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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.



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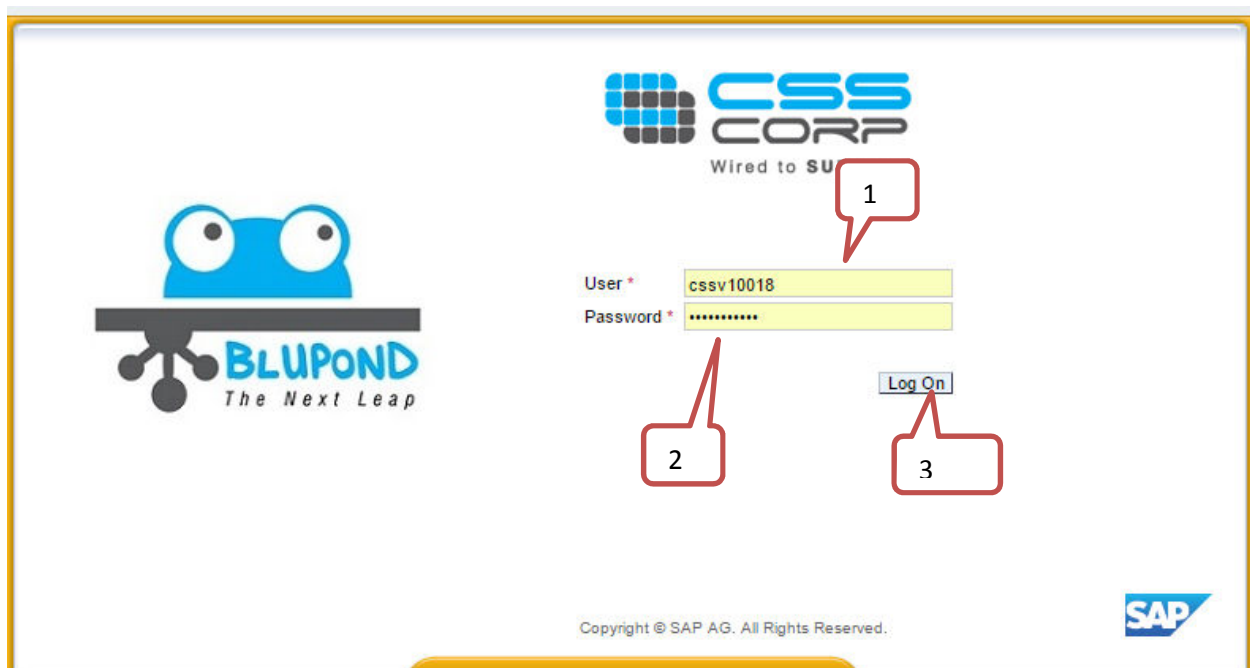


Purpose of the document:

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

1. Login information

Portal Link: <https://blupond.csscorp.com/irj/portal>



The screenshot shows the login portal for CSS CORP. On the left is the BLUPOND logo with a blue frog character and the tagline "The Next Leap". On the right is the CSS CORP logo with the tagline "Wired to SUPPORT". Below the CSS CORP logo is a red callout box labeled "1" pointing to the "User" field. The "User" field contains the text "cssv10018". Below it is the "Password" field, which is masked with dots. A red callout box labeled "2" points to the "Password" field. To the right of the password field is a "Log On" button, with a red callout box labeled "3" pointing to it. At the bottom, there is a copyright notice: "Copyright © SAP AG. All Rights Reserved." and the SAP logo.

User * cssv10018

Password *

Log On

Copyright © SAP AG. All Rights Reserved.

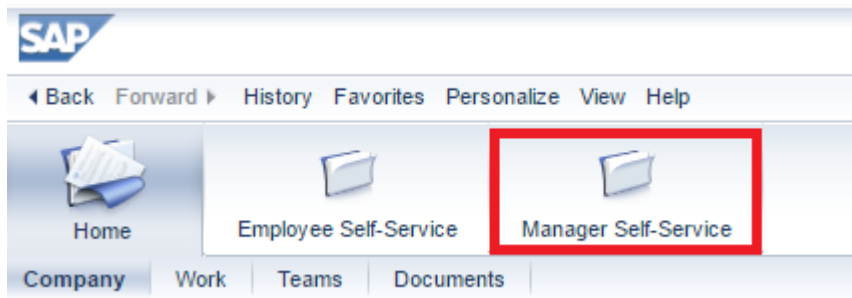


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2. Leave approvals

Click on Manager self service

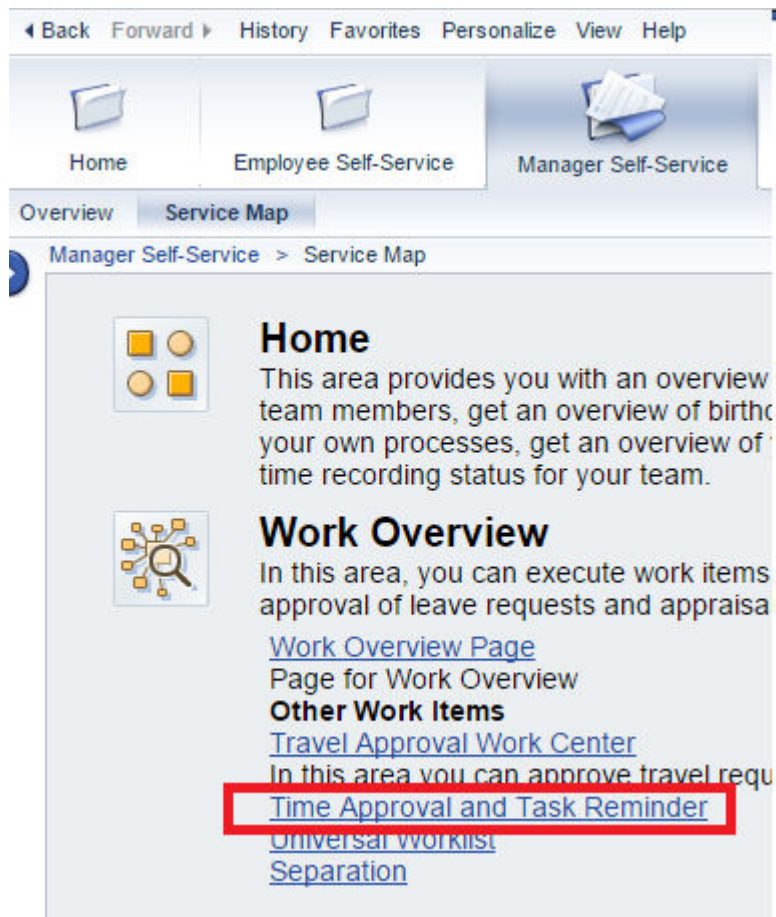




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Click on time approval and task reminder



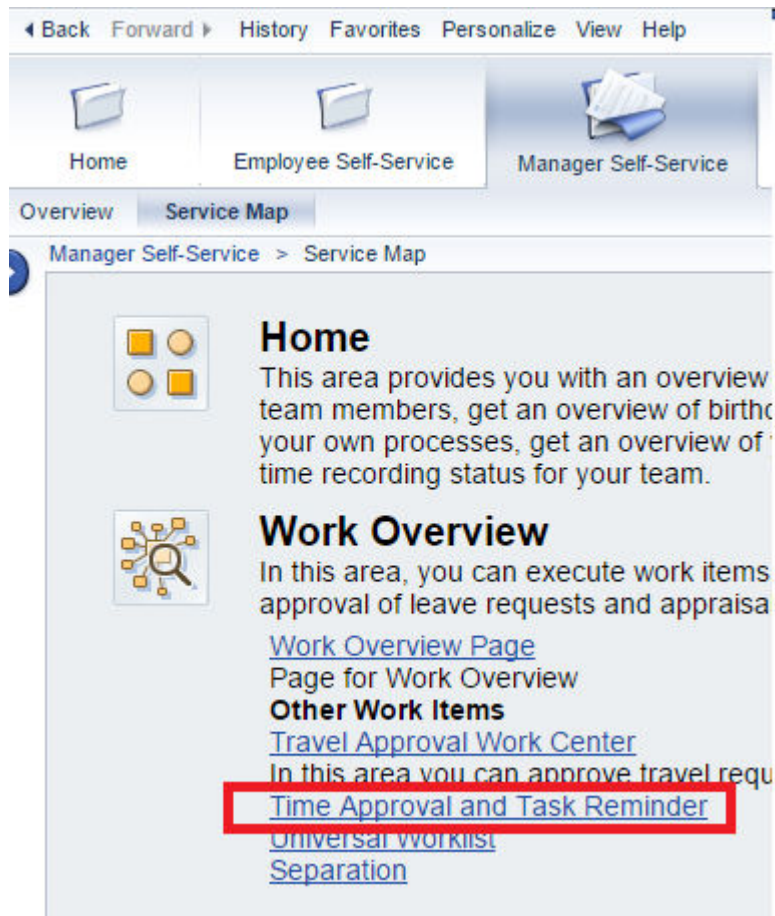
[illegible]

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.



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Active Queries

Time Management [Working Time Approval \(0\)](#) [Leave Approval \(4\)](#) [Clock-In/Out Approval \(11\)](#)

Task Monitoring [Current Month \(0\)](#) [Next Month \(0\)](#) [Previous Month \(0\)](#)

Time Management - Clock-In/Out Approval

View: [Standard View] [Approve All](#) [Reject All](#) [Print Version](#) [Export](#) [Define New Query](#) [Personalize](#)

%	Type of Correction	From	Next Processor	New Date	New Time	New Time Event	Original Date	Original Time	Original Time Event	Note	Sent On	Status
<input type="checkbox"/>	Select All											
<input type="checkbox"/>	Deselect All											
<input type="checkbox"/>	New Request	Shaik Mastan	Choudhury Bashab \	11.04.2016	08:00:00	Clock-in		00:00:00			13.04.2016	SENT
<input type="checkbox"/>	New Request	Shaik Mastan	Choudhury Bashab \	11.04.2016	09:00:00	Clock-in		00:00:00			13.04.2016	SENT
<input type="checkbox"/>	New Request	Shaik Mastan	Choudhury Bashab \	11.04.2016	12:00:00	Clock-out		00:00:00			13.04.2016	SENT
<input type="checkbox"/>	New Request	Shaik Mastan	Choudhury Bashab \	11.04.2016	14:00:00	Clock-out		00:00:00			13.04.2016	SENT
<input type="checkbox"/>	New Request	Shaik Mastan	Choudhury Bashab \	31.05.2016	01:00:00	Clock-in		00:00:00			06.06.2016	SENT
<input type="checkbox"/>	New Request	Shaik Mastan	Choudhury Bashab \	31.05.2016	05:00:00	Clock-out		00:00:00			06.06.2016	SENT
<input type="checkbox"/>	New Request	Shaik Mastan	Choudhury Bashab \	01.06.2016	10:00:00	Clock-in		00:00:00			02.06.2016	SENT
<input type="checkbox"/>	New Request	Shaik Mastan	Choudhury Bashab \	01.06.2016	15:00:00	Clock-out		00:00:00			02.06.2016	SENT

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



Work Overview

In this area, you can execute work items, such as the approval of time sheet data, approval of leave requests and appraisal documents.

[Work Overview Page](#)

Page for Work Overview

Other Work Items

[Time Approval and Task Reminder](#)

[Universal Worklist](#)

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

Over time hours Week Off

Choose one of the following alternatives

Comp Off

6th day pay / Week Off Pay

Reject

Cancel and keep work item in inbox

<p>Description</p> <p>Employee no : 00002247</p> <p>Employee Name : Tonmoy Gohain</p> <p>Date : 04.06.2016 - 04.06.2016</p> <p>Attance hours : 9.00</p> <p>Time : 09:00:00 - 18:00:00</p>	<p>Objects and attachments</p> <p>No attachments or objects</p>
--	--

