



Grievance and Disciplinary Action

User Guide

Version 5.5

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TABLE OF CONTENTS

BUSINESS PROCESS: GRIEVANCE 1

- Scenario 1: Administrator creates Grievance Quick Codes 1
- Scenario 2: Administrator Records Grievance on behalf of an employee 2
- Scenario 3: Administrator Records Grievance Response details 7
- Scenario 4: Administrator Records Grievance Resolution details 8
- Scenario 5: Administrator Records Legal Action Details 11
- Scenario 6: Administrator Records Perceived Cost Details 14
- Scenario 7: Administrator Views Grievance Summary 19
- Scenario 8: Self Service user Records his Grievance 20
- Scenario 9: Self Service User Records Grievance Response details 23
- Scenario 10: Self Service User views Grievance Summary 25

BUSINESS PROCESS: DISCIPLINARY ACTION ... 26

- Scenario 1: Administrator creates Disciplinary Action Quick Codes 26
- Scenario 2: Administrator Records Disciplinary Action against an employee 29
- Scenario 3: Administrator Records Disciplinary Action Activity details 34
- Scenario 4: Administrator Records Disciplinary Action Cost details 37
- Scenario 5: Administrator Views Disciplinary Action Details 43

- Scenario 6: Supervisor Records Disciplinary Action in Self Service 44
- Scenario 7: Self Service User Records Disciplinary Action Activity details..... 48
- Scenario 8: Self Service User Views Disciplinary Action Details 50

B BUSINESS PROCESS: GRIEVANCE

■ Scenario 1: Administrator creates Grievance Quick Codes

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
1.	User defines the Grievance quick code values for Grievance Type	Grievance Administrator / HR User	HR General Information	Edit Quick Codes	Edit Quick Codes	<ul style="list-style-type: none"> ▶ User selects the HR General Information Unit ▶ User Selects the Business Process as 'Grievance' ▶ Then the user selects Process Variable as 'Grievance Type', defines the Value Code, Value Description & Inactive – NO (the value 'YES' would render the Grievance Type Value inactive, which will not be usable in the downstream processes) ▶ User saves this information.

■ Scenario 2: Administrator Records Grievance on behalf of an employee

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
1.	User creates a grievance record on behalf of an employee	Grievance Administrator / HR User	Grievance Administration	Record Grievance	Select Employee to Record Grievance	<ul style="list-style-type: none"> ▶ User selects the Grievance Administration Unit (if more than 1 are available, else the value is defaulted) ▶ User directly enters the Employee Code and Assignment Number and takes the 'Record Grievance' link OR ▶ User conducts a search using the filter Current status as "New" and clicks on the multi-line hyperlink to Record a Grievance for an employee



SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
					Record Grievance	<ul style="list-style-type: none"> ▶ User Selects a Grievance type ▶ User enters Grievance ▶ User enters Grievance details (additional information) ▶ User selects one or more employees in "Grievance Forward Details" either by entering employee code directly or by taking help on employee ▶ User submits the grievance record

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
2.	User modifies the grievance record on behalf of the employee	Grievance Administrator / HR User	Grievance Administration	Record Grievance	Select Employee to Record Grievance	<ul style="list-style-type: none"> ▶ User selects the Grievance Administration Unit (if more than 1 are available, else the value is defaulted) ▶ User cannot directly enter the Employee Code and Assignment Number to modify a grievance using the "Record Grievance" link ▶ User conducts a search using the one or more of search filters and clicks on the multi-line hyperlink to modify a Grievance recorded for an employee

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
					Record Grievance	<ul style="list-style-type: none"> ▶ User may modify the Grievance type ▶ User modifies Grievance ▶ User modifies Grievance details (additional information) ▶ User adds or deletes or modifies one or more employees in "Grievance Forward Details" either by entering employee code directly or by taking help on employee, only for those without response details. ▶ User cannot delete or modify after the response has been recorded ▶ User submits the modified grievance record

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
3.	User deletes a grievance record on behalf of an employee	Grievance Administrator / HR User	Grievance Administration	Record Grievance	Select Employee to Record Grievance	<ul style="list-style-type: none"> ▶ User selects the Grievance Administration Unit (if more than 1 are available, else the value is defaulted) ▶ User cannot directly enter the Employee Code and Assignment Number to modify a grievance using the "Record Grievance" link ▶ User conducts a search using the one or more of search filters and clicks on the multi-line hyperlink to modify a Grievance recorded for an employee
					Record Grievance	<ul style="list-style-type: none"> ▶ User is able to see the recorded grievance details ▶ User may delete the grievance only if the "Current Status" is displayed as "Submitted" ▶ User deletes the grievance record using the "Delete" button

