



End User Document

Human Capital Management



PROJECT – PASSION

**END USER TRAINING DOCUMENT
FOR
HUMAN CAPITAL MANAGEMENT
IT 0011 – Life Cover Scheme**

Prepared for





End User Document

Human Capital Management



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1 Introduction


Life Cover Scheme processing is carried out through **Infotype 0011** (*Entry of IT0011 is for disbursement of payment to the nominee*). Payee details for Life Cover settlement are maintained under **Subtype 3904**. This infotype is used only in cases where the employee is marked as **Death** through **Action Type 19 (Separation)** in **Infotype 0000**.

After maintaining IT0011, **Infotype 0015** (*Entry of IT0015 is for accounting of proper GL code*) is updated with **wage types 6105 and 2080** for payment processing. Based on these entries, payroll is executed, followed by **payslip and bank statement generation** for disbursement of the Life Cover amount.

2 Pre-Requisites

Before maintaining Life Cover Scheme details, the following pre-requisites must be completed:

1. The employee must be **death marked** through **Action Type 19 (Separation)** in **Infotype 0000**, with the **reason for action as Death**.



The screenshot shows the SAP 'List Actions' screen for employee 95004222. The search criteria include Name 'IT11 test', Pers.area '4A00 CHQ ECL', Subarea '4A01', and EE group 'E Executives'. The action history table is as follows:

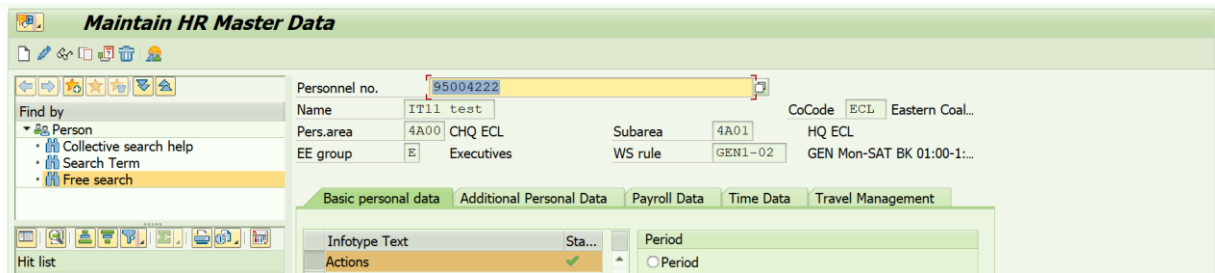
Start Date	End Date	Act.	Action Type	ActR	Reason for action	C...	E
03.09.2025	31.12.9999	19	Separation	07	Death-Other than Mine Accide..	0	▲
01.09.2025	02.09.2025	01	New Hire	02	Open Recruitment	3	▼

2. Payee details such as **dependent information and bank details** should be available before proceeding.
3. Any applicable tax infotypes should be reviewed and disabled prior to payroll execution.

Only after completion of the above steps should Life Cover Scheme processing be initiated.

3 Process for Adding Life Cover Details (IT0011)

- Execute **PA30**. Enter the **Personnel Number** of the employee.



Maintain HR Master Data

Personnel no. 95004222

Name IT11 test

Pers.area 4A00 CHQ ECL Subarea 4A01 HQ ECL CoCode ECL Eastern Coal...

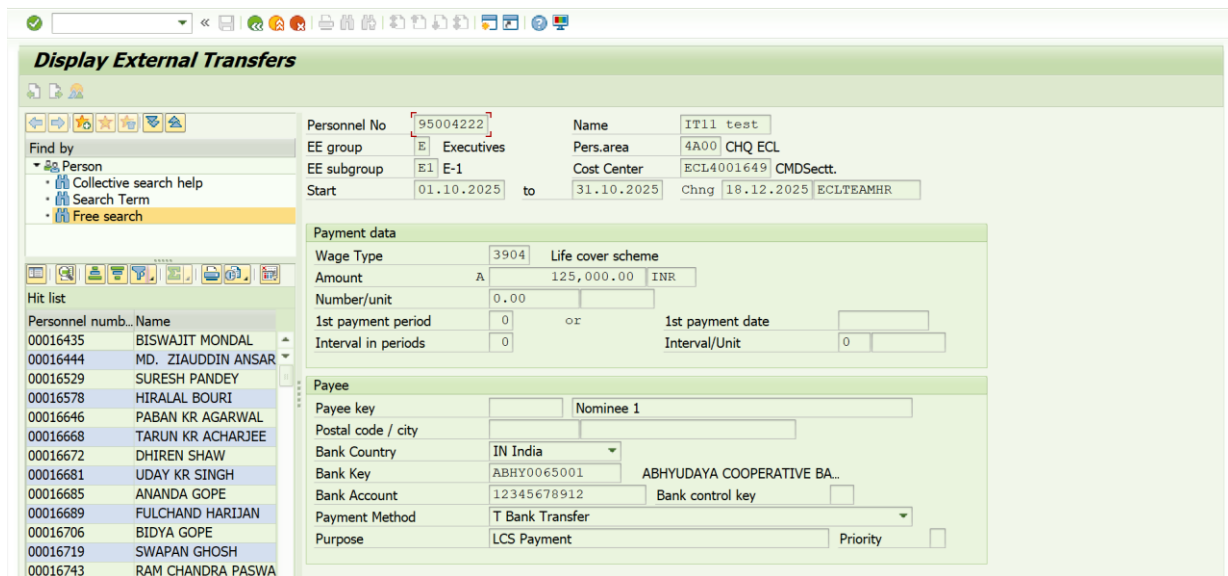
EE group E Executives WS rule GEN1-02 GEN Mon-SAT BK 01:00-1...

