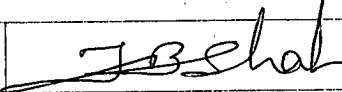
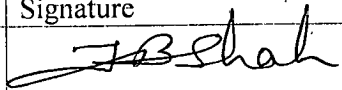

		<h2 style="text-align: center;">Change Control Form</h2>			Page 1 of 4
C.C. No.	IT2017-019	System Name / Module	ERP/HR	System ID	
Initiated by / Date	Naim Shaikh/20/06/2017		Issued by/Date	Jeetendra Dhakane/17/06/2017	

Existing System:	Attendance does not get generated automatically post approving separation entry.		
Proposed System:	On approval of separation entry, attendance should be processed for the month of relieving date considering withheld tag as "No" where payroll is unposted or unprocessed. This change should be applicable 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 generating manual attendance of relieved employees 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
<h3>Impact Assessment</h3>		
Is this change feasible?	Yes	
Impact on Code/Configuration	Yes on code	
Testing Strategy	As per standard practise	

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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. Sarghani	Sr. Manager	V. M. Sarghani	20/6/17
Name – Technical Owner	Designation	Signature	Date
J B Shah	AUP-HR	J B Shah	20/06/17
Name – Functional Owner	Designation	Signature	Date

		Change Control Form			Page 3 of 4
C.C. No.	IT2017-019	System Name / Module	ERP/HR	System ID	
Initiated by / Date	Naim Shaikh/ 20/06/2017		Issued by/Date	Jeetendra Dhakane/17/06/2017	

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)


	N/A	
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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C.C. No.		IT2017-019	System Name / Module	ERP/HR	System ID	
Initiated by / Date		Naim Shaikh/ 20/06/2017		Issued by/Date		Jeetendra Dhakane/17/06/2017