



## OUM DO.070USERGUIDE PSPCL ERP Implementation Core HR

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## Approvals:

<Approver 1>

<Approver 2>

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PSPCL PUNAB STATE POWER CORPORATION LTD.				ENHANCED BY Google											
<b>^</b>	ABOUT	~	PAY	BILL		INFORMATION CENTER	TENDERS 🗸	GENERATION		TRANSMISSION 🗸	Distribution 🗸	ERP	MEDIA 🗸	EMPLOYEES CORNER 🗸	
	Home > ERP														
		1.0 ERP User Manual:-													
		S.N	0.				Description				/				
		1 User Manual of ERP Login from Desktop/Laptop													

PSPCL View Orders	<b>≡</b> Home			
Search Expand All	Whats New Vie	ew Orders		
Seniority List 🛛 <	Adm	in Login	Search Orders	
Circulars 🛛 🖬 🕻				
Posting and Transfer 13 <	Dated	OrderNo	Subject	Uploaded
Public Notice 🛛 🕻 🕻				On
Petition 2 <	24-Dec-2021	ERP-13	User Manual for accessing of ERP application from Mobile without using VPN	24-Dec-2021
📂 Jt. Secy Personnel 👩 🔇	24-Dec-2021	ERP-12	Updated User Manual for Accessing ERP on Laptop/Desktop	24-Dec-2021

Accessing of Oracle ERP

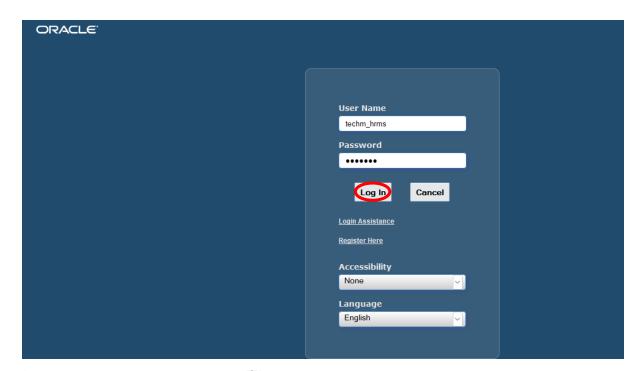
Open Internet Explorer/Mozilla Firefox and enter the URL:

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



## Navigator



## Worklist

Personalize "Notifications Worklist Fur	nction"		Full	List
Personalize "Notification List"				
•••				
From	Туре	Subject	Sent	Due
There are no notifications in this view.				
♂ TIP <u>Vacation Rules</u> - Redirect or aut Table Diagnostics	o-resp	ond to not	tificatio	ons.

Steps	Actions
1	Click on PSPCL Cadre Manager

Home

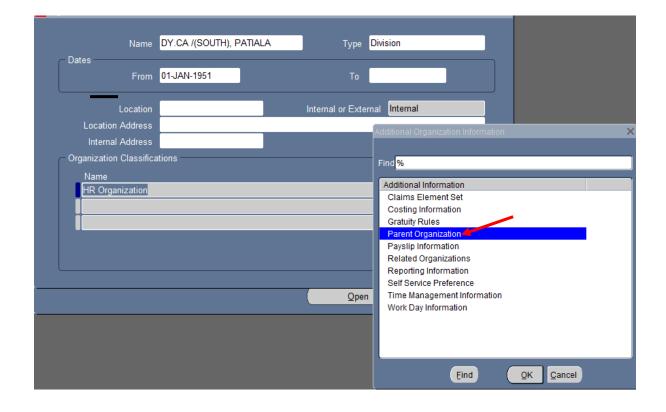
Approvals Management Business Analyst     Personalize "V     Di Functional Administrator     Worklist     PSPCL Cadre Manager			
Location     Personalize TM     Organization     Personalize TM	lize "Notifications Worklist Functi		Full List
Description			
Organization Manager     From	Ту	Type Subject S	Sent Due
Hierarchy There are no i	re no notifications in this view.		
Diagrammer     Global Hierarchy     Diagn     Job     Position     PSPCL Disciplinary Manager	acation Rules - Redirect or auto-r Diagnostics	)-respond to notif	fications.

