

ERP - PROJECT

SUGAMYA

END USER DOCUMENT

FOR

HUMAN CAPITAL MANAGEMENT

Manpower and Recruitment

TABLE OF CONTENTS

1	DOCUMENT CONTROL.....	4
1.1	DOCUMENT HISTORY.....	3
1.2	DISTRIBUTION	3
2.	SAVE JOB SEQUENCE NO.....	4
2.1	PURPOSE	4
2.2	PROCEDURAL STEPS	4
2.3	RESULTS	6
2.4	COMMENTS	6
3.	SANCTION POST ROSTERING.....	7
3.1	PURPOSE	7
3.2	PROCEDURAL STEPS	7
3.3	RESULTS	8
3.4	COMMENTS	8
4.	MANPOWER HEAD COUNT REPORT.....	9
4.1	PURPOSE	9
4.2	PROCEDURAL STEPS	9
4.3	RESULTS	13
4.4	COMMENTS	13
5.	MANPOWER REQUEST ANALYSIS.....	14
6.1	PURPOSE	14
6.2	PROCEDURAL STEPS	14
6.3	RESULTS	15
6.4	COMMENTS	15
6.	APPLY FOR POST OR POSITION.....	16
6.1	PURPOSE	16
6.2	PROCEDURAL STEPS	16
6.3	RESULTS	22
6.4	COMMENTS	22

Document Control

This is a controlled document and will be maintained on UJVNL portal.

Changes to this document will be recorded below and must be published to all interested parties.

1.1 DOCUMENT HISTORY

Version	Date	Author	VERSION DETAILS
V01	16-02-2018	Vinay Kumar	First ISSUE

1.2 DISTRIBUTION

Date	Name	Purpose
	MS. Anupama	For Information
	Mr. Ankit	For Information

2 SAVE JOB SEQUENCE NO

2.1 PURPOSE

In SAP standard every time the job is created the automatic number is assigned to the Job irrespective of Job priority and sequence. The Job sequence number is client dependent. To sync the job sequence in every client a custom client independent number is mapped to every job. This sequence number will be used for all the approval flows and sanctioning the applicable allowance.

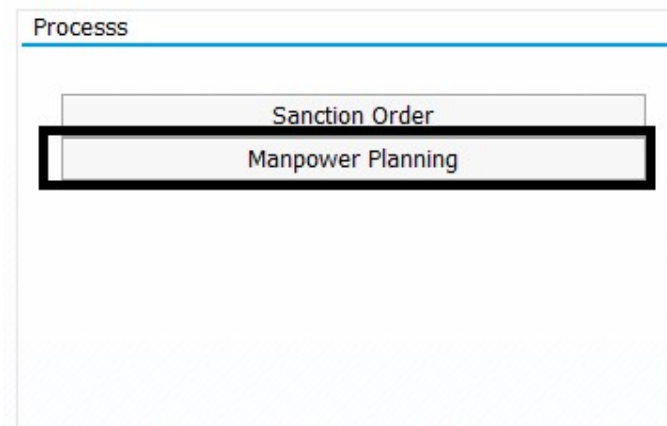
2.2 HELPFUL HINTS

- Press F1 for help
- Press F4 for getting input values
- R – Required
- O – Optional
- C – Conditional

2.3 PROCEDURAL STEPS

Menu Path	HR Admin Dashboard (ZHR_ADMIN) → Manpower (ZHR_MANPOWER_DB) → Maintain Post (ZHRPA_JOB_KEY)
Transaction Code	ZHRPA_JOB_KEY

Start the transaction using the menu path or transaction code.



[← BACK](#)

