	+				*	

- ✓ Insert 4 blank lines and fill as below

Identifikatoren								
Table	ID	Long text	MS	Con.	Rule	Splits	DSplit	DirRe
RT	MD10	Fixed Dearness Allowance	+				*	
RT	MD20	Variable Dearness Allow.	+				*	
RT	6000	Basic Salary	+				*	
RT	6010	House Rent Allowance	+				*	
RT	6020	Conveyance Allowance	+				*	
RT	6030	Uniform Allowance	+				*	

- ✓ Click on Refresh icon
- ✓ Click on Transfer icon
- ✓ The following screen comes

HR Form Editor: Change Cumulation

 Change language			
ID	Long text	Text	Summands
IN01	Earnings	Earn	35
IN02	Deductions	Deduct	17

- ✓ Double click on IN02
- ✓ The following screen comes

Cum.ID	IN02	Deductions							
Identifikatoren									
Table	ID	Long text	MS	Con.	Rule	Splits	DSplit	DifRe	
RT	/3E1	Ee ESI contribution	+				*		
RT	/3F1	Ee PF contribution	+				*		
RT	/3F2	Ee VPF contribution	+				*		
RT	/30E	Ee 1 day salary deduction	+				*		
RT	/3P1	Prof Tax - split period	+				*		
RT	/3RI	Negative diff.Rent & CLA	+				*		
RT	/3W1	Ee LWF contribution	+				*		
RT	/460	Income Tax	+				*		

- ✓ Go to last field and insert four blank lines
- ✓ Fill the blank fields as below

RT	4000	Ee PF contribution	+				*		
RT	4010	Er PF contribution	+				*		
RT	/ZPG	Interm. dedn. carry fwd	+				*		

- ✓ Click on Transfer icon
- ✓ It will go to the main screen

REMUNERATION STATEMENT

- ⇒ Easy Access
- ⇒ Human Resources
- ⇒ Payroll
- ⇒ Asia Pacific
- ⇒ India
- ⇒ Payroll Accounting
- ⇒ Remuneration Statement

✓ The following screen comes

HR: India Remuneration Statements

Further selections | Search helps | Sort order

Payroll period

Payroll area

Current period

Other period

Selection

Personnel Number

Payroll area

General program control

Special run

Form Name Standard remuneration form (India)

Print current period

Print retroactive runs

Layout of retroactive runs

Sort retroactive runs

Output language

Print superlines

Check ESS

Number of test forms

Output log

Output currency

For-period

In-period

Alternative currency

✓ Fill the details as below

HR: India Remuneration Statements

Further selections | Search helps | Sort order

Payroll period

Payroll area: SI

Current period

Other period: 03 2011

Selection

Personnel Number: 5

Payroll area: []

General program control

Special run: [] [] []

Form Name: SIL Standard remuneration form (India)

Print current period: A

Print retroactive runs: X

Layout of retroactive runs: J

Sort retroactive runs: 1

Output language: B

Print superlines

Check ESS

Number of test forms: 1

Output log

Output currency

For-period

In-period

Alternative currency: []

- ✓ Click on Execute icon
- ✓ The following screen comes


HR: India Remuneration Statements

Error messages	
Type	Error text
I	Personnel numbers selected.....: 1
I	Personnel numbers printed.....: 0
I	Formatted forms.....: 0
I	Formatted pages.....: 0

- ✓ Click on Back icon
- ✓ Save

✓ The following screen comes

Variant Attributes

Copy Screen Assignment 

Variant Name

Meaning

Only for Background Processing
 Protect Variant
 Only Display in Catalog
 System Variant (Automatic Transport)

Scrn Assignm.


Created	Selection Scrms
<input checked="" type="checkbox"/>	1000

Objects for selection screen

Selection Scrms	Field name	Type	Protect field	Hide field	Hide field 'BIS'	Save field without values	Switch GPA off	Required fie
1.000	start	P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.000	end	P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.000	End of in-period	P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.000	End of for-period	P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.000	Payday	P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.000	Payroll Area	P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

✓ Fill as below

Variant Attributes

Copy Screen Assignment 

Variant Name

Meaning

Only for Background Processing
 Protect Variant
 Only Display in Catalog
 System Variant (Automatic Transport)

Scrn Assignm.

