



UPPCL SAP ERP Implementation

Standard Operating Procedure (SOP)

Leave Application SOP

Version 0.2



Document History

Version	Date	Summary of Change	Author	Role
V 0.1	02.02.20	First version	Raghunath Kudkar	HR-Payroll Lead
V 0.2	05.02.20	Review	Vinod Naik	Project Manager

Other Related Documents

Related Document	Comments
ERP RFP	
Leave Management Process BBP	

Review/ Approval Detail

Role	Name	Signature and Date	Comments
Review & Approval			
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1. Purpose

This document elaborates process steps to be followed by all stakeholders involve in the payroll process for processing centralized payroll 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 may need to 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 basic leave application process in SAP and should be aware of the required system navigation

4. Employee Role and Responsibilities

4.1 Employee with ESS

- Employees with ESS will access self service portal online through browser with the Login id (Employee number) and password
- Create Leave application and submit
- Approver – Relevant sanctioning authority will approve leave on ESS with their own login



4.2 Executive Assistance Role for Employee without ESS

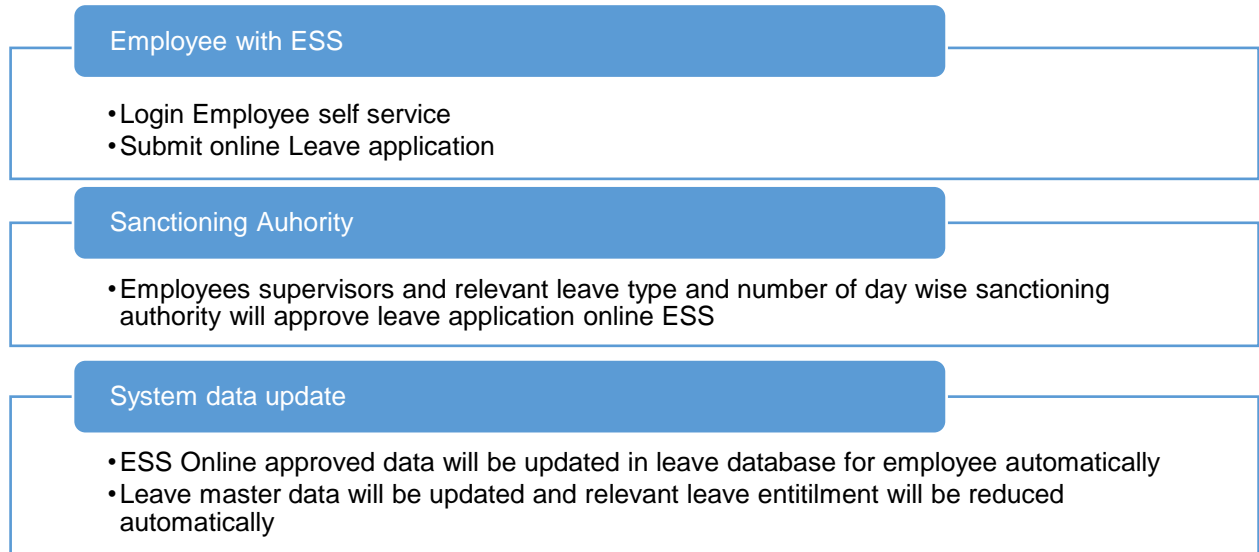
- Employees without ESS will continue to provide manual leave application form to establishment office and take approval of relevant sanctioning authority on manual application form
- Executive assistance in each office will have to ensure leave balance available in ERP system before allowing leave application to go to approving authority
- Executive assistance in each office will update manual leave application in SAP system and update leave master data
- There will be no approval workflow run in system for manual approved applications

5. Process Flow

5.1 Process Flowchart

Following steps will be followed to process leave application in UPPCL & DISCOMs.

5.2 Employee with ESS Process flow:



5.3 Employee without ESS Process flow:

Employee without ESS

- Employee submit manual leave application to Unit EA
- Unit EA will check leave balance exist / availability in ERP system for the employee
- EA will forward leave application to reporting officer only if corresponding balance exist in ERP system

Sanctioning Authority

- Employee need to take approval of reporting officer and relevant sanctioning authorities on manual form

System data update by executive assistant

- Approved form is to be received by EA
- Executive assistant of relevant unit / office will update leave master data in SAP application
- Leave master data will be updated and relevant leave entitlement will be reduced automatically

5.4 Leave Approval Records maintenance in UPPCL:

With the DISCOM level sanctioning authority approval, leave application will not go to UPPCL further for approval or filing leave application. System will maintain leave request and entitlement balance data which can be accessed by required authorized departments in UPPCL.

6. 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	Unique eight-digit number received by each employee in SAP with ERP go live