Employee Modification Process

Overview:

1.1 Scope:

This process describes the staff additional details of employee modification initiated by the admin section.

1.2 Flowchart:

Flowchart for the employee modification is given below



1.3 User Roles:

User	Roles
Admin 1	Capture employee additional details for 'Group A'
Admin 2	Capture employee additional details for 'Group B & C'
Superintendent (Admin 1)	Approve (Group A)
Superintendent (Admin 2)	Approve (Group B & C)
Admin 3 Dealing DA	Approve dependent & insurance information
Admin 1 Assistant Register	Approve (Pay band for Group A)
Admin 2 Assistant Register	Approve (Pay band for Group B&C)
Account AR/DR	Approve and capture bank details

2.2.1.3 User Interface Design:

Step 1: Employee Additional Details Screen:

When the user invokes the 'staff additional details', then System generate the 'employee additional details screen'. This process menu is available for all employees.

Menu: Human Resources → Staff Additional Details

oloyee Additional [Details		
mployee Additional Details E	ntry		
Employee Details			
Employee ID *		First Name *	Ē
Present Address Details			
Address 1 *	Max 150 Chars		
Address 2 *	Max 150 Chars		
City *		Pincode *	
State *		Country *	
Phone Number *		Mobile Number *	
If Present Address same as F Permanent Address Details Address 1 *	Max 150 Chars		
Address 2 *	Max 150 Chars		
City *		Pincode *	
State *		Country *	
Phone Number *		Mobile Number *	

In Employee Details form pick the employee ID and the first name using the lookup option for whom the modification is to be done.

OK Cancel

pkyre Additional Details Entry											
nployee Details											
Employee ID *	C.	First Name *				5					
Address 1 *	Max 150 Chars		Lookup	Results							
Address 2 *			Employe	reld		FirstName		GradeGroup			
			۲					۲			
ity *		Pincode	000			Sarathi R		A			
tate *		Country	0000			Aslam Basha Z		A			
hone Number *		Mobile F	0000			Seenivasan V		A			
Present Address same as Perm	anent Address		0000			Dharmaraj K		A			
			0000			Susy Varughese		A			
			0000			Prem B Bisht		A			
Address 1 *			Page 1 o	1 39						×	
Address 2 *			_		_				OK G	rcel	
ployee Additional	Details										
mployee Additional Details I	Entry										
Employee Details											
Employee ID *	000032	Eq. Fit	st Name *								
Address 1 *	Max 150 Chars		T.	Lookup Resu	its		·				
Address 2 *	Max 150 Chars			PreCity Date	Oflssue	PlaceOflssue	ValidTill	FirstName	FatherOrHusbandNa	me BirthPlace	HomeT
				-			-				
				Chennai 08-0	3-2013 00:00	:00 Chennai	07-03-2023 00:	00:00	_	Chidambara	am
City *		Pi	ncode								
State *		Co	ountry								
Phone Number *		М	obile N								
If Present Address same as	Permanent Address										

In the present address details, the present address of the selected employee will be auto-populated where any modification of address could also be done. If both present and permanent address are same then check the 'if present address same as permanent address checkbox.'

< Page 1 of 1

Address 2 *

Present Address Details			
Address 1 *	D 25 0		
Address 2 *	IITmadrag		
City *	chennai	Pincode *	600036
State *	Tamilnadu	Country *	India
Phone Number *		Mobile Number *	CO50 + + 5 + 3
Phone Number * If Present Address same as Per	rmanent Address	Mobile Number *	
Phone Number * If Present Address same as Per	rmanent Address	Mobile Number *	AATA + 1 T 19
Phone Number * If Present Address same as Per Permanent Address Details	rmanent Address	Mobile Number *	AA50 ** 5 *0
Phone Number * If Present Address same as Per Permanent Address Details Address 1 *	rmanent Address	Mobile Number *	A750 5 /A
Phone Number * If Present Address same as Per Permanent Address Details Address 1 *	rmanent Address	Mobile Number *	
Phone Number * If Present Address same as Per Permanent Address Details Address 1 * Address 2 *	rmanent Address	Mobile Number *	AATA ** E *A
Phone Number * If Present Address same as Per Permanent Address Details Address 1 * Address 2 *	rmanent Address	Mobile Number *	
Phone Number * If Present Address same as Per Permanent Address Details Address 1 * Address 2 * City *	rmanent Address	Mobile Number *	
Phone Number * If Present Address same as Per Permanent Address Details Address 1 * Address 2 * City * State *	rmanent Address	Mobile Number *	

In the 'Personal Details' and 'Pay Details' form existing details of the selected employeeid will be autopopulated, also it could be modified

Personal Details			
Father Or HusbandName	// D	DOB	03/07/1967
Date Of Joining	03/02/1999	Date Of Retirement	31/07/2032
Birth Place	Chidambaram	Birth District	
Birth State		Home Town	
Employee Status	-Select-	Effective Date	
Pay Details			
Modify Pay Band		Designation	PROFESSOR
Name of Pay Band	PB-4	Grade	10,500
Pay Band Scale	27400 67000	Group	А
Basic Pay *	2,11,300	Non Practise Pay	0

By clicking on the Get Existing Details all the existing details of the employee will be populated below on the repective grids further any modification could be done.

