PLB Flow chart and user guidelines

1. Initialize billunit for fetching data of eligible employees. All employee who worked during previous financial year and employeetype in PF, NPS, TR,TD are included.

2. After that edit data of any employee for wrong pay, leave details or designation.

3. Process PLB. After that one day worksheet can be generated and checked. In case of any correction, go to step 2 and repeat step 3.

4. After that forward one day calculation data to accounts for vetting.

5. Accounts can check the data in IC menu, return for correction and vet if all is correct.

6. Once one day card vetted wait for PLB declaration. Once days declared, reprocess in case of change or same data can be used for final bill.

7. Generate bill (separate for serving, retired cases) and forward to accounts for passing as it was last year.

--Note-- In case any employee not appearing in list due to wrong employee type, subsequent to correction of employee type, repeat step 1 onward. It will not change any existing data.

Final bill can be generated only post vetting of employee one day card online by accounts.

Screen shot of Step 1 Initialize data
Step 2 data correction

Step 3 data Process PLB
Step 4 Forward to IC one day wage

Step 5 vetting by accounts