

User Reference Manual

FESCO

SAP HCM with SharePoint Integration

ABACUS
YOUR TRANSFORMATION PARTNER

March 10, 2021

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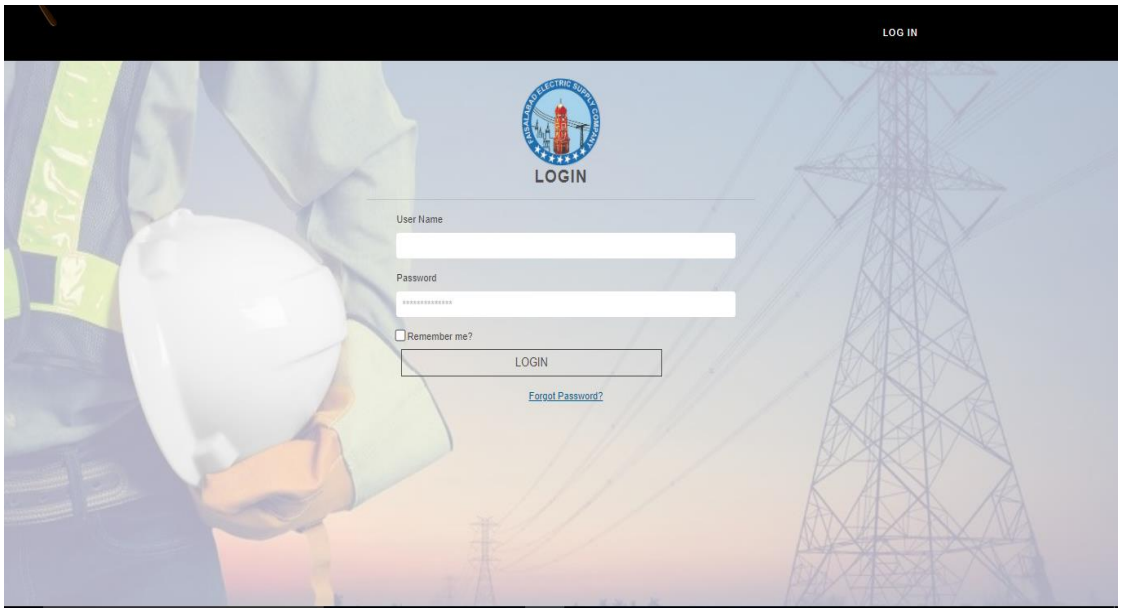
LEAVE REQUEST

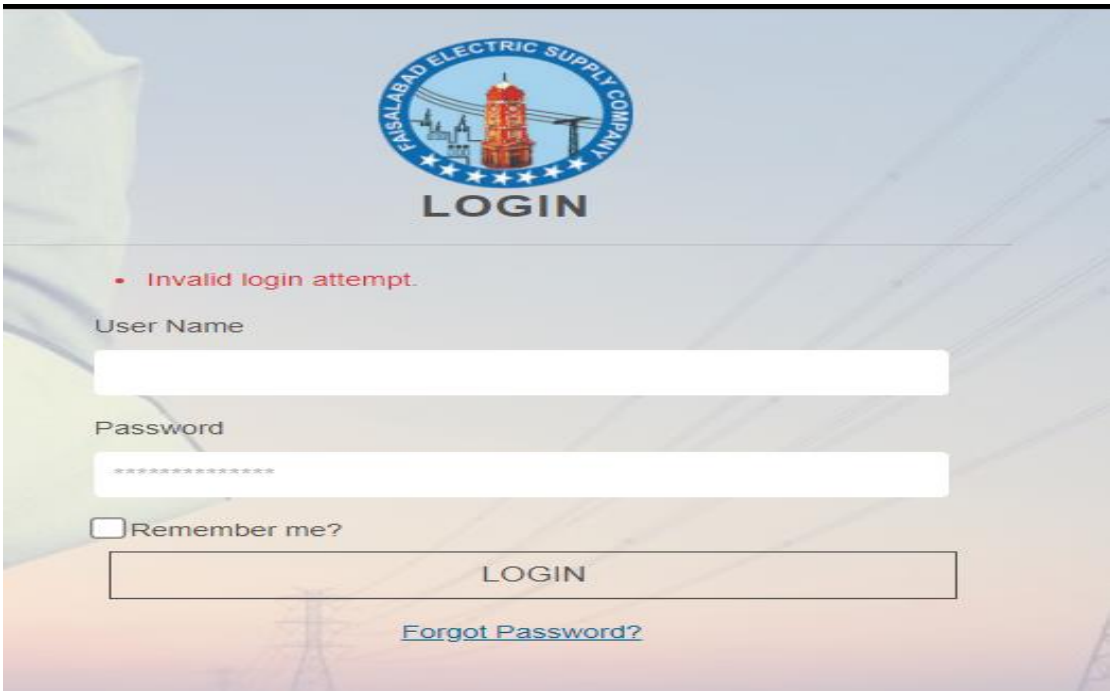
This section describes the Leave Request features, how to create Leave Request, Submit a request, and how to Approve the leave request. Following are the features of the Leave Request Section.

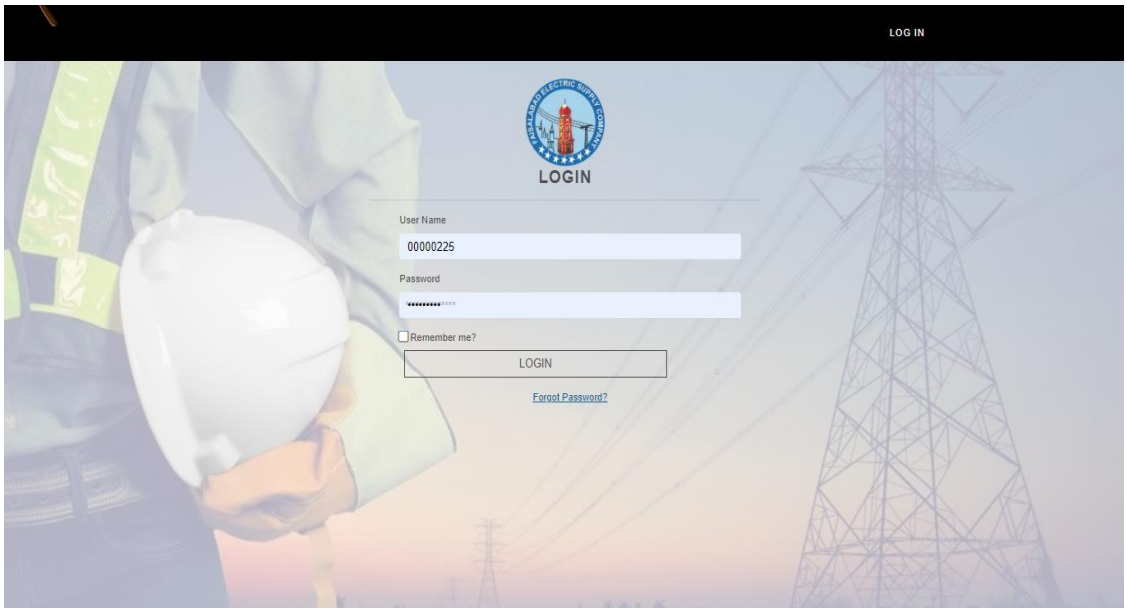
LOGIN SCREEN FOR LEAVE REQUEST USER

FESCO Employee User will provide the employee code and password using the login screen. After successful log-in, the relevant dashboard page will be displayed to the user.

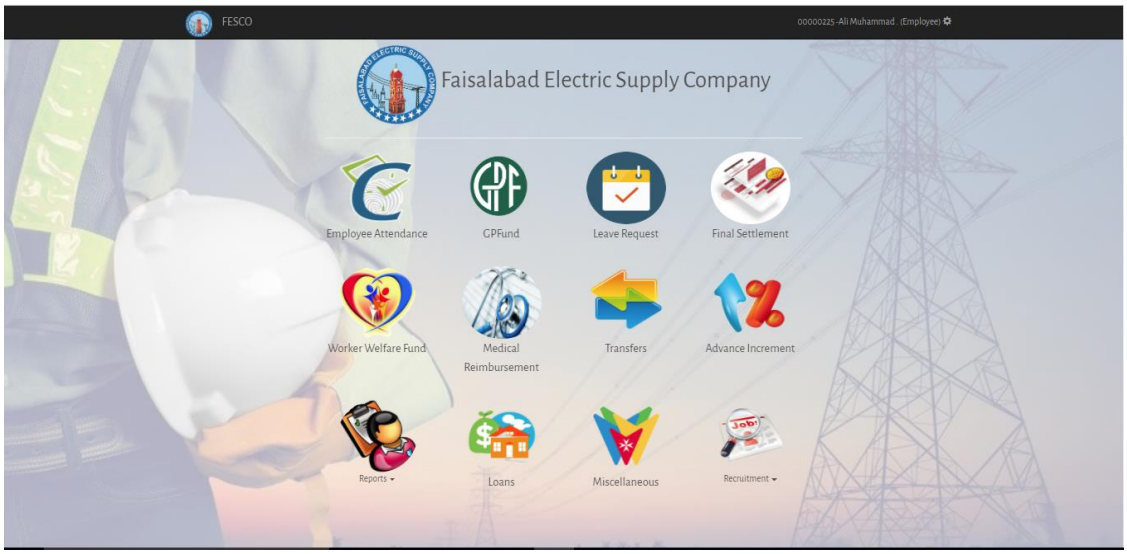


If the User provides an Invalid employee code and password then an error message will be shown.



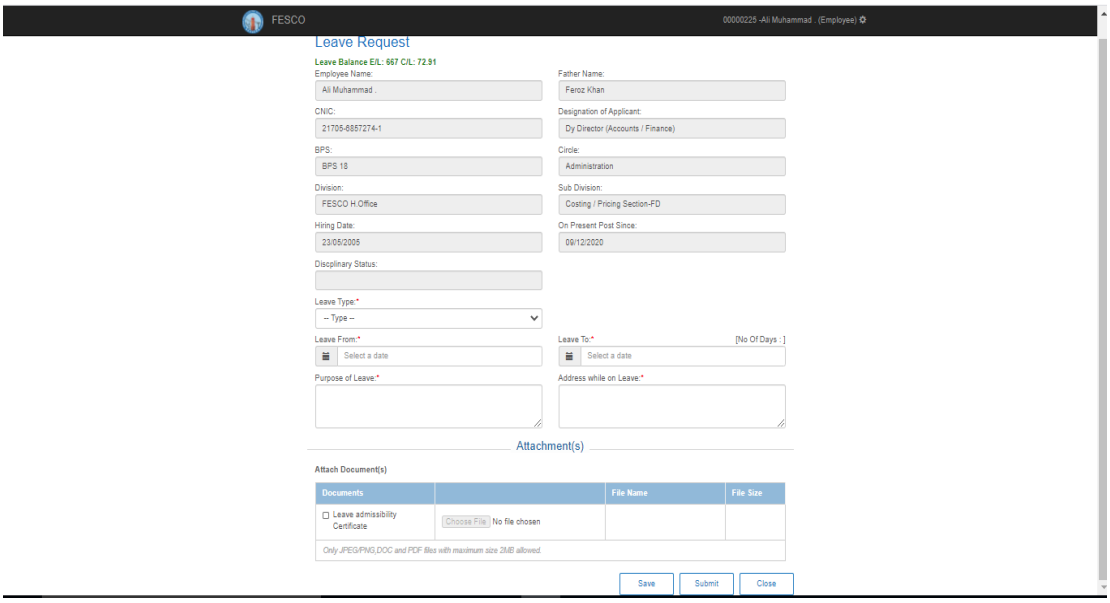


After login into the application, the following dashboard screen will open to the user, user can perform their functionality accordingly.

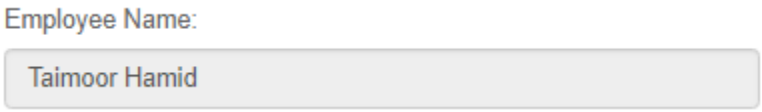


While clicking on  Icon, the leave request page will open to submit the leave.

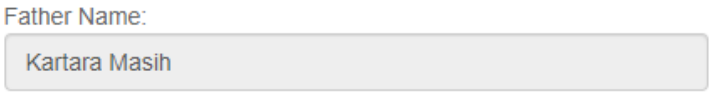
The following screen will appear. For further understanding review the below images.



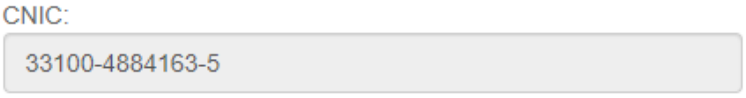
- **Employee name:**
  Data in this field will be auto-filled. It's a mandatory field.



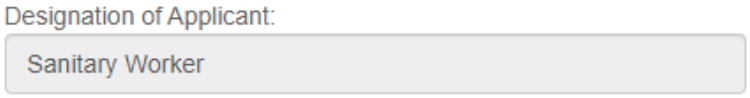
- **Father Name:**
  Data in this field will be auto-filled. It's a mandatory field.



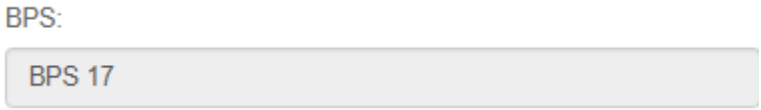
- **CNIC:**
  Data in this field will be auto-filled. It's a mandatory field.



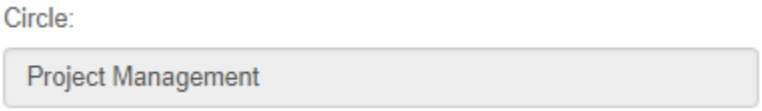
- **Designation of Applicant:**
  Data in this field will be auto-filled. It's a mandatory field.



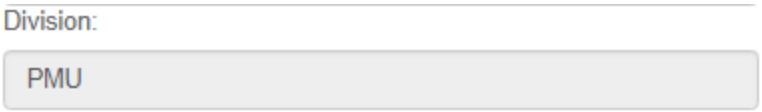
- **BPS:**
  Data in this field will be auto-filled. It's a mandatory field.



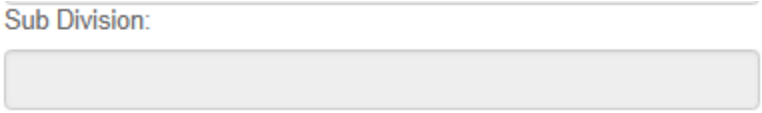
- **Circle:**
  Data in this field will be auto-filled. It's a mandatory field.



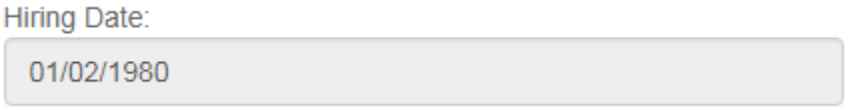
- **Division:**
  Data in this field will be auto-filled. It's a mandatory field.



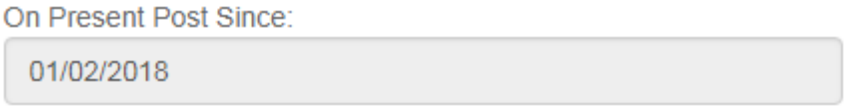
- **Sub Division:**
  The Field will be auto-selected. It's a mandatory field.



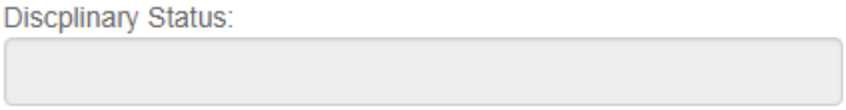
- **Hiring Date:**
  Data in this field will be auto-filled. It's a mandatory field.



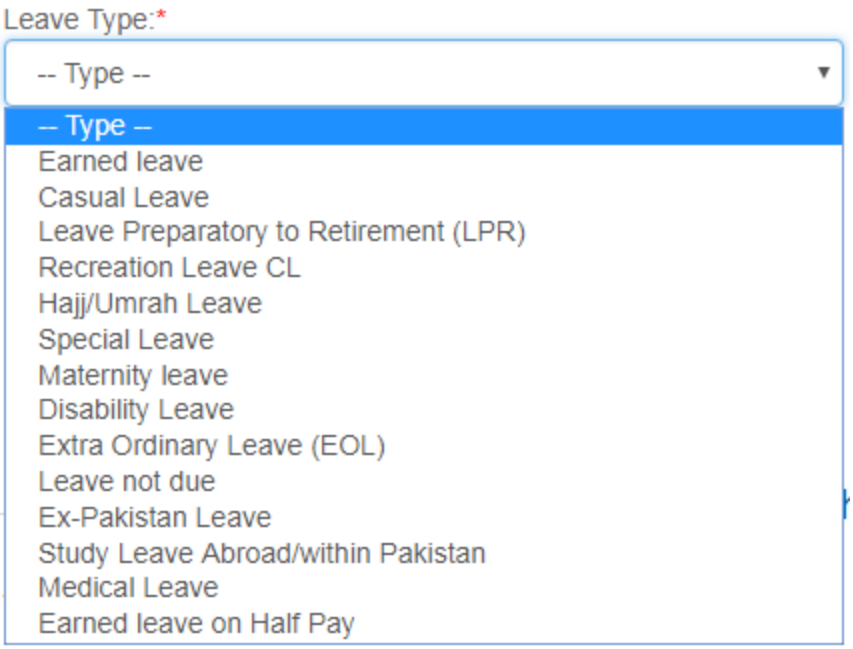
- **On Present Post Since:**
  Data in this field will be auto-filled. It's a mandatory field.



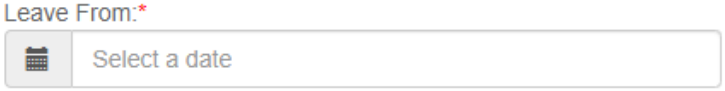
- **Disciplinary Status:**
  Data in this field will be auto-filled. It's a mandatory field.



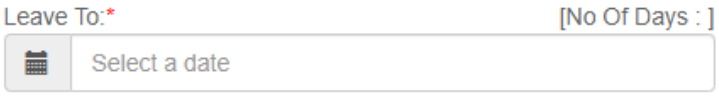
- **Leave Type:**
  This field lets the user choose the leave type, he/she is going to request, from the available options in the dropdown. It's a mandatory field.



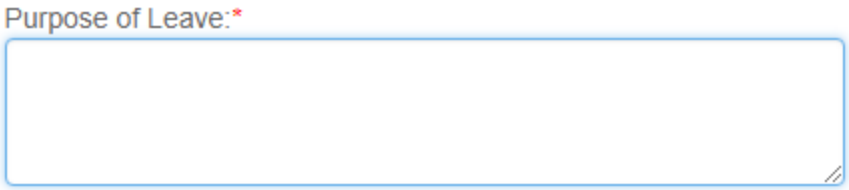
- **Leave From:**
  This fields is used to select the starting date of the leave(s). It's a mandatory field.



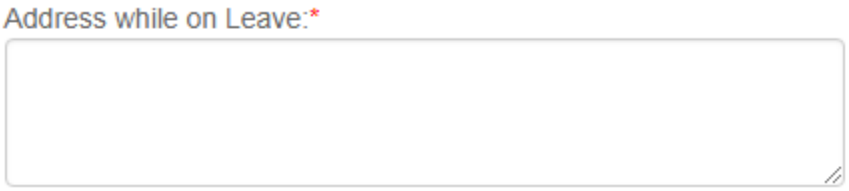
- **Leave To :**
  This fields is used to select the ending date of the leave(s) and it will calculate the number of days accordingly. It's a mandatory field.



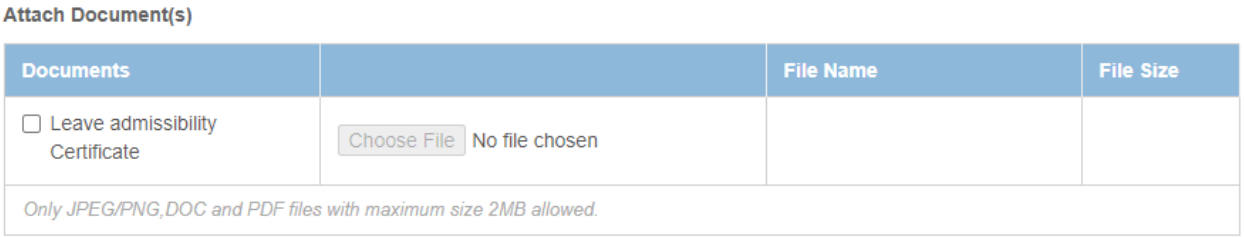
- **Purpose of Leave:**
  Input purpose of the leave and this field takes the detailed purpose/reason to the need of leave(s). It's a mandatory field.



- **Address while on leave:**
  This field takes the information of the address at which the user can be contacted in case of need while on leave. It's a mandatory field.

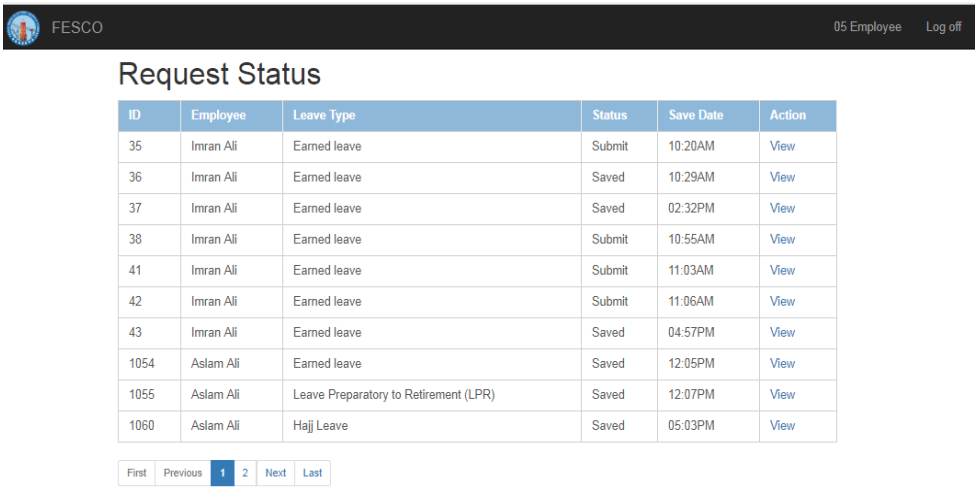


- **Attach Document(s)**
  This field takes all the required documents to be attached with the leave request.

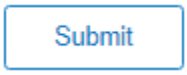


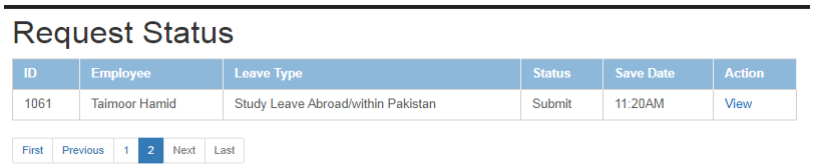
- **Save:**
  Click on the save button to save the request with entered information and submit/edit it afterward. After saving, the record displays into the data grid.





- **Submit:**
  Clicking on Submit button submits the request and sent to the supervisor for approval. The record will display in the data grid.





- **Cancel Leave Request:**
  Press the **Cancel Leave Request** button to cancel the leave request.

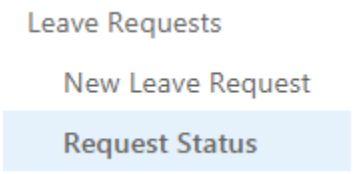


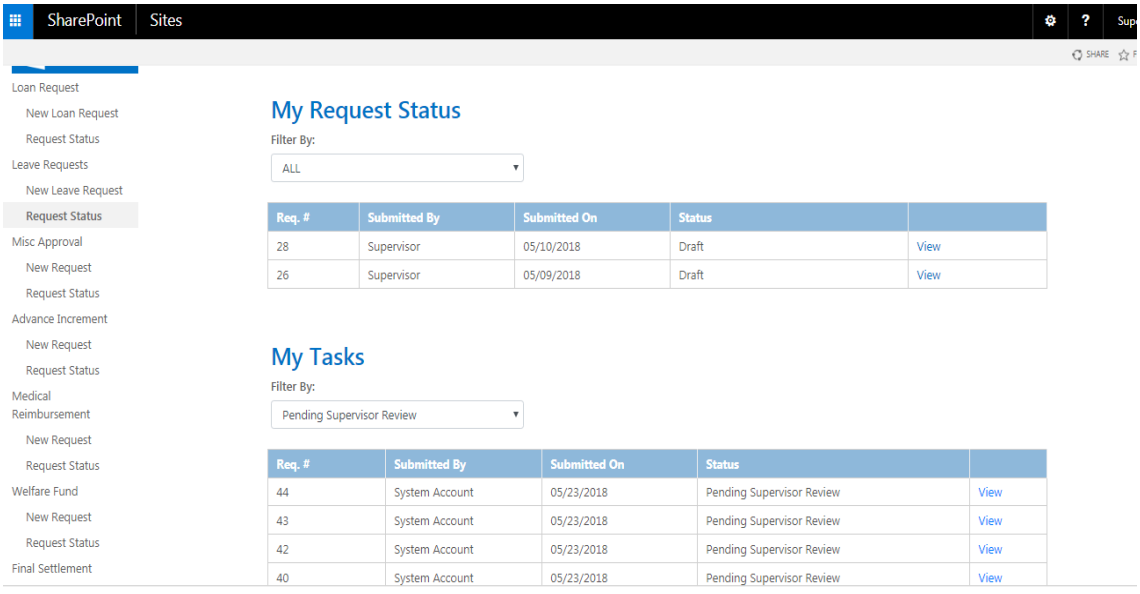
LEAVE REQUEST APPROVAL BY SUPERVISOR/ THE REPORTING OFFICER/ APPROVER

- **Supervisor's Approval:**
  After successful login on SharePoint application from supervisor user, the Home page below is displayed.

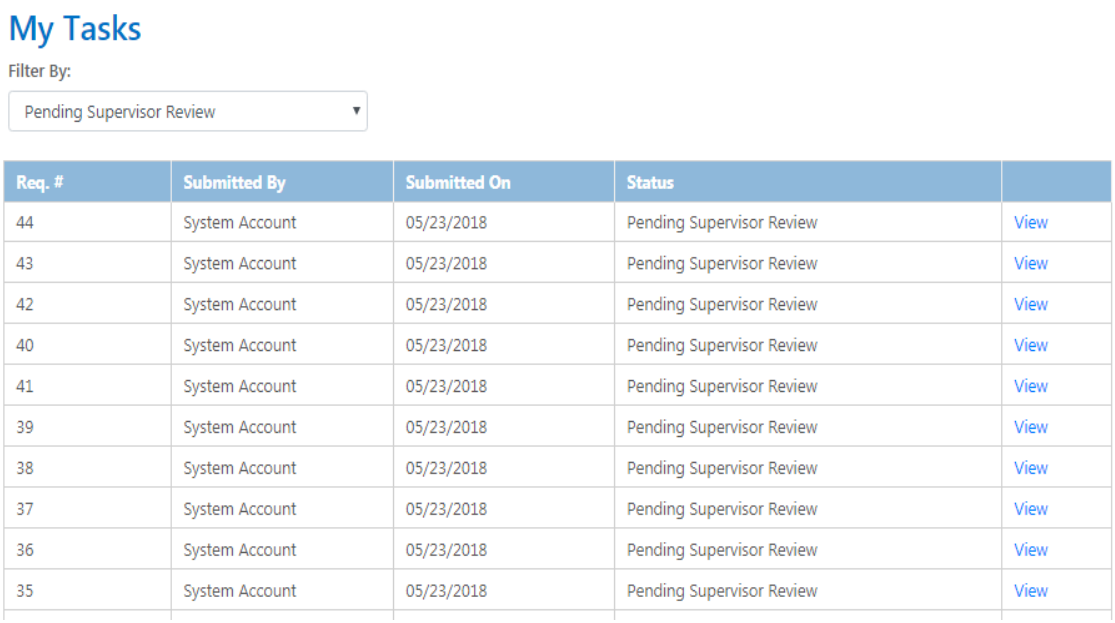


- **Leave Request Status:**
  The supervisor user will click “Request Status” on the link below to check the pending requests to be approved in the data grid.



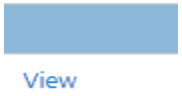


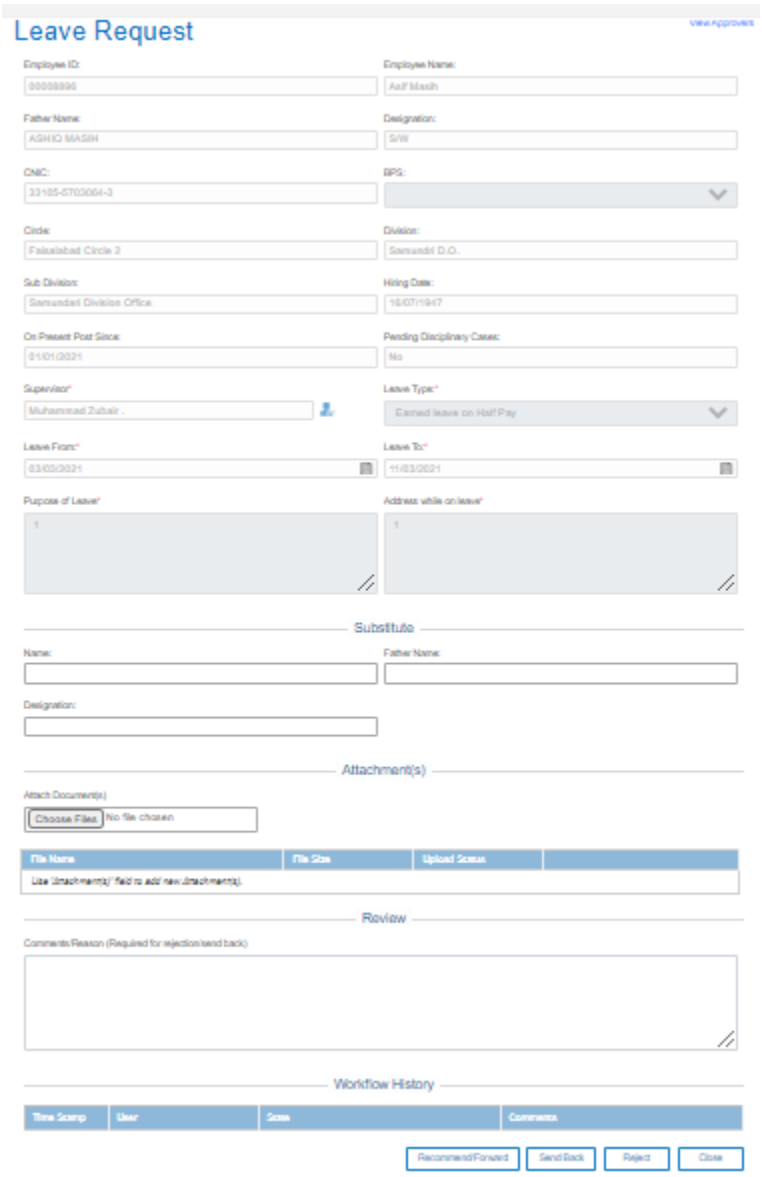
- **My Tasks:**
  This section shows the list of requests that are pending for the supervisor to review.



Req. #	Submitted By	Submitted On	Status	
44	System Account	05/23/2018	Pending Supervisor Review	View
43	System Account	05/23/2018	Pending Supervisor Review	View
42	System Account	05/23/2018	Pending Supervisor Review	View
40	System Account	05/23/2018	Pending Supervisor Review	View
41	System Account	05/23/2018	Pending Supervisor Review	View
39	System Account	05/23/2018	Pending Supervisor Review	View
38	System Account	05/23/2018	Pending Supervisor Review	View
37	System Account	05/23/2018	Pending Supervisor Review	View
36	System Account	05/23/2018	Pending Supervisor Review	View
35	System Account	05/23/2018	Pending Supervisor Review	View

- **View:**
  The supervisor will be able to review the request in detail by clicking on the “View” button.

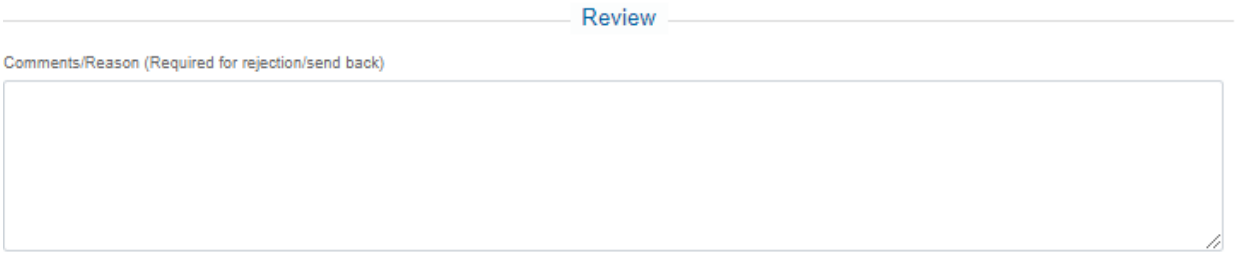




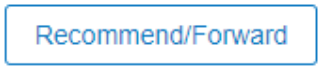
- **Substitute:**
  The supervisor can enter the details of the substitute of the employee during the leave period.



- **Review:**
  The Supervisor can enter his/her input regarding this request.



- **Recommend/Forward:**
  By clicking on this button, the supervisor approves the request.



- **SendBack:**
  By clicking on this button, the supervisor can send the request back to the employee.



- **Reject:**
  By clicking on this button, the supervisor rejects the request.



- **Close:**
  This button will allow the user to exit from view mode.

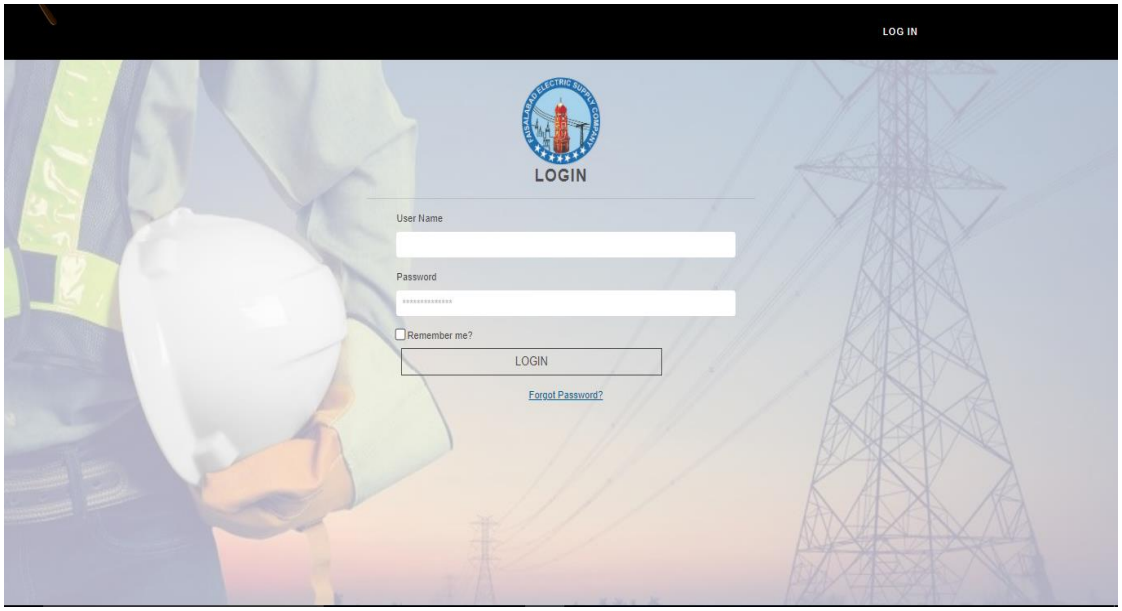


EMPLOYEE TRANSFER

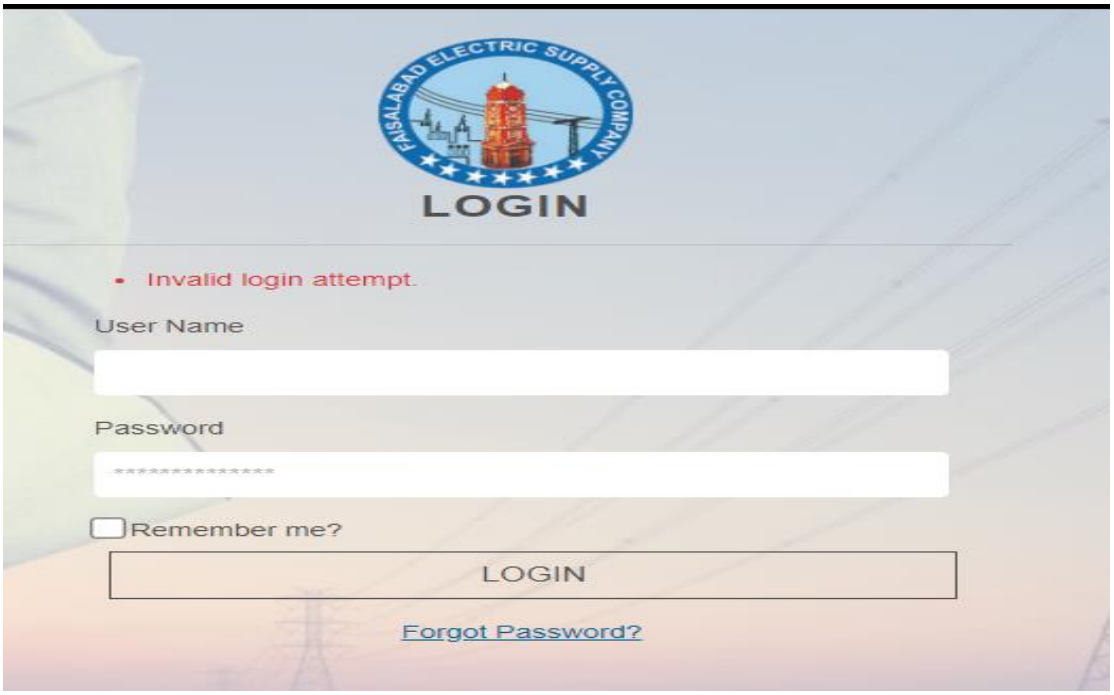
This section describes the Employee Transfers feature, how to check available positions for transfer, create a request for Transfer, Submit a request, and also how to Approve the Transfer request, Features of the Employee transfer section follow.

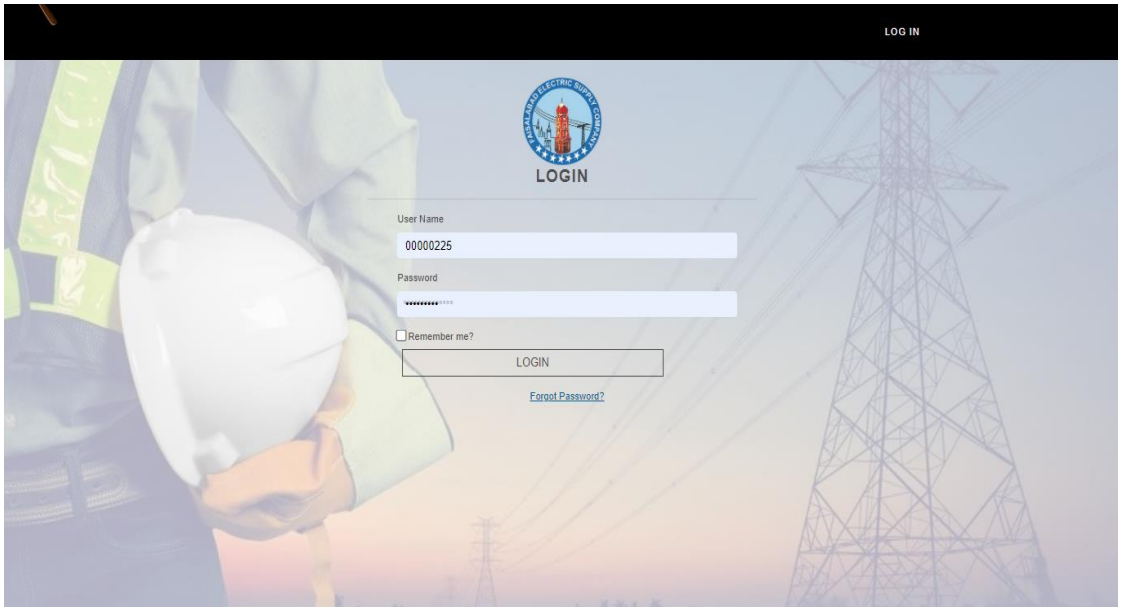
LOGIN SCREEN

FESCO Employee User will provide the employee code and password using the login screen. After successfully logging-in the relevant dashboard page will be displayed to the user.

