

PROJECT – PASSION

END USER TRAINING DOCUMENT FOR HUMAN CAPITAL MANAGEMENT (HCM_CL_R_78)

Prepared for



Document Managment

Document Location

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1 Introduction

Employee Self Service (ESS) empowers employees to view, create and maintain their own HR related data anytime, anywhere, via web-based technology and functionality in the Enterprise Portal. ESS is an effective means for providing real-time access and data maintenance capabilities to the source, or owner of the data and to off-load many of the data entry and related employee service activities that may be typically performed in a company's human resources, payroll, benefits, and other sub modules of HR.

1.1 Document Audience

The intended audiences of this document are:

1. HR & Payroll Administration core team members
2. Key/process users of PA

1.2 Document Objective

Purpose of this manual is to provide documentation to guide users for their job through ESS portal in ERP. This manual details the step-by-step procedures / process flow to perform relevant services that are relevant to users in SAP ESS [Employee Self Service] system. This manual includes:

- An overview of SAP Enterprise Portal.
- To Provide how to fetch Report for Laptop Assetization in SAP

2 Terminology

The following terms have been used in the compilation of this document

Term / Abbreviation	Legacy Term	Description
SAP ECC, EHP 8	Nil	Basically refer to the SAP core system with slight variances in definition
EHP 8	Nil	Enhancement Packs. SAP releases enhancement packs aimed at including extra functionality. Often in HR, the added functionalities of these enhancement packs are country specific. At time of writing the current SAP EHP version was EHP8
Finance (FI)	Accounting	The financial accounting module in SAP
Controlling (CO)	Accounting	The management accounting module in SAP

Term / Abbreviation	Legacy Term	Description
Material Management (MM)	Purchasing and inventory	The purchasing and inventory management module in SAP
Production Planning	Production Planning	The Production Planning module in SAP
Personnel Administration(PA)	Master data	HR Submodule in which employee master data is maintained
Organizational Management(OM)	Org Structure	HR Submodule in which organizational structure and reporting hierarchy is maintained.
Time Management(TM)	Time Management	HR Submodule in which employee time management is done.
Payroll(PY)	Payroll	HR Submodule in which employee payroll calculation is done.
Recruitment(Rec)	Recruitment	HR Submodule in which recruitment activity is done.
E-Separation(e-Sep)	Resignation/Exit process	HR Submodule in which employee final exit process related solution is given.
Employee Self Service/Manager Self Service (ESS/MSS)	Employee self-service of CoalNet	HR Submodule where employee self-service activity is done.
Personnel Development (PD)	Training & Development	HR Submodule where Learning service Organization, Training and event management activity is done.
Learning Service Organization(LSO)	Training & Development	LSO stands for Learning service organization, it's the higher version of Training and event module.
BPC	NA	Business Planning and consolidation software for manpower planning and budgeting .
CL-IN	NA	HR Submodule of Payroll for Claims India Solution
BBP	NA	Business Blue Print
BPML	NA	Business Process Master List

Term / Abbreviation	Legacy Term	Description
FI-TV	NA	Finance Module: Travel & Expense Management
EIS	EIS	Coal India Executive Information System
HRMS	HRIS/HRMS	Coal India Human Resource Management System
VC/DC/SC	VC/DC/SC	Vigilance Clearance/ Departmental Clearance/ Safety Clearance
EP	NA	Enterprise Portal SAP
SPR	SPR	Special Performance Report
BADI	NA	'Business Addins' used for enhancement via ABAP
LSMW	NA	SAP Legacy System Migration workbench – A solution for bulk upload of data in SAP .

