

OUM DO.070USERGUIDE PSPCL ERP Implementation Leave Absence -HR

Author:	Yameen Ansari
Creation Date:	20.May.2022
Last Updated:	28.Dec.2022
Document Ref:	PSPCL\ORA\HR\DO.070
Version:	V2.2

Approvals:

<Approver 1>

<Approver 2>

ORACLE



• User Manual for installation of ERP

CIN N	o.: U40109PI	2010SG	C033813	GSTIN No.: 03AAFCP51200	1ZC 💼 PAN	No. AAFCP5120Q	M	ail 💡 Contact	tus		Ski	p to Main Content	👲 🔕 थंतमध	
	PUNAB STATE POWER CORPORATION LTD.							ENHANCED BY Google						
*	ABOUT	~	PAY BILL 🗸	INFORMATION CENTER	Tenders 🗸	GENERATION	✓ TR/	ansmission 🗸	DISTRIBUTION	✓ ERP	MEDIA 🗸	EMPLOYEES CORNER 🗸		
							Home	> ERP						
	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 2.ERP/HRMS Set Up Manual a. Oracle ERP Application Setup User Manual b. Oracle HRMS Application Setup User Manual													
		3. Use	er Manuals o er Manuals o	f HRMS Module f MM Module										
		5. <mark>Use</mark> 6. ERI	e <mark>r Manuals o</mark> P (Enterprise	f Finance Module Resource Planning):-										
Dov	vnloa	ndir	ng of R	equired Sof	tware:									

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

CIN N	p.: U40109F	PB2010	SGC033813	ă	GSTIN No.: 03AAFCP5120Q	1ZC 💼	PAN	No. AAFCP5120Q		Mail	Q Conta	act us					Skip	o to Main Content	G	বুঞ	0	<u>थ</u> ीत्तग्वी
PISAR POWER CORPORATION ITD.					ENHANCED BY Google					đ	C		ISO/IEC 27001 Information Security Management									
*	ABOUT		PAY BILL	~	INFORMATION CENTER	TENDERS		GENERATION		TRANSM	aission 🗸	DIS	STRIBUTION		ERP	MEDIA		EMPLOYEES CO	orner 🗸			
									Но	ome > EF	RP											
		1.L a b c d	inks for Ora . Core HR-Le . Other HR m . MM modul . Finance mo	icle E eave nodu le odule	RP Applications (Kindly management les like Salary,Exam etc	user Mozil	la Fir	efox 49.0)														

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

ORACLE		
	User Name TECHM_HRMS	
	<u>Not TECHM HRMS? Log Out</u> Password	
	Log In Cancel	
	Login Assistance Register Here	
	Accessibility	
	Language	

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

Change Password		_
	* Current Password	
	* New Password	
	* Re-enter New Password	Password must be at least 5 obstanters long
* Indicates required field	•	Submit Cancel

A ctivata Mindau

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

Home

Navigator	Worklist				
Personalize				Full	List (1)
	•••				
PSPCL Employee Self Service	From $ riangleq$	Туре 🛆	Subject 🛆	Sent 🔻	Due ∠
My Transaction Monitor	SYSADMIN	HR	Leave of Absence for ARORA, ARPITA has been approved.	01-Jul-2022	
Professional Details					
My Actions	𝔅 TIP <u>Vaca</u>	ion Rules	 Redirect or auto-respond to notifications. 		
Additional Information	Table Diag	nostics			
Talent Profile					
Personal Actions					
My Benefits					
PSPCL Disciplinary Process					
Request For NOC					
Request for LTC					
Payslip					
BORCH LIDMS Many Only					

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

Release Information	Voluntary Termination	Apply for Job	Employment Verification	Private Vehicle Entry	Manage Payroll Payments	Absence Management	Total Compens	ation Statement
Absence Mar	agement: Sum	mary				1		
		Employee Nam	e ARPITA ARORA			Em	ployee Number	108806
	Organizatio	n Email Addres	s <u>nomail@nomail.com</u>			E	lusiness Group	Punjab State Power Corporation Ltd
Absence Mana	gement							
Absence Summa	ry Entitlement Balar	ices						
A Hide Accru	al Balances							
STIP The a	ccrual balances are as (of: 07-Jul-2022.						
TIP Enter	the date for which you v	vish to view Lea	ve accruals.					
	Effec	tive Date (22-	Jun-2022) 🛍 Go					
Balanc	ed Casual Leave 20	Balance	d Half Pay 20 PS	PCL Earned Leave	19			

