

OUM

DO.070USERGUIDE

PSPCL ERP Implementation Project

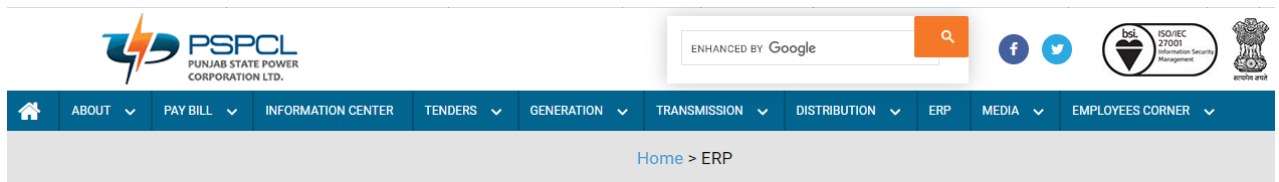
Employee Creation -HR

Author:	Yameen Ansari
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Approvals:

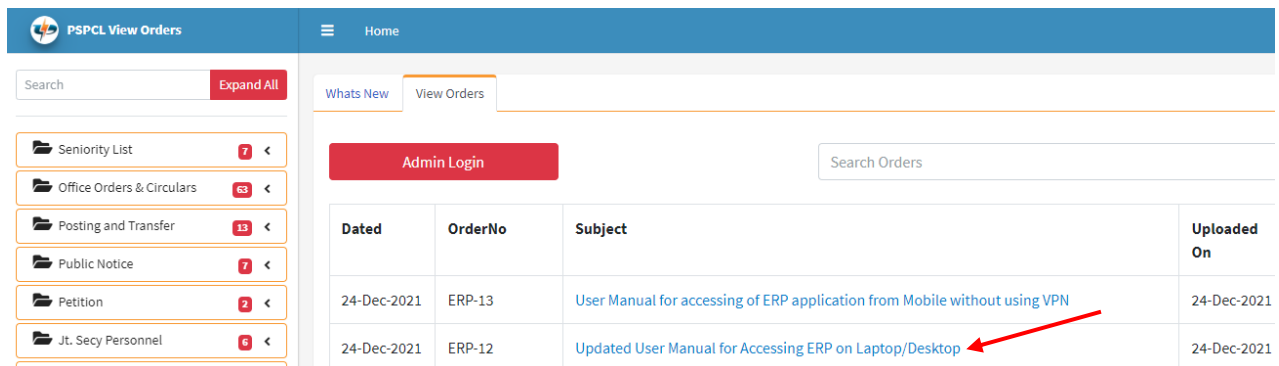
<Approver 1>

<Approver 2>



1.0 ERP User Manual:-

S.No.	Description
1	User Manual of ERP Login from Desktop/Laptop 



Accessing of Oracle ERP

Open Internet Explorer/Mozilla Firefox and enter the URL:

https://erpappssit.pspcl.in/OA_HTML/AppsLocalLogin.jsp

Downloading of Required Software:

You may get the required software from oracle or from the below link

https://drive.google.com/drive/folders/1DFJF3n16j-fUhf4wXatW2ZvlhmlHDZ_N

User Name

Not TECHM_HRMS? Log Out

Password

Log In

[Login Assistance](#)
[Register Here](#)

Accessibility

Language

- ▶ Application Diagnostics
- ▶ Approvals Management Business Analyst
- ▶ Functional Administrator
- ▶ Learner Manager
- ▶ Learning Administrator
- ▶ Manager Self-Service
- ▶ PSPCL Employee Self Service
- ▶ PSPCL General Ledger Super User
- ▶ PSPCL HRMS - View Only
- ▶ **PSPCL HRMS Manager**
- ▶ PSPCL Change Supervisor
- ▶ **People**
- ▶ Enter and Maintain
- ▶ Salary Management
- ▶ Events and Bookings
- ▶ Delete Personal Records
- ▶ Manage Contracts
- ▶ Search Documents of Record
- ▶ Global Deployments
- ▶ Release Information

Personalize "Worklist"

Worklist

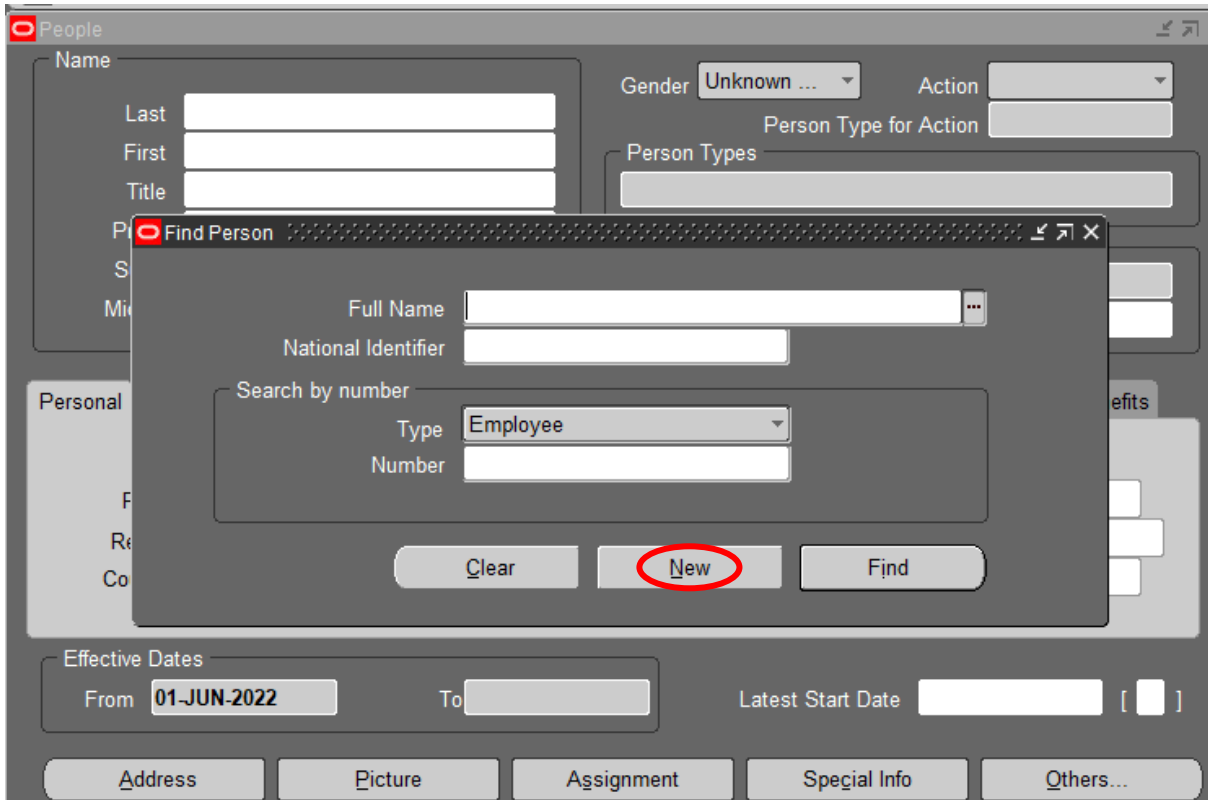
Personalize "Notifications Worklist Function"

Personalize "Notification List"

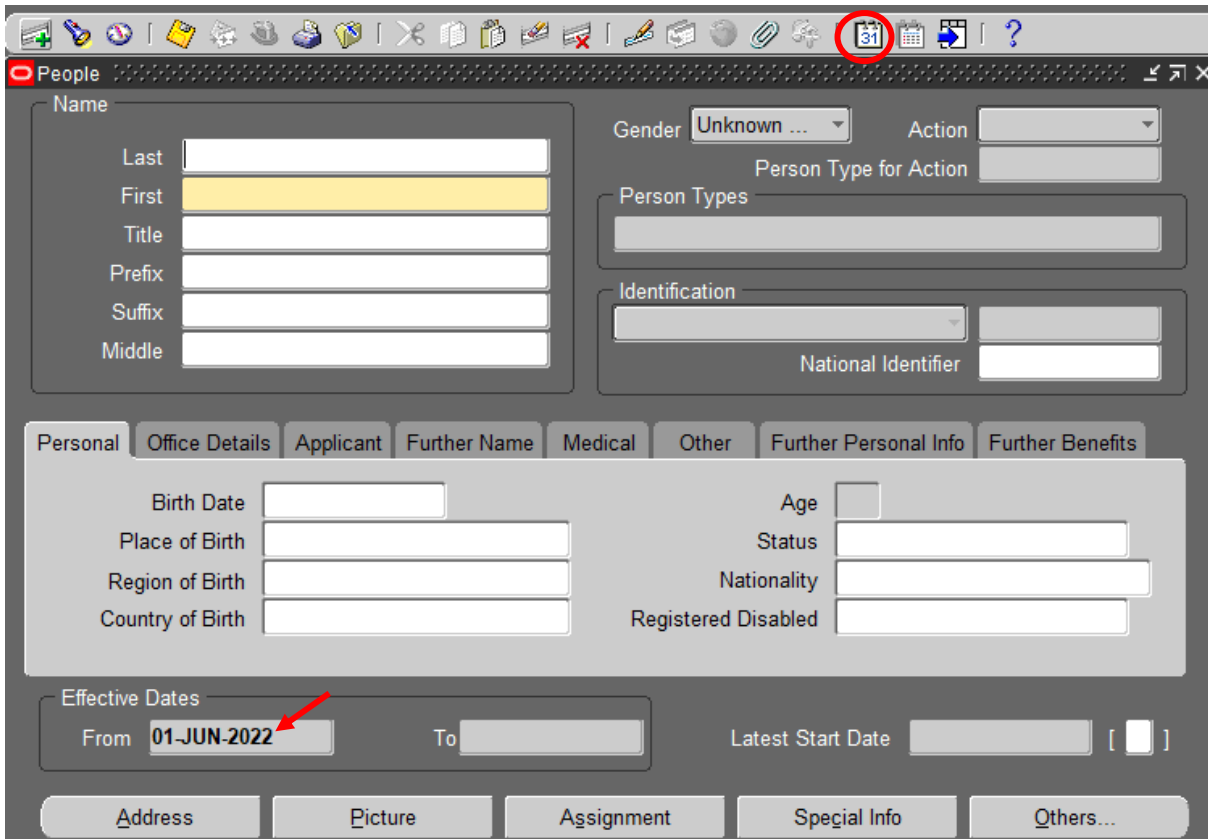
From	Type	Subject	Sent	Due
There are no notifications in this view.				

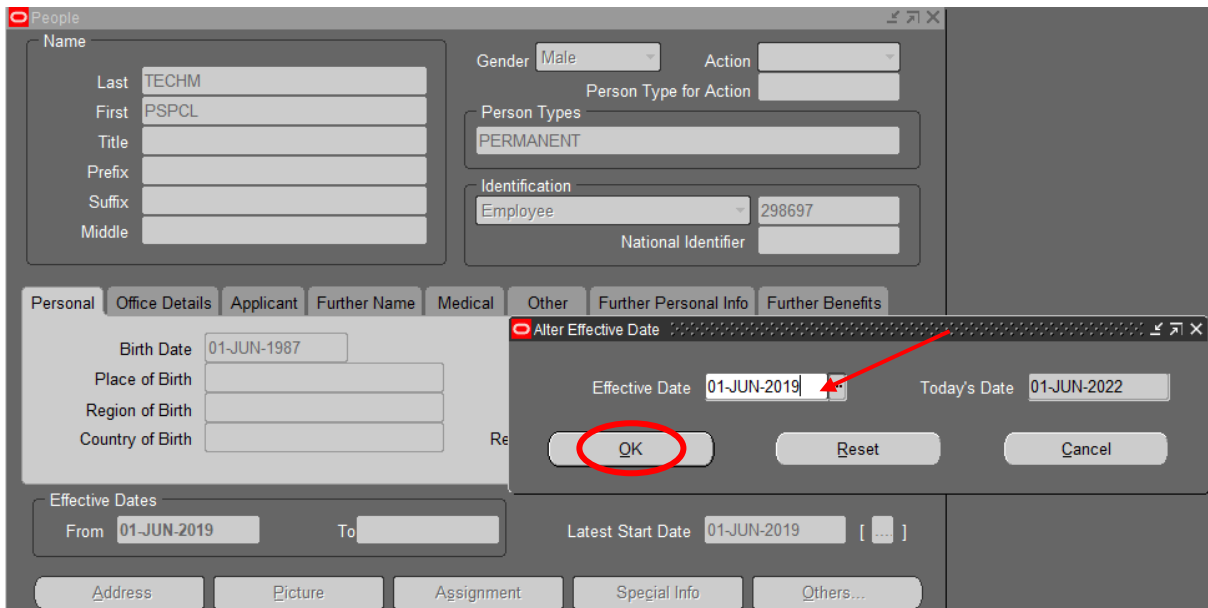
[TIP Vacation Rules](#) - Redirect or auto-respond to notifications.

Steps	Actions
1	Click on PSPCL HRMS Manager
2	Click on People and Enter and Maintain

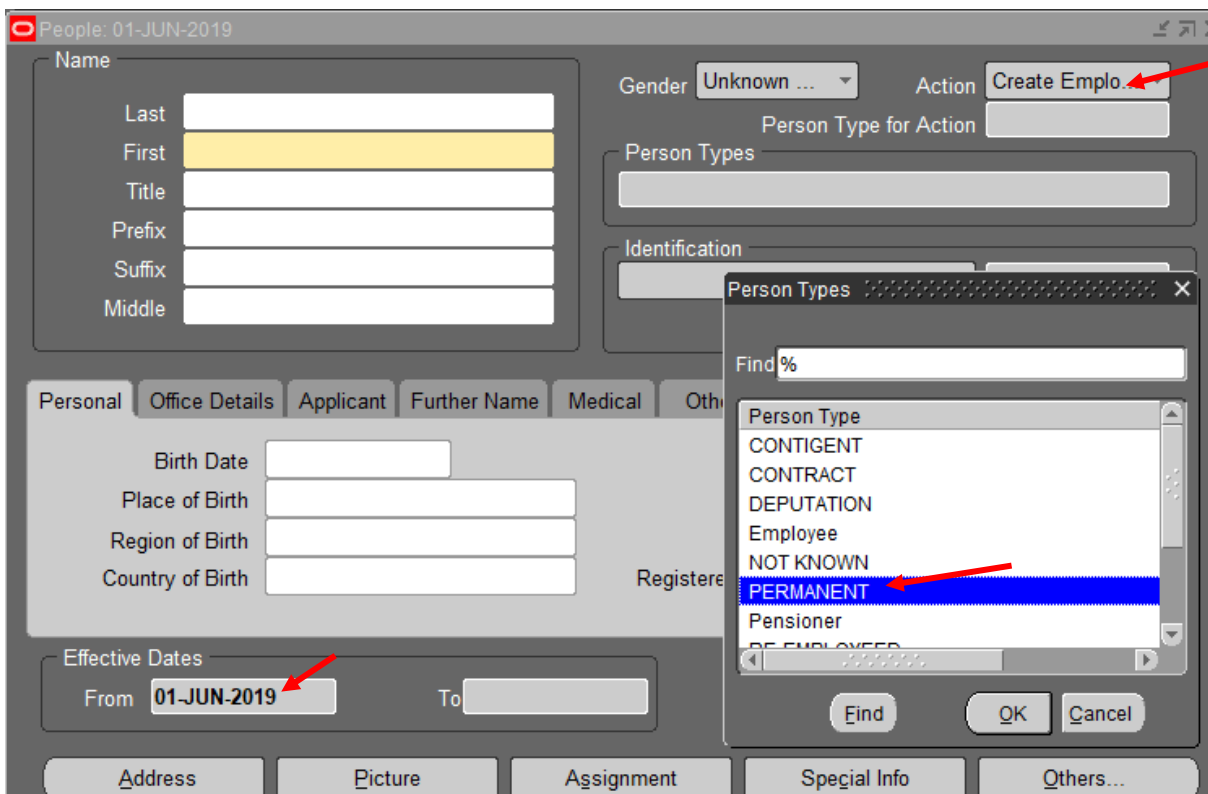


Steps	Actions
3	Click on New Button





Steps	Actions
4	Click on Calendar



Steps	Actions
5	Effective Dates Change
6	Enter the information in the fields as required.
7	Click on Action, Select the Person Types
8	Click Ok

People: 01-JUN-2019

Name

Last: TECHM
 First: PSPCL
 Title:
 Prefix:
 Suffix:
 Middle:

Gender: Male
 Action: Create Emplo...
 Person Type for Action: PERMANENT

Person Types:

Identification: Employee 298697
 National Identifier:

Personal Office Details Applicant Further Name Medical Other Further Personal Info Further Benefits

Birth Date: 01-JUN-1987
 Place of Birth:
 Region of Birth:
 Country of Birth:
 Age: 32
 Status:
 Nationality:
 Registered Disabled:

Effective Dates
 From: 01-JUN-2019 To:
 Latest Start Date: 01-JUN-2019

Address Picture Assignment Special Info Others...

Steps	Actions
9	Fill the Birth Date
10	Click on Office Details

People: 01-JUN-2019

Name

Last: TECHM
 First: PSPCL
 Title:
 Prefix:
 Suffix:
 Middle:

Gender: Male
 Action: Create Emplo...
 Person Type for Action: PERMANENT

Person Types:

Identification: Employee 298697
 National Identifier:

Personal Office Details Applicant Further Name Medical Other Further Personal Info Further Benefits

Office Email: PSPCL@GMAIL.COM
 Location:
 Mailstop:
 Email: PSPCL@GMAIL.COM
 Mail To:

Effective Dates
 From: 01-JUN-2019 To:
 Latest Start Date: 01-JUN-2019

Address Picture Assignment Special Info Others...

Steps	Actions
11	Click on Office Details

The screenshot shows a software window titled "People: 01-JUN-2019". The main form has several tabs: Personal, Office Details, Applicant, Further Name, Medical, Other, Further Personal Info, and Further Benefits. The "Medical" tab is active, indicated by a red arrow. In the "Medical" section, there are fields for "Blood Type", "Last Test Date", and "Last Test By". A dialog box titled "Blood Type" is open, showing a list of blood types: A Rhesus Negative, A Rhesus Positive, AB Rhesus Negative (highlighted in blue), AB Rhesus Positive, B Rhesus Negative, B Rhesus Positive, and O Rhesus Negative. The "OK" button in the dialog is circled in red. The main form also shows fields for "Name" (Last: TECHM, First: PSPCL), "Gender" (Male), "Action" (Create Emplo...), "Person Type for Action" (PERMANENT), "Identification" (Employee), and "National Identifier" (298697). The "Effective Dates" section shows "From" as 01-JUN-2019.

Steps	Actions
12	Click on Medical, Select the Blood Type
13	Click Ok

People: 01-JUN-2019

Name
 Last: TECHM
 First: PSPCL
 Title:
 Prefix:
 Suffix:
 Middle:

Gender: Male
 Action: Create Emplo...
 Person Type for Action: PERMANENT

Person Types:
 Identification: Employee 298697
 National Identifier:

Personal Office Details Applicant Further Name Medical Other Further Personal Info Further Benefits

PAN: *****
 PAN Reference Number:
 Residential Status: Resident and ordinarily resident in India
 Other Document if no PAN:
 Aadhaar Number: *****

PAN Applied For:
 Ex-Serviceman: No

Effective Dates
 From: 01-JUN-2019 To:
 Latest Start Date: 01-JUN-2019

Address Picture Assignment Special Info Others...

Steps	Actions
14	Click the Further Personal Info, Fill the PAN And Aadhaar Number
15	Save the Form

People: 01-JUN-2019

Name
 Last: TECHM
 First: PSPCL
 Title:
 Prefix:
 Suffix:
 Middle:

Gender: Male
 Action:
 Person Type for Action:
 Person Types: PERMANENT

Identification: Employee 298697
 National Identifier:

Personal Office Details Applicant Further Name Medical Other Further Personal Info Further Benefits

PAN: *****
 PAN Reference Number:
 Residential Status: Resident and ordinarily resident in India
 Other Document if no PAN:
 Aadhaar Number: *****

PAN Applied For:
 Ex-Serviceman: No

Effective Dates
 From: 01-JUN-2019 To:
 Latest Start Date: 01-JUN-2019

Address Picture Assignment Special Info Others...

FRM-40400: Transaction complete: 1 records applied and saved.

Steps	Actions
16	Click on Assignment

The screenshot displays a software window titled "People: 01-JUN-2019" with a sub-window "Assignment: 01-JUN-2019(PSPCL TECHM)". The main form contains the following fields:

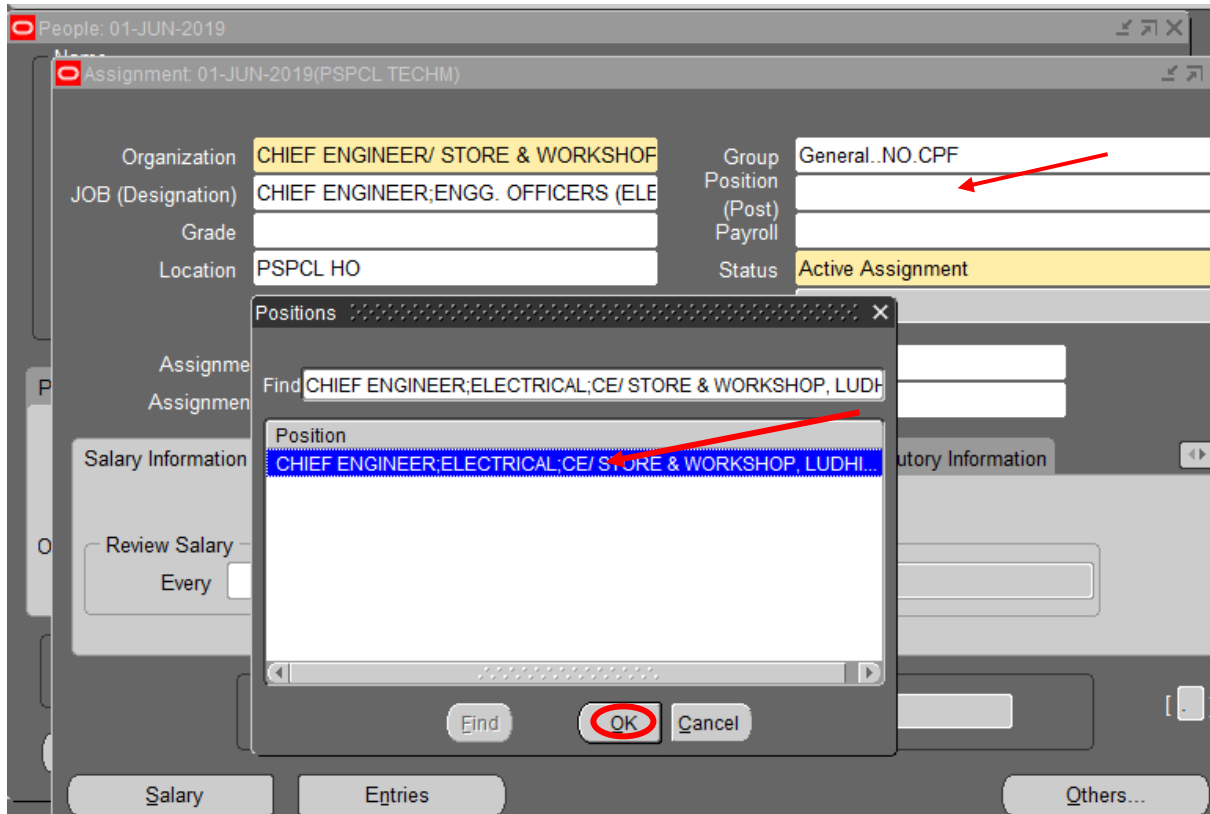
- Organization: CHIEF ENGINEER/ STORE & WORKSHOP
- JOB (Designation): CHIEF ENGINEER;ENGG. OFFICERS (ELE
- Grade: [Empty]
- Location: PSPCL HO
- Group: [Empty] (indicated by a red arrow)
- Position (Post): [Empty]
- Payroll: [Empty]
- Status: Active Assignment
- Vacancy: [Empty]
- Assignment Number: 298697
- Collective Agreement: [Empty]
- Assignment Category: [Empty]
- Employee Category: [Empty]

A "PSPCL People Group Flexfield" dialog box is open, showing the following details:

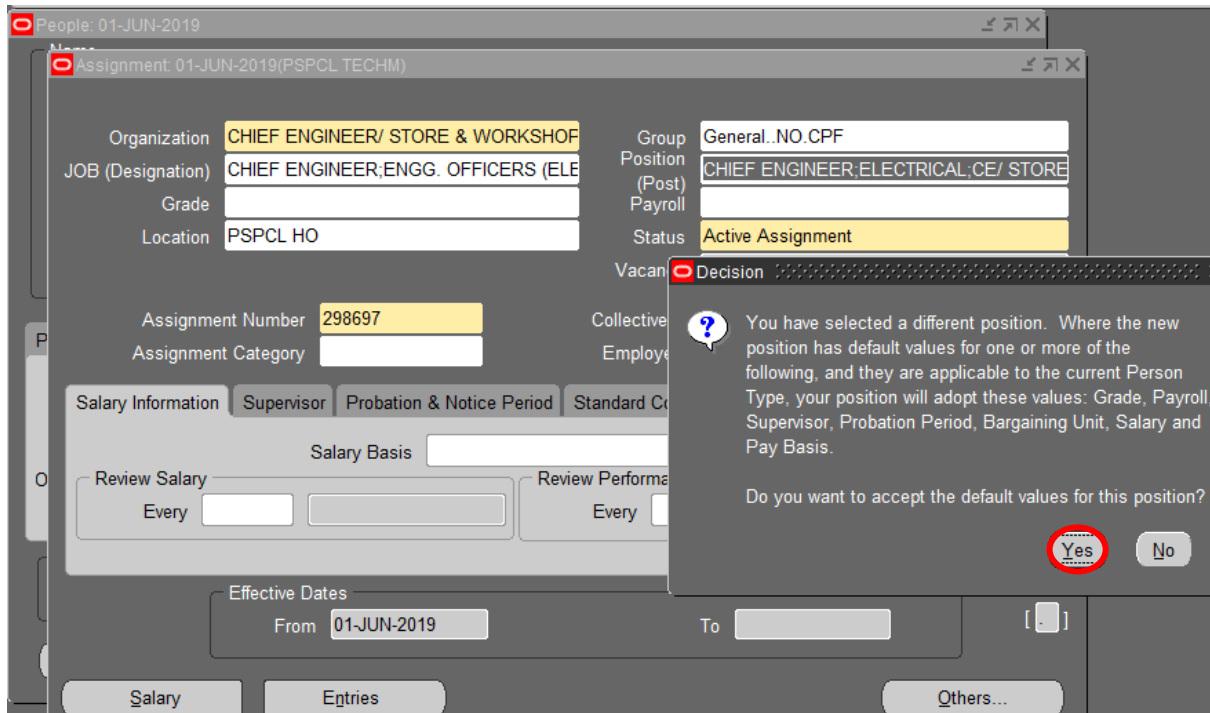
- PSPCL_SHIFT_DETAILS: General
- PSPCL Pension Type: [Empty]
- PSPCL Company Accomodation: NO
- PSPCL PF Type: CPF

Buttons at the bottom of the flexfield include "OK" (circled in red), "Cancel", "Clear", and "Help". At the bottom of the main window, there are buttons for "Salary", "Entries", and "Others..."

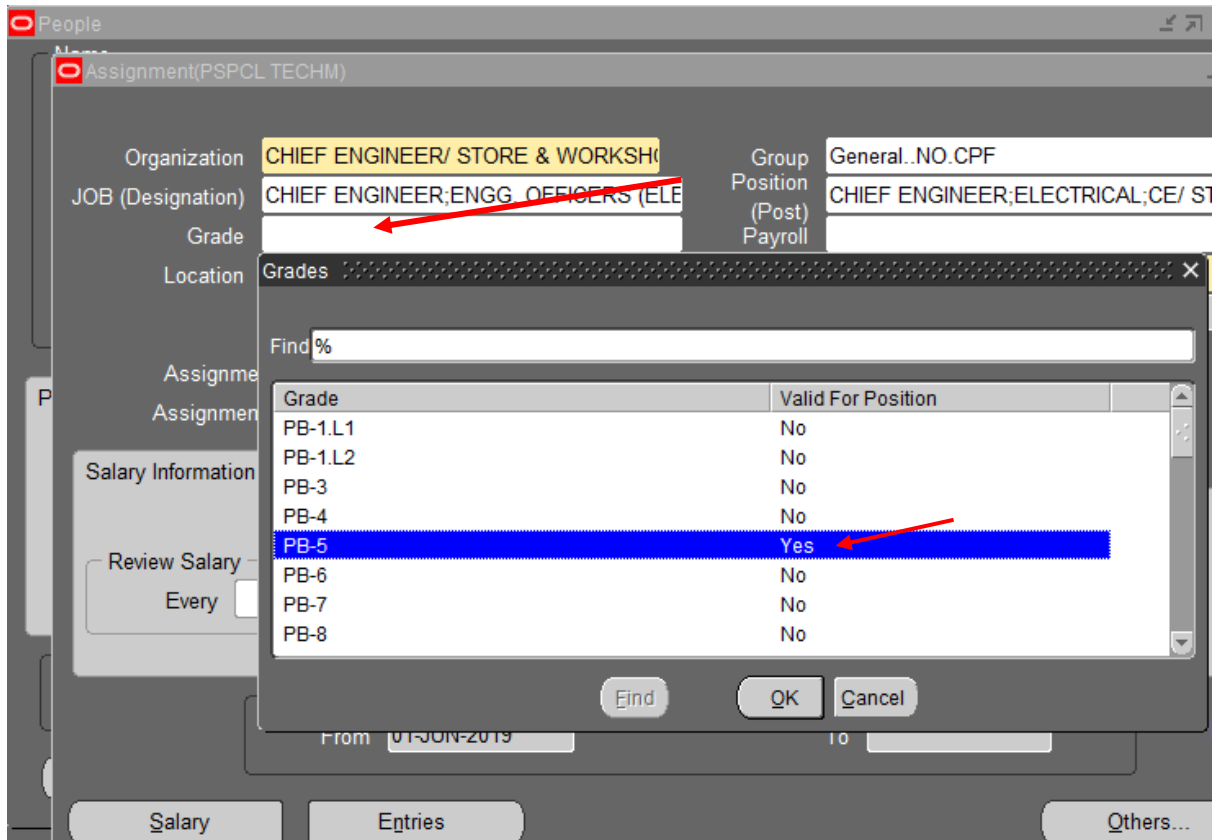
Steps	Actions
17	Fill the ORG, JOB, Group
18	Click on Ok



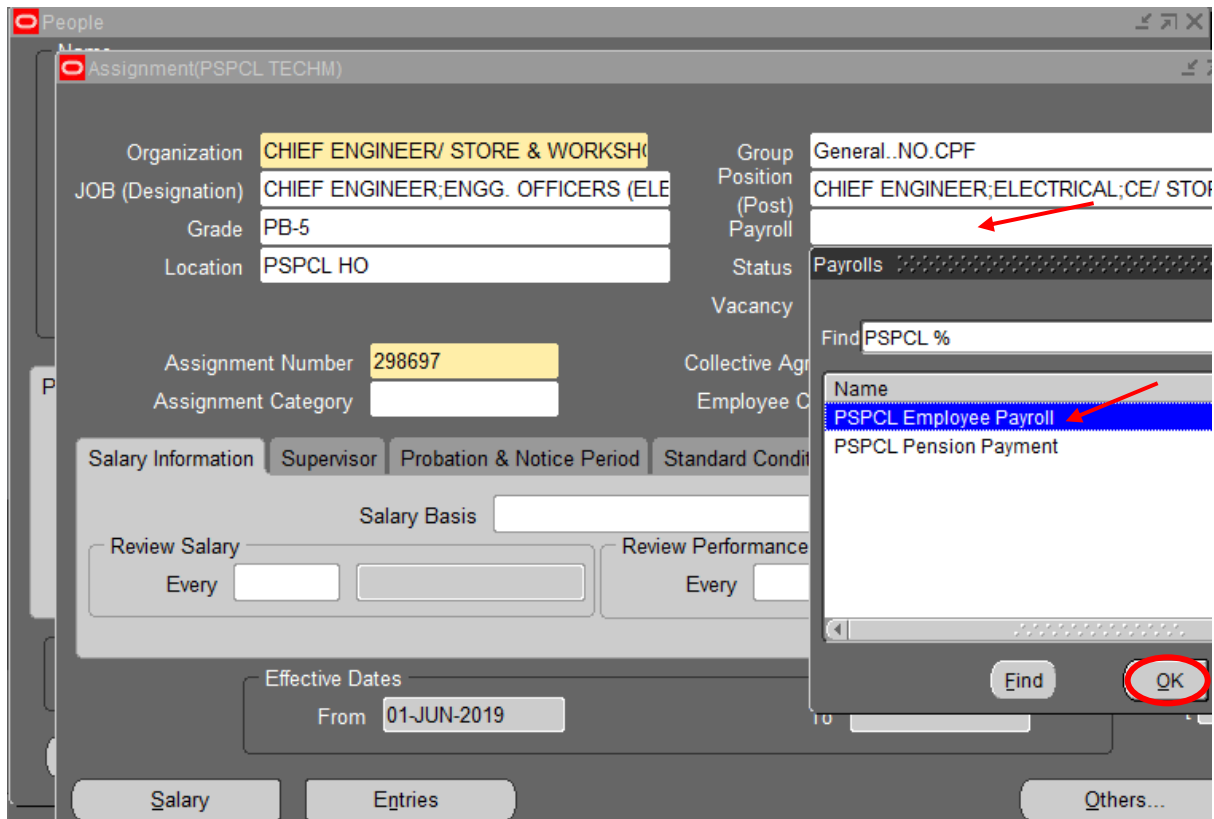
Steps	Actions
19	Fill the Positions
20	Click on Ok



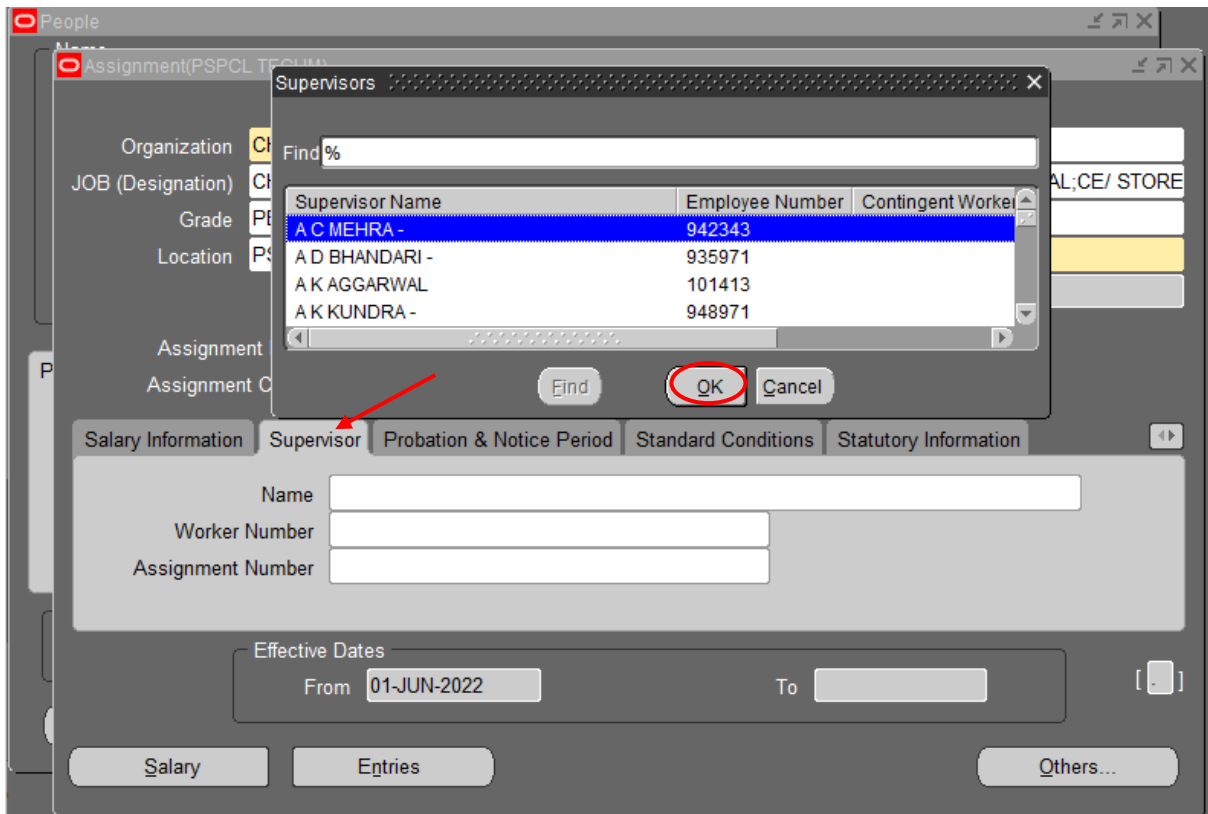
Steps	Actions
21	Click on Yes



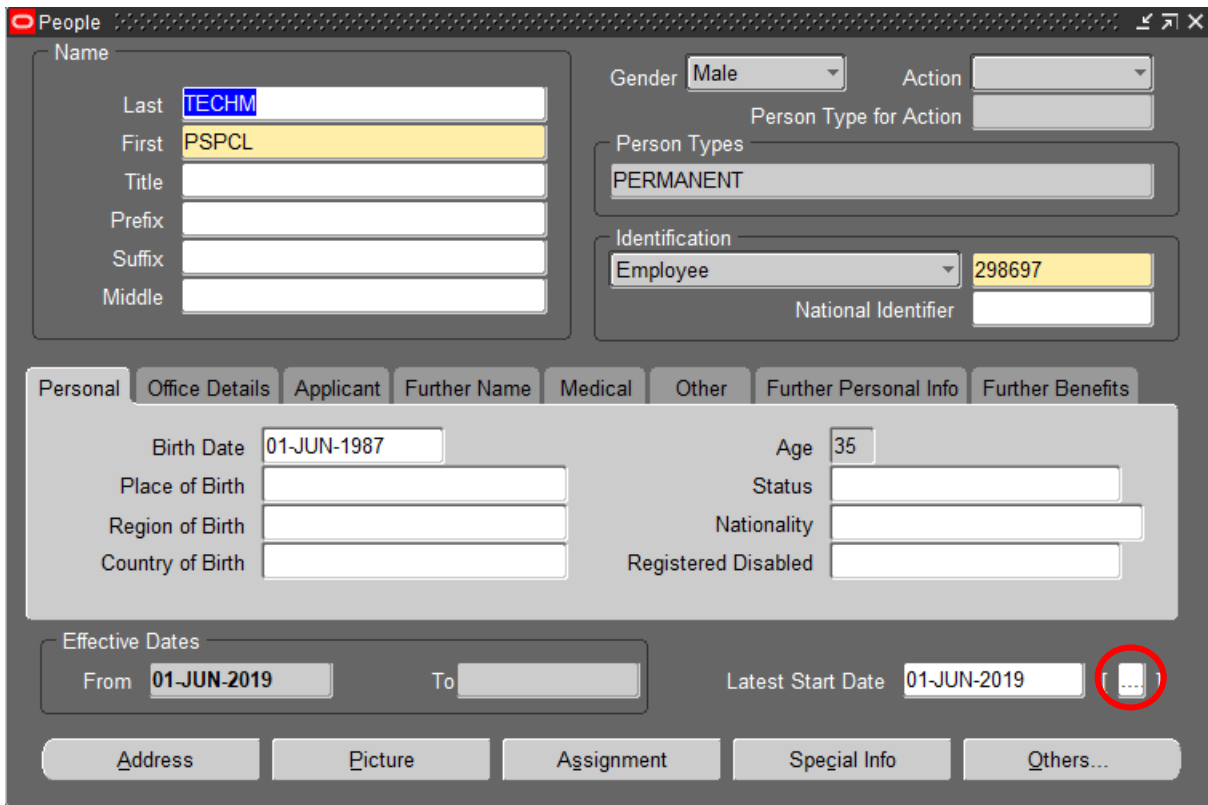
Steps	Actions
22	Fill the Grade



Steps	Actions
23	Click on Payroll, Fill it
24	Click on Ok



Steps	Actions
25	Click on Supervisor, Fill the Supervisor Name



People

Name

Last

First

Title

Prefix

Suffix

Middle

Gender Action

Person Type for Action

Person Types

Additional Personal Details

ID Mark1

ID Mark1

Medical Entitlement

Concession AC Number

Matric Level Punjabi pass?

Extension beyond 50/55?

Taken part in strike?

If Yes Strike Details

Physical Category

Gazetted?

DDO ID

Context Value

OK

Personal Office Details Applicant Further

Birth Date

Place of Birth

Region of Birth

Country of Birth

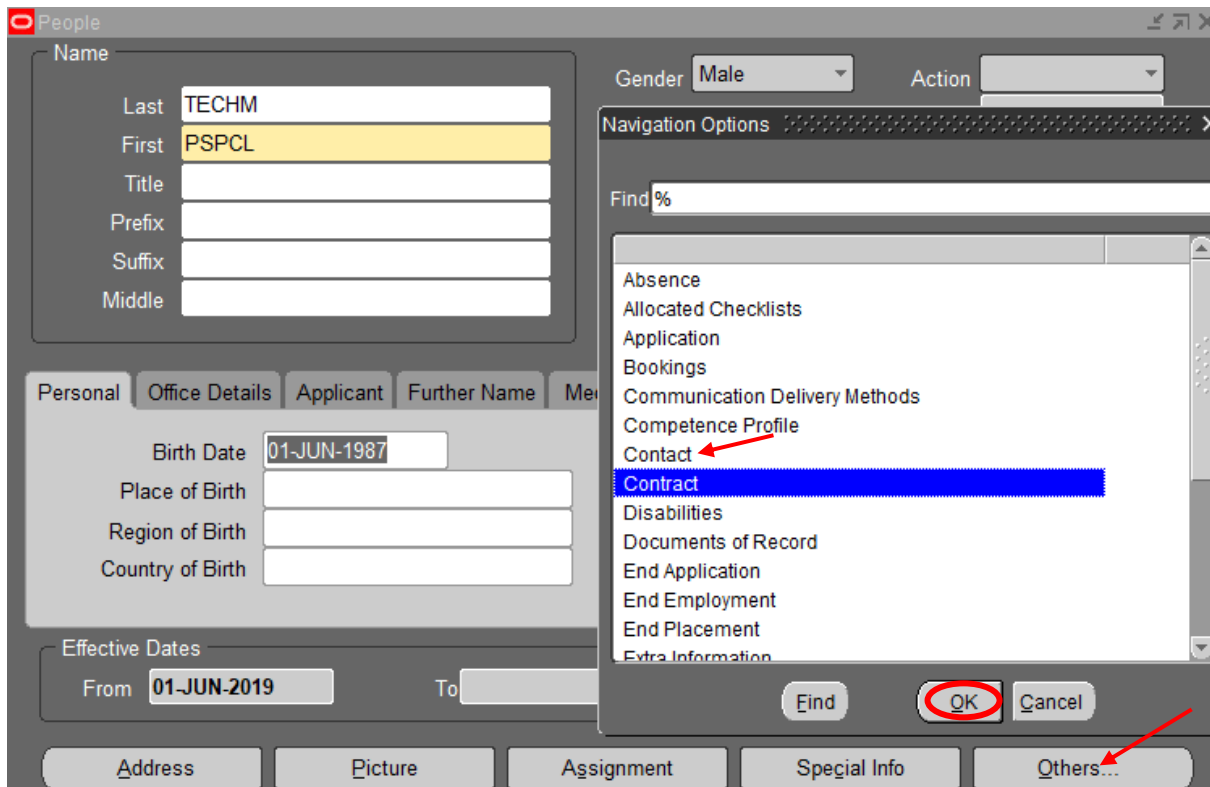
Effective Dates

From To

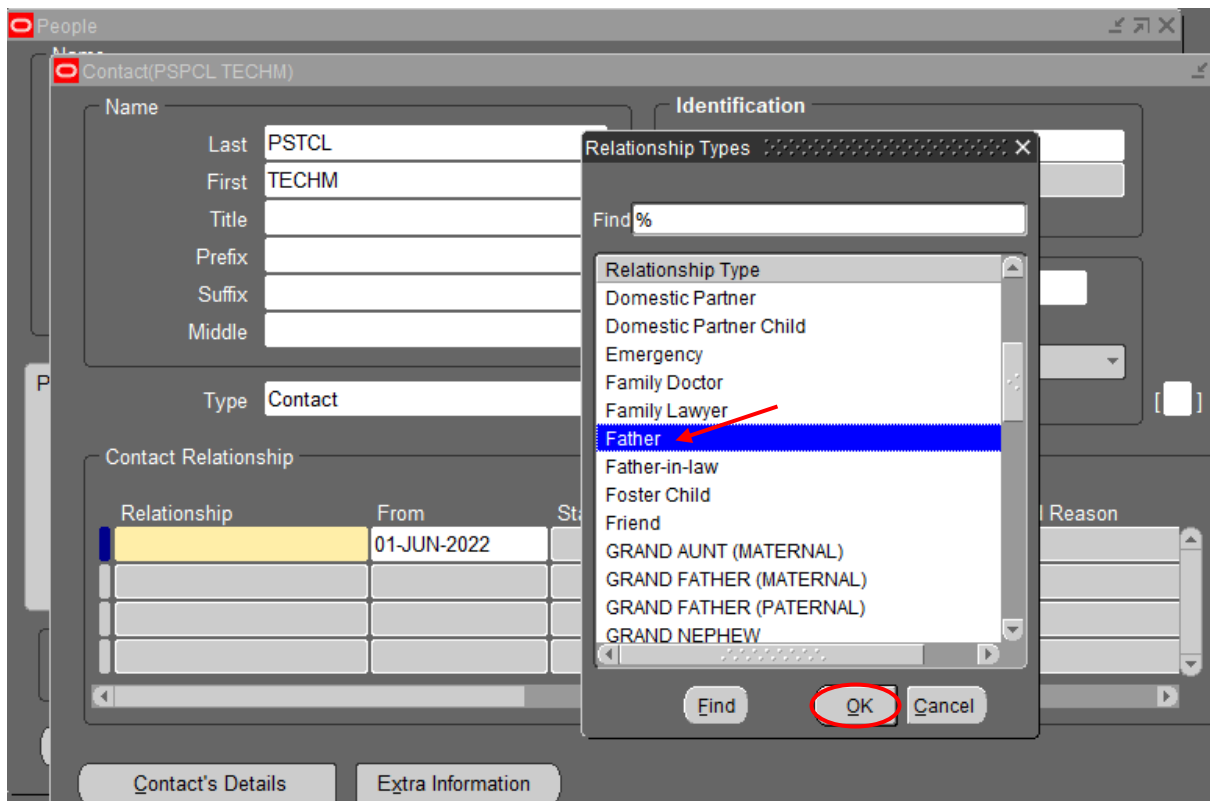
Address

Picture

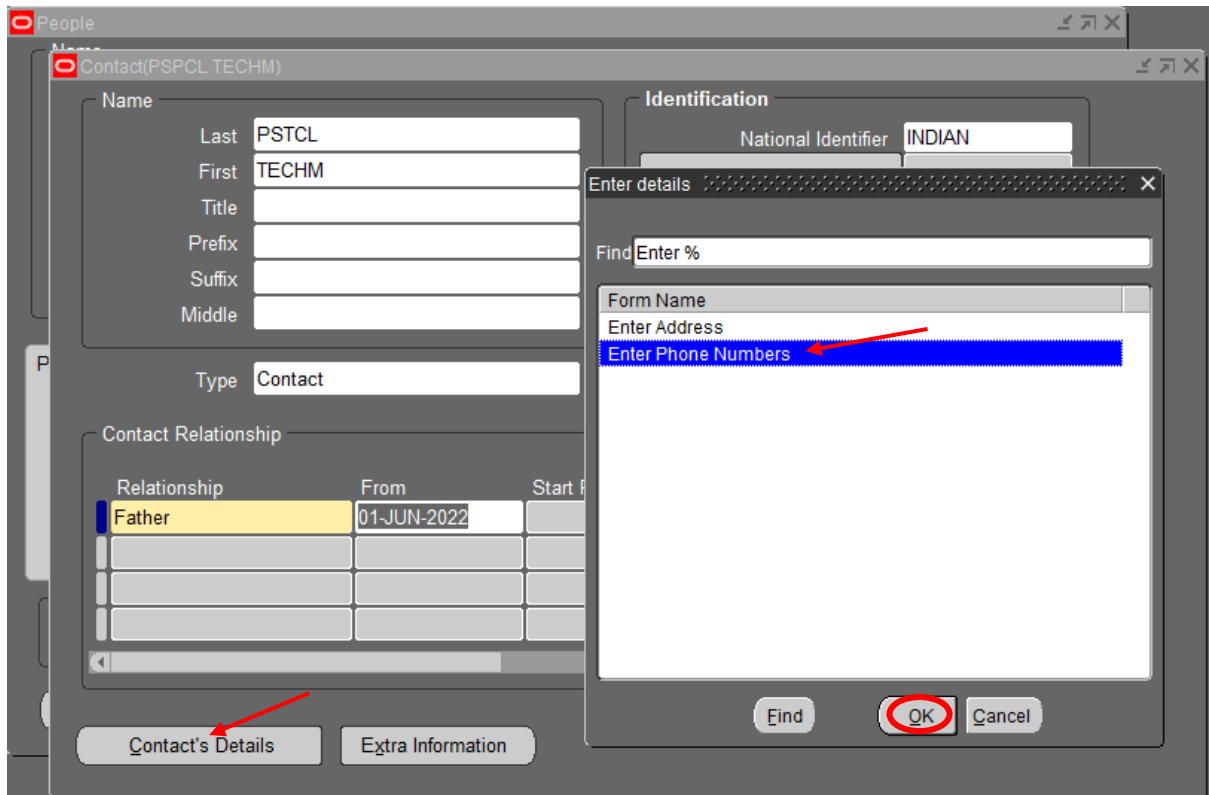
Steps	Actions
26	Fill the DDO ID
27	Click on Ok



Steps	Actions
28	Click on Others
29	Select the Navigation Options



Steps	Actions
30	Select the Relationship Type
31	Click on Ok



Steps	Actions
32	Click on Contact details

People

Address(PSPCL TECHM)

Style: India

Address: [Yellow Highlighted Field]

Details

Type: [Field] Primary

Date From: 01-JUN-2022 Date To: [Field]

Birth Date: 01-JUN-1987 Age: 35

Place of Birth: [Field] Status: [Field]

Region of Birth: [Field] Nationality: [Field]

Country of Birth: [Field] Registered Disabled: [Field]

Effective Dates

From: 01-JUN-2019 To: [Field] Latest Start Date: 01-JUN-2019 [Field]

Address Picture Assignment Special Info Others...

Steps	Actions
33	Click on Address, fill the address

People

Address(PSPCL TECHM)

Style: India

Address: [Yellow Highlighted Field]

Details

Type: [Field] Date From: 01-JUN-2022

Birth Date: 01-JUN-1987

Place of Birth: [Field]

Region of Birth: [Field]

Country of Birth: [Field]

Effective Dates

From: 01-JUN-2019 To: [Field]

Personal Address Information

Address Style: India

Flat/Door/Block Number: PSPCL

Building Name/Village: [Field]

Road/Street/Lane/Post Office: [Field]

Area/Locality/Taluk/Sub Division: [Field]

Town/City/District: PATIALA

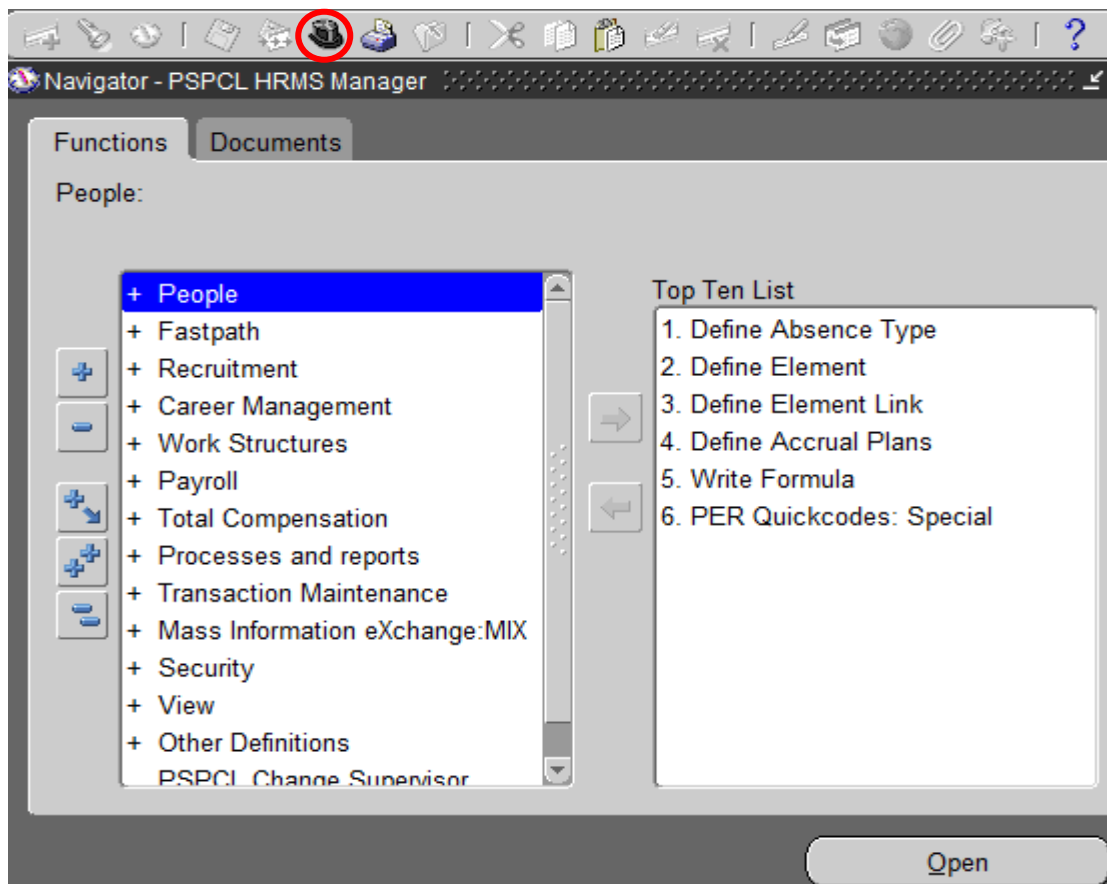
State/UT: Punjab

PIN Code: 147001

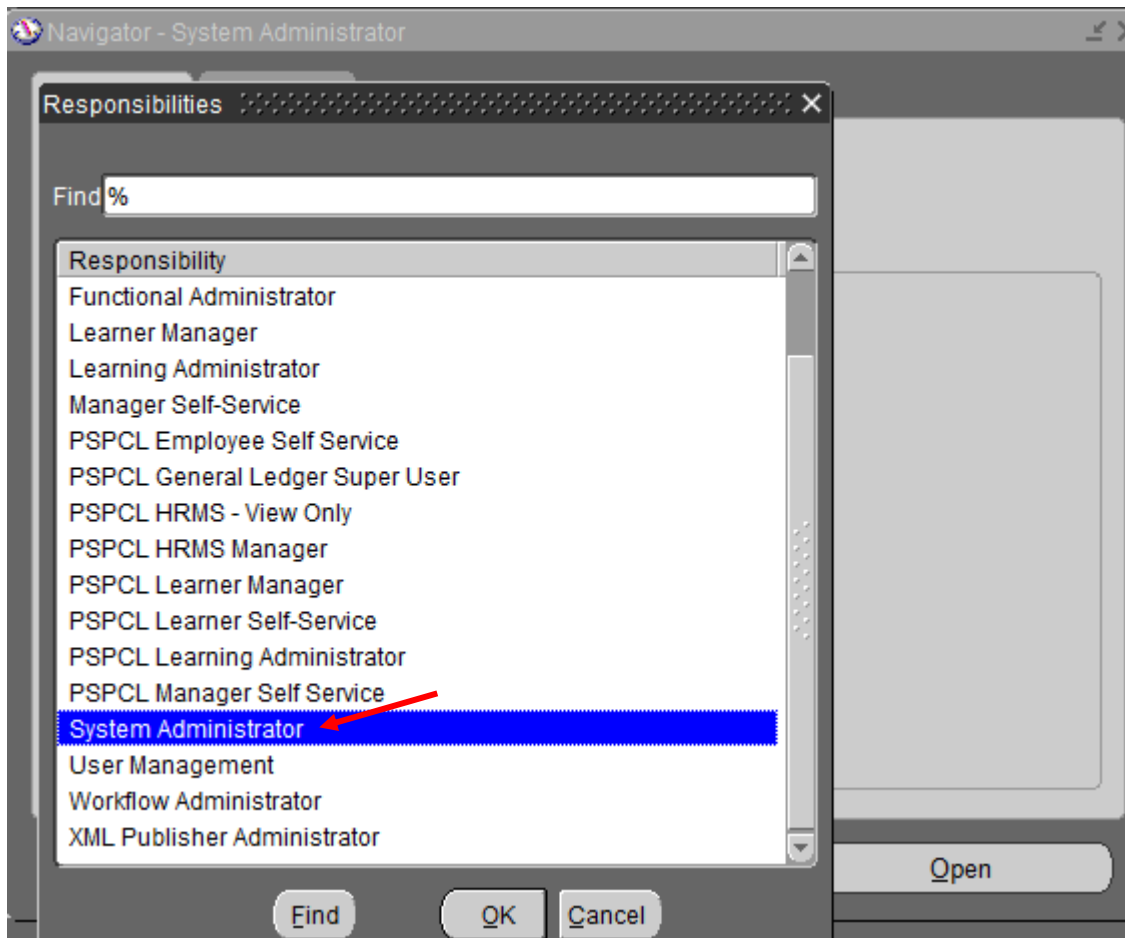
Country: India

OK Cancel

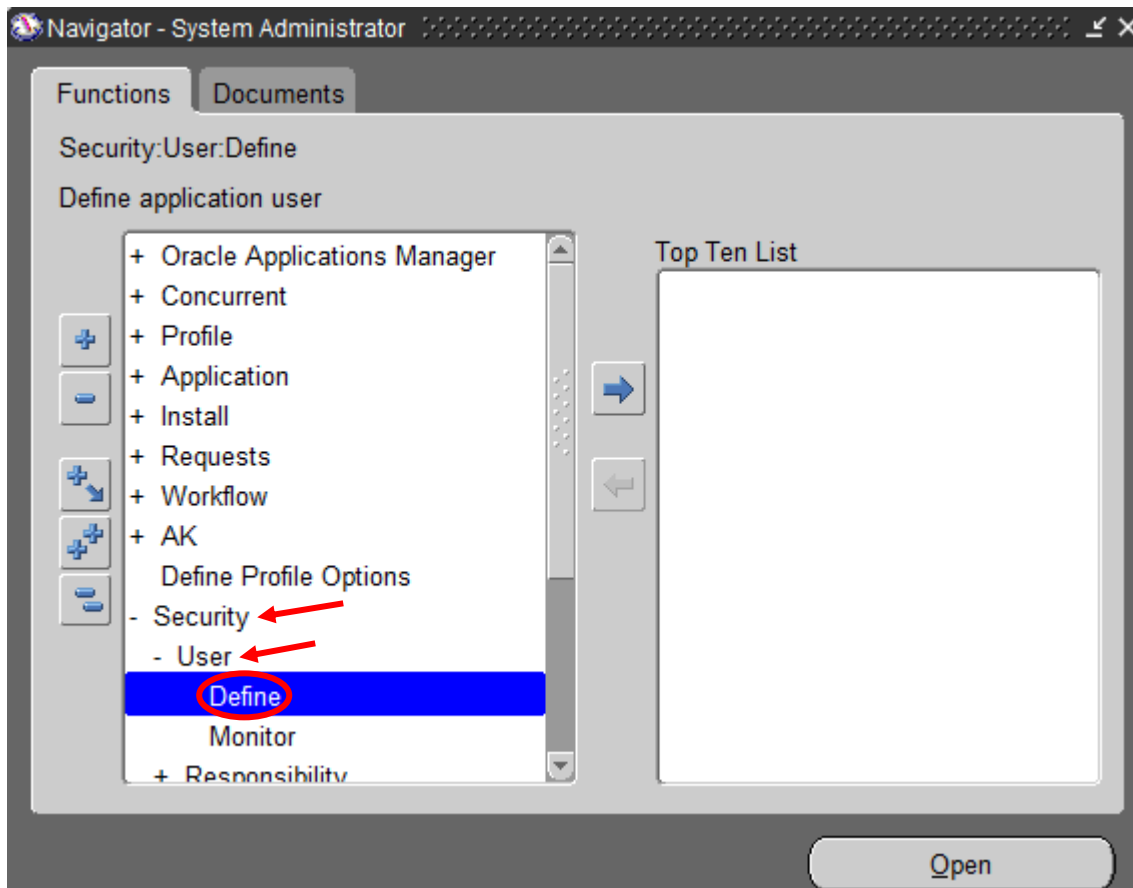
Steps	Actions
34	Click on Ok



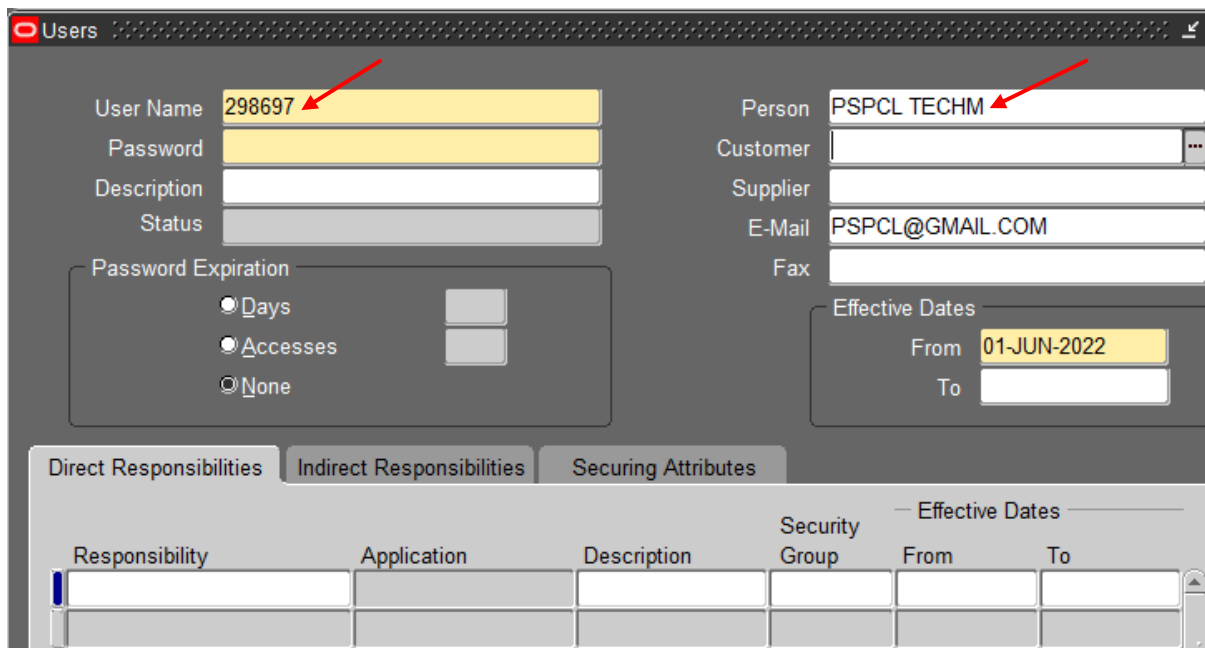
Steps	Actions
35	Create the Users
36	Switch the Responsibility



Steps	Actions
37	Click the System Administrator



Steps	Actions
38	Click on Security, User, Define



Steps	Actions
39	Enter the User Name and Person
40	Enter the Password

Users

User Name: 298697
 Password:
 Description:
 Status:

Person: PSPCL TECHM
 Customer:
 Supplier:
 E-Mail: PSPCL@GMAIL.COM
 Fax:

Password Expiration:
 Days
 Accesses
 None

Effective Dates:
 From: 01-JUN-2022
 To:

Direct Responsibilities | Indirect Responsibilities | Securing Attributes

Responsibility	Application	Description	Security Group	Effective Dates
Application Developer	Application Object Lib		Standard	From: 01-JUN-2022 To: <input type="text"/>
PSPCL HRMS Manager	Human Resources		Standard	From: 01-JUN-2022 To: <input type="text"/>

Users

User Name: 298697
 Password:
 Description:
 Status: Active

Person:
 Customer:
 Supplier:
 E-Mail: PSPCL@GMAIL.COM

Person Names

Find: PSPCL TECHM%

Name	Email Address	Employee?	Employee Number	Contingent Worker Num
PSPCL TECHM	PSPCL@GMAIL.COM	*	298697	

Find OK Cancel

Steps	Actions
41	Select the Responsibility as per user

Users

User Name: 298697
 Password:
 Description:
 Status: **Active**

Person: PSPCL TECHM
 Customer:
 Supplier:
 E-Mail: PSPCL@GMAIL.COM
 Fax:

Password Expiration:
 Days
 Accesses
 None

Effective Dates:
 From: 01-JUN-2022
 To:

Direct Responsibilities | Indirect Responsibilities | Securing Attributes

Responsibility	Application	Description	Security Group	Effective Dates
Application Developer	Application Object Lib		Standard	From: 01-JUN-2022 To: <input type="text"/>
PSPCL HRMS Manager	Human Resources		Standard	From: 01-JUN-2022 To: <input type="text"/>

Steps	Actions
42	Status Active

ORACLE

User Name: 298697
 Password:

Log In Cancel

[Login Assistance](#)
[Register Here](#)

Accessibility: None
 Language: English

Change Password

* Current Password: ←

* New Password:

* Re-enter New Password:

Password must be at least 5 characters long.

Submit Cancel

* Indicates required field

Change Password

* Current Password

* New Password

* Re-enter New Password

Password must be at least 5 characters long.

* Indicates required field

Customized
Contract Documents
E-Business Suite
Applications

Enterprise Search Contract Documents Go Search Results Display Preference Standard

Warning
You are running this application with an obsolete look and feel (appearance setting) and/or an unsupported browser version. As a result, application pages may not work correctly. Please contact your system administrator for assistance.

Home

Navigator
Personalize
Application Developer
PSPCL HRMS Manager

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