Human Resources
Business Blueprint

@ Hyderabad Agrichemicals Limited

BBP Sign Off Date		**Signature Customer** **Project Manager-HACL**	**Signature Consulting** **SAP HR Consultant**	

Created by		Created on	11/12/2007	Version: 1.0 – 4.0

Under the Guidance of		Approved on	12/12/2007	Version: 1.0 – 4.0

TABLE OF CONTENTS

Organizational Management

(Version: 1.0)

1.1 ORGANIZATION MANAGEMENT PROCESS

Organization Management Process
↓
Create root organization (HACL)
↓
Create subordinate root org units
↓
Create Jobs and Positions
↓
Assign Tasks and Cost Center

1.2 ORGANIZATIONAL UNITS

- Representation of the reporting structure and the distribution of tasks using organizational units for example, departments in an enterprise
- Represents a functional unit in the company, for example HR department.
- According to how tasks are divided up within an enterprise, that could be a department, group or project team.
- Organizational units differ from other units in an enterprise such as personnel areas, company codes, business areas, etc.,
- These are used to depict structures for example administration or accounting in the corresponding components.
- We depict the functional units of our enterprise with organizational units.
- We create an organizational structure by assigning these organizational units to each other.
- The highest organizational unit in an organizational structure is the root organizational unit.
- The organization structure is defined based on the geographical areas and business or functional requirements.
- It is represented by **"O"**

Organizational Units

S.No	Org.Unit	Org. Unit Text
1	HACL	Hyderabad Agrichemical Ltd

Organizational Sub-Units

S.No	Org.Sub-Units	Org. Sub-unit Text
1	OPER	Operational
2	MARK	Marketing
3	COMM	Commercial

1.2.1 **HACL Organisation Structure**

Hyderabad Agrichemicals Ltd. headed by chairman and Board of Directors. Divided into Three Sub-units - Operations, Marketing and Commercial, and Managing Director is takes care entire business activities

Hyderabad Agrichemicals Limited

Chairman

↓

Board of Directors

↓

Managing Director

↓

| GM Operations | GM Marketing | GM Commercial |
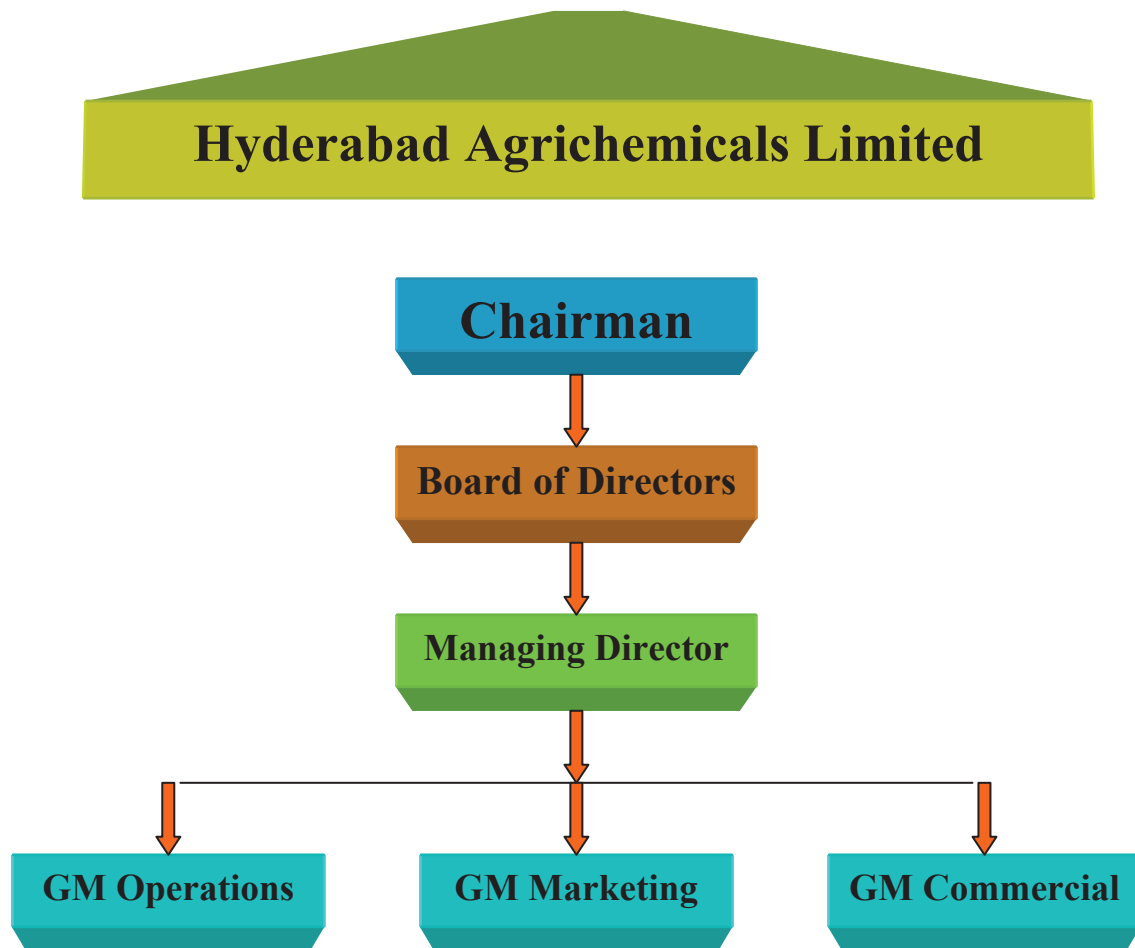
1.2.2 Organizational Sub-Units

Hyderabad Agrichemicals Ltd. again divided into sub-units (Production, Q&A, Stores, Maintainace, HR, Finance and Purchase.

S.No	Org.Sub-Units	Org. Sub-unit Text
1	PROD	Production
2	QA	Quality & Assurance
3	STOR	Stores
4	MAIN	Maintenance
5	HR	Human Resources
6	FI	Finance
7	PURC	Purchase

```
                    Managing Director
            ┌────────────┼────────────┐
            ▼            ▼            ▼
      GM Operations  GM Marketing  GM Commercial
            │                          │
            ▼                          ▼
       Production                     HR
       Maintenance                  Finance
         Stores                     Purchase
          Q&A
```

1.2.3 Reporting Structure in HACL

Chairman

Board of Directors

Manager Director

General Manager

Manager

Asst. Manager/ Supervisor

Executives

Non - Executives
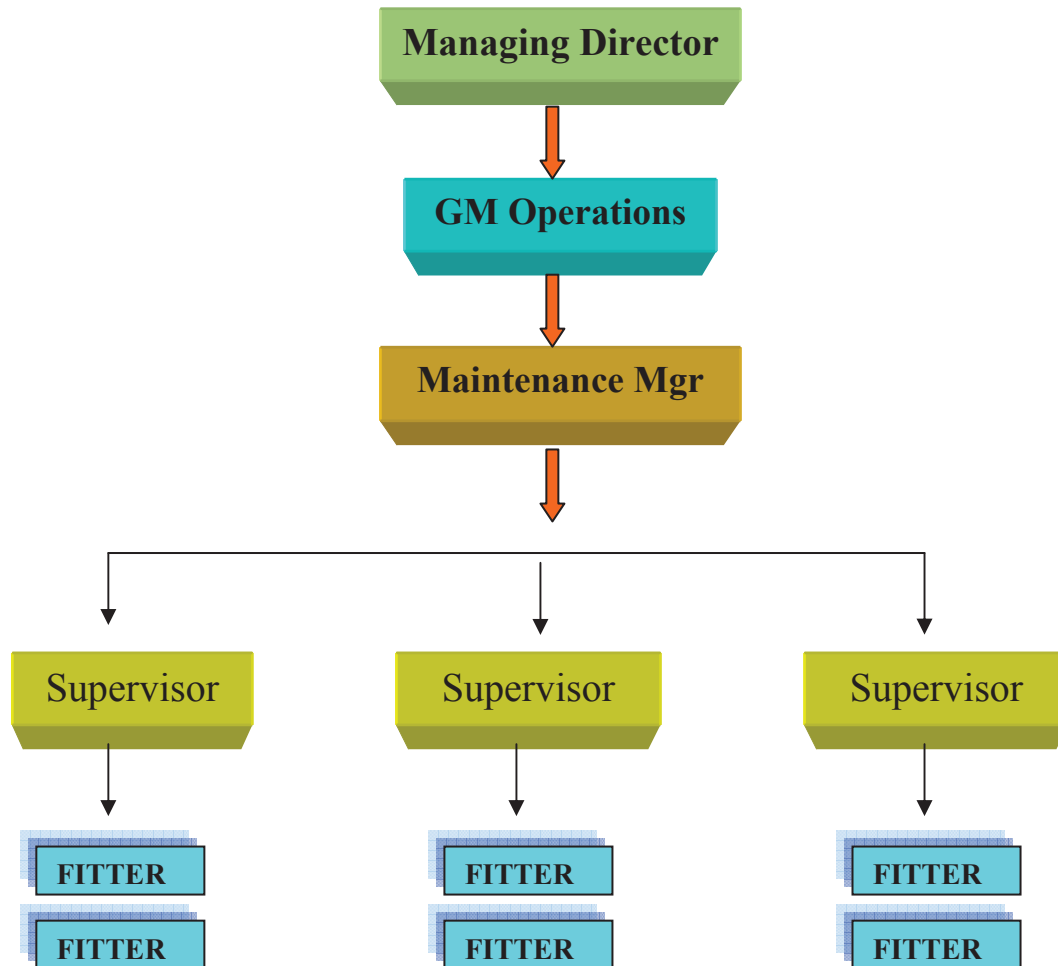
1.2.4 Production Organisation Structure

