

mudra

EE

IBM

Edit Employee

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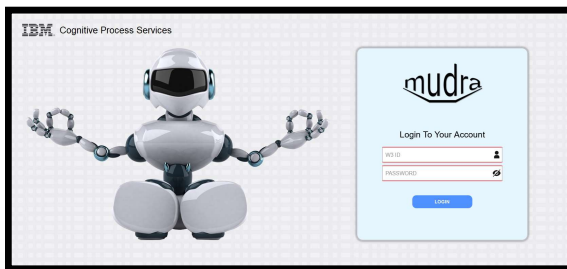
Edit Employee (EE)

- 1) Update Geo / Tower / Subprocess
- 2) Add Resignation
- 3) Withdraw Resignation
- 4) Attrited Employee



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/>

Update Geo / Tower / Subprocess

Points to Remember

- 1) PEM can view the list for his/her direct reportees (Download option available)
- 2) SPOC / ADL / SDL can view his /her direct reportees and the over all span. (Download option available)
- 3) PEM can edit & update the Geo/ Tower / Subprocess @ employee level for the reportees
- 4) SPOC / ADL / SDL can edit & update the Geo / Tower / Subprocess for direct reportees and over all span by selecting the manager details.
- 5) Path to edit & update Geo / Tower / Subprocess (Mudra >> GRB >>My Team >> My Reportees / My Span)

EMPLOYEE ID	EMPLOYEE NAME	DEPARTMENT NAME	BAND	IS MANAGER	GEO	TOWER	SUB PROCESS	EMPLOYEE TYPE	ACTIONS	AUDIT LOGS
4			4	NO	EMEA	PTP	HELP DESK	REGULAR	[Edit] [Download] [Audit]	
4			4	NO	AG	OTC	COLLECTIONS	REGULAR	[Edit] [Download] [Audit]	
3			3	NO	EMEA	OTC	COLLECTIONS	FTN	[Edit] [Download] [Audit]	
4			4	NO	EMEA	OTC	COLLECTIONS	REGULAR	[Edit] [Download] [Audit]	
6			6	NO	EUROPE	RTR	INTERCOMPANY ACCOUNTING	REGULAR	[Edit] [Download] [Audit]	
6			6	NO	EUROPE	RTR	ACCOUNT RECONCILIATIONS	REGULAR	[Edit] [Download] [Audit]	
6			6	YES	EUROPE	NA	NA	REGULAR	[Edit] [Download] [Audit]	
6			6	NO	EUROPE	RTR	OTHERS - RTR	REGULAR	[Edit] [Download] [Audit]	
6			6	YES	EUROPE	NA	NA	REGULAR	[Edit] [Download] [Audit]	
6			6	YES	EMEA	RTR	FIXED ASSETS ACCOUNTING	REGULAR	[Edit] [Download] [Audit]	
6			6	NO	EUROPE	RTR	RECONCILIATIONS	REGULAR	[Edit] [Download] [Audit]	

Click on edit against the employee under the Action header

Select Geo / Tower / Subprocess from the Drop Down and then click on submit

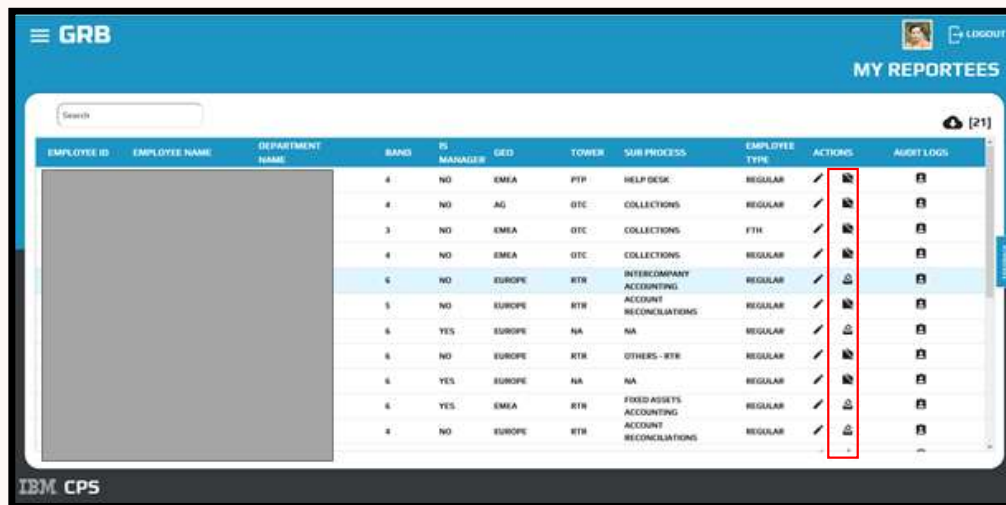
Note

- Tower & Subprocess for Bandmix (BM) and Span of Control (SOC) are considered from this page
- Backfill hiring request to be submitted @ subprocess level hence correct mapping to be maintained

