Help Document for Employee Promotion

Process Flow Diagram:
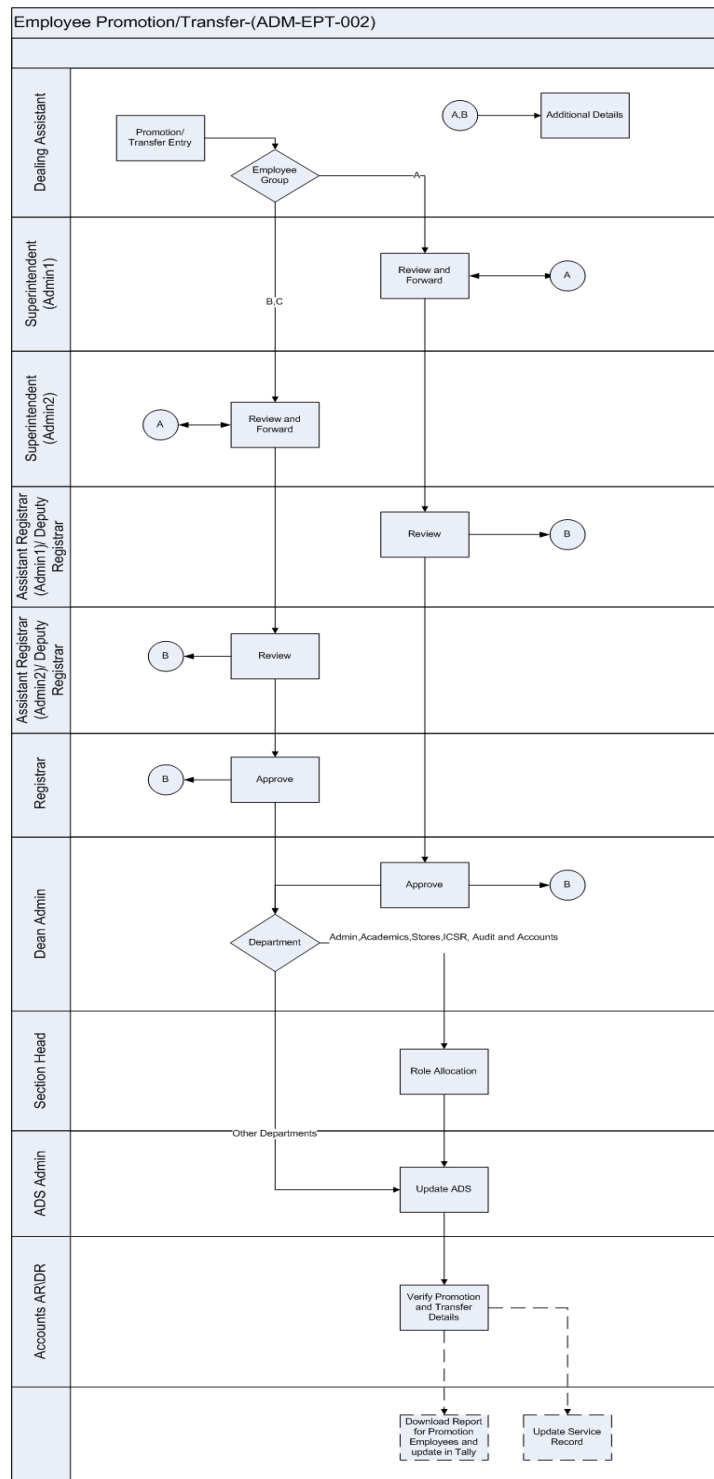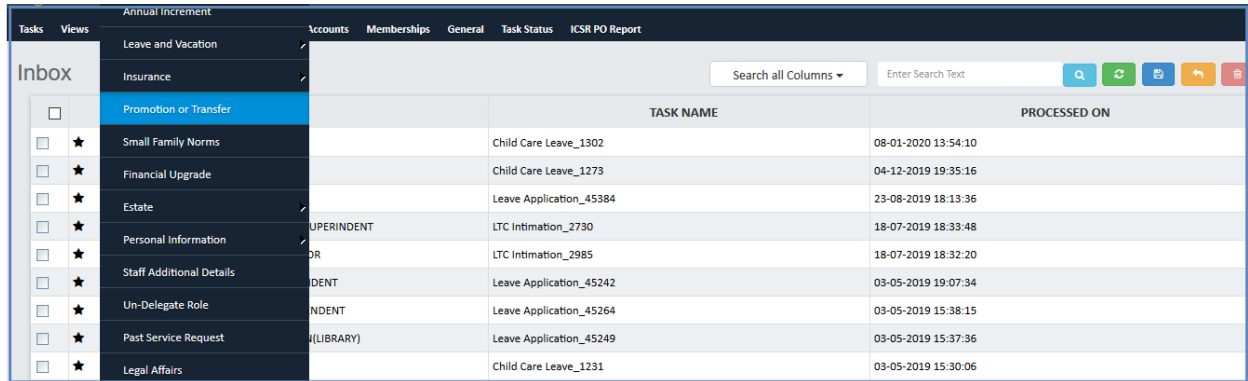
# User Roles:

Employee	Role
Dealing Assistant :	Promtion / Transfer Entery
Superintendent (Admin 1 /Admin 2) :	Review and Forward
Asst Register(Adm 1 & Adm 2) Deputy Registrar:	Review
Registrar:	Approve
Dean Admin:	Approve
Section Head:	Role Allocation
ADS Admin:	Update ADS
Accounts AR/DR:	Verify Promotion and Transfer Details

