PAKISTAN WAPDA – POWER WING

STANDARD OPERATING PROCEDURES

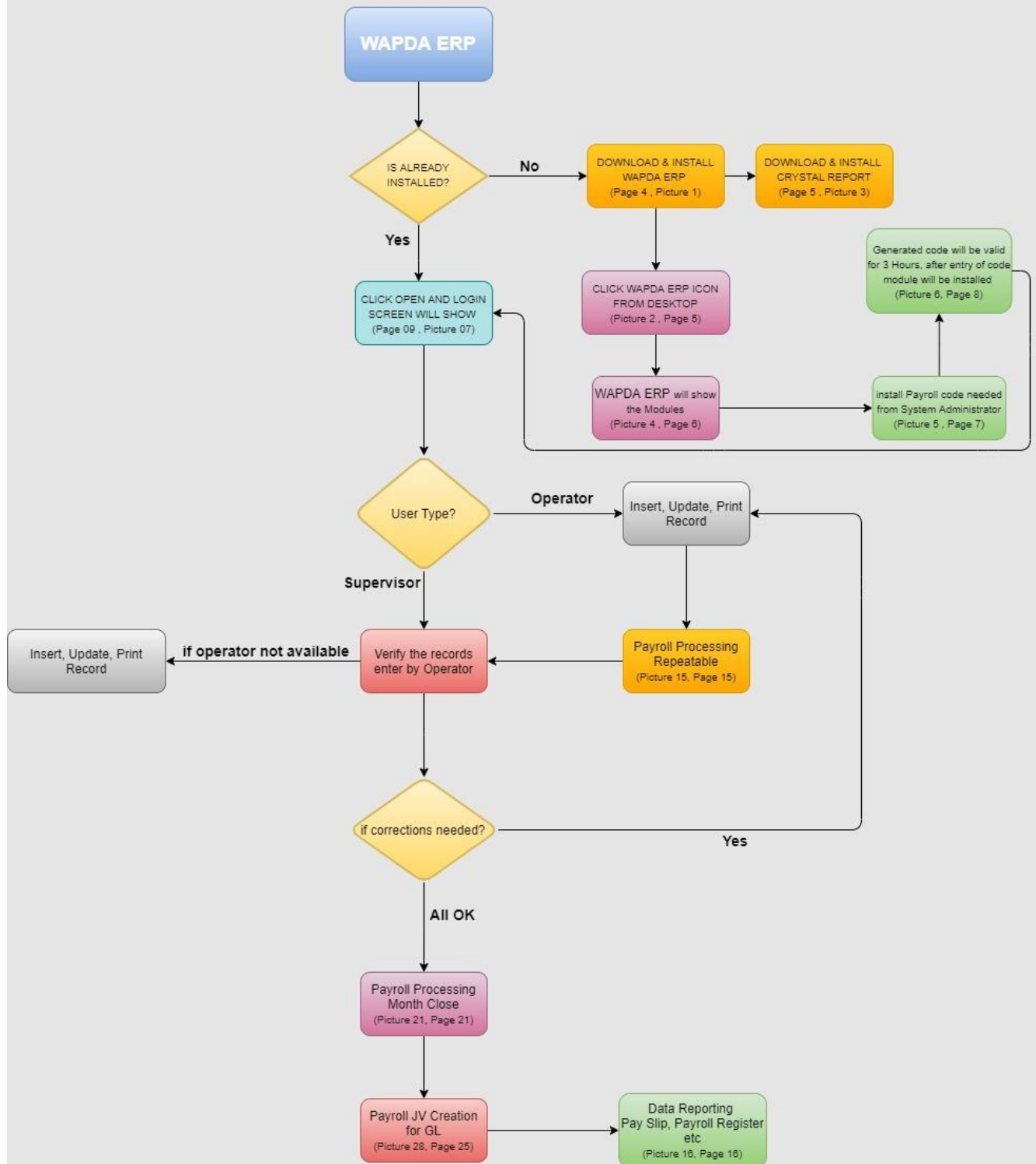## *For*

<u>PAYROLL SYSTEM</u>
(2nd Edition) 2021

OFFICE OF GENERAL MANAGER FINANCE (POWER)

CONTENTS

Chapter No.	TITLE	Page No.
1	FLOW CHART DIAGRAM	3
2	OBJECTIVE & USERS LEVELS	4
3	WAPDA ERP INSTALLATION	5
4	DATA ENTRY PROCEDURE	10
5	DATA ENTRY BASICS	11
6	DATA PROCESSING	17
7	DATA REPORTING	18
8	FINALIZATION OF MONTHLY PAYROLL	22
9	VERIFICATION	28
10	END-NOTES	30

Payroll Module SOP Flow Chart

WAPDA ERP

IS ALREADY INSTALLED? —**No**→ DOWNLOAD & INSTALL WAPDA ERP (Page 4 , Picture 1) → DOWNLOAD & INSTALL CRYSTAL REPORT (Page 5 , Picture 3)

Yes

CLICK OPEN AND LOGIN SCREEN WILL SHOW (Page 09 , Picture 07)

CLICK WAPDA ERP ICON FROM DESKTOP (Picture 2 , Page 5)

Generated code will be valid for 3 Hours, after entry of code module will be installed (Picture 6, Page 8)

WAPDA ERP will show the Modules (Picture 4 , Page 6)

install Payroll code needed from System Administrator (Picture 5 , Page 7)

User Type? —**Operator**→ Insert, Update, Print Record

Supervisor

Insert, Update, Print Record ←**if operator not available**— Verify the records enter by Operator ← Payroll Processing Repeatable (Picture 15, Page 15)

if corrections needed? —**Yes**→

All OK

Payroll Processing Month Close (Picture 21, Page 21)

Payroll JV Creation for GL (Picture 28, Page 25) → Data Reporting Pay Slip, Payroll Register etc (Picture 16, Page 16)

OBJECTIVE

This SOP is aimed at to provide basic guidelines in a simplest way to users for performing operations of Payroll Management System effectively.

