



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	Name	Purpose	
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Date	Name	Purpose





# 2 <u>APPROVE LEAVE REQUEST</u>

## 2.1 <u>PURPOSE</u>

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 <u>http://sapsrv.ujvnl.com:50200/irj/portal</u>, the system will display the screen as follows:

UMD Dehadan UKI, X X T SAP NetWeare hat X				er ☆ ⊕ ♡ <b>=</b> ⊡ ;
		SAP NetWeaver		
		User * Veby Password * Jammas Log Øs		
		Copyright © SAP AG, A3 Rights Reserved.	SAP	

- $_{\odot}$   $\,$  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.

P					Sear	ch:	Q	New Session	SAP Store	LC
ack Forward ► History Fa	vorites Personalize View	Help							Welcome	Vina
VN - Employee Self-Service	Manager Self-Service	Manager Self-Service	System Administration	Content Administration	User Administr	ation				
rview										
JJVN - Employee Self-Service	> Overview								Full Screen	Optic
Employee Servic	es									
									<u> 25</u> 4	0
- Map D	irectory Index					▼ Upcoming Birthdays	and Anniver	saries		
Personal ir In this area, your person	formation you can use services to main al data.	Itain and display	You can maintain you talent profile, and exp	ment ur appraisal documents, maint plore job opportunities.	tain your	Birthdays No Birthdays in Selected I Anniversaries	Month a Murti (01)			
	me	Q	Learning			Sun 01.04.2018 Gopa     Sun 01.04.2018 Payro     Previous Next 1-3 of 7	oll Test (02)			
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• Click on Manager Self-Service

SAP						
	ry Favorites Personalize	View Help				
Manager Self-Service	Employee Self-Service	Manager Self-Service	UJVN - Employee Self-Service	Content Administration	User Administration	System Administration
Overview						
	Manager Self-Servi	ce > Overview > Work O	verview			
Home						
Work Overview	Active Que	ies				
IT Declaration Approval		Workflow Tasks Notificati	ons (2) Work Items (0)			
Reimbursement Approval	Rirthdays of	me Management Leave Ap	Approval (1) Working Time Approval (1)	<u>Clock-In/Out Approval (0)</u> (onth (0)		
Leave Encashment Tasks	Dirtitudys a	Task Monitoring Current I	Month (0) Next Month (0) Previous I	Month (0)		
Manager Appraisal Appro	/al					
Reviewer1 Apprisal Appro	val Workflow Ta	asks - Notifications				
Reviewer2 Apprisal Appro	val 🕨 Show Qui	ck Criteria Maintenance				
Sanction Application	View: [Sta	ndard View] 🔹 🗌 Del	ete Resubmit Refresh Print V	ersion Export ∡		
Raise Transfer Request	Priority		From		Sent On	
	Medium	1	HR-CTM6		16.01.2018	
	Mediun	1	HR CTM2		25.01.2018	

## o Click on Work Overview.

SAP						
	ory Favorites Personaliz	e View Help				
	D	D	Ð	E	Ð	E
Manager Self-Service	Employee Self-Service	Manager Self-Service	UJVN - Employee Self-Service	Content Administration	User Administration	System Administration
Overview						
	Manager Self-Ser	vice > Overview > Work O	verview			
Home						
Work Overview	Active Que	eries				
IT Declaration Approval		Workflow Tasks Notificati	ons (2) Work Items (0)			
Reimbursement Approva	Birthdays	Fime Management Leave A	pproval (1) Working Time Approval (1) Month (0) Next Month (0) Previous	0) Clock-In/Out Approval (0) Month (0)	1	
Leave Encashment Tasks		Task Monitoring Current	Month (0) Next Month (0) Previous	Month (0)		
Manager Appraisal Appro	val	Taska Matiliantiana				
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Reviewer2 Apprisal Appr	Show Qu	iick Criteria Maintenance				
Sanction Application	View: [St	andard View] 💌   De	lete Resubmit Refresh Print V	ersion Export ∡		
Raise Transfer Request	Priorit	у	From		Sent On	
	Mediu	m	HR-CTM6		16.01.2018	
	Mediu	m	HR CTM2		25.01.2018	

• Click on Leave approval -

■ Back Forward > Hist	ry Favorites Personalize	View Help					
	D	D	E	E	E	Ē	
Manager Self-Service	Employee Self-Service	Manager Self-Service	UJVN - Employee Self-Service	Content Administration	User Administration	System Administration	
Overview							
	Manager Self-Servi	ce > Overview > Work O	verview				
lome							
Work Overview	Active Quer	ies					
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lanager Appraisal Appro	/al	-					
Reviewer1 Apprisal Appr	val Workflow T	asks - Notifications					
Reviewer2 Apprisal Appr	val 🕨 Show Qui	ck Criteria Maintenance					
Sanction Application	View: [Sta	ndard View] 🔹 🛛 De	lete Resubmit Refresh Print V	ersion Export a			
	C Priority		From		Sent On		
Raise Transfer Request							
Raise Transfer Request	Medium	1	HR-CTM6		16.01.2018		

HCM – Employee Self Service

For Internal Circulation Only





OWL Inbox							
Active Queries							
Workflow Tasks Notifications	(2) Work Items (0)						
Time Management Leave Appro	val (1) Working Time A	proval (0) Clock-In/Out /	Approval (0)				
rthdays and Anniversaries Current Mon	th (0) Next Month (0) P	revious Month (0)					
Task Monitoring Current Mon	th (0) Next Month (0) P	revious Month (0)					
View: SAPInitial	e Reject Employees	Absent   Details <b>Print</b>	Version Export∡				
Type of Leave	Owner	Start Date	Start Time	End Date	End Time	Status	Used
Casual Leave- UJVN	User 5	13.02.2018	00:00:00	22.02.2018	00:00:00	Sent	9 Days

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

Approve Casual Leave- UJVN, User 5,	13.02.2018-22.02.2018, New		
Approve Reject ( Previous Next )			8,
Calendar Team Calendar Time Acc	ounts Leave Requests		
View: (rebidary + 2010 + Apply			
February 2018 March 2018	April 2018		
5 29 30 31 1 2 3 4 9 20 27 28 1 2	a Su MoluWeih Frita Su 3 4 13 20 27 28 29 30 31 1		
6 5 8 7 8 9 10 11 10 5 8 7 8 9 1	0 11 14 2 3 4 5 8 7 8		
7 12 13 14 15 18 17 18 11 12 13 14 15 18 1	7 18 15 9 10 11 12 13 14 15		
8 19 20 21 22 23 24 20 12 19 20 21 22 23 4 9 28 27 28 1 2 3 4 13 28 27 28 29 30 3	4 29 16 10 17 18 19 20 21 22 1 1 1 17 23 24 25 28 27 28 29		
10 5 8 7 8 9 10 11 14 2 3 4 5 8	7 8 18 30 1 2 3 4 5 8		
Absent Multiple Entries Sent Deletion Regu	ested Non-Working Day		
Holiday			
La have Databa			
✓ Leave Details			
Type of Leave		Additional Data	
Type of Leave:	Casual Leave- UJVN	Reason	
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:	63.00		
Processor:	S.N Verma		
Last Note:	20.02.2018 10:42:20 User 5		
Lost Note.	Please approve my leave		
New Note:			
New Note.			





o Enter comments and click on approve button -



o Leave request is approved at current level and forwared to further level if any.