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

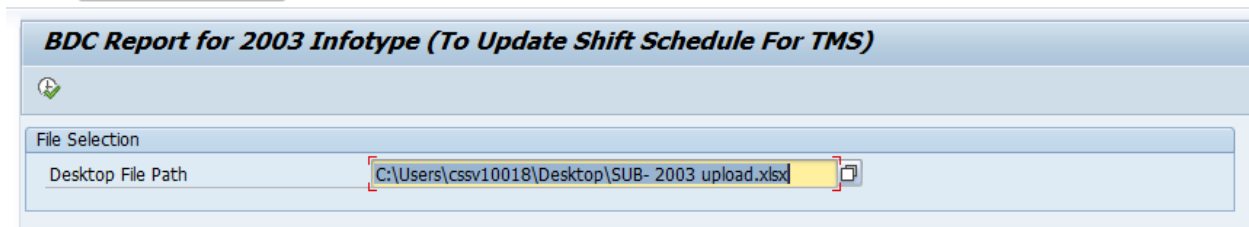
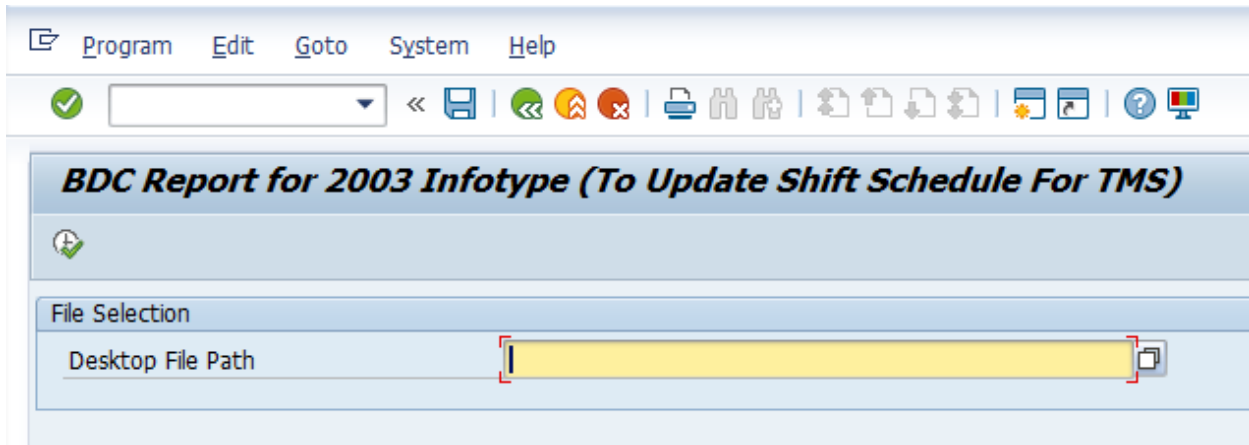


BDC program

Step 1: Enter the tcode ZHR2003

Step 2: Select the file from desktop

Step 3: Click on execute





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BDC Report for 2003 Infotype (To Update Shift Schedule For TMS)					
2003 Infotype Upload (To Update Shift Schedule For TMS)					
Employee Number	Begin Date	End Date	Roster	Message Type	Message
197	10.06.2016	10.06.2016	0009	S	Record Created Successfully
197	11.06.2016	11.06.2016	0009	S	Record Created Successfully

