



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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For
IFHRMS Pongal Bonus**

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User Manual For IFHRMS Pongal Bonus



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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IFHRMS Pongal Bonus**

2. Pongal Bonus in IFHRMS

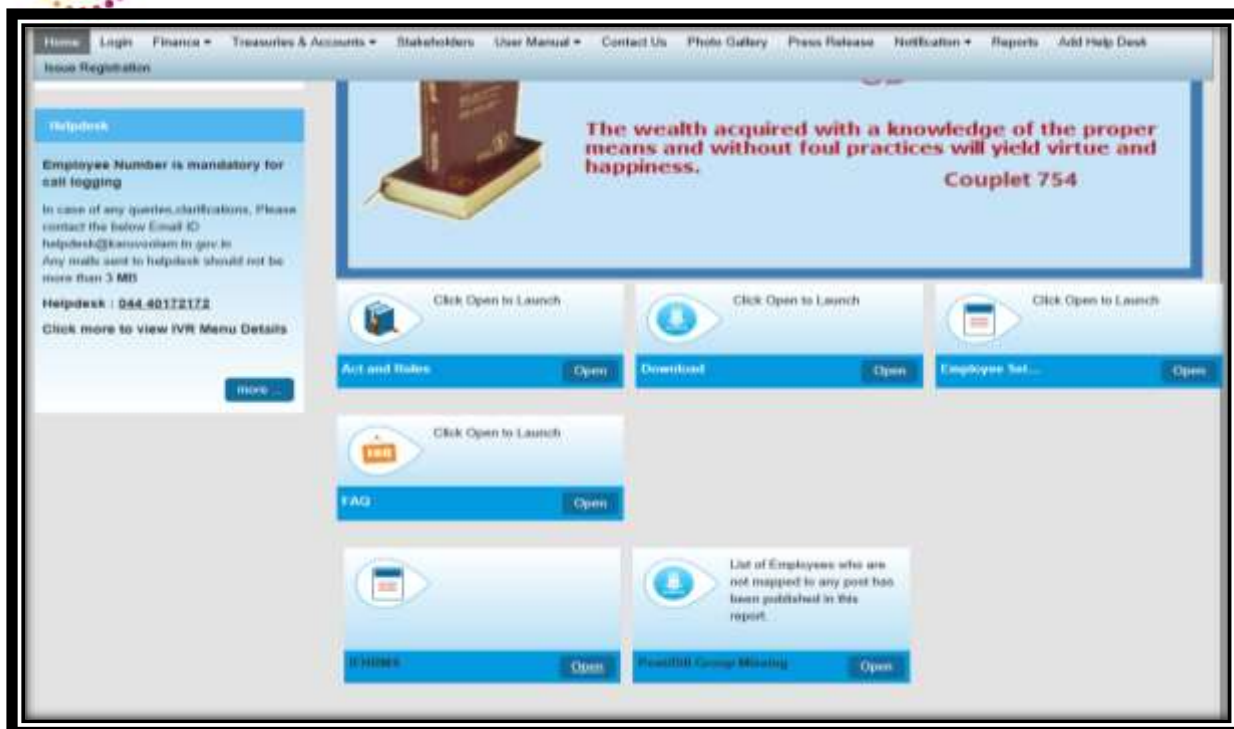
Step	Action
1.	Login into www.karuvoolum.tn.gov.in with office HR Initiator login.