## 3 APPROVE REIMBURSEMENT REQUEST

## 3.1 <u>PURPOSE</u>

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 <u>http://sapsrv.ujvnl.com:50200/irj/portal</u>, the system will display the screen as follows:

D UVNL Dehradun (U.K.) X 20" SAP NetWeaver Portal X	Θ – σ ×
← → C () Not secure   sspsrvujvnl.com.50200/irj/portal	아☆ 🐵 🕅 😫 🕄
C V C (V) Not seure   separaujunt com:sub30/rg/portal	ି ସି ଅନ୍ତ ଅନ୍ତ ଅନ୍ତ ଅନ୍ତ ଅନ୍ତ ଅନ୍ତ ଅନ୍ତ ଅନ୍ତ

- $\circ~$  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.

×					Searc	ch: Q +	New Session	SAP Store	1
k Forward History	/ Favorites Personalize View Help							Welcom	ne: Vi
N - Employee Self-Servi	ice Manager Self-Service Ma	anager Self-Service	System Administration	Content Administration	User Administra	ation			
view									
VN - Employee Self-Se	rvice > Overview							Full Screen	Op
Employee Ser	rvices								
								<u> 2</u> 5 d	0
• Map	Directory Index					<ul> <li>Upcoming Birthdays and Anniver</li> </ul>	saries		
Persor In this a your pe	al Information area, you can use services to maintain a ersonal data.	and display	You can maintain you talent profile, and exp	ment ir appraisal documents, main plore job opportunities.	itain your	Birthdays No Birthdays in Selected Month Anniversaries Sun 01.04.2018 Satya Murti (01)			
Workin	ng Time	0	Learning			Sun 01.04.2018 Gopal Singh (01)			
In this a	area you can use services to record yo	ur working	The learning page of	ers you functions to find and	participate	Previous Next 1-3 of 7		110000	
time, re	equest leave, display your time account / public holidays.	data and	in suitab le courses. I access to the compar	t gives you individual, persor ny' s course offerings in the c	ourse	Send E-Main to opulate Calendar		Refresh	
unapricy			catalog. It also offers track of learning activ	the learning pr ofile that help ities.	os you keep	▼ Related Links			
unpity									
6 10 Benefr	ts and Payments		Quick Links						
(1) Benefr	its and Payments	irolled enroll in	Quick Links Training Home			✓ Most Frequently Used			
(1) (1) (1) (1) (1) (1) (1) (1) (1) (1)	its and Payments y the plans in which you are currently en in efit plans, and download an enrollmen lary statemen t.	rrolled, enroll in nt form.Display	Quick Links Training Home			Most Frequently Used Create Leave Request			





• Click on MSS-Payroll

SAP						
	ory Favorites Personalize	View Help				
	D	E	0	D		٦
System Administration	Manager Self-Service	UJVN-Employee Self-Service	Content Administration	User Administration	MSS - Payroll	
Overview					- , <u> </u>	

## o Click on Reimbursement approvals -

1	Manager Self-Service > Overview >	Reimbursement Approval							Full Sc	reen
Home										
Work Overview	Advanced Claims - In	dia: Step 1 (Approve	r Overview)							
IT Declaration Approval	Previous Next									
Reimbursement Approval	2 records found for the selection	n.								
Leave Encashment Tasks	l∳u <sup>1</sup> a	2 3								
Manager Appraisal Approval	Approver Overview	Review Complete								
Reviewer1 Apprisal Approval										
Reviewer2 Apprisal Approval	Annan Carab									
Sanction Application	Approver Search	()								
Raise Transfer Request	Employee Number:	0000000								
	Reference Number:									
	Reimbursement Type:	- All -								
	Request Type:	- All -								
	Creation Date:	01.01.1800	31.12.9999	3						
		Display Records								
	Approver Overview									
	less Set Approve Status	Set Reject Status 60° Display Req	uest 🥖 Edit Request  🔒 🖡	Print Request 🗳 Reset						2,
	Employee Numbe	r 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	None	-
	Di 00000055	Mobile Bill	Claim:0000005500032	16.02.2018	623.00-	123.00	123.00	INR	None	•

#### o Select request and click on set as approval -

Advanced Claims - In	dia: Step 1 (Approv	er Overview)		
Previous Next 🕥				
Approver Overview	2 3 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

Γ	🎝 Set A	pprove Status 🔓 Set Re	ject Status රිංº Display Req	uest 🥖 Edit Request 🔒 F	Print Request 🗳 Reset						25
Ē	E	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	0000055	Mobile Bill	Claim:0000005500032	16.02.2018	623.00-	123.00	123.00	INR	None	•





o Click on next

	Next 🕑									
Appro	over Overview	2 3 Review Complete								
pprover \$	Search									
E	mployee Number:	00000000								
R	eference Number:									
Reir	mbursement Type:	- All -								
	Request Type:	- All - 💌								
			24.42.0000	a l						
	Creation Date:	01.01.1800	31.12.9999	1						
	Creation Date:	01.01.1800	(31.12.9999 HZ	1						
	Creation Date:	01.01.1800	31.12.9999 10	1						
	Creation Date:	Display Records	31.12.9999	1						
prover Ov	Creation Date:	Display Records	(31.12.39999 B							
prover Ov	Creation Date: verview	Display Records		ji Drint Desugert 🗘 Deset						
prover Ov	Creation Date: verview prove Status 🍕 S	(01.01.1800 (2) Display Records Het Reject Status & Display Re- Reimbursement Type	quest de Edit Request 🔒 i	Print Request 🗘 Reset	Balance Value	Requested Value	Approved Value	Currency / Unit Text	Approver Decision	
prover Ov	Creation Date: verview prove Status C 2 S	(01.01.1800 E) Display Records Reimbursement Type Mohile Bill	quest 2 Edit Request 3 TR	Print Request & Reset	Balance Value	Requested Value	Approved Value	Currency / Unit Text	Approver Decision	

o Review the claim request and click next -

anced Claims -	India: Step 2 (R	teview)							
revious Next 🕑									
s <sup>1</sup> a	2 3								
Approver Overview	Review Complete	e							
roved List									
roved List									
roved List Employee Name	Employee Number	Reimbursement Type	Request Type	Creation Date	Balance Value	Requested Value	Approved Value	Currency / Unit T	Approver Decision