3 Icon List/Legends

Icon List /Legends

Icons	Description
	Create
	Save Draft
	Edit
	Display
	Delete

4 Medical Reimbursement Report

FI Team or Related Personnel will be able to Login SAP Screen and can fetch the Laptop Reimbursement Report for Assetization by entering into the T-Code **ZHCM_MED_REIM**

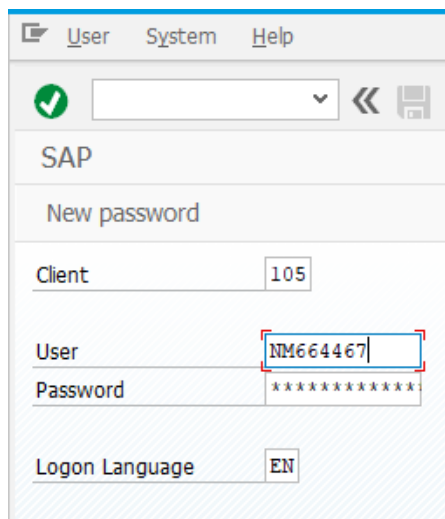
4.1 Required Fields

Date
Personnel Number
Company Code
Personnel Area
Personnel Sub Area
Employee Group
Employee SubGroup
Request Creation Date
Approve/Reject Date
Reference Number
Reference Status

4.2 Procedure

4.2.1 Medical Reimbursement Report

- Enter User ID and Password to enter into SAP Portal



The screenshot shows the SAP login interface. At the top, there are tabs for 'User', 'System', and 'Help'. Below these is a green checkmark icon, a dropdown menu, and navigation arrows. The main section is titled 'SAP' and contains a 'New password' link. Below this are input fields for 'Client' (with value '105'), 'User' (with value 'NM664467'), 'Password' (masked with asterisks), and 'Logon Language' (with value 'EN').

Enter T-code: **ZHCM_MED_REIM**

Advanced Claims Reporting - Display

Further selections

Key date

☒ Today
☐ Other keydate
Key Date

Selection

Personnel Number		
Employment status		
Company Code	CIL	
Personnel area	1A00	
Personnel subarea	1A01	
Payroll area		

Report Execution Mode

☒ Display Requests
☐ Change Approver

Specify Detail Selection Criteria

☐ Further Selections

General Selection Dates Amounts Latest Approver LTC Details

Solution Type	1			
Reference Number		to		
Application / Reimbursement	ZMDR	to		
Request Type	CL	to		
Request Phase		to		
Request Status		to		

ALV Display Variant

Layout

Enter the Date and enter the Personnel Number/ Company Code/Pers.Area/Pers.Sub Area/Emp. Group/Emp. Sub Group/Request Creation Date/Approve/Reject Date from Selection Criteria

