



Project – SUGAM
End User Manual
EMPLOYEE SELF SERVICE (ESS)



DOCUMENT DETAILS

PROJECT NAME	MODULE	Business Scenario:
SUGAM	HCM	EMPLOYEE SELF SERVICE
MODULE LEAD – BSPTCL	MODULE LEAD – YASH	PROCESS OWNER
Sri Abdur Rahman	M Srinivas/M Venkat	Sri Rajeev Ranjan Kumar
BBP NUMBER AS PER BPML	PROCESS NAME	
05.08.01	ESS	

AUTHORS & PARTICIPANTS

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REVISION HISTORY

Date	Document Version	Document Revision Description	Author	Reviewer
24.04.2019	0.1	User Manual Preparation	M. Srinivas	Venkat Mandala
15.10.2019	0.2	User Manual Preparation	M. Srinivas	Venkat Mandala



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Portal main screen

Once we enter the URL address of BSPTCL portal, we can see the below main screen:

SAP NetWeaver

User *

Password *

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Here enter the user id and password then the below screen will appear.



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The screenshot displays the BSPTCL Employee Portal interface. At the top, there is a navigation bar with the BSPTCL logo and the title "BSPTCL EMPLOYEE PORTAL". Below this, there are tabs for "Employee Self-Service", "Tasks and Notifications", and "Manager Self-Service". The "Employee Self-Service" tab is selected, and the "Overview" sub-tab is active. The main content area is titled "Employee Services" and contains a "Map" section with a dropdown menu. Below the map, there are seven service categories, each with an icon and a brief description:

- Personal Information**: In this area, you can use services to display your personal data.
- Benefits and Payment**: In this area, you can use services to display your salary statement and other information regarding your payment.
- Working Time**: In this area, you can use services to record your working time, request leave, display your time account data and display public holidays.
- Employee Service Requests**: In this area, you can use services to apply for NOC , Transfer , E bill etc.
- Performance Appraisal**: In this area, you can use services for BSPTCL Annual Confidential Reports (ACR) for the Performance Management.
- Travel Management**: In the area, you can handle and process travel requests and expenses.
- E Separation**: In this area, you can use services related to E Separation Process.

Employee:

Here we will be seeing Employee Self-Service (ESS) & Tasks & Notifications (MSS). ESS is meant to view the employee (self) details and tasks and notifications tab is to view the pending requests which are pending for approvals / corrections.



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Personal Information

Double click on Personal Information.

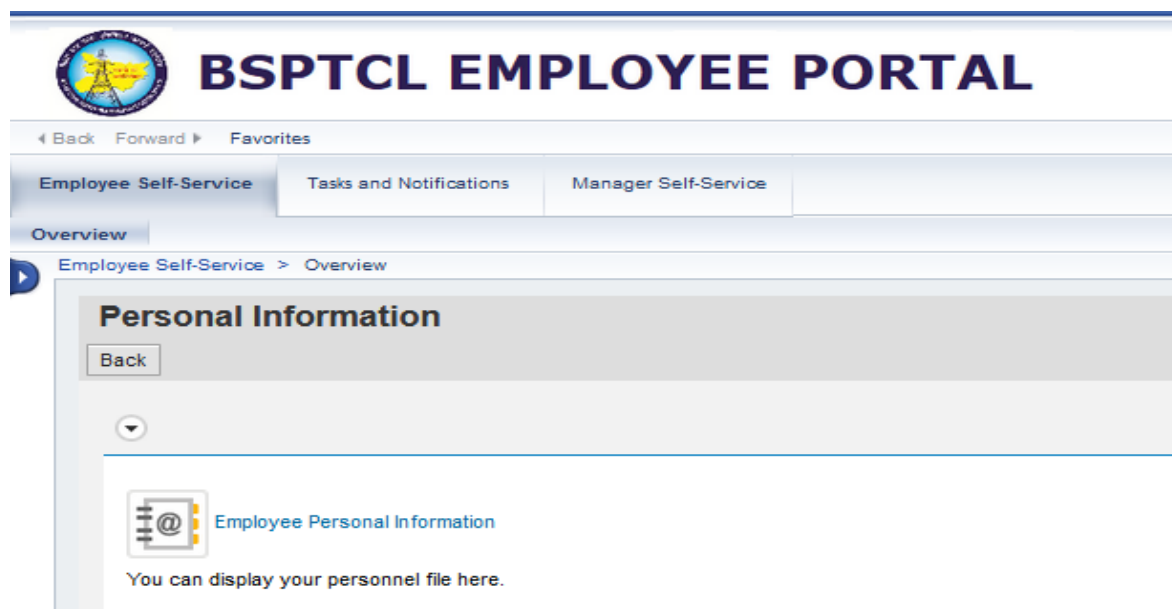
The screenshot displays the BSPTCL Employee Portal interface. At the top, there is a navigation bar with the BSPTCL logo and the text "BSPTCL EMPLOYEE PORTAL". Below this, there are tabs for "Employee Self-Service", "Tasks and Notifications", and "Manager Self-Service". The "Employee Self-Service" tab is active, and the "Overview" sub-tab is selected. The main content area is titled "Employee Services" and contains a grid of service tiles. The "Personal Information" tile is highlighted with a yellow box. Other tiles include "Benefits and Payment", "Working Time", "Employee Service Requests", "Performance Appraisal", "Travel Management", and "E Separation". Each tile has an icon and a brief description of the services available.

Service	Description
Personal Information	In this area, you can use services to display your personal data.
Benefits and Payment	In this area, you can use services to display your salary statement and other information regarding your payment.
Working Time	In this area, you can use services to record your working time, request leave, display your time account data and display public holidays.
Employee Service Requests	In this area, you can use services to apply for NOC , Transfer ,E bill etc.
Performance Appraisal	In this area, you can use services for BSPTCL Annual Confidential Reports (ACR) for the Performance Management.
Travel Management	In the area, you can handle and process travel requests and expenses.
E Separation	In this area, you can use services related to E Separation Process

When we click on “Personal information”, we can see the option to see “Personal Profile”. Click on “personal Profile” link and you will be seeing the below screen:



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Once you click on “Personal Profile”, system will open another screen as below:

The screenshot shows the employee profile page for the Bihar State Power Transmission Company Limited, Patna. The page header includes the company name, 'Bihar State Power Transmission Company Limited, Patna (Govt. of Bihar Undertaking)', and contact information. Below this, the 'Department of Human Resource Administration' is mentioned. The main content area is divided into two sections: 'Personal Details' and 'Education Details'. The 'Personal Details' section contains a table with fields like Emp Id, Name, Date of Birth, Date of Joining, Date of Superannuation, Gender, Designation, Position, Personal Area, Aadhar, Blood Group, Religion, Category, Class, Place of Posting, Marital Status, PAN, Nationality, and Native State. The 'Education Details' section is currently empty.

