

OUM

DO.070USERGUIDE

**PSPCL ERP Implementation Project**  
**Employee Creation -HR**

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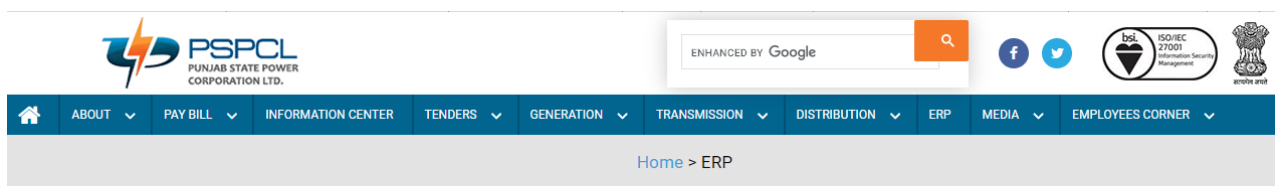
**Approvals:**

<Approver 1>


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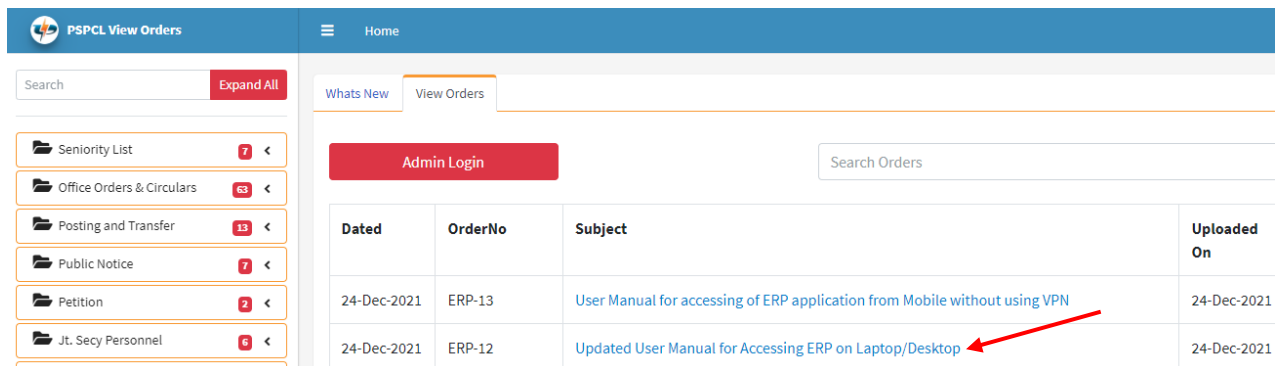
<Approver 2>

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**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](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](https://drive.google.com/drive/folders/1DFJF3n16j-fUhf4wXatW2ZvlhmlHDZ_N)

User Name  
  
Not TECHM\_HRMS? Log Out

Password

**Log In**

[Login Assistance](#)  
[Register Here](#)

Accessibility

Language

- ▶ Application Diagnostics
- ▶ Approvals Management Business Analyst
- ▶ Functional Administrator
- ▶ Learner Manager
- ▶ Learning Administrator
- ▶ Manager Self-Service
- ▶ PSPCL Employee Self Service
- ▶ PSPCL General Ledger Super User
- ▶ PSPCL HRMS - View Only
- ▶ **PSPCL HRMS Manager**
- ▶ PSPCL Change Supervisor
- ▶ **People**
- ▶ Enter and Maintain
- ▶ Salary Management
- ▶ Events and Bookings
- ▶ Delete Personal Records
- ▶ Manage Contracts
- ▶ Search Documents of Record
- ▶ Global Deployments
- ▶ Release Information

Personalize "Worklist"

**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 HRMS Manager
2	Click on People and Enter and Maintain

The screenshot shows a 'People' application window. A 'Find Person' dialog box is overlaid on top. The dialog box contains the following elements:

- Full Name:
- National Identifier:
- Search by number:
  - Type:
  - Number:
- Buttons: Clear, **New** (circled in red), Find

The background window shows fields for Name (Last, First, Title), Gender (Unknown ...), Action, Person Type for Action, Person Types, and Effective Dates (From: 01-JUN-2022, To: , Latest Start Date:  [  ]).

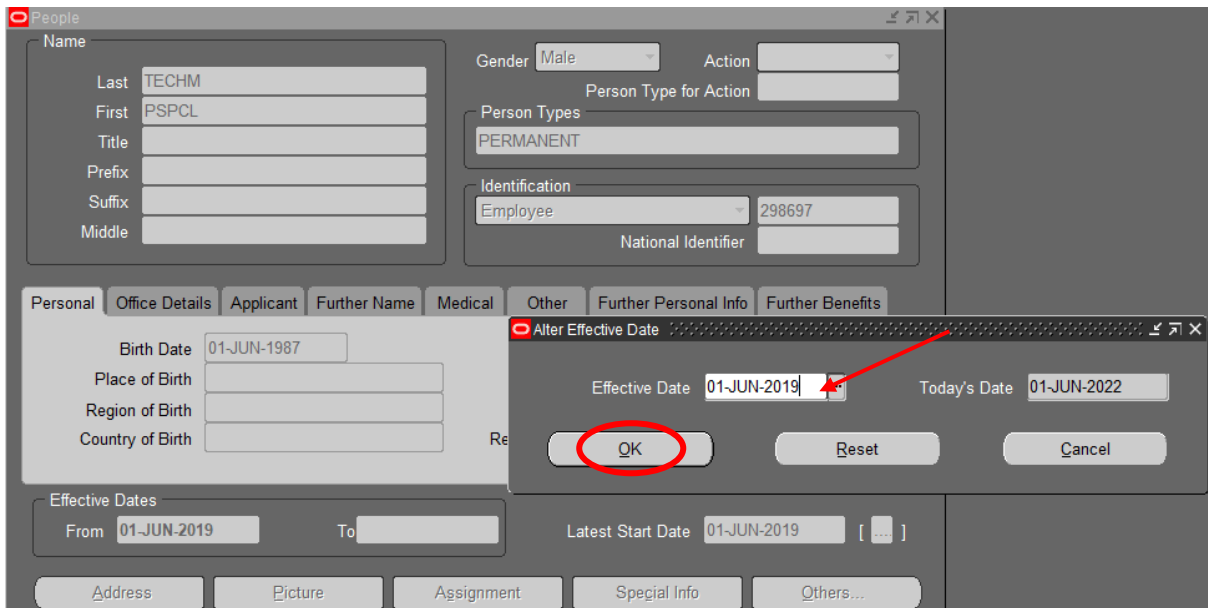
Steps	Actions
3	Click on New Button

The screenshot shows the 'People' application window with the 'Personal' tab selected. The 'Effective Dates' field is highlighted with a red arrow pointing to the date 01-JUN-2022.

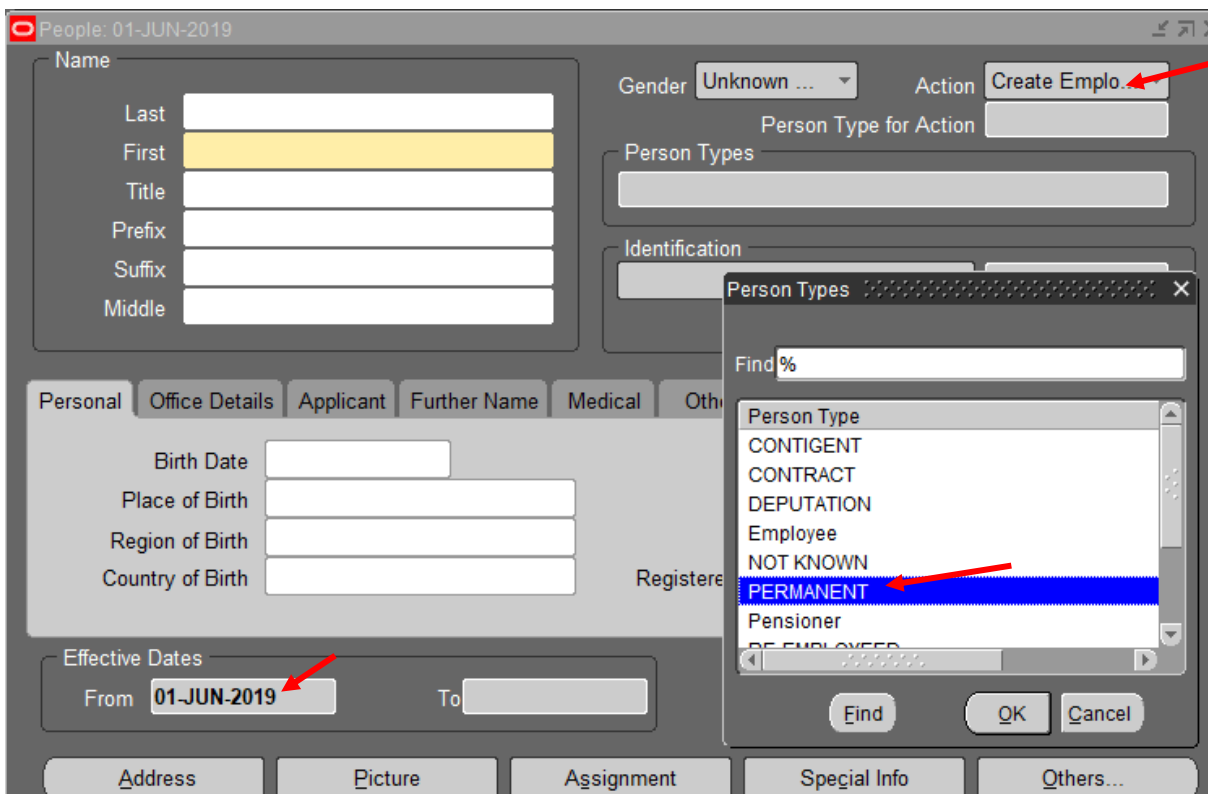
The 'Personal' tab contains the following fields:

- Birth Date:
- Place of Birth:
- Region of Birth:
- Country of Birth:
- Age:
- Status:
- Nationality:
- Registered Disabled:

The 'Effective Dates' field is: From: **01-JUN-2022** (highlighted with a red arrow), To: , Latest Start Date:  [  ]



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

People: 01-JUN-2019

Name

Last: TECHM  
 First: PSPCL  
 Title:  
 Prefix:  
 Suffix:  
 Middle:

Gender: Male  
 Action: Create Emplo...  
 Person Type for Action: PERMANENT

Person Types:

Identification: Employee  
 298697  
 National Identifier:

Personal Office Details Applicant Further Name Medical Other Further Personal Info Further Benefits

Birth Date: 01-JUN-1987  
 Place of Birth:  
 Region of Birth:  
 Country of Birth:  
 Age: 32  
 Status:  
 Nationality:  
 Registered Disabled:

Effective Dates  
 From: 01-JUN-2019 To:  
 Latest Start Date: 01-JUN-2019

Address Picture Assignment Special Info Others...

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

People: 01-JUN-2019

Name

Last: TECHM  
 First: PSPCL  
 Title:  
 Prefix:  
 Suffix:  
 Middle:

Gender: Male  
 Action: Create Emplo...  
 Person Type for Action: PERMANENT

Person Types:

Identification: Employee  
 298697  
 National Identifier:

Personal Office Details Applicant Further Name Medical Other Further Personal Info Further Benefits

Office Email: PSPCL@GMAIL.COM  
 Location:  
 Mailstop:  
 Email: PSPCL@GMAIL.COM  
 Mail To:

Effective Dates  
 From: 01-JUN-2019 To:  
 Latest Start Date: 01-JUN-2019

Address Picture Assignment Special Info Others...

Steps	Actions
11	Click on Office Details

The screenshot shows a software window titled "People: 01-JUN-2019". The main form has several sections:

- Name:** Last: TECHM, First: PSPCL, Title, Prefix, Suffix, Middle.
- Gender:** Male
- Action:** Create Emplo... (dropdown)
- Person Type for Action:** PERMANENT
- Person Types:** (empty field)
- Identification:** Employee (dropdown), 298697 (text field), National Identifier (empty field)
- Tabs:** Personal, Office Details, Applicant, Further Name, **Medical** (selected), Other, Further Personal Info, Further Benefits
- Medical Section:** Blood Type, Last Test Date, Last Test By.
- Effective Dates:** From: 01-JUN-2019, To: (empty)
- Buttons:** Address, Picture, As...

A dialog box titled "Blood Type" is open, showing a list of options:

- A Rhesus Negative
- A Rhesus Positive
- AB Rhesus Negative** (highlighted)
- AB Rhesus Positive
- B Rhesus Negative
- B Rhesus Positive
- O Rhesus Negative
- O Rhesus Positive

The "OK" button in the dialog box is circled in red. A red arrow points from the "Medical" tab to the "Blood Type" dialog box.

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

People: 01-JUN-2019

Name  
 Last: TECHM  
 First: PSPCL  
 Title:   
 Prefix:   
 Suffix:   
 Middle:   
 Gender: Male  
 Action: Create Emplo...  
 Person Type for Action: PERMANENT  
 Person Types:   
 Identification: Employee 298697  
 National Identifier:   
 Further Personal Info

PAN: \*\*\*\*\*  
 PAN Reference Number:   
 Residential Status: Resident and ordinarily resident in India  
 Other Document if no PAN:   
 Aadhaar Number: \*\*\*\*\*  
 PAN Applied For:   
 Ex-Serviceman: No  
 Effective Dates: From 01-JUN-2019 To:   
 Latest Start Date: 01-JUN-2019

Address Picture Assignment Special Info Others...

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

People: 01-JUN-2019

Name  
 Last: TECHM  
 First: PSPCL  
 Title:   
 Prefix:   
 Suffix:   
 Middle:   
 Gender: Male  
 Action:   
 Person Type for Action:   
 Person Types: PERMANENT  
 Identification: Employee 298697  
 National Identifier:   
 Further Personal Info

PAN: \*\*\*\*\*  
 PAN Reference Number:   
 Residential Status: Resident and ordinarily resident in India  
 Other Document if no PAN:   
 Aadhaar Number: \*\*\*\*\*  
 PAN Applied For:   
 Ex-Serviceman: No  
 Effective Dates: From 01-JUN-2019 To:   
 Latest Start Date: 01-JUN-2019

Address Picture Assignment Special Info Others...

FRM-40400: Transaction complete: 1 records applied and saved.



Steps	Actions
16	Click on Assignment

The screenshot displays a software window titled "People: 01-JUN-2019" with a sub-window "Assignment: 01-JUN-2019(PSPCL TECHM)". The main form contains the following fields:

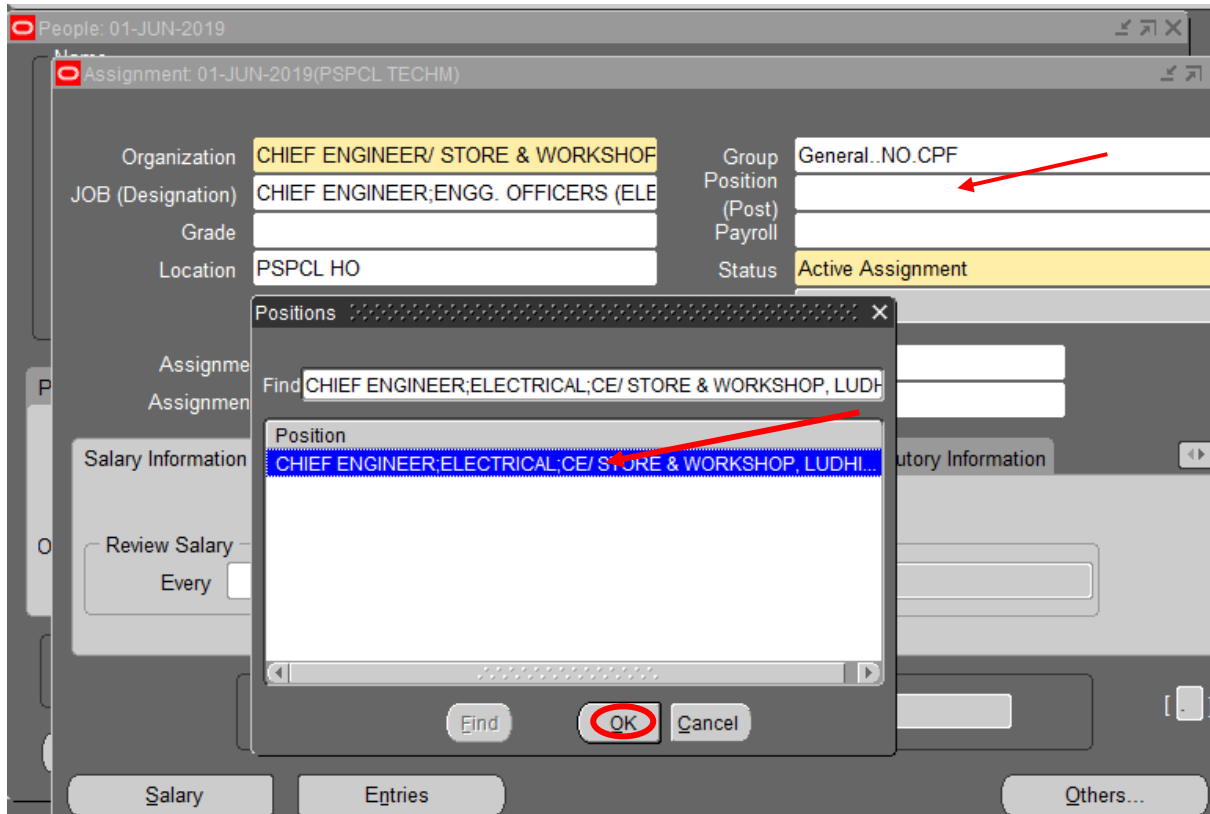
- Organization: CHIEF ENGINEER/ STORE & WORKSHOP
- JOB (Designation): CHIEF ENGINEER;ENGG. OFFICERS (ELE
- Grade: [Empty]
- Location: PSPCL HO
- Group: [Empty]
- Position (Post): [Empty]
- Payroll: [Empty]
- Status: Active Assignment
- Vacancy: [Empty]
- Assignment Number: 298697
- Collective Agreement: [Empty]
- Assignment Category: [Empty]
- Employee Category: [Empty]

