GM (ERP)
ALTTC Campus, Ghaziabad
☎ : 0120-2704327, Email: gmerpcore@bsnl.co.in

भारत संचार निगम लिमिटेड
(भारत सरकार का उपक्रम)
BHARAT SANCHAR NIGAM LIMITED
(A Govt. of India Enterprise)

To,
The CGM
All Circles, BSNL

<u>**No.:**</u> GM/ERP-GZB/ALTTC/Admin/Corr./93   Dated 15.06.2016

<u>**Sub:**</u> Calculation of Retirement Benefits on separation from BSNL Service – "**Full & Final**" Process regarding.

For calculation of retirement benefits on separation (e.g. superannuation, Voluntary retirement, Resignation, Death etc.) from BSNL Service for **Absorbed & BSNL Recruited** employees "Full & Final" process has been developed in ERP-SAP and is now available in Production (PRD) Server for use. Records in SAP like Date of Appointment, Date of start of service for pension, Separation action with proper date & reason, Leave (EL/HPL) at Credit, Leave availed, Pay & Allowances should be maintained properly to get correct calculation of retirement benefits. In addition to above some information like no. of days of encashed leave on LTC prior to 01.09.2008, Leave balance as on 01.10.2000, percentage opted for commutation of pension etc. are to be provided while running the "Full & Final" process in ERP-SAP.

"**Full & Final**" Process can be executed after run of separation action for individual employee at a time. Role & Authorization (R&A) for this process has been assigned to all SSA Pay Administrators & Circle Pay Administrators. For Pension Calculation sheet and various pension related forms, below mentioned steps to be followed.

A. "Full & Final" Simulation Run

"Full and final" Simulation can be run using T-Code "ZHRTC_FF" and by selecting "Full & Final Simulation" tab. Calculation sheet will be displayed and can be downloaded in excel sheet. Print of forms can be taken by selecting "Print" Tab available on the screen.

B. "Full & Final" Live Run

Full and final Live can be run using T-Code "ZHRTC_FF" and by selecting "Full & Final Live Run" tab. Calculation sheet will be displayed and can be downloaded in excel sheet. Print of forms either can be taken by selecting "Print" Tab available on the screen or using T-Code "ZHRTC_PRINT_FF".

Here it would be pertinent to mention that calculation of retirement benefits are based on Gross Qualifying Service, Non Qualifying Service & Net Qualifying Service, Pay & Allowances drawn, Leave Quota credited & availed & other relevant activities during entire service period. In SAP it might be possible that each & every important activities of entire service period, particularly for pre go live period which can affect the entitlement of retiring benefits, are not updated. Hence it is advised that a parallel manual calculation for entitlement of retiring benefits should be done invariably and in case of any difference either record in SAP should be corrected so as to get correct calculation of retirement benefits through T-Code: ZHRTC_FF or payment should be made as per manual calculation.

For payment of Leave Encashment to absorbed & BSNL Recruited employees and payment of gratuity to BSNL Recruited employees, relevant wage types are to be maintained in

GM (ERP)
ALTTC Campus, Ghaziabad
☎ : 0120-2704327, Email: gmerpcore@bsnl.co.in

भारत संचार निगम लिमिटेड
(भारत सरकार का उपक्रम)
BHARAT SANCHAR NIGAM LIMITED
(A Govt. of India Enterprise)

relevant infotypes (IT) manually (as per T-Code: ZHRTC_FF or Manual Calculation) as these will not be updated automatically.

Employees can themselves see the calculation of retirement benefits due on separation from BSNL Service through "Employee Claim" menu in ESS by clicking on link "Employee Retirement Benefits Simulation" and can also take the printouts of various forms.

The process manual for the "Full & Final" process has been uploaded on ERP help desk Portal website – http://10.197.216.213/ --→ Module ---→ HCM ---→PROCESS WISE MANUALS at serial no . 33 ("Full & Final" Process).

It is therefore requested to instruct the Payroll teams to execute the "full & Final" process for separated employees from June-2016 onwards. In case of any issue in the process, PIS issue may be raised on ERP help Desk and assigned to Payroll Core team for resolution please.

(Sanjeev Singhal)
GM (ERP)

Copy to:
1. CGM ITPC, Pune – for kind information.
2. PGM (CIT), BSNL CO, New Delhi – for kind information.
3. GM (CA-ERP), BSNL CO, New Delhi - for kind information.
4. Intranet Portal