

# FAP R12 Upgrade project



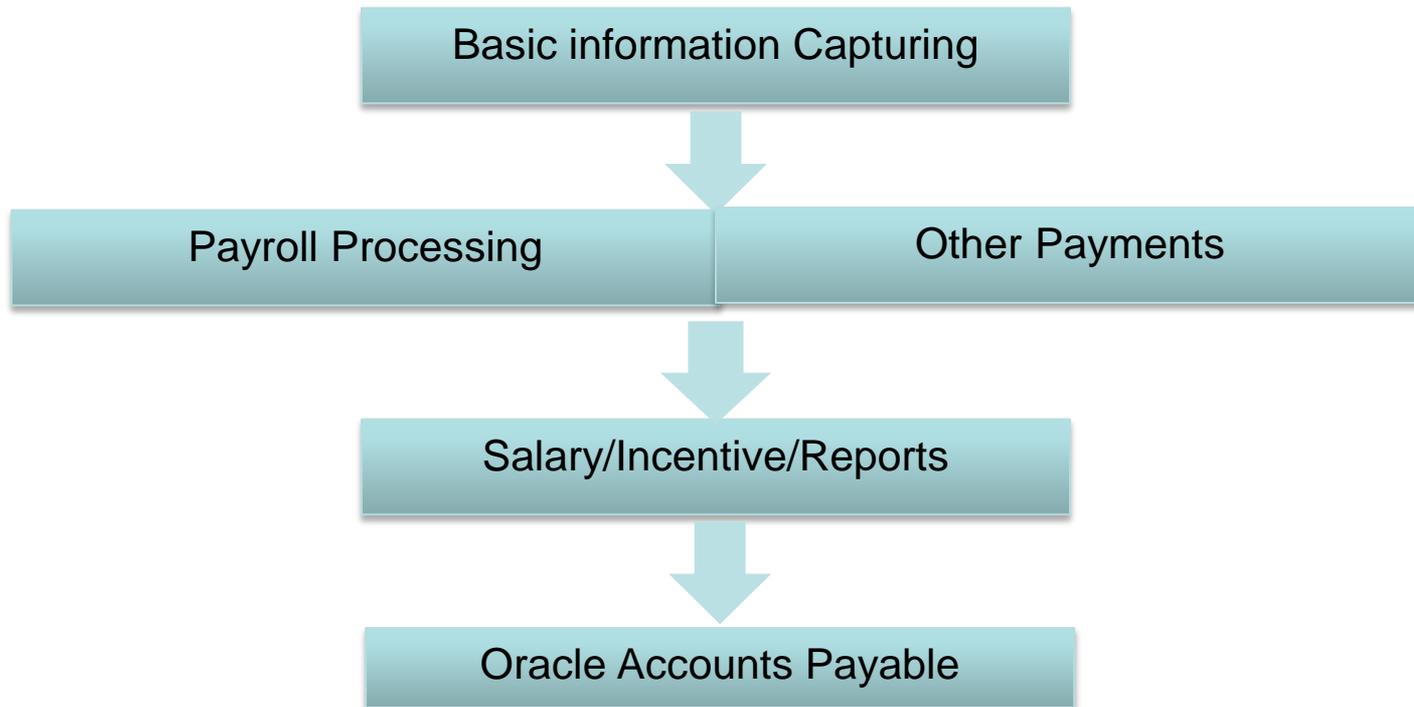
भारतीय खाद्य निगम

FOOD CORPORATION OF INDIA

R12 Payroll Training  
August , 2016

## Overview

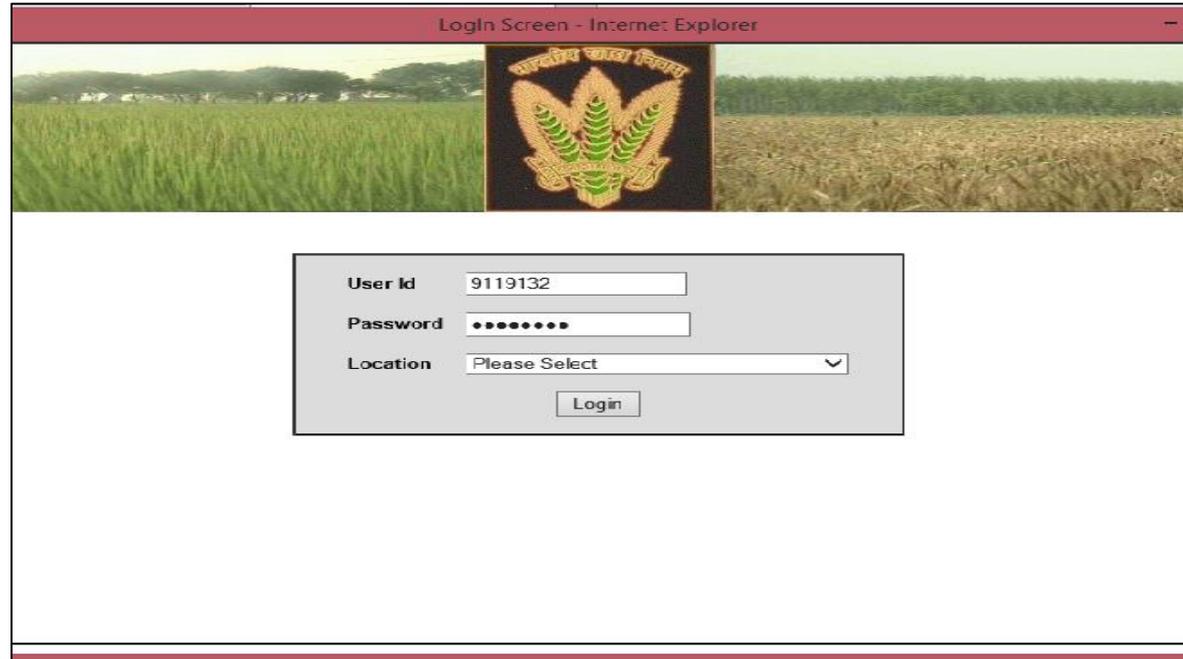
This is Energise Payroll application developed by TCS. Like any payroll system it facilitates capturing basic employee data, process the data using set of rules and finally generating salary, incentive and reports.



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# Payroll Login

