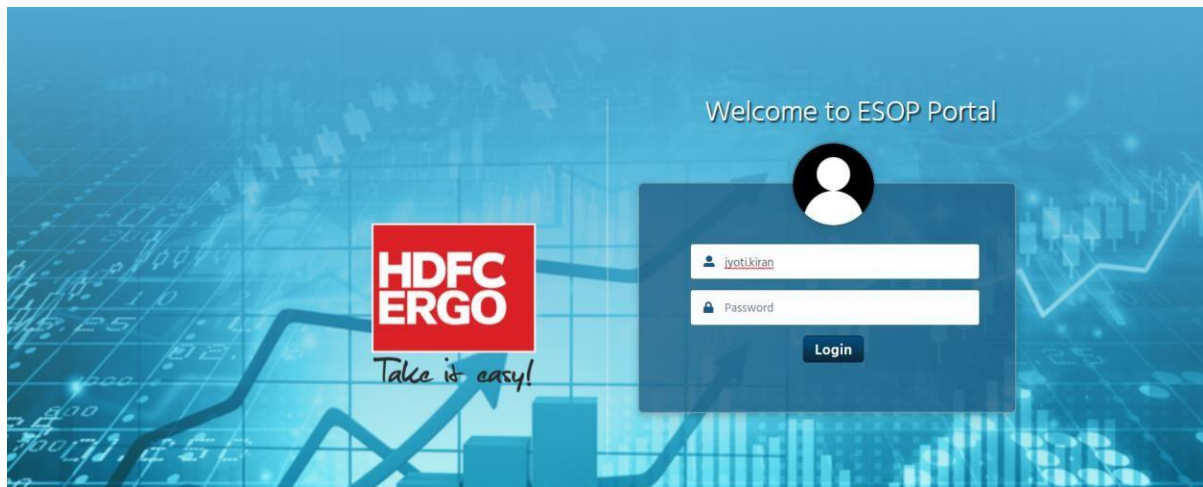


HR login



HR Dashboard / Home Page –

ESOP

Mr. Parth sharma Logged In on the behalf of Mr. Jyoti.Kiran

EmployeeHR Head

Detail ESOP Data

Expand Data

	Granted	Vested	Exercised	Sell	Total Lapsed	Stock in Hand
+	2400	1500	269	24	0	245

HR Head – Grant approval

Click on “Approve” button to approve the grant then that grant will go to next level of approval to that employee’s manager.

ESOP

Logged In on the behalf of Mr. Jyoti.Kiran

EmployeeHR Head

HR Grant Approval Summary

Home / HR Approval

71
Total Grants

5
Approved

3
Rejected

63
Approval Pending

List of Grant approval

Bulk ApproveBulk Reject

Pending ApprovalApprovedRejected

Show 5 entries

Search:

	Emp ID	Emp Name	Manager Name	Grant Name	Grant Date	Total Grant	Grant Price	Created Date	Remark	Grant Letter	Action	Audi Trail
<input type="checkbox"/>	4318	Mr. Mohit.Sharma	Mr. Maibam Johnson Meetei	TRANCH21	22-MAR-2017	300	100	22-MAR-2021	approved		<button>Approve</button> <button>Reject</button>	
<input type="checkbox"/>	4318	Mr. Mohit.Sharma	Mr. Maibam Johnson Meetei	TRANCH20	22-MAR-2017	300	100	22-MAR-2021	Enter Remark		<button>Approve</button> <button>Reject</button>	
<input type="checkbox"/>	1579	Mr. Smita Patel	Mr. Maibam Johnson Meetei	TRANCH23	23-MAR-2021	13	300	22-MAR-2021	Enter Remark		<button>Approve</button> <button>Reject</button>	

ESOP

Logged In on the behalf of Mr. Jyoti.Kiran

EmployeeHR Head

HR Grant Approval Summary

Home / HR Approval

71
Total Grants

6
Approved

3
Rejected

62
Approval Pending

List of Grant approval

Bulk ApproveBulk Reject

Pending ApprovalApprovedRejected

Grant has been approved, sent for President approval.

Show 5 entries

Search:

	Emp ID	Emp Name	Manager Name	Grant Name	Grant Date	Total Grant	Grant Price	Created Date	Remark	Grant Letter	Action	Audit Trail
<input type="checkbox"/>	4318	Mr. Mohit.Sharma	Mr. Maibam Johnson Meetei	TRANCH20	22-MAR-2017	300	100	22-MAR-2021	Enter Remark		<button>Approve</button> <button>Reject</button>	
<input type="checkbox"/>	2528	Ms. Shilpi Saraf	Mr. Maibam Johnson Meetei	TRANCH20	22-MAR-2017	500	100	22-MAR-2021	Enter Remark		<button>Approve</button> <button>Reject</button>	

HR Head – Grant approval – Audit trail

Here user can see Trail of the grant.

