Dear Colleagues,

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

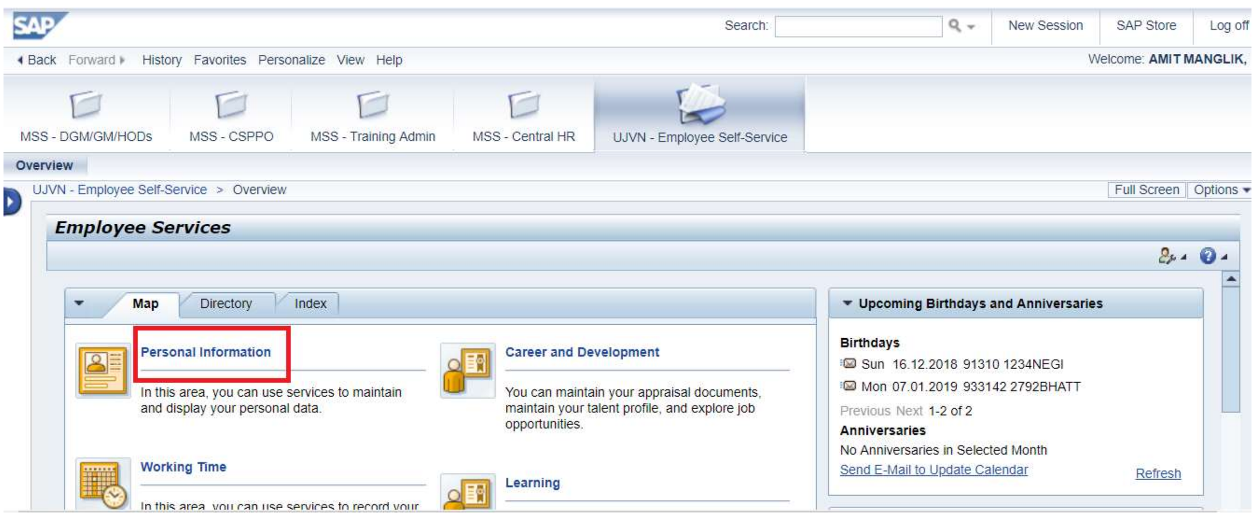
How to Login to ESS :

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

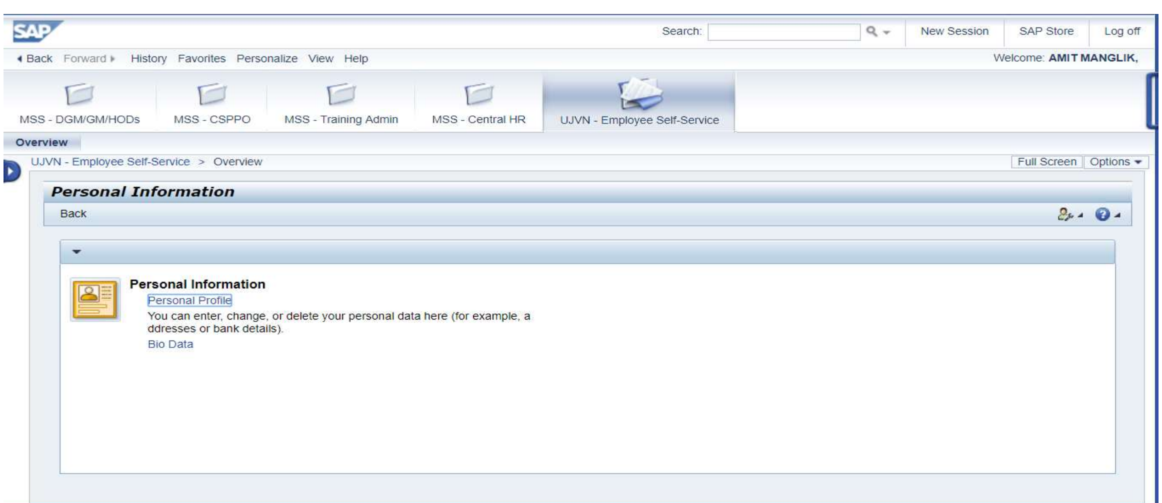
1. On successful logon to portal, system will ask to set new password.
2. After setting new password system will ask for one more password.
3. If you are SAP user, you will be asked to provide SAP password else initial password i.e. ujddmmyyyy (DOB) and set the same password as ESS.

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.



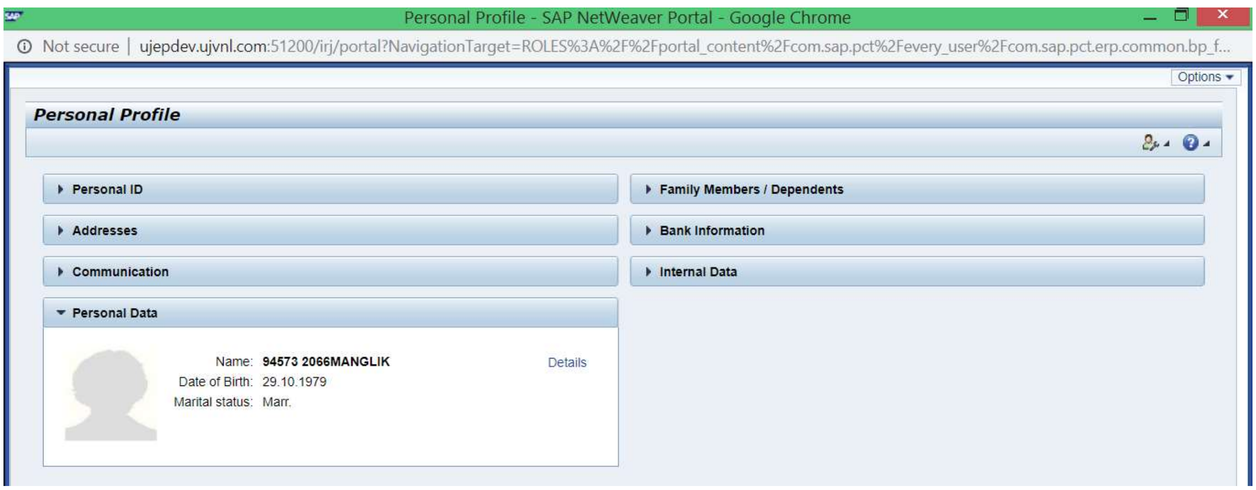
- Click on **Personal Information,** the below screen will appear:



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.

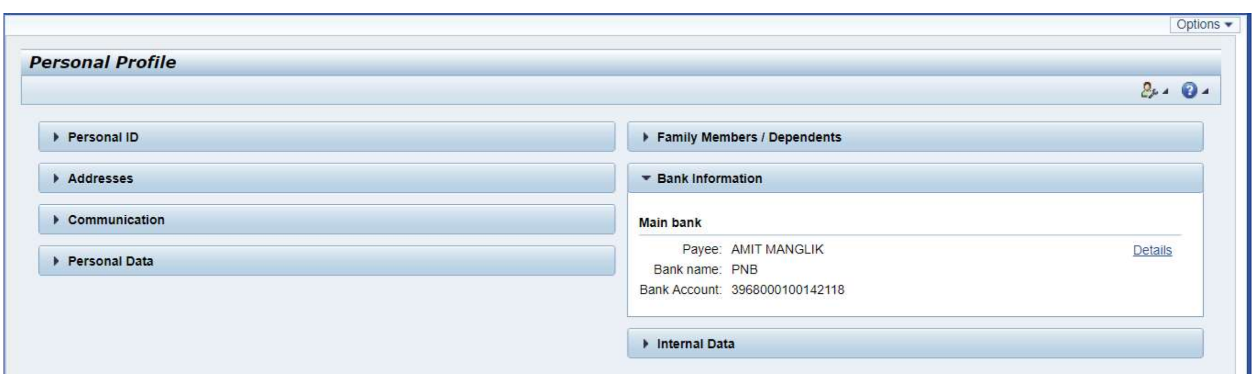


b. Addresses – You can use this tab to view your address details. Click on **Addresses** tab**.**

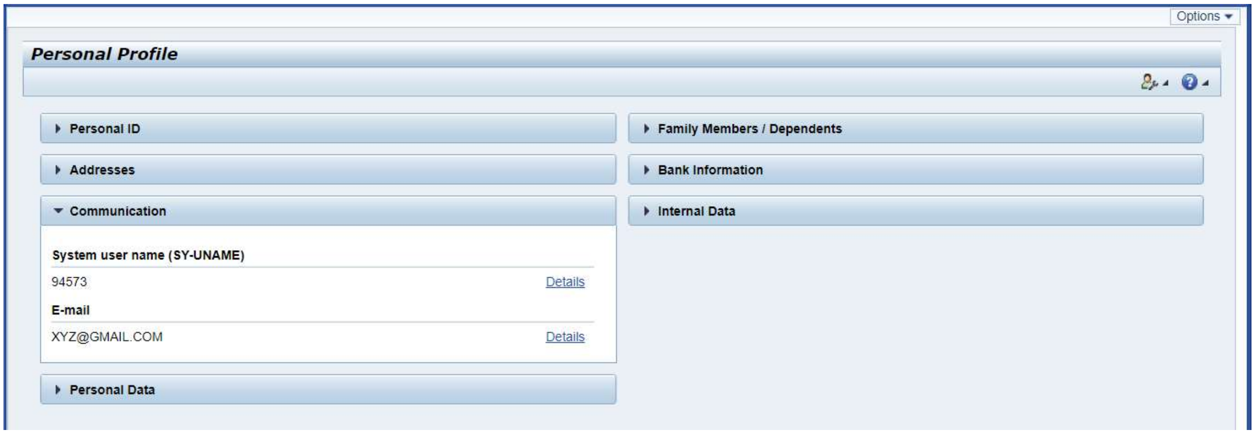
c. Family members – This tab provides your entire family members details. Click on **Family Members** tab.

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

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

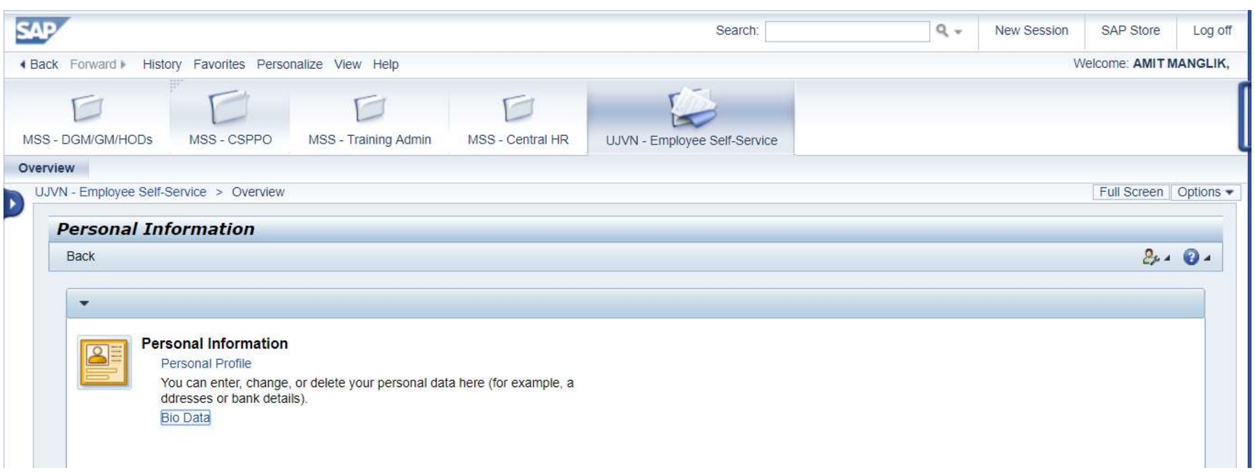


f. Communication – This tab provides your communication details like System User Name, Email. Click on the **Communication** tab.

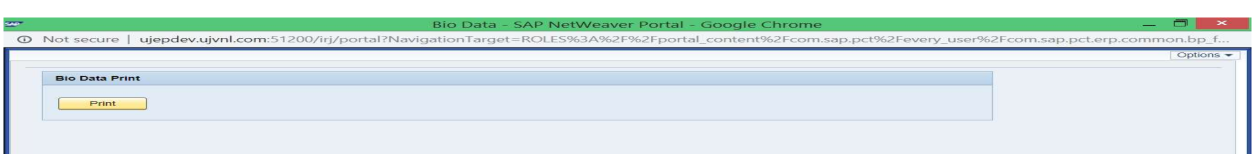


ii. Bio Data

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

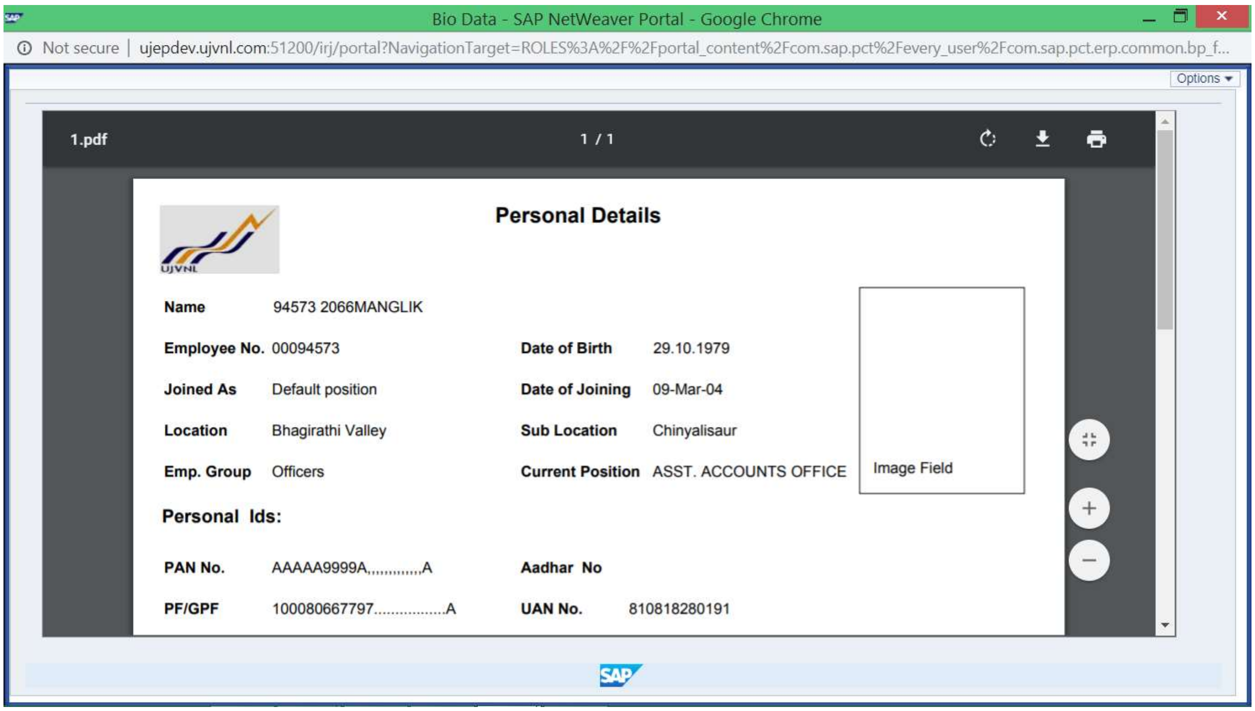


- Click on **Bio Data**, the below screen appears:

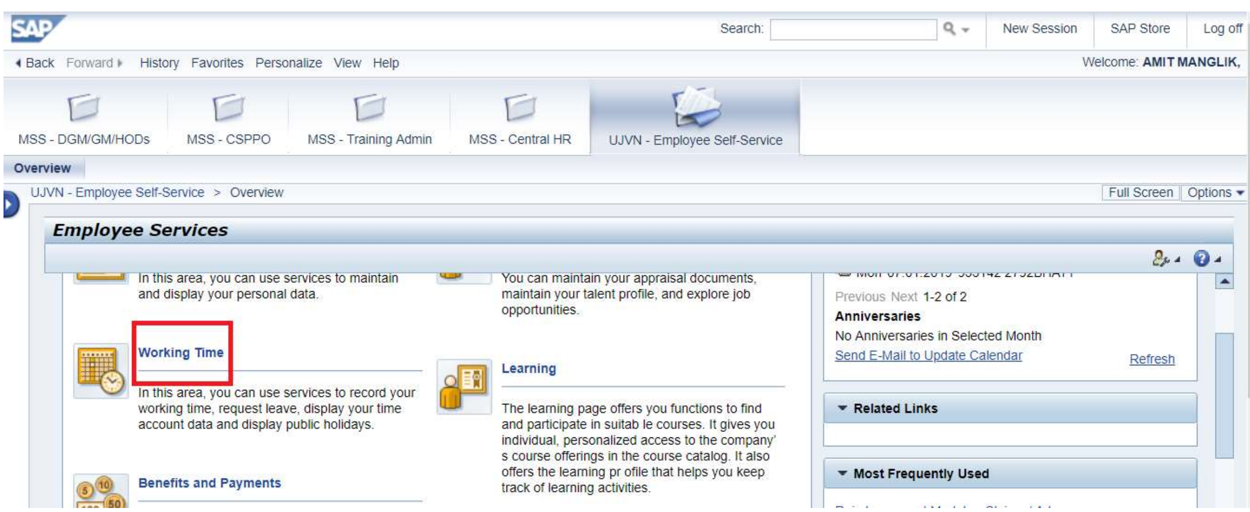


- Click on "**Print".**

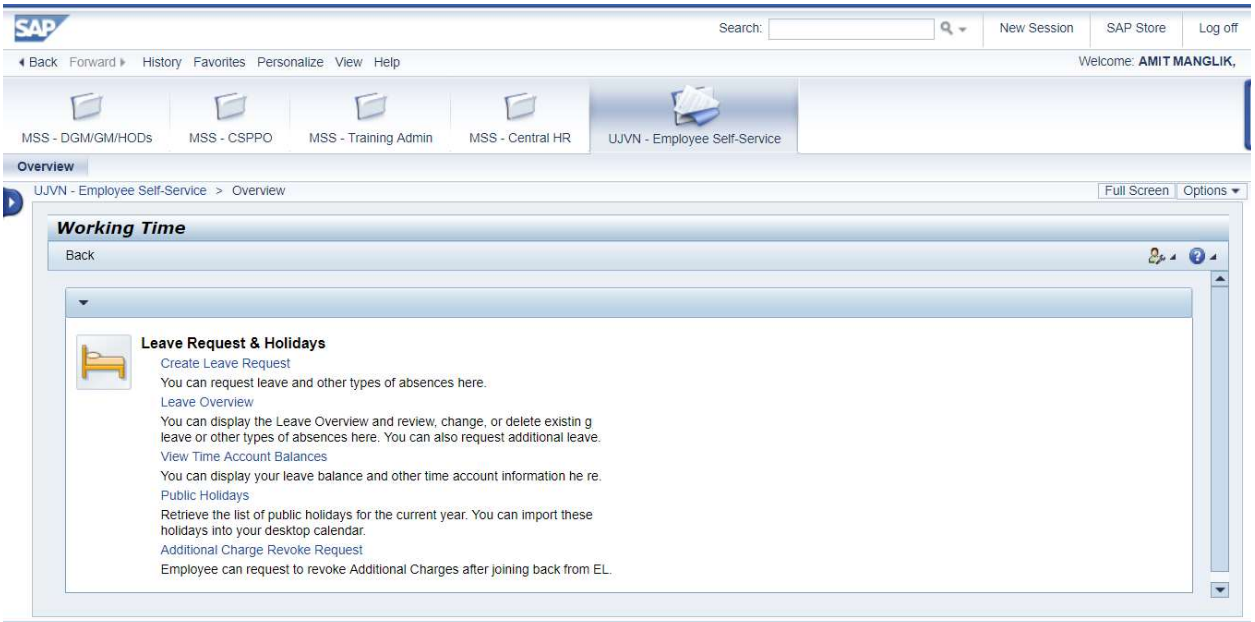
- The below screen appears which displays your bio data.



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

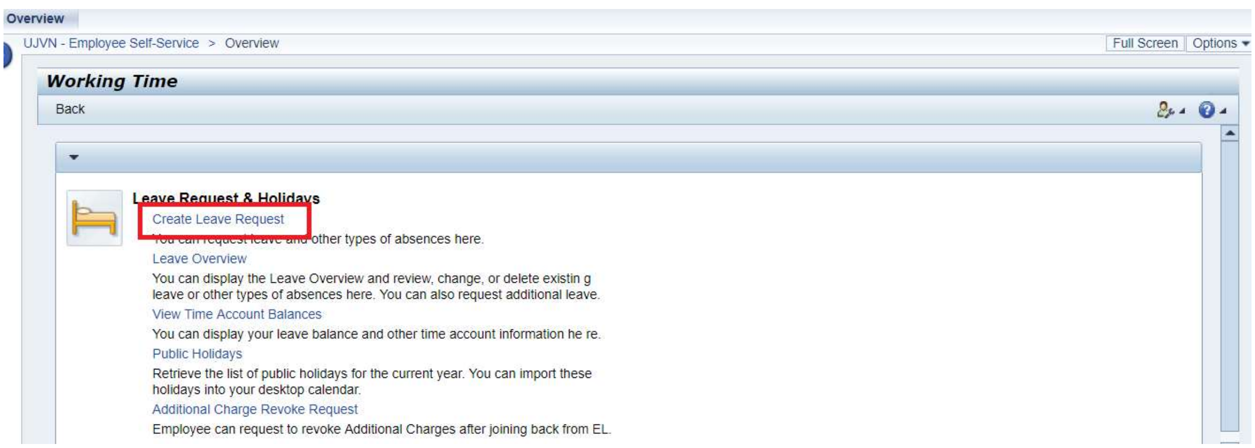


- Click on **Working Time**, the below screen appears:

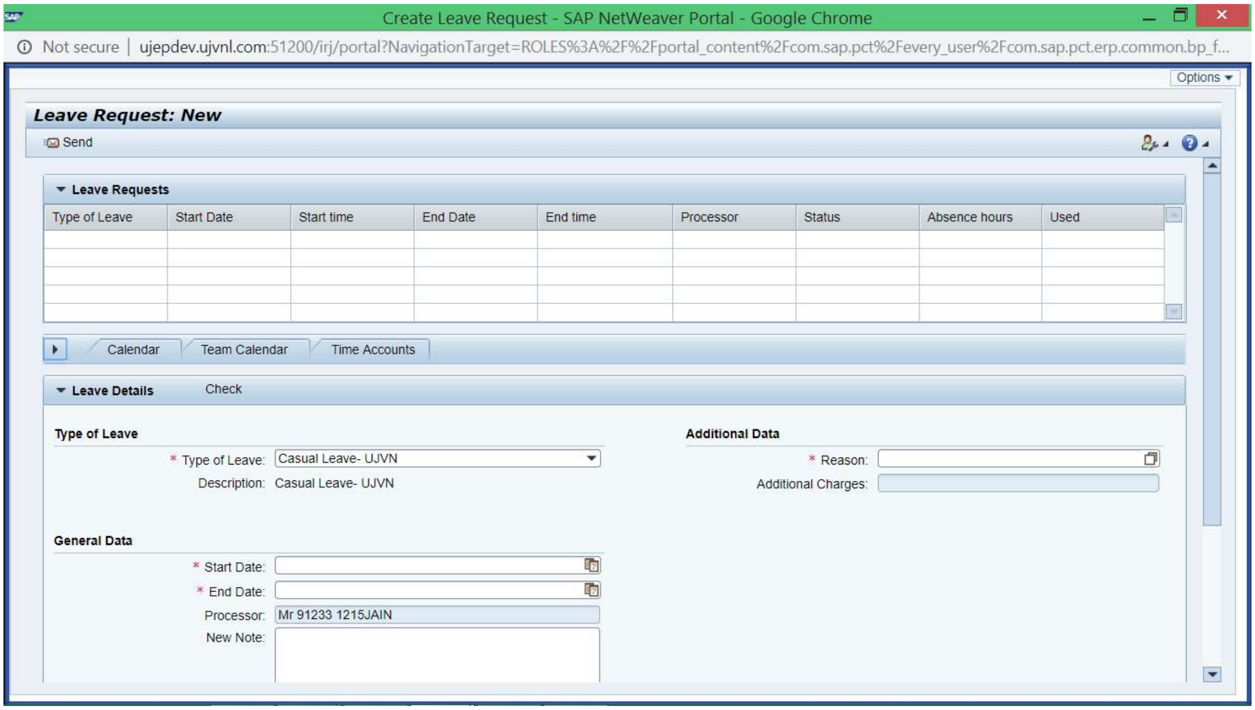


a. Create Leave Request – This tab is used to create leave and other types of absences.

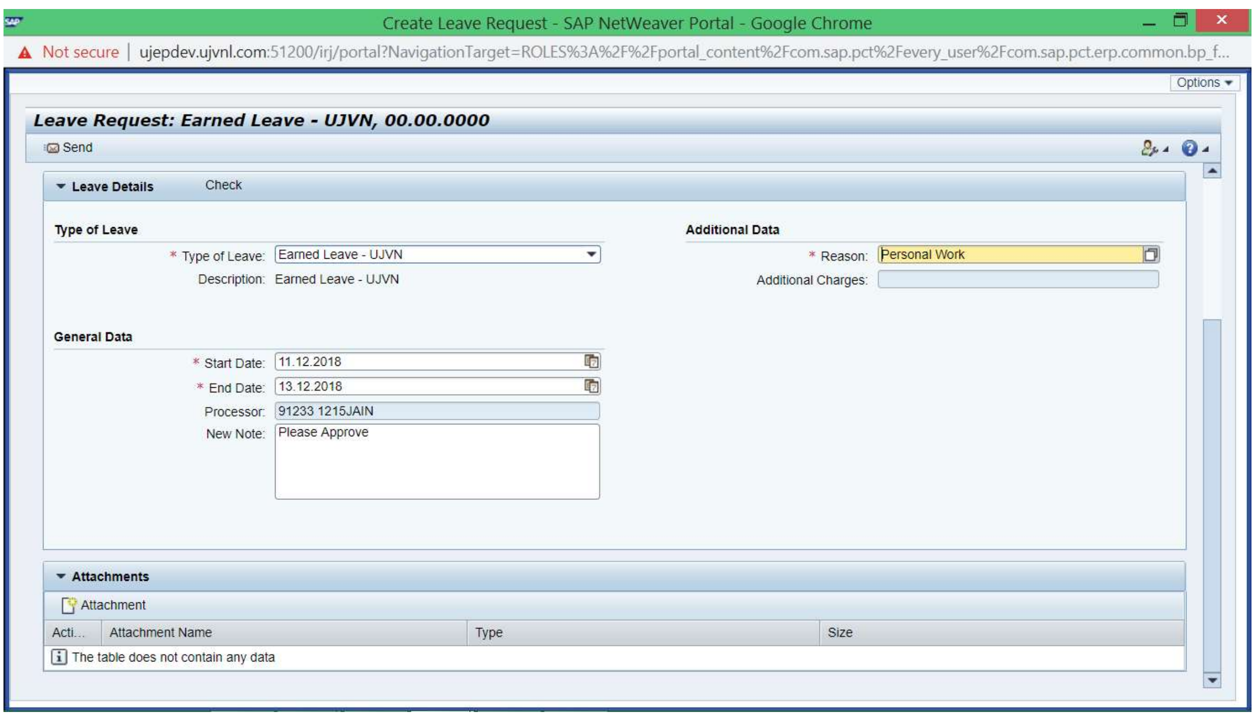
- Click on **Create Leave Request**.



