Instructions/ Keynotes

For

Integrated Finance and Human Resource Management System (IFHRMS-POST MAPPING) Government of Tamil Nadu

Human Resource Management System

Author: Wipro Ltd.
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Sensitivity: Internal & Restricted

Document Control

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Date	Author	Version	Change Reference

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Instructions/ Key notes
For
IFHRMS Post Mapping

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1. Introduction

1.1 Purpose

This document will provide the detailed functionality & Role based Instruction for the IFHRMS Core

- Mapping New Post against targeted employee
- Employee Movement

Following **IFHRMS** Roles/ Users will have the access to the above Processes:

- Head of the Department(HOD)
- District Treasury Officer(DTO)

1.2 Document Conventions

The format of this manual is simple.

- Bold face with **blue color highlights** is label or field name.
- Red box is cursor or link location.
- For Instance, one Level of Approval is demonstrated. Even for more level of approvals the process of approval remains the same.

1.3 Intended Audience and Reading Suggestions

- The main intended audience for this document is Head of Department(HOD) and District Treasury Officer(DTO)for creating new post.

1.4 References

1. Discussions with the subject matter experts appointed by the TN e-Governance Team.
2. SRS document reference number TNTr_30.04-IFHRMS_POST_MAPNG_SRS_V2.0.

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2. Employee Movement and Post Mapping

As directed by e-team, employees were moved to the DDO(s) from whom the Jun'19 Salary has been drawn in Web payroll. So, these employees will be reflected in your Pending Post Mapping report and they needs to be mapped to their current post.
We would like to inform that we have enhanced the updation of Post Null cases by creating a new form where only the Post where employees are not mapped will be displayed and employee can be tagged to the post on the same page.This will help the DDO(s) to easily complete their pending post null cases.
Also, bulk upload (excel) functionality has been provided wherein employees for whom post not mapped only will be listed.
These functionalities are available under Human Resource-->Post Mapping.

- To Run employees salary in IFHRMS, post has to be mapped to respective DDO office. Thus DDOs requested to concentrate on post mapping process.
- DDO HR Initiator to Generate 'Employee List View Detail Report' in Human Resource module to validate whether all the Posts & Employees are available in their respective login.
- Generate Employee List View Report by following the below mentioned navigation Path.
- **Navigation → Human Resource → HRMS Reports → Employee List View Detail Report.**

Step	Action
1.	Login into www.karuvoolam.tn.gov.in with office HR Initiator login.

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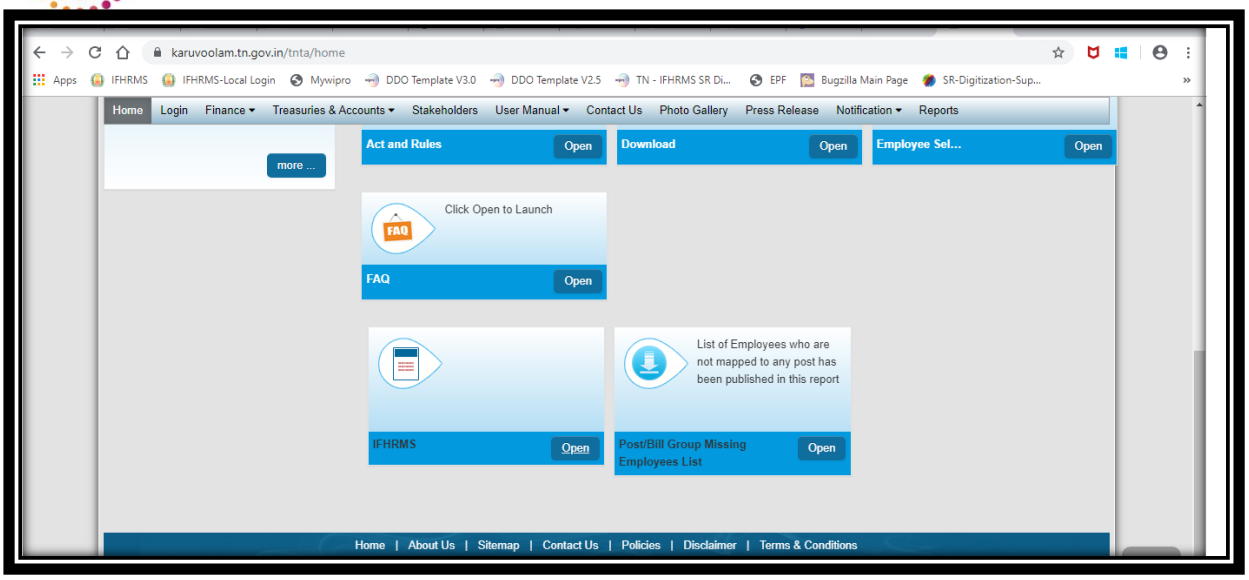
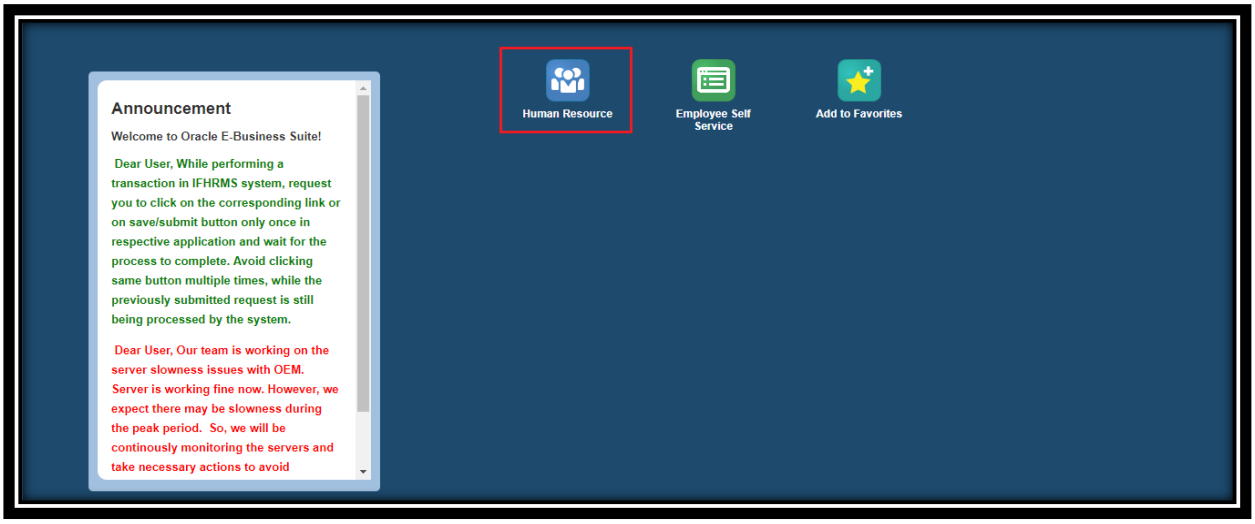


Step	Action
2.	HR Initiator -ஐ login செய்த பிறகு Human Resource ஐ Click செய்ய வேண்டும்



Step	Action
3.	> -ஐ Click செய்ய வேண்டும்

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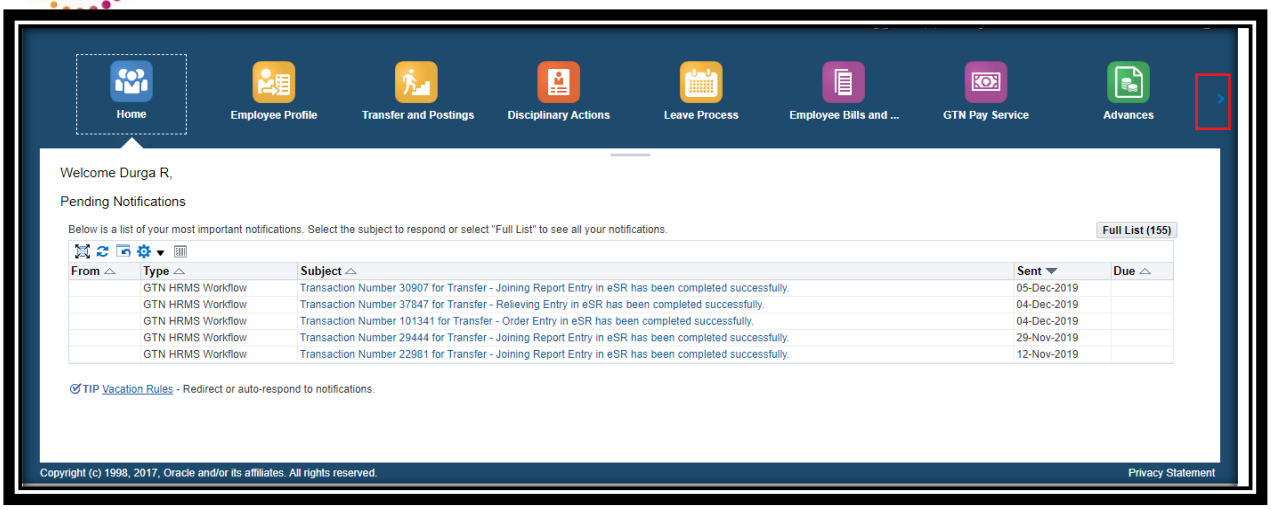
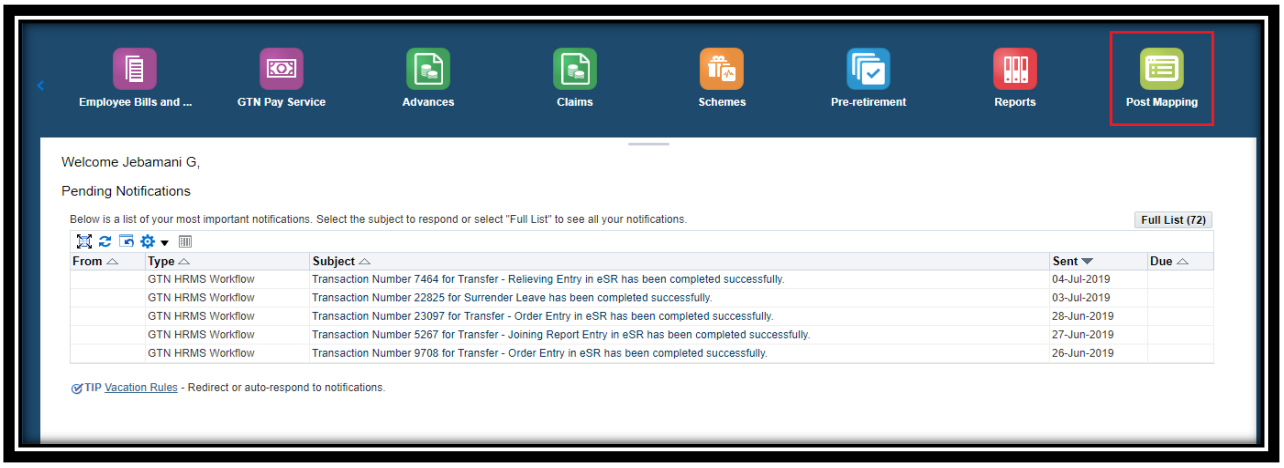


