

GM/HR-HRMS/LeaveModule/

No 05718

Date
14 MAR 2017

CIRCULAR

Sub : Implementation Of On-Line Leave Module In HRMS

All the modules under MIS – Phase - II are made live from October 2010 onward. In order to achieve the objectives of paperless working, various reports pertains to all modules are made available in HRMS System and these modules are used by all users in day to day working.


Now, to overcome from existing practice of submission of manual leave application, "Online Leave Module" in HRMS System is developed for all employees. The Module has been made available from 1st December 2016 on the Company's Intranet for Pay Group I, II, III & IV employees. The responsibility of Online Leave Module is assigned to all employees in HRMS system. Henceforth, the employees have to submit his/her leave application through Online Leave Module only.

All the Field and Corporate Office users are hereby directed to take note of the deployment of "Online Leave Module" and leave balance of the employees should be updated in HRMS System. Necessary training/ Assistance should be given to the employees for 100% use of this module. In future it is decided to assign the link of this module to Mobile App of MSEDCL. Therefore, awareness of use of this module should be created among the employees.

In case of any difficulty, the concerned shall contact first to the Dy. Manager (HR-HRMS)/UDC (HR-HRMS) of the respective Zone/Circle and if not satisfied then shall contact to HRMS Cell at Corporate Office.

This circular is available on company's RAPDRP Portal & no hard copy will be sent to any office.

Encl:- Annexure 'A' – Guidelines for Online Leave
Annexure 'B' – Instructions for users

 14/03/2017

(Sachin Dhole)
Executive Director (HR)

GUIDELINES FOR ON-LINE LEAVE

Online Leave Application Module is made live from 1st December 2016 for all employees of Pay Gr. I, II and III of MSEDCL.

For new users of HRMS:

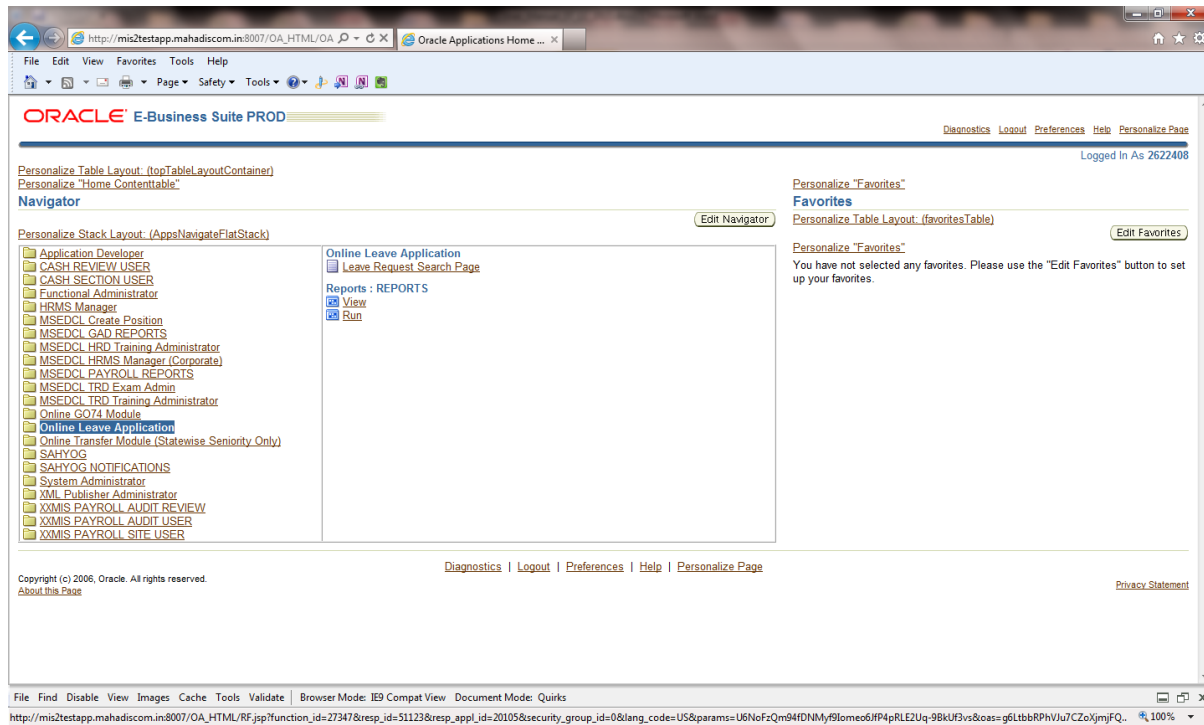
User id: CPF no. (without proceeding 0)

