

Dear Colleagues,

We are happy to launch “Employee Self Service” – ESS portal for all employees.

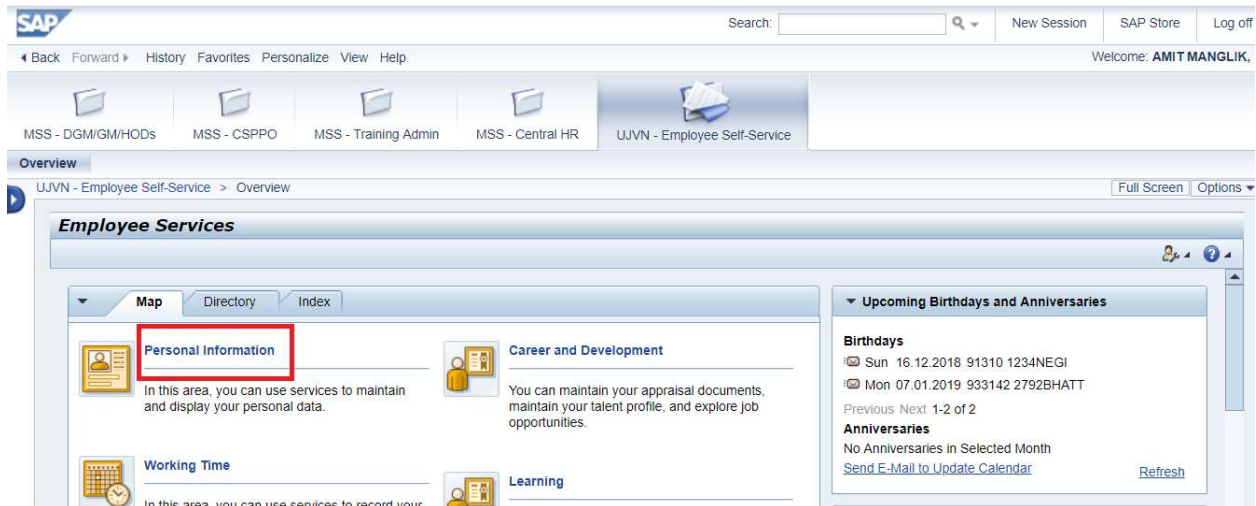
How to Login to ESS :

Portal : <http://ujportal.ujvnl.com:52000/irj/portal>
User id : employee no / FB no
Password : ujddmmyyyy (date of birth)

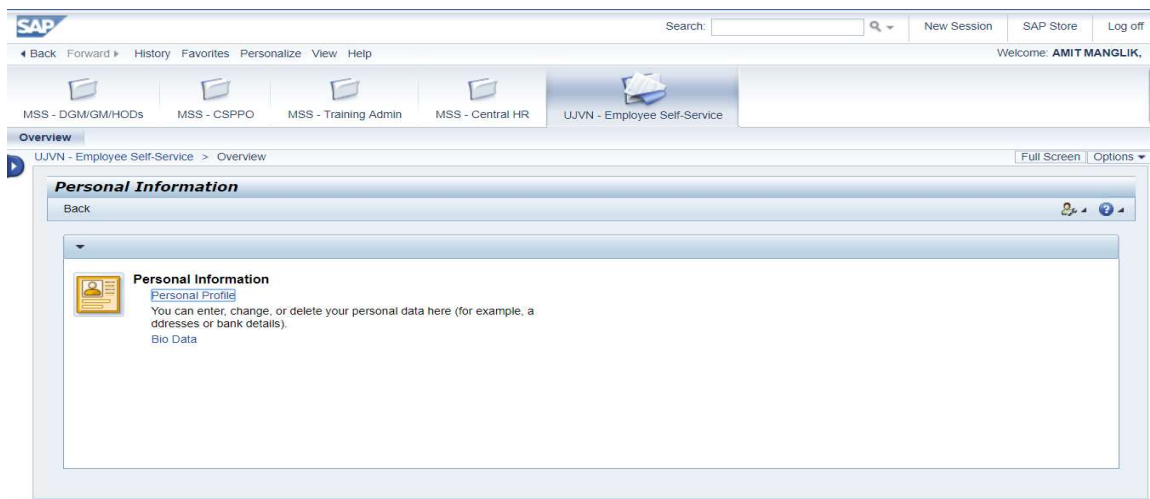
1. On successful login to portal, system will ask to set new password.
2. After setting new password system will ask for one more password.
3. If you are SAP user, you will be asked to provide SAP password else initial password i.e. ujddmmyyyy (DOB) and set the same password as ESS.

As an employee, you will be able to avail following facilities / services on this portal.

1. Personal Information – Display only, for any updates, contact HR dept.



- Click on **Personal Information**, the below screen will appear:

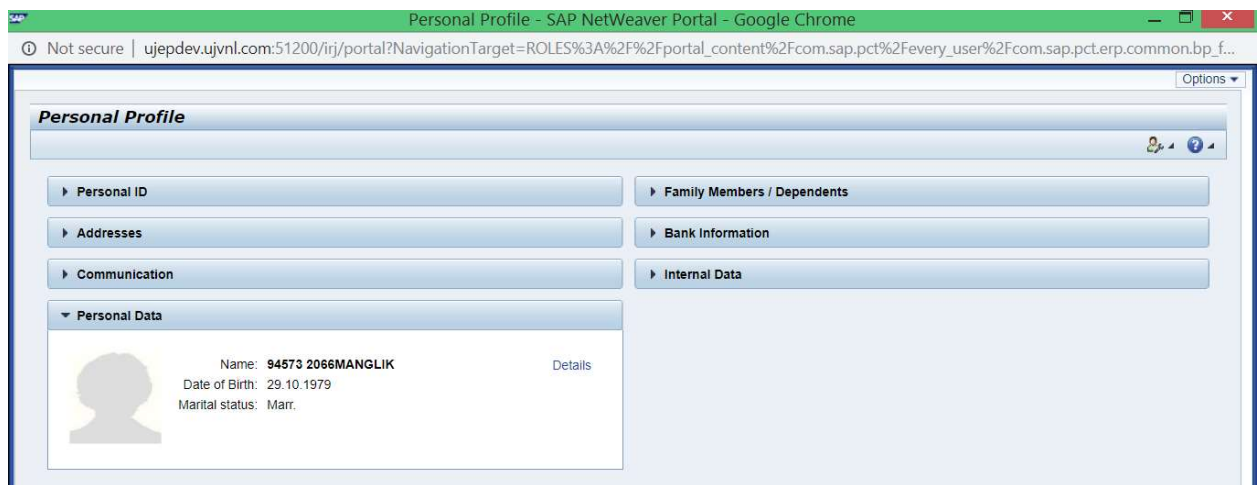


i. Personal Profile

- Click on **Personal Profile**, the below screen will appear:



a. **Personal Data** – You can use this tab to display your personal data like Date of Birth, Marital Status. Click on **Personal Data** tab.



b. **Addresses** – You can use this tab to view your address details. Click on **Addresses** tab.



c. **Family members** – This tab provides your entire family members details. Click on **Family Members** tab.

The screenshot shows the 'Personal Profile' page in a Google Chrome browser. The page has a green header bar with the text 'Personal Profile - SAP NetWeaver Portal - Google Chrome'. Below the header, there is a navigation bar with several tabs: 'Personal ID', 'Addresses', 'Communication', 'Personal Data', 'Family Members / Dependents', 'Bank Information', and 'Internal Data'. The 'Family Members / Dependents' tab is currently selected, and it displays 'No data available'. There is an 'Add' button next to the tab name. The page also includes an 'Options' dropdown menu in the top right corner.

d. **Personal IDs** – This tab gives you the details of your Personal IDs like UAN, PAN, AADHAR etc. Click on **Personal IDs** tab.

The screenshot shows the 'Personal Profile' page in a Google Chrome browser. The page has a green header bar with the text 'Personal Profile - SAP NetWeaver Portal - Google Chrome'. Below the header, there is a navigation bar with several tabs: 'Personal ID', 'Addresses', 'Communication', 'Personal Data', 'Family Members / Dependents', 'Bank Information', and 'Internal Data'. The 'Personal ID' tab is currently selected, and it displays details for the 'PAN Number' and 'Universal Account Number (UAN)'. The 'PAN Number' section shows the number 'AAAAA9999A', valid from '01.12.2017' to '31.12.9999'. The 'Universal Account Number (UAN)' section shows the number '810818280191', valid from '01.12.2017' to '31.12.9999'. There are 'Details' links next to each section. The page also includes an 'Options' dropdown menu in the top right corner.

e. **Bank Information** – This tab provides you with the details of your bank information. Click on the **Bank Information** tab.

The screenshot shows the 'Personal Profile' page in a Google Chrome browser. The page has a green header bar with the text 'Personal Profile - SAP NetWeaver Portal - Google Chrome'. Below the header, there is a navigation bar with several tabs: 'Personal ID', 'Addresses', 'Communication', 'Personal Data', 'Family Members / Dependents', 'Bank Information', and 'Internal Data'. The 'Bank Information' tab is currently selected, and it displays details for the 'Main bank'. The 'Main bank' section shows the payee 'AMIT MANGLIK', bank name 'PNB', and bank account '3968000100142118'. There is a 'Details' link next to the payee name. The page also includes an 'Options' dropdown menu in the top right corner.

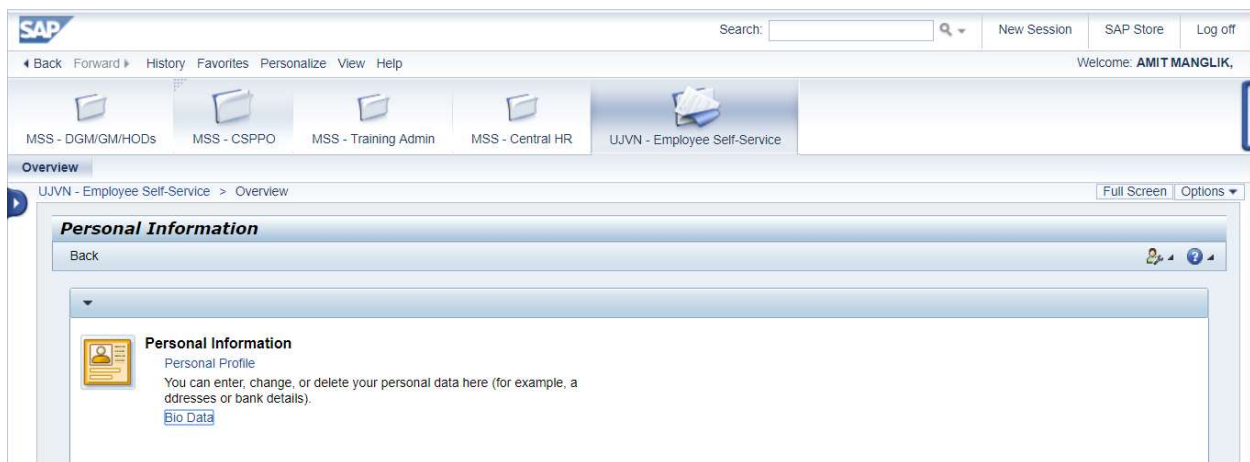
f. Communication – This tab provides your communication details like System User Name, Email. Click on the **Communication** tab.



The screenshot shows the 'Personal Profile' page in SAP. The 'Communication' tab is selected, displaying the 'System user name (SY-UNAME)' as 94573 and the 'E-mail' as XYZ@GMAIL.COM. Both fields have a 'Details' link next to them. Other tabs visible include Personal ID, Family Members / Dependents, Addresses, Bank Information, Internal Data, and Personal Data.

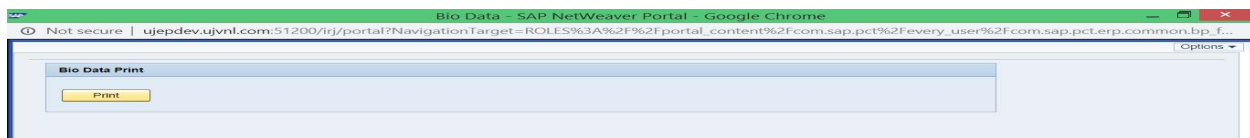
ii. Bio Data

You can also view and print your **Bio Data** under **Personal Information** tab.



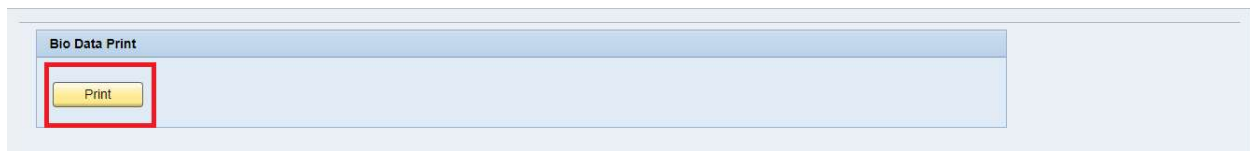
The screenshot shows the 'Personal Information' page in SAP. The 'Bio Data' link is visible under the 'Personal Information' section. The page also includes a 'Back' button and a 'Full Screen' option.

- Click on **Bio Data**, the below screen appears:

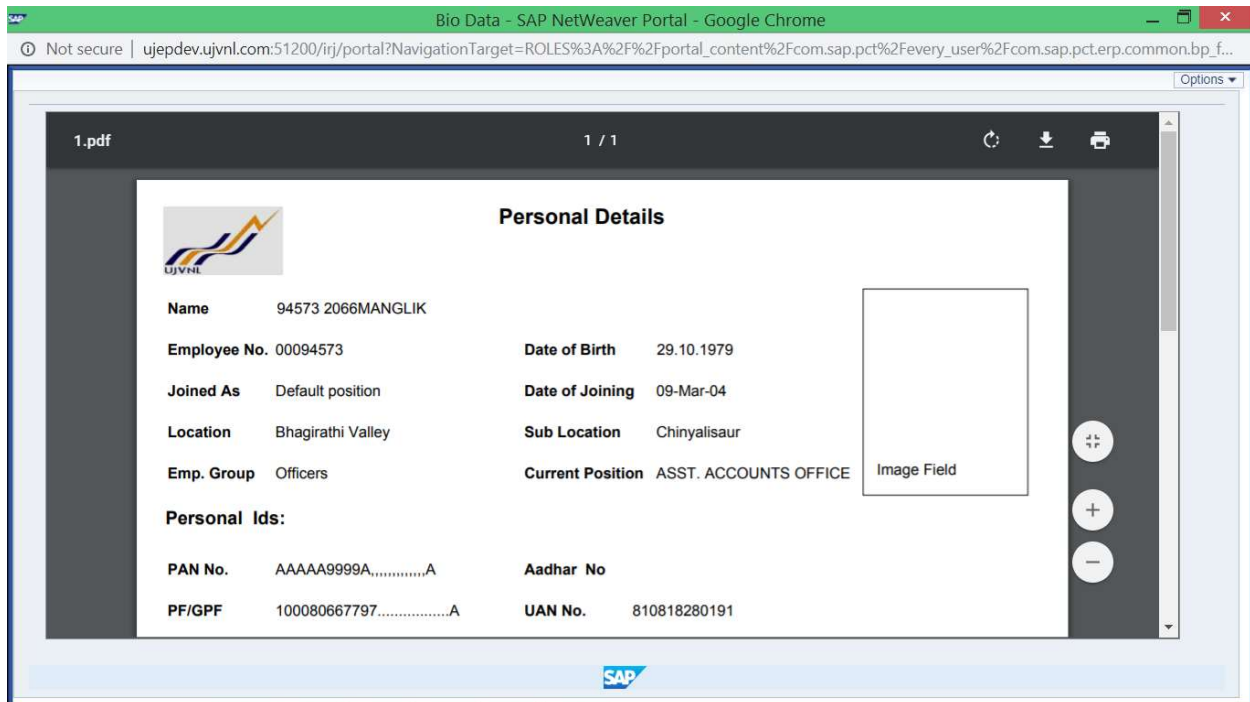


The screenshot shows the 'Bio Data Print' page in SAP. It features a 'Print' button for printing the bio data.

