

PA

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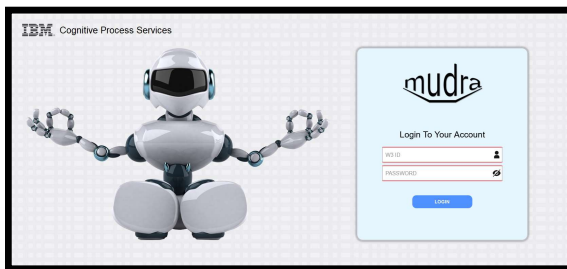
Pending Approval (PA)

- 1) Status view for PA
- 2) View toll gates (Gate Keepers)
- 3) Modify submitted hiring request
- 4) Submit more information inputs
- 5) Convert External to Internal
- 6) Cancel hiring request



Log in to Mudra >> GRB

1



Mudra - Log in Page

Log in with W3 ID & Password

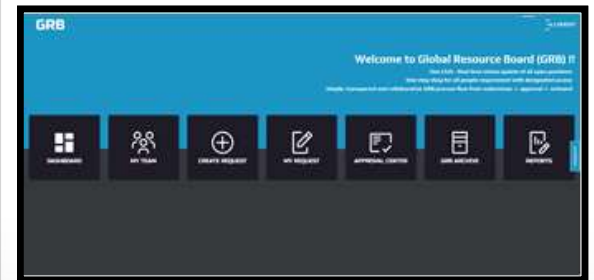
2



Mudra – Landing Page

Click on “GRB”

3



Mudra – GRB

GRB Module

(Click over the pic to check the type of access)

Link : <https://dgamscpsmd01.sl.bluecloud.ibm.com/Hiring/>

Status View for Pending Approval (PA)

Points to Remember

- 1) To view the status of pending hiring request (i.e. submitted positions)
- 2) There are 3 levels of approval for the external hiring request
- 3) There are 2 levels for approval for internal hiring request
- 4) Path to check the status of pending hiring request (Mudra >> GRB >> Dashboard >> Pending hiring requests)

| METRO# | BAND | QTY | DEPT NAME | SUBMITTED BY | SUBMITTED DATE | HIRING TYPE | HIRING AS | SUBMITTED | BIZOPS | IOT | BOARD |
|----------|------|-----|-----------|--------------|----------------|-------------|-----------------------------------|-----------|--------|-----|-------|
| 90000035 | 4 | 1 | | | 2020-11-08 | EXTERNAL | CONVERSION-NON REGULAR TO REGULAR | ✓ | ✓ | ✓ | ✓ |
| 95779440 | 5 | 1 | | | 2020-11-08 | EXTERNAL | BACKFILL-ATTRITION | ✓ | ✓ | ✓ | ✗ |
| 90000037 | 5 | 1 | | | 2020-11-04 | EXTERNAL | NEW GROWTH-NEW TRANSITION | ✓ | ✓ | ✓ | ✓ |
| 90000023 | 4 | 1 | | | 2020-11-02 | EXTERNAL | CONVERSION-NON REGULAR EXTENSION | ✓ | ✓ | ✓ | ✓ |
| 90000045 | 3 | 1 | | | 2020-11-02 | EXTERNAL | BACKFILL-ATTRITION | ✓ | ✓ | ✓ | ✓ |
| 90000027 | 6 | 2 | | | 2020-11-02 | EXTERNAL | BACKFILL-ATTRITION | ✓ | ✓ | ✓ | ✓ |
| 90000040 | 4 | 1 | | | 2020-10-31 | EXTERNAL | NEW GROWTH-CEN/POH | ✓ | ✓ | ✓ | ✓ |

- 1) Different level / status of pending hiring request with a tick mark
 - a) Submitted (Once the PEM / SPOC / ADL / SDL submits the request)
 - b) Biz Ops (Approved post internal GRB call on every Thursday)
 - c) IOT (Approved post the call with IOT leader)
 - d) Board (Final Approval from GRB board to trigger the GRB # and initiate the hiring)
- 2) Metro ticket with blue background represent toll gates are red in status.
- 3) Metro ticket with white background represent toll gates are green in status

Note :

- Icon with status tick mark (Green) – approved. Cross mark (Red) – Pending approval (PA). Blue icon with tick mark and cross mark represents tolls in RED
- Any hiring request (External / Internal) submitted will be available in the GRB module only for 21 calendar days for review and approval from Biz-Ops, incase not reviewed / approved the same request will be auto deleted on 22nd day from the date of submission.

