



ESL ESS
Self-Services
User Manual

09 April 2020

Purpose

Self-Services is an implementation of the Employee and Manager Self Service (ESS/MSS) process in S/4 Hana (1909) system. The ESS MSS runs with the HCM Data maintained in the system.

ESS MSS based on FIORI has been implemented in the landscape that provides access to various employee and manager/ processor related process.

This document will guide the end users on the usage of the application related to various HR Processes that may be required by the employees and processors.

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1. Way to Access

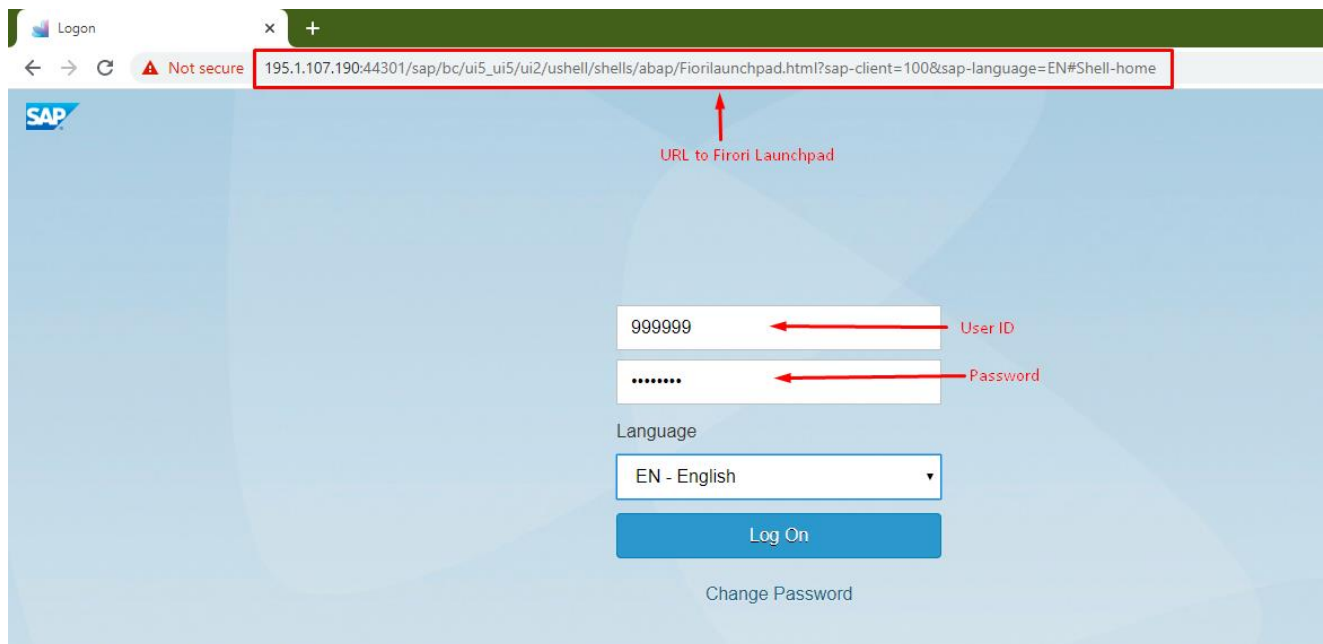
The Self-Service platform is a browser and app based, can be accessed through Desktops/Laptops and Mobile Devices (Smartphones).

1.1. Access through Desktops/Laptops

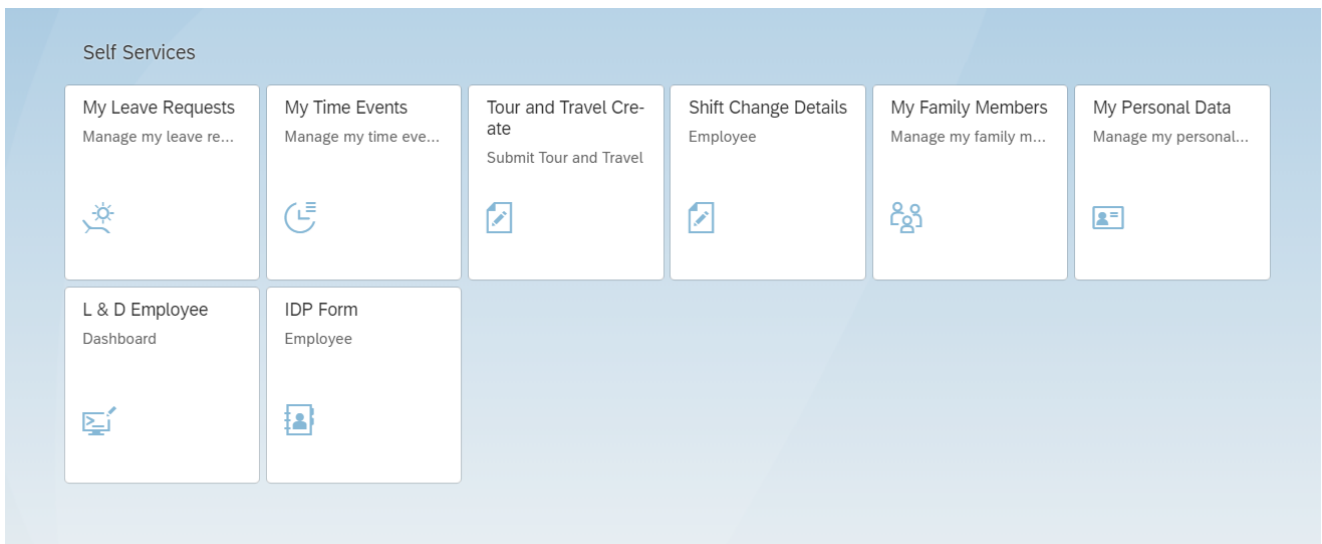
Goto Chrome Browser and type the URL of Fiori Launchpad as mentioned below. This will open the Login Page. After entering your User Id and Password you will be shown a landing page which is the Fiori launchpad.

Navigate to Self-Services Tab to access the applications. The applications are available based on roles assigned at the backed.

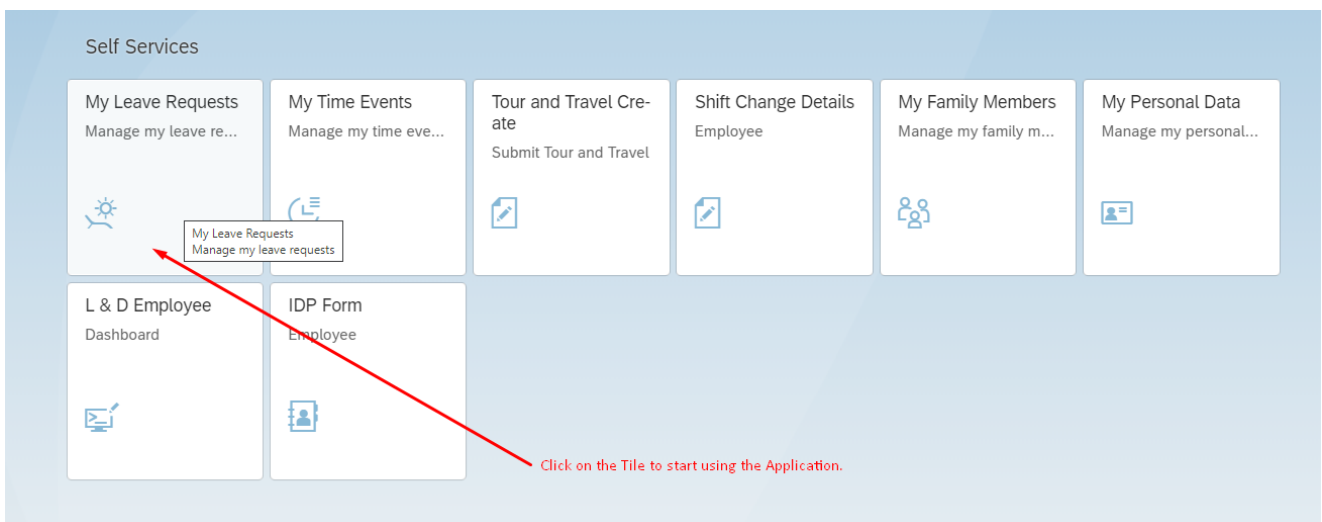
https://195.1.107.190:44301/sap/bc/ui5_ui2/ushell/shells/abap/Fiorilaunchpad.html?sap-client=100&sap-language=EN#Shell-home



In the FioriLaunchpad the applications of various processes are displayed as boxes called **Tiles**.

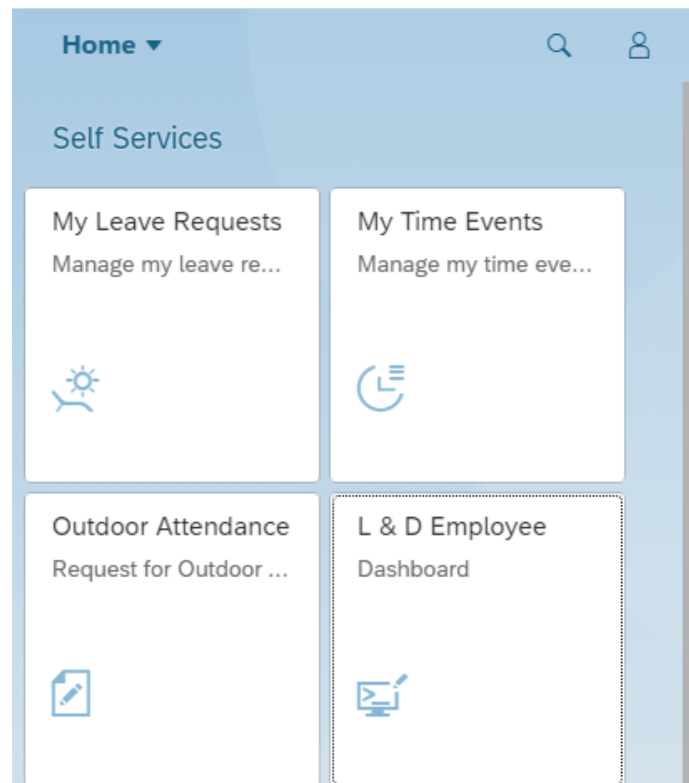
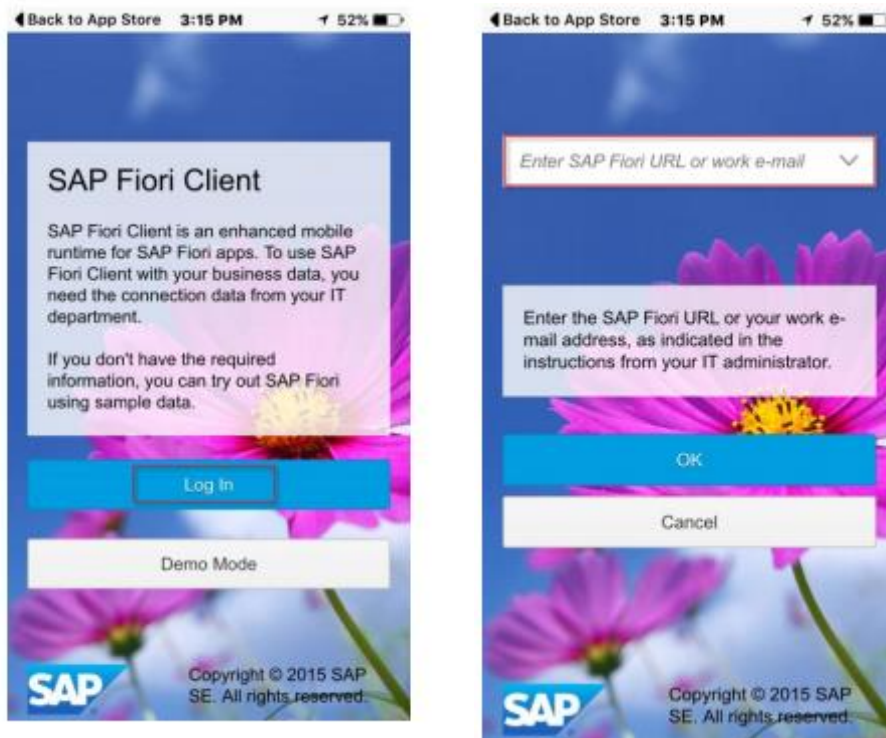


To navigate to an application, one has to click the corresponding Tile.



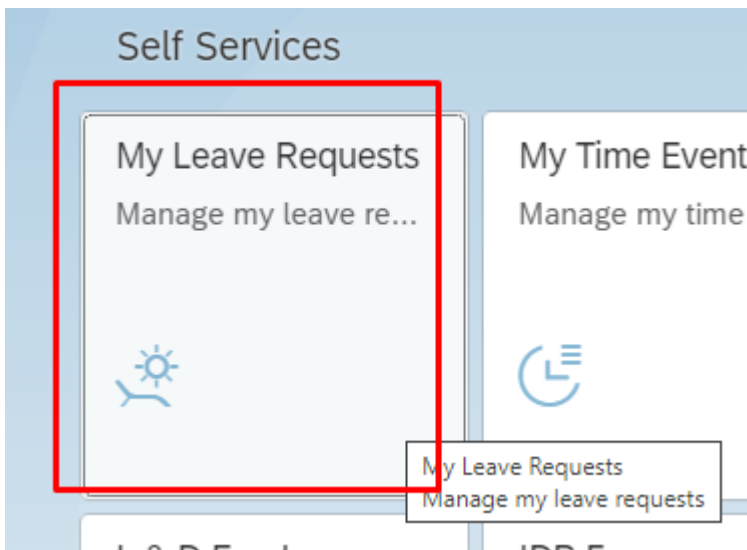
1.2. Access through Smartphones

Download the Fiori Client APP on your smartphones and setup the Application with URL of the Fiori Launchpad and Passcode of your choice.



2. My Leave Request

The Application gives access to Leave Quota, Leave Request and Approvals. Navigate as shown below:



2.1. Leave Quota (Entitlement)

The default view of the Leave Application shows the Entitlement. Logged in user is able to know about the Quota and its validity along with the balance.

The screenshot displays the 'My Leave Request' application interface. The 'Entitlement' section is expanded, showing a table of leave types with their validity, available, planned, and used days, and the entitlement balance. A 'Show From' date picker is set to 10.04.2020. Below the entitlement table, the 'Request Overview' section is visible, showing a table of requests with columns for Leave Type, Validity, Status, Approver, and Quota Used. A 'Create Request' button is located at the bottom right.

| Leave Type | Validity | Available | Planned | Used | Entitlement |
|------------------|-------------------------|-----------|---------|--------|-------------|
| Casual Leave | 01.01.2020 – 31.12.2020 | 6 Days | 1 Day | 0 Days | 7 Days |
| Sick leave | 01.01.2020 – 31.12.2020 | 7 Days | 0 Days | 0 Days | 7 Days |
| Restricted Leave | 01.01.2020 – 31.12.2020 | 2 Days | 0 Days | 0 Days | 2 Days |

| Leave Type | Validity | Status | Approver | Quota Used |
|--------------------|------------|----------|------------------------|------------|
| Casual Leaves - CL | 23.03.2020 | Approved | Ashok Kumar Srivastava | 1 Days |

2.2. Leave History (Request Overview)

The Request Overview section of the applications displays the list of Leave Request applied by the user with status and an option to view the request.

Request Overview

Calendar Items (1)

Show From 01.01.2020

| Leave Type | Validity | Status | Approver | Quota Used |
|--------------------|------------|----------|------------------------|------------|
| Casual Leaves - CL | 23.03.2020 | Approved | Ashok Kumar Srivastava | 1 Days |

2.3. Leave Request (Create Request)

The Create Request button on the Leave Application navigates to the Request view where employees can apply the Leave.

Users needs to select the Leave Type and enter Start Date, End Date, Comments and click the SAVE Button to submit the request.

If one wants to apply for a single date then select the option One day or less.

Attach documents if required.

Leave Type Selection

Leave Type: Casual Leaves - CL

General Data

*Start/End Date:

Approver:

New Note:

| | |
|--------------------------|------|
| Casual Leaves - CL | 0001 |
| Privilege Leaves - PL | 0002 |
| Casual Leaves - CL | 0002 |
| Sick Leaves - SL | 0003 |
| Compensatory -Off | 0004 |
| LOP - Authorised Absence | 0005 |
| Restricted Leave | 0007 |
| Paternity Leave | 0009 |
| Joining Leave | 0011 |
| Accident Leave | 0012 |
| Adoption Leave | 0014 |
| Half Sick Leave | 0015 |
| Half Casual Leave | 0016 |
| Maternity Leave | 0021 |

Leave Type Selection

Leave Type: Type of Leave
 6 Days available

General Data

More than 1 day One day or less

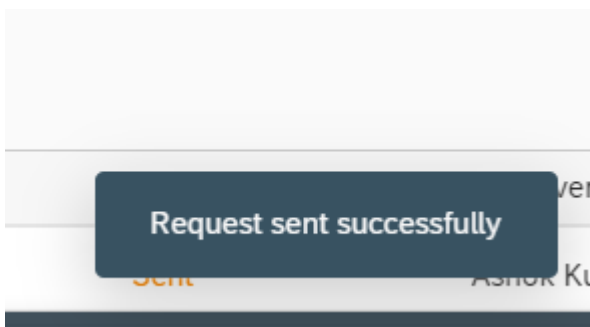
*Start/End Date: Date Range
 2 Days will be consumed

