



# KRONOS FOR ADANI



## Kronos Login Screen

Save Link :- <https://clms.adani.com/wfc/htmlnavigator/logon>

**KRONOS®**

Workforce Central® Version 8.1.3

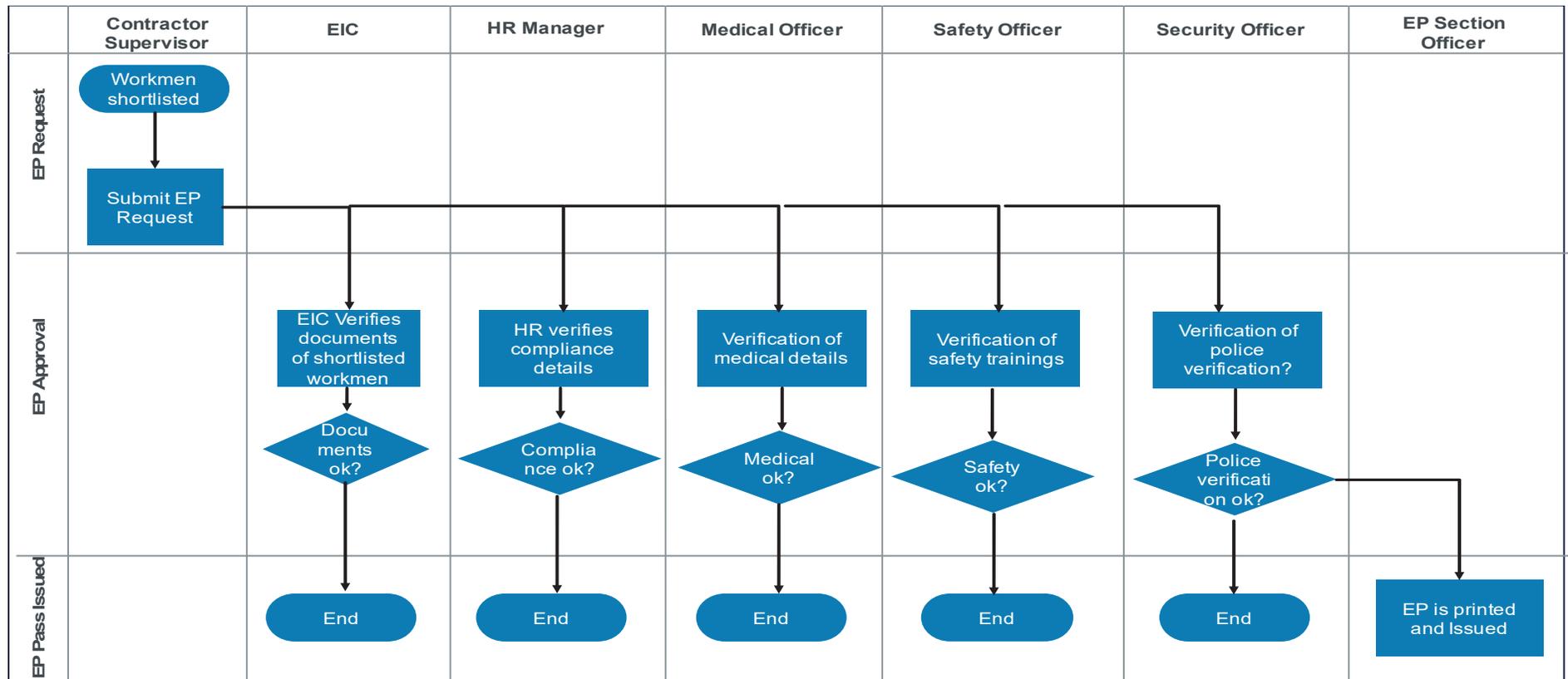
User Name  
XXXXXXXX

Employee Code

Password  
\*\*\*\*\*

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# EP Process Approval Workflow



# New EP Creation Request Submission

The screenshot shows the KRONOS CLMS EIC Manager interface. At the top, there is a navigation bar with the KRONOS logo, a search bar, and the user name 'LALIT CHAVDA' with a 'Sign Out' button. Below the navigation bar, there is a breadcrumb trail: 'Adani EIC Manager' > 'CLMS'. The main content area is titled 'CLMS EIC Manager' and contains a 'Back to CLMS EIC Manager' link. Below this is the 'EP LIST' section, which includes a toolbar with buttons for 'Edit', 'New', 'Renew', 'Block', 'Unblock', 'Black List', 'Deblack List', 'Cancel', 'Emergency', and 'Bulk Approve'. The 'Edit' button is highlighted with a red box. Below the toolbar is a search bar with fields for '\*Request Status', '\*Request Type', 'Contractors', and 'Transaction ID', along with a 'Search' button. The main part of the interface is a table with the following data:

Transaction ID	Workmen Name	Contractor Name	Department	Request Type	Request Status	Last Action Taken	Last Updated By	Last Updated Date	Comment
<input checked="" type="checkbox"/> 1590468354	Arjun, Singh	INNOVSOURCE SERVICES PVT LTD	Admin	Create	Pending	Submitted	3650017	27/5/2019 1:46PM	

