PAYROLL RUN

HR FORM EDITOR

$\Rightarrow$ IMG

$\Rightarrow$ Payroll

$\Rightarrow$ Payroll India

$\Rightarrow$ Forms

$\Rightarrow$ Remuneration Statement

$\Rightarrow$ Setting up the Form with the HR Form Editor

$\Rightarrow$ Form Editor

✓ The following screen comes

✓ 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 Screen

| | | |

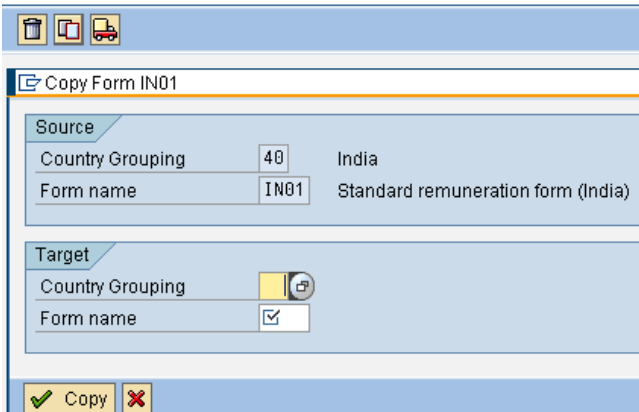Country Grouping   40   India
Form name   IN01

Create

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

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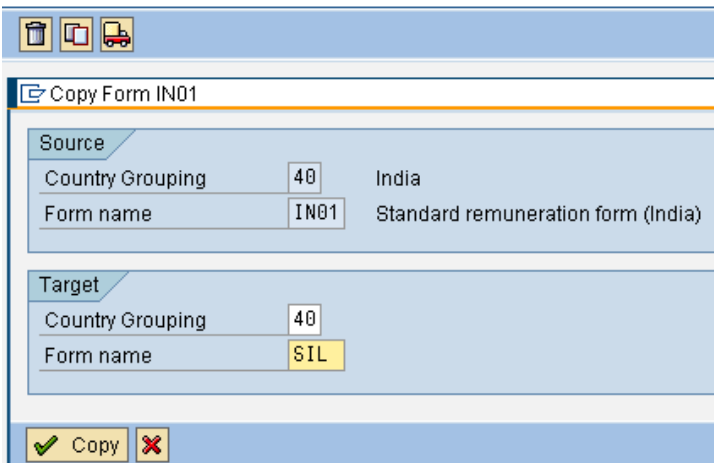
- ✓ Click on copy icon
- ✓ The following screen comes

HR Form Editor: Initial Screen

Copy Form IN01

Source

Country Grouping	40	India
Form name	IN01	Standard remuneration form (India)

Target

Country Grouping	
Form name	

✓ Copy ✗

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

HR Form Editor: Initial Screen

Copy Form IN01

Source

Country Grouping	40	India
Form name	IN01	Standard remuneration form (India)

Target

Country Grouping	40
Form name	SIL

✓ Copy ✗

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

HR Form Editor: Initial Screen

| | | |

Country Grouping   `40`   India
Form name   `SIL`   Standard remune

   `☐`   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
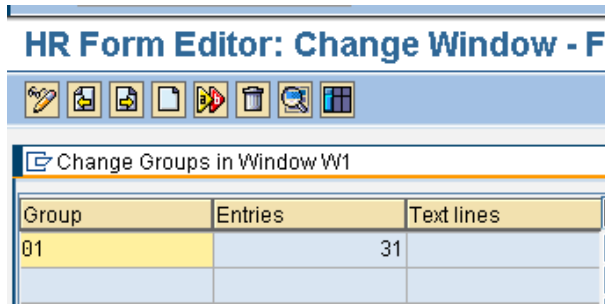
✓ The following screen comes