Step	Action
4.	Post Mapping Menu --ஐ Click செய்யவும்



Step	Action
5.	அதற்கு முன் உங்கள் **Office Employees list view Details report** எடுத்து அதில் Post Name blanks filter -ஐ செய்து Post Map செய்யாத employees -ஐ தெரிந்து கொள்ளவும்

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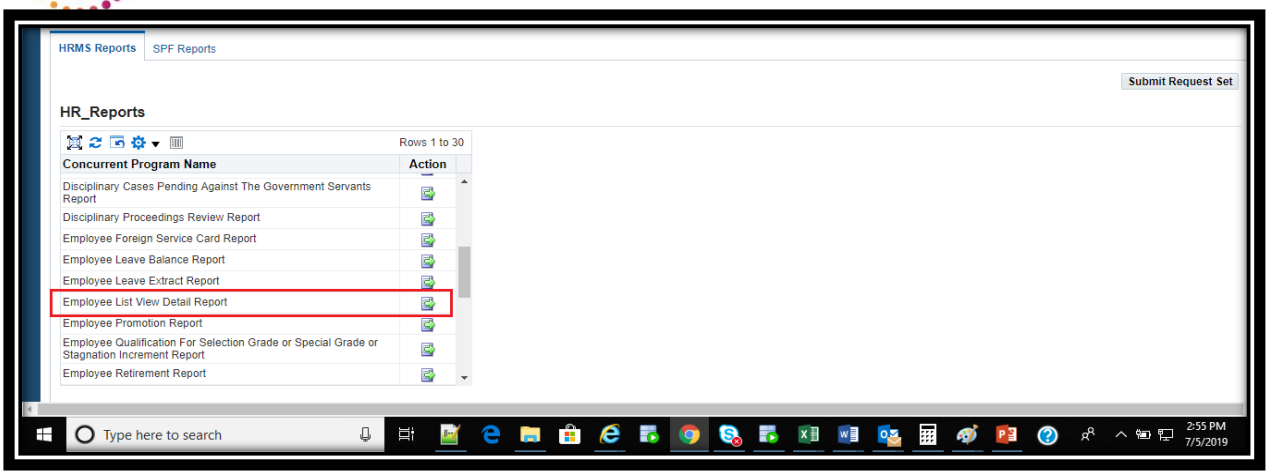

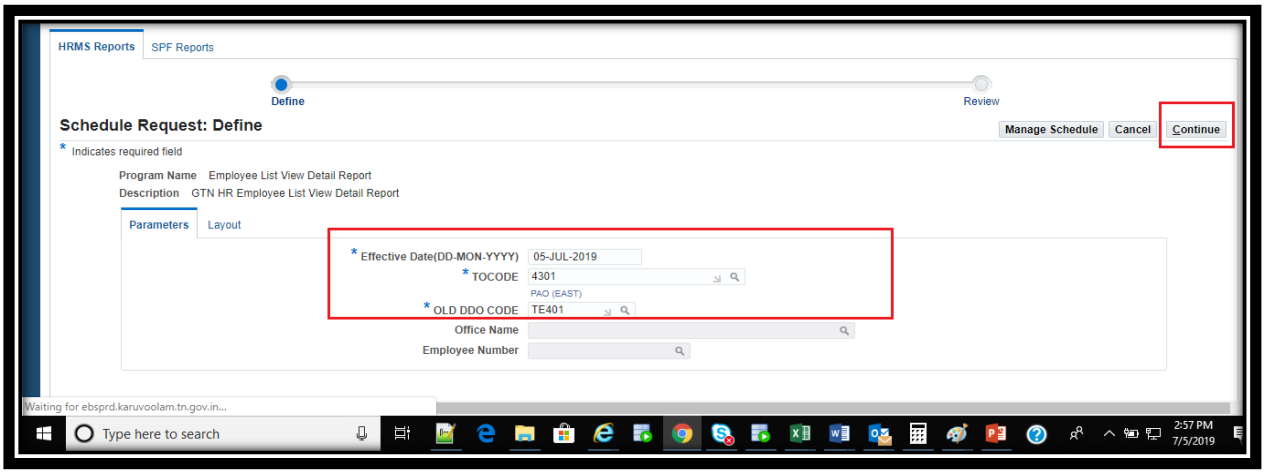

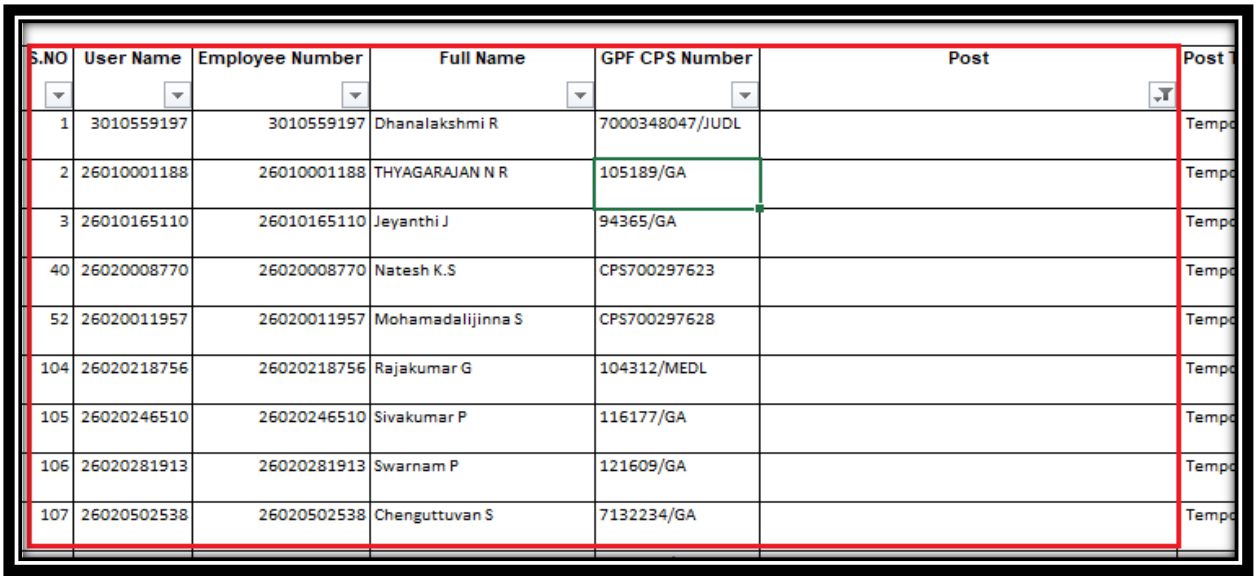

S.NO	User Name	Employee Number	Full Name	GPF CPS Number	Post	Post T
1	3010559197	3010559197	Dhanalakshmi R	7000348047/JUDL		Tempo
2	26010001188	26010001188	THYAGARAJAN N R	105189/GA		Tempo
3	26010165110	26010165110	Jeyanthi J	94365/GA		Tempo
40	26020008770	26020008770	Natesh K.S	CPS700297623		Tempo
52	26020011957	26020011957	Mohamadalijinna S	CPS700297628		Tempo
104	26020218756	26020218756	Rajakumar G	104312/MEDL		Tempo
105	26020246510	26020246510	Sivakumar P	116177/GA		Tempo
106	26020281913	26020281913	Swarnam P	121609/GA		Tempo
107	26020502538	26020502538	Chenguttuvan S	7132234/GA		Tempo

Step	Action
6.	**Post Mapping WEBADI** -Bulk ah Employees Post Mapping செய்ய உபயோகப்படுத்தி கொள்ளலாம்