Request appears in EIC's queue for approval. Select this request and click on edit to view workman details

# EP Request Review Screen for EIC

**EP CREATION REQUEST**

Back to CLMS EIC Manager

\* Status:  Approve  Reject

\* Indicates required field

\* Transaction ID: 1

\* First Name: A

\* Last Name: Singh

\* Gender: Male

\* Date of Birth: 15/5/1991 \*dd/mm/yyyy format only

\* Father/Husband Name: Vijay Bhai

\* ID Mark: Mole

\* Principal Employer: Adani Power Mundra Lir

\* Vendor Code: 135597 - INNOVSOURC

\* Trade: ACCOUNTANT

\* Department: Admin

\* Nature of Job: Comprehensive O&M S

\* Hazardous Area: No

\* ID Proof Type: Aadhar Card

\* Work Order Code: 5700266673

\* Skill: SKILLED

\* EIC Number: 30001822 - LALIT CHAI

\* EC Number: 1532003618010000000

\* Access Group: L1

\* Aadhaar Card number: 987651413121

Academics: ANM

Is Police verification done?:

\* Accommodation: Yes

Age: 28

Account No.: 0022119999123

Prior Experience: Yes

PF Account No.:

\* Emergency Name: Vijay Singh

\* Technical: Technical

Police Verification Date: 08/5/2019 \*dd/mm/yyyy format only

Mobile No.: 9820098200

PersonalID: ABC444556

Bank/Branch: ICICI Mundra

Previous EP Number: AW43561

Workmen is eligible for PF?:

\* Emergency Number: 9819098190

650017/

Previous Comment:

Comment:

Documents

Download Safety Training Report

Download Medical Certificate

Download ID Proof 2

Download Police Verification Report

Download Photo Upload

Download Bank Account Proof

Download ID Proof 1

Download Education Certificate

Download Form 11



# EP Request in Medical Officer Approval

The screenshot shows the KRONOS system interface for a Medical Officer. The user is logged in as DR.GAFURBHAI MANSURI. The current view is for the CLMS Medical Officer department. The 'EP LIST' is displayed with a table of requests. The 'Bulk Approve' button is highlighted with a red box, and a callout bubble points to it with the text 'Click here for Bulk approving requests'.

**EP LIST**

Buttons: Edit, New, Renew, Block, Unblock, Black List, Deblack List, Cancel, Emergency, **Bulk Approve**

\*Request Status: Pending | \*Request Type: Create | Contractors: INNOVSOURCE SERVI | Transaction ID: [Search]

	Transaction ID	Workmen Name /	Contractor Name	Department	Request Type	Request Status	Last Action Taken	Last Updated By	Last Updated Date	Comment
<input checked="" type="checkbox"/>	1590468354	Arjun,Singh	INNOVSOURCE SERVICES PVT LTD	Admin	Create	Pending	Approved	30001822	27/5/2019 2:24PM	
<input type="checkbox"/>	1598265568	narendratest,moditest	INNOVSOURCE SERVICES PVT LTD	Admin	Create	Pending	Approved	20186258	18/5/2019 11:57AM	
<input type="checkbox"/>	1598269464	Lalutest,Yadavtest	INNOVSOURCE SERVICES PVT LTD	Admin	Create	Pending	Submitted	3650045	18/5/2019 11:47AM	
<input type="checkbox"/>	1601553453	RAM,BABU	INNOVSOURCE SERVICES PVT LTD	Human Resources	Create	Pending	Approved	70000062	15/5/2019 2:01PM	



# EP Request - Safety Manager Approval

The screenshot displays the Kronos Safety Manager interface. At the top, the user is identified as SHIVA JEE SHARMA with a 'Sign Out' option. The main content area is titled 'Entry Pass HTML' and contains an 'EP LIST' table. Above the table, there are several action buttons: Edit, New, Renew, Block, Unblock, Black List, Deblack List, Cancel, Emergency, and Bulk Approve. The 'Bulk Approve' button is highlighted with a red box, and a callout box points to it with the text 'Click here for Bulk approving request without opening the same'. Below the buttons, there are filters for 'Request Status', 'Request Type', 'Contractors', and 'Transaction ID'. The table below contains the following data:

	Transaction ID /	Workmen Name	Contractor Name	Department	Request Type	Request Status	Last Action Taken	Last Updated By	Last Updated Date
<input type="checkbox"/>	100000013	Yuvaraj,Singh	EARTH WATER LTD	OPERATION EFFICIENCY	Create	Pending	Submitted	3650013	06/5/2019 1:07AM
<input type="checkbox"/>	100000026	Ambani,Anil	POWER MECH PROJECTS LTD	Finance & Accounts	Create	Pending	Approved	7000001	17/5/2019 1:48AM
<input type="checkbox"/>	100000072	Yuvaraj,Singh	BVG INDIA LTD	Electrical Maintenance	Create	Pending	Approved	30012448	13/5/2019 11:38AM
<input type="checkbox"/>	100000073	Krunal,Pandya	BVG INDIA LTD	Electrical Maintenance	Create	Pending	Approved	30012448	13/5/2019 11:38AM
<input checked="" type="checkbox"/>	1590468354	Arjun,Singh	INNOVSOURCE SERVICES PVT LTD	Admin	Create	Pending	Approved	27801342	27/5/2019 2:52PM
<input type="checkbox"/>	1596067630	Test Bharath,Test Praveen	AKSHAR FIRE & SAFETY	OPERATION EFFICIENCY	Create	Pending	Approved	30017345	21/5/2019 1:00AM
<input type="checkbox"/>	1596501434	Abhishek,Rathore	INNOVSOURCE SERVICES PVT LTD	Human Resources	Create	Pending	Approved	70000015	21/5/2019 10:59AM
<input type="checkbox"/>	1598265568	narendratest,moditest	INNOVSOURCE SERVICES PVT LTD	Admin	Create	Pending	Approved	20186258	18/5/2019 11:57AM
<input type="checkbox"/>	1598269464	Lalutest,Yadvavtest	INNOVSOURCE SERVICES PVT LTD	Admin	Create	Pending	Submitted	3650045	18/5/2019 11:47AM
<input type="checkbox"/>	1598996665	bharath babuuuu,b	AKSHAR FIRE & SAFETY	Mechanical Maintenance	Create	Pending	Submitted	3650002	17/5/2019 3:33PM



# EP Request - Security Manager Approval

KRONOS

Adani Security Manag... CLMS Security Manager

CLMS Security Manager

Back to CLMS Security Manager

## EP LIST

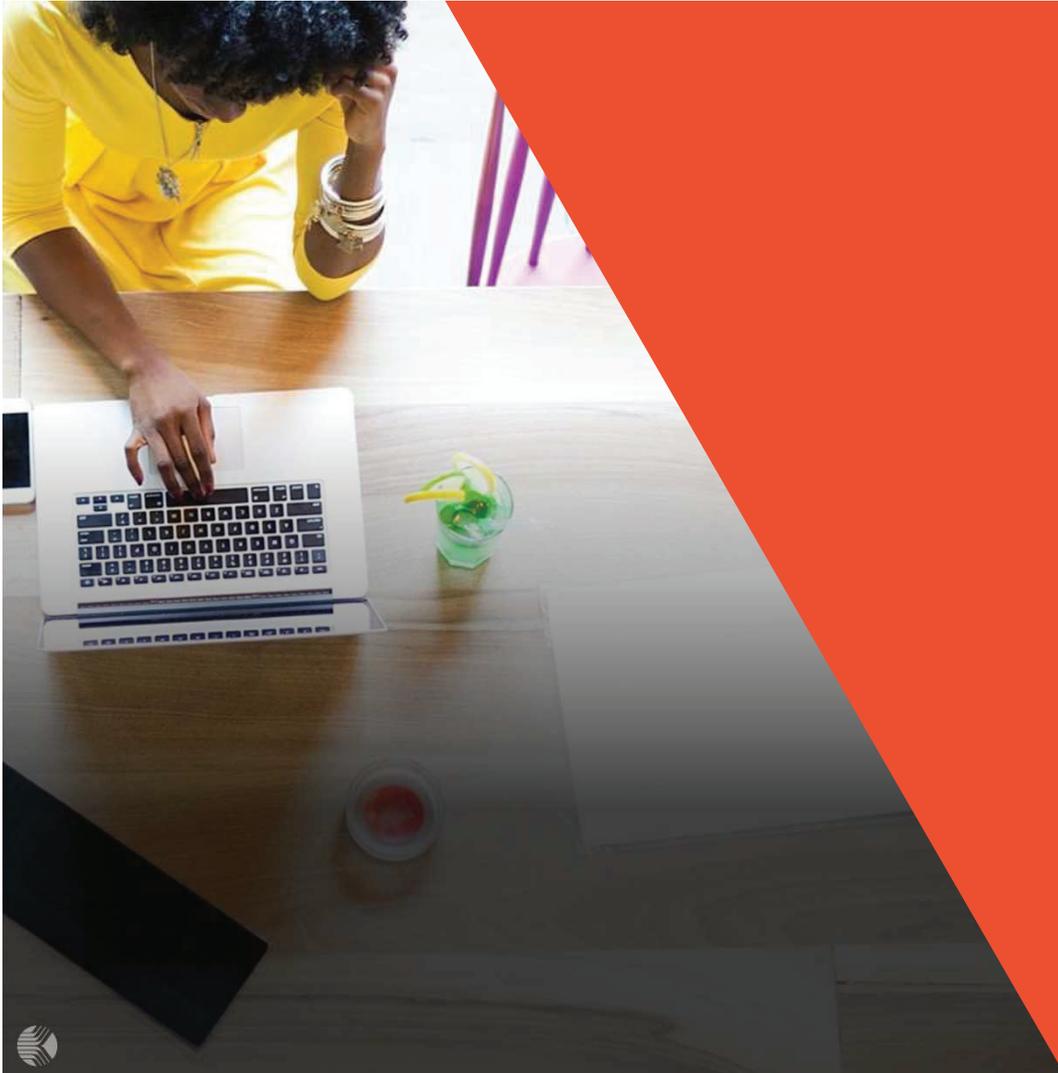
[Edit](#)
[New](#)
[Renew](#)
[Block](#)
[Unblock](#)
[Black List](#)
[Deblack List](#)
[Cancel](#)
[Emergency](#)
[Bulk Approve](#)