Password: welcome

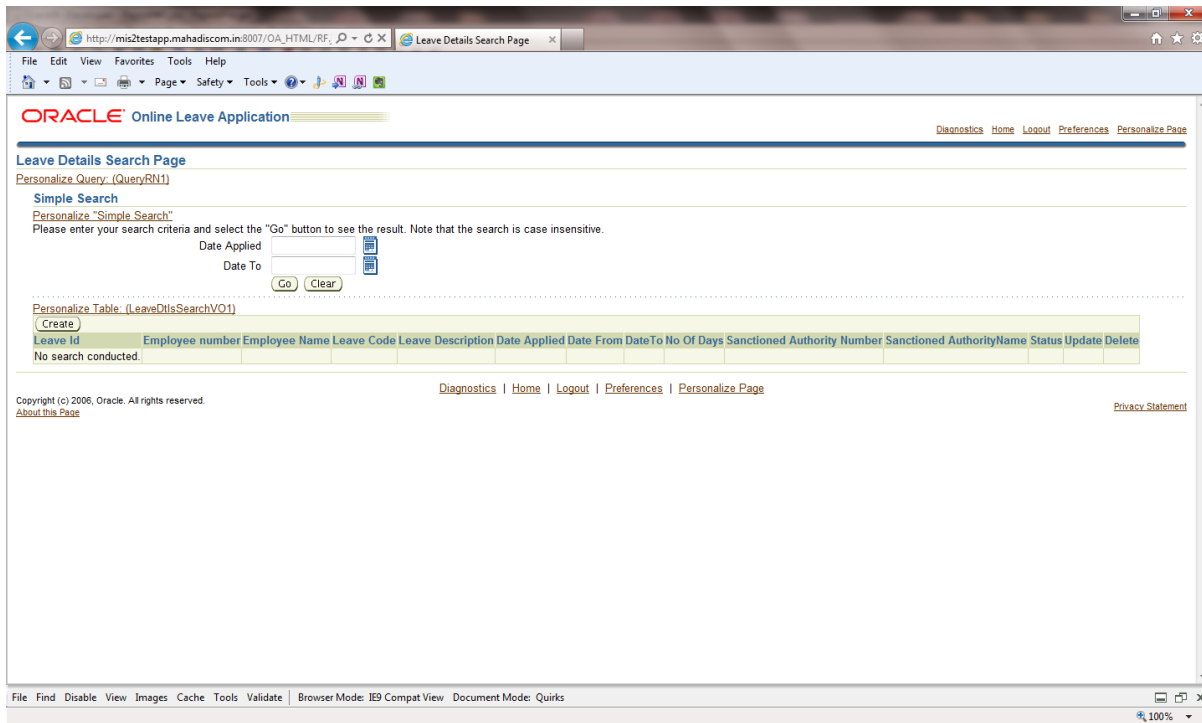
System will enforce users to change this password after logged in first time.

Responsibility Name:- Online Leave Application

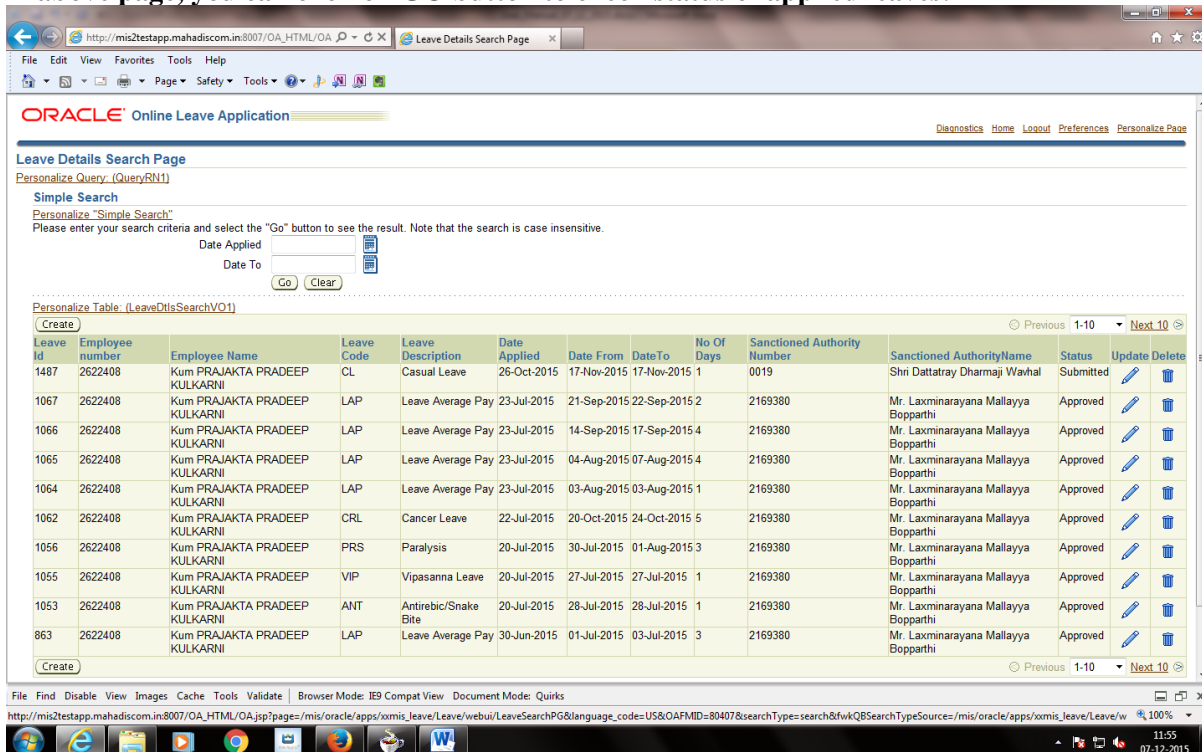
Link name:- Leave Request Search Page



On clicking “Leave Request Search Page”, following page will appear:-



In above page, you can click on GO button to check status of applied leaves:-



Regarding Updation or Deletion of leave:

1. Employee can also update and delete leaves before it is approved by sanctioning authority, provided that leave period is not a past period.
2. For past period, leaves cannot be updated or deleted if the status of leave is “submitted” or “recommended” or “approved”.
3. Employee can delete past period leave if it is “Not recommended” or “Not approved”.

