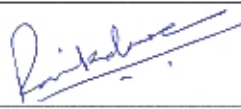
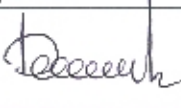




## Change Control Form

Page 1 of 3

CC No.	IT2015-82	System Name/Module	HR	System ID	
Initiated by/ Date	Rasik Dave	Issued by/Date			

Existing System:	Refer attachment		
Proposed System:	Refer attachment		
Justification for Change:	Refer attachment-		
Initiator Approval	Rasik Dave		05 <sup>th</sup> Sept. 2015
	Name	Signature	Date
Department head of initiator Approval	Devesh Srivastava		05 <sup>th</sup> Sept. 2015
	Name	Signature	Date

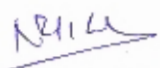

Category of Change	<input type="checkbox"/> System	<input type="checkbox"/> Documentation
	<input checked="" type="checkbox"/> Minor	
	<input type="checkbox"/> Major	

### Impact Assessment

Is this change feasible?	Yes
Impact on Code/Configuration	Yes, change in code
Testing Strategy	By doing data entry & creating masters, it will be tested

Impact on any other existing functionality (Specify if any financial impact)	No
Validation and Documentation Impact	Yes
Training Required	Yes

## Approval For Development

Nilesh Parikh	Manager-IT		7.9.15
Name – Technical Owner	Designation	Signature	Date
G.M. Naik	GM-IT		7.9.15
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>			
Designation	Signature	Date	Date
Name – Functional Owner	Designation	Signature	Date

## Attachment - 1 to Change Control No # IT2015-82

System: HRMS

Screen / Area : Human Resource Management System

Page : 1 of 3

Sr #	Name of Screen / Report	Existing System	Proposed System	Justification For Change
1	Department & Employee Master / Employee Change Detail / Events / On Boarding / Recruitment	As per current system design, we can't generate organization structure through the system	Create separate master as "Function Master" and capture following information  1) <b>Function Type</b> : Will define type of Function 2) <b>Description</b> : Will define full form of Function 3) <b>Short Description</b> : Will define short form of Function	To build organization structure like Entity, location, Function, Business Unit, HOD wise etc.
2			Create separate master as "Business Unit" and capture following information  1) <b>Business Unit</b> : Will define code of Business Unit 2) <b>Description</b> : Will define full form of Business Unit 3) <b>Business HOD</b> : Will define employee code and system should validate that, employee code should exist in the master. Name should appear at the time of entering code 4) <b>Short Description</b> : Will define short form of Business unit 5) <b>Func. Type</b> : Will define type against each Business unit.  Add following fields in existing department master	
3			1) <b>Parent Department</b> : a) Parent Department should not be blank. b) While defining parent department against department, system should validate, department master has to exist in department. c) System should display description based on	

Address:

## Attachment - 1 to Change Control No # IT2015-82

System : HRMS		Screen / Area : Human Resource Management System		Page : 2 of 3
Sr #	Name of Screen / Report	Existing System	Proposed System	Justification For Change
4			<p>selected department</p> <p>2) <b>Sub Department:</b> Will add department.</p> <p>3) <b>Business Unit:</b></p> <p>a) Business Unit should not be blank</p> <p>b) Give pop help on Business unit and user should select those values which are available in the master.</p> <p>4) <b>Function Type :</b></p> <p>c) Function type should not be blank</p> <p>d) Give pop help on Function type and user should select those values which are available in the master.</p> <p>5) <b>Function HOD:</b> Will assign HOD against each function and name of HOD should be picked up from Employee Master.</p> <p>6) <b>Business Partner:</b> Will define employee code against each department.</p> <p>7) User will do mapping of parent department, department, Sub department, Function Type</p> <p>In employee Master, after entering or selecting of department from pop help, system should display following information.</p> <p>1) Based on Sub department selection system has to display and capture Department, Parent Department, Business Unit automatically.</p> <p>2) In pop-help, display Sub department, Department, Parent Department, Business Unit and Function. So it will help user to select correct record.</p> <p>3) Change label of Function Group to Business Unit.</p>	

Address:

Attachment - 1 to Change Control No # IT2015-82

System: HRMS      Screen / Area : Human Resource Management System

Page : 3 of 3

Sign :

Date :

Address: