

mudra

CC

IBM

Cost Case

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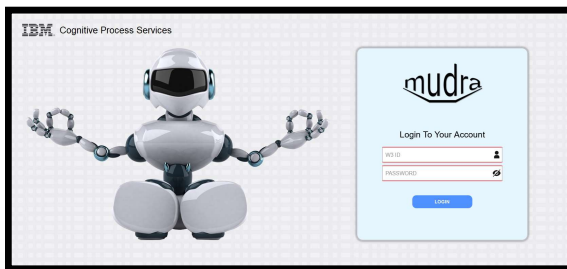
COST CASE (CC)

- 1) Vacant Positions
- 2) Month on Month CC
- 3) Add CCN / PCR
- 4) Revise existing CC
- 5) Deband CC
- 6) Add move to low cost



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/>

Vacant Positions

Points to Remember

- 1) PEM / SPOC / ADL / SDL can view the **Vacant Positions** to submit the hiring ticket .
- 2) PEM can view **Vacant Positions** only to the account he/she is tagged to.
- 3) SPOC / ADL / SDL can view **Vacant Positions** for more than one account.
- 4) Path to view the **Vacant Positions** (Mudra >> GRB >> Dashboard >> Current Cost Case >> Current Cost Case view >> Click on Dept ID)

DEPT NAME: ×

CURRENT COST CASE VIEW ACTUAL COST CASE

#	BAND 3	BAND 4	BAND 5	BAND 6	BAND 7	BAND 8	BAND 9	BAND 10	TOTAL
APPROVED COST CASE	40	58	40	24	10	2	0	0	175
CI RELEASE	0	0	0	0	0	0	0	0	0
CURRENT COST CASE	40	58	40	24	10	2	0	0	175
HEADCOUNT	40	33	39	21	7	2	0	1	143
ATTRITION COUNT	1	6	6	4	0	0	0	1	18
SUBMITTED POSITIONS	0	3	2	2	0	0	0	0	7
OPEN POSITIONS	6	8	4	1	0	0	0	0	19
VACANT POSITIONS	-5	20	1	4	3	0	0	0	24

- A. Approved Cost Case : CC agreed with client
- B. CI Release : CI / Automation release for the current year (updated by CI Team)
- C. Current Cost Case : (A – B)
- D. Headcount : Active employee as per WD (Work Day)
- E. Attrition : Employees resigned and serving notice + Employee attrited for the current month
- F. Submitted Positions : Hiring request submitted and are pending Bizops / IOT / Board approval
- G. Open Positions : Approved hiring request with GRB triggered and recruitment WIP
- H. Vacant Positions : $\{((D+F+G)-E)-C\}$

Note – Only if the **Vacant Positions** total is more than zero, only then the hiring request will be taken forward for IOT review and approval .

Month on Month CC

Points to Remember

- 1) PEM / SPOC / ADL / SDL can view the **Cost Case** month on month basis.
- 2) PEM can view **Cost Case** only to the account he/she is tagged to.
- 3) SPOC / ADL / SDL can view **Cost Case** for more than one account.
- 4) **Cost Case** can be downloaded to excel file from reports card in GRB module.
- 5) Path to view the **Cost Case** (Mudra >> GRB >> Dashboard >> Current Cost Case >> Current Cost Case view >> Click on Dept ID >> Click on Actual Cost Case)

DEPT NAME: ×

CURRENT COST CASE VIEW ACTUAL COST CASE

Select Year
2020

Month	Band 3	Band 4	Band 5	Band 6	Band 7	Band 8	Band 9	Band 10	Total
JANUARY	60	56	39	24	9	4	0	1	193
FEBRUARY	38	56	39	24	8	2	0	1	168
MARCH	38	56	39	24	8	2	0	1	168
APRIL	38	56	39	24	8	2	0	1	168
MAY	38	56	39	24	8	2	0	1	168
JUNE	38	56	39	24	8	2	0	1	168
JULY	38	56	39	24	8	2	0	1	168
AUGUST	38	56	40	24	8	2	0	1	169
SEPTEMBER	38	56	40	24	8	2	0	1	169
OCTOBER	40	58	40	24	10	2	0	0	175
NOVEMBER	40	58	40	24	10	2	0	0	175

- A. Cost Case can be view for the current year and previous years
- B. Click on “select Year” to see the cost case for previous years
- C. View is for month-on-month band wise cost case.
- D. Approved Cost Case in the Vacant Positions table is pulled from Actual Cost Case table for the respective month.

Add CCN / PCR

Points to Remember

- 1) SPOC / ADL / SDL can **Add CCN / PCR** to the existing cost case. (Only the Signed CCN / PCR to be attached as artifact)
- 2) PEM / SPOC / ADL / SDL can submit hiring request against the approved CCN / PCR
- 3) **CCN / PCR** name is a mandate field to be updated.
- 4) **CCN / PCR** can be added only from the Current Month till December for the current year
- 5) Select the FROM date and TO date for all **CCN / PCR** signed for seasonal hiring / short term hiring.
- 6) Path to **ADD CCN / PCR** (Mudra >> GRB >> Create Request >> Cost Case >> Select CCN / PCR from the drop-down “Cost Case Type”)

Cost Case Type *

CCN/PCR *

Dept Code *

From *

To *

Currency *

TCV *

Dept Name *

SDL *

Total FTE *

COST CASE TYPE	BAND 3	BAND 4	BAND 5	BAND 6	BAND 7	BAND 8	BAND 9	BAND 10	TOTAL
CCN/PCR	0	3	2	0	0	0	0	0	5
MONTH	BAND 3	BAND 4	BAND 5	BAND 6	BAND 7	BAND 8	BAND 9	BAND 10	TOTAL
November	40	70	38	39	18	3	1	0	219
December	49	79	38	39	18	3	1	0	219