\*Request Status  Select Status  \*Request Type  Select Request Type  Contractors  Select Contractor  Transaction ID  [Search](#)

	Transaction ID	Workmen Name	Contractor Name	Department	Request Type	Request Status	Last Action Taken	Last Updated By	Last Updated Date	Comment
<input type="checkbox"/>	1000000005	Gambir,Gautham	AKSHAR FIRE & SAFETY	Electrical Maintenance	Create	Pending	Approved	70000001	15/5/2019 8:21PM	
<input type="checkbox"/>	1000000013	Yuvaraj,Singh	EARTH WATER LTD	OPERATION EFFICIENCY	Create	Pending	Submitted	3650013	08/5/2019 1:07AM	
<input type="checkbox"/>	1000000026	Ambani,Anil	POWER MECH PROJECTS LTD	Finance & Accounts	Create	Pending	Approved	70000001	17/5/2019 1:48AM	
<input type="checkbox"/>	1000000071	Pandya,Hardik	BVG INDIA LTD	Electrical Maintenance	Create	Pending	Approved	30007733	15/5/2019 7:46PM	
<input type="checkbox"/>	1000000072	Yuvaraj,Singh	BVG INDIA LTD	Electrical Maintenance	Create	Pending	Approved	30012448	13/5/2019 11:38AM	
<input type="checkbox"/>	1000000073	Krunal,Pandya	BVG INDIA LTD	Electrical Maintenance	Create	Pending	Approved	30012448	13/5/2019 11:38AM	
<input checked="" type="checkbox"/>	1590468354	Arjun,Singh	INNOVSOURCE SERVICES PVT LTD	Admin	Create	Pending	Approved	30007733	27/5/2019 2:57PM	
<input type="checkbox"/>	1596067630	Test Bharath,Test Praveen	AKSHAR FIRE & SAFETY	OPERATION EFFICIENCY	Create	Pending	Approved	30017345	21/5/2019 1:00AM	
<input type="checkbox"/>	1596501434	Abhishek,Rathore	INNOVSOURCE SERVICES PVT LTD	Human Resources	Create	Pending	Approved	70000015	21/5/2019 10:59AM	
<input type="checkbox"/>	1598265568	narendratest,moditest	INNOVSOURCE SERVICES PVT LTD	Admin	Create	Pending	Approved	20186258	18/5/2019 11:57AM	
<input type="checkbox"/>	1598269464	Lalutest,Yadavtest	INNOVSOURCE SERVICES PVT LTD	Admin	Create	Pending	Submitted	3650045	18/5/2019 11:47AM	
<input type="checkbox"/>	1598996665	bharath babuuuuu,b	AKSHAR FIRE & SAFETY	Mechanical Maintenance	Create	Pending	Submitted	3650002	17/5/2019 3:33PM	