USER LEVELS

There are two user levels defined for each office:

(i)   OPERATOR

(a) Duties of OPERATOR

The user of this group is Accounts Assistant or any other official deputed to make data entry in the system. The main duty of Operators is to INSERT, UPDATE and DELETE the records in Employees Master File.

(b) Rights of OPERATOR

User of this level is restricted to make data entry only for their respective department or sub department. They can view all types of lists & reports. Password changing option is available for every type of user.

(ii)   SUPERVISOR

(a) Duties of SUPERVISOR

The users of this group are Assistant Managers (Accounts & Finance) /Accounts Officers. Supervisors' duty is to check and verify the Monthly Salary of concerned Department.

(b) Rights of SUPERVISOR

They can INSERT, UPDATE, DELETE data, able to view all type of lists & reports of all sub department of respective formation. They can also change their passwords.

WAPDA ERP INSTALLATION

To access Payroll System user must have installed WAPDA ERP application on the computer (one-time job).

To install WAPDA ERP, users are advised to visit http://gmfp.wapda.gov.pk/ERPSystem
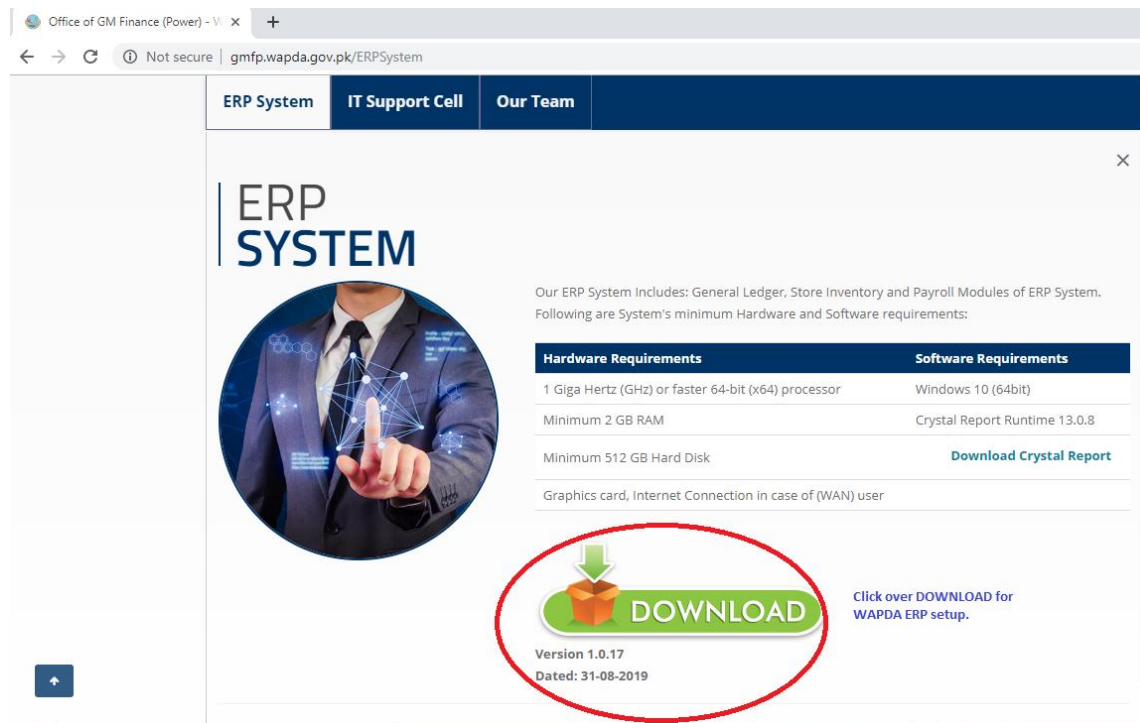
Picture 01 (Image of Webpage to Downlaod WAPDA ERP setup)

The webpage also contains instructions for installation i.e. Hardware and Software Requirements. For WAPDA ERP system setup users click over the download, as shown in the picture 01, and then install it.

Once WAPDA ERP setup is successfully installed then @ the desktop of computer the WAPDA ERP icon appears as shown in picture 02.

Picture 02 (WAPDA ERP icon)

Payroll system generates various reports. Users are also advised to also install Crystal Reports. The webpage, as show in the picture 03, contains the link to download crystal report necessary for payroll system.

Picture 03 (Download Crystal Report)

When a user opens WAPDA ERP application by using icon placed at windows desktop, as shown in picture 02, three modules of WAPDA ERP namely will be shown at left side of the application i.e General Ledger (GL), Store Inventory and Payroll as shown in picture 04.

Picture 04 (WAPDA ERP Modules)

Concerned user will select the related module from the panel. Payroll user will click on Payroll to access this Module from WAPDA ERP.

User will be asked to generate the code. Code Generation is necessary to complete the first-time installation of WAPDA ERP in system or on any computer where new Windows was just installed.
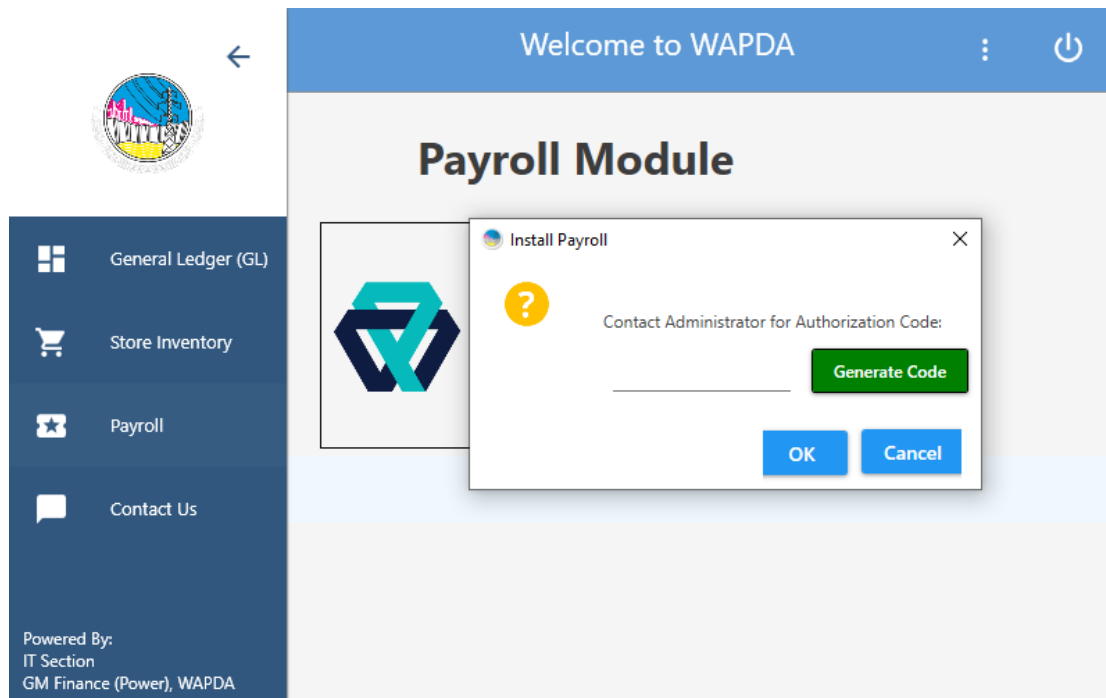
Picture 05 (Code Generation)

