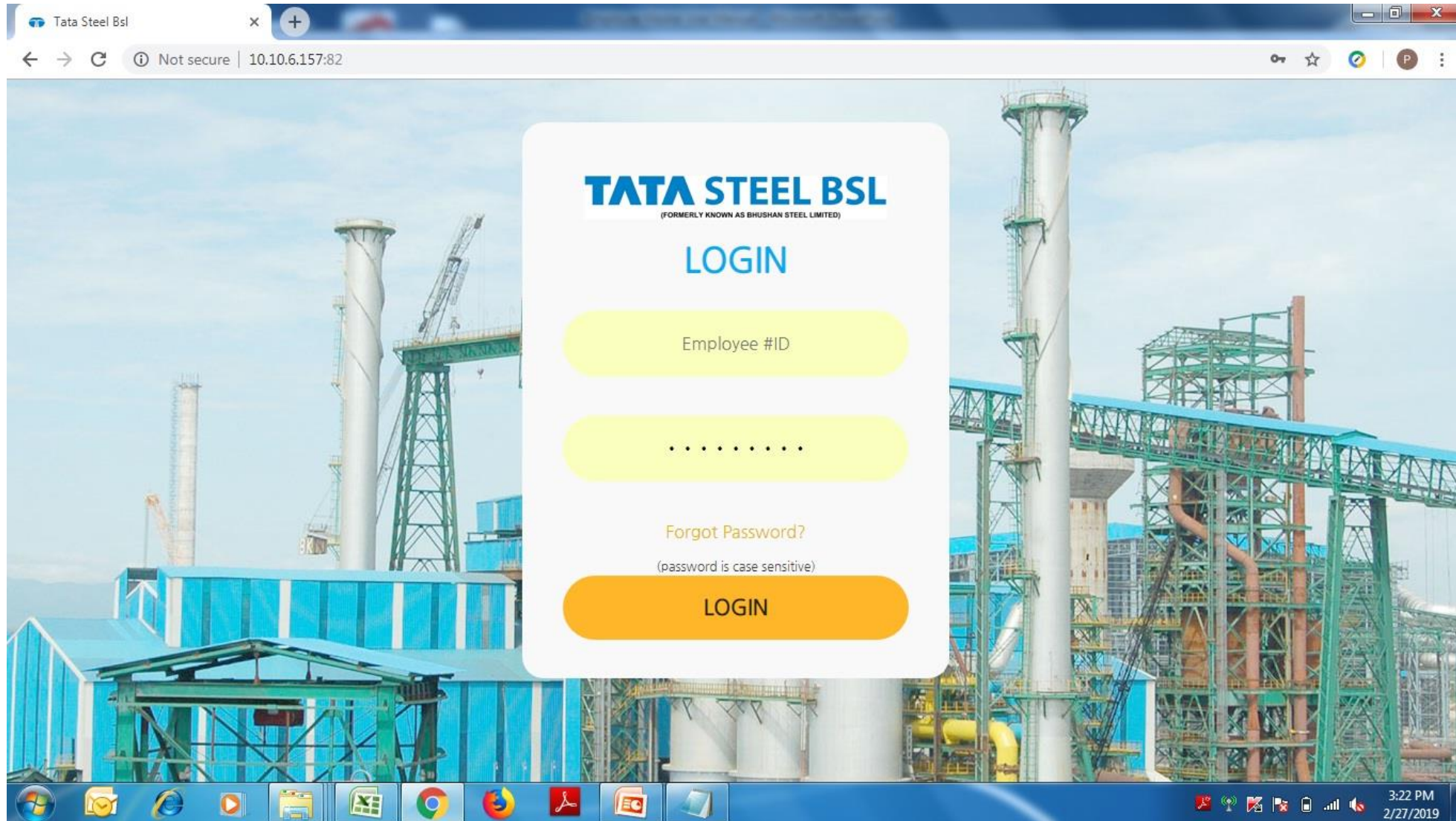


# FactoHR User Manual

## **Part 1: Know your New Employee Code**

1. Log in to TATA STEEL BSL Portal at <http://10.10.6.157:82/>
2. Enter your existing log in credentials and click on “Log In”





Your new code appears as pop up screen the moment you log in

The screenshot shows a web browser window with the address bar displaying "Home Page - BSL INTRANET APP" and the URL "10.10.6.157:82/Home/Index". The page title is "TATA STEEL BSL (FORMERLY KNOWN AS BHUSHAN STEEL LIMITED)". The main content area features a navigation bar with links like "CHANGE PASSWORD", "PROFILE DETAILS", "LOGOUT", "Resources", "General Services", and "Products". A large blue pop-up window titled "IMPORTANT INFORMATION" is centered on the screen. It contains the following text:

Dear xxxxxxxxxxxx your new employee code is : 91xxxx

Click here <https://app1.factohr.com/tsbsl/Security/Login> to access FactoHR portal with the following details:

Username: Your new 6 Digit Employee Code.  
Password: Your Date of Birth in DDMMYYYY format.  
(Example: If your date of birth is 12 February 1980, then your password shall be 12021980)

For any queries / concern please write to [hrhelpdesk@tatasteelbsl.co.in](mailto:hrhelpdesk@tatasteelbsl.co.in)

A yellow callout box with a white arrow points to the pop-up, containing the text "Pop up for New Employee Code". The background of the intranet shows a "Protect yourself and your family" section with a mosquito illustration, a "CIRCULAR" section with news items, and a "NEWS" section with a photo of a group of people.