Personal Details	
Emp Id	: 1000904
Name	: Ajay Singh
Date of Birth	: 01.10.1990
Date of Joining	: 01.01.2019
Date of Superannuation	:
Gender	: Male
Designation	: Assistant New
Position	: Assistant (Sec-I)
Personal Area	: Patna East Circle
Aadhar	: 5658888888668
Blood Group	: A-
Religion	: Hindu
Category	: UR
Class	: Thakur
Place of Posting	:
Marital Status	: Marr.
PAN	: ADYPM1787K
Nationality	: Indian
Native State	: Delhi

Education Details	
Qualification	Year of Passing

Here we can view the details of personal data, Here employee can view the details and for any changes, he/she need to contact HR for changes.



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1 of 2 Automatic Zoom

Native State : Delhi

Education Details	
Qualification	Year of Passing
Departmental Exam	2000
High School	2018
Hindi Note Drafting	2020
University/college	2022

Communication Details	
Official Phone No. : 9678243322	Permanent Address : 233/a park
Official Email ID : SRINI.BSPTCL@GMAIL.COM	Park lane
Personal Phone No. : 9867554411	Patna - 800001
Personal Email ID : SRINI.VENKAT@GMAIL.COM	Emergency Address : Vidyut bhavan Vidyut bhavan
	Patna - 800004
	Communication Address : Park lane ry
	Patna
	- 800001

Salary Details	
Pay Level : 05	Basic Pay : 63300.00
GPF/PRAN No. : 649992341200	Earned Leave Balance :

Promotion Details				
Promoted to (Designation)	Effective Date of Promotion	Pay Level	Order No.	Order Date
		34000	56678999	01.04.2019

Education details, Address details, Communication details, Family details etc can be seen here

2 of 2 Automatic Zoom

Family Details			
Relationship	Name	Date Of Birth	Aadhaar
Spouse	Rao Srinivas	03.09.1984	892214237889
Child	Swathi Kumari	03.09.2010	982234212991
Father	Sharma Shyam kumar	03.09.1970	

Nominee Details	
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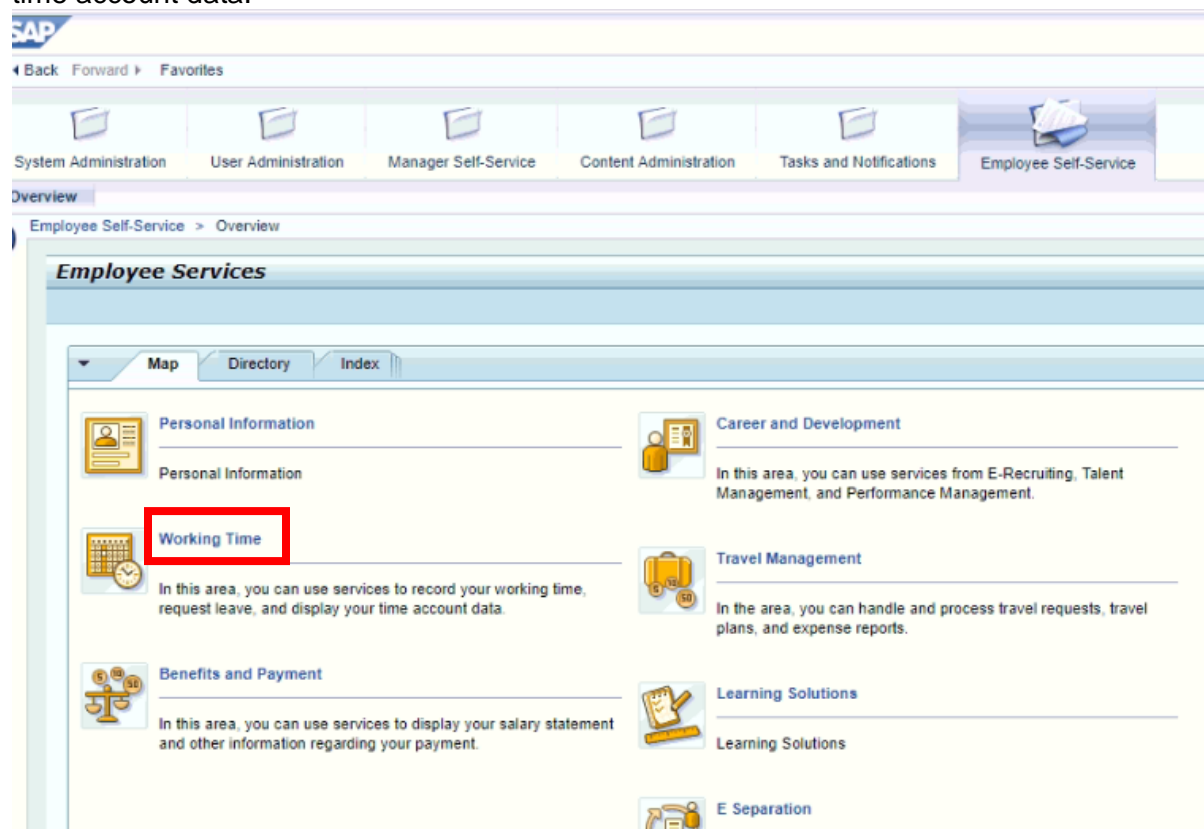


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Working Time

In this area, we can use services to request leaves, to view the leave balances and display the time account data.

