

BSNL ERP-HR TEAM  
O/o GM (PERS) BSNL CO  
NEW DELHI



भारत संचार निगम लिमिटेड  
(भारत सरकार का उपक्रम)  
**BHARAT SANCHAR NIGAM LIMITED**  
(A Govt. of India Enterprise)

# IPMS User Manual



## Overview of IPMS process in ERP-ESS

IPMS –to create IPMS for **Executives**.

<b>Path</b>	Employee Self Services → IPMS
<b>Purpose</b>	To create Bimonthly IPMS by controlling officer for <b>immediate subordinate</b> Executives and submission of targets achieved by <b>subordinates</b> & its complete workflow in ESS

### Process Parts:

**Part-I:** IPMS creation by Controlling Officer for each immediate Subordinate Executives & Assignment of KPI targets

**Part-II:** Submission of *Target* Achieved i.r.o. each KPIs by the Subordinate Employee.

**Part-III:** Evaluation of each KPI by Controlling Officer

**Part-IV:** In case of disagreement by the controlling officers i.r.o. any KPI achievement submission, the IPMS flows to the next higher officer (Reviewing Officer) for final evaluation w.r.t. disagreed KPIs only.

Detailed IPMS Process steps i.r.o. each process parts are given below



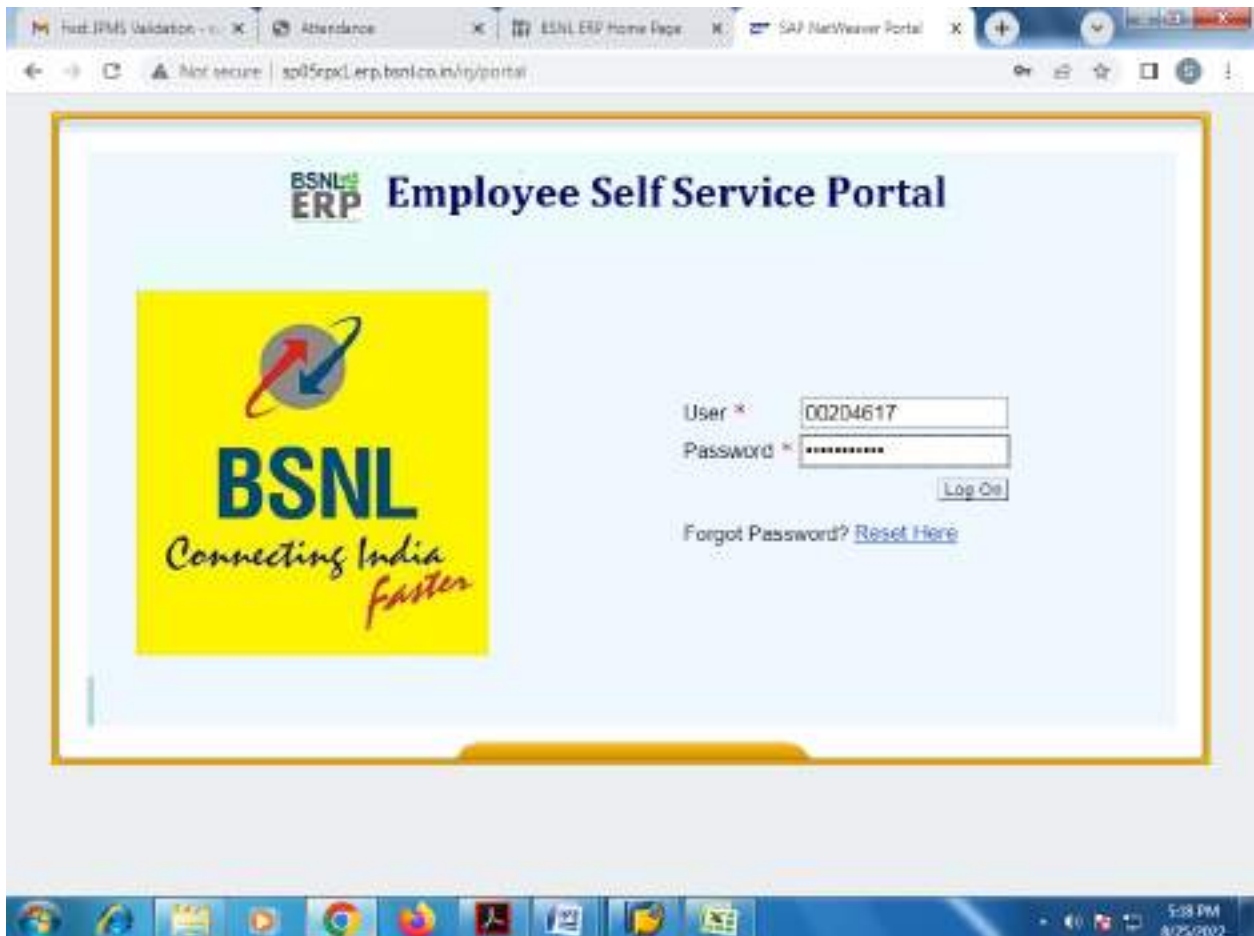
## Part-1

### Step 1:

Login to BSNL ESS Portal with the URL:<http://sp05rpx1.erp.bsnl.co.in/irj/portal> (Intranet) or <http://eportal.erp.bsnl.co.in/irj/portal> (internet) and fill the

### Step 2

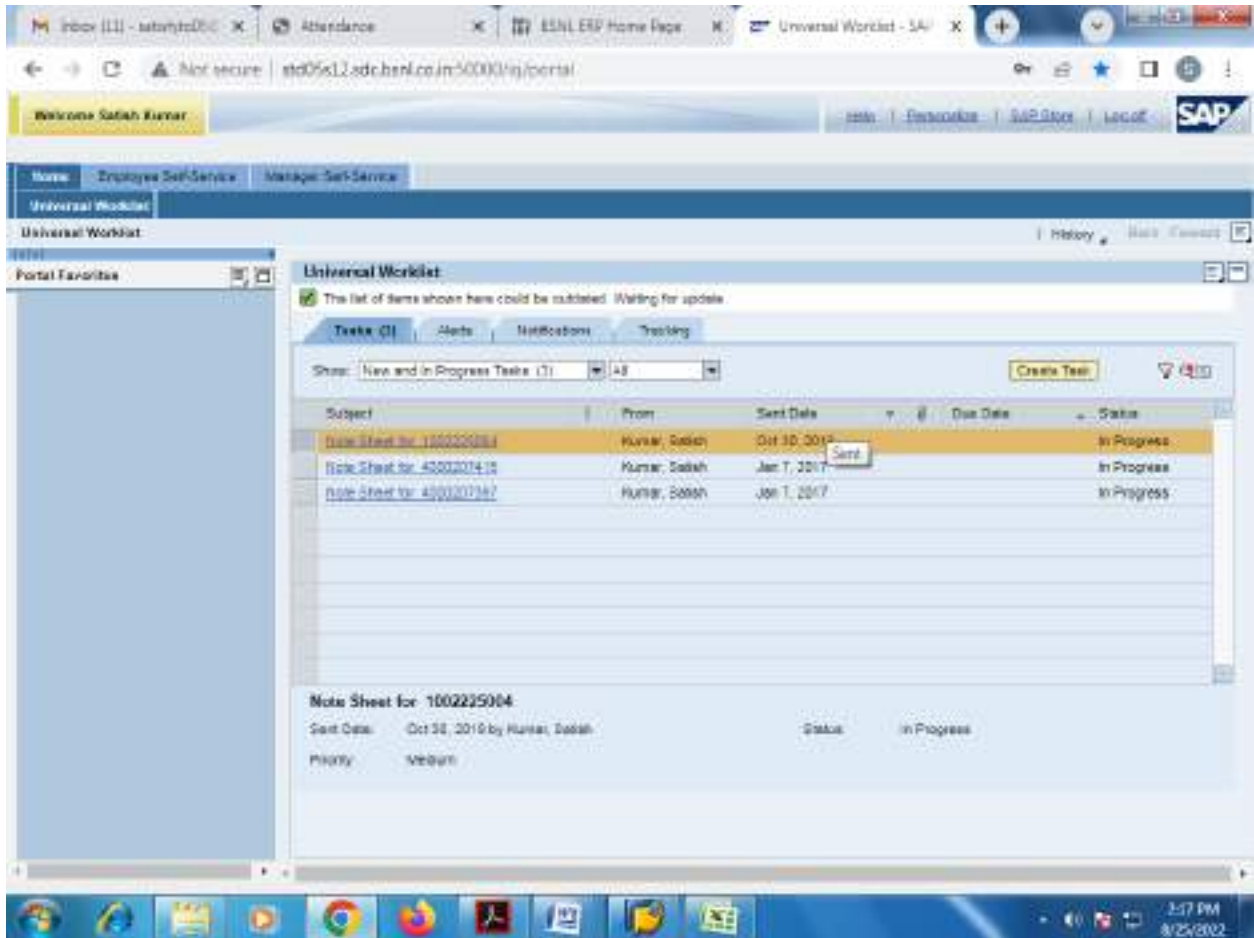
Login to BSNL ESS Portal and fill ESS User ID and Password of Controlling Officer.





**Step 3:**

The Home Page of ESS Portal will be opened as shown below:



Click on the Tab Employee self Service (ESS):





**Step4:**

The Home screen for ESS will be opened and click on **IPMS** Tab as shown below:

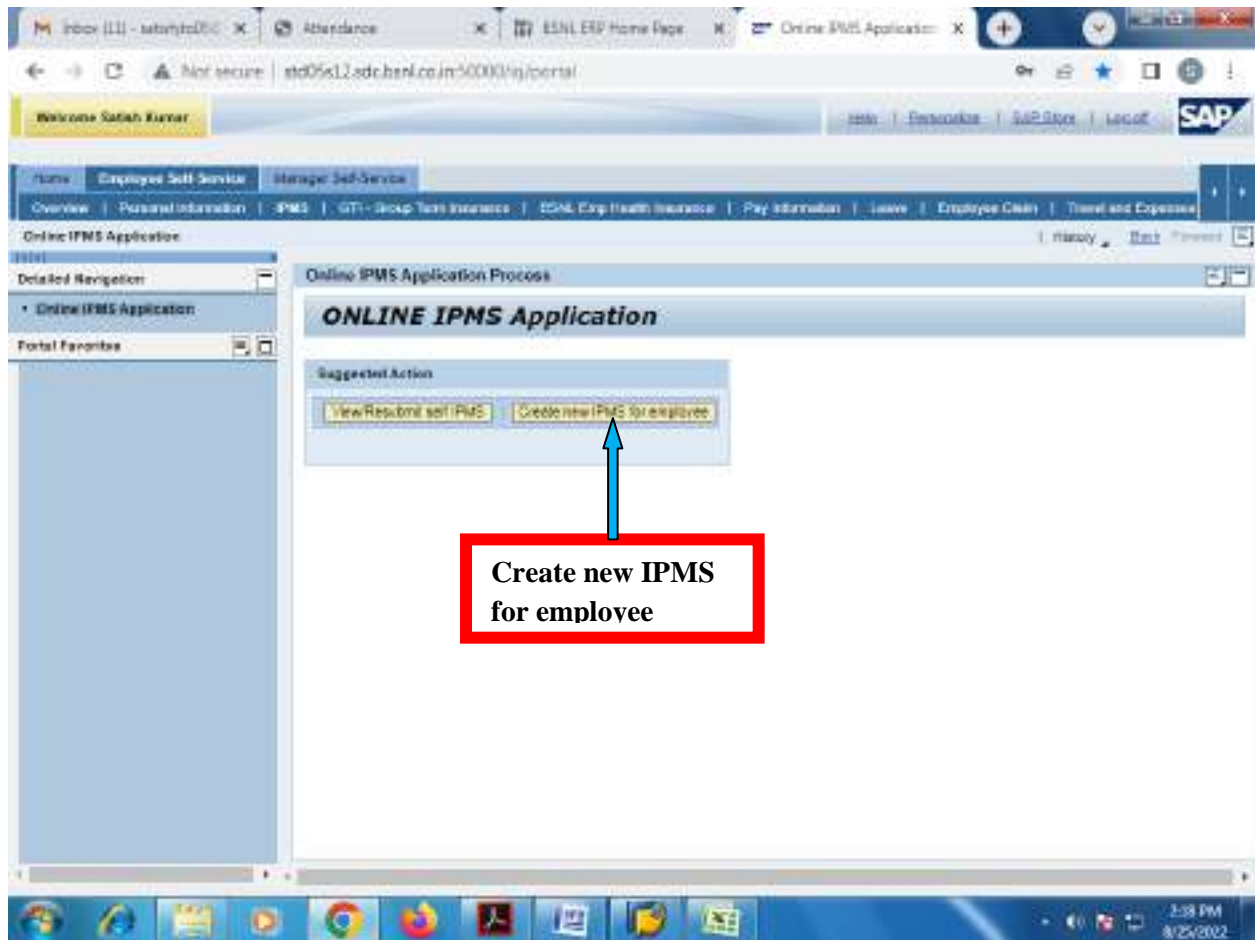




**Step 5:**

The screen for **IPMS** Process will be opened as shown below:

Click on “**Create new IPMS for employee**” as shown below:



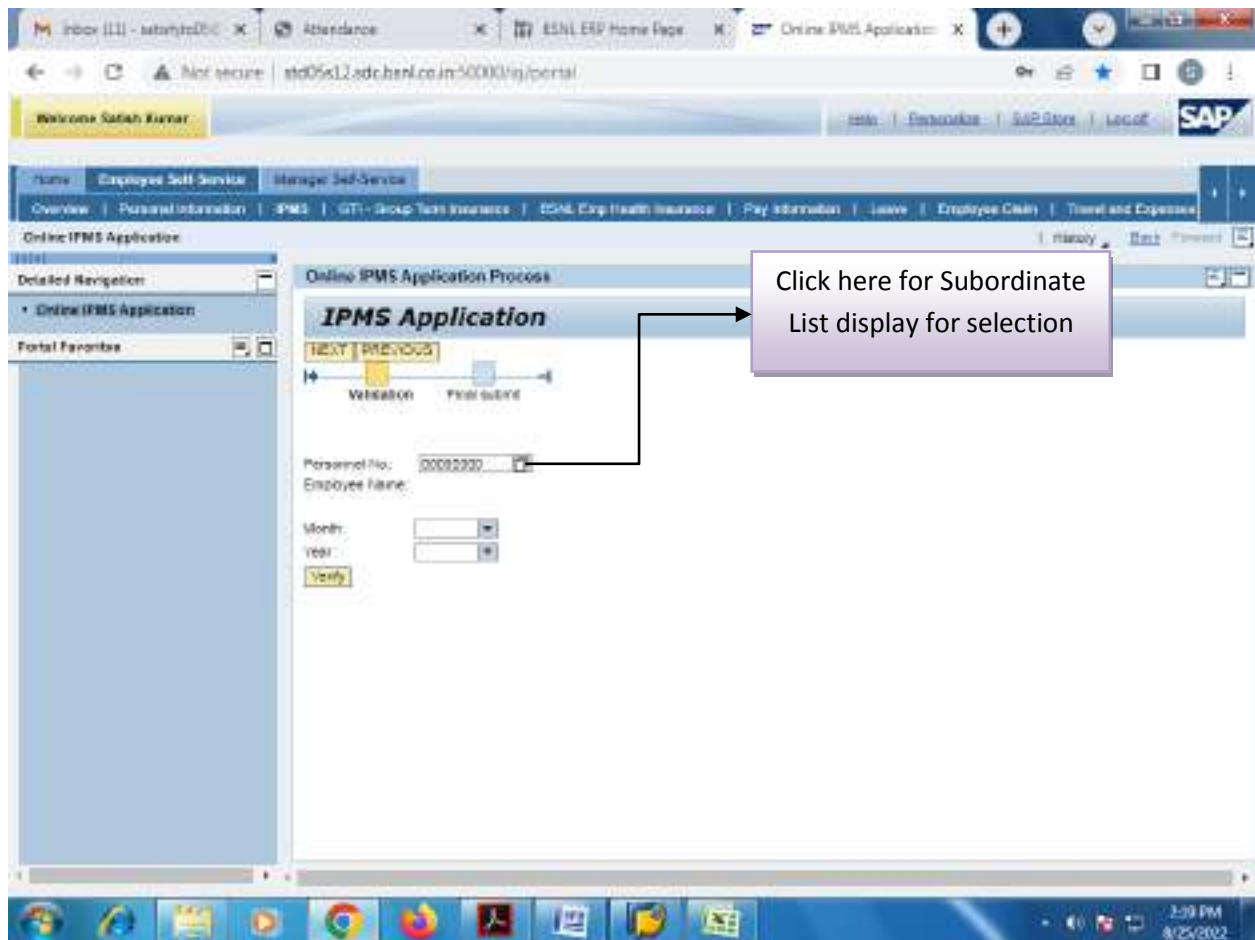


**Step 6:**

The following screens will appear:

Select subordinate Pernr as shown in screen shot, then Month & Year for the IPMS to be created.

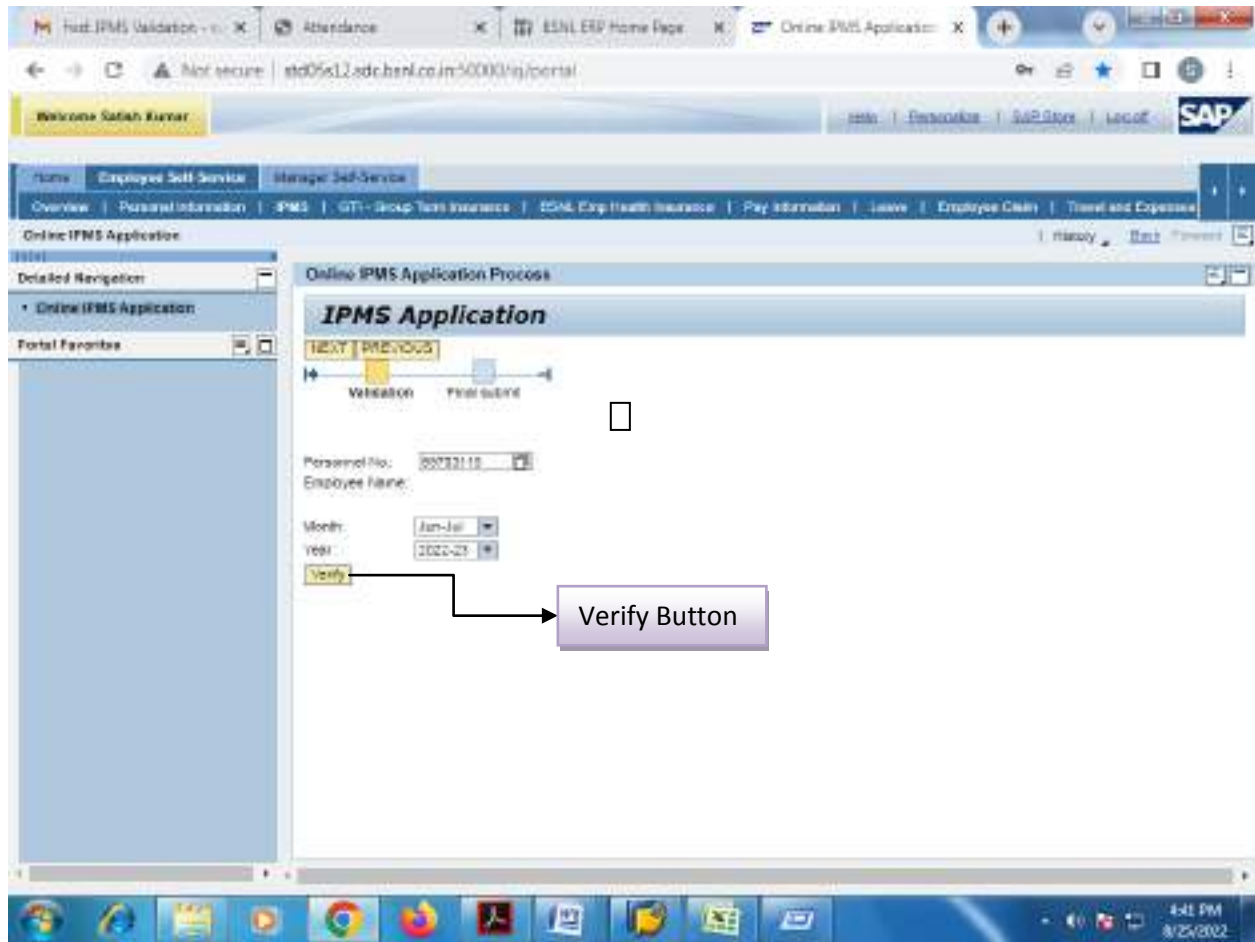
For Example: Personnel No – 99XXXX18  
Select Month - June-July  
Select Year - (2022-2023)





**Step 7:**

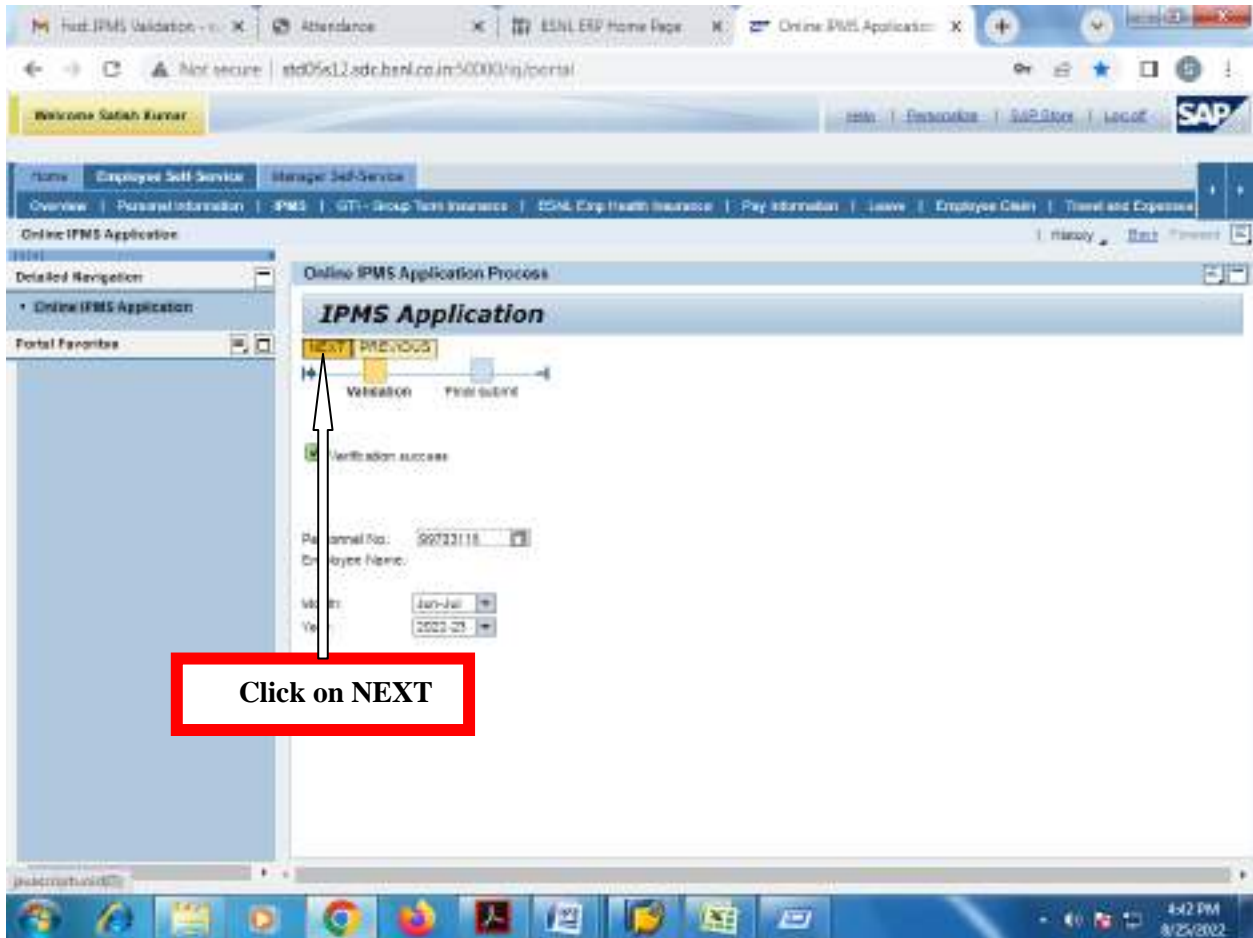
Click on “**VERIFY**” button as shown below:







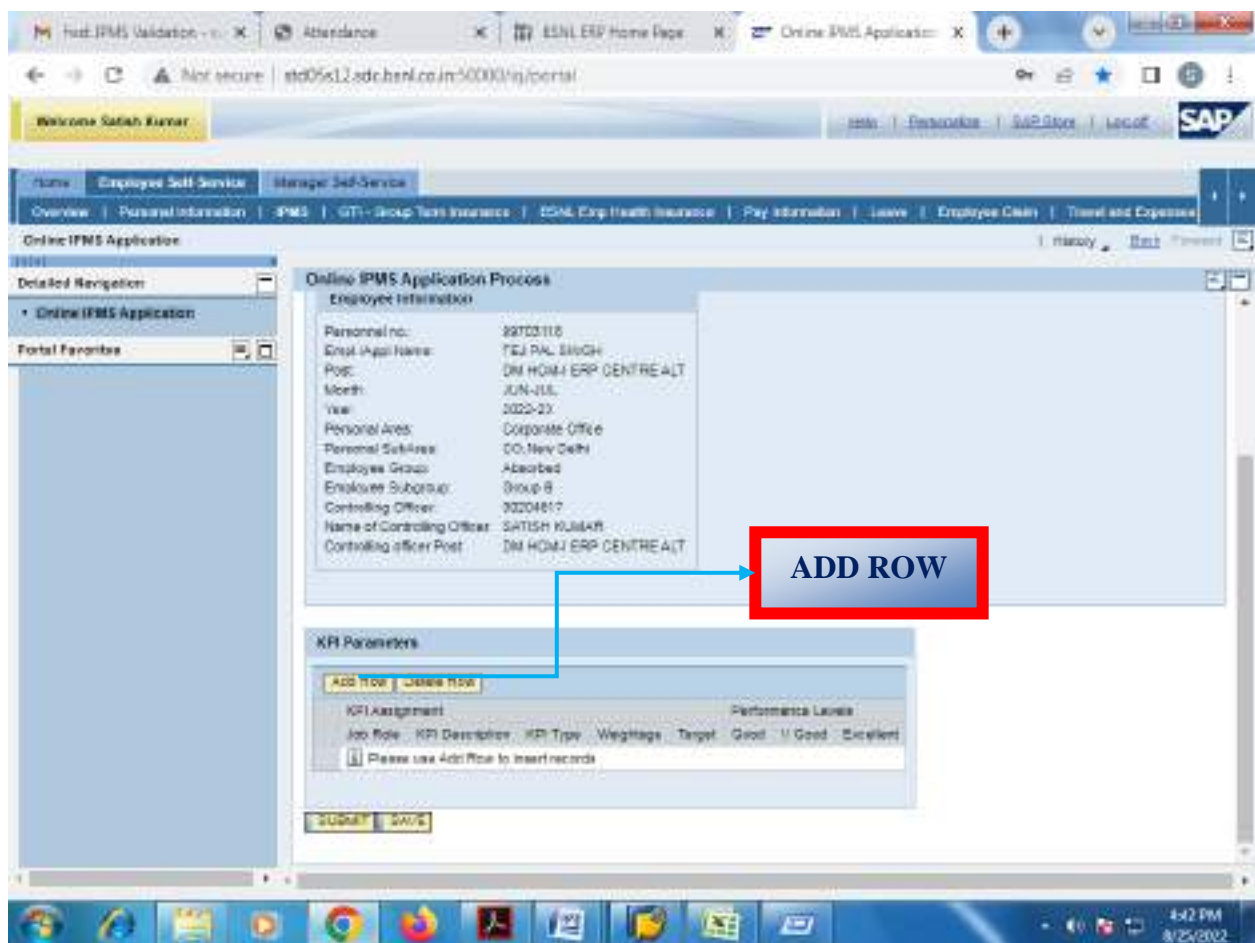
After clicking on “Verify” button as shown above the following screen will appear:





**Step 8:**

After clicking on "NEXT" The following screen will appear:





**Step 9:**

Check the Subordinate Employee data who's IPMS is to be created.

After clicking on "ADD ROW" button the following screen will appear:

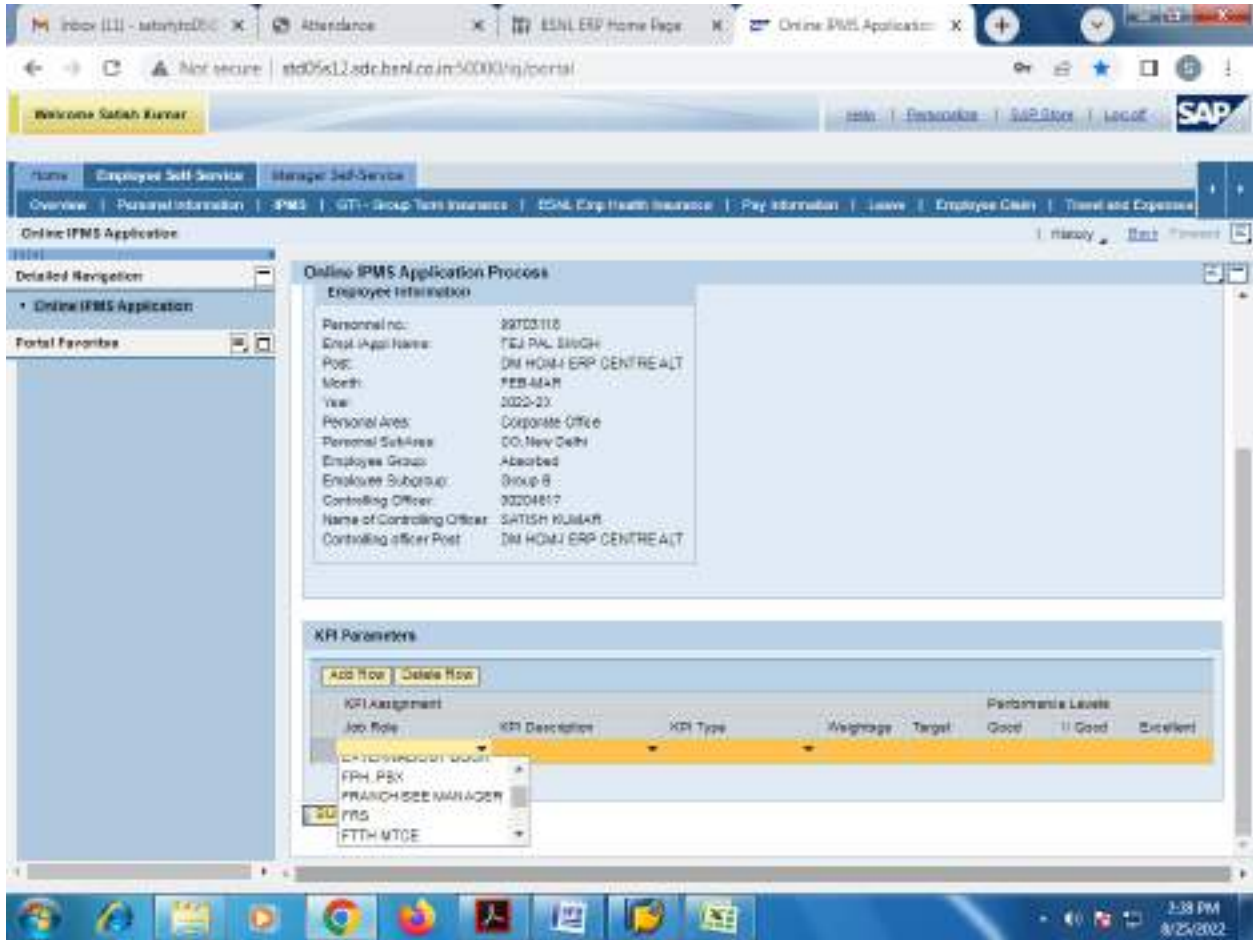
The screenshot shows the SAP Online IPMS Application Process interface. The 'Employee Information' section is highlighted with a blue bracket and a yellow callout box that says "Check Subordinate Employee Data". The 'KPI Parameters' section is visible below, featuring an "Add Row" button and a table for KPI assignments.

KPI Assignment				Performance Levels		
Job Role	KPI Description	KPI Type	Weightage	Target	Good	Excellent



**Step 10:**

Select “JOB ROLE” from the drop down menu:



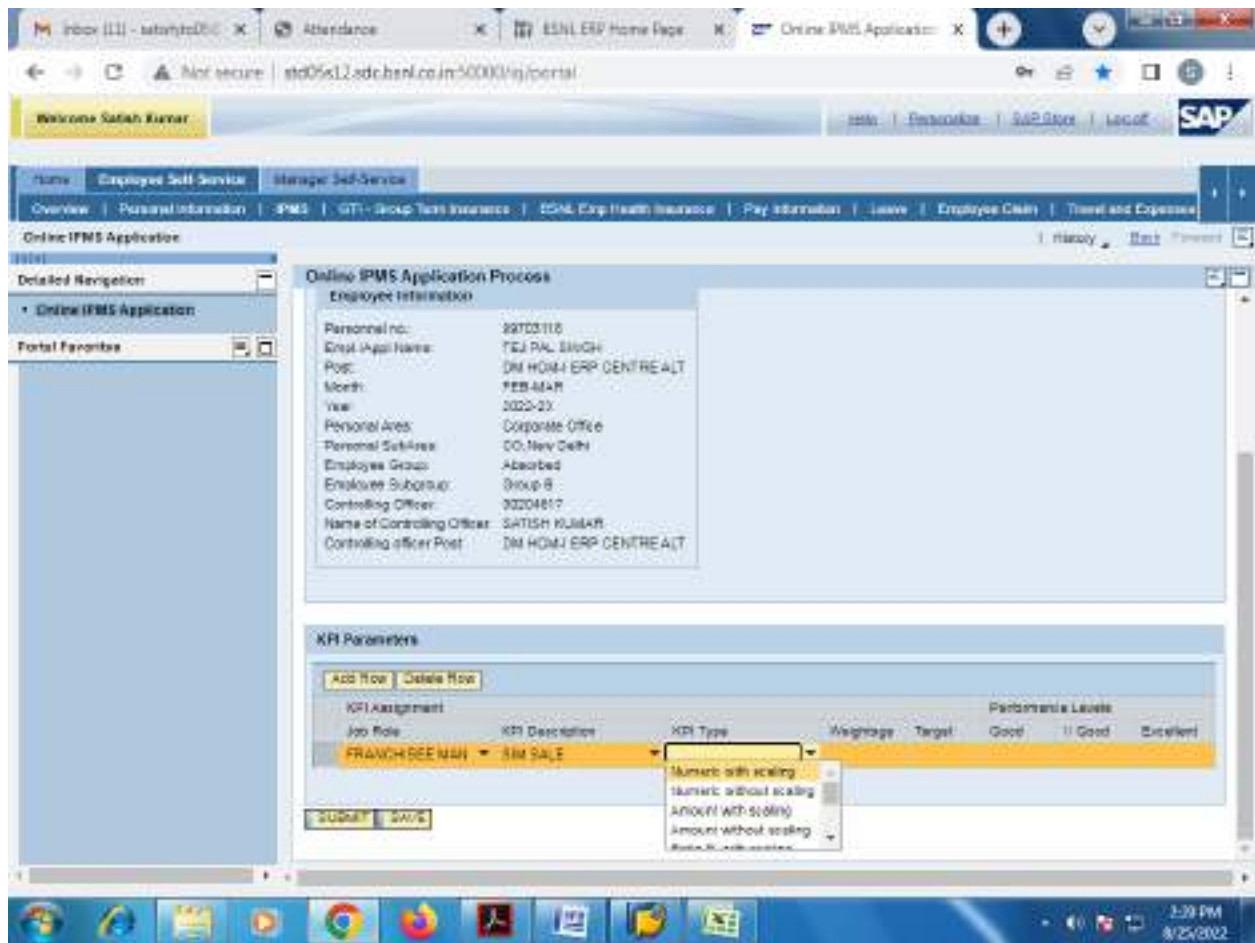
Select relevant JOB Roles from “JOB ROLE” column dropdown menu (Ex. Franchise Manager).



**Step 11:**

Select “KPI Description” from the respective DropdownMenu.

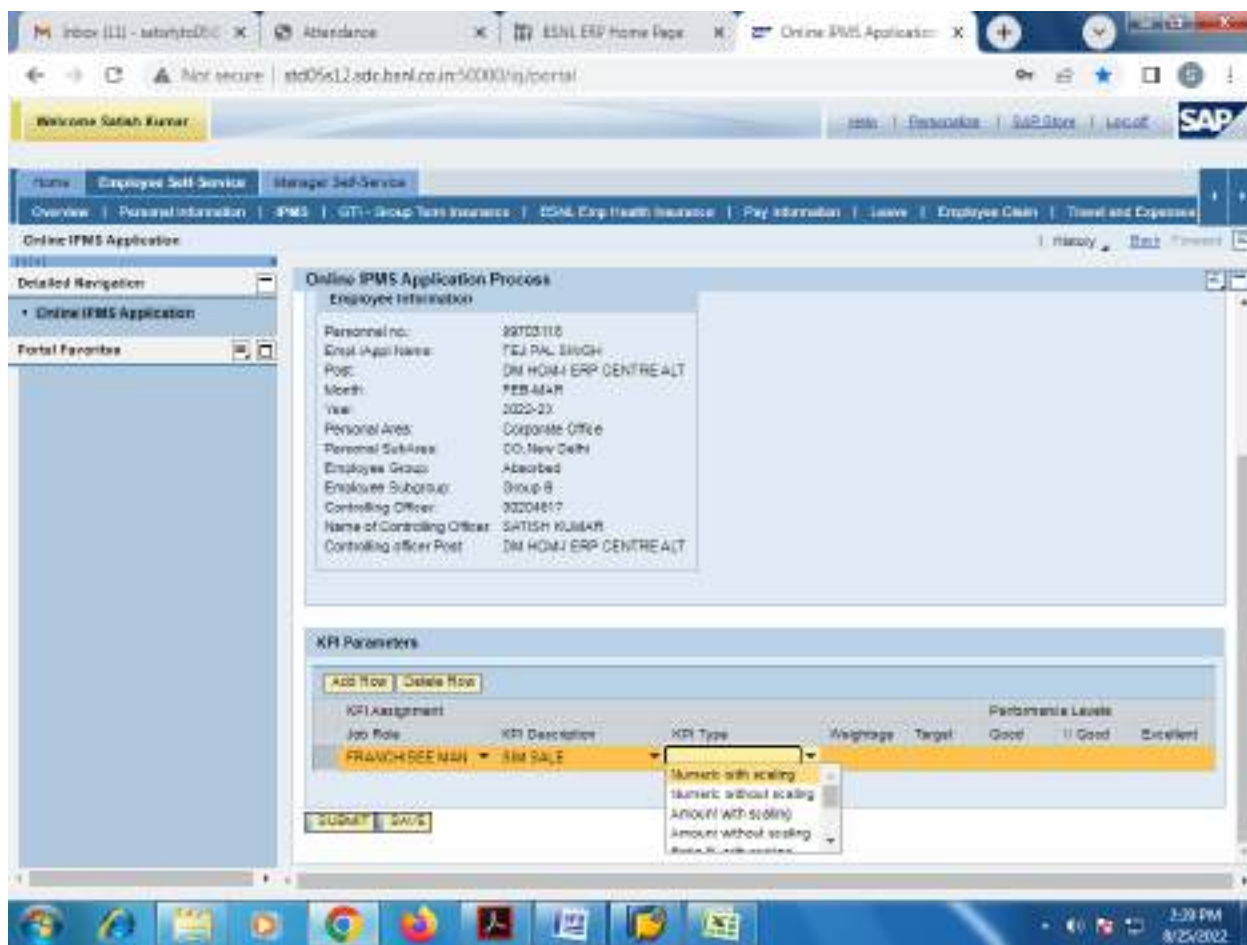
For Ex. Select “KPI Description” (SIM Sale) as shown in screen below:





**Step 12:**

Select “**KPI Type**” from dropdown menu as per requirement (For Ex. Numeric with Scaling) as shown below:



**Step 13:**

Fill the field named as WEIGHTAGE, ( Total weightage of all KPIs must be 100)

Fill the Values in TARGET and PERFORMANCE LEVELS ( GOOD , V GOOD AND EXCELLENT ) in accordance with KPI type selected.

Please take care to fill the values in Performance Level either in ascending order or in descending order as per the KPI selected.

The value filled in the Performance level “Excellent” must be equal to Target value.



Some examples as illustrated are given below for understanding purpose regarding values to be filled in 'Target' & 'Performance Levels', for different KPI Types :

KPI Type	Target	Performance Levels			Remarks
		Good	V Good	Excellent	
Hours	4	6	5	4	1. "Good", "V Good" & "Excellent" values must be in descending order. 2. "Target" value must be equal to "Excellent" value. 3. "Good" value should be greater than 'V Good' value. 4. "V Good" value should be greater than 'Excellent' value.
Days	30	40	35	30	
Date (In DDMMYY)	310822	050922	020922	310822	
Numeric with scaling	250	248	249	250	1. "Good", "V Good" & "Excellent" values must be in ascending order. 2. "Target" value must be equal to "Excellent" value. 3. "Good" value should be less than
Numeric without scaling	250	248	249	250	
Amount with scaling (In Rs.)	150000000	100000000	125000000	150000000	
Amount without scaling (In Rs.)	150000000	100000000	125000000	150000000	
Ratio % with scaling	80	60	70	80	
Ratio %	80	60	70	80	



without scaling					“V Good” value. 4. “V Good” value should be less than “Excellent” value.
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The following Job Roles and corresponding KPI descriptions are available in the Drop down as of now:



JOB Roles &  
Corresponding KPIS L





The following Screen appears:

The screenshot displays the SAP Online IPMS Application Process interface. The browser address bar shows the URL: `std05s12.edc.bsnl.co.in:50000/ij/persal`. The page title is "Online IPMS Application Process".

**Employee Information:**

- Personal no: 99703110
- Empl Appl Name: TEJ PAL SINGH
- Post: DM HOMI ERP CENTRE/ALT
- Month: FEB-MAR
- Year: 2022-23
- Personal Area: Corporate Office
- Personal Subarea: CO, New Delhi
- Employee Group: Absorbed
- Employee Subgroup: Group B
- Controlling Officer: 30204817
- Name of Controlling Officer: SATISH KUMAR
- Controlling officer Post: DM HOMI ERP CENTRE/ALT

**KPI Parameters:**

Buttons: [Add Row](#) [Delete Row](#)

KPI Assignment					Performance Levels		
Job Role	KPI Description	KPI Type	Weightage	Target	Good	U Good	Excellent
FRANCHISEE MAN	SIM SALE	Runners with status	10	300	200	250	300

Buttons: [SUMMARY](#) [SAVE](#)

The Windows taskbar at the bottom shows the system time as 2:30 PM on 8/25/2022.



**Step 14:**

In Similar manner we can fill the second and third Job role also.

For Example selecting Job Role as **Admin, Franchise Manager** and **BBC** with their KPI Description and KPI Type as shown below:

Online IPMS Application Process

Personal no.: 96703119  
Emp. (MGR) Name: TEJ PAL SINGH  
Post: DSI HCM/ ERP CENTRE ALT  
Month: JUN-JUL  
Year: 2022-23  
Personal Area: Corporate Office  
Personal SubArea: CO, New Delhi  
Employee Group: ADS0503  
Employee Subgroup: Group B  
Controlling Officer: 30204617  
Name of Controlling Officer: SATISH KUMAR  
Controlling officer Post: DSI HCM/ ERP CENTRE ALT

KPI Parameters

KPI Assignment					Performance Levels		
Job Role	KPI Description	KPI Type	Weightage	Target	Good	Very Good	Excellent
ADMIN	RTI	Days	40	30	40	55	40
FRANCHISE MAN	RM SALE	Numbers with MTRM	40	100	200	250	300



**Online IPMS Application Process**

Emp. Appl. Name: TEJ PAL SINGH  
 Role: DM HOHQ / ERP CENTRAL  
 Month: JUN-JUL  
 Year: 2022-23  
 Personal Area: Corporate Office  
 Personal Cell Area: CO, New Delhi  
 Employee Group: Absorbed  
 Employee Subgroup: Group 9  
 Controlling Officer: 30204617  
 Name of Controlling Officer: SATISH KUMAR  
 Controlling officer Post: DM HOHQ / ERP CENTRAL

**KPI Parameters**

[Add Row](#) [Delete Row](#)

KPI Assignment					Performance Levels		
Job Role	KPI Description	KPI Type	Weightage	Target	Good	V Good	Excellent
Admin	RTI	Days	40	30	40	35	40
FRANCHISEE MAN	SBF SALE	Numeric with scales	40	300	200	250	300
BBC	FTTH NTC	Numeric without set	25	150	100	125	150

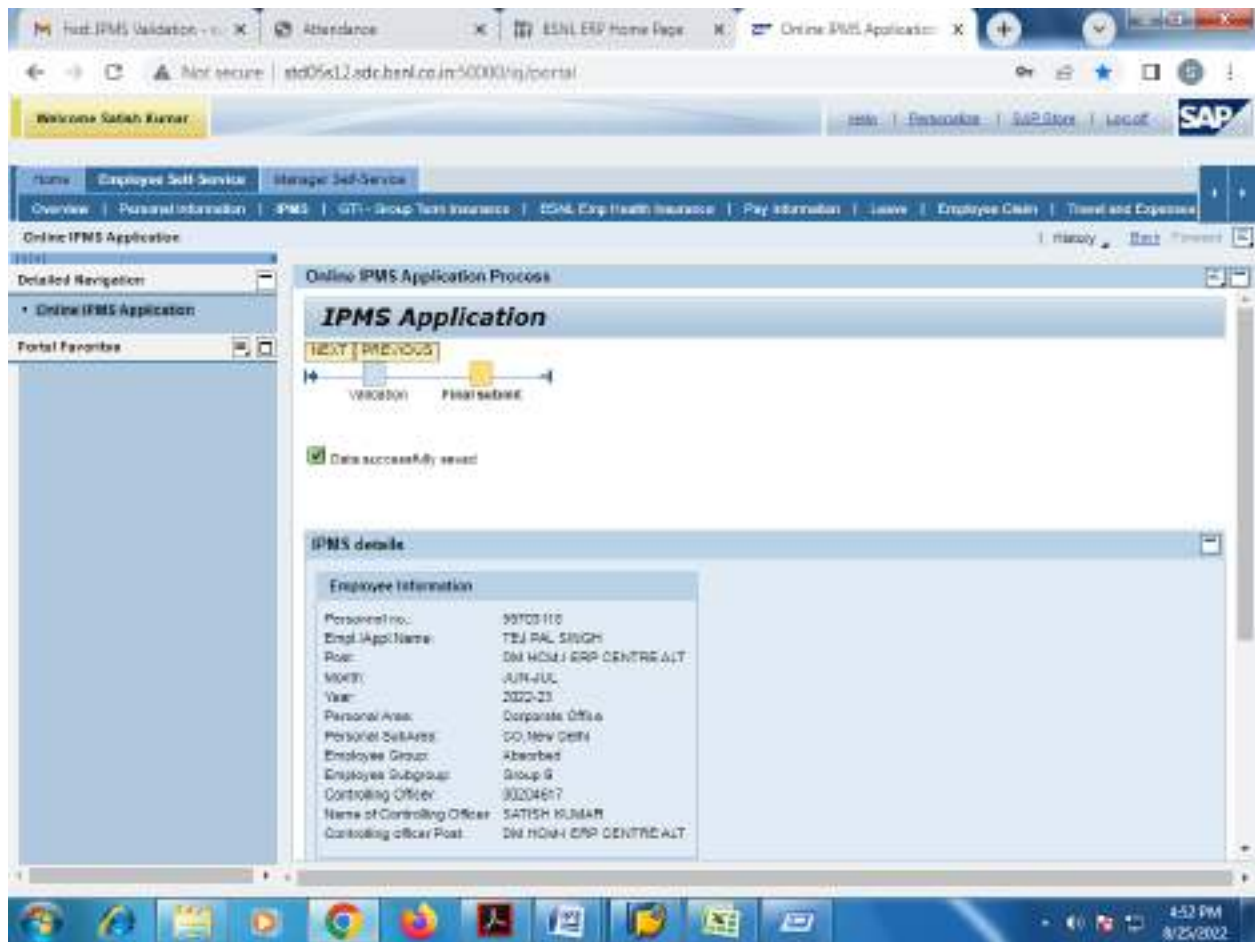
[SUBMIT](#) [SAVE](#)

4:56 PM  
8/25/2022



**Step 15:**

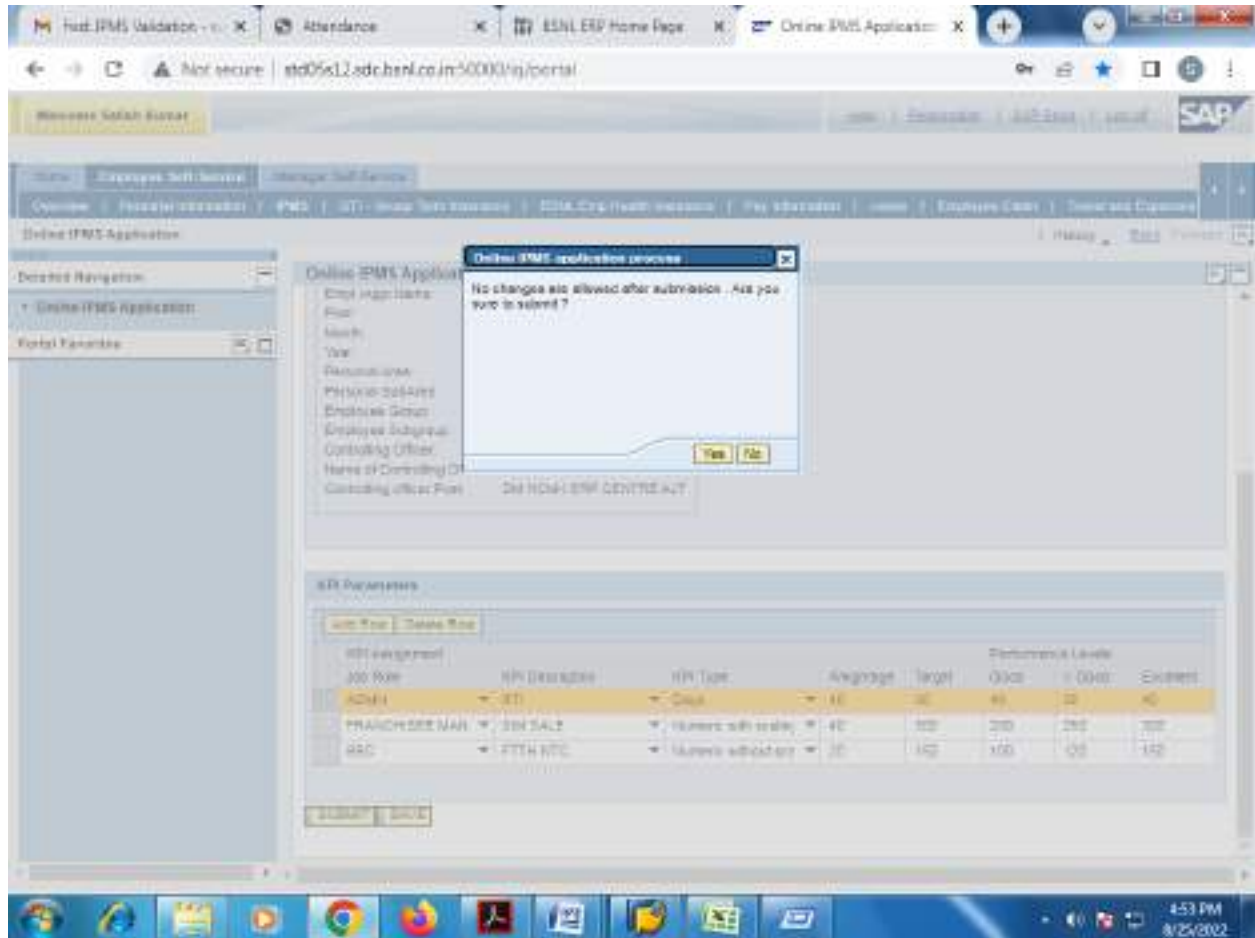
Click on Save. The following Screen will appear:





**Step 16:**

Click on Submit. The following Screen will appear:

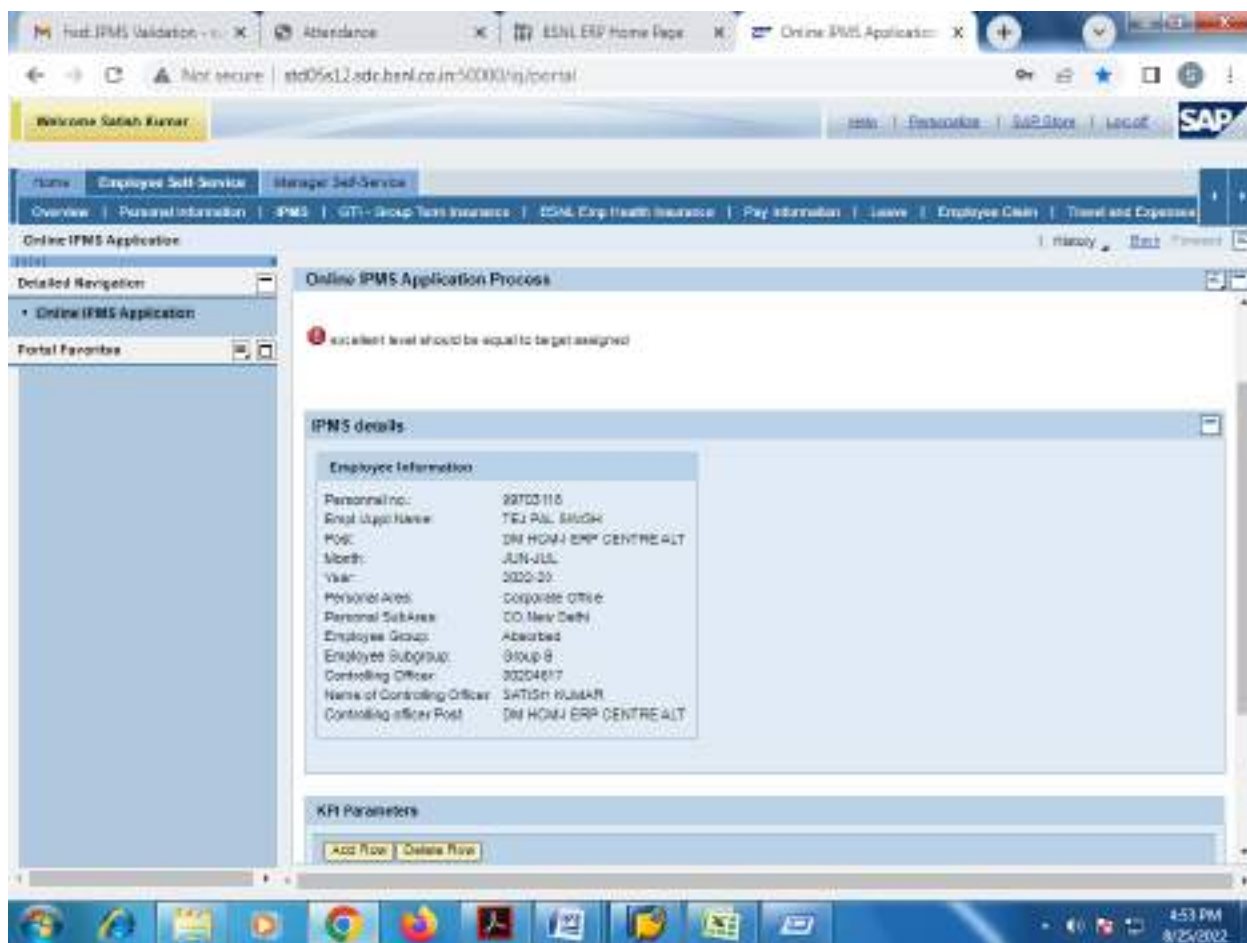




### Step 16:

Click on Yes Button (if sure to submit). If clicked on “YES” , “Data submitted successfully” message will appear.

In case wrong entry of data, for example “Wrong data sequence etc. filled in Performance Level fields” following screen may appear with error.e.g. “**Excellent level should be equal to target assigned**” etc.



In above example, target filled as 30 and excellent filled as 40 in Admin Job Role with KPI type “Days”. So the following screen will appear for correction of excellent value.



**Online IPMS Application Process**

Emp. Appl. Name: TEJ PAL SINGH  
 Role: DM HOHQ / ERP CENTRE ALT  
 Month: JUN-JUL  
 Year: 2022-23  
 Personal Area: Corporate Office  
 Personal Settings: CO, New GETH  
 Employee Group: Absorbed  
 Employee Subgroup: Group 9  
 Controlling Officer: 30204617  
 Name of Controlling Officer: SATISH KUMAR  
 Controlling officer Post: DM HOHQ / ERP CENTRE ALT

**KPI Parameters**

[Add Row](#) [Delete Row](#)

KPI Assignment				Performance Levels			
Job Role	KPI Description	KPI Type	Weightage	Target	Good	V Good	Excellent
Admin	RTI	Days	40	30	40	35	30
FRANCHISEE MGR	SBI SALE	Numeric with scales	40	300	200	250	300
BBC	FTTH NTC	Numeric without set	20	150	100	125	150

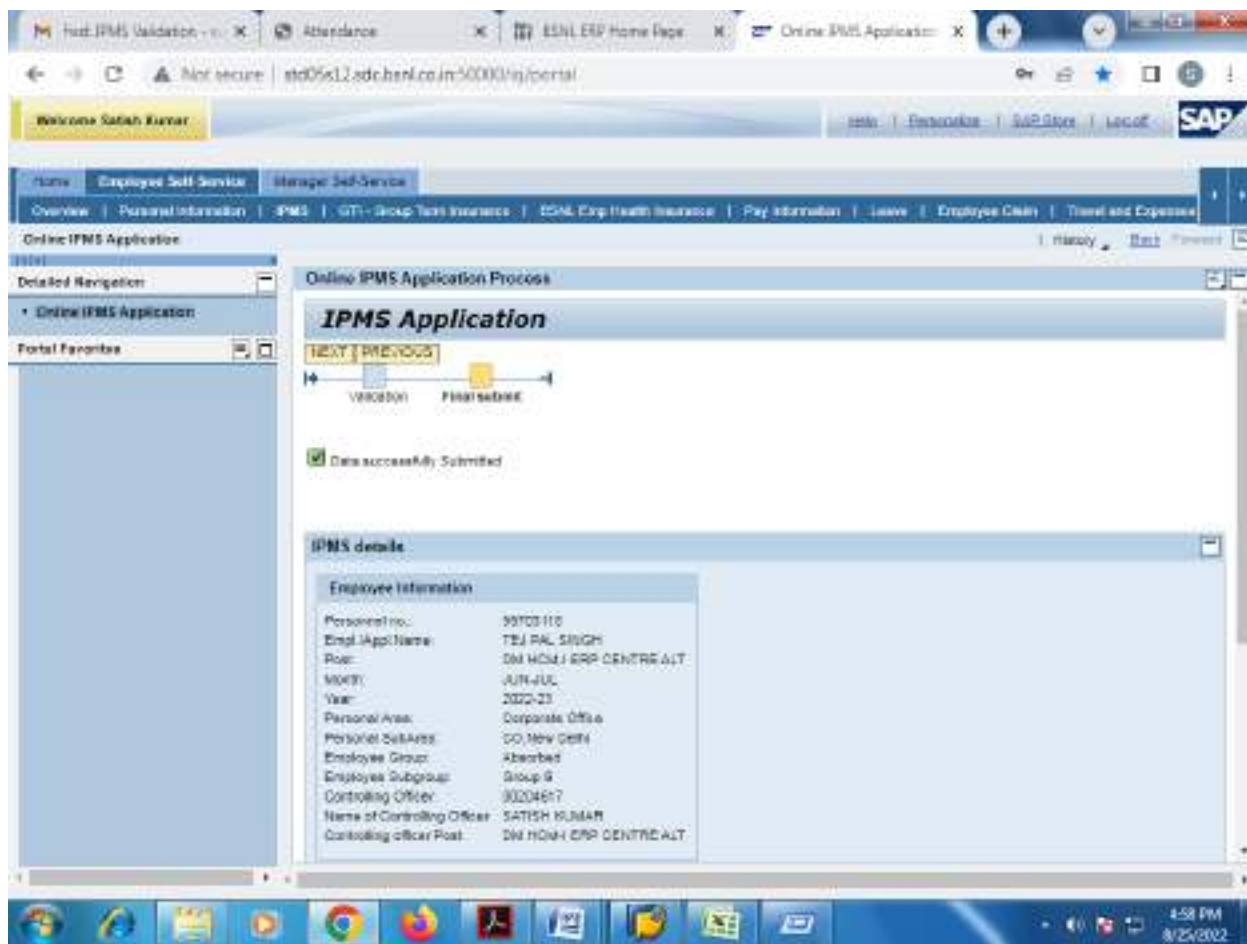
[SUBMIT](#) [SAVE](#)

4:55 PM  
8/25/2022



### Step 16:

After correction, Click on **Save** and **Submit button**. The following screen will appear.



Now the activity of controlling officer is completed w.r.t. Creation of IPMS and assigning Targets as per KPIs. This activity is to be done every two months as cycle of IPMS is bimonthly.





