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1. Employee Self-Service

1.1 Overview of Employee Self-Service

Employee Self Service means services related to employee himself. User can access all applications related to self. Applications are:

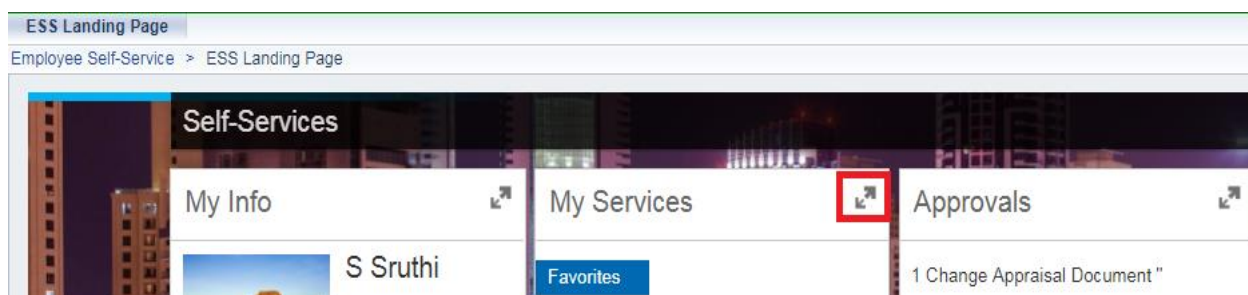
- Working Time
- Benefits & Payments
- Personal Information
- Career and Development
- Additional Services

Login to Employee Self Service (ESS) portal. Use following URL for login. Provide the User ID and password.

URL: <http://epprd.hec.aptransco.gov.in:50000/irj/portal>



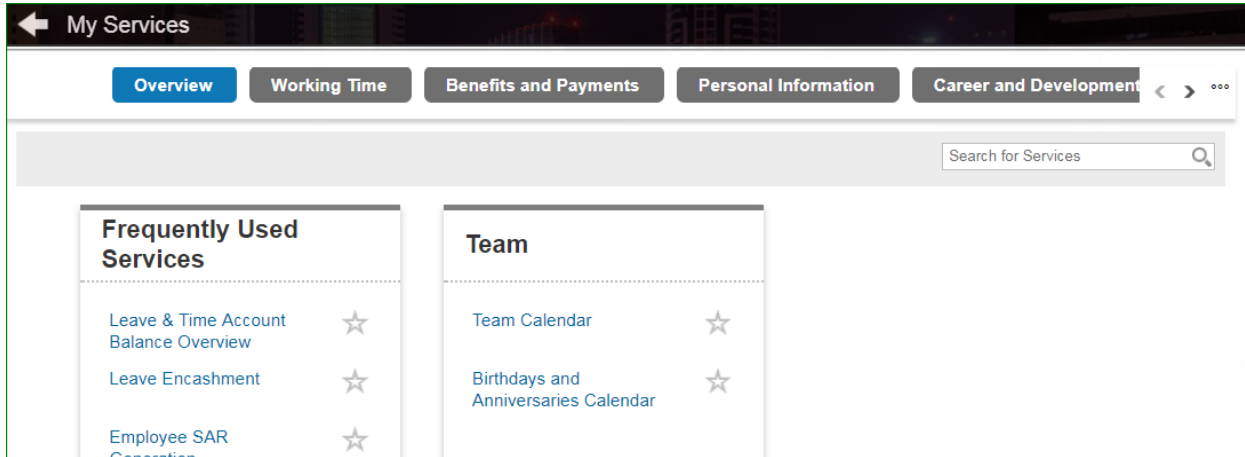
After successfully login, Navigate to “My Services” tab.



Following services tabs which are available under “My Services” tab are:-

- ⤴ **Working Time**
- ⤴ **Benefits and Payment**
- ⤴ **Personal Information**
- ⤴ **Career and Development**
- ⤴ **Additional Services**

Click expand icon “My Services” Tab, following screen will appear as shown below:



2 Organization Chart

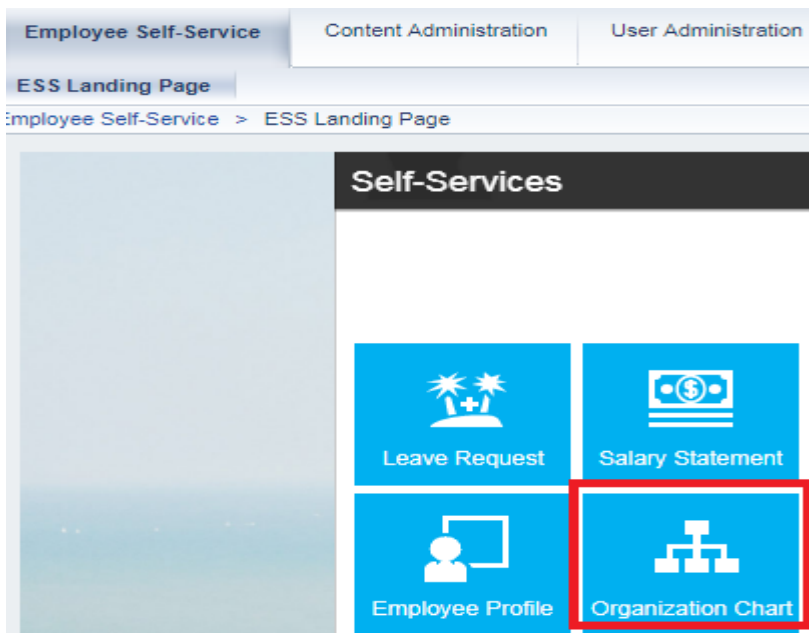
2.1 Overview of Organization Chart

In Organization chart user can view their reporting hierarchy till top level management.

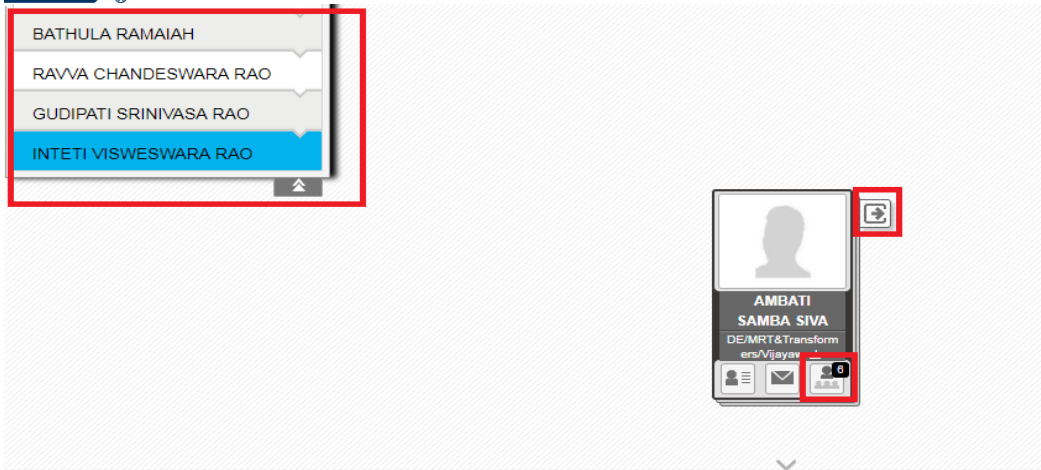
2.2 Organization Chart



Path: ESS Landing Page → Organization Chart (Icon in my Info Chip)

Click on organization chart icon in my info chip in ESS landing page




Organization chart will be displayed with reporting hierarchy from current level to top level.