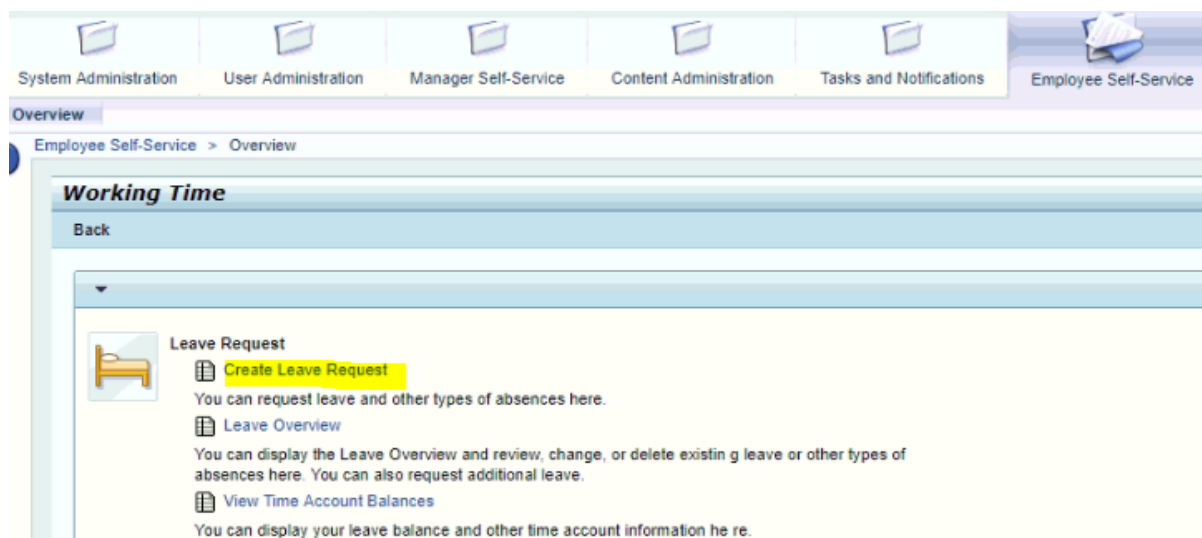


Double click on working time.

Once we click on “Working Time”, the below screen will appear:

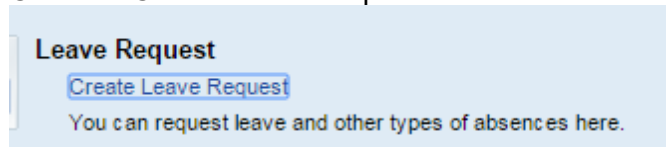


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Create Leave Request:

Click on “Create Leave Request” to raise a leave request.



Then the below screen appears:



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Leave Request: New

Send

☒ Display possible as of 26.03.2019 only

Absent Non-Working Day Holiday

▼ Leave Details Check

Type of Leave

* Type of Leave: Casual Leave
Description: Casual Leave

General Data

* Start Date: 26.03.2019
* End Date: 26.03.2019
Processor: A Priya
New Note:

Enter the type of leave and leave start and end dates (with begin and end times – in case of half day leaves). Here we can see the approver name; it's based on reporting relationship maintained at back-end.

Enter all the details and Click on “SEND” button.

Leave Request: New

Send

☒ Display possible as of 26.03.2019 only

Absent Non-Working Day Holiday

▼ Leave Details Check

Once submitted, we can see the overview details as below:



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Leave Request: New

Type of Leave
Type of Leave: PL Pune Plant staff/PLA/PW

General Data
Start Date: 24.12.2015
End Date: 25.12.2015
Begin Time: 00:00:00
End Time: 00:00:00
Absence hours: 17.00
Approver Name: Manager as Approver
Note:
Used: PL for Pune plant staff: 2.00 Days

OK Cancel

Click on OK button to submit the request. After that we can see the leave request in “SENT” Status, as below:

SAP Log off

Back Forward Favorites

Welcome: yash_ep1

Content Administration User Administration System Administration Tasks and Notifications Employee Self-Service

Overview

Employee Self-Service > Overview Full Screen

Leave Request: New

Send

☒ Display possible as of 31.03.2019 only
☒ Leave request was sent successfully

Calendar Team Calendar Time Accounts Leave Requests

Type of Leave	Start Date	Start time	End Date	End time	Processor	Status	Absence hours	Used
Casual Leave	24.04.2019	00:00:00	24.04.2019	00:00:00	A Priya	Approved	0.00	
Sick Leave - Half pay	16.04.2019	00:00:00	20.04.2019	00:00:00		Approved	35.00	5 Days
Privilege Leave	04.04.2019	00:00:00	10.04.2019	00:00:00		Approved	42.00	7 Days
Special Sick Leave	31.03.2019	00:00:00	31.03.2019	00:00:00	A Priya	Approved	0.00	
Extra-Ordinary Leave	31.03.2019	00:00:00	31.03.2019	00:00:00	A Priya	Approved	0.00	

Leave Details Check

Type of Leave
* Type of Leave: Casual Leave
Description: Casual Leave

With that, the leave request sent to reporting manager for approval. Once the manager approves, the same status can be seen in the leave overview.