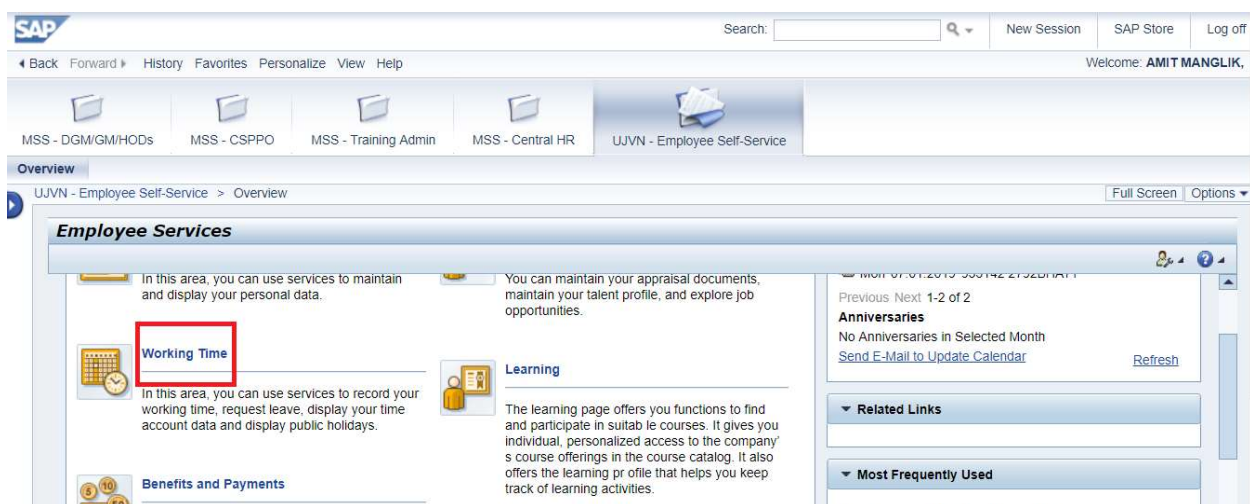
- Click on **“Print”**.



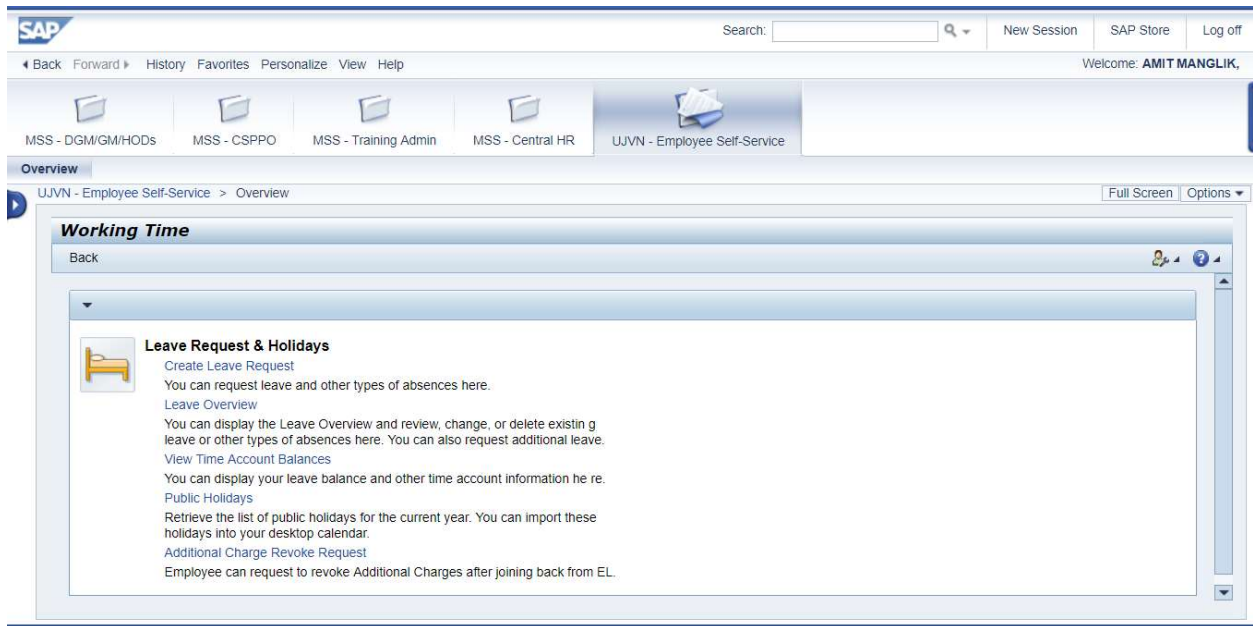
- The below screen appears which displays your bio data.



2. Working Time – This tab helps you in recording your working time, leave request, display your time account data and display public holiday calendar.

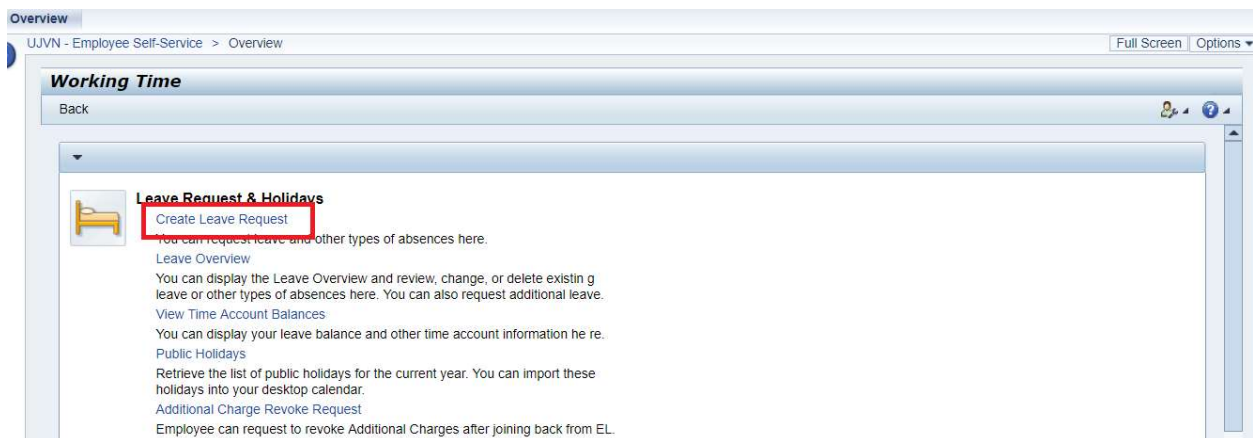


- Click on **Working Time**, the below screen appears:



a. **Create Leave Request** – This tab is used to create leave and other types of absences.

- Click on **Create Leave Request**.



- When you click on **Create Leave Request**, the below screen appears:

Create Leave Request - SAP NetWeaver Portal - Google Chrome

Not secure | ujeptdev.ujvnl.com:51200/irj/portal?NavigationTarget=ROLES%3A%2F%2Fportal_content%2Fcom.sap.pct%2Fevery_user%2Fcom.sap.pct.erp.common.bp_f...

Options

Leave Request: New

Send

▼ Leave Requests

| Type of Leave | Start Date | Start time | End Date | End time | Processor | Status | Absence hours | Used |
|---------------|------------|------------|----------|----------|-----------|--------|---------------|------|
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

Calendar Team Calendar Time Accounts

▼ Leave Details Check

Type of Leave

* Type of Leave: Casual Leave- UJVN
Description: Casual Leave- UJVN

Additional Data

* Reason:
Additional Charges:

General Data

* Start Date:
* End Date:
Processor: Mr 91233 1215JAIN
New Note:

- Select **Type of leave**, **Start date**, **End date**, **Reason** and enter **Note**.

Create Leave Request - SAP NetWeaver Portal - Google Chrome

Not secure | ujeptdev.ujvnl.com:51200/irj/portal?NavigationTarget=ROLES%3A%2F%2Fportal_content%2Fcom.sap.pct%2Fevery_user%2Fcom.sap.pct.erp.common.bp_f...

Options

Leave Request: Earned Leave - UJVN, 00.00.0000

Send

▼ Leave Details Check

Type of Leave

* Type of Leave: Earned Leave - UJVN
Description: Earned Leave - UJVN

Additional Data

* Reason: Personal Work
Additional Charges:

General Data

* Start Date: 11.12.2018
* End Date: 13.12.2018
Processor: 91233 1215JAIN
New Note: Please Approve

Attachment

| Acti... | Attachment Name | Type | Size |
|-------------------------------------|-----------------|------|------|
| The table does not contain any data | | | |

- Click on **Send**.

Leave Request: New

Send

Leave Requests

Calendar Team Calendar Time Accounts

Leave Details Check

Type of Leave

* Type of Leave: Casual Leave- UJVN
Description: Casual Leave- UJVN

Additional Data

* Reason:
Additional Charges:

General Data

* Start Date: 11.12.2018
* End Date: 13.12.2018
Processor: Mr 91233 1215JAIN
New Note: Please Approve

- Click on “OK” button:

Create Leave Request - SAP NetWeaver Portal - Google Chrome

Not secure | ujepdev.ujvn.com:51200/irj/portal?NavigationTarget=ROLES%3A%2Fportal_content%2Fcom.sap.pct%2Fevery_user%2Fcom.sap.pct.erp.common.bp_f...

Leave Request: Earned Leave - UJVN, 00.00.0000

Send

Leave Details Check

Type of Leave

* Type of Leave: Earned Leave - UJVN
Description: Earned Leave - UJVN

General Data

* Start Date: 11.12.2018
* End Date: 13.12.2018
Processor: 91233 1215JAIN
Note: Please Approve
Used: Earned Leave - UJVN: 3.00 Days

Additional Data

Reason: Personal Work
Additional Charges:

Attachments

Attachment

Acti... Attachment Name

The table does not contain any data

Leave Request: New

Type of Leave

Type of Leave: Earned Leave - UJVN

General Data

Start Date: 11.12.2018
End Date: 13.12.2018
Processor: 91233 1215JAIN
Note: Please Approve
Used: Earned Leave - UJVN: 3.00 Days

Additional Data

Reason: Personal Work
Additional Charges:

Attachment Name Type Size

The table does not contain any data

OK Cancel

- Your leave request has been successfully updated.

Leave Request: New

Send

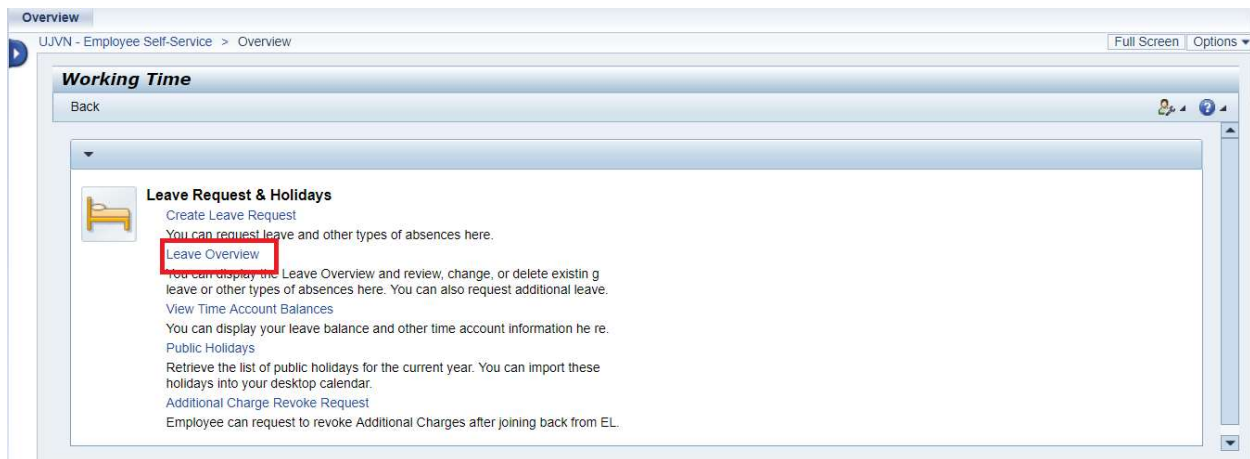
Leave request was sent successfully

Leave Requests

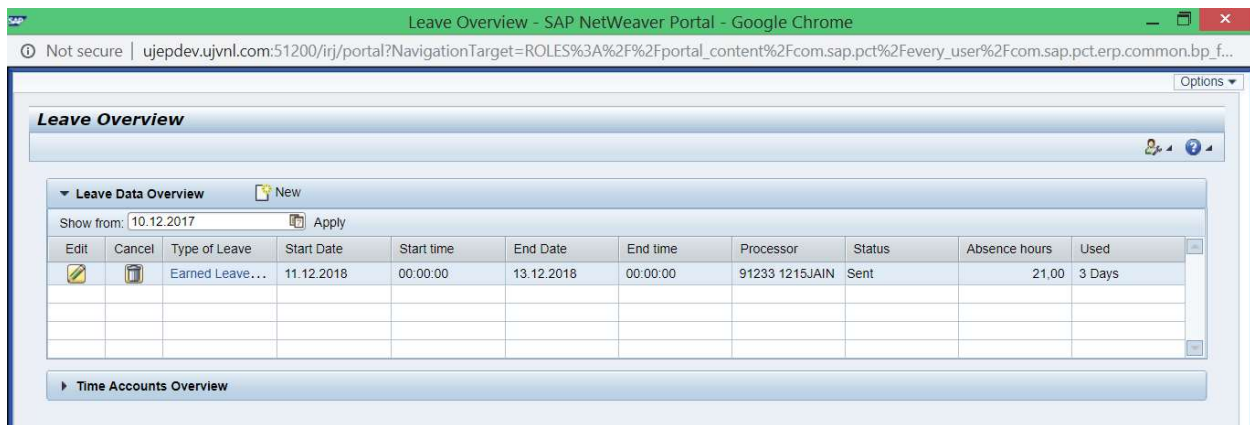
| Type of Leave | Start Date | Start time | End Date | End time | Processor | Status | Absence hours | Used |
|--------------------|------------|------------|------------|----------|----------------|--------|---------------|--------|
| Earned Leave - ... | 11.12.2018 | 00:00:00 | 13.12.2018 | 00:00:00 | 91233 1215JAIN | Sent | 21.00 | 3 Days |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

b. Leave Overview - You can display the Leave Overview and review, change, or delete existing leave or other types of absences here.

- Click on **Leave Overview**.