Production Department Headed by Production Manager, who reports to GM Operations, production Dept. takes care about Technical and Formulation units of HACL

```
                        ┌─────────────────────┐
                        │  Managing Director  │
                        └─────────────────────┘
                                  │
                                  ▼
                        ┌─────────────────────┐
                        │    GM Operations    │
                        └─────────────────────┘
                                  │
                                  ▼
                        ┌─────────────────────┐
                        │   Production Mgr    │
                        └─────────────────────┘
                                  │
              ┌───────────────────┴───────────────────┐
         PLANT 1                                   PLANT 2
              ▼                                         ▼
    ┌──────────────────┐                      ┌──────────────────┐
    │  Asst. Manager   │                      │  Asst. Manager   │
    └──────────────────┘                      └──────────────────┘
              │                                         │
    ┌─────────┼─────────┐                    ┌─────────┼─────────┐
    ▼         ▼         ▼                    ▼         ▼         ▼
┌────────┐┌────────┐┌────────┐          ┌────────┐┌────────┐┌────────┐
│Supervisor││Supervisor││Supervisor│        │Supervisor││Supervisor││Supervisor│
└────────┘└────────┘└────────┘          └────────┘└────────┘└────────┘
    ▼         ▼         ▼                    ▼         ▼         ▼
┌────────┐┌────────┐┌────────┐          ┌────────┐┌────────┐┌────────┐
│OPERATORS││OPERATORS││OPERATORS│        │OPERATORS││OPERATORS││OPERATORS│
│  - 3   ││  - 3   ││  - 3   │          │  - 3   ││  - 3   ││  - 3   │
└────────┘└────────┘└────────┘          └────────┘└────────┘└────────┘
```
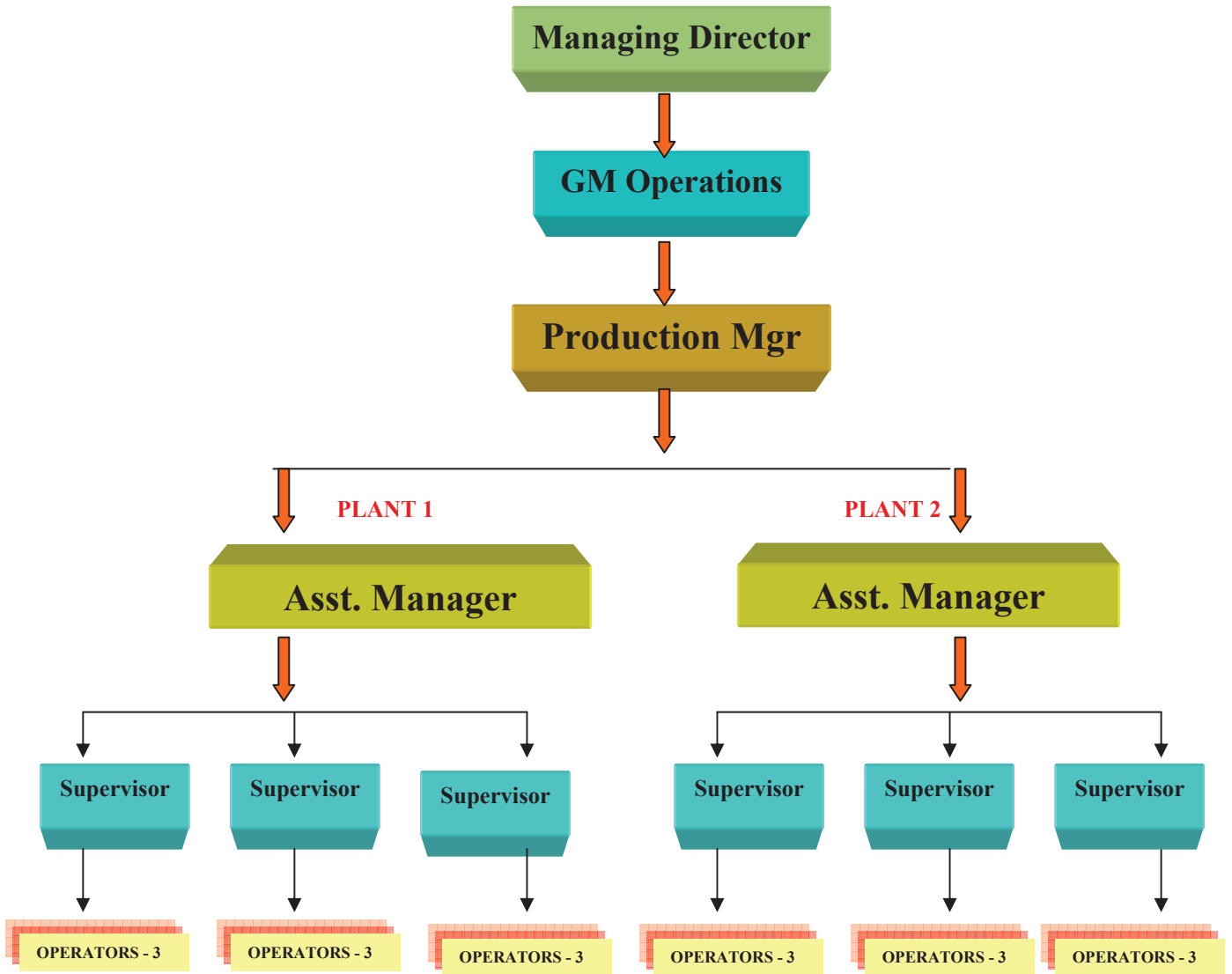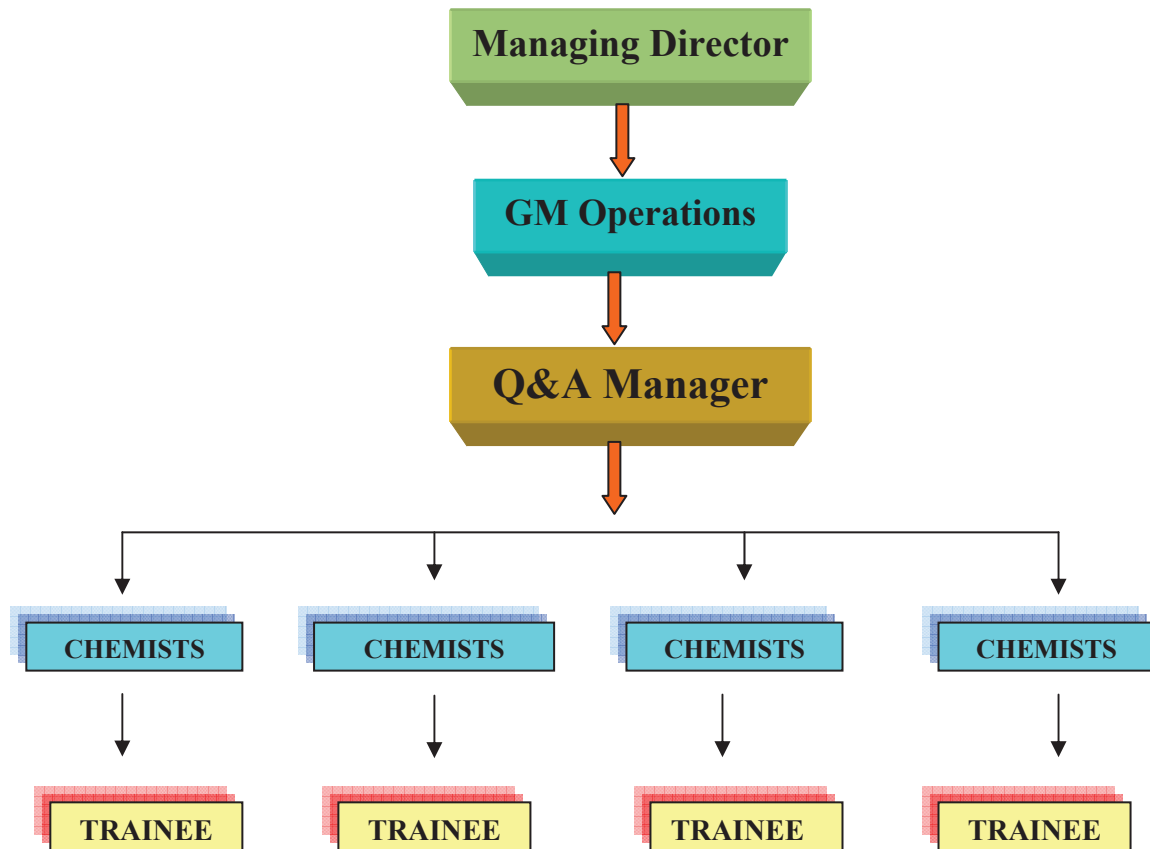
1.2.5 Maintenance Organization Structure

Maintainace Department Headed by Manager Maintenance, who reports to GM Operations. Maintenance Dept. takes care about maintenance of HACL.

```
                    Managing Director
                           |
                           v
                      GM Operations
                           |
                           v
                    Maintenance Mgr
                           |
        +------------------+------------------+
        |                  |                  |
        v                  v                  v
   Supervisor         Supervisor         Supervisor
        |                  |                  |
        v                  v                  v
     FITTER             FITTER             FITTER
     FITTER             FITTER             FITTER
```
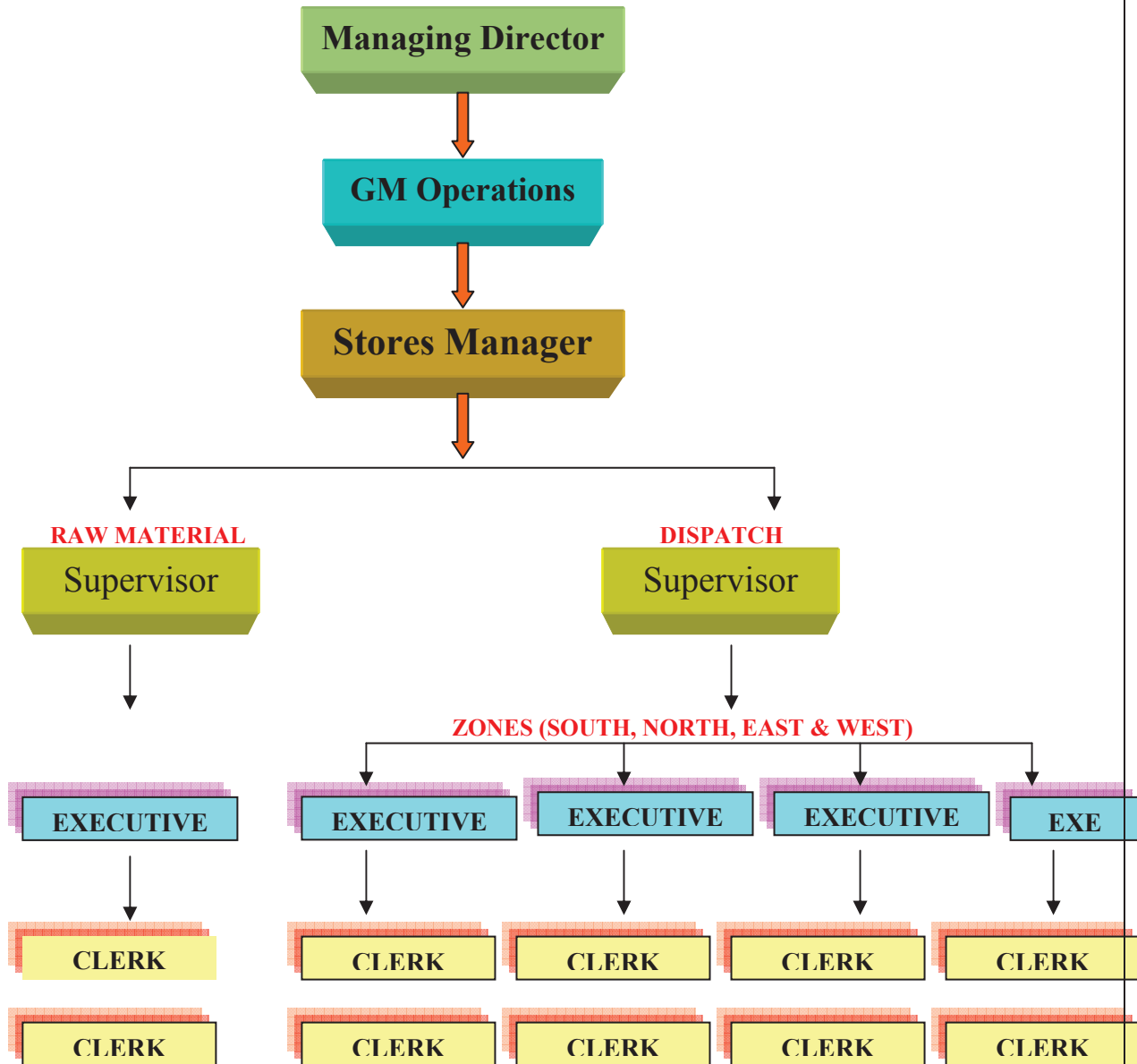
1.2.6 Quality & Assurance (Q &A) Organisation Structure

