



# **PROJECT SAKSHAM**

## **END USER DOCUMENT**

**BBP\_HRM\_TRUST**

**CPF number allotment**



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**DOCUMENT CONTROL**

This is a controlled document and will be maintained on UPPCL portal.

Changes to this document will be recorded below and must be published to all interested parties.

**DOCUMENT HISTORY**

Version	Date	Author	VERSION DETAILS
V0.1	29.11.2022	Dayeeta Ray	Initial Submission
V 1.0	19-12-2022	Souvik Hazra	First Review

**DISTRIBUTION**

Date	Type of Users	Purpose

**User Roles – Posts using Process Explained in Manual**

Date	Roles	Posts	Purpose

## OVERVIEW

UPPCL and its employees' PF number will be auto generated from the SAP ERP system. For this purpose, we have developed a dashboard ZPF\_TRUST. In this user manual we are showing steps for PF number allotment and nominee addition.

## MENU PATH

Use the SAP Logon.

## USER ROLE

User should have access to the SAP GUI Log on and to the ZPF\_TRUST dashboard.

## STEPS:

### A. Employee Hiring and member creation for UPPCL and DISCOMs

1. Hire the new employee through PA40. Please make sure info type 6 (Address), 9(Bank Details),Info type 0105 (Communications) and First Name and Last Name both are maintained in Info type0002 (Personal Data). Please check the same through PA30 and pa20. Employee Vendor should be created by the scheduler, based on the info types mentioned earlier.

**Display HR Master Data**

Personnel no.

Name: Virendra Kumar  
Personnel ar: UH00 UPPCL Head Office  
Subarea: UH00 UPPCL HO  
EE group: C Class III  
EE subgrp: EU JE-E&M

Basic personal data | Contract data | Gross/net payroll | Net payroll | Addtl payroll data | Planning data

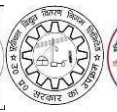
Infotype Text	Status
Actions	✓
Organizational assignment	✓
Personal data	✓
Addresses	✓
Bank Details	✓
Family Member/Dependents	
Challenge	

Period: From 01.01.1800 To 31.12.9999

Direct selection: Infotype: Provident Fund Contribution STy

Hit list:

Personnel numb.	Name
00000001	Abhinav Singha
00000002	Jagdayal Patap
00000003	Rajesh Singh
00000005	Mahesh Divived
00000006	Rampal Yadav
00000007	Shankar Shukla
00000009	Raghav Jha
00000011	Bhagwan Singh
00000012	Ajeet Mehta



2. Please go to info type 0587 (Provident Fund Contribution).

**Display HR Master Data**

Personnel no. 11100253  
 Name Virendra Kumar  
 Personnel ar UH00 UPPCL Head Office EE group C Class III  
 Subarea UH00 UPPCL HO EE subgrp EU JE-E&M

Basic personal data | Contract data | Gross/net payroll | Net payroll | Add'l payroll data | Planning data

Infotype Text: **Provident Fund Contribution** (STy)

Hit list:

Personnel numb	Name
00000001	Abhinav Singha
00000002	Jagdayal Patap
00000003	Rajesh Singh
00000005	Mahesh Dwived
00000006	Rampal Yadav
00000007	Shankar Shukla
00000009	Raghav Jha
00000011	Bhagwan Singh
00000012	Ajeet Mehta

3. Enter NCPF in the Provident Fund Trust ID Field, and please leave the Provident Fund Number blank and save the info type.

**Display Provident Fund Contribution**

Personnel No 11100253 Name Virendra Kumar  
 EE group C Class III Pers.area UH00 UPPCL Head Office  
 EE subgroup EU JE-E&M Cost Center UPO0401001 COMMERCIAL  
 From 01.11.2022 to 31.12.9999 Chng [24.11.2022 DEV\_HR1]

Employee's Details

General Information

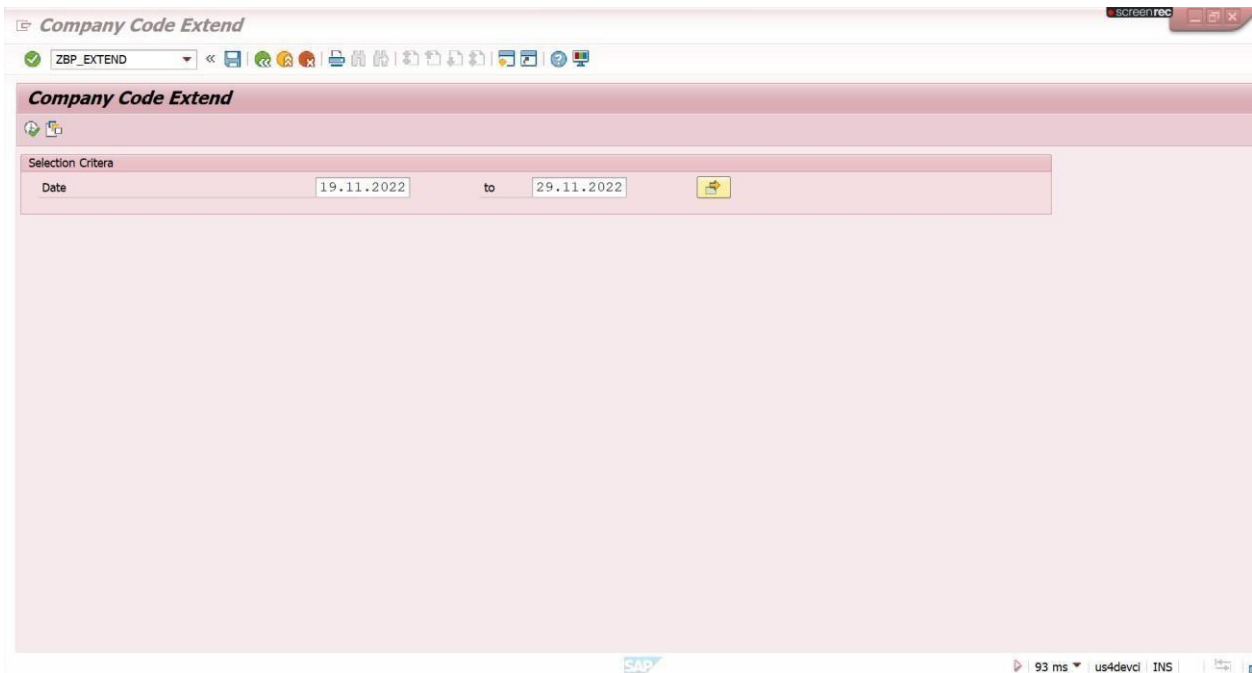
Provident Fund Trust ID: NCPF No CPF to be deducted  
 Pension Trust ID:   
 Provident Fund Number:   
 Pension Number:

Provident Fund

VPF Percentage: 0.00 Women Contr End Dt:   
 Basis for contribution:   
 Eligible pay or PF Basis whichever is less  
 PF Basis  
 VPF Amount: 0.00 INR

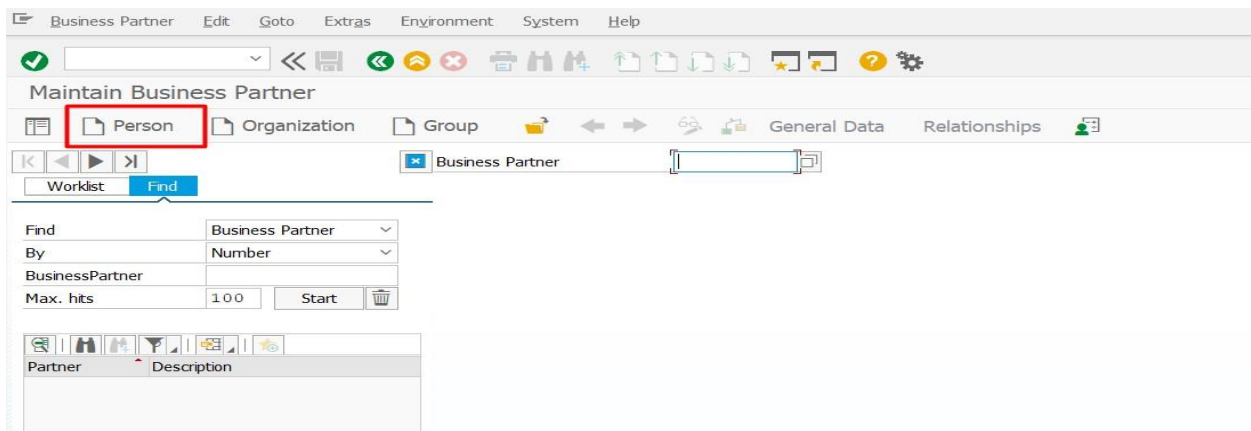
Employer's Details

4. Please run T code **ZBP\_EXTEND**. This will extend the BP to CPFT company code for all the newly created personnel numbers. This program will be scheduled in the background.



## B. Member creation for UPPTCL (Only for Non-Common Cadre employees hired in UPPTCL Server)

1. Open Transaction Code **BP**
2. Click on Person



3. Select BP Group as **Employee vendor**.



Business Partner Edit Goto Extras Environment System Help

Create Person

Person Organization Group General Data Relationships

Business Partner [ ] Grouping Employee Vendor

Worklist Find

Business Partner [ ] Create in BP role Business Partner (Gen.)

Find Business Partner  
By Number  
BusinessPartner  
Max. hits 100 Start

Partner Description

Address Address Overview Identification Control Payment Transactions Status Additional Texts Technical ID

Name  
Title  
First name  
Last name

4. Enter Business Partner number as “EE+SAP ID of the Employee” and then select BP Role as “FI-Vendor.”

Business Partner Edit Goto Extras Environment System Help

Change Person: EE50000700, role FI Vendor

Person Organization Group General Data Company Code Relationships

Business Partner EE50000700 Om Prakash / 226001 Lucknow  
Change in BP role FI Vendor (defined)

Worklist Find

Find Business Partner  
By Number  
BusinessPartner  
Max. hits 100 Start

Partner Description

Address Address Overview Identification Control Payment Transactions Status Employment Data Vendor: General Data V

Name  
Title  
First name Om  
Last name Prakash  
Correspondence lang. EN English

Search Terms  
Search Term 1/2 UPPCL/CPF/111

Special Customer

5. Click on Company Code

Business Partner Edit Goto Extras Environment System Help

Change Person: EE50000700, role FI Vendor

Person Organization Group General Data Company Code Relationships

Business Partner EE50000700 Om Prakash / 226001 Lucknow  
Change in BP role FI Vendor (defined)

Worklist Find

Find Business Partner  
By Number  
BusinessPartner  
Max. hits 100 Start

Partner Description

Company Code  
Company Code CPFT Contributory P.F. Trust  
Customer  
Vendor EE50000700

Vendor: Account Management Vendor: Payment Transactions Vendor: Correspondence Vendor: Status Vendor: Withholding Tax Vendor: T

Account Management  
Reconciliation acct 44.62001 LIABILITY FOR CPF EMPLOYEE SHARE  
Head office  
Sort key

Business Partner Edit Goto Extras Environment System Help

Change Person: EE50000700, role FI Vendor

Person Organization Group General Data Company Code Relationships

Business Partner EE50000700 Om Prakash / 226001 Lucknow

Change in BP role FI Vendor (defined)

Find Business Partner

By Number

BusinessPartner

Max. hits 100 Start

Partner Description

Company Code

Company Code CPFT Contributory P.F. Trust

Customer

Vendor EE50000700

Vendor: Account Management Vendor: Payment Transactions Vendor: Correspondence Vendor: Status Vendor: Withholding Tax

Account Management

Reconciliation acct 44.62001 LIABILITY FOR CPF EMPLOYEE SHARE

Head office

Sort key

Subsidy Indicator

6. Enter Company Code = CPFT; Reconciliation Account = 44.62001
7. Enter PAN details in tab "Vendor: Country-Spec. Enh."

Display Person: EE50000700, role FI Vendor

Person Organization Group General Data Company Code Relationships

Business Partner EE50000700 Om Prakash / 226001 Lucknow

Display in BP role FI Vendor

Address Address Overview Identification Control Payment Transactions Status Employment Data Vendor: General Data Vendor: Tax Data Vendor: Country-Spec. Enh. Vendor: ...

India: Excise Duty/Service Tax

CST no.

LST no.

