

[REDACTED]
OUM

DO.070USERGUIDE

PSPCL ERP Implementation

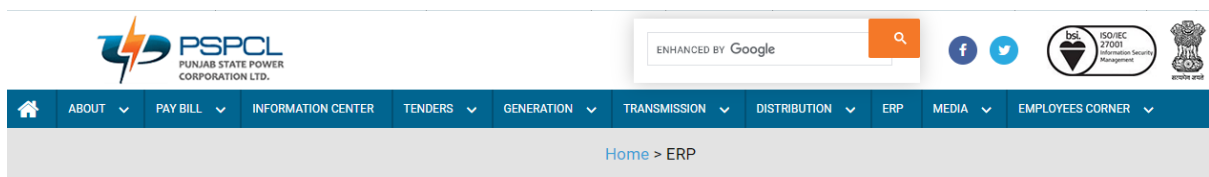
Core HR

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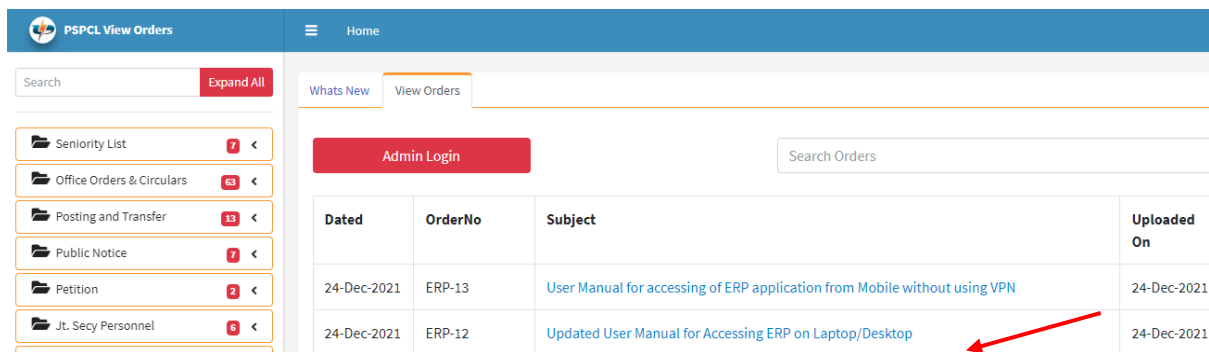
<Approver 1>

<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

Password

Log In

[Login Assistance](#)


[Register Here](#)

Accessibility

Language

Navigator

Personalize "Navigator"
 Personalize Table Layout: (headerTable)

- ▶ Application Developer
- ▶ Application Diagnostics
- ▶ Approvals Management Administrator
- ▶ Approvals Management Business Analyst
- ▶ Functional Administrator
- ▶ PSPCL Cadre Manager 
- ▶ PSPCL Disciplinary Manager
- ▶ PSPCL Employee Self Service
- ▶ PSPCL HRMS - View Only
- ▶ PSPCL HRMS Manager
- ▶ PSPCL Learning Administrator
- ▶ PSPCL Manager Self Service
- ▶ PSPCL Payables Super User_TS
- ▶ System Administration
- ▶ System Administrator
- ▶ Workflow Administrator
- ▶ XML Publisher Administrator

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 Cadre Manager

Home

- ▶ Approvals Management Business Analyst
- ▶ Functional Administrator
- ▶ PSPCL Cadre Manager
 - ▶ Location
 - ▶ Organization ←
 - ▶ Description
 - ▶ Organization Manager
 - ▶ Hierarchy
 - ▶ Diagrammer
 - ▶ Global Hierarchy
 - ▶ Job
 - ▶ Position
 - ▶ PSPCL Disciplinary Manager

Personalize "Worklist"

Worklist

Personalize "Notifications Worklist Function" Full List

Personalize "Notification List"

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

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

Table Diagnostics

Steps	Actions
2	Click on Organization
3	Click on Description

Organization

Name DY.CA /(SOUTH), PATIALA ← Type Division ←

Dates

From 01-JAN-1951 To

Location Internal or External Internal

Location Address

Internal Address []

Organization Classifications

Name	Enabled
HR Organization	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

Others

Organization

Name 132 KV GRID MTC. (P&M) DIVISIO Type Division

Dates

From 01-JAN-1951 To 31-AUG-2022 ←

Location Internal or External Internal

Location Address

Internal Address []

Organization Classifications

Name	Enabled
HR Organization	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

Others

Steps	Actions
4	Fill the Organization Name
5	Select the Type
6	Fill the From Date for creating of organisation
7	Fill the To Date whenever you want to close your organisation.