Click on  icon to display next level hierarchy and click on  icon to display lower level hierarchy.



Click on  to enhance & display all employees who are reporting in current level.

3 Personal Information

3.1 Overview of Personnel Information

In Personal Information, User can view their personal details like:

For Display

- Personal Profile data like Address, Family Member Details, communication details(Extension, Private Email Address, Cell Phone number), Personal ID's (Voter's Id , Aadhar ID), Personal data

For only Display

- Personal Data
- Address
- Bank Details
- Education Details
- Communication Details
- Family members & Dependents
- Personal Id's

Login to Employee Self Service (ESS) portal. Use following URL for login.. Provide the User ID and password.

<http://epprd.hec.aptransco.gov.in:50000/irj/portal>



TRANSMISSION CORPORATION OF ANDHRA PRADESH LIMITED EMPLOYEE SELF-SERVICES PORTAL

User Id:

Password:

After successfully login, Navigate to.

Path: ESS Landing Page → Employee Profile (Icon In my Info Chip) Details

or

ESS Landing Page → My Services → Personal Information → Personal Profile

Personal Information: In this area user can use service to maintain and display his personal data.

3.2 Personal Profile

Path: ESS Landing Page → Employee Profile (In my Info Chip) Details

The screenshot shows the 'Employee Self-Service' portal interface. At the top, there are navigation tabs for 'Employee Self-Service' and 'ESS Landing Page'. Below the tabs, the breadcrumb path is 'Employee Self-Service > ESS Landing Page'. The main content area features a 'Self-Services My Info' header with a profile picture of 'S Sruthi'. Below the profile information, there is a grid of four service icons: 'Leave Request', 'Salary Statement', 'Employee Profile' (highlighted with a red box), and 'Organization Chart'.

About S	Organizational Assignment	Personal Data
 <p>S Sruthi 01020000</p> <p>E-Mail sruthi@aptransco.com</p> <p>Mobile 1234567890</p> <p>Date Of Joining 01/01/1998</p> <p>Comencement Dt. 03/01/2010</p> <p>Completion Dt. 03/06/2010</p>	<p>Position Jr Asst-1/MRT Division Off/Vijayawada</p> <p>Job</p> <p>Reporting Manager SUNILA TSUKKA</p> <p>Org. Unit O&M/220 kV Sub-Station/Gunadala</p> <p>Length of Service 1.8</p>	<p>Date of Birth 01 January 1990</p> <p>Retirement Date 31/12/2056</p> <p>Marital Status</p> <p>Aadhar ID 123456789102</p> <p>Blood Group</p> <p>GPF/EPF/CPS No. AP/HYD/0081326/0312</p> <p>GPF Balance 20,000.00</p>

[Details](#)

Personal Profile

Personal ID	Family Members / Dependents
<p>PAN Number</p> <p>Number: BHIPA56A Valid From: 13.04.2017 Valid To: 31.12.9999</p> <p>TAN Number</p> <p>Number: HYDS08443B Valid From: 01.12.2017 Valid To: 31.12.9999</p> <p>Aadhaar ID</p> <p>Number: 123456789102 Valid From: 01.01.2000 Valid To: 31.12.9999</p> <p>Driving Licence</p> <p>Number: AAAAA09999A Valid From: 01.04.2017 Valid To: 31.12.9999</p>	<p>Spouse</p> <p>Name: RAMESH L Date of Birth: 01.01.1995</p> <p>Father</p> <p>Name: Sruthi Nagarguna Date of Birth: 15.04.1947</p> <p>Father in law</p> <p>Name: Sruthi Uncle Date of Birth: 01.01.1901</p>
	<p>Bank Information</p> <p>Main bank</p> <p>Payee: S Sruthi Bank name: Axis Bank Bank Account: 1234458765</p>

or

ESS Landing Page → My Services → Personal Information → Personal Profile

ESS Landing Page

Employee Self-Service > ESS Landing Page

Self-Services

My Info My Services Approvals

S Sruthi Favorites 1 Change Appraisal Document"

← My Services

Overview Working Time Benefits and Payments **Personal Information**

Personal Information

Employee Profile ☆

Personal Profile ☆

Personal Profile

Personal ID	Family Members / Dependents
<p>PAN Number</p> <p>Number: BHIPA56A Details</p> <p>Valid From: 13.04.2017</p> <p>Valid To: 31.12.9999</p> <p>TAN Number</p> <p>Number: HYDS08443B Details</p> <p>Valid From: 01.12.2017</p> <p>Valid To: 31.12.9999</p> <p>Aadhaar ID</p> <p>Number: 123456789102 Details</p> <p>Valid From: 01.01.2000</p> <p>Valid To: 31.12.9999</p> <p>Driving Licencse</p> <p>Number: AAAAA9999A Details</p> <p>Valid From: 01.04.2017</p> <p>Valid To: 31.12.9999</p>	<p>Spouse</p> <p>Name: RAMESH L Details</p> <p>Date of Birth: 01.01.1995</p> <p>Father</p> <p>Name: Sruthi Nagarguna Details</p> <p>Date of Birth: 15.04.1947</p> <p>Father in law</p> <p>Name: Sruthi Uncle Details</p> <p>Date of Birth: 01.01.1901</p> <p>Bank Information</p> <p>Main bank</p> <p>Payee: S Sruthi Details</p> <p>Bank name: Axis Bank</p> <p>Bank Account: 1234458765</p>

4. Working Time

4.1 Overview of Working Time

In Working Time, user can access time related application like leave application, view quota balances, Team calendar, Public holiday calendar. Applications related to working time are:

- Apply Leaves, Cancel Leaves
- View Leave balances
- View Public Holiday Calendar

After successfully login, Navigate to “Employee Self-Service” tab.

Path: ESS → Working Time

4.2 Leave Request

In Leave request, user can access all leave related data and apply the leaves.

Create Leave Request

Path: ESS → Working Time → Leave Request



Click on **Create Leave Request** link shown below:

← My Services

Overview Working Time Benefits and Payments

Leave Request & Holidays

- Create Leave Request
★- Leave & Time Account Balance Overview
★- Public Holidays
★

User can view calendar having dates with different colors as shown below.

Calendar Team Calendar Time Accounts Leave Requests

Personal Calendar

View: October 2012 Apply

October 2012							November 2012							December 2012									
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su			
40	1	2	3	4	5	6	7	44	29	30	31	1	2	3	4	48	26	27	28	29	30	1	2
41	8	9	10	11	12	13	14	45	5	6	7	8	9	10	11	49	3	4	5	6	7	8	9
42	15	16	17	18	19	20	21	46	12	13	14	15	16	17	18	50	10	11	12	13	14	15	16
43	22	23	24	25	26	27	28	47	19	20	21	22	23	24	25	51	17	18	19	20	21	22	23
44	29	30	31	1	2	3	4	48	26	27	28	29	30	1	2	52	24	25	26	27	28	29	30
45	5	6	7	8	9	10	11	49	3	4	5	6	7	8	9	1	31	1	2	3	4	5	6

■ Absent
 ■ Multiple Entries
 ■ Sent
 ■ Deletion Requested
 ■ Non-Working Day
 ■ Holiday

Clicking on **Time Account** Tab, User can view Leave balances.

