

End User Document

HCM – Quarter allotment application



PROJECT – PASSION

END USER TRAINING DOCUMENT
FOR
HUMAN CAPITAL MANAGEMENT

Prepared for



Table of Contents

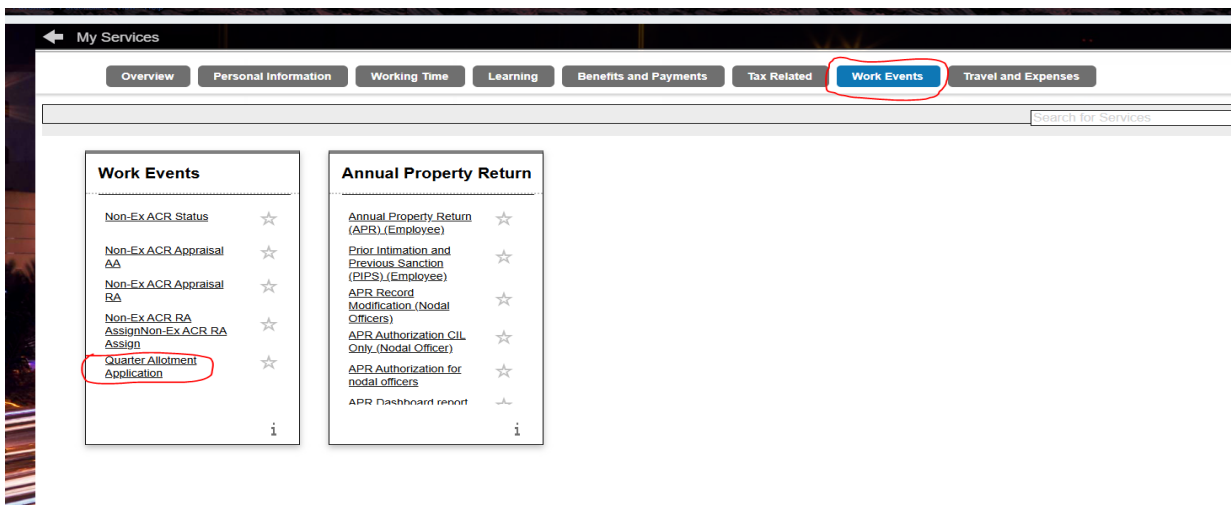
- 1. INTRODUCTION**
- 2. QUARTER APPLICATION – EXECUTIVES**
- 3. QUARTER APPLICATION- NON-EXECUTIVES**
- 4. REPORT FOR QUARTER APPLICATION**

1. Introduction

This manual shows the process of application for quarter allotment through ESS for executives and through ECC for non-executives

2. Process for Executives

1. Log in to ESS and Go to ‘My services’ > work events > Quarter allotment application



2. Fill the required details in the form. Basic details will get auto-populated as per data in ERP. Submit the form. It will go to HoD.

Quarter Application
Overview

Quarter Application Form Executives

Employee Name: XXXXXXXXXX

Employee No.: XXXXXXXXXX

Designation: ASSISTANT MANAGER (CIVIL)

Present Grade: E5

Date Of Birth: 06.01.1993

Date of coming to present grade: 31.01.2025

Present Place of Posting: 1A01 CIL HQ

Date of Joining in service: 05.09.2015

Date of joining in current Unit: 01.01.2021

Designation and grade in which appointed: ASSISTANT MANAGER (CIVIL) E3

Date of Superannuation: 31.01.2053

Date of Coming in Executive Cadre:

Present Basic Pay: 87100.00

Total period of stay at present unit: 1841 Days

Mobile number (CUG): 9433005093

Department: CIVIL

Discipline: CIVIL

Email ID: AVINASH.IYER@COALINDIA.IN

* Request Type: New Request

* Quarter handed over at previous location: YES

Previous / Current Quarter Details: D1

Preferred Colony (if Any): Rohini

Preferred Quarter (if Any): D@

Remark:

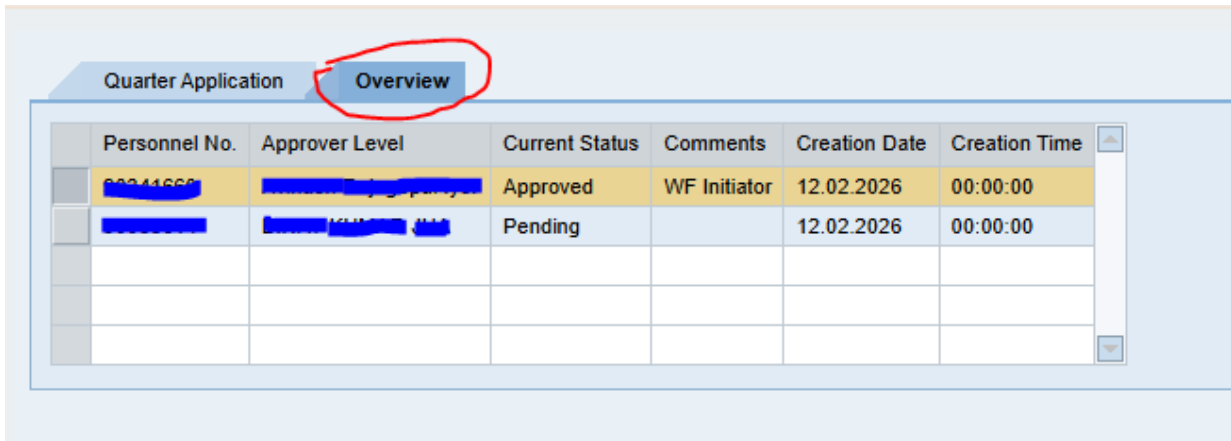
Declaration

I do hereby solemnly affirm and declare as follows:
The information given by me in this form is true to the best of my knowledge and belief.

Reset
Submit

Once application is submitted, it will not allow another application until first one is closed or rejected.

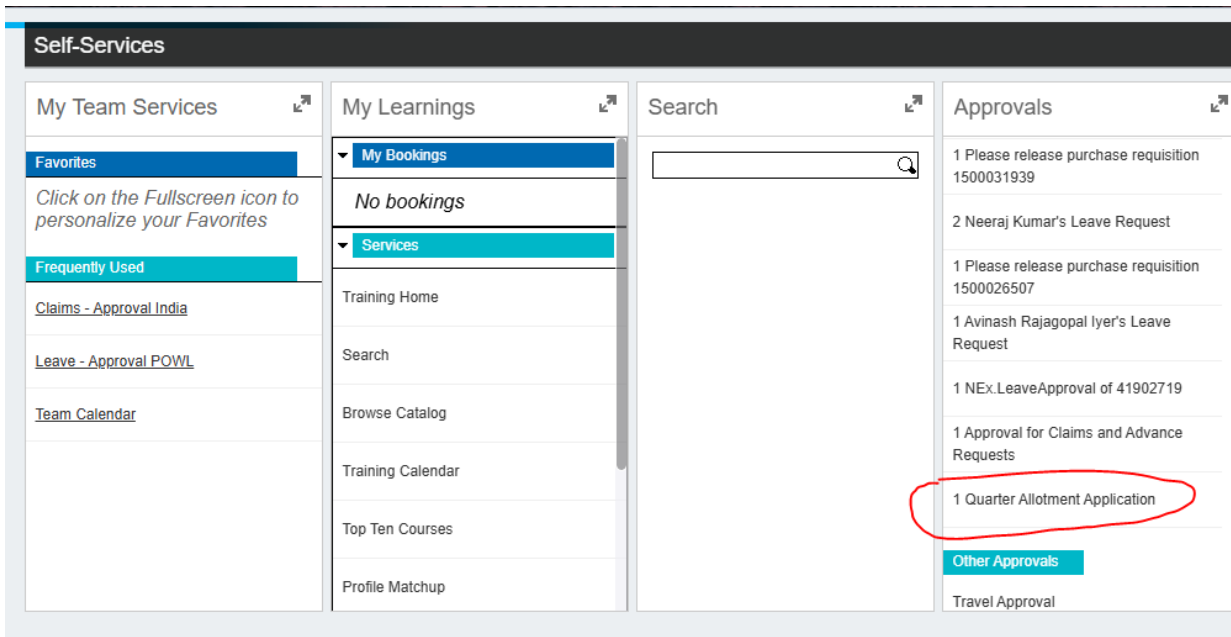
- To view status of application, Click on 'Overview' tab on the screen



