

A person is wearing a VR headset, with their hand resting on the side. The scene is illuminated with vibrant blue and purple light, creating a futuristic atmosphere. The person's face is partially visible through the headset's opening.

valtech

PeopleStrong - Promotion User Manual

Team HR

Welcome to our Promotion module

PeopleStrong[®] alt

Core HR | Workforce Management | Payroll | Talent
Management

New

L1 Manager – Initiate promotion

HRIS->Promotion->New promotion

The screenshot displays the L1 Manager HRIS interface. The top navigation bar includes a hamburger menu, a 'HOME' link, and tabs for 'HRIS', 'LEAVE', 'ATTENDANCE', 'REIMBURSEMENT', and 'EXIT'. On the right, there are icons for 'TASK(S)' (with a red badge showing '2'), 'DOWNLOADS', and a user profile 'B' with a dropdown arrow.

Below the navigation bar, a section titled '2 Tasks Await You Today' is visible. The main content area features several widgets:

- Good Afternoon**: A circular profile completion indicator showing '46%' and a 'COMPLETE NOW' link. A 'FLIP FOR MY TEAM' button is at the bottom.
- SELF SERVICE**: A menu with options: 'My Letters', 'My Profile', 'MANAGER SELF SERVICE' (highlighted), 'Transfer', 'Confirmation', 'Promotion' (highlighted), 'HRIS Status', and 'List of Employees'.
- Birthdays**: A vertical sidebar with a 'Birthdays' label and a 'New Joiners' label.
- Holidays**: A calendar view showing 'Gandhi Jayanti' on 02 Oct 2021 (Sat) and 'Christmas Day*' on 25 Dec 2021 (Sat).
- 00 Leave Applied**: A summary for the last 30 days showing 0 Pending, 0 Rejected, 0 Cancelled, and 0 Approved. A 'FLIP FOR DETAILS' button is at the bottom.
- 01 Attendance Regularization Approval**: A widget showing 01 Attendance Regularization Approval for the last 30 days.
- 00 Attendance Regularization Applied**: A widget showing 00 Attendance Regularization Applied for the last 30 days.
- 01 Transfer Approval**: A widget showing 01 Transfer Approval.

A 'Promotion' sub-menu is open, showing options: '- New Promotion' and '- Promotion Status'.

At the bottom left, there is a small black box with the text 'javascript:void(0)'.

L1 Manager - Initiate Promotion

Click on initiate to initiate promotion

HOME

HRIS

LEAVE

ATTENDANCE

REIMBURSEMENT

EXIT

TASK(S)2

DOWNLOADS

B

New Promotion

SELECT EMPLOYEES

Promotion History

Bulk Mode

Employee Code	Employee Name	Designation	
Test8	Dummy507		Initiate
Test9	Dummy508		Initiate
Test10	Dummy509		Initiate
Test11	Dummy510		Initiate
Test12	Dummy511		Initiate
Test13	Dummy512		Initiate
Test14	Dummy513		Initiate
909090	Praveen Kumar	Cafe Manager	Initiate
787878	Demo employee	Assistant Manager	Initiate

1

2

3

10

Click Here

L1 Manager - Initiate Promotion

HOME

HRIS

LEAVE

ATTENDANCE

REIMBURSEMENT

EXIT

TASKS2

DOWNLOADS

B

New Promotion

EMPLOYEE INFORMATION

EMPLOYEE CODE: 909090EMPLOYEE NAME: Praveen Kumar

POSITION DETAILS

EMPLOYMENT STATUS: Active

*DESIGNATION: Cafe Assistant ManagerSafe Manager

*L1 MANAGER: B - Dummy2

*L2 MANAGER: C a a - Dummy3None

*HR MANAGER: Chandrakant Agrawal - 15121

*Continent: WORK SITE

Country: India

Region: North

State: New Delhi

City: New Delhi

Working Location: Dwarka Pacific

Location Id: 26114

*POSITION EFFECTIVE DATE: Aug 24, 2021

*PROMOTION REASON: Annual Appraisal

*COMMENT: ok

*APPRAISAL PERIOD: 2020 - 2021

*PERFORMANCE RATING: Below Expectations

ATTACHMENT: Choose

SUBMIT

CANCEL

- Select designation
- Fill all mandatory fields
- Attach Attachment if required
- Then click on Submit.

L1 Manager - Initiate Promotion

HOME

HRIS

LEAVE

ATTENDANCE

REIMBURSEMENT

EXIT

TASK(S)2

DOWNLOADS

B

New Promotion

Promotion Initiated successfully.

