

OUM

DO.070USERGUIDE

PSPCL ERP Implementation

Leave Absence -HR

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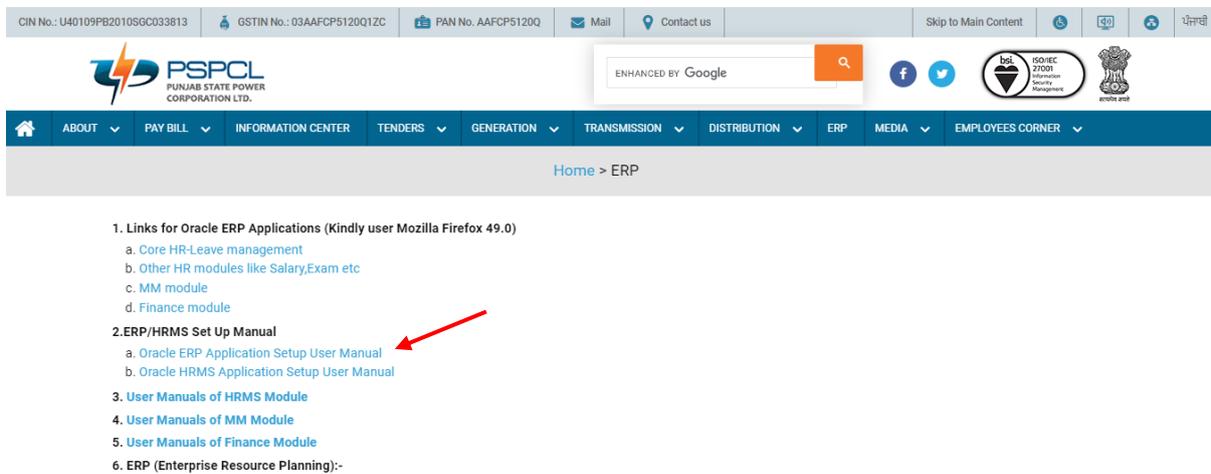
Approvals:

<Approver 1>

<Approver 2>



- **User Manual for installation of ERP**

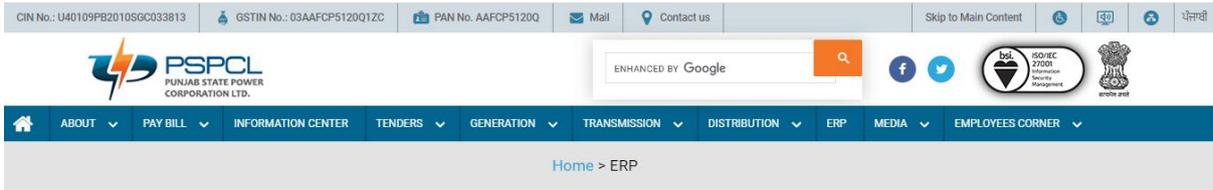


Downloading of Required Software:

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

https://drive.google.com/drive/folders/1DFJF3n16j-fUhf4wXatW2ZvIhmlHDZ_N

Steps	Actions
1	Click on ERP
2	ERP Set Up Manual Click on Oracle ERP Application Setup user Manual
3	Click the above link to download the required software



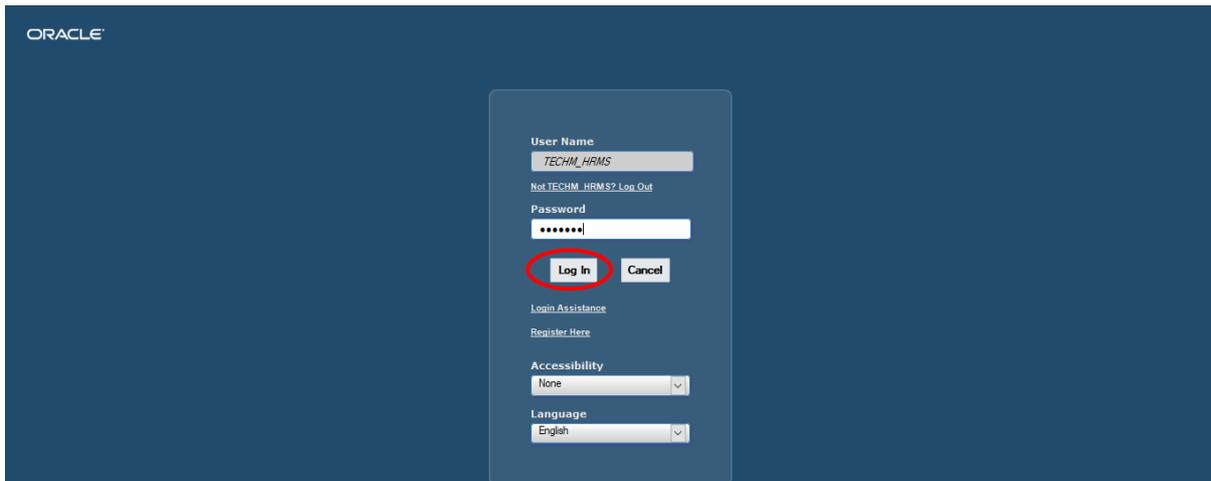
1. Links for Oracle ERP Applications (Kindly user Mozilla Firefox 49.0)
- a. [Core HR-Leave management](#)
 - b. Other HR modules like Salary,Exam etc
 - c. MM module
 - d. Finance module

