

GTI Related guidelines for processing in payroll of February 2024

With reference to BSNL CO Establishment section letter no. F.No. BSNL CO-A/11(11)/2/2022-ESTB/1 dated 09.02.2024, this Month GTI (Group Term Insurance Premium) will be deducted from the salary of February 2024. Separate list for executives & Non-executives for deducting GTI Premium from the salary of February 2024 will be provided by Corporate Office.

Please check the list for correctness. It must be noted that once GTI premium is deducted from salary the same will be paid by BSNL CO to the insurer and **no refund will be entertained** after deduction.

1. **Data for creation of GTI premium deduction in IT0057 should be uploaded through following procedure.**

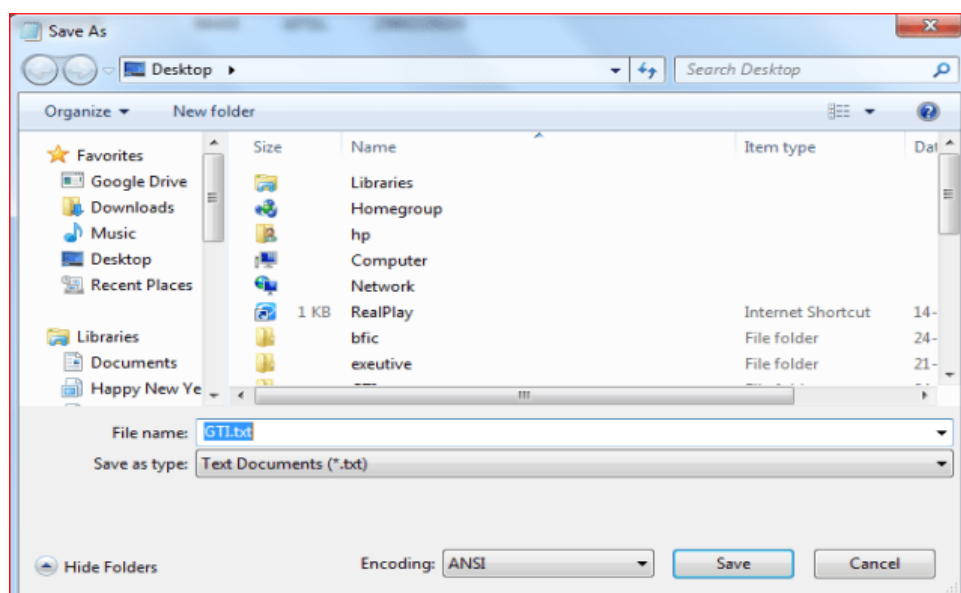
T code for the same is ZHRTC_BDC_57

Steps to be followed:

At first kindly prepare the Excel sheet in following format:-

PERNR	AMOUNT	SUBTYPE	ENDDATE
60150017	9440	GTIL	29022024

Copy and paste this data in notepad without header and save file on desktop. Here note that **amount & end date must not have decimals** as shown above & end date must be 29022024 for all cases. The Date format should be without decimal and without out any space



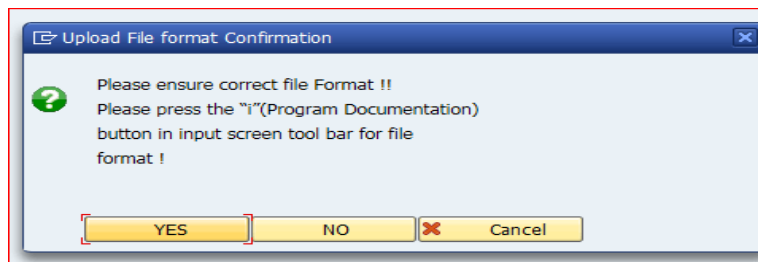
After saving following is visible at desktop



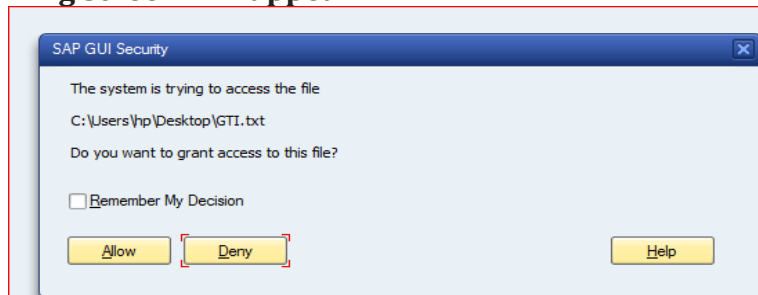
When Tcode ZHRTC_BDC_57 is run then following screen will appear and user have to fill the following data as shown below:-

A screenshot of the SAP 'IT57 Delimit Program' input screen. The title bar reads 'IT57 Delimit Program'. Below the title bar are three icons: a green checkmark, a document, and an information icon. The main area contains three input fields: 'Date of record creation' with the value '01.02.2024', 'Payee Key' with the value '99GITDED', and 'Subtype' with the value 'GTIL'. The 'Subtype' field is highlighted with a red box.