Created	Selection Scrms
<input checked="" type="checkbox"/>	1000

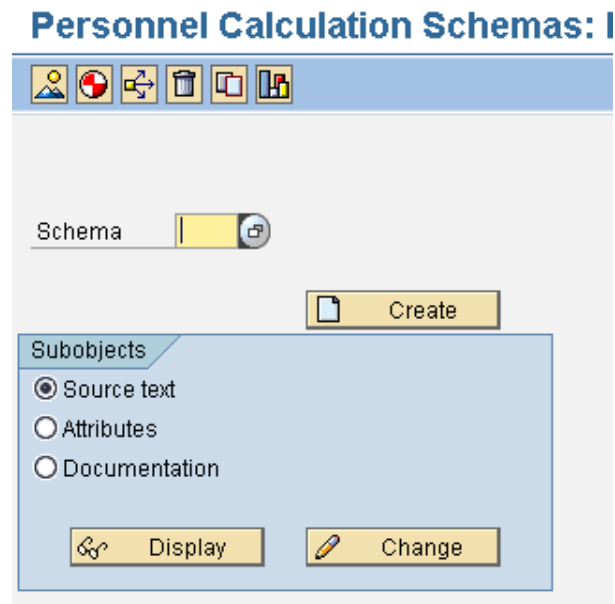
Objects for selection screen

Selection Scrms	Field name	Type	Protect field	Hide field	Hide field 'BIS'	Save field without values
1.000	start	P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.000	end	P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

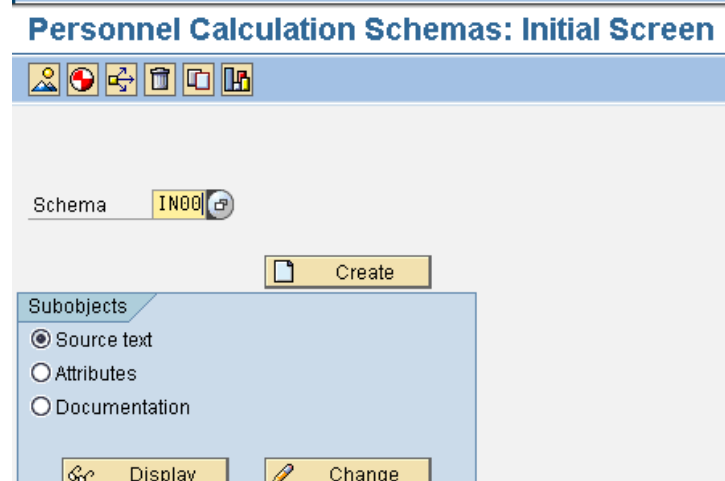
✓ Save

PERSONAL CALCULATION SCHEMA

- ⇒ Type PE01 in the blank window
- ⇒ The following screen comes



- ✓ Type IN00 in the Scheme field (like below)



- ✓ Click on copy icon
- ✓ The following screen comes

Copy

From schema IN00

To schema IN00

✓ ✗

- ✓ Type SIL in 'To schema' field (like below)

Copy

From schema IN00

To schema SIL

✓ ✗

- ✓ Click on Continue icon
- ✓ The following screen comes

Personnel Calculation Schemas: Initial S

Schema SIL R-IN: India Payroll Schema

Create

Subobjects

Source text

Attributes

Documentation

Display Change

SIMULATION

- ⇒ Easy Access
- ⇒ Human Resource
- ⇒ Payroll
- ⇒ Asia Pacific
- ⇒ India
- ⇒ Payroll Accounting
- ⇒ Simulation
 - ✓ The following screen comes









Payroll Driver, India

The screenshot shows the SAP Payroll Driver, India simulation screen. It features a blue header bar with navigation icons. Below the header, there are several sections for configuration:

- Payroll period:** Includes a 'Search helps' button and radio buttons for 'Current period' (selected) and 'Other period'.
- Selection:** Contains input fields for 'Personnel Number' and 'Payroll area', each with a search icon.
- General program control:** Includes fields for 'Payroll reason', 'Off-cycle payroll', 'Schema' (set to IN00), and 'Forced retro.accounting as of'. A checkbox for 'Test run (no update)' is checked.
- Log:** Includes checkboxes for 'Display log' and 'Also display time data processing log', and a 'Display variant for log' field with an edit icon.
- Remuneration statement parameters:** Includes radio buttons for 'Display variant remun.statement' and 'No remuneration statement' (selected).