 **MANPOWER PLANNING & RECRUITMENT**

Maintain Posts

Maintain Post Category

Manpower Head Count Report

Recruitment - Candidate Upload

Candidate Screening

Maintain Roster Key

Maintain Post Data

Maintain Roster Positions

Manpower Request Analysis

Maintain Requisition App. Matrix

Change View "Maintain Sanctioned Posts Description and sequences": Over

Expand <-> Collapse New Entries Delimit 

Sequence No.	Start Date	End Date	Sanctioned Post Id	Sanctioned Post Desc.	Emp. Subgroup ID	Emp. Subgroup Desc.	Remarks
10000010	01.04.2005	31.12.9999	30000000	Chairman / Managing Director	A1	P8-4+HAG+69010-79000	
10000020	01.04.2005	31.12.9999	30000001	Director	A2	P8-4+67000-79000	
10000030	01.04.2005	31.12.9999	30000153	Executive Director	A3	37400-67000 GP-11500	
10000040	01.04.2005	31.12.9999	30000155	General Manager	A4	37400-67000 GP-10000	
10000050	01.04.2005	31.12.9999	30000156	General Manager (Civil)	A4	37400-67000 GP-10000	
10000060	01.04.2005	31.12.9999	30000157	General Manager (Accounts)	A4	37400-67000 GP-10000	
10000070	01.04.2005	31.12.9999	30000158	General Manager (P&IR)	A4	37400-67000 GP-10000	
10000080	01.04.2005	31.12.9999	30000159	General Manager (Comm.)	A4	37400-67000 GP-10000	
10000090	01.04.2005	31.12.9999	30000160	उपमहानिदेशक	A4	37400-67000 GP-10000	
10000100	01.04.2005	31.12.9999	30000161	Dy. General Manager(IT)/ Sr. Manager(I	A5	37400-67000 GP-8900	
10000110	01.04.2005	31.12.9999	30000162	Dy. General Manager (Civil)	A5	37400-67000 GP-8900	
10000115	01.04.2005	31.12.9999	30000325	जार्जिक अधिकारी	B1	15600-39100 GP-5400	
10000120	01.05.2005	31.12.9999	30000300	Assistant Engineer	B1	15600-39100 GP-5400	

Assign an unique 8 digint number 1XXXXXXX to the Sanction Post ID based on the Post priority and select the Pay band (Employee Sub group)

And click on save.

2.4 RESULT

You have assigned a sequence number to the Post

2.5 COMMENTS

None.

3 SANCTION POST ROSTERING

3.1 PURPOSE

This process is used for distribution of posts between SC, ST,OBC, General Categories according to the approved 100-point roster by the government.

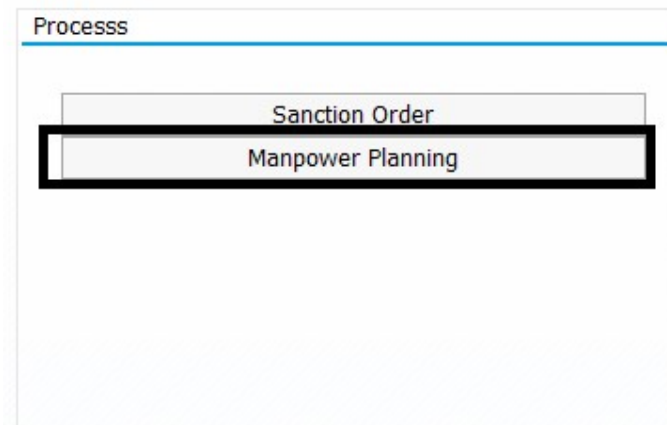
3.2 HELPFUL HINTS

- Press F1 for help
- Press F4 for getting input values
- R – Required
- O – Optional
- C – Conditional

3.3 PROCEDURAL STEPS

Menu Path	HR Admin Dashboard (ZHR_ADMIN) → Manpower (ZHR_MANPOWER_DB)→ Maintain Post (ZHRPA_ROSTER_KEY)
Transaction Code	ZHRPA_ROSTER_KEY

Start the transaction using the menu path or transaction code.



[← BACK](#)

 **MANPOWER PLANNING & RECRUITMENT**

Maintain Posts

Maintain Post Category

Manpower Head Count Report

Recruitment - Candidate Upload

Candidate Screening

Maintain Roster Key

Maintain Post Data

Maintain Roster Positions

Manpower Request Analysis

Maintain Requisition App. Matrix

Change View "Roster Key": Overview

 Expand <-> Collapse
New Entries 
Delimit 
   

Roster Key		
Roster key	Start Date	End Date
1	01.01.2018	31.12.9999

Roster may change over the period. An unique roater key is assigned for a particular period. The key is active on date will apply the rostering for the head-count report.

Change View "Roster": Overview

New Entries

Roster Key	Roster Pos.	Caste
1	1	SC
1	2	General
1	3	General
1	4	General
1	5	General
1	6	SC
1	7	OBC
1	8	General
1	9	General
1	10	General
1	11	SC
1	12	General
1	13	General
1	14	OBC
1	15	General
1	16	SC
1	17	General
1	18	General
1	19	OBC
1	20	General
1	21	SC
1	22	General
1	23	General

Save all the post number against a roster key.



Click on save button

3.4 RESULT

You have saved the 100-point roster for head count post distribution.

3.5 COMMENTS

None.

4 MAINTAIN HEAD COUNT REPORT MASTER DATA

4.1 PURPOSE

To generate the Manpower head count report, Input master data need to be maintain in the system based on the master data the Manpower head count report is generated.

