

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

ORACLE [.]	
	User Name
	109178 Password
	Log In Cancel
	Login Assistance Register Here
	Accessibility None
	Language English ∽

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

Home

Navigator		Worklist				
[Personalize				Full	List
PSPCL Cadre Manage PSPCL Employee Se PSPCL HRMS Change PSPCL HRMS Change PSPCL Purchase Us	ger elf Service ge Supervisor ser Transmission	From There are no notifications in this view C TIP <u>Vacation Rules</u> - Redirect or au Table Diagnostics	to-resp	Subject	Sent	Due
Steps	Actions					
3	Click on PSPC	L Cadre Manager				

ORGANIZATION (OFFICE):-

Home

	WORKIIST				
Personalize				Full	List
	•••				
💼 PSPCL Cadre Manager	From	Туре	Subject	Sent	Due
Location	There are no notification	ons in this view.			
 Organization Description Organization Manager Hierarchy Diagrammer Global Hierarchy Job Position Position 	𝗭 TIP <u>Vacation Rules</u> - Table Diagnostics	Redirect or auto-resp	oond to not	ificatio	ins.

Steps	Actions
4	Click on Organization
5	Click on Description



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

Name	DY.CA /(SOUTH), PATIALA	Туре	Division	
From	01-JAN-1951			
Location		Internal or Exter	nal Internal	
Location Address			Additional Organization Information	
Internal Address				
Organization Classifica	ations		Find %	
HR Organization		(<u>O</u> pen	Claims Element Set Costing Information Gratuity Rules Parent Organization Paysilp Information Related Organizations Reporting Information Self Service Preference Time Management Information Work Day Information	

Steps	Actions
11	Click on Parent Organization

Organization				~ 기
Parent Organization			≚ ⊐ X	_
				_
Hierarchy	Name			
PSPCL Primary ORG	CHIEF AUDITOR, PATIALA		^	
				l 🛄 J
	_			
		OK		
		_		
			Others	

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

End Date Organization:-

Name	132 KV GRID MTC. (P&M) D	IVISIOI Type	Division	
← Dates From	01-JAN-1951	То	31-AUG-2022	
Location		Internal or Exte	rnal <mark>Internal</mark>	
Location Address				
Internal Address				[
- Organization Classifica	ations			
Name			Enabled	
HR Organization				
			Others	

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.

🕸 Navigator - PSPCL Cadre Manager	i × ≥
Functions Documents	
Organization:Hierarchy	
Structure organizations into hierarchies	
	Top Ten List
- Organization Description	
Organization Manager	→
Diagrammer Global Hierarchy	4
+ Job + Position	
	(<u>Open</u>)

Steps	Actions
16	Click on Hierarchy

Name	PSPCL Primary ORG	V	Primary	r 🗖 1	
			Position Control	· _ ·	
Version					
Number	1 Date From Date To	01-JAN-1951		<u>C</u> opy Hierarchy	
	■Top Node Position Control E	nabled			
Organization					
Name	CHIEF AUDITOR, PATIALA				
		Number of Su	ıbordinates <mark>57</mark>	🚺 🚹 Up	
Subordinate	es				
Name		Number of Subordinate	s Position Co	ntrol Enabled Down	۱ <u>–</u>
DY.CA /	(NORTH), JALANDHAR	3	No	•	Ê
DV CA /	(WEST), BATHINDA	4	No	4	
DT.CAT	(SOUTH), PATIALA	7	No	4	H
DY.CA/		9	No	1	
DY.CA/	F AUDITOR / WORKS, PATIAL		12		

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



Steps	Actions
18	Click on Diagrammer.





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

Job Job Job Group Name Dates Approval Authority Benchmark Job Name Further Information Evaluation	HR_81 AAO (A/CS);ACCOU 01-JAN-1951 Additional Employn Benchmark Job Bequirements	NTS SERVICE (N nent Rights Valjd Grades	⊻ ; [18]	Additional Joi Min Age RetAge Service Name GazText EmpStatText Job Class	18 58 Accounts Non-Gazetted Officer PERMANENT B B				×
Evgluation Wgrk Preferences	Requirements	Valid Grades		Job Class HECODE	B B 15 15	<u>Ok</u>	Cancel	Clear	Help