Ser.Reg.No

India: Withholding Tax

PAN

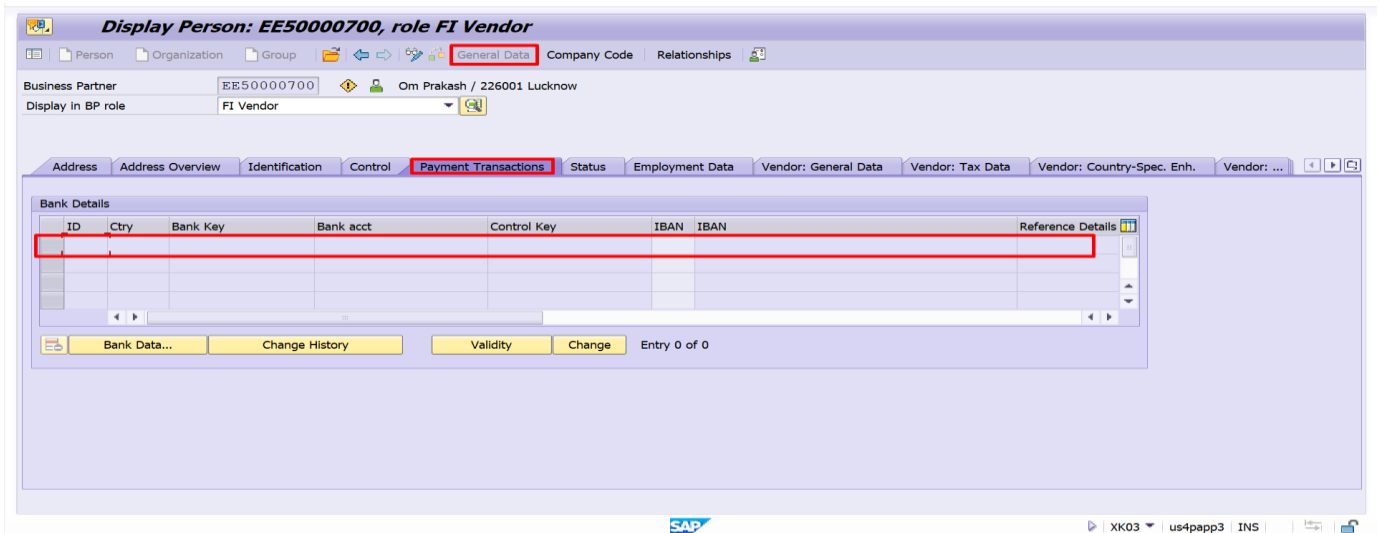
PAN Reference

PAN Date

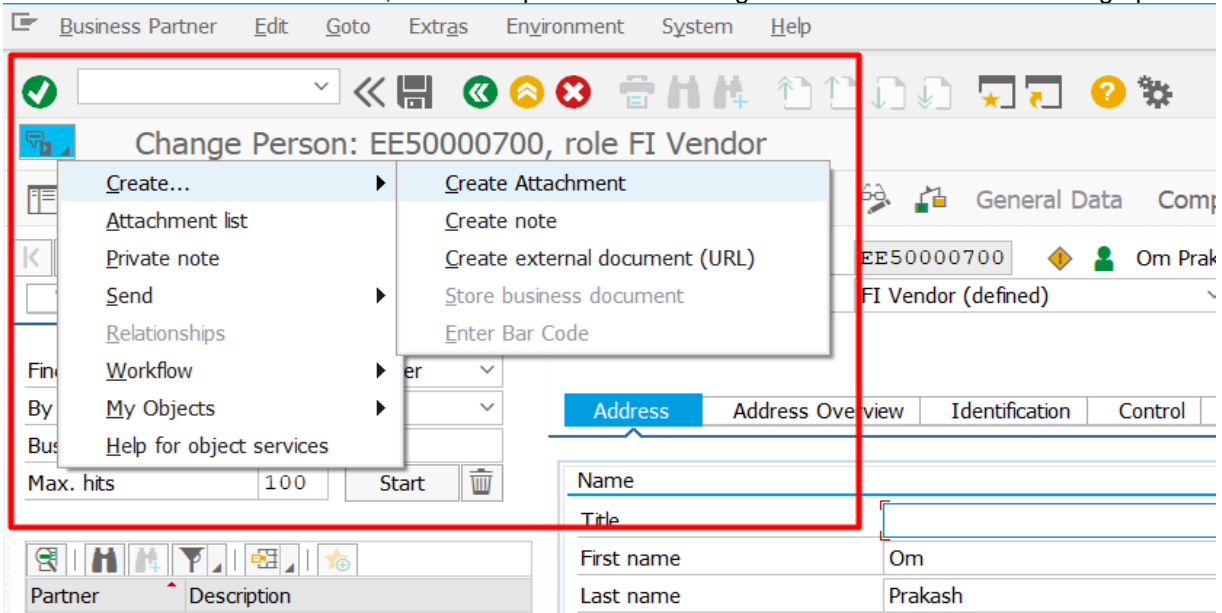
Deductee Ref No.

8. Enter bank details for vendor in Payment Transactions Tab





9. Once the BP / Vendor is created, user can upload document against this BP from the following option:

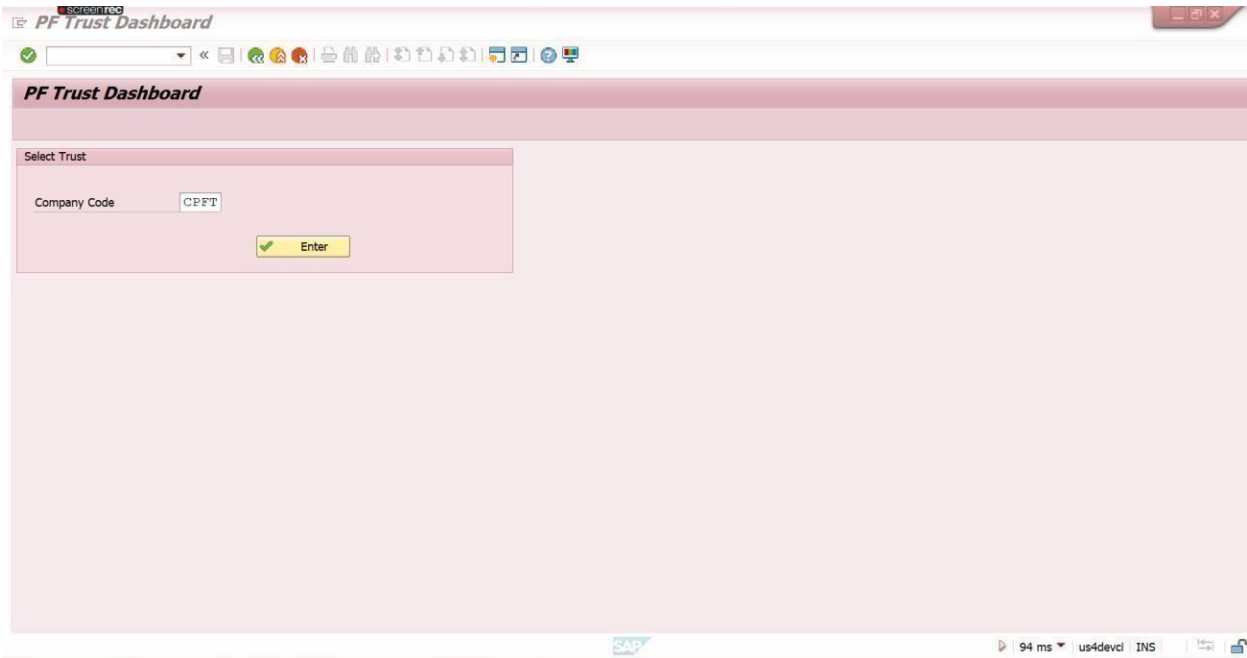


10. Once the BP / Vendor is created use T – Code ZHRT\_PF\_DETAILS to maintain vendor related details in PF details table.