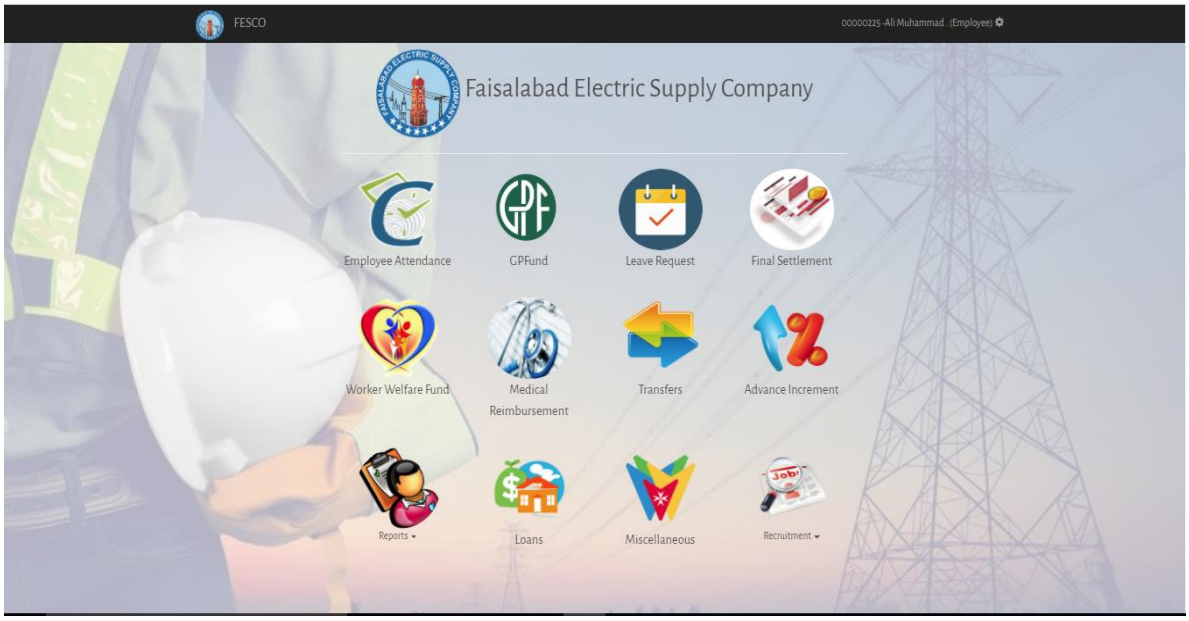


If the User provides an Invalid employee code and password then an error message will be shown.



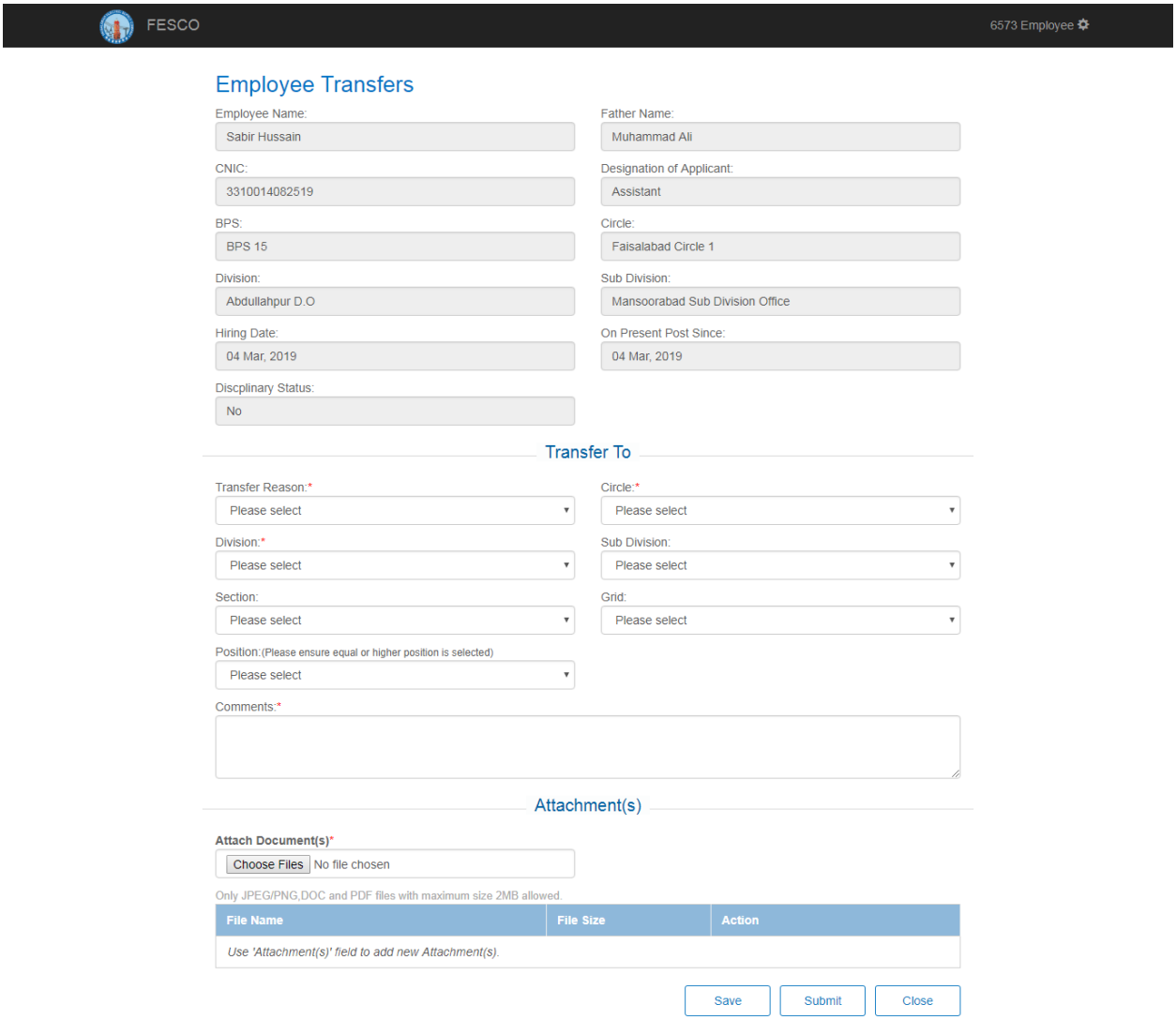


After login into the application, the following dashboard screen will open to the user, user can perform their functionality accordingly.

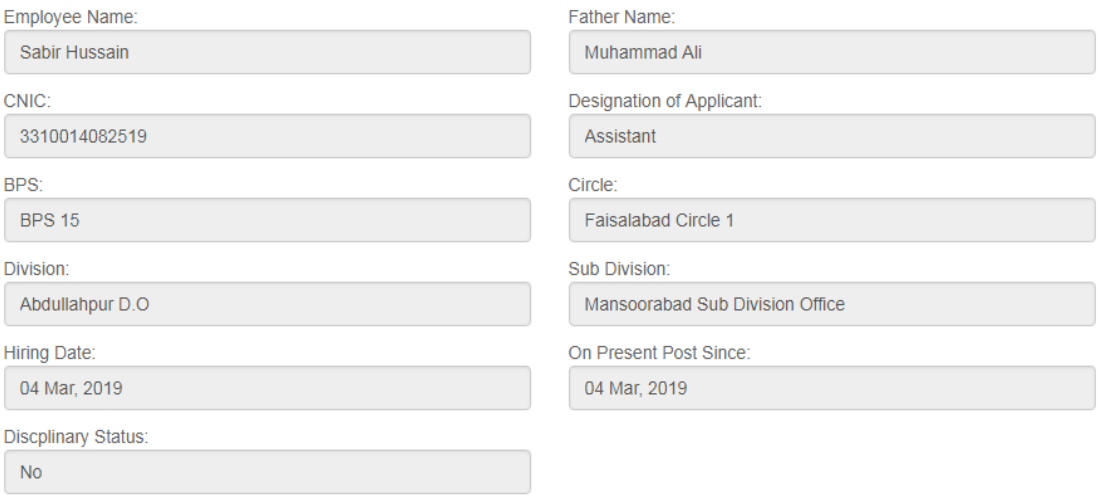


While clicking on  Icon, the leave request page will open to submit the Transfer request.

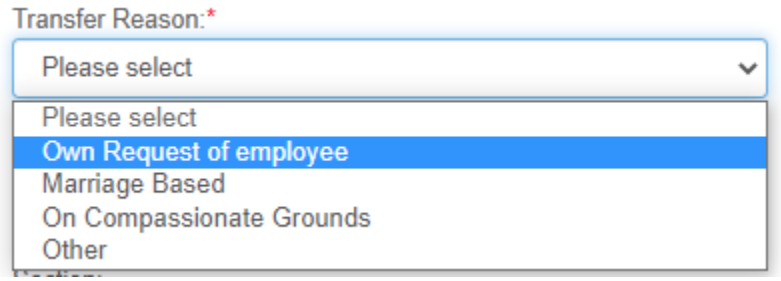
The following screen will appear. For further understanding review the below images.



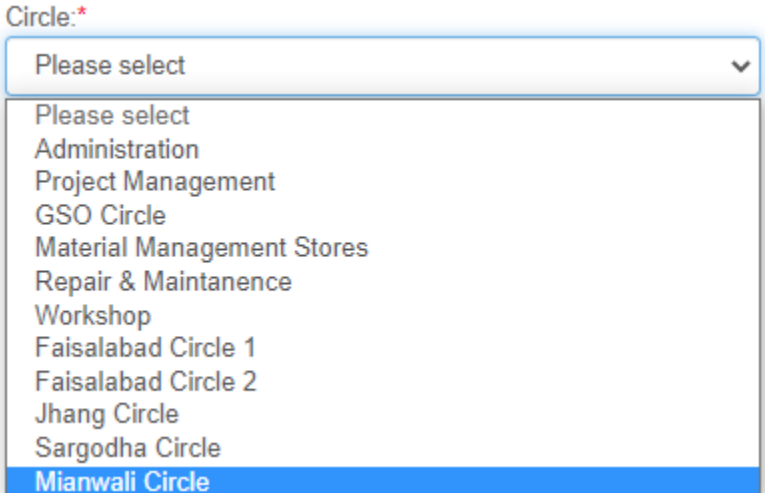
- **Employee Details:**
  Data in all the fields of this section will be auto-filled. It's a mandatory field.



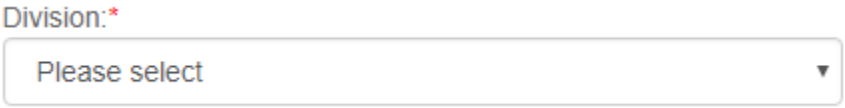
- **Transfer Reason:**
  This field lets the user choose the transfer reason he/she going to request for the transfer, from the available options in the dropdown. It's a mandatory field.



- **Circle:**
  This field lets the user choose the Company he/she going to request for the transfer, from the available options in the dropdown. It's a mandatory field.



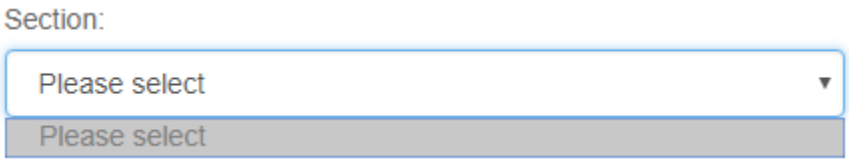
- **Division:**
  This field lets the user choose the Divison he/she is going to request for the transfer, from the available options in the dropdown. It's a mandatory field.



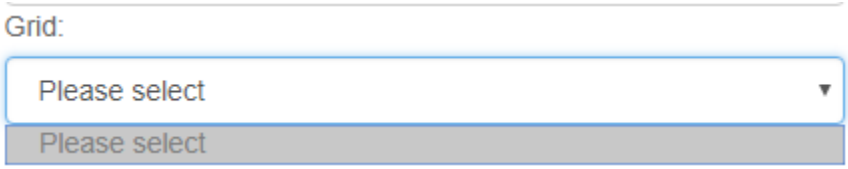
- **Sub Division:**
  This field lets the user choose the Sub Divison he/she is going to request for the transfer, from the available options in the dropdown. It's a mandatory field.



- **Section:**
  This field lets the user choose the Section he/she going to request for the transfer, from the available options in the dropdown. It's a mandatory field.



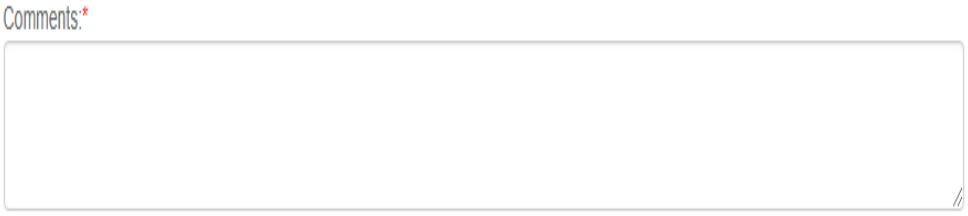
- **Grid:**
  This field lets the user choose the Grid he/she going to request for the transfer, from the available options in the dropdown. It's a mandatory field.



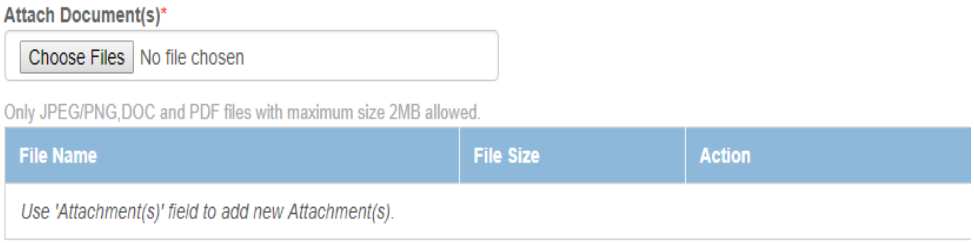
- **Position:**
  This field lets the user choose the Position from the available Positions from the dropdown. It's a mandatory field.



- **Comments:**
  Users can enter comments here. It's a mandatory field.



- **Attach Document(s)**
  This field takes all the required documents to be attached with the leave request.



- **Save:**
  Click on the save button to save the request with entered information and submit/edit it afterward. After saving the Record will display in the data grid.



TransferRequest Record

ID	Employee	Transfer Type	Status	Save Time	Action
1	Zahid Hasan	Same Division	Saved	03:55PM	View
2	Zahid Hasan	Different Circle	Saved	04:33PM	View
3	Aslam Ali	Same Circle	Saved	12:09PM	View
4	Aslam Ali	Same Circle	Saved	03:14PM	View
6	Aslam Ali	Same Circle	Saved	12:00PM	View
7	Aslam Ali	Same Circle	Submit	01:03PM	View
8	Aslam Ali	Same Circle	Saved	01:08PM	View
9	Aslam Ali	Different Company	Saved	01:12PM	View
10	Taimoor Hamid	Same Division	Saved	01:02PM	View

- **Submit:**
  Clicking on the Submit button submits the request and sends it to the supervisor for approval. The Record will display in the data grid.



- **Close:**
  Press the Close button to Close the request.

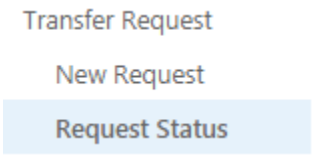


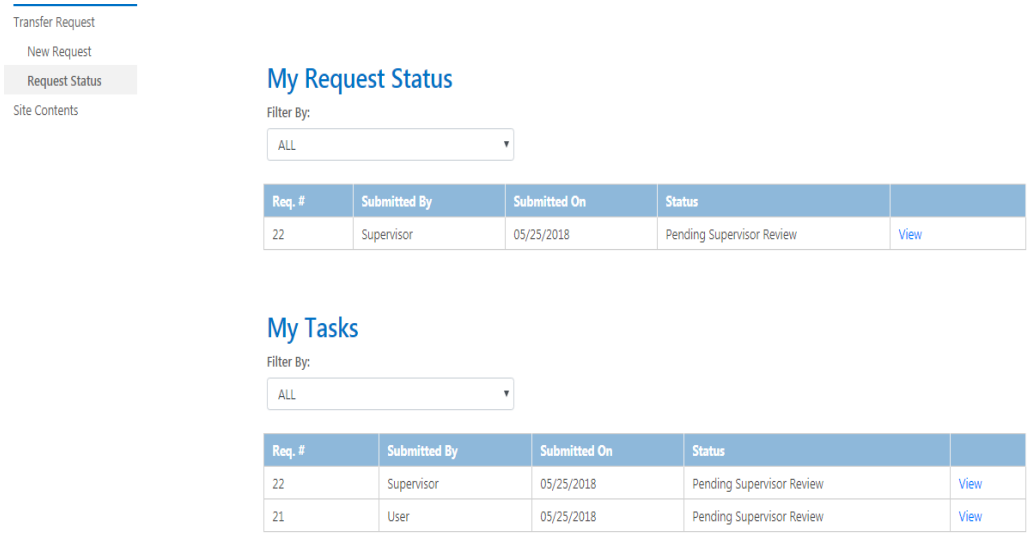
TRANSFER REQUEST APPROVAL BY SUPERVISOR/ THE REPORTING OFFICER/ APPROVER

- **Supervisor's Approval:**
  After successful login on SharePoint application from supervisor user, the Home page below displays.

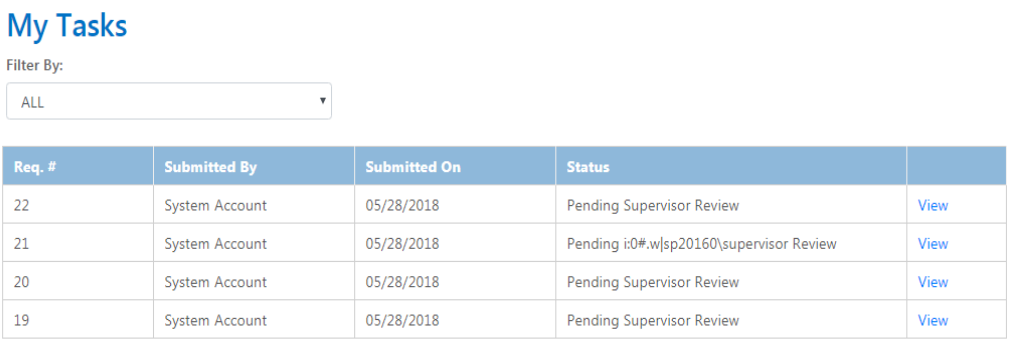


- **Transfer Request Status:**
  The supervisor user will click “Request Status” on the link below to check the pending requests to be approved in the data grid.

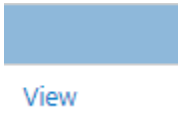


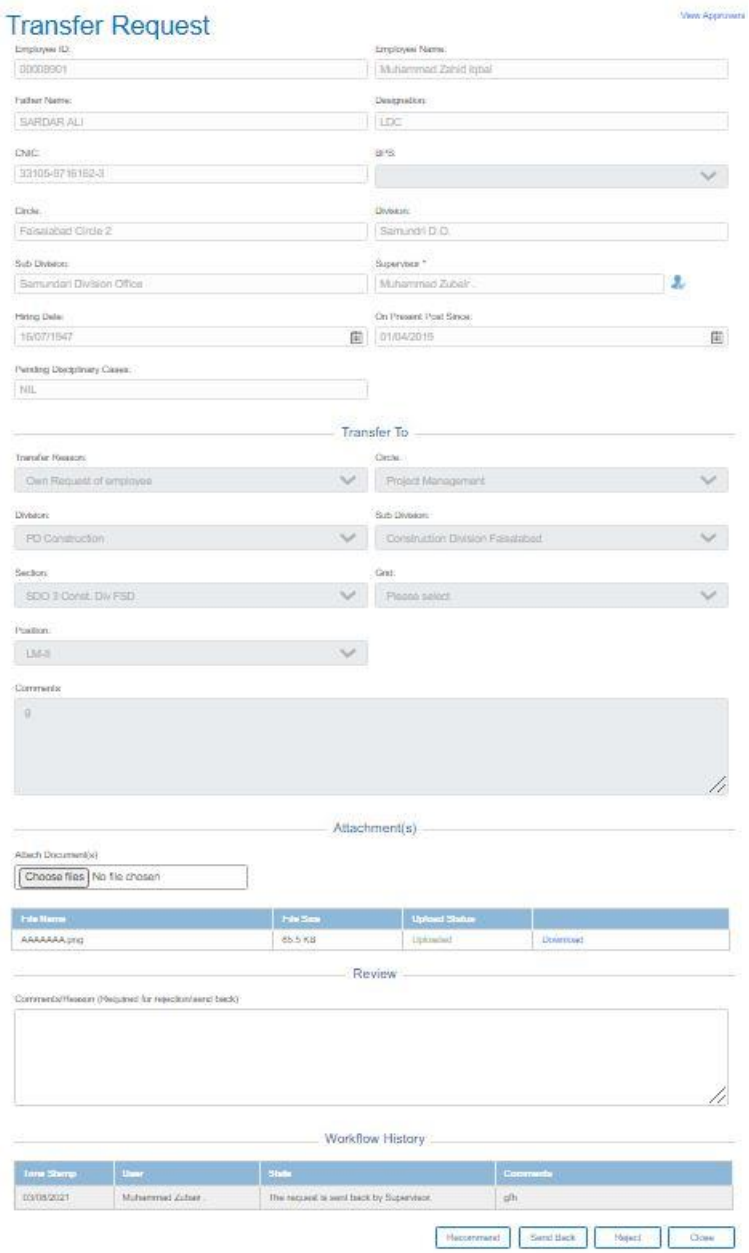


- **My Tasks:**
  This section shows the list of requests that are pending for the supervisor to review.

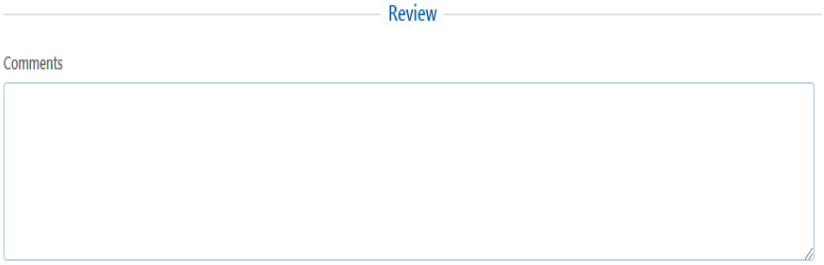


- **View:**
  The supervisor will be able to review the request in detail by clicking on the “View” button.



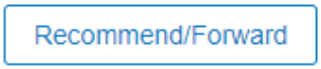


- **Review:**
  The Supervisor can enter their input regarding this request.



- **Recommend/Forward:**

By clicking on this button, the supervisor approves the request.



- **Send Back:**
  By clicking on this button, the supervisor can send the request back to the employee.



- **Reject:**
  By clicking on this button, the supervisor rejects the request.



- **Close:**
  This button will allow the user to exit from view mode.

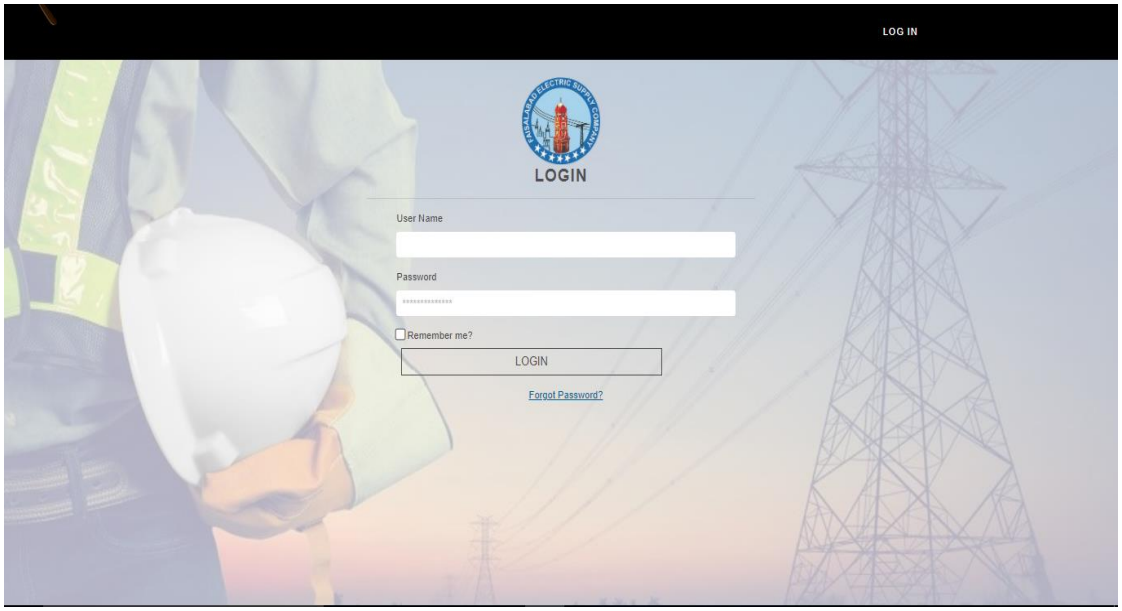


EMPLOYEE ATTENDANCE

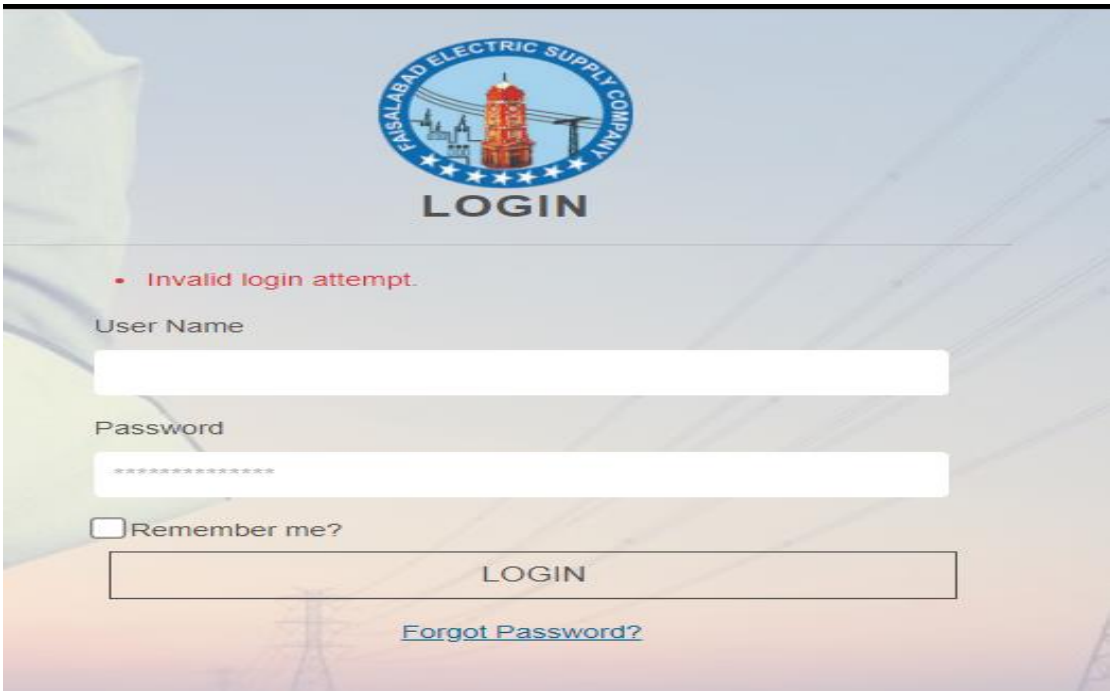
This section describes the Employee Attendance feature, how to enter time-in, time-out of the employees, and Submit records. There are the following features of the Employee transfer section.

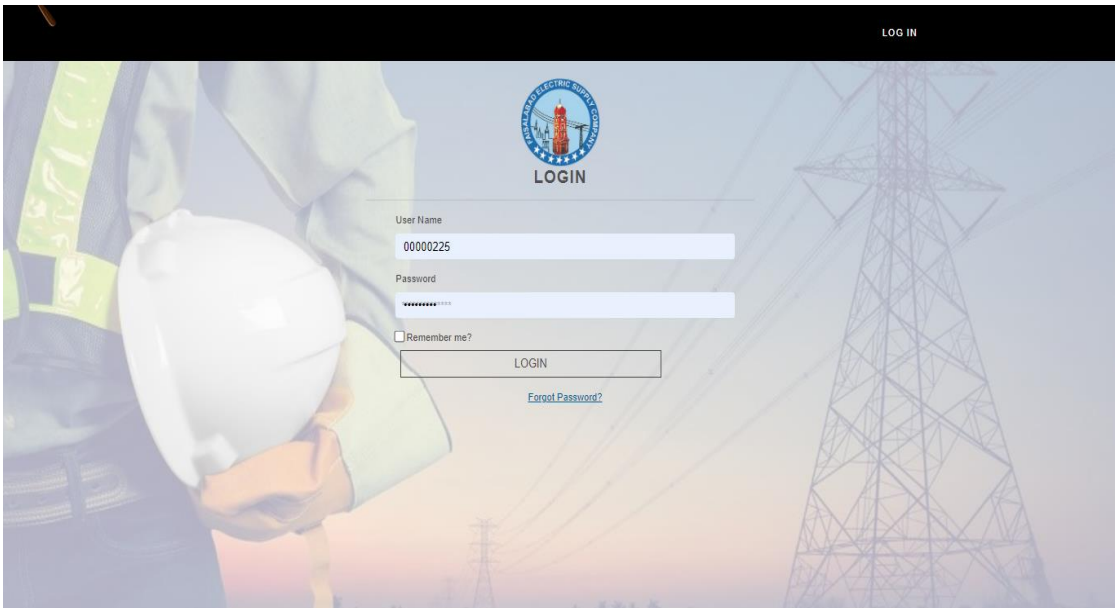
LOGIN SCREEN

FESCO Employee (supervisor) User will provide the employee code and password into the login screen. After successful log-in, the relevant dashboard page will be displayed to the user.

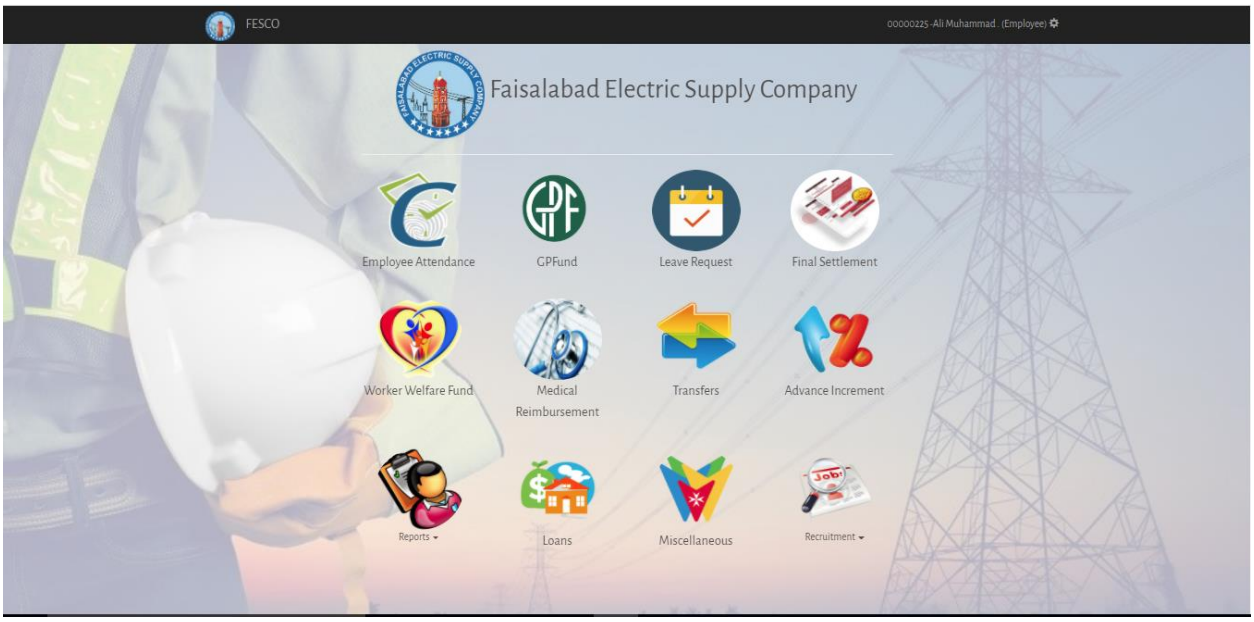


If the User provides an Invalid employee code and password then an error message will be shown.



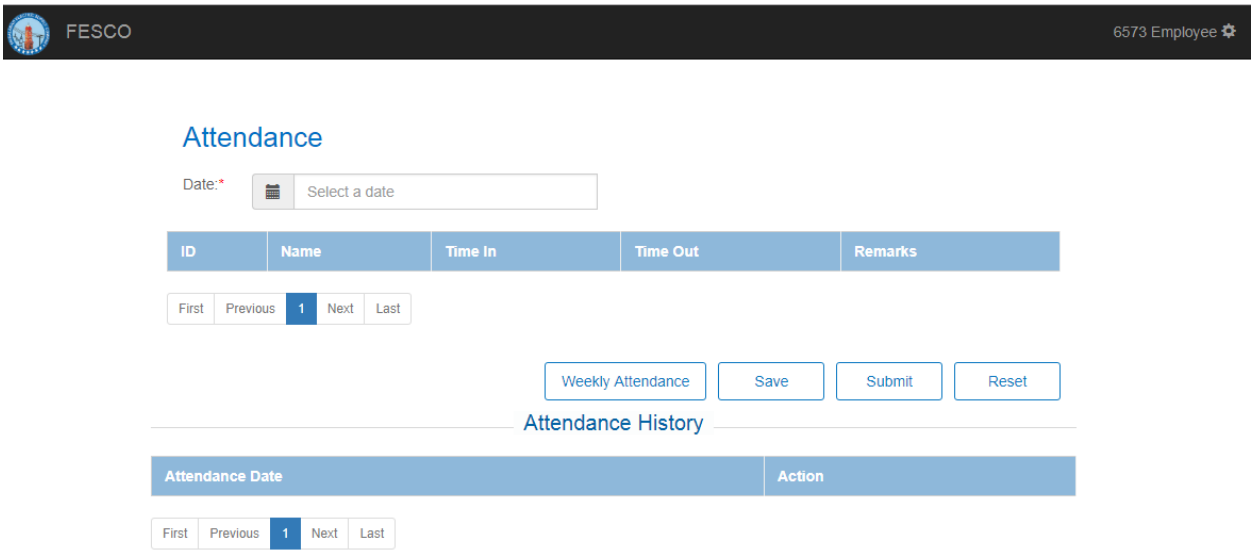


After login into the application, the following dashboard screen will open to the user, user can perform their functionality accordingly.



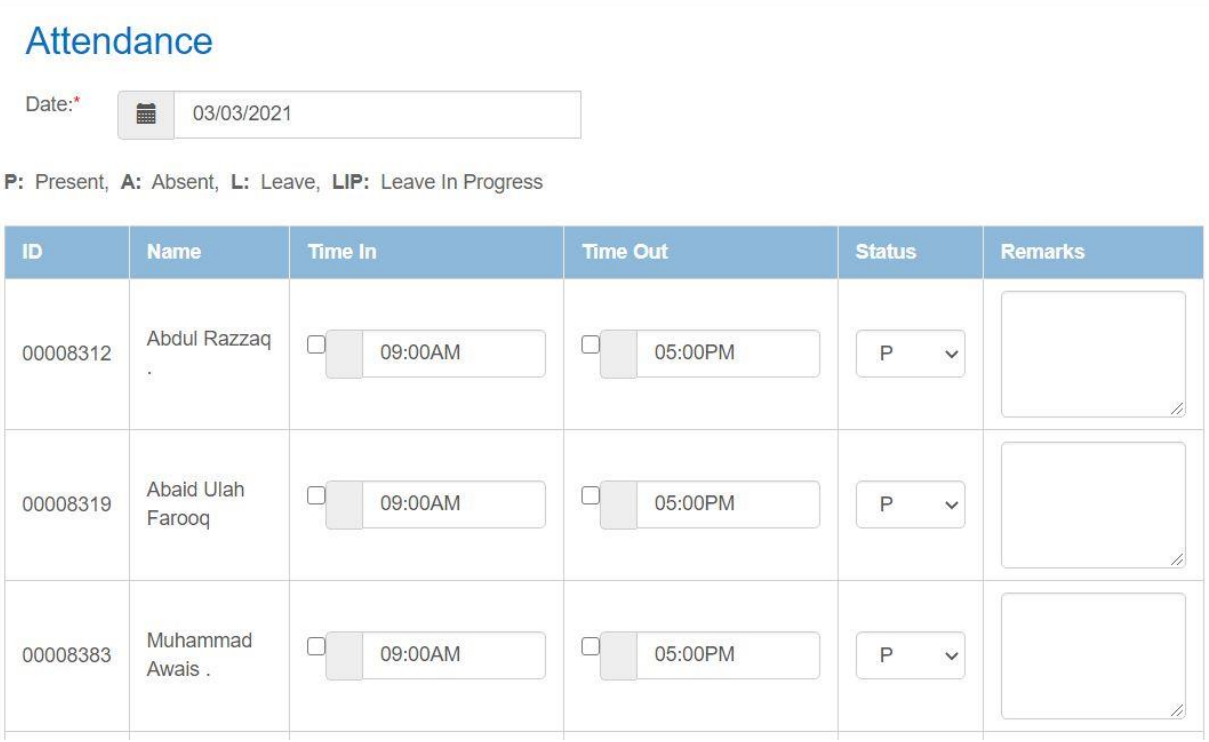
While clicking on  Icon, the Employee Attendance page will open to submit the employee timings

The following screen will appear. For further understanding review the below images.

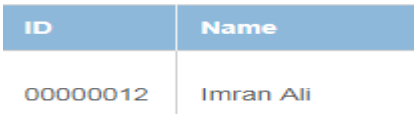


- **Date:**
  The supervisor will be able to select the date in the range of the last 7 days. It will list all the reporting employees automatically.



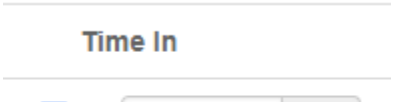


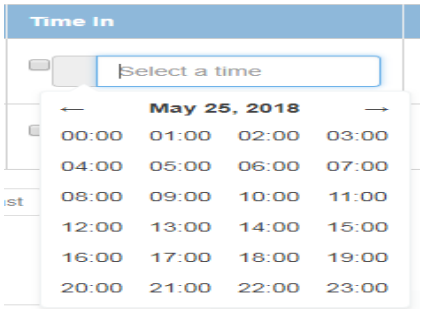
- **ID & Name:**
  Data in this field will be auto-filled.

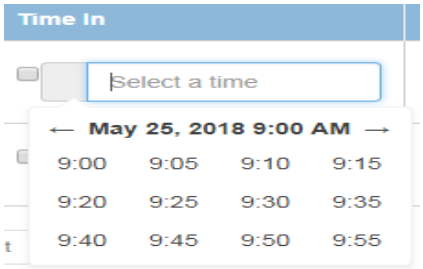


- **Time In:**
  The supervisor may select a time from the hourly slots. The system may show you the time in only for the first half of the day.

  Note: In case the user ticks the check box, it will auto-populate the current time.

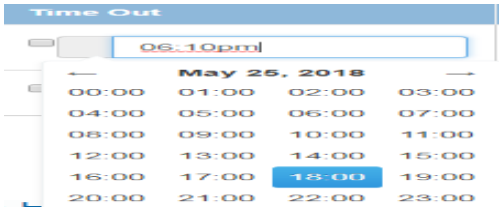


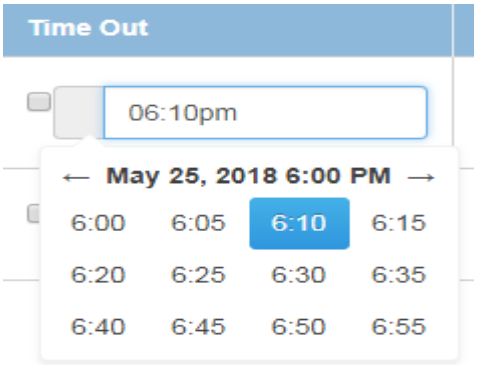




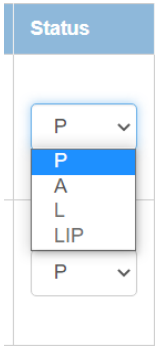
- **Time Out:**
  The supervisor may select a time from the hourly slots. The system may show you the time out only for the second half of the day.

  Note: In case the user ticks the check box, it will auto-populate the current time.

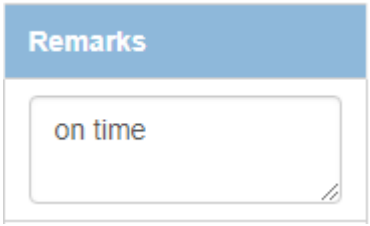




- **Status:**
  Status of Attendance is selected .



- **Remarks:**
  Comments can be entered by the supervisor in this box.



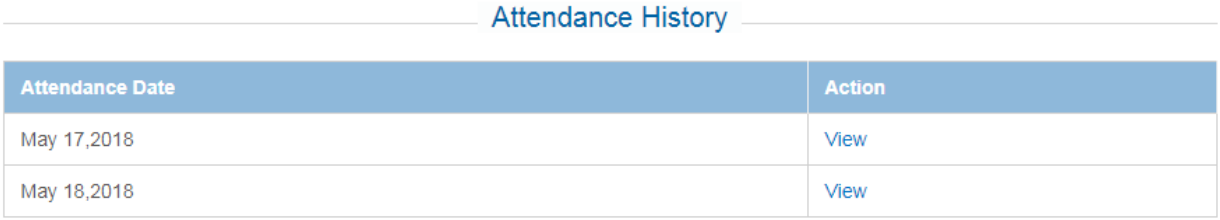
- **Weekly attendance:**
  Weekly attendance can be viewed.



- **Save:**

Click on the save button to save the entered record and submit/edit it afterward. After saving the record will display in the data grid.





- **Submit:**
  Clicking on the Submit button submits the request and sends it to the supervisor for approval. The Record will display in the data grid.



- **Reset:**
  Press the Reset button to reset the entered information.