The screenshot shows the 'Organization' form with the following fields filled:

- Name: DY.CA /(SOUTH), PATIALA
- Type: Division
- Dates: From 01-JAN-1951
- Internal or External: Internal
- Organization Classifications: HR Organization

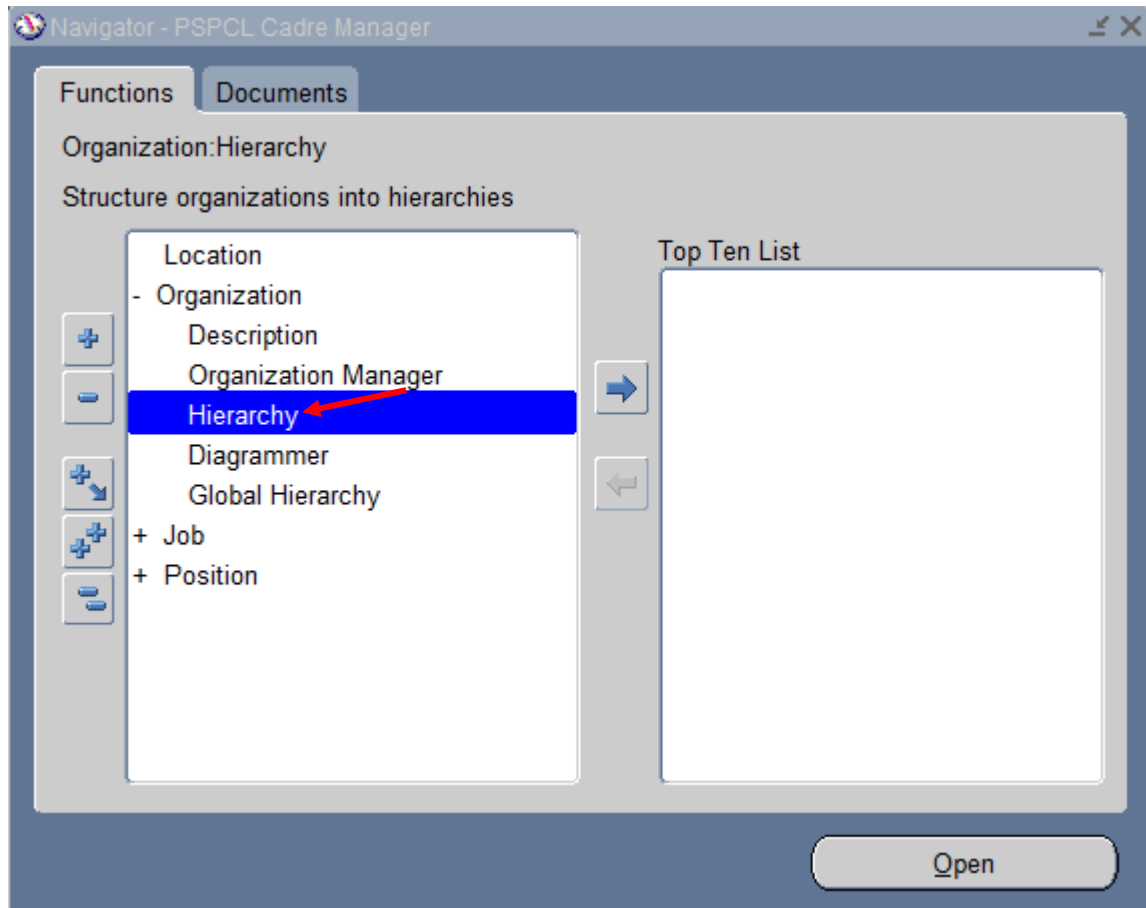
The 'Additional Organization Information' dialog box is open, showing a list of categories. A red arrow points to 'Parent Organization' in the list.

The 'Parent Organization' dialog box displays a table with the following data:

Hierarchy	Name
PSPCL Primary ORG	CHIEF AUDITOR, PATIALA

A red arrow points to the name 'CHIEF AUDITOR, PATIALA'. The 'Others' button at the bottom right is circled in red.

Steps	Actions
8	Click on Others and an additional organisation window will open.
9	Choose the Parent Organisation and click ok.
10	Select Hierarchy and name in Parent organisation and click ok.



