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<u>IFHRMS செயல் விளக்கங்கள்</u>

2

IFHRMS இணையதளத்திற்குச் சென்று Online Entry பதிவு செய்யும் முன் நமது பணியை எளிமையாக்க சில மாற்றங்களை நம் Google Chrome Browser ல் செய்ய வேண்டும்.

1. Elements Entry செய்யும் போது Pop Up Menu Open ஆகும். Google Chrome Browser ல் நாம் Block கொடுத்திருந்தால் அது Open ஆகாது. எனவே **Popup Menu Allow** செய்ய வேண்டும்.

2. IFHRMS Website ஐ **Book Mark** செய்து வைத்துக் கொள்வதால் ஒவ்வொரு முறையும் Website Typing செய்து தேடும் காலவிரயம் தவிர்க்கப்படும்.

3. Initiator, Verifier, Approver என்ற 3 Level களில் அடிக்கடி மாறும்போது Password ஐ ஒவ்வொரு முறையும் Typing செய்யாமல் இருக்க **Password Save** செய்ய வேண்டும்.

மேலே கூறிய 3 மாற்றங்களையும் ஏற்கனவே செய்தவர்கள் திரும்ப செய்ய வேண்டியதில்லை.

<u> 1.1 - Popup Menu - Allow செய்தல்</u>

	New tab Ctrl+T	
	New incognito window Ctrl+Shift+N	Default browser
இங்கு Click செய்யவும்	History Downloads Ctr(+) Bookmarks	Google Chrome is your default browser
	Zoom - 100% + []	On startup
Google	Print Ctrl+P Cast Find Ctrl+F More tools ►	O Open the New Tab page Continue where you left off
	Edit Cut Copy Paste	 Open a specific page or set of pages
2	Settings Help	G Google https://www.google.co.in/?gws_rd=ssl
Settings செல்லவும்	Exit	Add a new page
		Aut a new page
Advance Se	3 ettings செல்லவும்	Use current pages
Advance Se	3 ettings செல்லவும்	Use current pages
Advance Se Search settings	3 ettings செல்லவும்	Use current pages
Advance Se Search settings Send a "Do Not Track" request with your browsing traffic Allow sites to check if you have payment methods saved	3 ettings செல்லவும்	Advance
Advance Se Search settings Send a "Do Not Track" request with your browsing traffic Allow sites to check if you have payment methods saved Manage certificates Manage HTTPS/SSL certificates and settings	3 ettings செல்லவும்	Advance 4 Content Settings செல்லவும்



<u> 1.2 - IFHRMS Website **ஐ -** Book Mark செய்தல்</u>



https://ebsprd.karuvoolam.tn.gov.in/OA_HTML/AppsLocalLogin.jsp	
vi - Welcome Ta 🌓 Login Page 💪 Google 🚇 ePayrollSystem 💲 BGM Ringtones 🎦 IFHRMS	Edit bookmark
4	Name IFHRMS
இங்கு IFHRMS என டைப் செய்து கீழே Domo Octobery	Folder Bookmarks bar
Done sangasan	More Done Rem
User Name	To get 3 sign in
Password	இங்கு Click செய்யவும்
Login Cancel	

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Add

<u>1.3 - Password - Save செய்தல்</u>

4

Password Save செய்ய Chrome Setting ல் மாற்றம் செய்ய வேண்டும். ஏற்கனவே Popup Menu Settings மாற்றியது போல 1.Settings 🖙 2.Advance Settings 🖙 3.Passwords and forms செல்லவும்.



Addresses

Q. Search settings	
← Manage passwords	Q Search passwords
Offer to save passwords	-
Auto Sign-in Automatically sign in to websites using stored credentials. If disal confirmation every time before signing in to a website.	bled, you will be asked for

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இப்போது Google Chrome ஐ Close செய்து மீண்டும் open செய்யவும்.



இப்போது நாம் நேரடியாக IFHRMS Login Page க்கு சென்று விட்டோம்.

C Login X		
← → C ☆ O Not secure ebsprd.karuvoolam.tn.gov.in/OA_HTML//	AppsLocalLogin.jsp	아 \star 🖉 :
🗰 Apps 💪 Google 🗋 tnkalvi - Welcome Ta 🗋 Login Page 💪 Google 🚇	ePayrollSystem 💲 BGM Ringtones 🗋 IFHRMS	
ORACLE 7 இங்கு User ID மற்றும் Password ஐ type செய்து Login செய்யவும்	User Name 18000002255800000 Password Login Cancel	

8. இப்போது Website க்குள் செல்லும்போது மூலையில் Password Save Settings சில நொடிகளே தோன்றும். உடனே Save செய்து கொள்ளவும்.

Home X J Login X	
← → X û ③ Not secure ebsprd.karuvoolam.tn.gov.in/OA_HTML/AppsLocalLogin.jsp	아 ★ 🖉 :
👬 Apps G Google 🗅 tnkalvi - Welcome Ta 🗅 Login Page G Google 🤪 ePayrollSystem 💲 BGM Ringtones 🎦 IFHRMS	Do you want Google Chrome to save your password for this site? Username 43202022555444 Password

இதே முறையில் Initiator போலவே Verifier, Approver என்ற 3 நிலைகளிலும் Password save செய்து கொண்டால்...... இனி User id மற்றும் Password Type செய்ய வேண்டிய அவசியம் இல்லை. Click செய்தாலே போதும்.

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2.1 - Elements Entry செய்தல் - Deductions

6

Elements என்பது Dues மற்றும் Deductions ஆகும்.

IFHRMS ல் ஏற்கனவே பதிவு செய்யப்பட்டுள்ள Elements:

DUES	DEDUCTIONS
DA (percentage)	CPS Regular
Medical Allowance	Family Benefit Fund

IFHRMS ல் புதிதாக பதிவு செய்யப்பட வேண்டிய Elements:

DUES
Duty Pay (Basic Pay)
House Rent Allowance
Personal Pay
All Allowances

DEDUCTIONS

Income Tax Income Tax Cess New Health Insurance Special Provident Fund Postal Life Insurance GPF Subscribtion

குறிப்பு: GPF Temporary Advance, Festival Advance நம்மால் பதிவு

செய்ய இயலாது. கருவூலத்தின் மூலமே பதிவு செய்ய இயலும்.



Elements Entry HR (Human Resource) ல் உள்ள Pay roll மூலமே செய்ய இயலும். ஆனாலும் அலுவலகத்தில் உள்ள அனைத்துப் பணியாளர் விபரங்களையும், Finance ல் உள்ள Pay roll ல் முதலில் சரிபார்த்துக் கொள்ளவும்.

HR Payroll ல் நாம் செய்யும் அனைத்து விபரங்களையும் Finance Payroll ல் மட்டுமே சரிபார்க்க முடியும்.

அனைத்து பதிவுகளையும் Initiator Level மூலமே பதிவு செய்ய இயலும். Verifier, Approver Level ல் பதிவு செய்ய இயலாது.