## **Part 2: Accessing FactoHR**

1. ESS Login : <https://app1.factohr.com/tsbsl/Security/Login#/HR/Setup/EmployeeMaster.aspx>
2. Enter>User ID and Password >> click on Login

**TATA STEEL BSL**

**factoHR™**  
Simplest-Fastest HR Engine

**Login to factoHR**

TATA STEEL BSL LIMITED

01

.....

[Trouble Logging in](#) [User Manual](#)

**LOG IN**

**Geo Fencing**  
Virtual boundaries to capture & track attendance

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## ➤ Home Screen Upon Log In

Browser address bar: <https://app1.factohr.com/tsbsl/Default.aspx>

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Company:

TATA  
TATA STEEL BSL

Navigation bar: HCM | ARS | Leave

Start Menu | Activities | Dashboard

TATA STEEL BSL LIMITED

HCM

User Management

Utilities

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## **Steps to view / edit your personal details**



- Click on “HCM”
- Click on “Employee Master” Link

The screenshot displays the FactorHR HCM interface for TATA STEEL BSL LIMITED. The top navigation bar includes the FactorHR logo, the company name, and a search bar. The main content area shows a list of HCM modules under the heading 'TATA STEEL BSL LIMITED'. The 'Employee Master' link is highlighted with a red box. Other visible links include 'User Management' and 'Utilities'.


Company: TSB SL - TATA STEEL BSL LIMITED

Navigation Bar: HCM, Start Menu, Activities, Dashboard






Main Content Area:

- TATA STEEL BSL LIMITED
- Employee Master (highlighted)
- Employee Identity
- Personal Information
- Family Details
- Language Details
- Qualification Details
- User Management
- Utilities

## ➤ Employee Master Home Screen



Company:


 01 TEST 



HCM

Start Menu


Activities


Dashboard


Employee Master 

 01 - Mr TEST 

<< Type to search an employee

 List of Employees

 Revision History

 Close

New EmpCode:

Old Code:

Date Of Birth:

Gender:

Full Name:

MORE DETAILS

Personal Information

Employee Identity

Language Details

Address Information

Miscellaneous Information

Emergency Address

Organization Information


Joining Details

Family Details





Reporting Hierarchy


Qualification Details

## ➤ Employee Master Home Screen (Options Available)



Company:




01 TEST 



HCM

Start Menu


Activities


Dashboard


Employee Master 

 01 - Mr TEST 

<< Type to search an employee

 List of Employees

 Revision History

 Close


New EmpCode:

Old Code:

Date Of Birth:

Gender:

Full Name:

**MORE DETAILS** 

Personal Information

Employee Identity

Language Details

Address Information

Miscellaneous Information

Emergency Address

Organization Information


Joining Details

Family Details


Reporting Hierarchy

Qualification Details

- Employee Master screen displays basic information of Employee like Employee Code , Name , Birth Date , Personal Information , Identity Details , Family Details , Language Details , Organization Information , Miscellaneous Information , Reporting Hierarchy , Emergency address , Address Information , Qualification Details in only one screen.



Company:



01 TEST

HCM

Start Menu

Activities

Dashboard

Employee Master

01 - Mr TEST

<< Type to search an employee

List of Employees

Revision History

Close

New EmpCode: 01

Old Code: 2

Date Of Birth: 01-Jan-1989

Gender: Male

Full Name: TEST

MORE DETAILS

Personal Information

Employee Identity

Language Details

Address Information

Miscellaneous Information

Emergency Address

Organization Information

Joining Details

Family Details

Reporting Hierarchy


Qualification Details

➤ **If you want to update information in any screen available in Employee Master like : Personal Information , Employee Identity , Family Details or Language Details then need to follow the steps as mentioned below:**






- 1. Open Employee Master**
- 2. Open screen in which information need to be edited**
- 3. Edit Information and save**
- 4. Click on Submit to HR to start workflow for approval**
- 5. HR will approve the information and employees information will be saved.**
- 6. Please note that Joining Details, Qualification Details, Organization Information and Reporting Hierarchy cannot be Edited or changed by the user.**



➤ To View or Edit your Personal Information, click on “Personal Information” Link



