Standard Operating Procedure

Recovery from Employee Salary Process Steps to follow:-

1. Go to "Employee Maintenance Maker/Checker activity" and Click on "Recovery from Employee Salary" menu link. Below Screen will be displayed. Please read the instructions properly as mentioned on the screen.

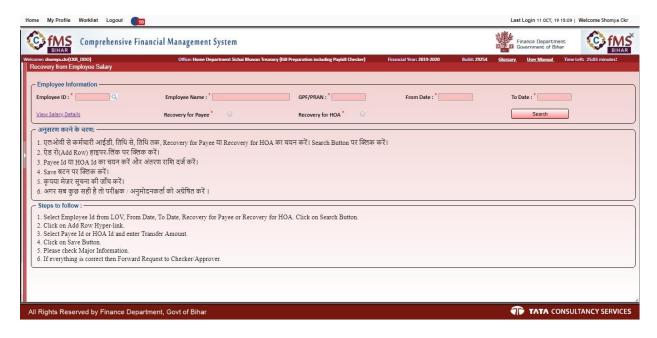


Figure 1 : Sample Screen for Recovery from Employee Salary and Instructions

2. Select the Employee Id from LoV. Employee Name and GPF/PRAN will be auto-populated based on selection of Employee Id from LoV. Enter From Date and To Date manually. Select radio button-Recovery for Payee or Recovery for HoA according to requirement. Read the instructions properly and then click on Search button.



Figure 2 : Sample Screen for Employee Id Selection from LoV for Recovery

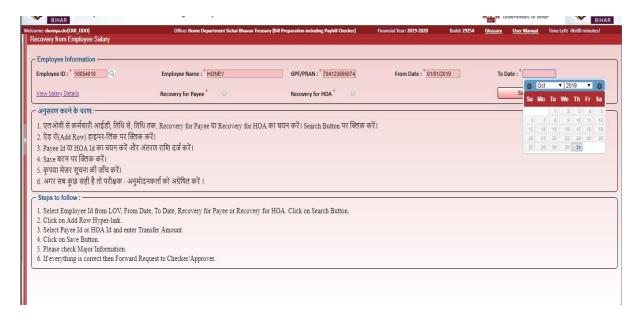


Figure 3 : Sample Screen for Date Entry for Recovery from Employee salary

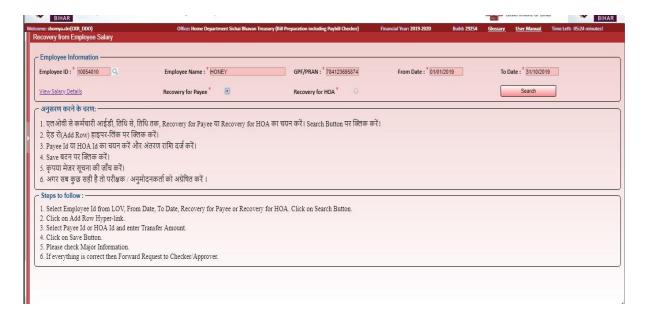


Figure 4 : Sample Screen for Selected Employee for recovery and Instructions

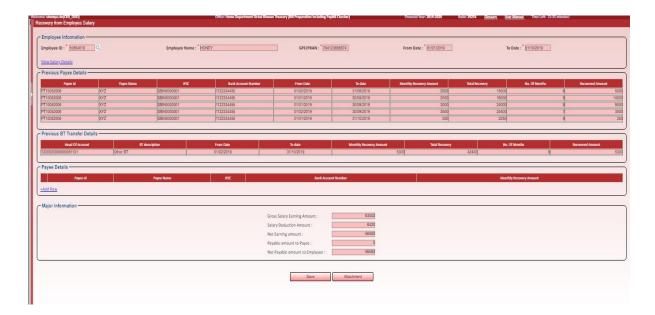


Figure 5 : Sample Screen for Recovery from Employee Salary

- 3. Check the below Information as shown in the screen against carefully.
 - i. Employee information
 - ii. Previous Recoveries from Employee against Payee (if any)
 - iii. Previous Recoveries from Employee against Payee (if any)
 - iv. Major Information consist of following:

Click on +Add Row hyperlink.



Figure 6 : Sample Screen for Selection of payee for Recovery from Employee Salary

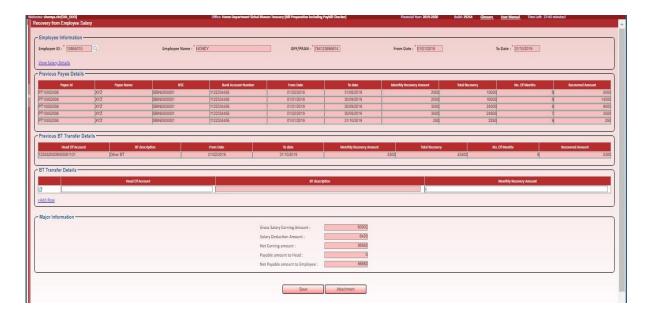


Figure 7: Sample Screen for Entry of HoA for Recovery from Employee Salary

4. Two possibilities arises here:-

1- Recovery from Employee salary against Payee -

Select the Payee Id from LoV. Payee Name, IFSC, Bank Account Number are auto-populated on selection of payee Id. Enter monthly transfer Amount.