7

<	Challan	Challan Distribut	ion Pa	ayroll Pension Bill Process	DDO Master Bill Reports Home
Process	Results General	te Bill Reports NSD		அ ன	னைத்துப் பணியாளர் விபரமும் இதில்
Proce	ss Payroll			வருட	ம். பணியாளர்களை கூடுதலாகச்
	* DDO Code	0505.0072.HEADMASTER	GOVERNMENT HIG	SH SCHOOL KOODAKKARAI	க்கவோ, நீக்கவோ தங்கள் ். நடைப
	* Period Name	Aug 2018	Q 2019)	கருவு	ഖ്കരുകള്ളിനുക്ര Email அனுபபுவும்.
	Pay Bill Group	(01-A0G-2018 10 31-A0G	-2018) N Q		7
Add / U Select Al Select	Update Bill Group	Calculate Arrears Proc	ess Regular Run Pay Bill Group	Search Current Process Suplementary Run Office	இங்கு Click செய்தால் உரிய பணியாளரின் ஊதிய விபரங்கள் செசியம்
	()_	Natarajan K		GOVERNMENT HIGH SCHOOL, KOOD	
		Amirthavali K		GOVERNMENT HIGH SCHOOL, KOODAKK	KARAI Bachelor Of Teaching Assistant [641
		Nagarajan A		GOVERNMENT HIGH SCHOOL, KOODAKK	KARAI Bachelor Of Teaching Assistant [64188
				GOVERNMENT HIGH SCHOOL KOODAKK	
		Kosalai K		GOVERNMENT HIGH SCHOOL, ROODARN	KARAI Sewing Mistress 64183
		Kosalai K Sudha A		GOVERNMENT HIGH SCHOOL, KOODAKK	KARAI Sewing Mistress) 64183
		Kosalai K Sudha A Robert S	AZ Temporary	GOVERNMENT HIGH SCHOOL, KOODAKK GOVERNMENT HIGH SCHOOL, KOODAKK	KARAI Sewing Mistress 64183 KARAI Bachelor Of Teaching Assistant 64192 KARAI Bachelor Of Teaching Assistant 64195
		Kosalai K Sudha A Robert S Eswara Murthy P	AZ Temporary	GOVERNMENT HIGH SCHOOL, KOODAKK GOVERNMENT HIGH SCHOOL, KOODAKK GOVERNMENT HIGH SCHOOL, KOODAKK	KARAI Sewing Mistress 64183 KARAI Bachelor Of Teaching Assistant 64192 KARAI Bachelor Of Teaching Assistant 64195 KARAI JUNIOR ASSISTANT 64181

8



Element Entry செய்ய வேண்டும்.

வேறு User Level மாற இங்கு Click செய்யவும். **1** Home Click செய்யவும். IFHRMS \odot Logged In As 498999999999 \star DO Master Challan Distribution on Bill Process DDO I 2 Human Resource Add to Favorites Employee Self Finance Service 3 1 (O) Home **Employee Profile Transfer and Postings Disciplinary Actions** Leave Process Employee Bills and ... Payroll Service

(O) 4 Employee Bills and ... Leave Process **Payroll Service** Pre-retirement Advances Schemes Element Entry Increment Pongal Bonus Income Tax Review Temporary Post Details Rent Recovery Details Search or Create Batch Element Entry Delete **GPF** Subscription 4 Update Element Entry Search Batch Search By Effective Date i. Update Salary Go User Declared Tax 5 Element Entry Excel Upload Create Batch 💢 🎜 Batch Name **Batch Status** Update No results found Monitor Process Status

நமக்கு வேண்டிய ஊதிய மாற்றங்களைச் செய்ய HR Payroll - Element Entry செல்ல வேண்டும்.

10



செய்ய வேண்டாம் AddRow Remove	Key Boa கொடுத்தா வரும்	ard ல் Tab லே நம்பர்	Tab மெனு	தாடுத்தால் பு வரும்	து புதிய	
Employee Name Employee No	ıml	Element Name	Element Type	Effective Date	Input Values	
Sankar A Q Y45055055555	<u>л</u> д	spec Q		01-Jun-2018 👸	1	

Validation Results

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Search and Select List	of Values - Google Chrome				
Not secure ebsp	prd.karuvoolam.tn.gov.in/OA_HTML/	<u>cabo/isps/a.jsp?_t=fredRC&e</u>	nc=UTF-8&_min		
Search and Sel	ect: இங்கு Go செ Search செய்யலா	காடுத்தும் ாம் –	ance <u>l</u> Select		
Search					
இங்கு Selec	t செய்யவும் wn list and ente	r e in the text field, then sele	ect the "Go"		
Search ent N	lame 🔻 spec	Go			
Results					
O select	Element Name	Flement Type			
	Special GPF	Involuntary Deduc	tions		
	Special Provident Fund 1984	Involuntary Deduc	tions		
	Special Provident Fund 2000	Involuntary Deduc	tions		
	Special Allowance	Faminos			
	Special Compensatory Allowance	Faminge			
	Special Compensatory Allowance	Earnings			
	Special Fay	Earnings	• Ie		
	தான	ாகவே பூர்த்தி	Input Value	கொடுக்க	
இவ்வா	று வரும் 📔 🤅 செய்	யப்படும்	வேண்டும்		
AddRow Remove	12		\sim		
Employee Name	Employee Number	Element Name	Elen sut Type	Effective Date	Input Values
Cankar A		O Special Bravidant Eurol 200	0 Involuntary Deductions	01 Jun 2019	
JankarA	45050020503 *** 3	Gpecial Frondenic Fund 200	a Involuntary Deductions	01-001-2010	
		×	Input Value	e கொடுத்து	
Special Provident Fu	nd 2000 - Input Values		Save செய்யவு	ம்	
* SPF Amount			~		
50 70	Save				
Pongal Bonus Income Ta	ax Review Temporary Post Details Rent R	Recovery Details			
i) Information					
Element Input Values S	aved Successfully				
Batch By Elemen	t			Save	Validate Cancel
Details Details		_ 2. Save ໑	சய்தவுடன்	\square	
Batch Details		Saved Suc	ccessfully		
3. அடுத்த	Element பதிவு		/		
செய்ய	AddRow		 ஒவ்வொரு மன	ww. Save	
கொடுக்கவு	ف _	செய்யவும். இ	ல்லையெனில் பிடி	த்த விபரம்	
7 /		, ஆக் பதிவாகா <u>து</u> .	,		
AddRow Remove	M 2				
Employee Name	Employee Number	Element Name	Element Type	Effective Date	Input Values
Sankar A	Q 43030020369	Q Special Provident Fund 200	Involuntary Deductions	01-Jun-2018 🛍	/

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முன்னர் போலவே, 2வது Row வில் பெயர், Element Name டைப் செய்து Tab கொடுத்து Search செய்யவும். மெனுவில் உரிய விபரங்கள் பதிவு செய்து Save செய்யவும்.