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

Position							≤ n ×			
Name AC M	MECHANIC	BRANCH NOT I	KNOWN;A	EE/ MTC. POWER	HOUSE NO.1, MH	P, ROULI;T				
		🗆 Unde								
Position Details	Hiring Info	rmation Wo	rk Terms	Additional Deta	il Budgets					
1.	Start Date	01-JAN-1951								
Date Effect	tive Name	AC MECHANIC	BRANCH	NOT KNOWN;AEE	E/ MTC. POWER HO	DUS				
	Туре	Shared		✓ P(ermanent	Seasonal				
Organization &	Job									
Organization	AEE/ MA	INTENANCE PC	O PSPCL I	Position Flexfield						×
Job	AC MECH	ANIC;TECHNIC								
Hiring Status				PSPCL Post	C MECHANIC			AIR CONDITIONI	NG MECHAN	
Status	Active	Sta		BRANCH B	RANCH NOT KNOW	VN		BRANCH NOT K		
			PSP	CL Abbreviation A	EE/ MTC. POWER /	HOUSE NO.1, MHP, R	OULI			
Location			PSPCL P		Temporary			-		
Effective Dates From	01-JAN-1	951 ·								D
		Reporting To					<u> </u>	OK Cancel	Clear	Help

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

0	Position							<u>к</u> лх
	Name AC MEC	CHANIC;BRANCH	I NOT KNOWN;A	EE/ MTC. POW	ER HC	USE NO.1, MHP,	ROULI;T	
	□ <u>O</u> pen		Under Review		Appro	oved Future Actions		
	Position Details Hin	ring Information	Work Terms	Additional D	etail	Budgets		
	Star Date Effective	rt Date 01-JAN- Name AC MEC	1951 CHANIC;BRANCH	I NOT KNOWN;/	AEE/ N	ITC. POWER HOU	s	
		Type Shared		v	Perma	anent	🗆 Seasonal	
	Organization & Job Organization AE Job AC	EE/ MAINTENAN C MECHANIC;TE	CE POWER HOI CHNICAL (NON-I	JSE NO.1, Mł GAZ)		Proposed End Da Proposed End Da	te	
l	Hiring Status Status	ctive	Start Date	1-JAN-1951		Proposed End Da	ite	
	Location					Status		
	Effective Dates From 0	1-JAN-1951	То			Further Info	[.34]	
		Reporting	ј То	Evaluation		Vali <u>d</u> Grades	Others	

Position							_ ≤ л ×
Name AC N	MECHANIC	BRANCH NOT	NOWN;AEE	/ MTC. POWER	HOUSE NO.1, M	Availability Status	,
۵Qp		🗆 Unde			oproved Future Ac		
Position Details	Hiring Info	rmation Wor	k Terms	Additional Detai	I Budgets	Find %	
Data Effect	Start Date	01-JAN-1951				Availability Status	
Date Ellec	Type	Shared	,DRANCITING		ermanent	Eliminated Frozen	
Organization &	Job					Proposed	
Organization	AEE/ MAI	NTENANCE PO	NER HOUSE	E NO.1, MI	Proposed En		
Job	AC MECH	IANIC;TECHNICA	AL (NON-GAZ	Z)	Proposed En		
Hiring Status Status	Active	Star	t Date 01-J/	AN-1951	Proposed Er		
Location					Star		
Effective Dates From	01-JAN-1	951 T	o		Further Ir		
		Reporting To	Eva	aluation	Vali <u>d</u> Grades	Eind	QK Cancel

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

Position					国家
Name <mark>AC</mark>	MECHANIC; BRANCH	NOT KNOWN;AE	E/ MTC. POWER H	HOUSE NO.1, MHP,	ROULI;T
)pen [Under Review	□ <u>A</u> pp	proved Future Actions	
Position Details	Hiring Information	Work Terms	Additional Detail	Budgets	
Earliest Hir	FTE 1	Sanctioned Po Fill by Da	ost 1	Bargaining □ Per <u>m</u> it R	Unit
Proposed Er Payroll	ntry Salary			Salary Basis	
Grade		Step 🗌		Grade/Scale Rate	
Value		Grade Rate Rang	je 🛛		
Probation Duration		Duration Unit		Propose	d Layoff
Overlap Duration		Duration Unit		Dat	e
	Reporting	To E	valuation	Vali <u>d</u> Grades	Others

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

Position End Date :-

O Position	⊻ ת צ
Name AC MECHANIC;BRANCH NOT KNOWN;AEE	E/ MTC. POWER HOUSE NO.1, MHP, ROULI;T
Qpen Under Review	Approved Future Actions Position Status
Position Details Hiring Information Work Terms	Additional Detail Budgets
Start Date 01-JAN-1951	Position Status
Date Effective Name AC MECHANIC;BRANCH NO	OT KNOWN;AEE/ MTC. POWER HOUS Invalid
Type Shared	Permanent Seasonal Valid
Organization & Job	
Organization AEE/ MAINTENANCE POWER HOUSE	E NO.1, MI Proposed End Date
Job AC MECHANIC;TECHNICAL (NON-GAZ	Z) Proposed End Date
Hiring Status Status Active Start Date 01-J/	IAN-1951 Proposed End Date
Location	Status
Effective Dates From 01-JAN-1951 To	Further Info
Reporting To Eva	aluation Valig Grades Others Eind QK Cancel

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