Company: TSBSL - TATA STEEL BSL LIMITED

01 TEST

HCM

Start Menu

Activities

Dashboard

Employee Master

01 - Mr TEST

<< Type to search an employee

List of Employees

Revision History

Close

New EmpCode: 01

Old Code: 2

Date Of Birth: 01-Jan-1989

Gender: Male

Full Name: TEST

MORE DETAILS

Personal Information

Employee Identity

Language Details

Address Information

Miscellaneous Information

Emergency Address

Organization Information


Joining Details

Family Details


Reporting Hierarchy





Qualification Details

## ➤ Your Personal Information Appears as Below



Company: TSBSL - TATA STEEL BSL LIMITED

  
TATA STEEL BSL

 01 TEST 


HCM

Start Menu

Activities

Dashboard

Employee Master

01 - Mr TEST  << Type to search an employee 

List of Employees

Revision History

Close

New EmpCode: 01

Old Code: 2

Date Of Birth: 01-Jan-1989

Gender: Male

Full Name: TEST

MORE DETAILS

Personal Information

Employee Identity

Language Details

Address Information

Miscellaneous Information

Emergency Address

Organization Information

Joining Details


Family Details

Reporting Hierarchy

Qualification Details

PERSONAL INFORMATION

Edit



Marital Status: Unmarried

Religion: Hindu

Country Of Birth: India

Place Of Birth: TEST

Identification Mark 1: T

Marriage Date:

Personal Email Id: test@gmail.com

Nationality: Indian


State Of Birth: GUJARAT

Extra Curricular Interest/Hobbies: TEST


Identification Mark 2: T





15

## ➤ To Edit your Data, click on “Edit” Button



Company: TBSL - TATA STEEL BSL LIMITED

  
TATA STEEL BSL

 01 TEST 

HCM

Start Menu

Activities

Dashboard

Employee Master

01 - Mr TEST

<< Type to search an employee

List of Employees

Revision History

Close

New EmpCode: 01

Old Code: 2

Date Of Birth: 01-Jan-1989

Gender: Male

Full Name: TEST

MORE DETAILS

Personal Information

Employee Identity

Language Details

Address Information

Miscellaneous Information

Emergency Address

Organization Information

Joining Details


Family Details

Reporting Hierarchy

Qualification Details

PERSONAL INFORMATION

Edit



Marital Status: Unmarried

Religion: Hindu

Country Of Birth: India

Place Of Birth: TEST

Identification Mark 1: T

Marriage Date:

Personal Email Id: test@gmail.com

Nationality: Indian

State Of Birth: GUJARAT

Extra Curricular Interest/Hobbies: TEST

Identification Mark 2: T

- **Personal Information:**  
Employee can upload or delete profile picture as shown below:

The screenshot displays the factHR Employee Master form for a user named '01 - Mr TEST'. The form is divided into several sections. At the top, there's a header with the factHR logo, company name 'TSBSL - TATA STEEL BSL LIMITED', and user information '01 TEST'. Below this is a navigation bar with 'HCM' and tabs for 'Start Menu', 'Activities', 'Dashboard', and 'Employee Master'. The main content area shows employee details: New EmpCode: 01, Old Code: 2, Date Of Birth: 01-Jan-1989, Gender: Male, Full Name: TEST. A 'MORE DETAILS' section is expanded, showing the 'PERSONAL INFORMATION' tab. This tab contains fields for Marital Status (Unmarried), Marriage Date, Religion (Hindu), Nationality (Indian), Country Of Birth (India), State Of Birth (GUJARAT), Place Of Birth (TEST), Extra Curricular Interest/Hobbies (TEST), and Identification Mark 1 & 2 (T). On the left side of the Personal Information section, there are buttons for 'Save', 'Cancel', 'Upload', and 'Delete'. A placeholder image for the employee's profile picture is also visible.

Company: TSBSL - TATA STEEL BSL LIMITED

01 TEST

HCM

Start Menu | Activities | Dashboard | Employee Master

01 - Mr TEST << Type to search an employee

Revision History Close

New EmpCode: 01 Old Code: 2

Date Of Birth: 01-Jan-1989 Gender: Male

Full Name: TEST

MORE DETAILS

PERSONAL INFORMATION

Save Cancel

Upload Delete

Marital Status: Unmarried Marriage Date:

Religion: Hindu Nationality: Indian

Country Of Birth: India State Of Birth: GUJARAT

Place Of Birth: TEST Extra Curricular Interest/Hobbies: TEST

Identification Mark 1: T Identification Mark 2: T

- User can Edit or Modify details in specific cells.
- Text boxes with are free text while text boxes with ▼ are drop down

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Company: TSB SL - TATA STEEL BSL LIMITED

TATA STEEL BSL

01 TEST

HCM

Start Menu | Activities | Dashboard | Employee Master

01 - Mr TEST << Type to search an employee

Revision History Close

New EmpCode: 01 Old Code: 2

Date Of Birth: 01-Jan-1989 Gender: Male

Full Name: TEST

MORE DETAILS

PERSONAL INFORMATION

Save Cancel

Upload Delete

Marital Status: Unmarried Marriage Date:

Religion: Hindu Personal Email Id: test@gmail.com

Country Of Birth: India Nationality: Indian


Place Of Birth: TEST State Of Birth: GUJARAT

Identification Mark 1: T Extra Curricular Interest/Hobbies: TEST


Identification Mark 2: T







➤ Once the Data is edited, Click on “Save”





