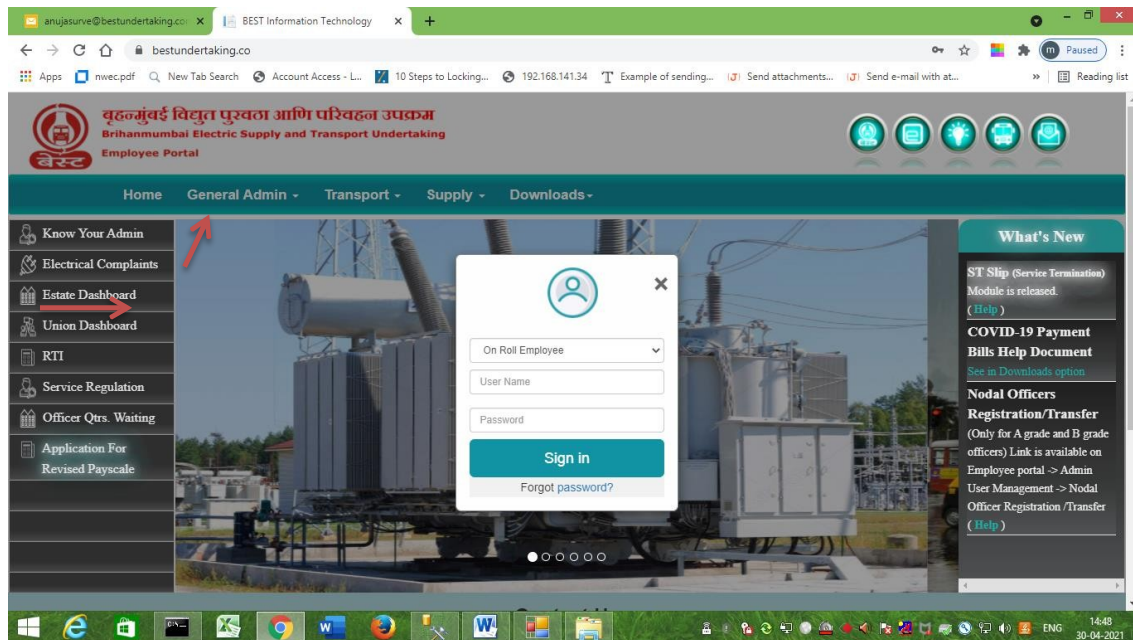
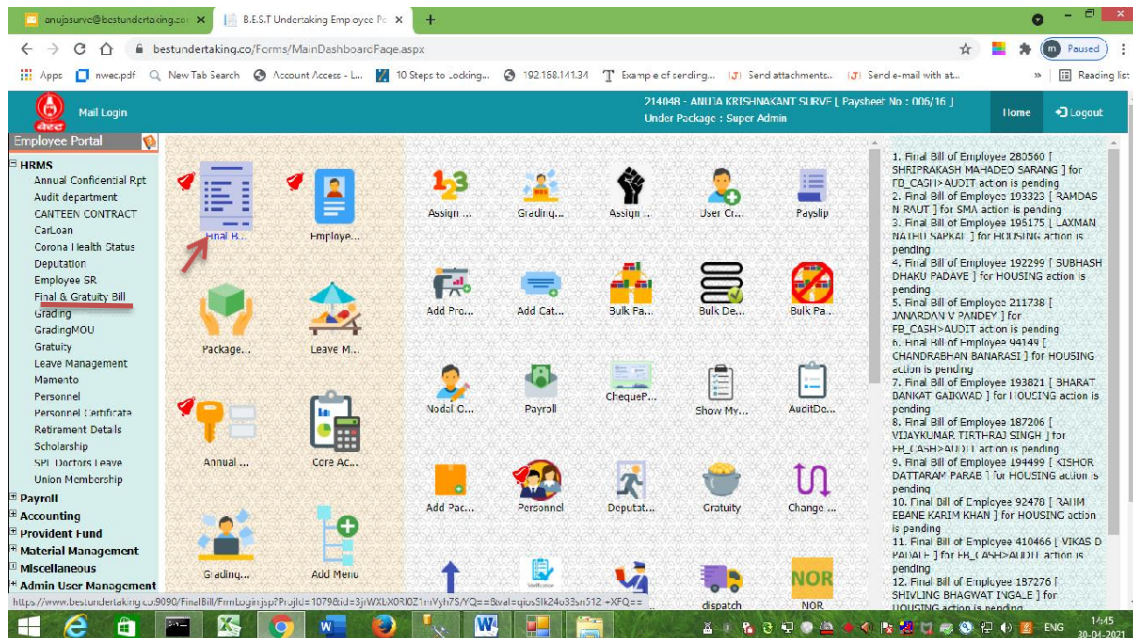


