



User Manual
For
IFHRMS Pongal Bonus

User Manual

For

Integrated Finance and Human Resource Management System (IFHRMS-Pongal Bonus)

Government of Tamil Nadu

Human Resource Management System

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**User Manual
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1. Introduction

1.1 Purpose

This document will provide the detailed functionality & Role based Instruction for the IFHRMS
- Pongal Bonus

1.2 Document Conventions

The format of this manual is simple.

- Bold face with **blue color highlights** is label or field name.
- Red box is cursor or link location.
- For Instance, one Level of Approval is demonstrated. Even for more level of approvals the process of approval remains the same.

1.3 Intended Audience and Reading Suggestions

- The main intended audience for this document is Human Resource Initiators.

1.4 References

1. Discussions with the subject matter experts appointed by the TN e-Governance Team.
2. SRS document reference number TNTr_30.04-IFHRMS_POST_MAPNG_SRS_V2.0.



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2. Pongal Bonus in IFHRMS

Step	Action
1.	Login into www.karuvoolam.tn.gov.in with office HR Initiator login.

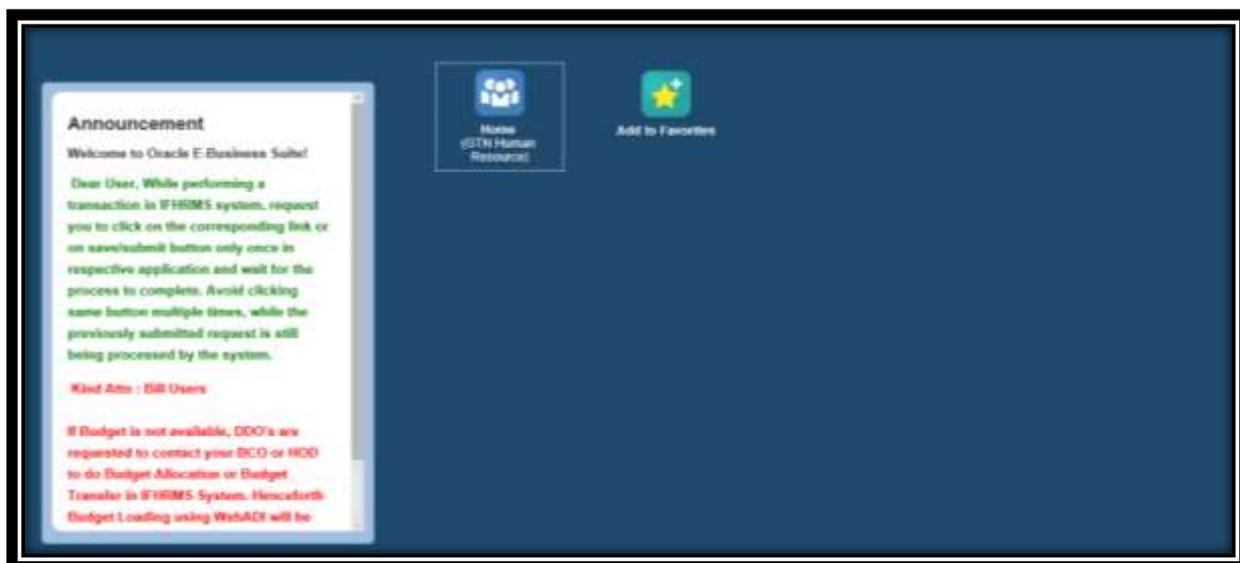


Step	Action
2.	Click on IFHRMS → Open

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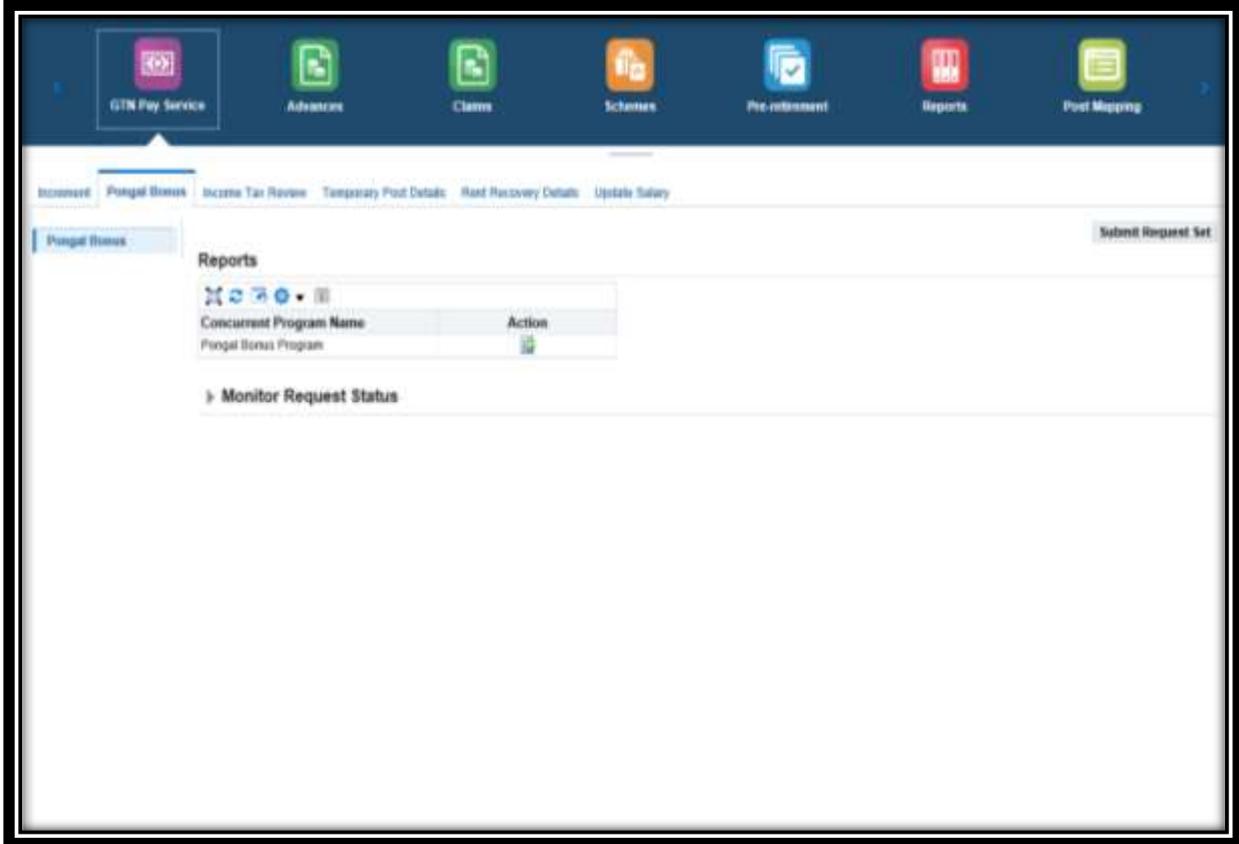
Step	Action
3.	Click on Human Resource Icon



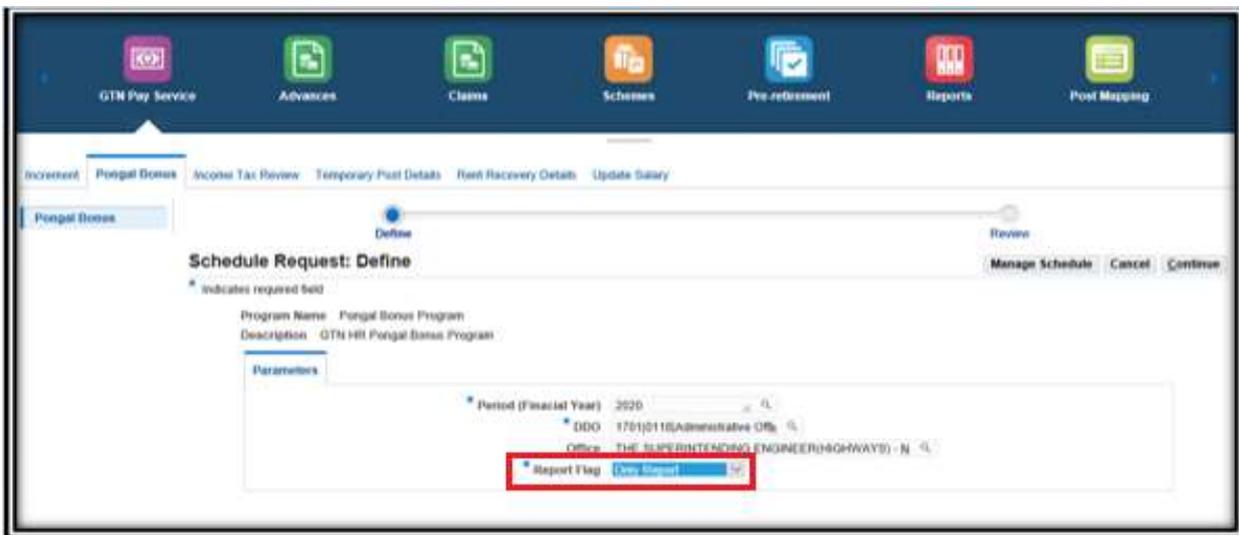


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Step	Action
4.	Go to GTNPay Service → Pongal Bonus → Click Action in Pongal Bonus Program.