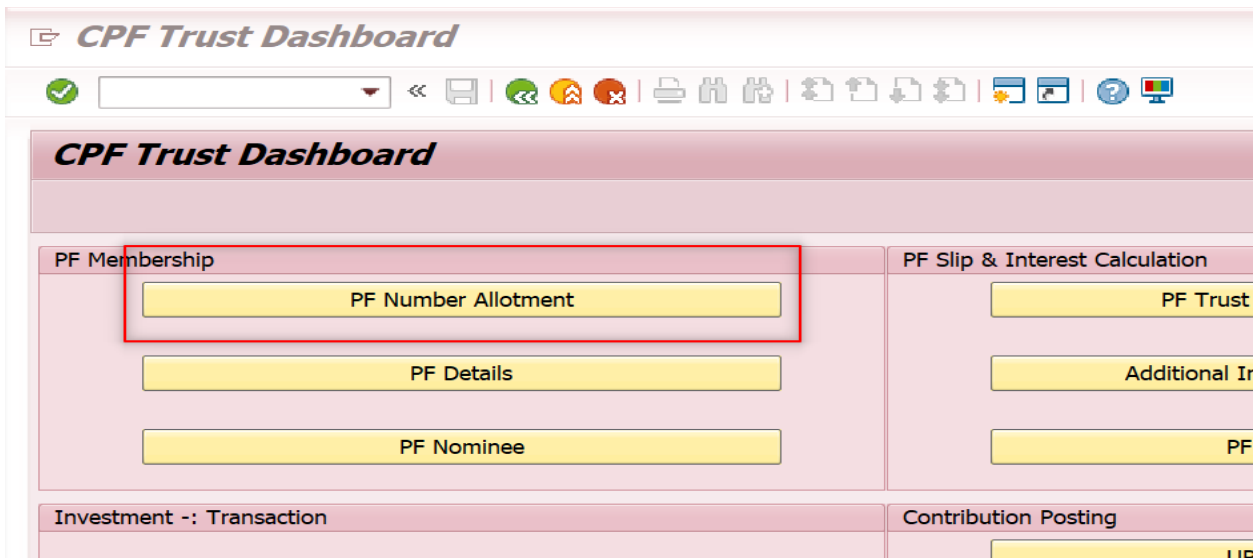
### CPF Number Allotment

5. Please enter Transaction Code **ZPF\_TRUST**



6. Enter Company Code **CPFT** for CPF employees.

7. Please click on PF number Allotment button.



All the newly created personnel numbers will be shown in the screen.



- Please select the personnel number for whom you want to create and allot personnel number and click on "SAVE" button on top of the screen.

The screenshot shows the SAP 'PF Number Allotment' screen. It features a table with columns for selection, Vendor ID, Company Code, First Name, Last Name, Date Of Jct, Unit Code, Unit Name, Created By, Creation Date, and Last Modified. The row for Vendor ID EE11100253 and Company Code CPFT is selected, showing First Name Virendra and Last Name Kumar.

Select	Vendor ID	Company Code	First Name	Last Name	Date Of Jct	Unit Code	Unit Name	Created By	Creation Date	Last Modified
<input type="checkbox"/>	0040000115	CPFT	Shalini	Gipta						
<input type="checkbox"/>	0040000117	CPFT	Jigar	Patel						
<input type="checkbox"/>	EE12000066	CPFT	RAMESH	.						
<input type="checkbox"/>	EE11100252	CPFT	BP Extend	Test						
<input checked="" type="checkbox"/>	EE11100253	CPFT	Virendra	Kumar						

- Once opened, the below screen appears. We can scroll from left to right and check if all the data of the personnel number are correct or not.

The screenshot shows the SAP 'PF Details' screen. It includes buttons for 'Generate PF No' and 'Save'. Below is a table with columns for Vendor Code, Personnel No., Company Code, Start Date, End Date, First Name, and Last Name. The data for Vendor Code EE11100253 and Personnel No. 11100253 is displayed, with First Name Virendra and Last Name Kumar.

Vendor Code	Personnel No.	Company Code	Start Date	End Date	First Name	Last Name
EE11100253	11100253	CPFT	24.11.2022	31.12.9999	Virendra	Kumar



PF Details

Generate PF No Save

PF No.	PF Trust	Employee Group	Employee Group Name	Employee Subgroup	Employee Sub Group Name	Marital Status
	NCPF	C	Class III	EU	JE-E&M	

SAP 469 ms us4devcl INS

10. Once done, please click on “Generate PF number” once done PF number will generate in the field PF No.

PF Details

Generate PF No Save

Organization	PF No.	PF Trust	Employee Group	Employee Group Name	Employee Subgroup	Employee Sub Group Name
CPFT	UPPCL/CPF/11100253	UCPF	C	CLASS III	EU	JE-E&M

SAP 188 ms us4devcl INS

11. Please click on save button. Once saved we will get a message “Employee PF number saved.”



**PF Details**

Generate PF No Save

Organization	PF No.	PF Trust	Employee Group	Employee Group Name	Employee Subgroup	Employee Sub Group Name
CPFT	UPPCL/CPF/11100253	UCPF	C	CLASS III	EU	JE-E&M

Employee PF Number saved

12. The PF number is automatically saved in info type 0587 in PA30 info type.

**Display Provident Fund Contribution**

Personnel No: 11100253 Name: Virendra Kumar  
 EE group: C Class III Pers.area: UH00 UPPCL Head Office  
 EE subgroup: EU JE-E&M Cost Center: UPO0401001 COMMERCIAL  
 From: 29.11.2022 to: 31.12.9999 Chng: 29.11.2022 DEV\_HR3

**Employee's Details**

General Information  
 Provident Fund Trust ID: UCPF Contributory Provident Fund  
 Provident Fund Number: UPPCL/CPF/11100253

**Provident Fund**  
 VPF Percentage: 0.00 Women Contr End Dt:  
 Basis for contribution:  Eligible pay or PF Basis whichever is less  
 PF Basis  
 VPF Amount: 0.00 INR