■ Scenario 3: Administrator Records Grievance Response details

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
1.	User responds to a grievance on behalf of the employee	Grievance Administrator / HR User	Grievance Administration	Record Response Details	Select Grievance to Record Response	<ul style="list-style-type: none"> ▶ User selects the Grievance Administration Unit (if more than 1 are available, else the value is defaulted) ▶ User directly enters the Grievance Number and takes the 'Record Response' link OR ▶ User conducts a search using the one or more of search filters and clicks on the multi-line hyperlink to respond to a grievance on behalf of an employee
					Record Response	<ul style="list-style-type: none"> ▶ User responds to the grievance by entering "Response" and response date in "Responded On" columns in "Grievance Forward Details" ▶ User submits the response details ▶ User clicks "View Grievance Summary" link to view the grievance details.

■ Scenario 4: Administrator Records Grievance Resolution details

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
1.	User records resolution details for a grievance	Grievance Administrator / HR User	Grievance Administration	Record Resolution Details	Select Grievance to Record Resolution	<ul style="list-style-type: none"> ▶ User selects the Grievance Administration Unit (if more than 1 are available, else the value is defaulted) ▶ User directly enters the Grievance Number and takes the 'Record Resolution' link OR ▶ User conducts a search using the one or more of search filters and clicks on the multi-line hyperlink to record resolution for a grievance
					Record Resolution	<ul style="list-style-type: none"> ▶ User leaves the Grievance Status to remain as "Open" or changes the same to "Closed" ▶ User enters Resolution details ▶ User submits the Resolution details ▶ User clicks "View Grievance Summary" link to view the grievance details.

2.	User modifies resolution details for a grievance	Grievance Administrator / HR User	Grievance Administration	Record Resolution Details	Select Grievance to Record Resolution	<ul style="list-style-type: none"> ▶ User selects the Grievance Administration Unit (if more than 1 are available, else the value is defaulted) ▶ User directly enters the Grievance Number and takes the 'Record Resolution' link OR ▶ User conducts a search using the one or more of search filters and clicks on the multi-line hyperlink to modify resolution for a grievance
					Record Resolution	<ul style="list-style-type: none"> ▶ User leaves the Grievance Status to remain as "Open" or changes the same to "Closed" ▶ User modifies Resolution details ▶ User submits the Resolution details ▶ User clicks "View Grievance Summary" link to view the grievance details.

3.	User deletes resolution details for a grievance	Grievance Administrator / HR User	Grievance Administration	Record Resolution Details	Select Grievance to Record Resolution	<ul style="list-style-type: none"> ▶ User selects the Grievance Administration Unit (if more than 1 are available, else the value is defaulted) ▶ User directly enters the Grievance Number and takes the 'Record Resolution' link OR ▶ User conducts a search using the one or more of search filters and clicks on the multi-line hyperlink to modify resolution for a grievance
					Record Resolution	<ul style="list-style-type: none"> ▶ User deletes the grievance Resolution details using the "Delete" button ▶ User clicks "View Grievance Summary" link to view the grievance details.

■ Scenario 5: Administrator Records Legal Action Details

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
1.	User enters Legal Action details for a grievance	Grievance Administrator / HR User	Grievance Administration	Record Legal Action Details	Select Grievance to Record Legal Action details	<ul style="list-style-type: none"> ▶ User selects the Grievance Administration Unit (if more than 1 are available, else the value is defaulted) ▶ User directly enters the Grievance Number and takes the 'Record Legal Action Details' link OR ▶ User conducts a search using the one or more of search filters and clicks on the multi-line hyperlink to record legal action details for a grievance
					Record Legal Action Details	<ul style="list-style-type: none"> ▶ User enters the "File Id" ▶ User enters the "Filed Date" ▶ User enters "Suit Details" for the grievance ▶ User submits the Legal Action details ▶ User clicks "View Grievance Summary" link to view the grievance details.

2.	User modifies Legal Action details for a grievance	Grievance Administrator / HR User	Grievance Administration	Record Legal Action Details	Select Grievance to Record Legal Action Details	<ul style="list-style-type: none"> ▶ User selects the Grievance Administration Unit (if more than 1 are available, else the value is defaulted) ▶ User directly enters the Grievance Number and takes the 'Record Legal Action Details' link OR ▶ User conducts a search using the one or more of search filters and clicks on the multi-line hyperlink to modify legal action details for a grievance
					Record Legal Action Details	<ul style="list-style-type: none"> ▶ User modifies the "File Id" ▶ User modifies the "Filed Date" ▶ User modifies "Suit Details" for the grievance ▶ User submits the Legal Action details ▶ User clicks "View Grievance Summary" link to view the grievance details.

