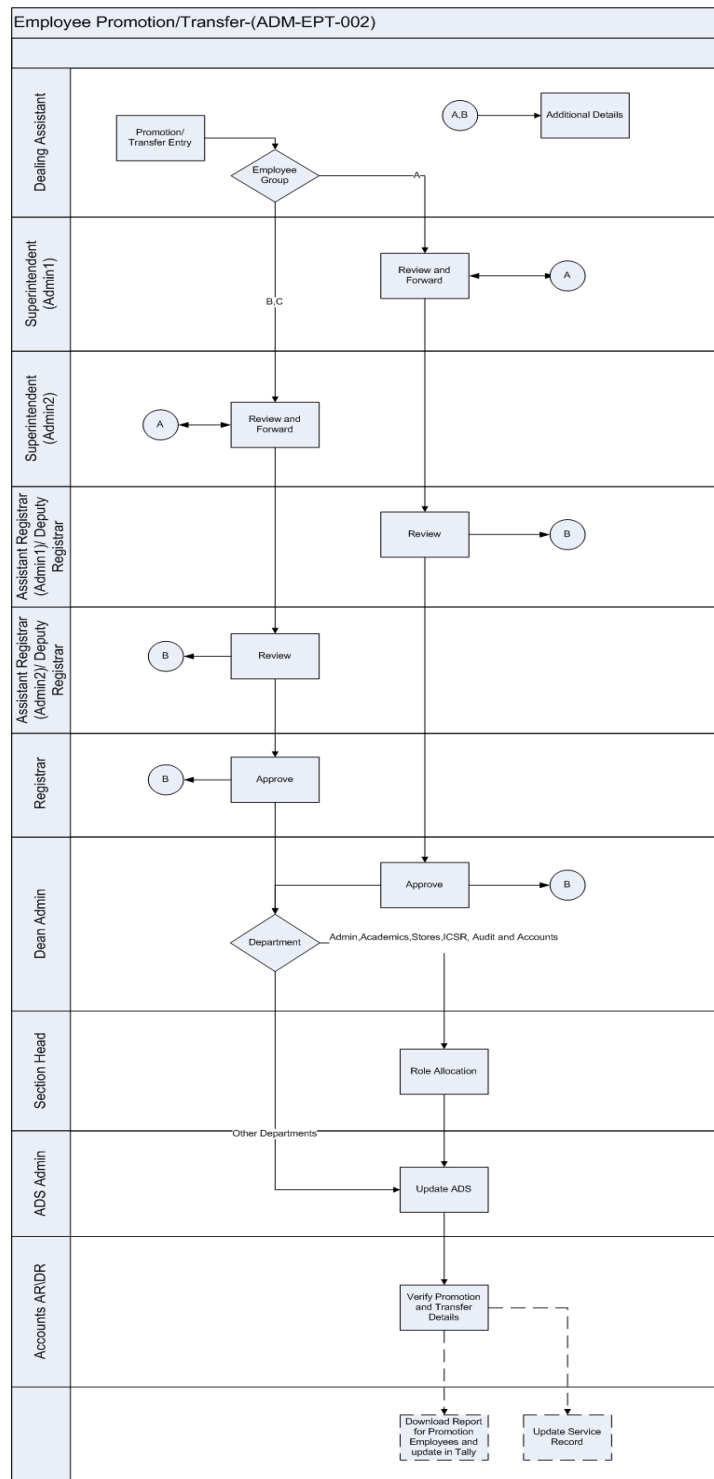


Help Document for Employee Promotion

Process Flow Diagram:

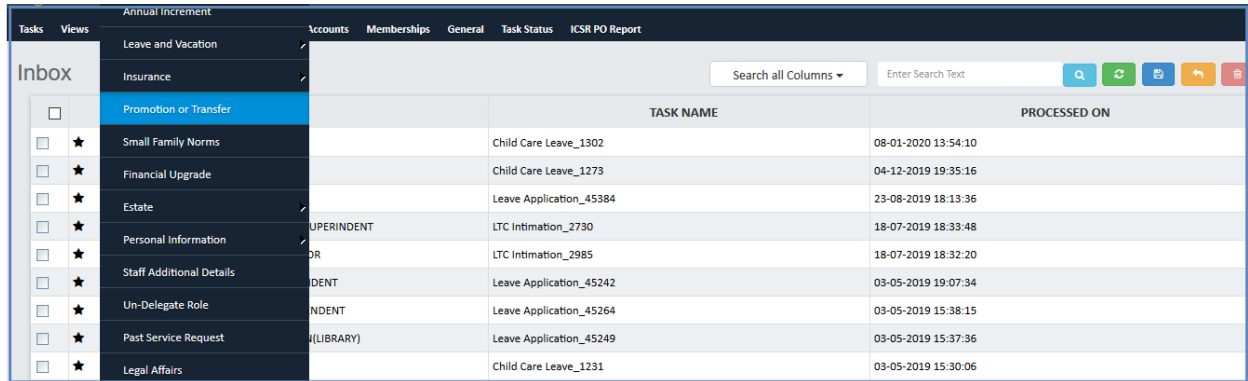


User Roles:


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

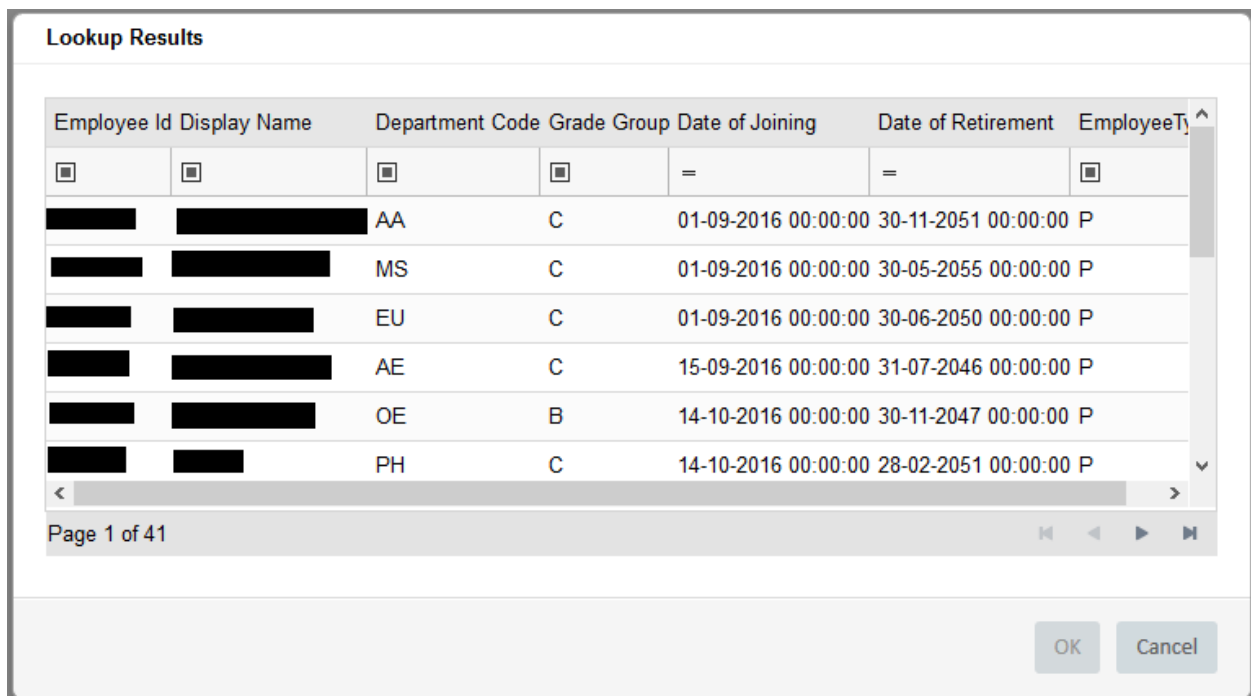
Step 1:

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



Inbox		Search all Columns	Enter Search Text
		TASK NAME	PROCESSED ON
<input type="checkbox"/>	★	Child Care Leave_1302	08-01-2020 13:54:10
<input type="checkbox"/>	★	Child Care Leave_1273	04-12-2019 19:35:16
<input type="checkbox"/>	★	Leave Application_45384	23-08-2019 18:13:36
<input type="checkbox"/>	★	LTC Intimation_2730	18-07-2019 18:33:48
<input type="checkbox"/>	★	LTC Intimation_2985	18-07-2019 18:32:20
<input type="checkbox"/>	★	Leave Application_45242	03-05-2019 19:07:34
<input type="checkbox"/>	★	Leave Application_45264	03-05-2019 15:38:15
<input type="checkbox"/>	★	Leave Application_45249	03-05-2019 15:37:36
<input type="checkbox"/>	★	Child Care Leave_1231	03-05-2019 15:30:06

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







Employee Id	Display Name	Department Code	Grade Group	Date of Joining	Date of Retirement	Employee Type
		AA	C	01-09-2016 00:00:00	30-11-2051 00:00:00	P
		MS	C	01-09-2016 00:00:00	30-05-2055 00:00:00	P
		EU	C	01-09-2016 00:00:00	30-06-2050 00:00:00	P
		AE	C	15-09-2016 00:00:00	31-07-2046 00:00:00	P
		OE	B	14-10-2016 00:00:00	30-11-2047 00:00:00	P
		PH	C	14-10-2016 00:00:00	28-02-2051 00:00:00	P

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OK Cancel



3.Select the employee id click ok


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

Employee Details				
Employee Id *	<input type="text" value=""/>		Employee Name	<input type="text" value=""/>
Employee Type *	<input type="text" value="Permanent"/>		Department	<input type="text" value="EU"/>
Designation	<input type="text" value="JR.TECHNICIAN"/>		Section	<input type="text" value=""/>
Present Scale	<input type="text" value="3200-85-4900"/>		Name of Pay Band	<input type="text" value="PB-1"/>
Grade	<input type="text" value="2000"/>		Pay Band Scale	<input type="text" value="5200-20200"/>
Group	<input type="text" value="C"/>		Basic Pay	<input type="text" value="23,100.00"/>
Non Practise Pay	<input type="text" value="0"/>		Date of Joining	<input type="text" value="01/09/2016"/> 
Date of Confirmation	<input type="text" value=""/> 		Date of Retirement	<input type="text" value="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 *	<input type="text" value="Promotion"/>		Department *	<input type="text" value="-Select-"/>
Section	<input type="text" value=""/>		Designation	<input type="text" value="-Select-"/>
Present Scale	<input type="text" value=""/> 		Name of Pay Band	<input type="text" value=""/>
Grade	<input type="text" value=""/>		Pay Band Scale	<input type="text" value=""/>
Group	<input type="text" value=""/>		Basic Pay	<input type="text" value="0.00"/>
Office Phone Number	<input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>		Office Extension No	<input type="text" value=""/>
Promotion Date	<input type="text" value=""/> 		Office Room No	<input type="text" value=""/>
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
<input type="checkbox"/>	<input type="checkbox"/>	=	=	<input type="checkbox"/>
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
Page 1 of 11				

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	<input checked="" type="checkbox"/>
Remarks *	<input type="text" value="ok"/>
Max 500 Characters	