Postal Life Insurance பொறுத்தவரையில் Premium மட்டும் பதிவு செய்தால் போதும். PLI CGST, PLI SGST ஆகியவை தானாகவே கணக்கிடப்பட்டுவிடும்.

Postal Life Insurance 2 Policy உள்ளவர்கள் தனித்தனியே ஒவ்வொரு பாலிசிக்கு உரிய பிரிமியத் தொகையை 2 முறை Elements Entry செய்ய வேண்டும். எத்தனை பாலிசி எடுத்திருந்தாலும் நமது பழைய Pay Bill ல் ஒரே தொகையாகத் தான் காட்டும். எனவே விபரம் அறிந்து பதிவிடவும்.

		×	:
Postal Life Insuranc	e - Input Values		
* Policy Number	<i>"00/00400</i> "		
* Policy Start Date	18-Sep-2009 🛍		
* Premium Amount	1875		
	Save		
			Input Value
Special Provident Fu	nd 200 Q Involuntary Deduction	ons 01-Jun-2018 🛍	1
Postal Life Insurance	O Involuntary Deduction	ns 01-Jun-2018 th	

மறக்காமல் ஒவ்வொரு முறையும் மேலேயும் Save செய்யவும். இல்லையெனில் பிடித்த விபரம் பதிவாகாது.

New Health Insurance பொறுத்தவரை Input Value வராது. அப்படியே Save செய்தால் போதும்.

	×
New Health Insurance Scheme - Input Values	
Save	

W

13

Element Input Values S	aved Succes	sfully					
atch By Elemen	t				S	ave	Validate Canc
atch Details					/		1
Batch Name EXXXX	102222022	21AUG2018-6778					
இதே முறைய	ါல் Add	l Row கொடுக்கு		/	/		_
வேறு பணிய ல் Element	மாளரைம Entry (பும் ஒரே Batch செய்யலாம்.	Save	செய்தபின் Valid	ate செய்யஎ	வும்	
வேறு பணிய ல் Element AddRow Remove Employee Name	In ளரை Entry (பிரில் பிரி பிரில் பிரில் பிரி பிரி பிரி பிரி பிரி பிரி பிரி பிர	பும் ஒரே Batch செய்யலாம். Employee Number	Element Name	செய்தபின் Valid Element Type	ate செய்யஎ Effective Date	வும்	Input Values
வேறு பணிய ல் Element AddRow Remove Employee Name Sankar A	narofi Entry (آ ا ا ا ا ا ا	பும் ஒரே Batch செய்யலாம். Employee Number	Element Name Special Provident Fund 200 Q	செய்தபின் Valid	ate செய்யஎ Effective Date 01-Jun-2018	வும்	Input Values
வேறு பணிய ல் Element AddRow Remove Employee Name Sankar A Sankar A	narofi Entry (الا ک م	பும் ஒரே Batch செய்யலாம். Employee Number பில்லில்லாம் அரு	Element Name Special Provident Fund 200 Q Postal Life Insurance Q	செய்தபின் Valid Element Type Involuntary Deductions Involuntary Deductions	ate செய்யக Effective Date 01-Jun-2018 01-Jun-2018	வும் கே	Input Values
வேறு பணிய ல் Element (AddRow Remove Employee Name Sankar A Sankar A	in an of the Entry of Iteration Ite	பும் ஒரே Batch செய்யலாம். Employee Number பில்லில் இரு பில்லில் இரு பில்லில் இரு பில்லில் இரு பில்லில் இரு பில்லில் இரு பில்லில் இரு பில் இரே கிக்கி பில் இரே கிக்கி பில் இரே கிக்கி பில் இரே கிக்கி பில் இரே கிக்கி பில் இரு கிக்கி பில் கிக்கி கிக்கி கிக்கி திரு கிக்கி பில் கிக்கி கிக்கி கிக்கி பில் கிக்கி கிக்கி கிக்கி கிக்கி திரு கிக்கி கிகு கிகி கிக்கி கிக்கி கிக்கி கிக்கி கிக்கி கிக்கி கிக்கி கிக்கி கிக்கி கிக்கி கி	Save Element Name Special Provident Fund 200 q Postal Life Insurance Postal Life Insurance Postal Life Insurance	செய்தபின் Valid Element Type Involuntary Deductions Involuntary Deductions	ate செய்யக Effective Date 01-Jun-2018 01-Jun-2018 01-Jun-2018	வும் வும் லே	Input Values

Validation confirm செய்ய வரும் மெனுவில் OK கொடுக்கவும்.

	ik (in the second se		
	Confirmation		
	Batch Submitted For Validation,RequestId =1027992		
MP-	Query The Batch To Check the Validation Status through Search Batch Page	ОК	
;			



Refresh Processing Status



Refresh Processing Status

Batch Status Valid என வந்தபிறகு Update செய்ய வேண்டும்.

Batch Status	Update	Delete
Valid	1	Î

ஒரு வேளை Validation Failled என வந்து கீழ்கண்டவாறு வந்தால் ஏற்கனவே உள்ள பிடித்தத்தை (Elements Double Entry) இரண்டாவது முறையாகப் பதிவு செய்துள்ளோம். எனவே அதை டிக் செய்து Remove செய்து Save செய்து மீண்டும் Validate செய்ய வேண்டும்.

✓ Validation	n Results				
🕱 2 🖻 🕸	▼				
Error Type	Error Text		Employee Number	Element Name	Source Type Meaning
Fatal Multiple entries are not allowed for this entry		*********		Batch Line Level	

Batch By Element		Save Next Cancel
Batch Details	Update செய்கபிறகு Next கொடுக்க	
Batch Name SMMMSSSSS	ண வேண்டும். மிக முக்கியமாக Save செய்யக்	
	கூடாது. Save செய்தால் மீண்டும் Validate	
	செய்து Update செய்ய வேண்டும். இதனால்	
	🔍 கால விரயம் ஏற்படும். 🦯	

Elem	ent Entries Revie	W			
					Cancel Submit
Review	your batch details before	submit for approval	இங்கு	Submit செய்யவும்	
Batch	Details				
	Batch Name: EM	P-4555555555555555555555555555555555555			
	Batch Created By: Esw	vara Murthy P			
E	Batch Created Date: 21-/	Aug-2018			
1 2	ļ				
Details	Employee Name	Employee Number	Element Name	Element Type	Effective Date
	Sankar A	ATTELETION	Special Provident Fund 2000	Involuntary Deductions	01-Jun-2018
	Sankar A	4727575727277	Postal Life Insurance	Involuntary Deductions	01-Jun-2018
•	Sankar A	4303333333999777	Postal Life Insurance	Involuntary Deductions	01-Jun-2018
Appro	oval Hierarchy	இந்த Batch அ செல்லும் என்பது இ	டுத்து யாருடைய Level இங்கு குறிப்பிடப் பட்டுள்ள	க்கு ளது	
Approv	val Level	Position		Approval Pending Wit	h
1		Bachelor Of Teaching Assist	ant 69409		
2		Head Master 67082		45050021028	

Confirmation Message தோன்றும்.