A red arrow points to the "Group" field. Below the main form is a "PSPCL People Group Flexfield" dialog box with the following fields:

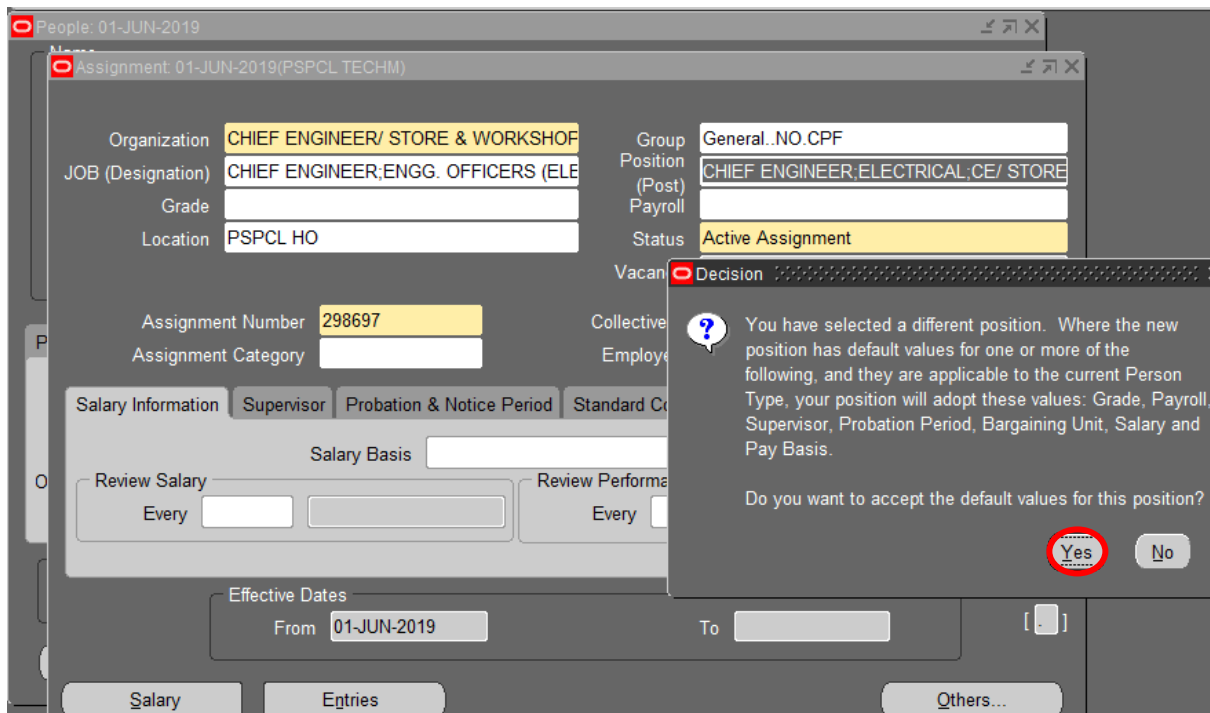
- PSPCL\_SHIFT\_DETAILS: General
- PSPCL Pension Type: [Empty]
- PSPCL Company Accomodation: NO
- PSPCL PF Type: CPF

Buttons at the bottom of the flexfield dialog include "OK" (circled in red), "Cancel", "Clear", and "Help". At the bottom of the main window are buttons for "Salary", "Entries", and "Others..."

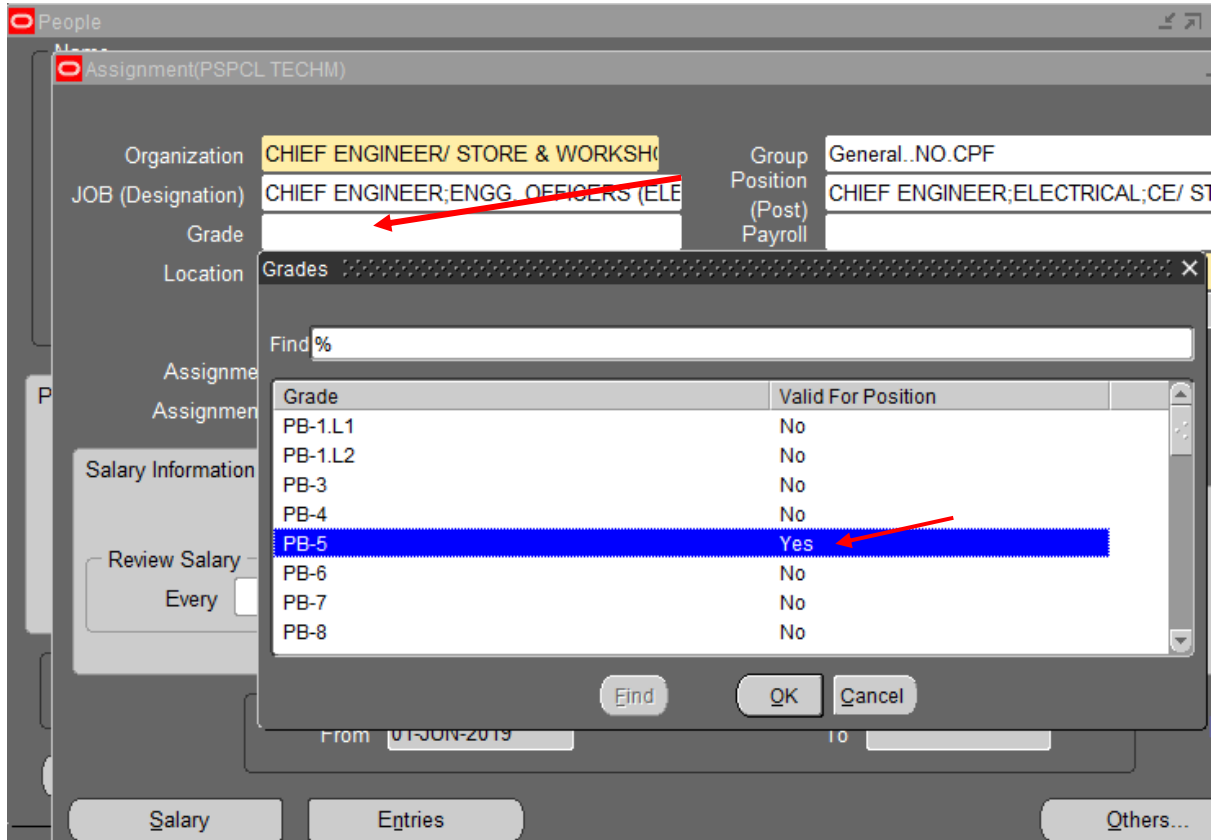
Steps	Actions
17	Fill the ORG, JOB, Group
18	Click on Ok



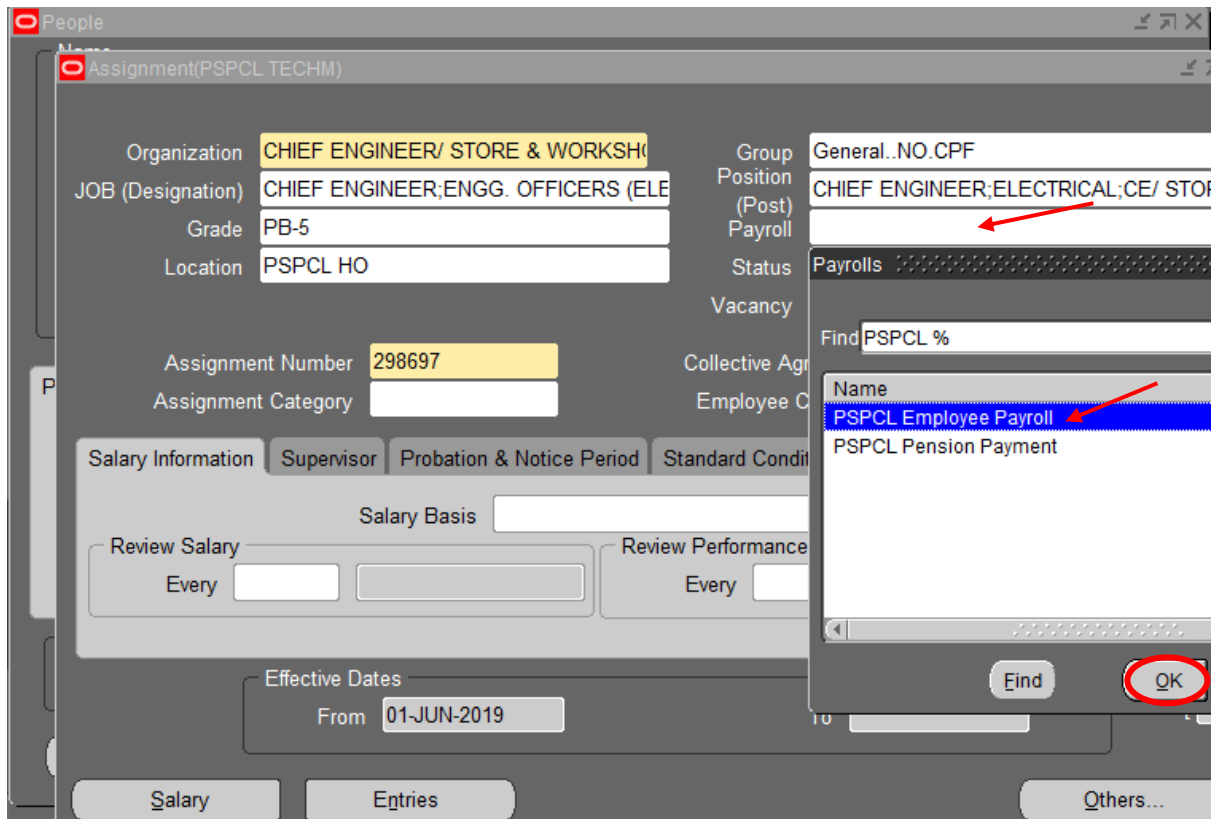
Steps	Actions
19	Fill the Positions
20	Click on Ok