Steps	Actions
2	Click on Organization
3	Click on Description

Organization					골 제
	Vame	DY.CA /(SOUTH), PATIALA	Туре	Division	
⊂ Dates —	From	01-JAN-1951	To		
Loc	ation		Internal or Exte	rnal <mark>Internal</mark>	
Location Ad	dress				
Internal Ad	dress				[ ]]
<ul> <li>Organization Cla</li> </ul>	assifica	tions			
_ Name				Enabled	_
HR Organiza	ation			✓	
				<u>O</u> thers	

Organization				말 제
Name	132 KV GRID MTC. (P&M) [	DIVISION Type	Division	
Dates From	01-JAN-1951	То	31-AUG-2022	
Location		Internal or Exte	rnal <mark>Internal</mark>	
Location Address				
Internal Address				[ ]]
<ul> <li>Organization Classifie</li> </ul>	ations			
Name			Enabled	
HR Organization				
				-1
			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.



🖸 Orgar	nization			프 제
	Parent Organization		≚ ⊼ X	
				_
	Hierarchy	Name		
	PSPCL Primary ORG	CHIEF AUDITOR, PATIALA		
				[ ]
			ОК	
				▼
			Others	

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.

🕸 Navigator - PSPCL Cadre Manager	≚ ×
Functions Documents	
Organization:Hierarchy	
Structure organizations into hierarchies	
Location - Organization Description Organization Manager Hierarchy Diagrammer Global Hierarchy + Job + Position	Top Ten List
	<u>Open</u>

Steps	Actions
11	Click on Hierarchy

Organization Hierarchy	≚ ⊐ X
Name PSPCL Primary ORG   Perimary  Position Control	[ ]]
C Version	
Number 1 Date From 01-JAN-1951 Copy Hierard	chy
■Top Node Position Control Enabled	
- Organization	
Name CHIEF AUDITOR, PATIALA	
⊠Exists in Hierarchy Number of Subordinates 57 1 1 U	p
C Subordinates	
Name Number of Subordinates Position Control Enabled	d <u>Down</u>
DY.CA / (NORTH), JALANDHAR 3 No	
DY.CA / (WEST), BATHINDA 4 No	4
DY.CA /(SOUTH), PATIALA	
DY.CHIEF AUDITOR / WORKS, PATIAL 9	
DY.CHIEF AUDITOR/ REVENUE, PATIA 5	

Steps	Actions
12	Fill the Organization Name
13	Select the Subordinates

🕸 Navigator - PSPCL Cadre Manager	≚ ×
Functions Documents	
Job:Description	
Enter job names	
Location + Organization - Job Description Career Path Names Career Path Job Group + Position	Top Ten List
	<u>Open</u>

Steps	Actions
14	Click on Job
15	Click on Description



<mark>O</mark> Job			≤ त्र ×े
Job Group	HR_81		
Name	AAO (A/CS);ACCOL	JNTS SERVICE (N	
Dates	01-JAN-1951 -	31-AUG-2022	
Approval Authority			
	Additional Employ	ment Rights	
	Benchmark Job		
Benchmark Job Name			
Further Information			[ 18 ]
			_
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.

Job		KE KRE	
Job Group	HR_81		
Name	AAO (A/CS);ACCOUNTS SERVICE (N		
Dates	01-JAN-1951 -	O Additiona	I Job Details X
Approval Authority			
	Additional Employment Rights		Age 18
	Benchmark Job	Ret/	Age <mark>58</mark>
Benchmark Job Name		Service Na	me Accounts
Further Information		[ 18 ] 🖊 🖊 GazT	ext Non-Gazetted Officer
			ext PERMANENT
Evaluation	Requirements Valid Grades	Job Cli	ass <mark>B</mark> B
Work Preferences	Extra Information Map Surveys	HECO	DE <mark>15</mark> 15
			QK Clear Help
		<u>O</u> pen	