Approver: Name of R1 is shown

New Note: Comment Box for remarks

Use this to Submit the Request

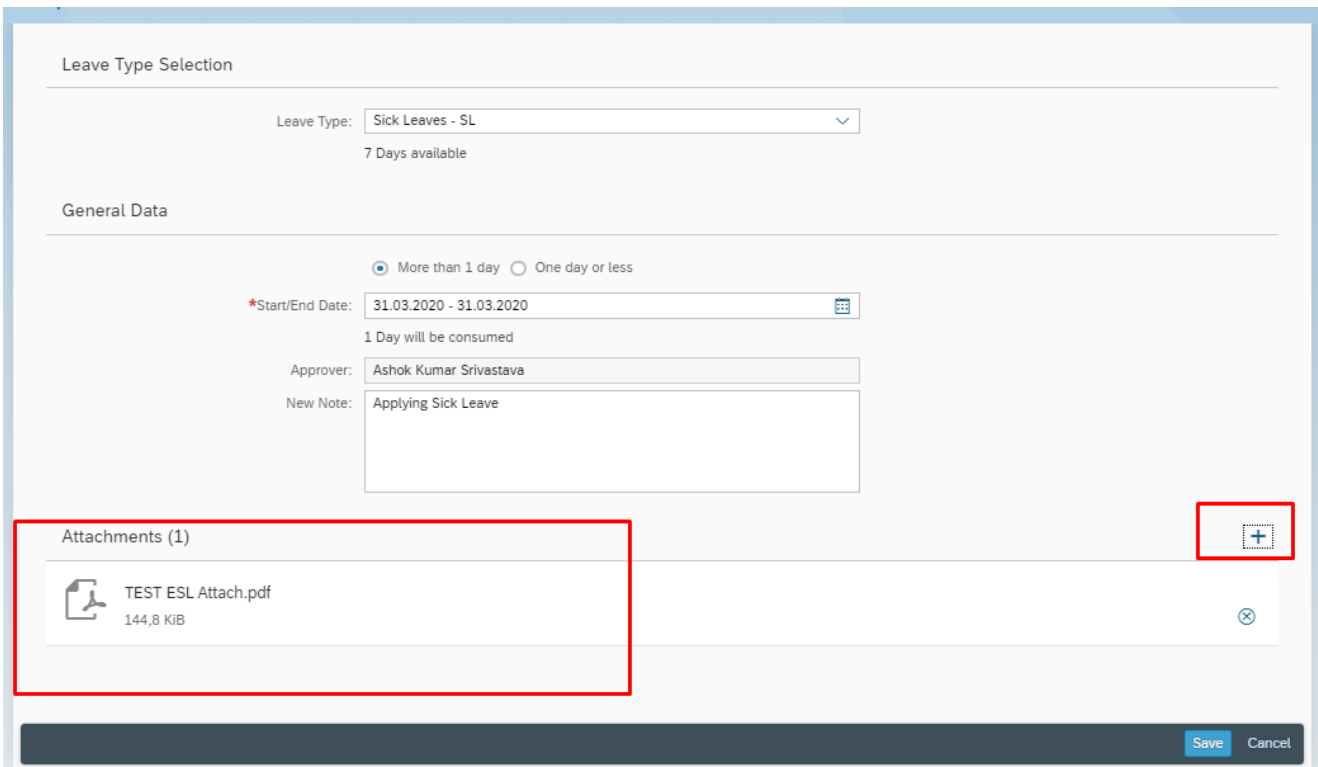
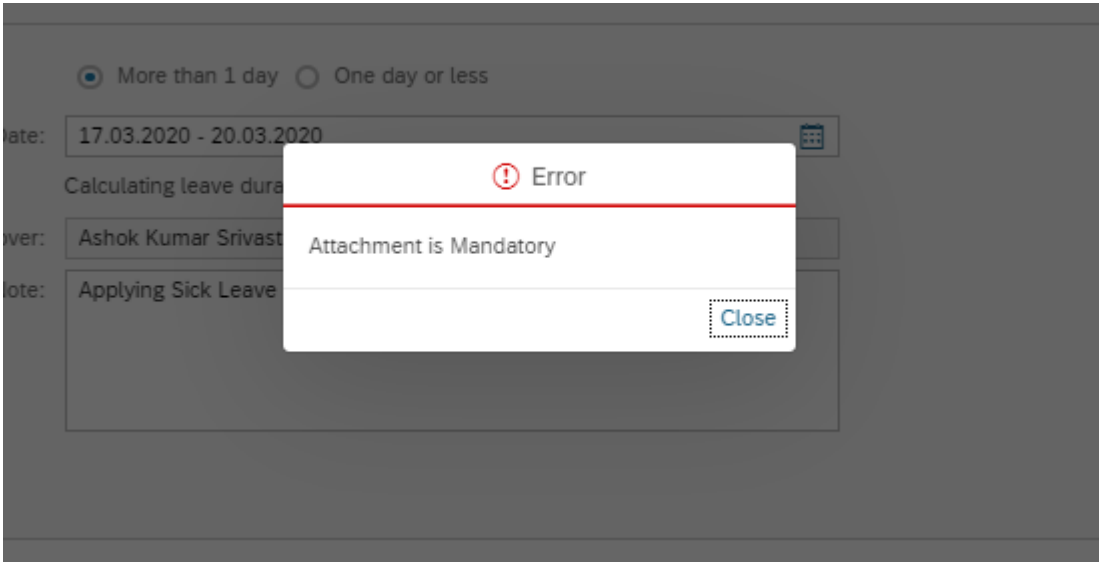
On Submitting the request a message is shown “ Request Sent Successfully”.



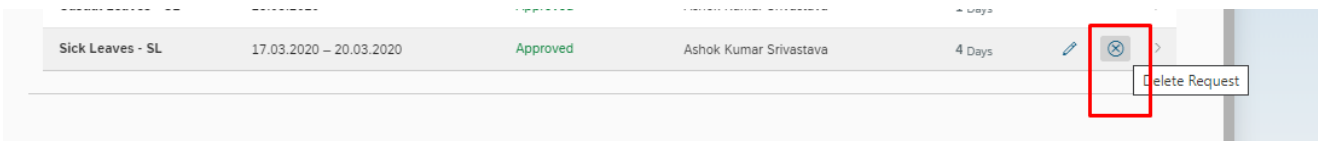
The Sent request starts appearing in the Request Overview Section as mentioned in **Section 2.2**.

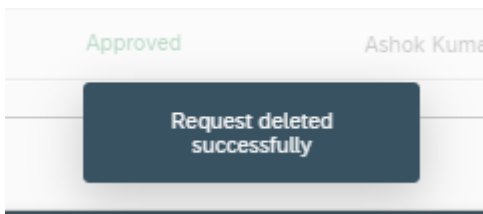
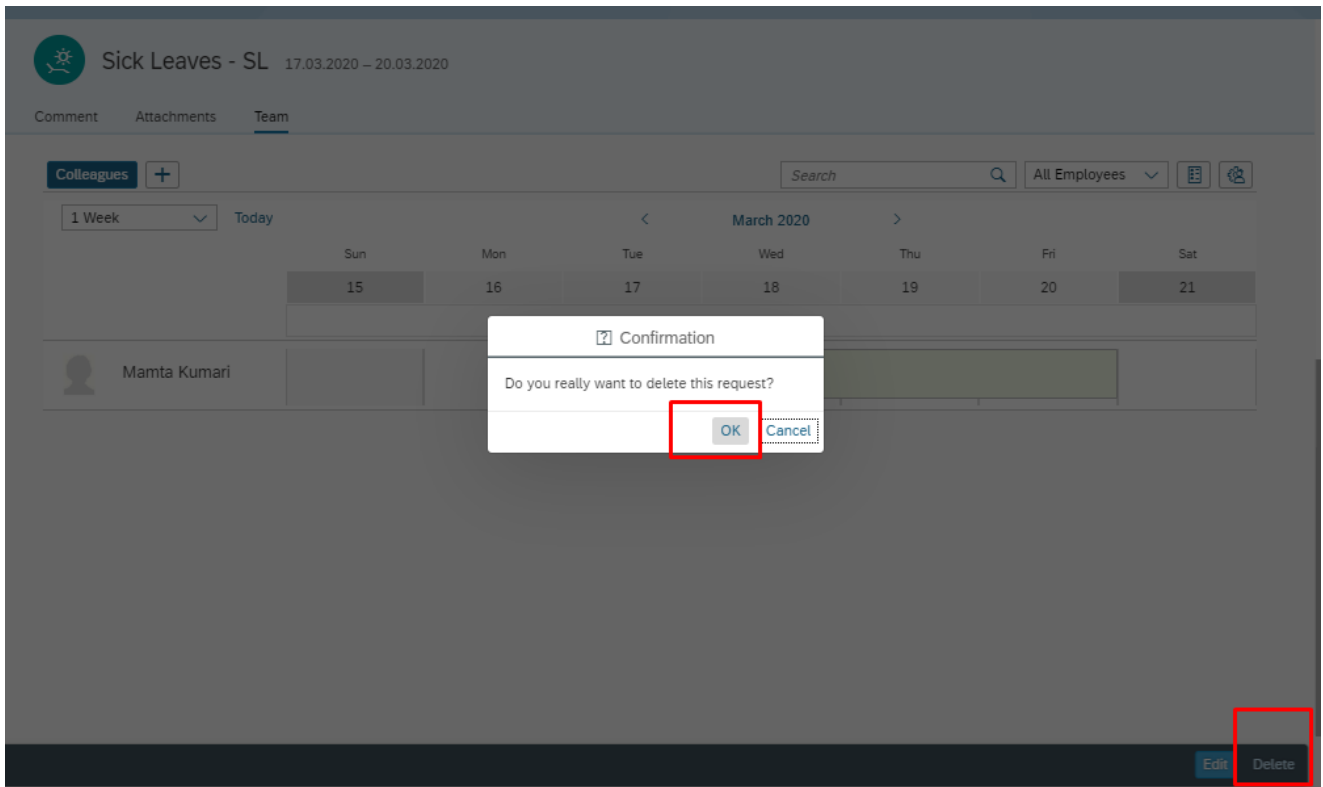
| Leave Type | Validity | Status | Approver | Quota Used | |
|--------------------|-------------------------|----------|------------------------|------------|--|
| Casual Leaves - CL | 01.04.2020 – 02.04.2020 | Sent | Ashok Kumar Srivastava | 2 Days | |
| Casual Leaves - CL | 23.03.2020 | Approved | Ashok Kumar Srivastava | 1 Days | |

Attachment can be added to the requests wherever required.



If a request is deleted the it will trigger a workflow as Cancellation Request to the Reporting Manager for approval.

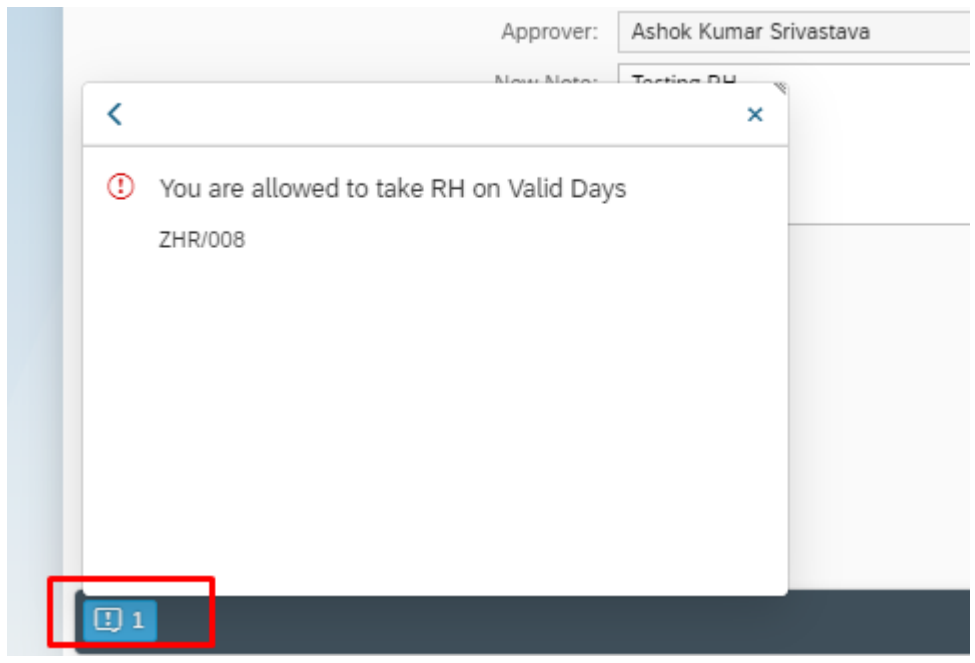
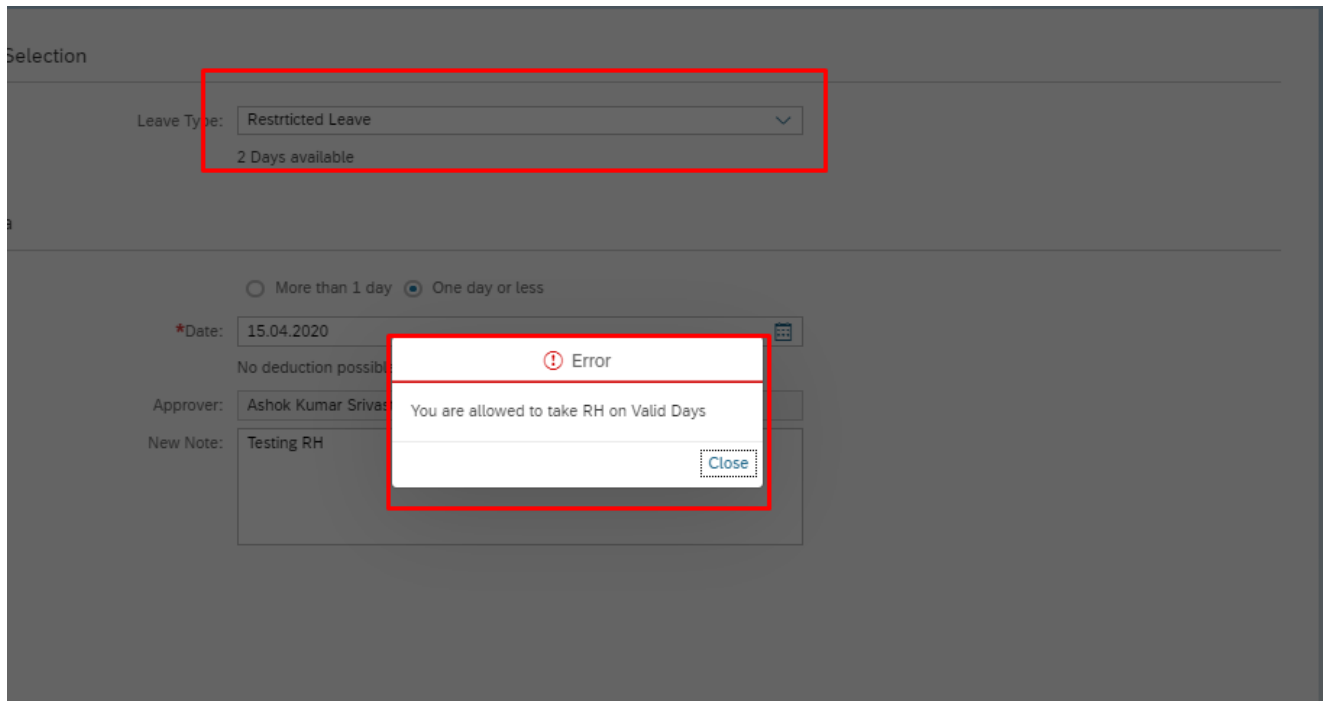




2.3.1. Validations

While applying leave all the leave policies will be checked by the system so that one applies leave within the company policy.

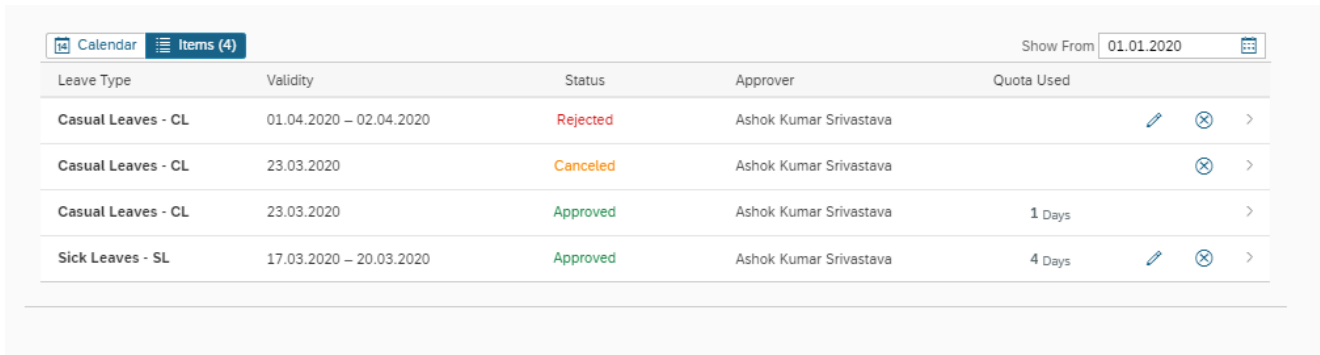
Below are some of the screenshots related to this.



2.4. Leave Status

Once the leave is applied the Status column in the Overview Section shows the status of the request. There can be below statuses:

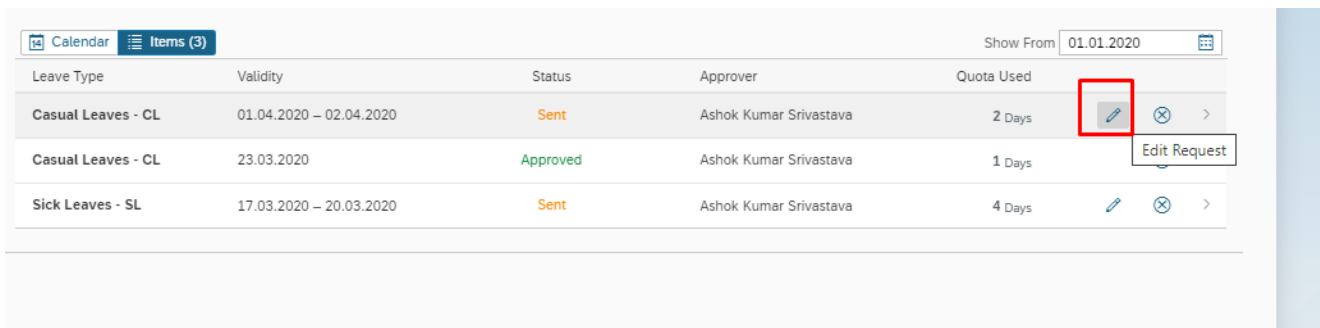
- Sent-This status is displayed when the Leave is just submitted.
- Approved- The status approved is shown after Reporting Manager has approved the request.
- Rejected- Once the request is rejected by Reporting Manager (R1) the status is shown as rejected.
- Cancelled- This status is shown when one deleted a request.



The screenshot shows a table with 4 items. The columns are Leave Type, Validity, Status, Approver, and Quota Used. The first item is 'Casual Leaves - CL' with validity '01.04.2020 - 02.04.2020', status 'Rejected', and approver 'Ashok Kumar Srivastava'. The second item is 'Casual Leaves - CL' with validity '23.03.2020', status 'Canceled', and approver 'Ashok Kumar Srivastava'. The third item is 'Casual Leaves - CL' with validity '23.03.2020', status 'Approved', and approver 'Ashok Kumar Srivastava' with a quota of '1 Days'. The fourth item is 'Sick Leaves - SL' with validity '17.03.2020 - 20.03.2020', status 'Approved', and approver 'Ashok Kumar Srivastava' with a quota of '4 Days'. Each row has edit, delete, and expand icons.

| Leave Type | Validity | Status | Approver | Quota Used |
|--------------------|-------------------------|----------|------------------------|------------|
| Casual Leaves - CL | 01.04.2020 - 02.04.2020 | Rejected | Ashok Kumar Srivastava | |
| Casual Leaves - CL | 23.03.2020 | Canceled | Ashok Kumar Srivastava | |
| Casual Leaves - CL | 23.03.2020 | Approved | Ashok Kumar Srivastava | 1 Days |
| Sick Leaves - SL | 17.03.2020 - 20.03.2020 | Approved | Ashok Kumar Srivastava | 4 Days |

Users can edit the request till it is in sent stage.



