Megasoft Solutions

Managing Human Resource

"From Cost to Asset"

User Manual: e-ACR Module

"e-ACR for JS, HT, WA-I,II"







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

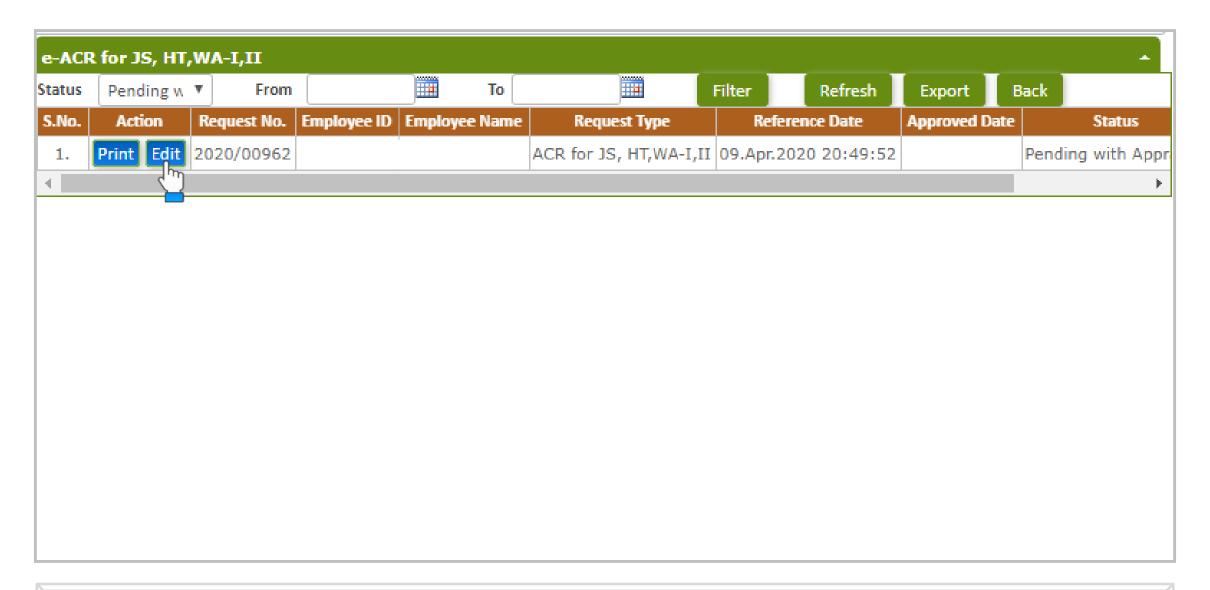
- 4. Payroll
- 5. Medical

- 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 JS, HT, WA-I,II

- 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 JS, HT, WA-I,II
- 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

PART - I

- 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.

ACR for JS, HT, WA-I, II - AMIT (15068A) Part - II (Assessment By The Reporting Officer) Assessment on points of special significance (if working in Select Warehouse only) (e.g. proper upkeep of Godowns, foodgrains etc., technical knowledge about infestation of foodgrains, knowledge of grading, sampling and preservation methods, proper supervision and use of fumigants and technical equipments in relation to the work which employed.* Knowledge of Rules, Regulations relevant to his / her work.* Select Proficiency in typing.* Select Proficiency in work, viz., maintenance of prescribed registers Select and charts etc.* Proficiency in Working with Official Language.* Select Industry and keenness* Select

PART – II (ASSESSMENT BY THE REPORTING OFFICER)

- This part is designed for assessment by the Reporting Officer
- For each point, you have to select an indicative pointer from the drop-down menu as:
- Outstanding
- Very Good
- Good
- Average & Poor

	i. Puts in hard work and is keen to do job thoroughly. (Maximum 1000 Characters Only)*	
	ii. Indifferent and requires prompting and constant supervision to ensure completion of work. (Maximum 1000 Characters Only)*	
	If indifferent, attach supporting document	Choose File No file chosen
	Has he /she ever been entrusted with work other than routine? If so, indicate his /her capacity to express himself /herself with clarity and comprehension in notes and drafts. (Maximum 1000 Characters Only)*	
	Amenability to discipline*	Select v
	Punctuality in attendance (Maximum 1000 Characters Only)*	

