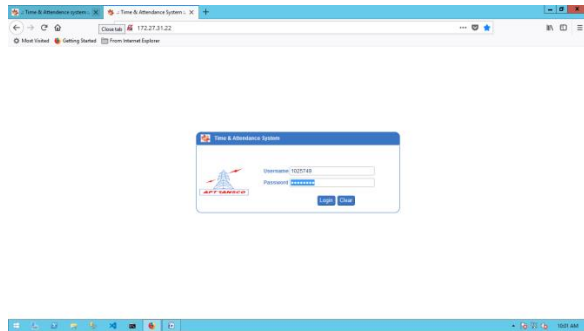


## II. EMPLOYEE TRANSFER/PROMOTION

### JOINING PROCEDURE OF EMPLOYEES BY NEW CONTROLLING OFFICER

1. Login ERP: 172.27.31.22; Internet: biometric.aptransco.co.in



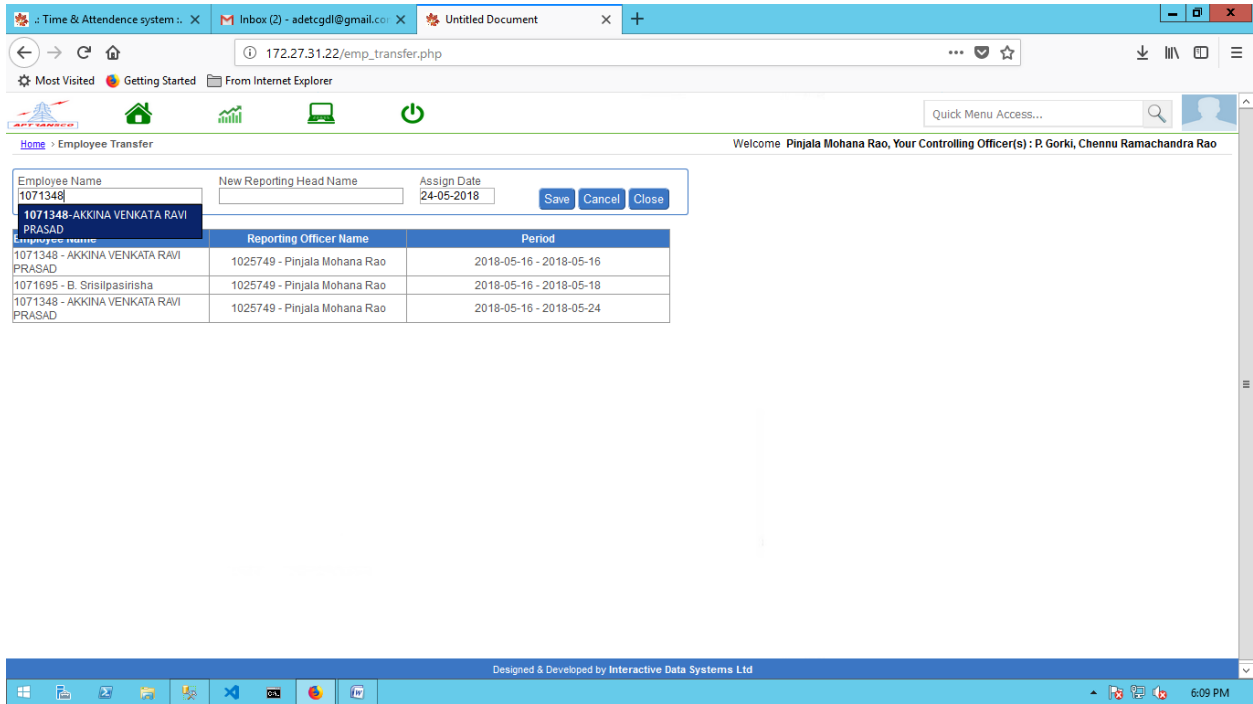
2. Click on HOD Approvals ----> Click on [Employee Transfer](#)

The screenshot shows the 'Employee Transfer' page in the Time & Attendance System. The page header includes the system name and a welcome message for Pinjala Mohana Rao, with P. Gorki, Chennai Ramachandra Rao as the Controlling Officer(s). Below the header is a form with fields for 'Employee Name', 'New Reporting Head Name', and 'Assign Date' (set to 24-05-2018), along with 'Save', 'Cancel', and 'Close' buttons. A table below the form lists existing transfers.