Steps	Actions
11	Click on Hierarchy

Organization Hierarchy

Name Primary Position Control

Version

Number Date From Date To

Top Node Position Control Enabled

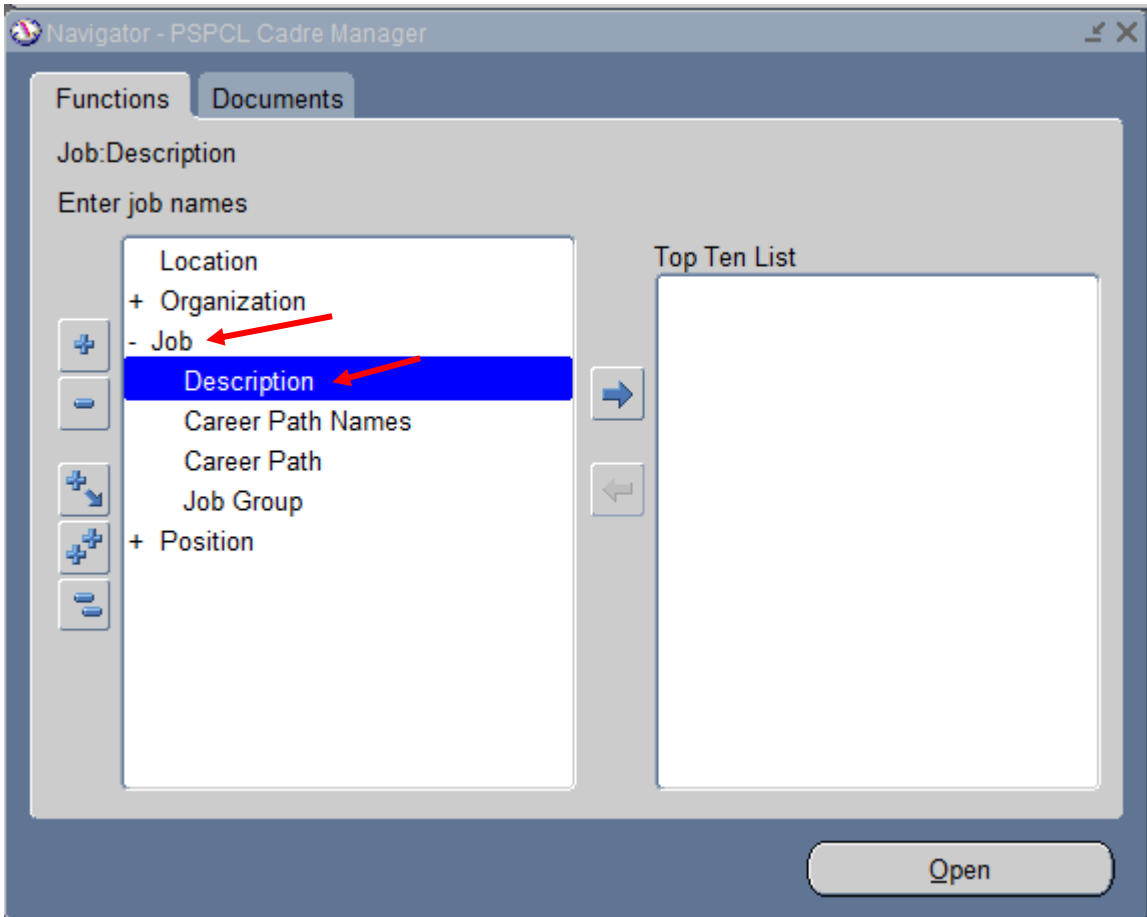
Organization

Name Exists in Hierarchy Number of Subordinates

Subordinates

Name	Number of Subordinates	Position Control Enabled	Down
DY.CA / (NORTH), JALANDHAR	3	<input type="text" value="No"/>	<input type="button" value="Down"/>
DY.CA / (WEST), BATHINDA	4	<input type="text" value="No"/>	<input type="button" value="Down"/>
DY.CA /(SOUTH), PATIALA	7	<input type="text" value="No"/>	<input type="button" value="Down"/>
DY.CHIEF AUDITOR / WORKS, PATIALA	9	<input type="text" value="No"/>	<input type="button" value="Down"/>
DY.CHIEF AUDITOR/ REVENUE, PATIALA	5	<input type="text" value="No"/>	<input type="button" value="Down"/>

Steps	Actions
12	Fill the Organization Name
13	Select the Subordinates



Steps	Actions
14	Click on Job
15	Click on Description



Job Group: HR_81
 Name: AAO (A/CS);ACCOUNTS SERVICE (N)
 Dates: 01-JAN-1951 - 31-AUG-2022
 Approval Authority:
 Additional Employment Rights
 Benchmark Job
 Benchmark Job Name:
 Further Information: [18]

Buttons: Evaluation, Requirements, Valid Grades, Work Preferences, Extra Information, Map Surveys

Steps	Actions
16	Fill the PSPCL Designation
17	Fill the PSPCL Cadre
18	Click on ok button
19	Fill the From Date for creating Job
20	Fill the To Date whenever you want to close your job.

Additional Job Details dialog box fields:
 Min Age: 18
 RetAge: 58
 Service Name: Accounts
 GazText: Non-Gazetted Officer
 EmpStatText: PERMANENT
 Job Class: B
 HECCODE: 15

Buttons: OK, Cancel, Clear, Help

Steps	Actions
21	Click on DFF
22	Fill The Additional Job Details
23	Click on Ok

Job

Job Group: HR_81

Name: ADDL.AE;TECHNICAL (NON-GAZ)

Dates: 01-JAN-1951 -

Approval Authority:

Additional Employment Rights

Benchmark Job

Benchmark Job Name:

Further Information: [18]

Buttons: Evaluation, Requirements, Valid Grades, Work Preferences, Extra Information, Map Surveys

Valid Grades(ADDL.AE;TECHNICAL (NON-GAZ))