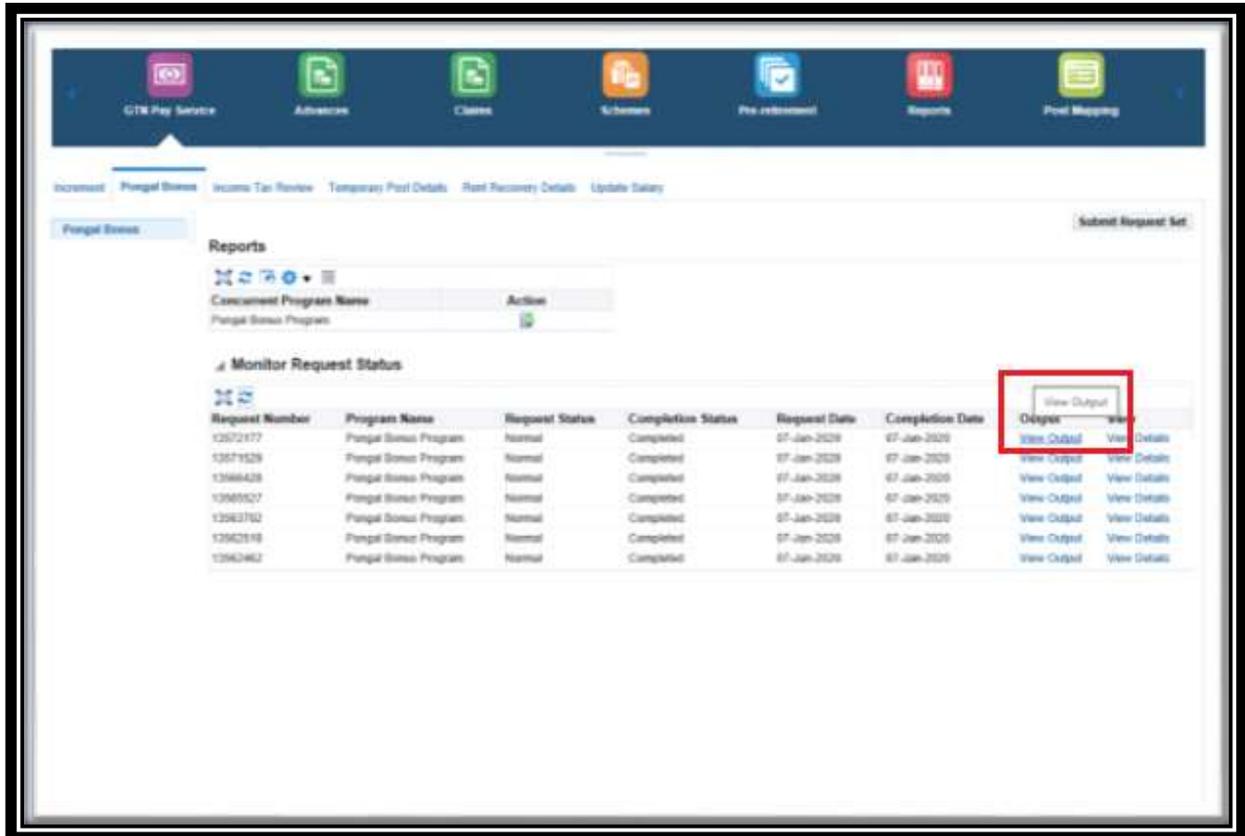
Step	Action
5.	Select all Parameters. Report Flag as Only Report to check Eligible Persons who can avail Pongal Bonus. Click Continue & Submit.





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Step	Action
6.	Click View Output



Step	Action
7.	Output shows Pongal Bonus Eligible Employees report. But processed status is N(No)



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Pongal Bonus Report									
Employee Number	Employee Name	Post	Grade Pay	Start Date	Eligible Bonus Amount	Number of Months	Bonus Amount	Processed	Remarks
21070186518	Jawahar Mulluraj S	Superintending Engineer	0	01-APR-18	0	12	0	0	H N/A
21070218618	Jawahar Mulluraj S	Superintending Engineer	0	01-APR-18	0	12	0	0	H N/A
21020068891	Nelan Jarnet S	Deputy Superintending Engineer / Divisional Engineer / Deputy Chief Engineer	7600	01-APR-18	0	12	0	0	H N/A
21020068891	Nelan Jarnet S	Deputy Superintending Engineer / Divisional Engineer / Deputy Chief Engineer	7600	01-APR-18	0	12	0	0	H N/A
21070902362	Sheik Mohamed M	Assistant Engineer	5400	01-APR-18	0	12	0	0	H N/A
21070902362	Sheik Mohamed M	Assistant Engineer	5400	01-APR-18	0	12	0	0	H N/A
21070713801	Raja S	Assistant Engineer	5400	01-APR-18	0	12	0	0	H N/A
21070713801	Raja S	Assistant Engineer	5400	01-APR-18	0	12	0	0	H N/A
21070890624	Rama Prasadharshini S	Assistant Engineer	5400	01-APR-18	0	12	0	0	H N/A
21070890624	Rama Prasadharshini S	Assistant Engineer	5400	01-APR-18	0	12	0	0	H N/A
21010335951	Moolamma Thangaraj C	Staff Car Driver	0	01-APR-18	3000	12	3000	0	H N/A
21010335952	Moolamma Thangaraj C	Staff Car Driver	0	01-APR-18	3000	12	3000	0	H N/A
21010189174	Bala Subramanian M	Office Assistant	0	01-APR-18	3000	12	3000	0	H N/A
21010189174	Bala Subramanian M	Office Assistant	0	01-APR-18	3000	12	3000	0	H N/A
21070877563	Shanmugam S	Office Assistant	0	01-APR-18	3000	12	3000	0	H N/A
21070877563	Shanmugam S	Office Assistant	0	01-APR-18	3000	12	3000	0	H N/A
21070876227	Habeeb Hussain M Y	Junior Draughting Officer	0	01-APR-18	3000	12	3000	0	H N/A
21070876227	Habeeb Hussain M Y	Junior Draughting Officer	0	01-APR-18	3000	12	3000	0	H N/A
21070914234	Malalathra A	Junior Assistant	0	01-APR-18	3000	12	3000	0	H N/A
21070914234	Malalathra A	Junior Assistant	0	01-APR-18	3000	12	3000	0	H N/A
21070876343	Subban Kolpilla J	Assistant	0	01-APR-18	3000	12	3000	0	H N/A
21070876343	Subban Kolpilla J	Assistant	0	01-APR-18	3000	12	3000	0	H N/A
21070152514	Sahayadev M	Administrative Officer	0	01-APR-18	0	12	0	0	H N/A
21070250618	Venaja K	Senior Draughting Officer	0	01-APR-18	0	12	0	0	H N/A
21070250618	Venaja K	Senior Draughting Officer	0	01-APR-18	0	12	0	0	H N/A
21070827369	Usha Farneda M	Draughting Officer	0	01-APR-18	0	12	0	0	H N/A
21070827369	Usha Farneda M	Draughting Officer	0	01-APR-18	0	12	0	0	H N/A
21070713064	Gomathi A S	Steno Typist	0	01-APR-18	3000	12	3000	0	H N/A
21070713064	Gomathi A S	Steno Typist	0	01-APR-18	3000	12	3000	0	H N/A
21030890438	Aramayacherry M	Typist	0	01-APR-18	3000	12	3000	0	H N/A
21030890438	Aramayacherry M	Typist	0	01-APR-18	3000	12	3000	0	H N/A