To apply for a leave click on create button. It will open following page:-

The screenshot shows the 'Leave Details Enter Page' in a web browser. The page title is 'ORACLE Online Leave Application'. The URL is 'http://mis2testapp.mahadiscom.in:8007/OA_HTML/OA_'. The page contains several sections:

- Leave Request Info:** Leave Request No, Leave Request Date (07-Dec-2015), Leave Request Status.
- Employee Details:** CPF Number of Employee (2622408), Employee Name (Kum PRAJAKTA PRADEEP KULKARNI), Designation (ASTPRG1/Assistant Programmer/IT/Corporate Office), Working Place Of (Corporate Office), Pay Group, Gender, Telephone Number (9833753389), Email (apmumbai22@mahadiscom.in).
- Leave Balance Details:** LAP Balance (29), Available Balance, HAP Balance (15), CL Balance (10.5).
- Last Leave Availed Details:** LAP Leave Details (From Date: 21-Sep-2015, To Date: 21-Sep-2015, No of Days: 1), Casual Leave Details (From Date, To Date, No of Days).

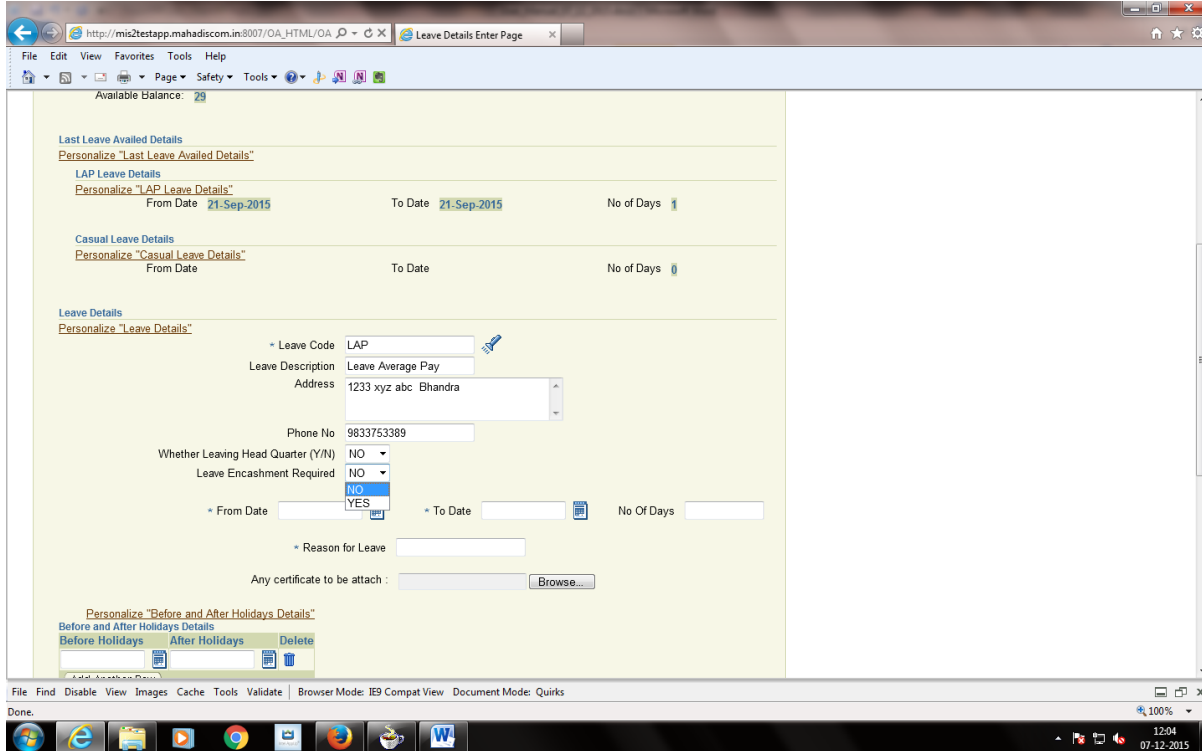
Here you can select leave code means type of leave which is to be applied, From date, to date and reason for leave.

The screenshot shows the 'Leave Details Enter Page' in a web browser, displaying the form for creating a new leave request. The form includes the following fields and sections:

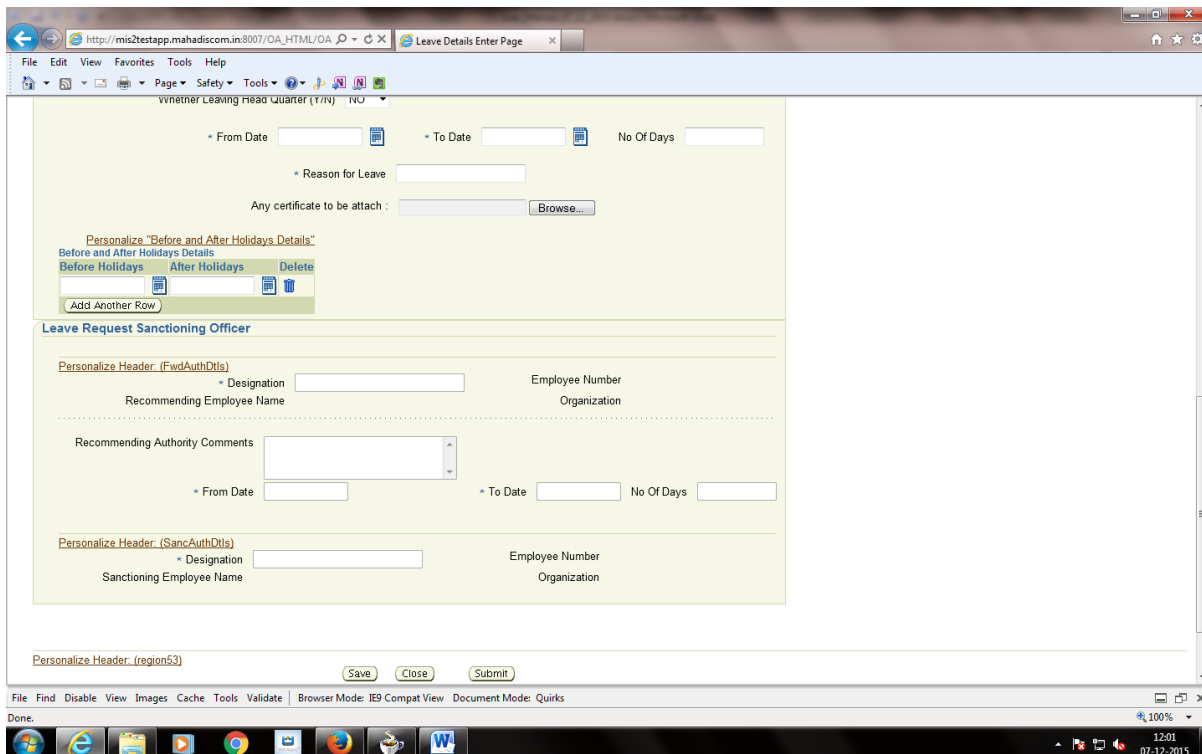
- Leave Details:** Leave Code (dropdown), Leave Description, Address (1233 xyz abc Bhandra), Phone No (9833753389), Whether Leaving Head Quarter (Y/N) (NO), From Date, To Date, No Of Days, Reason for Leave, Any certificate to be attach (Browse...).
- Before and After Holidays Details:** Before Holidays, After Holidays, Delete, Add Another Row.
- Leave Request Sanctioning Officer:** Designation, Employee Number, Recommending Employee Name, Organization, Recommending Authority Comments, From Date, To Date, No Of Days.