Click on Execute (F8) to generate the report for the selection criteria given

The below Report will be fetched in the system

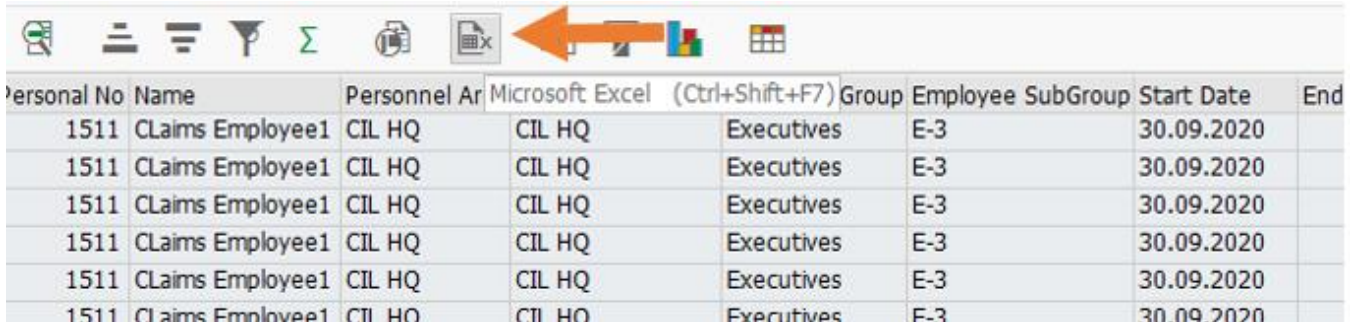
Medical Reimbursement Report																
Personal No	Name	Personnel Area	Personnel SubArea	Employee Group	Employee SubGroup	Company Code	Hire Date	Date of SuperAnnuation	Claim id	Claim Date	Claim Status	Claim Approval Date	Approved Amount	Application Date	Doctors Name	Dr
41904855	Sanjib Kumar Gupta	CIL HQ	CIL HQ	Non-Executives	CLERK GRADE SPL	Coal India Limited	18.01.1993	29.02.2028	4190485500001	01.07.2025	Approved	01.07.2025	1,000.00	20250630		
41905473	Soumi Chakraborty	CIL HQ	CIL HQ	Non-Executives	T&S GRADE B	Coal India Limited	04.03.2015	30.04.2049	4190547300001	26.02.2025	Approved	26.02.2025	6,000.00	20250204		
41905473	Soumi Chakraborty	CIL HQ	CIL HQ	Non-Executives	T&S GRADE B	Coal India Limited	04.03.2015	30.04.2049	4190547300002	26.02.2025	Approved	26.02.2025	9,000.00	20250207		
41905473	Soumi Chakraborty	CIL HQ	CIL HQ	Non-Executives	T&S GRADE B	Coal India Limited	04.03.2015	30.04.2049	4190547300003	27.02.2025	Approved	27.02.2025	8,000.00	20250206		
41905473	Soumi Chakraborty	CIL HQ	CIL HQ	Non-Executives	T&S GRADE B	Coal India Limited	04.03.2015	30.04.2049	4190547300004	27.02.2025	Approved	27.02.2025	900.00	20250208		
41905473	Soumi Chakraborty	CIL HQ	CIL HQ	Non-Executives	T&S GRADE B	Coal India Limited	04.03.2015	30.04.2049	4190547300005	03.03.2025	Approved	03.03.2025	9,876.00	20250207		
90040882	GOURI SHANKAR MISHRA	CIL HQ	CIL HQ	Executives	E-8	Coal India Limited	29.06.1992	31.05.2025	9004088200001	20.01.2025	Processing Complete	11.02.2025	17,750.00	20250117		
90040882	GOURI SHANKAR MISHRA	CIL HQ	CIL HQ	Executives	E-8	Coal India Limited	29.06.1992	31.05.2025	9004088200002	30.01.2025	To Be Processed	11.02.2025	17,550.00	20250117		
90045170	Debashis Rauth	CIL HQ	CIL HQ	Executives	E-7	Coal India Limited	31.08.1995	31.12.2031	9004517000003	16.01.2025	To Be Processed	11.02.2025	5,889.99	20241224		
90045170	Debashis Rauth	CIL HQ	CIL HQ	Executives	E-7	Coal India Limited	31.08.1995	31.12.2031	9004517000004	16.01.2025	To Be Processed	11.02.2025	1,461.90	20241119		
90045170	Debashis Rauth	CIL HQ	CIL HQ	Executives	E-7	Coal India Limited	31.08.1995	31.12.2031	9004517000005	16.01.2025	To Be Processed	11.02.2025	1,297.00	20240830		
90046517	AVINASH KUMAR	CIL HQ	CIL HQ	Executives	E-8	Coal India Limited	17.09.1993	28.02.2029	9004651700002	15.01.2025	New	15.01.2025	2,071.00	20241217		
90046517	AVINASH KUMAR	CIL HQ	CIL HQ	Executives	E-8	Coal India Limited	17.09.1993	28.02.2029	9004651700003	15.01.2025	New	17.01.2025	7,216.00	20241227		
90046517	AVINASH KUMAR	CIL HQ	CIL HQ	Executives	E-8	Coal India Limited	17.09.1993	28.02.2029	9004651700004	15.01.2025	Processing Complete	24.02.2025	38,080.00	20241227		
90046517	AVINASH KUMAR	CIL HQ	CIL HQ	Executives	E-8	Coal India Limited	17.09.1993	28.02.2029	9004651700005	15.01.2025	Processing Complete	24.02.2025	646.00	20241206		

