

## **PROJECT – PASSION**

# **END USER TRAINING DOCUMENT FOR HUMAN CAPITAL MANAGEMENT (WRICEF ID HCM\_PY\_R\_046)**

Prepared for



## Document Managment

### Document Location

This document is stored in the shared folder maintained at

[ftp://cil\\_user2@202.21.35.84/Realization/HR/WRICEF End User Training/](ftp://cil_user2@202.21.35.84/Realization/HR/WRICEF End User Training/)

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## 1 Introduction

Infotypes are the units of specific information stored in HR Master Data for an employee. In SAP, we can maintain Standard and Custom Infotypes. IT0001- Organizational Assignment, 0002 – Personnel data and 0008 – Basic Pay e.t.c., are standard Infotypes. The Custom Increment Program will fetch the list of employees for whom increment has to run in that particular month.

Once the list is displayed, it will be validated by the Payroll administrator and then update Basic Program will be executed to update the new basic.

### 1.1 Document Audience

The intended audiences of this document are:

1. HR & Payroll Administration core team members
2. HR Admins
3. Key/process users of PA

### 1.2 Document Objective

User will be familiar with following activities.

- Maintaining Salary Structure in HR Master Data

## 2 Terminology

The following terms have been used in the compilation of this document













Term / Abbreviation	Legacy Term	Description
SAP ECC, EHP 8	Nil	Basically refer to the SAP core system with slight variances in definition
EHP 8	Nil	Enhancement Packs. SAP releases enhancement packs aimed at including extra functionality. Often in HR, the added functionalities of these enhancement packs are country specific. At time of writing the current SAP EHP version was EHP8
Finance (FI)	Accounting	The financial accounting module in SAP
Controlling (CO)	Accounting	The management accounting module in SAP
Material Management (MM)	Purchasing and inventory	The purchasing and inventory management module in SAP




















Term / Abbreviation	Legacy Term	Description
Production Planning	Production Planning	The Production Planning module in SAP
Personnel Administration(PA)	Master data	HR Submodule in which employee master data is maintained
Organizational Management(OM)	Org Structure	HR Submodule in which organizational structure and reporting hierarchy is maintained.
Time Management(TM)	Time Management	HR Submodule in which employee time management is done.
Payroll(PY)	Payroll	HR Submodule in which employee payroll calculation is done.
Recruitment(Rec)	Recruitment	HR Submodule in which recruitment activity is done.
E-Separation(e-Sep)	Resignation/E xit process	HR Submodule in which employee final exit process related solution is given.
Employee Self Service/Manager Self Service ( ESS/MSS)	Employee self-service of CoalNet	HR Submodule where employee self-service activity is done.
Personnel Development ( PD)	Training & Development	HR Submodule where Learning service Organization, Training and event management activity is done.
Learning Service Organization( LSO)	Training & Development	LSO stands for Learning service organization, it's the higher version of Training and event module.
BPC	NA	Business Planning and consolidation software for manpower planning and budgeting .
CL-IN	NA	HR Submodule of Payroll for Claims India Solution
BBP	NA	Business Blue Print
BPML	NA	Business Process Master List
FI-TV	NA	Finance Module: Travel & Expense Management

Term / Abbreviation	Legacy Term	Description
EIS	EIS	Coal India Executive Information System
HRMS	HRIS/HRMS	Coal India Human Resource Management System
VC/DC/SC	VC/DC/SC	Vigilance Clearance/ Departmental Clearance/ Safety Clearance
EP	NA	Enterprise Portal SAP
SPR	SPR	Special Performance Report
BADI	NA	'Business Addins' used for enhancement via ABAP
LSMW	NA	SAP Legacy System Migration workbench – A solution for bulk upload of data in SAP .

### 3 Icon List/Legends

#### Icon List /Legends

Icons	Description
	Continue Enter
	Save
	Back
	Exit
	Cancel
	Date and preview period
	Go to
	Create
	Copy
	Change
	Display
	Delimit infotype

	Delete
	Maintain overview
	In descending order
	In ascending order
	One level up
	Expand node
	Collapse node
	Display evaluation path
	Column configurator
	Display periods
	Display <-> Change
	Refresh
	Unrelated objects
	Icon list/Legend
	Insert line
	Delete line
	Replace
	Move...
	Change sequence

## 4 Increment Program

The Salary Register Program to be executed for getting the salary details component wise.

### 4.1 Required Fields

Period

Optional Fields

Personnel number

Personnel Area

Personnel subarea


Employee group  
Employee subgroup  
Payroll Area

## 4.2 Procedure

### 4.2.1 Execute the T.Code:ZHCM\_SALREG

Input the Personnel number, company code, Personnel Area, Personnel subarea, Payroll area, Period

**Salary Register**











Further selections


Search helps

Org. structure

**Selection**

Personnel Number	<input type="text"/>		
Company Code	<input type="text"/>		
Personnel area	<input type="text"/>		
Personnel subarea	<input type="text"/>		
Employee group	<input type="text"/>		
Employee subgroup	<input type="text"/>		
Payroll area	<input type="text"/>		

**Payroll Interval**

Period	<input type="text"/>	To	<input type="text"/>
Payroll type	<input type="text"/>	to	<input type="text"/>
<input type="button" value="Payroll Period"/>			

Or select the variant 'test data'



**Salary Register**

Further selections Search helps Org. structure

**Selection**

Personnel Number	9	
Company Code		
Personnel area		
Personnel subarea		
Employee group		
Employee subgroup		
Payroll area		

**Payroll Interval**

Period	01.02.2020	To	29.02.2020
Payroll type		to	

Payroll Period

**Period determination**

☒ In-view payroll periods  
☐ For-view payroll periods

**Other selections**

Wage Type	1000	to	2090
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☐ Archived Payroll Results  
☐ Display recs with null values

Object selection

### 4.2.2 Output

- List of employees with each component details is getting displayed

**Salary Register**

Employee No	Employee Name	Company Code	Grade	Designation	Nationality	Cost Center	Entity	Joining Date	Currency	Basic Pay	Basic Pay Arrears	House Rent Allowance	House Rent Allow Arrears	IDA	IDA Arrears	Non Prac
00000009	Chander Sharma	Coal India Limited	E4	DEPUTY MANAGER	IN	CIL HQ	01.01.2020	INR	175100.00	169451.61	52530.00	50835.48	30117.00	29145.48	3502.00	



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## PROJECT PASSION



For more details visit - [https://www.coalindia.in/en-us/home/erp\\_connect.aspx](https://www.coalindia.in/en-us/home/erp_connect.aspx)