Personnel No.	Approver Level	Current Status	Comments	Creation Date	Creation Time
99941669	...	Approved	WF Initiator	12.02.2026	00:00:00
...	...	Pending		12.02.2026	00:00:00

4. Forwarding by HoD

Log in to MSS & Go to 'Approvals' and click on Quarter allotment application



Self-Services

My Team Services

Favorites

Click on the Fullscreen icon to personalize your Favorites

Frequently Used

[Claims - Approval India](#)

[Leave - Approval POWL](#)

[Team Calendar](#)

My Learnings

My Bookings

No bookings

Services

Training Home

Search

Browse Catalog

Training Calendar

Top Ten Courses

Profile Matchup

Search

Approvals

- 1 Please release purchase requisition 1500031939
- 2 Neeraj Kumar's Leave Request
- 1 Please release purchase requisition 1500026507
- 1 Avinash Rajagopal Iyer's Leave Request
- 1 NEx.LeaveApproval of 41902719
- 1 Approval for Claims and Advance Requests
- 1 Quarter Allotment Application**

Other Approvals

Travel Approval

- The following screen will appear. The HoD can only forward the application to the next approver. The application must reach the HoD (Admin) or the Officer-in-Charge for the allotment of quarters as per place of posting.

End User Document

Human Capital Management Ratio of Applicable Advisors



Quarter Application

Quarter Application Form Executives

Employee Name: [Redacted]
Employee No.: 90042000
Designation: ASSISTANT MANAGER (CIVIL)
Date Of Birth: 06.01.1993
Date of coming to present grade: 31.01.2025
Present Place of Posting: 1A01
Date of Joining in service: 05.09.2015
Date of joining in current Unit: 01.01.2021
Designation and grade in which appointed: ASSISTANT MANAGER (CIVIL) E3
Date of Separation: 31.01.2053
Date of Coming in Executive Cadre:
Present Basic Pay: 87100.00
Total period of stay at present unit: 1841 Days
Mobile number (CUG): [Redacted]
Present Grade: E5
Department: CIVIL
Discipline: CIVIL
Request Type:
Quarter handed over at previous location:
* Previous / Current Quarter Details:
Preferred Colony (if Any):
Preferred Quarter (if Any):
Remark:

Comment

The application is forwarded

Application has to be sent HoD(Admin) for Application Acceptance

Approver ID: 90104233


- To view the comments of previous approver, click on 'Overview' tab.


Quarter Application Overview

	Personnel No.	Level	Status	Comment	Date	
<input checked="" type="radio"/>	[Redacted]	[Redacted]	Forwarded	WF Initiator	12.02.2026	12:00:00 AM
<input type="radio"/>	[Redacted]	[Redacted]	Forwarded	The application is forwarded	12.02.2026	12:00:00 AM
<input type="radio"/>	[Redacted]	[Redacted]	Pending		12.02.2026	12:00:00 AM
<input type="radio"/>						
<input type="radio"/>						

	End User Document	
	Human Capital Management Ratio of Applicable Advisors	

- Once forwarded, this message will appear on top

All  1

 Quarter Application is forwarded Successfully

[Quarter Application](#)

Quarter Application Form Executives

Employee Name: ██████████

Employee No.: ██████████

Designation: ASSISTANT MANAGER (CIVIL)

Date Of Birth: 06.01.1993

To find the EIS number of the next approver, click the square boxes in the “Approver ID” field. A pop-up window will appear where you need to enter the approver’s name. Click “GO” to view the EIS number.

Comment

The application is forwarded

Application has to be sent to HOD (Admin) for Application Acceptance

Approver ID:

End User Document

Human Capital Management Ratio of Applicable Advisors



The screenshot shows a web application interface. On the left, there is a 'New Request' form with various fields: 'Total period of stay at present unit: 1841 Days', 'Mobile number (CUG): 9433005093', 'Present Grade: E5', 'Department: CIVIL', 'Discipline: CIVIL', 'Request Type: New Request', 'Quarter handed over at previous location: Yes', 'Previous / Current Quarter Details: ok', 'Preferred Colony (If Any): OK', 'Preferred Quarter (If Any): OK', and 'Remark: ok'. Below the form is a 'Comment' section with the text 'The application is forwarded'. At the bottom, there is a note: 'Application has to be sent HoD/Admin for Application Acceptance' and an 'Approver ID: 90104233' field with a 'Forward' button. On the right, a search modal is open with the title 'Select: Collective Search Help for Personnet Numbers'. It has input fields for 'Last name - First name', 'Last name', and 'First name'. A 'Go' button is circled in red. Below the input fields is a table with columns: 'Last name', 'First name', 'Title', 'Birth Date', 'Personnet ...', 'Valid Fr...', and 'End Date'. The table is currently empty, showing 'Items (0)'. A red arrow points from the 'Go' button to the 'Approver ID' field in the main form.

8. The application can be forwarded to multiple levels as shown above till it reaches HoD (Admin) or officer in charge for quarter allotment. To all approvers after HoD, following tabs will be visible-

- Reject – To reject the application
- Accept – HoD (Admin) or in-charge for quarter allotment can accept the application
- Forward – To forward it to next approver

End User Document

Human Capital Management Ratio of Applicable Advisors



Quarter Application Form Executives

Employee Name: [REDACTED]
Employee No.: [REDACTED]
Designation: ASSISTANT MANAGER (CIVIL)
Date Of Birth: 06.01.1993
Date of coming to present grade: 31.01.2025
Present Place of Posting: 1A01
Date of Joining in service: 05.09.2015
Date of joining in current Unit: 01.01.2021
Designation and grade in which appointed: ASSISTANT MANAGER (CIVIL) E3
Date of Separation: 31.01.2053
Date of Coming in Executive Cadre:
Present Basic Pay: 87100.00
Total period of stay at present unit: 1841 Days
Mobile number (CUG): 9433005093
Present Grade: E5
Department: CIVIL
Discipline: CIVIL
Request Type:

Quarter handed over at previous location:

* Previous / Current Quarter Details:


Preferred Colony (if Any):

Preferred Quarter (if Any):

Remark:

Comment

Application has to be sent HoD(Admin) for Application Acceptance
Approver ID:

	End User Document	
	Human Capital Management Ratio of Applicable Advisors	

3. Process for Non- Executives

The dealing employee will apply on behalf of non-executives through the T-code - Zhr_Qtr_Application. Enter Personnel number of non-executives & click on 'Get details'. Remaining process is same as that for executives.

All ✔ 1

✔
Quarter Application was Submitted Successfully

Quarter Application
Overview

Quarter Application Form Executives

Employee No.: [REDACTED]
Get Details

Employee Name: [REDACTED]

Designation: OFFICE SUPERINTENDENT

Present Grade: G1

Date Of Birth: 02.01.1973

Date of coming to present grade: 18.08.2020

Present Place of Posting: 1A01 CIL HQ

Date of Joining in service: 26.04.1993

Date of joining in current Unit: 26.04.1993

Designation and grade in which appointed: OFFICE SUPERINTENDENT G1

Date of Superannuation: 31.01.2033

Date of Coming in Executive Cadre:

Present Basic Pay: 112485.24

Total period of stay at present unit: 11811 Days

Mobile number (CUG): 9143607246

Department: ENTERPRISE RESOURCE PLANN

Discipline: 000

Email ID: KUNTAL.CHOUDHURY@COALINDIA.IN

* Request Type: New Request ▼

* Quarter handed over at previous location: YES ▼

Previous / Current Quarter Details: -0 ,

Preferred Colony (if Any): OK



Preferred Quarter (if Any): OK

4. Reports for overview

Administration dept. can view the status and application details through following t-code
T- Code - ZHR_QTR_STATUS

- Status report – The status of application can be seen through this code
- Application summary – Number of applications can be seen









Quarter Application Report

Key date

Today
 Other keydate
 Key Date:

Selection

Personnel Number	<input type="text"/>	
Employment status	<input type="text"/>	
Company Code	<input type="text"/>	
Personnel area	<input type="text"/>	
Personnel subarea	<input type="text"/>	
Employee group	<input type="text"/>	
Employee subgroup	<input type="text"/>	
Payroll area	<input type="text"/>	

Report Type Selection Criteria

Status Report
 Application Summary