To check the completet details of a record, select the record and click on Details

Medical Reimbursement Report

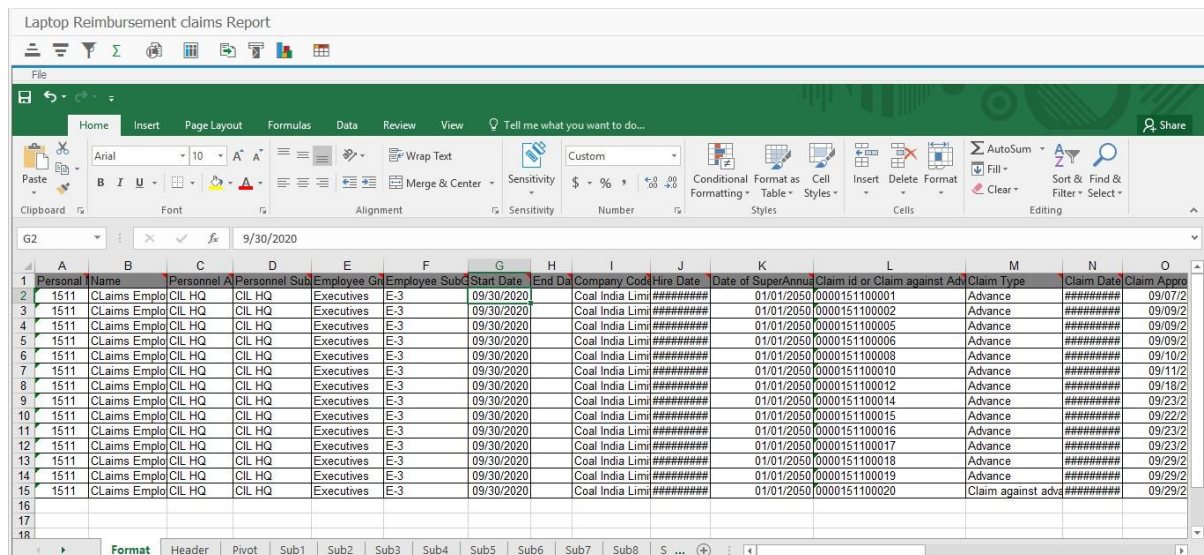
Personal No	Name	Personnel Area	Personnel SubArea	Employee Group	Employee SubGroup	Company Code	Hire Date	Date of SuperAnnuation	Clair
41904855	Sanjib Kumar Gupta	CIL HQ	CIL HQ	Non-Executives	CLERK GRADE SPL	Coal India Limited	18.01.1993	29.02.2028	419
41905473	Soumi Chakraborty	CIL HQ	CIL HQ	Non-Executives	T&S GRADE B	Coal India Limited	04.03.2015	30.04.2049	419
41905473	Soumi Chakraborty	CIL HQ	CIL HQ	Non-Executives	T&S GRADE B	Coal India Limited	04.03.2015	30.04.2049	419
41905473	Soumi Chakraborty	CIL HQ	CIL HQ	Non-Executives	T&S GRADE B	Coal India Limited	04.03.2015	30.04.2049	419
41905473	Soumi Chakraborty	CIL HQ	CIL HQ	Non-Executives	T&S GRADE B	Coal India Limited	04.03.2015	30.04.2049	419
41905473	Soumi Chakraborty	CIL HQ	CIL HQ	Non-Executives	T&S GRADE B	Coal India Limited	04.03.2015	30.04.2049	419
90040882	GOURI SHANKAR MISHRA	CIL HQ	CIL HQ	Executives	E-8	Coal India Limited	29.06.1992	31.05.2025	900
90040882	GOURI SHANKAR MISHRA	CIL HQ	CIL HQ	Executives	E-8	Coal India Limited	29.06.1992	31.05.2025	900
90045170	Debashis Rauth	CIL HQ	CIL HQ	Executives	E-7	Coal India Limited	31.08.1995	31.12.2031	900

