	MSS User Manual	

Table Content

Contents

Version control

Version	Date	Author	Comments	Section
1.0	15.06.2016	Venkat /Mastan	ESS Requirements	

Version control begins once the document becomes final. This is utilized to help manage through scope and requirement changes. During the Draft stage the expectation is that there will be many changes to the document as it becomes ready to be signed off and called Final.
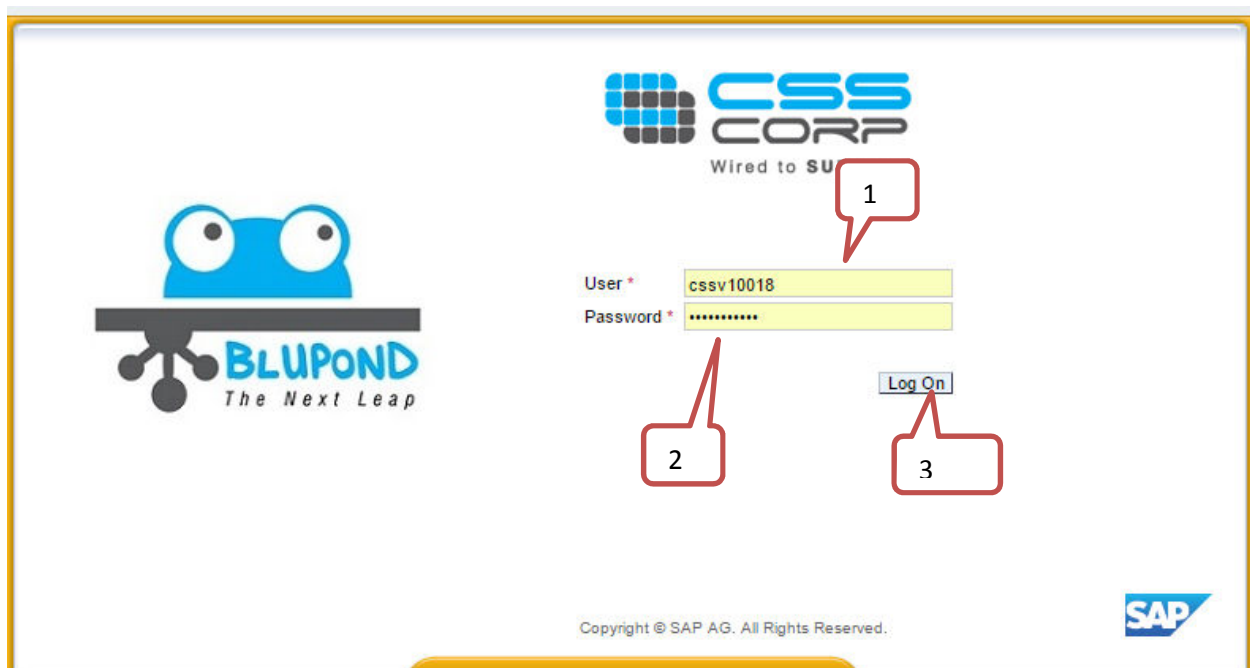
	MSS User Manual	

Purpose of the document:

This document will guide manager to perform the AMS related activities like Approval / Rejection in the MSS portal.

TVS	*MSS User Manual*	CSS CORP Wired to SUPPORT

1. Login information

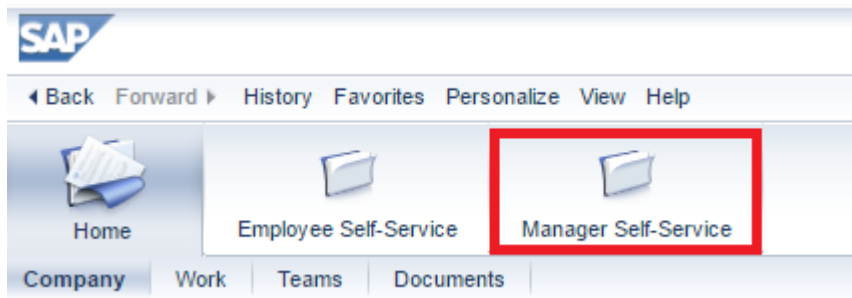**Portal Link: https://blupond.csscorp.com/irj/portal**