Calendar Team Calendar Time Accounts Leave Requests

Time Account: All Types Show from: Apply

Time Account	Deduction from	Deduction to	Entitlement	Entitlement Minus Planned
Earned Leave Quota	01.01.2014	31.12.9999	10.00 Days	10.00 Days
Casual Leave Quota	01.01.2014	31.12.2014	10.00 Days	7.00 Days

Clicking on **Leave Request** Tab, User can view all applied leave details and their status.

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	11.02.2014	12:00:00 AM	12.02.2014	12:00:00 AM	User1 MSS	Sent	18.00	2 Days

Steps for applying Leave:



Here user will fill all leave related details for applying leave.

Step 1: In Type of leave field, select **leave type** using drop down.

Step 2: Select **Start Date** and **End Date** from Calendar Icon shown.

Step 3: In **comment field**, user can provide reason for the leave.

Click on attachment if document needs to be attached

Processors field displays the leave approver names in sequence

The screenshot shows the SAP Leave Details form. At the top, there is a 'Leave Details' section with a 'Check' button highlighted in red. Below this, the 'Type of Leave' section has a dropdown menu set to 'Earned Leave'. The 'General Data' section includes fields for 'Start date' (24.01.2018), 'End Date' (24.01.2018), 'Begin Time' (00:00), 'End Time' (00:00), 'Absence hours' (0.00), and 'Absent Days' (0.00). The 'Processor' field is set to 'SUNILA TSUKKA' with a 'Show Processors (4)' link below it. A 'New Note' text area is also present. At the bottom, there is an 'Attachments' section with an 'Attachment' button highlighted in red. Below the attachment button is a table with columns for 'Action', 'Attachment Name', 'Type', and 'Size'.

- 1) *Type of Leave = EL*
- 2) *Start Date = 11.02.2014*
End Date = 12.02.2013
- 3) *Purpose of Leave = Enter the Reason*
- 4) *Click on "Check" to check the availability of Leave*

Check of leave request was successful

▼ Leave Details Check

Type of Leave
 Type of Leave: * Earned Leave
 Description: Earned Leave

General Data
 Start date: * 01.12.2017
 End Date: * 05.12.2017
 Begin Time: 00:00
 End Time: 00:00
 Absence hours: 19.50
 Absent Days: 5.00
 Processor: SUNILA TSUKKA
[Show Processors \(4\)](#)
 New Note:

5) Click **“Send”** button if the System show the Check was successful message.

Following screen will appear

Leave Request: New

Type of Leave
 Type of Leave: Earned Leave

General Data
 Start Date: 11.02.2014
 End Date: 12.02.2014
 Processor: User1 MSS
[Hide Processors \(2\)](#)
 Processor 1: User1 MSS
 Processor 2: Ms Registrar
 Note: To attend cousin marriage

Additional Data
 Leave Address: Bangalore
 Contact Number: 9876543210
 Name of the Substitute: suresh

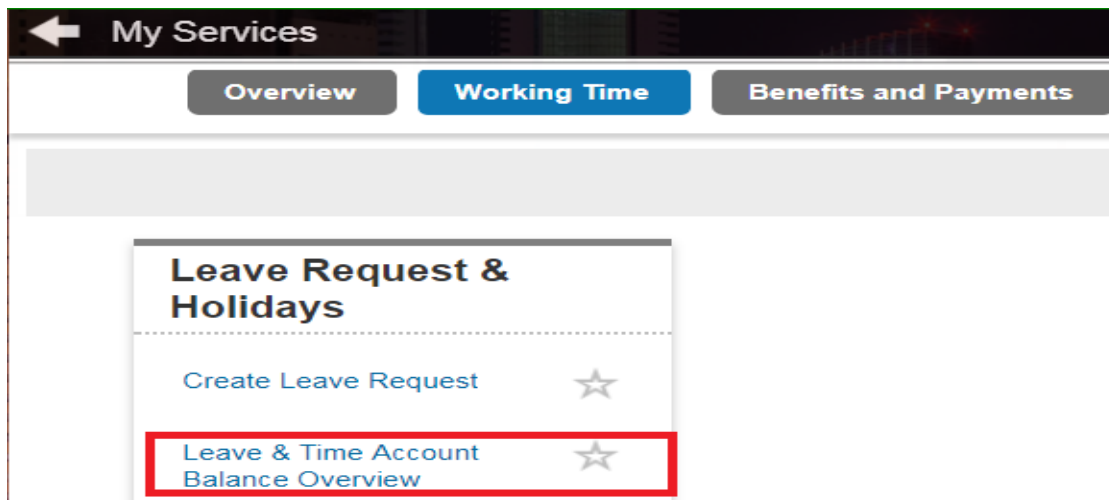
Attachment Name	Type	Size
The table does not contain any data		

On clicking **Ok**, User will get message that **“Leave Request was sent successfully”** for respective authority for approval.

Leave request was sent successfully

4.3 Leave Overview

Path: ESS → Working Time → Leave & Time account Balance Overview





In Leave overview, user can view their leave status and change or cancel it accordingly.

Status:

- **Sent** : Request which is Pending for Approval
- **Approved** :Request is approved
- **Rejected** :Request id rejected by the approving the authority

User can view pending leaves, which are pending with whom in Next Processor Column.

If user wants to **cancel** the leave, he can cancel it through cancel button shown in the cancel column. Leave will go to the approver as defined by the workflow if it is already approved and saved in the system.

Leave Data Overview		New							
Show from: 01.01.2017		Apply							
Actions	Type of Leave	Start date	Start time	End Date	End time	Processor	Status	Absence h...	
 	Earned Leave	01.12.2017	00:00:00	05.12.2017	00:00:00	SUNILA TSUKKA	Rejected	19.50	

If users wish to change the leave details, changed leaves will go for approval defined by the workflow.

In Time account, user can view their leave balances as shown below.

Time Accounts Overview						
Time Account: All Types		Show from: 23.01.2017				Apply
Time Account	Deduction from	Deduction to	Entitlement	Entitlement Minus Planned		
Earned Leave Quota	01.01.2017	31.12.2017	300.00 Days	285.00 Days		
Casual Leave Quota	01.01.2017	31.12.2017	15.00 Days	15.00 Days		

Once the leave is approved by the approver, The Employee will be able to see the Approved Leave request and updated Leave Quota when he logs on to ESS.

