

UNION BANK OF INDIA

UNION PARIVAAR

EMPLOYEE SELF SERVICE

**USER MANUAL FOR
ALL STAFF MEMBERS**

UNION PARIVAR

EMPLOYEE SELF SERVICE

USER MANUAL

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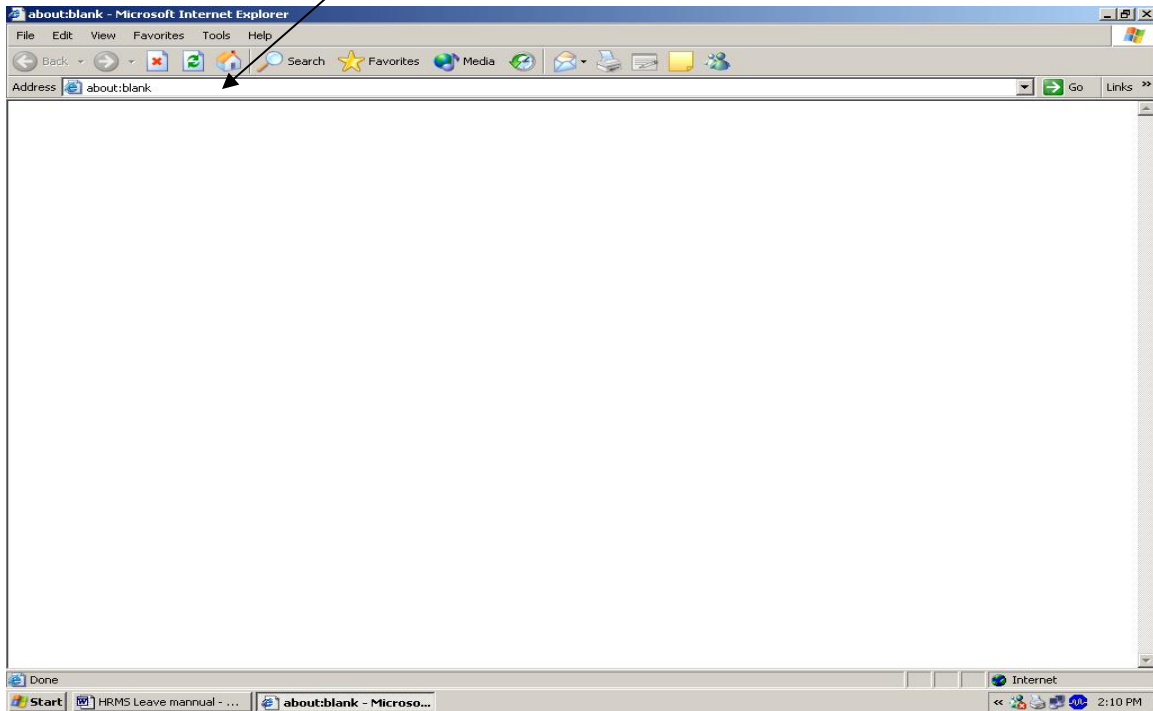
ACCESS TO UNION PARIVAR

The Staff Member can access the *Union Parivar* (HRMS People Soft) package by double clicking Internet Explorer icon.



After clicking Internet Explorer as above, the Staff Member has to type the following URL address of the *Union Parivar* HRM PeopleSoft web site

<http://172.31.6.92:8080/ps/signon.html>



However the VSAT branches have to use one of the following URL address to access the Union Parivar.

<http://192.168.104.213/ps/signon.html> in case the VSAT branches are using HUGHS(HECL) Communication network

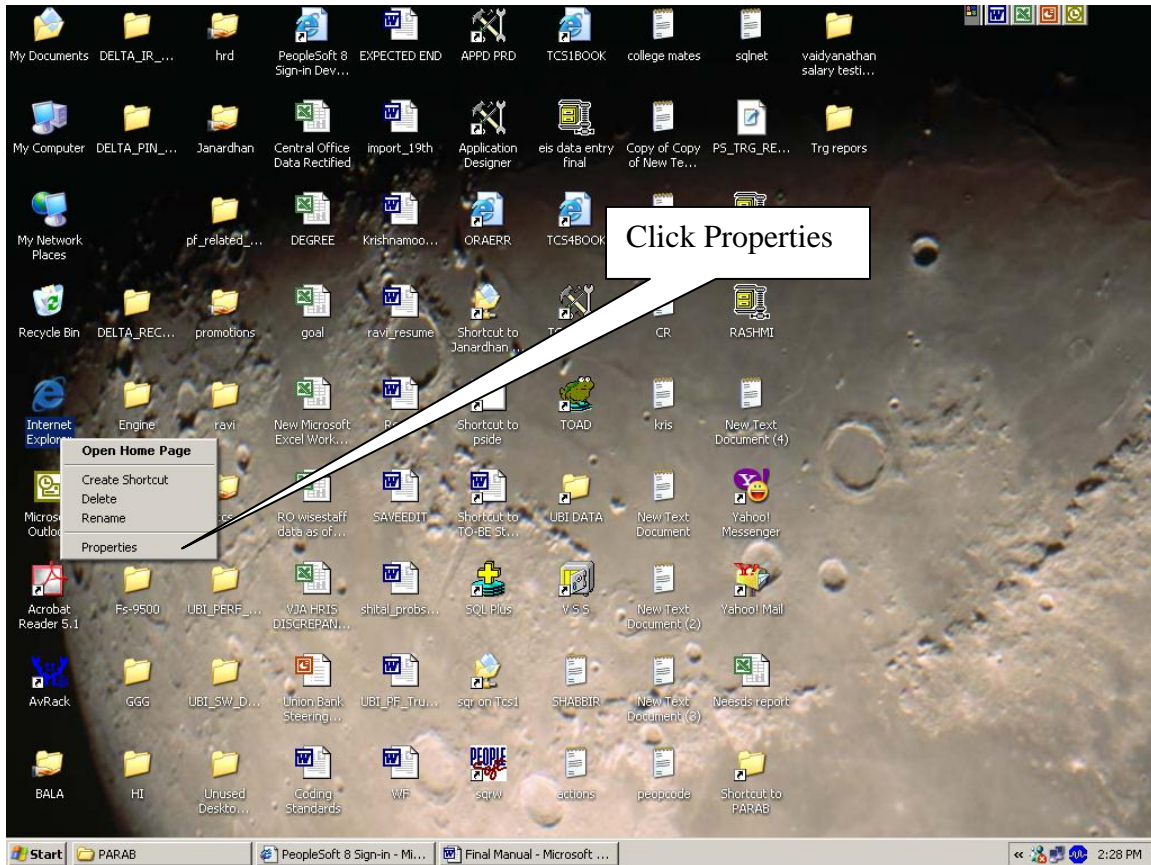
or

<http://192.168.11.213/ps/signon.html> in case the VSAT branches are using Bharti Communication network

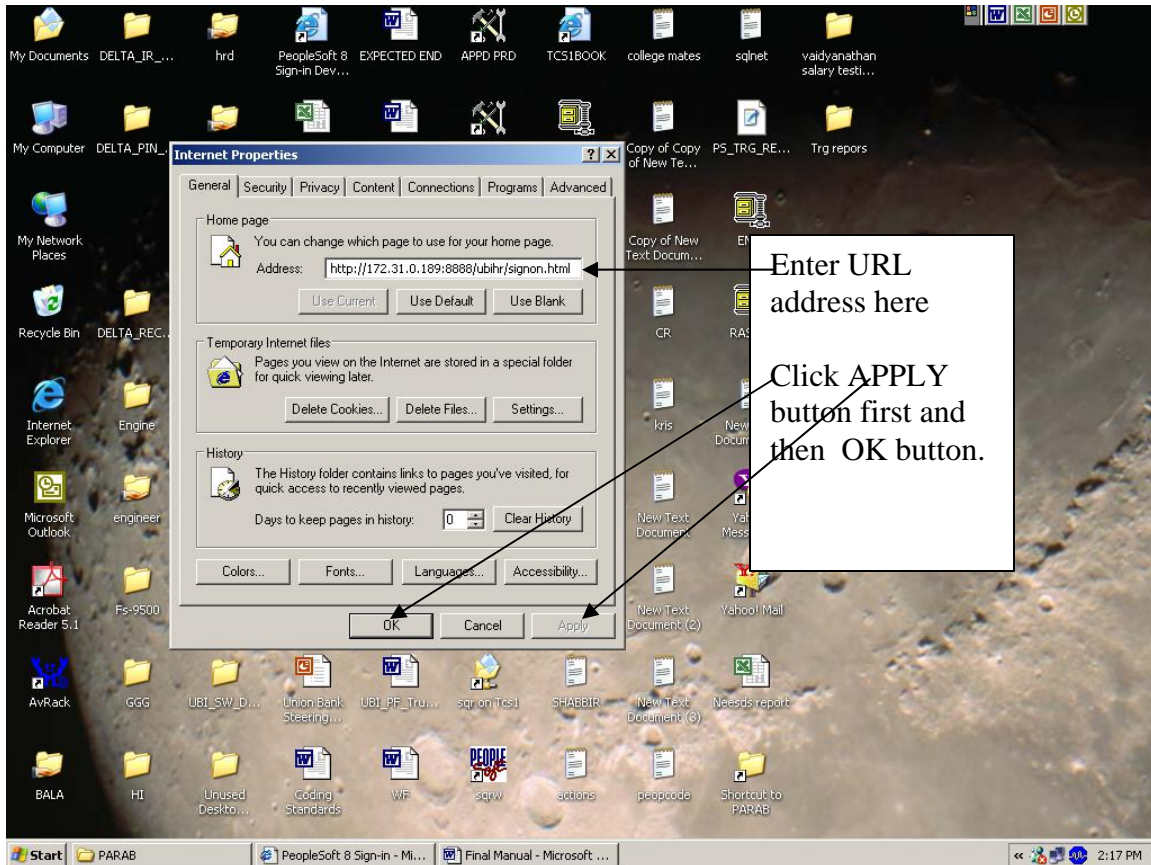
<http://172.31.0.28/ps/signon.html> in case the VSAT branches are using the HCL network

OPEN HOME PAGE FOR UNION PARIVAR

For quick access to Union Parivar, the Staff member should right click Internet Explorer Icon to facilitate opening of Home Page for Union Parivar.



After clicking “Properties” in the above page, the staff member has to enter Union Parivar URL address i.e. <http://172.31.6.92:8080/ps/signon.html> and click APPLY and OK buttons.



After accessing the *Union Parivar* HRMS Peoplesoft, the Staff Member will get the following screen where he has to log on to the system by using his Staff Member ID/ Password as under.

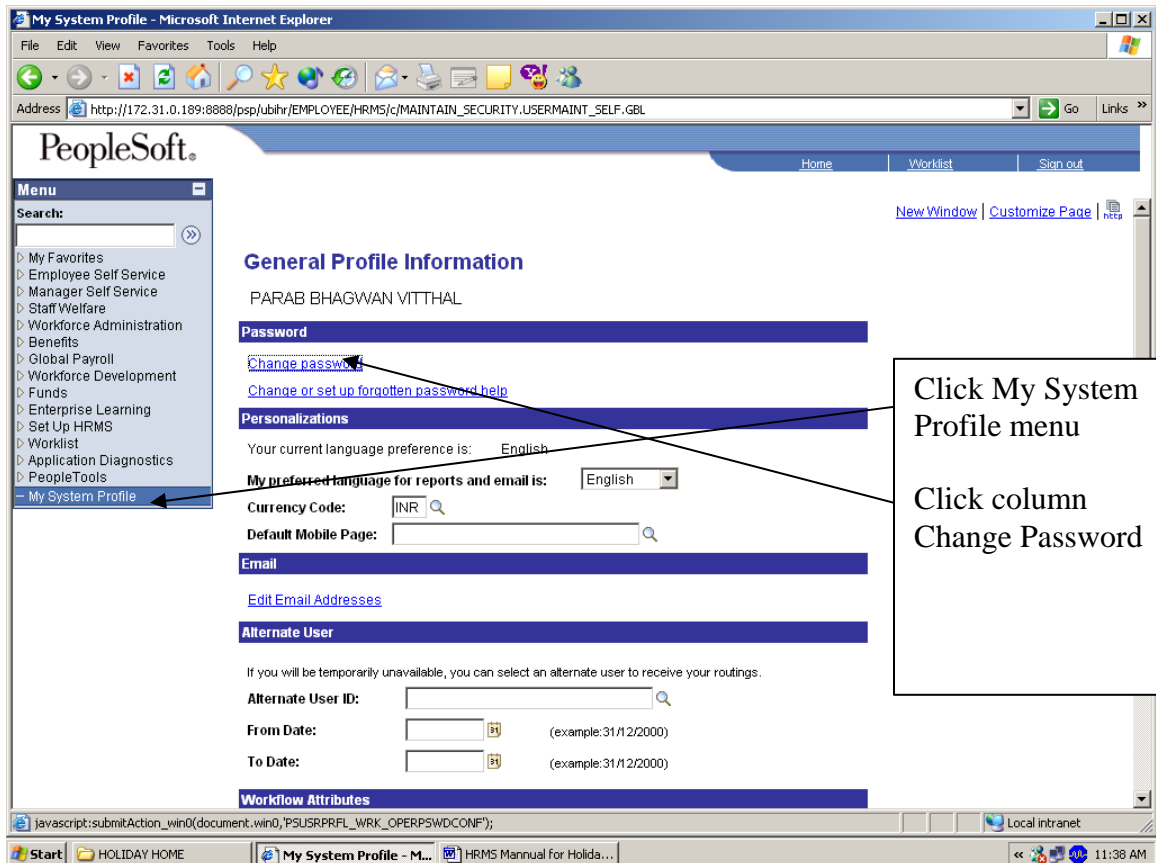
1) Enter **PF NO.** as your User ID

2) Enter **UBI** as your password initially, which should be changed as per the procedure mentioned in next page.

3) Click Sign In

PROCEDURE FOR CHANGING PASSWORD

After successful log in to *Union Parivar* HRMS Peoplesoft, the Staff Member has to click My system Profile menu on the left hand side to get his *General Profile Information* page. In this page, he has to click **Change password** option.



After clicking *Change Password* column on the above page, the Staff member will get the following page to change his password. The password should be kept confidential and should be changed periodically.

My System Profile - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://172.31.0.189:8888/psp/ub/hr/EMPLOYEE/HRMS/c/MAINTAIN_SECURITY.USERMAINT_SELF.GBL Go Links >>

PeopleSoft®

Home Worklist Sign out

[New Window](#) | [Customize Page](#) |

Change password

Current Password:

New Password:

Confirm Password:

Enter your existing password i.e. right now it is (UBI)

Enter your new password

Confirm your new password

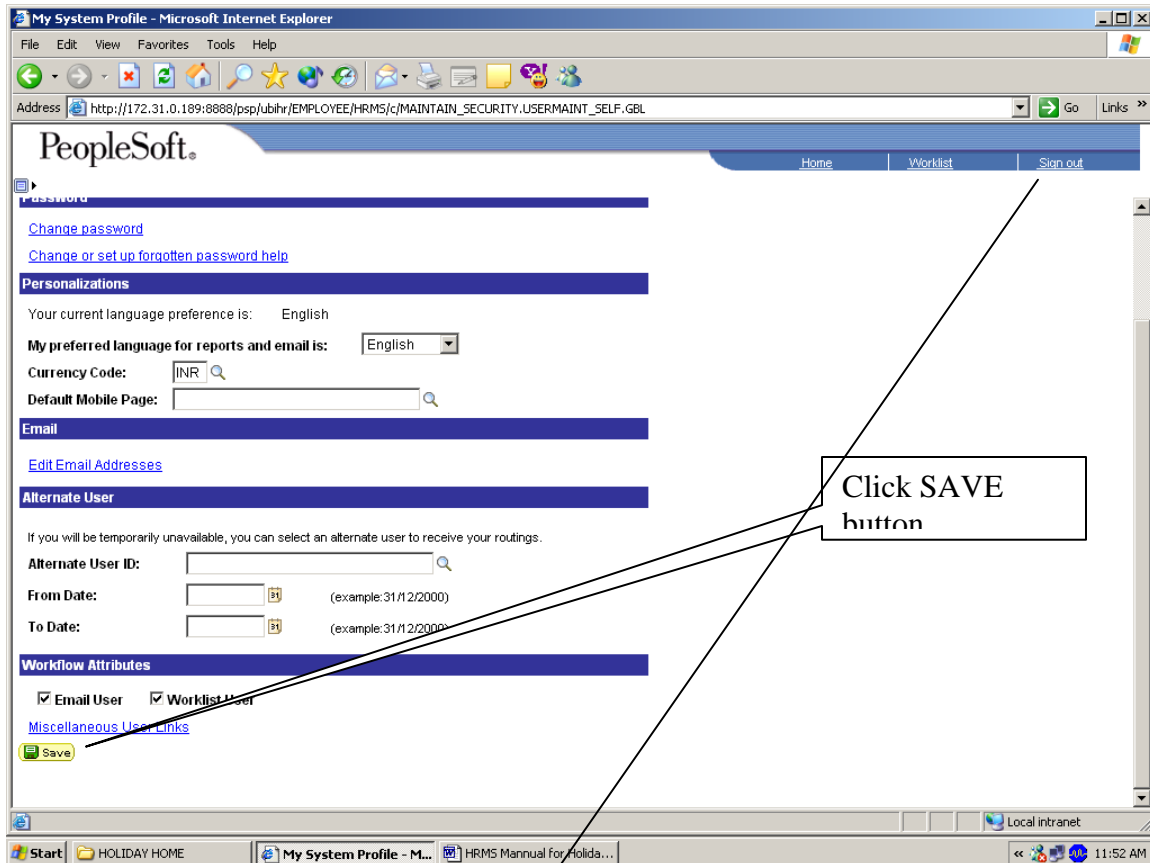
Click OK button

Done Local intranet

Start HOLIDAY HOME My System Profile - M... HRMS Manual for Holid...

11:46 AM

After clicking OK button on the above page, the Staff member will again get General Profile Information page where he has to click SAVE button to save the new password.



After completing the action of changing Password, the Staff Member has to click Sign Out button to come out of the system, In fact after completing all actions /transactions, the Staff Member has to click Sign Out button to come out of the system.

COOKIES PROBLEM

Some PC's are giving cookies problem while logging in to Union parivar.

In such cases, the remedy is to open "Date and Time Property" by clicking against time on the right end corner side of your PC.

Ensure that date and time is as per Indian time and also ensure that Time zone is showing **(GMT +5.30) Chennai, kolkata , Mumbai, New Delhi**. If no, please correct the time zone and set the correct date and time and save it.

Thereafter go to Tools bar and complete the following actions.

- 1) Click Tools.
- 2) Click Internet option.
- 3) Click Delete Cookies in Temporary Internet files.
- 4) Click OK button.

Thereafter shut down your PC and Restart it and log in to Union Parivar

If the problem still persists, repeat the above actions.

VIEW YOUR PERSONAL/JOB INFORMATION

The staff members can view their Personal information by navigating through

Employee Self Service> Personal Information> Name & Address Information.

The staff members can see their **Name & Address information** in this page.

Union Bank of India

Home | Worklist | Sign out

Menu

Search: []

- My Favorites
- Employee Self Service
 - Payment - Educational Schemes
 - Leave Management
 - Personal Information
 - Name & Address Information**
 - Personal Information
 - Job Information
 - Medical Aid & Hospitalisation
 - Festival and Salary Advance
 - Transfer
 - Separation
 - Staff Welfare
 - Performance Management
 - Enterprise Learning
 - Benefits
 - LFC Declaration
- Manager Self Service
- Staff Welfare
- Workforce Administration
- Benefits
- Global Payroll
- Workforce Development
- Funds
- Enterprise Learning
- Set Up HRMS
- Worklist
- PeopleTools
- My System Profile

Name & Address History

Name

EmpID: 258495
Name: YECHURI JANARDHANA RAO

Address Type Find | View All First 1 of 2 Last

'Address Type': HOME

Address History Find | View All First 1 of 1 Last

'Effective Date': 21/05/2004 'Status': Active

Country: IND India

Address: C/O R NARASIMHA MURTY, DOOR NO. 6-15-5, EAST POINT COLONY, CHINNA WALTAIR, VISAKHAPATNAM 530013 Maharashtra [Edit Address](#)

Phones Customize | Find | First 1 of 1 Last

'Phone Type'	Telephone
Home	982/199-2320

Email Addresses Customize | Find | First 1 of 1 Last

'Email Type'	'Email Address'
Home	jryechuri2004@yahoo.co.in

[Save](#)

On viewing the above, if any discrepancies are observed or if any changes are to be incorporated, the staff members may approach their respective HR Administrators at Regional offices

The staff members can see their other *Personal information AND dependent data* by navigating through

Employee Self Service> Personal Information> Personal Information.

Union Bank of India

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

[New Window](#) | [Customize Page](#) | [http](#)

Personal Information | **Dependent Data**

EmplID: 251680

Name: PARAB, BHAGAWAN VITTHAL

'Gender: Male | 'Caste: General

'Marital Status: Married | Marital Status Date: 13/11/1992

Date of Birth: 06/05/1961 | Birth Location: CHUNAWARE

Birth Country: IND | Birth State: MH

Domicile State: MH | Domicile Town: CHUNAWARE, MALAVAN

Original Date of Joining: 28/06/1982

Graduation Date: 01/05/1982

☒ Graduate | Date: 01/01/1986

☒ Cleared CAIB Part - I | Date: 01/01/1987

☒ Cleared CAIB Part II

Major Health Problems If Any:

☐ Sports Person | Employer Type: Pvt Sector

☒ Spouse Employed

☒ Spouse Transferrable

Spouse Employer Name: APNA SAHAKARI BANK

Done | Local intranet

start | Shortcuts | Other Pe... | Bhagaw... | UserMan... | UNION P... | UNION P... | Final Ma... | Links | 4:14 PM

On viewing the above, if any discrepancies are observed or if any changes are to be incorporated, the staff members may approach their respective HR Administrators at Regional offices

The staff members can see their Job information by navigating through **Employee Self Service> Personal Information> Job Information.**

Job Information - Microsoft Internet Explorer

Address: http://172.31.0.189:8888/psp/ubshr/EMPLOYEE/HRMS/c/ROLE_EMPLOYEE.UBI_SELF_JOB.GBL

Union Bank of India

Home | Worklist | Sign out

Menu

Search:

- My Favorites
- Employee Self Service
 - Payment - Educational Schemes
 - Leave Management
 - Personal Information
 - Name & Address Information
 - Personal Information
 - Job Information**
 - Medical Aid & Hospitalisation
 - Festival and Salary Advance
 - Transfer
 - Separation
 - Staff Welfare
 - Performance Management
 - Enterprise Learning
 - Benefits
 - LFC Declaration
- Manager Self Service
- Staff Welfare
- Workforce Administration
- Benefits
- Global Payroll
- Workforce Development
- Funds
- Enterprise Learning
- Set Up HRMS
- Worklist
- PeopleTools
- My System Profile

Job Information

EmplID: 258495

Name: YECHURI JANARDHANA RAO

Work Location

Position Number:		Position Entry Date:	
Company:	UBI	UNION BANK OF INDIA	
Location:	100000	CENTRAL OFFICE	
Department:	2.3	Personnel Administration	

Job Information

Job Code:	301	ASST. MANAGER	Job Entry Date:	31/03/2004
Employee Category:	0	OFFICER	Planned Exit:	
Sub Category:	8	SCALE 1 OFFICER		
Recruitment Category:	General			
Specialist Officer:	<input type="checkbox"/>			
Full Part Time:	Full-Time			

Job Labour

Union Code:	
Membership Status:	Inactive
Position Held:	
Category Name:	
Union Leave:	

Local intranet

Start | SALARY | Job Information - Mic... | Document1 - Microsoft ... | 11:48 AM

On viewing the above, if any discrepancies are observed or if any changes are to be incorporated, the staff members may approach their respective HR Administrators at Regional offices.

Staff members can also view their latest biodata in Union Parivar by navigating through

Employee Self Service> Personal Information> Biodata

Union Bank of India

Home | Work

Biodata **Biodata Correction Request**

Union Bank Of India
BIO-DATA

Name PARAB, BHAGAWAN VITTHAL
EmplID: 251680
Present Designation / Posting SENIOR MANAGER **In** CENTRAL OFFICE
Date of Birth 06/05/1961 **Age** 49 yrs
Date Of Retirement 31/05/2021
Date Of Joining 28/06/1982 **Period** 28 yrs
Category (General/SC/ST/OBC) General

Education Details View All 1-6 of 6

Edu. Qualification	Major Code	Passing Year
1 BCOM		1982
2 CAIIB1		1986
3 CAIIB2		1987
4 DIPLOMA		1991
5 DIPLOMA		1991
6 LLB		1989

Promotion Details View All 1-3 of 3

To Scale	Date Of Promotion
1 To JMGS-I	01/05/1996
2 To MMGS-II	22/03/2004
3 To MMGS-III	01/04/2009

Done Local intranet

start Shortcut... Biodata -... Bhagaw... UserMan... UNION P... UNION P... Final Ma... Links 4:18 PM

In case any corrections required in the bio data, Staff members can submit online request to their Union Parivar Administrators by using this tab

1) Concept of Find an Existing Value and Add a New Value

After clicking all Employee Self Service Modules except leave module, the Users will get the page **Find an Existing value and ADD a new Value**

For making a new or fresh online application every time, the Users have to click tab **ADD a new Value**.

Whereas under **Find an Existing Value**, the Users can view the history of their online applications by clicking **Clear** button first and then **Search** button.

After clicking **Search** button, the Search result will come, giving the date or month/ year of past applications. The User has to click on date or month/year of which he wants to view his past application.

2)Worklist:

Worklist is an important menu for all Approving/Sanctioning Authorities of various online staff facilities.

The Approving/Sanctioning Authorities have to open their worklist daily to view the various online applications received for their actions. They have to select & click Worklist menu from Menu list on the left hand side. The Worklist is also available on the right hand side.

In addition to finding the status of online applications under Find an Existing Value, all online applications(except leave module) , once approved will come in the worklist of Staff Members for their information.

Viewing workflow

Before applying for any online facility, the Staff members should view the name of Recommending and Sanctioning Authority for that facility by navigating through

Employee Self Service > View workflow

Union Bank of India

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window | Customize Page | Help

Menu

- Employee Self Service
 - Conveyance
 - Entertainment Expenses
 - Investment Declaration
 - Travel Expenses Bill
 - Briefcase Reimbursement
 - Career Planning
 - Leave Management
 - L.F.C.
 - Personal Information
 - Medical Aid & Hospitalisation
 - Advances
 - Residential Quarters
 - Loan
 - Uniform & Liveries
 - Staff Welfare
 - Funds
 - Benefits
 - Worklist
 - Newspaper/Periodical/Journal
 - View Payslip
 - View Tax Forecast
 - View Workflow
 - Employee Home
 - Workflow User Preferences
 - Cleaning Expenses
 - Assets and Liabilities Mgmt
- Manager Self Service
 - Recruiting
 - Workforce Administration
 - Benefits
 - Compensation
 - Stock

Empl Workflow

Module Name Newspaper reimbursement

Recommender: 000000 Not Required or Not Defined

Approver: 143131 ELAVIA,MANI SAR

Sanctioner: 333984 BHANSALI,RAJIV

Appraiser & Reviewer

For Year [Dropdown]

Appraiser:

Reviewer:

Leave Workflow

Recommend Auth. 333984 BHANSALI,RAJIV KUMAR MOTILAL

Sanction Auth. 284591 KANTHARIA,SUBHASHCHANDRA HARJIVANDAS

Select the name of module to view the current approver and sanctioner for that module

While submitting Annual Appraisal report, select the year to view the Appraiser and reviewer for that year

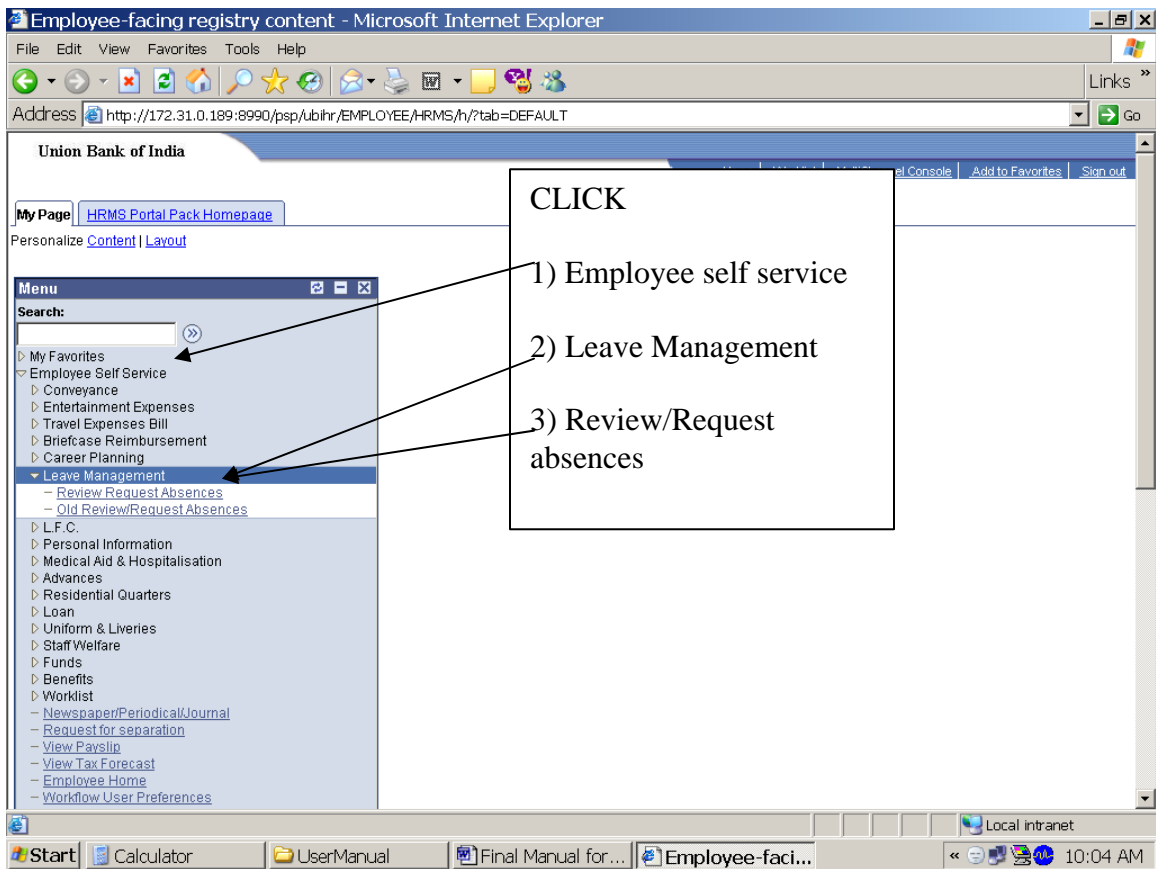
Current leave workflow also can be viewed here

In case any discrepancies observed in the above page, inform your Union Parivar Administrator to correct the workflow so that the online application will flow to right person to act on that application

LEAVE

The staff member can apply for online leave by navigating through.

Employee Self Service> Leave Management>> Review Request Absences.



After above navigation, the Staff Member will get the Review and Request absence page where he can view his leave history/ leave balances and apply for fresh leave or regularization of absence.

Review Request Absences - Microsoft Internet Explorer

Address: [http://172.31.6.213/ps/ps/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_\(GBL\).MCA_LM_LEAVES_GBL.GBL](http://172.31.6.213/ps/ps/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_(GBL).MCA_LM_LEAVES_GBL.GBL)

File Edit View Favorites Tools Help

Union Bank of India Home Worklist MultiChannel Console Add to Favorites Sign out

EmpID 457011 SINGH, PANKAJ KUMAR [View All Leaves](#)

Leave History [Customize](#)

Start Date	End Date	Leave Type	Absence Reason	Total Duration	Leave Status
19/01/2009	24/01/2009	Privilege Leave	Leave fare Concession	6.0	Approved
09/03/2009	14/03/2009	Casual Leave	Standard	4.0	Approved
04/04/2009	04/04/2009	Privilege Leave	Standard	1.0	Approved
27/04/2009	29/04/2009	Casual Leave	Standard	3.0	Approved
15/06/2009	20/06/2009	Privilege Leave	Standard	6.0	Cancelled

Leaves Balance [Customize](#)

Leave Type	Leave Balance	Pending Approval
Casual Leave	5.0	
Privilege Leave	30.0	
Sick Leave	55.0	
Unavailed Casual Leave	0.0	
Unavailed Casual Leave 1	0.0	
Unavailed Casual Leave 2	0.0	
Unavailed Casual Leave 3	0.0	

Leaves Available in Entire Service For [Customize](#)

Leave Type	Leaves Available
	0

PL Encashment [Customize](#) [View All](#)

Ltc Block From	Ltc Block To	Leave Type	Absence Reason	Total Duration
----------------	--------------	------------	----------------	----------------

Local intranet

start Bhagawan Vitthal P... Review Request Ab... Banks - Microsoft In... UserManual Final Manual for All ... 12:23 PM

1) The staff member can view his leave history/status of leave applied.

2) The Staff Member can view his leave balances

The remaining portion of above page is shown below

Review Request Absences - Microsoft Internet Explorer

Address: http://172.31.6.213/ps/ps/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_(GBL).MCA_LM_LEAVES_GBL.GBL

File Edit View Favorites Tools Help

Union Bank of India

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Leaves Available in Entire Service For

Leave Type	Leaves Available
	0

PL Encashment

Lfc Block From	Lfc Block To	Leave Type	Absence Reason	Total Duration
1				

Leave Credited This Year

Leave Type	Leave Entitlement
1 CASUAL LV IND	12
2 PRIV LV IND	32
3 SICK LV IND	30

Sick leave entitled in entire service period

Leave Type	Total Entitled
1 SICK LV IND	55

Apply for New Leave

3)Details of PL encashed can be viewed

4)Last leave credited

5)No of days of SL credited so far

6)while applying for fresh leave, click tab Apply for New Leave

Local intranet

start Bhagawan Vitthal P... Review Request Ab... Banks - Microsoft In... UserManual Final Manual for All ... 12:23 PM



After clicking tab “**Apply for new leave**” the Staff Member will get the following screen for inputting his leave request.

Review Request Absences - Microsoft Internet Explorer

Union Bank of India

Home | V...

Leave Details

PARAB, BHAGAWAN VITTHAL Designation: SENIOR MANAGER Location: CENTR...

'Leave Type'

'Absence Reason'

Duration

'Start Date' 20/07/2009 End Date

Address during leave Contact No.

Description

Workflow Status

Employee ID	Name	Action Date	Leave Status	Comment

 [GoTo Leave Summary Page](#)

Local intranet

start Bhagawan Vitthal P... Review Request Ab... Microsoft Excel - W... UserManual Final Manual for All ... 6:22 PM

Callout Box Instructions:

- Select Leave Type from look up button
- Select Absence Reason from look up button
- Enter Duration of leave
- Address/Contact no during leave
- More details regarding leave reason
- Click Submit button

After clicking SUBMIT button in the above page, the application will go in the worklist of Recommending Authority. As long as application is pending for Recommendation the status of application will be shown as **Recommended** in the Review and Request leaves page and once application is sanctioned by the Sanctioning Authority, the status of application will change as **Sanctioned**

Review Request Absences - Microsoft Internet Explorer

Address: [http://172.31.0.178:7777/psp/psdev/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_\(GBL\).MCA_LM_LEAVES_GBL.GBL](http://172.31.0.178:7777/psp/psdev/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_(GBL).MCA_LM_LEAVES_GBL.GBL)

Union Bank of India

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

[New Window](#) | [Customize Page](#) | [http](#)

Review and Request Leaves

EmplID: 251680 PARAB, BHAGAWAN VITTHAL [View All Leaves](#)

Start Date	End Date	Leave Type	Absence Reason	Total Duration	Leave Status
09/01/2006	14/01/2006	Privilege Leave	Standard	6.0	Approved
21/01/2006	21/01/2006	Casual Leave	Standard	1.0	Approved
30/01/2006	30/01/2006	Casual Leave	Standard	1.0	Approved
17/04/2006	18/04/2006	Casual Leave	Standard	2.0	Approved
22/05/2006	22/05/2006	Casual Leave	Standard	1.0	Approved
31/05/2006	31/05/2006	Casual Leave	Standard	1.0	Cancelled
01/06/2006	01/06/2006	Casual Leave	Standard	1.0	Approved
05/06/2006	05/06/2006	Casual Leave	Standard	1.0	Cancelled
12/06/2006	12/06/2006	Casual Leave	Standard	1.0	Approved
04/07/2006	04/07/2006	Casual Leave	Standard	1.0	Cancelled
05/07/2006	05/07/2006	Casual Leave	Standard	1.0	Cancelled
05/07/2006	05/07/2006	Casual Leave	Standard	1.0	Submitted

Leave Type	Leave Balance	Pending Approval
Casual Leave	5.0	1.0
Privilege Leave	234.0	
Sick Leave	540.0	

Callout Box:

- If leave is pending for approval, the leave status will be shown as submitted in leave history page
- Pending approval for no of days of leave can also be viewed in leave balance page.

Local intranet 12:44 PM

The leave balance will be adjusted immediately as soon leave is sanctioned by the Leave sanctioning Authority. In case the Employee desires to extend the already availed leave, he/she has to submit a fresh application for the extended period.

In the revised leave module , the sick leave balances of the staff members are shown as half pay. If the staff member wishes to apply for sick leave, he should take note of the following guidelines carefully.

Review Request Absences - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://172.31.0.178:7777/psp/psdev/EMPLOYEE/HRMS/c/ADMINISTER_WORKFOR

Union Bank of India

Leave Details Manager ID 38261

PARAB, BHAGAWAN VITTHAL

*Leave Type Sick Leave

*Absence Standard

Reason

Duration

*Start Date ☐ 1/2 Day ☐ 1/2 Day Duration 30

End Date ☐ 1/2 Day ☐ 1/2 Day

Description

Workflow Status

Employee ID	Name	Action Date	Leave Status

Start UserManual Final Manual for... Review Requ

After selecting Leave type as Sick leave and appropriate reason for Sick leave, the staff member can opt for any of the following actions.

1) Apply for all days as full pay by ignoring the ½ day boxes. i.e. simply enter Start date and End date of sick leave period without ticking boxes of ½ day appearing against start date and end date. Leave duration will be double the no of days applied for reducing the half pay sick leave balance. For example, if SL is applied for 15 days full pay from 1/6/2006 to 15/6/2006, the duration will be shown as 30 days(half pay) for reducing half pay balance of SL.

2) Apply for only one day as Half pay and remaining days as full pay by by ticking the ½ day Box against either start date or end date

For example, if SL is applied from 1/6/2006 to 15/6/2006 for 14 days as full pay and one day as half pay, the duration will be shown as 29 days(half pay) for reducing half pay balance of SL

3) Apply for all days as half pay by ticking the ½ day Boxes against both start date and end date.

For example, if SL is applied for 15 days half pay from 1/6/2006 to 15/6/2006, the duration will be shown as 15 days(half pay) for reducing half pay balance of SL.

4) For a continuous period of sickness, if employee wishes to apply for more than one day as half pay SL and rest of the days as full pay SL, then such employee is required to make two different applications for SL, one for half pay and other for full pay.

If the Staff Member wishes to know as to where his application for leave is pending for approval, he has to open his review and request leaves page and click on leave status **submitted**

Review Request Absences - Microsoft Internet Explorer

Address: http://172.31.0.178:7777/psp/psdev/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_(GBL).MCA_LM_LEAVES_GBL.GBL

Union Bank of India

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Customize Page

Review and Request Leaves

EmpID 251680 PARAB,BHAGAWAN VITTHAL [View All Leaves](#)

Start Date	End Date	Leave Type	Absence Reason	Total Duration	Leave Status
09/01/2006	14/01/2006	Privilege Leave	Standard	6.0	Approved
21/01/2006	21/01/2006	Casual Leave	Standard	1.0	Approved
30/01/2006	30/01/2006	Casual Leave	Standard	1.0	Approved
17/04/2006	18/04/2006	Casual Leave	Standard	2.0	Approved
22/05/2006	22/05/2006	Casual Leave	Standard	1.0	Approved
31/05/2006	31/05/2006	Casual Leave	Standard	1.0	Cancelled
01/06/2006	01/06/2006	Casual Leave	Standard	1.0	Approved
05/06/2006	05/06/2006	Casual Leave	Standard	1.0	Cancelled
12/06/2006	12/06/2006	Casual Leave	Standard	1.0	Approved
04/07/2006	04/07/2006	Casual Leave	Standard	1.0	Cancelled
05/07/2006	05/07/2006	Casual Leave	Standard	0.0	Cancelled
05/07/2006	05/07/2006	Casual Leave	Standard	0.0	Cancelled
05/07/2006	05/07/2006	Casual Leave	Standard	1.0	Submitted

Leave Type	Leave Balance	Pending Approval
Casual Leave	5.0	1.0
Privilege Leave	234.0	
Sick Leave	540.0	

Local intranet

Start UserManual Final Manual for... Review Requ... 5 Microsoft Ou... 3:34 PM

CANCELLATION OF LEAVE APPLICATION

After clicking on application status **submitted**, the Staff member will get his leave details page where he can see with whom his leave application is pending. Moreover, as long as leave application for future date is in submitted status, the Staff member can cancel his leave request by clicking **Cancel Leave** button.

Review Request Absences - Microsoft Internet Explorer

Address: [http://172.31.0.178:7777/psp/psdev/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_\(GBL\).MCA_LM_LEAVES_GBL.GBL](http://172.31.0.178:7777/psp/psdev/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_(GBL).MCA_LM_LEAVES_GBL.GBL)

Union Bank of India

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Leave Details Manager ID 38261

PARAB, BHAGAWAN VITTHAL

Leave Type: CASUAL LV IND Casual Leave

Absence Reason: STD Standard

Duration

Start Date	05/07/2006	Duration	1
End Date	05/07/2006		

Description

Workflow Status

Employee ID	Name	Action Date	Leave Status	Comment
251680	PARAB, BHAGAWAN VITTHAL	05/07/2006	Submitted	
38261	SURYANARAYANAN, RAMACHANDRAN	05/07/2006	Pending	

OK Cancel Leave

Callout Box:

Name of Official with whom leave application is pending can be viewed

If leave application is to be cancelled, please click **Cancel Leave** button.

. Once leave is recommended/ sanctioned by the Authority, the Staff Member cannot cancel his leave. Moreover leave application of past period although in submitted status cannot be cancelled by the Applicant. In such cases, he has to submit his request for cancellation of leave to his Leave Administrator at Branch/RO.

Holiday home

The list of holiday homes with addresses/contact no's and rent per day can be viewed by navigating through

Employee Self Service > Staff welfare > Miscellaneous Schemes > Holiday Home > Holiday Home list

List of Holidayhomes - Microsoft Internet Explorer

Address: [http://172.31.6.213/ps/ps/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_\(GBL\).UBL_HH_DTL_CO.GBL](http://172.31.6.213/ps/ps/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_(GBL).UBL_HH_DTL_CO.GBL)

File Edit View Favorites Tools Help

Union Bank of India

Home | Worklist | Sign out

[New Window](#) | [Customize Page](#) | [http](#)

Holidayhome List

List of Holidayhomes			
Holiday Home Code	Address	Rent Per Day/Room	Contact Phone Number
1 VARANASI	S-20/51 A-5, THE MALL ROAD, VARUNA BRIDGE	50.00	2508465, 2508466
2 TITHAL	TITHAL ROAD, VILLAGE TITHAL, NEAR SAI BABA TEMPLE, DIST VALSAD- 396 001	50.00	02632- 250555
3 TIRUPATH	RENIGUNTA ROAD , RAMANUJACIRCLE, TIRUPATHI, ANDHRA PRADESH	100.00	0877 2237770-76
4 SHIMLA	DEACTIVATED FROM 5/6/2008,,		
5 SHILLONG	THE EARLY HOLIDAY HOME,, OAKLAND SHILLONG,,	100.00	0364-2228614
6 PURI	DEEP RESORT PVT LTD,, SEA BEACH ROAD,	100.00	06752 - 220848/232834
7 PACHMARH	HOTEL KHUSHAL KUTIR, PATEL ROAD, PACHMARHI	50.00	7578 - 52136
8 N'TAL 1	RAJMAHAL COMPOUND, MALLITAL, NAINITAL	50.00	09997436668
9 MYSORE	DISCONTINUED,,		
10 MUSSORIE	DEVONSHIRE ESTATE, LANDOUR, MUSSORIE	50.00	0135 - 632895
11 MUNNAR	COTTAGE NO 274, BLDG NO 283, CHINNAKANAL, UDUMBANCHELA TALUK	100.00	
12 MOUNT AB	1 JANATA COLONY, BEHIND HOTEL HILLTONE, MT. ABU	50.00	02974 - 238269
13 MATHERAN	USHA ASCOT, PLOT NO 85, M.G. ROAD, OPP. MUNICIPALITY, P.O. MATHERAN,, DISTRICT RAIGAD, MAHARASHTRA	100.00	02148-230360
14 MANALI	ROOM NO 301 TO 304, NAGGAR ROAD, MANALI	50.00	01902-252254/222955
15 MADIKERI	HONEY COMB, 18/12 A, SUDARSHAN ROAD,, MADIKERI	50.00	08272-225544
16 KOVALAM	BEST WESTERN SWAGATH HOLIDAY RESORT, KOVALAM, KERALA	100.00	471-2481148/149
17 KODAIKAN	NEW DOOR NO 5/62, FERN HILL ROAD, OPP. HOTEL TAMILNADU (NEXT TO VELLAPPAN THEATRE), KODAIKANAL 624101	50.00	
	PI OT NO 24 N.I. PARK NEXT TO I OKHANOWAI A		

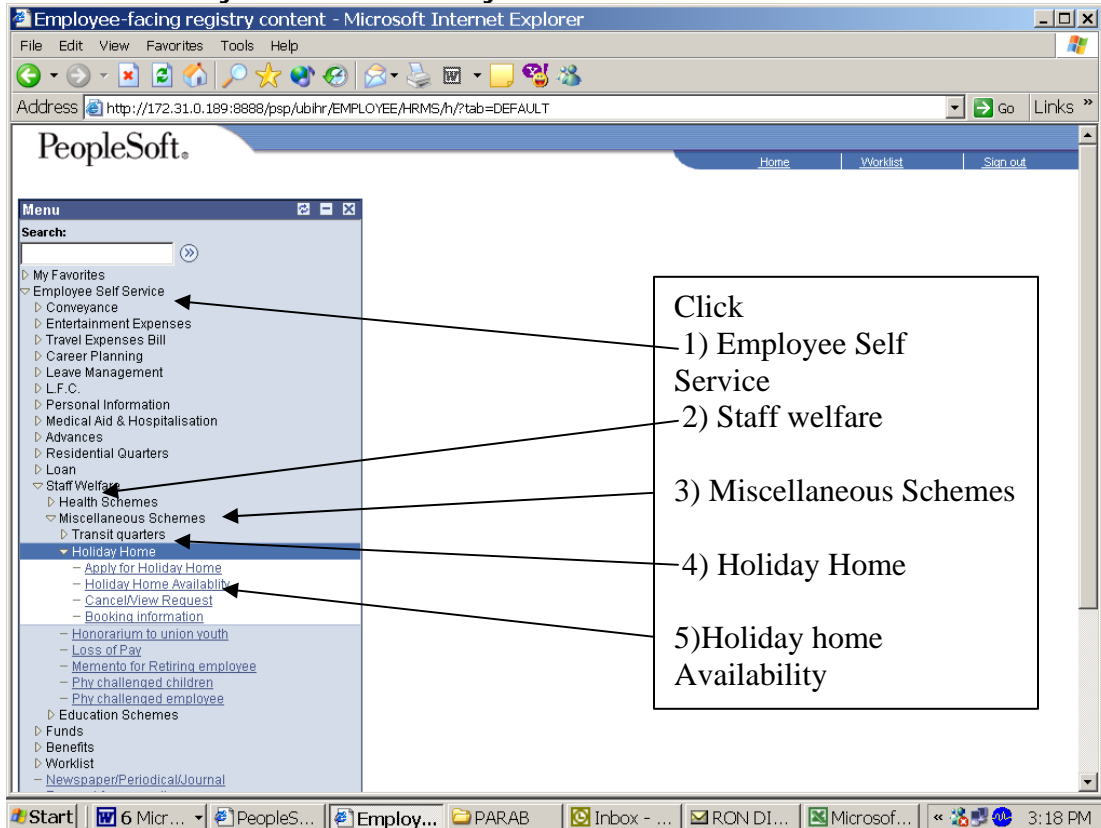
Local intranet

start | Bhagawan Vitthal P... | List of Holidayhome... | Union Parivaar Sign... | UserManual | Final Manual for All ... | 11:00 AM

Viewing Holiday Home availability

The Staff Member who wishes to view the availability of holiday home has to navigate through.

Employee Self Service > Staff welfare > Miscellaneous Schemes > Holiday Home > Holiday Home Availability



After clicking holiday home availability page as above, the Staff Member will get the following screen wherein he has to click the column “**Add a new value**” for filling in the Holiday home Look up button and the period for which he wishes to check the availability.

Union Bank of India

Home | Worklist | Sign out

Menu

Search: [go](#)

- My Favorites
- Employee Self Service
 - Leave Management
 - Personal Information
 - Transfer
 - Separation
 - Financial Benefits
 - Staff Welfare
- Holiday Home**
 - Holiday Home Availability**
 - [Apply for Holiday Home](#)
 - [Cancel/View Request](#)
 - [Booking information](#)
 - Health Schemes
 - Performance Management
 - Enterprise Learning
 - Benefits
 - Manager Self Service
 - Staff Welfare
 - Workforce Administration
 - Benefits
 - Global Payroll
 - Workforce Development
 - Enterprise Learning
 - Set Up HRMS
 - Worklist
 - PeopleTools
 - [My System Profile](#)

Holiday home availability

Add a New Value

Holiday Home Code: [Look up](#)

Start Date:

End Date:

1) Select holiday home code by clicking code Look up button

2) Give Start date and Time as 12.00 PM

3) Give End date and time as 11.59 AM

4) Click Add button

javascript:submitAction_win0(document.win0, '#ICSearch');

Local intranet

Start | **Holiday Home Availab...** | HRMS Manual for Holid...

10:43 AM

After above procedure, the Staff Member can view the status of availability of holiday home as under.

PeopleSoft®

Holiday Home Availability

Holiday Home Code: ALIBAG SAI INN RESORT

Start Date: 10/09/2004 12:00PM

End Date: 12/09/2004 12:00PM

Controlling Office - Payment: CENTRAL OFFICE

Room Number	Executive Suite	Start Date	End Date	Status	Rent Per Day/Room
1 B1	<input type="checkbox"/>	10/09/2004 12:00PM	12/09/2004 12:00PM	AVAILABLE	100.00
2 C1	<input type="checkbox"/>	10/09/2004 12:00PM	12/09/2004 12:00PM	AVAILABLE	100.00
3 C2	<input type="checkbox"/>	10/09/2004 12:00PM	12/09/2004 12:00PM	AVAILABLE	100.00
4 C3	<input type="checkbox"/>	10/09/2004 12:00PM	12/09/2004 12:00PM	AVAILABLE	100.00
5 C4	<input type="checkbox"/>	10/09/2004 12:00PM	12/09/2004 12:00PM	AVAILABLE	100.00
6 C5	<input type="checkbox"/>	10/09/2004 12:00PM	12/09/2004 12:00PM	AVAILABLE	100.00

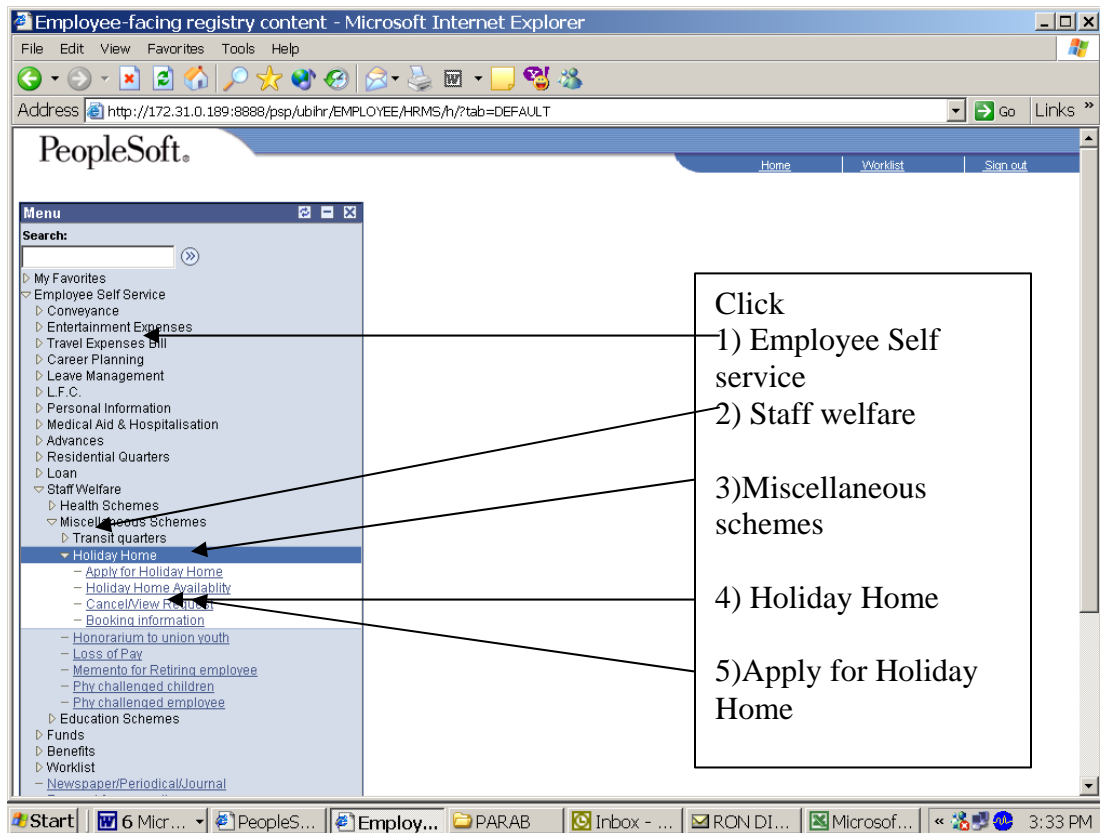
Staff Member can view the controlling office for Holiday home.

Rent per day can also be seen here.

APPLY FOR HOLIDAY HOME

After ascertaining the availability of holiday home, the Staff Member may apply for holiday home by going to the “***Apply for Holiday Home***” page by navigating through

Employee Self Service > Staff welfare > Miscellaneous Schemes > Holiday Home > Apply for holiday Home



After navigating as above, the Staff Member has to click on “Add a New value” column to get the Holiday home Application form.

Union Bank of India

Menu

Search:

My Favorites

Employee Self Service

Leave Management

Personal Information

Transfer

Separation

Financial Benefits

Staff Welfare

Holiday Home

Apply for Holiday Home

Cancel/View Request

Booking Information

Health Schemes

Performance Management

Enterprise Learning

Benefits

Manager Self Service

Staff Welfare

Workforce Administration

Benefits

Global Payroll

Workforce Development

Enterprise Learning

Set Up HRMS

Worklist

PeopleTools

My System Profile

Holiday Home Application

Find an Existing Value | Add a New Value

EmpID: 99342

Start Date: 22/08/2004 12:00PM

Holiday Home Code: ALIBAG

Executive Suite ☐

Add

Find an Existing Value | Add a New Value

Furnish

- 1) EmpID
- 2) Starting Date and time as 12.00
- 3) Holiday home Code from Code Look up button
- 4) Click Add button

Done

Start | Apply for Holiday Ho... | HRMS Manual for Holi...

Local intranet

10:56 AM

After furnishing the required details under “Add a New Value” page, the Staff Member will have to submit the required details

PeopleSoft.

Home | Worklist | Sign out

New Window | Help

Ubi Holhom Appl Pg

Employee status: Active

EmpID: 350511 YASHPAL BALLANA

Job Code: 501 SPECIAL ASSISTANT

Location: 538019 SRI GANGANAGAR

Region Code: 023 Jaipur

Holiday Home Code: Mt.Abu Holiday Home -

Duration of stay Start Date: 01/08/2004 End Date:

☐ Executive Suite 'Rooms required:

Payment Branch:

'Cheque/DD number:

'Authority Cheque/DD Date:

Done

Start | Apply for Holiday Home... | HRMS Manual for Holid...

PeopleSoft.

'Cheque/DD number:

'Authority Cheque/DD Date:

'Amount: 0.00

Account type:

Account Number:

Details: Maximum upto 4 members only (including self)

Name of Members	Age	Relationship
YASHPAL BALLANA	40	Self
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Final Allotment of Holiday Home facility shall be subject to receipt of authority cheque / D.D.

Save Submit Allot

Notify Add Update/Display Include History Correct History

Done

Start | Apply for Holiday Home... | HRMS Manual for Holid...

1:11 PM

1:14 PM

Furnish End date,
Enter No.of
Rooms required.

Enter details of
your dependents

After clicking
**Save, Submit &
Allot** buttons,
the request will
go to the
concerned RO
controlling the
Holiday Home
allotment.

HOLIDAY HOME DEDUCTIONS

As per recent development, the Holiday home rent will be recovered from the next month salary of Applicant Staff. The details of this deduction can be viewed by navigating through.

Employee Self Service > Staff welfare > Miscellaneous Schemes > Holiday Home > Holiday Home Deduction

The screenshot shows a web browser window titled "Holiday Home Deductions - Microsoft Internet Explorer". The address bar displays the URL: [http://172.31.6.213/ps/ps/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_\(GBL\).UBL_HH_DED_VWV.GBL](http://172.31.6.213/ps/ps/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_(GBL).UBL_HH_DED_VWV.GBL).

The page header includes the "Union Bank of India" logo and navigation links: Home, Worklist, MultiChannel Console, Add to Favorites, and Sign out. A "Menu" sidebar on the left lists various HRMS options, with "Holiday Home Deductions" selected under the "Miscellaneous Schemes" category.

The main content area displays the "Holiday Home Deductions" page for employee "PARAB, BHAGAWAN VITTHAL" (EmpID: 251680). It shows a table with the following data:

Date	Amount
01/11/2006	100.000

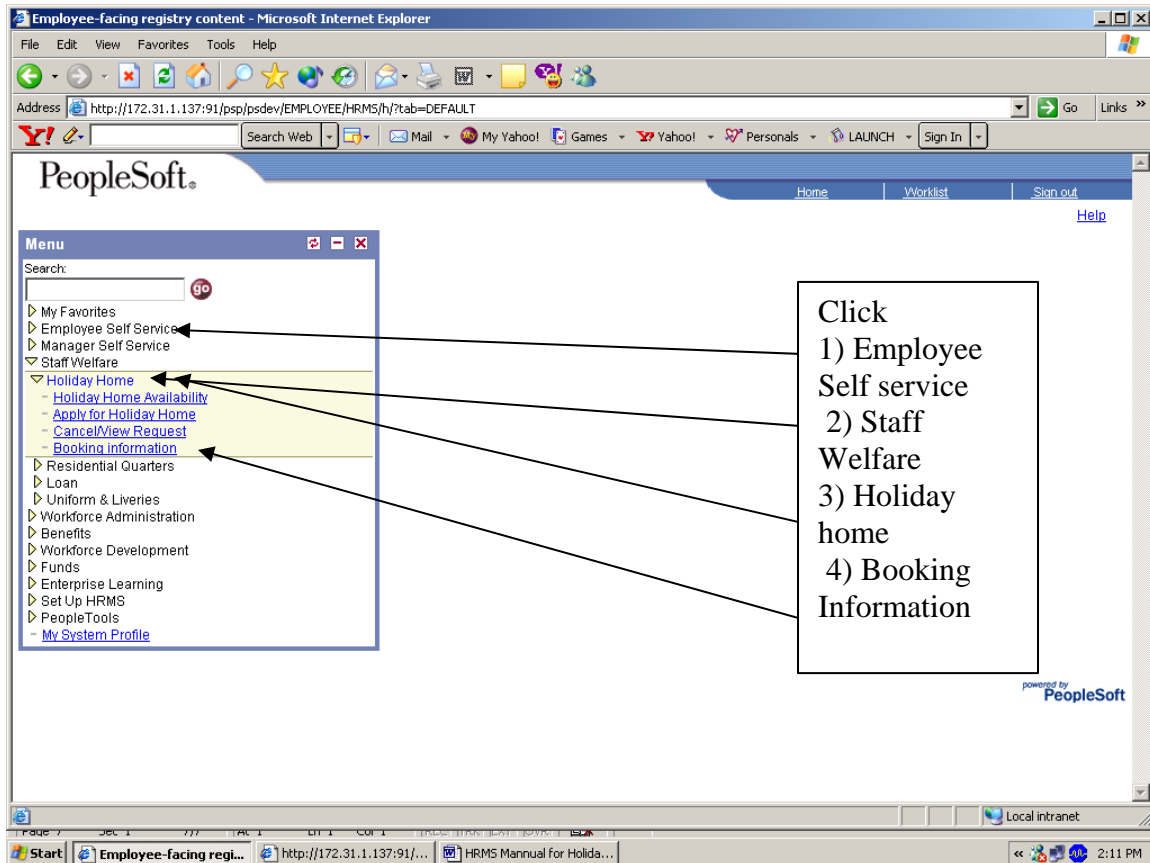
Below this table, there is a section for "Holiday Home Splits" with a table showing details for the deduction:

Holiday Home Code	Start Date (DD/MM/YYYY HHMM)	Amount
1 TITHAL	29/10/06 12:00PM	100.000

At the bottom of the page, there are buttons for "Save", "Return to Search", "Notify", and "Refresh". The Windows taskbar at the bottom shows the Start button, Calculator, Inbox - Micros..., Holiday Hom..., UserManual, and Final Manual f... with the system clock at 2:15 PM.

VIEWING BOOKING INFORMATION

After the request for holiday home is approved or denied by the Concerned HR Administrator, the Staff Member concerned can go to page “Booking Information” to view the status of his application.



After navigating as above, the staff member has to furnish the required details under “Find an Existing Value” column as under:

Union Bank of India

Home | Worklist | Sign out

[New Window](#) | [Help](#)

Menu

Search: [go](#)

- My Favorites
- Employee Self Service
- Leave Management
- Personal Information
- Transfer
- Separation
- Financial Benefits
- Staff Welfare
 - Holiday Home
 - [Holiday Home Availability](#)
 - [Apply for Holiday Home](#)
 - [Cancel/View Request](#)
 - Booking information**
 - Health Schemes
 - Performance Management
 - Enterprise Learning
 - Benefits
 - Manager Self Service
 - Staff Welfare
 - Workforce Administration
 - Benefits
 - Global Payroll
 - Workforce Development
 - Enterprise Learning
 - Set Up HRMS
 - Worklist
 - PeopleTools
 - [My System Profile](#)

Booking Information

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

EmpID: begins with 99342

Start Date: = 25/08/2004 12:00PM

Holiday Home Code: begins with ALIBAG

☐ Case Sensitive

[Basic Search](#) [Save Search Criteria](#)

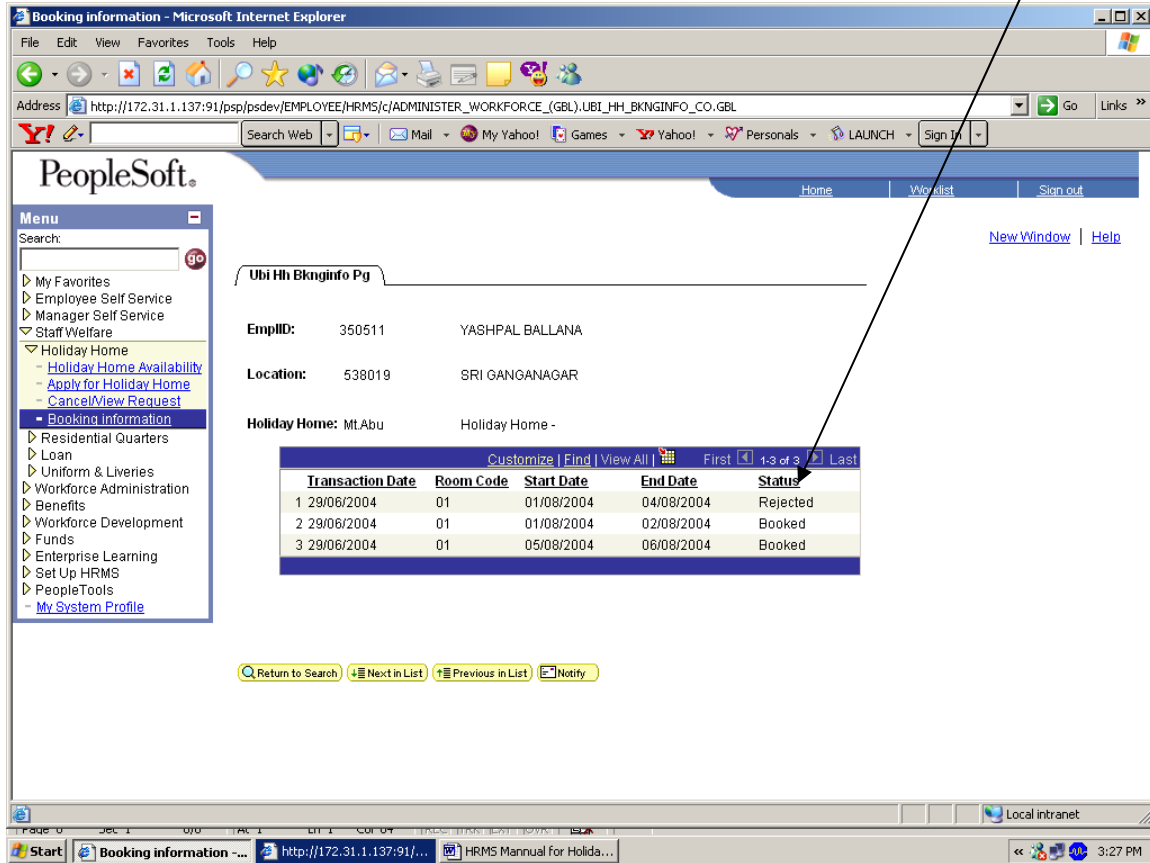
No matching values were found.

Select

- 1) EmpID
- 2) Give start date and time as 12.00 PM
- 3) Holiday home code from Look up button
- 4) Click Search

Start | Booking information - ... | HRMS Manual for Holid... | Local intranet | 11:23 AM

After navigating as above, the Staff Member concerned will get Booking Information Status page as under. The status of booking will change as Booked / Rejected as the case may be.



The screenshot displays the PeopleSoft interface within a Microsoft Internet Explorer browser window. The address bar shows the URL: [http://172.31.1.137:91/psdev/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_\(GBL\).UBI_HH_BKGINFO_CO.GBL](http://172.31.1.137:91/psdev/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_(GBL).UBI_HH_BKGINFO_CO.GBL). The page title is "Booking information - Microsoft Internet Explorer".

The main content area is titled "Ubi Hh Bkginfo Pg". It displays the following information:

- EmpID:** 350511, **YASHPAL BALLANA**
- Location:** 538019, **SRI GANGANAGAR**
- Holiday Home:** Mt.Abu, **Holiday Home -**

Below this information is a table with the following columns: **Transaction Date**, **Room Code**, **Start Date**, **End Date**, and **Status**. The table contains three rows of data:

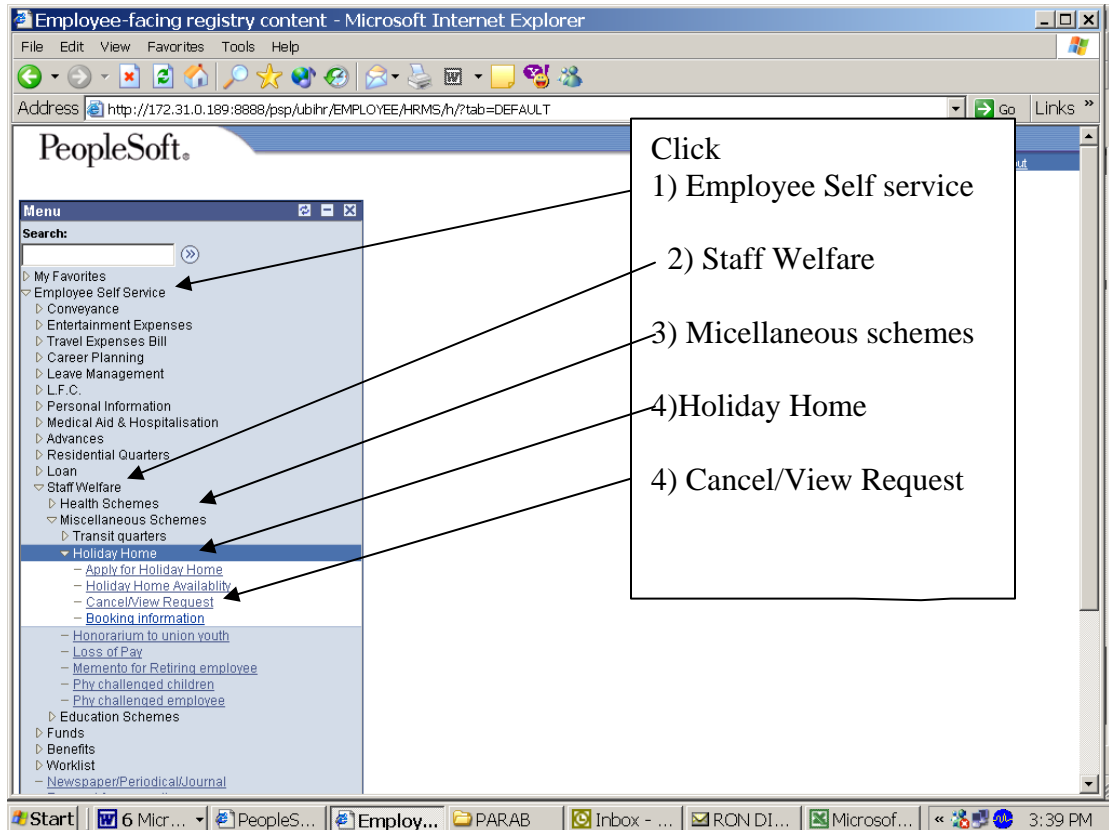
Transaction Date	Room Code	Start Date	End Date	Status
1 29/06/2004	01	01/08/2004	04/08/2004	Rejected
2 29/06/2004	01	01/08/2004	02/08/2004	Booked
3 29/06/2004	01	05/08/2004	06/08/2004	Booked

An arrow points to the **Status** column header. At the bottom of the page, there are navigation buttons: "Return to Search", "Next in List", "Previous in List", and "Notify".

Once the status turn to Booked, the applicant can take out print out the same page and make his arrangements to reach the Holiday Home as to report on the booked date and time. It may please be noted that the booking status from 12.00 PM on any given day.

CANCEL/VIEW HOLIDAY HOME REQUEST

If the staff member wants to view the status of his request or wishes to cancel his request for holiday home, he has to navigate as under to get cancel/view request page. **The Cancellation should be sought prior to 15 days from the date of Reservation of Holiday Home.**



After navigating as above, the Staff Member concerned will furnish his Employee ID on the following page.

Cancel/View Request - Microsoft Internet Explorer

Address: [http://172.31.1.137:91/psdev/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_\(GBL\).UBI_HH_CAN_COMP.GBL](http://172.31.1.137:91/psdev/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_(GBL).UBI_HH_CAN_COMP.GBL)

PeopleSoft®

Menu

- Search:
- My Favorites
- Employee Self Service
- Manager Self Service
- Staff Welfare
 - Holiday Home
 - [Holiday Home Availability](#)
 - [Apply for Holiday Home](#)
 - [Cancel/View Request](#)**
 - [Booking Information](#)
 - Residential Quarters
 - Loan
 - Uniform & Liveries
 - Workforce Administration
 - Benefits
 - Workforce Development
 - Funds
 - Enterprise Learning
 - Set Up HRMS
 - PeopleTools
 - [My System Profile](#)

Cancel or View Request

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

EmpID: begins with 350511

Search Clear Basic Search Save Search Criteria

Furnish EmpID and click Search button

Local intranet

Start Cancel/View Request ... http://172.31.1.137:91/... HRMS Manual for Holid...

3:44 PM

The Staff Member concerned will get the following page showing status of his request and he may cancel his request by clicking **Cancel** button

PeopleSoft®

Home | Worklist | Sign out

Menu

Search:

Ubi Hh Can Pg

EmplID: 350511 YASHPAL BALLANA

Transaction Date	Holiday Home	Room Code	Start Date	End Date	Status	Cancel
1 29/06/2004	Holiday Home -	01	01/08/2004	02/08/2004	Booked	Cancel
2 29/06/2004	Holiday Home -	01	05/08/2004	06/08/2004	Booked	Cancel

Save Return to Search Notify

Click **Cancel** button and save the transaction by clicking **Save** button

Once the Staff Member cancels his Holiday Home Request, the status will show as **CANCELLED**.

HOLIDAY HOME REFUND

If the holiday home request is cancelled prior to 15 days from the date of visit, the Applicant concerned will get the refund of holiday home rent in the next month salary which can be viewed by navigating through.

Employee Self Service > Staff welfare > Miscellaneous Schemes > Holiday Home > Holiday Home Ded Refund

Holiday Home Ded Refund - Microsoft Internet Explorer

Address: http://172.31.6.213/ps/ps/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_(GBL).UBL_HH_REC_VW.GBL

File Edit View Favorites Tools Help

Union Bank of India Home Worklist Sign out

[New Window](#) | [Customize Page](#) | [http](#)

Holiday Home Recovery

EmpID 123221 RAWAT,DEWAN SINGH

Holiday Home Deduction Refund Find | View All First 1 of 1 Last

Date	Amount		
Refund Details Customize Find View All First 1 of 1 Last			
Holiday Home Code	Start Date (DD/MM/YYYY HHMM)	Room Code	Amount Refunded
1			

Return to Search Notify Add Update/Display

Done Local intranet

start Bhagawan Vitthal P... Holiday Home Ded R... Union Parivaar Sign... UserManual Final Manual for All ... 10:56 AM

HOLIDAY HOME FEEDBACK

After visiting holiday home, the staff member can submit his online feedback on holiday home by navigating through.

Employee Self Service > Staff welfare > Miscellaneous Schemes > Holiday Home > Holiday Home Feedback

Union Bank of India

UBI_HOLHOME_FDBK

[Find an Existing Value](#) [Add a New Value](#)

EmpID: 251680

Holiday Home Code: ALIBAG

Start Date (DD-MM-YYYY HHMM): 18/11/2007 12:00PM

[Add](#)

[Find an Existing Value](#) | [Add a New Value](#)

Select holiday home visited from look up button

Select start date of visit from look up button

Click Add button

After above navigation, staff member will get following page to give his feedback

The screenshot shows a web browser window titled "Holiday Home feedback - Microsoft Internet Explorer". The page header includes the "Union Bank of India" logo and navigation links: "Home", "Worklist", "MultiChannel Console", "Add to Favorites", and "Sign out". Below the header, there is a tab labeled "Ubi Hol Feed Proj1". The main content area is titled "HOLIDAY HOME FEEDBACK REPORT".

There are two "Group Box" sections. The first group box contains the following fields:

- EmpID: 251680
- Holiday Home Code: ALIBAG
- Start Date(DD-MM-YYYY HHMM): 18/11/07 12:00PM
- EndDate (DD-MM-YYYY HHMM): 19/11/07 11:59AM

The second group box is titled "Quality Analysis Of Holiday Home" and contains four dropdown menus for selection:

1. RECEPTION(FRIENDLINESS & EFFICIENCY)
2. CLEANLINESS OF ROOMS
3. COMFORT LEVEL IN THE ROOMS
4. QUALITY OF FOODS

The Windows taskbar at the bottom shows the "start" button, open applications including "Bhagawan Vitthal Par...", "4 Internet Explorer", "UserManual", and "Final Manual for All U...", and the system clock showing "12:03 PM".

LFC REGISTER

Before applying for LFC, the Employee can view his LFC Block/Term from LFC Register by navigating through

Employee self Service > LFC > View LFC Register

Union Bank of India

Ubi Lfc Register

EmpID: 350511 YASHPAL BALLANA
Hire Date: 14/06/1988
Job Code: 501 SPECIAL ASSISTANT
Location Code: 530972 JAIPUR MAIN

LFC Register Customize | Find | View All | First

Lfc Block From	Lfc Block to	Lfc term from	Lfc term to	Purpose	Lfc Advance Claimed	Amount Claimed	Amount Sanctioned	Date of Payment	Encashment from	Encashment to	Av En da
1											

Save Notify

Done Local intranet 9:54 AM

Callout: LFC block/Term From and To can be viewed by the staff member

LFC ADVANCE & LEAVE ENCASHMENT

The staff member who wishes to avail LFC will navigate as under to open LFC Advance page. Please note that the staff member can apply for LFC advance only after the Appropriate Authority sanctions any type of leave where reason for leave must be for availing LFC

Employee self service > LFC > LFC Advance/PL Encashment

PeopleSoft.

Menu
Search:
My Favorites
Employee Self Service
Manager Self Service
Stat Yvelfare
Workforce Administration
Conveyance
LFC Management
LFC Declaration
LFC Data
Funds
Enterprise Learning
Set Up HRMS
Worklist
Application Diagnostics
PeopleTools
My System Profile

LFC Declaration and Advance

EmpID: 350611 Status:
Name: YASHPAL BALLANA
Employee category: UB02
Basic:
Location: JAIPUR MAIN

Sanctioned leave details
Leave Type:
Leave From: to:
LFC Open block
From: To:
Particulars of Journey
Place of Visit:
State:

Whether spouse working in Union Bank ☐ Yes ☐ No
If yes, whether spouse has availed LFC in the same block term ☐ Yes ☐ No

Declaration
☐ I shall produce all necessary proof in support of my claim which the Bank may require
☐ In the event of cancellation of my journey, I will inform the Bank immediately and arrange to refund the LFC Advance available if any
☐ I undertake to submit the LFC Claim form within 15 days of completion of journey
☐ The family members claimed as dependants are not having any income of more than 1500 p.m (In case of female staff)
☐ I am the only earning member in the family
☐ My parents ordinarily stay with me

Applied for LFC Advance Rs.
Leave Encashment Rs.

System will pick up leave details from leave module.

Employee can view his/her open LFC block which system picks up from LFC Register

Fill up all required details

Tick the Declaration As applicable

Enter LFC advance amount

Click SAVE and SUBMIT button to send the application to the Processing Authority **only after completing the PL Encashment page.**

Staff member who wishes to avail PL encashment while availing LFC has to click “UBI employees PL Encash page” in the above screen to put his request for PL encashment. Thereafter he has to go to LFC Declaration page and then click SUBMIT button. **Please note that the staff members who wishes to avail PL Encashment, has to complete the PL Encashment page then only click SUBMIT button in LFC Declaration page.**

PeopleSoft®

LFC Declaration UBI Employee PL Encash

PL Encashment Form

Claim Nbr: 5 Old PL Bal: 0 Claim Date: 31/07/2004
Reason: LFC Days: Payment Date:
Period Begin Date: Period End Date:
Claim Amount: Non-Taxable Portion:
Taxable Portion: New PL Balance:

Enter No. of days of PL encashment. Click CALCULATE button.

Once the employee clicks 'Calculate' button, the New PL Balance will be reduced to the extent of encashment and the system will calculate automatically the Encashment amount, which can be viewed at Claim Amount column.

Opening PL balance prior to encashment.

New PL balance after PL encashment.

Once the Staff Member clicks SUBMIT button in LFC Declaration page, the Status of the application will change as APPLIED. After sanctioning of his LFC advance & PL Encashment, the status will show as SANCTIONED, which can be verified by the Staff Member concerned by opening his Worklist.

FINAL CLAIM OF LFC BILL

After availing LFC, the Staff Member can apply online for final LFC Bill through

Employee Self Service> LFC > Apply for LFC Final claim

However, after applying online for LFC, the staff member has to submit the Journey tickets/ receipts as per bank rule to the Processing Authority

LFC Claim Form

EmpID: 120776 Status: Applied

Name: ASHOK KUMAR MITTAL

Employee category: UB01

Basic:

Location: JAIPUR - REGIONAL OFFICE

Sanctioned Leave Details

Leave Type:

Leave From: To:

LFC Open block

From: 01/09/2004 To: 01/09/2006

Particulars of Journey

Place of Visit: COA

State: COA

Distance from place of work (km): 2000.00

Purpose of Visit

☐ Visiting my place of Domicile

☒ For Rest or Recuperation

Ticket Details

Sl.No.	From	To	Mode of Travel	Kms. of Travel	Ticket No.	No. of persons	Amount
1							

Family Details

Sl.No.	Name	Relationship
1	PREMA	69 M

Advance availed Rs.:

LFC Applied for Rs.:

Staff member has to fill up all the particulars of his journey.

Then they have to click SAVE & SUBMIT buttons for submission to Processing officer.

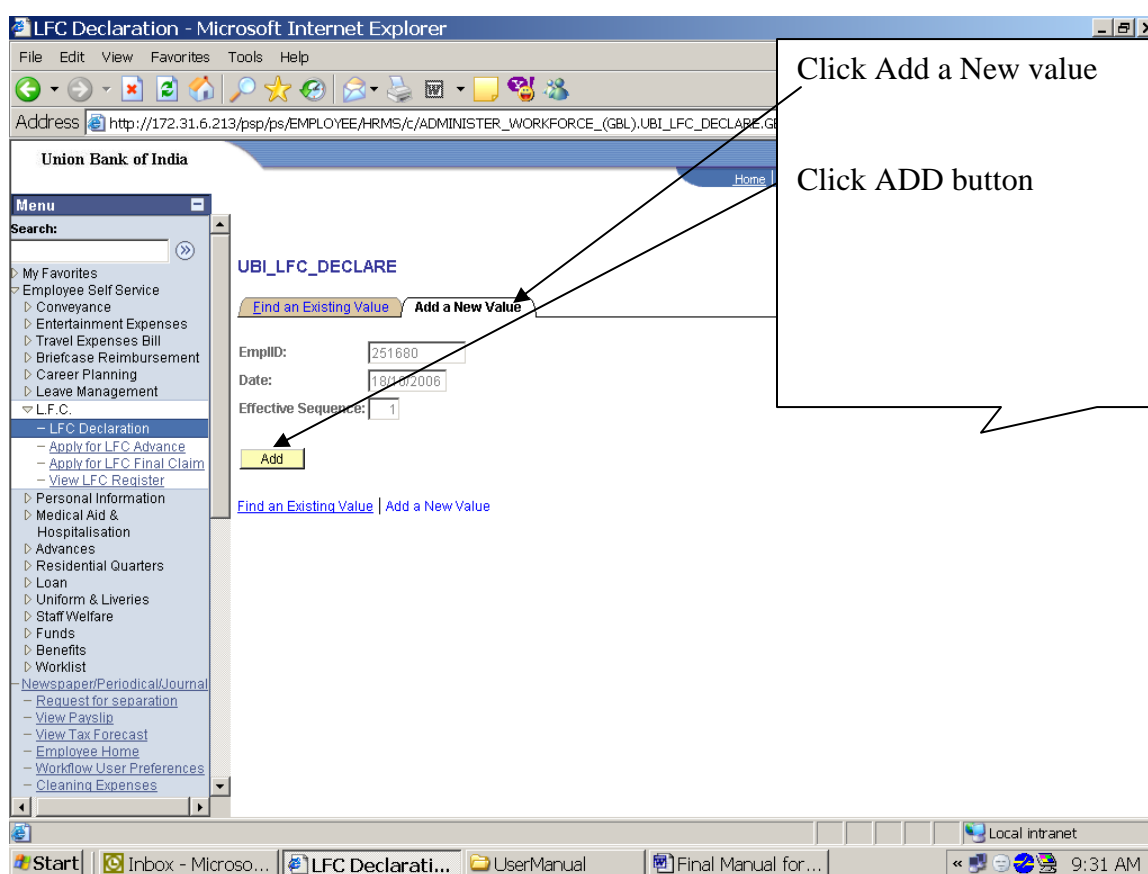
Once the Claim Form/LFC Bill is submitted by clicking SAVE & SUBMIT buttons, the status will automatically change as APPLIED. After sanctioning the same by the Sanctioning Authority, the status can be verified by the Applicant in his worklist

ENCASHMENT OF LFC

In terms of the recent Bipartite settlement, the Employee can encash his LfC(other than travel to place of domicile) by navigating through.

Employee Self Service > LFC > LFC Encashment/PL Encash.

However, the Award staff members availing this facility are required to have sanctioned leave for a minimum period of 4 days with reason for availing LFC in Union Parivaar.



Staff member who wishes to avail PL encashment while encashing LFC has to click "PL Encashment" page in the following screen to put his request for PL encashment. Thereafter he has to go to LFC Declaration page and then click SUBMIT button. **Please note that the staff members who wishes to avail PL Encashment, has to complete the PL Encashment page then only click SUBMIT button in LFC Declaration page.**

LFC Declaration - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address [http://172.31.6.213/ps/ps/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_\(GBL\).UBL_LFC_DECLARE.GBL](http://172.31.6.213/ps/ps/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_(GBL).UBL_LFC_DECLARE.GBL) Go

Union Bank of India Home Worklist MultiChannel Console Add to Favorites Sign out

[New Window](#) [Customize Page](#)

LFC Declaration **PL Encashment**

EmplID	251680	Name	PARAB,BHAGAWAN VITTHAL
Scale	SCALE 2 OFFICER	Department	Human Resource Management
Location	CENTRAL OFFICE	Employee Basic	21660.00
Job Code	MANAGER	Account No.	0075041
State	Maharashtra	Bank Branch ID	537896

Application Date 18/10/2006 **Application No** 1

Sanctioned Leave Details

Leave type:

Leave From: **To:**

LFC Register Details

Lfc Block From.	28/06/2006	Lfc Block to.	27/06/2010
Term From	28/06/2006	Term To	27/06/2008

Purpose of visit

☒ Rest or recuperation

Done Local intranet

Start | Inbox - ... | Persona... | Inbox - ... | LFC De... | 172.31.... | UserMa... | Final Ma... | 9:46 AM

LFC Declaration - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address [http://172.31.6.213/ps/ps/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_\(GBL\).UBL_LFC_DECLARE.GBL](http://172.31.6.213/ps/ps/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_(GBL).UBL_LFC_DECLARE.GBL) Go

Union Bank of India Home Worklist MultiChannel Console Add to Favorites Sign out

Lfc Block From.	28/06/2006	Lfc Block to.	27/06/2010
Term From	28/06/2006	Term To	27/06/2008

Purpose of visit

☒ Rest or recuperation

Dependent Details [Customize](#) | [Find](#) | [View All](#) | [First](#) | [1 of 1](#) | [Last](#)

ID	Name	Age	Date of Birth	Relationship to Employee
1				

Whether spouse working in Union Bank ☐ Yes ☐ No

If yes,whether spouse has availed LFC in the same block/term ☐ Yes ☐ No

Declaration

☐ The family members claimed as dependants are not having any income of more than Rs.2550 p.m (Incase of female staff)

☐ I am the only earning member in the family

☐ My parents ordinarily stay with me

Save **Submit** **Workflow Status**

Done Local intranet

Start | Inbox - ... | Persona... | Inbox - ... | LFC De... | 172.31.... | UserMa... | Final Ma... | 9:46 AM

ADDITIONAL GUIDELINES ON LFC MODULE

LEAVE FARE CONCESSION

LFC is one of the important modules of Union Parivar. However, Staff Members tend to forget the procedure to be followed in applying online for LFC as they are applying for LFC only once in 2 or 4 years. Consequently our Union Parivar Helpdesk is receiving a lot of queries regarding the usage of LFC module in Union Parivar. Hence it becomes necessary to keep important tips on usage of Union Parivar handy at Branch level for ready reference.

Queries regarding leave

Staff members may be getting the following message while applying for LFC advance.

“Cannot Apply for LFC since Leave is not sanctioned online with the reason LFC”

To avoid above type of message, the following guidelines regarding leave should be carefully noted.

In case of Staff members(Officers/ Clerks/Subordinate staff) who wish to proceed on LFC i.e. undertake travel

- It is necessary that leave must be approved with reason “ **LFC(Leave Fare Concession)**” before applying for LFC advance.
- There is no restriction on number of days of leave for availing LFC but leave must be approved. Staff member cannot apply for LFC advance if his online leave application is pending in a **Submitted/Recommended** state.
- The starting date of leave period should be within the period of LFC term which Staff Member is availing.
- At the time of applying for LFC advance, the starting date of sanctioned leave should not be prior to three months old or starting after three months in future.

In case of Award staff members (clerk/sub staff) who wish to opt for encashment of LFC,

- It is necessary that minimum of 1 days of leave(excluding Sunday/Bank holiday falling in between or attached to leave period) must be sanctioned with reason “**LFC(Leave Fare Concession)**”.

- The starting date of leave period should be within the period of LFC block / term which Staff Member is encashing. At the time of applying for LFC Encashment,, the starting date of sanctioned leave should not be prior to three months old or starting after three months in future.
- However, Officers need not proceed on leave if they wish to encash their LFC term which is available for any place in India i.e. for **Rest & Recuperation (which is available once in 4 years)**.

Queries regarding LFC Register

- The important requirement for smooth running of LFC module is to maintain the details of LFC block/term and PL Encashment block for all staff members in the LFC Register page correctly.
- Even after leave is properly approved with reason LFC, A Staff member will get **SQL error** if he try to open LFC advance or LFC encashment page if his LFC Register is not updated or incorrectly updated.
- Every Staff member should verify his/her LFC Register to ensure that it contains correct details regarding LFC block /term and PL encashment block and no. of days of PL that can be encashed.
- LFC Register details can be updated/corrected in the ID of LFC Recommending Authority of the Branch/Office
- LFC Recommending Authority should navigate as under to update LFC Register

Employee Self Service >L.F. C.>View LFC Register

- After above navigation , if he wants to create LFC Register first time, he should click tab **Add a New Value**, enter EmpID of staff member whose LFC Register details he wants to enter and click ADD button Thereafter he will get empty LFC register page wherein he should enter all relevant details and click SAVE button.
- However, if LFC Recommending Authority wants to amend the LFC Register details, he should enter the EmpID of staff member whose LFC Register details he wants to alter and tick against Correct History tab and click Search button.
- Thereafter he should make the necessary changes in the LFC Register details and click SAVE button.

- Whereas the LFC Register columns are same for all category of Staff members, the LFC block/term details should be maintained differently for Officers and Award staff members(clerks/sub staff)

LFC Register for Officers

During each block of 4 years, an officer shall be eligible for LFC for travel to his place of domicile once in each term of 2 years. Alternatively, he may travel in one term of 2 years to his place of domicile and in another term of two years to any place in India by the shortest route. Alternatively an Officer can surrender and encash his LFC(other than travel to place of domicile)upon which he shall be entitled to receive an amount equivalent to 75 % of the eligible fare for the class of travel by train to which he is entitled.

Having regard to above guidelines, the details to be maintained in LFC register for Officer is clarified hereunder by giving example.

.As LFC register is a horizontal long page with 18 columns, it is not possible to show the complete page, Hence it is explained by showing broken pages

	LFC Block From	LFC Block TO	LFC Term From	LFC Term TO	Purpose
1	20/3/2007	19/3/2011	20/3/2007	19/3/2009	Visiting my place of domicile
2	20/3/2007	19/3/2011	20/3/2009	19/3/2011	

From the above sample copy of LFC Register for Officer, it is clear that LFC block is for 4 years from 20/3/2007 to 19/3/2011 within which there is 2 years of term from 20/3/2007 to 19/3/2009 which was availed for visiting place of domicile, whereas other term of 2 years from 20/3/2009 to 19/3/2011 is now due which can be availed for visiting place of domicile or visiting any place in India or can be encashed. It may please be noted that purpose of LFC term from 20/3/2009 to 19/3/2011 which is due should be kept blank. The purpose under the said term will automatically get recorded as soon LFC Advance or LFC encashment page is sanctioned.

As regards next LFC block from 20/3/2011 to 19/3/2015 and 2 years LFC term from 20/3/2011 to 19/3/2013, it will be automatically populated on 20/3/2011 as Process for updating LFC block/term is being run from Central Office on daily basis.

The next portion of LFC register is shown below.

LFC Adv Claimed	Amount Claimed	Amount Sanctioned	Date of payment
2700	0.00	3150	7/2/2009

Once LFC Advance/ final claim is sanctioned, the above column will get automatically filled up. The above columns should be empty for LFC term which is not availed.

The remaining portion of LFC register is shown below

PL encashment from	PL encashment to	Availed Encashment days	Remaining Encashment days	Remarks	Wheth. applied for Lfc Advance	Extended till	
20/3/2007	19/3/2011	30	0				+ -
20/3/2007	19/3/2011	0	0				+ -

The PL encashment block details i.e. 30 days in 4 years should be correctly recorded. In the above case, the Officer has availed PL encashment of 30 days while availing LFC term of 20/03/2007 to 19/03/2009 i.e. first term of 4 years block 20/3/2007 to 19/3/2011. Hence in next term of 20/3/2009 to 19/03/2011, he cannot avail PL encashment as remaining Encashment days are zero. If the Staff Member cannot avail LFC term before it lapses, the said term can be extended with the approval of Competent Authority. The date upto which LFC term is extended should be mentioned in above column **Extended till**.

However, if the next LFC block/term is added by the system, then same should be noted and thereafter deleted by using minus (-) sign on the right side and should be restored after existing LFC term is availed in the extended period. If the next Block/term is not deleted, then system will use new Block/Term instead of extended term.

Please note that due to extension of LFC block/term, the period of next LFC block/term will not change.

LFC Register for Award Staff (clerks/Sub staff)-

Unlike Officers where there is a block of 4 years within which there are two term of 2 years, the award staff members can have LFC block of 2 years or 4 years to visit any place in India with maximum permissible distance as prescribed under BP settlement.

During a block of 2 years or 4 years, as the case may be, a Staff Member can either undertake travel availing LFC and claim reimbursement upto his entitlement or encash the facility for the concerned block. On opting to encash the facility he will be entitled to receive a lump sum equivalent to 75% of notional train fare for the admissible distance (depending on a 2 year or 4 year block) by the entitled class.

Hence while recording the LFC register of award staff member, **the LFC block and LFC term period should be kept as same.**

In view of the above guidelines, the award staff having 2 years block, his details of LFC block/term in LFC register should be as under.

	LFC Block From	LFC Block TO	LFC Term From	LFC Term TO	Purpose
1	20/3/2007	19/3/2009	20/3/2007	19/3/2009	Reset or Recuperation
2	20/3/2009	19/3/2011	20/3/2009	19/3/2011	

All other details including PL encashment block of 4 years for 30 days should be recorded in the same manner as Officers

Eligible Dependents –

Before applying for LFC advance or LFC Encashment, the Staff Members should verify whether the names of their eligible dependents are recorded in Union Parivar by navigating through:

Employee Self Service > Personal Information > Dependent Data

In case of any addition or deletion to dependent data is required, please write to Staff dept. of your RO.

The precaution to taken while filling up online LFC pages.

a)LFC Advance page. –

In case of Staff members(Officers/ Clerks/Subordinate staff) wish to proceed on LFC i.e. undertake travel, it is mandatory to fill up LFC Advance page. Even if Staff Member does not want any advance amount still he/she has to fill up LFC advance page by putting zero amount as advance.

Staff members cannot apply for LFC advance before the starting date of their LFC term.

It is also important to remember that PL encashment can be applied along with LFC advance only.

Once LFC Declaration portion of LFC advance page is completed and SAVE button is clicked, the Applicant will receive the following message

To avail PL Encash go to PL Encashment page

If Applicant does not wishes to avail PL Encashment or PL Encashment is not available, he should click OK button under above message and then click **Submit** button. Once LFC status comes as **Y** , the application is completed.

If Applicant wishes to avail PL encashment, he should open PL encashment tab and enter the no of days of PL encashment he wants to avail and click SAVE button, Thereafter he should come back to LFC Declaration and click **submit** button.

After LFC advance page is sanctioned by the final Sanctioning Authority, the PL balance will be adjusted in case the PL encashment is availed. Moreover, the **Purpose** column, **LFC Ad claimed** column, and **Availed PL encashment days** column of LFC register will be updated.

If the PL encashment amount calculated by the system is not correct(as the system takes into account the last pay which may contains certain arrears or recovery), the Recommending/Sanctioning Authority can amend the PL encashment amount in the **Processing Officer** page.

Final LFC claim-

After availing LFC, the Staff member can submit his Final LFC claim. However, he can submit only one final claim. He cannot submit separate LFC claim for himself and his family members.

The Staff member can submit his Final LFC claim only when his/her LFC advance page is sanctioned by the final Sanctioning Authority.

Once LFC final claim is approved by the final Sanctioning Authority, the PL encashment amount as well as taxable LFC fare if any will be added to taxable income in the next month's salary calculation. Moreover, the Amount Claimed column, Amount Sanctioned column and date of payment column of LFC register will be updated.

LFC Encashment-

If Staff member wishes to opt for encashment of his LFC/block/term, then he should fill up only LFC Encashment page only.

Staff members cannot apply for LFC Encashment before the starting date of their LFC term.

It is also important to remember that PL encashment can be applied along with LFC Encashment page only.

Once LFC Declaration portion of LFC encashment page is completed and SAVE button is clicked, the Applicant will receive the following message

To avail PL Encash go to PL Encashment page

If Applicant does not wishes to avail PL Encashment or PL Encashment is not available, he should click OK button under above message and then click **Submit** button. Once LFC status comes as **Y**, the application is completed.

If Applicant wishes to avail PL encashment, he should open PL encashment tab and enter the no of days of PL encashment he wants to avail and click SAVE button, Thereafter he should come back to LFC Declaration and click **submit** button.

If the PL encashment amount calculated by the system is not correct(as the system takes into account the last pay which may contains certain arrears or recovery), the Recommending/Sanctioning Authority can amend the PL encashment amount in the **Processing Officer** page.

After LFC Encashment page is sanctioned by the final Sanctioning Authority, the PL balance will be adjusted in case the PL encashment is availed. Moreover,

the LFC encashment amount as well as PL encashment amount will be added to the salary income for tax calculation in the next month. Moreover, the purpose for the availed block/term in the LFC Register will be updated as “ **LFC on Declaration**”. and amount sanctioned and date of payment column will be updated.

While processing/sanctioning the LFC Encashment application, the PL encashment amount should not be added to LFC encashment amount in amount to be taken for Income tax.

Union Bank of India

Eligible block from 04/09/2008 To 03/09/2010 for Rest or Recuperation/Visiting native place

Maximum eligibility First class train/Air fare for Kms

No. of Eligible members x Rs.

Maximum eligibility in Rs. 2344.00

Amount to be sanctioned Rs. 2344.00

Amount to be taken for income tax Rs. 2344.00

Comments

Calculation Pad

Sanctioning officer

Sanctioned/Declined LFC of Rs. 2344.00 Amount for income tax of Rs. 2344.00

Date 25/03/2009

PL Taxable Amount 16831.330

PL Encashment Amt 16831.330

PL Encashment Days: 30

If PL encashment amount calculated by the system is not correct, then same can be corrected here and system will pick up taxable PL encashment amount from here for income tax purpose.

Amount to be taken for income tax should contain only LFC encashment amount, please do not add PL encashment amount to that

MEDICAL AID

VIEWING MEDICAL AID REGISTER

Before applying for medical aid, the Staff Member can view the Medical Aid Register and the balance at his/her credit by navigating through.

Employee self Service > Medical Aid & Hospitalisation > View Medical Aid Balance Regis.

The screenshot shows a web browser window titled "Medical Aid Register Display". The address bar shows the URL: `http://172.31.0.189:8888/psp/ubhr/EMPLOYEE/HRMS/c/ROLE_EMPLOYEE.UBI_MA_REG_DISP.GBL`. The page header includes the "Union Bank of India" logo and navigation links: Home, Worklist, Sign out, New Window, and Customize Page.

A left-hand menu lists various services, with "Medical Aid Register Display" selected. The main content area displays the "Medical Aid Register Display" for employee SHARMA, LAL CHAND (EmpID: 99342). Employee details include Hire Date: 11/07/1977, Job Code: 304 (PERSONNEL OFFICER), and Location Code: 54403 (JAIPUR - REGIONAL OFFICE).

The "Medical Aid Register" table shows the following data:

Calendar Year	Medical Aid Earned	Medical Aid Sanctioned	Medical Aid Balance	Date Paid	Medical Aid Remarks
1		0.00	0.00		

Summary statistics at the bottom of the table:

Total Earning	0.00
Total Sanctioned	0.00
Total Balance	0.00

At the bottom of the page, there are buttons for "Save", "Return to Search", and "Notify". A note indicates "Save (inactive button) (Alt+F1)". The Windows taskbar at the bottom shows the Start button, open windows for "Medical Aid Register ...", "PARAB", and "HRMS-medical aid modul...", and a system clock showing 9:54 AM.

After viewing the Medical Aid Register and his/her balance, the Staff member can apply for Medical Aid by navigating through :

Employee self Service> Medical Aid & Hospitalisation> Apply Medical Aid

PeopleSoft.

Menu

- My Favorites
- Employee Self Service
 - Staff Welfare
 - Payment - Educational Schemes
 - Time Reporting
 - Personal Information
 - Medical Aid & Hospitalisation
 - Apply Medical Aid**
 - Apply Hospitalisation
 - Medical Aid Register Display
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 - Transfer
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 - Employee Home
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 - Manager Self Service
 - Staff Welfare
 - Workforce Administration
 - Benefits
 - Workforce Development
 - Funds
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 - Set Up HRMS
 - PeopleTools
 - My System Profile

OnLine Medical Aid Application

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value **Add a New Value**

EmpID: begins with SM0008

Effective Date: = 6/07/2004

Effective Sequence: = 1

Search Clear Basic Search Save Search Criteria

Find an Existing Value Add a New Value

Click "Add a new value"

Furnish the required details under column “Add a new value’ and press ADD button to go to Medical Aid application page.

Apply Medical Aid - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://172.31.1.137:91/psdev/EMPLOYEE/HRMS/c/ROLE_EMPLOYEE.UBI_MA_APPLY_ONLIN.GBL Go Links mywebsearch

Search Web Mail My Yahoo! Games Personals LAUNCH Sign In

PeopleSoft® Home Worklist Sign out

OnLine Medical Aid Application

[Find an Existing Value](#) [Add a New Value](#)

EmpID:

Effective Date:

Effective Sequence:

[Find an Existing Value](#) | [Add a New Value](#)

Done Local intranet

start Apply Medical Aid - Mi... Document1 - Microsof... My Documents 4:08 PM

Select Date of application

Click ADD button

The Staff Member will get the following application page where he has to declare the required details and click APPLY button to send the application to the Processing / Sanctioning Authority.

Medical Expenses

Declaration for claiming reimbursement of Medical Expenses actually incurred by workman staff/officers

EmpID: SM0008 Hire Date: 29/12/1993

Name: Tony Joshi

Present Category: 9 SPECIALIST OFFICER

Job Code: 510 HEAD CASHIER E CUM CLERK

Location Code: 534064 YUSUF SARAI - NEW DELHI

Effective Date: 16/07/2004

From Date: To Date:

Nature of illness:

☐ SELF
☐ DEPENDENT

Total Expenses

Consultancy fees:

Medicines & Drug:

Diagnostic Material:

ECG, X-ray etc:

Visiting fees:

Other medical Exp:

Total Expenses:

Amount Sanctioned:

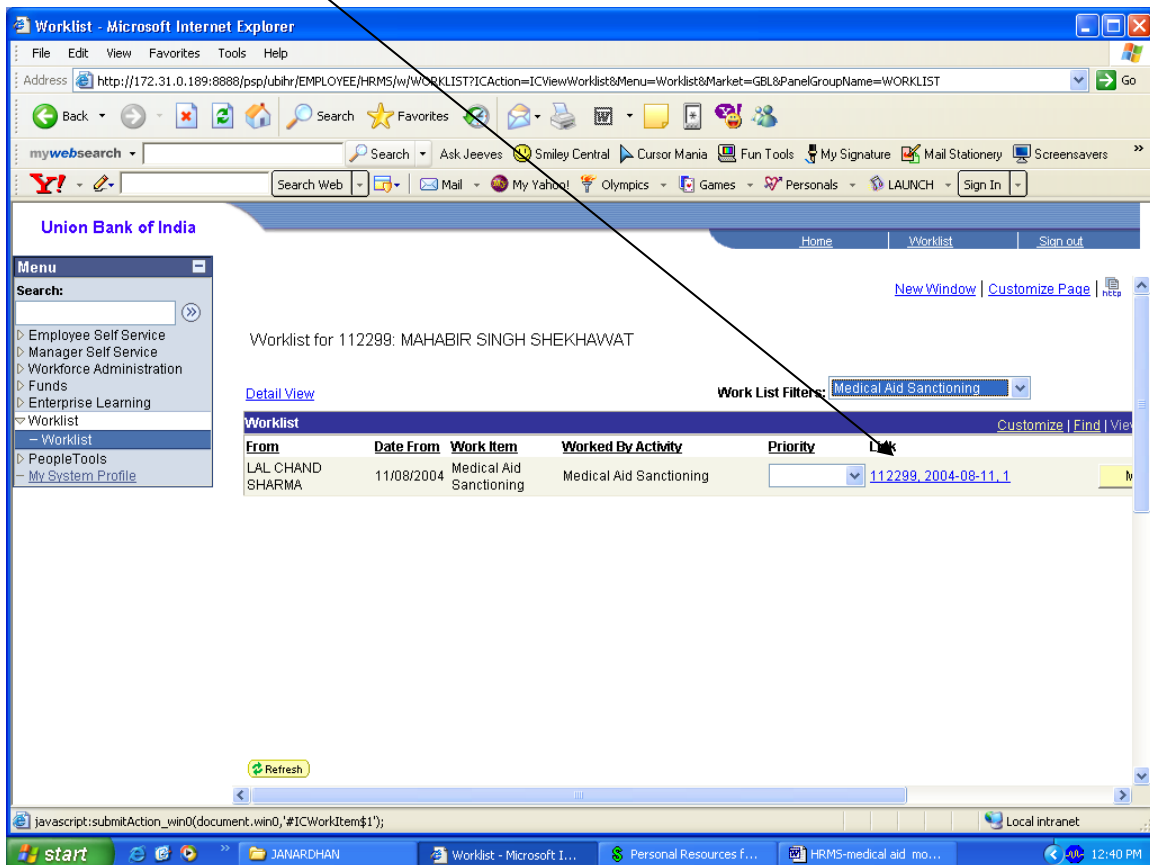
APPLY Status

- 1) Tick Expenses for SELF or DEPENDENT
- 2) Furnish period for which expenses claimed
- 3) Enter nature of illness
- 4) Enter breakup of expenses amount
- 5) Click APPLY

After clicking APPLY button, the status of application will change as APPLIED.

Once the Sanctioning Authority approve the Medical Aid, the Staff Member can verify the same by opening his worklist as per the following steps

- 1) Click worklist
- 2) Click worklist filter List box for getting Medical Aid sanctioning page
- 3) Click EmpID under link column



After above navigation, the staff Member will get the following page, where he can view the status of his Medical Aid Application.

Union Bank of India

Home | Worklist | Sign out

Declaration for claiming reimbursement of Medical Expenses actually incurred by workman staff/officers

EmpID: 112299 Hire Date: 18/06/1973

Name: MAHABIR SINGH SHEKHAWAT

Present Category: 10 CLERK

Job Code: 510 HEAD CASHIER E CUM CLERK

Location Code: 530972 JAIPUR MAIN

Effective Date: 11/08/2004

From Date: 02/08/2004 To Date: 07/08/2004

Nature of illness: SLEEPINESS

☒ SELF
☐ DEPENDENT

Total Expenses	
Consultancy fees:	10.00
Medicines & Drug:	20.00
Diagnostic Material:	30.00
ECG, X-ray etc:	40.00
Visiting fees:	50.00
Other medical Exp:	60.00
Total Expenses:	210.00

Amount Sanctioned: 210.00

APPLY Status Approved

The Staff Member can view the amount sanctioned

HOSPITALIZATION

The staff member applying online for reimbursement of hospitalization expenses has to navigate through

Employee Self service> Medical Aid & hospitalization> Apply for Hospitalisation.

However, after applying online for reimbursement of hospitalization expenses, the Staff Member concerned has to submit the original Hospital expenses bills/receipts to the concerned Processing Authority

Apply Hospitalisation - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://172.31.1.137:91/psp/psdev/EMPLOYEE/HRMS/c/ROLE_EMPLOYEE.JUBI_HOS_APPLICATION.GBL Go Links mywebsearch »

Search Web Mail My Yahoo! Games Personals LAUNCH Sign In

PeopleSoft® Home Worklist Sign out

Menu

Search:

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 - Employee Home
 - Conveyance
- Manager Self Service
- Staff Welfare
- Workforce Administration
- Benefits
- Workforce Development
- Funds
- Enterprise Learning
- Set Up HRMS
- PeopleTools
- My System Profile

Online Hospitalisation Apply

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value **Add a New Value**

EmpID: begins with

Effective Date: =

Effective Sequence: =

[Basic Search](#)

Find an Existing Value [Add a New Value](#)

Click Add a new value

Local intranet

start Apply Hospitalisation ... Document2 - Microsof ... My Documents 5:57 PM

Enter the required details under “Add a new value” column to get the application for reimbursement of hospitalization expenses.

Apply Hospitalisation - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://172.31.1.137:91/psp/psdev/EMPLOYEE/HRMS/c/ROLE_EMPLOYEE.UBI_HOS_APPLICATION.GBL

PeopleSoft.

Home Worklist Sign out

New Window Help

Online Hospitalisation Apply

Find an Existing Value Add a New Value

EmpID: 350511

Effective Date: 16/07/2004

Effective Sequence: 1

Add

Find an Existing Value Add a New Value

Enter date of application

Click ADD button

javascript:submitAction_win0(document.win0, '#ICSearch');

Local intranet

start Apply Hospitalisation ... Document2 - Microsof...

My Documents 6:06 PM

After above navigation, the Staff Member will get the application format for reimbursement of hospitalization expenses as below wherein he has to furnish the required details.

PeopleSoft.

Hospitalisation Application

EmpID: 350511 Hire Date: 14/06/1988

Name: YASHPAL BALLANA

General Details

Present Category: 10 CLERK

Job Code: 501 SPECIAL ASSISTANT

Location Code: 530972 JAIPUR MAIN

Basic Pay: 10500.00

Effective Date: 16/07/2004

Person's Name: MRS. MANJU BALLANA

Relation: SP Wife

Nature of illness: ☐ Self ☒ Dependent

Type of Hospital:

Duration of treatment

From Date:

To Date:

30 Days Before Admission:

Days in Hospital:

30 Days After Discharge:

Status:

Enter Details of Expenses **Apply**

Annotations:

- Tick whether hospitalization is for Self or Dependent
- Select Dependent name from Look up button
- Enter nature of illness
- Select type of Hospital from List box if bill is for domiciliary treatment, select domiciliary.
- Furnish period of treatment
- Click Enter Details of Expenses column

After clicking column “Details of expenses” in the above page, the Staff Member will get the following page wherein he has to furnish various types of hospitalization expenses.

Apply For Hospitalisation/Exg - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://172.31.0.189:8888/psp/ub/hr/EMPLOYEE/HRMS/c/ROLE_EMPLOYEE.UBI_HOS_APPLICATION.GBL

PeopleSoft®

Home Worklist MultiC...

EmpID 251680 PARAB,BHAGAWAN VITTHAL Date 25/05/2005

Details of expenses claimed by Employee Customize Find

Expenses Class	Expenses Sub-Class	Pre Hospitalisation	Pre Hospitalisation Amount	During Hospitalisation	During Hospitalisation Amount	Post Hospitalisation
1 BED CHARGES	ICCU		0.00	Actual Incurred	4000.00	
2 CONSULTATION FEES	CONSULTATION FE		0.00	Actual Incurred	2000.00	
3 MEDICINES	INJECTION	Actual Inc	2000.00	Actual Incurred	3000.00	Actual Incurred
4 OPERATION THEATRE			0.00	Actual Incurred	300	
5 OPERATION CHARGES	SURGEONS FEES		0.00	Actual Incurred	1000.00	

Pre Hospitalisation Amount 2000.00

During Hospital Amount 10000.00

Post Hospitalisation Amount 1000.00

Total Cost 13000.00

OK Cancel

Start 6 Microsoft W... Apply For Hos... PARAB

Select various hospital Expenses by clicking Expenses class Look up button

Select Sub Category of hosp. Exp. By clicking Exp. Sub class Look up button

Select Pre/During/Post Hospitalisation exp. Actual incurred and enter Amount

Use (+) or (-) button to Add/Delete details

Confirm total cost applied for

Click OK button

After clicking OK button on the above page, the Staff Member will get again the Hospitalization Application Page above wherein he will click APPLY button to send the application for processing /sanctioning.

The screenshot shows a web browser window titled "Apply Hospitalisation - Microsoft Internet Explorer". The address bar displays the URL: `http://172.31.1.137:91/psp/psdev/EMPLOYEE/HRMS/c/ROLE_EMPLOYEE.UBI_HOS_APPLICATION.GBL`. The browser's toolbar includes buttons for Back, Forward, Stop, Reload, Search, Favorites, Mail, My Yahoo!, Games, Personals, LAUNCH, and Sign In. The PeopleSoft logo is visible at the top left of the page, with navigation links for Home, Worklist, and Sign out. A "New Window" and "Help" link are also present.

The main form is titled "Hospitalisation Application". It contains the following fields and sections:

- EmpID:** 350511
- Hire Date:** 14/06/1988
- Name:** YASHPAL BALLANA
- General Details:**
 - Present Category:** 10 (CLERK)
 - Job Code:** 501 (SPECIAL ASSISTANT)
 - Location Code:** 530972 (JAIPUR MAIN)
 - Basic Pay:** 10500.00
 - Effective Date:** 16/07/2004
 - Person's Name:** MRS. MANJU BALLANA
 - Relation:** SP Wife
 - Nature of illness:** (empty field)
 - Type of Hospital:** (dropdown menu)
- Duration of Treatment:**
 - From Date:** (calendar icon)
 - To Date:** (calendar icon)
 - 30 Days Before Admission:** (input field)
 - Days in Hospital:** (input field)
 - 30 Days After Discharge:** (input field)
- Status:** (input field)

At the bottom of the form, there are two buttons: "Enter Details of Expenses" and "Apply". The bottom of the browser window shows a status bar with the text "Local intranet" and a taskbar with the time "6:33 PM".

Once the Authority approves the claim, the Applicant can view the status of his application by clicking his worklist as under:

1. Click worklist
2. Click worklist filter List box to get page of Hospitalisation Sanctioned
3. Click Emp.ID under link column

Worklist for 112299: MAHABIR SINGH SHEKHAWAT

Work List Filters: Hospitalization Sanctioned

From	Date From	Work Item	Worked By Activity	Priority	Link	Mark
AL CHAND HARMA	11/08/2004	Hospitalization Sanctioned	Hospitalization Sanctioned		112299_2004-08-11_1	Mark
AL CHAND HARMA	17/08/2004	Hospitalization Sanctioned	Hospitalization Sanctioned		112299_2004-08-11_1	Mark
AL CHAND HARMA	17/08/2004	Hospitalization Sanctioned	Hospitalization Sanctioned		112299_2004-08-11_1	Mark

Refresh

Local intranet

start JANARDHAN HRMS PEOPLESOFT-... Worklist - Microsoft I... 10:49 AM

EX GRATIA – AGAINST HOSPITALIZATION EXPENSES

Once the online application for reimbursement of hospitalization expenses is sanctioned, a Staff Member can apply for ex gratia against Hospitalization by navigating through.

Employee Self Service > Medical Aid & Hospitalisation
>Hospitalisation Ex gratia.

Hospitalization Exgratia - Microsoft Internet Explorer

Address: [http://172.31.6.213/ps/ps/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_\(GBL\).UBL_HOSP_EXGRATIA.GBL](http://172.31.6.213/ps/ps/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_(GBL).UBL_HOSP_EXGRATIA.GBL)

File Edit View Favorites Tools Help

Union Bank of India

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Search:

Menu

- My Favorites
- Employee Self Service
 - Conveyance
 - Entertainment Expenses
 - Investment Declaration
 - Travel Expenses Bill
 - Briefcase Reimbursement
 - Career Planning
 - Leave Management
 - L.F.C.
 - Personal Information
- Medical Aid & Hospitalisation
 - Apply For Medical Aid
 - Apply For Hospitalisation/Exg
 - View Medical Aid Balance
 - Regis
 - Apply for Family Planning Inc
 - Hospitalization Exgratia
- Advances
- Residential Quarters
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- Worklist
- Newspaper/Periodical/Journal
- View Payslip
- View Tax Forecast
- View WorkFlow

Hospitalization Exgratia

[Find an Existing Value](#) [Add a New Value](#)

EmpID:

Date:

Effective Sequence:

Nature of illness:

[Add](#)

[Find an Existing Value](#) | [Add a New Value](#)

1) Select date of application for hospitalization from look up button

2) Enter effective Seq. no of application

3) Select nature of illness

4) Click Add button

Local intranet

start Workspace - IBM Lot... Job Data - Microsoft I... Hospitalization Exgrat... EX GRATIA - Microsof... 11:07 AM

After above navigation , the Applicant will receive the following application page for ex gratia where he has to click SAVE button only as other details will be automatically popped up from sanctioned application for reimbursement of hospitalization expenses.

Hospitalization Exgratia - Microsoft Internet Explorer

Address: [http://172.31.6.213/ps/ps/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_\(GBL\).UBL_HOSP_EXGRATIA.GBL](http://172.31.6.213/ps/ps/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_(GBL).UBL_HOSP_EXGRATIA.GBL)

File Edit View Favorites Tools Help

Union Bank of India

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window | Customize Page | http

Hospitalization Exgratia

Employee information

EmplID: 251680	Name: PARAB,BHAGAWAN VITTHAL
Designation: MANAGER	Branch/Office: CENTRAL OFFICE
Department: DP - Union Parivar Cell	

Hospitalization information

Relative: W
Hospitalised Person's Name: VISHAKA B PARAB
Nature of illness: HYSTEROCTOMY
From Date: 10/01/2006 To Date: 16/01/2006

Date: 10/02/2006	Effective Sequence: 1
Amount Applied: 1244.34	Amount Sanctioned: 933.00
Exgratia Amount: 233.51	
Status of the form: New	

SAVE

Package will pick up the amount applied, amount sanctioned automatically from the sanctioned online hospitalization application and will calculate ex gratia amount as per rules

Click SAVE button

start | Workspace - IBM Lot... | Retro Adjustments - ... | Hospitalization Exgra... | http://172.31.6.213... | EX GRATIA - Microso... | Local intranet | 11:23 AM

TRAVEL EXPENSES BILL

GENERAL GUIDELINES

The Staff members cannot fill up TE final claim without applying for Tour Plan cum Advance approval. Even if Staff Members do not want any advance amount, still they have to fill up Tour Plan cum Advance approval page by putting zero advance amount.

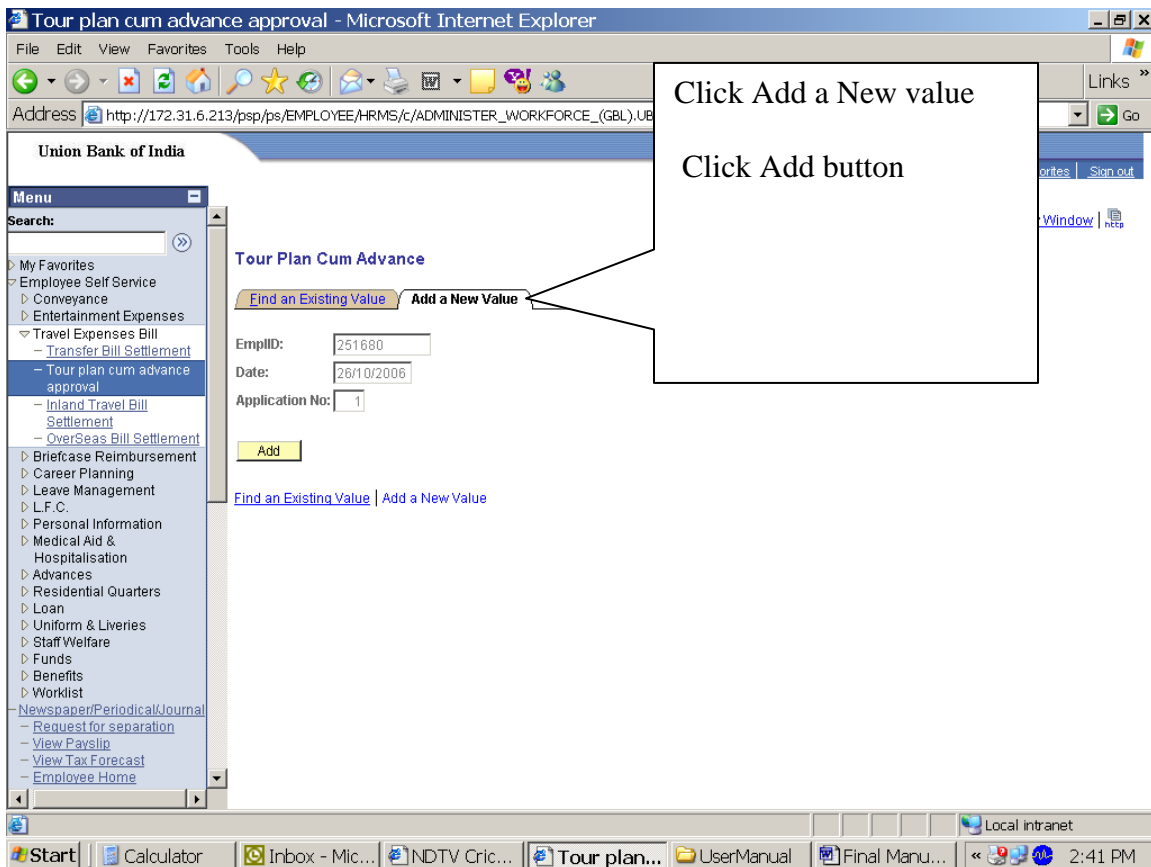
The Staff Members can submit their final TE claim only after their Tour Plan cum Advance approval application is approved by both the Recommending and Sanctioning Authority.

Please be noted that the application date and no. for final TE bill application will be the application date and no of the concerned approved Tour Plan Cum Advance application.

TOUR PLAN CUM ADVANCE

The staff member can apply online for sanctioning tour plan cum advance by navigating through.

Employee Self Service > Travel Expenses Bill > Tour Plan Cum Advance Approval



After above navigation, the Staff member will get the following page to apply for sanction of tour programme and advance

Tour plan cum advance approval - Microsoft Internet Explorer

Address: [http://172.31.0.189:8888/psp/ubih/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_\(GBL\).UBI_TE_ADV_TOUR_PL.GBL](http://172.31.0.189:8888/psp/ubih/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_(GBL).UBI_TE_ADV_TOUR_PL.GBL)

Union Bank of India

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

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 - Cleaning Expenses
 - Payroll Interface App
- Manager Self Service
- Recruiting
- Workforce Administration
- Benefits
- Compensation
- Stock

Tour Plan cum Advance

EmpID: 251680 PARAB, BHAGAWAN VITTHAL Application Date: 25/03/2005 Application No: 1

Employee Details

Designation:	MANAGER	Scale:	7
Location:	100000	CENTRAL OFFICE	
Sportsperson:	No	Basic:	13900.00

Account No: 75041
Branch ID: 537896

Purpose of Trip

testing

Journey Plan

☒ Inland
☐ Overseas
☐ Transfer

Type Of Tour

☒ Regular ☐ Sports ☐ Training ☐ Audit

[Travel Details](#) [Leave Details](#) [Journey Details](#)

Enter purpose of trip

Select Journey Plan

Select type of Tour

Click Travel details, Leave Details and Journey Details to enter the required details as mentioned below

Journey plan i.e. Inland or Overseas or Transfer should be carefully selected

After clicking travel Details in the above page, the User will get the following page to enter the details of the proposed journey.

Union Bank of India

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

[New Window](#) | [Customize Page](#) |

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- Compensation
- Stock

Travel Details

EmpID: 251680 PARAB, BHAGAWAN VITTHAL Application Date: 25/03/2005 Application No: 1

The details of the journey [Customize](#) | [Find](#) | [View All](#) | First 1-2 of 2 Last

	*Start Date	*End Date	*From	*To	Departure Time	Arrival Time	*Travel Mode		
1	22/02/2005	23/02/2005	testing 11	TESTING 12	12:00PM	6:00PM	Air	+	-
2	27/02/2005	28/02/2005	testing 12	TESTING 11	2:00PM	10:00PM	Air	+	-

OK Cancel

Use + and - button to add or delete the journey details and click OK button

Local intranet

Start | USER MANUAL ... | Tour plan cu... | 2:44 PM

If employee is combining his leave with Official tour, he has to furnish the leave details in the following page.

Tour plan cum advance approval - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address [http://172.31.0.189:8888/psp/ubshr/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_\(GBL\).UBI_TE_ADV_TOUR_PL.GBL](http://172.31.0.189:8888/psp/ubshr/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_(GBL).UBI_TE_ADV_TOUR_PL.GBL) Go Links »

Union Bank of India Home Worklist MultiChannel Console Add to Favorites Sign out

[New Window](#) [Customize Page](#)

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- Manager Self Service
- Recruiting
- Workforce Administration
- Benefits
- Compensation
- Stock

EmpID: 251680 **PARAB,BHAGAWAN VITTHAL** **ApplicationDate:** 25/03/2005 **Application No:** 1

Leave Details [Customize](#) [Find](#) [View All](#) First 1 of 1 Last

	Leave type	Leave date from	Leave date to		
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

Done Local intranet

Start USER MANUAL ... Tour plan cu... 2:45 PM

After clicking **Journey details** heading, the User will get the following page to enter his request for advance for travel, lodging /boarding and diem allowance

Union Bank of India

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

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- Stock

TESTING

Journey Plan

Type Of Tour

☒ Inland ☐ Regular ☐ Sports ☐ Training ☐ Audit

☐ Overseas ☐ Transfer

[Travel Details](#) [Leave Details](#) [Journey Details](#)

Journey Details For Advance

Travel:	15000.00	Lodging & Boarding:	5000.00
Allowances Overseas Travel Only:	0.00	Diem Allowance:	5000.00
Tool Kit Amount Claimed:	0.00		
Grand Total:	25000.00		

Advance amount requested by Employee (Amount in Figures) 25000.00

I undertake to submit the T.E.Bill in connection with the said trip/s within 7 days of the date of my return to headquarters on completion of the tour, failing which the amount of advance may be recovered from me.

Save **COMPLETE**

EnterDetails for advance

Click SAVE and COMPLETE button to send the application to the Approving Authority

Done Local intranet 3:11 PM

SETTLEMENT OF TRAVELLING BILL

The Employee who wishes to apply online for settlement of travelling bill has to navigate through

Employee self Service > Travel Expenses Bill > Inland Travel Bill Settlement or Transfer bill Settlement or Oversea T E bill Settlement

Inland Travel Bill Settlement - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: [http://172.31.0.189:8888/psp/ubhr/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_\(GBL\).UBI_TE_INLAND_BILL.GBL](http://172.31.0.189:8888/psp/ubhr/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_(GBL).UBI_TE_INLAND_BILL.GBL) Go Links »

Union Bank of India

Home Worklist MultiChannel Console Add to Favorites Sign out

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Inland Travel Bill Settlement

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value **Add a New Value**

EmpID: begins with 251680

Application Date: = 25/03/2005

Application number: =

Travel Expenses Status: =

Travel Admin Status: =

Sanction Authority Status: =

Search Clear Basic Search Save Search Criteria

Select Application date of tour advance

Select Application No. of tour advance

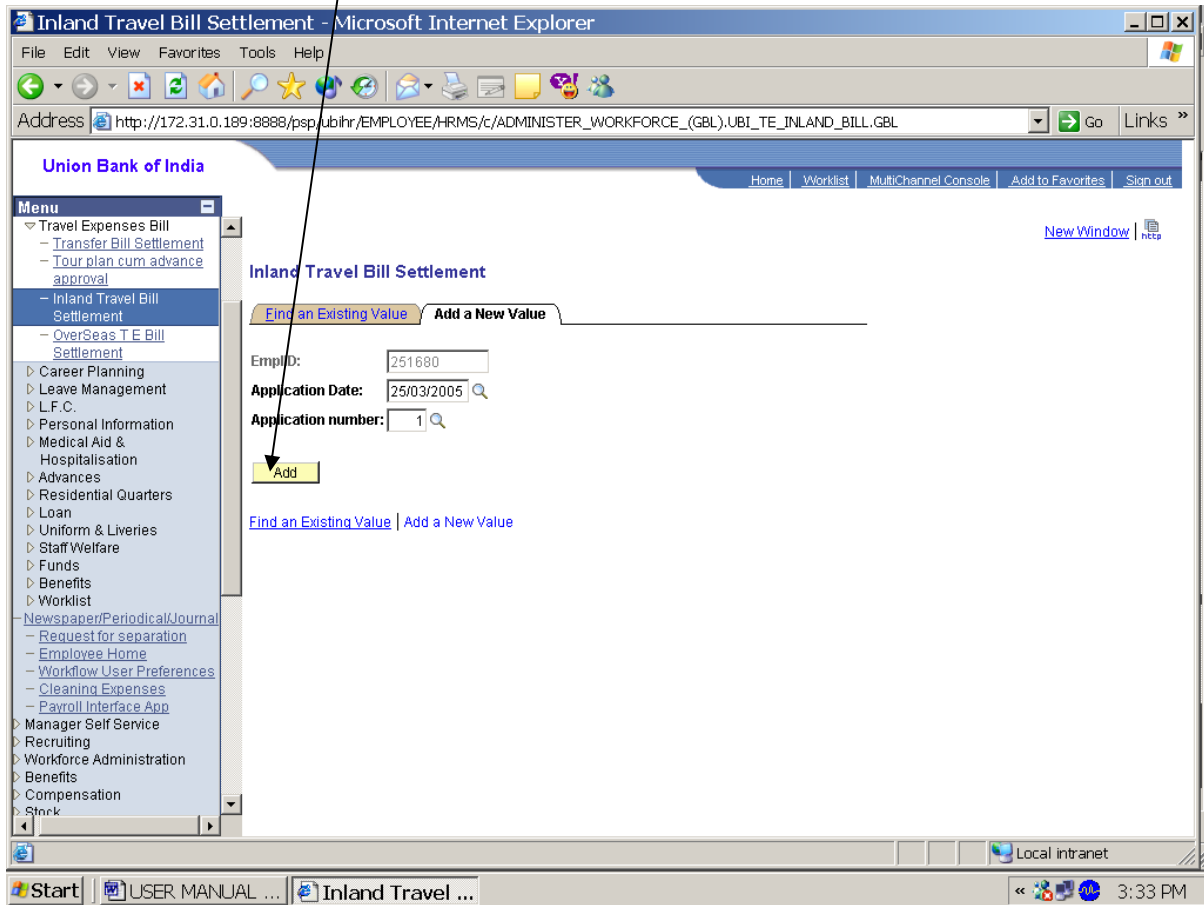
Click Add A new Value

Find an Existing Value | Add a New Value

Done Local intranet

Start USER MANUAL ... Inland Travel ... 3:24 PM

The User has to click add button to get the page for travel bill settlement



After clicking ADD button in the above page, the User will get the following page where he has to click **Inland Journey details** column to furnish claim for travel bill and allowances.

Union Bank of India

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

[New Window](#) | [Customize Page](#) | [help](#)

Inland Travel Bill Settlement

EmployeeID: 251680 PARAB, BHAGAWAN VITTHAL Application Date: 25/03/2005 Application No: 1

Employee Details	
Job Code:	499 MANAGER
Scale:	SCALE 2 OFFICER
Location:	100000 CENTRAL OFFICE
Designation:	MANAGER Basic: 13900.00

Account No: 75041
Branch ID: 537896

[Travel Expense Policy](#)

Inland Journey Details

Local intranet

Start | USER MANUAL ... | Inland Travel ... | 3:35 PM

After above navigation, the User has to open the following pages to enter his claim for charges/allowances

- Amount claimed by Journey
- Conveyance Charges
- Coolie charges
- Hotel Expenses
- Diem Allowances

Inland Travel Bill Settlement - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: http://172.31.0.189:8888/psp/ubhr/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_(GBL).UBI_TE_INLAND_BILL.GBL Go Links »

Union Bank of India Home Worklist MultiChannel Console Add to Favorites Sign out

Employee: 231000 TRAVEL INFORMATION INITIAL Application Date: 23/03/2005 Application No: 1

Employee Details Job Code: 499 MANAGER Scale: 7 SCALE 2 OFFICER Location: 100000 CENTRAL OFFICE Designation: MANAGER Basic: 13900.00		Account No: 75041 Branch ID: 537896
---	--	--

[Travel Expense Policy](#)

Inland Journey Details

Particulars of Journey Find First 1 of 2 Last

*From Place:	TESTING 23	*Start Date:	01/03/2005
*To Place:	TESTING 24	*End Date:	02/03/2005
Departure Time:	11:00AM	Arrival Time:	4:00PM
*Travel Mode:	Air		

[Amount Claimed for Journey](#) [Conveyance Charges](#) [Coolie Charges](#) [Hotel Expenses](#) [Diem Allowances](#)

Claimed by employee:	0.00	Travel Expenses:	0.00	Travel Expenses
		Travel Allowances:	0.00	Travel Allowances
		Approved by HR Admin:	0.00	Approved by Sanc Auth
		Advance Paid:	25000.00	Advance Paid
				Amount Payable
				-25000.00

Save Confirm

Done Local intranet

Start USER MANUAL ... Inland Travel ... One Time - Mic... 3:48 PM

After clicking column **Amount Claimed For Journey**, the user will get the following page to enter the journey fare details

Inland Travel Bill Settlement - Microsoft Internet Explorer

Address: [http://172.31.0.189:8888/psp/ubih/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_\(GBL\).UBI_TE_INLAND_BILL.GBL](http://172.31.0.189:8888/psp/ubih/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_(GBL).UBI_TE_INLAND_BILL.GBL)

Union Bank of India

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

[New Window](#) | [Customize Page](#)

Inland Journey Details

EmplID: 251680 PARAB,BHAGAWAN VITTHAL Application Dt: 25/03/2005 Application No: 1

Particulars Of Journey Find First 1 of 2 Last

From Place: TESTING 23 To Place: TESTING 24
 Start Date: 01/03/2005 End Date: 02/03/2005
 Departure Time: 11:00AM Arrival Time: 4:00PM
 Travel Mode: Air

Amount Claimed for Journey Customize Find First 1-2 of 2 Last

	Fare Charges	Service Charges	Service Tax	Cancellation Charges	Amount Claimed	Submitted	Approved	HR Amt Sanctioned	Approved Amount	
1	5000.00	0.00	0.00	0.00	5000.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	+ -
2	5000.00	0.00	0.00	0.00	5000.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	+ -

Total Journey amt claimed by employee: 10000.00 Total Journey amt approved by HR Admin: 0.00

OK Cancel
 Ok (Enter)

javascript:submitAction_win0(document.win0, '#ICSave');

Start | USER MANUAL ... | Inland Travel ... | One Time - Micr ... | 3:51 PM

Click OK button after entering journey fare details

After clicking **Conveyance Charges** column , the User will get the following page to enter the details regarding conveyance charges

Inland Travel Bill Settlement - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address [http://172.31.0.189:8888/psp/ubshr/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_\(GBL\).UBI_TE_INLAND_BILL.GBL](http://172.31.0.189:8888/psp/ubshr/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_(GBL).UBI_TE_INLAND_BILL.GBL) Go Links

Union Bank of India Home Worklist MultiChannel Console Add to Favorites Sign out

[New Window](#) [Customize Page](#) [Help](#)

Inland Journey Details

EmplID: 251680 PARAB,BHAGAWAN VITTHAL Application Dt: 25/03/2005 Application No: 1

Particulars Of Journey Find First 1 of 2 Last

From Place: TESTING 23 To Place: TESTING 24
 Start Date: 01/03/2005 End Date: 02/03/2005
 Departure Time: 11:00AM Arrival Time: 4:00PM
 Travel Mode: Air

Conveyance Charges Customize Find First 1-2 of 2 Last

From	To	Date	Distance	Travel Mode	Amount Claimed	Submit	Approve	HR Amt Approved	Sanctioned Amount
1 TESTING	TESTING	01/03/2005	50.00	Taxi	200.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	0.00
2 TESTING	TESTING	02/03/2005	50.00	Taxi	300.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	0.00

Total Conveyance Amt claimed by employee: 500.00 Total Conveyance Amt Approved by HR Admin:

OK Cancel

Click OK button after entering conveyance charges details

Done Local intranet

Start USER MANUAL ... Inland Travel ... One Time - Mic...

3:53 PM

After clicking **coolie charges** column, the User will get the following page to furnish the details regarding coolie charges if any.

Union Bank of India

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

[New Window](#) | [Customize Page](#) | [http](#)

Inland Journey Details

EmplID: 251680 PARAB, BHAGAWAN VITTHAL Application Dt: 25/03/2005 Application No: 1

Particulars Of Journey Find First 1 of 2 Last

From Place: TESTING 23 To Place: TESTING 24
 Start Date: 01/03/2005 End Date: 02/03/2005
 Departure Time: 11:00AM Arrival Time: 4:00PM
 Travel Mode: Air

Coolie Charges Customize | Find | First 1-2 of 2 Last

Date	Place	Amount Claimed	HR Amt Approved	Sanctioned Amount	
02/03/2005	TESTING	200.00	0.00	0.00	+ -
03/03/2005	TESTING23	200.00	0.00	0.00	+ -

Total Coolie Charges claimed by employee: 400.00 Total Coolie Charges Approved by HR Admin:

OK Cancel

Click OK button after entering the details regarding coolie charges

Done Local intranet

Start | USER MANUAL ... | Inland Travel ... | One Time - Micr ... 3:56 PM

After clicking column **Hotel Expenses**, the User will get the following page to enter the details regarding boarding/lodging expenses.

Inland Travel Bill Settlement - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address [http://172.31.0.189:8888/psp/ubshr/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_\(GBL\).UBI_TE_INLAND_BILL.GBL](http://172.31.0.189:8888/psp/ubshr/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_(GBL).UBI_TE_INLAND_BILL.GBL) Go Links

Union Bank of India Home Worklist MultiChannel Console Add to Favorites Sign out

Inland Journey Details

EmplID: 251680 PARAB,BHAGAWAN VITTHAL Application Dt: 25/03/2005 Application No: 1

Particulars Of Journey Find First 1 of 1

From Place: TESTING 23 To Place: TESTING 24
 Start Date: 01/03/2005 End Date: 02/03/2005
 Departure Time: 11:00AM Arrival Time: 4:00PM
 Travel Mode: Air

Hotel Boarding Expenses Customize Find First 1 of 1 Last

Place	From Date	To Date	Days	Room Rent	Luxury Exp Tax	Service Tax	Amt Claimed	Submitted	Approved	HR Amt Sanctioned
1 TESTING	01/03/2005	03/03/2005	3	1000.00	0.00	0.00	3000.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00

Hotel Lodging Expenses Customize Find First 1 of 1 Last

Date	Bill Date	Amount Claimed	Submitted	Approved	HR Amt Approved	Sanctioned Amount
1 01/03/2005	03/03/2005	500.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	0.00

Total Hotel Charges Claimed by employee: 3000.00 Total Hotel Charges Approved by HR Admin: 0.00

OK Cancel

Click OK button after entering the Boarding/ lodging expenses details

Done Local intranet

Start USER MANUAL ... Inland Travel ... One Time - Micr...

3:57 PM

After clicking column Diem Allowance in the above page, the User will get the following page to enter the details regarding Diem Allowance. Finally the User has to click Save and Confirm button to send the application to the Processing Authority

Union Bank of India

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- North American Payroll
- Global Payroll
- Payroll Interface
- Workforce Development
- Organizational Development
- Enterprise Learning
- Workforce Monitoring
- Pension
- Partners
- Catalog Management
- Set Up HRMS
- Enterprise Components
- Application Diagnostics
- Tree Manager
- Reporting Tools
- PeopleTools
- Applicant Home

Employee Details

Job Code: 499 MANAGER
Scale: 7 SCALE 2 OFFICER
Location: 100000 CENTRAL OFFICE
Designation: MANAGER Basic: 13900.00

Account No: 75041
Branch ID: 537896

[Travel Expense Policy](#)

Inland Journey Details

Particulars of Journey

*From Place: TESTING 23 *Start Date: 01/03/2005
*To Place: TESTING 24 *End Date: 02/03/2005
Departure Time: 11:00AM Arrival Time: 4:00PM
*Travel Mode: Air

[Amount Claimed for Journey](#) [Conveyance Charges](#) [Coolie Charges](#) [Hotel Expenses](#) [Diem Allowance](#)

Claimed by employee:	23700.00	Travel Expenses:	8400.00	Travel Expenses	
		Travel Allowances:	4300.00	Travel Allowances	4000.00
		Approved by HR Admin:	12700.00	Approved by Sanc Auth	22400.00
		Advance Paid:	25000.00	Advance Paid	25000.00
				Amount Payable	-2600.00

Save Confirm

Travel HR Administrator Remarks

Local intranet

Start | USER MANUAL ... | Worklist - Micro... | Worklist - Mic... | 4:48 PM

Click SAVE and Confirm button

FESTIVAL ADVANCE

The staff member who wishes to avail festival advance on-line has to navigate through

Employee Self service >Advances > Apply festival advance

Apply Festival Advance - Microsoft Internet Explorer

Address: http://172.31.1.137:91/psp/psdev/EMPLOYEE/HRMS/c/ROLE_EMPLOYEE.UBI_FA_APPLY.GBL

PeopleSoft. Home Worklist Add to Favorites Sign out

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 - My Personalizations
 - My System Profile
 - My Dictionary

Apply Festival Advance

[Find an Existing Value](#) [Add a New Value](#)

EmpID:

Effective Date:

[Find an Existing Value](#) | [Add a New Value](#)

Click Add a new value

Give Date of application from calendar

Click ADD

Done Local intranet

Start Apply Festival Advan... Document1 - Microsoft ... 11:29 AM

After above navigation, the Staff Member will get the following page to apply for the festival advance.

PeopleSoft.

Menu

- Personal Information
- Medical Aid & Hospitalisation
- Festival and Salary Advance
 - Apply Festival Advance**
 - Apply Salary Advance
- Transfer
- Separation
- Performance Management
 - Employee Home
 - Conveyance
 - LFC Declaration
- Manager Self Service
- Recruiting
- Staff Welfare
- Workforce Administration
- Benefits
- Compensation
- Global Payroll
- Workforce Development
- Funds
 - UBI Funds
 - Organizational Development
 - Enterprise Learning
 - Workforce Monitoring
 - Set Up HRMS
 - Worklist
 - Tree Manager
 - Reporting Tools
 - PeopleTools
 - Change My Password
 - My Personalizations
 - My System Profile
 - My Dictionary

Festival Advance

EmplID: 350511 Hire Date: 14/06/1988

Name: YASHPAL BALLANA

Empl Classification: C CLERK

Present Category: 10 CLERK

Job Code: 501 SPECIAL ASSISTANT

Location Code: 54403 JAIPUR - REGIONAL OFFICE

Basic Pay: 10500.00

Flat Amount: 4500.00

For: Clerks

Effective Date: 22/07/2004

Festival Name:

Number Apply:

Status:

APPLY Reject Approve

Notify

Enter festival name

Select no. of times applying

Select or Enter Amount of Advance as required subject to maximum limit.

Click APPLY button

After clicking APPLY button, the status of application will change as **Applied**. Once the Authority attends and disposes the request for Festival advance, the Applicant gets Approve/Decline intimation in his Worklist.

SALARY ADVANCE

The staff Member who wishes to apply for salary advance has to navigate through

Employee self service >Advances > Apply Salary advance

The screenshot shows the 'Apply Salary Advance' page in a Microsoft Internet Explorer browser. The page title is 'Apply Salary Advance - Microsoft Internet Explorer'. The address bar shows the URL: http://172.31.1.137:91/psp/psdev/EMPLOYEE/HRMS/c/ROLE_EMPLOYEE.UBI_SA_APPLY.GBL. The PeopleSoft logo is at the top left. A menu on the left lists various HRMS functions, with 'Apply Salary Advance' selected. The main content area has a title 'Apply Salary Advance' and two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is active. Below the tabs, there are input fields for 'EmplID:' (containing '350511') and 'Effective Date:' (containing '22/07/2004'). There is an 'Add' button below these fields. A text box on the right contains three instructions with arrows pointing to the corresponding elements: 'Click Add a new value' points to the 'Add a New Value' tab; 'Enter Date of application' points to the 'Effective Date' field; and 'Click ADD button' points to the 'Add' button. The bottom of the browser window shows the Windows taskbar with the Start button, open applications, and the system clock showing 2:18 PM.

After above navigation, the Staff Member will get the following application for salary advance where he is required to furnish the required details.

Apply Salary Advance - Microsoft Internet Explorer

Address: http://172.31.1.137:91/psp/psdev/EMPLOYEE/HRMS/c/ROLE_EMPLOYEE.UBI_SA_APPLY.GBL

PeopleSoft®

Home | Worklist | Add to Favorites | Sign out

[New Window](#) | [Help](#)

Salary Advance

EmpID: 350511 Hire Date: 14/06/1988

Name: YASHPAL BALLANA

Empl Classification: C CLERK

Present Category: 10 CLERK

Job Code: 501 SPECIAL ASSISTANT

Location Code: 54403 JAIPUR - REGIONAL OFFICE

Basic Pay: 10500.00

SA Reason: **Net Salary:**

Eligible Quantum:

Number Apply:

Effective Date: 22/07/2004 Status: Applied

Buttons: APPLY, Approve, Reject

Annotations:

- Select SA Reason from List box
- Enter advance amount as per eligibility criteria.
- Mention whether applying for first/second time from List box
- Click apply

Footer: Done, Local intranet, Start, Apply Salary Advance..., Document1 - Microsoft..., TOAD, 2:32 PM

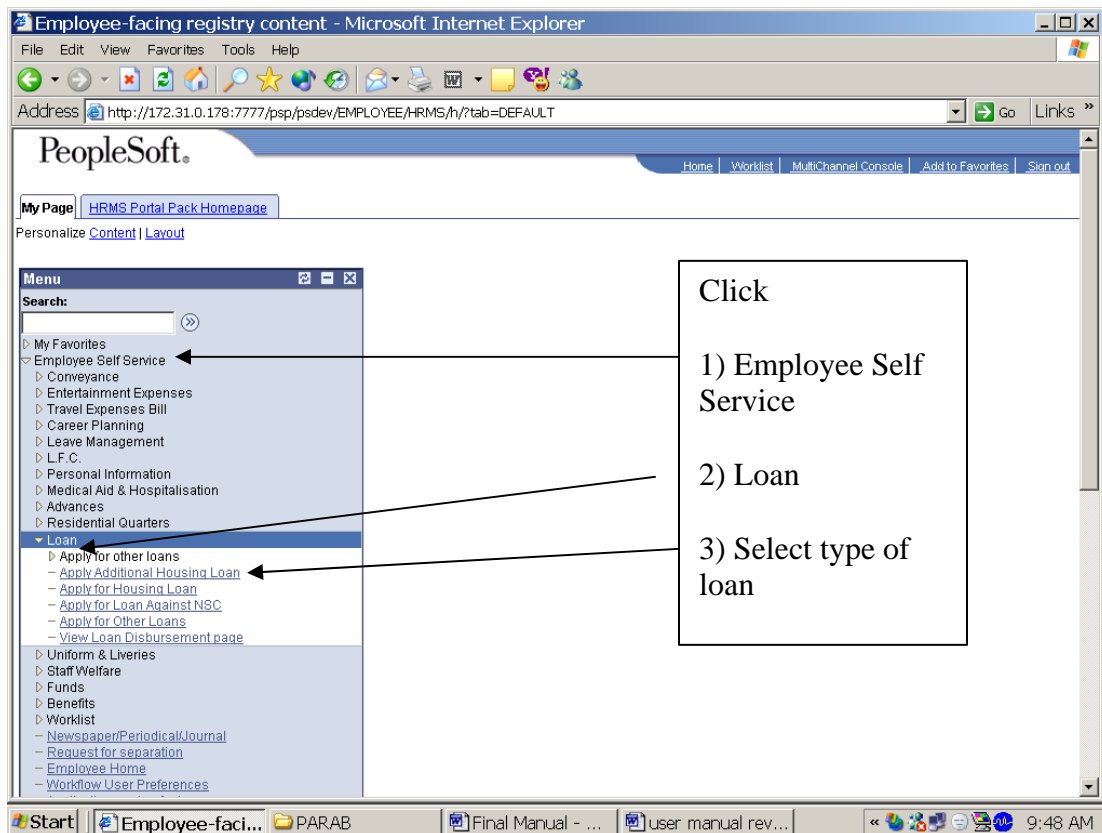
Once apply button is clicked, the status of application will change as Applied. After the Authority attends the request, the Applicant gets Approval/Decline intimation in his worklist.

LOANS

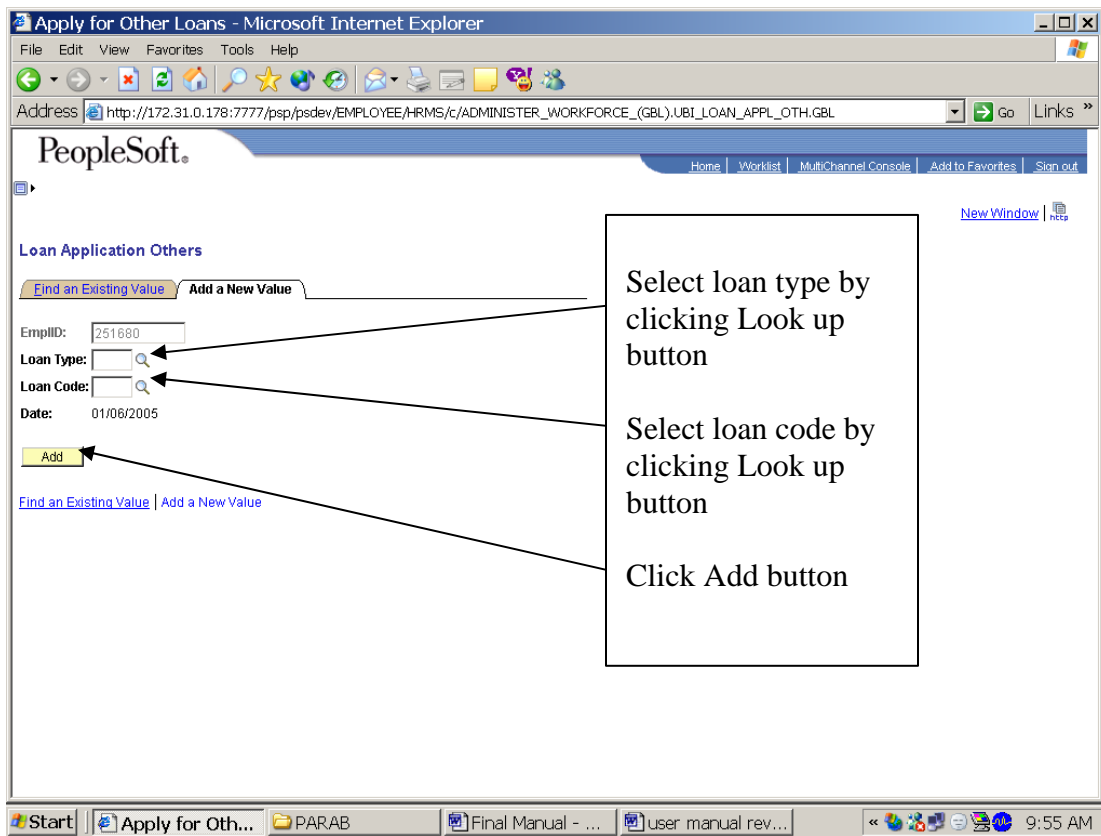
The Staff Members can apply online for following staff loans in UNION PARIVAR

The sS.No.	Name of the loan	Sub-module for loan application
1	Clean loan	Loan Application others
2	Clean overdraft	
3	Computer loan	
4	Conveyance loan	
5		Loan against NSC
6		

The employee who wishes to avail any staff loan, will navigate as under to get the required loan application page.



After above navigation, the Staff Member has to furnish the required details under “Add a new value” tab as under.



Under Loan Application Others, the employee has to select the loan type for which he wants to apply.

- Clean loan
- Clean OD
- Computer loan
- Conveyance loan
- Personal loan

CLEAN LOAN

Under Sub-module, “Loan application others” the Staff Member will get the following application page for Clean loan where he is required to furnish the details and click SAVE and COMPLETE button to submit the application to the Sanctioning Authority.

PeopleSoft

Loan Application Others - Microsoft Internet Explorer

Address: http://172.31.1.137:91/psdev/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_(GBL).UBL_LOAN_APPL_OTH.GBL

Home | Worklist | Add to Favorites | Sign out

Loan Application | **Loan Documents Required**

EmpID: 99342 Name: LAL CHAND SHARMA
 Job Code: 304 PERSONNEL OFFICER Location: 54403 JAIPUR-REGION
 Hire Date: 07/11/1977 Date of Birth: 27/09/1945
 Address 1: HOUSE NO. 71/101 Address 2: SECTOR 7
 Address 3: NEAR KENDRIYA VIDYALAYA NO. 5 Address 4: MANSAROVAR COLONY
 City: JAIPUR State: Rajasthan

Loan Type: Clean Loan Loan Code:
 Requested Amount: Purpose:

Loan Application | Loan Documents Required

Done | Local intranet | 3:56 PM

Loan code will be either REOB or TWCO. i. e. loan can be availed by award staff members for

- a) Religious/Obsequial purpose (REOB)
- b) Purchasing consumer items/ two –wheeler purchase (TWCO)

Along with the application, the Applicant staff member is required to submit the loans documents which are visible after clicking “Loan Documents Required” column.

The screenshot shows a Microsoft Internet Explorer browser window displaying the PeopleSoft application. The address bar shows the URL: [http://172.31.1.137:91/psdev/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_\(GBL\).UBL_LOAN_APPL_OTH.GBL](http://172.31.1.137:91/psdev/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_(GBL).UBL_LOAN_APPL_OTH.GBL). The page title is "Loan Application Others - Microsoft Internet Explorer". The PeopleSoft logo is visible at the top left. The navigation bar includes links for Home, Worklist, Add to Favorites, and Sign out. The main content area has two tabs: "Loan Application" and "Loan Documents Required". Under the "Loan Documents Required" tab, there is a section titled "Documents to be collected at the time of SANCTION". This section contains a list of documents: "Declaration giving the estimated cost with break up", "Invoice of the product being purchased", and "Any other proof for availing loan". A checkbox is located to the right of the first document, "Declaration giving the estimated cost with break up". A callout box with an arrow points to this checkbox, containing the text: "Tick to confirm having submitted the required documents". At the bottom of the page, there are links for "Loan Application" and "Loan Documents Required". The taskbar at the bottom shows the Start button and several open applications: HRMS PEOPLESFT - Mic..., Loan Application Othe..., New Page 2 - Microsoft I..., Search - Microsoft Intern..., and about:blank - Microsoft I... The system clock shows 4:10 PM.

CLEAN OVERDRAFT

For clean OD, the application page will be as under wherein the Applicant staff member will fill up the required details and click SAVE and COMPLETE button to submit the application to the Sanctioning Authority.

Loan Application Others - Microsoft Internet Explorer

Address: http://172.31.1.137:91/psp/psdev/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_(GBL).UBI_LOAN_APPL_OTH.GBL

PeopleSoft®

Home | Worklist | Add to Favorites | Sign out

New Window | Help

Loan Application

EmplID: 99342	Name: LAL CHAND SHARMA
Job Code: 304 PERSONNEL OFFICER	Location: 54403 JAIPUR - REGIONAL OFFICE
Hire Date: 07/11/1977	Date of Birth: 27/09/1945 Retire Dt: 30/09/2009
Address 1: HOUSE NO. 71/101	Address 2: SECTOR 7
Address 3: NEAR KENDRIYA VIDYALAYA NO. 5	Address 4: MANSAROVAR COLONY
City: JAIPUR	State: Rajasthan PIN: 302001

Loan Type: Clean Over Draft

'Requested Amount':

'Loan Code':

Purpose:

Name of the nominee for PF:

Nominee Name for Gratuity:

SAVE **COMPLETE**

Fill up the requested amount

Mention purpose of overdraft

Click SAVE and COMPLETE button

Done

Start | HRMS PEOPLESFT - Mic... | Loan Application Othe... | New Page 2 - Microsoft I... | Search - Microsoft Intern... | about:blank - Microsoft I... | Local intranet | 4:17 PM

COMPUTER LOAN

For computer loan, the Applicant staff member will get the following application screen where he is required to furnish the details and click SAVE and COMPLETE button to submit the application to the Sanctioning Authority.

PeopleSoft.

Home | Worklist | Add to Favorites | Sign out

Loan Application | Loan Documents Required

EmplID: 99342	Name: LAL CHAND SHARMA
Job Code: 304 PERSONNEL OFFICER	Location: 54403 JAIPUR - REGIONAL OFFICE
Hire Date: 07/11/1977	Date of Birth: 27/09/1945 Retire Dt 30/09/2005
Address 1: HOUSE NO. 71/101	Address 2: SECTOR 7
Address 3: NEAR KENDRIYA VIDYALAYA NO. 5	Address 4: MANSAROVAR COLONY
City: JAIPUR	State: Rajasthan PIN 302020

Loan Type: Computer Loan	Loan Code: <input type="text"/>
Requested Amount: <input type="text"/>	Purpose: <input type="text"/>
Make: <input type="text"/>	Estimated Cost Computer: <input type="text"/>
Model: <input type="text"/>	Printer: <input type="text"/>

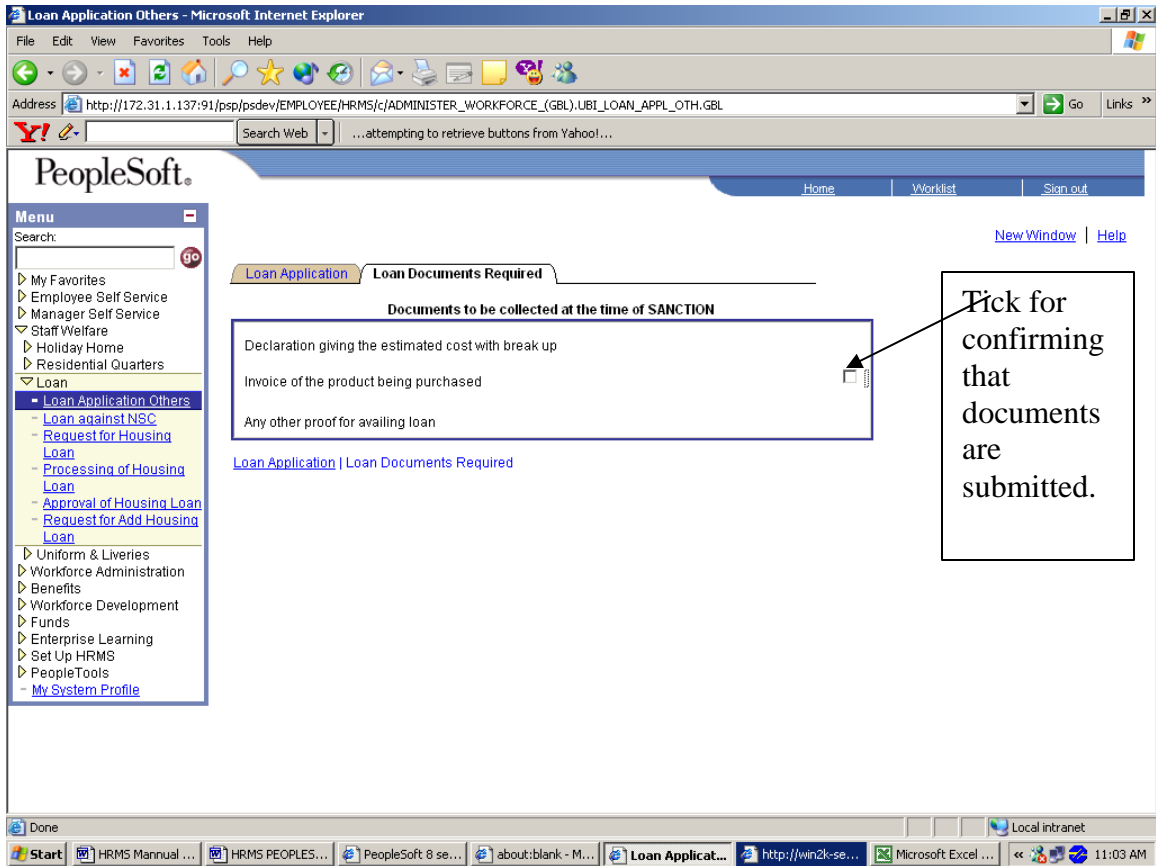
SAVE **COMPLETE**

[Loan Application](#) | [Loan Documents Required](#)

Task Instructions:

- Fill up Requested amount
- Purpose
- Make
- Model
- Estimated Cost of Computer/Printer
- Click SAVE and COMPLETE button

Along with loan application, the Staff member is required to give loan Documents which are visible on the screen after clicking column “Loan documents Required”.



CONVEYANCE LOAN

For conveyance loan, the Staff Member will get the following screen where he is required to furnish the details and click **SAVE AND COMPLETE** button to send the application to the Sanctioning Authority.

PeopleSoft

Menu
 ▾ Loan
 ▾ Loan Application Others
 - Loan against NSC
 - Request for Housing Loan
 - Processing of Housing Loan
 - Approval of Housing Loan
 - Request for Add Housing Loan
 - Processing of Add Housing Loan
 - Approval of Add Housing Loan
 - Disbursement of Loan
 - Loan EMI Deduction
 - Maintain Prepayments
 ▸ Uniform & Liveries
 ▸ Workforce Administration
 ▸ Benefits
 ▸ Compensation
 ▸ Global Payroll
 ▸ Workforce Development
 ▸ Funds
 ▸ UBI Funds
 ▸ Organizational Development
 ▸ Enterprise Learning
 ▸ Workforce Monitoring
 ▸ Set Up HRMS
 ▸ Worklist
 ▸ Tree Manager
 ▸ Reporting Tools
 ▸ PeopleTools
 ▸ Change My Password

Loan Application | **Loan Documents Required**

EmpID: 99342 Name: LAL CHAND SHARMA
 Job Code: 304 PERSONNEL OFFICER Location: 530719 CHANDNI CHOWK - NEW DELHI
 Hire Date: 07/11/1977 Date of Birth: 27/09/1945 Retire Dt: 30/09/2020
 Address 1: HOUSE NO. 71/101 Address 2: SECTOR 7
 Address 3: NEAR KENDRIYA VIDYALAYA NO. 5 Address 4: MANSAROVAR COLONY
 City: JAIPUR State: Rajasthan PIN: 302020

Loan Type: Conveyance Loan Loan Code:
 Requested Amount: Purpose:

Make: Make Year: Fitness Certificate: ☐
 Model: Conveyance Loan Available Earlier: ☐
 Estimated Cost: Bank permission to sell obtain: ☐
 Outstanding Amount: Sale Amount: 0.00 Sale Proceed Deposited: ☐
 Advance paid to vendor: ☐

SAVE **COMPLETE**

Loan Application | Loan Documents Required

The Staff Member has to select the appropriate loan code by clicking loan Look up button . The details of loan codes are as under.

- FOUR- Conveyance loan for 4 wheelers
- REPR- Repairs of Motor Car/ muv
- SHFW- Second hand four wheeler
- SHTW- Second hand two wheeler
- TWO- Conveyance loan for two wheeler

The Staff Member has to click the column “Loan Documents Required” for submitting the loan documents

Loan Application Others - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address [http://172.31.1.137:91/psdev/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_\(GBL\).UBL_LOAN_APPL_OTH.GBL](http://172.31.1.137:91/psdev/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_(GBL).UBL_LOAN_APPL_OTH.GBL) Go Links »

Search Web ...attempting to retrieve buttons from Yahoo!...

PeopleSoft. Home Worklist Add to Favorites Sign out

[New Window](#) | [Help](#)

Loan Application **Loan Documents Required**

Documents to be collected at the time of SANCTION

Loan Application in the prescribed format to the appropriate Sanctioning Authority	<input type="checkbox"/>
Quotation/Performa Invoice of the new vehicle from the Dealer	<input type="checkbox"/>
Offer Letter from the Vendor/Seller of the vehicle mentioning the price of the vehicle and terms and conditions, if any, in respect of a second hand vehicle not more than 10 years old, in case of Motor Cars/MUVs and 5 years in case of other vehicles	<input type="checkbox"/>
Fitness Certificate from an Automobile Engineer and a Valuation Certificate from an approved Valuer respectively, in respect of the second hand vehicle	<input type="checkbox"/>
Stamped Receipt in respect of margin money directly paid to the Vendor/Dealer	<input type="checkbox"/>

[Loan Application](#) | [Loan Documents Required](#)

Done Local intranet

Start New Page 2 - Microsoft I... Loan Application Othe... HRMS PEOPLESFT - Mic... 12:20 PM

Tick to confirm the submission of all required documents

PERSONAL LOAN

For Personal loan, the Staff Member will get the following application page where he will furnish the required information and will click SAVE and COMPLETE button to submit the application to the Sanctioning Authority.

Loan Application Others - Microsoft Internet Explorer

Address: [http://172.31.1.137:91/psp/psdev/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_\(GBL\).UBI_LOAN_APPL_OTH.GBL](http://172.31.1.137:91/psp/psdev/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_(GBL).UBI_LOAN_APPL_OTH.GBL)

PeopleSoft.

Home | Worklist | Add to Favorites | Sign out

[New Window](#) | [Help](#)

Loan Application | **Loan Documents Required**

EmpID: 99342	Name: LAL CHAND SHARMA
Job Code: 304 PERSONNEL OFFICER	Location: 530719 CHANDNI CHOWK - NEW DELHI
Hire Date: 07/11/1977	Date of Birth: 27/09/1945 Retire Dt: 30/09/2005
Address 1: HOUSE NO. 71/101	Address 2: SECTOR 7
Address 3: NEAR KENDRIYA VIDYALAYA NO. 5	Address 4: MANSAROVAR COLONY
City: JAIPUR	State: Rajasthan PIN: 302020

Loan Type: Personal Loan	'Loan Code: <input type="text"/>
'Requested Amount: <input type="text"/>	Purpose: <input type="text"/>

SAVE **COMPLETE**

[Loan Application](#) | [Loan Documents Required](#)

Furnish required details

Click SAVE and COMPLETE button

Done | Local intranet | 12:29 PM

Click the column “Loan Documents Required” for submitting the required loan documents for personal loans.

Loan Application Others - Microsoft Internet Explorer

Address: [http://172.31.1.137:91/psdev/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_\(GBL\).UBI_LOAN_APPL_OTH.GBL](http://172.31.1.137:91/psdev/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_(GBL).UBI_LOAN_APPL_OTH.GBL)

PeopleSoft®

Home | Worklist | Add to Favorites | Sign out

[New Window](#) | [Help](#)

Loan Documents Required

Documents to be collected at the time of SANCTION

Declaration giving the estimated cost with break up	<input type="checkbox"/>
Invoice of the product being purchased	<input type="checkbox"/>
Any other proof for availing loan	<input type="checkbox"/>

[Loan Application](#) | [Loan Documents Required](#)

Tick to confirm the submission of required loan documents

Done

Start | New Page 2 - Microsoft I... | Loan Application Othe... | HRMS PEOPLESOFT - Mic...

Local intranet

12:38 PM

NSC LOANS

For availing NSC loan, the Staff Member has to navigate through

Employee Self Service > Loan > Apply for Loan against NSC

After clicking Loan against NSC, the Staff Member will furnish the required details under "Add a new value" column to get the relevant page of loan against NSC.

PeopleSoft®

Home | Worklist | Add to Favorites | Sign out

Menu

- Loan
 - Loan Application Others
 - Loan against NSC
 - Request for Housing Loan
 - Processing of Housing Loan
 - Approval of Housing Loan
 - Request for Add Housing Loan
 - Processing of Add Housing Loan
 - Approval of Add Housing Loan
 - Disbursement of Loan
 - Loan EMI Deduction
 - Maintain Prepayments
 - Uniform & Liveries
 - Workforce Administration
 - Benefits
 - Compensation
 - Global Payroll
 - Workforce Development
 - Funds
 - UBI Funds
 - Organizational Development
 - Enterprise Learning
 - Workforce Monitoring
 - Set Up HRMS
 - Worklist
 - Tree Manager
 - Reporting Tools
 - PeopleTools
 - Change My Password

Loan against NSC

Find an Existing Value | Add a New Value

EmpID:

Loan Type: NSC Loan

Loan Code:

Loan Number:

Effective Date:

Add

Find an Existing Value | Add a New Value

Enter EmpID

Loan Code

Date of application

Click Add button

Done

Local intranet

Start | Loan against NSC - MI... | HRMS PEOPLESFT - Mic... | 1:05 PM

Loan codes under NSC loan are set up on the basis of Date of Purchase of NSCs.

The Staff Member has to select the appropriate code by clicking loan code in the above page

Loan against NSC - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address [http://172.31.1.137:91/psdev/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_\(GBL\).UBI_LN_NSC_COMP.GBL](http://172.31.1.137:91/psdev/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_(GBL).UBI_LN_NSC_COMP.GBL) Go Links »

Search Web ...attempting to retrieve buttons from Yahoo!...

PeopleSoft.

Home Worklist Add to Favorites Sign out

New Window Help

Look Up Loan Code

Loan Type: NSC Loan

Loan Code: begins with

Effective Date: = 09/07/2004

Look Up Clear Cancel Basic Lookup

Search Results

View All First 1-4 of 4 Last

Loan Code	Effective Date
NSC1	01/01/1919
NSC2	01/01/1919
NSC3	01/01/1919
NSC4	01/01/1919

Done Local intranet

Start Loan against NSC - Mi... HRMS PEOPLESFT - Mic... 1:18 PM

After furnishing the required details under column "Add a new value" the Staff Member will get NSC loan application page as under where he has to submit the required details.

Loan against NSC - Microsoft Internet Explorer

Address: [http://172.31.1.137:91/psp/psdev/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_\(GBL\).UBI_LN_NSC_COMP.GBL](http://172.31.1.137:91/psp/psdev/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_(GBL).UBI_LN_NSC_COMP.GBL)

PeopleSoft. Home | Worklist | Add to Favorites | Sign out

[New Window](#) | [Help](#)

Ubi Ln Nsc Appl

EmpID: 99342 Name: LAL CHAND SHARMA
 Job Code: 304 PERSONNEL OFFICER Location: 54403 JAIPUR - REGIONAL OFFICE
 Hire Date: 07/11/1977 Date of Birth: 27/09/1945 Retire Dt: 30/09/2005
 Address 1: HOUSE NO. 71/101 Address 2: SECTOR 7
 Address 3: NEAR KENDRIYA VIDYALAYA NO. 5 Address 4: MANSAROVAR COLONY
 City: JAIPUR State: Rajasthan PIN: 302020

Loan Details

Loan Code: NSC1 Loan Type: NSC Loan Effective Date: 09/07/2004
 Reason Code: Loan Number: Requested Amount: + -

NSC No.	Amount	Postal Code	Issue Date	Due Date	
1					+ -

Customize | Find | View All | First 1 of 1 Last

Sanctioned Amount:

Total amount: Loan amount to be credited to:

Bank ID: Bank Branch ID: Account type: Account Number: + -

Save Submit

Annotations:

- Furnish Reason
- Enter requested amount
- Enter NSC details. Use (+) and (-) button addition or deletion of details.
- Click save and Submit button
- Details of loan amount to be credited

PERFORMANCE MANAGEMENT

FILLING UP OF SELF APPRAISAL BY OFFICERS

The Officers have to submit their Annual Self-Appraisal Forms on line by navigating through:

Employee Self Service> Career Planning >Performance Management>Performance Appraisal forms

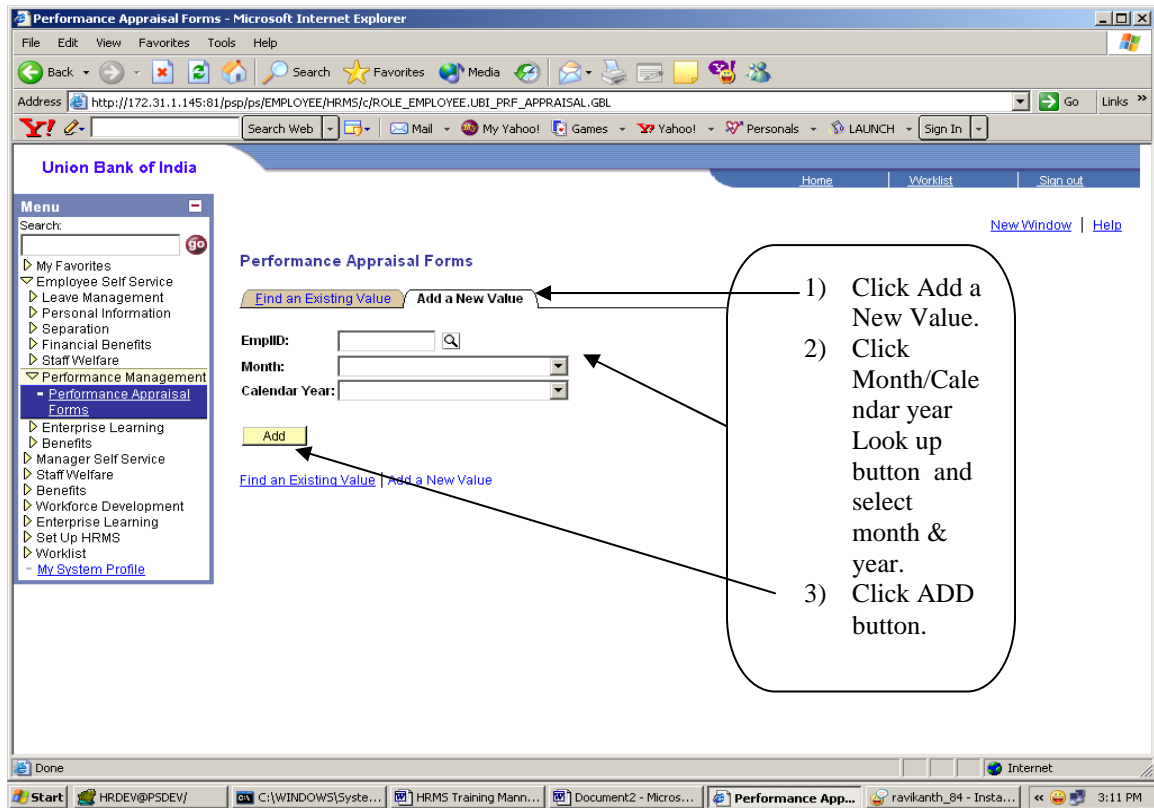
1) Click Employee self service

2) Career Planning

3) Click Performance Management

4) Click Performance Appraisal forms.

After above navigation, the Officer has to select month/ year of appraisal
As under.



After above navigation, the User will get the APA1, APA2 and APA5 to furnish the required details. In case of Operational Officers (Branch/Regional Heads), they will get two additional pages **APA-3 AND APA-9** to enter their business dimension details.

Union Bank of India

Home Worklist Sign out

New Window Help

APA 1 APA 2 APA 5

UNION BANK OF INDIA
Appraisal Report for the Annual Increment due in the month March 2003
Annual Performance Appraisal Form - 1

Branch ID: _____
Region Code: _____
Zone Code: _____

(A) PERSONAL DATA

Employee Id: 258495 Name of Officer: YECHURI JANARDHANA RAO
Date of Birth: 25/10/1956 AGE: 47 YEARS 8 MONTHS
Present Grade: _____ Since: 05-JUL-82

Educational Qualification _____
Position Regarding CAIB _____ Date of When Passed: _____
Professional Qualification _____

Current Assignment Personnel Administration Since: 21-MAY-04
Joined Bank on 05/07/1982 As STENOGRAPHER
Working under the reporting official since: 23-AUG-03
Belong to: _____

Disciplinary action, if any, initiated during the period under review (April-March of the Review year)
Customize | Find | View All | First | 1 of 3 | Last

Union Bank of India

(B) Previous Assignments :
Assignments covering preceding five years

Position	Grade	Location	Action Date	Duration (years)
1 STENOGRAPHER		VISAKHAPATNAM MAIN	19/12/1987	8.50
2 ASST. MANAGER			01/08/2003	0.08
3 ASST. MANAGER		CENTRAL OFFICE	23/08/2003	-0.50

Other Important Assignment held prior to above period

Position	Description	Grade	Short Description	Location Code	Location	Duration (years)
1						

Training Programmes Attended

Course Code	Course Start Date	Course End Date
1		

Major Health Problems If Any: BRONCHITIS/ARTHORITIS

Basic Pay: _____
POP Drawn, if any: _____
Date on which drawing maximum basic pay: _____

SAVE

Tick whether Operational or Non operational Appraisee.

If Assets & Liability statement is already submitted, submitted tick will automatically come and date of submission will automatically come

Enter the date since reporting to Reporting Official

The Staff Member has to click the Save

ONLY Branch/Regional/FGM Heads have to select Operational type

After clicking APA-2 on the top of the screen, the Staff Member will get the following screen of APA-2, wherein the Staff Member has to fill and complete his self review in all six columns. Subsequently the Staff Member may save the data by clicking SAVE button.

Union Bank of India

Home Worklist Sign out

New Window Help

Menu

Search:

My Favorites

Employee Self Service

Leave Management

Personal Information

Separation

Financial Benefits

Staff Welfare

Performance Management

Performance Appraisal Forms

Enterprise Learning

Benefits

Manager Self Service

Staff Welfare

Benefits

Workforce Development

Enterprise Learning

Set Up HRMS

Worklist

My System Profile

APA 1 APA 2 APA 5

SELF APPRAISAL
(By appraisee)

APA 2

Name of the Officer: YECHURI JANARDHANA RAO Employee Id: 258495

1) Highlights of my performance during the year are as under

2) Areas in which I feel I have not done well as under

3) Constraints faced

4) What according to me would enable me to perform better

5) Any outstanding performance outside the bank (Assigned by the Bank)

6) Hindi Correspondence

Date: 23/06/2004 Signature :

SAVE

After clicking APA-5, the Staff Member will get the following screen, wherein he/she has to fill the particulars of his/her column “**Key Responsibility Areas**”. The Staff Member may add more information/description in the column by go on clicking (+) button. If the Staff Member intends to cancel any information/description, he/she may press (-) button for deletion. Thereafter the Staff Member has to click SAVE button for saving the information he has furnished.

After clicking APA-5, the staff member will get the following screen, wherein she/he has to fill the particulars of her/his column “Key Responsibility Areas”. The staff member may add more information/description in the column by go on clicking (+) button. If the staff member intends to cancel any information/description, he/she may press (-) button for deletion. Thereafter the staff member has to SAVE button for saving the information he has furnished.

Union Bank of India

Home | Worklist | Sign out

New Window | Help

Menu

Search:

- My Favorites
- Employee Self Service
- Leave Management
- Personal Information
- Separation
- Financial Benefits
- Staff Welfare
- Performance Management
 - Performance Appraisal
 - Forms
 - Enterprise Learning
 - Benefits
 - Manager Self Service
 - Staff Welfare
 - Benefits
 - Workforce Development
 - Enterprise Learning
 - Set Up HRMS
 - Worklist
 - My System Profile

APA 1 | APA 2 | **APA 5**

KEY RESPONSIBILITY AREAS FOR NON OPERATIONAL ASSIGNMENTS (By appraiser) APA 5

Name of Officer: YECHURI JANARDHANA RAO Employee Id: 258495

Key Responsible Areas will inter alia include the primary responsibility/ies assigned to the appraisee

Key Responsibility Areas (Description of tasks/goals)
1

Customize | Find | View All | First | 1 of 1 | Last

SAVE

COMPLETE

Notify Add Update/Display Include History Correct History

APA 1 | APA 2 | APA 5

Officers can view the status of their Appraisal report which will be **Saved** on submission, **Appraised** on completion of appraisal and **Reviewed** on completion of review

After having satisfied that all required details/information in APA-1, APA-2 & APA-5 are furnished, he will finally click **COMPLETE** button for sending his Appraisal Report to his Appraiser for appraisal. Once the **COMPLETE** button is clicked, the Staff Member cannot make any changes/alterations in the details already furnished and the information so furnished is final. As regards the Business dimensions information for “OPERATIONAL” officers, they will get additional APA-3 AND APA-9 pages to submit business figures. After selecting operational, it is necessary to fill up APA-3 and APA-9 pages before clicking **COMPLETE** button on APA-5.

REIMBURSEMENT OF CONVEYANCE/PETROL EXPENSES TO OFFICERS

The Officer employee who is applying online for reimbursement of conveyance/petrol expenses is required to navigate through

Employee Self Service > Conveyance > Conveyance Reimbursement

Conveyance Reimbursement - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address [http://172.31.0.189:8888/psp/ubshr/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_\(GBL\).UBI_CO_DEC_USER_C.GBL](http://172.31.0.189:8888/psp/ubshr/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_(GBL).UBI_CO_DEC_USER_C.GBL) Go Links »

Union Bank of India

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Conveyance Declaration

Find an Existing Value Add a New Value

EmpID: 251680

Effective Sequence: 0

Month: 01 January

Year: 2004

Add

Find an Existing Value Add a New Value

Select the month and year for which conveyance/petrol bills reimbursement is being claimed

Click ADD button

In case application is once rejected and Employee concerned is reapplying, please select some other month and then select month for which reapplying so that Effective Sequence becomes 1 and thereafter Click Add button.

Done Local intranet

Start PeopleSoft 8 se... PeopleSoft 8 se... Conveyance R... Document1 - Mi... 1:00 PM

After selecting the month and year for reimbursement of Conveyance / petrol expenses as above, the Officer will get the following application page to fill in the required details.

Conveyance Reimbursement - Microsoft Internet Explorer

Address: [http://172.31.0.189:8888/psp/ubih/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_\(GBL\).UBI_CO_DEC_USER_C.GBL](http://172.31.0.189:8888/psp/ubih/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_(GBL).UBI_CO_DEC_USER_C.GBL)

Union Bank of India

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Ubi Co Decl P

EmplID: 251680 PARAB, BHAGAWAN VITTHAL Appln. Date: 23/02/2005 Appln. N...

Job Details		Bank Details	
Job Code: 499	MANAGER	Account Number: 75041	
Scale: 7	SCALE 2 OFFICER	Branch ID: 537888	
Location: 100000	CENTRAL OFFICE		
Designation: MANAGER	Basic: 13900.00		

I have incurred conveyance ☐ Petrol Expenses of Rs. ☒ Non Petrol Expenses

(Rupees)

Only) during the period 01/02/2004 to 29/02/2004 . Further I confirm that :

- ☐ I am the owner of (make) vehicle bearing Registration no. . The average mileage given by my vehicle is Kms .
- ☒ I do not own any vehicle.
- ☐ I have not debited any amount on account of local conveyance expenses incurred by me to the "Conveyance Charges Account" except for journey beyond 8 Kms.

☐ I have not drawn any amount towards Conveyance Expenses incurred by me to the debit of Bank's Clients Account

Local intranet

Start | PeopleSoft 8 se... | PeopleSoft 8 se... | Conveyance R... | Document1 - Mi... | 1:09 PM

If Officer is claiming conveyance expenses on declaration basis, he has to tick the Radio button against *Non Petrol Expenses* & enter the amount he is entitled to

If Officer is claiming reimbursement of petrol bills., he has to click the Radio button against *petrol expenses* and then click *petrol expenses* to enter the details

(The remaining portion of the application is furnished below.)

Conveyance Reimbursement - Microsoft Internet Explorer

Address: http://172.31.0.189:8888/psp/ub/hr/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_(GBL)_LBI_CO

PeopleSoft.

The average mileage given by my vehicle is Kms.

2. ☒ I do not own any vehicle.

3. ☐ I have not debited any amount on account of local conveyance expenses incurred by me to the "Conveyance Charges Account" except for journey beyond 8 Kms.

4. ☐ I have not drawn any amount towards Conveyance Expenses incurred by me to the debit of Bank's C

5. ☐ The above expenses have been actually incurred by me for journeys undertaken in connection with

6. ☐ I was on PL/SLLOP/Spl. Leave/ML for 1 days [Leave Details](#)

7. ☐ I was on Deputation/training for 0 days [Training Details](#)

Additional Details

☐ Bills Submitted ☒ Bills Approved

I, Therefore, request you to reimburse the above conveyance expenses, at the earliest

Amount Approved: 0.00 Amount Sanctioned: 0.00

Eligible Amount:

Area Type: 'A' Cla

Save SUBMIT

Approved by:

Sanction by:

Save Date:

Approved Date:

Sanction Date:

Status: SAVED Approver: 38261 Sanctioner: 45502

Start 6 Microsoft W... Conveyance R... Performance Ap... PARAB

Officer employee is also required to tick the relevant declarations applicable in his case

The details of leave/training undergone during the month can be viewed by clicking Leave Details/Training details

User Can furnish Additional Details regarding his leave

In case Officer is claiming petrol bill, he has to tick the column **Bills Submitted** Select Area type as applicable to the branch/Office.

After entering all required details , Officer has to click **SAVE** button to save the application and **SUBMIT** button to send the application to the Approving Authority

After clicking the petrol expenses heading in the above application, the Officer claiming petrol bill reimbursement will get the following page to enter the petrol bills details

Conveyance Reimbursement - Microsoft Internet Explorer

Address: http://172.31.0.178:7777/psp/pshrdev/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_(GBL).UBI_CO_DEC_USER_C.GBL

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- Payroll Interface
- Workforce Development
- Organizational Development
- Enterprise Learning
- Workforce Monitoring
- Pension
- Partners
- Catalog Management
- Set Up HRMS
- Enterprise Components
- Application Diagnostics

EmplID: 251680 PARAB,BHAGAWAN VITTHAL Appl. Date: 23/02/2005 Appl. no.: 0

Bill Details

*BILL NO	*BILL DATE	Number Of Litres	Amount Claimed	Amount Approved	Amount Sanctioned
1 123	01/01/2005	100.00	2000.00	0.00	0.00
2 45	10/01/2005	23.00	1000.00	0.00	0.00

Total Number Of Litres: 123.00 Bills

OK Cancel

Enter petrol bills details .Use + button to add bills.

Click OK button and go to above application to click SAVE button to send the application to the Approving Authority

Done Local intranet

Start User Manual-R - ... Conveyance R...

4:44 PM

REIMBURSEMENT OF NEWSPAPER EXPENSES

The Employee who wishes to apply online for reimbursement of newspaper expenses , has to navigate through

Employee Self Service >Newspaper > Newspaper/ Periodical/ Journal

Union Bank of India

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

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Financial Newspaper

[Find an Existing Value](#) [Add a New Value](#)

EmpID:

Calendar Year:

Month:

Effective Sequence:

[Find an Existing Value](#) | [Add a New Value](#)

Click Add a New Value

Select Year/month for which reimbursement is being claimed

Click ADD button

Local intranet

Start | Newspaper/P... | USER MANUAL ... | 10:47 AM

After clicking Add button on the above page, the User will get the following application page to fill in the required details

PeopleSoft®

Reimbursement of Subscription to Newspaper

Employee Details

EmpID: 251680 Name: PARAB,BHAGAWAN VITTHAL
 Designation: MANAGER Branch: CENTRAL OFFICE
 Department: Planning & Support Services Region: Central Office

Calendar Year: 2005 Month: January

News paper/Periodical/Journal Details

Name of the Newspaper/Periodical/Journals	Amount	Bill no	Bill date
1			

Document Details

Newspaper bills enclosed ☐ Total Amount claimed:

Application Date:

Save Entered By: Designation: Date:

Once application is approved by the Sanctioning Authority, the Applicant can view the sanctioned application in his worklist.

ENTERTAINMENT EXPENSES(on Declaration basis)

The Officer who wishes to apply online for reimbursement of entertainment expenses on declaration basis upto 50 % of his entitlement has to navigate through.

Employee self Service > Entertainment Expenses > Declaration of Entertainment Expenses

The screenshot shows a web browser window titled "Declaration of Ent Expenses - Microsoft Internet Explorer". The address bar shows the URL: [http://172.31.0.189:8888/psp/ubshr/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_\(GBL\).UBI_ENT_EXP_DECL.GBL](http://172.31.0.189:8888/psp/ubshr/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_(GBL).UBI_ENT_EXP_DECL.GBL). The page header includes the "Union Bank of India" logo and navigation links for "Home" and "Worklist". A left-hand menu lists various services, with "Entertainment Expenses" expanded to show "Declaration of Ent Expenses" and "Reimbursement of Ent Expenses". The main content area is titled "Ent Expenses Declaration" and contains the following elements:

- Buttons: "Find an Existing Value" and "Add a New Value".
- Form fields: "EmpID:" with the value "251680" and "Application Date:" with the value "25/03/2005".
- Buttons: "Add" and "Find an Existing Value | Add a New Value".

A callout box on the right side of the form provides instructions:

- "Click Add a New Value" (pointing to the "Add a New Value" button).
- "Enter Application date" (pointing to the "Application Date" field).
- "Click ADD button" (pointing to the "Add" button).

The annual entitlement for entertainment expenses for Officers starts from 1st April and ends on 31st march every year .If the Officer employee wishes to apply for entitlement of last year ending on 31st March in April, he has to enter application date as 31st March only in the above page..

After above navigation, the Officer employee will get the following application page to enter the required details

Declaration of Ent Expenses - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address [http://172.31.0.178:7777/psp/pshrdev/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_\(GBL\).UBI_ENT_EXP_DECL.GBL](http://172.31.0.178:7777/psp/pshrdev/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_(GBL).UBI_ENT_EXP_DECL.GBL) Go Links

PeopleSoft

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- Global Payroll
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Ent Expense Declaration

EmpID 251680 Name PARAB, BHAGAWAN VITTHAL

Designation MANAGER Branch CENTRAL OFFICE

Department Human Resource Management Region Central Office

Basic Pay 13900.00 Eligibility Amount 0.00

Total amount claimed to date 0.00 Balance Amount 0.00

I have incurred Entertainment expenses of Rs.

(Rupees Only for the period from to I submit the bills ☐ / Receipts ☒

Which have been incurred by me but I have not produced the Bill / Receipts for it.

Besides this I also declare that in the current Financial Year my total reimbursement will not exceed

After approval kindly credit the amount in my S.B account No. 75041 with 537896

Place:

Date: 26/02/2005

Enter the amount claimed on declaration basis

Enter the period during which exp. were incurred

Click SAVE button to save the application and click SUBMIT button to send the application to Approving Authority

Once the claim is approved by the Sanctioning Authority, the User can view the sanctioned application in his worklist

REIMBURSEMENT OF ENTERTAINMENT EXPENSES

The Officer who wishes to apply online for reimbursement of entertainment expenses on production of bills/receipts basis, has to navigate through.

Employee Self Service > Entertainment Expenses > Reimbursement of Entertainment Expenses.

The screenshot shows the 'Ent Expense Reimbursement' page in the Union Bank of India Employee Self Service portal. The page has a left-hand menu with various options, including 'Entertainment Expenses' and 'Reimbursement of Ent Expenses'. The main content area contains the 'Ent Expense Reimbursement' form. The form has two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is selected. Below the tabs, there are input fields for 'EmpID' (251680) and 'Application Date' (25/03/2005). Below these fields is a yellow 'Add' button. A callout box with arrows points to the 'Add a New Value' tab, the 'Application Date' field, and the 'Add' button, with the following instructions: 'Click Add a New Value', 'Enter application date', and 'Click ADD button'.

The annual entitlement for entertainment expenses for Officers starts from 1st April and ends on 31st March every year. If the Officer employee wishes to apply for entitlement of last year ending on 31st March in April, he has to enter application date as 31st March only in the above page..

After clicking ADD button in the above page, the User will get following application page to fill in the required details

Reimbursement of Ent Expenses - Microsoft Internet Explorer

Address http://172.31.0.178:7777/psp/pshrdev/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_(GBL).UBI_ENT_EXP_REIM.GBL

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- Payroll Interface

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

EmpID 251680 Name PARAB,BHAGAWAN VITTHAL
 Designation MANAGER Branch CENTRAL OFFICE
 Department Human Resource Management Region Central Office

Basic Pay 13900.00 Eligibility Amount 0.00
 Total Amount claimed to date 0.00 Balance Amount 0.00

Reimbursement Bill wise details

Bill No.	Bill Date	Description	Bill Amount
1			0.00

Total Amount Claimed:

Status: Entering

Place

Date 26/02/2005

SAVE Saved B

APPROVAL Approved By:

SUBMIT

Designation

Designation:

Enter Bills details

Use + and - button to add or delete the bills details

Enter the place

Click SAVE button to save the application and click SUBMIT button to send the application to the Approving Authority

Investment Declaration for deduction of appropriate TDS from salary

The Staff who wishes to submit online annual investment declaration of his investment plan has to navigate through.

Employee Self Service > Investment Declaration > Investment Decl Main page

Investment Decl Main Page - Microsoft Internet Explorer

Address: [http://unionparivar.com:8080/ps/ps/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_\(GBL\).UBI_TAX_DECL.GBL](http://unionparivar.com:8080/ps/ps/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_(GBL).UBI_TAX_DECL.GBL)

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UBI_TAX_DECL

[Find an Existing Value](#) [Add a New Value](#)

EmpID:

Start Date:

Period End Date:

[Add](#)

[Find an Existing Value](#) | [Add a New Value](#)

Click add a new value

Enter start date of current F. Y.

Enter end date of current F. Y.

Click ADD button

javascript:submitAction_win0(document.win0,'#ICSwitchMode');

Local intranet

start | Shortcut to ILINKWEB | NEW RECRUITIES - E... | user guidelines - Micr... | Investment Decl Main... | Links >> | 6:26 PM

After above navigation, the User will get the following page to give his declaration regarding his proposed tax saving investment in the month of April/May every year. As per practice, the proposed investment declaration given by the staff members is deleted in the first week of December and Users are required to give declaration of actual investment made in the month of December and January in the following same page and show the proof of investment to their Approvers.

Investment Decl Main Page - Microsoft Internet Explorer

Address: [http://unionparivar.com:8080/ps/ps/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_\(GBL\).UBL_TAX_DECL.GBL](http://unionparivar.com:8080/ps/ps/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_(GBL).UBL_TAX_DECL.GBL)

Union Bank of India

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Investment Declaration

UNION BANK OF INDIA

DECLARATION OF INVESTMENT FOR FINANCIAL YEAR 2010-2011

Personal Info

Name	PARAB BHAGAWAN VITTHAL	P.F. No.	251680
Designation	SENIOR MANAGER	PAN No	ADJPP1294P

Investment Summary

Investment/Deduction Claimed	Under Section	Amount Of Investment Proposed Deductions Claimed (Rs.)	
A Direct Payment of Life Insurance Premium #	80C	0.00	Click Here For LIC Declaration
B P.F. #	80C	500.00	(Maximum Limit 70000.00)
C NSC	80C	0.00	Click Here To Enter Value
D ELSS/MUTUAL FUND/ULIP/Notified Securities	80C	0.00	Click Here To Enter Tuition fee Details
E Tuition Fee For Children	80C	0.00	Click Here For Housing Loan Declaration
F Repayment Of principal Housing Loan *	80C	9517.00	Click Here To Enter Details
G Stamp Duty/Registration Fees & Other Expenses	80C	0.00	
H Bank Deposits (Only Tax Saver Schemes)	80C	0.00	
I Subscription To Pension Fund	80CCC	9580.00	

Done Local intranet

start Shortcut to ILINK.WEB NEW RECRUITIES - E... user guidelines - Mic... Investment Decl Main... Links 6:16 PM

REIMBURSEMENT OF CLEANING MATERIALS

The Officer employee who wishes to apply online for reimbursement of cleaning materials bills has to navigate

Employee Self Service > Cleaning Expenses

Cleaning Expenses - Microsoft Internet Explorer

Address: [http://172.31.0.189:8888/psp/ubih/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_\(GBL\).UBI_CL_CMP_FNP.GBL](http://172.31.0.189:8888/psp/ubih/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_(GBL).UBI_CL_CMP_FNP.GBL)

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Cleaning Expenses

[Find an Existing Value](#) | [Add a New Value](#)

EmpID:

Calendar Year:

Quarter Starting from Month:

Application No:

[Add](#)

[Find an Existing Value](#) | [Add a New Value](#)

Click Add a New Value

Select Calendar year and Quarter

Click ADD button

Done

Local intranet

Start | USER MANUAL ... | Cleaning Exp...

5:04 PM

After above navigation, the User will get the following application page to submit the required details

Union Bank of India

Reimbursement of Cleaning Materials

Employee Details

EmpID: 251680 Name: PARAB, BHAGAWAN VITTHAL
 Designation: MANAGER Branch: CENTRAL OFFICE
 Department: Human Resource Management Region: Central Office

Calendar Year: 2004 October-December Quarter

Cleaning Material Details Details

	Description of Cleaning Material	Bill no	Bill date	Amount Claimed
1	TESTING	12345	31/10/2004	300.00
2	TESTING	34567	30/11/2004	400.00
3	TESTING	567	31/12/2004	500.00

Cleaning Bill

Cleaning Material bill ☐ Total:

Date:

Save Entered By: Designation: Date:

Local intranet 5:28 PM

Enter details of cleaning materials

Enter bill nos

Bill dates should be pertaining to the quarter for which reimbursement is being claimed

confirm having submitted the cleaning material bills

Enter application date

Click SAVE button

REIMBURSEMENT OF BRIEFCASE BILL

The Officer employee who wishes to apply online for reimbursement of briefcase has to navigate through.

Employee Self Service > Briefcase Reimbursement

The screenshot shows a web browser window titled "Briefcase Reimbursement - Microsoft Internet Explorer". The address bar displays the URL: `http://172.31.0.189:8990/psp/ubih/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_(GBL).UBI_BRIEFCASE_APPL.GBL`. The page header includes the "Union Bank of India" logo and navigation links like "Home" and "Logout".

On the left is a "Menu" sidebar with a search bar and a tree view. The "Briefcase Reimbursement" option is selected. The main content area is titled "UBI_BRIEFCASE_APPL" and contains two tabs: "Find an Existing Value" and "Add a New Value". The "Add a New Value" tab is active.

Below the tabs is a form with the following fields:

- EmpID:
- Effective Sequence:
- Application Date:

Below the form is a yellow "Add" button. A callout box on the right side of the screen contains the following instructions:

- Click Add a New Value tab
- Click ADD button

At the bottom of the page, there is a footer with the text "Local intranet". The Windows taskbar at the very bottom shows the Start button and several open applications: "Inbox - Micro...", "INDIAN BANKS...", "Briefcase Rei...", "Calculator", and "Document1 - M...". The system clock shows "10:44 AM".

After above navigation, the Applicant Officer will get the following page to enter the details of his Briefcase reimbursement

Briefcase Reimbursement - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address [http://172.31.0.189:8990/psp/ubihar/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_\(GBL\).UBI_BRIEFCASE_APPL.GBL](http://172.31.0.189:8990/psp/ubihar/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_(GBL).UBI_BRIEFCASE_APPL.GBL) Go

Union Bank of India Home Worklist MultiChannel Console Add to Favorites Sign out

Ubi Bc Appl

EmpID	251680	Name	PARAB,BHAGAWAN VITTHAL
Scale	SCALE 2 OFFICER	Department	Human Resource Management
Location	CENTRAL OFFICE	Employee Basic	21660.00
Job Code	MANAGER	Account No.	0075041
State	Maharashtra	Bank Branch ID	537896

I have incurred an expenss of Rs. towards purchase of briefcase on* Bill No.

I request you to sanction the amount as per my eligibility vide staff circular No. 5175 dated 09/05/2005.

I hereby declare that I have not availed this facility for the past three years and I availed the same on 08/08/2006

I request you to reimburse the same at the earliest

Bills Submitted Amount Approved Amount Sanctioned Eligibility 900

SAVE **SUBMIT** **Saved by** **Saved Date**

APPROVE **DECLINE** **Approved by** **Approved date**

SANCTION **REJECT** **Sanctioned By** **Sanctioned Date**

Done

Start | Inbox - Microso... | INDIAN BANKS... | Briefcase Rei... | Calculator | Document1 - M... | 10:48 AM

UNIFORM AND LIVERIES ITEMS TO SUBORDINATE STAFF

A Subordinate Staff can view his uniform and liveries entitlement by navigating through.

Employee Self Service > Uniform and Liveries > Uniform and Liveries Register

Uniform and Liveries Register - Microsoft Internet Explorer

Address: [http://172.31.0.189:8990/psp/ubihhr/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_\(GBL\).UBI_UL_REGISTER.GBL](http://172.31.0.189:8990/psp/ubihhr/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_(GBL).UBI_UL_REGISTER.GBL)

Union Bank of India

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Uniform & Liveries Register

EmpID: 245387 MALGAVE, YESHWANT GUNAJI

Uniform and Liveries Register [Customize](#) | [Find](#) | [View All](#) | [First](#) | [1-4 of 4](#) | [Last](#)

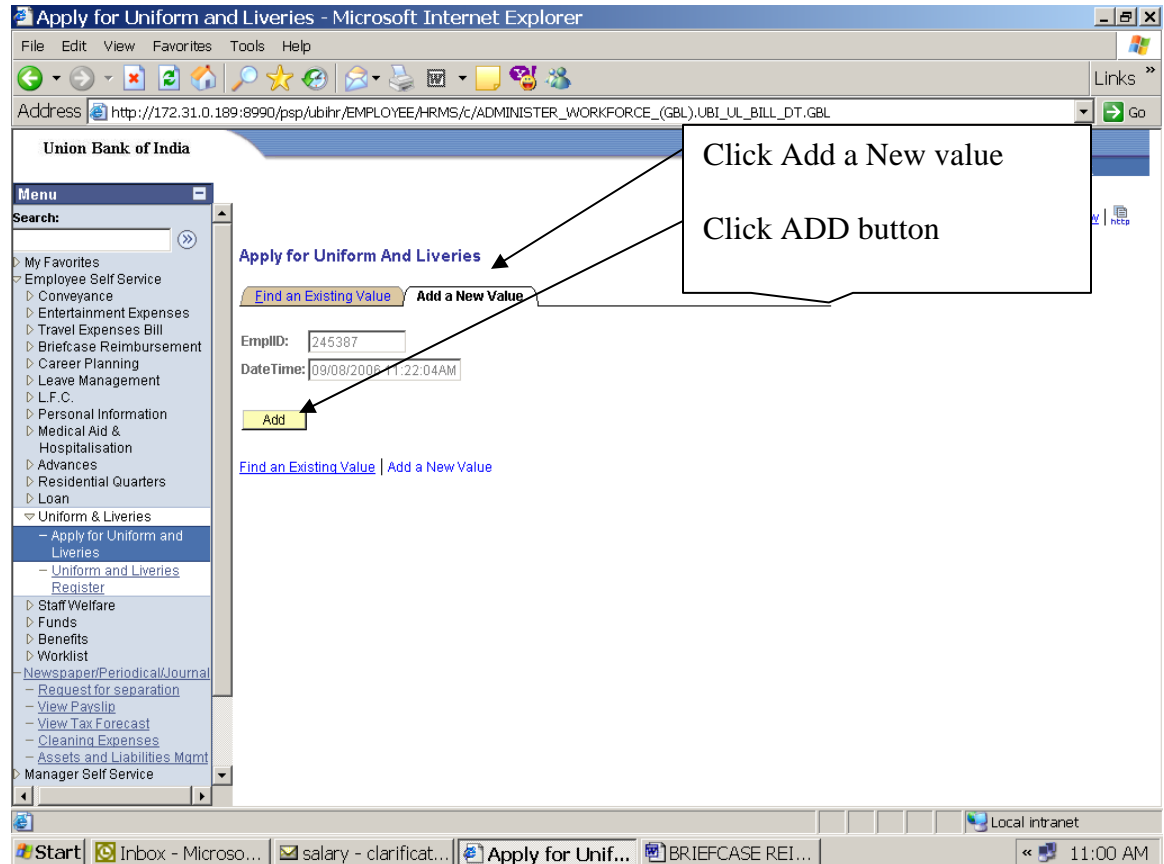
Uniform Code Number	Description	From	To	Availd	Sanction Date	Sanction Amount
1 4	Woolen Uniform	01/01/2009	31/12/2011	No		
2 1	Cotton Uniform	01/01/2008	31/12/2009	No		
3 6	Umbrella	01/01/2008	31/12/2009	No		
4 6	Umbrella	01/01/2006	31/12/2007	Yes	04/07/2006	150.00

[Save](#) [Return to Search](#) [Notify](#) [Update/Display](#) [Include History](#) [Correct History](#)

Start | [Inbox - Microso...](#) | [salary - clarificat...](#) | [Uniform and L...](#) | [BRIEFCASE REI...](#) | 10:58 AM

After viewing his entitlement, the Subordinate Staff can apply on line for reimbursement of cost of Uniform and Liveries by navigating through.

Employee Self Service > Uniform and Liveries > Apply for Uniform and Liveries



After above navigation, the applicant will get the following page to enter the details of reimbursement.

Apply for Uniform and Liveries - Microsoft Internet Explorer

Address: http://172.31.0.189:8990/psp/ubhr/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_(GBL).UBI_UL_BILL

Union Bank of India

Uniform and Liveries

EmpID	245387	Name	MALGAVE,YESHWANT GUNAJI
Scale	SS FT	Department	Personnel Administration
Location	CENTRAL OFFICE	Employee Basic	8370.00
Job Code	DAFTARY	Account No.	0010785
State	Maharashtra	Bank Branch ID	537896

Application DateTime: 09/08/06 11:22:04AM Workflow Status: ☐ Driver for ED / MD

Peon or Driver (Job Code 818): Others

▼ Bill Details

*Uniform Code	Description	*Vendor Name	*Bill Date	*No. of Sets of Uniform	Saved Amount	Approved Amount	Sanctioned Amount
1						0.00	0.00

Saved Amount: 0.00 Approved Amount: 0.00 Sanctioned Amount: 0.00

▼ Workflow Status

Save	Submit	245387	MALGAVE,YESHWANT GUNAJI	Date
Approve	Decline	147359	DESAI,DILIP MAHADEO	Date

Done Local intranet Start Inbox - Microso... salary - clarificat... Apply for Unif... BRIEFCASE REI... 11:01 AM

Select Uniform and Liveries item

Enter Vendor Name

Enter Bill date

Enter no of Sets of Uniform

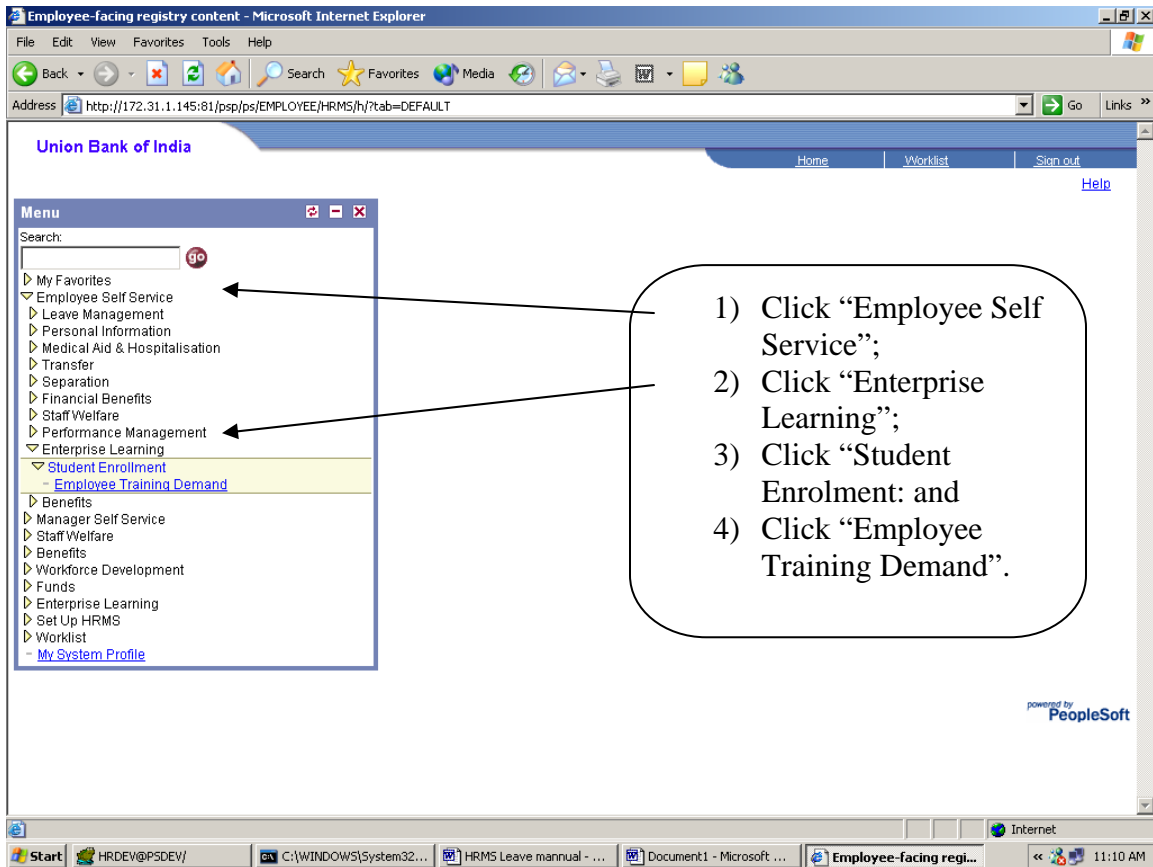
Enter amount claimed

Click Save & Submit button

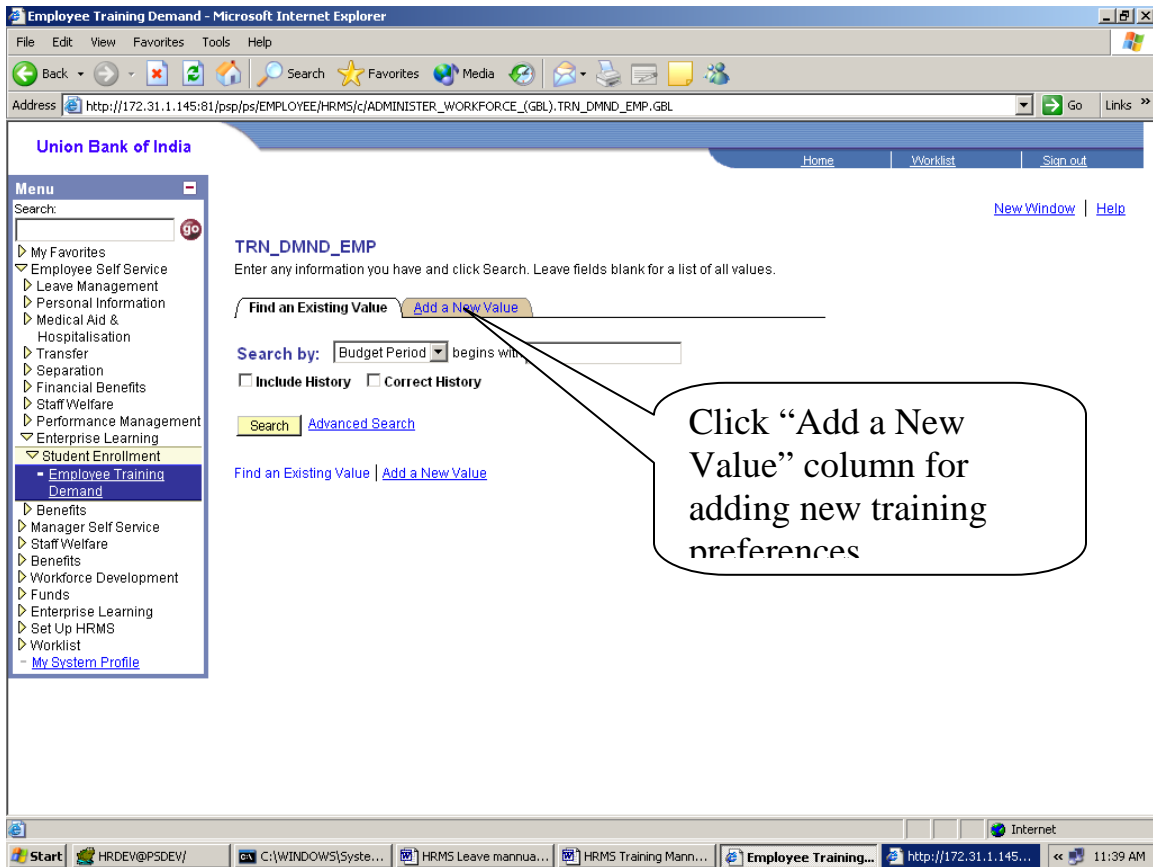
TRAINING – STUDENT ENROLMENT

The Staff Member who intends to register his/her Training demand, has to navigate through :

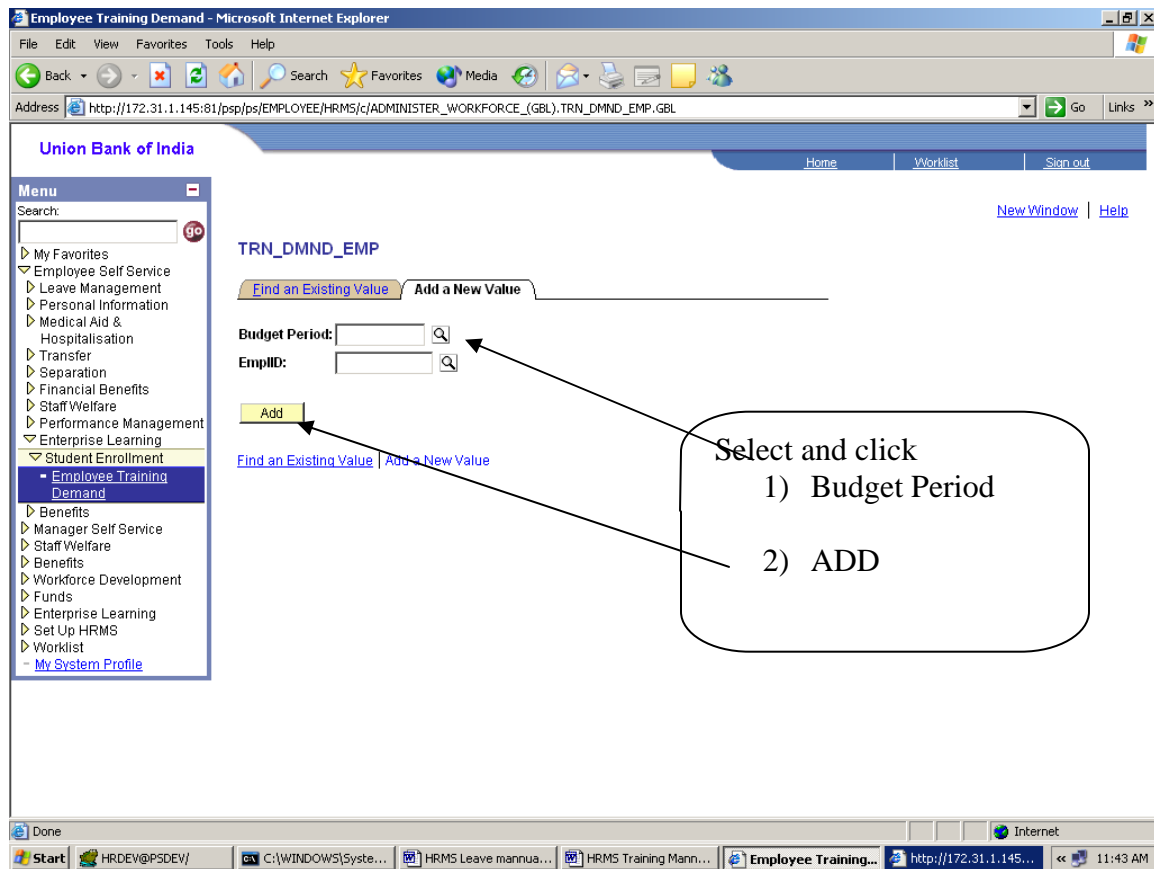
Employee Self Service> Enterprise Learning>
Student Enrolment> Employee Training Demand



After above navigation, the Staff Member will get the following screen, wherein he may click the column “**Add a New Value**” for adding his new preferences of training.



After clicking “**Add a New value**” as above, the Staff Member will get the following screen. The Staff Member has to select the Budget period by clicking “Budget Period” Look up button and he has to furnish his Empl.ID (PF Number) and finally click ADD button.



Budget Period is the Training calendar/ training schedule for the particular year.

After clicking the ADD button as above, the Staff Member will get the following screen. Under column “Priority Allocation for Training Needs”, the employee will select his training needs by clicking the “Course Codes” Look up button and then he has to give his demand priority by clicking “Demand Priority” Look up button. The priorities are to be given in numbers viz 1,2,3 & 4. The employee can select more Training Programmes by clicking (+) button. Further, the employee can also see the display of his Training Needs identified by his Appraiser in Annual Performance Appraisal in a column given in the bottom as “Training Needs Identified by Appraiser”. Finally the employee has to press SAVE for saving the data once he clicks the SAVE & CONFIRM button, his training needs data will go to Training College and also to his Superior.

Employee Training Demand - Microsoft Internet Explorer

Address: http://172.31.1.145:81/ps/ps/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_(GBL).TRN_DMIND_EMP.GBL

Union Bank of India

Home | Worklist | Sign out

EmpID: 258495
 Name: YECHURI JANARDHANA RAO
 Date of Birth: 25/10/1956
 Department: Personnel Administration
 Location: CENTRAL OFFICE

Scale:
 Designation: ASST. MANAGER
 Education Level: Master of Commerce
 Budget Period: 2004-2005

Priority Allocation for Training Needs

Find | View All | First 7-9 of 13

Course Code	Description	Demand Priority	BRANCH MANGER PRIORITY	HR ADMIN PRIORITY

1) Select Course Codes
 2) Click and give priority.
 3) Click (+) button for more training needs and (-) button for deletion.

View the Training Needs identified by Appraiser.

Training Needs Identified by Appraiser

Custom | Find | View All | First 1 of 1 | Last

Course Code	Description
1 201 01	Dual safe Custody of Cash

Click the SAVE button for saving the training needs. Finally on clicking SAVE & Confirm button, the data will go to the Superiors.

Save Save & Confirm

Start HRDEV@PSDEV/ C:\WINDOWS\System32... HRMS Leave manual - ... 12:06 PM

INDIVIDUAL TRAINEE FEEDBACK

Every staff member who attends the Training programme has to submit the training feedback through the following navigation.

ENTERPRISE LEARNING -> RESULT TRACKING -> INDIVIDUAL TRAINING FEEDBACK

The screenshot shows the 'Individual Training Feedback' web application in a Microsoft Internet Explorer browser. The address bar displays the URL: `http://win2k-server:81/psp/ps/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_(GBL).UBI_IND_FDBK_COM.GBL`. The page features a 'Union Bank of India' header and a 'Menu' on the left side. The 'Menu' includes options like 'My Favorites', 'Employee Self Service', 'Manager Self Service', 'Staff Welfare', 'Benefits', 'Workforce Development', 'Enterprise Learning', 'Student Enrollment', 'Result Tracking', 'Individual Training Feedback', 'Trainer Feedback', 'Set Up HRMS', 'Worklist', and 'My System Profile'. The 'Individual Training Feedback' section is active, showing tabs for 'Find an Existing Value' and 'Add a New Value'. Below these tabs are input fields for 'EmplID:', 'Course Start Date:', 'Course Code:', and 'Course Session Nbr:'. An 'Add' button is located below the input fields. A text box on the right side of the page provides instructions: 'Select Add a new value', 'Start Date', 'Course code', and 'Click Add button'. Arrows point from these instructions to the corresponding input fields and the 'Add' button. The browser's status bar at the bottom shows the time as 5:07 PM.

Individual Training Feedback

[Find an Existing Value](#) [Add a New Value](#)

EmplID:

Course Start Date:

Course Code:

Course Session Nbr:

[Add](#)

[Find an Existing Value](#) [Add a New Value](#)

Select Add a new value

Start Date

Course code

Click Add button

After above navigation, the Trainee concerned will get the following Individual Feedback forms to write their feedbacks.

Individual Training Feedback - Microsoft Internet Explorer

Address: [http://win2k-server:81/ps/ps/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_\(GBL\).UBT_IND_FDBK_COM.GBL](http://win2k-server:81/ps/ps/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_(GBL).UBT_IND_FDBK_COM.GBL)

Union Bank of India

Home | Worklist | Sign out

[New Window](#) | [Help](#)

Individual Feedback - II

EmpID: 356477 Name: BSN GOWDA
 Course Code: M04 Description: Retail Product Marketing & CRM
 Course Start Date: 05/07/2004 Location:

COURSE CONTENT AND METHODOLOGY
 What topics would you have liked to spend more time OR less

Topic Ref. No.	Name of Topic	Increase/Decrease: + -
<input type="text"/>	<input type="text"/>	<input type="text"/>

Topics in which input/coverage be increased / decreased

Topic Ref. No.	Name of Topic	Increase/Decrease: + -
<input type="text"/>	<input type="text"/>	<input type="text"/>

Any topics/aspects you would like to be removed from course

Individual Feedback I

Enter the values by typing the data

Click the save button

Done

Start | Individual Training Fe... | HRMS PEOPLESOF1-QUI... | Document3 - Microsoft ...

Local intranet

5:22 PM

Individual Training Feedback - Microsoft Internet Explorer

Address: http://win2k-server:81/ps/ps/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_(GBL).UBI_IND_FDBK_COM.GBL

Union Bank of India

Home | Worklist | Sign out

New Window | Help

Individual Feedback - I | **Individual Feedback - II**

EmpID: 356477 Name: BSN GOWDA
 Course Code: M04 Description: Retail Product Marketing & CRM
 Course Start Date: 05/07/2004 Location:

OVERALL RATING

How do you rate the Course Content?

How do you rate the structure of the programme?

How well paced was the Programme?

Variety of methods used to facilitate learning

How well were the Course Objectives achieved?

THE FACILITIES - COLLEGE/CENTRE

A. How would you rate the Classroom Facilities?

Furniture

Seating arrangements

Teaching Equipment,s used

Lighting

Comfort Levels

Done

Start | Individual Training Fe... | HRMS PEOPLESOF1-QUI... | Document3 - Microsoft ...

Local intranet

5:25 PM

Select the Individual feed back II and enter the Ratings for various parameters - Programme rating. Class room facility, Library, Hostel etc

On completion of the activity click SAVE button which is placed at the end of the screen.

Select one of the following values:

1	Excellent
2	Very Good
3	Good
4	Fair
5	Poor
<input type="button" value="Cancel"/>	

Select one of the values by Clicking the Look up button s

STAFF WELFARE SCHEMES

REIMBURSEMENT OF 50% COLLEGE FEE TO THE WARDS OF SUBORDINATE STAFF MEMBERS

The subordinate staff member who wishes to apply online for reimbursement of 50 % college fee for the college education of his/her ward has to navigate through

Employee Self Service > Staff welfare > Education Schemes > Education of Children > 50 % College fee

50% College fee - Microsoft Internet Explorer

Address: [http://172.31.0.189:8888/psp/ubhr/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_\(GBL\).UBI_SCH_CMP_50.GBL](http://172.31.0.189:8888/psp/ubhr/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_(GBL).UBI_SCH_CMP_50.GBL)

Union Bank of India

Home | Worklist | Sign out

[New Window](#) | [Help](#)

Menu

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- Workforce Development
- Enterprise Learning
- Set Up HRMS
- Reporting Tools
- PeopleTools
- My System Profile

50% College fee

[Find an Existing Value](#) | [Add a New Value](#)

EmpID:

Year:

Type:

Scheme Code:

Effective Sequence:

[Add](#)

[Find an Existing Value](#) | [Add a New Value](#)

Click Add a new value

Select Academic Year for which reimbursement is being sought

Click ADD button

Done

Local intranet

Start | 50% College fe... | 50% College ... | USER MANUAL ... | 11:40 AM

After above navigation, the User will get the following application page to enter the required details

SCHEME FOR REIMBURSEMENT OF SCHOOL FEES

The Staff Member who wishes to apply online for reimbursement of school fees for his/her one ward has to navigate through

Employee Self Service > Staff welfare > Education Schemes > Education of Children > School fee

School fee - Microsoft Internet Explorer

Address: [http://172.31.0.189:8888/psp/ubshr/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_\(GBL\).UBI_SCH_CMP_FEES.GBL](http://172.31.0.189:8888/psp/ubshr/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_(GBL).UBI_SCH_CMP_FEES.GBL)

Union Bank of India

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Menu

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 - Organizational Development
 - Enterprise Learning
 - Workforce Monitoring
 - Pension
 - Partners
 - Catalan Management

Apply for educational schemes

[Find an Existing Value](#) | [Add a New Value](#)

EmpID:

Year:

Type:

Scheme Code:

Sequence number:

[Find an Existing Value](#) | [Add a New Value](#)

Click Add a New Value

Select Academic Year for which reimbursement is sought

Click ADD button

Local intranet | 12:04 PM

School fee - Microsoft Internet Explorer

Address: http://172.31.0.189:8888/psp/ub/hr/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_(GBL).UBI_SCH_CMP_FEES.GBL

Union Bank of India

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window | Customize Page

School fee application

Scheme for Reimbursement of School Fee & Text Books for the Wards of Employees.

Details of Employee

EmpID:	251680	Name:	PARAB,BHAGAWAN VITTHAL
Designation:	MANAGER	Branch:	CENTRAL OFFICE
Department:	Human Resource Management	Region:	Central Office

Details of Scheme

Welfare scheme: Educational Welfare Schemes

Scheme code: Reim of School fees for wards

Academic Year: 2003-2004

Details of student

Name of Ward: Relationship:

Class of Study:

Name of School:

Details of fees

Tuition fees	Term fees	Exam fees	Text book cost	Note book cost	Others	Total
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Details of Documents

Documents to be collected at the time of sanction:

Fee receipt ☐

Original bills of text books/notebooks ☐

Application Date:

Maximum Eligible Amount:

Save Entered By: Designation: Date:

Select name of ward for whose school education reimbursement of fee is claimed

Enter class of study

Enter name of school

Enter details of fees

Confirm having submitted the required documents

Enter application date

Click SAVE button

Done

Start | USER MANUAL ... | School fee - M...

School fee - Microsoft Internet Explorer

Address: http://172.31.0.189:8888/psp/ub/hr/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_(GBL).UBI_SCH_CMP_FEES.GBL

Union Bank of India

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window | Customize Page

School fee application

Scheme for Reimbursement of School Fee & Text Books for the Wards of Employees.

Details of Employee

EmpID:	251680	Name:	PARAB,BHAGAWAN VITTHAL
Designation:	MANAGER	Branch:	CENTRAL OFFICE
Department:	Human Resource Management	Region:	Central Office

Details of Scheme

Welfare scheme: Educational Welfare Schemes

Scheme code: Reim of School fees for wards

Academic Year: 2003-2004

Details of student

Name of Ward: Relationship:

Class of Study:

Name of School:

Details of fees

Tuition fees	Term fees	Exam fees	Text book cost	Note book cost	Others	Total
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Details of Documents

Documents to be collected at the time of sanction:

Fee receipt ☐

Original bills of text books/notebooks ☐

Application Date:

Maximum Eligible Amount:

Save Entered By: Designation: Date:

Done

Start | USER MANUAL ... | School fee - M...

Local intranet

12:09 PM

REIMBURSEMENT OF COLLEGE FEES TO THE CHILDREN OF EMPLOYEES FOR PURSUING PROFESSIONAL DEGREE COURSES

The Staff Member who wishes to apply online for reimbursement of college fee to his/her one ward has to navigate through

Employee Self Service > Staff welfare > Education Schemes > Education of Children > College fees

College fee - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address [http://172.31.0.189:8888/psp/ubhr/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_\(GBL\).UBI_SCH_CMP_COLFEE.GBL](http://172.31.0.189:8888/psp/ubhr/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_(GBL).UBI_SCH_CMP_COLFEE.GBL) Go Links »

Union Bank of India Home Worklist MultiChannel Console Add to Favorites Sign out

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 - Workforce Monitoring
 - Pension
 - Partners
 - Catalinn Management

Application for College fees

[Find an Existing Value](#) [Add a New Value](#)

EmpID:

Year:

Type:

Scheme Code:

Sequence number:

[Find an Existing Value](#) [Add a New Value](#)

Click Add a New value
Select Academic Year of study for which reimbursement is sought
Click ADD button

Done Local intranet 12:31 PM

After above navigation, the User will get the following application page for furnishing the required details.

College fee - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://172.31.0.189:8888/psp/ub/hr/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_(GBL).UBI_SCH_CMP_COLFEE.GBL

Union Bank of India

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Customize Page

College fee application

Scheme for Reimbursement of college Fees and Cost of Text Books for the wards of employees pursuing professional degree courses.

Details of Employee

EmplID:	251680	Name:	PARAB,BHAGAWAN VITTHAL
Designation:	MANAGER	Branch:	CENTRAL OFFICE
Department:	Human Resource Management	Region:	Central Office

Details of Scheme

Welfare scheme: Educational Welfare Schemes

Scheme code: Reim for Professional Courses

Academic Year: 2003-2004

Details of Student

Name of Ward: Relationship:

Name of the degree:

Name of College/Institute:

Year of study:

Details of fees

Tuition fees	Term fees	Exam fees	Text book cost	Note book cost	Others	Total cost
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Details of Documents

Documents to be collected at the time of sanction :

Fee receipt ☐

Original bills of text books/notebooks ☐

Copy of marksheets ☐

Application Date:

Maximum Eligible Amount if sanctioned:

Save Entered By: Designation: Date:

Local intranet

Start USER MANUAL ... Calculate Absen... College fee - ... 12:38 PM

Select name of ward whose college fee reimbursement is sought.

Enter name of professional degree

Enter name of college

Select Year of study

Enter details of fee

Confirm having submitted the required documents.

Enter application date

Click SAVE button

SCHEME FOR AWARDING SCHOLARSHIP FOR HIGHER EDUCATION TO THE CHILDREN OF STAFF MEMBERS

The Staff Member who wishes to apply online for awarding scholarship to his/her ward has to navigate through

Employee Self Service > Staff welfare > Education Schemes > Education of Children > Scholarship

Scholarship - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address [http://172.31.0.189:8888/psp/ubhr/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_\(GBL\).UBI_SCH_CMP_AWSCHO.GBL](http://172.31.0.189:8888/psp/ubhr/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_(GBL).UBI_SCH_CMP_AWSCHO.GBL) Go Links

Union Bank of India Home Worklist MultiChannel Console Add to Favorites Sign out

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- North American Payroll
- Global Payroll
- Payroll Interface
- Workforce Development
- Organizational Development
- Enterprise Learning
- Workforce Monitoring
- Pension
- Partners
- Catalan Management

Application for Scholarship

[Find an Existing Value](#) [Add a New Value](#)

EmplID:

Year:

Type:

Scheme Code:

Sequence number:

[Find an Existing Value](#) [Add a New Value](#)

Local intranet 12:52 PM

After above navigation, the User will get the following application page for applying for scholarship

Scholarship - Microsoft Internet Explorer

Address: http://172.31.0.189:8888/psp/ubihr/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_(GBL).UBI_SCH_CMP_AWSCHO.GBL

Union Bank of India

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Awarding scholarship for Higher Education to the Children of Employees

Employee Details	
EmplID:	251680
Name:	PARAB,BHAGAWAN VITTHAL
Designation:	MANAGER
Branch:	CENTRAL OFFICE
Department:	Human Resource Management
Region:	Central Office

Scheme Details	
Welfare scheme:	Educational Welfare Schemes
Scheme code:	Scholarships for Higher Educat
Academic Year:	2004-2005

Type of application: 10+2 Level

Student Details	
Name of Ward:	02 AISHWARYA B PARAB
Relationship:	Daughter

Qualifying Exam Details	
Type of Qualifying Exam:	Ten

Tenth standard percentage: 80

Date of Passing Qualifying Exam: 19/07/2004

Study Details	
Year of junior college study:	01 First
Name of School/college:	testing

Documents to be Submitted	
Attested copy of Qualifying exam marksheets	<input checked="" type="checkbox"/>
Copy of fee receipt/Bonafide certi/Hostel fee receipt	<input checked="" type="checkbox"/>

Application Date: 01/09/2004 Amount entitled if sanctioned: 1800.00

Select type of scholarship i.e. 10+2, 12+3/4, post graduation etc.

Select name of ward for whose higher education, the scholarship is being claimed

Enter year of study

Enter name of school/college

Enter percentage of marks obtained in qualifying exam.

Enter date of passing qualifying exam.

Confirm having submitted the required documents

Enter application date

Click **save** button

Local intranet 12:59 PM

GRANTING HONORARIUM TO THE CHILDREN OF EMPLOYEES WHO HAVE SECURED FIRST RANK IN SCHOOL EXAMINATION

The employee who wishes to apply online for honorarium to his child for obtaining first rank in his school exam. has to navigate through.

Employee Self Service > Staff Welfare > Education Schemes > Education of children > First Rank

The screenshot shows a web browser window titled "First rank - Microsoft Internet Explorer" with the address bar displaying the URL: [http://172.31.0.189:8888/psp/ubhr/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_\(GBL\).UBI_SCH_CMP_HONOR.GBL](http://172.31.0.189:8888/psp/ubhr/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_(GBL).UBI_SCH_CMP_HONOR.GBL). The page header includes the "Union Bank of India" logo and navigation links: Home, Worklist, MultiChannel Console, Add to Favorites, and Sign out.

A left-hand menu lists various options under "Education of Children", including "50% College fee", "College fee", "First rank", "Scholarship", and "School fee". The "First rank" option is selected. Below this, a sub-menu lists "Education of Employee", "Funds", "Benefits", "Worklist", "Newspaper/Periodical/Journal", "Request for separation", "Employee Home", "Workflow User Preferences", "Cleaning Expenses", "Payroll Interface App", "Manager Self Service", "Recruiting", "Workforce Administration", "Benefits", "Compensation", "Stock", "Time and Labor", "North American Payroll", "Global Payroll", "Payroll Interface", "Workforce Development", "Organizational Development", "Enterprise Learning", "Workforce Monitoring", "Pension", "Partners", and "Catalog Management".

The main content area is titled "Application for Honorarium" and contains two tabs: "Find an Existing Value" and "Add a New Value". The "Add a New Value" tab is active. Below the tabs, the form fields are as follows:

- EmpID: 251680
- Year: 2005-2006 (selected from a dropdown menu)
- Type: EDUC
- Scheme Code: HONG
- Sequence number: 1

At the bottom of the form is a yellow "Add" button. Below the button are two links: "Find an Existing Value" and "Add a New Value".

Annotations with arrows point to the following elements:

- "Click Add New Value" points to the "Add a New Value" tab.
- "Select Academic year during which first rank was obtained" points to the "Year" dropdown menu.
- "Click ADD button" points to the yellow "Add" button.

The Windows taskbar at the bottom shows the Start button, open windows for "First rank - Mi..." and "USER MANUAL ...", and the system clock displaying "10:23 AM".

After clicking add button on the above page, the User will get the following application page for applying for honorarium

First rank - Microsoft Internet Explorer

Address: [http://172.31.0.189:8888/psp/ub/hr/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_\(GBL\).UBL_SCH_CMP_HONOR.GBL](http://172.31.0.189:8888/psp/ub/hr/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_(GBL).UBL_SCH_CMP_HONOR.GBL)

Union Bank of India

Scheme of granting Honorarium to the children of Employees who have secured 1st Rank in School Examination

Employee Details

EmplID:	251680	Name:	PARAB,BHAGAWAN VITHAL
Designation:	MANAGER	Branch:	CENTRAL OFFICE
Department:	Planning & Support Services	Region:	Central Office

Scheme Details

Welfare scheme:	Educational Welfare Schemes
Scheme code:	Honorarium for First Rank
Academic Year:	2005-2006

Student details

Name of Ward:	<input type="text"/>	Relationship:	<input type="text"/>
First Rank in class of Study:	<input type="text"/>	Percentage:	<input type="text"/>
Name of School:	<input type="text"/>		
Amount Entitled if sanctioned:	1000	Date of Passing Exam:	<input type="text"/>

Document details

Documents to be collected at the time of sanction :

Copy of performance Report/Certificate ☐

Application Date:

Save Entered By: _____ Designation: _____ Date: _____

Once Sanctioning Authority sanctioned the application, the User can view the sanctioned application in his worklist.

SCHEME OF PAYMENT OF HONORARIUM ON PASSING THE DIPLOMA COURSES/MBA PROGRAMME OFFERED BY THE INDIAN INSTITUTE OF BANKING & FINANCE

The Employee who wishes to apply online for honorarium on passing the Diploma Courses/MBA programme under above scheme has to navigate through

Employee Self Service > Staff Welfare > Education Schemes > Education of Employee > Honorarium for Diploma Courses/MBA

Honorarium for Diploma/MBA - Microsoft Internet Explorer

Address: [http://172.31.0.189:8888/psp/ubihr/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_\(GBL\).UBI_SCH_CMP_EMPLED.GBL](http://172.31.0.189:8888/psp/ubihr/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_(GBL).UBI_SCH_CMP_EMPLED.GBL)

Union Bank of India

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- Time and Labor
- North American Payroll
- Global Payroll

Apply For Employee Honorarium

[Find an Existing Value](#) [Add a New Value](#)

EmpID:

Year:

Type:

Scheme Code:

Sequence number:

[Find an Existing Value](#) [Add a New Value](#)

Click Add a new value

Select year during which MBA/Diploma was completed

Click ADD button

Done

Local intranet

Start | Error 404--Not ... | Honorarium f... | User Manual-R -...

3:40 PM

After clicking ADD button on the above page, the User will get the following application page to fill in the required details.

Honorarium for Diploma/MBA - Microsoft Internet Explorer

Address: [http://172.31.0.189:8888/psp/ubihar/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_\(GBL\).UBI_SCH_CMP_EMPLED.GBL](http://172.31.0.189:8888/psp/ubihar/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_(GBL).UBI_SCH_CMP_EMPLED.GBL)

Union Bank of India

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Payment of Honorarium to the Employees on Passing Diploma courses of IIB&F and MBA Programme

Employee Details

EmpID: 251680	Name: PARAB,BHAGAWAN VITTHAL
Designation: MANAGER	Branch: CENTRAL OFFICE
Department: Planning & Support Services	Region: Central Office

Scheme Details

Welfare scheme: Educational Welfare Schemes
Scheme code: Honorarium for Diploma/MBA
Financial Year: 2004-2005

Type of Qualification

Diploma Course of the IIBF ☐

MBA ☒

Qualification Details

MBA completed from University:

Document Details

Documents to be collected at the time of sanction:

Attested copy of certificate from IIBF ☐

Attested copy of certificate from University ☐

Amount entitled for MBA:

Total Amount Entitled:

Save Entered By: Designation: Date:

Callout Box:

- Tick the type of Exam. Passed i.e. Diploma courses/MBA
- Enter the details of Exam. Passed
- Tick having submitted the required documents
- Click SAVE button

Once application is approved by the Sanctioning Authority, the Applicant can view the sanctioned application in his worklist.

Inland Travel Bill Settlement - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address [http://172.31.0.189:8888/psp/ubihhr/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_\(GBL\).UBI_TE_INLAND_BILL.GBL](http://172.31.0.189:8888/psp/ubihhr/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_(GBL).UBI_TE_INLAND_BILL.GBL) Go Links »

Union Bank of India

Home Worklist MultiChannel Console Add to Favorites Sign out

[New Window](#) [Customize Page](#)

Inland Journey Details

EmpID: 251680 PARAB,BHAGAWAN VITTHAL Application Dt: 25/03/2005 Application No: 1

Particulars Of Journey Find First 1 of 2 Last

From Place: TESTING 23 To Place: TESTING 24
 Start Date: 01/03/2005 End Date: 02/03/2005
 Departure Time: 11:00AM Arrival Time: 4:00PM
 Travel Mode: Air

Diem Allowances Customize Find First 1 of 1 Last

Place	Days	Rate / Day	Diem Allow Payable	Total Food Bill	1/4th Diem Allow	Amount Claimed	Submitted	Approved	HR Amt Approved	Sanctioned Amount
1 TESTING	3	400.00	1200.00	500.00	100.00	1300.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	0.00

Total diem allowance claimed by employee: 1300.00 Total diem allowance Approved by HR Admin: 0.00

OK Cancel

Click OK button after entering the diem allowance details

Done

Start USER MANUAL ... Inland Travel ... One Time - Mic...

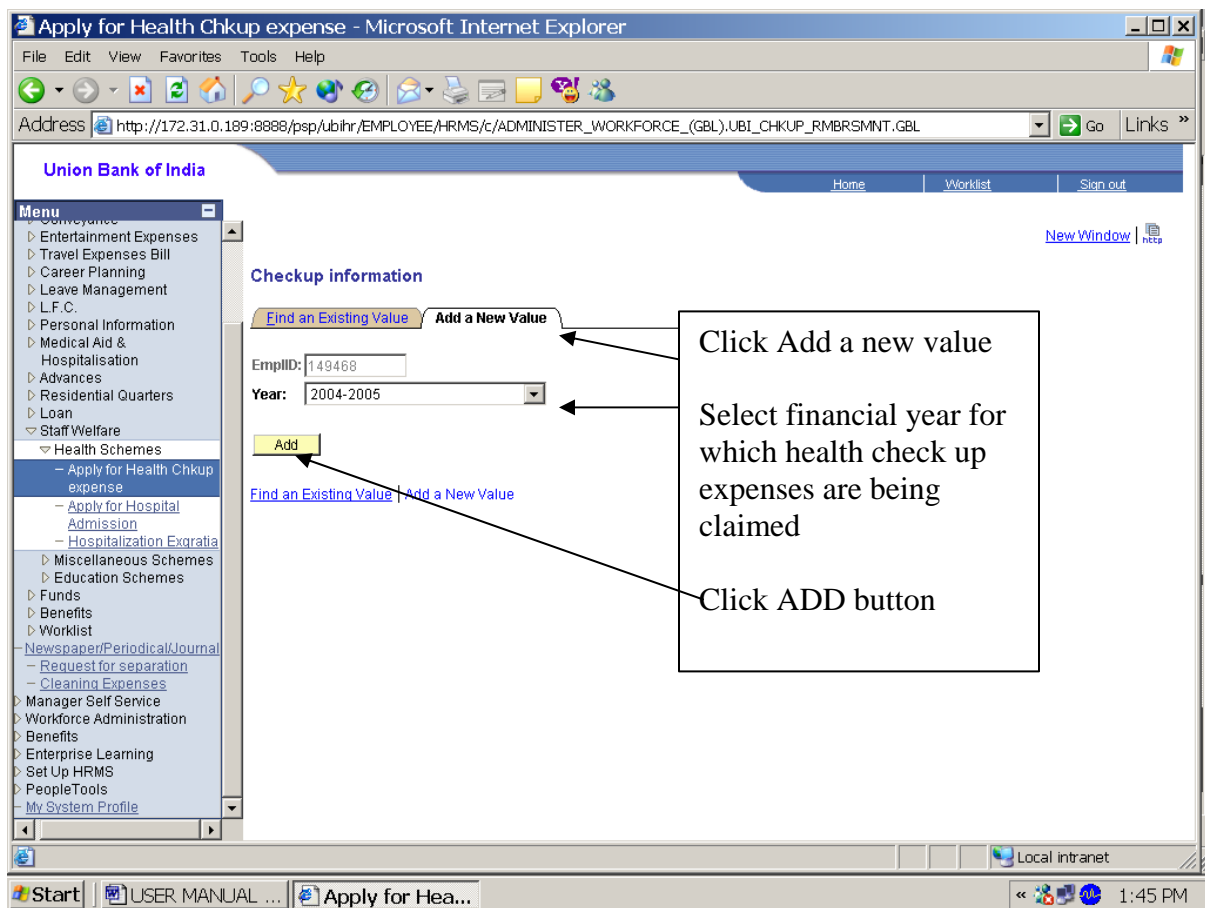
3:59 PM

After entering all required details, the User has to click SAVE and Confirm button to send the application to the Approving Authority

EXECUTIVE HEALTH CHECK UP AND HEALTH CHECK OF EMPLOYEES IN THE AGE GROUP OF 40+

The Executive/Employee in the age group of 40+ who wishes to apply online for claiming reimbursement of health check up expenses has to navigate through

Employee Self service > Staff Welfare > Health Schemes .>Apply for Health Check up Expenses



After above navigation, the User will get the following application page to fill in the required details.

Apply for Health Chkup expense - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address [http://172.31.0.189:8888/psp/ubhr/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_\(GBL\).UBI_CHKUP_RMBSMNT.GBL](http://172.31.0.189:8888/psp/ubhr/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_(GBL).UBI_CHKUP_RMBSMNT.GBL) Go Links »

Union Bank of India

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- Global Payroll
- Payroll Interface
- Workforce Development
- Organizational Development
- Enterprise Learning
- Workforce Monitoring
- Pension
- Partners

Health Check-up Information

Employee Information

EmpID:	38261	Name:	SURYANARAYANAN, RAMACHA
Designation:	SENIOR MANAGER	Grade:	SCALE 3 OFFICER
Department:	Human Resource Management	Location:	CENTRAL OFFICE

Checkup eligibility

Date: Year: 2004-2005 Date of Birth: 05/02/19

Executive Health Checkup ☐ Reimbursement for 45+ health checkup ☒ Payment to Tie ☐

Hospital/Diagnostic Center:

Checkup Information

Pathological tests Amount:	<input type="text"/> 0.00
X-Ray test Amount:	<input type="text"/> 0.00
Other test Amount:	<input type="text"/> 0.00
Total Amount:	0.00

Bills/Receipts/Test report submitted ☐ Status of the form: New

Save

Enter date of undergoing health check up

If Executive is applying for reimbursement, he has to tick the box against the Executive Health check up

Click Radio Button against Reimbursement

Enter/select name of Hospital/ Diagnostic centre name

Enter check up bills details

Tick having submitted bills/ test report

Click SAVE button

Done Local intranet

Start USER MANUAL ... Apply for Hea... 1:58 PM

HONORARIUM TO UNION YOUTH

The Employee who wishes to apply online for honorarium to his ward under above scheme has to navigate through

Employee Self Service > Staff Welfare > Miscellaneous Schemes > Honorarium to Union Youth

After above navigation, the User will get the following application page to enter the required details

Honorarium to union youth - Microsoft Internet Explorer

Address: [http://172.31.0.178:7777/psp/pshrdev/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_\(GBL\).UBI_SCH_CMP_UNYOUN.GBL](http://172.31.0.178:7777/psp/pshrdev/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_(GBL).UBI_SCH_CMP_UNYOUN.GBL)

PeopleSoft.

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

HONORARIUM TO UNION YOUNG

Details of Employee

EmpID:	251680	Name:	PARAB,BHAGAWAN VITTHAL
Designation:	MANAGER	Branch:	CENTRAL OFFICE
Department:	Planning & Support Services	Region:	Central Office

Details of Scheme

Welfare scheme:	Miscellaneous Welfare Scheme
Scheme code:	Honorarium to Union Young
Year:	2004-2005

Details of Ward

Dependent/Beneficiary ID:	<input type="text"/>
Relationship:	Age:

Achievement Details

Nature of Discipline in Sports/Culture:	<input type="text"/>
Level of Achievements:	<input type="text"/> Rank obtained: <input type="text"/>
Brief particulars of achievements:	<input type="text"/>

Declaration & Documents to be submitted

Ward is not gainfully Employed	Date of Application: <input type="text"/>
Certificate evidencing achievement <input type="checkbox"/>	Amount entitled: 1000.00

Save Entered By: Designation: Date:

Text Box Annotations:

- Select the name of ward for whom the honorarium is being claimed
- Enter the achievement details
- Tick the declaration.
- Enter date of application
- Click SAVE button

MEMENTO FOR RETIREE

The Staff Member who wishes to apply online for reimbursement of cost of memento presented to the Retiree on retirement on superannuation has to navigate through .Before submission of this application, it is necessary that Job action “**Retirement**” has been entered in the job data of retiree.

Employee Self Service > Staff Welfare > Miscellaneous Schemes > Memento to retiring Employee

Memento for Retiring employee

Find an Existing Value | Add a New Value

EmplID:

Retiring employee:

Type:

Scheme Code:

Sequence number:

Add

Find an Existing Value | Add a New Value

Click Add a new Value

ENTER PF NO. OF RETIREE

Click ADD button

Please note that the cost of memento stands enhanced to Rs. 5000/- to those employees who will be retiring on superannuation from 01-06-2005 onwards.

Memento for Retiring employee - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address [http://172.31.0.189:8888/psp/ubshr/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_\(GBL\).UBL_SCH_CMP_MEM.GBL](http://172.31.0.189:8888/psp/ubshr/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_(GBL).UBL_SCH_CMP_MEM.GBL) Go Links

Union Bank of India Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Customize Page

Memento for Retiring employee

Purchasing Memento for Retiring Employee.

Details of Employee claiming Reimbursement

EmplID: 251680	Name: PARAB,BHAGAWAN VITTHAL
Designation: MANAGER	Branch: CENTRAL OFFICE
Department: Human Resource Management	Region: Central Office

Details of Scheme

Welfare scheme: Miscellaneous Welfare Scheme	DATE1 28/02/2005	Date3 28/02/1945
Scheme code: Farewell scheme for retirees	DATE2 31/03/2005	DATE4 31/03/1945

Retiring Employee Details

Empl ID: 137120	Name: PATEL,BHAGUBHAI CHHANABHAI
Designation: DRIVER	Branch: CENTRAL OFFICE
Department: Planning & Support Services	Region: Central Office
Date of birth: 08/03/1945	Ret date: 31/03/2005

Memento Details

Bill no	Bill date	Description	Cost
1			

Total Amount claimed:

Declaration & Documents to be submitted

Original bills/Receipt for purchase of memento enclosed ☐

Date of Application:

Save Entered by: Designation: Date:

Enter the details of memento purchased

Confirm having submitted the original bill/ receipt for purchase of memento

Enter date of application

Click SAVE button

Local intranet 6:45 PM

FINANCIAL ASSISTANCE TO PHYSICALLY CHALLENGED EMPLOYEE FOR PURCHASE OF CRUTCHES/HEARING AID ETC

The Physically Challenged Employee who wishes to apply online for financial assistance has to navigate through

Employee Self Service > Staff Welfare > Miscellaneous Schemes > Phy. Challenged Employee

Phy challenged employee - Microsoft Internet Explorer

Address [http://172.31.0.189:8888/psp/ub/hr/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_\(GBL\).UBI_SCH_CMP_PEMP.GBL](http://172.31.0.189:8888/psp/ub/hr/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_(GBL).UBI_SCH_CMP_PEMP.GBL)

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- Set Up HRMS
- PeopleTools
- My System Profile

Phy challenged employee

[Find an Existing Value](#) | [Add a New Value](#)

EmplID:

Year:

Type:

Scheme Code:

Sequence number:

[Find an Existing Value](#) | [Add a New Value](#)

Click Add a new value

Select fin year for which financial assistance is claimed

Click Add button

Local intranet

Start | User Manual Re... | Phy challenge... | Calculate Absen... | 7:03 PM

After above navigation, the User will get the following application page to apply for financial assistance.

Phy challenged employee - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address [http://172.31.0.189:8888/psp/ubshr/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_\(GBL\).UBI_SCH_CMP_PEMP.GBL](http://172.31.0.189:8888/psp/ubshr/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_(GBL).UBI_SCH_CMP_PEMP.GBL)

Union Bank of India

Home Worklist

Reimbursement

Details of Reimbursement Sought for

Code	Equipment/Fees	Amount Claimed		
1			+	-

Document Details

Original bills/Receipt enclosed ☐

Application Date:

Total amount claimed:

Save Entered by: Designation: Date:

Done Local intranet

Start User Manual Re... Phy challenge... Calculate Absen... 7:11 PM

Enter Details of reimbursement

Use + &- button to add or delete the details

Confirm having submitted the original bills/receipts

Enter application date

Click save button

FINANCIAL ASSISTANCE TO PHYSICALLY CHALLENGED CHILDREN OF THE EMPLOYEE FOR PURCHASE OF CRUTCHES/HEARING AID ETC

The employee who wishes to apply for financial assistance to his physically challenged child has to navigate through.

Employee Self Service > Staff Welfare > Miscellaneous Schemes > Phy. Challenged Children

Phy challenged children

[Find an Existing Value](#) [Add a New Value](#)

EmpID:

Year:

Type:

Scheme Code:

Sequence number:

[Add](#)

[Find an Existing Value](#) | [Add a New Value](#)

Annotations:

- Click Add a new value (points to [Add a New Value](#))
- Select Financial year for which reimbursement is being claimed (points to Year dropdown)
- Click add button (points to [Add](#))

After above navigation, the User will get the following page to apply for financial to his child

Phy challenged children - Microsoft Internet Explorer

Address: http://172.31.0.189:8888/psp/ubshr/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_(GBL).UBI_SCH_CMP_PCHIL.GBL

Union Bank of India

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Phy challenged children

Financial Assistance to Physically challenged children of employees for purchase of Crutches, Hearing Aids and other accessories

Employee Details

EmpID:	251680	Name:	PARAB, BHAGAWAN VITTHAL
Designation:	MANAGER	Branch:	CENTRAL OFFICE
Department:	Human Resource Management	Region:	Central Office

Scheme Details

Welfare scheme:	Miscellaneous Welfare Scheme
Scheme code:	Fin Asst-Phy Challenged child
Financial Year:	2004-2005

Child Details

Name of ward:

Relationship:

Type of Disability:

Details of Reimbursement Sought for

Instrument code	Name	Amount Claimed
1	<input type="text"/>	<input type="text"/>

Document Details

Original bills/Receipt enclosed ☐

Certificate from Competent Medical Authority ☐

School fee is exclusive of fees covered in other schools ☐

Application Date:

Total amount claimed:

Entered by: Designation: Date:

Save

Done

Start | User Manual Re... | Results by Cale... | Phy challenge... | http://172.31.0....

Phy challenged children - Microsoft Internet Explorer

Address: http://172.31.0.189:8888/psp/ubshr/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_(GBL).UBI_SCH_CMP_PCHIL.GBL

Union Bank of India

Home | Worklist

Child Details

Name of ward:

Relationship:

Type of Disability:

Details of Reimbursement Sought for

Customize | Find | View All

Instrument code | Name | Amount Claimed

1 | |

Document Details

Original bills/Receipt enclosed ☐

Certificate from Competent Medical Authority ☐

School fee is exclusive of fees covered in other schools ☐

Application Date:

Total amount claimed:

Entered by: Designation: Date:

Save

Done

Start | User Manual Re... | Results by Cale... | Phy challenge... | http://172.31.0....

12:36 PM

Select phy. Challenged child from look up button

Select type of disability from look up button

Enter details of reimbursement

Confirm having submitted the required documents

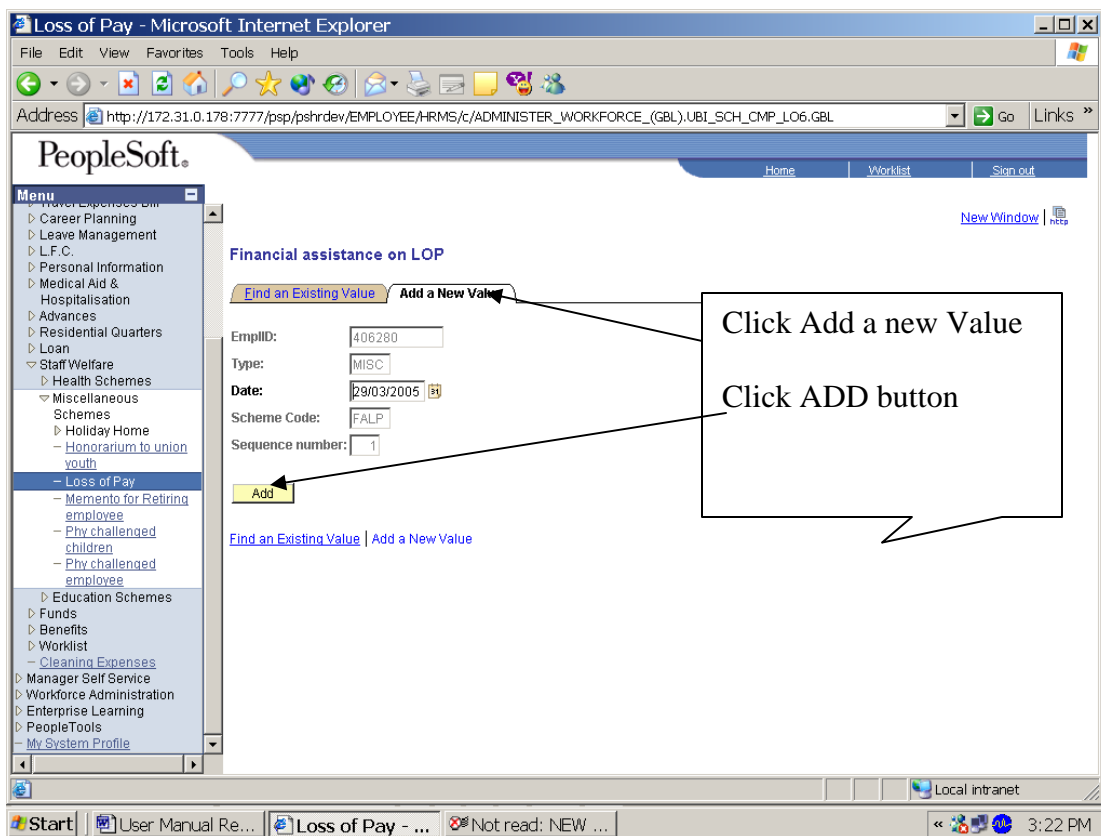
Enter application date

Click SAVE button

FINANCIAL ASSISTANCE TO EMPLOYEES WHO ARE ON LOSS OF PAY DUE TO HOSPITALIZATION

The Employee who wishes to apply for financial assistance for his loss of pay due to hospitalization has to navigate through.

Employee Self Service > Staff Welfare > Miscellaneous Schemes > Loss of Pay



After above navigation, the User will get the following application page

Loss of Pay - Microsoft Internet Explorer

Address: http://172.31.0.178:7777/psp/pshrdev/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_(GBL).UBL_SCH_CMP_LO6.GBL

PeopleSoft.

Home | Worklist | Sign out

New Window | Customize Page |

Loss of Pay

Scheme for Financial assistance to those employees who are on loss of pay due to Hospitalisation.

Employee Details

EmpID:	406280	Name:	PONNUSWAMY,POOBALA RAJAN
Designation:	CLERK/TYPIST	Branch:	CENTRAL OFFICE
Department:	Organization & Method	Region:	Central Office

Scheme Details

Welfare scheme:	Miscellaneous Welfare Scheme
Scheme code:	Fin Ast to Emp on LOP on Hosp
Application Date:	29/03/2005

History details

Date of Application	Begin Date	End Date	Total days
1			

Loss of Pay Leave Details

Begin Date	End Date	Total days
1	01/02/2005	14

Hospitalisation Details

Date	Nature of illness	From Date	To Date	Days in Hospital	Amount Sanctioned	
1	01/02/2005	TESTING	24/01/2005	29/01/2005	5	11000.00

Summary

Maximum Days eligible:	180	Amount entitle per day:	100.00
Avail days:	0.00	No of Days Claimed:	14
Balance days:	180	Claimed amount:	1400.00

Save Entered by: Designation: Date:

Local intranet 3:23 PM

Loss of pay details can be verified here

Hospitalisation details will be visible here

System will calculate claimed amount which can be verified here

Click SAVE button

After above navigation, the User will get the following page where he has to enter the date of application and click Add button to get the page for separation request.

Request for separation - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address [http://172.31.0.178:7777/psdev/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_\(GBL\).UBL_CMP_SEP_REQ.GBL](http://172.31.0.178:7777/psdev/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_(GBL).UBL_CMP_SEP_REQ.GBL) Go Links

PeopleSoft®

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Separation Request

Find an Existing Value Add a New Value

EmplID: 251680

Application Date: 26/05/2005

Add

Find an Existing Value Add a New Value

Start | Inbox - Mic... | DIFFEREN... | Request f... | ADHSLP | user manu... | Final Manu... | 11:59 AM

VIEWING PAY SLIP

After finalization of monthly payroll, the Staff members can view their pay slip by navigating through.

Employee Self Service >View Pay slip

View Payslip - Microsoft Internet Explorer

Address: [http://172.31.0.189:8990/psp/ubhr/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_\(GBL\).UBL_PSLP_ESS.GBL](http://172.31.0.189:8990/psp/ubhr/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_(GBL).UBL_PSLP_ESS.GBL)

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 - Cleaning Expenses
 - Payroll Interface App
 - Assets and Liabilities Mgmt
- Manager Self Service
- Recruiting

View Online Payslip

Enter any information you have and click Search. Leave fields blank for a list of all

Find an Existing Value

EmplID:

Empl Rcd Nbr:

Month:

Calendar Year:

[Basic Search](#)

Select month and calendar year of which pay slip is to be viewed

Local intranet

Start | Calculator | Document1 - Mi... | View Payslip - ... | 11:18 AM

After above navigation, the Staff member can view his/her pay slip as under.

View Payslip - Microsoft Internet Explorer

Address: http://unionparivar.com:8080/ps/ps/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_(GBL).UBI_PSLP_ESS.GBL

Union Bank of India

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Ubi Pslp Ess Cumm

Union Bank Of India

Salary Slip For February 2011

EmplID 251680 **PARAB,BHAGAWAN VITTHAL** **Department** DP - Union Parivar Cell
Job Code SENIOR MANAGER **PAN** ADJPP1294P
Location CENTRAL OFFICE **Account #** 378904020075041
Date Of Increment 01/06/2010

Earnings		
Element	Amount	Cumulative Amount
1 Base Salary	32400.00	336160.00
2 Dearness Allowance	16698.29	162885.61
3 House Rent Allowance	2841.55	29489.05
4 Professional Qualification Pay	1030.00	10770.00
5 Fixed Personal Pay	1041.50	10768.90
6 City Compensatory Allowance	540.00	5940.00
Total Earnings	54551.34	556013.56

Deductions		
Element	Amount	Cumulative Amount
1 Provident Fund	3433.00	35627.00

Done Local intranet

start Shortcut to ILIN... View Payslip - Mi... Local Disk (C:) My Documents user guidelines - ... Links 12:48 PM

VIEWING TAX FORECAST

The staff members can view their tax forecast after every monthly salary by navigating through.

Employee self Service >View Tax Forecast

View Tax Forecast - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address [http://172.31.0.189:8990/psp/ub/hr/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_\(GBL\).UBL_TAXSLP_ESS.GBL](http://172.31.0.189:8990/psp/ub/hr/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_(GBL).UBL_TAXSLP_ESS.GBL) Go

Union Bank of India Home Worklist MultiChannel Console Add to Favorites Sign out

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 - Workforce Administration
 - Benefits
 - Compensation
 - Stock

View Tax Forecast

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

EmplID: begins with 251680

Empl Rcd Nbr: = 0

Month: = [Month Selection]

Calendar Year: = [Year Selection]

Search Clear Basic Search Save Search Criteria

Select month and calendar year of which Tax Forecast is to be viewed

Local intranet

Start Calculator VIEWING PAY ... View Tax For... http://172.31.0.... 11:40 AM

After above navigation, the Staff member can view his monthly tax forecast page as under

View Tax Forecast - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address [http://172.31.0.189:8990/psp/ubhr/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_\(GBL\).UBL_TAXSLP_ESS.GBL](http://172.31.0.189:8990/psp/ubhr/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_(GBL).UBL_TAXSLP_ESS.GBL) Go

Union Bank of India

Home Worklist MultiChannel Console Add to Favorites Sign out

EmpID 251680 **PARAB,BHAGAWAN VITTHAL** **Pay Month** 2006September

Job Code MANAGER **Department** Human Resource Management

Location CENTRAL OFFICE **PAN** ADJPP1294P

Union Bank Bhavan
239, Vidhan Bhavan Marg
Nariman Point
MH

Branch NARIMAN POINT (M.M.O.) - MUMBA
Account # 378904020075041

Tax Elements		Customize Find	First 1-13 of 13 Last
Tax Element	Amount		
1 Taxable Earnings	338286.45		
2 Total Exemptions			
3 Gross Salary	338286.45		
4 Total Deductions	2500.00		
5 Total Other Income	-20560.00		
6 Total Chapter VIA Deductions			
7 Total Taxable Income	215226.45		
8 Gross Total Income	315226.45		
9 Total Rebates 88	113932.00		
10 Total Tax Credit	100000.00		
11 Net Tax Liability	18045.29		
12 Total Tax liable inc. edu cess	18406.20		
13 TDS	14721.00		

Return to Search Notify

Done

Start Calculator VIEWING PAY ... View Tax For... http://172.31.0....

Local intranet 11:44 AM

SUBMISSION OF ASSET AND LIABILITIES STATEMENT

The Officer Employees can submit their online Annual Statements of Assets and Liabilities by navigating through.

Employee Self Service > Assets & Liabilities Mgmt.

Assets and Liabilities Mgmt - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address [http://172.31.0.189:8990/psp/ubihr/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_\(GBL\).UBI_AL_APPL.GBL](http://172.31.0.189:8990/psp/ubihr/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_(GBL).UBI_AL_APPL.GBL) Go

Union Bank of India Home Worklist MultiChannel Console Add to Favorites Sign out

Menu

- Employee Self Service
 - Conveyance
 - Entertainment Expenses
 - Travel Expenses Bill
 - Briefcase Reimbursement
 - Career Planning
 - Leave Management
 - L.F.C.
 - Personal Information
 - Medical Aid & Hospitalisation
 - Advances
 - Residential Quarters
 - Loan
 - Uniform & Liveries
 - Staff Welfare
 - Funds
 - Benefits
 - Worklist
 - Newspaper/Periodical/Journal
 - Request for separation
 - View Payslip
 - View Tax Forecast
 - Employee Home
 - Workflow User Preferences
 - Cleaning Expenses
 - Payroll Interface App
 - Assets and Liabilities Mgmt**
- Manager Self Service
- Recruiting
- Workforce Administration
- Benefits
- Compensation
- Stock

Assets and Liabilities Mgmt

[Find an Existing Value](#) [Add a New Value](#)

EmpID:

Calendar Year:

Action Date/Time: 21/09/2006 12:23:25.000000PM

[Add](#)

[Find an Existing Value](#) | [Add a New Value](#)

[New Window](#) | [http](#)

Local intranet

Start Calculator VIEWIN... Assets ... http://1... Inbox - ... MAINTA... Microsoft... 11:59 AM

After above navigation ,the Officer will get the following Declaration page where he is required to enter his date of promotion to Officer cadre and also his date of promotion to present grade.

Assets and Liabilities Mgmt - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address [http://172.31.0.189:8990/psp/ubihhr/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_\(GBL\).UBI_AL_APPL.GBL](http://172.31.0.189:8990/psp/ubihhr/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_(GBL).UBI_AL_APPL.GBL) Go

Union Bank of India

Home Worklist Sign out

UNION BANK OF INDIA

STATEMENT OF ASSETS AND LIABILITIES Statement As on 31/03/2006

(Under Regulation 20(1) of UBI Officer Employees' Conduct Regulation 1976)

[Guidelines](#)

EmplID	449560	Name	SHEKHAR,SHASHI
Designation	ASST. MANAGER	Department	Terminal Benefit
State / Union Territory	Maharashtra	Branch / Office Name	CENTRAL OFFICE
Basic Salary (Rs.)	10000.00	Code	100000
Scale	SCALE 1 OFFICER	Date of Joining	28/08/2006

Date of Promotion to Officer Cadre Date of Promotion to present grade

Declaration

I hereby declare that the statement enclosed,viz , Annexure A to G are complete, true and correct as on to the best of my knowledge and belief, in respect of information due to be furnished by me under the provisions of Regulation 20 of Union Bank of India Officer Employees' Conduct Regulation 1976)

Done Local intranet

Start Calculator VIEWIN... Assets ... http://17... Inbox - ... MAINTA... Microsoft... 12:28 PM

After clicking *Annexure A* tab in the above page, the Officer will get the following page to enter the details of his Immobile property and to click *Save* button thereafter.

Assets and Liabilities Mgmt - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address [http://172.31.0.189:8990/psp/ubshr/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_\(GBL\).UBL_AL_APPL.GBL](http://172.31.0.189:8990/psp/ubshr/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_(GBL).UBL_AL_APPL.GBL) Go

Union Bank of India

Home Worklist Sign out

New Window Customize Page

Declaration Annexure A Annexure B Annexure C Annexure D Annexure E Annexure F Annexure G

STATEMENT OF IMMOVABLE PROPERTY

EmpID 449560 Name SHEKHAR,SHASHI

Immovable Properties Customize Find View

Address of the Property	Details of Property	In Whose Name held. Self/Member of family	Relation	If Other Provide Name	When Acquired	How Acquired	From Whom Acquired	Source Of Funds	If Other Provide Name	Purchase Value(Rs.) (Approx.) (Rs.)	Present Market Value (Approx.) (Rs.)	Annual inc from property (Rs.)
1												

Total Purchase Value (Rs.) 0

Save Notify Add

Local intranet

Start Calculator VIEWIN... Assets ... http://17... Inbox - ... MAINTA... Microsoft... 12:29 PM

After clicking *Annexure B* tab in the above page, the Officer will get the following page to enter the details of his moveable assets and click *Save* button thereafter.

Assets and Liabilities Mgmt - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address [http://172.31.0.189:8990/psp/ubshr/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_\(GBL\).UBL_AL_APPL.GBL](http://172.31.0.189:8990/psp/ubshr/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_(GBL).UBL_AL_APPL.GBL) Go

Union Bank of India

Home Worklist Sign out

New Window Customize Page

Declaration Annexure A **Annexure B** Annexure C Annexure D Annexure E

STATEMENT OF MOVABLE ASSETS
(Inherited / and Owned / acquired)

EmplID 449560 Name SHEKHAR,SHASHI

Particulars of Cash Deposits Customize Find First 1 of 1 Last

Particulars of cash / deposits	Amt. at the Begin. of the Year.	Addition / Increase during the financial year	Withdrawal/Encash/Sale this Year	When Acquired	How Acquired	If Others Provide Name	Amount at the end of Financial Year (Rs.)
1	0.000	0.000	0				0.000

Total-Addt. During Year 0 TOTAL-A 0

Other Movable & articles exceeding Rs.5000/- individually Customize Find View All First 1 of 1 Last

Particulars	Amt. at the beg. of Yr.	Addition during the Financial Year	Withdraw/Encash/Sale during this Yr.	When Acquired	How Acquired	If Others Provide Name	Amount at the end of Financial Year (Rs.)
1	0.000	0.000	0				0.000

Total-Addt. During Year 0 TOTAL-B 0

Other Movable & Articles (Below Rs.5000) Customize Find View All First 1 of 1 Last

Local intranet

Start Calculator VIEWIN... Assets ... http://17... Inbox - ... MAINTA... Microsoft... 12:29 PM

After clicking *Annexure C* tab in the above page, the Officer will get the following page to enter the details of his debts and liabilities and click *save* button thereafter.

Assets and Liabilities Mgmt - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address [http://172.31.0.189:8990/psp/ubihr/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_\(GBL\).UBI_AL_APPL.GBL](http://172.31.0.189:8990/psp/ubihr/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_(GBL).UBI_AL_APPL.GBL) Go

Union Bank of India

Home Worklist Sign out

New Window Customize Page

Declaration Annexure A Annexure B **Annexure C** Annexure D Annexure E Annexure F

STATEMENT of DEBTS & LIABILITIES
(Incurred directly or Indirectly)

EmplID 449560 Name SHEKHAR,SHASHI

Prev. Fin. Yrs. Curr. Fin. Yr.

Customize Find View All First 1 of 1 Last

Particulars of Transaction	If Other Specify	Original Loan Amt. (Availed Prior to Cur. Fin. Yr.)	O/S at Begin of Cur. Fin. Yr. (i.e. O/S of loan in Prev Col)	Loan Amt. Availed During this Fin. Year	Amount repaid during the Financial Year (Rs.)	Source or Repayment	Amount O/s.at the end of Financial Year (Rs.)	Name and Address of Creditor	Date of incurring liability
1									
		0	0	0	0				
		(Total orig. Amt)	(Total Avl This Yr.)	(Total Repaid Amt)	(Total outstd. Amt)				

Contingent Liability excluded from Grand Total

Done Local intranet

Start Calculator VIEWIN... Assets ... http://17... Inbox - ... MAINTA... Microsoft... 12:29 PM

After clicking *Annexure D* tab in the above page, the Officer will get the following page to enter the details of his Bank accounts and click *save* button thereafter.

The screenshot shows a web application titled 'Assets and Liabilities Mgmt - Microsoft Internet Explorer'. The browser's address bar displays the URL: `http://172.31.0.189:8990/psp/ubhr/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_(GBL).UBL_AL_APPL.GBL`. The page header includes 'Union Bank of India' and navigation links: 'Home', 'Worklist', and 'Sign out'. Below the header, there are tabs for 'Declaration', 'Annexure A', 'Annexure B', 'Annexure C', 'Annexure D' (selected), and 'Annexure E'. The main content area is titled 'DETAILS OF BANK ACCOUNTS' and contains the text: 'Information to be submitted in terms of Staff Circular No. 4049 dated 31.01.1994'. Below this, the employee details are shown: 'EmpID 449560' and 'Name SHEKHAR,SHASHI'. A table titled 'Details of Bank Account' is displayed, with columns: 'Name of the Bank / Branch', 'Type Of A/C', 'A/C NO.', 'Amount (Rs.)', 'Jointly with', and 'Whether included in Annex-B(A) Yes/No'. The table contains one row with the following data: '1 CENTRAL OFFICE', 'Saving', '3789020700', and empty fields for 'Amount (Rs.)', 'Jointly with', and 'Whether included in Annex-B(A)'. The table has a 'First' button, '1 of 1' pages, and a 'Last' button. The Windows taskbar at the bottom shows the 'Start' button, several open applications (Calculator, VIEWIN..., Assets ..., http://17..., Inbox - ..., MAINTA..., Microsoft...), and the system clock showing '12:30 PM'.

Name of the Bank / Branch	Type Of A/C	A/C NO.	Amount (Rs.)	Jointly with	Whether included in Annex-B(A) Yes/No
1 CENTRAL OFFICE	Saving	3789020700			

After clicking *Annexure E* tab in the above page, the Officer will get the following page to enter the details of Shares/securities acquired on promoter's quota and click *save* button thereafter.

Union Bank of India

Home | Worklist | Sign out

[New Window](#) | [Customize Page](#) | [http](#)

[Declaration](#) | [Annexure A](#) | [Annexure B](#) | [Annexure C](#) | [Annexure D](#) | **[Annexure E](#)**

STATEMENT OF SHARES/SECURITIES ACQUIRED ON PROMOTER'S QUOTA

EmpID 449560 Name SHEKHAR,SHASHI

Shares / Securities Acquired on Promoter's Quota [Customize](#) | [Find](#) | [View All](#) | First 1 of 1 Last

Name of the Company	No. of shares held	Purchase Price (Rs.)	Market Price (Rs.)	Source of funds	When Acquired	In whose name held	Relation	Remarks
1 <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="button" value="+"/> <input type="button" value="-"/>

Done Local intranet

Start | Calculator | VIEWIN... | Assets ... | http://17... | Inbox - ... | MAINTA... | Microsoft... | 12:30 PM

After clicking *Annexure F* tab in the above page, the Officer will get the following page to enter the details of Shares/securities acquired/sold during the financial year and held at the end of year and click *save* button thereafter.

Assets and Liabilities Mgmt - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address [http://172.31.0.189:8990/psp/ubih/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_\(GBL\).UBI_AL_APPL.GBL](http://172.31.0.189:8990/psp/ubih/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_(GBL).UBI_AL_APPL.GBL) Go

Union Bank of India

Home Worklist Sign out

New Window Customize Page

Annexure B Annexure C Annexure D Annexure E **Annexure F** Annexure G

DETAILS OF SHARES / SECURITIES/DEBENTURES INHERITED AND ACQUIRED / SOLD DURING THE CURRENT FINANCIAL YEAR AND HELD AT THE END OF YEAR

EmpID 449560 Name SHEKHAR,SHASHI

Purchase or sale	Name of the Company	Opening balance (No. of shares)	No. of shares purchased/sold	Face Value (Rs.)	Purchased from / Sold to	Purchase / Sale Price (Rs.)	Closing balance (No. of shares)	Remarks
1								

Save Notify Add Update/Display Include History

Declaration | [Annexure A](#) | [Annexure B](#) | [Annexure C](#) | [Annexure D](#) | [Annexure E](#) | [Annexure F](#) | [Annexure G](#)

Done

Start Calculator VIEWIN... Assets ... http://17... Inbox - ... MAINTA... Microsoft... Local intranet 12:30 PM

After clicking *Annexure G* tab in the above page, the Officer will get the following page to enter the details of inflow of funds during the year and click *save* button thereafter. The net salary income for the financial year ending will come automatically from the salary module.

Assets and Liabilities Mgmt - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address [http://172.31.0.189:8990/psp/ubhr/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_\(GBL\).UBI_AL_APPL.GBL](http://172.31.0.189:8990/psp/ubhr/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_(GBL).UBI_AL_APPL.GBL) Go

Union Bank of India

Home Worklist Sign out

New Window Customize Page http

Annexure B Annexure C Annexure D Annexure E Annexure F **Annexure G**

NET SALARY INCOME FOR THE FINANCIAL YEAR ENDING 31/03/2006 Rs.

(i.e. take home pay after deducting I.T., Loans, PF and other deductions)

IN FLOW OF FUNDS DURING THE YEAR

In Flow of Funds	Amount	Property / Investment from which income received / source
1 <input type="text"/>	<input type="text"/>	<input type="text"/>

Workflow Status SAVED Total (Rs.) 0

COMPLETE

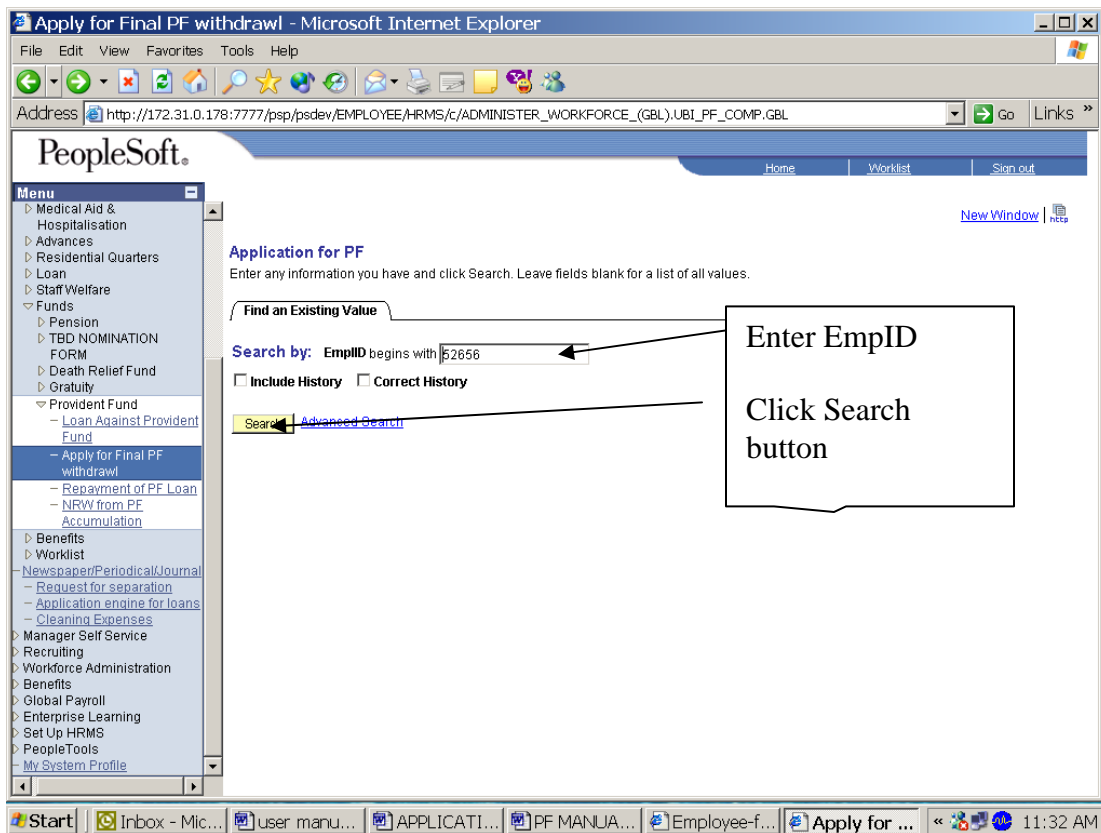
Done Local intranet

Start Calculator VIEWIN... Assets ... http://17... Inbox - ... MAINTA... Microsoft... 12:31 PM

Final PF withdrawal

The Staff Member who is retiring on superannuation can submit online application form for refund of Provident fund through ID of Accountant of the Branch and HR Administrator in case of Administrative Office by navigating through.

Employee Self Service > Funds > Provident Fund > Apply for Final PF Withdrawal



After above navigation , the various tabs of Application Form will be available for viewing.

Apply for Final PF withdrawal - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address [http://172.31.0.178:7777/psp/psdev/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_\(GBL\).UBL_PF_COMP.GBL](http://172.31.0.178:7777/psp/psdev/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_(GBL).UBL_PF_COMP.GBL) Go Links »

PeopleSoft. Home Worklist Sign out

[New Window](#) [Customize Page](#)

Application Form for Refund PF [PF Nominee Details](#) [PF NRW Form](#) [PF Outstanding](#) [PF Calculation](#)

EmplID: 52656 **Name:** GANDHI, RAMESH CHANDER

APPLICATION FOR REFUND OF PROVIDENT FUND

Dear Sir,

Consequent upon my of Shri GANDHI, RAMESH CHANDER

w.e.f on 31/05/2005 I apply for the repayment of my own contribution plus portion of the Bank's contribution to which I'm entitled/the amount to which I'm entitled under Rule No. 23 of the Union Bank of India Employee Provident Fund Rules as nominee of the deceased employee, and I request that the payment of the amount due to me made by a Crossed 'Account Payee' Cheque drawn in my favor. The relevant particulars in relation to my claim are given below.

Full Name of the Employee: GANDHI, RAMESH CHANDER ☒ Pension Optee

Address1: 2B MANECK MAHAL Address2: JUHU TARA RD.

Address3: SANTACRUZ(W) Address4:

City: MUMBAI State: Maharashtra

Pin Code:

Designation: ASST GENERAL MANAGER Branch/Office: CENTRAL OFFICE

Department: Retail Banking Region: CENTRAL OFFICE

Date of Appointment: 26/06/1972

Date of Cessation of Service: 31/05/2005 Cause of Cessation of Service: Superannuation

Total period of service: Years: 1 Month: 0

Marital Status of the Employee:

Start | Inbox - Mic... | user manu... | APPLICATI... | PF MANUA... | Employee-f... | Apply for ... « 11:40 AM

PF LOAN/NRW

The Second-in-command/Accountant/ HR Administrator at Administrative Offices, on behalf of all staff members working under his jurisdiction, will apply for Provident Fund loan on-line by following the navigation given below :-

Employee Self Service>Funds>Provident Fund >Loan against Provident Fund

The screenshot shows a web browser window titled "Loan Against Provident Fund - Microsoft Internet Explorer". The address bar displays the URL: [http://172.31.6.213/ps/ps/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_\(GBL\).UBL_PF_LOAN_COMP.GBL](http://172.31.6.213/ps/ps/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_(GBL).UBL_PF_LOAN_COMP.GBL). The page header includes the "Union Bank of India" logo and navigation links: Home, Worklist, MultiChannel Console, Add to Favorites, and Sign out. A "New Window" button is also present.

On the left, a "Menu" sidebar lists various services under "Employee Self Service". The "Funds" section is expanded, showing "Provident Fund" with sub-items: "Half Year Closing", "Loan Against Provident Fund" (highlighted), "Month End Processing For EMI", "Outstanding Loan & Advances", and "PF/PP/CC LOAD".

The main content area is titled "Loan Against Provident Fund" and contains two buttons: "Find an Existing Value" and "Add a New Value". Below these are input fields for "EmpID:" (containing "251680") and "PF Loan Number:" (containing "0"). A yellow "Add" button is positioned below the input fields. At the bottom of the form area, there are links for "Find an Existing Value" and "Add a New Value".

Annotations with arrows point to the following elements:

- "Click add a New Value" points to the "Add a New Value" button.
- "Enter EmpID of Applicant" points to the "EmpID:" input field.
- "Click Add button" points to the yellow "Add" button.

The Windows taskbar at the bottom shows the "Start" button, open applications including "pf loan - Micros..." and "Loan Against ...", and the system clock displaying "9:50 AM" on a "Local intranet".

After above navigation, the application for Loan against Provident Fund page will open. The loan amount requested needs to be filled up. The reason for applying loan can be picked up from the Drop-down menu where the following reasons are available :-

1)Medical Assistance 2)Religious ceremony3)Self, Son/Daughter's Marriage

Union Bank of India

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window | Customize Page

Appl for Loan against PF

EmpID: 251680 Name: PARAB, BHAGAWAN VITTHAL

Designation: MANAGER Branch: CENTRAL OFFICE

Department: Human Resource Management Region: CENTRAL OFFICE

PF Loan Number: 1 Request Date: 27/09/2006

*Reason: Medical Assistance

Loan Amount Requested:

Loan Eligible Amount: 129960.00

Employee's Provident Fund Balance as of previous month end: 473155.32

Number of repayment installments: 48

Last Drawn Salary Details			
Basic:	21660.00	PGP:	0.00
SP Pay:	0.00	FPP:	0.00
Officiating Pay:	0.00	Total:	21660.00

☐ Loan Sanctioned Sanction Date:

Amount of Loan Sanctioned: Loan Interest Percent:

Select the reason for loan from look up

Enter the loan amount requested

Click SAVE button

In case of loan is being availed for Son/Daughter's marriage, the Second-in-command/Accountant/HR Administrator at Administrative Offices is required to tick box "Marriage Invitation Card / Declaration" which will cropped up after selecting reason "Self, Son/Daughter's Marriage"

In case of loan against Provident Fund, Branch/Office should note to obtain Demand Promissory Note for the eligible loan amount i.e. 6 times the Basic Pay or the amount sought for whichever is less and confirmation thereof should be indicated by way of ticking the relevant box.

In case of **Non-refundable Withdrawal**, the application is to be submitted on-line by following the navigation given below :-

Employee Self Service > Funds > Provident Fund > NRW from P.F. Accumulation

The screenshot shows the 'NRW from PF Accumulation' page in a Microsoft Internet Explorer browser. The address bar displays the URL: [http://172.31.6.213/ps/ps/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_\(GBL\).UBL_PF_NRW_COMP.GBL](http://172.31.6.213/ps/ps/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_(GBL).UBL_PF_NRW_COMP.GBL). The page header includes the 'Union Bank of India' logo and navigation links: Home, Worklist, MultiChannel Console, Add to Favorites, and Sign out. A 'Menu' sidebar on the left lists various options under 'Provident Fund' and 'Benefits'. The main content area is titled 'NRW from PF Accumulation' and contains two links: 'Find an Existing Value' and 'Add a New Value'. Below these links are input fields for 'EmpID' (containing '251680') and 'NRW Counter' (containing '0'). A yellow 'Add' button is positioned below the 'NRW Counter' field. A callout box with a black border and rounded corners contains three instructions with arrows pointing to the corresponding elements: 'Click add a New Value' points to the 'Add a New Value' link; 'Enter EmpID of Applicant' points to the 'EmpID' input field; and 'Click Add button' points to the 'Add' button. The bottom of the browser window shows the Windows taskbar with the 'Start' button, open applications like 'pf loan - Micros...' and 'NRW from PF ...', and a system clock showing '10:13 AM'.

After above navigation, the application for N.R.W. from P.F. Accumulation" page will open as under.

Union Bank of India

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

[New Window](#) | [Customize Page](#) | [help](#)

Non Refundable Withdrawal | [NRW Details](#) | [PF NRW Site](#)

EmpID: 38261 Name: SURYANARAYANAN, RAMACHANDRAN

Application for Non-Refundable Withdrawal (NRW) from Provident Fund Accumulation

Kindly consider granting me Non-Refundable withdrawal against my Provident Fund accumulations as per the details given below:

Type of Withdrawal <input checked="" type="radio"/> NRW <input type="radio"/> 90%		<input type="checkbox"/> Pension Optee		Date of NRW Application: 27/09/2006
Full Name of the Employee: SURYANARAYANAN, RAMACHANDRAN				
Address 1: 303/16, SIDDHACHAL		Address 2: THANE (WEST)		
Address 3:		Address 4:		
City: MUMBAI		State: Maharashtra		
Pin Code: 400610		Branch: CENTRAL OFFICE		
Designation: SENIOR MANAGER		Region: CENTRAL OFFICE		
Department: Human Resource Management		Date of Birth: 05/02/1949		
Date of Appointment: 04/11/1970				
Date of Retirement: 28/02/2009				
Amount requested for withdrawal:		<input type="text"/>		
Reason for Withdrawal:		<input type="text" value="Payment of Housing Loan"/>		
Details of Provident Fund balance as on previous Financial Year(FY) 2006-04-01				

Start | pf loan - Micros... | NRW from PF ... | Local intranet | 10:17 AM

The documents indicated in Staff Circular No. 5271 dated 15.04.2006 will have to be submitted to the Second-in-command/Accountant/HR Administrator at Administrative Offices for verification. The second page containing NRW details will open and after filling in the relevant details it will have to be saved.

NRW from PF Accumulation - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address [http://172.31.6.213/ps/ps/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_\(GBL\).UBL_PF_NRW_COMP.GBL](http://172.31.6.213/ps/ps/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_(GBL).UBL_PF_NRW_COMP.GBL) Go

Union Bank of India

Home Worklist MultiChannel Console Add to Favorites Sign out

[New Window](#) [Customize Page](#) [Help](#)

[Non Refundable Withdrawal](#) **NRW Details** [PF NRW Site](#)

EmpID: 38261 Name: SURYANARAYANAN, RAMACHANDRAN

Details of Non-Refundable Withdrawal available: Find | View All First 1 of 1 Last

Date of Withdrawals:

Amount of Withdrawal:

Reason of Withdrawal:

Outstanding Loan Details

	Principal	Interest	Total
Housing Loan:	0.00	0.00	0.00
PF Loan:	0.00	0.00	0.00

NRW Amount Entitled: 564592.620000
 (Employee's Provident Fund Contribution upto previous FY end
 PLUS Employee's Voluntary Contribution upto previous FY end
 PLUS Interest on Employee's & Voluntary Provident Fund upto
 previous FY end MINUS PF Loan & Interest up to the date of
 NRW application)

NRW Amount Sanctioned:

NRW application sanctioned date: 27/09/2006

Entered By: Designation: Date:

Done Local intranet

Start pf loan - Micros... NRW from PF ... 10:42 AM

After clicking PF NRW Site, the following page will open to tick the documents submitted by the Applicant.

NRW from PF Accumulation - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address [http://172.31.6.213/ps/ps/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_\(GBL\).UBL_PF_NRW_COMP.GBL](http://172.31.6.213/ps/ps/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_(GBL).UBL_PF_NRW_COMP.GBL) Go

Union Bank of India

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Customize Page

Non Refundable Withdrawal NRW Details **PF NRW Site**

EmpID: 38261 Name: SURYANARAYANAN, RAMACHANDRAN

Documents submitted at the time of Application for NRW:

I. For the Purchase of House / Site / Flat

1. Affidavit as per approved format on the requisite Stamp Paper duly notarized ☐
2. Details of Property (Area, Location, cost etc) ☐
3. Certified Copy of the Agreement to sell ☐
4. Receipt of Advance Payments made ☐
5. Search certificate regarding particulars of the property along with the clear title of seller to the property in question from the Advocate ☐
6. Certificate of estimated cost from the recognized local architect / building contractor, and also the approximate time required for the completion of construction (On extension / construction of house only) ☐
7. Site Plan duly approved by Municipality / Gram Panchayat ☐
8. Housing Loan sanctioned advice ☐

II. For Payment of Housing Loan:

1. Affidavit as per approved format on the requisite Stamp Paper duly notarized ☒
2. Present outstanding Housing Loan Account (Principal + Interest) for the Branch where Housing Loan Account is maintained. ☒

III. For Son's and Daughter's Marriage

1. Marriage Invitation Card ☐
2. Hall Booking Receipt ☐

Done Local intranet

Start pf loan - Micros... NRW from PF ... 10:43 AM

Outstanding balance under loan against PF

To ascertain the balance of loan outstanding against a particular employee's name, the following navigation should be adopted :-

Employee Self Service>Funds>Provident fund > Repayment of P.F. Loan

Union Bank of India

Menu

- Provident Fund
 - Half Year Closing
 - Loan Against Provident Fund
 - Month End Processing For EMI
 - Outstanding Loan & Advances
 - PF/VPF/CC LOAD PROGRAM
 - Pension/ Provident Fund Optee
 - Provident Fund Interest Rate
 - Apply for Final PF withdrawal
 - PF Loan EMI
 - Application for VPF
 - Letter Template
 - Repayment of PF Loan
 - Transfers in from other funds
 - NRW from PF Accumulation
 - Provident Fund Slip
 - Loan View
 - PF- Slip View
- Benefits
- Worklist
- Newspaper/Periodical/Journal
 - Request for separation
 - View Payslip
 - View Tax Forecast
 - Employee Home

Repayment of PF Loan

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

EmpID:

PF Loan Number:

[Basic Search](#)

Search Results

View All First 1 of 1 Last

EmpID	PF Loan Number
382610	1

Enter Empid of employee whose O/S loan against PF is to be ascertained

Start | pf loan - Micros... | Repayment of... | Local intranet | 10:52 AM

After above navigation, the O/S loan amount can be viewed in the following page.

Repayment of PF Loan - Microsoft Internet Explorer

Address: [http://172.31.6.213/ps/ps/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_\(GBL\).UBL_PF_REPAY_COMP.GBL](http://172.31.6.213/ps/ps/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_(GBL).UBL_PF_REPAY_COMP.GBL)

Union Bank of India

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

EmpID: 382610 **Name:** RAM,SHIV DAS

PF Loan Number: 1

Designation: PTS 1/2 SCALE **Branch:** PHEPHNA

Department: GORAKHPUR - REGIONAL OFFICE **Region:** GORAKHPUR - REGIONAL OFFICE

Requested Amount: 7144.850 **Reason:** Medical

Amount of Loan Sanctioned: 7144.85 **Sanction Date:** 01/04/2006

Last Repayment instalment Date: **Repayment Instalment Amount:** 225.00

PF LOAN Find | View All First 1 of 1 Last

Cut off date for calculation of Interest on Outstanding Loan: 27/09/2006

Outstanding Loan Amount till previous month end: 6019.85

Accrued Interest: 265.00

Interest on Loan Outstanding: 41.300

Total Outstanding: 6326.15

Repayment of PF Loan Amount: 0.00

Date of Repayment: 27/09/2006

Mode of Payment: Pay Order

Instrument Number:

Instrument Date:

Comments:

SAVE Entered 251680 **Designation:** MANAGER **Date:** 27/09/2006

Done Local intranet

Start Repayment o... Inbox - Microso... Congrats..... salary sep 2006... pf loan - Micros... 11:10 AM

The employee/ Second-in-command/ Accountant/ HR Administrator at Administrative Offices can view the balance with interest whereupon the dues can be remitted by way of Authority Cheque or direct credit to the Provident Fund Account No.317902170055587

H.R. Administrator at Central Office, on receipt of Authority Cheque or direct credit to Provident Fund Account will ensure closure of the loan account. This process may take two to three days depending on the receipt of Authority Cheque at Central Office. No sooner the loan is closed, the Second-in-command/Accountant/HR Administrator can access this information and then apply for P.F. Loan afresh.

On receipt of loan application on-line, duly recommended by the Second-in-command/Accountant/HR Administrator, loan will be approved by the H.R. Administrator at Central Office and sanction will be accorded by the Trustees. Thereafter the loan amount will be credited to the respective account. It is necessary that all staff members quote Overdraft/Savings Bank account Number as given for credit of Salary and ensure that the same is updated in Union Parivar.

In Provident Fund Module under Union Parivar, once the loan is sanctioned by Provident Fund Division, Central Office, the E.M.I. will be directly updated in the Payroll Module and deduction will start from the salary from the succeeding month. Like wise, deduction from the salary will also be stopped after the loan is adjusted.

VIEWING P.F. SLIP

The Provident Fund Slip can be viewed by adopting the following navigation :-

Employee Self Service> Funds> Provident Fund> P.F. Slip View

Union Bank of India

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Menu

Search:

- My Favorites
- Employee Self Service
 - Conveyance
 - Entertainment Expenses
 - Investment Declaration
 - Travel Expenses Bill
 - Briefcase Reimbursement
 - Career Planning
 - Leave Management
 - L.F.C.
 - Personal Information
 - Medical Aid & Hospitalisation
 - Advances
 - Residential Quarters
 - Loan
 - Uniform & Liveries
 - Staff Welfare
- Funds
 - Pension
 - TBD Nomination Form
 - Death Relief Fund
 - Gratuity
 - Provident Fund
 - Half Year Closing
 - Loan Against Provident Fund
 - Month End Processing For EMI
 - Outstanding Loan & Advances

UBI_PF_YRCL_VW

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

EmpID: = 251680

Name: begins with PARAB, BHAGAWAN VITI

Calendar Year: =

Month: =

☐ Include History ☐ Correct History ☐ Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Search Results

View All First 1-48 of 48 Last

Calendar Year	Month
2007	March
2007	September
2008	March
2008	September
2009	March
2009	September
2010	March
2010	September
2011	March
2011	September
2012	March

Select and click month/year of which PF slip to be viewed

After above navigation, the PF slip can be viewed as under.

PF- Slip View - Microsoft Internet Explorer

Address: http://unionparivar.com:8080/ps/ps/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_(GBL).UBI_PF_YRCL_YW.GBL

Union Bank of India

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window | Customize Page | Help

Provident Fund Statement

Employee Detail

EmpID: 251680	PARAB,BHAGAWAN VITTHAL	Date Of Birth: 06/05/1961
Month: September	Year: 2010	Date of Joining: 28/06/1982
Pension Optee: YES		Date of Confirmation: 01/01/1983

Nomination Particulars

Provident Fund Nominee

Nominee 1	S VISHAKHA B PARAB	Percentage	100.00
Nominee 2		Percentage	

Gratuity Nominee

Nominee 1	VISHAKHA BHAGAWAN PARAB	Percentage	100.00
Nominee 2		Percentage	

DRF Nominee

Nominee 1	VISHAKHA BHAGAWAN PARAB	Guardian 1	XYZ	Percentage	100.00
Nominee 2				Percentage	

PF Loan Details

		Particulars Of NRW Aailed			
		Sr.No	Date	Amount	Purpose
Date Of Loan Sanctioned		1.			
Sanctioned Amount		2.			
		3.			

Balance brought forward

VPF	198001.71	PF LOAN	0.000
EPF	662073.22	DRF	6725.00
BKC	662073.22	B/F TOTAL	1522148.150000

Date of Run **VPF Contribution** **EPF Contribution** **Bank Contribution** **PF Loan EMI** **DRF Contribution**

Done

start Shortcut to ILIN... PF- Slip View - Mi... Local Disk (C:) My Documents user guidelines - ... Links Local intranet 11:31 AM

Application to start or amend the Vol. P. F.

Staff members can submit online application to start / amend Vol. P. F. deduction from their monthly salary by navigating through

Employee Self Service > Fund > Provident Fund > VPF Amount Declaration

The screenshot shows a web browser window titled "VPF Amount Declaration - Microsoft Internet Explorer". The address bar displays the URL: [http://unionparivar.com:8080/ps/ps/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_\(GBL\).UBI_VPF_DECL.GBL](http://unionparivar.com:8080/ps/ps/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_(GBL).UBI_VPF_DECL.GBL). The page header includes the "Union Bank of India" logo and navigation links: Home, Worklist, MultiChannel Console, Add to Favorites, and Sign out. A "New Window" button is also present.

The main content area is titled "UBI_VPF_DECL" and includes the instruction: "Enter any information you have and click Search. Leave fields blank for a list of all values." Below this, there are two tabs: "Find an Existing Value" (selected) and "Add a New Value".

The search form contains the following fields:

- EmpID:** A dropdown menu with an equals sign and a text input field containing "251680".
- Other Effective Date:** A dropdown menu with an equals sign and a date input field containing "08/03/2011".

Below the search fields are buttons for "Search", "Clear", "Basic Search", and "Save Search Criteria". Below these buttons are links for "Find an Existing Value" and "Add a New Value".

The left sidebar contains a "Menu" with the following items:

- Employee Management
 - LF.C.
 - Personal Information
 - Medical Aid & Hospitalisation
 - Advances
 - Residential Quarters
 - Loan
 - Uniform & Liveries
 - Staff Welfare
- Funds
 - Pension
 - TBD Nomination Form
 - Death Relief Fund
 - Gratuity
- Provident Fund
 - Half Year Closing
 - Loan Against Provident Fund
 - Month End Processing For EMI
 - Outstanding Loan & Advances
 - PFMPFICC LOAD PROGRAM
 - Pension/ Provident Fund Optee
 - VPF Amount Declaration (highlighted)
 - Provident Fund Interest Rate
 - Apply for Final PF withdrawal
 - PF Loan EMI

The Windows taskbar at the bottom shows the Start button, a taskbar with "Shortcut to ILIN...", "VPF Amount Decl...", "Local Disk (C:)", "My Documents", and "user guidelines - ...". The system clock shows "12:08 PM".

After above navigation, the Staff Member will get the following page to submit his online request to start/ amend/ close his Vol. PF deduction.

VPF Amount Declaration - Microsoft Internet Explorer

Address: [http://unionparivar.com:8080/ps/ps/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_\(GBL\).UBI_VPF_DECL.GBL](http://unionparivar.com:8080/ps/ps/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_(GBL).UBI_VPF_DECL.GBL)

Union Bank of India

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

[New Window](#) | [Customize Page](#)

VPF Amount Declaration

Personal Information

EmpID	251680	Name	PARAB, BHAGAWAN VITTHAL	Designation	SENIOR MANAGER
--------------	--------	-------------	-------------------------	--------------------	----------------

VPF Declaration

My VPF Deduction as on 08/03/2011 is

Amount	0.00	OR
Percent Of	10.00	(Basic Pay + Special Allowance + Officiating Allowance)
Since	01/04/2004	

I hereby authorise you to deduct my voluntary contribution every month as below

Amount	0.000	OR
Percent Of	0.000	(Basic Pay + Special Allowance + Officiating Allowance)
With effect from		

I further agree that I will not amend and/or revoke this authority for a period of six months from such change

SAVE **SUBMIT**

P.S. To discontinue with your present VPF declaration add 0 to the Amount and Percent Of fields

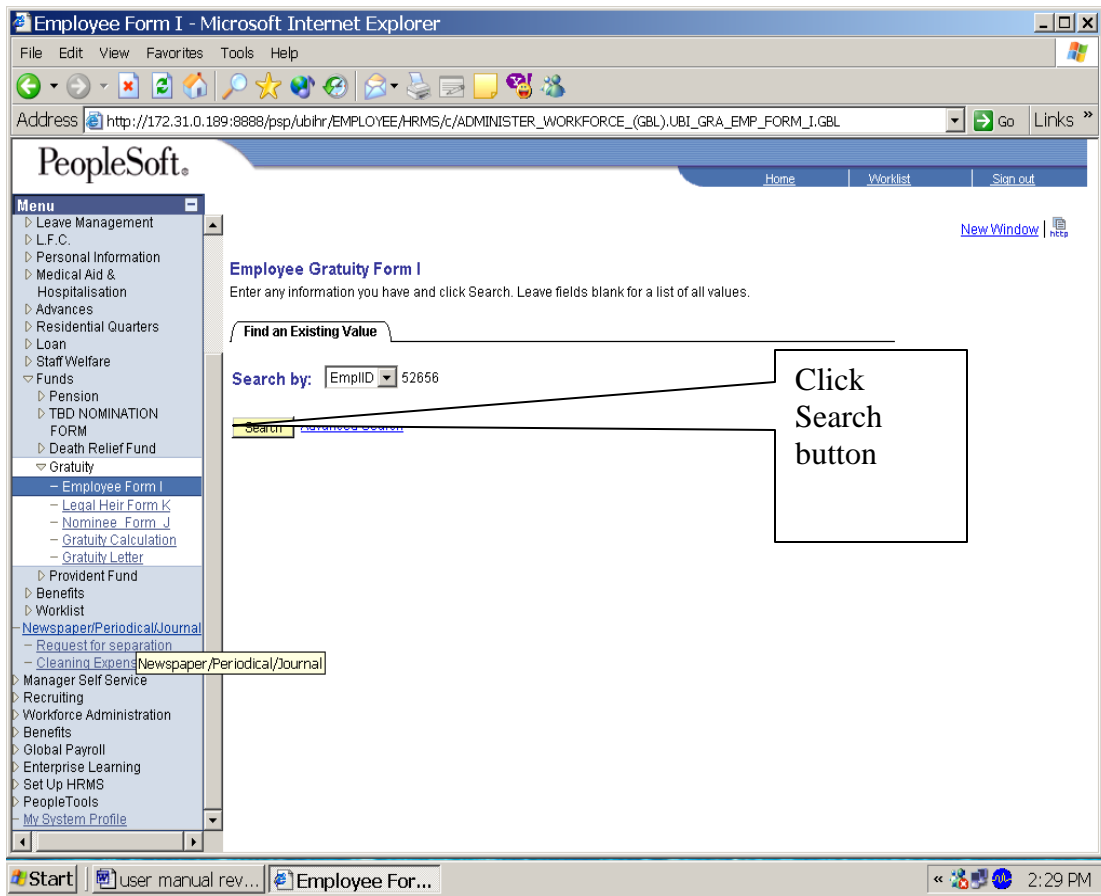
Local intranet

start | Shortcut to ILIN... | VPF Amount Decl... | Local Disk (C:) | My Documents | user guidelines - ... | Links | 12:15 PM

GRATUITY

The Retiree/Resignee can submit online application for Gratuity (Employee Form I) through ID of Accountant of the Branch/HR Administrator of Administrative Office by navigating through.

Employee self Service >Funds >Gratuity > Employee form I



EMPLOYEE RETIRING ON SUPERANNUATION CAN LOG IN ONE MONTH BEFORE RETIREMET DATE

EMPLOYEES SEEKING VRS / RESIGNATION CAN LOG IN ONLY AFTER HIS VRS APPLICATION / RESIGNATION IS ACCEPTED.

THE EMPLOYEES WHO ARE DISMISSED OR COMPULSARILY RETIRED, THE HR ADMINISTRATOR AT R.O. WILL SEND THE APPLICATION ONLINE ON THEIR BEHALF

.SIMILARLY, EMPLOYEES OF OFFLINE BRANCHES WILL SUBMIT THEIR APPLICATIONS TO THE CONCERNED R.O. ADMINISTRATOR AND R.O. ADMINISTRATOR WILL SEND THE SAID APPLICATIONS ONLINE TO TERMINAL BENEFITS DEPARTMENT.

Employee Form I - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address [http://172.31.0.189:8888/psp/ubshr/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_\(GBL\).UBI_GRA_EMP_FORM_I.GBL](http://172.31.0.189:8888/psp/ubshr/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_(GBL).UBI_GRA_EMP_FORM_I.GBL) Go Links

PeopleSoft.

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Customize Page help

Employee Form I IR Clearance

Employee ID: 52656 Employee Name: GANDHI,RAMESH CHANDER

APPLICATION FOR GRATUITY BY AN EMPLOYEE: FORM,"I"

Dear Sir,

I hereby apply for payment of Gratuity to which I am entitled under Sub-Section (I) of Section 4 of the Payment Gratuity Act, 1972 on account of my after completion of not less than five years of continuous service / total disablement due to accident / total disablement due to disease with effect from 31/05/2005. Necessary particulars relating to my appointment in the establishment are given in the statement below:

STATEMENT

(1) Name in Full of the employee: GANDHI,RAMESH CHANDER

(2) Address1: 2B MANECK MAHAL

(3) Address2: JUHU TARA RD.

(4) Address3: SANTACRUZ(W)

(5) Address4:

(6) City: MUMBAI

(7) State: Maharashtra

(8) Pin Code:

(9) Branch: CENTRAL OFFICE

Start Calculate Absen... http://172.31.0.189:8888/psp/ubshr/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_(GBL).UBI_GRA_EMP_FORM_I.GBL Employee For... 9:25 AM

Employee Form I - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address [http://172.31.0.189:8888/psp/ubshr/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_\(GBL\).UBI_GRA_EMP_FORM_I.GBL](http://172.31.0.189:8888/psp/ubshr/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_(GBL).UBI_GRA_EMP_FORM_I.GBL) Go Links

PeopleSoft.

Home Worklist MultiChannel Console Add to Favorites Sign out

Gratuity Calculation Link

SAVE

Entered By 251680 Designation MANAGER Date 30/05/2005

Return to Search

Employee Form I | IR Clearance

Start Calculate Ab... http://172.3... Employee F... Please - Note... user manual ... 9:29 AM

Enter the required details

Click SAVE button

After Employee saves the application, it will go to the concerned HR Administrator at RO level

ONLINE NOMINATION FOR PF/GRATUITY AND DRF

After submitting nominations for PF/Gratuity/DRF on hard copies, the staff members can submit online nominations by navigating through

Employee self Service > Funds > TBD Nomination Form > TBD nominee Form

Union Bank of India

Menu

Search:

- My Favorites
- Employee Self Service
 - Conveyance
 - Entertainment Expenses
 - Investment Declaration
 - Travel Expenses Bill
 - Briefcase Reimbursement
 - Career Planning
 - Leave Management
 - L.F.C.
 - Personal Information
 - Medical Aid & Hospitalisation
 - Advances
 - Residential Quarters
 - Loan
 - Uniform & Liveries
 - Staff Welfare
 - Funds
 - Pension
 - TBD Nomination Form
 - TBD Nominee Form
 - Legal Heir Detail
 - Death Relief Fund
 - Gratuity
 - Provident Fund
 - Benefits
 - Worklist
 - Newspaper/Periodical/Journal
 - View Payslip
 - View Tax Forecast

Nominee Details

Find an Existing Value | Add a New Value

EmplID: 251680

Nomination type: Provident Fund

Date 1: 08/03/2011

Add

Find an Existing Value | Add a New Value

Click Add a new value

Select nomination type i.e. Provident Form/ Gratuity/DRF

Click ADD button

It is necessary to fill up nomination for PF/Gratuity/DRF separately.

After above nomination, the Staff member will get the following page to enter the details of his nominee

Union Bank of India

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window | Customize Page | http

Nominee Page | **Witness Page**

EmpID: 251680 Name: PARAB,BHAGAWAN VITTHAL

Designation: SENIOR MANAGER **Branch:** CENTRAL OFFICE
Department: DP - Union Parivar Cell **Region:** CENTRAL OFFICE
Nomination Date: 08/03/2011 **Nomination type:** Provident Fund

Nominee Details Find | View All First 1 of 1 Last

Nom No:				
1	Name 1	Relationship:		
	Date Of Birth:	Age:	<input checked="" type="checkbox"/> Minor	<input checked="" type="checkbox"/> Dependent
	Guardian Name:	Relationship To Guardian:		
	Marital Status: MARRIED	Status Date:	Percentage Share:	
	Address 1:	Address 2:		
	Address 3:	Address 4:		
	City:	State:		
	Pin Code:			

Application Status New

Done Local intranet

start Shortcut to ILIN... TBD Nominee For... Local Disk (C:) My Documents user guidelines - ... Links 10:25 AM

If more than one nominee, then use + button to add more nominee/s

Enter all fields peretaining to nominee details

After filling up all data in nominee page, click open witness page tab to enter the details of witness as appearing on the hard copies of nomination forms

TBD Nominee Form - Microsoft Internet Explorer

Address: [http://unionparivar.com:8080/ps/ps/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_\(GBL\).UBI_NOM_COMP.GBL](http://unionparivar.com:8080/ps/ps/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_(GBL).UBI_NOM_COMP.GBL)

Union Bank of India

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window | Customize Page | Help

Nominee Page | **Witness Page**

EmplID: 251680 Name: PARAB, BHAGAWAN VITTHAL

Witness Details Find First 1 of 2 Last

Witness No: 1

'Name 1:

'Address 1: Address 2:

Address 3: Address 4:

'City: 'State:

Pin Code:

Witness No: 2

'Name 1:

'Address 1: Address 2:

Address 3: Address 4:

'City: 'State:

Pin Code:

Done Local intranet

start Shortcut to ILIN... TBD Nominee For... Local Disk (C:) My Documents user guidelines - ... Links 10:26 AM

PENSION OPTION FORM

Staff members who have given pension option in terms of B/P settlement/Joint note dated 27/4/2010, can view their pension option form by navigating through

Employee self Service > Funds > Pension > Pension option Form

Union Bank of India

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window | Customize Page | Help

Menu

- My Favorites
- Employee Self Service
 - Conveyance
 - Entertainment Expenses
 - Investment Declaration
 - Travel Expenses Bill
 - Briefcase Reimbursement
 - Career Planning
 - Leave Management
 - L.F.C.
 - Personal Information
 - Medical Aid & Hospitalisation
 - Advances
 - Residential Quarters
 - Loan
 - Uniform & Liveries
 - Staff Welfare
 - Funds
 - Pension
 - Pension Administrator
 - Pension Grant Form 3
 - Commutation Pension Form 5A
 - Family Pension Form 4
 - Pension Option Form**
 - TBD Nomination Form
 - Death Relief Fund
 - Gratuity
 - Provident Fund
 - Benefits
 - Worklist

Pension Option Application

Application Status: Approved

**The General Manager (P),
Department Of Personnel,
Union Bank of India,
Central Office,
Mumbai - 400 021.**

Sir,

I hereby declare that I have read and understood the terms of Settlement / Joint Note dated 27.04.2010 for extending another option to join Pension Scheme. I have understood that the terms of the Settlement/Joint Note have been arrived at on the basis of the Unions/Associations offering to contribute 30% of the initial funding gap assessed for extending another option for joining the pension scheme. I am agreeable to the said contribution of 30% towards the initial funding gap and hereby voluntarily opt to become a member of the Bank's Pension Scheme as per the provisions of the said Settlement/Joint Note and to cease to be a member of the Contributory Provident Fund Scheme and irrevocably authorize the Bank / Trustees of the Contributory Provident Fund to transfer the entire contribution of the Bank along with entire interest accrued thereon, to the credit of Pension Fund. I also authorize the bank to transfer to the Pension Fund an amount equal to 2.8 times of my revised pay for the month of November 2007 representing my share in the 30% contribution mentioned above from the arrears payable to me on account of wage revision in terms of Bipartite Settlement/Joint Note dated 27.04.2010.

PF No	251680
Date Of Submission	06/09/2010

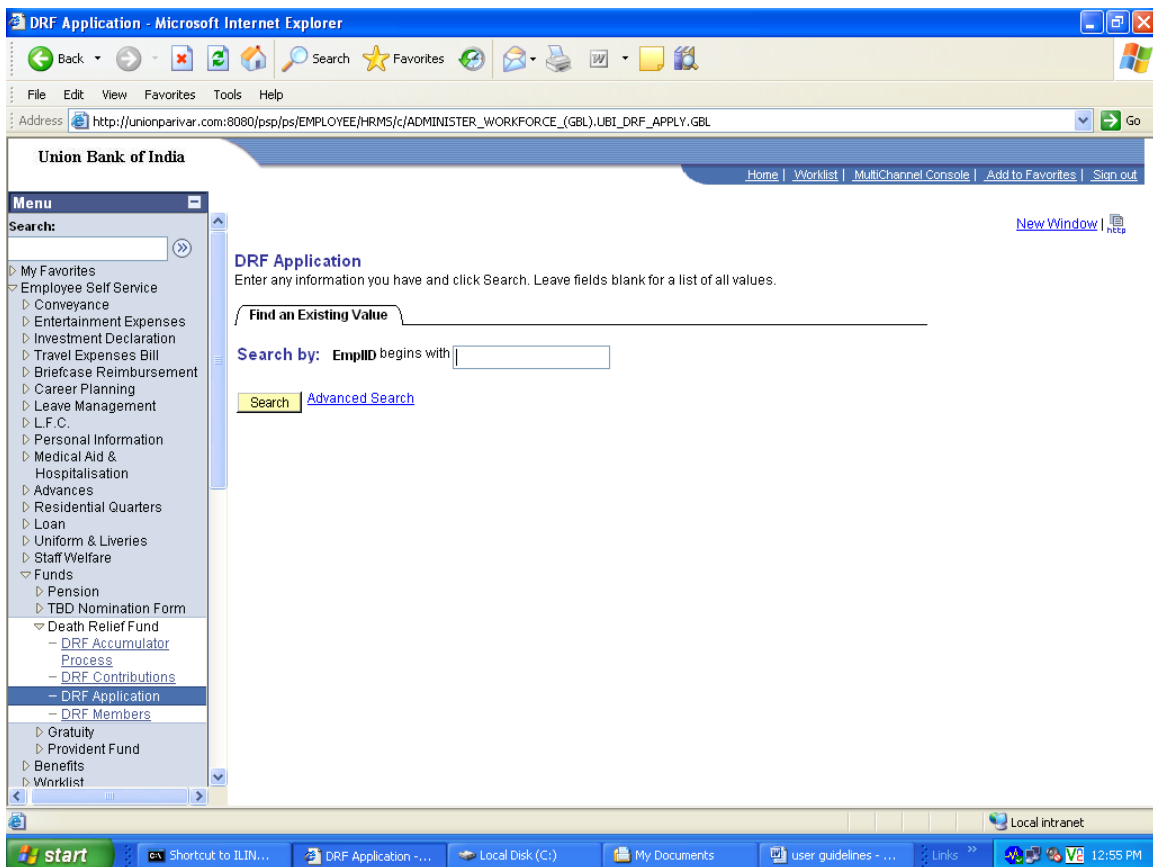
Local intranet

start | Shortcut to ILIN... | Pension Option F... | Local Disk (C:) | My Documents | user guidelines - ... | Links | 11:26 AM

DRF CLAIM

The Second-in-command/Accountant/ HR Administrator at Administrative Offices, on behalf of Staff member who retire on superannuation or expired will submit online DRF claim as per following navigation.

Employee self Service > Funds >Death Relief Fund > DRF Application



After above navigation the following page will be available to enter the relevant details.

DRF Application - Microsoft Internet Explorer

Address: http://unionparivar.com:8080/ps/ps/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_(GBL).UBI_DRF_APPLY.GBL

Union Bank of India

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Designation: GENERAL MANAGER Branch: CENTRAL OFFICE
 Department: Rural & Agri Business Div. Region: CENTRAL OFFICE

Death Relief Type
☒ Retirement ☐ Death

Date of Cessation: 31/03/2009 Reason: Superannuation

Nominee Details Find | View All First 1 of 1 Last

Nominee Number	1	Date 1	05/04/2007
Name	MRS.K.SHOBHA RANI	Relation	Other
Nomination type	Gratuity	% Share	100.00
Guardian Name		Relation	
Marital Status	Unknown	Marital Status Date	
Address Line 1		Address Line 2	
Address Line 3		Address Line 4	
City		Postal Code	0

Date of First Installment : 01/01/2003 Date of Last DRF Installment: 31/03/2009
 DRF Accumulation Amount: 5625.00 DRF Amount Taxable: 19375.00
 DRF Amount Payable: 25000.00 POB Date: 20/03/2009

Save Entered By: DESHPANDE.ARAVIND Designation: SENIOR MANAGER Date: 20/03/2009

Done Local intranet

start Shortcut to ILIN... DRF Application -... Local Disk (C:) My Documents user guidelines -... Links 12:57 PM