

No: ERP/HCM/Clarifications/1

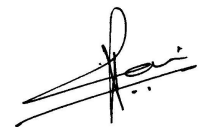
Dated: 18-feb-2015

To

All CGMs
ERP Units gone live

SUB: ERP process clarification: HCM-1: Looking after arrangement

Sr. No.	Query	Clarification	FAQ No
HCM-1	When a person goes on leave / transfer/ absence, it is required that the work flow of the processes should go to the person who has been given the look after charge.	The following needs to be done: a) In case of leave, Looking after arrangement is to be maintained by entering the PERNR no. of look after officer by the Leave sanctioning officer during sanctioning of leave. The look after arrangement will be restored automatically when the officer joins back. b) In case of transfer or absence or in case leave approving officer has not entered PERNR no. of look after officer by mistake , Looking after arrangement can be maintained by HR administrator of the unit from which the person is going on leave. The administrator of any SSA / BA can do this for any employee of the circle. In ERP language, AZ02 relationship to be maintained for position of officer on leave / transfer/ absence with position of looking after officer using T Code PO13. When the person joins, the looking after arrangement is to delimited by HR administrator using T-Code PO13. c) Further, the roles have to be transferred. Hence PIS issue may be logged in MANTIS and assigned to BASIS core team. It is to be stated that roles of PERNR no xxxxxxxx may also be given to PERNR no yyyyyyyy. Approval may be attached. Roles to be reverted back by raising PIS issue.	77



(V N Rai)
DGM (ERP-HCM/PS)

Copy to

2. Sr. GM (CIT)/ GM (ERP) for favor of kind information.
3. Intranet portal