HRMS

Employee Master, eSR, ESS, OO

Ullas Kumar
DyCPO/HRMS & IT/NR

Employee Master – Features

Employee Master is a key module which collects all employee data and drives all the other processes.
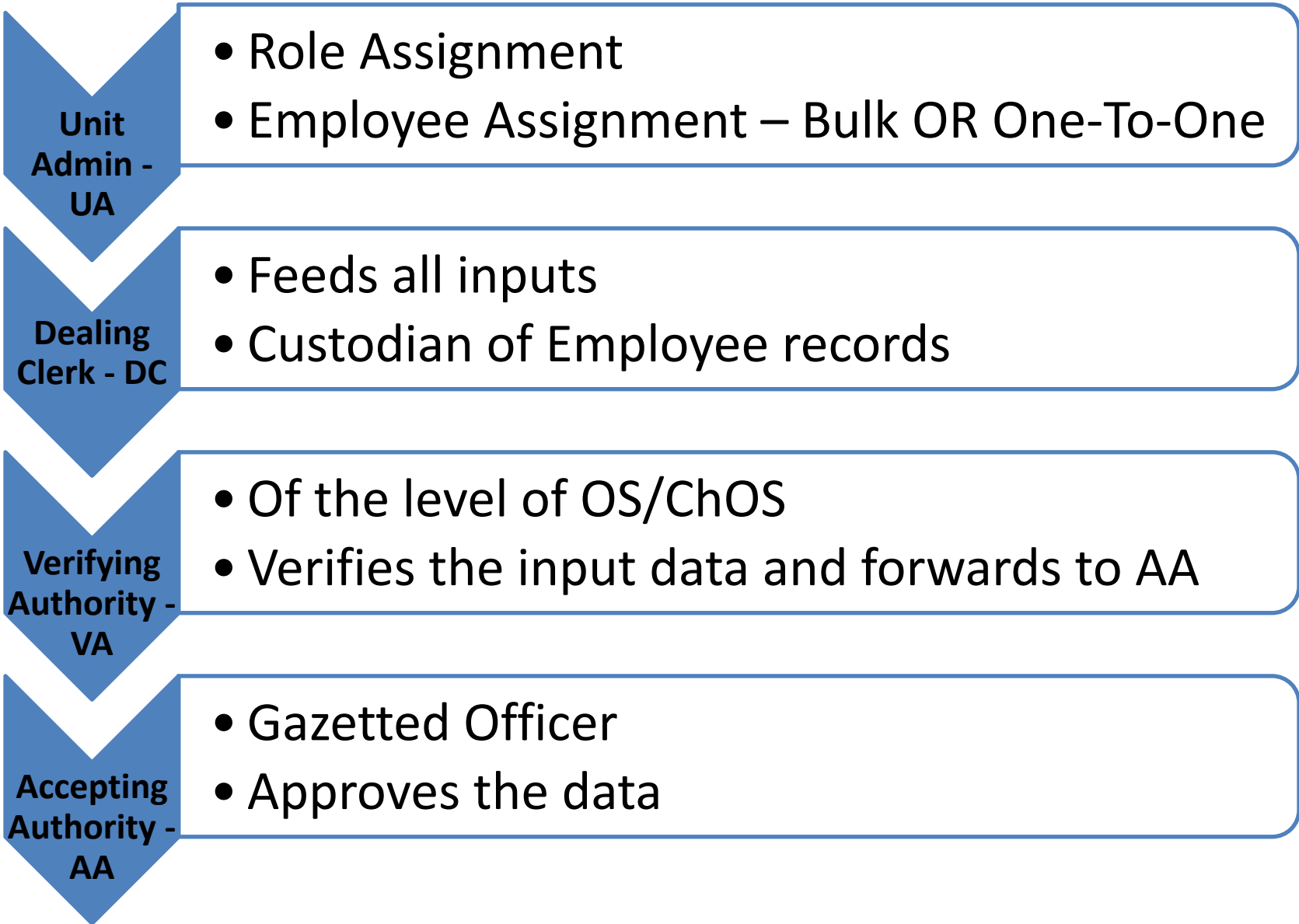
> **7 Tabs, 177 Fields, 47 Mandatory Fields**
> IPAS Data + UMID Data

It was the first module and so the most used one. Other modules came after most feeding was done.

But its available for use only by personnel of Establishment Dept. having specific roles unlike Pass, PF, APAR which are open to all employees.

Employee Master – Dataflow

Unit Admin - UA
- Role Assignment
- Employee Assignment – Bulk OR One-To-One

Dealing Clerk - DC
- Feeds all inputs
- Custodian of Employee records

Verifying Authority - VA
- Of the level of OS/ChOS
- Verifies the input data and forwards to AA

Accepting Authority - AA
- Gazetted Officer
- Approves the data

Emp Master - Major Talking Points

- HRMS ID Generation
  WHY Initial feeding?
  WHAT has changed?

- Integration with IPAS – Status

- Data fields – Dependencies & Significance
  >>> Impact, Modification, Reports

Emp Master - Major Talking Points

- Data Sanitization
- Accounting Unit <-> Primary Unit
  Structure, Requirement, Status

- Superannuation – What Changes
- Service Status – DO, TO , SR et al

>>>Impact, Modification

Emp Master - Major Talking Points

- Data Updation

How and Why ?

