



mudra

HE

IBM

Hire Employee (Backfill , New Growth , Conversion, SubK)

Table of Content

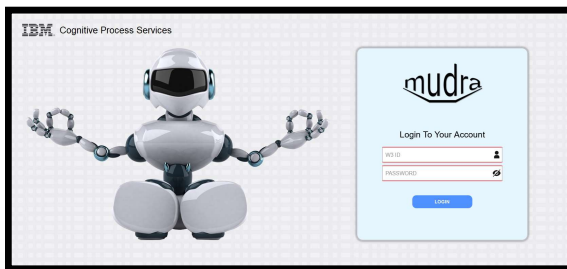
Hire Employee (HE)

- 1) Backfill
- 2) New Growth
- 3) Conversion
- 4) Sub K



Log in to Mudra >> GRB

1



Mudra - Log in Page

Log in with W3 ID & Password

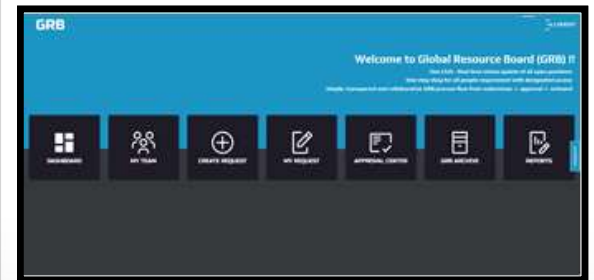
2



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/>

Backfill

Points to Remember

- 1) PEM / SPOC / ADL / SDL can submit the backfill hiring request
- 2) Backfill hiring request can be submitted from the Date of Resignation (with in 90 days of notice period) till LWD of the employee + 90 days from the LWD of the employee
- 3) Path to submit the backfill hiring request (Mudra >> GBR >> Create Request >> Backfill)



- 1) Categories of backfill hiring request
 - a) Attrition – employee serving notice period or attrited from IBM
 - b) Internal movement - employee moved from current dept code to new dept code
 - c) Promotions – band elevation with in the dept code and submit backfill request for the previous band.

Note – Backfill attrition can be either external hire or internal hire. Internal hire is linked to ORP tool, PEM to submit assessment for the selected candidate in ORP tool and the same would flow to GRB module. Submit internal hire @ employee level.

Backfill – Attrition

Points to Remember

- 1) All Attrited employees or employees serving notice period can be submitted against backfill hiring request
- 2) PEM / SPOC / ADL / SDL can add resignation under My Team >> My Reportees tab so the employee details are available to submit the backfill hiring request

The screenshot shows the 'ATTRITION' table in the GRB BACKFILL interface. A red box highlights the first column, which contains checkboxes for selecting employees. The table has the following columns: #, EMP ID, EMP NAME, STATUS, DEPT NAME, BAND, LWD, TOWER, SUP NAME, and EMP TYPE. There are four rows of data, each with a checkbox in the first column.

#	EMP ID	EMP NAME	STATUS	DEPT NAME	BAND	LWD	TOWER	SUP NAME	EMP TYPE
<input type="checkbox"/>			SAP		4	2520-10-27	JTP		REGULAR
<input type="checkbox"/>			SAP		3	2520-11-30	OTC		FTN
<input type="checkbox"/>			SAP		5	2520-11-02	NA		REGULAR
<input type="checkbox"/>			SAP		5	2521-01-02	ETR		REGULAR

Click on the check box to select the employee to submit the hiring request.
On choosing the employees from the list, click on next

The screenshot shows the 'ORP RELEASABLE CANDIDATES' window in the GRB BACKFILL interface. It displays a table with columns: #, EMP ID, EMP NAME, BAND, DEPT CODE, DEPT NAME, SUP MAIL ID, SUP NAME, and SUB PROCESS. There are five rows of data, each with a checkbox in the first column. Below the table, there are three radio buttons: 'SUITABLE SKILL NOT FOUND', 'ASSESSMENT WIP', and 'MATCH IN SKILL FOUND'. A 'SUBMIT' button is located at the bottom right.

#	EMP ID	EMP NAME	BAND	DEPT CODE	DEPT NAME	SUP MAIL ID	SUP NAME	SUB PROCESS
<input type="checkbox"/>			3					CREDIT MANAGEMENT
<input type="checkbox"/>			3					CREDIT MANAGEMENT
<input type="checkbox"/>			3					CREDIT MANAGEMENT
<input type="checkbox"/>			3					CASH APPLICATIONS
<input type="checkbox"/>			3					CASH APPLICATIONS

To submit external hire, click on suitable skill not found. To submit the internal hire, select the employee from the ORP releasable candidate window and then click on match in skill found and click on Submit

Note : Backfill hiring request to be submitted @ account / band / tower / subprocess level

Backfill – Attrition

The screenshot displays the IBM GRB Backfill-Attrition interface. At the top, there is a navigation bar with the 'GRB' logo and the 'BACKFILL-ATTRITION' tab selected. Below the navigation bar, there are five buttons arranged horizontally: 'GRB DETAILS', 'EMPLOYEE DETAILS', 'GOM DETAILS', 'TRAM DETAILS', and 'PREVIEW'. Each button is numbered 1 through 5 in a black circle. A red box highlights the 'PREVIEW' button and a 'Cancel' button below it.