Add Resignation

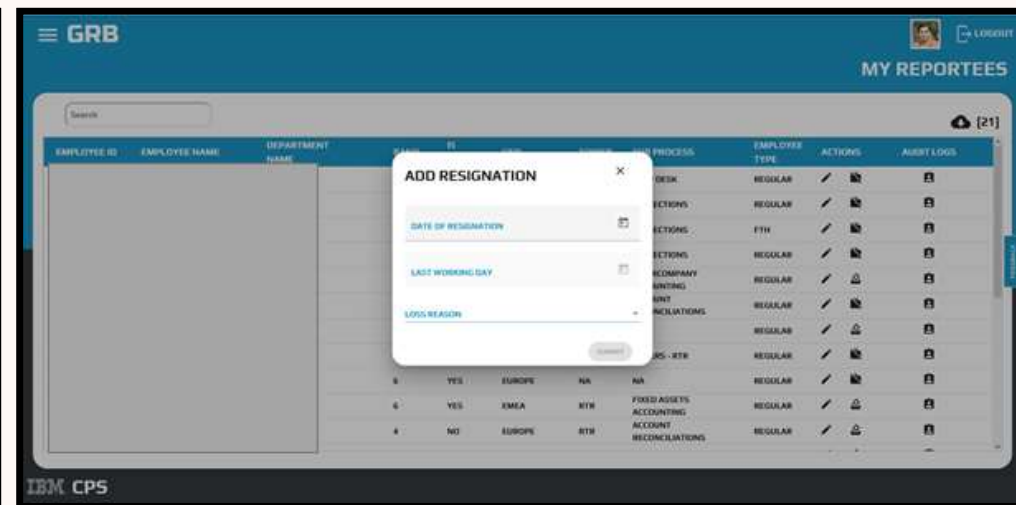
Points to Remember

- 1) PEM can add resignation to his/her direct reportees.
- 2) SPOC / ADL / SDL can add resignation for his / her direct reportees and overall span by selecting the manager details
- 3) All resignation added will flow into hire employee backfill list to submit the backfill hiring request
- 4) Path to Add Resignation (Mudra >> GRB >> My Team >> My Reportees / My Span)



EMPLOYEE ID	EMPLOYEE NAME	DEPARTMENT NAME	BAND	IS MANAGER	GED	TOWERS	SUB PROCESS	EMPLOYEE TYPE	ACTIONS	AUDIT LOGS
4			4	NO	EMEA	PTP	HELP DESK	REGULAR		
4			4	NO	AG	OTC	COLLECTIONS	REGULAR		
3			NO	EMEA	OTC	COLLECTIONS	FTN	REGULAR		
4			NO	EMEA	OTC	COLLECTIONS	REGULAR	REGULAR		
6			NO	EUROPE	RTR	INTERCOMPANY ACCOUNTING	REGULAR	REGULAR		
5			NO	EUROPE	RTR	ACCOUNT RECONCILIATIONS	REGULAR	REGULAR		
6			YES	EUROPE	NA	NA	REGULAR	REGULAR		
6			NO	EUROPE	RTR	OTHERS - RTR	REGULAR	REGULAR		
6			YES	EUROPE	NA	NA	REGULAR	REGULAR		
6			YES	EMEA	RTR	FIXED ASSETS ACCOUNTING	REGULAR	REGULAR		
4			NO	EUROPE	RTR	ACCOUNT RECONCILIATIONS	REGULAR	REGULAR		