Step	Action
8.	<p>Go to GTNPAY Service → Pongal Bonus → Click Action in Pongal Bonus Program. Select all Parameters.</p> <p>Select Report Flag as Process with Report to Process Bonus for employees who are eligible for Pongal Bonus. Click Continue.</p>

Schedule Request: Define

Program Name: Pongal Bonus Program
Description: STN HR Pongal Bonus Program

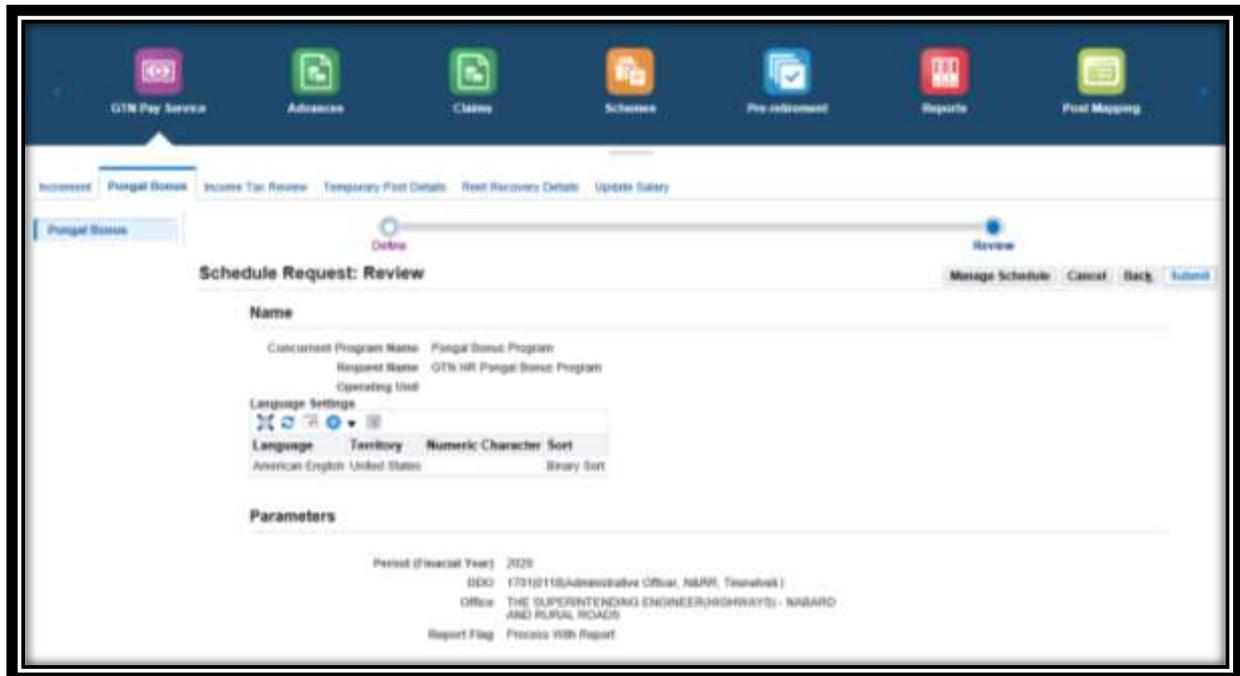
Parameters:

- Period (Financial Year): 2020
- DOO: 17910118(Administrative Off)
- Office: THE SUPERINTENDING ENGINEER(HOBBASYS) - H
- Report Flag: **Process With Report**



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Step	Action
9.	Click Submit.