Simplest-Fastest HR Engine



Company: TSBSL - TATA STEEL BSL LIMITED



TATA  
TATA STEEL BSL

01 TEST 

HCM

 Start Menu |  Activities |  Dashboard | Employee Master 

 01 - Mr TEST  << Type to search an employee

 Revision History  Close



New EmpCode: 01 Old Code: 2



Date Of Birth: 01-Jan-1989 Gender: Male


Full Name: TEST

MORE DETAILS

PERSONAL INFORMATION

 Save  Cancel

 Upload  Delete



Marital Status: Unmarried

Religion: Hindu

Country Of Birth: India

Place Of Birth: TEST

Identification Mark 1: T

Marriage Date:

Personal Email Id: test@gmail.com

Nationality: Indian

State Of Birth: GUJARAT

Extra Curricular Interest/Hobbies: TEST

Identification Mark 2: T

- After Saving, click On “Submit to HR”
- Once the data is approved by HR, same cannot be edited again.

https://app1.factohr.com/tsbsl/Default.aspx#/HR/Setup/EmployeeMaster.aspx

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Company: TSBSL - TATA STEEL BSL LIMITED

TATA TATA STEEL BSL

HCM ARS Leave

Start Menu Activities Dashboard Employee Master

910001 - Mr R.D. YADAV << Type to search an employee List of Employees

Revision History Close

New EmpCode: 910001 Old Code: BSR0165

Date Of Birth: 18-Dec-1958 Gender: Male

Full Name: [REDACTED]

MORE DETAILS

PERSONAL INFORMATION

Edit

Current state : Initiated

Submit To HR

Marital Status: Unmarried Marriage Date: [REDACTED]

Personal Email Id: XXXX@GMAIL.COM

Religion: Hindu Nationality: Indian


Country Of Birth: Select a country State Of Birth: Select a state

Place Of Birth: [REDACTED] Extra Curricular Interest/Hobbies: [REDACTED]


Identification Mark 1: [REDACTED] Identification Mark 2: [REDACTED]




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- To view other information expand the More Details panel from right end as shown below
- Then click on other screen name and same will be displayed in below half of the Employee Master screen.




Company: TSBSL - TATA STEEL BSL LIMITED





01 TEST



HCM

Start Menu

Activities

Dashboard

Employee Master

01 - Mr TEST

<< Type to search an employee

List of Employees

Revision History

Close

New EmpCode: 01

Old Code: 2

Date Of Birth: 01-Jan-1989


Gender: Male

Full Name: TEST

MORE DETAILS

PERSONAL INFORMATION

Edit



Marital Status: Unmarried

Religion: Hindu

Country Of Birth: India

Place Of Birth: TEST

Identification Mark 1: T

Marriage Date:

Personal Email Id: test@gmail.com

Nationality: Indian


State Of Birth: GUJARAT

Extra Curricular Interest/Hobbies: TEST


Identification Mark 2: T




21


## ➤ When More Details Panel is expanded it will allow to open another screen to view other Details



Company: TBSL - TATA STEEL BSL LIMITED





01 TEST 

HCM

Start Menu

Activities

Dashboard

Employee Master

01 - Mr TEST

<< Type to search an employee

List of Employees

Revision History

Close

New EmpCode: 01

Old Code: 2

Date Of Birth: 01-Jan-1989

Gender: Male

Full Name: TEST

MORE DETAILS

Personal Information

Employee Identity

Language Details

Address Information

Miscellaneous Information

Emergency Address

Organization Information

Joining Details


Family Details

Reporting Hierarchy

Qualification Details

PERSONAL INFORMATION

Edit



Marital Status: Unmarried

Religion: Hindu

Country Of Birth: India

Place Of Birth: TEST

Identification Mark 1: T

Marriage Date:

Personal Email Id: test@gmail.com

Nationality: Indian

State Of Birth: GUJARAT


Extra Curricular Interest/Hobbies: TEST


Identification Mark 2: T





22

## ➤ Employee Identity :

- Employee can change or delete his/her details of identity proofs like: Aadhar Card , PAN card , Election Card , Driving License , Passport etc.
- **In every Identity detail attachment is a required field without attachment identity details can not be saved.**

Company: TBSL - TATA STEEL BSL LIMITED

  
TATA STEEL BSL

01 TEST 


HCM

Start Menu

Activities

Dashboard

Employee Master

01 - Mr TEST  << Type to search an employee 

List of Employees

Revision History

Close

New EmpCode: 01

Old Code: 2

Date Of Birth: 01-Jan-1989

Gender: Male

Full Name: TEST

MORE DETAILS

EMPLOYEE IDENTITY

Edit


Delete

Print

Identity Type: Election Card

Election Card Number: 000000000

Name in Election Card: Test

 Screenshot (782).png

☐ Document Verified

Select Identity Type	Identity Number
AadhaarCardNumber	
DrivingLicense	
ElectionCard	000000000
Passport	000000000000000
PermanentAccountNumber	PANNOTAVBL



## To edit employee identity

1. Click on Employee Master> Under the “More Details” option > click Employee Identity
2. Your Submitted identity appears on the screen

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Company: TSBSL - TATA STEEL BSL LIMITED