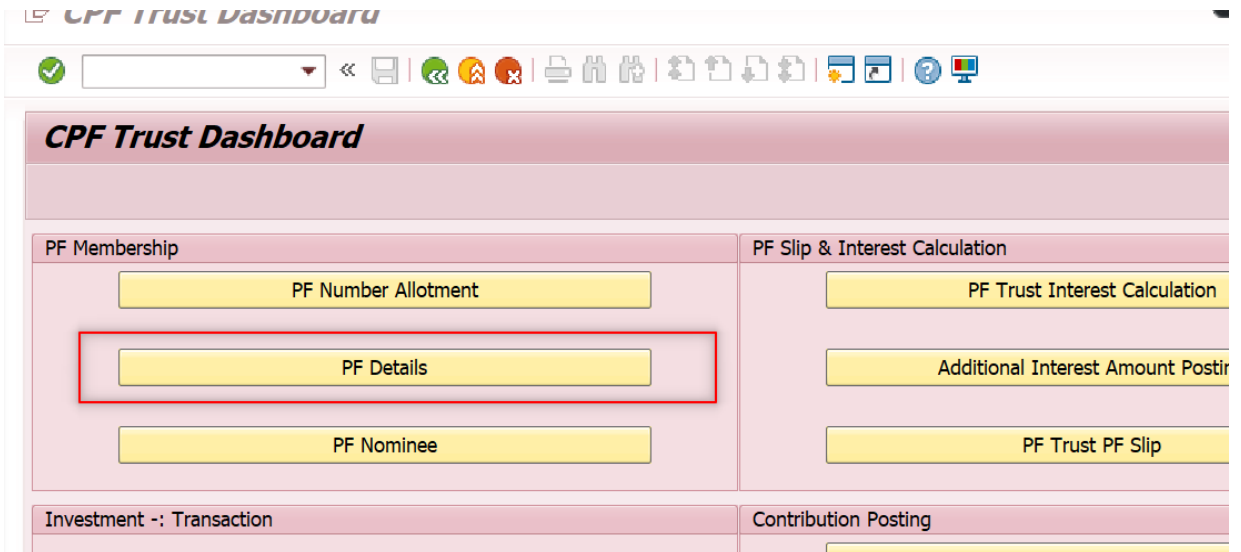
**Employer's Details**  
 Provident Fund  
 Basis for contribution:  Eligible pay or PF Basis whichever is less

Hit list

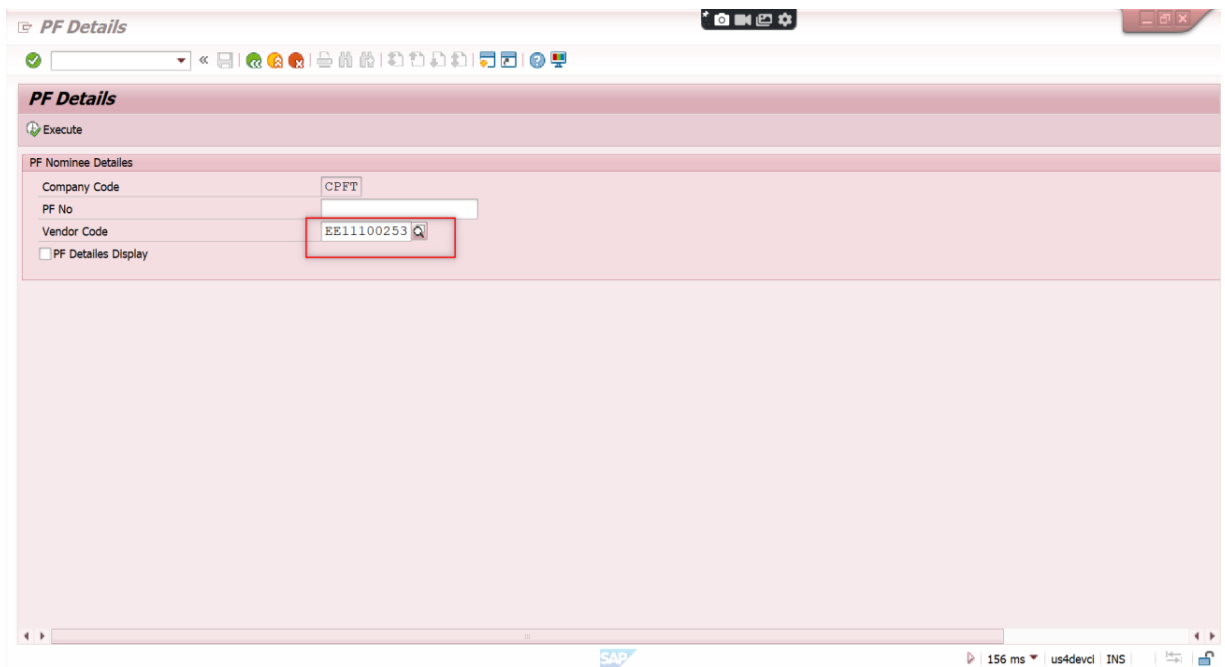
Personnel numbr	Name
00000001	Abhinav Singha
00000002	Jagdayal Patap Singh
00000003	Rajesh Singh
00000005	Mahesh Dwivedi
00000006	Rampal Yadav
00000007	Shankar Shukla
00000009	Raghav Jha
00000011	Bhagwan Singh
00000012	Ajaet Mehta

Data hidden by screen modifications

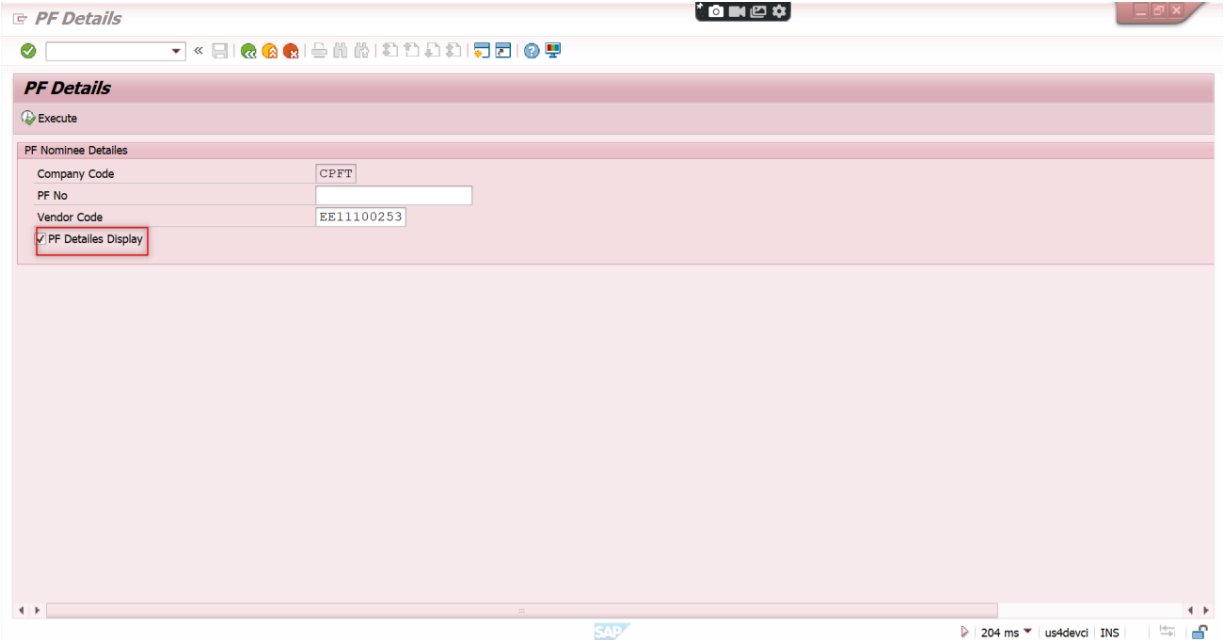
13. Please click on PF details Button to view the PF details of the employee.



