



End User Document

Human Capital Management



PROJECT – PASSION

**END USER TRAINING DOCUMENT
FOR
HUMAN CAPITAL MANAGEMENT
IT 0011 – Gratuity Nominee Pay (Death Case)**

Prepared for





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1 INTRODUCTION

Gratuity payment in death cases is processed as part of the final settlement of an employee. The gratuity amount is calculated through payroll based on service eligibility and is disbursed to the nominee(s) of the deceased employee.

The process involves maintaining gratuity details in Infotype 0015, validating the total payable amount through simulation payroll, distributing the amount among nominees using Infotype 0011, and executing live payroll to transfer the payment to nominees via bank statement.

2 PRE-REQUISITES

Before initiating gratuity processing, ensure the following:

1. The employee is marked Death through Action Type 19 (Separation) in Infotype 0000
 - o Effective date = Date of death (e.g. 10.09.2025)



2. Nominee and bank details are available for payment processing.
3. Any applicable tax infotypes are reviewed and delimited, if required.

3 PROCESS FOR GRATUITY CALCULATION (SIMULATION)

1. Maintain Infotype 0015 – Additional Payments with:
 - o Wage Type: 2050 (Gratuity received)
 - o Date of Origin: Date of death
 - (System auto-fetches one day prior. If not, then enter manually)
 - o Number: 1
 - o Amount: Auto-populated by the system

Display Additional Payments

Personnel No: 95004228 Name: Gratuity Test
 EE group: Executives Pers.area: 4A00 CHQ ECL
 EE subgroup: E1 E-1 Cost Center: ECL4001649 CMDSectt.
 Chgd: 26.12.2025 ECLTEAMHR

Additional Payments

Wage Type: 2050 Gratuity received
 Amount: 90,000.00 INR
 Number/unit: 1.00 Years
 Date of origin: 09.09.2025
 Default Date: 00
 Assignment Number:
 Reason for Change:

Additional fields

Sanction Order Reference No.:

Hit list

Personnel numb...	Name
00016435	BISWAJIT MONDAL
00016444	MD. ZIAUDDIN ANSAR
00016529	SURESH PANDEY
00016578	HIRALAL BOURI
00016646	PABAN KR AGARWAL
00016668	TARUN KR ACHARJEE
00016672	DHIREN SHAW
00016681	UDAY KR SINGH
00016685	ANANDA GOPE

2. Run Payroll in Simulation Mode for the relevant period.
3. Verify the total gratuity amount generated in the simulation payroll
 - o Example: INR 4,64,192.10

Layout Set Display

Log

0.00 COAL INDIA LIMITED
 A GOVT. OF INDIA UNDERTAKING - A MAHARATNA COMPANY

Payslip for the Month October 2025

Personnel No : 95004228 Designation: Integration: default posi Pay period : 01.10.2025 - 31.10.2025 Basic Rate: 0.00 PF No : Paid Days : 0.00	Employee Name: Gratuity Test Department : ECL Location : CHQ ECL Pay area : ECL - CHQ Bank A/C No :	Company cd : Eastern Coalfields Ltd Emp group : Executives Emp subgrp : E-1 PAN NO.: AAAAA7999A Bank Name :
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Earnings	Deductions	Perks/Other income/Exemptions/Rebates
Gratuity Arr	Prof Tax	Exemption U/S 10
464,192.10		464,192.10

This amount is used only for calculation and validation and will be distributed to nominees in the next step.

4 PROCESS FOR NOMINEE PAYMENT (IT0011)

1. Based on the gratuity amount generated in simulation payroll, calculate the nominee-wise split.
 - Example:
 - o Total Gratuity: INR 4,64,192.10
 - o Number of nominees: 2
 - o Amount per nominee: INR 2,32,096.05 each
2. Maintain Infotype 0011 for gratuity nominee payment with:
 - Wage Type: 3901 (Gratuity nominee payment)
 - Amount maintained separately for each nominee

- Validity period as applicable
3. Save the records.

Overview External Transfers

Personnel No: 95004228 Name: Gratuity Test
 EE group: Executives Pers.area: 4A00 CHQ ECL
 EE subgroup: E-1 E-1 Cost Center: ECL4001649 CMDSECT.
 Choose: 01.01.1800 to 31.12.9999 STy.

WT	Long text	Start Date	End Date	Amount	O	Crcy	Number/	Un
3901	Gratuity_Nom_p_01.10.2025	31.10.2025		232,096.05	A	INR	0.00	
3901	Gratuity_Nom_p_01.10.2025	31.10.2025		232,096.05	A	INR	0.00	

Display External Transfers

Personnel No: 95004228 Name: Gratuity Test
 EE group: Executives Pers.area: 4A00 CHQ ECL
 EE subgroup: E-1 E-1 Cost Center: ECL4001649 CMDSECT.
 Start: 01.10.2025 to 31.10.2025 Chng: 26.12.2025 ECLTEAMHR

Payment data

Wage Type: 3901 Gratuity_Nom_pay
 Amount: 232,096.05 INR
 Number/unit: 0.00
 1st payment period: 0 or 1st payment date:
 Interval in periods: 0 Interval/Unit: 0

Payee

Payee key: Gratuity Nominee 1
 Postal code / city:
 Bank Country: IN India
 Bank Key: ABHY0065001 ABHYUDAYA COOPERATIVE BA..
 Bank Account: 12345678913 Bank control key:
 Payment Method: T Bank Transfer
 Purpose: 50% payment Priority:

Hit list

Personnel numb...	Name
00016435	BISWAJIT MONDAL
00016444	MD. ZIAUDDIN ANSAR
00016529	SURESH PANDEY
00016578	HIRALAL BOURI
00016646	PABAN KR AGARWAL
00016668	TARUN KR ACHARJEE
00016672	DHIREN SHAW
00016681	UDAY KR SINGH
00016685	ANANDA GOPE
00016689	FULCHAND HARIJAN
00016706	BIDYA GOPE
00016719	SWAPAN GHOSH
00016743	RAM CHANDRA PASWA

5 FINAL PAYROLL AND BANK STATEMENT

1. Execute Live Payroll (without simulation).
2. Verify the Payslip, where:
 - Gratuity amount appears on the Earnings side.
 - The same amount is reflected on the Deduction side through IT0011, ensuring net salary impact is neutral.