3.	User deletes Legal Action details for a grievance	Grievance Administrator / HR User	Grievance Administration	Record Legal Action Details	Select Grievance to Record Legal Action Details	<ul style="list-style-type: none"> ▶ User selects the Grievance Administration Unit (if more than 1 are available, else the value is defaulted) ▶ User directly enters the Grievance Number and takes the 'Record Legal Action Details' link OR ▶ User conducts a search using the one or more of search filters and clicks on the multi-line hyperlink to delete legal action details for a grievance
					Record Legal Action Details	<ul style="list-style-type: none"> ▶ User deletes the Legal Action details using the "Delete" button ▶ User clicks "View Grievance Summary" link to view the grievance details.

■ Scenario 6: Administrator Records Perceived Cost Details

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
1.	User enters Perceived Cost details for a grievance	Grievance Administrator / HR User	Grievance Administration	Record Perceived Cost Details	Select Grievance to Record Perceived Cost details	<ul style="list-style-type: none"> ▶ User selects the Grievance Administration Unit (if more than 1 are available, else the value is defaulted) ▶ User directly enters the Grievance Number and takes the 'Record Perceived Cost Details' link OR ▶ User conducts a search using the one or more of search filters and clicks on the multi-line hyperlink to record Perceived Cost details for a grievance

					Record Perceived Cost Details	<ul style="list-style-type: none"> ▶ User enters amount in 'Legal Fee' ▶ User enters 'Remarks' for Legal fee ▶ User enters amount in 'Settlement Fee' ▶ User enters 'Remarks' for Settlement fee ▶ User enters amount in 'Other Fee1' ▶ User enters 'Remarks' for 'Other Fee1' ▶ User enters amount in 'Other Fee2' ▶ User enters 'Remarks' for 'Other Fee2' ▶ User enters amount in 'Other Fee3' ▶ User enters 'Remarks' for 'Other Fee3' ▶ User enters remarks in Remark1, Remar2, and Remark3 columns, if any. ▶ User saves the Perceived Cost details for the grievance
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Usage Manual



2.	User modifies Perceived Cost details for a grievance	Grievance Administrator / HR User	Grievance Administration	Record Perceived Cost Details	Select Grievance to Record Perceived Cost details	<ul style="list-style-type: none"> ▶ User selects the Grievance Administration Unit (if more than 1 are available, else the value is defaulted) ▶ User directly enters the Grievance Number and takes the 'Record Perceived Cost Details' link OR ▶ User conducts a search using the one or more of search filters and clicks on the multi-line hyperlink to modify Perceived Cost details for a grievance
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					Record Perceived Cost Details	<ul style="list-style-type: none"> ▶ User modifies amount in 'Legal Fee' ▶ User modifies 'Remarks' for Legal fee ▶ User modifies amount in 'Settlement Fee' ▶ User modifies 'Remarks' for Settlement fee ▶ User modifies amount in 'Other Fee1' ▶ User modifies 'Remarks' for 'Other Fee1' ▶ User modifies amount in 'Other Fee2' ▶ User modifies 'Remarks' for 'Other Fee2' ▶ User modifies amount in 'Other Fee3' ▶ User modifies 'Remarks' for 'Other Fee3' ▶ User modifies remarks in Remark1, Remar2, and Remark3 columns. ▶ User modifies the Perceived Cost details for the grievance
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3.	User deletes Perceived Cost details for a grievance	Grievance Administrator / HR User	Grievance Administration	Record Perceived Cost Details	Select Grievance to Record Perceived Cost details	<ul style="list-style-type: none"> ▶ User selects the Grievance Administration Unit (if more than 1 are available, else the value is defaulted) ▶ User directly enters the Grievance Number and takes the 'Record Perceived Cost Details' link OR ▶ User conducts a search using the one or more of search filters and clicks on the multi-line hyperlink to delete Perceived Cost details for a grievance
					Record Legal Action Details	<ul style="list-style-type: none"> • User deletes the Perceived Cost details using the "Delete" button

■ Scenario 7: Administrator Views Grievance Summary

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
1.	User views Grievance summary	Grievance Administrator / HR User	Grievance Administration	View Grievance Summary	Select Grievance to View	<ul style="list-style-type: none"> ▶ User selects the Grievance Administration Unit (if more than 1 are available, else the value is defaulted) ▶ User directly enters the Grievance Number and takes the 'View Grievance Summary' link OR ▶ User conducts a search using the one or more of search filters and clicks on the multi-line hyperlink to view grievance summary
					View Grievance Summary	<ul style="list-style-type: none"> ▶ User Views grievance summary for the grievance number entered / selected in the select page.

