
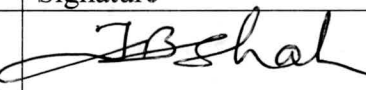




Change Control Form

Page 1 of 3


C.C. No.	IT2016-084	System Name / Module	Employee & Related Master Transaction	System ID	HR
Initiated by / Date			Issued by/Date		

Existing System:	Refer to attached annexure -1		
Proposed System:	Refer to attached annexure -1		
Justification for Change:	Refer to attached annexure -1		
Initiator Approval	Rasik B. Dave		07-Nov-2016
	Name	Signature	Date
Department head of initiator Approval	J. B. Shah		07/11/2016
	Name	Signature	Date



Category of Change	<input checked="" type="checkbox"/> System	<input type="checkbox"/> Documentation
	<input type="checkbox"/> Minor	
	<input type="checkbox"/> Major	

Impact Assessment

Is this change feasible?	Yes
Impact on Code/Configuration	code
Testing Strategy	
Impact on any other existing functionality (Specify if any financial impact)	N.A.
Validation and Documentation Impact	
Training Required	N.A.

		<h2 style="text-align: center;">Change Control Form</h2>			Page 2 of 3
C.C. No.	IT2016-084	System Name / Module	Employee & Related Master Transaction	System ID	HR
Initiated by / Date		Issued by/Date			

Approval For Development

NILESH PARIKH	DUM. IT		9. NOV. 2016
Name – Technical Owner	Designation	Signature	Date
G. H. NAIK	Sr. GM-IT		
Name – Functional Owner	Designation	Signature	Date
		09. Nov 2016	

Summary of activity/Performed		
Is this change Implemented?	<input type="checkbox"/> Yes <input type="checkbox"/> No	(Reason if no is selected)

Approval for Financial Impact (If any)

Name & Designation	Signature	Date



Change Control Form

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C.C. No.	IT2016-084	System Name / Module	Employee & Related Master Transaction	System ID	HR
Initiated by / Date			Issued by/Date		

Approval For Implementation

Name – Technical Owner	Designation	Signature	Date
Name – Functional Owner	Designation	Signature	Date

Approval For Completion/Closure

Name – Technical Owner	Designation	Signature	Date
Name – Functional Owner	Designation	Signature	Date

Attachment - 1 to Change Control No # IT2016-084

System: HR

Screen / Area : Employee and related Master / Transaction

Page : 1 of 4

Sr #	Existing System	Proposed System	Justification For Change
1	Fields are not available	<p><u>Following changes require in Employee & Employee Detail Change and respective master</u></p> <ol style="list-style-type: none"> 1) Provide option to capture employee mother tongue / primary language from language master Pop help only and should not accept any value. 2) Provide option employee qualification to capture course duration/course type. Pop help values will be (Part Time, Full Time, Distance Learning, Correspondence, etc.). System should accept value only from the master. 3) Provide option to capture the Category (OBC, General etc.), Country of Birth, Country of Educational Qualification, and Country Experience Details. User can able to select the required value from respective master only. 4) Provide option to capture Title for each employee. Length of this field should be 200 free text characters. This field should be compulsory and by default designation description should appear. This field should available in Event entry too and validations remain same. 5) Provide option to capture employee personal ID of SAP. 6) Require pop help for "Religion" field and user can able to select the values from religion master only and should not accept any other value. 7) Changes required in the position code retrieval logic. Make it compulsory field with values coming from the pop help. This logic is applicable only to non-field employee only. 8) Existing validation & process remain same as it is. 9) Once data updated through Employee Details change option system should update value in respective master / transaction with change date, change user and change terminal 	Changes required for integration of Metis to SAP.
2	Fields are not available	<u>Following changes will impact on Employee affecting event and respective</u>	

Address:

Attachment - 1 to Change Control No # IT2016-084

System: HR

Screen / Area : Employee and related Master / Transaction

Page : 2 of 4

Sr #	Existing System	Proposed System	Justification For Change
		<p><u>master / Transaction</u></p> <ol style="list-style-type: none"> 1) In SAP, types of events bifurcate in two categories (one is action type and sub category as reason for action type). Where as in Metis all activities defined under transaction type. 2) HR wants to do analysis based on action and different reason of action type and to integrate with SAP this is must 3) Provide option to capture action type and reason for action type. 4) The types which are not covered into given excel file should remain as it is including the validation 5) Action type and reason type should populate from pop help only and system should not accept any other value. 6) Validation and field enable disable will remain as it is even after adding two fields. 7) Once data updated through Employee event option system should update value in respective master / transaction with change date, change user and change terminal 8) Attach separate annexure-2 for action and reason for action type of Events Affecting 	
3	Fields are not available	<p><u>Following changes require in Status change and respective master / Transaction</u></p> <ol style="list-style-type: none"> 1) In SAP, status change also one type of events and it's bifurcated in two categories (one is action type and sub category as reason for action type). Where as in Metis all activities defined under transaction type. 2) HR wants to do analysis based on action and different reason of action type and to integrate with SAP this is must 3) Provide option to capture action type and reason for action type. 4) Action type and reason type should populate from pop help only and system should not accept any other value. 5) Validation and field enable disable will remain as it is even after adding two fields. 6) Once data updated through Status change option system should update value in respective master / transaction with change date, change user and change terminal. 	