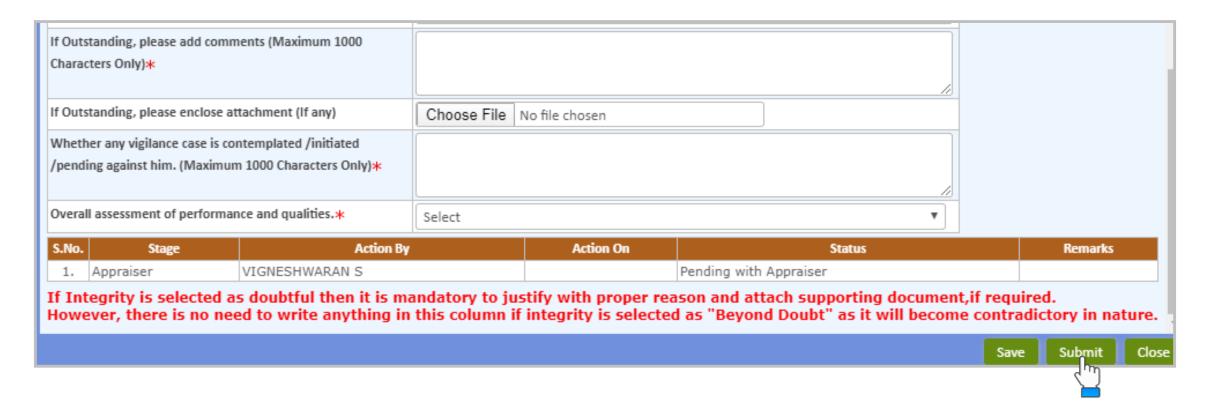
PART – II (ASSESSMENT BY THE REPORTING OFFICER)

- Enter details as mentioned against each field
- Please note that * marked fields are mandatory to be filled/selected before proceeding further

ACR for JS, HT,WA-I,II - AMIT (15068A)						
	//					
Relations with fellow employees (Maximum 1000 Characters Only)*						
Integrity*	Select ▼					
If doubtful, please enclose separate secret note indicating details	Choose File No file chosen					
If doubtful, please add comments (Maximum 1000 Characters Only)						
Has the Officer been reprimanded for indifferent work or for other report? If so, please give brief particulars. (Maximum 1000 Characters Only)*						
Has the Officer done any outstanding or notable work meriting commendations? Briefly mention them. (Maximum 1000 Characters Only)*						

PART – II (ASSESSMENT BY THE REPORTING OFFICER)

- Enter details as mentioned against each field
- You can also attach a document using "Choose File" option wherever applicable
- Please note that * marked fields are mandatory to be filled before proceeding further



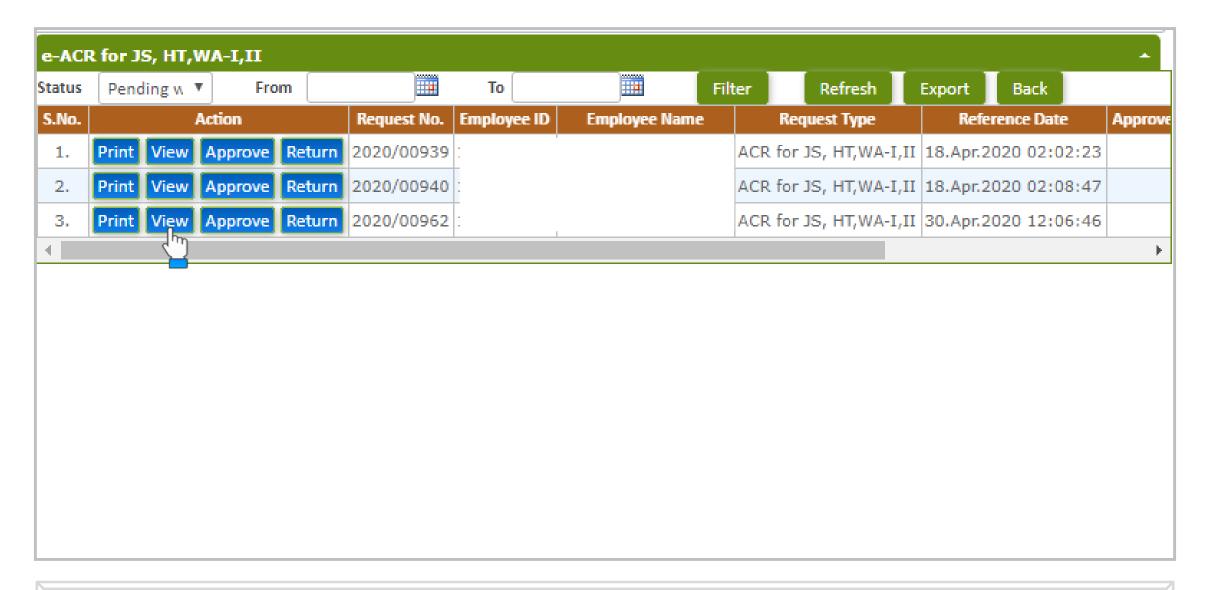
SAVE / SUBMIT e-ACR FOR JS, HT, WA-I,II

- 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 to you and the Reviewer

2. Authorization Role – "Reviewer"







e-ACR FOR JS, HT, WA-I,II

- Login to HRMS Portal using your User ID and Password
- After login, select your authorization role as "Reviewer" from drop-down option available at top left
- As a Reviewer, click on: PMS \rightarrow e-ACR \rightarrow Reviewer \rightarrow e-ACR for JS, HT, WA-I,II
- List of pending e-ACRs will appear on the screen as shown above
- To approve/return an e-ACR click on "View" button present against that particular e-ACR
- e-ACR as submitted by Appraiser will open on the screen for your review and approval

ACR for JS, HT,WA-I,II - AMIT (15068A)							
Reference No.*	83327	Reference Date*	30.Apr.2020 12:06:46				
Search							
Employee ID							
Employee Name							
D.O.B							
D.O.J							
Part - I							
Designation Department							
Region							
Appraiser							
Reviewer							
Counter Signing							
Report for the year Fron	1	01/04/2019					
Report for the year To		31/03/2020					
Period of absence from year (Maximum 1000 Ch	duty on leave, training etc. during the paracters Only)	DEMO					

VIEW e-ACR FOR JS, HT, WA-I,II

- Once you click on "View" button, e-ACR as submitted by Appraiser will appear as shown above
- Review all the details furnished by Appraiser under each head and in each field
- If any change is required to be done, click on "Return" button present at the bottom
- If the details furnished by Appraiser are correct, proceed to the lower part where multiple details are to be furnished from your end as well

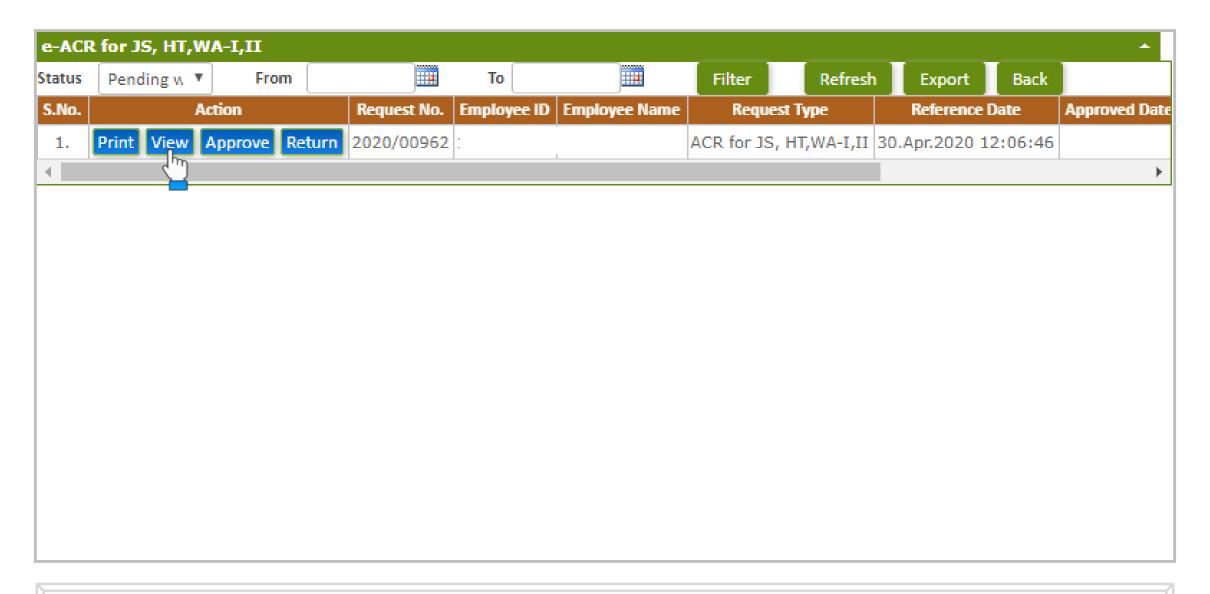
APPROVE / RETURN e-ACR

- Enter details as mentioned against each field
- Please note that * marked fields are mandatory to be filled before proceeding further
- Verify the details furnished by you once again and click on "Approve" or "Return" button
- If you click on "Return" button, the e-ACR will go back to Appraiser for correction at his/her end
- If you click on "Submit" button, an auto-generated mail will be sent to you and the Counter Signing Authority to review and approve/return the e-ACR from his/her end

3. Authorization Role – "Counter Signing"







e-ACR FOR JS, HT, WA-I,II

- Login to HRMS Portal using your User ID and Password
- After login, select your authorization role as "Counter Signing" from drop-down option
- As a Counter Signer click on: PMS \rightarrow e-ACR \rightarrow Counter Signing \rightarrow e-ACR for JS, HT, WA-I,II
- List of pending e-ACRs will appear on the screen as shown above
- To approve/return an e-ACR click on "View" button present against that particular e-ACR
- e-ACR as approved by Reviewer will open on the screen for your review and approval

ACR for JS, HT,WA-I,II - AMIT (15068A)							
Reference No.*	83327	Reference Date*	30.Apr.2020 12:06:46				
Search							
Employee ID							
Employee Name							
D.O.B							
D.O.J							
Part - I							
Designation Department							
Region							
Appraiser							
Reviewer							
Counter Signing							
Report for the year Fron	1	01/04/2019					
Report for the year To		31/03/2020					
Period of absence from year (Maximum 1000 Ch	duty on leave, training etc. during the paracters Only)	DEMO					

VIEW e-ACR FOR JS, HT, WA-I,II

- Once you click on "View" button, e-ACR as approved by Reviewer will appear as shown above
- Review all the details furnished by Appraiser and Reviewer under each head
- If any change is required to be done, click on "Return" button present at the bottom
- If the details furnished by Appraiser and Reviewer are correct, proceed to the lower part where one detail is to be furnished from your end as well

APPROVE / RETURN e-ACR

- You have to write Remarks of the Accepting/ Countersigning Authority
- Please note that * marked field is mandatory to be filled before proceeding further
- Verify the details furnished by you once again and click on "Approve" or "Return" button
- If you click on "Return" button, the e-ACR will go back to Reviewer for correction at his/her end
- If you click on "Submit" button, an auto-generated mail will be sent to you and the Appraiser for his/her acknowledgement