When user clicks on the Generate code, as shown in the picture 05, timer will start for 03 hours. User must contact system administrator to get the code in the meantime and put the valid code complete installation.
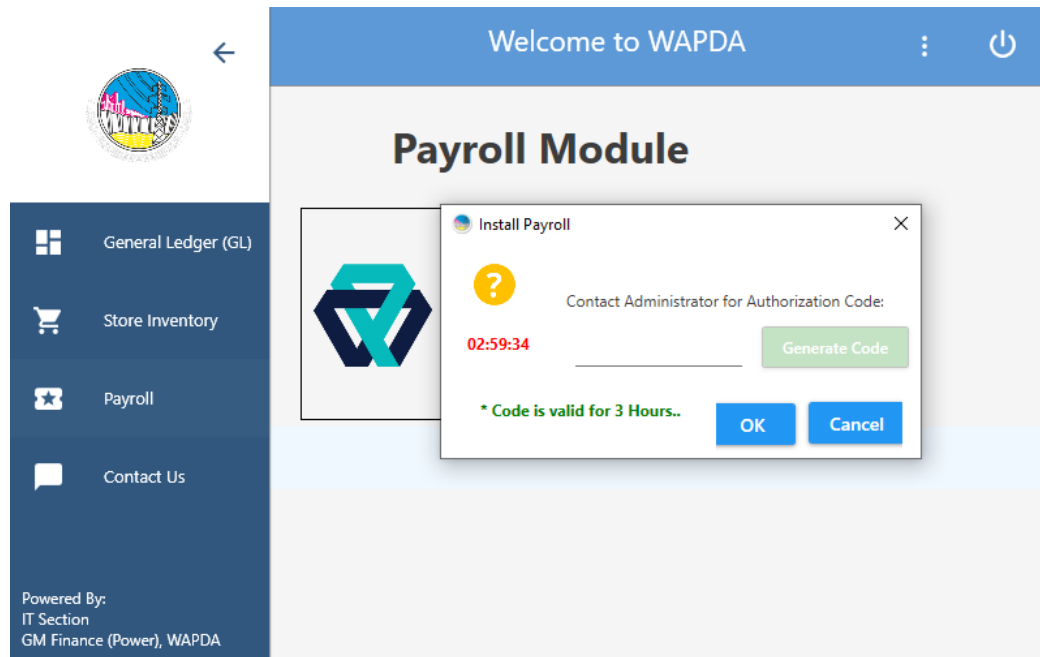
Picture 06 (Time limit of 03 hours to enter the code)

Picture 06 shows the start of timer set to 03 hours. User will have to contact System Administrator to get the code within due time otherwise code will expire.

DATA ENTRY PROCEDURE

Data Entry is the basic and very important step for disbursement of monthly pay using payroll system, the manual records of employee are inserted one time using data entry in the system. Pay slips cannot be printed without Data Entry in system by user. It is therefore necessary to enter data/record of the new employees in payroll module.

It is mandatory for all the Power Wing Offices to Feed/Record all types of Employees (i.e. Contractual, Regular/Permanent, Work charged, Daily wages, Employees on Attachment, Re-Appointment, Lump sum, Contingent, Deputation) in Payroll Module. No Salary will be processed without Payroll System.
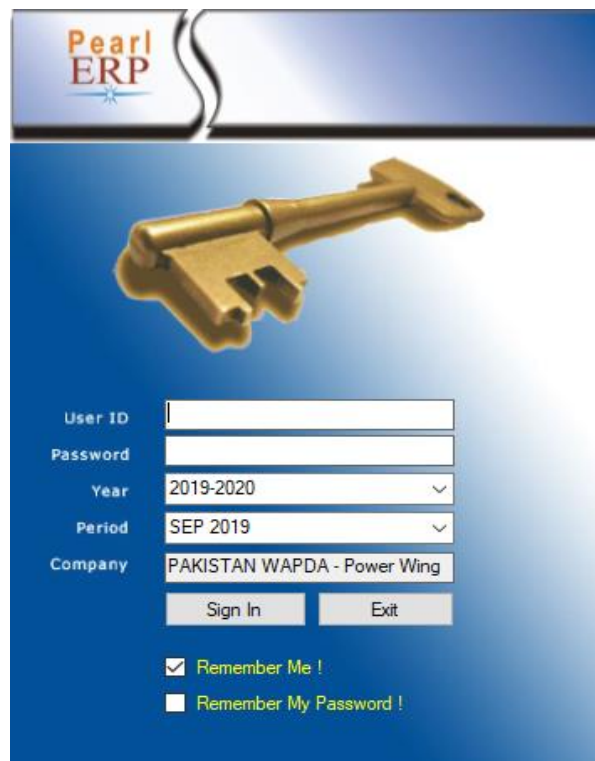
Data updation (Allowances, Deductions or to record leaves or attendance) of old records also gets much attention each month. Change in any data/record will only be done by Data Entry Level users i.e. Operator.

