



OUM

DO.070USERGUIDE

PSPCL ERP Implementation Cadre Strength

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Approvals:

<Approver 1>

<Approver 2>

Accessing of Oracle ERP

enter the URL:

<https://erpappssit.pspcl.in>

Accessing of Oracle HRMS

<http://117.251.73.10:7778/forms/frmservlet?config=webstart>

Steps	Actions
1	Fill your Username and Password
2	Please ensure Username is your (employee id) and Password by default (techm@pspcl)

Home

Steps	Actions
3	Click on PSPCL Cadre Manager

ORGANIZATION (OFFICE):-

Home

Navigator

[Personalize](#)

- ▶ PSPCL Cadre Manager
 - ▶ Location
 - ▶ Organization
 - ▶ Description
 - ▶ Organization Manager
 - ▶ Hierarchy
 - ▶ Diagrammer
 - ▶ Global Hierarchy
 - ▶ Job
 - ▶ Position
 - ▶ PSPCL Employee Self Service
 - ▶ PSPCL HRMS Change Supervisor

Worklist

[Full List](#)

...

From	Type	Subject	Sent	Due
There are no notifications in this view.				

[TIP Vacation Rules](#) - Redirect or auto-respond to notifications.

[Table Diagnostics](#)

Steps	Actions
4	Click on Organization
5	Click on Description

Organization
🔍 🏠 ✕

Name

Type

Dates

From To

Location

Internal or External

Location Address

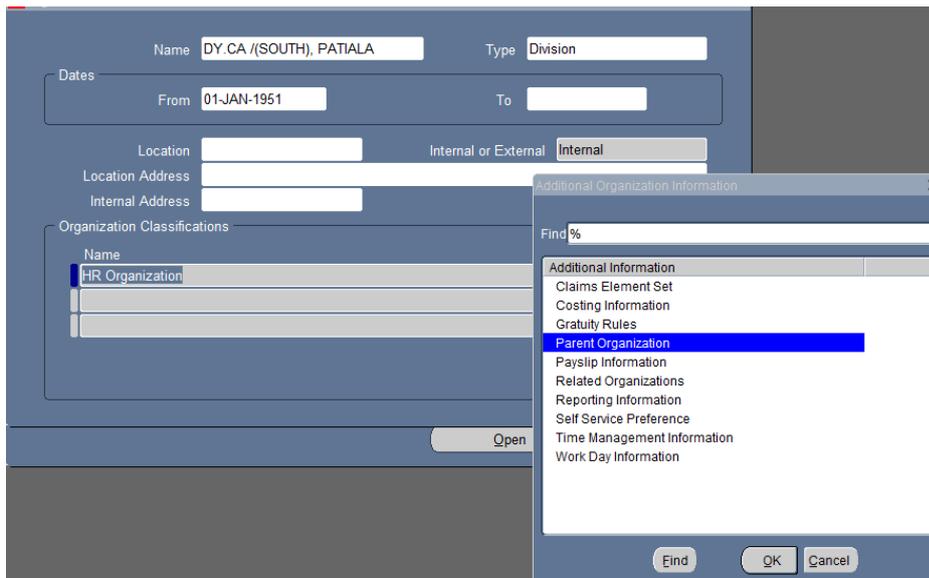
Internal Address

Organization Classifications

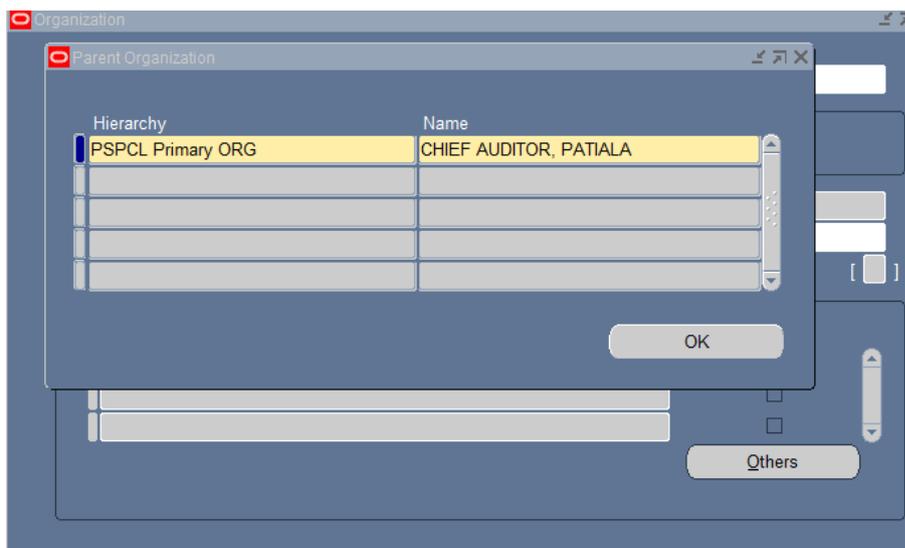
Name	Enabled
<input type="text" value="HR Organization"/>	<input checked="" type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>

