



उ०प्र० पावर कारपोरेशन अंशदायी भविष्य निधि ट्रस्ट

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पत्र सं०- /80/सी०पी०एफ० ट्रस्ट/ई०आर०पी०/2020

दिनांक:- 28/01/2023

कार्यालय ज्ञाप

ट्रस्ट कार्यालय में ई०आर०पी० प्रणाली लागू होने के दृष्टिगत समस्त डिस्कॉम/निगम में नवनियुक्त कार्मिकों को सी०पी०एफ० नं० खाता संख्याओं का आवंटन ई०आर०पी० सैप पर विकसित किये गये "PF No. Allotment Module" के माध्यम से किया जाना है।

उक्त के दृष्टिगत निर्देशित किया जाता है कि उपरोक्त कार्य हेतु समस्त आहरण एवं वितरण अधिकारियों द्वारा उ०प्र०पा०का०लि०, डिस्कॉम-वाराणसी/लखनऊ/आगरा/मेरठ एवं केस्को, कानपुर में नवनियुक्त कार्मिकों की SAP Id निर्गत होने के पश्चात् सी०पी०एफ० खाता संख्या आवंटित कराने हेतु आवश्यक दस्तावेज़ यथा-Application Form, Form-A, Form- 40(A), Form-B, Covering Letter, Appointment Letter, Charge Certificate इत्यादि पूर्ण करवाकर हार्ड कॉपी में ट्रस्ट कार्यालय को प्रेषित किये जायेंगे एवं सॉफ्ट कॉपी में ई०आर०पी० सैप पर अपलोड किये जायेंगे। जिसके आधार पर नवनियुक्त कार्मिकों को ई०आर०पी० सैप पर सी०पी०एफ० खाता संख्या आवंटित करने की कार्यवाही ट्रस्ट कार्यालय द्वारा की जायेगी।

उ०प्र०पा०का०लि० में नवनियुक्त कार्मिकों को सी०पी०एफ० खाता संख्या आवंटित किये जाने हेतु सम्बन्धित तैनाती इकाई द्वारा आवेदन समस्त आवश्यक संलग्नकों सहित हार्ड कॉपी में ट्रस्ट कार्यालय को प्रस्तुत किया जायेगा, जिसे ई०आर०पी० सैप पर सॉफ्ट कॉपी में अपलोड करने एवं सम्बन्धित कार्मिकों को ई०आर०पी० सैप के माध्यम से सी०पी०एफ० खाता संख्या आवंटित करने की कार्यवाही ट्रस्ट कार्यालय द्वारा की जायेगी।

"PF No. Allotment Module" का संचालन Standard Operating Procedure (SOP) एवं User Manual में वर्णित प्रक्रियानुसार किया जायेगा।

उपरोक्त प्रक्रिया आदेश निर्गमन की तिथि से लागू की जाती है। अतएव आदेश की तिथि से निर्गत समस्त SAP Ids के सापेक्ष ई०आर०पी० सैप के माध्यम से ही सी०पी०एफ० खाता संख्या आवंटित करने की कार्यवाही की जायेगी। उक्त आदेश की तिथि से पूर्व निर्गत SAP Ids के सापेक्ष सी०पी०एफ० खाता संख्या आवंटित करने की कार्यवाही ट्रस्ट कार्यालय द्वारा पूर्व की भाँति ट्रस्ट स्तर पर संचालित सॉफ्टवेयर के माध्यम से की जायेगी।

संलग्नक: यथोपरि।

अध्यक्ष (ट्रस्ट)