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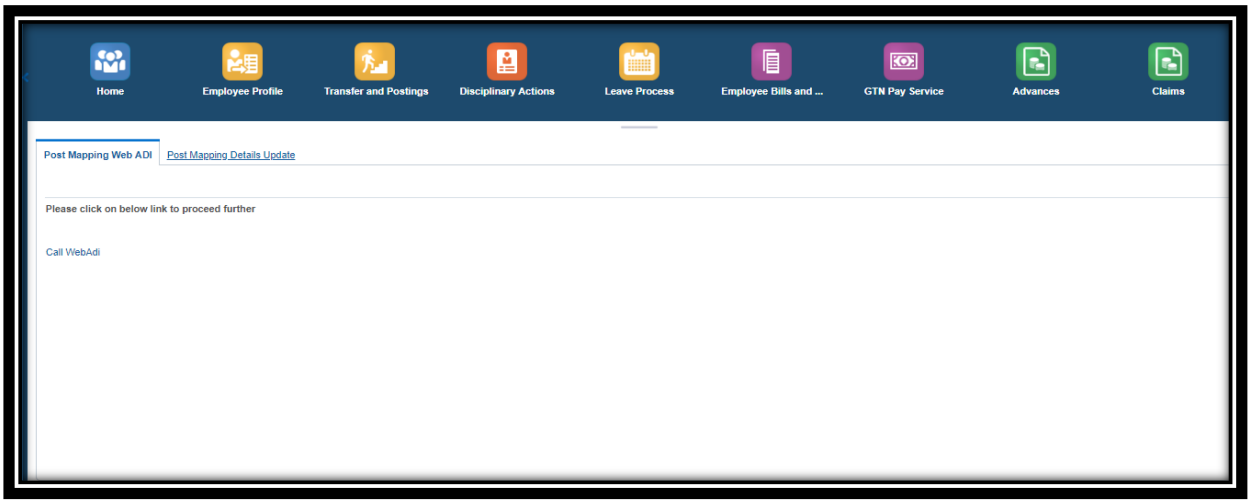
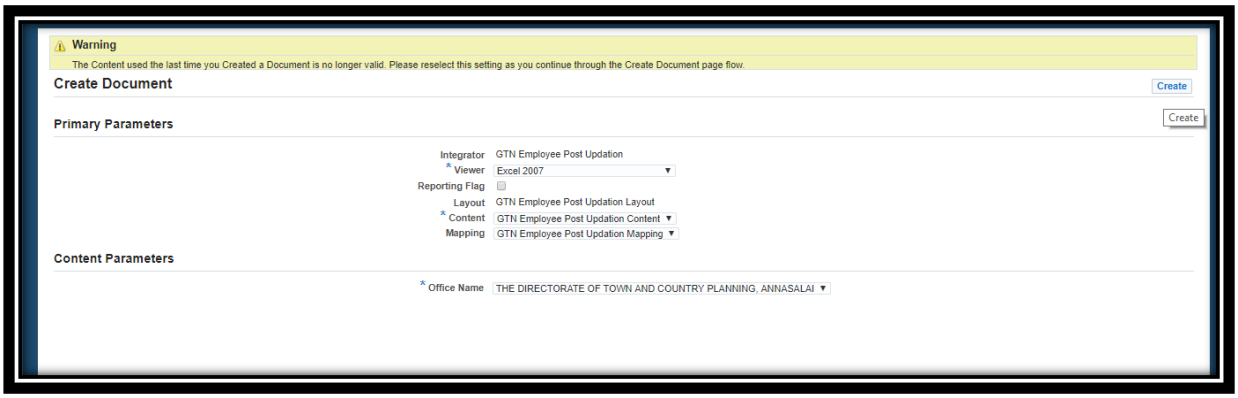
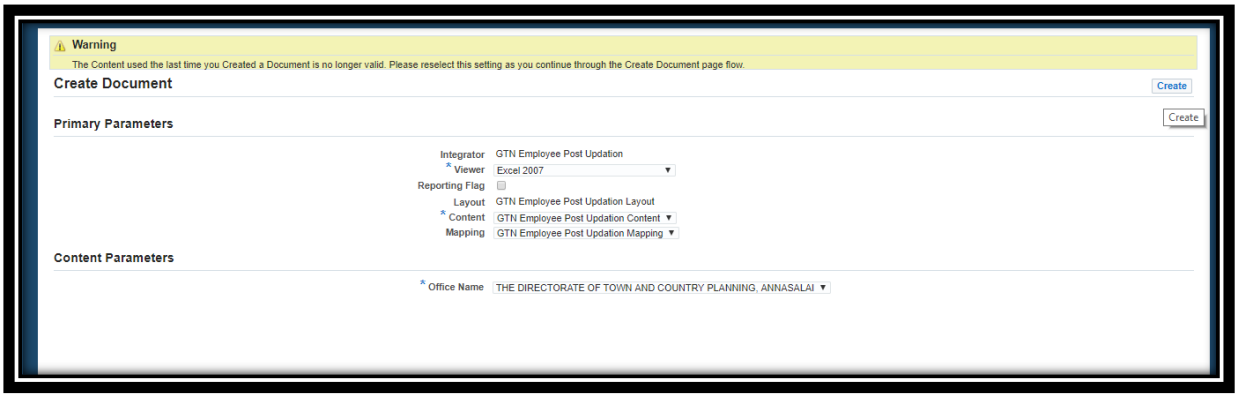
7.	**Post Mapping Details Update** -தனியாக Employees Map செய்ய உபயோகப்படுத்தி கொள்ளலாம்
8.	**Post Mapping WEB ADI** -ஐ click செய்து Call WebADI Select செய்யவும்



Step	Action
9.	Create Button -ஐ click செய்யவும் .Document Create ஆகும் வரை wait செய்யவும்





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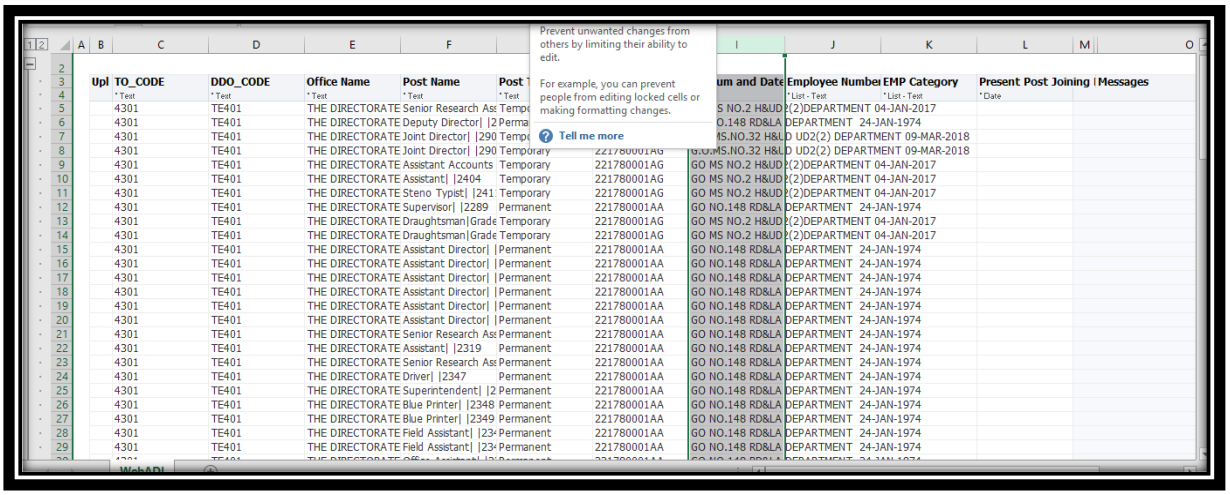
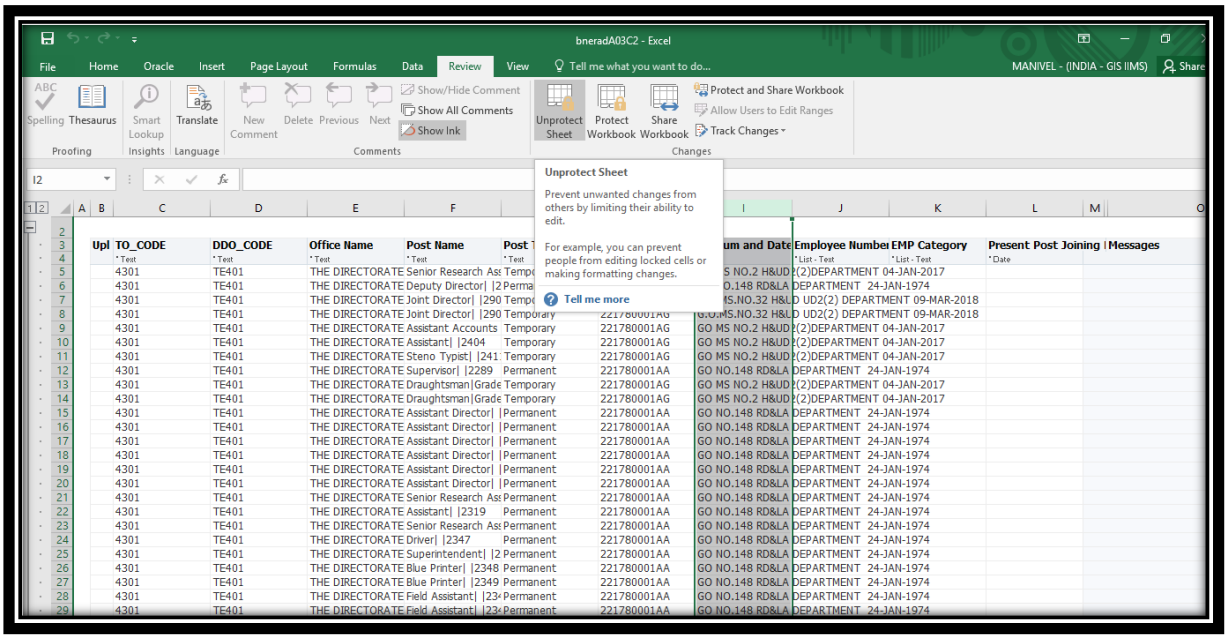
Step	Action
10.	Confirmation message வந்தவுடன், Close button-ஐ click செய்யவும்.
11.	Document Create ஆன பிறகு ஒரு excel open ஆகும் அந்த excel -ல் உங்கள் office -ல் உள்ள Post mapping செய்யப்படாத post கள் திரையில் தோன்றும



Step	Action
12.	Unprotected view click செய்து employee Number & Employee Category & Present post joining date Expand செய்யவும்