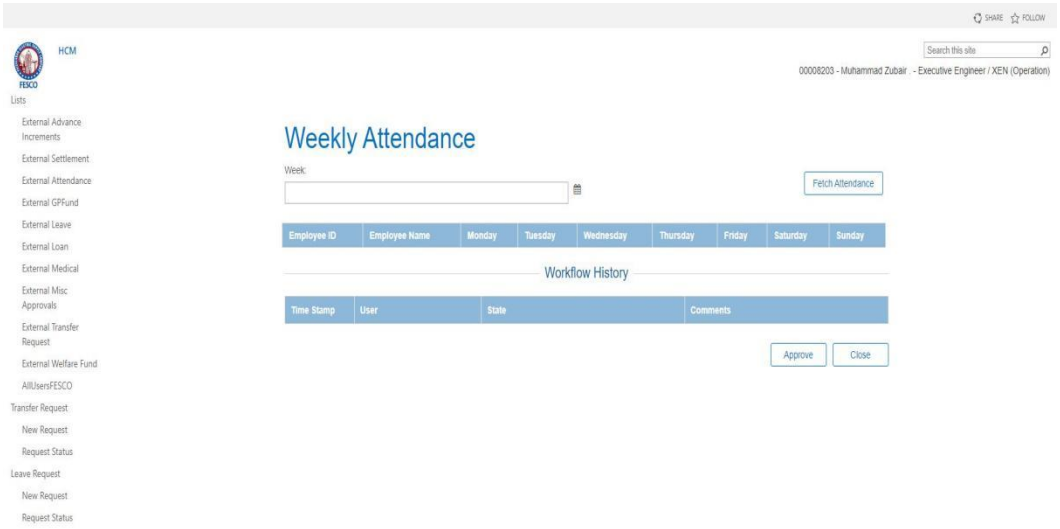
EMPLOYEE ATTENDANCE APPROVAL BY APPROVER/ THE REPORTING OFFICER

- **The Reporting Officer's Approval:**
  After successful login on the SharePoint application from The Reporting Officer user, the Home page below displays.

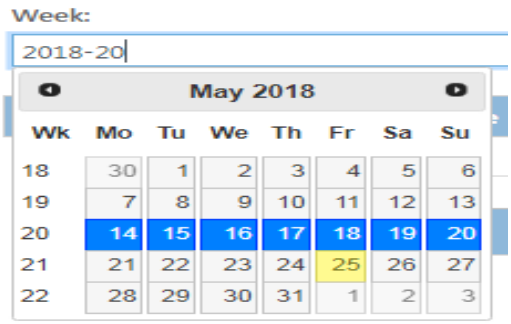


- **Weekly Attendance:**
  Immediate Reporting Officer will click “Weekly Attendance” on the link below to check the pending requests to be approved in the data grid. He will also review the Weekly Attendance.



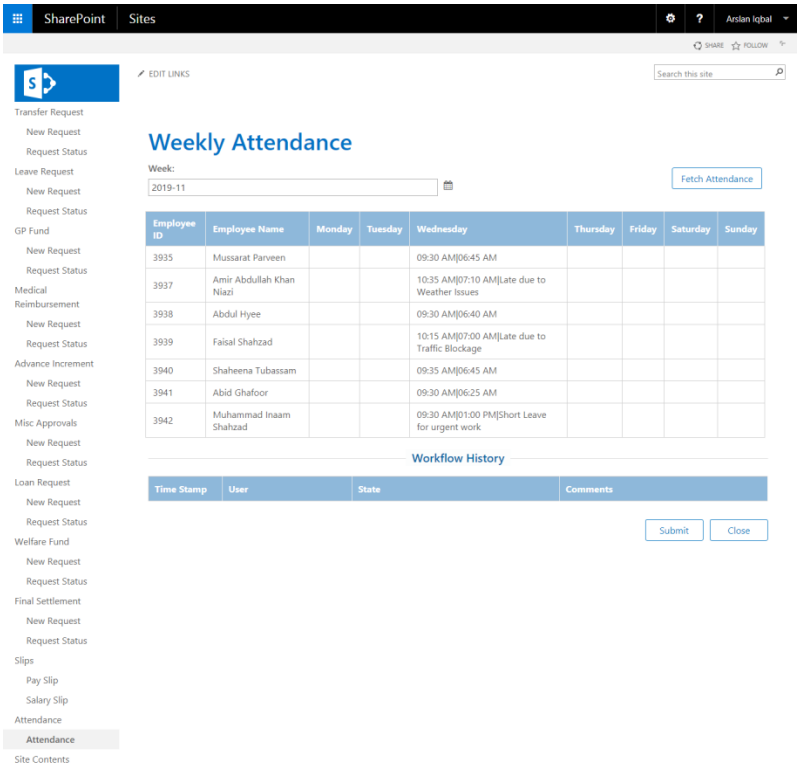


- **Week:**
  The Reporting Officer will select the week that needs to be review.



- **Fetch Attendance:**
  Clicking on the fetch attendance button will show the detail of the timing of the overall week.





- **Approve:**
  By clicking on this button, the Reporting Officer approves the request.



- **Close:**
  This button will allow the user to exit from view mode.

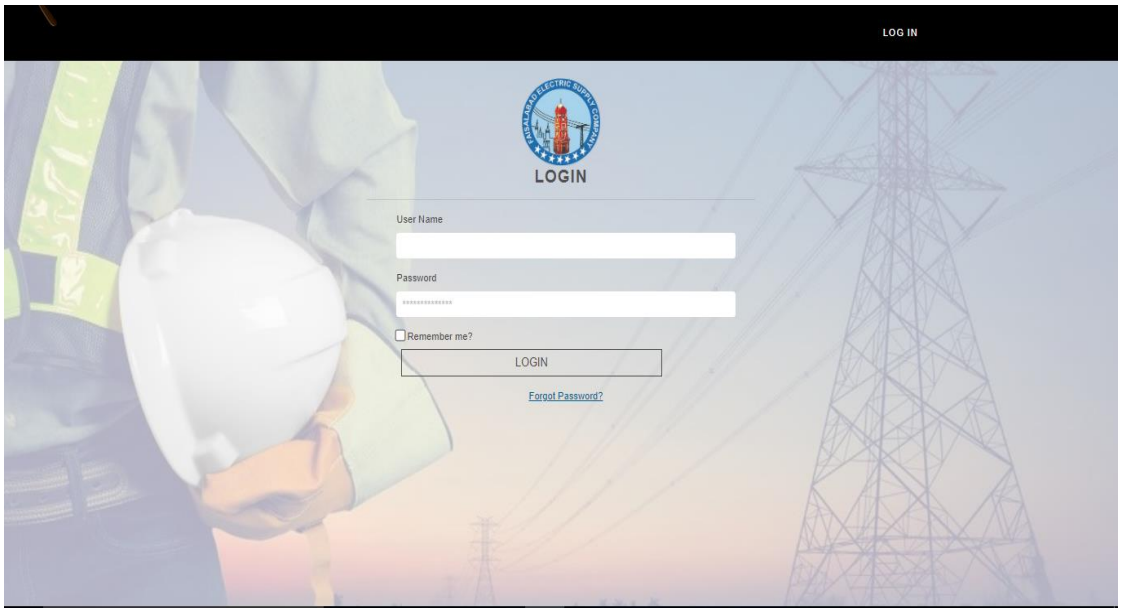


LOAN REQUEST

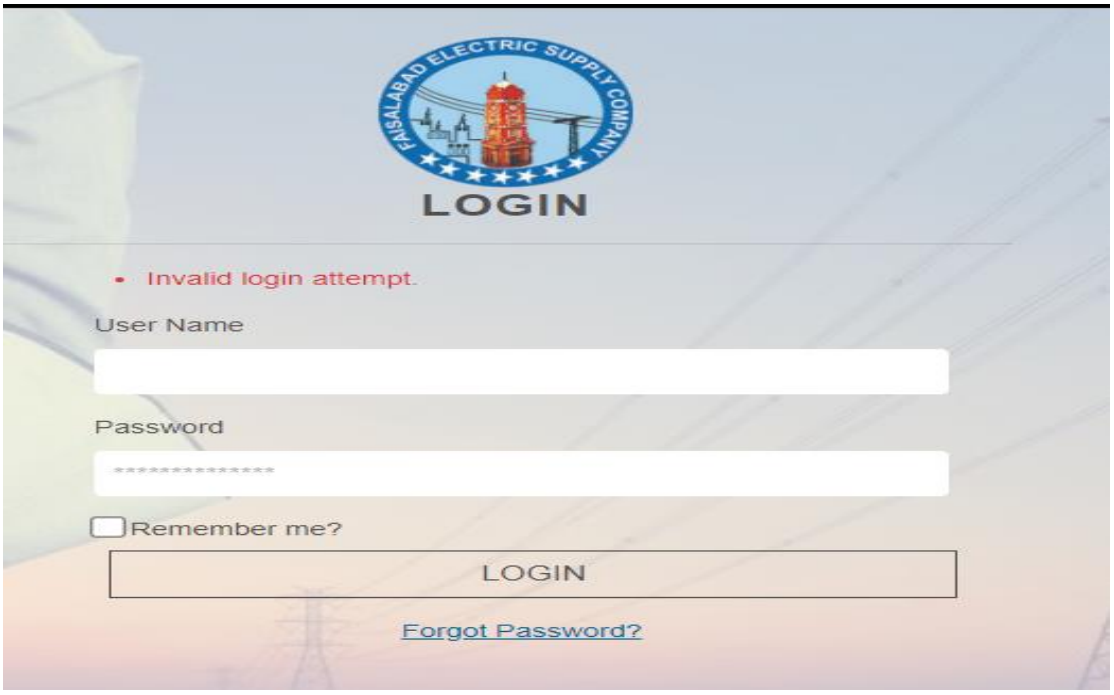
This section describes the Loan Request feature, how to create a Loan Request, Submit a request, and also how to Approve the loan request. Features of the Loan Request section follow:

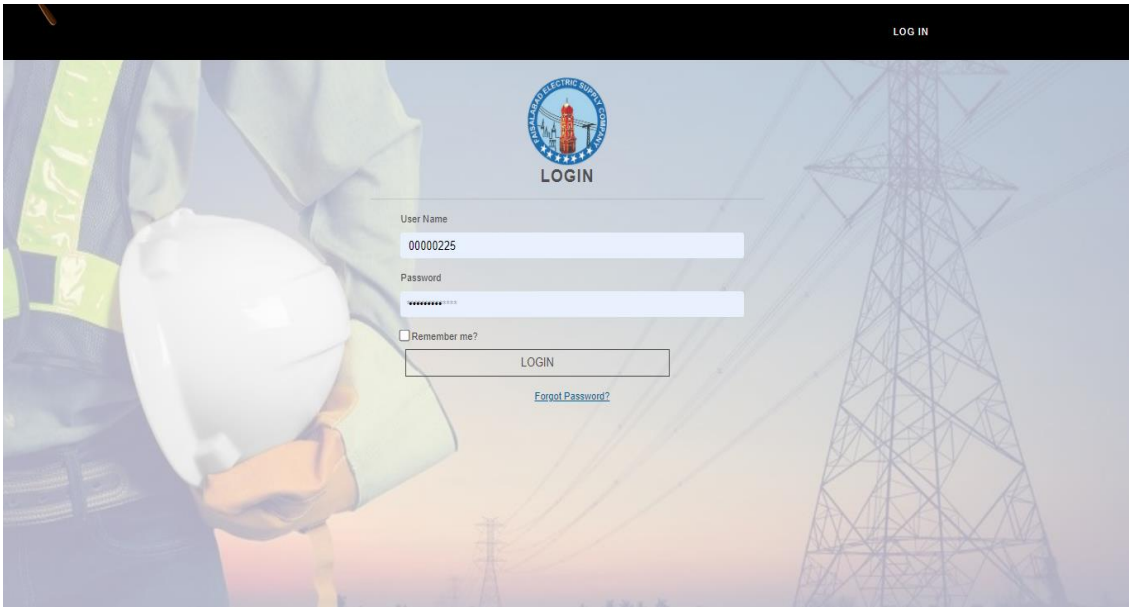
LOGIN SCREEN FOR LOAN REQUEST USER

FESCO Employee User will provide the employee code and password using the login screen. After a successful log-in, the relevant dashboard page will be displayed to the user.

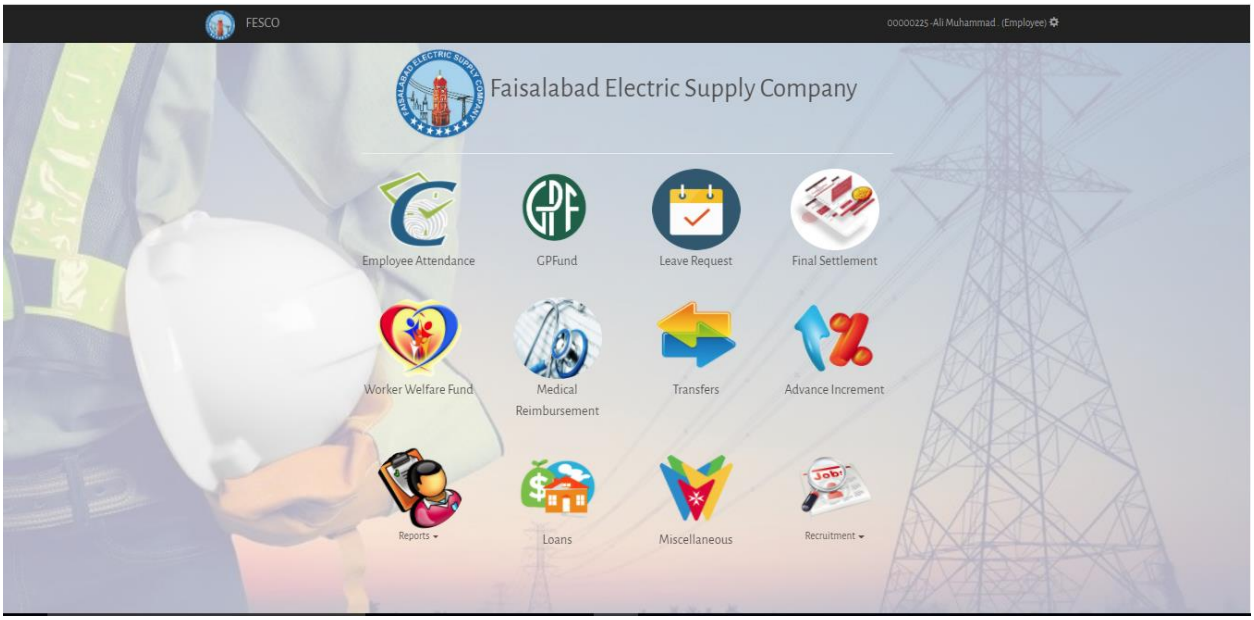


If the User provides an Invalid employee code and password then an error message will be shown.



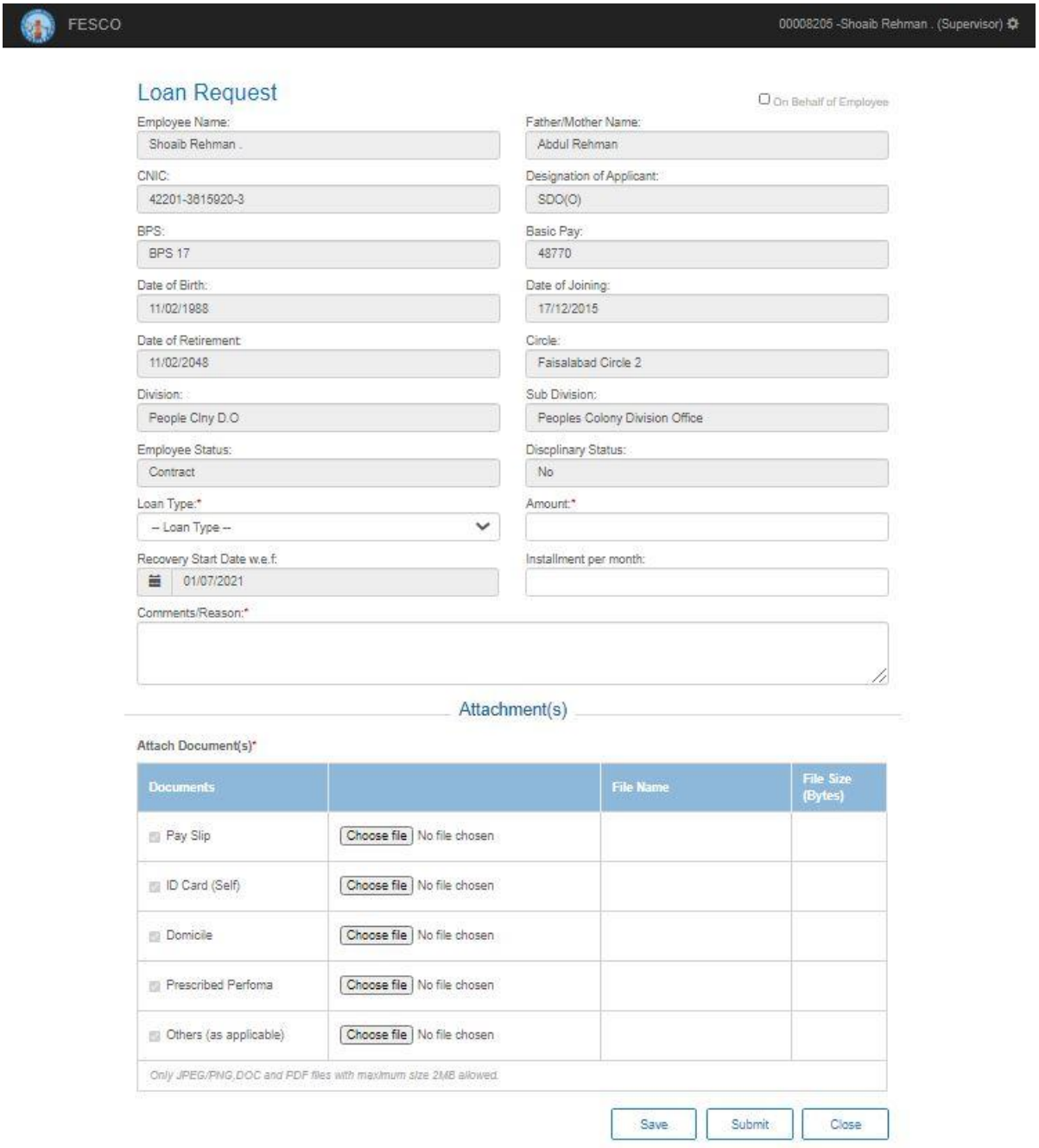


After login into the application, the following dashboard screen will open to the user, user can perform their functionality accordingly.



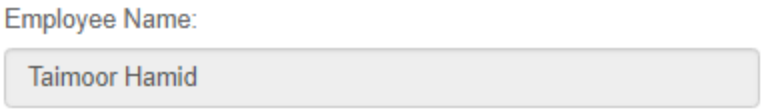
While clicking on  Icon, the loan request page will open to submit the loan request.

The following screen will appear. For further understanding review the below images.



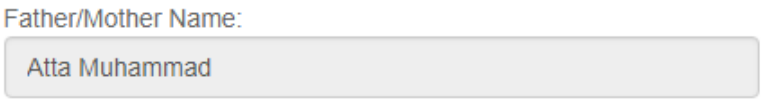
- **Employee name:**

  Data in this field will be auto-filled. It's a mandatory field.



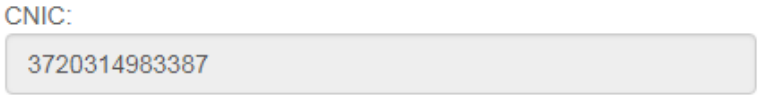
- **Father/Mother name:**

  Data in this field will be auto-filled. It's a mandatory field.



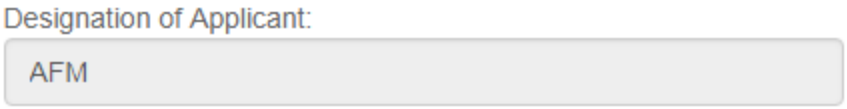
- **CNIC:**

Data in this field will be auto-filled. It's a mandatory field.



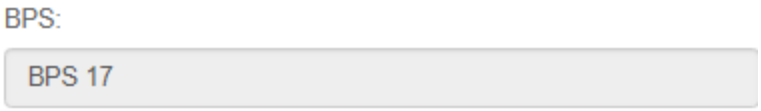
- **Designation of Applicant:**

Data in this field will be auto-filled. It's a mandatory field.



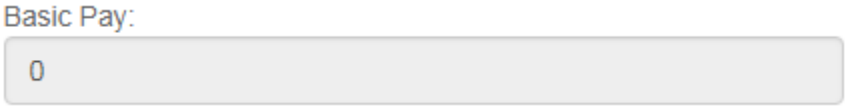
- **BPS:**

Data in this field will be auto-filled. It's a mandatory field.



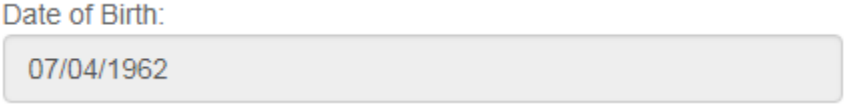
- **Basic Pay:**

Data in this field will be auto-filled. It's a mandatory field.



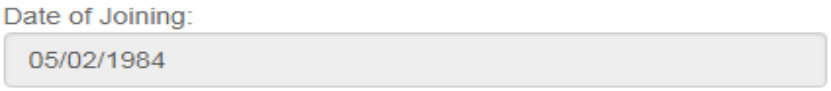
- **Date of Birth:**

Data in this field will be auto-filled. Its mandatory field



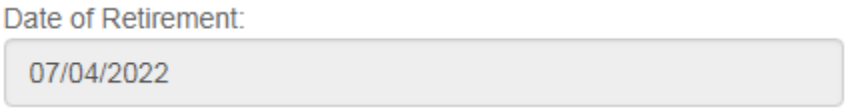
- **Date of joining:**

Data in this field will be auto-filled. Its mandatory field



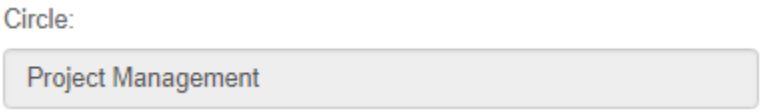
- **Date of Retirement:**

  Data in this field will be auto-filled. Its mandatory field



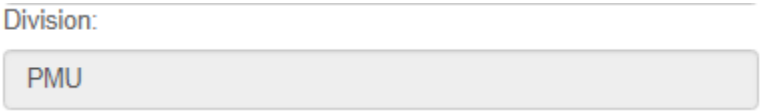
- **Circle:**

  Data in this field will be auto-filled. It's a mandatory field.



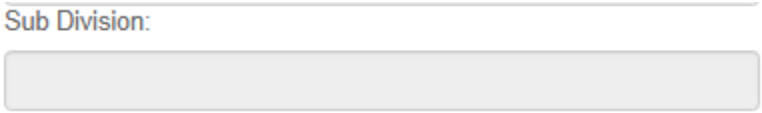
- **Division:**

  Data in this field will be auto-filled. It's a mandatory field.



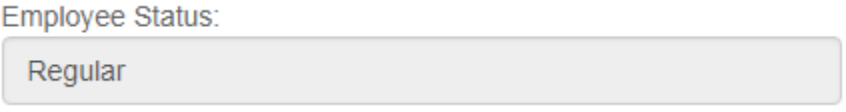
- **Sub Division:**

  The Field will be auto-selected. It's a mandatory field.



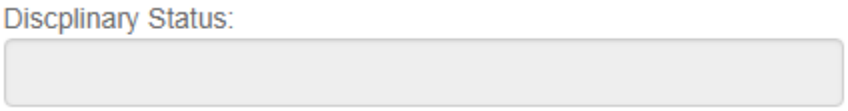
- **Employee Status:**

  Data in this field will be auto-filled. It's a mandatory field.

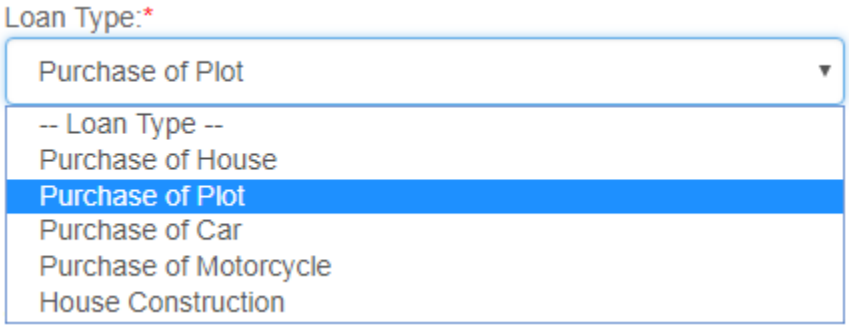


- **Disciplinary Status:**

  Data in this field will be auto-filled. It's a mandatory field.



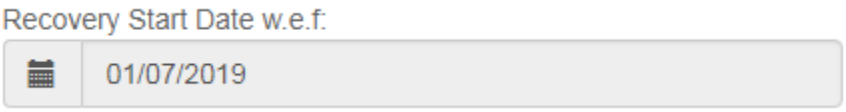
- **Loan Type:**
  This field lets the user choose the loan type he/she going to request, from the available options in the dropdown. It's a mandatory field.



- **Amount:**
  This field takes the loan amount user is requesting.



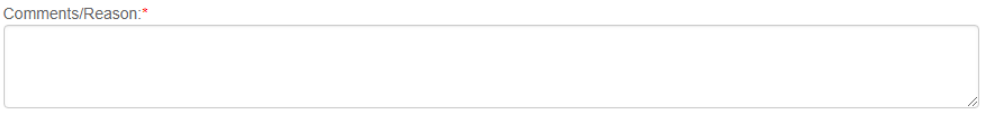
- **Recovery Start Date w.e.f :**
  These fields take the date to determine the exact date on which the user will start repaying the loan. It's a mandatory field.



- **Installment per month :**
  This field takes the installment amount per month that the user selects to pay back the loan.



- **Comments/Reason:**
  Input purpose of the loan and this field takes the detailed purpose/reason to the need of taking the loan. It's a mandatory field.



- **Attach Document(s)**
  This field takes all the required documents to be attached to the loan request.

Attach Document(s)*

Documents		File Name	File Size
Pay Slip	Choose File No file chosen		
ID Card (Self)	Choose File No file chosen		
Domicile	Choose File No file chosen		
Prescribed Perfoma	Choose File No file chosen		
Others (as applicable)	Choose File No file chosen		

Only JPEG/PNG,DOC and PDF files with maximum size 2MB allowed.

- **Save:**
  Click on the save button to save the request with entered information and submit/edit it afterward. After saving the record will display in the data grid.



List of Loans

New

ID	Employee	Loan Type	Status	Save Time	Action
1	Imran Ali	Purchase of Car	Submit	05:27PM	View
3		Purchase of House	Saved	05:10PM	View
4	Taimoor Hamid	Purchase of House	Saved	05:12PM	View
5	Aslam Ali	Purchase of House	Saved	03:18PM	View
6	Aslam Ali	Purchase of House	Saved	02:34PM	View
7	Aslam Ali	Purchase of House	Submit	04:22PM	View
8	Aslam Ali	Purchase of Motorcycle	Submit	04:23PM	View
9	Taimoor Hamid	House Construction	Saved	11:08AM	View
10	Taimoor Hamid	House Construction	Saved	11:08AM	View
11	Taimoor Hamid	House Construction	Saved	11:08AM	View

First Previous 1 Next Last

- **Submit:**
  Clicking on the Submit button submits the request and sends it to the supervisor for approval. The Record will display in the data grid.

Submit

ID	Employee	Loan Type	Status	Save Time	Action
1	Imran Ali	Purchase of Car	Submit	05:27PM	View

- **Close:**
  This button will allow the user to exit from view mode.

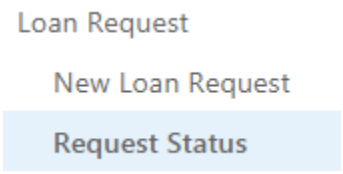
Close

LOAN REQUEST APPROVAL BY SUPERVISOR/ THE REPORTING OFFICER/ APPROVER

- **Supervisor's Approval:**
  After successful login on SharePoint application from supervisor user, the Home page below displays.



- **Loan Request Status:**
  The supervisor user will click "Request Status" on the link below to check the pending requests to be approved in the data grid.



My Request Status

Filter By:

ALL

Req. #	Submitted By	Submitted On	Status	
There are no requests to display here.				

My Tasks

Filter By:

ALL

Req. #	Submitted By	Submitted On	Status	
22	System Account	05/28/2018	Pending Supervisor Review	View
21	System Account	05/28/2018	Pending i:0#.w|sp20160\supervisor Review	View
20	System Account	05/28/2018	Pending Supervisor Review	View
19	System Account	05/28/2018	Pending Supervisor Review	View

- **My Tasks:**

This section shows the list of requests that are pending for the supervisor to review.

My Tasks

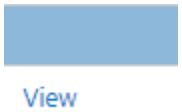
Filter By:

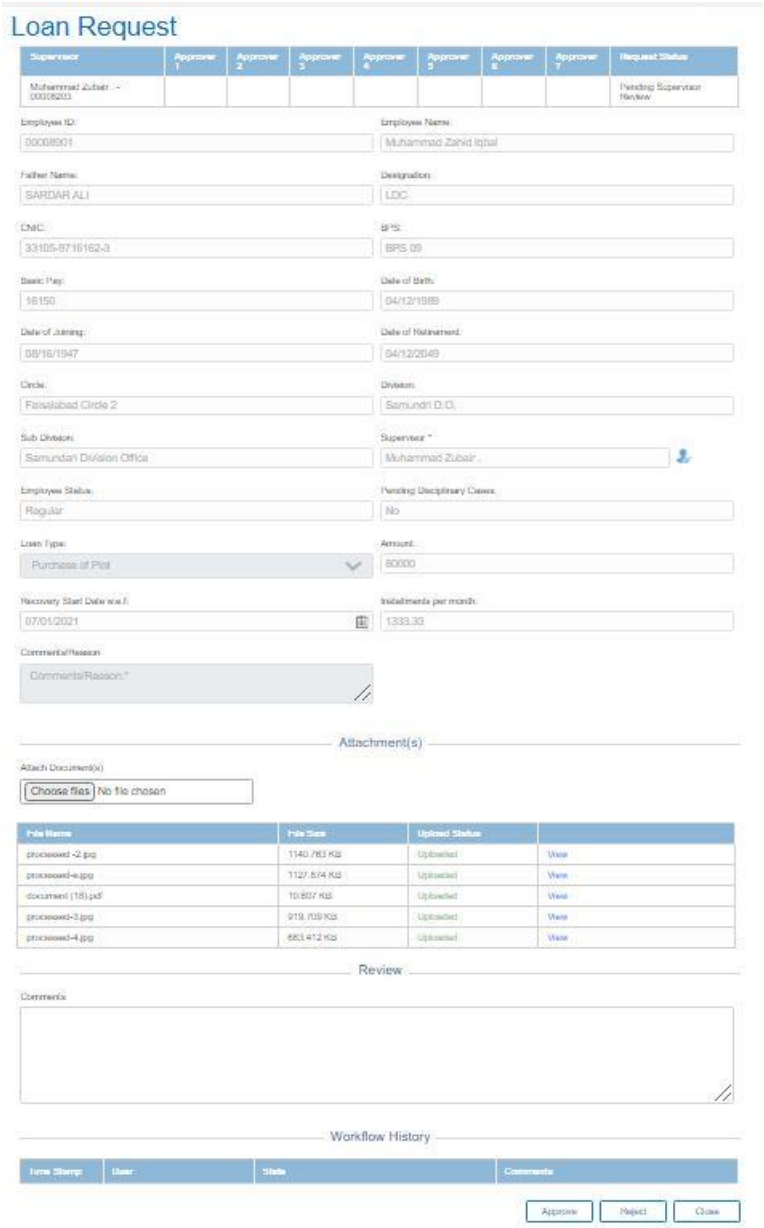
ALL

Req. #	Submitted By	Submitted On	Status	
22	System Account	05/28/2018	Pending Supervisor Review	View
21	System Account	05/28/2018	Pending i:0#.w|sp20160\supervisor Review	View
20	System Account	05/28/2018	Pending Supervisor Review	View
19	System Account	05/28/2018	Pending Supervisor Review	View

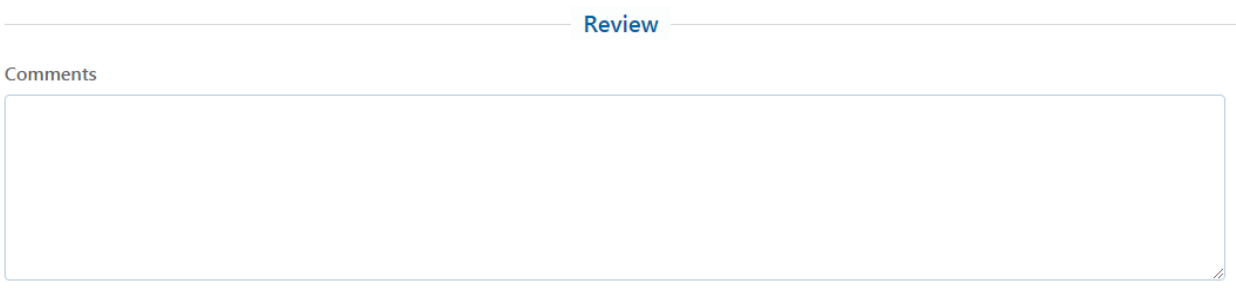
- **View:**

The supervisor will be able to review the request in detail by clicking on the “View” button.





- **Review:**
  The Supervisor can enter their input regarding this request.



- **Approve:**
  By clicking on this button, the supervisor approves the request.



- **Reject:**
  By clicking on this button, the supervisor rejects the request.



- **Close:**
  This button will allow the user to exit from view mode.

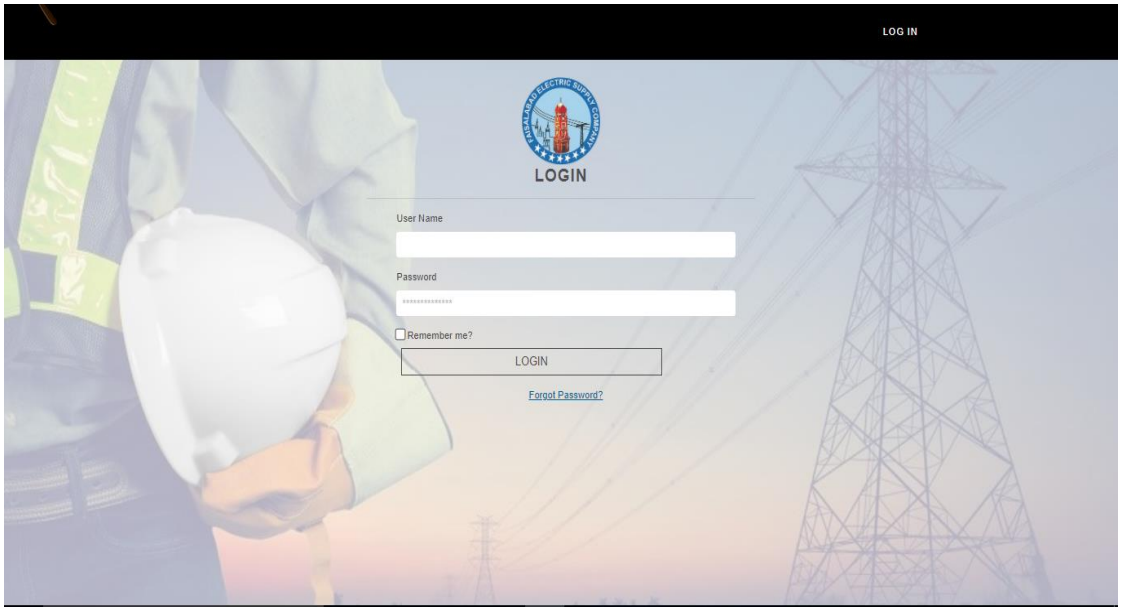


MEDICAL REIMBURSEMENT REQUEST

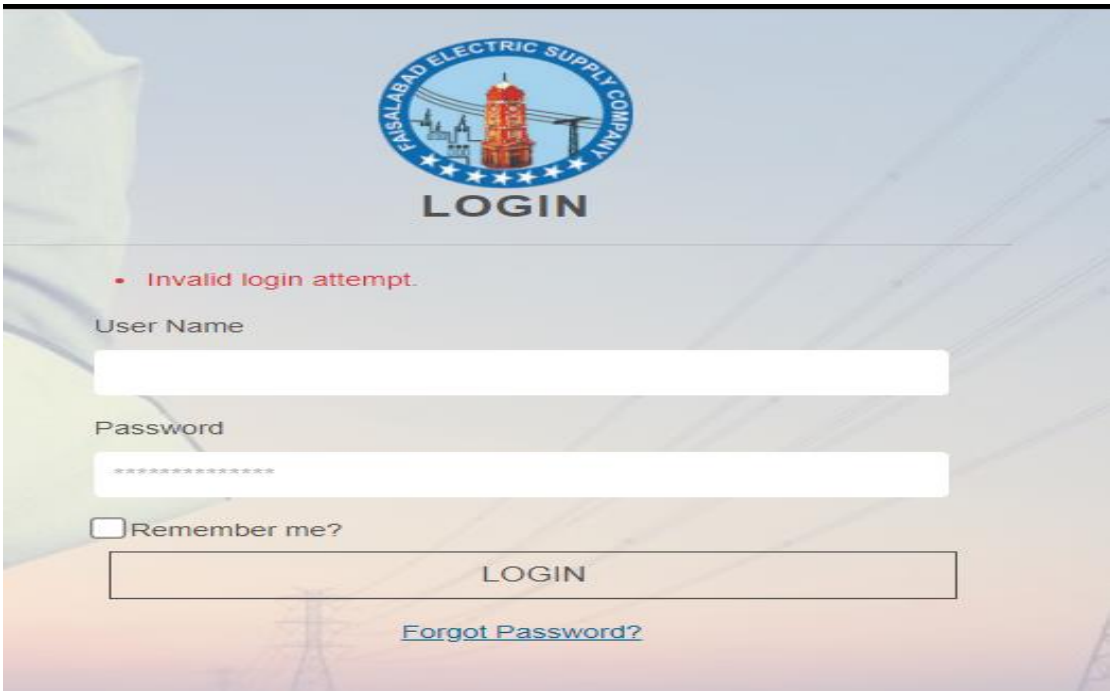
This section describes the Medical Reimbursement Request feature, how to create medical reimbursement Request, Submit a request, and also how to Approve the reimbursement request, Features of the Medical Reimbursement Request section follow:

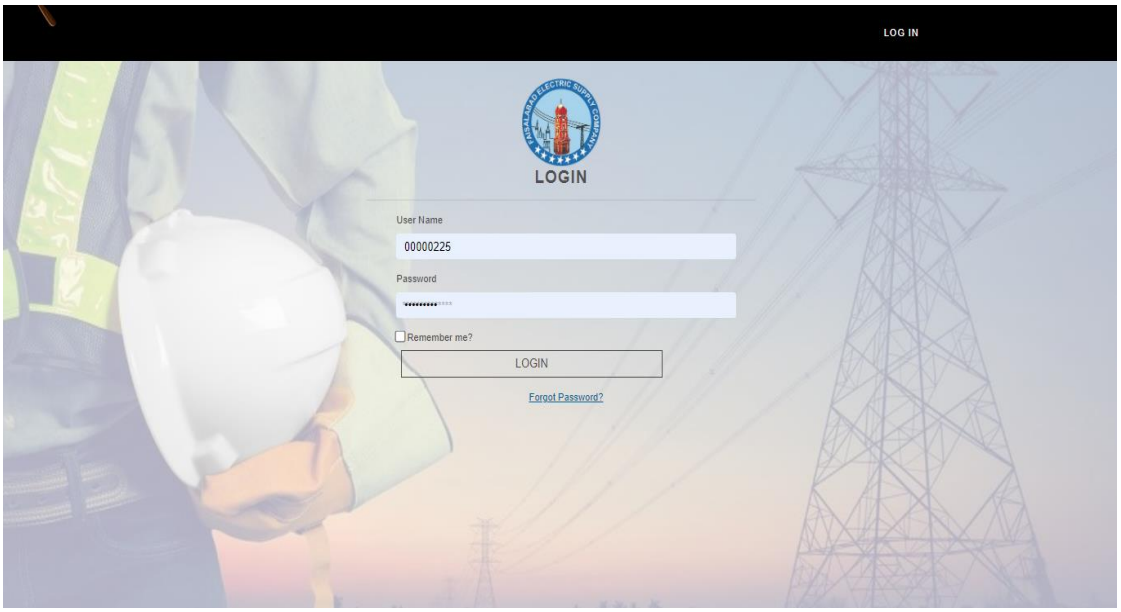
LOGIN SCREEN FOR MEDICAL REIMBURSEMENT REQUEST USER

FESCO Employee User will provide the employee code and password using the login screen. After successful log-in, the relevant dashboard page will be displayed to the user.