- 1) Every filed is mandatory in all the cards
- 2) Submit button will be enabled only after all the cards (1 to 4) are completely updated.
- 3) Card 5 is preview (single page view of card 1 till card 4)
- 4) Global DPE approval is mandate to all EU accounts in the Card 1
- 5) Icons above the card will turn green once all the fields are updated in the respective card

External Hiring

Select Applicant:
 Sex:
 Enter Quantity:

GRB Details

Job Number:
 Location:
 Amount:
 Resource Type:

Classification:
 Job:
 Job Title:
 Estimated for Work (HRS):

Minimum Contract Type:
 Job Resource Type:
 Job:
 Job:

Minimum Cost: Month:
 Hiring Resource:
 Cost Center:

1

[illegible][illegible]

External Hiring

X

Metric Number*

Serial*

Total Quantity*

1

+

-

1

x

TRAM Details

Project Name *

Contractor Cost Rate**

Contractor Bill Rate*

Total cost (K USD)*

Estimate Cost (KDK USD) *

Resource CPM*

Responsible Languages *

Current Qtr Inc. Revenue *

Current Qtr Inc. Gross*

Current Revenue Qtr*

Current Revenue Qtr +1*

Save

Cancel

[illegible]

Note – External Hire will have 5 cards while internal hire will have 3 cards for update and submission

Backfill – Internal movement

Points to Remember

- 1) All employees moved from current dept to new dept can be submitted against backfill hiring request
- 2) Internal movement backfill hiring request can be submitted only after the resource is tagged to new account in the W3 and Mudra.
- 3) GRB is interlinked to Internal Transfer Tool to pull all the closed transfers to submit the hiring request.

#	EMP ID	EMP NAME	CURRENT DEPT NAME	NEW DEPT NAME	BAND	TOWER	EFFECTIVE DATE	EMP TYPE
<input type="checkbox"/>					3	PTP	2019-03-05	FTH
<input type="checkbox"/>					3	PTP	2019-03-05	FTH
<input checked="" type="checkbox"/>					6	RTR	2019-03-05	REGULAR
<input type="checkbox"/>					5	RTR	2019-03-05	REGULAR
<input type="checkbox"/>					4	RTR	2019-03-05	REGULAR
<input type="checkbox"/>					3	QTC	2018-09-24	FTH
<input type="checkbox"/>					3	RTR	2019-03-05	FTH
<input type="checkbox"/>					3	PTP	2019-03-05	FTH
<input type="checkbox"/>					3	RTR	2019-03-05	FTH
<input type="checkbox"/>					3	PTP	2019-03-05	FTH
<input type="checkbox"/>					5	RTR	2019-03-05	REGULAR
<input type="checkbox"/>					5	RTR	2018-04-06	REGULAR

#	EMP ID	EMP NAME	BAND	DEPT CODE	DEPT NAME	SUP MAIL ID	SUP NAME	SUB PROCESS
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								

☐ SUITABLE SKILL NOT FOUND
 ☐ ASSESSMENT WIP
 ☐ MATCH IN SKILL FOUND

Submit

Click on the check box to select the employee to submit the hiring request.
On choosing the employees from the list, click on NEXT

To submit external hire, click on suitable skill not found. To submit the internal hire, select the employee from the ORP releasable candidate window and then click on match in skill found and click on Submit

Backfill – Internal Movement



- 1) Every field is mandatory in all the cards
- 2) Submit button will be enabled only after all the cards (1 to 4) are completely updated.
- 3) Card 5 is preview (single page view of card 1 till card 4)
- 4) Global DPE approval is mandate to all EU accounts in the Card 1
- 5) Icons above the card will turn green once all the fields are updated in the respective card

This screenshot shows the 'External Hiring' form, Card 1: GRB Details. It includes fields for 'Metro Number', 'Band', 'Total Quantity', 'GRB Details', 'Employee Details', 'GOM Details', and 'TRAM Details'. A circled '1' is in the bottom left corner.

This screenshot shows the 'External Hiring' form, Card 2: Backfill Employees Details. It displays a table with columns for 'Name', 'Last Name', 'First Name', 'Middle Name', 'Suffix', 'Email', 'Phone', 'Mobile', 'Fax', and 'Job Title'. A circled '2' is in the bottom left corner.

This screenshot shows the 'External Hiring' form, Card 3: GOM Details. It includes fields for 'GOM Details', 'Employee Details', 'GOM Details', and 'TRAM Details'. A circled '3' is in the bottom left corner.

This screenshot shows the 'External Hiring' form, Card 4: TRAM Details. It includes fields for 'TRAM Details', 'Employee Details', 'GOM Details', and 'TRAM Details'. A circled '4' is in the bottom left corner.