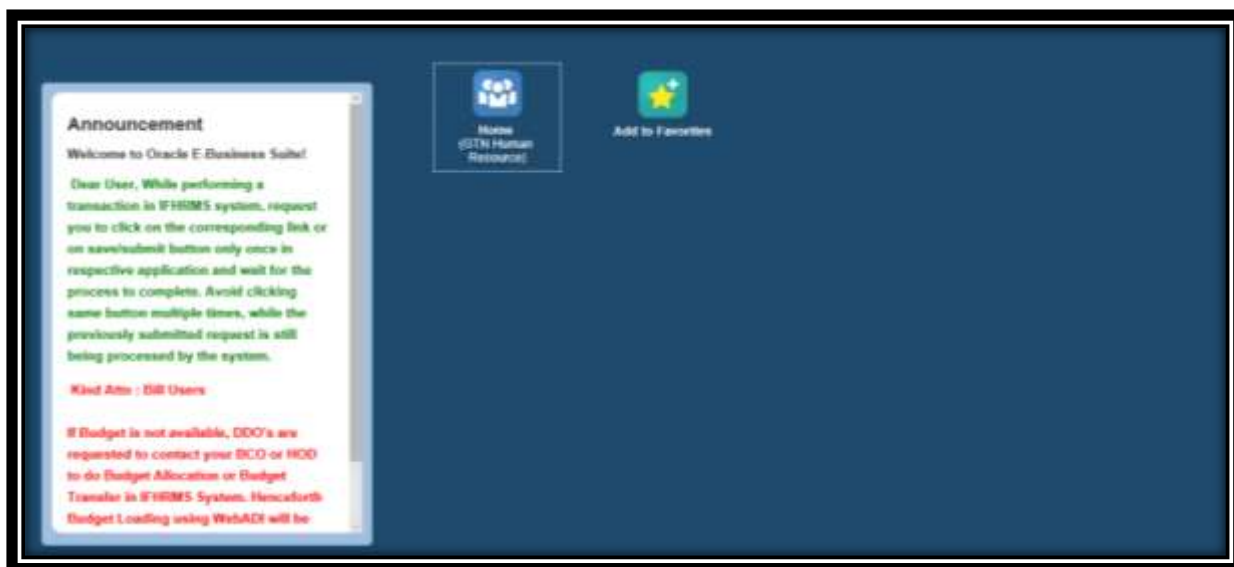
Step	Action
2.	Click on IFHRMS → Open



User Manual For IFHRMS Pongal Bonus



Step	Action
3.	Click on Human Resource Icon





User Manual For IFHRMS Pongal Bonus

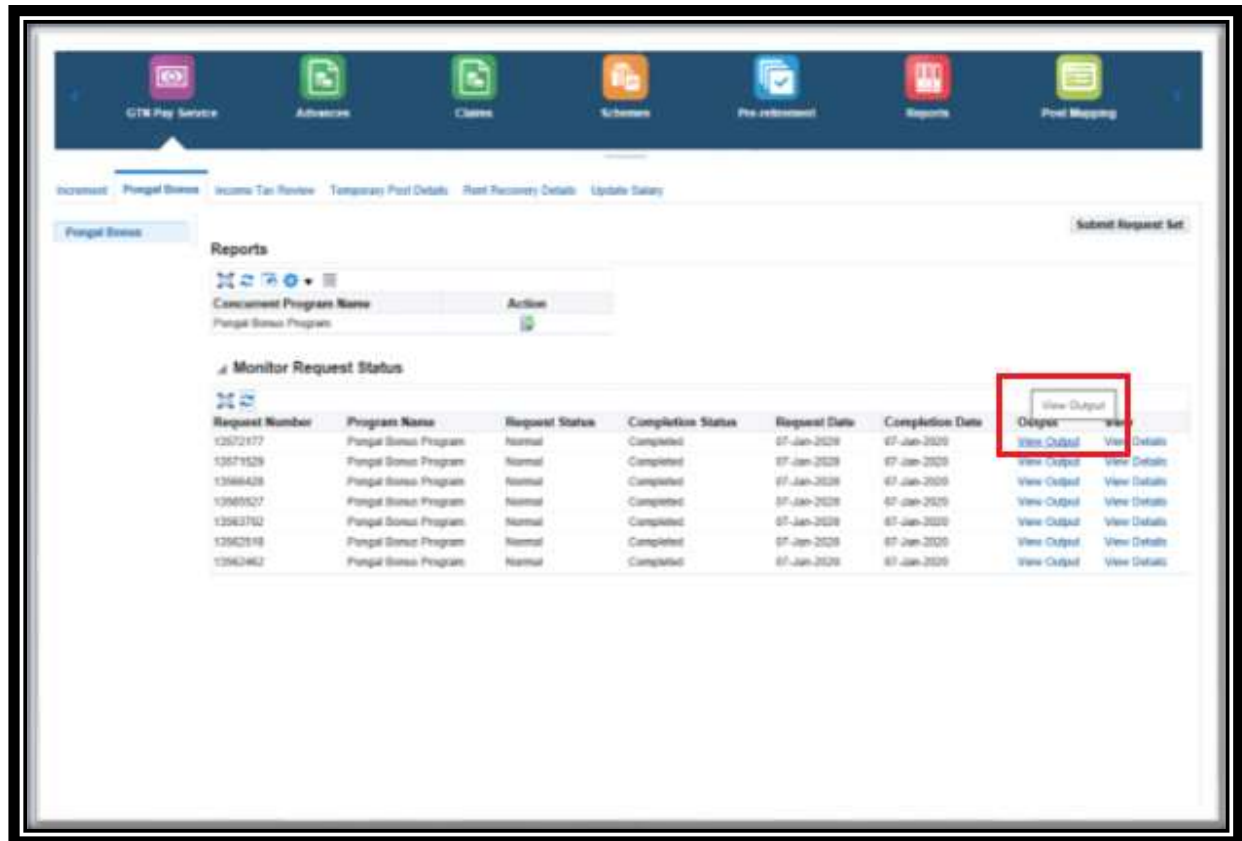
Step	Action
4.	Go to GTNPay Service→Pongal Bonus→Click Action in Pongal Bonus Program.