4.4 Public Holiday Calendar

Path: ESS → Working Time → Public Holiday Calendar



In Public Holidays, user can view the public holidays for the calendar year

Public Holiday Calendar

Year: 2018 | View Additional Holiday Calendars

Export ↓

Month	Date	Day	My Public Holidays
January	01.01.2018	Monday	New Year (OH)
	13.01.2018	Saturday	2nd Saturday January
	14.01.2018	Sunday	Bhogi
	15.01.2018	Monday	Sankranti/Pongal
	16.01.2018	Tuesday	Kanuma
	22.01.2018	Monday	Sripanchami (OH)
February	26.01.2018	Friday	Republic Day
	01.02.2018	Thursday	Bday of Hazrath Sayd Md (OH)
	10.02.2018	Saturday	2nd Saturday Feb
March	13.02.2018	Tuesday	Maha Shivaratri
	02.03.2018	Friday	HOLI
	10.03.2018	Saturday	2nd Saturday March
	18.03.2018	Sunday	Ugadi
	25.03.2018	Sunday	Sri Rama Navami
April	29.03.2018	Thursday	Mahaveer Jayanthi (OH)
	30.03.2018	Friday	Good Friday
	01.04.2018	Sunday	Bday of Hazrath Ali (RA) (OH)

5. Payments

5.1 Overview of Payment

In Payment, user can access applications related to his benefits and Payment as below:

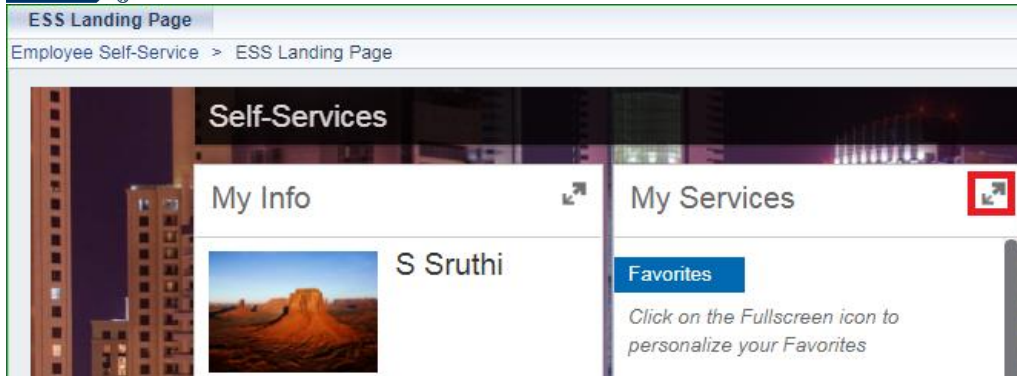
- Salary Statement
- India Income Tax Declaration
- Form 16

Login to Employee Self Service (ESS) portal.

After successfully login, Navigate to

Path: ESS → My Services → Benefits and Payments

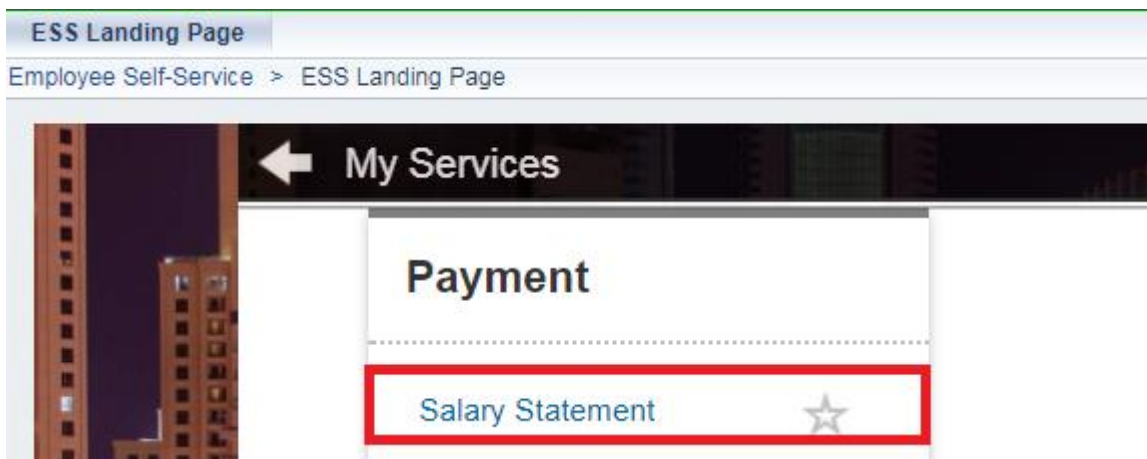
Click on Benefits and Payments tab to access related services



5.2 Salary Statement

Path: ESS → My Services → Benefits and Payments → Salary Statement

Click on **Salary Statement** link



Over of Gross pay, deductions and Net pay will display for all active payroll runs.

Regular payroll run

44,918.00 INR

Take Home Pay
01.06.2016

Deductions

8,822.00 INR

Gross Pay
53,740.00 INR



Click on PDF icon to view pay slip and click on Print icon to print selected pay slip

Salary Statement : 01.06.2016

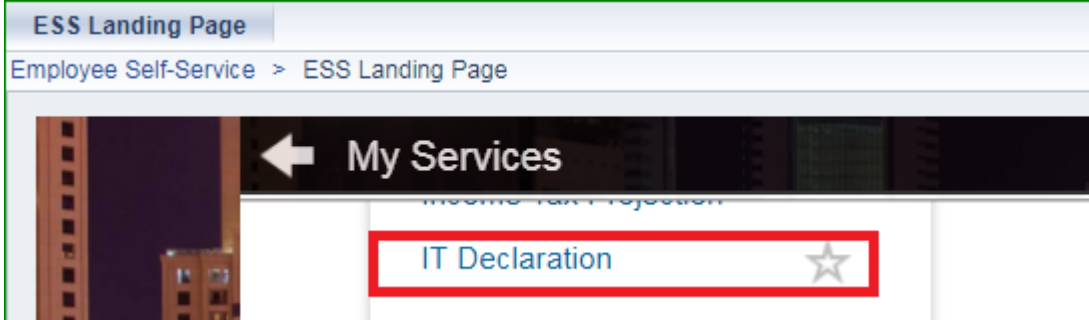
Earnings		Deductions	
Description	Amount(Rs.)	Description	Amount(Rs.)
Basic Pay	40,000.00	EPF	5,561.00
D.A	6,340.00	Income Tax	3,261.00
H.R.A	4,800.00		
C.C.A	500.00		
Medical Allowance	1,000.00		
Conveyance Allow	1,100.00		
Total Earnings	53,740.00	Total Deductions	8,822.00
Net Payable Salary		44,918.00	
Rupees FORTY FOUR THOUSAND NINE HUNDRED EIGHTEEN Only			

Note: Adobe Reader should be installed in the system to view the pdf documents.