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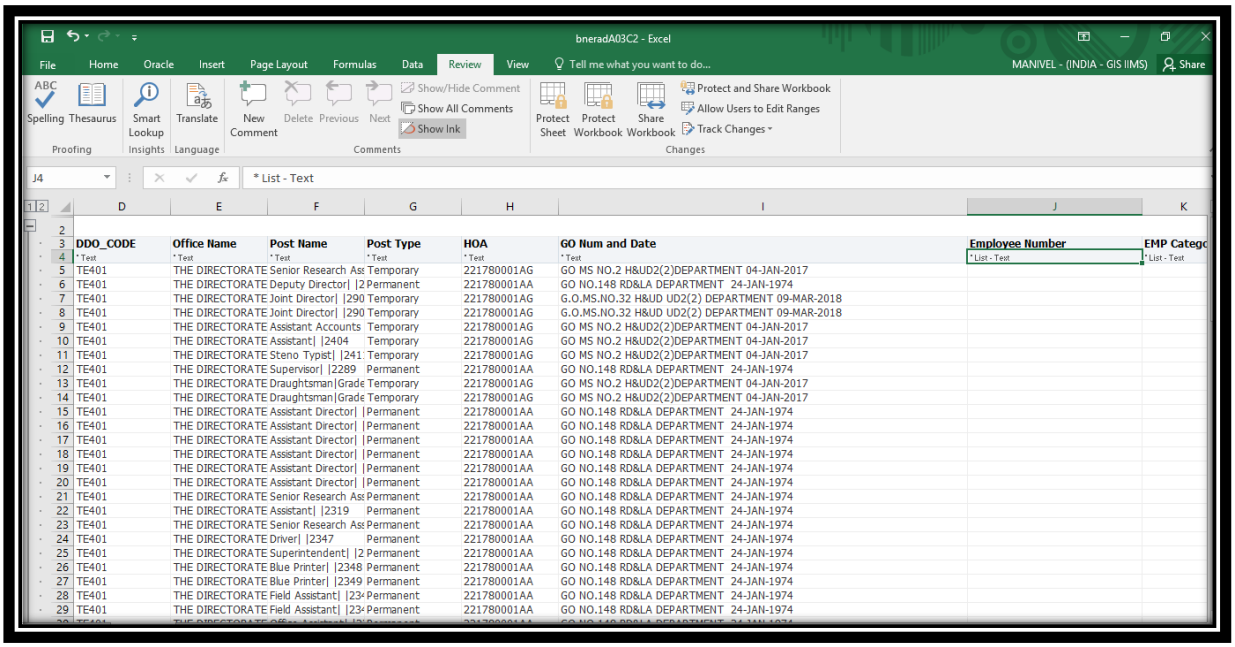
3. Post Mapping for Individual Employee

Step	Action
13.	Employee Number -ல் double click செய்தால் உங்கள் office -ல் உள்ள post mapping செய்யப்படாத employees மட்டும திரையில் தோன்றும் அதில் எந்த employee Post map செய்ய வேண்டுமோ அதை select செய்து அவருக்குரிய employee Category -ஐம் double click செய்தால் அனைத்து category களும் திரையில் தோன்றும் அதில் அவருக்குரிய employee Category -ஐ select செய்து கொள்ளவும் அடுத்து Present post joining date -ல் date -ஐ 01-May -2019-date format -ல் enter செய்யவும்



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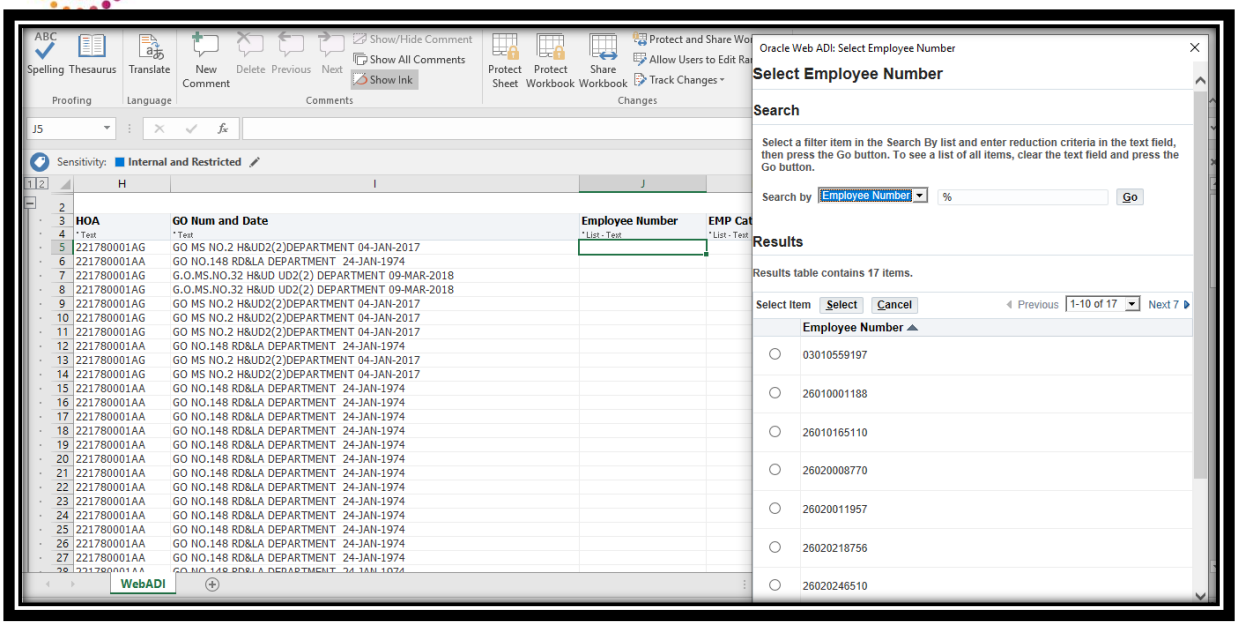