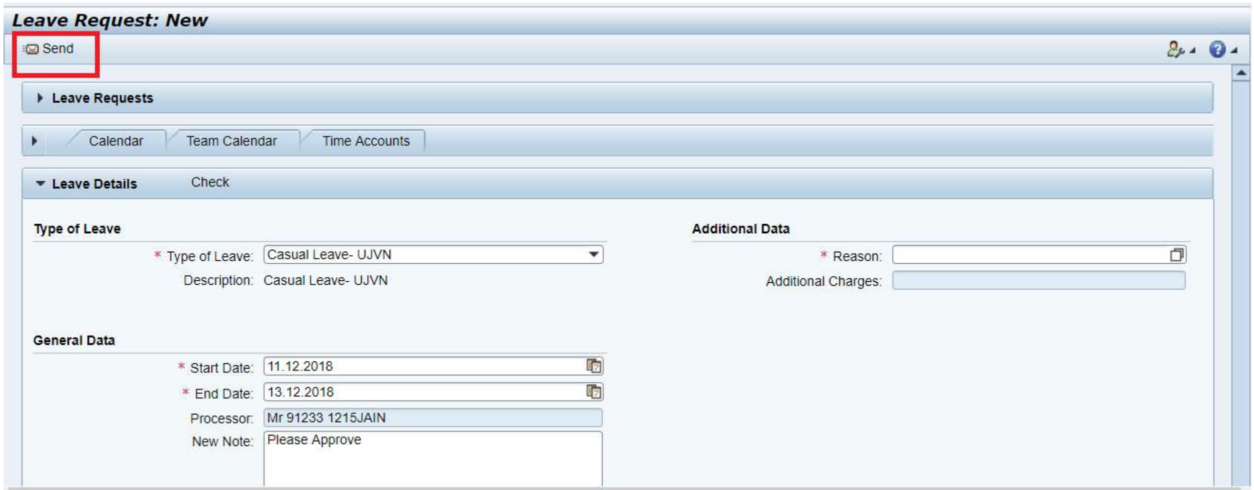
- When you click on **Create Leave Request**, the below screen appears:



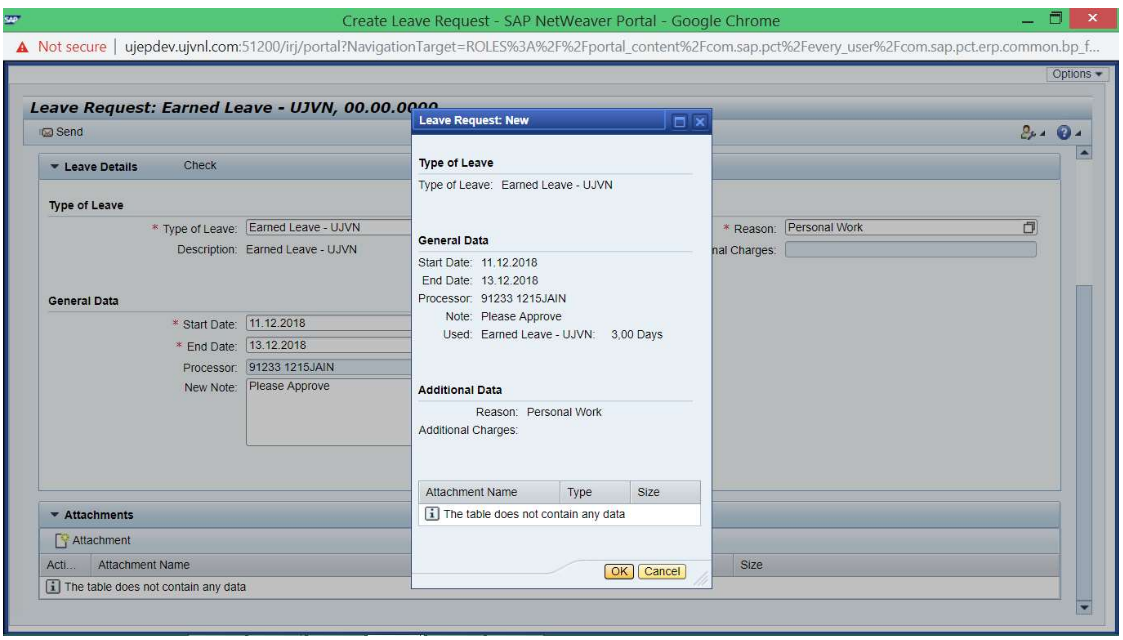
- Select **Type of leave**, **Start date**, **End date**, **Reason** and enter **Note**.



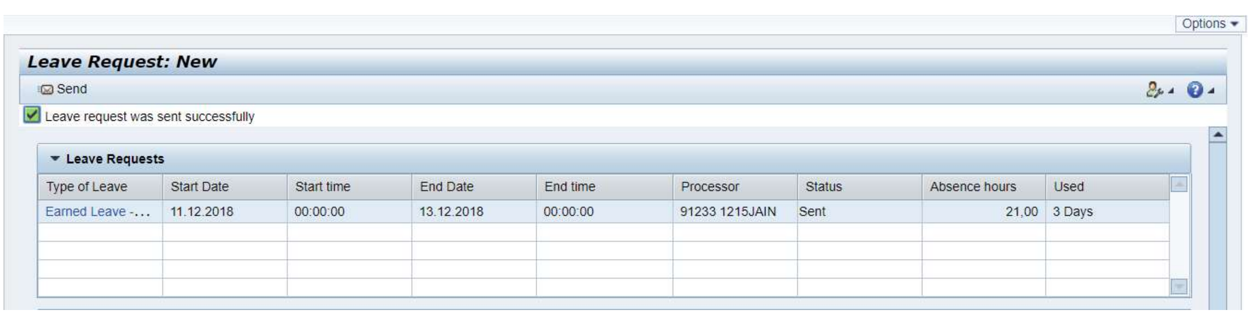
- Click on **Send**.



- Click on "**OK**" button:

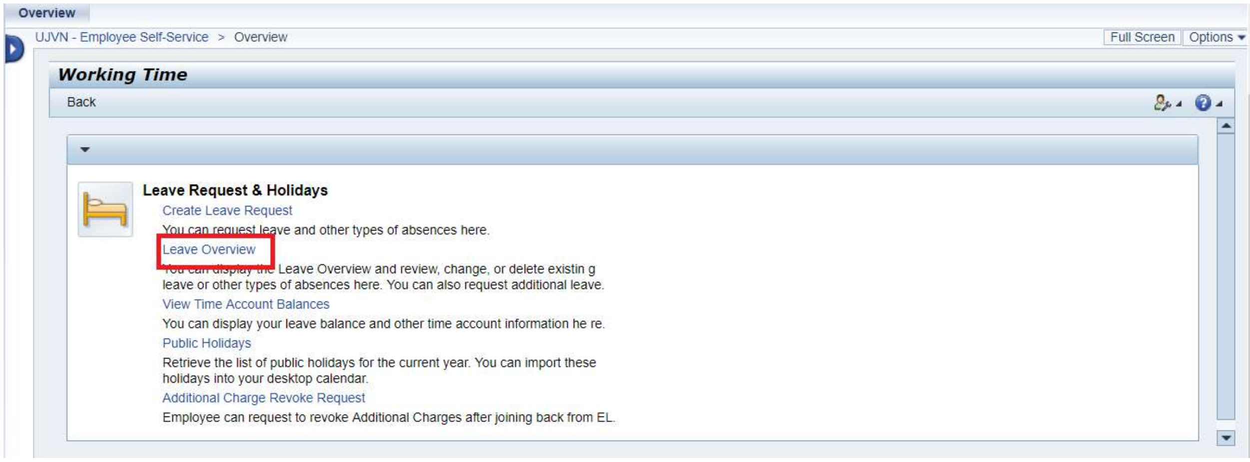


- Your leave request has been successfully updated.

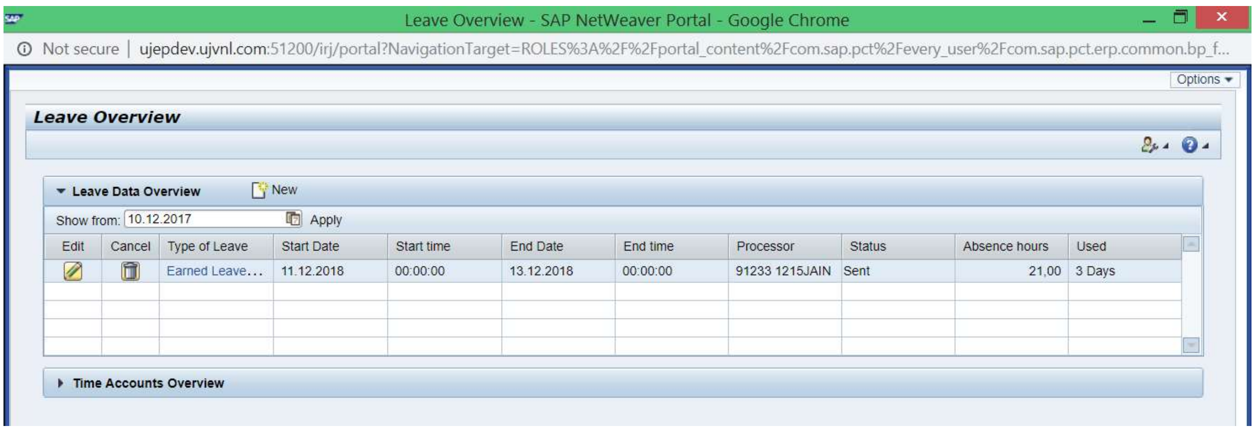


b. Leave Overview - You can display the Leave Overview and review, change, or delete existing leave or other types of absences here.

- Click on **Leave Overview**.

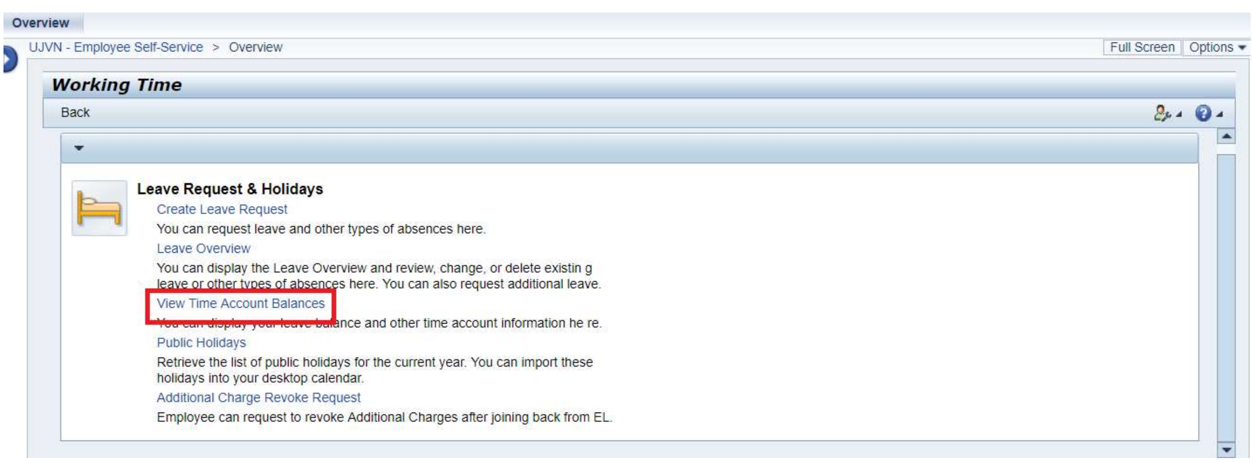


- When you click on **Leave Overview**, the below screen appears:

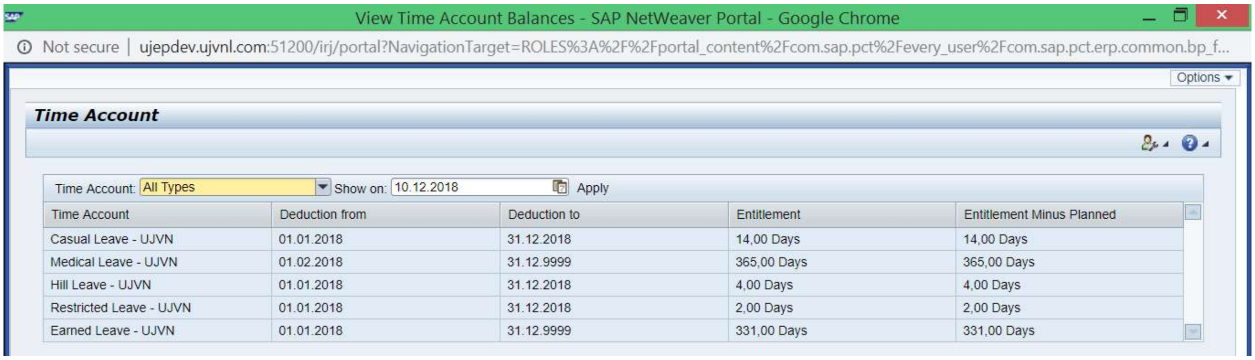


c. View Time Account Balance – Leave balances and other time account information can be viewed here.

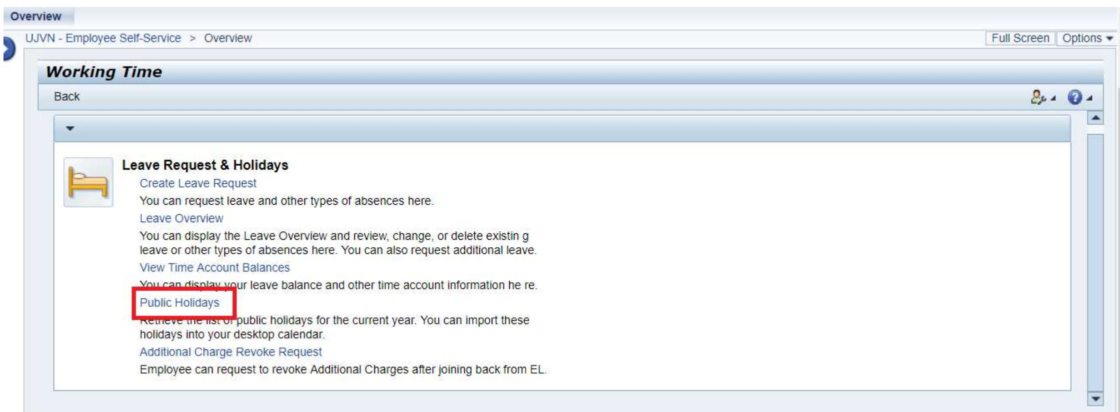
- Click on **View Time Account Balance**.



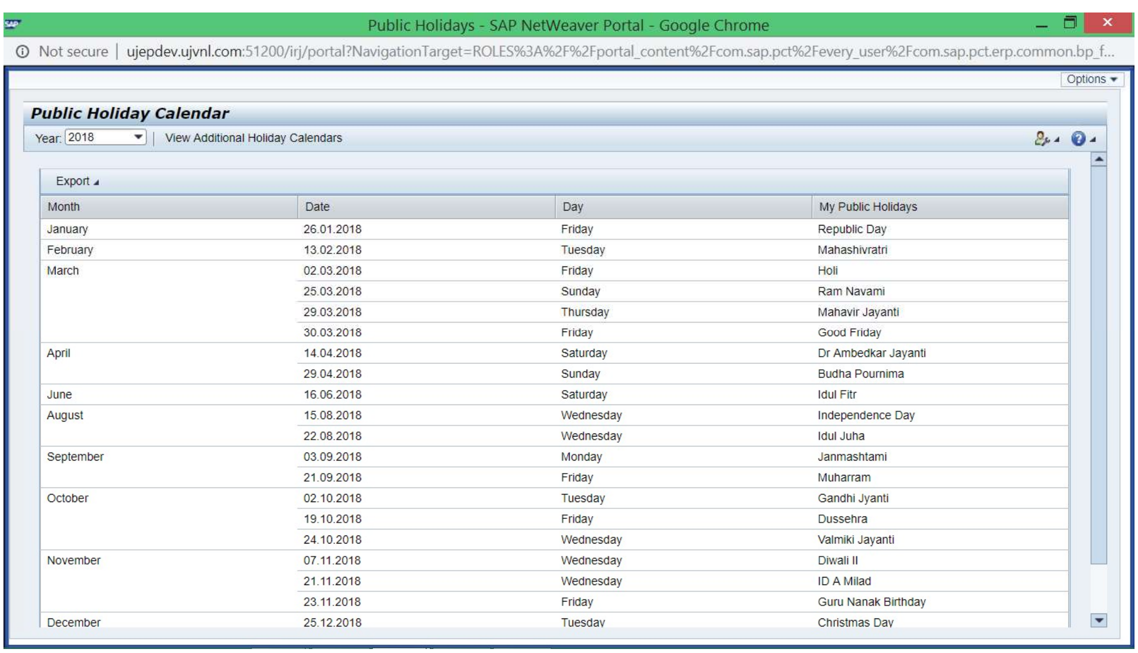
- When you click **View Time Account Balance**, the following screen appears:



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

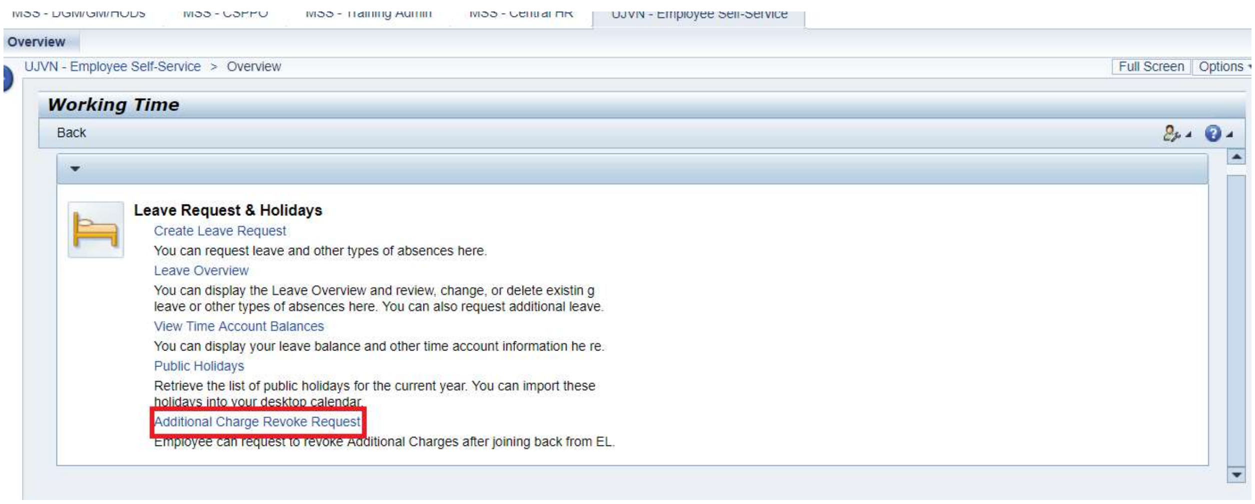


- When you click on **Public Holidays**, the following screen appears:

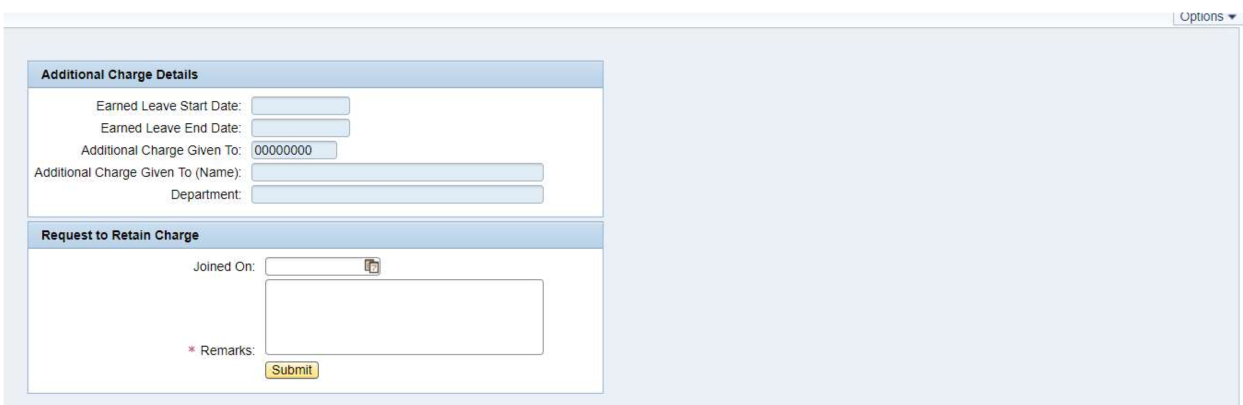


e. Additional Charge Revoke Request – After returning from EL, you can request to revoke the additional charge from this tab.

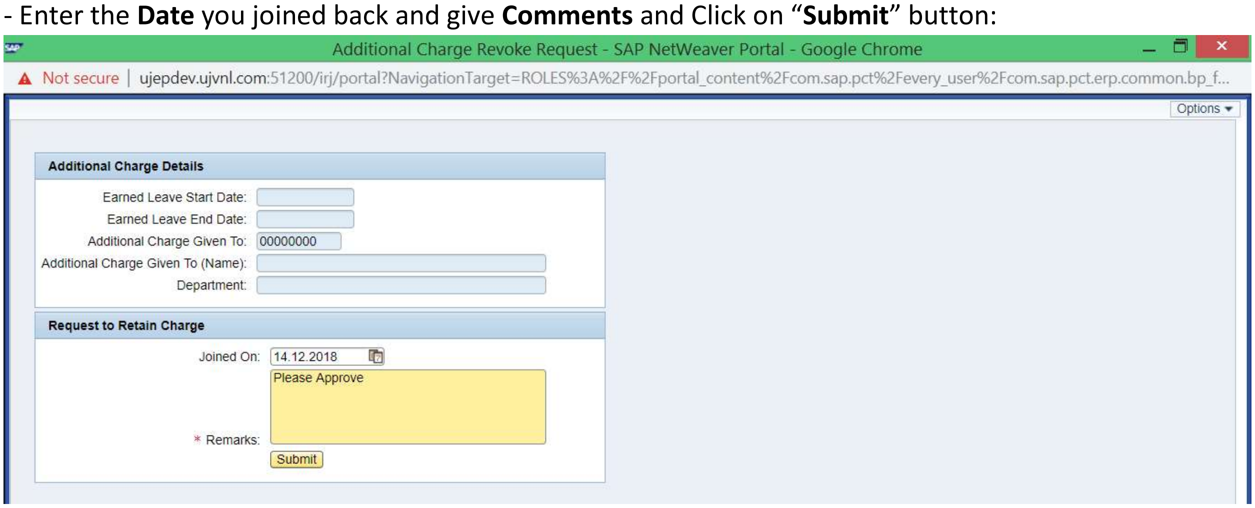
- Click on **Additional Charge Revoke Request.**



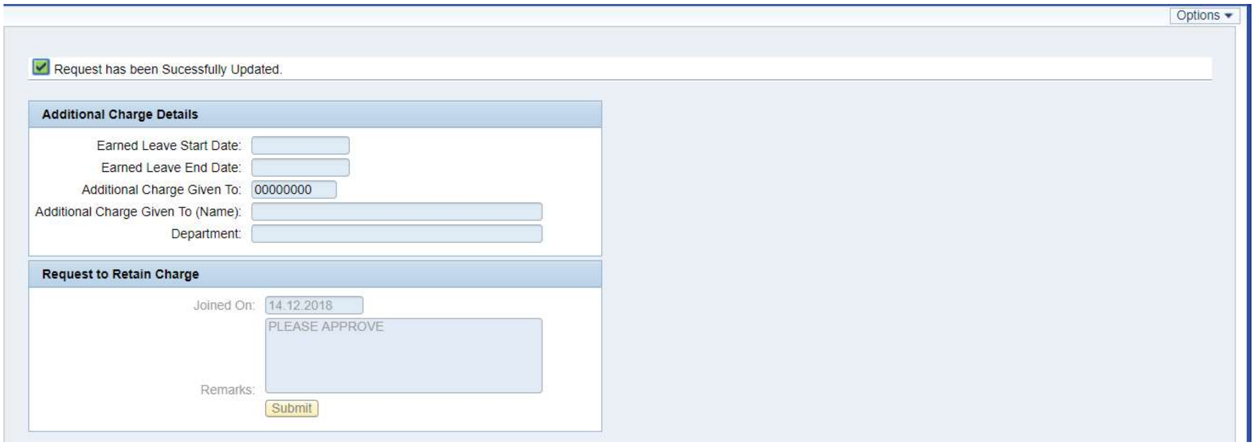
- When you click on **Additional Charge Revoke Request**, the below screen appears:



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

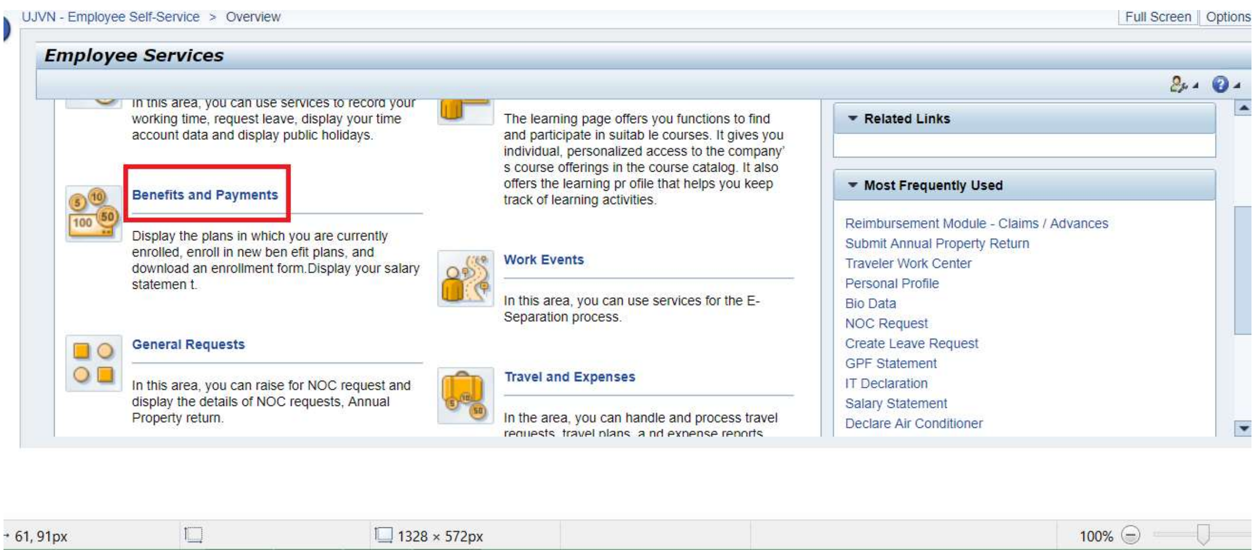


- Your request has been successfully updated:

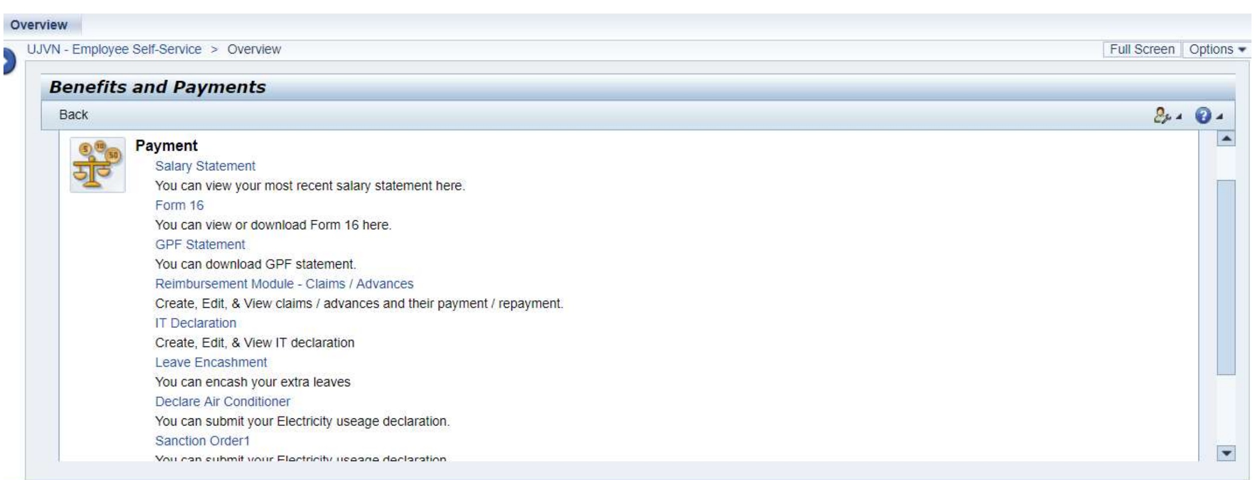


3. Benefits and Payments –

- Click on **Benefits and Payments.**

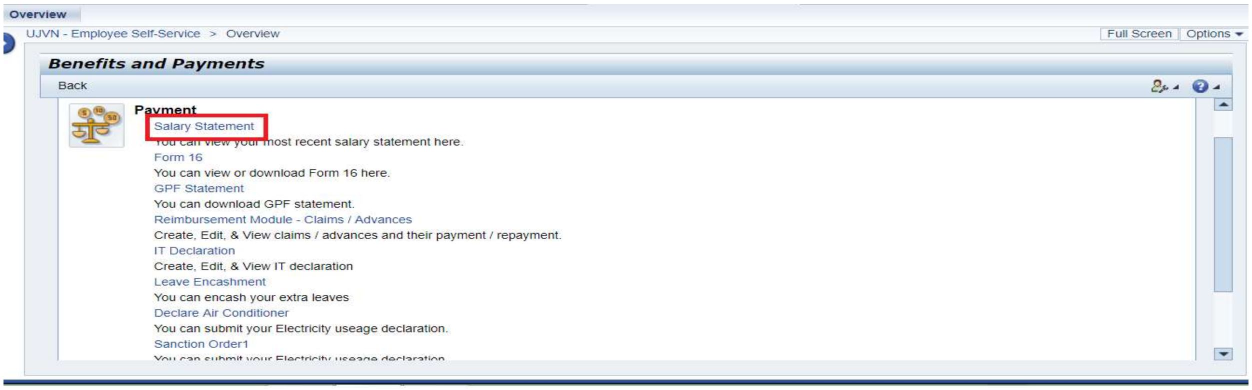


- When you click on **Benefits and Payments**, the below screen appears:

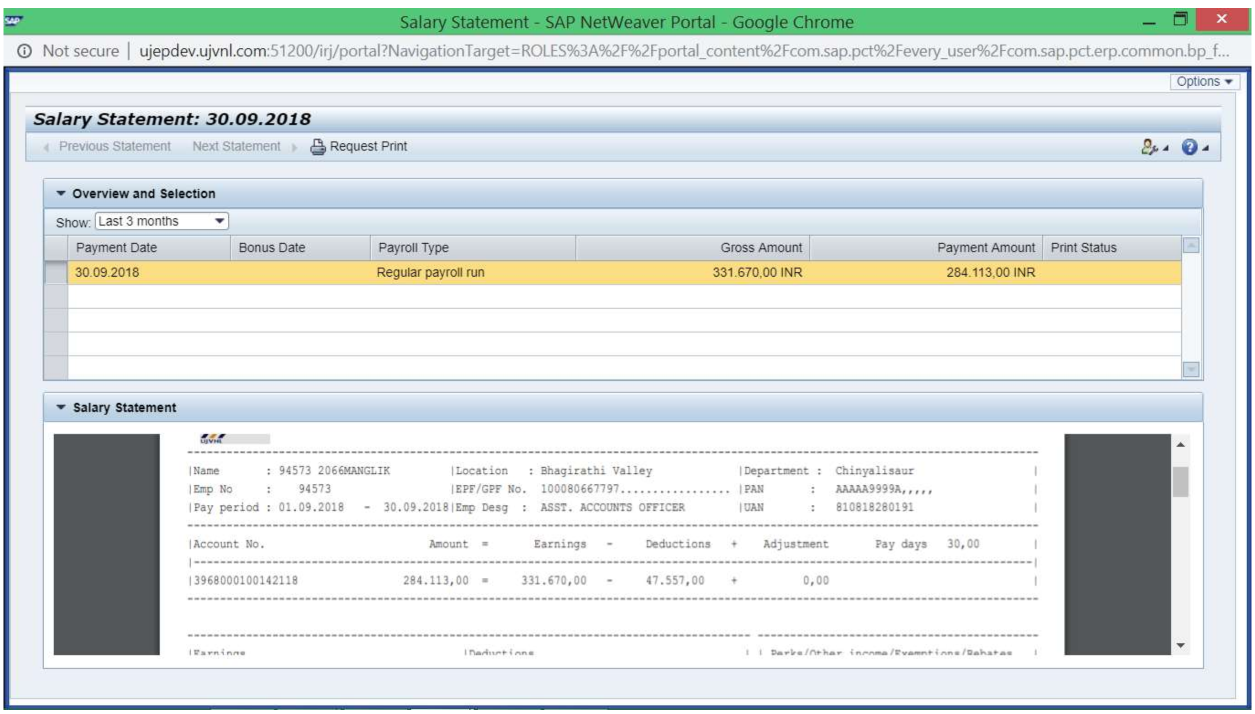


a. Salary Statement – You can view your most recent salary statement here.

- Click on **Salary Statement**.

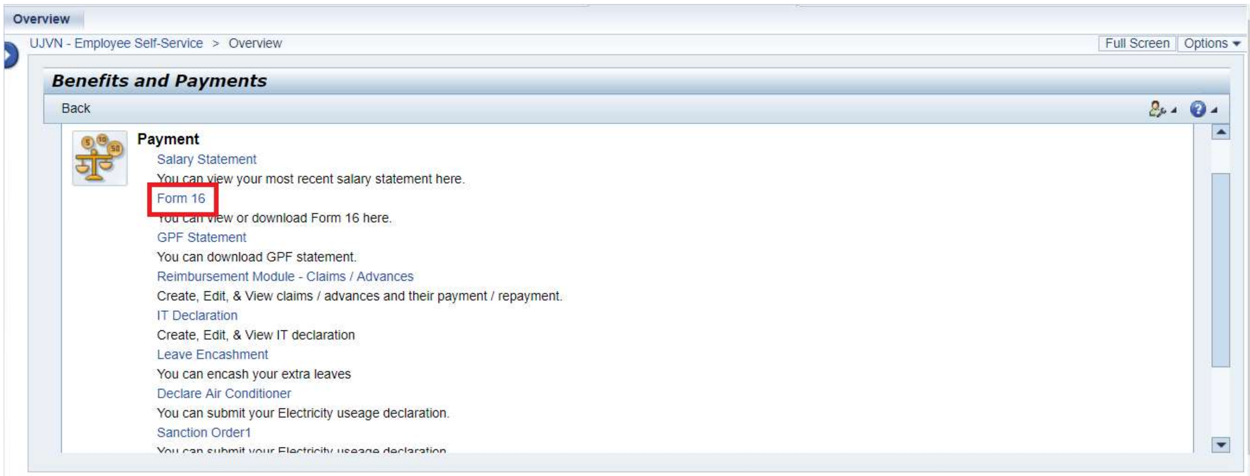


- When you click on **Salary Statement**, the below screen appears:

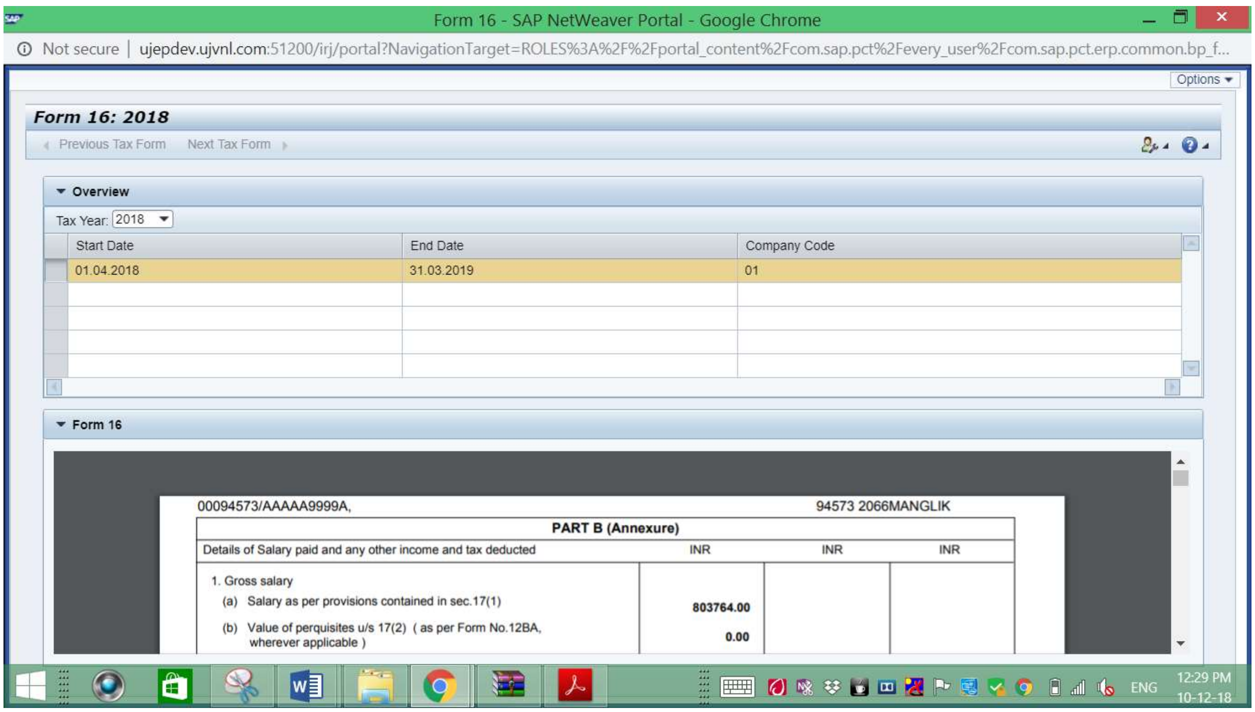


b. Form 16 – You can view and download Form 16 here.

- Click on **Form 16**.

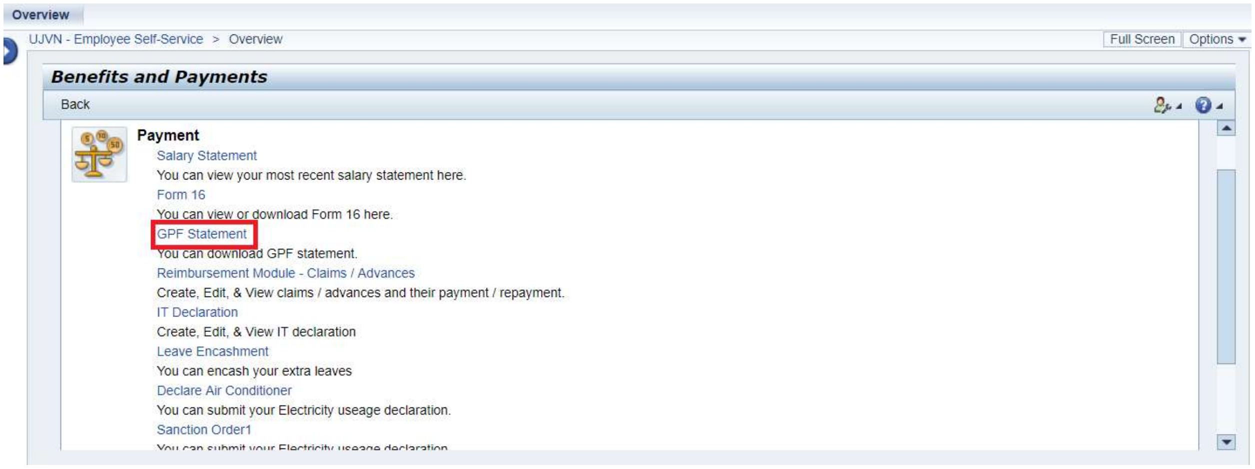


- When you click on **Form 16**, the below screen appears:

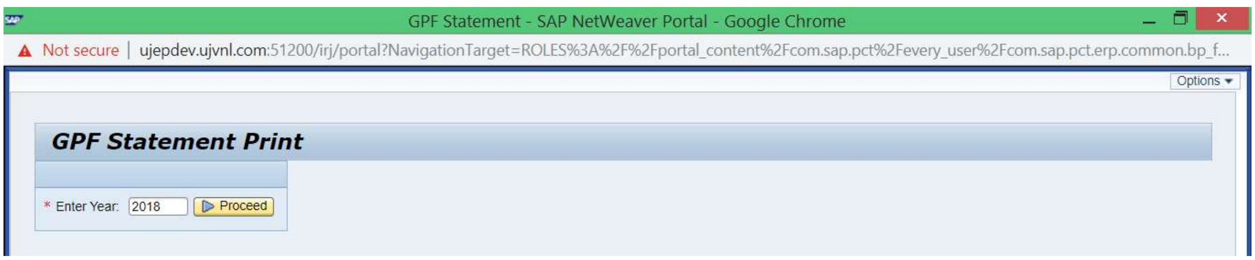


c. GPF Statement – You can view or download your GPF statement here.

- Click on **GPF Statement**.



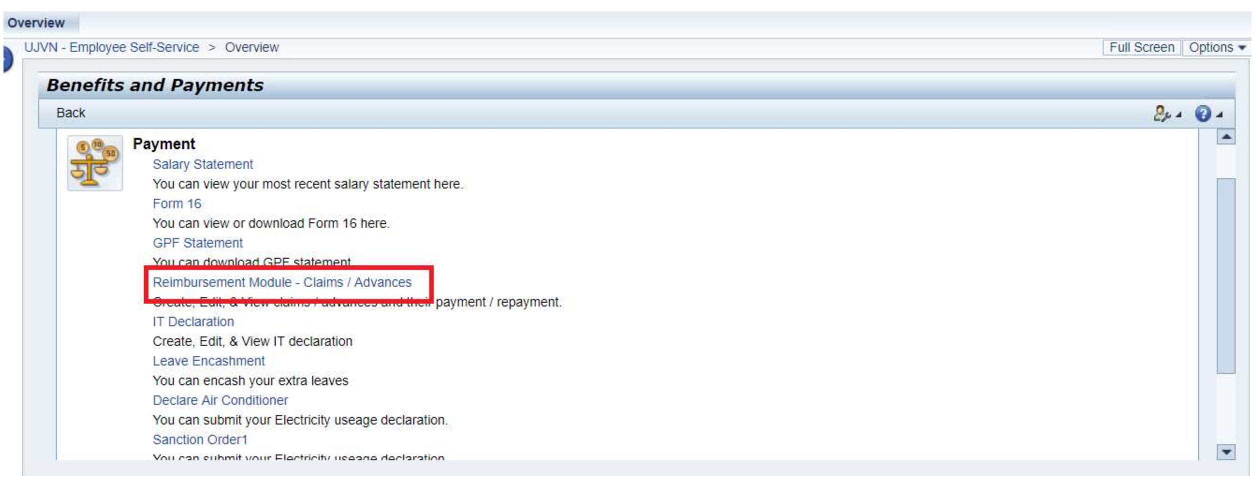
- When you click on **GPF Statement**, the following screen appears. Enter the **Year**.



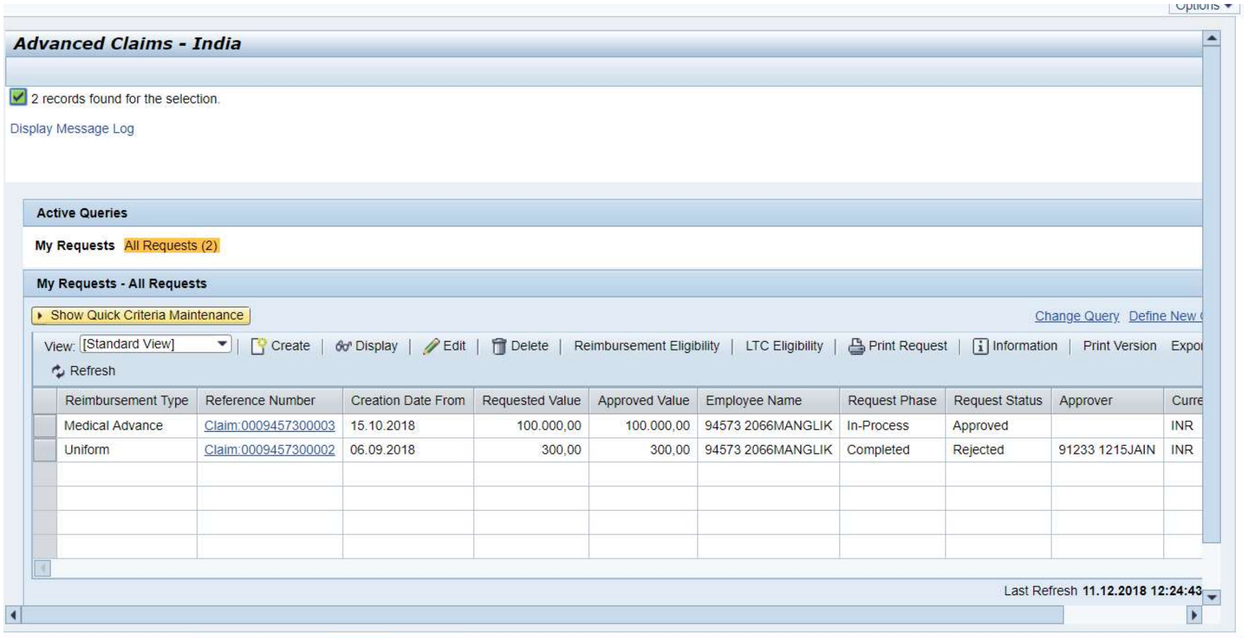
This service will be available to GPF trust employees only.

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

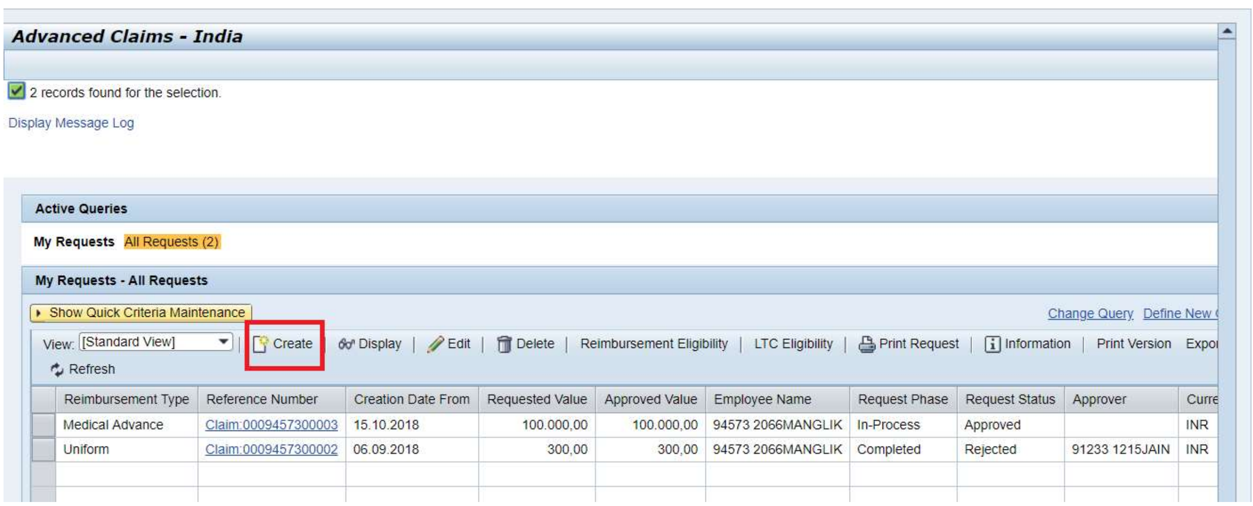
- Click on **Reimbursement Module – Claims/Advances.**



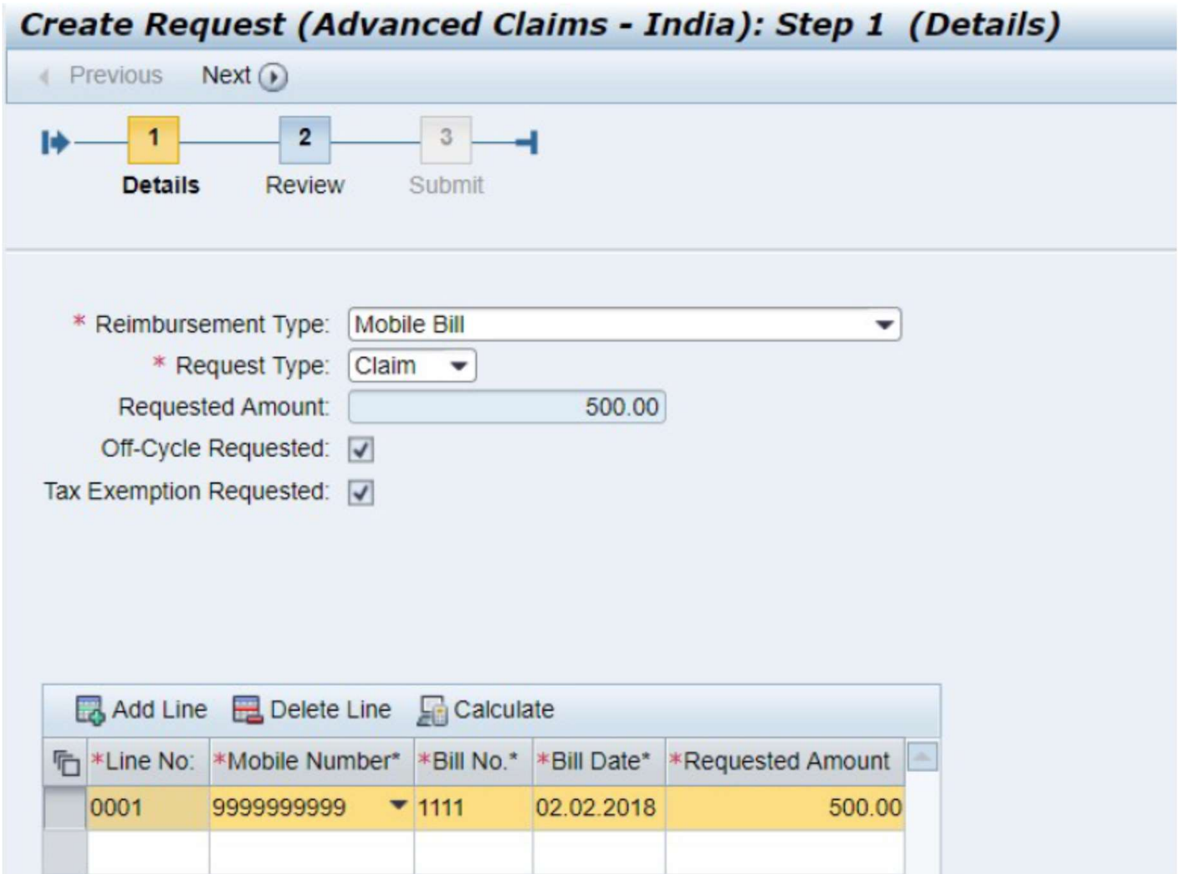
- The below screen appears:



- Click on **Create**.

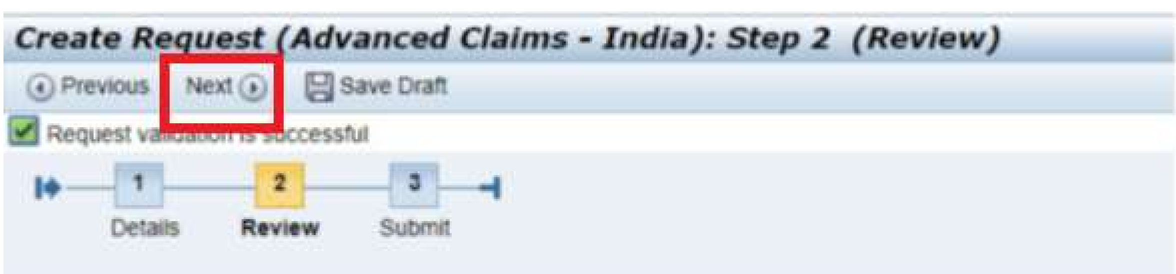


- Select **Reimbursement Type** – Mobile Bill, **Request Type** – Claim, **Select mobile number** from drop down, Bill No. **Bill date** and **Requested Amount** shown below:

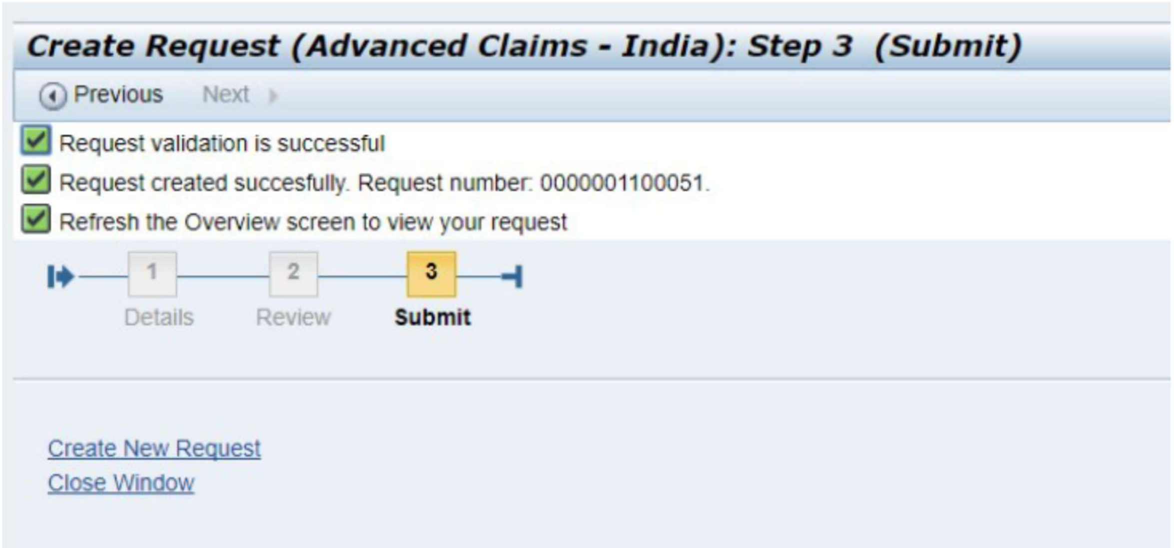


- Click on **"I Acknowledge & Accept"**:

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

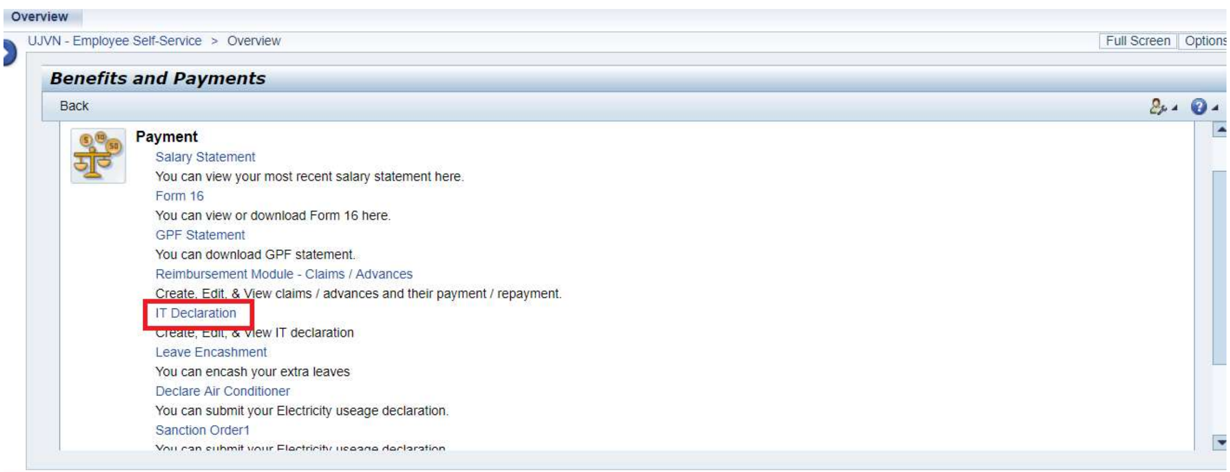


- Click on **Next** – Request will be created as shown:

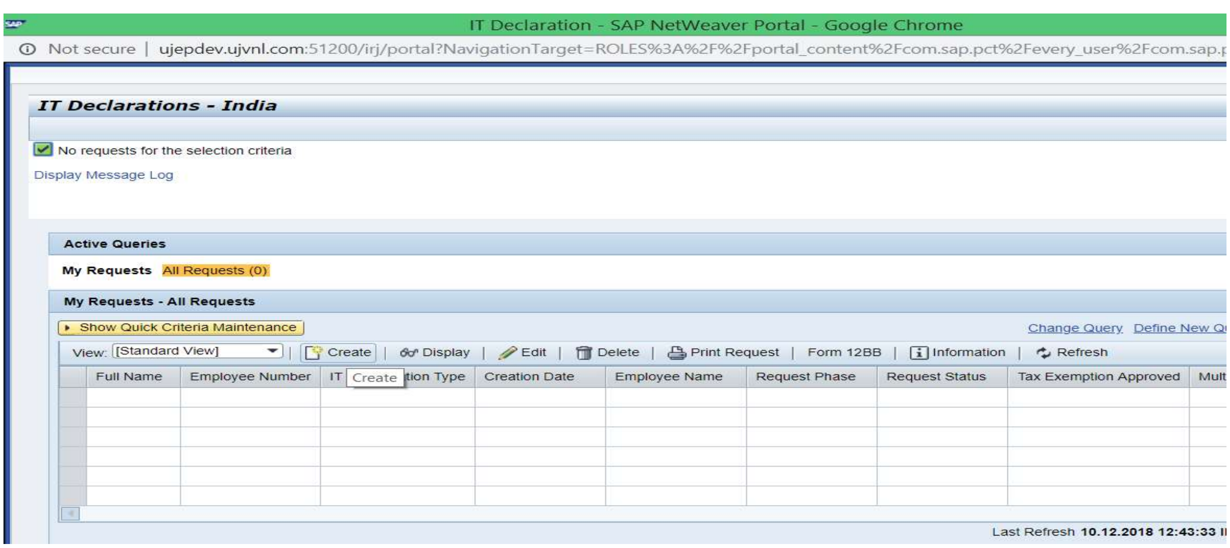


e. IT Declaration – Here you can Create, Edit and View IT Declaration

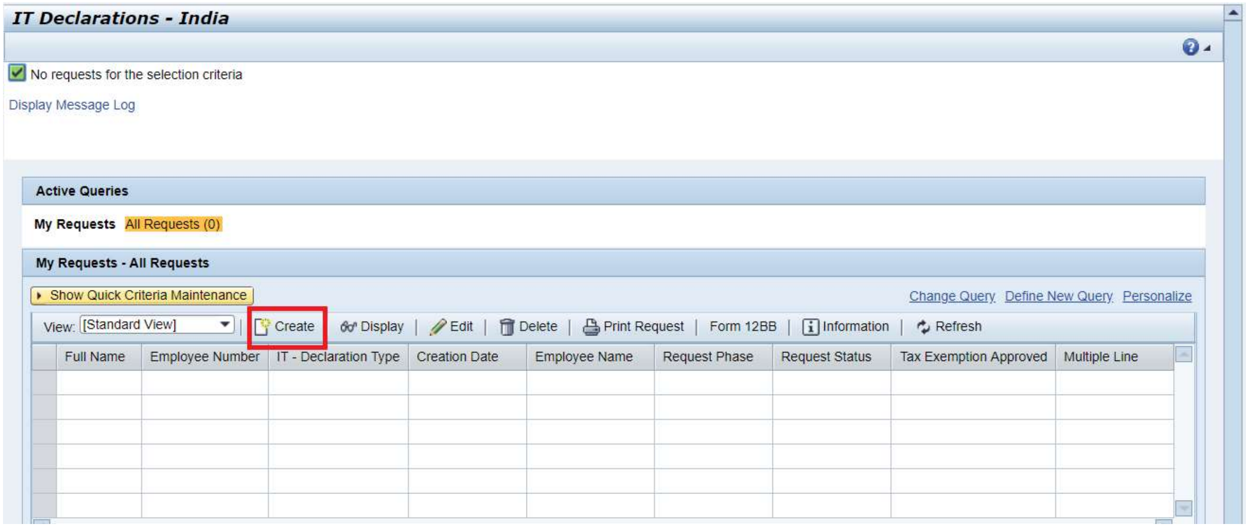
- Click on **IT Declaration**.



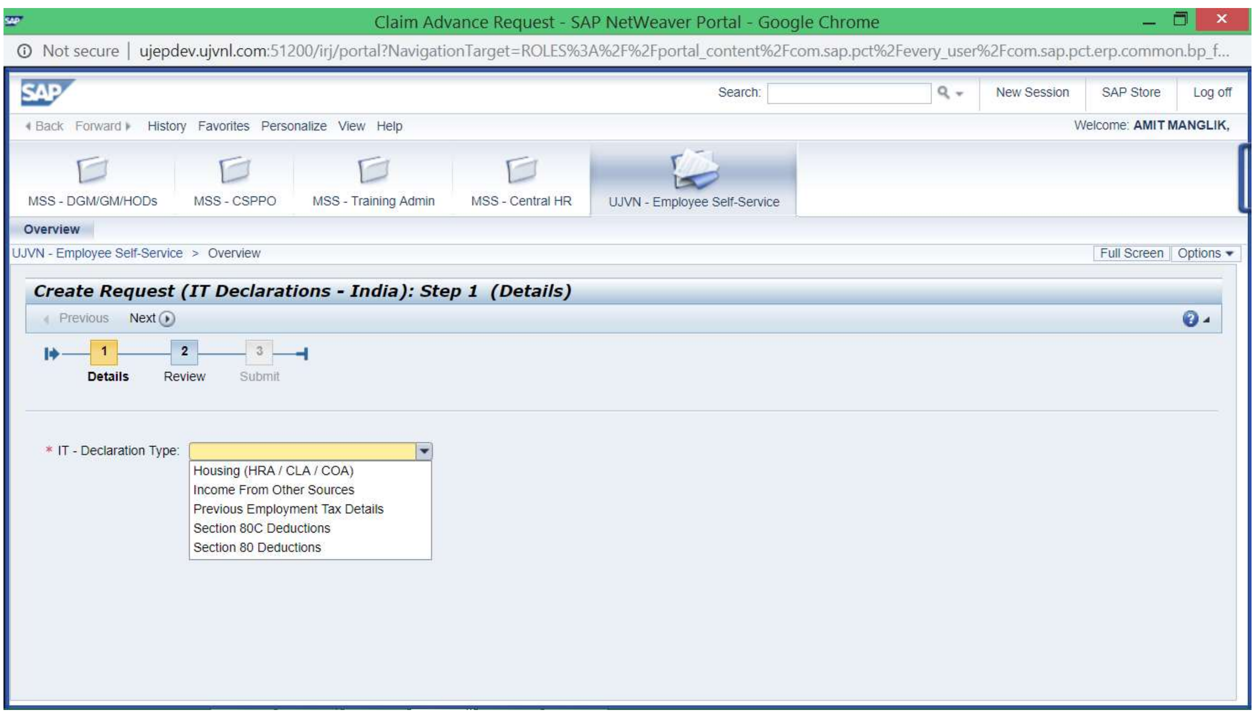
- The below screen appears:



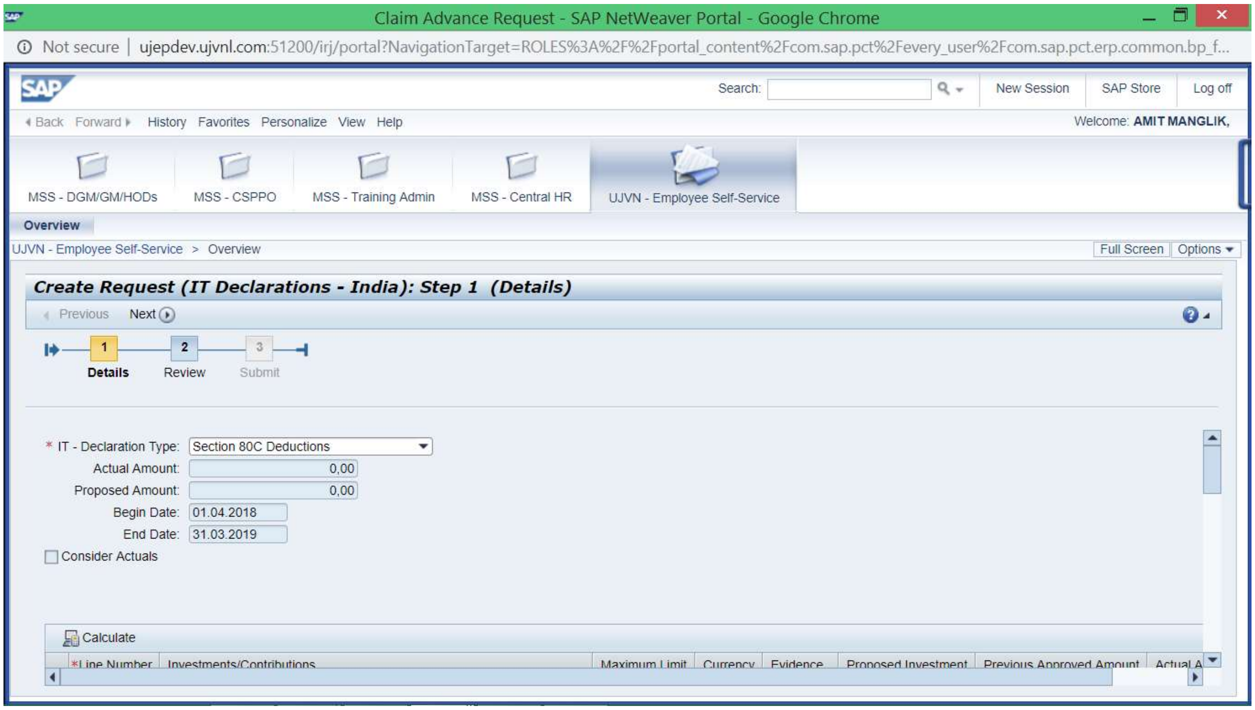
- Click on **Create**.



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



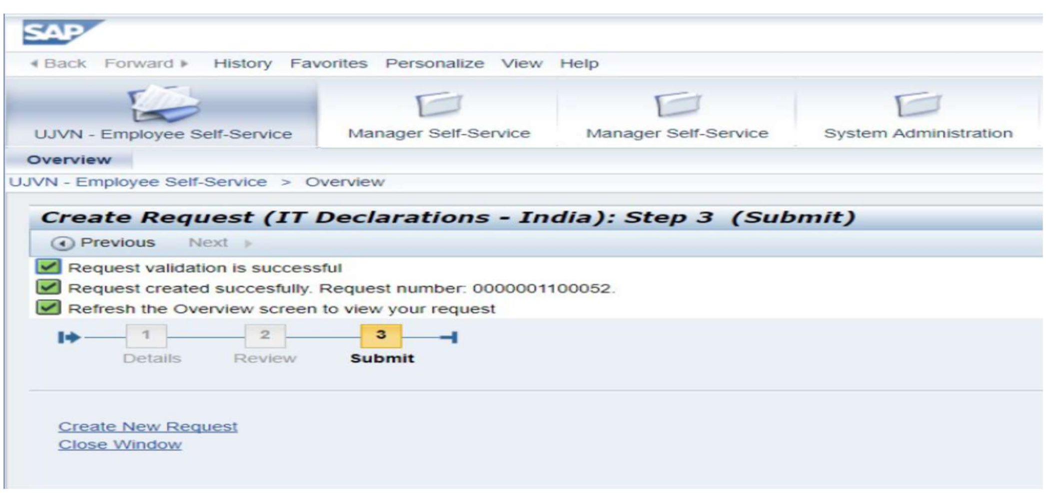
- Enter **Investment details/contributions**:



- Click on **"I Acknowledge and Accept"**:

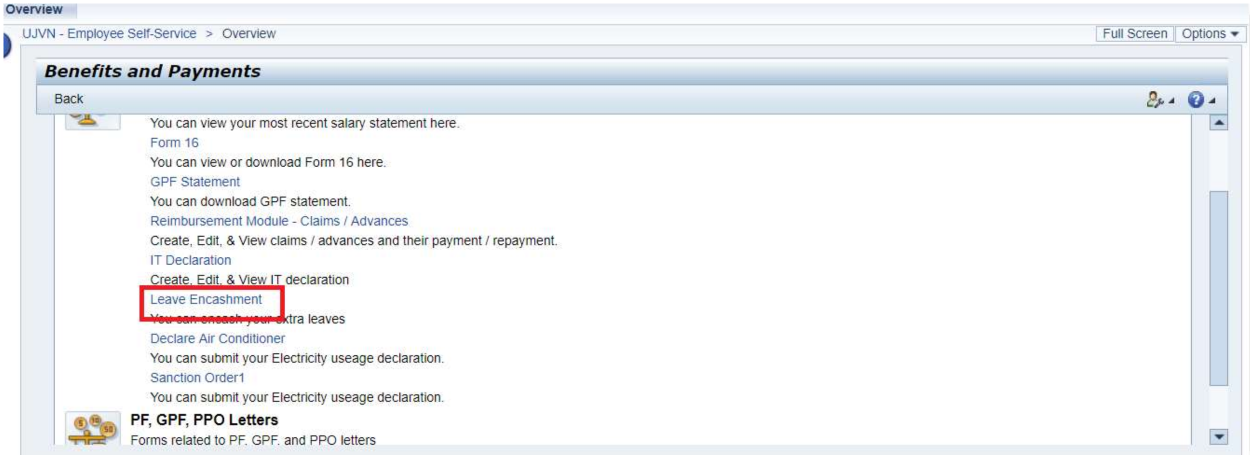
- Message will appear as shown below:

- Request Created.



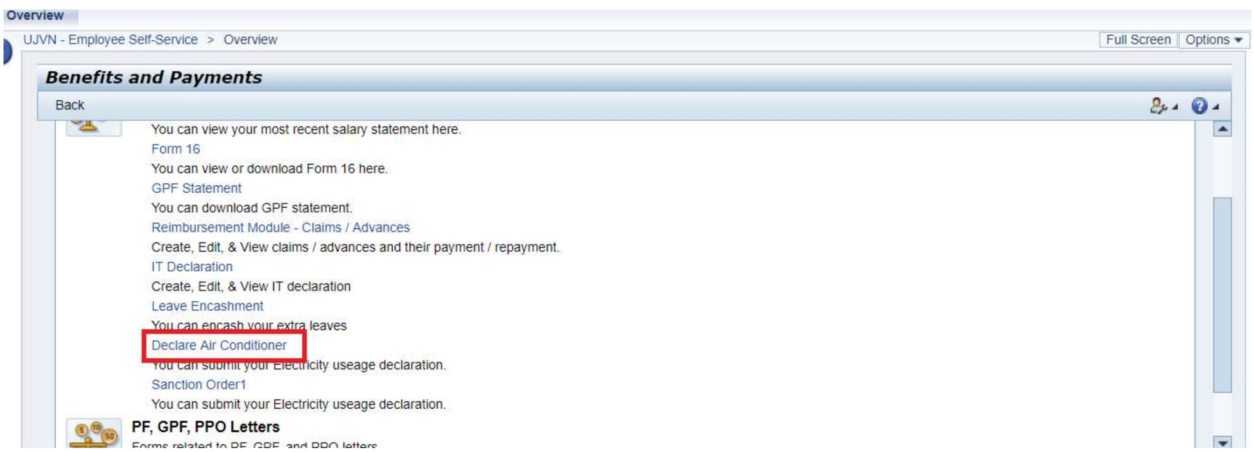
f. Leave Encashment – You can encash your extra leaves here.

- Click on **Leave Encashment**.

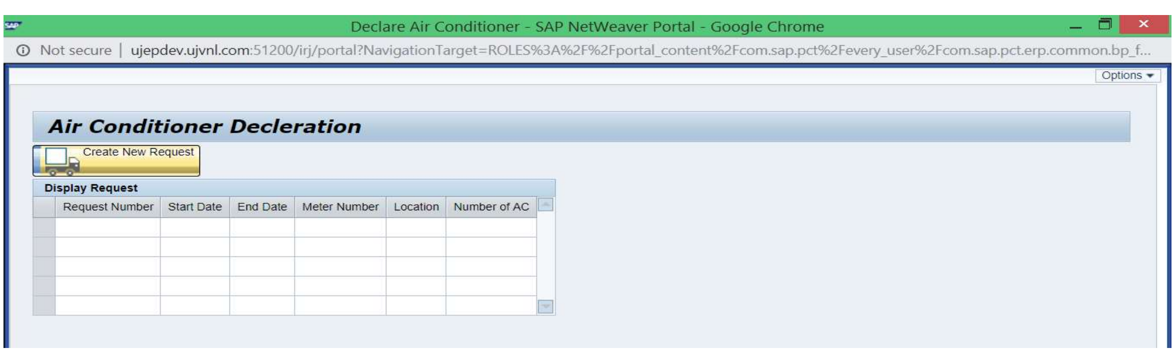


g. Declare Air Conditioner - You can submit your electricity usage declaration here.

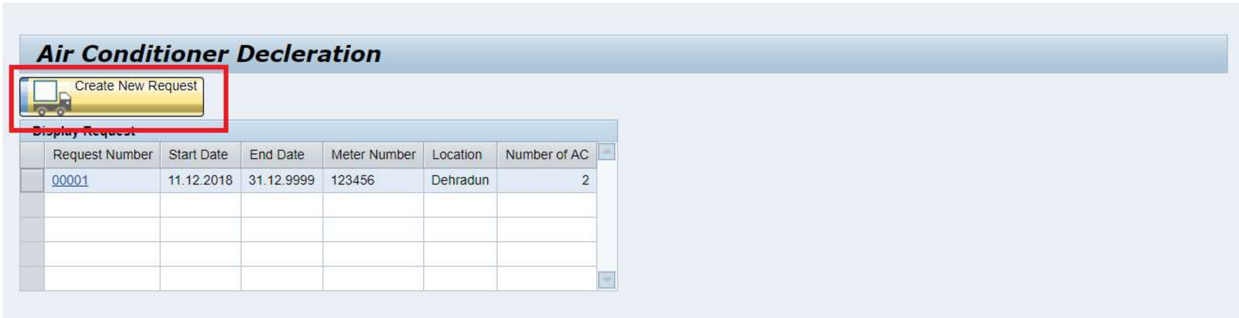
-Click on **Declare Air Conditioner**.



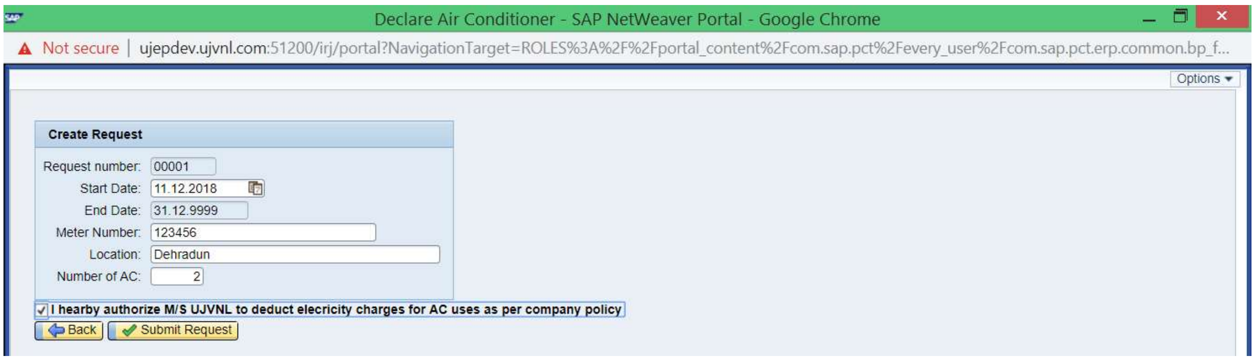
The below screen appears:



- Click on **New Request**.



- 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**"

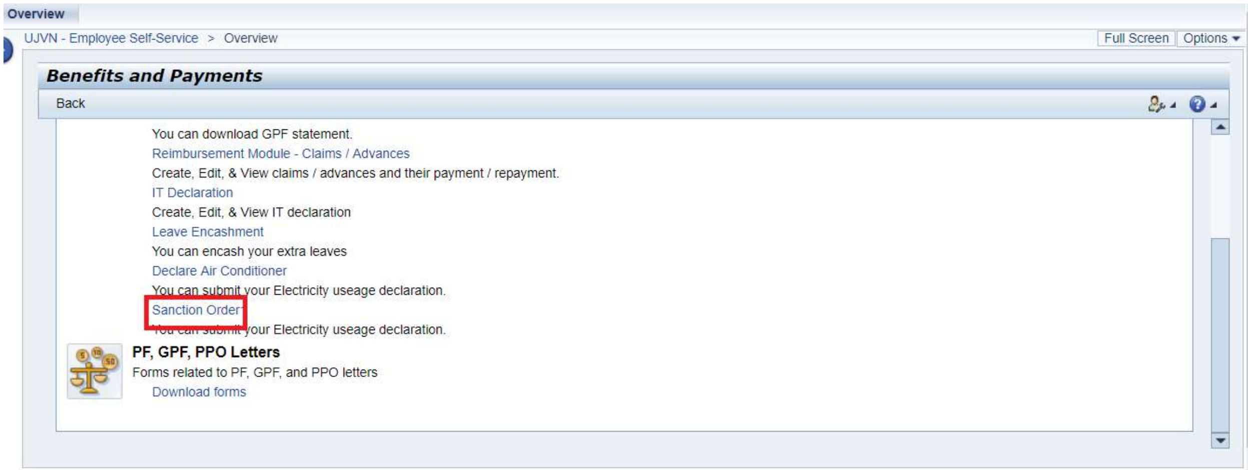


- Click on **Submit Request.**

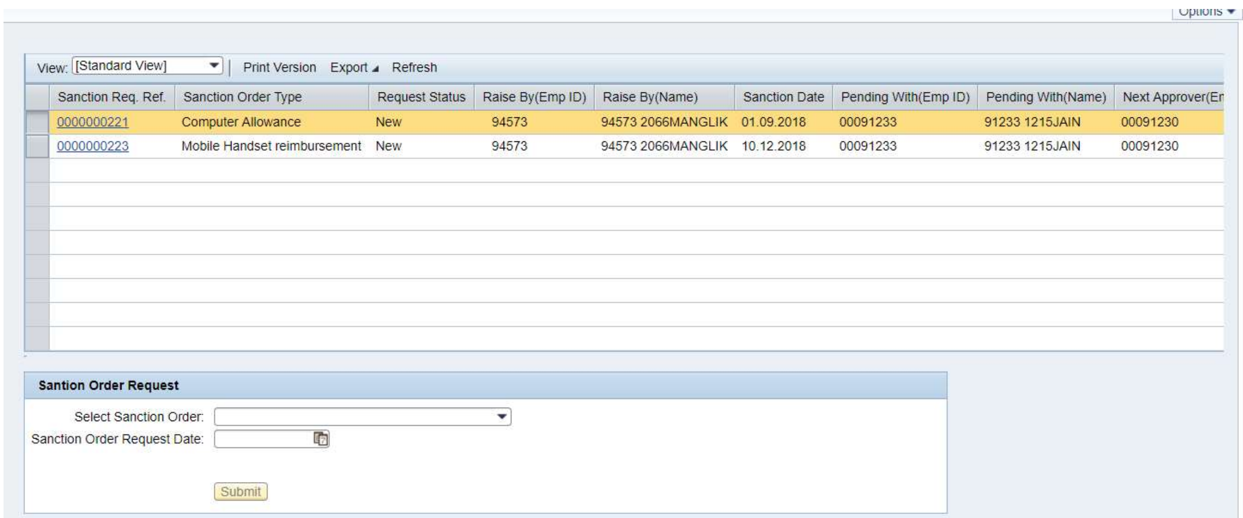
- Your request has been submitted successfully.

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

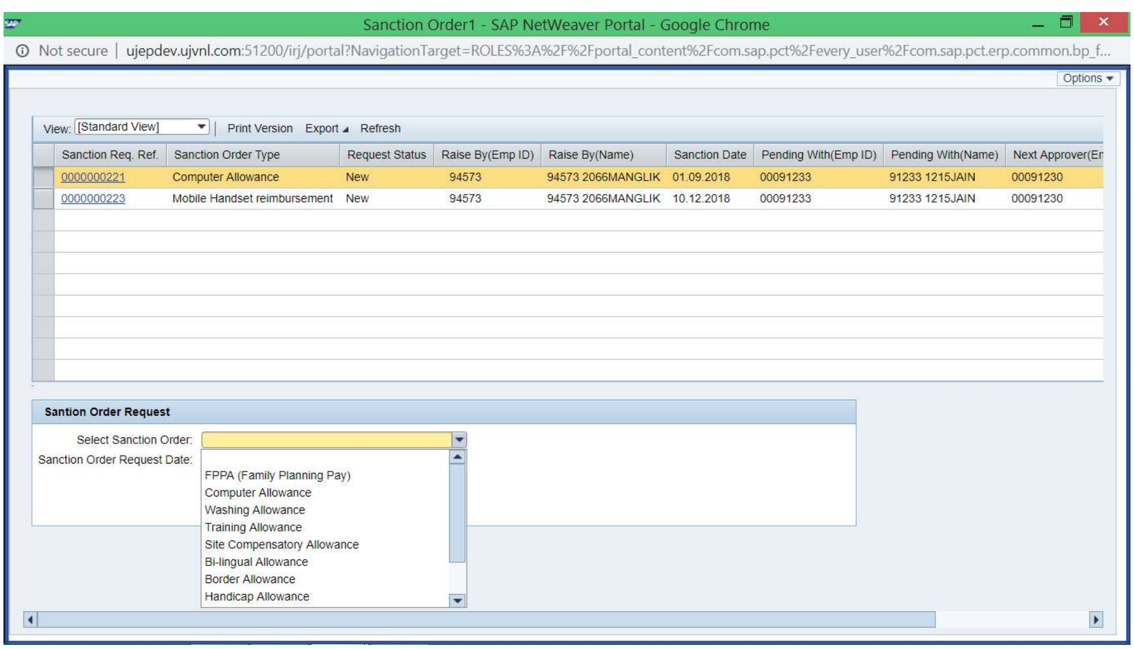
- Click on **Sanction Order.**



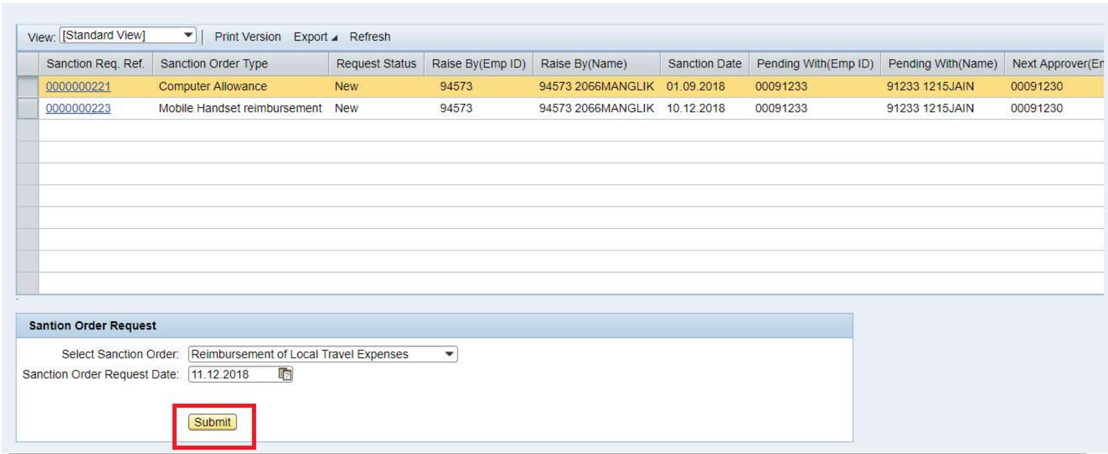
- The below screen appears:



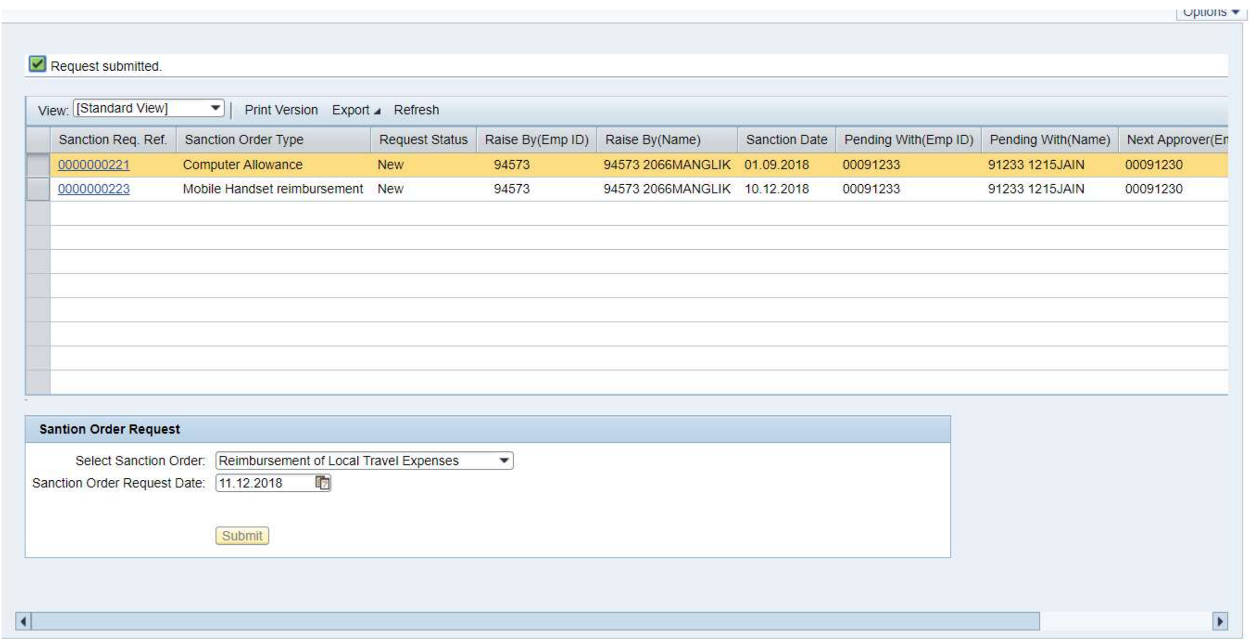
- **Select Sanction Order** from the Dropdown menu.