Dates: _____

Grade: _____ From: _____ To: _____

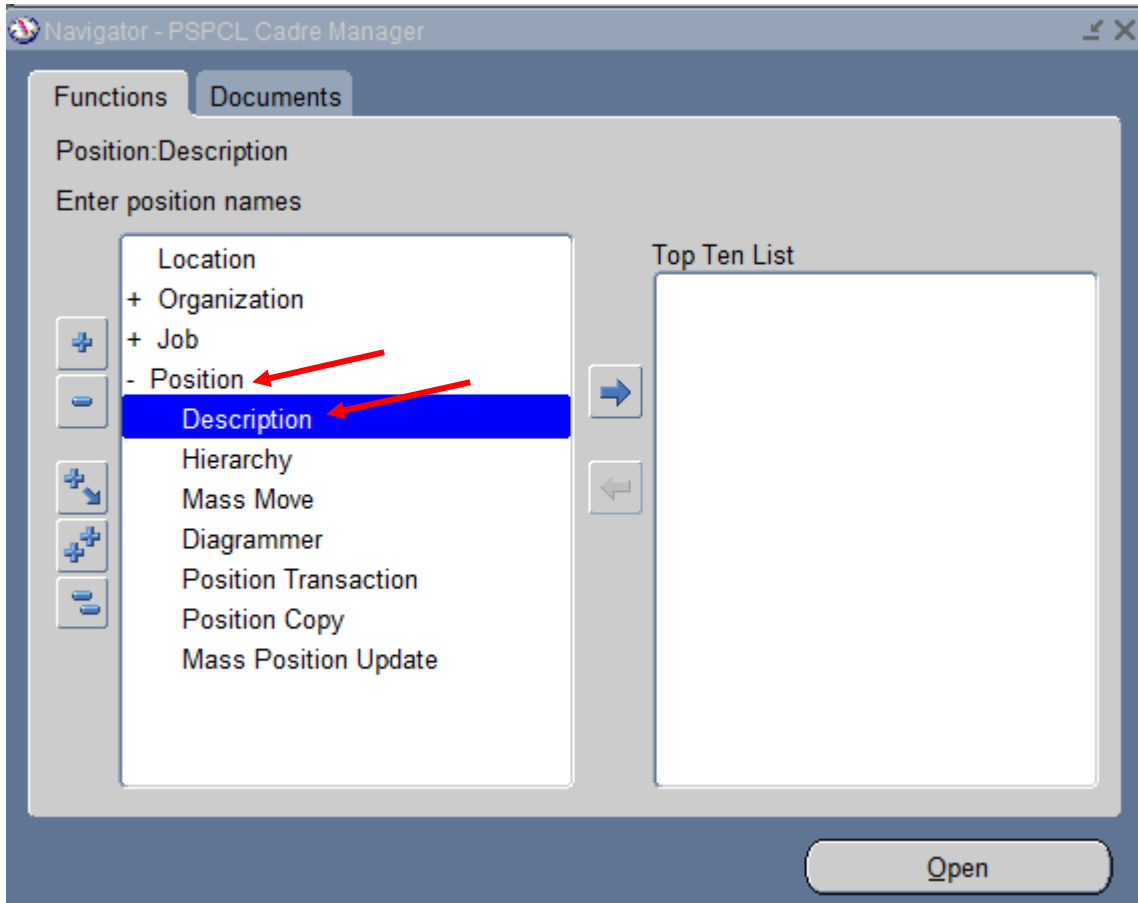
Grades

Find: PB-%

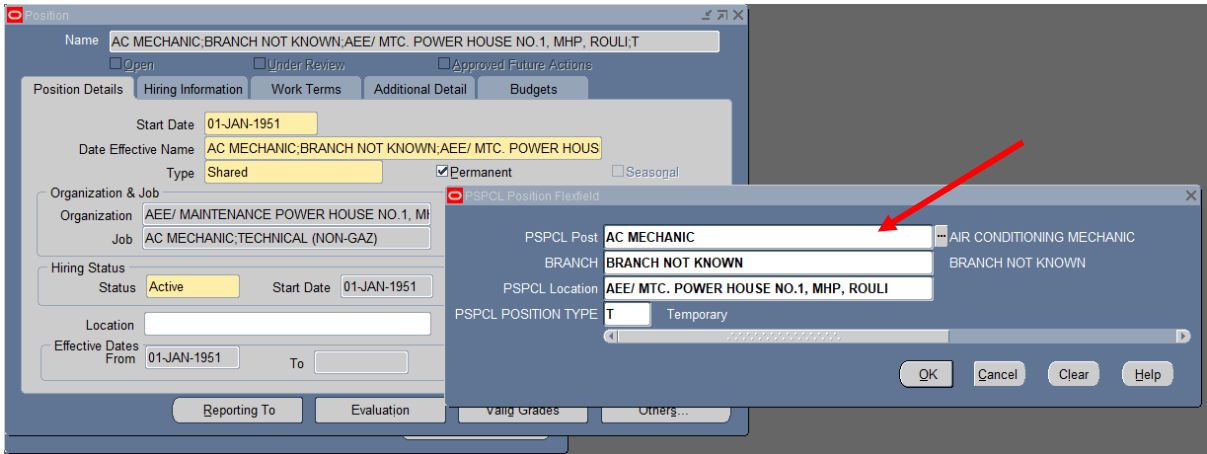
Grade	Date From	Date To
PB-1	01-JAN-1951	
PB-2	01-JAN-1951	
PB-3	01-JAN-1951	
PB-4	01-JAN-1951	
PB-5	01-JAN-1951	
PB-6	01-JAN-1951	
PB-7	01-JAN-1951	
PB-8	01-JAN-1951	
PB-9	01-JAN-1951	
PB-10	01-JAN-1951	
PB-11	01-JAN-1951	
PB-12	01-JAN-1951	
PB-Govt-Scale	01-JAN-1951	