5.3 Income Tax Declaration

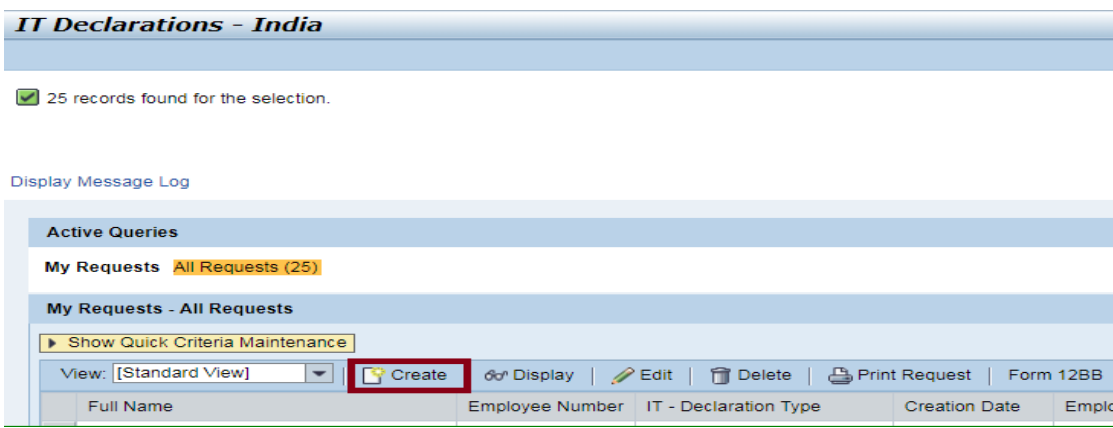
Path: ESS → My Services → Benefits and Payments → Income Tax Declaration

Click on Indian Income Tax Declarations link



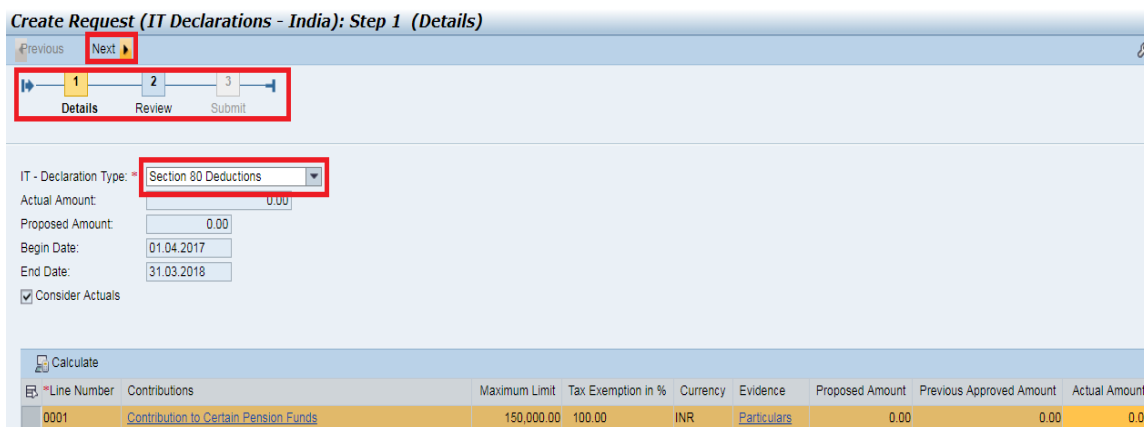
In Payment, Indian Income Tax declaration application is provided to user for declaring income tax exemption to get IT benefits.

Click on create



Select **IT Declaration Type**.

Ex: Section 80 Deductions as shown below, enter values in respective saving sections and click submit to see preview and submit the request.



Enter the Proposal amount or Actual amounts in the proposal amount column in the corresponding rows of the investments.

Select the acknowledge check box **I acknowledge and accept the: [Terms & Conditions](#)**



The request is created successfully and sent to the respective approver for approval if it is actual declaration, user can track the status of approval in the “Request Status” column

Active Queries

My Requests [All Requests \(25\)](#)

My Requests - All Requests

Show Quick Criteria Maintenance [Change Query](#) [Define New Query](#) [Pers](#)

View: [Standard View] [Create](#) [Display](#) [Edit](#) [Delete](#) [Print Request](#) [Form 12BB](#) [Information](#) [Print Version](#) [Export](#) [Refresh](#)

Full Name	Employee Number	IT - Declaration Type	Creation Date	Employee Name	Request Phase	Request Status	Tax Exemption Approved	Multiple Line
MANIKYA PRASADA RAO PUTTAM RAJU	1020000	Section 80C Deductions	21.12.2017	S Sruthi	In-Process	To Be Approved	0.00	
MANIKYA PRASADA RAO PUTTAM RAJU	1020000	Housing (HRA / CLA / COA)	28.11.2017	S Sruthi	In-Process	To Be Approved	0.00	
MANIKYA PRASADA RAO PUTTAM RAJU	1020000	Income From Other Sources	12.09.2017	S Sruthi	In-Process	To Be Processed	0.00	

Note: During submission of Actuals “Proposed Amount” column will not be visible only “Actual Amount” column will be seen for entering the Actual amount and select the “Consider Actual” check box for considering the Actuals.

IT - Declaration Type: *

Actual Amount:

Proposed Amount:

Begin Date:

End Date:

Consider Actuals

5.4 Form 16

Path: ESS → My Services → Benefits and Payments → Form 16

ESS Landing Page

Employee Self-Service > ESS Landing Page

← My Services

Leave Encashment ☆

Form 16 ☆

Click on **Form 16** link.

Select the **year** and Click **Overview** to minimize the screen.

Form 16: 2017

Previous Tax Form Next Tax Form

Overview

Tax Year: 2017

Start Date	End Date	Company Code
01.04.2017	31.03.2018	3000

Following Screen will appear.

The screenshot shows the SAP Form 16: 2017 overview screen. It displays a table with the following data:

PART B (Annexure)			
Details of Salary paid and any other income and tax deducted	INR	INR	INR
1. Gross salary			
(a) Salary as per provisions contained in sec. 17(1)	0.00		
(b) Value of perquisites u/s 17(2) (as per Form No.12BA, wherever applicable)	0.00		
(c) Profits in lieu of salary under section 17(3) (as per Form No.12BA, wherever applicable)	0.00		
(d) Total		0.00	
2. Less: Allowance to the extent exempt u/s 10			0.00
Allowance			
3. Balance (1-2)			0.00
4. Deductions:			
(a) Entertainment allowance	0.00		
(b) Tax on Employment	0.00		

Download and Print icons are highlighted in red in the top right corner of the table area.

Click to download the Form & Click to Print.

5.5 Leave Encashment

Path: ESS → My Services → Benefits and Payments → Leave Encashment

Click on leave encashment link

The screenshot shows the SAP ESS Landing Page. The breadcrumb trail is: Employee Self-Service > ESS Landing Page. The 'My Services' menu is visible, listing the following options:

- IT Declaration
- Loan Request
- Leave Encashment** (highlighted with a red box)



Click on new request



Leave Encashment Overview

New Request | Change | Delete | Cancel

Leave Quota | Leave Compensation

Leave Type	Deductible From	Deductible To	Entitlement	Remainder
Half Pay Leave Quota	01.01.2017	31.12.9999	70.00000	70.00000

Specify Leave type, Leave encashment method, Encashment days and note for approver. Click on Next icon to Review and submit current request.

Employee Leave Encashment: Step 1 (Details)

Previous | **Next** | Cancel

1 Details | 2 Review | 3 Submit

Leave Type: * Half Pay Leave Qu

Leave Encashment Method: * HPL-Encashment f

Days To Be Encashed: * 10.00000

Off-Cycle Payment:

Note for Approver: Kindly approve.

6. Additional Services

6.1 Overview of Additional Services

In additional services, user can view service requests like

- LTC Request
- Service certificate
- NOC Passport
- NOC Higher studies
- Medical Overview
- Property Returns
- TA Bill
- Medical card

Login to Employee Self Service (ESS) portal. Provide the User ID and password.