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

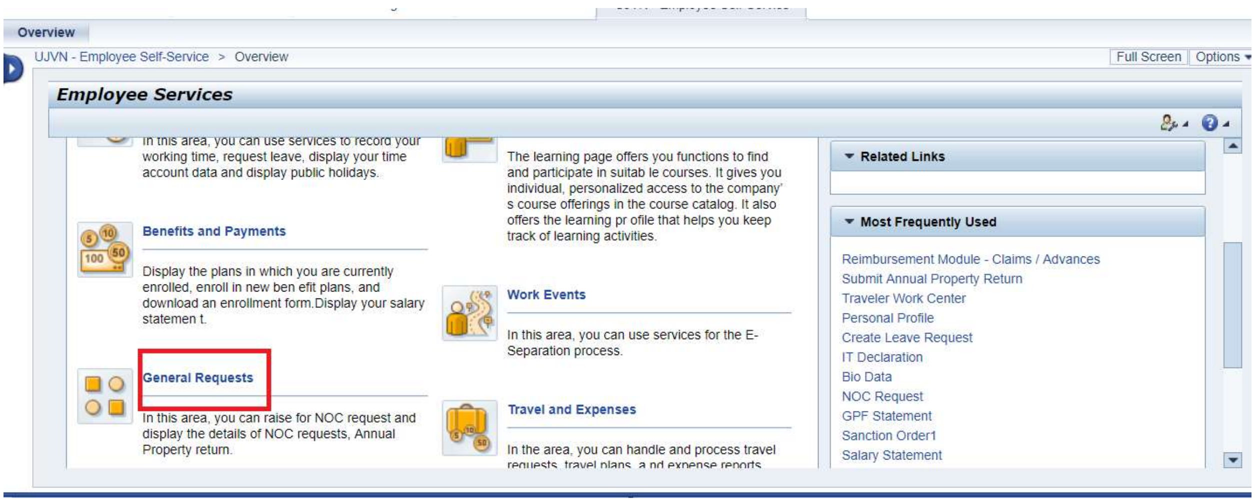


- Your request has been successfully submitted.

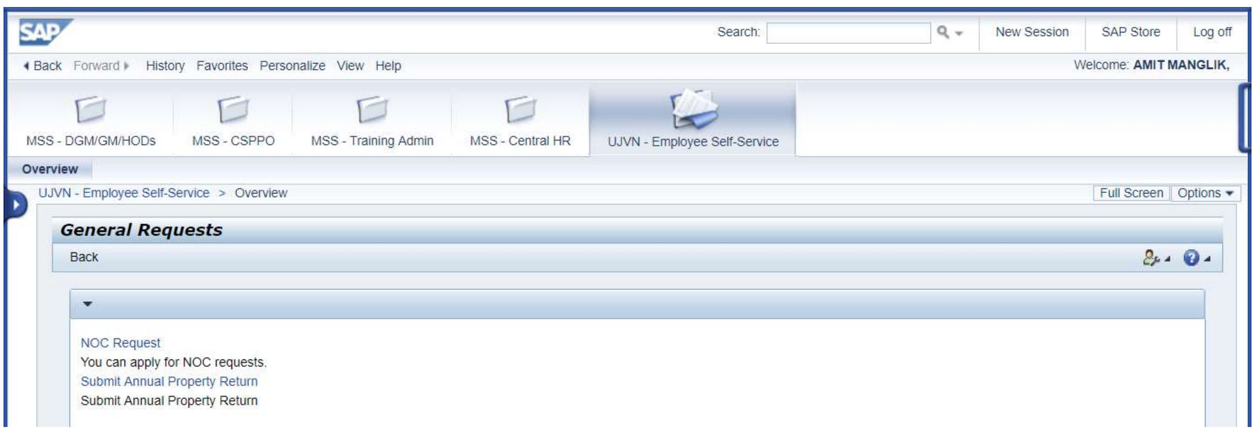


4. General Request – You can raise for NOC request and display the details of NOC requests and annual property return.

- Click on **General Requests.**

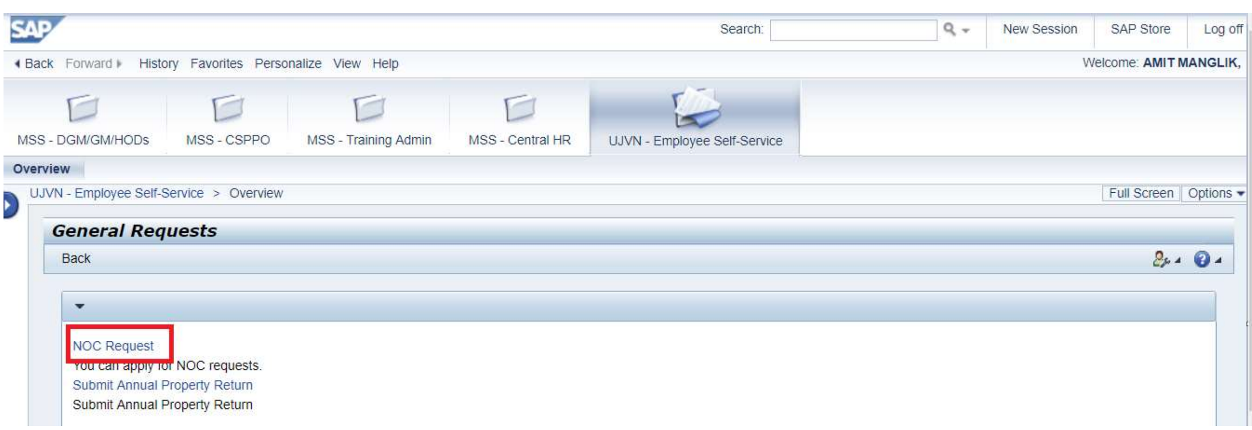


- The below screen appears:

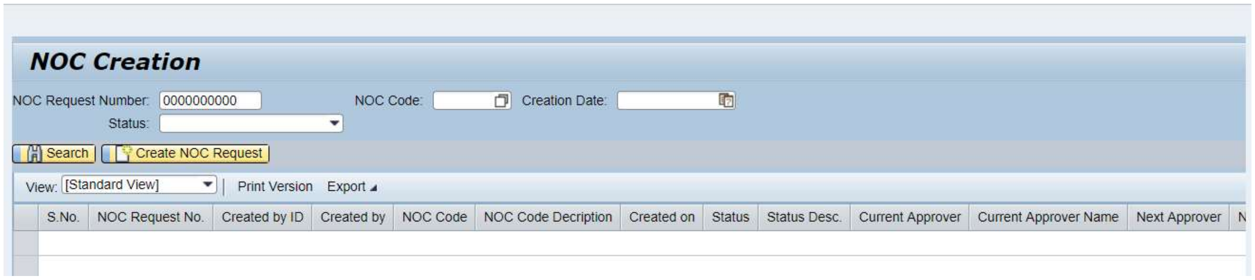


a. NOC Request – You can apply for NOC request here.

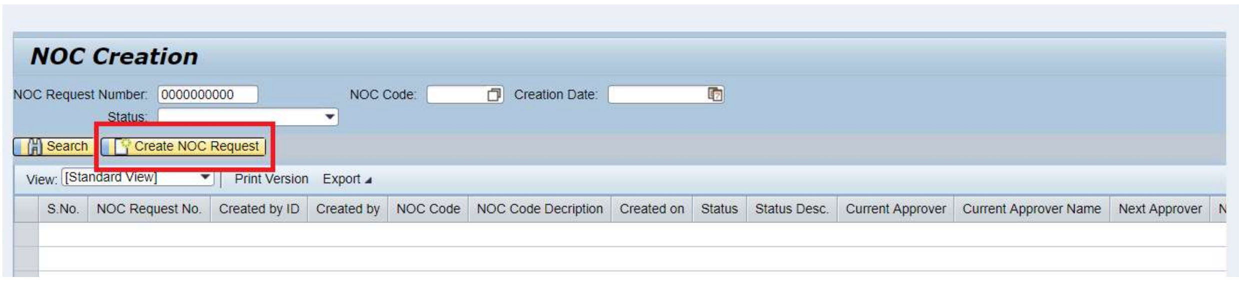
- Click on **NOC Request**



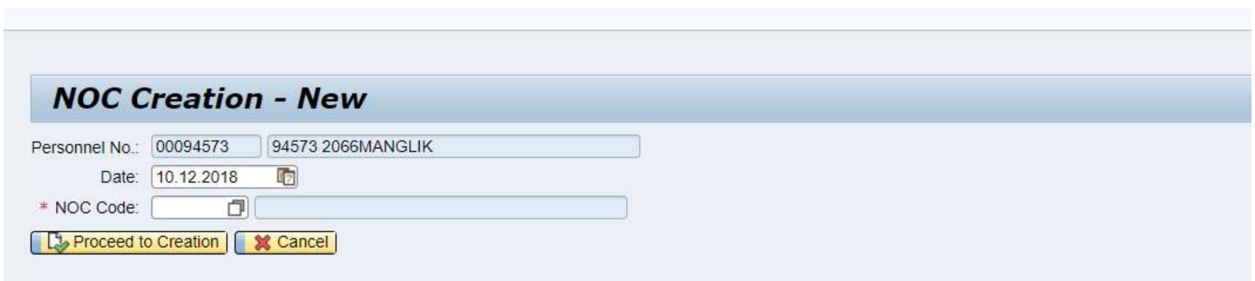
- The below screen appears:



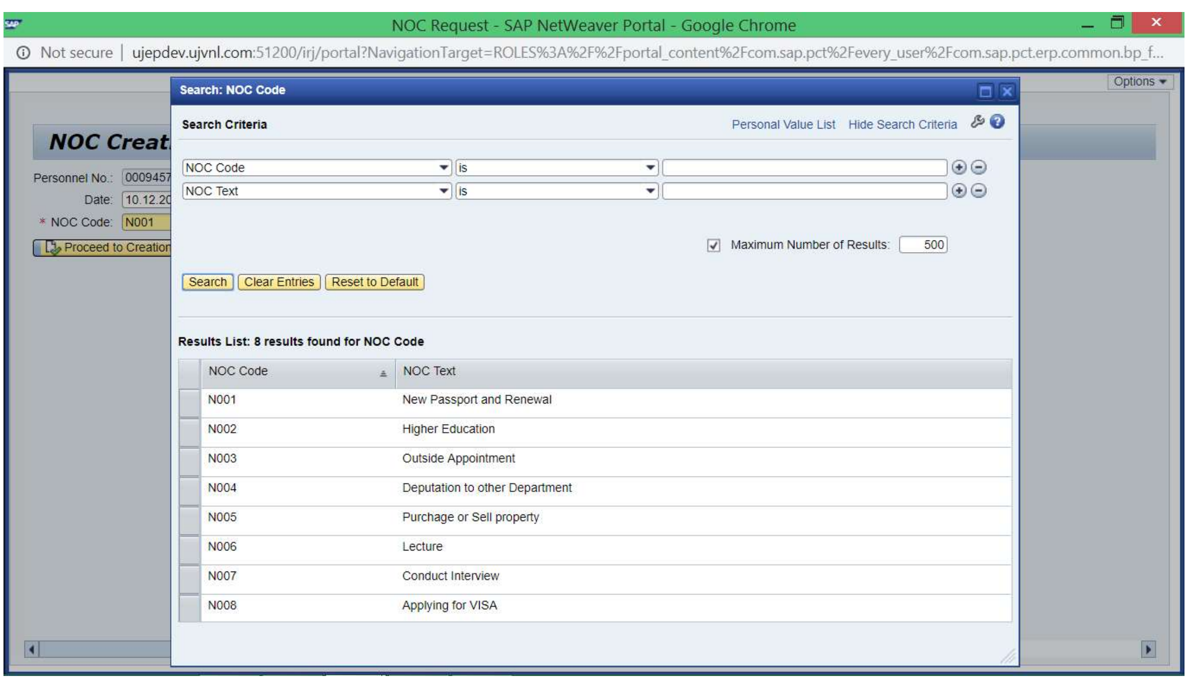
- Click on **Create NOC Request**.



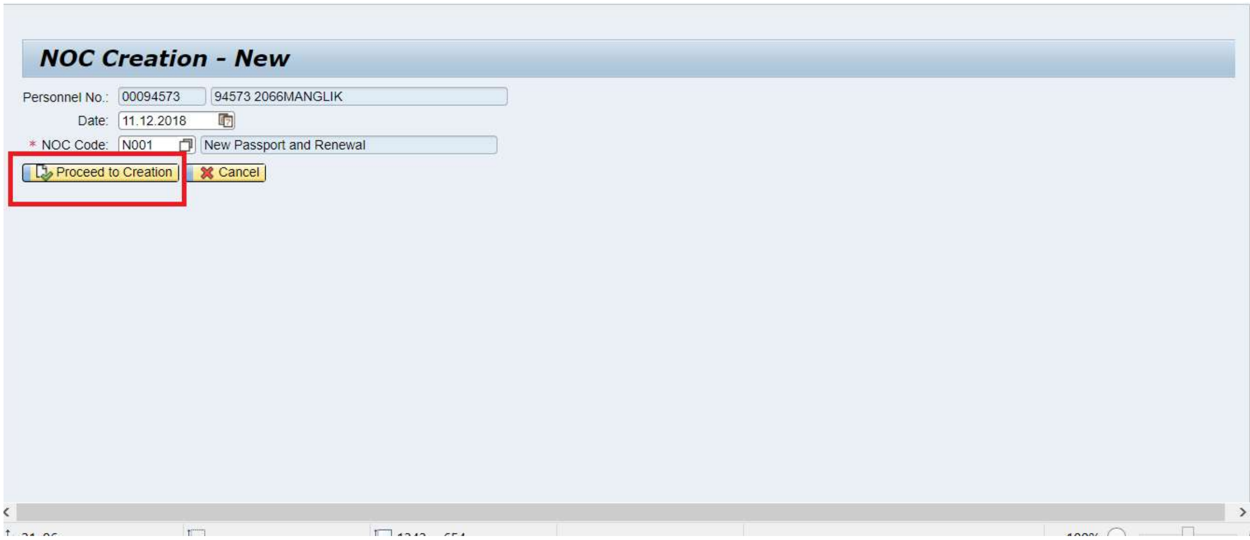
- The below screen will be shown:



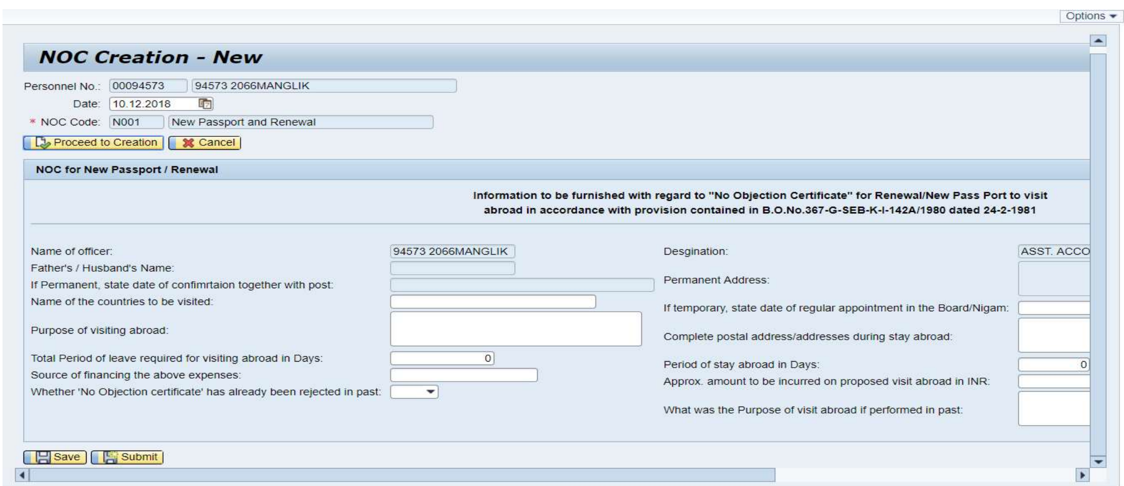
- Select **NOC Code** from Help:



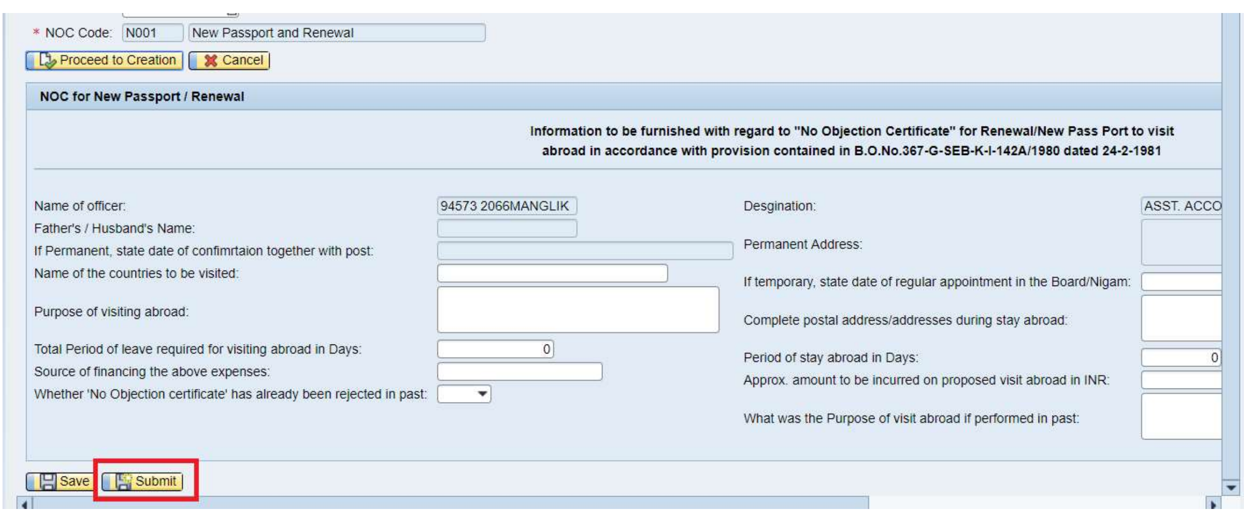
- Click on “**Proceed to Creation**”.



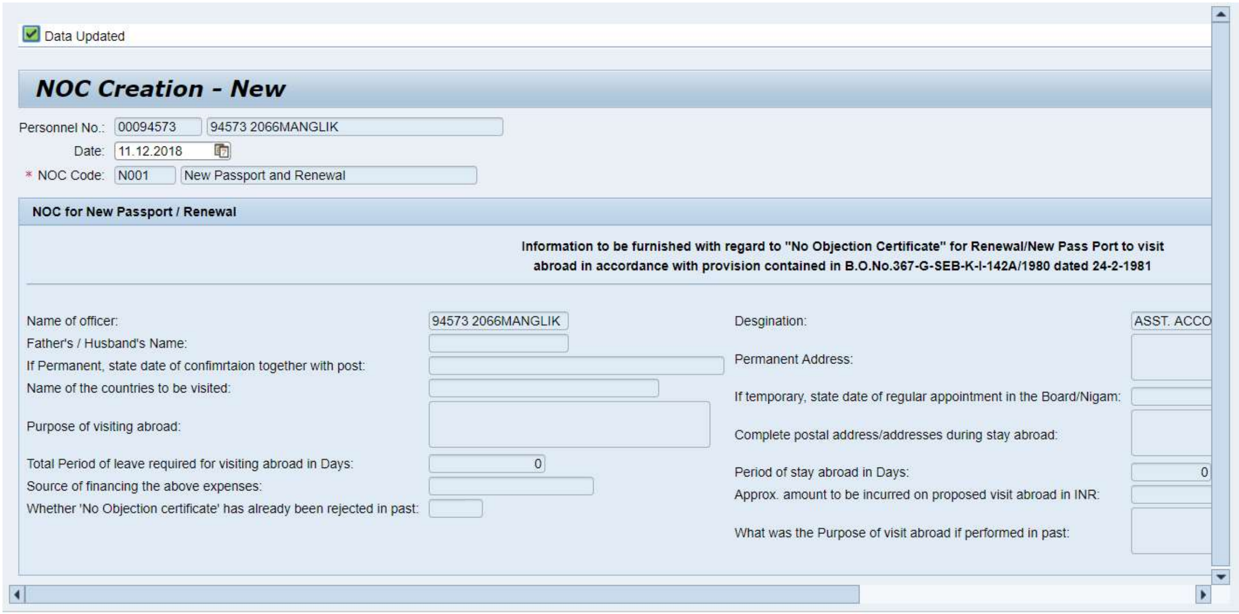
- Fill all the required fields



- Click on **“Submit”** button.

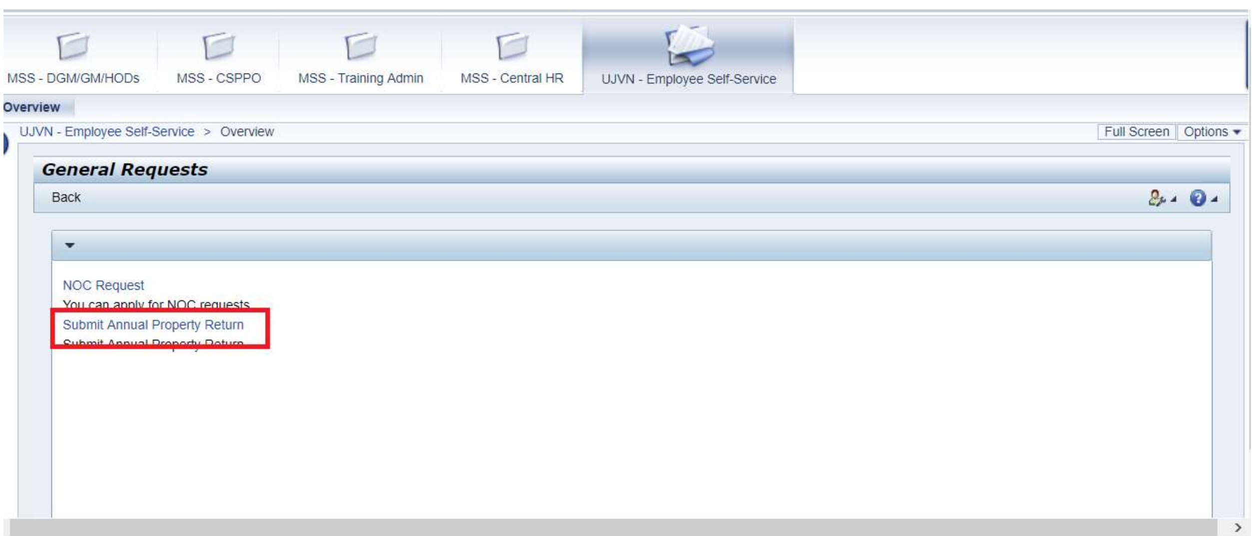


- NOC Request is created.

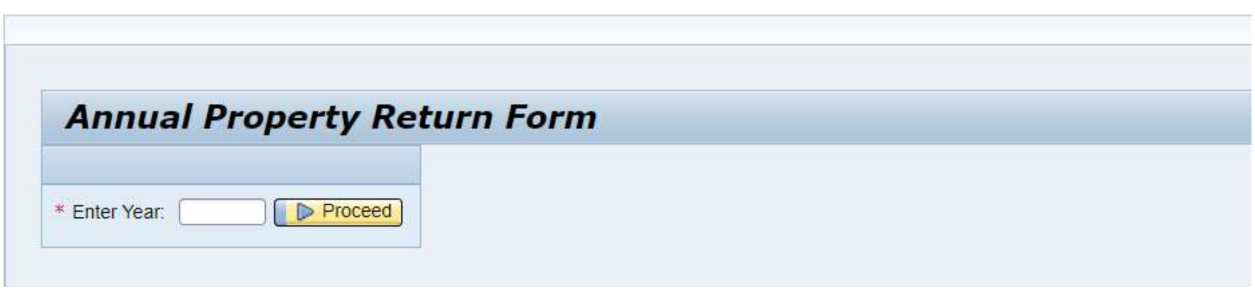


b. Submit Annual Property Return

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

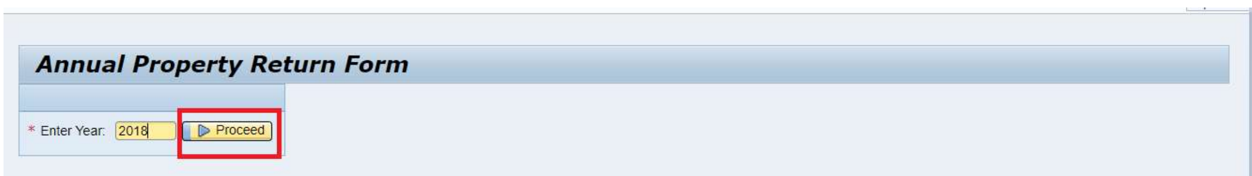


The below screen appears:

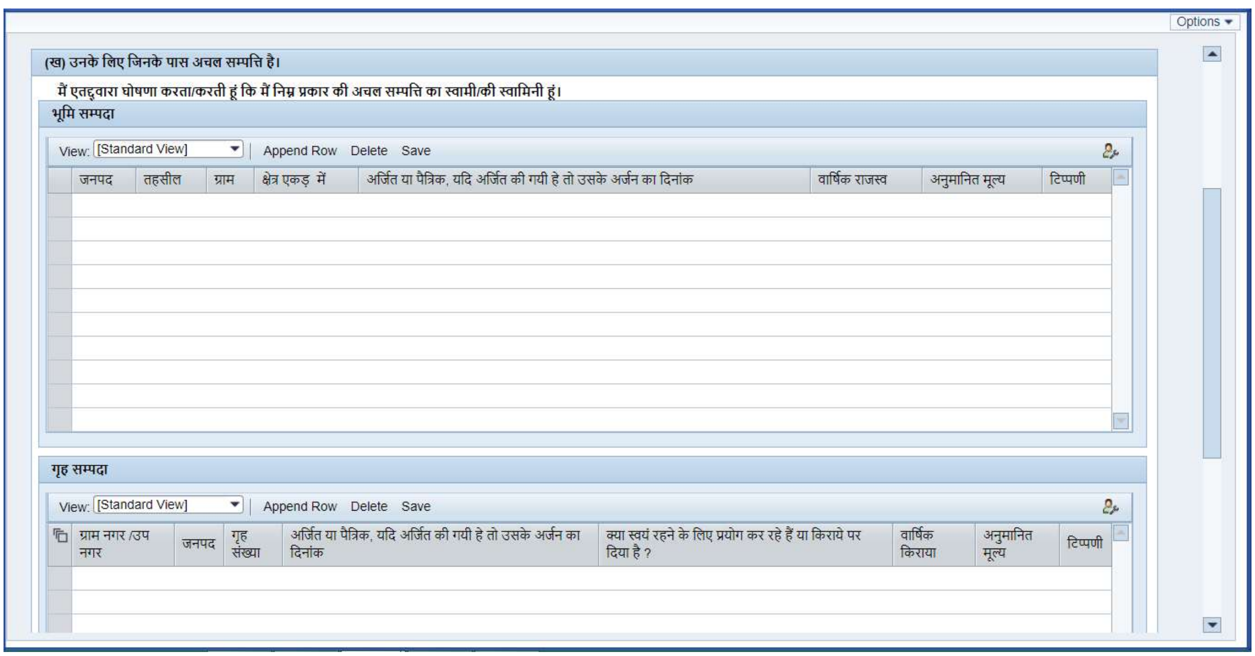


- Enter the **Year** for which the property is to be declared.