- ✓ Fill the details as below

Payroll Driver, India

  	
Selections from	 Search helps
Payroll period	
Payroll area	SI from 01.06.2011 To 30.06.2011
<input type="radio"/> Current period	
<input checked="" type="radio"/> Other period	3 2011
Selection	
Personnel Number	5 
Payroll area	SI 
General program control	
Payroll reason	
Off-cycle payroll	
Schema	SIL
Forced retro.accounting as of	
<input checked="" type="checkbox"/> Test run (no update)	
Log	
<input type="checkbox"/> Display log	
<input type="checkbox"/> Also display time data processing log	
Display variant for log	 
Remuneration statement parameters	
<input checked="" type="radio"/> Display variant remun.statement	SIL
<input type="radio"/> No remuneration statement	

- ✓ Click on execute icon
- ✓ The following Pay slip displays

PAYSLIP WITH STATUTORY DEDUCTIONS – JUNE - 2011

Name : SURESH KUMAR R	Location : CORPORATE OFFICE	Company cd : SRAVYA INDUSTRIES LIMITED			
Id : 5	Department : HYDERABAD	Emp group : MIDDLE MANAGEMENT			
Pay period : 01.06.2011 - 30.06.2011	Pay area : SIL PAYROLL AREA	Emp subgrp : MANAGER			
Transfer date	Account No.	Amount =	Earnings -	Deductions +	Adjustment
25.06.11	5061	29.893,00 =	38.949,00 -	9.056,00 +	0,00

Earnings		Deductions		Perks/Other income/Exemptions/Rebates	
Uniform Allowance	5.000,00	Ee PF contribution	2.224,00	Agg of Chapter VI	30.240,00
Basic Salary	18.535,00	Ee VPF contribution	800,00		
Conveyance Allowance	8.000,00	Prof Tax - split period	200,00		
House Rent Allowance	7.414,00	Income Tax	5.832,00		
Total	38.949,00	Total	9.056,00		

Take Home Pay	29.893,00
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PAYSLIP

1. With Salary Advance recovery – From July'11 to Apr'12 - LOAN
2. With Incentive (In the month of August'11 only) - ADDITIONAL PAYMENTS
3. HDFC Loan Recovery (From August'11 to December'11) - MEMBERSHIP FEES
4. Deputation Allowance (From July'11 to November'11) - RECURRING PMT & DEDU.,

Name : SURESH KUMAR R	Location : CORPORATE OFFICE	Company cd : SRAVYA INDUSTRIES LIMITED
Id : 5	Department : HYDERABAD	Emp group : MIDDLE MANAGEMENT
Pay period : 01.08.2011 - 31.08.2011	Pay area : SIL PAYROLL AREA	Emp subgrp : MANAGER

Transfer date	Account No.	Amount =	Earnings -	Deductions +	Adjustment
25.08.11	5061	111.043,00 =	48.949,00 -	17.404,00 +	0,00

Earnings		Deductions		Perks/Other income/Exemptions/Rebat	
Uniform Allowance	5.000,00	Ee PF contribution	3.424,00	Agg of Chapter VI	39.8
Basic Salary	18.535,00	Ee VPF contribution	800,00		
Conveyance Allowance	8.000,00	Prof Tax - split period	200,00		
House Rent Allowance	7.414,00	Income Tax	8.682,00		
INCENTIVE	10.000,00	CF Pf monthly	6.048,00		
Deputation Allowance	4.000,00	Ptax deduction carry fwd	400,00		
		Regular repayment	700,00		
		HDFC Loan	2.850,00-		
Total	48.949,00	Total	17.404,00		

Take Home Pay 111.04

- E N D -