



PAKISTAN WAPDA – POWER WING

***STANDARD OPERATING
PROCEDURES***

For

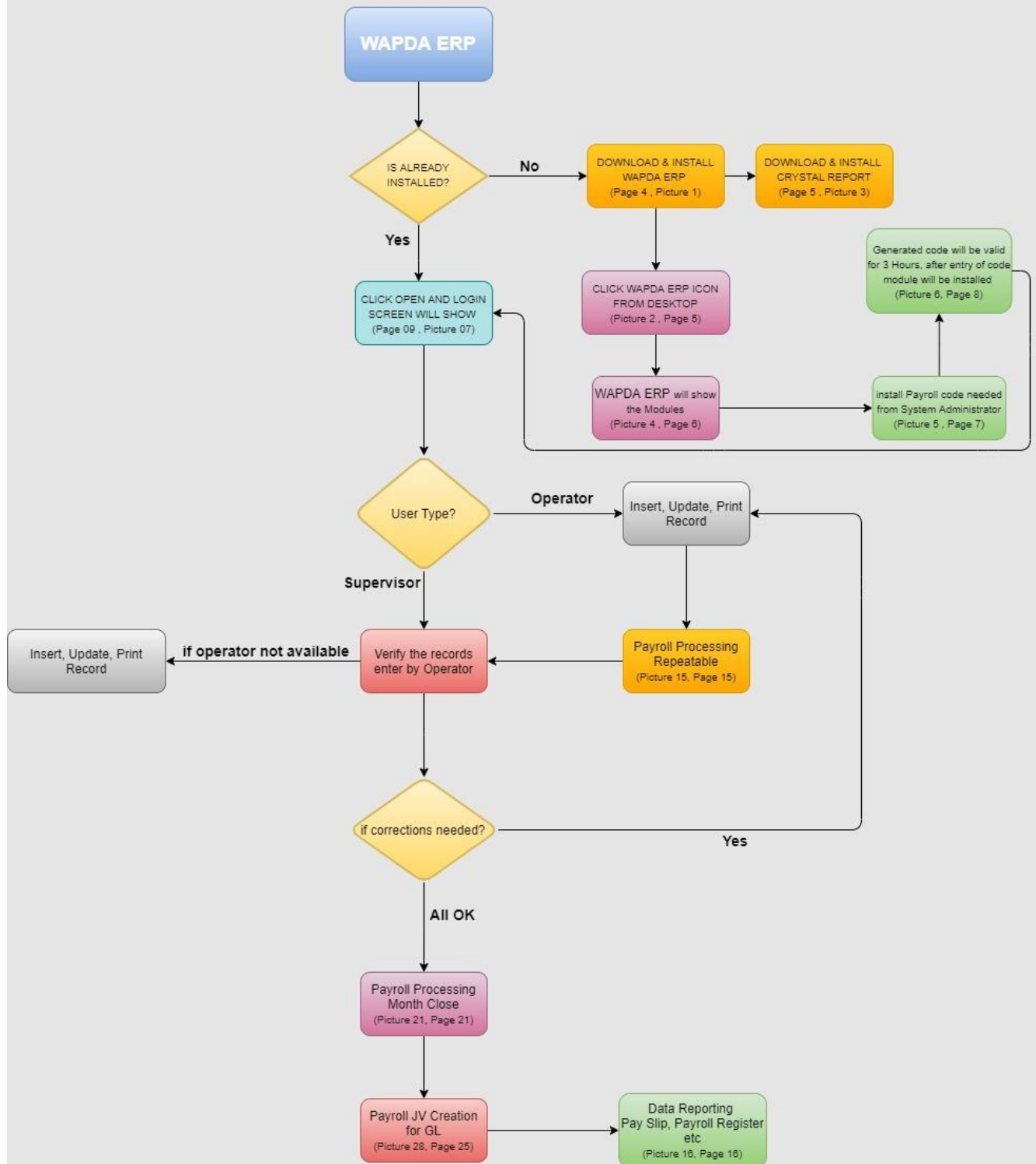
PAYROLL SYSTEM
(2nd Edition) 2021

OFFICE OF GENERAL MANAGER FINANCE (POWER)

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Payroll Module SOP Flow Chart



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.