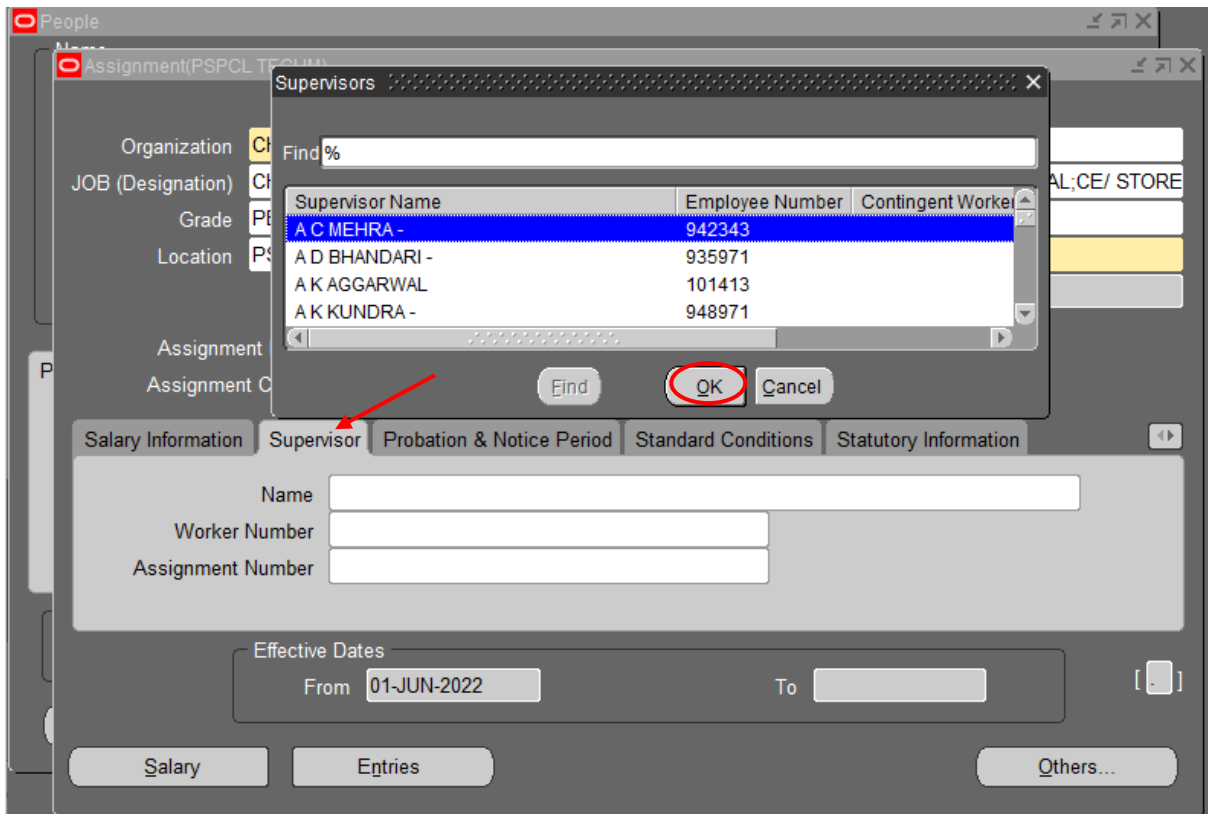
Steps	Actions
21	Click on Yes



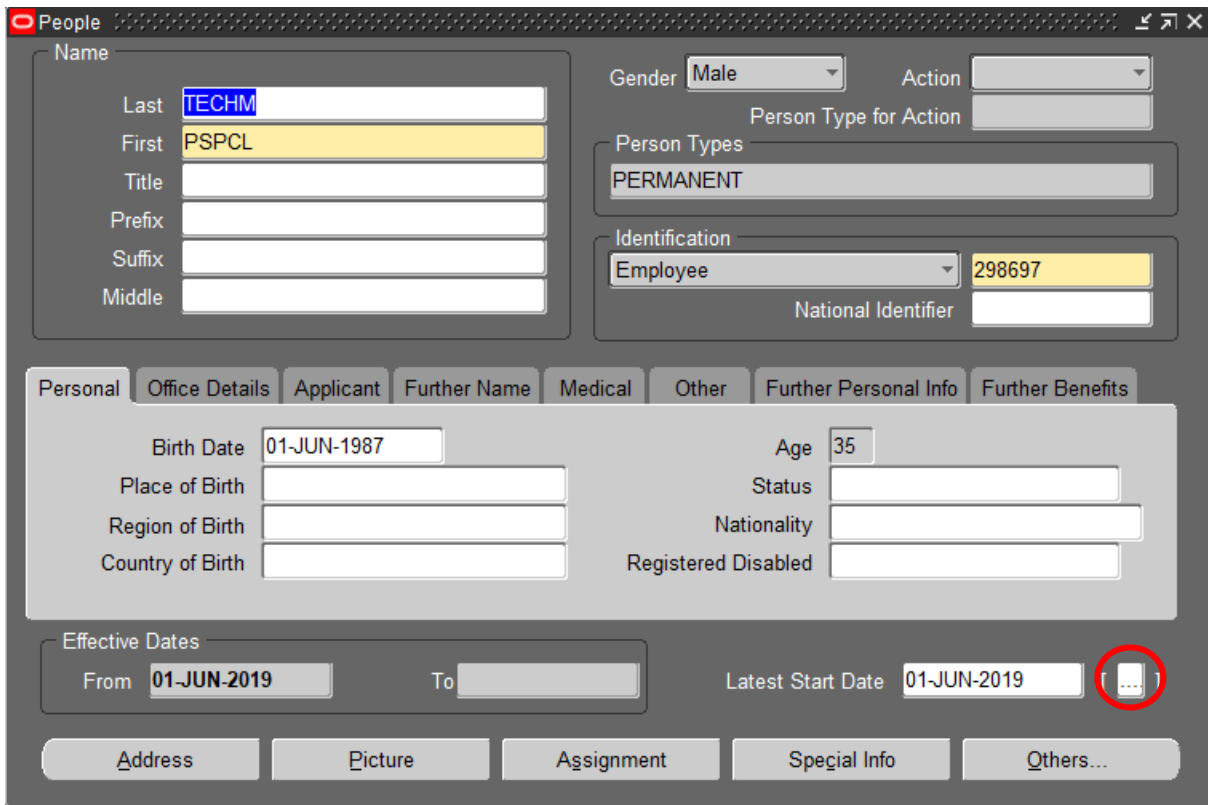
Steps	Actions
22	Fill the Grade



Steps	Actions
23	Click on Payroll, Fill it
24	Click on Ok



Steps	Actions
25	Click on Supervisor, Fill the Supervisor Name



People

Name

Last

First

Title

Prefix

Suffix

Middle

Gender  Action

Person Type for Action

Person Types

**Additional Personal Details**

ID Mark1

ID Mark1

Medical Entitlement

Concession AC Number

Matric Level Punjabi pass?

Extension beyond 50/55?

Taken part in strike?

If Yes Strike Details

Physical Category

Gazetted?