Quality & Assurance Department Headed by Q&A Manager, who reports to GM Operations, Q&A Dept. takes care about Quality of products

```
                    ┌─────────────────────┐
                    │  Managing Director  │
                    └─────────────────────┘
                               │
                    ┌─────────────────────┐
                    │    GM Operations    │
                    └─────────────────────┘
                               │
                    ┌─────────────────────┐
                    │    Q&A Manager      │
                    └─────────────────────┘
                               │
         ┌──────────────┬──────────────┬──────────────┐
         │              │              │              │
    ┌─────────┐    ┌─────────┐    ┌─────────┐    ┌─────────┐
    │ CHEMISTS│    │ CHEMISTS│    │ CHEMISTS│    │ CHEMISTS│
    └─────────┘    └─────────┘    └─────────┘    └─────────┘
         │              │              │              │
    ┌─────────┐    ┌─────────┐    ┌─────────┐    ┌─────────┐
    │ TRAINEE │    │ TRAINEE │    │ TRAINEE │    │ TRAINEE │
    └─────────┘    └─────────┘    └─────────┘    └─────────┘
```

1.2.7 Stores (Material Management) Organisation Structure

Stores Department Headed by Stores Manager, who reports to GM Operations, stores Dept. takes care about both raw material and Dispatch of HACL, which have four Zones (South, North, East and West)
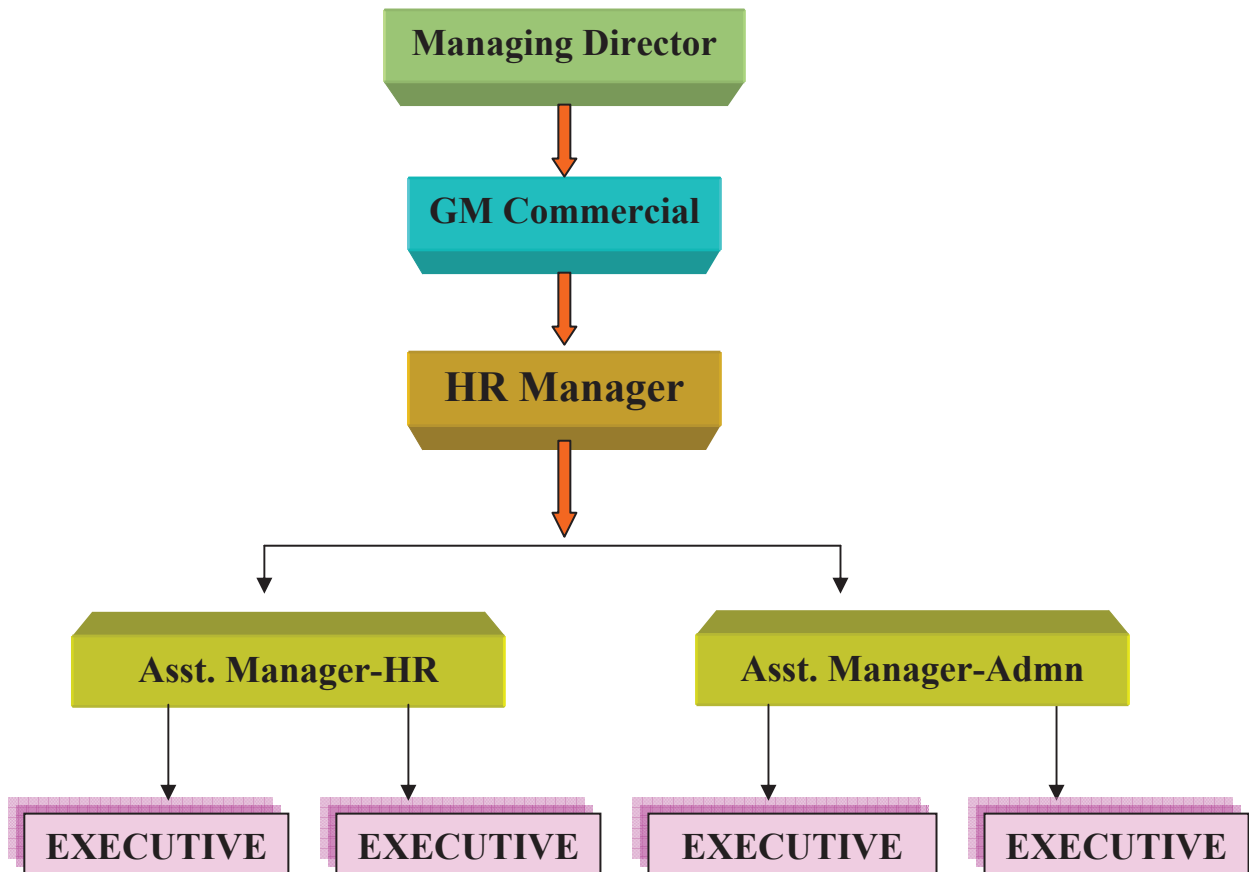
```
                    ┌──────────────────────┐
                    │  Managing Director   │
                    └──────────┬───────────┘
                               │
                    ┌──────────▼───────────┐
                    │    GM Operations     │
                    └──────────┬───────────┘
                               │
                    ┌──────────▼───────────┐
                    │   Stores Manager     │
                    └──────────┬───────────┘
                               │
        ┌──────────────────────┴──────────────────────┐
  RAW MATERIAL                                    DISPATCH
  ┌──────────────┐                          ┌──────────────┐
  │  Supervisor  │                          │  Supervisor  │
  └──────┬───────┘                          └──────┬───────┘
         │                                         │
         │                    ZONES (SOUTH, NORTH, EAST & WEST)
         │            ┌──────────┬──────────┬──────────┬──────────┐
  ┌───────────┐  ┌───────────┐ ┌───────────┐ ┌───────────┐ ┌─────────┐
  │ EXECUTIVE │  │ EXECUTIVE │ │ EXECUTIVE │ │ EXECUTIVE │ │  EXE    │
  └─────┬─────┘  └─────┬─────┘ └─────┬─────┘ └─────┬─────┘ └────┬────┘
        │              │             │             │            │
  ┌──────────┐   ┌──────────┐  ┌──────────┐  ┌──────────┐ ┌──────────┐
  │  CLERK   │   │  CLERK   │  │  CLERK   │  │  CLERK   │ │  CLERK   │
  └──────────┘   └──────────┘  └──────────┘  └──────────┘ └──────────┘
  ┌──────────┐   ┌──────────┐  ┌──────────┐  ┌──────────┐ ┌──────────┐
  │  CLERK   │   │  CLERK   │  │  CLERK   │  │  CLERK   │ │  CLERK   │
  └──────────┘   └──────────┘  └──────────┘  └──────────┘ └──────────┘
```