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Attachment - 1 to Change Control No # IT2016-084

System: HR

Screen / Area : Employee and related Master / Transaction


Page : 3 of 4

Sr #	Existing System	Proposed System	Justification For Change
		7) Attach separate annexure-2 for action and reason for action type of status change	
4	Fields are not available	<p><u>Following changes require in MPR and respective master / Transaction</u></p> <ol style="list-style-type: none"> 1) In SAP, Hiring and rehire also one type of events and it's bifurcated in two categories (one is action type and sub category as reason for action type). Where as in Metis all activities defined under transaction type. 2) HR wants to do analysis based on action and different reason of action type and to integrate with SAP this is must 3) Provide option to capture action type and reason for action type. 4) Action type and reason type should populate from pop help only and system should not accept any other value. 5) Validation and field enable disable will remain as it is even after adding two fields. 6) Once data updated through Status change option system should update value in respective master / transaction with change date, change user and change terminal. 7) Attach separate annexure-2 for action and reason for action type of Hiring and rehire 	
5	Fields are not available	<p><u>Following changes require in Separation and respective master / Transaction</u></p> <ol style="list-style-type: none"> 1) In SAP, separation and resignation also one type of events and it's bifurcated in two categories (one is action type and sub category as reason for action type). Where as in Metis all activities defined under transaction type. 2) HR wants to do analysis based on action and different reason of action type and to integrate with SAP this is must 3) Provide option to capture action type and reason for action type. 4) Action type and reason type should populate from pop help only and system should not accept any other value. 5) Validation and field enable disable will remain as it is even after adding two fields. 6) Once data updated through separation option system should update 	

Address:

Attachment - 1 to Change Control No # IT2016-084**System: HR****Screen / Area : Employee and related Master / Transaction****Page : 4 of 4**

Sr #	Existing System	Proposed System	Justification For Change
		value in respective master / transaction with change date, change user and change terminal. 7) Attach separate annexure-2 for action and reason for action type of separation	
6		<u>Following points are general points, which are applicable to require changes</u> 1. Further the same changes will have to be done in WEB module employee status change, employee details change and respective module 2. We required only pop-help for selection of the values rather than drop down. it should be validated with the master only. We cannot able to enter any other values not defined into the master. 3. All the validations will remain as it is, this changes are for additional fields only. 4. Please note that, the reason will be capture for information purpose and no other impact will be given in any functionality of ERP. No impact will be given on any other table on confirmation of the event transaction.	

Sign : 
Date : 07-NOV.-2016

Address:

List of action and reason for action for HR Metis

RCP - Screen Name	Action Type	Reason for Action
MPR Module	Hiring	New position
		Replacement for existing position
		Legacy Data Upload
		From other group company
		Diversity as per Law
		Equal opportunities as per Law
		Rehiring
		Apprenticeship
		Recall from Layoff
Status Change module	Extension Probation / Training	Unsatisfactory Performance
		Disciplinary Action
		Lack of professional behavioural
		Absenteeism
Status Change module	Probation	Completion of Training
		Completion of Extended training.
		Completion of Performance Improvement Program
Status Change module	Confirmation	Completion of Probation
		Completion of Training
		Completion of Extended training / Probation
		Completion of Performance Improvement Program
Events - Affecting	Promotion	Normal Promotion
		Promotion with transfer
		Career progression plan
		Employee progression plan
Events - Affecting	Transfer	Expatriation


List of action and reason for action for HR Metis

		Repatriation
		Transfer with redesignation
		Inter Business Unit
		Intra Business Unit
		Intercompany transfer
		Short term assignment
Events - Affecting	Redesignation / Reclassification	Restructuring
		Role Change
Events - Affecting	Organization Reassignment	Restructuring
Events - Affecting	Change in Pay	Annual revision
		Market correction
		Mid-term revision
		Compliance
		Collective bargaining
		Other
		Merit
		Counter offer
Events - Affecting	Return from Sabbatical	Return from Sabbatical
Events - Affecting	Disciplinary Action	Warning
		Penal Action
		Pending Enquiry
		Suspension
Separation module	Resignation	Compensation
		Designation
		Health problem
		Higher study
		Job profile
		Managing business
		Marriage
		Personal problem
		Relocation

Attachment - 2 to Change Control No # IT2016-084

List of action and reason for action for HR Metis

Separation module	Separation	Normal retirement
		Early retirement
		Resignation
		Termination - Absconding
		Termination - Poor performance
		Termination - Disciplinary action
		Death
		End of contract
		completion of training
		Plan exit
		Inter company transfer
		Reduction in force
		Temporary layoff
Separation module	Sabbatical Leave	Higher studies
		Health issue
		FMLA
	Data Correction	Master Data Correction

Sign : 
Date : 07-Nov-2016.