14. Enter the employee vendor code.



15. Please click on PF details display checkbox and then click on execute.

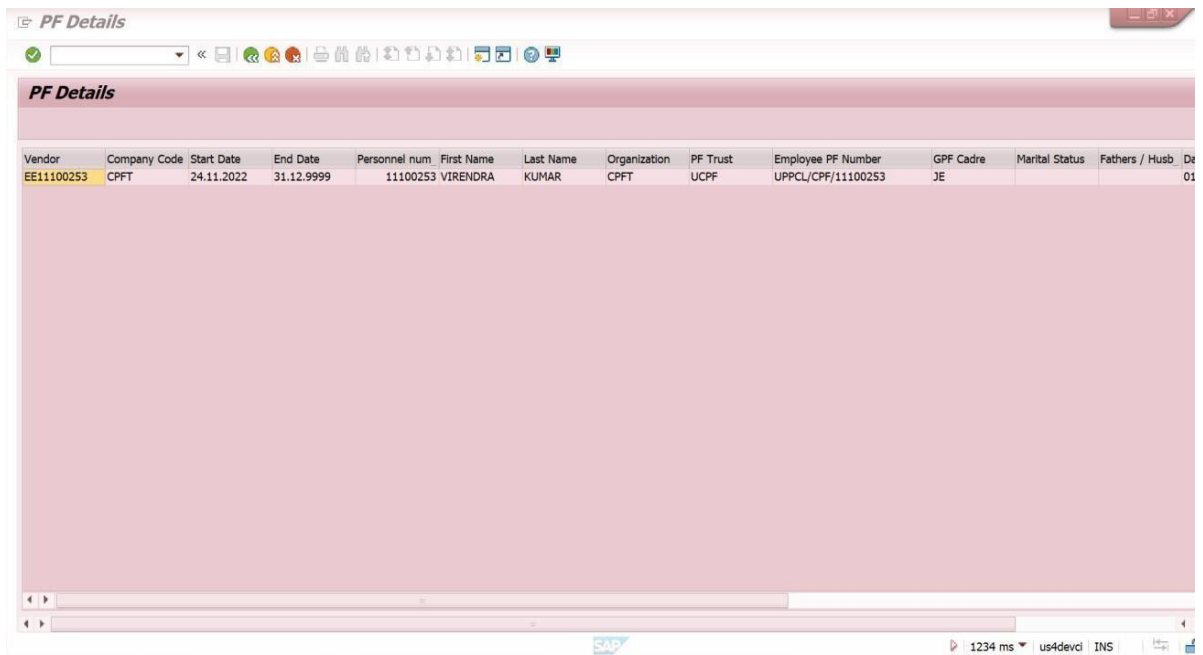


The screenshot shows the SAP 'PF Details' form. At the top, there is a title bar 'PF Details' and a toolbar with various icons. Below the title bar, there is a section 'PF Nominee Details' with the following fields:

- Company Code: CPFT
- PF No: [Empty field]
- Vendor Code: EE11100253
- PF Details Display

The bottom of the screenshot shows the SAP status bar with the text '204 ms us4devcl INS'.

16. Employee's PF details are displayed along with his master data.



The screenshot shows the SAP 'PF Details' table. The table has the following columns: Vendor, Company Code, Start Date, End Date, Personnel num, First Name, Last Name, Organization, PF Trust, Employee PF Number, GPF Cadre, Marital Status, Fathers / Husb, and De. The data row is as follows:

Vendor	Company Code	Start Date	End Date	Personnel num	First Name	Last Name	Organization	PF Trust	Employee PF Number	GPF Cadre	Marital Status	Fathers / Husb	De
EE11100253	CPFT	24.11.2022	31.12.9999	11100253	VIRENDRA	KUMAR	CPFT	UCPF	UPPCL/CPF/11100253	JE			01

The bottom of the screenshot shows the SAP status bar with the text '1234 ms us4devcl INS'.





## PF Document upload in Pa30 T - Code

User will go to Transaction PA30 after employee creation. He will go to info type 9902, Employee Documents, subtype X40.

**Maintain HR Master Data**

Personnel no. 11100253  
 Name Virendra Kumar  
 Personnel ar UH00 UPPCL Head Office EE group C Class III  
 Subarea UH00 UPPCL HO EE subgrp EU JE-E&M

Basic personal data Contract data Gross/net payroll Net payroll Add'l payroll data Planning data

Infotype Text	Status
Actions	✓
Organizational assignment	✓
Personal data	✓
Addresses	✓
Bank Details	✓
Family Member/Dependents	
Challenge	

Period  
 From 01.01.1800 To 31.12.9999

Direct selection  
 Infotype 9902 STy

**Subtypes for Infotype \* Employ** 40 Entries f...

Restrictions

STyp Name

- X33 Reversal of Demotion - PCL
- X34 Joining Data Transfer - PCL
- X35 Re-Org Data Transfer - PCL
- X36 Rejoining into Corporation
- X37 DDO Application - Correction Payroll
- X38 DDO Application - Off-Cycle Payroll
- X39 No Dues Certificate -PCL
- X4 Income Tax
- X40 CPF application**
- X5 Resume
- X6 Joining Documents
- X7 Applicant form
- X8 Employee Photo
- X9 Certificates

40 Entries found

Direct selection  
 Infotype 9902 STy



**Create Employee Documents**

Pers.No. 11100253 Name Virendra Kumar  
 Pers.area UH00 UPPCL Head Office Cost Ctr UPO0401001 COMMERCIAL  
 EE subgrp EU JE-E&M WS rule GEN General Shift for U.  
 Start 01.04.2022 To 31.12.9999

**Upload**

**Employee Documents**

Document name  
 Document Class  
 Document description  
 Document ID  
 Archived On

**Hit list**

Personnel numb	Name
00000001	Abhinav Singha
00000002	Jagdayal Patap
00000003	Rajesh Singh
00000005	Mahesh Dwived
00000006	Rampal Yadav
00000007	Shankar Shukla
00000009	Raghav Jha
00000011	Bhagwan Singh
00000012	Ajeet Mehta

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**Create Employee Documents**

**File select**

Look in: SAP GUI

Name	Date modified
11002705_X28	05-03-2022 11:21
11100039_X6	24-02-2022 13:40
11100039_X9	24-02-2022 13:38
11100179_X9	14-02-2022 13:36
14800013_X9	14-02-2022 01:28
14900001_X9	10-02-2022 12:21
16700002_X28	28-02-2022 14:49
16700002_X29	28-02-2022 14:50
16700002_X36	28-02-2022 14:50
17400002_X40	29-11-2022 15:39
17900918_X13	01-04-2022 11:01
17900918_X28	01-04-2022 11:03
17900918_X29	01-04-2022 11:03
ACR	08-06-2022 13:29
ACR-1	08-06-2022 13:30

File name: 17400002\_X40  
 Files of type: \*.\*

**Open** **Cancel**

Pers.No. 11100253 Name Virendra Kumar  
 Pers.area UH00 UPPCL Head Office Cost Ctr UPO0401001 COMMERCIAL  
 EE subgrp EU JE-E&M WS rule GEN General Shift for U.