DDO ID

Context Value

Personal Office Details Applicant Further

Birth Date

Place of Birth

Region of Birth

Country of Birth

Effective Dates

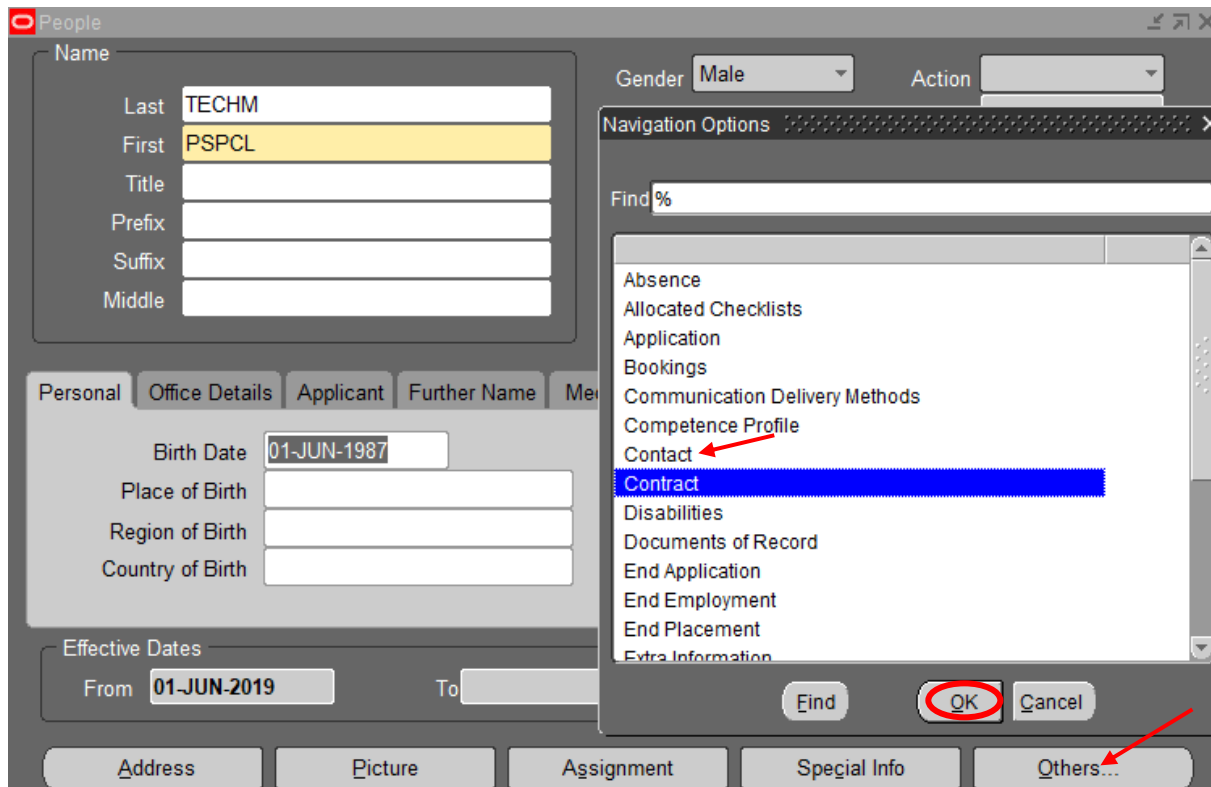
From  To

Address

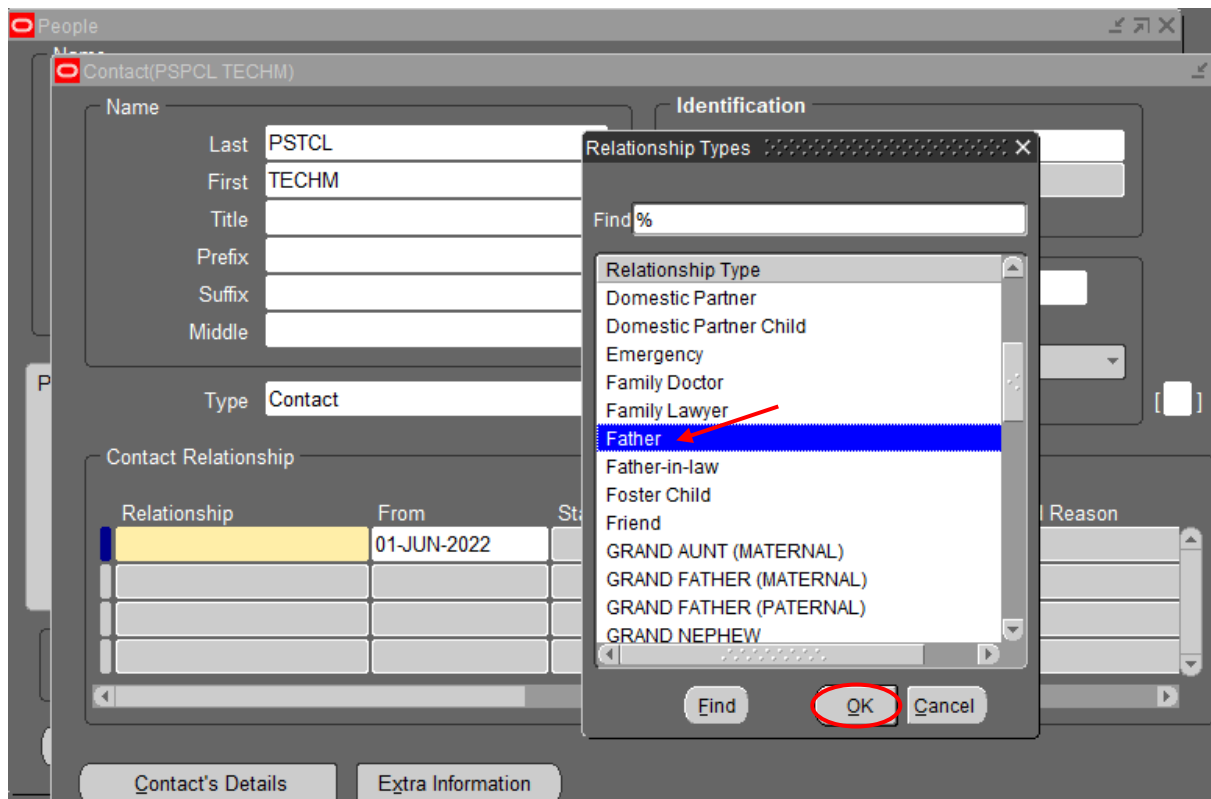
Picture

OK

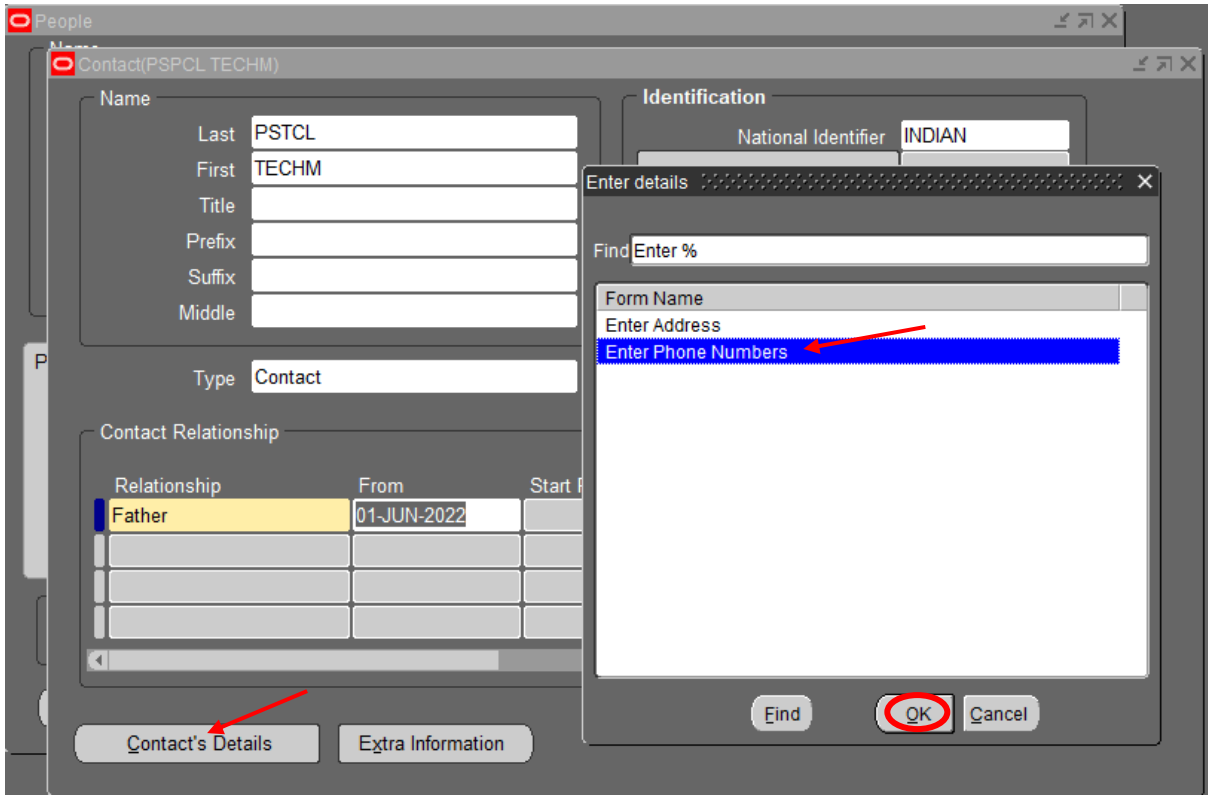
Steps	Actions
26	Fill the DDO ID
27	Click on Ok