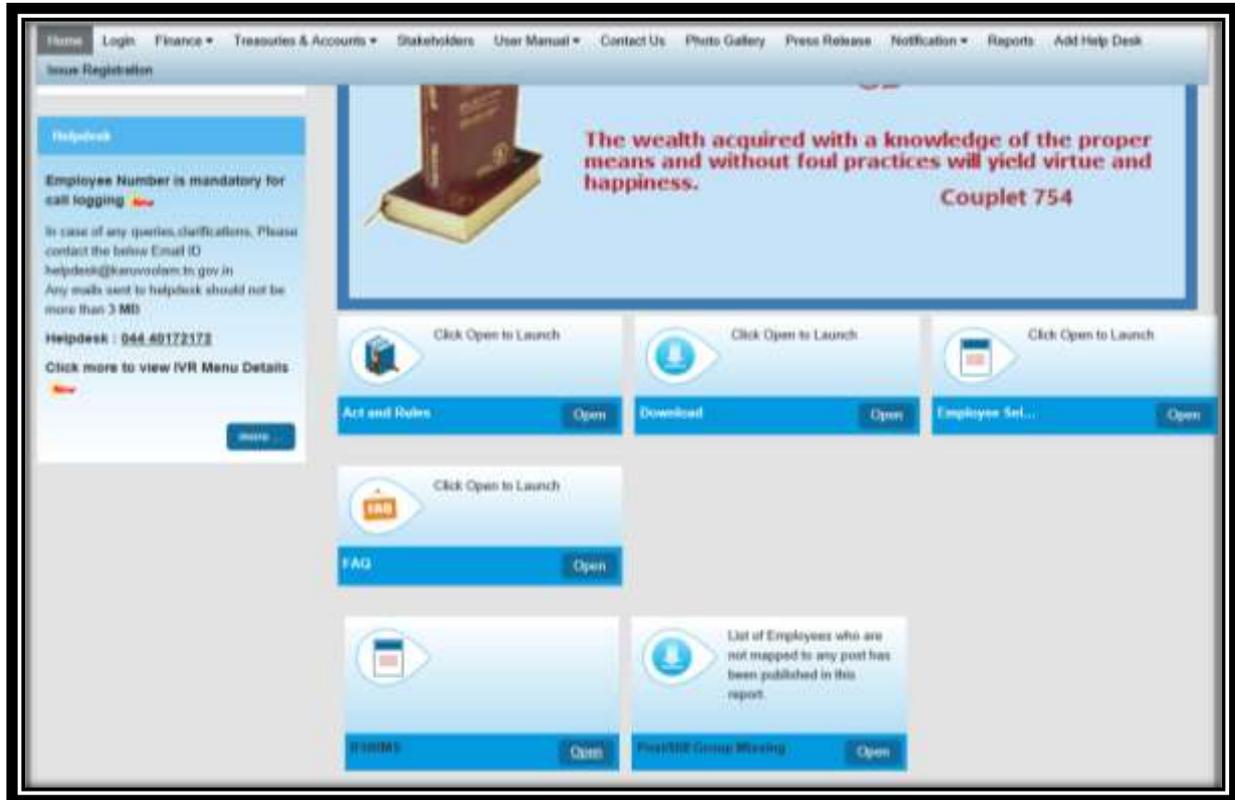


Step	Action
10.	Click View Output.



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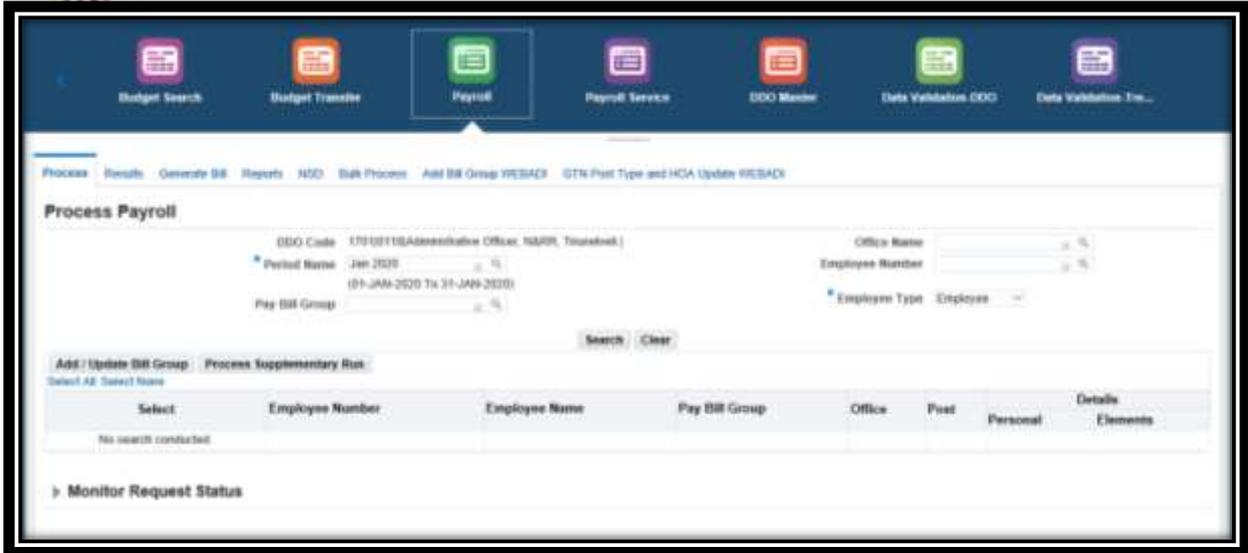
Step	Action
12.	Login through Finance Initiator Username & Password