- Click on **"Proceed"** button.

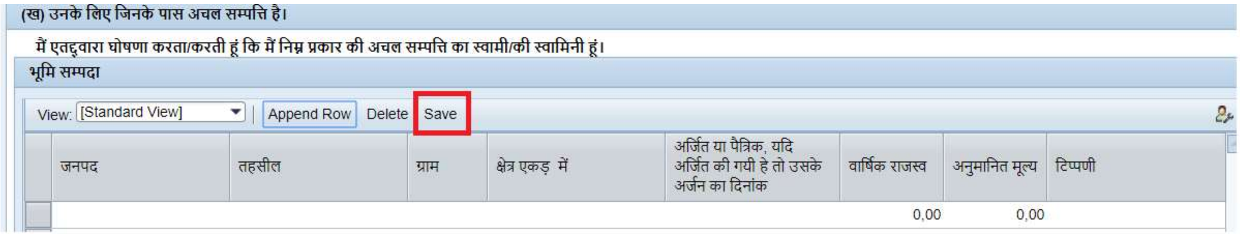


- When you Click on Proceed button, the below screen will appear:

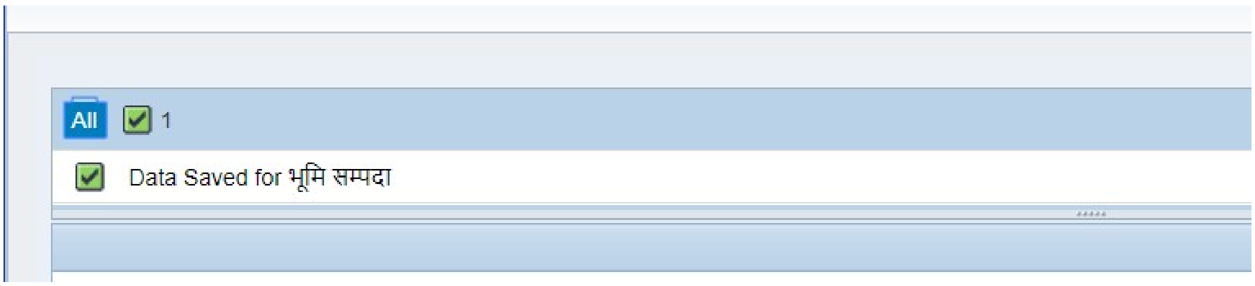


-Click on **"Append Row"** to enter data:

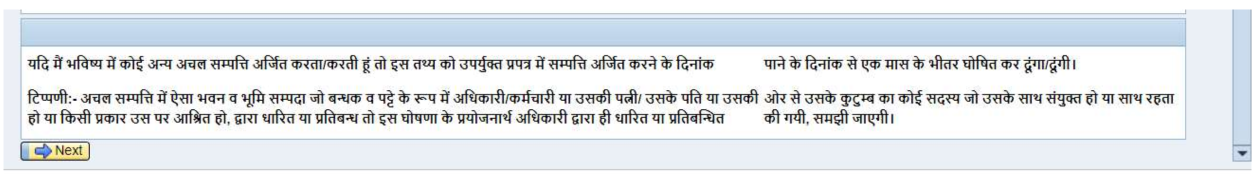
- Click on **“Save”** to save the entered data.



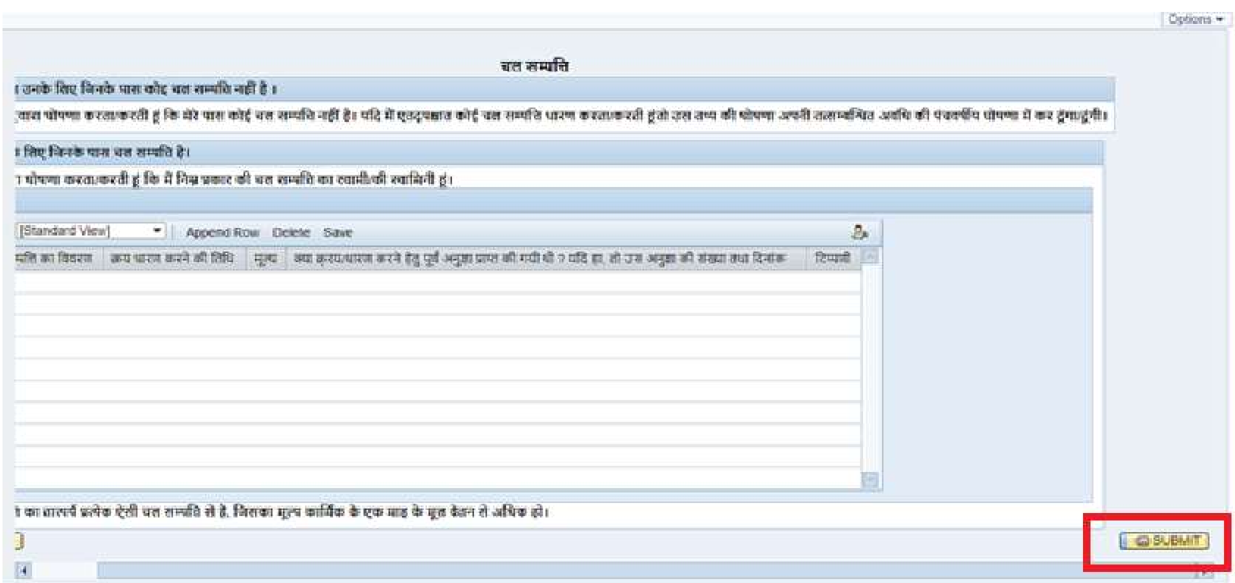
- The following message will appear.



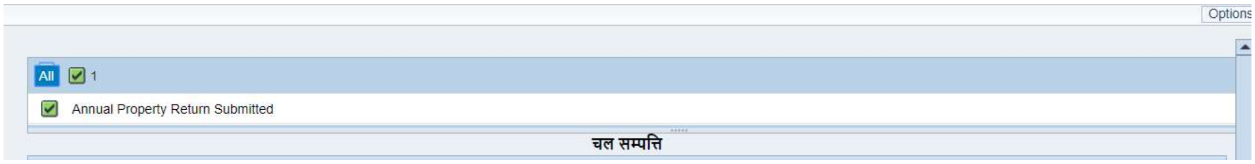
- Save all kinds of property and Select **Next**.



- Click on “**Submit**” Button:

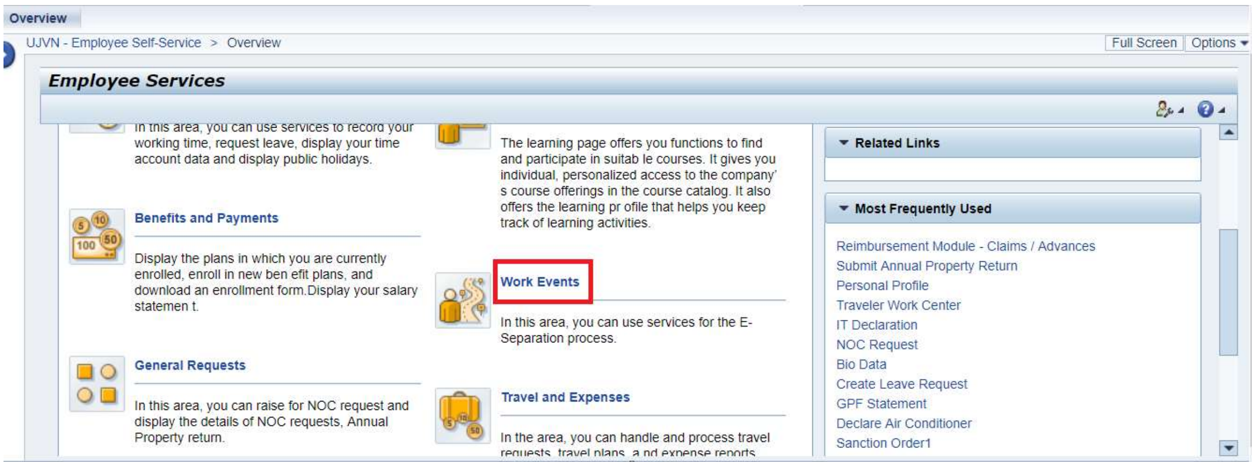


- Your request has been submitted successfully.

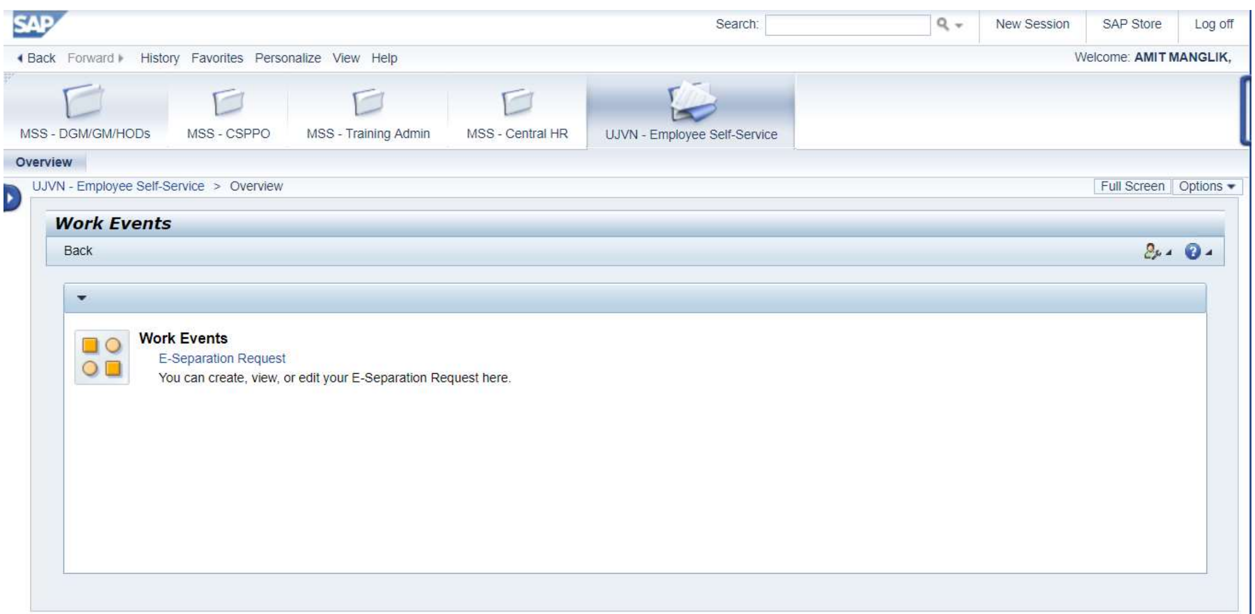


5. Work Events – You can use services for the E- Separation process here.

- Click on **Work Events**.

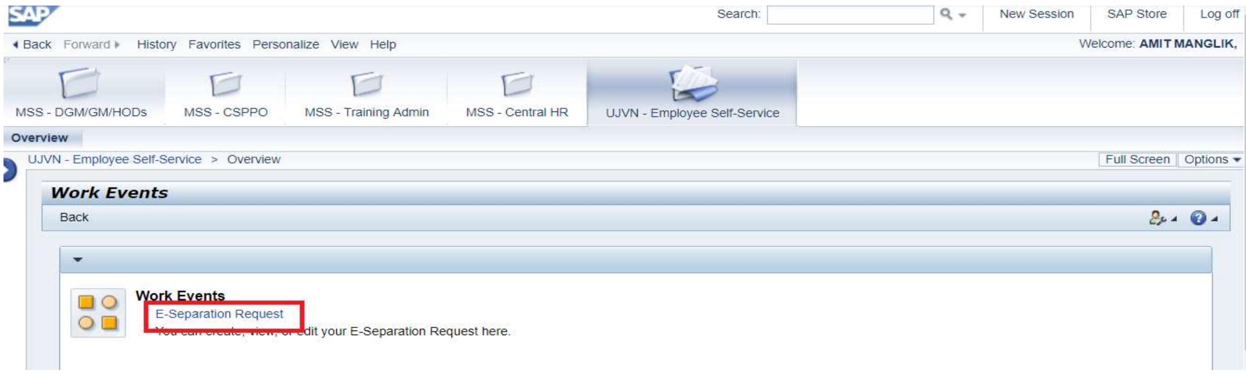


- When you click on **Work Events**, the below screen appears:



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

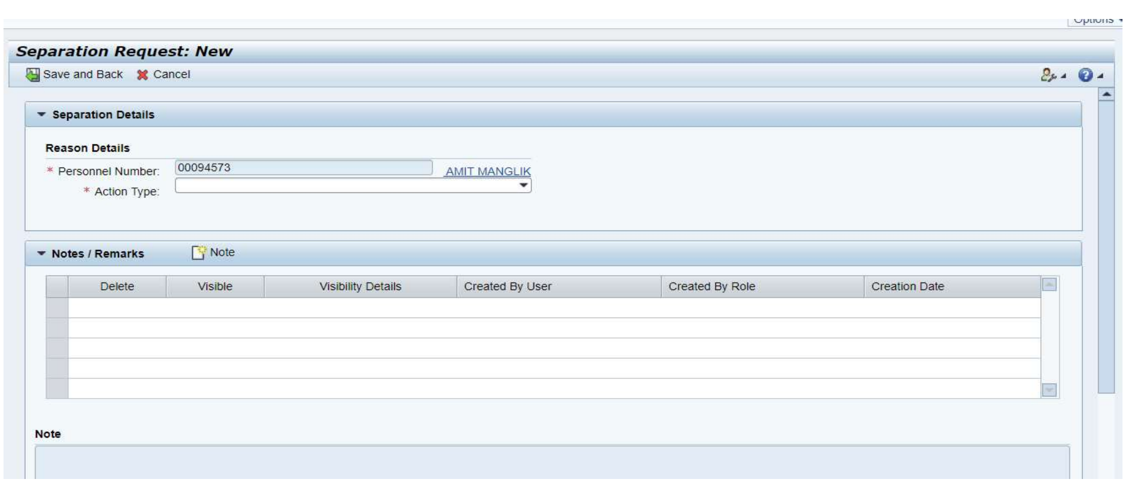
- Click on **E- Separation Request**.



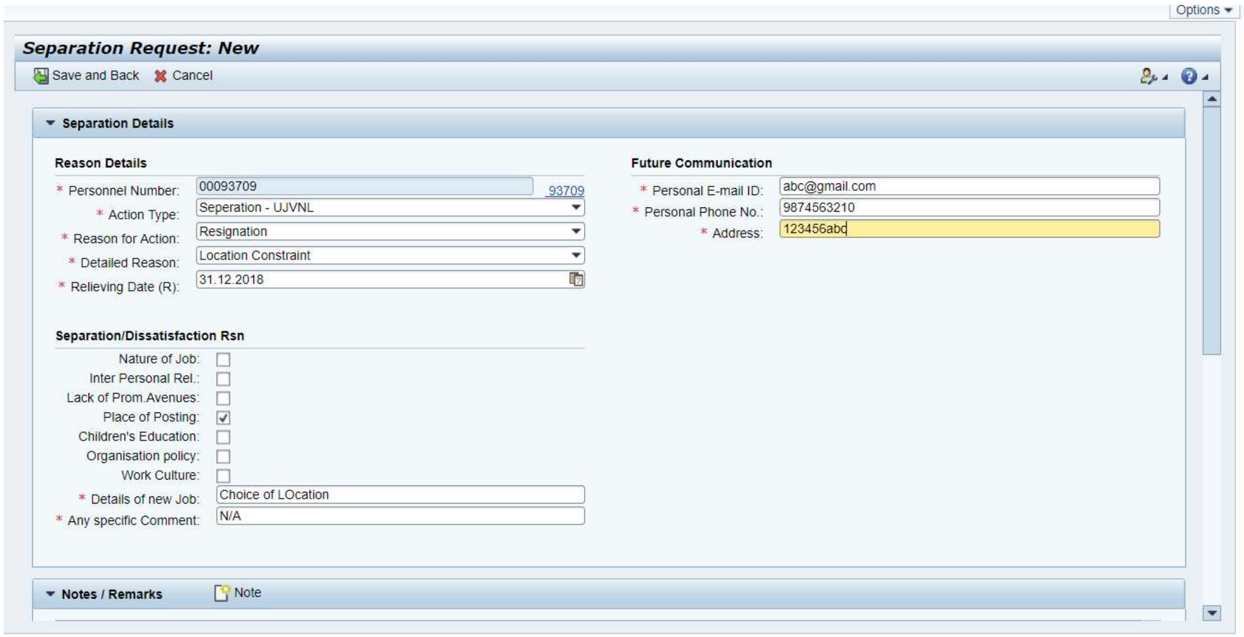
- The below screen appears:

- Click on **New**.

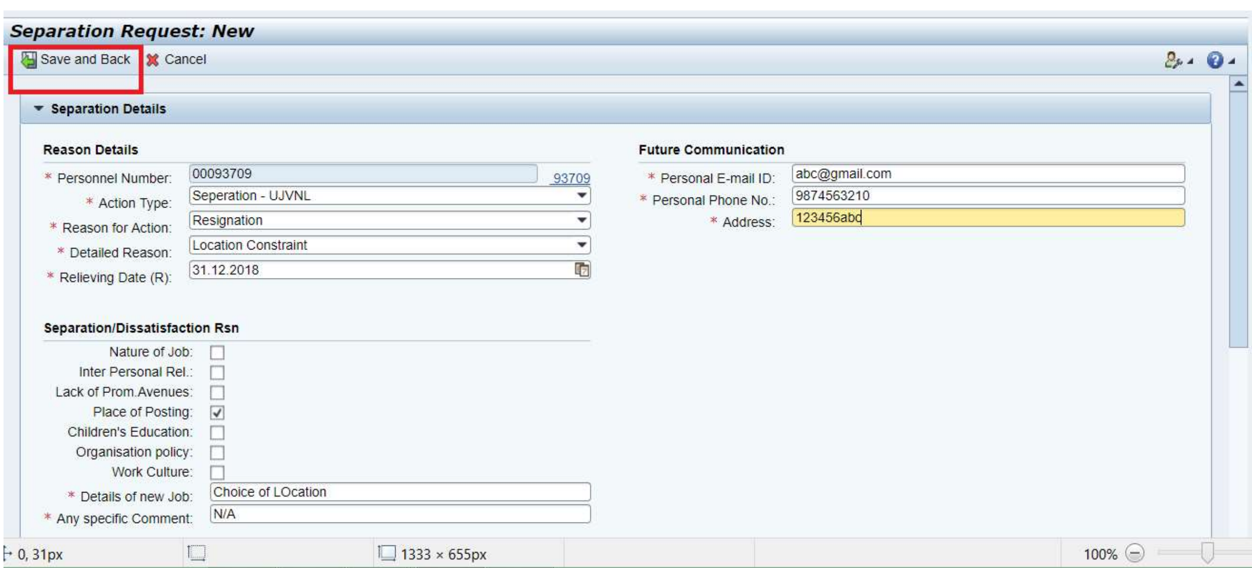
- The below screen appears:



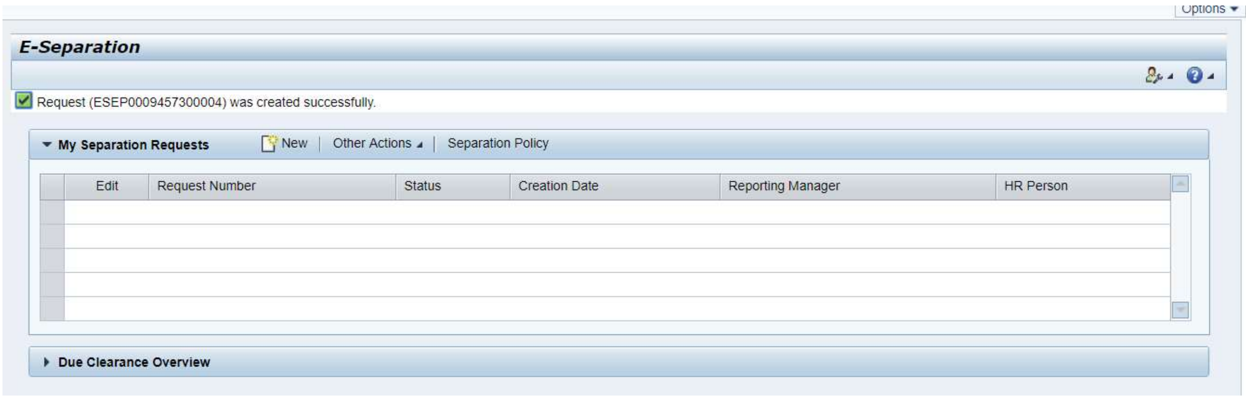
- Enter all the mandatory details (marked as *) in the below screen



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

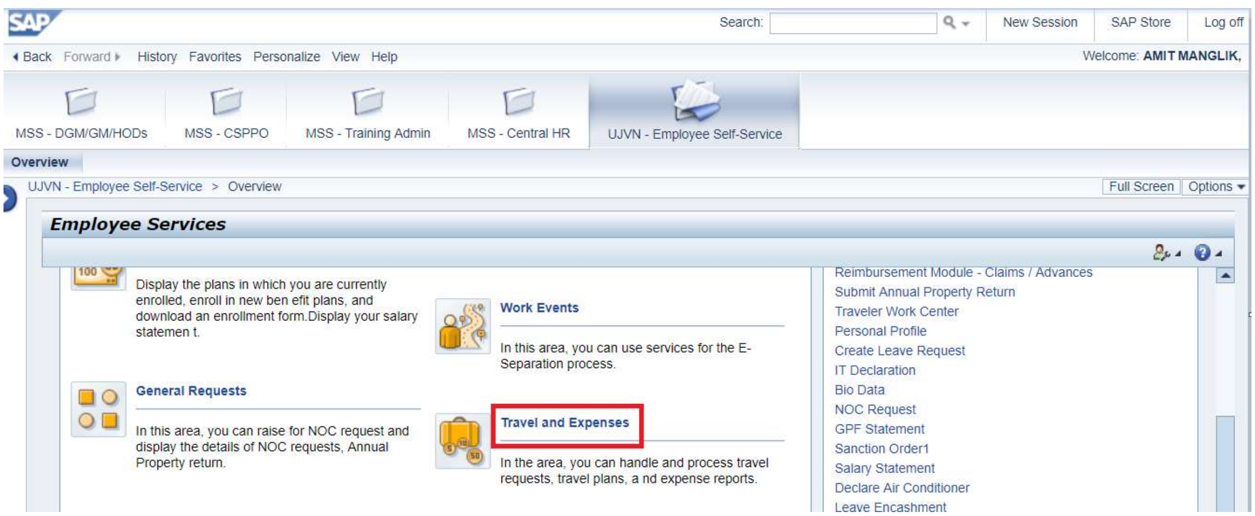


- Your request was submitted successfully.

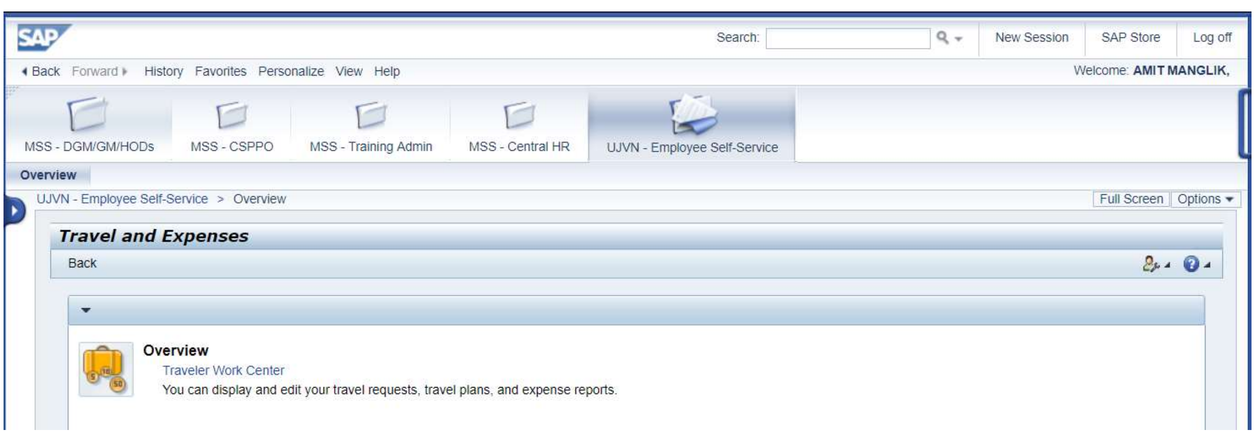


6. Travel and Expenses – You can handle travel requests, travel plans and expense reports here.

- Click on **Travel & Expenses**.