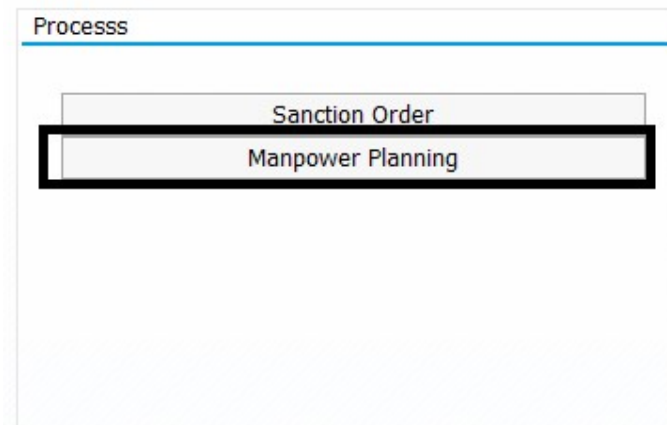
4.2 HELPFUL HINTS

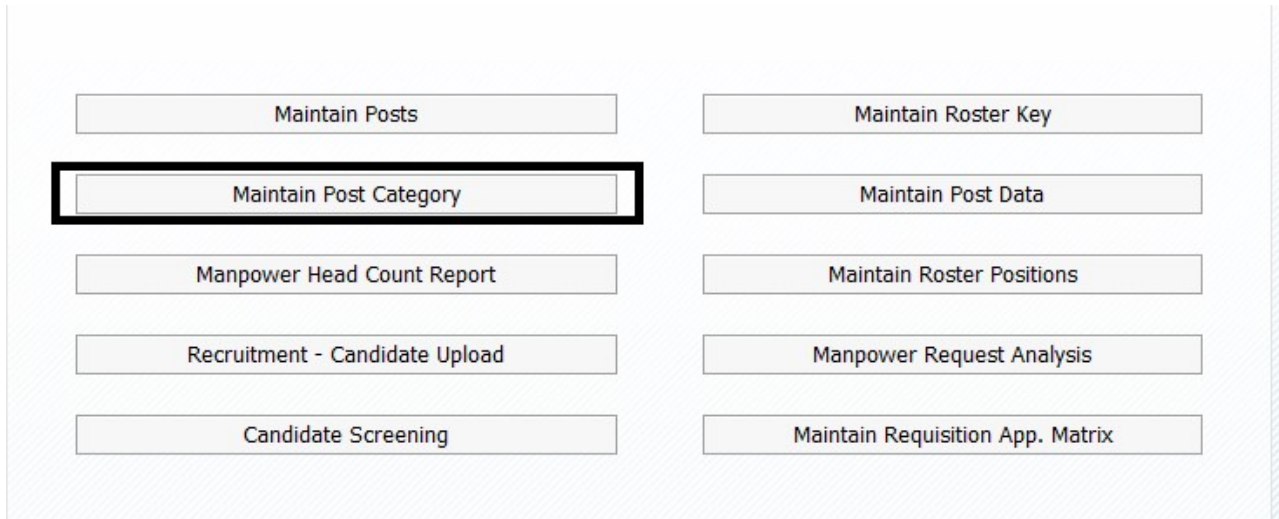
- Press F1 for help
- Press F4 for getting input values
- R – Required
- O – Optional
- C – Conditional

4.3 PROCEDURAL STEPS

Menu Path	HR Admin Dashboard (ZHR_ADMIN) → Manpower (ZHR_MANPOWER_DB)→ Maintain Post Category (ZHRT_JOB_SANC)
Transaction Code	ZHRT_JOB_SANC

Start the transaction using the menu path or transaction code.





Click on Maintain Post Category

Change View "Sanction job percentage": Overview

Expand <-> Collapse New Entries Delimit

Sequence No	Emp Subgroup	Name of EE subgroup	Position ID	Position Desc	Position Desc Default	End Date	Start Date	Position Sanctioned	PT	LVP	NP Others
10000090	A4	37400-67000 GP-10000	30000160	ગુપ્તગણપત્ર	DGM	31.12.9999	01.01.2005	22	16	1	5
10000115	B1	15600-39100 GP-5400	30000325	સાધારણ અધિકારી		31.12.9999	01.01.2005	4	3	1	
10000120	B1	15600-39100 GP-5400	30000300	Assistant Engineer	Assistant Engineer	31.12.9999	01.01.2005	181	146	13	22

- Select post sequence number from the help.
- Enter the start date and end date.
- Enter the post sanctioned total.
- Enter the PT, LVP, NP and other category as shown in the screen shot.
- Click on save button.



You have saved the Post category saved.