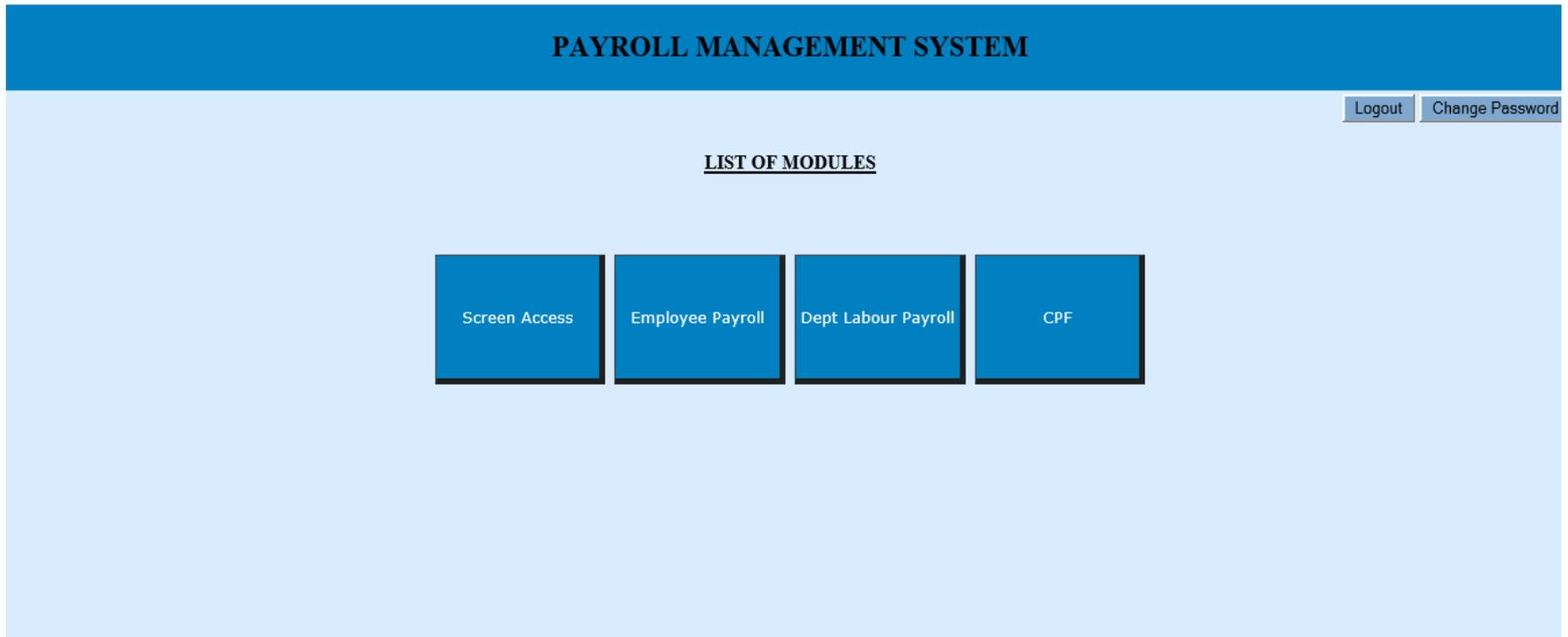
- We have at present 1500 active users in system. Each user contains separate user id and password that is maintained by payroll system.
- A user can have access to single or multiple locations and further there are responsibilities defined to access no of forms or screens for the location selected during login. So when a new payroll user is created, location and responsibilities are added to it.