Buttons: Find, OK, Cancel

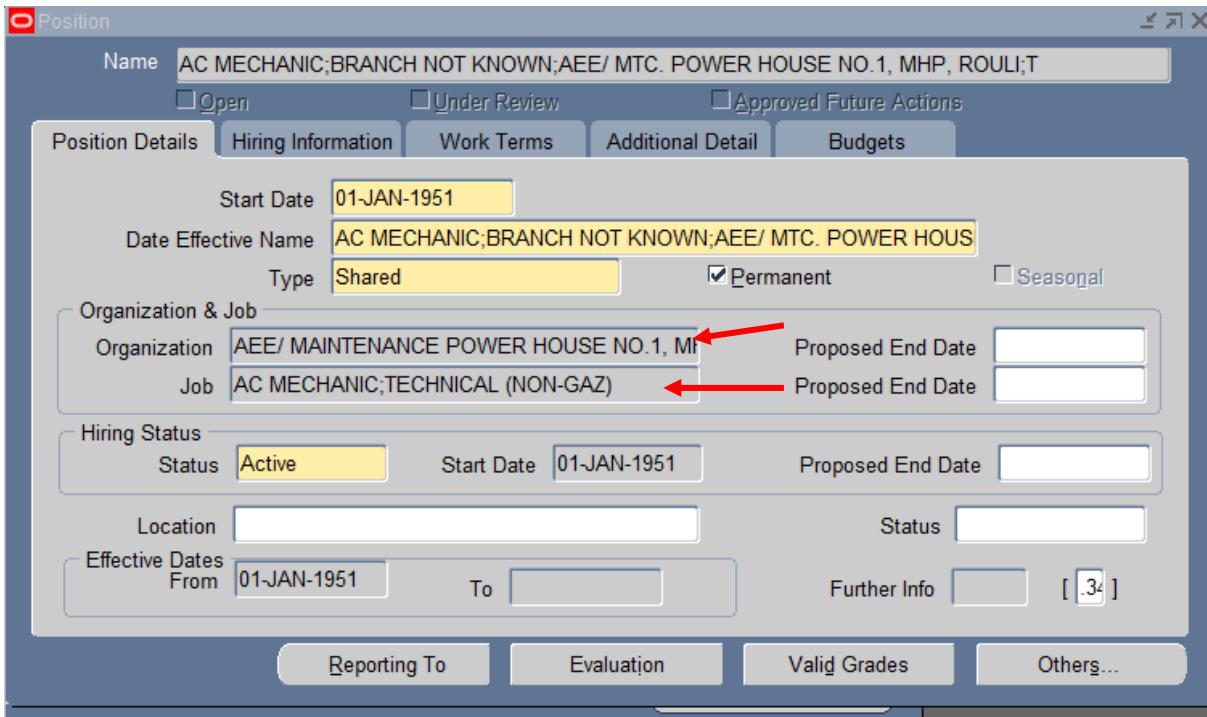
Steps	Actions
24	Click on Valid Grades
25	Select the Grades
26	Click on Ok Button