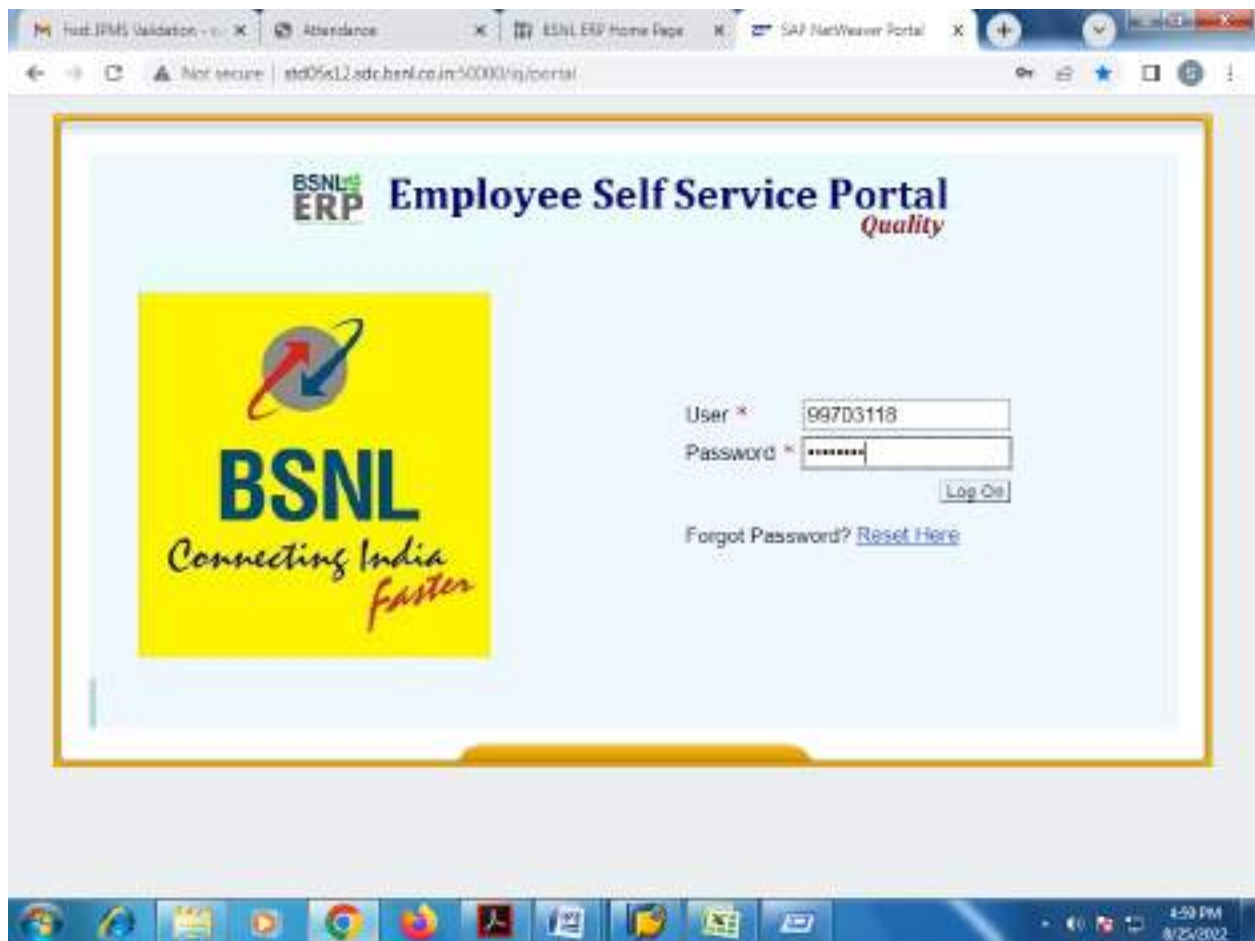
## PART-II

### (Activity at Subordinate Level)

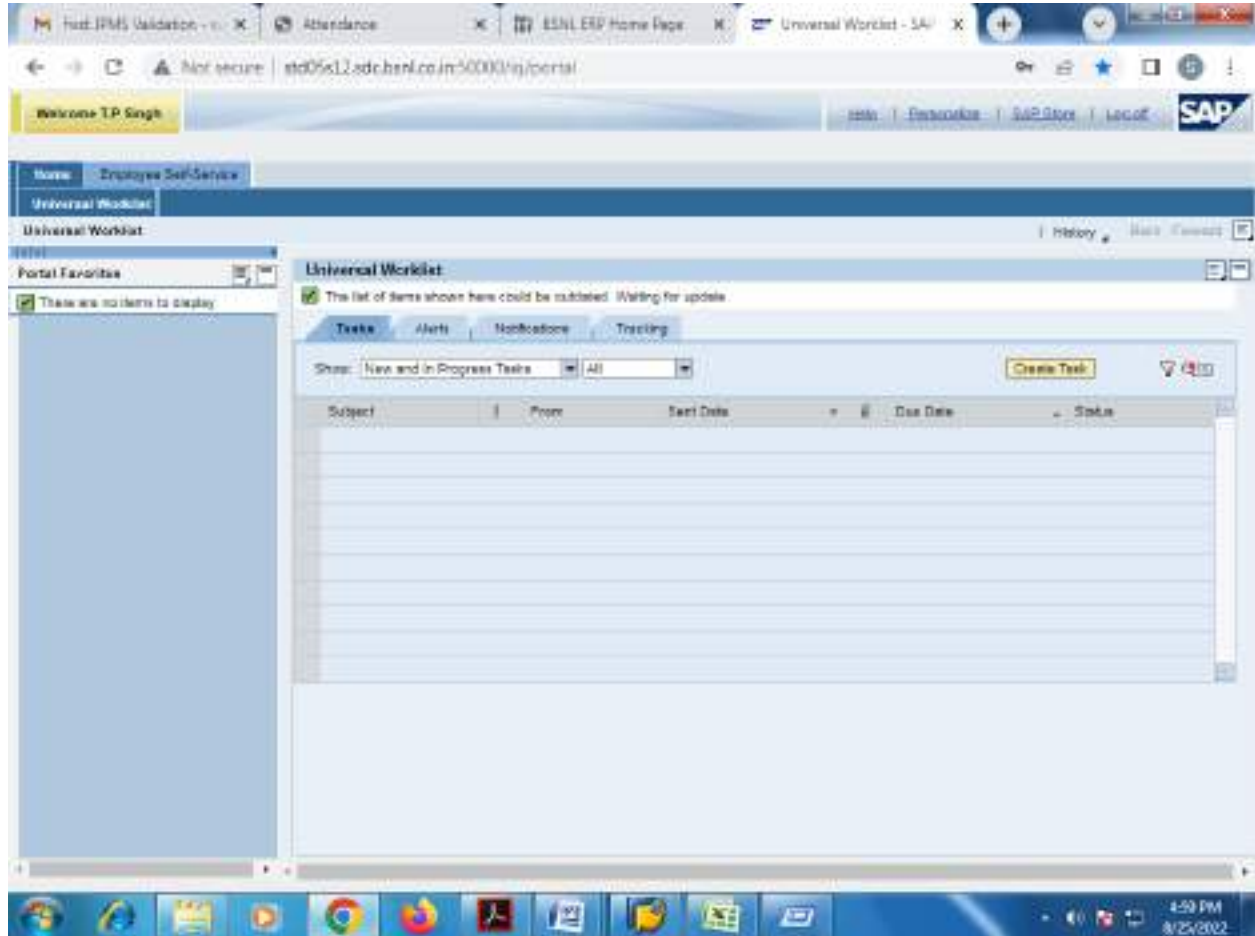
#### Step 1:

Now subordinate employee will login to his/her ESS Portal e.g.(99703118).

The following screen appears.



#### Step 2:



\*\*Please click on IPMS tab in ESS and as already described in step 3 &4 of PART-I, the following screen appears.



The screenshot displays the SAP Employee Self Service portal. The main content area is titled 'ONLINE IPMS Application' and includes a 'Suggested Action' section with two buttons: 'View/Resubmit SLEF IPMS' and 'Create new IPMS for employee'. A red rectangular box is drawn around the text 'VIEW / RESUBMIT SLEF IPMS' located below the screenshot. A white arrow points from this box to the 'View/Resubmit SLEF IPMS' button on the web page. The browser's address bar shows the URL 'std05s12.sdc.bsnl.co.in:50000/ijportal'. The system tray at the bottom indicates the time is 5:40 PM on 8/24/2012.



**Step 6:**

Click on “**VIEW / RESUBMIT SLEF IPMS**”. The following screen will appear.

The screenshot displays the 'Online IPMS Application Process' page. A table titled 'IPMS details' contains the following data:

PERMS	Month	Year	Name
00703/11	JUN-JUL	2022-23	TEJ PAL SINGH - DM-HCM-I-ERP CENTRE-ALT

A 'Process' button is located below the table. A red box highlights this button, with an arrow pointing to it from a text box that reads: 'Select the relevant row & Click on Process to check the KPIs assigned to him/her.'



**Step 7:**

At the time of submission of values of Target achieved, select the Row of period for which Achievement is to be filled and Then Click on “PROCESS” as shown in previous step, the following screen will appear.

Fill Achieved Target Here

KPI Assignment	Job Role	KPI Description	KPI Type	Weightage	Target	Performance Levels			Achievement
						Good	V Good	Excellent	
FRANCHISEE	SM SALE		Numerical with %	40	300	200	250	300	
BOG	PTTH NTC		Numerical with %	25	150	100	120	150	

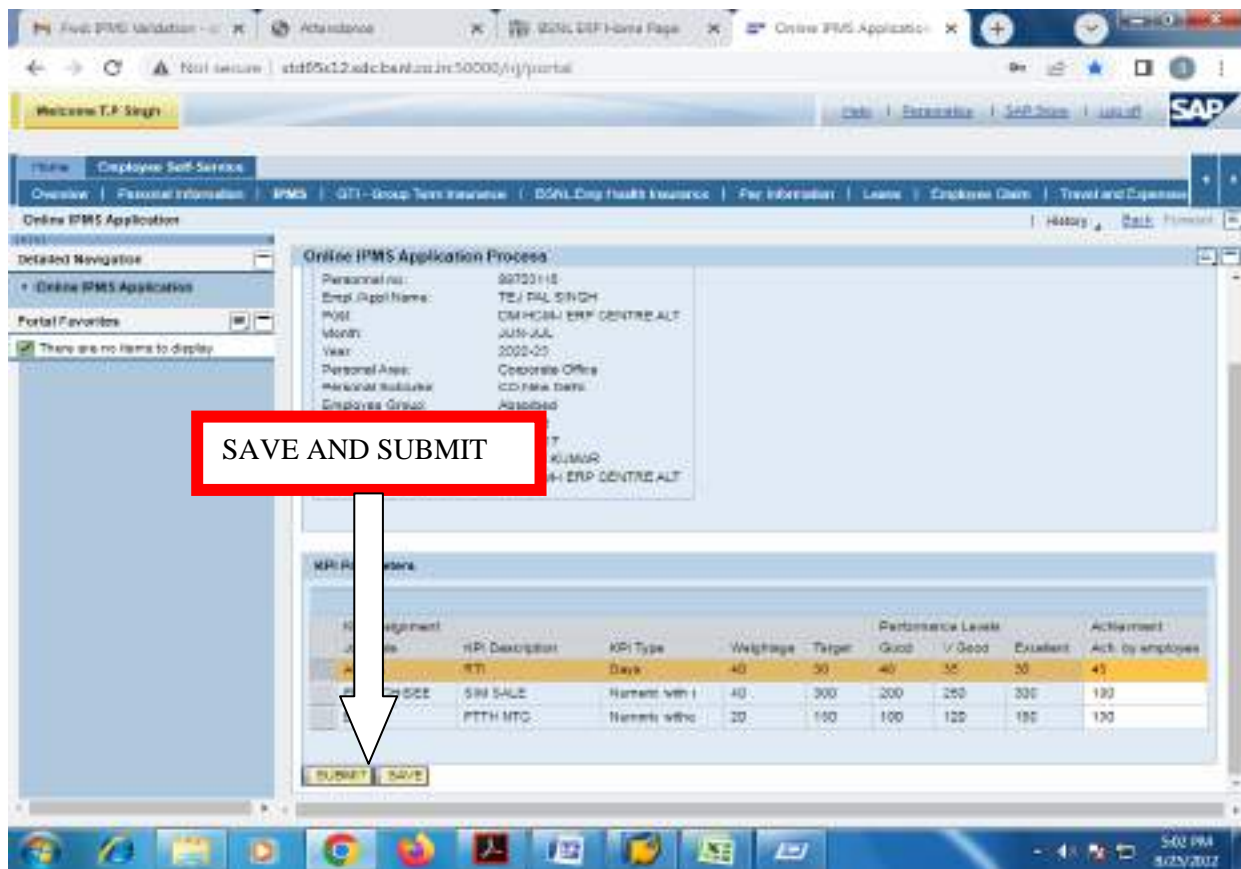


**Step 8:**

Fill the achievements against each KPI in the same unit/type/manner as given in Target for each & every KPI

For example, Employee has filled his achievements with Admin(RTI) - 45, Franchisee Manager(SIM Sale) – 100 and BBC(FTTH NTC) - 130 against target assigned.

The following screen will appear



**Step 9:**

Click on “SAVE” AND “SUBMIT”.