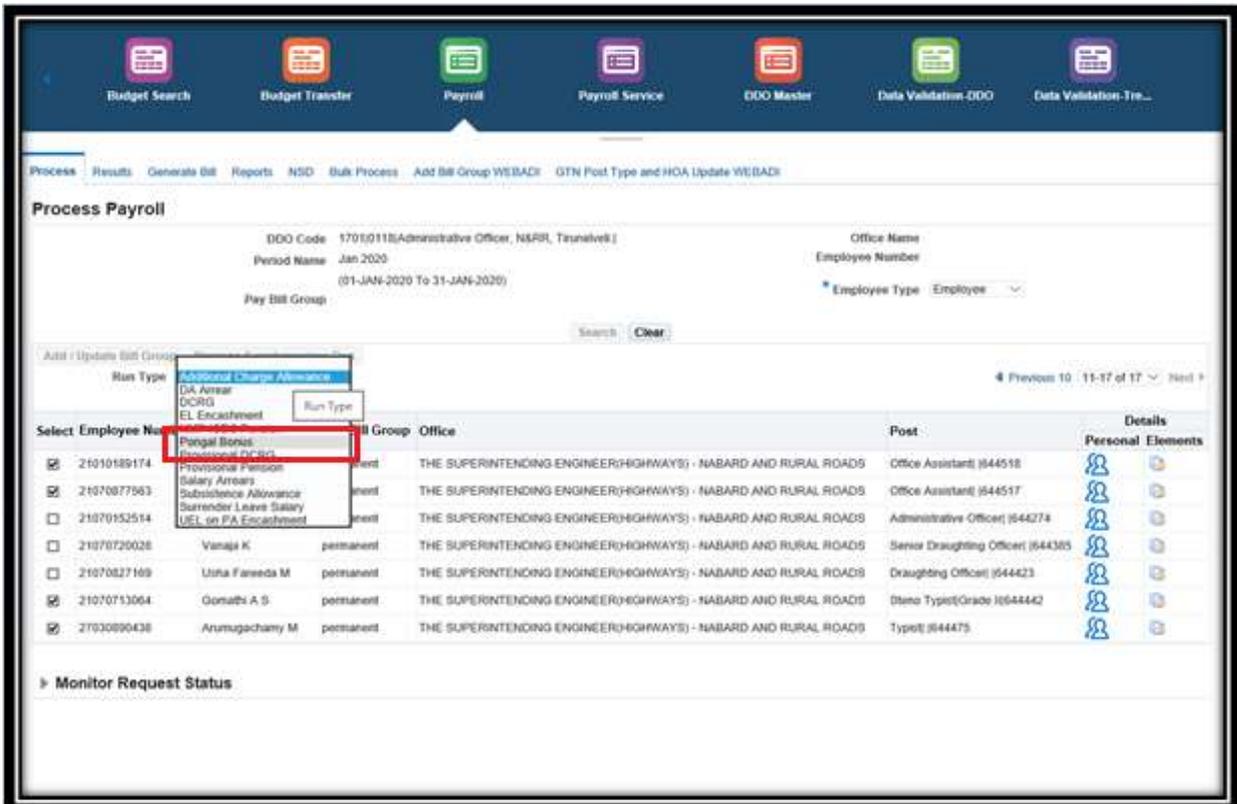
Step	Action
13.	Goto Finance → Payroll Icon. Click on Search & select employees for Pongal bonus supplementary run.



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Step	Action
14.	Click on Process Supplementary Button & choose Pongal Bonus option & click Submit.





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Step	Action
15.	Program Submitted with request ID. Click on OK

The screenshot shows the 'Process Payroll' interface. A confirmation dialog box is displayed in the center with the text: "Confirmation: Program submitted successfully with request no :13573455". The dialog has an 'OK' button. In the background, a table lists employees with their details and a 'Details' column containing icons for personal elements.