And then click on save button.

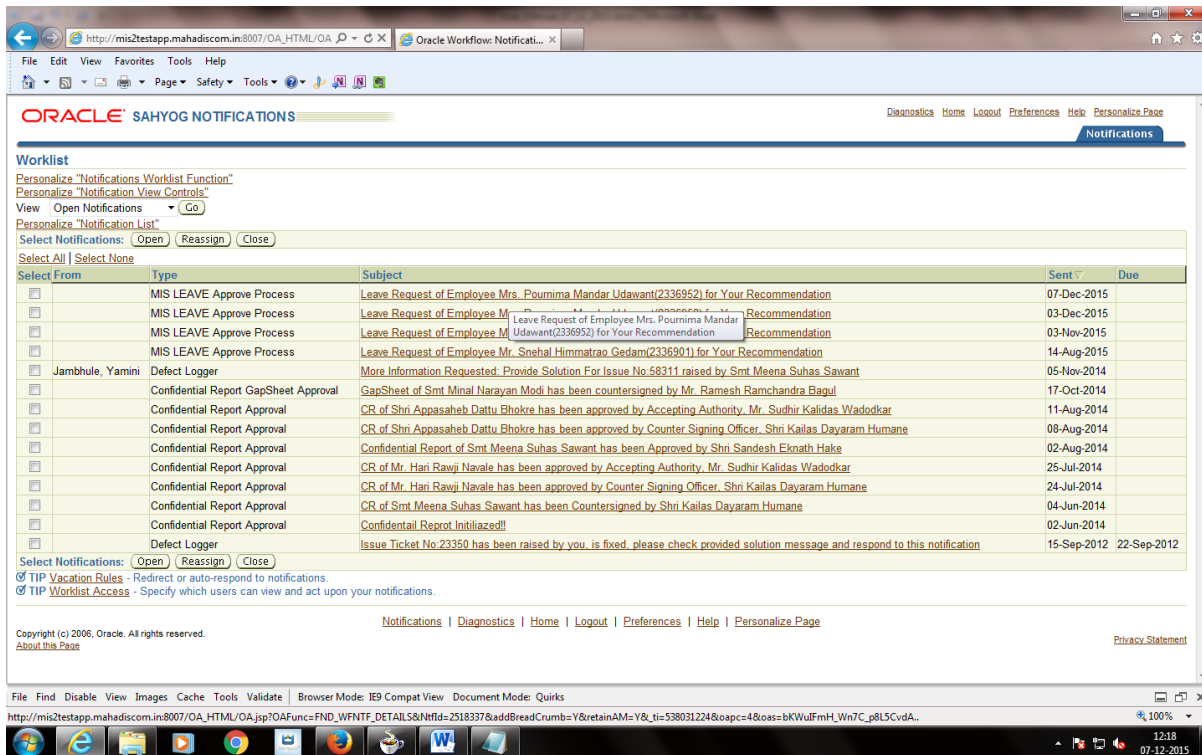
If you want to apply for leave encashment then select type LAP and you will see another select list as Leave Encashment required as shown below. Please select YES here while applying for leave encashment and enter from date, to date, reason and save.