4.4 MAINTAIN POST DATA

Menu Path	HR Admin Dashboard (ZHR_ADMIN) → Manpower (ZHR_MANPOWER_DB)→ Maintain Post Data (ZHRT_RECRUITMENT)
Transaction Code	ZHRT_RECRUITMENT

Maintain Posts	Maintain Roster Key
Maintain Post Category	Maintain Post Data
Manpower Head Count Report	Maintain Roster Positions
Recruitment - Candidate Upload	Manpower Request Analysis
Candidate Screening	Maintain Requisition App. Matrix

Change View "Job wise Sanctioned Data": Overview

Expand <-> Collapse New Entries Delimit

Sequence No	Emp Sub Group	Name of EE subgroup	Position ID	Position Desc	Category Type	Category Desc	End Date	Start Date	Percentage
10000090	A4	37400-67000 GP-10000	30000160	उपमहानिरीक्षक	3	प्रदोश्रति	31.12.9999	01.01.2005	100.00
10000115	B1	15600-39100 GP-5400	30000325	कार्यिक अधिकारी	1	सौधे भर्ती	31.12.9999	01.01.2005	66.66
10000115	B1	15600-39100 GP-5400	30000325	कार्यिक अधिकारी	3	प्रदोश्रति	31.12.9999	01.01.2005	33.33
10000120	B1	15600-39100 GP-5400	30000300	Assistant Engineer	1	सौधे भर्ती	31.12.9999	01.01.2005	50.33
10000120	B1	15600-39100 GP-5400	30000300	Assistant Engineer	3	प्रदोश्रति	31.12.9999	01.01.2005	40.00
10000120	B1	15600-39100 GP-5400	30000300	Assistant Engineer	4	प्रदोश्रति (A.I.M.E)	31.12.9999	01.01.2005	8.33
10000120	B1	15600-39100 GP-5400	30000300	Assistant Engineer	5	प्रदोश्रति (TA II)	31.12.9999	01.01.2005	1.67

- Select Sequence number from help.
- Select Category type from help
- Enter Start date and end date for the record.
- Enter Percentage for the Category.
- Click on save button.



Post data is saved.

4.5 GENERATE MANPOWER HEAD COUNT REPORT

Menu Path	HR Admin Dashboard (ZHR_ADMIN) → Manpower (ZHR_MANPOWER_DB)→ Manpower head count report (ZHR_MP_HEAD_COUNT_RP)
Transaction Code	ZHR_MP_HEAD_COUNT_RP

Start the transaction using the menu path or transaction code.

Process

Sanction Order

Manpower Planning

Click on Manpower head count Report

Maintain Posts

Maintain Roster Key

Maintain Post Category

Maintain Post Data

Manpower Head Count Report

Maintain Roster Positions

Recruitment - Candidate Upload

Manpower Request Analysis

Candidate Screening

Maintain Requisition App. Matrix

Maintain Job Sanction




Further selections

Search helps

Sort order

Key date

☐ Today
☒ Other keydate

Key Date

Selection

Employment status	3	
Personnel area		
Personnel subarea		
Employee group		
Employee subgroup		
Cost center		

Enter key date to generate Manpower report.

4.6 RESULT

Manpower report is generated.

Maintain Job Sanction											
Name of EE subgrp	Object name	Category - Source Of Rec	PT	LVP	NP & OTHER	Total Sanc. Post	Total Sanction Post (In System)	Percentage	Sanctioned : Category - General	Sanctioned : Category - SC	Sanctioned : Category - ST
15600-39100 GP-5400	સાધારણ સહાયક		3	1		4	0.00				
	સાધારણ સહાયક	સીપી બર્થ					0.00				
	સાધારણ સહાયક	પરોક્ષિક					66.66		2	1	
	Assistant Engineer		146	13	22	181	33.33		1		
	Assistant Engineer	સીપી બર્થ					0.00				
	Assistant Engineer	પરોક્ષિક					50.33		58	19	3
	Assistant Engineer	પરોક્ષિક (A.I.M.E)					40.00		72		11
	Assistant Engineer	પરોક્ષિક (TA II)					8.33		15		
	Assistant Engineer						1.67		3		
37400-67000 GP-10000							0.00				
	સાધારણ સહાયક	પરોક્ષિક	16	1	5	22	100.00		22		

4.7 COMMENTS

None.

5 MANPOWER ANALYSIS REPORT

5.1 PURPOSE

This is used to identify skill shortage or manpower shortage at the plants/department/sites.