PROMOTIONS

Promotion Code	Employee Code	Name	Promotion Effective Date	Stage	Status	Promotion Letter
P0556/23Aug2021100341/03	787878	Demo employee	24/Aug/2021	L2 Manager Approval	Pending for L2 Approval	
P0556/01Jul2021182501/EA	demo1	Demo	02/Jul/2021	Letter Generation	Approved	
P0556/01Jul2021154739/1F	Dummy6	F j j	01/Jul/2021	Modify Compensation	Pending For CTC Change	
P0556/08Jun2021142821/2A	Dummy4	D	09/Jun/2021	Letter Generation	Letter Generation Pending	
P0556/13May2021155617/3C	Dummy12	dummy b a	13/May/2021	Complete Stage	Generated	Download
P0556/12May2021162429/D8	Dummy11	dummy a a	12/May/2021	Complete Stage	Generated	Download
P0556/12May2021092605/C6	Dummy3	C a a	13/May/2021	HR Head Approval	Pending for HR Head Approval	
P0556/11May2021180338/D8	Dummy8	H	11/May/2021	Complete Stage	Generated	Download
P0556/11May2021115855/EE	Dummy2	B	11/May/2021	Complete Stage	Generated	Download
P0556/08May2021124338/EF	Dummy7	G singh rawat	09/May/2021	Complete Stage	Generated	Download

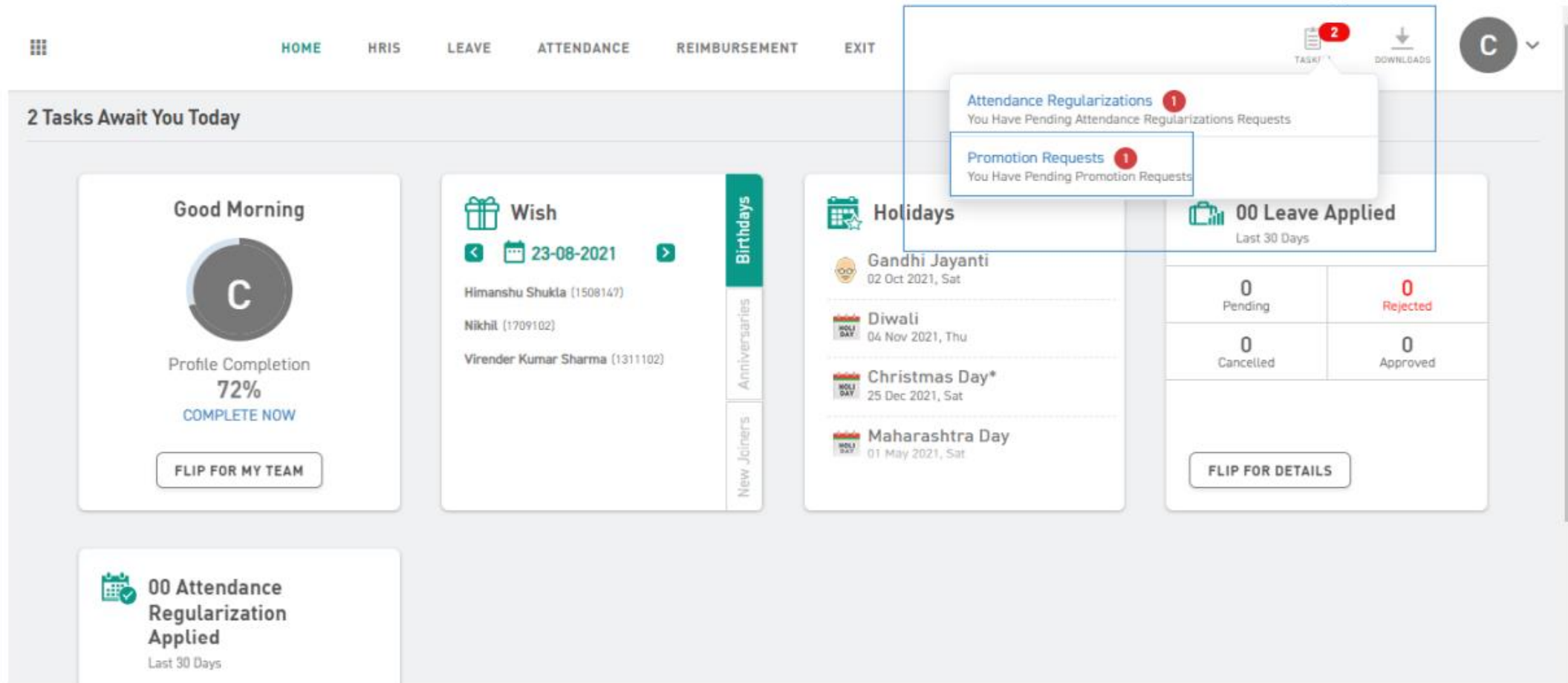
After promotion has been initiated message pops up on the screen.



