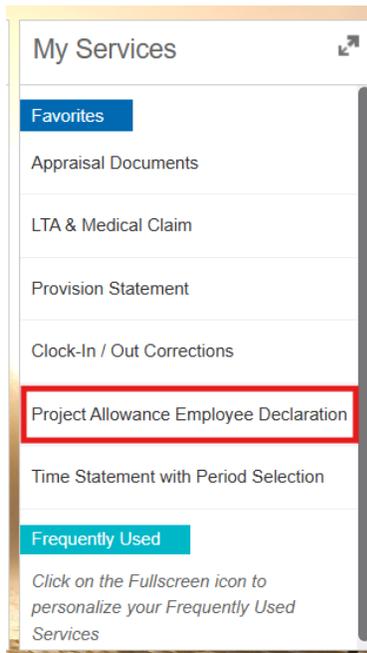
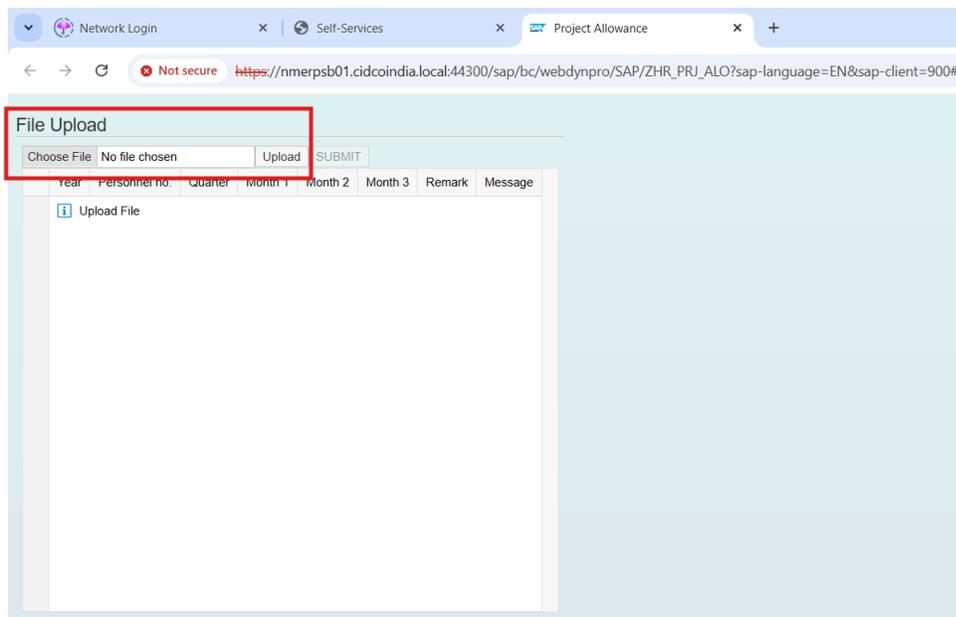


Project Allowance process

Employee who is SE/HQ User Logs in ESS Portal click on My Services (My services to be opened in new window.)



In new screen Employee file upload Screen will be opened (**SE/HQ User Upload Project allowance data file with Previous quarter**)





Microsoft Excel
Worksheet

Attached Excel templates to upload the data

IMP: -Excel file should be save in xls.csv format as per given screenshot.

File name: Project Allowance

Save as type: CSV (Comma delimited)

Authors: SAP WebAS Tags: Add a tag

Save Cancel

After successfully upload you will get below screen, click on submit after upload.

File Upload

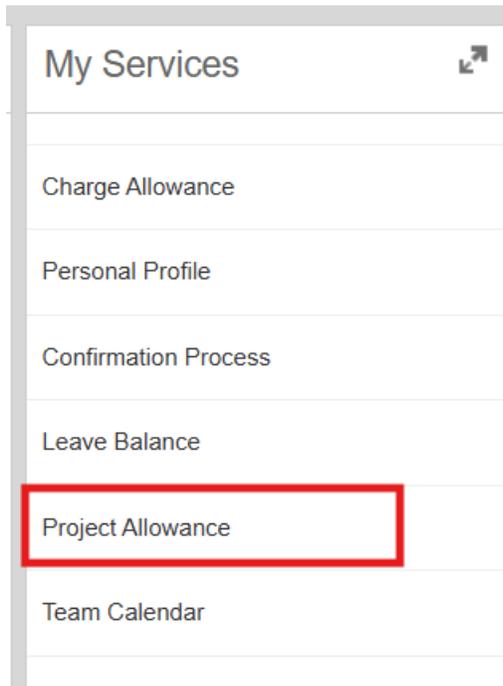
Choose File | No file chosen | Upload | SUBMIT

| Year | Personnel no. | Quarter | Month 1 | Month 2 | Month 3 | Remark | Message |
|------|---------------|------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|--------------|-----------|
| 2025 | 00034575 | Quarter 1 : April to June | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Test Remarks | No Errors |
| 2025 | 00034575 | Quarter 2 : July to Septe... | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Test Remarks | No Errors |

After clicking on submit Employee to be receive an email with subject line as **“Project Allowance Eligibility”**

Eligible employee Logs in ESS Portal

Employee to be able to log in ESS system. Landing page to be visible, click on My Services then click on project allowance



Project Allowance application to be opened employee can see following information select the correct quarter to apply without error. If you select wrong quarter you will get pop-up with below error.