## • Reimbursement request is approved -



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 <u>http://sapsrv.ujvnl.com:50200/irj/portal</u>, the system will display the screen as follows:

U OVAL Denradum (U.K.) X 20 SAP Netweaver Portal X	×
← → C 🛈 Not secure   sapsrvujvnLcom:50200/is/jootal 🗢 🖈 🐵 🕐 📲 🖡	<b>B</b> (
A C O Not seeve   saparvujenteem50200/rj/portal     A K O K Keeve   saparvujenteem50200/rj/portal     A K O K Keeve   saparvujenteem50200/rj/portal     A Keeve   saparvujenteem50200/rj/portal     Keeve   saparvujenteem50200/rj/portal     A Keeve   saparvujenteem50200/rj/portal     A Keeve   saparvujenteem50200/rj/portal     A Keeve   saparvujenteem50200/rj/portal     A Keeve   saparvujenteem50200/rj/portal     Keeve   saparvujenteem50200/rj/portal     A Keeve   saparvujenteem50200/rj/portal     Keeve   saparvujenteem50200/rj/portal     Keeve   saparvujenteem50200/rj/portal     Keeve   saparvujenteem50200/rj/portal     Keev	<u>a</u> :-

- $\circ~$  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.

2					Sear	ch:	Q	New Session	SAP Store	1
k Forward ► History Fa	avorites Personalize View Help	5							Welcom	ne: Vi
N - Employee Self-Service	Manager Self-Service M	Manager Self-Service	System Administration	Content Administration	User Administr	ation				
view										
VN - Employee Self-Service	> Overview								Full Screen	Ор
Employee Servic	ces									
									<u> 2</u> 5 d	0
• Map	Jirectory Index					<ul> <li>Upcoming Birthdays</li> </ul>	and Annivers	laries		
Personal Ir	nformation	2	Career and Develop	oment		Birthdays No Birthdays in Selected	Month			
your persor	i, you can use services to maintain nal data.	n and display	You can maintain you talent profile, and exp	ur appraisal documents, main plore job opportunities.	itain your	Anniversaries	a Murti (01)			
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Working Ti In this area, time, reque display pub	In you can use services to maintain nal data. Ime ; you can use services to record yo st leave, display your time account tic holidays.	our working t data and	You can maintain you tailent profile, and experimental tailent profile, and experimental tailent profile. The learning page of in suitable courses. I access to the compa	ur appraisal documents, main plore job opportunities.	participate nalized sourse	Anniversaries Sun 01.04.2018 Saty Sun 01.04.2018 Gop Sun 01.04.2018 Payr Previous Next 1-3 of 7 Send E-Mail to Update Ca	a Murti (01) al Singh (01) roll Test (02) <u>alendar</u>		Refresh	
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Working Ti in this area time, reque display pub	Lyou can use services to maintain and data. Ime Lyou can use services to record y st leave, display your time accoun lick holidays. hd Payments	our working ti data and	You can maintain you talent profile, and exp talent profile. And exp talent profile talent profi	ur appraisal documents, main plore job opportunities. Ters you functions to find and it gives you individual, persor ny's course oftenings in the c the learning pr offle that help rities.	talin your participate nalized course is you keep	Anniversaries Sun 01.04 2018 Saty Sun 01.04 2018 Gop Sun 01.04 2018 Pay Previous Next 1-3 of 7 Send E-Mail to Update C: Related Links	a Murti (01) al Singh (01) roll Test (02) alendar		Refresh	
Working Ti Working Ti In this area. time, reque display tub Benefits ar Display tub	Lyou can use services to maintain and data. you can use services to record y st leave, display your time account tic holidays. Ind Payments plans in which you are currently e	our working tit data and	You can maintain you talent profile, and exp talent profile. And exp talent profile and exp talent profile and exp talent profile and exp talent profile to curses, access to the compa catalog. It also offers track of learning to the compa catalog. It also and the curses track of learning the curses track of learning the profile to the compa catalog. Training Home	ar appraisal documents, main slore job opportunities.	tain your participate nalized sourse ss you keep	Anniversaries Sun 01.04.2018 Saty Sun 01.04.2018 Optimizer Sun 01.04.2018 Optimizer Sun 01.04.2018 Payer Previous Next 1-3 of 7 Send E-Mail to Update C: Related Links Most Frequently Use	a Murti (01) al Singh (01) roll Test (02) alendar		Refresh	
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• Click on MSS-Payroll

AP					
Back Forward ► Hist	ory Favorites Personalize	View Help			
E	E	E	E	D	
System Administration	Manager Self-Service	UJVN-Employee Self-Service	Content Administration	User Administration	MSS - Payroll

o Click on IT declaration -

Overview		
•	anager Self-Service > Overview > IT Declaration Approval	
Home		
Work Overview	IT Declarations - India: Step 1 (Approver Overview)	
IT Declaration Approval	Previous Next	
Reimbursement Approval	2 records found for the selection.	
Leave Encashment Tasks	l <b>→</b> 2 3	
Manager Appraisal Approval	Approver Overview Review Complete	
Reviewer1 Apprisal Approval		
Reviewer2 Apprisal Approval	Annual Court	
Sanction Application	Approver Search	
Raise Transfer Request	Employee Number: 00000000	
	IT - Declaration Type: - All -	
	Creation Date: 01.01.1800 😰 31.12.9999 😨	
	Display Records	

• Click on set as approve –

2	🖏 Sel Approve Status 🗽 Set Reject Status of Display Request 🖉 Edit Request 🖕 Print Request 🗘 Reset 😂								
۴ e	Employ	Employee Number	IT - Declaration Type	Creation Date	Approver Decision				
Ţ	fest Aanager	0000010	Section 80C Deductions	13.12.2017	None 👻				
P	ayroll	00000037	Section 80C Deductions	13.12.2017	None				

