Approved Positions (Open Positons)

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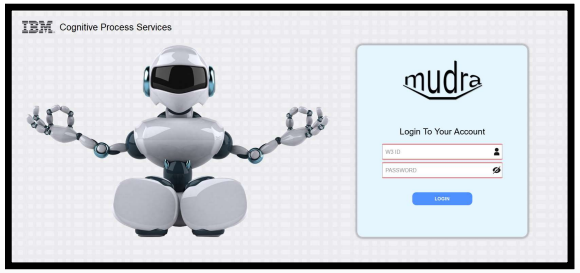
Log in to Mudra >> GRB

1



Mudra - Log in Page

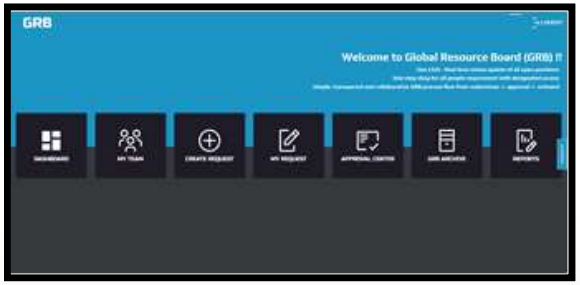
Log in with W3 ID & Password

2

Mudra – Landing Page

Click on “GRB”

3



Mudra – GRB

GRB Module

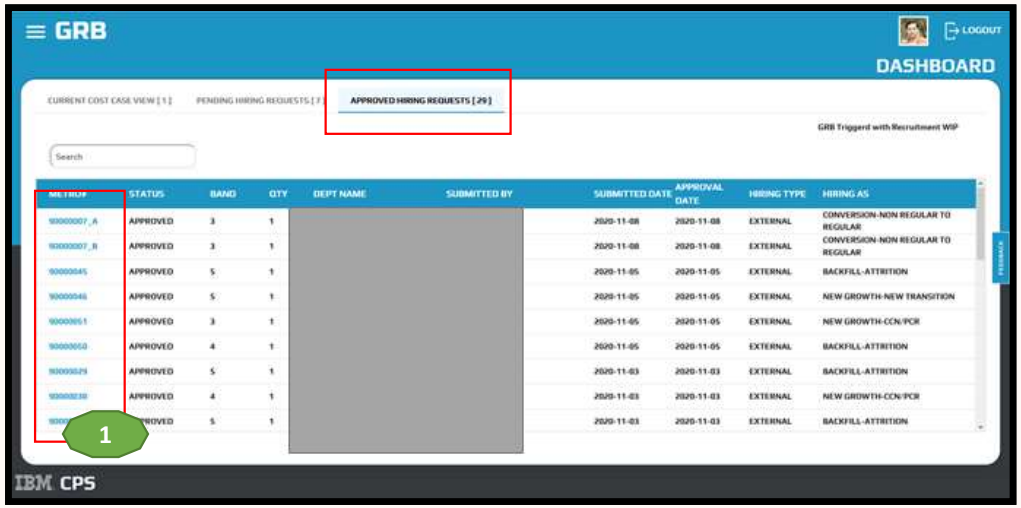
(Click over the pic to check the type of access)