Return to People in Hierarchy

Diagnostic Console

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

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

bsence Manageme	ent: Summary									
	Employe	e Name ARPITA AROF	RA			Emplo	yee Num	iber 🛍	nana Stat	e Bower Corpor
bsence Management			<u></u>			Dus	iness div	oup P	unjub stat	e rower corpor
Absence Summary Entit	ement Balances									
Search										
Note that the search is case i Abse Approv	nsensitive nce Type ral Status Start Date (22-Jun-2) Go	▼ 022) ™ Clear		Absence Category Absence Status End Date		V				
Create Absence ····										
Start Date 🕶 End Date 4	△ Absence Type △	Absence Category 🛆	Duration Days Hours	Approval Status 🛆	Absence Status $ riangle$	Supporting Documents	Details	Update	Confirm	Delete
	Earnod Loavo	Vacation	1	Approved	Confirmed	n	(C)	19	670.	<u></u>

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

telease Information Voluntary Termination Apply for Job I	Employment Verification	Private Vehicle Entry	Manage Payroll Payments	Absence Management	Total Compe	nsation Statemen	t				
Create Absence: Enter Absence Details							Cano	cej S	ave For	r Later	Ne <u>x</u> t
Employee Name Organization Email Address Select Confirmed if you are sure of the dates of your absence, o number of days or hours you are requesting.	ARPITA ARORA nomail@nomail.com otherwise select Planned.	Select an Absence Type	e, and enter any other informa	Emplo Bus ation you want to record for	yee Number iness Group your request. Y	108806 Punjab State F You can choose th	ower Cor e Calculat	poratio	n Ltd tion Butf	ton to se	e the
morcates requireo neio * Absence Status * Absence Type Absence Category Absence Reason Duration	Confirmed Adoption Leave Casual Leave Commuted Leave Commuted Leave Earned Leave Earned Leave Extra Ordinary Leave First Hall Dave Half Pay Hospital leave Leave Not Due Maternity Leave Paternity Leave Paternity Leave	22) 😪 Start Tim rig End Tim ed. Calculate Du	e HH3MA (12:00-11:59) e			4 SUI 28 3 10 17 24 31	July MON 27 4 11 18 25 1	28 5 12 19 28 2	2022 NED T 29 : 13 : 20 : 27 : 3	HU FR 30 1 14 15 21 22 28 29 4 5	I SAT 2 9 16 23 30 6
Replaced By Comments View Entitlement Balances	Restricted Leave Second Half Day Short Leave Study leave Terminal leave	2 Q				Ac Go	tivate \ to Settin	Winc Igs to a	dows	ie Wind	dows.

