



End User Document

Human Capital Management



PROJECT – PASSION

**END USER TRAINING DOCUMENT
FOR
HUMAN CAPITAL MANAGEMENT
IT 0011 – Scholarship (Non-taxable)**

Prepared for





End User Document

Human Capital Management



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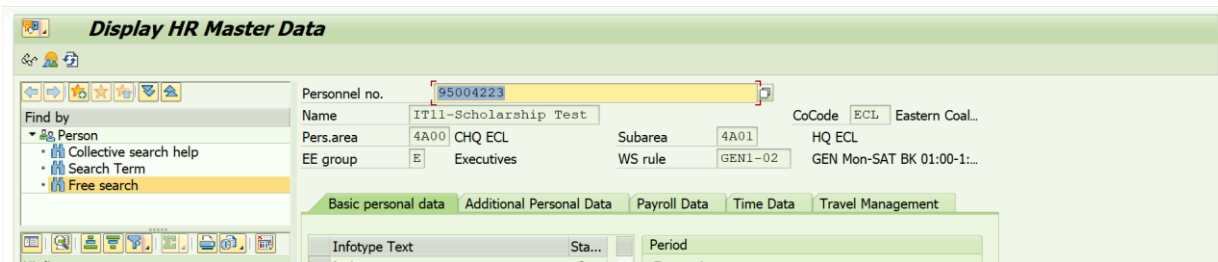
1 Introduction

Scholarship processing for employees is carried out through **Infotype 0011**. This infotype is used to maintain **scholarship details and breakup amounts** applicable to the employee.

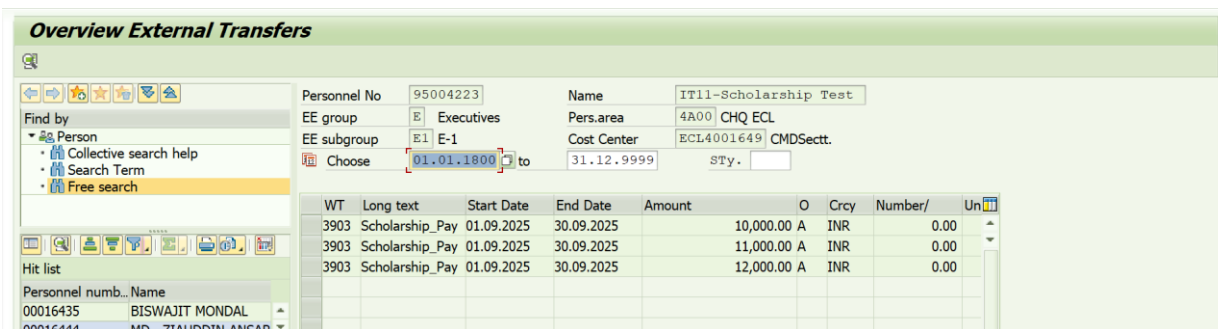
The scholarship amounts maintained in IT0011 are further accounted through **Infotype 0015**, where the same amount and breakup are maintained for payroll processing. Based on these entries, payroll is executed, followed by **payslip and bank statement generation** for disbursement of the scholarship amount.

2 Process for Maintaining Scholarship Details (IT0011)

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



- Select **Infotype 0011 > Subtype 3903 (Scholarship_Pay)** and choose **Create**.
- Maintain the required **payee details**.
- Save the record.



Display External Transfers

Personnel No: 95004223 Name: IT11-Scholarship Test
 EE group: Executives Pers.area: 4A00 CHQ ECL
 EE subgroup: E1 E-1 Cost Center: ECL4001649 CMDSectt.
 Start: 01.09.2025 to 30.09.2025 Chng: 18.12.2025 ECLTEAMHR

Payment data
 Wage Type: 3903 Scholarship_Pay
 Amount: A 10,000.00 INR
 Number/unit: 0.00
 1st payment period: 0 or 1st payment date:
 Interval in periods: 0 Interval/Unit: 0

Payee
 Payee key: Child 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: Scholarship 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

3 Post-Maintenance Activities

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

1. Maintain **Infotype 0015 (Wage type 2770)** with the same total scholarship amount and identical breakup as maintained in IT0011 (For multiple entries change start date as shown).

List Additional Payments

Personnel No: 95004223 Name: IT11-Scholarship 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.

Wa...	Wage type long text	Date	O Amount	Crcy	I Number	Unit t...
2770	Scholarship (Non-Taxable)	03.09.2025	12,000.00	INR		0.00
2770	Scholarship (Non-Taxable)	02.09.2025	11,000.00	INR		0.00
2770	Scholarship (Non-Taxable)	01.09.2025	10,000.00	INR		0.00

Change Additional Payments

Personnel No: 95004223 Name: IT11-Scholarship Test
 EE group: Executives Pers.area: 4A00 CHQ ECL
 EE subgroup: E1 E-1 Cost Center: ECL4001649 CMDSectt.
 Chgd: 18.12.2025 ECLTEAMHR

Additional Payments
 Wage Type: 2770 Scholarship (Non-Taxable)
 Amount: 10,000.00 INR
 Number/unit:
 Date of origin: 01.09.2025
 Default Date:
 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

2. Run **PT60** and execute **Payroll**.
3. Generate the **Payslip**.

Layout Set Display

Log

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

Payslip for the Month September 2025

Personnel No : 95004223 Designation: Scholarship test Pay period : 01.09.2025 - 30.09.2025 Basic Rate: 90,000.00 PF No : Paid Days : 7.00	Employee Name: IT11-Scholarship 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.: AAAAD8999A Bank Name :
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Earnings		Deductions		Perks/Other income/Exemptions/Rebates	
Basic Pay	21,000.00	Prof Tax	150.00		
IDA	10,290.00	Scholarship_Pay	33,000.00		
Scholarship (Non-Taxable)	33,000.00				
Gross Earning	64,290.00	Gross Deduction	33,150.00		

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4. Generate the **Bank Statement** for scholarship disbursement.

Bank Transfer Statement Program

Serial	PersNo.	Employee/app.name	Amount	Bank name	BankBran	Bank acct	Bank Key	Remar	Mo
1	95004223	IT11-Scholarship Test	31,140.00	ABHYUDAYA COOPERATIVE BANK LIMITED	RTGS-HO	7971820111	ABHY0065001	NFT	
2	95004223	Child 1	10,000.00	ABHYUDAYA COOPERATIVE BANK LIMITED	RTGS-HO	12345678912	ABHY0065001	NFT	
3	95004223	Child 2	11,000.00	ABHYUDAYA COOPERATIVE BANK LIMITED	RTGS-HO	12345678913	ABHY0065001	NFT	
4	95004223	Child 3	12,000.00	ABHYUDAYA COOPERATIVE BANK LIMITED	RTGS-HO	12345678914	ABHY0065001	NFT	