Click on add resignation against the employee under the Action header



ADD RESIGNATION

DATE OF RESIGNATION

LAST WORKING DAY

LOSS REASON

SUBMIT

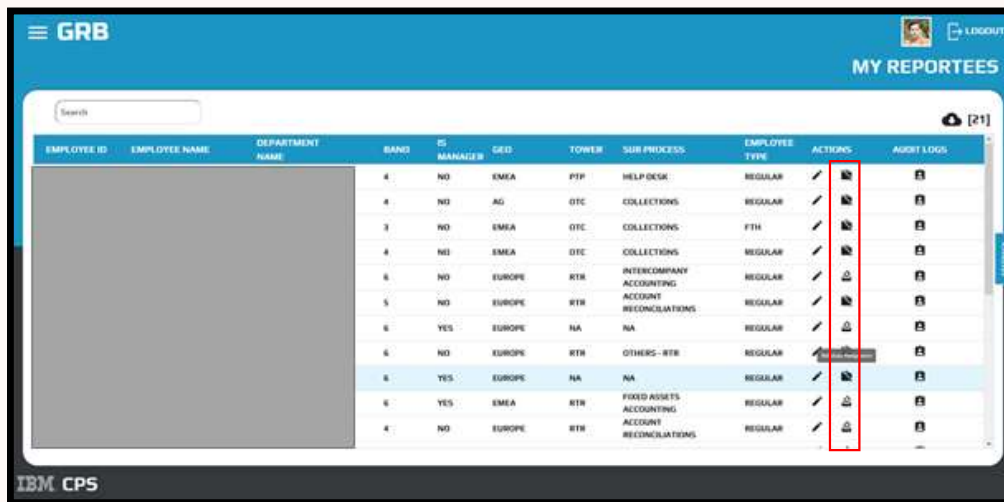
Update Date of Resignation, Last Working Date and Select the Separation reason from the Drop Down and click on submit

Note : Resignation to be added in Mudra GRB only after approving the resignation in the WD tool.

Withdraw Resignation

Points to Remember

- 1) PEM can withdraw resignation to his/her direct reportees.
- 2) SPOC / ADL / SDL can withdraw resignation for his / her direct reportees and overall span by selecting the manager details
- 3) Reason for withdrawal to be updated
- 4) Path to Add Resignation (Mudra >> GRB >> My Team >> My Reportees / My Span)



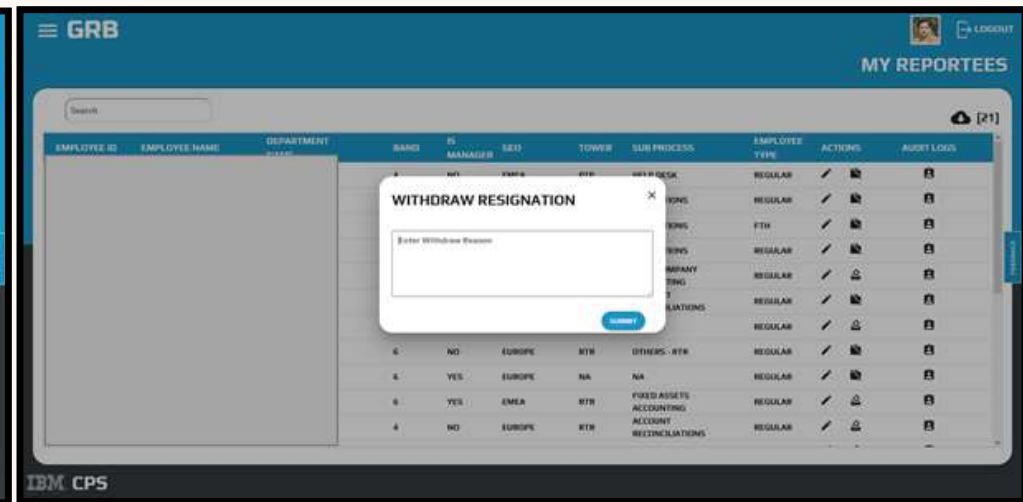
GRB MY REPORTEES

Search [21]

EMPLOYEE ID	EMPLOYEE NAME	DEPARTMENT NAME	BAND	IS MANAGER	GE	TOWER	SUB PROCESS	EMPLOYEE TYPE	ACTIONS	AUDIT LOGS
4			NO	EMEA	PTP	HELP DESK	REGULAR			
4			NO	AG	OTC	COLLECTIONS	REGULAR			
3			NO	EMEA	OTC	COLLECTIONS	FTN			
4			NO	EMEA	OTC	COLLECTIONS	REGULAR			
6			NO	EUROPE	RTR	INTERCOMPANY ACCOUNTING	REGULAR			
5			NO	EUROPE	RTR	ACCOUNT RECONCILIATIONS	REGULAR			
6			YES	EUROPE	NA	NA	REGULAR			
6			NO	EUROPE	RTR	OTHERS - RTR	REGULAR			
6			YES	EUROPE	NA	NA	REGULAR			
6			YES	EMEA	RTR	FIXED ASSETS ACCOUNTING	REGULAR			
4			NO	EUROPE	RTR	ACCOUNT RECONCILIATIONS	REGULAR			

IBM CPS

Click on withdraw resignation against the employee under the Action header



GRB MY REPORTEES

Search [21]