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

o Job		× ⊼ ×
Job Group	HR_81	
Name	ADDL.AE;TECHNICAL	(NON-GAZ)
Dates	01-JAN-1951 -	
Approval Authority		
	Additional Employm	ent Rights
	Benchmark Job	
Benchmark Job Name		
Further Information		[ 18 ]
Evaluation	<u>R</u> equirements	Valid Grades
Work Preferences	Extra Information	Map Surveys

/alid Grades(ADDL.AE;TECHI	NICAL (NON-GAZ))		
	— Dates ————		
Grade	From <u>To</u>		
Grades			
Find PB-%			
Grade		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 PB-9	01-JAN-1951		
PB-10	01-JAN-1951 01-JAN-1951		
PB-10			
PB-12	01-JAN-1951 01-JAN-1951		
PB-Govt-Scale	01-JAN-1951		
	01-JAN-1951		

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

Functions Documents Position:Description Enter position names		
<ul> <li>Location</li> <li>+ Organization</li> <li>+ Job</li> <li>- Position</li> <li>Description</li> <li>Hierarchy</li> <li>Mass Move</li> <li>Diagrammer</li> <li>Position Transaction</li> <li>Position Copy</li> <li>Mass Position Update</li> </ul>	Top Ten List	
	Q1	pen

Steps	Actions
27	Click on Position
28	Click on Description

Position				⊻ R X	
Name AC MECHANIC	BRANCH NOT KNOWN;AE	EE/ MTC. POWER H	HOUSE NO.1, MHP, RO	DULI;T	
□ <u>O</u> pen	Under Review	□≜p			
Position Details Hiring Info	rmation Work Terms	Additional Detail	Budgets		
Start Date	01-JAN-1951				
Date Effective Name	AC MECHANIC; BRANCH	NOT KNOWN;AEE/	MTC. POWER HOUS		
	Shared	≤Per	rmanent	Seasonal	
Organization & Job					×
Organization AEE/ MA	INTENANCE POWER HOU:	SE NO.1, Mł			
Job AC MECH	ANIC; TECHNICAL (NON-G	AZ)	PSPCL Post	AC MECHANIC	- AIR CONDITIONING MECHANIC
<ul> <li>Hiring Status</li> </ul>			BRANCH	BRANCH NOT KNOWN	BRANCH NOT KNOWN
Status Active	Start Date 01	-JAN-1951	PSPCL Location	AEE/ MTC. POWER HOUSE NO.1, MHP, ROULI	
Location		PS	SPCL POSITION TYPE	T Temporary	
				(4)	
From 01-JAN-1	951 To				QK Cancel Clear Help
	Reporting To E	valuation	Valig Grades	Otners	
	Name AC MECHANIC	Name         AC MECHANIC,BRANCH NOT KNOWN,AE           Open         Under Review           Position Details         Hiring Information         Work Terms           Start Date         01-JAN-1951         Date Effective Name         AC MECHANIC;BRANCH           Date Effective Name         AC MECHANIC;BRANCH         Type         Shared           Organization         & Job         AC MECHANIC;ECHNICAL (NON-G           Job         AC MECHANIC;TECHNICAL (NON-G           Hiring Status         Active         Start Date           Location         Effective Dates         From           Effective Dates         From         01-JAN-1951	Name         AC MECHANIC;BRANCH NOT KNOWN;AEE/ MTC. POWER           Operi         Under Review         Jap           Position Details         Hiring Information         Work Terms         Additional Detail           Start Date         01-JAN-1951         Date Effective Name         AC MECHANIC;BRANCH NOT KNOWN;AEE           Type         Shared         Operion         Operion           Organization         AE/ MAINTENANCE POWER HOUSE NO.1, MI         Job         AC MECHANIC;TECHNICAL (NON-GAZ)           Hiring Status         Status         Start Date         01-JAN-1951         PS           Location         Effective Dates         From         01-JAN-1951         To	Name         AC MECHANIC;BRANCH NOT KNOWN;AEE/ MTC. POWER HOUSE NO.1, MHP, Rd           Open         Under Review         Approved Fitture Actions           Position Details         Hiring Information         Work Terms         Additional Detail         Budgets           Start Date         01_JAN-1951         Date Effective Name         AC MECHANIC;BRANCH NOT KNOWN;AEE/ MTC. POWER HOUS           Type         Shared         Permanent           Organization         & Active         POWER HOUSE NO.1, Mt           Job         AC MECHANIC;TECHNICAL (NON-GAZ)         PSPCL Position Flexified           Hiring Status         Active         Start Date         01_JAN-1951           Location         Effective Dates         From         01_JAN-1951         To	Name       AC MECHANIC, BRANCH NOT KNOWN, AEE/ MTC. POWER HOUSE NO.1, MHP, ROULI;T         Open       Under Review       Approved Future Actions         Position Details       Hiring Information       Work Terms       Additional Detail       Budgets         Start Date       01-JAN-1951       Babarovice Future Actions       Budgets         Organization       AC MECHANIC, BRANCH NOT KNOWN, AEE/ MTC. POWER HOUS       Type       Stared         Organization       AEE/ MAINTENANCE POWER HOUSE NO.1, MI       Organization Flexified       Seasogal         Organization       AEE/ MAINTENANCE POWER HOUSE NO.1, MI       PSPCL Post       AC MECHANIC, TECHNICAL (NON-GAZ)         Hiring Status       Active       Start Date       01-JAN-1951       PSPCL Post         Location       Effective Dates       From       01-JAN-1951       To         Effective Dates       From       01-JAN-1951       To