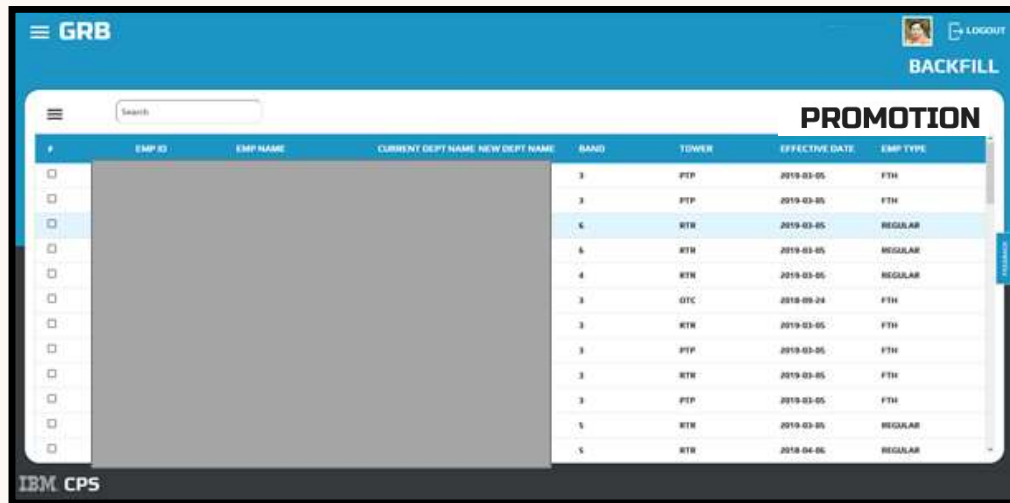
This screenshot shows the 'External Hiring' form, Card 5: Backfill Employees Details. It displays a table with columns for 'Name', 'Last Name', 'First Name', 'Middle Name', 'Suffix', 'Email', 'Phone', 'Mobile', 'Fax', and 'Job Title'. A circled '5' is in the bottom left corner.

Note – External Hire will have 5 cards while internal hire will have 3 cards for update and submission

Backfill – Promotions

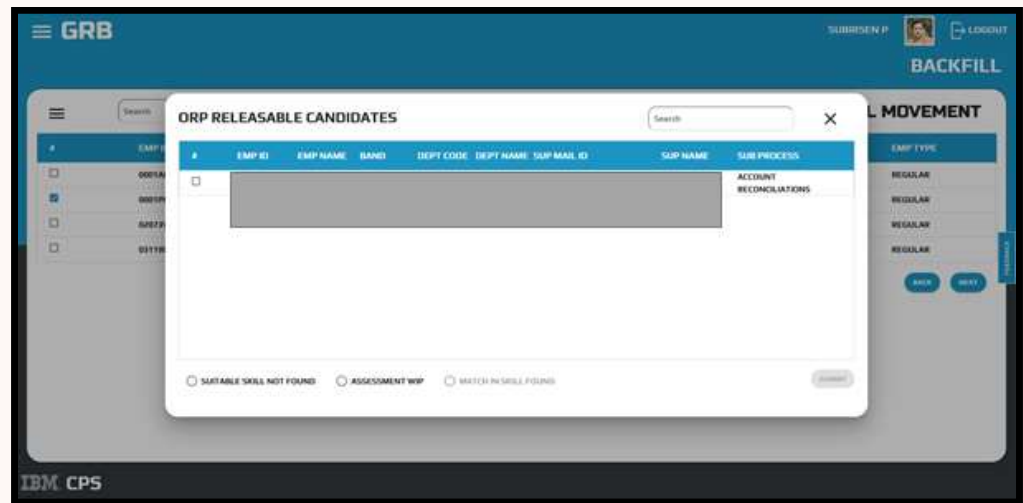
Points to Remember

- 1) All employees who got promoted in the last cycle will be eligible for submitting the hire request.



The screenshot shows the 'PROMOTION' section of the GRB BACKFILL interface. It features a table with columns for EMP ID, EMP NAME, CURRENT DEPT NAME, NEW DEPT NAME, BAND, TOWER, EFFECTIVE DATE, and EMP TYPE. A search bar is at the top left, and a 'LOGOUT' button is at the top right. The table lists several employees, with the third row highlighted in blue.

#	EMP ID	EMP NAME	CURRENT DEPT NAME	NEW DEPT NAME	BAND	TOWER	EFFECTIVE DATE	EMP TYPE
<input type="checkbox"/>					3	PTP	2019-03-05	FTH
<input type="checkbox"/>					3	PTP	2019-03-05	FTH
<input checked="" type="checkbox"/>					6	RTR	2019-03-05	REGULAR
<input type="checkbox"/>					5	RTR	2019-03-05	REGULAR
<input type="checkbox"/>					4	RTR	2019-03-05	REGULAR
<input type="checkbox"/>					3	QTC	2018-09-24	FTH
<input type="checkbox"/>					3	RTR	2019-03-05	FTH
<input type="checkbox"/>					3	PTP	2019-03-05	FTH
<input type="checkbox"/>					3	RTR	2019-03-05	FTH
<input type="checkbox"/>					3	PTP	2019-03-05	FTH
<input type="checkbox"/>					5	RTR	2019-03-05	REGULAR
<input type="checkbox"/>					5	RTR	2018-04-06	REGULAR



The screenshot shows the 'ORP RELEASABLE CANDIDATES' modal window in the GRB BACKFILL interface. The modal has a search bar and a table with columns for EMP ID, EMP NAME, BAND, DEPT CODE, DEPT NAME, SUP MAIL ID, SUP NAME, and SUP PROCESS. Below the table, there are three radio buttons: 'SUITABLE SKILL NOT FOUND', 'ASSESSMENT WIP', and 'MATCH IN SKILL FOUND'. The 'MATCH IN SKILL FOUND' option is selected. The modal also includes 'SUBMIT' and 'NEXT' buttons.