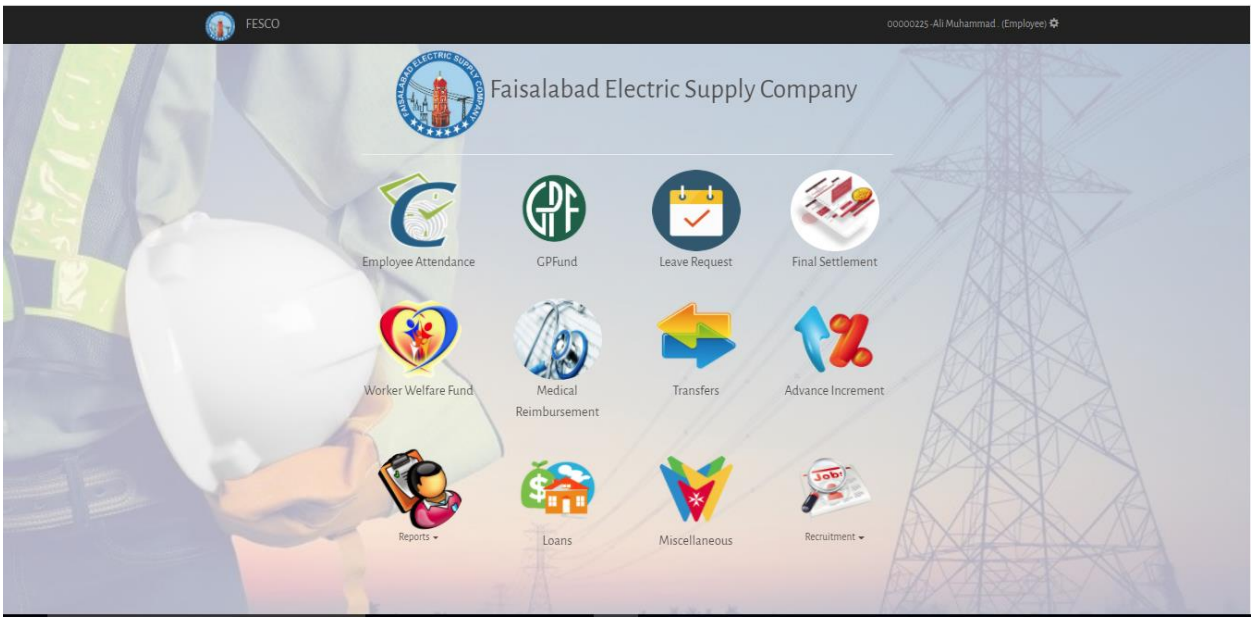


If the User provides an Invalid employee code and password then an error message will be shown.



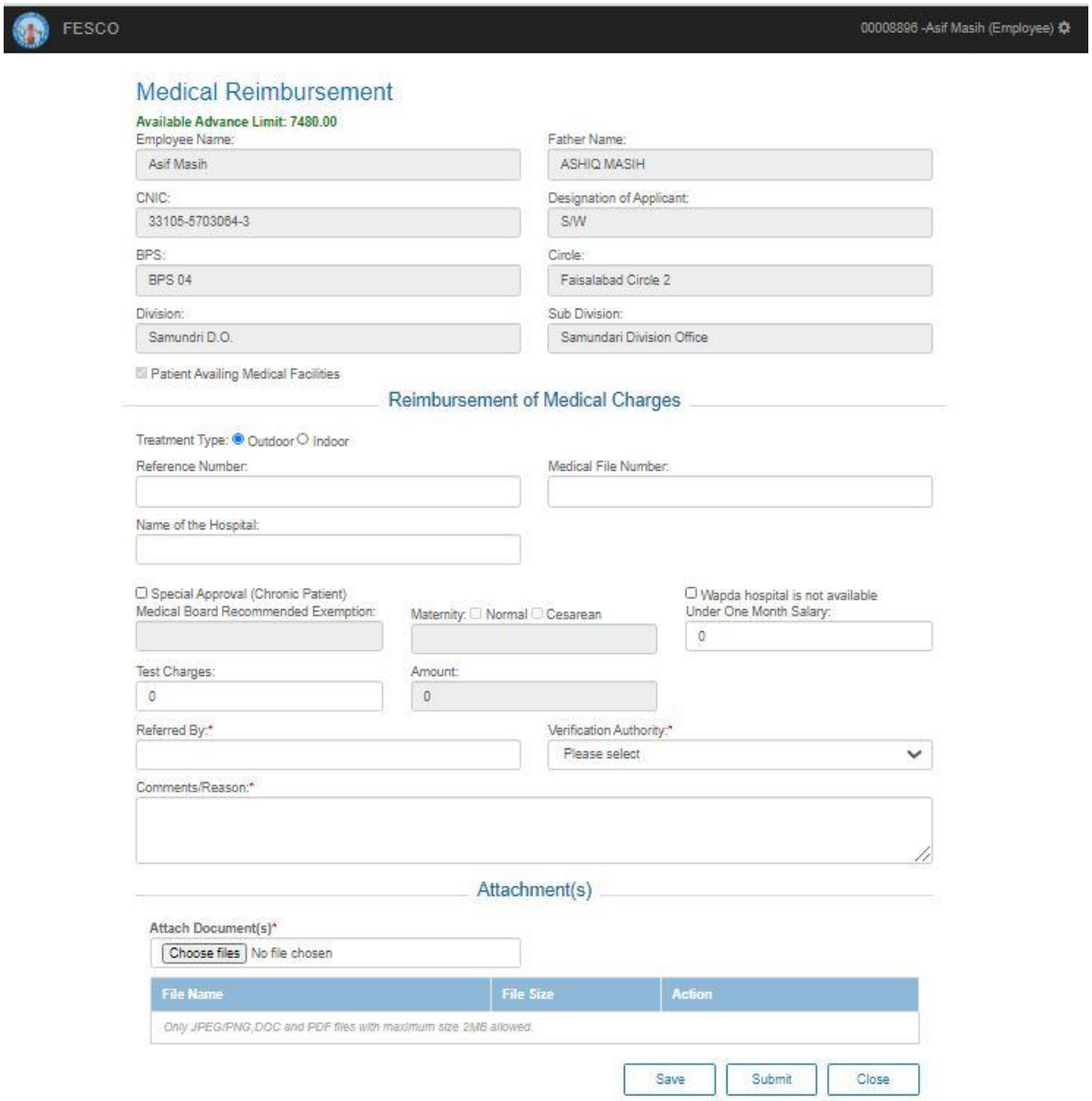


After login into the application, the following dashboard screen will open to the user, user can perform their functionality accordingly.



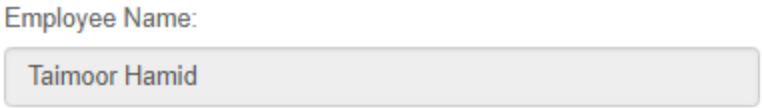
By Clicking on  Icon, the medical reimbursement request page will open to submit the request.

The following screen will appear. For further understanding review the below images.



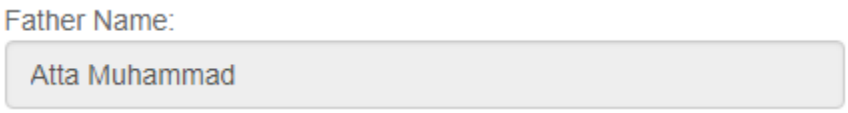
- **Employee name:**

  Data in this field will be auto-filled. It's a mandatory field.



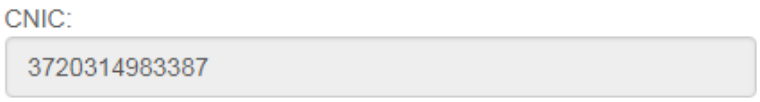
- **Father name:**

  Data in this field will be auto-filled. It's a mandatory field.



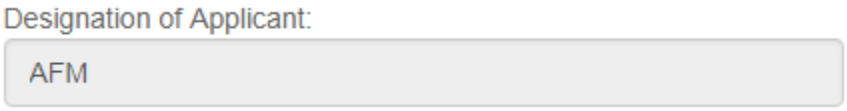
- **CNIC:**

  Data in this field will be auto-filled. It's a mandatory field.



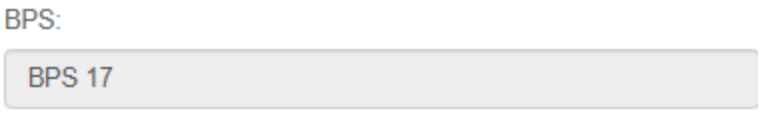
- **Designation of Applicant:**

  Data in this field will be auto-filled. It's a mandatory field.



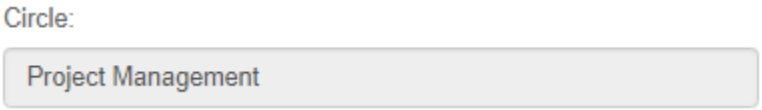
- **BPS:**

  Data in this field will be auto-filled. It's a mandatory field.



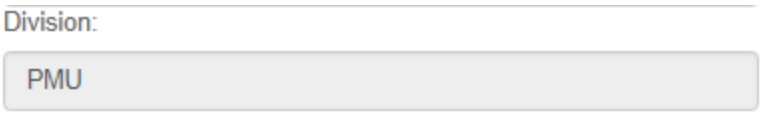
- **Circle:**

  Data in this field will be auto-filled. It's a mandatory field.



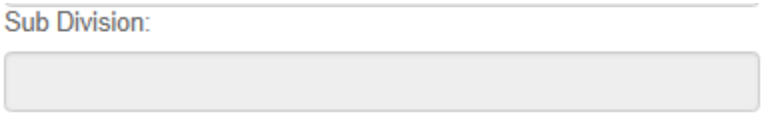
- **Division:**

  Data in this field will be auto-filled. It's a mandatory field.



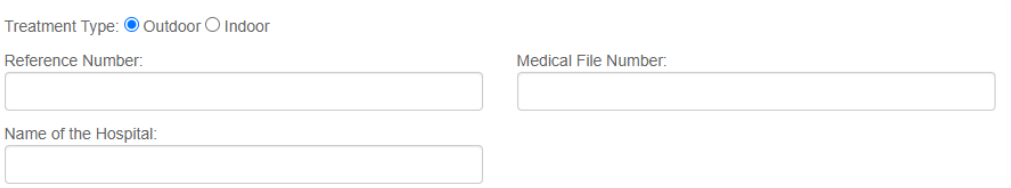
- **Sub Division:**

  The Field will be auto-selected. It's a mandatory field.



Reimbursement of Medical Charges

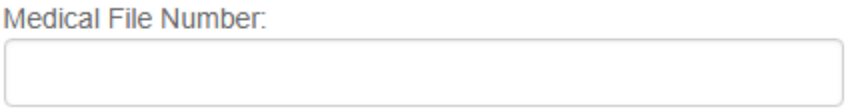
Treatment Type:Outdoor



- **Reference Number:**
  This field takes the reference number of the user.



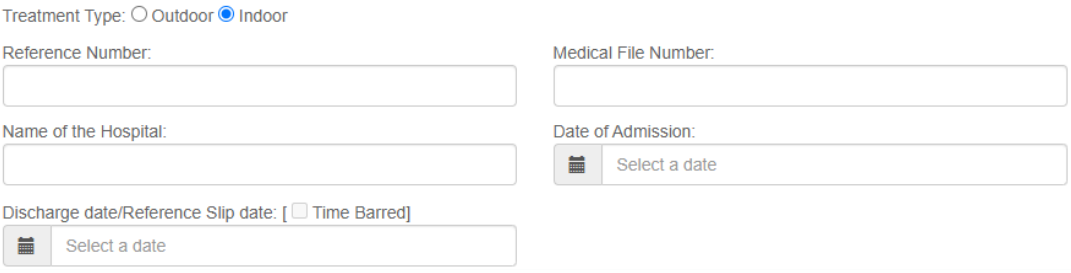
- **Medical File Number:**
  This field takes the Medical file number of the user.



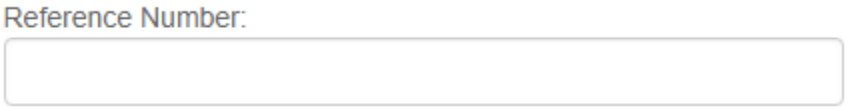
- **Name of the Hospital:**
  This field takes the name of the Hospital.



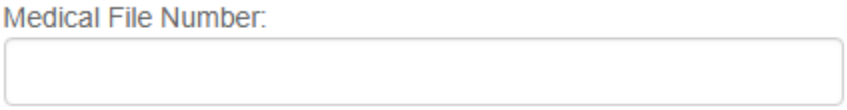
Treatment Type:Indoor



- **Reference Number:**
  This field takes the reference number of the user.

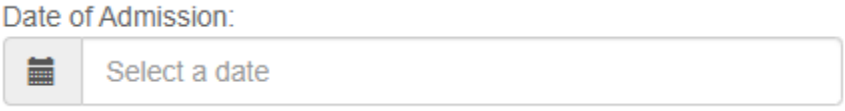


- **Medical File Number:**
  This field takes the Medical file number of the user.

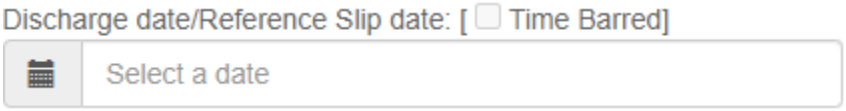


- **Name of the Hospital:**
  This field takes the name of the Hospital.

- **Date of Admission:**
  User can add the date of the admission.



- **Discharge date/Reference Slip date (Time Barred checkbox):**
  User can add the discharge date of the patient.



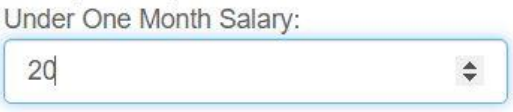
- **Medical Board Recommended Exemption:**
  This field is static.



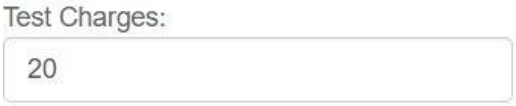
- **Wapda hospital is not available (checkbox):**



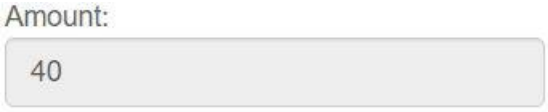
- **Under One Month Salary:**
  This field takes the amount.



- **Test Charges:**
  This field takes the cost of test charges



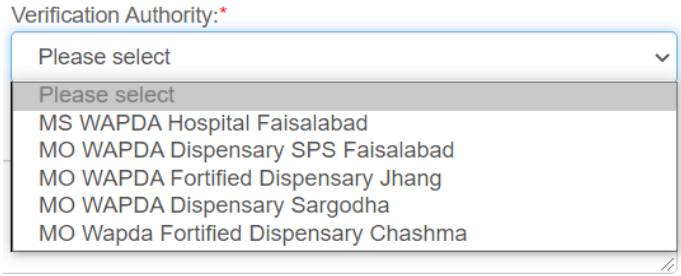
- **Amount:**
  This field calculates and the total amount.



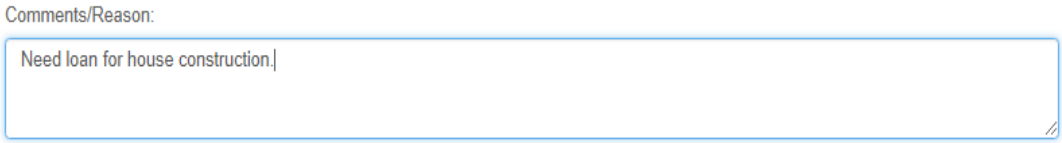
- **Referred By:**
  This field takes the Referral's Name.



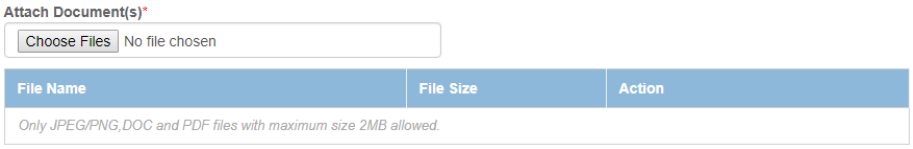
- **Verification Authority:**
  User can select a Verified Authority from the dropdown.



- **Comments/Reason:**
  This field takes the detailed purpose/reason to the need of taking Medical Reimbursement. It's a mandatory field.



- **Attach Document(s)**
  This field takes all the required documents to be attached to the request.



- **Save:**
  Click on the save button to save the request with entered information and submit/edit it afterwards. After saving the Record will display in the data grid.



List of Medical Reimbursement

New

ID	Employee Name	Amount	Status	Save Time	Action
9	Zahid Hasan	54545	Saved	12:13PM	View
10	Zahid Hasan	252520	Saved	12:39PM	View
11	Zahid Hasan	2520	Saved	12:45PM	View
12	Zahid Hasan	1010	Submit	12:48PM	View
13	Zahid Hasan	1204	Saved	12:56PM	View
14	Zahid Hasan	14502	Saved	12:57PM	View
15	Zahid Hasan	545	Saved	05:18PM	View
16	Zahid Hasan	785452	Saved	05:18PM	View
18	Aslam Ali	1100	Submit	04:59PM	View
19	Aslam Ali	100	Submit	05:00PM	View

First Previous 1 2 Next Last

- **Submit:**
  Clicking on the Submit button submits the request and sends it to the supervisor for approval. The Record will display in the data grid.

Submit

ID	Employee	Loan Type	Status	Save Time	Action
1	Imran Ali	Purchase of Car	Submit	05:27PM	View

- **Close:**
  Press the Close button to close the request.

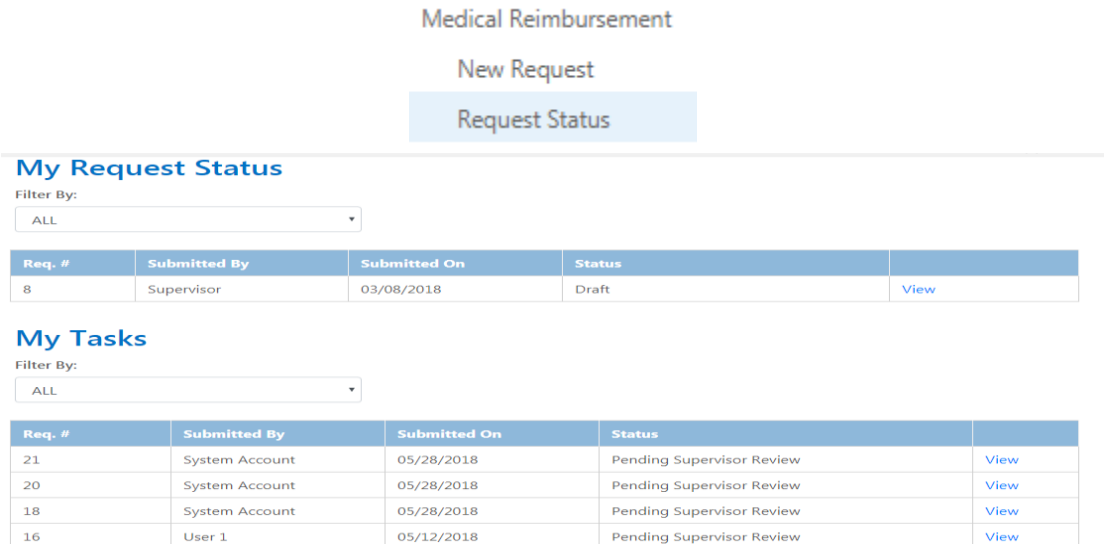
Close

MEDICAL REIMBURSEMENT REQUEST APPROVAL BY SUPERVISOR/ THE REPORTING OFFICER/ APPROVER

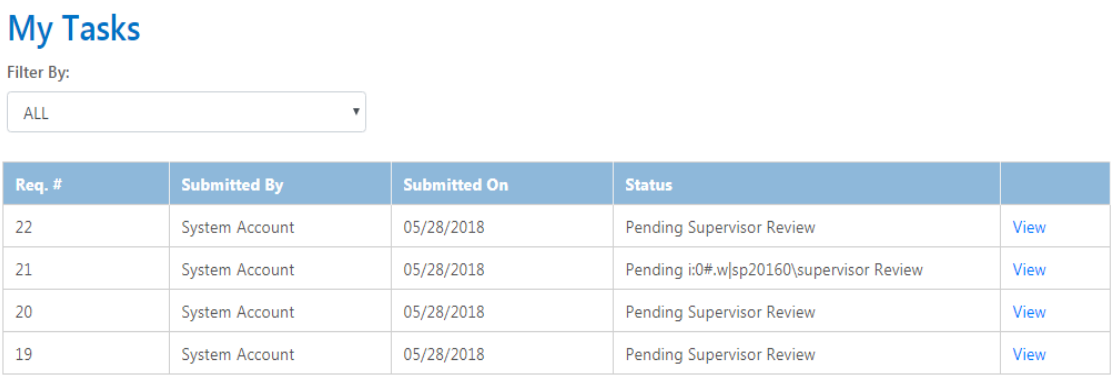
- **Supervisor's Approval:**
  After successful login on SharePoint application from supervisor user, the Home page below is displayed.



- **Request Status:**
  The supervisor user will click “Request Status” on the link below to check the pending requests to be approved in the data grid.

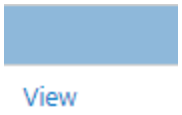


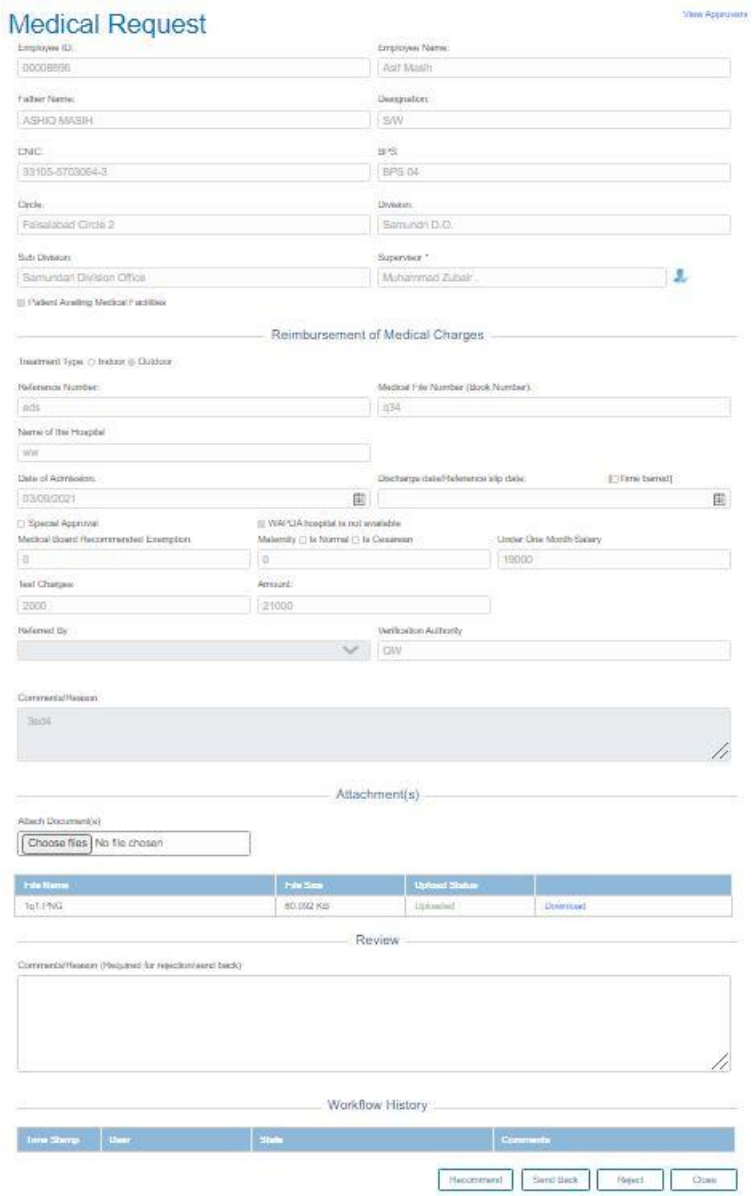
- **My Tasks:**
  This section shows the list of requests that are pending for the supervisor to review.



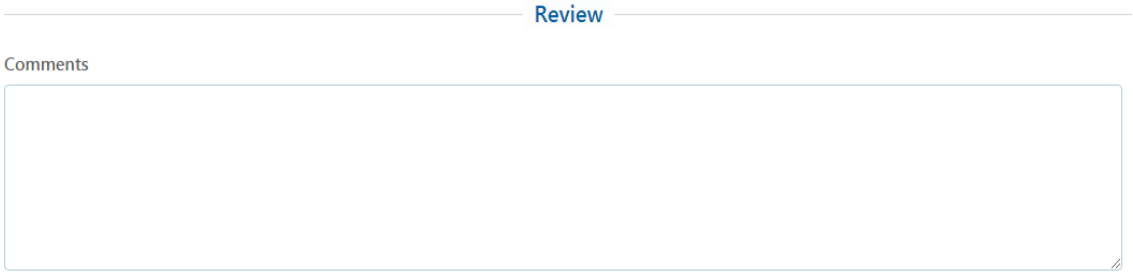
Req. #	Submitted By	Submitted On	Status	
22	System Account	05/28/2018	Pending Supervisor Review	View
21	System Account	05/28/2018	Pending i:0#.w|sp20160\supervisor Review	View
20	System Account	05/28/2018	Pending Supervisor Review	View
19	System Account	05/28/2018	Pending Supervisor Review	View

- **View:**
  The supervisor will be able to review the request in detail by clicking on the “View” button.





- **Review:**
  The Supervisor can enter their input regarding this request.



- **Recommend:**
  By clicking on this button, the supervisor approves the request.



- **Send Back:**
  By clicking on this button, the supervisor can send the request back to the employee.



- **Reject:**
  By clicking on this button, the supervisor rejects the request.



- **Close:**
  This button will allow the user to exit from view mode.

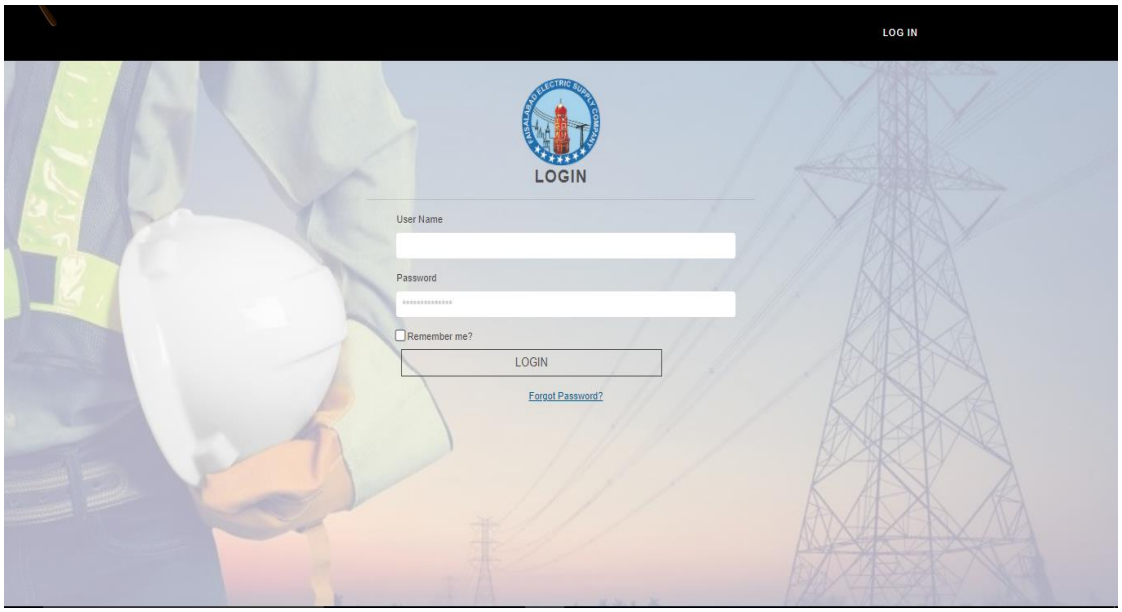


FINAL SETTLEMENT REQUEST

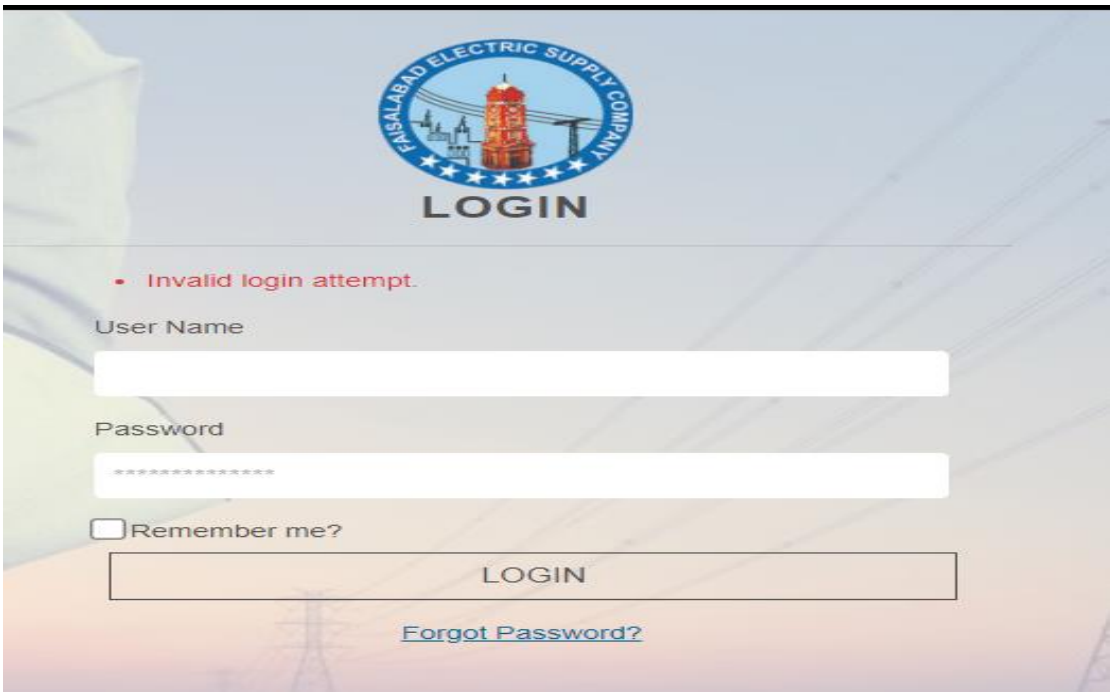
This section describes the Final settlement Request feature:

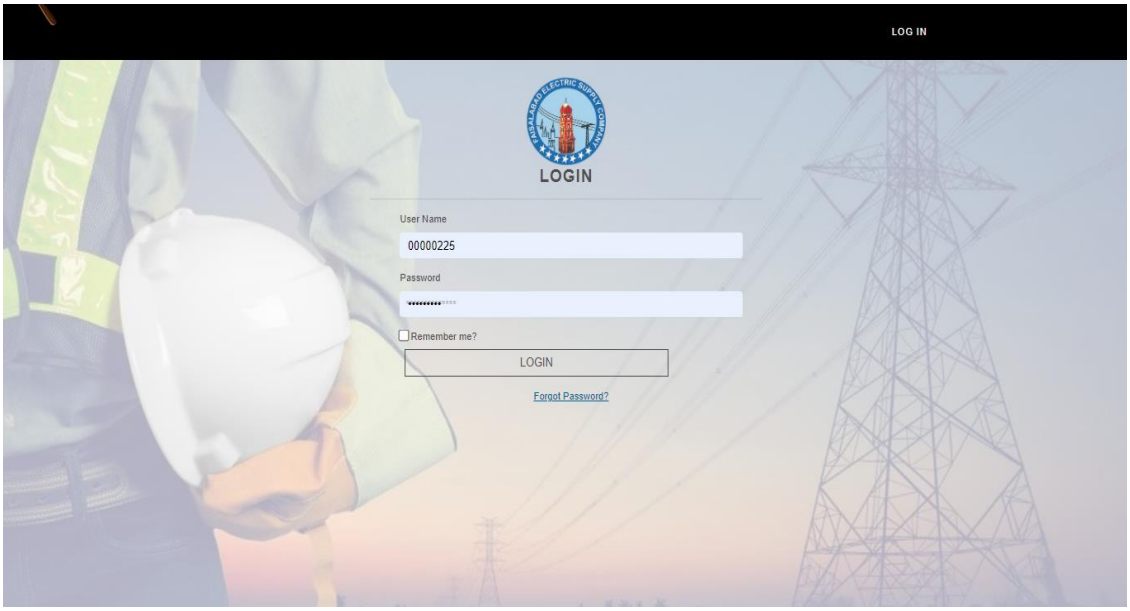
LOGIN SCREEN FOR FINAL SETTLEMENT REQUEST USER

FESCO Employee User will provide the employee code and password using the login screen. After successful log-in, the relevant dashboard page will be displayed to the user.

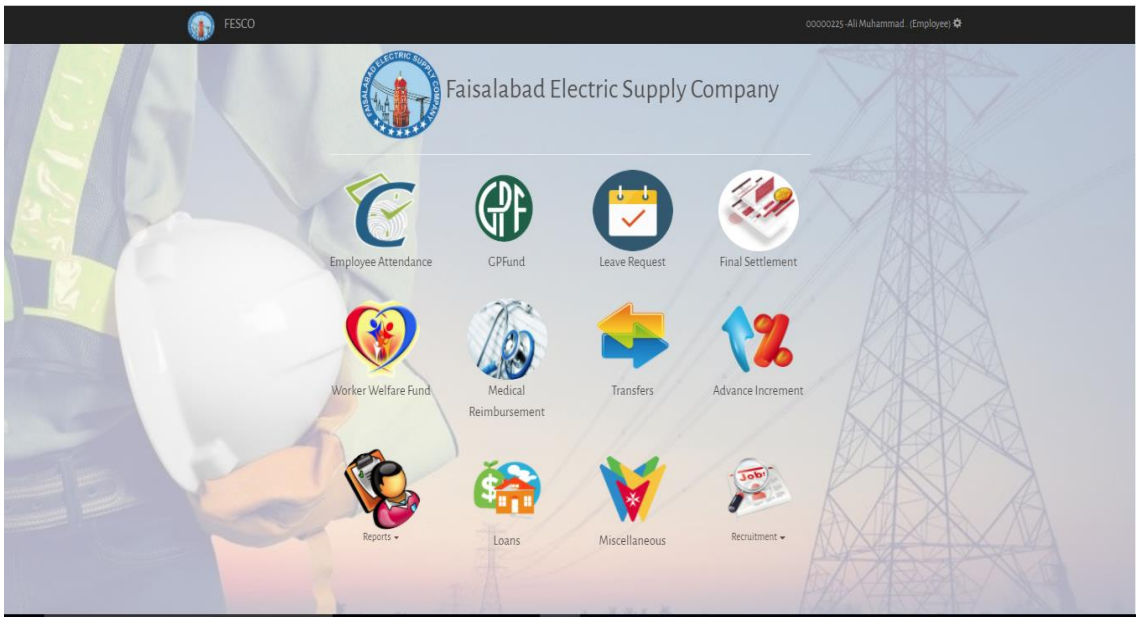


If the User provides an Invalid employee code and password then an error message will be shown.



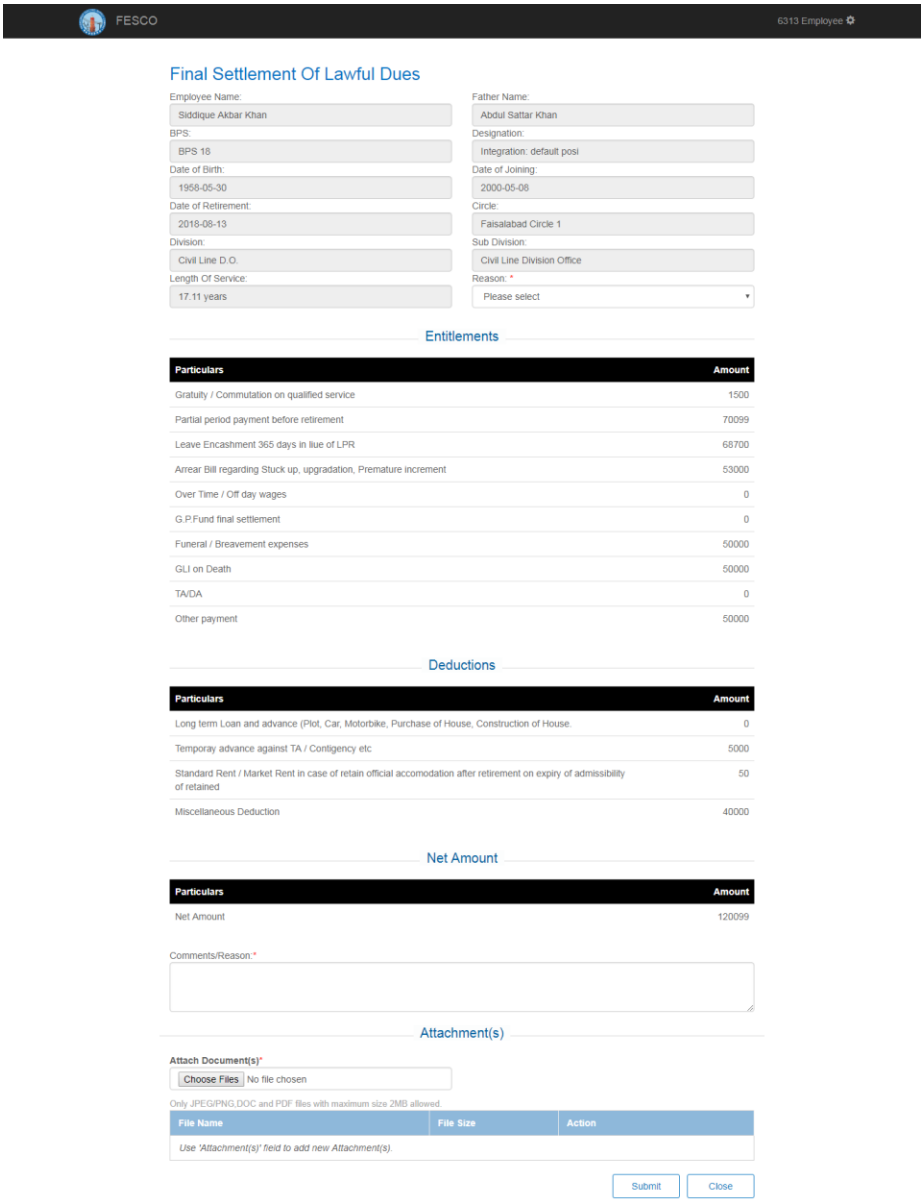


After login into the application, the following dashboard screen will open to the user, user can perform their functionality accordingly.



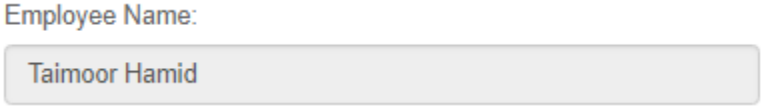
By clicking on  Icon, the final settlement request page will open to submit the request.

The following screen will appear. For further understanding review the below images.



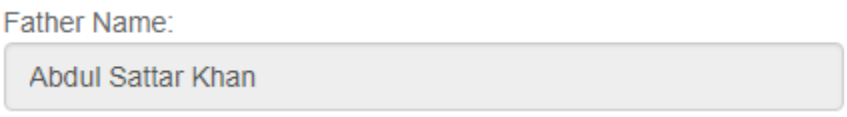
- **Employee name:**

  Data in this field will be auto-filled. It's a mandatory field.



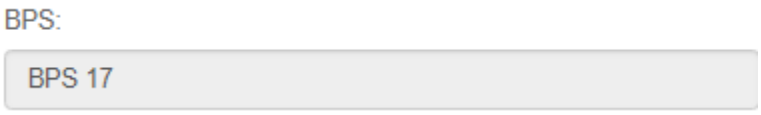
- **Father name:**

  Data in this field will be auto-filled. It's a mandatory field.



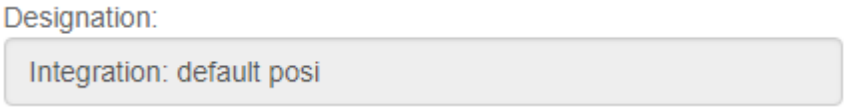
- **BPS:**

  Data in this field will be auto-filled. It's a mandatory field.



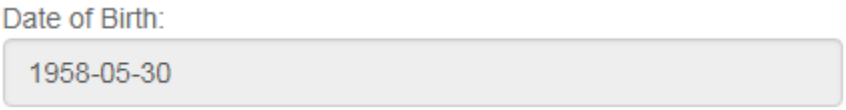
- **Designation:**

  Data in this field will be auto-filled. It's a mandatory field.



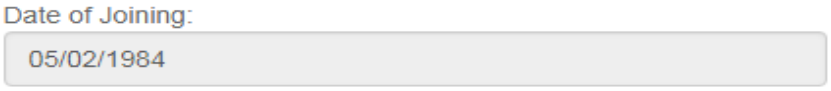
- **Date of Birth:**

  Data in this field will be auto-filled. It's a mandatory field.



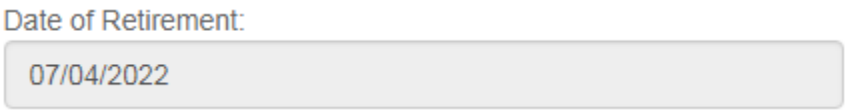
- **Date of joining:**

  Data in this field will be auto-filled. Its mandatory field



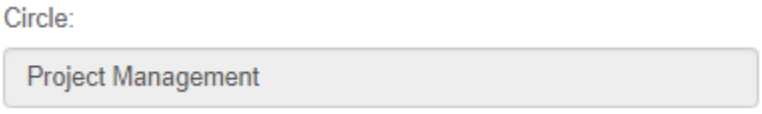
- **Date of Retirement:**

  Data in this field will be auto-filled. Its mandatory field



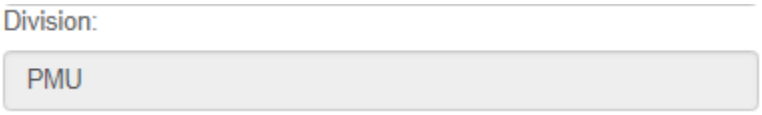
- **Circle:**

  Data in this field will be auto-filled. It's a mandatory field.



