

# User Manual for Loan and Advances IGNOU



1

## **Loans and Advances**

#### Navigation:

Portal  $\rightarrow$  Launch HCM Application  $\rightarrow$  Self Service  $\rightarrow$  Loans & Advances

#### 2. Loans & Advances Request

#### Navigation:

Launch HCM Application  $\rightarrow$  Self Service  $\rightarrow$  Loans & Advances  $\rightarrow$  Raise Loan Request

#### Tab1: Find an Existing Value

Find an Existing Value: You can search the existing Loan by using the one of the following different searching criteria i.e.

- 1. EmplID: shows the employee id of logged in user.
- 2. Loan Id: You can search the existing Loan by entering the Loan Id.
- 3. Type of Loan: You can also search the existing Loan by entering the types of loans are listed below.
  - a) Festival Advance
  - b) Moped Advance
  - c) Motor Cycle Advance
  - d) Motor Car Advance
  - e) Personal Computer Advance
  - f) Scooter Advance

<b>ODL</b> Soft	Home Worklist MultiChannel Console Add to Favorites Sign out
Menu 🗖	
Search:	New Window Help
▷ Mv Favorites	Loan Requisition Form
▷ Employee Information System	Enter any information you have and click Search. Leave fields blank for a list of all values.
Self Service ▷ LTC Self Service	Find an Existing Value Add a New Value A. Enter the Loan Id
⊽ Loans & Advances	
Loans and Advances Reports	EmpliD: 1133
– Raise Loan Request	
Personal Information	
Payroll and Compensation D Benefits	
Denemis Performance Management	Festival Advance
- Book Car	Clear Basis Motor Cycle Solvance
- Initiate Pension	Motor car Advance
<ul> <li>Transport for Staff Children</li> </ul>	Personal Computer Advance
<ul> <li><u>Employee House</u></li> </ul>	Find an Existing Value Add a Necooter Advance
Requests	
<ul> <li>Review Transactions</li> </ul>	

## Loan Requisition

#### Tab2: Add a New Value

#### Click on the Add a New Value Tab

- Shows your employee id
   Click on Add button

					outor	boordinanto
<b>ODL</b> Soft		<u>Home</u>	<u>Worklist</u>	MultiChannel Console	Add to Favorites	<u>Sign out</u>
Menu 🛛 Search:					New Wind	ow Help
D My Favorites D Employee Information	Loan Requisition Form					
System ▽ Self Service	Eind an Existing Value Add a New Value					
D LTC Self Service	F 10 1/00 -	1. Sh	nows	your Emp	loyee Id	
▽ Loans & Advances ▷ Loans and Advances	EmpliD: 1133			<u> </u>	-	
Reports	Notor Cycle Advance					
– Raise Loan Request		2. Sele	ect th	e Type of	Loan	
Personal Information Payroll and Compensation	Add					
▷ Benefits	Find on Existing Value   Add o New Value					
Performance Management <u>Book Car</u>	ring an Evision Along Lynn a likew vanne					

#### 2. After Clicking the ADD button

**A. Shows Employee Details** 

3. When you apply for a Loan in that case Loan ID status always be as 'NEW' as below.

ODL								
JUL				<u>Home</u>	<u>Worklist</u>	MultiChannel Cons	sole <u>Add to Favorites</u>	<u>Sign out</u>
Menu 🗖								
Search:						New Wi	indow Help Customize	e Page 🔺
()								
▷ My Favorites								
Employee Information	Apply for Lo	ans & Advances						
System	Employee Details							
Self Service ▷ LTC Self Service	EmpliD:	1133 VIZ MALHOTRA			<b></b>			_
⊽ Loans & Advances	Employ	1100 Y.I. MALIOTA			3	B. Loan I	D as 'New'	
▷ Loans and Advances	Designation:	SSE						
Reports	Basic Salary:	51440	GradePay:	8900				
– Raise Loan Request	Date of retirment	21/02/30/02	Date Of Birth:	17/06/1953				
Personal Information	Lass D	50/00/2015						
<ul> <li>Payroll and Compensation</li> <li>D Benefits</li> </ul>	Loan ID:	NEW						Ξ

#### **B. Loan details**

- 4. Enter the Amount of Loan required
- 5. Enter the number of installment to be repaid.

Denemis Performance Management	Loan Details	
= <u>Book Car</u> = <u>Initiate Pension</u> = Transport for Staff Obildron	Ype of Loan:         Motor Cycle Advance           4. Enter the Loan amount required	
<ul> <li><u>Employee House</u></li> <li>Requests</li> </ul>	"Loan Amount Required: 50000 5. Enter the number of	נ 
<ul> <li>Review Transactions</li> <li>Manager Self Service</li> </ul>	Installments to be Repayed: 50	

#### Vehicle/Computer details

- 6. Select the type of vehicle/Computer i.e. OLD/NEW
- 7. Enter the name of the vehicle/Computer manufacturing company as shown in below screen shot.
- 8. Enter the Model name and cost of the Vehicle/Computer respectively
- 9. Select the FC-4 form as Yes
- 10. Enter the remarks if any
- 11. Select the terms and condition checkbox and click on submit button for the submission of loan request as shown in below page



#### After Submitting the Loan request

- 12. After submission of request a pop is populate to intimate for the submission of necessary documents based on the type of loan request as shown in below screen shot
- 13. Click on OK button

ODLSoft				<u>Home   \</u>	12. After	the submission	on
Menu 🗖					orreques		
Search:					populate	s to intimate f	or
$\otimes$					the subm	nission of	
▷ My Favorites					the Subh		
Employee Information	Apply for Loa	an e Adva	nooo	7/5	necessai	ry documents	
System	Employee Details	The page at in	nsuat.odisott.com: (	5760 says: 🔼 🔼	hased or	the type of	
Self Service     Service	Employee becaus	Loop Dohoto Col	hama (25000-206) Talay	util a walk at a 6 0 50% away	based of	i the type of	
LTC Self Service	EmpliD: 1	the standard rai	te of interest after the n	urchase of	Loan req	uest	
⊽ Loans & Advances	Designation	Computer/Motor	r/Scooter, please submit	the following documents			
▷ Loans and Advances	Designation: 9	within 1 month f	from the date of loan wit	hdrawal for any of the			
Reports	Basic Salary:	following:-	I	¥			
– Raise Loan Request	Date of retirment: 2	A) Computer :	1) Cash Receipt				=
Personal Information	Date of rearment. 5		2) Mortgage Deed				
Payroll and Compensation N Reported	Loan ID: 1	D) Constants	1) Carl Descirt				
Dertenis	Lassa Dataita	B) Scooler :	2) Insurance Conv				
= Rook Car	Loan Details		3) Registration certific	ate			
- Initiate Pension		-> -					_
- Transport for Staff Children	Type of Loan: Moto	C) Car :	<ol> <li>Cash Receipt</li> <li>Insurance Conv.</li> </ol>		13	Click on ok	
Employee House	Loan Amount Regu		<ol> <li>Registration Certifi</li> </ol>	cate			
Requests			4) Mortgage Deed			itton	
Review Transactions	Installments to be F						
Manager Self Service							_
Muusing	Vehicle/Computer de			UK			
D Set Lin HRMS		<u>^</u>	<u>^</u>		1		
D Workligt	Type of vehicle	⊖ old	() NEW				

