

ERP - PROJECT

SUGAMYA

END USER DOCUMENT

FOR

HUMAN CAPITAL MANAGEMENT

Manager Self Service

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Document Control

This is a controlled document and will be maintained on UJVNL portal.

Changes to this document will be recorded below and must be published to all interested parties.

1.1 DOCUMENT HISTORY

Version	Date	Author	VERSION DETAILS
V01	16-02-2018	Vinay Kumar	First ISSUE

1.2 DISTRIBUTION

Date	Name	Purpose
------	------	---------



END USER DOCUMENT



Date	Name	Purpose

2 APPROVE LEAVE REQUEST

2.1 PURPOSE

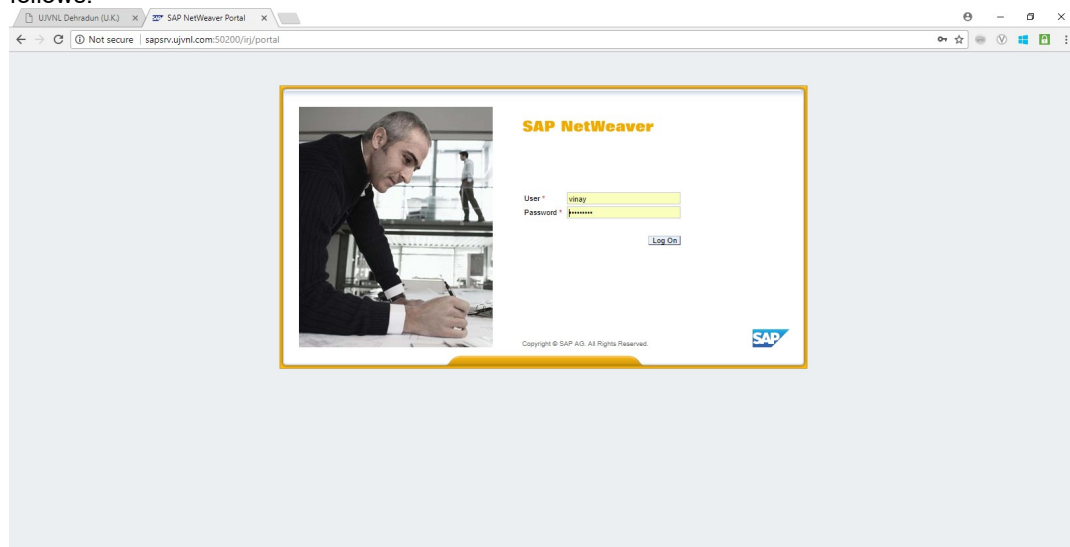
Employee can log on to the manager self-service to approve the leaves raised by the employees.

2.2 PROCEDURAL STEPS

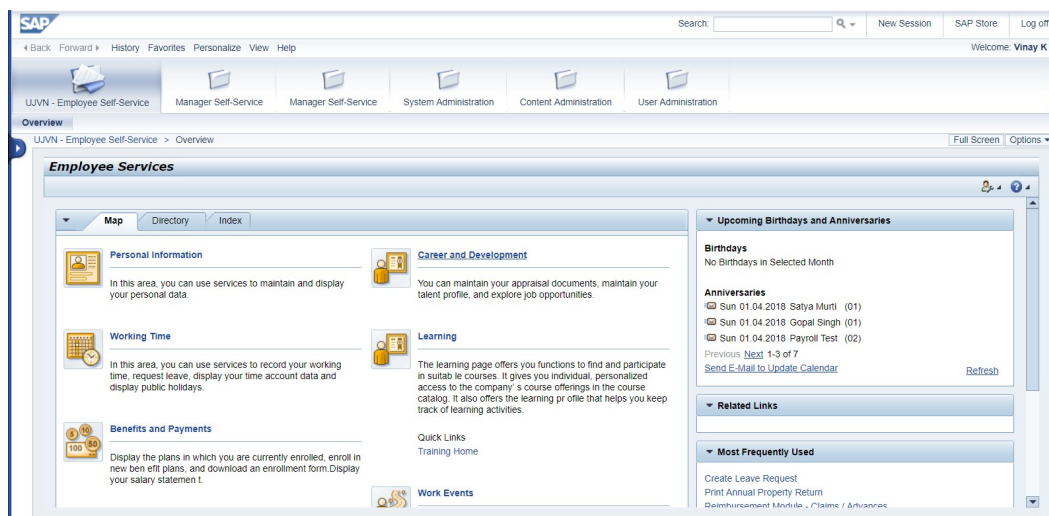
LOGON TO PORTAL:

The Employee should follow the steps below to enter into portal

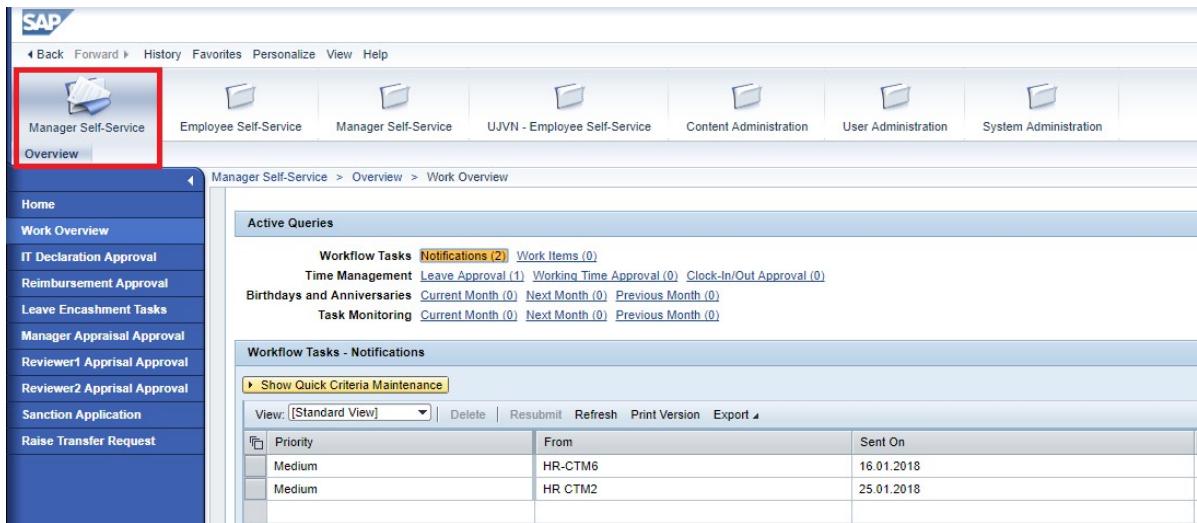
- Select internet explorer icon and double click on it.
- Enter the site address <http://sapsrv.ujvnl.com:50200/irj/portal>, the system will display the screen as follows:



- Enter the EP user ID given (Ex: vinay), password and click on Log On Icon.
- Now system will take you to the home page of your Portal as shown below.



- Click on Manager Self-Service



Manager Self-Service Overview

Manager Self-Service > Overview > Work Overview

Active Queries

Workflow Tasks [Notifications \(2\)](#) [Work Items \(0\)](#)

Time Management [Leave Approval \(1\)](#) [Working Time Approval \(0\)](#) [Clock-In/Out Approval \(0\)](#)

Birthdays and Anniversaries [Current Month \(0\)](#) [Next Month \(0\)](#) [Previous Month \(0\)](#)

Task Monitoring [Current Month \(0\)](#) [Next Month \(0\)](#) [Previous Month \(0\)](#)

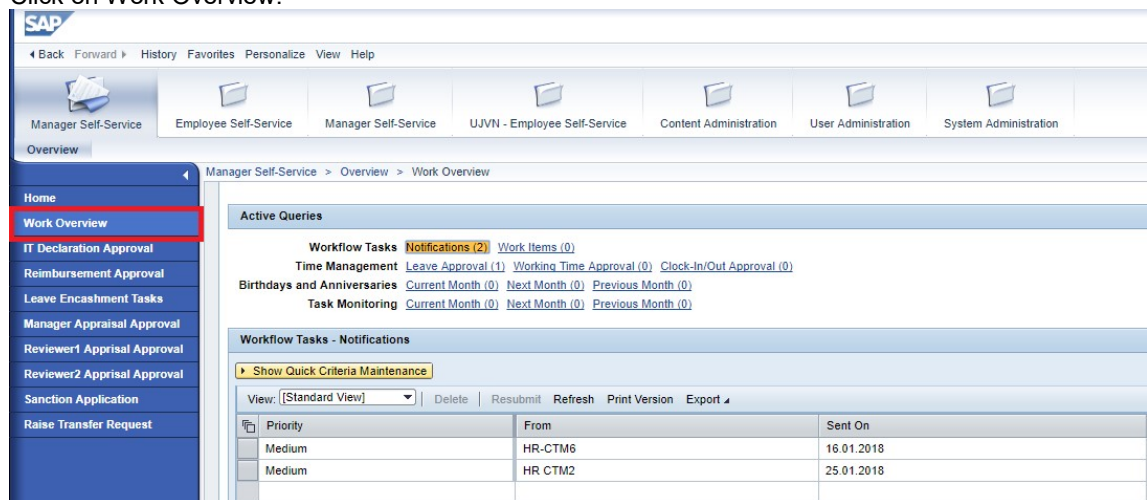
Workflow Tasks - Notifications

Show Quick Criteria Maintenance

View: [Standard View] Delete Resubmit Refresh Print Version Export

Priority	From	Sent On
Medium	HR-CTM6	16.01.2018
Medium	HR CTM2	25.01.2018

- Click on Work Overview.



Manager Self-Service Overview

Manager Self-Service > Overview > Work Overview

Active Queries

Workflow Tasks [Notifications \(2\)](#) [Work Items \(0\)](#)

Time Management [Leave Approval \(1\)](#) [Working Time Approval \(0\)](#) [Clock-In/Out Approval \(0\)](#)

Birthdays and Anniversaries [Current Month \(0\)](#) [Next Month \(0\)](#) [Previous Month \(0\)](#)

Task Monitoring [Current Month \(0\)](#) [Next Month \(0\)](#) [Previous Month \(0\)](#)

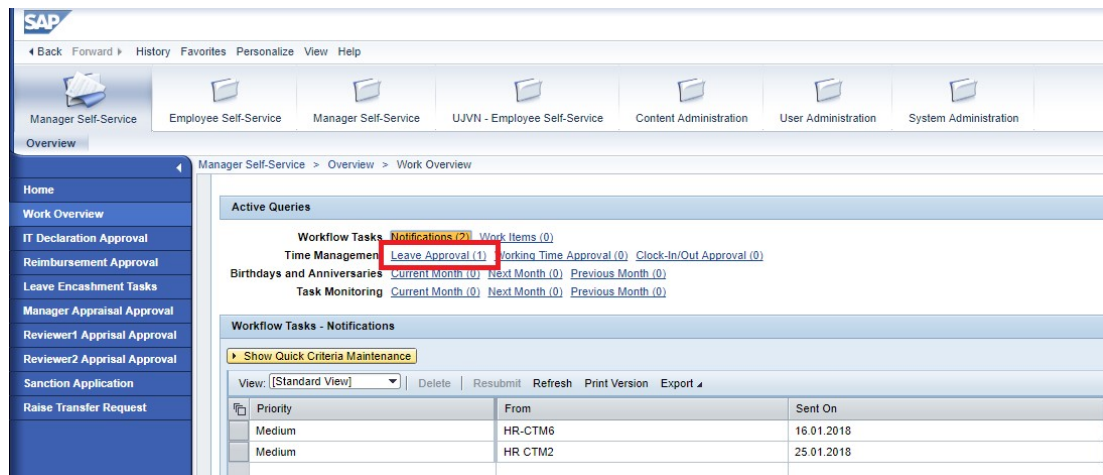
Workflow Tasks - Notifications

Show Quick Criteria Maintenance

View: [Standard View] Delete Resubmit Refresh Print Version Export

Priority	From	Sent On
Medium	HR-CTM6	16.01.2018
Medium	HR CTM2	25.01.2018

- Click on Leave approval –



Manager Self-Service Overview

Manager Self-Service > Overview > Work Overview

Active Queries

Workflow Tasks [Notifications \(2\)](#) [Work Items \(0\)](#)

Time Management [Leave Approval \(1\)](#) [Working Time Approval \(0\)](#) [Clock-In/Out Approval \(0\)](#)

Birthdays and Anniversaries [Current Month \(0\)](#) [Next Month \(0\)](#) [Previous Month \(0\)](#)

Task Monitoring [Current Month \(0\)](#) [Next Month \(0\)](#) [Previous Month \(0\)](#)

Workflow Tasks - Notifications

Show Quick Criteria Maintenance

View: [Standard View] Delete Resubmit Refresh Print Version Export

Priority	From	Sent On
Medium	HR-CTM6	16.01.2018
Medium	HR CTM2	25.01.2018

POWL Inbox

Active Queries

Workflow Tasks [Notifications \(2\)](#) [Work Items \(0\)](#)

Time Management [Leave Approval \(1\)](#) [Working Time Approval \(0\)](#) [Clock-in/Out Approval \(0\)](#)

Birthdays and Anniversaries [Current Month \(0\)](#) [Next Month \(0\)](#) [Previous Month \(0\)](#)

Task Monitoring [Current Month \(0\)](#) [Next Month \(0\)](#) [Previous Month \(0\)](#)

Time Management - Leave Approval

View: [SAPInitial](#) | [Approve](#) | [Reject](#) | [Employees Absent](#) | [Details](#) | [Print Version](#) | [Export](#)

Type of Leave	Owner	Start Date	Start Time	End Date	End Time	Status	Used
Casual Leave- UJVNL	User 5	13.02.2018	00:00:00	22.02.2018	00:00:00	Sent	9 Days

- Click on leave to approve, below screen will appear –

Approve Casual Leave- UJVNL, User 5, 13.02.2018-22.02.2018, New

[Approve](#) [Reject](#) [Previous](#) [Next](#)

Calendar | **Team Calendar** | **Time Accounts** | **Leave Requests**

View: [February](#) | [2018](#) | [Apply](#)

February 2018 | March 2018 | April 2018

Mo Tu We Th Fr Sa Su | Mo Tu We Th Fr Sa Su | Mo Tu We Th Fr Sa Su

5 20 30 31 1 2 3 4 | 6 20 27 28 1 2 3 4 | 13 20 27 28 29 30 31 1

6 5 6 7 8 9 10 11 | 10 6 6 7 8 9 10 11 | 14 2 3 4 5 6 7 8

7 12 13 14 15 16 17 18 | 11 12 13 14 15 16 17 18 | 16 6 10 11 12 13 14 15

8 19 20 21 22 23 24 25 | 12 19 20 21 22 23 24 25 | 16 16 17 18 19 20 21 22

9 26 27 28 1 2 3 4 | 13 26 27 28 29 30 31 1 | 17 23 24 25 26 27 28 29

10 5 6 7 8 9 10 11 | 14 2 3 4 5 6 7 8 | 18 30 1 2 3 4 5 6

[Absent](#) [Multiple Entries](#) [Sent](#) [Deletion Requested](#) [Non-Working Day](#)

Leave Details

Type of Leave: [Casual Leave- UJVNL](#)

Description: [Casual Leave- UJVNL](#)

Additional Data: Reason:

General Data

Start Date:

End Date:

Begin Time:

End Time:

Absence hours:

Processor: [S.N. Verma](#)

Last Note: [Show Processors \(3\)](#)
20.02.2018 10:42:20 User 5
Please approve my leave

New Note:

- Enter comments and click on approve button –

Approve Casual Leave- UJVN, User 5, 13.02.2018-22.02.2018, New

☒ Approve
 ☐ Reject
 [Previous](#)
[Next](#)

☒ Leave request was approved successfully

Calendar

Team Calendar

Time Accounts

Leave Requests

View: February 2018 Apply

February 2018

	Mo	Tu	We	Th	Fr	Sa	Su
5	29	30	31	1	2	3	4
6	5	6	7	8	9	10	11
7	12	13	14	15	16	17	18
8	19	20	21	22	23	24	25
9	26	27	28	1	2	3	4
10	5	6	7	8	9	10	11

March 2018

	Mo	Tu	We	Th	Fr	Sa	Su
9	26	27	28	1	2	3	4
10	5	6	7	8	9	10	11
11	12	13	14	15	16	17	18
12	19	20	21	22	23	24	25
13	26	27	28	29	30	31	1
14	2	3	4	5	6	7	8

April 2018

	Mo	Tu	We	Th	Fr	Sa	Su
13	26	27	28	29	30	31	1
14	2	3	4	5	6	7	8
15	9	10	11	12	13	14	15
16	16	17	18	19	20	21	22
17	23	24	25	26	27	28	29
18	30	1	2	3	4	5	6

Absent

Multiple Entries

Sent

Deletion Requested

Non-Working Day

Holiday

Leave Details

Type of Leave

Type of Leave:

Casual Leave- UJVN

Description:

Casual Leave- UJVN

General Data

Start Date:

13.02.2018

End Date:

22.02.2018

Begin Time:

00:00

End Time:

00:00

Absence hours:

Processor:

S.N Verma

[Show Processors \(3\)](#)

Last Note:

20.02.2018 10:42:20 User 5
Please approve my leave

New Note:

approved.