Choose Language

Language   `EN` `⊡` English

`✔` `✖`

✓ Click on Enter icon

✓ The following screen comes

```
No  |◀ ◀◀ ....+....1....+....2....+....3....+....4....+....5....+....6....+....7....+....8....+....9....+....0 ▶▶ ▶
001       |-------------------------------------------------------------------------------------------------|
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_____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

HR Form Editor: Change Window - F

Change Groups in Window W1

Group	Entries	Text lines
01	31	

✓ Double click on 01
✓ The following screen comes

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

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

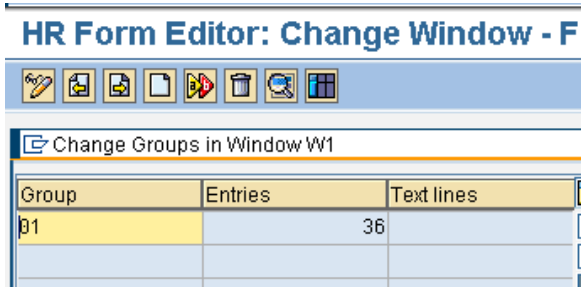|											
26 RT	M2UF	Uniform Allowance-FBP	01	X						*	
27 RT	M2HF	House Rent Allowance- FBP	01	X						*	
28 RT	M2LF	LTA Amount - FBP	01	X						*	
29 RT	M2MF	Medical Amount - FBP	01	X						*	
30 RT	MCEF	Child education all. FBP	01	X						*	
31 RT	/LOP	Loan payment - payroll	01	X						*	

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

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

HR Form Editor: Change Window - F

Change Groups in Window W1

Group	Entries	Text lines	
01	36		

Note: The Entries no is changed to 36

✓ **Click on transfer icon**

✓ **It will go to the following window**

HR Form Editor: Change Window - Form SIL (EN)