Steps	Actions
28	Click on Others
29	Select the Navigation Options

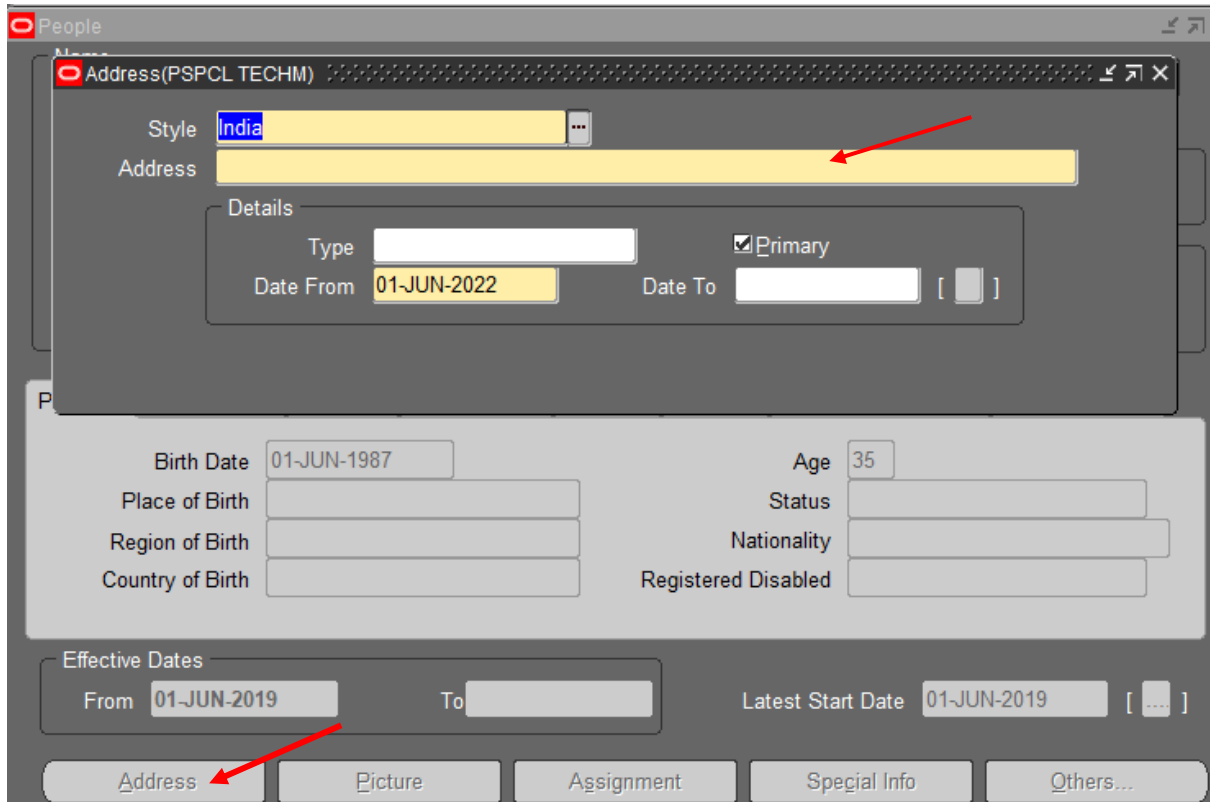


Steps	Actions
30	Select the Relationship Type
31	Click on Ok

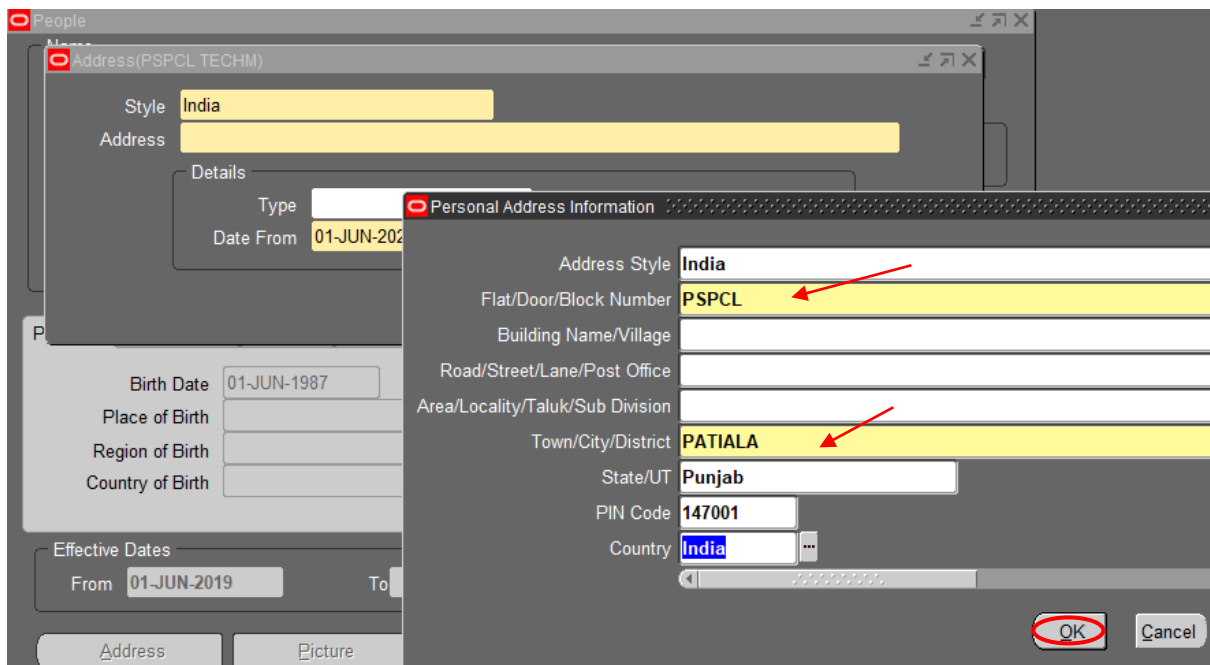


Steps	Actions
32	Click on Contact details

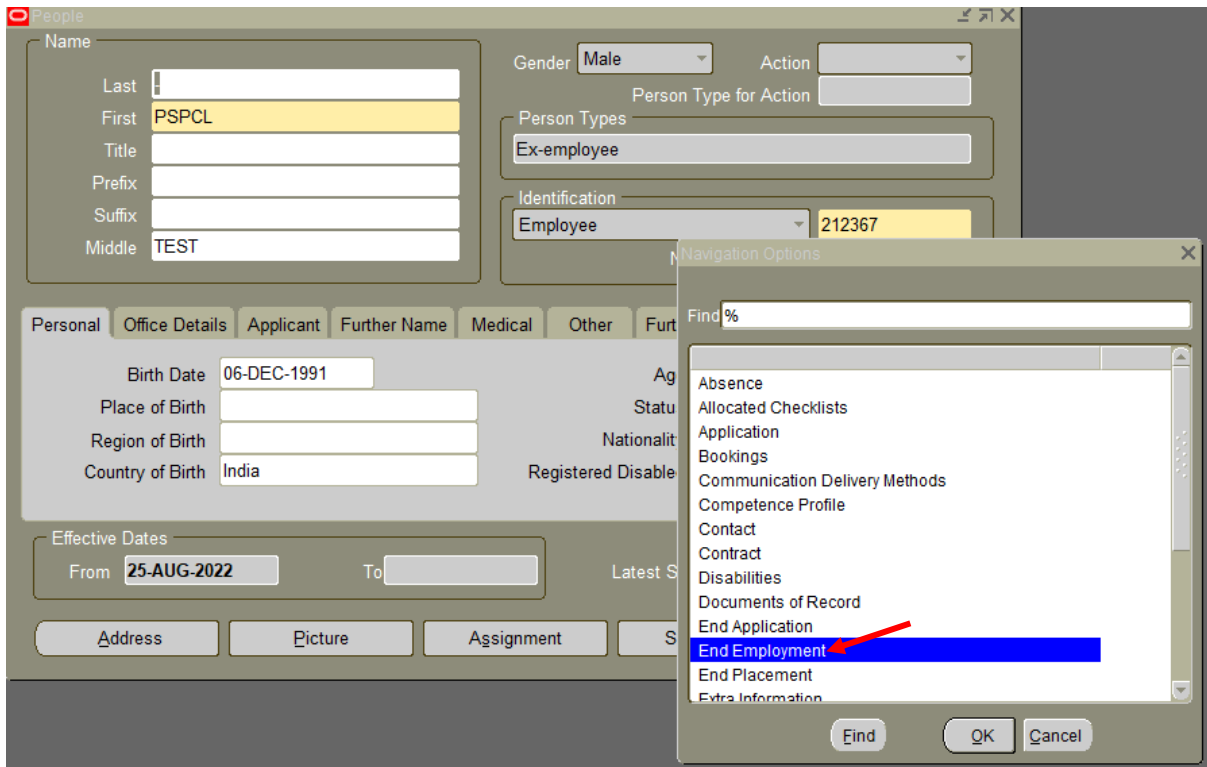