1.2.8 Sales & Marketing Organisation Structure

Sales & Marketing Department Headed by GM - Marketing, who reports to Managing Director, Sales & Marketing takes care about Industrial sales, foreign sales and Channel sales with total Four Zones (South, North, East and West)
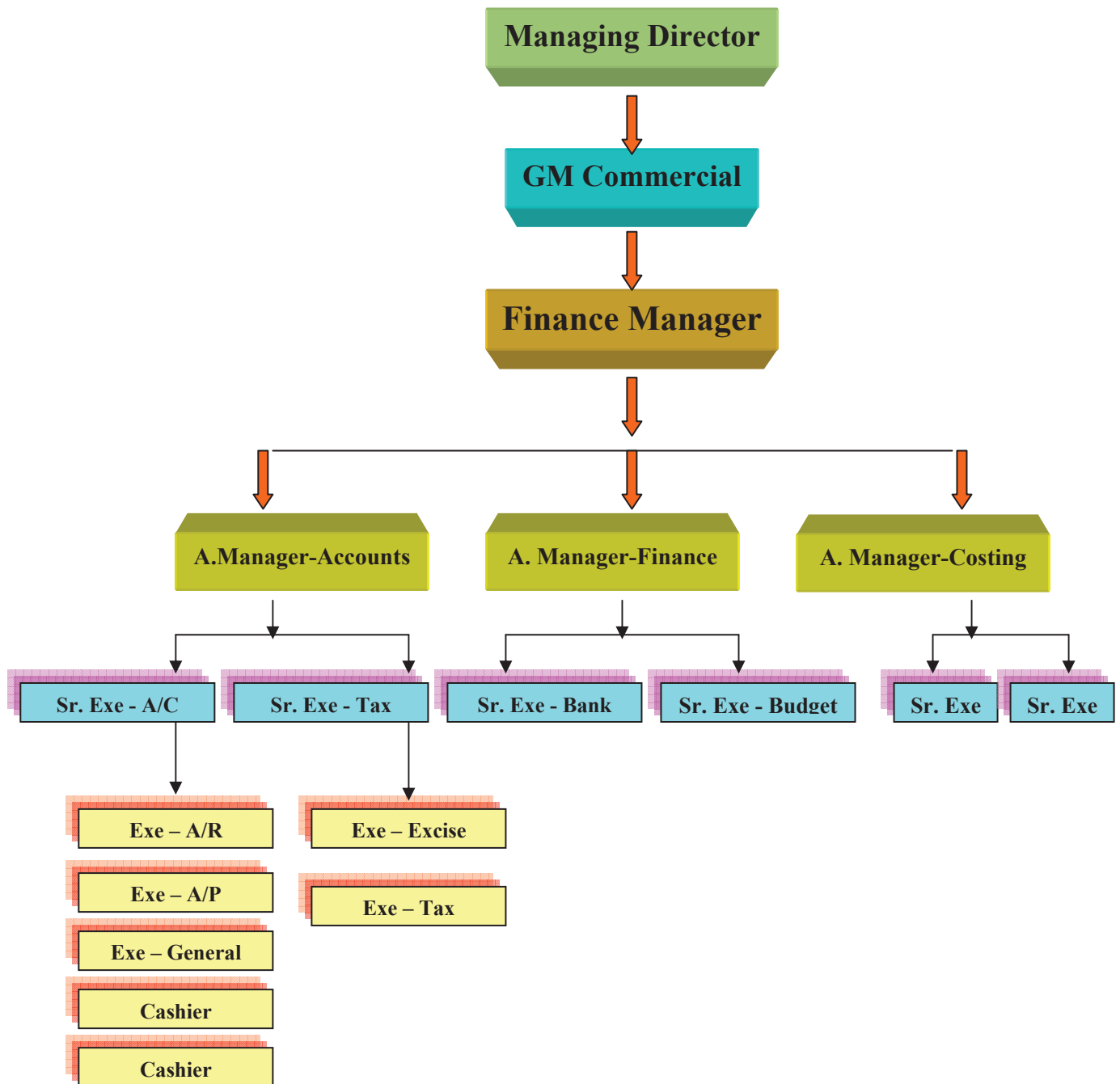
```
                        Managing Director
                               │
                               ▼
                         GM Marketing
                               │
                               ▼
         ┌─────────────────────┼─────────────────────┐
         ▼                     ▼                     ▼
  Industrial sales      Foreign Trade         Channel Sales
  Manager               Manager               Manager
         │                                          │
         │                                          ▼
         │                     Zones (South, North, East & West)
         │              ┌──────────┬──────────┬──────────┐
         │              ▼          ▼          ▼          ▼
         │        Dy. Sales Mgr  Dy. Sales Mgr  Dy. Sales Mgr  Dy. Sales Mgr
         │              │          │          │          │
         ▼              ▼          ▼          ▼          ▼
     Executive      Executive  Executive  Executive  Executive
     Executive      Executive  Executive  Executive  Executive
     Executive      Executive  Executive  Executive  Executive
     Executive      Executive  Executive  Executive  Executive
```

1.2.9 HR Organisation Structure

Human Resource Department Headed by HR Manager, who reports to GM Commercial. HR takes care about Personnel Administration, Time, Payroll and Legal part and Employee Relations.

```
                    ┌─────────────────────┐
                    │  Managing Director  │
                    └─────────────────────┘
                               │
                               ▼
                    ┌─────────────────────┐
                    │   GM Commercial     │
                    └─────────────────────┘
                               │
                               ▼
                    ┌─────────────────────┐
                    │    HR Manager       │
                    └─────────────────────┘
                               │
                 ┌─────────────┴─────────────┐
                 ▼                           ▼
     ┌─────────────────────┐     ┌─────────────────────┐
     │  Asst. Manager-HR   │     │  Asst. Manager-Admn │
     └─────────────────────┘     └─────────────────────┘
          │         │                 │          │
          ▼         ▼                 ▼          ▼
    ┌─────────┐ ┌─────────┐     ┌─────────┐ ┌─────────┐
    │EXECUTIVE│ │EXECUTIVE│     │EXECUTIVE│ │EXECUTIVE│
    └─────────┘ └─────────┘     └─────────┘ └─────────┘
```

1.2.10 Finance Organisation Structure

Finance Department Headed by Finance Manager, who reports to GM Commercial. Finance Dept. takes care about Accounts, Finance and Costing, which include Accounts Payable, Receivable, Tax & Excise and Costing of HACL

```
                         ┌─────────────────────┐
                         │  Managing Director  │
                         └─────────┬───────────┘
                                   │
                         ┌─────────▼───────────┐
                         │   GM Commercial     │
                         └─────────┬───────────┘
                                   │
                         ┌─────────▼───────────┐
                         │  Finance Manager    │
                         └─────────┬───────────┘
                                   │
         ┌─────────────────────────┼─────────────────────────┐
         ▼                         ▼                         ▼
┌──────────────────┐    ┌──────────────────┐    ┌──────────────────┐
│ A.Manager-       │    │ A. Manager-      │    │ A. Manager-      │
│ Accounts         │    │ Finance          │    │ Costing          │
└───────┬──────────┘    └───────┬──────────┘    └───────┬──────────┘
    ┌───┴────┐              ┌───┴────┐              ┌───┴────┐
    ▼        ▼              ▼        ▼              ▼        ▼
┌────────┐┌────────┐  ┌────────┐┌────────┐  ┌────────┐┌────────┐
│Sr. Exe ││Sr. Exe ││  │Sr. Exe ││Sr. Exe │  │Sr. Exe ││Sr. Exe │
│- A/C   ││- Tax   │  │- Bank  ││- Budget│  │        ││        │
└───┬────┘└───┬────┘  └────────┘└────────┘  └────────┘└────────┘
    ▼         ▼
┌────────┐┌────────────┐
│Exe–A/R ││Exe–Excise  │
└────────┘└────────────┘
┌────────┐┌────────────┐
│Exe–A/P ││Exe–Tax     │
└────────┘└────────────┘
┌──────────────┐
│Exe–General   │
└──────────────┘
┌──────────────┐
│Cashier       │
└──────────────┘
┌──────────────┐
│Cashier       │
└──────────────┘
```

1.2.11 **<u>Purchase Organisation Structure</u>**

Purchase Department Headed by Purchase Manager, who reports to GM Commercial. Purchase Dept. takes care about Purchases of HACL.

```
                    ┌─────────────────────┐
                    │  Managing Director  │
                    └─────────────────────┘
                              │
                              ▼
                    ┌─────────────────────┐
                    │   GM Commercial     │
                    └─────────────────────┘
                              │
                              ▼
                    ┌─────────────────────┐
                    │  Purchase Manager   │
                    └─────────────────────┘
                              │
             ┌────────────────┴────────────────┐
             ▼                                  ▼
  ┌────────────────────┐            ┌────────────────────┐
  │  Purchase Officer  │            │  Purchase Officer  │
  └────────────────────┘            └────────────────────┘
             │                                  │
             ▼                                  ▼
        ┌─────────┐                        ┌─────────┐
        │ CL.ERK  │                        │  CLERK  │
        └─────────┘                        └─────────┘
```
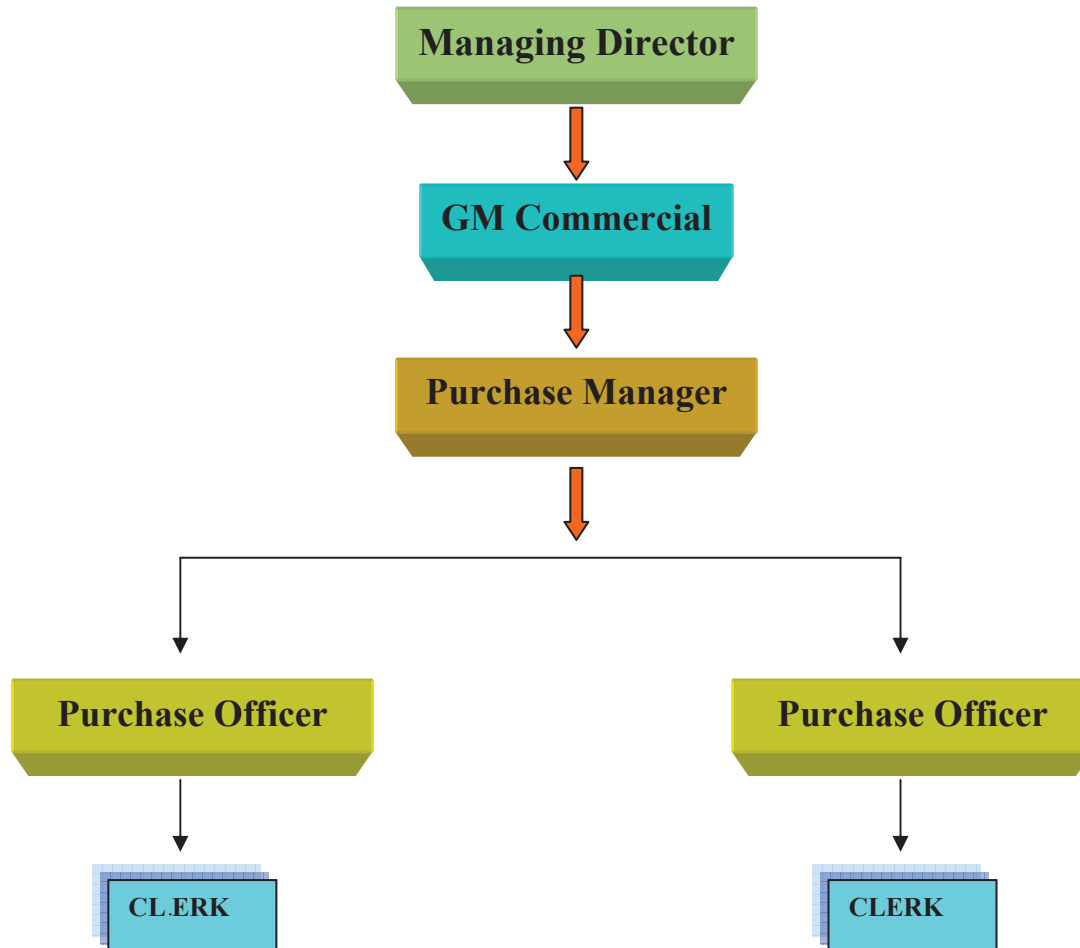
1.2.12 Info Types used in Organisation Management

S.NO	INFO TYPE	INFO TYPE TEXT

1	1000	Objects
2	1001	Relationship
3	1002	Description
4	1003	Department /Staff
5	1005	Planned Compensation
6	1007	Vacancy
7	1011	Work Schedule
8	1013	Employee Group/sub group
9	1018	Cost Distribution
10	1019	Quota Planning
11	2051	Monthly Calendar

1.3.1 JOBS

Jobs are classifications of functions in an enterprise, which are defined by the assignment of characteristics. Jobs serve as job descriptions that apply to several positions with similar tasks or characteristics.