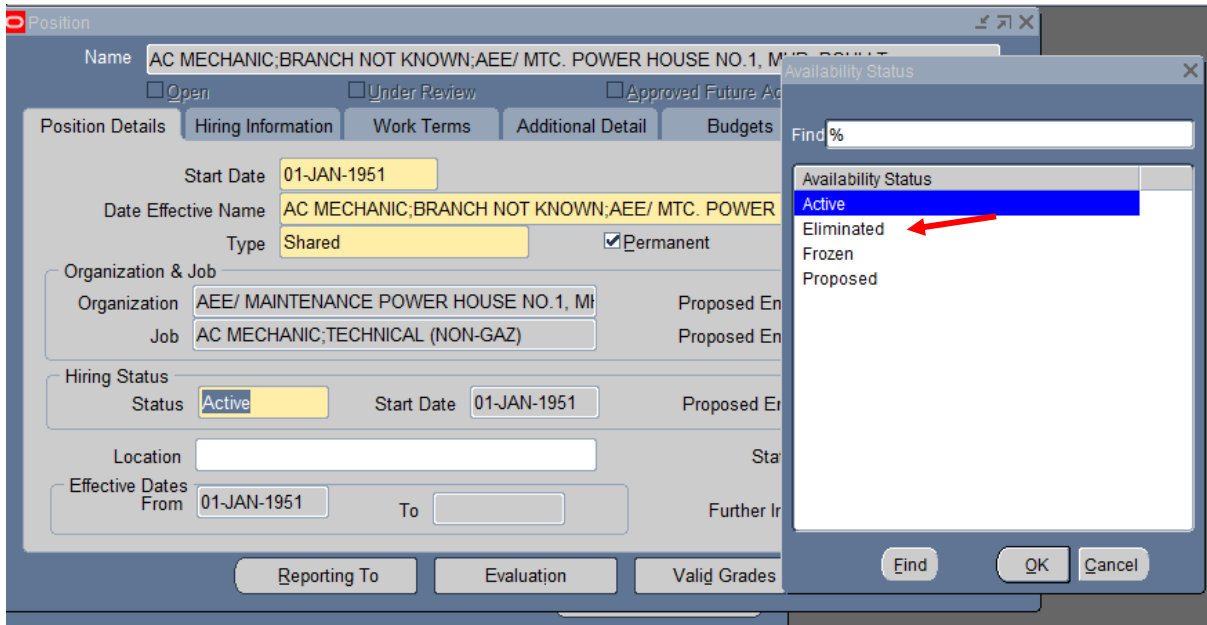


Steps	Actions
27	Click on Position
28	Click on Description

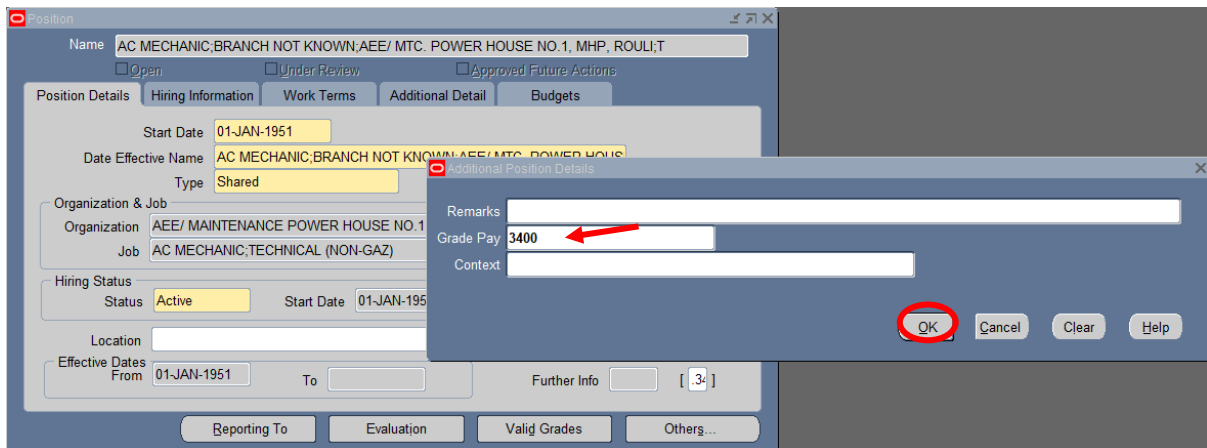


Steps	Actions
29	Click on Date Effective Name
30	Fill the Post, Branch, Location and Position Type
31	Click on Ok Button

