
USER GUIDE FOR EMPLOYEE CONNECT PORTAL

In the new employee connect portal following functionalities are available:

1. **Creation of an event (activity)** – Zonal HR Officer/Admin can create an event for an employee connect activity. Functionality for requesting additional details (Photo, ID etc.) wherever applicable is also available. Step by step procedure to create an event is detailed below.
2. **Editing of event** – Option is available to admin for editing details of the event.
3. **Nomination by employee/s** – Once the event is published, employees will be able to see and apply for the event.
4. **Confirmation for participation** – Once an employee applies for the event he/she shall receive system generated e-mail confirming his/her participation.
5. **Cancellation of nomination** – Option is available for employees to cancel their nomination before expiry of the due date.
6. **Event wise Report** – HR Officer/Admin can download full list of participants who have applied for the event.
7. **Online feedback section** – Post the event, participants can submit the feedback in the online system.
8. **Gallery** – HR Officer/Admin can upload the report pertaining to the activity/event in the online system.
9. **Recent Events section** – Employees can see all the activities/events conducted recently in the recent events section.

For Creating a New Event

1. Goto My HPCL portal -> Ecare -> Declarations -> Event Nomination
2. Login and click on Admin -> Add Event

The screenshot shows a web browser window with the 'Employee Connect' portal. The URL is 10.90.147.219/Cricket/mainSubmit.jsp. The page has a blue header with the 'EMPLOYEE CONNECT' logo and navigation links: Home, Nomination, My Nominations, Cancelled Nomination, Gallery, Admin, and Logout. A dropdown menu is open under the 'Admin' link, showing options: Add Event, Edit Event, Publish Pending Event, Eventwise Report, Event Feedback, and Add Admin. The main content area is titled 'New Event Nomination' and contains a form with the following fields:

| New Event Nomination | | | |
|------------------------|-------------------------------------|--------------------------|-------------------------------------|
| Select the Event | <input type="text" value="Select"/> | Date of Event | <input type="text"/> |
| No of Tickets Required | <input type="text"/> | Enter the Boarding Point | <input type="text" value="Select"/> |
| Total Payable Amount | <input type="text"/> | Remaining Tickets | <input type="text" value="00"/> |

3. New window will open in which other details are to be populated. In the below case:
 - a) Event is for Vadodara based employees
 - b) Event is for one day only i.e. 10th July. In case, event is for 2 or more days, 'from' and 'to' dates can be selected accordingly.

- c) Last date for making online application is 6th July.
- d) Price per ticket can be set as desired. In this case it is Rs. 100/-
- e) Total tickets can be set. In this case it is 250 tickets.
- f) Maximum tickets for each employee can also be customized. In the below case, maximum tickets are 4 per employee.
- g) The below event is open for both Management and Non-management employees.
- h) In case of events specific for certain sections of employees (Mgmt/NM or Male/Female) appropriate selection can be made.

The screenshot displays the 'Employee Connect' web portal interface. The browser address bar shows the URL '10.90.147.219/Cricket/editevent1.jsp'. The portal header includes the HPCL logo and navigation links: Home, Nomination, My Nominations, Cancelled Nomination, Gallery, Admin, and Logout. The main content area is a form for creating or editing an event, titled '2018_123_event'.

| | | | | |
|---|--|--|---------------------------------|---|
| Event ID | 2018_123_event | | Event Name | Trip to Amusement Park |
| Select specific location, if the event does not pertain to all Employees. | <input type="checkbox"/> All <input type="checkbox"/> Mumbai Refinery <input type="checkbox"/> Visakh Refinery <input type="checkbox"/> Marketing Locations | | Event Allowed for Employees of | <input checked="" type="radio"/> Town <input type="radio"/> BU |
| Event Date | From: 10-Jul-2018 To: 10-Jul-2018 | | Last date of Online Application | 06-Jul-2018 |
| Price per ticket | 100 | | Total Tickets for Event | 250 |
| Max Tickets per employee | 4 | | Event Category | <input type="radio"/> Management <input type="radio"/> Non Management <input checked="" type="radio"/> Both |
| Event Category(Gender) | <input type="radio"/> Male <input type="radio"/> Female <input checked="" type="radio"/> Both | | Event Available for | <input checked="" type="checkbox"/> Employees <input checked="" type="checkbox"/> For Dependents <input checked="" type="checkbox"/> Others |
| Bus Facility Required | <input type="radio"/> Yes <input type="radio"/> No | | Age Criteria | Select the Minimum Age: <input type="text"/> Select the Maximum Age: <input type="text"/> |

The Windows taskbar at the bottom shows the system time as 5:12 PM on 28-06-18, along with various application icons and a search bar.

