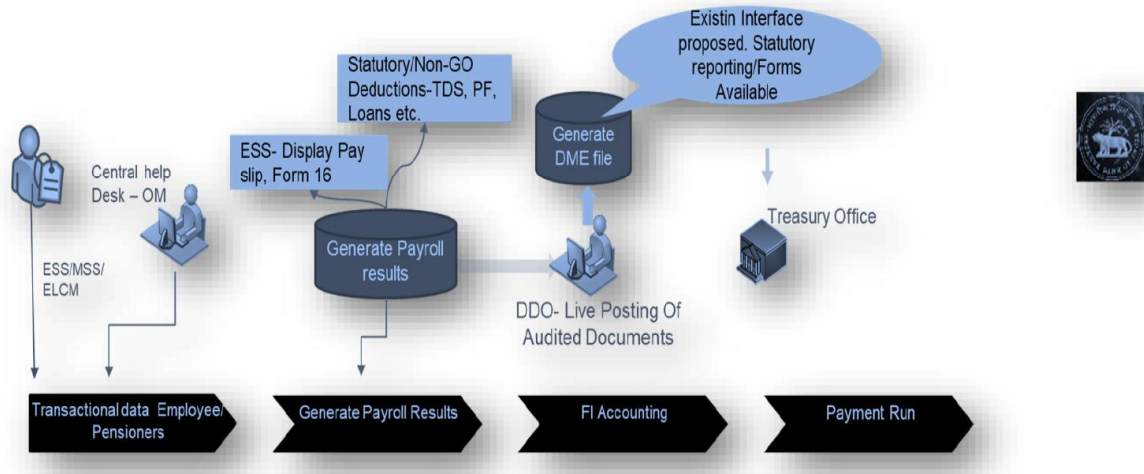


1.4.2 Human Capital Management

The overall payroll and pension process flow require



The above business requirements are mapped with SAP Solution as below :

Business Requirement Level1	Business Requirement Level2	SAP Solution Level 1	SAP Solution Level 2
Leave Management	<ul style="list-style-type: none"> Government of AP Holiday calendar Work Schedule Leave Quota Leave encashment 	<ul style="list-style-type: none"> SAP Leave Management 	<ul style="list-style-type: none"> Holiday calendar Work schedules Leave Quota Accrual and Leave accumulation All relevant leave types (Including Payroll integration) Leave Encashment (Including Payroll Integration)

Business Requirement Level1	Business Requirement Level2	SAP Solution Level 1	SAP Solution Level 2
Payroll Employee	<ul style="list-style-type: none"> • Payroll Organization • Earnings • Deductions • Loans & Advances • Payroll Processing • Increment processing • Preparation of Pay bills and integration with treasury/PAO • Payroll results posting to FI • Statutory reports and forms • MIS reports and schedules • Service Book forms as per GO MS 99 dated 	<ul style="list-style-type: none"> • SAP HCM India Payroll for Employees 	<ul style="list-style-type: none"> • Payroll Organization • Earnings • Deductions • Loans & Advances • Payroll Processing • Increment processing • Preparation of Pay bills and integration with treasury/PAO • Payroll results posting to FI • Reports
	27.06.2018		
Pension	<ul style="list-style-type: none"> • Payroll Organization • Earnings • Deductions • Pensioners Payroll Processing • Pension Processing - Scenarios • Preparation of Pay bills and integration with treasury/PAO • Pensioners Payroll results posting to FI • Statutory reports and forms • MIS reports and schedules • Service Book forms as per GO MS 99 dated 27.06.2018 	<ul style="list-style-type: none"> • SAP HCM India Payroll for Pensioners 	<ul style="list-style-type: none"> • Payroll Organization • Earnings • Deductions • Pensioners Payroll Processing • Pension Processing - Scenarios • Preparation of Pay bills and integration with treasury/PAO • Pensioners Payroll results posting to FI • Reports

ELCM	<ul style="list-style-type: none"> Manages events from hire to retire process 	<ul style="list-style-type: none"> This will be outside the scope of this document 	
Employee Portal	<ul style="list-style-type: none"> Catering to lifecycle Creation of leave request by employee Forwarding leave request to manager by employee Controlling the Deletion and cancellation of Leave Requests To view their period of absences and track the 	<ul style="list-style-type: none"> SAP ESS - MSS 	<ul style="list-style-type: none"> Personal Data Working time Payroll Loans & Advances Income tax related forms General Declaration of Immovable property Nomination forms Leave encashment ESR

Business Requirement Level1	Business Requirement Level2	SAP Solution Level 1	SAP Solution Level 2
	<ul style="list-style-type: none"> status of their leave requests Download / View Pay slips and Form 16 Creation of Loan Request Send the request for approval Track the status of Loan requests Investment Savings Section 80 /Section 80c House Rent for HRA exemption Income /Loss from House property Income from other sources 		<ul style="list-style-type: none"> (Will cater to data integration requirements)

	<ul style="list-style-type: none"> • Details of Income and Tax deducted during the previous employment during the current financial year • Income tax projection statement • Search for employee's data by first name, last name and various criteria • Self-service for declaration of Immovable property • The Nomination for various retiral benefits will be updated here • Leave encashment during service is handled here 		
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- **HCM**

Object Type	High	Medium	Low	Total
Conversion	30	5	8	43
Enhancement	80	20	10	110
Forms	70	10	10	90
Interface	5	5	Nil	10
Portal Enhancements		10	20	30
Report	22	25	25	72
Workflow	15	30	0	45
Grand Total	232	90	45	400

3 Data Migration Approach

HCM Objects for Data Migration

- HCM Data related to Employee Records till Go Live
 - Certificate Details
 - Service Details
 - Pay Drawn Details
 - Leave Details
 - LTC availed details
 - Interest bearing advance details
 - GIS Details
 - Service Verification details
 - Incentives and Punishment Details
 - Training details
 - Pension Proposals
- Payroll/Pension Data for Mid-Year Go Live
- Leave Balance Data
- Loan Balance data
- All Payroll / Leave Management related Info types data

Approach to Data Migration:

- SAP will develop the conversion programs or LSMW Objects that will be used for the Data Migration
 - SAP will release Data Collection Templates for Objects Identified for Migration
 - SAP will work with Customer in defining the Mapping Rules for the different fields in the data collection templates vis-à-vis Legacy System Data
 - Customer is requested to nominate SPOCs for Data Collection for different Objects that are to be migrated. SAP will conduct walk through of the data migration template formats with the SPOCs
 - Customer is responsible for the timely availability of data, data cleansing/transformation and quality of data
 - Data SPOCs will assist in Development System testing of configuration and technical developments by providing suitable test data in the formats in time for Unit Testing
 - Data SPOCs will assist in Integration Testing and User Acceptance Testing in QA system by providing suitable test data in the formats in time for Integration Testing.
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- Complete Data of identified migration objects, extracted, cleansed and mapped data in the data migration templates received from the nominated SPOCs will be migrated to Production System by SAP.
 - SAP will provide the Data Download from Production System to the SPOCs for validation vis-à-vis Upload Files provided by them