Click here for Bulk approving request without opening the same



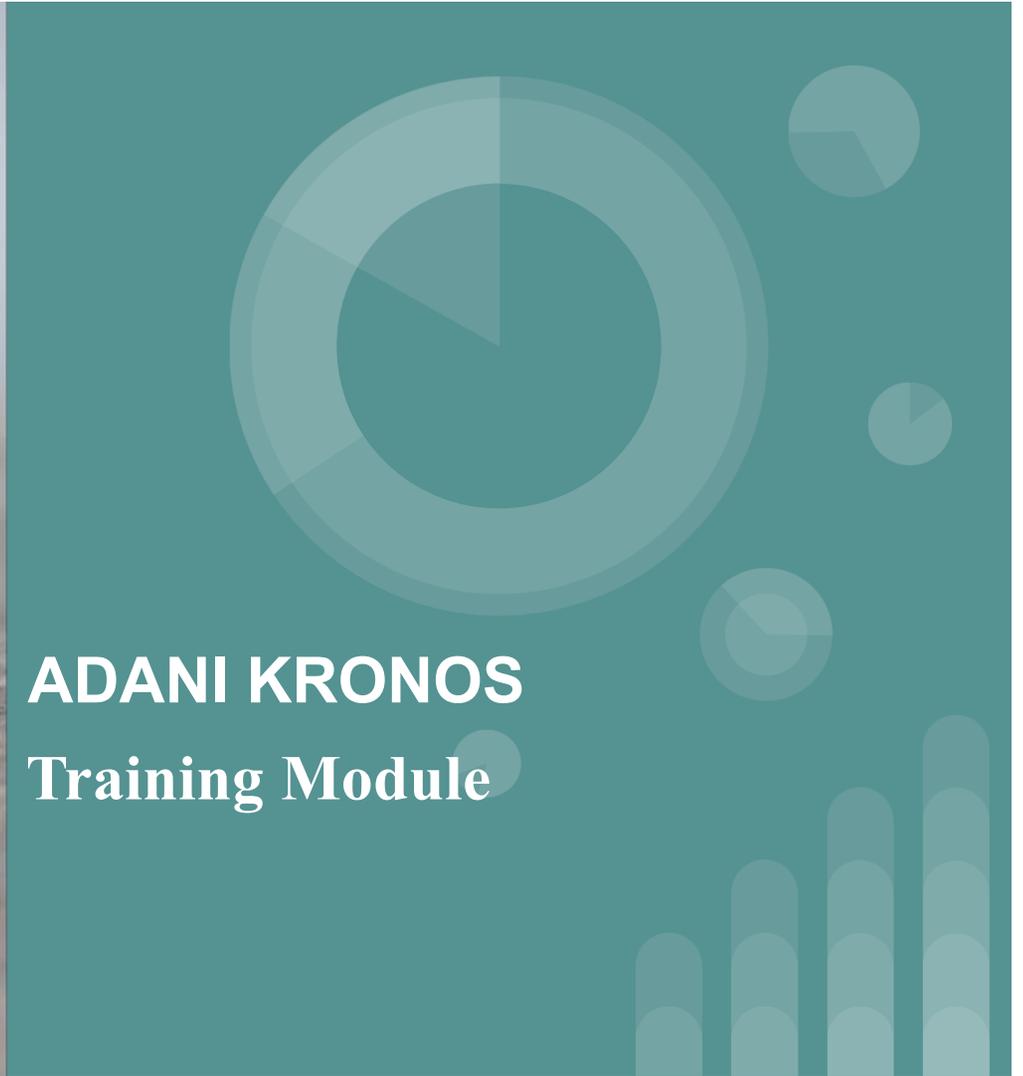


# Questions?



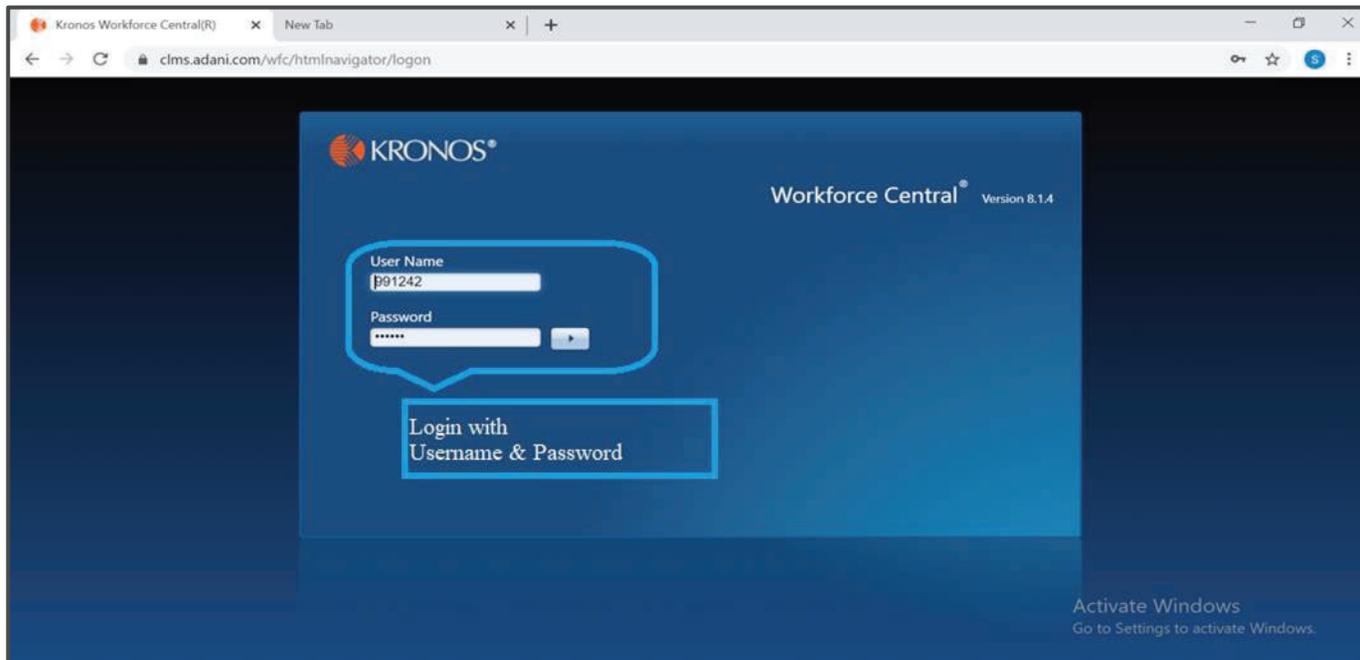


# ADANI KRONOS Training Module



# Access to the Kronos application

Log into Kronos application using the **URL:** <https://clms.adani.com/wfc/htmlnavigator/logon>