L2 Manager Approval Promotion

L2 Manager – Approve promotion

Click on Task and select Promotion Requests



The screenshot shows the L2 Manager dashboard. At the top, there is a navigation bar with links: HOME, HRIS, LEAVE, ATTENDANCE, REIMBURSEMENT, and EXIT. On the right side of the navigation bar, there is a 'TASKS' button with a red badge showing '2', a 'DOWNLOADS' button, and a user profile icon with the letter 'C'. A blue hand icon points to the 'TASKS' button. Below the navigation bar, there is a section titled '2 Tasks Await You Today'. This section contains several cards: 'Good Morning' with a profile completion progress bar at 72% and a 'COMPLETE NOW' button; 'Wish' with a calendar icon and the date '23-08-2021', listing names like Himanshu Shukla, Nikhil, and Virender Kumar Sharma; 'Holidays' with a calendar icon and a list of holidays including Gandhi Jayanti, Diwali, Christmas Day, and Maharashtra Day; '00 Leave Applied' with a calendar icon and a table showing '0 Pending', '0 Rejected', '0 Cancelled', and '0 Approved'; and '00 Attendance Regularization Applied' with a calendar icon. A 'FLIP FOR MY TEAM' button is located at the bottom of the 'Good Morning' card, and a 'FLIP FOR DETAILS' button is at the bottom of the '00 Leave Applied' card. A dropdown menu is open from the 'TASKS' button, showing 'Attendance Regularizations 1' and 'Promotion Requests 1'.

2 Tasks Await You Today

Good Morning

Profile Completion 72% COMPLETE NOW

FLIP FOR MY TEAM

Wish 23-08-2021

Himanshu Shukla (1508147)

Nikhil (1709102)

Virender Kumar Sharma (1311102)

Holidays

Gandhi Jayanti 02 Oct 2021, Sat

Diwali 04 Nov 2021, Thu

Christmas Day* 25 Dec 2021, Sat

Maharashtra Day 01 May 2021, Sat

00 Leave Applied Last 30 Days

0 Pending	0 Rejected
0 Cancelled	0 Approved

FLIP FOR DETAILS

00 Attendance Regularization Applied Last 30 Days

L2 Manager – Approve promotion

Click on Promotion code to open Request.

[HOME](#)[HRIS](#)[LEAVE](#)[ATTENDANCE](#)[REIMBURSEMENT](#)[EXIT](#)

Task(S)

Click
here

PROMOTION STATUS

Promotion Code ↕

Employee Code ↕

Employee Name ↕

Stage ↕

Status ↕

Request Date ↕

Effective Date ↕

P0556/23Aug2021100341/03

787878

Demo employee

L2 Manager Approval

Pending for L2 Approval

23/Aug/2021


24 Aug' 21

L2 Manager-Promotion Approval

Enter your comments and click on approve or reject accordingly. L2 manager can see Approval History by clicking on View approval History

Task(S)

Employee Information



EMPLOYEE CODE: 787878

DESIGNATION: Assistant Manager

WORK SITE: Asia>India>West>Maharashtra>Mumbai>Gigaplex>26110

L2 MANAGER: C a a

POSITION EFFECTIVE DATE: 24/Aug/2021

STATUS: Pending for L2 Approval

EMPLOYEE NAME: Demo employee

ORG UNIT: Chaayos>Corporate Business Operation>DKC>Express Chai>Express Chai

L1 MANAGER: B

HR MANAGER: D

STAGE: L2 Manager Approval

PROMOTION REASON: New Position

POSITION DETAILS

Label	Current value	Recommended Value
EMPLOYMENT STATUS	Active	Active
OFFICIAL EMAIL	demo123@ps.com	demo123@ps.com
DESIGNATION	Assistant Manager	Cafe Handler
L1 MANAGER	B -Dummy2	B -Dummy2
L2 MANAGER	C a a-Dummy3	C a a-Dummy3
HR MANAGER	D -Dummy4	D -Dummy4
ORG UNIT	Chaayos>Corporate Business Operation>DKC>Express Chai>Express Chai	Chaayos>Corporate Business Operation>DKC>Express Chai>Express Chai
WORK SITE	Asia>India>West>Maharashtra>Mumbai>Gigaplex>26110	Asia>India>West>Maharashtra>Mumbai>Gigaplex>26110
APPRAISAL PERIOD	2020 - 2021	

COMMENT:

[View Approval History](#)

[APPROVE](#) [REJECT](#) [BACK](#)

Upon Approval from L2 Manager

- HR will work on salary revision , if any**
- Promotion letter will be shared to associate**



Thank You