



System for HR Module

IACS Oracle Up-gradation – HR Module

User Manual

Version: 1.0

ORACLE®

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HR Module

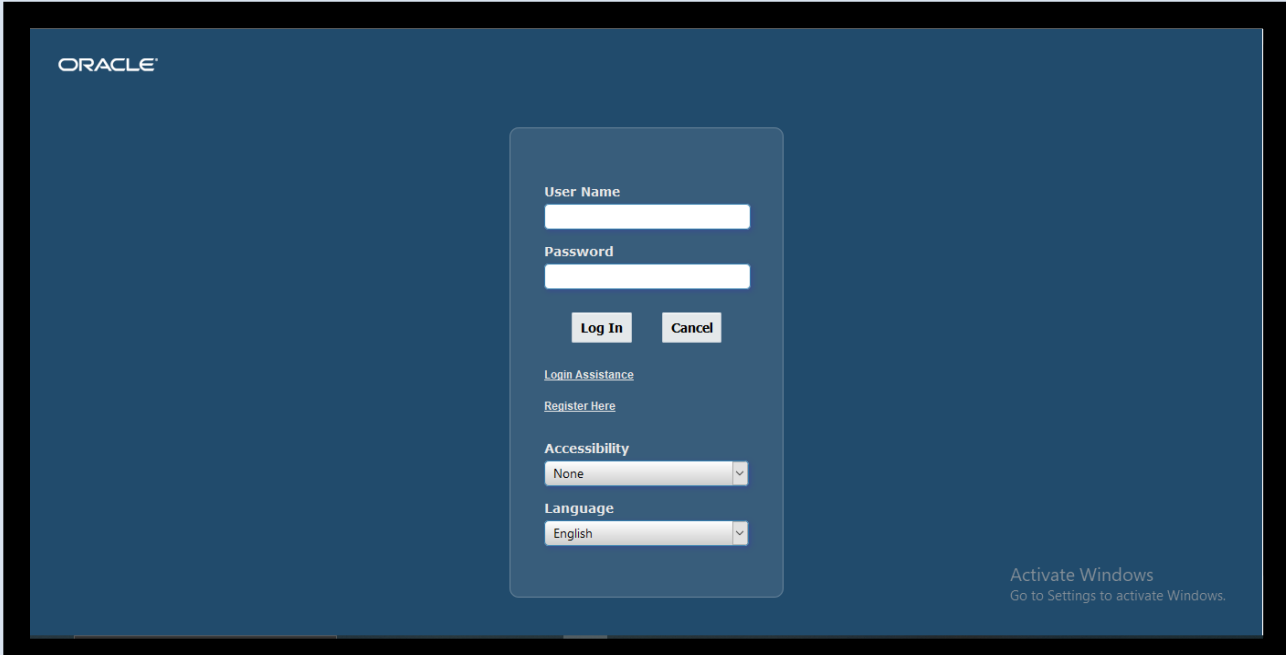
This HR module provides various ways to manage employee data in the one system.

How to Login into ORACLE EBS System

Users have to take following steps in order to login in to Oracle EBS System.

- Enter URL <http://ebsprodapp.iacs.res.in:8035> to go to login screen.
- Enter user name.
- Enter password.

Click on login button



ORACLE

User Name

Password

Log In Cancel

[Login Assistance](#)

[Register Here](#)