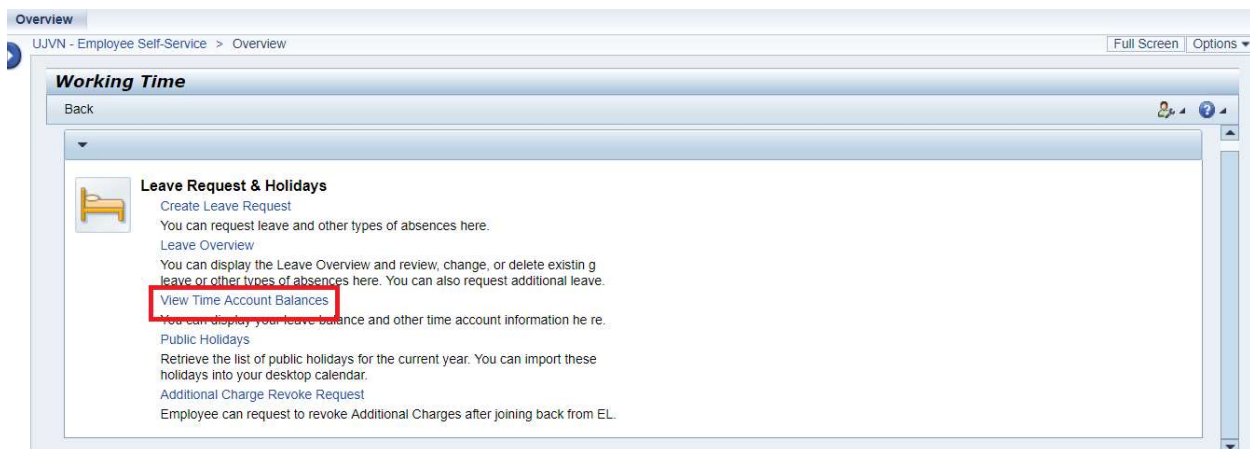


- When you click on **Leave Overview**, the below screen appears:



c. View Time Account Balance – Leave balances and other time account information can be viewed here.

- Click on **View Time Account Balance**.



- When you click **View Time Account Balance**, the following screen appears:

View Time Account Balances - SAP NetWeaver Portal - Google Chrome

Not secure | ujepdev.ujvnl.com:51200/irj/portal?NavigationTarget=ROLES%3A%2F%2Fportal_content%2Fcom.sap.pct%2Fevery_user%2Fcom.sap.pct.erp.common.bp_f...

Time Account

Time Account: All Types Show on: 10.12.2018 Apply

| Time Account | Deduction from | Deduction to | Entitlement | Entitlement Minus Planned |
|-------------------------|----------------|--------------|-------------|---------------------------|
| Casual Leave - UJVN | 01.01.2018 | 31.12.2018 | 14,00 Days | 14,00 Days |
| Medical Leave - UJVN | 01.02.2018 | 31.12.9999 | 365,00 Days | 365,00 Days |
| Hill Leave - UJVN | 01.01.2018 | 31.12.2018 | 4,00 Days | 4,00 Days |
| Restricted Leave - UJVN | 01.01.2018 | 31.12.2018 | 2,00 Days | 2,00 Days |
| Earned Leave - UJVN | 01.01.2018 | 31.12.9999 | 331,00 Days | 331,00 Days |

d. Public Holidays – You can see the list of public holidays for the current year here.

- Click on **Public Holidays**.

Overview

UJVN - Employee Self-Service > Overview

Full Screen Options

Working Time

Back

Leave Request & Holidays

Create Leave Request
You can request leave and other types of absences here.

Leave Overview
You can display the Leave Overview and review, change, or delete existing leave or other types of absences here. You can also request additional leave.

View Time Account Balances
You can display your leave balance and other time account information here.

Public Holidays
Retrieve the list of public holidays for the current year. You can import these holidays into your desktop calendar.

Additional Charge Revoke Request
Employee can request to revoke Additional Charges after joining back from EL.

- When you click on **Public Holidays**, the following screen appears:

Public Holidays - SAP NetWeaver Portal - Google Chrome

Not secure | ujepdev.ujvnl.com:51200/irj/portal?NavigationTarget=ROLES%3A%2F%2Fportal_content%2Fcom.sap.pct%2Fevery_user%2Fcom.sap.pct.erp.common.bp_f...

Public Holiday Calendar

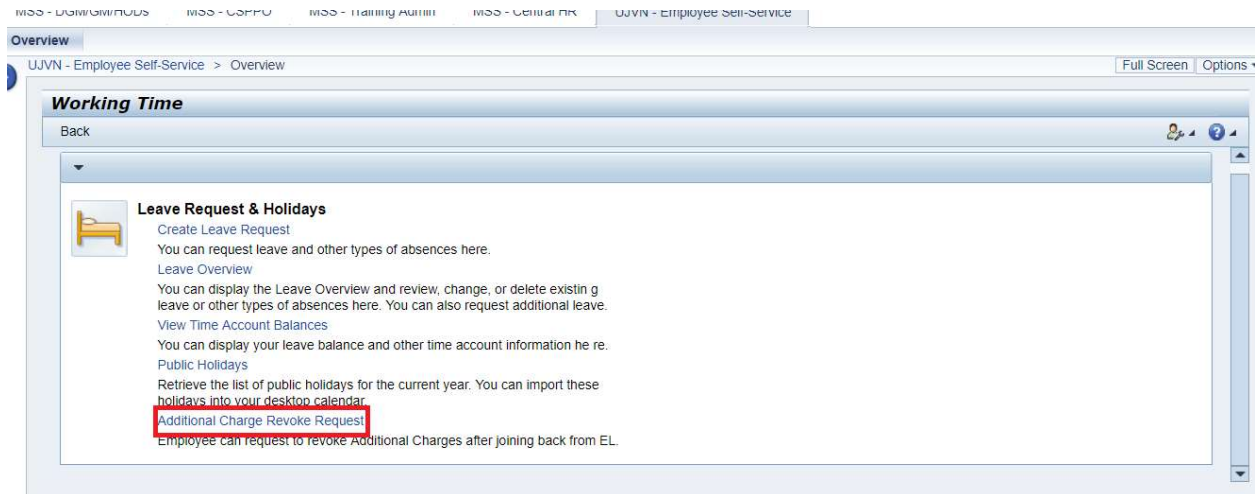
Year: 2018 View Additional Holiday Calendars

Export

| Month | Date | Day | My Public Holidays |
|-----------|------------|-----------|---------------------|
| January | 26.01.2018 | Friday | Republic Day |
| February | 13.02.2018 | Tuesday | Mahashivratri |
| March | 02.03.2018 | Friday | Holi |
| | 25.03.2018 | Sunday | Ram Navami |
| | 29.03.2018 | Thursday | Mahavir Jayanti |
| | 30.03.2018 | Friday | Good Friday |
| April | 14.04.2018 | Saturday | Dr Ambedkar Jayanti |
| | 29.04.2018 | Sunday | Budha Pournima |
| June | 16.06.2018 | Saturday | Idul Fitri |
| August | 15.08.2018 | Wednesday | Independence Day |
| | 22.08.2018 | Wednesday | Idul Juha |
| September | 03.09.2018 | Monday | Janmashtami |
| | 21.09.2018 | Friday | Muharram |
| October | 02.10.2018 | Tuesday | Gandhi Jayanti |
| | 19.10.2018 | Friday | Dussehra |
| | 24.10.2018 | Wednesday | Vaishiki Jayanti |
| November | 07.11.2018 | Wednesday | Diwali II |
| | 21.11.2018 | Wednesday | ID A Milad |
| | 23.11.2018 | Friday | Guru Nanak Birthday |
| December | 25.12.2018 | Tuesday | Christmas Day |

e. Additional Charge Revoke Request – After returning from EL, you can request to revoke the additional charge from this tab.

- Click on **Additional Charge Revoke Request**.



- When you click on **Additional Charge Revoke Request**, the below screen appears:

This screenshot shows the 'Additional Charge Revoke Request' form. It is divided into two main sections: 'Additional Charge Details' and 'Request to Retain Charge'. The 'Additional Charge Details' section contains input fields for 'Earned Leave Start Date', 'Earned Leave End Date', 'Additional Charge Given To' (with a dropdown menu showing '00000000'), 'Additional Charge Given To (Name)', and 'Department'. The 'Request to Retain Charge' section includes a 'Joined On' date field, a large text area for 'Remarks', and a 'Submit' button.

- Enter the **Date** you joined back and give **Comments** and Click on “**Submit**” button:

This screenshot shows the 'Additional Charge Revoke Request' form with data entered. The 'Additional Charge Details' section is the same as in the previous screenshot. In the 'Request to Retain Charge' section, the 'Joined On' date is now '14.12.2018'. The 'Remarks' text area contains the text 'Please Approve'. The 'Submit' button is still present.

- Your request has been successfully updated:

Options ▾

✓ Request has been Successfully Updated.

Additional Charge Details

Earned Leave Start Date:

Earned Leave End Date:

Additional Charge Given To:

Additional Charge Given To (Name):

Department:

Request to Retain Charge

Joined On:

PLEASE APPROVE

Remarks:

3. Benefits and Payments –

- Click on **Benefits and Payments**.

UJVN - Employee Self-Service > Overview Full Screen Options

Employee Services

In this area, you can use services to record your working time, request leave, display your time account data and display public holidays.

Benefits and Payments

Display the plans in which you are currently enrolled, enroll in new benefit plans, and download an enrollment form. Display your salary statement.

General Requests

In this area, you can raise for NOC request and display the details of NOC requests, Annual Property return.

The learning page offers you functions to find and participate in suitable courses. It gives you individual, personalized access to the company's course offerings in the course catalog. It also offers the learning profile that helps you keep track of learning activities.

Work Events

In this area, you can use services for the E-Separation process.

Travel and Expenses

In the area, you can handle and process travel requests, travel plans, and expense reports.

Related Links

Most Frequently Used

- Reimbursement Module - Claims / Advances
- Submit Annual Property Return
- Traveler Work Center
- Personal Profile
- Bio Data
- NOC Request
- Create Leave Request
- GPF Statement
- IT Declaration
- Salary Statement
- Declare Air Conditioner

61,91px 1328 x 572px 100%

- When you click on **Benefits and Payments**, the below screen appears:

Overview UJVN - Employee Self-Service > Overview Full Screen Options

Benefits and Payments

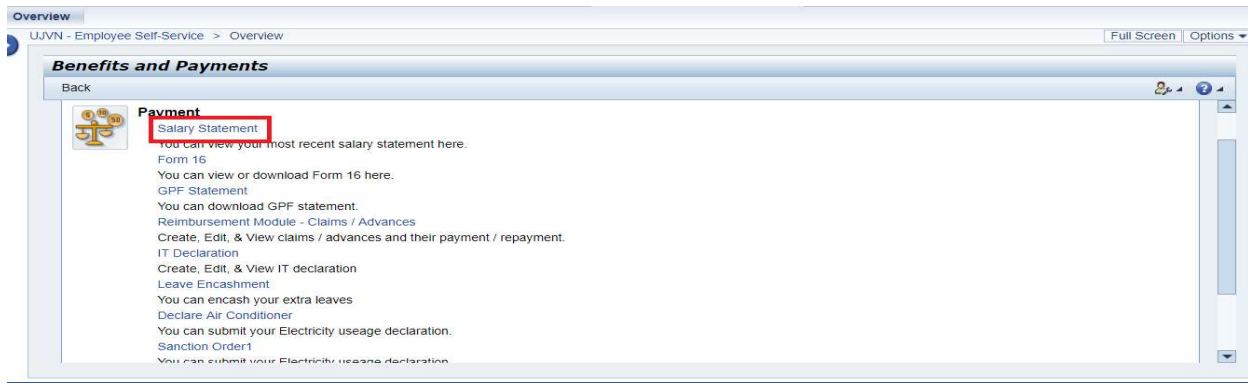
Back

Payment

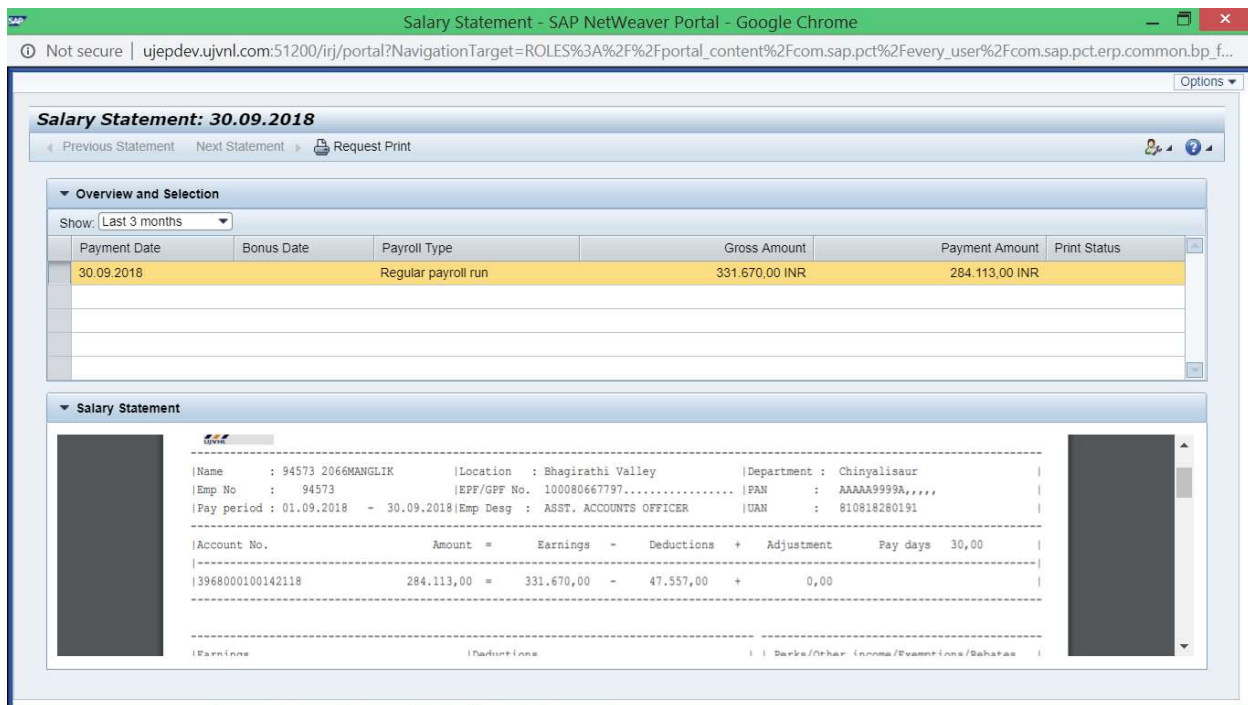
- Salary Statement
You can view your most recent salary statement here.
- Form 16
You can view or download Form 16 here.
- GPF Statement
You can download GPF statement.
- Reimbursement Module - Claims / Advances
Create, Edit, & View claims / advances and their payment / repayment.
- IT Declaration
Create, Edit, & View IT declaration
- Leave Encashment
You can encash your extra leaves
- Declare Air Conditioner
You can submit your Electricity usage declaration.
- Sanction Order1
You can submit your Electricity usage declaration.

a. **Salary Statement** – You can view your most recent salary statement here.

- Click on **Salary Statement**.

