**RHC System Update**

**We require resource updates – For margin purpose, to track all the status of the resources & maintain resource pool data.** We have to update this data every week- if any change in the resource status (like he/she resigned, change the site etc.)

1. **Update Process:**
2. Consolidate all resource updates in excel which received from managers.
3. **URL Port-** <http://192.168.2.87:8088/UI/RU-Login.aspx>

**Login Id-** name.surname

**P/w-** Has to be taken from administration dept.

1. **Home screen-🡪Click on search employee option**
2. **Export to excel**- We have to use this data as a dump, whenever we require.
3. Filter on resource status (select absconding, asked to leave, relieved & relived project resource)-(They are not part of the organization, so we don’t need this data , means we have to share only active employee data for update.)
4. Filter the data in date effective from column (remove tick mark on current month)
5. Select everything & delete from sheet.
6. Delete the 1st 2 column, delete the group 3 & group 4 column, delete the project name, delete the updated by, postdated by & po ended column.
7. All the column after ”date effective from” get deleted.
8. Below column should require –
   1. Employee ID
   2. Employee Name
   3. Grade
   4. Delivery group
   5. Group 1
   6. Group 2
   7. Customer name
   8. Clover delivery model (Advantage, Direct & Connect)
   9. Resource status
   10. Utilization-Occupancy of the resource at particular site.
   11. Head count
   12. Base location
   13. Customer site
   14. Date effective from

For updates on above mentioned categories, we have to send this data to every technology manager as per his technology. **Make sure QMS codes are entered and locked in the templates**

1. Technology manager will send back the excel sheet with status update.
2. Then we have to update it in the RUS system.
3. Filter the Delivery column i.e. technology column & delete the below technologies:

SDU Slonkit, SDU- Delivery, SDU- Practice management, SDU-SAM

1. Check the resource percentage should be 100, never 200 or more.
2. For sending mail- We have to send a mail to technology manager keeping cc to their seniors.
3. **Resource Status:**
4. **Absconding:** Employee left the organization without informing anyone.
5. **Academy:** All the employee belongs to the clover academy would be Consider as academy**.**
6. **Additional:** Employee who are not billed on client site or Offside but Deployed at client side or offsite for Additional support they are treated as Additional
7. **Bench:** All the employees who are seating in the clover Office whom no project are align will be treated as bench.
8. **Billing:** All the resources for whom we are getting billing at Client site would be treated as billing consultant.
9. **Committed Backup:-** Consultant who are dedicatedly assigned on client Site for avoiding loss of billing in case of leave of billable consultant will be treated as committed backup(We are not getting any billing for Committed backup)
10. **Delivery Management:-**All the senior who are M5 and above belong to delivery team will fall in this category.
11. **Evaluation:** Clients ask us to deploy a resource for which we are not getting initial one month or 15 days billing as they want to evaluate the consultant that period will come on the evaluation. For eg. BAGIC, BALIC, SBI Life
12. **Long Leave:** If employee is taking leave which is more than one month then it would belong long leave.
13. **Mark-up Billing:** Who are refer by client whos salary & billing both Decided by client but employee is in the payroll of clover.(Only for salaries).
14. **Non Billing :** All the employee who are not billing or they are Working on internal project of clover will Consider under non billing**.**
15. **Relieved:** All the employee who relived from clover after Serving complete notice period.
16. **Relieved Project:**  If any employee moving one site to another site then Site from which he is moving that status would be Relieved project
17. **Reserve:** All the employee for whom manager has plan for his Deployment are treated as reserve on planned site.
18. **Resign Non Billing :** All the employee who are resign and notice period for whom we are not getting any bill will consider as a resign non-billing.
19. **Resign billing :-** All the billable employee who are on notice period will be treated as a resign billing.
20. **Resigned backup:** Employee who is replacing resigned employee would be treated as resign backup till the time primary consultant relived from site after relieving of primary consultant this consultant would be Treated as billable.
21. **Rotational Backup:** Backup deployed at client site to avoid loss of Billing due to absent of primary consultant in Case of short leave i.e. less than 1 month (client Site not fixed).
22. **Trainee:** All the trainee who completed their academy and Deployed at client site for next three month Would be consider as a trainee.
23. **Trainee Clover:** Trainee clover are those employee who deployed at client site to get trained.
24. **Delivery Group SPOC**
    1. **BA/APP Support-**Chetan Monde,Atul Singh (Vijay Galani, Albert Kumar, Siddharth Deshmukh)
    2. **BI/DW-**Anand Amarshetti, Bhushan Daga (Vijay Galani, Albert Kumar, Siddharth Deshmukh)
    3. **DB2,Oracle DBA, EBS DBA, SAP Basis-**Shefali Purav, Vinod, Saurabh Chopde (Kumar Solanki, Siddharth Deshmukh, Prashant parab, Vijay Galani)
    4. **Java**-Vishal Mestri(Vikram Gite, Albert Kumar, Vijay Galani ,Siddharth deshmukh)
    5. **Microsoft-**Kedar Dighe (Vikram Gite, Albert Kumar, Vijay Galani, Siddharth deshmukh)
    6. **Middleware-**Machhindra Kanse ( Siddharth Deshmukh, Prashant Parab, Vijay Galani)
    7. **MSSQL DBA-**Siddhesh Chothave/Kedar Rewale (Kumar Solanki, Siddharth Deshmukh, Prashant Parab, Vijay Galani)
    8. **NOC-**Amit Yadav ( Siddharth Deshmukh, Vijay Galani ,Prashant parab)
    9. **Open Source-**Sameer Thamke ( Siddharth Deshmukh, Vijay Galani ,Prashant parab)
    10. **OS Support-**Macchindra (Siddharth Deshmukh, Vijay Galani ,Prashant parab)
    11. **PLSQL**-Anand Amarshetti (Vijay Galani, Albert Kumar, Siddharth Deshmukh)
    12. **SAP/EBS Technical/EBS Functional**-Manoj Bhosale (Vijay Galani, Albert Kumar, Siddharth Deshmukh)
    13. **TSG**-hefali Purav (Kumar Solanki, Siddharth Deshmukh, Vijay Galani ,Prashant parab)
    14. **Web Centre-**Vishal Mestri (Vijay Galani, Albert Kumar, Siddharth Deshmukh)
25. **Clover Delivery Module**
26. Advantage
27. Direct (As Per Client Required)
28. Connect(Remote Support)
29. Project-FP(Fixed Price)
30. Project-T&M(Time and material based, regular or monthly based invoicing)
31. **Replacement**
32. Process to send the data for resource replacement**:**
33. Get the active employee data.
34. Go to RUS portal.
35. Click on search all employee.
36. Export to the excel.
37. Select the columns-Employee Id., Employee Name, Delivery Group, Customer name, Clover delivery model, Resource Status, % of allocation, Date effective from