On completion of data entry, Supervisors will check the reports and if found anomaly can update accordingly or can ask relevant user to update the specific record.

After the amendment of desired changes operator will request again to Supervisor for confirmation and verification. Once data entry is confirmed, then Pay slips are printed.

DATA ENTRY BASICS

User must open the Payroll Module using desktop WAPDA ERP icon, as shown in picture 02, and then click on the Payroll, as shown in the picture 04, to view the login screen where user must enter the user ID and password to access the payroll module of WAPDA ERP.

Picture 07 (Login Screen)

If user ID and password both are correct then users will view the basic screen of Payroll System. Payroll Basic screen allows users to interact with payroll as per their requirements i.e. Employee Master File, Data Entry, Reporting, Monthly Allowances and Deductions.
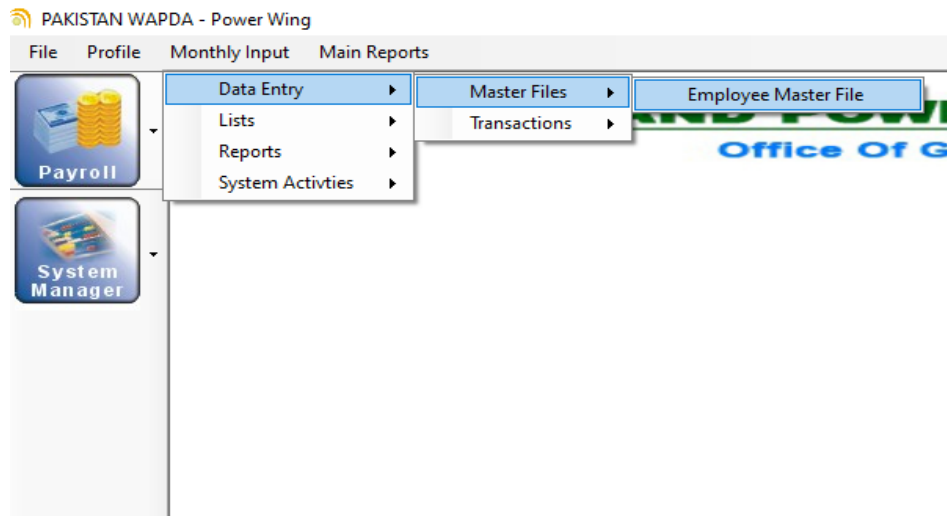
Picture 08 (Navigation for Master File)

To add records user must click on the data entry then Master File. When a user clicks over the Employee Master File, the following screen is shown.

Picture 09 (Employee Master File Main Screen)

Picture 09 is of the main screen for Employee Master File where user will enter employee's basic info i.e. Name, Father's name, Basic Pay, Designation, CNIC, Date of Birth, Bank Account Number, etc.

Once basic data of the employee is entered then user will add the allowances and deductions of the employee.

Employee Master File has Allowances screen where user will add all the allowances which are admissible to an employee.

Picture 10 (Screen for Allowances)

The above screen (picture 10) shows employee's allowances which are admissible.

System has Deduction screen as well, where user will add all the Deductions of an employee. After adding allowances then user switches from allowances screen to Deduction where he can add the deductions of employees. As shown in picture 11 two kinds of deductions are deducted from an employee.

Picture 11 (Screen for Deductions)

There are also screens for Advances and Recoveries where advances and recoveries for employees are added.

Picture 12 (Image of Advances)

Picture 12 shows that an employee has advance of Purchase of Plot. An employee can receive the payment of Advance for Purchase of Plot, House Construction etc. and pay as installments as shown in picture 12. The booking of any type of Advance can not be changed during the Loan Period, and will either be remove or shift to a single installment through out the loan period.

Picture 13 Image of Recovery

Picture 13 is of Recovery where user can add the amount to be recovered from an employee.

DATA PROCESSING

Once data entry as well as updating in data of all the records of employees are completed, then user is required to process the data to finalize/ incorporate the changes in system. For every change in the record of an employee, operator is advised to process so that changes can be incorporated. Without processing system will not take any effect of the addition/changes made by the user in the payroll. Thus, process of the data is an essential for payroll.