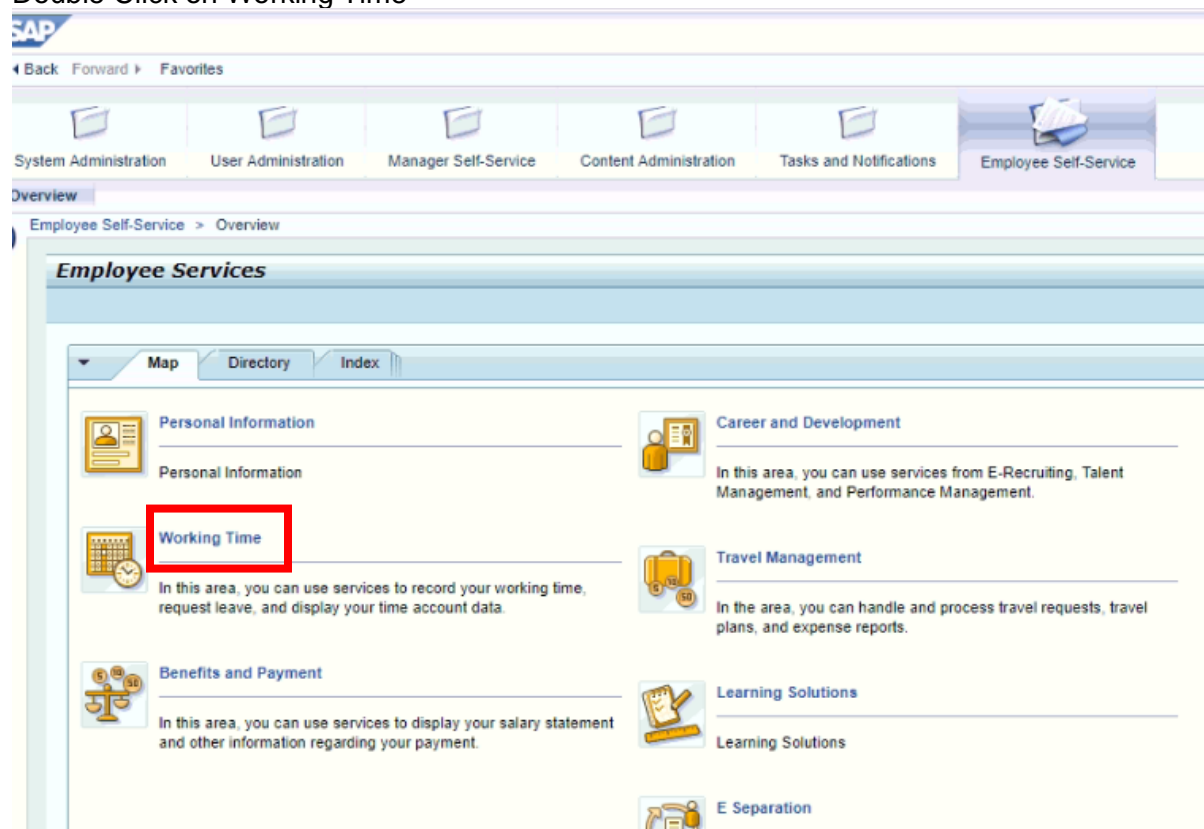


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Time Accounts

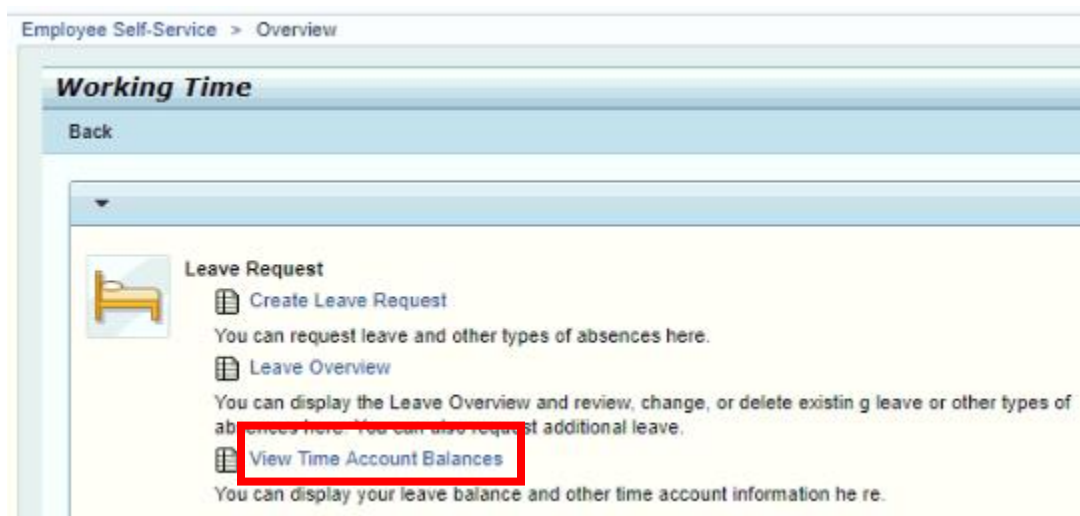
Double Click on Working Time



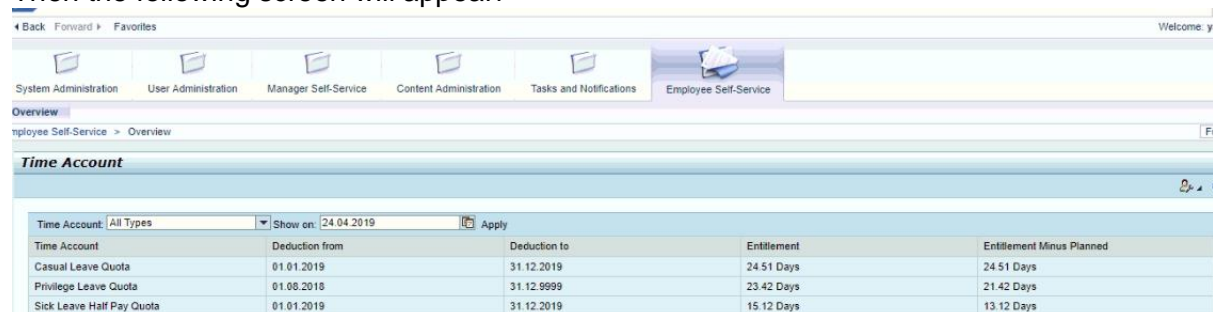
Double click on View Time Account Balances.



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Then the following screen will appear.