पत्र सं० 104 /80/सी०पी०एफ० ट्रस्ट/ई०आर०पी०/2020/तददिनांक:-

प्रतिलिपि निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित :-

1. अध्यक्ष, उ०प्र० पावर कारपोरेशन लि०, शक्ति भवन, लखनऊ के निजी सचिव।
2. प्रबन्ध निदेशक, उ०प्र० पावर कारपोरेशन लि०, शक्ति भवन, लखनऊ के निजी सचिव।
3. प्रबन्ध निदेशक, पूर्वांचल/मध्यांचल/दक्षिणांचल/पश्चिमांचल विद्युत वितरण निगम लि०/केस्को, वाराणसी/लखनऊ/आगरा/मेरठ/कानपुर।
4. निदेशक (का०प्र० एवं प्रशा०), उ०प्र० पावर कारपोरेशन लि०, शक्ति भवन, लखनऊ।
5. निदेशक (वित्त/का० एवं प्रशा०), पूर्वांचल/मध्यांचल/दक्षिणांचल/पश्चिमांचल विद्युत वितरण निगम लि०, वाराणसी/लखनऊ/आगरा/मेरठ।
6. समस्त कार्मिक ट्रस्टीज़, उ०प्र०पा०का०लि० अंशदायी भविष्य निधि ट्रस्ट/उ०प्र० स्टेट पावर सेक्टर इम्प्लाइज़ ट्रस्ट।

7. समस्त मुख्य अभियंता (वितरण), उ०प्र०पा०का०लि०/पूर्वांचल/मध्यांचल/दक्षिणांचल/पश्चिमांचल विद्युत वितरण निगम लि०/केस्को, वाराणसी/लखनऊ/आगरा/मेरठ/कानपुर।
8. अपर सचिव (प्रथम/द्वितीय/तृतीय), उ०प्र० पावर कारपोरेशन लि०, शक्ति भवन, लखनऊ।
9. सचिव, उ०प्र० पावर कारपोरेशन अंशदायी भविष्य निधि ट्रस्ट, शक्ति भवन विस्तार, लखनऊ।
10. उपमहाप्रबन्धक (वित्त एवं लेखा), पूर्वांचल/मध्यांचल/दक्षिणांचल/पश्चिमांचल विद्युत वितरण निगम लि०, वाराणसी/लखनऊ/आगरा/मेरठ।
11. उपमहाप्रबन्धक (लेखा प्रशासन), उ०प्र० पावर कारपोरेशन लि०, शक्ति भवन, लखनऊ।
12. उपमहाप्रबन्धक (वित्त प्रबन्ध), उ०प्र० पावर कारपोरेशन लि०, शक्ति भवन, लखनऊ।
13. समस्त उपमुख्य लेखाधिकारी, परिक्षेत्रीय लेखा कार्यालय (वितरण), पूर्वांचल/मध्यांचल/दक्षिणांचल/पश्चिमांचल विद्युत वितरण निगम लि०/केस्को।
14. अधिशासी अभियंता (वेब), उ०प्र० पावर कारपोरेशन लि०, शक्ति भवन, लखनऊ।
15. समस्त आहरण एवं वितरण अधिकारी, उ०प्र०पा०का०लि०/उ०प्र०पा०ट्रां०का०लि०/मध्यांचल/पूर्वांचल/पश्चिमांचल/दक्षिणांचल विद्युत वितरण निगम लि०/केस्को।
16. लेखाधिकारी, परिक्षेत्रीय लेखा कार्यालय, पारेषण-मध्य/उत्तर-पूर्व/दक्षिण-पूर्व/पश्चिम/दक्षिण-मध्य/दक्षिण-पश्चिम, उ०प्र०पा०ट्रां०का०लि०, लखनऊ/गोरखपुर/प्रयागराज/मेरठ/झांसी/आगरा।
17. लेखाधिकारी (सी०पी०एफ०/के०भु०प्र०), पूर्वांचल/मध्यांचल/दक्षिणांचल/पश्चिमांचल विद्युत वितरण निगम लि०/केस्को, वाराणसी/लखनऊ/आगरा/मेरठ/कानपुर।
18. लेखाधिकारी (सा०प्र०), उ०प्र० पावर कारपोरेशन लि०, महानगर, लखनऊ।
19. लेखाधिकारी (मुख्यालय भुगतान/वेतन एवं लेखा/के०भु०प्र०), उ०प्र० पावर कारपोरेशन लि०, शक्ति भवन विस्तार, लखनऊ।
20. लेखाधिकारी, मुख्यालय भुगतान इकाई, उ०प्र०पा०ट्रां०का०लि०, शक्ति भवन विस्तार, लखनऊ।
21. समस्त लेखाधिकारी, उ०प्र० पावर कारपोरेशन अंशदायी भविष्य निधि ट्रस्ट, शक्ति भवन विस्तार, लखनऊ।
22. श्री सोविक हाज़रा, मे० एसेन्चर सॉल्यूशन्स प्राइवेट लि०।