The screenshot shows the 'HR Grant Approval Summary' page with an 'Audit Trail' modal open. The modal displays a table of grant entries with columns: Grant Name, Date of Grant, Employee Name, No of Options, PR Remark, HR Remark, Admin Updation Remark, and Admin Correction Remark. The table shows two entries for TRANCH21 on 22-MAR-2017 for Mr. Mohit Sharma with 300 options. The modal also includes a search bar, a 'Show 5 entries' dropdown, and navigation buttons like 'Previous', 'Next', and 'Close'.

Grant Name	Date of Grant	Employee Name	No of Options	PR Remark	HR Remark	Admin Updation Remark	Admin Correction Remark
TRANCH21	22-MAR-2017	Mr. Mohit Sharma	300				
TRANCH21	22-MAR-2017	Mr. Mohit Sharma	300				

HR Head – Grant approval – Approved

Here user can see all the approved grant till date.

The screenshot shows the 'HR Grant Approval Summary' page with the 'List of Grant approval' section. The page header includes the ESOP logo, login status 'Logged In on the behalf of Mr. Jyoti.Kiran', and user roles 'Employee' and 'HR Head'. The summary section shows statistics: Total Grants (71), Approved (6), Rejected (3), and Approval Pending (62). The 'List of Grant approval' section has tabs for 'Pending Approval', 'Approved', and 'Rejected'. The 'Approved' tab is selected, showing a table of approved grants with columns: Employee ID, Employee Name, Manager Name, Date of Grant, Grant Name, No.of Grants, Grant Price, Approved By, Approved Date, Pending With, Remark, and Audit Trail. The table shows three entries for approved grants.

Employee ID	Employee Name	Manager Name	Date of Grant	Grant Name	No.of Grants	Grant Price	Approved By	Approved Date	Pending With	Remark	Audit Trail
2528	Ms. Shilpi Saraf	Mr. Maibam Johnson Meetei	15-MAR-2017	TRANCH1	500	100	HR Head-Mr. Jyoti.Kiran	15-MAR-2021	NA	approved	i
4318	Mr. Mohit.Sharma	Mr. Maibam Johnson Meetei	22-MAR-2017	TRANCH21	300	100	HR Head-Mr. Jyoti.Kiran	22-MAR-2021	President-Ms. Surbhal Ginoria	approved	i
4318	Mr. Mohit.Sharma	Mr. Maibam Johnson Meetei	15-MAR-2017	TRANCH2	300	100	HR Head-Mr. Jyoti.Kiran	19-MAR-2021	NA	approved	i

HR Head – Grant Rejection

Click on “Reject” button to reject the grant and that grant will go back to Admin for correction.

ESOP

Logged In on the behalf of Mr. Jyoti.Kiran

Employee

HR Head

HR Grant Approval Summary

Home / HR Approval

71

Total Grants

6

Approved

3

Rejected

62

Approval Pending

List of Grant approval

Bulk Approve

Bulk Reject

Pending Approval

Approved

Rejected

Show 5 entries

Search:

	Emp ID	Emp Name	Manager Name	Grant Name	Grant Date	Total Grant	Grant Price	Created Date	Remark	Grant Letter	Action	Audi Trail
<input checked="" type="checkbox"/>	4318	Mr. Mohit.Sharma	Mr. Maibam Johnson Meetei	TRANCH20	22-MAR-2017	300	100	22-MAR-2021	Rejected	<div></div>	<div>Approve</div> <div>Reject</div>	<div></div>
<input type="checkbox"/>	2528	Ms. Shilpi Saraf	Mr. Maibam Johnson Meetei	TRANCH20	22-MAR-2017	500	100	22-MAR-2021	Enter Remark	<div></div>	<div>Approve</div> <div>Reject</div>	<div></div>
<input type="checkbox"/>	8612	Mr. Parth sharma	Mr. Maibam Johnson Meetei	TRANCH20	22-MAR-2017	200	100	22-MAR-2021	Enter Remark	<div></div>	<div>Approve</div> <div>Reject</div>	<div></div>

Click on Reject Button

ESOP

Logged In on the behalf of Mr. Jyoti.Kiran

Employee

HR Head

HR Grant Approval Summary

Home / HR Approval

71

Total Grants

6

Approved

4

Rejected

61

Approval Pending

List of Grant approval

Bulk Approve

Bulk Reject

Pending Approval

Approved

Rejected

Show 5 entries


Search:


Grant has been rejected, sent to Admin for the correction.

	Emp ID	Emp Name	Manager Name	Grant Name	Grant Date	Total Grant	Grant Price	Created Date	Remark	Grant Letter	Action	Audi Trail
<input type="checkbox"/>	5589	MR. Anjit Mohapatra	Mr. Maibam Johnson Meetei	TRANCH23	23-MAR-2021	12	300	22-MAR-2021	Enter Remark	<div></div>	<div>Approve</div> <div>Reject</div>	<div></div>
<input type="checkbox"/>	1579	Mr. Smita Patel	Mr. Maibam Johnson Meetei	TRANCH23	23-MAR-2021	13	300	22-MAR-2021	Enter Remark	<div></div>	<div>Approve</div> <div>Reject</div>	<div></div>

HR Head – Grant Rejection – Rejected Tab

Here user can see all the rejected grant till date.