■ Scenario 8: Self Service user Records his Grievance

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
1.	User creates a grievance record	Self Service User	Grievance Self Service	Record Your Grievance	Select Grievance	<ul style="list-style-type: none"> ▶ User directly enters the Assignment Number and takes the 'Record Your Grievance' link
					Record Your Grievance	<ul style="list-style-type: none"> ▶ User Selects a Grievance type ▶ User enters Grievance ▶ User enters Grievance details (additional information) ▶ User selects one or more employees in "Grievance Forward Details" either by entering employee code directly or by taking help on employee ▶ User submits the grievance record

2.	User modifies the grievance record	Self Service User	Grievance Self Service	Record Your Grievance	Select Grievance	<ul style="list-style-type: none"> ▶ User cannot directly enter the Assignment Number to modify a grievance using the "Record Your Grievance" link ▶ User conducts a search using the one or more of search filters and clicks on the multi-line hyperlink to modify a Grievance, recorded for an Assignment Number
					Record Your Grievance	<ul style="list-style-type: none"> ▶ User modifies a Grievance type ▶ User modifies Grievance ▶ User modifies Grievance details (additional information) ▶ User adds or deletes or modifies one or more employees in "Grievance Forward Details" either by entering employee code directly or by taking help on employee, only for those without response details. ▶ User submits the modified grievance record

3.	User deletes a grievance record	Self Service User	Grievance Self Service	Record Your Grievance	Select Grievance	<ul style="list-style-type: none"> ▶ User cannot directly enter the Assignment Number to modify a grievance using the "Record Your Grievance" link ▶ User conducts a search using the one or more of search filters and clicks on the multi-line hyperlink to delete a Grievance, recorded for an Assignment Number
					Record Grievance	<ul style="list-style-type: none"> ▶ User is able to see the recorded grievance details ▶ User may delete the grievance only if the "Current Status" is displayed as "Submitted" ▶ User deletes the grievance record using the "Delete" button

■ Scenario 9: Self Service User Records Grievance Response details

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
1.	User responds to a grievance	Self Service User	Grievance Self Service	Record Your Response	Select Grievance to Record Response details	<ul style="list-style-type: none"> ▶ User directly enters the Grievance Number and takes the 'Record Response Details' link OR ▶ User conducts a search using the one or more of search filters and clicks on the multi-line hyperlink to respond to a grievance
					Record Response Details	<ul style="list-style-type: none"> ▶ User responds to the grievance by entering "Response" ▶ User submits the response details
2.	User modifies his Response to a grievance	Self Service User	Grievance Self Service	Record Your Response	Select Grievance to Record Response details	<ul style="list-style-type: none"> ▶ User directly enters the Grievance Number and takes the 'Record Response Details' link OR ▶ User conducts a search using the one or more of search filters and clicks on the multi-line hyperlink to modify his response to a grievance

					Record Response Details	<ul style="list-style-type: none"> ▶ User modifies his response to the grievance by entering details in "Response" ▶ User submits the response details
3.	User deletes his Response to a grievance	Self Service User	Grievance Self Service	Record Your Response	Select Grievance to Record Response details	<ul style="list-style-type: none"> ▶ User directly enters the Grievance Number and takes the 'Record Response Details' link OR ▶ User conducts a search using the one or more of search filters and clicks on the multi-line hyperlink to delete his response to a grievance
					Record Response Details	<ul style="list-style-type: none"> ▶ User deletes his response to the grievance by using the "Delete" button.

■ Scenario 10: Self Service User views Grievance Summary

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
1.	User views Grievance summary	Self Service User	Grievance Self Service	View Grievance Summary	Select Grievance to View	<ul style="list-style-type: none"> ▶ User directly enters the Grievance Number and takes the 'View Grievance Summary' link OR ▶ User conducts a search using the one or more of search filters and clicks on the multi-line hyperlink to view grievance summary
					View Grievance Summary	<ul style="list-style-type: none"> ▶ User Views grievance summary for the grievance number entered / selected in the select page.