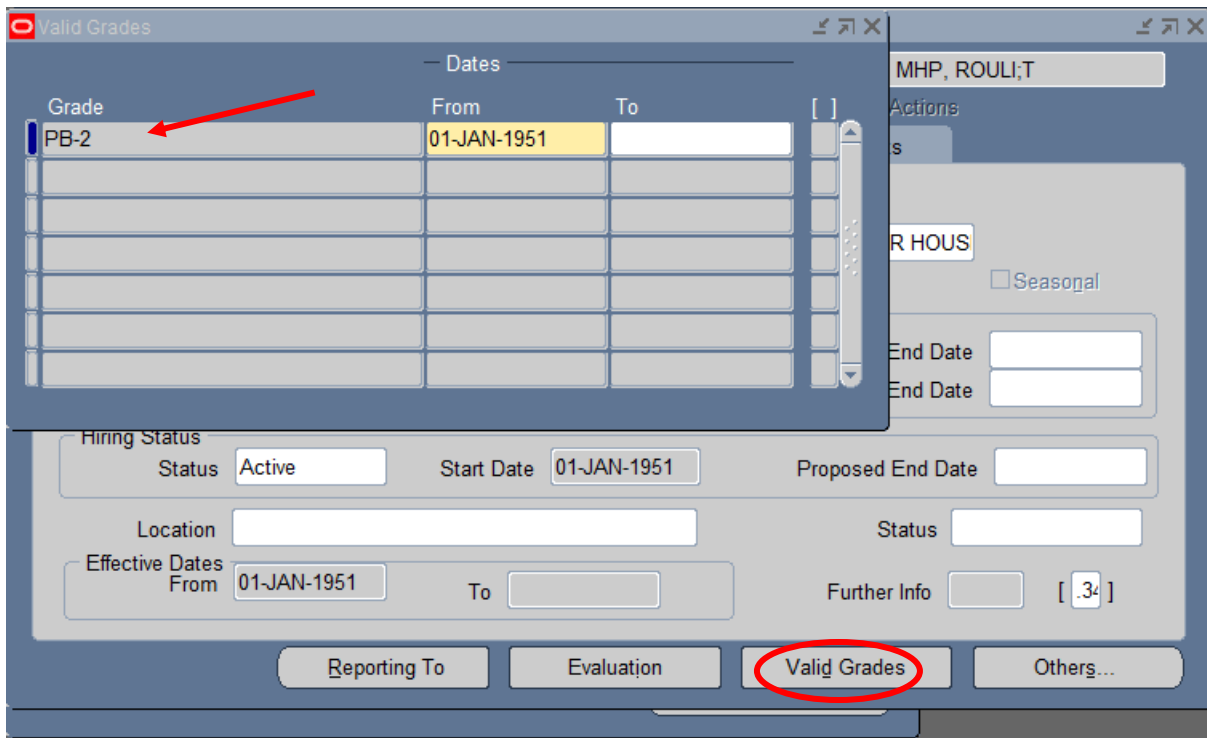




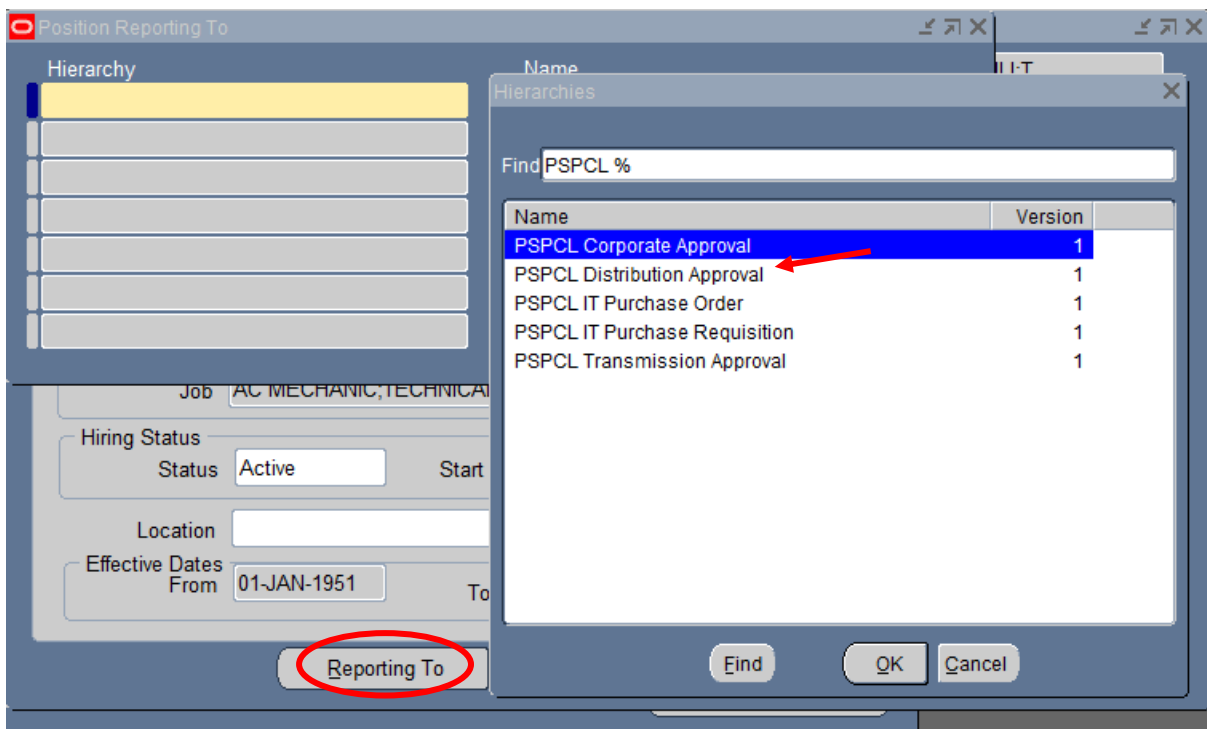
Steps	Actions
32	Fill the Organization and Job
33	Fill the Hiring Status
34	Select the Hiring Status