Delivery Head – Add later on- before sending mail to the delivery managers (Or select as per format shared)

1. Filter on Resource status – Select only Absconding, asked to leave, long leave, Relived, Relieved project, resigned billing (6).
2. Filter on Date effective from column & select the current financial year data (April to march) & deselect the all other year & month.
3. Now copy the filter data & paste it into the other new sheet through value & source formatting option
4. Put the filter in new sheet
5. Now go to the resource statues in the new sheet & select only relieved project. Go to the date effective date column & deselect the Current month.
6. Delete all the filtered data & now remove all filters.
7. To add the data which is in the RHC dump & not in the master replacement file, be we have to follow the below steps:

* Add 1 more column before employee code column, put the concatenate formula for employee ID & Client name in RHC dump file.
* Formula= Concatenate (Employee id, Customer name)
* Now go to Master Replacement file & put the concatenate formula in the uppermost left column i.e. before employee ID column. (Check the filter-remove & add filter, Ensure that formula should be in the right place i.e. ensure the starting cell & row).
* =Concatenate (Employee code, Customer name)
* Now go to the uppermost right side four blank columns
* In the first column-
* Put the Vlookup formula –
* =Vlookup(Concatenate column of the replacement file, select the table of rhc file up to the resource status column, give column number (Column number of Resource status column), 0)
* In the 3rd column
* =Vlookup(Concatenate column of the replacement file, select the table of rhc file up to the date effective form, give column number (Column number of Date effective from column), 0)
* Now in the 2nd column put a formula= 1st column=Resource status –Result True & False
* Now in the 4th column put a formula= 2nd column=Date effective form –Result True & False
* Drag the all 4 columns results
* Put a filter for columns
* Filter the false values only
* Then make appropriate changes as per below steps-
* Put the formula in the Resource status of master file (= False value column & select the first cell result & paste in below balance column status.
* Put the formula in the Date effective of master file (=False value column& select the first cell result & paste in below balance column status.
* Remove all filters & selct the complete resource status column, copy & do paste value.
* Repeat the same with date effective column.
* Now in RHC file put a Vlookup adding 1 more column before delivery group column.
* (We are putting the 2 vlookup formula’s in the Master file because we are getting the resource status & date effectives if it get changed in the RHC dump i.e in the mean while time as the master file data status & date effectives are old one. Also we are putting True & False formula because against it we are changing the false values in the true values.)
* =Vlookup (“Concatenate column in RHC file”, concatenate column in master replacement file , employee id column of master replacement file & employee name column of master replacement file, no of columns i.e. 3, 0)
* In the master files columns in both columns resource status & date effective from so the false values become a true.
* (We fix the employee id & customer name column, as we are finding in this case,