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)



User Manual For IFHRMS Pongal Bonus

Employee Number	Employee Name	Post	Grade	Pay Start Date	Eligible Bonus Amount	Number of Months	Bonus Amount	Processed	Remarks
21070136518	Jasathar Mulluraj S	Superintending Engineer	0	01-APR-18	0	12	0	0	N/A
21070136518	Jasathar Mulluraj S	Superintending Engineer	0	01-APR-18	0	12	0	0	N/A
21020068991	Helen Janet S	Deputy Superintending Engineer / Divisional Engineer / Deputy Chief Engineer 7000	0	01-APR-18	0	12	0	0	N/A
21020068991	Helen Janet S	Deputy Superintending Engineer / Divisional Engineer / Deputy Chief Engineer 7000	0	01-APR-18	0	12	0	0	N/A
21070902362	Shakk Mohamed M	Assistant Engineer	5400	01-APR-18	0	12	0	0	N/A
21070902362	Shakk Mohamed M	Assistant Engineer	5400	01-APR-18	0	12	0	0	N/A
21070715801	Raja S	Assistant Engineer	5400	01-APR-18	0	12	0	0	N/A
21070715801	Raja S	Assistant Engineer	5400	01-APR-18	0	12	0	0	N/A
21070890624	Rama Priyadarshini S	Assistant Engineer	5400	01-APR-18	0	12	0	0	N/A
21070890624	Rama Priyadarshini S	Assistant Engineer	5400	01-APR-18	0	12	0	0	N/A
21010355952	Madhavan Thangaraj C	Staff Car Driver	0	01-APR-18	3000	12	3000	0	N/A
21010355952	Madhavan Thangaraj C	Staff Car Driver	0	01-APR-18	3000	12	3000	0	N/A
21010189174	Bala Subramanian H	Office Assistant	0	01-APR-18	3000	12	3000	0	N/A
21010189174	Bala Subramanian H	Office Assistant	0	01-APR-18	3000	12	3000	0	N/A
21070877563	Shanmugam S	Office Assistant	0	01-APR-18	3000	12	3000	0	N/A
21070877563	Shanmugam S	Office Assistant	0	01-APR-18	3000	12	3000	0	N/A
21070876227	Habesh Hussain M Y	Junior Draughting Officer	0	01-APR-18	3000	12	3000	0	N/A
21070876227	Habesh Hussain M Y	Junior Draughting Officer	0	01-APR-18	3000	12	3000	0	N/A
21070914224	Malalathave A	Junior Assistant	0	01-APR-18	3000	12	3000	0	N/A
21070914224	Malalathave A	Junior Assistant	0	01-APR-18	3000	12	3000	0	N/A
21070876343	Gulshan Kulpit J	Assistant	0	01-APR-18	3000	12	3000	0	N/A
21070876343	Gulshan Kulpit J	Assistant	0	01-APR-18	3000	12	3000	0	N/A
21070152514	Sahayadevi H	Administrative Officer	0	01-APR-18	0	12	0	0	N/A
21070152514	Sahayadevi H	Administrative Officer	0	01-APR-18	0	12	0	0	N/A
2107020028	Varaja R	Senior Draughting Officer	0	01-APR-18	0	12	0	0	N/A
2107020028	Varaja R	Senior Draughting Officer	0	01-APR-18	0	12	0	0	N/A
21070827369	Usha Parvathi M	Draughting Officer	0	01-APR-18	0	12	0	0	N/A
21070827369	Usha Parvathi M	Draughting Officer	0	01-APR-18	0	12	0	0	N/A
21070713064	Gomathi A S	Steno Typist	0	01-APR-18	3000	12	3000	0	N/A
21070713064	Gomathi A S	Steno Typist	0	01-APR-18	3000	12	3000	0	N/A
2103090438	Anumogacherry H	Typist	0	01-APR-18	3000	12	3000	0	N/A
2103090438	Anumogacherry H	Typist	0	01-APR-18	3000	12	3000	0	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>