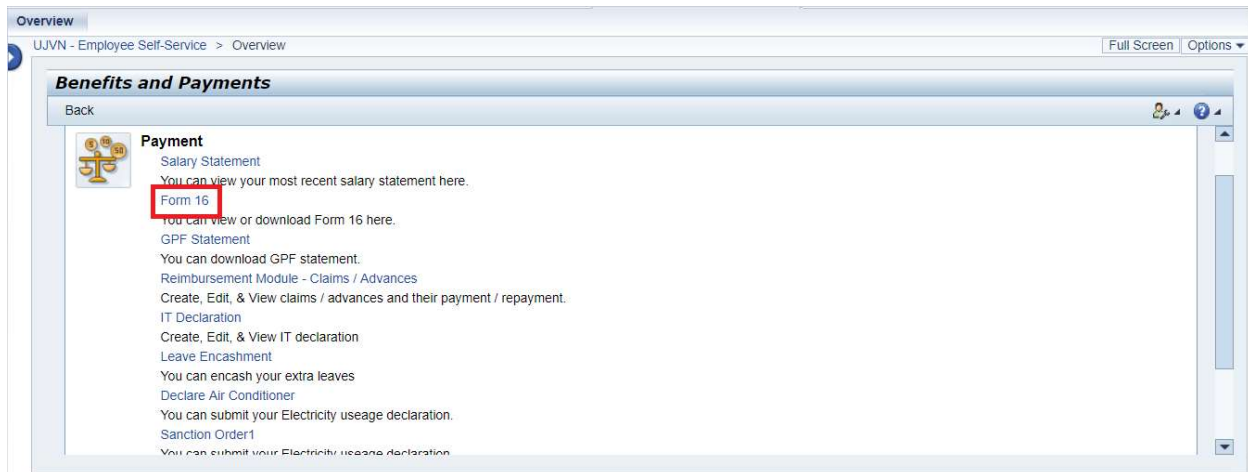


- When you click on **Salary Statement**, the below screen appears:



b. **Form 16** – You can view and download Form 16 here.

- Click on **Form 16**.



- When you click on **Form 16**, the below screen appears:

Form 16 - SAP NetWeaver Portal - Google Chrome

Not secure | ujdev.ujvn.com:51200/irj/portal?NavigationTarget=ROLES%3A%2F%2Fportal_content%2Fcom.sap.pct%2Fevery_user%2Fcom.sap.pct.erp.common.bp_f...

Options

Form 16: 2018

Previous Tax Form Next Tax Form

Overview

Tax Year: 2018

| Start Date | End Date | Company Code |
|------------|------------|--------------|
| 01.04.2018 | 31.03.2019 | 01 |

Form 16

00094573/AAAAA9999A, 94573 2066MANGLIK

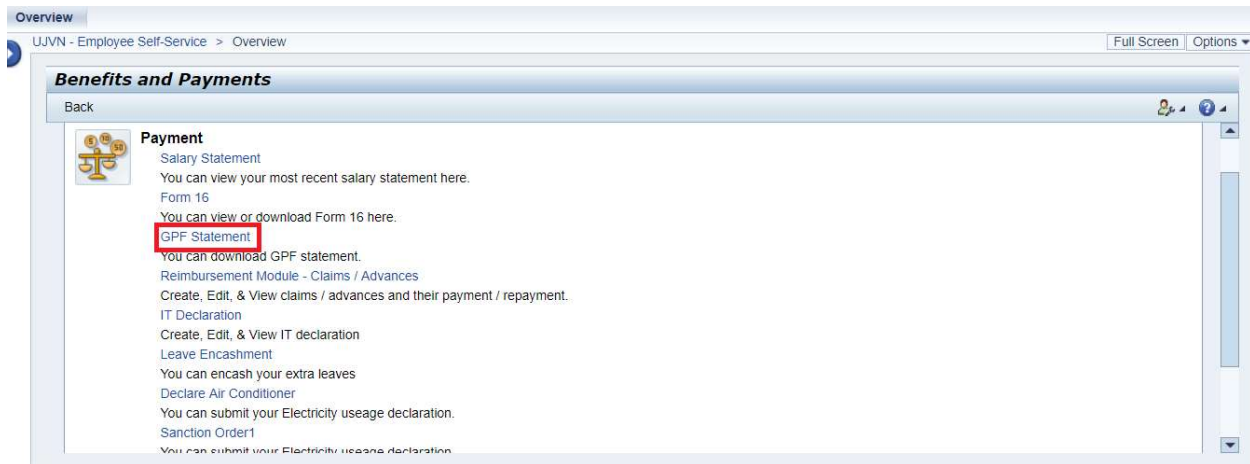
PART B (Annexure)

| Details of Salary paid and any other income and tax deducted | INR | INR | INR |
|---|-----------|-----|-----|
| 1. Gross salary | | | |
| (a) Salary as per provisions contained in sec.17(1) | 803764.00 | | |
| (b) Value of perquisites u/s 17(2) (as per Form No.12BA, wherever applicable) | 0.00 | | |

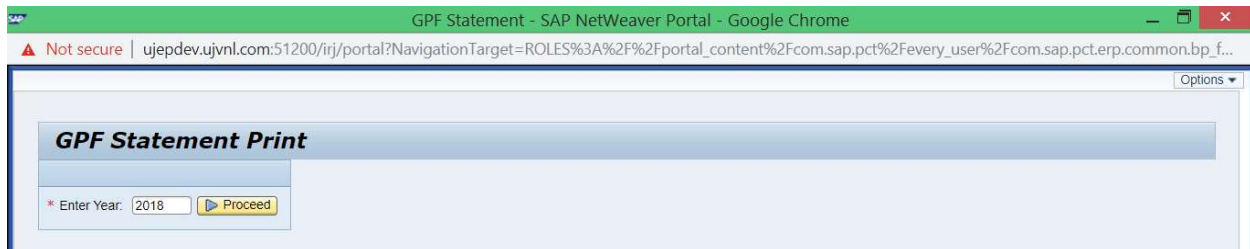
12:29 PM 10-12-18

c. GPF Statement – You can view or download your GPF statement here.

- Click on **GPF Statement**.



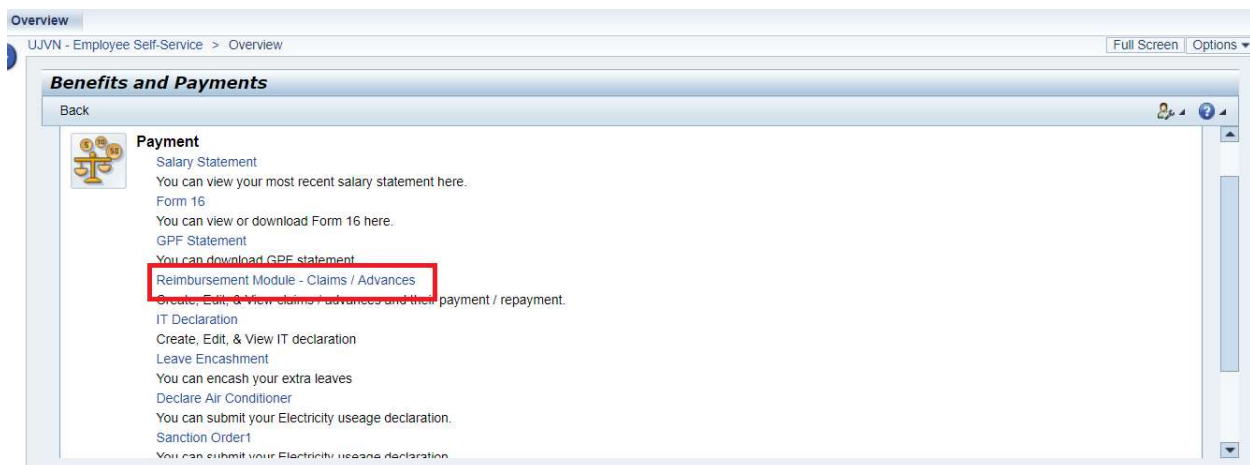
- When you click on **GPF Statement**, the following screen appears. Enter the **Year**.



This service will be available to GPF trust employees only.

d. Reimbursement Module – Claims/Advances – You can Create, Edit and View claims/advances and their payment/repayment here.

- Click on **Reimbursement Module – Claims/Advances**.



- The below screen appears:

Advanced Claims - India

✓ 2 records found for the selection.
Display Message Log

Active Queries

My Requests All Requests (2)

My Requests - All Requests

▶ Show Quick Criteria Maintenance [Change Query](#) [Define New Query](#)

View: [Standard View] Create Display Edit Delete | [Reimbursement Eligibility](#) | [LTC Eligibility](#) | Print Request | Information | [Print Version](#) | [Export](#)

Refresh

| Reimbursement Type | Reference Number | Creation Date From | Requested Value | Approved Value | Employee Name | Request Phase | Request Status | Approver | Current |
|--------------------|-------------------------------------|--------------------|-----------------|----------------|-------------------|---------------|----------------|----------------|---------|
| Medical Advance | Claim:0009457300003 | 15.10.2018 | 100,000.00 | 100,000.00 | 94573 2066MANGLIK | In-Process | Approved | | INR |
| Uniform | Claim:0009457300002 | 06.09.2018 | 300.00 | 300.00 | 94573 2066MANGLIK | Completed | Rejected | 91233 1215JAIN | INR |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |

Last Refresh 11.12.2018 12:24:43

- Click on **Create**.

Advanced Claims - India

✓ 2 records found for the selection.
Display Message Log

Active Queries

My Requests All Requests (2)

My Requests - All Requests

▶ Show Quick Criteria Maintenance [Change Query](#) [Define New Query](#)

View: [Standard View] Create Display Edit Delete | [Reimbursement Eligibility](#) | [LTC Eligibility](#) | Print Request | Information | [Print Version](#) | [Export](#)

Refresh

| Reimbursement Type | Reference Number | Creation Date From | Requested Value | Approved Value | Employee Name | Request Phase | Request Status | Approver | Current |
|--------------------|-------------------------------------|--------------------|-----------------|----------------|-------------------|---------------|----------------|----------------|---------|
| Medical Advance | Claim:0009457300003 | 15.10.2018 | 100,000.00 | 100,000.00 | 94573 2066MANGLIK | In-Process | Approved | | INR |
| Uniform | Claim:0009457300002 | 06.09.2018 | 300.00 | 300.00 | 94573 2066MANGLIK | Completed | Rejected | 91233 1215JAIN | INR |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |

- Select **Reimbursement Type** – Mobile Bill, **Request Type** – Claim, **Select mobile number** from drop down, Bill No. **Bill date** and **Requested Amount** shown below:

Create Request (Advanced Claims - India): Step 1 (Details)

Previous Next



* Reimbursement Type: Mobile Bill

* Request Type: Claim

Requested Amount: 500.00

Off-Cycle Requested: ☒

Tax Exemption Requested: ☒

Add Line Delete Line Calculate

| *Line No: | *Mobile Number* | *Bill No.* | *Bill Date* | *Requested Amount |
|-----------|-----------------|------------|-------------|-------------------|
| 0001 | 9999999999 | 1111 | 02.02.2018 | 500.00 |

- Click on "I Acknowledge & Accept":

☒ I Acknowledge & Accept [Terms and Conditions](#)

Comments

- Click on **Next** button to validate the request:

Create Request (Advanced Claims - India): Step 2 (Review)

Previous Next Save Draft

☒ Request validation is successful



- Click on **Next** – Request will be created as shown:

- Click on **Create**.

The screenshot shows the 'IT Declarations - India' portal. At the top, there is a message: 'No requests for the selection criteria' with a green checkmark and a 'Display Message Log' link. Below this is the 'Active Queries' section, which includes 'My Requests' and 'All Requests (0)'. The 'My Requests - All Requests' section has a 'Show Quick Criteria Maintenance' link. A toolbar contains several icons: 'Create' (highlighted with a red box), 'Display', 'Edit', 'Delete', 'Print Request', 'Form 12BB', 'Information', and 'Refresh'. Below the toolbar is a table with the following columns: Full Name, Employee Number, IT - Declaration Type, Creation Date, Employee Name, Request Phase, Request Status, Tax Exemption Approved, and Multiple Line. The table is currently empty.

- Select **Declaration Type** from drop down:

The screenshot shows the 'Create Request (IT Declarations - India): Step 1 (Details)' form in the SAP NetWeaver Portal. The browser address bar shows the URL: 'ujepdev.ujvnl.com:51200/irj/portal?NavigationTarget=ROLES%3A%2F%2Fportal_content%2Fcom.sap.pct%2Fevery_user%2Fcom.sap.pct.erp.common.bp_f...'. The page has a search bar and links for 'New Session', 'SAP Store', and 'Log off'. The 'Overview' section shows 'UJVN - Employee Self-Service > Overview'. The 'Create Request (IT Declarations - India): Step 1 (Details)' section has a progress bar with three steps: '1 Details', '2 Review', and '3 Submit'. The 'IT - Declaration Type' dropdown menu is open, showing the following options: 'Housing (HRA / CLA / COA)', 'Income From Other Sources', 'Previous Employment Tax Details', 'Section 80C Deductions', and 'Section 80 Deductions'.

- Enter **Investment details/contributions**:

Claim Advance Request - SAP NetWeaver Portal - Google Chrome

Not secure | ujepdev.ujvn.com:51200/irj/portal?NavigationTarget=ROLES%3A%2F%2Fportal_content%2Fcom.sap.pct%2Fevery_user%2Fcom.sap.pct.erp.common.bp_f...

SAP Search: [] New Session SAP Store Log off

Back Forward History Favorites Personalize View Help Welcome: AMIT MANGLIK,

MSS - DGM/GM/HODS MSS - CSPPD MSS - Training Admin MSS - Central HR UJVN - Employee Self-Service

Overview UJVN - Employee Self-Service > Overview Full Screen Options

Create Request (IT Declarations - India): Step 1 (Details)

Previous Next

1 Details 2 Review 3 Submit

* IT - Declaration Type: Section 80C Deductions

Actual Amount: 0.00

Proposed Amount: 0.00

Begin Date: 01.04.2018

End Date: 31.03.2019

☐ Consider Actuals

Calculate

| Line Number | Investments/Contributions | Maximum Limit | Currency | Evidence | Proposed Investment | Previous Approved Amount | Actual A |
|-------------|---------------------------|---------------|----------|----------|---------------------|--------------------------|----------|
| | | | | | | | |

- Click on "I Acknowledge and Accept":

☒ I Acknowledge & Accept [Terms and Conditions](#)

Comments

- Message will appear as shown below:

Create Request (IT Declarations - India): Step 2 (Review)

Previous Next Save Draft

☒ Request validation is successful

1 Details 2 Review 3 Submit

- Request Created.

Create Request (IT Declarations - India): Step 3 (Submit)

Previous Next

☒ Request validation is successful

☒ Request created successfully. Request number: 0000001100052.