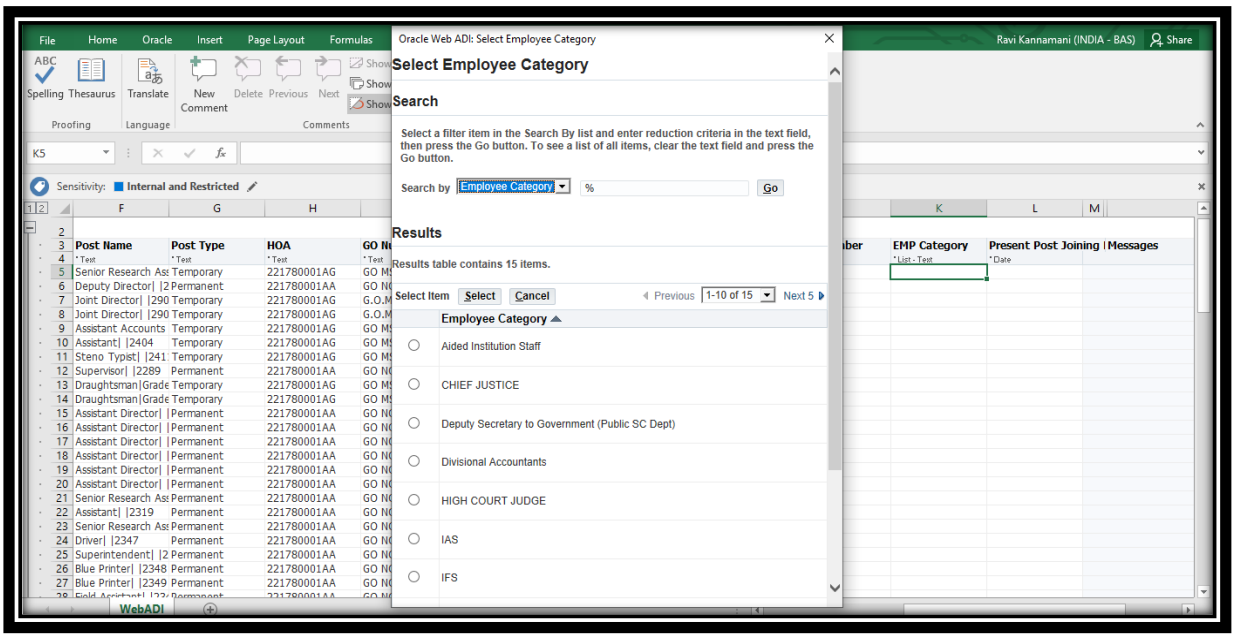

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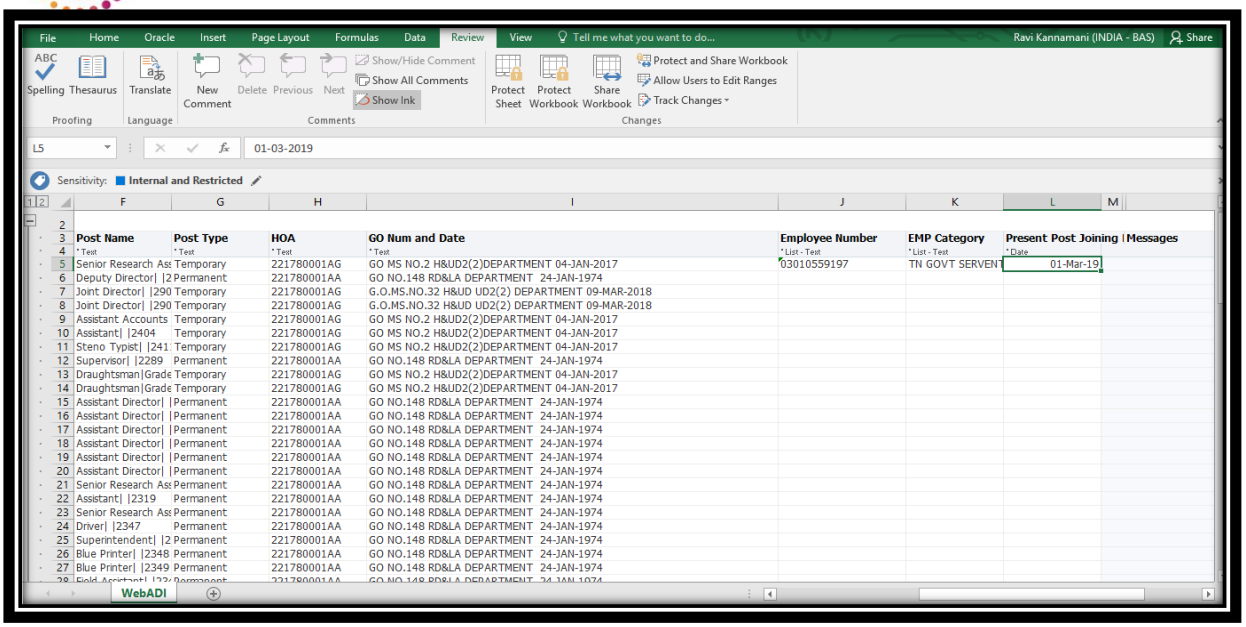
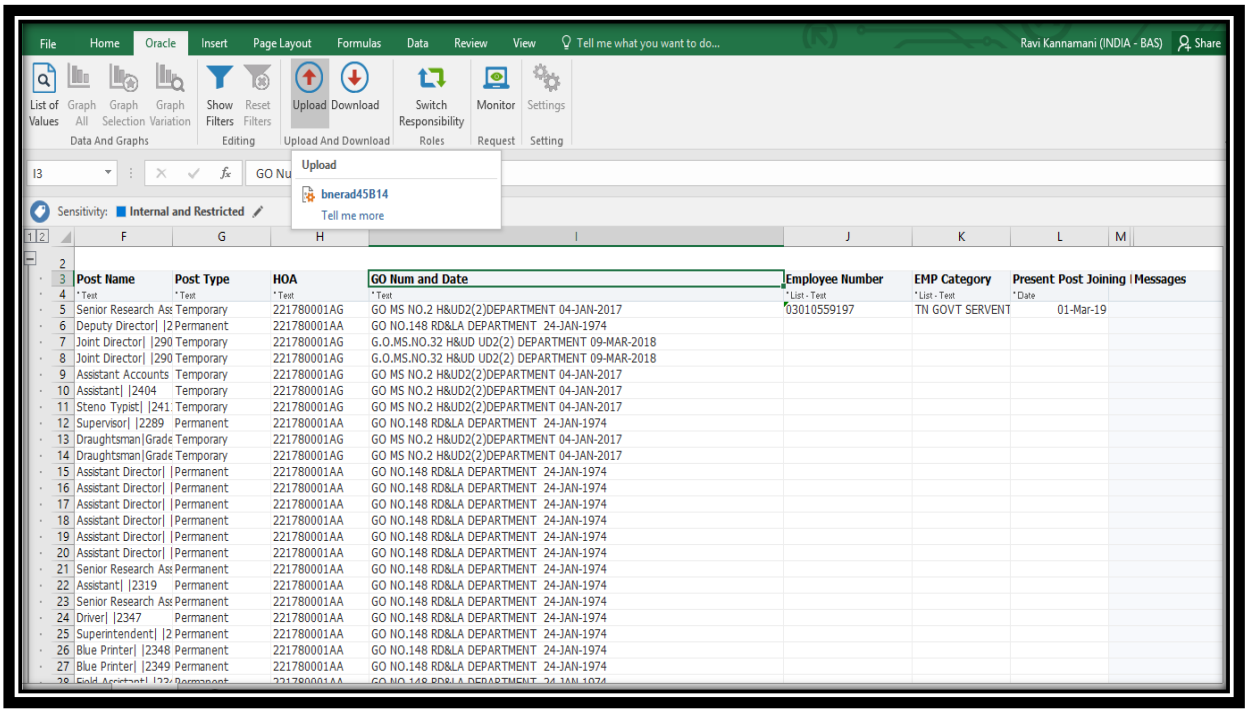
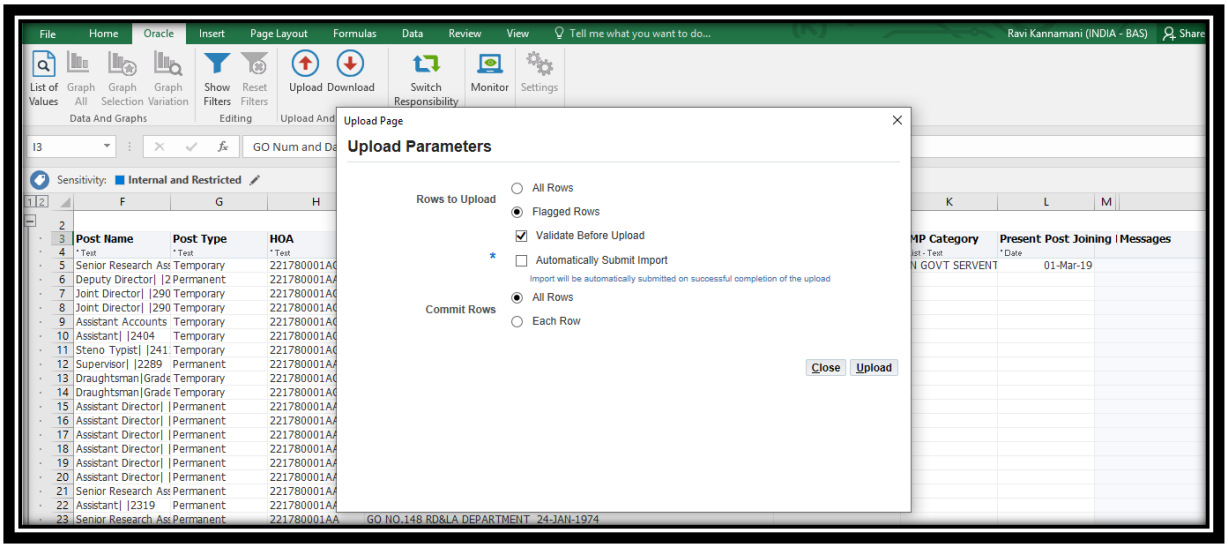


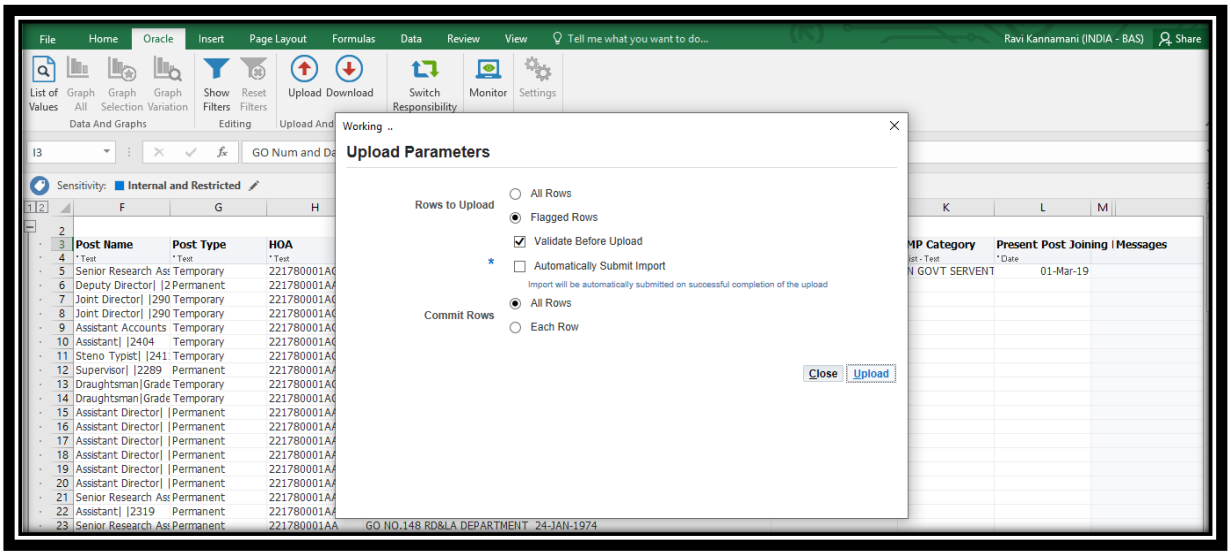
4. Uploading Mapped Posts

Step	Action
14.	தேவையான விவரங்களை பதிவு செய்த வுடன் Upload icon -ஐ click செய்யவும்

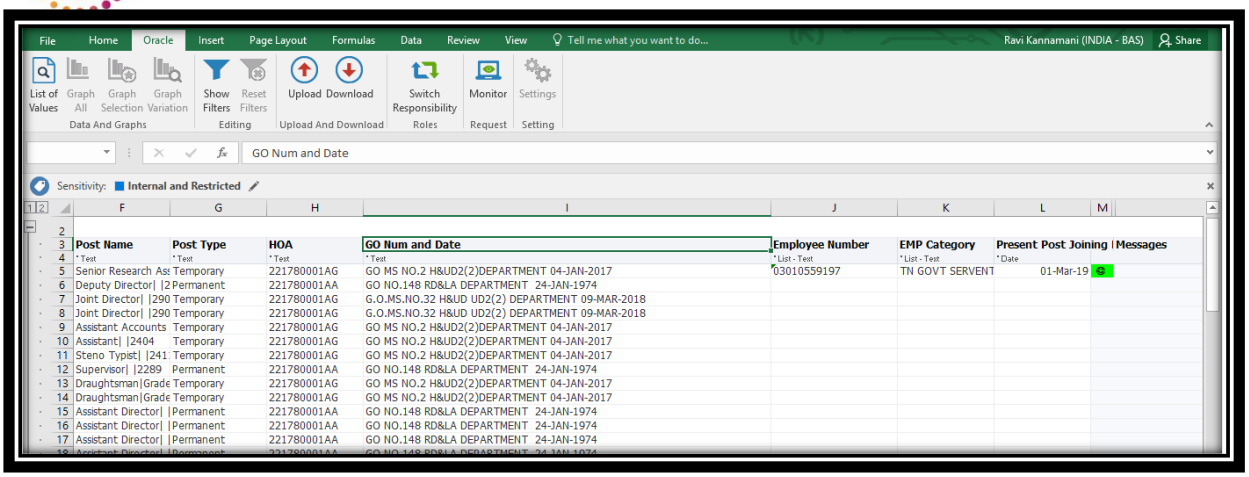


Step	Action
15.	அடுத்து Upload Parameters page -ல் flagged Row –வை Click செய்து upload button -ஐ select செய்யவும்

