
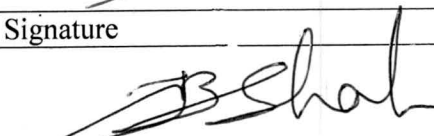




## Change Control Form

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C.C. No.	IT2016-047	System Name / Module	Employee Master (HR Module)	System ID	
Initiated by / Date	Paresh Shah	Issued by/Date	29 July 2016		

Existing System:	Business Units and Functions linked with department restrict individual employee-wise updation. This lead to creation of multiple department to be linked with each Business units.														
Proposed System:	<p>To overcome above issue, we are proposing to allow making Business Units and Functions entries as per individual employee record. Both this field to be populated from respective Master list &amp; BU Head to be stored in Master. Parent dept. &amp; Sub-Department should continue to be generated from Master list. The unique field to be created as "P", "S" and "PS" for identifying the department category. So on the basis of the definition, dept. should accordingly populate in the employee master.</p> <p><i>*Function group, Parent Dept. should be editables require Pophelp.</i></p> <p>Example as given below:</p> <table><thead><tr><th>Master</th><th>Employee Record (Master)</th><th>Example</th></tr></thead><tbody><tr><td rowspan="4">Dept. Master</td><td>Parent Dept. (P)</td><td>Production (P)</td></tr><tr><td>Sub. Dept. (S)</td><td>Tablet (S)</td></tr><tr><td>Parent Dept. (P)</td><td>MD Office (PS)</td></tr><tr><td>Sub. Dept. (S)</td><td>MD Office (PS)</td></tr></tbody></table> <p>Reporting Manager: (Label Change)</p> <ol style="list-style-type: none"><li>1. First level Reporting Manager (Immediate / Administrative Reporting)</li><li>2. Next Level Reporting Manager (Functional Reporting)</li></ol> <p>It will impact on following modules</p> <ol style="list-style-type: none"><li>1) Employee Master</li><li>2) Change Details – RCP and Browser</li><li>3) Employee Events</li><li>4) On Boarding</li><li>5) Global Employees (Browser Based)</li><li>6) Temporary Employees</li><li>7) MPR &amp; Recruitment module</li><li>8) Organisation Structure</li></ol>			Master	Employee Record (Master)	Example	Dept. Master	Parent Dept. (P)	Production (P)	Sub. Dept. (S)	Tablet (S)	Parent Dept. (P)	MD Office (PS)	Sub. Dept. (S)	MD Office (PS)
Master	Employee Record (Master)	Example													
Dept. Master	Parent Dept. (P)	Production (P)													
	Sub. Dept. (S)	Tablet (S)													
	Parent Dept. (P)	MD Office (PS)													
	Sub. Dept. (S)	MD Office (PS)													
Justification for Change:	This change will provide flexibility for updation and more importantly will support Global MIS, while start implementing overseas HR module.														
Initiator Approval	Rasik Dave		29 July 2016												
	Name	Signature	Date												
Department head of initiator Approval	Jayesh B Shah		29 July 2016												
	Name	Signature	Date												



## Change Control Form

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

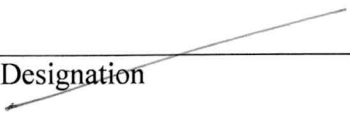

### Impact Assessment

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

### Approval For Development

NILESH PARIKH	Dum- IT		30-JUL-2016
Name – Technical Owner	Designation	Signature	Date

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C.C. No.	IT2016-047	System Name / Module	Employee Master (HR Module)	System ID	
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Name – Functional Owner		Designation	Signature	Date
Summary of activity/Performed				
Is this change Implemented?	<input type="checkbox"/> Yes <input type="checkbox"/> No	(Reason if no is selected)		
<b>Approval for Financial Impact (If any)</b>				
				
Name & Designation		Signature	Date	
<b>Approval For Implementation</b>				
Name – Technical Owner		Designation	Signature	Date
Name – Functional Owner		Designation	Signature	Date
<b>Approval For Completion/Closure</b>				
Name – Technical Owner		Designation	Signature	Date
Name – Functional Owner		Designation	Signature	Date