### • Click on Next –

Declarations - Indi	a: Step 1 (Approv	er Overview)				
Previous Next 🕑						C
u1	2 3					
Approver Overview	Review Complete					
Employee Number:	00000000					
IT - Declaration Type:	- All -	•				
Creation Date:	01.01.1800	31.12.9999	6			
	Display Pacords					
	Display Records					

App 8	pprover Overview								
1	Employ	Employee Number	IT - Declaration Type	Creation Date	Approver Decision				
	Test	0000010	Section 80C Deductions	13.12.2017	Approve	•			
	Payroll Test2	00000037	Section 80C Deductions	13.12.2017	None	*			

HCM – Employee Self Service For Internal Circulation Only



0

END USER DOCUMENT



○ Click on Next –

IT Declarations - India: Step 2 (Review)								
O Previous Next O								
Approved list								
				8,-				
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 -

• Pre	vious Next 🕑		
Req	uest 0000001100051 ch	anges are sav	red successfully
1+-	u <sup>1</sup> a	2	3
	Approver Overview	Review	Complete

Close Window





# 5 APPROVE LEAVE ENCASHMENT REQUEST

- 5.1 <u>PURPOSE</u>
- 5.2 PROCEDURAL STEPS









## 6 APPROVE SANCTION ORDER REQUEST

## 6.1 <u>PURPOSE</u>

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 <u>http://sapsrv.ujvnl.com:50200/irj/portal</u>, the system will display the screen as follows:

SAP NetWeaver Lise 1: Lise 1	야 ☆] 🛞 🕑 💶 🖸
User" may Passed * Log On Coryot # SJP 40, AI Rgrds Reserved	
Country & SAF AG. All Rights Reserved.	
	7

- 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

SAP						
	ory Favorites Personalize	View Help				
E	D	Ē	E	D		٦
System Administration	Manager Self-Service	UJVN-Employee Self-Service	Content Administration	User Administration	MSS - Payroll	
Overview					3. h <u></u>	

## • Click on Sanction Application -

1	Man	Manager Self-Service > Overview > Sanction Application									
Home											
Work Overview		View: [Standard View	Print Version Export 4 Ref	resh							24
IT Declaration Approval		Sanction Req. Re	Sanction Order Type	Request Status	Raise By(Emp ID)	Raise By(Name)	Sanction Date	Pending With(Emp ID)	Pending With(Name)	Next Approver(Emp ID)	Next Approver(Name)
Reimbursement Approval		000000071	Broadband Services Plan Wise-Modem	New	11	User 5	01.02.2018	0000050	S.N Verma	00000054	D.N Pant
Leave Encashment Tasks											
Manager Appraisal Approval											
Reviewer1 Apprisal Approval		-									
Reviewer2 Apprisal Approval											
Sanction Application											
Raise Transfer Request											

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

Action			
Approve			
Approve			
Request Details			
Raised By:	00000011	User 5	
Sanction Order Ref. No.:	000000071		
Sanction Order Type:	S011	Broadband Services Plan Wise-Modem	
Request Status:	01		
Approvers Comments			
Approver 1: S.N Verma			





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

Sanction order				
Action				
Approve Reject				
Request Details				
Raised By: Sanction Order Ref. No.: Sanction Order Type: Request Status:	Raised By:     00000011     User 5       Sanction Order Ref. No.:     000000071       Sanction Order Type:     S011     Broadband Services Plan Wise-Modem       Request Status:     01			
Approvers Comments				
Approver 1: S.N Verma	approved.			

o 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 Service Request Status: 01	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 <u>PURPOSE</u>

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 <u>http://sapsrv.ujvnl.com:50200/irj/portal</u>, the system will display the screen as follows:

SAP NetWeaver Lise 1: Lise 1	야 ☆] 🛞 🕑 💶 🖸
User" may Passed * Log On Coryot # SJP 40, AI Rgrds Reserved	
Country & SAF AG. All Rights Reserved.	
	7

- o 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 -

SAP						
	tory Favorites Personalize	View Help				
Manager Self-Service	Employee Self-Service	Manager Self-Service	UJVN - Employee Self-Service	Content Administration	User Administration	System Administration

o Click on Personnel Administration -

SAP		
	y Favorites Personalize View Help	
Manager Self-Service	Employee Self-Service Manager Self-S	Service
Overview		
	Manager Self-Service > Overview >	Home
Home	Home	
Manpower Request	0	
Personnel Administration		
Performance Management	▼ Team	
Training Management		
- Services		
Home Page		
Time Approval and Task Re.		
Approve Posting Order		

○ Click on approve NOC –

Manpower Request	NOC	Approval							
Personnel Administration									
Performance Management	NOC Reques	st Number: 000000000	NOC Code:	Creation Date:	<b>1</b> 2				
Training Management			Created by: 000	00000					
- Services	(A) Search	3							
Approve NOC Request	S.No	NOC Request Number	Created by	Created by - Name	NOC Code	NOC Description	Created on	Approval Status	
E-separation Approval	1	000000028	00000057	Technician C2 Technician	N005	Purchage or Sell property	25.01.2018	New	
Raise Posting Regust	2	000000029	00000055	Dinesh Semwal	N005	Purchage or Sell property	25.01.2018	New	
		0000000000	00000055	Dinesh Semwal	N006	Lecture	25.01.2018	New	
Approve Posting Order	3	0000000000	00000000						
Approve Posting Order Raise Transfer Request	4	000000031	00000057	Technician C2 Technician	N006	Lecture	25.01.2018	New	

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





Personnel No.: 00000057 Technician C2 Technician	
Date: 25.01.2018	
NOC Code: N005 Purchage or Sell property	
DC Request Number: 0000000028	
वल / अचल सम्पति विक्रय करने हेतु अनुमति	
1.क्रेता का नाम एवम व्यवसाय:	ASHOK KUMAR, SEVICE
2.अधिकारी / आधिकारिक द्वारा किस मूल्प पर सम्पत्ति विक्रय करने का प्रस्ताव हैं:	2,000,000.00
3.क्या उल्लिखित सम्पत्ति क्रय करने हेतु परिषद से कोई अग्रिम लिए गया था? यदि हाँ तो अवशेष धनराशि ,यदि कोई हो तो ,की पूरी ेस्थ:	YES 200000
नम्पत्ति किसी प्रकार के अधिभार से मुक्त हैं:	YES
5.क्या विक्रय किसी प्रसिद अथवा स्थायी अधिकृत विक्रेता/आढ़तिया के माध्यम हैं?यदि हाँ तो आदिकृत विक्रेता/आढ़तिया का पत्र सलग्र करे:	NO
6.सम्पति का विस्तृत विवरड:	
(अ) उल्लिखित रूपपति क्रय करते हुए समय क्या प्रतिकृत अधिकारी से अनुमति ली गई या नहीं ?	Yes
(ब) क्या पिछले समाप्ति क्रय करते समय प्रतिक्रित अधोकरि से अनुमति ली गई थी या नहीं ?	No
7 प्रमाण पत्र कि केता से अधिकारी ( आधिकारिक का कोई प्रत्यक्ष या प्ररोध तिभागीय सम्बंट नहीं हैं-	Yes