To process the data, user goes to system activities and then for payroll process repeatable option.
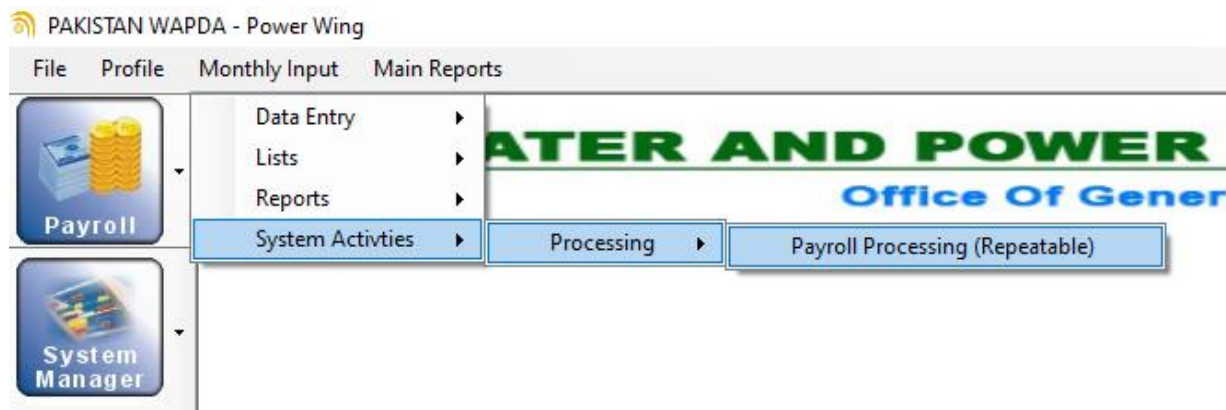
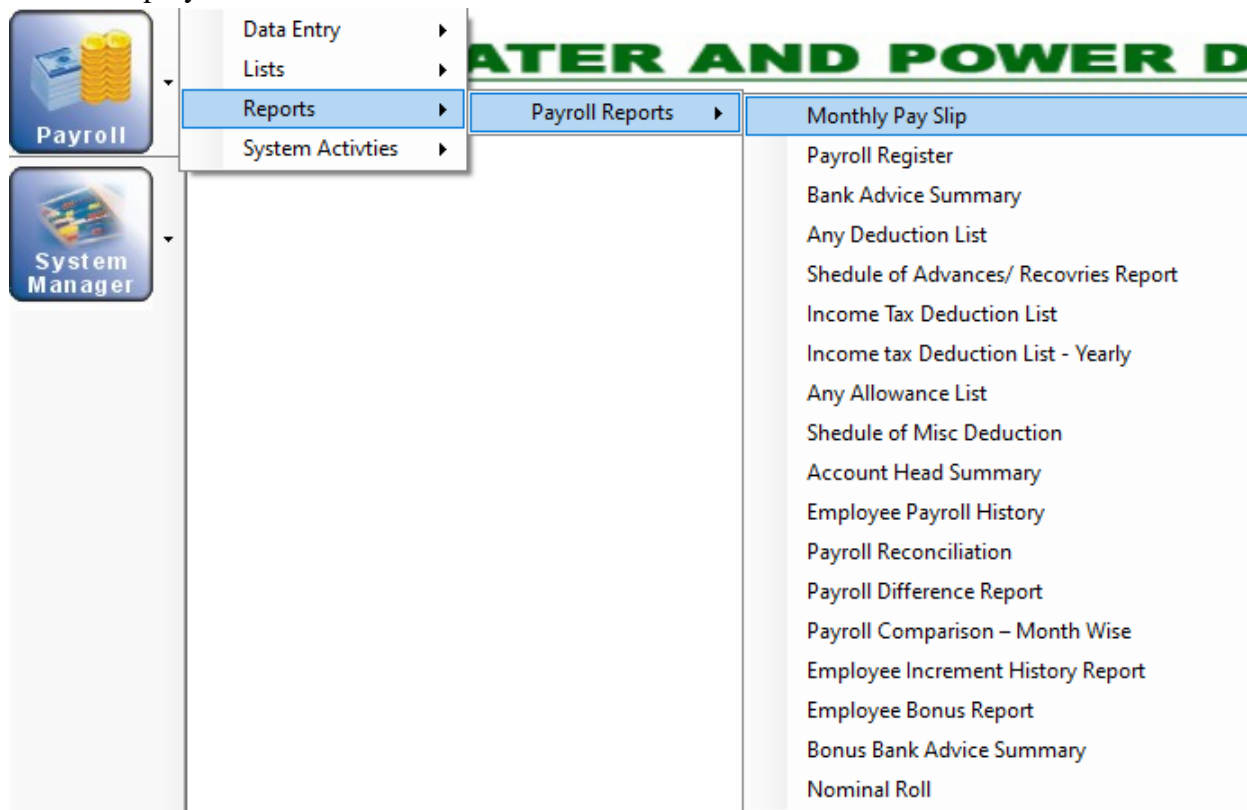Picture 14 (Navigation for Payroll Process)

After clicking on Payroll Processing (Repeatable) following dialogue box appears where user has to ensure the process of current/ongoing month.
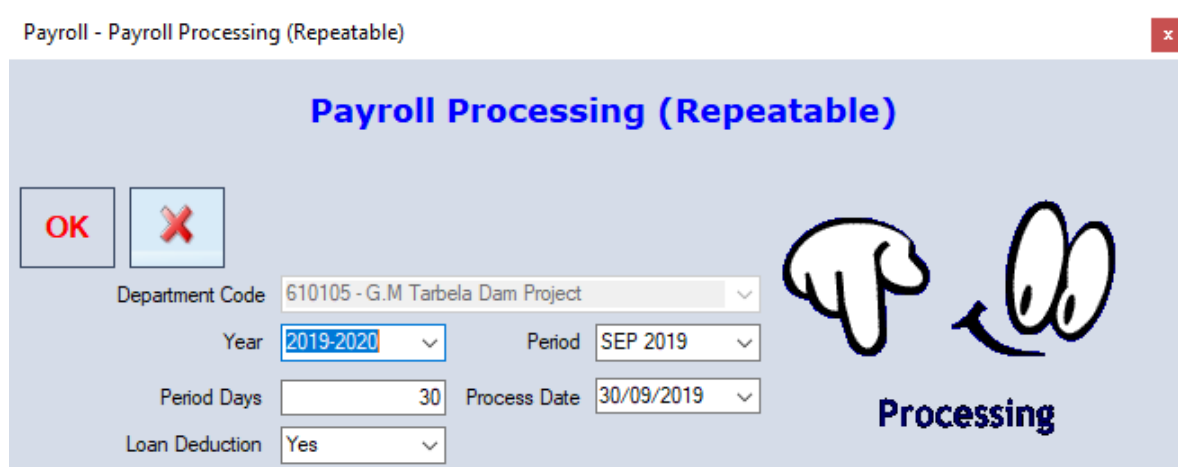
Picture 15 (Payroll Process screen)

DATA REPORTING

Payroll System has various report formats. Users print these reports and share with employees.

Picture 16 Image of Payroll Reports

Picture 16 shows various types of reports which are used by a user from time to time. There are few basic reports which a user shares with employee and supervisor and bank.