Select	Employee Number	Employee Name	Employee Type	Office Name	Employee Number	Details
<input checked="" type="checkbox"/>	210708174	Sala Subramanian M	permanent	THE SUPERINTENDING ENGINEER(HIGHWAYS) - NABARD AND RURAL ROADS	Office Assistant (844518)	
<input checked="" type="checkbox"/>	2107087563	Shammugam S	permanent	THE SUPERINTENDING ENGINEER(HIGHWAYS) - NABARD AND RURAL ROADS	Office Assistant (844517)	
<input checked="" type="checkbox"/>	21070152514	Sahayajani H	permanent	THE SUPERINTENDING ENGINEER(HIGHWAYS) - NABARD AND RURAL ROADS	Administrative Officer (844274)	
<input type="checkbox"/>	21070720028	Venaga K	permanent	THE SUPERINTENDING ENGINEER(HIGHWAYS) - NABARD AND RURAL ROADS	Senior Drafting Officer (844395)	
<input type="checkbox"/>	2107082169	Usha Fareeda M	permanent	THE SUPERINTENDING ENGINEER(HIGHWAYS) - NABARD AND RURAL ROADS	Drafting Officer (844423)	
<input checked="" type="checkbox"/>	21070713964	Gemathi A S	permanent	THE SUPERINTENDING ENGINEER(HIGHWAYS) - NABARD AND RURAL ROADS	Steno Typist(Grade (844442)	
<input checked="" type="checkbox"/>	2703090438	Arumugacherry M	permanent	THE SUPERINTENDING ENGINEER(HIGHWAYS) - NABARD AND RURAL ROADS	Typist (844475)	

Step	Action
16.	Wait for completion of request.

The screenshot shows the 'Monitor Request Status' section. A table lists request details, with the first two rows highlighted in red. The first row shows a 'Running' status, and the second row shows a 'Completed' status.

Request Number	Program	Request Status	Completion Status	Request Date	Completion Date	Output
13573455	Payroll Run For Jan-2020	Normal	Running	07-Jan-2020 15:44:17		View Output
13566695	Payroll Run For Jan-2020	Normal	Completed	05-Jan-2020 14:29:05	05-Jan-2020 14:54:01	View Output
13387529	Payroll Add Bill Group	Normal	Completed	31-Dec-2019 10:30:58	31-Dec-2019 10:30:19	View Output



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Step	Action
17.	Request is completed normally

Process Payroll

DDO Code: 17010118[Administrative Officer, N&RR, Tirunelveli]
 Office Name: _____
 Employee Number: _____
 Employee Type: Employee

Period Name: Jan 2020 (01-JAN-2020 To 31-JAN-2020)
 Pay Bill Group: _____

Employee List:

Select	Employee Number	Employee Name	Pay Bill Group	Office	Post	Details
<input type="checkbox"/>	21010189174	Bala Subramanian M	permanent	THE SUPERINTENDING ENGINEER(HIGHWAYS) - NABARD AND RURAL ROADS	Office Assistant (644518)	Personal Elements
<input type="checkbox"/>	21070817563	Shanmugaraaj S	permanent	THE SUPERINTENDING ENGINEER(HIGHWAYS) - NABARD AND RURAL ROADS	Office Assistant (644517)	Personal Elements
<input type="checkbox"/>	21070152514	Sahayarani H	permanent	THE SUPERINTENDING ENGINEER(HIGHWAYS) - NABARD AND RURAL ROADS	Administrative Officer (644274)	Personal Elements
<input type="checkbox"/>	21070720020	Varaja K	permanent	THE SUPERINTENDING ENGINEER(HIGHWAYS) - NABARD AND RURAL ROADS	Senior Draughting Officer (644385)	Personal Elements
<input type="checkbox"/>	21070827160	Usha Fareeda M	permanent	THE SUPERINTENDING ENGINEER(HIGHWAYS) - NABARD AND RURAL ROADS	Draughting Officer (644423)	Personal Elements
<input type="checkbox"/>	21070713064	Gomathi A S	permanent	THE SUPERINTENDING ENGINEER(HIGHWAYS) - NABARD AND RURAL ROADS	Steno Typist(Grade II)(644442)	Personal Elements
<input type="checkbox"/>	27030890438	Anumugachamy M	permanent	THE SUPERINTENDING ENGINEER(HIGHWAYS) - NABARD AND RURAL ROADS	Typist (644475)	Personal Elements

Monitor Request Status

Request Number	Program	Request Status	Completion Status	Request Date	Completion Date	Output
13573455	Payroll Run For Jan-2020	Normal	Completed	07-Jan-2020 15:44:17	07-Jan-2020 15:45:30	View Output
13566695	Payroll Run For Jan-2020	Normal	Completed	07-Jan-2020 14:53:32	07-Jan-2020 14:54:01	View Output
13387529	Payroll Add Bill Group	Normal	Completed	31-Dec-2019 10:30:16	31-Dec-2019 10:30:19	View Output

Step	Action
18.	Goto Finance→Payroll Results →choose bill type as Pongal Bonus & click on Search.Click results button to view Payroll Details.



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Step	Action
19.	Goto Finance→Payroll→ Generate Bill. Choose Supplementary Salary Bill radio Button, Choose Bill type as Pongal Bonus→ Click Search. Select employees & Click Generate Bill Button.



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Step	Action
20.	Click on Yes.

Process Results **Generate Bill** Reports NDD Bulk Process Add Bill Group (WEBADI) GTN Post Type and HOA Update (WEBADI)

Bill Generation

Regular Salary Bill
 Supplementary Salary Bill
 Non Salary Bill

DDO Code: 17010118(Administrative Officer, NARR, Tirunelveli)

Period Name: Jan 2020

Period Start Date: 01-Jan-2020

Period End Date: 31-Jan-2020

Information

Are you sure you want to create a SB?

