Indian Ports Association (IPA)

Implementation of Port EBS Project

Enterprise Business System

**Business Process Manual for**

**Manager Self Service**

**Submitted by:**

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Plot No. 58 A & B,

Noida Special Economic Zone,

Uttar Pradesh-201305

www.techmahindra.com

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| --- | --- |
| Authors & Participants | |
| Role | Name |
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**Introduction:**

The purpose of the document is to give awareness of the complete cycle of processes in Manager Self Service (MSS) portal to the respective users.

**Summary:**

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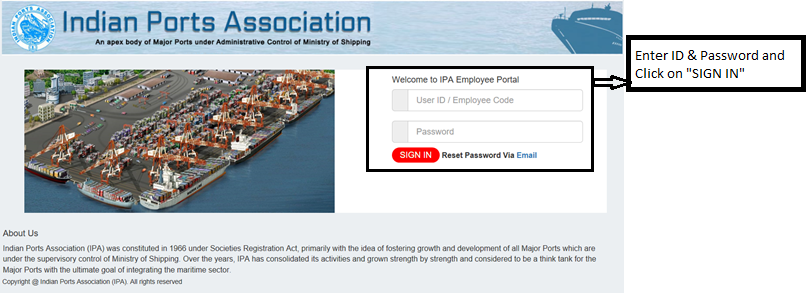
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**Abbreviations**

|  |  |
| --- | --- |
| ***Abbreviation*** | ***Description*** |
| ESS | Employee Self Service |
| MSS | Manager Self Service |
| EG | Employee Group |
| ESG | Employee sub group |
| PA | Personnel area |
| PSA | Personnel Sub area |
| P | Position |
| CM | Content Management |
| IT | Info type |
| EE | Employee |
| PE | Pensioner |
| FRS | Functional Requirement Specification |
| OM | Organizational Management |
| LSO | Learning Solutions |

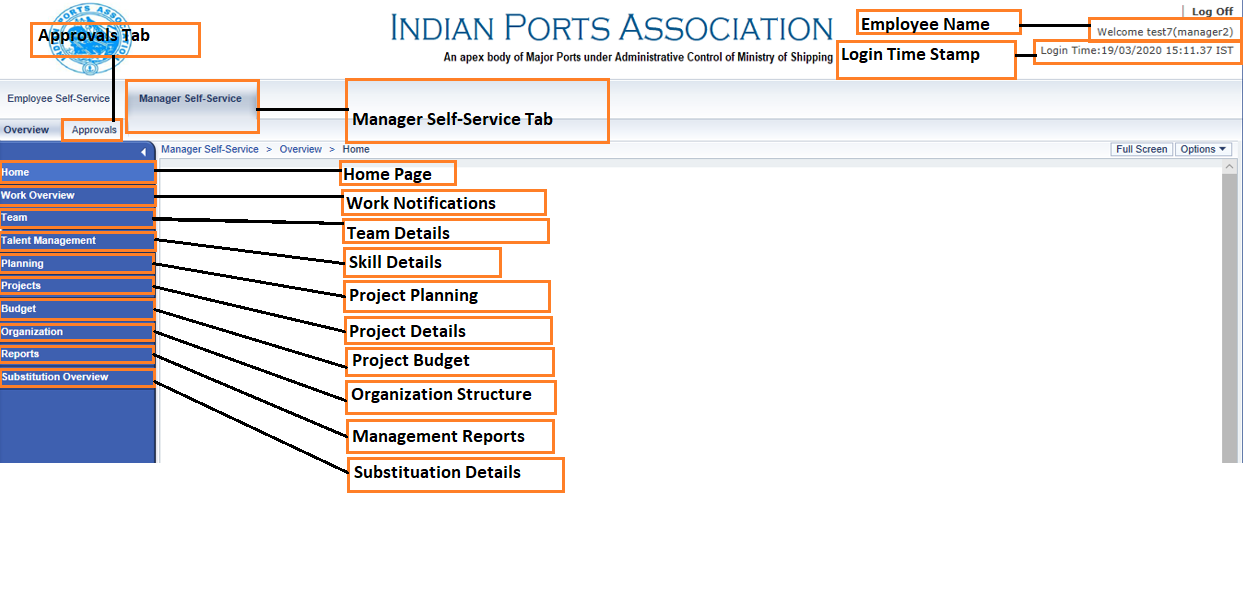
# Employee/Manager Login Portal:

Employees have to log in with their own ID and Password. Once the employee logged in then the home page appears