Basic personal data Additional Personal Data Payroll Data Time Data Travel Management

Infotype Text Sta... Period

Actions

- Select **Infotype 0011 > Subtype 3904 (Life Cover Scheme)** and choose **Create**.
- Maintain the required **payee details**.
- Save the record.



Display External Transfers

Personnel No. 95004222 Name IT11 test

EE group E Executives Pers.area 4A00 CHQ ECL

EE subgroup E1 E-1 Cost Center ECL4001649 CMDSECT.

Start 01.10.2025 to 31.10.2025 Chng 18.12.2025 ECLTEAMHR

Payment data

Wage Type 3904 Life cover scheme

Amount A 125,000.00 INR

Number/unit 0.00

1st payment period 0 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 LCS 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

4 Post-Maintenance Activities

After maintaining Life Cover details in **Infotype 0011**, the following activities must be completed:

- Maintain **Infotype 0015** with **wage types 6105 and 2080**.

Display Additional Payments

Personnel No: 95004222 | Name: IT11 test
 EE group: Executives | Pers.area: 4A00 CHQ ECL
 EE subgroup: E-1 | Cost Center: ECL4001649 | CMDSECT.
 Chgd: 18.12.2025 | ECLTEAMHR

Additional Payments

Wage Type: 2080 | Life cover scheme
 Amount: 125,000.00 INR
 Number/unit: 0.00
 Date of origin: 01.10.2025
 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

Display Additional Payments

Personnel No: 95004222 | Name: IT11 test
 EE group: Executives | Pers.area: 4A00 CHQ ECL
 EE subgroup: E-1 | Cost Center: ECL4001649 | CMDSECT.
 Chgd: 18.12.2025 | ECLTEAMHR

Additional Payments

Wage Type: 6105 | Anomalous Payment Release
 Amount: 1.00 INR
 Number/unit: 0.00
 Date of origin: 01.10.2025
 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

- Disable **Any Tax** as applicable.

Display Other Statutory Deductions

Personnel No: 95004222 | Name: IT11 test
 EE group: Executives | Pers.area: 4A00 CHQ ECL
 EE subgroup: E-1 | Cost Center: ECL4001649 | CMDSECT.
 From: 01.10.2025 to 31.12.9999 | Chng: 18.12.2025 | ECLTEAMHR

Other Statutory Deductions

Eligible for PTax

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

- Run **PT60** and execute **Payroll**. Generate **Payslip**.

Layout Set Display

Log

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

Payslip for the Month October 2025

Personnel No : 95004222 Designation: Integration: default posi Pay period : 01.10.2025 - 31.10.2025 Basic Rate: 0.00 PF No : Paid Days : 0.00	Employee Name: IT11 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.: AAAAA9799A Bank Name :
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Earnings		Deductions		Perks/Other income/Exemptions/Rebates	
Life cover scheme	125,000.00	Life cover scheme	125,000.00		
Gross Earning	125,000.00	Gross Deduction	125,000.00		

SAP | ECLTEAMHR | vhcxqecqi | INS

- Generate **Bank Statement**.

Bank Transfer Statement Program

Serial	PersNo.	Name	Amount	Bank name	BankBran..	Bank acct	Bank Key	Remar..	Mo..
1	95004222	Nominee 1	125,000.00	ABHYUDAYA COOPERATIVE BANK LIMITED	RTGS-HO	12345678912	ABHY0065001		NFT