- Leave request is approved at current level and forwarded to further level if any.

3 APPROVE REIMBURSEMENT REQUEST

3.1 PURPOSE

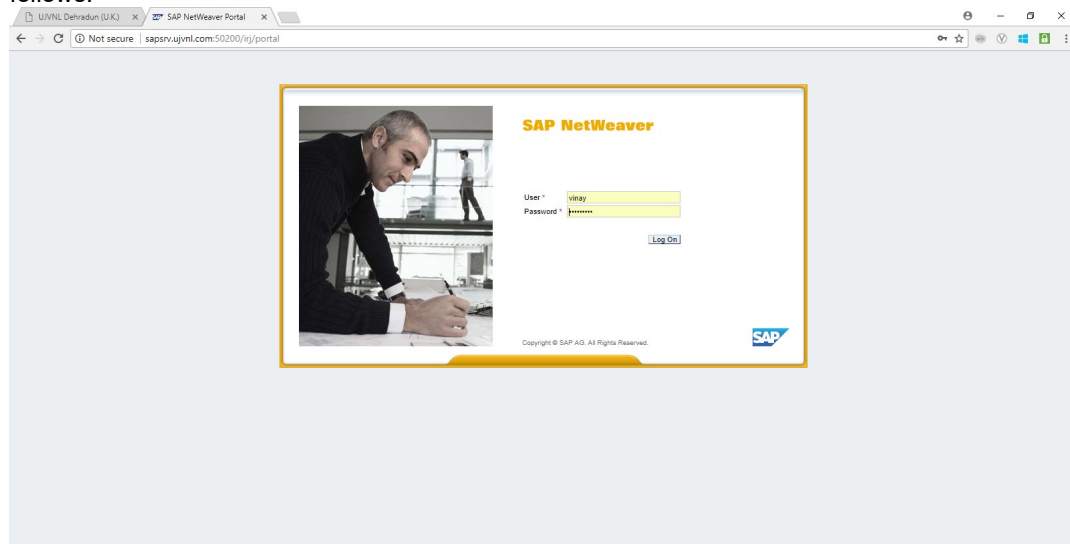
Employee can log on to the manager self-service to approve reimbursement request raised by the employees.

3.2 PROCEDURAL STEPS

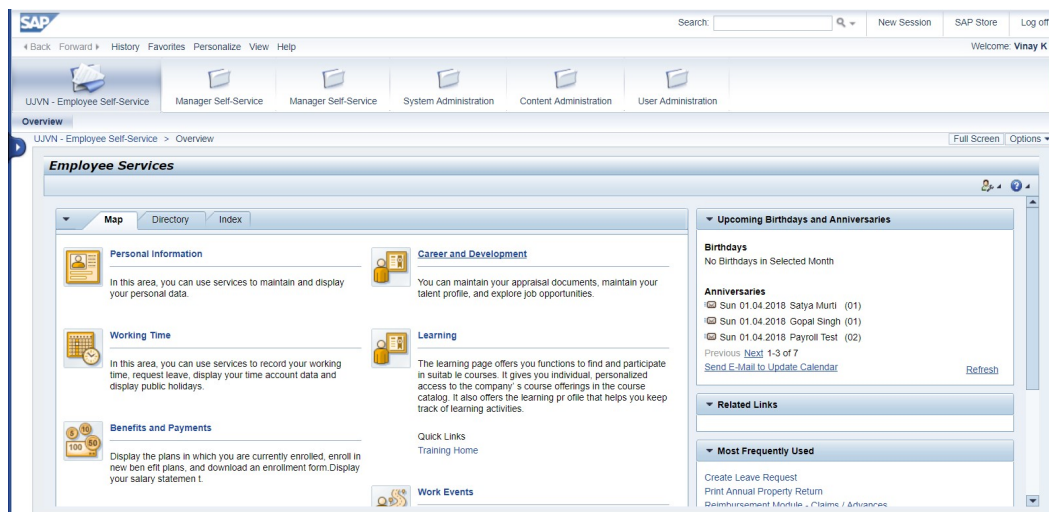
LOGON TO PORTAL:

The Employee should follow the steps below to enter into portal

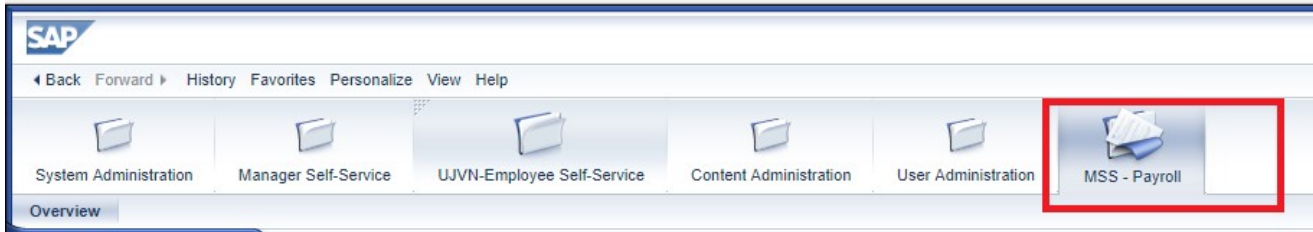
- Select internet explorer icon and double click on it.
- Enter the site address <http://sapsrv.ujvnl.com:50200/irj/portal>, the system will display the screen as follows:



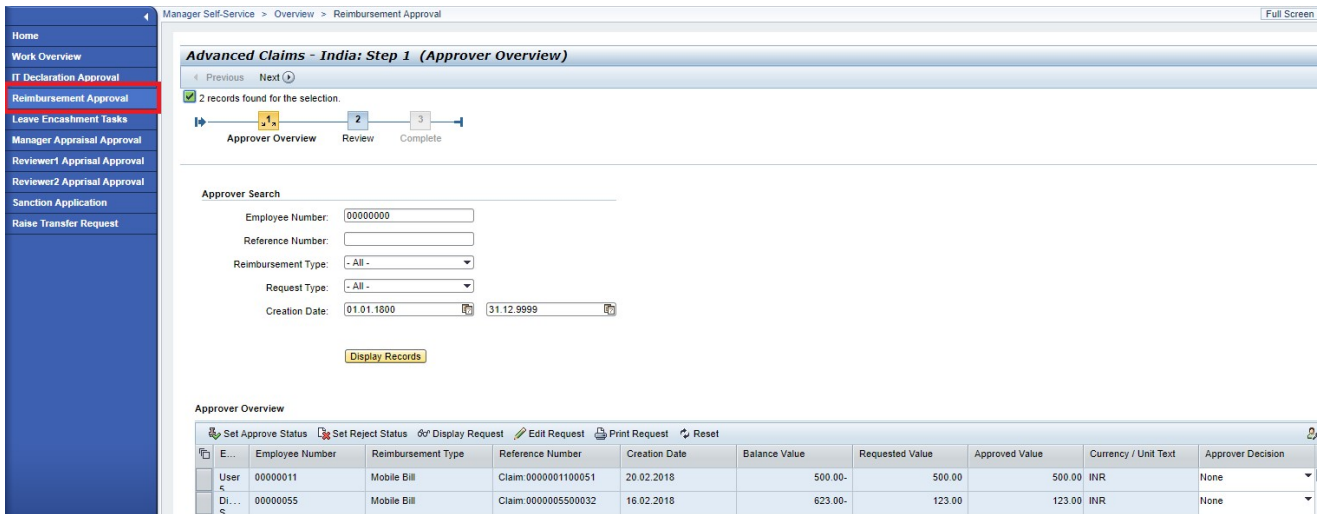
- Enter the EP user ID given (Ex: vinay), password and click on Log On Icon.
- Now system will take you to the home page of your Portal as shown below.



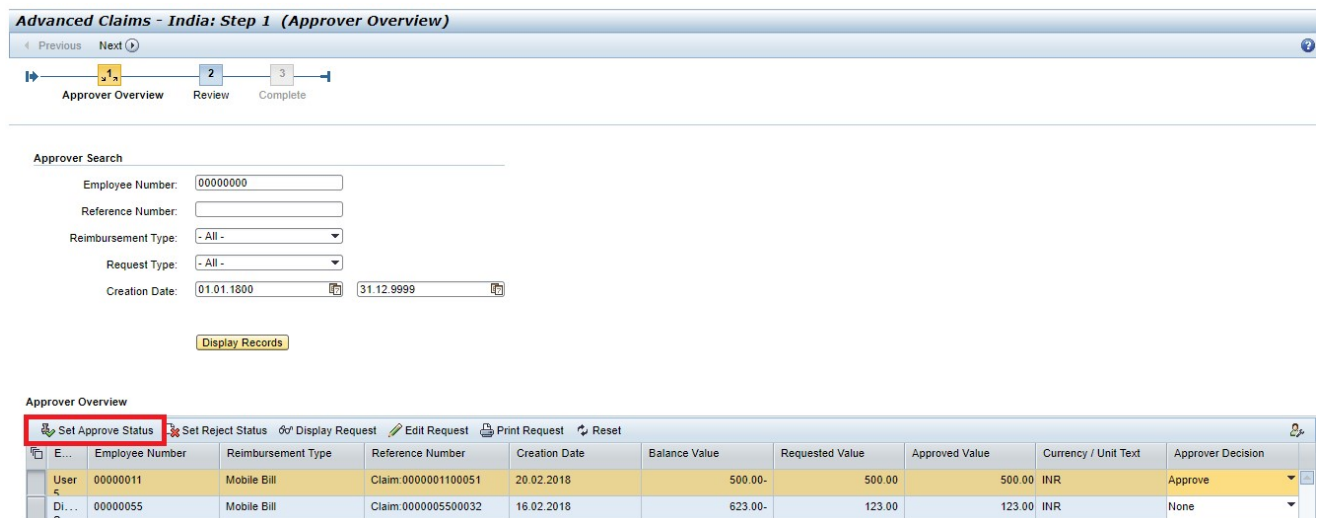
- Click on MSS-Payroll



- Click on Reimbursement approvals –



- Select request and click on set as approval –



- Click on next

Advanced Claims - India: Step 1 (Approver Overview)

Previous Next

1 2 3
Approver Overview Review Complete

Approver Search

Employee Number: 00000000
Reference Number:
Reimbursement Type: - All -
Request Type: - All -
Creation Date: 01.01.1800 31.12.9999

Display Records

Approver Overview

Set Approve Status Set Reject Status Display Request Edit Request Print Request Reset

	Employee Number	Reimbursement Type	Reference Number	Creation Date	Balance Value	Requested Value	Approved Value	Currency / Unit Text	Approver Decision
User	00000011	Mobile Bill	Claim: 0000001100051	20.02.2018	500.00-	500.00	500.00	INR	Approve
Di...	00000055	Mobile Bill	Claim: 0000005500032	16.02.2018	623.00-	123.00	123.00	INR	None

- Review the claim request and click next –

Advanced Claims - India: Step 2 (Review)

Previous Next

1 2 3
Approver Overview Review Complete

Approved List

	Employee Name	Employee Number	Reimbursement Type	Request Type	Creation Date	Balance Value	Requested Value	Approved Value	Currency / Unit T...	Approver Decision
User	5	00000011	Mobile Bill	Claim: 0000001100051	20.02.2018	500.00-	500.00	500.00	INR	Approve

- Reimbursement request is approved –

Advanced Claims - India: Step 3 (Complete)

Previous Next

Request 0000001100051 changes are saved successfully

1 2 3
Approver Overview Review Complete

[Goto Overview Screen](#)

[Close Window](#)

4 APPROVE INCOME TAX DECLARATION

4.1 PURPOSE

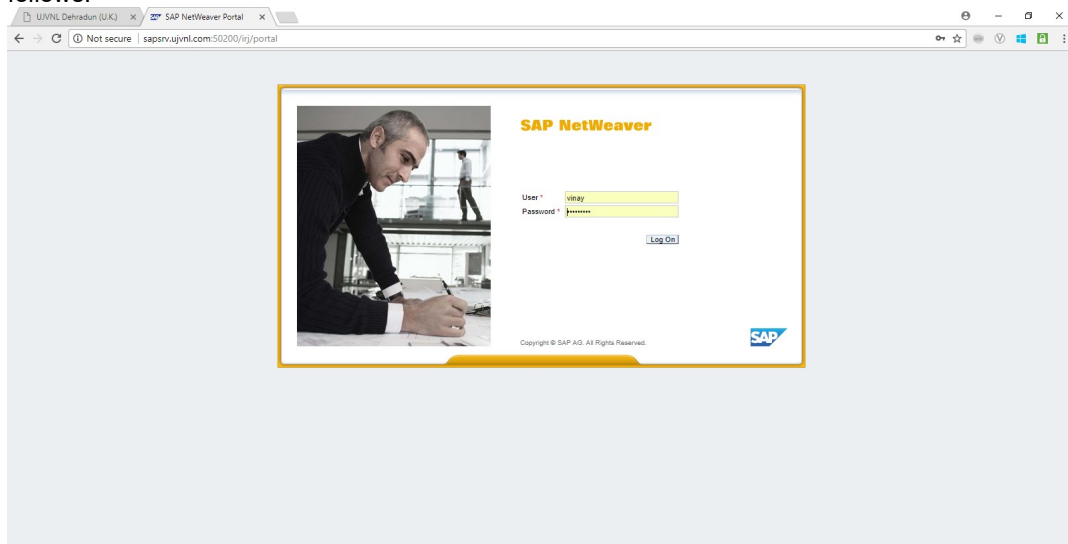
Employee can log on to the manager self-service to approve Income tax declaration request raised by the employees.