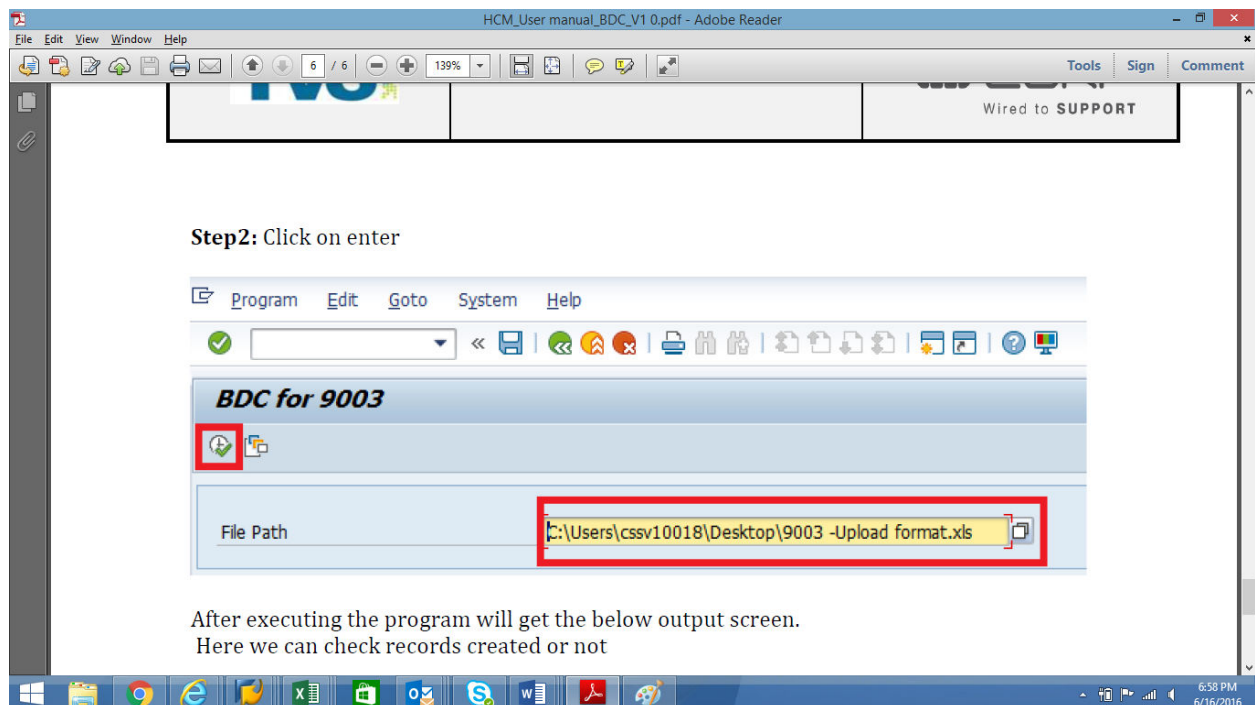
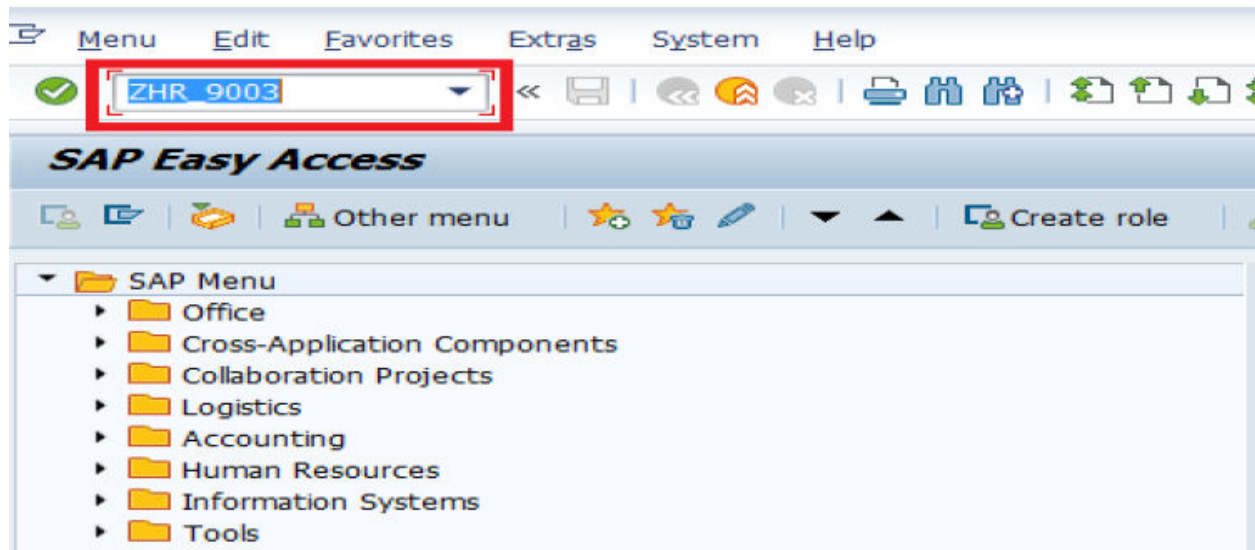
Transport Roster Upload- Template