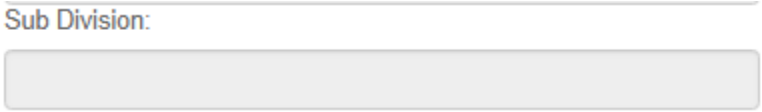
- **Division:**

  Data in this field will be auto-filled. It's a mandatory field.

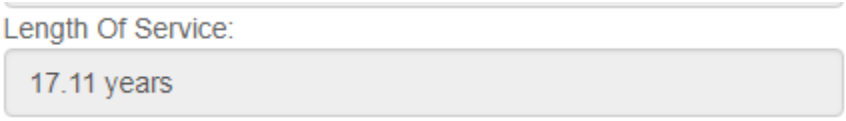


- **Sub Division:**

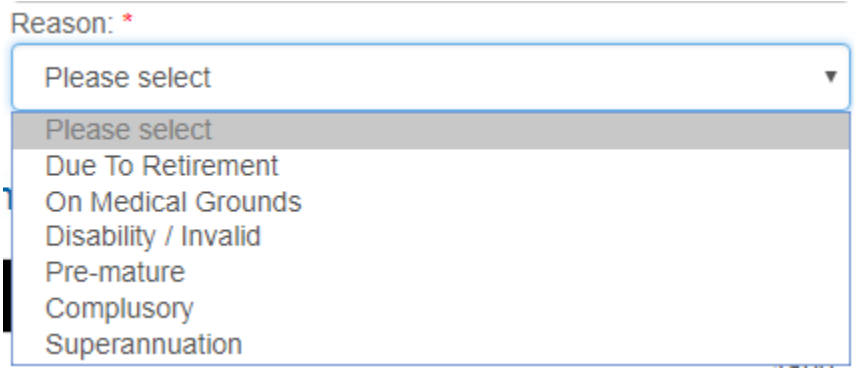
  The Field will be auto-selected. It's a mandatory field.



- **Length of Service:**
  The Field will be auto-selected. It's a mandatory field.



- **Reason:**
  This field lets the user choose the reason he/she going to request, from the available options in the dropdown. It's a mandatory field.



- **Entitlements:**
  This section allows users to view the details of all Entitlements.

Entitlements

Particulars	Amount
Gratuity / Commutation on qualified service	1500
Partial period payment before retirement	70099
Leave Encashment 365 days in liue of LPR	68700
Arrear Bill regarding Stuck up, upgradation, Premature increment	53000
Over Time / Off day wages	0
G.P.Fund final settlement	0
Funeral / Breavement expenses	50000
GLI on Death	50000
TA/DA	0
Other payment	50000

- **Deductions:**
  This section allows the user to view the details of all Deductions.

Deductions

Particulars	Amount
Long term Loan and advance (Plot, Car, Motorbike, Purchase of House, Construction of House.	0
Temporay advance against TA / Contigency etc	5000
Standard Rent / Market Rent in case of retain official accomodation after retirement on expiry of admissibility of retained	50
Miscellaneous Deduction	40000

NET Amount:
This section is used to view the details of Net Amount.

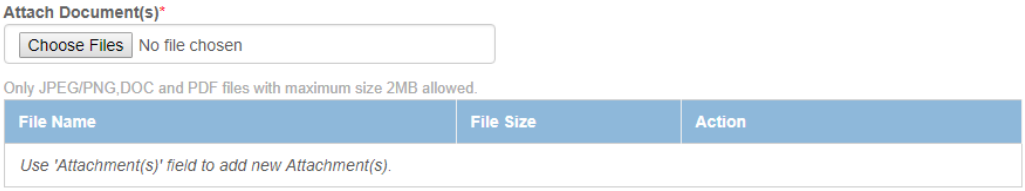
Net Amount

Particulars	Amount
Net Amount	120099

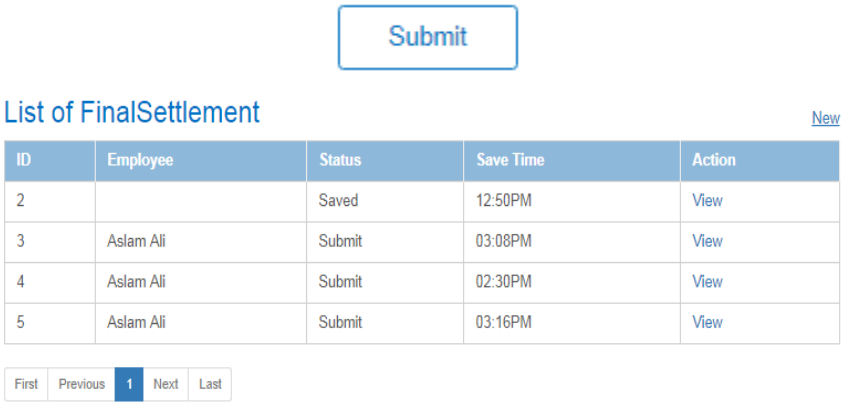
- **Comments/Reason:**
  This field takes the detailed purpose/reason of the Final settlement. It's a mandatory field.

Comments/Reason:*

- **Attach Document(s)**
  This field takes all the required documents to be attached to the request.



- **Submit:**
  Clicking on the Submit button submits the request and sends it to the supervisor for approval. The Record will display in the data grid.

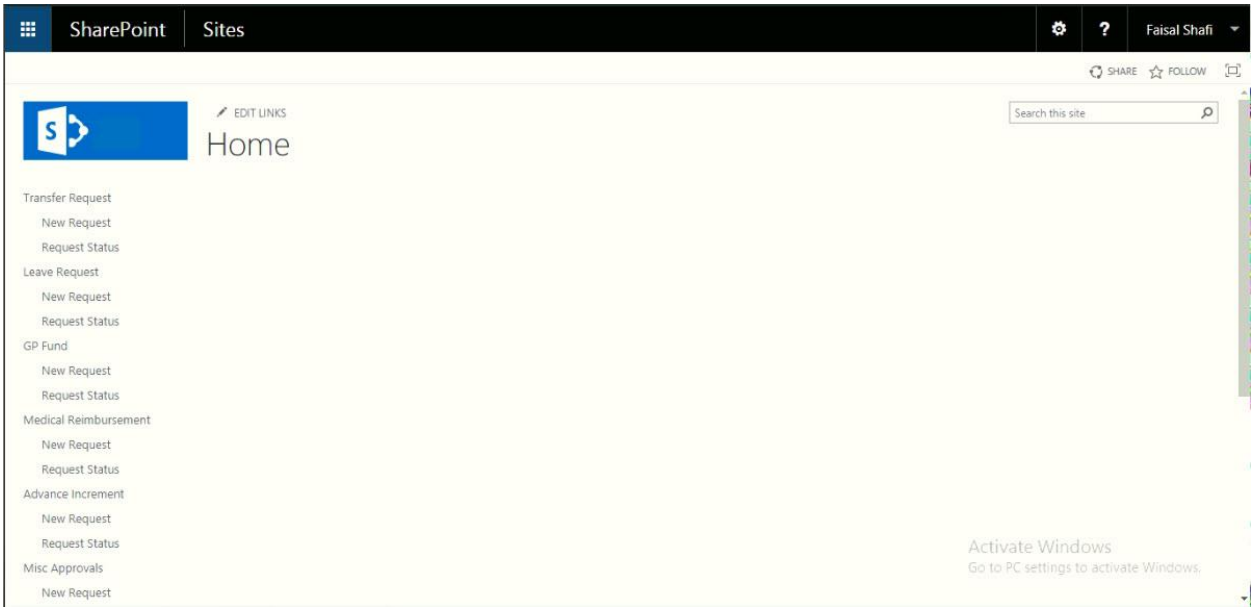


- **Close:**
  This button will allow the user to exit from view mode.



FINAL SETTLEMENT REQUEST APPROVAL BY SUPERVISOR/ THE REPORTING OFFICER/ APPROVER

- **Supervisor's Approval:**
  After successful login on SharePoint application from supervisor user, the Home page below displays.

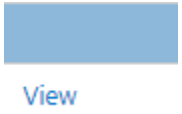


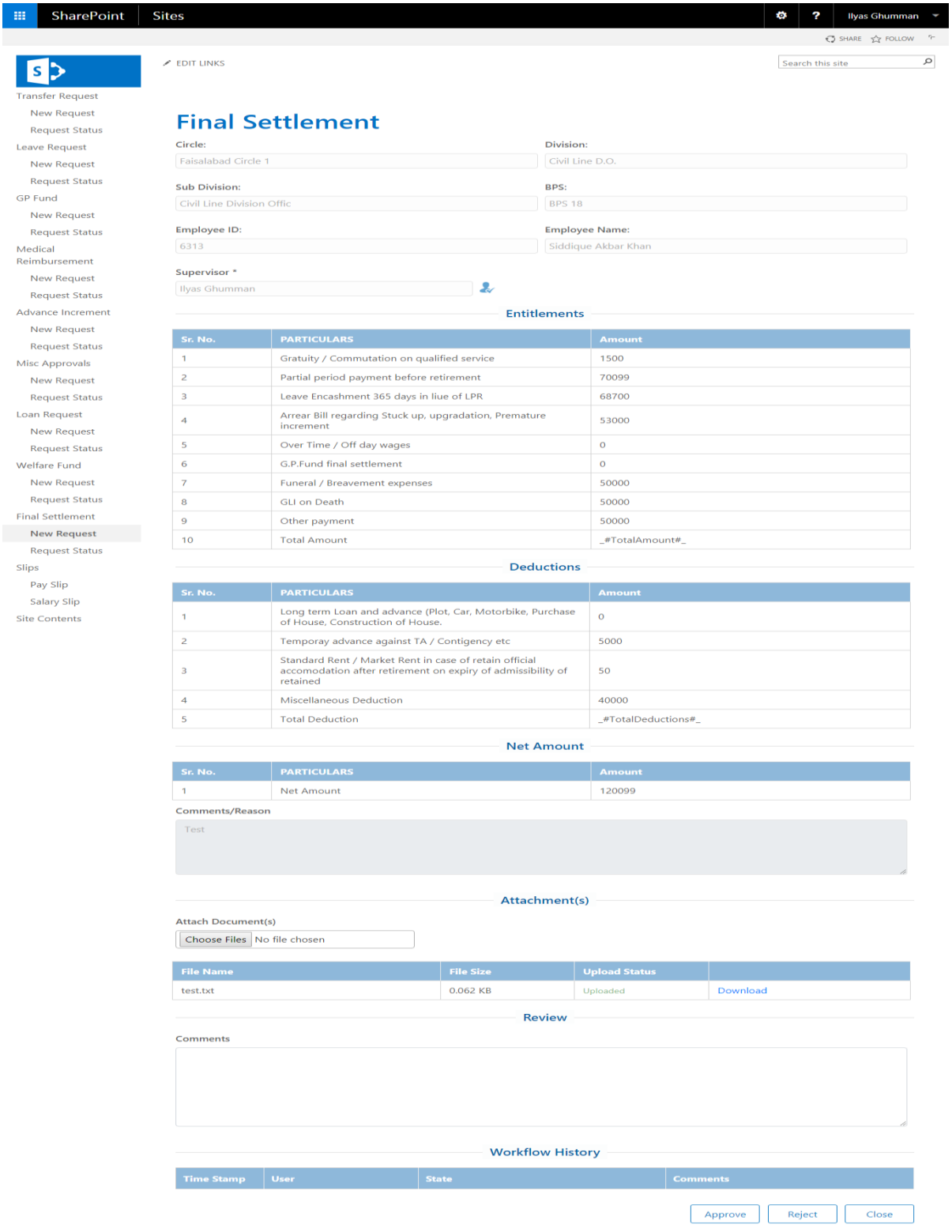
- **Request Status:**
  The supervisor user will click “Request Status” on the link below to check the pending requests to be approved in the data grid.



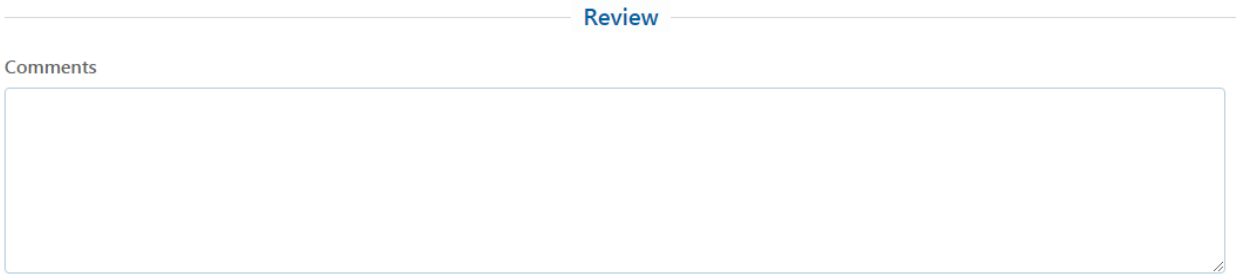
- **My Tasks:**
  This section shows the list of requests that are pending for the supervisor to review.

- **View:**
  The supervisor will be able to review the request in detail by clicking on the “View” button.





- **Review:**
  The Supervisor can enter their input regarding this request.



- **Approve:**
  By clicking on this button, the Supervisor approves the request.



- **Reject:**
  By clicking on this button, the Supervisor rejects the request.



- **Close:**
  This button will allow the user to exit from view mode.

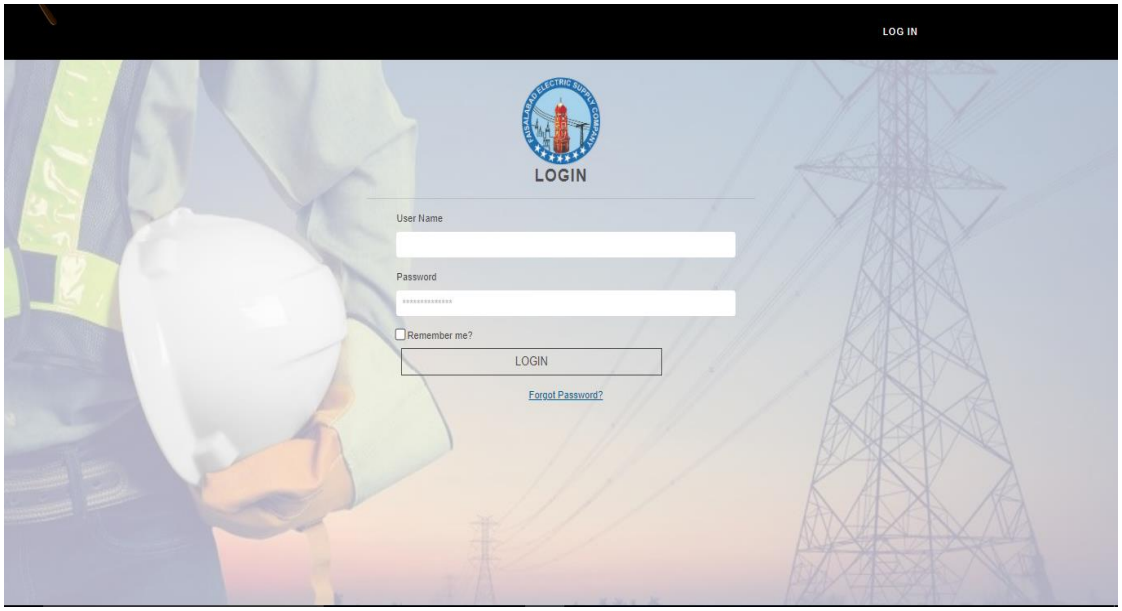


GENERAL PROVIDENT FUND REQUEST

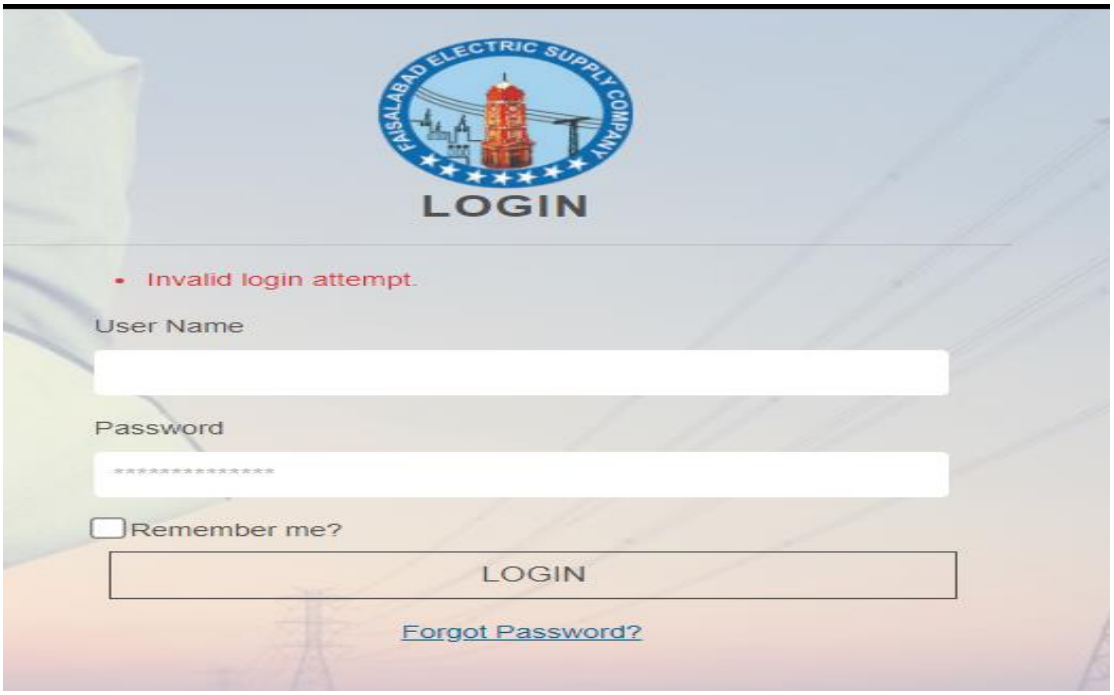
This section describes the General Provident Fund feature, how to create GP Fund Request, Submit a request, and also how to Approve the GP Fund request, There are the following features of the GP Fund section.

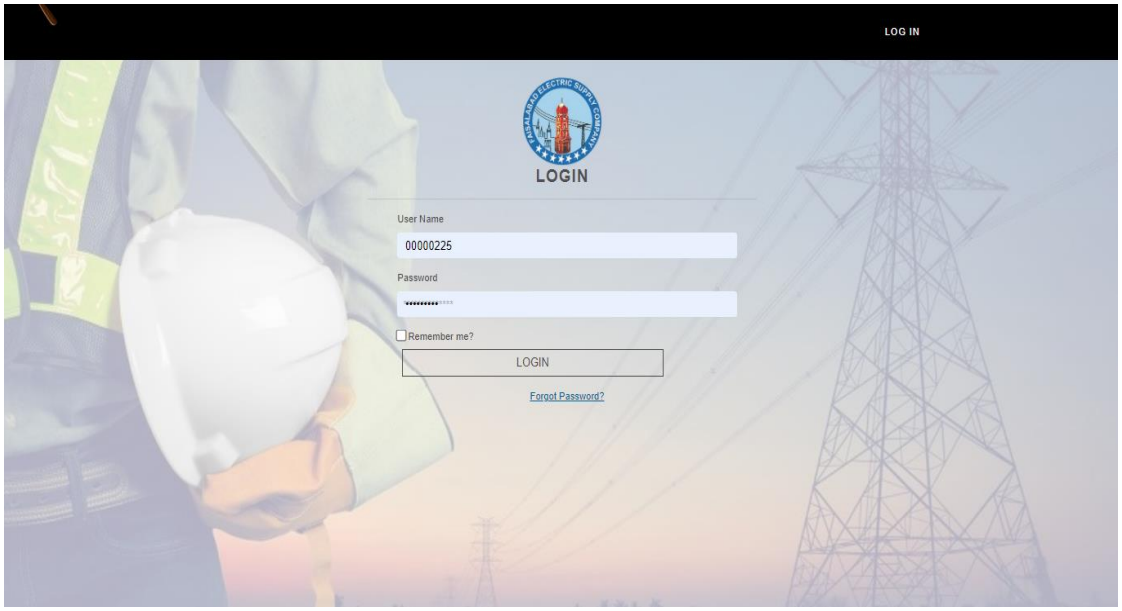
LOGIN SCREEN GENERAL PROVIDENT FUND REQUEST USER

FESCO Employee User will provide the employee code and password using the login screen. After successful log-in, the relevant dashboard page will be displayed to the user.

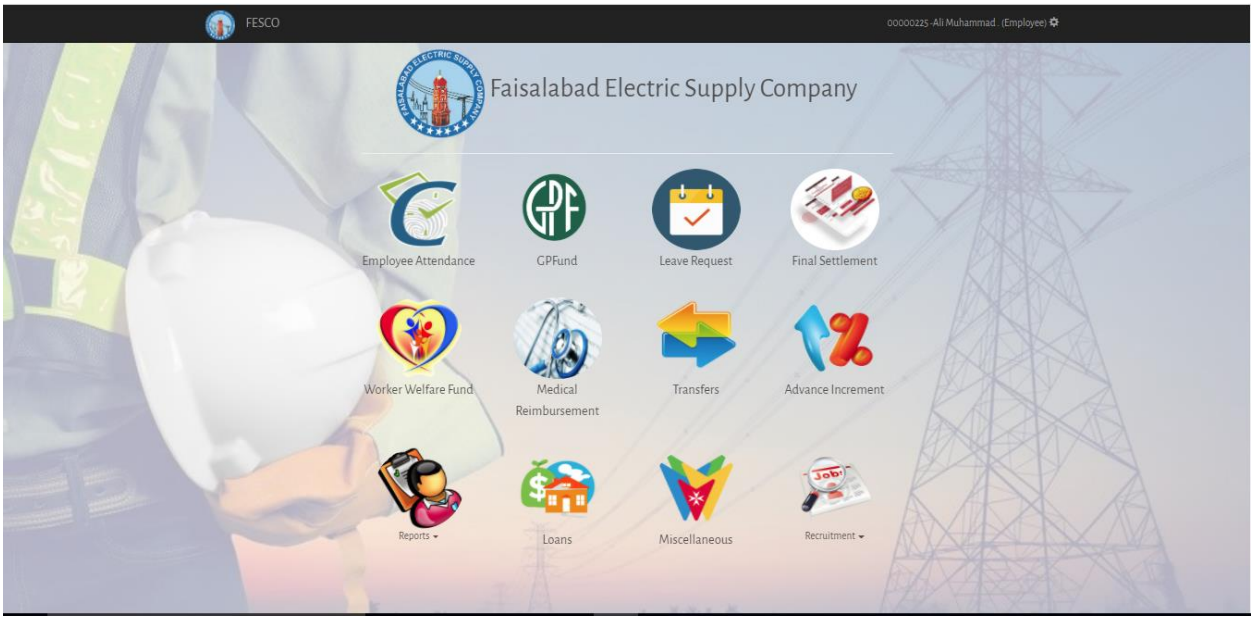


If the User provides an Invalid employee code and password then an error message will be shown.



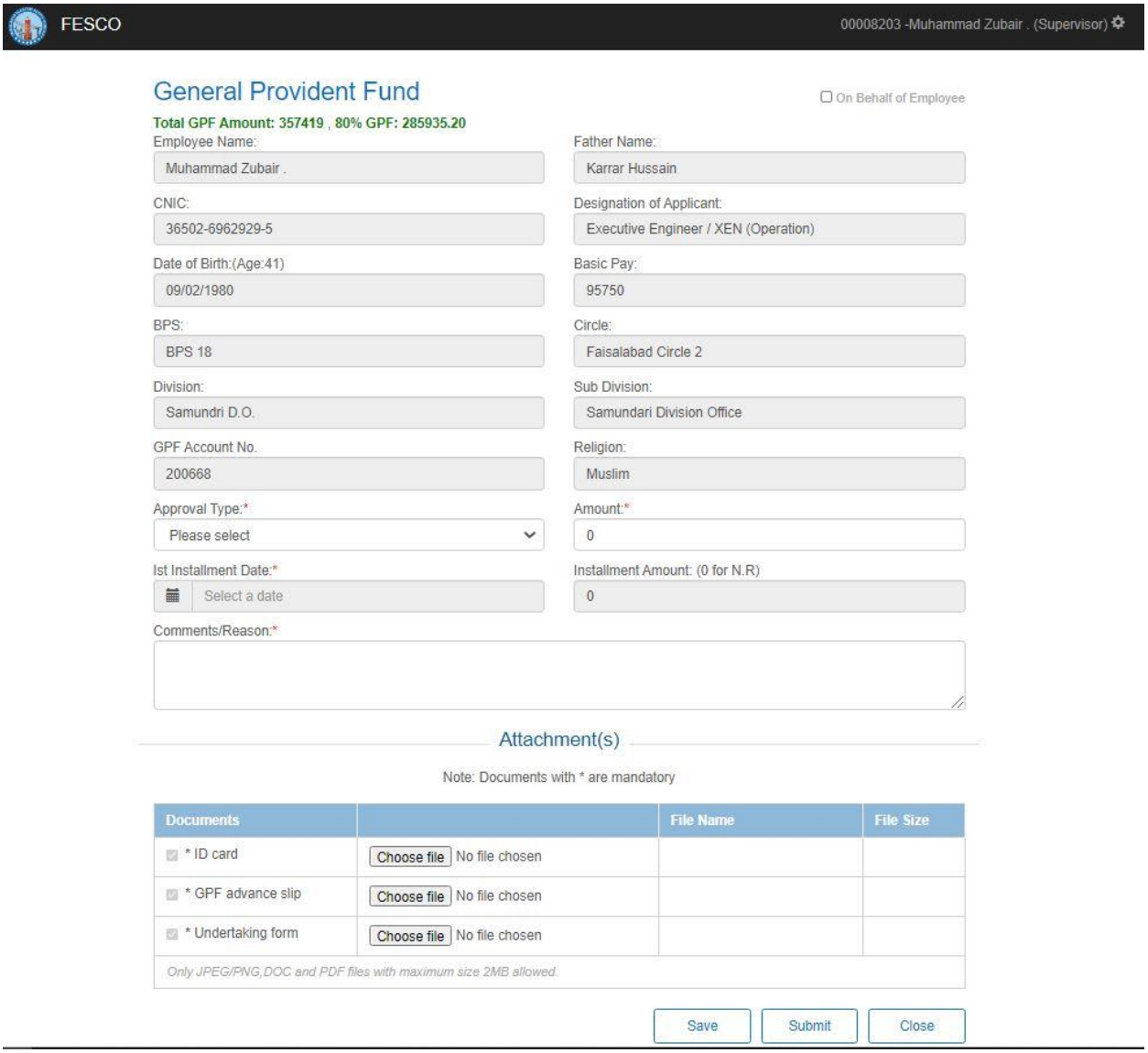


After login into the application, the following dashboard screen will open to the user, user can perform their functionality accordingly.



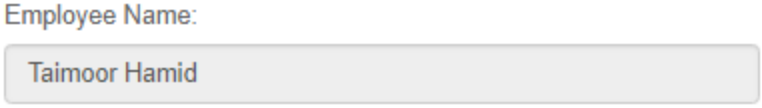
While clicking on  Icon, the GPF request page will open to submit the request.

The following screen will appear. For further understanding review the below images.



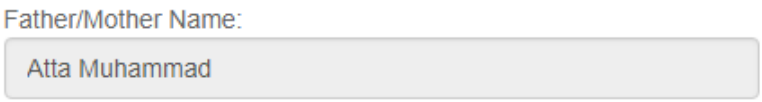
- **Employee name:**

  Data in this field will be auto-filled. It's a mandatory field.



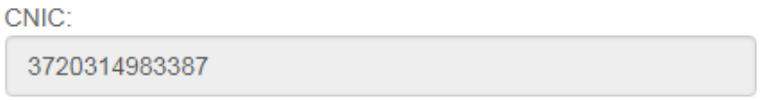
- **Father/Mother name:**

  Data in this field will be auto-filled. It's a mandatory field.



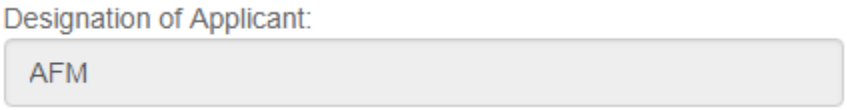
- **CNIC:**

Data in this field will be auto-filled. It's a mandatory field.



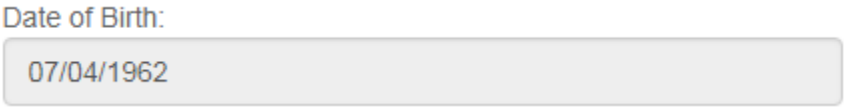
- **Designation of Applicant:**

Data in this field will be auto-filled. It's a mandatory field.



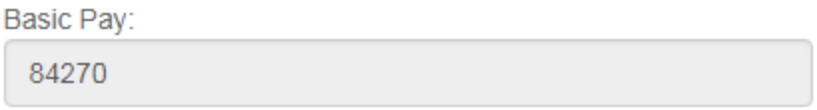
- **Date of Birth:**

Data in this field will be auto-filled. Its mandatory field



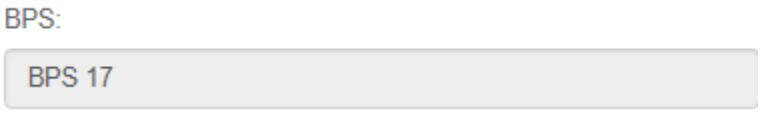
- **Basic Pay:**

Data in this field will be auto-filled. Its mandatory field



- **BPS:**

Data in this field will be auto-filled. It's a mandatory field.

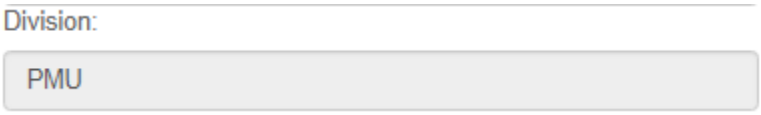


- **Circle:**

Data in this field will be auto-filled. It's a mandatory field.

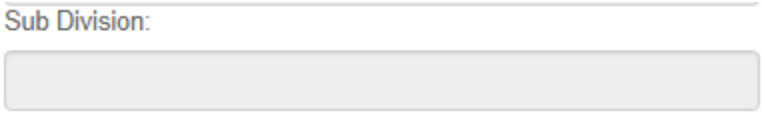
- **Division:**

Data in this field will be auto-filled. It's a mandatory field.



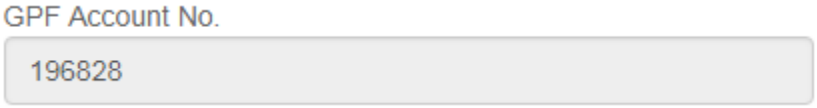
- **Sub Division:**

  The Field will be auto-selected. It's a mandatory field.



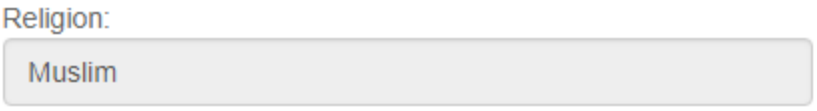
- **GPF Account No.:**

  The Field will be auto-selected. It's a mandatory field.

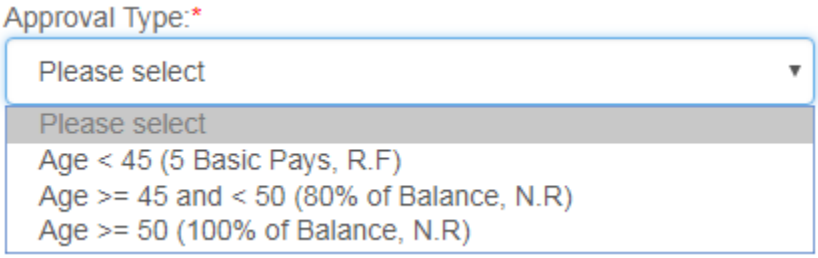


- **Religion:**

  The Field will be auto-selected. It's a mandatory field.



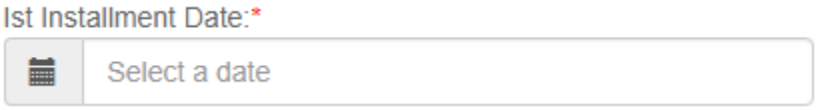
- **Approval Type:**
  This field lets the user choose the Approval type he/she going to request, from the available options in the dropdown. It's a mandatory field.



- **Amount:**
  This field takes the GP Fund amount user is requesting.



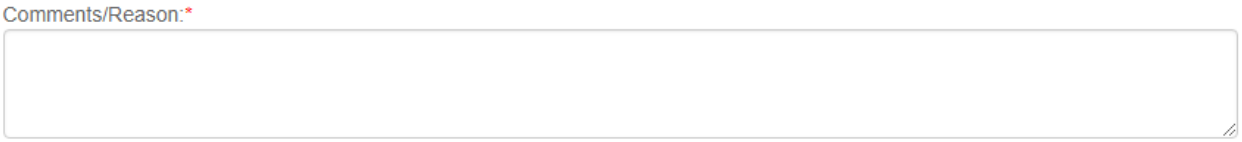
- **1st Installment Date:**
  These fields take the date to determine the exact date on which the user will start repaying the loan. It's a mandatory field.



- **Installment amount:**
  This field takes the installment amount per month that the user selects to pay back the loan.



- **Comments/Reason:**
  This field takes the detailed purpose/reason to the need of taking GP Fund. It's a mandatory field.



- **Attach Document(s)**
  This field takes all the required documents to be attached to the request.

Documents		File Name	File Size
ID card	Choose File No file chosen		
GPF advance slip	Choose File No file chosen		
Undertaking form	Choose File No file chosen		

Only JPEG/PNG,DOC and PDF files with maximum size 2MB allowed.

- **Save:**
  Click on the save button to save the request with entered information and submit/edit it afterward. After saving the record will display in the data grid.



List of Medical Reimbursement

New

ID	Employee Name	Amount	Status	Save Time	Action
9	Zahid Hasan	54545	Saved	12:13PM	View
10	Zahid Hasan	252520	Saved	12:39PM	View
11	Zahid Hasan	2520	Saved	12:45PM	View
12	Zahid Hasan	1010	Submit	12:48PM	View
13	Zahid Hasan	1204	Saved	12:56PM	View
14	Zahid Hasan	14502	Saved	12:57PM	View
15	Zahid Hasan	545	Saved	05:18PM	View
16	Zahid Hasan	785452	Saved	05:18PM	View
18	Aslam Ali	1100	Submit	04:59PM	View
19	Aslam Ali	100	Submit	05:00PM	View

First Previous 1 2 Next Last

- **Submit:**
  Clicking on the Submit button submits the request and sends it to the supervisor for approval. The Record will display in the data grid.

Submit

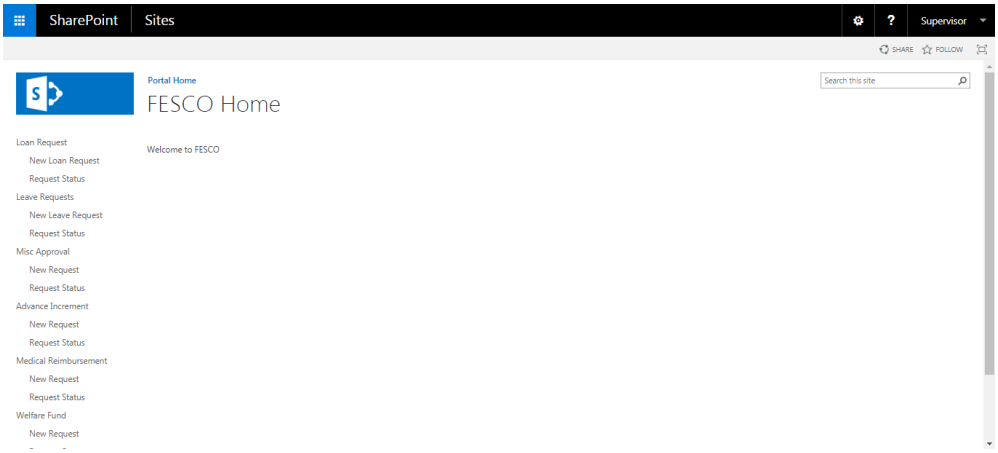
ID	Employee	Loan Type	Status	Save Time	Action
1	Imran Ali	Purchase of Car	Submit	05:27PM	View

- **Close:**
  Press the Close button to close the request.

Close

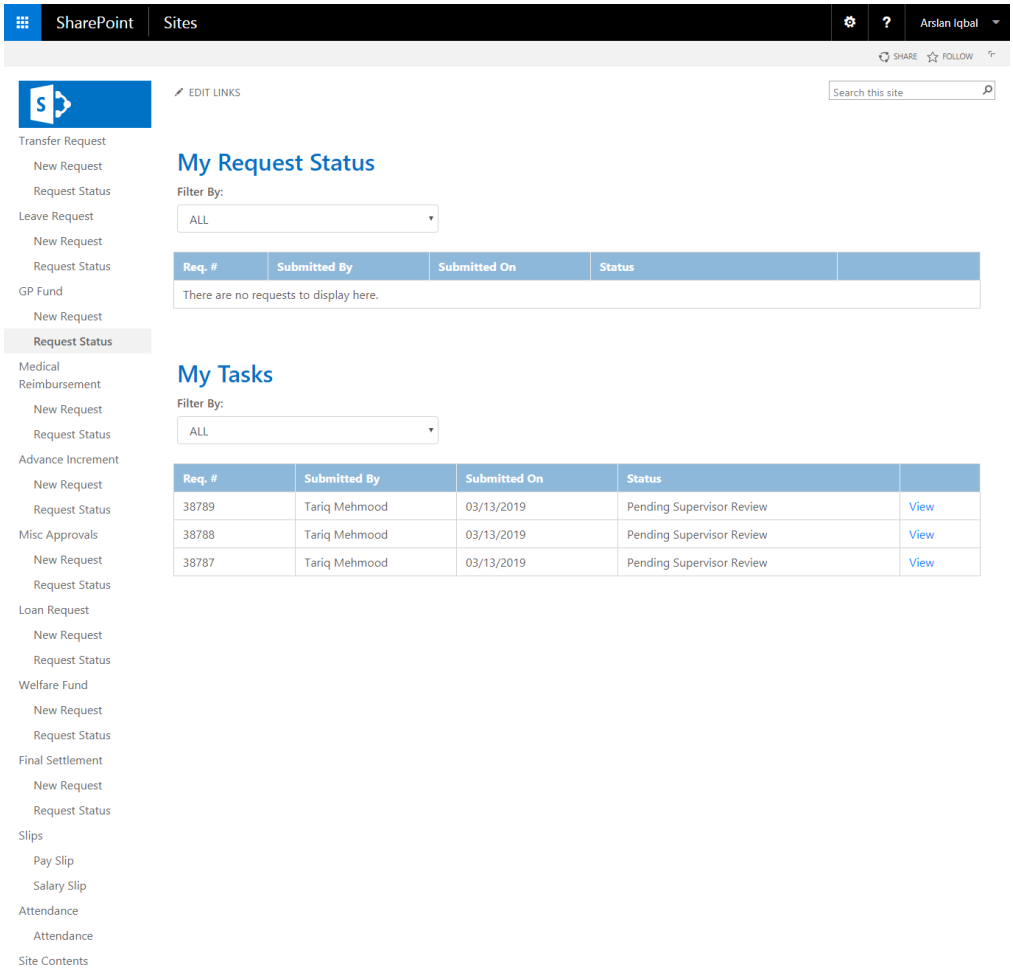
GENERAL PROVIDENT FUND REQUEST APPROVAL BY SUPERVISOR/ THE REPORTING OFFICER/ APPROVER

- **Supervisor's Approval:**
  After successful login on SharePoint application from supervisor user, the Home page below displays.

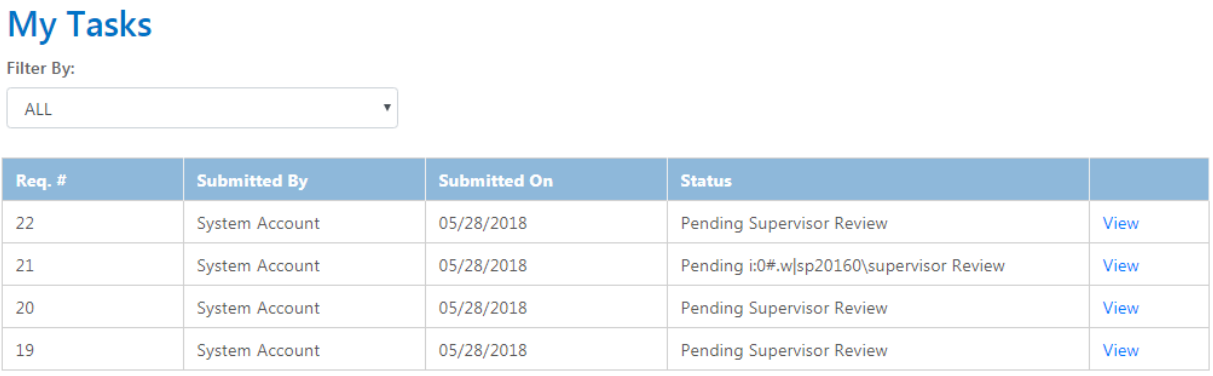


- **Request Status:**
  The supervisor user will click “Request Status” on the link below to check the pending requests to be approved in the data grid.