B BUSINESS PROCESS: DISCIPLINARY ACTION

■ Scenario 1: Administrator creates Disciplinary Action Quick Codes

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
1	User defines the Disciplinary Action quick code values for Disciplinary Action Status	Disciplinary Action Administrator / HR User	HR General Information	Edit Quick Codes	Edit Quick Codes	<ul style="list-style-type: none"> ▶ User selects the HR General Information Unit ▶ User Selects the Business Process as 'Disciplinary Action' ▶ Then the user selects Process Variable as 'Disciplinary Action Status', defines the Value Code, Value Description & Inactive – NO (the value 'YES' would render the Disciplinary Action Status Value inactive, which will not be usable in the downstream processes) ▶ User saves this information.

	User defines the Disciplinary Action quick code values for Disciplinary Action Type	Disciplinary Action Administrator / HR User	HR General Information	Edit Quick Codes	Edit Quick Codes	<ul style="list-style-type: none"> ▶ User selects the HR General Information Unit ▶ User Selects the Business Process as 'Disciplinary Action' ▶ Then the user selects Process Variable as 'Disciplinary Action Type', defines the Value Code, Value Description & Inactive – NO (the value 'YES' would render the Disciplinary Action Type Value inactive, which will not be usable in the downstream processes) ▶ User saves this information.
2.	User defines the Disciplinary Action quick code values for Activity Type	Disciplinary Action Administrator / HR User	HR General Information	Edit Quick Codes	Edit Quick Codes	<ul style="list-style-type: none"> ▶ User selects the HR General Information Unit ▶ User Selects the Business Process as 'Disciplinary Action' ▶ Then the user selects Process Variable as 'Activity Type', defines the Value Code, Value Description & Inactive – NO (the value 'YES' would render the Disciplinary Action Type Value inactive, which will not be usable in the downstream processes) ▶ User saves this information.



3.	User defines the Disciplinary Action quick code values for Activity Status	Disciplinary Action Administrator / HR User	HR General Information	Edit Quick Codes	Edit Quick Codes	<ul style="list-style-type: none"> ▶ User selects the HR General Information Unit ▶ User Selects the Business Process as 'Disciplinary Action' ▶ Then the user selects Process Variable as 'Activity Status', defines the Value Code, Value Description & Inactive – NO (the value 'YES' would render the Disciplinary Action Type Value inactive, which will not be usable in the downstream processes) ▶ User saves this information.
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■ Scenario 2: Administrator Records Disciplinary Action against an employee

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
1.	User initiates disciplinary action against an employee	Disciplinary Action Administrator / HR User	Disciplinary Action Administration	Record Disciplinary Action	Select Employee to Record Disciplinary Action	<ul style="list-style-type: none"> ▶ User selects the Disciplinary Action Administration Unit (if more than 1 are available, else the value is defaulted) ▶ User directly enters the Employee Code and Assignment Number and takes the 'Record Disciplinary Action' link OR ▶ User conducts a search using the filter Disciplinary Action status as "New" and clicks on the multi-line hyperlink to Record a Disciplinary Action for an employee



					Record Disciplinary Action	<ul style="list-style-type: none"> ▶ User Selects a Disciplinary Action type ▶ User enters Reason for the Disciplinary Action ▶ User enters the Action Details for the Disciplinary Action ▶ User selects one or more employees in "Activity Details of Persons Responsible" either by entering employee code directly or by taking help on employee ▶ User enters "Scheduled Date" and "Remarks" for the persons responsible. ▶ User hits "Save" to submit the Disciplinary Action
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2.	User modifies the Disciplinary Action record	Disciplinary Action Administrator / HR User	Disciplinary Action Administration	Record Disciplinary Action	Select Employee to Record Disciplinary Action	<ul style="list-style-type: none"> ▶ User selects the Disciplinary Action Unit (if more than 1 are available, else the value is defaulted) ▶ User cannot directly enter the Employee Code and Assignment Number to modify a Disciplinary Action using the "Record Disciplinary Action" link ▶ User conducts a search using the one or more of search filters and clicks on the multi-line hyperlink to modify a Disciplinary Action recorded for an employee
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					Record Disciplinary Action	<ul style="list-style-type: none"> ▶ User may modify the Disciplinary Action type ▶ User modifies the Reason ▶ User modifies the Action Details ▶ User adds or deletes or modifies one or more employees in "Activity Details of Persons Responsible" either by entering employee code directly or by taking help on employee, only for those with status as "Pending". ▶ User submits the modified Disciplinary Action
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3.	User deletes a Disciplinary Action	Disciplinary Action Administrator / HR User	Disciplinary Action Administration	Record Disciplinary Action	Select Employee to Record Disciplinary Action	<ul style="list-style-type: none"> ▶ User selects the Disciplinary Action Unit (if more than 1 are available, else the value is defaulted) ▶ User cannot directly enter the Employee Code and Assignment Number to delete a Disciplinary Action using the "Record Disciplinary Action" link ▶ User conducts a search using the one or more of search filters and clicks on the multi-line hyperlink to delete a Disciplinary Action recorded for an employee
					Record Disciplinary Action	<ul style="list-style-type: none"> ▶ User is able to see the recorded Disciplinary Action details ▶ User may delete the Disciplinary Action only if the status column displays "Pending" in any of the "Activity Details of Persons Responsible" ▶ User deletes the Disciplinary Action record using the "Delete" button