4.2 PROCEDURAL STEPS

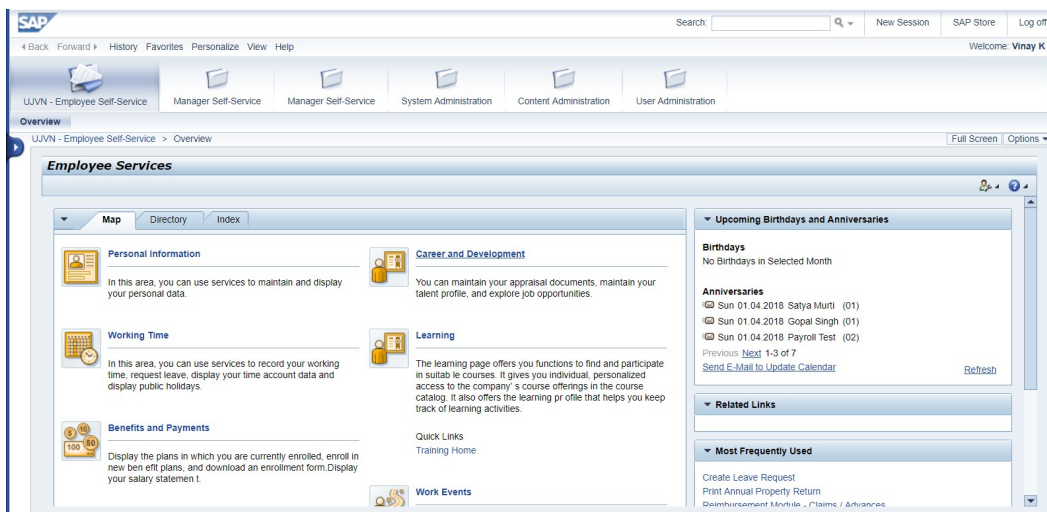
LOGON TO PORTAL:

The Employee should follow the steps below to enter into portal

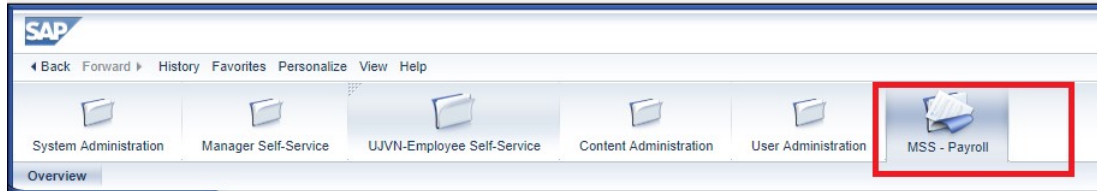
- Select internet explorer icon and double click on it.
- Enter the site address <http://sapsrv.ujvnl.com:50200/irj/portal>, the system will display the screen as follows:



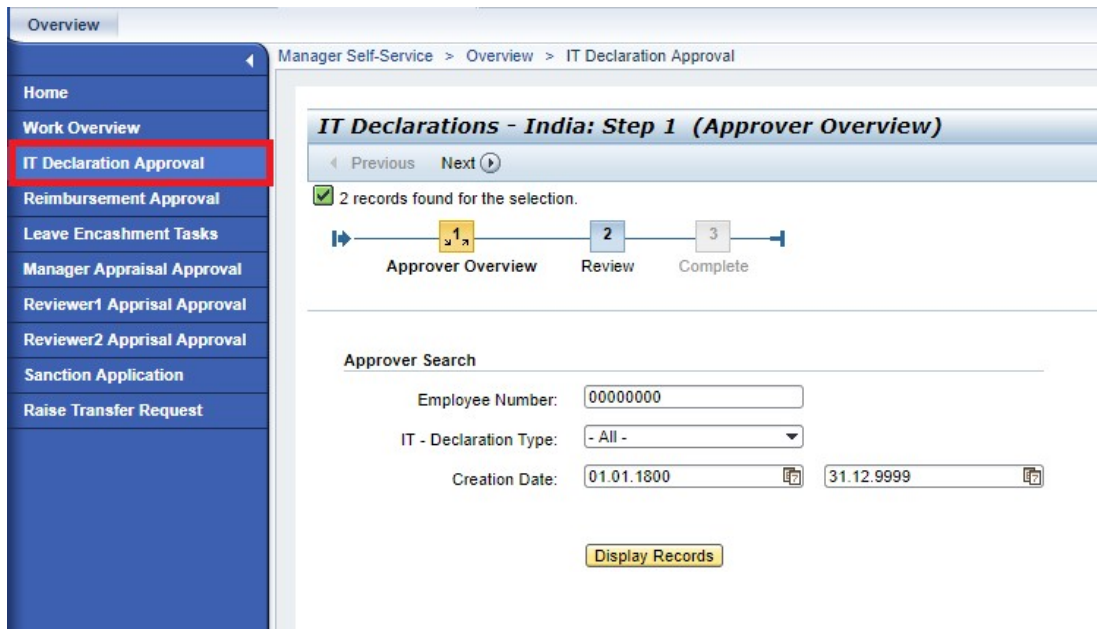
- Enter the EP user ID given (Ex: vinay), password and click on Log On Icon.
- Now system will take you to the home page of your Portal as shown below.



- Click on MSS-Payroll



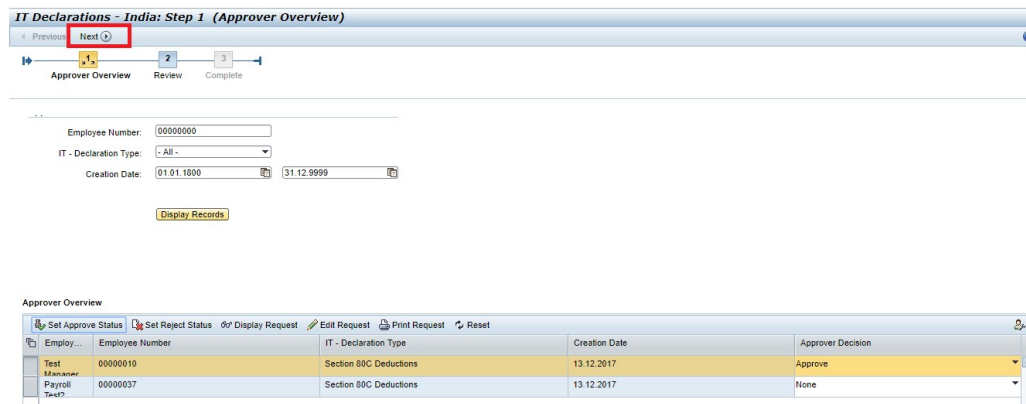
- Click on IT declaration –



- Click on set as approve –

Approver Overview				
Employ...	Employee Number	IT - Declaration Type	Creation Date	Approver Decision
Test Mananer	00000010	Section 80C Deductions	13.12.2017	None
Payroll Test?	00000037	Section 80C Deductions	13.12.2017	None

- Click on Next –



- Click on Next –
-

IT Declarations - India: Step 2 (Review)

◀ Previous Next ▶

1 2 3

Approver Overview Review Complete

Approved List

Employee Name	Employee Number	IT - Declaration Type	Creation Date	Approver Decision
Test Manager	00000010	Section 80C Deductions	13.12.2017	Approve

Income tax declaration approved –

IT Declarations - India: Step 2 (Review)

◀ Previous Next ▶

✓ Request 0000001100051 changes are saved successfully

1 2 3

Approver Overview Review Complete

[Goto Overview Screen](#)

[Close Window](#)



5 APPROVE LEAVE ENCASHMENT REQUEST

5.1 PURPOSE

5.2 PROCEDURAL STEPS



END USER DOCUMENT



6 APPROVE SANCTION ORDER REQUEST

6.1 PURPOSE

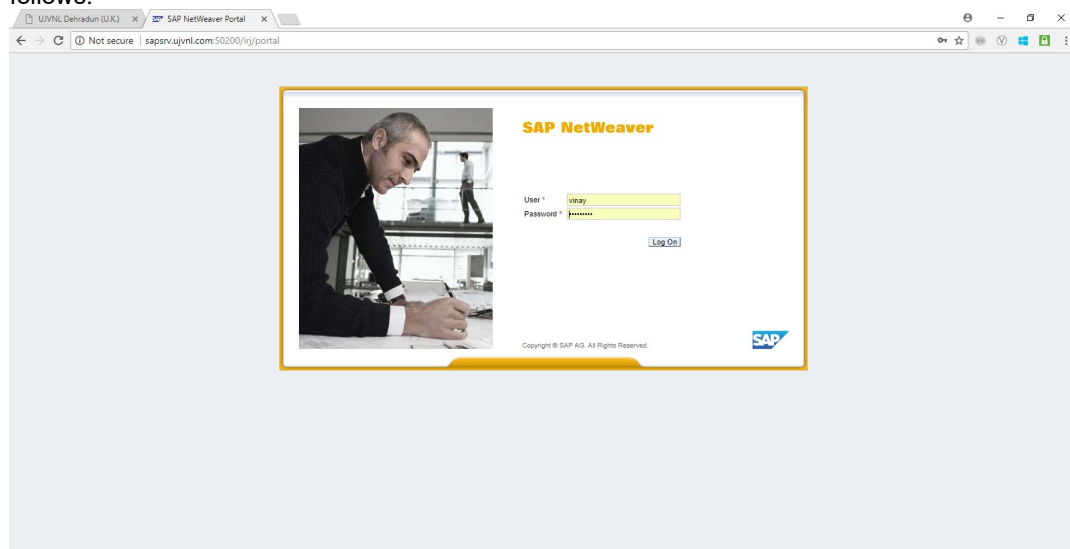
Employee can log into MSS to approve Sanction order request raised by users.

6.2 PROCEDURAL STEPS

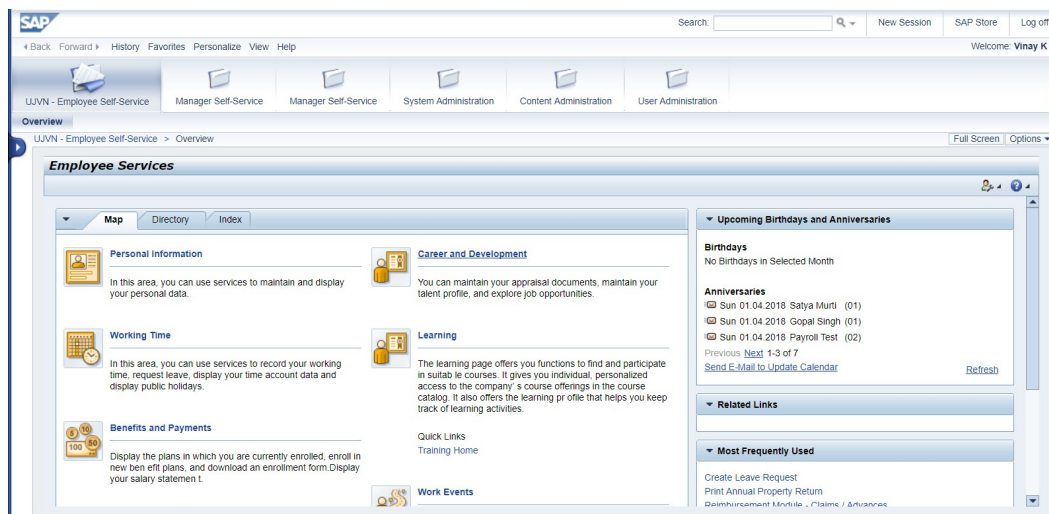
LOGON TO PORTAL:

The Employee should follow the steps below to enter into portal

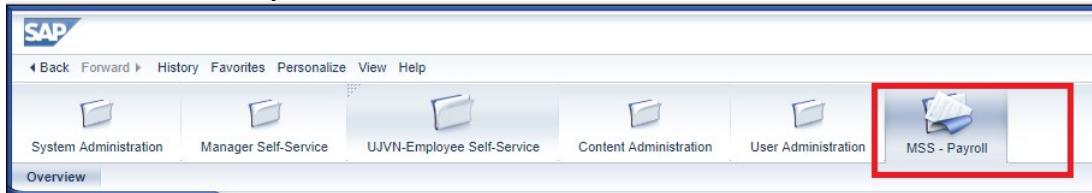
- Select internet explorer icon and double click on it.
- Enter the site address <http://sapsrv.ujvnl.com:50200/irj/portal>, the system will display the screen as follows:



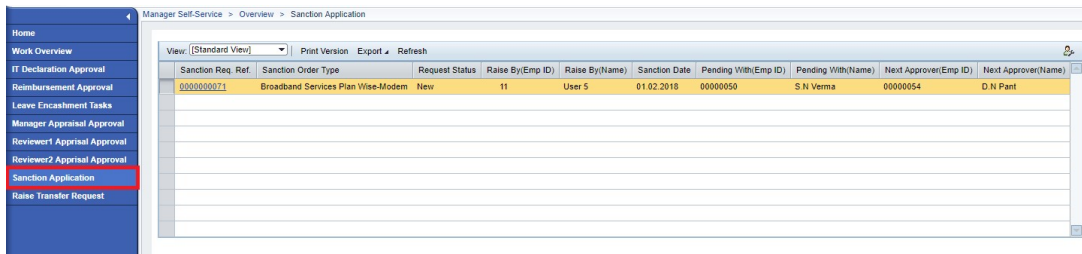
- Enter the EP user ID given (Ex: vinay), password and click on Log On Icon.
- Now system will take you to the home page of your Portal as shown below.



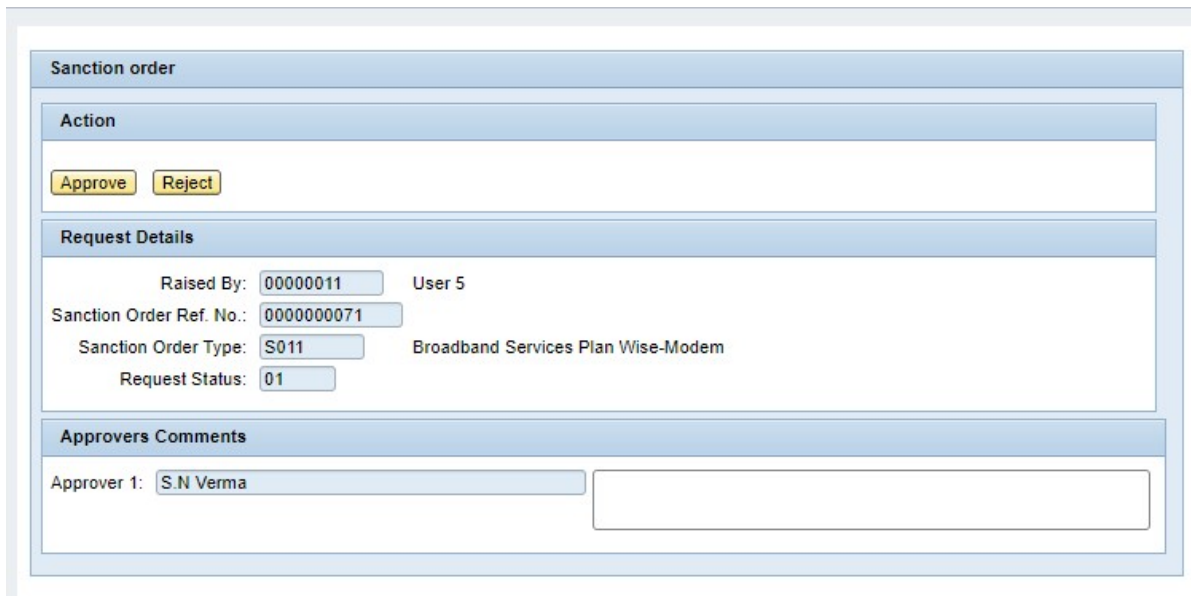
- Click on MSS-Payroll



- Click on Sanction Application –



- Click on Sanction Order Request number to approve Sanction order, below screen will appear –



The screenshot shows the Sanction order approval form. It includes sections for Action, Request Details, and Approvers Comments.