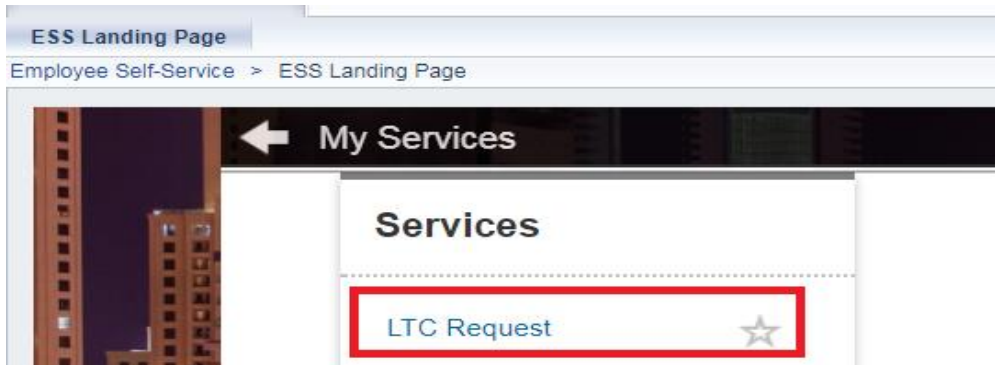
After successfully login, Navigate to Additional services tab.

Path: ESS → My Services → Additional Services

6.2 LTC Request

Path: ESS → My Services → Additional Services →LTC Request

Click on LTC Request link



Click on create new request.

Specify LTC Type, place of visiting, From and To Journey dates, Advance amount if any and Mode of travel.

Select dependent details if any in selected LTC.

Attach supporting documents.

Create New Request

LTC Type	Place of visiting on	Journey From	Journey To	Advance amount in Ru	Currency	Mode Of Travel	NO of Dependents	Status
Any Where With in the State	MP	01.11.2017	30.11.2017	34,000.00	INR	TRAIN	0	Approved

Full Name: Sruthi S
 Designation: Jr Asst-1/MRT Division Off/Mjayawada
 Date of Joining: 01.03.2016
 Date of Joining in Current Position: 01.03.2016

* LTC Type:
 Place of visiting:
 * Date of Journey From:
 Advance amount in Rs.: 0.00
 * Date of Journey To:
 Mode of Travel:

Dependents Details

Select	Relationship	Name	Age
<input type="checkbox"/>	Spouse	L RAMESH	24
<input type="checkbox"/>	Father	Nagarguna Sruthi	71
<input type="checkbox"/>	Child	Rahul CH	20
<input type="checkbox"/>	Child	chaithu Sruthi	17
<input type="checkbox"/>	Father in law	Uncle Sruthi	118

Upload files

Attach document: Choose file No file chosen

Attached Files

Delete Attachment

6.3 Service certificate

Path: ESS → My Services → Additional Services → Service Certificate



Click on Service certificate link



ESS Landing Page
Employee Self-Service > ESS Landing Page

My Services

Working Time | Benefits and Payments | Personal Information | Career and Development | **Additional Services**

Search for Services

Services

- LTC Request ☆
- Service Certificate ☆**

Click on new request create

New Request Create

Service Certificate Overview

Creation Date	Purpose	remarks	STATUS
10.08.2017	TEST	TEST	REJECTED
31.08.2017	OFFICIAL	OFFICIAL PLEASE APPROVE	REJECTED

Specify Purpose and Remarks.

Click on Send Icon.

Service Certificate

Date of Application: 23.01.2018
Full Name: S Sruthi
Designation: Jr Asst-1/MRT Division Off/Vjayawada
Date of Joining: 01.03.2016
Date of Joining in Current Position: 01.03.2016
Current Place of Working: O&M/220 KV Sub-Station/Gunadala

* Purpose: Remarks:

Send

Back to overview screen

6.4 NOC Passport

Path: ESS → My Services → Additional Services → NOC Passport

Click on NOC Passport link.



ESS Landing Page
Employee Self-Service > ESS Landing Page

My Services

Working Time | Benefits and Payments | Personal Information | Career and Development | **Additional Services**

Search for Services

Services

- NOC-Passport ☆

Select application type from the drop down, Purpose of visiting, date of visiting, Country, remarks.

Click on send icon.

Create New Request

Overview screen for Noc Passport

Date of Application	Purpose of Visiting	Appl Type	Date of visiting	Country Code	Country Name	Possess Passport	Passport Reference	remarks	STATUS
10.08.2017	T	NEW	17.08.2017	HK	Hong Kong			T	REJECTED

New Passport / Renewal

Select Application Type: NEW (dropdown menu)

Date of Application: RENEWAL

Employee Name: S Sruthi

Designation: Jr Asst-1/MRT Division Off/Mjayawada

Father's Name: Nagarguna Sruthi

Date of Joining: 01.03.2016

Date of Joining(Current Position): 01.03.2016

Place of Working: O&M/220 KV Sub-Station/Gunadala

* Purpose of Visiting: [text field] * Date of visiting: [calendar icon] * Country: [country dropdown]

Possess Passport: Passport Reference: [text field] * remarks: [text field]

Send

Overview Screen

6.6 NOC Higher studies

Path: ESS → My Services → Additional Services →NOC higher Studies

Click on NOC Higher studies link

ESS Landing Page
Employee Self-Service > ESS Landing Page

My Services

Working Time | Benefits and Payments | Personal Information | Career and Development | **Additional Services**

Search for Services

Services

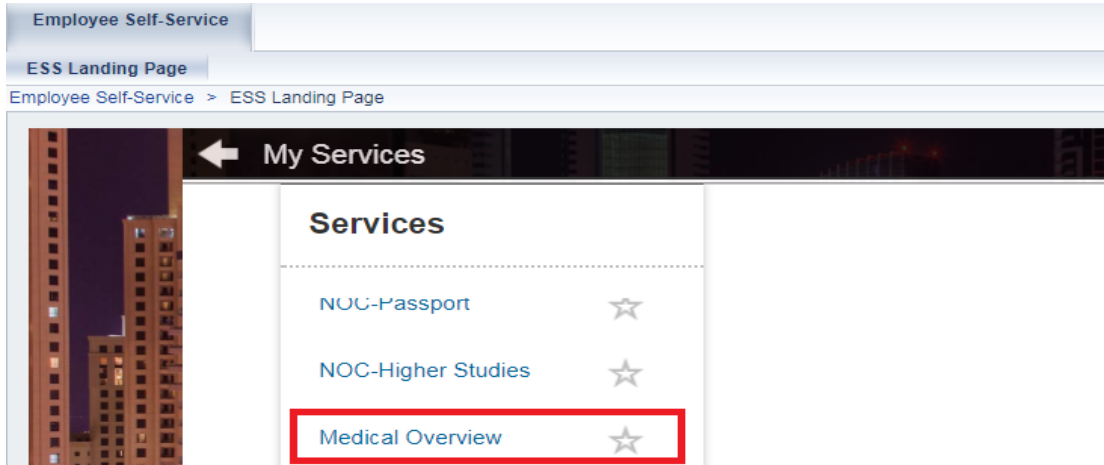
- NOC-Passport ☆
- NOC-Higher Studies** ☆