■ Scenario 3: Administrator Records Disciplinary Action Activity details

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
1.	User enters Disciplinary Action Activity details for an employee	Disciplinary Action Administrator / HR User	Disciplinary Action Administration	Record Disciplinary Action Activity Details	Select Disciplinary Action to Record Activity Details	<ul style="list-style-type: none"> ▶ User selects the Disciplinary Action Administration Unit (if more than 1 are available, else the value is defaulted) ▶ User directly enters the Disciplinary Action Number and takes the 'Record Activity Details' link OR ▶ User conducts a search using the one or more of search filters and clicks on the multi-line hyperlink to record Activity Details for a Disciplinary Action
					Record Disciplinary Action Activity Details	<ul style="list-style-type: none"> ▶ User selects a Disciplinary Action Status ▶ User selects an employee code in the multi-line and selects an Activity type. Correspondingly, he enters the Activity and Completed date along with "Remarks" for the activity type completed. ▶ User hits "Save" to submit the Activity Details

2.	User modifies the Disciplinary Action Activity details for an employee	Disciplinary Action Administrator / HR User	Disciplinary Action Administration	Record Disciplinary Action Activity Details	Select Disciplinary Action to Record Activity Details	<ul style="list-style-type: none"> ▶ User selects the Disciplinary Action Administration Unit (if more than 1 are available, else the value is defaulted) ▶ User directly enters the Disciplinary Action Number and takes the 'Record Activity Details' link OR ▶ User conducts a search using the one or more of search filters and clicks on the multi-line hyperlink to record Activity Details for a Disciplinary Action
					Record Disciplinary Action Activity Details	<ul style="list-style-type: none"> ▶ User modifies the Disciplinary Action Status ▶ User modifies an employee record in the multi-line for which "Completed Date" is not filled. Correspondingly, he modifies the Activity along with "Remarks" for the activity type. ▶ User hits "Save" to modify the Activity Details

3.	User deletes the Activity Details	Disciplinary Action Administrator / HR User	Disciplinary Action Administration	Record Disciplinary Action Activity Details	Select Disciplinary Action to Record Activity Details	<ul style="list-style-type: none"> ▶ User selects the Disciplinary Action Administration Unit (if more than 1 are available, else the value is defaulted) ▶ User directly enters the Disciplinary Action Number and takes the 'Record Activity Details' link OR ▶ User conducts a search using the one or more of search filters and clicks on the multi-line hyperlink to record Activity Details for a Disciplinary Action
					Record Disciplinary Action	<ul style="list-style-type: none"> ▶ User is able to see the recorded Disciplinary Action Activity details ▶ User may delete the Activity details only if none of the records have the "Completed Date" filled. ▶ User deletes the Disciplinary Action Activity details using the "Delete" button

■ Scenario 4: Administrator Records Disciplinary Action Cost details

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
1.	User enters Disciplinary Action Cost details	Disciplinary Action Administrator / HR User	Disciplinary Action Administration	Record Disciplinary Action Cost Details	Select Disciplinary Action to Record Cost Details	<ul style="list-style-type: none"> ▶ User selects the Disciplinary Action Administration Unit (if more than 1 are available, else the value is defaulted) ▶ User directly enters the Disciplinary Action Number and takes the 'Record Cost Details' link OR ▶ User conducts a search using the one or more of search filters and clicks on the multi-line hyperlink to record Cost Details for a Disciplinary Action