TATA  
TATA STEEL BSL

01 TEST

HCM

Start Menu

Activities

Dashboard

Employee Master

01 - Mr TEST

<< Type to search an employee

List of Employees

Revision History

Close

New EmpCode: 01

Old Code: 2

Date Of Birth: 01-Jan-1989

Gender: Male

Full Name: TEST

MORE DETAILS

EMPLOYEE IDENTITY

Edit

Identity Type: Aadhaar Card Number

Aadhaar Card Number:

Name in Aadhaar Card: Test

Aadhaar Enrollment No: 0000







Screenshot (792).png

☐ Document Verified

Select Identity Type	Identity Number
AadhaarCardNumber	
DrivingLicense	
ElectionCard	000000000
Passport	
PermanentAccountNumber	PANNOTAVBL

## Editing Identity Details

- To Edit information click on Edit button and after changes click on Save button to save the Changes
- When Information is saved then changes will be in Initiated Mode.
- In Initiated mode employee will be able to edit or delete changes.
- It is mandatory to attach a support document of the changed Identity field (Example: You are required to attach a picture of your Aadhar Card in case you have changed your Aadhar details)

 Company:  01 TEST 

HCM

Start Menu

Activities

Dashboard

Employee Master

01 - Mr TEST

<< Type to search an employee

List of Employees

Revision History

Close

New EmpCode: 01

Old Code: 2

Date Of Birth: 01-Jan-1989

Gender: Male

Full Name: TEST

MORE DETAILS

EMPLOYEE IDENTITY


Edit

Identity Type: Aadhaar Card Number

Aadhaar Card Number:

Name in Aadhaar Card: Test

Aadhaar Enrollment No: 0000

 Screenshot (792).png

☐ Document Verified

Select Identity Type	Identity Number
AadhaarCardNumber	
DrivingLicense	
ElectionCard	000000000
Passport	
PermanentAccountNumber	PANNOTAVBL

### 3. Edit Information and save.

- Here after clicking on edit there are two options either do changes and click on save or click on cancel to move out of edit mode.

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Company: TSBSL - TATA STEEL BSL LIMITED

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TATA STEEL BSL

01 TEST

HCM

Start Menu | Activities | Dashboard | Employee Master

01 - Mr TEST << Type to search an employee List of Employees

Revision History Close

New EmpCode: 01 Old Code: 2  
Date Of Birth: 01-Jan-1989 Gender: Male  
Full Name: TEST

MORE DETAILS

EMPLOYEE IDENTITY

Save Cancel

Identity Type: Aadhaar Card Number  
Aadhaar Card Number: 0000000000000000  
Name in Aadhaar Card: Test  
Aadhaar Enrollment No: 0000  
Attach Document: Browse  
Screenshot (792).png  
Document Verified

- After clicking on save Popup will display for confirmation to save changes.
- Click on YES to confirm.
- If Employee clicks on NO system will allow to do more changes.

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Simplest-Fastest HR Engine

Company: TBSL - TATA STEEL BSL LIMITED

TATA  
TATA STEEL BSL

01 TEST

HCM

Start Menu | Activities | Dashboard | Employee Master

01 - Mr TEST << Type to search an employee

Revision History Close

New EmpCode: 01 Old Code: 2  
Date Of Birth: 01-Jan-1989 Gender: Male  
Full Name: TEST

MORE DETAILS

EMPLOYEE IDENTITY


Save Cancel

Identity Type: Aadhaar Card Number  
Aadhaar Card Number: 0000000000000000  
Name in Aadhaar Card: Test  
Aadhaar Enrollment No: 0000  
Attach Document: Browse  
Screenshot (792).png  
Document Verified


Confirm  
Are you sure want to save the record?  
Yes No





#### 4. Click on Submit to HR to start workflow for approval

- Before clicking on Submit to HR changed will be in initiate mode
- In initiate mode employee will be able to edit or delete
- After Submit to HR is clicked then changed will be in mode “ Submitted To HR “
- In Submitted To HR mode employee will not be able to edit information

Simplest-Fastest HR Engine

Company:

TATA STEEL BSL

01 TEST 



HCM

Start Menu

Activities


Dashboard


Employee Master

 01 - Mr TEST 

<< Type to search an employee

List of Employees

 Revision History

 Close

New EmpCode:

Old Code:


Date Of Birth:


Gender:


Full Name:

MORE DETAILS


EMPLOYEE IDENTITY

 Edit

 Delete

 Print

Current state : Initiated


 Submit To HR

Identity Type:

Aadhaar Card Number:

Name in Aadhaar Card:

Aadhaar Enrollment No:

 Screenshot (792).png

☐ Document Verified

Select Identity Type	Identity Number
AadhaarCardNumber	000000000000
DrivingLicense	
ElectionCard	0000000000
Passport	
PermanentAccountNumber	PANNOTAVBL



- After clicking on Submit To HR popup will display for confirmation.
- Click on YES to confirm.