6.7 Medical Overview

Path: ESS → My Services → Additional Services → Medical Overview

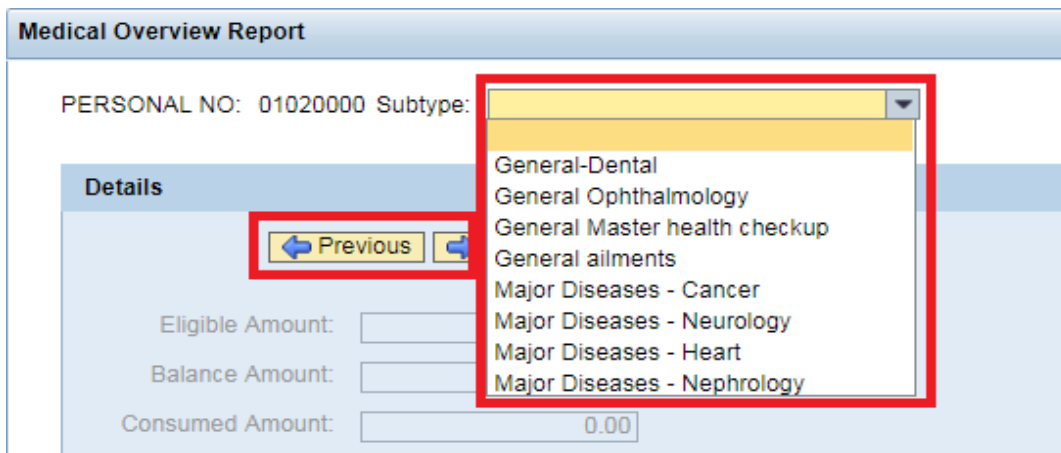
Click on Medical overview link



Select sub type from the drop down.

For displaying previous record click on previous tab and for displaying next icon click on next tab.

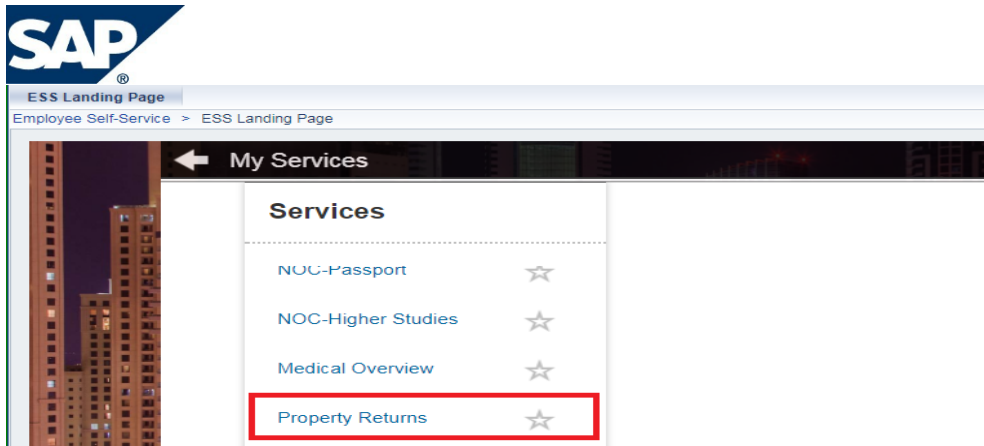
Accordingly medical related data will be displayed.



6.8 Property Returns

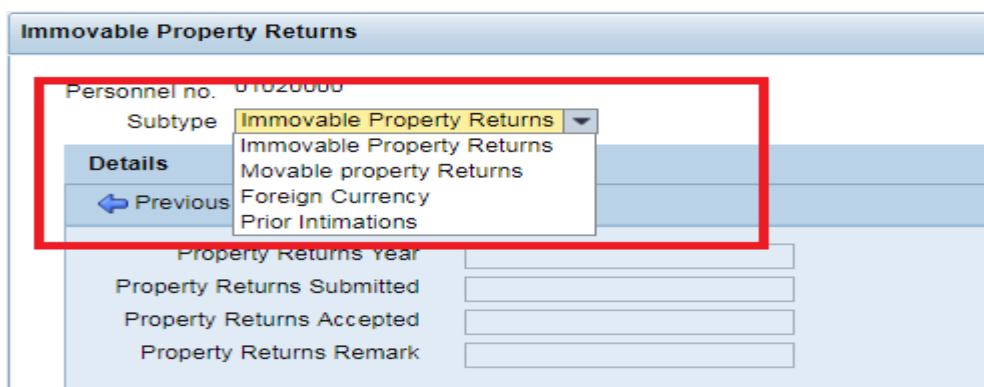
Path: ESS → My Services → Additional Services → Property Returns

Click on Property returns link



Select property returns type from the drop down in sub type.

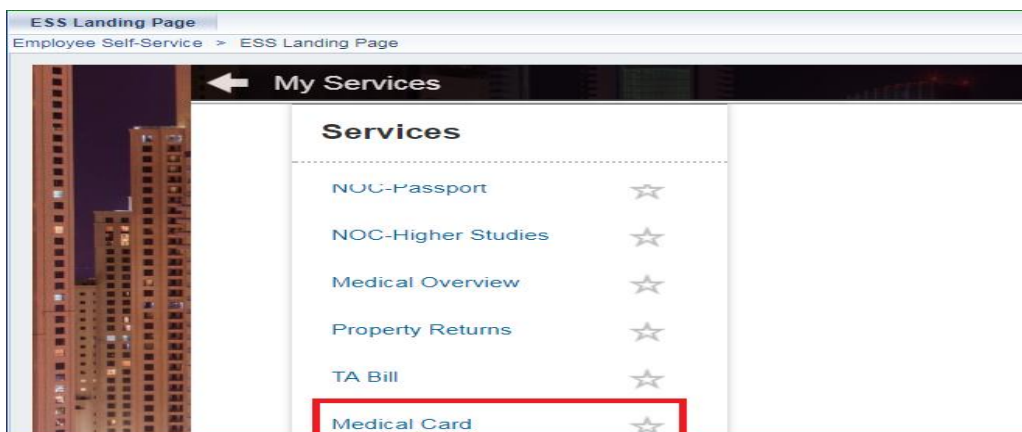
Based on sub type to display previous data click on previous tab and to display next data click on next tab.



6.9 Medical card

Path: ESS → My Services → Additional Services → Medical Card

Click on medical card link



Click on Create icon.



Medical Card Over view

Create

Created On	Personnel no.	Empl Name	Self/Member	disease	Hospital name	Amount	STATUS
22.12.2017	01020000	S Sruthi	Nagarguna Sruthi	WF22	WF2	2.00	Rejected

Select Self/Member, Disease type, Hospital Name, Address, Amount.

Medical Card Creation

Personal Number: 01020000

Self / Member: Spouse

Empl / Appl name:

Gender:

Age: 000

* Disease

* Hospital Name

Address

* Amount 0.00

For attachment Choose file select required document from folder, Click on attach file.

Once required details completed click on submit.

Attachment: Choose file No file chosen Attach File

SUBMIT

Note: If attached document needs to be deleted select document and click on Delete attachment icon so accordingly document will be deleted.