					Record Disciplinary Action Cost Details	<ul style="list-style-type: none"> ▶ User Selects a Cost Type in "Cost Details" ▶ User enters the expended amount in the next corresponding column. ▶ User enters appropriate remarks for the cost type and the amount. ▶ User enters similar cost details for five of the other cost types ▶ User enters Remarks against the Total Cost ▶ User enters remarks in Remark1, Remark2, Remark3 ▶ User hits "Save" to submit the Cost Details
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2.	User modifies Disciplinary Action Cost details	Disciplinary Action Administrator / HR User	Disciplinary Action Administration	Record Disciplinary Action Cost Details	Select Disciplinary Action to Record Cost Details	<ul style="list-style-type: none"> ▶ User selects the Disciplinary Action Administration Unit (if more than 1 are available, else the value is defaulted) ▶ User directly enters the Disciplinary Action Number and takes the 'Record Cost Details' link OR ▶ User conducts a search using the one or more of search filters and clicks on the multi-line hyperlink to record Cost Details for a Disciplinary Action
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					Record Disciplinary Action Cost Details	<ul style="list-style-type: none"> ▶ User modifies a Cost Type in "Cost Details" ▶ User modifies the expended amount in the next corresponding column. ▶ User modifies appropriate remarks for the cost type and the amount. ▶ User modifies similar cost details for five of the other cost types ▶ User modifies Remarks against the Total Cost ▶ User modifies remarks in Remark1, Remark2, Remark3 ▶ User hits "Save" to modify the Cost Details
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3.	User deletes the Activity Details	Disciplinary Action Administrator / HR User	Disciplinary Action Administration	Record Disciplinary Action Activity Details	Select Disciplinary Action to Record Activity Details	<ul style="list-style-type: none"> ▶ User selects the Disciplinary Action Administration Unit (if more than 1 are available, else the value is defaulted) ▶ User directly enters the Disciplinary Action Number and takes the 'Record Activity Details' link OR ▶ User conducts a search using the one or more of search filters and clicks on the multi-line hyperlink to record Activity Details for a Disciplinary Action
					Record Disciplinary Action	<ul style="list-style-type: none"> ▶ User is able to see the recorded Disciplinary Action Activity details ▶ User may delete the Activity details only if none of the records have the "Completed Date" filled. ▶ User deletes the Disciplinary Action Activity details using the "Delete" button

	User deletes the Disciplinary Action Cost Details	Disciplinary Action Administrator / HR User	Disciplinary Action Administration	Record Disciplinary Action Activity Details	Select Disciplinary Action to Record Activity Details	<ul style="list-style-type: none"> ▶ User selects the Disciplinary Action Administration Unit (if more than 1 are available, else the value is defaulted) ▶ User directly enters the Disciplinary Action Number and takes the 'Record Activity Details' link OR ▶ User conducts a search using the one or more of search filters and clicks on the multi-line hyperlink to record Activity Details for a Disciplinary Action
					Record Disciplinary Action Activity Details	<ul style="list-style-type: none"> ▶ User is able to see the recorded Disciplinary Action Cost details ▶ User deletes the Disciplinary Action Cost details using the "Delete" button

■ Scenario 5: Administrator Views Disciplinary Action Details

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
1.	User views Disciplinary Action Details	Disciplinary Action Administrator / HR User	Disciplinary Action Administration	View Disciplinary Action Details	Select Disciplinary Action to View	<ul style="list-style-type: none"> ▶ User selects the Disciplinary Action Administration Unit (if more than 1 are available, else the value is defaulted) ▶ User directly enters the Disciplinary Action Number and takes the 'View Disciplinary Action Details' link OR ▶ User conducts a search using the one or more of search filters and clicks on the multi-line hyperlink to view Details for a Disciplinary Action
					View Disciplinary Action Details	<ul style="list-style-type: none"> ▶ User Views Disciplinary Action Details for the Disciplinary Action number entered / selected in the select page.

■ Scenario 6: Supervisor Records Disciplinary Action in Self Service

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
1.	Self Service User initiates disciplinary action against his reporting employee	Supervisor / Manager	Disciplinary Action Self Service	Record Disciplinary Action	Select Employee to Record Disciplinary Action	<ul style="list-style-type: none"> ▶ User directly enters the Employee Code and Assignment Number and takes the 'Record Disciplinary Action' link OR ▶ User conducts a search using the filter Disciplinary Action status as "New" and clicks on the multi-line hyperlink to Record a Disciplinary Action for an employee

					Record Disciplinary Action	<ul style="list-style-type: none"> ▶ User Selects a Disciplinary Action type ▶ User enters Reason for the Disciplinary Action ▶ User enters the Action Details for the Disciplinary Action ▶ User selects one or more employees in “Activity Details of Persons Responsible” either by entering employee code directly or by taking help on employee ▶ User enters “Scheduled Date” and “Remarks” for the persons responsible. ▶ User hits “Save” to submit the Disciplinary Action
2.	Self Service User modifies the Disciplinary Action record	Supervisor / Manager	Disciplinary Action Self Service	Record Disciplinary Action	Select Employee to Record Disciplinary Action	<ul style="list-style-type: none"> ▶ User cannot directly enter the Employee Code and Assignment Number to modify a Disciplinary Action using the “Record Disciplinary Action” link ▶ User conducts a search using the one or more of search filters and clicks on the multi-line hyperlink to modify a Disciplinary Action recorded for an employee