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2. Leave approvals

Click on Manager self service
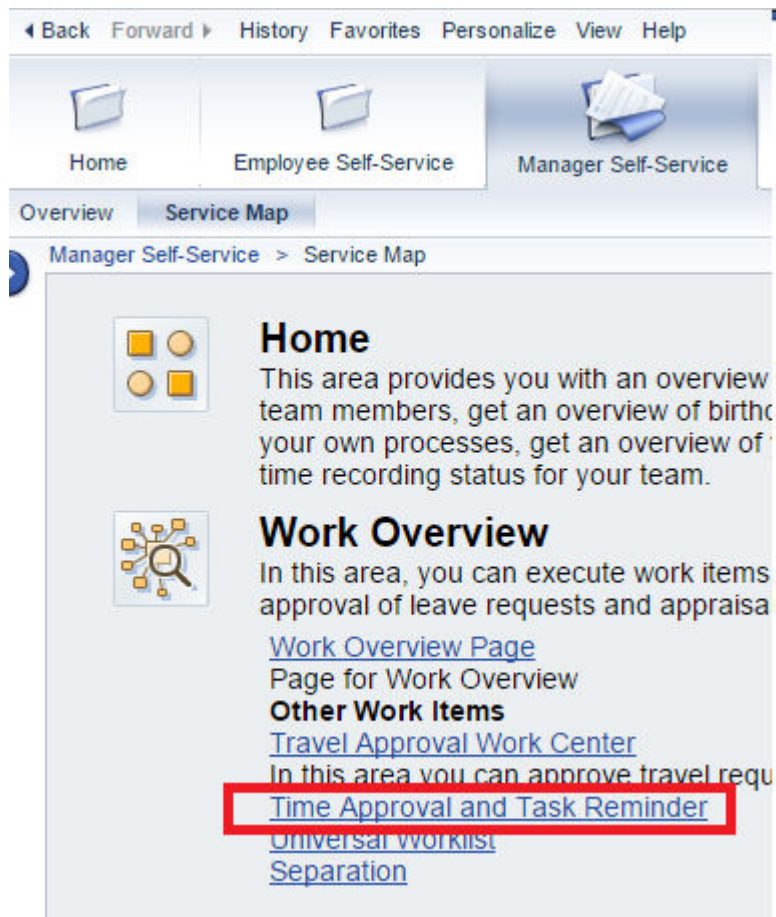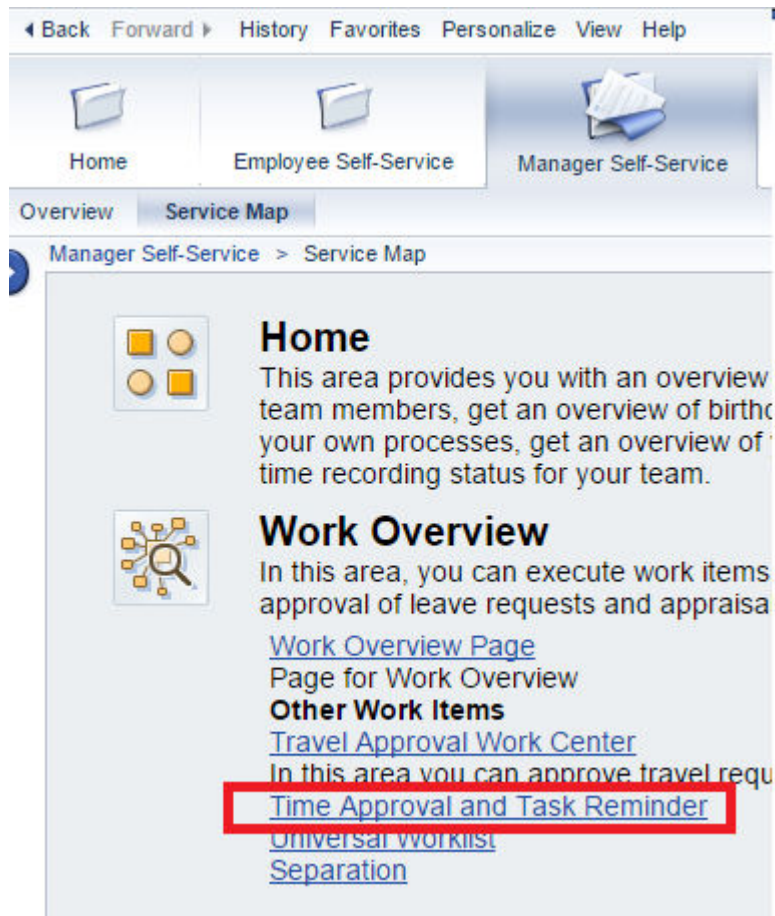
Click on time approval and task reminder

Note: Click on the refresh button, to have the latest status.