[Others](#)

Steps	Actions
6	Fill the Office Name
7	Select the Type then save
8	Select the Organization Classifications Name :- HR Organization
9	Please the tick the check box
10	Click on Others



Steps	Actions
11	Click on Parent Organization

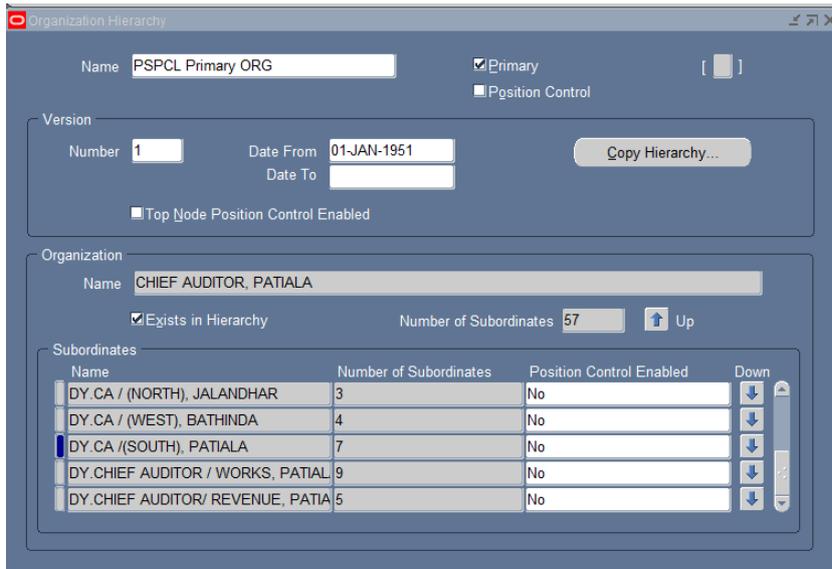


Steps	Actions
12	Select the Hierarchy :- PSPCL Primary ORG
13	Select the Parent Organization Name

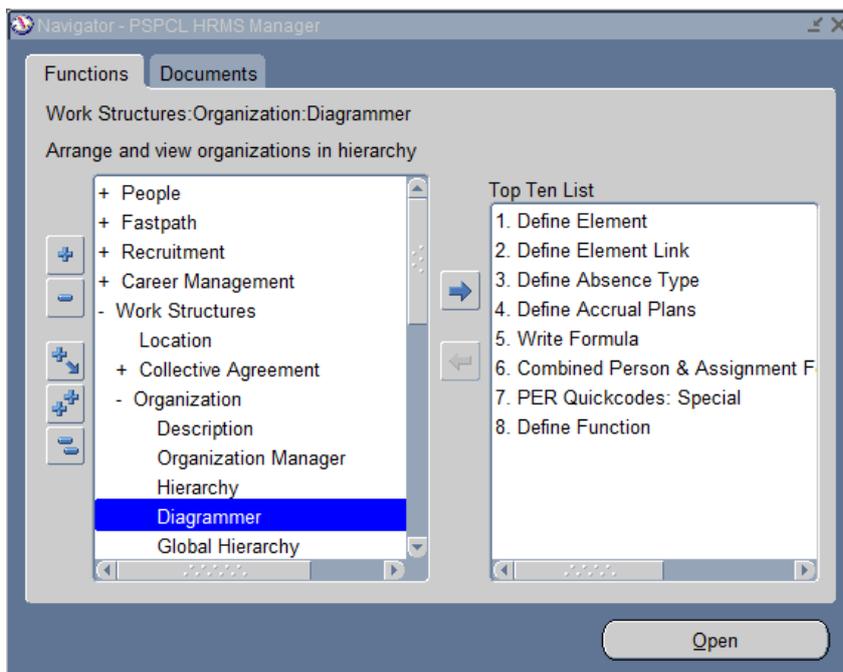
End Date Organization:-

Steps	Actions
14	Enter query mode F11 then put % followed by the name of the organization then CTRL +F11
15	Fill the To Date whenever you want to close your organisation.