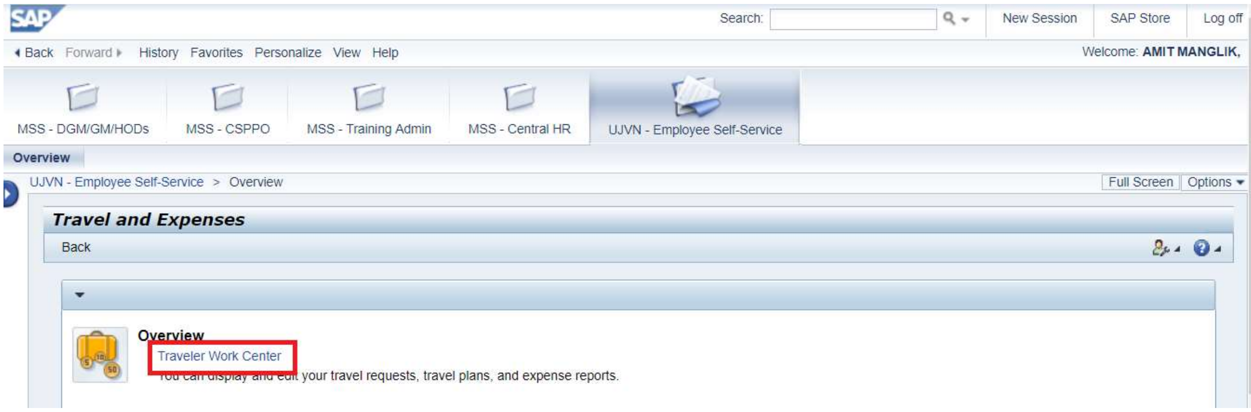


- When you click on **Travel & Expenses**, the below screen appears:

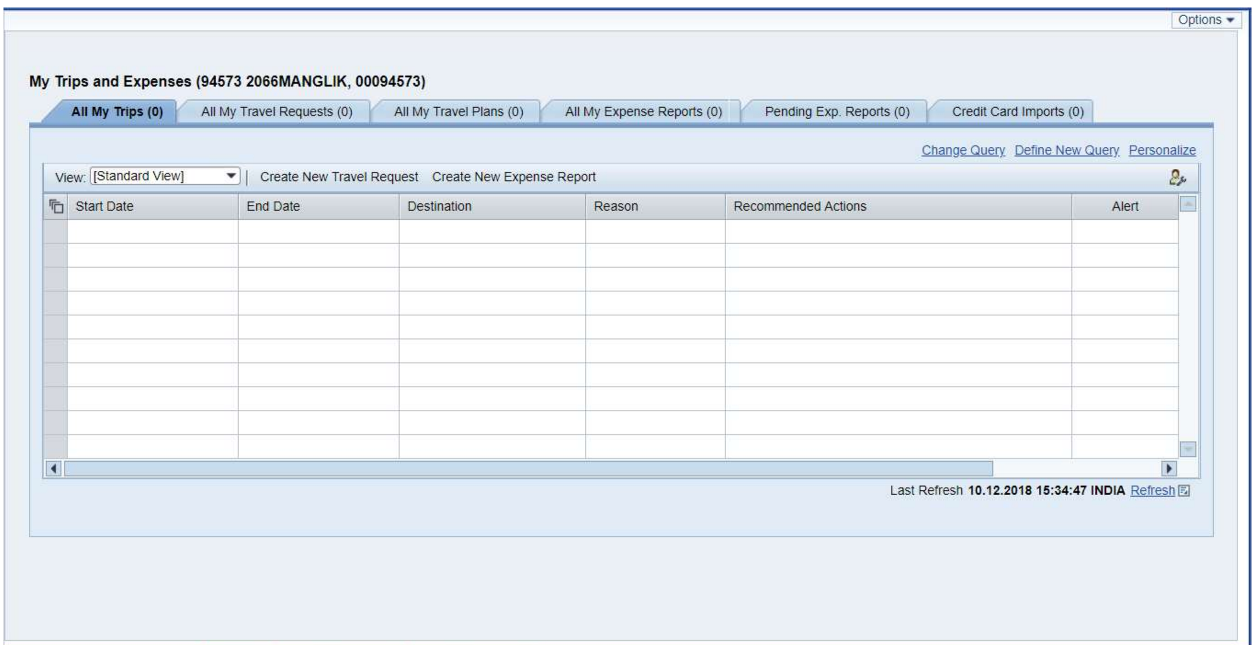


a. Traveler Work Center – You can edit and display your travel requests, travel plans and expense reports.

- Click on **Traveler Work Center**.

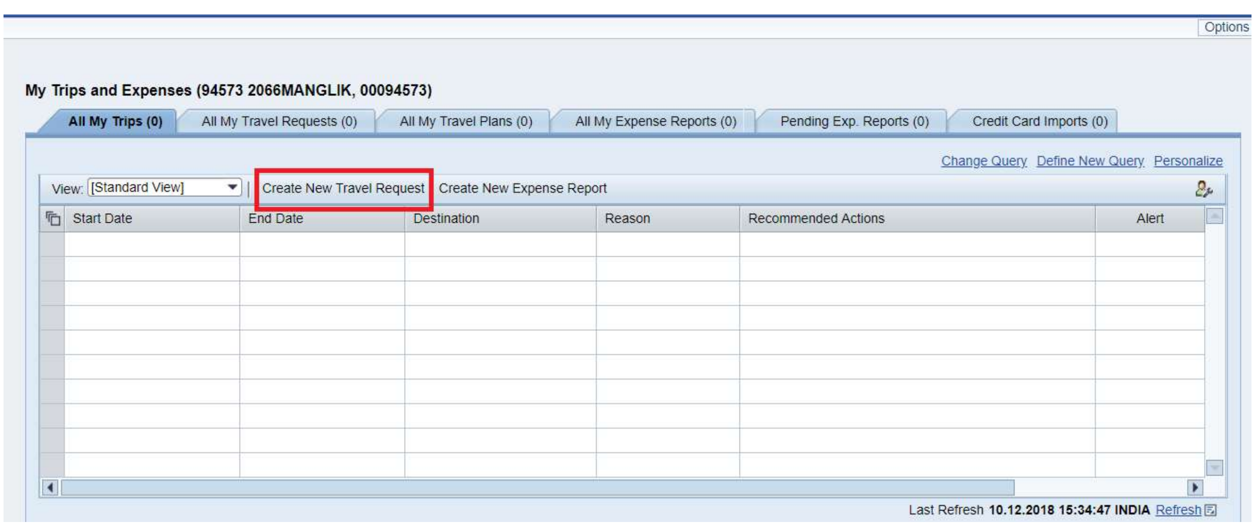


- When you click on **Traveler Work Center**, the below screen appears:

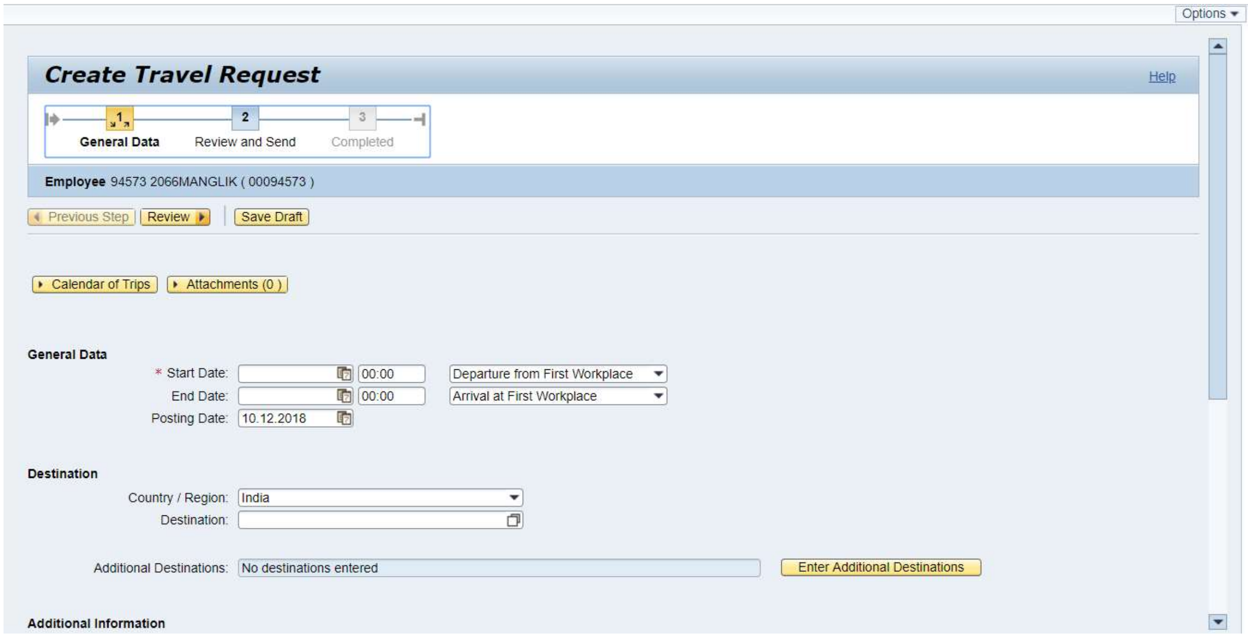


i. Create New Travel Request

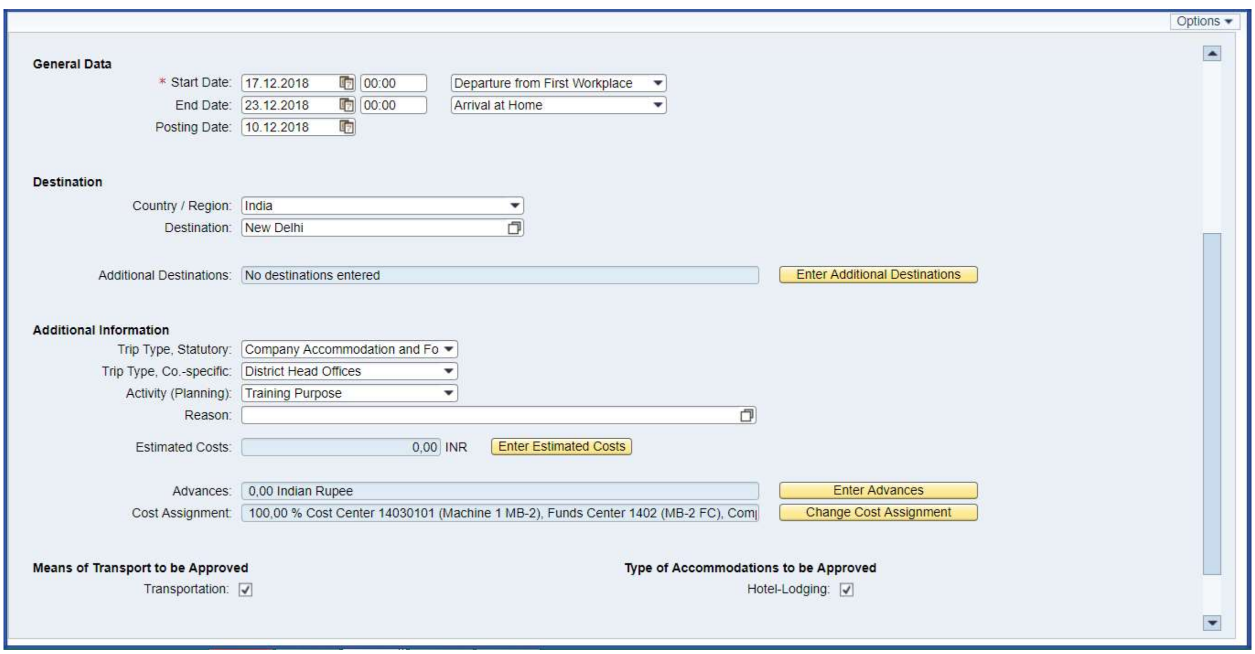
- Click on Create New Travel Request:



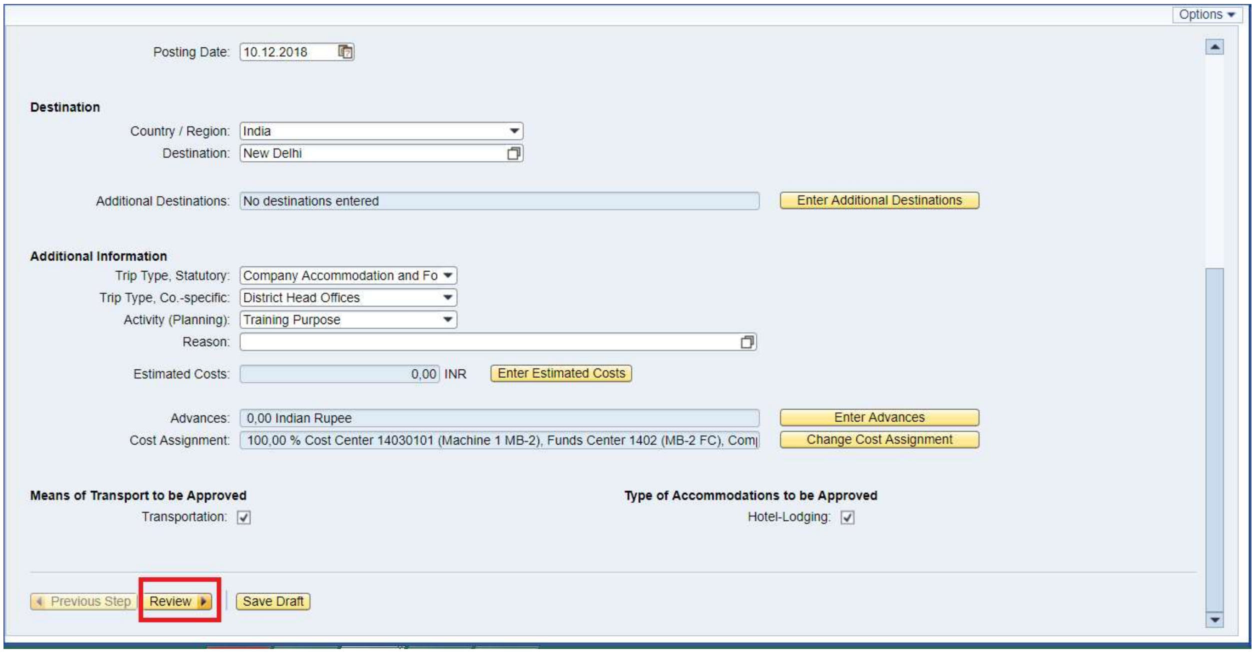
-When you click on “**Create New Travel Request”,** the below screen appears:



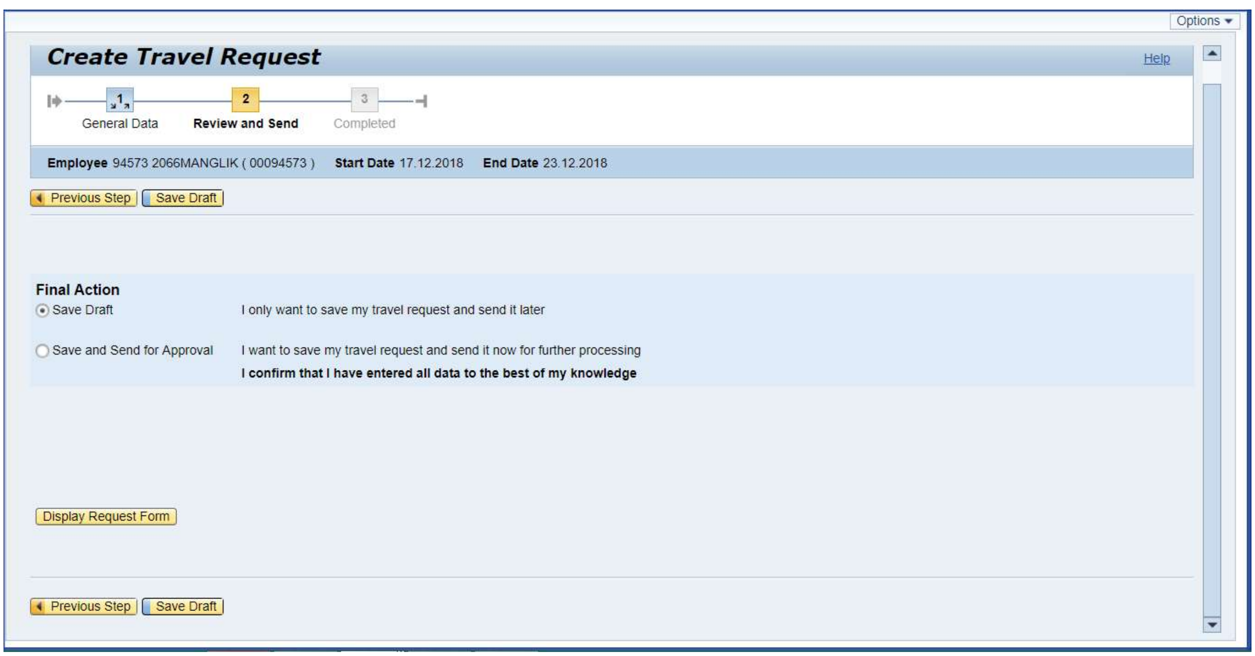
- Enter the Start and End date of the trip, Country, Destination and all the other additional information like Trip Type, Activity, Reason etc. as required. Tick on “Means of Transport to be Approved” and “Type of Accommodation to be Approved” as per the requirement.



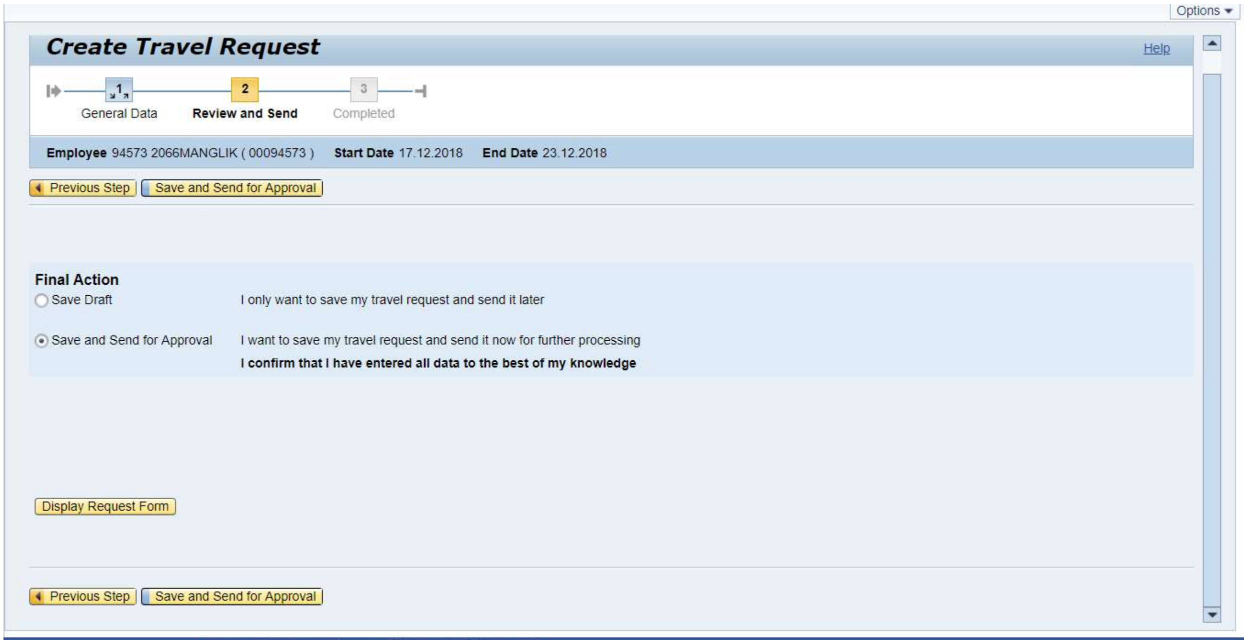
- Click on “**Review**” button:



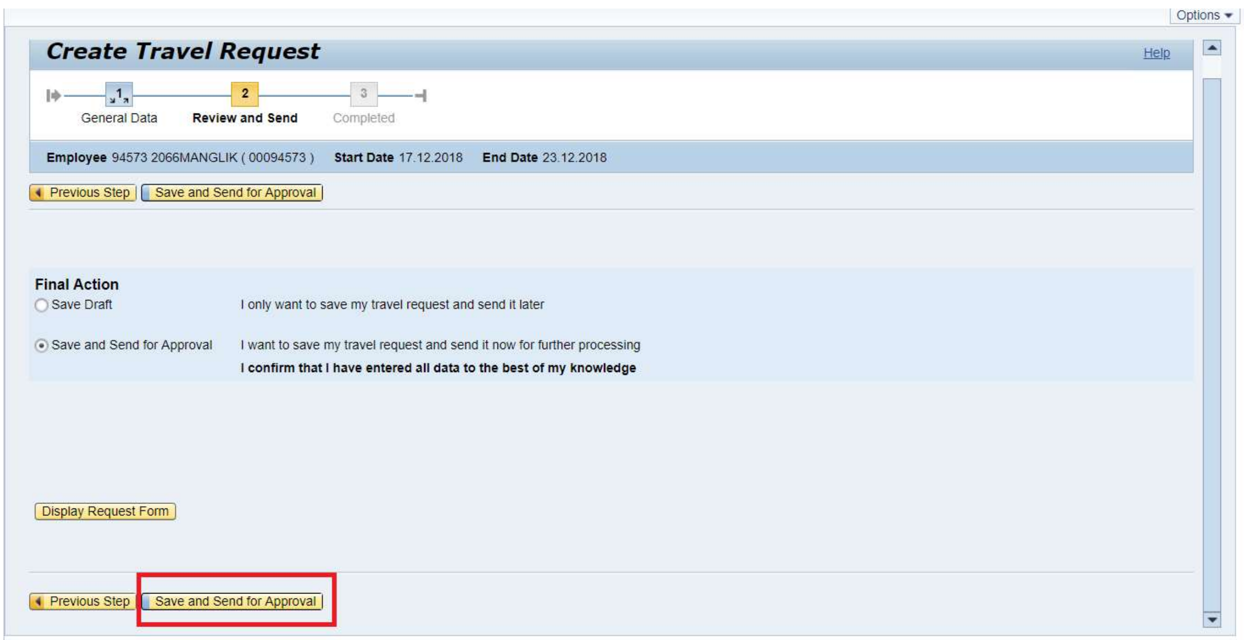
-When you click on **Review,** the following screen appears:



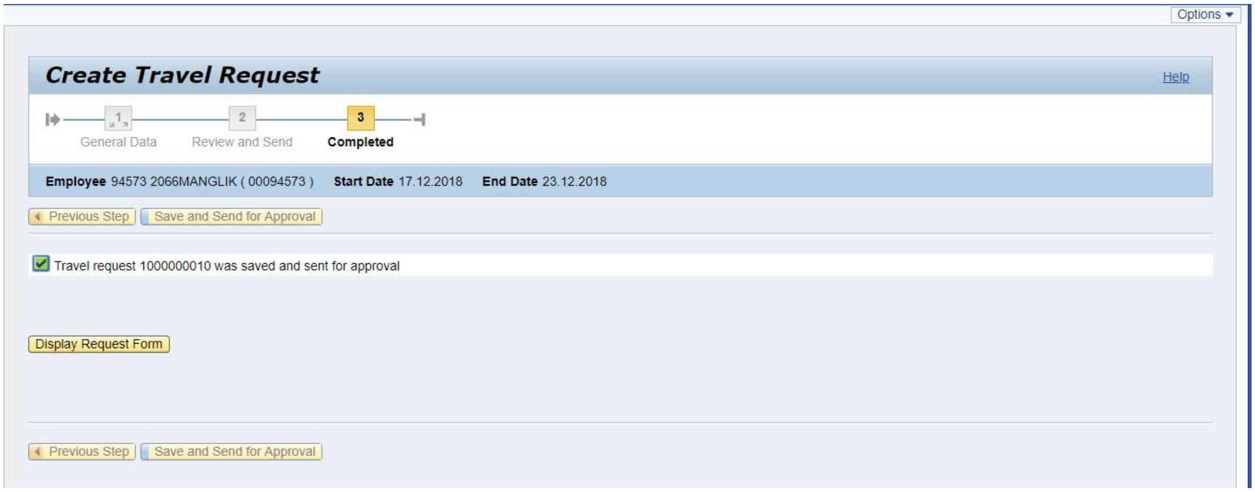
- From the **Final Action**, Select **Save and Send for Approval.** The below screen appears:



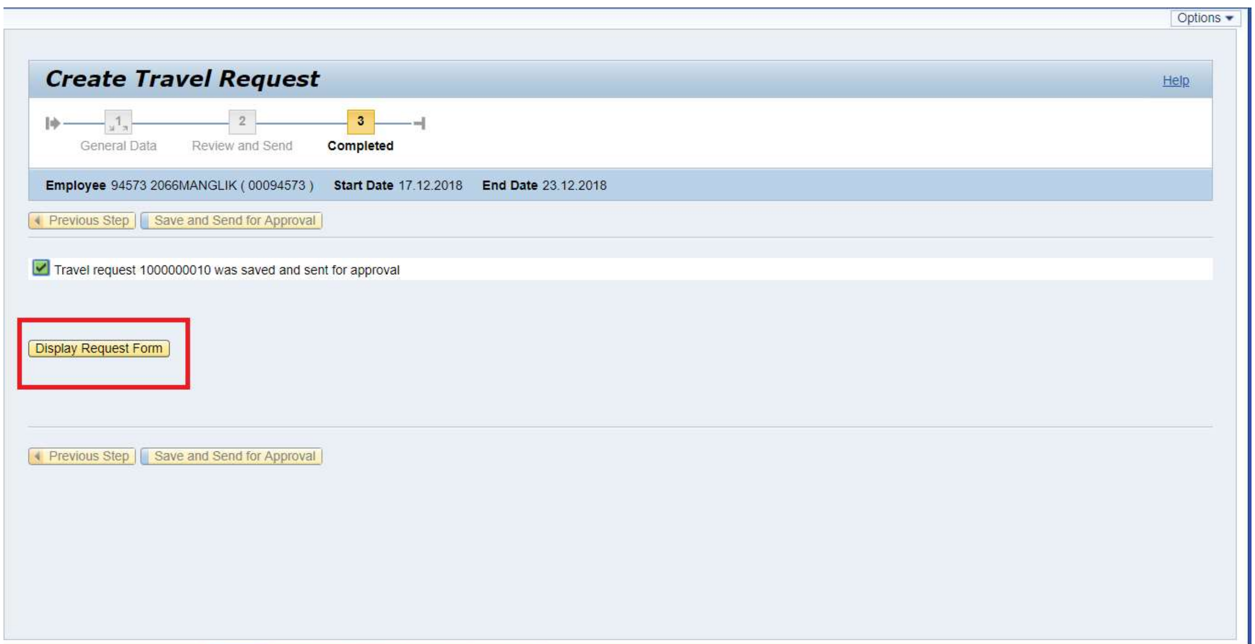
- Click on **Save and Send for Approval** button:



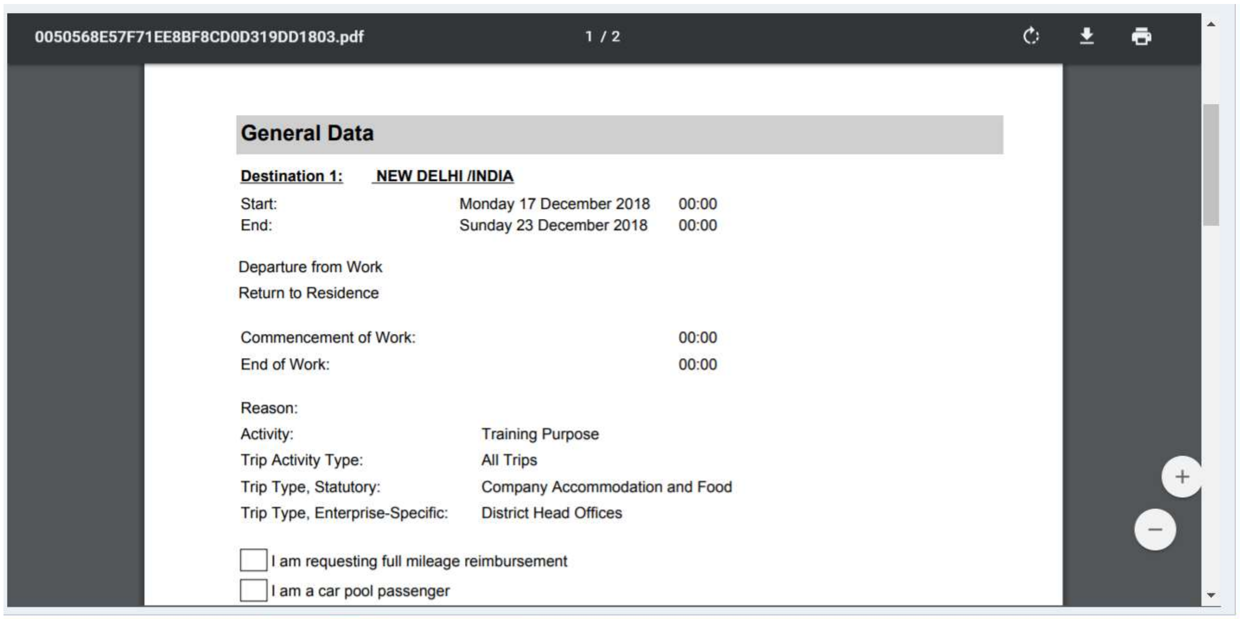
- Your travel request was saved and sent for approval.