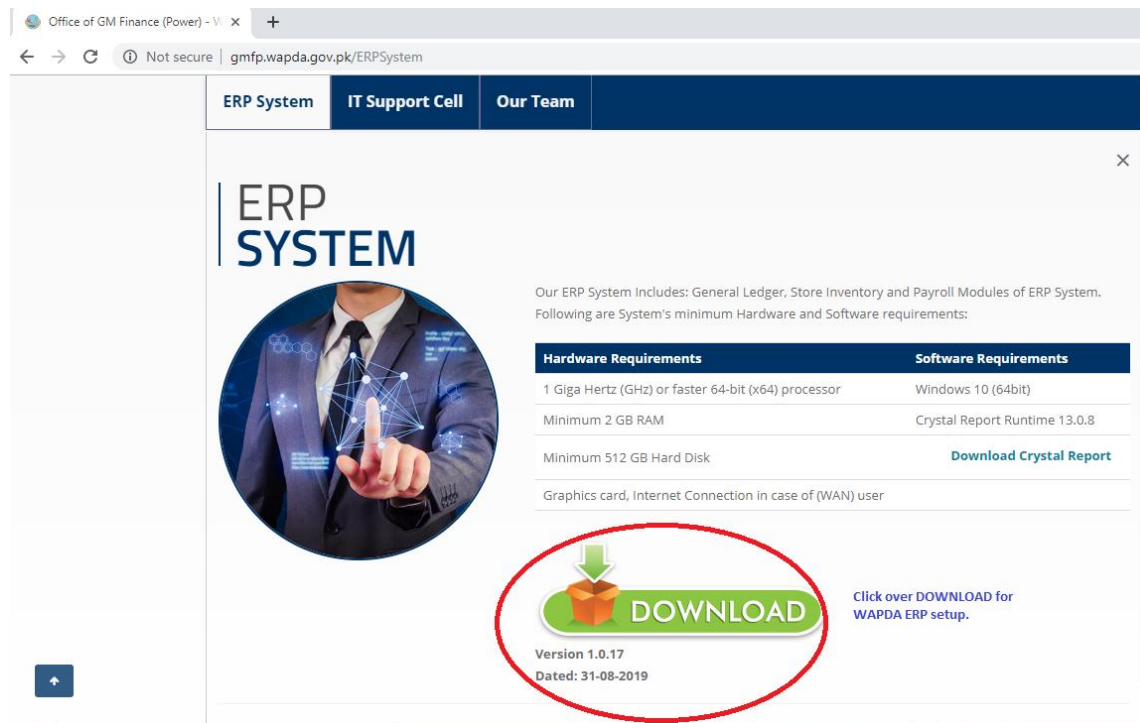
(b) Rights of SUPERVISOR

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.

A screenshot of a web browser displaying the 'Office of GM Finance (Power)' page. The address bar shows 'gmfp.wapda.gov.pk/ERPSystem'. The page has a navigation bar with 'ERP System', 'IT Support Cell', and 'Our Team'. The main content area is titled 'ERP SYSTEM' and includes a circular image of a person in a suit pointing at a digital interface. Below this, it states: 'Our ERP System Includes: General Ledger, Store Inventory and Payroll Modules of ERP System. Following are System's minimum Hardware and Software requirements:'. A table lists these requirements:

Hardware Requirements	Software Requirements
1 Giga Hertz (GHz) or faster 64-bit (x64) processor	Windows 10 (64bit)
Minimum 2 GB RAM	Crystal Report Runtime 13.0.8
Minimum 512 GB Hard Disk	Download Crystal Report
Graphics card, Internet Connection in case of (WAN) user	

Below the table is a large green 'DOWNLOAD' button with a downward arrow icon. At the bottom, it says 'Version 1.0.17' and 'Dated: 31-08-2019'. The 'Download Crystal Report' link in the table is highlighted with a red rectangle.

Picture 03 (Download Crystal Report)

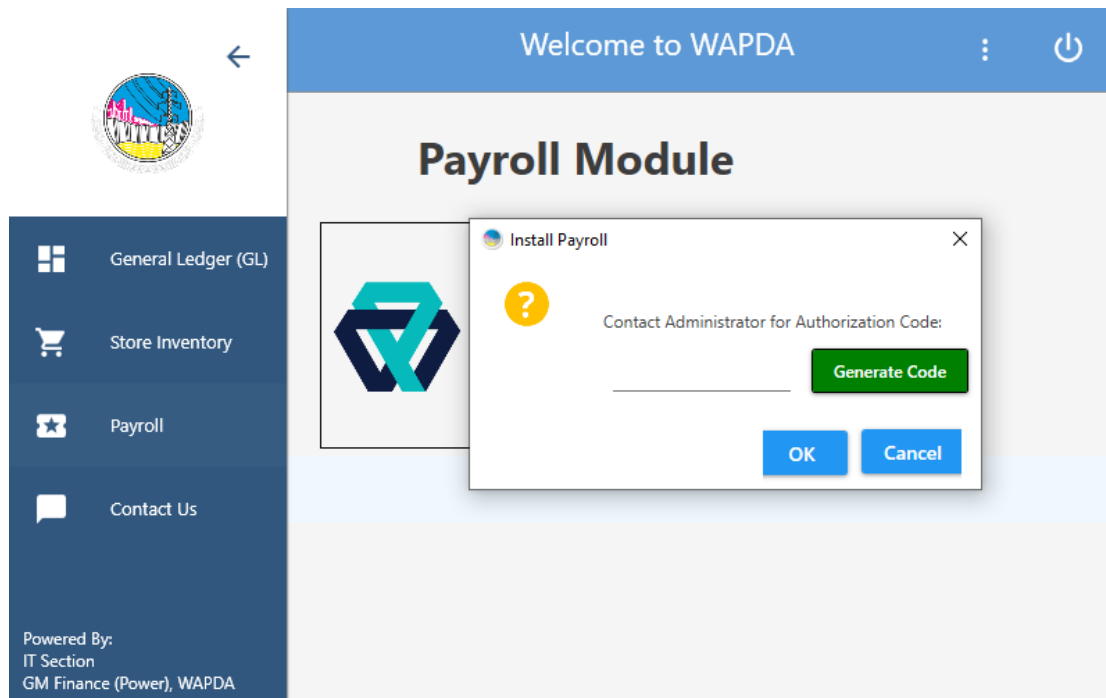
When a user opens WAPDA ERP application by using icon placed at windows desktop, as shown in picture 02, three modules of WAPDA ERP namely will be shown at left side of the application i.e General Ledger (GL), Store Inventory and Payroll as shown in picture 04.



Picture 04 (WAPDA ERP Modules)