MONTHLY PAY SLIP

Water And Power Development Authority

Status: Final

Pay Slip For the Month of | DEC 2018

Dept. Code | | Department Name |

Employee Information

Name		Code	
Father Name		BPS	
Designation		NTN	
EPF No.		A/C No.	
Bank Name		CNIC	

Pay & Allowances

Pay Head	Amount	Deduction	Amount	G.P Fund Advance	Amount
Basic Pay	78,530	EPF	5,360	Total Advance No 1	13,584
Conveyance Allowance	5,000	Group Life Insurance (GLI)	475	Refunded	13,584
				Balance	-
Adhoc 2017	7,853	Welfare Fund	145	Total Installments	-
Adhoc 2018	7,853	Medical Benovlant Fund	20	Total Advance No 2	-
Misc Allowance	2,500			Refunded	-
				Balance	-
Qualification Pay	750	Officers Club Charges	1,000	Total Installments	-
Adhoc 2016	6,069	Community/Transport Charges	250	**Long Term Advance**	**Amount**
				Total Advance	1,181,440
Hard Area Allowance	3,000	Purchase of House	11,360	Refunded	181,760
Generation Allow	11,000	EPF Advance-1	4,528	Balance	999,680
Special Allowance	10,000	Recoveries	100	Total Installments	88
Gross Pay	**132,555**	**Total Deduction**	**23,238**	**Net Pay**	**109,317**

Pay History

Month	Gross Pay	Deduction	Net Pay	I.Tax	EPF	Advance -1	Advance -2	Long Term
JUL 2018	129,111	27,975	101,136	0	5,360	4,528		11,360

Picture 17 (Pay Slip)

This is the system generated Pay Slip of an employee which shows Basic Pay and all the allowances admissible to the employee and the deductions. This is shared with employee every month.

PAYROLL REGISTER

PAKISTAN WAPDA - Power Wing
Payroll Register
For the Month : JUL 2018

														Gross Pay
Department :						Sub Department :							Status :	

Sr. #	Old Code	Code	Name		Father Name	Designation	BPS	EPF No	Basic Salary	Special Pay	Personal Pay	Gross Pay

---------------------- ALLOWANCE ----------------------

House Rent	CNV Allow	Med Allow	ADH 2018	ADH2017	ADH 2016	Int. Allow	Ent. Allow	HQ	Ordly Allow	Special AlW	Wapada Alw	Qual. Alw	Qual Pay Alw	Appoin. Alw	GLI Alw	Total DEDUTION

---------------------- OTHER ALLOWANCE ----------------------

---------------------- DEDUCTIONS ----------------------

EPF	WWF	GLI	EPF ADV	HOUSE ADV	CON ADV	I.TAX	5% HR	WATER CHARGE	Union Fund	Spl Ded	Prof. Tax	Med.BenFund	MISC Ded	Recoveries	Net Pay

Sub Department Total	No. of Employee	0	Sub Department :	
ALW				
DED				
Department Total	No. of Employee	0	Department :	
ALW				
DED				

	Grand Total :	

Picture 18 (Payroll Register)

Payroll Register is used as a pass bill. Users take the prints of Payroll register to Assistant Manager (Accounts & Finance) which will verify and then hand over it to Deputy Manager / Manager (Accounts & Finance). After the approval of Dy. Manager / Manager (Accounts & Finance) the monthly salaries are disbursed to the banks and Bank Advice summary is shared with bank as shown in picture 19.

BANK ADVICE SUMMARY

PAKISTAN WAPDA – Power Wing
Bank Advice Summary
Period : DEC 2018

Status :

Sr. #	EMPLOYEE		BPS	Designation	Account No	Net Pay
	Code	Name				
Sub-Department:						
0						
					Sub-Department Total:	
Amount in Words :					Bank Total:	
					Category Total:	
Total Employees: 0					Grand Total:	

Picture 19 (Bank Advice Summary)

The Bank advice Summary is a bank wise report where employees account details are given so that the salary should be transferred to the mentioned account.

FINALIZATION OF MONTHLY PAYROLL

There are two major areas to finalize the monthly payroll of every office. These are important to process and without these two steps payroll is considered to be incomplete.

(i) Period / Month Closing

(ii) Payroll JV Creation

(i) Period / Month Closing

It is the major step towards closing/ Finalization of Monthly Payroll Management System; Supervisors are authorized to close the month or period of Payroll Management System. If Month is not closed then Payroll JV would not be created for GL.

The steps to close the month/ period are given below.

- To Close Month, user goes to system activities, and then for **"payroll process month close"** option.
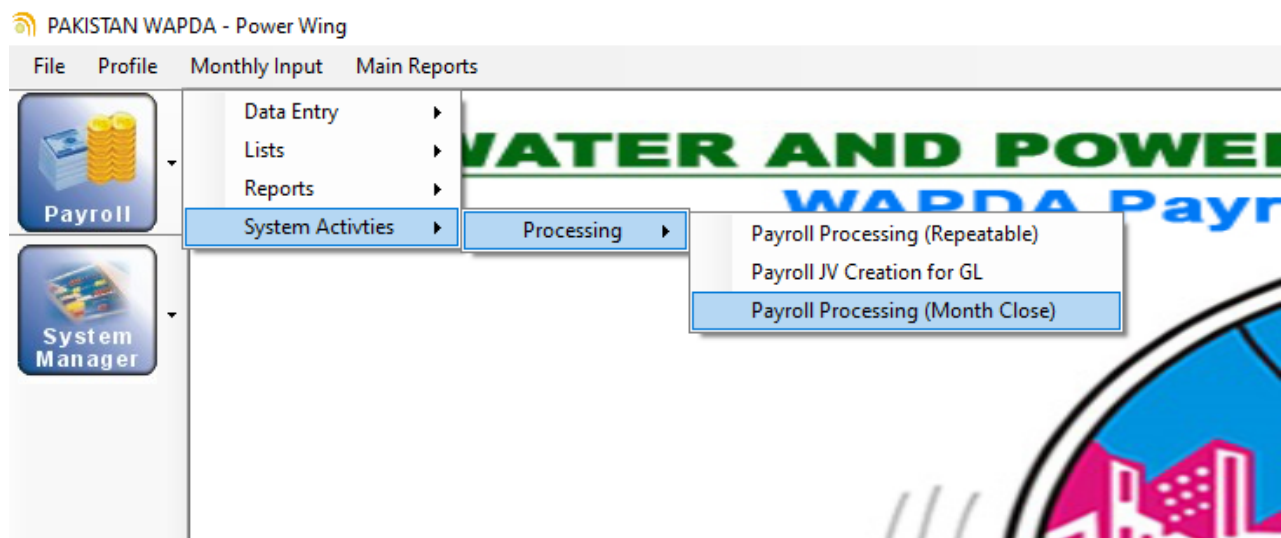
Picture 20 (Month Close Navigation)

- After clicking on "Payroll Processing (Month Close)" a new window will open showing respective Department code, Year and Period.