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

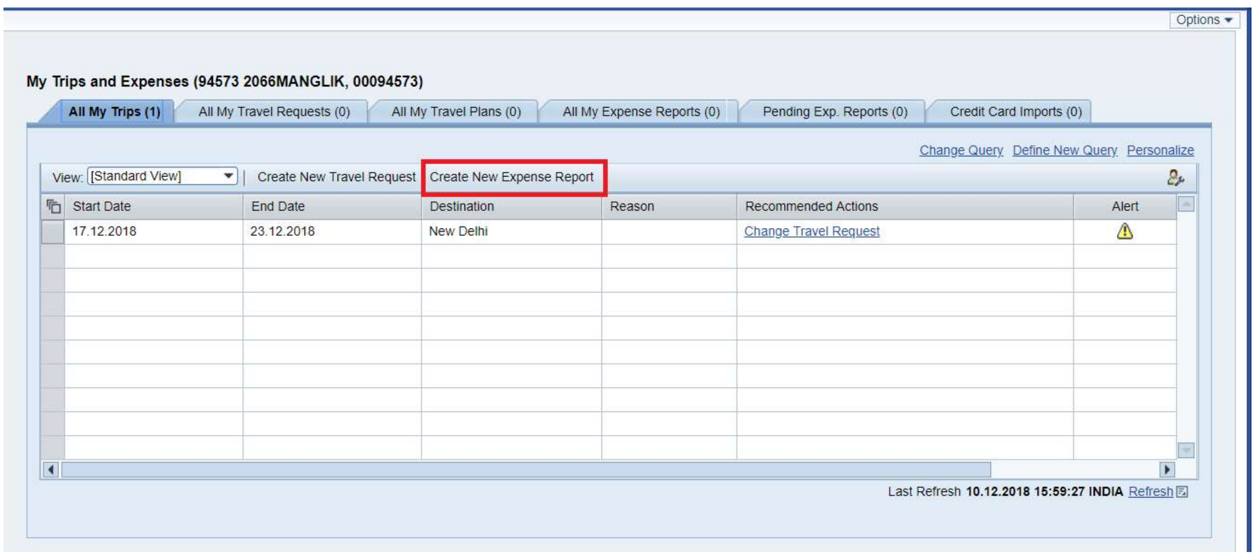


-When you click on Display Request Form button, the below screen appears:

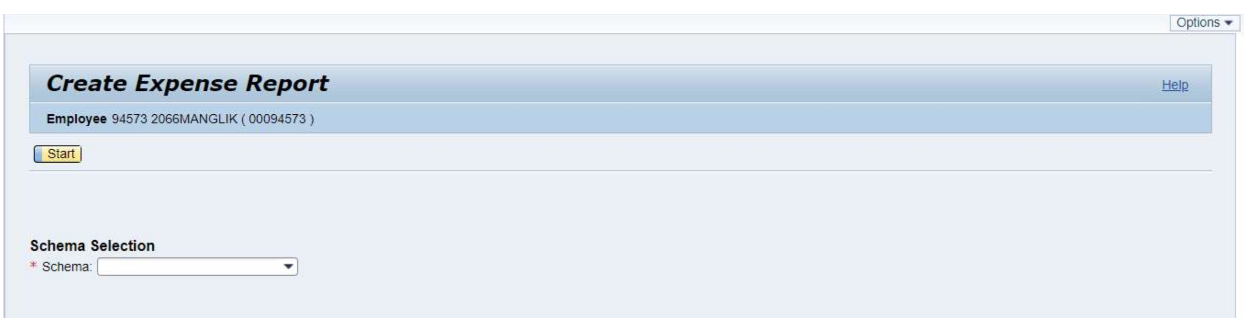


ii. Create New Expense Report-

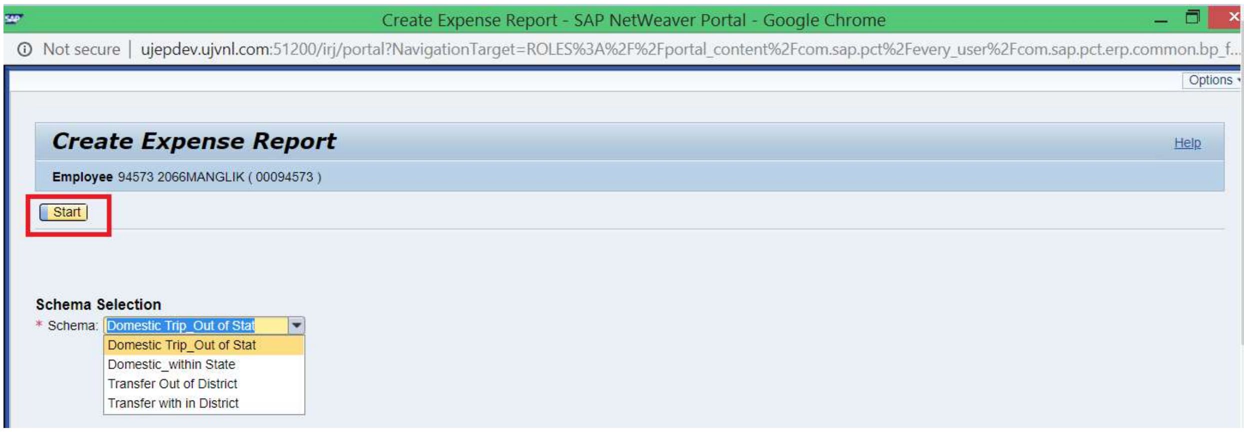
- Click on Create New Expense Report:



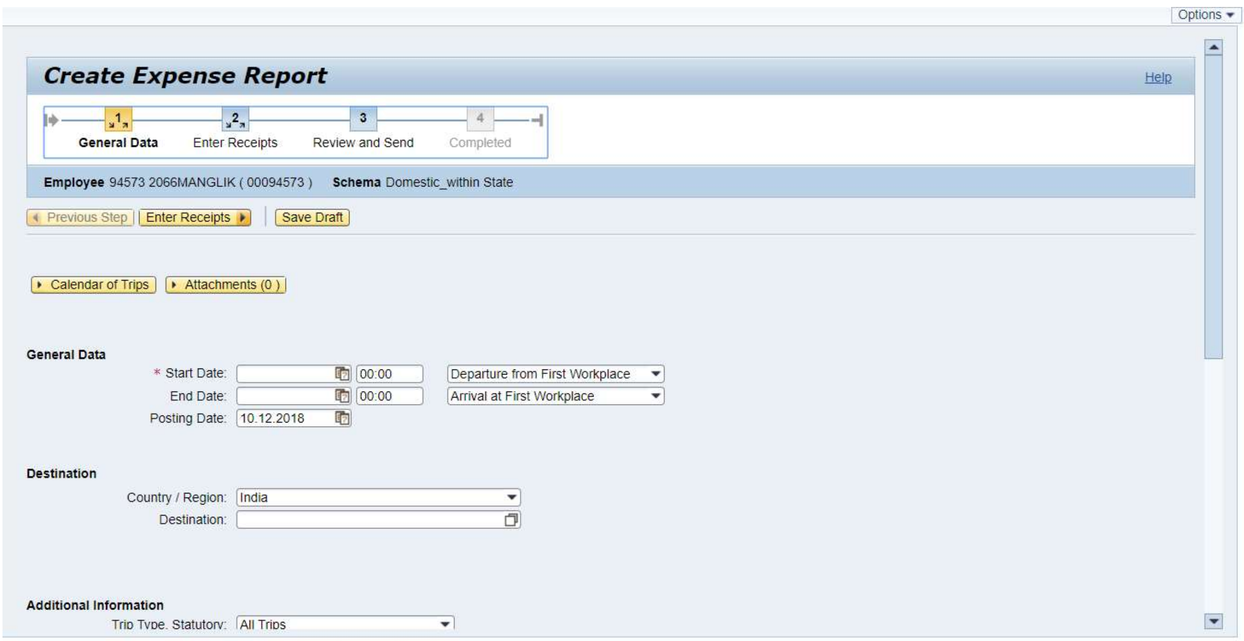
- When you click on **"Create New Expense Report",** the below screen appears:



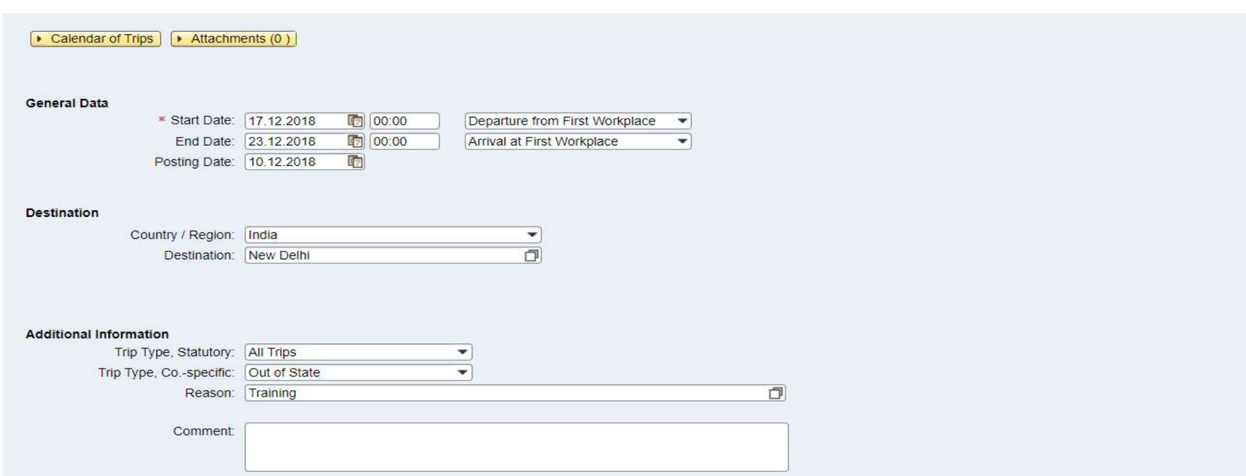
- Select "**Schema"** from the dropdown menu and then click the "**Start"** button.



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

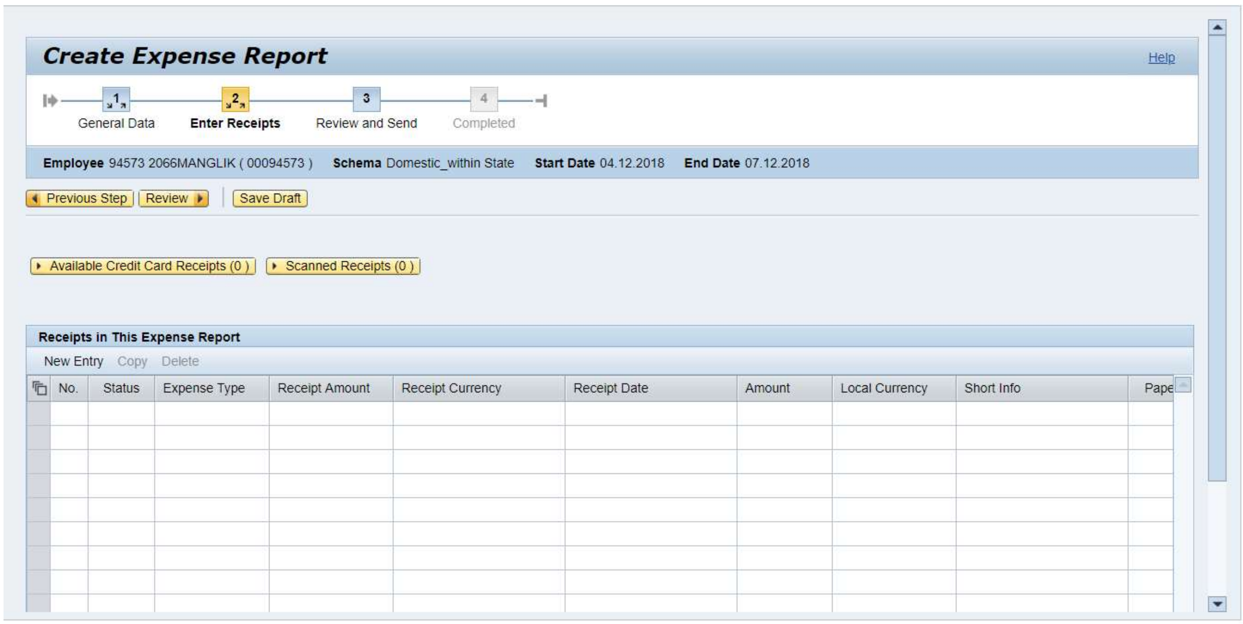


- Enter the Start and End date of the trip, Country, Destination and other additional details like Trip Type, Reason and comment.

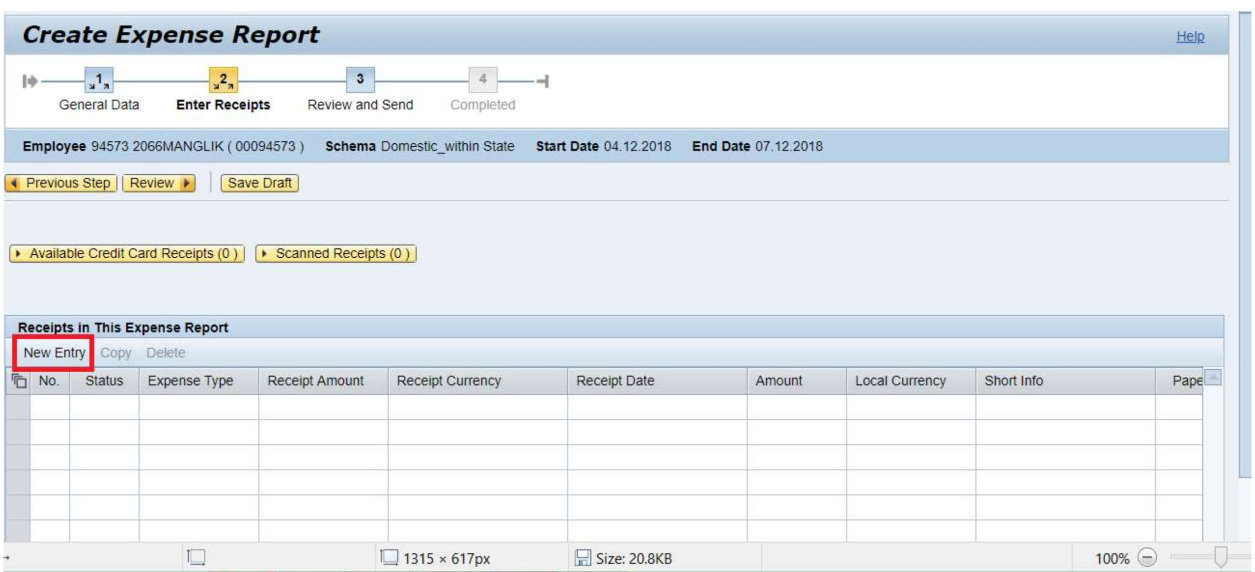


- After entering all the details in the above screen, Click on **Enter Recipients** button:

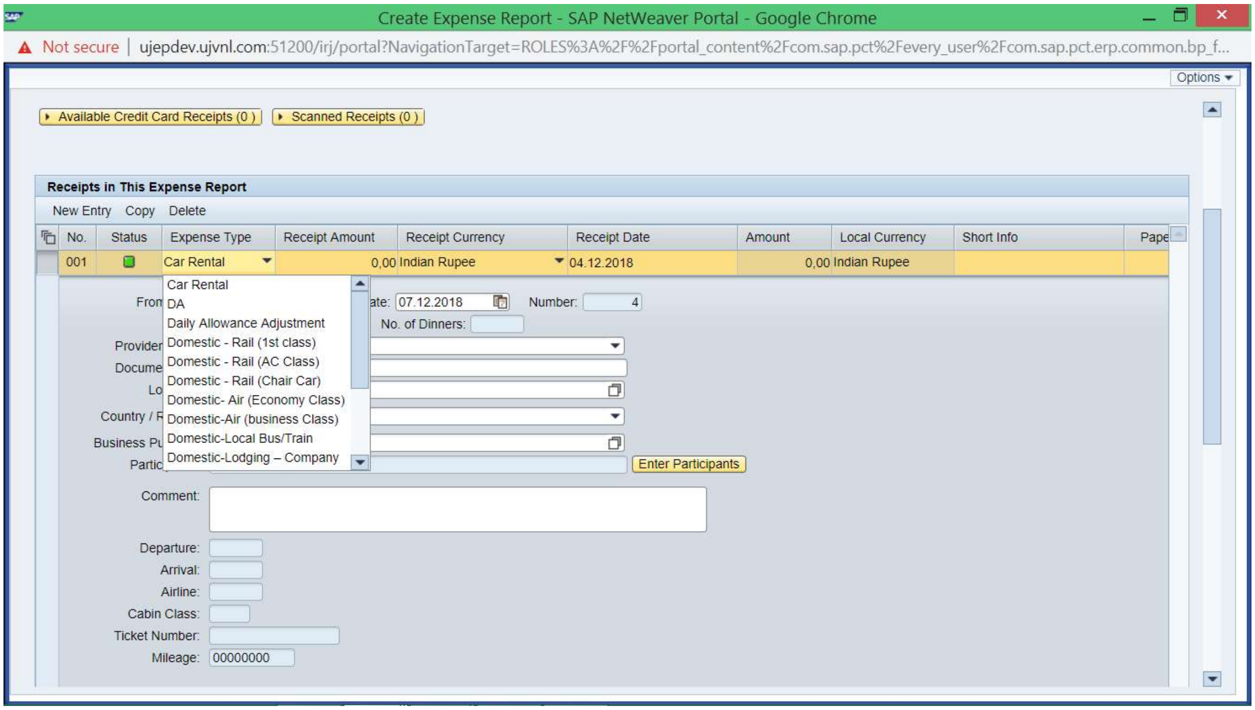
- When you click on **Enter Recipients** button, the below screen appears:



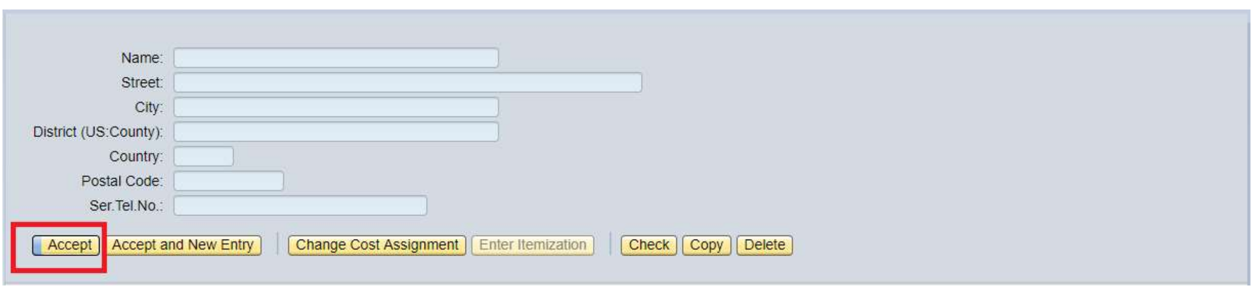
- Click on **New Entry** in the screen above:



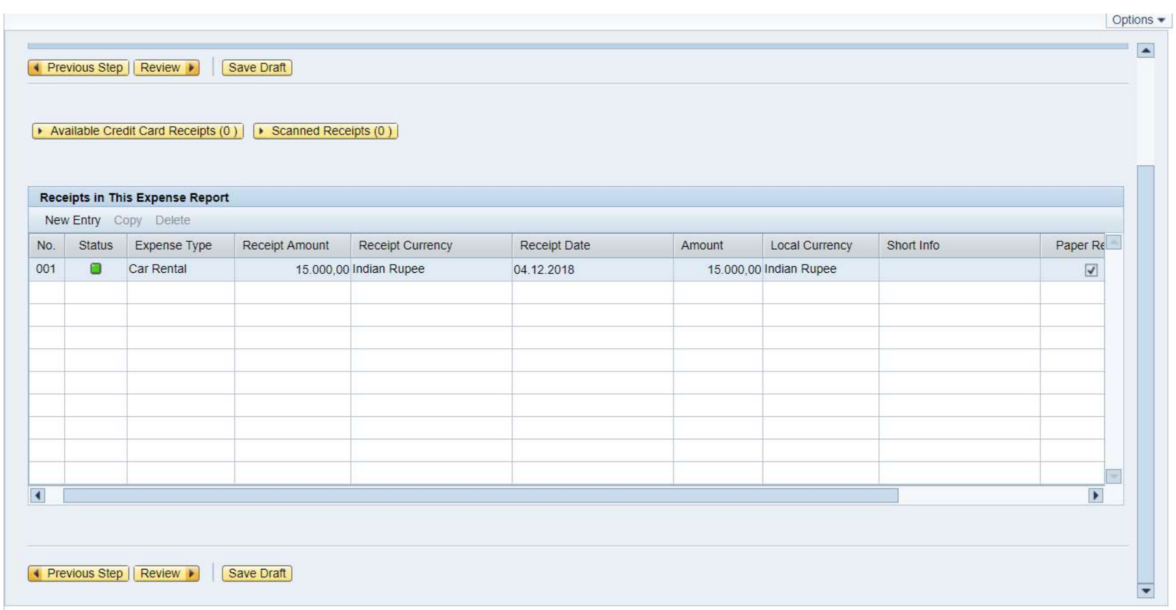
- After clicking on **New Entry**, the below screen appears:



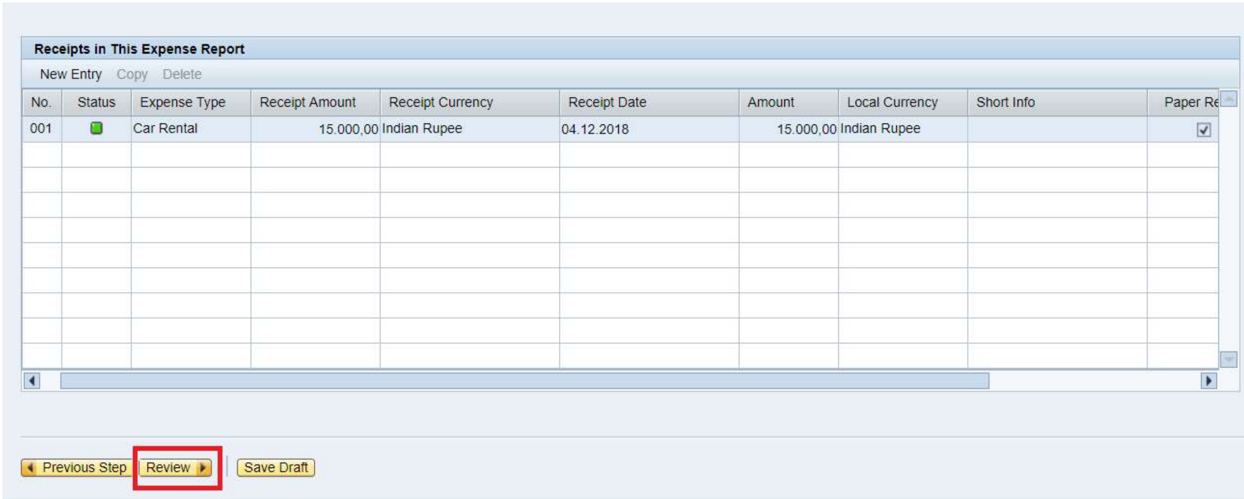
- Click on **Accept** which you will find at the end of the screen as shown below:



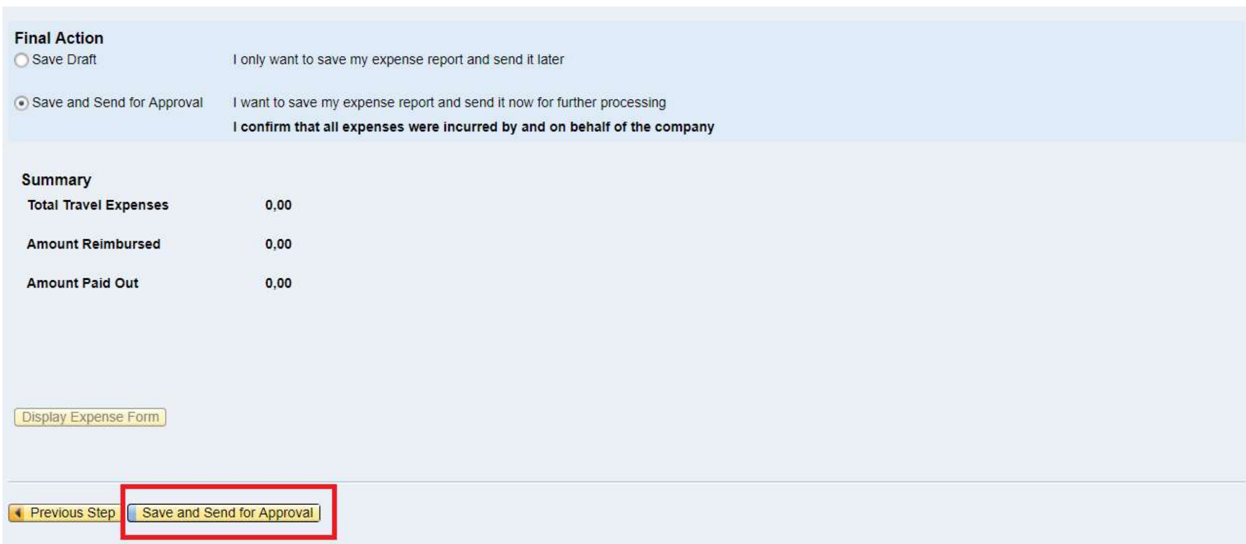
- After clicking on the **Accept** button, the below screen appears:



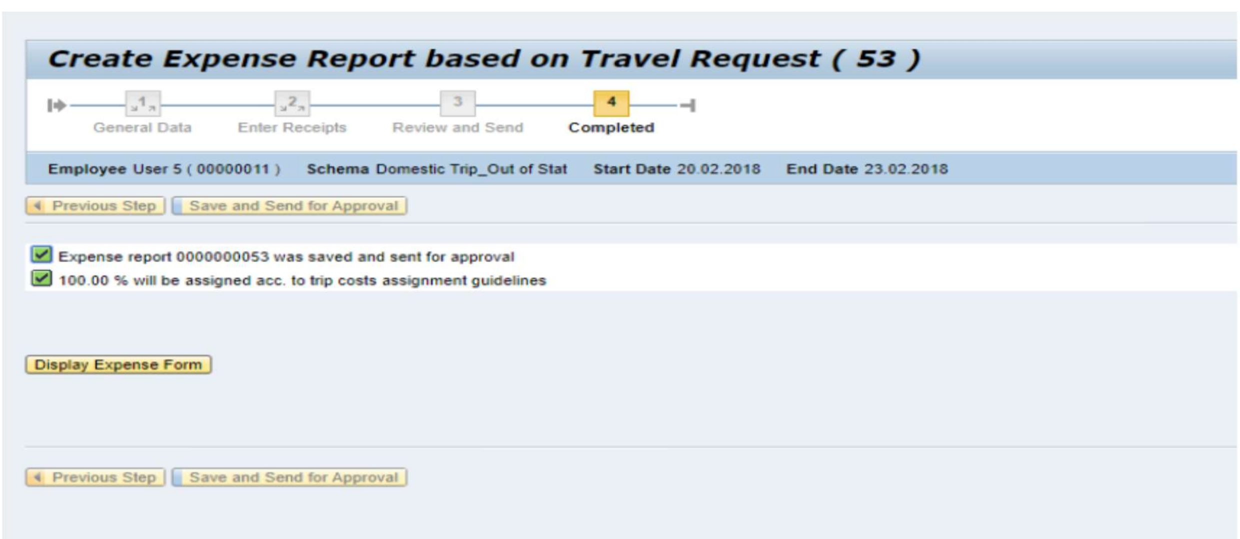
- Click on Review button to review the expense type details:



- Select **Save and Send for Approval** from **Final Action** and click on **Save and Send for Approval** button:



- Your expense report was saved and sent for approval.



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,