JOBS CODE	JOBS TEXT
MD	Managing Director
GM	General Manager
MGR	Manager
AMGR	Asst. Manager
DMGR	Dy. Manager
EXE	Executive
SRE	Sr.Executive
SUP	Supervisors
OFR	Officer
OPER	Operator
CHEM	Chemist
CLER	Clerk
HEL	Helper
OPER	Operator
TRAN	Trainee

1.3.2 POSITIONS

    Positions are the specific occurrences of a particular job. Typically, there is a one-to-one relationship between employees and positions although it is possible to link more than one employee to one position (e.g. additional responsibilities). Position to organisation units -to-organisation unit link indicates organizational hierarchy.

Jobs	Position	No. Of Employees
MD	Managing Director	1
GM	General Manager – Operations	1
	General Manager – Commercial	1
	General Manager – Marketing	1
MGR	Manager - Production	1
	Manager - Stores	1
	Manager - Maintenance	1
	Manager - Q&A	1
	Manager - Channel Sales	1
	Manager - Industrial Sales	1
	Manager - Foreign Sales	1
	Manager - HR	1
	Manager - Finance	1
	Manager - Purchase	1
AMGR	Asst. Manager – Accounts	1
	Asst. Manager - Finance	1
	Asst. Manager – Costing	1
	Asst. Manager - Plant	2
	Asst. Manager - HR	1
	Asst. Manager - Admin	1
DMGR	Deputy Manager - Sales	4
OFR	Officer - Purchase	2
SUP	Supervisors - Production	6
	Supervisors- Maintainace	3
	Supervisors - Stores	2
SRE	Sr. Executive - Accounts	2
	Sr.Executive - Costing	2
	Sr.Executive- Finance	2

EXE	Executive - Stores	6
	Executive - HR	2
	Executive - Admn	2
	Executive - Marketing	20
	Executive - Accounts	3
CHEM	Chemist	4
OPER	Operator	18
CASH	Cashier	2
FITT	Fitter	6
CLER	Clerk	6
TRAN	Trainee	4

1.3.3 <u>Department–wise Manpower in HACL</u>

S.No	Department	Function	Sub-Function	Position	No. of Employees
1	Top Management	Top Management		MD	1
			Operations	GM operations	1
			Commercial	GM Commercial	1
			Marketing	GM Marketing	1
2	Human Resources	HR general		Manager	1
			Personnel admin	Asst Manager - HR	1
			Recruitments	Executive	2
		Administration	Liasion	Asst. Manager Admin	1
			Industrial relations	Executive	2
3	Marketing	Marketing	Industrial sales	Manager-Industrial Sales	1
				Executive	4
			Foreign Trade	Manager - Foreign	1
			Channel sales	Manager - Channel	1
				Dy. Sales Managers	4
				Executive	16
4	Finance	Finance		Manager - finance	1
				Asst. Manager - fin	1

			Bank	Sr.Executive	1
			Budgeting	Sr.Executive	1
		Accounts		Asst.Manager-A/c	1
			Accounts	Sr.Executive	1
				Executive	3
				Cashier	2
			Taxation	Sr.Executive	1
				Executive	2
		Costing		Asst Manager - cost	1
				Sr.Executive	2
5	Purchase	Inventory		Manager - purchase	1
				Officers	2
				Clerks	2
6	Operations	Maintenance		Manager	1
				Supervisor	3
				Fitter	6
		Quality & Assu	Quality Control	Manager	1
				Chemists	4
				Trainees	4
		Stores		Manager	1
			Raw material	Supervisors	1
				Executive	1
				Clerk	2
			Dispatch	Supervisor	1
				Executive	4
				Clerk	4
		Production		Manager	1
				Assist Manager	2
				Supervisor	6
				Operator	18

1.4 RELATIONSHIP

Relationships describe the links between various departments, jobs, positions, cost centres, tasks, persons etc.

Object	Object	Relationship Code (Top to/Bottom up)	Relationship Text
Org. Unit	Org. Sub-unit	A 002/ B002	Reports to/ supervisor of
Position	Org. Unit	A 003/ B003	Belongs to/ incorporates to
Position	Job	A 007/ B007	Describes/ described by
Position	Position	A 002/ B002	Reports to/ supervisor of
Person	Position	A 008/ B0082	Occupies
Org.Unit/Positions	Cost Center	A011	Cost center

ORGANIZATION AND PLANNING
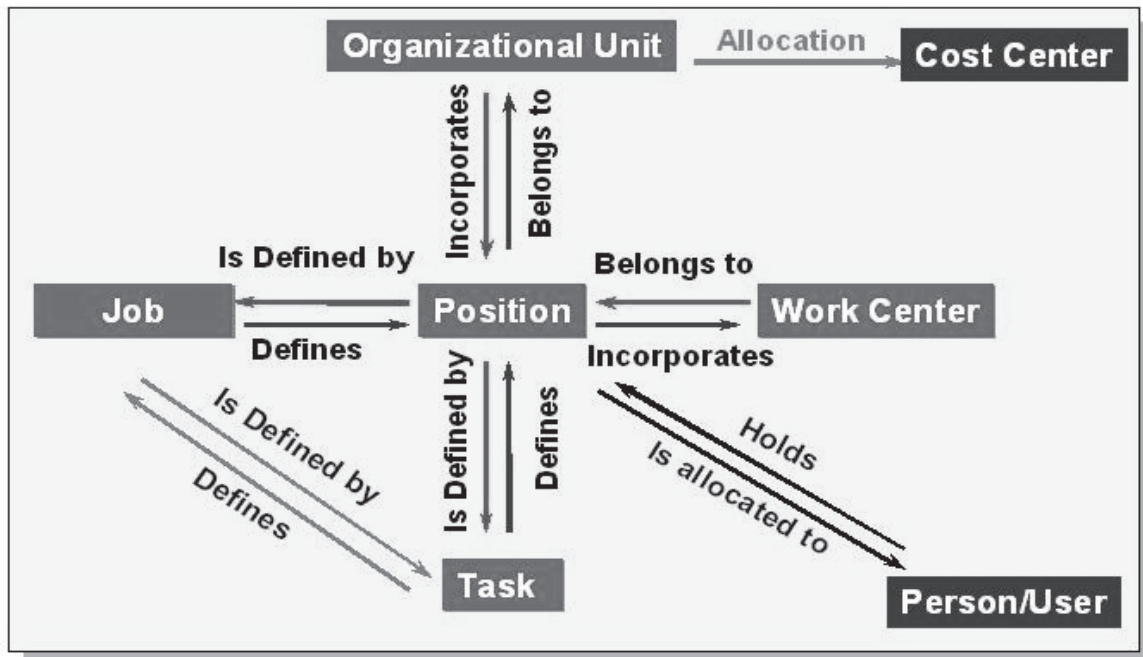
1.4.1 Reports

1. Organization Units and sub-units report
2. Department wise Jobs and Positions report
3. Department wise Persons report
4. Vacancy list
5. Cost Center Report

1.5 INTEGRATION

Group	Sem. Abbr.	Value Abbr.	Description
PLOGI	ORGA	X	Integration switch: Organizational Management/HR

Cost Centers: In HACL Cost Centers are divided into department wise

S No	Name	Cost Center
1	PRODUCTION	
2	Q & A	
3	MAINTENANCE	
4	STORES	
5	MARKETING	
6	HR	
7	FINANCE	
8	PURCHASE	

Plan versions

Group	Sem. Abbr.	Value Abbr.	Description
PLOGI	PLOGI	01	Integration plan version / Active plan version

PERSONNEL ADMINISTRATION

(Version: 2.0)

2.1 ENTERPRISE STRUCTURE

2.1.1 Company Code

S No	Company Code	Company Text
1	HACL	Hyderabad Agrichemicals Ltd

2.1.2 Personnel Area

Personnel areas divide a company code into sub-units.

S. No	Personnel Area Code	Personnel Area Text
1	CORP	Corporate Office, Hyderabad
2	PLAT	Plant
3	ZON1	Zone - Delhi
4	ZON2	Zone - Kolkata
5	ZON3	Zone - Mumbai

2.1.3 Personnel Sub Area

Personnel sub areas are a subdivision of the personnel area. Organizational control of the main HR sub areas, namely the pay scale and wage type structures and work schedule planning, takes place at the personnel Sub area level. In Customizing, the personnel Sub area is defined by a four-character, alphanumeric code. The respective country-specific control features are stored here.