1. (Employee select the quarter for which he/she is Non eligible.) :- Message to be displayed as “you are not eligible for this Quarter”
2. Employee select future quarter from the dropdown: - Error to be displayed as “you can apply only for previous quarter
3. Employee left quarter as blank and click on check. :- Error to be displayed as “The entered value is not on the list of valid values

(For example Oct 2024-Dec 2024, Employee can apply within 45 days 2025 between Jan -Feb)

For correct quarter you will get below screen

Date1 option to be displayed

Project Allowance for Employee: Sujit Shivaji Suryawanshi

Check Send

Project Allowance

Start Date: 08.01.2025

* Quarter: 3

Wage Type: 1502

Amount: 0.01

Add Date

I hereby confirm that there are no unapproved leaves for period considered for Project Allowance

* Date 1: [Calendar Icon]

Input valid Saturday dates for the quarter then click on Check button

Amount to be displayed.

1)If number of Saturdays are 4 in a month then amount be displayed as 1000 per day

2)If number of Saturdays are 5 in a month then amount be displayed as 800 per day

Check Send

Review Without Errors

Project Allowance

Start Date: 08.01.2025

* Quarter: 3

Wage Type: 1502

Amount: 4,000.00

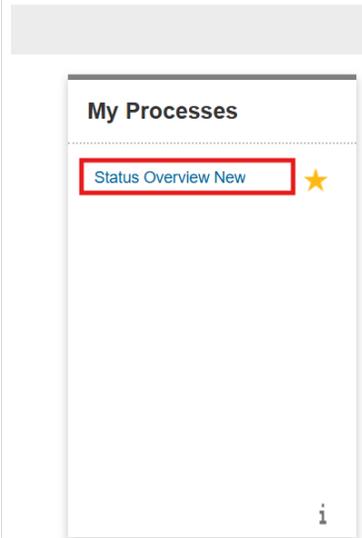
Add Date

I hereby confirm that there are no unapproved leaves for period considered for Project Allowance

* Date 1: 05.10.2024 [Calendar Icon] Date 2: 12.10.2024 [Calendar Icon] Date 3: 19.10.2024 [Calendar Icon]

Date 4: 26.10.2024 [Calendar Icon]

After submitting reference number has been generated employee can same check in their My service – My process tab click on **status overview New**



After clicking you will get below screen It this employee can check their request has been sent to next level their reporting manager.

The screenshot shows a web browser window displaying the SAP Process Browser interface. The browser address bar shows a URL starting with "https://nmerpsb01.cidcoindia.local:44300/sap/bc/webdynpro/sap/ASR_PROC_BROWSER_OVP?".

Search: Processes

2 Processes

| Process Name | Object Type | Object key | Affected Object | Process Initiator | Start Date | End Date | Process Status | Business Status | Process Reference N... |
|-------------------|-------------|------------|---------------------------|-------------------|------------|------------|----------------|-----------------|------------------------|
| Project Allowance | Person | 00034575 | Sujit Shivaji Suryawanshi | Sujit Suryawanshi | 08.01.2025 | 08.01.2025 | Completed | Approved | 00000009992 |
| Project Allowance | Person | 00034575 | Sujit Shivaji Suryawanshi | Sujit Suryawanshi | 08.01.2025 | | In Process | Processed | 00000009993 |

Process Reference Number : 00000009993

Back | Withdraw | Expand Form

Process Steps

Project Allowance - Sujit Shivaji Suryawanshi

| Step Name | Processor | Start Date | Start Time | Completion Date | Completion Time | Step Status |
|--|-------------------|------------|------------|-----------------|-----------------|-------------|
| Project Allowance | Manager | 08.01.2025 | 17:14:28 | | 00:00:00 | New |
| Sujit Shivaji Suryawanshi: Project Allowance - Standard Step | Sujit Suryawanshi | 08.01.2025 | 17:14:24 | 08.01.2025 | 17:14:24 | Completed |