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Simplest-Fastest HR Engine

Company: TBSL - TATA STEEL BSL LIMITED

TATA  
TATA STEEL BSL

01 TEST

HCM

Start Menu | Activities | Dashboard | Employee Master

01 - Mr TEST << Type to search an employee List of Employees

Revision History Close

New EmpCode: 01 Old Code: 2  
Date Of Birth: 01-Jan-1989 Gender: Male  
Full Name: TEST

MORE DETAILS

EMPLOYEE IDENTITY

Edit Delete Print Current state : Initiated Submit To HR

Identity Type: Aadhaar Card Number  
Aadhaar Card Number: 000000000000  
Name in Aadhaar Card: Test  
Aadhaar Enrollment No: 0000

Screenshot (792).png  
Document Verified

PermanentAccountNumber PANNOTAVBL

**Confirm**

? Record will not be edited after submission, are you sure want to submit the record ?

Yes No

- After clicking on Yes message will be displayed informing that changes are submitted to HR for approval and action is pending from HR.
- HR can Approve , Reject or Return Back the changes.

The screenshot displays the factHR HCM interface for TATA STEEL BSL LIMITED. The top navigation bar includes the factHR logo, company name, and user profile '01 TEST'. The main menu shows 'Start Menu', 'Activities', 'Dashboard', and 'Employee Master'. The 'Employee Master' section shows a search for '01 - Mr TEST' with a 'Type to search an employee' prompt. Below this, there are buttons for 'Revision History' and 'Close'. The employee details are as follows:

New EmpCode:	01	Old Code:	2
Date Of Birth:	01-Jan-1989	Gender:	Male
Full Name:	TEST		

Below the details is a 'MORE DETAILS' section with a dropdown arrow. The 'EMPLOYEE IDENTITY' section includes buttons for 'Edit', 'Delete', and 'Print'. The current state is 'Submitted To HR'. The identity details are as follows:

Identity Type:	Aadhaar Card Number
Aadhaar Card Number:	000000000000
Name in Aadhaar Card:	Test
Aadhaar Enrollment No:	0000


A confirmation message is displayed in a blue box with a red border:

**Employee Identity Details**


Employee identity details saved successfully, Please note the status as: **Submitted To HR**  
Action is pending from **HR**





OK

HR will approve the information and employees information will be saved.

Simplest-Fastest HR Engine

Company: TBSL - TATA STEEL BSL LIMITED

TATA STEEL BSL

01 TEST 

HCM

Start Menu

Activities

Dashboard

Employee Master

01 - Mr TEST

<< Type to search an employee

List of Employees

Revision History

Close

New EmpCode: 01

Old Code: 2

Date Of Birth: 01-Jan-1989

Gender: Male

Full Name: TEST

MORE DETAILS

EMPLOYEE IDENTITY

Edit

Delete


Print

Identity Type: Aadhaar Card Number

Aadhaar Card Number: 000000000000

Name in Aadhaar Card: Test


Aadhaar Enrollment No: 0000

 Screenshot (792).png


☐ Document Verified




Select Identity Type	Identity Number
AadhaarCardNumber	000000000000
DrivingLicense	
ElectionCard	000000000
Passport	
PermanentAccountNumber	PANNOTAVBL

- If HR reject's the changes done by employee then employee again need to change data and need to Submit to HR for approval again.




Company: TSBSL - TATA STEEL BSL LIMITED





01 TEST



HCM

Start Menu

Activities

Dashboard

Employee Master

01 - Mr TEST

<< Type to search an employee

List of Employees

Revision History

Close

New EmpCode: 01

Old Code: 2

Date Of Birth: 01-Jan-1989

Gender: Male

Full Name: TEST

MORE DETAILS

EMPLOYEE IDENTITY


Current state : Submitted To HR

Identity Type: Aadhaar Card Number

Aadhaar Card Number: 000000000000

Name in Aadhaar Card: Test reject

Aadhaar Enrollment No: 0000


 Screenshot (792).png

☐ Document Verified


Select Identity Type	Identity Number
AadhaarCardNumber	000000000000
DrivingLicense	
ElectionCard	000000000
Passport	
PermanentAccountNumber	PANNOTAVBL





32

➤ HR Rejected the changes will be reverted to original state (i.e. before editing).



Company: TSB SL - TATA STEEL BSL LIMITED



01 TEST 

HCM

Start Menu

Activities

Dashboard

Employee Master

01 - Mr TEST

<< Type to search an employee

List of Employees

Revision History

Close

New EmpCode: 01

Old Code: 2

Date Of Birth: 01-Jan-1989

Gender: Male

Full Name: TEST

MORE DETAILS

EMPLOYEE IDENTITY

Edit

Delete

Print

Identity Type: Aadhaar Card Number

Aadhaar Card Number: 000000000000

Name in Aadhaar Card: Test

Aadhaar Enrollment No: 0000


Screenshot (792).png

Document Verified


Select Identity Type	Identity Number
AadhaarCardNumber	000000000000
DrivingLicense	
ElectionCard	0000000000
Passport	
PermanentAccountNumber	PANNOTAVBL





33

- If HR Return's back the changes done by employee then changes will be in Initiated mode again and employee need to do changes again need to Submit to HR for approval.