Personnel Area Code	Personnel Area Text	Personnel Sub-Area Code	Personnel Sub-Area Text
CORP	Corporate Office	HR01	Human Resource
		FN01	Finance
		MK01	Marketing
		PU01	Purchase
PLAT	Plant	PD02	Production
		MF02	Manufacturing
		ST02	Stores
		QA02	Q & A

		MM02	Maintainace
ZON1	Zone 1	MK03	Marketing
		FN03	Finance
		ST03	Stores
ZON2	Zone 2	MK04	Marketing
		FN04	Finance
		ST04	Stores
ZON3	Zone 3	MK05	Marketing
		FN05	Finance
		ST05	Stores

2.2 PERSONNEL STRUCTURE

2.2.1 Employee Group

Employee groups represent a primary subdivision of personnel

S No	Employee Group Code	Employee Group Text
1	T	Top Management
2	M	Manager
3	E	Executive
4	O	Officer
5	S	Staff
6	C	Trainees

2.2.2 Employee Subgroup

Employee Subgroups subdivide employee groups, the following Employee Sub Group has been identified at HACL as per the business requirement:

Employee Group Code	Employee Group Code	Employee Sub-Group Code	Employee Sub-Group Code
T	Top Management	T1	Managing Director
		T2	General Manager
M	Managers	M1	Manager– Operation
		M2	Manager – Commercial
		M3	Dy. Manager
		M4	Asst.Manager - Operations
		M5	Asst. Manager - Commercial
E	Executive	E1	Sr.Excutives
		E2	Executives – General.
		E3	Supervisor
		E4	Operators
		E5	Chemist
S	Staff	S1	Fitters
		S3	Cashier
		S4	Clerk
F	Trainees	F1	Trainees

2.3 EMPLOYEE MATER DATA

2.3.1 Personnel Administration Infotypes

S.NO	SAP Info Type	INFO TYPE TEXT
1	0000	Actions
2	0001	Org. assignment
3	0002	Personal Details
4	0006	Address
5	0009	Bank Details
6	0016	Contract elements

7	0019	Monitoring of tasks
8	0021	Family members/dependents
9	0022	Education
10	0024	Qualifications
12	0027	Cost distributions
13	0040	Objects on loan
14	0041	Date specifications
15	0045	Loans
16	0105	Communication
17	0185	Identification

2.3.2 INFO TYPE MENU

SNO	INFO TYPE MENU	INFO TYPE MENU TEXT	INFOTYPES
1	H1	Master Data	0000, 0001, 0002
2	H2	Personnel Data	0006, 0021, 0022, 0023, 0024, 0027, 0040, 0041, 0105, 0185,
3	H3	Time Data	0007, 0416, 2001, 2006, 2010
4	H4	Payroll Data	0003, 0008, 0009, 0014, 0015, 0045, 0078, 0267, 0580, 0581, 0582, 0583, 0584, 0585, 0586, 0587, 0588, 0590, 0591

2.3.3 NUMBER RANGE WILL BE DEFINED FOR PERSONNEL NUMBERS

S.No	No. ranges	Details of No. ranges	From	To	Internal/ External
1	1	Current HACL employees	000010000	000049999	Internal
2	2	Contractors / Consultants	000050000	000099999	Internal
3	3	Others Staff	000100000	000200000	Internal

2.3.4 ADMINISTRATORS

S.No	Administrator	Administrator Name	Responsible for
1	100	Ms.	Personnel Admn
2	200	Mr.	Time
3	300	Mr.	Payroll Admn

2.3.5 MASTER DATA

SAP Infotype	Field Description	SAP Field	Remarks
IT0002	First Name	First Name	
IT0002	Last Name	Last Name	
IT0002	Initials	Known As	
IT0002	Gender	Gender	
IT0002	Form of Address	Form of Address	Form of Address will have Dr. /Mr./Ms./Sh. Smt. Etc along with Col. ,Gen. Etc
IT0002	Date of Birth	Date of Birth	
IT0002	City of Birth	Birth Place	
IT0002	Country of Birth	Country of Birth	
IT0002	State of birth	State	
IT0002	Nationality	Nationality	
IT0002	Marital Status	Mar. Status	Single/Married/Engaged
IT0002	Marriage Date	Since	
IT0028	Blood Group	Blood Group	Additional groups to be Added
IT0028	Tested for fitness	Mapped to examination date in combination with Result	Y/N

SAP Infotype	SAP Infotype Text	Sub-Type	Details
0006	Address	Present	
		Permanent	
		Emergency	
0016	Contract Elements	6 months	
		1 year	1 months Notice Period (Probationary = 3 months)
		Full time	3 months Notice Period
0032	Internal Data		Work Center, Employee Identification

		Tools	
0040	Objects on Loan	Marketing Magazine	
		Laptops	
		Keys	
0185	Identification		

2.4 PERSONNEL ACTIONS

A series of infotypes that are added, changed, completely or partially deleted, or delimited in the HR System. The series of infotypes edited using these actions are defined in the HR System.

SNO	ACTION TYPE
1	Hiring
2	Organizational Re-assignment
3	Promotions
4	Increments
5	Terminations
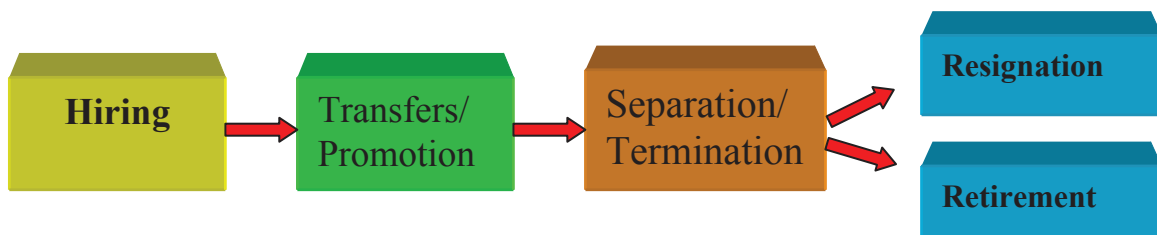
2.4.1 HIRING

A personnel action in which data is recorded for a new employee; the data includes name, address, personnel number, activity, and cost center.

Hiring means the fulfillment of the work contract between the employer and employee through the occupancy of the work center assigned to that employee.

2.4.1.1 Reasons for hiring

SNO	Action type	Reason for Action	Reason for Action Text
1		01	New Hire
2	HIRING	02	Expansion
3		03	New Assignment
4		04	Attrition

2.4.1.2 Infotypes used for hiring

SNO	INFO TYPE	OPERATION	INFO TYPE TEXT
1	0000	INS	Action
2	0001	INS	Organization assignment
3	0002	INS	Personal data
4	0006	INS	Address
5	0007	INS	Planned working time
6	0008	INS	Basic pay
7	0009	INS	Bank details
8	0014	INS	Recurring payments and deductions
9	0021	INS	Family / dependents
10	0022	INS	Education
11	0023	INS	Other/Previous Employers
12	0024	INS	Qualifications
13	0105	INS	Communications
15	0185	INS	Identification

2.4.2 ORGANISATION REASSIGNMENT

2.4.2.1 Reasons for Organisation Reassignment

SNO	Action type	Reason for Action	Reason for Action Text
1	ORGANISATION REASSIGNMENT	01	Reassign

2.4.2.2 Infotypes used for organisation assignment

SNO	INFO TYPE	OPERATION	INFO TYPE TEXT
1	0000	INS	Actions
2	0001	COP	Organization assignment

2.4.3 PROMOTION

Promotion is a process by which a regular employee is promoted from one grade/ designation to another either within the same category or between two categories at higher level.

2.4.3.1 Reasons for Promotion

SNO	Action type	Reason for Action	Reason for Action Text
1		01	Good Performance
2	**PROMOTION**	02	Vacancy
3		03	Pay increase

2.4.3.2 Infotypes used for Promotion

SNO	INFO TYPE	OPERATION	INFO TYPE TEXT
1	0000	INS	Actions
2	0001	COP	Organization Assignment
3	0007	COP	Planned working time
4	0008	COP	Basic pay

2.4.4 INCREMENTS

Awarding an employee with certain benefits for which the reasons can be varied according to company's policies.

2.4.4.1 Reasons for Increments

SNO	Action type	Reason for Action	Reason for Action Text
1		01	Performance Appraisal
2	**INCREMENTS**	02	Seniority in the company

2.4.4.2 Infotypes Used For Increments

SNO	INFO TYPE	OPERATION	INFO TYPE TEXT
1	0000	INS	Actions
2	0001	COP	Organization assignment
3	0006	COP	Address

2.4.5 TERMINATION

Leaving is the last action in the organization and it approves some important functions such as respective policies, leave enhancement, LTA, gratuity, legal agreement, accept for the Termination letter/Resignation letter, Approval of loans and notice pay

2.4.5.1 Reasons for termination

SNO	Action type	Reason for Action	Reason for Action Text
1		01	Resignation
2	TERMINATION	02	Dismissal/ Firing /Termination
3		03	Voluntary Retirement
4		04	Death

2.4.5.2 Infotypes Used For Termination

SNO	INFO TYPE	OPERATION	INFO TYPE TEXT
1	0000	INS	Actions
2	0001	COP	Organization assignment
3	0006	COP	Address
4	0007	COP	Planned working time
5	0008	COP	Basic Pay
6	0009	LIS9	Bank Details
7	0014	LIS9	Recurring Payments & deductions
8	0015	LIS9	Additional payments

2.5 REPORTS

1. Personnel Actions Report (Hiring, Termination, Promotion)
2. Employee List
3. Family members
4. Birthday List & Service Anniversaries
5. List of employees having company provided vehicles

Time Management

(Version: 3.0)

3.0 PERSONNEL TIME MANAGEMENT

We are taking Negative Time Evaluation, as there is no prior attendance managing system in place

In HACL Time management allows you to record and evaluate time management data according rules and policies. Manual entry is made in register. The register will have time in time out, overtime.