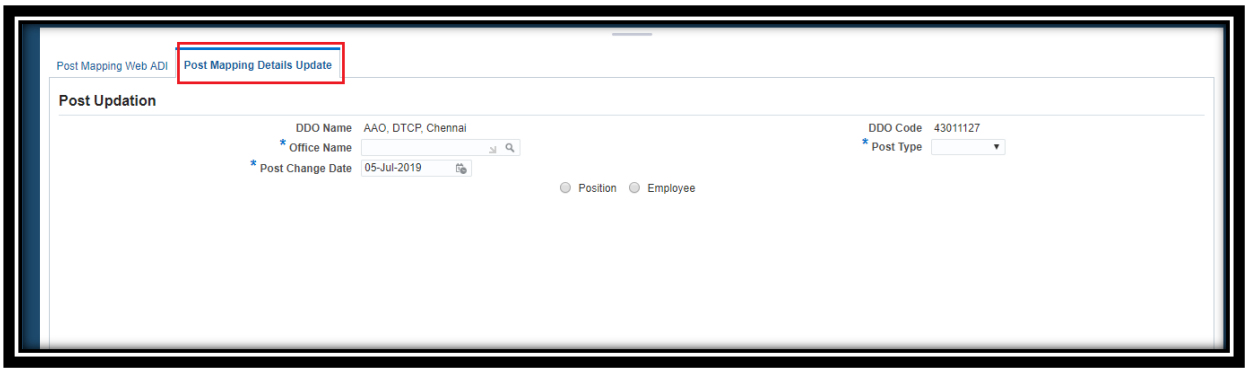




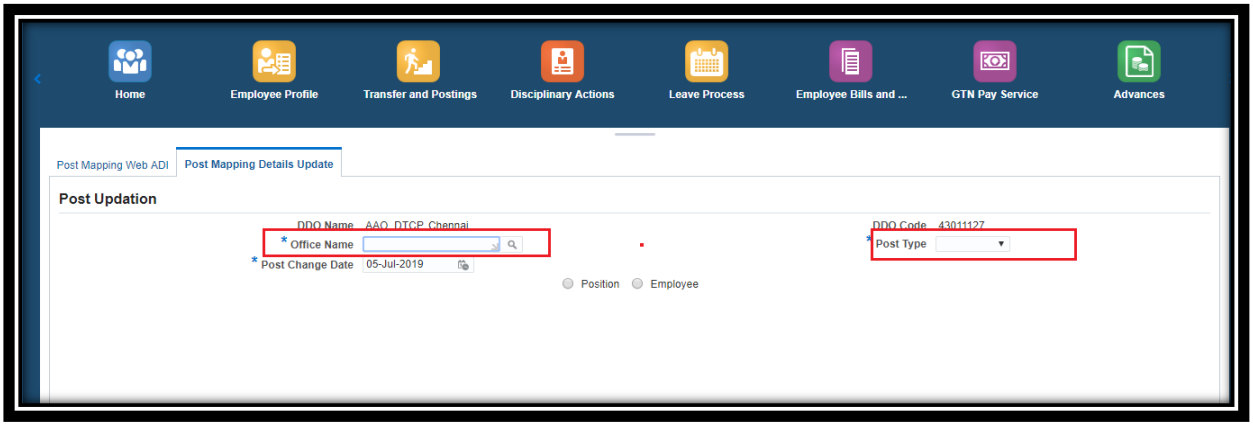
Step	Action
16.	Upload Successful ஆன பிறகு green color ஐ-கான் திரையில் தோன்றும்



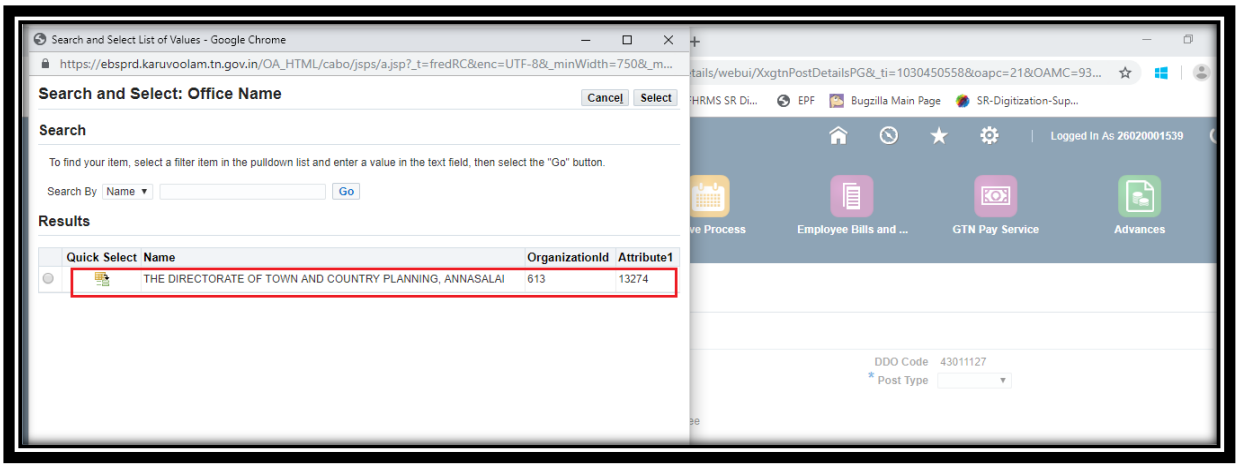
Step	Action
17.	Post Mapping Details Update –ஐ Click செய்யவும்

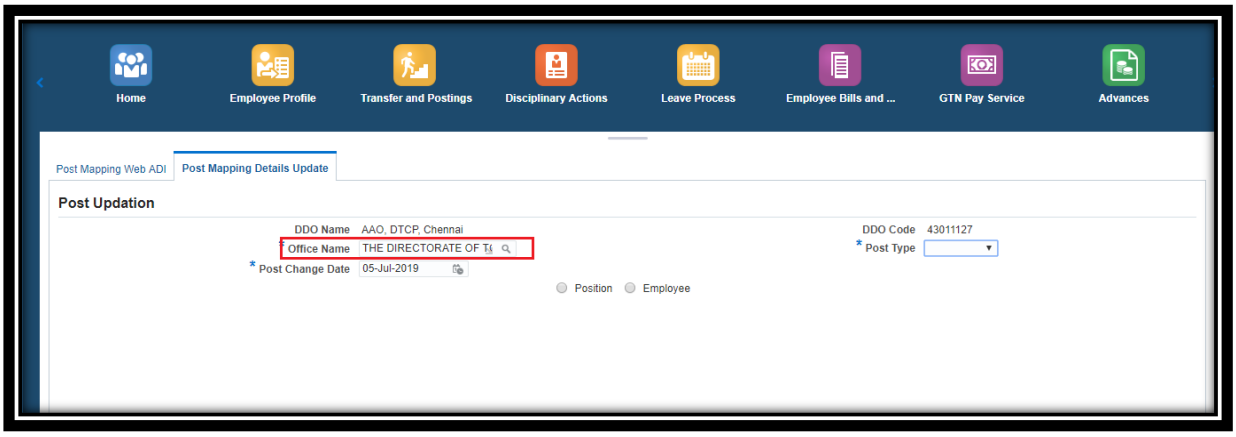


Step	Action
17.	Office Name -ஐ Search Box Click செய்யவேண்டும்



Step	Action
18.	உங்கள் DDO -க்கு கீழ் உள்ள offices தோன்றும் Office Name - Click செய்யவேண்டும்





Step	Action
19.	உதாரணத்திற்கு: Chenguttuvan S இவர் Post இல்லாமல் உள்ளார் இவரை எந்த post ல் mapping செய்ய வேண்டுமோ அந்த post -ல் map செய்து கொள்ளலாம் நான் இவரை Junior Assistant (Permanent type) ஆக Map செய்கிறேன் Post Type Permanent - Click செய்யவேண்டும்

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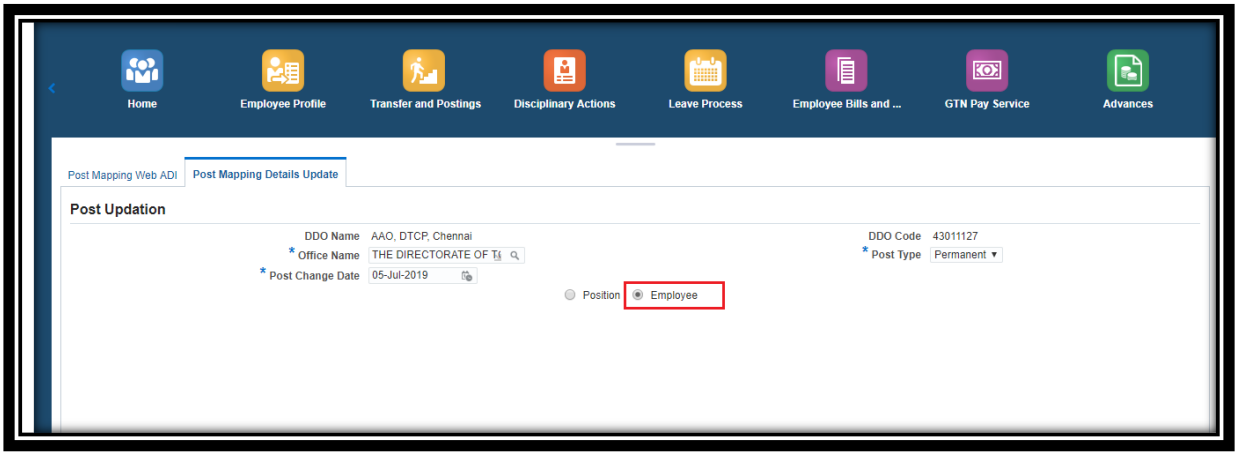
Step	Action
20.	Employees -ஐ Select செய்யவேண்டும்.