Steps	Actions
15	Click on Absence Type

	: Enter Abser	ice Details	\$						Ca	nceļ	Save Fo	or Later	Ne <u>x</u> t
	Er	nployee Name	ARPITA ARORA			Emplo	yee Number	108806					
	Organization	Email Address	nomail@nomail.com			Bus	iness Group	Punjab State F	ower Co	orporat	ion Ltd		
elect Confirmed if you a umber of days or hours	e sure of the dates o rou are requesting.	f your absence, (otherwise select Planned	I. Select an Absence Ty	pe, and enter any other informa	tion you want to record for	your request. Yo	ou can choose th	e Calcul	ate Dur	ation Bu	tton to se	e the
indicates required lief	* Absen	ce Status Con	ıfirmed 🗸						Tester.		0.000		
	* Abse	nce Type Cas	sual Leave					4	July	~	2022	`	
	Absence	Category Pair	d Leave					SUI	MON	TUE	WED	THU FF	I SAT
	Absenc	e Reason Pes	onal Reason	✓ 🔶				26	27	28	29	30 1	2
		Duration * st	art Dato 10- Jul-2022	12				3	4	5	6	7 8	9
		F	nd Date 15-Jul-2022					10	11	12	13	14 15	18
		ØT.	IP Start Date is required.					17	10	10	20	24 27	22
			_					24	26	28	20	20 20	20
		Tete	Days	Joulate Duration				24	20	20	21	20 20	30
		Tota		iculate Duration				31	1	2	3	* 0	0
	Rep	blaced By		⇒ Q									
Comments													
/iew Entitlement B	Balances												
/iew Entitlement Balar	Balances												
View Entitlement B	Salances												
/iew Entitlement H View Entitlement Balan Supporting Docum	Balances												
/iew Entitlement I View Entitlement Balar Supporting Docun Optionally, attach sugges	Balances ce nents	justify the absen	ice. You can attach docu	ment or image file, or sp	ecify a URL.								
View Entitlement I View Entitlement Balan Supporting Docum Optionally, attach supp Add Attachment	Balances ce nents	justify the absen	ice. You can attach docu	ment or image file, or sp	ecify a URL.								
View Entitlement I View Entitlement Balan Supporting Docun Optionally, attach support Add Attachment	Balances ce nents ing documents that	justify the absen	ice. You can attach docu Category	ment or image file, or sp	ecify a URL.	Usage	Update	Delete		Publ	ish to C	atalog	
View Entitlement I View Entitlement Balar Supporting Docum Optionally, attach support Add Attachment Fitle No results found.	Balances ce nents ting documents that Type Do	justify the absen	ice. You can attach docu	ment or image file, or sp Last Updated By	ecify a URL	Usage	Update	Delete		Publ	ish to C	atalog	

ActivaCancel 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

te Absence:	Review				Ca	ancel Pri	ntable Page	Save For Later	Bac <u>k</u>	Subm
	Employee Name	ARPITA ARORA			Employee	e Number	108806			
	Organization Email Address	nomail@nomail.com			Busine	ess Group	Punjab State	Power Corporation	n Ltd	
nce Details										
		Dremond								
	Absence St	atus Confirmed								
	Absence 1	Type Half Pay								
	Absence Categ	Jory Personal Leave								
	Absence Rea	son Half Pay								
	Start [Date 28-Jul-2022								
	Endi	Jate 29-Jul-2022								
		4,0 2								
Entitlement Ba	alances									
v Entitlement Balanco	e									
orting Docume	ents									
	Type Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publist	to Catal	oa
ults found.		3,								- 3
Diagnostics										
elp approvers unders	stand the request, you can attach si	upporting documents, in	nages, or links to this action.							
14613										
Line Me	A	A	T	Orden No.	Cotonom		C	-	Dala	4-
	Approver	Approve	эг туре	Order No	Category		Statu	.5	Dele	ete
1	-, GORINDER	нк Реор	le	1	Approver					
d Adhoc Approv	er 🗲									
Diagnostics										
ents to Approv	ver									
			.ii					C	liagnostic	Console
							Ant	ivate Windo	w/s	_
					Can	nce <u>l</u> Print	able Page	Save For Later	Back	Sub <u>m</u>
					Can	nce <u>l</u> Print	able Page	Save For Later	aq	Bac <u>k</u>

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

🔒 Confirmatio	on												
The changes h	nave been sub	mitted for approval.											
Absence Ma	inagemen	nt: Summary											
		Emp	oloyee Name	PEEYUSH	SINGLA					Empl	oyee Nur	nber	108803
		Organization En	nail Address	nomail@r	nomail.com					Bu	siness G	roup	Punjab State Power Corporation Ltd
Absence Man	nagement												
Absence Summ	mary Entitle	ment Balances											
Search													
Note that the sea	arch is case in:	sensitive											
	Absen	се Туре	\sim			Absence Category	·	-					
	Approva	I Status	~			Absence Status							
	St	art Date (15-Dec-2	022) 😳			End Date	60 E						
		Go	Clear										
Create Abse	ence •••												
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 Leav	/e	2	Pending Approval	Confirmed	61		ð	T.		