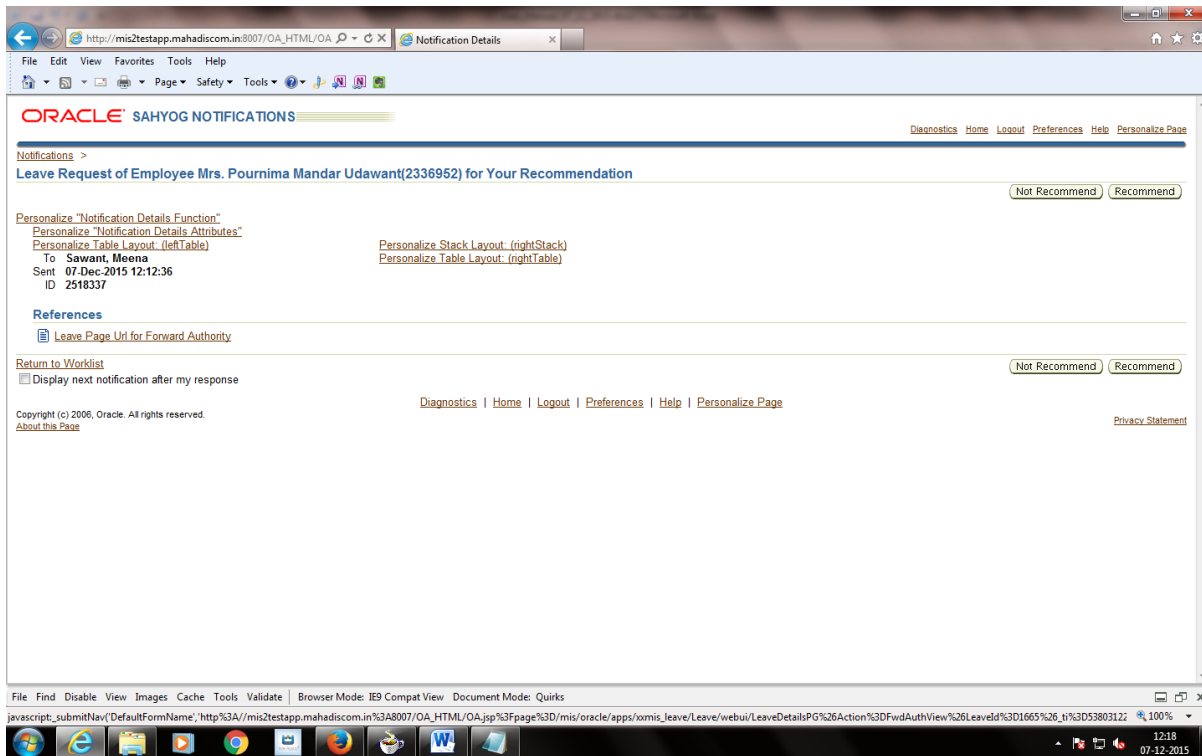
After this you need to submit leave by clicking on submit button.



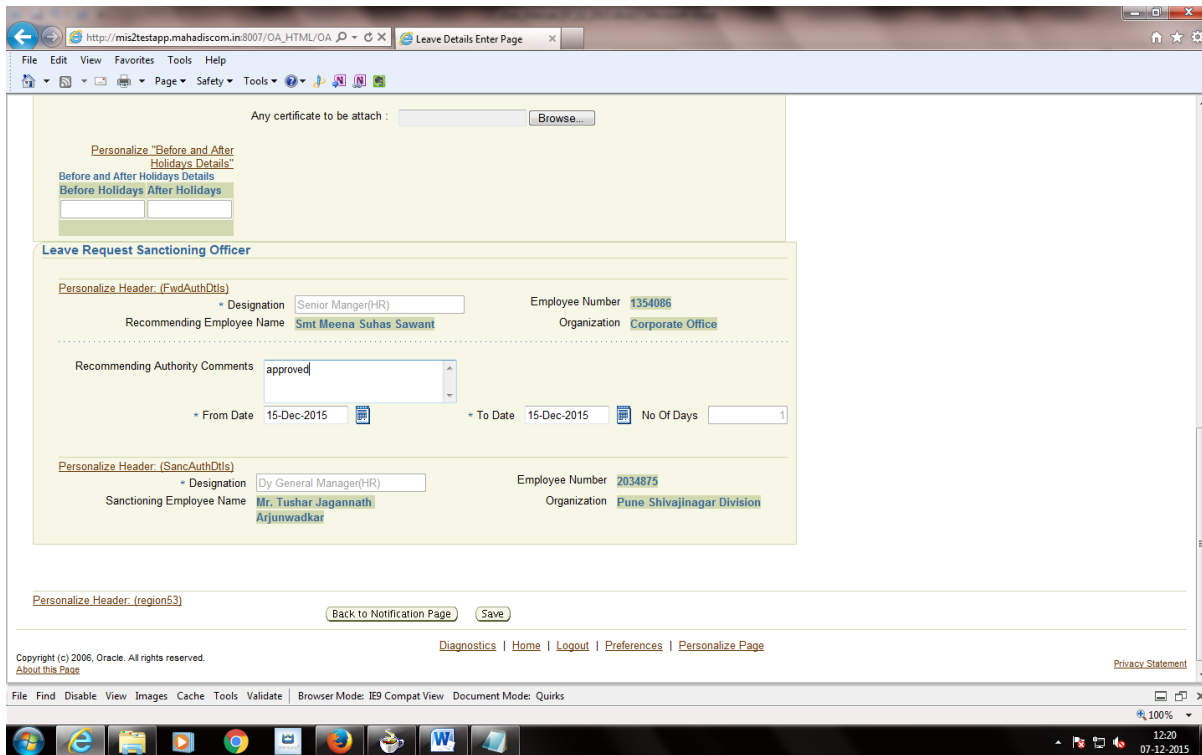
After click on submit button, a notification will be sent to recommending authority in sahyog notification. As shown below:-