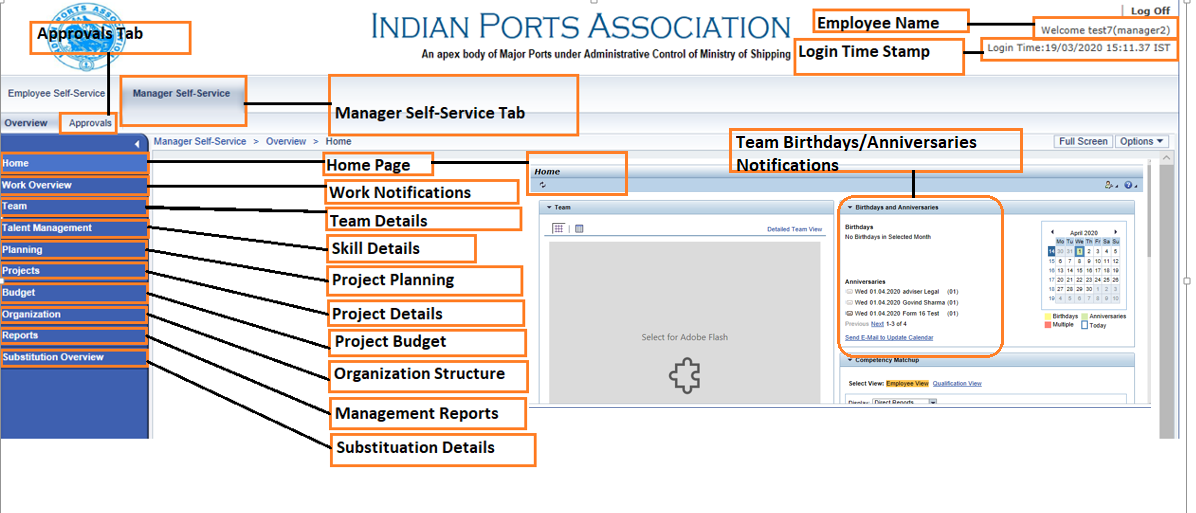
## 1.1 Manger Overview Page

When manager or employee logs in the home page appears. It will have both ESS and MSS tabs. In ESS tab manager can use employee service’s and in MSS tab, he can see all his employee request and project details etc. top right corner will be Employee name and time stamp details.



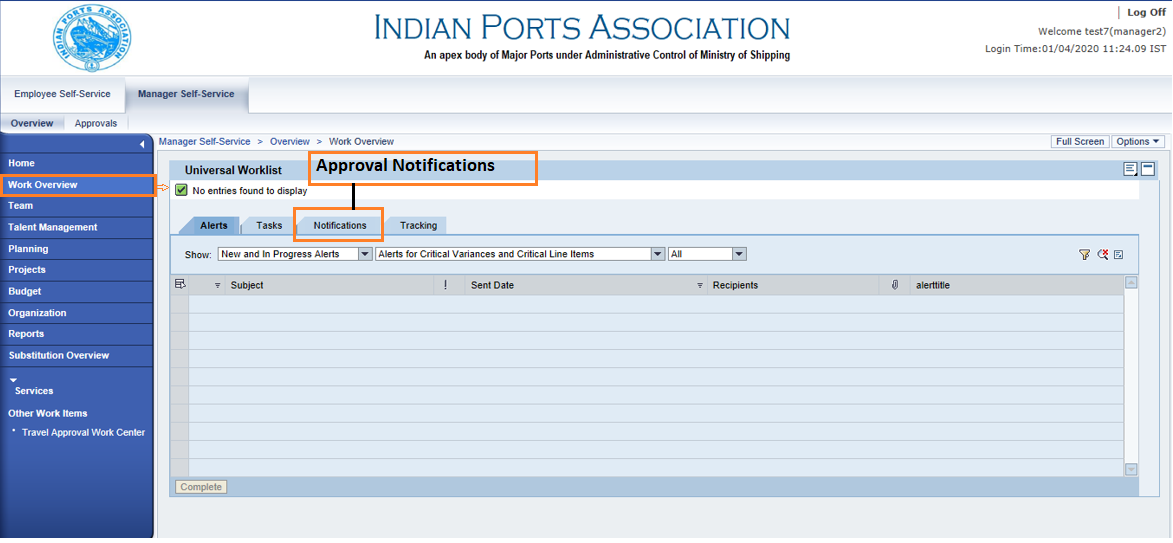
# Home Page:

In Home page manager can see his reporting employee’s birthday and anniversaries notifications.it has shortcut for team calendar details.



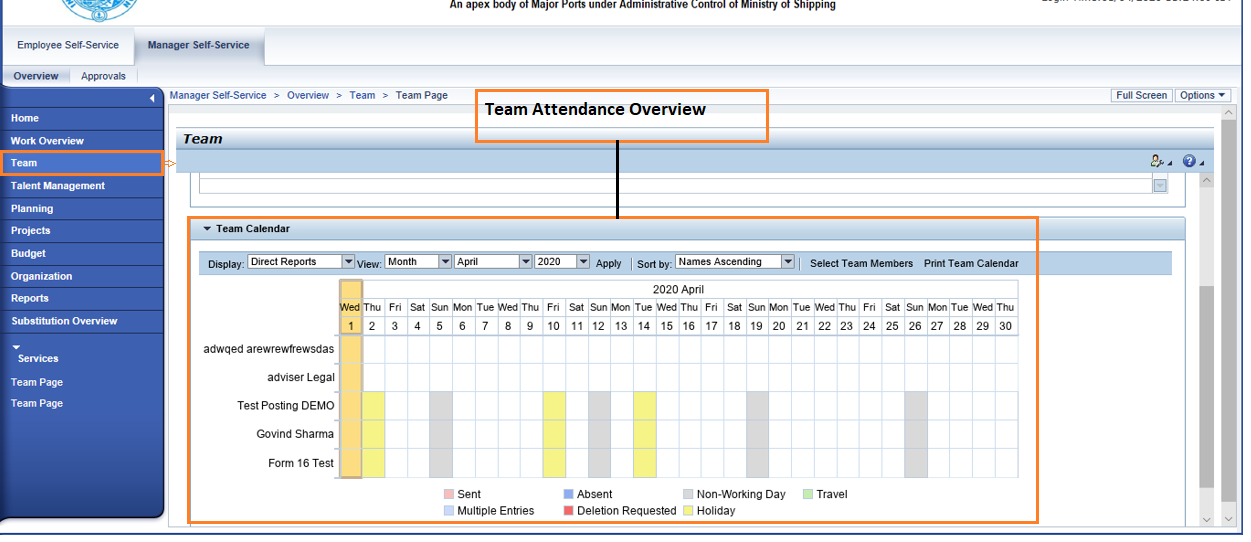
# Work overview:

In Work, overview page manager can see all the UWL components of his reporting employee request like Leave request, Lost/Damaged Id card request etc. manager can approve or reject form here. Manager can also see his tasks assigned and alerts if any.