• Click on approve button to approve the NOC –

Personnel No.: 00000057 Technician C2 Technician	
Date: 25.01.2018	
NOC Code: N005 Purchage or Sell property	
IOC Request Number: 0000000028	
वल / अचल सम्पति विक्रय करने हेत अनमति	
1.क्रतां का नाम एवम व्यवसायः	ASHOK KUMAR, SEVICE
2.आधकारी / आधिकारिक द्वारा किस मूल्प पर सम्पत्ति विक्रय करने का प्रस्ताव है:	2,000,000.00
3.क्या उल्लिखित सम्पत्ति क्रय करने हेतु परिषद से कोई अग्रिम लिए गया था? यदि हॉ तो अवशेष धनराशि ,यदि कोई हो तो ,की पूरी िस्थ:	YES 200000
सम्पत्ति किसी प्रकार के अधिभार से मुक्त हैं:	YES
5.क्या विक्रम किसी प्रसिद अथवा स्थायी अथिकृत विक्रेता/आढ़तिया के माध्यम हैं?यदि हाँ तो आदिकृत विक्रेता/आढ़तिया का पत्र सलग्र करे:	NO
6.सम्पति का विस्तृत विवरड:	
(अ) उल्लिखित स्मपति क्रय करते हुए समय क्या प्रतिकृत अधिकारी से अनुमति ली गई या नही	ř? Yes
(ब) क्या पिछले समाप्ति क्रय करते समय प्रतिक्रित अधोकरि से अनुमति ली गई थी या नही	ř? No
	Vec





• NOC Request is approved -







# 8 RAISE POSTING REQUEST

## 8.1 <u>PURPOSE</u>

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 <u>http://sapsrv.ujvnl.com:50200/irj/portal</u>, the system will display the screen as follows:

SAP NetWeaver Wert Wert Wert Wert Resord Wert Resord Wert Wert Wert Wert Wert Wert Wert Wert	OUNIL Demadun (UK) X 2 2 SAP NetWeaver Ports     O Not secure   sapsrv.ujvnl.com:50200/	rj/portal		or ☆ ⊕ ② 📫 🖸
Use 1       Marg         Description       Log On			SAP NetWeaver	
Copyright & Sult AG, All Rights Reserved.			User* vinay Patavord * Imme Log On	
			Cayright & BAP AG, AJ Rights Reserved.	SAP

- o 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 -

SAP						
Hack Forward ► His	tory Favorites Personalize	View Help				
Manager Self-Service	Employee Self-Service	Manager Self-Service	UJVN - Employee Self-Service	Content Administration	User Administration	System Administration

• Click on Personnel Administration -

SAP	
	bry Favorites Personalize View Help
Manager Self-Service	Employee Self-Service Manager Self-Service
	Manager Self-Service > Overview > Home
Home Mannauer Dequest	Home
Personnel Administration	\$
Performance Management	t <b>▼</b> Team
Training Management Services Home Page Time Approval and Task Re Approve Posting Order	





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

SAD	
S.R.	
	ites Personalize View Help
F	E S E
Manager Self-Service UJVN -	Employee Self-Service Manager Self-Service Employee Self-Service (
Overview	
▲ M	anager Self-Service > Overview > Personnel Administration > Raise Posting Requ
Home	
Manpower Request	Posting Application
Personnel Administration	r county rippingation
Performance Management	Employee Details
Training Management	Employee ID: 00000000
- Services	Employee Name:
Approve NOC Request	EE group:
E-separation Approval	EE subgroup:
Raise Posting Requst	Raise Posting
Approve Posting Order	
Raise Transfer Request	Personnei Area:
Traineeship/Probation Asse	Position: 00000000
	Org. Unit: 00000000
	Reporting Date:
	All Assessed Comparts

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

- 2/ 2/			
Employee ID:	00092977 🗇		
mployee Name:	92977 1629SINGH TOM	MAR	
EE group:	A		Management
EE subgroup:	A8		15600-39100 GP-6600
Personnei Area.		Deini	
Pers. subarea:	NDEL 🗇	New Delhi	
Position:	02000501	AE (E&M)	
Org. Unit:	50000385	Executive Engineer (E&M)	
	01 03 2018		





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

Posting A	Applicatio	on	
Employee Details			
Employee ID: 0 mployee Name: 9 EE group: A EE subgroup: A Raise Posting	0092977 2977 1629SINGH 8	TOMAR	Management 15600-39100 GP-6600
Personnel Area: Pers. subarea: Position: Org. Unit: Reporting Date:	UNDL NDEL 02000501 50000385 01.03.2018	Delhi New Delhi AE (E&M) Executive Engineer (E&M)	









## 9 APPROVE POSTING REQUEST

## 9.1 <u>PURPOSE</u>

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 <u>http://sapsrv.ujvnl.com:50200/irj/portal</u>, the system will display the screen as follows:

SAP NetWeaver Lise 1: Lise 1	야 ☆] 🛞 🕑 💶 🖸
User" may Passed * Log On Coryot # SJP 40, AI Rgrds Reserved	
Country & SAF AG. All Rights Reserved.	
	7

- o 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 -

SAP						
Hack Forward ► His	tory Favorites Personalize	View Help				
Manager Self-Service	Employee Self-Service	Manager Self-Service	UJVN - Employee Self-Service	Content Administration	User Administration	System Administration

• Click on Personnel Administration -

SAP	
	bry Favorites Personalize View Help
Manager Self-Service	Employee Self-Service Manager Self-Service
	Manager Self-Service > Overview > Home
Home Mannauer Dequest	Home
Personnel Administration	\$
Performance Management	t <b>▼</b> Team
Training Management Services Home Page Time Approval and Task Re Approve Posting Order	



Home Manpo Person Perfor Trainir Ser Approv E-sepa Raise I



SAP	
	tory Favori
D	
Manager Self-Service	UJVN - I
Overview	
Home	
Manpower Request	
Personnel Administration	n
Performance Manageme	nt
Training Management	
- Services	
Approve NOC Request	
E-separation Approval	
Raise Posting Requst	
Approve Posting Order	
Raise Transfer Request	
Traineeship/Probation Ass	e