Increment Pongal Bonus Income Tax Review Temporary Post Details Rent Recovery Details Update Salary

Pongal Bonus Define

Schedule Request: Define

Indicates required field

Program Name: Pongal Bonus Program

Description: STN HR Pongal Bonus Program

Parameters

Period (Financial Year): 2020

DOO: 17910118Administrative Officer

Office: THE SUPERINTENDING ENGINEER(HIGHWAYS)- N

Report Flag: **Only Report**

Process VBB Report

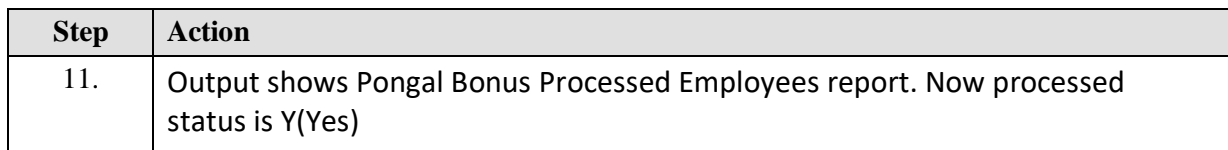
Manage Schedule Cancel Continue



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Step	Action
9.	Click Submit.

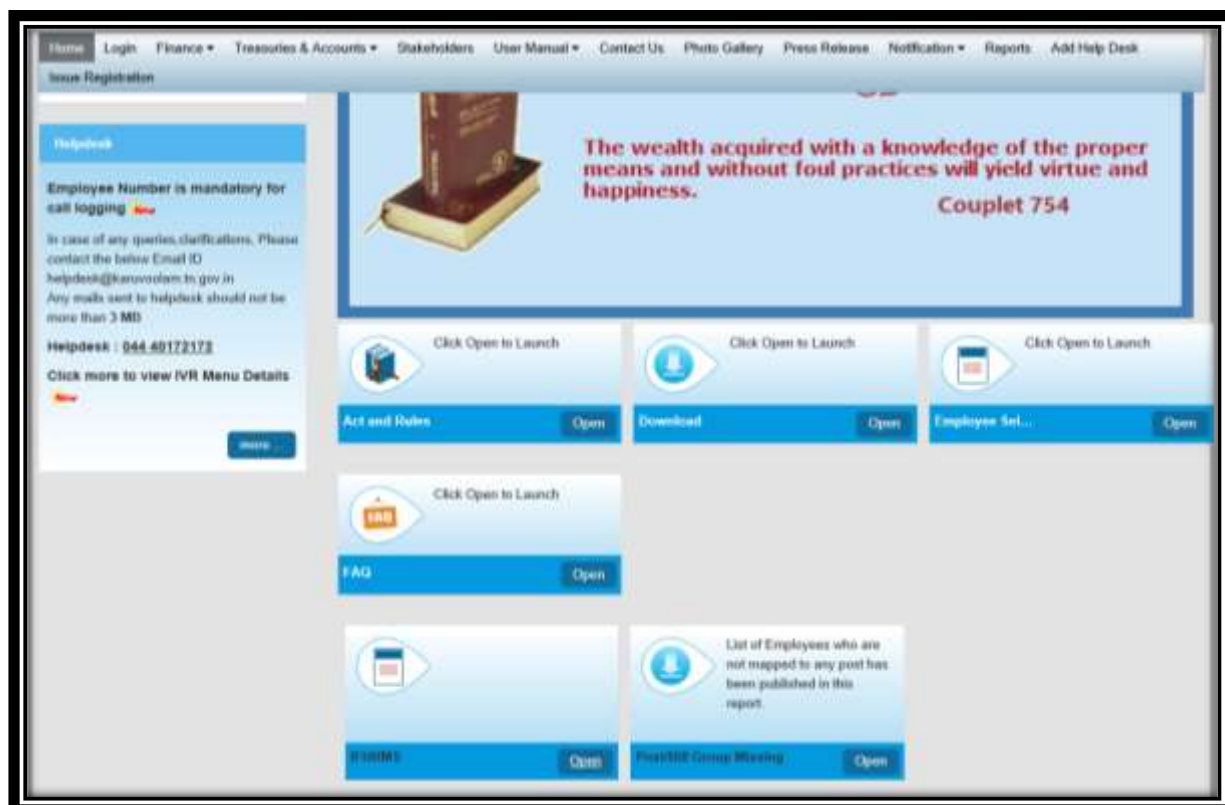
Step	Action
10.	Click View Output.

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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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Process Payroll

DDO Code: 17010118Administrative Officer, N&RR, Tirunelveli
Period Name: Jan 2020
Pay Bill Group: (01-JAN-2020 To 31-JAN-2020)
Office Name:
Employee Number:
Employee Type: Employee

Process Payroll

Select	Employee Number	Employee Name	Pay Bill Group	Office	Post	Personal	Details Elements
No search conducted							

[Monitor Request Status](#)

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

Process Payroll

DDO Code: 17010118Administrative Officer, N&RR, Tirunelveli