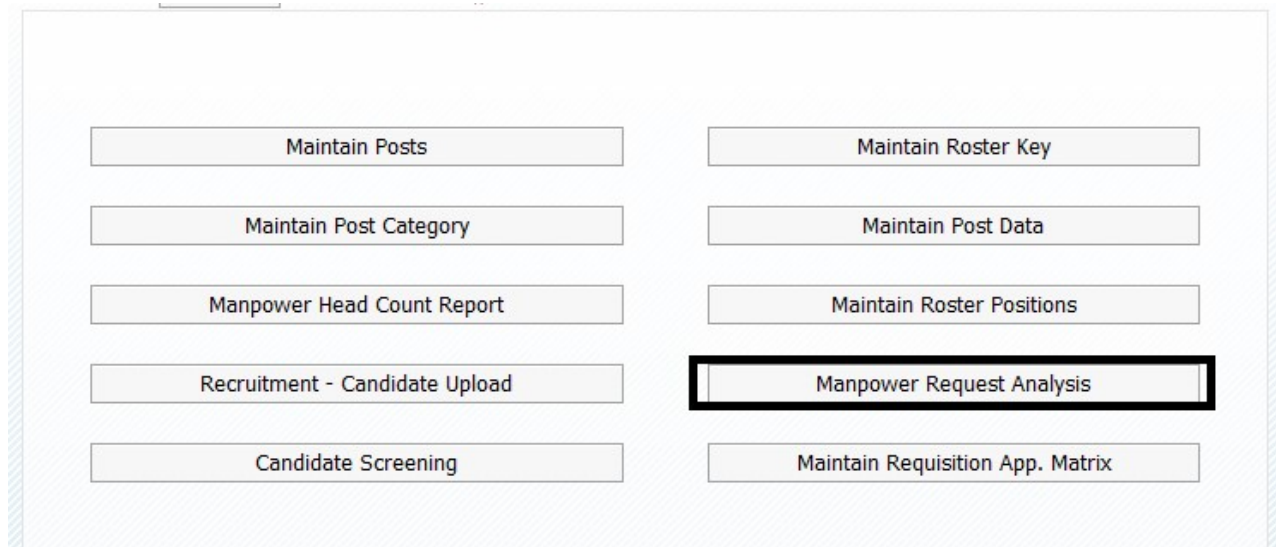
Request will be raised by HOD/DGM/GMs for their respective functions. Manpower team will generate the Analysis report to analyze the overall organization manpower requirement.

5.2 HELPFUL HINTS

- Press F1 for help
- Press F4 for getting input values
- R – Required
- O – Optional
- C – Conditional

5.3 PROCEDURAL STEPS

Menu Path	HR Admin Dashboard (ZHR_ADMIN) → Manpower (ZHR_MANPOWER_DB) → Manpower head count report (ZHR_MP_HEAD_COUNT_RP)
Transaction Code	ZHR_MP_HEAD_COUNT_RP



Maintain Posts	Maintain Roster Key
Maintain Post Category	Maintain Post Data
Manpower Head Count Report	Maintain Roster Positions
Recruitment - Candidate Upload	Manpower Request Analysis
Candidate Screening	Maintain Requisition App. Matrix

Manpower Request Display



Org. Unit to

Action Taken

Ref. No. (Req. raise from HOD)

Req. By

Enter filter criteria on screen and click on execute.

Manpower Request Display

Save Submit

Check	Org Unit ID	Org. Unit Desc.	Request For	Requested By	Raised On	Vacant Post ID	Vacant Post Desc.	Comments	Action Taken	Action Taken Desc.
☒	50000093	UJVNL Limited	1	VINAY	20.12.2017	2000079	Senior GM HR		01	To Be Fill By Fresh Hiring
☒	50000093	UJVNL Limited	1	BISWAJEET	21.12.2017	2000012	Senior Manager Finance	cmnt		
☒	50000094	HR	2	VINAY	17.11.2017	99999999	Senior Manager Civil	req3	01	To Be Fill By Fresh Hiring
☒	50000094	HR	1	BISWAJEET	15.12.2017	1042017	General Manager (HR)	comment1	01	To Be Fill By Fresh Hiring
☒	50000094	HR	2	BISWAJEET	15.12.2017		Manager	No	03	Post To be Fill By Internal Promotion
☒	50000094	HR	1	BISWAJEET	15.12.2017	2000013	Test Position	comment2	02	New Post to be Create / Assign to Org Unit
☒	50000094	HR	1	BISWAJEET	19.12.2017	2000041	OFFICER	Fill Vacant Post tested	04	Position To Be Created(As requested Post Already Exist)
☒	50000094	HR	1	VINAY	18.01.2018	2000027	Executive Employee	I need to fill this post urgently to operational	01	To Be Fill By Fresh Hiring
☒	50000094	HR	2	BISWAJEET	19.12.2017		Deputy Manager	cmmt 1		
☒	50000095	FI	1	VINAY	15.12.2017	2000077	FI Assistance	Quick Response Req	02	New Post to be Create / Assign to Org Unit
☒	50000200	Account Payable	2	MITULR	15.12.2017		CA	comment	01	To Be Fill By Fresh Hiring

5.4 RESULT

Report will be displayed.