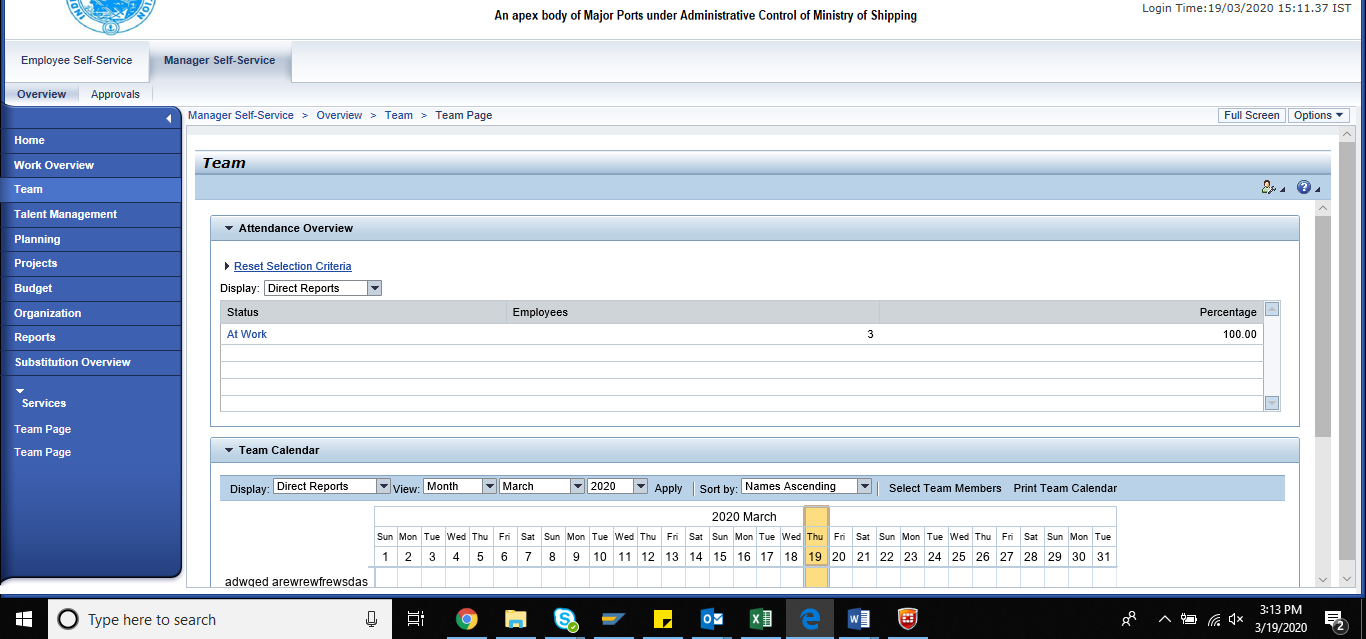


# Team:

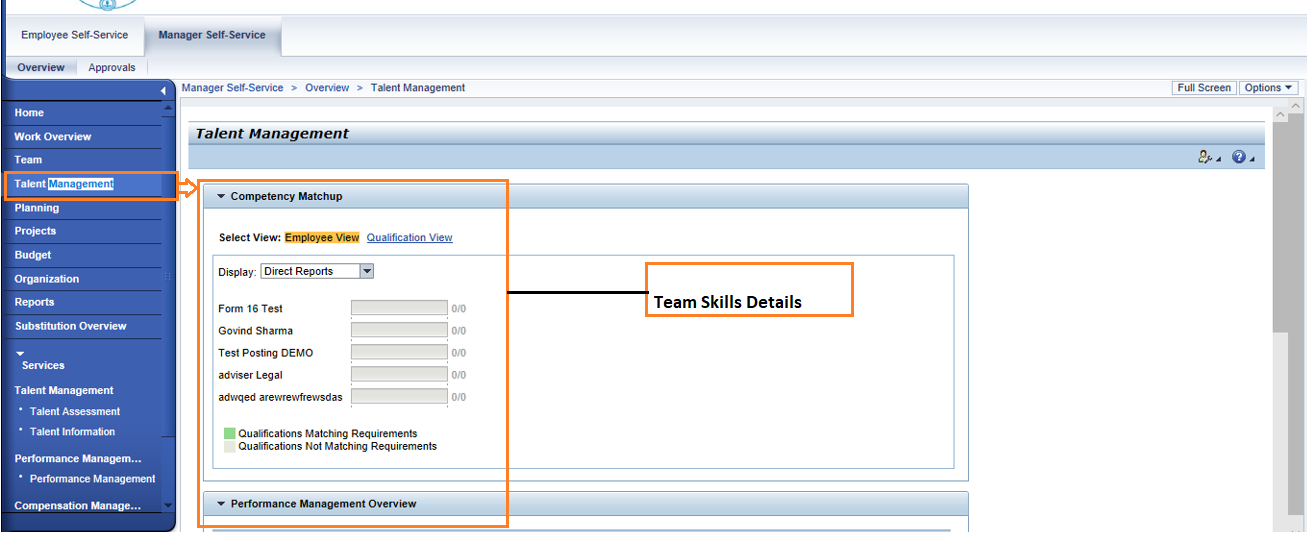
Manager can see all his team details like their leaves, status of attendance, calendar etc.