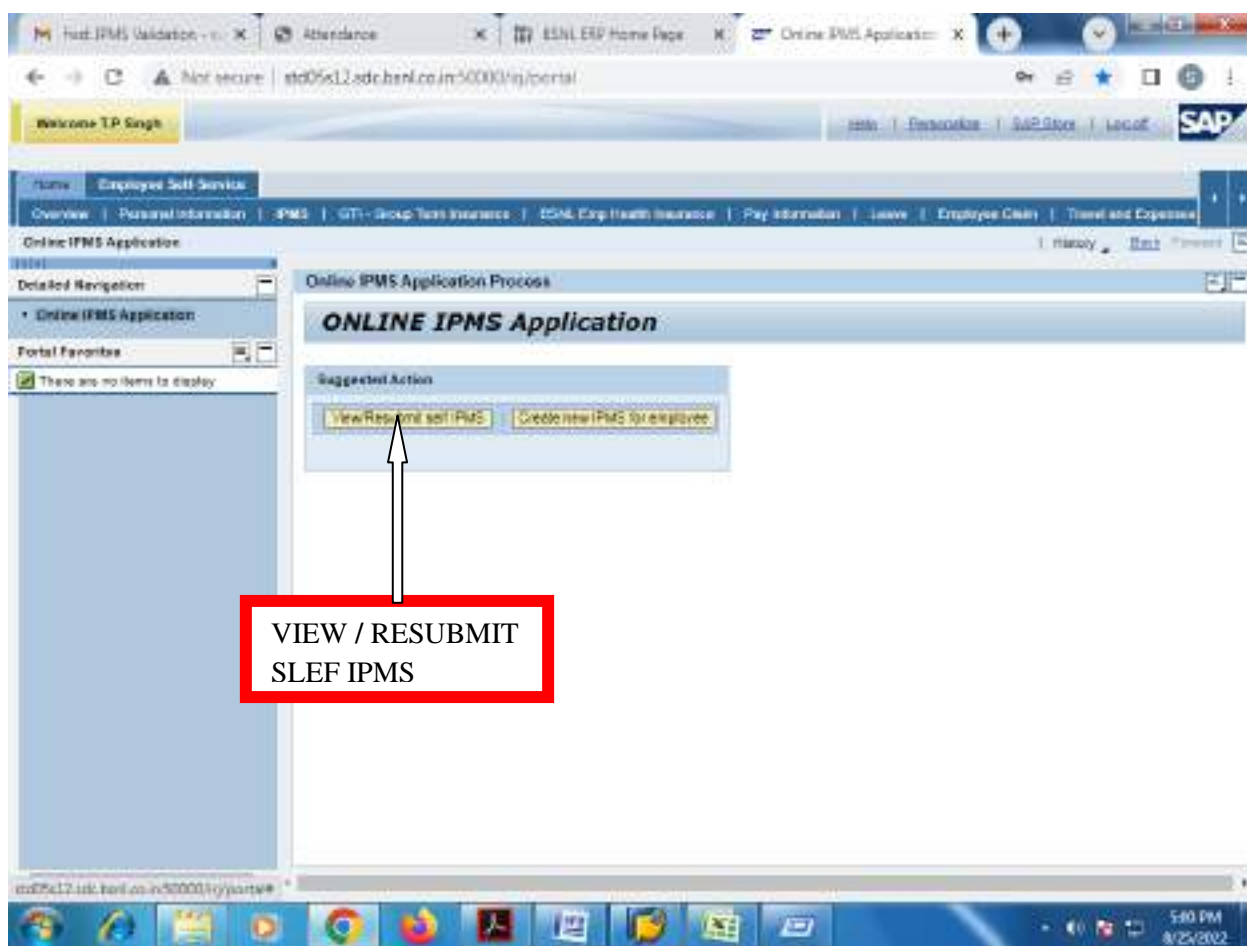
The IPMS activity of Employee is completed w.r.t submission of target achieved for given IPMS. This activity is to be done every two months as cycle of IPMS is bimonthly.



## PART-III-A

### (Controlling Officer Part – In Case of Rep. Off. agrees with all Achievements submitted by subordinate

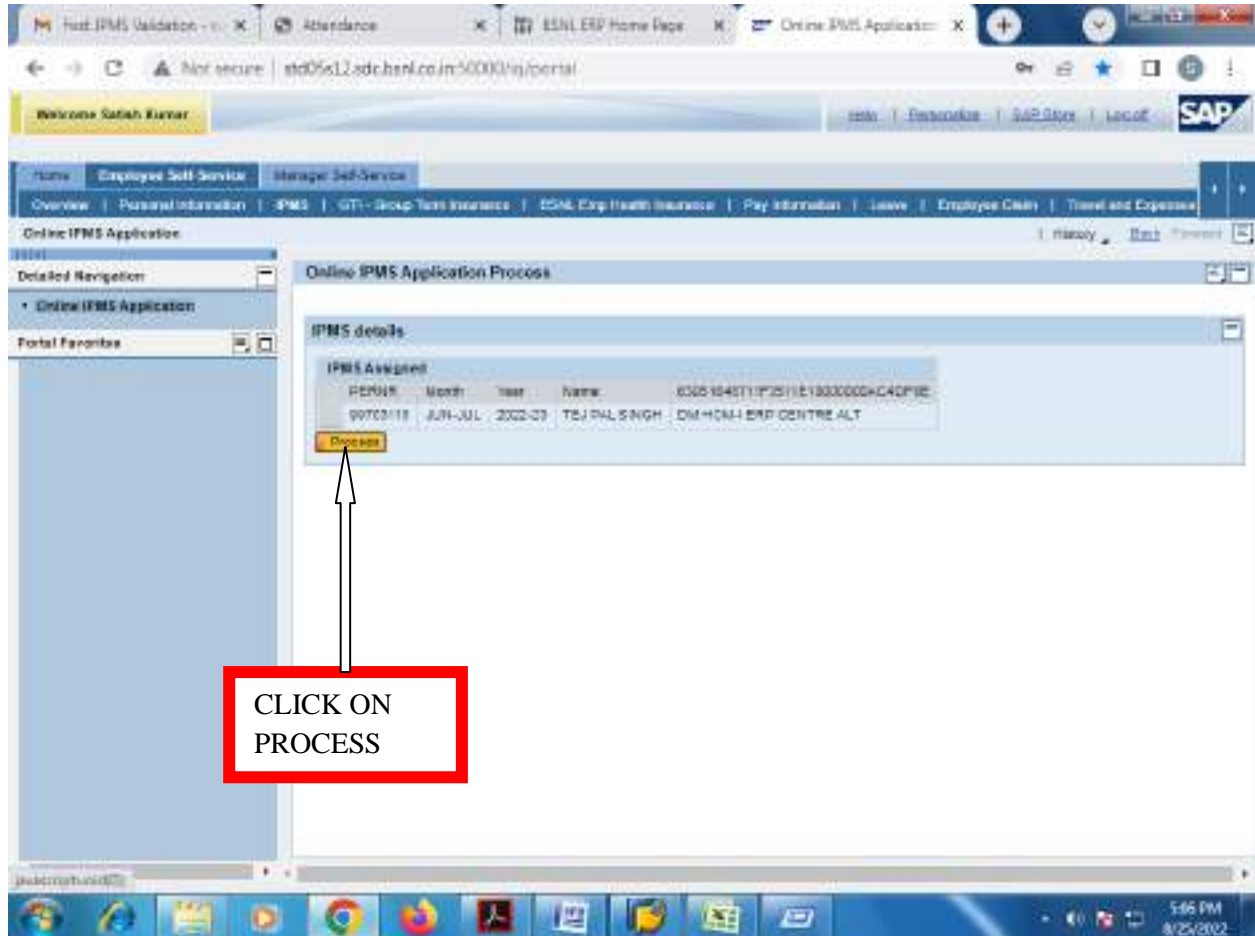
Controlling officer will log into ESS Portal to access IPMS of his/her subordinates with Step 1, Step 2, Step 3 and Step 4 of **Part-1** and will click on View / Submit Self IPMS as shown below:





**Step 5:**

After clicking on VIEW / RESUBMIT SLEF IPMS tab, the following screen will appear: Need to select appropriate row and click on Process







**Step 6:**

If reporting officer **Agrees** with Targets achieved values filled by his/her subordinate, the he will click on **Check box** available after scrolling to RHS of the IPMS screen as shown below

The screenshot displays the SAP Online IPMS Application Process interface. The main content area is titled "Online IPMS Application Process" and shows the following details:

- Empl Appl Name: TEJ PAL SINGH
- Post: DSI HQM4 ERP CENTRE ALT
- Month: JUN JUL
- Yr: 2022-23
- Personal Area: Corporate Office
- Personal SubArea: CO, New Delhi
- Employee ID/NO: A780483
- Employee Subgroup: Group B
- Controlling Officer: 30204617
- Name of Controlling Officer: SATISH KUMAR
- Controlling officer Post: DSI HQM4 ERP CENTRE ALT

Below the details is the "KPI Parameters" section, which contains a table with columns for KPI Assignment, Job Role, KPI Description, KPI Type, Weightage, Target, Goal, % Goal, Goal met, Act. by employee, and Evaluation. The table has three rows of data:

KPI Assignment	Job Role	KPI Description	KPI Type	Weightage	Target	Goal	% Goal	Goal met	Act. by employee	Evaluation
ADME	RTI	Days	40	30	40	25	30	45		
PMAL	SSI SALT	None	40	300	300	250	300	100		
BEG	FTTH NTS	None	20	130	100	125	150	130		

At the bottom of the table, there are buttons for "SUMMARY" and "SAVE".



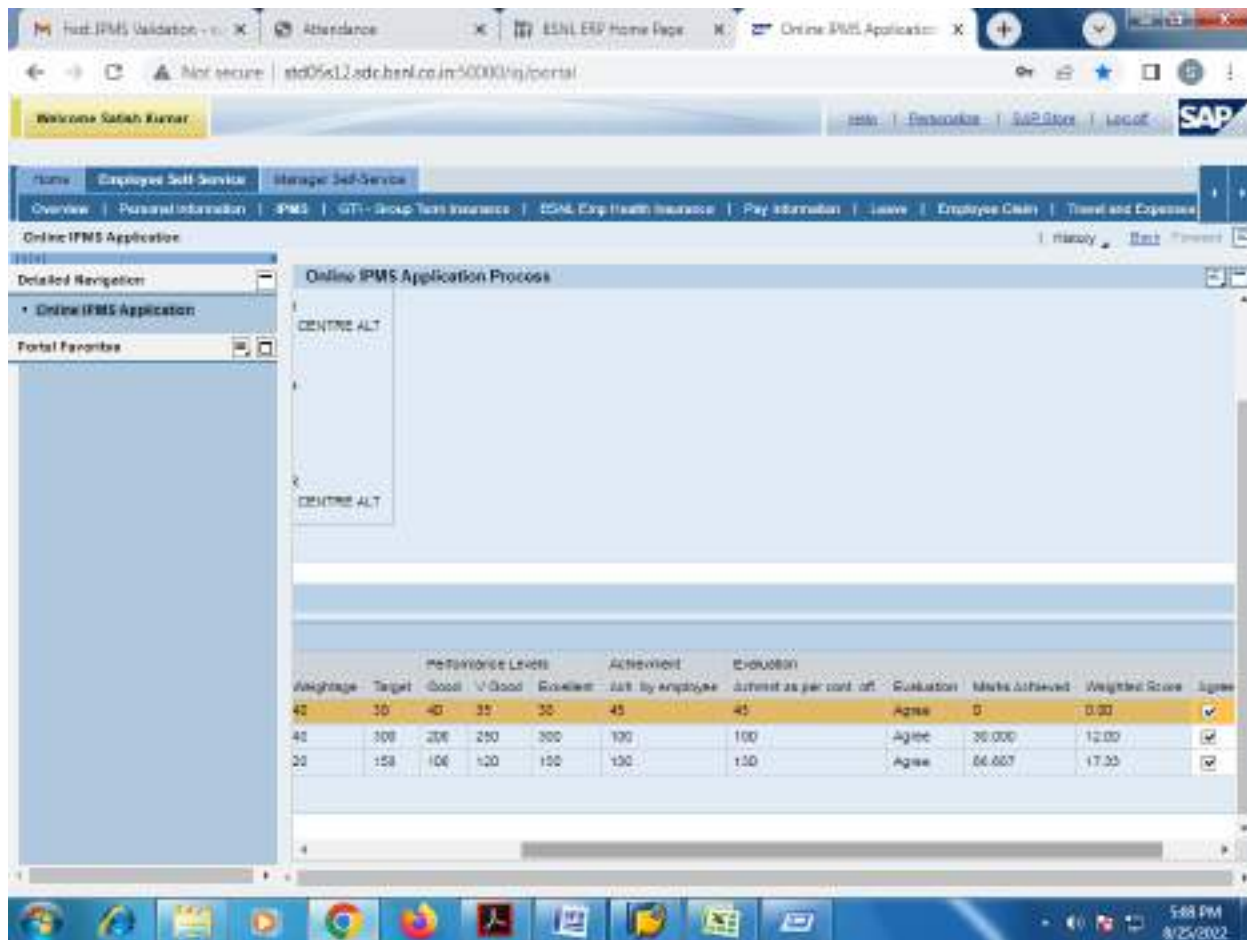
Online IPMS Application Process

Target	Performance Levels		Achievement	Evaluation	Marks Achieved	Weighted Score	Agree/Disagree
	Good	V Good					
30	40	35	30	45			<input checked="" type="checkbox"/>
300	280	250	300	100			<input type="checkbox"/>
150	180	120	150	150			<input type="checkbox"/>



**Step 8:**

In given Example, the controlling officer is agreed with the achievement submitted by employee for each & every KPI. The following screen appears.