- New employee creation and password resetting is done at FCI helpdesk.

## List of Modules

- We have 4 modules in payroll; Employee, Departmental, DPS and CPF. A user can see a module if at least one form/screen of that module is assigned to that user. The lists are populated dynamically as per the responsibility assigned to the user.



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## Basic Information Capturing

There are different screens available to enter data of an employee/labour for payroll process. Some of the important screens are given below:

- **Employee/Labour information details:** This screen is available in Employee, Departmental and DPS module to capture employee or labours HRMS details like name, date of birth, date of retirement, company joining date, employee category, parent zone, basic, pay status etc.
- **Maintain Gang details:** This screen is available with Departmental and DPS modules. It is used in formation of gangs.
- **Maintain Work slip details:** This screen is available with Departmental and DPS modules.
- **Maintain Labour Attendance:** This screen is used to enter attendance of labours gang wise.
- **Employee Increment & Promotion**
- **Employee Transfer/Joining:** There are two different screens available for employee transfer and then to join at the destination.
- **Employee Separation:** The final separation of employees and financial benefits are given through this screen.

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# Steps For Creating New Employee

The steps to create a new employee in payroll are given below -

1. Log in to payroll.
2. Go to employee information.
3. Open form employee creation.
4. In insert mode add new employee details. Mandatory fields are marked yellow.
5. Click on save button to save the record in the database. By default the employee is inactive in the system.
6. To activate the employee, go to CPF module and approve the pending request. After the approval a new CPF code will be alerted to this employee
7. Upon CPF approval supplier and supplier site will be automatically created in APPS.
8. Then for financial transactions the bank details is to be uploaded in APPS, upon successfully doing so the bank details will be auto updated in employee master of payroll.

# Employee Information Screen Shot

This form is used to create, modify or search employee information.

**Navigation Bar:** Masters | Employee Information | Monthly Payroll | Month End | Savings & YTD Figures | Other Payments | Misc Transactions | Reports | Go To

**Header:** Welcome (9119132) | Site:HA11 Headquarter(243)

### EMPLOYEE INFORMATION

[Record History](#)

#### Detail Information Of Employee

PayScale Type: <input type="text" value="Please Select"/>	Pay Commission Flag: <input type="text" value="Revised Pay Scales"/>	Prefix: <input type="text" value="Please Select"/>
Employee No: <input type="text"/>	Staff Code: <input type="text"/>	Old CPF Code: <input type="text"/>
First Name: <input type="text"/>	Middle Name: <input type="text"/>	Last Name: <input type="text"/>
Designation: <input type="text"/>	Category: <input type="text" value="Please Select"/>	Cadre: <input type="text" value="Please Select"/>
Section: <input type="text"/>	Employee Type: <input type="text"/>	Parent Zone: <input type="text" value="Please Select"/>
PF Type: <input type="text" value="Please Select"/>	CPF Code: <input type="text"/>	Present Place of Posting: <input type="text"/>
Date of Joining FCI: <input type="text"/>	Date of Joining(Present Place): <input type="text"/>	Employee Status: <input type="text" value="Please Select"/>
Deputation Type: <input type="text" value="Please Select"/>		