The Records can be stored in local system or can be downloaded in XLS File by clicking on Excel icon



Personal No	Name	Personnel Ar	Microsoft Excel (Ctrl+Shift+F7)	Group	Employee SubGroup	Start Date	End
1511	Claims Employee1	CIL HQ	CIL HQ	Executives	E-3	30.09.2020	
1511	Claims Employee1	CIL HQ	CIL HQ	Executives	E-3	30.09.2020	
1511	Claims Employee1	CIL HQ	CIL HQ	Executives	E-3	30.09.2020	
1511	Claims Employee1	CIL HQ	CIL HQ	Executives	E-3	30.09.2020	
1511	Claims Employee1	CIL HQ	CIL HQ	Executives	E-3	30.09.2020	
1511	Claims Employee1	CIL HQ	CIL HQ	Executives	E-3	30.09.2020	

Laptop Reimbursement claims Report



Personal No	Name	Personnel Ar	Personnel Sub	Employee Gr	Employee Sub	Start Date	End Date	Company Code	Hire Date	Date of SuperAnnua	Claim id or Claim against Adv	Claim Type	Claim Date	Claim Appro
1511	Claims Empl	CIL HQ	CIL HQ	Executives	E-3	09/30/2020		Coal India Lim	#####	01/01/2050	0000151100001	Advance	#####	09/07/2
1511	Claims Empl	CIL HQ	CIL HQ	Executives	E-3	09/30/2020		Coal India Lim	#####	01/01/2050	0000151100002	Advance	#####	09/09/2
1511	Claims Empl	CIL HQ	CIL HQ	Executives	E-3	09/30/2020		Coal India Lim	#####	01/01/2050	0000151100005	Advance	#####	09/09/2
1511	Claims Empl	CIL HQ	CIL HQ	Executives	E-3	09/30/2020		Coal India Lim	#####	01/01/2050	0000151100006	Advance	#####	09/09/2
1511	Claims Empl	CIL HQ	CIL HQ	Executives	E-3	09/30/2020		Coal India Lim	#####	01/01/2050	0000151100008	Advance	#####	09/10/2
1511	Claims Empl	CIL HQ	CIL HQ	Executives	E-3	09/30/2020		Coal India Lim	#####	01/01/2050	0000151100010	Advance	#####	09/11/2
1511	Claims Empl	CIL HQ	CIL HQ	Executives	E-3	09/30/2020		Coal India Lim	#####	01/01/2050	0000151100012	Advance	#####	09/18/2
1511	Claims Empl	CIL HQ	CIL HQ	Executives	E-3	09/30/2020		Coal India Lim	#####	01/01/2050	0000151100014	Advance	#####	09/23/2
1511	Claims Empl	CIL HQ	CIL HQ	Executives	E-3	09/30/2020		Coal India Lim	#####	01/01/2050	0000151100015	Advance	#####	09/22/2
1511	Claims Empl	CIL HQ	CIL HQ	Executives	E-3	09/30/2020		Coal India Lim	#####	01/01/2050	0000151100016	Advance	#####	09/23/2
1511	Claims Empl	CIL HQ	CIL HQ	Executives	E-3	09/30/2020		Coal India Lim	#####	01/01/2050	0000151100017	Advance	#####	09/23/2
1511	Claims Empl	CIL HQ	CIL HQ	Executives	E-3	09/30/2020		Coal India Lim	#####	01/01/2050	0000151100018	Advance	#####	09/29/2
1511	Claims Empl	CIL HQ	CIL HQ	Executives	E-3	09/30/2020		Coal India Lim	#####	01/01/2050	0000151100019	Advance	#####	09/29/2
1511	Claims Empl	CIL HQ	CIL HQ	Executives	E-3	09/30/2020		Coal India Lim	#####	01/01/2050	0000151100020	Claim against adv	#####	09/29/2



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Mahindra**



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PROJECT PASSION



For more details visit - https://www.coalindia.in/en-us/home/erp_connect.aspx