Scope of Work – ESS Forms Change Request

1. Introduction

As a government entity, IIT Bombay is required to develop few applications as Employee Self Service to the employees with required custom form and required field, validations, workflows with corresponding postings in the SAP system. Following applications are to be developed. These applications are not part of standard SAP applications and Functional Requirement Specifications which are required to be custom developed as per the specifications. Hence these developments are to be considered as changeable change request.

- a) Additional charge allowance.
- b) Cash Handling Allowance.
- c) Compensatory Off.
- d) Post Graduate Allowance.
- e) Prior permission to Leave Country.
- f) Request for Patient Care Allowance.
- g) Request for PSPA Honorarium.
- h) Request for Special Honorarium Two National Fellow SSB.
- i) Sabbatical Request.

1.1 Business Objectives
Development of following Employee Self Service forms in webdynpro application of HCM module

a) Additional charge allowance.
- Design and development of Form as per format shared by IIT Bombay.
- Build all the validations of this form as per Functional Specifications.
- Develop the workflow as per FS.
- Development of program to update data/approved amount in SAP R/3 as per Functional Specifications.
- Developed all Mail Notifications (Approval mail, Rejection mail, Office Order and letters wherever required)

b) Cash Handling Allowance.
- Design and development of Form as per format shared by IIT Bombay.
- Build all the validations of this form as per Functional Specifications.
- Develop the workflow as per FS.
- Development of program to update data/approved amount in SAP R/3 as per Functional Specifications.
- Developed all Mail Notifications (Approval mail, Rejection mail, Office Order and letters wherever required)

c) Compensatory Off
- Design and development of Form as per format shared by IIT Bombay.
- Build all the validations of this form as per Functional Specifications.
- Develop the workflow as per FS.
- Development of program to update data/approved amount in SAP R/3 as per Functional Specifications.
- Developed all Mail Notifications (Approval mail, Rejection mail, Office Order and letters wherever required)
- Development of ESS Forms at IIT Bombay : CR

d) Post Graduate Allowance.
- Design and development of Form as per format shared by IIT Bombay.
- Build all the validations of this form as per Functional Specifications.
- Develop the workflow as per FS.
- Development of program to update data/approved amount in SAP R/3 as per Functional Specifications.
- Developed all Mail Notifications (Approval mail, Rejection mail, Office Order and letters wherever required)

e) Prior permission to Leave Country
- Design and development of Form as per format shared by IIT Bombay.
- Build all the validations of this form as per Functional Specifications.
- Develop the workflow as per FS.
- Development of program to update data/approved amount in SAP R/3 as per Functional Specifications.
- Developed all Mail Notifications (Approval mail, Rejection mail, Office Order and letters wherever required)

f) Request for Patient Care Allowance
- Design and development of Form as per format shared by IIT Bombay.
- Build all the validations of this form as per Functional Specifications.
- Develop the workflow as per FS.
- Development of program to update data/approved amount in SAP R/3 as per Functional Specifications.
- Developed all Mail Notifications (Approval mail, Rejection mail, Office Order and letters wherever required)

g) Request for PSPA Honorarium.
- Design and development of Form as per format shared by IIT Bombay.
- Build all the validations of this form as per Functional Specifications.
- Develop the workflow as per FS.
- Development of program to update data/approved amount in SAP R/3 as per Functional Specifications.
- Developed all Mail Notifications (Approval mail, Rejection mail, Office Order and letters wherever required)

h) Request for Special Honorarium Two National Fellow SSB.

- Design and development of Form as per format shared by IIT Bombay.
- Build all the validations of this form as per Functional Specifications.
- Develop the workflow as per FS.
- Development of program to update data/approved amount in SAP R/3 as per Functional Specifications.
- Developed all Mail Notifications (Approval mail, Rejection mail, Office Order and letters wherever required)

i) Sabbatical Request
- Design and development of Form as per format shared by IIT Bombay.
- Build all the validations of this form as per Functional Specifications.
- Develop the workflow as per FS.
- Development of program to update data/approved amount in SAP R/3 as per Functional Specifications.
- Developed all Mail Notifications (Approval mail, Rejection mail, Office Order and letters wherever required)