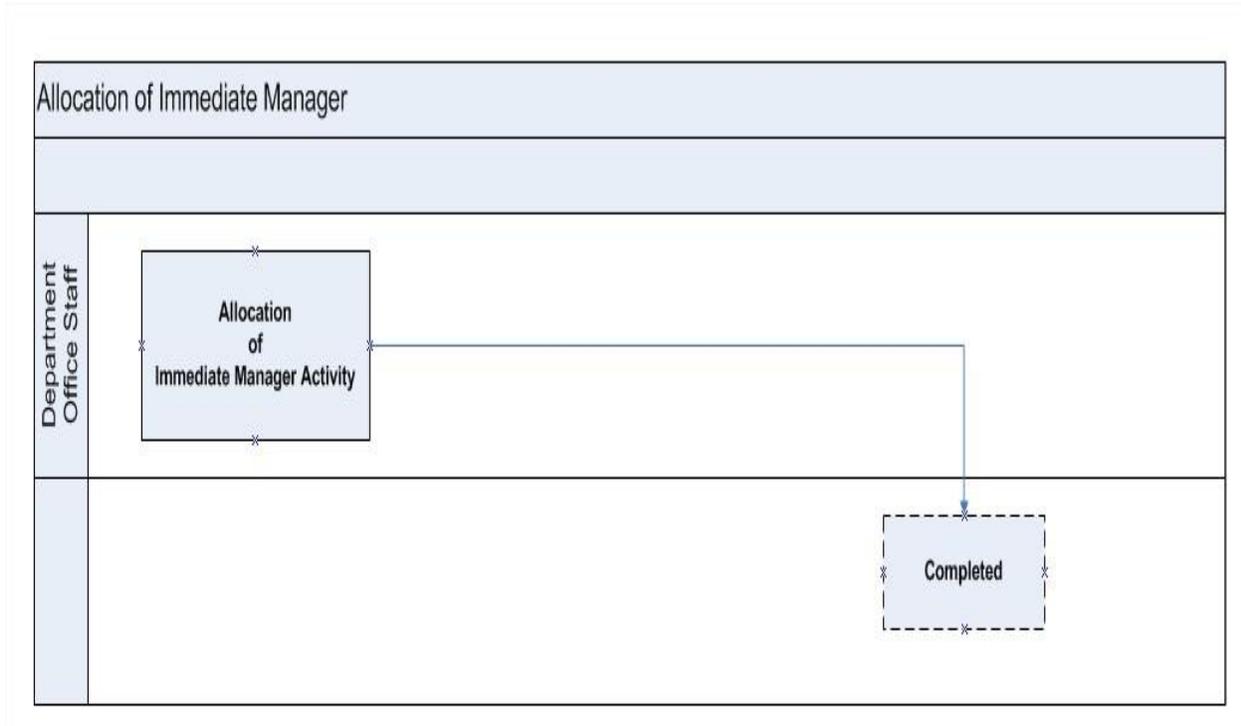


# **Help Document for Allocation of Immediate Manager**

## Process Flow Diagram:



## User Roles:

Employee	Role
<b>All Department Office Staff:</b>	Allocation of Immediate Manager

## For Department Office Staff:

### Step 1:

Login proof at: <https://workflow.iitm.ac.in/employee/>

Choose, the “Immediate Manager” Submenu from “Human Resources” Menu after Login.

The screenshot displays the 'Allocation of Immediate Manager' page in the IIT Madras workflow system. A navigation menu at the top includes 'Tasks', 'Views', 'Academics', 'ICSR', 'Human Resources', 'Main Stores', 'Main Accounts', 'Memberships', 'General', 'Task Status', and 'GIAN Course Fee'. A dropdown menu is open over the 'Human Resources' tab, listing various options such as 'Leave and Vacation', 'Insurance', 'Small Family Norms', 'Estate', 'Personal Information', 'Un-Delegate Role', 'Past Service Request', 'Delegate Role', 'Reports', 'Vehicle Pass', 'Immediate Manager' (highlighted), 'Immovable Property Returns', 'APAR', and 'Admin Ticket'. The main content area shows a table with the following data:

Employee ID	Employee Name	Current Manager	Department	Assigned Immediate Manager
000001	Anandkumar S	Ramachandran	-Select-	Anuradha Banerjee
008315	Arun E	Ramachandran	-Select-	Maresh Mithreevan
002688	Baman B	Ramachandran	-Select-	
008485	Gayathri	Ramachandran	-Select-	Rupesh Nasre
008380	Irudayaraj	Ramachandran	-Select-	Anandkumar S
000085	Jeevanandhan	Ramachandran	-Select-	Selvaraju V
008776	Madhan	Ramachandran	-Select-	Harishankar Ramachandran
008075	Mahesh	Ramachandran	-Select-	Selvaraju V
008187	Rajendra	Ramachandran	-Select-	
008490	Sathish	Ramachandran	-Select-	
000772	Selvaraju V	Harishankar Ramachandran	-Select-	Harishankar Ramachandran
008142	Thiruneelagandan R	Harishankar Ramachandran	-Select-	Harishankar Ramachandran
000855	Venkata Subba Rao T	Harishankar Ramachandran	-Select-	Harishankar Ramachandran

At the bottom of the page, there is a pagination indicator showing 'Page 1/1' and navigation arrows.

Select the department and use the lookup option to assign immediate manager

The screenshot displays the 'Allocation of Immediate Manager' interface. It features a table with columns for Employee ID, Employee Name, Current Manager, Department, and Assigned Immediate Manager. A 'Lookup Results' dialog box is open, showing a list of employees with '000772 Selvaraju V' selected. The dialog box includes 'OK' and 'Cancel' buttons.

Employee ID	Employee Name	Current Manager	Department	Assigned Immediate Manager
000001	Anandkumar S	Harishankar Ramachandran	-Select-	Anuradha Banerjee
008315	Arun E	Harishankar Ramachandran	COMPUTER CENTRE	Maresh Mithreevan
002688	Baman Banavath	Harishankar Ramachandran		
008485	Gayathri P	Harishankar Ramachandran		
008380	Irudayaraj M	Harishankar Ramachandran		
000085	Jeevanantham M	Harishankar Ramachandran		
008776	Madhanarasan R	Harishankar Ramachandran		
008075	Maresh Mithreevan	Harishankar Ramachandran		
008187	Rajendran C	Harishankar Ramachandran		
008490	Sathish Kumar M	Koshy Varghese		
000772	Selvaraju V	Harishankar Ramachandran		
008142	Thiruneelagandan R	Harishankar Ramachandran		
000855	Venkata Subba Rao T	Harishankar Ramachandran		

Lookup Results

008380	Irudayaraj M
008776	Madhanarasan R
008075	Maresh Mithreevan
008187	Rajendran C
008490	Sathish Kumar M
000772	Selvaraju V
008142	Thiruneelagandan R
000855	Venkata Subba Rao T

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OK Cancel

After filling all details, click the submit button to Complete process.

## Step 1 :

After Submit the process. The Task Status will be

Process Name	Task Status	Completed On	Completed Task Details
<a href="#">Allocation of Immediate Manager Process</a>	Completed	Jan 9 2020 11:30AM	
<a href="#">Stores Received Book</a>	Completed	Jan 8 2020 10:58AM	
<a href="#">LTC Claim</a>	Completed	Jan 7 2020 11:01AM	
<a href="#">LTC Intimation</a>	Completed	Jan 3 2020 1:09PM	
<a href="#">Allocation of Immediate Manager Process</a>	Completed	Jan 3 2020 12:03PM	
<a href="#">Allocation of Immediate Manager Process</a>	Completed	Jan 3 2020 12:01PM	
<a href="#">Allocation of Immediate Manager Process</a>	Completed	Jan 3 2020 11:57AM	
<a href="#">Delegate Task</a>	Completed	Dec 31 2019 5:10PM	
<a href="#">Children Education Allowance</a>	Completed	Dec 9 2019 9:40PM	
<a href="#">Delegate Task</a>	Completed	Dec 9 2019 5:26PM	
<a href="#">Delegate Task</a>	Completed	Dec 9 2019 5:14PM	
<a href="#">Delegate Task</a>	Completed	Dec 9 2019 5:11PM	
<a href="#">Delegate Task</a>	Completed	Dec 9 2019 4:34PM	
<a href="#">Casual Leave</a>	Completed	Dec 7 2019 10:34PM	
<a href="#">Allocation of Immediate Manager Process</a>	Completed	Dec 6 2019 5:27PM	
<a href="#">Allocation of Immediate Manager Process</a>	Completed	Dec 6 2019 5:24PM	
<a href="#">Allocation of Immediate Manager Process</a>	Completed	Dec 6 2019 5:10PM	