Action

Approve Reject

Request Details

Raised By: 00000011 User 5

Sanction Order Ref. No.: 0000000071

Sanction Order Type: S011 Broadband Services Plan Wise-Modem

Request Status: 01

Approvers Comments

Approver 1: S.N Verma

- Enter comments and click on approve button to approve the request –

Sanction order

Action

Approve

Reject

Request Details

Raised By:

00000011

User 5

Sanction Order Ref. No.:

0000000071

Sanction Order Type:

S011

Broadband Services Plan Wise-Modem

Request Status:

01

Approvers Comments

Approver 1:

S.N Verma

approved.

- Request approved –

All

1

Request approved

Sanction order

Action

Approve

Reject

Request Details

Raised By:

00000011

User 5

Sanction Order Ref. No.:

0000000071

Sanction Order Type:

S011

Broadband Services Plan Wise-Modem

Request Status:

01

Approvers Comments

Approver 1:

S.N Verma

APPROVED.

7 APPROVE NOC REQUEST

7.1 PURPOSE

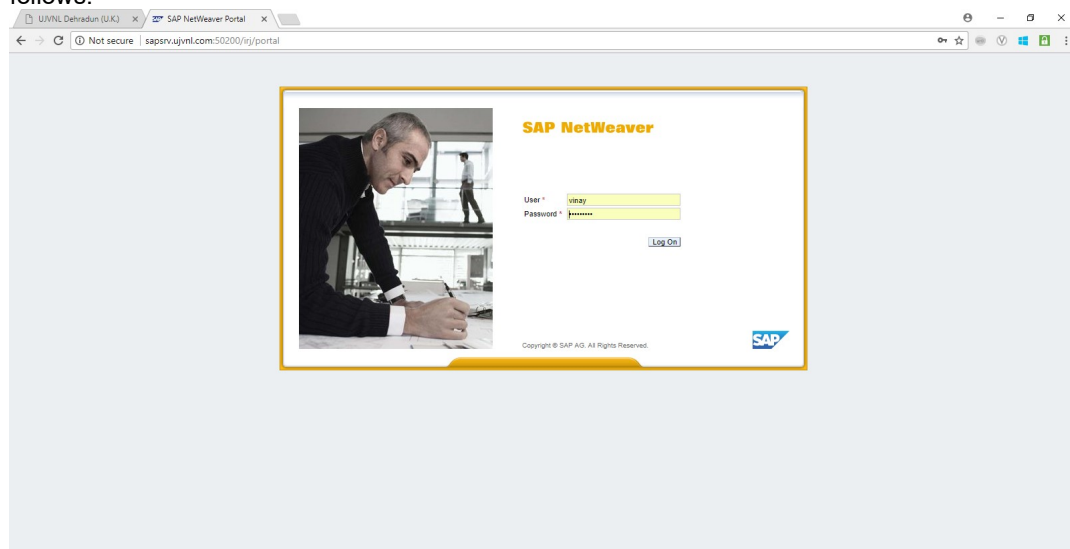
Employee can log into MSS to approve Sanction order request raised by users.

7.2 PROCEDURAL STEPS

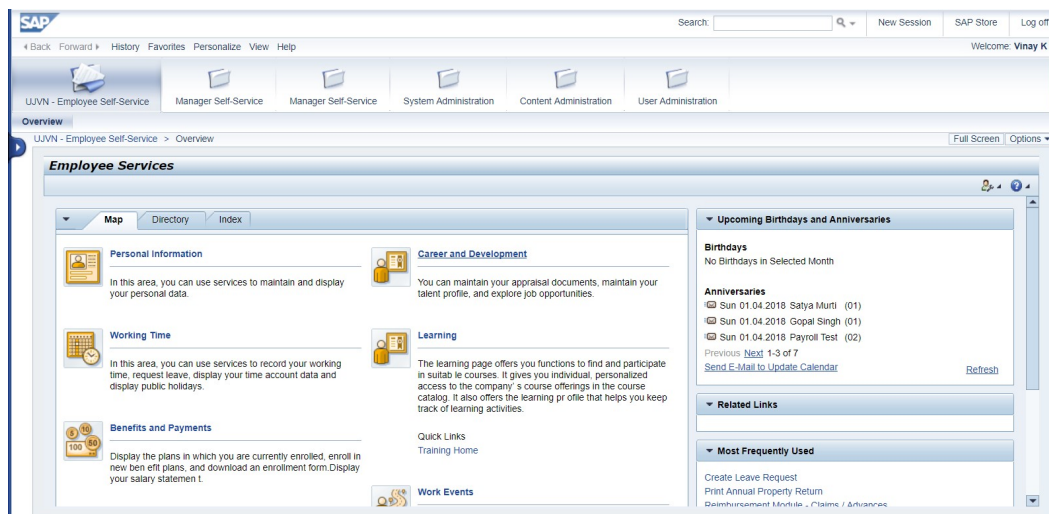
LOGON TO PORTAL:

The Employee should follow the steps below to enter into portal

- Select internet explorer icon and double click on it.
- Enter the site address <http://sapsrv.ujvnl.com:50200/irj/portal>, the system will display the screen as follows:



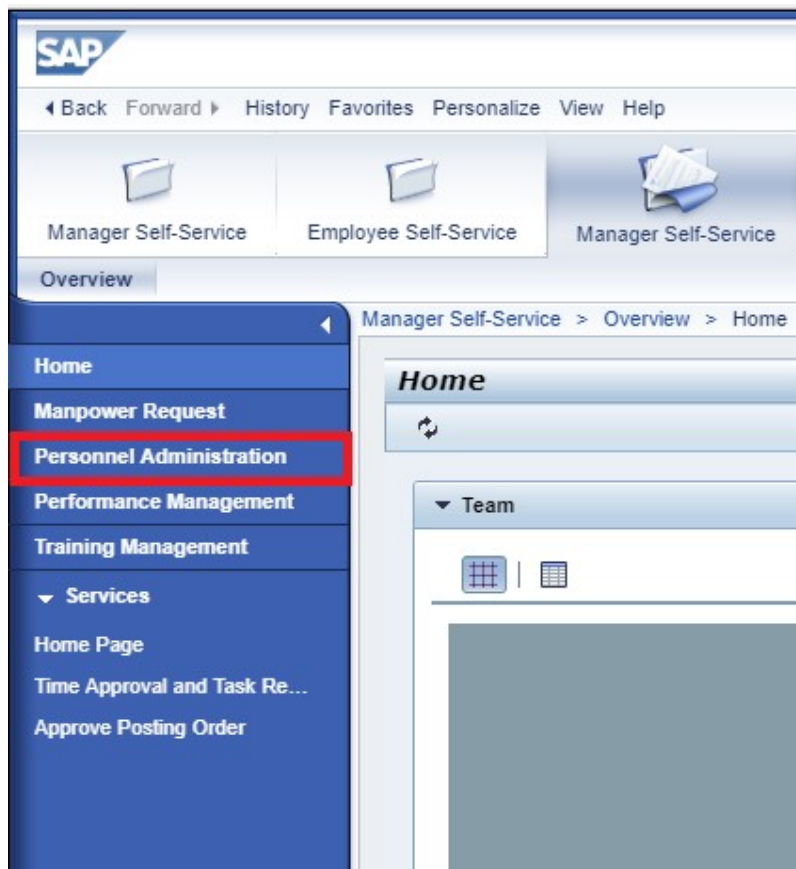
- Enter the EP user ID given (Ex: vinay), password and click on Log on Icon.
- Now system will take you to the home page of your Portal as shown below.



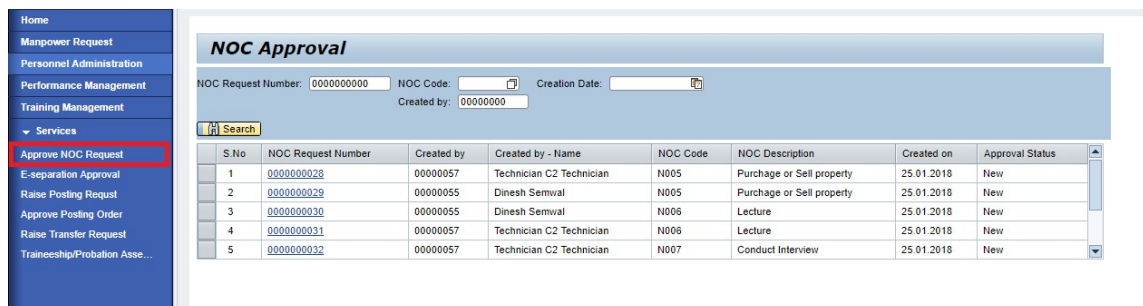
- Click on Manager Self-service –



- Click on Personnel Administration –



- Click on approve NOC –



- Click on NOC request number to approve, below screen will appear as per the NOC type–

NOC Creation - New

Personnel No.:

Date:

NOC Code:

NOC Request Number:

चल / अचल सम्पत्ति विक्रय करने हेतु अनुमति

1. क्रेता का नाम एवम व्यवसाय:	<input type="text" value="ASHOK KUMAR, SERVICE"/>
2. अधिकारी / आधिकारिक द्वारा किस मूल्य पर सम्पत्ति विक्रय करने का प्रस्ताव है:	<input type="text" value="2,000,000.00"/>
3. क्या उल्लिखित सम्पत्ति क्रय करने हेतु परिषद् से कोई अग्रिम लिए गया था? यदि हाँ तो अवशेष धनराशि, यदि कोई हो तो, की पूरी स्थिति:	<input type="text" value="YES 200000"/>
4. सम्पत्ति किसी प्रकार के अधिभार से मुक्त है:	<input type="text" value="YES"/>
5. क्या विक्रय किसी प्रसिद्ध अथवा स्थायी अधिकृत विक्रेता/आइतिया के माध्यम है? यदि हाँ तो आदिकृत विक्रेता/आइतिया का पत्र सलग करें:	<input type="text" value="NO"/>
6. सम्पत्ति का विस्तृत विवरण:	
(अ) उल्लिखित सम्पत्ति क्रय करते हुए समय क्या प्रतिकृत अधिकारी से अनुमति ली गई या नहीं ?	<input type="text" value="Yes"/>
(ब) क्या पिछले समाप्ति क्रय करते समय प्रतिकृत अधिकारी से अनुमति ली गई थी या नहीं ?	<input type="text" value="No"/>
7. प्रमाण पत्र कि क्रेता से अधिकारी / आधिकारिक का कोई प्रत्यक्ष या परोक्ष विभागीय सम्बन्ध नहीं है:	<input type="text" value="Yes"/>

- Click on approve button to approve the NOC –

NOC Creation - New

Personnel No.:

Date:

NOC Code:

NOC Request Number:

चल / अचल सम्पत्ति विक्रय करने हेतु अनुमति

1. क्रेता का नाम एवम व्यवसाय:	<input type="text" value="ASHOK KUMAR, SERVICE"/>
2. अधिकारी / आधिकारिक द्वारा किस मूल्य पर सम्पत्ति विक्रय करने का प्रस्ताव है:	<input type="text" value="2,000,000.00"/>
3. क्या उल्लिखित सम्पत्ति क्रय करने हेतु परिषद् से कोई अग्रिम लिए गया था? यदि हाँ तो अवशेष धनराशि, यदि कोई हो तो, की पूरी स्थिति:	<input type="text" value="YES 200000"/>
4. सम्पत्ति किसी प्रकार के अधिभार से मुक्त है:	<input type="text" value="YES"/>
5. क्या विक्रय किसी प्रसिद्ध अथवा स्थायी अधिकृत विक्रेता/आइतिया के माध्यम है? यदि हाँ तो आदिकृत विक्रेता/आइतिया का पत्र सलग करें:	<input type="text" value="NO"/>
6. सम्पत्ति का विस्तृत विवरण:	
(अ) उल्लिखित सम्पत्ति क्रय करते हुए समय क्या प्रतिकृत अधिकारी से अनुमति ली गई या नहीं ?	<input type="text" value="Yes"/>
(ब) क्या पिछले समाप्ति क्रय करते समय प्रतिकृत अधिकारी से अनुमति ली गई थी या नहीं ?	<input type="text" value="No"/>
7. प्रमाण पत्र कि क्रेता से अधिकारी / आधिकारिक का कोई प्रत्यक्ष या परोक्ष विभागीय सम्बन्ध नहीं है:	<input type="text" value="Yes"/>

- NOC Request is approved -

All

☒ 1

☒ Request has been approved

NOC Creation - New

Personnel No.:

00000057

Technician C2 Technician

Date:

25.01.2018

NOC Code:

N005

Purchase or Sell property

NOC Request Number:

0000000028

चल / अचल सम्पति विक्रय करने हेतु अनुमति

8 RAISE POSTING REQUEST

8.1 PURPOSE

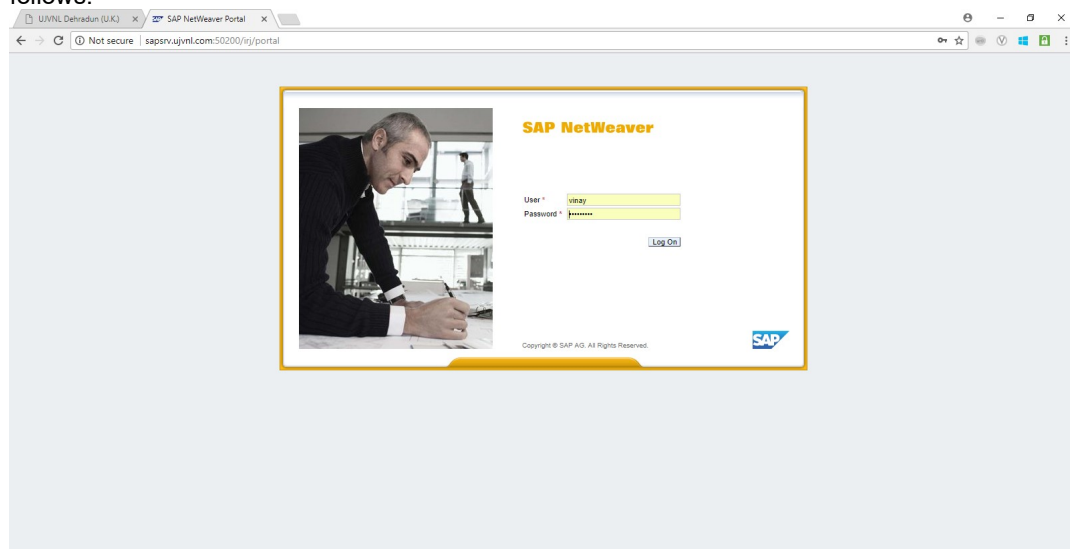
Employee can log into MSS to raise posting request for new joiners.