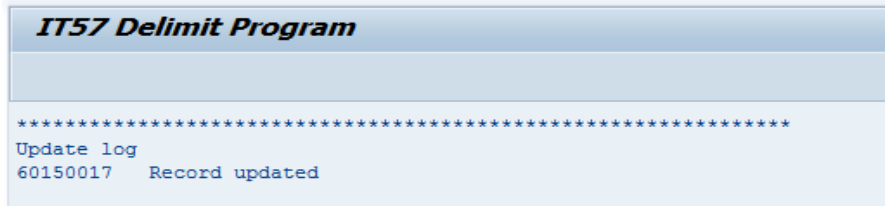
Execute the tcode and upload the GTI txt file from saved location, the following screen will appear, click on YES tab:-



Then following screen will appear:-



Click on allow, then following screen will appear:-



Check the data in Infotype 57 of perner to ensure that it is correctly uploaded

Display Membership Fees

Personnel No: 60150017 Name: RAJNISH KUMAR SRIVASTAV

EE group: 4 BSNL Recruitree Pers.area: 1100 Corporate Office

EE subgroup: 02 Group B Cost Center: 1002326 ERP IT PROJECT

Start: 01.02.2024 to: 29.02.2024 Chng: 14.02.2024 60150017

Payment data

Member type: BSNL-GTIL

Wage Type: 3GTI Group Term Insurance

Membership fees: 9,440.00 INR Purpose:

Payee

Payee key: 99GITDED PAY-99-GTI_BSNL

Postal code / city:

Bank Country: IN India

Bank Key:

Bank Account: Curr.Acct or Ref.No.:

Membership number: GTIL

Note: - End date must be 29022024 for all employees in respect of whom GTI is to be deducted otherwise system will deduct GTI next month also. And it will not be possible to refund excess deducted GTI from HCM module.

Further the uploaded data in IT0057 must be cross checked using Tcode - ZHRTR_PAY_KEY

2. Employees who are on Deputation/Pay not Drawn (PND)/Zero Salary Cases/Transferred and not joined cases:

In cases where employees are on deputation/PND/Zero salary Cases or has been relieved but has not joined at new place (his/her payroll processing for February 2024 is not possible in absence of joining action) and he has opted for GTI premium as per the list provided by BSNL CO, the amount of GTI Premium is to be collected in cash/cheque/bank transfer from such employees and the same has to be posted in Cash Journal through T.code **FBCJ** under Business Transaction '**COLL FOR GTI PREMIUM**' in case of cash/cheque or through T.code **FB50** in case of bank transfer by debiting Collection account Incoming clearing GL in which amount is deposited and crediting **GL 1390204**. It has to be ensured that the personnel number of the employee is captured

in 'Assignment' field' and 'Pers. No.' fields and name in 'Text' Field in cash Journal and FB50 as well. Full amount has to be entered and tax codes should not be used.

3. Deduction under 80C to be maintained only for those employees who have paid in Cash/Cheque/bank transfer:

The BA/SSA DDO's/Circle Payroll DDO's have to maintain the details in IT0586 (80C deduction) of all those employees who have subscribed to Group Term insurance and paid the premium in Cash/Cheque/bank transfer. This is applicable only in case of those employees who opted for **Old tax regime**.

4. Transfer of Balance from GL 1310204 Payable - Group Term Insurance (GTI) to LIC Vendor code '100086135' using KR document type

After Finalisation of salary, the Circles should transfer the duly reconciled balance lying in GL **1310204 Payable - Group Term Insurance** (Posted through Payroll, FBCJ and FB50) to LIC Vendor code '100086135' using KR document type through T.code F-04 just like as is being done in case of take home salary.

5. After finalization of payroll, schedule of GTI is to be mailed to core team at mail id erphcmtanwar@gmail.com and erphcmpg2@gmail.com in following format by the morning of 27.02.2024:

S.No.	Perner	Name	Payroll Area	Amount	Mode of Recovery FI/Payroll	Document No. (If recovered through FI)
1.	1002801	SACHIN TANWAR	1100	9440	Payroll	PAYROLL
2.	60150017	RAJNEESH	1100	9440	FI	FBCJ/FB50 Document number

Note: It is also clarified that for zero salary, PND, deputation out, transferred but not joined cases from whom GTI premium is collected in cash/cheque/bank transfer and entered thorough Tcodes FBCJ/FB50, neither loan record is required to be created in IT0045 nor recovery entry of GTI is required to be created in IT0057.
