

Instructions For EPS Submission For Settled Accounts dated 06-Sep-2018

Provision was made in CPF portal for skipped EPS entry in 'Pension ECR Submission' module in Jan-2018. The system was locked to disallow EPS entry and submission for already settled accounts to avoid problem in employee CPF balances. Many of the CPF claims were settled previously without considering whether EPS was actually paid to EPFO. The CPF account is settled but the pension cases were held up for EPS non-payment.

Hence, provision is now made to allow EPS entry for already settled accounts by HR users of respective accounting locations. The HR user can enter the EPS amount for a skipped month and do 'Verify by HR' of the entry. The entry will be again verified by CPF section user for checking whether EPS amount is affected in the employee balances while settlement of the CPF account. On verification by CPF section, it will be taken for payment to EPFO in the next batches of EPS payments. EPS entry may also be rejected by CPF section. **Priority must be set as 'Highest' for the EPS entry for early payment while saving the EPS amount entry. Correct EPS Due month and Salary paid month must be entered.**