

SOP/ Payroll Guideline Document for the Month of DEC 2022

This Document is the Standard Operating Procedure for the month of Dec 2022. Please ensure all the steps before completing the salary of Dec 2022.

Phase – 1 (Increment)

Increment of all the employees will be incorporated in the Payroll system in the Morning of 13th Dec 2022 from the head office.

Phase – 2 (Compilation Date)

Salary of all employees (including Christians and other than Christians) will be compiled before 20th Dec 2022.

Phase – 3 (Closing)

Payroll Processing (Month Close) will be done on after the completion/compilation of all employee's salaries on 20th Dec 2022.

Phase – 4 (Salary Disbursement)

Disbursement of Christian Salary will be done between the 20th Dec to 25th Dec 2021 (Not later than 25th Dec).

Disbursement of Remaining Employees Salary will be done between the 26th Dec to 31st Dec 2022 (Not Before Christian Salary Date).

Payroll JV Creation for the Month of Dec

In routine there are 02 voucher generates in every month (i.e., Staff and Officer). Now in Dec there will be 04 Vouchers to be generated in GL System.

Details of the 04 vouchers to be generated are following:

1. Staff Voucher (Christian only) from 20th to 25th Dec.
2. Officer Voucher (Christian only) from 20th to 25th Dec.
3. Staff Voucher (other than Christian) from 26th to 31st Dec.
4. Officer Voucher (other than Christian) from 26th to 31st Dec.

It is to be clarified that Christian Salary Vouchers must be generated before 25th Dec 2021. Otherwise, there will be a salary compilation problem in the month of Dec 2022.

Note:

1. Please complete all the steps as mentioned accordingly. If you have any confusion then call directly on 042-99203365, 042-99203342 in office timings for any guideline.
2. The Mistakes are not reversible in system so please follow the steps carefully.