The relevant request can be selected (highlighted) and action can be performed. (Approve / Reject)

3. Clock in/out Correction Approval

Click on time approval and task reminder.

Here the procedure is same as Leave Approvals. Also multiple records also can be selected and action can be performed at the same time.

4. Comp off, sixth day, holiday pay and comp pay approvals

Click on universal work list

All the comp off, sixth day, holiday and comp pay requests will come to universal worklist.

Work Schedule, Transport Schedule and On duty – can be uploaded in SAP using the below process.

5. Work Schedule upload

Work Schedule - Template

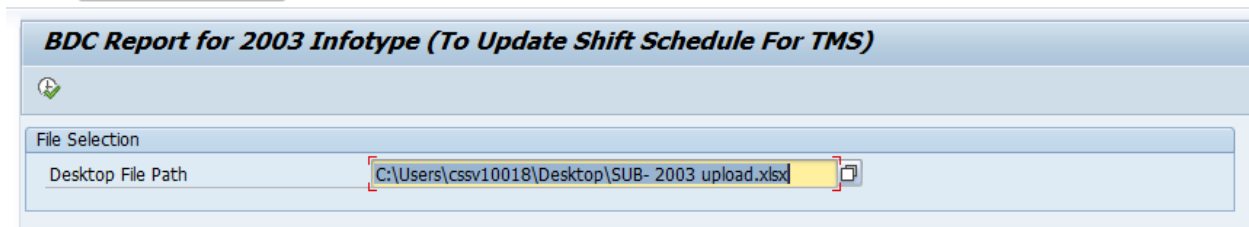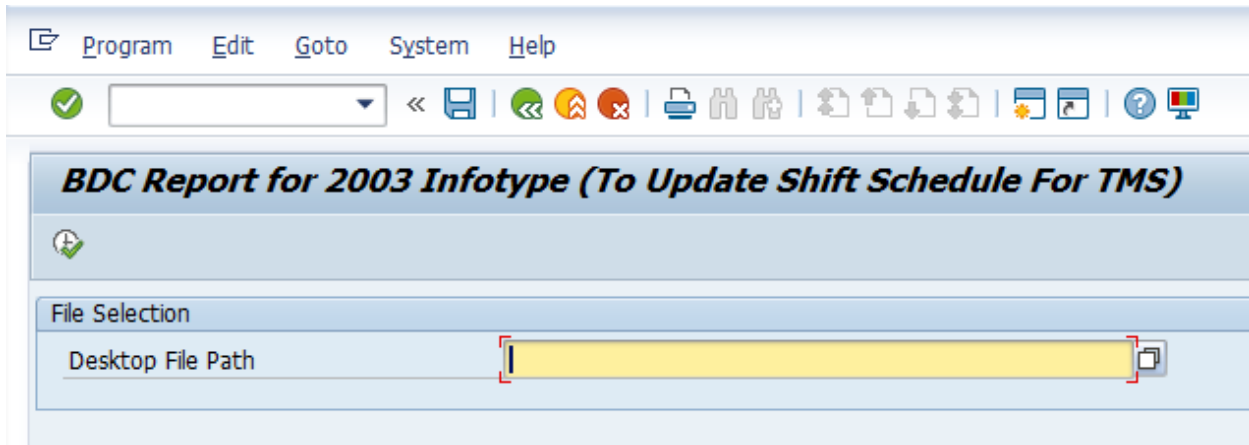| Employee N	Start Date	End Date	Shift Schedule
197	10.06.2016	10.06.2016	0009
197	11.06.2016	11.06.2016	0009

BDC program

Step 1: Enter the tcode ZHR2003

Step 2: Select the file from desktop

Step 3: Click on execute

Transport Roster Upload- Template

Personnel number	Start Date	End Date	Daily Work Schedules
91591	17.06.2016	17.06.2016	0002
91591	18.06.2016	18.06.2016	002
91591	19.06.2017	19.06.2017	0002
91591	20.06.2017	20.06.2017	0002