8.2 PROCEDURAL STEPS

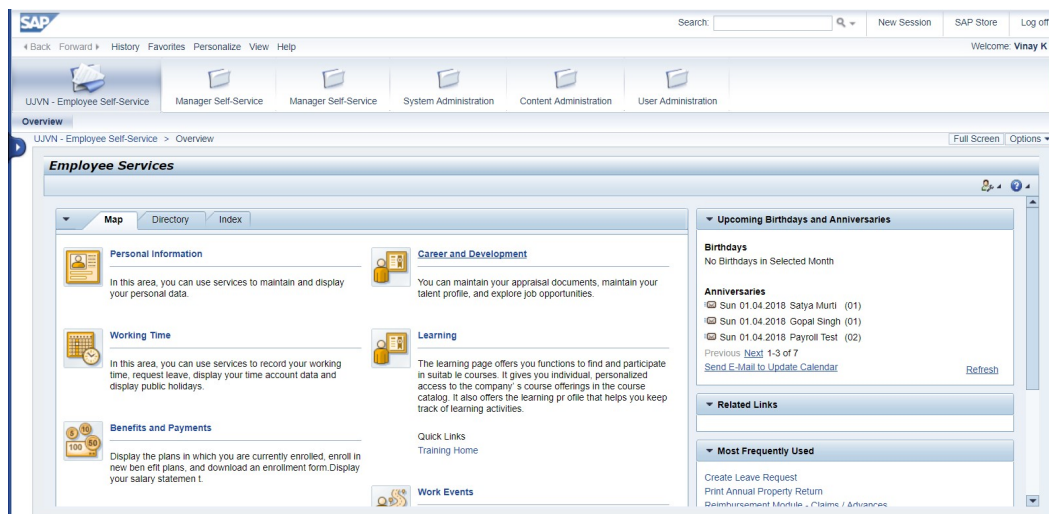
LOGON TO PORTAL:

The Employee should follow the steps below to enter into portal

- Select internet explorer icon and double click on it.
- Enter the site address <http://sapsrv.ujvnl.com:50200/irj/portal>, the system will display the screen as follows:



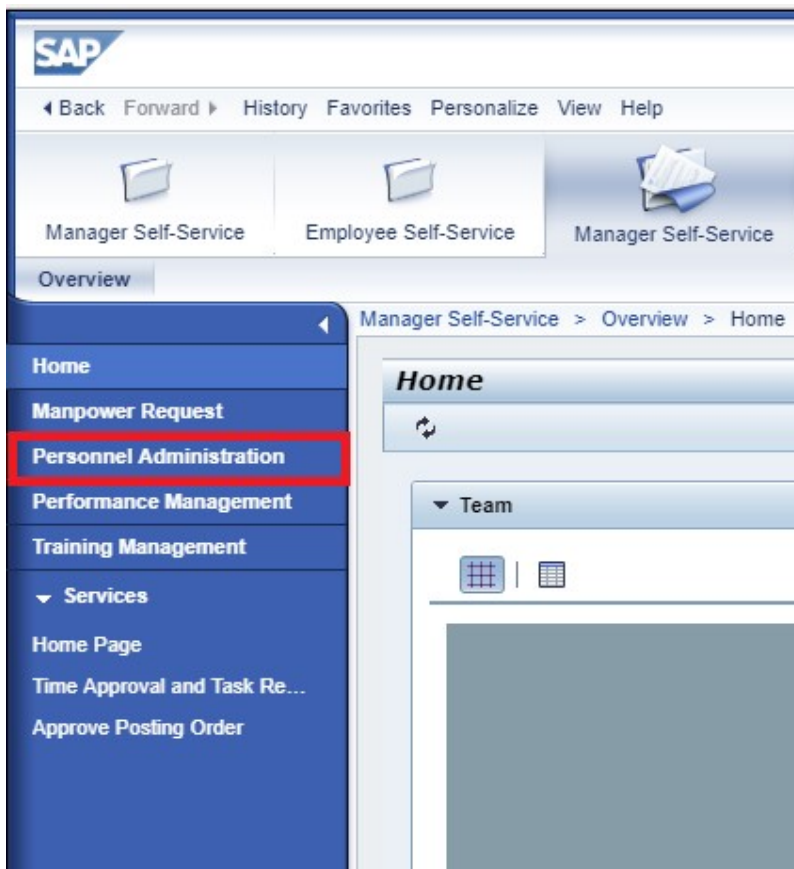
- Enter the EP user ID given (Ex: vinay), password and click on Log on Icon.
- Now system will take you to the home page of your Portal as shown below.



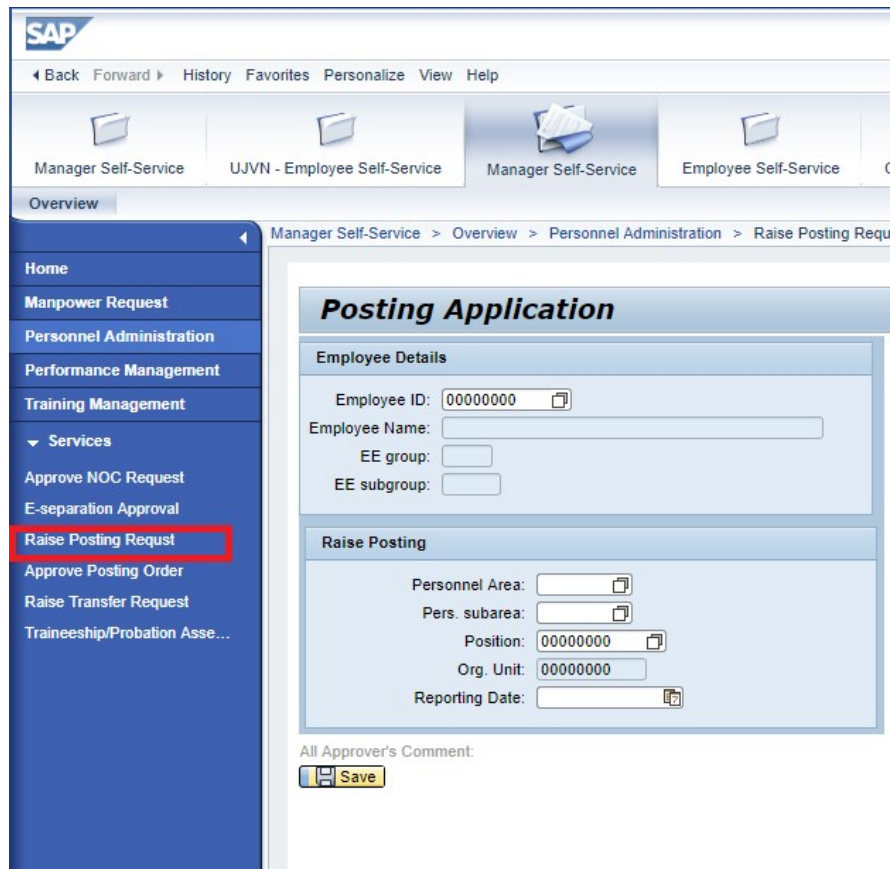
- Click on Manager Self-service –



- Click on Personnel Administration –



- Click on raise posting request, below screen will appear –



SAP

◀ Back Forward ▶ History Favorites Personalize View Help

Manager Self-Service UJVN - Employee Self-Service Manager Self-Service Employee Self-Service

Overview

Manager Self-Service > Overview > Personnel Administration > Raise Posting Request

Posting Application

Employee Details

Employee ID: 00000000

Employee Name:

EE group:

EE subgroup:

Raise Posting

Personnel Area:


Pers. subarea:

Position: 00000000

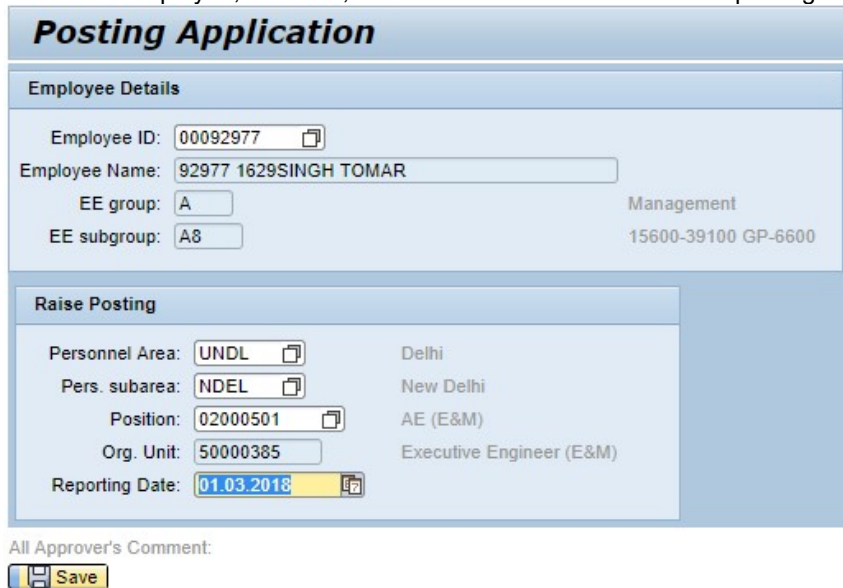
Org. Unit: 00000000

Reporting Date:

All Approver's Comment:

 Save

- Select employee, Location, Sub location and Position to raise posting request for new employees –



Posting Application

Employee Details

Employee ID: 00092977

Employee Name: 92977 1629SINGH TOMAR

EE group: A Management

EE subgroup: A8 15600-39100 GP-6600

Raise Posting

Personnel Area: UNDL Delhi


Pers. subarea: NDEL New Delhi

Position: 02000501 AE (E&M)

Org. Unit: 50000385 Executive Engineer (E&M)

Reporting Date: 01.03.2018

All Approver's Comment:

 Save

- Click on Save button after filling all the details, Posting request will be raise and below screen will be shown –

All ☒ 1

☒ Post Applied successfully

Posting Application

Employee Details

Employee ID:	<input type="text" value="00092977"/>	
Employee Name:	<input type="text" value="92977 1629SINGH TOMAR"/>	
EE group:	<input type="text" value="A"/>	Management
EE subgroup:	<input type="text" value="A8"/>	15600-39100 GP-6600

Raise Posting

Personnel Area:	<input type="text" value="UNDL"/>	Delhi
Pers. subarea:	<input type="text" value="NDEL"/>	New Delhi
Position:	<input type="text" value="02000501"/>	AE (E&M)
Org. Unit:	<input type="text" value="50000385"/>	Executive Engineer (E&M)
Reporting Date:	<input type="text" value="01.03.2018"/>	

All Approver's Comment:



END USER DOCUMENT



9 APPROVE POSTING REQUEST

9.1 PURPOSE

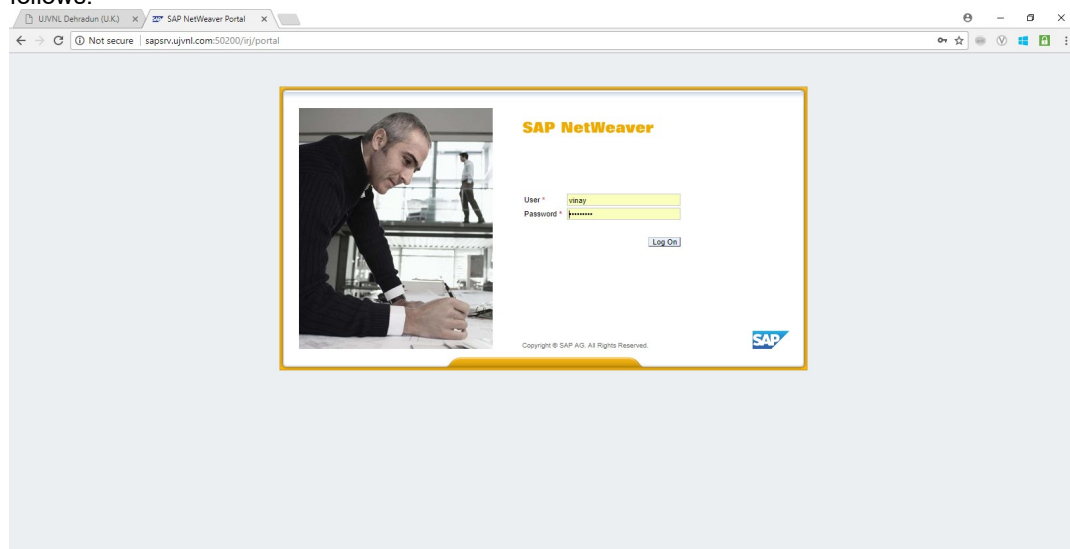
Employee can log into MSS to approve posting request for new joiners.

9.2 PROCEDURAL STEPS

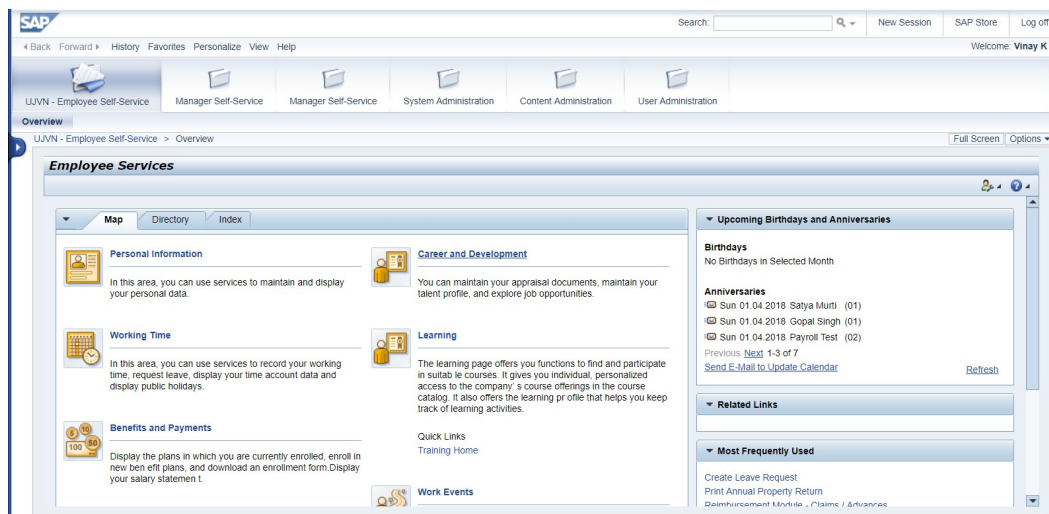
LOGON TO PORTAL:

The Employee should follow the steps below to enter into portal

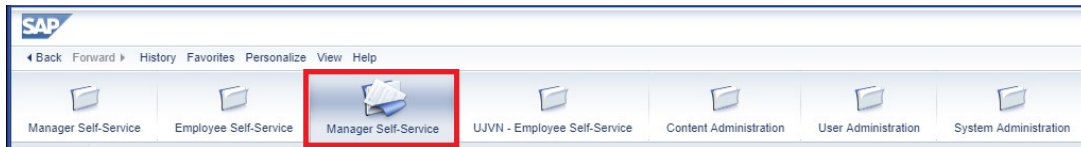
- Select internet explorer icon and double click on it.
- Enter the site address <http://sapsrv.ujvnl.com:50200/irj/portal>, the system will display the screen as follows:



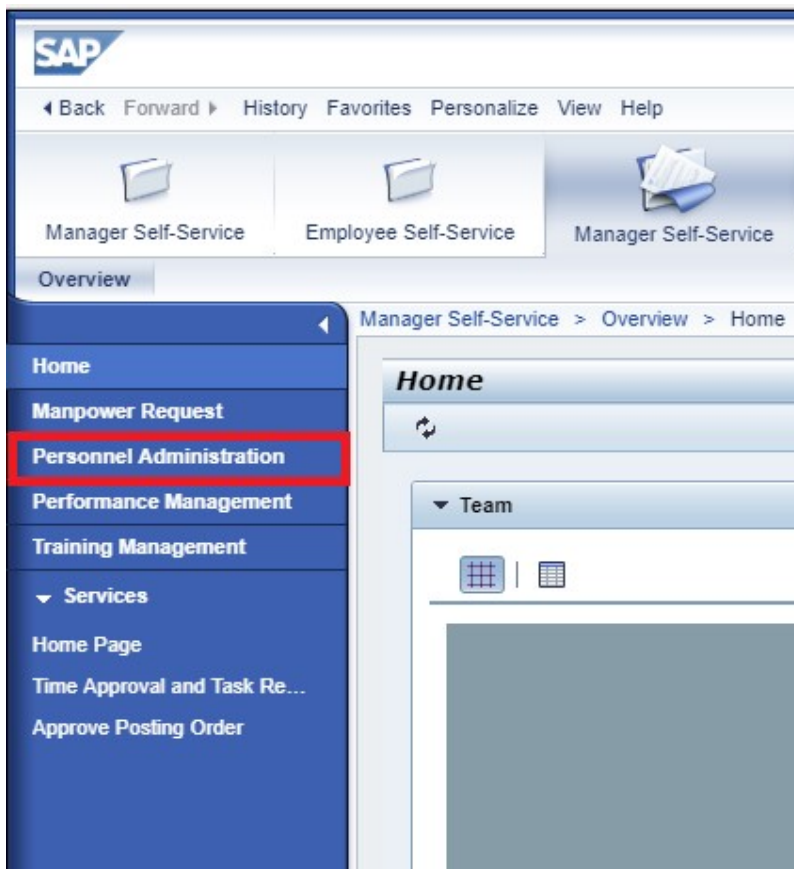
- Enter the EP user ID given (Ex: vinay), password and click on Log on Icon.
- Now system will take you to the home page of your Portal as shown below.