WITHDRAW RESIGNATION

Enter Withdraw Reason

SUBMIT

EMPLOYEE ID	EMPLOYEE NAME	DEPARTMENT NAME	BAND	IS MANAGER	GE	TOWER	SUB PROCESS	EMPLOYEE TYPE	ACTIONS	AUDIT LOGS
4			NO	EMEA	PTP	HELP DESK	REGULAR			
4			NO	AG	OTC	COLLECTIONS	REGULAR			
3			NO	EMEA	OTC	COLLECTIONS	FTN			
4			NO	EMEA	OTC	COLLECTIONS	REGULAR			
6			NO	EUROPE	RTR	INTERCOMPANY ACCOUNTING	REGULAR			
5			NO	EUROPE	RTR	ACCOUNT RECONCILIATIONS	REGULAR			
6			YES	EUROPE	NA	NA	REGULAR			
6			NO	EUROPE	RTR	OTHERS - RTR	REGULAR			
6			YES	EUROPE	NA	NA	REGULAR			
6			YES	EMEA	RTR	FIXED ASSETS ACCOUNTING	REGULAR			
4			NO	EUROPE	RTR	ACCOUNT RECONCILIATIONS	REGULAR			

IBM CPS

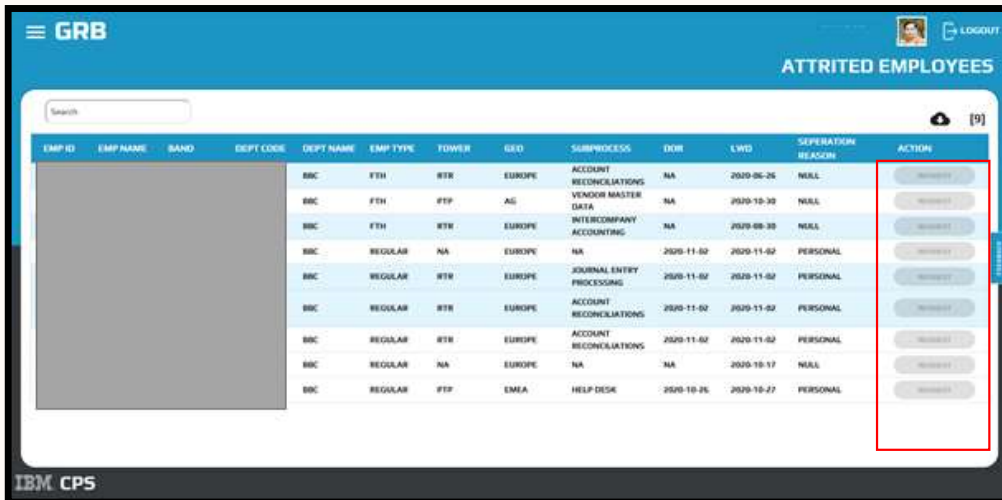
Enter the reason for withdrawal and click on submit

Note : Backfill hiring request to be cancelled first and then the resignation to be withdrawn.

Attrited Employee

Points to Remember

- 1) PEM can view the list of attrited employees tagged to them.
- 2) SPOC / ADL / SDL can view the list of attrited employee for their entire span.
- 3) Exception approval for backfill hire from LWD (LWD + 90 days – no exceptions) 91st day to 180th day can be submitted under this tab.
- 4) Path for exception process (Mudra >> GRB >> My Team >> Attrited Employee >> Click on Request



EMP ID	EMP NAME	BAND	DEPT CODE	DEPT NAME	EMP TYPE	TOWER	GEID	SUBPROCESS	DOB	LWD	SEPERATION REASON	ACTION
BBC	ETH	ETH	EUROPE	ACCOUNT RECONCILIATIONS	NA	2020-06-26	NULL					Request
BBC	ETH	ETH	AG	VENDOR MASTER DATA	NA	2020-10-30	NULL					Request
BBC	ETH	ETH	EUROPE	INTERCOMPANY ACCOUNTING	NA	2020-08-30	NULL					Request
BBC	REGULAR	NA	EUROPE	NA	2020-11-02	2020-11-02	PERSONAL					Request
BBC	REGULAR	ETH	EUROPE	JOURNAL ENTRY PROCESSING	2020-11-02	2020-11-02	PERSONAL					Request
BBC	REGULAR	ETH	EUROPE	ACCOUNT RECONCILIATIONS	2020-11-02	2020-11-02	PERSONAL					Request
BBC	REGULAR	ETH	EUROPE	ACCOUNT RECONCILIATIONS	2020-11-02	2020-11-02	PERSONAL					Request
BBC	REGULAR	NA	EUROPE	NA	2020-10-17	2020-10-17	NULL					Request
BBC	REGULAR	ETH	EMEA	HELP DESK	2020-10-26	2020-10-27	PERSONAL					Request

- 1) Request button under **Action** header will be enabled from LWD +91st day to 180th day from the LWD if the backfill hiring request not submitted
- 2) Submitted request will follow 1 level of Biz Ops Approval.
- 3) Post Biz Ops approval, attrited employee name will be part of the backfill attrition list to submit the hiring request

thank you!