Maintain Job Sanction

Print

Name of EE subgrp	Object name	Category - Source Of Rec	PT	LVP	NP & OTHER	Total Sanc. Post	Total Sanction Post (In System)	Percentage	Sanctioned : Category - General	Sanctioned : Category - SC	Sanctioned : Category - ST	Sanctioned : Category - OBC
15600-39100 GP-5400	असिस्टेंट इंजीनियर		3	1			4	0.00				
	असिस्टेंट इंजीनियर	सीपी एफ						0.00				
	असिस्टेंट इंजीनियर	एडवोकेट						66.66	2	1		
	असिस्टेंट इंजीनियर	एडवोकेट						33.33	1			
	असिस्टेंट इंजीनियर	एडवोकेट	146	13	22	181		0.00				
	असिस्टेंट इंजीनियर	सीपी एफ						50.33	58	19	3	11
	असिस्टेंट इंजीनियर	एडवोकेट						40.00	72			
	असिस्टेंट इंजीनियर	एडवोकेट (A.I.M.E.)						8.33	15			
	असिस्टेंट इंजीनियर	एडवोकेट (TA II)						1.67	3			
37400-67000 GP-10000	असिस्टेंट इंजीनियर	एडवोकेट	16	1	5	22		0.00				
	असिस्टेंट इंजीनियर	एडवोकेट						100.00	22			

5.5 COMMENTS

None.

6 APPLY FOR POST OR POSITION

6.1 PURPOSE

This is used to identify skill shortage or manpower shortage at the plants/department/sites.

Request will be raised by HOD/DGM/GMs for their respective functions. Manpower team will generate the Analysis report to analyze the overall organization manpower requirement.

6.2 HELPFUL HINTS

- Press F1 for help
- Press F4 for getting input values
- R – Required
- O – Optional
- C – Conditional

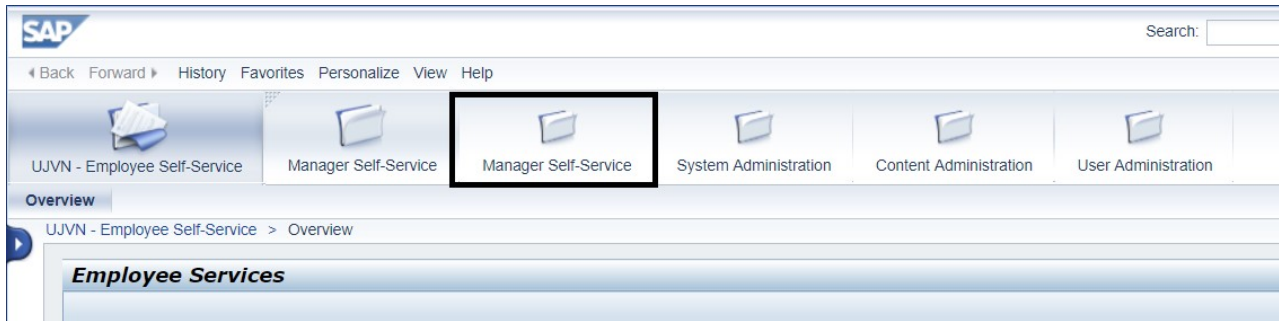
6.3 PROCEDURAL STEPS

Log on to ESS.