View Toll Gates

Points to Remember

- 1) To view the toll gate status of the pending / submitted hiring request
- 2) Click on the metro # to view the tool gates and the status (Red / Green)
- 3) Path to check the status of pending hiring request (Mudra >> GRB >> Dashboard >> Pending hiring requests >> Click on the Metro #

The screenshot shows the GRB Dashboard with a 'PENDING HIRING REQUESTS' tab. A modal window is open for Metro Number 90000056, showing details: Band 4, Total Quantity 1, Dept Name BBC, and Hiring As Conversion-Non Regular To Regular. The dashboard table lists hiring requests with columns for Metro#, Band, Qty, Dept Name, and various toll gate status indicators (CC, BM, UTE, ORP, SOC). The table also includes columns for Submitted, Bizops, IOT, and Board.

| METRO# | BAND | QTY | DEPT NAME | SUB | CC | BM | UTE | ORP | SOC | SUBMITTED | BIZOPS | IOT | BOARD |
|----------|------|-----|-----------|-----|-------|-------|-------|-------|-------|-----------|--------|------|-------|
| 90000056 | 4 | 1 | BBC | SUB | Green | Red | Red | Green | Green | Blue | Blue | Blue | Blue |
| 99779440 | 5 | 1 | BBC | SUB | Green | Green | Green | Green | Green | Blue | Blue | Blue | Blue |
| 90000037 | 5 | 1 | BBC | SUB | Green | Green | Green | Green | Green | Blue | Blue | Blue | Blue |
| 90000023 | 4 | 1 | BBC | SUB | Green | Green | Green | Green | Green | Blue | Blue | Blue | Blue |
| 90000025 | 3 | 1 | BBC | SUB | Green | Green | Green | Green | Green | Blue | Blue | Blue | Blue |
| 90000027 | 6 | 2 | BBC | SUB | Green | Green | Green | Green | Green | Blue | Blue | Blue | Blue |
| 90000020 | 4 | 1 | BBC | SUB | Green | Green | Green | Green | Green | Blue | Blue | Blue | Blue |

1) Different type of toll gates

- a) CC (Cost Case) turns red if the vacant positions are zero or less than zero (Action – Revise the CC or Add CCN / PCR)
- b) BM (Bandmix) turns red if the BM @ respective band and @ account level is above the solution standards (Action – Share the road map with focal to approve the request)
- c) UTE (Utilization) turns red if the account is @ low utilization % against the weekly QTD target (Action – Share the road map with focal to approve the request)
- d) ORP (Out Rotation Portal) turns red for all band 4 & above request to make sure the internal releasable candidates are assessed first before moving to external hire. (Action – Share Feedback in ORP tool and reach out to focal for approval)
- e) SOC (Span of Control) turns red if not achieved the solutions standards (Action – Share the road map with focal to approve the request)

Note – GRB # along with BR Tempalte and JD will be triggered only if the all the toll gates are green in status

Modify submitted hiring request

Points to Remember

- 1) PEM / SPOC / ADL / SDL can edit all the fields for the submitted / pending hiring request before Biz-Ops approves it.
- 2) PEM / SPOC / ADL / SDL can edit the band (only deband options) for the submitted / pending hiring request post Biz-Ops approval as well
- 3) Path to edit the submitted hiring request (Mudra >> GRB >> Dashboard >> Pending Hiring Request > Click on Metro >> Click on modify)

The screenshot shows the GRB Dashboard with a table of Pending Hiring Requests. A modal window is open for editing a request. The modal contains fields for Metro Number, Band, Total Quantity, Dept Name, and Backfill-Attrition. The 'Modify' button is highlighted with a red box, and an arrow points from it to the text 'a) On click on modify, submitted hiring request can be viewed @ a preview page.'

| METRO# | BAND | QTY | DEPT NAME | SUBM | CC | BM | UTE | ORP | SOC | SUBMITTED | BIZOPS | IOT | BOARD |
|----------|------|-----|-----------|------------|----|----|-----|-----|-----|-----------|--------|-----|-------|
| 90000056 | 4 | 1 | BBC | SUBIR | | | | | | NON | ✓ | ✓ | ✓ |
| 99779440 | 5 | 1 | BBC | SUBIR | | | | | | REGULAR | ✓ | ✓ | ✓ |
| 90000037 | 5 | 1 | BBC | SUBIR | | | | | | NEW | ✓ | ✓ | ✓ |
| 90000023 | 4 | 1 | BBC | SUBIR | | | | | | NON | ✓ | ✓ | ✓ |
| 90000025 | 3 | 1 | BBC | SUBIR | | | | | | ENSION | ✓ | ✓ | ✓ |
| 90000027 | 6 | 2 | BBC | SUBIR | | | | | | TRITION | ✓ | ✓ | ✓ |
| 90000020 | 4 | 1 | BBC | SUBIRSEN P | | | | | | EXTERNAL | ✓ | ✓ | ✓ |

- a) On click on modify, submitted hiring request can be viewed @ a preview page.
- b) Edit / modify can be done at a card level (GRB details / GOM / TRAM) and submit the hiring request for review and approval.