☒ Refresh the Overview screen to view your request

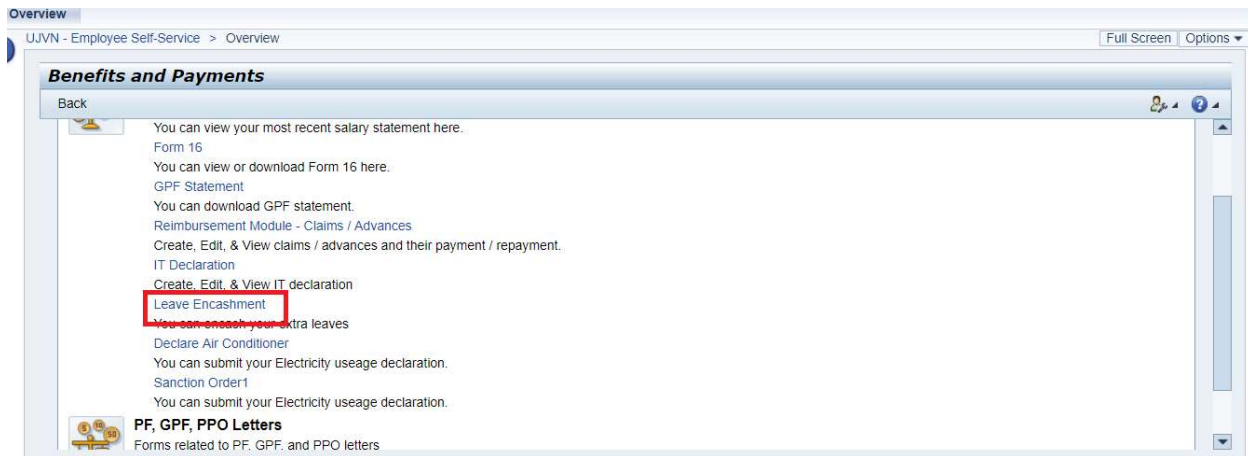
1 Details 2 Review 3 Submit

[Create New Request](#)

[Close Window](#)

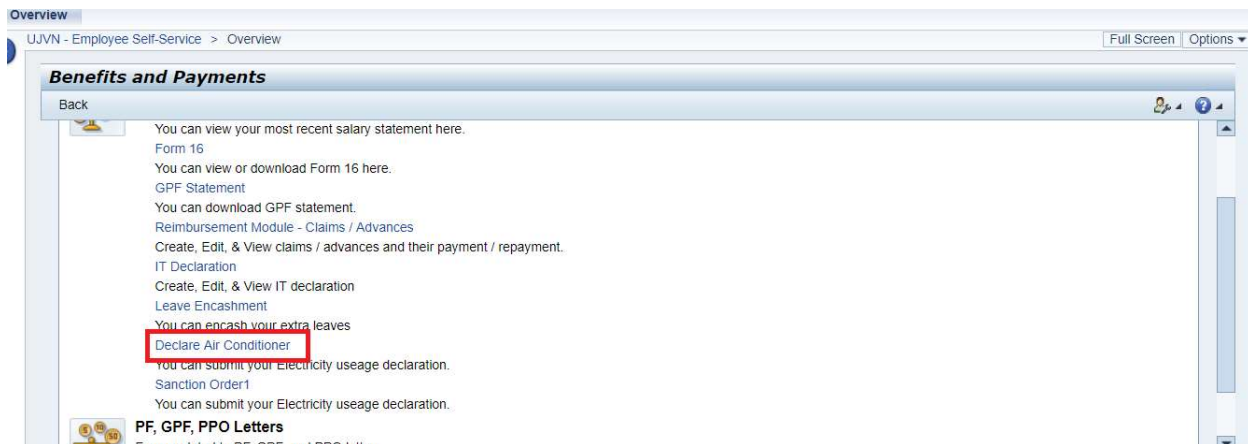
f. **Leave Encashment** – You can encash your extra leaves here.

- Click on **Leave Encashment**.

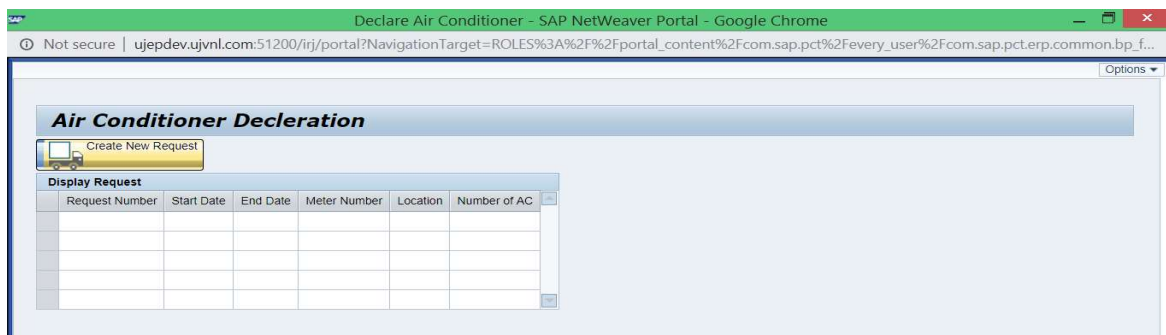


g. **Declare Air Conditioner** - You can submit your electricity usage declaration here.

-Click on **Declare Air Conditioner**.




The below screen appears:



- Click on **New Request**.

Air Conditioner Declaration

 Create New Request

Display Request

| Request Number | Start Date | End Date | Meter Number | Location | Number of AC |
|----------------|------------|------------|--------------|----------|--------------|
| 00001 | 11.12.2018 | 31.12.9999 | 123456 | Dehradun | 2 |
| | | | | | |
| | | | | | |
| | | | | | |

- Enter **Start Date**, **Meter Number**, **Location** and **Number of AC** and tick on “**I hearby authorize M/S UJVNL to deduct electricity charges for AC uses as per company policy**”

Declare Air Conditioner - SAP NetWeaver Portal - Google Chrome

Not secure | ujepdev.ujvnl.com:51200/irj/portal?NavigationTarget=ROLES%3A%2F%2Fportal_content%2Fcom.sap.pct%2Fevery_user%2Fcom.sap.pct.erp.common.bp_f...

Create Request

Request number: 00001

Start Date: 11.12.2018

End Date: 31.12.9999

Meter Number: 123456

Location: Dehradun

Number of AC: 2

☒ I hearby authorize M/S UJVNL to deduct electricity charges for AC uses as per company policy

[Back](#)
[Submit Request](#)

- Click on **Submit Request**.

Create Request

Request number: 00002

Start Date: 11.12.2018

End Date: 31.12.9999

Meter Number: 123456

Location: Dehradun

Number of AC: 2

☒ I hearby authorize M/S UJVNL to deduct electricity charges for AC uses as per company policy

[Back](#)
[Submit Request](#)

- Your request has been submitted successfully.

Request has been submitted successfully

Create Request

Request number: 00001

Start Date: 11.12.2018

End Date: 31.12.9999

Meter Number: 123456

Location: Dehradun

Number of AC: 2

☒ I hearby authorize M/S UJVNL to deduct electricity charges for AC uses as per company policy

[Back](#)
[Submit Request](#)

h. Sanction Order – You can apply for sanctioning allowance from here.

- Click on **Sanction Order**.

Overview


UJVN - Employee Self-Service > Overview

Full Screen Options

Benefits and Payments

Back

You can download GPF statement.
 Reimbursement Module - Claims / Advances
 Create, Edit, & View claims / advances and their payment / repayment.
 IT Declaration
 Create, Edit, & View IT declaration
 Leave Encashment
 You can encash your extra leaves
 Declare Air Conditioner
 You can submit your Electricity usage declaration.
Sanction Order
 You can submit your Electricity usage declaration.

 **PF, GPF, PPO Letters**
 Forms related to PF, GPF, and PPO letters
 Download forms

- The below screen appears:

Options

View: [Standard View] | Print Version | Export | Refresh

| Sanction Req. Ref. | Sanction Order Type | Request Status | Raise By(Emp ID) | Raise By(Name) | Sanction Date | Pending With(Emp ID) | Pending With(Name) | Next Approver(Er |
|--------------------|------------------------------|----------------|------------------|-------------------|---------------|----------------------|--------------------|------------------|
| 0000000221 | Computer Allowance | New | 94573 | 94573 2066MANGLIK | 01.09.2018 | 00091233 | 91233 1215JAIN | 00091230 |
| 0000000223 | Mobile Handset reimbursement | New | 94573 | 94573 2066MANGLIK | 10.12.2018 | 00091233 | 91233 1215JAIN | 00091230 |

Sanction Order Request

Select Sanction Order:

Sanction Order Request Date:

- Select Sanction Order from the Dropdown menu.

SAP

Sanction Order1 - SAP NetWeaver Portal - Google Chrome

Not secure | ujepdev.ujvn.com:51200/itj/portal?NavigationTarget=ROLES%3A%2F%2Fportal_content%2Fcom.sap.pct%2Fevery_user%2Fcom.sap.pct.erp.common.bp_f...

Options

View: [Standard View] | Print Version | Export | Refresh

| Sanction Req. Ref. | Sanction Order Type | Request Status | Raise By(Emp ID) | Raise By(Name) | Sanction Date | Pending With(Emp ID) | Pending With(Name) | Next Approver(Er |
|--------------------|------------------------------|----------------|------------------|-------------------|---------------|----------------------|--------------------|------------------|
| 0000000221 | Computer Allowance | New | 94573 | 94573 2066MANGLIK | 01.09.2018 | 00091233 | 91233 1215JAIN | 00091230 |
| 0000000223 | Mobile Handset reimbursement | New | 94573 | 94573 2066MANGLIK | 10.12.2018 | 00091233 | 91233 1215JAIN | 00091230 |

Sanction Order Request

Select Sanction Order:

Sanction Order Request Date:

FPPA (Family Planning Pay)
 Computer Allowance
 Washing Allowance
 Training Allowance
 Site Compensatory Allowance
 Bi-lingual Allowance
 Border Allowance
 Handicap Allowance

- Enter **Sanction Order Request Date** and Click on **Submit** button.

View: [Standard View] | Print Version | Export | Refresh

| Sanction Req. Ref. | Sanction Order Type | Request Status | Raise By(Emp ID) | Raise By(Name) | Sanction Date | Pending With(Emp ID) | Pending With(Name) | Next Approver(Er |
|--------------------|------------------------------|----------------|------------------|-------------------|---------------|----------------------|--------------------|------------------|
| 0000000221 | Computer Allowance | New | 94573 | 94573 2066MANGLIK | 01.09.2018 | 00091233 | 91233 1215JAIN | 00091230 |
| 0000000223 | Mobile Handset reimbursement | New | 94573 | 94573 2066MANGLIK | 10.12.2018 | 00091233 | 91233 1215JAIN | 00091230 |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

Sanction Order Request

Select Sanction Order: Reimbursement of Local Travel Expenses

Sanction Order Request Date: 11.12.2018

Submit

- Your request has been successfully submitted.

Options

☒ Request submitted.

View: [Standard View] | Print Version | Export | Refresh

| Sanction Req. Ref. | Sanction Order Type | Request Status | Raise By(Emp ID) | Raise By(Name) | Sanction Date | Pending With(Emp ID) | Pending With(Name) | Next Approver(Er |
|--------------------|------------------------------|----------------|------------------|-------------------|---------------|----------------------|--------------------|------------------|
| 0000000221 | Computer Allowance | New | 94573 | 94573 2066MANGLIK | 01.09.2018 | 00091233 | 91233 1215JAIN | 00091230 |
| 0000000223 | Mobile Handset reimbursement | New | 94573 | 94573 2066MANGLIK | 10.12.2018 | 00091233 | 91233 1215JAIN | 00091230 |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

Sanction Order Request

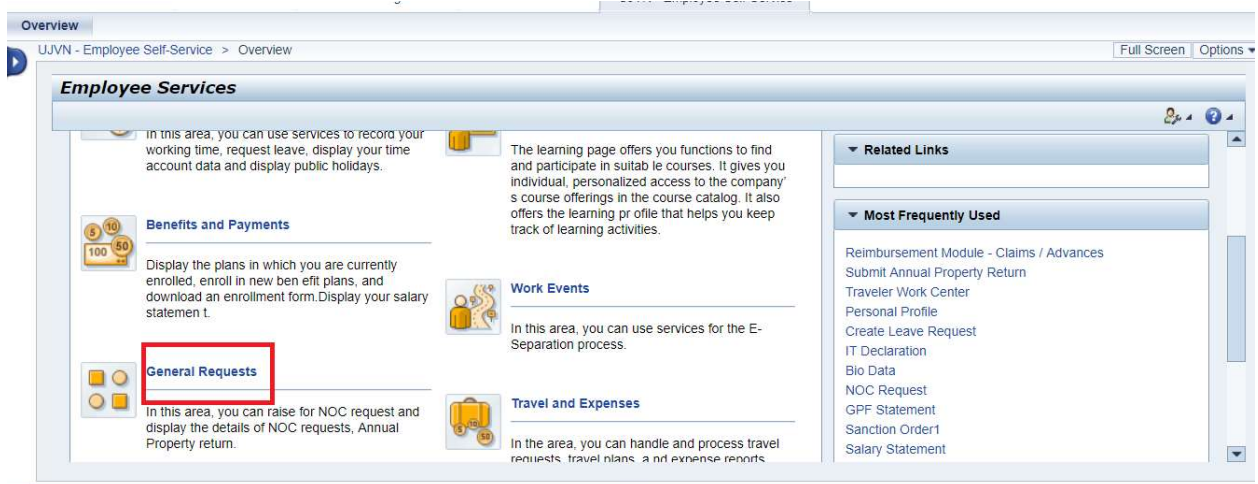
Select Sanction Order: Reimbursement of Local Travel Expenses

Sanction Order Request Date: 11.12.2018

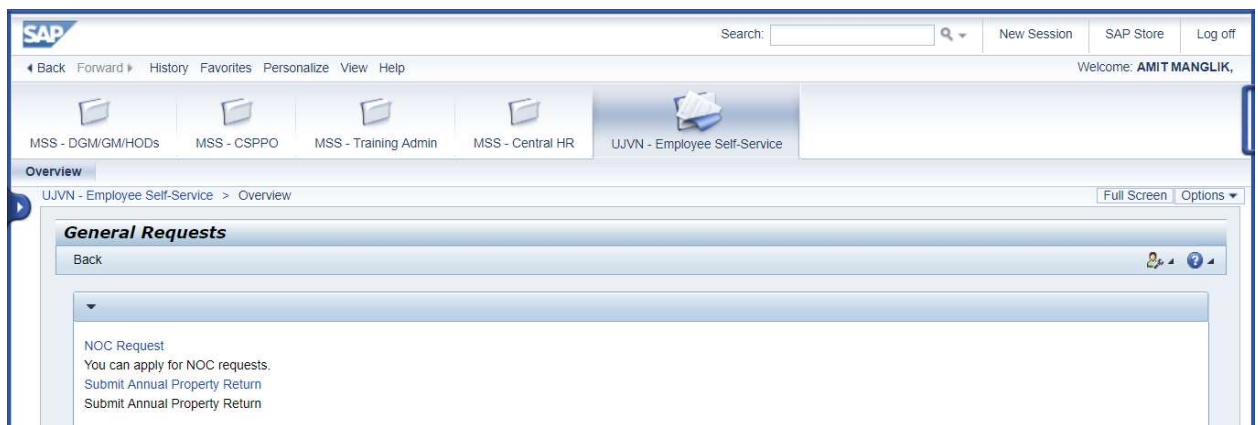
Submit

4. General Request – You can raise for NOC request and display the details of NOC requests and annual property return.

- Click on **General Requests**.

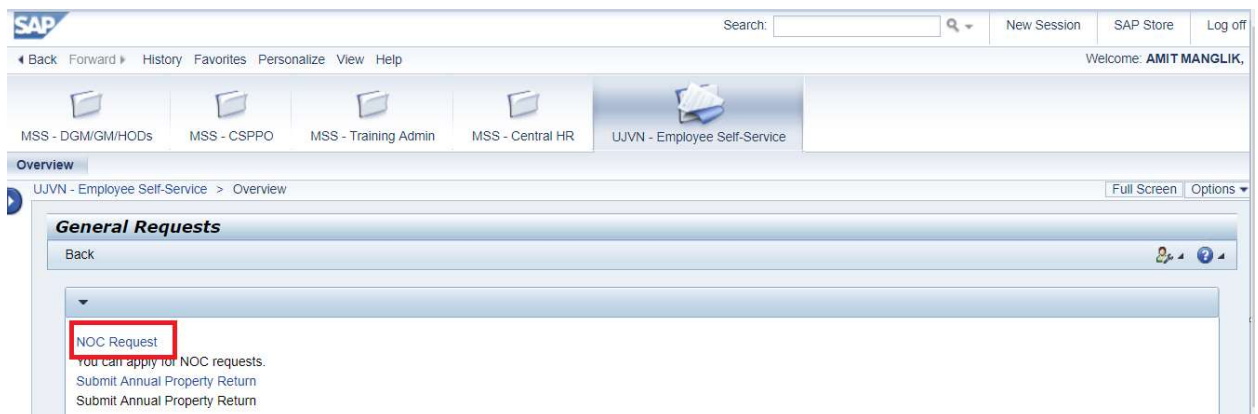


- The below screen appears:



a. **NOC Request** – You can apply for NOC request here.

