Excel File Format For HR User

Employee Code	Reference Date	Tenure	HRBP User ID	HR Recommendation
1100	10-12-2022	6	1009	Y

Browser

www.example.com

File Import

Choose File: [ ] Upload

EmpCode	Name	Reference Date	Tenure	HR User
3444	Xyz	01-02-2022	assist	-
4344	JKL	01-02-2022	assist	-
4644	abc	01-02-2022	assist	-

Import

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Search

From Date: 01-01-2022   **To Date:** 31-01-2022   Search

Recommendation List

EmpCode	Name	Reference Date	Tenure	HR Reco.	Action
3444	Xyz	01-02-2022	assist	Yes	✏ ● YES ○ NO
4344	JKL	01-02-2022	assist	Yes	✏ ● YES ○ NO
4644	abc	01-02-2022	assist	Yes	✏ ● YES ○ NO

Submit

www.example.com

Search

Fr...

Edit Recommendation ×

Emp. Code: 3444

Name: xyz

SAVE

Existing

Operation	Division	Department	Section	Location
Operation 1	Division 1	Department 1	Section 1	Location 1

Recomm...

Sr

Operation	Division	Department	Section	Location
Operation 1 ∨	Division 1 ∨	Department 1 ∨	Section 1 ∨	Location 1 ∨

Transfer Date 01-01-2023   **Type of Trans.** Internal ∨

Justification: This is justification

Browser

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Search

From Date: 01-01-2022   **To Date:** 31-01-2022   Search

Recommendation List

EmpCode	Name	Reference Date	Tenure	HR Reco.	Action
3444	Xyz	01-02-2022	assist	Yes	✏ ◉ YES ○ NO
4344	JKL	01-02-2022	assist	Yes	✏ ○ YES ◉ NO
4644	abc	01-02-2022	assist	Yes	✏ ◉ YES ○ NO

Submit

Browser

www.example.com

Search

Fr...

Edit Recommendation

Emp. Code: 3444   **Name:** xyz   SAVE

Existing

Operation	Division	Department	Section	Location
Operation 1	Division 1	Department 1	Section 1	Location 1

Justification: This is justification

Recomm...

Sr	...
1	
2	

Browser

www.example.com

Search

From Date: 01-01-2022   **To Date:** 31-01-2022   Search

Approval

EmpCode	Name	Reference Date	Tenure	HR Reco.	Reco.	Action
3444	Xyz	01-02-2022	assist	Yes	Yes	✏ 📄 ● YES ○ NO
4344	JKL	01-02-2022	assist	Yes	No	✏ 📄 ○ YES ● NO
4644	abc	01-02-2022	assist	Yes	Yes	✏ 📄 ● YES ○ NO

Submit

www.example.com

Search

From

Approval

Approval Remark

Emp. Code: 3444

Name: xyz

Existing

Operation	Division	Department	Section	Location
Operation 1	Division 1	Department 1	Section 1	Location 1

Operation	Division	Department	Section	Location
Operation 1	Division 1	Department 1	Section 1	Location 1

EmpCod

| 3444 |
| 4344 |
| 4644 |

○ NO

○ NO

○ NO

Transfer Date 01-01-2023 **Type of Trans.** Internal

Justification: This is justification

Approval Remark: Remarks

SAVE

www.example.com

Search

From Date: 01-01-2022   **To Date:** 31-01-2022   Search

HRBP

EmpCode	Name	Reference Date	Tenure	HR Reco.	Reco.	Approval	Action
3444	Xyz	01-02-2022	assist	Yes	Yes	Yes	✏ 📄 ● YES ○ NO
4344	JKL	01-02-2022	assist	Yes	No	Yes	✏ 📄 ● YES ○ NO
4644	abc	01-02-2022	assist	Yes	Yes	Yes	✏ 📄 ● YES ○ NO

Submit

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Search

From Date: 01-01-2022   **To Date:** 31-01-2022   Search

HRBP

EmpCode		Action
3444		◉ YES ○ NO
4344		◉ YES ○ NO
4644		◉ YES ○ NO

Status History Log

SrNo	Level	Remark	Status	Status Chage Time
1	HR Reco.	Ok	No	01-01-2022 02:34
2	Reco.	ok	Yes	01-01-2022 02:34
3	Approval	ok	Yes	01-01-2022 02:34

Submit

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Search

From Date: 01-01-2022   **To Date:** 31-01-2022   Search

HR Division Head

EmpCode	Name	Reference Date	Tenure	HR Reco.	Reco.	Approval	HRBP	Action
3444	Xyz	01-02-2022	assist	Yes	Yes	Yes	Yes	✏ 📄 ⦿ YES ◯ NO
4344	JKL	01-02-2022	assist	Yes	No	Yes	Yes	✏ 📄 ⦿ YES ◯ NO
4644	abc	01-02-2022	assist	Yes	Yes	Yes	Yes	✏ 📄 ⦿ YES ◯ NO

Submit

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Search

From Date: 01-01-2022   **To Date:** 31-01-2022   Search

HR Operation Head

EmpCode	Name	Reference Date	Tenure	HR Reco.	Reco.	Approval	HRBP	HRDH	Action
3444	Xyz	01-02-2022	assist	Yes	Yes	Yes	Yes	Yes	✎ 📄 ● YES ○ NO
4344	JKL	01-02-2022	assist	Yes	No	Yes	Yes	Yes	✎ 📄 ● YES ○ NO
4644	abc	01-02-2022	assist	Yes	Yes	Yes	Yes	Yes	✎ 📄 ● YES ○ NO

Final Submit   Send Back