					Record Disciplinary Action	<ul style="list-style-type: none"> ▶ User may modify the Disciplinary Action type ▶ User modifies the Reason ▶ User modifies the Action Details ▶ User adds or deletes or modifies one or more employees in “Activity Details of Persons Responsible” either by entering employee code directly or by taking help on employee, only for those with status as “Pending”. ▶ User submits the modified Disciplinary Action
3.	Self Service User deletes a Disciplinary Action	Supervisor / Manager	Disciplinary Action Self Service	Record Disciplinary Action	Select Employee to Record Disciplinary Action	<ul style="list-style-type: none"> ▶ User cannot directly enter the Employee Code and Assignment Number to delete a Disciplinary Action using the “Record Disciplinary Action” link ▶ User conducts a search using the one or more of search filters and clicks on the multi-line hyperlink to delete a Disciplinary Action recorded for an employee



					Record Disciplinary Action	<ul style="list-style-type: none">▶ User is able to see the recorded Disciplinary Action details▶ User may delete the Disciplinary Action only if the status column displays "Pending" in any of the "Activity Details of Persons Responsible"▶ User deletes the Disciplinary Action record using the "Delete" button
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■ Scenario 7: Self Service User Records Disciplinary Action Activity details

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
1.	Self Service User enters Disciplinary Action Activity details	Self Service User	Disciplinary Action Self Service	Record Disciplinary Action Activity Details	Select Disciplinary Action to Record Activity Details	<ul style="list-style-type: none"> ▶ User directly enters the Disciplinary Action Number and takes the 'Record Activity Details' link OR ▶ User conducts a search using the one or more of search filters and clicks on the multi-line hyperlink to record Activity Details for a Disciplinary Action
					Record Disciplinary Action Activity Details	<ul style="list-style-type: none"> ▶ User selects an Activity Type, enters Activity, Completed Date and Remarks for the Activity type. ▶ User may add or delete a record to / from the multi-line ▶ User hits "Save" to submit the Activity Details

2.	Self Service User modifies the Disciplinary Action Activity details for an employee	Self Service User	Disciplinary Action Self Service	Record Disciplinary Action Activity Details	Select Disciplinary Action to Record Activity Details	<ul style="list-style-type: none"> ▶ User directly enters the Disciplinary Action Number and takes the 'Record Activity Details' link OR ▶ User conducts a search using the one or more of search filters and clicks on the multi-line hyperlink to record Activity Details for a Disciplinary Action
					Record Disciplinary Action Activity Details	<ul style="list-style-type: none"> ▶ User modifies an Activity Type, modifies Activity, Completed Date and Remarks for the Activity type. ▶ User may add or delete a record to / from the multiline ▶ User hits "Save" to submit the modified Activity Details
3.	Self Service User deletes the Activity Details	Self Service User	Disciplinary Action Self Service	Record Disciplinary Action Activity Details	Select Disciplinary Action to Record Activity Details	<ul style="list-style-type: none"> ▶ User directly enters the Disciplinary Action Number and takes the 'Record Activity Details' link OR ▶ User conducts a search using the one or more of search filters and clicks on the multi-line hyperlink to record Activity Details for a Disciplinary Action

					Record Disciplinary Action	<ul style="list-style-type: none"> ▶ User is able to see the recorded Disciplinary Action Activity details ▶ User deletes the Disciplinary Action Activity details using the "Delete" button
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■ Scenario 8: Self Service User Views Disciplinary Action Details

SL. #	FLOW OF EVENTS	PRIMARY ACTOR(S)	BUSINESS COMPONENT	ACTIVITY	PAGE	FUNCTIONAL STEPS
1.	Self Service User views Disciplinary Action Details	Self Service User	Disciplinary Action Self Service	View Disciplinary Action Details	Select Disciplinary Action to View	<ul style="list-style-type: none"> ▶ User directly enters the Disciplinary Action Number and takes the 'View Disciplinary Action Details' link OR ▶ User conducts a search using the one or more of search filters and clicks on the multi-line hyperlink to view Details for a Disciplinary Action
					View Disciplinary Action Details	<ul style="list-style-type: none"> ▶ User Views Disciplinary Action Details for the Disciplinary Action number entered / selected in the select page.

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