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

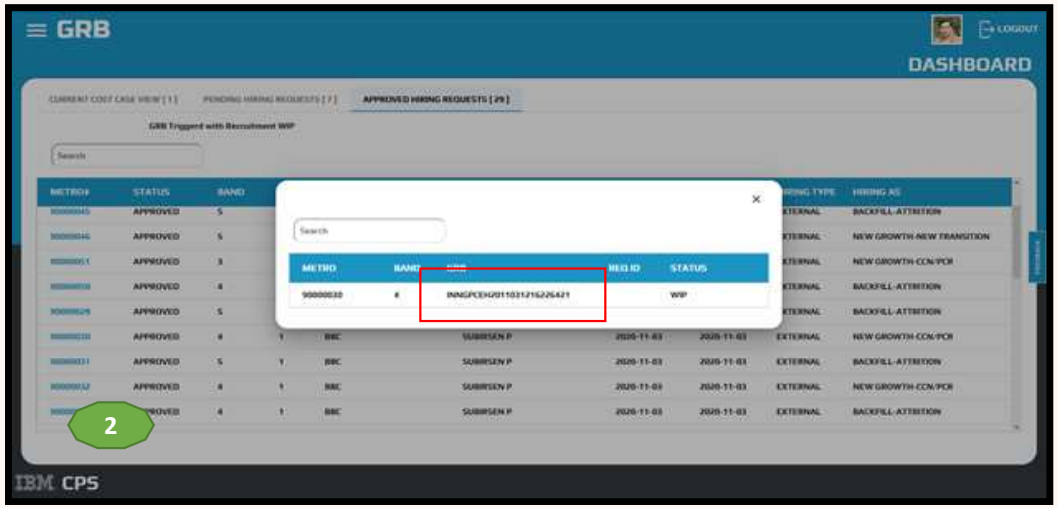
View GRB # and Status

Points to Remember

1) To view the status of approved hiring ticket with the GRB #
2) GRB # is 24 digits and triggered @ position levels which are unique
3) 4 levels /status of approved hiring request (WIP, Candidate Identified, ANOB and Onboard)
4) GRB Mudra is integrated with BR tool to fetch the updated status of the hiring ticket on a daily basis
5) Path to view the status of approved hiring request (Mudra >> GRB >> Dashboard >> Approved Hiring Request >> Click on the Metro #)



Click on the Metro #



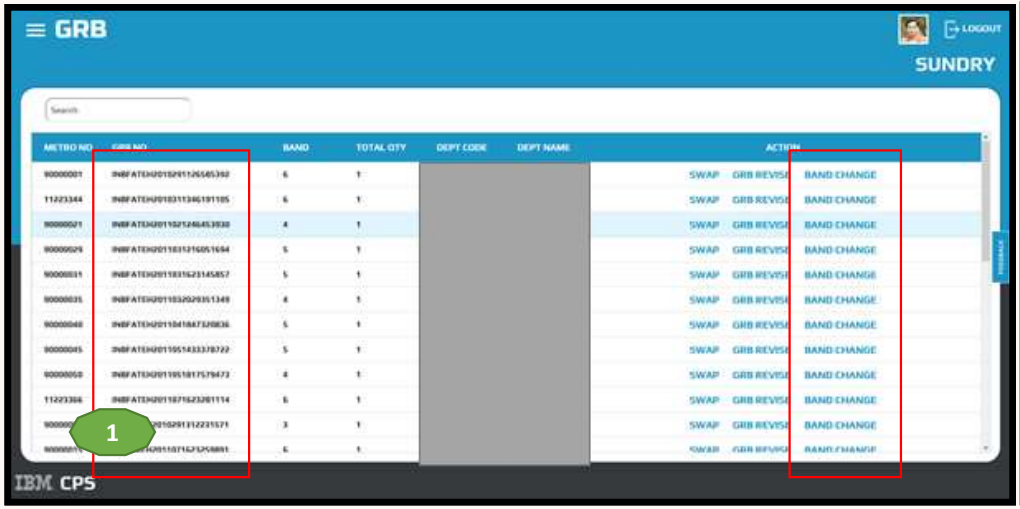
View GRB # @ positions Level

Note : On receiving approvals from the Board, hiring ticket will be approved by Biz Ops in the GRB module even though the toll are red in status. On closure of the toll gates, GRB # will be auto triggered to the PEM and the recruitment team with BR template and JD.