Period Name: Jan 2020
Pay Bill Group: (01-JAN-2020 To 31-JAN-2020)
Office Name:
Employee Number:
Employee Type: Employee

Process Payroll

Select	Employee Number	Employee Name	Pay Bill Group	Office	Post	Personal	Details Elements
<input checked="" type="checkbox"/>	21010189174	Vanaja K	permanent	THE SUPERINTENDING ENGINEER(HIGHWAYS) - NABARD AND RURAL ROADS	Office Assistant (644518)		
<input checked="" type="checkbox"/>	21070877563	Usha Fareeda M	permanent	THE SUPERINTENDING ENGINEER(HIGHWAYS) - NABARD AND RURAL ROADS	Office Assistant (644517)		
<input type="checkbox"/>	21070152514	Gonsathi A S	permanent	THE SUPERINTENDING ENGINEER(HIGHWAYS) - NABARD AND RURAL ROADS	Administrative Officer (644274)		
<input type="checkbox"/>	21070720028	Arumugachamy M	permanent	THE SUPERINTENDING ENGINEER(HIGHWAYS) - NABARD AND RURAL ROADS	Senior Draughting Officer (644305)		
<input checked="" type="checkbox"/>	21070827169		permanent	THE SUPERINTENDING ENGINEER(HIGHWAYS) - NABARD AND RURAL ROADS	Draughting Officer (644423)		
<input checked="" type="checkbox"/>	21070713064		permanent	THE SUPERINTENDING ENGINEER(HIGHWAYS) - NABARD AND RURAL ROADS	Dheno Typist(Grade 10644442)		
<input checked="" type="checkbox"/>	27030890438		permanent	THE SUPERINTENDING ENGINEER(HIGHWAYS) - NABARD AND RURAL ROADS	Typist (644475)		