- User will make sure that department code, relevant month, year, period, process date, loan deduction before clicking on "OK" button. (As shown in Pic 21)

Picture 21 (Financial Period Close screen)

After analyzing the all parameters, user will click on the 'OK' button to close the Month (for example August, 2021).

Note: - Reference Picture 21 (After clicking on "OK" button changes will not be reversible so please analyze carefully all the parameter before clicking on "OK" button.

- After click on the 'OK' following screen will appear informing user the status of his process request. (As shown in Pic 22)

Picture 22 (Process Request Status)

iii. Payroll JV Creation

Since Payroll has been integrated with GL Module. Thus, Payroll users can create JV Payroll directly from Payroll using following steps to record Allowances and Deductions in respective GL account codes. This Voucher will be automatically created in GL Module of that office/Formation. This step will start only after the closing of relevant period/month

First of all, payroll user enters the GL account codes for respective Allowances, Deductions, Advances, Arrears, Recovery, Basic pay, Special pay and Personal pay in Payroll JV Chart.

JV chart is located in the "initial setup" of Data Entry portion (Picture No. 23)

To enter/amended the GL account codes, user follows the following steps.
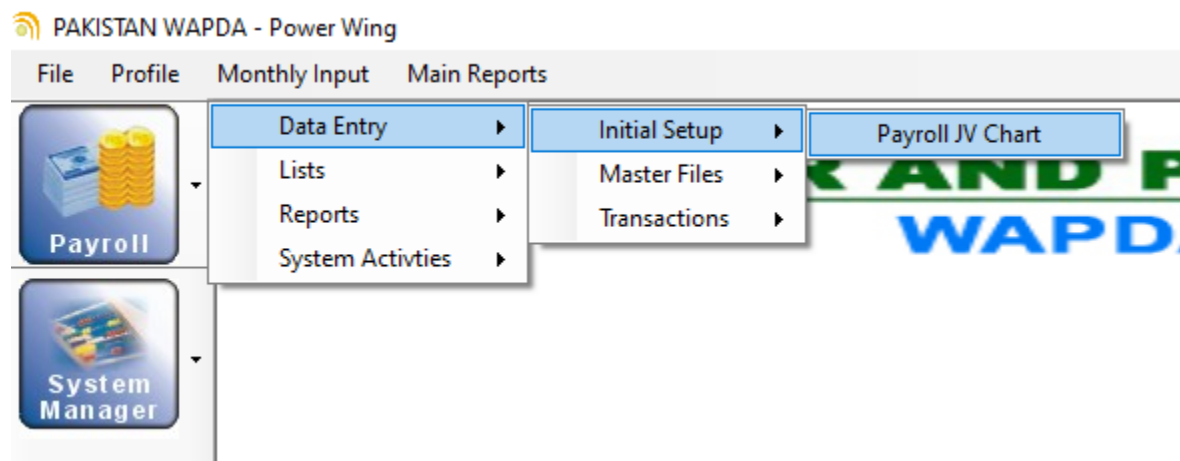
Picture 23 (Payroll JV Chart)

There are multiple types in Payroll JV chart like (Advances, Allowances, Arrears, Deductions, Net Salary and Recoveries) As shown in Pictures 24, Supervisor will use these types according to their requirement and relevancies.
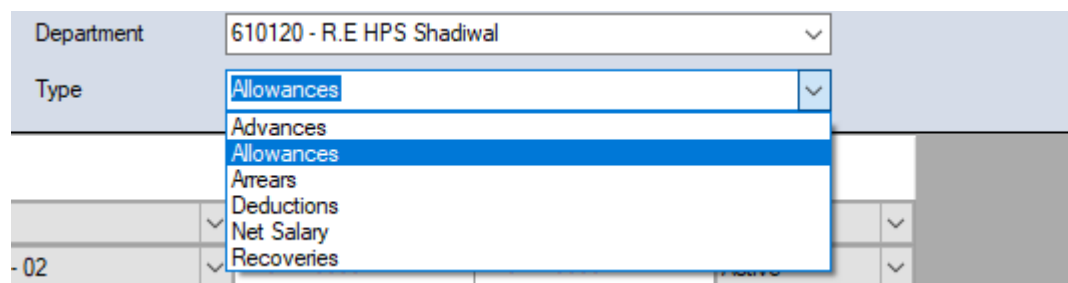
Picture 24(Payroll JV dropdown menu)

In Payroll JV chart user will enter multiple "10 digit" chart of Account code of "Officer" and "Staff" separately in relevant columns. These codes are necessary to be available in GL Module before adding in JC chart. (As shown in Pic 25)

Payroll - Payroll JV Chart

Payroll JV Chart

Save   Cancel || Exit

| Department | 610120 - R.E HPS Shadiwal | | |
| Type | Allowances | | |

Code	Account Code – Staff	Account Code – Officer	Status
Medical Allowance - 01	6105090000		Active
Conveyance Allowance - 02	6105120000	6105120000	Active
House Rent - 04	6105270000	6105270000	Active
Adhoc 2016 - 10	6105060000	6105060000	Active
Special Allowance - 11		6105510000	Active
Qualification Pay - 13	6105540000		Active
Job Allowance - 14	6105300000	6105300000	Active
Wapda Allowance - 23	6105420001	6105420001	Active
Shift Allowance - 31	6105600000		Active
Washing Allownace - 32	6105690000		Active
Integrated Allowance - 33	6105300002		Active
Livery Allowance - 34	6105330000		Active
Risk Allowance - 36	6105420002		Active
GLI Allowance - 38	6105240000		Active
Danger Allowance - 46	6105300001		Active

Picture 25 (Payroll JV Chart to enter Allowance codes)

Once a payroll user enters Allowances codes for each allowance then he will add Deductions using drop down box shown in following picture as shown in Picture 26.