## • Click on approve posting order -

wer Request	Approve Re	equest												
nel Administration	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 Approve
ance Management	1	00000011	00000055	Dinesh Semval	Dehradun	Data processing	Dehradun - UJVN	test	General Manager (Civil)	10.01.2018	02000103	D.N Pant	00000000	
	2	00000012	00000055	Dinesh Semwal	Oficina central	Data processing	Ofic.principal	p	General Manager (Civil)	10.01.2018	02000103	D.N Pant	00000000	
g Management	3	00000020	00000055	Dinesh Semwal	Dunao	Data processing	Dunao- UJVNL	test	General Manager	02.01.2018	02000103	D.N Pant	02000067	S.N Verma
rices	4	00000024	00000002	RAMNATH SINGH	Bhagirathi Valley		Tiloth	test		31.01.2018	02000103	D.N Pant	00000000	
NOC Request														
ation Approval														
osting Requst														
Posting Order														





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

Employee Detail	ls		
Employee ID: Employee Name: EE group: EE subgroup:	00000002 RAMNATH SINGH 1 VO		Officers-Trainee Mthly wage earn. UAE
Raise Posting			
Personnel Pers. sul Po Org Reporting	I Area: UBGV barea: UTLT osition: 50000001 g. Unit: 00000000 g Date: 31.01.2018	Bhagirathi Valley Tiloth test	
Approver's Com	1st Approver: APPROVED ,	RECOMMENDED , 2nd Approve: 3rd Approver:	
Approvato Com			





 $\circ$  Posting order approved –

AII 🖌 1			
Request App	proved		
Posting	Application		
Employee Detail	8		
Employee ID:	0000002		
Employee Name:	RAMNATH SINGH		
EE group:		(	Officers-Trainee
EE subgroup:	VO	1	Athly wage earn. UAE
Raise Posting			
Personnel Pers. sul Po Org Reporting	Area: UBGV barea: UTLT sition: 50000001 I. Unit: 00000000 Date: 31.01.2018	Bhagirathi Valley Tiloth test	
All Approver's Com	Approver: , 2nd Appr Approver:	ove: APPROVED, 3rd	
Approver's Co	approved		
de 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 <u>http://sapsrv.ujvnl.com:50200/irj/portal</u>, the system will display the screen as follows:

Septendent         Support Septend All Registered	e – o • t		x / 27 SAP NetWewer Potal X
Unit intermediate		SAP NetWeaver	
Connight & SAP AG. All Rights Resonned.		User" vitay Passivid "   Log On	
		Copyright & SAP AG, Al Rights Reserves.	

- o 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 -

SAP						
Hack Forward ► His	tory Favorites Personalize	View Help				
Manager Self-Service	Employee Self-Service	Manager Self-Service	UJVN - Employee Self-Service	Content Administration	User Administration	System Administration

• Click on Personnel Administration -

SAP	
	bry Favorites Personalize View Help
Manager Self-Service	Employee Self-Service Manager Self-Service
	Manager Self-Service > Overview > Home
Home Mannauer Dequest	Home
Personnel Administration	\$
Performance Management	t <b>▼</b> Team
Training Management Services Home Page Time Approval and Task Re Approve Posting Order	





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

ie							
npower Request	Request For Transfer Ap	plication					
ersonnel Administration							_
erformance Management							
raining Management	Org. Stru	icture					
Services	Transfer						
pprove NOC Request	Expand	Org. Descriptiion	Position	Position Desc.	Emp. ID	Emp. Name	
-separation Approval	▶ 50000094	HR	02000007	Deputy General Manag	ger		
aise Posting Requst	▶ 50000094	HR	02000009	Employees-General			
pprove Posting Order	▶ 50000094	HR	02000010	Executive Employee			
aise Transfer Request	▶ 50000094	HR	02000011	Manager HR			
raineeship/Probation Asse	▶ 50000094	HR	02000013	Test Position			
nnrove Transfer Request	▶ 50000094	HR	02000026	Executive Employee			
	▶ 50000094	HR	02000027	Executive Employee			
	▶ 50000094	HR	02000039	Manager Civil			
	▶ 50000094	HR	02000040	Chairmam			
	▶ 50000094	HR	02000041	OFFICER			
	▶ 5000094	HR	02000042	Deputy General Manag	ger		
	▶ 5000094	HR	02000066	Deputy General Manag	ger		
	▶ 50000094	HR	02000078	Executive Director			
	▶ 50000094	HR	02000079	Senior GM HR			
	▶ 50000094	HR	02000901	General Employee			-

 Select department and employee postion of the employe for which trasnfered need to be raised and click on transfer button -

Expand         Org. I           \$ 50000094         HR           • 50000094         HR	Descriptiion Position 02000007 02000009 0200009 0200009 02000010 02000011 02000013	Position Desc.     Emp.       Deputy General Manager     00000       Deputy General Manager     00000       Employees-General     00000       Executive Employee     00000       Manager HR     Test Position	ID Emp. Name
<ul> <li>▼ 50000094 HR</li> <li>• 50000094 HR</li> <li>▼ 50000094 HR</li> <li>• 50000094 HR</li> </ul>	02000007 02000009 02000009 02000009 02000010 02000011 02000013	Deputy General Manager Deputy General Manager 00000 Employees-General 00000 Employees-General 00000 Executive Employee Manager HR Test Position	0011 User 5 0004 User for All lear
<ul> <li>50000094 HR</li> </ul>	02000007 02000009 02000009 02000010 02000011 02000013	Deputy General Manager 00000 Employees-General 00000 Executive Employee Manager HR Test Position	1011 User 5
<ul> <li>50000094 HR</li> <li>50000094 HR</li> <li>50000094 HR</li> <li>50000094 HR</li> <li>50000094 HR</li> <li>50000094 HR</li> </ul>	02000009 02000009 02000010 02000011 02000013	Employees-General 00000 Employees-General 00000 Executive Employee Manager HR Test Position	004 User for All lea
<ul> <li>50000094 HR</li> <li>50000094 HR</li> <li>50000094 HR</li> <li>50000094 HR</li> <li>50000094 HR</li> <li>50000094 HR</li> </ul>	02000009 02000010 02000011 02000013	Employees-General 00000 Executive Employee Manager HR Test Position	004 User for All lea
<ul> <li>50000094 HR</li> <li>50000094 HR</li> <li>50000094 HR</li> <li>50000094 HR</li> </ul>	02000010 02000011 02000013	Executive Employee Manager HR Test Position	
<ul> <li>50000094 HR</li> <li>50000094 HR</li> <li>50000094 HR</li> </ul>	02000011 02000013	Manager HR Test Position	
<ul> <li>50000094 HR</li> <li>50000094 HR</li> </ul>	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	