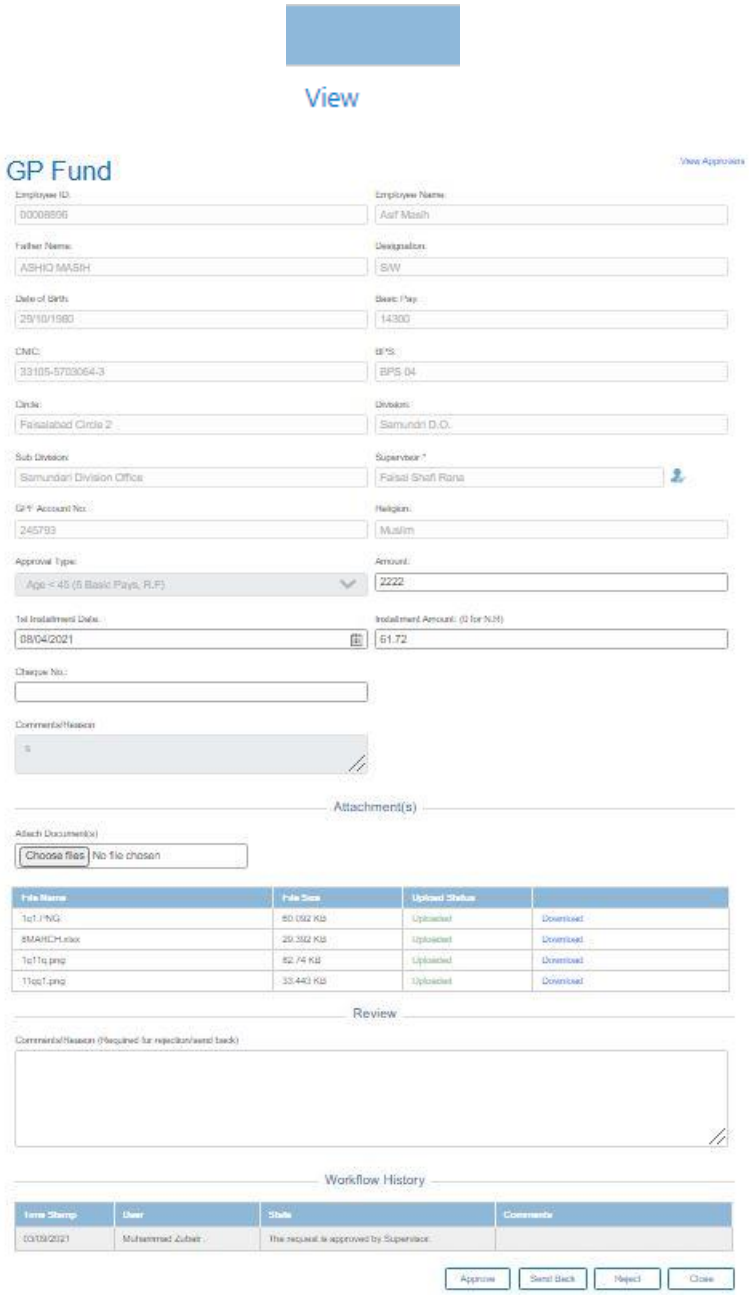




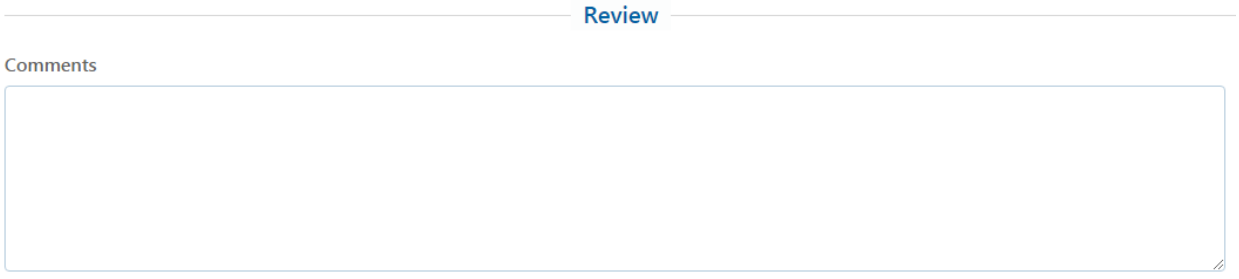
- **My Tasks:**
  This section shows the list of requests that are pending for the Supervisor to review.



- **View:**
  The Supervisor will be able to review the request in detail by clicking on the “View” button.



- **Review:**
  The Supervisor can enter their input regarding this request.



- **Approve:**
  By clicking on this button, the supervisor approves the request.



- **Send Back:**
  By clicking on this button, the supervisor can send the request back to the employee.



- **Reject:**
  By clicking on this button, the supervisor rejects the request.



- **Close:**
  This button will allow the user to exit from view mode.

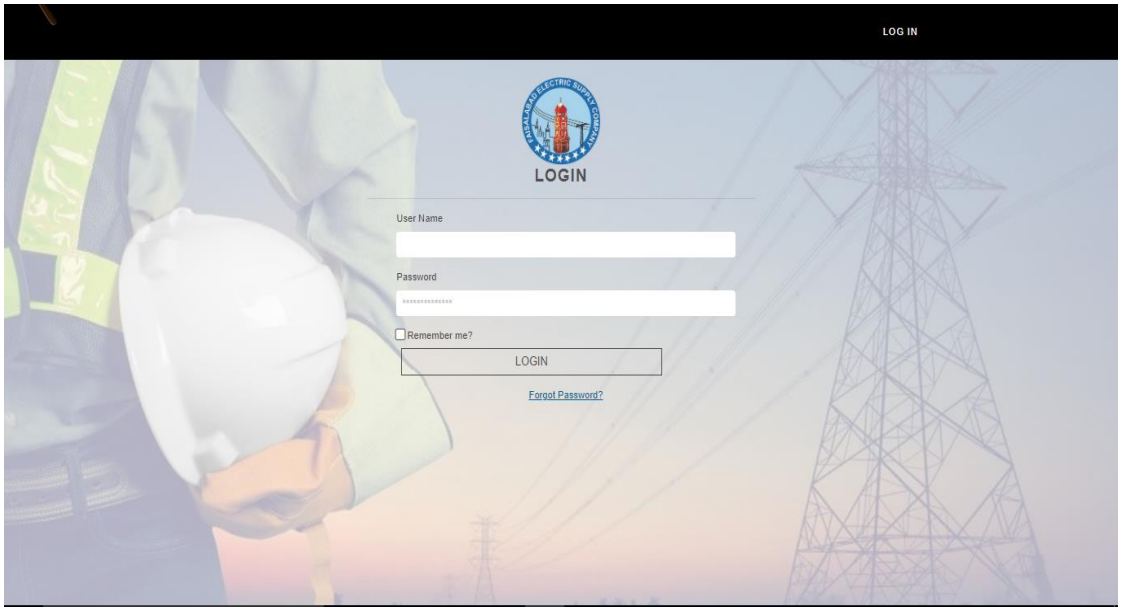


WORKER WELFARE FUND REQUEST

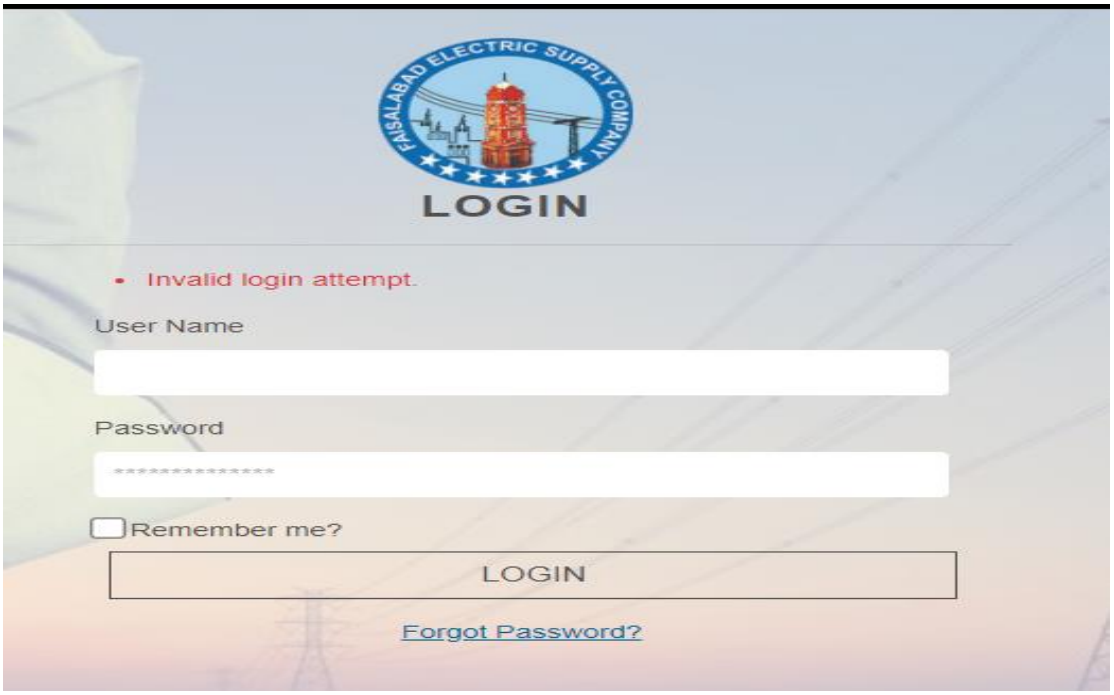
This section describes the Worker Welfare Fund feature, how to create Worker Welfare Fund Request, Submit a request, and also how to Approve the Worker Welfare Fund request, Features of the Worker Welfare Fund section follow:

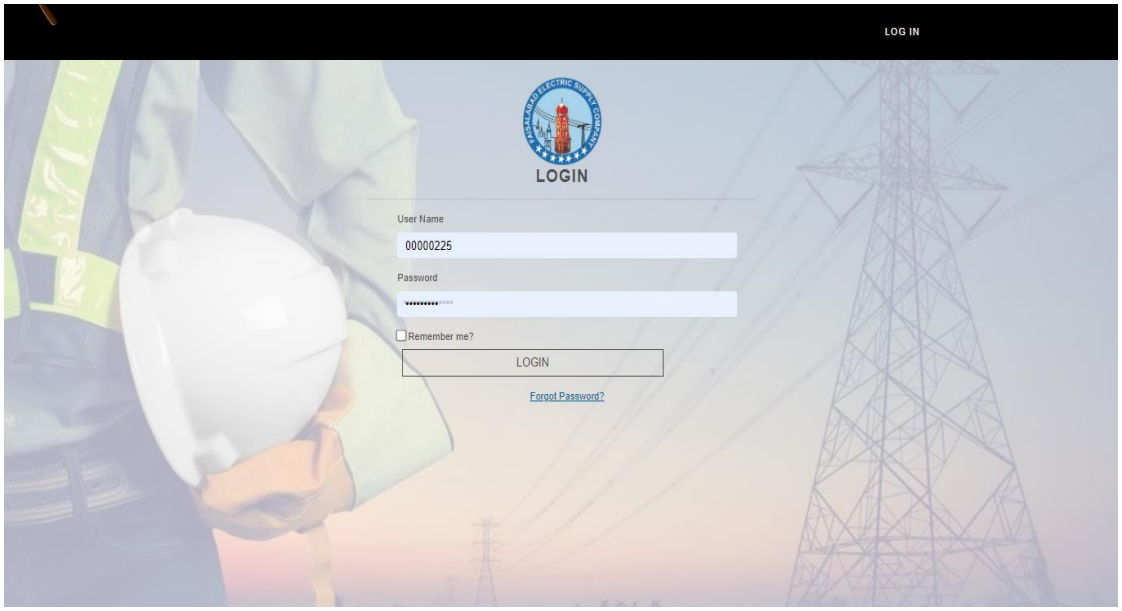
LOGIN SCREEN FOR WORKER WELFARE REQUEST USER

FESCO Employee User will provide the employee code and password using the login screen. After successful log-in, the relevant dashboard page will be displayed to the user.

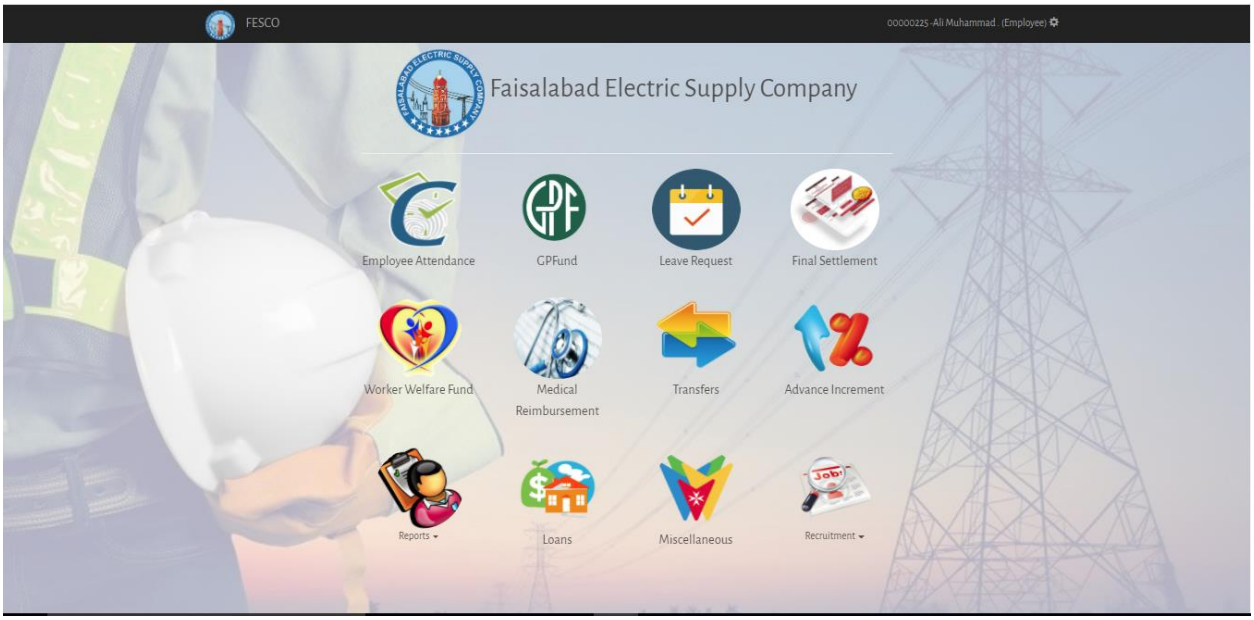


If the User provides an Invalid employee code and password then an error message will be shown.



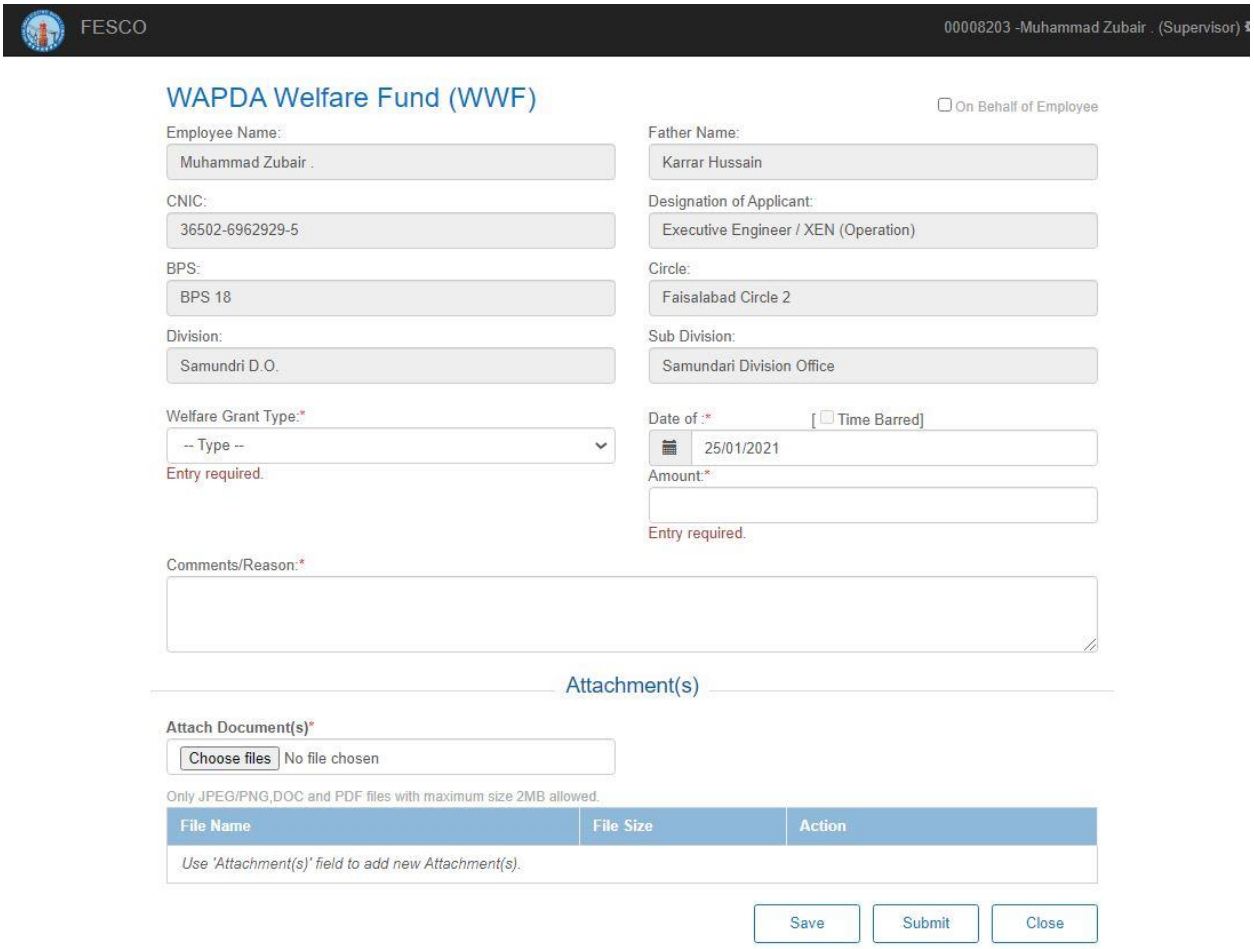


After login into the application, the following dashboard screen will open to the user, user can perform their functionality accordingly.



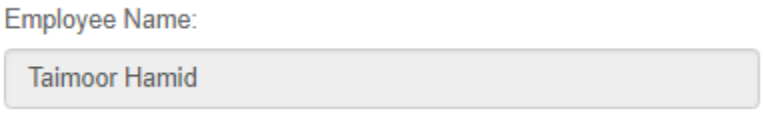
While clicking on  Icon, the Worker Welfare Fund request page will open to submit the request.

The following screen will appear. For further understanding review the below images.



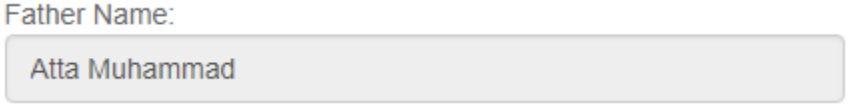
- **Employee name:**

  Data in this field will be auto-filled. It's a mandatory field.



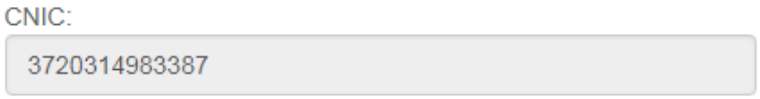
- **Father name:**

  Data in this field will be auto-filled. It's a mandatory field.



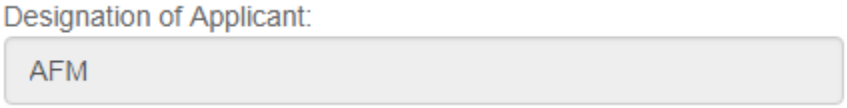
- **CNIC:**

  Data in this field will be 11auto-filled. It's a mandatory field.



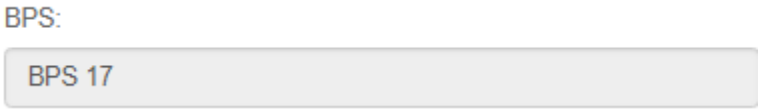
- **Designation of Applicant:**

  Data in this field will be auto-filled. It's a mandatory field.



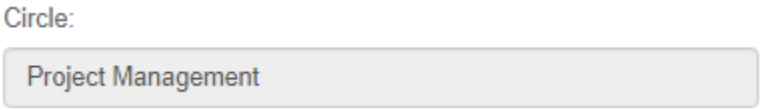
- **BPS:**

  Data in this field will be auto-filled. It's a mandatory field.



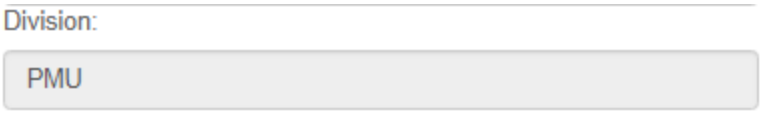
- **Circle:**

  Data in this field will be auto-filled. It's a mandatory field.



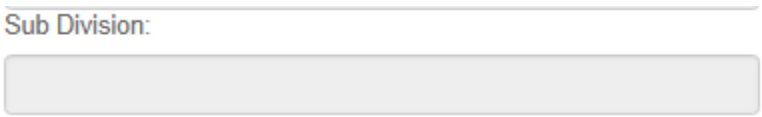
- **Division:**

  Data in this field will be auto-filled. It's a mandatory field.



- **Sub Division:**

  The Field will be auto-selected. It's a mandatory field.

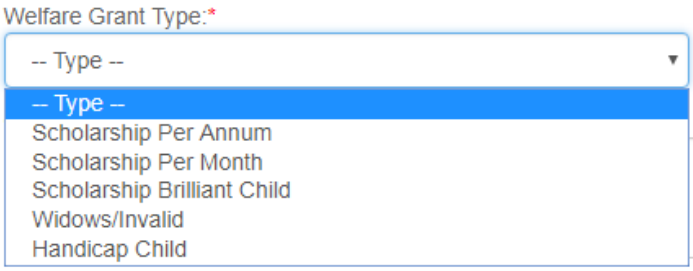


- **Date of / Time Barred(Checkbox) :**

  Data in this field will be auto-filled. Its mandatory field



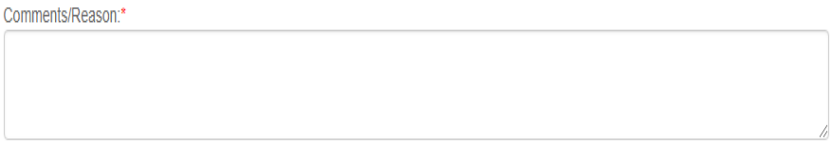
- **Welfare Grant Type:**
  This field lets the user choose the grant type he/she going to request, from the available options in the dropdown. It's a mandatory field.



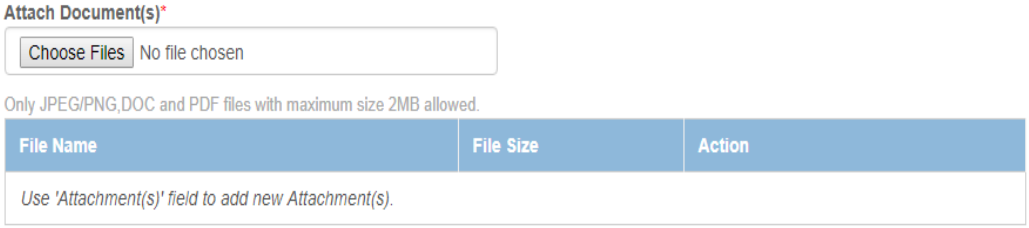
- **Amount:**
  This field takes the Welfare Fund amount user is requesting.



- **Comments/Reason:**
  This field takes the detailed purpose/reason to the need of taking GP Fund. It's a mandatory field.



- **Attach Document(s)**
  This field takes all the required documents to be attached to the request.



- **Save:**
  Click on the save button to save the request with entered information and submit/edit it afterward. After saving the Record will display in the data grid.



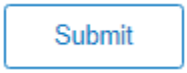
List of WelfareFund

New

ID	Employee	WelfareFund Type	Status	Save Time	Action
9	Aslam Ali	Marriage Grant		03:44PM	View
11	Aslam Ali	Marriage Grant	Pending Supervisor Review	03:47PM	View
12	Aslam Ali	Marriage Grant	Pending Supervisor Review	11:36AM	View

First Previous 1 Next Last

- **Submit:**
  Clicking on the Submit button submits the request and sends it to the supervisor for approval. The Record will display in the data grid.



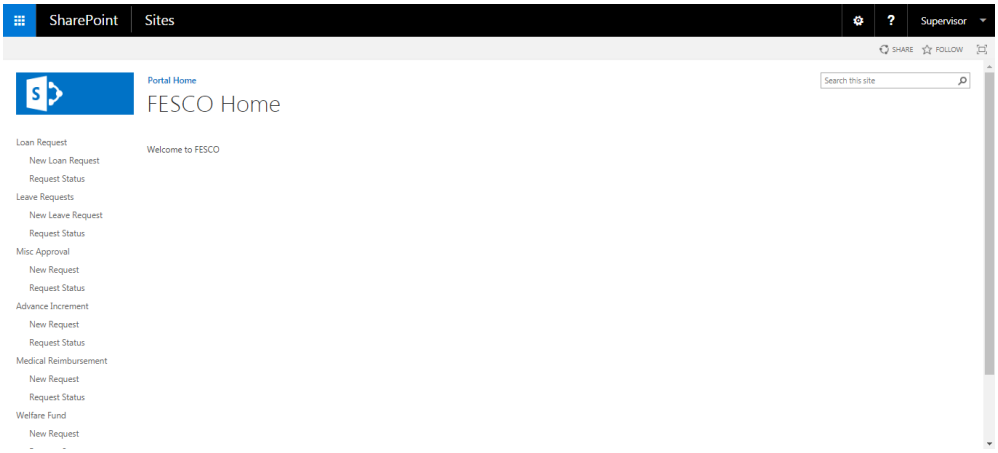
ID	Employee	Loan Type	Status	Save Time	Action
1	Imran Ali	Purchase of Car	Submit	05:27PM	View

- **Close:**
  This button will allow the user to exit from view mode.



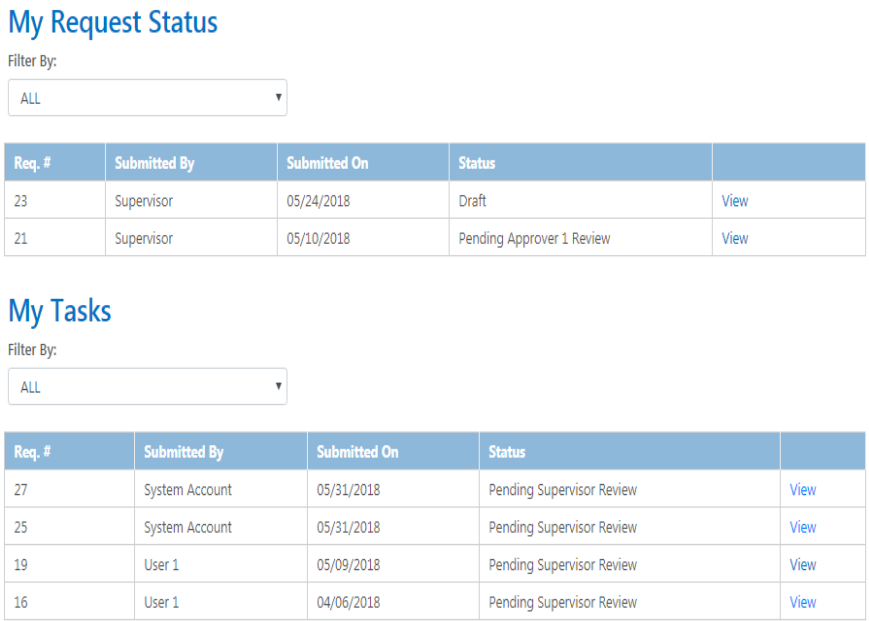
WORKER WELFARE FUND REQUEST APPROVAL BY SUPERVISOR/ THE REPORTING OFFICER/ APPROVER

- **Supervisor's Approval:**
  After successful login on SharePoint application from supervisor user, the Home page below displays.

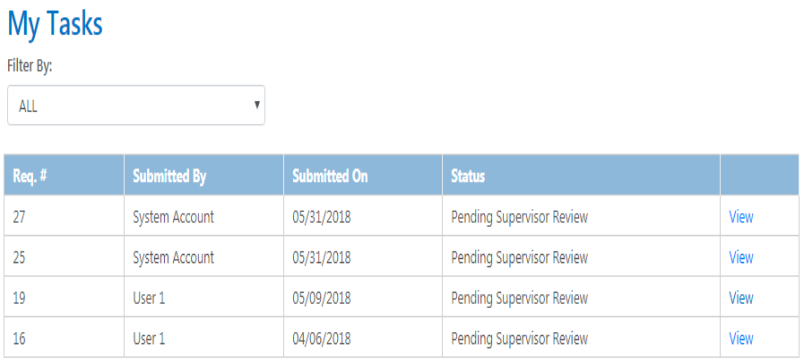


- **Request Status:**
  The supervisor user will click “Request Status” on the link below to check the pending requests to be approved in the data grid.



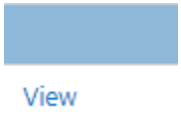


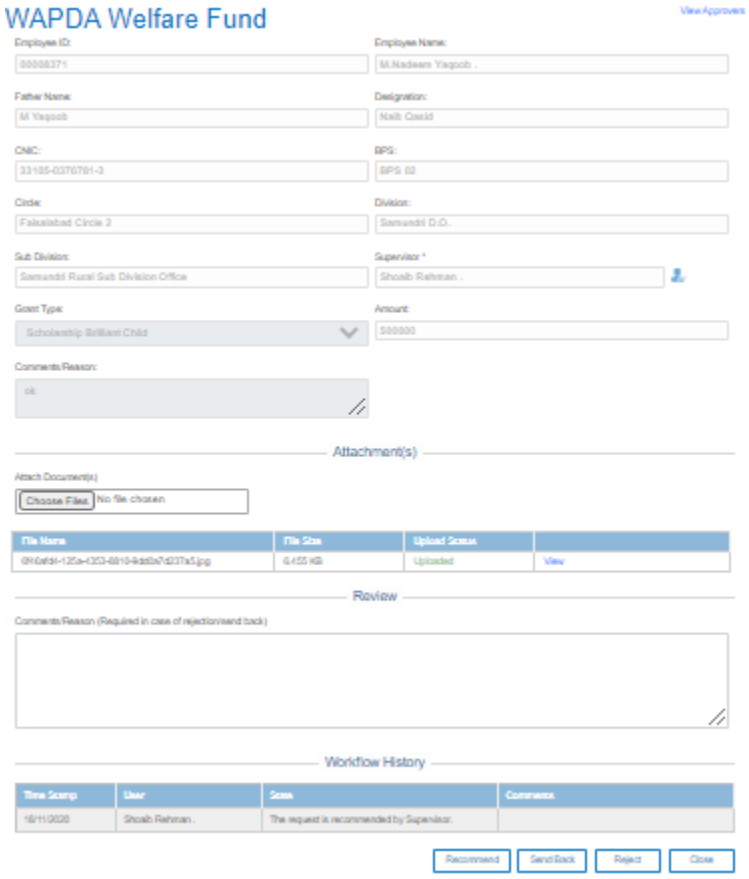
- **My Tasks:**
  This section shows the list of requests that are pending for the Supervisor to review.



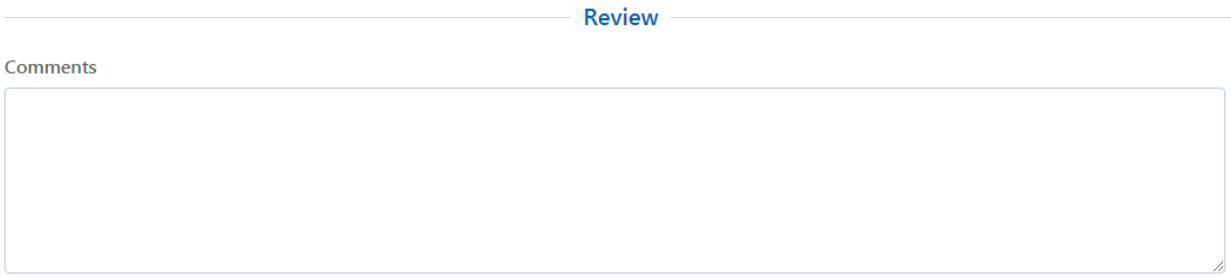
Req. #	Submitted By	Submitted On	Status	
27	System Account	05/31/2018	Pending Supervisor Review	View
25	System Account	05/31/2018	Pending Supervisor Review	View
19	User 1	05/09/2018	Pending Supervisor Review	View
16	User 1	04/06/2018	Pending Supervisor Review	View

- **View:**
  The Supervisor will be able to review the request in detail by clicking on the “View” button.





- **Review:**
  The Supervisor can enter their input regarding this request.



- **Recommend:**
  By clicking on this button, the Supervisor recommend the request.



- **Send Back:**
  By clicking on this button, the supervisor can send the request back to the employee.



- **Reject:**
  By clicking on this button, the Supervisor rejects the request.



- **Close:**
  This button will allow the user to exit from view mode.

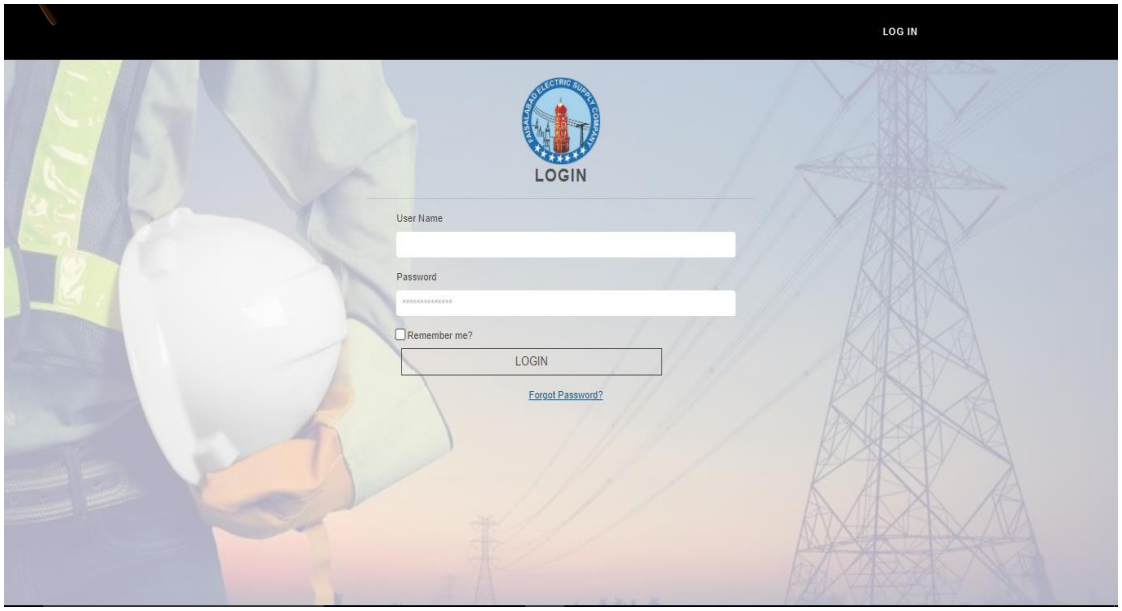


ADVANCE INCREMENT REQUEST

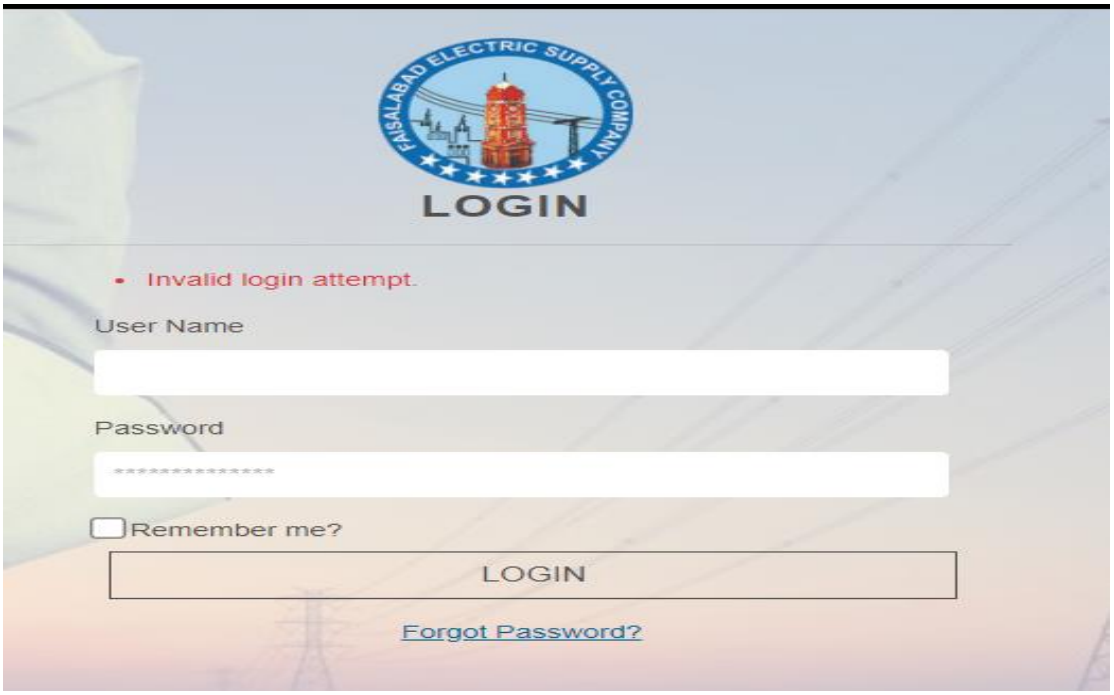
This section describes the Advance Increment Request feature, how to create Advance Increment Request, Submit a request, and also how to Approve the Advance Increment request, There are the following features of the Advance Increment Request section.

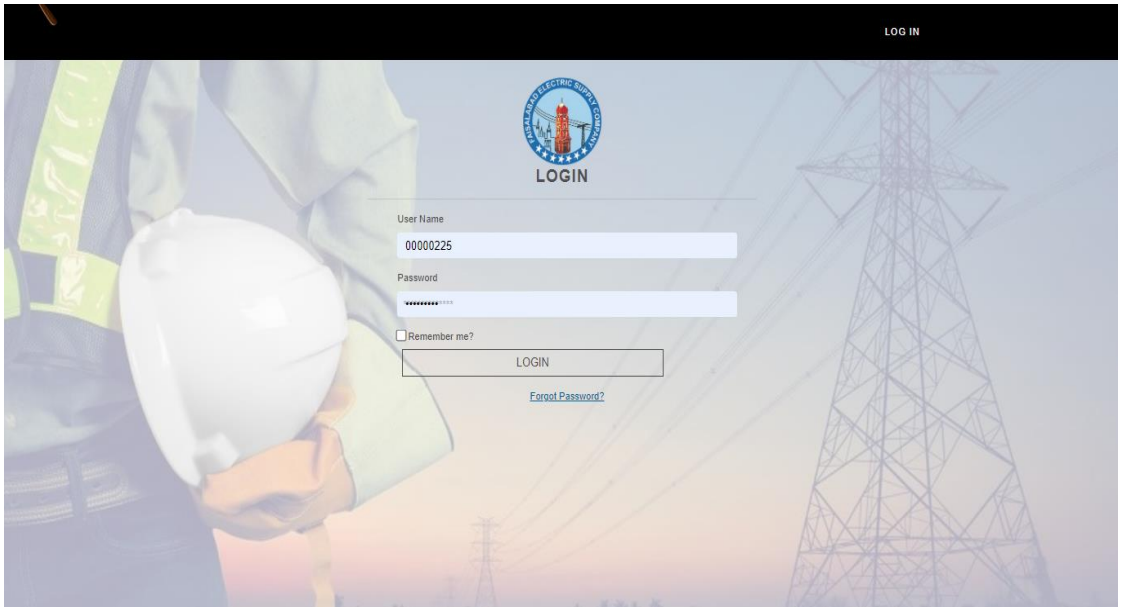
LOGIN SCREEN FOR ADVANCE INCREMENT REQUEST USER

FESCO Employee User will provide the employee code and password using the login screen. After successful log-in, the relevant dashboard page will be displayed to the user.



If the User provides an Invalid employee code and password then an error message will be shown.