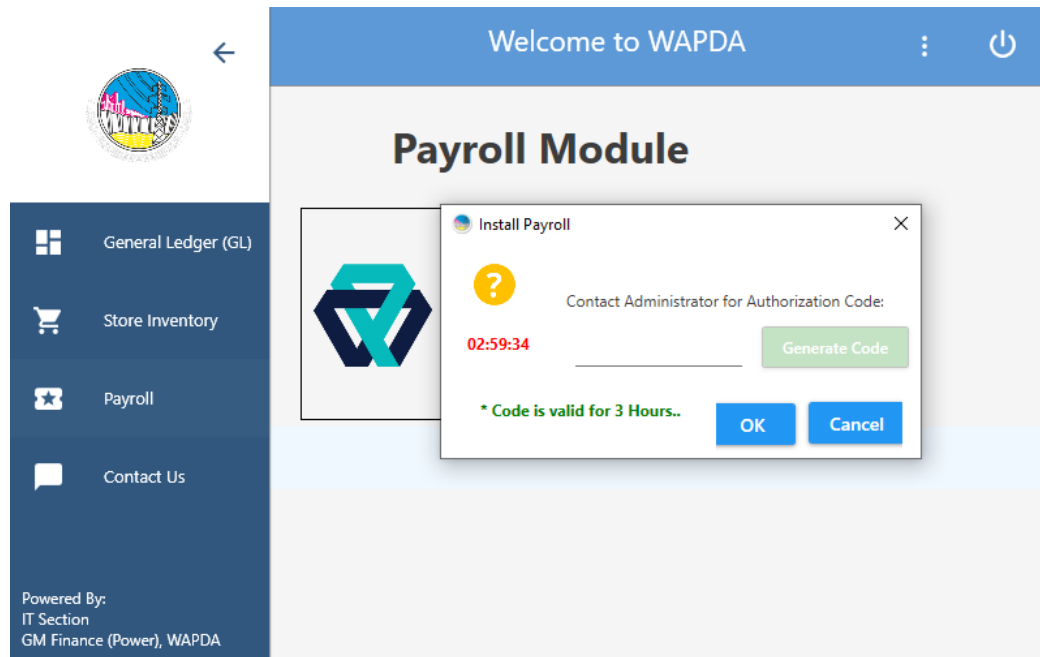
Concerned user will select the related module from the panel. Payroll user will click on Payroll to access this Module from WAPDA ERP.

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.

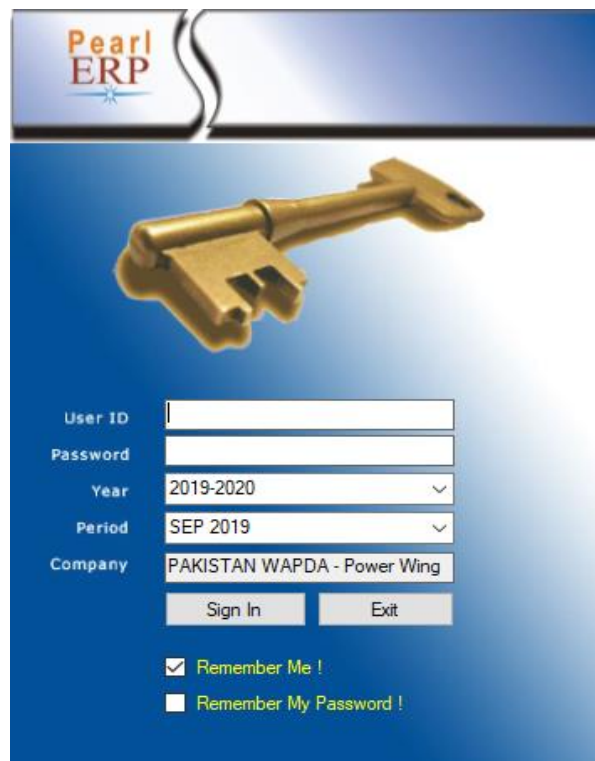
Data updation (Allowances, Deductions or to record leaves or attendance) of old records also gets much attention each month. Change in any data/record will only be done by Data Entry Level users i.e. Operator.

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.

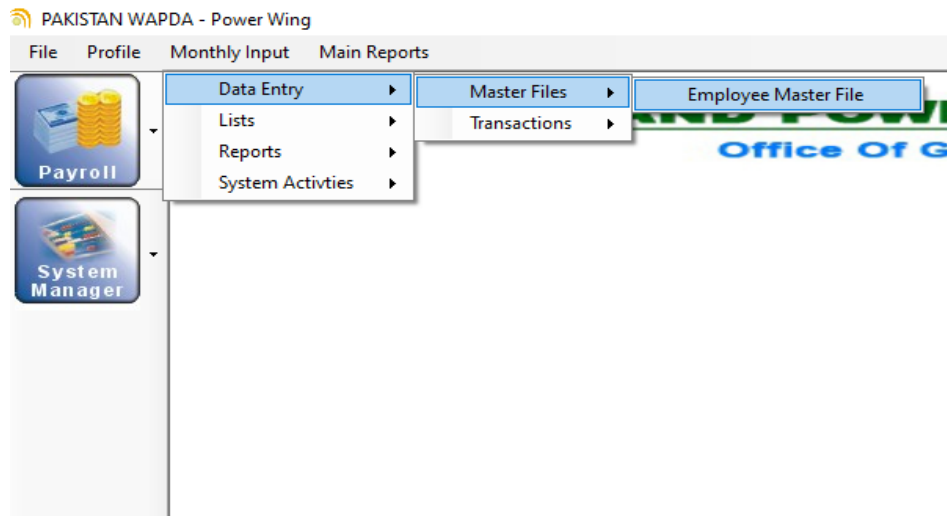
DATA ENTRY BASICS

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.

The screenshot shows the login interface for the WAPDA ERP Payroll module. At the top left is the 'Pearl ERP' logo. Below it is a large, 3D-rendered golden key. The login form consists of several fields: 'User ID' and 'Password' are text input fields; 'Year' is a dropdown menu currently showing '2019-2020'; 'Period' is a dropdown menu currently showing 'SEP 2019'; and 'Company' is a text field showing 'PAKISTAN WAPDA - Power Wing'. Below these fields are two buttons: 'Sign In' and 'Exit'. At the bottom, there are two checkboxes: 'Remember Me !' which is checked, and 'Remember My Password !' which is unchecked.

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.

Payroll - Employee Master File

Save Cancel Post Find Exit

2 of 12 New

Employee No. Old No. Name Father Name Show By Status

Basic Pay Special Pay Personal Pay Gender Salary Status

29070 0 0 Male Release - R

Active

Location WAPDA Section Technical Date Of Birth 05/02/1961

Type Permanent Pay Scale 07 Joining Date 05/10/1981

Category STAFF CADRE Techinal Post Scale 07 Confirmation Date 05/10/1981

Designation HEAD FIREMAN Religion Muslim Retirment Date 04/02/2021

Department 610105 - G.M Tarbela Dam Project CNIC No.