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

- Click on Submit button –
- o Transfer request raised -

All		
Request su	bmitted.	
Raise Transf	er Request	Update Transfer Requet
Personnel.no: Pers.area: Subarea: EE group: EE Subgroup: Position: Job key: Org. Unit:	00000013 Bhagirathi Valley Chinyalisaur Technicians 5200-20200 GP-3000 Executive Employee HR	Personnel area: UGNS  Ghansali Pers. subarea: UGNS  Ghansali - UJVN Org. Unit: 50000389  Executive Engineer I
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 <u>http://sapsrv.ujvnl.com:50200/irj/portal</u>, the system will display the screen as follows:

SAP NetWeaver Wr Passed * Dece Support & Data A. A Pipes Resevet.	C ON Not secure   sapsrv.ujvnl.com:50200/irj	Portal	● ☆ ⊕ ♡ # 1
Use:       Use:         Particut:       Decention		SAP NetWeaver	
Copyright 8 SAP AQ, Al Fights Reserved.		User * vincy Passion * imme	
		Conjunt & SAP AG All Rights Reserved.	SAT

- o 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 -

SAP						
Hack Forward ► His	tory Favorites Personalize	View Help				
Manager Self-Service	Employee Self-Service	Manager Self-Service	UJVN - Employee Self-Service	Content Administration	User Administration	System Administration

• Click on Personnel Administration -

SAP	
	bry Favorites Personalize View Help
Manager Self-Service	Employee Self-Service Manager Self-Service
	Manager Self-Service > Overview > Home
Home Mannauer Dequest	Home
Personnel Administration	\$
Performance Management	t <b>▼</b> Team
Training Management Services Home Page Time Approval and Task Re Approve Posting Order	





o Click on approve transfer request -



• Click on transfer request number to approve –

Overview											
1	Manager Self-S	ervice > 0	verview > Pe	rsonnel Admir	istration > Approve Trans	fer Request					
Ноте											
Manpower Request	View: [S	tandard View	w] 🔻	Print Version	Export 4						
Personnel Administration	Req.	Ref. Trans	sfer Raised for	Req status	Current Personnel Area	Current Personnel Subarea	Employee Group	Employee Subgroup	Position	Job	Current Organizational Unit
Performance Management		314	1	1	Ganga Valley	Chilla	Management	PB-4+HAG+69010-79000	Employees-General		HR
Training Management		32 _ 7	1	1	Bhagirathi Valley	Chinyalisaur	Management	PB-4+HAG+69010-79000	Controling Officer/Report		HR
- Services		33	9	1	Dehradun	Dehradun - UJVN	Management	PB-4+HAG+69010-79000	Manager HR	General Manager	HR
Approve NOC Request		411	3	1	Bhagirathi Valley	Chinyalisaur	Technicians	5200-20200 GP-3000	Executive Employee		HR
E-separation Approval											
Raise Posting Requst											
Approve Posting Order											
Raise Transfer Request											
Traineeship/Probation Asse											
Approve Transfer Request											





 HR need to provied their recommendation for tranfer and the request will go for further approvals after recommendation from HR –

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

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

Request approved	
Raise Transfer Request	Update Transfer Requet
Personnel.no:       00000004         Pers.area:       Ganga Valley         Subarea:       Chilla         EE group:       Management         EE Subgroup:       PB-4+HAG+69010-79000         Position:       Employees-General         Job key:	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

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

UVINL Dehradun (U.K.) × ∞ SAP NetWeaver Portal →     ↔ ∞ ∞ ∞ Not secure   sapsrvuljvnl.com/50200/rj/pc	ortal			0     -     □     ×       0     ★     ⊕     ②     ■     □     :
		SAP NetWeaver		
		User * vinay Password * j Log On		
		Copyright & SAP AG, AI Rights Reserved.	SAD	

- 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 –

SAP						
Hack Forward ▶ His	tory Favorites Personalize	View Help				
Manager Self-Service	Employee Self-Service	Manager Self-Service	UJVN - Employee Self-Service	Content Administration	User Administration	System Administration

o Click on Training Management -

SAP	
I Back Forward ► History	Favori
Ð	
UJVN - Employee Self-Servi	ice
Overview	_
Home	
Manpower Request	
Personnel Administration	
Performance Management	
Training Management	
- Services	
Training Budget Approval	
Training Evaluation	





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

AP								
Back Forward ► History Favor	ites Perso	onalize View H	Help					
IJVN - Employee Self-Service	Manager	Self-Service	Manager Self-Servi	ice System	Administration	Content Administrat	ion User Adm	inistration
verview								
M	anager Sel	f-Service > Ov	erview > Training M	lanagement > 7	Fraining Evaluation	n		
me								
npower Request	IJ	VN Limi	ited					
sonnel Administration						EECTIVENESS EVAL	UNTION SHEET	
formance Management					TRAINING EI	TEOTIVENESS EVAL	SATION SHEET	
ining Budget Approval Ininig Evaluation	Expected S. No.	Employee ID 00000041	pants / Organization f Employee Name Executive Director	from Training: Designation IT MANAGER	Effective Fully	Date / Period of Trainin Some Improvement	g: 29.12.2017	Re-training Required
	Effective Some Im No Impro Retrainin Note: Employe output. H	Fully (rate as 3) provement (rate ovement (rate as ng required (rate e having rating tOD can also ref	) : Participant is now j as 2) : Participant ug 2) : No improvement as 0) : no learning at 1 may need to underg fer employee having i	performing to the p to some extent t in productivity / t all. go same / other th rating 3 if the nee	desired productiv is now performing output expected a aining to further i d is felt.	ity / output level expec the job but not to the o after training. mprove his / her perform Submit	ted after training. Jesired productivity mance and to get d	/ out

Select name of program from drop down –

UJVN Limited	
TRAINING EFFECTIVENESS EVALUATION SHEET	
Name of the programme Communication Skills &InterpersonalSkill	