## Training Module:

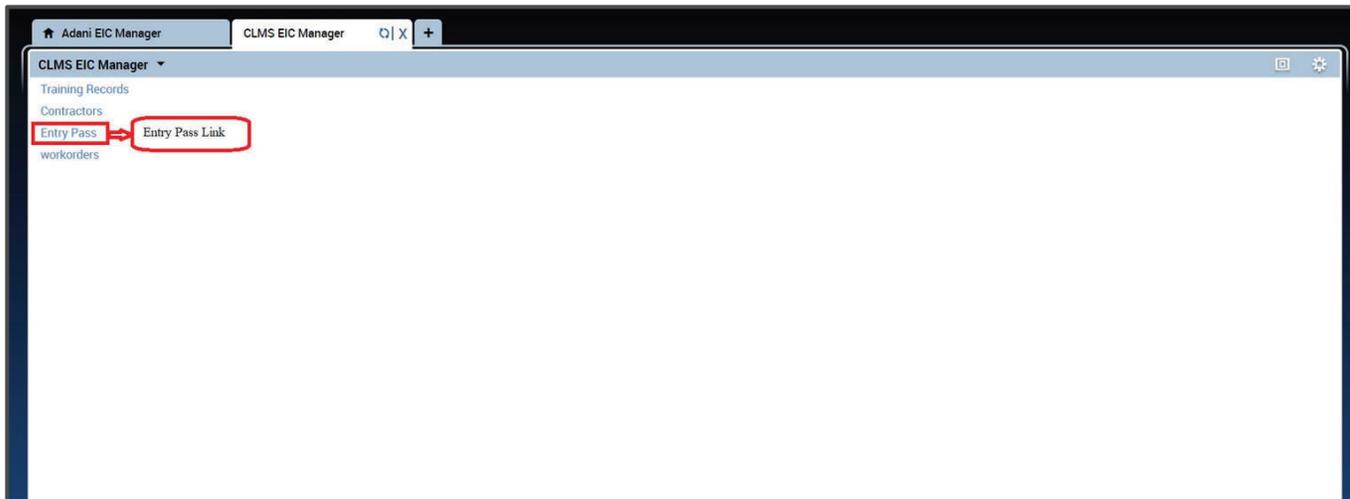
### EIC Manager:

- ❖ Login through EIC Manager.
- ❖ Go to CLMS EIC Manager widget and click the link.

The screenshot displays the Kronos Genies interface. At the top, the Kronos logo is visible on the left, and the user's name 'ZZUsername2' and 'Sign Out' option are on the right. Below the header, there's a navigation bar with 'Adani EIC Manager' and a search icon. The main content area shows a table titled 'All Contract workmen' with columns for 'Person ID', 'Person Name', and 'Employee Labor Level Transfer Set'. The table contains several rows of data. A red box highlights the 'CLMS EIC Manager widget' link in the right-hand sidebar. A red callout box points to the text 'CLMS EIC Manager widget' in the table's 'Person Name' column.

Person ID	Person Name	Employee Labor Level Transfer Set
991235	ZZUsername2	Empty Profile
9100005740	Test, KEERTHI	Empty Profile
9100005763	Sriram, Sid	Empty Profile
9100005764	Test, KEERTHI	Empty Profile
9100005817	TEST, XLSFORMAT	Empty Profile
9100006415	K, Duda	Empty Profile
9100006418	M, Deepak	Empty Profile
9100032481	CLMS, Test	Empty Profile
9100032943	jkj, jasj	Empty Profile
9100037491	Rathod, Kiran	Empty Profile

- ❖ On clicking CLMS EIC Manager Link opens a page.
- ❖ Go to Entry Pass link.



- ❖ On clicking Entry Pass link an EP List page opens.
- ❖ Choose the EP which is to be approved.
- ❖ Check the checkbox of the required transaction ID and click Training tab.

**KRONOS** Safety

EP LIST

Select workman and click Training Tab

Transaction ID	Workmen Name	Contractor Name	Department	Request Type	Request Status	Last Action Taken	Last Updated By	
<input type="checkbox"/>	1000001269	PA	ZZ DUMMY VENDOR	ZZDepartment2	Create	Pending	Submitted	3650087
<input type="checkbox"/>	1000001270	A.P	ZZ DUMMY VENDOR	ZZDepartment2	Create	Pending	Approved	991240
<input type="checkbox"/>	1000001272	Uday,S	ZZ DUMMY VENDOR	ZZDepartment2	Create	Pending	Approved	991240
<input checked="" type="checkbox"/>	1423673170	Ishan Gupta	ZZ DUMMY VENDOR	ZZDepartment2	Create	Pending	Approved	991241
<input type="checkbox"/>	1469508413	Sheik,DUMMY	ZZ DUMMY VENDOR	ZZDepartment2	Create	Pending	Approved	991240
<input type="checkbox"/>	1516858153	Dummt,Dumjnj	ZZ DUMMY VENDOR	ZZDepartment2	Create	Pending	Approved	991240
<input type="checkbox"/>	1541883297	bharathuuuuu.b	ZZ DUMMY VENDOR	ZZDepartment2	Create	Pending	Approved	991240
<input type="checkbox"/>	1553258393	Aron,Aron	ZZ DUMMY VENDOR	ZZDepartment2	Create	Pending	Approved	991240
<input type="checkbox"/>	1559429643	Siddartha,GR	ZZ DUMMY VENDOR	ZZDepartment3	Create	Pending	Approved	991240
<input type="checkbox"/>	1559444165	Praveen,M	ZZ DUMMY VENDOR	ZZDepartment2	Create	Pending	Submitted	3650087
<input type="checkbox"/>	1562687562	Test Workmen,Test	ZZ DUMMY VENDOR	ZZDepartment2	Create	Pending	Submitted	3650087