Sub Department Adviser on Fire Fighting, TDP - 610302 EPF No. 75768

Pay A/C Head 610 N.T No.

Payment Mode/ Bank UBL - TDP - 1268 Qualification MIDDLE

Bank A/C No 010-2199-3

Allowance/ Deduction Options

House Rent Other City Rent 3(

Medical Allowance - 01

EPF Yes

Conveyance Yes

Welfare Yes

GLI Yes

Head Quarter No

Car No

Qualification No

Orderly No

Professional Tax Yes

Water Charges No

Main Allowances Deduction Mis Deduction Advances Recovery Address

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.

Payroll - Employee Master File

Save Cancel Post Find Exit

2 of 12 New

Employee No. Old No. Name Father Name Show By Status

Basic Pay Special Pay Personal Pay Gender Salary Status

28070 0 0 Male Release - R

Active

X	Allowance Code	Fix Amount / Basic %	Amount / %	Status
X	Adhoc 2016 - 10	Fix Amount	2197	Active
X	Special Compensatory Allowance - 49	Fix Amount	500	Active
X	Special Relief Allowance - 50	Fix Amount	200	Active
X	Washing Allowance - 32	Fix Amount	300	Active
X	Shift Allowance - 31	Fix Amount	600	Active

Allowance/ Deduction Options

House Rent Other City Rent 3(

Medical Allowance - 01

EPF Yes

Conveyance Yes

Welfare Yes

GLI Yes

Head Quarter No

Car No

Qualification No

Orderly No

Professional Tax Yes

Water Charges No

Main Allowances Deduction Mis Deduction Advances Recovery Address

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.

Payroll - Employee Master File

Save Cancel Post Find Exit

37 of 9518 New

Employee No. Old No. Name Father Name Show By Status

Active

Basic Pay Special Pay Personal Pay Gender Salary Status

31070 0 0 Release - R

Active

X	Deduction Code	Fix Amount / Basic %	Amount / %	Status
X	Union Fund - 21	Fix Amount	50	Active
X	Income Tax - 01	Fix Amount	375	Active

Allowance/ Deduction Options

House Rent Acquire - 01

Medical Facility - 02

EPF Yes

Conveyance Yes

Welfare Yes

GLI Yes

Head Quarter Yes

Car No

Qualification No

Orderly No

Professional Tax Yes

Water Charges No

Main Allowances **Deduction** Mis Deduction Advances Recovery Address

Picture 11 (Screen for Deductions)

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

Payroll - Employee Master File

Save Cancel Post Find Exit

2 of 12 New

Employee No. Old No. Name Father Name Show By Status

Basic Pay Special Pay Personal Pay Gender Salary Status

28070 0 0 Male Release - R

Active

X	Loan Code	Principle Amount	Total Installment	Already Refunded	Total Recoverable	No. Of Installment	Monthly Installment	Loan Balance	Alre Inst
X	Purchase of Plot - 04	310500	120	220282	204500	15	6015	90218	

Allowance/ Deduction Options

House Rent Other City Rent 30

Medical Allowance - 01

EPF Yes

Conveyance Yes

Welfare Yes

GLI Yes

Head Quarter No

Car No

Qualification No

Orderly No

Professional Tax Yes

Water Charges No

Main Allowances Deduction Mis Deduction **Advances** Recovery Address

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.

Payroll - Employee Master File

Save Cancel Pgst Find Exit

2 of 12 New X

Browse X

Employee No Old No Name Father Name Show By Status

Active

Basic Pay Special Pay Personal Pay Gender Salary Status

28070 0 0 Male Release - R

Active

X	Loan Code	Principle Amount	Total Installment	Already Refunded	Total Recoverable	No. Of Installment	Monthly Installment	Loan Balance