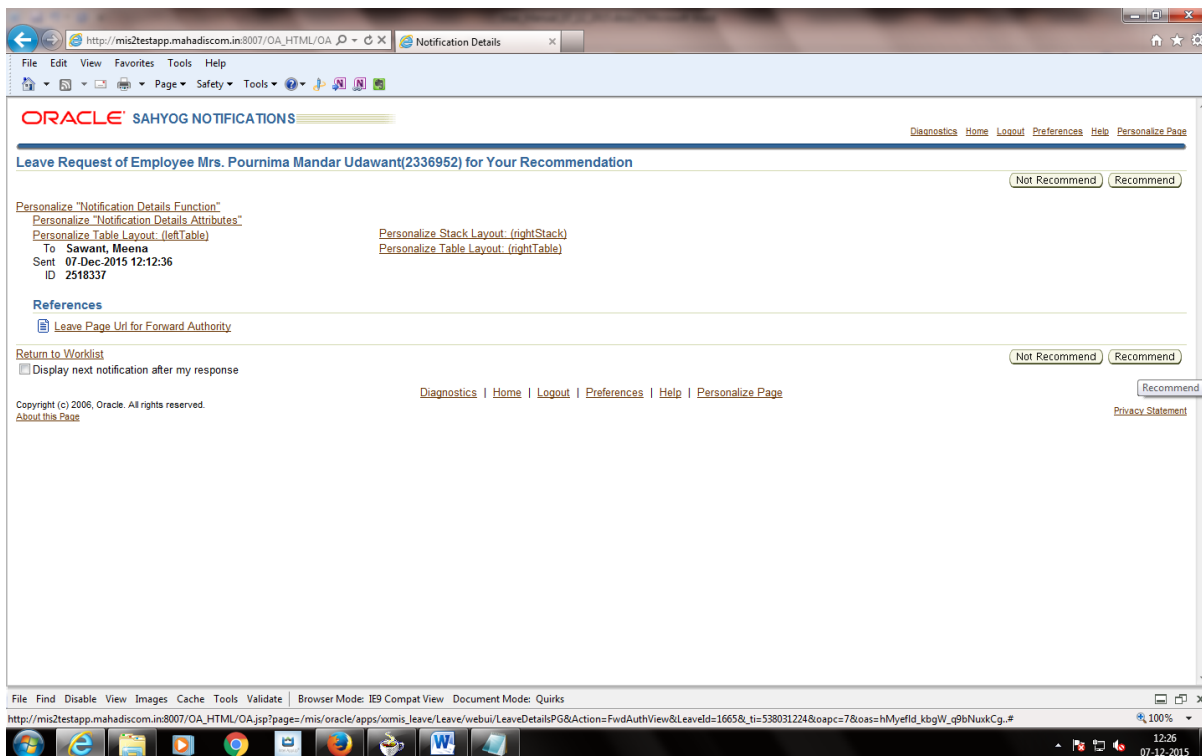
On click of notification it will direct to following page.



Here click on "Leave Page Url for Forward Authority". It will open following screen where recommending authority will enter remark. He/she may reduce number of days. After this Recommending Authority needs to save data and click on Back to notification page.



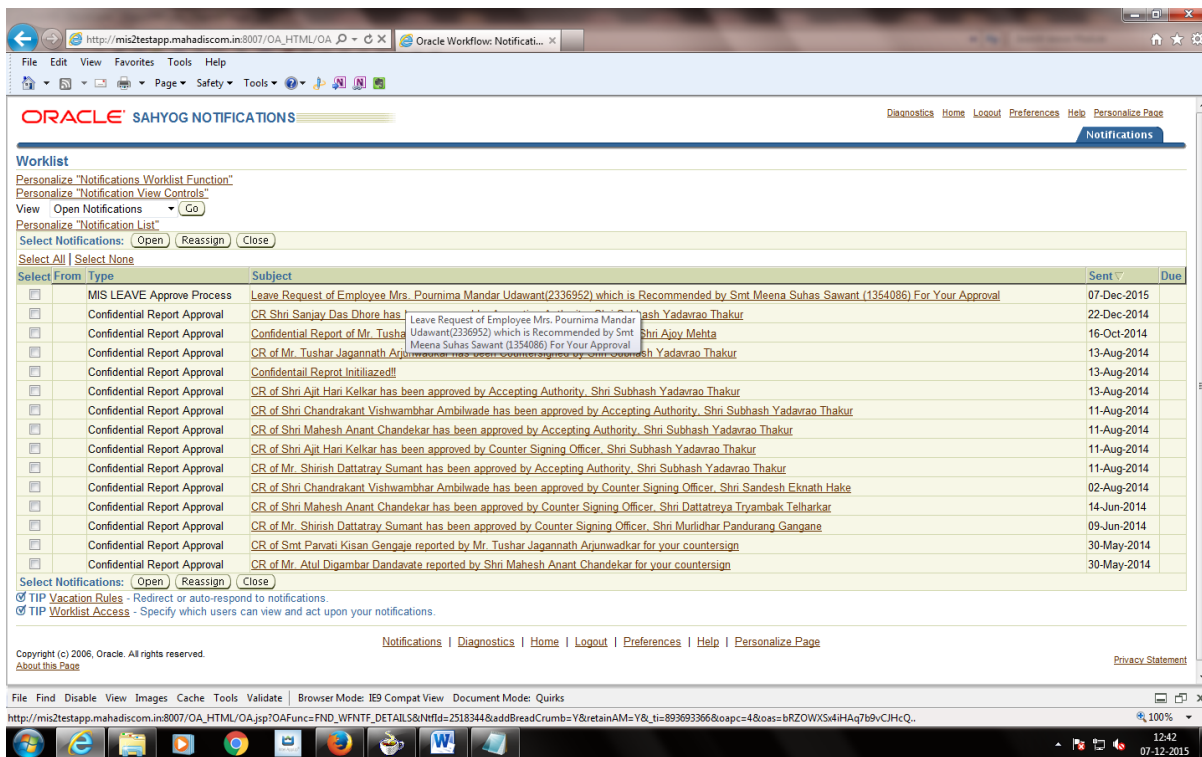
And then click on recommend or not recommend button as shown below:-



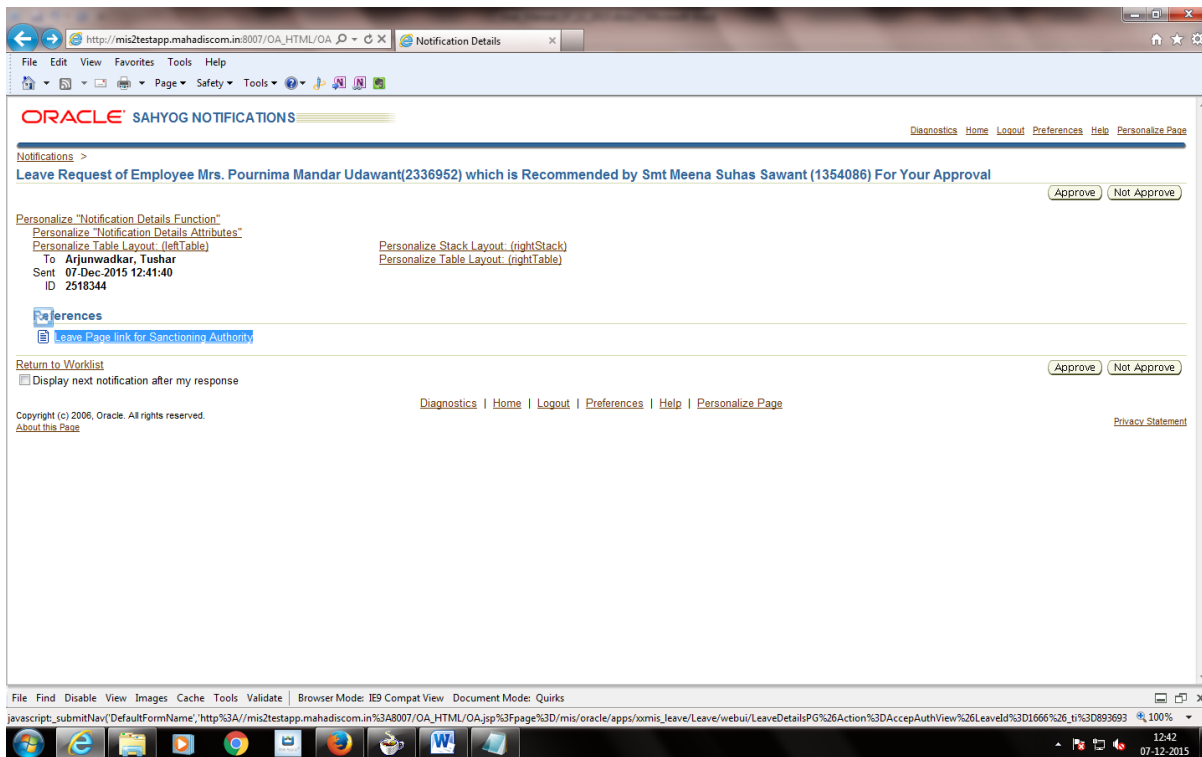
If leave is recommended then it will be forwarded to Sanctioning Authority. Notification for same is sent in sahyog of respective Sanctioning Authority.

If leave is not recommended then notification will be sent to employee.

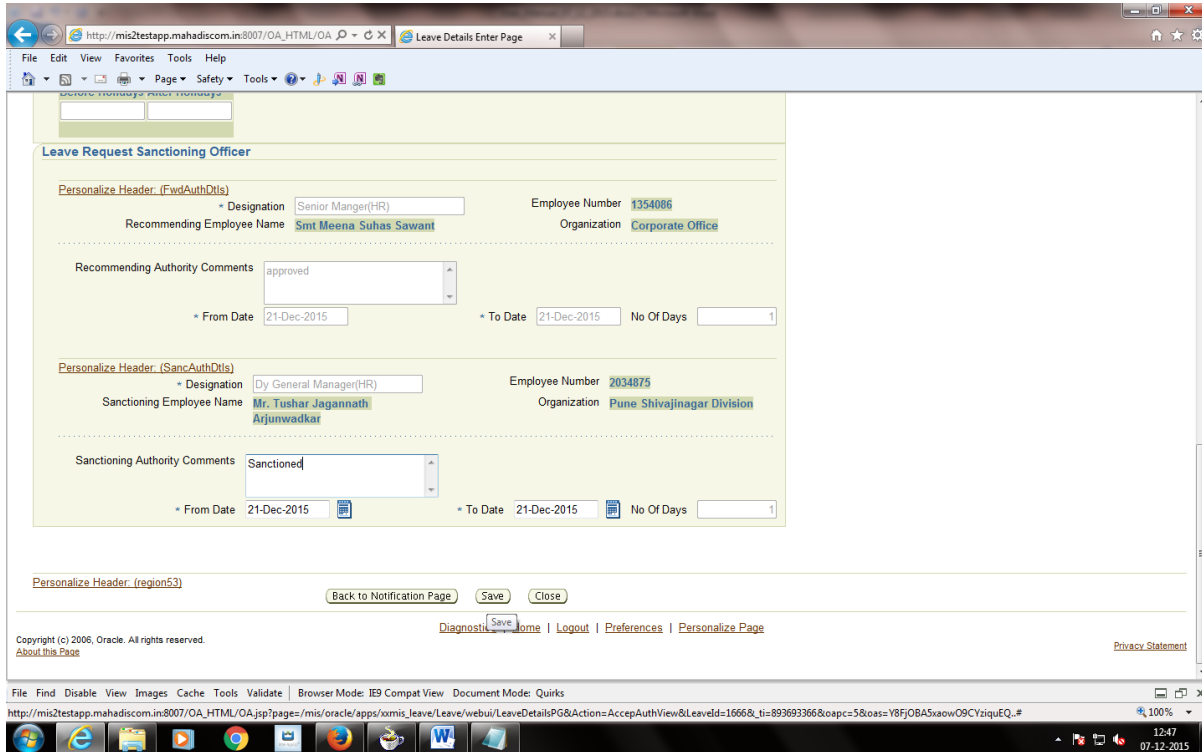
Sanctioning authority will receive notification as:-