Step 1:
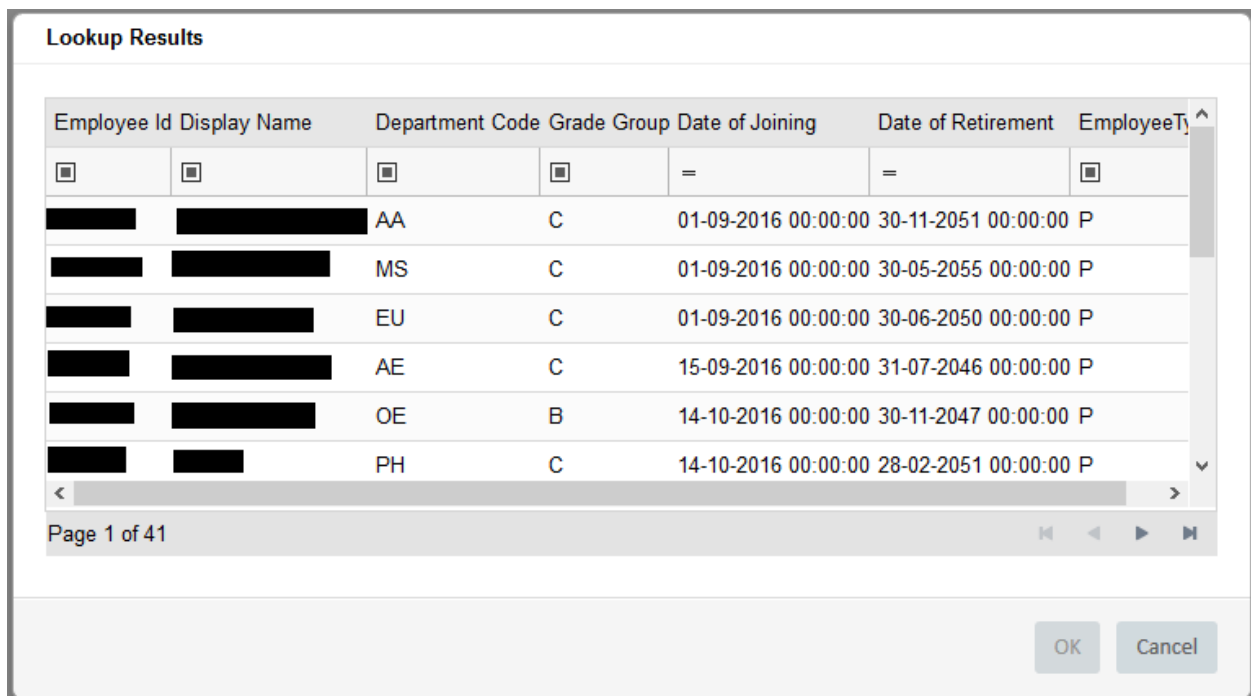
1.Login proof at: https://workflow.iitm.ac.in/employee Choose the "Employee Promotion" menu from Human Resources – Promotion or Transfe.

2. To fill the Employee Details Click the look up icon

3.Select the employee id click ok

4.Other Details will be auto filled in Employee Details Section.

Employee Details

Employee Id *	▉	🔍	Employee Name ▉
Employee Type *	Permanent		Department EU
Designation	JR.TECHNICIAN		Section
Present Scale	3200-85-4900		Name of Pay Band PB-1
Grade	2000		Pay Band Scale 5200-20200
Group	C		Basic Pay 23,100.00
Non Practise Pay	0		Date of Joining 01/09/2016 📅
Date of Confirmation	📅		Date of Retirement 30/06/2050 📅

3.To fill the Employee Promotion Details

Note : Please enter values for PresntScale, Basic Pay and Promotion Date if Type is 'Promotion'

Employee Promotion Details

Note: Please enter values for PresentScale, Basic Pay and Promotion Date if Type is 'Promotion'

Type *	Promotion ▾	Department *	-Select- ▾
Section		Designation	-Select- ▾
Present Scale	🔍	Name of Pay Band	
Grade		Pay Band Scale	
Group		Basic Pay	0.00
Office Phone Number		Office Extension No	
Promotion Date	📅	Office Room No	
	CCode-STDCode-PhNo		

4.Select the Type from dropdwon and Select the Department and Designation, Present Scale from click the look up icon 🔍 Select the Lookup Results click ok.

Lookup Results

PresentScale	PaybandName	Grade	PresentScaleId	GradeGroup
▣	▣	=	=	▣
2550-55-2660-60-3200	-1S	1300	1	C
2610-60-3150-65-3540	-1S	1400	2	C
2610-60-2910-65-3300-70-4000	-1S	1600	3	C
2650-65-3300-70-4000	-1S	1650	4	C
2750-70-3800-75-4400	PB-1	1800	5	C

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OK   Cancel

5.Name of pay Band, Grade, Pay Band Scale, Group, will auto filled.Enter Basic pay details and to fill the details of Office Phone Number, Office Extension No, Promotion Date, Office Room No.

Note : CCode – STDCode – PhNo

6.To fill Recommended Actions Forward Details click the check box and Enter the Remarks.

Recommended Actions

Forward Details	☑
Remarks * Max 500 Characters	ok