

## USER GUIDE FOR PROCESSING THE VOLUNTEERS PAYBILL

FINANCE DEPARTMENT GOVT. OF AP





**DOCUMENT NEED:** To Process the Salary of the volunteers, the user has to follow the following processes defined in the document.

**DOCUMENT USERS:** Drawing and Disbursing Officers (DDOs)

## WEBSITE DETAILS & CREDENTIALS

Link : <u>https://.herb.apcfss.in/login</u>

## STEPS TO BE FOLLOWED BY USER (DDO)

1. Enter the user 'Login Id' and 'Password' and click on 'Sign In'.

	FINANCE DEPARTMENT     HOME BILL STATUS     GOV.C. OF AROMA PLADER
Note:Regular Salary Bills & Pension Paybills has to be submitted by DDOs and ATO/STO/PAO.           Bills will be processed from the new version of CFMS portal           Image: CFMS portal sales, please contact the District HelpDesks situated at District           Treasurise; and Holos please contact CFMS HelpDesk situated at District           Ibrahimpatnam. (For Contact Numbers Please visit the link(SRTS PORTAL))	
User Manuals & Circulars	<b>Einance Department</b>
RPS 2022 - Procedural Instructions for Pay Confirmation dated 20-02-2022	Government of Andhra Pradesh
📴 Payslip Mobile App User Manual 🥽 🛛 JOS Installation Guide 📾	A 14045320
Payslip Web Application User Manual ee	۵
BPS.2022 - Procedural instructions for fixation of pay	Sign in
Circular Memo	Forgot Password ?
User Manual for login and basic pay changes data entry.	~
User Monual for pay bill submission	
Download Rayslip Android App Download Rayslip Ios App	S.





2. After logging in, the user needs to select 'HR & Payroll'

	s Expenditure	
Basic Pay Change Eve	ents	
Basic Pay Change Events Capture Form	Basic Pay Change Events Confirmation	
Reports		
Pay Fixation Report		

3. Then, select 'Volunteers Pay Bill' tab under Bill Submissions head.

ill Submission			
ls I→	Regular Pay Bill	Supplementary Pay Bill	Arrears/DA Arrears Pay Bill
ual Surrender Leave	TBR Cancellation	Annual Increments Submission	Pay Drawn Details
I HRMS-Regular Pay Bill	GSWS-Regular Pay Bill	Volunteers Pay Part	
er Data			
Noyee Updation	Transfer In	Transfer Out	Fac In





4. To confirm the pay-bills of volunteers, the user needs to select the **'DDO'**, their respective **'HOA'** from the dropdown and click on **'Get Data'**.

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5. The Paybills will be auto prepared and will be visible under 'List of Employees'.