Allowance/ Deduction Options

House Rent Other City Rent 3(

Medical Allowance - 01

EPF Yes

Conveyance Yes

Welfare Yes

GLI Yes

Head Quarter No

Car No

Qualification No

Orderly No

Professional Tax Yes

Water Charges No

Main Allowances Deduction Mis Deduction Advances Recovery Address

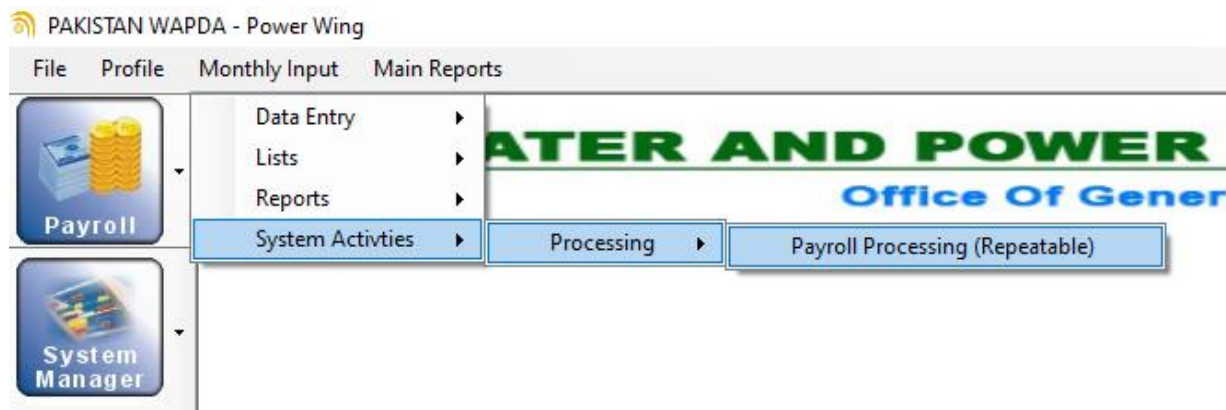
Picture 13 Image of Recovery

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

DATA PROCESSING

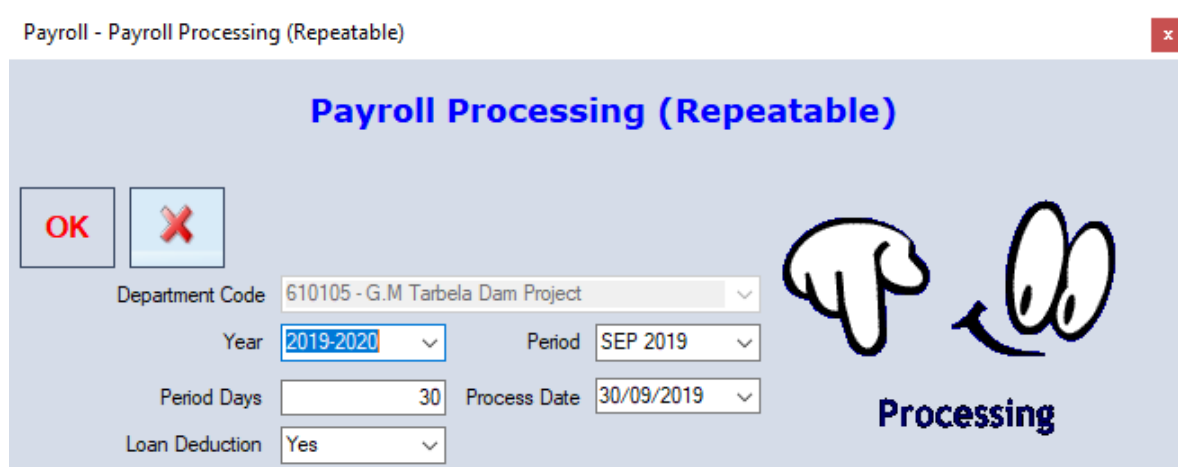
Once data entry as well as updating in data of all the records of employees are completed, then user is required to process the data to finalize/ incorporate the changes in system. For every change in the record of an employee, operator is advised to process so that changes can be incorporated. Without 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)

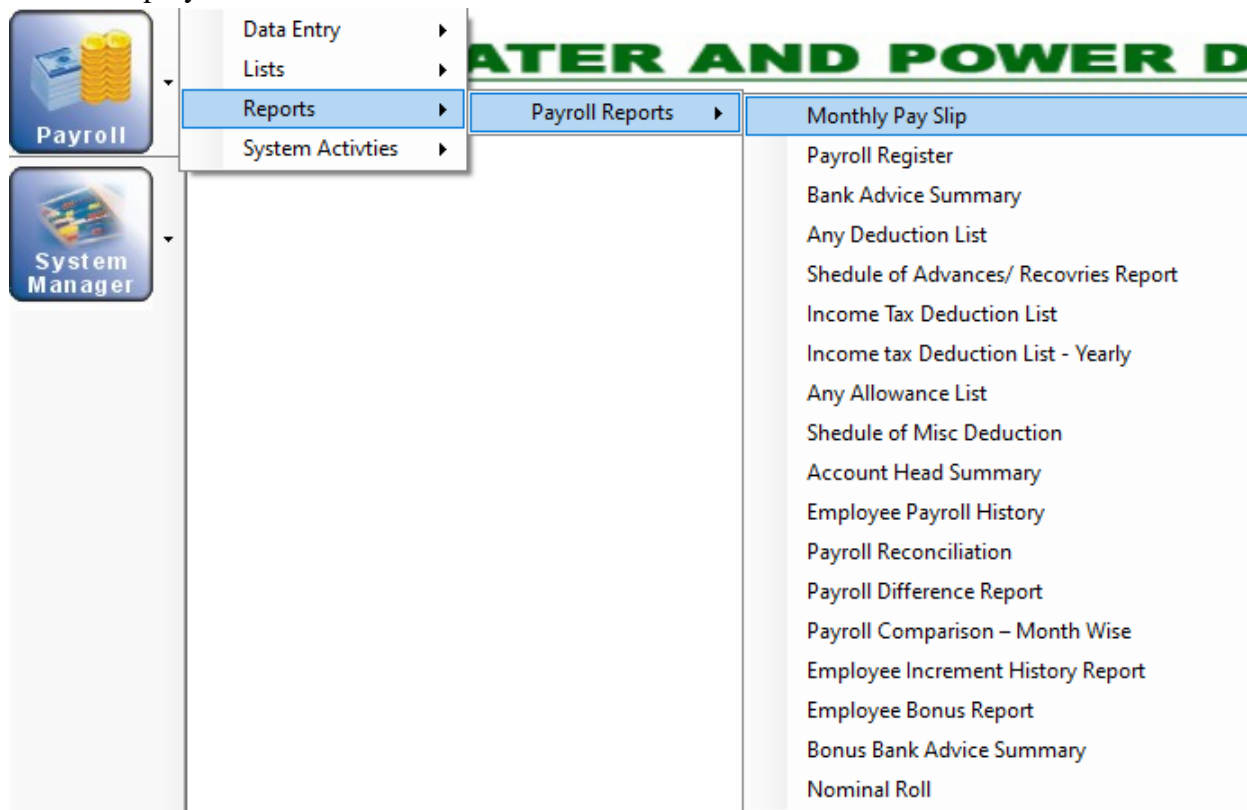
After clicking on Payroll Processing (Repeatable) following dialogue box appears where user has to ensure the process of current/ongoing month.