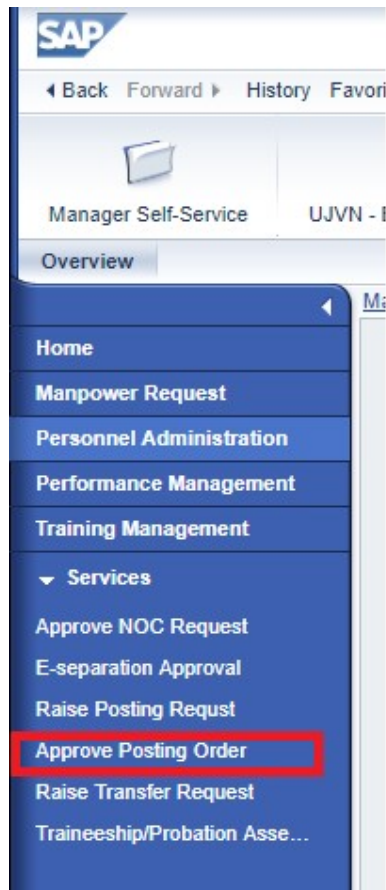
- Click on Manager Self-service –



- Click on Personnel Administration –



- Click on approve posting order –



Manager Self-Service > Overview > Personnel Administration > Approve Posting Order

Seq No	Posting Order No	Emp ID	Emp Name	Pers. Area	Org. Unit	Pers. Sub Area	Position	Job sequence No.	Request raised on	Current approver ID	Current Approver Name	Next approver ID	Next Approver
1	000000011	00000055	Dinesh Semwal	Dehradun	Data processing	Dehradun - UJVNL	test	General Manager (Civil)	10.01.2018	02000103	D. N Pant	00000000	
2	000000012	00000055	Dinesh Semwal	Ofcina central	Data processing	Ofc.principal	p	General Manager (Civil)	10.01.2018	02000103	D. N Pant	00000000	
3	000000020	00000055	Dinesh Semwal	Dunao	Data processing	Dunao - UJVNL	test	General Manager	02.01.2018	02000103	D. N Pant	02000067	S. N Verma
4	000000024	00000002	RAMNATH SINGH	Bhagirathi Valley		Tiloth	test		31.01.2018	02000103	D. N Pant	00000000	

- Click on Posting Order No. to approve the posting for an employee, below screen will be shown. Enter comments and click on

Posting Application

Employee Details

Employee ID:

Employee Name:

EE group: Officers-Trainee

EE subgroup: Mthly wage earn. UAE

Raise Posting

Personnel Area: Bhagirathi Valley

Pers. subarea: Tiloth

Position: test


Org. Unit:


Reporting Date:

1st Approver: RECOMMENDED , 2nd Approve: APPROVED , 3rd Approver:

All Approver's Comment:

Approver's Comment:

 Approve

 Reject

- Posting order approved –

All

1

Request Approved

Posting Application

Employee Details

Employee ID: 00000002

Employee Name: RAMNATH SINGH

EE group: 1

EE subgroup: VO

Officers-Trainee

Mthly wage earn. UAE

Raise Posting

Personnel Area: UBGV

Pers. subarea: UTLT

Position: 50000001

Org. Unit: 00000000

Reporting Date: 31.01.2018

Bhagirathi Valley

Tiloth

test

1st Approver: , 2nd Approver: APPROVED , 3rd Approver:

All Approver's Comment:

Approver's Comment:

approved

Approve

Reject

10 RAISE TRANSFER REQUEST

10.1 PURPOSE

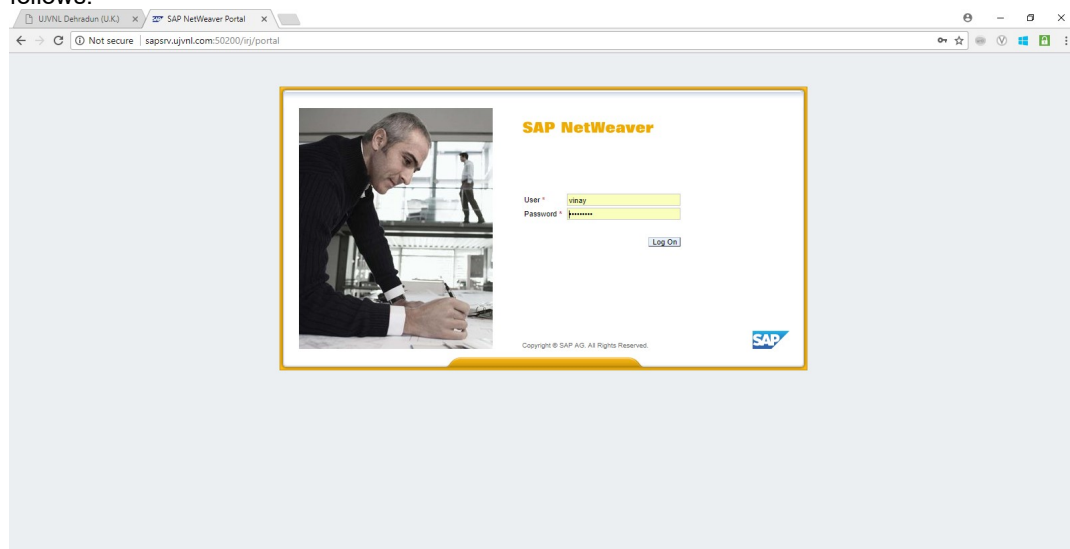
Employee can log into MSS to raise transfer request for employees.

10.2 PROCEDURAL STEPS

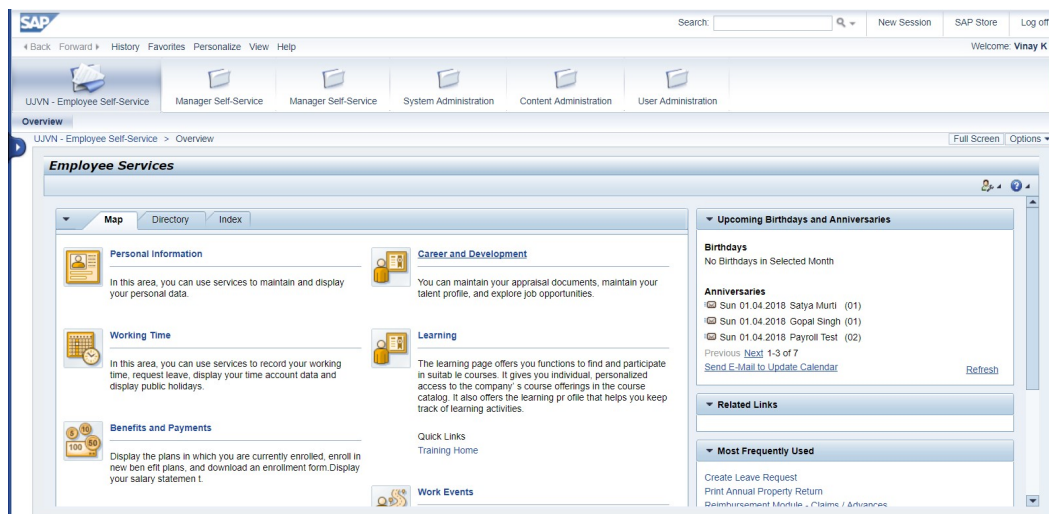
LOGON TO PORTAL:

The Employee should follow the steps below to enter into portal

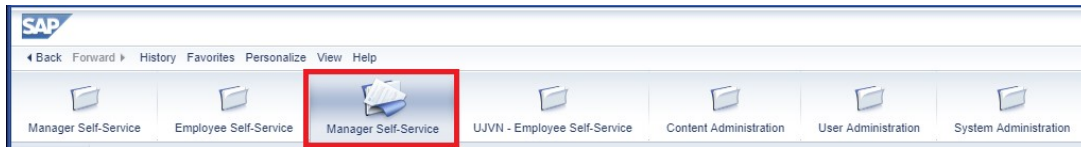
- Select internet explorer icon and double click on it.
- Enter the site address <http://sapsrv.ujvnl.com:50200/irj/portal>, the system will display the screen as follows:



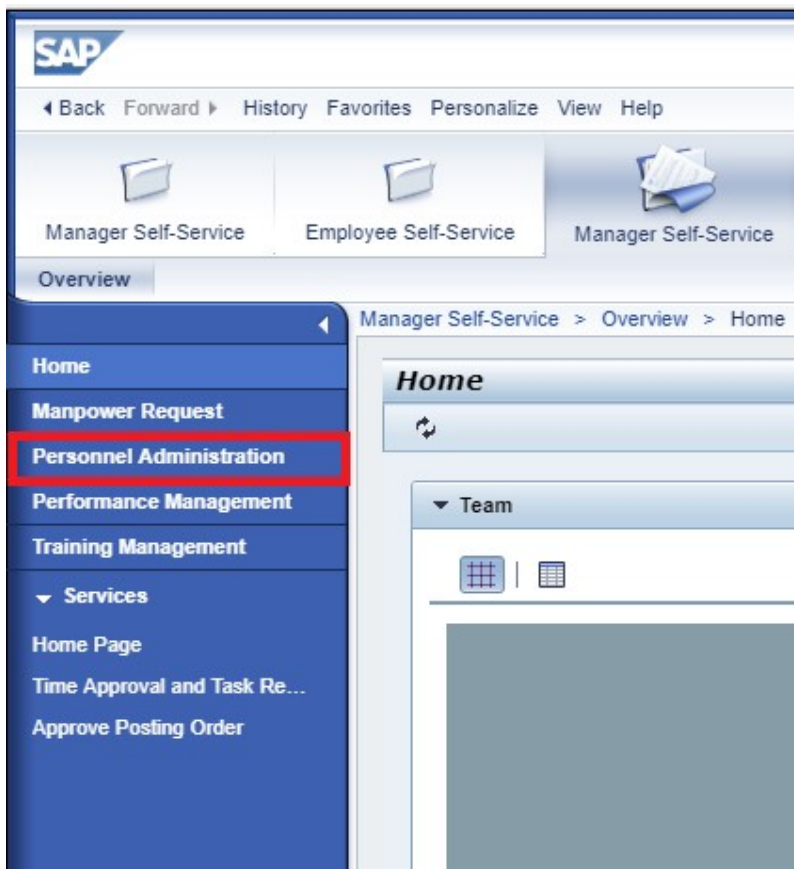
- Enter the EP user ID given (Ex: vinay), password and click on Log on Icon.
- Now system will take you to the home page of your Portal as shown below.



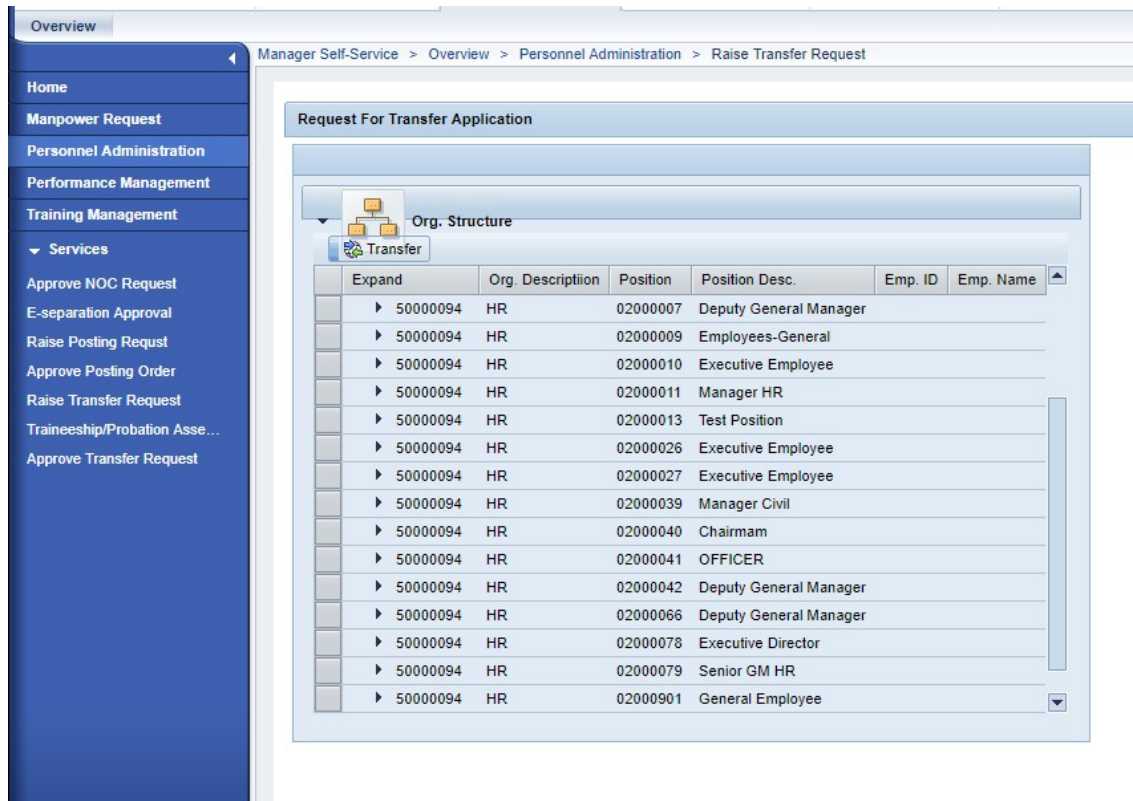
- Click on Manager Self-service –



- Click on Personnel Administration –



- Click on Raise transfer request, below screen will appear –



Overview

Manager Self-Service > Overview > Personnel Administration > Raise Transfer Request