Steps	Actions
4	Click on Core HR-Leave Management Please ensure this link open in Mozilla Firefox

Accessing of Oracle ERP

Open Internet Explorer/Mozilla Firefox and enter the URL:

<https://erpappssit.pspcl.in>



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

Change Password

* Indicates required field

Arpitika Winda

Steps	Actions
7	Current Password is your default password Create a new password
8	Click on Submit Button

Home

Navigator

Personalize

- ▲ PSPCL Employee Self Service
- My Transaction Monitor
- Professional Details
- My Actions
- Additional Information
- Talent Profile
- Personal Actions
- My Benefits
- PSPCL Disciplinary Process
- Request For NOC
- Request for LTC
- Payslip
- ▶ PSPCL HRMS - View Only

Worklist

Full List (1)

From	Type	Subject	Sent	Due
SYSADMIN	HR	Leave of Absence for ARORA, ARPITA has been approved.	01-Jul-2022	

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

Table Diagnostics

Steps	Actions
9	Click on PSPCL Employee Self Service
10	Click on My Actions

Absence Management: Summary

Employee Name ARPITA ARORA Employee Number 108806
 Organization Email Address nomail@nomail.com Business Group Punjab State Power Corporation Ltd

Absence Management

Absence Summary Entitlement Balances

Hide Accrual Balances
 TIP The accrual balances are as of: 07-Jul-2022.
 TIP Enter the date for which you wish to view Leave accruals.
 Effective Date (22-Jun-2022) Go
 Balanced Casual Leave 20 Balanced Half Pay 20 PSPCL Earned Leave 19

Diagnostic Console

[Return to People in Hierarchy](#)

Steps	Actions
11	Click on Absence Management
12	Click on Entitlement Balances to check their leave balance.

Absence Management: Summary

Employee Name ARPITA ARORA Employee Number 108806
 Organization Email Address nomail@nomail.com Business Group Punjab State Power Corporation Ltd

Absence Management

Absence Summary Entitlement Balances

Search

Note that the search is case insensitive

Absence Type Absence Category
 Approval Status Absence Status
 Start Date (22-Jun-2022) End Date
 Go Clear

Create Absence

Start Date	End Date	Absence Type	Absence Category	Duration Days Hours	Approval Status	Absence Status	Supporting Documents	Details	Update	Confirm	Delete
04-Jul-2022	04-Jul-2022	Earned Leave	Vacation	1	Approved	Confirmed					

Table Diagnostics

Activate Windows
Go to Settings to activate

Steps	Actions
13	Click on Absence Summary
14	Click on Create Absence

PSPCL Employee Self Service

Release Information Voluntary Termination Apply for Job Employment Verification Private Vehicle Entry Manage Payroll Payments **Absence Management** Total Compensation Statement

Create Absence: Enter Absence Details

Employee Name: ARPITA ARORA Employee Number: 108806
 Organization Email Address: nomail@nomail.com Business Group: Punjab State Power Corporation Ltd

Select Confirmed if you are sure of the dates of your absence, otherwise select Planned. Select an Absence Type, and enter any other information you want to record for your request. You can choose the Calculate Duration Button to see the number of days or hours you are requesting.
 * Indicates required field

* Absence Status: Confirmed
 * Absence Type: **Casual Leave**
 Absence Category: Paid Leave
 Absence Reason: Personal Reason
 Duration: 22
 Start Time: HH:MM (12:00-11:59)
 End Time:
 Calculate Duration
 Replaced By:
 Comments:
 View Entitlement Balances

July 2022

SUN	MON	TUE	WED	THU	FRI	SAT
28	27	26	25	24	23	22
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Activate Windows
Go to Settings to activate Windows.