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
Adhoc 2017	7,853	Welfare Fund	145	Total Installments	-
Adhoc 2018	7,853	Medical Benoviant Fund	20	Total Advance No 2	-
Misc Allowance	2,500	Officers Club Charges	1,000	Refunded	-
Qualification Pay	750	Community/Transport Charges	250	Balance	-
Adhoc 2016	6,069	Purchase of House	11,360	Total Installments	-
Hard Area Allowance	3,000	EPF Advance-1	4,528	Long Term Advance	Amount
Generation Allow	11,000	Recoveries	100	Total Advance	1,181,440
Special Allowance	10,000			Refunded	181,760
				Balance	999,680
				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

Department :

Sub Department :

Status :

Sr. #	EMPLOYEE																Gross Pay	
	Old Code	Code	Name	Father Name	Designation	BPS	EPF No	Basic Salary	Special Pay	Personal Pay								
----- ALLOWANCE -----																		Total DEDUCTION
House Rent	CNV Allow	Med Allow	ADH 2018	ADH2017	ADH 2016	Int. Allow	Ent. Allow	HQ	Ordly Allow	Special AIW	Wapada Alw	Qual. Alw	Qual Pay Alw	Appoin. Alw	GLI Alw			
----- OTHER ALLOWANCE -----																		Net Pay
----- 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				
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

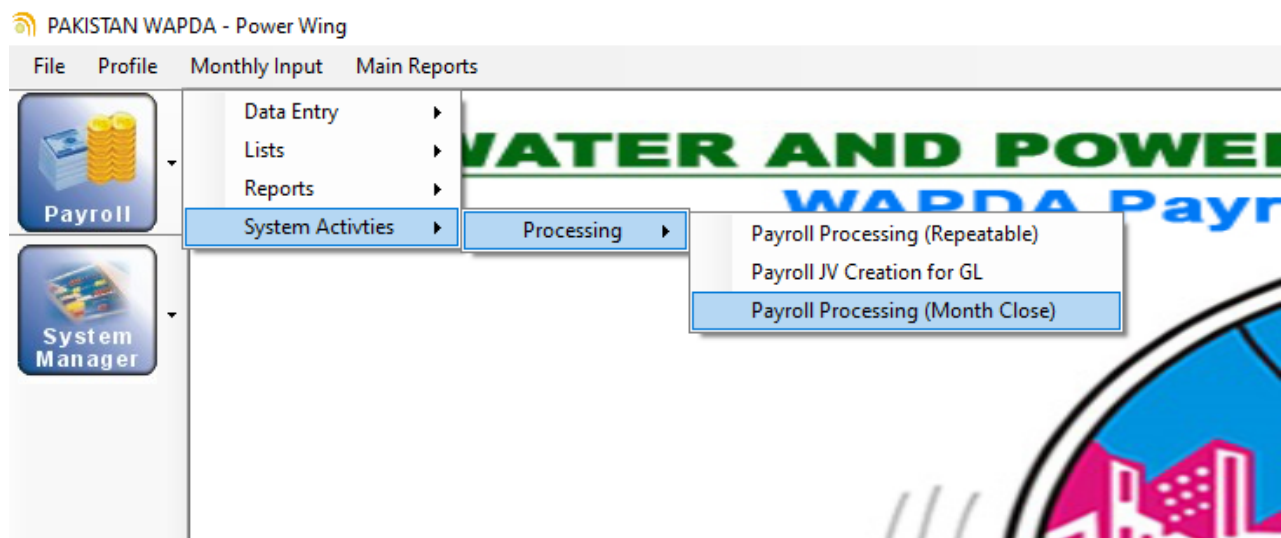
(ii) Payroll JV Creation

(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)

Payroll - Payroll Processing (Month Close)

Payroll Processing (Month Close)

OK
✖

Department Code

610000 - WAPDA

Year

2021-2022

 Period

AUG 2021

Period Days

31

 Process Date

31-Aug-21

Loan Deduction

Yes

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)

Info
✖

i

Process request send to process QUE
 Already pending requests = 0

OK

Picture 22 (Process Request Status)

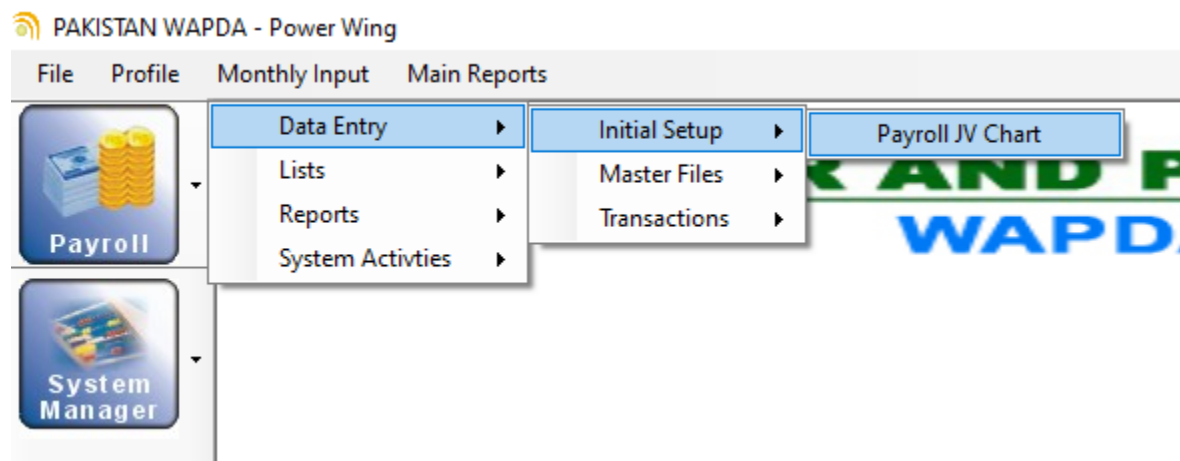
iii. Payroll JV Creation

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.

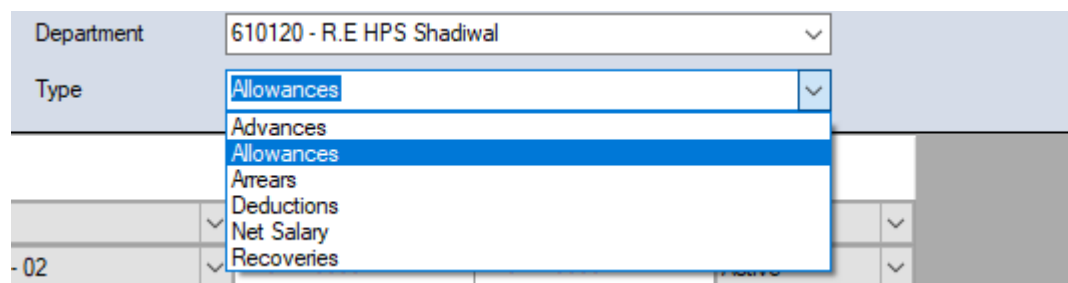
JV chart is located in the “initial setup” of Data Entry portion (Picture No. 23)

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

Pearl ERP 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 Allowance - 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.