Simplest-Fastest HR Engine

Company:

TATA  
TATA STEEL BSL

01 TEST 

HCM

Start Menu

Activities

Dashboard

Employee Master

01 - Mr TEST

<< Type to search an employee

List of Employees

Revision History

Close

New EmpCode:

Old Code:

Date Of Birth:

Gender:

Full Name:

MORE DETAILS

EMPLOYEE IDENTITY

Current state : Submitted To HR

Identity Type:


Passport Number:

Name in Passport:

Issue Country:

Issue Date:

Expiry Date:

 Capture.JPG

☐ Document Verified

Select Identity Type	Identity Number
AadhaarCardNumber	00000000000000
DrivingLicense	
ElectionCard	0000000000
Passport	0000000000000000
PermanentAccountNumber	PANNOTAVBL

## ➤ Reporting Hierarchy :

- Employee can **only view** his/her reporting hierarchy ( managers detail ) in this screen ,same as Joining Details screen employee doesn't have rights to edit information of this screen.

The screenshot displays the FactorHR Employee Master interface. At the top, the FactorHR logo and navigation tabs (Start Menu, Activities, Dashboard, Employee Master) are visible. The Employee Master tab is active, showing a search bar with '01 - Mr TEST' and a 'List of Employees' button. Below the search bar, there are buttons for 'Revision History' and 'Close'. The employee details section shows fields for New EmpCode (01), Old Code (2), Date Of Birth (01-Jan-1989), Gender (Male), and Full Name (TEST). A blue bar labeled 'MORE DETAILS' is followed by a red-bordered box containing the text 'REPORTING HIERARCHY'. Below this, the 'Reporting Manager' field is populated with '02 - Mr MANAGER'.

FactorHR™  
Simplest-Fastest HR Engine

HCM

Start Menu | Activities | Dashboard | Employee Master

01 - Mr TEST << Type to search an employee List of Employees

Revision History Close

New EmpCode: 01 Old Code: 2  
Date Of Birth: 01-Jan-1989 Gender: Male  
Full Name: TEST


MORE DETAILS

REPORTING HIERARCHY


Reporting Manager: 02 - Mr MANAGER





## ➤ Address Information:

- Employee can update Address Information in this screen
- There are two type of address Permanent Address and Mailing Address

Simplest-Fastest HR Engine

Company:

TATA STEEL BSL

   01 TEST 

HCM

Start Menu

Activities

Dashboard

Employee Master

01 - Mr TEST

<< Type to search an employee

List of Employees

Revision History

Close

New EmpCode:

Old Code:

Date Of Birth:

Gender:

Full Name:

MORE DETAILS

ADDRESS INFORMATION

Edit

Permanent Address

Country:

State:

City:

Postal Code:

Phone Number:

Mobile Number:

Mobile Number 2:

Street Address:

City Type:

Street Address 2:



## ➤ Address Information:


- There is an option available named “ Mailing address same as Permanent address “ if this option is selected then Permanent address detail will be copied in mailing address detail.

The screenshot displays the FactorHR web application interface. At the top, the company is identified as 'TSBSL - TATA STEEL BSL LIMITED'. The navigation bar includes 'Start Menu', 'Activities', 'Dashboard', and 'Employee Master'. The main content area shows details for '01 - Mr TEST'. A red box highlights the 'ADDRESS INFORMATION' tab. Below it, the 'Mailing Address' section is also highlighted with a red box. Within this section, the checkbox 'Mailing Address is same as Permanent Address' is checked and highlighted. The form contains various input fields for address details.


Country:	India	State:	ASSAM	City:	Dima Hasao
Postal Code:	123456	Phone Number:	1234567890000	Mobile Number:	8989089089
Mobile Number 2:	7897897897	Street Address:	TEST	City Type:	Non-Metro





## ➤ Emergency Address :

- Employee can update information related to employees basic emergency details like Name of contact, Relationship with employee, Phone Number , Mobile Number etc.

Simplest-Fastest HR Engine

Company:



   01 TEST 

HCM

Start Menu

Activities

Dashboard

Employee Master

01 - Mr TEST

<< Type to search an employee

List of Employees

Revision History

Close

New EmpCode: 01

Old Code: 2

Date Of Birth: 01-Jan-1989

Gender: Male

Full Name: TEST

MORE DETAILS

EMERGENCY ADDRESS

Edit

Name of Contact: Test

Phone Number: 9090909000900

Street Address: Test

Relation with Employee: Brother

Mobile Number: 8799908098

Postal Code: 676786


Country: India

State: BIHAR


City: Bhojpur




## ➤ Joining Details :


- Employee can **only view** his/her joining details in this screen employee doesn't have rights to change information in this screen.



Company:






01 TEST 



HCM

Start Menu


Activities


Dashboard


Employee Master 



<< Type to search an employee

 List of Employees

 Revision History

 Close

New EmpCode:

Old Code:

Date Of Birth:

Gender:

Full Name:

MORE DETAILS

JOINING DETAILS

Date Of Joining:

Company Email Id:

Group Joining Date:

Expected Confirmation Date:

Contract Type:

## ➤ Miscellaneous Information :

- Employee can **view or edit** Miscellaneous Information in this screen (All Drop Down selection)

The screenshot displays the FactorHR Employee Master interface. At the top, the FactorHR logo is on the left, and a user profile '01 TEST' is on the right. Below the logo, a navigation bar includes 'Start Menu', 'Activities', 'Dashboard', and 'Employee Master'. The main content area shows the employee '01 - Mr TEST' with a search bar and a 'List of Employees' link. Below this, there are buttons for 'Revision History' and 'Close'. The employee details section includes fields for 'New EmpCode' (01), 'Old Code' (2), 'Date Of Birth' (01-Jan-1989), 'Gender' (Male), and 'Full Name' (TEST). A blue bar labeled 'MORE DETAILS' is followed by a red-bordered box containing the text 'MISCELLANEOUS INFORMATION'. Below this, an 'Edit' button is visible. The miscellaneous information section contains dropdown menus for 'Blood Group' (B+), 'Caste' (Not Known), and 'Shoe Size' (8).