```
No    |◄ ◄◄  ....+....1....+....2....+....3....+....4....+....5....+....6....+....7....+....8....+....9....+....0 ►► ►|
001        --------------------------------------------------------------------------------------
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_____BETRG_____ = BETRG_____   -BETRG_____    +BETRG_____
009        -------------------------------------------------------------------------------------
010
011        |W1------------------------------W1W2--------------------------------------W2    W3---------
012        |                                      ||                                 |  |
013        |                                      ||                                 |  |
014        |                                      ||                                 |  |
015        |                                      ||                                 |  |
```
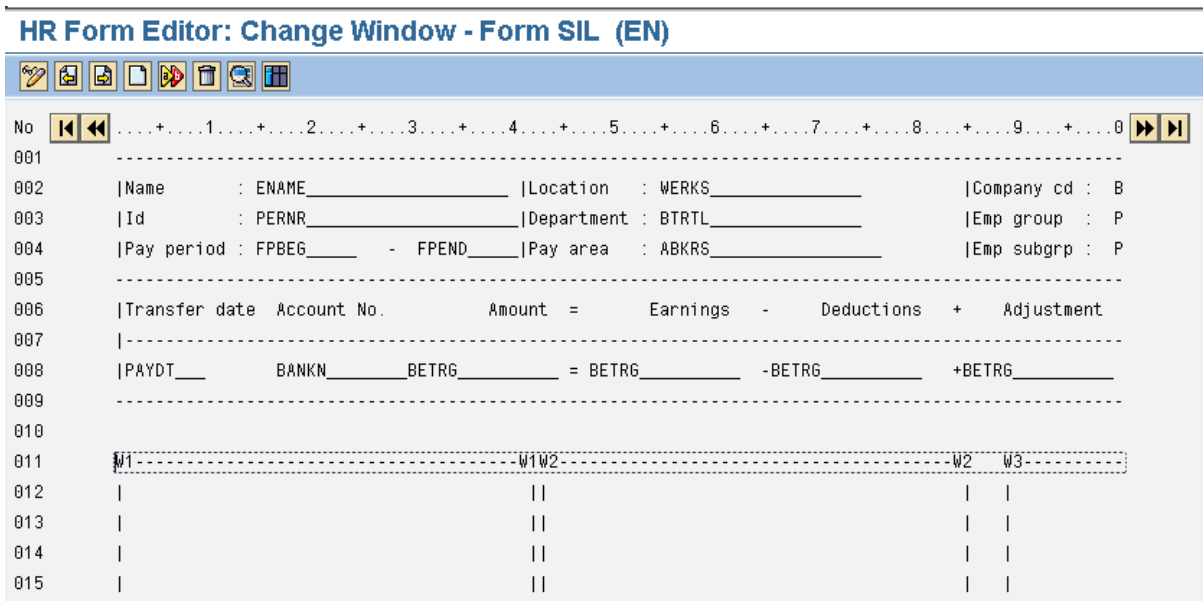
✓ Save

✓ Double click on W2

✓ The following screen comes

Group	Entries	Text lines	
02	17		

Change Groups in Window W2

✓ 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_____BETRG_____ = BETRG_____   -BETRG_____    +BETRG_____
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   40   India
Form name   SIL   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   EN English

✓ Click on Enter icon
✓ The following screen comes

HR Form Editor: Change Cumulation

Change language

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	10	Personal Pay	+				*	

✓ Insert 4 blank lines and fill as below

Identifikatoren								
Table	ID	Long text	MS	Con.	Rule	Splits	DSplit	DifRe
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

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

   ✓ 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	
☑ 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

✓ Fill as below

Variant Attributes

✓ Save

PERSONAL CALCULATION SCHEMA

⇒   Type PE01 in the blank window

⇒   The following screen comes

Personnel Calculation Schemas: I

Schema ☐

Create

Subobjects
- ◉ Source text
- ○ Attributes
- ○ Documentation

Display   Change
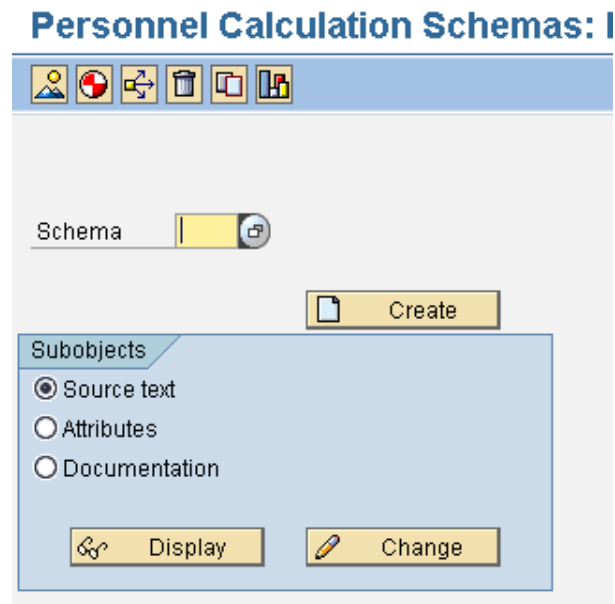
✓   Type IN00 in the Scheme field (like below)
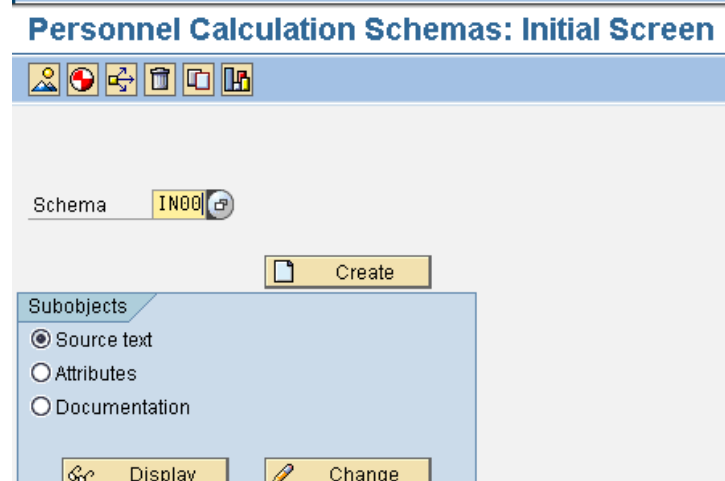
Personnel Calculation Schemas: Initial Screen

Schema   IN00

Create

Subobjects
- ◉ Source text
- ○ Attributes
- ○ Documentation

Display   Change

✓   Click on copy icon

✓   The following screen comes

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

✓ Click on Continue icon
✓ The following screen comes

SIMULATION

⇒ Easy Access

⇒ Human Resource

⇒ Payroll

⇒ Asia Pacific

⇒ India

⇒ Payroll Accounting

⇒ Simulation

    ✓ The following screen comes

Payroll Driver, India

Selections from	⇨	Search helps

Payroll period

Payroll area

◉ Current period

○ Other period

Selection

Personnel Number

Payroll area

General program control

Payroll reason

Off-cycle payroll

Schema   IN00

Forced retro.accounting as of

☑ Test run (no update)

Log

☐ Display log

☐ Also display time data processing log

Display variant for log

Remuneration statement parameters

○ Display variant remun.statem

◉ No remuneration statement

    ✓ Fill the details as below

Payroll Driver, India

Payroll period				
Payroll area	SI	from	01.06.2011	To	30.06.2011
○ Current period				
◉ 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	
☑ Test run (no update)	

Log

☐ Display log
☐ Also display time data processing log
Display variant for log

Remuneration statement parameters

◉ Display variant remun.statem   SIL
○ 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

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 -