

Simplified Instructions for CPF S-Form IBA and CPF Schedule for current Payroll Month dated 04-Jan-2017

- 1) HR users must submit all payment/receipt DVs/orders through system.
- 2) Auditors must audit/audit review the supplementary/regular salary in system.
- 3) Cash Section users must enter payment details on daily basis.
- 4) After month is over, generate '**CPF Subscription Form (S-Form) Report**'. This report will show paybill-wise regular salary totals, paybill-wise DA arrears totals, supplementary payments/receipts containing recoveries/payments only whose CV date is of payroll month.
- 5) Firstly check that the paybill-wise cpf amounts are tallying as per Account summary reports. In case of manual corrections done out of system or manually added/deleted in paybill report or from ECS file, the amounts will not tally.
- 6) The S-Form report must be checked with all DVs/money receipts which contain CPF related recoveries/payments (Payments include salaries and other payments which are recovered due to excess payment done earlier and CPF amount refunded, or extra CPF recovered excess which is refunded or CPF Loan Principal, CPF Loan Interest, 1%BOT interest which are refunded. CPF deductions which are refunded will be displayed as (-) in the report). This is the job of Auditor and the report option is provided in Payroll system under the menu option '**CPF Reconciliation Reports**' for 'XXMIS PAYROLL AUDIT USER' and 'XXMIS PAYROLL AUDIT REVIEW'.
- 7) **If any of the DVs/money receipts are misplaced or not entered in system or made out of system and not entered in system or wrong CV date is entered wrong or CV date is later changed by Cash Review user, it will not appear in the report or the report will change. Hence, the 'Cash review User' must Review all the payments/receipts in system on daily basis or before end of the payroll month in which the payment is made or money received.**
- 8) If any payment/receipt belonging to the payroll month is not appeared in S-Form report, immediately auditor should raise ticket.
- 9) Once the S-Form is found correct, then HR section should run the option '**Create/Recreate Supplementary Schedule**' option provided in '**XXMIS PAYROLL REPORTS**' 'run' option. This will create supplementary CPF schedule for supplementary payments/receipts appeared in above S-Form report.
- 10) After running above option run the report '**Supplementary CPF Schedule as per Maintain CPF Details screen**' and check output. This report must show all the entries and total of amounts should match with amount of S-Form Total minus regular/DA arrears bills.
- 11) Once above two reports are found correct, then generate report '**CPF Subscription Form Before MthEnd**'. This option is also provided under '**CPF Reconciliation Reports**' and available for payroll site, review, Audit , Audit Review, Cash , Cash Review users. This report will show CPF S-form IBA amount (including adjustment, if any) if it is submitted by auditors in MSEP CPF Portal's S&R Form submission system. If the amount is not yet entered in CPF Portal, ask auditor to enter the same. **Then check this report before Audit reviewer finalizes S-form IBA amount in CPF Portal.** After the IBA entered in CPF Portal, it will appear in this report. The report will also show Regular DA arrears totals. It will also show the CPF schedule totals which were created by the option 'Create/Re-create Supplementary Schedule' option for supplementary. This supplementary total should be same as in the report '**Supplementary CPF Schedule as per Maintain CPF Details screen**'. **If there is any mismatch, run the option 'Create/Re-create Supplementary Schedule' again and check report 'CPF Subscription Form Before MthEnd'. Ticket raised should contain all attachment of reports of same time to analyze the issue, if any.**
- 12) **Also the report of CPF Advances and CPF final settlements sanctioned but pending for payment as instructed earlier must be checked, if payment done or not. Above instructions to be followed for CPF Advances and CPF final settlements R-Form also and separate reports are provided for the same.**
- 13) **All the above activity must be completed on or before 6th of every month otherwise month end may get delayed.** Audited CPF S-Form, S-Form IBA, R-Form IBA and audited supplementary CPF schedule must be submitted to CPF section so as to reach before 8th of every month even if month end is done which is statutory requirement of CPF section. Regular CPF schedule can only be generated after month end using the option '**CPF SCHEDULE REPORT FOR REGULAR**' in payroll site user. This report must be generated and kept with HR and submitted to CPF section when demanded. Any supplementary payments/receipts CPF schedule and S-form belonging to payroll month entered after 6th or after submitting the documents to CPF section, they will be considered only after receipt of all original documents by CPF section which will delay month end. **DO NOT GENERATE ANY TICKET FOR PAST MONTH DIFFERENCES IN S-FORM AND SCHEDULE.** Send all the details to CPF section on msebcpf.rsm@gmail.com or msebcpf.sr@gmail.com and contact on 02224092351 (S&R section), 022 24090546 (Schedule).