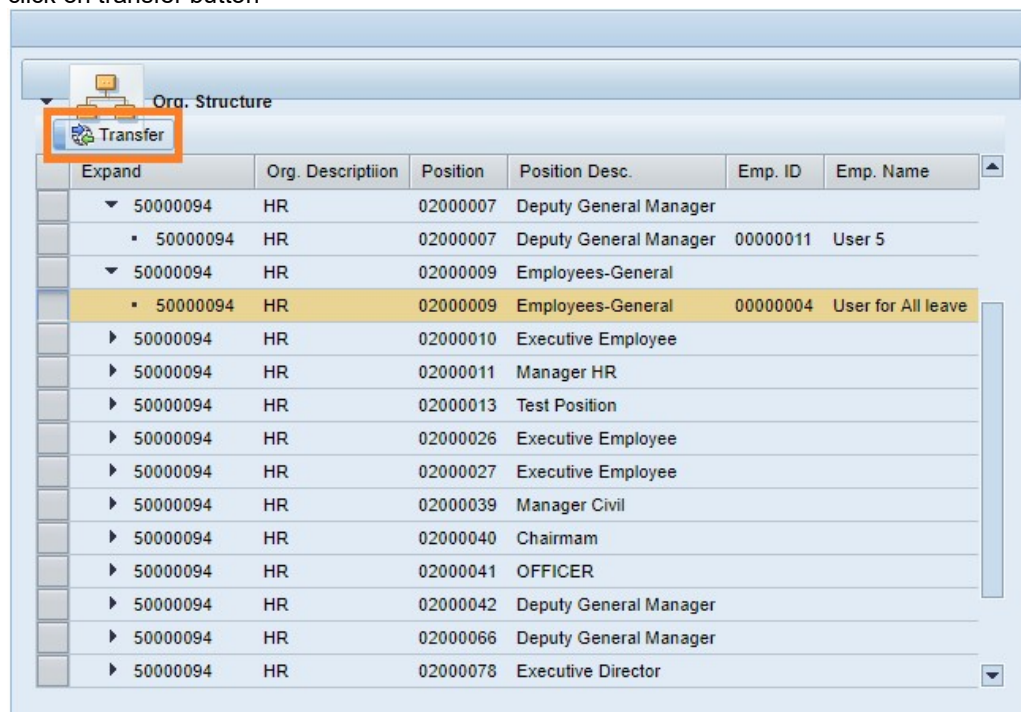
Request For Transfer Application

Org. Structure

Transfer

Expand	Org. Description	Position	Position Desc.	Emp. ID	Emp. Name
▶	50000094	HR	02000007		Deputy General Manager
▶	50000094	HR	02000009		Employees-General
▶	50000094	HR	02000010		Executive Employee
▶	50000094	HR	02000011		Manager HR
▶	50000094	HR	02000013		Test Position
▶	50000094	HR	02000026		Executive Employee
▶	50000094	HR	02000027		Executive Employee
▶	50000094	HR	02000039		Manager Civil
▶	50000094	HR	02000040		Chairmam
▶	50000094	HR	02000041		OFFICER
▶	50000094	HR	02000042		Deputy General Manager
▶	50000094	HR	02000066		Deputy General Manager
▶	50000094	HR	02000078		Executive Director
▶	50000094	HR	02000079		Senior GM HR
▶	50000094	HR	02000901		General Employee

- Select department and employee position of the employee for which transfered need to be raised and click on transfer button -








Org. Structure

Transfer

Expand	Org. Description	Position	Position Desc.	Emp. ID	Emp. Name
▼	50000094	HR	02000007		Deputy General Manager
▪	50000094	HR	02000007	00000011	User 5
▼	50000094	HR	02000009		Employees-General
▪	50000094	HR	02000009	00000004	User for All leave
▶	50000094	HR	02000010		Executive Employee
▶	50000094	HR	02000011		Manager HR
▶	50000094	HR	02000013		Test Position
▶	50000094	HR	02000026		Executive Employee
▶	50000094	HR	02000027		Executive Employee
▶	50000094	HR	02000039		Manager Civil
▶	50000094	HR	02000040		Chairmam
▶	50000094	HR	02000041		OFFICER
▶	50000094	HR	02000042		Deputy General Manager
▶	50000094	HR	02000066		Deputy General Manager
▶	50000094	HR	02000078		Executive Director






- select all the required fields from help as per below screen – Employee Personnel area (Location), Employee Personnel subarea (Sub location) and employee new department –

Raise Transfer Request	Update Transfer Request
Personnel no: 00000013	Personnel area: UGNS  Ghansali
Pers. area: Bhagirathi Valley	Pers. subarea: UGNS  Ghansali - UJVNL
Subarea: Chinyalisaur	Org. Unit: 50000389  Executive Engineer I
EE group: Technicians	
EE Subgroup: 5200-20200 GP-3000	
Position: Executive Employee	
Job key:	
Org. Unit: HR	
 Submit  Back	

- Click on Submit button –

 Submit  Back

- Transfer request raised –

All	
Request submitted.	
Raise Transfer Request	Update Transfer Request
Personnel no: 00000013	Personnel area: UGNS  Ghansali
Pers. area: Bhagirathi Valley	Pers. subarea: UGNS  Ghansali - UJVNL
Subarea: Chinyalisaur	Org. Unit: 50000389  Executive Engineer I
EE group: Technicians	
EE Subgroup: 5200-20200 GP-3000	
Position: Executive Employee	
Job key:	
Org. Unit: HR	
 Submit  Back	

11 APPROVE TRANSFER REQUEST

11.1 PURPOSE

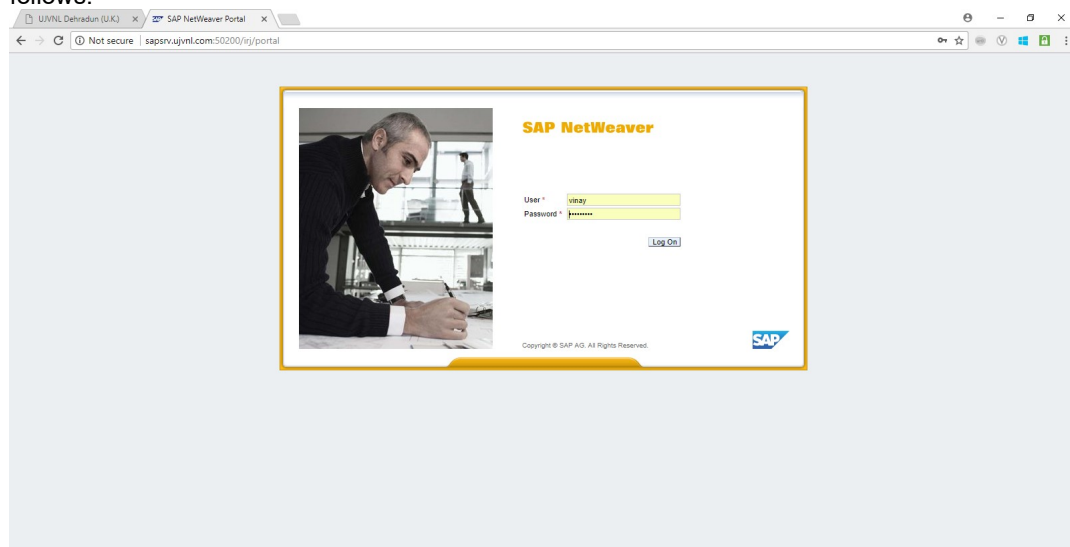
Employee can log into MSS to recommend or approve transfer request for employees.

11.2 PROCEDURAL STEPS

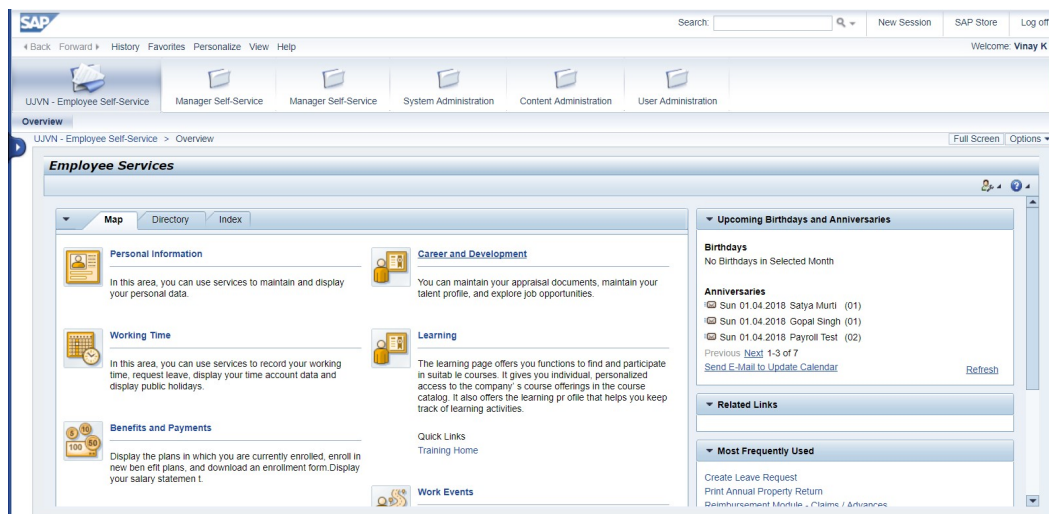
LOGON TO PORTAL:

The Employee should follow the steps below to enter into portal

- Select internet explorer icon and double click on it.
- Enter the site address <http://sapsrv.ujvnl.com:50200/irj/portal>, the system will display the screen as follows:



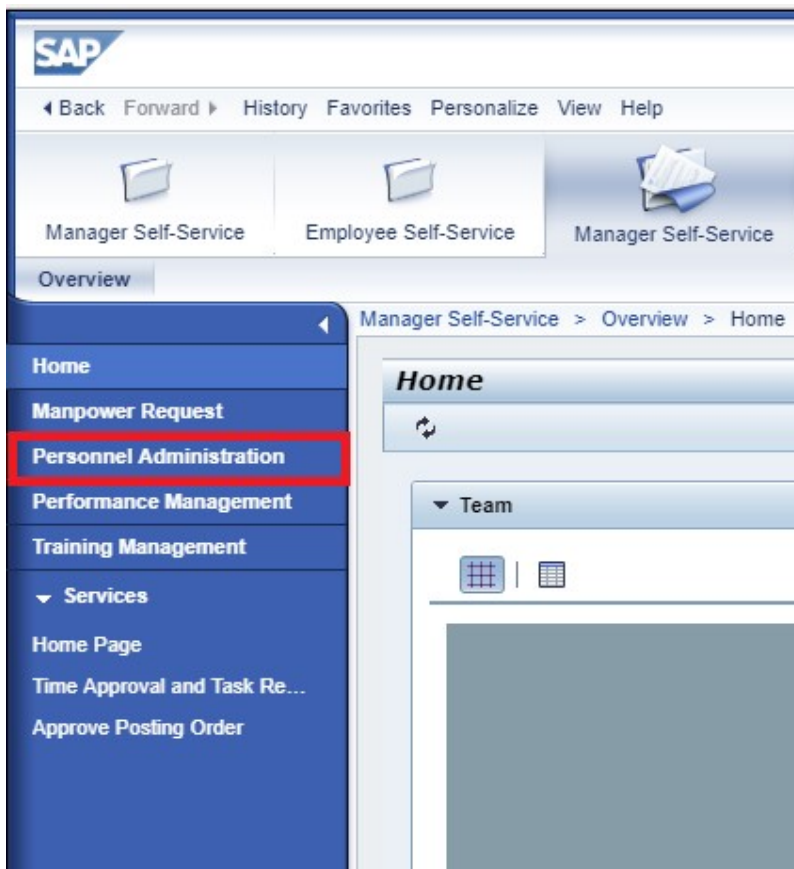
- Enter the EP user ID given (Ex: vinay), password and click on Log on Icon.
- Now system will take you to the home page of your Portal as shown below.



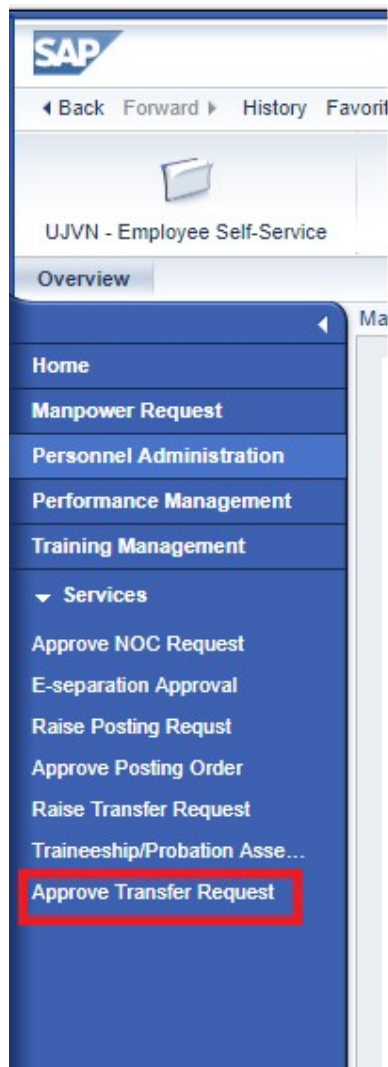
- Click on Manager Self-service –



- Click on Personnel Administration –



- Click on approve transfer request –



- Click on transfer request number to approve –

Overview

Manager Self-Service > Overview > Personnel Administration > Approve Transfer Request

View: [Standard View] | Print Version | Export

Req. Ref.	Transfer Raised for	Req status	Current Personnel Area	Current Personnel Subarea	Employee Group	Employee Subgroup	Position	Job	Current Organizational Unit
31	4	1	Ganga Valley	Chilla	Management	PB-4+HAG+69010-79000	Employees-General		HR
32	7	1	Bhagirathi Valley	Chinvalisaur	Management	PB-4+HAG+69010-79000	Controlling Officer/Report		HR
33	19	1	Dehradun	Dehradun - UJVNL	Management	PB-4+HAG+69010-79000	Manager HR	General Manager	HR
41	13	1	Bhagirathi Valley	Chinvalisaur	Technicians	5200-20200 GP-3000	Executive Employee		HR

- HR need to provide their recommendation for transfer and the request will go for further approvals after recommendation from HR –

Raise Transfer Request	Update Transfer Request
Personnel.no: 00000004	Personnel area: UDNA Dunao
Pers.area: Ganga Valley	Pers. subarea: UDNA Dunao- UJVNL
Subarea: Chilla	Org. Unit: 00000002 Planning department
EE group: Management	
EE Subgroup: PB-4+HAG+69010-79000	
Position: Employees-General	
Job key:	
Org. Unit: HR	
Back Recommended Reject	

- Click on recommend button to recommend the transfer request, request will be recommended and below screen will be shown -

Request approved															
<table border="1"> <thead> <tr> <th>Raise Transfer Request</th> </tr> </thead> <tbody> <tr> <td>Personnel.no: 00000004</td> </tr> <tr> <td>Pers.area: Ganga Valley</td> </tr> <tr> <td>Subarea: Chilla</td> </tr> <tr> <td>EE group: Management</td> </tr> <tr> <td>EE Subgroup: PB-4+HAG+69010-79000</td> </tr> <tr> <td>Position: Employees-General</td> </tr> <tr> <td>Job key:</td> </tr> <tr> <td>Org. Unit: HR</td> </tr> <tr> <td> Back Recommended Reject </td> </tr> </tbody> </table>	Raise Transfer Request	Personnel.no: 00000004	Pers.area: Ganga Valley	Subarea: Chilla	EE group: Management	EE Subgroup: PB-4+HAG+69010-79000	Position: Employees-General	Job key:	Org. Unit: HR	Back Recommended Reject	<table border="1"> <thead> <tr> <th>Update Transfer Request</th> </tr> </thead> <tbody> <tr> <td>Personnel area: UDNA Dunao</td> </tr> <tr> <td>Pers. subarea: UDNA Dunao- UJVNL</td> </tr> <tr> <td>Org. Unit: 00000002 Planning department</td> </tr> </tbody> </table>	Update Transfer Request	Personnel area: UDNA Dunao	Pers. subarea: UDNA Dunao- UJVNL	Org. Unit: 00000002 Planning department
Raise Transfer Request															
Personnel.no: 00000004															
Pers.area: Ganga Valley															
Subarea: Chilla															
EE group: Management															
EE Subgroup: PB-4+HAG+69010-79000															
Position: Employees-General															
Job key:															
Org. Unit: HR															
Back Recommended Reject															
Update Transfer Request															
Personnel area: UDNA Dunao															
Pers. subarea: UDNA Dunao- UJVNL															
Org. Unit: 00000002 Planning department															