[Monitor Request Status](#)



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

The screenshot shows the 'Process Payroll' screen in the IFHRMS system. A confirmation dialog box is displayed in the center, stating: 'Confirmation: Program submitted successfully with request no :13573455'. The dialog has an 'OK' button. In the background, the 'Process Payroll' form is visible, showing fields for DDO Code, Period Name, Pay Bill Group, Office Name, Employee Number, and Employee Type. Below the form is a table of employees with checkboxes for selection.

Select	Employee Number	Employee Name	Pay Bill Group	Office	Post	Details
<input checked="" type="checkbox"/>	21070109174	Sale Subramanian M	permanent	THE SUPERINTENDING ENGINEER(HIGHWAYS) - NABARD AND RURAL ROADS	Office Assistant :644518	
<input checked="" type="checkbox"/>	21070877563	Shanmugam S	permanent	THE SUPERINTENDING ENGINEER(HIGHWAYS) - NABARD AND RURAL ROADS	Office Assistant :644517	
<input checked="" type="checkbox"/>	21070152514	Sahayadevi H	permanent	THE SUPERINTENDING ENGINEER(HIGHWAYS) - NABARD AND RURAL ROADS	Administrative Officer :644274	
<input type="checkbox"/>	21070720028	Venaga K	permanent	THE SUPERINTENDING ENGINEER(HIGHWAYS) - NABARD AND RURAL ROADS	Senior Drafting Officer :644395	
<input type="checkbox"/>	21070827169	Usha Fareeda M	permanent	THE SUPERINTENDING ENGINEER(HIGHWAYS) - NABARD AND RURAL ROADS	Drafting Officer :644423	
<input checked="" type="checkbox"/>	21070713064	Gemathi A S	permanent	THE SUPERINTENDING ENGINEER(HIGHWAYS) - NABARD AND RURAL ROADS	Steno Typist/Grade :644442	
<input checked="" type="checkbox"/>	2703090438	Arunachandran M	permanent	THE SUPERINTENDING ENGINEER(HIGHWAYS) - NABARD AND RURAL ROADS	Typist :644475	

Step	Action
16.	Wait for completion of request.

The screenshot shows the 'Process Payroll' screen in the IFHRMS system. At the bottom, there is a 'Monitor Request Status' section with a table showing the status of various requests. The first two rows are highlighted with a red box.

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
13566895	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]
 Period Name: Jan 2020 (01-JAN-2020 To 31-JAN-2020)
 Pay Bill Group: []
 Office Name: []
 Employee Number: []
 Employee Type: Employee

Process Supplementary Run

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	Shannugara S	permanent	THE SUPERINTENDING ENGINEER(HIGHWAYS) - NABARD AND RURAL ROADS	Office Assistant (644517)	Personal Elements
<input type="checkbox"/>	21070152514	Sathyanani 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 10:30:16	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.



User Manual For IFHRMS Pongal Bonus

Process Results Generate Bill Reports NSD Bulk Process Add Bill Group WEBADI GTN Post Type and HGA Update WEBADI

Payroll Results

Download Template

DDO Code: 1701011EAdministrative Officer, NSRR, Tirunelveli
Period Name: Jan 2020
(01-JAN-2020 To 31-JAN-2020)

Office Name
Employee Number

Payroll Details

Due	Amount	Deductions	Amount	Inst. NSD	Amount
Basic	3000	No results found		No results found	
			Gross	3000	
			Total Deductions	0	
			Net	3000	