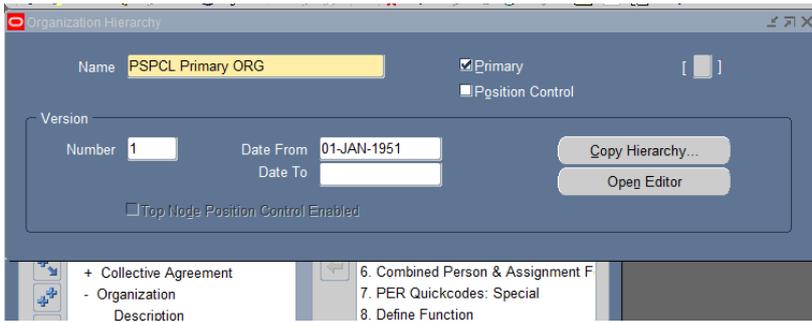
Steps	Actions
16	Click on Hierarchy



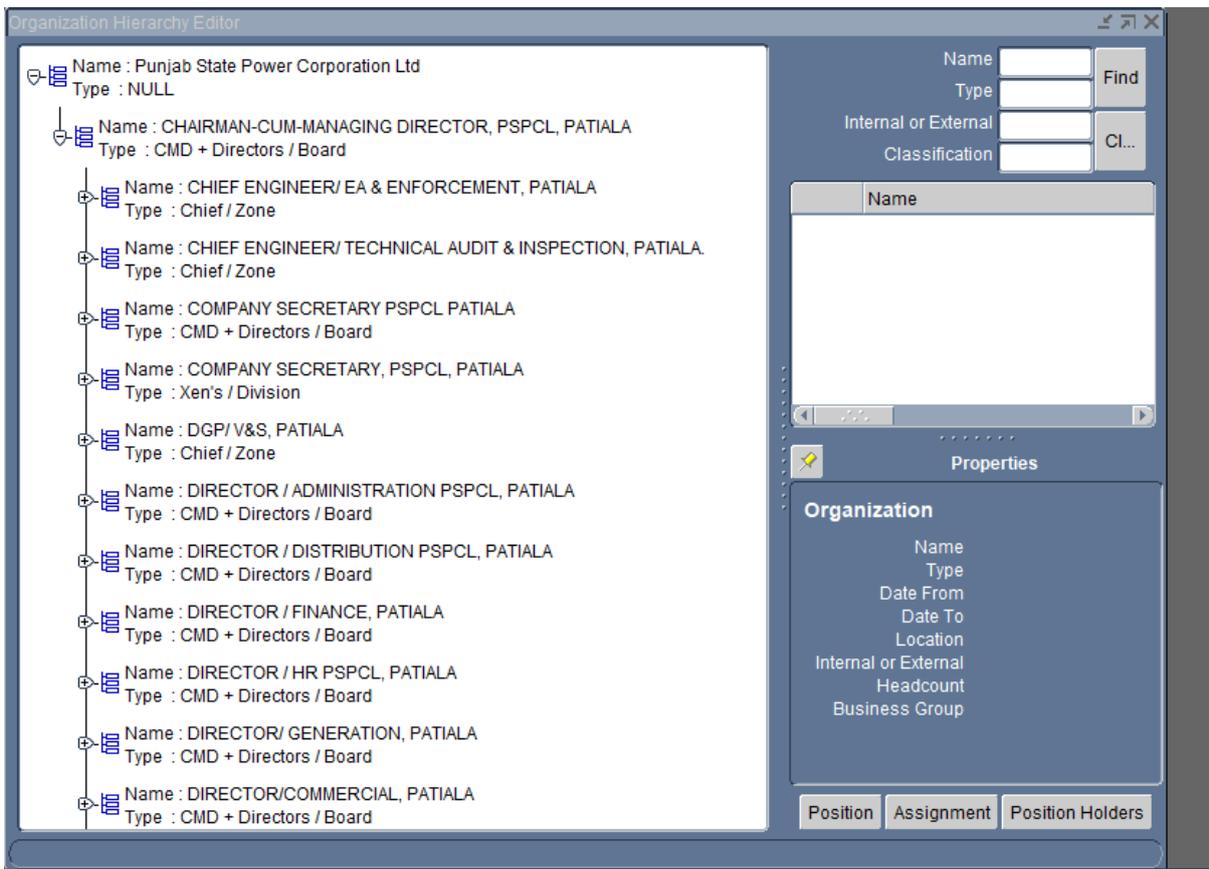
Steps	Actions
17	Select parent organization in drop down all subordinates will appear.