## Note: - After clicking on the Ok button the Popup details also populate below your Loan request details

	Home	Worklist	MultiChannel Conso
lemarks			
Please approve		~	
ertified that I have not taken delivery of any computer/motor cycle/motor can if which I have applied for the advance and I shall complete negotiations for t ehicle and pay finally and take possession of the motor cycle/motor car/scor nonth from the date of the drawal of the advance and that I shall ensure it for lelivery of it.	r/scooter on a the purchase oter within or om the date o	account of ne f taking	
Submit Lean Trans Date/Times 40/44/2040 42/54/45/24			
To avail a robate of 2.5% over the standard rate of interest after the purchase	of		
To avail a rebate of 2.5% over the standard rate of interest after the purchase Computer/Motor/Scooter, please submit the following documents within 1 n date of loan withdrawal for any of the following:- <u>A) Computer :</u> 1) Cash Receipt	e of nonth from th	e	
To avail a rebate of 2.5% over the standard rate of interest after the purchase Computer/Motor/Scooter, please submit the following documents within 1 n date of Ioan withdrawal for any of the following:- <u>A) Computer :</u> 1) Cash Receipt 2) Mortgage Deed	e of nonth from th	e	
To avail a rebate of 2.5% over the standard rate of interest after the purchase Computer/Motor/Scooter, please submit the following documents within 1 n date of loan withdrawal for any of the following:- A) Computer : 1) Cash Receipt 2) Mortgage Deed B) Scooter :	e of nonth from th	IE	
To avail a rebate of 2.5% over the standard rate of interest after the purchase Computer/Motor/Scooter, please submit the following documents within 1 n date of Ioan withdrawal for any of the following:- <u>A) Computer :</u> 1) Cash Receipt 2) Mortgage Deed <u>B) Scooter :</u> 1) Cash Receipt 2) Insurance Conv	e of nonth from th	IE	
Computer interference in the standard rate of interest after the purchase Computer/Motor/Scooter, please submit the following documents within 1 n date of loan withdrawal for any of the following:-     A) Computer :     1) Cash Receipt     2) Mortgage Deed     B) Scooter :     1) Cash Receipt     2) Insurance Copy     3) Registration certificate	e of nonth from th	le	
Computer improvement     Computer improve	e of nonth from th	IE	
Computer interference in the standard rate of interest after the purchase Computer/Motor/Scooter, please submit the following documents within 1 n date of loan withdrawal for any of the following:-     A) Computer :     1) Cash Receipt     2) Mortgage Deed     B) Scooter :     1) Cash Receipt     2) Insurance Copy     3) Registration certificate     C) Car :     1) Cash Receipt	e of nonth from th	IE	
To avail a rebate of 2.5% over the standard rate of interest after the purchase Computer/Motor/Scooter, please submit the following documents within 1 n date of loan withdrawal for any of the following:- A) Computer : 1) Cash Receipt 2) Mortgage Deed B) Scooter : 1) Cash Receipt 2) Insurance Copy 3) Registration certificate C) Car : 1) Cash Receipt 2) Insurance Copy 3) Registration certificate	e of nonth from th	IE	
To avail a rebate of 2.5% over the standard rate of interest after the purchase Computer/Motor/Scooter, please submit the following documents within 1 n date of loan withdrawal for any of the following:- A) Computer : 1) Cash Receipt 2) Mortgage Deed B) Scooter : 1) Cash Receipt 2) Insurance Copy 3) Registration certificate C) Car : 1) Cash Receipt 2) Insurance Copy 3) Registration Certificate 4) Mortgage Deed	e of nonth from th	IE	

14. After the submission of loan request ,loan id is generated as shown below



## **Approval Process:-**

After submission of the loan request by the user, the request is submitted in the worklist of First approver for the approval process as shown below.

1. Click on the on the worklist list link to open the request as shown below



- 2. Click for the detail view and link as shown in below screen
- 3. To open the Loan request choose Submitted loan request from the worklist filter
- 4. Find the required request number and click on the link to open the request for approval

ODLSoft				Home   Worklist	MuttiChannel Console	Add to Favorites   Sign out
Menu 🗖 Search:	2. Cli View	ck for the de and Link	tail	3. Select request	submitted	l Ioan /orklist filter
<ul> <li>▷ My Favorites</li> <li>▷ Employee Information</li> <li>System</li> <li>▷ Self Service</li> <li>▷ Manager Self Service</li> <li>▷ Housing</li> </ul>	Worklist for 110	2: NIRANJAN MALIK etail View and Link		Work List Filters:	Submitted Loan Reques	t 💌
D Loans & Advances	Worklist	Data Farm Mindakara	Westerd De Latin	Delevite		Customize   Find   View All
D Set Op HRMS	<u>From</u> V.K. MALHOTRA	24/11/2010 Submitted Loan Request	IGN_SUB_LOAN_E	SS	LINK <u>1123, 1005, MCY</u>	Mark
<u>Worklist Details</u> <u>Navigator</u> Reporting Tools						
<ul> <li>PeopleTools</li> <li>HRMS User Manual</li> <li>My Personalizations</li> <li>My System Profile</li> </ul>			4. C link	lick on th	e Request	

## After clicking on the Request number link

#### **Employee details:-**

5. Click on the Approve loan request tab for the details, shows the employee details and loan details filled by the requestor

ODL Soft				Home Work	ist   <u>Multi</u>	Channel Console	Add to Favorites Sign of	o <u>ut</u>
Aenu E earch: My Favorites	/ Raise Loan Reque	st / Approve Loan Refitest \	5. Click Loan Re	on the equest	App Tab	rove	elp   Customize Page	^
Employee Information Self Service Manager Self Service Housing Loans & Advances Set Up HRMS	Worksheet Employee Details	for Loan Approval			Sho stat App Sar	ows the tus as proved action	e Payroll Not and status as	
Worklist  - Worklist Vorklist VorklistDetails Navigator Reporting Tools PeopleTools HRMS User Manual	Emplie. Designation: Basic Salary: Date of retirment: Loan ID:	1133 V.K. WALHOTKA SSE 51440 30/06/2013 1005	GradePay: Date Of Birth: Payroll Approved: Sanctioned Status:	8900 17/06//953 NotApproved Pending				
<u>My Personalizations</u> <u>My System Profile</u> <u>My Dictionary</u>	Repayment Detail Type of Loan: Required Loan I Loan Amount F 'There are no pr	s Motor Cycle Advance Ietans tequired: 50000 Desired Insta evious Ioans availed	allments: 50		Sho Ioa	ows the n detai	e Required ils	

#### For sanction Loan please refer below Screen

#### **Sanctioned Loan Details:-**

- 6. Enter the Sanctioned loan amount
- 7. Enter the number of installment
- 8. click on the Calculate Principle installment Amount button
- 9. After clicking the button it shows the Monthly amount and last installment if any
- 10. Enter the number of installments in interest details as shown in below screen shot
- 11. Set the loan period
- 12. Enter the remarks if any and click on Approve button for the approval of request

Note: - If approver not finds the request according to the terms and conditions, it can be rejected by clicking on the reject button by the approver as shown in below screen



13. After the approval of first approver a popup is populate with the message "Request has been sent to next level of approver"

#### 14. Click on Ok button



#### **Next Level of Approval**

After submission of the loan request by the user, the request is submitted in the worklist of First approver for the approval process