Confirmation	
Batch Submitted for Approval Successfully.	OK

இந்த Batch Initiator Level ல் முடிவடைந்துள்ளது. இனி Verifier Level க்குச் செல்ல வேண்டும்.

Create Batch

其 2			
Batch Name	Batch Status	Update	Delete
EMP-43030022398-21AUG2018-6778	Submitted For Approval	0	Î

Log out 🗢 Verifier Level Log In 🗢 Human Resource க்குச் செல்ல வேண்டும்.

FHRMS HRMS Suite for Government of TamilNadu						ĥ	
	Home		Profile 1	Fransfer and Postings	Disciplinary Actions	Leave Proc	
Welcome S Pending No View Open N	ankar A, tifications lotifications	இங்கு Cl	lick செய்ய	வும்			
	Type △	Reassign Cio	Subject $ rianglequest$				
	GTN HRM	S Workflow	Pequest for bat		1ALIG2018-6778 is pending for	your verification	

Home >

Request for batch EMP SSSSSSSSS-21AUG2018-6778 is pending for your verification. Verify Reject To Sankar A இங்கு Verify கொடுக்கவும் Sent 21-Aug-2018 23:29:01 ID 90723 🗋 Error: Cannot Display Pag 🗙 ← → C 🏠 🕕 Not secure | www.karuvoolam.tn.gov.in/OA_HTML/OA.jsp?page=/xxgtn/or Apps G 🗅 tnkalvi - Welcome Tai 🌓 Login Page 🕒 Google 🚇 ePayrollSystem 💲 E IFHRMS HRMS Sun vornment of TamilNadu திரும்ப Back இவ்வாறு வந்தால் செல்லவும் 😰 Error: Cannot Display Page You cannot complete this task because one of the following events caused a loss of page data: Your login session has expired. A system failure has occurred. To proceed, please select the Home link at the top of the application page to return to the main menu. Then, access this page again using the application's navigation controls (menu, links, and so on) instead of using the browser's navigation controls like Back and Forward. மீண்டும் Verify கொடுத்தால் இவ்வாறு Confirm Message வரும். Home > Information

This notification has been closed with the result: Verify

Request for batch EMP-

இனி Approver Level க்குச் செல்ல வேண்டும்.

Log out ⇔ Approver Level Log In ⇔ Human Resource க்குச் செல்ல வேண்டும். அங்கு Approve கொடுத்து முடித்தவுடன் மீண்டும் Initiator Level க்கு வர வேண்டும்.

IFHRMS	FHRMS HRMS Suite for Government of TamilNadu				
s	R View Ad	dvances	Provident Fund	Leave	Pre-retiremen
Welcome Eswa Pending Notifica View Open Notifica Select Notification	ra Murthy P, ations cations V Go	அந்த Batcl nitiator Le கொடுக்கவும் Close 💢 🏖	n - Verify, Appr evel க்கு இவ்வாறு 	rove முடிந்து காட்டும். OK	
Erom	Туре 🛆	Subject 🛆			\searrow
	GTN HRMS Workflow	Request for	batch EMP-	UG2018-6778 has been cor	npleted successfully.

இதே போன்று ஒவ்வொரு Batch க்கும் Verify, Approve செய்ய வேண்டும்.

2.2 - Elements Entry - GPF Subscription

Initiator Level Log in ⇒ Human Resource ⇒ Payroll Service க்குச் செல்ல வேண்டும்.

Element Entry Incremen	nt Pongal Bonus Ir	ncome Tax Rev	iew Temporary Post Details Rent Recovery Details			
Element Entry Delete	Employee S	earch			Requery My Saved List	Back To Home
GPF Subscription Update	1)	Person Type	▼ ss Requery to modify the search results.		
Element Entry	Advanced Sea	arch				
Update Salary User Declared Tax Element Entry Excel Upload	Specify search crite Match All Employee ID	ria to filter fron Any is	2 Sarts with	Employee Name		
4 Go	Office Name Post	starts with is is	v sankar v 5	Employee details		
		Go Cle	ar Add Another Employee ID V	6 A	ction	
	2				$\overline{\langle}$	
	43.111111111	Sankar A	GOVERNMENT HIGH SCHOOL, KOODAKKARAI	Bachelor Of Teaching Assistant	A (

Employee Details

	Employee ID	455555225555***	Employee Name	Eswara Murthy P
	Office	GOVERNMENT HIGH SCHOOL,	Category	JUNIOR ASSISTANT
		KOODAKKARAI	Joining Date	115-30t1553m
Image	Post	JUNIOR ASSISTANT 64181	Grade	TNGS Time Scale.PB 1 (5200-20200) + GP
	Employee Type	TN Government Servant		2400
	Retirement Date	514May+2028	Date of Birth	8081418043

GPF Subscription Update Details



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கடந்த முறை போன்று இந்த Batch க்கும் Verify, Approve செய்ய வேண்டும்.

2.3 -Elements Entry - HRA Update

Initiator Level Log in > Human Resource > Payroll Service க்குச் செல்ல வேண்டும்.

Element Entry Incr	rement Pongal Bonus Income Tax Review Temporary Post Details Re	ent Recovery Details
Element Entry Delete GPF Subscription Update Element Entry	e Create Batch	6 Next Cancel
Update Salary User Declared Tax Element Entry Excel Upload	Batch Name Ehit 4555555222AUG2018-6904	Change Existing Entry Click
	Batch Preferences Action if Entry Exists Change Existing Entry Effective Date Change Reject Entry Create New Entry Change Existing Entry	செய்யவும். முக்கியம். Reject if Future Changes Exist Purge An 5 Tick எடுத்துவிட வேண்டும்

Name 🖻 HRA search Box 🖨 Input Value க்குச் செல்ல வேண்டும்

Sea	rch		
To f	ind your item, seled	et a fiter item in the pulldown list and enter a value in the	e text field, then select the "Go" button.
Sea	rch By Element N	ane 🔻 house Go	
Res	ults		
	Quick Select	Element Name	Element Type
\odot		House Building Advance Family Benefit Fund	Involuntary Deductions
\bigcirc		House Rent Allowance	Allowances

HRA GRADES

Searc	h		
To find	l your item, select a filter iter	m in the pulldown list and enter a val	ue in the text field, then sel
Search	By Meaning V	Go	
Description			
Resul	IS		
	Quick Select	Meaning	Code
•	Quick Select	Meaning Grade 1(a)	Code 1A
 • •	Quick Select	Meaning Grade 1(a) Grade 1(b)	Code 1A 1B
 • •<	Quick Select	Meaning Grade 1(a) Grade 1(b) ts: City Grade For Rented	Code 1A 1B 2
	Quick Select	Meaning Grade 1(a) Grade 1(b) ts: City Grade For Rented Grade 3	Code 1A 1B 2 3

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Input Value வில் பதிவு செய்ய வேண்டியவை



Save ⇒ Validate



கடந்த முறை போன்று இந்த Batch க்கும் Verify, Approve செய்ய வேண்டும்.