List Of Files

Delete Attachment

File Name	File Download	File Type

6.10 TA Bill

Path: ESS → My Services → Additional Services → TA Bill

Click on TA Bill link



Travel Details

Click on Travel details icon to maintain travel details

Specify Serial Number, from and to date, from and too time (Note: from and to date will be only one day eg: 01.01.2018 to 01.01.2018), travel from and travel to destination, Mode of journey, Kilo meters and Purpose of visit.

Save Request

Once data entry completed click on save request

* Purpose of Visit :: JAN'18 TA BILL.

Travel Details Travel Expenses against Details Other Expenses

Travel Details

Press enter button after enter date and time for validations

ADD ROW DELETE ROW

S.No.	From Date	To Date	From Time	To Time	Travel From	Travel To	Mode of journey	Kilo Meters	Purpose of visit
1	01.01.2018	01.01.2018	08:00:00	23:00:00	HYDERABAD	VIJAYAWADA	BUS	410	OFFICIAL
2	02.01.2018	02.01.2018	00:00:00	00:00:00					HALT IN VIJAYAWADA
3	03.01.2018	03.01.2018	08:00:00	23:00:00	VIJAYAWADA	HYDERABAD	BUS	410	RETURN TO HYDERABAD
			00:00:00	00:00:00					

Save Request Submit

Travel Expenses against Details

Once travel details entry got completed click on travel expenses against details icon

All details specified in travel details in travel details option will appear by default against each line item can specify Railway/Bus fare, Boarding Expenses amount, Daily allowance rate (Note: Based on from and to time and daily allowance rate actual da will calculate automatically) and based on amounts specified in respective fields total will be calculated automatically.

Save Request

Once entries completed click on save request so entered data will be saved in the system as draft.

Submit

When complete entries got completed click on submit

S.No.	From Date	To Date	From Time	To Time	Travel From	Travel To	Mode of journey	Kilo Meters	Purpose of visit
1	01.01.2018	01.01.2018	08:00:00	23:00:00	HYDERABAD	VIJAYAWADA	BUS	410	OFFICIAL
2	02.01.2018	02.01.2018	00:00:00	00:00:00					HALT IN VIJAYAWADA
3	03.01.2018	03.01.2018	08:00:00	23:00:00	VIJAYAWADA	HYDERABAD	BUS	410	RETURN TO HYDERABAD
			00:00:00	00:00:00					

Travel Expenses Against Details

DELETE ROW

S.No.	From Date	To Date	From Time	To Time	Travel From	Travel To	Mode of journey	Kilo Meters	Railway Fare/Bus Fare	Distance for Journey or halts	Boarding Expenses. Amt	Daily Allowance Rate	Actual DA
1	01.01.2018	01.01.2018	08:00:00	23:00:00	HYDERABAD	VIJAYAWADA	BUS	410	600.00		2,000.00	1,000.00	1,000.00
2	02.01.2018	02.01.2018	00:00:00	00:00:00					0.00		0.00	1,000.00	1,000.00
3	03.01.2018	03.01.2018	08:00:00	23:00:00	VIJAYAWADA	HYDERABAD	BUS	410	600.00		2,000.00	1,000.00	1,000.00
			00:00:00	00:00:00					0.00		0.00	0.00	0.00

Save Request Submit

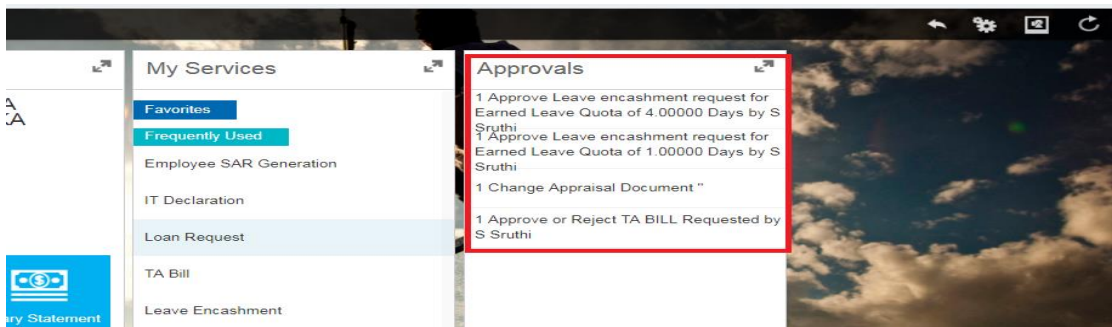
7. Request Approval Process by Manager

After employee submits request i.e., Leave Request, leave encashment, service certificate, Noc, Ta bill etc., reporting manager will be checked by the system automatically and sends request automatically to concern approver approvers screen.

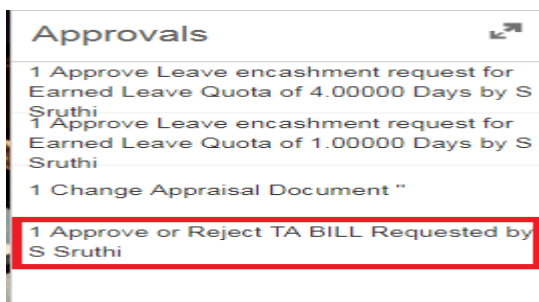
Manager will login to ESS Portal with respective user id and pass word

A login form with a light green background. It contains two input fields: "User Id:" and "Password:". Below the password field is a "Log On" button. All three elements are enclosed in red rectangular boxes.

Once manager login to ess portal, he/she will be able to all pending requests for his/her approval under approvals tab.



Click on request which needs to approve or reject.



Request will open will new screen, click on the request hyper link.



INBOX - APTRANSCO Employee Portal - Google Chrome
epdev.hec.aptransco.gov.in:50000/irj/portal?NavigationTarget=ROLES%3A%2F%2Fportal_content%2Fcom.sap.pct%2Fevery_user%2

APPROVALS

Open Tasks On Feb 7, 2018, 3:31:18 PM

Task Type	Priority	Status	Cre
All (1)	All (4)	All (3)	All
TA Bill Approval	Low	Ready	Tod
	Medium	Reserved	Las
	High	In Progress	Las
	Very High		Las

Sort By: Creation Date

Approve or Reject TA BILL Requested by S Sruthi

Admin Wf Claim · Release · Forward · 0001 · 0002

Request details full screen will open in new screen.

Check specified details and click on either approve or reject.

Travel Request Details

Travel Request Number: 00000005

Bill Period: JAN
Form Date: 01.01.2018 To Date: 31.01.2018
Head Quarters: SE/TELECOM/VIJAYAWADA
Purpose of Visit: JAN'18 TA BILL

[Travel Details](#) [Travel Expenses against Details](#) [Other Expenses](#)

Travel Details

S.No.	From Date	To Date	From Time	To Time	Travel From	Travel To	Mode of journey	Kilo Meters	Purpose of visit
1	01.01.2018	01.01.2018	08:00:00	23:00:00	HYDERABAD	VIJAYAWADA	BUS	410	OFFICIAL
2	02.01.2018	02.01.2018	00:00:00	00:00:00					HALT IN VIJAYAWADA
3	03.01.2018	03.01.2018	08:00:00	23:00:00	VIJAYAWADA	HYDERABAD	BUS	410	RETURN TO HYDERABAD

[Approve](#) [Reject](#)