



# End User Document

Human Capital Management



**PROJECT – PASSION**

**END USER TRAINING DOCUMENT  
FOR  
HUMAN CAPITAL MANAGEMENT  
IT 0011 – Leave Encashment (Superann) (Death Case)**

Prepared for





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### Human Capital Management



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### 1 INTRODUCTION

Leave Encashment in death cases is processed to disburse the eligible leave balance amount to the nominee(s) of the deceased employee. The process involves **leave adjustment, payroll calculation, and distribution of the final amount to nominees** through **Infotype 0011**.

The calculation is first verified through a **test payroll run**, after which the final amount is distributed and paid to the nominees through payroll and bank transfer.

### 2 PRE-REQUISITES

Before initiating Leave Encashment processing, the following must be ensured:

1. The employee must be marked as Death through Action Type 19 (Separation) in Infotype 0000.

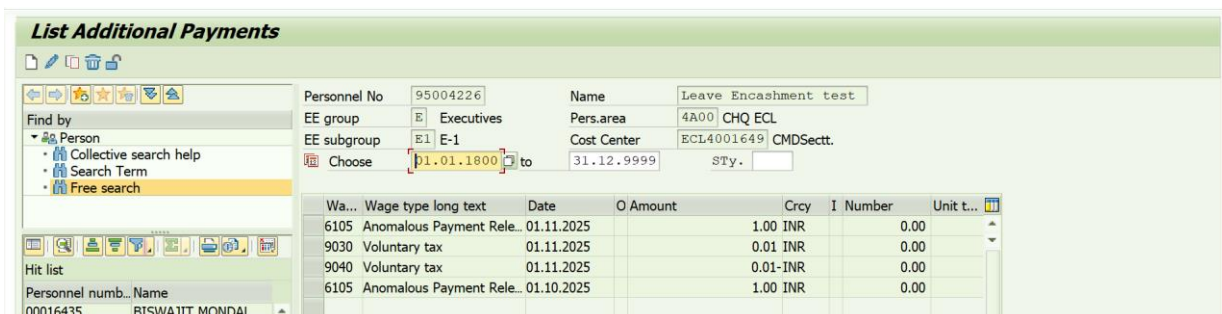


**List Actions**

Pers.No. 95004226  
 Name Leave Encashment test  
 Pers.area 4A00 CHQ ECL Subarea 4A01 HQ ECL CoCode ECL Eastern Coal...  
 EE group E Executives WS rule GEN1-02 GEN Mon-SAT BK 01:00-1...  
 Choose 01.01.1800 to 31.12.9999

Start Date	End Date	Act.	Action Type	ActR	Reason for action	C...	E...
08.10.2025	31.12.9999	19	Separation	07	Death-Other than Mine Acc...	0	
01.09.2025	07.10.2025	01	New Hire	02	Open Recruitment	3	

2. Any applicable tax infotypes should be reviewed and delimited prior to payroll execution.
3. Infotype 0015 should be maintained with wage type 6105.



**List Additional Payments**

Personnel No 95004226 Name Leave Encashment test  
 EE group E Executives Pers.area 4A00 CHQ ECL  
 EE subgroup E1 E-1 Cost Center ECL4001649 CMDSectt.  
 Choose 01.01.1800 to 31.12.9999 STy.

Wa...	Wage type long text	Date	O Amount	Crcy	I Number	Unit t...
6105	Anomalous Payment Rele..	01.11.2025		1.00 INR		0.00
9030	Voluntary tax	01.11.2025		0.01 INR		0.00
9040	Voluntary tax	01.11.2025		0.01-INR		0.00
6105	Anomalous Payment Rele..	01.10.2025		1.00 INR		0.00

### 3 PROCESS FOR LEAVE ENCASHMENT CALCULATION

1. Identify the **Earned Leave (EL)** balance from leave year from Infotype 2006.

**List CL/EL/HPL/SL Quotas**

Personnel No: 95004226 Name: Leave Encashment test  
 EE group: Executives Pers.area: 4A00 CHQ ECL  
 EE subgroup: E1 E-1 Cost Center: ECL4001649 CMDSectt.  
 Choose: 01.01.1800 To: 31.12.9999 STy.:

Start Date	End Date	A...	Quota text	Start ded	End ded.	Number	Deduction	Fron
01.09.2025	07.10.2025	10	Casual Leave - CL	01.09.2025	07.10.2025	6.00000	0.00000	
01.09.2025	07.10.2025	20	Earned Leave - EL	01.09.2025	07.10.2025	10.00000	10.00000	
01.09.2025	07.10.2025	40	HPL Half Pay Leave - HPL	01.09.2025	07.10.2025	7.00000	0.00000	
01.09.2025	07.10.2025	50	Restricted Holiday - RH	01.09.2025	07.10.2025	1.00000	0.00000	

2. Maintain the eligible **EL balance in Infotype 0416, wagetype 1002** (Leave Encash Superann) for the **month of payment**, as per system requirement.