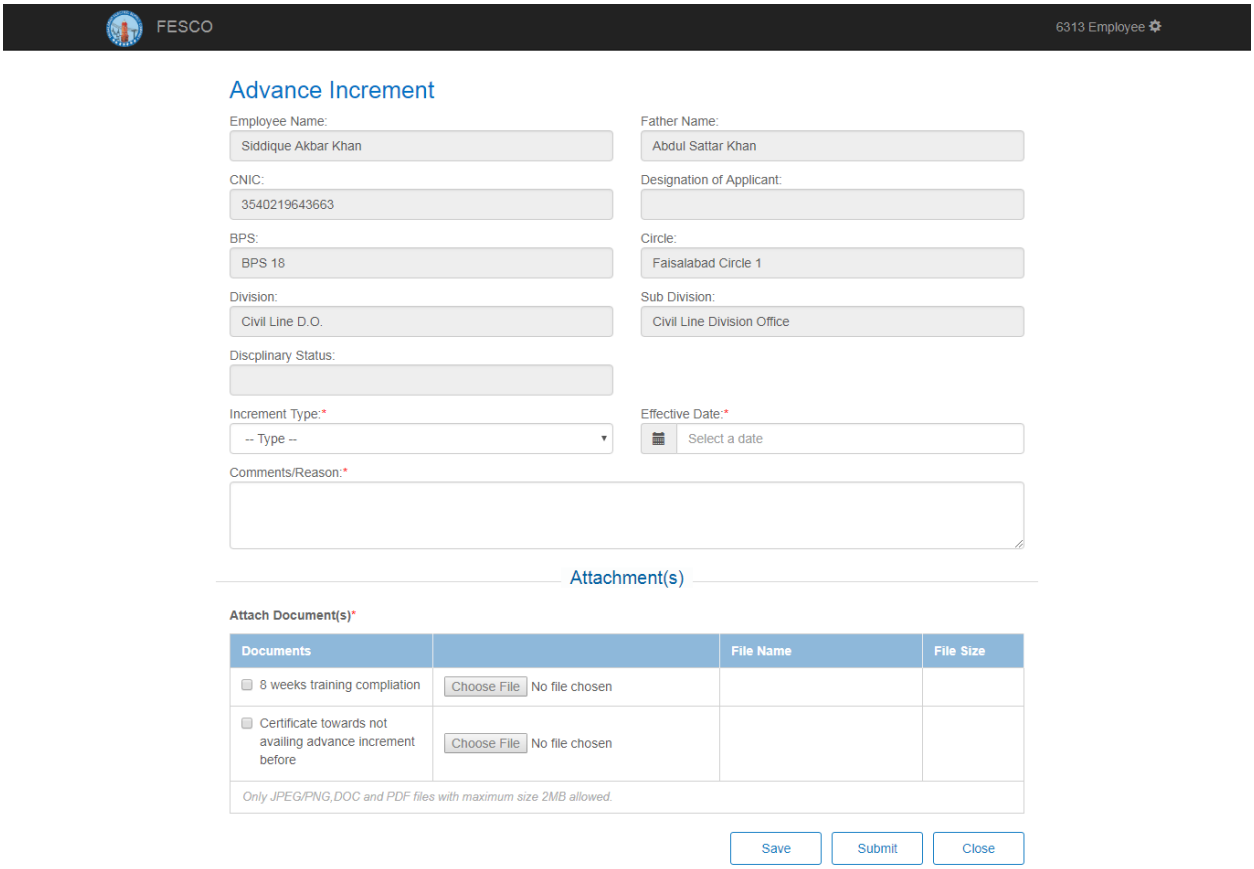


After login into the application, the following dashboard screen will open to the user, user can perform their functionality accordingly.



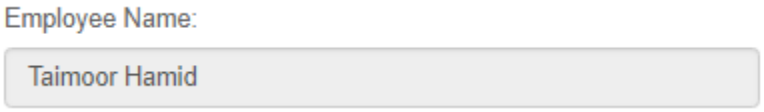
While clicking on  Icon, the Advance Increment request page will open to submit the Advance increment request.

The following screen will appear. For further understanding review the below images.



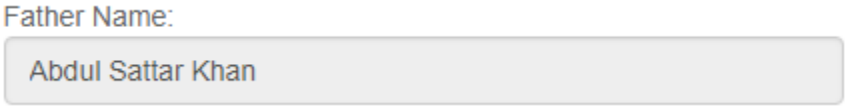
- **Employee name:**

  Data in this field will be auto-filled. It's a mandatory field.



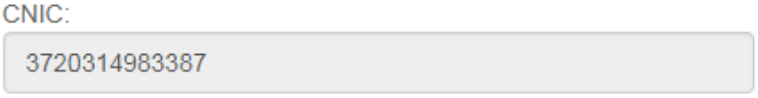
- **Father name:**

  Data in this field will be auto-filled. It's a mandatory field.



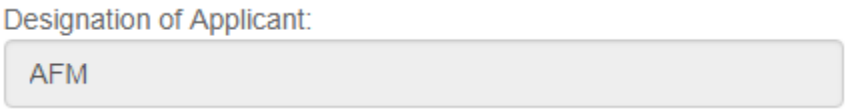
- **CNIC:**

  Data in this field will be auto-filled. It's a mandatory field.



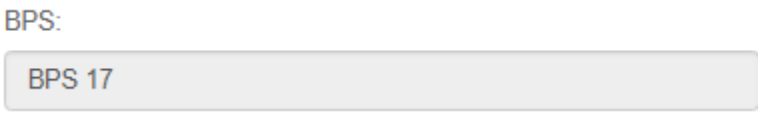
- **Designation of Applicant:**

  Data in this field will be auto-filled. It's a mandatory field.



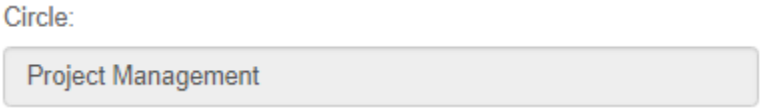
- **BPS:**

  Data in this field will be auto-filled. It's a mandatory field.



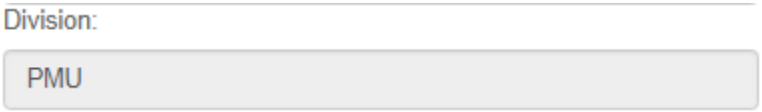
- **Circle:**

  Data in this field will be auto-filled. It's a mandatory field.



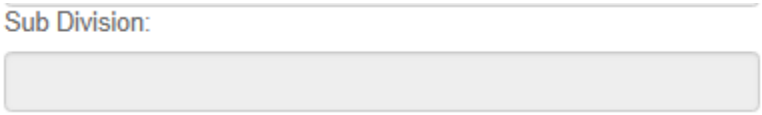
- **Division:**

  Data in this field will be auto-filled. It's a mandatory field.



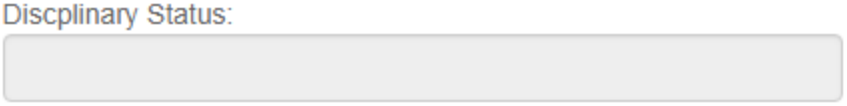
- **Sub Division:**

  The Field will be auto-selected. It's a mandatory field.

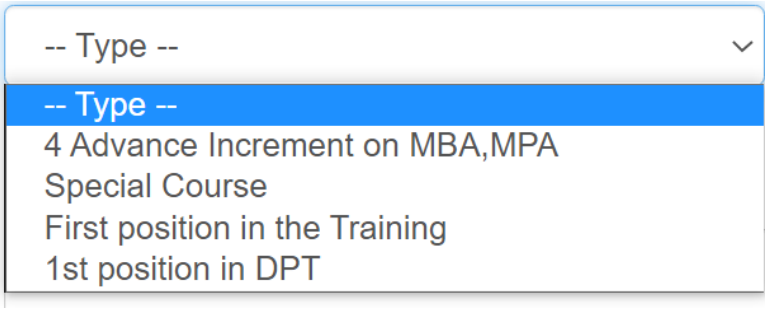


- **Disciplinary Status:**

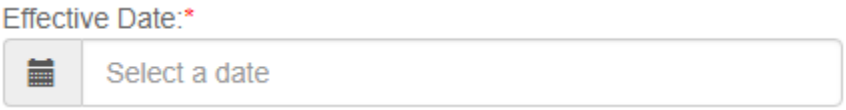
  The Field will be auto-selected. It's a mandatory field.



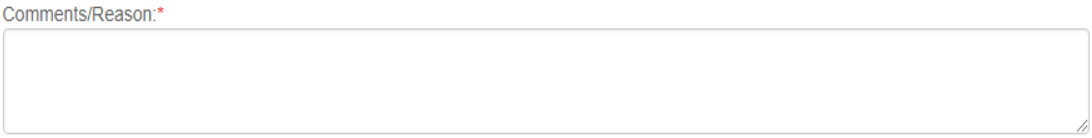
- **Increment Type:**
  This field lets the user choose the increment type he/she going to request, from the available options in the dropdown. It's a mandatory field.



- **Effective Date:**
  This field takes the Effective Date of the advance payment request.



- **Comments/Reason:**
  Input purpose of the loan and this field takes the detailed purpose/reason to the need of taking a loan. It's a mandatory field.



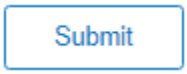
- **Attach Document(s)**
  This field takes all the required documents to be attached to the loan request.



- **Save:**
  Click on the save button to save the request with entered information and submit/edit it afterwards. After saving the Record will display in the data grid.



- **Submit:**
  Clicking on the Submit button submits the request and sends it to the supervisor for approval. The Record will display in the data grid.



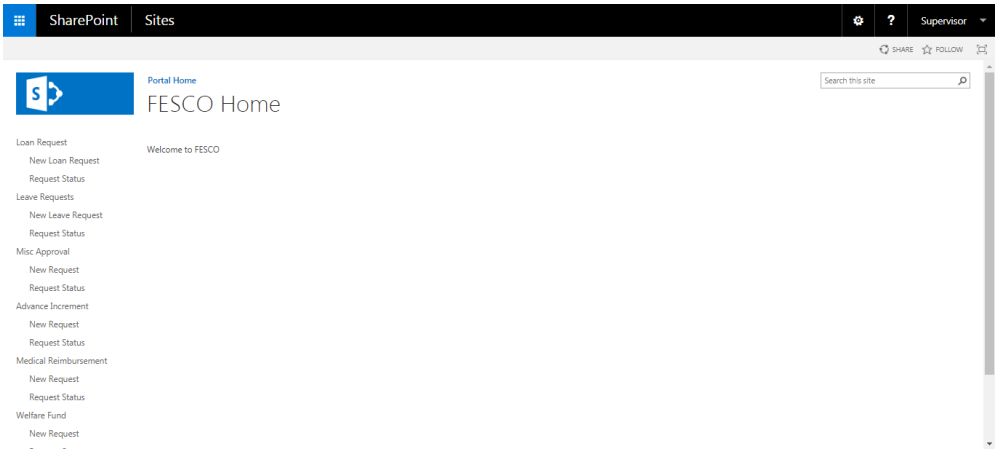
ID	Employee	Loan Type	Status	Save Time	Action
1	Imran Ali	Purchase of Car	Submit	05:27PM	View

- **Close:**
  This button will allow the user to exit from view mode.

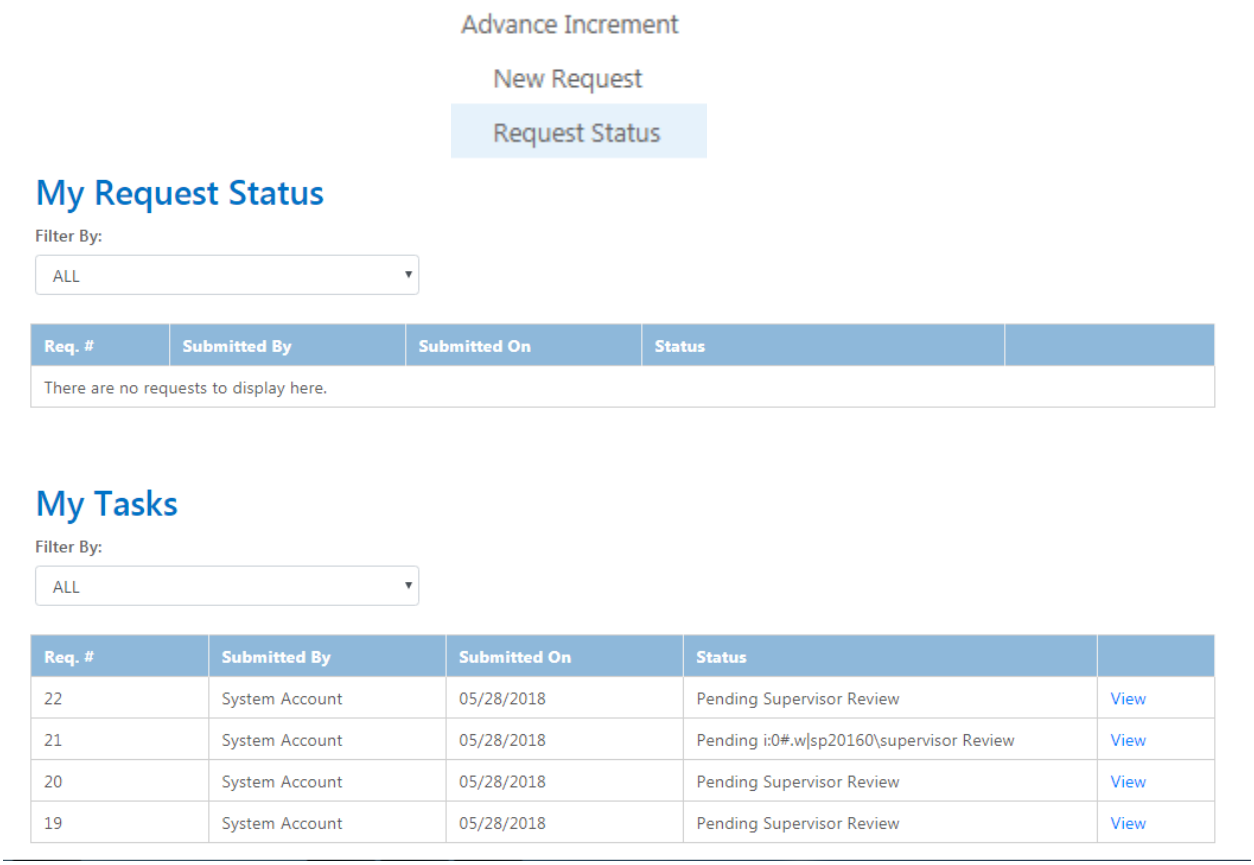


ADVANCE INCREMENT REQUEST APPROVAL BY SUPERVISOR/ THE REPORTING OFFICER/ APPROVER

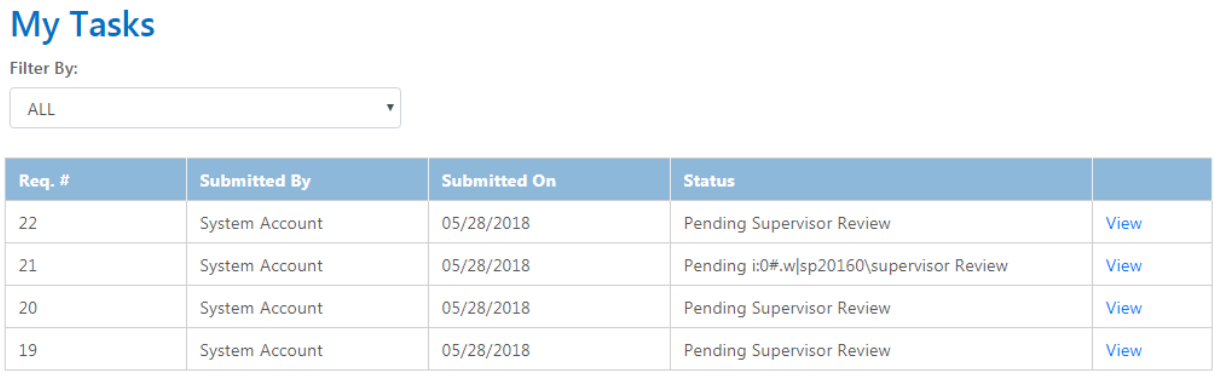
- **Supervisor's Approval:**
  After successful login on SharePoint application from supervisor user, the Home page below displays.



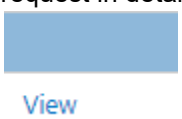
- **Request Status:**
  The supervisor user will click "Request Status" on the link below to check the pending requests to be approved in the data grid.

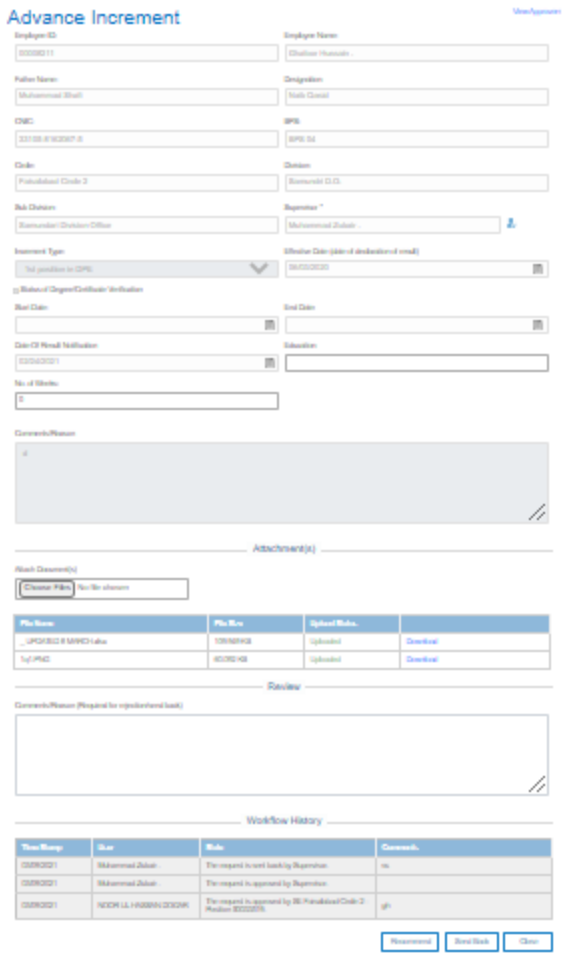


- **My Tasks:**
  This section shows the list of requests that are pending for the Supervisor to review.

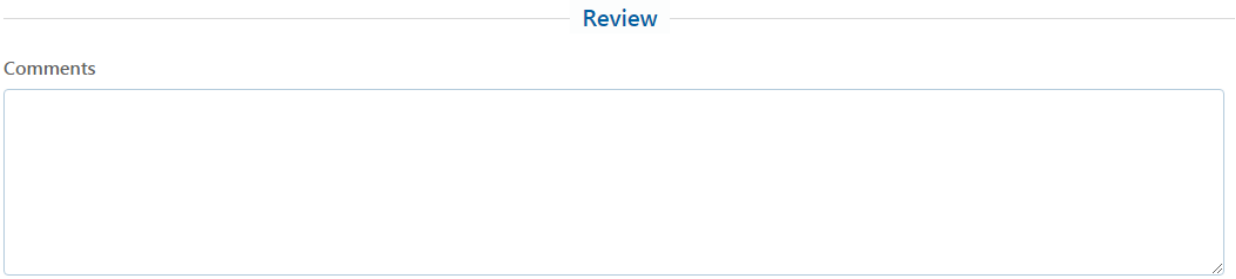


- **View:**
  The Supervisor will be able to review the request in detail by clicking on the “View” button.





- **Review:**
  The Supervisor can enter their input regarding this request.



- **Recommend:**
  By clicking on this button, the Supervisor recommends the request.



- **Send Back:**
  By clicking on this button, the supervisor can send the request back to the employee.



- **Close:**
  This button will allow the user to exit from view mode.

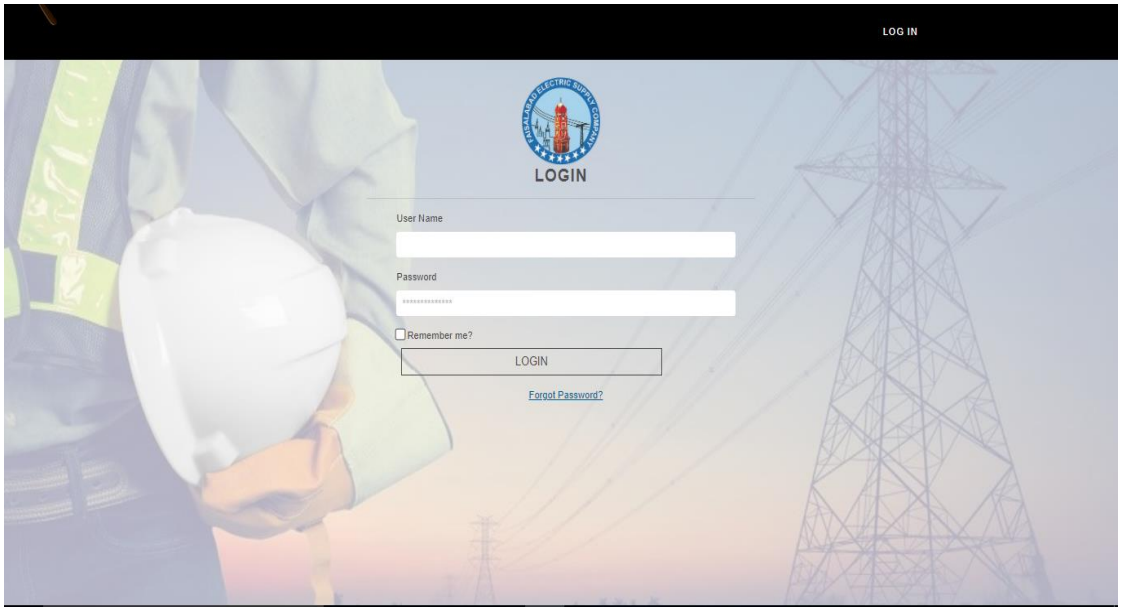


REPORTS

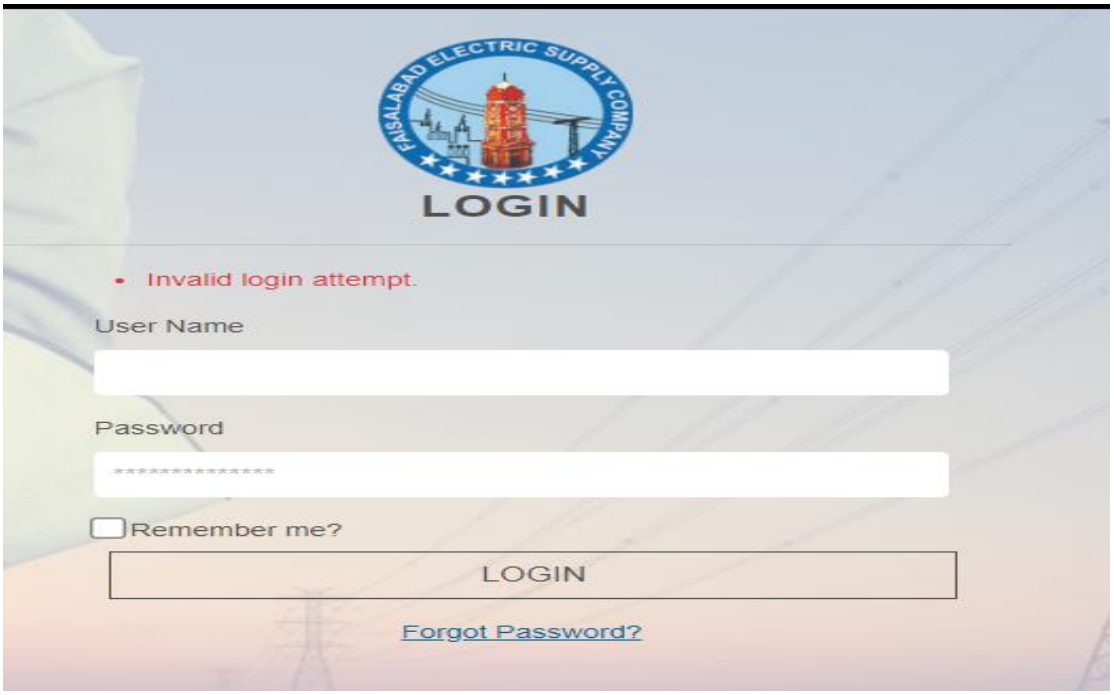
This section describes the Pay Slip Request feature, how to view Pay Slip details, There are the following features of the Advance Increment Request section.

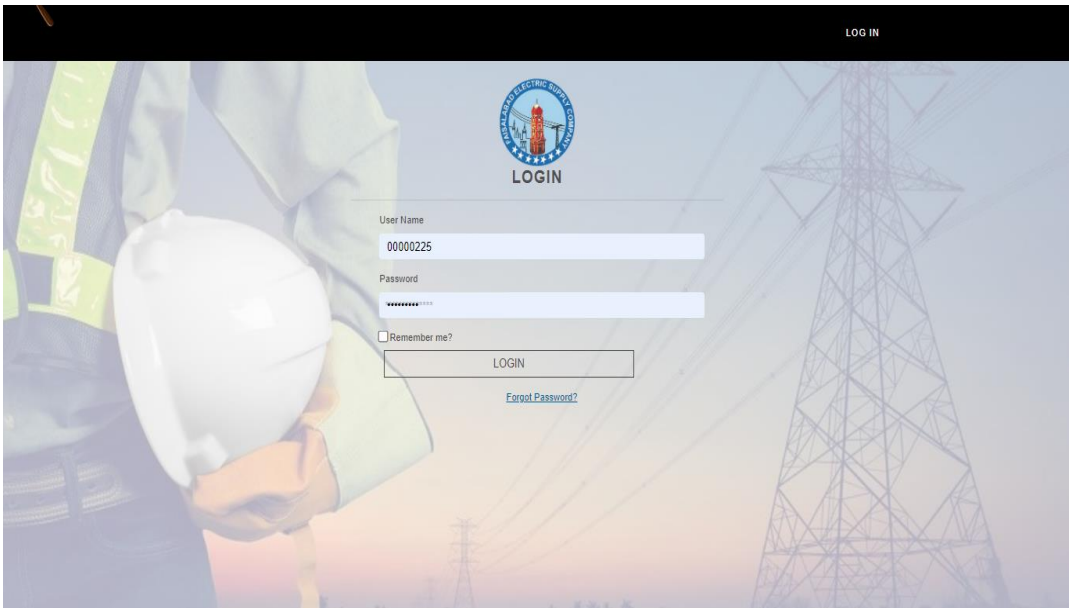
LOGIN SCREEN FOR REPORTS

FESCO Employee User will provide the employee code and password using the login screen. After successful log-in, the relevant dashboard page will be displayed to the user.



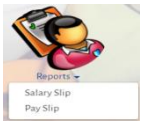
If the User provides an Invalid employee code and password then an error message will be shown.





After login into the application, the following dashboard screen will open to the user, user can perform their functionality accordingly.



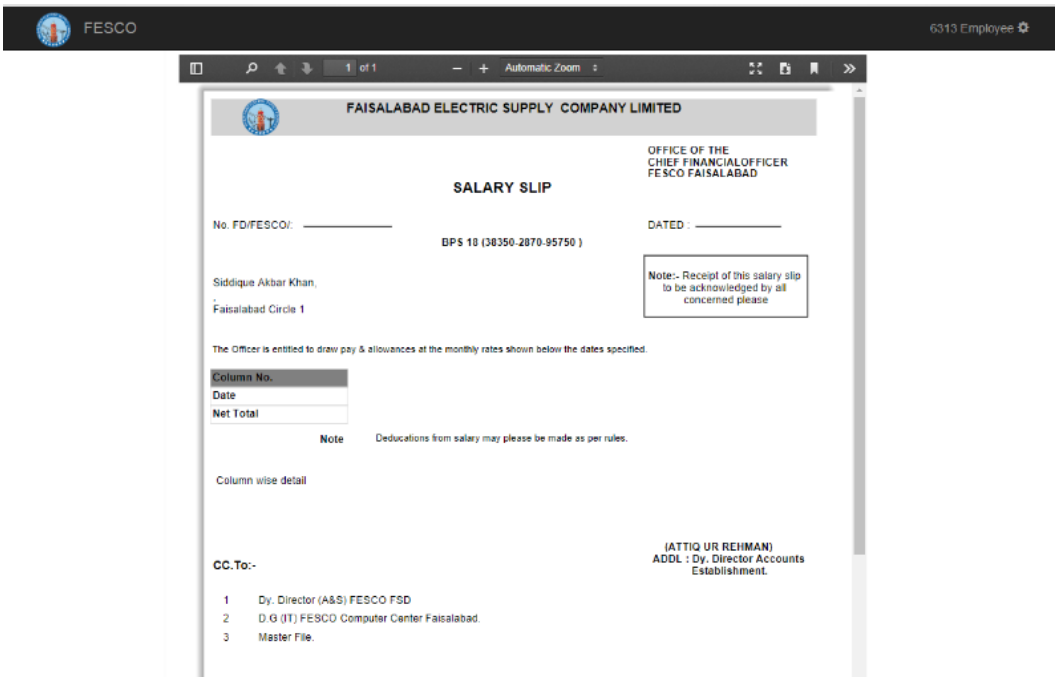
While clicking on  Icon, the following menu will appear. 

- Salary Slip
- Pay Slip

For further understanding review the below images.

SALARY SLIP

This feature allows the user to generate his/her Salary Details. That salary slip can be previewed and downloaded.



PAYSLIP

This feature allows the user to generate his/her Pay Details. That salary slip can be previewed and downloaded.

Dept. Code		Dept. Name	
Name		S/O,D/O,W/O	
Designation		CNIC No.	
BPS		Emp. Code	
EPF No.		Bank A/c.	
NTN No.			

Pay & Allowances	
Basic Pay	120,210
Adhoc 2016 Relief	9,777
Adhoc 2017 Relief	12,021
Conveyance Allowance	5,000
HQ Allowance	6,000
Qualification Pay	750
CPC Allowance	8,000
Wapda Allowance	10,000

Deductions	
Entrainment Allowance	500
Group Life Insurance	431
Income Tax Deduction	5,102
Advance taken against EPF	7,180
Water Charges	20
House Rent	6,011
Other Deduction	70

Gross Pay	171,258	Total Deductions	18,814
Net Pay	159,958		

Year to Date

Gross Pay	2,126,428	E.P.F	0
Income Tax	926,428		

Current Leave Balance

Earned Leave	48.0	Casual Leave	25

Current Loan Info

Loan Granted	0	Loan Balance	0

NOTE:

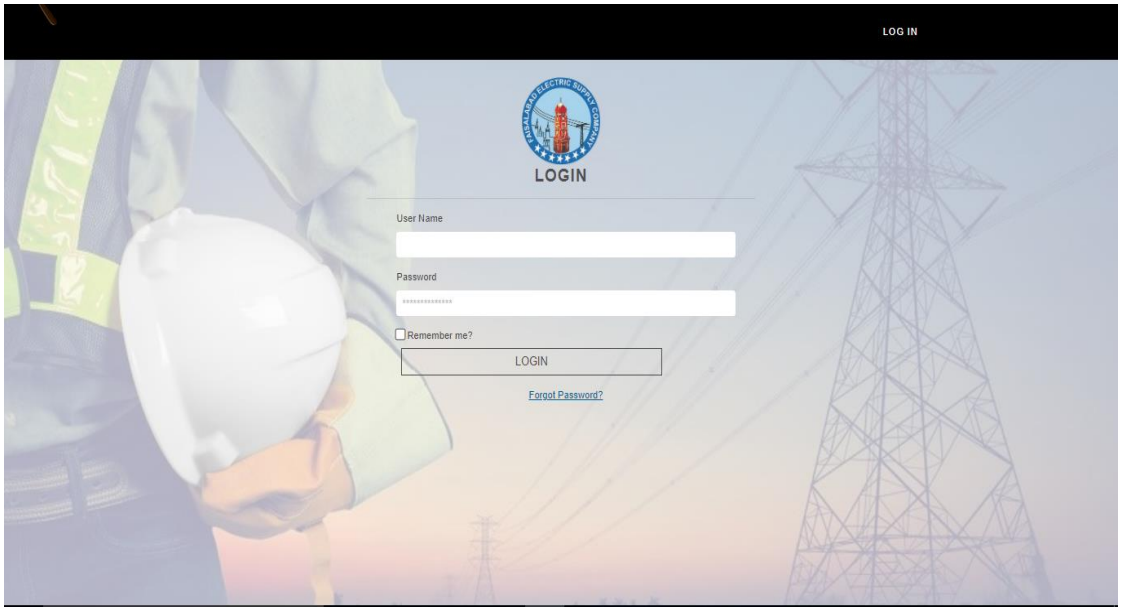
This Pay Package is the reward of employee's hardworking.
Please do more work to make your organization the best.

MISCELLANEOUS REQUEST(S)

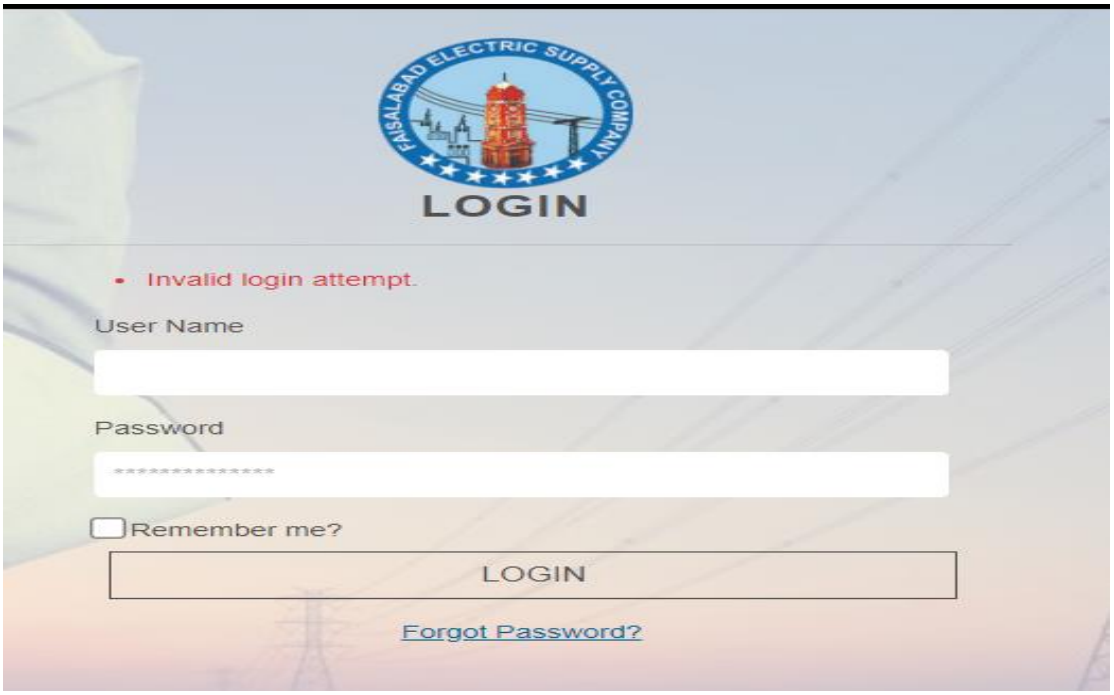
This section describes the Miscellaneous Request feature, how to create Miscellaneous Request(s), Submit a request, and also how to Approve the Advance Increment request, There are the following features of the Miscellaneous Request(s) section.

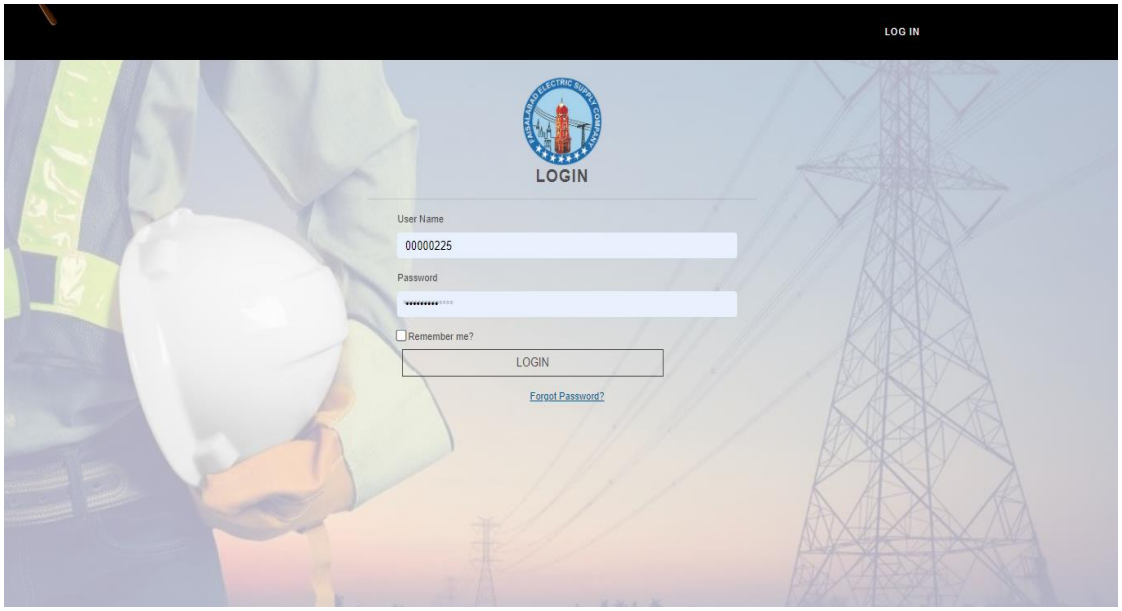
LOGIN SCREEN FOR MISCELLANEOUS REQUEST USER

FESCO Employee User will provide the employee code and password using the login screen. After successful log-in, the relevant dashboard page will be displayed to the user.

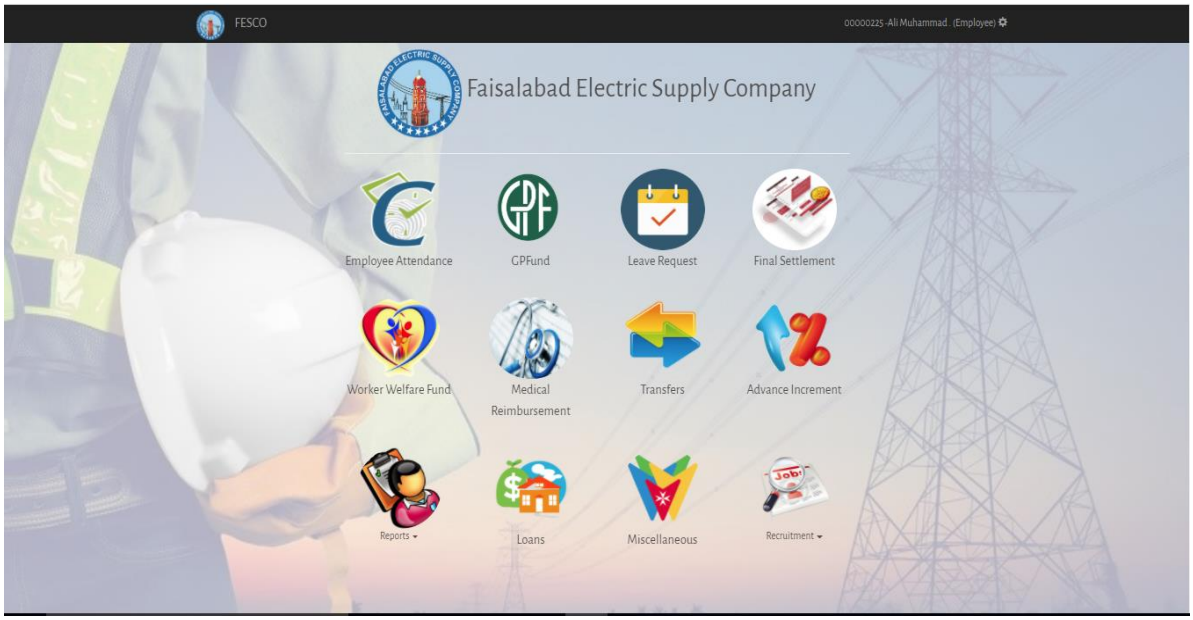


If the User provides an Invalid employee code and password then an error message will be shown.



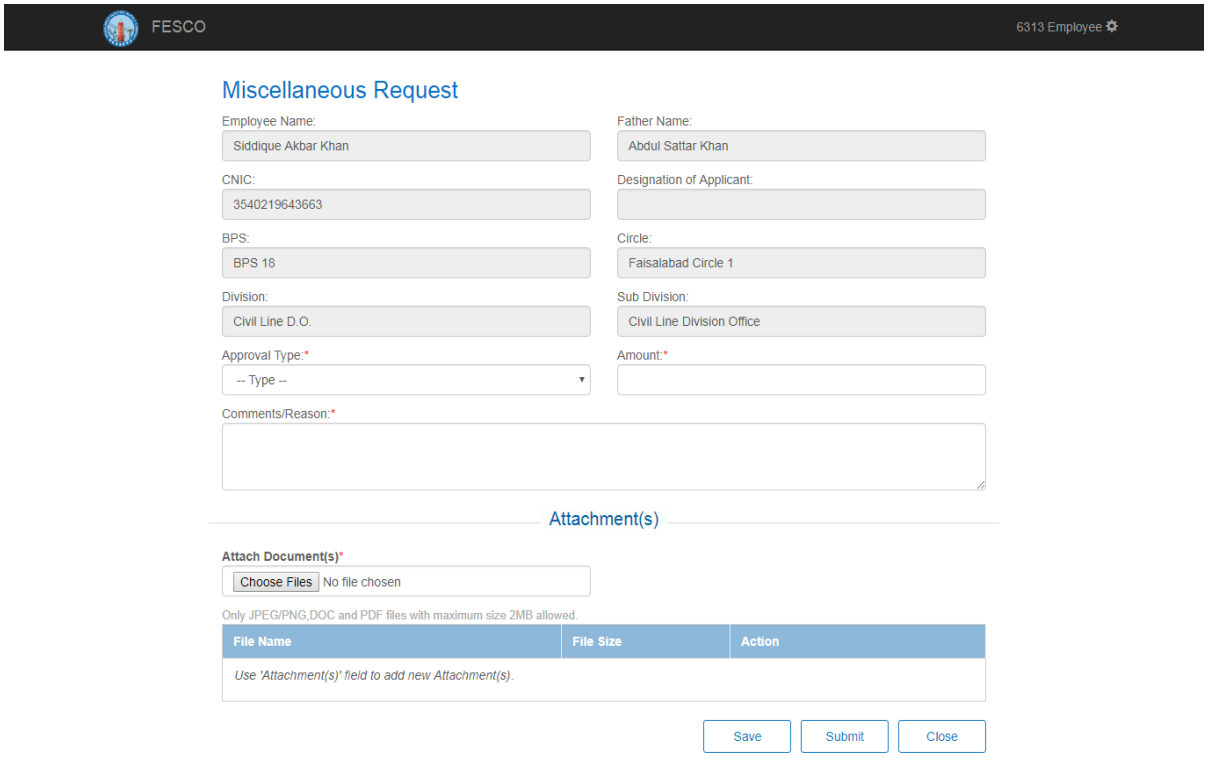


After login into the application, the following dashboard screen will open to the user, user can perform their functionality accordingly.