• 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	0	0	0	0	
								1





• Click on submit button -

נו	VN Limi	ted						
				TRAINING EF	FECTIVENESS EVAL	UATION SHEET		
ime of	the programme	Communication Ski	ills &Interpersona	alSkill -	ning Program attended:	Communicatio	on Skills &InterpersonalSkill	
iternal/E	xternal: Intern	al		Start	Date / Period of Traini	ng: 29.12.2017		
				End	Date / Period of Trainin	ig: 29.12.2017		
	Cantor and	Santo r organization r	ion mannig.					
S. No.	Employee ID	Employee Name	Designation	Effective Fully	Some Improvement	No Improvement	Re-training Required	
1	00000041	Executive Director	IT MANAGER	0	0	0	0	
0	Evaluat	ion is subm	nitted –			-		
AII	] 1							
🖌 т	hanks for eval	uation.						
IJ	VN Lim	ited						
				TRAIN		SS EVALUATIO	N SHEET	
ame of	the programm	e: Communication	Skills &Interne	ersonalSkill				
arrie of			i orans armerpe	asolidianii				
epartm	ent: [HR				Training Program	attended: Co	ommunication Skills &Inte	erpersonalSkill
iternal/8	External: Inte	mal			End Date / Period	of Training. 29	12 2017	
						20 . Tuning. [20		
xpected	Gain to Parti	cipants / Organizati	on from Trainir	ig:				









# 13 <u>RAISE MANPOWER REQUEST (TO CREATE NEW POST OR TO FILL EXISTING</u> <u>POST)</u>

## 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 <u>http://sapsrv.ujvnl.com:50200/irj/portal</u>, the system will display the screen as follows:

UJVNL Dehradun (U.K.) × ZZ SAP NetWeaver Portal ×	0 – 0 ×
← → C 🔘 Not secure   sepsy.ujvnl.com 50200/nj/portal	아☆ 🐵 🕅 🚦 🚹 🗄
C       C	

- $\circ$   $\;$  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.

×					Searc	h: Q +	New Session	SAP Store	1
k Forward History	/ Favorites Personalize View Help							Welcom	e: Vi
N - Employee Self-Servi	ice Manager Self-Service Ma	anager Self-Service	System Administration	Content Administration	User Administra	tion			
view									
VN - Employee Self-Se	rvice > Overview							Full Screen	Op
Employee Ser	rvices								
								<u> 2</u> 5 d	0
• Map	Directory Index					<ul> <li>Upcoming Birthdays and Anniversity</li> </ul>	saries		
Persor In this a your pe	al Information area, you can use services to maintain a ersonal data.	and display	You can maintain you talent profile, and exp	ment ir appraisal documents, main plore job opportunities.	itain your	Birthdays No Birthdays in Selected Month Anniversaries IIII Sature 10.04.2018 Satya Murti (01)			
Workin	ng Time	0	Learning			Sun 01.04.2018 Gopar Singh (01)			
In this a	area you can use services to record yo	ur working	The learning page of	ers you functions to find and	participate	Previous Next 1-3 of 7		110000	
time, request leave, display your time account data and display public holidays.		data and	in suitable courses. If gives you individual, personalized access to the company's course offerings in the course			send E-mail to opdate Calendar		Refresh	
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6 10 Benefr	ts and Payments		Quick Links						
(isplay	its and Payments	irolled enroll in	Quick Links Training Home			▼ Most Frequently Used			
(1) (1) (1) (1) (1) (1) (1) (1) (1) (1)	its and Payments y the plans in which you are currently en in efit plans, and download an enrollmen lary statemen t.	nrolled, enroll in nt form.Display	Quick Links Training Home			Most Frequently Used Create Leave Request			





• Click on Manager Self-service –

SAP				
Back Forward > History Favorites Personalize View Help     Back Forward > History Favorites Personalize View Help     Manager Self-Service Employee Self-Service     Manager Self-Service	UJVN - Employee Self-Service	Content Administration	User Administration	System Administration
Click on manpower request –				
SAP				
UJVN - Employee Self-Service M				
Overview				
▲ Mana				
Home				
Manpower Request				
Personnel Administration				
Performance Management				
Training Management				
- Services				
Request To Create New Po				
Requisition and New Post A				
Select post that need to be filled –				
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 Desc. Emp. ID	Emp. Name			

Expan	nd	Org. Descript	tiion Position	Position D	esc. Emp. IC	Emp. Name				
▼ 50	000093	UJVN Limited	1							
	50000093	UJVN Limited	1 02000008	New positi	on					
•	50000093	UJVN Limited	02000012	Senior Mar	nager Finance					
▶ 50	0000094	HR								
► 50	000095	FI								
▶ 50	0000200	Account Paya	able							
▶ 50	0000201	Account Rece	eivable							
▶ 50	0000202	Treasury								
► 50	000096	Co								
▶ 50	0000225	Dakpather Pl	ant							
▶ 50	0000226	Operation								
	Request t	liston								
eq. For	Ref. No.	Org. Unit	Org. Desc.	Position	Pos. Desc.	Post Reg. For	Requirement	Comments	Raised On	Action By Admin
Fill E	0000000011	50000094	HR	02000027	Executive Employee	Executive Employee	Executive boiler engineer.	I need to fill this post urgently to operational	18.01.2018	To Be Fill By Fresh Hir
EILE	000000010	5000093	UJVN Limited	02000012	Senior Manager Finan	e Senior Manager Finance	reg	cmnt	21 12 2017	New





• Click on Request to fill vacant post -

Request To Fill Vacant Posts Or To Create New Posts

Org. Struc	ture				
Request To Fill Vi	acant Posts	quest To Creat	e New Posts		
Expand	Org. Descriptiion	Position	Position Desc.	Emp. ID	Emp. Name
<b>50000093</b>	UJVN Limited				
<b>50000093</b>	UJVN Limited	02000008	New position		
<ul> <li>50000093</li> </ul>	UJVN Limited	02000008	New position	00000012	User 6
▼ 50000093	UJVN Limited	02000012	Senior Manager Finance		
50000094	HR				
▶ 50000095	FI				
b 50000200	Account Daughlo				

o Enter requirement details and comments -

Request To Fill \	/acant Posts	
Org. Unit:	50000093	
Ref. No.:	000000012	
Reason:	To Fill Existing Vacant Posts	
Position Id:	02000012	
* Description:	Senior Manager Finance	
	Need senior manager finance on the site	
* Requirement:		
* Comments:	Need senior manager finance on the site	
Submitted Date:	21.02.2018	
Status:	New	
		🖌 🖉 Update Detail
		ОК

o Request submitted successfully -

Request To Fill Vacant Posts		
All 🖌 1		
Updated Sucessfully		
	44444	11