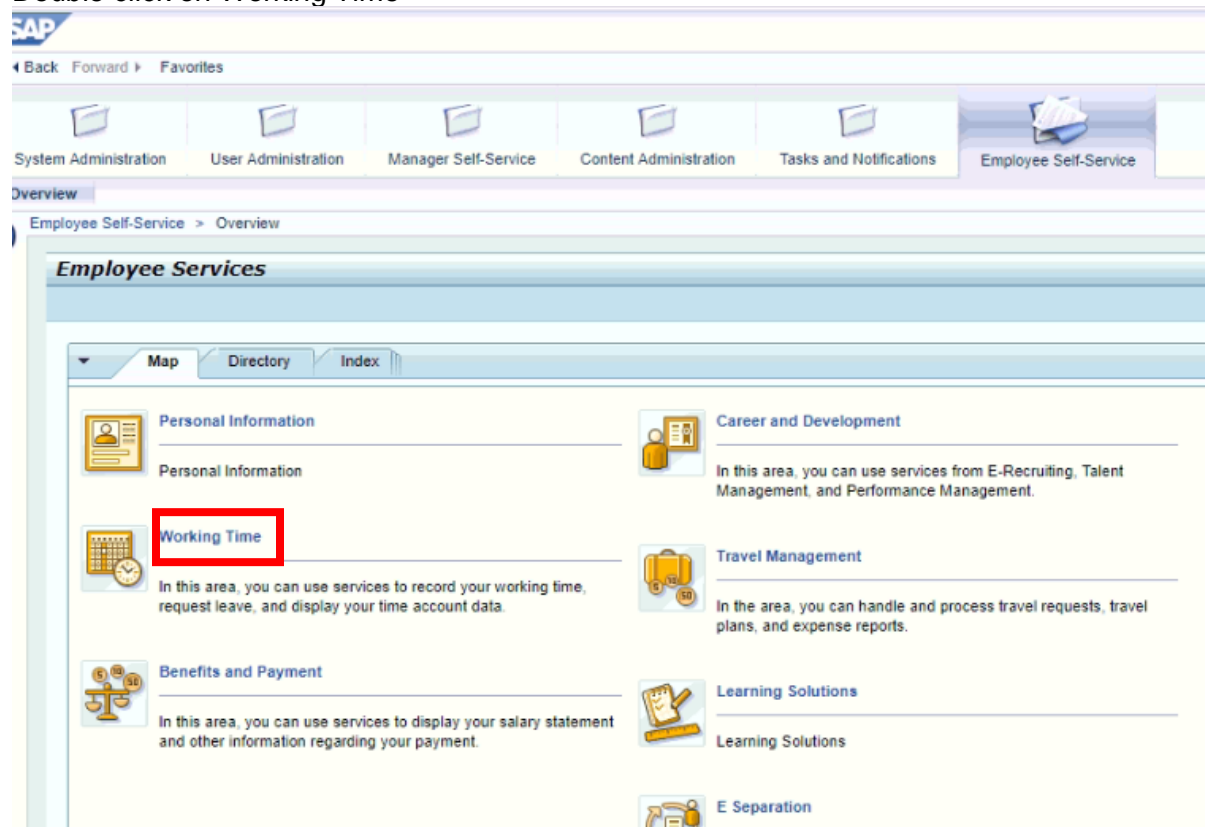
Leave Overview:



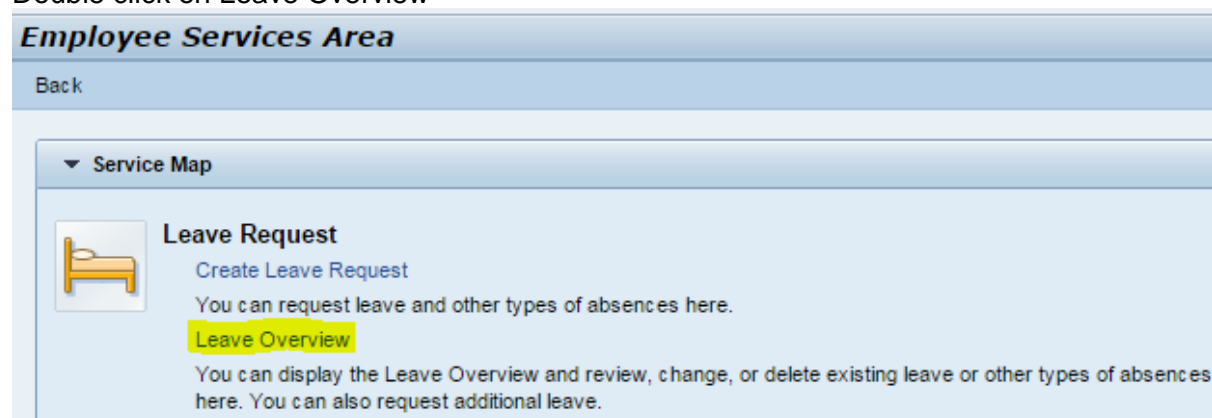
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Double click on Working Time



Double click on Leave Overview



Here employee can view the leave balance details, along with the number of leave Requests raised with the current status.



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Leave Overview

Display possible as of 26.03.2019 only

Leave Data Overview New

Show from: 26.03.2019 Apply

Edit	Cancel	Type of Leave	Start Date	Start time	End Date	End time	Processor	Status	Absence hours	Used
		Casual Leave	24.04.2019	00:00:00	24.04.2019	00:00:00	A Priya	Approved	0.00	
		Sick Leave - Half pay	16.04.2019	00:00:00	20.04.2019	00:00:00		Approved	35.00	5 Days
		Privilege Leave	04.04.2019	00:00:00	10.04.2019	00:00:00		Approved	42.00	7 Days

Time Accounts Overview

Time Account: All Types Show from: 26.03.2019 Apply

Time Account	Deduction from	Deduction to	Entitlement	Entitlement Minus Planned
Casual Leave Quota	01.01.2019	31.12.2019	24.51 Days	19.51 Days
Privilege Leave Quota	01.06.2018	31.12.9999	20.85 Days	10.85 Days
Sick Leave Half Pay Quota	01.01.2019	31.12.2019	15.12 Days	8.12 Days

Benefits and Payments

Double click on Benefits and Payments.

BSPTCL EMPLOYEE PORTAL

Back Forward Favorites

Employee Self-Service Tasks and Notifications Manager Self-Service

Overview

Employee Self-Service > Overview

Employee Services

Map Directory Index

Personal Information

In this area, you can use services to display your personal data.

Benefits and Payment

In this area, you can use services to display your salary statement and other information regarding your payment.

Working Time

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

Employee Service Requests

In this area, you can use services to apply for NOC, Transfer, E bill etc.