Click on the check box to select the employee to submit the hiring request.
On choosing the employees from the list, click on NEXT

To submit external hire, click on suitable skill not found. To submit the internal hire, select the employee from the ORP releasable candidate window and then click on match in skill found and click on Submit

Note : Promotions backfill request can be submitted from Last Promotions Date + 90 days

New Growth

Points to Remember

- 1) PEM / SPOC / ADL / SDL can submit the New Growth hiring request
- 2) Path to submit the new growth hiring request (Mudra >> GBR >> Create Request >> New Growth)



- 1) Categories for New Growth hiring request
 - a) CCN / PCR – Signed CCN / PCR for the Additional Scope and New Scope
 - b) New Transitions – For New Logos / New wave in the existing accounts
 - c) Move to Low Cost – Movement of work from high cost to low cost and hire FTE to manage the new scope that is moved

Note – New Growth can be either external hire or internal hire. Internal hire is linked to ORP tool, PEM to submit assessment for the selected candidate in ORP tool and the same would flow to GRB module. Submit internal hire @ employee level.

New Growth – CCN / PCR

Points to Remember

- 1) SPOC / ADL / SDL can submit the signed CCN / PCR in Mudra for Biz-Ops approval
- 2) CCN / PCR name is mandate and consumption is tracked @ CCN / PCR name level.
- 3) Post Biz-Ops approval, PEM can submit the hiring request @ CCN / PCR level

- a) Select the signed CCN / PCR from the drop down
- b) Select the month that the CCN / PCR is signed and approved for hiring
- c) Click on the FTE count against the band to initiate the hiring request

To submit external hire, click on suitable skill not found. To submit the internal hire, select the employee from the ORP releasable candidate window and then click on match in skill found and click on Submit

Note : Consumption of PCR / CCN is tracked @ position level of hiring and unutilized positions for signed CCN / PCR can be submitted against CI dollar savings.

New Growth – CCN / PCR

NEW GROWTH-CCN/PCR

GRB DETAILS 1

GOM DETAILS 2

TRAM DETAILS 3

PREVIEW 4

Submit

- 1) Every field is mandatory in all the cards
- 2) Submit button will be enabled only after all the cards (1 to 3) are completely updated.
- 3) Card 4 is preview (single page view of card 1 till card 3)
- 4) Signed CCN / PCR is mandate in the Card 1
- 5) Icons above the card will turn green once all the fields are updated in the respective card

External Hiring

GRB Details

Basic, Total Quantity, Division, Market, Location, etc.

External Hiring

GOM Details

Project, Organization, Location, etc.

External Hiring

TRAM Details

Project, Organization, Location, etc.

External Hiring

PREVIEW

Summary of GRB, GOM, and TRAM details.

Note :

- a) External Hire will have 4 cards while internal hire will have 2 cards for update and submission
- b) JD will be triggered basis the tower and sub process that gets selected in the card 1 (GRB details)

New Growth – New Transition

Points to Remember

- 1) SPOC / ADL / SDL can submit the hiring request for new growth new transition against new logo or new wave

- a) Select the band from the dropdown
- b) Select the dept code from the dropdown, Dept name will auto populate
- c) Click on next to continue hiring @ New Transitions level

To submit external hire, click on suitable skill not found. To submit the internal hire, select the employee from the ORP releasable candidate window and then click on match in skill found and click on Submit

Note : PE Approval is mandate to submit the New Transitions request (Mail approval to be attached)

New Growth – New Transition

NEW GROWTH-NEW TRANSITION

GRB DETAILS (1) GOM DETAILS (2) TRAM DETAILS (3) PREVIEW (4)

IBM CPS

- 1) Every field is mandatory in all the cards
- 2) Submit button will be enabled only after all the cards (1 to 3) are completely updated.
- 3) Card 4 is preview (single page view of card 1 till card 3)
- 4) PE Approval is mandate in the Card 1
- 5) Icons above the card will turn green once all the fields are updated in the respective card

External Hiring

GRB Details

1

External Hiring

GOM Details

2

External Hiring

TRAM Details

3

External Hiring

PREVIEW

4

Note :

- a) External Hire will have 4 cards while internal hire will have 2 cards for update and submission
- b) JD will be triggered basis the tower and sub process that gets selected in the card 1 (GRB details)

New Growth – Move to Low Cost

Points to Remember

- 1) SPOC / ADL / SDL can submit the hiring request for Move to Low Cost

NEW GROWTH-MOVE TO LOW COST

BAND * DEPT CODE * DEPT NAME

NEXT

- a) Select the band from the dropdown
- b) Select the dept code from the drop down, Dept name will auto populate
- c) Click on next to continue hiring @ New Transitions level

ORP RELEASABLE CANDIDATES

#	EMP ID	EMP NAME	BAND	DEPT CODE	DEPT NAME	SUP MAIL ID	SUP NAME	SUP PROCESS
								OTHERS - PTP
								OTHERS - PEP
								CREDIT MANAGEMENT
								CREDIT MANAGEMENT
								CREDIT MANAGEMENT
								CASH APPLICATIONS
								CASH APPLICATIONS

☐ SUITABLE SKILL NOT FOUND
 ☐ ASSESSMENT WIP
 ☐ MATCH ON SKILL FOUND

SUBMIT

To submit external hire, click on suitable skill not found. To submit the internal hire, select the employee from the ORP releasable candidate window and then click on match in skill found and click on Submit