Attendance Overview

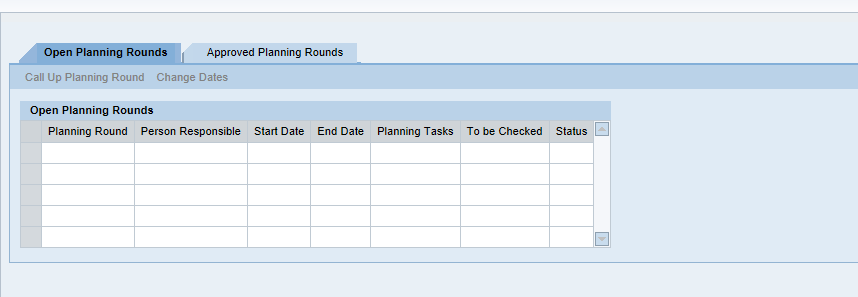


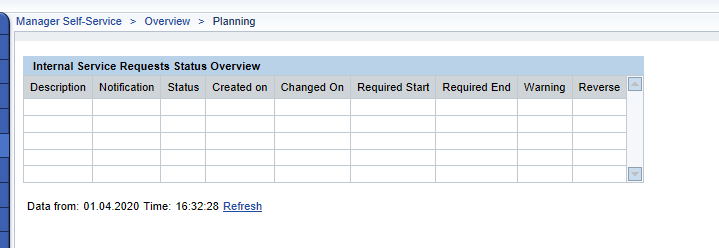
# Talent Management:

It has reports to analyze employee skills according to the requirement. Manager can view his tem skills employee wise, qualification and assign work accordingly. 

# Planning:

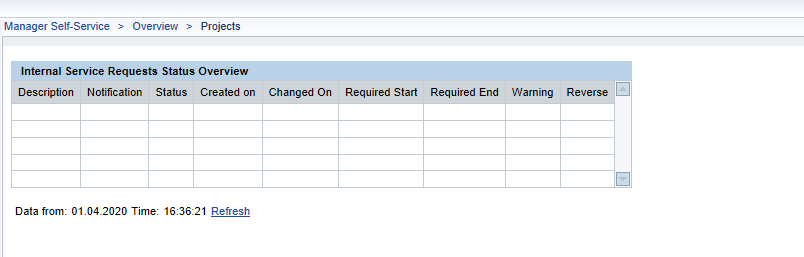
Project planning details will be available in planning. It has services like planning rounds and report on the project.





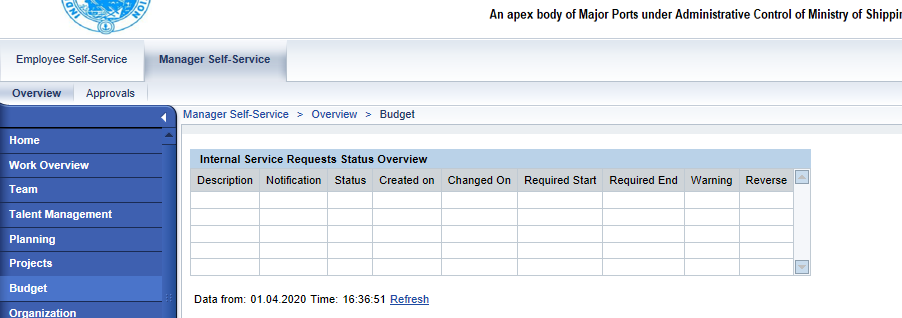
# Project:

Manager can view the details of the project which he is handling and can view report on them.



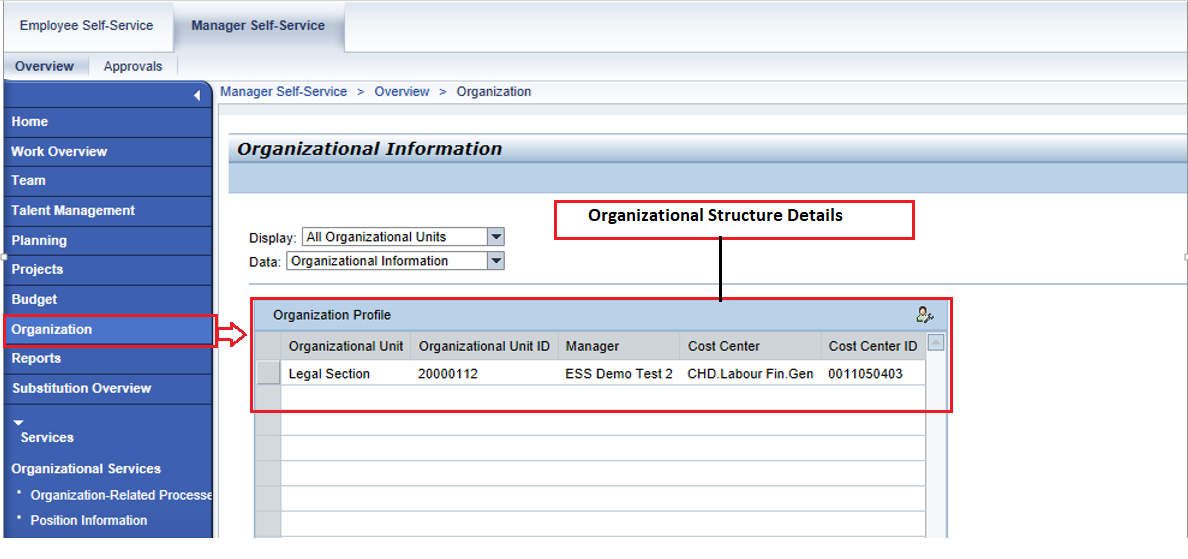
# Budget:

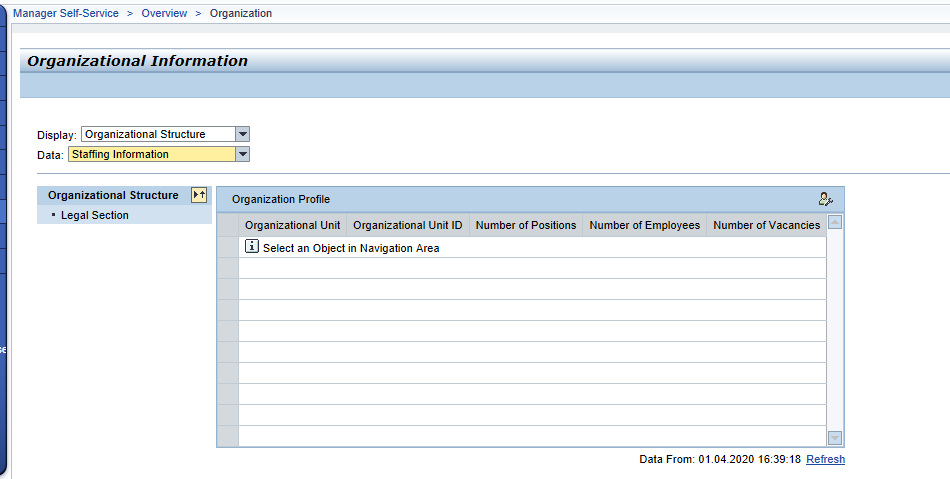
Manager can view report on the budget allocated for each project he is handling.



# Organization:

Manager can view his department’s organization structure and can decide on the position handling for his department.





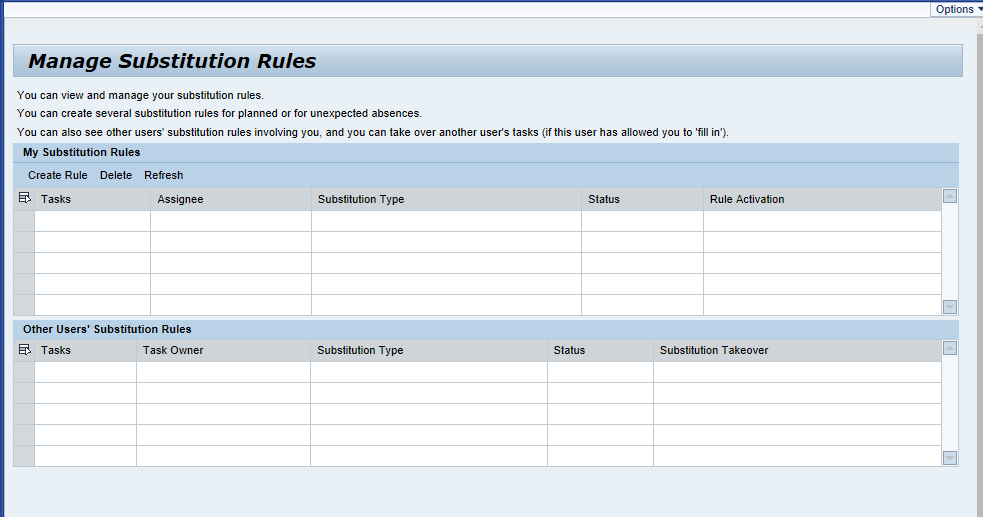
# Reports:

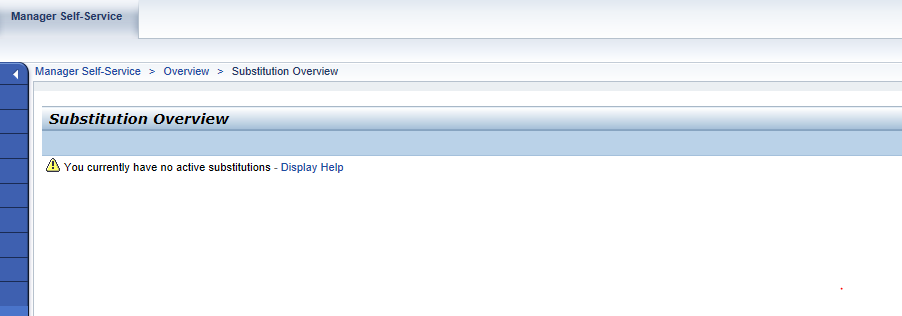
Project required reports are available here. Reports like Position strength in the department, Personal data of his employees, Employee skill reports etc.



# Substitution Overview:

Substitution report are available here. Manager can view the overview of substitution for a particular period. It also has services like manager substitution rules. Manager can create rules according to the requirement.