Steps	Actions
35	Click on DFF
36	Fill the Grade Pay
37	Click on Ok Button



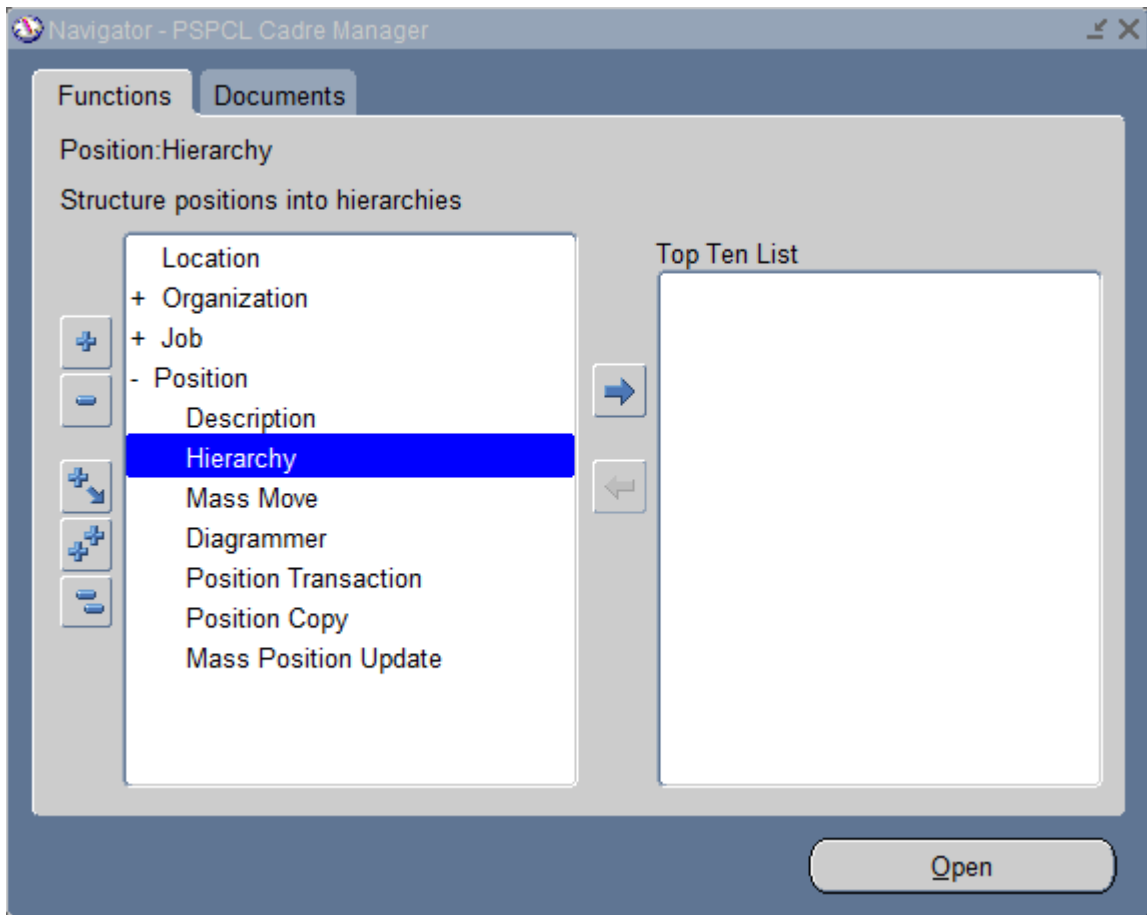
Steps	Actions
38	Click on Valid Grades
39	Select the Grade



Steps	Actions
40	Click on Reporting To
41	Select the Hierarchy

The screenshot shows a software interface for managing a position. The title bar reads "Position". The main form area is titled "AC MECHANIC;BRANCH NOT KNOWN;AEE/ MTC. POWER HOUSE NO.1, MHP, ROULI;T". Below the title, there are three checkboxes: "Open", "Under Review", and "Approved Future Actions". The "Hiring Information" tab is selected, showing several input fields. The "FTE" field contains the value "1" and is highlighted in yellow with a red arrow. The "Sanctioned Post" field also contains "1" and is highlighted in yellow with a red arrow. Other fields include "Earliest Hire Date", "Fill by Date", "Bargaining Unit", and "Permit Recruiting". Below these are sections for "Proposed Entry Salary" (with fields for Payroll, Grade, Value, Step, Grade Rate Range, Salary Basis, and Grade/Scale Rate), "Probation" (with Duration and Duration Unit), "Overlap" (with Duration and Duration Unit), and "Proposed Layoff" (with FTE and Date). At the bottom, there are buttons for "Reporting To", "Evaluation", "Valid Grades", and "Others...".

Steps	Actions
42	Click on Hiring Information
43	Fill the FTE and Sanctioned Post



Steps	Actions
44	Click on Hierarchy

Position Hierarchy: 31-AUG-2022

Name: PSPCL Distribution Approval Primary

Version

Number: 1 Date From: 18-NOV-2021 Date To: Copy Hierarchy...

Position

Name: SR.A.O.;BRANCH NOT KNOWN;AO/FIN.REGULATIONS SEC., PTA...;T

Holder: HARISH CHANDER GANDHI Worker Number: 108206

Worker Type: PERMANENT Number of Subordinates: 6 Up

Exists In Hierarchy

Subordinates

Name	Holders Name	Number	Number of Subordinates	Down
DY.CHIEF ENGINEER;ELECTRI	CHARANJIT SINGH HAZU	105261	5	Down
				Down
				Down
				Down
				Down

Steps	Actions
45	Fill the Position Name
46	Select the Subordinates Name