1. Click on the worklist link to open the request after the first approval



2. Click for the detail view and link as shown below screen shot

3. To open the Loan request choose Loan approval worklist from the worklist filter

4. Find the required request number and click on the link to open the request submitted by the first approver

ODLSoft		]	3. W	Select loa	an Approv	/al Norklist
Menu = :earch:	2. Click f View and	or the detail I Link	filt	ter		
> My Favorites > Employee Information System	Worklist for 172	0: VIDYA SONAL				
> Self Service > Manager Self Service > Housing	Click for the De	etail View and Link		Work List Filters:	Loan Approval Workshe	eet 💟
> Workforce Administration > Loans & Advances	vvorklist From	Date From Work Item	Worked By Activity	Priority	Link	Customize   Find   View All
> Workforce Development > Organizational Development > Set Lin HRMS	NIRANJAN MALIK	24/11/2010 Loan Approval Worksheet	IGN_WORKSHEET		▼ 133, 1005, MCY	Mark
7 Worklist				/		
- Worklist     - Worklist Details     - Navigator     Reporting Tools			4. Click link	on the F	Request	

#### **Shows Employee details**

5. Click on the Approve loan request tab for the details, shows the employee details and loan details filled by the requestor

> My Favorites	/ Raise Loan Reque	st / Approve Loan R <b>aq</b> uest	5. Cli Loan	ck on th Reques	he Approve st Tab
System > Self Service > Manager Self Service > Housing > Workforce Administration	Worksheet Employee Details	for Loan Approval		/	Shows the Payroll status as Not
Loans & Advances     Workforce Development     Organizational Development     Set Up HRMS     Worklist     Worklist	EmpIID: Designation: Basic Salary: Date of retirment:	1133 V.K. MALHOTRA SSE 51440 30006/2013	GradePay: Date Of Birth: Pavroll Approved:	8900 17/06/1953 Not Ameroved	Sanction status as Processing
<ul> <li>Worklist Details</li> <li>Navigator</li> <li>Reporting Tools</li> <li>Reporting Tools</li> </ul>	Loan ID: Repayment Detail:	1005	Sanctioned Status:	Processing	
- HENDE TOOS - HRMS User Manual - My Personalizations - My System Profile - My Dictionary	Type of Loan: Required Loan D	Motor Cycle Advance	tallisanta 70		
	Loan Amount F	evious loans availed	gamments: 50	S Ic	hows the Required ban details

Below screen shows the sanctioned loan details filled at first level of approval

- 6. Enter the remarks
- 7. click on Approve button

Note: - If approver not finds the request according to the terms and conditions, it can be rejected by clicking on the reject button and can be send back to first level of approver by the second level of approver as shown in below screen

>>>>>>>>>>>>>>>>>>>>>>>>>>>>	Sanctioned Loan Details	Shows the sanctioned loan details filled at first level of Approval				
<ul> <li>&gt; Organizational Development</li> <li>&gt; Set Up HRMS</li> <li>&gt; Worklist</li> <li>- Worklist Details</li> <li>- Navigator</li> <li>&gt; Reporting Tools</li> <li>&gt; PeopleTools</li> <li>- HRMS User Manual</li> <li>- My System Profile</li> <li>- My Dictionary</li> </ul>	Set Loan Period       Interest Details         Start Month of salary deduction:       Of 17.72010         End month of salary deduction:       Start Monthly Amount:         Installments:       Si Monthly Amount:         Last Interest Installment(if Any):       Last Interest Installment(if Any):         Remarks:       Ok         Approve       Send Back					
	Approval History Customize   Find   # First 🗹 1-2 o	2 🕑 Last				
	Worked By         Name         Action         Date:Time         Comme           1 1133         V.K. MALNOTRA         Submitted         24/11/10 12:09:14PM         If           2 1102         NIRANJAN MALK         Forwarded         24/11/10 3:04:12PM         R	any problem, equest can be				
6. Enter the remarks	Enter the narks 7. Click on Approve button reje					
	View Worklist  Notify Raise Loan Request   Approve Loan Request					

- 8. After the approval by the second level of approver a popup is populate with the message "Request has been sent to next level of approver" 9. Click on Ok button

Nenu 🖬					T	Owned A
earcn.	Sanctioned Lo	an Details				Saveo 🚊
Wy Favorites     Employee Information     System     Self Service     Manager Self Service     Housing     Workforce Administration     Loans & Advances     Workforce Development     Organizational Development     Organizational Development     Set Up HRMS     Worklist     - Worklist     - Worklist     - Worklist     Reporting Tools     PeopleTools     HBMS Liser Manual	Sanctioned Lo *Sanct Start Month of End month of	ioned Loan / iod The page at i of sal Request has b	Amount msuat.odlsoft.cor een sent to next level	Principle Details Calculate Principle Install 'Installments: 50 Monthly A Last Installment n: 8765 says: X of approver est/ OK number of the says of the say	Iment Amount mount: 1000 00 (if any): 100 8. Clic Ok bu Amount:	ck on itton
• <u>My Personalizations</u> • <u>My System Profile</u> • <u>My Dictionary</u>	Remarks:		9. After up pop	Clicking on thulates with the	ne approve bi Message th	utton, Pop at Request
	0.0	Jour David	has bee	en sent to nex	t level of App	rover
	Approve	Id Back Reject		*1201 (C		
	Approval History			Customize   Find   🕌	First 🗹 1-2 of 2 🕩 Last	
	Worked By	<u>Name</u>	<u>Action</u>	Date/Time	<u>Comments</u>	
	1 1133	V.K. MALHOTRA	Submitted	24/11/10 12:09:14PM	ok	
	2 1102	NIRANJAN MALIK	Forwarded	24/11/10 3:04:12PM	ok	

### **Final Level of Approval**

After submission of the loan request by the user, the request is submitted in the worklist of First approver for the approval process.

1. Click on the worklist link to open the request submitted by the second level of approver



2. Click for the detail view and link as shown below screen shot

3. To open the Loan request choose Loan approval worklist from the worklist filter 4. Find the required request number and click on the link to open the request

submitted by second level of approver

ODL <sub>Soft</sub>				3. Select	loan Appro	
Menu Search:	2. Clic View a	k for the deta and Link	ail	Worklist	filter	<u>nize Paqe</u>
My Favorites     LTC     Employee Information     System     Self Service	Worklist for 14 Click for the L	95: RADHA LAKHWANI Detail View and Link		Work List Filters:	Loan Approval Worksheet	V
> Manager Self Service	Worklist					Customize   Find   View All
D Loans & Advances	From	Date From Work Item	<u>Worked By Activity</u>	Priority	Link	
D Set Up HRMS ⊽ Worklist	VIDYA SONAL	24/11/2010 Loan Approval Worksheet	IGN_WORKSHEET		▶ <u>1133, 1005, MCY</u>	Mark
- Worklist     - Worklist Details     - <u>Navigator</u> Reporting Tools			4. Clie	ck on the	Request lir	nk