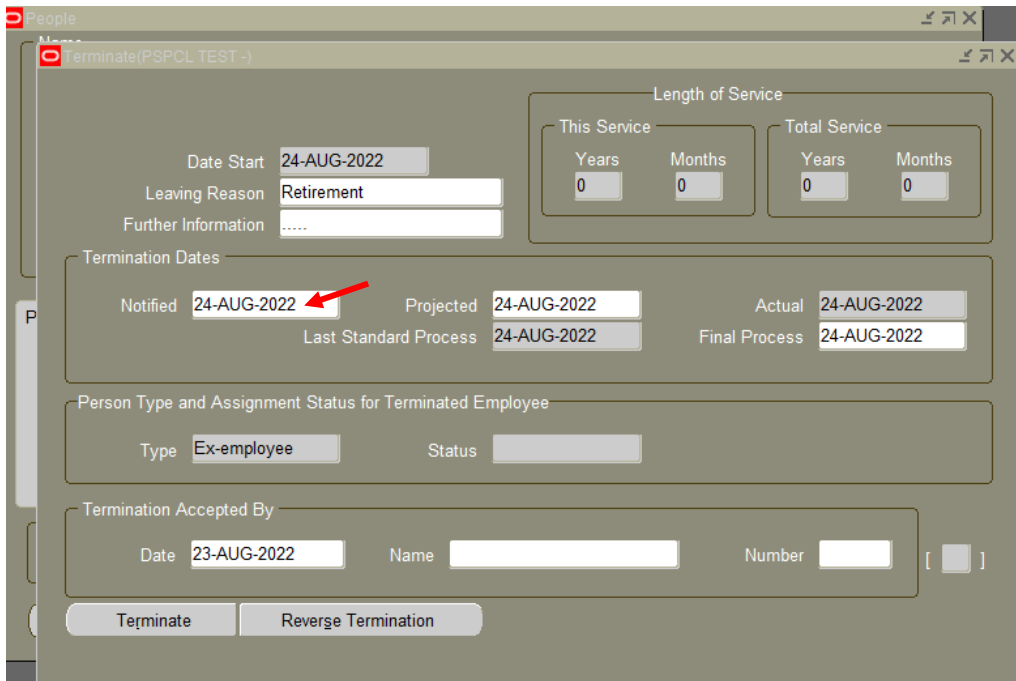
Steps	Actions
33	Click on Address, fill the address



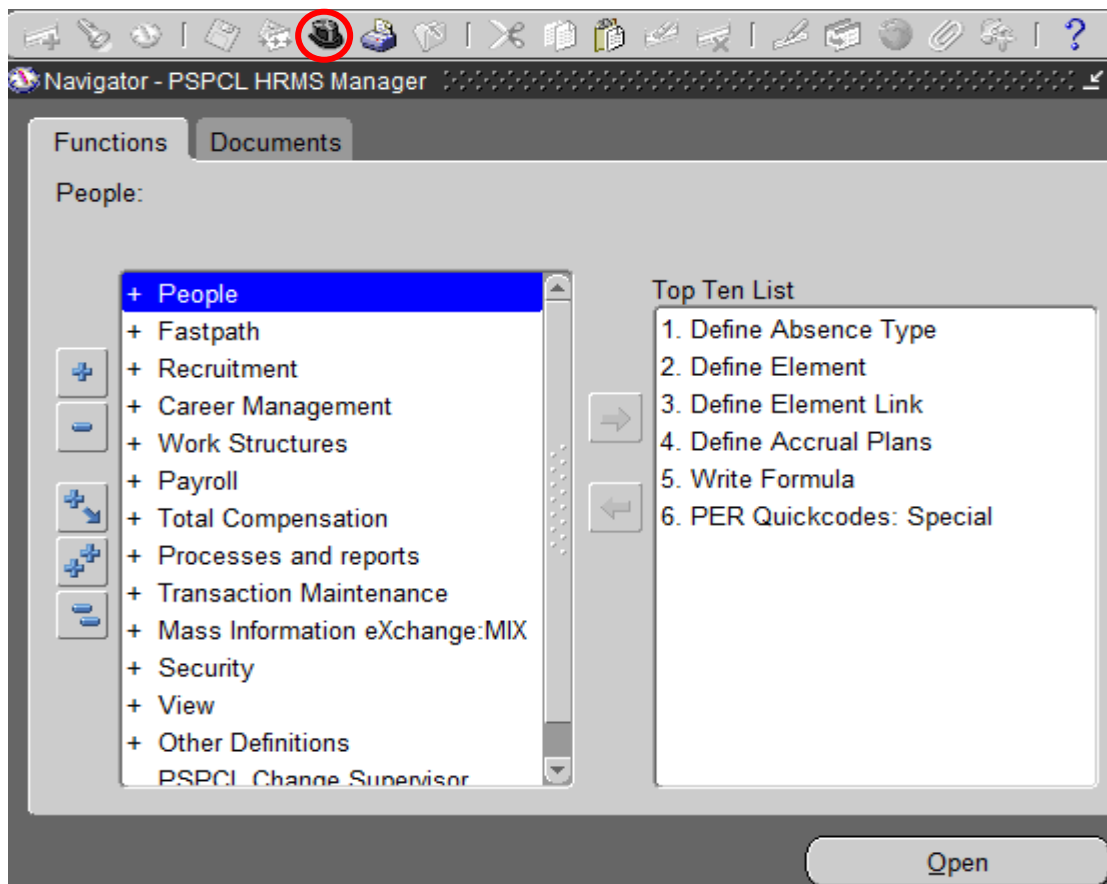
Steps	Actions
34	Click on Ok



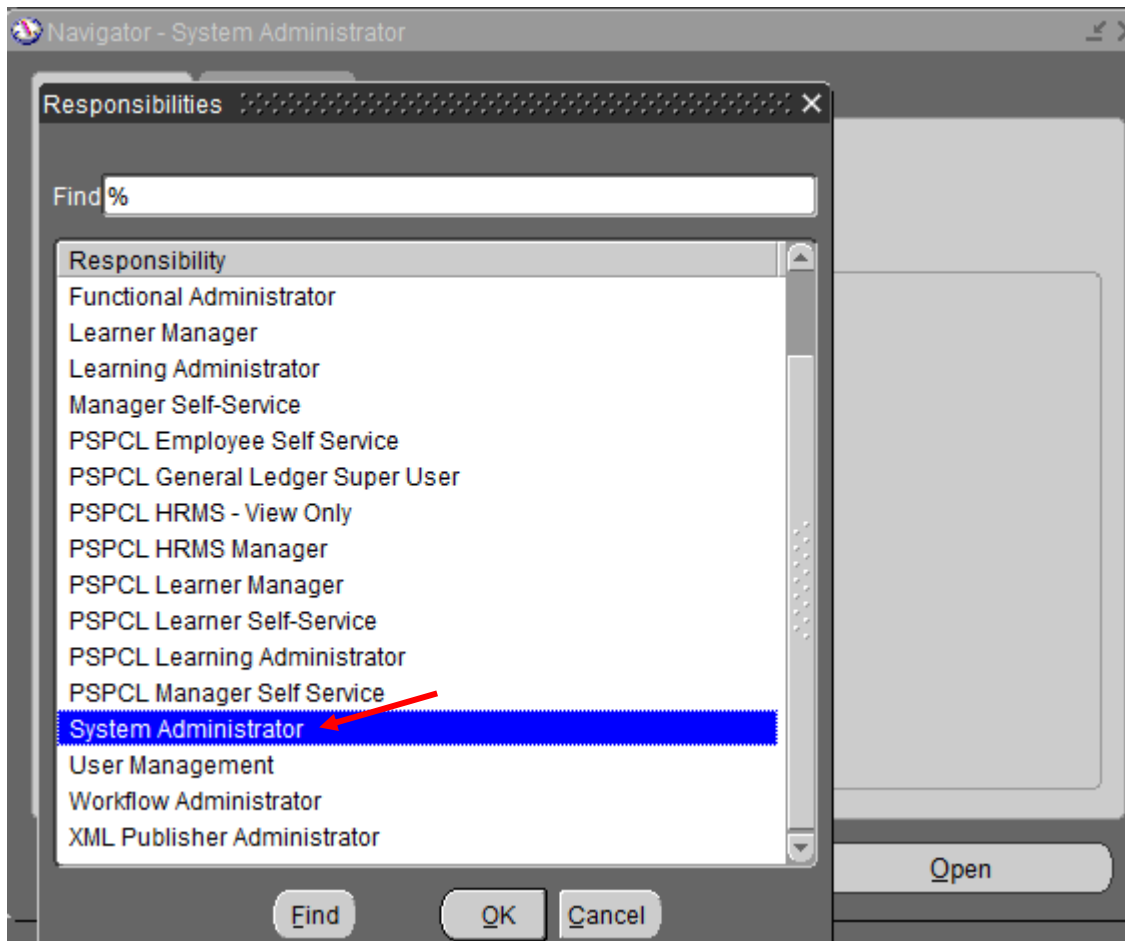
Steps	Actions
35	Click on Others
36	Click on End Employment