Note : PE Approval is mandate to submit the New Transitions request (Mail approval to be attached)

New Growth – Move to Low Cost

NEW GROWTH-MOVE TO LOW COST

GRB DETAILS (1) GOM DETAILS (2) TRAM DETAILS (3) PREVIEW (4)

Submit

- 1) Every field is mandatory in all the cards
- 2) Submit button will be enabled only after all the cards (1 to 3) are completely updated.
- 3) Card 4 is preview (single page view of card 1 till card 3)
- 4) PE approval is mandate in the Card 1
- 5) Icons above the card will turn green once all the fields are updated in the respective card

External Hiring

GRB Details

1

External Hiring

GOM Details

2

External Hiring

TRAM Details

3

External Hiring

PREVIEW

4

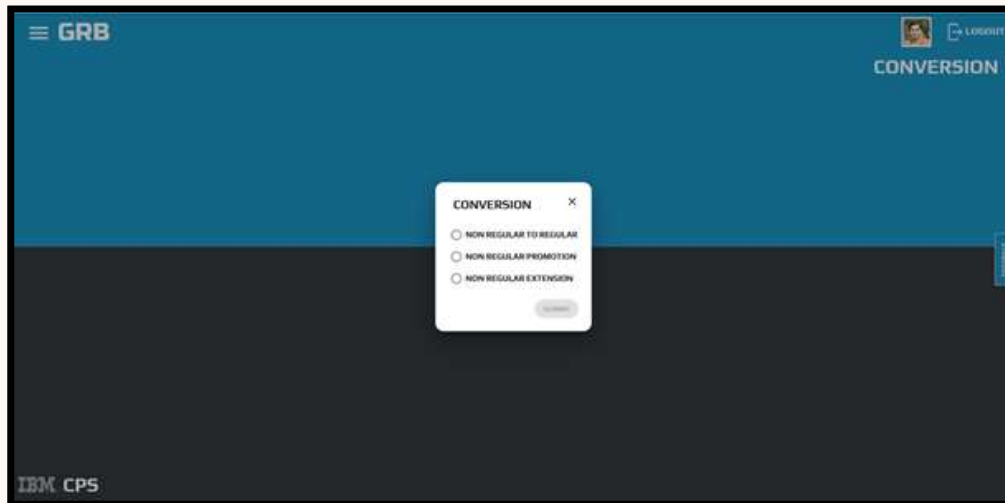
Note :

- a) External Hire will have 4 cards while internal hire will have 2 cards for update and submission
- b) JD will be triggered basis the tower and sub process that gets selected in the card 1 (GRB details)

Conversion

Points to Remember

- 1) PEM / SPOC / ADL / SDL can submit the conversion hiring request
- 2) Path to submit the conversion hiring request (Mudra >> GBR >> Create Request >> conversions)



- 1) Categories for conversion hiring request
 - a) Non regular to regular – Converting FTH resources to FTE
 - b) Non regular promotions – Promoting FTH band 3 to Band 4
 - c) Non regular extension – Extend the contract for the existing resources

Note – Only the eligible employee list will be available in the GRB module for all conversion and extensions. Data flow is from FTH Assessment module

Conversion – Non regular to regular

Points to Remember

- 1) SPOC / ADL / SDL can submit the hiring request for FTH conversions (Non-Regular to regular)

The screenshot shows a web application interface for 'CONVERSION CANDIDATES'. The interface includes a search bar at the top right of the modal and a 'SUBMIT' button at the bottom right. The table below shows two rows of data, both with a contract end date of 2025-12-31.

#	EMP ID	EMP NAME	BAND	TOWER	DEPT CODE	DEPT NAME	CONTRACT END DATE
1							2025-12-31
2							2025-12-31

Select the employee for non regular to regular conversion and click on submit.

Conversion – Non regular to regular

The screenshot displays the IBM CPS interface for the 'CONVERSION-NON REGULAR TO REGULAR' process. The interface features a blue header with the IBM logo and the text 'CONVERSION-NON REGULAR TO REGULAR'. Below the header, there are five blue rectangular buttons arranged horizontally, each representing a step in the process. The buttons are labeled 'GRB DETAILS', 'EMPLOYEE DETAILS', 'GOM DETAILS', 'TRAM DETAILS', and 'PREVIEW'. Each button has a corresponding icon above it: a document for GRB, a group of people for EMPLOYEE, a calendar for GOM, a calculator for TRAM, and a document with a dollar sign for PREVIEW. The buttons are numbered 1 through 5 in black circles. The 'PREVIEW' button (step 5) is highlighted with a red box, indicating it is the current step. At the bottom left, the text 'IBM CPS' is visible.