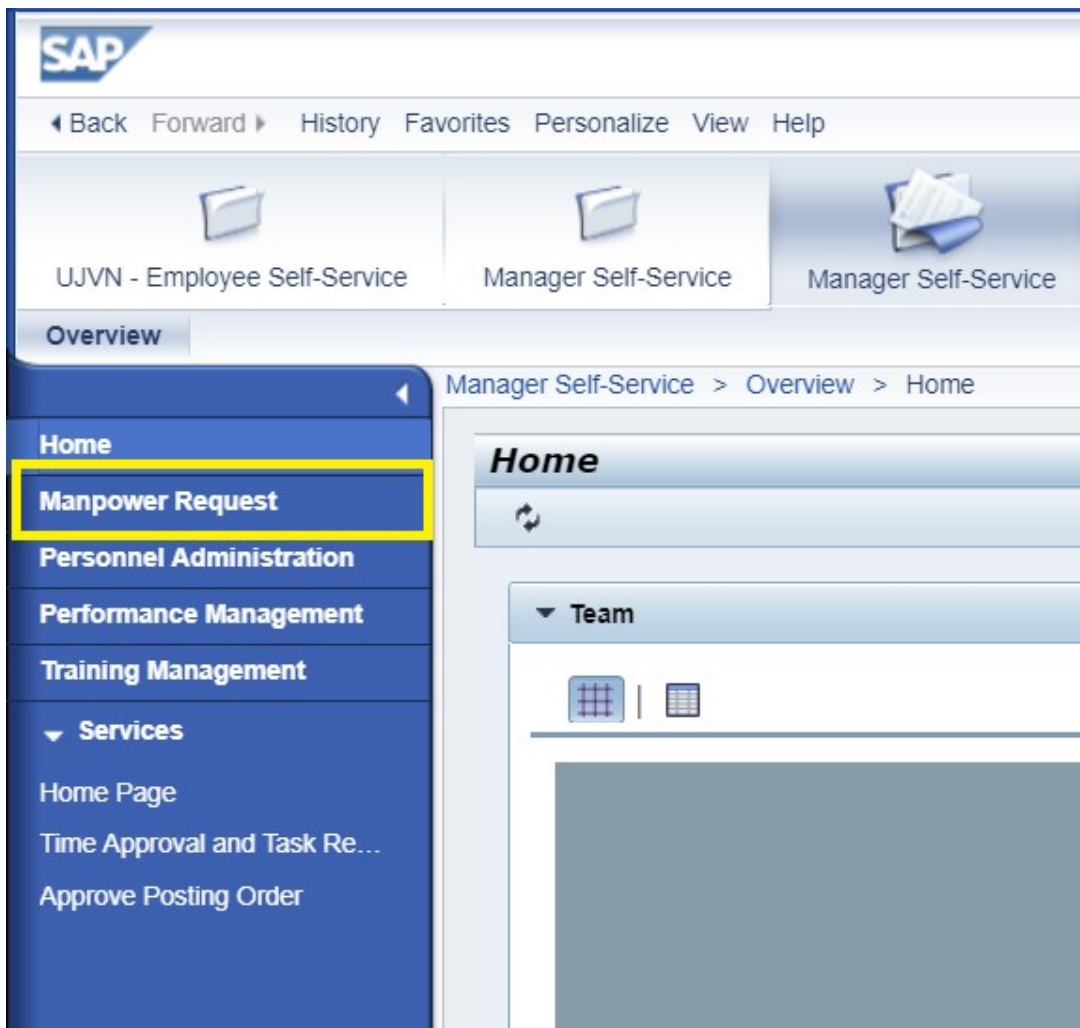


The screenshot shows the SAP NetWeaver login interface. On the left, there is a photograph of a man in a dark suit leaning over a desk, writing on a document. To the right of the photo, the text "SAP NetWeaver" is displayed in a bold, orange font. Below this, there are two input fields: "User *" with the text "vinay" entered, and "Password *" with masked characters ".....". A "Log On" button is positioned below the password field. At the bottom of the page, the text "Copyright © SAP AG. All Rights Reserved." is visible, along with the SAP logo in the bottom right corner.

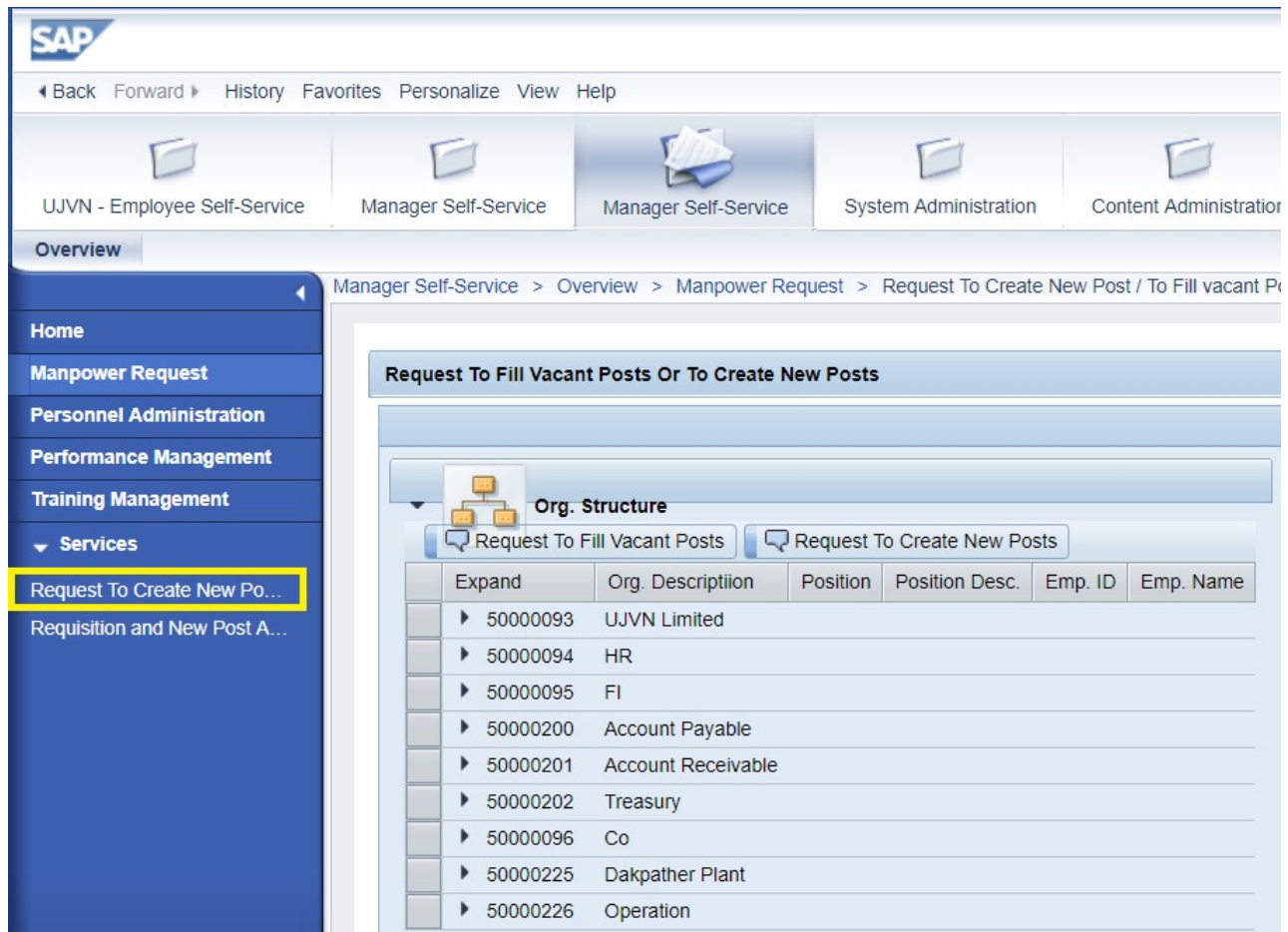
Enter user name and password.
Click on log on.