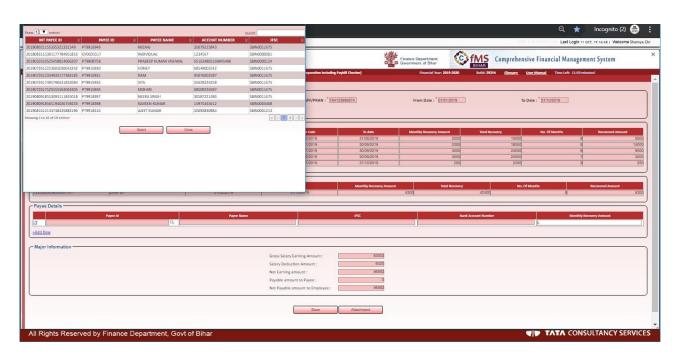


Figure 8 : Sample Screen for selection of payee for recovery

2- Recovery from Employee salary against HoA -

Enter valid HoA. BT Description will be auto-populated. Enter monthly transfer Amount.



Figure 9 : Sample Screen for HoA entry for recovery

5. If user need to cancel the recovery request, Click on the Cancel button, A Cancel Pop up Box will open. Please provide a valid description for at least 20 characters to cancel the request.

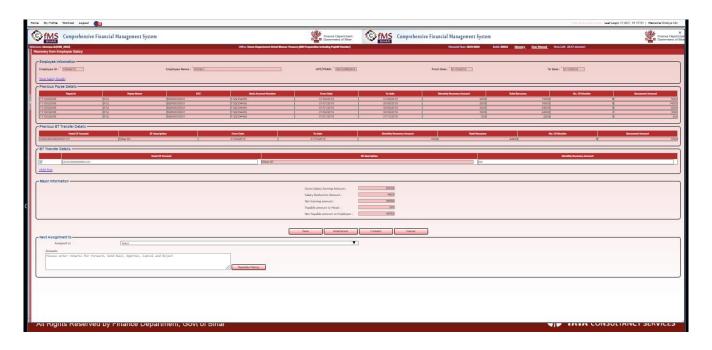


Figure 10: Sample Screen for Cancellation of recovery request

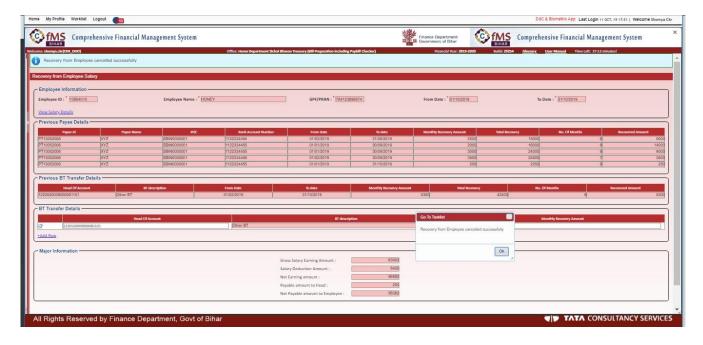


Figure 11: Sample Screen for Successful Cancellation of recovery request

6. Select the 'Assigned to' drop down and click on forward button to send the recovery request to the higher authority for further processing of the request.

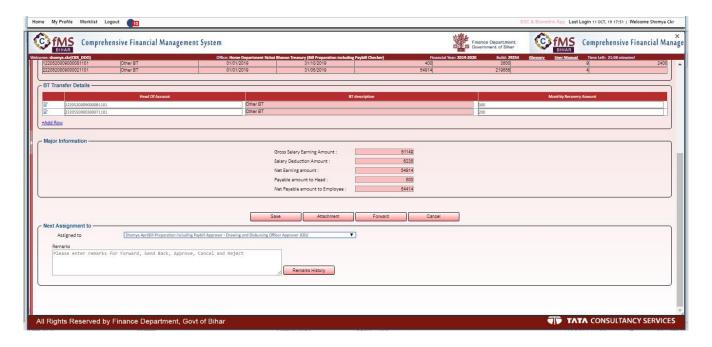


Figure 12: Sample Screen for Successful Forwarding the request to higher level

Note: - Following functionality is been given only in Approver login:

- 1. In case, any Recovery from Employee Salary against Payee or Head of Account is been approved and e-signed and user still wants to cancel such transaction
- 2. Stop further recovery from Employee Salary for which Recovery is already being done from Salary Bill.