2.4 - Elements Entry - Update Salary

Initiator Level Log in ⇒ Human Resource ⇒ Payroll Service க்குச் செல்ல வேண்டும்.







Review \Rightarrow Submit \Rightarrow Next Level Approvel



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Search and Selec	t: Pay	Basic Pav	Search	Search a	and Select: Reason for	r Change
Search			Search	Search	5 Reason Searcl	n
To find your item, select a	a filter item in the pulldown list and	d e e value in the text	t field, then select th	To find your	r item, select a filter item in the pur	and enter a value in the text
Search By Pay		Go		Search By	Reason for Change 🔻	Go
				Results		
Next	Quick Select	Results: Pay	Pay		Quick Select	Reason for Change
			36400	Ne		Ad-Hoc Increment
0			37500	•		Annual Increment
0			39800	•		New Hire
0			41000	0		Pay Commission
•			42200	0	Results: Rescon for Change	Promotion
0			43500			Reversion
			44000			

3. Non Salary Deductions Entry - (NSD)

Initiator Level Log in ⇒ Finance ⇒ Payroll க்குச் செல்ல வேண்டும்.



4.Pay Bill Group - Creation

Initiator Level Log in ⇒ Finance ⇒ DDO Master க்குச் செல்ல வேண்டும்.

Emergicany ED Carlos Farst Taleptons Pay Bill Group Pay Bill Grou	IFHRMS			î	· • *	ф ।
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S Select ur DDO S Select ur DO S Select ur DDO S Select ur DDO S Select ur DO S Select	Select DDO Code	-				
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Verify, Approve செய்ய வேண்டும்.

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5. Pay Bill - Prepration

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5.1 - Update Employees to Pay Bill Group

Initiator Level Log in ⇒ Finance ⇒ Payroll க்குச் செல்ல வேண்டும்.

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Add / Update Bill Group C	3 Search	ular Run	Search Clear Process Suplementary Run	4	All Employee details		Ro
Select All Select None Select Employee Number	Employee Name	Pay Bill Group	Office		Post	De	etails
		r uj bii oroup	onice			Personal	Elen
	Janaga Kumari P		COVERNMENT HIGH SCHOOL, KOODAKKAI		Bachelor Of Teaching Assistant 69407	<u>کر</u>	
.43333325755**	Solvan A		GOVERNMENT HIGH SCHOOL, KOODAKKAI		Bachelor Of Teaching Assistanti (64180	<u>必</u>	
	Vijavakumar A		GOVERNMENT HIGH SCHOOL, KOODAKKA		Physical Education Teacherl (64179	ര	
	Nataraian K		GOVERNMENT HIGH SCHOOL, KOODAKKAI	RAI	Head Masteri 167082	ŝ	
	Amirthavali K		GOVERNMENT HIGH SCHOOL, KOODAKKAI	RAI	Bachelor Of Teaching Assistantl 164189	ŝ	
Process Results Generat Process Payroll	te Bill Reports NSD				7 Don't Enter	\sum	
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Process Results Generat Process Payroll * DDO Code * Period Name Pay Bill Group On't Search Add / Update Bill Group Select All Select None Select Employee Numbe Select Employee Numbe Select Statistics Select Statistics Statistics Statistics Statistics Statistics Statistics Statistics Select Statistics Sta	te Bill Reports NSD 0505.0072.HEADMASTE Jun 2018 (01-Jun-2018 To 30-Jun-2 BC Temporary Account Number :220202 Calculate Arrears Pro- Pro- Pro- Remployee Name Natarajan K Amirthavali K Nagarajan A Kosalai K Sudha A Robert P	R GOVERNMENT I	HIG 5 Month - 3 Let (jun) type & sea Temporary Search Clear Process Suplementary Run 10 Add Bill Group GOVERNMENT HIGH SCHOOL, KOODAK GOVERNMENT HIGH SCHOOL, KOODAK 9 இந்த பில்லில் உள்ளவர்களை டிக் செய்யவும்	ters rch	7 Don't Enter Office Name Employee Number 6 Bill Group search	Persona 22 22 22 22 22 22 22 22 22 22 22 22 22	Q Q Q Deta al E (((((((((((((((((())))))
Process Results Generat Process Payroll * DDO Code * Period Name Pay Bill Group on't Search Add / Update Bill Group Select All Select None Select Employee Number Select Employee Number Select Select Solution Select Select Select Select Solution Select Select	e Bill Reports NSD 0505.0072.HEADMASTE Jun 2018 (01-Jun-2018 To 30-Jun-2 BC Temporary Account Number :220202 Calculate Arrears Pro Amirthavali K Nagarajan A Kosalai K Sudha A Robert C Eswara Murthy P	R GOVERNMENT I	HIG 5 Month - 3 Lett (jun) type & sea Temporary Search Clear Process Suplementary Run 10 Add Bill Group GOVERNMENT HIGH SCHOOL, KOODAK 9 இந்த பில்லில் உள்ளவர்களை டிக் செய்யவும் GOVERNMENT HIGH SCHOOL, KOODAK	ters rch CARAI CARAI	7 Don't Enter Office Name Employee Number 6 Bill Group search Head Master 67082 Bachelor Of Teaching Assistant 64189 Bachelor Of Teaching Assistant 64183 Sewing Mistress 64183 Bachelor Of Teaching Assistant 64192 Bachelor Of Teaching Assistant 64192 Bachelor Of Teaching Assistant 64195 JUNIOR ASSISTANT 64181	الم	Q Q Q Detaal E al I I I I I I I I I I I I I I I I I I I I I I I
Process Results Generat Process Payroll * DDO Code * Period Name Pay Bill Group On't Search Add / Update Bill Group Select All Select None Select Employee Number Select Employee Number Select Select Select None Select Select Select Select Select Select Select Select Select Select Select Se	e Bill Reports NSD 0505.0072.HEADMASTE Jun 2018 (01-Jun-2018 To 30-Jun-2 BC Temporary Account Number :220202 Calculate Arrears Provement Natarajan K Amirthavali K Nagarajan A Kosalai K Sudha A Robert o Eswara Murthy P Sankar A	R GOVERNMENT I 2018) 109BC,Post Type :1	HIG 5 Month - 3 Let: (jun) type & sea Temporary Search Clear Process Suplementary Run 10 Add Bill Group GOVERNMENT HIGH SCHOOL, KOODAK 9 இந்த பில்லில் உள்ளவர்களை டிக் செய்யவும் GOVERNMENT HIGH SCHOOL, KOODAK	ters rch CARAI CARAI CARAI CARAI	7 Don't Enter Office Name Employee Number 6 Bill Group search Head Master 67082 Bachelor Of Teaching Assistant 64189 Bachelor Of Teaching Assistant 64183 Sewing Mistress 64183 Bachelor Of Teaching Assistant 64192 Bachelor Of Teaching Assistant 64195 JUNIOR ASSISTANT 64181 Bachelor Of Teaching Assistant 64195	Persona 2 2 2 2 2 2 2 2 2 2 2 2 2	Q Q Q Q Q Q Deta Q Q Q <t< td=""></t<>
Process Results Generat Process Payroll * DDO Code * Period Name Pay Bill Group On't Search Add / Update Bill Group Select All Select None Select Employee Number Select Employee Number Select Select Select None Select Select Select Select None Select Select Select None Select Select Selec	e Bill Reports NSD 0505.0072.HEADMASTE Jun 2018 (01-Jun-2018 To 30-Jun-2 BC Temporary Account Number :220202 Calculate Arrears Pro Pro Employee Name Natarajan K Amirthavali K Nagarajan A Kosalai K Sudha A Robert o Eswara Murthy P Sankar A Tamilarasi S	R GOVERNMENT I	ніс 5 Month - 3 Lett (jun) type & sea Temporary Search Clear Process Suplementary Run 10 Add Bill Group ооченчинент ніон зоноос, коодаки government ніgh school, коодаки	ters rch CARAI CARAI CARAI CARAI CARAI	7 Don't Enter Office Name Employee Number 6 Bill Group search Ball Group search Head Master 67082 Bachelor Of Teaching Assistant 64189 Bachelor Of Teaching Assistant 64183 Sewing Mistress 64183 Bachelor Of Teaching Assistant 64192 Bachelor Of Teaching Assistant 64195 JUNIOR ASSISTANT 64181 Bachelor Of Teaching Assistant 6409 Bachelor Of Teaching Assistant 6409	Persona 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	Q Q Q Deta al E ((((() () () () () () () (