 (निधि कुमार नारंग)
 निदेशक (वित्त), उ०प्र०पा०का०लि०
 एवं ट्रस्टी



22/11/17

UPPCL CPF & GPF SAP
Implementation
Standard Operating Procedure (SOP)

CPF Number allotment and Nominee
Creation & Modification

Version 0.1



Document History

Version	Date	Summary of Change	Author	Role
V 0.1	02.12.2022	CPF Number allotment and Nominee Creation & Modification	Dayeeta Ray	Functional Consultant

Other Related Documents

Related Document	Comments
BBP_200.20.1.05_CPF V0.4	

Review/ Approval Detail

Role	Name	Signature and Date	Comments
Review & Approval			
Project Manager Accenture	Souvik Hazra		



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1. Purpose

Standard Operating procedures refer to the set of instructions normally written once that are intended to document how to perform a certain activity. This helps in maintaining the consistency and quality of work carried out.

Some of the benefits of maintaining SOPs are listed below:

- They will be helpful in many workplaces which require strict procedures or adherence to a set of instructions to see to it those certain outcomes are attained.
- They will also serve as a good reference to employees who are required to follow a given set of procedures. It has been shown that even the best of employees tends to forget, this implies that having SOPs will be quite vital in helping all the employees to stick to the right or recommended procedure.
- SOPs are also helping to newly trained employees. They will be key in helping them keep the fresh instructions and they will also act as an easily available reference source.

2. Scope

This document covers the SOP for understanding the process of Contributory Provident Fund Number Allotment and Nominee Creation and Modification for newly hired employees of UPPCL, DISCOMs & UPPTCL covered under the CPF Scheme.

3. Pre-requisites

Following are the pre-requisites for the process:

- The user who is generating the PF number should have access to SAP GUI.
- He should have access to TCode ZPF_TRUST
- The person designated for hiring the employees should have access to SAP GUI and PA40.

4. Procedure:

Action required by DDO

Whenever a new employee is hired in the system through ERP SAP using T-Code PA40, the necessary data of the employee will be updated in the SAP master by the person designated for that purpose. Also, all the necessary documents will be uploaded in the master data.

- 1) DDO will log in to SAP GUI.
- 2) DDO will upload the CPF related Forms/documents in PA30 infotype 9902.
- 3) Once done DDO will inform the Trust team by sending the hard copies of the CPF related Forms/documents. Communication regarding employee hiring will be outside of ERP system.

Action required by CPF Trust team.

The Trust team will check the CPF related Forms/documents uploaded in the ERP system. If documents and master data are correct, the Trust user will generate the PF number. In case, if there is any discrepancy in the documents, the Trust will inform to the respective DDO. This communication will be made outside the ERP system.

- 1) Trust user will log in SAP GUI.
- 2) Trust user will go to PA30 and check the CPF related forms/documents uploaded in the ERP system.
- 3) Trust user will go to ZPF_TRUST and check the master data of the employee. In case, any information is not matching, Trust user should inform to the respective DDO and get it resolved.
- 4) Trust user will add Nominee details of the newly hired employee in ERP SAP.
- 5) Trust user will generate PF number for the newly hired employee. The generated PF number will be visible in the HR master data & ESS portal.
- 6) Trust user can view the list of CPF Hired Employees through ZPF_TRUST dashboard.

Action required by CPF Trust team (Nominee Modification)

- 1) Trust team will get information from the concerned DDO that the nominee of the specific employee needs to be changed. Communication regarding nominee modification will be outside of ERP system.
- 2) Trust team will open ERP system and run PF nominee from ZPF_TRUST dashboard.
- 3) Trust team will modify nominee details in ERP SAP.

Action required by CPF Trust team (PF Details Modification)

- 1) Once CPF No. is allotted to an employee, DDO will not be able to modify any information of the employees covered under the CPF Scheme through info type 587 (Provident Fund).
- 2) Only dedicated Trust users will be able to update details related to Contributory Provident Fund (Trust ID & CPF No.).
- 3) CPF Number, once allotted by the ERP System cannot be modified by any user.