The screenshot shows a table with 3 items. The columns are Leave Type, Validity, Status, Approver, and Quota Used. The first item is 'Casual Leaves - CL' with validity '01.04.2020 - 02.04.2020', status 'Sent', and approver 'Ashok Kumar Srivastava' with a quota of '2 Days'. The second item is 'Casual Leaves - CL' with validity '23.03.2020', status 'Approved', and approver 'Ashok Kumar Srivastava' with a quota of '1 Days'. The third item is 'Sick Leaves - SL' with validity '17.03.2020 - 20.03.2020', status 'Sent', and approver 'Ashok Kumar Srivastava' with a quota of '4 Days'. The edit icon for the first item is highlighted with a red box, and a tooltip 'Edit Request' is visible over it.

| Leave Type | Validity | Status | Approver | Quota Used |
|--------------------|-------------------------|----------|------------------------|------------|
| Casual Leaves - CL | 01.04.2020 - 02.04.2020 | Sent | Ashok Kumar Srivastava | 2 Days |
| Casual Leaves - CL | 23.03.2020 | Approved | Ashok Kumar Srivastava | 1 Days |
| Sick Leaves - SL | 17.03.2020 - 20.03.2020 | Sent | Ashok Kumar Srivastava | 4 Days |

Leave Type Selection

Leave Type: Casual Leaves - CL 4 Days available

General Data


More than 1 day One day or less

*Start/End Date: 01.04.2020 - 02.04.2020 2 Days will be consumed

Approver: Ashok Kumar Srivastava

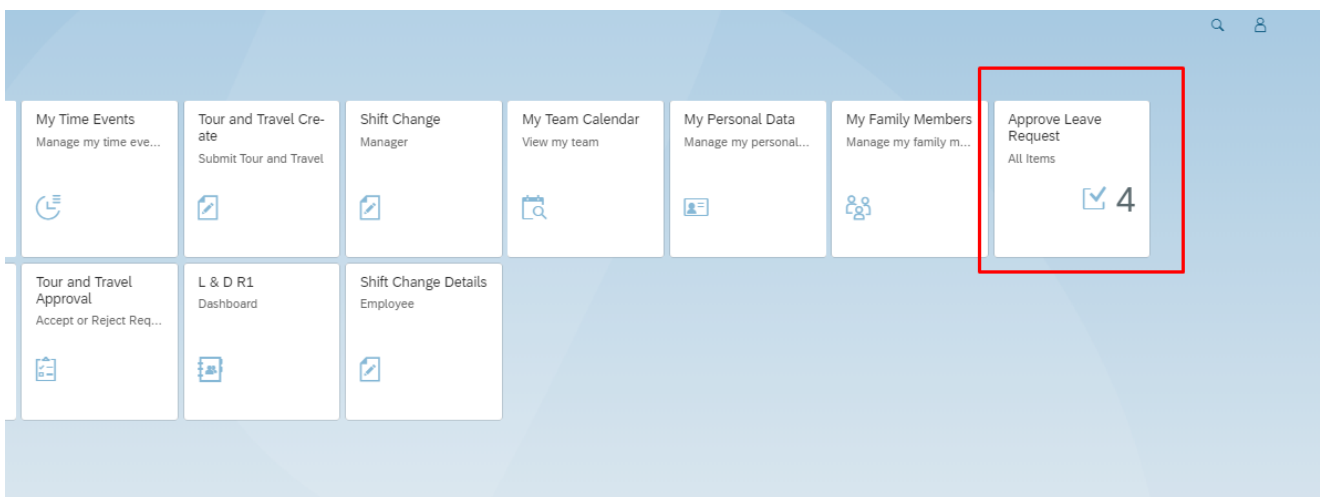
New Note: Editing the Days.

Notes

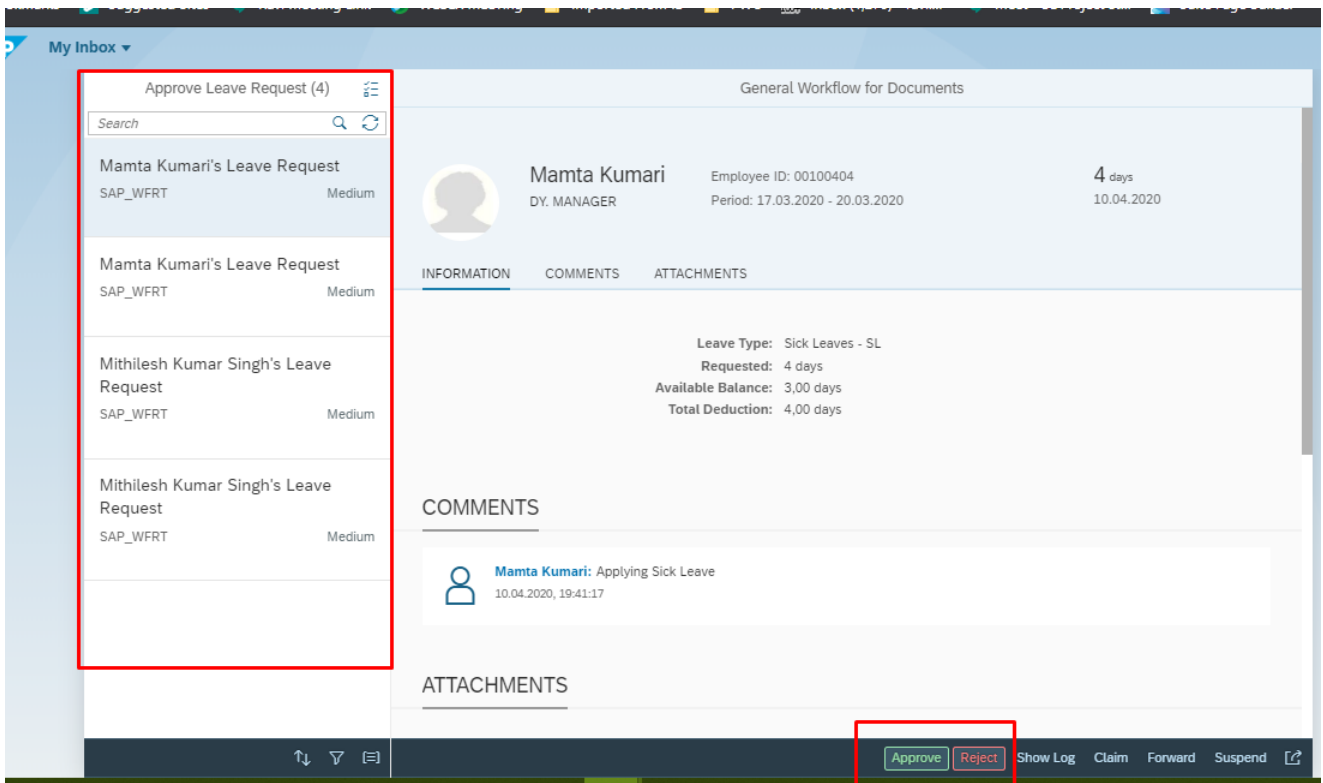
 **Mamta Kumari:** Applying Casula Leave
Comment · 10.04.2020, 19:29

2.5. Leave Approval

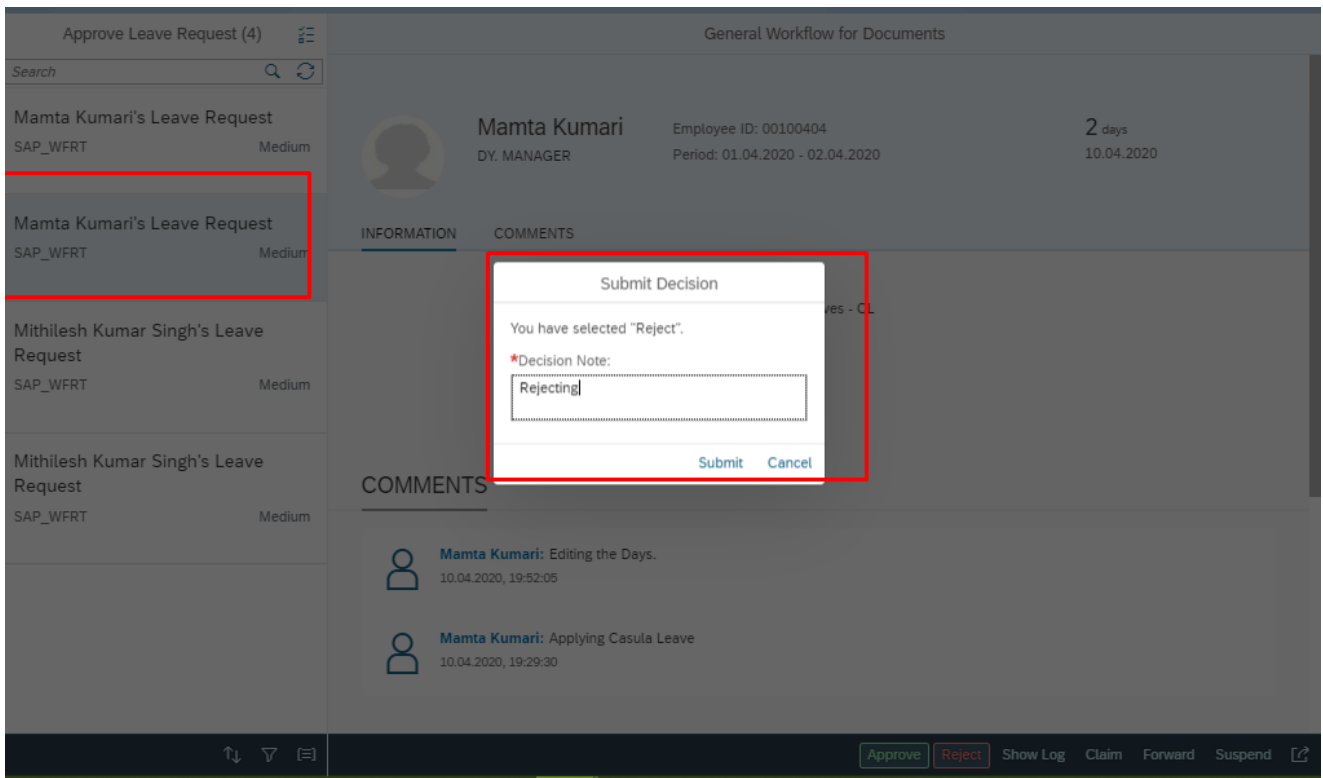
Reporting Managers(R1) will have access to the Leave Approval Tile which is used for processing the leave request of their Reportees. They can either Approve or Reject.



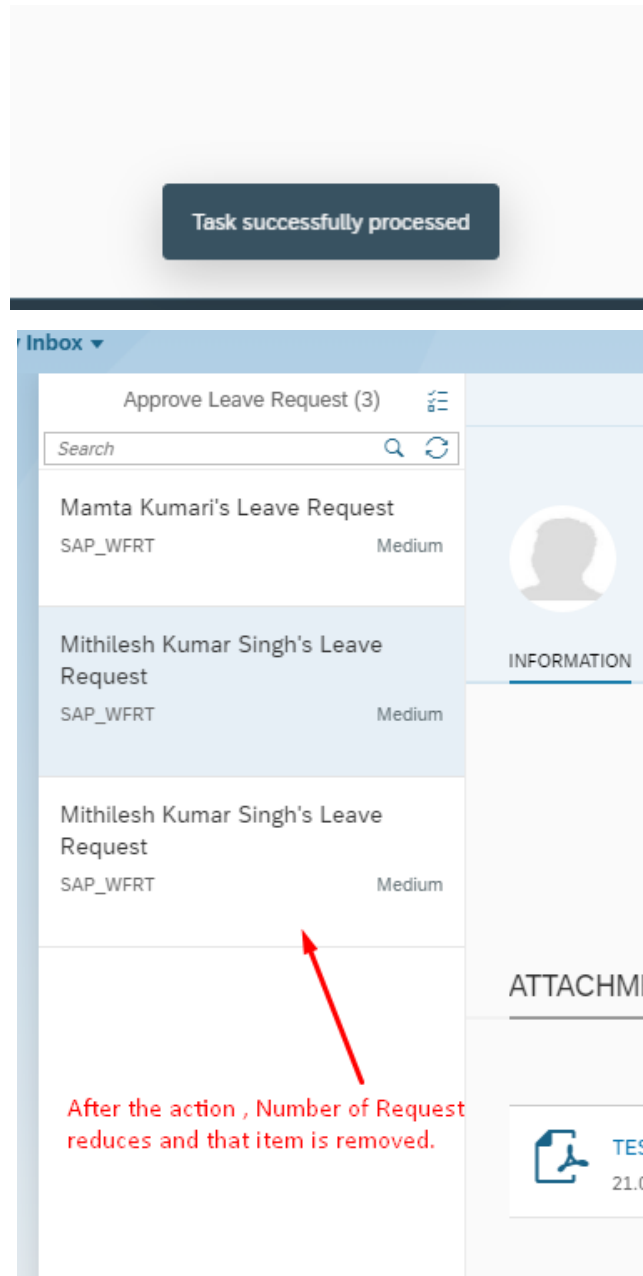
Requestor's Name would appear on the left with details of Leave along with Comments and Attachment on the right side of the page i.e. Detail Area.

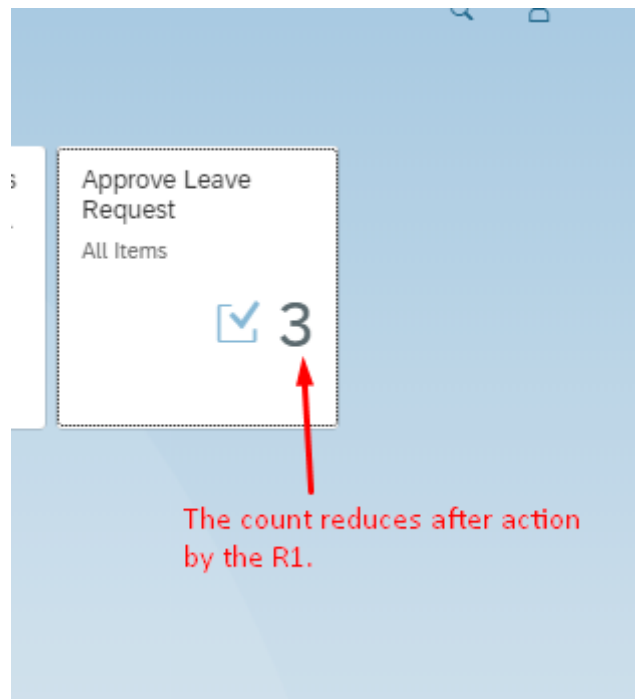


Approver Need to select the Request from the left-hand side and Approve or Reject the request as shown below. They can enter Reasons for their action in the comment box.

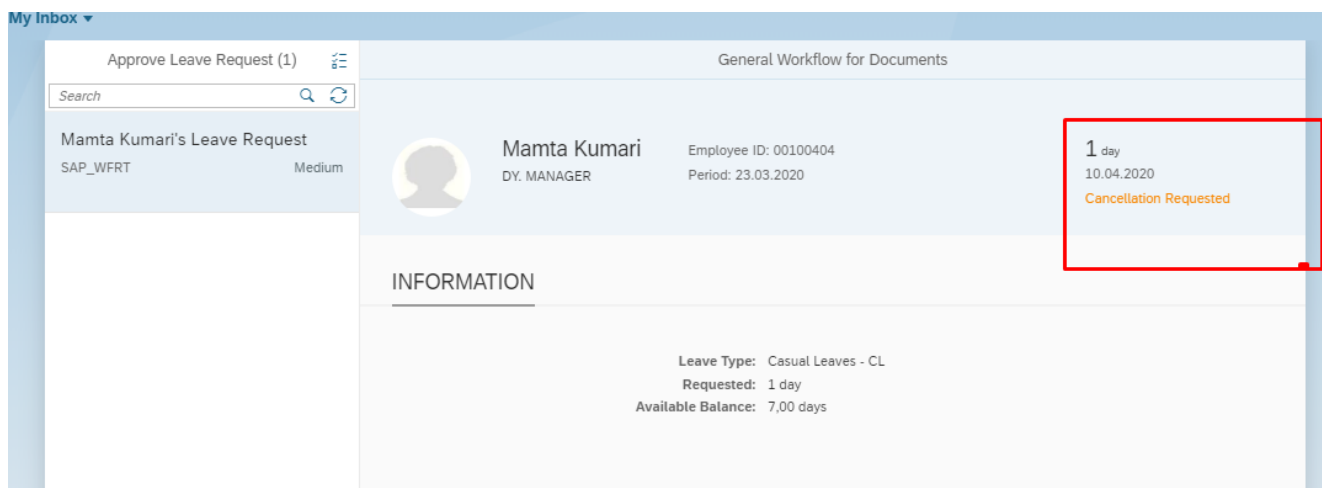


After the action a message will be shown at the bottom of the Page and the Request will Disappear from the inbox.





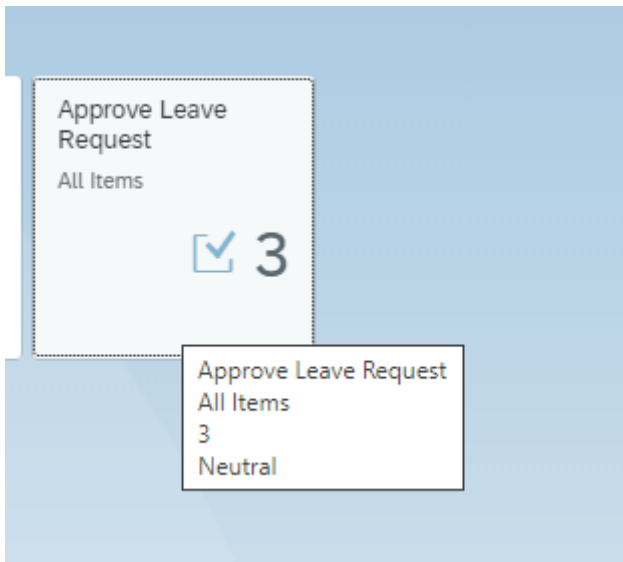
Deletion request appears as Cancellation Request to the Reporting Manager.



2.5.1. Mass Approval

The Approval Application also facilitates the Approver to take action on all the requests at one go.

Go to the same application i.e. Leave Approval and Select the Multi Select button at the top.



Approve Leave Request (3)

Search

Multi-Select

| | |
|--|--|
| Mamta Kumari's Leave Request SAP_WFRT Medium | M D INFORMATION COMMENTS Mamta 10.04.20 |
| Mithilesh Kumar Singh's Leave Request SAP_WFRT Medium | |
| Mithilesh Kumar Singh's Leave Request SAP_WFRT Medium | |

Inbox ▾

Approve Leave Request (3) ⊗

Task Summary

Filtered by: Task Type (General Workflow for...)