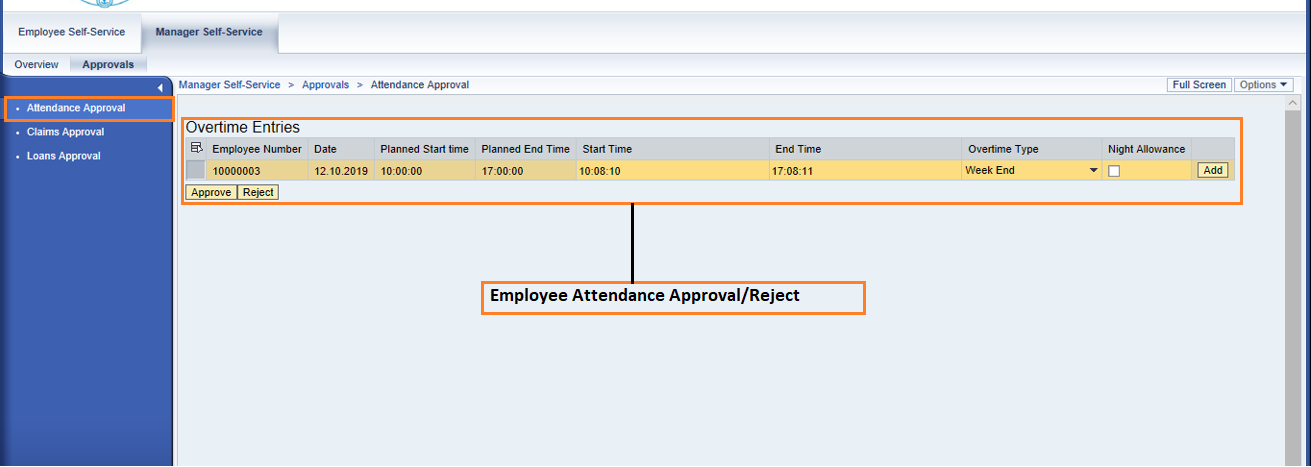


# Approvals tab

Manager has separate tab for Loans, claims, and Attendance approvals.

## 12.1 Attendance Approval:

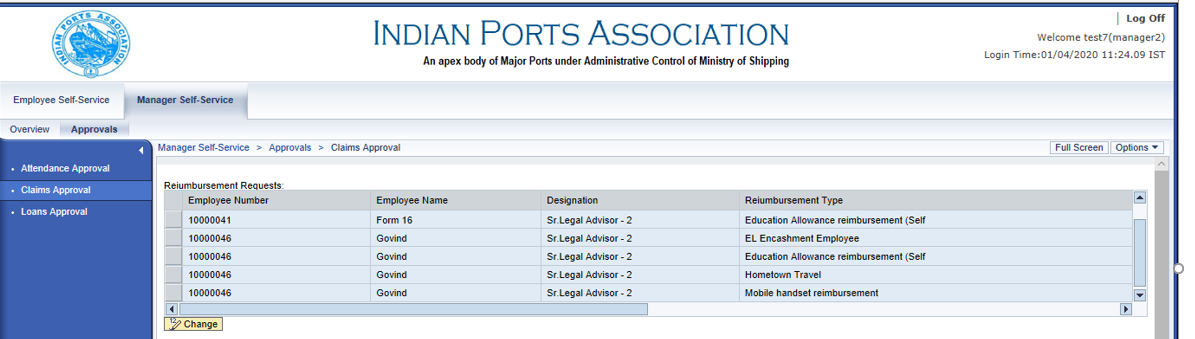
Based on the employee biometric if the employee worked for over time or employee is substituting his work or employee if working on a holiday it requires manager approval. Manager can view all these type of request and Approve or Reject accordingly.

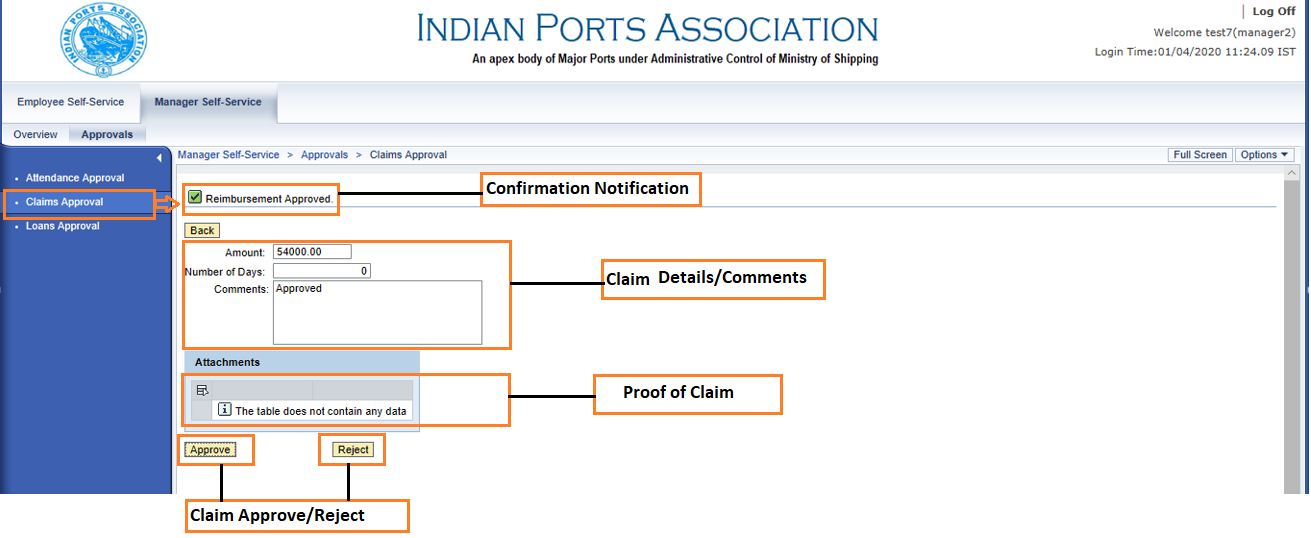


The list contains the employee number, his start time and end time and f it is overtime them overtime type. Manager can change overtime type from single to double or any other accordingly. Manager can change by clicking on add button on specific employee row. If manager wants to give night shift allowance for a specific employee, he has to check the Night allowance on employee record.

