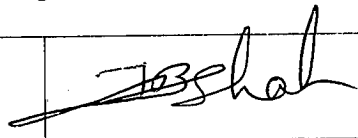
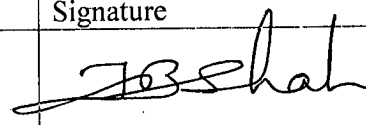





Change Control Form

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C.C. No.	IT2017-015	System Name / Module	ERP / HR	System ID	
Initiated by / Date	HARSHAD K. SAWANT / 14/06/2017	Issued by/Date	JITENDRA DHAKANE / 14/06/2017		

Existing System:	In attendance process, paid days are getting zero if withheld tag is "Yes" in the employee master. Same is happening through manual attendance process options as well as from other options such as leave, tour, etc.(It includes RCP and web based applications.) where attendance gets reprocessed.		
Proposed System:	In attendance reprocess from other options such as leave, tour, etc., system should process attendance considering withheld tag as "No" provided that payroll of respective month of leave, tour, etc is posted. If payroll is unposted or unprocessed, then it will continue to process attendance as per current system. It includes RCP and web based applications. No changes in the current process i.e. attendance should be processed from all manual process options considering withheld tag maintained in the master. This change should be based on parameters setting, where by for certain sites, cadre, grade, etc it will work on new logic & for others same as old.		
Justification for Change:	A lot of man hours is being wasted on correcting wrong attendance of resigned employee thus above proposed changes will save a lot of critical payroll time.		
Initiator Approval	Jayesh Shah		20/06/17
	Name	Signature	Date
Department head of initiator Approval	Jayesh Shah		20/06/17
	Name	Signature	Date


Category of Change	<input checked="" type="checkbox"/> System <input checked="" type="checkbox"/> Minor <input type="checkbox"/> Major	<input type="checkbox"/> Documentation
Impact Assessment		
Is this change feasible?	Yes	
Impact on Code/Configuration	Yes on code.	

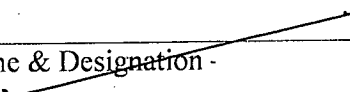
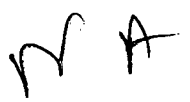

		<h2 style="text-align: center;">Change Control Form</h2>			Page 2 of 4	
C.C. No.	IT2017-015	System Name / Module	ERP / HR	System ID		
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Testing Strategy	As per standard practise
Impact on any other existing functionality (Specify if any financial impact)	NO
Validation and Documentation Impact	NO
Training Required	NO

Approval For Development

Vishal . M. Songhani	Sr. manager	V. M. Songhani	20/6/17
Name – Technical Owner	Designation	Signature	Date
J B Shal	ANP - HR	J B Shal	20/06/17
Name – Functional Owner	Designation	Signature	Date

		<h2 style="text-align: center;">Change Control Form</h2>			Page 3 of 4
C.C. No.	IT2017-015	System Name / Module	ERP / HR	System ID	
Initiated by / Date	HARSHAD K. SAWANT / 14/06/2017		Issued by/Date	JITENDRA DHAKANE / 14/06/2017	

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	
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



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