OUM

DO.070USERGUIDE

PSPCL ERP Implementation Project Employee Creation -HR
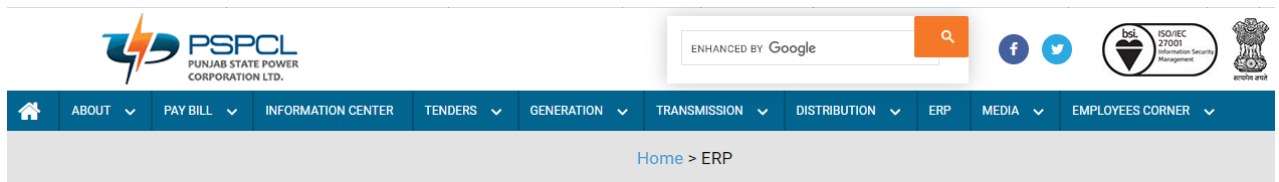
Author:	Yameen Ansari
CreationDate:	
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Approvals:

<Approver 1> _____

<Approver 2> _____
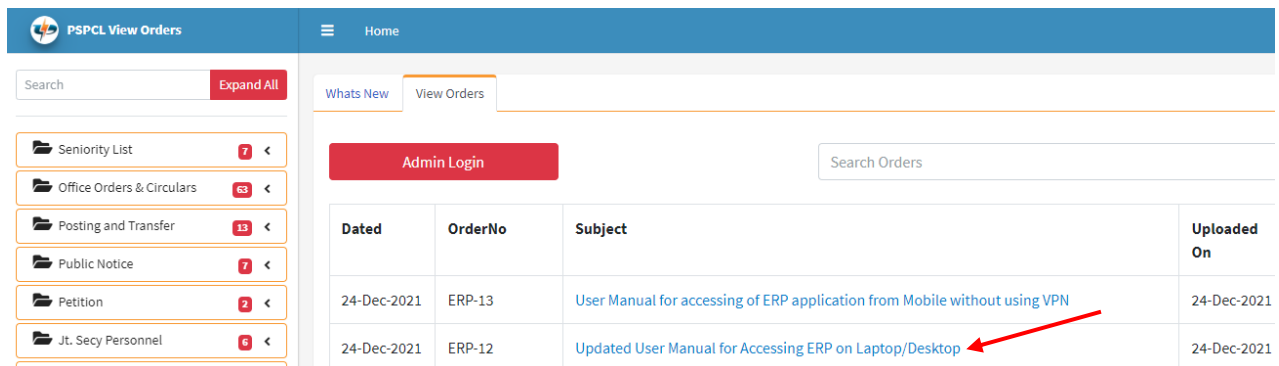
ORACLE

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

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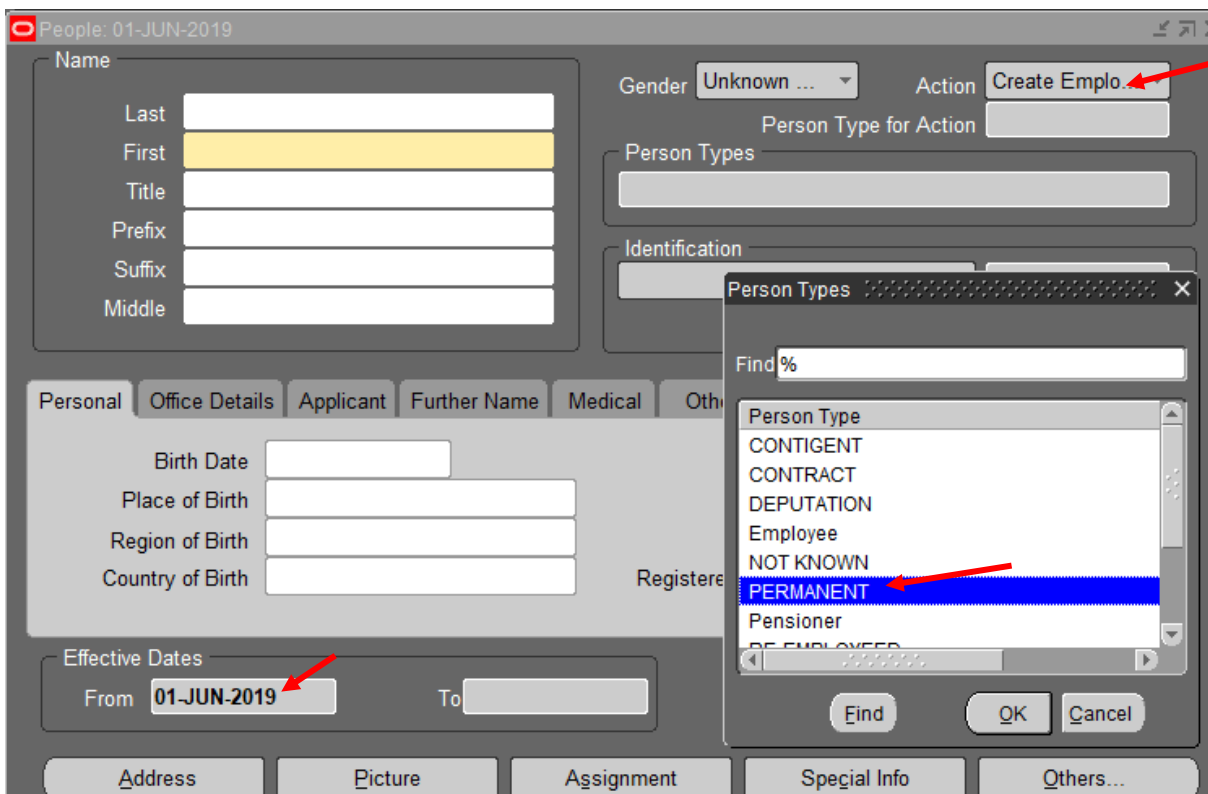
Steps	Actions
5	Effective Dates Change
6	Enter the information in the fields as required.
7	Click on Action, Select the Person Types
8	Click Ok

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

Steps	Actions
11	Click on Office Details

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

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

Steps	Actions
16	Click on Assignment

Steps	Actions
17	Fill the ORG, JOB, Group
18	Click on Ok
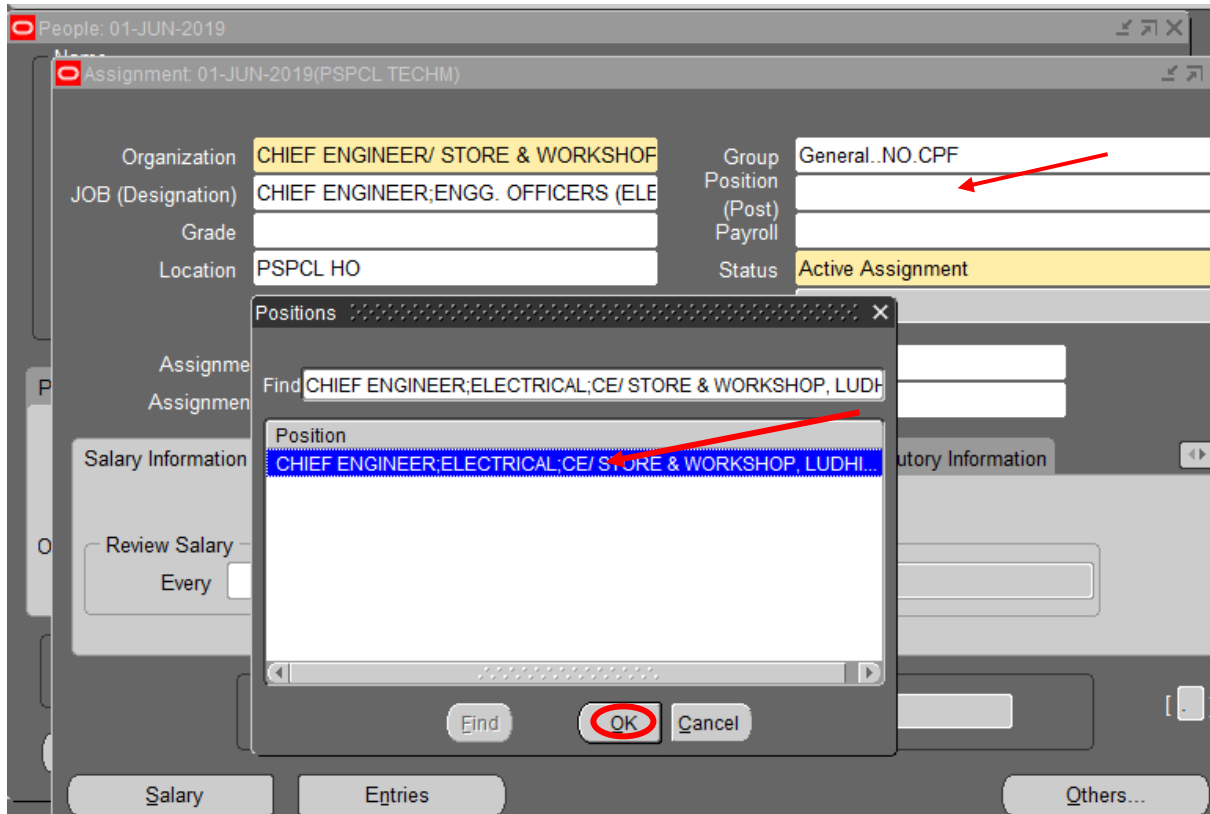
Steps	Actions
19	Fill the Positions
20	Click on Ok
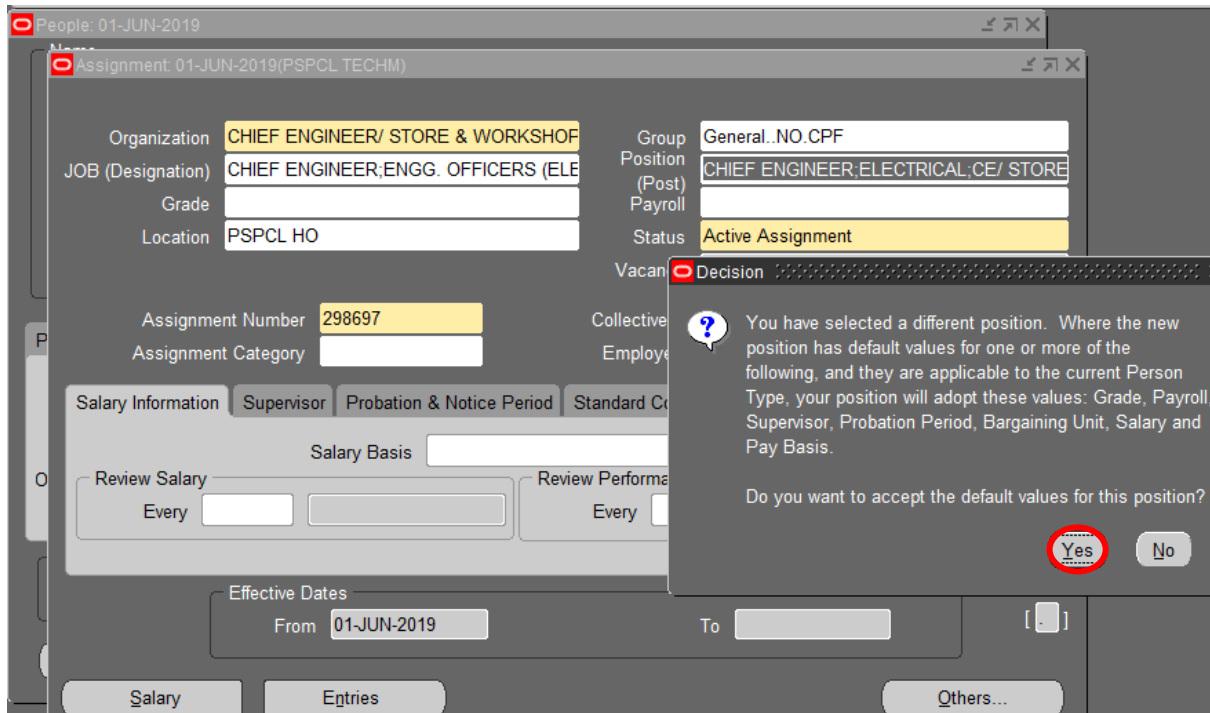
Steps	Actions
21	Click on Yes
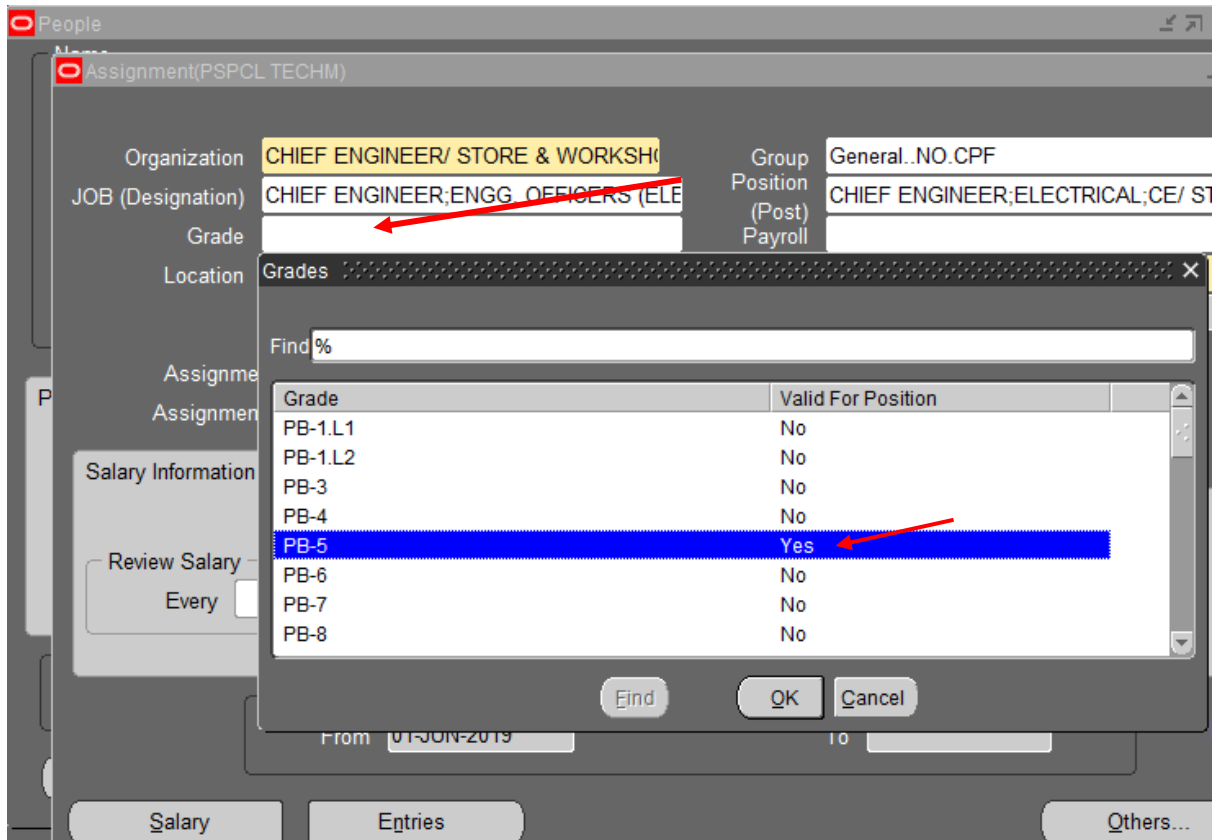
Steps	Actions
22	Fill the Grade
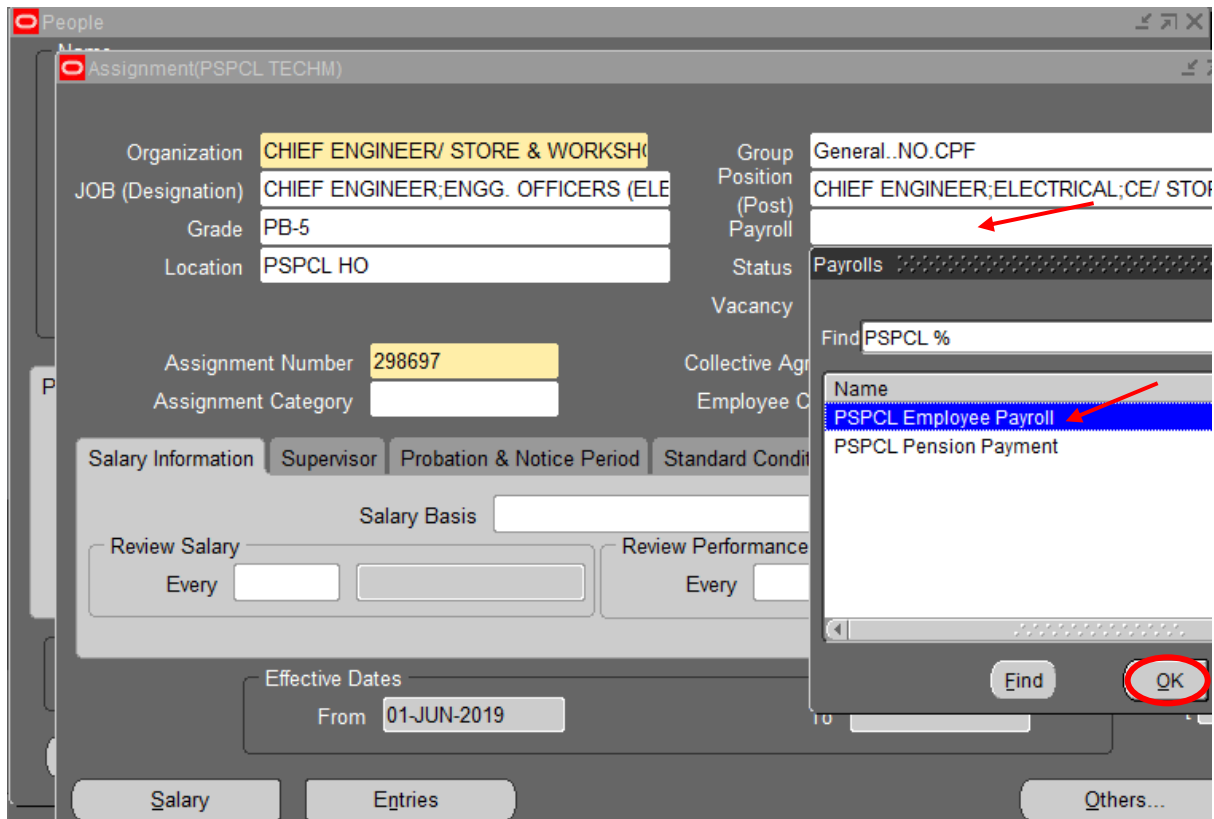
Steps	Actions
23	Click on Payroll, Fill it
24	Click on Ok
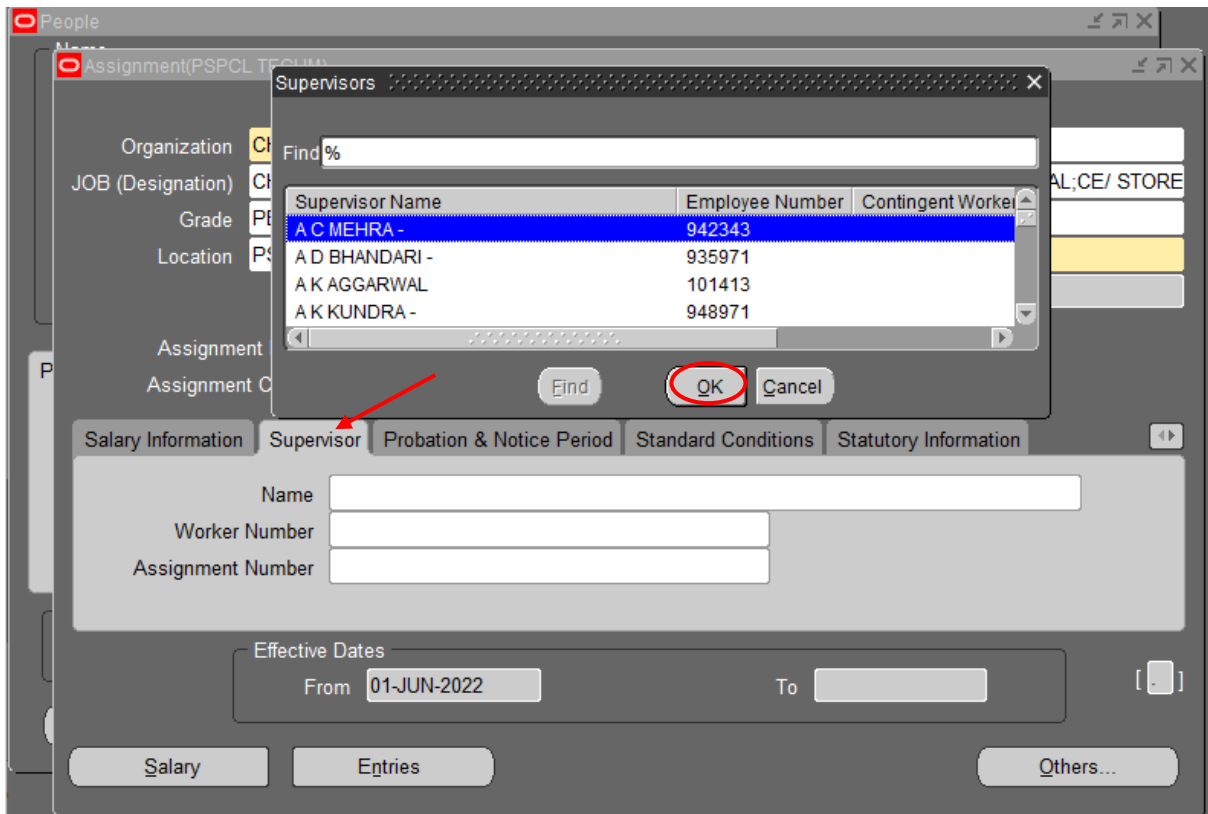
Steps	Actions
25	Click on Supervisor, Fill the Supervisor Name
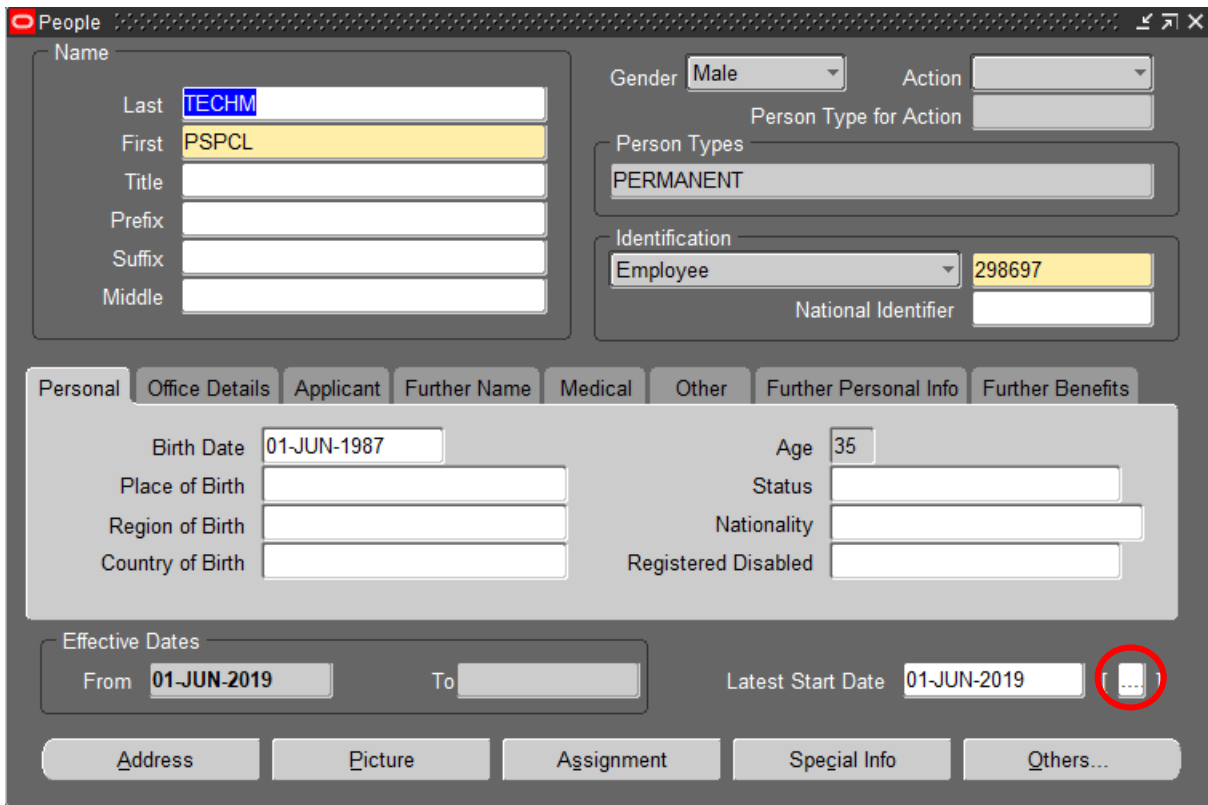
Steps	Actions
26	Fill the DDO ID
27	Click on Ok
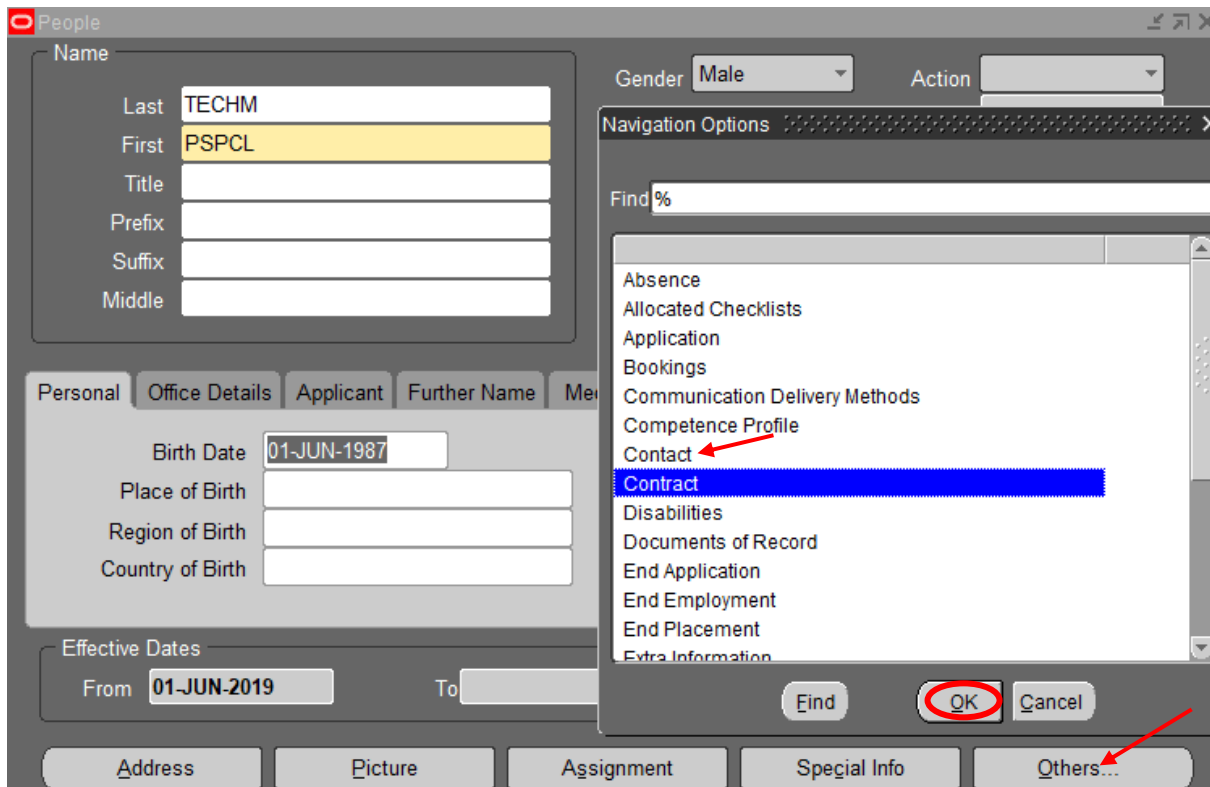
Steps	Actions
28	Click on Others
29	Select the Navigation Options
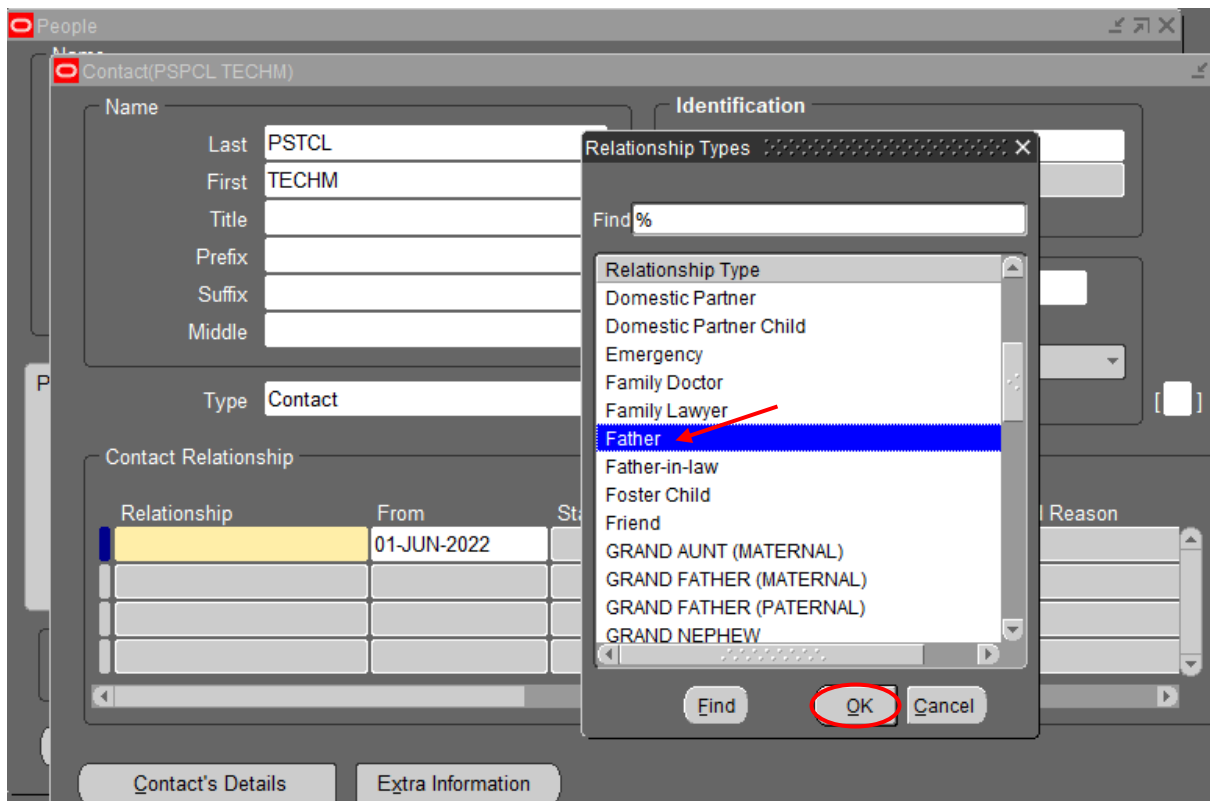
Steps	Actions
30	Select the Relationship Type
31	Click on Ok
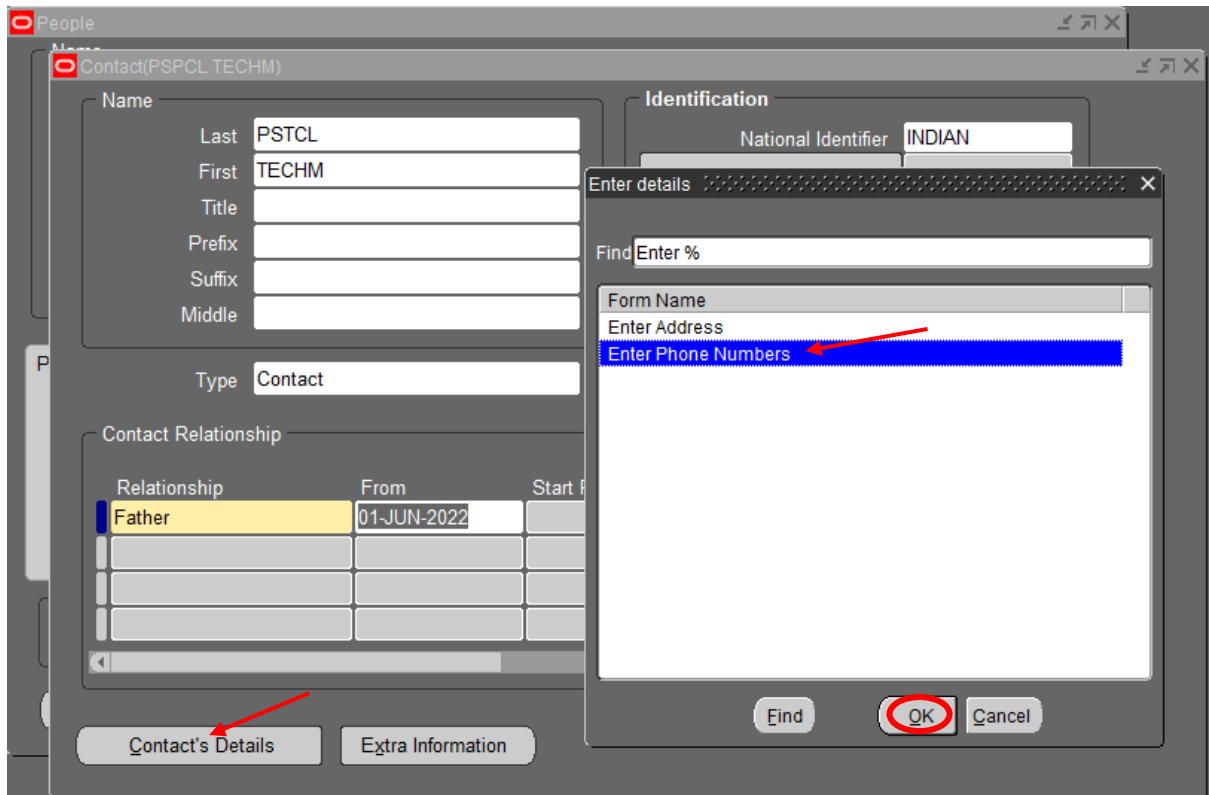
Steps	Actions
32	Click on Contact details

