

Guidelines for ESS (EMPLOYEE SELF SERVICE) portal and BI Reports

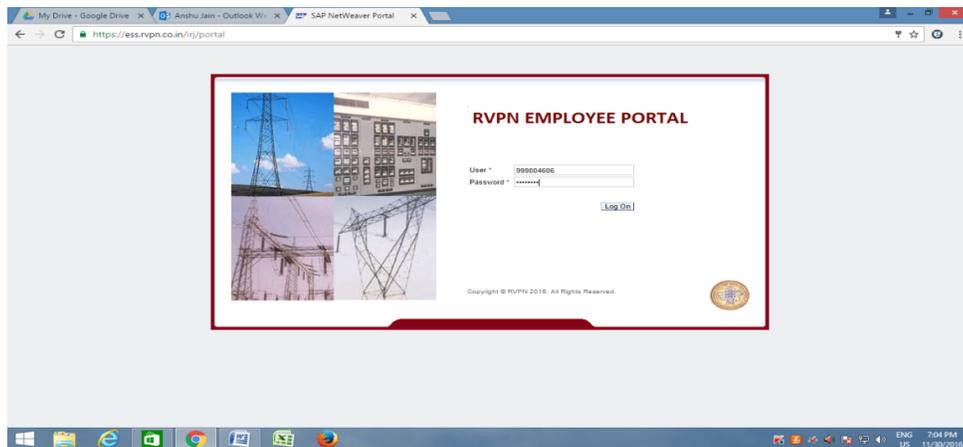
1. Employee self service (ESS) is a facility provided to view personal details of an employee through SAP-ERP, it is equivalent to the Intranet facility provided in IMIS.
2. Initially this facility is being provided only to the officers, JEN and ministerial employees of RVPN.
3. The web address for accessing ESS portal is <https://ess.rvpn.co.in>
4. The login ID for ESS will be the employee ID and the default password will be **welcome123** which has to be changed by the user on first login.
5. The web address may be accessed through Chrome and Internet Explorer. If accessed through Internet Explorer the following settings are need to be made in the system:-
 - (A). Tools -> Internet options -> Security tab -> Custom level -> Scroll to: **Display mixed content** -> Enable -> Ok
 - (B) Also Allow the pop up
 - (B). Restart IE.
6. After logging in the following **menu** items are visible:-
 - **Employee search**: - Here you can search RVPN employees by name and find basic information about colleagues and their position in the company.
 - **Personal Information**: - Here personal profile and employee profile can be viewed.
 - **Birthday and retirement**: - Here birthday and retirement list of RVPN employees for the current month can be viewed.
 - **Holiday & Restricted Calendar**: - This provides the list of Gazetted and Restricted Holidays for the current calendar year.
 - **Reports**: - Pay Slip can be viewed (Sept 2016 onwards).
 - **Working Time**: - Leave account (Leave quota and leaves availed) of employee is visible through this.

- Applications / Declaration: - This facility will be provided from the next financial year.
7. All employees are advised to check their personal and leaves details in ESS, if any discrepancy is found the same may be informed to the concerned payroll administrator of their respective areas.
 8. The Gazetted employees may contact Sr. AO (EA-CASH) for updation in leave balance (as on 1st Sept 2016) and Non-Gazetted employees may contact their respective Payroll Admins. for the same.

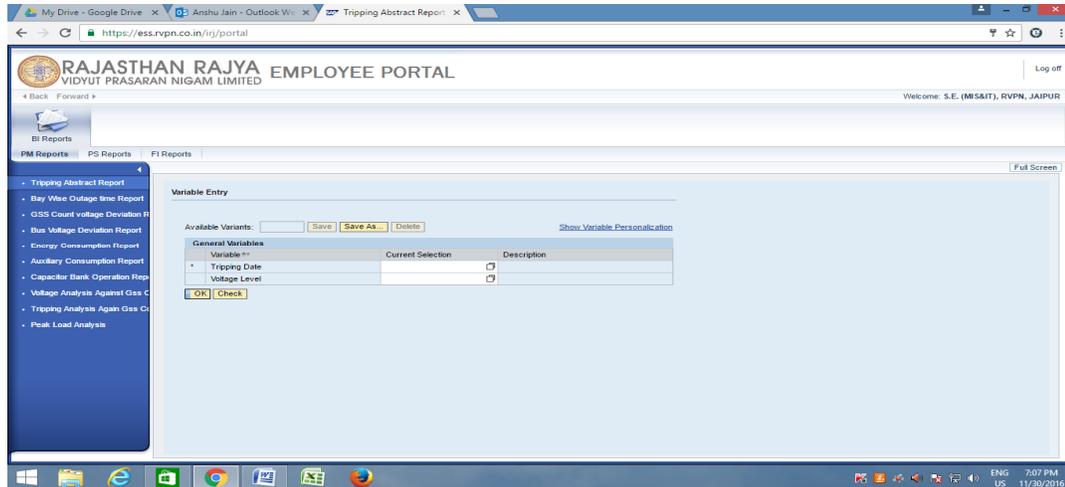
BI REPORTS (BI:Business Intelligence)

The BI Reports have been made available on the same portal <https://ess.rvpn.co.in>

1. For viewing the BI reports user have to login from the office/SAP user ID (999XXXXXX series) which has already been provided to all offices, and the default password is **welcome123** as mentioned below in the screen



2. After login, user can view all the reports related to modules available on ess portal as mentioned below in the screen.



3. Earlier this facility has been provided on employee ID of some higher officers for viewing PM reports which has been taken of from 1 Dec 2016. The BI reports can now only be viewed from office ID (999XXXXXX series).