- Click on **NOC Request**



- The below screen appears:

NOC Creation

NOC Request Number: 0000000000 NOC Code: Creation Date: Status:

Search Create NOC Request

View: [Standard View] Print Version Export

| S.No. | NOC Request No. | Created by ID | Created by | NOC Code | NOC Code Description | Created on | Status | Status Desc. | Current Approver | Current Approver Name | Next Approver | N |
|-------|-----------------|---------------|------------|----------|----------------------|------------|--------|--------------|------------------|-----------------------|---------------|---|
|-------|-----------------|---------------|------------|----------|----------------------|------------|--------|--------------|------------------|-----------------------|---------------|---|

- Click on **Create NOC Request**.

NOC Creation

NOC Request Number: 0000000000 NOC Code: Creation Date: Status:

Search **Create NOC Request**

View: [Standard View] Print Version Export

| S.No. | NOC Request No. | Created by ID | Created by | NOC Code | NOC Code Description | Created on | Status | Status Desc. | Current Approver | Current Approver Name | Next Approver | N |
|-------|-----------------|---------------|------------|----------|----------------------|------------|--------|--------------|------------------|-----------------------|---------------|---|
|-------|-----------------|---------------|------------|----------|----------------------|------------|--------|--------------|------------------|-----------------------|---------------|---|

- The below screen will be shown:

NOC Creation - New

Personnel No.: 00094573 94573 2066MANGLIK

Date: 10.12.2018

* NOC Code:

Proceed to Creation Cancel

- Select **NOC Code** from Help:

Search: NOC Code

Search Criteria

NOC Code is

NOC Text is

Maximum Number of Results: 500

Search Clear Entries Reset to Default

Results List: 8 results found for NOC Code

| NOC Code | NOC Text |
|----------|--------------------------------|
| N001 | New Passport and Renewal |
| N002 | Higher Education |
| N003 | Outside Appointment |
| N004 | Deputation to other Department |
| N005 | Purchase or Sell property |
| N006 | Lecture |
| N007 | Conduct Interview |
| N008 | Applying for VISA |

- Click on “Proceed to Creation”.

The screenshot shows the 'NOC Creation - New' form. At the top, there are input fields for 'Personnel No.' (00094573) and '94573 2066MANGLIK'. Below that is a 'Date' field (11.12.2018). A section labeled '* NOC Code:' shows 'N001' and 'New Passport and Renewal'. At the bottom of this section, the 'Proceed to Creation' button is highlighted with a red rectangular box, and a 'Cancel' button is next to it.

- Fill all the required fields

This screenshot shows the 'NOC Creation - New' form with all fields filled. The 'Proceed to Creation' button is still visible. Below the form, there is a section titled 'NOC for New Passport / Renewal' with a heading: 'Information to be furnished with regard to "No Objection Certificate" for Renewal/New Pass Port to visit abroad in accordance with provision contained in B.O.No.367-G-SEB-K-I-142A/1980 dated 24-2-1981'. The form contains various fields for personal and professional details, including 'Name of officer', 'Designation', 'Permanent Address', 'Purpose of visiting abroad', and 'Total Period of leave required for visiting abroad in Days'. The 'Submit' button is highlighted with a red box at the bottom left.

- Click on “Submit” button.

This screenshot shows the 'NOC Creation - New' form with the 'Submit' button highlighted by a red box. The form contains the same information as the previous screenshot, including the 'NOC for New Passport / Renewal' section with its heading and various input fields. The 'Submit' button is located at the bottom left of the form.

- NOC Request is created.

☒ Data Updated

NOC Creation - New

Personnel No.: 00094573 94573 2066MANGLIK
 Date: 11.12.2018
 * NOC Code: N001 New Passport and Renewal

NOC for New Passport / Renewal

Information to be furnished with regard to "No Objection Certificate" for Renewal/New Pass Port to visit abroad in accordance with provision contained in B.O.No.367-G-SEB-K-I-142A/1980 dated 24-2-1981

Name of officer: 94573 2066MANGLIK Designation: ASST. ACCO
 Father's / Husband's Name: Permanent Address:
 If Permanent, state date of confirmation together with post: Name of the countries to be visited: If temporary, state date of regular appointment in the Board/Nigam: Complete postal address/addresses during stay abroad:
 Purpose of visiting abroad: Period of stay abroad in Days: 0
 Total Period of leave required for visiting abroad in Days: 0
 Source of financing the above expenses: Approx. amount to be incurred on proposed visit abroad in INR:
 Whether 'No Objection certificate' has already been rejected in past: What was the Purpose of visit abroad if performed in past:

b. Submit Annual Property Return

- Click on **Submit Annual Property Return**.

MSS - DGM/GM/HODs MSS - CSPPO MSS - Training Admin MSS - Central HR UJVN - Employee Self-Service

Overview UJVN - Employee Self-Service > Overview Full Screen Options

General Requests

Back

NOC Request
 You can apply for NOC requests
 Submit Annual Property Return
 Submit Annual Property Return

The below screen appears:

Annual Property Return Form


* Enter Year: Proceed

- Enter the **Year** for which the property is to be declared.


Annual Property Return Form

* Enter Year:

- Click on “**Proceed**” button.



Annual Property Return Form

* Enter Year: 2018 

- When you Click on Proceed button, the below screen will appear:

The screenshot displays the Bhu-Misra application interface after clicking the "Proceed" button. It features two main sections, each containing a table for recording land-related information.

Bhumi Samyada Section:

- A header box contains instructions in Hindi: "(ख) उनके लिए जिनके पास अचल सम्पत्ति है। मैं एतद्वारा घोषणा करता/करती हूँ कि मैं निम्न प्रकार की अचल सम्पत्ति का स्वामी/की स्वामिनी हूँ। भूमि सम्यदा"
- Below the header is a toolbar with "View:" set to "[Standard View]", and buttons for "Append Row", "Delete", and "Save".
- The table has columns: जनपद (District), तहसील (Taluk), ग्राम (Village), क्षेत्र एकड़ में (Area in Acres), अर्जित या पैत्रिक, यदि अर्जित की गयी है तो उसके अर्जन का दिनांक (Acquired or Ancestral, if acquired, date of acquisition), वार्षिक राजस्व (Annual Revenue), अनुमानित मूल्य (Estimated Value), and टिप्पणी (Remarks).
- The table body is currently empty.

Ghar Samyada Section:

- A similar header box contains instructions: "गृह सम्यदा"
- It also includes a toolbar with "View:" set to "[Standard View]" and "Append Row", "Delete", and "Save" buttons.
- The table has columns: क्रम (Serial Number), ग्राम नगर / उप नगर (Town/Village), जनपद (District), गृह संख्या (House Number), अर्जित या पैत्रिक, यदि अर्जित की गयी है तो उसके अर्जन का दिनांक (Acquired or Ancestral, if acquired, date of acquisition), क्या खरबं रहने के लिए प्रयोग कर रहे हैं या किराये पर दिया है ? (Is it used for residence or let?), वार्षिक किराया (Annual Rent), अनुमानित मूल्य (Estimated Value), and टिप्पणी (Remarks).
- The table body is currently empty.

-Click on **“Append Row”** to enter data:

मैं एतद्वारा घोषणा करता/करती हूँ कि मैं निम्न प्रकार की अचल सम्पत्ति का स्वामी/की स्वामिनी हूँ।

भूमि सम्पदा


| जनपद | तहसील | ग्राम | क्षेत्र एकड़ में | अर्जित या पैत्रिक, यदि अर्जित की गयी हे तो उसके अर्जन |
|------|-------|-------|------------------|---|
| | | | | |
| | | | | |
| | | | | |


- (ख) उनके लिए जिनके पास अवल सम्पत्ति है।

मैं एतद्वारा घोषणा करता/करती हूँ कि मैं निम्न प्रकार की अवल सम्पत्ति का स्वामी/की स्वामिनी हूँ।

भूमि सम्पदा

| जनपद | तहसील | ग्राम | क्षेत्र एकड़ में | अर्जित या पैत्रिक, यदि अर्जित की गयी है तो उसके अर्जन का दिनांक | वार्षिक राजस्व | अनुमानित मूल्य | टिप्पणी |
|------|-------|-------|------------------|---|----------------|----------------|---------|
| | | | | | 0.00 | 0.00 | |

- All  1

 Data Saved for भूमि सम्पदा

- यदि में भविष्य में कोई अन्य अचल सम्पत्ति अर्जित करता/करती हूँ तो इस तथ्य को उपर्युक्त प्रपत्र में सम्पत्ति अर्जित करने के दिनांक पाने के दिनांक से एक मास के भीतर घोषित कर दूंगा/दूंगी।

टिप्पणी:- अचल सम्पत्ति में ऐसा भवन व भूमि सम्पदा जो बन्धक व पट्टे के रूप में अधिकारी/कर्मचारी या उसकी पत्नी/ उसके पति या उसकी ओर से उसके कुटुम्ब का कोई सदस्य जो उसके साथ संयुक्त हो या साथ रहता हो या किसी प्रकार उस पर आश्रित हो, द्वारा धारित या प्रतिबन्ध तो इस घोषणा के प्रयोजनार्थ अधिकारी द्वारा ही धारित या प्रतिबन्धित की गयी, समझी जाएगी।

- Options ▾


बत सम्पत्ति

1 उनके लिए विनयेत पास कोड बत सम्पत्ति नहीं है।

2 पास घोषणा करता/करती है कि वेर पास कोई बत सम्पत्ति नहीं है। यदि मैं एट्रिब्यूट को कोई बत सम्पत्ति प्रारण करता/करती हूँ तो उस तथ की घोषणा अपनी तालमबन्धित अर्थात् की पकड़नीय घोषणा से कर दूँगा/दूँगी।


3 लिए विनयेत पास बत सम्पत्ति है।

4 घोषणा करता/करती है कि मैं निम्न प्रकार की बत सम्पत्ति का तालमबन्धित हूँ।

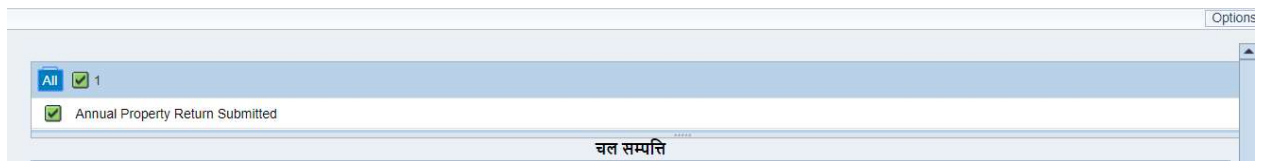
[Standard View] ▾ Append Row Delete Save 

| बत का विवरण | क्या प्रारण करने की तिथि | मुख्य | क्या कुर्याप्रारण करने हेतु पूर्ण अनुज्ञा प्राप्त की गयी थी ? यदि हा, तो उस अनुज्ञा की संख्या क्या दिनांक | टिप्पणी |
|-------------|--------------------------|-------|---|---------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

5 का कारणों ब्लैक ऐली बत सम्पत्ति से है, जिसका मुख्य कार्यात्मक के एक माह के मुक्त काल से अधिक हो।

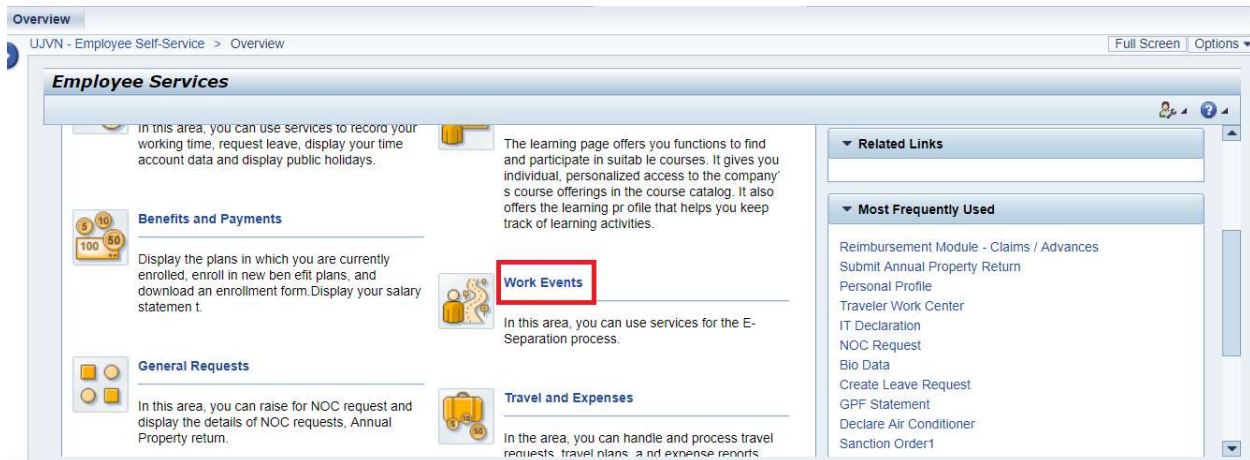


- Your request has been submitted successfully.

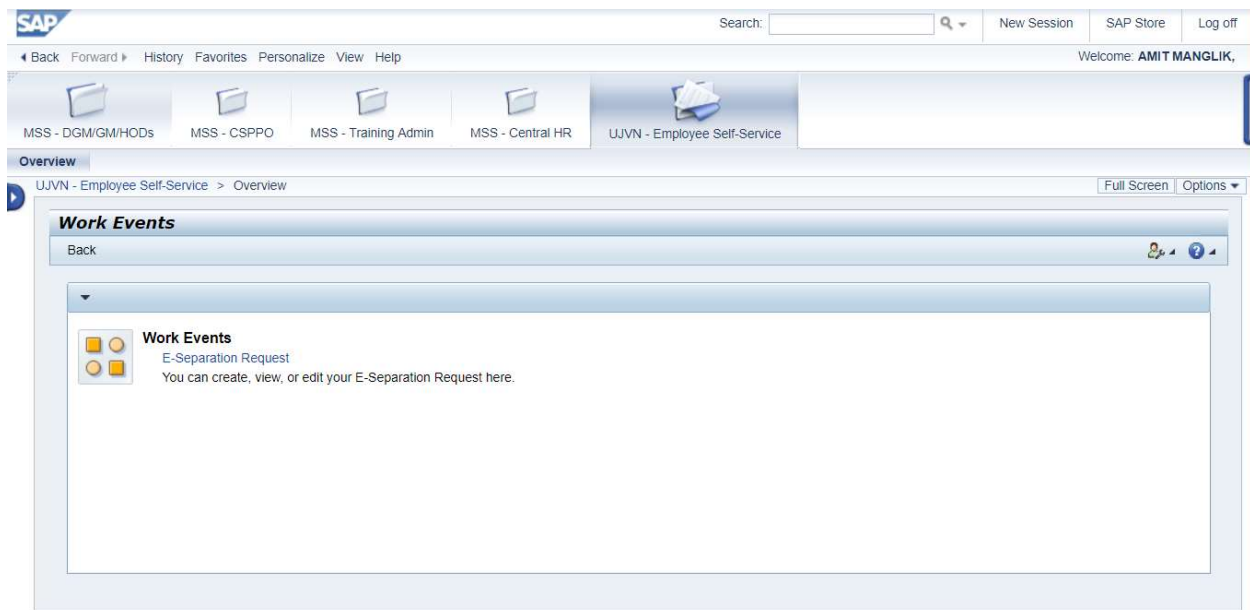


5. Work Events – You can use services for the E- Separation process here.

- Click on **Work Events**.