Steps	Actions
15	Click on Absence Type

Release Information Voluntary Termination Apply for Job Employment Verification Private Vehicle Entry Manage Payroll Payments **Absence Management** Total Compensation Statement

Create Absence: Enter Absence Details

Employee Name: ARPITA ARORA Employee Number: 108806
 Organization Email Address: nomail@nomail.com Business Group: Punjab State Power Corporation Ltd

Select Confirmed if you are sure of the dates of your absence, otherwise select Planned. Select an Absence Type, and enter any other information you want to record for your request. You can choose the Calculate Duration Button to see the number of days or hours you are requesting.
 * Indicates required field

* Absence Status: Confirmed
 * Absence Type: Casual Leave
 Absence Category: Paid Leave
 Absence Reason: Personal Reason
 Duration:
 Start Date: 10-Jul-2022
 End Date: 15-Jul-2022
 TIP Start Date is required.
 Days:
 Total: 5
 Calculate Duration
 Replaced By:
 Comments:
 View Entitlement Balances

July 2022

SUN	MON	TUE	WED	THU	FRI	SAT
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

View Entitlement Balance

Supporting Documents

Optionally, attach supporting documents that justify the absence. You can attach document or image file, or specify a URL.

Add Attachment

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
No results found.									

Table Diagnostics

Diagnostic Console

Activate Windows
Cancel Save For Later Next

Steps	Actions
16	Click on Absence Reason
17	Choose start date to end date.
18	Click on Calculate Duration

19	Fill the comment Section
20	Click on Add Attachment button to attached your Supporting Documents
21	Click on Next Button

Create Absence: Review

Cancel Printable Page Save For Later Back Submit

Employee Name ARPITA ARORA
 Organization Email Address nomail@nomail.com

Employee Number 108806
 Business Group Punjab State Power Corporation Ltd

Absence Details

	Proposed
Absence Status	Confirmed
Absence Type	Half Pay
Absence Category	Personal Leave
Absence Reason	Half Pay
Start Date	28-Jul-2022
End Date	29-Jul-2022
Days	2

View Entitlement Balances

[View Entitlement Balance](#)

Supporting Documents

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
No results found.									

Table Diagnostics

Attachments

To help approvers understand the request, you can attach supporting documents, images, or links to this action.



Approvers

Details	Line No	Approver	Approver Type	Order No	Category	Status	Delete
▶	1	-, GURINDER	HR People	1	Approver		

▶ Add Adhoc Approver ←

Table Diagnostics

Comments to Approver

Diagnostic Console

Cancel Printable Page Save For Later Back **Submit**

Steps	Actions
22	If you want to add one more approver Click on Add Adhoc Approver
23	Click on Submit Button

Confirmation
The changes have been submitted for approval.

Absence Management: Summary

Employee Name: PEEYUSH SINGLA
Employee Number: 108803
Organization Email Address: nomail@nomail.com
Business Group: Punjab State Power Corporation Ltd

Absence Management

Absence Summary | Entitlement Balances

Search

Note that the search is case insensitive

Absence Type:
Approval Status: (15-Dec-2022)
Start Date: Go Clear

Absence Category:
Absence Status:
End Date:

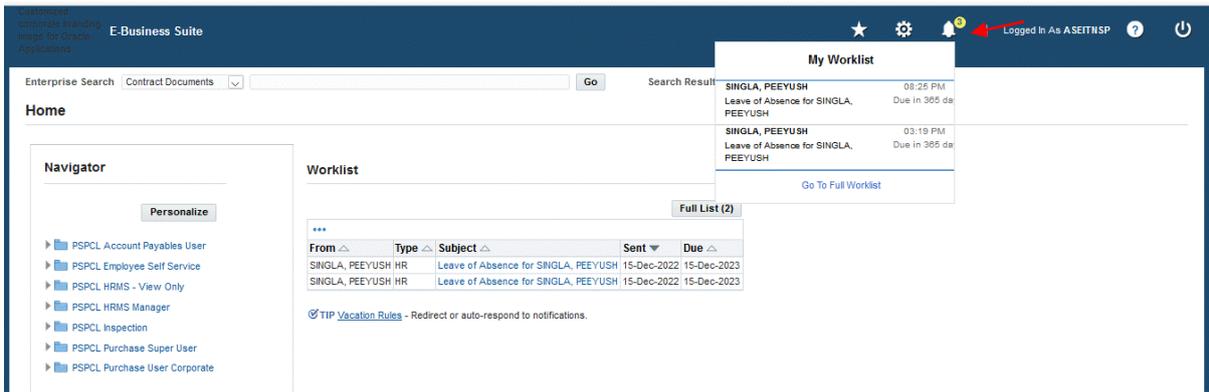
Start Date	End Date	Absence Type	Absence Category	Duration Days Hours	Approval Status	Absence Status	Supporting Documents	Details	Update	Confirm	Delete
16-Dec-2022	19-Dec-2022	Casual Leave	Paid Leave	2	Pending Approval	Confirmed					

Steps	Actions
24	After clicking submit button we will get confirmation message.

- Login with Supervisor Id

- For Manager

Steps	Actions
25	Manager will write his/her User Name and Password.(Login)



Steps	Actions
26	Manager will get the notification of leave for Approval.
27	Click on notification to check the latest update.

Leave of Absence for SINGLA, PEEYUSH

From SINGLA, PEEYUSH
 To GOYAL, DEEPANSHU
 Sent 15-Dec-2022 20:25:32
 Due 15-Dec-2023 20:25:32
 ID 54824

Attachments

Approve Reject Reassign Request Information



Employee Name PEEYUSH SINGLA
 Organization Email Address nomail@nomail.com

Employee Number 108803
 Business Group Punjab State Power Corporation Ltd

Absence Details

Proposed	
Absence Status	Confirmed
Absence Type	Casual Leave
Absence Category	Paid Leave
Absence Reason	Personal Reason
Start Date	16-Dec-2022
End Date	19-Dec-2022
Days	2
Replaced By	DEEPANSHU GOYAL
Comments	Please approve my leave.

View Entitlement Balances

[View Entitlement Balance](#)



Steps	Actions
28	<ul style="list-style-type: none"> • Manager can access all absence details of Employee for leave request. • Click on View Entitlement balance of employee leave. • Manager can Approve, Reject or Reassign (to other person) for leave.

- Login with Employee Id

Steps	Actions
29	Employee can check their leave status.

- Login with Employee User name and Password.

Steps	Actions
30	Click on Notification and select the notification.

Leave of Absence for SINGLA, PEEYUSH has been approved. OK Reassign Request Information

From: SYSADMIN
 To: SINGLA, PEEYUSH
 Sent: 15-Dec-2022 20:29:29
 ID: 54826

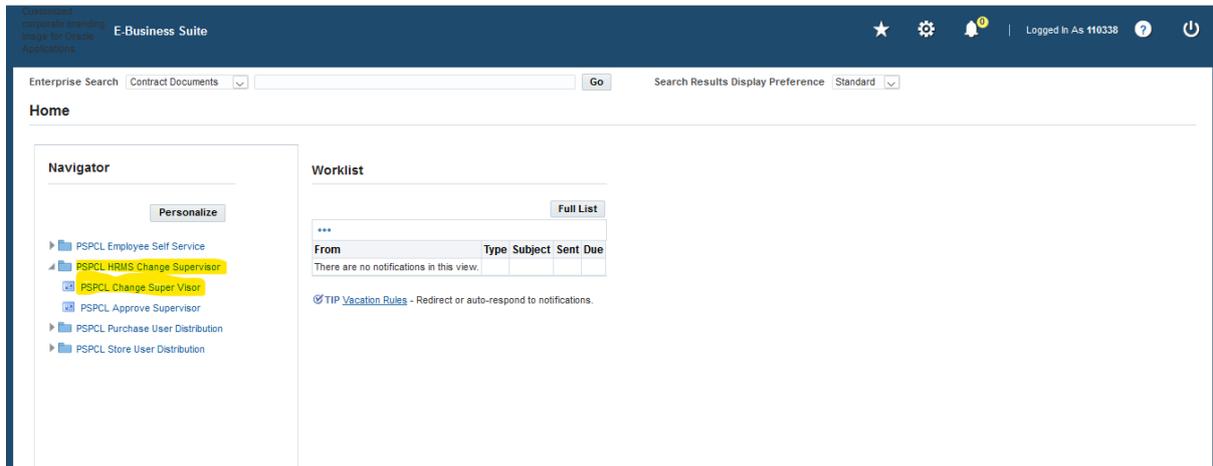
Action History

Sequence	Name	Action	Date	Notes
1	SINGLA, PEEYUSH	Submit	15-Dec-2022 20:25:32	
2	GOYAL, DEEPANSHU	Approve	15-Dec-2022 20:29:22	

