Training Manual for End-Users for getting acquainted with the Leave Encashment Feature under Employee Self Services for IndianOil

Leave Encashment

Training Manual

Version 1.0: 29.04.2011

Corporate Information Systems

In order to access the Employee Self Services Portal, kindly enter the following URL in the address bar of your Internet Explorer browser:

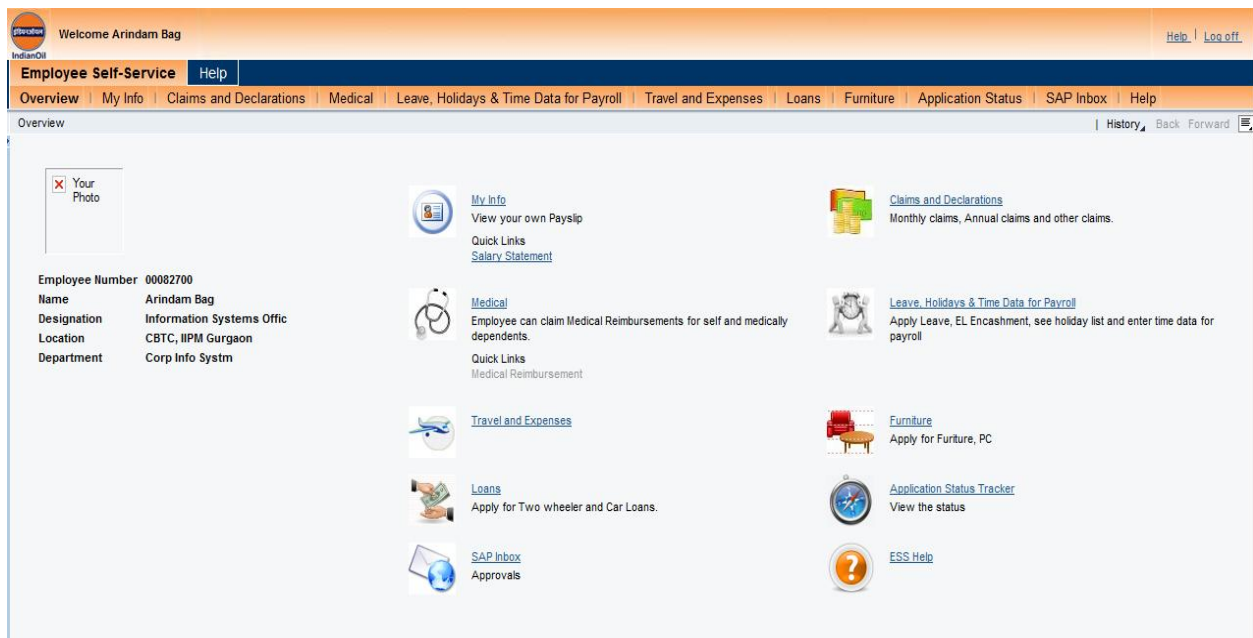http://eppcv101.ds.indianoil.in:50000/irj/portal

The Login Screen of the Employee Self Services Portal will look like this:

Enter User ID and Password to Login into Employee Self Services Portal. Click the Go button.

The first screen in the portal will look like this:

On this screen, click on Leave, Holidays & Time Data for Payroll

This will take to the next page with the following services as listed below:

Under Leave Sub-area, there are 3 services:

- ➢ Leave Request

- ➢ Leave Balance

- ➢ Leave Encashment

Under Holidays Sub-area, there are 2 services:

- ➢ Closed Holidays

- ➢ Restricted Holidays

Under Time Data for Payroll Sub-area, there are 3 services:

- ➢ Overtime – Admin & SIC's

- ➢ Shift Change – Admin & SIC's

- ➢ Absence Intimation / Attendance Certification – Admin

The screen will look like this:
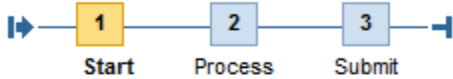
LEAVE ENCASHMENT

Brief:

This is a service for en-cashing Earned Leave online. In this application, system will display the EL Balance, Basic, VDA and other relevant components. Employee has to enter the number of days for which EL needs to be encashed. While processing encashment, system will display the Gross Amount, Income Tax and Net Amount payable. Once reviewed by the user and sent for processing, amount will be paid in the next off-cycle due. Application once submitted is irreversible.

On the screen shown above, Click on Earned Leave Encashment

The following screen will appear:
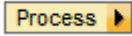
Earned Leave Encashment

Earned Leave Encashment

| 1 Start | 2 Process | 3 Submit |

Application for Employee to encash leaves

| Employee No. * | 00093449 | Name | Shahid Ahmed |
| Current Leave Balance EL | 77.00000 | | |

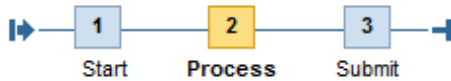| Encashment Date | 03.05.2011 | Basic | 11,900.00 |
No Of Days	0000	Special Pay	0.00
Encashed Amount	0.00	Stagnation Pay	0.00
Itax Amount	0.00	VDA	5,616.80
Encash Payable	0.00	NPA	0.00
		Special Allowance	0.00
		CCA	0.00

Process ▶   Exit

This screen will display the current Basic along with VDA for the employee and the EL Balance. The employee have to enter the number of days for which he/she wants to get the EL encashed, following the policy of the organization. After entering the number of ELs for encashing, click on Process ▶ . The next screen will look like this:

Earned Leave Encashment

Earned Leave Encashment

1	2	3
Start	Process	Submit

Application for Employee to encash leaves

Employee No. *	00093449		Name	Shahid Ahmed
Current Leave Balance EL	77.00000			

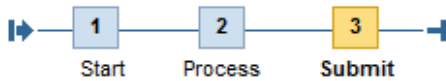|				
Encashment Date	03.05.2011		Basic	11,900.00
No Of Days	0005		Special Pay	0.00
Encashed Amount	2,919.45		Stagnation Pay	0.00
Itax Amount	875.84		VDA	5,616.80
Encash Payable	2,043.61		NPA	0.00
			Special Allowance	0.00
			CCA	0.00

◀ Back   Submit ▶   Exit

This screen will display the number of days for which EL to be encashed, the encashed amount, Income Tax to be deducted from the encashed amount and the net amount payable to the employee. Click on Submit ▶ . Consequently, the amount will be paid in the next off-cycle due. The screen will look as follows:

Earned Leave Encashment

Earned Leave Encashment

1	2	3
Start	Process	Submit

☑ Leave encashment data saved successfully

Application for Employee to encash leaves

Employee No. *	00093449	Name	Shahid Ahmed	
Current Leave Balance EL	77.00000			

Encashment Date	03.05.2011	Basic	11,900.00
No Of Days	0005	Special Pay	0.00
Encashed Amount	2,919.45	Stagnation Pay	0.00
Itax Amount	875.84	VDA	5,616.80
Encash Payable	2,043.61	NPA	0.00
		Special Allowance	0.00
		CCA	0.00

Exit

QUICK STEPS

1. In the start screen of Earned Leave Encashment, enter the no. of days for which EL is to be encashed. Click on "Process"

2. In the next screen, check the Encashed Amount, Income Tax Amount and Net Amount payable. If everything is correct, click "Submit", else click "Back" and make the necessary changes

3. Click "Submit". Consequently, the amount will be paid in the next off-cycle due.