SAP | 0 ms | us4devcl | INS



Kampan Electricity Supply  
Company Limited  
KARNATAKA ELECTRICITY REGULATORY COMMISSION



**Create Employee Documents**

Pers.No. 11100253 Name Virendra Kumar  
 Pers.area UH00 UPPCL Head Office Cost Ctr UPO0401001 COMMERCIAL  
 EE subgrp EU JE-E&M WS rule GEN General Shift for U.  
 Start 01.04.2022 To 31.12.9999

**Employee Documents**

Document name 17400002\_X40.PDF  
 Document Class X40  
 Document description CPF application  
 Document ID 005056B622E41EED9DEFADAA24F71D7F  
 Archived On 09.12.2022

**Hit list**

Personnel numb	Name
00000001	Abhinav Singha
00000002	Jagdayal Patap
00000003	Rajesh Singh
00000005	Maresh Dwived
00000006	Rampal Yadav
00000007	Shankar Shukla
00000009	Raghav Jha
00000011	Bhagwan Singh
00000012	Ajeet Mehta

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**Create Employee Documents**

Pers.No. 11100253 Name Virendra Kumar  
 Pers.area UH00 UPPCL Head Office Cost Ctr UPO0401001 COMMERCIAL  
 EE subgrp EU JE-E&M WS rule GEN General Shift for U.  
 Start 01.04.2022 To 31.12.9999

**Employee Documents**

Document name 17400002\_X40.PDF  
 Document Class X40  
 Document description CPF application  
 Document ID 005056B622E41EED9DEFADAA24F71D7F  
 Archived On 09.12.2022

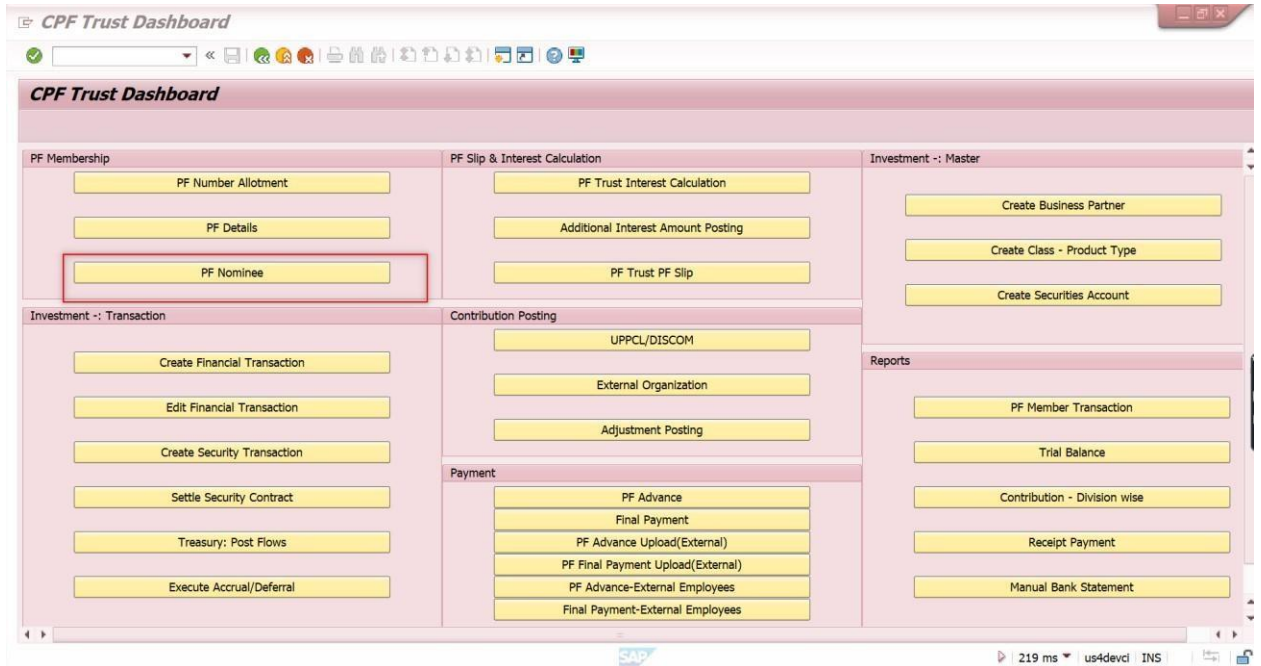
**Hit list**

Personnel numb	Name
00000001	Abhinav Singha
00000002	Jagdayal Patap
00000003	Rajesh Singh
00000005	Maresh Dwived
00000006	Rampal Yadav
00000007	Shankar Shukla
00000009	Raghav Jha
00000011	Bhagwan Singh
00000012	Ajeet Mehta