Steps	Actions
18	Click on Diagrammer.

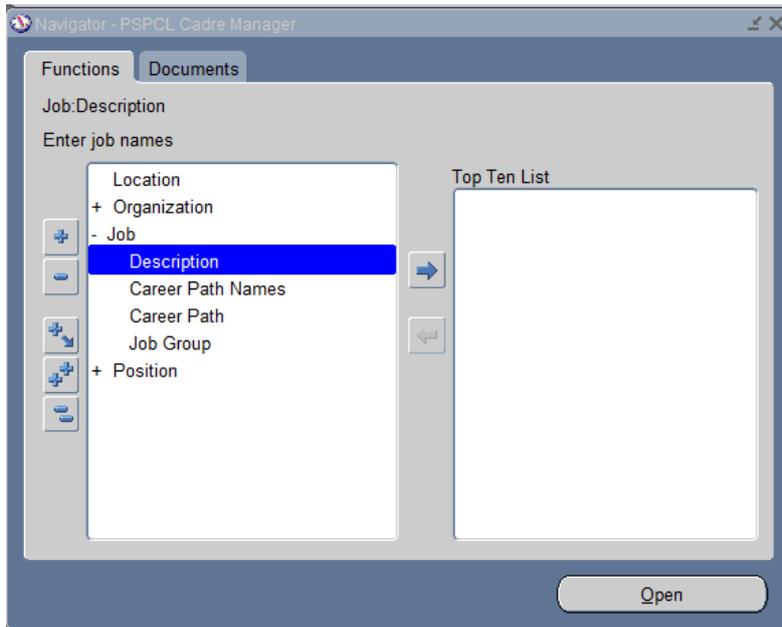


Steps	Actions
19	Enter query mode F11 then put % then CTRL +

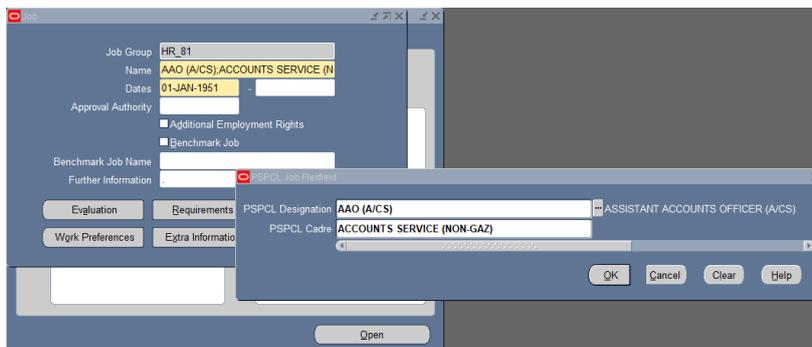


Steps	Actions
20	Select parent organization in drop down all subordinates will appear.