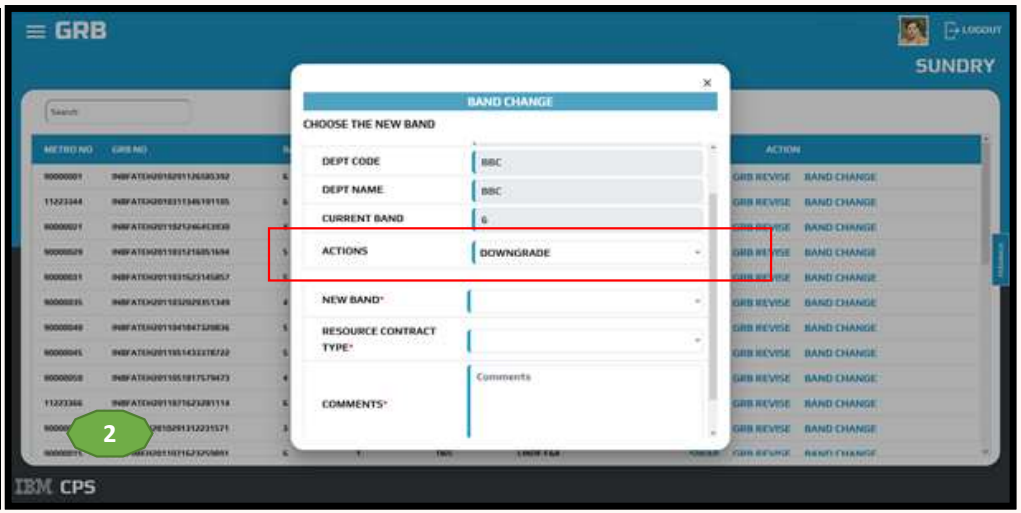
Band Change

Points to Remember

1) Band change for the approved hiring ticket (Downgrade or Upgrade)
2) Band change request can be submitted @ GRB level and 1 level of Biz Ops approval is required.
3) Mail trigger to the recruitment team on new band to initiate the recruitment process
4) Path to initiate Band Change (Mudra >> GRB >> Create Request >> Sundry >> Click on Band Change)



Band change is possible @ GRB level, click on Band Change against the GRB # to initiate the band change request



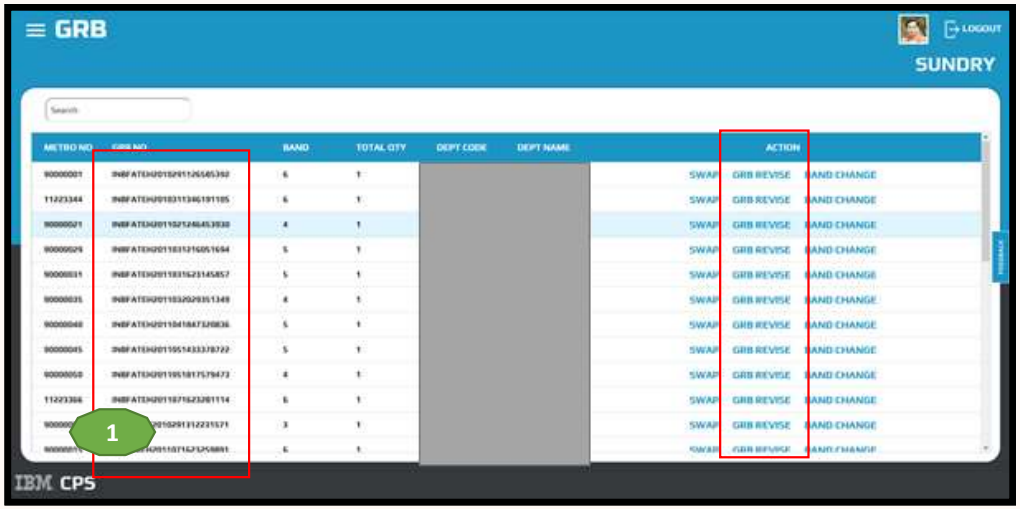
Select from the drop down (Downgrade / Upgrade) and updated the required fields and click on submit

Note : PE approval is mandate for all upgrade of the band change in the GRB module. (approved mail to be attached)

GRB Revise

Points to Remember

1) Converting approved external hiring ticket to internal hiring ticket on selection of internal resources within IBM CPS
2) GRB Revise is possible @ GRB # level with selected employee details. (1 level of Biz Ops approval is required)
3) Auto mail trigger to the recruitment team to cancel the external GRB # and revoke the req id)
4) Path to initiate GRB Revise (Mudra >> GRB >> Create Request >> Sundry >> Click on GRB Revise >> Select Internal Hire Details tab)



GRB Revise is possible @ GRB level, click on GRB Revise against the GRB # to initiate the GRB Revise (Convert approved external hire to internal hire)

Update the employee id of the selected internal resource and then click on enter, all the other fields will auto populate. Select the transfer effective date and submit the request