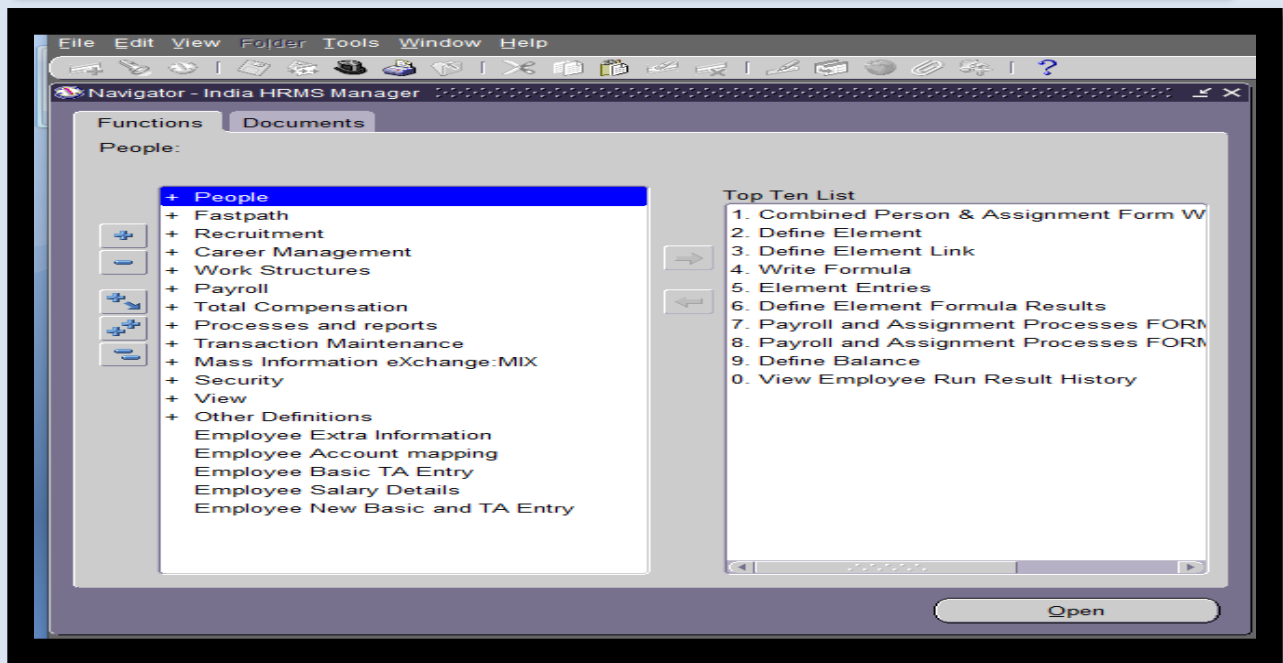
Accessibility
None

Language
English

Activate Windows
Go to Settings to activate Windows.

1. Open HRMS form

Navigator: India HRMS Manager>People>Enter and Maintain



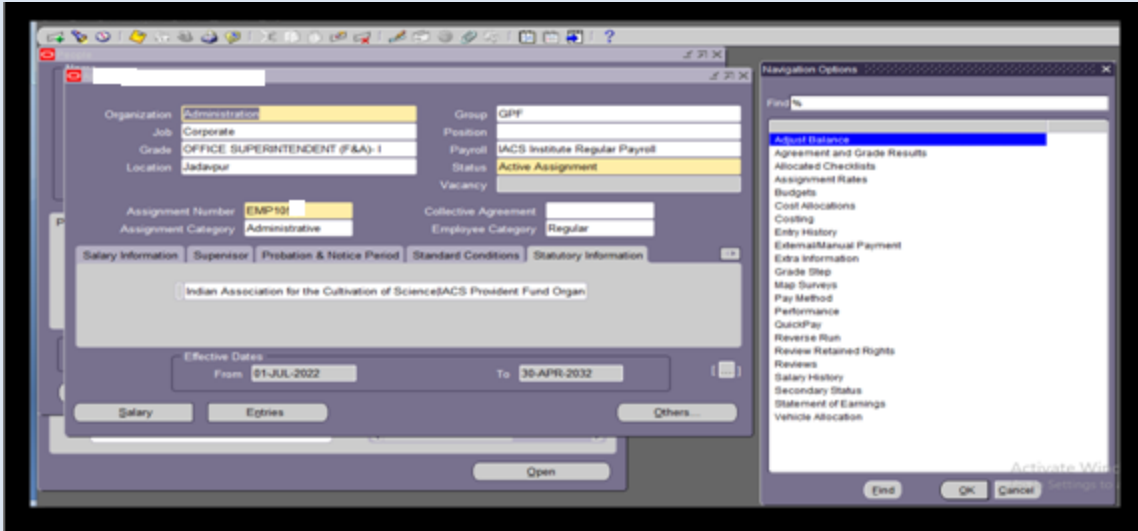
2. How to entry new employee/Student in the HRMS Module

Navigation: Open People>Create Employment>Fill up all the mandatory yellow field with unique Code>Save>put address (select primary/permanent address)>Phone>qualification>other all details put in the mention form>after put all details save all the form then change other form