Select All

Mamta Kumari's Leave Request
 SAP_WFRT Medium

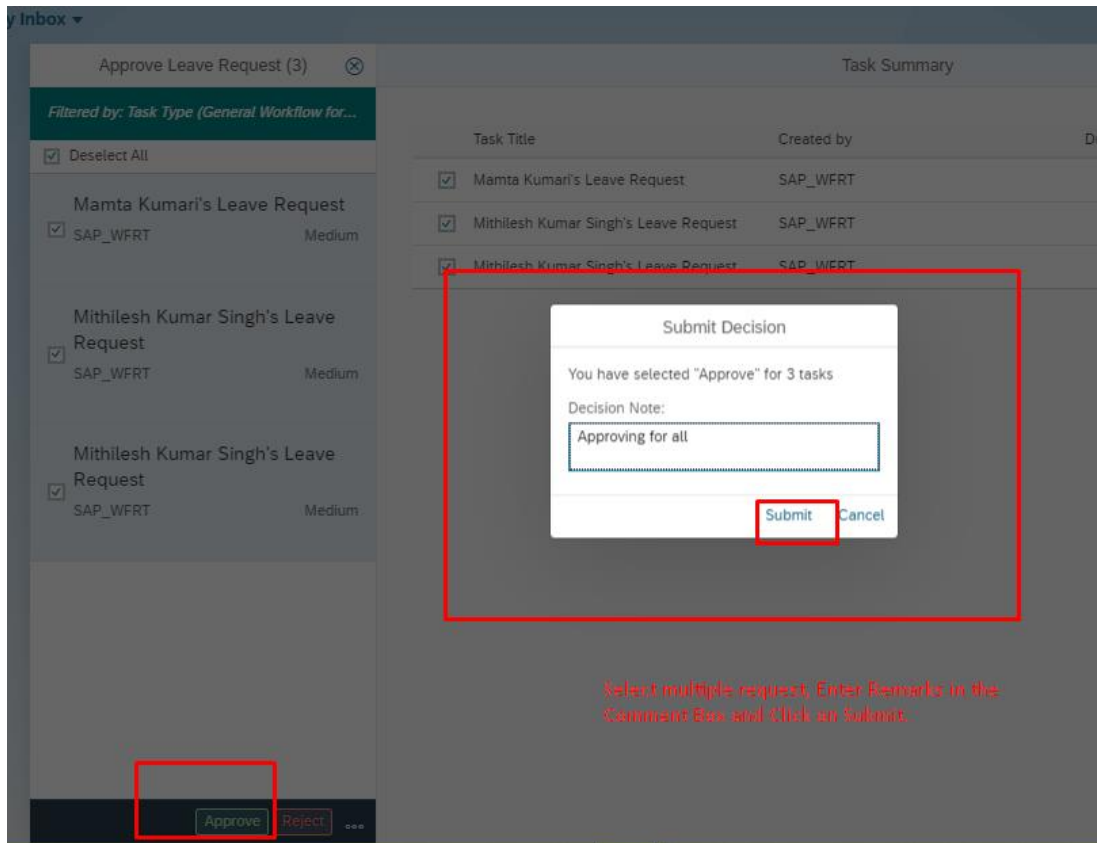
Mithilesh Kumar Singh's Leave Request
 SAP_WFRT Medium

Mithilesh Kumar Singh's Leave Request
 SAP_WFRT Medium

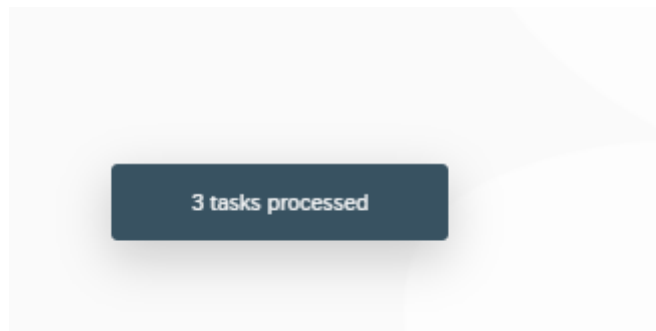
| Task Title | Created by | Due on |
|--|------------|--------|
| <input type="checkbox"/> Mamta Kumari's Leave Request | SAP_WFRT | |
| <input type="checkbox"/> Mithilesh Kumar Singh's Leave Request | SAP_WFRT | |
| <input type="checkbox"/> Mithilesh Kumar Singh's Leave Request | SAP_WFRT | |

Either you select from the Left Pane or the Detailed Area.

...



Message is shown at the bottom after action.



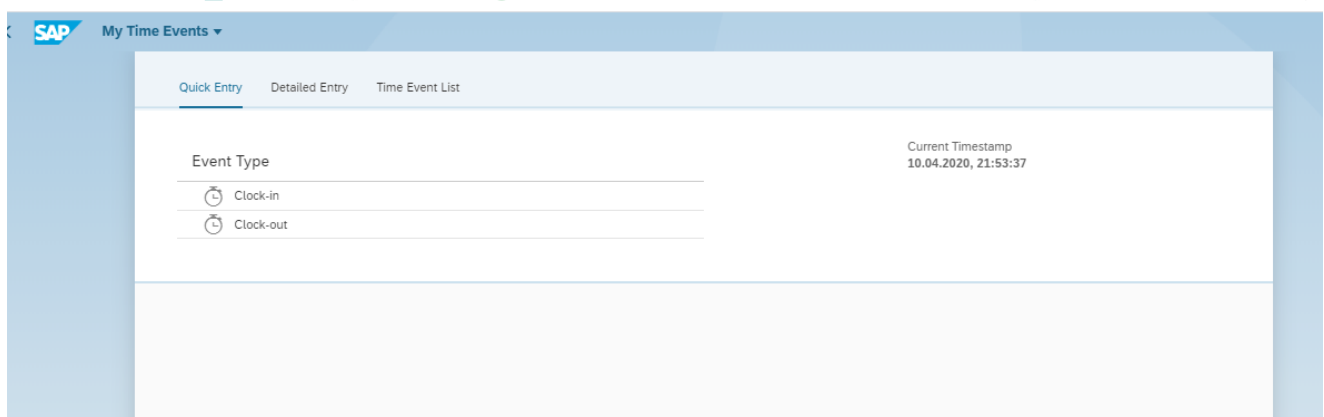
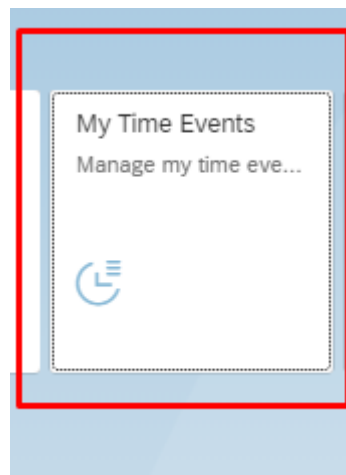
3. My Time Events (Clock In/Out)

3.1. My Time Events Request

The App can be used by the users to View the Clock In/Out data that they have punched at the terminals.

They can also request for any missing punches which will be processed only after approval from Reporting Manager(R1) and CPO.

Navigate to the app by clicking the Tile.



3.1.1. Time Event List

Click on the Time Event List tab to view the punch details against a date selected from the calendar interface.

The Calendar interface also highlights the Types of Request and is described in the legends. For Eg. Working Day, Non-Working Day, Approved, Sent etc.

The screenshot displays the 'Time Events' section of a software interface. On the left, there is a calendar for March and April 2020. The date '6' in April is highlighted with a red box. A red arrow points from this date to a 'Time Events' table on the right. The table has three columns: 'Event Type', 'Date & Time', and 'Status'. It lists two events for 06.04.2020: 'Clock-in' at 10:00:55 and 'Clock-out' at 18:26:34, both with a status of 'Posted'. A legend at the bottom left identifies various icons: Today (pink square), Selected (blue square), Working Day (white square), Non-Working Day (grey square), Approved (green square), Rejected (red square), and Sent (yellow square). A red arrow points from the text 'Click on the Dates to see the data.' to the calendar.

| Event Type | Date & Time | Status |
|------------|------------------------|--------|
| Clock-in | 06.04.2020 10:00:55 | Posted |
| Clock-out | 06.04.2020 18:26:34 | Posted |

3.1.2. Detailed Entry

Navigate to the Detailed Entry Section to Create a request for the day which has missing punch details.

One can create In and Out request along with the Time.

Name of Reporting Manager is shown on the screen.

Applied request is required to be approved from Reporting Manager and CPO.

3.1.2.1. Clock-In Request

Quick Entry **Detailed Entry** Time Event List

Create Event

Event Type: Clock-in

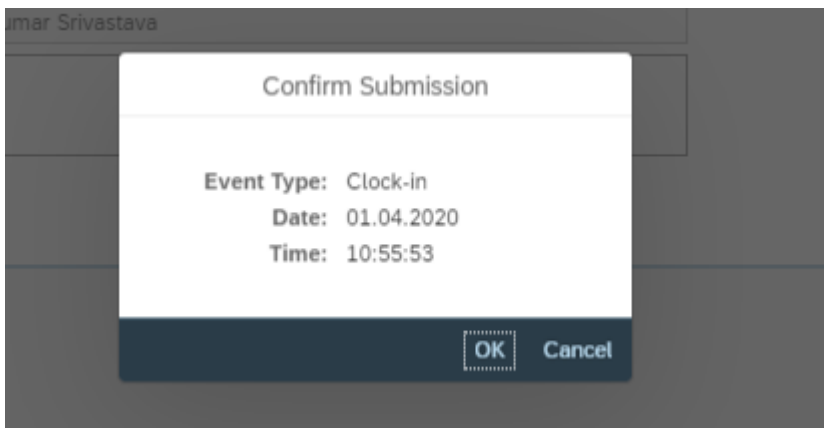
Date: 01.04.2020

Time: 10:55:53

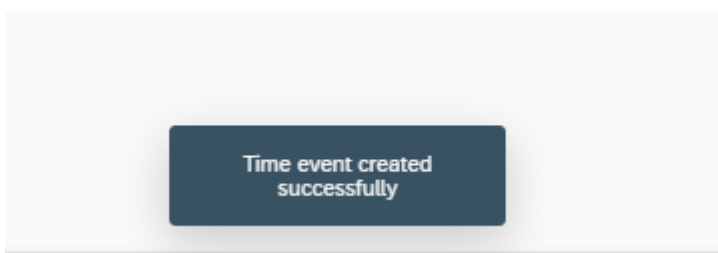
Approver: Ashok Kumar Srivastava

Comments: In time

Save Reset Messages



After the request is submitted a successful message is shown.



3.1.2.2. Clock-Out Request

Quick Entry Detailed Entry Time Event List

Create Event

Event Type: Clock-out

Date: 01.04.2020

Time: 19:55:53

Approver: Ashok Kumar Srivastava

Comments: Out time

Save Reset Messages

Confirm Submission

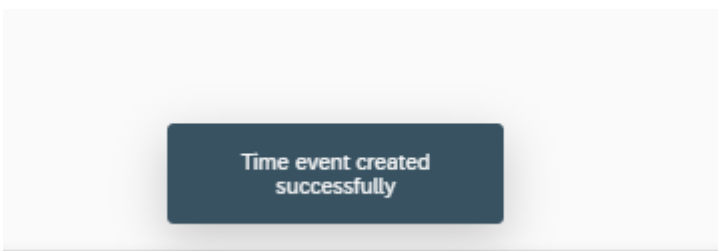
Event Type: Clock-out

Date: 01.04.2020

Time: 19:55:53

OK Cancel

After the request is submitted a successful message is shown.



3.1.2.3. Status

The status of the request is shown in the calendar interface against the dates. The types of status are as below:

- Sent
- Approved
- Rejected

The screenshot shows the 'my time EVENTS' interface. On the left is a calendar for March and April 2020. The date 10th April is highlighted with a pink border. On the right is a 'Time Events' table with the following data:

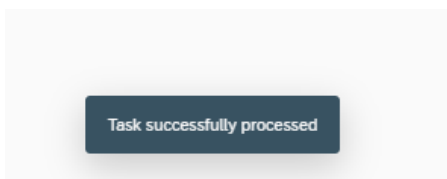
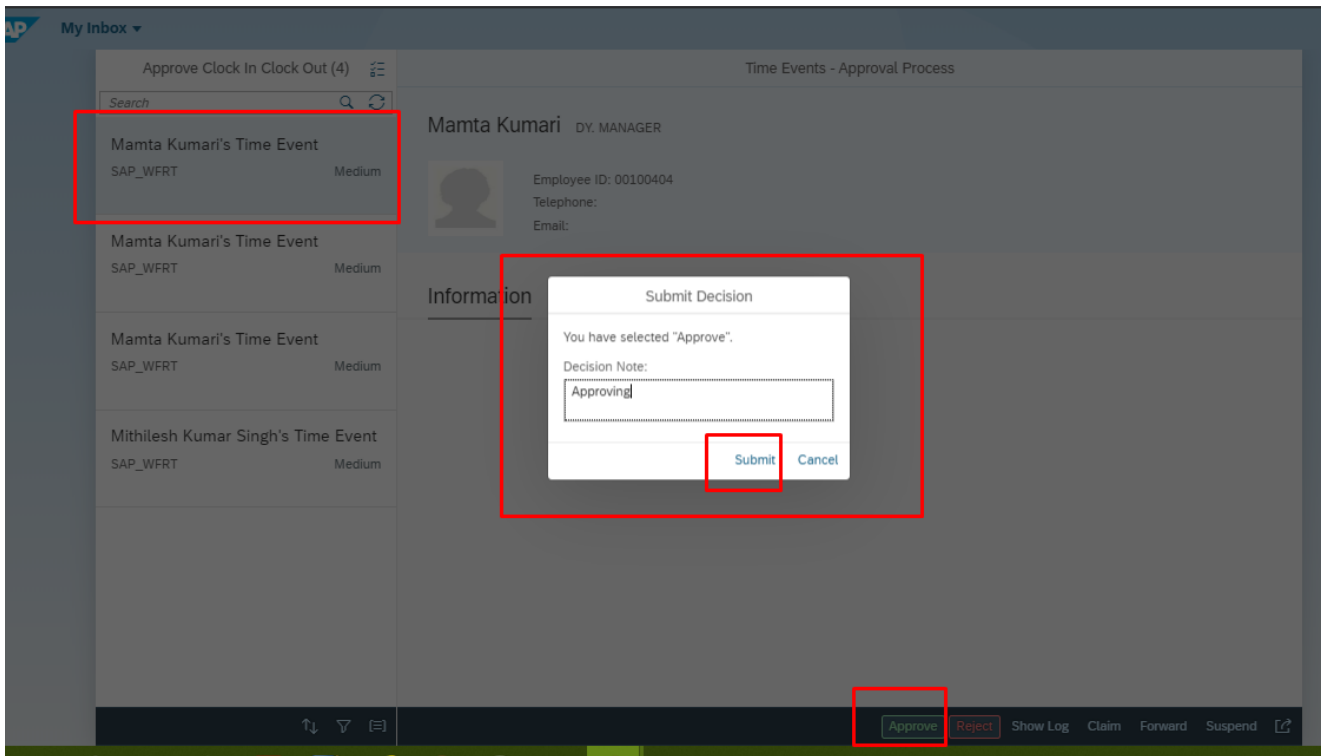
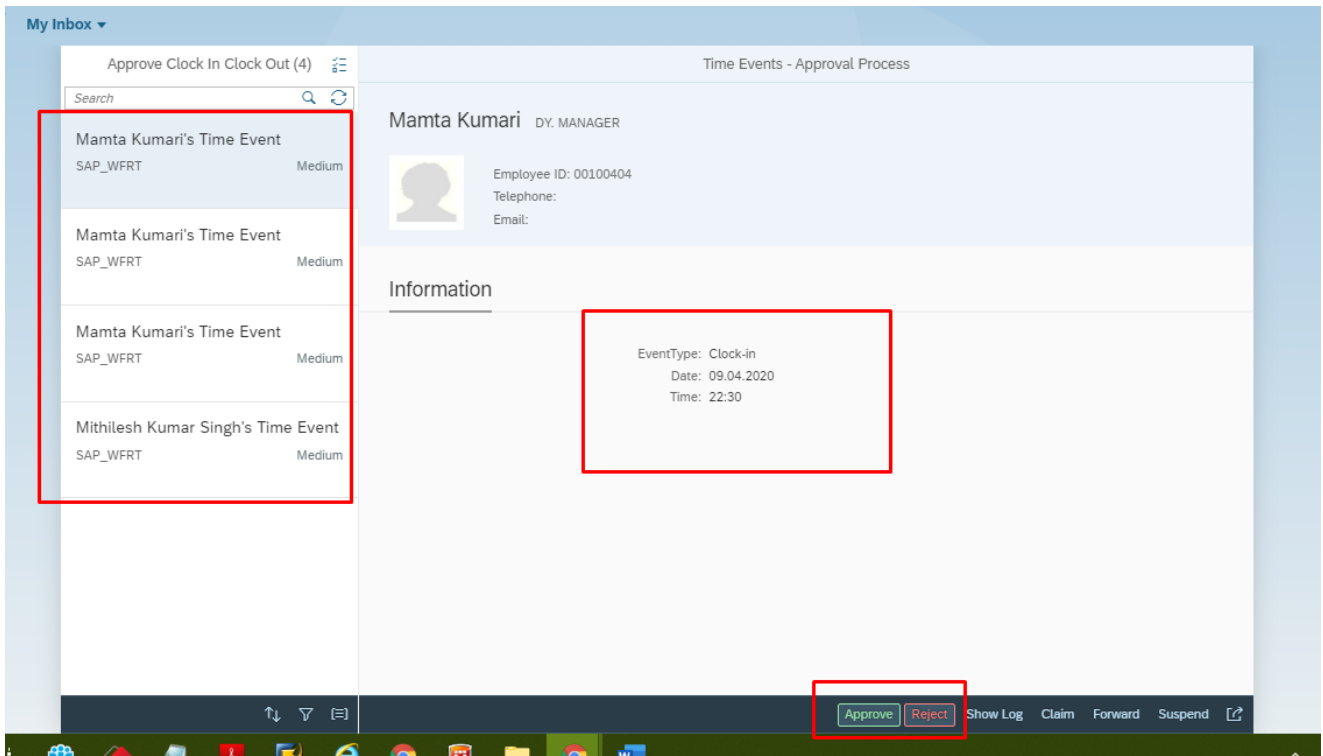
| Event Type | Date & Time | Status |
|------------|------------------------|--------|
| Clock-in | 01.04.2020 10:55:53 | Sent |
| Clock-out | 01.04.2020 19:55:53 | Sent |

3.2. Approve Time Events Request

The application will be available to the processors of Clock In/Out requests i.e. Reporting Managers(R1) and CPO.

Navigate to the application by clicking the Tile as shown below and follow the same process as mentioned in [Section 2.5](#) of Leave Approval.

The screenshot shows a dashboard with three tiles. The first tile, 'Approve Time Events', is highlighted with a red border and shows 'All Items' with a checkmark icon and the number '4'. The second tile is 'Tour and Travel Approval' with the text 'Accept or Reject Req...'. The third tile is 'L & D R1 Dashboard'.



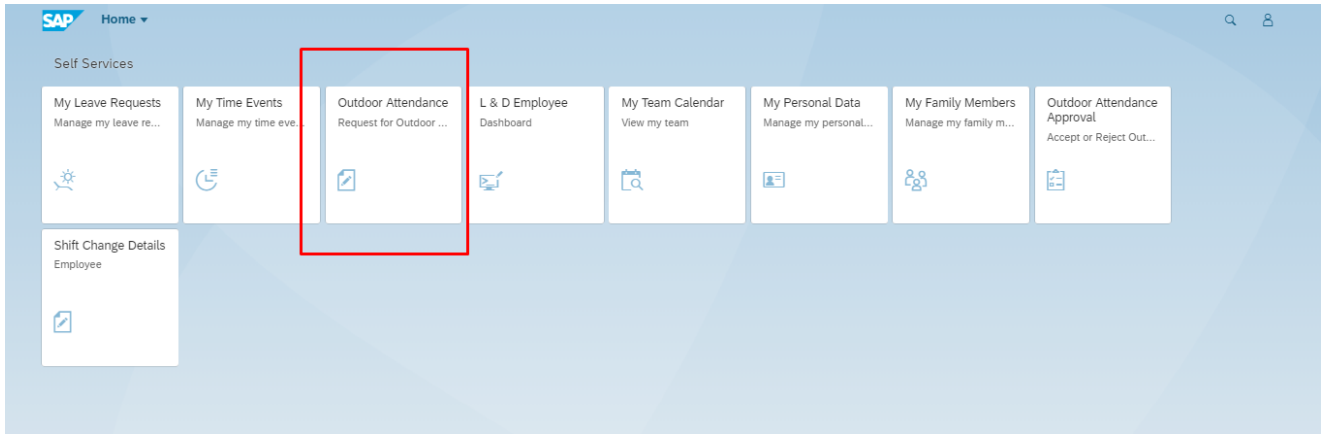
Mass Approvals can be done in the same manner as shown in *Section 2.5.1*.