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

• Login with Supervisor Id

ORACLE'	
	User Name
	ASEITNSP Password
	Log In Cancel
	Loan Assistance Register Here
	Accessibility
	Language

• For Manager

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

	My Worklist	
Enterprise Search Contract Documents 🗸	Go Search Result SINGLA, PEEYUSH 08:25 PM	
Home	Leave of Absence for SINGLA, Due in 365 day PEEYUSH	
	SINGLA, PEEYUSH 03:19 PM	
Navigator	Leave of Absence for SINGLA, Due in 385 day PEEYUSH	
	Go To Full Worklist	
Personalize	Full List (2)	
PSPCL Account Payables User	From Type Subject Sent Due	
PSPCL Employee Self Service	SINGLA, PEEYUSH HR Leave of Absence for SINGLA, PEEYUSH 15-Dec-2022 15-Dec-2023	
PSPCL HRMS - View Only	SINGLA, PEEYUSH HR Leave of Absence for SINGLA, PEEYUSH 15-Dec-2022 15-Dec-2023	
PSPCL HRMS Manager	G TR Manifes Dutes - Defined as sub-segment to astifications	
PSPCL Inspection	O THE VALUES - Real Found to nonincations.	
Fine PSPCL Purchase Super User		
h Ba DEDCI, Durchase Liner Corporate		

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

eave o	of Absence for SINGLA, PEEYUSH		App	rove Reject Reassign Request Informa
From	SINGLA, PEEYUSH	Attachments	4	• • •
То	GOYAL, DEEPANSHU			
Sent	15-Dec-2022 20:25:32			
Due	15-Dec-2023 20:25:32			
ID	54824			
	Employee Name PE	EYUSH SINGLA	Employee Number	108803
	Organization Email Address no	mail@nomail.com	Business Group	Punjab State Power Corporation Ltd
bsence	e Details			
bsence	e Details			
bsence	e Details	Proposed		
bsence	e Details Absence Status	Proposed s Confirmed		
bsence	e Details Absence Status Absence Type	Proposed Confirmed Casual Leave		
bsence	e Details Absence Statu Absence Type Absence Citegor	Proposed Confirmed Casual Leave Paid Leave		
bsence	e Details Absence Status Absence Type Absence Categor Absence Reasor	Proposed Confirmed Casual Leave Paid Leave Pesonal Reason		
bsence	e Details Absence Status Absence Type Absence Categor Absence Reasor Start Dat	Proposed Confirmed Casual Leave Pad Leave Pesonal Reason 16-Dec-2022		
bsence	e Details Absence Status Absence Type Absence Category Absence Reasor Start Dat End Date	Proposed Confirmed		
bsence	e Details Absence Status Absence Type Absence Categor Absence Reasor Start Dart End Date Days	Proposed Confirmed Casual Leave Pad Leave Pesonal Reason 16-Dec-2022 19-Dec-2022 12		
bsence	e Details Absence Status Absence Type Absence Categor Absence Reasor Start Date Daty Replaced By Replaced By	Proposed Confirmed Casual Lave Pad Lave Pesonal Reason 16-Dec-2022 19-Dec-2022 2 2 2 DECEPANSHU GOYAL		

View Entitlement Balance

Steps	Actions
28	 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.

customed corporate branding mage for Oracle Applications				*	٥	108803 🔶 Logged In As	?	ሳ
Enterprise Search Contract Documents 🗸		Go Search Results Display Pre	ference Sta	ndard 🔍				
Home								
Navigator	Worklist							
Personalize			Full L	.ist (4)				
PSPCL Employee Self Service		Subject 🛆	Sent 🔻	Due 🛆				
PSPCL HRMS - View Only	SYSADMIN HR	Leave of Absence for SINGLA, PEEYUSH has been approved.	15-Dec-2022					
	SYSADMIN HR	GOYAL, DEEPANSHU rejected your Leave of Absence changes for SINGLA, PEEYUSH	15-Dec-2022					
	SYSADMIN HR	Leave of Absence has been forwarded for approval to GOYAL, DEEPANSHU	15-Dec-2022					
	SYSADMIN HR	Leave of Absence has been forwarded for approval to GOYAL, DEEPANSHU	15-Dec-2022					

Steps	Actions
30	Click on Notification and select the notification.