Step 1: Enter the tcode ZHR_9003

Step 2: Select the file from desktop
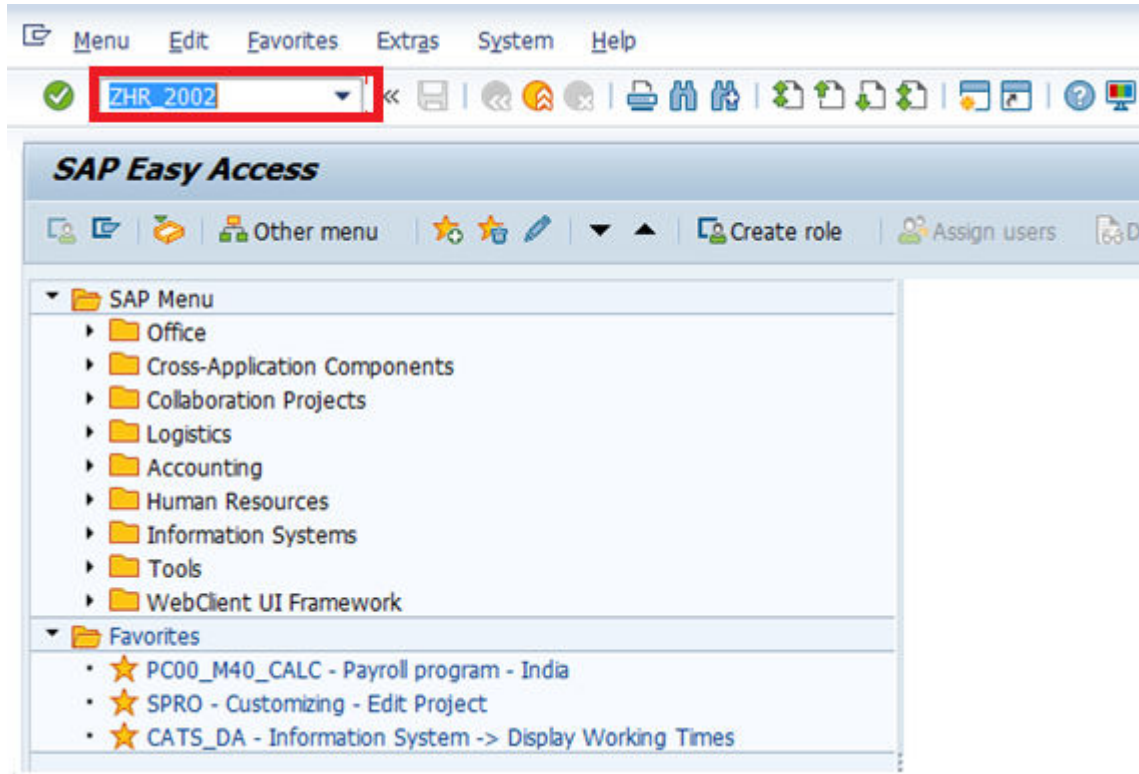
Step 3: Click on execute

Step2: Click on enter

BDC for 9003

File Path   C:\Users\cssv10018\Desktop\9003 -Upload format.xls

After executing the program will get the below output screen.
Here we can check records created or not

OD upload-Zhr_2002

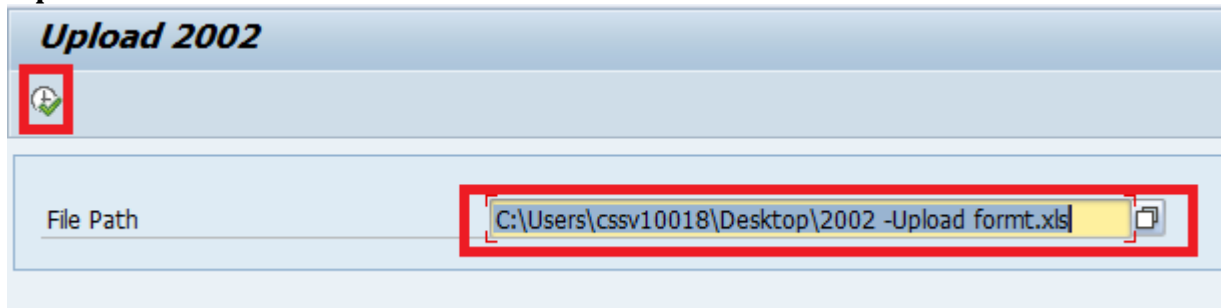| Personnel number	Start Date	End Date	Attendance or Absence Type	Start Time	End Time	Attendance hours
91591	04.06.2016	04.06.2016	4150			9
91591	03.06.2016	03.06.2016	4150	9	13	4

1. 2002 -On duty upload process:

Step1: Enter the T- Code ZHR_2002 in the command field

Step2: Click on enter

Stpe3: Select the file and Execute

Status: S= Success
          E=Error
          W=Warning

Upload 2002

Row ID	Error	Employee Id	Message
1	S	00091591	Record created
2	E	00091591	Formatting error in the field P2002-ENDDA; see next message
2	E	00091591	Fill in all required entry fields

THE END