Step	Action
21.	இப்போது அந்த office -ல் உள்ள அனைத்து Post களும் (Map செய்ய பட்டது and செய்ய வேண்டியது தோன்றும்)

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Additional Director|294806	221780001AA	G.O.MS.NO.274,H&UD(UD2(1))DEPARTEMENT, 26-OCT-2006											Common Approval Group - SR - 613		
Architectural Assistant / Planning Assistant|106412	221780001AA	GO NO.148 RD&LA DEPARTMENT 24-JAN-74											Common Approval Group - SR - 613		
Assistant Director|2278	221780001AA	GO NO.148 RD&LA DEPARTMENT 24-JAN-1974											Common Approval Group - SR - 613		
Assistant Director|2279	221780001AA	GO NO.148 RD&LA DEPARTMENT 24-JAN-1974	15-Nov-2018	26020054144	TN GOVT SERVENT								Common Approval Group - SR - 613		
Assistant Director|2280	221780001AA	GO NO.148 RD&LA DEPARTMENT 24-JAN-1974											Common Approval Group - SR - 613		
Assistant Director|2281	221780001AA	GO NO.148 RD&LA DEPARTMENT 24-JAN-1974											Common Approval Group - SR - 613		
Assistant Director|2282	221780001AA	GO NO.148 RD&LA DEPARTMENT 24-JAN-1974											Common Approval Group - SR - 613		
Assistant Director|2283	221780001AA	GO NO.148 RD&LA DEPARTMENT 24-JAN-1974											Common Approval Group - SR - 613		
Assistant Director|2284	221780001AA	GO NO.148 RD&LA DEPARTMENT 24-JAN-1974											Common Approval Group - SR - 613		
Assistant Director|2285	221780001AA	GO NO.148 RD&LA DEPARTMENT 24-JAN-1974	08-Dec-2016	26020012929	TN GOVT SERVENT								Common Approval Group - SR - 613		

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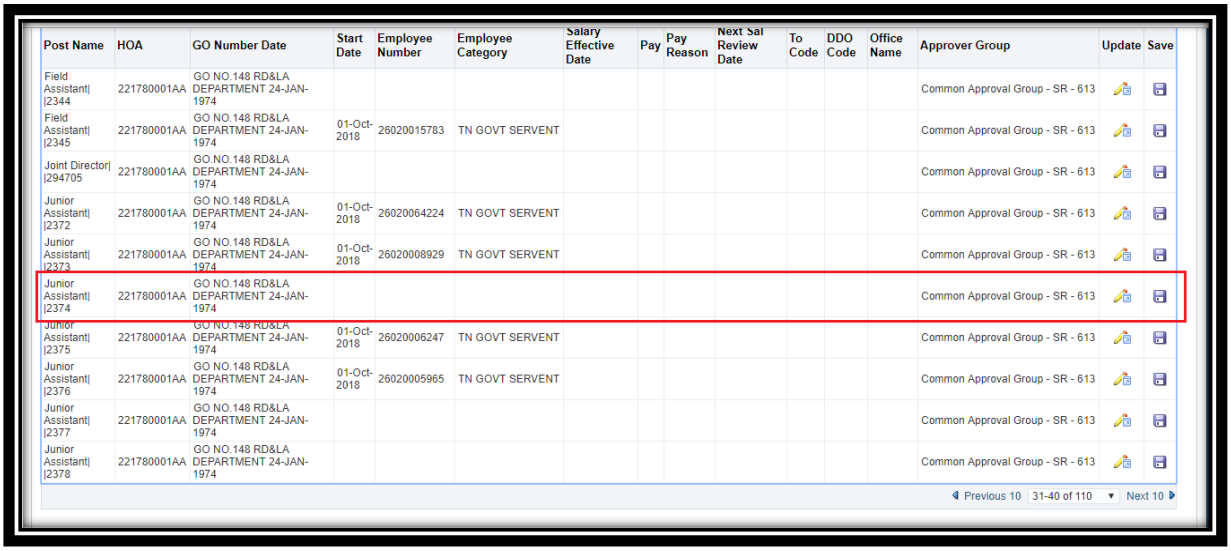
Step	Action
22.	எந்த Post க்கு நேராக employee number Mapping செய்யாமல் உள்ளதோ அந்த post கெல்லாம் Map செய்ய வேன்டும் நான் எடுத்துக்கொண்டது Junior Assistant Post. இந்த திரையில் Junior assistant post தோன்றவில்லை அதனால் next click செய்து Junior assistant post க்கு நேராக உள்ள Update icon -ஐ Click செய்ய வெண்டும்



Post Name	HOA	GO Number Date	Start Date	Employee Number	Employee Category	Salary Effective Date	Pay	Pay Reason	Next Sal Review Date	To Code	DDO Code	Office Name	Approver Group	Update	Save
Field Assistant|2344	221780001AA	GO NO.148 RD&LA DEPARTMENT 24-JAN-1974											Common Approval Group - SR - 613		
Field Assistant|2345	221780001AA	GO NO.148 RD&LA DEPARTMENT 24-JAN-1974	01-Oct-2018	26020015783	TN GOVT SERVENT								Common Approval Group - SR - 613		
Joint Director|294705	221780001AA	GO.NO.148 RD&LA DEPARTMENT 24-JAN-1974											Common Approval Group - SR - 613		
Junior Assistant|2372	221780001AA	GO NO.148 RD&LA DEPARTMENT 24-JAN-1974	01-Oct-2018	26020064224	TN GOVT SERVENT								Common Approval Group - SR - 613		
Junior Assistant|2373	221780001AA	GO NO.148 RD&LA DEPARTMENT 24-JAN-1974	01-Oct-2018	26020008929	TN GOVT SERVENT								Common Approval Group - SR - 613		
Junior Assistant|2374	221780001AA	GO NO.148 RD&LA DEPARTMENT 24-JAN-1974											Common Approval Group - SR - 613		
Junior Assistant|2375	221780001AA	GO NO.148 RD&LA DEPARTMENT 24-JAN-1974	01-Oct-2018	26020006247	TN GOVT SERVENT								Common Approval Group - SR - 613		
Junior Assistant|2376	221780001AA	GO NO.148 RD&LA DEPARTMENT 24-JAN-1974	01-Oct-2018	26020005965	TN GOVT SERVENT								Common Approval Group - SR - 613		
Junior Assistant|2377	221780001AA	GO NO.148 RD&LA DEPARTMENT 24-JAN-1974											Common Approval Group - SR - 613		
Junior Assistant|2378	221780001AA	GO NO.148 RD&LA DEPARTMENT 24-JAN-1974											Common Approval Group - SR - 613		

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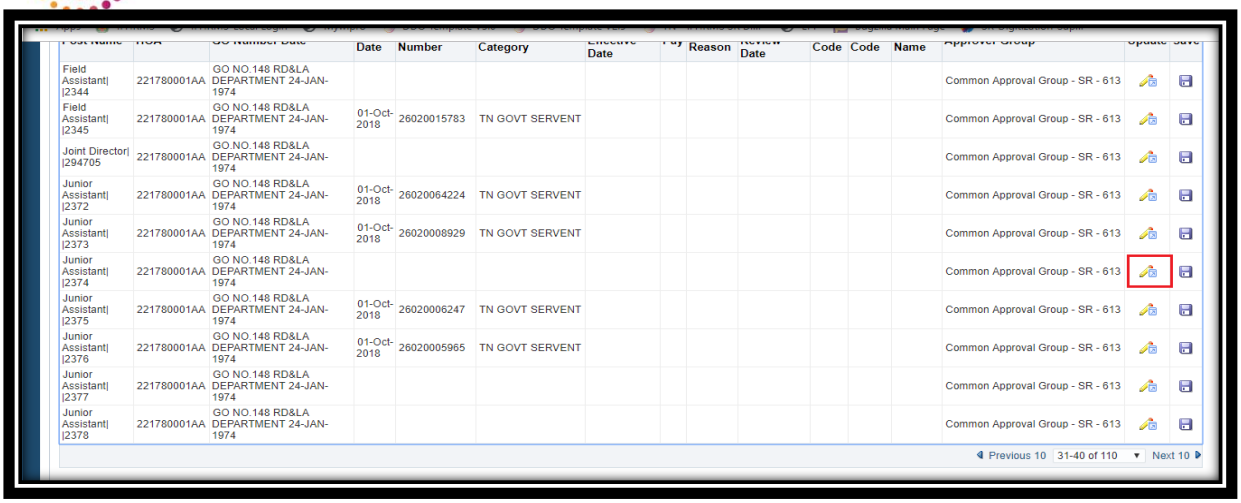
Step	Action
23.	Update Button -ஐ Click செய்யவும்

Sensitivity: Internal & Restricted



Post Name	HOA	GO Number Date	Date	Number	Category	Effective Date	Pay	Reason	Review Date	Code	Code	Name	Approver Group
Field Assistant||2344	221780001AA	GO NO.148 RD&LA DEPARTMENT 24-JAN-1974											Common Approval Group - SR - 613
Field Assistant||2345	221780001AA	GO NO.148 RD&LA DEPARTMENT 24-JAN-1974	01-Oct-2018	26020015783	TN GOVT SERVENT								Common Approval Group - SR - 613
Joint Director||294705	221780001AA	GO.NO.148 RD&LA DEPARTMENT 24-JAN-1974											Common Approval Group - SR - 613
Junior Assistant||2372	221780001AA	GO NO.148 RD&LA DEPARTMENT 24-JAN-1974	01-Oct-2018	26020064224	TN GOVT SERVENT								Common Approval Group - SR - 613
Junior Assistant||2373	221780001AA	GO NO.148 RD&LA DEPARTMENT 24-JAN-1974	01-Oct-2018	26020008929	TN GOVT SERVENT								Common Approval Group - SR - 613
Junior Assistant||2374	221780001AA	GO NO.148 RD&LA DEPARTMENT 24-JAN-1974											Common Approval Group - SR - 613
Junior Assistant||2375	221780001AA	GO NO.148 RD&LA DEPARTMENT 24-JAN-1974	01-Oct-2018	26020006247	TN GOVT SERVENT								Common Approval Group - SR - 613
Junior Assistant||2376	221780001AA	GO NO.148 RD&LA DEPARTMENT 24-JAN-1974	01-Oct-2018	26020005965	TN GOVT SERVENT								Common Approval Group - SR - 613
Junior Assistant||2377	221780001AA	GO NO.148 RD&LA DEPARTMENT 24-JAN-1974											Common Approval Group - SR - 613
Junior Assistant||2378	221780001AA	GO NO.148 RD&LA DEPARTMENT 24-JAN-1974											Common Approval Group - SR - 613

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Step	Action
24.	இப்போது அந்த Post க்கு நேராக field கள் Enable ஆகும்