#### **Employee details**

5. Click on the "Approve loan request tab" for the details, shows the employee and loan details filled by the requestor

Shows the Employee and required loan details as below

> My Favorites > My Fororites	Raise Loan Request Approve Loan Raquest	5. Click on t Loan Reque	the Approve est Tab
System D Self Service D Manager Self Service D Housing D Workforce Administration	Worksheet for Loan Approva Employee Details	l	Shows the Payroll status as Not
<ul> <li>Volution Content and Advances</li> <li>Vorkforce Development</li> <li>Organizational Development</li> <li>Set Up HRMS</li> </ul>	EmpliD: 1133 V.K. MALHOTRA Designation: SSE	GradePay: 8900	Sanction status as Processing
♥ Worklist	Date of retirment: 30/06/2013 Loan ID: 1005	Payroll Approved: Not Aperoved Sanctioned Status: Processing	
Reporting Tools     PeopleTools     HRMS User Manual     My Personalizations     My System Profile     My Dictionary	Repayment Details           Type of Loan:         Motor Cycle Advance           Required Loan Details         Loan Amount Required: 50000 Desired In	stallments: 50	
	'There are no previous loans availed		Shows the Required oan details

#### Below screen shows the sanctioned loan details filled at first level of approval

- 6. Enter the remarks
- 7. click on Approve button

#### Note: - If approver not finds the request according to the terms and conditions, it can be rejected by clicking on the reject button and can be send back to second level of approver by the final level of approver as shown in below screen

>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	Sanctioned Loan Details Principle Details Principle Details	
▷ Employee Information System ▷ Self Service	*Sanctioned Loan Amount Calculate Principle Installment Amount level of	
D Manager Self Service D Housing	50000 Installments: 5 Monthly Amount	
D Loans & Advances D Set Up HRMS	Last Installment (if any):	
∀Worklist – Worklist	Set Loan Period Interest Details	
- Worklist Details - Navigator	Start Month of salary deduction: 01/12/2010	
<ul> <li>▷ Reporting Tools</li> <li>▷ PeopleTools</li> <li><u>HRMS User Manual</u></li> </ul>	End month of salary deduction: Control	
<ul> <li><u>My Personalizations</u></li> <li><u>My System Profile</u></li> <li><u>My Dictionary</u></li> </ul>	Rebate Sanctioned	
	Remarks:	
	Worked By Name Action Date/Time Comments	
	1 1133 V.K. MALHOTRA Submitted 24/11/10 12:09:14PM ok	
	2 1102 NIRANJAN MALIK Forwarded 2477440 3:04:12PM ok	
	3 1720 VIDYA SONAL Forwarded 24/11/40 4:12:45PM ok	
6. Enter the remarks	7. Click on Approve button If any problem, Request can be send back to second level of approver or	
	can be rejected accordingly	

- 8. After the approval by the second level of approver a popup is populates with the message "Loan is finally approved" 9. Click on Ok button

<ul> <li>▷ Manager Self Service</li> <li>▷ Housing</li> <li>▷ Loans &amp; Advances</li> <li>▷ Set Up HRMS</li> <li>&gt; Worklist</li> <li>- Worklist Details</li> <li>- Navigator</li> <li>▷ Reporting Tools</li> <li>▷ PeopleTools</li> <li>- HRMS User Manual</li> <li>- My Personalizations</li> <li>- My System Profile</li> <li>- My Dictionary</li> </ul>	State       Installments:       Monthly Amount:       Installment(if any):       Installment(if any):	
	Approve Send Back Reject	
	Approval History Worked By Name 1 1133 V.K. MALHOTT 2 1102 NIRANJAN MA 3 1720 VIDVA CONAL	

Note: - After the final approval of loan, expense sheet is created by the first level of approver .Request is submitted in the worklist of first approver as shown below

1. Click on the worklist link to open the request submitted after the final approval of loan for the creation of Expense sheet



- 2. Click for the detail view and link as shown below screen shot
- 3. To open the Loan request choose Loan approval worklist from the worklist filter

4. Find the required request number and click on the link to open the request again submitted after the final approval of loan by the last level of approver

<b>ODL</b> Soft			_	3. Sele	ct loan App	roval
Menu 🗖 :earch:	2. Click View and	for the deta d Link	il	Works Workli	st filter	1 <b>e</b>
> My Favorites > Employee Information System > Self Service > Manager Self Service	Worklist for 1102	2: NIRANJAN MALIK tail View and Link		Work List Filters: L	oan Approval Worksheet 🔻 🗸	
> Loans & Advances	Worklist				<u>Custo</u>	mize   Find   View All
> Set Up HRMS	<u>From</u>	<u>Date From</u> <u>Work Item</u>	<u>Worked By Activity</u>	<u>Priority</u>	Link	
<ul> <li>Worklist</li> <li>Worklist</li> </ul>	RADHA LAKHWANI	15/07/2010 Loan Approval Worksheet	IGN_WORKSHEET		✓ 1495, -3, MCY	Mark\
<ul> <li>Worklist Details</li> <li>Navigator</li> </ul>	RADHA LAKHWANI	25/11/2010 Loan Approval Worksheet	IGN_WORKSHEET		V 1133, 1005 MCY	Mark \
Reporting Tools     PeopleTools     HRMS User Manual     My Personalizations     My System Profile     My Dictionary			4. C	lick on th	le Request I	ink

- 5. After opening the required request a popup is populate with message that "Please Click on Create Expense Sheet Button"
- 6. Click on OK button



7. Click on Create Expense Sheet Button as shown below

ist ist Details ator 1g Tools Tools Jser Manual onalizations am Profile pnary	Set Loan Peri Start Month o End month of	od f salary deduction:	1/1 2/2010 1/03/2019	terest Details Calculate Intere stallments: 60 Month Last Interest Installm	st Amount ly Amount: ent(lf Any):	
	Rebate Sanctio	ned 🗌	Create Expense S	Sheet	7. Click on Expense Sh Button	Create neet
	Approval History			Customize   Find	🎟 🛛 HIRST 🕮 1-4 of 4 🖆 Las	ST
	Worked By	<u>Name</u>	<u>Action</u>	<u>Date/Time</u>	<u>Comments</u>	
	1 1133	V.K. MALHOTRA	Submitted	24/11/10 12:09:14P	M ok	
	2 1102	NIRANJAN MALIK	Forwarded	24/11/10 3:04:12PM	w ok	
	3 1720	VIDYA SONAL	Forwarded	24/11/10 4:12:15PM	ví ok	
	4 1495	RADHA LAKHWANI	Approved	25/11/10 10:39:10A	M ok	

#### 8. Click on Goto Expense Sheet ID link for the creation of Expense Sheet number

Menu E Search:			<u>New Window   Help   Customize Page</u>
My Favorites     Find Employee Information System     System	equest / Approve Loan F	Request Goto Expense Sheet ID	8. Click on Goto Expense Sheet ID link
D Self Service D Manager Self Service Worksh	eet for Loan App	roval	
Housing Loans & Advances Employee Description:	tails		
D Set Up HRMS ▽ Worklist EmpliD:	1133 V.K. MALHO	TRA	
- Worklist Designation:	SSE	GradePay: 8900	
- <u>Worklist Details</u> - <u>Navigator</u> Basic Salary	51440	Date Of Birth: 17/06/1953	
D Reporting Tools Date of retire	nent: 30/06/2013	Payroll Approved: Not Approv	ed
HRMS User Manual	1005	Sanctioned Status: Sanctioned	

Note:-After the creation of Expense sheet, request is submitted in the worklist of salary section approver's Id