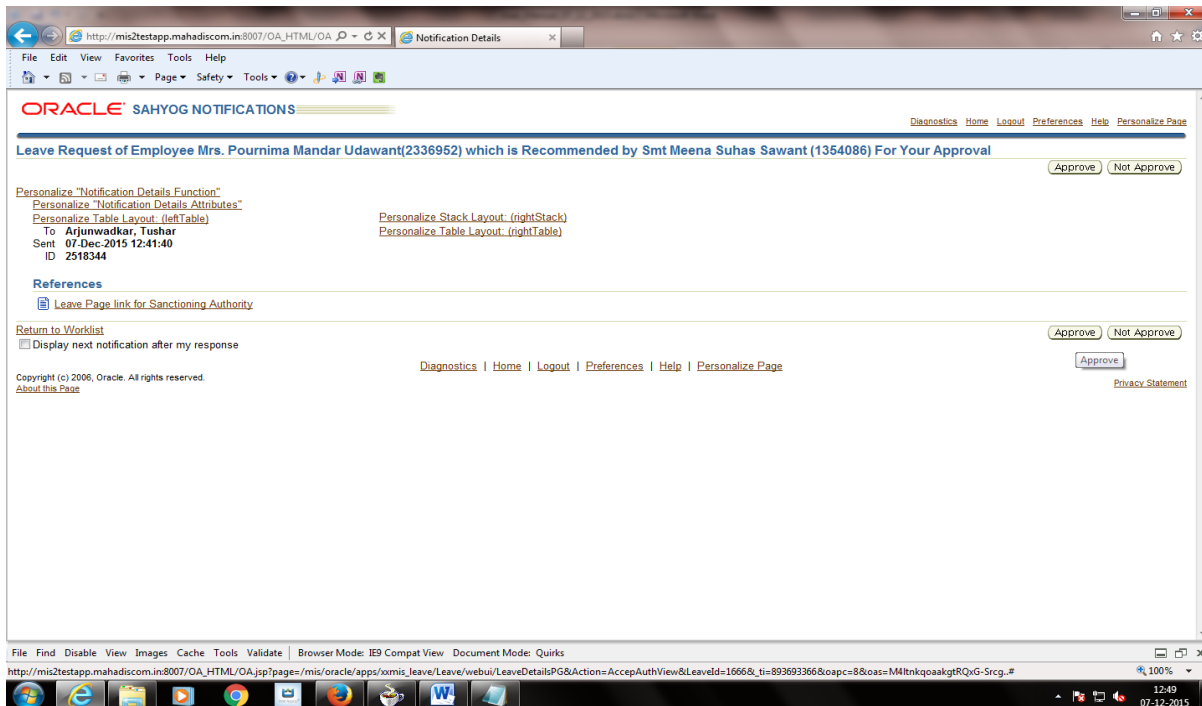
Click on “Leave Page link for Sanctioning Authority”



Here, Sanctioning authority will enter remark. He/she may reduce number of days. After this Sanctioning Authority needs to save data and click on Back to notification page.



It will direct to following page where Sanctioning Authority will approve or not approve.



If leave is approved by sanctioning authority, then it will be forwarded to Payroll system. Notification for same is sent in Sahyog of that employee.
If leave is not approved then notification will be sent to employee & leave will not be forwarded to Payroll system. Employee can run report named “Report of Employee's Leave Order” after his/her Leave is approved.

Instructions for users

Instructions for HR users:

1. HR users will be responsible for setting “Recommending Officer” & “Sanctioning Officer” in “Special Into” of “MSEDCL HRMS Manager” for each employee of their location. It means Corporate/Region/Zone/Circle office HR users should set the “Recommending Officer” & “Sanctioning Officer” for employees working in Corporate/Region/Zone/Circle offices. Similarly Division office HR users should set this data for employees working in Division office and all offices under that division i.e. upto sub-station level.
2. HR users have following reports in “GAD reports” of “MSEDCL HRMS Manager”.
 - a. Report of leaves which are “Not Recommended” or “Not Approved”: If any leave is “Not Recommended” or “Not Approved”, then HR user should verify whether that leave is availed by employee or not. If such leave is availed by employee, then HR user should make that leave as “EOL” in consultation with Sanctioning authority.
 - b. Report of Approved leaves: It will give the list of employees having approved leaves for the period.

Instructions for Payroll users:

1. Payroll users will be responsible for setting CL balance for each employee of their location. It is observed that CL is not entered into payroll which results in non updation of CL balance. Hence Payroll user should enter all CLs availed by each employee.
2. In case of Pay Gr.IV employees, who can not submit their leave “Online” through Online Leave Module, pay roll user can feed their leaves as per the existing practice.

Activities to be done by Recommending Officers:

1. Recommending Officers should check “Sahyog Notification” for the notification received for recommending leave which is submitted by employee.
2. They can click on “Recommend” or “Not Recommend” button. If they click on “Not Recommend” then “Remark” field is compulsory. After feeding “Remark”, they should click on “Save” button & then on “Close” button.
3. If Recommending officer does not take any action then leaves will remain pending for recommendation.

Activities to be done by Sanctioning Officers:

1. Sanctioning Officers should check “Sahyog Notification” for the notification received for sanctioning leave which is submitted by employee.
2. They can click on “Approve” or “Not Approve” button. If they click on “Not Approve” then “Remark” field is compulsory. After feeding “Remark”, they should click on “Save” button & then on “Close” button.
3. If Sanctioning officer does not take any action then leaves will remain pending for sanction.