Leave	of Absence for S	INGLA, PEEYUSH has be	en approved.			ок	Reassign	Request Informatio
From	SYSADMIN							
То	SINGLA, PEEYUSH							
Sent	15-Dec-2022 20:29:29							
ID	54826							
Action I	listory							
•••								
••• Sequenc	e N	ame	Action	Date	Notes			
Sequenc	e Na Si	ame NGLA, PEEYUSH	Action Submit	Date 15-Dec-2022 20:25:32	Notes			

Return to Worklist

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

• Form for change the supervisor

Enterprise Search Contract Documents Contract Docum	ustomzed orporate branding lage for Oracle pplications			*	٥	. ↓ ⁰	Logged In As 110338	?	ሪ
Navigator Worklist Personalize Full List > PSPCL Employee Self Service Full List > PSPCL Starge Supervisor Type Subject Sent Due > PSPCL Approve Supervisor There are no notifications in this view. > PSPCL Approve Supervisor There are no notifications. > PSPCL Store User Distribution The Vacation Rules - Redirect or auto-respond to notifications.	Enterprise Search Contract Documents 🗸		Go Search Results Display Preference St	tandard 🤍					
Personalize Full List > PSPCL Employee Self Service There are no notifications in this view. > PSPCL Angres Super Viser There are no notifications in this view. > PSPCL Approve Supervisor There are no notifications. > PSPCL Approve Supervisor There are no notifications. > PSPCL Store User Distribution The Vacation Rules - Redirect or auto-respond to notifications.	Navigator	Worklist							
	Personalize PSPCL Employee Self Service PSPCL HRBIS Change Supervisor PSPCL Change Super Visor PSPCL Change Super Visor PSPCL Approve Supervisor PSPCL Approve Supervisor PSPCL Purchase User Distribution PSPCL Store User Distribution	Full From Type Subject Sen There are no notifications in this view. © TIP <u>Vacation Rules</u> - Redirect or auto-respond to notification	N List nt Due tions.						

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

Change Supervisor Change Supervisor		_		목원
Employee No.	Employee Name	Supervisor No.	Supervisor Name Status	
110338	NAVEEN SETHI	107622	DEEPANSHU GOYAL	
		Select Supervisor Er	mployee !	×
		Find %		
		Supervisor_No	Supervisor_Name Designation Dob	
		275215	ASHOK KUMAR CIRCLE ASSTT.	
		201662	AJMER SINGH LM	
		318012	SUKHDEV SINGH WORK CHARGE	
		274307	DALIP CHAND - JPA	
		248066	MADAN GOPAL - VEHICLE SUPE	
		273669	RAMAN KAKKAR - UDC / GENERAL	
		213309	JASPAL KAUR - SR.ASSTT.	
		244318	RAVINDER JEE UDC / GENERAL	
		231227	SHERU RAM - ASSTT. JR. SPE	
		208985	AJIT SINGH - LM	
		269623	AMRIK SINGH - LM	
		301341	CHAND SINGH - ALM	_
		241487	GURNAM SINGH - GATE KEEPER	
		_	Eind QK Cancel	

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

<mark>O</mark> Cha	ange Supervisor					_≚ ⊼ X
Cha	nge Supervisor					
	Employee No.	Employee Name	Supervisor No.	Supervisor Name	Status	
	110338	NAVEEN SETHI	107622	DEEPANSHU GOYAL	Sent for Approval	-
)),		
)		Ĵ,		
))		
]]),		
]]		<u>j</u>		
		<u>j</u>		<u>j</u>		
		<u> </u>		<u>j</u>		
		<u>j</u>		<u>j</u>		

• Login with Supervisor id

ations						
erprise Search Contract Documents 🗸		Go	Search Results Display Preference Standa	rd 🗸		
me						
Navigator	Worklist					
Personalize		Full List				
PSPCL Employee Self Service	••• From	Type Subject Sent Due				
PSPCL HRMS Change Supervisor	There are no notifications in this	view.				
PSPCL Change Super Visor	TIP Vacation Bulas - Dedirect	or auto-reasond to notifications				
PSPCL Approve Supervisor						
PSPCL Purchase User Distribution						

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

mployee No.	Employee Name	Supervisor No.	Supervisor Name	
110338	NAVEEN SETHI	107622	DEEPANSHU GOYAL	Sent for Approval
	j),	
	ĺ		ĺ	
	ĺ		ĺ	
	ĺ			
	Î	1		

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.