No Yes

Employee Number: _____

Employee Type: Employee

Clear Search

Employee Number	Name	Office Name	Post
21070814234	Mahalingam A	THE SUPERINTENDING ENGINEER(HIGHWAYS) - NABARD AND RURAL ROADS	Junior Assistant (944473)
2703089438	Arunagirihany M	THE SUPERINTENDING ENGINEER(HIGHWAYS) - NABARD AND RURAL ROADS	Typist (944473)
21070817963	Shanmugam S	THE SUPERINTENDING ENGINEER(HIGHWAYS) - NABARD AND RURAL ROADS	Office Assistant (944517)
21070874227	Habeeb Hussain M Y	THE SUPERINTENDING ENGINEER(HIGHWAYS) - NABARD AND RURAL ROADS	Junior Drafting Office (944408)
21070879363	Govind Kalpalai J	THE SUPERINTENDING ENGINEER(HIGHWAYS) - NABARD AND RURAL ROADS	Assistant (944444)
2103109174	Sala Subramanian M	THE SUPERINTENDING ENGINEER(HIGHWAYS) - NABARD AND RURAL ROADS	Office Assistant (944518)
21070713064	Gonatti A S	THE SUPERINTENDING ENGINEER(HIGHWAYS) - NABARD AND RURAL ROADS	Steno Typist(Grade 1944442)
21030333852	Mudiamani Thirugang C	THE SUPERINTENDING ENGINEER(HIGHWAYS) - NABARD AND RURAL ROADS	Staff Car Driver (944501)

Process Results **Generate Bill** Reports NDD Bulk Process Add Bill Group (WEBADI) GTN Post Type and HOA Update (WEBADI)

Information

Concerned Program Supplementary Pay Bill Generation Program has been successfully. Request ID - 13573766

Bill Generation

Regular Salary Bill
 Supplementary Salary Bill
 Non Salary Bill

DDO Code: 17010118(Administrative Officer, NARR, Tirunelveli)

Period Name: Jan 2020

Period Start Date: 01-Jan-2020

Period End Date: 31-Jan-2020

Bill Type: Regular Salary

Pay Bill Group: _____

Head of Account: _____

Office Name: _____

Employee Number: _____

Employee Type: Employee

Clear Search

Employee Number	Name	Office Name	Post
21070814234	Mahalingam A	THE SUPERINTENDING ENGINEER(HIGHWAYS) - NABARD AND RURAL ROADS	Junior Assistant (944473)

Step	Action
21.	Click on View Output.



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Success Results **Generate Bill** Reports NSD Bulk Process Add Bill Group WEBADI GTN Post Type and HOA Update WEBADI

Bill Generation

Regular Salary Bill
 Supplementary Salary Bill
 Non Salary Bill

DDO Code 17010118(Administrative Officer, NARR, Tranelvik)
 Period Name Jan 2020
 Period Start Date 01-Jan-2020
 Period End Date 31-Jan-2020
 Bill Type Regular Salary
 Pay Bill Group
 Head of Account
 Office Name
 Employee Number
 Employee Type Employee

Clear Search

Employee Number	Name	Office Name	Post
21070914224	Mahalakshmi A.	THE SUPERINTENDING ENGINEER(HIGHWAYS) - NABARD AND RURAL ROADS	Junior Assistant (644473)
27030090438	Anumagachary M.	THE SUPERINTENDING ENGINEER(HIGHWAYS) - NABARD AND RURAL ROADS	Typist (644475)
21070877963	Shammugam B.	THE SUPERINTENDING ENGINEER(HIGHWAYS) - NABARD AND RURAL ROADS	Office Assistant (644517)
21070876227	Habeeb Hussain M.V.	THE SUPERINTENDING ENGINEER(HIGHWAYS) - NABARD AND RURAL ROADS	Junior Drafting Officer (644426)
21070878363	Godson Kolpali J.	THE SUPERINTENDING ENGINEER(HIGHWAYS) - NABARD AND RURAL ROADS	Assistant (644448)
21010109174	Bala Subramanian M.	THE SUPERINTENDING ENGINEER(HIGHWAYS) - NABARD AND RURAL ROADS	Office Assistant (644519)
21070713064	Ganath A.S.	THE SUPERINTENDING ENGINEER(HIGHWAYS) - NABARD AND RURAL ROADS	Steno Typist/Grade II(644442)
21010325852	Mallikarjuna Thangaraj C.	THE SUPERINTENDING ENGINEER(HIGHWAYS) - NABARD AND RURAL ROADS	Staff Car Driver (644501)

Monitor Request Status

Request Number	Program	Request Status	Completion Status	Request Date	Completion Date	View Output
13573706	Pongal Bonus Bill For Jan-2020	Normal	Completed	07-Jan-2020 15:40:38	07-Jan-2020 15:47:34	View Output

Step	Action
22.	Bill is generated Successfully

Step	Action
23.	End of Procedure.