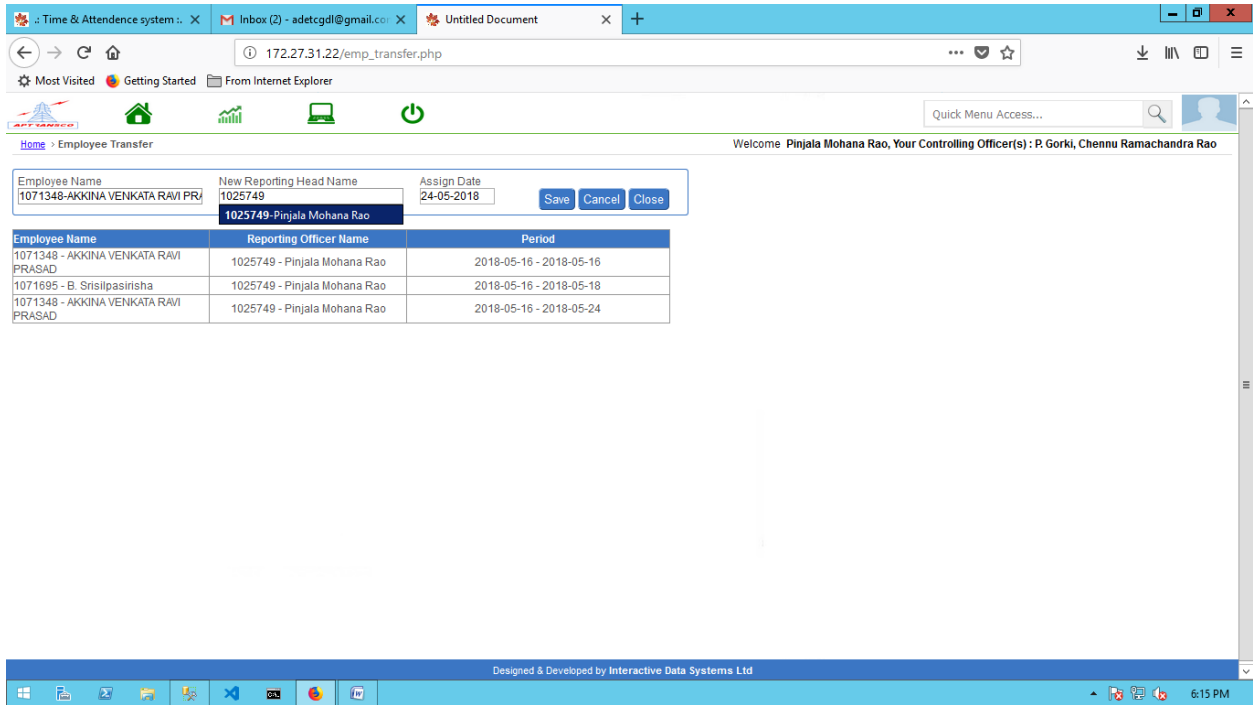
Employee Name	Reporting Officer Name	Period
1071348 - AKKINA VENKATA RAO PRASAD	1025749 - Pinjala Mohana Rao	2018-05-16 - 2018-05-16
1071695 - B. Srisilpasiriisha	1025749 - Pinjala Mohana Rao	2018-05-16 - 2018-05-18
1071348 - AKKINA VENKATA RAO PRASAD	1025749 - Pinjala Mohana Rao	2018-05-16 - 2018-05-24

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3. Enter Employee ID in Employee Name field. This will show Employee name after entering employee ID and then click on employee ID & Name. (Blue Colored in the following depiction)



4. Similarly, Enter Controlling Officer ID & Name in "New Reporting Head Name" and then click on employee ID & Name. (Blue Colored in the following depiction)



5. Click on Save. Employee Reporting Officer Changed Successfully appears as follows.

