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Shift Allowance

Here we can see the shift allowances of the resources to be approved or changed in the Hours entered by the resources and this shift allowance is only available for resources for work windows rather than the normal work window.

1. Data Table

<input type="checkbox"/>	Emp Id	Name	WW	No. Of Days	Allow. Amt	Ext. Hrs	Ext. Hrs Amt	WeeEnd Hrs	WeeEnd Amt	Oncall Hrs	Oncall Amt	Tot. Amt	Status	
<input type="checkbox"/>	2520	Abdul Hafiz Anamalamudi	WW 1400/2300	21.0	5,250.0	0.0	0.0	0	0.0	0	0.0	5,250.0	PM Approved	
<input type="checkbox"/>	3156	Amarendra Reddy Salukuti	WW 1300/2200	21.0	5,250.0	42.0	5,250.0	0	0.0	0	0.0	10,500.0	New	
<input type="checkbox"/>	2365	Amit Kumar	WW 1230/2130	23.0	5,750.0	0.0	0.0	0	0.0	0	0.0	5,750.0	PM Approved	
<input type="checkbox"/>	2123	Amith Kumar Meesala	WW 1400/2300	18.0	4,500.0	8.0	1,000.0	0	0.0	0	0.0	5,500.0	New	
<input type="checkbox"/>	3621	Ashfaq Ali Syed	WW 1200/2100	22.0	5,500.0	0.0	0.0	0	0.0	0	0.0	5,500.0	PM Approved	

<input type="checkbox"/>	Emp Id	Name	kt. Hrs	Ext. Hrs Amt	WeeEnd Hrs	WeeEnd Amt	Oncall Hrs	Oncall Amt	Tot. Amt	Status	Comments	H
<input type="checkbox"/> W	2520	Abdul Hafiz Anamalamudi	0.0	0.0	0	0.0	0	0.0	5,250.0	PM Approved		
<input type="checkbox"/> W	3156	Amarendra Reddy Salukuti	42.0	5,250.0	0	0.0	0	0.0	10,500.0	New		
<input type="checkbox"/> W	2365	Amit Kumar	0.0	0.0	0	0.0	0	0.0	5,750.0	PM Approved		
<input type="checkbox"/> W	2123	Amith Kumar Meesala	8.0	1,000.0	0	0.0	0	0.0	5,500.0	New		
<input type="checkbox"/> W	3621	Ashfaq Ali Syed	0.0	0.0	0	0.0	0	0.0	5,500.0	PM Approved		

Emp Id: Here the employee ID of the resource will be displayed.

Name: This is the Name of the resource of which data is populated will be displayed.

WW: Work window of the resource will be displayed here and this data is being taken from the PEP portal.

No. of Days: This data is also being taken from the PEP portal. Based on the data logged in by the resource.

Allow. Amt: This is the amount that is being approved for the resource for the shift allowance.

i.e., (No. of days*recorded Hours) *Hourly allowance amount.

Ext. Hrs: These are the Extra hours that can be added by the Manager based on the hours added by the resource.

Formula:(Total no working Hours * no of working days – 8* no of working days)

Weekend Amt: This is the amount that a resource will be getting for the hours worked in the weekend.

Weekend Hrs: If a resource has worked in the weekend those hours can be added by the Manager here.

Oncall Hrs: These are the hours that are added if any resource has spent time on the call rather than the work window can be added by the Manager here.

Oncall Amt: This is the amount that a resource will be getting for the hours spent Oncall.

Total Amt: This is the sum of allowance amount, Weekend amount and On call amount.

Formulae: Total Amount= (Allowance amount + Weekend Amount + Oncall Amount)

Status: This is the status of the allowance amount that is approved for the resource and the status at which the approval is displayed here.

Comments: This are the comments that are entered by the approval managers.

History: Once the shift allowance is approved by the manager by clicking on the action icon it displays the data by whom the shift allowance is approved.

2. Process Flow

Step 1: Initially the data will be shown in **NEW** status.

Note: 1. Resource shift Allowance is considered when they are allocated to project.

(It may be a Billable or non – billable Project).

2. If they are allocated to Multiple Projects, then the corresponding Project Managers are able to see the Shift allowance, once if any one project manager approves the shift allowance, then it is disabled.

Same for Delivery Partner also.

3. Ext hours are considered from Time sheet.

Formula: (Total no working Hours * no of working days – 8* no of working days)

Step 2: When Allowance is in **NEW** status, then **project Manager** has Access to Approve Shift Allowance.

After Allowance is approved by Project Manager then it is shown under **Project Manager Approved status**.

Step 3: When Allowance is in **Project Manager Approved** status, then Customer **Delivery Partner** has Access to Approve Shift Allowance.

After Allowance is approved by **Delivery Partner** then it is shown under **Delivery Partner Approved status**.

Step 4: When Allowance is in **Delivery Partner Approved** status, then **Finance** Team has Access to Approve Shift Allowance.

After Allowance is approved by **Finance** then it is shown under **Finance Approved status**.

Step 5: When Allowance is in **Finance Approved status**, then **HR** Team has Access to Approve Shift Allowance.

After Allowance is approved by **HR** then it is shown under **HR Approved status**.

Step 6: When Allowance is in **HR Approved status**, then **HR** Team has Access to Approve Shift Allowance.

After Allowance is approved by **HR** then it is shown under **PAID**.

3. Filters

3a. View By

Based on the selection in the View we can view the details of the resources

3b. Customers

Here we can select the customers of the shift allowance based on the customers selected those details of the resources in that customer will be displayed.

Shift Allowances

Expenses

Search Filters

View By * : Customer/Project

Month * : Mar-2022

Customer * : Select

Project * : Select

Alloc Type : << ALL >>

Status * : Select all

(CNESST)Commission des normes, de l'équit, de la

1-800-FLOWERS

170 Systems

21st Century Insurance Group

21st Century Oncology

3M Corporate Headquarters

7-Eleven

7irene

99 Cents Only Stores

Abbott Laboratories

3c. Project

Based on the customer selected those projects of whom the customer is selected will be displayed.

View By * : Customer/Project

Month * : Mar-2022

Customer * : 1895 selected

Status * : 7 selected

Project * : 13929 selected

Alloc Type : << ALL >>

Search

Unselect all

Biz Ops Desk

HRBP

PPM Web Transition

Performance Management System

Search :

Emp Id

Name

WW

No. Of Days

Allow. Amt

Ext. Hrs

Ext. Hrs Amt

Week End

App. Support Internal Systems

Total Amt

Status

3d. Alloc. Type

Based on the type of allocation selected those resources in that particular allocation will be displayed.

View By * : Customer/Project

Month * : Mar-2022

Customer * : 1895 selected

Status * : 7 selected

Project * : 13929 selected

Alloc Type : << ALL >>

Search

Unselect all

Biz Ops Desk

HRBP

PPM Web Transition

Performance Management System

Search :

Emp Id

Name

WW

No. Of Days

Allow. Amt

Ext. Hrs

Ext. Hrs Amt

Week End

App. Support Internal Systems

Total Amt

Status

3e. Month

Based on the month selected in this the complete details of the resources will be displayed for that month.

3f. Status

Here we can filter out the resources data and complete details based on the Status of the data.

Shift Allowances

Expenses

Search Filters

View By : Customer/Project
Month : Mar-2022
Customer : 1895 selected
Project : 13929 selected
Alloc Type : << ALL >>

Status : Select

Search

Select all

☐ New

☐ PM Approved

☐ DP Approved

☐ Finance Approved

☐ HR Approved

☐ Paid

☐ Rejected