Steps	Actions
33	Click on Address, fill the address

Steps	Actions
34	Click on Ok
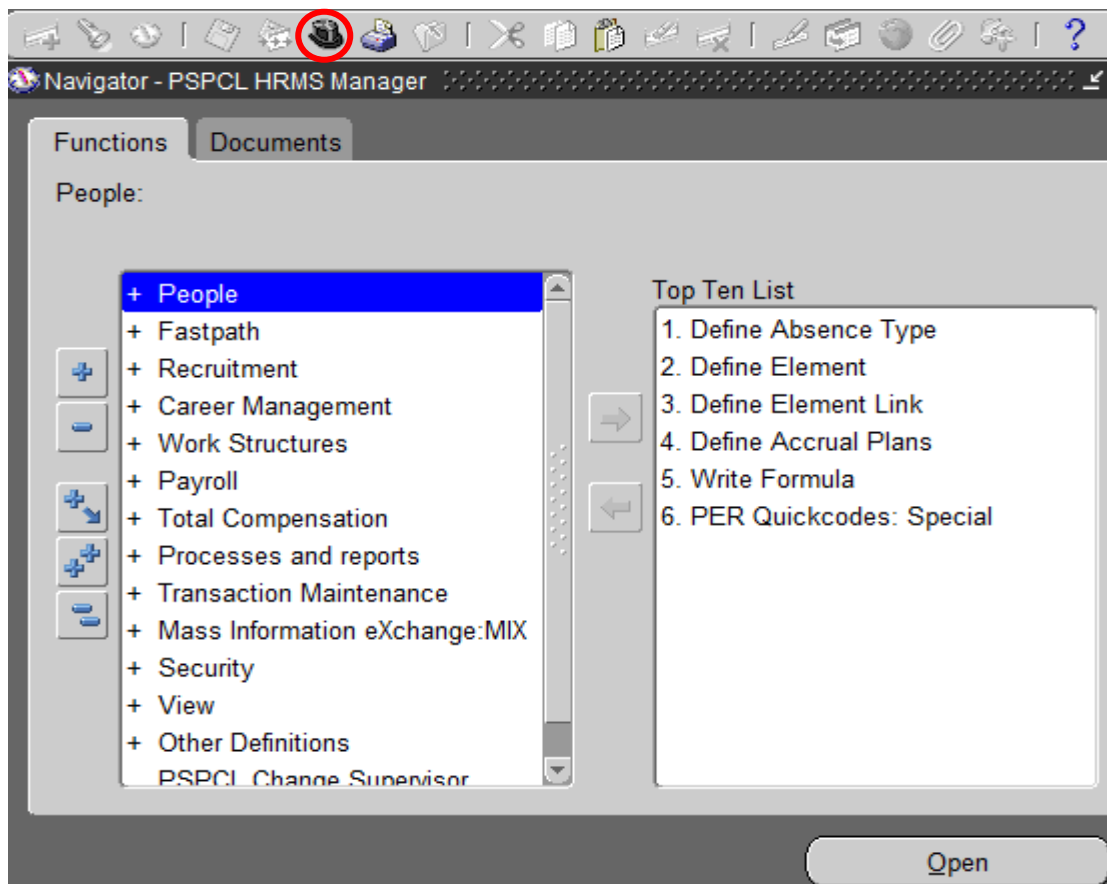
Steps	Actions
35	Create the Users
36	Switch the Responsibility
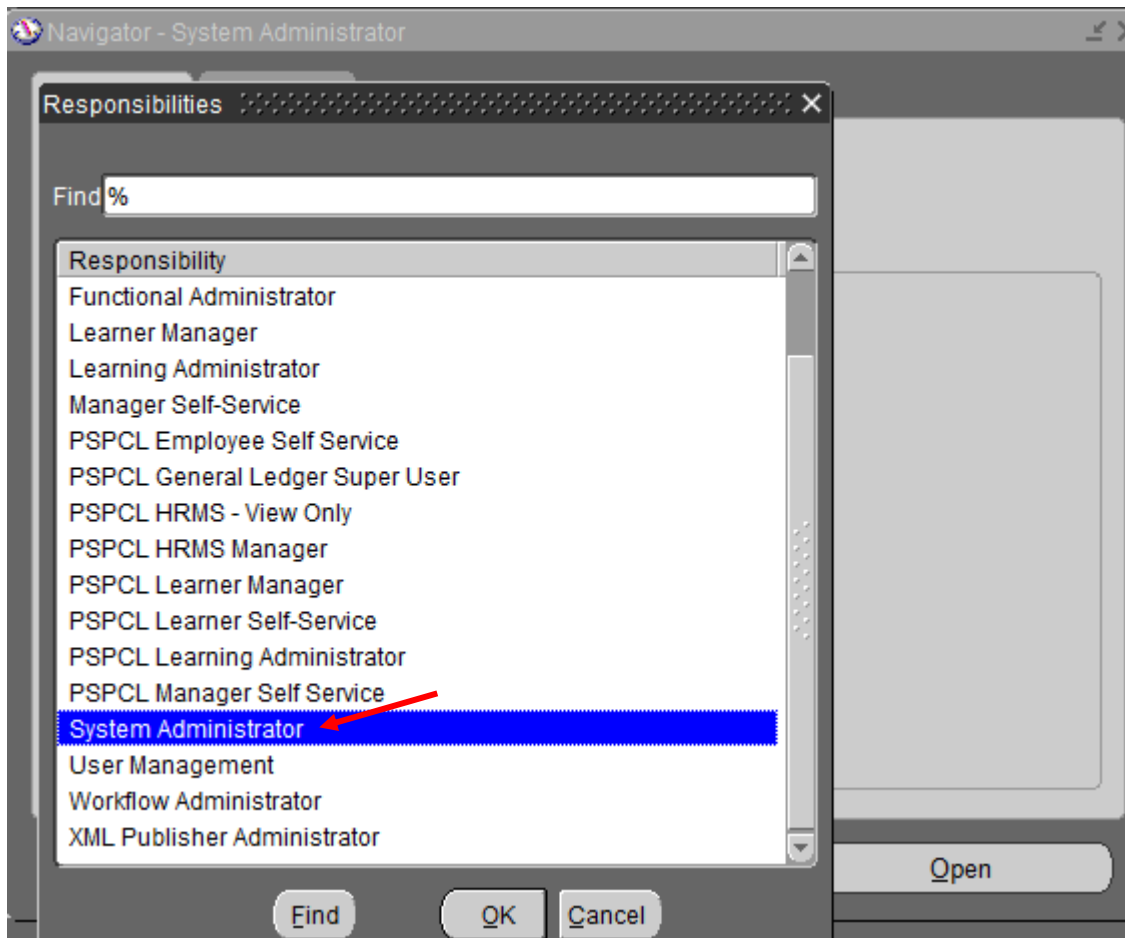
Steps	Actions
37	Click the System Administrator
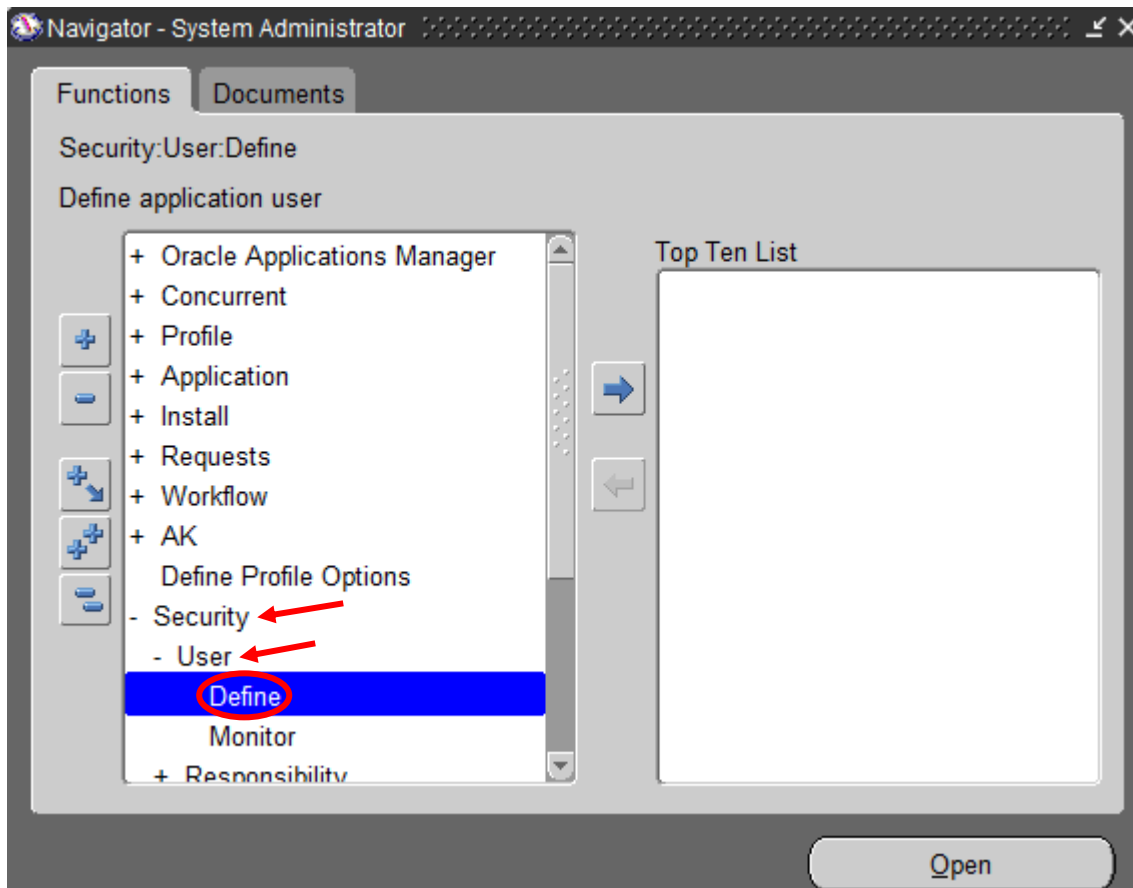
Steps	Actions
38	Click on Security, User, Define
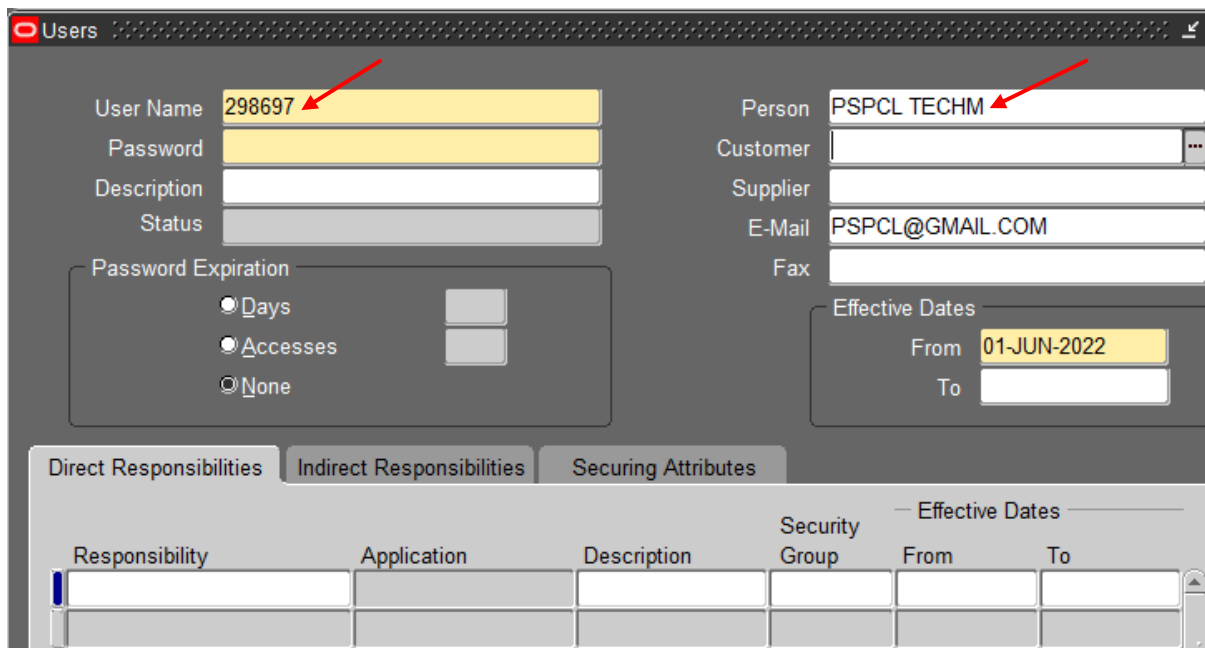
Steps	Actions
39	Enter the User Name and Person
40	Enter the Password

Steps	Actions
41	Select the Responsibility as per user

Steps	Actions
42	Status Active

Change Password

　　　　　　　　　　　　　　　* Current Password　[•••••]

　　　　　　　　　　　　　　　* New Password　[••••••]

　　　　　　　　　　　　　* Re-enter New Password　[•••••••]
　　　　　　　　　　　　　　　　　　　　Password must be at least 5 characters long.

　　　　　　　　　　　　　　　　　[Submit]　[Cancel]

*　Indicates required field

E-Business Suite　　　　　　　　　　★　⚙　🔔 0　| Logged In As 298697　❓　⏻

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]