1. Click on the worklist link to open the request submitted as shown below



2. Click for the detail view and link as shown below screen shot

3. To open the Loan request choose "Loan approval worklist" from the worklist filter as shown below

ODLSoft				Home Worklist MultiChannel Console Add to Favorites
enu 🗖 reh: ())	2. Click View ar	for the deta	ail	3. Select loan Approval Worksheet from the
ly Favorites	Worklist for 149	35: RADHA LAKHWANI		Worklist filter
mployee Information stem Self Service	Click for the <b>#</b>	etail View and Link	L	Work List Filters: Loan Approval Worksheet 🛛 👻
anager Self Service ousing	Worklist			Customize   Find   View All   🛗 First 🗹 1 of 1 🕑
oans & Advances	From	Date From Work Item	<u>Worked By Activity</u>	Priority
et Up HRMS orklist	NIRANJAN MALIK	25/11/2010 Loan Approval Worksheet	IGN_WORKSHEET	Mark Worked Reassi
Worklist				
<u>Worklist Details</u> Navigator				
eporting Tools				
eopleTools				
RMS User Manual				
i <u>y Personalizations</u> Iv System Profile				

- 5. Click on Approve Loan Request Tab
- -
- Shows the expense sheet Id number Shows the Employee and Required loan details -

5. Click on Loan Requ	n the Approve uest Tab Shows the Expense
My Favorites	Raise Loan Request         Approve Loan Request         Sheet ID number
LTC Employee Information	Goto Expense Sheet ID 0000008144
/stem Self Service	Worksheet for Loan Approval Status Pending Shows the Payroll
Manager Self Service Housing	Employee Details status as Not Approved and
Loans & Advances Set Up HRMS	EmpliD: 1133 V.K. MALHOTRA Sanction status as
Worklist	Designation: SSE GradePay: 8900
- Worklist - Worklist Details	Basic Salary: 51440 Date Of Birth: 17/06/1953
- <u>Navigator</u> Reporting Tools	Date of retirment: 30/06/2013 Payroll Approved: Not Approved
PeopleTools	Loan ID: 1005 Sanctioned Status: Sanctioned
HRMS User Manual My Personalizations My System Profile My Dictionary	Repayment Details         Shows the Required loan details
	Required Loan Details Loan Amount Required: 50000 Desired Installments: 50

#### Sanctioned Loan Details are as below

Note: - Calculate Interest Amount button is enabled only in case of Salary Section Approval

- 6. Click on the Calculate Interest Amount Button
- 7. Enter the remarks
- 8. Click on the Payroll Section Approved Button



Wy Favorites           LTC           Employee Information           System           Self Service           Manager Self Service           Housing	Raise Loan Request Vorksheet	et Approve Loan Request	Goto Expense Sheet Stat	ID 000008144 us Pending	Aft Pay Ap Ap cha "Aj	er clicking on the yroll Section proved, Payroll proved status anges as pproved".	
D Loans & Advances D Set Up HRMS	EmpliD:	1133 V.K. MALHOTRA				Ξ	
⊽ Worklist	Designation:	SSE	GradePay:	8900			
<ul> <li>Worklist</li> <li>Worklist Details</li> <li>Navigator</li> </ul>	Basic Salary: Date of retirment:	51440	Date Of Birth: Davroll Approved:	17/06/1953 Approved			
<ul> <li>▷ Reporting Tools</li> <li>▷ PeopleTools</li> </ul>	Loan ID:	1005	Sanctioned Status:	Sanctioned			

#### Note:-After the Payroll section Approval, request is submitted for Loan Rebate Process Approval at first level approver's Worklist

#### Loan Rebate Approval Process:-

1. Click on the worklist link to open the request submitted as shown below



2. Click for the detail view and link as shown below screen shot

3. To open the Loan request choose "Loan Rebate Approval" from the worklist filter as shown below

4. Find the required request number and click on the link to open the request



#### 5. Click on the Approve Loan Request Tab



Select the Rebate Sanctioned Check box
 Enter the remarks
 Click on the Approve Rebate Button for the approval of rebate

Ĩ	Sanctioned Lo	an Details				
formation If Service	*Sanct	ioned Loan Ar	Principle mount	Details Calculate Principle Installmen	nt Amount	
rances IS	50000		'Installm	ents: 60 Monthly Amou	unt: 1000.00	
				Lust instainment(ir a	iy).	
)otaile	Set Loan Per	iod	Interest	Details		
ools 3 Manual	Start Month o	of salary deduction:	ni 22010 Installm	Calculate Interest Amo	unt unt: 479.17	
lizations	End month of	f salary deduction:	1/03/2019	ast Interest Installment(If A	INV): 279 M	
)				Coloct the Dr	abata	
P <u>rofile</u> Y	Rebate Sanctio	ned 🗹	6. S	ictioned Ch	eck Box	
Profile Y	Rebate Sanctio Employee is Sa Remarks:	ned 🗹	of 2.5% over the stand	rd Interest Rate for this Loa 7. Enter th	eck Box In Type, Ie Remar	ks
P <u>rofile</u> Y	Rebate Sanctic Employee is Sa Remarks: ok	ned 🗹	te of 2.5% over the stand	rd Interest Rate for this Loa 7. Enter th	eck Box	ks on the e Rebate
P <u>rofile</u> Y	Rebate Sanctic Employee is Sa Remarks: ok	ned 🛛	te of 2.5% over the stand	rd Interest Rate for this Loa 7. Enter th	eck Box	ks on the e Rebate
P <u>rofile</u> Y	Rebate Sanctic Employee is Sa Remarks: ok Approval History	ned 🗹	o. Sar Sar	Approve Rebate	eck Box In Type. In Remar 8. Click Approve Button First 1 16 of 6 D La	on the e Rebate
P <u>rofile</u> Y	Rebate Sanctic Employee is Sa Remarks: ok Approval History <u>Worked By</u>	ned Vanctioned Interest Reba	6. Sar Sar ite of 2.5% over the standa	Approve Rebate	eck Box In Type. In Type. In Remar 8. Click Approve Button First 1 16 of 6 1 La <u>Comments</u>	on the e Rebate
P <u>rofile</u> Y	Rebate Sanctic Employee is Sa Remarks: ok Morked By 1 1133	ned V.K. MALHOTRA	Action Submitted	Approve Rebate	eck Box in Type. ie Remar 8. Click Approve Button First 1.6 or 6 La <u>Comments</u> ok	s on the e Rebate
P <u>rofile</u> Y	Rebate Sanctic Employee is Sa Remarks: ok ok <u>Approval History</u> <u>Worked By</u> 1 1133 2 1102	ned V.K. MALHOTRA NIRANJAN MALIK	6. Sar Sar ate of 2.5% over the standa	Approve Rebate Customize   Find   # Find Quint Prove Rebate Quint Prov	eck Box in Type. ie Remar 8. Click Approve Button First 1 16 of 6 1 La <u>Comments</u> ok ok	st
P <u>rofile</u> Y	Rebate Sanctic Employee is Sa Remarks: ok ok <u>Worked By</u> 1 1133 2 1102 3 1720	ned V.K. MALHOTRA NIRANJAN MALIK VIDYA SONAL	Action Submitted Forwarded	Approve Rebate  Customize   Find    Customize	eck Box in Type. ie Remar 8. Click Approve Button First 1 16 or 6 1 La <u>Comments</u> ok ok ok	s
P <u>rofile</u> Y	Rebate Sanctic Employee is Sa Remarks: ok ok <u>Worked By</u> 1 1133 2 1102 3 1720 4 1495 5 5 4455	ned V.K. MALHOTRA NIRANJAN MALIK VIDYA SONAL RADHA LAKHWANI	Action Submitted Forwarded Approved	Approve Rebate          Customize   Find         Image: Find           Quart Interest Rate for this Load	eck Box in Type. e Remar 8. Click Approve Button First 1.6 or 6 D La <u>Comments</u> ok ok ok ok	s
P <u>rofile</u> Y	Rebate Sanctic Employee is Sa Remarks: ok Morked By 1 1133 2 1102 3 1720 4 1495 5 1102	ned V.K. MALHOTRA NIRANJAN MALIK VIDYA SONAL RADHA LAKHWANI NIRANJAN MALIK	Action Submitted Forwarded Forwarded Sent To Salary Section	Approve Rebate  Customize   Find    Customize    Customize	eck Box In Type. In Type. In Type. In Remark 8. Click Approve Button First 1.46 of 6 La Comments Ok Ok Ok Ok	si