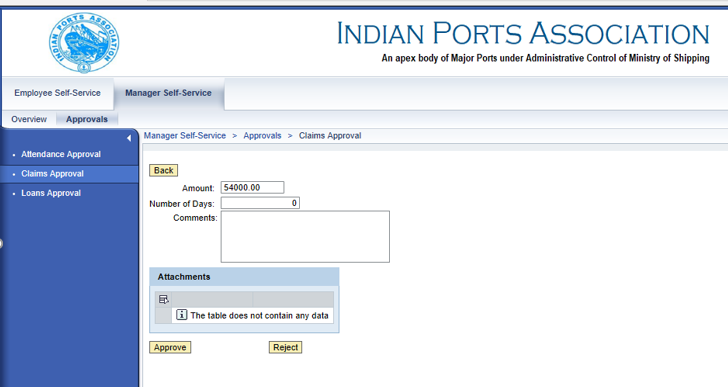
## 12.2 Claims Approval:

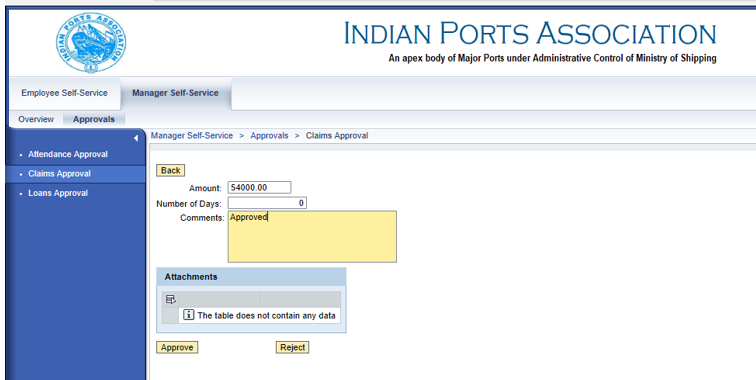
Manger can view the list of reimbursements his employees raised. Manager can edit the details based on the eligibility and Approve or reject employees claim. On selecting the employee record and clicking on change button, a new window will be opened with details. Manager can edit and Approve or reject.





Manager can give comments in comments section and approve or reject. Confirmation notification is seen after Approve or reject and mail notification is sent to the employee.