Mark for Recalculation

Select	Employee Number	Name	Office Name	Post	Remarks
<input type="checkbox"/>	21070914234	Manakathani A	RURAL ROADS	Junior Assistant (644473)	Complete
<input type="checkbox"/>	27030890438	Anumogachamy M	THE SUPERINTENDING ENGINEER(HIGHWAYS) - NABARD AND RURAL ROADS	Typist (644475)	Complete
<input type="checkbox"/>	21070877563	Shanmugraj S	THE SUPERINTENDING ENGINEER(HIGHWAYS) - NABARD AND RURAL ROADS	Office Assistant (644517)	Complete
<input type="checkbox"/>	21070876227	Habeeb Hussain M Y	THE SUPERINTENDING ENGINEER(HIGHWAYS) - NABARD AND RURAL ROADS	Junior Draughting Officer (644426)	Complete
<input type="checkbox"/>	21070876363	Godson Kolpillai J	THE SUPERINTENDING ENGINEER(HIGHWAYS) - NABARD AND RURAL ROADS	Assistant (644446)	Complete
<input type="checkbox"/>	21010109174	Bala Subramanian M	THE SUPERINTENDING ENGINEER(HIGHWAYS) - NABARD AND RURAL ROADS	Office Assistant (644518)	Complete
<input type="checkbox"/>	21070713064	Gomathi A S	THE SUPERINTENDING ENGINEER(HIGHWAYS) - NABARD AND RURAL ROADS	Steno Typist/Grade III (644442)	Complete
<input type="checkbox"/>	21010335952	Masilamani Thangaraj C	THE SUPERINTENDING ENGINEER(HIGHWAYS) - NABARD AND RURAL ROADS	Staff Car Driver (644501)	Complete

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.

Process Results Generate Bill Reports NSD Bulk Process Add Bill Group WEBADI GTN Post Type and HGA Update WEBADI

Bill Generation

☐ Regular Salary Bill ☒ Supplementary Salary Bill ☐ Non Salary Bill

DDO Code: 1701011EAdministrative Officer, NSRR, Tirunelveli

Period Name: Jan 2020

Period Start Date: 01-Jan-2020

Period End Date: 31-Jan-2020

Bill Type: Pongal Bonus

Pay Bill Group

Head of Account

Office Name

Employee Number

Employee Type: Employee

Clear Search

Generate Bill

Employee Number	Name	Office Name	Post
21070914234	Manakathani A	THE SUPERINTENDING ENGINEER(HIGHWAYS) - NABARD AND RURAL ROADS	Junior Assistant (644473)
27030890438	Anumogachamy M	THE SUPERINTENDING ENGINEER(HIGHWAYS) - NABARD AND RURAL ROADS	Typist (644475)
21070877563	Shanmugraj S	THE SUPERINTENDING ENGINEER(HIGHWAYS) - NABARD AND RURAL ROADS	Office Assistant (644517)
21070876227	Habeeb Hussain M Y	THE SUPERINTENDING ENGINEER(HIGHWAYS) - NABARD AND RURAL ROADS	Junior Draughting Officer (644426)
21070876363	Godson Kolpillai J	THE SUPERINTENDING ENGINEER(HIGHWAYS) - NABARD AND RURAL ROADS	Assistant (644446)
21010109174	Bala Subramanian M	THE SUPERINTENDING ENGINEER(HIGHWAYS) - NABARD AND RURAL ROADS	Office Assistant (644518)
21070713064	Gomathi A S	THE SUPERINTENDING ENGINEER(HIGHWAYS) - NABARD AND RURAL ROADS	Steno Typist/Grade III (644442)
21010335952	Masilamani Thangaraj C	THE SUPERINTENDING ENGINEER(HIGHWAYS) - NABARD AND RURAL ROADS	Staff Car Driver (644501)



User Manual For IFHRMS Pongal Bonus

Step	Action
20.	Click on Yes.