the employee name who is in the both files. The employee name will appear if he is present in the both files (He is continuing at the same site). If it not in the master file it will show NA value. It means that this employee name changed against the same customer name so we have to provide his replacement for same customer).

* Put the filter on Vlookup column select the #NA only
* Now copy this columns & paste in the master replacement file respectively.Also mention the yet provide in the name of replacement column against the pasted column.Also update the delivery head name, all the data is there, take name from upper data.
* Put the filter on customer name & select clover InfoTech, Green project & internal project change his replacement not required.
* Put the filter on clover delivery model & select project FP, change his replacement not required.
* Put the filter on resource status & select Bench, change his replacement not required.
* Complete all blank columns.(% column).
* For update the % of allocation column , use vlookup with RHC dump using employee ID column as a base.
* Put filter on Yet to provide.
* Put the filter on clover delivery model & select the Advantage model & Project T&M & make its resource allocation 100%.
* Then put filter on clover delivery model & select connect & direct model & take it resource allocation from RHC system or dump.
* Now put the filter on resource status
* Select- Absconding, relieved, relieved project, ask to leave, long leave
* Now put the formula in No. of days for which credit note should be raised column- Current date-last date (Date effective from)+1=(Date effective from deployment-Date Effective from).
* For resigned billing credit note should be Zero (0).
* Now Select only resigned billing from resource status.
* Now put a formula in replacement to be identified before column
  + Formula = resigned billing status-( =Date effective from only + 60.)
* Now select from resource status column Absconding, relieved, relieved project, ask to leave, long leave
  + Formula ( = Date effective.)
* Put the filter on No. of days for which credit note should be raised column,
* Select 0 & 1 & make a change in the loss of billing column- No
* Select 2 & more days & make a change in the loss of billing column-Yes i.e If days are 0 or 1 - loss of billing No & if days are 2 or more- Loss of billing Yes.
* Now data is ready to send Delivery managers.
* Go to delivery head column, select delivery head name & send the mails.

1. **Process for getting active employee data as per Resource Utilization Portal:**
2. Login to RUS System.
3. Click to search Employee
4. Click to search All
5. Export Data
6. Filter on the Resource Status.

(Filter Relieved, Relived Project, Absconding, Ask to Leave)

1. Filter on the D.E.F.

(Except current month all date need to be selected)

1. Delete all the Previous Record then remove all the Filter …….

* Employee Confirmation from Active by Payroll and HR.
* Counts should be matched with Active employee count after validating file.
* If mismatched so need to ask.
* If comments would be different from HR & Payroll, then need to ask correct status of the resource to HR on mail.

1. **How to add employee in RUS System**
2. For new employee data send by HR team for new employee.
3. Open RHC System.
4. Click on add employee.
5. Fill employee ID (We can copy data from Hr team mail).
6. Fill an employee name.
7. Fill the grade (From Hr Mail).
8. Fill delivery group (Means technology name).
9. Fill Group 1- Same as per delivery group.
10. Resource status- Initially always Bench.
11. Fill customer name- Clover InfoTech Pvt Ltd.
12. Fill the Reporting manager name-Appropriate technology manager names.
13. Delivery Heads-Senior delivery heads name.
14. Type of service- Put the technology name.
15. Customer site location- As per Hr team mail.
16. Utilization- Always 100% initially.
17. Head count- Automatically calculated as 1.
18. Base location- Always Mumbai.
19. Joining date- Take from Hr team mail.
20. Date effective from- Same as per joining date.

Senario 1 :- If I got mail from Jabin stating that below mention MSSQL batch released from academy on 1-Jan-18.

Ans :- here employee all the update would be same as earlier Except recourse status and D.E.F.

For Ex:-

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Emp Name** | **Client Name** | **Delivery module** | **Recourse Status** | **% allocation** | **New Replacement** | **D.E.F** |
| Sanjay | Clover Infotech | Advantage | Trainee | 100 | - | 1-Jan-18 |

Note:- All underline are changes which supposed to made in the system.