Volun	teer Regula	ur Payroll: Ma	arch-2022					
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Q tea SLNo	Employee Id	Employee Info UPENDRA NATAKAR.	Earnings 5,000	Deduction 0	Net Pay	Exclude	No.of-Days work	Action
Q 5000 5L.No 1 2	Employee Id 14880921 1496487	Employee Info UPENDRA NATAKAR YENETI CHAITHANYA	Earnings 5,000 5,000	Deduction 0	Net Pay 5,000 5,000	Exclude	No.of-Doys work 31 31	Action
Q 500 SLNo 1 2 3	Employee Id 14883921 14964417 14893805	Employee Info UPENDRA NATAKAR. YENETI CHAITHANYA ANTHONY SELVA RA	Earnings 5,000 5,000 5,000	Deduction 0 0 0	Net Pay 5,000 5,000 5,000	Exclude	No.of-Days work 31 31 31	Action
Q 500 5LNO 1 2 3 4	Employee Id 14893921 14964477 14893885 14893865	Employee Info UPENDRA NATAKAR YENETI CHAITHANYA ANTHONY SELVA RA SIDOAR KOMAKA	Earrings 5,000 5,000 5,000 5,000	Deduction 0 0 0	Net Pay 5,000 5,000 5,000 5,000	Factuade C	No.of-Days work 31 31 31 31 31	Action G
Q 500 SLNo 1 2 3 4 5	Employee Id 14893921 14964477 14993805 14893800 14964425	Employee Info UPINDRA NATAKAR YENETI CHAITHANYA ANTHONY SELVA RA SIROHAR KOMAKLA SIR ARSHIR	Earrings 5,000 5,000 5,000 5,000 5,000 5,000	Deduction 0 0 0 0 0 0	Net Pay 5,000 5,000 5,000 5,000 5,000 5,000	Factuade C C C C C C C C C C C C C C C C C C C	No.of-Doys work 31 31 31 31 31 31 31 31	Action G G G G
Q 500 5L.No 1 2 3 4 5 6	Employee Id 1486/3929 1486/477 1489/3805 1489/3800 1496/425 1489/3805	Employee Info UPENDRA NATAKAR. VINETI CHARTHANYA ANTHONY SELVA RA. SROMB KOMMULA SR AKSHA THATIFARETI KOTAIRH	Earrings 5,000 5,000 5,000 5,000 5,000 5,000	Deduction 0 0 0 0 0 0 0 0	Net Pay 5,000 5,000 5,000 5,000 5,000 5,000 5,000		No.of-Doys work 31 31 31 31 31 31 31 31 31 31	Action G G G G G G G G
Q 500 5LNo 1 2 3 4 5 6 7	Employee kd 148903021 14890305 14890305 14890305 14890425 1489060 14890505	Employee Info UPENDRA NATAKAR., VENETI CHARTHANYA ANTHONY SELVA RA., SBOAK KOMAULA SH AKSH THATIPARTI KOTAMH SH HARI PATRA	Earnings 5,000 5,000 5,000 5,000 5,000 5,000 5,000	Deduction 0 0 0 0 0 0 0 0 0 0	Net Pay 5,000 5,000 5,000 5,000 5,000 5,000 5,000 5,000		No.of-Days work 31 31 31 31 31 31 31 31 31 31 31 31 31	Action 0 0 0 0 0 0 0 0 0 0 0 0 0
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Q 500 5LNo 1 2 3 4 5 6 7 8 9	Employee kd 14893921 1496447 14893805 14893805 14893805 14893905 14895083 14895083	Employee info UPPORE ANTRACE, YBETI CHATHANYA ANTRONY SEVANA SEDAR ECHARLA BRATEHN BRATER SETAR	Eamings 5,000 5,000 5,000 5,000 5,000 5,000 5,000 5,000	Deduction 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Net Pay 5,000 5,000 5,000 5,000 5,000 5,000 5,000 5,000 5,000		No.of-Days work 31 32 33 33 33 33 33 33 33 33 33	Action
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Q 5000 51.No 1 2 3 4 5 6 7 8 9 10 10 11 2 3 4 5 6 7 8 9 10 10 11 12 13 14 15 16 16 16 16 16 16 16 16 16 16	Employee kd 14990921 1499447 1499565 14994425 14995425 1499506 1499005 1499005 1499008	Employee Info UMPROA NATAGAN ANTHONY SELVA RA. SERVENCE COMMUNICATION SERVENCE COMMUNICATION SERVENCE COMMUNICATION SERVENCE COMMUNICATION NAMOVAL PAVOAN SERVENCESUL NAM. COMMUNICATION	Earnings 5.000 5.000 5.000 5.000 5.000 5.000 5.000 5.000 5.000 5.000	Deduction 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Next Pay 5.000 5.000 5.000 5.000 5.000 5.000 5.000 5.000 5.000 5.000 5.000		No.of-Days work. 31 32 33 33 33 33 33 34 34 33 33 33 33 33 33	Action 0 0 0 0 0 0 0 0 0 0 0 0 0
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**Note:** By default, all volunteers are included in the list, to exclude any volunteer click on  $\overline{<}$  switch, a pop will appear, confirm that, then the employee will be excluded as the icon would change to  $\boxed{>}$  and the entire row will change to red color.