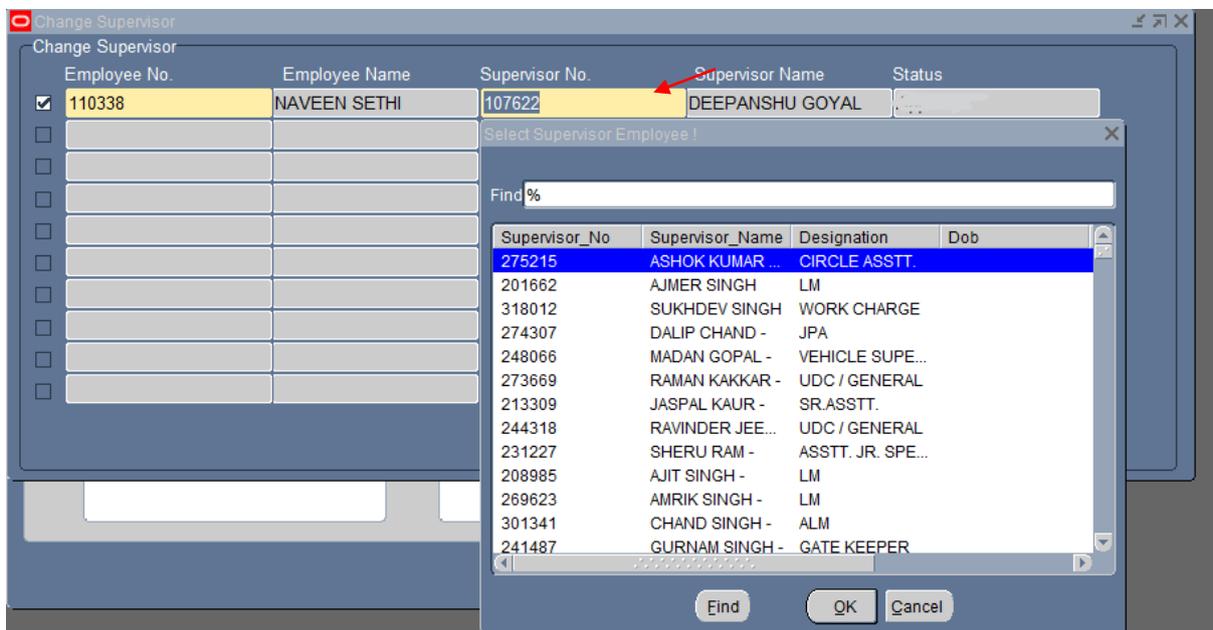
[Return to Worklist](#)

Steps	Actions
31	In this page we will get to know that leave status.

- **Form for change the supervisor**



Steps	Actions
32	Click on PSPCL HRMS Change Supervisor
33	Click on PSPCL Change Supervisor



Steps	Actions
34	Click on Employee no (Default open) if not Press CTRL+L.
35	Select the Supervisor either using Number or Name (Ctrl +L). Click on save button to sent for approval

Employee No.	Employee Name	Supervisor No.	Supervisor Name	Status
<input checked="" type="checkbox"/> 110338	NAVEEN SETHI	107622	DEEPANSHU GOYAL	Sent for Approval
<input type="checkbox"/>				

- Login with Supervisor id

Enterprise Search | Contract Documents | Go | Search Results Display Preference | Standard

Home

Navigator

Personalize

- PSPCL Employee Self Service
- PSPCL HRMS Change Supervisor**
- PSPCL Change Super Visor
- PSPCL Approve Supervisor**
- PSPCL Purchase User Distribution
- PSPCL Store User Distribution