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Results Generate	Bill Reports NSD
rocess Payroll	
DDO Code	0505.0072.HEADMASTER GOVERNMENT HIGH SCHOOL KOODAKKARAI
Period Name	Jun 2018
	(01-Jun-2018 To 30-Jun-2018)
Pay Bill Group	BC Temporary
	Account Number :220202109BC,Post Type :Temporary
	Search Clear
dd / Update Bill Group C	alculate Arrears Process Regular Run Process Suplementary Run
* Gr * Effective	Start Date 01-Jun-2018 to Bill Group, Date, Submit
	Submit Back



Inst	Employee Number	Employee Name	Day Bill Crown	ill Group Office		Post		Details		
elect	Linployee Number	Linployee Marile	Fay bill Group	Office			Post		Personal	Elements
_					·				6	-
		Natarajan K		GOVERNM	ENT HIGH SCHOOL, KOODAKI	KARAI	Head Master 670	82	22	
		Amirthavali K		GOVERNM	ENT HIGH SCHOOL, KOODAK	KARAI	Bachelor Of Teach	ing Assistant 64189	23	
		Nagarajan A		GOVERNM	ENT HIGH SCHOOL, KOODAKI	KARAI	Bachelor Of Teach	ing Assistant 64188	23	
		Kosalai K		GOVERNM	ENT HIGH SCHOOL, KOODAKI	KARAI	Sewing Mistress	64183	23	
		Sudha A		GOVERNM	ENT HIGH SCHOOL, KOODAK	KARAI	Bachelor Of Teach	ing Assistant 64192	23	
		Robert S	AZ Temporary	GOVERNM	ENT HIGH SCHOOL, KOODAKK	KARAI	Bachelor Of Teach	ing Assistant 64195	8	
		Eswara Murthy P		GOVERNM	ENT HIGH SCHOOL, KOODAKH	KARAI	JUNIOR ASSISTA	NT 64181	23	
	43	Sankar A		GOVERNM	ENT HIGH SCHOOL, KOODAKI	KARAI	Bachelor Of Teach	ing Assistant 69409	ß	
									·	_
		2		GOVERNM	ENT HIGH SCHOOL, KOODAKI		Bachelor Of Teach	ing Assistant 64185	8	
Mor	43 1 nitor Request Sta	2 itus		GOVERNM	ENT HIGH SCHOOL, KOODAK	CARAI	Bachelor Of Teach	ing Assistant 64185		
Mor	43 1 nitor Request Sta	2 asi S tus	Reques	GOVERNM t Status	ENT HIGH SCHOOL, KOODAKH	KARAI 3 Reque	Bachelor Of Teach	Completion Date		Output
Mor Squest	43 1 nitor Request Sta Number Pr Pa	asi S tus	Reques	GOVERNMA t Status	ENT HIGH SCHOOL, KOODAK	(ARAI 3 Reque 22-Aug	st Date	Completion Date 22-Aug-2018 19:53:34	4	Output View Output
Mor Quest 30536 25702	43 1 nitor Request Sta	asi S tus rogram yyroli Add Bill Group yyroli Run For Jun-2018	Reques Warning Normal	GOVERNM t Status	Completion Completed Completed	CARAI 3 Reque 22-Aug 21-Aug	Bachelor Of Teach st Date -2018 19:53:33 -2018 12:01:04	Completion Date 22-Aug-2018 19:53:3 21-Aug-2018 12:02:3	4	Output View Output View Output
Mor 4 20 30536 25702 24165	43 1 nitor Request Sta	asi S tus ogram yyroli Add Bill Group yyroll Run For Jun-2018 yyroll Run For Jun-2018	Reques Warning Normal Normal	GOVERNM t Status	Completion Status Completed Completed Completed	CARAI 3 Reque 22-Aug 21-Aug 20-Aug	Bachelor Of Teach st Date -2018 19:53:33 -2018 12:01:04 -2018 21:28:30	Completion Date 22-Aug-2018 12:02:3 20-Aug-2018 12:02:3 20-Aug-2018 21:30-24	4 7 6	Output View Output View Output View Output
Mor equest 30536 25702 24165 24149	43 1 nitor Results Sta Number Pr Pa Pa Pa Pa Pa	asi S tus ogram yroll Add Bill Group yroll Run For Jun-2018 yroll Run For Jun-2018 yroll Run For Jun-2018	Reques Warning Normal Normal	GOVERNMI t Status	Completed Completed Completed Completed Completed	CARAI 3 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8	Bachelor Of Teach st Date -2018 19:53:33 -2018 12:01:04 -2018 21:28:30 -2018 21:21:58	Completion Date 22-Aug-2018 12:53:34 21-Aug-2018 12:52:37 20-Aug-2018 21:30:24 20-Aug-2018 21:32:24	4 7 6 6	Output View Output View Output View Output View Output
Mor quest 30536 25702 24165 24149 23850	43 1 nitor R ruest Sta Number Pr Pa Pa Pa Pa Pa Pa Pa Pa Pa	asi S tus rogram yroll Add Bill Group nyroll Run For Jun-2018 yroll Run For Jun-2018 yroll Run For Jun-2018	Reques Warning Normal Normal Normal	GOVERNM t Status	Completed Completed Completed Completed Completed Completed Completed	CARAI Reque 22-Aug 21-Aug 20-Aug 20-Aug	st Date -2018 19:53:33 -2018 12:01:04 -2018 21:28:30 -2018 21:21:58 -2018 18:11:40	Completion Date 22-Aug-2018 12:52:3 20-Aug-2018 21:30:24 20-Aug-2018 21:30:24 20-Aug-2018 21:32:24 20-Aug-2018 21:32:24	4 7 6 6 4	Output View Output View Output View Output View Output View Output

