

mudra

CI / A

IBM

CI / Automation Release

Table of Content

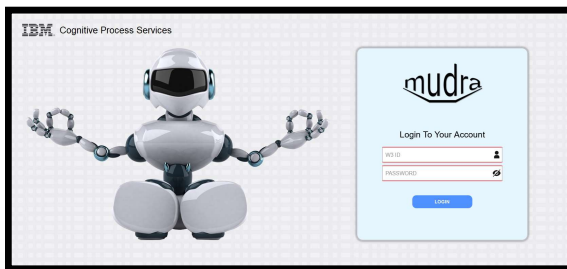
CI / Automation Release

- 1) FTE Release
- 2) Dollar saving benefit
- 3) Reports



Log in to Mudra >> GRB

1



Mudra - Log in Page

Log in with W3 ID & Password

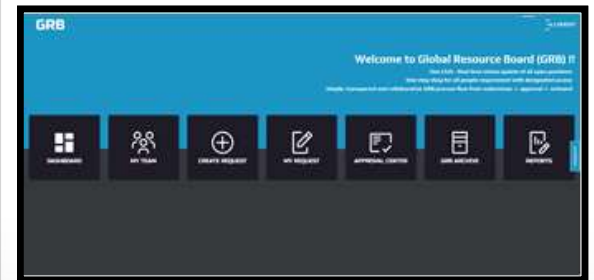
2



Mudra – Landing Page

Click on “GRB”

3



Mudra – GRB

GRB Module

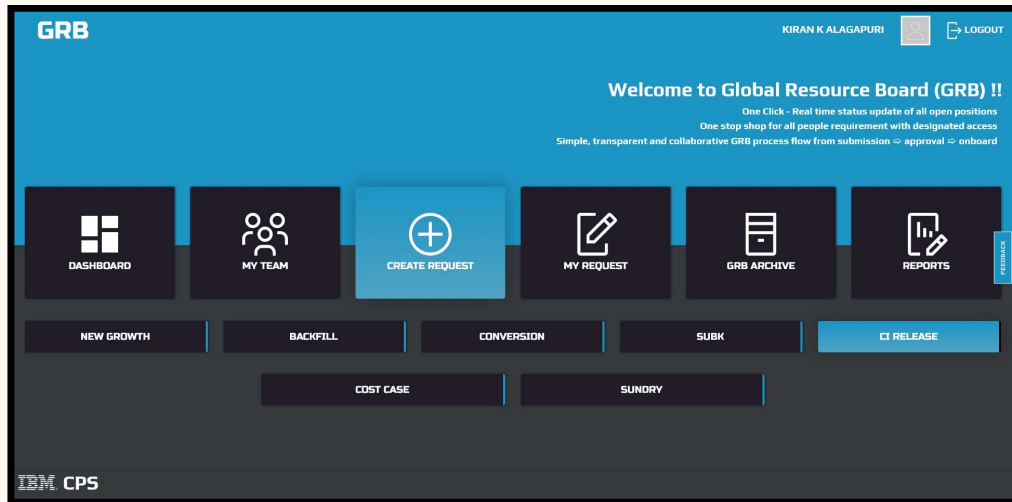
(Click over the pic to check the type of access)

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

FTE Release

Points to Remember

- 1) CI / Automation release to be updated by CI team @ employee level.
- 2) Access to CI team is granted from Account Master (AM) CI spoc
- 3) FTE release submitted by CI team needs to be approved by the ADL of the account
- 4) Post ADLs approval , employee details will be part of the CI table.



CI team to click on Create Request and then select CI Release to update the CI /
automation release @ employee level.

FTE Release

The screenshot shows the 'GRB CI RELEASE' form. The 'Request Type' dropdown is set to 'FTE Release'. The 'Status' field is highlighted. The 'Submit' button is highlighted at the bottom right. The form includes fields for Employee Name, Band, Dept Code, Dept Name, Project Id, and Project Name, among others.

- Select FTE release from the drop down and update employee Id & select the dept code from the drop down and all the other fields will auto populate (highlighted in grey)
- Update the project id and name, select the release details from the drop down and select the qtr from the drop down.
- Once all the fields are updated, Submit button will be enabled.

Note :

- Submitted request by CI team will be parked for DPEs approval. Post DPE approval, employee will be updated as CI release in Mudra GRB Module
- Backfill request cannot be submitted if the employee name is approved by the DPE against CI Release
- Employee cannot be considered as CI release if the backfill request is already submitted
- Process DPE can view the list of CI / Automation release from Dashboard Page.

Dollar Saving

The screenshot shows the GRB CI RELEASE form. The 'Request Type' dropdown is highlighted with a red box and contains the option 'Dollar Savings'. The 'Submit' button at the bottom right is also highlighted with a red box. The form contains the following fields:

Field	Value
Request Type *	Dollar Savings
CCN/PCR *	LN TEST 001
Month of Release *	December
Balance FTE Count *	4
FTE Count *	4
Dept Code *	007
Dept Name *	AVNET
SDL Name *	AMIT DUBE
Tower *	PTP,RTR
Sub Process *	NA
GEO / IOT *	AG
Competency Name *	F&A
Account Type *	FIXED PRICING BILLING
Business Type *	F&A COMMERCIAL
Project Id *	
Project Name *	
Release Details *	Attributed from IBM
Quarter Release *	

- Select Dollar Saving from the drop down
- Select from the drop down the list of signed CCN/ PCR that are approved by Biz Ops
- Check for Balance FTE count and enter FTE Count to consider the unutilized positions against dollar saving benefits
- Update all the fields and click on submit.

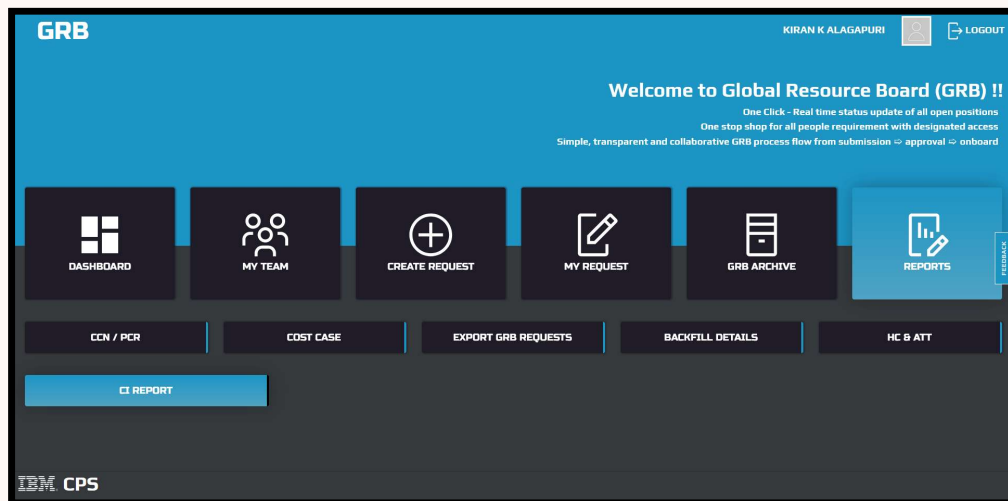
Note :

- Submitted request by CI team will be parked for DPEs approval. Post DPE approval , dollar saving benefit can be updated in clear tool by CI team.
- PEM cannot submit the hiring request once DPE approves the request,for unutilized positions against dollar savings.

CI Release – Report

Points to Remember

- 1) Employee level report is available for all CI / Automation release that are approved by DPE



Click on Reports card and then select CI release to download the report for the current year.

thank you!