CI / Automation Release

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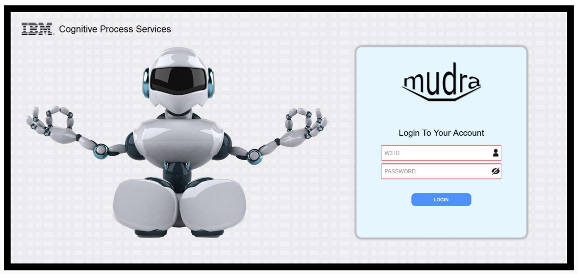
CI / Automation Release

Log in to Mudra >> GRB

1



Mudra - Log in Page

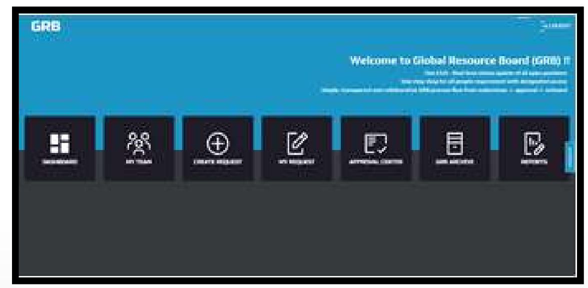
Log in with W3 ID & Password

2

Mudra – Landing Page

Click on “GRB”

3



Mudra – GRB

GRB Module

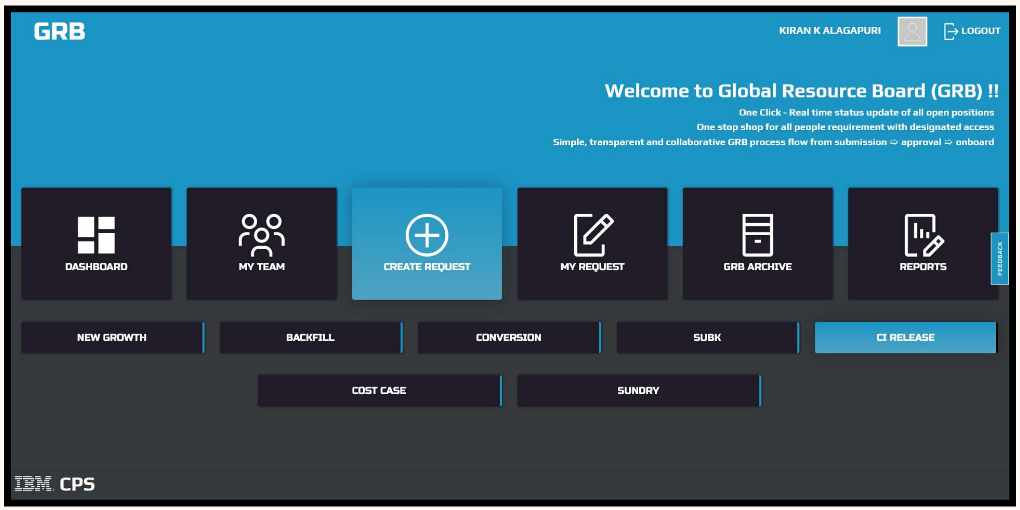
(Click over the pic to check the type of access)

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

FTE Release

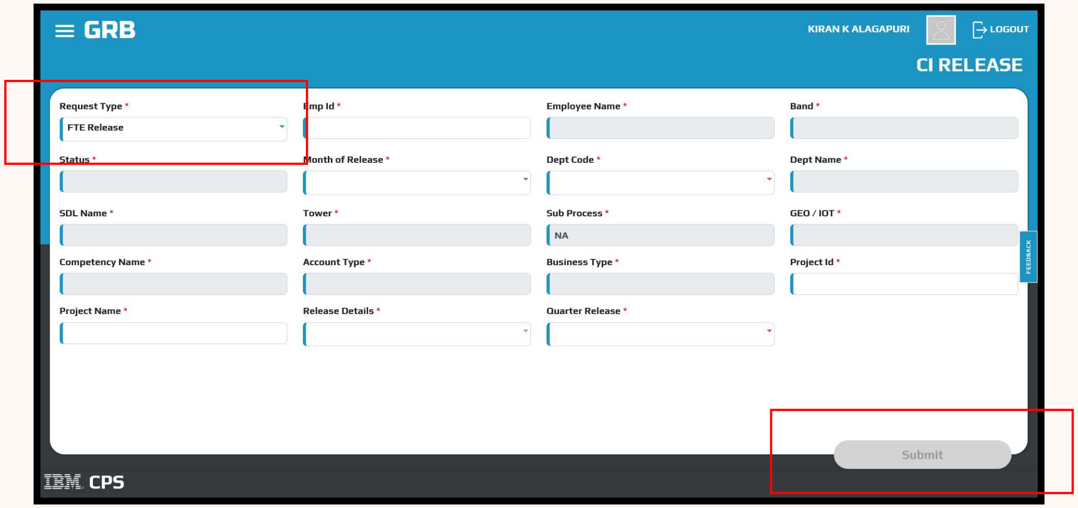
Points to Remember

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



a) 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)