- Role Management in HRMS
- Communication Tab – OTP
- Onboarding

Impact and Status

Admin – Roles & Responsibilites

- Unit Admin
- Mapping
- Assignments
- Monitoring
- Data and Reports
- Responsibility
- Super User

e-SR - Primer

- Online Service Record of Employees

- Includes all such details as collected in eSR

- Initial manual feeding for past data, eventually entries should be updated by Office Order Module for promotion and related module of D&AR, Award, Leave, Transfer etc. whenever deployed.

- Needs to be **constantly updated by DC** alongwith IPAS and SR of employees whenever required.
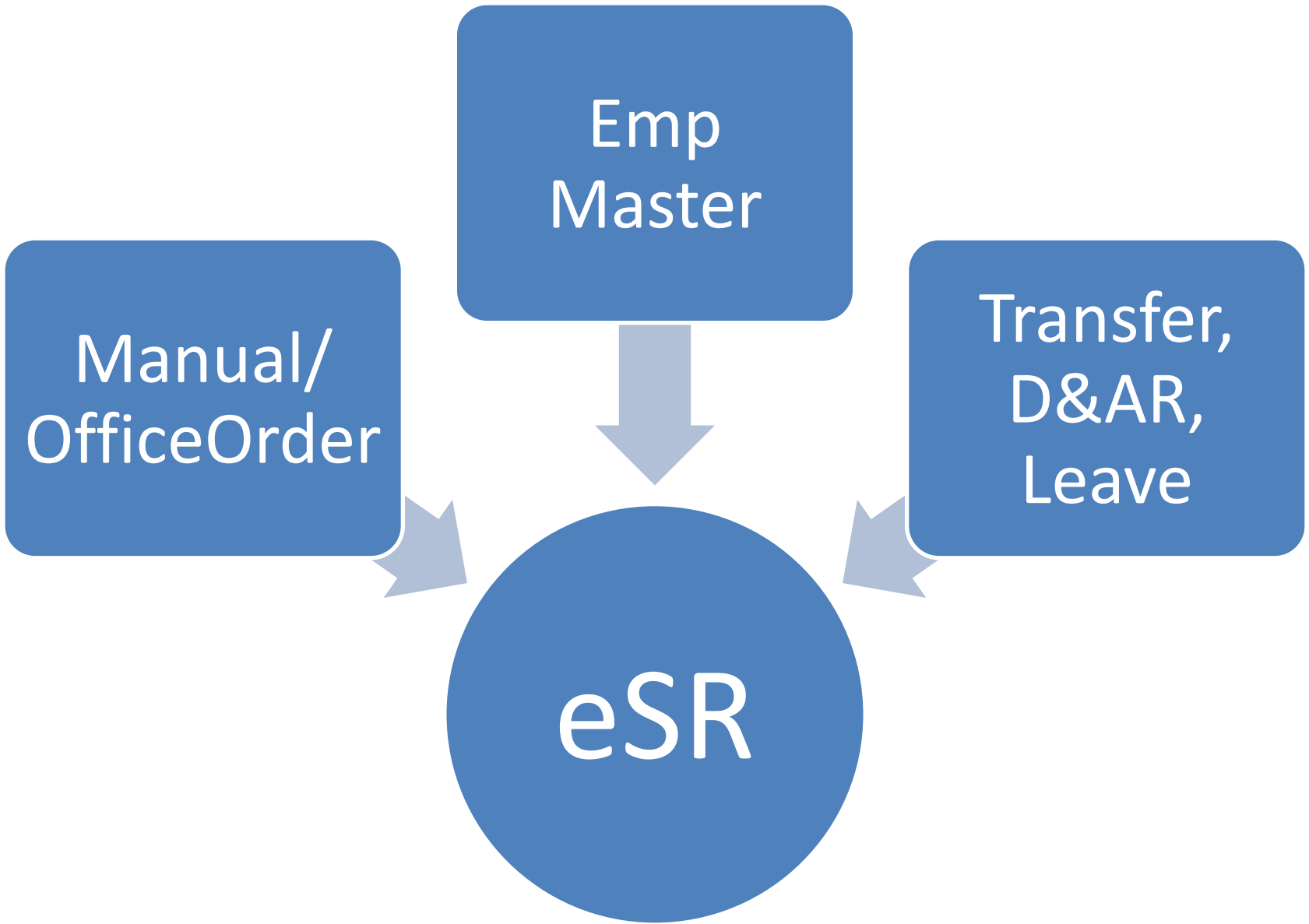
E-SR Details

- Initial Appointment
- Awards
- Punishments
- Promotions
- Pay Change History
- Nominations
- Transfer
- Training Details
- Leave Details
- Publications
- Deputation
- Miscellaneous

E-SR Details

Onboarding Impacts

Impacts from other Modules

Least Updated but most Significant
The ultimate goal of all modules is to keep eSR updated and linked

Employee Self Service

WHY was it required?

HOW is it done?

WHAT does it impact?

Office Order

WHY was it required?

WHAT are its types?

WHEN to use?

Onboarding Impacts & Prospects

Questions?

Hands-On

https://hrms.indianrail.gov.in/HRMS/login