**List Leave Compensation**

Personnel No: 95004226 Name: Leave Encashment test  
 EE group: Executives Pers.area: 4A00 CHQ ECL  
 EE subgroup: E1 E-1 Cost Center: ECL4001649 CMDSectt.  
 Choose: 01.01.1800 To: 31.12.9999 STy.:

Su...	Start Date	End Date	No. comp.	AQ...	Rul	Wage Amount	Crcy	Lock
1002	01.11.2025	01.11.2025	10.00000	0	20		0.00	

**Display Leave Compensation**

Personnel No: 95004226 Name: Leave Encashment test  
 EE group: Executives Pers.area: 4A00 CHQ ECL  
 EE subgroup: E1 E-1 Cost Center: ECL4001649 CMDSectt.  
 Start: 01.11.2025 Chg.: 22.12.2025 ECLTEAMHR

Comp. method: 1002 Leave Encash (Superann)

Compensation specifications

- Automatic compensation
- Manual compensation

Time quota type: 00  
 Compensation rule: 020 EL deduction  
 No. to compensate: 10.00000  
 Do not account

Absence quotas

ATy	Quota text	Unit	Comp.	Rem.	WT	Amount	Curr...	Deduction f...	Deduction
	20	Earned Leave - EL	Days	10.00000		0.00000	0.00		01.09.2025 07.10.2025

3. Execute **PT60**.
4. Run **Payroll in Test Mode** to calculate the Leave Encashment amount.
5. Generate the **test payslip** to verify the total amount payable.



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**Layout Set Display**

Log

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

Payslip for the Month November 2025

Personnel No : 95004226 Designation: Integration: default posi Pay period : 01.11.2025 - 30.11.2025 Basic Rate: 0.00 PF No : Paid Days : 0.00	Employee Name: Leave Encashment test Department : ECL Location : CHQ ECL Pay area : ECL - CHQ Bank A/C No : 7971820111	Company cd : Eastern Coalfields Ltd Emp group : Executives Emp subgrp : E-1 PAN NO : Bank Name :
--	--	--

Earnings		Deductions		Perks/Other income/Exemptions/Rebates	
Leave Encashmt (Supeannu)	45,540.00			Agg of Chapter VIII	14,572.80
Gross Earning	45,540.00	Gross Deduction			

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This test run is used only to determine the payable amount and does not result in actual payment.

## 4 PROCESS FOR MAINTAINING NOMINEE PAYMENT (IT0011)

1. Based on the amount generated in the test payroll, determine the final Leave Encashment amount.
2. Split the total amount equally or as applicable among the nominees (for example, if there are three nominees, the amount should be divided into three).
3. Maintain the split amounts in Infotype 0011 for each nominee.
4. Save the records.

**Overview External Transfers**

Personnel No: 95004226 | Name: Leave Encashment test  
EE group: E | Executives | Pers.area: 4A00 CHQ ECL  
EE subgroup: E1 | 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
3902	Leave_En_nom_...	01.11.2025	30.11.2025	15,180.00	A	INR	0.00	
3902	Leave_En_nom_...	01.11.2025	30.11.2025	15,180.00	A	INR	0.00	
3902	Leave_En_nom_...	01.11.2025	30.11.2025	15,180.00	A	INR	0.00	

Hit list  
Personnel numb. Name  
00016435 BISWAJIT MONDAL

**Display External Transfers**

Personnel No: 95004226 Name: Leave Encashment test  
 EE group: E Executives Pers.area: 4A00 CHQ ECL  
 EE subgroup: E1 E-1 Cost Center: ECL4001649 CMDSect.  
 Start: 01.11.2025 to: 30.11.2025 Chng: 22.12.2025 ECLTEAMHR

**Payment data**

Wage Type: 3902 Leave\_En\_nom\_Pay  
 Amount: A 15,180.00 INR  
 Number/unit: 0.00  
 1st payment period: 0 or 1st payment date:   
 Interval in periods: 0 Interval/Unit: 0

**Payee**

Payee key: Nominee 1  
 Postal code / city:   
 Bank Country: IN India  
 Bank Key: ABHY0065001 ABHYUDAYA COOPERATIVE BA...  
 Bank Account: 12345678912 Bank control key:   
 Payment Method: T Bank Transfer  
 Purpose:  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

Similarly, we have maintained other 2 nominees with the amount 15180 (or as applicable).

## 5 POST-MAINTENANCE ACTIVITIES

After maintaining nominee details in Infotype 0011, complete the following steps:

1. Execute Payroll (without selecting Test Run).
2. Generate the final payslip.

**Layout Set Display**

Log

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

Payslip for the Month November 2025

Personnel No : 95004226 Designation: Integration: default posi Pay period : 01.11.2025 - 30.11.2025 Basic Rate: 0.00 PF No : Paid Days : 0.00	Employee Name: Leave Encashment test Department : ECL Location : CHQ ECL Pay area : ECL - CHQ Bank A/C No :	Company cd : Eastern Coalfields Ltd Emp group : Executives Emp subgroup : E-1 FAN NO. : Bank Name :
--	---	---

Earnings		Deductions		Perks/Other income/Exemptions/Rebates	
Leave Encashmt (Supeannu)	45,540.00	Leave_En_nom_Pay	45,540.00	Agg of Chapter VIII	14,572.80
Gross Earning	45,540.00	Gross Deduction	45,540.00		

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3. Generate the Bank Statement, ensuring that all nominees are reflected with their respective amounts.



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**Bank Transfer Statement Program**

Serial ...	PersNo.	Name	Amount	Bank name	BankBran...	Bank acct	Bank Key	Remar... Mo...
1	95004226	Nominee 1	15,180.00	ABHYUDAYA COOPERATIVE BANK LIMITED	RTGS-HO	12345678912	ABHY0065001	NFT
2	95004226	Nominee 2	15,180.00	ABHYUDAYA COOPERATIVE BANK LIMITED	RTGS-HO	12345678913	ABHY0065001	NFT
3	95004226	Nominee 3	15,180.00	ABHYUDAYA COOPERATIVE BANK LIMITED	RTGS-HO	12345678914	ABHY0065001	NFT