The image shows two screenshots of the HRMS 'Create Employment' form. The left screenshot displays the 'Personal' tab, which includes fields for Name (Last, First, Title, Prefix, Suffix, Middle), Gender (Unknown), Person Types, Identification, National Identifier, Birth Date, Age, Place of Birth, Region of Birth, Country of Birth, Status, Nationality, and Registered Disabled. The right screenshot shows the 'Office Details' tab, which includes fields for Birth Date, Place of Birth, Region of Birth, Country of Birth, Age, Status, Nationality, and Registered Disabled. A right-hand navigation pane is visible in the second screenshot, listing various tabs like 'Address', 'Picture', 'Assignment', 'Special Info', and 'Others'.

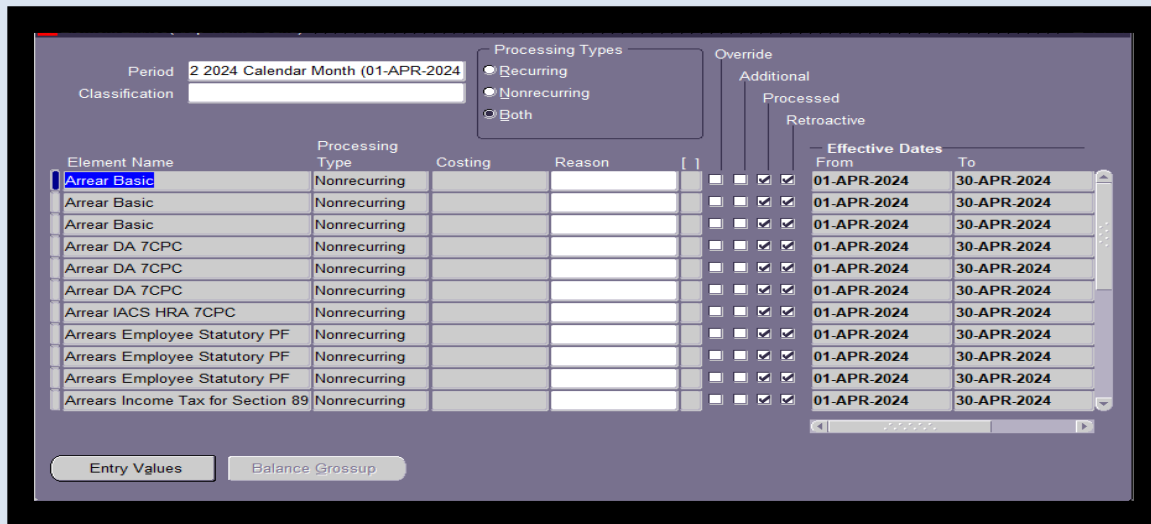
Navigation: Assignment>select all the mandatory field>Save

The image shows a screenshot of the HRMS 'Assignment' form. The main form displays fields for Organization, Job, Grade, Location, Assignment Number, and Assignment Category. A 'Statutory Info' dialog box is open on the right, showing fields for GRE (Tax Organization), PF Organization, Professional Tax Organization, ESI Organization, and RPS Organization. The dialog box also includes checkboxes for 'Covered by Gratuity Act', 'Substantial Interest in Company', 'Director', and 'Specified Employee'. The 'Effective Dates' field shows 'From: 01-JUL-2022' and 'To: 30-APR-2032'.



3. How to select Element

Navigation: Open People>select date>select code>assignment>entries>'+'>select element name>put amount/mandatory information>save



4. How to create End employment

Navigation: Open People>select date>select code>others >end employment>select actual date>Leave reason>Further Information>Terminate>save

The screenshot shows a 'Terminate' form with the following fields and values:

- Date Start: 28-OCT-2005
- Leaving Reason: Retirement
- Further Information: Retirement
- Length of Service:
 - This Service: 18 Years, 5 Months
 - Total Service: 18 Years, 5 Months
- Termination Dates:
 - Notified: []
 - Projected: []
 - Actual: 30-APR-2032
 - Last Standard Process: []
 - Final Process: []
- Person Type and Assignment Status for Terminated Employee:
 - Type: Ex-employee
 - Status: Terminate Assignm
- Termination Accepted By:
 - Date: []
 - Name: []
 - Number: []

Buttons: Terminate, Reverse Termination

END