Senario 2:- Sanjay deployed in Axis Bank advantage support who resigned on 4-Dec-17

Ans:-

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Emp Name** | **Client Name** | **Delivery module** | **Recourse Status** | **% allocation** | **New Replacement** | **D.E.F** |
| Sanjay | Axis Bank | Advantage | Billing | 100 | - | 4-Oct-17 |
| Sanjay | Axis Bank | Advantage | Resigned Billing | 100 | - | 4-Dec-17 |

Note:-All underline are changes which supposed to made in the system.

Senario 3:-Identified Sanjay as his Replacement from 16-Jan-18 (Sanjay is currently on Bench.

Ans :-

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Emp Name** | **Client Name** | **Delivery module** | **Recourse Status** | **% allocation** | **New Replacement** | **D.E.F** |
| Sanjay | Axis Bank | Advantage | Resigned Backup | 100 | Sanjay | 16-Jan-18 |

Note:-In case of replacement any one is consider as billable an another one is Backup.

Senario 4:-Sanjay relived the Organisation on the 4-Feb -18 his last day on client site is 3-Feb-18.

Ans:-

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Emp Name** | **Client Name** | **Delivery module** | **Recourse Status** | **% allocation** | **New Replacement** | **D.E.F** |
| Sanjay | Axis | Advantage | Relieved Project | 0 | - | 3-Feb-18 |
| Sanjay | Axis | Advantage | Billing | 100 | - | 4-Feb-18 |
| Sanjay | Clover Infotech | Advantage | Relieved | 100 | - | 4-Feb-18 |

Note:-All underline are changes which supposed to made in the system.

Senario 5:-Sanjay Pull back his resigned on 20-Jan-18

Ans:-

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Emp Name** | **Client Name** | **Delivery module** | **Recourse Status** | **% allocation** | **New Replacement** | **D.E.F** |
| Sanjay | Axis | Advantage | Billing | 100 | - | 4-Oct-17 |

Note:-Drop mail to the team about Sanjay’s Current Status.

Senario 6:-Sanjay Joined clover on 5th Jan 2018 in oracle Dba 8th Jan 2018 we move him in fss onsite support as new deployed.

Ans:-

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Emp Name** | **Client Name** | **Delivery module** | **Recourse Status** | **% allocation** | **New Replacement** | **D.E.F** |
| Sanjay | Clover | Advantage | Bench | 100 | - | 5-1-18 |
| Sanjay | Clover | Advantage | Relived Project | 0 | - | 7-1-18 |
| Sanjay | FSS | Advantage | Billing | 100 | New | 8-1-18 |

Note:-Drop mail to the team about Sanjay’s Current Status.

Senario 7:-

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Emp Name** | **Client Name** | **Delivery module** | **Recourse Status** | **% allocation** | **New Replacement** | **D.E.F** |
| SAYED ASIF JAFRI | Yes Bank | Advantage | Resigned –Billing | 100 | - | 1-8-17 |
| Omkar Mahpsekar | Yes Bank | Advantage | Billing | 100 | - | 1-10-17 |

Ans:-Drop a mail to the manager for Omkar Mahpsekar

1. Who will be Replacement of Omkar Mahpsekar
2. Kindly provide Date Effective

Senario 8:-**Committed Backup**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Emp Name** | **Client Name** | **Delivery module** | **Recourse Status** | **% allocation** | **New Replacement** | **D.E.F** |
| Sanjay | Axis Bank | Advantage | Committed Backup | 100 | - |  |
| Sanjay | PMB | Advantage | Resign Backup | 100 | - | 15-1-18 |
| Sureeti | PMB | Advantage | Resign Billing | 100 | - |  |

Ans:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Emp Name** | **Client Name** | **Delivery module** | **Recourse Status** | **% allocation** | **New Replacement** | **D.E.F** |
| Sanjay | Axis Bank | Advantage | Committed Backup | 100 | - |  |
| Sanjay | Axis Bank | Advantage | Relived Project | 100 | - |  |
| Sanjay | PMB | Advantage | Resign Backup | 100 | - | 15-1-18 |
| Sureeti | PMB | Advantage | Resign Billing | 100 | - |  |
|  |  |  |  |  |  |  |

**Rules:-**All billable Consultant replacement should be billable some way all additional committed backup, non billing, Bench, Rotational Backup, status would be some as previous consultant.