Payroll - Payroll JV Chart

Pearl ERP Payroll JV Chart

Save Cancel || Exit

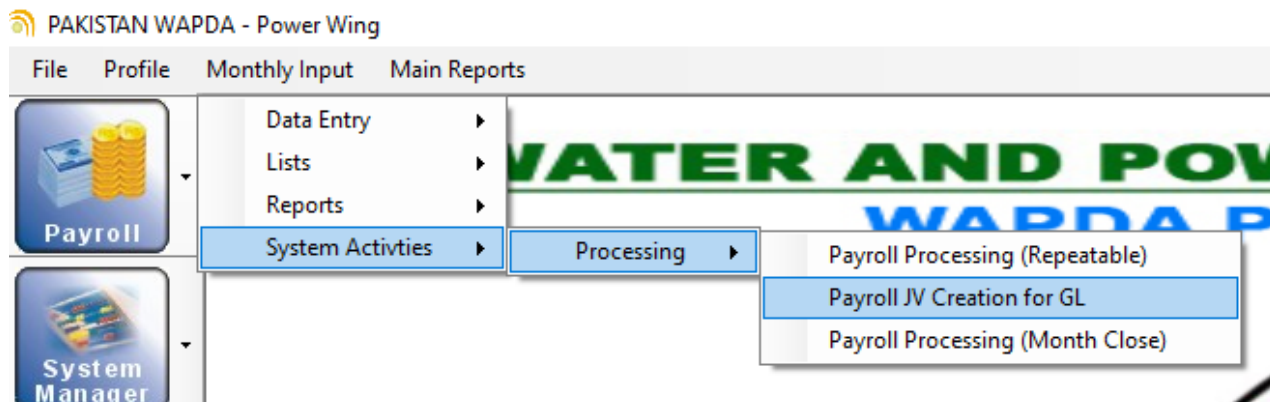
Department: 610120 - R.E HPS Shadiwal

Type: Deductions

Code	Account Code - Staff	Account Code - Officer	Status
Income Tax - 01	4509100000	4509100000	Active
Difference of Rent - 04	5520100010	5520100010	Active
School Bus Charges - 06	5535150003	5535150003	Active
Misc. Deductions - 08	5535550012		Active
GPF - 12	4539100000	4539100000	Active
Group Life Insurance (GLI) - 13	4539400000	4539400000	Active
Welfare Fund - 14	4539300000	4539300000	Active
Medical Benovlant Fund - 15	4539600000	4539600000	Active
Community/Transport Charges - 16	5535150000	5535150000	Active
Professional Tax - 19	4506100000	4506100000	Active
Water Charges - 20	5535530000	5535530000	Active
Union Fund - 21	4539500000	4539500000	Active
Private Vehicle Charges - 25	5535150002	5535150002	Active

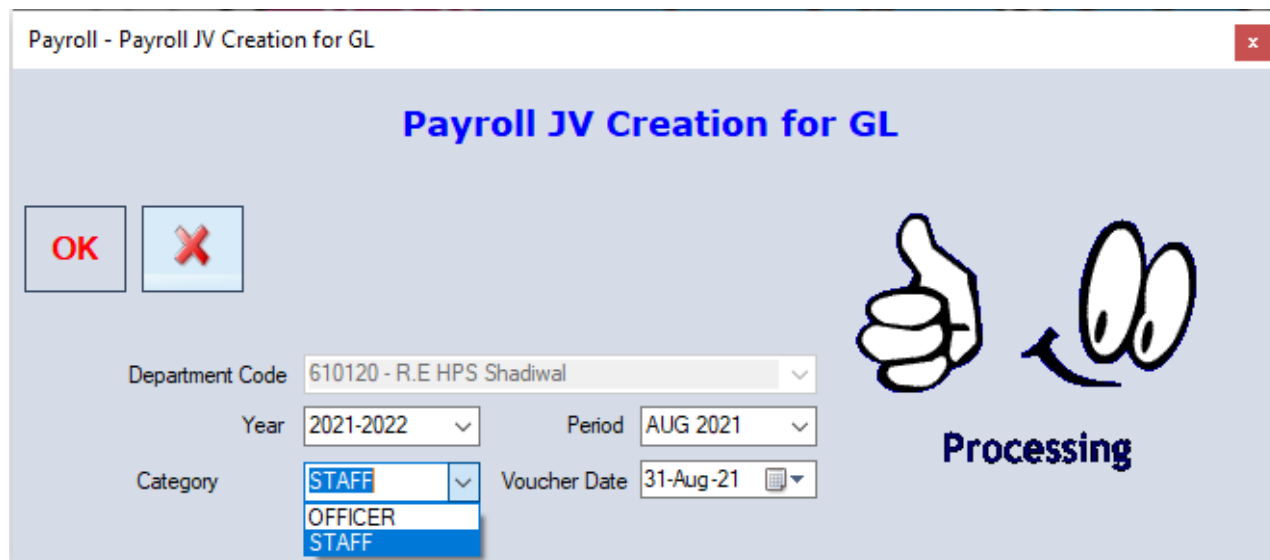
Picture 26 (Payroll JV Chart to enter Deduction codes)

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.