- 9. After the approval, a pop is populate with the message "Rebate Request for the Loan has been sent to the next level of approver".
- 10. Click on Ok button



# After first level of approval, request is submitted to the next level approver's worklist

My Favorites Employee Information	Raise Loan Reques	t 🖌 Approve Loan Request 🔪			
> Self Service > Manager Self Service > Housing	Worksheet f	or Loan Approval			
Workforce Administration	Employee Details				
<ul> <li>Loans &amp; Advances</li> <li>Workforce Development</li> </ul>	EmpliD:	1133 V.K. MALHOTRA			
Organizational Development	Designation:	SSE	GradePay:	8900	
Worklist	Basic Salary:	51440	Date Of Birth:	17/06/1953	
- Worklist	Date of retirment:	30/06/2013	Payroll Approved:	Approved	
<ul> <li>Worklist Details</li> <li>Navigator</li> </ul>	Loan ID:	1005	Sanctioned Status:	Sanctioned	
Reporting Tools	Repayment Details				
Heople Loois HRMS User Manual My Reconcilizations	Type of Loan:	Motor Cycle Advance			
My System Profile	Required Loan D	etails			
My Dictionary	Loan Amount Re	equired: 50000 Desired Insta	nliments: 50		
	'There are no pre	vious loans availed			

## Enter the Remarks Click on approve rebate button

Note: - If Rebate request is not according to the terms and conditions, it can be send back to the first level approver's worklist by clicking on "Send Back Rebate Request Button" as shown below

Sanctioned	Loan Details					
ites e Information *Sar ice Self Service	ctioned Loan A	mount 'Instal	ole Details Calculate Principle Installn Iments: 50 Monthly An	nent Amount		
e Administration Advances e Development	Period	Intere	st Details			
tional Development IRMS Start Mol	ith of salary deduction:	n / 2/2010 Install	Calculate Interest Ar ments: 50 Monthly Ar	nount 479.17		
st End mon st Details tor	h of salary deduction:	81/03/2019	Last Interest Installment(I	f Any): 479.00		
st <u>et details</u> dor g Tools ools ser Manual malizations <u>m Profile</u> <u>nary</u>	th of salary deduction:	ate of 2.5% over the star	Last Interest Installment() 11. Ente Idar. 12. C	f Any): 479.00 r the Rem lick on Ap	arks oprove	
st st Details tor g Tools ools ser Manual inalizations m Profile nary ok	th of salary deduction:	ate of 2.5% over the star	Last Interest Installment() 11. Ente Mar	f Any): 479.00 r the Rem lick on Ap te button	arks pprove for appr	<b>'</b> 0'
st <u>end mon</u> st <u>Details</u> g Tools pols ser Manual inalizations m Profile nary ok	th of salary deduction:	ate of 2.5% over the star	Last Interest Installment(I 11. Ente Mar 12. C Reba	f Any): 479.00 r the Rem lick on Ap te button	arks oprove for appr	<b>'0</b> '
st end mon st Details tor g Tools pols ser Manual malizations m Profile nany ok	th of salary deduction:	ate of 2.5% over the star	Last Interest Installment( 11. Ente Itar 12. C Reba Approve Rebate S <u>Customize</u>   <u>Find</u>	f Any): 479.00 r the Rem lick on Ap te button end Back Rebate Reque	arks oprove for appr	<b>`0</b> `
st end mon st Details stor g Tools bols ser Manual inalizations m Profile nary ok	th of salary deduction:	ate of 2.5% over the star	Last Interest Installment ( 11. Ente I1. Ente 12. C Reba Approve Rebate S <u>Customize   Find  </u>	f Any): 479.00 r the Rem lick on Ap te button end Back Rebate Reque First 1 17 of 7 D Las Comments	arks pprove for appr	<b>'O'</b>
st <u>et Details</u> tor g Tools sols ser Manual nalizations m Profile nary ok Approval His <u>Worked</u> 1 1133	th of salary deduction:	ate of 2.5% over the star           Action           Submitted	Last Interest Installment() 11. Ente I1. Ente 12. C Reba Approve Rebate S <u>Customize   Find</u>	f Any): 479.00 r the Rem lick on Ap te button end Back Rebate Reque First 1 7 of 7 D Las <u>Comments</u> M ok	arks oprove for appr	<b>'O'</b>
st end mon st Details toor g Tools ools ser Manual merofile nary ok Approval His Workedi 1 1133 2 1102	th of salary deduction:	ate of 2.5% over the star ate of 2.5% over the star Action Submitted Forwarded	Last Interest Installment( 11. Ente Itar 12. C Reba Approve Rebate S <u>Customize   Find   Date/Time</u> 24/11/10 12:09:14P 24/11/10 3:04:12P	f Any): 479.00 r the Rem lick on Ap te button end Back Rebate Reque First 1 17 of 7 P Las <u>Comments</u> M ok	arks oprove for appr a	<b>`O</b> \
st st Details ttor g Tools pools ser Manual inalizations m Profile nary ok Approval His WorkedI 1 1133 2 1102 3 1720	th of salary deduction:	Action Submitted Forwarded	Last Interest Installment( 11. Ente I1. Ente 12. C Reba Approve Rebate S Customize   Find   Date/Time 24/11/10 12:09:14P 24/11/10 3:04:12Ph 24/11/10 4:12:15Ph	f Any): 479.00 r the Rem lick on Ap te button end Back Rebate Reque First 1 7 of 7 D Las <u>Comments</u> M ok A ok	arks oprove for appr	°0'
st at Details tor g Tools pols ser Manual inalizations m Profile nary ok Approval His Worked 1 1133 2 1102 3 1720 4 1495	th of salary deduction:	Action Submitted Forwarded Forwarded Approved	Last Interest Installment() 11. Ente I1. Ente I2. C Reba Approve Rebate S Customize   Find 24/11/10 12:09:14P 24/11/10 3:04:12Ph 24/11/10 4:12:15Ph 25/11/10 10:39:10A	f Any): 479.00 r the Remain lick on App te button end Back Rebate Reque First 1 7 or 7 D Las Comments M ok A ok A ok M ok	arks prove for appr	<b>`O`</b>
st st Details tor g Tools ser Manual m Profile nary Approval His Worked 1 1133 2 1102 3 1720 4 1495 5 1102	th of salary deduction:	Action Action Submitted Forwarded Forwarded Approved Sent To Salary Sector	Last Interest Installment()  11. Ente  I1. Ente I1. Ente I12. C Reba Approve Rebate S  Customize [ Find ]  Date/Time 24/11/10 12:09:14P 24/11/10 12:09:14P 24/11/10 12:09:10A 25/11/10 11:45:20A	f Any): 479.00 r the Remains lick on Ap te button end Back Rebate Reque First 1 17 of 7 D Las <u>Comments</u> M ok A ok A ok M ok M ok	arks oprove for appr	·0·
st st Details st Details stor g Tools ools ser Manual m Profile nary ok Approval His WorkedI 1 1133 2 1102 3 1720 4 1495 5 1102 6 1495	th of salary deduction:	Action Action Submitted Forwarded Forwarded Approved Sent To Salary Sector Payroll Approved	Last Interest Installment( 11. Ente Interest Installment( 12. C Reba Approve Rebate S Customize   Find   Date/Time 24/11/10 12:09:14P 24/11/10 3:04:12Ph 24/11/10 3:04:12Ph 24/11/10 12:15Ph 25/11/10 11:45:20A 25/11/10 11:45:20A	f Any): 479.00 r the Rem lick on Ap te button end Back Rebate Reque First 1 17 of 7 D Las Comments M ok A ok M ok M ok	arks oprove for appr	<b>~O</b> \