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.

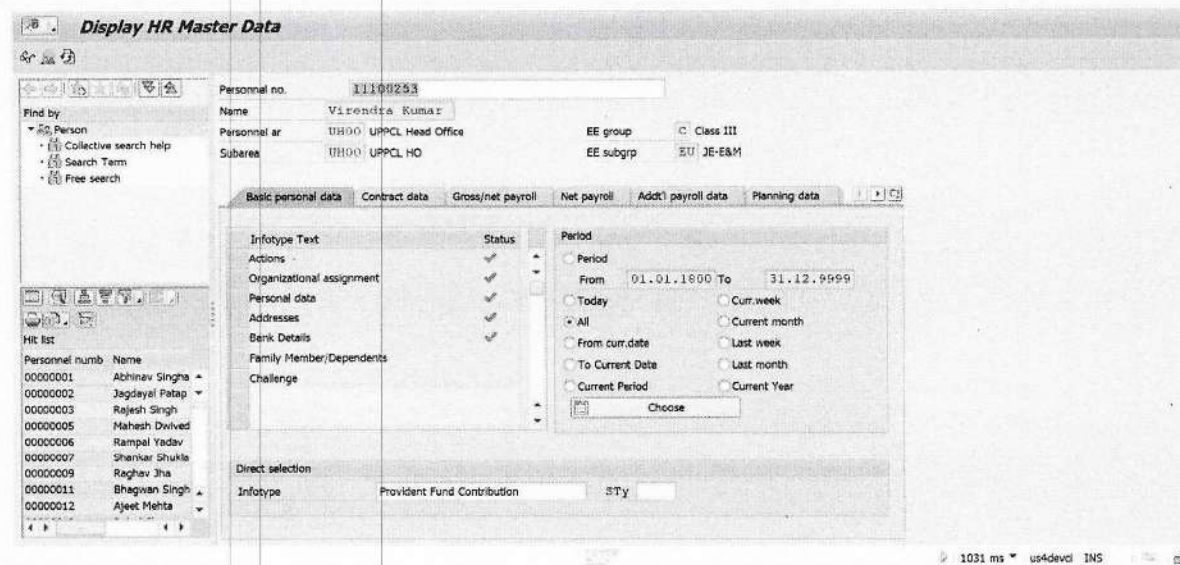
USER ROLE

User should have access to the SAP GUI Log on and also 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 infotype 6 (Address), 9(Bank Details), Infotype 0105 (Communications) and First Name and Last Name both are maintained in Infotype 0002 (Personal Data). Please check the same through PA30 and pa20. Employee Vendor should be created by the scheduler, based on the infotypes mentioned earlier.



The screenshot shows the SAP 'Display HR Master Data' (PA30) interface. The title bar reads 'Display HR Master Data'. The left sidebar contains a 'Find by' section with 'Person' selected, and a list of personnel numbers and names. The main area displays data for personnel number '11100253'. The data is organized into tabs: 'Basic personal data', 'Contract data', 'Gross/net payroll', 'Net payroll', 'Addtl payroll data', and 'Planning data'. The 'Basic personal data' tab is active, showing fields for 'Name' (Virendra Kumar), 'Personal ar' (UHQO UPPCL Head Office), 'Subarea' (UHQO UPPCL HO), 'EE group' (Class III), and 'EE subgrp' (EU JE-E&M). Below this, there are sections for 'Infotype Text', 'Status', 'Period', 'Actions', 'Organizational assignment', 'Personal data', 'Addresses', 'Bank Details', 'Family Member/Dependents', and 'Challenge'. The 'Period' section shows a date range from '01.01.1800' to '31.12.9999'. The 'Direct selection' section shows 'Infotype' as 'Provident Fund Contribution' and 'STy' as 'STy'. The bottom status bar indicates '1031 ms' and 'us4devcl INS'.