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





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BDC for 9003

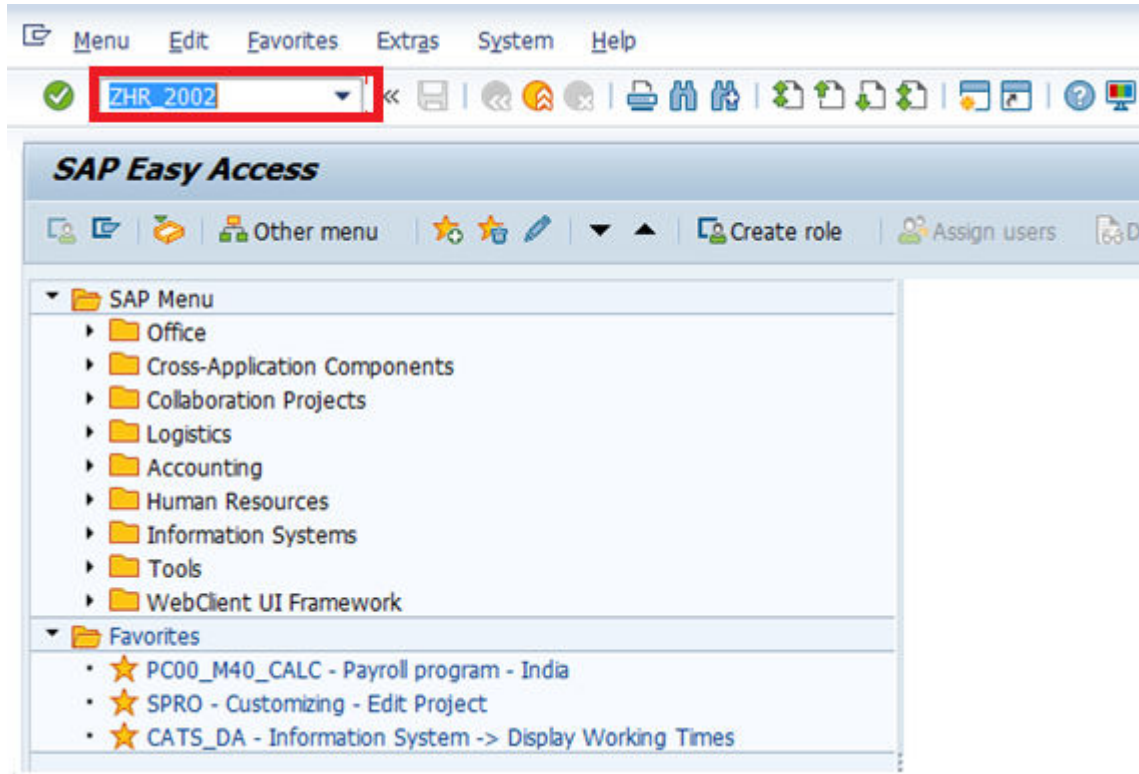
Row ID	Error	Employee Id	Message
1	S	00091591	Record created
2	E	00091591	Formatting error in the field P9003-TPROG; see next message
2	E	00091591	Entry 40 002 does not exist in T550A (check entry)
3	S	00091591	Record created
4	S	00091591	Record created
5	S	00091591	Record created
6	S	00091591	Record created
7	S	00091591	Record created
8	S	00091591	Record created
9	S	00091591	Record created
10	S	00091591	Record created
11	S	00091591	Record created
12	S	00091591	Record created
13	S	00091591	Record created
14	S	00091591	Record created

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

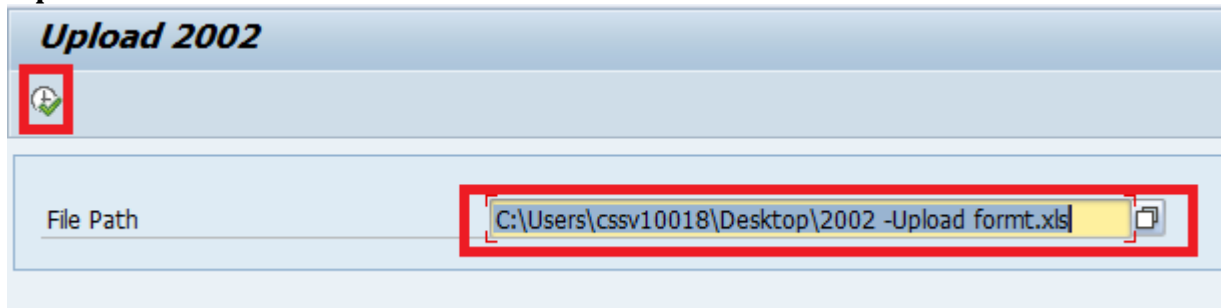
1. 2002 -On duty upload process:

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



Step2: Click on enter

Step3: Select the file and Execute



Status: S= Success
E=Error
W=Warning



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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