Note:-After approved by second level of approver, rebate approval request is submitted in the worklist of next approver

13. Click on the worklist link to open the request submitted as shown below



- 14. Click for the detail view and link as shown below screen shot
- 15. To open the Loan request choose "Loan Rebate Approval" from the worklist filter as shown below
- 16. Find the required request number and click on the link to open the request

Search:	14. Cl View a	ick for the d and Link	etail	15. Select loan Rebate Approval from the			ļ
D My Favorites	Worklist for 14	495: RADHA LAKHWANI		Worklist filter			
> Encloyee Information System ▷ Self Service	Click for the	Detail View and Link		Work List Filters: Loan Rebate Approval			]
> Manager Sen Service > Housing	Worklist					Customize   Find	View
> Loans & Advances	<u>From</u>	<u>Date From</u> <u>Work Item</u>	Worked By Activity	<u>Priority</u>	Link		
> Set Up HRMS 7 Worklist	VIDYA SONAL	25/11/2010 Loan Rebate Approval	IGN_WORKSHEET		V 1133, 1025, MCY		Ma
- Worklist							
<ul> <li><u>Worklist Details</u></li> <li><u>Navigator</u></li> </ul>			16. C	lick on t	he Reque	st link	]
> Reporting Loois > PeopleTools							
HRMS User Manual							
My Personalizations							
My System Profile							

▷ My Favorites ▷ LTC	Raise Loan Reques	st 📝 Approve Loan Reque	st		
<ul> <li>▷ Employee Information</li> <li>System</li> <li>▷ Self Service</li> <li>▷ Manager Self Service</li> </ul>	Worksheet	for Loan Approv	/al		
▶ Housing	Employee Details				
▷ Loans & Advances ▷ Set Up HRMS	EmpliD:	1133 V.K. MALHOTRA			
⊽ Worklist	Designation:	SSE	GradePay:	8900	
– Worklist – <u>Worklist Details</u>	Basic Salary:	51440	Date Of Birth:	17/06/1953	
= <u>Navigator</u>	Date of retirment:	30/06/2013	Payroll Approved:	Approved	
<ul> <li>Reporting Tools</li> <li>PeopleTools</li> </ul>	Loan ID:	1005	Sanctioned Status:	Sanctioned	
<ul> <li>HRMS User Manual</li> <li>My Bereenalizations</li> </ul>	Repayment Details				
- <u>My System Profile</u>	Type of Loan:	Motor Cycle Advar	ce		
	Required Loan D	etails			
	Loan Amount R	equired: 50000 Desired	Installments: 50		
	*There are no pro	evious loans availed		_	

17. Enter the Remarks18. Click on approve rebate button

h: (>>)	Sanctioned Loan Details
Favorites C pployee Information am If Service mager Self Service using ans & Advances t Up HRMS orklist <u>Morklist Details</u> <u>Naviator</u> Serding Tech	*Sanctioned Loan Amount         50000         *Start Month of salary deduction:         01/12/2010         Ford month of salary deduction:         01/12/2010
opleTools <u>AMS User Manual</u> <u>Personalizations</u> <u>System Profile</u> <u>Dictionary</u>	Last Interest Installment (If Any): 479.00         Rebate Sanctioned Interest Rebate of 2.5% over the standard Interest Rate for one countrype.
	Remarks: 18. Click on Approve Rebate button
	Freeze Interest Deduction: Approver Rebate Send Back Rebate Request

After the Approval by the last approver, loan rebate is finally approved

## **Rebate Finalization:-**

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# Note:-For the Finalization of Loan rebate, request is submitted in the first approver worklist

aron:					New Window	Help   Customize Page	2	
Wy Favorites Employee Information	Raise Loan Reque	st / Approve Loan Request \						
Self Service Manager Self Service Housing	Worksheet	for Loan Approval						
Loans & Advances	Employee Details							
Set Up HRMS Worklist	EmpliD:	1133 V.K. MALHOTRA					н	
– Worklist	Designation:	SSE	GradePay:	8900				
<ul> <li>Worklist Details</li> <li>Navigator</li> </ul>	Basic Salary:	51440	Date Of Birth:	17/06/1953				
Reporting Tools	Date of retirment:	30/06/2013	Payroll Approved:	Approved				
People Loois HRMS User Manual	Loan ID:	1005	Sanctioned Status:	Sanctioned				
My Personalizations My System Profile	Repayment Details	;						
My Dictionary	Type of Loan:	Motor Cycle Advance						
	Required Loan D	etails						
	Loan Amount R	equired: 50000 Desired Insta	allments: 50					
	'There are no pr	evious loans availed						

