

IMPLEMENTATION OF UNIFIED PAYROLL SYSTEM

SAP PAYROLL

BTS



The goal of the project is to automate a unified IT solution regarding the process of “Payroll calculation (accounting for mutual settlements with personnel)” for Enterprises in the Kazakhstan region on the SAP S4

GEOGRAPHICAL COVERAGE



35 Enterprises
Kazakhstan region,

~65000 personnel
numbers



Number of HCM users:

Up to 700 (including responsible for
timesheets, accruals, retentions,
salary calculation), incl. HCM Payroll up to 200 users

FUNCTIONAL COVERAGE

- Maintaining tax benefits;
- Maintaining and recording data on trade union and party organizations to withhold contributions;
- Maintaining and accounting for executive documents and indirect income;
- Calculation of monthly bonuses and of the reserve for the payment of remuneration;
- Accrual of one-time payments;
- Payment of advance to the employee; payroll preparation;
- Calculation of reserve for vacation and vacation amounts;
- Calculation of non-cyclical (intersettlement) payments
- Formation of accounting entries for PO;
- Payments to regressives; Payments to trainees;
- Reporting.

PROJECT TEAM

- Project management team (project manager, project coordinator, architect, testing manager, migration manager, local team leader)
- Business experts, business analysts
- Methodologists
- SAP HCM consultants
- Consultants in related functional areas
- Basis administrators
- Abap developers, integration specialists
- User authorization specialists
- CMG specialists

Start 01.10.2021

Completion 30.06.2023

Planning and
mobilization

Equipment
modernization

Separation of HCM
into separate system

Remuneration
methodology dev.

Implementation,
trial operation

Launch, production
Completion

From start to launch of the solution into production operation – 15 months

Optimized remuneration methodology

- Optimization and unification of the unified remuneration system was carried out in terms of:
- Unified catalog of charges and deductions
- Directory and passports of working time schedules
- Standard hours according to the production calendar and schedule
- Overtime payments; Bases for calculating average salary
- Application of increasing factors when calculating the average salary
- Calculations of average hourly earnings
- Bonuses and de-bonuses, progressive bonuses
- Motivation for exceeding production volumes
- Optimization of deductions from salary
- Bases for calculating membership fees in the trade union committee
- Standard payment and additional payments for mentoring, part-time work, performance of duties, etc.

Developed documentation

- ARIS process instructions
- HLD, Design Solutions
- Business requirements for the implementation of developments, functional and technical specifications for the implementation of developments
- Standard job descriptions
- Instructions for end users
- Business continuity procedures
- Matrix of business roles, matrix of roles of support specialists, matrix of distribution of roles by positions and people
- Regulations for managing confidential data in SAP HCM test systems
- Regulations for managing access and technical roles
- Regulations for closing the reporting period regarding settlements with personnel

Integration with external systems

- Integration interfaces developed:
- Replication of cost elements for account assignments (cost center directory, CO orders)
- Creation of employee creditors in SAP ERP upon acceptance
- Transfer from SAP HCM of the organizational structure, work schedule, presences, absences to e-Timesheet
- Transferring timesheet fact data from e-Timesheet to SAP HCM
- Transfer of data to SAP ERP regarding accruals, deductions (accounting entries), payroll payments
- Transfer of data to 1C financial systems regarding accruals, deductions, wage payments
- Transfer of payslip data to SmartERG
- Integration with the Employee Nutrition Accounting System

Project results and effects

- The processes for accounting for mutual settlements with personnel are unified for the Group companies, in accordance with the policies and regulations of the Group
- Algorithms for calculating accruals and deductions comply with the requirements of the legislation of the Republic of Kazakhstan
- Transition to the new SAP S4/Hana platform with activation of Kazakhstan Localization
- Personal data of employees is in an isolated system
- Linking the functions of personnel accounting, working time recording and payroll calculation in a single system through seamless intermodular integration
- Promptly obtaining effective HR management reporting for Group enterprises from a single data warehouse