Performance Appraisal

In this area, you can use services for BSPTCL Annual Confidential Reports (ACR) for the Performance Management.

Travel Management

In the area, you can handle and process travel requests and expenses.

In this service, employee will be able to see all his payment related information as below:



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Double click on Salary statement to see the pay slip



Bihar State Power Transmission Company Limited

Vidyut Bhavan , Bailey Road , Patna # 800021

Phone :

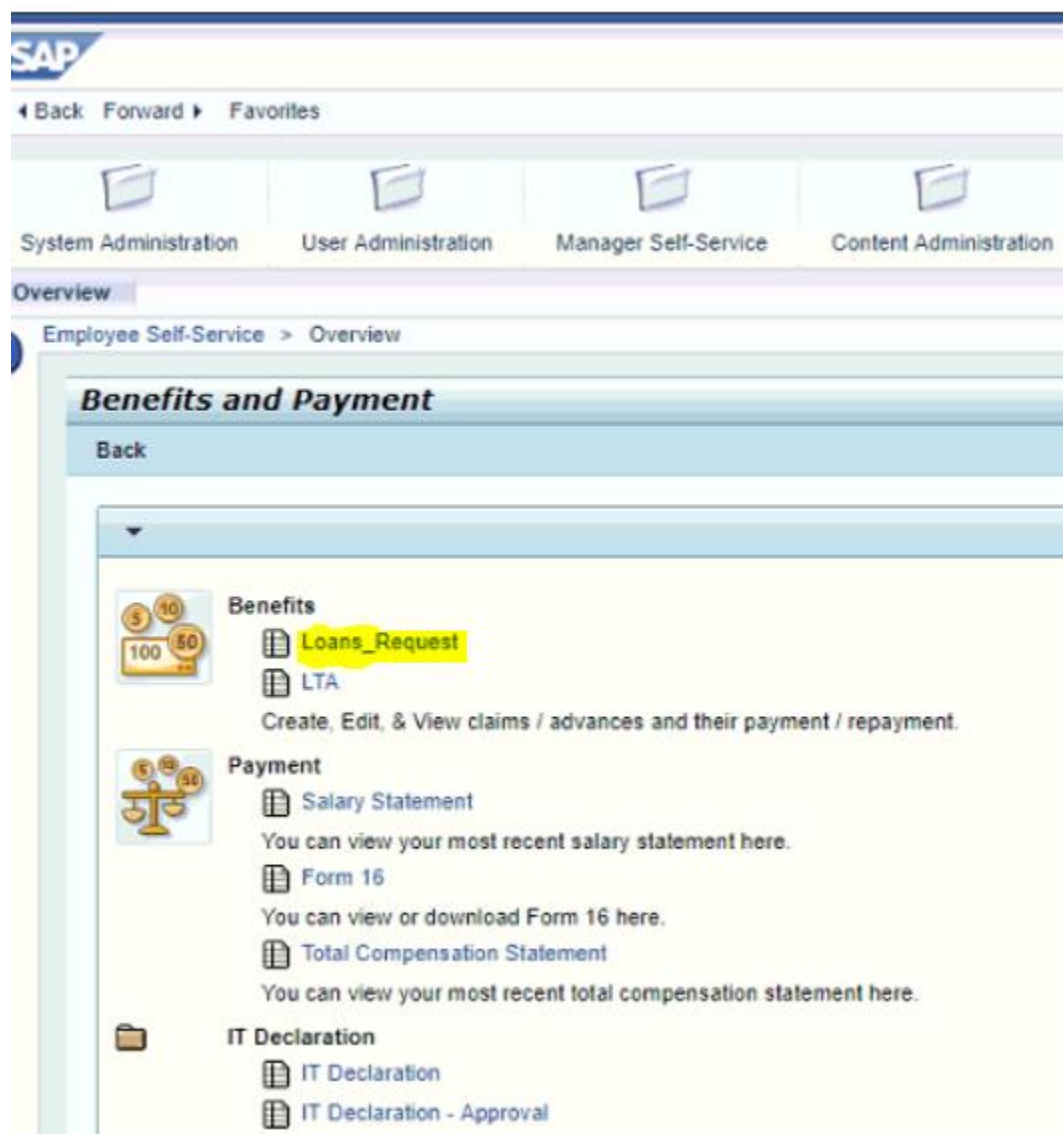
Fax :

Pay Slip For The Month of March-2019

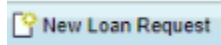
Employee Id	01000904	Basic Pay	32000.00
Name	Ajay Singh	Pay Level	08 05
PAN No	ADYPM1787K	Designation	Assistant (Sec-I)
Bank Name	CANARA BANK	Location	132 Katra
Bank AC No	67687876878	GPF/ CPS No	DL/IND/12345/100904
IFSC Code	CNRB0000352	Days Paid	31.00
Department	Human Resource & Administration		
Earnings		Deductions	
Basic Pay	32,000.00	Group Savings Scheme	80.00
Dearness Allowance	2,880.00		
City Transport Allowance	1,635.00		
Energy Pay	1,920.00		
Total	38,435.00	Total	80.00
		Take Home Pay	38355.00
Net Payable Salary	38,355.00		



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Click on New Loan Request.





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Enter the all details as below and double click on Submit.

Loan Request: Step 1 (Details)

Previous Next Cancel

1 2 3
Details Review Submit

* Loan Type: House Building Advance - BSPTCL
Reference: 00000000000000000000
* Loan Amount requested: 50000.00
* Loan Condition: 9% Int. House Build Loan
* Repayment start: 20.03.2019
* Repayment Installment: 10.00
Currency: INR
Note for Approver: PLS approve the loan.

Show Loan Disbursement Show Loan Repayment

Once we Click on Submit the following screen will come.

Loan Request: Step 3 (Submit)

Previous Next

✓ The Loan Request has been submitted successfully

1 2 3
Details Review Submit

To go to Overview Screen: [Go to overview](#)
To create a new loan request: [Create new loan request](#)



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Salary Statement:

Double click on Benefits and Payment

SAP

◀ Back Forward ▶ Favorites

System Administration User Administration Manager Self-Service Content Administration Tasks and Notifications Employee Self-Service

Overview

Employee Self-Service > Overview

Employee Services

Map Directory Index

Personal Information
Personal Information

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

Benefits and Payment
In this area, you can use services to display your salary statement and other information regarding your payment.