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

C	Position 🗹	л X
	Name AC MECHANIC; BRANCH NOT KNOWN; AEE/ MTC. POWER HOUSE NO.1, MHP, ROULI; T	
	□	
	Position Details Hiring Information Work Terms Additional Detail Budgets	
l	Start Date 01-JAN-1951	
	Date Effective Name AC MECHANIC; BRANCH NOT KNOWN; AEE/ MTC. POWER HOUS	
	Type Shared Permanent Seasonal	
	Organization & Job	
	Organization AEE/ MAINTENANCE POWER HOUSE NO.1, MI Proposed End Date	
	Job AC MECHANIC;TECHNICAL (NON-GAZ)	
	C Hiring Status	
	Status         Active         Start Date         01-JAN-1951         Proposed End Date	
	Location Status	
l	Effective Dates From 01-JAN-1951 To Further Info [.34]	
	Reporting To Evaluation Valid Grades Others	5

Position								з л X	
Name	AC MECHANIC	BRANCH NOT KNO	NN;AEE/ MTC. PO	WER HOU	SE NO.1, M	wailability Stat	ıs		×
[	□ <u>O</u> pen	Under Re	view		ed Future Ac				
Position Detai	ils 🛛 Hiring Info	rmation 📔 Work Ter	rms 👖 Additional	Detail	Budgets	Find <mark>%</mark>			
Date f	Start Date Effective Name	01-JAN-1951 AC MECHANIC;BRA	ANCH NOT KNOWN	I;AEE/ MT	C. POWER	Availability St Active	atus		
Organizatio	Type	Shared		✓ Perman	ent	Eliminated Frozen Proposed			
Organiza	tion AEE/ MA	INTENANCE POWER	HOUSE NO.1, MI	F	Proposed En	, ropoodu			
	Job AC MECH	HANIC;TECHNICAL (N	ION-GAZ)	F	Proposed En				
Hiring Stat	us atus <mark>Active</mark>	Start Dat	e 01-JAN-1951	ŀ	Proposed Er				
Loca	ation				Sta				
Effective D	oates from 01-JAN-1	951 To			Further Ir				
		Reporting To	Evaluation		ali <u>d</u> Grades	(	ind	<u>о</u> к	Cancel

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

O Position			¥ ת צ		
Name AC MECHANIC	;BRANCH NOT KNOWN;AEE/ MT	C. POWER HOUSE NO.1, MHP, ROULI;	т		
□ <u>O</u> pen	Under Review	Approved Future Actions			
Position Details Hiring Info	ormation Work Terms Add	itional Detail Budgets			
	01-JAN-1951				
	· · · · · · · · · · · · · · · · · · ·	Additional Position Details			×
	Shared	-			
Organization & Job		Remarks			
Organization AEE/ MA	INTENANCE POWER HOUSE NO	.1 Grade Pay 3400			
Job AC MECH	HANIC;TECHNICAL (NON-GAZ)	Context			
Hiring Status		Context			
Status Active	Start Date 01-JAN-1	<mark>95</mark>		$\sim$	
Location				QK Cancel	Clear Help
Effective Dates From 01-JAN-1	1951 To	Further Info	[.3]		
	Reporting To Evaluati	on Valig Grades	Others		