12 SUBMIT TRAINING EVALUATION

12.1 PURPOSE

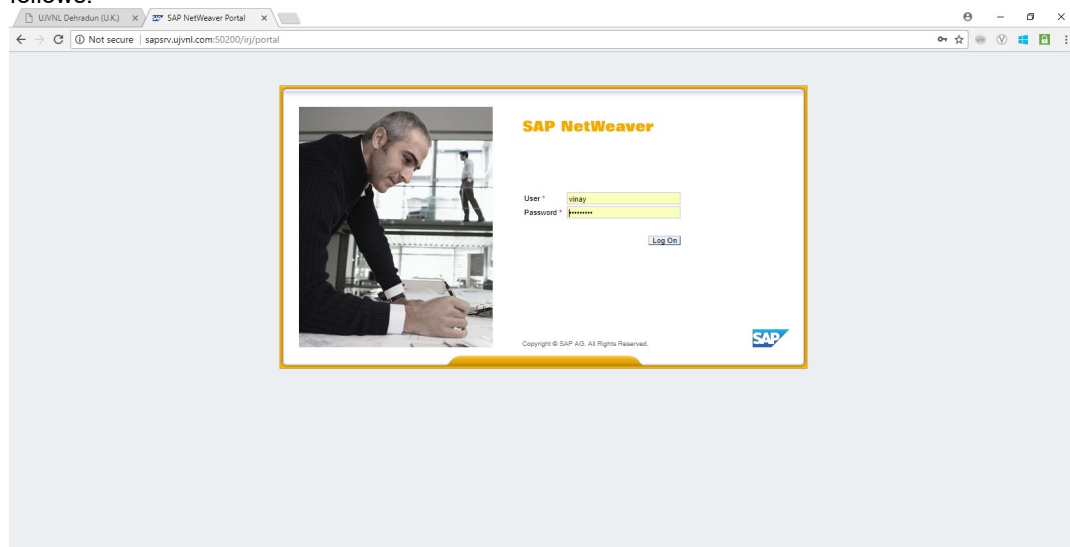
Employee can log on to the manager self-service to submit training evaluation from MSS.

12.2 PROCEDURAL STEPS

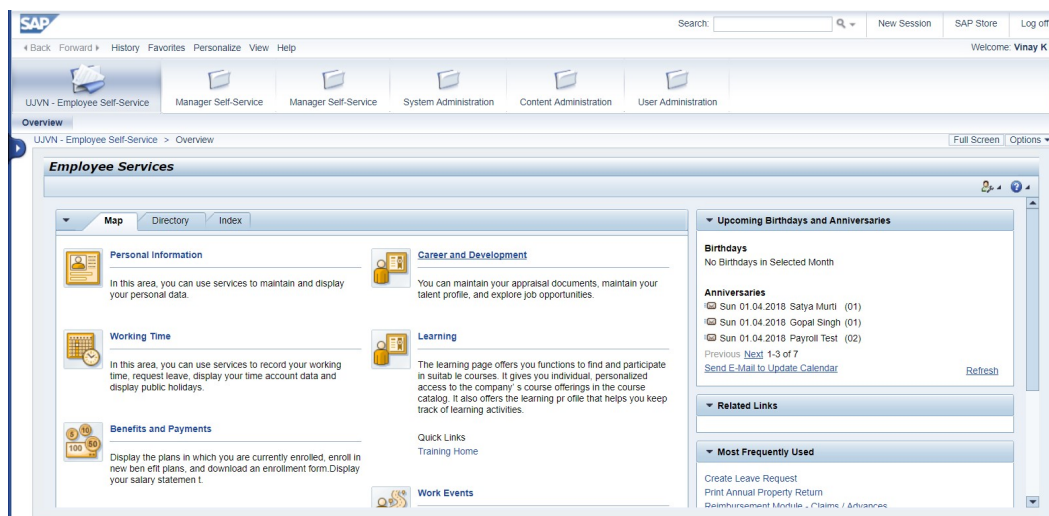
LOGON TO PORTAL:

The Employee should follow the steps below to enter into portal

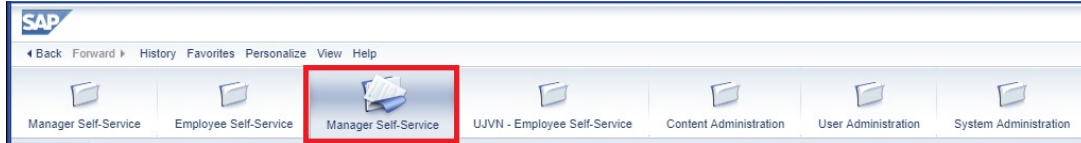
- Select internet explorer icon and double click on it.
- Enter the site address <http://sapsrv.ujvnl.com:50200/irj/portal>, the system will display the screen as follows:



- Enter the EP user ID given (Ex: vinay), password and click on Log On Icon.
- Now system will take you to the home page of your Portal as shown below.



- Click on Manager Self-service –



- Click on Training Management -



- Click on Training Evaluation, below screen will be shown –

SAP

◀ Back Forward ▶ History Favorites Personalize View Help

UJVN - Employee Self-Service Manager Self-Service Manager Self-Service System Administration Content Administration User Administration

Overview

Manager Self-Service > Overview > Training Management > Training Evaluation

UJVN Limited

TRAINING EFFECTIVENESS EVALUATION SHEET

Name of the programme:

Department: Training Program attended:

Internal/External: Start Date / Period of Training:

End Date / Period of Training:

Expected Gain to Participants / Organization from Training:

S. No.	Employee ID	Employee Name	Designation	Effective Fully	Some Improvement	No Improvement	Re-training Required
1	00000041	Executive Director	IT MANAGER	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Effective Fully (rate as 3) : Participant is now performing to the desired productivity / output level expected after training.
 Some Improvement (rate as 2) : Participant up to some extent is now performing the job but not to the desired productivity / out
 No Improvement (rate as 1) : No improvement in productivity / output expected after training.
 Retraining required (rate as 0) : no learning at all.
 Note:
 Employee having rating 1 may need to undergo same / other training to further improve his / her performance and to get desired output. HOD can also refer employee having rating 3 if the need is felt.

- Select name of program from drop down –

UJVN Limited

TRAINING EFFECTIVENESS EVALUATION SHEET

Name of the programme:

- Evaluate employee performance

S. No.	Employee ID	Employee Name	Designation	Effective Fully	Some Improvement	No Improvement	Re-training Required
1	00000041	Executive Director	IT MANAGER	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

-

- Click on submit button –

UJVN Limited

TRAINING EFFECTIVENESS EVALUATION SHEET

Name of the programme:

Department: Training Program attended:

Internal/External: Start Date / Period of Training:

End Date / Period of Training:

Expected Gain to Participants / Organization from Training:

S. No.	Employee ID	Employee Name	Designation	Effective Fully	Some Improvement	No Improvement	Re-training Required
1	00000041	Executive Director	IT MANAGER	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Effective Fully (rate as 3) : Participant is now performing to the desired productivity / output level expected after training.
 Some Improvement (rate as 2) : Participant up to some extent is now performing the job but not to the desired productivity / out
 No Improvement (rate as 1) : No improvement in productivity / output expected after training.
 Retraining required (rate as 0) : no learning at all.

Note:
 Employee having rating 1 may need to undergo same / other training to further improve his / her performance and to get desired output. HOD can also refer employee having rating 3 if the need is felt.

- Evaluation is submitted –

UJVN Limited

TRAINING EFFECTIVENESS EVALUATION SHEET

Name of the programme:

Department: Training Program attended:

Internal/External: Start Date / Period of Training:

End Date / Period of Training:

Expected Gain to Participants / Organization from Training:



END USER DOCUMENT



13 RAISE MANPOWER REQUEST (TO CREATE NEW POST OR TO FILL EXISTING POST)

13.1 PURPOSE

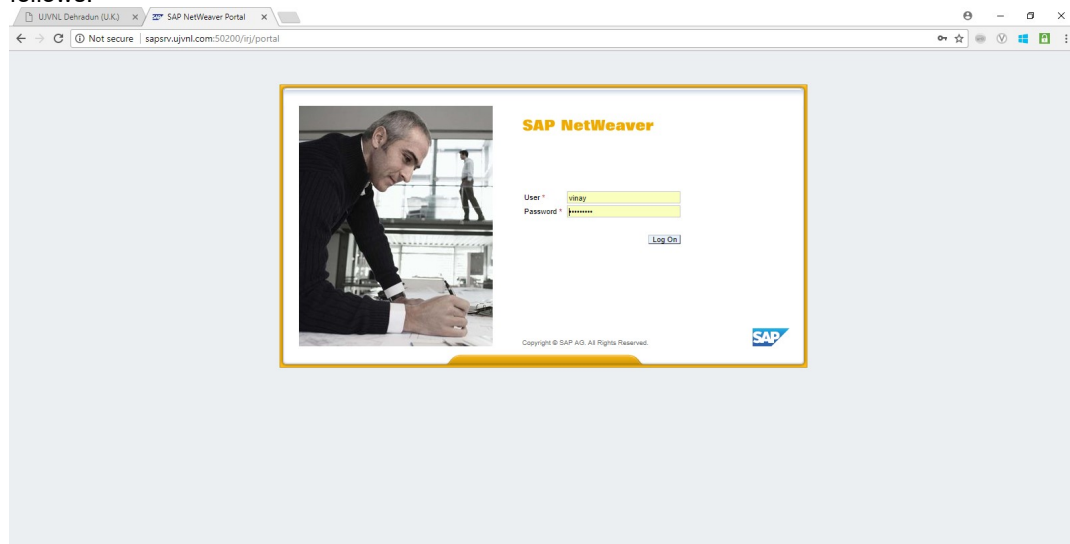
Employee can log on to the manager self-service to submit training evaluation from MSS.

13.2 PROCEDURAL STEPS

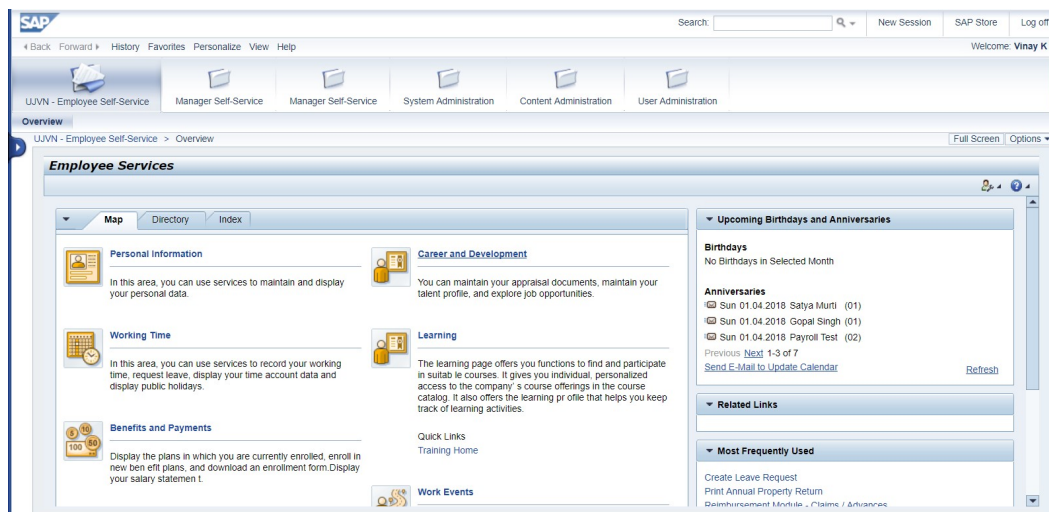
LOGON TO PORTAL:

The Employee should follow the steps below to enter into portal

- Select internet explorer icon and double click on it.
- Enter the site address <http://sapsrv.ujvnl.com:50200/irj/portal>, the system will display the screen as follows:



- Enter the EP user ID given (Ex: vinay), password and click on Log On Icon.
- Now system will take you to the home page of your Portal as shown below.



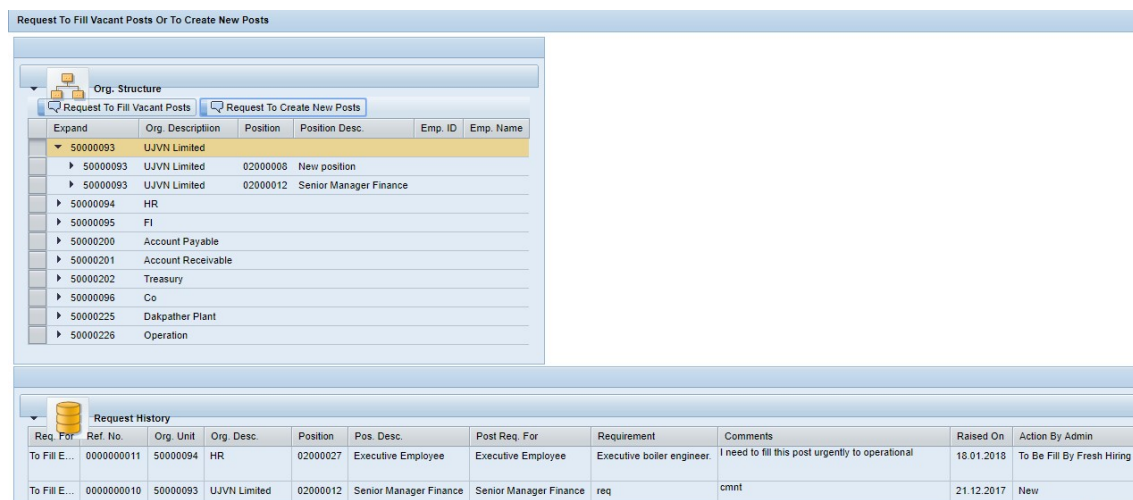
- Click on Manager Self-service –



- Click on manpower request –



- Select post that need to be filled –



- Click on Request to fill vacant post –

Request To Fill Vacant Posts Or To Create New Posts

Org. Structure

Request To Fill Vacant Posts Request To Create New Posts

Expand	Org. Description	Position	Position Desc.	Emp. ID	Emp. Name
▼	50000093	UJVN Limited			
▼	50000093	UJVN Limited	02000008	New position	
▪	50000093	UJVN Limited	02000008	New position	00000012 User 6
▼	50000093	UJVN Limited	02000012	Senior Manager Finance	
▶	50000094	HR			
▶	50000095	FI			
▶	50000200	Account Payable			

- Enter requirement details and comments –

Request To Fill Vacant Posts

Org. Unit: 50000093

Ref. No.: 0000000012

Reason: To Fill Existing Vacant Posts

Position Id: 02000012

* Description: Senior Manager Finance
Need senior manager finance on the site

* Requirement: Need senior manager finance on the site

* Comments:

Submitted Date: 21.02.2018

Status: New

Update Detail

OK

- Request submitted successfully –

Request To Fill Vacant Posts

All 1

Updated Successfully