- 1) Every filed is mandatory in all the cards
- 2) Submit button will be enabled only after all the cards (1 to 4) are completely updated.
- 3) Card 5 is preview (single page view of card 1 till card 4)
- 4) Icons above the card will turn green once all the fields are updated in the respective card

External Hiring

Job Number: [] Start: [] End: []

GRB Details

Job Number: [] Country: [] Annual AC: [] Selection Type: []

[] Address: [] Job Title: [] Expanded Job Description: []

Workflow Submitter: [] Job: [] Job Type: []

Minimum Contract Type: [] Job Measure Type: [] Job: []

Minimum Cost: [] Hiring Manager: [] Start Date: []

1

[illegible]

External Hiring

Name: Email: Phone Number:

GOM Details

Job Performance: Manager's Email: Manager's Email Address:

Reason for Hiring: Manager's Phone: Manager's Address:

Job Description: Manager's City: Manager's State:

Job Type: Manager's Zip: Manager's Country:

3

External Hiring

Machine Number* Base* Total Quantity*

TRAM Details

Project Name*

Contractor Cost Rate*

Contractor BIR Rate*

Total cost (K USD)*

Estimate Cost (K USD)*

Resource CPL* @

Responsible Languages*

Contract Dir Inc. Revenue*

Contract Dir Inc. Gross*

Contract Revenue Dir*

Contract Revenue Dir v1*

4

External Hiring

Select a Position? Rank? Select Specialty?

GRB Details

Job Area: Department Code: Department Name: Job ID:

App Date: App Type: Applicant ID: Applicant Name:

Phone: Account Type: Gender: Age:

DOB: Religion: Marital Status: Education:

Work Experience: Work Location: Work Type:

Date of Joining: Current ID: Previous ID:

Backfill Employees Details

Employee ID	Employee Name	Employee ID	Employee Name	Employee ID	Employee Name	Employee ID	Employee Name	Employee ID	Employee Name	Employee ID	Employee Name
1	1	2	2	3	3	4	4	5	5	6	6
7	7	8	8	9	9	10	10	11	11	12	12

Conversion – Non regular promotion

Points to Remember

- 1) SPOC / ADL / SDL can submit the hiring request for FTH Promotions (FTH band 3 to band 4)

GRB CONVERSION

CONVERSION CANDIDATES

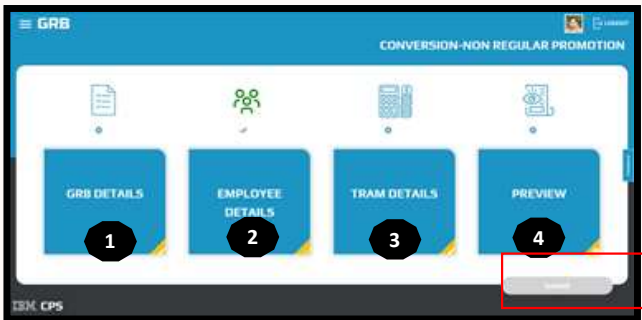
#	EMP ID	EMP NAME	BAND	TOWER	DEPT CODE	DEPT NAME	CONTRACT END DATE
1							2025-12-31
2							2025-12-31

SUBMIT

Select the employee for non regular promotions and click on submit .

Conversion – Non regular promotion

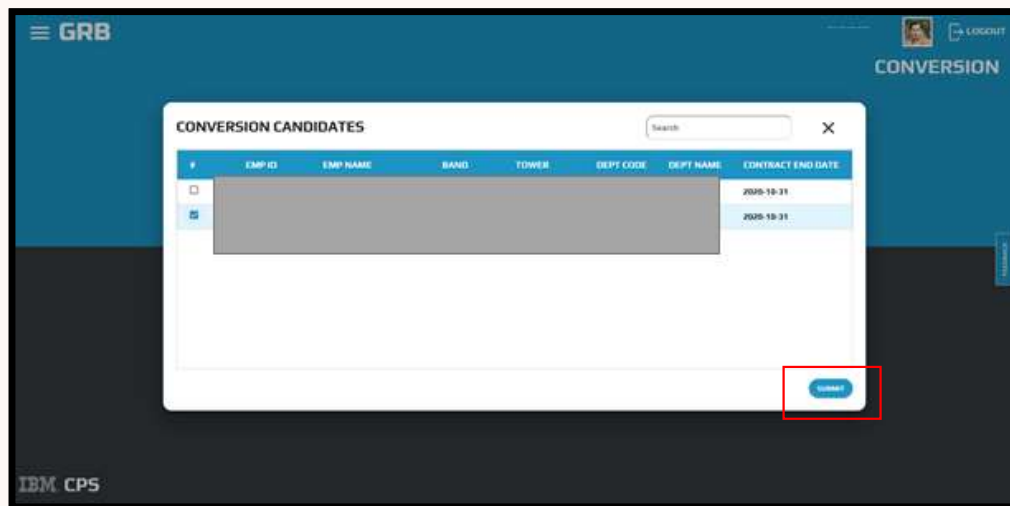
- 1) Every field is mandatory in all the cards
- 2) Submit button will be enabled only after all the cards (1 to 3) are completely updated.
- 3) Card 4 is preview (single page view of card 1 till card 3)
- 4) Icons above the card will turn green once all the fields are updated in the respective card



Conversion – Non regular extension

Points to Remember

- 1) SPOC / ADL / SDL can submit the hiring request for FTH Extensions



Select the employee for extensions and click on submit .