Note – Hiring request can be edited / modified @ metro level by clicking on the metro #

Submit More Information inputs

Points to Remember

- 1) Respective toll gate focal can request for more information if the tolls are red in status before approval.
- 2) PEM / SPOC / ADL / SDL need to reply for the more information request by the focal in the tool
- 3) Path to submit more information (Mudra >> GRB >> Dashboard >> Pending Hiring Request >> Click on Metro # >> Click on the tool gate in Amber)

GRB DASHBOARD

CURRENT COST CASE VIEW [1] PENDING HIRING REQUESTS [7] APPROVED HIRING REQUESTS [29]

1/ IOT / Board for review and approvals.

Search

| METRO# | BAND | QTY | DEPT NAME | SUB | CC | BM | UTE | GRP | SOC | SUBMITTED | BIZOPS | IOT | BOARD |
|----------|------|-----|-----------|-------|----|----|-----|-----|-----|-------------|--------|-----|-------|
| 90000056 | 4 | 1 | BBC | SUBIR | CC | BM | UTE | GRP | SOC | NON-REGULAR | ✓ | ✓ | ✓ |
| 99779440 | 5 | 1 | BBC | SUBIR | CC | BM | UTE | GRP | SOC | TRITION | ✓ | ✓ | ✓ |
| 90000037 | 5 | 1 | BBC | SUBIR | CC | BM | UTE | GRP | SOC | NEW | ✓ | ✓ | ✓ |
| 90000023 | 4 | 1 | BBC | SUBIR | CC | BM | UTE | GRP | SOC | TRITION | ✓ | ✓ | ✓ |
| 90000025 | 3 | 1 | BBC | SUBIR | CC | BM | UTE | GRP | SOC | TRITION | ✓ | ✓ | ✓ |
| 90000027 | 6 | 2 | BBC | SUBIR | CC | BM | UTE | GRP | SOC | TRITION | ✓ | ✓ | ✓ |
| 90000020 | 4 | 1 | BBC | SUBIR | CC | BM | UTE | GRP | SOC | TRITION | ✓ | ✓ | ✓ |

1

Click on the respective tool gate with status in amber to reply for more information

GRB DASHBOARD

CURRENT COST CASE VIEW [1] PENDING HIRING REQUESTS [7] APPROVED HIRING REQUESTS [29]

Hiring Request that are submitted for review and approvals.

Search

INFORMATION REQUIRED

LN TESTING

COMMENTS

Comments

SUBMIT

2

Update the comments box with all the more information asked for and click on submit

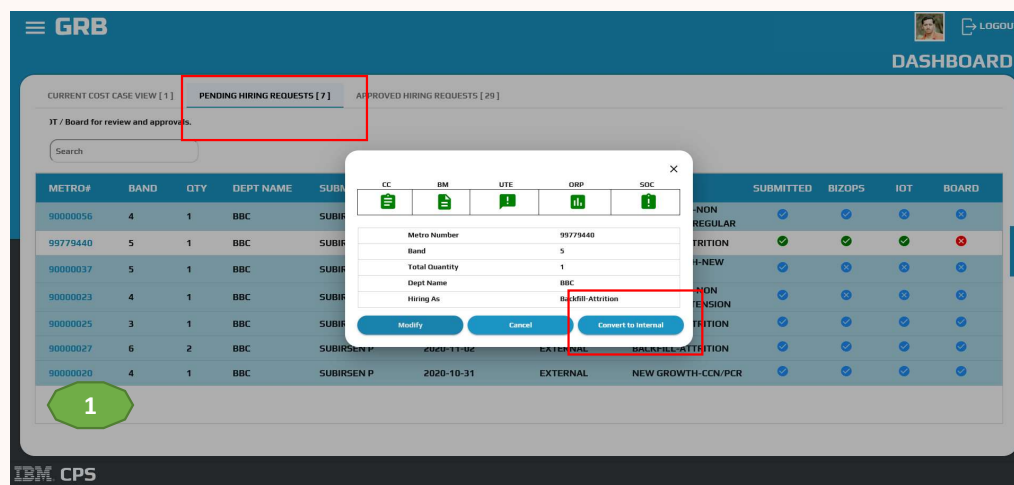
Note – On reply to more information, the toll gate will turn purple. (which represent pending with respective focal for approval)