- i) In case bus facility is required, option 'yes' can be chosen and boarding points can be mentioned.
- j) Age criteria can also be defined for the participants.
- k) Admins can be chosen for the specific event who shall be able to view/download the participation list.
- l) In case any additional data is required such as Photograph/ID proof, same can be added using the add button.
- m) Event can then be either saved or directly published.

The screenshot displays the 'Employee Connect' web portal interface. The browser address bar shows '10.90.147.219/Cricket/editevent1.jsp'. The page header includes navigation links: Home, Nomination, My Nominations, Cancelled Nomination, Gallery, Admin, and Logout. The main form is titled 'EMPLOYEE CONNECT' and contains the following fields:

- Max Tickets per employee:** Input field with value '4'.
- Event Category:** Radio buttons for Management, Non Management, and Both (Both is selected).
- Event Category(Gender):** Radio buttons for Male, Female, and Both (Both is selected).
- Event Available for:** Checkboxes for Employees, For Dependents, and Others (all are checked).
- Bus Facility Required:** Radio buttons for Yes and No (Yes is selected). Below it, text reads 'HPCL Office, Bus Stand, Railway Station'.
- Age Criteria:** Two dropdown menus for 'Select the Minimum Age' (20 Years) and 'Select the Maximum Age' (60 Years).
- Choose First Admin for Event:** Input field with value 'SHAVETA SEHGAL (31960550)'.
- Choose Second Admin for Event:** Input field with value 'M RAVI SHANKAR (31930000)'.
- Addition Fields Required to get Data:** Radio buttons for Yes and No (Yes is selected).

Below the form, there is an 'Add' button and a table for additional fields:

| | Label Name | Label Type | Default values | Mandatory |
|--|------------|------------|------------------------------------|---|
| | Photograph | File | Add the values seperated by commas | <input checked="" type="checkbox"/> Yes |

At the bottom of the form, there are two buttons: 'Add Event' and 'Add Event and Publish'.

4. Upon publishing, Employees will be able to see the event under their login and can apply for the same.

- HR Officer can download the list of participants by going to Admin -> Eventwise Report -> Select the event. Click on the excel icon on the middle of the screen to download the report.

EMPLOYEE CONNECT

Home Nomination My Nominations Cancelled Nomination Gallery Admin Logout

Select the Event: Select
 Select the Department: Select
 Select the Location: Select

Submit

Total 97 Nominations by 35 Employees

| # | Event Name | Employee | No. of Nominations | Amount Payable | Applied Date | Modified Date |
|---|-------------------------|----------------------------------|--------------------|----------------|----------------------|----------------------|
| 1 | SCZR Hyderabad IPL 2018 | TARUN SINDHWANI(31910400) | 2 | 1200 | 23-Apr-2018 11:45:19 | 23-Apr-2018 11:45:19 |
| 2 | SCZR Hyderabad IPL 2018 | RAMAKRISHNA G(35319900) | 4 | 2400 | 22-Apr-2018 07:07:00 | 22-Apr-2018 07:07:00 |
| 3 | SCZR Hyderabad IPL 2018 | MADHULIKA MITTA(31969370) | 2 | 1200 | 22-Apr-2018 01:59:25 | 22-Apr-2018 02:02:51 |
| 4 | SCZR Hyderabad IPL 2018 | DURGA PRASAD VEERAMASI(31932150) | 3 | 1800 | 21-Apr-2018 11:26:49 | 21-Apr-2018 11:27:25 |
| 5 | SCZR Hyderabad IPL 2018 | ASHISH PANDEY(31947970) | 3 | 1800 | 19-Apr-2018 12:13:37 | 21-Apr-2018 04:27:23 |
| 6 | SCZR Hyderabad IPL 2018 | SUMEET RAY(30065620) | 2 | 1200 | 20-Apr-2018 07:13:00 | 20-Apr-2018 07:13:00 |
| 7 | SCZR Hyderabad IPL 2018 | CHAITALI S DANDU(31974050) | 1 | 600 | 20-Apr-2018 05:31:14 | 20-Apr-2018 05:31:14 |