Conversion – Non regular extension

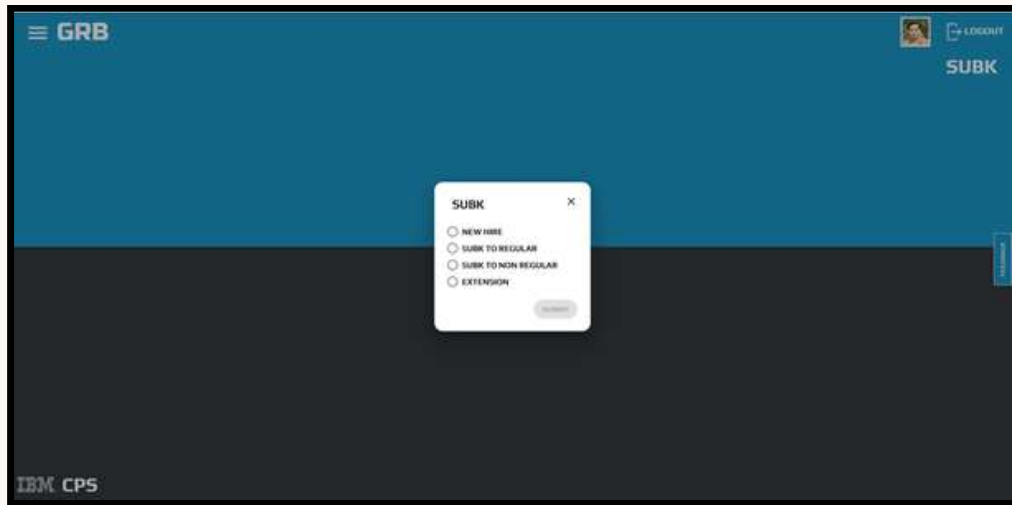
- 1) Every field is mandatory in all the cards
- 2) Submit button will be enabled only after all the cards (1 to 3) are completely updated.
- 3) Card 4 is preview (single page view of card 1 till card 3)
- 4) Icons above the card will turn green once all the fields are updated in the respective card



Sub K

Points to Remember

- 1) PEM / SPOC / ADL / SDL can submit the Sub K hiring request
- 2) Path to submit the conversion hiring request (Mudra >> GBR >> Create Request >> SUBK)



- 1) Categories of New Growth hiring request
 - a) Subk New hire – Hire subk employee (new hire)
 - b) Subk to regular – Convert subk resources to regular employee
 - c) Subk to non-regular – Convert subk resources to non regular employee
 - d) Subk extension – Extend the contract for the existing resources

Subk – New hire

Points to Remember

- 1) SPOC / ADL / SDL can submit the hiring request for subk new hire

The screenshot shows a web application interface for the 'SUBK - NEW HIRE' process. The header bar is blue with the 'GRB' logo on the left and a user profile with a 'LOGOUT' button on the right. Below the header, the main content area is dark grey. A white modal form titled 'SUBK - NEW HIRE' is centered on the screen. The form has three input fields: 'BAND **', 'DEPT CODE **', and 'DEPT NAME'. The 'BAND **' and 'DEPT CODE **' fields are highlighted with red rectangles. A 'NEXT' button is located at the bottom right of the form. The 'IBM CPS' logo is visible in the bottom left corner of the screen.

- a) Select the band from the dropdown
- b) Select the dept code from the drop down, dept name will auto populate
- c) Click on next to continue hiring for subk new hire

Subk – New hire

GRB SUBK-NEWHIRE

GRB DETAILS 1 GOM DETAILS 2 TRAM DETAILS 3 PREVIEW 4

Submit

IBM CPS

- 1) Every field is mandatory in all the cards
- 2) Submit button will be enabled only after all the cards (1 to 3) are completely updated.
- 3) Card 4 is preview (single page view of card 1 till card 3)
- 4) Icons above the card will turn green once all the fields are updated in the respective card

External Hiring

Basic Total Quantity

GRB Details

1

IBM CPS

External Hiring

GOM Details

2

IBM CPS

External Hiring

TRAM Details

3

IBM CPS

External Hiring

PREVIEW

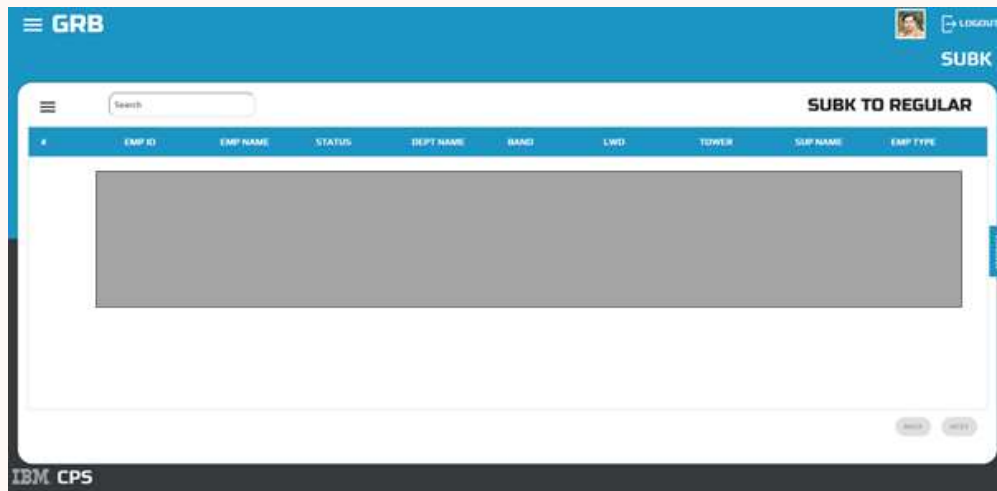
4

IBM CPS

Subk – Subk to regular

Points to Remember

- 1) SPOC / ADL / SDL can submit the hiring request for Sub to regular list



Select the employee to convert subk employee to regular.