In cases, where the volunteer engaged themselves for lesser number of days, the user needs to click on 'Action icon' or against the volunteer to modify number of working days.



a) Select the **'No. Of Working Days'** from the Dropdown, and then click on **'Refresh Pay Bills'**, the amount due will be automatically calculated.

Volunteer Payroll Sum	imary	
No.Cf Working Days	C Refresh Pay Bills	C Reprocess ←Back
Employee Name: UPENDRA NATAKARANI(14893921) Employee Designation: NA(0)	Office Name: NELLORE MUNICIPALITY(20002329) DDO: NELLORE MUNICIPALITY(08011806001)	Payroll Month: 03-2022 Total Payable Days: 31
Earnings		
Earnings Code	Amount 5.000	
Total Earnings	5,000	
		NETPAY: ₹ 5,000
		NETPAY: ₹ 5,00

b) A Popup stating the success of the update for the respective employee will appear. Click on **'OK'** 

FINANCE DEPARTMENT GOVT. OF ANDHRA PRADESH			
	Volunteer Payroll Summary		
	No Of Working Days 15 Employee Name: UPENDRA NATAKARAN()(489392!) Employee Designation: NA(0) Earnings Earnings Earnings Code Basic Pay (Dool) Total Earnings	Payroll refresh is successful for the CFMS ID 14893921 for the Year 2022, Month 03 and No. of days 15	C Reprocess ← Bock Payroll Month: 03-2022 Total Payable Days: 15
			NETPAY: ₹ 2,419

 The DDO will verify the statement and confirm the statement with 'Biometric confirmation' or 'Esign Confirmation'.

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	List of Q m 1 1 2 3 4	Employees id Employee id 14883929 14954477 14893865 14883800	Employee Info UPENDRA NATAKAR. VENETI CHATHANYA ANTHONY SELVA RA- SBOHAR KOMANUA	Earnings 5,000 5,000 5,000 5,000	Deduction 0 0 0	Net Pay 5,000 5,000 5,000 5,000	Exclude	No of-Doys work 31 31 33 33	Action 0 0 0 0 0 0		
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	List of R.No 1 2 3 4 8 6 7	Employees Employees Employees Employees temployees temp	Employee info LPOHDRA NATAKAR YENETI CHARTHANYA ANTHONY SELVA RA. SEBARE KOMARLA SE ALEHA DIATRANET KOTAMH DIA HARE NATA	Earnings 5,000 5,000 5,000 5,000 5,000 5,000 5,000 5,000	Deduction 0 0 0 0 0 0 0 0 0 0 0	Net Pay           5,000           5,000           5,000           5,000           5,000           5,000           5,000           5,000           5,000           5,000           5,000           5,000           5,000           5,000           5,000		No.of-Doys work 31 33 33 31 31 31 31 31 31 31 31 31 31	Action 0 0 0 0 0 0 0 0 0 0 0 0 0		
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	List of Q == 1 2 3 4 5 6 7 8 9 1 1 1 2 3 4 5 6 7 7 8 9 1 1 1 2 3 4 5 7 7 8 9 1 1 1 1 1 1 1 1 1 1 1 1 1	Employee kd Employ	Еттрібуне іліо UPINDER NATAGAR, YBETI CHADHANYA ANTHONY SEVA BA. SEX488 ECMARLA SEX488 ECMARLA SEX488 ECMARLA SEX TONA SEX TONA SEX TONA COVIR BAYAPU SHAY EDMA	Earnings 5.000 5.000 5.000 5.000 5.000 5.000 5.000 5.000 5.000 5.000 5.000	Deduction           0	Net Pay           5.000           5.000           5.000           5.000           5.000           5.000           5.000           5.000           5.000           5.000           5.000           5.000           5.000           5.000           5.000           5.000           5.000		No of - Doya work 21 21 21 21 21 21 21 21 21 21 21 21 21	Action a a a a a a a a a a a a a		
r	2 Jast of Q pro- 1 2 3 4 5 6 7 8 9 10 10 10 10 10 10 10 10 10 10	Employees  Employees  Employees  Employees  Employees  Examples  E	Employee info UPDIDEA NATAGAR. VIDET CHAITIGAYYA ANTHONY SELVA RA. BERSKE EXAMINATIA BERSKE EXAMINATIA SENSAE INFO SENSAE INFO MANOYALA PAVAN SERIMAKSIA PAVAN SERIMAKSIA PAVAN SERIMAKSIA PAVAN SERIMAKSIA PAVAN	Earnings 5.000 5.000 5.000 5.000 5.000 5.000 5.000 5.000 5.000 5.000 5.000 5.000	Destuction 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Net Pay 5.000 5.000 5.000 5.000 5.000 5.000 5.000 5.000 5.000 5.000 5.000 5.000 5.000 5.000 5.000		Naof-Doys work 21 21 21 21 21 21 21 21 21 21 21 21 21	Action		