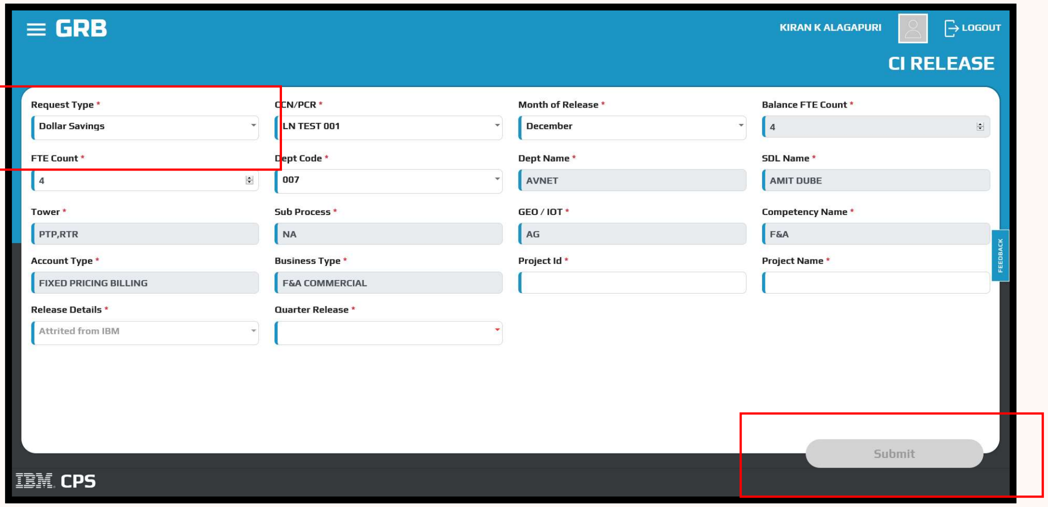
b) Update the project id and name, select the release details from the drop down and select the qtr from the drop down.

c) 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



a) Select Dollar Saving from the drop down

b) Select from the drop down the list of signed CCN/ PCR that are approved by Biz Ops

c) Check for Balance FTE count and enter FTE Count to consider the unutilized positions against dollar saving benefits

d) Update all the fields and click on submit.

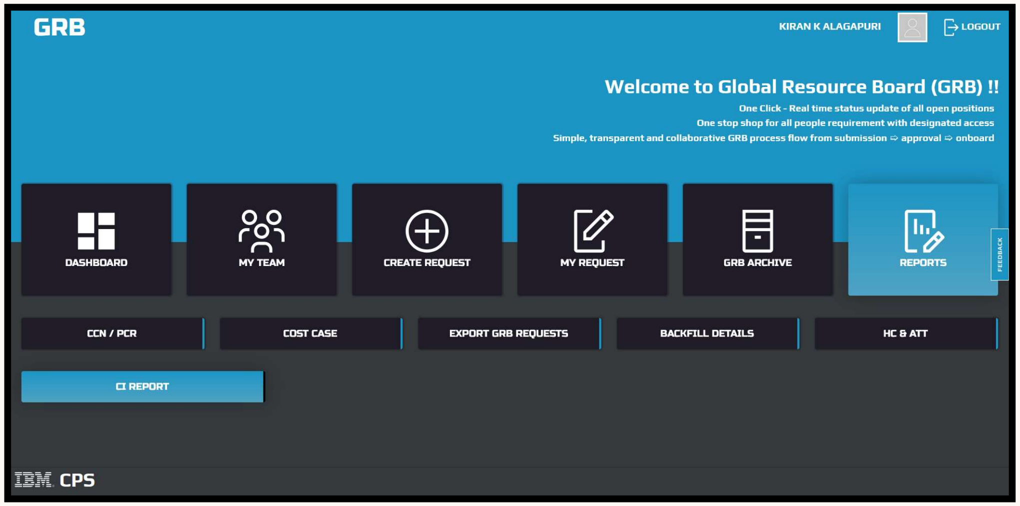
Note :

- *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!