Admin dropdown menu:

- Add Event
- Edit Event
- Publish Pending Event
- Eventwise Report
- Event Feedback
- Add Admin


- Post completion of the event, participants can provide their feedback by logging under 'My Nominations' -> Feedback
- HR Officer can see/download the feedback by going to 'Admin' -> Event Feedback -> Select event

MyHPCL Portal

Employee Connect

10.90.147.219/Cricket/adminFeedback.jsp

AppsHR RepositoryAlexa - Actionable AHP PortalBTS : Bill Tracking SysADMISSION | HPCLSpeechTexter | SpeeHR officer DiscussionManuals & CircularsOther bookmarks

 **EMPLOYEE CONNECT**

HomeNominationMy NominationsCancelled NominationGalleryAdminLogout

Employee Feedback List

Select the Event

Select

Add Event

Edit Event

Publish Pending Event


Eventwise Report

Event Feedback

Add Admin

10.90.147.219/Cricket/adminFeedback.jsp

Search the web and Windows



ENG

5:33 PM

28-06-18

8. Event reports can be hosted under the 'Gallery' section which shall be visible to all employees.

The screenshot displays a web browser window with multiple tabs open: 'MyHPCL Portal', 'Employee Connect', and 'Picture Library'. The active tab shows the URL https://team.hpcl.in/sites/NI/Gall/_layouts/pictlib/Menu.aspx. The browser's address bar and bookmarks are visible at the top. The main content area features a dark purple background with the title 'EMPLOYEE CONNECT REPORTS' in large, bold, red letters. Below the title, there is a 'Menu' button on the left and a 'Select Event' dropdown menu. The central part of the page lists five events, each with a title, date, description, and links for 'More Details' and 'View Images'. On the left side of the page, there is a circular logo with the letters 'HP' and the text 'Energize, Engage & Enhance'. On the right side, there is a stack of three Polaroid-style photographs. The Windows taskbar is visible at the bottom, showing the search bar and various application icons. The system clock in the bottom right corner indicates the time is 5:35 PM on 28-06-18.

MyHPCL Portal x Employee Connect x Picture Library x

Secure | https://team.hpcl.in/sites/NI/Gall/_layouts/pictlib/Menu.aspx

Apps HR Repository Alexa - Actionable A HP Portal BTS : Bill Tracking Sys ADMISSION | HPCL SpeechTexter | Speech HR officer Discussion Manuals & Circulars Other bookmarks

Parey Ankur (अंकुर पारे) Use SHIFT+ENTER to open the main window

EMPLOYEE CONNECT REPORTS

Menu

Select Event Latest Events

Special Movie Screening for VR employees and family members May 05, 2018

"Naa Peru Surya – Naa Illu India" is a Telugu drama film with a message of Patriotism and Anger Management. Movie was organized on 5th & 6th May 2018 in all Vizag Inox theatres. Refreshments were also arranged for all.

[More Details](#) | [View Images](#)

Employee Connect - Chandrapur LPG Plant April 27, 2018

Family get-together for employees of Chandrapur LPG Plant

[More Details](#) | [View Images](#)

Employee Connect @Pune April 22, 2018

Trip to "Wet N Joy" water park for Pune based employees with their families

[More Details](#) | [View Images](#)

INTER DEPARTMENTAL CRICKET TOURNAMENT 2017-18 @ VR April 14, 2018

An Inter Departmental Cricket Tournament was conducted at VPT grounds, which was participated by 8 Departmental teams of Visakh Refinery.

[More Details](#) | [View Images](#)

Employee Connect@Bengaluru April 08, 2018

Family connect at Guhantara Resorts for employees of Bengaluru Retail RO, Lubes RO, I&C RO and Devangonthi Terminal

[More Details](#) | [View Images](#)

HP

Energize, Engage & Enhance

Search the web and Windows

5:35 PM 28-06-18