2. Please go to infotype 0587 (Provident Fund Contribution) .

Display HR Master Data

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

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

Infotype Text Status Period
Actions
Organizational assignment
Personal data
Addresses
Bank Details
Family Member/Dependents
Challenges

Direct selection
Infotype Provident Fund Contribution sTy []

94 ms us4devc INS 1633 29-11-2022

3. Enter NCPF in the Provident Fund Trust ID Field, and please leave the Provident Fund Numberblank and save the infotype.

Display Provident Fund Contribution

Personnel No 11100253 Name Virendra Kumar
EE group Class III Pers.area UH00 UPPCL Head Office
EE subgroup EU JE-E&M Cost Center UF00401001 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

1219 ms us4devc INS



4. Please run T code **ZBP_EXTEND**. This will extend the BP to CPFT company code for all the newlycreated personnel numbers. This program will be scheduled in the background.

Company Code Extend

ZBP_EXTEND

Selection Criteria

Date	to
19.11.2022	29.11.2022

93 ms us4devd INS

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

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

Business Partner Edit Goto Extras Environment System Help

Maintain Business Partner

Person Organization Group General Data Relationships

Business Partner

Worklist Find

Find	Business Partner
By	Number
BusinessPartner	
Max. hits	100 Start

Partner Description

93 ms us4devd INS

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

Create in BP role Business Partner (Gen.)

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)

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)

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)

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

Company Codes
Switch Company Code

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

Business Partner Edit Goto Extras Environment System Help

Change Person: EE50000700, role FI Vendor

Create... Attachment list Private note Send Relationships Workflow My Objects Help for object services

Create Attachment
Create note
Create external document (URL)
Store business document
Enter Bar Code

General Data Company Code

EE50000700 Om Prakash / 226001 Lucknow

FI Vendor (defined)

Address Address Overview Identification Control

Name
Title
First name Om
Last name Prakash



CPF Number Allotment

5. Please enter Transaction Code **ZPF_TRUST**

PF Trust Dashboard

Select Trust

Company Code

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

7. Please click on PF number Allotment button.

CPF Trust Dashboard

PF Membership

Investment - Transaction

PF Slip & Interest Calculation

Contribution Posting

1 IP

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

PF Number Allotment

Select	Vendor ID	Company Code	First Name	Last Name	Date Of Join	Unit Code	Unit Name	Created By	Creation Date	Last Modified
☐	0040000115	CPFT	Shalini	Gupta						
☐	0040000117	CPFT	Jigar	Patal						
☐	EE12000066	CPFT	RAMESH							
☐	EE11100252	CPFT	BP Extend	Tast						
☐	EE11100253	CPFT	Virendra	Kumar						



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.

PF Number Allotment

PF Number Allotment

Select	Vendor ID	Company Code	First Name	Last Name	Date Of Join	Unit Code	Unit Name	Created By	Creation Date	Last Modified
☐	0040000115	CPFT	Shalini	Gupta						
☐	0040000117	CPFT	Jigar	Patel						
☐	EE12000066	CPFT	RAAMESH	.						
☐	EE11100252	CPFT	BP Extend	Test						
☒	EE11100253	CPFT	Vinendra	Kumar						

63 ms us4devd INS

9. 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.

PF Details

PF Details

Generate PF No Save

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

469 ms us4devd INS



PF Details

Generate PF No Save

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

469 ms us4devd 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
CPTT	UPPCL/CPF/11100253	UCPF	C	Class III	EU	JE-E&M

188 ms us4devd 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
CPET	UPPCL/CPF/11100253	UCPF	C	CLASS III	EU	JE-E&M

Employee PF Number saved

532 ms us4devc1 INS

12. The PF number is automatically saved in infotype 0587 in PA30 infotype.

Display Provident Fund Contribution

Personnel No 11100253 Name Virendra Kumar

Display Provident Fund Contribution

Find by

- Person
- Collective search help
- Search Term
- Free search

EE group C Class III
EE subgroup EU JE-E&M
From 29.11.2022 to 31.12.9999
Cost Center UPO0401001 COMMERCIAL
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	☐ Regular pay or PF Basis whichever is less
VPF Amount	0.00 INR
Employer's Details	
Provident Fund	
Basis for contribution	☐ Regular pay or PF Basis whichever is less