Click on Manager self service



Click on Manpower request.

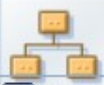


The screenshot shows the SAP Manager Self-Service interface. The top navigation bar includes links for Back, Forward, History, Favorites, Personalize, View, and Help. Below this are tabs for UJVN - Employee Self-Service, Manager Self-Service, Manager Self-Service, System Administration, and Content Administration. The left sidebar contains a menu with options like Home, Manpower Request, Personnel Administration, Performance Management, Training Management, and Services. The 'Services' section is expanded, showing 'Request To Create New Po...' and 'Requisition and New Post A...'. The main content area displays the 'Request To Fill Vacant Posts Or To Create New Posts' screen. It features an 'Org. Structure' tree on the left and a table of positions on the right. The table has columns for Expand, Org. Description, Position, Position Desc., Emp. ID, and Emp. Name. The table lists several positions, including UJVN Limited, HR, FI, Account Payable, Account Receivable, Treasury, Co, Dakpathar Plant, and Operation.

Expand	Org. Description	Position	Position Desc.	Emp. ID	Emp. Name
▶	50000093	UJVN Limited			
▶	50000094	HR			
▶	50000095	FI			
▶	50000200	Account Payable			
▶	50000201	Account Receivable			
▶	50000202	Treasury			
▶	50000096	Co			
▶	50000225	Dakpathar Plant			
▶	50000226	Operation			

Click on request to create new post.

Request To Fill Vacant Posts Or To Create New Posts


Org. Structure

Expand	Org. Description	Position	Position Desc.	Emp. ID	Emp. Name
▶	50000093	UJVN Limited			
▶	50000094	HR			
▶	50000095	FI			
▶	50000200	Account Payable			
▶	50000201	Account Receivable			
▶	50000202	Treasury			
▶	50000096	Co			
▶	50000225	Dakpathar Plant			
▶	50000226	Operation			

Select Department

Request To Fill Vacant Posts Or To Create New Posts


Org. Structure

	Expand	Org. Description	Position	Position Desc.	Emp. ID	Emp. Name
	▶	50000093 UJVN Limited				
	▶	50000094 HR				
	▶	50000095 FI				
	▶	50000200 Account Payable				
	▶	50000201 Account Receivable				
	▶	50000202 Treasury				
	▶	50000096 Co				
	▶	50000225 Dakpathar Plant				
	▶	50000226 Operation				

Click on Request to create New posts.

Request To Fill Vacant Posts

Org. Unit: 50000094

Ref. No.: 0000000012

Reason: To Create New Posts

Post: Executive Director

Post Abbr.:

* Description:

No. of Position: 1

* Requirement:

New requirement

* Comments:

New requirement

Submitted Date: 19.02.2018

Status: New

Update Detail

OK

Fill up all the required fields.

Request To Fill Vacant Posts

Org. Unit: 50000094

Ref. No.: 0000000012

Reason: To Create New Posts

Post: Executive Director

Post Abbr.:

* Description:

No. of Position: 1

* Requirement:

New requirement

* Comments:

New requirement

Submitted Date: 19.02.2018

Status: New

Update Detail

OK

Click on update details.

Request for new post is created.