CC BM UTE GRP SOC

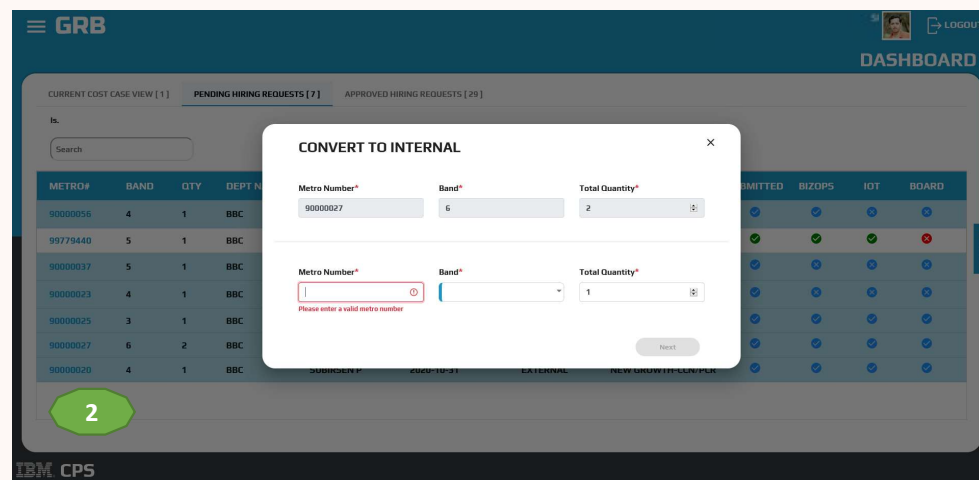
Convert External to Internal

Points to Remember

- 1) External hire request can be converted to internal (on selecting internal resources) @ any given point of time.
- 2) Internal hire request requires 2 level of approval.
- 3) Path to convert External to Internal (Mudra >> GRB >> Dashboard >> Pending Hiring request >> Click on Metro # >> click on convert to Internal



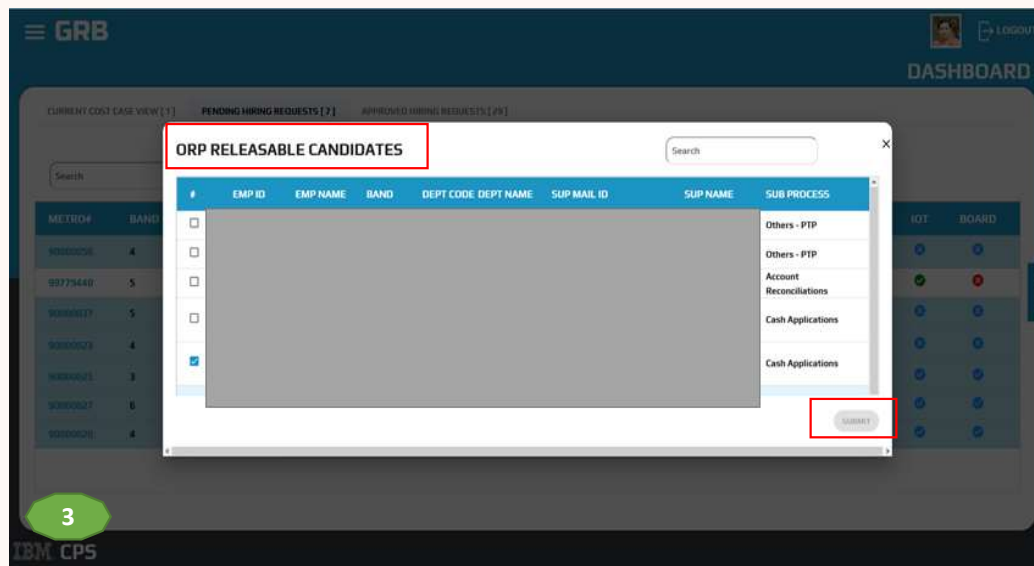
Click on the convert to internal



Update the New Metro # incase only one positions to be converted from the total submitted positions. Same metro # can be considered if all the positions are submitted for converting to internal and then click on next.