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7. Post confirmation, a 'TBR Number' will be generated, click on 'OK'.



## Bill Life Cycle Management (BLM):

- The system will generate a 'Bill Number' against every TBR Number and that will be visible in 'Bill Life Cycle Management (BLM)' tile under 'Expenditure' menu list.
- To Submit the paybill to STO, Click on 'Bill Life Cycle Management (BLM)' tile under 'Expenditure' menu list.

Govt. of	E DEPARTMENT ANDHRA PRADESH			 	
	Dashboard				
	HR & Payroll	Pensions	Expenditure		
	Expenditure				
	Others Bill Life Cycle Management (B	BLM)			



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**10.** The BLM Work Center will appear, click on **'INTRAY'** to find the volunteer pay bill.

Work	Center								
	DRAFT O SU		TRACKED						
s ch ti Sear	nis table								
Sino	Status	Name †J	Head Of Accounts 🔃	Activity $\uparrow\downarrow$	Created by $\uparrow \downarrow$	Туре ↑↓	Received Date 👔	Received Time ↑↓	WorkFlow
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10 -									

11. The bill will appear, as in the image below, click on the 'Pay Bill'

Work C	Center								
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Search this to Search	able								
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1		<b>Pay Itill</b> 2027–960	2515001980052290293V N	Submitter	SURABHI JANAKESWARABAB U	47-Regular Pay Bill	22/03/2022	14:46:27	
10 -					1				

12. The user can view the bill

Deta	ils										
<b>20</b> 47-F	<b>2022–960</b> 47-Regular Pay Bill								Pending at Submitte		
o	verview										
	rview code: (020722)	12045) - LAXMIPURAM GRAMAPANCH	ТАУАТ		Created By:	14045320					
Distri	et: (02) - VIS	AKHAPATNAM			Created On:	22/03/2022 14:46:27					
Treas	ury Office: (02 Details	07) - STO - Chodavaram									
Head	Of Account: 25	15001980052290293VN				Gross Amount: 7000	0 те	otal Deduction: (	D		
						Net Amount: 70000					
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S.No	Code	Name	Pan	Aadhaar	IFSC	Bank A/C No	Gross Amount	Deductions	Net Amour		
1	15068017	DHANA LAKSHMI THURIBILLI		936459810692	SBIN0000255	31682812608	5000	0	5000		





13. The User can write some notes for the bill in the area so provided and click on 'Post'. And the user can even attach a document to support the bill under 'Upload Documents' by choosing the required

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- **Download PDF**: to download the Entire Bill.
- Save: to save the bill details.
- Forward: to forward the bill to STO.
- Save & Forward: to save the bill details and forward it to STO.

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