



End User Document

Human Capital Management



PROJECT – PASSION

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

Prepared for





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Human Capital Management



Table of Contents

1. INTRODUCTION
2. PRE-REQUISITES
3. MAINTAINING INFOTYPE 0015
4. PROCESS FOR NOMINEE PAYMENT (IT0011)
5. FINAL PAYROLL AND BANK STATEMENT

1 INTRODUCTION

Puja Bonus (Durga Puja Bonus) is applicable to eligible employees as per organizational policy. In cases where an employee is deceased before the disbursement of Puja Bonus, the entitled bonus amount is paid to the nominee(s) of the employee.

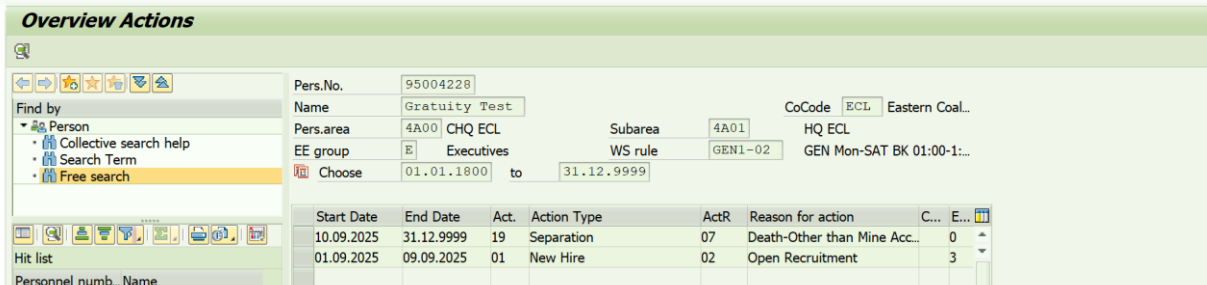
For such cases, the Puja Bonus amount is first identified using T-code ZHR_PLRS. The retrieved amount is then maintained in Infotype 0015 under Subtype 2800 (Annual Bonus).

The total bonus amount is subsequently divided among the nominee(s) as applicable and maintained in Infotype 0011. The maintained amount is processed through payroll and disbursed to the nominee(s) through the bank transfer statement.

2 PRE-REQUISITES

Before initiating Puja Bonus 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)



Start Date	End Date	Act.	Action Type	ActR	Reason for action	C...	E...
10.09.2025	31.12.9999	19	Separation	07	Death-Other than Mine Acc...	0	
01.09.2025	09.09.2025	01	New Hire	02	Open Recruitment	3	

2. The applicable Puja Bonus amount is identified through **T-code ZHR_PLRS**.
3. Nominee and bank details are available for payment processing.
4. Any applicable tax infotypes are reviewed and delimited, if required.

3 Maintaining Infotype 0015:

1. Maintain Infotype 0015 – Additional Payments with:
 - o Wage Type: 2800 (Annual Bonus)
 - o Date of Origin
 - o Amount: Enter amount as per ZHR_PLRS report.

Display Additional Payments

Personnel No: 95004228 Name: Gratuity Test
 EE group: E Executives Pers.area: 4A00 CHQ ECL
 EE subgroup: E1 E-1 Cost Center: ECL4001649 CMDSectt.
 Chgd: 13.02.2026 CCLTEAMHR

Additional Payments

Wage Type: 2800 Annual Bonus
 Amount: 84,512.82 INR
 Number/unit: 0.00
 Date of origin: 01.11.2025
 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

4 PROCESS FOR NOMINEE PAYMENT (IT0011)

- Based on the Puja Bonus amount generated in ZHR_PLRS report, calculate the nominee-wise split.
 - Example:
 - Total Amount: INR 84,512.82
 - Number of nominees: 2
 - Amount per nominee: INR 42,256.41 each
- Maintain Infotype 0011 for puja bonus nominee payment with:
 - Sub Type: 3905 (Puja Bonus)
 - Amount maintained separately for each nominee
 - Validity period as applicable
- Save the records.

Overview External Transfers

Personnel No: 95004228 Name: Gratuity 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: 3905

WT	Long text	Start Date	End Date	Amount	O	Crcy	Number/	Un
3905	Puja Bonus	01.11.2025	30.11.2025	42,256.41	A	INR	0.00	
3905	Puja Bonus	01.11.2025	30.11.2025	42,256.41	A	INR	0.00	

Hit list

Display External Transfers

Personnel No: 95004228 | Name: Gratuity Test
 EE group: Executives | Pers.area: 4A00 CHQ ECL
 EE subgroup: E1 E-1 | Cost Center: ECL4001649 CMDSect.
 Start: 01.11.2025 to 30.11.2025 | Chng: 13.02.2026 CCLTEAMHR

Payment data

Wage Type: 3905 Puja Bonus
 Amount: A 42,256.41 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: 12345678913 | Bank control key: |
 Payment Method: T Bank Transfer
 Purpose: 50% payment of Puja Bonus | 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

- Execute Live Payroll.
- Verify the Payslip, where:
 - Puja Bonus amount appears on the Earnings side.
 - The same amount is reflected on the Deduction side through IT0011, ensuring net salary impact is neutral.

Layout Set Display

Log

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

Payslip for the Month November 2025

Personnel No : 95004228 Designation: Integration: default posi Pay period : 01.11.2025 - 30.11.2025 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 FAN NO. : AAAAA7999A Bank Name :
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Earnings		Deductions		Perks/Other income/Exemptions/Rebates	
Annual Bonus	84,512.82	Puja Bonus	84,512.82	Exemption U/S 10	464,192.10
Gross Earning	84,512.82	Gross Deduction	84,512.82		

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- Execute ZHR_BANK_STMT (Bank Transfer T-code).
- Generate the Bank Statement and verify that:
 - Puja Bonus amounts are transferred to all nominees

- Each nominee receives the correct split amount.

Bank Transfer Statement Program								
Serial ...	PersNo.	Name	Amount	Bank name	BankBran...	Bank acct	Bank Key	Remar... Mo...
1	95004228	Nominee 1	42,256.41	ABHYUDAYA COOPERATIVE BANK LIMITED	RTGS-HO	12345678913	ABHY0065001	NFT
2	95004228	Nominee 2	42,256.41	ABHYUDAYA COOPERATIVE BANK LIMITED	RTGS-HO	12345678914	ABHY0065001	NFT