1) Login to the Employee Portal, Use Google Chrome as Browser



2) In HRMS-> Final & Gratuity Bill (Arrow shows FinalBill)



### 3) In Transaction->Inbox pending bills

See The **Bill position** and **Pending at**, You can view only your department bills. Click anywhere on that line. (Arrow indicating, Bill which should be attended. Also at the bottom where arrow is shown there is search button to search for checkno).

Similarly supplementary bills are also shown in same list, just indicated by showing 'Y' in 'issupl' column in the list. 'issupl' column indicates - is the bill supplementary or final bill.

The screenshot shows a web application titled 'Final & Gratuity Bill'. At the top, it displays 'Check No. 214048 706' and 'PaySheet 6/16'. Below this is a table titled 'Inbox(Pending Bill)'. The table has columns: CheckNo, Name, Ps No, Designation, Depot, Basic Pay, Sep Date, Sep Reason, Bill Position, Pending At, and issupl. The table lists various employees and their bill details. Red arrows point to the 'CheckNo', 'Bill Position', 'Pending At', and 'issupl' columns. The 'issupl' column shows a 'Y' for one entry, indicating a supplementary bill.

CheckNo	Name	Ps No	Designation	Depot	Basic Pay	Sep Date	Sep Reason	Bill Position	Pending At	issupl
321325	MANGESH VISHWANATH SAWANT	5503	SR. ELECTRICIAN (P)	MUMBAI CENTRAL	45690	2021-11-24		SMA	Verifier	
93162	SHIVPRAKASH BHANPRATAP SINGH	3717	SR. DRIVER (P)	GOREGAON	40005	2021-12-01	Retired	TRAFFIC_HO	Verifier	
91544	SHYAMLAL PITAI PAL	3705	SR. DRIVER (P)	SANTACRUZ	40005	2021-11-01	Retired	ACCOUNT_CA	Verifier	
324427	MOHAMMED H U SHAIKH	5533	SR CLEANER (P)	MAJAS	33165	2021-12-01	Retired	SMA	Verifier	
190467	MANSING V PHADATARE	8606	INSPECTOR	KURLA	38575	2021-10-01	Retired	ACCOUNT_CA	Verifier	
187150	RAIS MOHAMMED MASKE	3627	STARTER	OSHIWARA	41755	2021-11-01	Retired	SMA	Verifier	
199087	YASHWANT MAHADEO GARDI	3508	SENIOR BUS CONDUCTOR (P)	POISAR	34255	2021-11-01	Retired	ACCOUNT_CA	Verifier	
187213	SHYAMBIHARI KALIPRASAD PATEL	3619	STARTER	BANDRA	41755	2021-12-01	Retired	ACCOUNT_CA	Verifier	
191345	GANGARAM ATMARAM MASURKAR	3525	SENIOR BUS CONDUCTOR (P)	DINDOSHI	38575	2021-12-01	Retired	ACCOUNT_CA	Verifier	
190620	SIDDHARTH CHANDAR AMBAVADE	3626	STARTER	ANIK	38575	2021-09-01	Retired	FB_CASH>AUDIT	User	Y
193952	SURESH KRISHNA NARVEKAR	3535	SENIOR BUS CONDUCTOR (P)	PRATIKSHA NAGAR	38575	2021-12-01	Retired	ACCOUNT_CA	Verifier	
194281	ANIL BALIRAM DAREKAR	3508	SENIOR BUS CONDUCTOR (P)	POISAR	38575	2021-12-01	Retired	TK-ITAX	Verifier	
194979	MATHEW CLEMENT CRASTO	3534	SENIOR BUS CONDUCTOR (P)	GORAI	37820	2021-12-01	Retired	ACCOUNT_CA	Verifier	
192748	PRITHVIRAJ BABAN JAGTAP	3532	SENIOR BUS CONDUCTOR (P)	KALA KILLA	38575	2021-12-01	Retired	ACCOUNT_CA	Verifier	
195214	AJIT MARUTI NALAWADE	3526	SENIOR BUS CONDUCTOR (P)	ANIK	37820	2021-12-01	Retired	ACCOUNT_CA	Verifier	
192645	ABDULSO MOHMMAD MUJAWAR	3528	SENIOR BUS CONDUCTOR (P)	MALVANI	38575	2021-12-01	Retired	ACCOUNT_CA	Verifier	
197034	ANIL P NALAWADE	3505	SENIOR BUS CONDUCTOR (P)	SANTACRUZ	37080	2021-12-01	Retired	ACCOUNT_CA	Verifier	