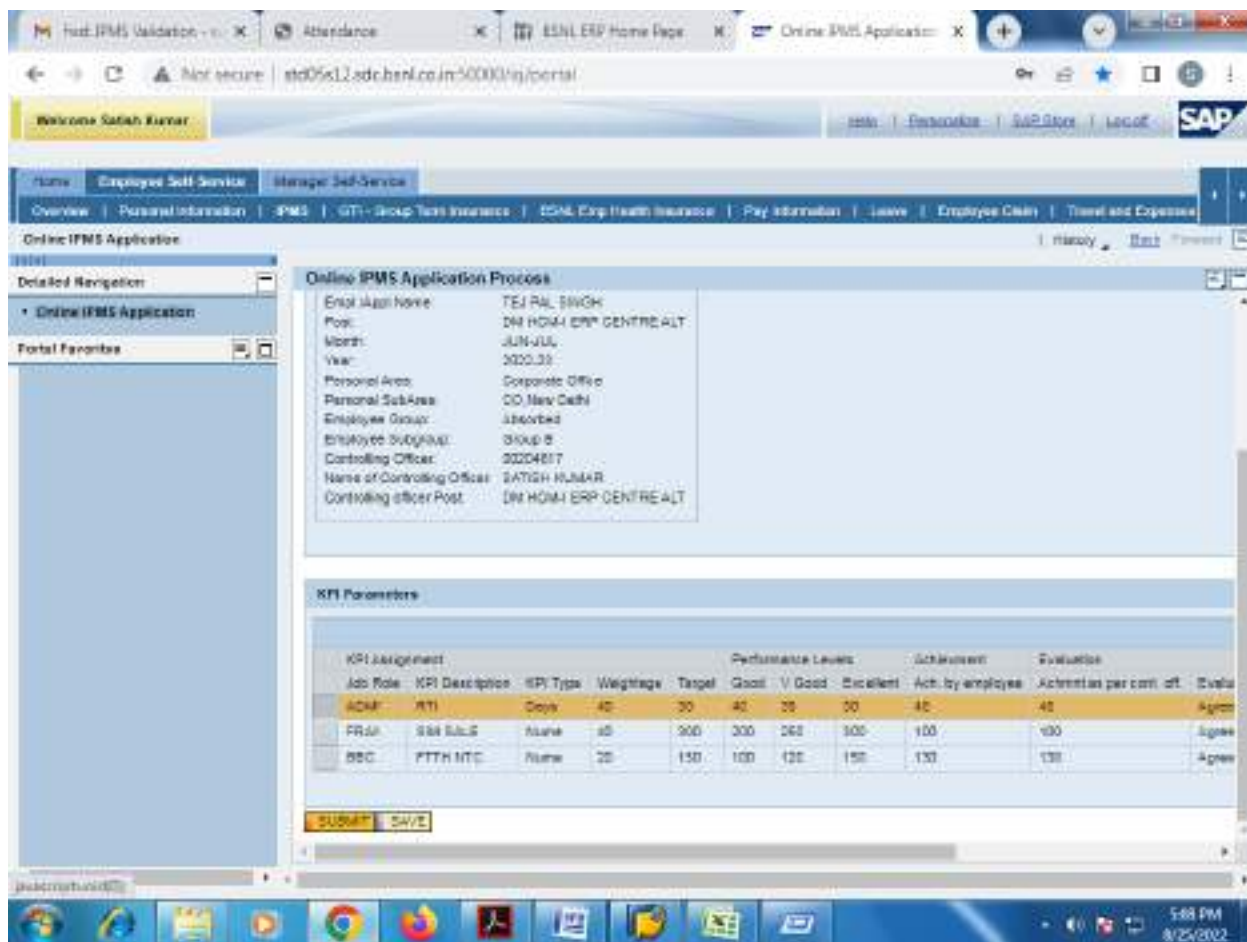


The marks achieved and Weighted score of respective job role will be auto populated as per formulae given by Restructuring cell.



**Step 9:**

Click on “SAVE” AND SUBMIT on screen appearing as



This activity of controlling officer is completed. The IPMS can be viewed by respective subordinate in his/her ESS IPMS Tab. (Illustrated in Part-2).



## PART-III-B

### (Controlling Officer Part – In Case of Rep Off Disagrees with Achievements submitted by subordinate)

Note: Kindly follow the steps 1-5 in Part III-A. After that follow the steps as given below:

Step 6: In case of Disagreement of any of the KPI, keep that row unchecked as shown below and fill the values as per their assessment in the field “Achmnt as per Rep Off” in that row .

The screenshot displays the SAP Online IPMS Application Process interface. A table is visible with the following data:

Levels	Achievement	Evaluation	Agree/Disagree		
300	100	100	8.00	<input checked="" type="checkbox"/>	
200	80	80	0.00	<input type="checkbox"/>	
350	275	275	275	14.00	<input checked="" type="checkbox"/>

A callout box labeled "DISAGREE" with an arrow points to the unchecked checkbox in the second row, indicating that the user has disagreed with the achievement for that level.



Step 7: On clicking SUBMIT, the system will ask to select/fill the Next Higher/Reviewing Officer Perrnr. After selecting/filling the same, Reporting officer then need to Save & Submit the IPMS so as to forward it to Reviewing officer as shown below:

**Online IPMS Application Process**


**!** In case of disagree the approver is required

**IPMS details**

**Employee Information**

Personnel no.:	99703118
Empl./Appl.Name:	TEJ PAL SINGH
Post:	DM HCM-I ERP CENTRE ALT
Month:	APR-MAY
Year:	2022-23
Personal Area:	CORPORATE OFFICE
Personal SubArea:	CO,NEW DELHI
Employee Group:	ABSORBED
Employee Subgroup:	GROUP B
Controlling Officer:	00204617
Name of Controlling Officer:	SATISH KUMAR
Controlling officer Post:	DM HCM-I ERP CENTRE ALT

**Approver Details**

Approver:   **Select & fill Reviewing Officer PERNR & then 'Submit'.**

After clicking on Submit, Pop up will Appear. On selection YES on POP UP Screen, below screen will appear



The screenshot displays the SAP Online IPMS Application Process interface. The main content area shows a confirmation message: "Data successfully Submitted". Below this, there is a section titled "IPMS details" which contains a table of employee information.

Employee Information	
Personnel No.	96703119
Emp. Appl. Name	TEJ PAL SINGH
Post	DM HCM-1 ERP CENTRE/ALT
Month	FEB/MAR
Year	2022-23
Personal Area	Corporate Office
Personal Sub Area	CO, New Delhi
Employee Group	A680708
Employee Subgroup	Group B
Controlling Officer	33204617
Name of Controlling Officer	SATISH KUMAR
Controlling officer Post	DM HCM-1 ERP CENTRE/ALT

Below the IPMS details table, there is a section for "Key Parameters" which is currently empty.

This concludes the activity of Reporting Officer for this particular IPMS and now Reviewing Officer's activity begins as below



## PART-IV

### (Reviewing Officer Part – In Case of Rep Off Disagreement with Achievements submitted by subordinate)

Reviewing officer will login to ESS Portal to access such IPMS with Step 1, Step 2, Step 3 and Step 4 of **Part-I** and will click on View / Submit Self IPMS as shown below:

Step5: Reviewing officer will select the IPMS and then click on Process button.

The screenshot shows the 'Online IPMS Application Process' page. The table below is titled 'IPMS Assigned' and contains the following data:

PERNR	Month	Year	Name	ID
99703118	JUN-JUL	2022-23	TEJ PAL SINGH	DM HCMJ ERP CENTRE ALT
99703118	APR-MAY	2022-23	TEJ PAL SINGH	DM HCMJ ERP CENTRE ALT
99703118	AUG-SEP	2022-23	TEJ PAL SINGH	DM HCMJ ERP CENTRE ALT
99703118	FEB-MAR	2022-23	TEJ PAL SINGH	DM HCMJ ERP CENTRE ALT

A callout box with an arrow points to the 'Process' button below the table, with the text 'Click on Process'.





Step 6: The following screen will appear at Reviewing officer end:

Weightage	Target	Performance Levels			Achievement Achieved by employee	Evaluation Achieved as per c
		Good	V Good	Excellent		
3	300	106	290	300	100	
3	20	40	33	20	65	
3	150	108	120	150	130	100



Step 7: Disagreed fields will be available to modify the respective fields at Reviewing officer end for his decision/evaluation. Remaining agreed fields will remain grayed out which cannot be edited further. Screen is given below:

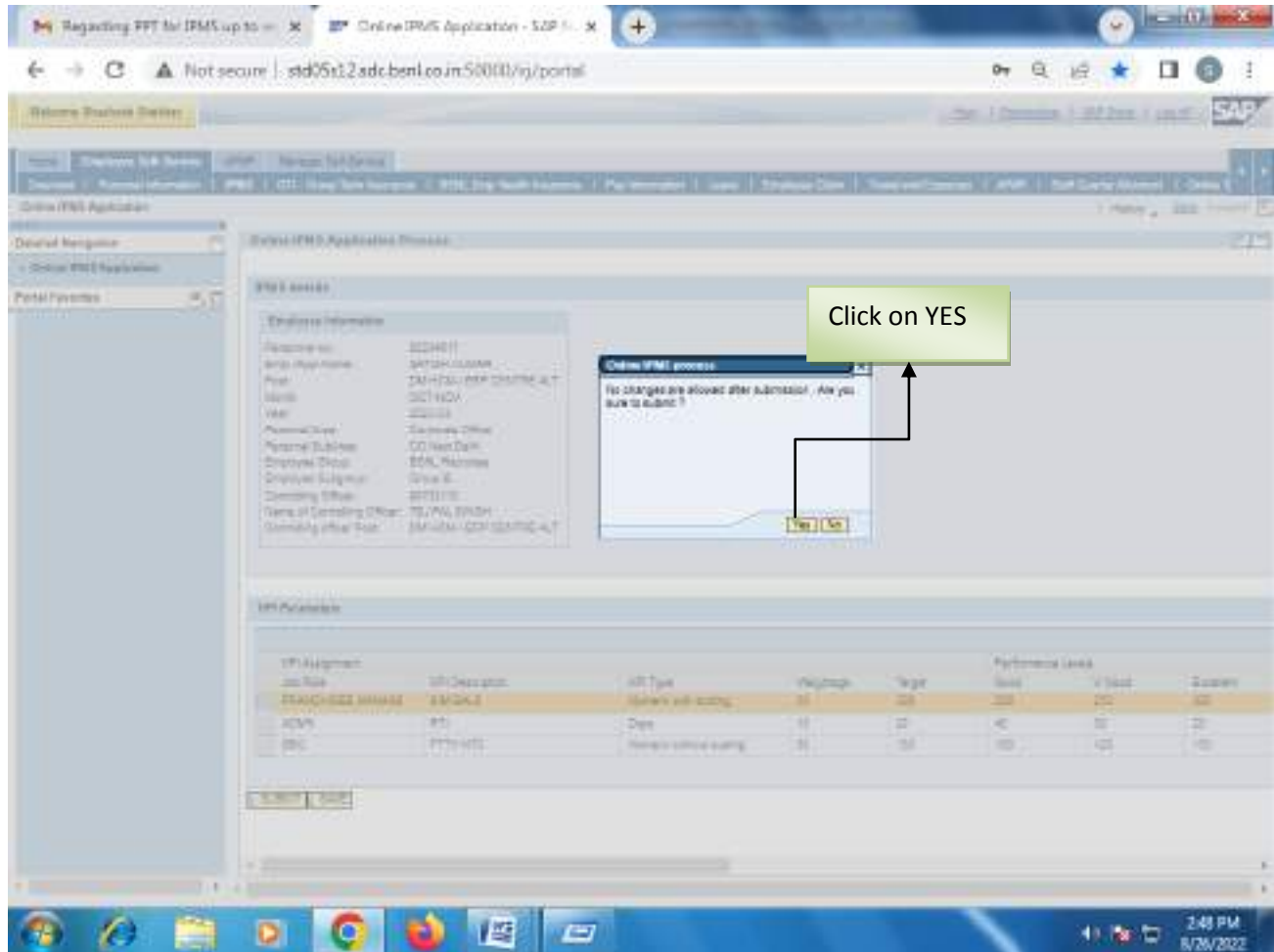
The screenshot shows the 'Online IPMS Application Process' interface. A table displays application details with columns for Evaluation, Applicant's person off, Applicant's Rep. Off, Evaluation, Marks Achieved, Weighted Score, and Agree/Disagree. Three callout boxes provide instructions:

- Grayed field as already agreed by Cont Off. (Not Editable)**: Points to the 'Applicant's person off' column.
- If reviewing officer agrees with Rep. Off. then Reporting values will be auto populated here.**: Points to the 'Applicant's Rep. Off' column.
- If Reviewing officer disagrees with Rep. Off. then need to edit/ fill values here.**: Points to the 'Evaluation' column.

Evaluation	Applicant's person off	Applicant's Rep. Off	Evaluation	Marks Achieved	Weighted Score	Agree/Disagree
100	100	100	Disagree		10.00	<input type="checkbox"/>
40	40		Agree	38.88	9.00	<input checked="" type="checkbox"/>
100	100		Agree	38.88	92.88	<input type="checkbox"/>



Step 8: After completing Step 7 the Reviewing will Save and Submit. The following Screen will appear:





Final Screen after clicking on YES button.

Evaluation		Evaluation		Evaluation	
Achmnt as per cont. off.	Achmnt as per apor.	Chngprse	Marks Achieved	Weighted Score	Agree/Disagree
100	100	Disagree	40.000	14.40	<input type="checkbox"/>
40	40	Agree	60	5.00	<input checked="" type="checkbox"/>
100	100	Agree	66.667	22.00	<input type="checkbox"/>
<b>Total weighted score</b>				<b>41.40</b>	<input type="checkbox"/>

The activities of Reviewing officer are completed. The IPMS can be viewed by respective subordinate in his/her ESS IPMS Tab. (Illustrated in Part-2).

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