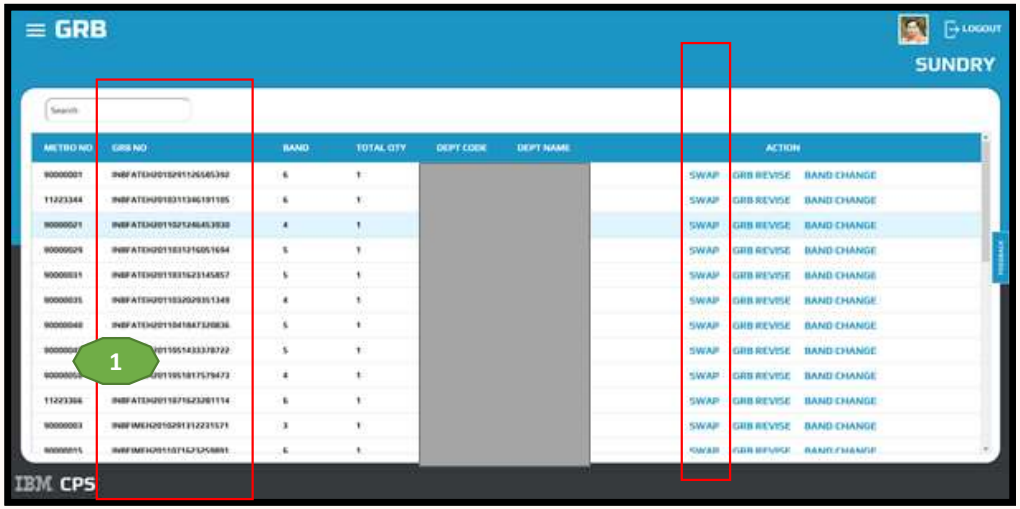
Note : On approval of the Internal hire request, Internal GRB # will be triggered and a record will be auto added in the internal transfer tool parked @ DPE approval worklist.

SWAP

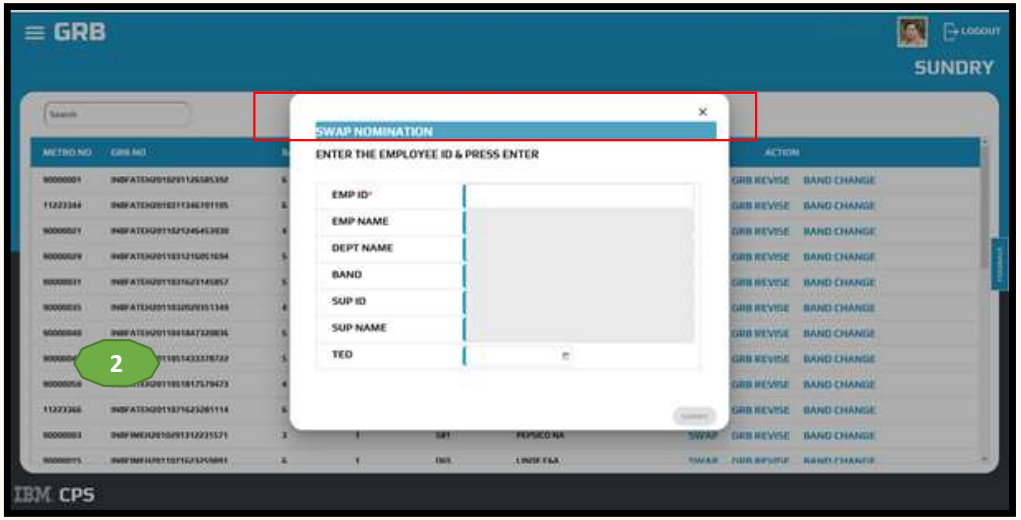
Points to Remember

1) Approved GRB can be swapped for releasable resources from a different account.
2) Receiving manager to initiate the SWAP request against the GRB # by updating the selected employee details.
3) Sending manager to accept the SWAP request and update the GRB template and submit the SWAP hiring request (1 level of Biz Ops approval is required)
4) Path to initiate SWAP (Mudra >> GRB >> Create Request >> Sundry >> Click on SWAP)