#### Payroll Details

**Payroll Flag Details** | Other Flag Details | HRMS Details

PayScale/PayBand Code: <input type="text"/>	Current Basic(Rs.): <input type="text"/>	Grade Pay: <input type="text"/>
Pay Status: <input type="text" value="Please Select"/>	Pay Mode: <input type="text" value="Please Select"/>	Pay Mode Type: <input type="text" value="Please Select"/>
Bank Name: <input type="text"/>	Branch Name: <input type="text"/>	Bank A/C No: <input type="text"/>
Pay Status Changed Date: <input type="text"/>	Stagnation Increment (Rs.): <input type="text"/>	Stagnation Increment Eff. Date: <input type="text"/>
Increment Status: <input type="text" value="Please Select"/>	Pan Number: <input type="text"/> If PAN not applicable, click <input type="button" value="NA"/> <input type="button" value="Clear"/>	HRA City Type: <input type="text"/>
MHS Member: <input type="text" value="After 1999"/>	FPS/EPS Number: <input type="text"/>	EPS Payment: <input type="text" value="No"/>
Entitlement Date: <input type="text"/>	EPS Separation Reason: <input type="text" value="Please Select"/>	EPS Separation Date: <input type="text"/>
MHS Amount: <input type="text"/>		

# CPF Approval

The screen maintains all the details of Employees/Labours whom requests are pending or approved or rejected. The screen shows the list of employees as per filter condition.

The screenshot displays a web application interface for CPF Approval/Rejection. At the top, there is a navigation bar with links for 'PF / Final Settlement', 'Approval', 'Reports', and 'Go To'. Below this is a green header bar with a 'Welcome (9119132)' message on the left and 'Site:HA11 Headquarter(243)' on the right. The main title of the page is 'CPF APPROVAL/REJECTION'. Underneath, there is an 'Employee Header' section with two input fields for 'Employee' and 'Unit Code', each with a magnifying glass icon. To the right of these fields is an 'Approval Status' dropdown menu currently set to 'Pending'. Below the header is a table with the following columns: SI No., Employee Code, Employee Name, Present Place of Posting, Fps/Eps Number, Old CPF Code, New CPF Code, Requested Zone, Requester Name, Reason of Req, Req Inibation Date, Req Approved Date, Status, and Remark. The table area is currently empty.

# Payroll Process

Following batch processes are defined in payroll for salary, MGW and incentive processing.

- Initialise payroll transaction (mandatory)
- Create payroll transaction (mandatory)
- Basic arrear (optional)
- DA arrear (optional)
- Monthly payroll (mandatory)
- Month end (mandatory)
- Post invoices to AP (mandatory)
- Post remittance to AP (mandatory)
- Incentive calculation for departmental and DPS labours
- MGW calculation for DPS labours

## Other Payments

**Other payment:** Other payments are over and above payments an employee gets apart from salary. So separate invoices are posted for each other payments. We have following other payments in the system –

1. Leave encashment
2. LTC
3. OTA
4. Over and above
5. PLI
6. Supplementary payment

# Other Payments (Cont..)

## Other payment:

The screenshot of supplementary payment is given below:

The screenshot shows a web application interface for 'SUPPLEMENTARY PAYMENT'. At the top, there is a navigation bar with tabs: Masters, Employee Information, Monthly Payroll, Month End, Savings & YTD Figures, Other Payments, Misc Transactions, Reports, and Go To. Below the navigation bar, there is a header area with 'Welcome (9119132)' on the left and 'Site:HA11 Headquarter(243)' on the right. The main content area is titled 'SUPPLEMENTARY PAYMENT' and is divided into two sections: 'Employee Header' and 'Payment Information'. The 'Employee Header' section contains several input fields: Employee (with a search icon), Name, Designation, Pay Scale/Band, Staff Code, CPF Code, and Category. The 'Payment Information' section is a table with columns: Pay Code, Pay Code Desc, YYYYMM, Pay Mode, and Amount. The table is currently empty. At the bottom right of the page, there is a 'Pages' indicator.