4. Outdoor Attendance

4.1. Outdoor Attendance Request

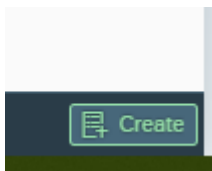
The application enables users to Request for Outdoor Attendance like Business Trips.

Navigate to the application by clicking the tile and fill in the request by clicking the create button as shown below.



Outdoor Travel Attendance ▾

| History of Requests | | | | | | | | |
|---------------------|-----------------|------------|------------|------------|----------|-------------------|-------------------------------------|-------------------------------|
| Reference number | Attendance type | From Date | To Date | From Place | To Place | Mode of Transport | Status | Purpose of Visit |
| TT/00101243/1 | Business trip | 02/03/2020 | 02/03/2020 | Delhi | Kolkata | Air | Approved | training |
| TT/00101243/2 | Business trip | 18/03/2020 | 19/03/2020 | Delhi | bokaro | Air | Approved | SAP HANA Implementation |
| TT/00101243/3 | Business trip | 03/03/2020 | 03/03/2020 | kolkata | bokaro | Road | Rejected | Fiori App |
| TT/00101243/4 | Business trip | 04/03/2020 | 05/03/2020 | London | Quwait | Rail | Approved | Testing after UAT |
| TT/00101243/5 | Business trip | 03/03/2020 | 03/03/2020 | London | Paris | Rail | Pending with Ashok Kumar Srivastava | aAPPLICATION ON REJECTED DATE |



Submit Request

*Attendance type
Business trip

*From Date
10.04.2020

*To Date
10.04.2020

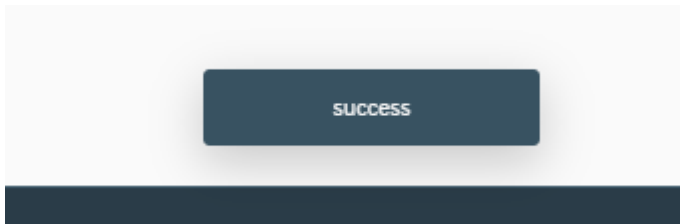
*From Place
Kolkata

*To Place
Bokaro

*Mode of Transport
R... ⊗

*Purpose of Visit
Official

Submit Cancel



After submission of request the status is shown in the dashboard along with status i.e. Approved, Rejected, Pending with Reporting Manager's (R1) name.

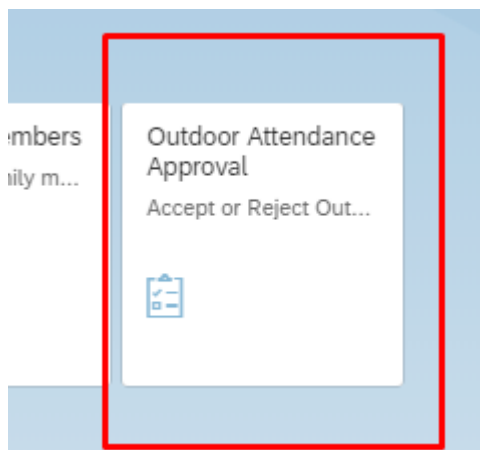
Indoor Travel Attendance ▾

| History of Requests | | | | | | | | |
|---------------------|-----------------|------------|------------|------------|----------|-------------------|-------------------------------------|-------------------------------|
| Reference number | Attendance type | From Date | To Date | From Place | To Place | Mode of Transport | Status | Purpose of Visit |
| TT/00101243/1 | Business trip | 02/03/2020 | 02/03/2020 | Delhi | Kolkata | Air | Approved | training |
| TT/00101243/2 | Business trip | 18/03/2020 | 19/03/2020 | Delhi | bokaro | Air | Approved | SAP HANA Implementation |
| TT/00101243/3 | Business trip | 03/03/2020 | 03/03/2020 | kolkata | bokaro | Road | Rejected | Fiori App |
| TT/00101243/4 | Business trip | 04/03/2020 | 05/03/2020 | London | Quwait | Rail | Approved | Testing after UAT |
| TT/00101243/5 | Business trip | 03/03/2020 | 03/03/2020 | London | Paris | Rail | Pending with Ashok Kumar Srivastava | aPPPLICATION ON REJECTED DATE |
| TT/00101243/6 | Business trip | 10/04/2020 | 10/04/2020 | Kolkata | Bokaro | Rail | Pending with Ashok Kumar Srivastava | Official |

Create

4.2. Outdoor Attendance Approval

The Approval application for Outdoor Attendance will be available to the Reporting Managers(R1). One can process the request using this application i.e. Approve or Reject.



SAP Outdoor Travel Approval

Accept Reject

History of Requests

| Reference number | Employee id | Employee Name | Attendance type | From Date | To Date | From Place | To Place | Mode of Transport | Status | Purpose of Visit |
|--|-------------|-----------------------|-----------------|------------|------------|------------|----------|-------------------|----------------------|-------------------------------|
| <input type="radio"/> TT/00101243/5 | 00101243 | Mithilesh Kumar Singh | Business trip | 03/03/2020 | 03/03/2020 | London | Paris | Rail | Pending for Approval | aPPPLICATION ON REJECTED DATE |
| <input checked="" type="radio"/> TT/00101243/6 | 00101243 | Mithilesh Kumar Singh | Business trip | 10/04/2020 | 10/04/2020 | Kolkata | Bokaro | Rail | Pending for Approval | Official |
| <input type="radio"/> TT/00101243/1 | 00101243 | Mithilesh Kumar Singh | Business trip | 02/03/2020 | 02/03/2020 | Delhi | Kolkata | Air | Approved | training |
| <input type="radio"/> TT/00101243/2 | 00101243 | Mithilesh Kumar Singh | Business trip | 18/03/2020 | 19/03/2020 | Delhi | bokaro | Air | Approved | SAP HANA Implementation |
| <input type="radio"/> TT/00101243/4 | 00101243 | Mithilesh Kumar Singh | Business trip | 04/03/2020 | 05/03/2020 | London | Quwait | Rail | Approved | Testing after UAT |
| <input type="radio"/> TT/00101243/3 | 00101243 | Mithilesh Kumar Singh | Business trip | 03/03/2020 | 03/03/2020 | kolkata | bokaro | Road | Rejected | Fiori App |

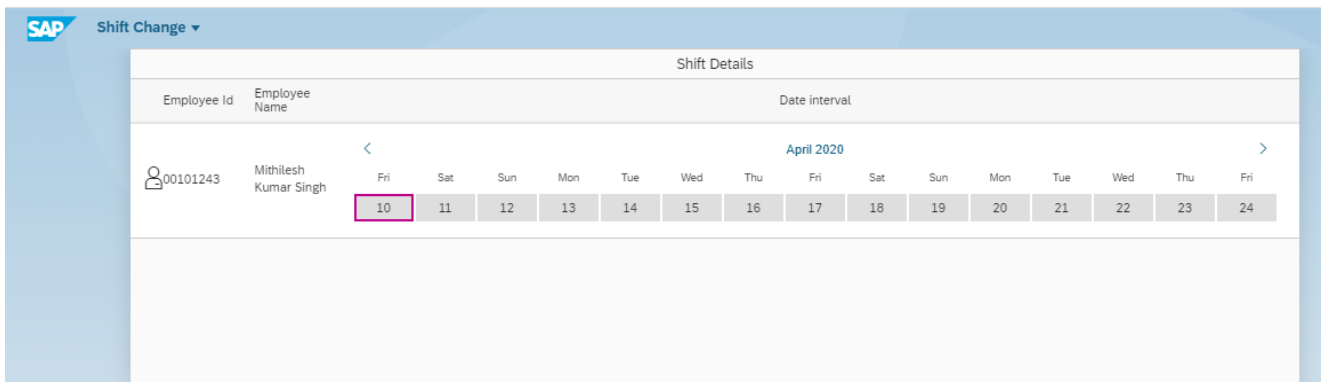
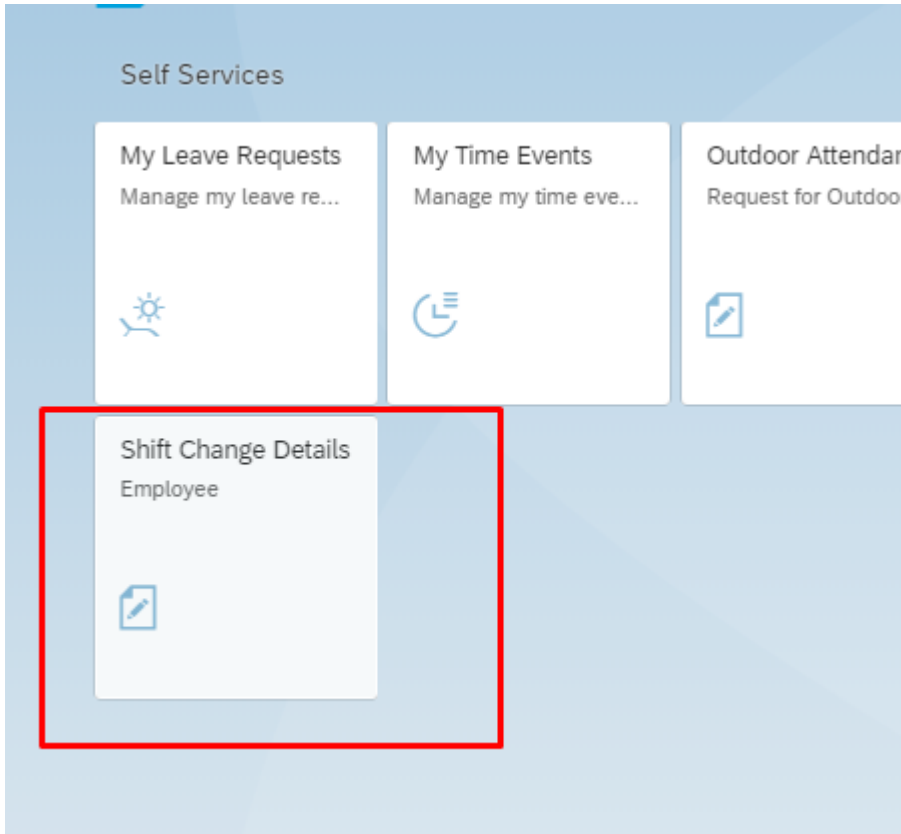
Approved successfully

5. Shift Change Details

5.1. Shift Change Details

The application can be used by the employees to see the details of their Workschedule along with the changes in their shift schedule that will be done by the Reporting Managers(R1).

Navigate to the application from the Tile and click against the Calendar Dates to get the details of Shift.



Employee Name: Mithilesh Kumar Singh

Date interval: April 2020

| Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue |
|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 |

Shift Details

Work Schedule: ESC1/C Shift Mon Off *← Long Term Work Schedule*

Current Selection Date: 11/04/2020 *← Selection Date*

Current Shift: ESB3/C - SHIFT *← Current Shift*

Cancel

April 2020

| Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon |
|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 |

Shift Details

Work Schedule: ESC1/C Shift Mon Off

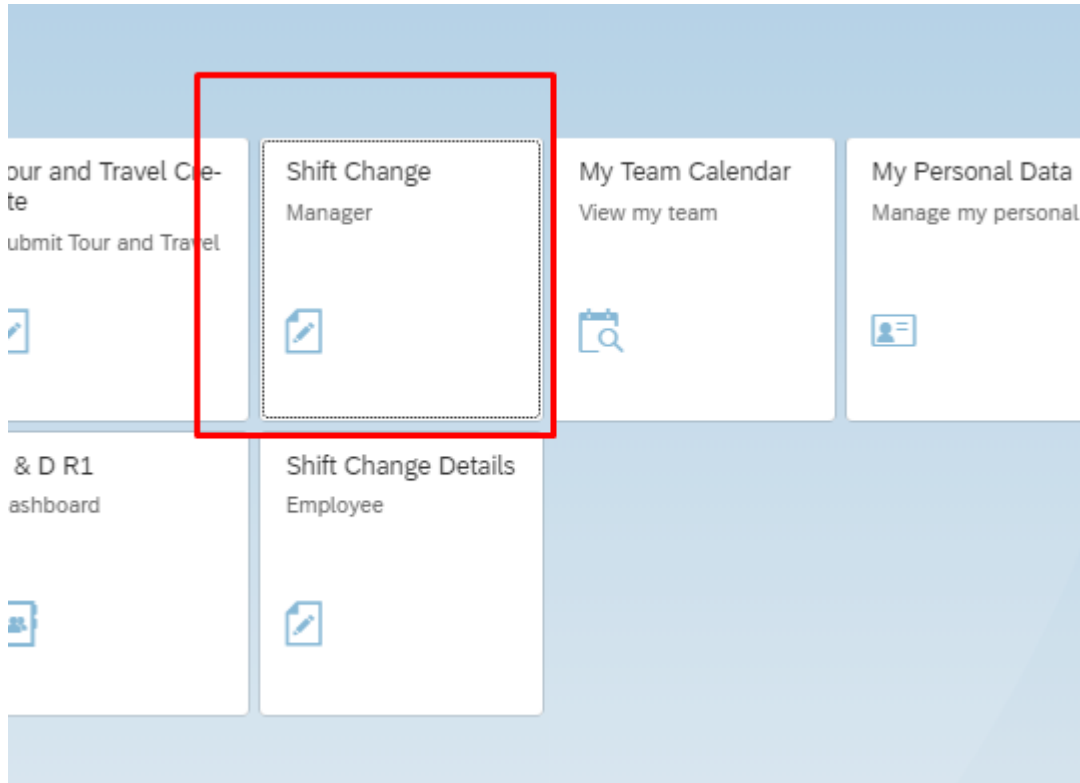
Current Selection Date: 13/04/2020

Current Shift: ESB2/B-SHIFT *← Changes in Shift will be shown in Current Shift.*

Cancel

5.2. Shift Change Manager

The application will be available to the Reporting Manager(R1). They will be able to see the list of reportees and as they select dates, details would be shown along with an option to change.



Shift Change ▾

| List of Employees | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|-------------------|-----------------------|---|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| Employee Id | Employee Name | Date interval | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 00101243 | Mithilesh Kumar Singh | <p>< April 2020 ></p> <table border="1"><thead><tr><th>Fri</th><th>Sat</th><th>Sun</th><th>Mon</th><th>Tue</th><th>Wed</th><th>Thu</th><th>Fri</th><th>Sat</th><th>Sun</th><th>Mon</th><th>Tue</th><th>Wed</th><th>Thu</th><th>Fri</th></tr></thead><tbody><tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr></tbody></table> | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | | | | | | | | | | | | | | | | | | |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | | | | | | | | | | | | | | | | | | |
| 00100404 | Mamta Kumari | <p>< April 2020 ></p> <table border="1"><thead><tr><th>Fri</th><th>Sat</th><th>Sun</th><th>Mon</th><th>Tue</th><th>Wed</th><th>Thu</th><th>Fri</th><th>Sat</th><th>Sun</th><th>Mon</th><th>Tue</th><th>Wed</th><th>Thu</th><th>Fri</th></tr></thead><tbody><tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr></tbody></table> | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | | | | | | | | | | | | | | | | | | |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | | | | | | | | | | | | | | | | | | |

← List of Reportees

List of Employees

| Employee Id | Employee Name | Date interval | | | | | | |
|-------------|-----------------------|---------------|-----|-----|-----|-----|-----|-----|
| 00101243 | Mithilesh Kumar Singh | Fri | Sat | Sun | Mon | Tue | Wed | Thu |
| | | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 00100404 | Mamta Kumari | Fri | Sat | Sun | Mon | Tue | Wed | Thu |
| | | 10 | 11 | 12 | 13 | 14 | 15 | 16 |

Submit Request

Work Schedule
ESC1/C Shift Mon Off

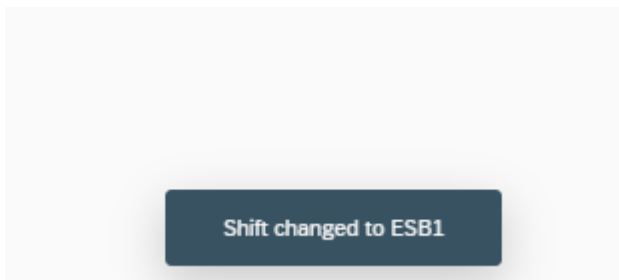
Current Selection Date
11/04/2020

Current Shift
ESB3/C - SHIFT

Shift Update Date Range
11.04.2020 - 12.04.2020

Select to change shift
A-SHIFT

Submit Cancel



After Changing the Shift if the Manager Navigates to those dates then the changes shift becomes visible.

The screenshot shows a 'Submit Request' dialog box in the foreground, overlaid on a calendar interface. The dialog box contains the following fields:

- Work Schedule: ESC1/C Shift Mon Off
- Current Selection Date: 11/04/2020
- Current Shift: ESB1/A-SHIFT
- Shift Update Date Range: 11.04.2020 - 11.04.2020
- Select to change shift: A-SHIFT (indicated by a red arrow and the text 'Changed Shift')

The background shows a calendar for April 2020 with dates 10 and 11 highlighted. The calendar is titled 'List of Employees' and 'Date interval'.