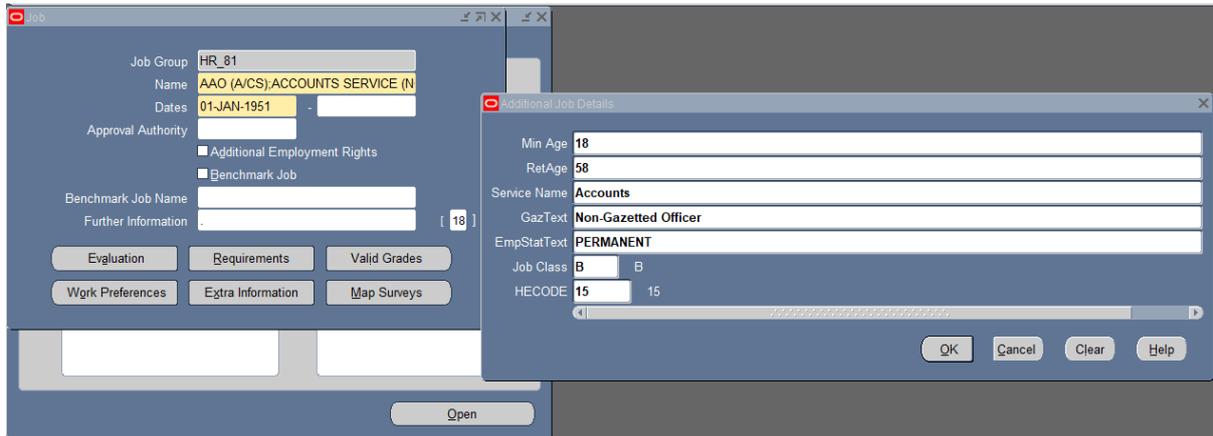
JOB (DESIGNATION):-



Steps	Actions
21	Click on Job
22	Click on Description

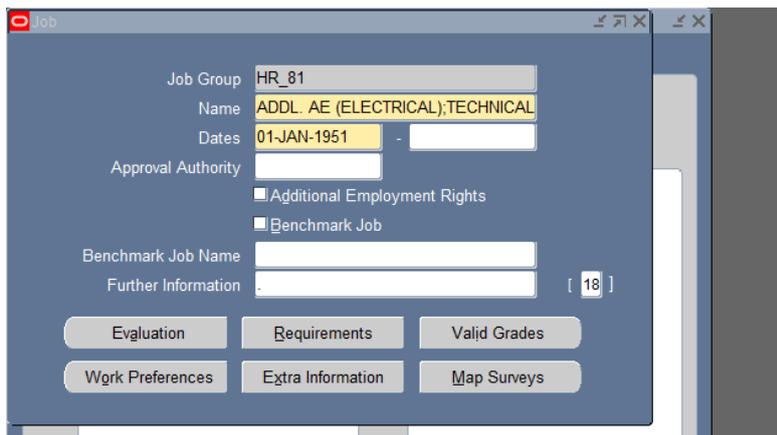


Steps	Actions
23	Fill the PSPCL Designation
24	Fill the PSPCL Cadre
25	Click on ok button