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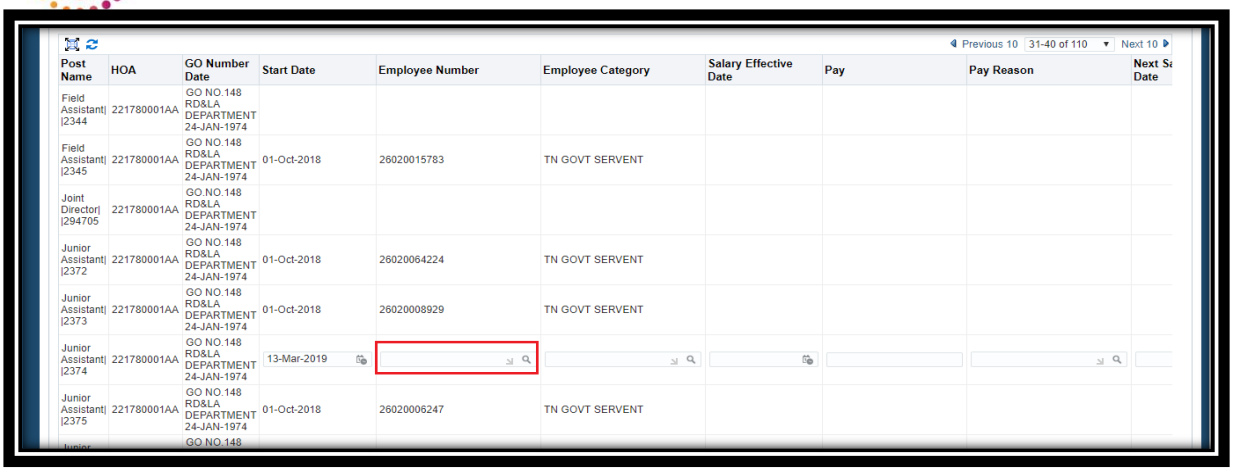
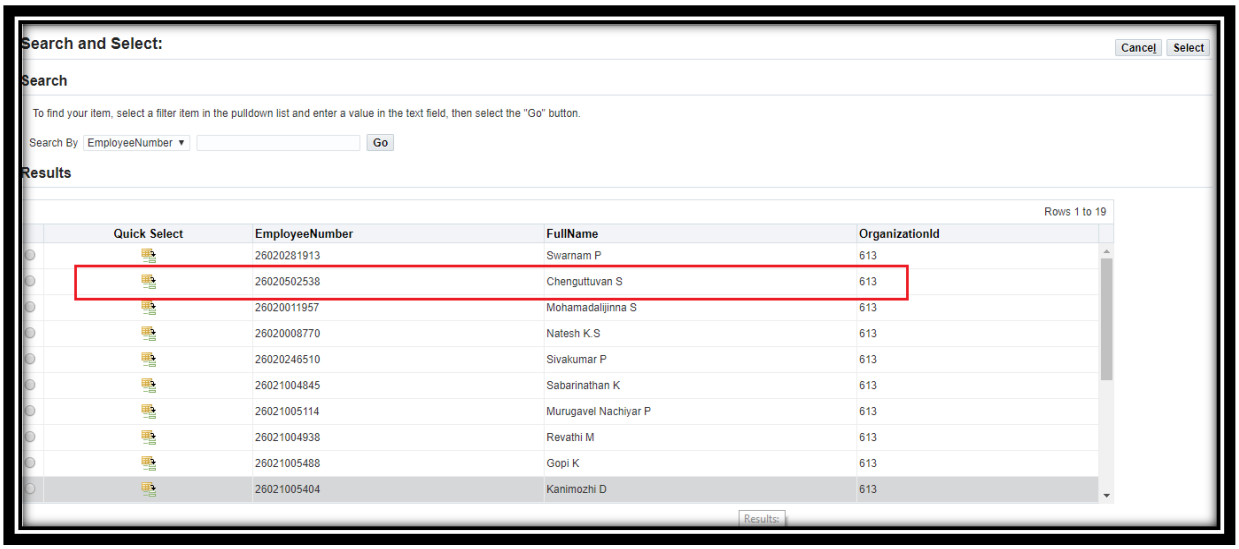
Post Name	HOA	GO Number Date	Start Date	Employee Number	Employee Category	Salary Effective Date	Pay	Pay Reason	Next Sa Date
Field Assistant||2344	221780001AA	GO NO.148 RD&LA DEPARTMENT 24-JAN-1974							
Field Assistant||2345	221780001AA	GO NO.148 RD&LA DEPARTMENT 24-JAN-1974	01-Oct-2018	26020015783	TN GOVT SERVENT				
Joint Director||294705	221780001AA	GO.NO.148 RD&LA DEPARTMENT 24-JAN-1974							
Junior Assistant||2372	221780001AA	GO NO.148 RD&LA DEPARTMENT 24-JAN-1974	01-Oct-2018	26020064224	TN GOVT SERVENT				
Junior Assistant||2373	221780001AA	GO NO.148 RD&LA DEPARTMENT 24-JAN-1974	01-Oct-2018	26020008929	TN GOVT SERVENT				
Junior Assistant||2374	221780001AA	GO NO.148 RD&LA DEPARTMENT 24-JAN-1974							
Junior Assistant||2375	221780001AA	GO NO.148 RD&LA DEPARTMENT 24-JAN-1974	01-Oct-2018	26020006247	TN GOVT SERVENT				
Junior Assistant||2376	221780001AA	GO NO.148 RD&LA DEPARTMENT	01-Oct-2018	26020005965	TN GOVT SERVENT				

Step	Action
25.	Start Date என்பது அந்த post -ல் அவர் Join செய்ய பட்ட date (Present Post Joining Date)

Sensitivity: Internal & Restricted



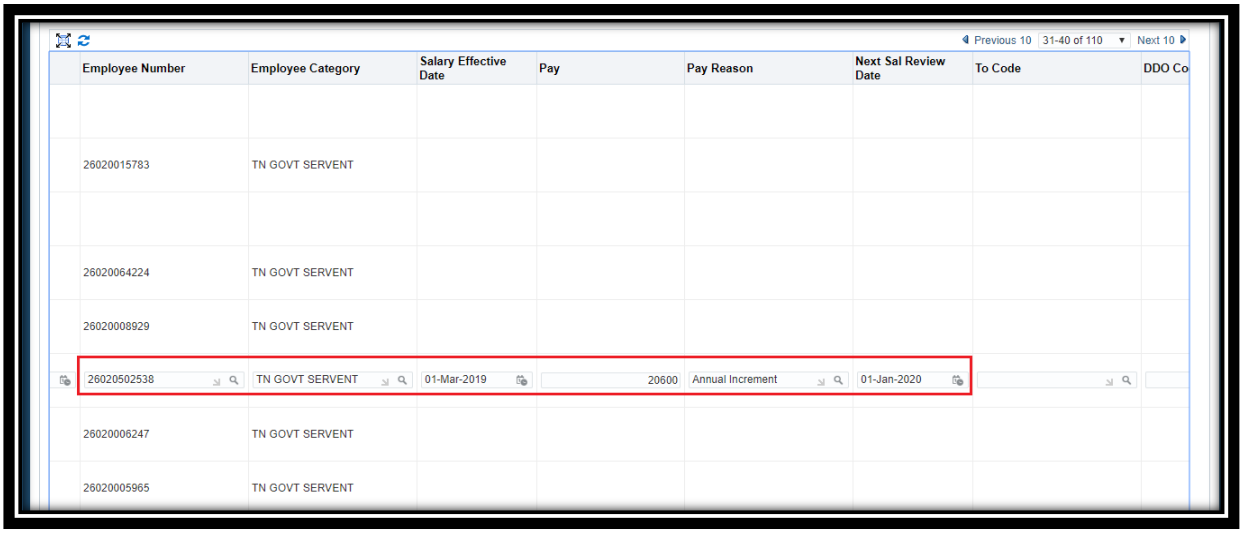
Step	Action
26.	அடுத்து Employee number -ல் search icon -ஐ click செய்ய வேண்டும் செய்தால் அந்த office ல் உள்ள post mapping செய்ய வேண்டிய அனைத்து Employees ன் Number மற்றும் Name கள் திரையில் தோன்றும்
27.	அதில் Junior assistant post -ல் யாரை Map செய்ய வேண்டுமோ அவரை select செய்யவும் நான் chenguttavan -ஐ select செய்கிறேன்



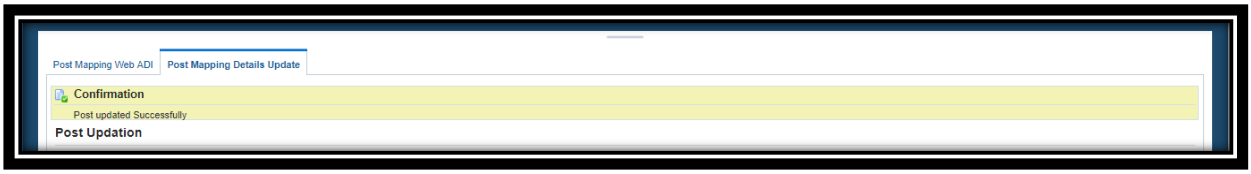
Step	Action
28.	அடுத்து அவரின் employee Category search ஐகான்-ஐ use செய்து select செய்ய வேண்டும் மற்றும் அவரின் Present Pay மற்றும் அதற்க்கான effective date & Pay Reason select செய்ய வேண்டும்
29.	Post Mapping &Pay Details Update செய்வதற்க்கு TO Code மற்றும் DDO Code மற்றும் office Name கொடுக்க வேண்டிய அவசியமில்லை அதன் அவசியம் எப்போது என்றால் அந்த employee -ஐ வேறு office மற்றும்

Sensitivity: Internal & Restricted

	Approval group க்கு Tag செய்து கொள்வதற்கு பயன்படுத்தி கொள்ளலாம் **Note: Post mapping** செய்வதற்க்கு **TO Code & DDO Code &Office Name Select** செய்ய வேண்டியதேவையில்லை



Step	Action
30.	அனைத்தும் Select செய்த பிறகு சரிபார்த்து விட்டு Save ஐ கானை click செய்யவும்
31.	அதன் பிறகு **Post Updated Successfully Confirmation Message** திரையில் தோன்றும்



4. Verification of mapped post

Step	Action
32.	Post Mapping சரியாக செய்தவுடன் அந்த employee சரியாக அவருக்கு ஏற்ற Post –இல் map ஆகி உள்ளாரா என்பதனை உறுதி படுத்தி கொள்ளவும்.
33.	End of Procedure.

Sensitivity: Internal & Restricted