3.1 Info types in Time Management

S.NO	INFO TYPE	INFO TYPE TEXT
1	2001	Absence
2	2006	Absence Quota
3	2010	Employee Remuneration Information
4	2013	Quota Correction
5	0416	Time Quota Compensation

3.2 PUBLIC HOLIDAYS

S.No.	Public Holiday Type	Date	Day	Holiday Text	Holiday Class
1	Movable Public Holiday	January	Not Guaranteed	Sankranti	1
2	Fixed Public Holiday	January 26th	Not Guaranteed	Republic Day	1
3	Movable Public Holiday	April	Not Guaranteed	Ugadi	1
4	Fixed Public Holiday	May 1st	Not Guaranteed	Labour Day	1
5	Fixed Public Holiday	August 15th	Not Guaranteed	Independence Day	1
6	Fixed Public Holiday	October 2nd	Not Guaranteed	Gandhi Jayanthi	1
7	Movable Public Holiday	October	Not Guaranteed	Dusserrah	1
8	Movable Public Holiday	October	Not Guaranteed	Diwali	1
9	Fixed Public Holiday	December 25th	Not Guaranteed	Christmas	1

3.2.1 OPTIONAL HOLIDAYS

S.No.	Public Holiday Type	Date	Day	Holiday Text	Holiday Class
1	Movable Public Holiday	April	Not Guaranteed	Vishu	1
2	Movable Public Holiday	September	Not Guaranteed	Onam	1
3	Movable Public Holiday	September	Not Guaranteed	Ganesh Chaturthi	1
4	Movable Public Holiday	December	Not Guaranteed	Karthi	1

The plant is closed for 2 days in a year – dushera and May Day, Executives will get Comp-off and Non-Executives will get Overtime if work

3.2.2 PUBLIC HOLIDAY CALENDAR

S.No.	Calendar ID	Calendar Text	Public Holidays	Validity
1	HA	Hyderabad Agrichemicals Ltd Calendar	All above listed Holidays	

Factory Calendar: At HACL the factory calendar is equal to the public holiday calendar

3.2.3 BREAK SCHEDULES

S. No	Break Schedule Code	Break Schedule Text	Type of Break	Timing From	Timing To	Paid/ Unpaid
1	GENE	General Shift	Fixed Break	13:00	13:30	Un-Paid
2	SFTM	Morning Shift	Fixed Break	09:00	09:30	Paid
3	SFTA	Afternoon Shift	Fixed Break	18:00	18:30	Paid
4	SFTN	Night Shift	Fixed Break	02:00	02:30	Paid
5	OVER	Overtime Break	Dynamic Break	After 4 Hrs of Over Time (0,50)		Paid

***Break "Night Shift" need to tick – Previous Day indicator

3.3 WORK SCHEDULES

Determines the structure of working times in your enterprise at the daily level

S.No	Daily Work Schedules	Daily Work Schedules Text	Planned Working Hours	Planned Working Time	Breaks
1	GENE	General Shift	8,00	09:00 - 17:30	GENE
2	SFTM	Morning Shift	8,00	06:00 - 14:00	SFTM
3	SFTA	Afternoon Shift	8,00	14:00 - 22:00	SFTA
4	SFTN	Night Shift	8,00	22:00 - 06:00	SFTN
5	OFF	Off	0,00	00:00 - 00:00	OFF
6	FLEX	Flexible Shift	-	-	-

3.3.1 Tolerance Time: Where clock-in & Clock-out entry is rounded up/down

S.No.	Tolerance	Time
1	Begin Tolerance	0,15 mts
2	End Tolerance	0,15 mts

3.3.2 PERIOD WORK SCHEDULES

The period work schedule consists of a defined sequence of daily work schedules. The period work schedule reflects a work pattern that is repeated after a defined period of time. You can create the period work schedule in the following ways:

HERE IS AN EXAMPLE OF A WEEKLY PWS

Weekly schedule	Mon	Tue	Wed	Thur	Fri	Sat	Sun
General Shift	Off	G	G	G	G	G	G
General Shift Mgrs	G	G	G	G	G	G	Off
Managers	G	G	G	Off	G	G	G
Factory Shift – M	M	M	M	M	N	N	Off
Factory Shift – A	A	A	Off	N	N	A	A
Factory Shift – N	M	M	M	M	Off	N	N

3.3.3 DAYTYPES

Payment Relevance for a day (Work/Paid = 0, Time Off/Paid= 1, Time Off/Un-Paid = 2)

S. No	Day type Rule	Working Day	Holiday	Weekly-off	Sunday
1	Corporate Office	DAYTYPE: 0	DAYTYPE: 2	DAYTYPE: 2	DAYTYPE: 2
2	Operations - Plant	DAYTYPE: 0	DAYTYPE: 1	DAYTYPE: 1	DAYTYPE: 1

3.3.4 WORK SCHEDULE RULES

You specify in the work schedule rule which period work schedule is to be used when and on which day of the period for the work schedule to be generated. Examples of Work Schedule Rules:

S. No	Work Schedule Rule	Daily Working Hours	Weekly Working Hours	Monthly Working Hours	Weekly Work Days
1	General Shift	8	48	192	6
2	Rotation Shift	8	48	192	6

The period work schedule is assigned to the work schedule rule. The pattern of the daily work schedules is specified in the period work schedule.

3.4 ABSENCES (Info type 2001)

Absence is when employee is not at work. We store the information of absences in infotype 2001, the following absence in HACL

S.No	Code	Leave type	Minimum Duration	Maximum Duration
1	1000	Casual leave (CL)	000	002
2	2000	Sick leave (SL)	000	009
3	3000	Maternity leave	030	090
4	4000	Earned leave (EL)	000	015
5	5000	Paternity leave	000	003
6	6000	Loss of Pay	000	999

3.4.1 ABSENCE QUOTAS (Infotype 2006)

We use Absence Quotas Infotype to manage employee's entitlement to a certain absence. The Quota has a limited validity period, and is reduced by each recorded absence

S. No	Absence Quota Type	Absence Quota Type Text	Carry Forward
1	10	Casual Leave	No
2	20	Sick Leave	Yes
3	30	Maternity Leave	-
4	40	Earned leave	Yes
5	50	Paternity leave	-

3.4.2 BASE ENTITLEMENT OF QUOTA

Absence Type	Absence Type	Rule for Base Entitlement	Entitlement	Related Period
10	Casual Leave	100	9	Accrual Period
20	Sick Leave	200	9	Calendar Year
30	Maternity Leave	300	90	Calendar Year
40	Earned leave	400	15	Calendar Year
50	Paternity leave	500	3	Calendar Year

*** Casual leave can be availed for 2 consecutive days at a stretch. It can not be availed more than two days in a month

3.4.3 ROUNDING RULES
Round Time- off specified entitlement

S. No	Rounding Rule	Name
1	00	HACL Rounding Rule
2	01	HACL Rounding Rule

3.4.4 COUNTING RULES CRITERIA

S. No.	Counting Rule Code	Sequential No.	Applicability of rule	Conditions for current day
1	100	001	Weekday	Mon-Sat, Not Sunday
			Holidays	Excluding Holidays
2	100	002	Weekday	Mon - Sunday
			Holidays	Including Holidays

*** If Earned Leave/ part of Earned leave coincides with paid/public holidays, such holidays shall not be included in the period of Earned leave. (Holidays will gone)

Assigning Counting Rule to Absence type

S.No	Code	Leave type	Counting Rule Code	Sequential No.
1	1000	Casual leave (CL)	100	001
2	2000	Sick leave (SL)	100	001
3	3000	Maternity leave	100	002
4	4000	Earned leave (EL)	100	002
5	5000	Paternity leave	100	002

3.4.5 DEDUCTION RULES

The rules according to which absences are to be deducted from the absence quotas, Quota deduction does not depend on individual absence types, but is determined by the Counting rule for absences that is assigned to an absence type

S. No.	Deduction Rule Code	Deduction Rule Text
1	500	Casual Leave
2	501	Sick Leave
3	502	Earned Leave
4	503	Maternity Leave
5	504	Paternity leave

3.4.6 VALIDITY PERIOD AND DEDUCTION PERIOD

S. No	Absence Type	Absence Type	Validity Period	Relative Position	Deduction Period	Relative Position
1	10	Casual Leave	Calendar Year	3 months	Calendar Year	3 months
4	20	Sick Leave	Calendar Year	999 months	Calendar Year	999 months
7	30	Maternity Leave	Calendar Year	-	Calendar Year	-
8	40	Earned leave	Calendar Year	999 months	Calendar Year	999 months
3	50	Paternity leave	Calendar Year	-	Calendar Year	-

RPTQTA00 report is used to generate time-off entitlements for groups of employees granted for all the relevant employees in advance.

3.4.7 EMPLOYEE REMUNERATION INFORMATION INFOTYPE 2010
You can use the Employee remuneration info infotype (2010) to enter wage types manually and specify information directly for Payroll.

These wage types are not generated automatically in payroll. Use infotype 2010 to enter wage data that has been calculated manually, such as premiums, bonuses for difficult working conditions or other special wage types.

3.4.8 OVERTIME
First 4 hours the OT is Double payment, and next 4 hours the OT is Triple payment (Maximum 8 hrs OT is permissible, after one of regular shift then only over time counts) 2010 info type used for Overtime

3.5 REPORTS

1. Employees Absences and Attendance statements.
2. Over time Report
3. Absence Quota Generation report
4. Periodic Work Schedules/Shift Planning Report

PAYROLL

(Version: 4.0)

4.1 **PAYROLL - INDIA PROCESS**

The system updates the databases and imports the master data relevant to payroll

↓

If off – Cycle Payroll is to take place, the system deletes the internal table IT

↓

The system imports the last payroll result

↓

The system calculates the gross wage and considers the shift schedule, shift change compensation, and valuation bases.

↓

The system calculates the partial period factors, lump sums and salary elements, and cumulates the gross results

↓

The system calculates Net Remuneration.

4.1.1 Payroll

Payroll is used to calculate remuneration for work performed by individual employees. Payroll is an umbrella term for a variety of work processes, such as the creation of payroll results and remuneration statements, bank transfers and payments by check. It also covers a number of subsequent activities such as the posting of results to Accounting and other evaluations.

4.1.2 Purpose

The payroll program is run at a specific point in time, not only to calculate an employee's basic remuneration but also any special payments, overtime payments or bonuses that must be effected for the period in question.

4.1.3 Country Grouping

S. No	Country Code	Country
1	40	India

4.1.4 Currency

S. No	Currency	Currency text
1	INR	Indian National Rupee

4.1.5 Fiscal Year

S. No	Fiscal Year	Fiscal Year text
1	0104	April - March

4.1.6 Payroll Accounting Area

The payroll area is an organizational unit in the Human Resources department, which can be defined for a unified payroll accounting area.

According to Hyderabad Agrichemicals Limited, the payroll areas are defined as:

S.NO	Payroll area	Code
1	Payroll Area for HACL	P1
2	Payroll Area - Dummy	P2

4.1.7 Period Modifier

Period in which payroll accounting is carried out/ how often the payroll is run for a payroll accounting area.

S. No	Period Modifier	Period Modifier text
1	01	Monthly
2	03	Weekly

4.1.4 Date Modifier: Distinguishes periods with same frequency but different date

S. No	Date Modifier	Date Modifier text
1	00	Standard Modifier

4.1.5 Pay Periods & Pay day Rule

S. No	Payroll Area	Period Modifier	Date Modifier	Payroll Run Date	Pay Date
1	P1	Monthly		6th of every Month	7th of every Month
2	P2	Weekly		Every Monday	Every Wednesday for previous week

4.1.6 Remuneration Statement

The SAP System enables you to create remuneration statements for your employees. A remuneration statement contains a clear list of payments and deductions effected during a payroll run for an employee. The remuneration statement is usually created after the payroll run, but before payment is effected. If you perform more than one payroll run in a period, you can create remuneration statements after each payroll run. If corrections are made, original documents are overwritten.