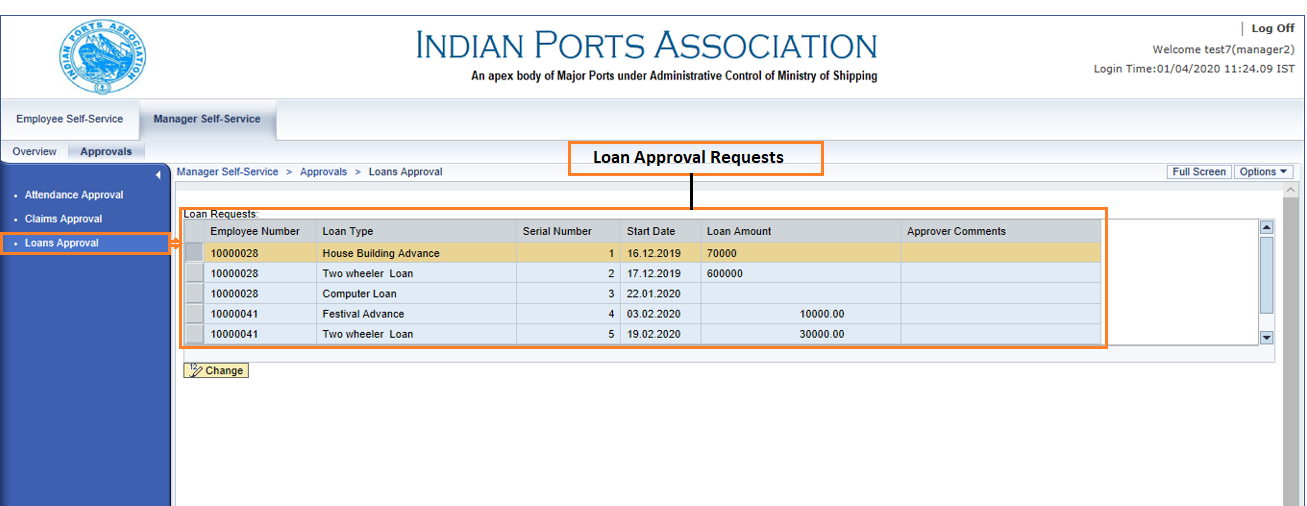


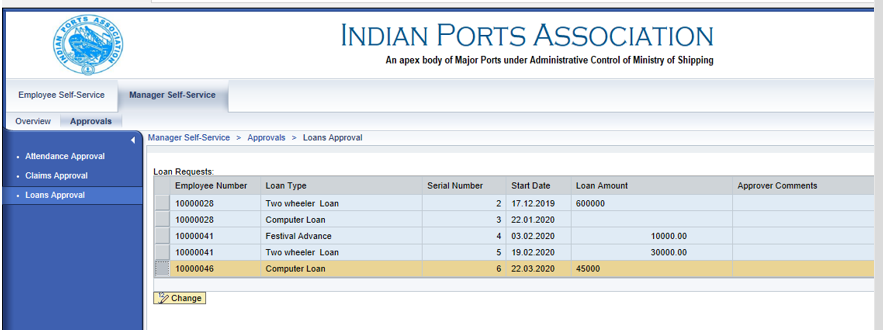


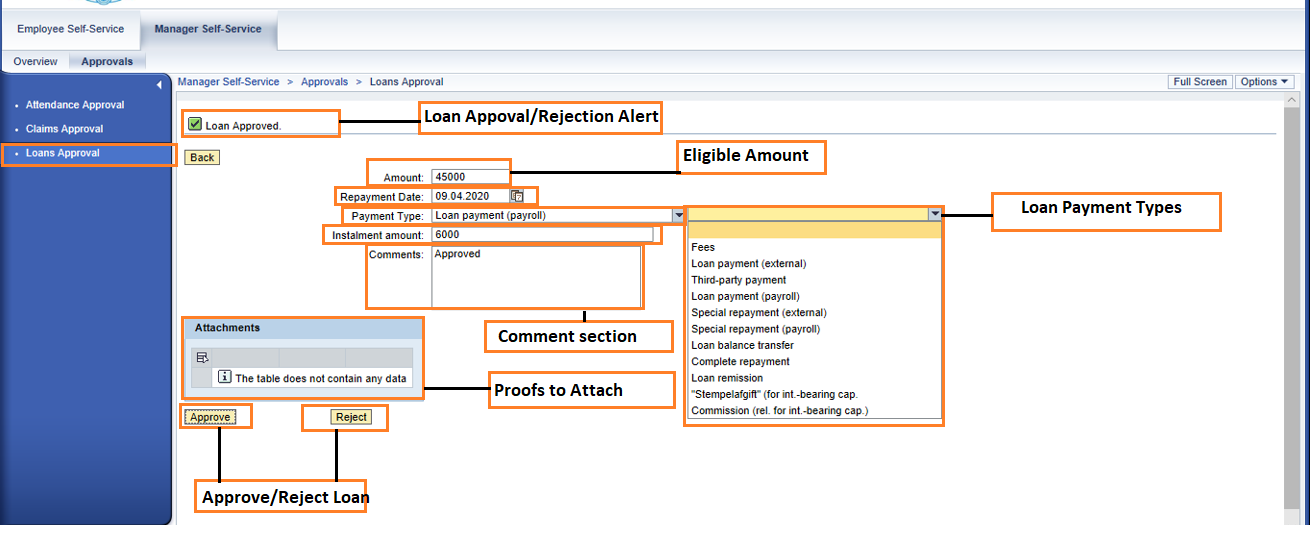
Based on the approval the claim will be stored in SAP and will be processed in payroll.

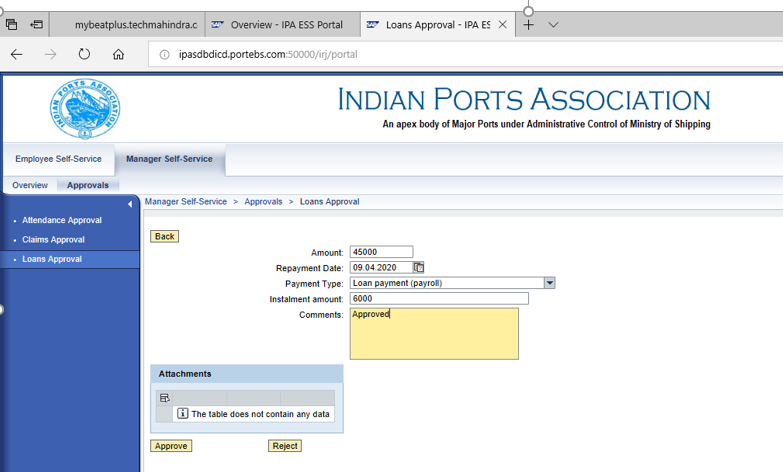
## 12.3 Loan Approvals:

Manger can view the list of Loans/Advances his employees raised. Manager can edit the details based on the eligibility and Approve or reject employees Loan. On selecting the employee record and clicking on change button, a new window will be opened with details. Manager can edit and Approve or reject.





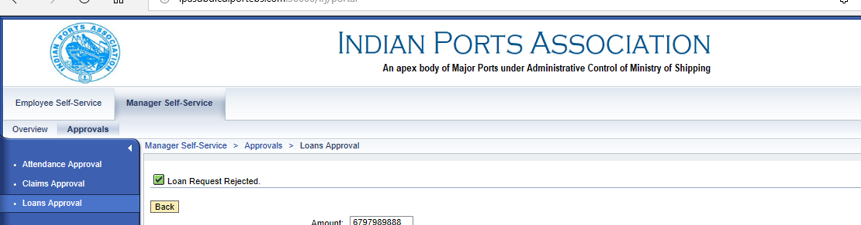






Based on the Approval the loan record will get stored in SAP and processed accordingly.

If rejected, Notification message will be seen.



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