CHAPTER NO. 9

VERIFICATION

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

PAKISTAN WAPDA - Power Wing
Payroll Register
For the Month : AUG 2021

DRAFT

Department :		610001 - GH Finance (Power)															Sub Department :		610001 - GH Finance (Power)		Status :		Provision
Sr. #	EMPLOYEE																	Gross Pay	Total Deduction				
	Old Code	Code	Name	Father Name	Designation	ALLOWANCE	Only Allow	BPS	EPF No	Basic Salary	Special Pay	Personal Pay											
House Rent	CHV Allow	Med Allow	ADH 2018	ADH 2017	ADH 2016	Int. Allow	Ent. Allow	HQ	Special Allow	Wapada Allow	Qual. Allow	Qual. Pay Allow	ADH 2019	GLI Allow	OTHER ALLOWANCE		Net Pay						
DEDUCTIONS																		Net Pay					
EPF	WWF	GLI	EPF ADV	HOUSE ADV	CON ADV	S.TAX	5% HR	WATER CHARGE	Union Fund	Spl Ded	Prof. Tax	MedBenFund	MISC Ded	Recoveries									
1	-	-	-	9,276	9,276	6,217	-	800	12,000	-	10,000	-	-	4,630	4,630	-	181,793						
ADH21 : 9,276 DRA : 23,190 148 479 - 11,984 - 16,108 - 19,284 - 88,710 - 3,900 4,486 - 178,453 14,846																							
2	-	-	-	8,971	8,971	5,989	-	800	12,000	-	10,000	-	-	3,900	4,486	-	111,068						
ADH21 : 8,971 DRA : 22,428 148 479 - 18,000 - 18,000 - 20,884 - 88,710 - 3,900 4,486 - 116,777 14,846																							
3	00012	00006	00006	6,131	6,131	3,889	-	-	12,000	-	10,000	-	-	-	-	-	128,992						
ADH21 : 6,131 DRA : 15,328 148 479 - 6,215 - 12,000 - 10,000 - 87,140 - 1,200 4,387 - 178,453 14,846																							
4	00014	00007	00007	6,131	6,131	3,889	-	-	12,000	-	10,000	-	-	-	-	-	157,008						
ADH21 : 6,131 DRA : 21,785 148 479 - 8,945 - 12,000 - 10,000 - 76,370 - 3,924 3,300 - 130,493 13,487																							
5	00000	00000	00000	6,131	6,131	3,889	-	-	12,000	-	10,000	-	-	-	-	-	130,493						
ADH21 : 6,131 DRA : 19,668 148 479 - 10,881 - 12,000 - 10,000 - 76,370 - 3,924 3,300 - 142,982 14,846																							
6	00000	00000	00000	6,131	6,131	3,889	-	-	12,000	-	10,000	-	-	-	-	-	130,493						
ADH21 : 6,131 DRA : 18,328 148 479 - 7,237 - 12,000 - 10,000 - 87,140 - 1,200 4,387 - 130,192 13,207																							
7	00004	00000	00000	6,131	6,131	3,889	-	-	12,000	-	10,000	-	-	-	-	-	130,192						
ADH21 : 6,131 DRA : 18,328 148 479 - 7,237 - 12,000 - 10,000 - 87,140 - 1,200 4,387 - 130,192 13,207																							

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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.

PAKISTAN WAPDA - Power Wing
Payroll Register
For the Month : JUL 2021

Department : 610001 - GH Finance (Power)

Sub Department : 610001 - GH Finance (Power)

Status : Final

Sr. #	EMPLOYEE																	Gross Pay	Total Deductions	Net Pay								
	Old Code	Code	Name	Father Name	Designation	BPS	EPF No	Basic Salary	Special Pay	Personal Pay	House Rent	CHV Allow	Med Allow	ADH 2018	ADH2017	ADH 2016	Int. Allow	Ent. Allow	HQ	Only Allow	Special Allow	Wapada Allow	Spl Ded	Prof. Tax	MedBenFund	MISC Ded	Recoveries	
ALLOWANCE																												
OTHER ALLOWANCE																												
DEDUCTIONS																												
1	-	00003	-	-	-	9,276	9,276	6,217	-	800	12,000	-	10,000	-	-	-	-	-	-	-	-	-	-	92,760	-	4,630	4,630	-
ADH21 : 9,276 DRA : 23,190 148 479 - 11,984 - 16,108 - 19,284 - 88,710 - 3,900 4,486 - 178,453 14,846																												
2	-	00004	-	-	-	8,971	8,971	5,989	-	800	12,000	-	10,000	-	-	-	-	-	-	-	-	-	-	88,710	-	3,900	4,486	-
ADH21 : 8,971 DRA : 22,428 148 479 - 18,000 - 18,000 - 20,884 - 88,710 - 3,900 4,486 - 116,777 14,846																												
3	00012	00006	-	-	-	6,131	6,131	3,889	-	-	12,000	-	10,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
ADH21 : 6,131 DRA : 15,328 148 479 - 6,215 - 12,000 - 10,000 - 87,140 - 1,200 4,387 - 178,453 14,846																												
4	00014	00007	-	-	-	6,131	6,131	3,889	-	-	12,000	-	10,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
ADH21 : 6,131 DRA : 21,785 148 479 - 8,945 - 12,000 - 10,000 - 76,370 - 3,924 3,300 - 130,493 13,487																												
5	00018	00009	-	-	-	6,131	6,131	3,889	-	-	12,000	-	10,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
ADH21 : 6,131 DRA : 19,668 148 479 - 10,881 - 12,000 - 10,000 - 76,370 - 3,924 3,300 - 142,982 14,846																												
6	00023	00011	-	-	-	6,131	6,131	3,889	-	-	12,000	-	10,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
ADH21 : 6,131 DRA : 18,328 148 479 - 7,237 - 12,000 - 10,000 - 87,140 - 1,200 4,387 - 130,192 13,207																												
7	00024	00013	-	-	-	6,131	6,131	3,889	-	-	12,000	-	10,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
ADH21 : 6,131 DRA : 18,328 148 479 - 7,237 - 12,000 - 10,000 - 87,140 - 1,200 4,387 - 130,192 13,207																												

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Prepared By: admin

Page Total: Gross Pay : 1,479,136

Total Deduction : 170,859

Net Pay : 1,308,277

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:

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