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5.2 - Process Regular Salary in a Bill Group

<	Challan	Challan Distributi	on Payr	roll Pension Bill Process	DDO Master Bill Reports	Home	
Process	Results Genera	te Bill Reports NSD					
Proce	ss Payroll						
4Se	* DDO Code * Period Name Pay Bill Group lect all Jpdate Bill Group Il Select None	0505.0072.HEADMASTER Jun 2018 Jun 2018 Jun 2018 Jun 2018 Jun 2018 Jun 2018 To 30-Jun 2019 BC Temporary Jun 202020210 Account Number :22020210 Calculate Arrears Proce	GOVERNMENT HIGH GOVERNMENT HIGH B B B B B C C C C C C C C C C C C C	SCHOOL KOODAKKARAI T 1 Month Search - June 2 Select your Bill Grou Search Clear ocess Suplementary Run 5	e 2018 e Number	<u>⊣</u> Q	
Se ct	Employee Numbe	er Employee Name	Process Regular Run Pay Dill Droup	Office	Post	Dersonal	etails
V	43030020411111	Sudha A	BC Temporary	GOVERNMENT HIGH SCHOOL, KOODAKKARAI	Bachelor Of Teaching Assistant 64192		
	43030020509"	Sankar A	BC Temporary	GOVERNMENT HIGH SCHOOL, KOODAKKARAI	Bachelor Of Teaching Assistant 69409	2	B
		Sivakumar N	BC Temporary	GOVERNMENT HIGH SCHOOL. KOODAKKARAI	Bachelor Of Teaching Assistanti (6/103	6	P

Account Number :220202109BC,Post Type :Temporary

				Search Clear				
Add / l	Jpdate Bill Group Calci	Ilate Arrears Proces	s Regular Run Pr	ocess Suplementary Run				
	7 Run Type Regular Salary T 6							
Salact	Employee Number	Employee N Submit	Pay Bill Group	Office	Poet	D	etails	
Jelect	Employee Number	Employee n submit	i uy biii oroup	Onice	Tuat	Personal	Elemer	
V	45050020411	Sudha A	BC Temporary	GOVERNMENT HIGH SCHOOL, KOODAKKARAI	Bachelor Of Teaching Assistant (64192	23	B	
V	45555555555	Sankar A	BC Temporary	GOVERNMENT HIGH SCHOOL, KOODAKKARAI	Bachelor Of Teaching Assistant 69409	8		
V	43030022422**	Sivakumar N	BC Temporary	GOVERNMENT HIGH SCHOOL, KOODAKKARAI	Bachelor Of Teaching Assistant 64193	8	B	

Confirmation	
Program submitted successfully with request no :1051856	8 OK

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Salaat Employee Nun	abor Employee Name	Pay Bill Group	Office		Deat	D	etails
Select Employee Null	ibei Employee Maine	Fay Din Group	Unice		FUSI	Personal	Elements
******	Sudha A	BC Temporary	GOVERNMENT HIGH SCHOOL, KO	ODAKKARAI	Bachelor Of Teaching Assistant 641	92 🔏	
4 1	Sankar A	BC Temporary	GOVERNMENT HIGH SCHOOL, KO	ODAKKARAI	Bachelor Of Teaching Assistant 694	09 🔏	6
	Sivakumar N	BC Temporary	GOVERNMENT HIGH SCHOOL, KO	ODAKKARAI	Bachelor Of Teaching Assistant 641	93 🔏	
Monitor Re	atus		3	4		5	Rows 1 to 16
Request Number	Program	Request Sta	tus Completion Status	Request Date	Completion Dat	e Outpu	t
1051856	Payroll Run For Jun-2018	Normal	Completed	23-Aug-2018 2	0:31:50 23-Aug-2018 20:3	2:47 View O	utput 🔺
1051296	Payroll Add Bill Group	Warning	Completed	23-Aug-2018 1	5:32:39 23-Aug-2018 15:3	3:03 View O	utput
1030799	Payroll Run For Jun-2018	Normal	Completed	22-Aug-2018 2	2:47:54 22-Aug-2018 22:4	9:36 View O	utput

5.3 - Results - Check Employees Salary Details

< (Chall	Challa	n Distribution Payroll I	Pension Bill Process DDO Mat	ster	Bill Reports	Home	
Process	Results Generate	Bill Reports	NSD					
Payro	oll Results						Download	d Template
2	* DDO Code * Period Name	0505.0072.HEA Jun 2018	DMASTER GOVERNMENT HIGH SCHOOL KOODA	r Salary	Office Na Employee Num	ame	2 Q	
4 Mark	* Bill Type Pay Bill Group	Regular Salary BC Temporary Account Numbe	r :220202109BC,Post Type :Temporar 5	Search Clear		6		
4 Mark Select	Pay Bill Type Pay Bill Group	Regular Salary BC Temporary Account Numbe	su-Jun-2018) r :220202109BC,Post Type :Temporar 5 Office	Search Clear Post	Payroll Status	6 Bill No Bill Stat	Details Personal Result	Remarks
4 Mark Select	A Bill Type Pay Bill Group for Retry Rollback Employee Number	I Sull 2013 IC Regular Salary BC Temporary Account Numbe	r :220202109BC,Post Type :Temporar 5 Office GOVERNMENT HIGH SCHOOL, KOODAKKARAI	Search Clear Post Bachelor Of Teaching Assistant 64192	Payroll Status Complete	6 Bill No Bill Stat	Details Personal Result	Remarks
4 Mark Select	Tor Retry Rollback	I Juli 2013 IC Regular Salary BC Temporary Account Numbe I J Name Sudha A Sankar A	office GOVERNMENT HIGH SCHOOL, KOODAKKARAI GOVERNMENT HIGH SCHOOL, KOODAKKARAI	Search Clear Post Bachelor Of Teaching Assistant 64192 Bachelor Of Teaching Assistant 69409	Payroll Status Complete Complete	6 Bill No Bill State	Details Personal Result	Remarks