- ❖ On clicking Training tab, opens a workmen training details page which has the training details of particular workmen.
- ❖ Provide information for Training type and Training Name.
- ❖ Click SAVE button to save data provided.

Kronos Workforce Central(R)

clms.adani.com/wfcstatic/applications/navigator/html5/dist/container/index.html?version=8.1.4.2113#/?

ZZUsername2  
Sign Out

Adani EIC Manager CLMS EIC Manager

Back to CLMS EIC Manager

### WORKMEN TRAINING DETAILS

Record saved successfully

Refresh Save Returns

Unit Name ZZDummyPrincipalEmploy Contractor Name ZZ DUMMY VENDOR Entry Pass No/Transaction ID 1423673170 Name Ishan Gupta Department ZZDepartment2

Trade TECHNICIAN Skill SKILLED Hazardous Area Yes Workmen History No

Training Details										
	Training Type	Training Name	Training From Date (dd/mm/yyyy)	Training To Date (dd/mm/yyyy)	From Time (hh:mm)	To Time (hh:mm)	Faculty	Marks(Max: 100)	Efficiency (Max: 5)	Next Training Date (dd/mm/yyyy)
<input type="checkbox"/>	Safety	Driver						0	1	

Activate Windows  
Go to Settings to activate Windows.

- ❖ On clicking Return button an EP List page opens(By default all the pending create request list will open ).
- ❖ Choose the EP which is to be approved.
- ❖ Check the checkbox of the required transaction ID and click edit button.

The screenshot shows the Kronos Workforce Central interface. The browser address bar displays the URL: `clms.adani.com/wfstatic/applications/navigator/html5/dist/container/index.html?version=8.1.4.2113#/`. The page title is "Adani EIC Manager" and "CLMS EIC Manager". The main content area is titled "EP LIST" and contains a table of requests. The table has the following columns: Transaction ID, Workmen Name, Contractor Name, Department, Request Type, Request Status, Last Action Taken, Last Updated By, Last Updated Date, and Comment. The row for Transaction ID 1423673170 is highlighted in orange and has its checkbox checked.

Transaction ID	Workmen Name	Contractor Name	Department	Request Type	Request Status	Last Action Taken	Last Updated By	Last Updated Date	Comment
<input type="checkbox"/>	1000001269	PA	ZZ DUMMY VENDOR	ZZDepartment2	Create	Pending	Submitted	3650087	25/7/2019 2:58PM
<input type="checkbox"/>	1000001272	Uday,S	ZZ DUMMY VENDOR	ZZDepartment2	Create	Pending	Approved	991240	09/11/2019 12:46PM
<input checked="" type="checkbox"/>	1423673170	Ishan,Gupta	ZZ DUMMY VENDOR	ZZDepartment2	Create	Pending	Submitted	3650087	06/12/2019 1:41PM
<input type="checkbox"/>	1426313964	test,hjkl	ZZ DUMMY VENDOR	ZZDepartment2	Create	Pending	Approved	991242	04/12/2019 11:43AM
<input type="checkbox"/>	1426799501	Test,Nmarata	ZZ DUMMY VENDOR	ZZDepartment2	Create	Pending	Approved	991242	04/12/2019 11:43AM
<input type="checkbox"/>	1469508413	Sheik,DUMMY	ZZ DUMMY VENDOR	ZZDepartment2	Create	Pending	Approved	991240	09/11/2019 12:46PM
<input type="checkbox"/>	1516858153	Dummt,Dumjnj	ZZ DUMMY VENDOR	ZZDepartment2	Create	Pending	Approved	991240	05/11/2019 4:07PM
<input type="checkbox"/>	1541883297	bharathuuuuu,b	ZZ DUMMY VENDOR	ZZDepartment2	Create	Pending	Approved	991240	05/11/2019 4:07PM
<input type="checkbox"/>	1553258393	Aron,Aron	ZZ DUMMY VENDOR	ZZDepartment2	Create	Pending	Approved	991240	05/11/2019 4:07PM
<input type="checkbox"/>	1559444165	Praveen,M	ZZ DUMMY VENDOR	ZZDepartment2	Create	Pending	Submitted	3650087	02/7/2019 10:14AM
<input type="checkbox"/>	1562687562	Test Workmen,Test	ZZ DUMMY VENDOR	ZZDepartment2	Create	Pending	Submitted	3650087	28/6/2019 4:08PM
<input type="checkbox"/>	1563520077	Test Work,Test	ZZ DUMMY VENDOR	ZZDepartment2	Create	Pending	Submitted	3650087	27/6/2019 5:01PM
<input type="checkbox"/>	1563524263	Test Check,Test	ZZ DUMMY VENDOR	ZZDepartment2	Create	Pending	Submitted	3650087	27/6/2019 4:55PM
<input type="checkbox"/>	1565132586	Test,Test	ZZ DUMMY VENDOR	ZZDepartment2	Create	Pending	Submitted	3650087	25/6/2019 8:13PM