FactorHR™  
Simplest-Fastest HR Engine

HCM

Start Menu | Activities | Dashboard | Employee Master

01 - Mr TEST << Type to search an employee List of Employees

Revision History Close

New EmpCode: 01 Old Code: 2  
Date Of Birth: 01-Jan-1989 Gender: Male  
Full Name: TEST

MORE DETAILS


MISCELLANEOUS INFORMATION

Edit


Blood Group: B+ Caste: Not Known  
Shoe Size: 8





## ➤ Organization Information :

- Employee can **only view** his/her Organization information like Location , SBU , Department , Designation , Grade , Cadre etc. In this screen also employee doesn't have rights to update information.

Simplest-Fastest HR Engine

Company: TBSL - TATA STEEL BSL LIMITED

TATA  
TATA STEEL BSL

01 TEST 

HCM

Start Menu

Activities

Dashboard

Employee Master

01 - Mr TEST

<< Type to search an employee

List of Employees

Revision History

Close

New EmpCode: 01

Old Code: 2

Date Of Birth: 01-Jan-1989

Gender: Male

Full Name: TEST

MORE DETAILS

ORGANIZATION INFORMATION







HR Foundation

Employee Wise Option

Structure Name / Category Type	List of value / Selection	Effective Date	Revision
LOCATION	ANGUL	10-Jan-2019	<a href="#">Revision</a>
CADRE			<a href="#">Revision</a>
DEPARTMENT			<a href="#">Revision</a>
DESIGNATION			<a href="#">Revision</a>
GRADE			<a href="#">Revision</a>
SUB LOCATION	BHUBANESHWAR	10-Jan-2019	<a href="#">Revision</a>

## ➤ Family Details :

- Employee can add, modify or delete Family Details in this screen.

Company: 01 TEST 

HCM

Start Menu

Activities

Dashboard

Employee Master

01 - Mr TEST

<< Type to search an employee

List of Employees

Revision History

Close

New EmpCode: 01

Old Code: 2

Date Of Birth: 01-Jan-1989

Gender: Male

Full Name: TEST

MORE DETAILS


FAMILY DETAILS

Save


Delete




<input type="checkbox"/>	Is Dependant	Title	Name	Gender	Relation	Date of Birth	Blood Group	Contact No	Marital Status	Marriage Date	Employment	Re
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Ms	test	Female	Aunty	01-Jan-1989	B+	67867868...	Unmarried		Un Employed	tes
<input type="checkbox"/>	<input type="checkbox"/>											
<input type="checkbox"/>	<input type="checkbox"/>											
<input type="checkbox"/>	<input type="checkbox"/>											
<input type="checkbox"/>	<input type="checkbox"/>											
<input type="checkbox"/>	<input type="checkbox"/>											


- **Qualification Details :**
- Employee can **only view** Qualification Details in this screen.
  - Employee doesn't have rights to change qualification details.



Company:





01 TEST 

HCM

Start Menu

Activities

Dashboard

Employee Master

01 - Mr TEST

<< Type to search an employee

List of Employees

Revision History

Close

New EmpCode:

Old Code:

Date Of Birth:

Gender:

Full Name:

MORE DETAILS

QUALIFICATION DETAILS







Save

Delete

<input type="checkbox"/>	Year	Qualifications	Stream Type	Qualification Course Type	Specialization	Nature of Course	Qualification Status	Institute Name	University Name
<input type="checkbox"/>	2000	12th	OTHERS	Under Graduate	science	FULL TIME	Pursuing	GTU	AUTONOMOUS
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									

## ➤ Language Details :

- Employee can update details of languages he/she knows in this screen.
- In Language Details screen employee can select only one language as Mother Tongue.
- Also Against every Language employee has selected he/she need to select one check box either Speak, Read or Write.

Company: 01 TEST

HCM

Start Menu

Activities

Dashboard

Employee Master

01 - Mr TEST

<< Type to search an employee

List of Employees

Revision History

Close

New EmpCode: 01

Old Code: 2

Date Of Birth: 01-Jan-1989

Gender: Male

Full Name: TEST

MORE DETAILS

LANGUAGE DETAILS

Save

Delete

<input type="checkbox"/> Language Name	Mother Tongue	Speak	Read	Write
<input type="checkbox"/> English	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



# Thank You...

For any queries / concern please write to [hrhelpdesk@tatasteelbsl.co.in](mailto:hrhelpdesk@tatasteelbsl.co.in)