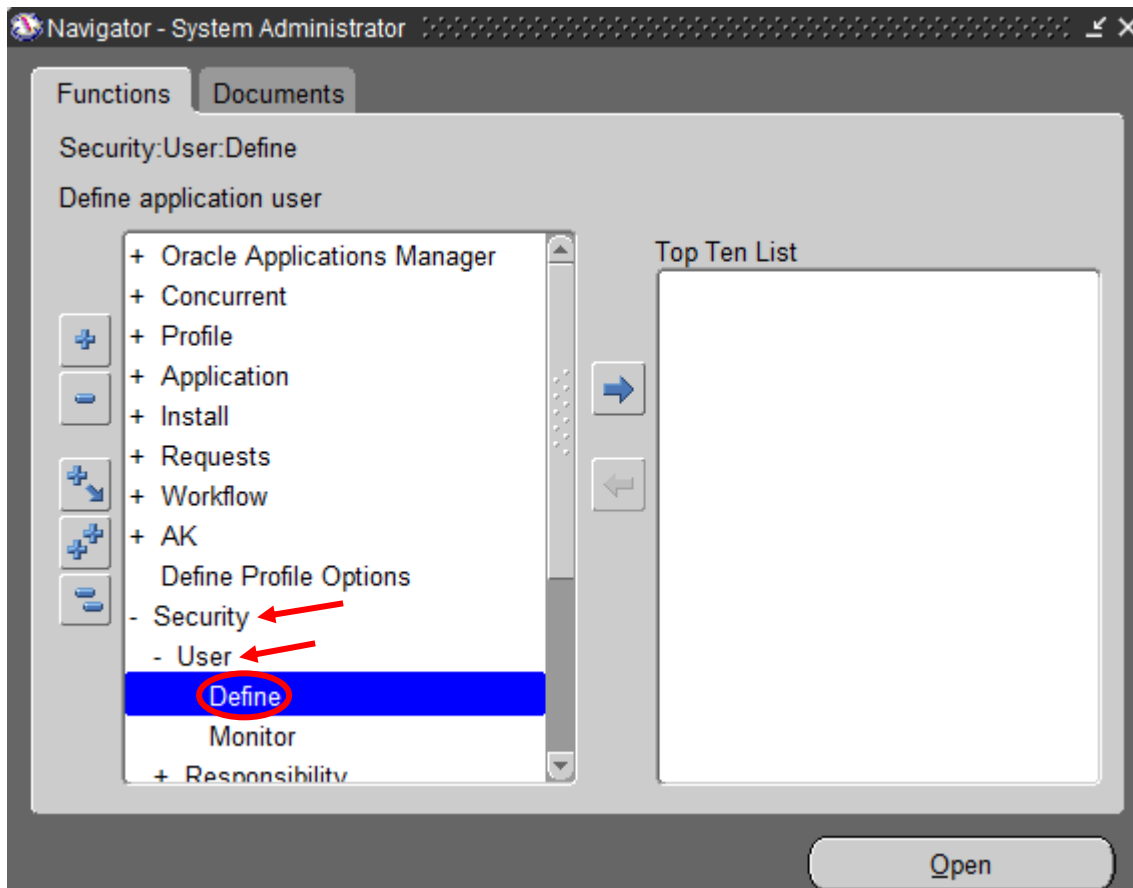
Steps	Actions
37	Select the Leaving Reason
38	Select the Termination Dates
39	Select the Termination Accepted By



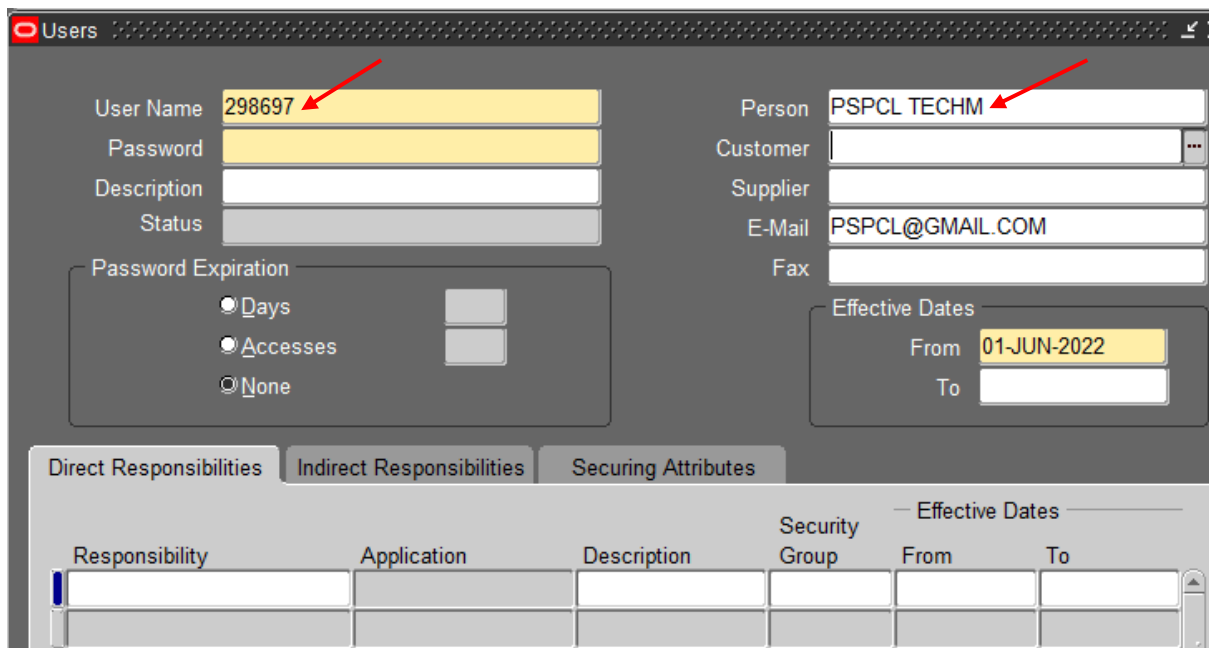
Steps	Actions
40	Create the Users
41	Switch the Responsibility



Steps	Actions
42	Click the System Administrator



Steps	Actions
43	Click on Security, User, Define



Steps	Actions
44	Enter the User Name and Person
45	Enter the Password

**Users**

User Name: 298697  
 Password:   
 Description:   
 Status:

Person: PSPCL TECHM  
 Customer:   
 Supplier:   
 E-Mail: PSPCL@GMAIL.COM  
 Fax:

Password Expiration:  
 Days   
 Accesses   
 None

Effective Dates:  
 From: 01-JUN-2022  
 To:

Direct Responsibilities | Indirect Responsibilities | Securing Attributes

Responsibility	Application	Description	Security Group	Effective Dates From	Effective Dates To
Application Developer	Application Object Lib		Standard	01-JUN-2022	
PSPCL HRMS Manager	Human Resources		Standard	01-JUN-2022	

**Users**

User Name: 298697  
 Password:   
 Description:   
 Status: Active

Person:   
 Customer:   
 Supplier:   
 E-Mail: PSPCL@GMAIL.COM

Person Names

Find: PSPCL TECHM%

Name	Email Address	Employee?	Employee Number	Contingent Worker Num
PSPCL TECHM	PSPCL@GMAIL.COM	*	298697	

Find OK Cancel

Steps	Actions
46	Select the Responsibility as per user

**Users**

User Name: 298697  
 Password:   
 Description:   
 Status: **Active**

Person: PSPCL TECHM  
 Customer:   
 Supplier:   
 E-Mail: PSPCL@GMAIL.COM  
 Fax:

Password Expiration:  
 Days   
 Accesses   
 None

Effective Dates:  
 From: 01-JUN-2022  
 To:

Direct Responsibilities | Indirect Responsibilities | Securing Attributes

Responsibility	Application	Description	Security Group	From	To
Application Developer	Application Object Lib		Standard	01-JUN-2022	
PSPCL HRMS Manager	Human Resources		Standard	01-JUN-2022	

Steps	Actions
47	Status Active

ORACLE

User Name: 298697  
 Password:

**Log In** Cancel

[Login Assistance](#)  
[Register Here](#)

Accessibility: None  
 Language: English

**Change Password**

\* Current Password:  ←

\* New Password:

\* Re-enter New Password:

Password must be at least 5 characters long.

**Submit** Cancel

\* Indicates required field

## Change Password

\* Current Password

\* New Password

\* Re-enter New Password

Password must be at least 5 characters long.

\* Indicates required field

Customized  
Contract Documents  
E-Business Suite  
Applications

Enterprise Search Contract Documents   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**

- ▶ Application Developer
- ▶ PSPCL HRMS Manager

**Worklist**

\*\*\*

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

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