4.2 WAGE STRUCTURE

Wage elements, statutory deductions, and voluntary deductions are all based on the individual payments and deductions that are calculated for an employee during a payroll period. The payments and deductions are Stored as wage types and then included in the payroll calculation.

4.2.1 COMPULSORY INFO TYPES FOR PAYROLL

S.NO	INFO TYPES	I.T. TEXTS
1	0008	Basic Pay
2	0580	Previous Employment Tax details
3	0581	Housing (HRA / CLA / COA)
4	0582	Exemptions
5	0583	Car & Conveyance
6	0584	Income from other sources
7	0585	Section 80 deductions
8	0586	Investment details (sec88)
9	0587	Provident fund contribution
10	0588	Other Statutory Deductions
11	0590	Long term reimbursements
12	0591	Nominations
13	0267	Off cycle payments
14	2010	Emp. Remuneration statement

4.2.2 REGULAR WAGE TYPES (BASIC PAY, INFOTYPE 0008)

S.NO	STANDARD WAGE TYPE	CUSTOMER SPECIFIC WAGE TYPE	WAGE TYPE TEXT
1	MB10	1000	Basic Pay
2	M230	1001	H.R.A
3	M220	1002	Conveyance Allowance
4	M230	1003	City Compensatory Allowance
5	MP10	1004	Special Allowance
6	M200	1005	Washing Allowance
7	MD10	1008	D.A

4.2.3 RECURRING PAYMENTS & DEDUCTIONS (INFOTYPE 0014)

S.No	Standard wage type	Customer specific wage type	Wage type text
1		2000	Canteen Deduction
2	M740	2002	Union Deductions

4.2.4 ADDITIONAL PAYMENTS (INFOTYPE 0015)

S.No	Standard wage type	Customer specific wage type	Wage type text
1		3000	Over time/ production allowance. (0210)
2	B100	3001	Bonus
3		3002	Performance incentive.
4	MPG0	3003	Gratuity
6		3004	Festival Advances
7	M210	3005	Leave Travel Allowance
8	MLE0	3006	Leave Encashment
5		3007	Other miscelleous payments.

4.2.5 PAY COMPONENTS ELIGIBILITY FOR GRADES

Salary Components	Pay Component Eligibility - GRADE WISE							
Levels	L1	L2	L3	L4	L5	L6	L7	L8
Basic	Y	Y	Y	Y	Y	Y	Y	Y
Basic Arrears	Y	Y	Y	Y	Y	Y	Y	Y
House Rent Allowance	Y	Y	Y	Y	Y	Y	Y	N
Conveyance Allowance	Y	Y	Y	Y	Y	Y	N	N
Leave Encashment	Y	Y	Y	Y	Y	Y	N	N
Over Time	N	N	Y	Y	Y	Y	Y	Y
Leave Travel allowance	Y	Y	Y	Y	Y	Y	N	N
Performance based pay	Y	Y	Y	Y	Y	Y	N	N
Notice Pay Reimbursement	Y	Y	Y	Y	Y	Y	N	N
Medical reimbursement	Y	Y	Y	Y	Y	Y	N	N
Spl. Allowance	Y	Y	Y	Y	Y	Y	N	N
Petrol Reimbursement	Y	Y	Y	Y	Y	Y	N	N
City Compensatory Allow.	Y	Y	Y	Y	Y	Y	N	N
Washing Allowance	N	N	N	N	Y	Y	Y	Y
D.A	N	N	N	N	N	Y	Y	Y
Gratuity	Y	Y	Y	Y	Y	Y	N	N

4.2.6 VALUATION OF BASE WAGE TYPES

DESCRIPTION	%
HRA	40% of Basic
PF	12% of Basic
Gratuity	4.81% of Basic
Leave Encashment	No. of days of leave / 30 * last drawn basic
Performance Based Pay	% of total fixed pay (Monthly Salary + Retrials)* Performance Appraisal%
Notice pay	No. of days of notice period deficit / 30 * last drawn basic
Conveyance Allowance	Fixed Amount = 800/- per month
Washing Allowance	Fixed Amount = 100/- per month

HACL - Performance based pay based on the level of the employee	
L7	10%
L6	15%
L5	15%
L4	20%
L3	25%
L2	30%
L1	30%

4.2.7 LOANS

Loans are like Car loan, Personal loan, House loan, and Child marriage loan…
1. Car loans are paid up to max. Limit of Rs. 3, 00, 000/- and recovered with in 60 installments, the interest rate is deducted at 10%
2. Personal loan are paid up to max. Limit of Rs. 1, 00, 000/- and recovered with in 50 installments, no interest is deducted

4.2.8 ROUNDING RULE (Rounding Divisor)

S.NO	ROUNDING RULE	Details
1	1	Rounding to One Rupee

4.2.9 OFF-CYCLE ACTIVATES

Off-Cycle - Any Payment in between the Payment frequency, the components that you pay other than normal payroll period (Example: Month)

OFF CYCLE PERIODS & COMPONENTS			
Off-Cycle Components	**Frequency of Calculation**	**Frequency of Payment**	**Payment Date**
Settlement on resignation	Depend on the date of resignation	Depend on the date of resignation	Depend on the date of resignation
On demand check for New Hire	Depend on the date	Depend on the date	Depend on the date
Replacing Checks	Depend on the date	Depend on the date	Depend on the date

BASIC PAY
It is the minimum earning of the employee out of his gross salary which is a must. It would be minimum of 50% out of agreed cost to company (CTC). This is to protect employee's interest.

HRA
50% of Basic pay is paid as House Rent Allowance to all the employees.

CONVEYANCE ALLOWANCE
Fixed amount of Rs. 800/- per month (9,600/- per annum) to all employees

WASHING ALLOWANCE
Fixed amount of Rs. 100/- per month (1,200/- per annum) to all employees of level L6 & L7 (All Workmen and Supervisors receiving uniform shall be eligible)

LEAVE ENCASHMENT
Leave encashment, comes into picture when the leaves are going to lapse for a particular year or when the employee resigns from his services.

Formula = (Basic Pay)/*(No of working days per month) * (No of leave left)

Earned Leave may be encased once in a year unto a maximum of 8 days, subject to a condition that at least 15 days Earned Leave must be left to the credit of the employee after encashment.

Amount Payable = No. of days of EL being en-cashed x (Monthly Basic Pay + DA) as on 31st Dec of the immediately preceding year

OVERTIME
Formula =(Basic + DA)*(Total No. of Overtime Hrs)/(Total No. of Working days)
Over time 4 hours = Double Payment, 8 hrs = Triple payment

GRATUITY

According to the Payment of the Gratuity Act 1972, employer pays the employee at the rate of 15 days pay based on the pay last drawn by the employee concerned after the completion of every year of his/her service.

ESI

According to the Workmen Compensatory Act 1923 all employees under the Factory are given ESI as per the Employees' State Insurance Act 1948.

BONUS

Provide a stimulus for extra effort by them and also when the company incurred profits and wishes to share its surplus.

INCOME TAX

The will be deducted by the employer and paid to the Income tax Office as per the rule of the Government at the end of every financial year i.e. March.

All the employees who belong to permanent cadre will be eligible for ESI, PF and Employee Insurance. The employees who have completed their five years of service will be eligible for Gratuity

4.2.11 STATUTORY AND VOLUNTARY DEDUCTIONS

To determine the payment amount, statutory and voluntary deductions, such as taxes and social insurance contributions, are effected. The deductions are calculated on the basis of gross values, such as the total gross amount and the gross tax amount. For this reason, various amounts are calculated during the payroll run which are then used for subsequent processing

PROVIDENT FUND

Calculates on Basic salary, contributions from both Employees and Employers on monthly basis, Contributions: Employee: 12% (P.F) & Employer: 13.61% (3.67% Provident Fund, 8.33% Pension, 1.10% Admin Charges on PF, 0.50% EDLI and 0.01% Admin Charges on EDLI)

4.2.10 DEDUCTIONS

S.No	Standard wage type	Customer specific wage type	Wage type text
1		4000	Membership Fees
2		4001	Loans
3		Standard	ESI, PF, I. Tax, P.Tax

4.2.11 PROFESSIONAL TAX

S. No	State Jurisdiction	Range end	PT Amount
01	AP01	1,499.99	0.00
02	AP01	1,999.99	16.00
03	AP01	2,999.99	25.00
04	AP01	3,999.99	35.00
05	AP01	4,999.99	45.00
06	AP01	5,999.99	60.00
07	AP01	9,999.99	80.00
08	AP01	14,999.99	100.00
09	AP01	19,999.99	150.00
10	AP01	9,999,999.99	200.00
11	TN01	21,000.99	0.00
12	TN01	30,000.99	60.00
13	TN01	45,000.99	150.00
14	TN01	60,000.99	300.00
15	TN01	75,000.99	450.00
16	TN01	9,999,999.99	600.00

4.3 PAY SCALE STRUCTURE

4.3.1 PAY SCALE TYPE

The pay scale type defines the area of economic activity for which a collective agreement is valid.

S.No	Pay scale type code	Pay scale type text
1	HP	PLANT
2	HO	Corporate Office

4.3.2 PAY SCALE AREA

Pay scale area defines the geographical area

S.No	Pay scale Area code	Pay scale Area text
1	HH	HYDERABAD
2	HD	DELHI
3	DM	MUMBAI
4	DK	KOLKATA

4.3.3 PAY SCALE GROUP & LEVEL

Pay scale groups and pay scale levels are the criteria used to classify data for job evaluations and indirect valuations. Pay scale levels are subdivisions of pay scale groups

S.NO	Pay scale Group	Pay Scale Level	Pay Scale Level Text
1	MD	L1	MANAGING DIRECTOR

PAY SLIP

A pay slip is a document that an employee receives either as a notice that the direct deposit transaction has gone through, or as part of their paycheck. It will typically detail the gross income and all taxes and any other deductions such as ESI, PF, insurances, Loans taken out of the gross amount to arrive at the final net amount of the pay.

4.4 REPORTS

1. Employees Remuneration Statements
2. Employees wage type statements
3. Loans Summary Report
4. Statutory Reports & Employee forms

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ERROR: syntaxerror
OFFENDING COMMAND: --nostringval--

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false
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