Get Existing	Details									
Identification De	tails *						+ × 🗉	G 🕇	C	
Identification D	escription *									
A Scar in Right Fo	prehead.									I
Page 1/1							И	I	► H	
Dependant Deta	ils						+ × 🗉	Ck 🕇	C	
Name *	Date of Birth *	Age *	Relationship *	Relations	hip Id * 🛛 Is T	wins Nat	ure of Disability	/ Nature	of Dis	abili
PRIYANKA	I 02-09-1998	0	Daughter	D1	۵	-Sel	ect-			
R. Srilakshmi	I 26-06-1946	67	Mother	м	Ē	-Sele	ect-			
LAKSHMI,S.	I 15-09-1973	40	Wife	w	Ē 🗆	-Sel	ect-			
DHIVYA	I 17-03-2003	0	Daughter	D2	Ē 🗆	-Sel	ect-			
<										>
Page 1/1							И		► N	
Qualification De	tails *						+ × 🗊	G 🕇	S	
Qualification *	Specialization	Registrat	ion No ' Institute *		Month and	Year of Passing *	Class or Divisi	on* I	Mark o	or G
PHD	High voltage Engineer	ing -	IISC, Bangal	or	07/30/1994		-		-	^
B.E	Electronics and Comm	nunica NULL	University C	of Madras	07/01/1988		1st	(0.67	
<	Dowor Sustants	NI II I	Annomalai I	Iniversity	02/20/1000		1+		~~~~	Υ.
Page 1/1							н		N	

Enter remarks and submit the modification.

The status of the task could be checked under **Task Summary -> Initiated -> On-going**. By clicking the task name details will be displayed.

United at the same			
Height in cm	167	Weigth in Kgs	65
Eye Power		Blood Group	B+ 💌
Examined By		Medical Certificate	Drop files here Browse
Remarks	Max 150 Chars		
ank Details			
Name of the Bank	State Bank of India	Branch	IIT Madras
Account No	1000000745	PF Account No	CDE 2440
PAN No	AUVPS2545k	UID	
assport Details			
D		langed and	
Passport Number	72200706	Issued on	08/03/2013
Issued in	Chennai	Expiry Date	07/03/2023 🛗
ECNR Status	Not Required 🗸	Old Passport Number	NULL

Superintendent Approval

When the admin submits the 'Employee Modification', the system generates the submitted task in the corresponding Superintendent's inbox.

when clicked on the task name the system generates the 'Employee Additional Details Approval' screen.

Tasks V	ews Huma	an Resources Main Stores	Main Accounts Memberships General Task	Status ICSR PO Report		
Inboy					Search all Columns 🔻	Enter Search Text Q 🖸 🗎 🥎 💼
			ID		TASK NAME	PROCESSED ON
	*	Sarathi R		Employee Modification_3743	23-01-2020 15:33:38	
	•	Sarathi R		Employee Modification_3738	22-01-2020 15:22:59	
				0		
				8		

new & Forward			
commended Actions			
Verify			Incomplete Data
Remarks * Max 500 Characters	Max 500 Cha	rs	
Remarks Summary			+ × 🗉 🔂 🕇 🕬
Activity Name	Remarked By	Remarks	Date of Remarks 🗸
Employee Additional Details	Salma Parveen	okay	I 23-01-2020 03:31:43

User shall either check 'Verify' to verify the modified details or 'Incomplete Data' for additional details. All other details are non-editable. User shall enter the remarks and finally submit the task.

Insurance Dealing Assistant Approval

Post to the approval of admin superintendent, the system generates the submitted task in the corresponding Insurance Dealing Assistant's inbox.

User shall either check 'Verify' to verify the modified details or 'Incomplete Data' for additional details. All other details are non-editable. User shall enter the remarks and finally submit the task.

commended Actions			
/erify	\square		Incomplete Data
lemarks * Max 500 Characters	verified		
Remarks Summary			+ × 🗉 🔂 🕇 (
Activity Name	Remarked By	Remarks	Date of Remarks 🗸
Superintendent Review	Sundari B	ok	I 23-01-2020 05:10:01

Admin Assistant Registrar Approval

Post to the approval of admin insurance dealing assistant, the system generates the submitted task in the corresponding admin assistant registrar's inbox.

User shall either check 'Verify' to verify the modified details or 'Incomplete Data' for additional details. All other details are non-editable. User shall enter the remarks and finally submit the task.

Review & Forward				
Recommended Actions				
Approve Remarks * Max 500 Characters	⊠ verified		Incomplete Data	
Remarks Summary			+ × 🗉 🔂 🕇 🤅	C
Remarks Summary Activity Name	Remarked By	Remarks	🛨 🗶 🔳 🔂 🕇 🗧	C
Remarks Summary Activity Name Verify and Approve Insurance	Remarked By	Remarks verified	+ × ■ C ▼ 5 Date of Remarks ▼	C
Remarks Summary Activity Name Verify and Approve Insurance Superintendent Review	Remarked By Venkatesan D Sundari B	Remarks verified ok	+ × ■ 🐼 ▼ 5 Date of Remarks ↓ □ 23-01-2020 05:18:40	
Remarks Summary Activity Name Verify and Approve Insurance Superintendent Review Employee Additional Details	Remarked By Venkatesan D Sundari B Salma Parveen	Remarks verified ok okay	+ × ■ ☆ ▼ ÷ Date of Remarks ↓ □ 23-01-2020 05:18:40 □ 23-01-2020 05:10:01 □ 23-01-2020 03:31:43	3

Payment process is completed and available in Tally.