			Payroll Detail	s			•	×	ownlo
C	505.0072.HEA	DMASTER GOVERNMENT HIGH S	-						
J	un 2018	NQ	Dues		Amount	Deductions	<u>ر</u>	Amount	
0	11- Jun-2018 To	30- Jun-2018)	Duty Pay		namm	General Provident Fund	\mathbf{M}	nnam	
	acular Colory		Dearness Allow	ance	<i></i>	New Health Insurance Scheme	• \ \	180	
	egular Salary		House Rent Allo	owance	4300	Family Benefit Fund		60	
Ľ	C Temporary	<u> </u>	Medical Allowar	nce	300	Postal Life Insurance		3150	
A	ccount Number	r :220202109BC,Post Type : Tempora				Special Provident Fund 2000	N	70	
						PLICGST	N	35	
:	I 💢					PLI SGST	١	35	
	Nome	000					Gross	ADDRUN	s
	Name	Office				те	otal Deduction	-111920 m	Resu
	Sudha A	GOVERNMENT HIGH SCHOOL, K					Net	AMMUU	
	Sankar A	GOVERNMENT HIGH SCHOOL, KO	ODAKKARAI	Bachelor Of Teaching	Assistant 69409	9 Complete		8.	
	Sivakumar N	GOVERNMENT HIGH SCHOOL, KC	ODAKKARAI	Bachelor Of Teaching	Assistant 64193	3 Complete		Æ	

5.4 - Generate Bill

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Process Results	Generate Bill Reports NSD					
Bill Generation	n					
	Regular Sala	ry Bill 🔘 Supplementa	ry Salary Bill 🛛 Non	Salary Bill		
	* DDO Code	0505.0072.HEADMASTER	GOVERNMENT HIGH SCH	100L KOODAKKARAI 🔻		
	Period Name	Jun 2018	۹ 2			
	* Period Start Date	01-Jun-2018 🛍)	$\overline{}$	
	* Period End Date	30-Jun-2018 🐞	3 Re	egular Salary		
	* Bill Type	Regular Salary 🔻				
6	* Pay Bill Group	BC Temporary 🔻	4			
Monitor Reg	Uest Status	Generate Bill	Clear	8	9	
Request Number	Program	Request Status	Completion Straus	Request Date	Completion Date	Out Put
1030787	Regular Salary Bill For AA Permanent For Jun-2018	Normal	Completed	22-Aug-2018 22:38:25	22-Aug-2018 22:38:47	View Output
1030633	Regular Salary Bill For AA Permanent For Jun-2018	Normal	Completed	22-Aug-2018 20:50:12	22-Aug-2018 20:50:34	View Output
1027058	Regular Salary Bill For AZ Temporary For Jun-2018	Normal	Completed	21-Aug-2018 16:19:47	21-Aug-2018 16:20:27	View Output
1024190	Regular Salary Bill For AZ Temporary For Jun-2018	Normal	Completed	20-Aug-2018 21:31:25	20-Aug-2018 21:31:44	View Output

\Rightarrow Getting Bill Number



5.5 - Reports

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6. Employee Profile - Update

Initiator Level Log in ⇒ Human Resource ⇔ Employee Profile க்குச் செல்ல வேண்டும்.

<	e Profile	Transfer and Posti	ngs Disciplinary Actions Leave Pr	rocess	Employee Bills and Pay	rroll Service	Advances
Employee Profile R Search	egularization 8	& Probation Training &	Tests		2		Ba
Result	,		Employee Number 433555255554 Employee Name Search	Clear	3	4)
Employee Number	Full Name	Person Type	Office Name	Job	Post	PPO Number	odate Details
43030020309	Sankar A	Approved Probationer	GOVERNMENT HIGH SCHOOL, KOODAKKARAI	B.T.ASST	Bachelor Of Teaching Assistant 69409	1	· /

	Phone De	tails	Family Details				
Navigation	Туре	*Phone	Name	Relationship	Date of Birth	Gender	Detail
Contact Information	No results	Number	S.N.SHIMMA	Daughter	57-799-59994		Ē
Office Details	found.		<i>11111111</i>	Son	112921521211		
Additional Information			RAGIGLAUGAL	Spouse	18221114122		Ē
Qualification							
Update Details							
Update Details Update Address							
Update Details Update Address Update Phone Update Qualification	5 U	odate		6 Go to 3	Level Appro	ovel]
Update Details Update Address Update Phone Update Qualification Update Family Member	5 Uj	pdate		6 Go to 3	Level Appro	ovel	
Update Details Update Address Update Phone Update Qualification Update Family Member Create / Update Bank Details	5 Uj	pdate		6 Go to 3	Level Appre	ovel	
Update Details Update Address Update Phone Update Qualification Update Family Member Create / Update Bank Details Update Office Details	5 Uj	pdate		6 Go to 3	Level Appro	ovel	
Update Details Update Address Update Phone Update Qualification Update Family Member Create / Update Bank Details Update Office Details Print	5 Uj	pdate		6 Go to 3	Level Appro	ovel	
Update Details Update Address Update Phone Update Qualification Update Family Member Create / Update Bank Details Update Office Details Print Print	5 Uj	pdate		6 Go to 3	Level Appro	ovel	
Update Details Update Address Update Phone Update Qualification Update Family Member Create / Update Bank Details Update Office Details Print Print Attachments	5 U ₁	pdate		6 Go to 3	Level Appro	ovel	

குறிப்பு:

இச் செயல்விளக்கக் கையேடு ஒரு சிறிய வழிகாட்டி மட்டுமே ஆகும். முழுமையான விளக்கம் பெற தங்களது சார்நிலைக் கருவூலம் / மாவட்டக் கருவூலத்தை அணுகவும்.

நன்றி :

இக்கையே(ந **нел**ть தயாரிக்க வழிகாட்டிய மாவட்டம், கோபிசெட்டிபாளையம் சார்நிலைக் கருவூலத்தைச் சேர்ந்த சார்நிலைக் அலுவலர், உதவிக் கருவூல அலுவலர்கள், அலுவலர்கள், கருவூல பணியாளர்கள் மற்றும் Wipro பணியாளர்களுக்கு மனமார்ந்த எனத நன்றிகளைத் தெரிவித்துக் கொள்கிறேன்.

ஈரோடு மாவட்டத்தை IFHRMS ல் முன்னோடி மாவட்டமாக முன்னெடுத்துச் செல்ல அயராது பாடுபட்டு வரும் அனைத்து அலுவலர்கள் மற்றும் பணியாளர்களுக்கு எனது நன்றிகளைத் தெரிவித்துக் கொள்கிறேன்.

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இவண்,

ஆ.சங்கர், M.Sc., M.A., B.Ed., D.T.E., பட்டதாரி ஆசிரியர் (சமூகஅறிவியல்) அரசு மேல்நிலைப் பள்ளி, கூடக்கரை, நம்பியூர் வட்டம், ஈரோடு மாவட்டம்.