ESOP Logged In on the behalf of Mr. Jyoti.Kiran 

Employee HR Head 

Home / HR Approval




HR Grant Approval Summary

71 Total Grants 6 Approved 4 Rejected 61 Approval Pending

List of Grant approval Bulk Approve Bulk Reject

Pending Approval Approved **Rejected**

Show 5 entries Search:

Employee ID	Employee Name	Manager Name	Grant Name	Date of Grant	No. of Grants	Grant Price	Rejected By	Rejected Date	Pending With	Remark	Audit Trail
1579	Mr. Smita Patel	Mr. Maibam Johnson Meetei	TRANCH19	19-MAR-2021	13	300	HR Head-Mr. Jyoti.Kiran	19-MAR-2021	Admin	approved	
2186	Ms. Deepika.Rapally	Mr. Maibam Johnson Meetei	TRANCH7	16-MAR-2021	1500	300	HR Head-	17-MAR-2021	Admin	approved	
2528	Ms. Shilpi Saraf	Mr. Maibam Johnson Meetei	TRANCH3	15-MAR-2017	1000	100	HR Head-	17-MAR-2021	Admin	rejected	

Activate Windows
Go to Settings to activate Windows.

HR Head – Grant Rejection – Rejected Tab – Audit Trail



Audit Trail

Show 5 entries Search:

Grant Name	Date of Grant	Employee Name	No of Options	PR Remark	HR Remark	Admin Updation Remark	Admin Correction Remark
TRANCH19	19-MAR-2021	Mr. Smita Patel	13	rejected			
TRANCH19	19-MAR-2021	Mr. Smita Patel	13		approved		
TRANCH19	19-MAR-2021	Mr. Smita Patel	13				

Showing 1 to 3 of 3 entries Previous 1 Next

Close

Employee ID	Employee Name	Manager Name	Grant Name	Date of Grant	No. of Grants	Grant Price	Rejected By	Rejected Date	Pending With	Remark	Audit Trail
2528	Ms. Shilpi Saraf	Mr. Maibam Johnson Meetei	TRANCH3	15-MAR-2017	1000	100	HR Head-	17-MAR-2021	Admin	rejected	
4318	Mr. Mohit.Sharma	Mr. Maibam Johnson Meetei	TRANCH20	22-MAR-2017	300	100	HR Head-Mr. Jyoti.Kiran	22-MAR-2021	Admin	Rejected	

Showing 1 to 4 of 4 entries Previous 1 Next

HR Head – Reports – Grant Approval Report

User can see all the grants which are approved till date r can specified date range in Start Date and “End Date” and download in excel or PDF format.

ESOP

Mr. Parth sharma Logged In on the behalf of Mr. Jyoti.Kiran

EmployeeHR Head

Home / HR Approval

Start Date

End Date

dd-mm-yyyy

dd-mm-yyyy

Filter

Clear Filter

Excel

PDF

Show 5 entries

Search:

Grant Name	Employee ID	Employee Name	Manager Name	Date of Grant	No.of Grants	Grant Price	Remark
TRANCH1	8612	Mr. Parth sharma	Mr. Maibam Johnson Meetei	15-03-2017	200	100	approved
TRANCH1	4318	Mr. Mohit.Sharma	Mr. Maibam Johnson Meetei	15-03-2017	300	100	approved
TRANCH1	2528	Ms. Shilpi Saraf	Mr. Maibam Johnson Meetei	15-03-2017	500	100	approved
TRANCH2	4318	Mr. Mohit.Sharma	Mr. Maibam Johnson Meetei	15-03-2017	300	100	approved
TRANCH21	4318	Mr. Mohit.Sharma	Mr. Maibam Johnson Meetei	22-03-2017	300	100	approved

Showing 1 to 5 of 6 entries

Previous12Next

HR Head login – Letters

Here user can view or download Grant Letter.

ESOP

Mr. Parth sharma Logged In on the behalf of Mr. Jyoti.Kiran

EmployeeHR Head

Home / Letters

Letter Summary

Show 5 entries

Search:

Sr No.	Employee Name	Grant Name	Type	Grant / Sale Date	Date	Action
1	Mr. Rinchu A	TRANCH3	Grant Letter	15-MAR-2017	15-MAR-2021	<div><div></div><div></div></div>
2	Mr. Rinchu A	TRANCH19	Grant Letter	19-MAR-2021	19-MAR-2021	<div><div></div><div></div></div>
3	Mr. Rinchu A	TRANCH25	Grant Letter	22-MAR-2021	22-MAR-2021	<div><div></div><div></div></div>
4	Mr. Smita Patel	TRANCH19	Grant Letter	19-MAR-2021	19-MAR-2021	<div><div></div><div></div></div>
5	Mr. Smita Patel	TRANCH23	Grant Letter	23-MAR-2021	22-MAR-2021	<div><div></div><div></div></div>

Showing 1 to 5 of 91 entries

Previous1234519Next...