### 4) Click on the line, where Arrow is shown. Bill with adjustments will be opened

The screenshot shows a detailed view of a bill. At the top, it displays 'Check No. 213967 715' and 'PaySheet 15/0'. Below this is a table titled 'Inbox(Pending Bill)'. The table has columns: OSCs No, Supply OSC, Supply Bill, Final Bill No, Final Bill Da, Final Bill Am, Gratuity Am, Gratuity Bill No, Gratuity Bill Dat, Gratuity yy, Gratuity dd, NoGratuity, View, and deptcd. The table lists various employees and their bill details. Red arrows point to the 'OSCs No' and 'Payments' sections.

OSCs No	Supply OSC	Supply Bill	Final Bill No	Final Bill Da	Final Bill Am	Gratuity Am	Gratuity Bill No	Gratuity Bill Dat	Gratuity yy	Gratuity dd	NoGratuity	View	deptcd
T-32/2020-21			135	2021-01-05	205809.34	1966654.00	136	2021-01-05	37	30	1	--Select--	*210

Below the table, there are sections for 'Recoveries' and 'Payments'. The 'Recoveries' section has columns: Div, ActCd, PayCd, Description, Amount, and U. The 'Payments' section has columns: Div, ActCd, PayCd, Description, Amount, and U.



5) Press Modification button as shown

**Final & Gratuity Bill**

Check No. 213967 715 PaySheet 15/0 Home Logout

**Inbox(Pending Bill)**

Paysheet No 5510 Department Code 210  
Check No\* 407934 Name S J SORATE

OSCS_NO	Supply OSC	Supply BIL	Final BIL No	Final BIL Da	Final BIL Am	Gratuity Am	Gratuity BIL No	Gratuity BIL Da	Gratuity yy	Gratuity dd	NoGratuity	View	deptcd
T-32/2020-21			135	2021-01-05	205809.34	1966654.00	136	2021-01-05	37	30	1	--Select--	210

OSCs No T-32/2020-21  
Bill No 135  
Designation UPHOLSTERER  
Joining Date 03/02/1983  
Separation Date 01/11/2020  
Gratuity Amount 1966654.00  
Gratuity Bill No 136  
Gratuity Bill Date 05/01/2021  
PF Membership Date 01/06/1983

Upload/View Related Documents Documents No Car Loan

Department ENGINEERING SECTION MAROL  
Length Of Service YY37 MM8 DD29  
Reason Of Separation Retired  
Gratuity years 37  
Gratuity days 30  
Not eligible years 1

**Recoveries**

Div	ActCd	PayCd	Description	Amount	
Div	Act Cd	Pay Cd	--Select--	Amount + U	
Delete	Div	ActCd	PayCd	Description	Amount
	0	222	103	Income Tax And Surcharge	0.00
	210	1063		CLOTHING AND LAUNDRY CH	100.00
	210	152		OUTWARD BILLS DEPOSIT	125,000.00
	210	1001	000	Basic Salary/Wages	39.38
	210	1001	025	25th Years Increment	0.23

**Payments**

Div	ActCd	PayCd	Description	Amount	
Div	Act Cd	Pay Cd	--Select--	Amount + U	
Delete	Div	ActCd	PayCd	Description	Amount
	0	1003	100	Provident Fund	6.00
	210	1001	058	Payment of Working on Holid	1,267.26
	210	1002	221	Variable Dearness Allowance F	218.73
	210	1001	201	Adtl. Weekly Off	951.94
	210	1001	0	PL WAGES	158,445.00

6) User can add adjustments ,Recovery & Payments either by selecting description, or adding actcd or payroll code . Add amount and click + button , Record will be added in the Grid. Pls check. After completing with the adjustments , There is small box shown by arrow at the bottom, 'Mark as complete'. Click that and press SAVE Button at the top. Now the User has completed the form and Bill flow goes to Verifier (Authorized Verifier of your department)