Data hidden by screen modifications

1062 ms us4devc1 INS



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

CPF TRUST DASHBOARD

CPF Trust Dashboard

PF Membership	PF Slip & Interest Calculation
PF Number Allotment	PF Trust Interest Calculation
PF Details	Additional Interest Amount Postir
PF Nominee	PF Trust PF Slip

Investment --: Transaction	Contribution Posting
----------------------------	----------------------

14. Enter the employee vendor code.

PF Details

Execute

PF Nominee Details

Company Code	CPFT
PF No	
Vendor Code	EE11100253
PF Details Display	☐

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



PF Details

Execute

PF Nominee Details

Company Code	CPFT
PF No	
Vendor Code	EE11100253
☒ PF Details Display	

204 ms us4devd INS

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

PF Details

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	Da
EE11100253	CPFT	24.11.2022	31.12.9999	11100253	VIRENDRA	KUMAR	CPFT	UCPF	UPPCL/CPF/11100253	JE			01

1234 ms us4devd INS



PF Document upload in Pa30 Tcode

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

Maintain HR Master Data

Personnel no. 11190253

Name Virendra Kumar

Personnel ar UH00 UPPCL Head Office EE group Class III

Subarea UH00 UPPCL HQ 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 Period

Actions

Organizational assignment

Personal data

Addresses

Bank Details

Family Member/Dependents

Challenge

From 01.01.1800 To 31.12.9999

Today

From curr.date

To Current Date

Current Period

Choose

Direct selection

Infotype 9902 STy

Maintain HR Master Data

Subtypes for Infotype 9902

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

X40 Income Tax

X40 CPF application

X5 Resume

X6 Joining Documents

X7 Applicant form

X8 Employee Photo

X9 Certificates

40 Entries found

Addresses

Bank Details

Family Member/Dependents

Challenge

From 01.01.1800 To 31.12.9999

Today

From curr.date

To Current Date

Current Period

Choose

Direct selection

Infotype 9902 STy



Create Employee Documents

Create Employee Documents

Pers.No. 11100253 Name Virendra Kumar
Pers.area UH00 UPPCL Head Office Cost Ctr UFO0401001 COMMERCIAL
EE subgrp EU JE-ESM 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

1937 ms us4devci INS

Create Employee Documents

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 Open
Files of type: *.* Cancel

00000005 Mahesh Dwived
00000006 Rampal Yadav
00000007 Shankar Shukla
00000009 Raghav Jha
00000011 Bhagwan Singh
00000012 Ajeet Mehta

0 ms us4devci INS



Create Employee Documents

Find by
• Person
• Collective search help
• Search Term
• Free search

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 Mahesh Dwived
00000006 Rampal Yadav
00000007 Shankar Shukla
00000009 Raghav Jha
00000011 Bhagwan Singh
00000012 Ajeet Mehta

51734 ms us4devl INS

Create Employee Documents

Find by
• Person
• Collective search help
• Search Term
• Free search

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 Mahesh Dwived
00000006 Rampal Yadav
00000007 Shankar Shukla
00000009 Raghav Jha
00000011 Bhagwan Singh
00000012 Ajeet Mehta

51734 ms us4devl 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

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
☐	EE11100253	11100233	CFPT	UCPF	UPPCL/CPF/11100253	01.10.2022	31.12.9999	VIRENDRA

328 ms us4devci INS

PF Nominee

PF Nominee

Add Row Delete Row

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

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

☐ PF Nominee Display

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

☒ PF Nominee Display

ZHRR_PF_TRUST us4devcl INS



The PF nominee details will be shown in the screen.

PF Nominee

Vendor	Company Code	PF Trust	Employee PF Number	Nominee Name	Benefit Type	Relation with E	Start Date	End Date	First Name	Last Name	Nominee Address	Date Of Birth
EE11100253	CPFT	UCPF	UPPCL/CPF/11100253	VIJAY	PF	FATHER	01.10.2022	31.12.9999	VIRENDRA	KUMAR	LUCKNOW	01.01.1969

1359 ms us4devi INS

4 GLOSSARY

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 sub units 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 different types of workforces and their employment terms and conditions
Employee Subgroups (ESG)	Employee Subgroups are sub division 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)