# Reports

There are 3 different areas from where Payroll reports are being generated -

1. PDF reports generated from Payroll
2. Reports from Oracle APPS
3. Reports from Oracle Discoverer

# PDF Reports Generated From Payroll

Following list contains the samples of PDF report being generated from Payroll:

1. Pay-slip
2. CPF slip
3. SCR
4. Salary Invoice report.
5. Income tax report
6. IT Forecast
7. FORM16

# Reports From Oracle APPS

There are following 9 reports of payroll registered under 'FCI Payroll User' responsibility of Oracle APPS. These reports are generated in Excel format -

1. Earning and deduction - others
2. Salary earning report
3. Salary deductions report
4. PF adjustment report
5. FCI Zone surrender report
6. Deduction detail report - Labour
7. Earning detail report - Labour
8. Employee wise responsibility information
9. Responsibility wise screen information

# Reports From Oracle Discoverer

From Oracle Discoverer following sample of reports can be generated:

1. Payroll processing status report
2. Employee Master query report
3. 24 Q
4. CPF – List of sanctions
5. CPF e-Sewa

# Changes in R12

There are following changes done in Payroll for R12 -

1. Basic Arrear Functionality
2. Sequential Model – Dashboard

# Changes In R12

## Basic Arrear Functionality

For Basic arrear functionality following 2 major changes has been done -

1. A central repository of Basic and employee master history has been created in the system
2. Compute monthly payroll calculation has been converted to day wise calculation, hence reducing the complexity of proration

# Changes In R12 (Cont..)

## Sequential model

We have introduced sequential model for Payroll batch processes. Following benefits can be achieved:

1. User will get separate request id's each time he/she runs a process and using the request id the status of the process can be tracked later. The request status can be seen on the dash board that is provided on main page. The status does not depend on any particular session.

# Changes In R12 (Cont..)

## Sequential model – Dashboard

After selecting a particular module out of employee, departmental and DPS user can see the dash board. By clicking on the 'Refresh' button the process status can be seen as below.

Masters   Employee Information   Monthly Payroll   Month End   Savings & YTD Figures   Other Payments   Misc Transactions   Reports   Go To

### Payroll Management System

#### Dashboard

Sl no	Request Id	Process	Process Status	Undo Status	Message	Request Submission Date	Actual Start Date	Actual Completion Date
1	83841966	INITIALISE PAYROLL DATA	Completed	No	Intialize Payroll Data Run Successfully	Thu May 26 16:07:08 IST 2016	Thu May 26 16:07:09 IST 2016	Thu May 26 16:07:12 IST 2016
2	83841967	CREATE PAYROLL TRANSACTION	Completed	No	Created the Payroll Transactions for 201601	Thu May 26 16:07:34 IST 2016	Thu May 26 16:07:34 IST 2016	Thu May 26 16:08:17 IST 2016
3	83841968	MONTHLY PAYROLL	Completed	No	Monthly Payroll Successfully Done for the month 201601	Thu May 26 16:10:04 IST 2016	Thu May 26 16:10:05 IST 2016	Thu May 26 16:16:18 IST 2016

# Changes In R12 (Cont..)

## Sequential Model – Dashboard

The meaning of columns in dash board is given below:

1. Request id: Unique request id of running process.
2. Process: Name of the running process.
3. Process status: There can be three different status of a process:
  - Pending:- Process is pending on queue to start execution.
  - Running:- Execution is started and process is running.
  - Completed:- Process execution is completed. Please note that this status does not mean always that the execution completed successfully.  
Process may complete with error or warning.
4. Message:- Shows message to user about the current status of the process.
5. Request Submission date:- When the request is submitted by user. Process is queued
6. Actual Start date:- When the process started executing.
7. Actual Completion date:- When the process finishes execution.



# Questions?



# Hands-On



# Thank-You!