Receiving Manager Action



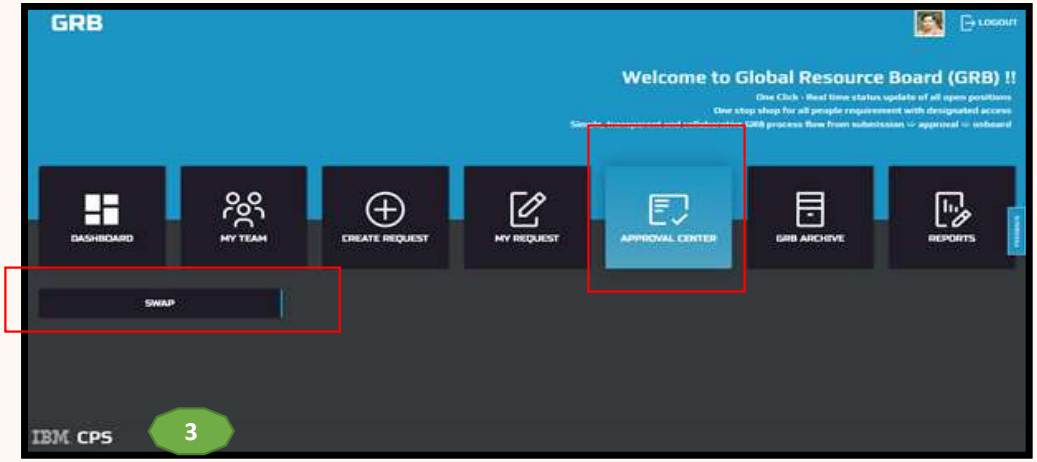
SWAP is possible @ GRB level, click on SWAP against the GRB # to initiate the SWAP hiring request



Update the employee id of the selected internal resource and then click on enter, all the other fields will auto populate. Select the transfer effective date and submit the request

SWAP

Sending Manager Action



Click on Approval Center and then SWAP

Update the all cards in the GRB template to submit the hiring request

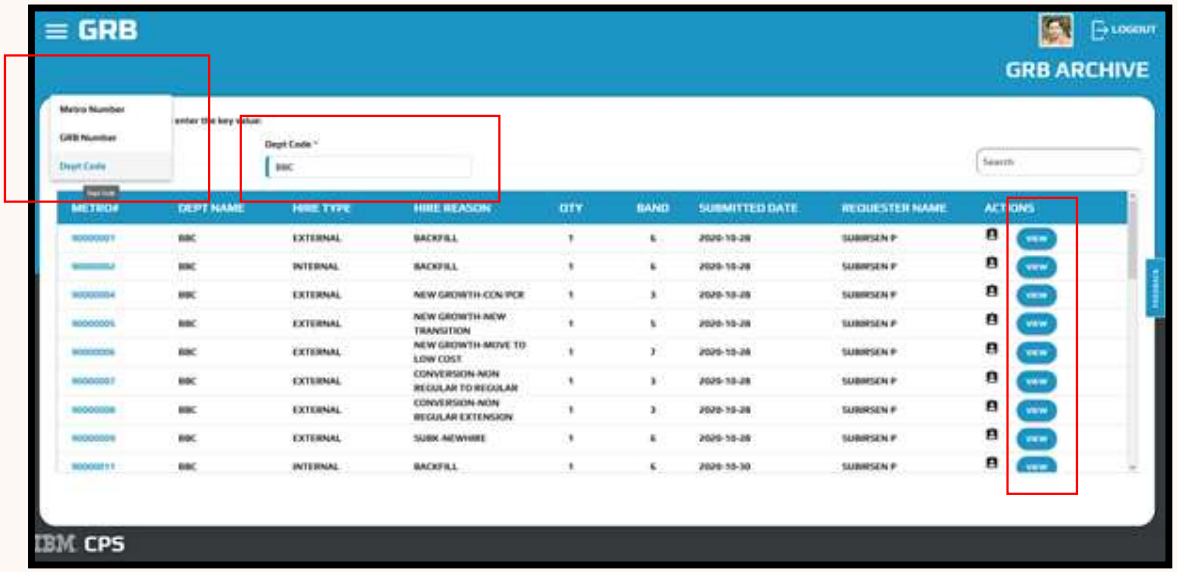
Click on accept button under action header to continue….

1) On approval of swap request by Biz Ops team,
   a) Current external GRB # (receiving account) will be auto cancelled
   b) New Internal GRB # will be triggered to receiving account
   c) New External GRB # will be triggered to sending account
   d) Mail trigger to the recruitment team on the SWAP details and request to initiate hiring for sending account and stop sourcing for the receiving account.

View closed GRB (Archive)

Points to Remember

1) All approved GRBs are considered as closed once employee is onboard
2) Closed GRBS will be auto archived daily.
3) Record will be added in the HC file for all onboard employees (Real time data available)
4) Path to check the closed GRB – Archive (Mudra >> GRB >> GRB ARCHIVE)



1) Select from the drop down to search the closed GRB
    a) Search by Metro
    b) Search by GRB #
    c) Search by Dept Code
2) Click on view to check the hiring template that was submitted for approval.

thank you!