Picture 26 (Payroll JV Chart to enter Deduction codes)

Once payroll user has entered/completed the GL account codes against respective Allowances, Deductions, Advances, Arrears, Recovery, Basic pay, Special pay and Personal pay then he can process to create JV for GL using the path mentioned in Picture 27.
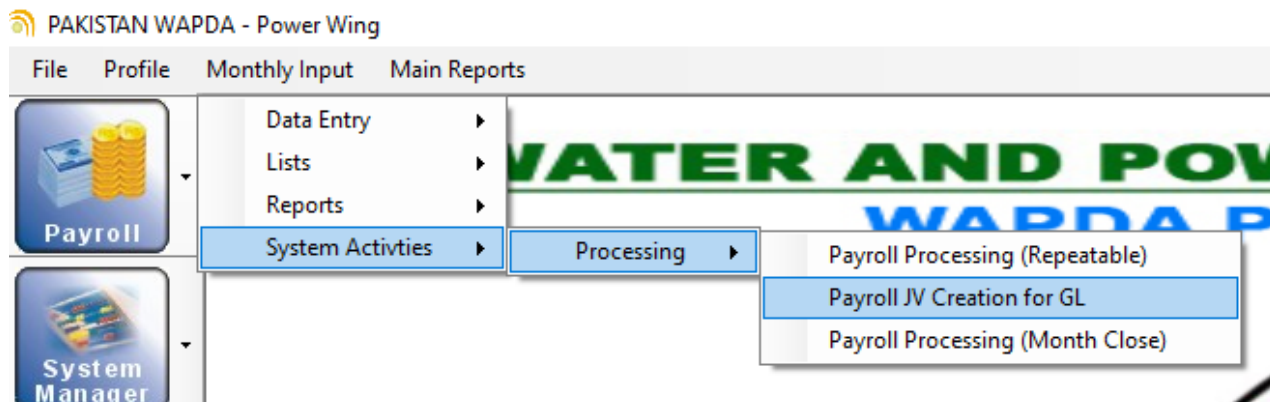
Picture 27 (Payroll JV Creation for GL)

When user clicks on above 'Payroll JV Creation for GL' a new window appears as shown in picture 28.
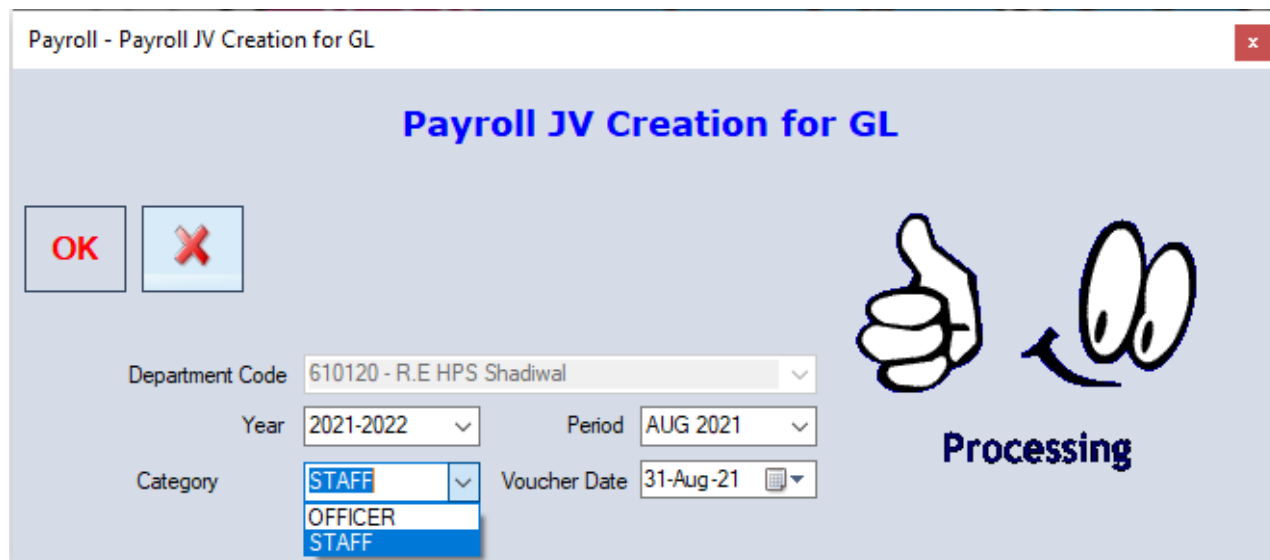
Picture 28 (Payroll JV Creation for GL Processing)

The JV's will be created in "GL" Module, i.e. JV Payroll staff and JV Payroll Officer.

It is therefore user will be asked to create the JV for both officers and staff. It is important to note that first of all user must create JV for Staff followed by officers JV. As the JV for both officers and staff are created then payroll user may inform GL operator to check and verify the JV Payroll vouchers inside GL Module.

How to verify the Completion of Finalization Process of JV creation in GL Module………?

After Closing of Period, it is very easy to verify / cross check the "**Finalization of monthly**" payroll process by simply generating the "**Payroll Register**". If the closing is not done properly then "Draft" will be appear on the top right corner of the Payroll Register as shown in Picture 29

Picture 29 (Draft on Payroll Register)

And if the process has been completed according to the SOP then "Draft" will be replaced with "WAPDA Logo" on the top right corner of the report. As shown in picture 30.

Picture 30 (WAPDA Logo on Payroll Register)

NOTE: If the finalization process of a formation is not completed successfully, then the next period will not be open for that formation and salary process would not complete.

Important Notes

All Assistant Manager (Accounts & Finance)/Accounts Officers should ensure to close their respective months before 5th of every month and submit record to supervisory office accordingly.

The Annual Increment of all **Active** employees will be incorporated in the Month of December, to disable/block the increment of any specific employee, the formation must change the state of that employee in **In-Active** state up-to 10th of December(Every Year).

END NOTE:

This document should be considered as a SOP, for operations of Payroll Management System.

Contact for any query:

- **Dy. Director (P/SA)**
  In-charge IT Section
  o/o G.M.Finance (Power), 324 Wapda House, Lahore.
  Email: wapda1@hotmail.com
  Ph. # 042-99203342

- **Assistant Director (P/SA-III)**
  System Administrator
  o/o G.M.Finance (Power), B-57 Wapda House, Lahore.
  Email: wapdaadpsa@gmail.com
  Ph. # 042-99203365 OR   042-99202211 Ext. # 3157