April 2020

| M | Sat | Sun | Mo |
|---|-----|-----|----|
| 1 | 18 | 19 | 20 |
| M | Sat | Sun | Mo |
| 1 | 18 | 19 | 20 |

Submit Request

Work Schedule

Current Selection Date

Current Shift

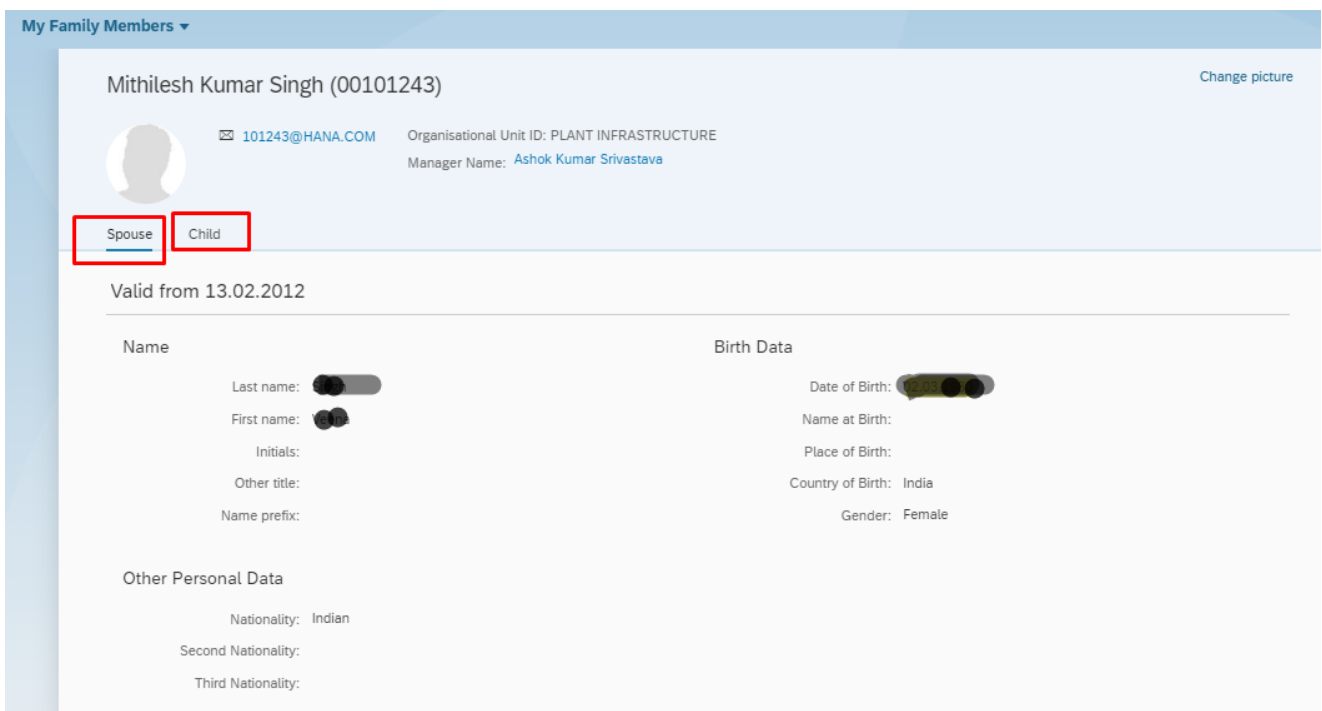
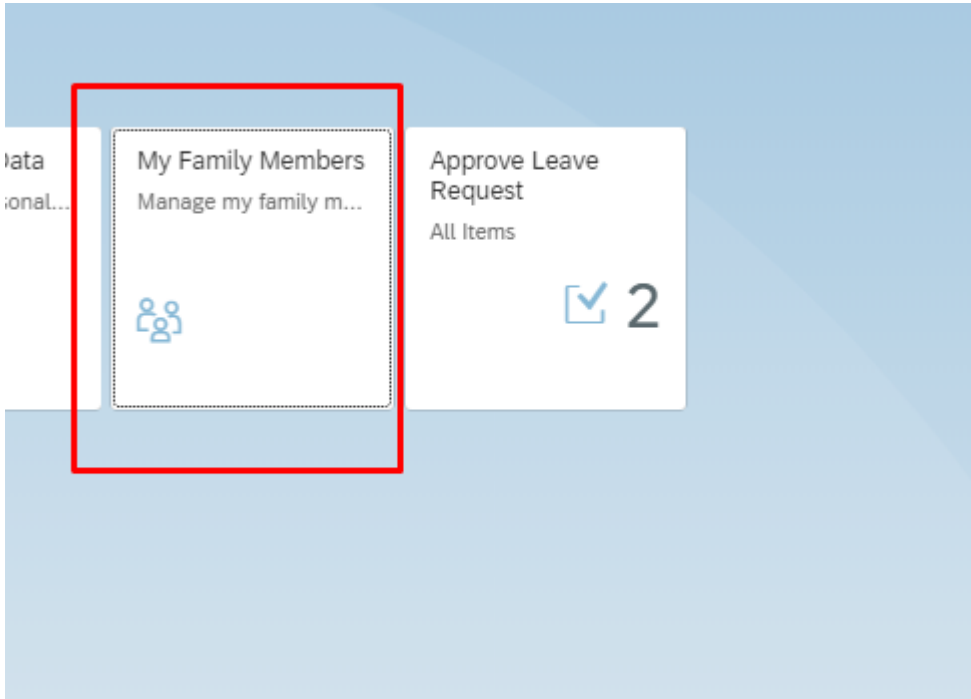
Shift Update Date Range

Select to change shift

6. My Family Members

The application will be available to all the users to check the details of Family members.

Navigate to the application from the Tile.



7. My Personal Data

The application will be available to all the users to check personal data.

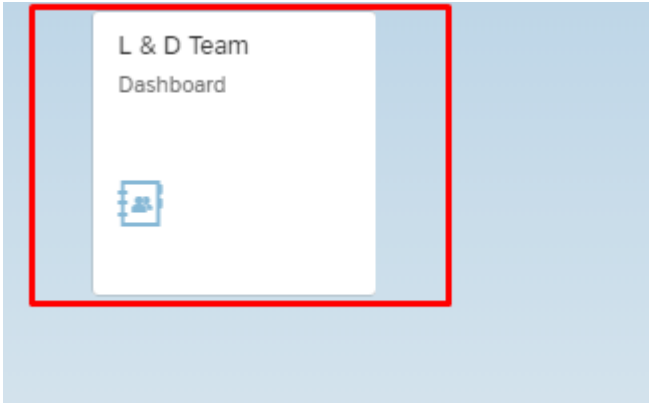
Navigate to the application from the Tile.

The screenshot displays the 'My Personal Data' application interface. At the top, the user's name 'Ashok Kumar Srivastava' and ID '(00: [redacted])' are shown, along with a 'Change picture' link. Below this is a profile picture placeholder, an email address 'AKS@HANA.COM', and the 'Organisational Unit ID: PLANT INFRASTRUCTURE'. A 'Valid from 24.04.1972' status is also present. The main content is organized into four sections: 'Name' (Title: Mr, First name: [redacted], Last name: [redacted], Initials, Nickname), 'Birth Data' (Date of Birth: [redacted], Name at Birth, Birthplace, Country of Birth, Gender: Male), 'Other Personal Data' (Nationality: Indian, Second Nationality, Third Nationality, Language: English, State: Jharkhand, Religion: Hindu), and 'Marital Status' (Marital status: Marr., Marital Status Since, Number of Children: 0).

8. Learning and Development

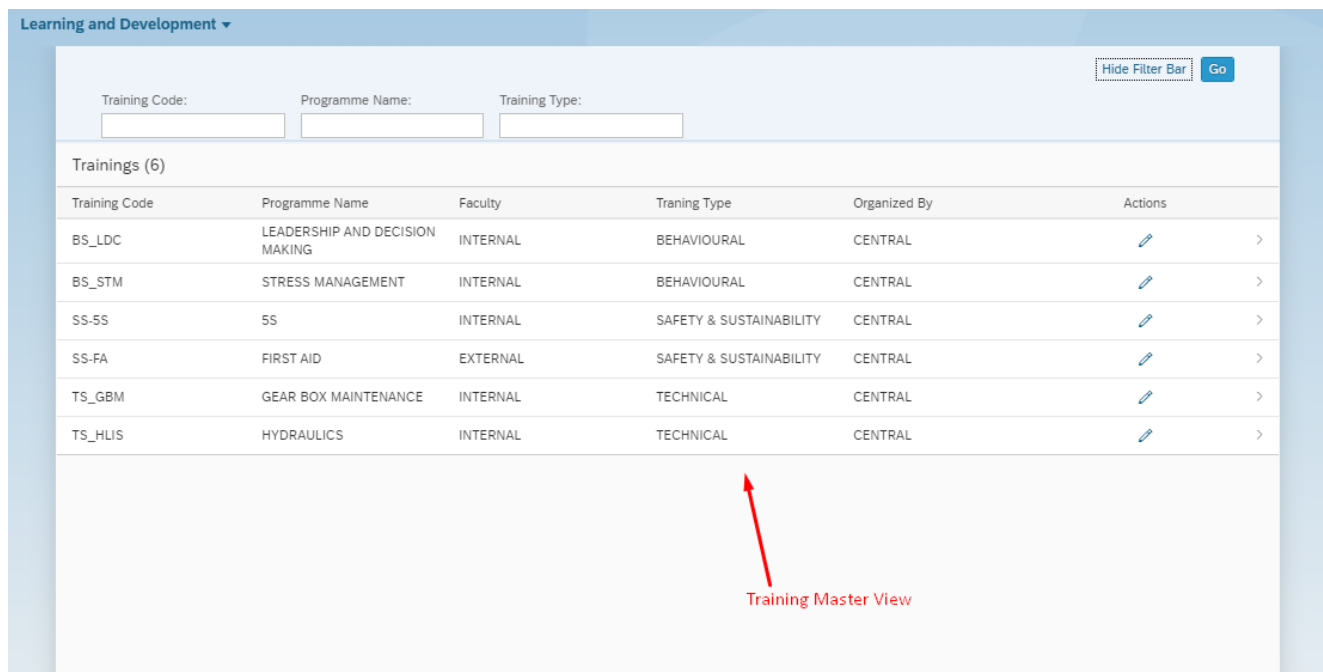
8.1. L&D Team

The application will only be available to the L&D Team to assign, evaluate and mark attendance of the Trainings. Training Master can be edited from this application.



8.1.1. Training Master View

The view will show the list of Trainings that will be conducted. L&D Team User can modify few details of Training Master.

A screenshot of the "Training Master View" interface. At the top, there is a header "Learning and Development" with a dropdown arrow. Below the header, there are three input fields: "Training Code:", "Programme Name:", and "Training Type:". To the right of these fields are buttons for "Hide Filter Bar" and "Go". Below the input fields, there is a table with the following data:

| Training Code | Programme Name | Faculty | Traning Type | Organized By | Actions |
|---------------|--------------------------------|----------|-------------------------|--------------|---------|
| BS_LDC | LEADERSHIP AND DECISION MAKING | INTERNAL | BEHAVIOURAL | CENTRAL | |
| BS_STM | STRESS MANAGEMENT | INTERNAL | BEHAVIOURAL | CENTRAL | |
| SS-SS | SS | INTERNAL | SAFETY & SUSTAINABILITY | CENTRAL | |
| SS-FA | FIRST AID | EXTERNAL | SAFETY & SUSTAINABILITY | CENTRAL | |
| TS_GBM | GEAR BOX MAINTENANCE | INTERNAL | TECHNICAL | CENTRAL | |
| TS_HLIS | HYDRAULICS | INTERNAL | TECHNICAL | CENTRAL | |

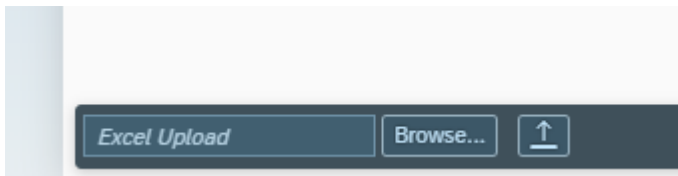
A red arrow points from the text "Training Master View" below the table to the "Training Code" column of the table.

8.1.2. Excel Upload for Mass Assignment

In the Master View there will be an option to Assign Trainings to users in mass through excel file upload. Refer to the Excel Format attached here.



MassUPdSample.xls
x



8.1.3. Assignment View

Select any Training to get inside the Assgination View. This view lets the L&D team to see the details, Mark Attendance, Evaluate etc.

| Trainings (6) | | | | | |
|---------------|--------------------------------|----------|-------------------------|--------------|---------|
| Training Code | Programme Name | Faculty | Traning Type | Organized By | Actions |
| BS_LDC | LEADERSHIP AND DECISION MAKING | INTERNAL | BEHAVIOURAL | CENTRAL | > |
| BS_STM | STRESS MANAGEMENT | INTERNAL | BEHAVIOURAL | CENTRAL | > |
| SS-SS | SS | INTERNAL | SAFETY & SUSTAINABILITY | CENTRAL | > |
| SS-FA | FIRST AID | EXTERNAL | SAFETY & SUSTAINABILITY | CENTRAL | > |
| TS_GBM | GEAR BOX MAINTENANCE | INTERNAL | TECHNICAL | CENTRAL | > |
| TS_HUIS | HYDRAULICS | INTERNAL | TECHNICAL | CENTRAL | > |

Hide Filter Bar Go

Pernr: Status: *Start Date: *End Date:

LEADERSHIP AND DECISION MAKING

BS_LDC

Organized By: CENTRAL Faculty: INTERNAL
 Training Type: BEHAVIOURAL Participants: 3

Assignment (3)

| Employee Name (Pernr) | Start / End Date | Duration | Employee Group | Employee Subgroup | SBU | Department | Status | Evaluation / Feedback |
|---|-------------------------|----------|----------------|-------------------|-----|----------------------|-----------------------|-----------------------|
| Mamta Kumari (00100404) | 07-04-2020 / 07-04-2020 | 00004 | S | M5 | | IT & DIGITALIZATION | ASSIGNED | |
| Venue: Karma Conference Faculty Name: Kundan Attendance: Mark Attendance | | | | | | | | |
| Mithilesh Kumar Singh (00101243) | 07-04-2020 / 07-04-2020 | 00004 | S | M4 | | PLANT INFRASTRUCTURE | ACTION PLAN SUBMITTED | |
| Venue: Karma Conference Faculty Name: Kundan Attendance: Mark Attendance | | | | | | | | |
| Rohit Kumar Ray (00102899) | 07-04-2020 / 07-04-2020 | 00002 | S | M7 | | D I PIPES | ASSIGNED | |
| Venue: Maithan Conference Hall Faculty Name: Kundan Attendance: Mark Attendance | | | | | | | | |

Assign

| Duration | Employee Group | Department |
|----------|----------------|----------------------|
| 00004 | S | IT & DIGITALIZATION |
| 00004 | S | PLANT INFRASTRUCTURE |

Mark Attendance (Pernr:00100404)

Attendance:

Present

Present

Absent

IN PLAN
ITTED

Performance Evalu

Evaluation (Pernr:00101243)

Pre Test Marks:
10.00

Post Test Marks:
15.00

Gain %:
50

Cost:
600.00

Attendance:
Present

Cancel

| Employ | Department | Statu |
|--------|----------------------|-----------|
| S | IT & DIGITALIZATION | PRES |
| S | PLANT INFRASTRUCTURE | ACTI SUBI |

Feedback & Action Plan

ACTION PLAN:

Action Plan

FEEDBACK:

The training was good.

THE CONTENT OF THE MODULE WAS ORGANIZED, EASY TO FOLLOW & FOCUSED ON MY LEARNING NEEDS:

★★★★☆ Neutral

I HAVE ACQUIRED INFORMATION AND KNOWLEDGE THAT IS NEW TO ME:

★★★★★ Strongly Agree

THE PROGRAMME WAS RELEVANT TO MY CURRENT/FUTURE JOBS:

★★★★★ Strongly Agree

THE TRAINER WAS KNOWLEDGEABLE ABOUT THE TRAINING TOPICS:

★★★★☆ Agree

THE TRAINER WAS WELL PREPARED:

★★★★☆ Neutral

THE TRAINER ENCOURAGED PARTICIPATION AND QUESTIONS:

★★★☆☆ Disagree

THE TIME ALLOTTED FOR TRAINING WAS SUFFICIENT:

★★★★☆ Agree

THIS PROGRAMME WILL HELP ME IN MY PROFESSIONAL & PERSONAL GROWTH:

★★★★★ Strongly Agree

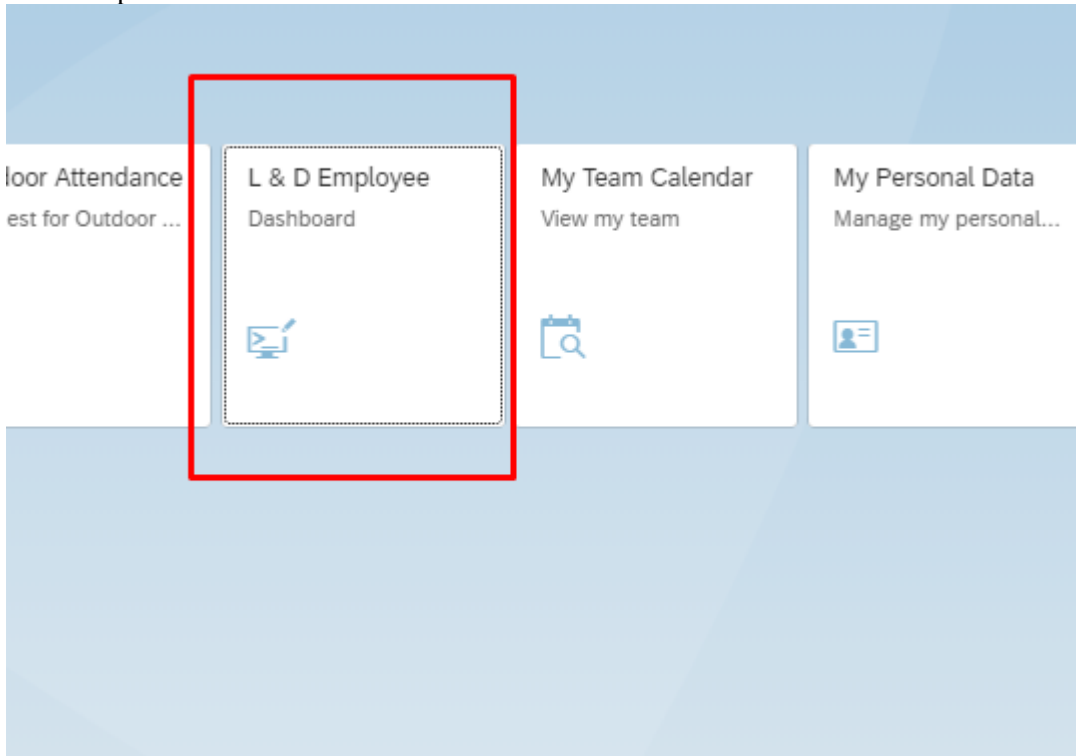
[Cancel](#)

8.2. L&D Employee

The application will enable users to track the trainings assigned by the L&D Team and also take necessary actions such as:

- **Submission of Reaction feedback-** Just after the training is over, Users can fill the Reaction Feedback after Attendance have been marked. Post this L&D Team can Evaluate.

- **Submission of Action Plan-** After the Evaluation is done , employees will have to fill in their Action Plan and post submission the same will be available to L&D Team and R1.



Employee Dashboard ▾

Employee Name: Mithilesh Kumar Singh
 Employee Number: 00101243
 Employee Group: S
 Employee Sub Group: M4

Department: SBU: PLANT INFRASTRUCTURE
 Training Target (Hours): 32.00
 Training Completed (Hours): 00004

*Start Date: 11-03-2020 *End Date: 11-04-2020 Status:

| Programme Name | Training Type | Start Date | End Date | Duration (Hours) | Faculty Name | Organized By | Status | Feedback |
|---|---------------|------------|------------|------------------|--------------|--------------|-----------------------|---|
| LEADERSHIP AND DECISION MAKING BS_LDC Venue / Location: Karma Conference | BEHAVIOURAL | 07-04-2020 | 07-04-2020 | 00004 | Kundan | CENTRAL | ACTION PLAN SUBMITTED | <input type="button" value="Feedback"/> |

Feedback & Action Plan

ACTION PLAN:

Action Plan

FEEDBACK:

The training was good.