Subk – Subk to regular

GRB DETAILS EMPLOYEE DETAILS GOM DETAILS TRAM DETAILS PREVIEW

1 2 3 4 5

IBM CPS

- 1) Every field is mandatory in all the cards
- 2) Submit button will be enabled only after all the cards (1 to 4) are completely updated.
- 3) Card 5 is preview (single page view of card 1 till card 4)
- 4) Icons above the card will turn green once all the fields are updated in the respective card

External Hiring

Metro Number: [] Band: [] Total Quantity: []

GRB Details

1

External Hiring

Backfill Employees Details

2

External Hiring

GOM Details

3

External Hiring

TRAM Details

4

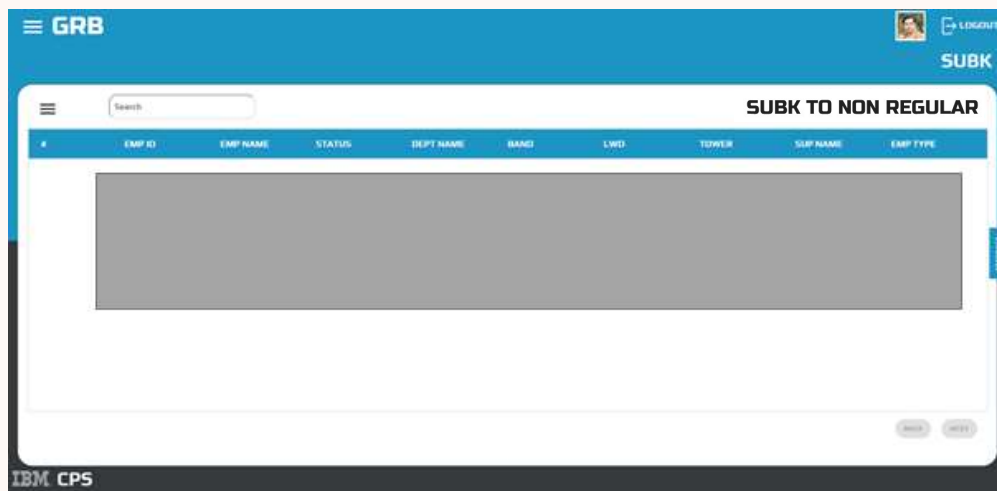
External Hiring

5

Subk – Subk to non-regular

Points to Remember

- 1) SPOC / ADL / SDL can submit the hiring request for Sub to non-regular list



Select the employee to convert subk employee to non-regular.

Subk – Subk to non-regular

GRB SUBK TO NON REGULAR

1 2 3 4 5

IBM CPS

- 1) Every field is mandatory in all the cards
- 2) Submit button will be enabled only after all the cards (1 to 4) are completely updated.
- 3) Card 5 is preview (single page view of card 1 till card 4)
- 4) Icons above the card will turn green once all the fields are updated in the respective card

External Hiring

1

External Hiring

2

External Hiring

3

External Hiring

4

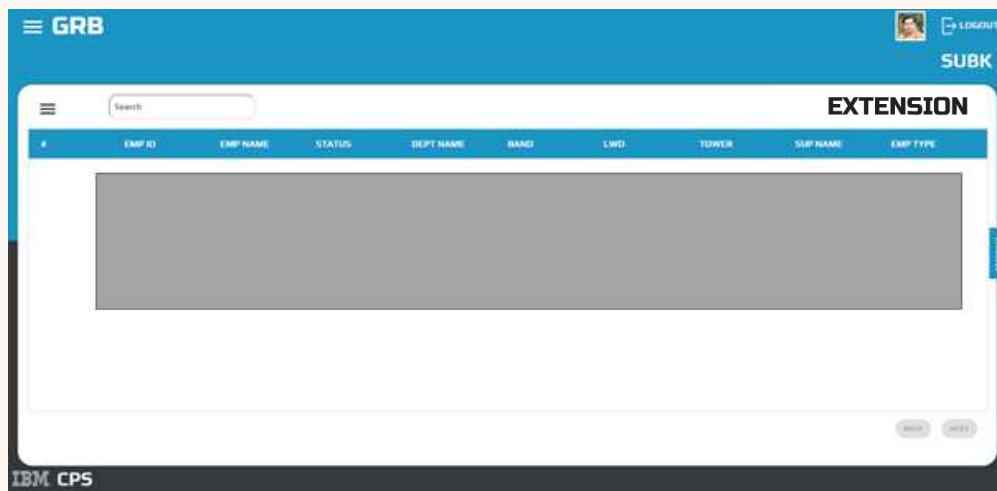
External Hiring

5

Subk – Subk extension

Points to Remember

- 1) SPOC / ADL / SDL can submit the hiring request for Sub extensions



Select the employee to extend the contract

Subk – Subk extension



- 1) Every field is mandatory in all the cards
- 2) Submit button will be enabled only after all the cards (1 to 4) are completely updated.
- 3) Card 5 is preview (single page view of card 1 till card 4)
- 4) Icons above the card will turn green once all the fields are updated in the respective card

thank you!