Career and Development
In this area, you can use services from E-Recruiting, Talent Management, and Performance Management.

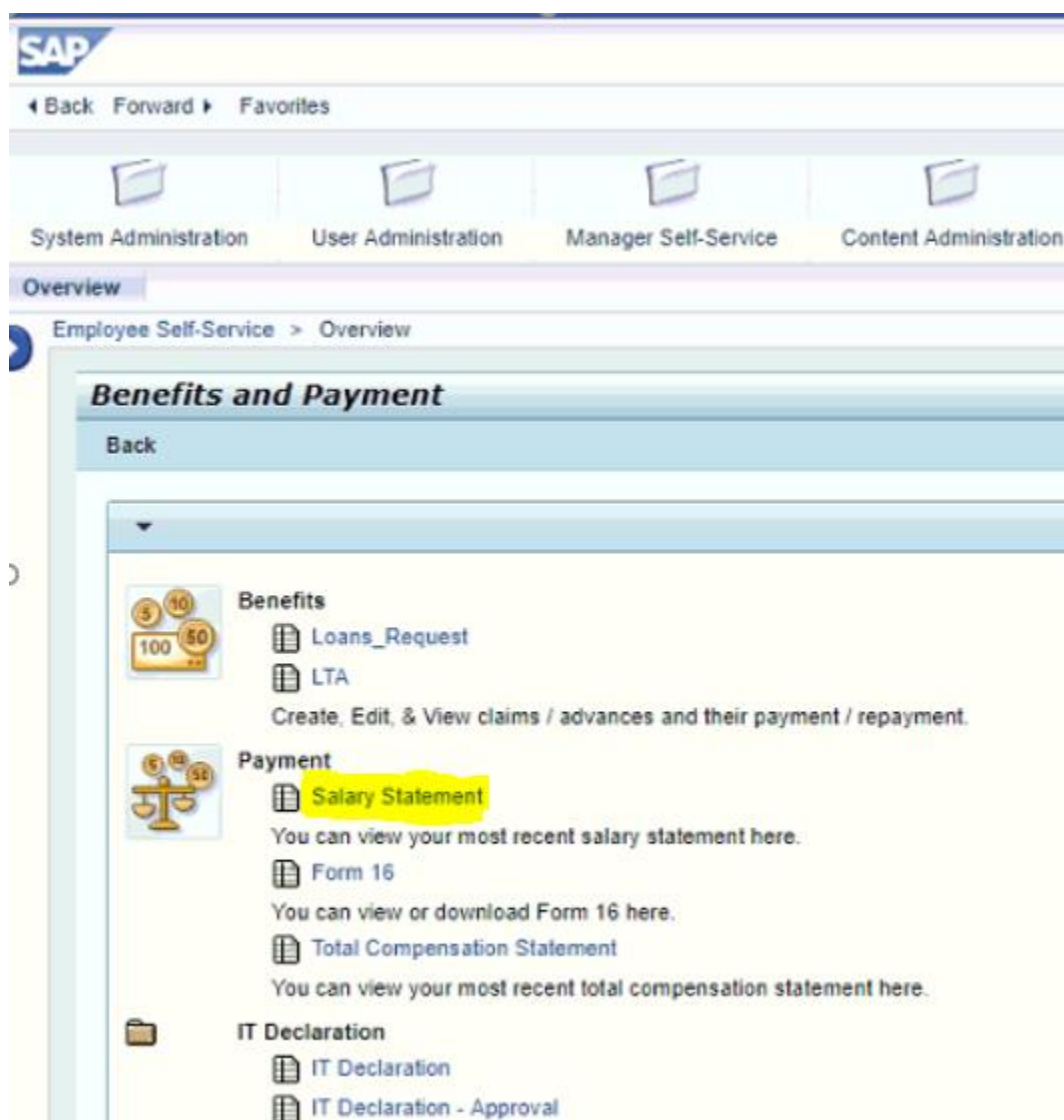
Travel Management
In the area, you can handle and process travel requests, travel plans, and expense reports.

Learning Solutions
Learning Solutions

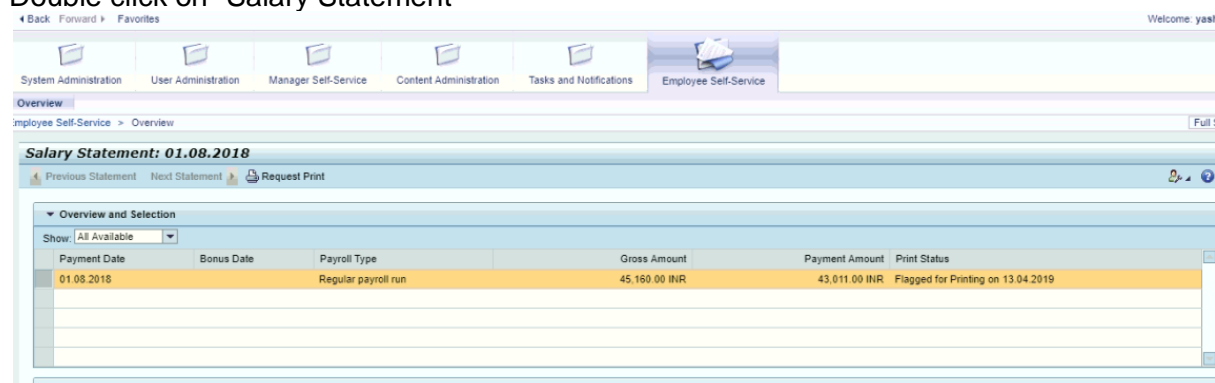
E Separation



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Double click on “Salary Statement”





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Double click on Regular Payroll Run. Once we click on Regular Payroll Run, we can see the pay slip in separate window as below.
Here employee will be able to print the payslip as well.

