<u>Instructions for Checking EPS Paid to EPFO or Submitted for payment</u>   18.09.2018

Following steps to be followed for checking EPS paid or not.

1) To check if EPS already paid or not, check the reports **'Employee EPS Paid to RPFC - Salary Due Month-wise'** and **'Employee EPS Paid to RPFC (as per Salary Paid Month)'** provided under 'EPS Reports' option under Pension ECR module in CPF Portal. **'Employee EPS Paid to RPFC - Salary Due Month-wise'** EPS paid to RPFC in the order of EPS due month i.e. salary for month i.e. salary for service period. **'Employee EPS Paid to RPFC (as per Salary Paid Month)'** shows EPS in the order of salary paid month i.e. if more than one salary paid in same month, they will appear together unlike Due month-wise report. These two reports will help in understanding EPS paid till date. Regular salary of previous month will be shown after 15th of current month provided challan confirmation details received.

2) Option **'EPS Entry Status'** screen provided in system shows the EPS entries done. If any EPS amount for certain due month or payment month is not seen in above two reports, check this screen by searching on CPF Number. This screen will show if any EPS entered in EPS entry screen which is not yet paid to EPFO. If entry found in the reports or in EPS entry screen, then EPS should not be entered for the due month.

3) **<u>Always follow above 2 steps for EPS checking before entering any EPS /NCP days/EDLI wages in EPS entry screen for any due month or paid month.</u>** If any EPS entry for certain salary due month is not seen in above reports and/or screen, then only EPS/NCP/EDLI entry should be done in the EPS entry screen.

4) If any EPS amount paid excess or in wrong month and status is Paid or EPS ECR sent Date is set (i.e. sent for payment), that entry cannot be changed. To avoid excess EPS payment from the specific salary as well as to avoid showing in EPS skip report, enter NCP (EOL Days) for the EPS skip month. This problem can be avoided if correct salary due month and salary paid month is entered.

   e.g. If employee was absconding for more than 2 months say Jan, Feb, Mar and only two months salary drawn say for Feb Mar. If EPS amount entered for Jan and Feb, EPS amount for Mar will be shown as skipped. EPS of Mar will appear in EPS skip Report. If again EPS entered for Mar, EPS is exceeding as only two months' salary is paid and only 2 month EPS to be paid. To avoid excess EPS payment, enter NCP/EOL days in the EPS screen for Mar. This same problem can occur if salary paid month is entered wrong.

   <u>NOTE : EPS Amount shown in CPF schedule from Mar-2012 is only a liability which may or may not have been actually paid to EPFO (Employee Provident Fund Organization). From Mar-12 to Mar-2017, EPS is effected in CPF balances as per CPF schedule. In year 2017-18, EPS is effected in yearly CPF balances as per EPS amount actually paid to EPFO.</u>