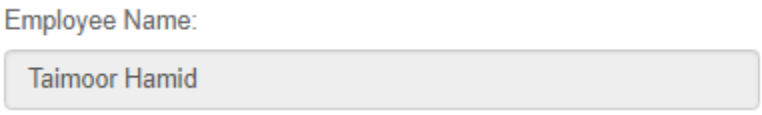
While clicking on  Icon, the Miscellaneous request page will open to submit the miscellaneous request.

The following screen will appear. For further understanding review the below images.



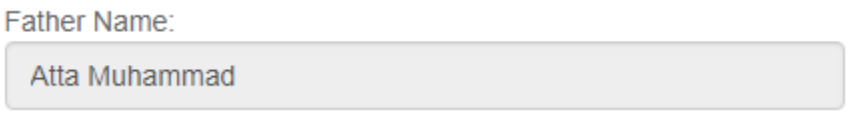
- **Employee name:**

  Data in this field will be auto-filled. It's a mandatory field.



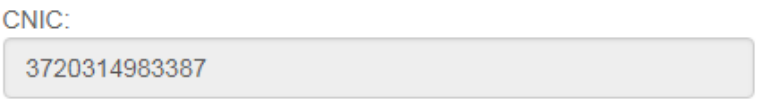
- **Father name:**

  Data in this field will be auto-filled. It's a mandatory field.



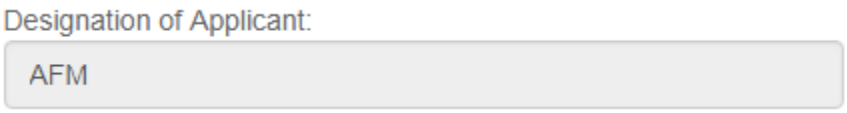
- **CNIC:**

  Data in this field will be auto-filled. It's a mandatory field.



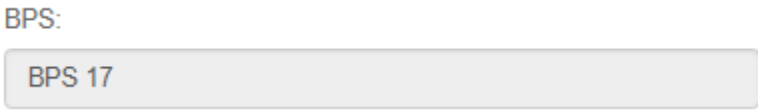
- **Designation of Applicant:**

  Data in this field will be auto-filled. It's a mandatory field.



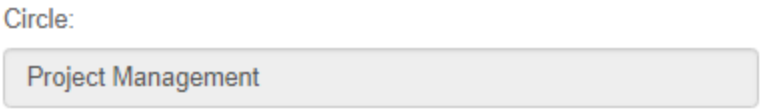
- **BPS:**

  Data in this field will be auto-filled. It's a mandatory field.



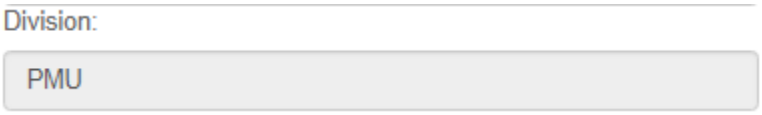
- **Circle:**

  Data in this field will be auto-filled. It's a mandatory field.



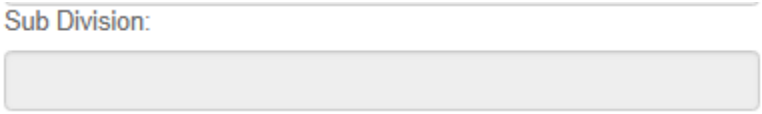
- **Division:**

  Data in this field will be auto-filled. It's a mandatory field.

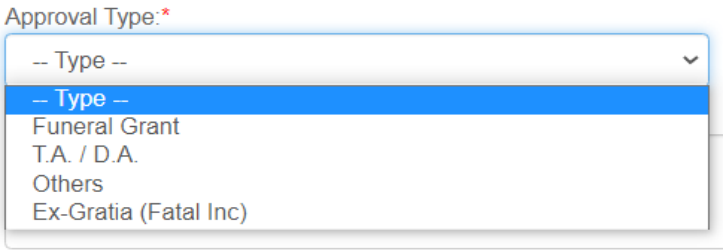


- **Sub Division:**

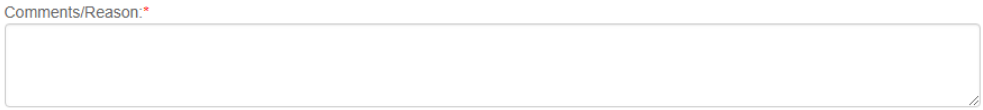
  The Field will be auto-selected. It's a mandatory field.



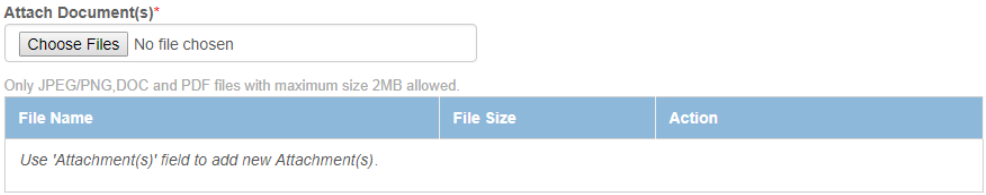
- **Approval Type:**
  This field lets the user choose the Approval type he/she going to request, from the available options in the dropdown. It's a mandatory field.



- **Comments/Reason:**
  Input purpose of the loan and this field takes the detailed purpose/reason to the need of taking a loan. It's a mandatory field.



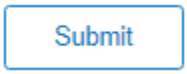
- **Attach Document(s)**
  This field takes all the required documents to be attached to the loan request.



- **Save:**
  Click on the save button to save the request with entered information and submit/edit it afterward. After saving the Record will display in the data grid.



- **Submit:**
  Clicking on the Submit button submits the request and sends it to the supervisor for approval. The Record will display in the data grid.





ID	Employee	Loan Type	Status	Save Time	Action
1	Imran Ali	Purchase of Car	Submit	05:27PM	View

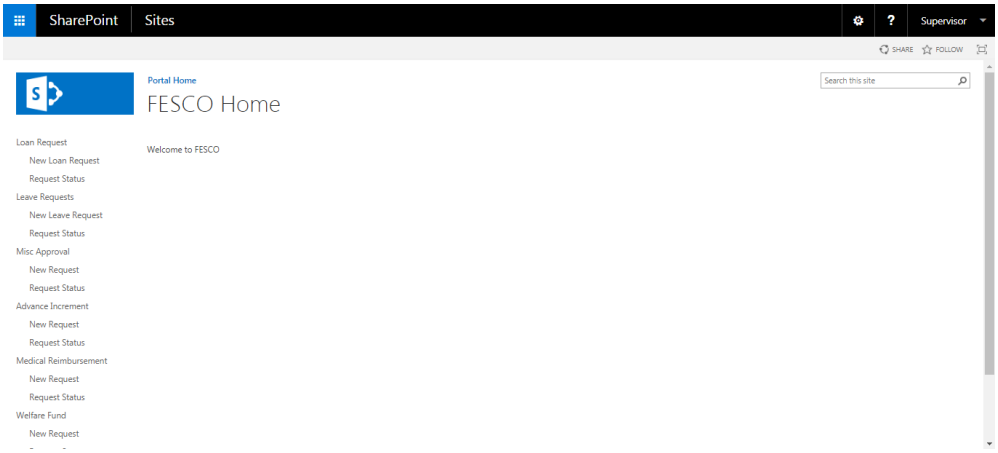
- **Close:**
  Press the Close button to close the entered information.



MISCELLANEOUS REQUEST APPROVAL BY SUPERVISOR/ THE REPORTING OFFICER/ APPROVER

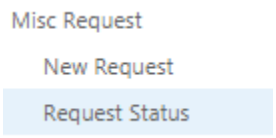
- **Supervisor's Approval:**

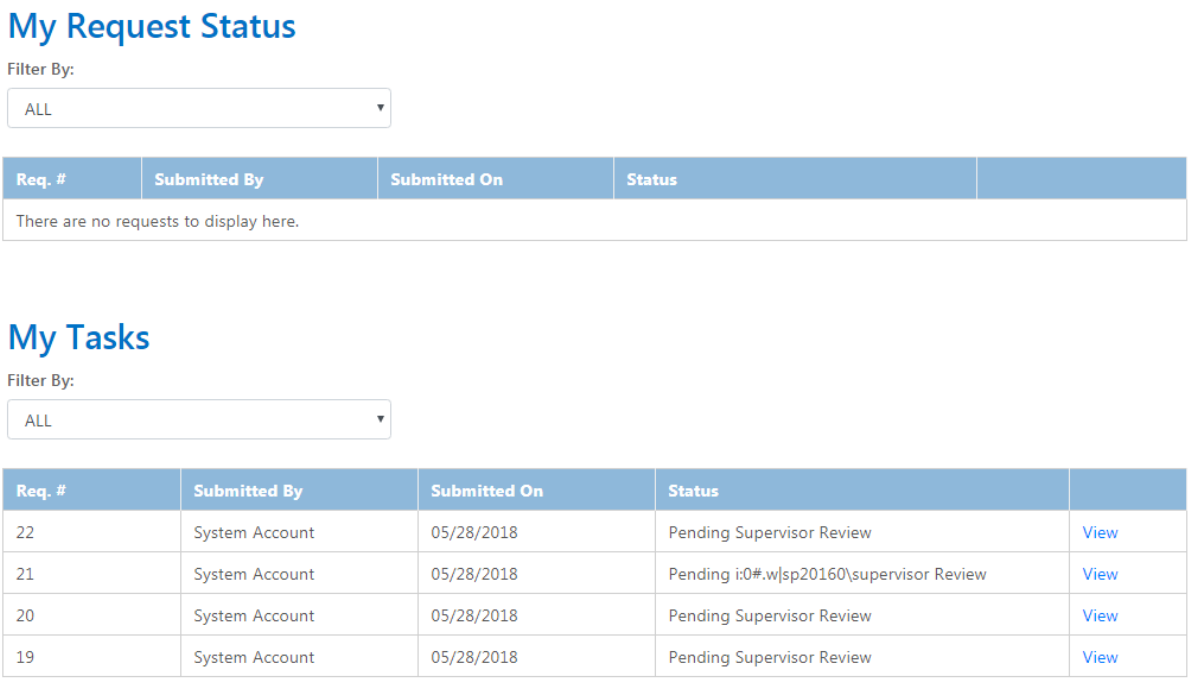
After successful login on SharePoint application from supervisor user, the Home page below displays.



- **Request Status:**

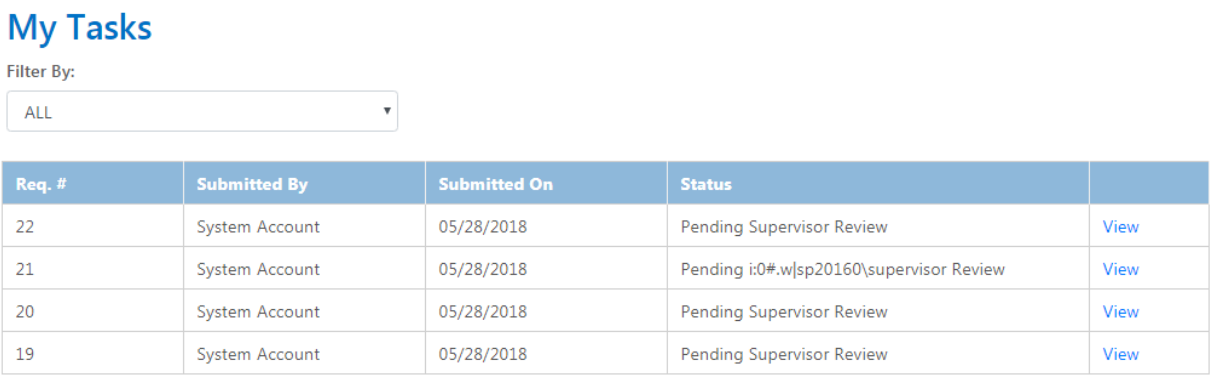
The supervisor user will click “Request Status” on the link below to check the pending requests to be approved in the data grid.





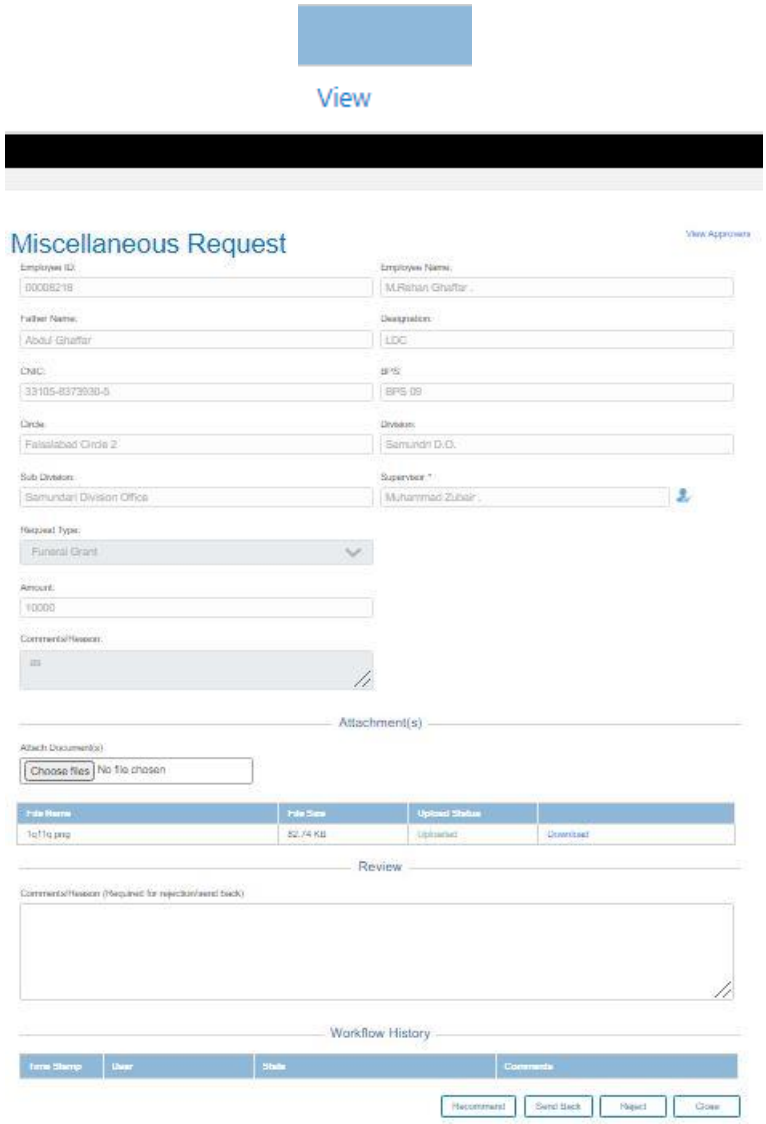
- **My Tasks:**

This section shows the list of requests that are pending for the Supervisor to review.

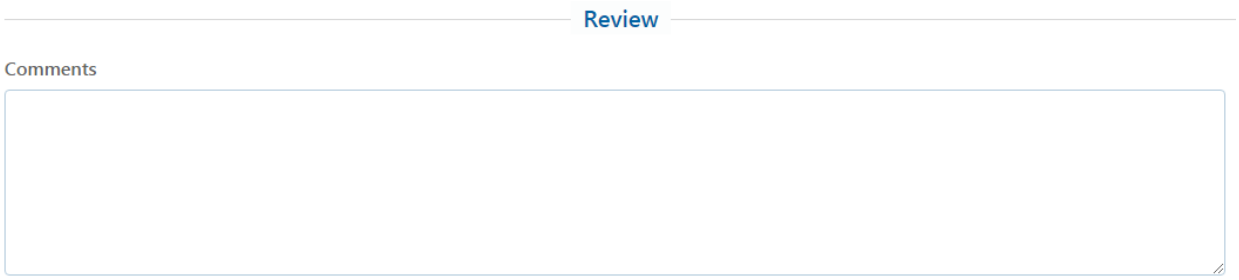


Req. #	Submitted By	Submitted On	Status	
22	System Account	05/28/2018	Pending Supervisor Review	View
21	System Account	05/28/2018	Pending i:0#.w|sp20160\supervisor Review	View
20	System Account	05/28/2018	Pending Supervisor Review	View
19	System Account	05/28/2018	Pending Supervisor Review	View

- **View:**
  The Supervisor will be able to review the request in detail by clicking on the “View” button.



- **Review:**
  The Supervisor can enter their input regarding this request.



- **Recommend:**
  By clicking on this button, the Supervisor recommend the request.



- **Send Back:**
  By clicking on this button, the supervisor can send the request back to the employee.



- **Reject:**
  By clicking on this button, the supervisor rejects the request.



- **Close:**
  This button will allow the user to exit from view mode.

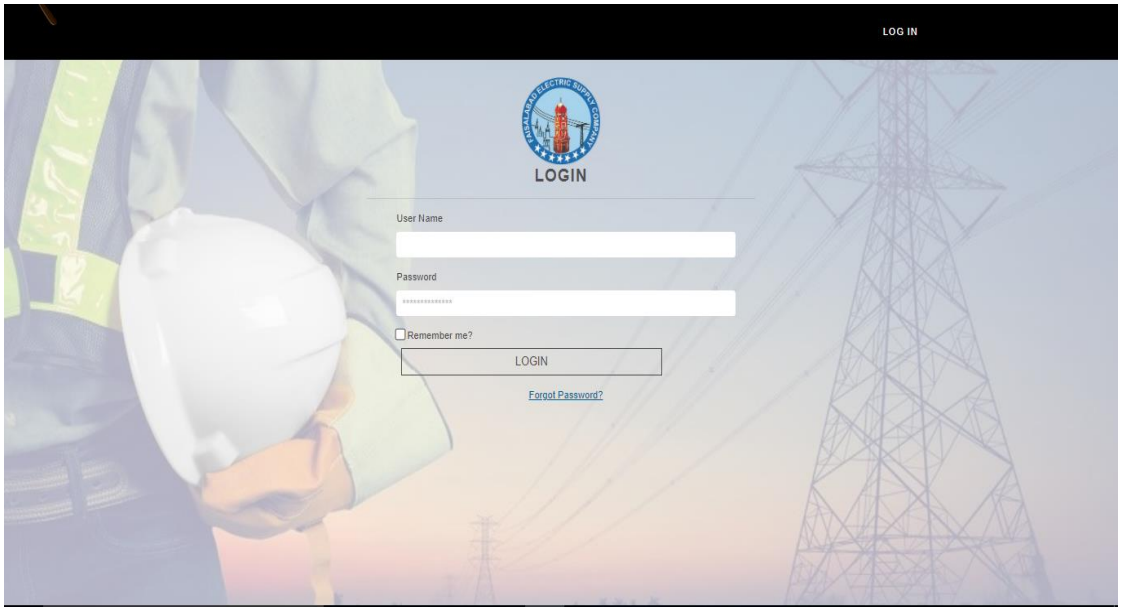


RECRUITMENT REQUEST

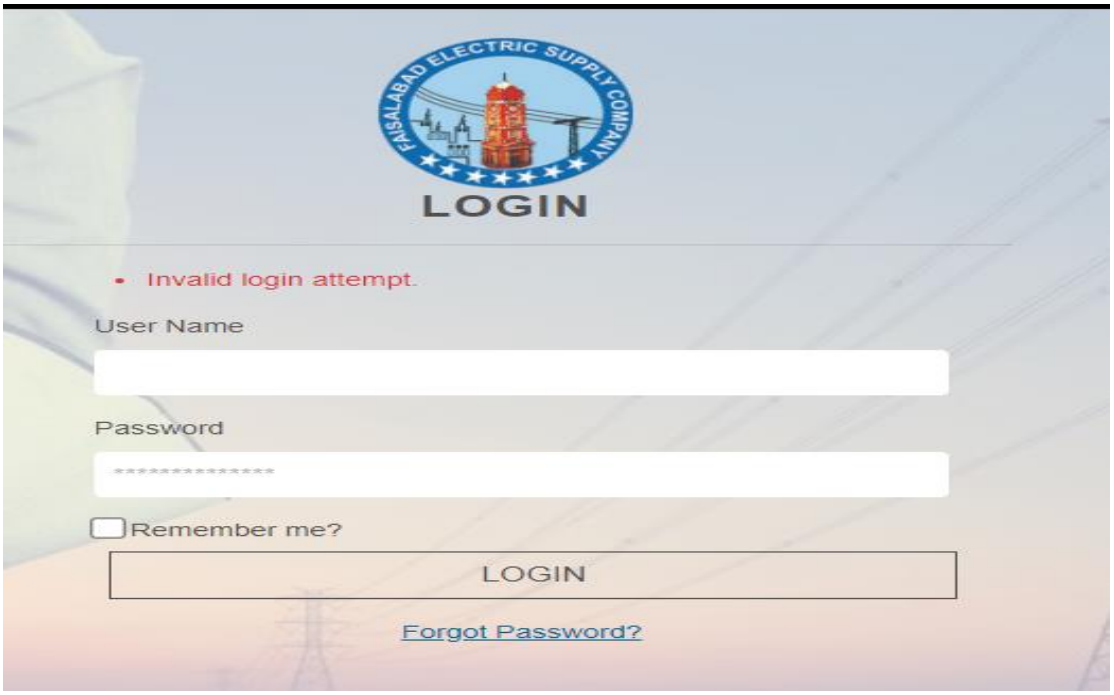
This section describes the Recruitment Request feature, how to view the job, Submit a request, and also how to Approve the Advance Increment request, There are the following features of the Miscellaneous Request(s) section.

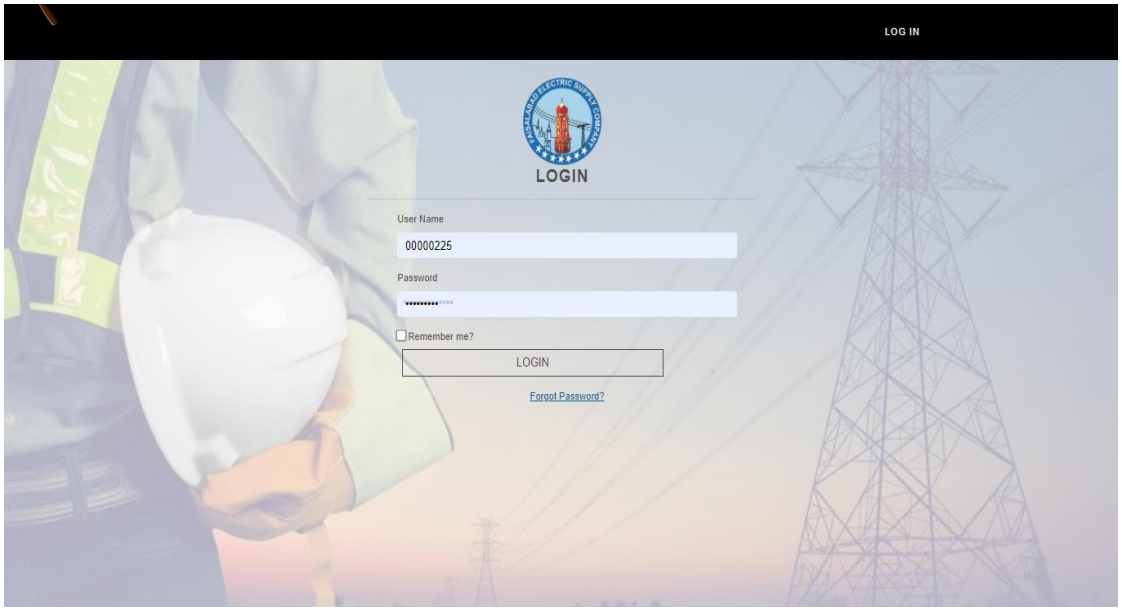
LOGIN SCREEN FOR RECRUITMENT REQUEST USER

FESCO Employee User will provide the employee code and password using the login screen. After successful log-in, the relevant dashboard page will be displayed to the user.



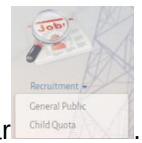
If the User provides an Invalid employee code and password then an error message will be shown.





After login into the application, the following dashboard screen will open to the user, user can perform their functionality accordingly.

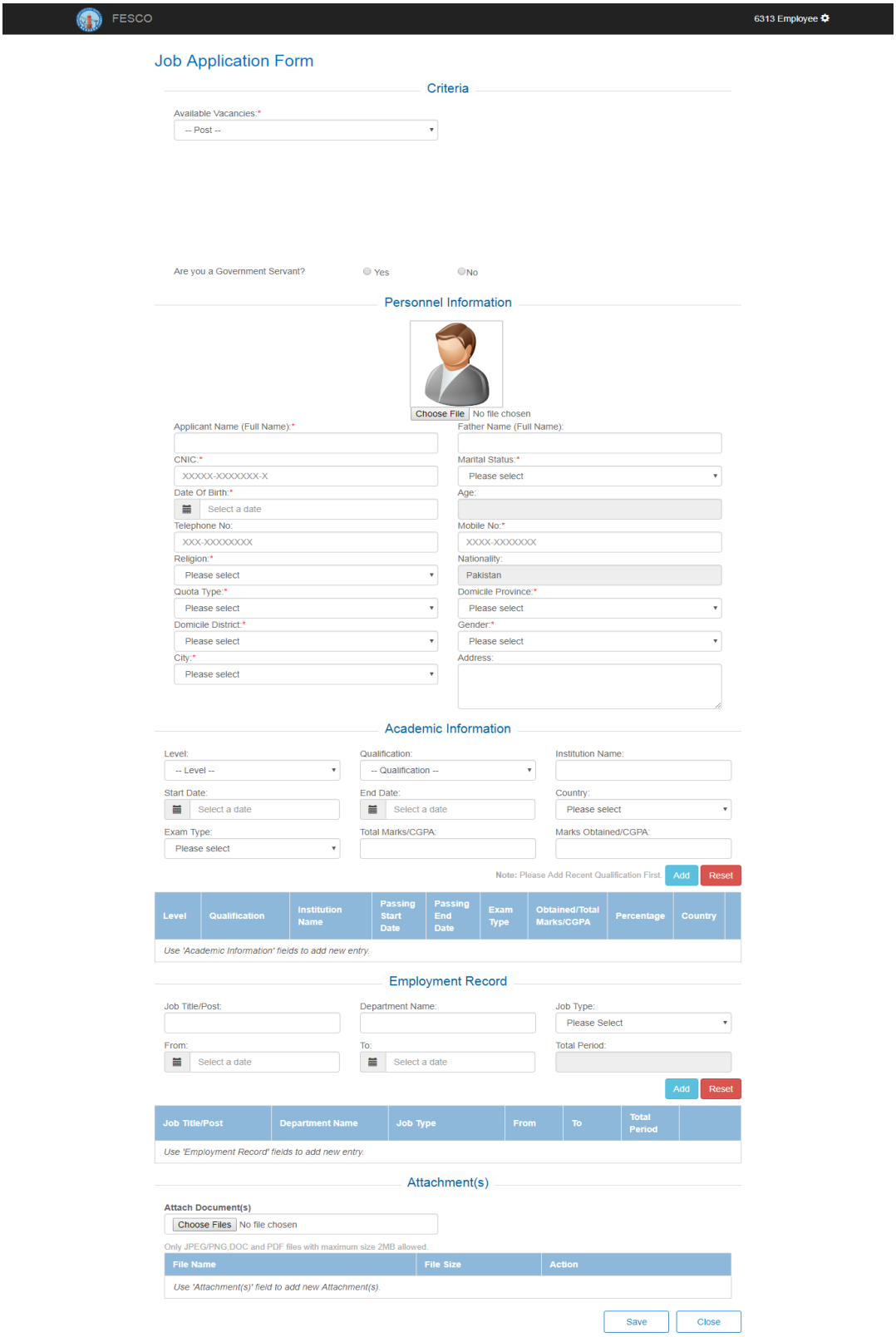


While clicking on  Icon, the Following menu will appear 

. For further understanding review the below images.

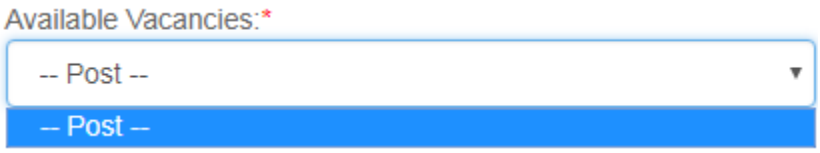
- General Public
- Child Quota

GENERAL PUBLIC

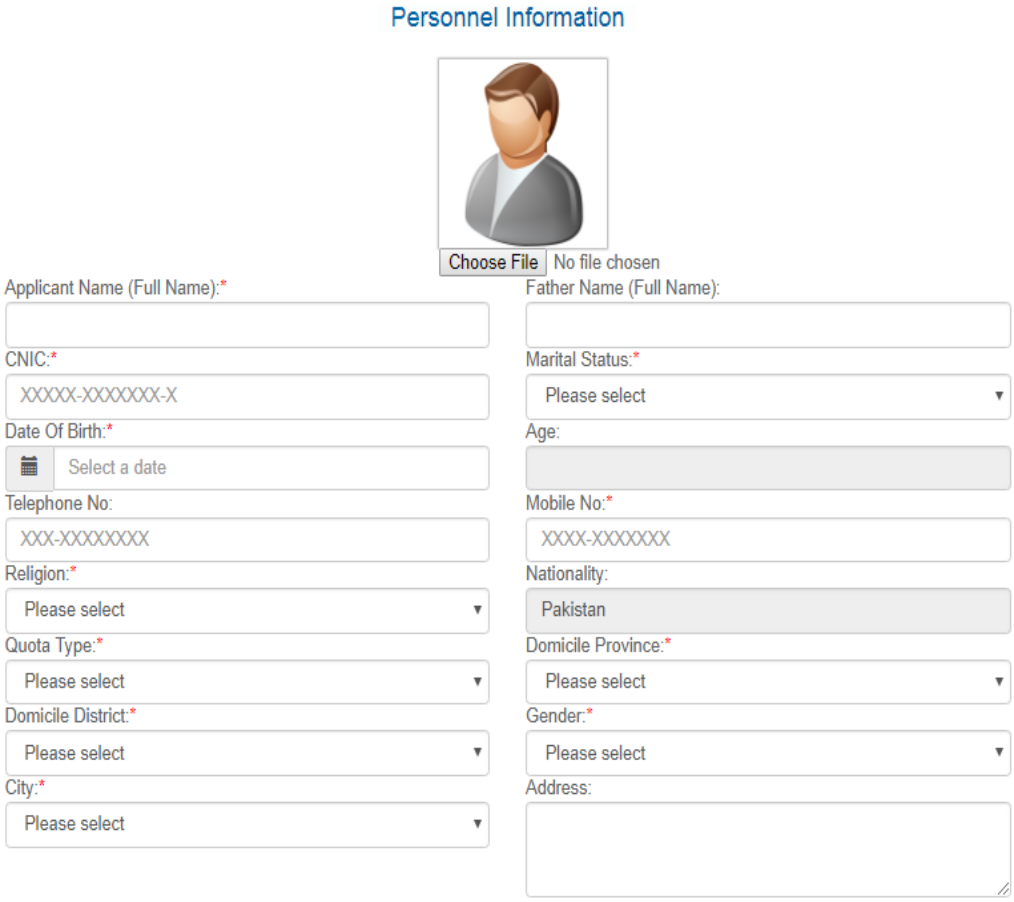


- **Available Vacancies:**

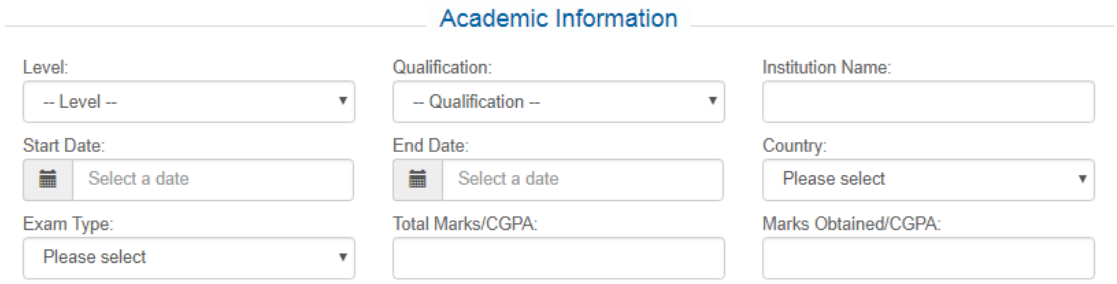
All available positions are available in this dropdown for the user to choose from. Upon selecting any post, job criteria for the chosen position appear.



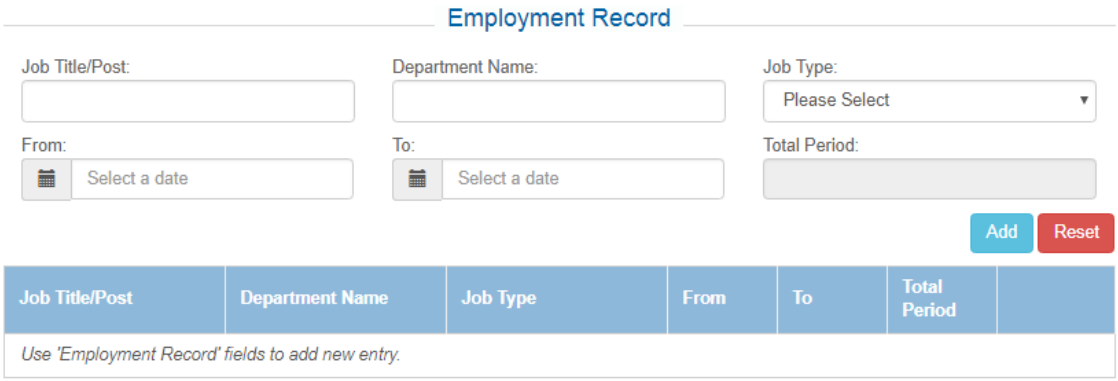
- **information:**
  This section takes all the personal information of the employee who wishes to apply for the relevant position. These are input fields.



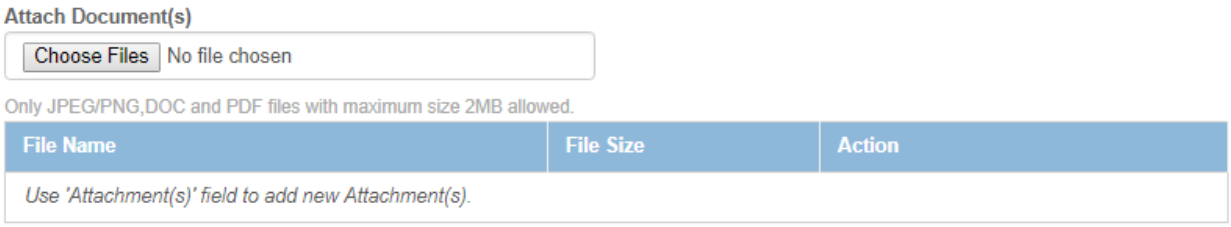
- **Academic Information:**
  This section takes all the academic information of the employee who wishes to apply for the relevant position. These are input fields.



- **Employment Record:**
  This section takes all the detail of the employment history of the employee who wishes to apply for the relevant position. These are input fields.



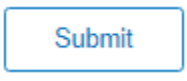
- **Attach Document(s)**
  This field takes all the required documents to be attached to the request.



- **Save:**
  Click on the save button to save the request with entered information and submit/edit it afterward. After saving the Record will display in the data grid.



- **Submit:**
  Clicking on the Submit button submits the request and sends it to the supervisor for approval. The Record will display in the data grid.



- **Close:**
  This button will allow the user to exit from view mode.

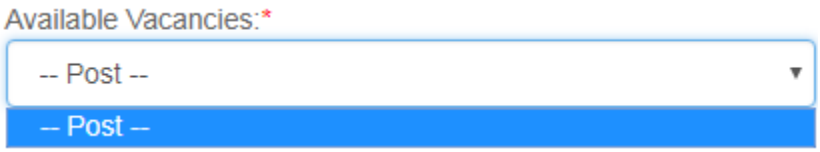


CHILD QUOTA

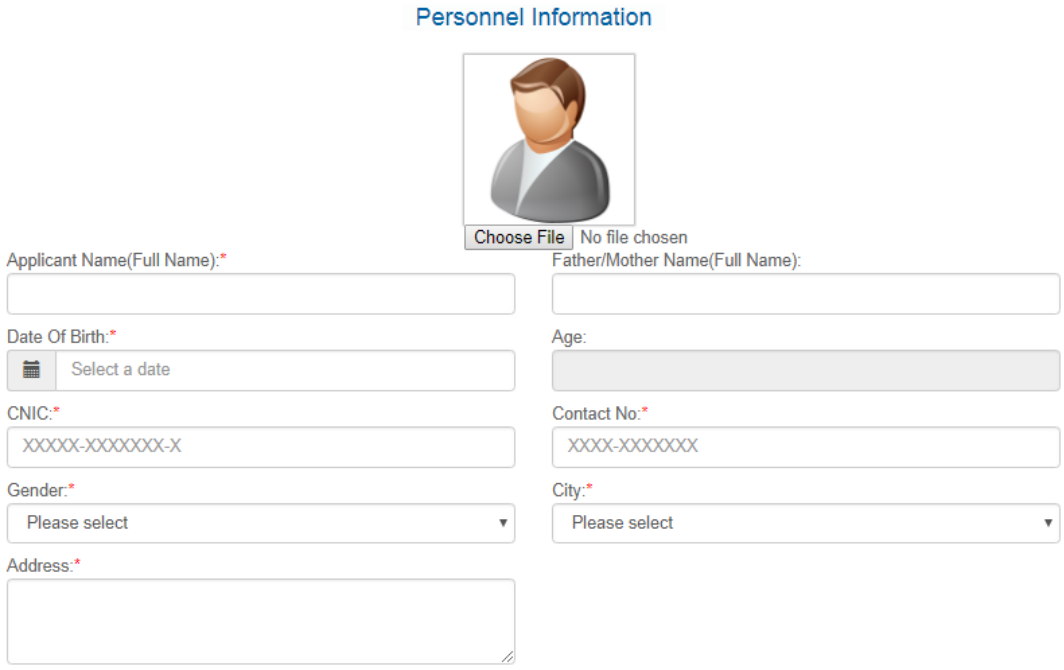


- **Available Vacancies:**

All available positions are available in this dropdown for the user to choose from. Upon selecting any post, job criteria for the chosen position appear.



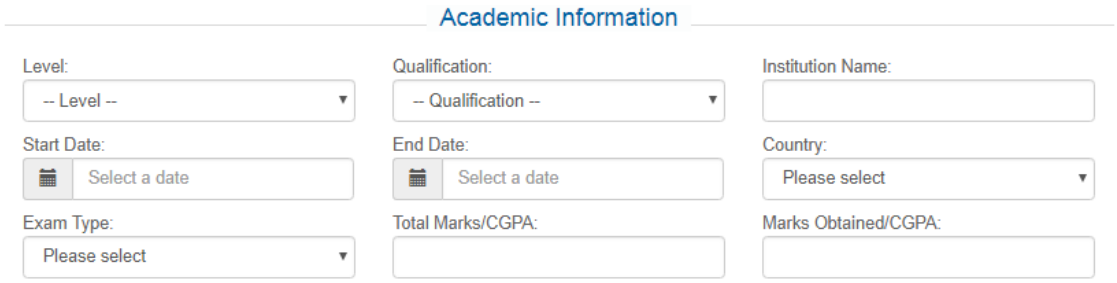
- **Personell Information:**
  This section takes all the personal information of the employee who wishes to apply for the relevant position. These are input fields.



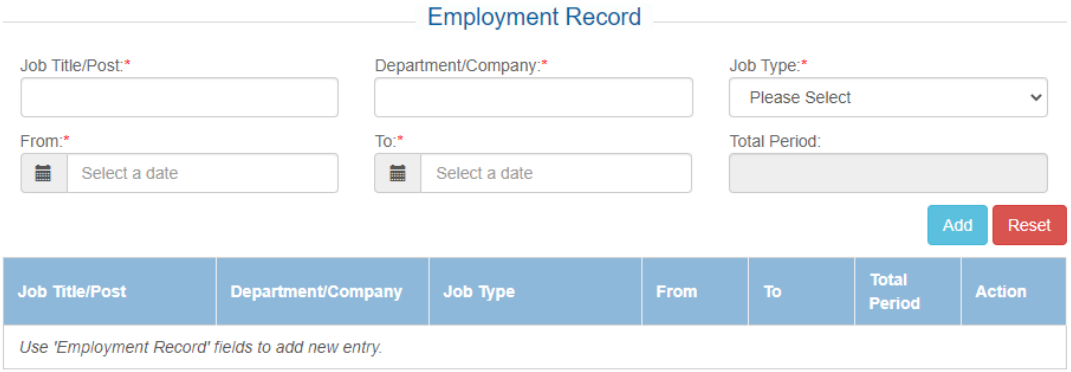
- **Particulars of Wapda/FESCO Employee:**
  This section takes all the information of the Wapda/FESCO employee who is related to the applicant for the relevant position. These are input fields.



- **Academic Information:**
  This section takes all the academic information of the employee who wishes to apply for the relevant position. These are input fields.



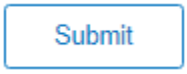
- **Employment Record:**
  This section takes all the employment record information of the employee who wishes to apply for the relevant position. These are input fields.



- **Save:**
  Click on the save button to save the request with entered information and submit/edit it afterward. After saving the record will display in the data grid.



- **Submit:**
  Clicking on the Submit button submits the request and sends it to the supervisor for approval. The Record will display in the data grid.



- **Close:**
  This button will allow the user to exit from view mode.