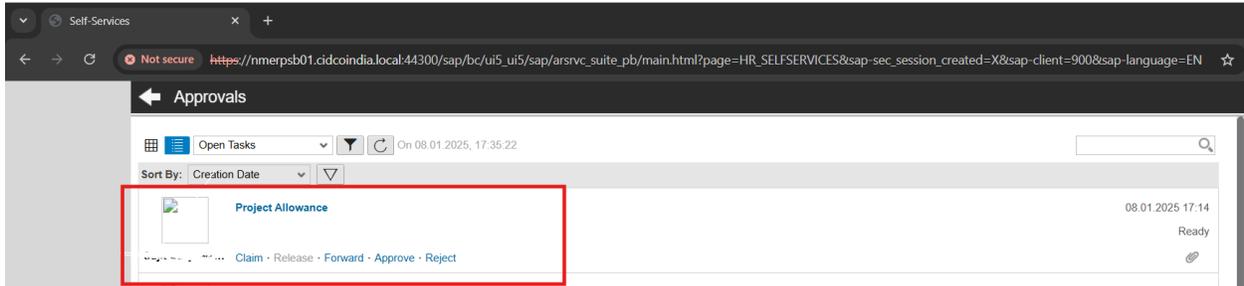
Attachments(0)

No Attachment Available

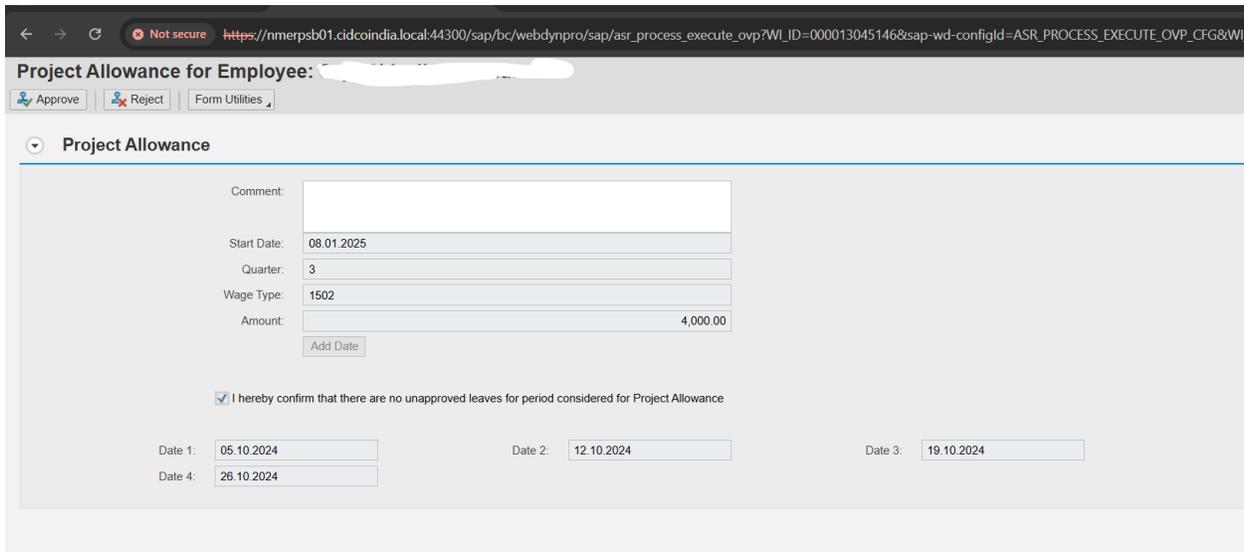
Form

Process step not executed yet. Form not available.

Approver logs in ESS portal and checks approval lane for Project Allowance request approval respective reporting manager will get the request in their inbox for approving.



After clicking on the particular you will get below screen for approval process.



After approval, workflow will update info type 9027 with year, quarter and date Project allowance of applicant employee & workflow will update info type 2010 Wage type 1502 for applicant employee

Employee can get the Project eligibility report: - Code: - ZHR_PRAL

Project Allowance Eligibility Report

Year: 2024 to: []
 Personnel number: [] to: []
 Quarter: [] to: []
 Date on Which Record Created: 08.01.2025 to: 08.01.2025

Year: For the quarter Year

Personnel number: Emp No

Quarter: 1/2/3/4

Date on Which Record Created: As we had created on 08/01/2025

Then click on Execute you get all record which has been uploaded in portal.

Project Allowance Eligibility Report

| Personnel Number | Employee NAME | Job Title | Year | Quarter | Month 1 | Month 2 | Month 3 | Remark | Created Date | Entry Time | Created By | Status |
|------------------|---------------------------|---------------------------|------|---------------------------------|---------|---------|---------|--------------|--------------|------------|------------|-------------|
| [] | Sujit Shivaji Suryawanshi | Assistant Executive Engin | 2024 | Quarter 1 : April to June | Yes | Yes | Yes | TEST REMARKS | 08.01.2025 | 11:06:55 | [] | Not Applied |
| [] | Sujit Shivaji Suryawanshi | Assistant Executive Engin | 2024 | Quarter 2 : July to September | Yes | Yes | Yes | TEST REMARKS | 08.01.2025 | 11:06:55 | [] | Not Applied |
| [] | Sujit Shivaji Suryawanshi | Assistant Executive Engin | 2024 | Quarter 3 : October to December | Yes | Yes | Yes | TEST REMARKS | 08.01.2025 | 11:06:55 | [] | Approved |

Process completed.