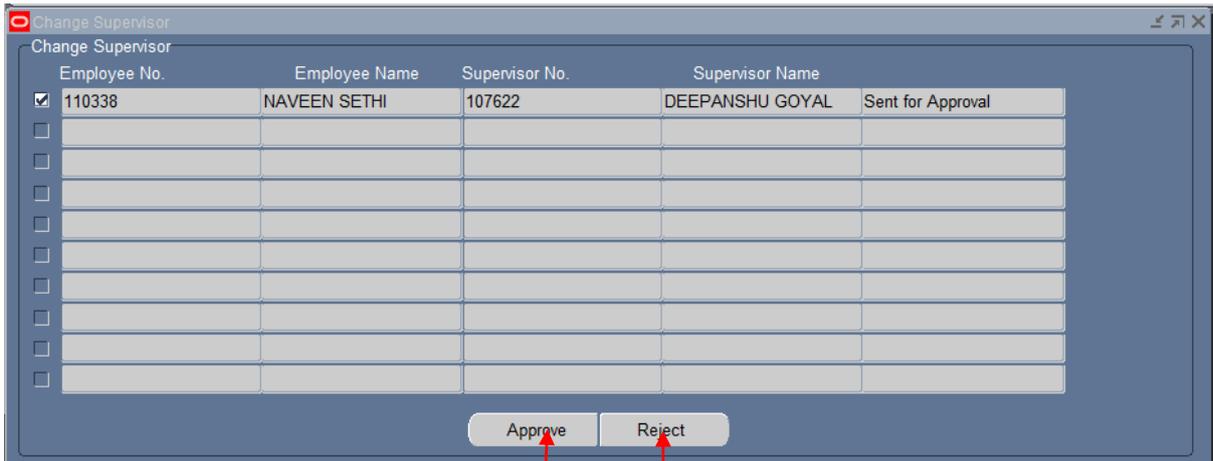
Worklist

Full List

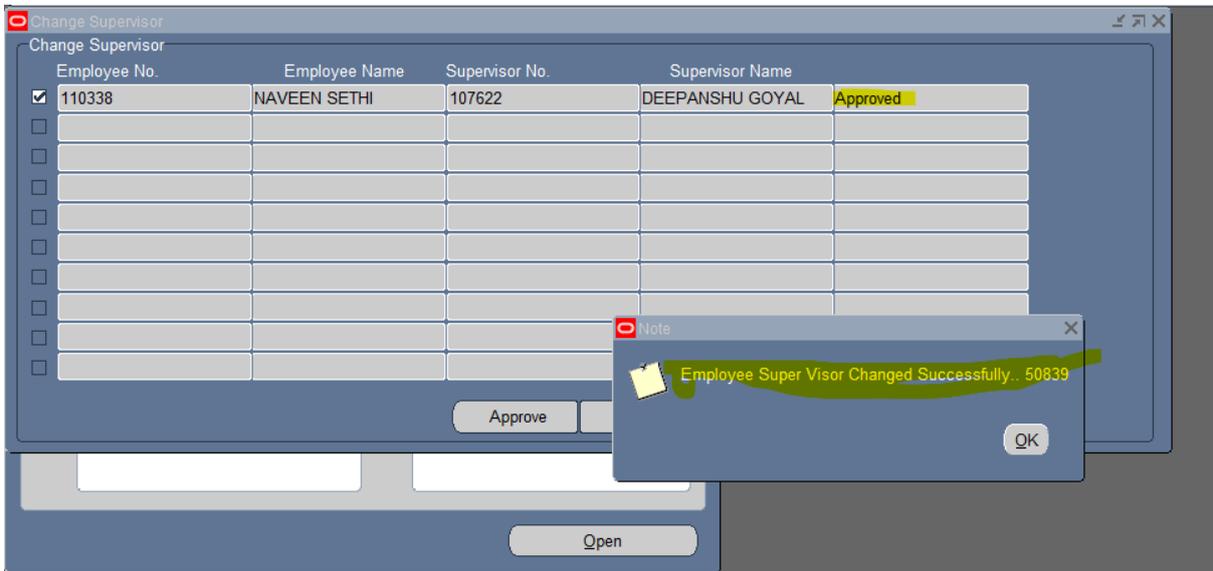
From	Type	Subject	Sent	Due
There are no notifications in this view.				

TIP Vacation Rules - Redirect or auto-respond to notifications.

Steps	Actions
36	Click on PSPCL HRMS Change Supervisor
37	Click on PSPCL Approval Supervisor.



Steps	Actions
38	Supervisor can check their employee to approve and reject.



Steps	Actions
39	Approved status column shown when supervisor approve the employee status.