**Final & Gratuity Bill**

Check No. 213967 715 PaySheet 15/0 Home Logout

**Inbox(Pending Bill)**

Paysheet No 5510 Department Code 210  
Check No\* 407934 Name S J SORATE

OSCS_NO	Supply OSC	Supply BIL	Final BIL No	Final BIL Da	Final BIL Am	Gratuity Am	Gratuity BIL No	Gratuity BIL Da	Gratuity yy	Gratuity dd	NoGratuity	View	deptcd
T-32/2020-21			135	2021-01-05	205809.34	1966654.00	136	2021-01-05	37	30	1	--Select--	210

OSCs No T-32/2020-21  
Bill No 135  
Designation UPHOLSTERER  
Joining Date 03/02/1983  
Separation Date 01/11/2020  
Gratuity Amount 1966654.00  
Gratuity Bill No 136  
Gratuity Bill Date 05/01/2021  
PF Membership Date 01/06/1983

Upload/View Related Documents Documents No Car Loan

Department ENGINEERING SECTION MAROL  
Length Of Service YY37 MM8 DD29  
Reason Of Separation Retired  
Gratuity years 37  
Gratuity days 30  
Not eligible years 1

**Recoveries**

Div	ActCd	PayCd	Description	Amount	
Div	Act Cd	Pay Cd	--Select--	Amount + U	
Delete	Div	ActCd	PayCd	Description	Amount
	0	222	103	Income Tax And Surcharge	0.00
	210	1063		CLOTHING AND LAUNDRY CH	100.00
	210	152		OUTWARD BILLS DEPOSIT	125,000.00
	210	1001	000	Basic Salary/Wages	39.38
	210	1001	025	25th Years Increment	0.23

**Payments**

Div	ActCd	PayCd	Description	Amount	
Div	Act Cd	Pay Cd	--Select--	Amount + U	
Delete	Div	ActCd	PayCd	Description	Amount
	0	1003	100	Provident Fund	6.00
	210	1001	058	Payment of Working on Holid	1,267.26
	210	1002	221	Variable Dearness Allowance F	218.73
	210	1001	201	Adtl. Weekly Off	951.94
	210	1001	0	PL WAGES	158,445.00

Recovery Total 125158.45  
Balance Payment 83094.82  
Grand Total 208253.27  
Voucher Details 0

Payment Total 208253.27  
Balance Recovery 0.00  
Grand Total 208253.27  
Cheque Details  
Paid Details

Marked as Complete (Untick If Found Incomplete) ☒

Remark

7) Verifier should follow the same steps as above 1 to 4 steps , and the following 7<sup>th</sup> step for final bill.

- Work conduct to be filled
- Token surrender date to be updated in HRMS->Employee detail . There is a Label **Bus Pass surrender Date (Token), add Date ,if surrendered , Else deduct Penalty under payrollcode 141, Quarters Penalty under Act-cd 152**
- Click on your position eg: In this image TK-ITAX**
- Click on Send button. Bill will be send to next Department**

In case of supplementary bill the above screen will look like shown as below,

Note here that, supplementary bill is not required to be forwarded in the same flow as that of 1<sup>st</sup> final bill. Supplementary bill will be 1<sup>st</sup> attended by the time keeping department of the depot of that particular separated employee (you can see the arrow no 1 that show workflow history of bill, showing next position of bill as 'TK', i.e. time keeping department of that

separated employee). This department will then forward it to the requested department, who has asked to generate the supplementary bill. Then if needed it will be transferred to other departments. For transferring this bill to the next department, there is a provision given to select the department from list (as shown in arrow no. 2). You have to check the checkbox of your department (arrow no. 3) then select the required department in list and click on the 'Send' button.

Although the supplementary bill has flexible department wise flow, it has to pass through few departments compulsorily. We have considered this flow as fixed flow. Fixed flow is shown on the screen, it is as below,

**\* Fixed Flow :**

**HOD > TK-ITAX > CASH > AUDIT > AUDIT\_GR (if gratuity present) > PF (if payroll code :100 entry exists) > CASH**

To make the bill go through the fixed flow, there is a checkbox provided on screen (arrow no. 4). This checkbox will be shown only to the departments included in the fixed flow. Once it is checked, the flow of bill will be restricted to fixed flow. While in fixed flow the user has to just tick the checkbox of their department and send the bill ahead by clicking on 'Send' button.

Similar to 1<sup>st</sup> final bill, supplementary bill will also be handled by user and verifier of respective department. User has to tick the bill 'Mark as complete' and save. Then only it will be open for verifier to send forward.