Megasoft Solutions

Managing Human Resource

"From Cost to Asset"

User Manual: e-ACR Module

"e-ACR for Group D"







LOGIN PAGE

- Use link: https://ind.megasoftsol.com/eHRMS/CWC/Login.aspx?cmp=CWC to access HRMS
- Login securely using your User ID and Password
- Click on "Forgot Password" link in case your password is lost or expired
- Your new password will be sent to your registered e-mail address
- Your account will be locked if incorrect password is entered more than three times
- For any related queries, you may contact IT Helpdesk at 011-46067717 between 10 AM to 6 PM



HOME PAGE

- At the home page, you can view and modify the following modules:
 - 1. Profile

2. Leave

3. PMS

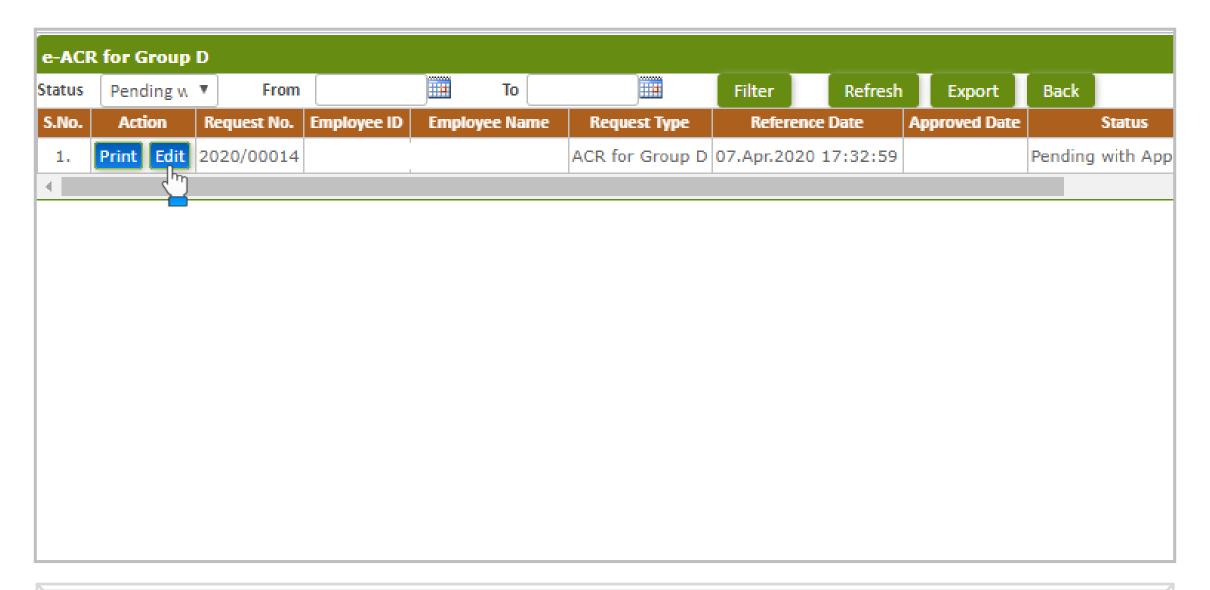
- 4. Payroll
- 5. Medical

- 6. Request Manager
- 7. Helpdesk 8. Policies & Forms
- 9. Tools
- 10. User Manual
- Change password of your account using the link provided at the top right corner of the screen
- For each day, birthdays, service and wedding anniversary will appear on right side of the screen

1. Authorization Role – "Appraiser"







e-ACR FOR GROUP D

- Login to HRMS Portal using your User ID and Password
- After login, select your authorization role as "Appraiser" from drop-down option available at top left
- As an Appraiser, click on: PMS \rightarrow e-ACR \rightarrow Appraiser \rightarrow e-ACR for Group D
- The above shown screen will appear on your browser window. Draft e-ACR will appear by default.
- Click on "Edit" button to start filling e-ACR. e-ACR can also be printed using "Print" button.
- A new pop-up window will appear on screen to fill, save and submit a particular e-ACR

- Once you click on the "Edit" button, above shown e-ACR format will appear on screen
- You have to fill the e-ACR from top to bottom as explained in the next few slides
- Employee's personal data such as Employee ID, Employee Name, D.O.B, D.O.J, Designation, Department etc, will appear by default on the screen
- Verify that the From and To dates are mentioned correctly as "Report for the year"
- In this section, you only have to mention the period of absence from duty on leave, training etc.

SAVE / SUBMIT e-ACR FOR GROUP D

- Enter details as mentioned against each field
- Once all details are submitted and you reach at the end of e-ACR, you have the option to Submit
- You can also Save an e-ACR at this point if any changes are required to be done later
- Otherwise, click on "Submit" button to submit e-ACR for further approval
- It is advised to kindly verify that all the details entered by you and check for any discrepancy
- Once you click on "Submit" button, an auto-generated mail will be sent for acknowledgement