Note – Internal GRB # will be auto triggered by the tool (24X7) if the Biz-ops and IOT is already approved.

Convert External to Internal



- Internal hire is linked to ORP module and PEM to assess the employee in the ORP tool and update the transfer effective date so that the employee details flow into the GRB module.
- Select the assessed employee from the list and then click on submit.
- On submission, the same will be reviewed and approved by Biz Ops team
- Internal GRB will be triggered and a record will be added in Internal Transfer tool under DPE approval list.

Note – Internal GRB # will be auto triggered by the tool (24X7) if the Biz-ops and IOT is already approved.

Cancel hiring request

Points to Remember

- 1) Hiring request that are submitted and pending review and approval @ any stage can be cancelled.
- 2) If the hiring request is not required due to business reason the same can be cancelled
- 3) Path to cancel the hiring request (Mudra >> GRB >> Dashboard >> Pending Hiring requests >> click on Metro # >> Click on Cancel

GRB DASHBOARD

CURRENT COST CASE VIEW [1] **PENDING HIRING REQUESTS [7]** APPROVED HIRING REQUESTS [29]

Hiring Request that are submitted by the Hiring Managers / Spoc and are pending with Biz Ops / IOT / Board for review and approvals.

Search

| METRO# | BAND | QTY | DEPT NAME | SUB | CC | BM | UTE | ORP | SOC | SUBMITTED | BIZOPS | IOT | BOARD |
|----------|------|-----|-----------|------------|------------|----------|-----|-----|-----|--------------------|--------|-----|-------|
| 90000056 | 4 | 1 | BBC | SUBIR | | | | | | NON-REGULAR | ✓ | ✓ | ✓ |
| 99779440 | 5 | 1 | BBC | SUBIR | | | | | | TRITION | ✓ | ✓ | ✓ |
| 90000037 | 5 | 1 | BBC | SUBIR | | | | | | NEW | ✓ | ✓ | ✓ |
| 90000023 | 4 | 1 | BBC | SUBIR | | | | | | NON-TRITION | ✓ | ✓ | ✓ |
| 90000025 | 3 | 1 | BBC | SUBIR | | | | | | ENSION | ✓ | ✓ | ✓ |
| 90000027 | 6 | 2 | BBC | SUBIRSEN P | | | | | | TRITION | ✓ | ✓ | ✓ |
| 90000020 | 4 | 1 | BBC | SUBIRSEN P | 2020-10-31 | EXTERNAL | | | | NEW GROWTH-CCN/PCR | ✓ | ✓ | ✓ |

IBM CPS

Click on the cancel

GRB DASHBOARD

CURRENT COST CASE VIEW [1] **PENDING HIRING REQUESTS [7]** APPROVED HIRING REQUESTS [29]

Hiring Request that are submitted by the Hiring Managers / Spoc and are pending with Biz Ops / IOT / Board for review and approvals.

Search

| METRO# | BAND | QTY | DEPT NAME | SUB | CC | BM | UTE | ORP | SOC | SUBMITTED | BIZOPS | IOT | BOARD |
|----------|------|-----|-----------|------------|------------|----------|-----|-----|-----|--------------------|--------|-----|-------|
| 90000056 | 4 | 1 | BBC | SUBIR | | | | | | NON-REGULAR | ✓ | ✓ | ✓ |
| 99779440 | 5 | 1 | BBC | SUBIR | | | | | | TRITION | ✓ | ✓ | ✓ |
| 90000037 | 5 | 1 | BBC | SUBIR | | | | | | NEW | ✓ | ✓ | ✓ |
| 90000023 | 4 | 1 | BBC | SUBIR | | | | | | NON-TRITION | ✓ | ✓ | ✓ |
| 90000025 | 3 | 1 | BBC | SUBIR | | | | | | ENSION | ✓ | ✓ | ✓ |
| 90000027 | 6 | 2 | BBC | SUBIRSEN P | | | | | | TRITION | ✓ | ✓ | ✓ |
| 90000020 | 4 | 1 | BBC | SUBIRSEN P | 2020-10-31 | EXTERNAL | | | | NEW GROWTH-CCN/PCR | ✓ | ✓ | ✓ |

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Updated the comments for cancelling the hiring request and then click on delete

Note – A mail to be sent to Biz Ops to withdraw the hiring request from IOT / Board post cancelling the request in Mudra GRB

thank you!