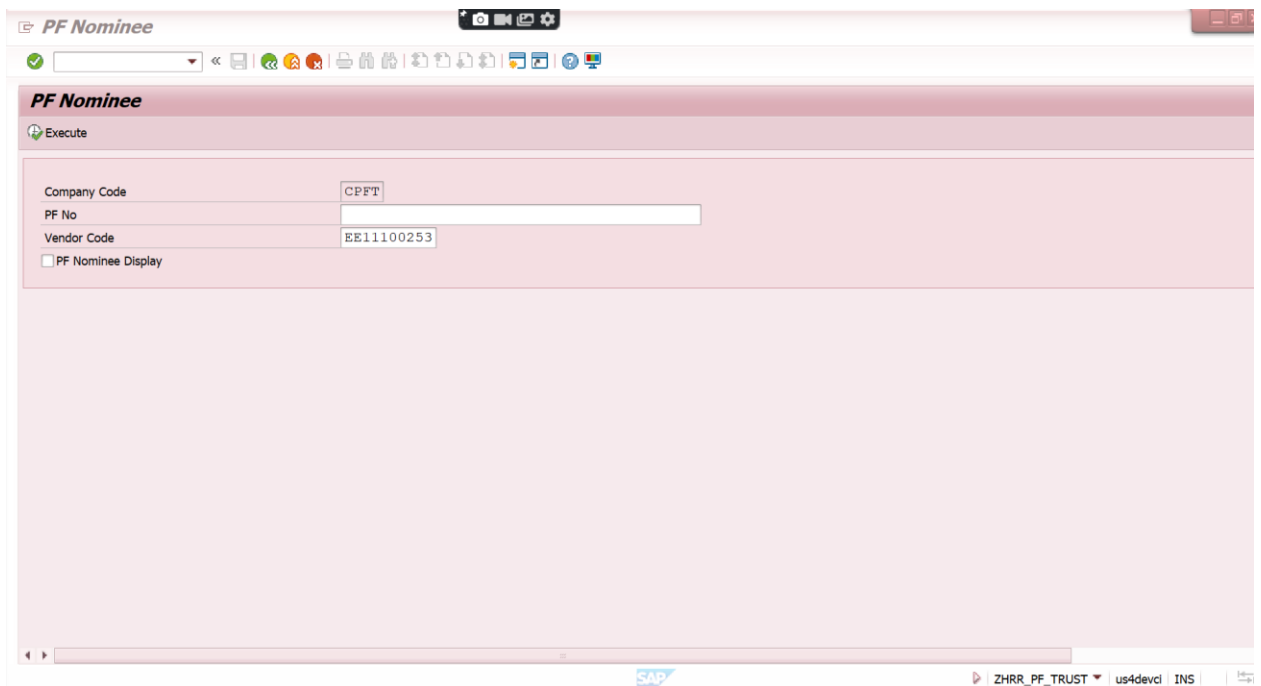
SAP 51734 ms us4devcl INS

## PF Nominee addition and modification

Please select PF Nominee button in the CPF Trust Dashboard.



Please enter PF number or Vendor Code and execute.



Enter the start date and end date for the nominee to be added. Please enter the nominee's name and



address and percentage share. In case there are more than one nominee, the percentage share should add up to 100.

PF Nominee

Add Row Delete Row

Select	Vendor Code	Personnel No.	Company Code	PF Trust	Employee PF account number	Start Date	End Date	First Name
<input type="checkbox"/>	EE11100253	11100253	CPFT	UCPF	UPPCL/CPF/11100253	01.10.2022	31.12.9999	VIRENDRA

SAP 328 ms us4devci INS

PF Nominee

Add Row Delete Row

Last Name	Relation with Employee	Benefit Type	Nominee Name	Nominee Address
KUMAR	Father	PF	vijay	Lucknow

SAP 328 ms us4devci INS

Please click on “save” button. We will get a message “Nominee details are saved.”



PF Nominee

Execute

Company Code	CPFT
PF No	
Vendor Code	EE11100253
<input type="checkbox"/> PF Nominee Display	

SAP ZHRR\_PF\_TRUST us4devcl INS

Please select the PF nominee Display checkbox and click no execute.

PF Nominee

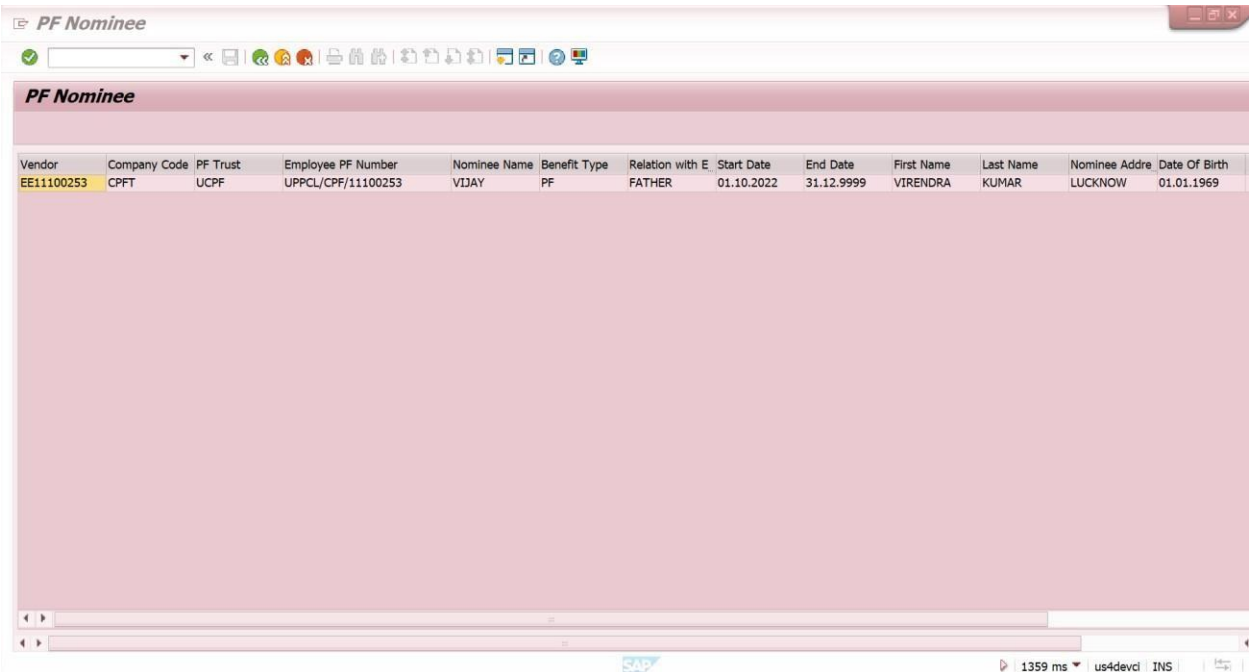
Execute

Company Code	CPFT
PF No	
Vendor Code	EE11100253
<input checked="" type="checkbox"/> PF Nominee Display	

SAP ZHRR\_PF\_TRUST us4devcl INS



The PF nominee details will be shown in the screen.



#### 4 GLOSSARIES

HRM	Human Resource Management
Company code	SAP term for legal entity for which a complete self-contained set of accounts can be drawn up for external statutory reporting
Personnel Areas (PA)	Personnel Areas are the subunits of a company that are specific to Personnel Administration. Personnel Areas usually defines geographical locations. One Personnel Area can belong to only one Company code
Personnel subarea (PSA)	Personnel subarea represents a further subdivision of the Personnel Area. The principle Organizational aspects of human resources are controlled at this level, like Holiday Calendars, Wages and Allowances, Shift Timings, Leaves Quotas, Professional Tax etc.
Employee group (EG)	Employee group is a general division of employees, which defines the distinct types of workforces and their employment terms and conditions
Employee Subgroups (ESG)	Employee Subgroups are subdivision of employee groups. The principle Organizational aspects of human resources are controlled at this level, Wages and Allowances, Shift Timings, Leaves Quotas, Wage Calculation Rules etc.
Payroll Area	Grouping of employees to process Payroll.
SAP	Systems, Applications and Products (in data processing)