Name : Raj Rao	Location : Patna Circle	Company cd : BSPTCL
Id : 1000058	Department : Crol Off Patna	Emp group : Regular
Pay period : 01.07.2018 - 31.07.2018	Pay area : Patna Circle	Emp subgrp : ASSISTANT ENGINEER
Transfer date	Account No.	Amount = Earnings - Deductions + Adjustment
01.08.18		43,011.00 = - 287.00 + 0.00

Earnings		Deductions		Perks/Other income/Exemptions/Rebates	
		Income Tax	287.00	Agg of Chapter VI	16,758.00
Total		Total	287.00		

Take Home Pay	43,011.00
---------------	-----------

Form 16 summary	
Gross Salary	406,440.00
Balance	406,440.00
Std Deduction	40,000.00
Aggrg Deduction	40,000.00
Incun under Hd Salary	366,440.00
Gross Tot Income	366,440.00
Agg of Chapter VI	16,758.00
Total Income	349,682.00
Tax on total Income	4,984.10
Tax payable and surcharg	2,584.00
Income Tax	287.00



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Form 16:

The screenshot shows the SAP Employee Self-Service (ESS) interface. At the top, there is a navigation bar with links for System Administration, User Administration, Manager Self-Service, and Content Administration. Below this is the 'Overview' section, which includes a breadcrumb trail: Employee Self-Service > Overview. The main content area is titled 'Benefits and Payment' and contains a 'Back' button. Under the 'Benefits' section, there are links for 'Loans_Request' and 'LTA', with a description: 'Create, Edit, & View claims / advances and their payment / repayment.' Under the 'Payment' section, there are links for 'Salary Statement' (with a description: 'You can view your most recent salary statement here.'), 'Form 16' (highlighted in yellow, with a description: 'You can view or download Form 16 here.'), and 'Total Compensation Statement' (with a description: 'You can view your most recent total compensation statement here.'). Under the 'IT Declaration' section, there are links for 'IT Declaration' and 'IT Declaration - Approval'.

Double click on Form 16

Form 16

You can view or download Form 16 here.



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Employee can view or download the Form 16 from this service.

Date	Company Code
01.04.2015	1000

Double click on period. Once we click on period, we can see the Form 16 in separate window.

Here employee will be able to print the Form 16.

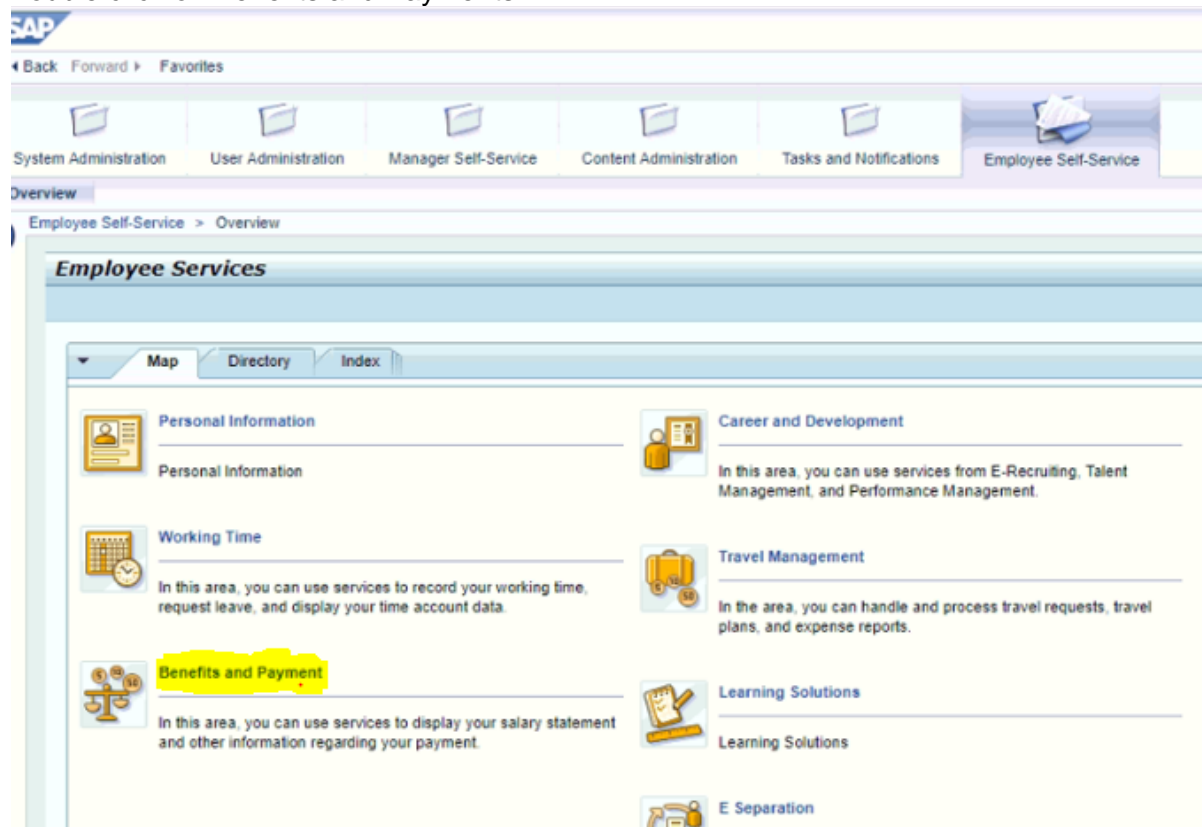


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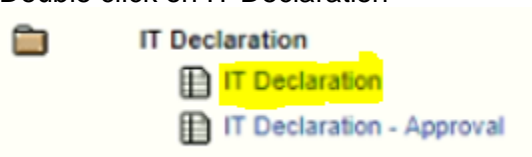


IT Declaration

Double click on Benefits and Payments.



Double click on IT Declaration



Click on “IT Declaration” link to edit and view the declarations made.

We have 2 steps in declaring this – First is at the starting of the year where employee will declare and during Dec/Jan, needs to give the actuals along with bills to HR. So, at the starting of the year, employee will input the planned/proposed amounts, based on which tax will be calculated. And during Dec/Jan, as per the HR instructions, he will be able to enter the actual amounts for actual computation of tax based on the actuals.

Once the declaration page is open for declaration, we will see the below screen:

Manual End