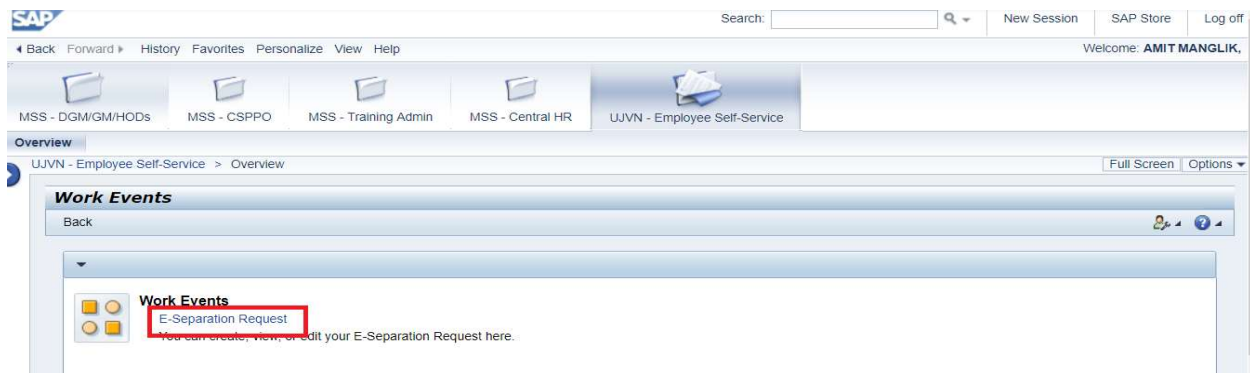


- When you click on **Work Events**, the below screen appears:

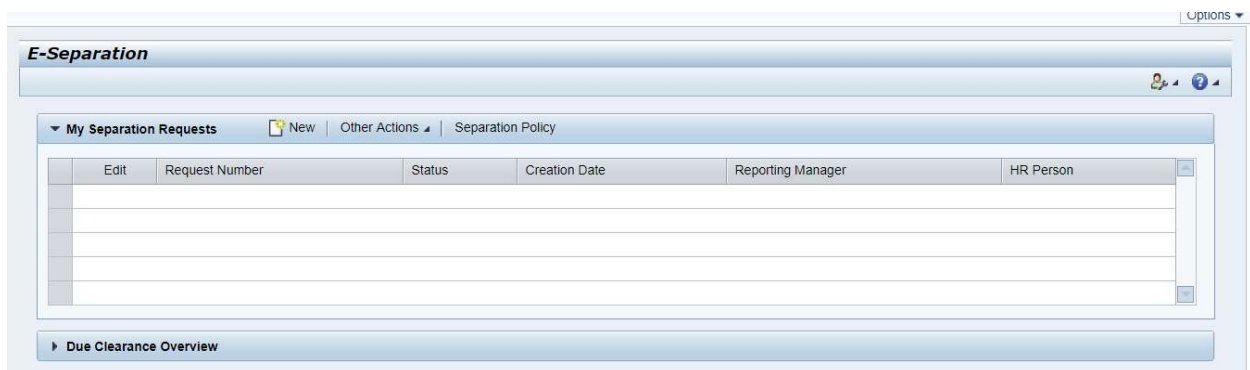


E- Separation Request – You can create, view and edit your E-separation Request here.

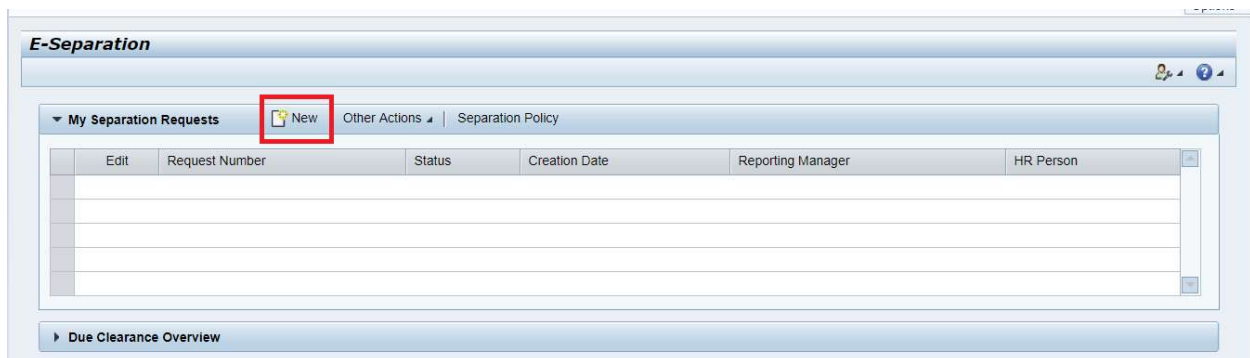
- Click on **E- Separation Request**.



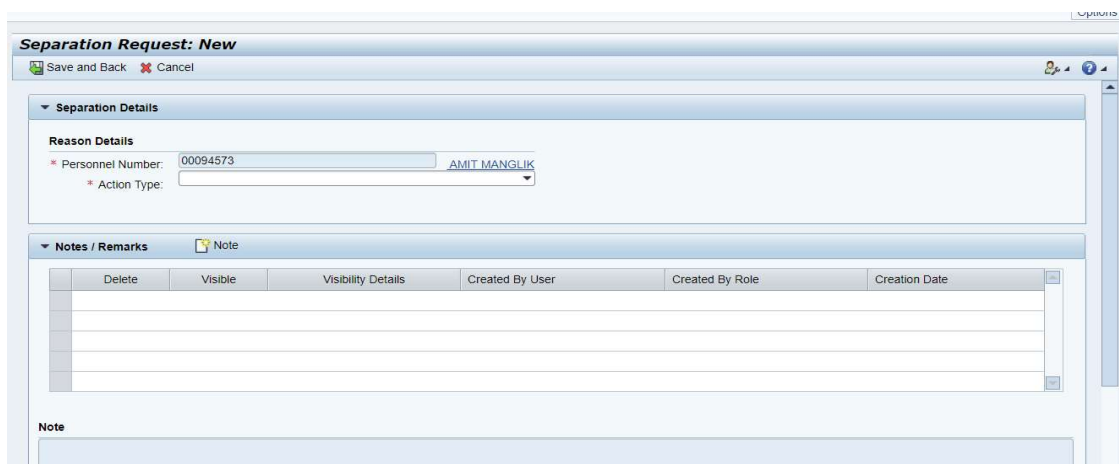
- The below screen appears:



- Click on **New**.



- The below screen appears:



- Enter all the mandatory details (marked as *) in the below screen

The screenshot shows a web application window titled "Separation Request: New". At the top, there are buttons for "Save and Back" and "Cancel". Below the title bar, there is a section for "Separation Details". This section is divided into two main areas: "Reason Details" and "Future Communication".

Reason Details:

- * Personnel Number: 00093709
- * Action Type: Separation - UJVNL
- * Reason for Action: Resignation
- * Detailed Reason: Location Constraint
- * Relieving Date (R): 31.12.2018

Future Communication:

- * Personal E-mail ID: abc@gmail.com
- * Personal Phone No.: 9874563210
- * Address: 123456abd

Below these sections is a "Separation/Dissatisfaction Rsn" section with several checkboxes and text fields:

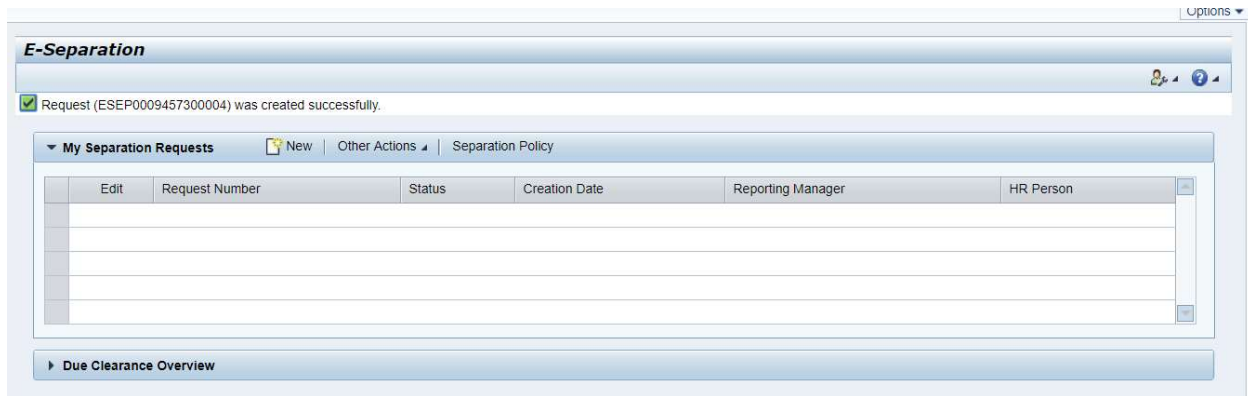
- Nature of Job: ☐
- Inter Personal Rel.: ☐
- Lack of Prom.Avenues: ☐
- Place of Posting: ☒
- Children's Education: ☐
- Organisation policy: ☐
- Work Culture: ☐
- * Details of new Job: Choice of Location
- * Any specific Comment: N/A

At the bottom of the form, there is a "Notes / Remarks" section with a "Note" button.

- After entering all the details, Click on **Save and Back**.

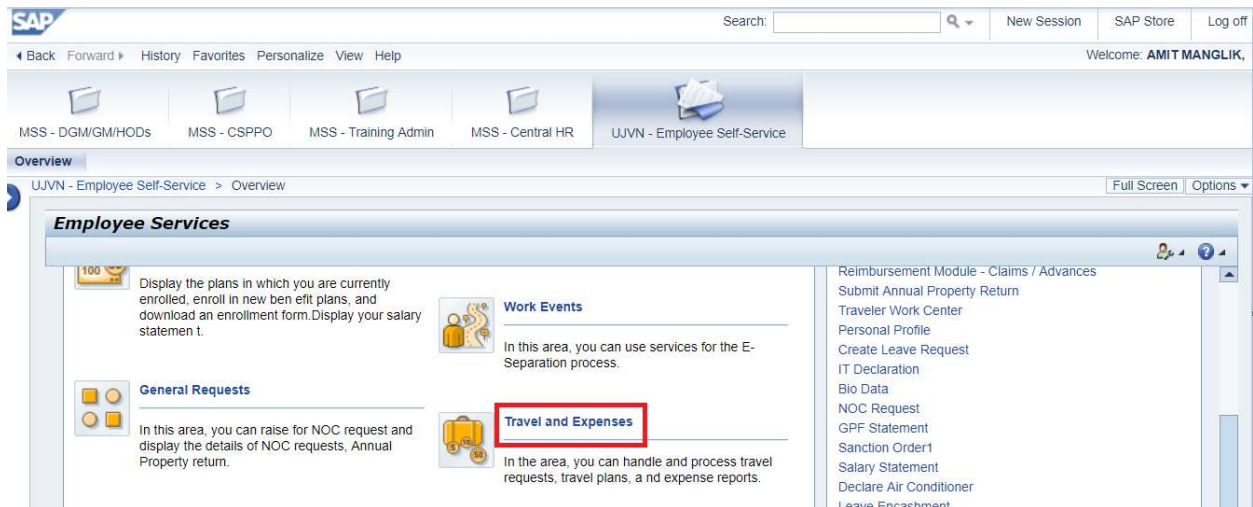
This screenshot is identical to the previous one, showing the "Separation Request: New" form. The "Save and Back" button is highlighted with a red rectangle, indicating the next step in the process. The form contains the same data as the previous screenshot, with all mandatory fields filled out.

- Your request was submitted successfully.

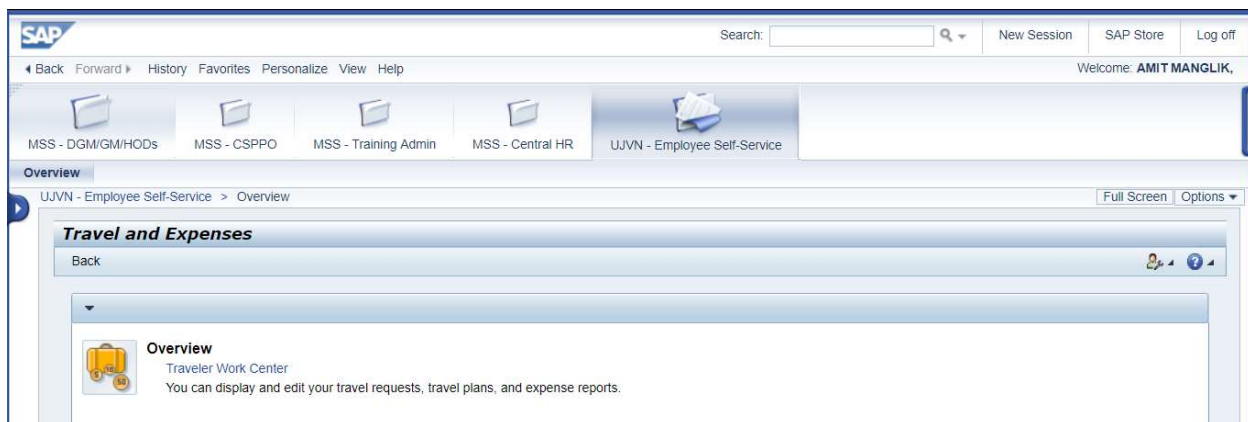


6. Travel and Expenses – You can handle travel requests, travel plans and expense reports here.

- Click on **Travel & Expenses**.