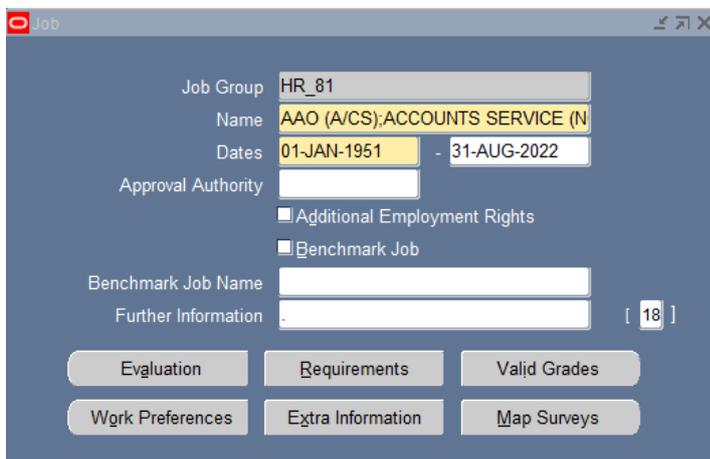


Steps	Actions
26	Click on DFF
27	Fill The Additional Job Details
28	Click on Ok

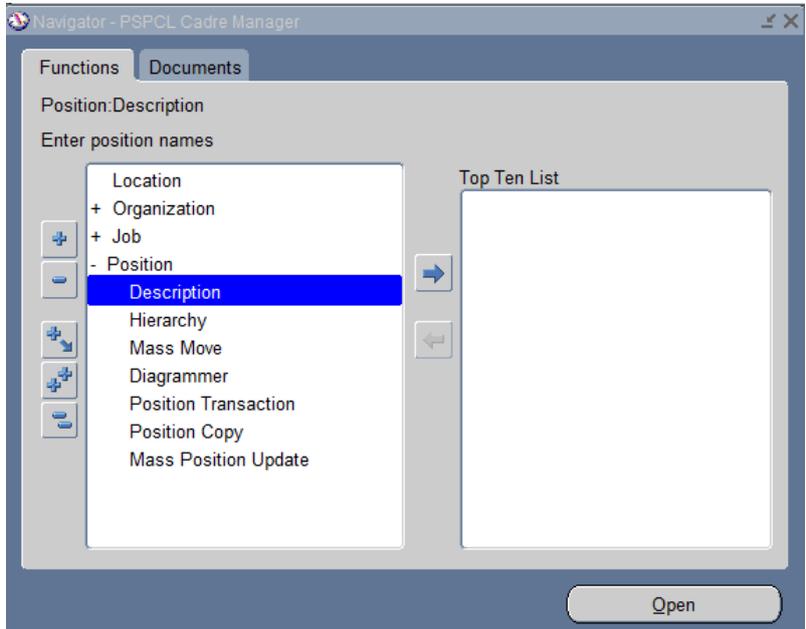
END DATE JOB:-



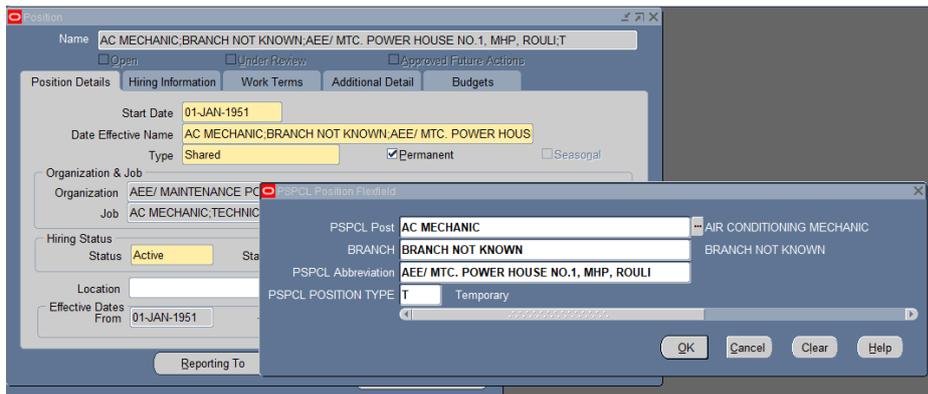
Steps	Actions
29	Select the Designation Name



Steps	Actions
30	Select the designation you want to deactivate and put a date on it.



Steps	Actions
31	Click on Position
32	Click on Description



Steps	Actions
33	Fill the Post, Branch, Abbreviation and Position Type
34	Click on Ok Button
35	Select the Shared Type

Position

Name: AC MECHANIC;BRANCH NOT KNOWN;AEE/ MTC. POWER HOUSE NO.1, MHP, ROULI;T

Open Under Review Approved Future Actions

Position Details Hiring Information Work Terms Additional Detail Budgets

Start Date: 01-JAN-1951

Date Effective Name: AC MECHANIC;BRANCH NOT KNOWN;AEE/ MTC. POWER HOUS

Type: Shared Permanent Seasonal

Organization & Job

Organization: AEE/ MAINTENANCE POWER HOUSE NO.1, MI Proposed End Date:

Job: AC MECHANIC;TECHNICAL (NON-GAZ) Proposed End Date:

Hiring Status

Status: Active Start Date: 01-JAN-1951 Proposed End Date:

Location: Status:

Effective Dates From: 01-JAN-1951 To: Further Info: [3]

Reporting To Evaluation Valid Grades Others...

Position

Name: AC MECHANIC;BRANCH NOT KNOWN;AEE/ MTC. POWER HOUSE NO.1, MHP, ROULI;T

Open Under Review Approved Future Actions

Position Details Hiring Information Work Terms Additional Detail Budgets

Start Date: 01-JAN-1951

Date Effective Name: AC MECHANIC;BRANCH NOT KNOWN;AEE/ MTC. POWER

Type: Shared Permanent

Organization & Job

Organization: AEE/ MAINTENANCE POWER HOUSE NO.1, MI Proposed En

Job: AC MECHANIC;TECHNICAL (NON-GAZ) Proposed En

Hiring Status

Status: Active Start Date: 01-JAN-1951 Proposed En

Location: Sta

Effective Dates From: 01-JAN-1951 To: Further Ir

Reporting To Evaluation Valid Grades

Availability Status

Find %

- Availability Status
- Active
- Eliminated
- Frozen
- Proposed

Find OK Cancel

Steps	Actions
36	Fill the Organization and Job
37	Select the Hiring Status

Steps	Actions
38	Click on Hiring Information
39	Fill the FTE and Sanctioned Post

Position End Date :-

Steps	Actions
40	Click on Status
41	Select the Position Status (Invalid , Valid)



Steps	Actions
42	Enter user name and password



Steps	Actions
43	Click Ok button



Steps	Actions
44	Click on Personnel



Steps	Actions
45	Click on Cadre Strength