- ❖ On clicking Edit opens an EP creation request page which has the EP details of particular employee.
- ❖ Go to Status and choose approve option from the dropdown provided.
- ❖ Click submit button
- ❖ Approval from EIC Manager is granted.

The screenshot displays the 'EP CREATION REQUEST' form in the Kronos Workforce Central interface. The form is titled 'EP CREATION REQUEST' and includes a 'Status' dropdown menu set to 'Approve' and a 'Submit' button. The form fields are as follows:

Field	Value
* Transaction ID	1423673170
* First Name	Ishan
* Last Name	Gupta
* Gender	Male
* Date of Birth	01/1/1985
* Father/Husband Name	RohanGupta
* ID Mark	Mole on the left eye
* Principal Employer	ZZDummyPrincipalEmp
* Vendor Code	99887766 - ZZ DUMMY
* Trade	TECHNICIAN
* Department	ZZDepartment2
* Nature of Job	Dummy Check
* Work Order Code	998899898
* Skill	SKILLED
* EIC Number	991235 - ZZUsername2
* EC Number	ZZNew

The interface also shows the Kronos logo, navigation tabs for 'Adani EIC Manager' and 'CLMS EIC Manager', and a 'Sign Out' button. A watermark for 'Activate Windows' is visible in the bottom right corner.



THANK  
YOU

Sr No	Documents Required to create user id and Passward for agency in KRONOS	Remarks
1	Copy of Work order/ Service Order	
2	Copy of PF Registration of the Agency	
3	Copy of Employee Compensation Policy Adani Power Mundra Limited site	
4	Name, Address, Mobile No, & Email id of site incharge/ Manager/ Owner	
5	Copy of Labor License if Contracotr will engage moren than 49 workmens at Adani Power Plant Premises	
	<b>Documents required to Create Entry permit of workmen</b>	
1	Copy of Aadhar card front & Back site PDF copy	
2	Copy of Vaccination certificate both dose & Medical Report	
3	Certificate of Safety training received at Plant	
4	Copy of Police verification	
5	one Passport size Photo of the workmen	
6	Bank detail of the workmen	
7	UAN Number of the workmne/ In case of exempted workmne copy of Form No 11	

If need any clerificaion cummmunicate to nischalj.ravani@adani.com, Mobile : 9687660206

Work category	subtype	Types of reports required
Non hazardous		CBC,RBS,Blood group and clinical examination,ophthalmic examination & colour vision
Hazardous	Noise Hazard	CBC,RBS,Blood group, clinical examination,ophthalmic examination & colour vision ,Audiometry
	Dust and Chemical hazard	CBC, RBS,blood group, clinical examination, ophthalmic examination & colour vision ,PFT. Xray chest
	Dust, noise and Chemical hazard	CBC, RBS, blood group, clinical examination,ophthalmic examination & colour vision , Audiometry,PFT. Xray chest
specific	Canteen worker	CBC, ESR,blood group, widal,VDRL, stool for ova and cyst, Urine RM, clinical examination, ophthalmic examination.Xray chest
	Vision test for Drivers/operators of lifting appliances and transport equipments	CEA- Includes refraction once in a year for age below 40 and once in six month for 40 and above age.
		Port Act- Before employing, after illness or injury if it appears that the illness or injury may affect his fitness and thereafter once in every 2 years upto the age of 40 and once in a year, thereafter i.e. age above 40 .
		Visual status: 1.Distant vision 2 Near vision 3 Binocular vision. 4 No diplopia 5 No limitation of visual fields. 6.Stercopsis 7 colour vision

**Time required for contract workmne in Entry permit creation**

Sr No	Activity	Time Duration
1	Afeter Receiving SO/ PO To create User ID and Pass ward in KRONOS	As per KRONOS SOP they need atleast 03 days time to create user id and Password in system
2	Documents uploading by the agency supervisor	10 Minitues Per Candidate
3	Medcial Check up By FMO for the contract workmen at Security gate ( As blood report carring by workmen)	30 Minitues per workmne after receiving all the documents
4	Safety Triaining	03 Hrs ( In Batch )
5	Documents uploading by the agency supervisor for Medical fitness / Safety training certificate and Police verification	10 mnt .
6	Approval in system by Respective approval authories ( 05 nos.)	04 hrs ( Max. as per his availability in office)
7	Entry permit Printing by security	Within 10 Minitues after verification by original