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

O Valid Grades			्ड त्र X		<u>зях</u>
	- Dates			MHP, ROULI;T	
Grade	From	То	[]_	Actions	
PB-2	01-JAN-1951			s	
				D LIQUO	
				R HOUS Seasonal	
					_
				End Date	
				End Date	
C Hiring Status					
Status Active	Start Date 01-JA	AN-1951	Proposed	End Date	
			5	Status	
Effective Dates From 01-JAN-1951	То		Furthe	r Info [.34]	
Reporting	To Eva	luation	/alid Grad	es Other <u>s</u>	
			_		

Steps	Actions
38	Click on Valid Grades
39	Select the Grade

Position Reporting To		≚ त ×	_≚ ⊼ X
Hierarchy	Name Hierarchies Find PSPCL %	I ŀT	×
Job AC MECHANIC; TECHNICA Hiring Status Status Active Start Location Effective Dates From 01-JAN-1951 To	Name PSPCL Corporate Approval PSPCL Distribution Approval PSPCL IT Purchase Order PSPCL IT Purchase Requisition PSPCL Transmission Approval	Version 1 1 1 1 1	
Reporting To	Eind	QK Cancel	

Steps	Actions
40	Click on Reporting To
41	Select the Hierarchy

0	Position										≚ ⊼ X
	Name 🖌	AC MECHA	NIC;BRANCH		OWN;AE	E/ MTC. P	OWER H	OUSE NO.1, MHP	, ROU	JLI;T	
		⊇ <u>O</u> pen		Under R	leview		□ <u>A</u> ppr	oved Future Actio	ns		
	Position Detail	ls Hiring	Information	Work T	erms	Additiona	al Detail	Budgets			
	Earliest	FTE Hire Date	1	_	tioned Po Fill by Da			Bargainin □ Per <u>m</u> it	-		
	<ul> <li>Proposed</li> <li>Payrol</li> </ul>	Entry Sala	ry	]		-		Salary Basis			
	Grade	•			Step		G	irade/Scale Rate			
	Value	e		Grade R	ate Rang	e					
	Probation Duration			Durati	on Unit [			Propos	ed Lay	/off	Ĩ
	Overlap – Duration			Duratio	on Unit				ate		
			D. (	T		1				01	_
			Reporting	g 10	Ev	aluation		Vali <u>d</u> Grades		Other <u>s</u>	

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

👀 Navigator - PSPCL Cadre Manager	≚ ×
Functions Documents	
Functions       Documents         Position:Hierarchy         Structure positions into hierarchies         Location         + Organization         + Job         Position         Description         Hierarchy         Mass Move         Diagrammer         Position Transaction         Position Copy         Mass Position Update	Image: Description of the second s
	<u>Open</u>

Steps	Actions
44	Click on Hierarchy

OPosition Hierarch	ıy: 31-AUG-2022					± 7	a X
Name	PSPCL Distribution A	pproval			■ Primary	٦ 📃	
Version Number	1	e From late To	18-NOV-2021		Copy Hie	rarchy	
C Position							5
Name	SR.A.O.; BRANCH N		WN;AO/FIN.REGU	LATIONS SE	ec., pta;t		
Holder	HARISH CHANDER	GANDHI		Worker Nu	mber 108206		
Worker Type	PERMANENT		Numbe	er of Subordi	nates <mark>6</mark>	1 Up	
	✓Exists In Hierarchy						
- Subordinate	s		11-14				
Name		Name	Holders	Number	Number of Subordinates	Down	
DY.CHIEF	ENGINEER;ELECTRI	CHARAI	NJIT SINGH HAZU	105261	5		
						4	

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