#### 19. Click on Finalize rebate button as shown below

mation *Sanct socoo	ioned Loan Ar	Principle Deta <b>nount</b> 'Installments:	ils late Principle Installment. 50 Monthly Amour Last Installment(if any	Amount t: 1000.00 /): 1000.00	
Set Loan Per Start Month	iod of salary deduction:	In 22010 In 22010 In 22010 In 22010 In 22010	s Calculate Interest Amour Monthly Amoun Click on th	t ne Finali	ze
10115					
Rebate Sancti Employee is Si	oned 🗹 anctioned Interest Reba	te of 2.5% over the standard hr Finalise Rebate	terest Rate for this Loan	Type.	
Rebate Sancti Employee is Si Approval History Worked Pu	oned 🗹 anctioned Interest Reba V	te of 2.5% over the standard In Finalise Rebate	terest Rate for this Loan stomize   <u>Find</u>   <sup>111</sup> Fir Date Time	Type. st 🛃 1.9 of 9 🕨 Last	
Rebate Sancti Employee is Sa Approval History Worked By 1 1122	oned anctioned Interest Reba Name VK MALHOTRA	te of 2.5% over the standard In Finalise Rebate	terest Rate for this Loan <u>stomize   Find   <sup>IIII</sup> Fir Date/Time</u> 24/14/00 12:00:14 PM	Type. st • 1.9 or 9 • Last <u>Comments</u> ok	
Rebate Sancti Employee is S Approval History <u>Worked By</u> 1 1133 2 1102	oned anctioned Interest Reba notioned Interest Reba Name V.K. MALHOTRA	te of 2.5% over the standard in Finalise Rebate	terest Rate for this Loan stomize   Find   I Fin Date/Time 24/11/10 12:09:14PM 24/11/10 2:09:14PM	Type. st I 1.9 of 9 D Last <u>Comments</u> ok	
Rebate Sancti Employee is Si <u>Worked By</u> 1 1133 2 1102 2 1720	oned anctioned Interest Reba Name V.K. MALHOTRA NIRANJAN MALIK VIDVA SOMAL	te of 2.5% over the standard in Finalise Rebate Cu Action Submitted Forwarded	terest Rate for this Loan <u>stomize</u>   <u>Find</u>   <sup>₩</sup> Fir <u>Date/Time</u> 24/11/10 12:09:14PM 24/11/10 3:04:12PM 24/11/10 3:04:12FDM	Type. st  1.9 or 9  Last <u>Comments</u> Ok Ok	
Approval History Worked By 1 1133 2 1102 3 1720 4 1405	oned anctioned Interest Reba Name V.K. MALHOTRA NIRANJAN MALIK VIDYA SONAL PADHA LAIZEMAAN	te of 2.5% over the standard in Finalise Rebate	stomize   Find           Fin           Date/Time         24/11/10 12:09:14PM           24/11/10 3:04:12PM         24/11/10 3:04:12PM	Type. st ● 1.s of 9 ▶ Last <u>Comments</u> ok ok ok	
Rebate Sancti Employee is Si Worked By 1 1133 2 1102 3 1720 4 1495 5 1492	oned anctioned Interest Reba anctioned Interest Reba NERALING V.K. MALHOTRA NIRANJAN MALIK VIDYA SONAL RADHA LAKHWANI NIRANJAN MALIK	te of 2.5% over the standard in Finalise Rebate	terest Rate for this Loan stomize   Find   <sup>₩</sup> Fir Date/Time 24/11/10 12:09:14PM 24/11/10 3:04:12PM 24/11/10 4:12:15PM 25/11/10 10:39:10AM 25/11/10 10:39:10AM	Type. st  1.9 of 9 Last Comments Ok Ok Ok Ok Ok	
Rebate Sancti Employee is Si Worked By 1 1133 2 1102 3 1720 4 1495 5 1102 8 1405	Anctioned Interest Rebar anctioned Interest Rebar Name V.K. MALHOTRA NIRANJAN MALIK VIDYA SONAL RADHA LAKHWANI NIRANJAN MALIK	te of 2.5% over the standard in Finalise Rebate	Stomize         Find           24/11/10         12:09:14PM           24/11/10         12:09:14PM           24/11/10         12:09:14PM           24/11/10         12:09:14PM           24/11/10         3:04:12PM           24/11/10         3:04:12PM           25/11/10         10:39:10AM           25/11/10         11:45:20AM	Type.	
Approval History Worked By 1 1133 2 1102 3 1720 4 1495 5 1102 6 1495 7 1400	Anctioned Interest Rebains interest Reba	te of 2.5% over the standard in Finalise Rebate	Stomize         Find           Date/Time         Find           24/11/10         12:09:14PM           24/11/10         3:04:12PM           24/11/10         3:04:12PM           25/11/10         10:39:10AM           25/11/10         11:45:20AM           25/11/10         12:49:22PM	Type. st  I 1-8 of 9  Last Comments Ok Ok Ok Ok Ok	
Approval History           Worked By           1 1133           2 1102           3 1720           4 1495           5 1102           6 1495           7 1102           0 132	Aned Anctioned Interest Rebar Anctioned Interest Rebar NEANJAN MALIK VIDYA SONAL VIDYA SONAL RADHA LAKHWANI NIRANJAN MALIK RADHA LAKHWANI NIRANJAN MALIK	te of 2.5% over the standard in Finalise Rebate	terest Rate for this Loan stomize   Find   <sup>₩</sup> Fin Date/Time 24/11/10 12:09:14PM 24/11/10 3:04:12PM 24/11/10 4:12:15PM 25/11/10 11:45:20AM 25/11/10 11:45:20AM 25/11/10 12:49:22PM 25/11/10 2:57:20PM	Type.	
Approval History           Worked By           1 1133           2 1102           3 1720           4 1495           5 1102           6 1495           7 1102           8 1720           8 1720	Anctioned Interest Rebar anctioned Interest Rebar Name V.K. MALHOTRA NIRANJAN MALIK VIDYA SONAL RADHA LAKHWANI NIRANJAN MALIK NIRANJAN MALIK NIRANJAN MALIK	te of 2.5% over the standard in Finalise Rebate	Stomize   Find           Fin           Date/Time         24/11/10 12:09:14PM           24/11/10 3:04:12PM         24/11/10 3:04:12PM           24/11/10 12:09:14PM         25/11/10 10:39:10AM           25/11/10 10:39:10AM         25/11/10 10:39:22PM           25/11/10 12:49:22PM         25/11/10 2:57:20APM           25/11/10 2:57:20PM         25/11/10 3:44:34PM	Type. st ● 1.9 of 9 ▶ Last Comments ok ok ok ok ok	

Raise Loan Request | Approve Loan Request

v

## **Freeze Interest Deduction**

# Note: - After the Finalization of Loan rebate by first approver, request is submitted in Payroll Section approver's worklist

icarch: Wy Favorites LTC	Raise Loan Reques	t) Approve Loan Request \			<u>New Window</u>	<u>Help</u>   <u>Customize Pag</u>	<u>e</u> ^
> Employee Information Jystem > Self Service > Manager Self Service > Housing	Worksheet f Employee Details	or Loan Approval					
> Loans & Advances > Set Up HRMS	EmpliD:	1133 V.K. MALHOTRA					Ξ
7 Worklist	Designation:	SSE	GradePay:	8900			
– Worklist – Worklist Details	Basic Salary:	51440	Date Of Birth:	17/06/1953			
- <u>Navigator</u>	Date of retirment:	30/06/2013	Payroll Approved:	Approved			
> Reporting Tools > PeopleTools	Loan ID:	1005	Sanctioned Status:	Sanctioned			
• <u>HRMS User Manual</u> • <u>My Personalizations</u> • <u>My System Profile</u>	Repayment Details Type of Loan:	Motor Cycle Advance					
• <u>My Dictionary</u>	Required Loan Do	etails					
	Loan Amount Re 'There are no pre	equired: 50000 Desired Insta vious Ioans availed	ilments: 50				

#### 1. Enter the Remarks

# Note: - In interest details option Monthly Amount and Last interest installment text box values are editable in case of Freeze Interest Deduction

2. Click on Freeze Interest Deduction button as shown below

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Sanctioned L	oan Details				
		Princ	ciple Details		
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End month	of salary deduction	21/02/20110	montany	Anouna 473.0	0
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– <u>HKMS User Manual</u> – <u>My Personalizations</u> – <u>My System Profile</u> – <u>My Dictionary</u>	Repayment Details Type of Loan: Required Loan D Loan Amount R	Motor Cycle Advance etails equired: 50000 Desired Inst	allments:	50			]		