THE CONTENT OF THE MODULE WAS ORGANIZED, EASY TO FOLLOW & FOCUSED ON MY LEARNING NEEDS:

★★★★☆ Neutral

I HAVE ACQUIRED INFORMATION AND KNOWLEDGE THAT IS NEW TO ME:

★★★★★ Strongly Agree

THE PROGRAMME WAS RELEVANT TO MY CURRENT/FUTURE JOBS:

★★★★★ Strongly Agree

THE TRAINER WAS KNOWLEDGEABLE ABOUT THE TRAINING TOPICS:

★★★★☆ Agree

THE TRAINER WAS WELL PREPARED:

★★★★☆ Neutral

THE TRAINER ENCOURAGED PARTICIPATION AND QUESTIONS:

★★★☆☆ Disagree

THE TIME ALLOTTED FOR TRAINING WAS SUFFICIENT:

★★★★☆ Agree

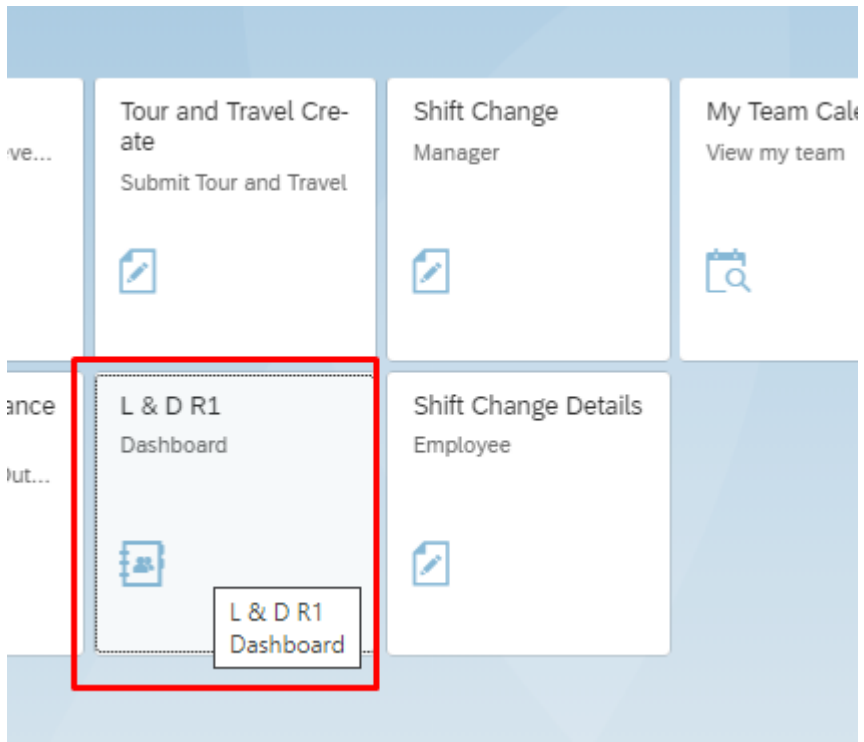
THIS PROGRAMME WILL HELP ME IN MY PROFESSIONAL & PERSONAL GROWTH:

★★★★★ Strongly Agree

[Cancel](#)

8.3. L&D R1

Reporting Managers will have access to L&D R1 and they will use this to see the requests of their Employees who have been assigned Training.



LearningAndDevR1Dashboard ▾

Learning and Development R1 Dashboard

Hide Filter Bar

Start Date: 11.01.2020 End Date: 11.04.2020 Status: ▾

| Employee Name | Employee Details | Programme Name | Training Type | Organized By | Timing Details | Faculty Details | Venue | Status | Employee Feedback |
|--------------------------------------|--|--|---------------|--------------|---|--------------------------------|---------------------|--------------------------|---|
| Mamta Kumari 00100404 | Group: S SubGroup: M5 SBU: Department: IT & DIGITALIZATION | LEADERSHIP AND DECISION MAKING BS_LDC | BEHAVIOURAL | CENTRAL | Start Date: 07/04/2020 End Date: 07/04/2020 Duration: 00004 Days | Name: Kundan Type: INTERNAL | Karma Conference | ASSIGNED | <input type="button" value="Feedback"/> |
| Mithilesh Kumar Singh 00101243 | Group: S SubGroup: M4 SBU: Department: PLANT INFRASTRUCTUR E | LEADERSHIP AND DECISION MAKING BS_LDC | BEHAVIOURAL | CENTRAL | Start Date: 07/04/2020 End Date: 07/04/2020 Duration: 00004 Days | Name: Kundan Type: INTERNAL | Karma Conference | ACTION PLAN SUBMITTED | <input type="button" value="Feedback"/> |

Feedback & Action Plan

ACTION PLAN:

FEEDBACK:

THE CONTENT OF THE MODULE WAS ORGANIZED, EASY TO FOLLOW & FOCUSED ON MY LEARNING NEEDS:
 ★★☆☆☆☆ Neutral

I HAVE ACQUIRED INFORMATION AND KNOWLEDGE THAT IS NEW TO ME:
 ★★★★★★ Strongly Agree

THE PROGRAMME WAS RELEVANT TO MY CURRENT/FUTURE JOBS:
 ★★★★★★ Strongly Agree

THE TRAINER WAS KNOWLEDGEABLE ABOUT THE TRAINING TOPICS:
 ★★★★★☆ Agree

THE TRAINER WAS WELL PREPARED:
 ★★★★★☆ Neutral

THE TRAINER ENCOURAGED PARTICIPATION AND QUESTIONS:
 ★★★☆☆☆ Disagree

THE TIME ALLOTTED FOR TRAINING WAS SUFFICIENT:
 ★★★★★☆ Agree

THIS PROGRAMME WILL HELP ME IN MY PROFESSIONAL & PERSONAL GROWTH:
 ★★★★★★ Strongly Agree

[Cancel](#)

Status:

- ASSIGNED
- ABSENT
- ACTION PLAN SUBMITTED
- EVALUATION SUBMITTED
- PRESENT
- REACTION FEEDBACK SUBMITTED

Training Tails

BEHAVIOUR 00004

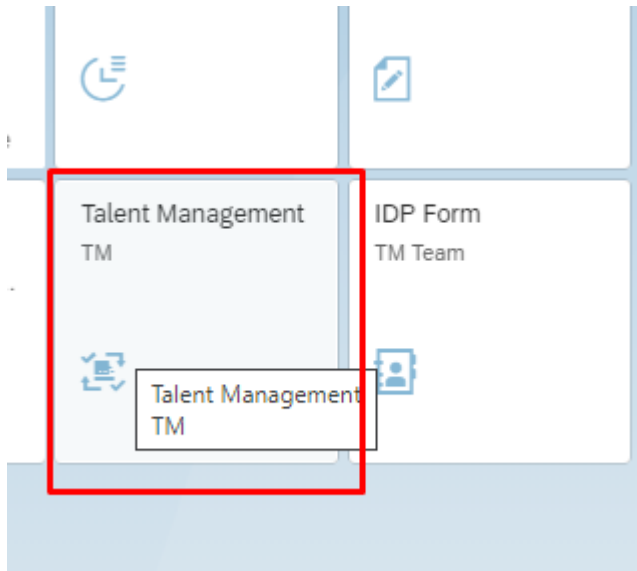
BEHAVIOURAL CENTRAL 07/04/2020
 End Date:

Users can use the Filter option to search for a request.

9. Talent Management

The Application will only be available to the Talent manager and will be used for Assessment and HIPO of Employees.

Navigate to the application from the tile.



9.1. Assessment

In the Assessment View Talent team search for the list of Employees based on various Filter Criteria.

A screenshot of the 'Talent Management' application in the 'Assessment' view. The top section contains a filter bar with a red box highlighting the input fields for 'Age', 'Qualification', 'Ratings 2019-2020', 'Ratings 2018-2019', 'Ratings 2017-2018', 'Designation', 'Department', and 'SBU'. Below the filter bar are tabs for 'Assessment', 'HIPO', and 'HIPO History'. The main content area displays a table titled 'Total Employees 74' with columns for selection, Perner, Designation, Age, Qualification, Rating 2019-2020, Rating 2018-2019, Rating 2017-2018, Department, SBU, and Status. A 'Mark for Assessment' button is visible at the bottom right of the table.

| <input type="checkbox"/> | Perner | Designation | Age | Qualification | Rating 2019-2020 | Rating 2018-2019 | Rating 2017-2018 | Department | SBU | Status |
|--------------------------|-----------------------------|---------------------------------|-----|--------------------------------------|------------------|------------------|------------------|--------------------|----------------------------|---------------------|
| <input type="checkbox"/> | Test 1 Testing (00100001) | Chairperson of the ESL org | 51 | Post Graduation M.Phil | B | A | C | Steel Melting Shop | Steel SBU | Mark for Assessment |
| <input type="checkbox"/> | Prachee Sharma (00100002) | Consultant | 27 | University/college Final certificate | B | A | C | Steel Melting Shop | Steel SBU | Mark for Assessment |
| <input type="checkbox"/> | Raj Malhotra (00100003) | Manager Operation | 32 | Secondary school Final certificate | | | | Steel Melting Shop | Steel SBU | Mark for Assessment |
| <input type="checkbox"/> | Cutover Data (00100005) | Deputy Manager | 33 | Technical Graduation B.Tech | A | A | C | Environment | Enabling & Common Services | Mark for Assessment |
| <input type="checkbox"/> | Test Data Report (00100006) | Management Trainee - Operations | 36 | ITI ITI Certified | | | | Steel Melting Shop | Steel SBU | Mark for Assessment |
| <input type="checkbox"/> | Smriti Irani (00100007) | Female Manager | 55 | Technical Graduation B.Tech | A* | B | A* | Steel Melting Shop | Steel SBU | Mark for Assessment |

Hide Filter Bar Filters Go

Age: Qualification:

Designation: Department:

Ratings 2019-2020: Ratings 2018-2019: Ratings 2017-2018:

Consistent (C)
 Excellent (A*)
 Exceptional (A)
 Need Improvement (D)
 Valued (B)

Assessment HIPO HIPO History

Select and click Mark for Assessment button for further action. Enter Date and press okay.

27 ge B A C Steel Melting Shop
Final certificate

32 Secondary school Steel Melting Shop
Final certificate

33 Technical Graduat B.Tech C Environment
ITI Certified

36 ITI Certified Steel Melting Shop

55 Technical Graduation A* B A* Steel Melting Shop

Mark for Assessment

Assessment Date:
13-04-2020

Submit Cancel

Final certificate

Secondary school Final certificate

Technical Graduat B.Tech C

ITI Certified

Success

Submitted for Assesment successfully

OK

The requests Marked for Assessment Starts to appear in the Hipo Section.

Emails will trigger to the respective employees who were marked for accessment.

9.2. Hipo

The Hipo view of the application will be used to see the Assement Requests and Mark them as HIPO.

Assessment **HIPO** HIPO History

Total Marked for Assessment: 3

| <input type="checkbox"/> | Perner | Designation | Age | Qualification | Rating 2019-2020 | Rating 2018-2019 | Rating 2017-2018 | Department | SBU | Status |
|-------------------------------------|---------------------------|----------------|-----|--------------------------------------|------------------|------------------|------------------|--------------------|----------------------------|-----------------------|
| <input checked="" type="checkbox"/> | Prachee Sharma (00100002) | Consultant | 27 | University/college Final certificate | B | A | C | Steel Melting Shop | Steel SBU | Marked for Assessment |
| <input type="checkbox"/> | Prachee Sharma (00100002) | Consultant | 27 | University/college Final certificate | B | A | C | Steel Melting Shop | Steel SBU | Marked for Assessment |
| <input type="checkbox"/> | Cutover Data (00100005) | Deputy Manager | 33 | Technical Graduation B.Tech | A | A | C | Environment | Enabling & Common Services | Marked for Assessment |

Select the Employee and click on Mark HIPO button. Enter HIPO Date and select Hipo Type from the dropdown and Submit the request.

Mark for HIPO

HIPO Date:

HIPO Type:

Success

Submitted for HIPO successfully

The request marked as HIPO will start appearing in the HIPO History.

9.2.1. Hipo History

This section of the application, displays the request that have been marked as HIPO along with other relevant information.

| Assessment HIPO <u>HIPO History</u> | | | | | | | | | | |
|--|---------------------------|----------------------------|-----|--------------------------------------|------------------|------------------|------------------|--------------------|-----------|----------------|
| Total HIPO Marked: 5 | | | | | | | | | | |
| <input type="checkbox"/> | Perner | Designation | Age | Qualification | Rating 2019-2020 | Rating 2018-2019 | Rating 2017-2018 | Department | SBU | Status |
| <input type="checkbox"/> | Test 1 Testing (00100001) | Chairperson of the ESL org | 51 | Post Graduation M.Phil | B | A | C | Steel Melting Shop | Steel SBU | Marked as HIPO |
| Assessment Date: 06-04-2020 HIPO Date: 06-04-2020 | | | | | | | | | | |
| <input type="checkbox"/> | Test 1 Testing (00100001) | Chairperson of the ESL org | 51 | Post Graduation M.Phil | B | A | C | Steel Melting Shop | Steel SBU | Marked as HIPO |
| Assessment Date: 11-04-2020 HIPO Date: 15-04-2020 | | | | | | | | | | |
| <input type="checkbox"/> | Prachee Sharma (00100002) | Consultant | 27 | University/college Final certificate | B | A | C | Steel Melting Shop | Steel SBU | Marked as HIPO |
| Assessment Date: 06-04-2020 HIPO Date: 11-04-2020 | | | | | | | | | | |
| <input type="checkbox"/> | Smriti Irani (00100007) | Female Manager | 55 | Technical Graduation B.Tech | A* | B | A* | Steel Melting Shop | Steel SBU | Marked as HIPO |
| Assessment Date: 06-09-2019 HIPO Date: 06-09-2019 | | | | | | | | | | |
| <input type="checkbox"/> | Mastana Joshi (00100060) | | 39 | | | | | | | Marked as HIPO |
| Assessment Date: 11-04-2020 HIPO Date: 11-04-2020 | | | | | | | | | | |

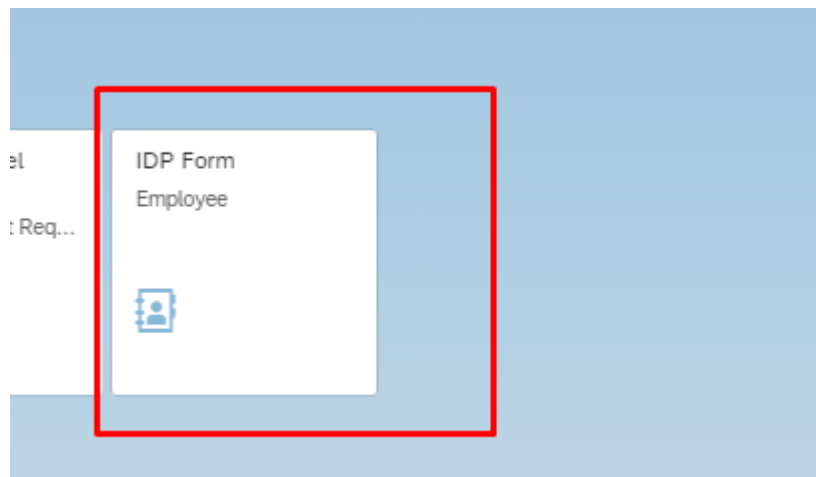
After the request have been marked as HIPO, the IDP process gets Triggered and the Employees needs to submit their IDP Forms through IDP Application.

10. IDP Form

The IDP process gets triggered by the Talent Management team.

10.1. IDP Form -Employee

The Application will be used by the employees to fill in the Self-Assessment Forms once they receive an email.



IDP form History ▾

| Items (1) | | | | | | | Search |
|-------------------------|---------------------------|--------------|-------------|--------------------|----------------------------|---------------------------|--------|
| Reference Number | Employee | R1 Manager | Designation | Department | Status | Actions | |
| IDP/00100002/06-04-2020 | Prachee Sharma (00100002) | Raj Malhotra | Consultant | Steel Melting Shop | Pending for IDP Submission | Fill Form | > |

IDP Form Details

Employee ID: 00100002 Designation: Consultant SBU: Steel SBU

Areas of Development (Choose max. 3) + Add

| *Leadership Competencies | *Development Options | *Mention the Goal / Actionable Theme of the Assignment | *Description of the Assignment | *Estimated Start Date | *Estimated Completion Date |
|-----------------------------------|----------------------------|--|--------------------------------|---------------------------|----------------------------|
| HAS BUSINESS AC... ▼ | • Instruction to Change... | • Instruction to Change... | • Instruction to Change... | 11-04-2020 📅 | 11-04-2020 📅 |

Strengths to be Leveraged (Choose max. 2) + Add

| *Leadership Competencies | *Development Options | *Mention the Goal / Actionable Theme of the Assignment | *Description of the Assignment | *Estimated Start Date | *Estimated Completion Date |
|-----------------------------------|----------------------------|--|--------------------------------|---------------------------|----------------------------|
| MANAGE AND LEAD... ▼ | • Instruction to Change... | • Instruction to Change... | • Instruction to Change... | 11-04-2020 📅 | 11-04-2020 📅 |

Career Aspirations

***Short Term (1 to 2 years)** ***Next Career Stage (3 to 4 years)**

• Instruction to Change Background and selecting specific Lanes are Shown. • Scroll a... • Instruction to Change Background and selecting specific Lanes are Shown. • Scroll a...

• Instruction to Change Background and selecting specific Lanes are Shown. • Scroll a... • Instruction to Change Background and selecting specific Lanes are Shown. • Scroll a...

***Open For Migration:**

- India
- Abroad
- Both
- Not Willing to Move
- Within the Business
- Within the Group
- Within the Business and the Group

***Employee Comments, if any:**

***R1 Comments:**

***HOD Comments:**

Submit

IDP Form Details

Employee ID: 00100002 Designation: Consultant SBU: Steel SBU

Areas of Development (Choose max. 3) + Add

| *Leadership Competencies | *Development Options | *Mention the Goal / Actionable Theme of the Assignment | *Description of the Assignment | *Estimated Start Date | *Estimated Completion Date |
|-----------------------------------|----------------------------|--|--------------------------------|---------------------------|----------------------------|
| HAS BUSINESS AC... ▼ | • Instruction to Change... | • Instruction to Change... | • Instruction to Change... | 11-04-2020 📅 | 11-04-2020 📅 |

Strengths to be Leveraged (Choose max. 2) + Add

| *Leadership Competencies | *Development Options | *Mention the Goal / Actionable Theme of the Assignment | *Description of the Assignment | *Estimated Start Date | *Estimated Completion Date |
|-----------------------------------|----------------------------|--|--------------------------------|---------------------------|----------------------------|
| MANAGE AND LEAD... ▼ | • Instruction to Change... | • Instruction to Change... | • Instruction to Change... | 11-04-2020 📅 | 11-04-2020 📅 |

Career Aspirations

***Short Term (1 to 2 years)** ***Next Career Stage (3 to 4 years)**

• Instruction to Change Background and selecting specific Lanes are Shown. • Scroll a... • Instruction to Change Background and selecting specific Lanes are Shown. • Scroll a...

• Instruction to Change Background and selecting specific Lanes are Shown. • Scroll a... • Instruction to Change Background and selecting specific Lanes are Shown. • Scroll a...

***Open For Migration:**

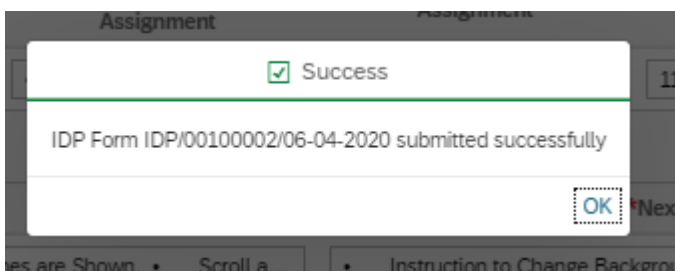
- India
- Abroad
- Both
- Not Willing to Move
- Within the Business
- Within the Group
- Within the Business and the Group

***Employee Comments, if any:**

***R1 Comments:**

***HOD Comments:**

Submit



After Submitting the Form, the Status is changed and shown in the dashboard.

| Reference Number | Employee | R1 Manager | Designation | Department | Status | Actions |
|-------------------------|---------------------------|--------------|-------------|--------------------|------------------------------------|---------|
| IDP/00100002/06-04-2020 | Prachee Sharma (00100002) | Raj Malhotra | Consultant | Steel Melting Shop | Approval pending with Raj Malhotra | > |

The request will be floe to the approvers and will be approved or sent back by the R1 or HOD.