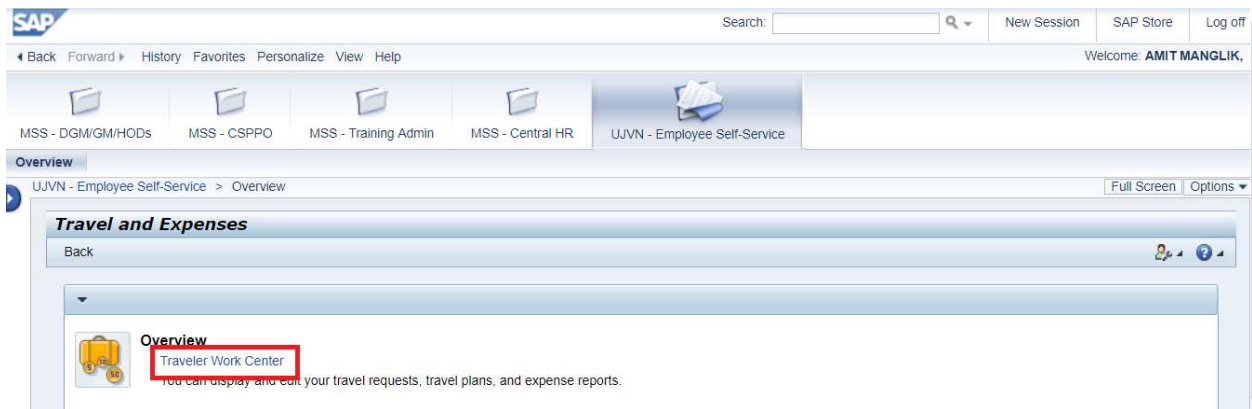


- When you click on **Travel & Expenses**, the below screen appears:

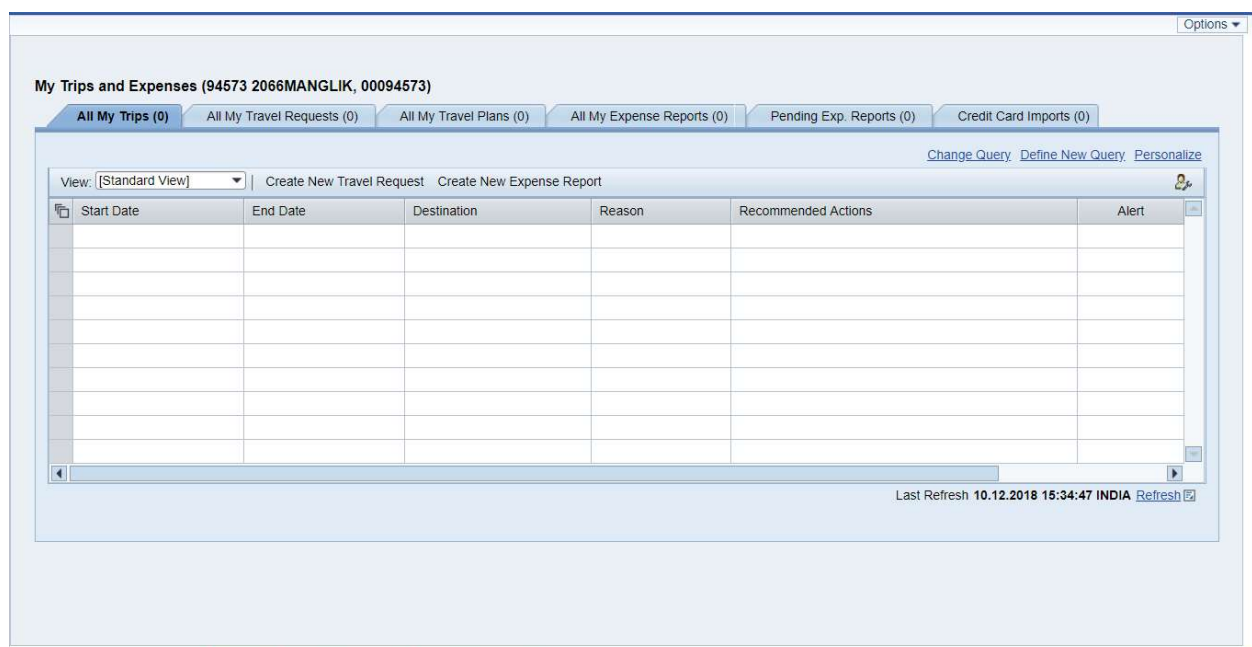


a. Traveler Work Center – You can edit and display your travel requests, travel plans and expense reports.

- Click on **Traveler Work Center**.

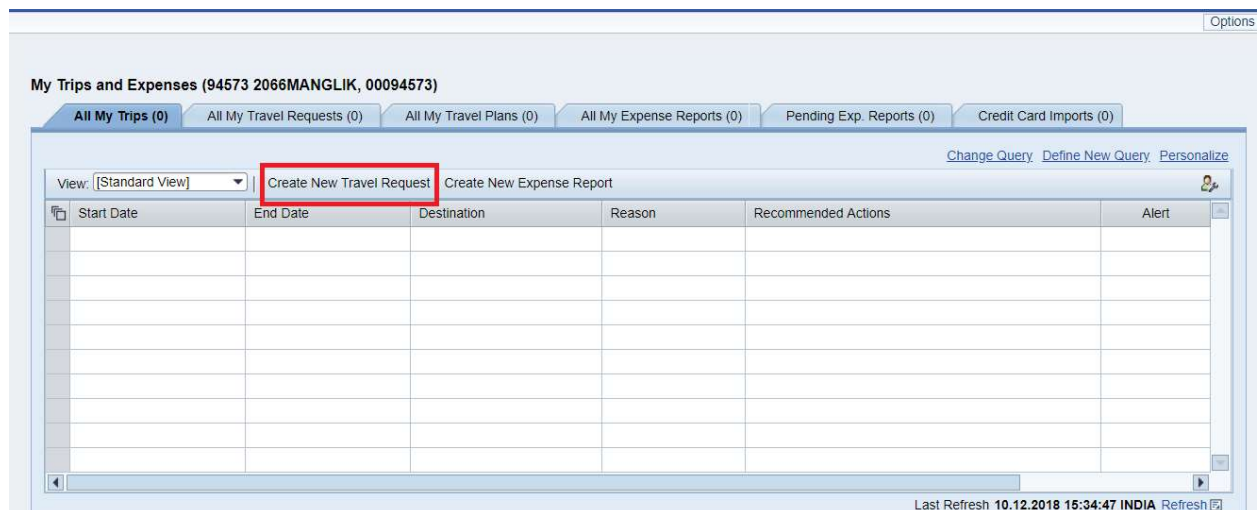


- When you click on **Traveler Work Center**, the below screen appears:



i. Create New Travel Request

- Click on Create New Travel Request:



-When you click on “Create New Travel Request”, the below screen appears:

The screenshot shows the 'Create Travel Request' form. At the top, there is a progress bar with three steps: 1. General Data (active), 2. Review and Send, and 3. Completed. Below the progress bar, the employee ID is displayed as 'Employee 94573 2066MANGLIK (00094573)'. There are three buttons: 'Previous Step', 'Review', and 'Save Draft'. Below these are links for 'Calendar of Trips' and 'Attachments (0)'. The 'General Data' section includes fields for 'Start Date' (17.12.2018), 'End Date' (23.12.2018), and 'Posting Date' (10.12.2018). There are also dropdowns for 'Departure from First Workplace' and 'Arrival at First Workplace'. The 'Destination' section shows 'Country / Region' as 'India' and 'Destination' as 'New Delhi'. There is a button 'Enter Additional Destinations'. The 'Additional Information' section is partially visible at the bottom.

Create Travel Request [Help](#)

1 2 3
General Data Review and Send Completed

Employee 94573 2066MANGLIK (00094573)

Previous Step Review Save Draft

Calendar of Trips Attachments (0)

General Data

* Start Date: 17.12.2018 00:00 Departure from First Workplace
End Date: 23.12.2018 00:00 Arrival at First Workplace
Posting Date: 10.12.2018

Destination

Country / Region: India
Destination: New Delhi

Additional Destinations: No destinations entered [Enter Additional Destinations](#)

Additional Information

- Enter the Start and End date of the trip, Country, Destination and all the other additional information like Trip Type, Activity, Reason etc. as required. Tick on “Means of Transport to be Approved” and “Type of Accommodation to be Approved” as per the requirement.

The screenshot shows the 'Create Travel Request' form with the 'Additional Information' section expanded. It includes fields for 'Trip Type, Statutory' (Company Accommodation and Fo), 'Trip Type, Co.-specific' (District Head Offices), 'Activity (Planning)' (Training Purpose), and 'Reason'. There is a field for 'Estimated Costs' (0,00 INR) and a button 'Enter Estimated Costs'. The 'Advances' field is set to '0,00 Indian Rupee' with a button 'Enter Advances'. The 'Cost Assignment' field is set to '100,00 % Cost Center 14030101 (Machine 1 MB-2), Funds Center 1402 (MB-2 FC), Com' with a button 'Change Cost Assignment'. The 'Means of Transport to be Approved' section has 'Transportation' checked. The 'Type of Accommodations to be Approved' section has 'Hotel-Lodging' checked.

General Data

* Start Date: 17.12.2018 00:00 Departure from First Workplace
End Date: 23.12.2018 00:00 Arrival at Home
Posting Date: 10.12.2018

Destination

Country / Region: India
Destination: New Delhi

Additional Destinations: No destinations entered [Enter Additional Destinations](#)

Additional Information

Trip Type, Statutory: Company Accommodation and Fo
Trip Type, Co.-specific: District Head Offices
Activity (Planning): Training Purpose
Reason:
Estimated Costs: 0,00 INR [Enter Estimated Costs](#)
Advances: 0,00 Indian Rupee [Enter Advances](#)
Cost Assignment: 100,00 % Cost Center 14030101 (Machine 1 MB-2), Funds Center 1402 (MB-2 FC), Com [Change Cost Assignment](#)

Means of Transport to be Approved
Transportation: ☒

Type of Accommodations to be Approved
Hotel-Lodging: ☒

- Click on “**Review**” button:

Posting Date: 10.12.2018

Destination

Country / Region: India
Destination: New Delhi

Additional Destinations: No destinations entered [Enter Additional Destinations](#)

Additional Information

Trip Type, Statutory: Company Accommodation and Fo
Trip Type, Co.-specific: District Head Offices
Activity (Planning): Training Purpose
Reason:
Estimated Costs: 0.00 INR [Enter Estimated Costs](#)
Advances: 0.00 Indian Rupee [Enter Advances](#)
Cost Assignment: 100.00 % Cost Center 14030101 (Machine 1 MB-2), Funds Center 1402 (MB-2 FC), Com [Change Cost Assignment](#)

Means of Transport to be Approved
Transportation: ☒

Type of Accommodations to be Approved
Hotel-Lodging: ☒

[Previous Step](#) [Review](#) [Save Draft](#)

-When you click on **Review**, the following screen appears:

Create Travel Request [Help](#)

1 General Data 2 **Review and Send** 3 Completed

Employee 94573 2066MANGLIK (00094573) Start Date 17.12.2018 End Date 23.12.2018

[Previous Step](#) [Save Draft](#)

Final Action

☒ Save Draft I only want to save my travel request and send it later

☐ Save and Send for Approval I want to save my travel request and send it now for further processing
I confirm that I have entered all data to the best of my knowledge

[Display Request Form](#)

[Previous Step](#) [Save Draft](#)

- From the **Final Action**, Select **Save and Send for Approval**. The below screen appears:

Options ▾

Create Travel Request

Help

1 2 3
General Data Review and Send Completed

Employee 94573 2066MANGLIK (00094573) Start Date 17.12.2018 End Date 23.12.2018

Previous Step Save and Send for Approval

Final Action

☐ Save Draft I only want to save my travel request and send it later

☒ Save and Send for Approval I want to save my travel request and send it now for further processing
I confirm that I have entered all data to the best of my knowledge

Display Request Form

Previous Step Save and Send for Approval

- Click on **Save and Send for Approval** button:

Options ▾

Create Travel Request

Help

1 2 3
General Data Review and Send Completed

Employee 94573 2066MANGLIK (00094573) Start Date 17.12.2018 End Date 23.12.2018

Previous Step Save and Send for Approval

Final Action

☐ Save Draft I only want to save my travel request and send it later

☒ Save and Send for Approval I want to save my travel request and send it now for further processing
I confirm that I have entered all data to the best of my knowledge

Display Request Form

Previous Step **Save and Send for Approval**

- Your travel request was saved and sent for approval.

The screenshot shows the 'Create Travel Request' form with a progress bar indicating three steps: 1. General Data, 2. Review and Send, and 3. Completed. The 'Completed' step is highlighted. Below the progress bar, the form displays the following information: Employee 94573 2066MANGLIK (00094573), Start Date 17.12.2018, and End Date 23.12.2018. There are two sets of navigation buttons: 'Previous Step' and 'Save and Send for Approval'. A green checkmark icon is followed by the text 'Travel request 1000000010 was saved and sent for approval'. Below this, there is a button labeled 'Display Request Form'.

- You can also view your travel request form by clicking on “**Display Request Form**” button.

This screenshot is identical to the one above, showing the 'Create Travel Request' form with the 'Completed' status. The 'Display Request Form' button is highlighted with a red rectangular box.

-When you click on Display Request Form button, the below screen appears:

0050568E57F71EE8BF8CD0D319DD1803.pdf 1 / 2

General Data

Destination 1: NEW DELHI /INDIA

Start: Monday 17 December 2018 00:00
 End: Sunday 23 December 2018 00:00

Departure from Work
 Return to Residence

Commencement of Work: 00:00
 End of Work: 00:00

Reason:
 Activity: Training Purpose
 Trip Activity Type: All Trips
 Trip Type, Statutory: Company Accommodation and Food
 Trip Type, Enterprise-Specific: District Head Offices

☐ I am requesting full mileage reimbursement
☐ I am a car pool passenger

ii. Create New Expense Report-

- Click on Create New Expense Report:

Options ▾

My Trips and Expenses (94573 2066MANGLIK, 00094573)

All My Trips (1) All My Travel Requests (0) All My Travel Plans (0) All My Expense Reports (0) Pending Exp. Reports (0) Credit Card Imports (0)

View: [Standard View] Create New Travel Request **Create New Expense Report** Change Query Define New Query Personalize

| Start Date | End Date | Destination | Reason | Recommended Actions | Alert |
|------------|------------|-------------|--------|---------------------------------------|-------|
| 17.12.2018 | 23.12.2018 | New Delhi | | Change Travel Request | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Last Refresh 10.12.2018 15:59:27 INDIA [Refresh](#)

- When you click on “Create New Expense Report”, the below screen appears:

Options ▾

Create Expense Report

Employee 94573 2066MANGLIK (00094573) [Help](#)

[Start](#)

Schema Selection
 * Schema:

- Select “Schema” from the dropdown menu and then click the “Start” button.

Create Expense Report - SAP NetWeaver Portal - Google Chrome

Not secure | ujepdev.ujvn1.com:51200/irj/portal?NavigationTarget=ROLES%3A%2F%2Fportal_content%2Fcom.sap.pct%2Fevery_user%2Fcom.sap.pct.erp.common.bp_f...

Create Expense Report [Help](#)

Employee 94573 2066MANGLIK (00094573)

Start

Schema Selection

* Schema: Domestic Trip Out of Stat

- Domestic Trip Out of Stat
- Domestic_within State
- Transfer Out of District
- Transfer with in District

- When you click the **Start** button, the below screen appears:

Create Expense Report [Help](#)

1 2 3 4
General Data Enter Receipts Review and Send Completed

Employee 94573 2066MANGLIK (00094573) Schema Domestic_within State

Previous Step Enter Receipts Save Draft

Calendar of Trips Attachments (0)

General Data

* Start Date: 17.12.2018 00:00 Departure from First Workplace
End Date: 23.12.2018 00:00 Arrival at First Workplace
Posting Date: 10.12.2018

Destination

Country / Region: India
Destination: New Delhi

Additional Information

Trip Type, Statutory: All Trips

- Enter the Start and End date of the trip, Country, Destination and other additional details like Trip Type, Reason and comment.

Calendar of Trips Attachments (0)

General Data

* Start Date: 17.12.2018 00:00 Departure from First Workplace
End Date: 23.12.2018 00:00 Arrival at First Workplace
Posting Date: 10.12.2018

Destination

Country / Region: India
Destination: New Delhi

Additional Information

Trip Type, Statutory: All Trips
Trip Type, Co.-specific: Out of State
Reason: Training
Comment:

- After entering all the details in the above screen, Click on **Enter Recipients** button:

- When you click on **Enter Recipients** button, the below screen appears:

- Click on **New Entry** in the screen above:

- After clicking on **New Entry**, the below screen appears:

Further as a Manager – Supervisor, you will be able to take following actions on “Manager Self Service – MSS” tab.

1. Approve Leave
2. Approve Reimbursement
3. Approve Sanction Order
4. Approve Investment Declaration of Employee
5. Approve Training request
6. Approve NOC application
7. Etc.

For further assistance, please contact your unit POCs.

Regards,