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: [Search]

Employee Type: Employee

Clear Search

Employee Number	Name	Office Name	Post
21070814254	Mahalingam A	THE SUPERINTENDING ENGINEER(HIGHWAYS) - NABARD AND RURAL ROADS	Jr Assant (S44473)
21070814338	Arunachalam M	THE SUPERINTENDING ENGINEER(HIGHWAYS) - NABARD AND RURAL ROADS	Typst (S44473)
21070817963	Shanmugam S	THE SUPERINTENDING ENGINEER(HIGHWAYS) - NABARD AND RURAL ROADS	Office Assant (S44517)
21070874227	Habib Hussain M Y	THE SUPERINTENDING ENGINEER(HIGHWAYS) - NABARD AND RURAL ROADS	Jr Assant (S44473)
21070875363	Geddon Kalpalai J	THE SUPERINTENDING ENGINEER(HIGHWAYS) - NABARD AND RURAL ROADS	Assant (S44473)
21010101174	Bala Subramanian M	THE SUPERINTENDING ENGINEER(HIGHWAYS) - NABARD AND RURAL ROADS	Office Assant (S44518)
21070713064	Gonalla A S	THE SUPERINTENDING ENGINEER(HIGHWAYS) - NABARD AND RURAL ROADS	Steno Typst (S444442)
21010333852	Mudiaman Thangam C	THE SUPERINTENDING ENGINEER(HIGHWAYS) - NABARD AND RURAL ROADS	Staff Car Driver (S44501)

Information
Concurrent 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: [Dropdown]

Head of Account: [Dropdown]

Office Name: [Dropdown]

Employee Number: [Dropdown]

Employee Type: Employee

Clear Search

Employee Number	Name	Office Name	Post
21070814254	Mahalingam A	THE SUPERINTENDING ENGINEER(HIGHWAYS) - NABARD AND RURAL ROADS	Jr Assant (S44473)

Step	Action
21.	Click on View Output.



User Manual For IFHRMS Pongal Bonus

Process 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, Trunelvel)

Period Name: Jan 2020

* Period Start Date: 01-Jan-2020

* Period End Date: 31-Jan-2020

* Bill Type: Regular Salary

Pay Bill Group: [Dropdown]

Head of Account: [Dropdown]

Office Name: [Text Box]

Employee Number: [Text Box]

* Employee Type: Employee

Employee Number	Name	Office Name	Post
21070914224	Mahalakshmi A.	THE SUPERINTENDING ENGINEER(HIGHWAYS) - NABARD AND RURAL ROADS	Junior Assistant (544473)
27030000438	Anumugachamy M.	THE SUPERINTENDING ENGINEER(HIGHWAYS) - NABARD AND RURAL ROADS	Typist (544475)
21070877963	Shammugam B.	THE SUPERINTENDING ENGINEER(HIGHWAYS) - NABARD AND RURAL ROADS	Office Assistant (544517)
21070876227	Habeeb Hussain M.V.	THE SUPERINTENDING ENGINEER(HIGHWAYS) - NABARD AND RURAL ROADS	Junior Drafting Officer (544426)
21070878363	Godson Kolpilai J.	THE SUPERINTENDING ENGINEER(HIGHWAYS) - NABARD AND RURAL ROADS	Assistant (544448)
21010109174	Bala Subramanian M.	THE SUPERINTENDING ENGINEER(HIGHWAYS) - NABARD AND RURAL ROADS	Office Assistant (544519)
21070713064	Ganathi A.S.	THE SUPERINTENDING ENGINEER(HIGHWAYS) - NABARD AND RURAL ROADS	Steno Typist(Grade II)(544442)
21010325852	Mallikarjuna Thangaraj C.	THE SUPERINTENDING ENGINEER(HIGHWAYS) - NABARD AND RURAL ROADS	Staff Car Driver (544501)

Monitor Request Status

Request Number	Program	Request Status	Completion Status	Request Date	Completion Date	<input type="button" value="Get Fax"/> <input type="button" value="View Output"/>
13573766	Pongal Bonus Bill For Jan-2020	Normal	Completed	07-Jan-2020 15:40:38	07-Jan-2020 15:47:34	

Step	Action
22.	Bill is generated Successfully

Supplementary_Bill_Generation_070120 - Notepad

File Edit Format View Help

Number : 27030000438Employee Number : 21070877563Employee Number : 21070876227Employee Number : 210708763638111 Number 1701011820010002 is generated successfully

Step	Action
23.	End of Procedure.