

PROJECT SAKSHAM

END USER DOCUMENT

BBP_HRM_TRUST

CPF number allotment



Table of Contents

1	DOCU	MENT CONTROL	
	1.1	DOCUMENT HISTORY	
	1.2	DISTRIBUTION	
	1.3	USER ROLES – POSTS USING PROCESS EXPLAINED IN MANUAL	
	2ERROR	R! BOOKMARK NOT DEFINED.	
	2.1	OVERVIEW	
	2.2	MENU PTH	4
	2.3	USER ROLE	
	2.4	STEPS	4
	4 GLO	SSARY	



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

 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.

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

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	Personnel no. 11100253
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3. Enter NCPF in the Provident Fund Trust ID Field, and please leave the Provident Fund Number blank and save the info type.

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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.

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- B. Member creation for UPPTCL (Only for Non-Common Cadre employees hired in UPPTCL Server)
- 1. Open Transaction Code BP
- 2. Click on Person

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3. Select BP Group as Employee vendor.

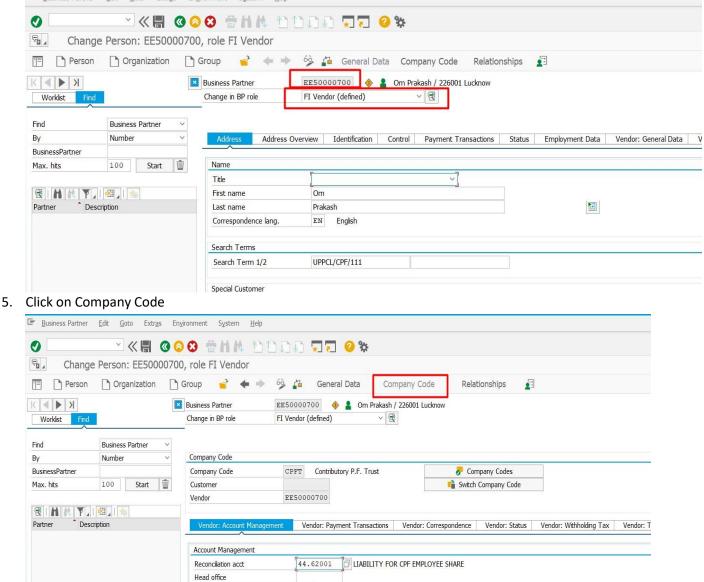


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4. Enter Business Partner number as "EE+SAP ID of the Employee" and then select BP Role as "FI-Vendor."

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Sort key







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		Account Management
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		Head office
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		Subsidy Indicator

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

8	. D	oisplay Perso	on: EE500	00700, r	ole FI Vendor								
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8. Enter bank details for vendor in Payment Transactions Tab



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

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

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EE11000330	CPFT 06.12.2022 3			Sharma	CPFT
EE11000334	CPFT 01.03.2023 3		-	Sharma	CPFT
EE11000341	CPFT 04.02.2023 3			Singh	CPFT
EE11000384	CPFT 01.03.2022 3			DHUL	CPFT
EE11000399	CPFT 14.03.2023 3			banaras	CPFT
EE11000403	CPFT 13.03.2023 3			Kumar	CPFT
EE11000405	CPFT 22.02.2023 3			Sharma	CPFT
		4 F			

Click on New Entries for creating new entry in the table. Add relevant details of the newly created vendor in the table, entries can also be copy-pasted in the table directly for 16 entries at a time.

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Vendor	CoCd	Start Date	End Date	Pers.No.	First Name	Last Name	Organizati
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CPF Number Allotment

5. Please enter Transaction Code ZPF_TRUST

PF Trust Da	ashboard		
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PF Trust Das	shboard		
Select Trust			
Company Code	CPFT		
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- 6. Enter Company Code CPFT for CPF employees.
- 7. Please click on PF number Allotment button.

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CPF	Trust Dashboard		
PF Mer	nbership		PF Slip & Interest Calculation
	PF Number Allotment		PF Trust
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All the newly created personnel numbers will be shown in the screen.

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			Company Code						Created By	Creation Date	Last Modified	
B		Vendor ID	Company Code CPFT	First Name	Last Name				Created By	Creation Date	Last Modified	
		Vendor ID 0040000115	Company Code CPFT CPFT	First Name Shalini	Last Name Gipta				Created By	Creation Date	Last Modified	
		Vendor ID 0040000115 0040000117	Company Code CPFT CPFT CPFT	First Name Shalini Jigar	Last Name Gipta				Created By	Creation Date	Last Modified	



8. 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.

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		0040000117		Jigar	Patel								
		EE12000066		RAMESH									
		EE11100252		BP Extend	Test								
	1	EE11100253	CPFT	Virendra	Kumar								

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

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PF Detaile	s						
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PF Detailes						
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10. Once done, please click on "Generate PF number" once done PF number will generate in the field PF No.

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PFT	UPPCL/CPF/11100253		• c	CLASS III	EU	JE-E&M	
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11. Please click on save button. Once saved we will get a message "Employee PF number saved."





PF Detail	les						
Ge	anerate PF No						
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	
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12. The PF number is automatically saved in info type 0587 in PA30 info type.

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Display P	Provident Fund C	ontribution						
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00000012	Ajeet Mehta							
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13. Please click on PF details Button to view the PF details of the employee.

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PF Membership	PF Slip & Interest Calculation
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14. Enter the employee vendor code.

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PF No		
Vendor Code	EE11100253 Q	
PF Detailes Display		
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15. Please click on PF details display checkbox and then click on execute.



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

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PF Deta	ils										
endor	Company Code		End Date	Personnel num_ First Name	Last Name	Organization	PF Trust	Employee PF Number	GPF Cadre	Marital Status	Fathers / Hus
11100253	CPFT	24.11.2022	31.12.9999	11100253 VIRENDRA	KUMAR	CPFT	UCPF	UPPCL/CPF/11100253	JE		
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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.

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Create Employee Doc	cuments					
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<u>< <b< u=""></b<></u>	Pers.No.	11100253	Name	Virendra K	umar	
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PF Nominee addition and modification

Please select PF Nominee button in the CPF Trust Dashboard.

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	Edit Financial Transaction				PF Member Transaction
			Adjustment Posting		
	Create Security Transaction				Trial Balance
		Payment			
	Settle Security Contract		PF Advance		Contribution - Division wise
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Please enter PF number or Vendor Code and execute.

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Vendor Code	EE11100253	
PF Nominee Display		

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.

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



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

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The PF nominee details will be shown in the screen.

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endor E11100253	Company Code	PF Trust UCPF	Employee PF Number	Nominee Name VIJAY	Benefit Type PF	Relation with E	Start Date 01.10.2022	End Date 31.12.9999	First Name VIRENDRA	Last Name KUMAR	Nominee Addre	Date Of Bir
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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)