On Final approval from HOD, Employee will be able to fill the Self Assessment Form.

| Reference Number | Employee | R1 Manager | Designation | Department | Status | Actions |
|-------------------------|---------------------------|--------------|-------------|--------------------|-----------------------------|---------|
| IDP/00100002/06-04-2020 | Prachee Sharma (00100002) | Raj Malhotra | Consultant | Steel Melting Shop | Pending for Self-Assessment | > |

DEVELOPS PEOPLE... | Dev Optionss resubmitted ... | Actionable resubmitted aft... | Assignment resubmitted af... | 08-04-2020 | 08-04-2020

***Self Evaluation Comments:**
Self Evaluation Done through Manipulation

Strengths to be Leveraged (Choose max. 2)

| *Leadership Competencies | *Development Options | *Mention the Goal / Actionable Theme of the Assignment | *Description of the Assignment | *Estimated Start Date | *Estimated Completion Date |
|--------------------------|-----------------------------|--|--------------------------------|-----------------------|----------------------------|
| STRETCHES AND D... | Dev Options 2 resubmitte... | Actionable Goals 2 resub... | Assignment 2 resubmitted ... | 08-04-2020 | 08-04-2020 |

***Self Evaluation Comments:**
Comments of Self Evaluation

Career Aspirations

| *Short Term (1 to 2 years) | *Next Career Stage (3 to 4 years) |
|------------------------------------|-----------------------------------|
| Short term1 resubmitted after HOD | Carrer 1 resubmitted after HOD |
| Short term 2 resubmitted after HOD | Carrer 2 resubmitted after HOD |

***Open For Migration:** India Abroad Both Not Willing to Move Within the Business

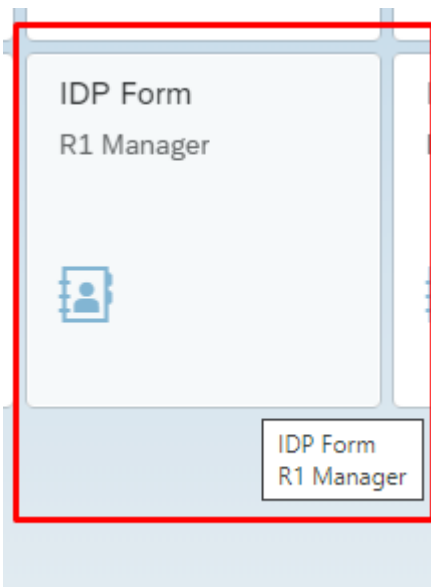
***Employee Comments, if any:** Employee Comments-resubmitted Submitting After HOD Sent Back.

***R1 Comments:** R1 Sent back- ReApproving after Sent Back. Approving after HOD Sent Back Case.

***HOD Comments:** Sending back from HOD. Approving after Sent back from My Side.

10.2. IDP Form- R1

The application will be available to the Reporting managers to view and process the IDP requests of their Reportees.



| Reference Number | Employee | R1 Manager | Designation | Department | Status |
|-------------------------|---------------------------|--------------|-------------|--------------------|------------------------------------|
| IDP/00100002/06-04-2020 | Prachee Sharma (00100002) | Raj Malhotra | Consultant | Steel Melting Shop | Approval pending with Raj Malhotra |

R1 can Approve or Sent Back the request. After action the request gets removed.

IDP Form Details R1

Name: Prachee Sharma Department: Steel Melting Shop Grade: C
 Employee ID: 00100002 Designation: Consultant SBU: Steel SBU

Areas of Development (Choose max. 3)

| *Leadership Competencies | *Development Options | *Mention the Goal / Actionable Theme of the Assignment | *Description of the Assignment | *Estimated Start Date | *Estimated Completion Date |
|--------------------------|----------------------------|--|--------------------------------|-----------------------|----------------------------|
| HAS BUSINESS ACU... | • Instruction to Change... | • Instruction to Change... | • Instruction to Change... | 11-04-2020 | 11-04-2020 |

Strengths to be Leveraged (Choose max. 2)

| *Leadership Competencies | *Development Options | *Mention the Goal / Actionable Theme of the Assignment | *Description of the Assignment | *Estimated Start Date | *Estimated Completion Date |
|--------------------------|----------------------------|--|--------------------------------|-----------------------|----------------------------|
| MANAGE AND LEAD... | • Instruction to Change... | • Instruction to Change... | • Instruction to Change... | 11-04-2020 | 11-04-2020 |

Career Aspirations

***Short Term (1 to 2 years)** ***Next Career Stage (3 to 4 years)**

• Instruction to Change Background and selecting specific Lanes are Shown. • Scroll an... • Instruction to Change Background and selecting specific Lanes are Shown. • Scroll an...

• Instruction to Change Background and selecting specific Lanes are Shown. • Scroll an... • Instruction to Change Background and selecting specific Lanes are Shown. • Scroll an...

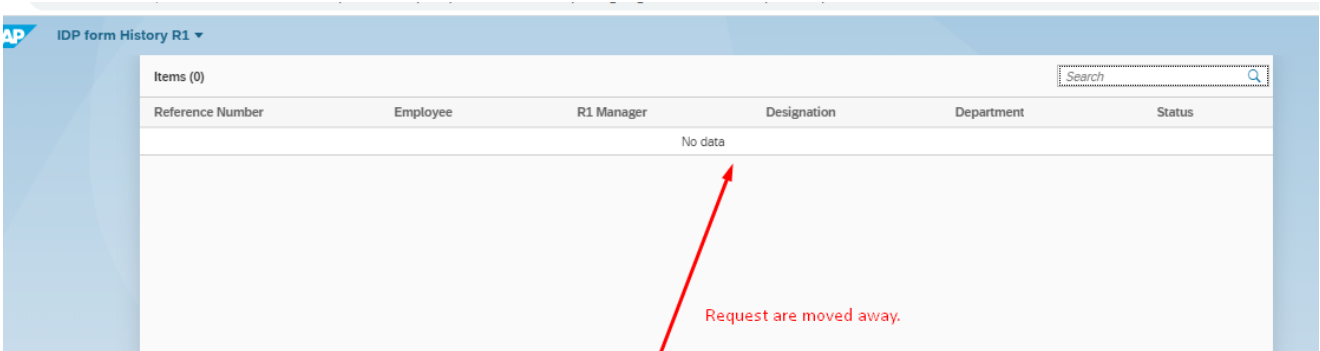
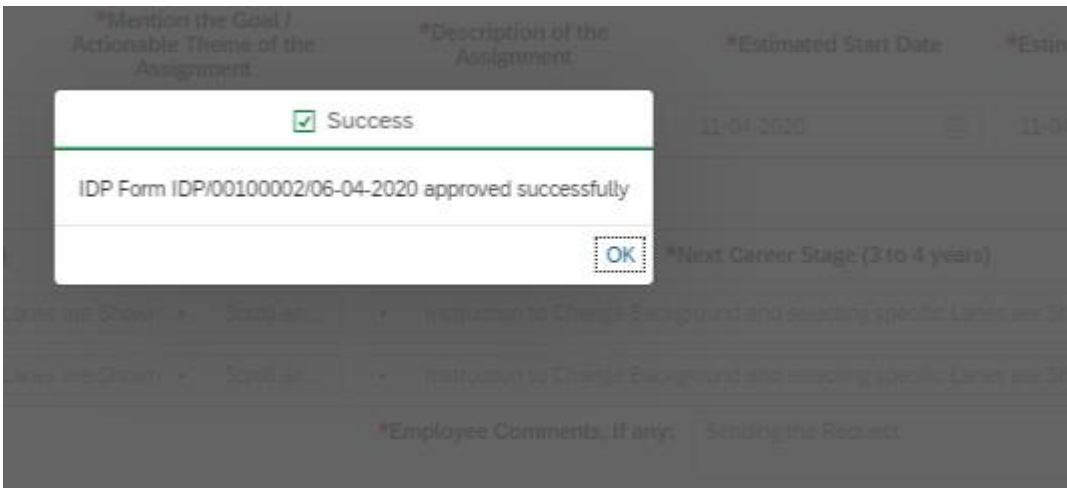
***Open For Migration:** India Abroad Both Not Willing to Move Within the Business Within the Group Within the Business and the Group

***Employee Comments, if any:** Sending the Request.

***R1 Comments:** Approving.

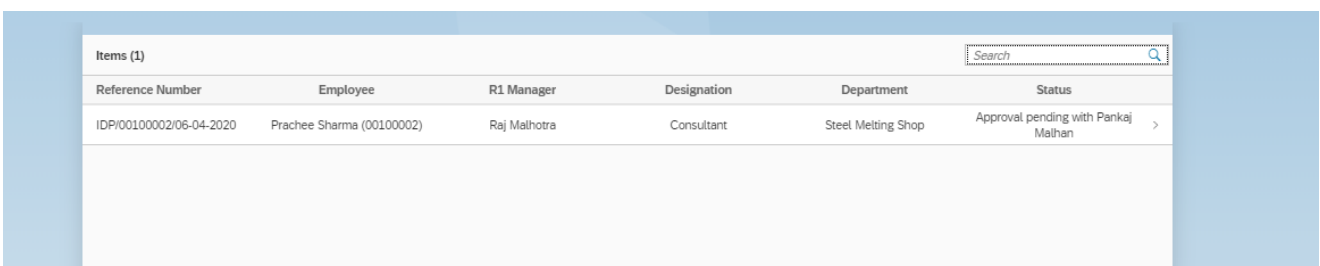
***HOD Comments:**

A message is shown after the action.



10.3. IDP Form- HOD

The application is like the R1 application as shown in the section above.



Form Details HOD

Name: Prachee Sharma Department: Steel Melting Shop Grade: C
Employee ID: 00100002 Designation: Consultant SBU: Steel SBU

Areas of Development (Choose max. 3)

| *Leadership Competencies | *Development Options | *Mention the Goal / Actionable Theme of the Assignment | *Description of the Assignment | *Estimated Start Date | *Estimated Completion Date |
|--------------------------|----------------------------|--|--------------------------------|-----------------------|----------------------------|
| HAS BUSINESS ACU... | • Instruction to Change... | • Instruction to Change... | • Instruction to Change... | 11-04-2020 | 11-04-2020 |

Strengths to be Leveraged (Choose max. 2)

| *Leadership Competencies | *Development Options | *Mention the Goal / Actionable Theme of the Assignment | *Description of the Assignment | *Estimated Start Date | *Estimated Completion Date |
|--------------------------|----------------------------|--|--------------------------------|-----------------------|----------------------------|
| MANAGE AND LEAD... | • Instruction to Change... | • Instruction to Change... | • Instruction to Change... | 11-04-2020 | 11-04-2020 |

Career Aspirations

*Short Term (1 to 2 years)

• Instruction to Change Background and selecting specific Lanes are Shown. • Scroll an...
• Instruction to Change Background and selecting specific Lanes are Shown. • Scroll an...

*Next Career Stage (3 to 4 years)

*Open For Migration: India Abroad Both Not Willing to Move Within the Business Within the Group Within the Business and the Group

*Employee Comments, if any: Sending the Request.
*R1 Comments: Approving.
*HOD Comments: Approving from HOD.

Confirmation
Are you sure want to Approve ?

*HOD Comments: Approving from HOD.

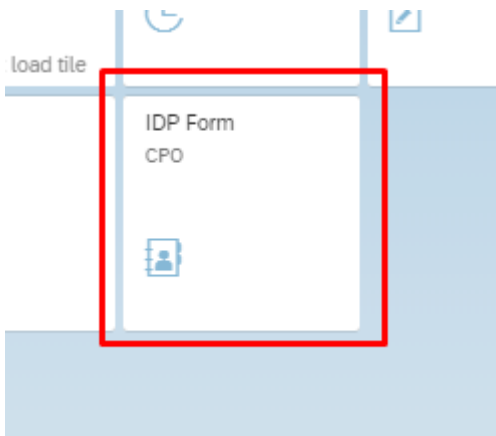
Success
IDP Form IDP/00100002/06-04-2020 approved successfully

After action the request is removed from the dashboard of HOD.

10.4. IDP Form-SBU CPO

The application will only be available to the SBU CPO and using this SBU CPO will be able to see all the Approved Requests.

Navigate to the application from the tile.



IDP form History CPO

Not Submitted 1 Submitted 0 Approved 1 Completed 2

Items (4) Search

| Reference Number | Employee | R1 Manager | Designation | Department | Status |
|-------------------------|---------------------------|-------------------------|----------------------------|--------------------|-------------------------------|
| IDP/00100001/06-04-2020 | Test 1 Testing (00100001) | Balwant Pratap Singhdeo | Chairperson of the ESL org | Steel Melting Shop | COMPLETED > |
| IDP/00100001/11-04-2020 | Test 1 Testing (00100001) | Balwant Pratap Singhdeo | Chairperson of the ESL org | Steel Melting Shop | Pending for IDP Submission > |
| IDP/00100002/06-04-2020 | Prachee Sharma (00100002) | Raj Malhotra | Consultant | Steel Melting Shop | Pending for Self-Assessment > |
| IDP/00100007/06-04-2020 | Smrii Irani (00100007) | Raj Malhotra | Female Manager | Steel Melting Shop | COMPLETED > |

Name: Test 1 Testing Department: Steel Melting Shop Grade: C
Employee ID: 00100001 Designation: Chairperson of the ESL org SBU: Steel SBU

Areas of Development (Choose max. 3)

| *Leadership Competencies | *Development Options | *Mention the Goal / Actionable Theme of the Assignment | *Description of the Assignment | *Estimated Start Date | *Estimated Completion Date |
|--------------------------|----------------------|--|--------------------------------|-----------------------|----------------------------|
| DEVELOPS PEOPLE... | S | SAP HANA | SAP HANA | 11-04-2020 | 07-05-2020 |

*Self Evaluation Comments:
abc

Strengths to be Leveraged (Choose max. 2)

| *Leadership Competencies | *Development Options | *Mention the Goal / Actionable Theme of the Assignment | *Description of the Assignment | *Estimated Start Date | *Estimated Completion Date |
|--------------------------|----------------------|--|--------------------------------|-----------------------|----------------------------|
| STRETCHES AND D... | SAP | SAP | SAP 1234 | 11-04-2020 | 08-05-2020 |

*Self Evaluation Comments:
abc

Career Aspirations

| *Short Term (1 to 2 years) | *Next Career Stage (3 to 4 years) |
|---------------------------------|---|
| SAP HANA 1.Devword: hana@esl 3. | SAP HANA 1.Deve |
| SAP HANA 1.Developmen | SAP HANA 1.Development U ID : hr_ct Password: PWC |

*Open For Migration: India Abroad Both Not Willing to Move Within the Business Within the Group Within the Business and the Group

*Employee Comments, if any:
SAP HANA 1.Development

*R1 Comments:
test 12

*HOD Comments:
approved

Search Bar can be used to search for an Employee's request.

Not Submitted 1 | Submitted 0 | Approved 1 | Completed 2

Items (4)

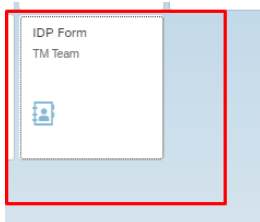
| Reference Number | Employee | R1 Manager | Designation | Department | Status |
|-------------------------|-------------------------|--------------|----------------|--------------------|-----------|
| IDP/00100007/06-04-2020 | Smriti Irani (00100007) | Raj Malhotra | Female Manager | Steel Melting Shop | COMPLETED |

10.5. IDP Form-Talent Team

The application will be available only to the Talent Team.

All the IDP requests with their status will be shown here.

Navigate to the application through the tile.



Form History TMT

Not Submitted 2 | Submitted 0 | Approved 1 | Completed 2

Items (5)

| Reference Number | Employee | R1 Manager | Designation | Department | Status |
|-------------------------|---------------------------|-------------------------|----------------------------|--------------------|-----------------------------|
| IDP/00100001/06-04-2020 | Test 1 Testing (00100001) | Balwant Pratap Singhdeo | Chairperson of the ESL org | Steel Melting Shop | COMPLETED |
| IDP/00100001/11-04-2020 | Test 1 Testing (00100001) | Balwant Pratap Singhdeo | Chairperson of the ESL org | Steel Melting Shop | Pending for IDP Submission |
| IDP/00100002/06-04-2020 | Prachee Sharma (00100002) | Raj Malhotra | Consultant | Steel Melting Shop | Pending for Self-Assessment |
| IDP/00100007/06-04-2020 | Smriti Irani (00100007) | Raj Malhotra | Female Manager | Steel Melting Shop | COMPLETED |
| IDP/00100060/11-04-2020 | Mastana Joshi (00100060) | | | | Pending for IDP Submission |

TM team can click on the request to see the complete details.

| *Leadership Competencies | *Development Options | *Mention the Goal / Actionable Theme of the Assignment | *Description of the Assignment | *Estimated Start Date | *Estimated Completion Date |
|--|----------------------|--|---|-----------------------|----------------------------|
| DEVELOPS PEOPLE... | S | SAP HANA | SAP HANA | 11-04-2020 | 07-05-2020 |
| *Self Evaluation Comments: abc | | | | | |
| Strengths to be Leveraged (Choose max. 2) | | | | | |
| *Leadership Competencies | *Development Options | *Mention the Goal / Actionable Theme of the Assignment | *Description of the Assignment | *Estimated Start Date | *Estimated Completion Date |
| STRETCHES AND D... | SAP | SAP | SAP 1234 | 11-04-2020 | 08-05-2020 |
| *Self Evaluation Comments: abc | | | | | |
| Career Aspirations | | | | | |
| *Short Term (1 to 2 years) | | | *Next Career Stage (3 to 4 years) | | |
| SAP HANA 1.Devword: hana@esl 3. | | | SAP HANA 1.Deve | | |
| SAP HANA 1.Developmen | | | SAP HANA 1.Development U ID : hr_ct Password: PWC | | |
| *Open For Migration: <input type="radio"/> India <input type="radio"/> Abroad <input checked="" type="radio"/> Both <input type="radio"/> Not Willing to Move <input type="radio"/> Within the Business | | | *Employee Comments, if any: SAP HANA 1.Development *R1 Comments: test 12 *HOD Comments: approved | | |

After 6 months an email will trigger for Self Assessment and then Employees will be able to edit the Form and Submit the same.

Post submission of Self Assessment the status changes to Complete.

| Reference Number | Employee | R1 Manager | Designation | Department | Status |
|-------------------------|---------------------------|-------------------------|----------------------------|--------------------|-----------------------------|
| IDP/00100001/06-04-2020 | Test 1 Testing (00100001) | Balwant Pratap Singhdeo | Chairperson of the ESL org | Steel Melting Shop | COMPLETED |
| IDP/00100001/11-04-2020 | Test 1 Testing (00100001) | Balwant Pratap Singhdeo | Chairperson of the ESL org | Steel Melting Shop | Pending for IDP Submission |
| IDP/00100002/06-04-2020 | Prachee Sharma (00100002) | Raj Malhotra | Consultant | Steel Melting Shop | Pending for Self-Assessment |
| IDP/00100007/06-04-2020 | Smriti Irani (00100007) | Raj Malhotra | Female Manager | Steel Melting Shop | COMPLETED |
| IDP/00100060/11-04-2020 | Mastana Joshi (00100060) | | | | Pending for IDP Submission |