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.)

My Services [⊾] ₹
Favorites
Appraisal Documents
LTA & Medical Claim
Provision Statement
Clock-In / Out Corrections
Project Allowance Employee Declaration
Time Statement with Period Selection
Frequently Used
Click on the Fullscreen icon to personalize your Frequently Used Services

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





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)					V
Authors:	SAP WebAS	Tags:	Add a tag			
ide Folders				Tools 🔻	Save	Cancel

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

•	💮 N	etwork Login	× 🚱 Self	-Services		×	The project Allowance X +	
÷	\rightarrow	C 🛛 Not	secure https://nmerpsb0	01.cidcoin	dia.local:4	4300/sap/	pc/webdynpro/SAP/ZHR_PRJ_ALO?sap-language=EN&sap-client=900#	
File	Uploa	ad						
Ch	oose File	No file chosen	Upload SUE	вміт				
-	Year	Personnel no.	Quarter	Month 1	Month 2	Month 3	Remark	Message
	2025	00034575	Quarter 1 : April to June	~	 Image: A set of the set of the	~	Test Remarks	No Errors
	2025	00034575	Quarter 2 : July to Septe				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

My Services
Charge Allowance
Personal Profile
Confirmation Process
Leave Balance
Project Allowance
Team Calendar

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 Employe	e: Sujit Shivaji Suryawanshi
Project Allowance	
Start Date:	08.01.2025
* Quarter:	3
Wage Type:	1502
Amount:	0.01
	Add Date
Thereby contact of the second	irm that there are no unapproved leaves for period considered for Project Allowance

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			- Ci					
	Wage Type:	1502								
	Amount:				4,000.00					
		Add Date								
	J berehv conf	firm that there are no unappr	wed leaves for period (considered for Project 4	llowance					
		and there are no unappri-	stea leaves for period (alonance					
					-					
* Date 1:	05.10.2024	1	Date 2:	12.10.2024	1	Date	e 3: 19.10.	2024	1	
Date 4:	26.10.2024	1								

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

ly Processes	
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.

		× 🐖 Process B	rowser ×								0
	→ C 😣 Not se	cure <u>https</u> ://nmerpsb01.cid	dcoindia.local:44300/sa	p/bc/webdynpro/sap/A	SR_PROC_BROWSER	_OVP?sap-wd-configl	d=ASR_PROC_BROWSER	_OVP_CFG&BROWSER_(Context=Affecte 5	🛠 🔒 Incog	inito
Sear	ch: Processes										
											6
2 Pro	ocesses										
0, 0	Details										2
P	rocess Name	Object Type C	Dbject key	Affected Object	Process Initiator	Start Date	End Date	Process Status	Business Status	Process Refere	nce N
P	roject Allowance	Person 0	00034575	Sujit Shivaji Suryawanshi	Sujit Suryawanshi	08.01.2025	08.01.2025	Completed	Approved	00000009992	
P	roject Allowance	Person 0	00034575	Sujit Shivaji Suryawanshi	Sujit Suryawanshi	08.01.2025		In Process	Processed	00000009993	
4		https://amagaah01.cid	lasia dia la ask 44200 /asa	Astuck & mars less (ACI	DROC BROWKER	2\/02eee.ud.eee6ald	ACR DROC BROWEED O	AND CEC S. BDOMKED CO			. :
		are maps.//minerpsbor.clu	contuia.iocai.44300/sap	oc/webdynpro/sap/ASi	C_PROC_BROWSER_C	ovresap-wu-conligiu-	-ASK_PROC_BROWSER_C	WF_CFG&BROWSER_CO	NIEAT-AFFECTE A	ee incogina	· · ·
Proc	ess Reference	Number : 0000000	009993								
Bac	k Withdraw Ex	pand Form								2	. 🕜 .
۲	Process Steps										
Proje	ect Allowance - Su	jit Shivaji Suryawanshi	i								
\$	Step Name		Processor	Sta	art Date	Start Time	Completion Date	Completion Time	Step Status		
F	Project Allowance		Manager	08	01.2025	17:14:28		00:00:00	New		
5	Sujit Shivaji Suryawanshi:	Project Allowance - Standard Ste	ep Sujit Suryawans	ni 08	01.2025	17:14:24	08.01.2025	17:14:24	Completed		
۲	Attachments(0)										
No A	ttachment Available										
۲	Form										
Proc	ess 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.

-						
← → C ⊗ Not secure	.tps ://nmerpsb01.cidcoir	dia.local:44300/sap/bc/webdyn	pro/sap/asr_process_execute	e_ovp?WI_ID=000013045146&s	ap-wd-configId=ASR_PROCE	SS_EXECUTE_OVP_CFG&W
Project Allowance for En	mployee:					
Approve Approve Form Uti	tilities "					
Project Allowance						
с	Comment:					
SI	Start Date: 08.01.2025					
	Quarter: 3					
Wa	age Type: 1502					
	Amount:		4,000.00			
	Add Date					
\checkmark	hereby confirm that there a	re no unapproved leaves for period c	onsidered for Project Allowance			
Date 1: 05.	.10.2024	Date 2:	12.10.2024	Date 3:	19.10.2024	
Date 4: 26.	10.2024					

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

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Project Allowance Eligil	bility Report			
>				
Year	2024	to		
Year Personnel number	2024	to to		
Year Personnel number Quarter	2024	to to	2 2	

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 A	Project Allowance Eligibility Report											
3 🗟 🚔 🔻 🖗 🖥 🔚 🔚 🔳 🔳												
Personnel Number	Employee NAME	Job Title	Year	Quarter	Month 1	Month 2	Month 3	Remark	Created Date	Entry Time	Created B	y 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.