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| JDEEmployee Master Creation Request Form |
| Template |
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[This document should be used for requesting **ADD/UPDATE** of Employee Master in JDE production environment. The Master record would be created/updated in **SYSTEM** after all the approvals have been obtained. The document needs to be filled by business user and approvals obtained before sending the same to concern authority]

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| Version Control:

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| **Version No.** | **Date** | **Created/Modified By** | **Description**  |
| 1 | Nov,2010 | Group HR  | Original |
| 2 | April,2011 | Group HR | PF no. submission time limit extended |
| 3 | April,2012 | Group HR | Qualification |
| 4 | August,2012 | Group HR | Business unit ,New joinee, etc  |
| 5 | December,2012 | Group HR | Appointment Letter No. |
| 6 | May, 2013 | Group HR | Completion of Contract |
| 7 | November, 2018 | Group HR | Employment Status: ESIC, GROUP HR team Name Changed & Email ID for JD ID creator |
| 8 | January, 2024 | Group HR | Tabular form and addition of Bank acc. Details, UAN no. |

Instructions for Filling this TEMPLATE:1. This template should be filled by the business user who is requesting the creation or updating of an Employee Master record in JDE SYSTEM.2. Send the filled template to appropriate approval authority as identified in **point 3**.3. Approval for creation/update of Employee Master should be obtained via email from location HR Head. The business approver for this template is respective **Location HR HEAD** and **GROUP HR**. 4. Once the business approval has been obtained via email forward the approval email and template as filled in **point 1** to email Id parijat.bhattacherjee@rsbglobal.com5. The Primary owner for this activity from GROUP HR team would be **Parijat Bhattacherjee** parijat.bhattacherjee@rsbglobal.comKey Points:1. **No updates to JDE SYSTEM would be performed by HR team unless documented approvals are available**.2. Once the approved request for update has been received by HR team, allow minimum **1-2** working days for the same to get reflected into system.3. The originator of the request would be informed via email when the task is completed.4. Any changes to the process would be communicated to stakeholders in a timely fashion via email only by GROUP HR.5. If incomplete information is provided in the template, the task of performing the updates to SYSTEM might get delayed unless the same is made available.New joinee / transfer / deputation (more than 3 months) / consultant :**(Choose as appropriate) New Joinee**Employee Profile:

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| --- | --- |
| Employee Name : (As per Aadhar Card) |  |
| Mailing Address : (Building name/Street name) |  |
| City : |  |
| State : |  |
| Pin Code : |  |
| Country :  |  |
| Contact No:  |  |
| Email : |  |

Personal DETAIL:

|  |  |
| --- | --- |
| Salutation : (MR/MS) |  |
| Gender : (Male/Female) |  |
| Date of Birth : (DD/MM/YY) |  |
| Place of Birth : |  |
| Nationality : |  |
| Aadhar No : |  |
| PAN No: |  |
| Marital Status : (Single/Married) |  |
| Religion :  |  |
| Blood Group : |  |
| Name Legal heir : |  |

Organisation detail:

|  |  |
| --- | --- |
| Company : (RSB Transmissions/Industries) |  |
| Business Unit : (Plant name) |  |
| Vertical : (Auto/CMI/Corporate) |  |
| Department & Sub Department : |  |
| Grade : |  |
| Designation : |  |
| Date of Joining : (DD/MM/YY) |  |
| Supervisor’s Emp ID :  |  |
| Employment Status & Duration: (Trainee/Probation/Confirmed) |  |
| ESIC Applicability : (Yes/No) |  |
| Place of Posting : (Sitting Location) |  |
| Overall Experience (Yrs.) :  |  |
| Last Employment Name : |  |
| UAN NO : |  |
| Bank Account Name & Account No : |  |

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| Qualification DETAILS:

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| --- | --- | --- | --- | --- | --- |
| Degree : | Joining (Yr) | Passing (Yr) | Name of Institute | Specialization | Percentage |
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# Requested BY

**Name:**

# Approved BY

**Name:**