



UPPCL SAP ERP Implementation Standard Operating Procedure (SOP)

Salary Approval Application Version 0.1



Document History

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Other Related Documents

Related Document	Comments

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Project Manager UPPCL	Prateesh Pranjal		
Project Manager Accenture	Vinod Naik		



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1. Purpose

This document elaborates process steps to be followed by all stakeholders involve in Salary Approval application in SAP ERP system.

Some of the benefits of maintaining SOPs are listed below:

- SOPs will be helpful in many workplaces which require strict procedures or adherence to a set of instructions to see to it that certain outcomes are attained.
- SOPs 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 processing centralized payroll for all the employees in UPPCL and DISCOMs in a standardized manner.

3. Pre-requisites

Following are the pre-requisites for all the stockholder to process the steps mentioned in this document.

- The officials shall have SAP GUI application installed in their system
- The officials shall have SAP user ID with required roles and authorization in the system
- The official should have taken training of Application of Salary Approval through ESS, Approval on ESS and Update in the SAP and should be aware of the required transactions in the system.

4. Employee Role

4.1 Employee with ESS Portal Access

Employee with ESS portal access will follow below steps to create request for Salary Approvals:

- The Employee will create request for Various deductions / Adjustments with details such as type of deduction / adjustment, employee can select the type of deduction / Adjustments from the drop down and fill in the start date , end date and amounts .Save the draft after entering all the details of deductions / Adjustments .



- After saving the draft the employee has to select the request and send for approval to accountant who will further request the DDO for approval.

4.2 Employee without ESS Portal Access

Employee without ESS portal access will follow below steps to create request for Various Deductions / Adjustments :

- Fill request for Various deductions / Adjustments manual form as per existing practice with details such as type of deduction , start date , end date and amounts .
- Creation of request the employees is done by Executive assistant who will send the request for Approval to Accountant who will further request for final approval by the DDO.

5. Accountant Role

5.1 Request received through ESS Portal Access

Approve or Reject the Request on ESS based on the Eligibility of the employee.

6. DDO Role

6.1 Request received through ESS Portal Access

Approve or Reject the Request on ESS based on the Eligibility of the employee.

7. Executive Assistant / Accountant / AAO / AO at DDO office Role

7.1 Request received through ESS Portal Access

- a. Approve or Reject the Request on ESS based on the Eligibility of the employee.
- b. Update the approved requests in Database.

8. Process Flow

8.1 Process Flowchart

Following steps will be followed to process Various deductions / Adjustments application in UPPCL & DISCOMs.



8.2 Employee with ESS Process flow:

Employee with ESS

- Login Employee self service
- Submit online request for Various deductions / Adjustments

Sanctioning Authority

- Employees supervisors and relevant employee cadre and amount wise sanctioning authority will approve or reject the request of Various Deductions / Adjustments online ESS.

System data update and process for Payment

- ESS Online approved by accountant and DDO data will be updated in database with respective Various Deductions / Adjustments type for employee by running a report.

8.3 Employee without ESS Process flow:

Employee without ESS

- Employee will submit the Various Deductions / Adjustments request as per existing

Sanctioning Authority

- Employee accountant and DDO will approve or reject Various Deductions / Adjustments request online ESS

System data update and process for Payment

- Post approvals a report will run to update data in the System.

9. References / Definitions

The parameters used in section 4 are elaborated in this section.



Sr. No.	Item	Description
1.	SAP User ID	User ID created for using the SAP modules viz. HR/FICO/MM/PS.
2.	ESS	Employee self service
3.	Employee number	Eight-digit Unique number received by each employee in SAP with ERP go live