Comments *

Upload

Submit

Existing Cost case + New Positions

Only after updating all the fields and attachment Submit Button will be enabled

- A. CCN / PCR name to be updated in CCN / PCR Field.
- B. Select Dept code from the drop down
- C. Select From Date and To Date from the drop down
- D. Select Currency type from the drop down
- E. Update the TCV for the signed CCN / PCR
- F. Dept Name, SDL & Total FTES are auto populated.
- G. Update the band level FTE count in the respective fields
- H. Attach the signed CCN / PCR

Note – Consumption of CCN / PCR is tracked against the hiring request and linked to **Dollar Saving** submission for remaining positions.

Revise existing CC

Points to Remember

- 1) SPOC / ADL / SDL can **edit /revise the CC with PE Approval** (Approval mail to be attached as an artifact)
- 2) **Revised CC** can be added only from the Current Month till December for the current year
- 3) Path to Revise CC (Mudra >> GRB >> Create Request >> Cost Case >> Select Revised Cost Case from the drop down “Cost Case Type”)

Cost Case Type *
REVISED COST CASE

Dept Code *
007

From *
NOVEMBER

To *
DECEMBER

Dept Name *
AVNET

SDL *
VIVEK

Total FTE *
0

COST CASE TYPE	BAND 3	BAND 4	BAND 5	BAND 6	BAND 7	BAND 8	BAND 9	BAND 10	TOTAL
REVISED COST CASE	0	0	0	0	0	0	0	0	0
MONTH	BAND 3	BAND 4	BAND 5	BAND 6	BAND 7	BAND 8	BAND 9	BAND 10	TOTAL
November	49	67	36	39	18	3	1	0	214
December	49	67	36	39	18	3	1	0	214

Comments *

Upload

Submit

Existing Cost case + New Positions

Only after updating all the fields and attachment Submit Button will be enabled

- A. Select Dept code from the drop down
- B. Select From Date and To Date from the drop down
- C. Dept Name, SDL & Total FTES are auto populated.
- D. Update the band level FTE count in the respective fields
- E. Attach the PE approval mail

Note – PE Approval is mandate to revise the CC / edit the existing CC

Deband CC

Points to Remember

- 1) SPOC / ADL / SDL can **Deband the existing CC with SDL Approval** (Approval mail to be attached as an artifact)
- 2) **Deband of CC** can be submitted only from the Current Month till December for the current year
- 3) Path to Revise CC (Mudra >> GRB >> Create Request >> Cost Case >> Select Deband from the drop down “Cost Case Type”)

Cost Case Type *
DEBAND

Deband *
BAND-6

Dept Code *
007

From *
NOVEMBER

To *
DECEMBER

Dept Name *
AVNET

SDL *
VIVEK

Total FTE *
0

COST CASE TYPE	BAND 3	BAND 4	BAND 5	BAND 6	BAND 7	BAND 8	BAND 9	BAND 10	TOTAL
DEBAND-6	0	0	0	0	0	0	0	0	0
MONTH									
November	49	67	36	39	18	3	1	0	214
December	49	67	36	39	18	3	1	0	214

Comments *

Upload

Submit

Existing Cost case + New Positions

Only after updating all the fields and attachment Submit Button will be enabled

- A. Select the band that needs to be debanded
- B. Select Dept code from the drop down
- C. Select From Date and To Date from the drop down
- D. Dept Name, SDL & Total FTES are auto populated.
- E. Update the band level FTE count in the respective fields
- F. Attach the SDL approval mail
- G. Single Deband request can be submitted @ a time.

Note – SDL Approval is mandate to deband the CC

Add Move to low cost

Points to Remember

- 1) SPOC / ADL / SDL can **Add move to low cost** to the existing cost case with PE mail approval
- 2) **Add move to low cost** can be added only from the Current Month till December for the current year
- 3) Path to **ADD CCN / PCR** (Mudra >> GRB >> Create Request >> Cost Case >> Select Move to low cost from the drop down)

GRB COST CASE

Cost Case Type *
MOVE TO LOW COST

Dept Code *
007

From *
NOVEMBER

To *
DECEMBER

CURRENCY *
INR - Indian Rupee

TCV *
0

Dept Name *
AVNET

SDL *
VIVEK

Total FTE *
0

COST CASE TYPE	BAND 3	BAND 4	BAND 5	BAND 6	BAND 7	BAND 8	BAND 9	BAND 10	TOTAL
MOVE TO LOW COST	0	0	0	0	0	0	0	0	0
MONTH	BAND 3	BAND 4	BAND 5	BAND 6	BAND 7	BAND 8	BAND 9	BAND 10	TOTAL
November	49	67	36	39	18	3	1	0	214
December	49	67	36	39	18	3	1	0	214

Existing Cost case + New Positions

Comments *

Upload

Only after updating all the fields and attachment Submit Button will be enabled

Submit

- A. Select Dept code from the drop down
- B. Select From Date and To Date from the drop down
- C. Select Currency type from the drop down
- D. Update the TCV for the signed CCN / PCR
- E. Dept Name, SDL & Total FTES are auto populated.
- F. Update the band level FTE count in the respective fields
- G. Attach the PE Approval Mail

Note – TCV (Total contract value) is a mandate field to be updated for all positions moved to India

thank you!