



Mandatory Use of SAP SuccessFactors for Leave and On-Duty/Tour Requests - Reg

Subbarao Uppada AVP-HR <subbarao.u@powermech.net>

Thu, May 29, 2025 at 4:58 PM

To: All Powermech <allpowermech@powermech.net>

Dear Colleagues,

We are pleased to inform you that **SAP SuccessFactors (SF) Employee Central** was successfully launched on **28th February 2025** for all **Supervisor and Above Cadre employees**. The platform streamline HR error free processes, save time, and provide direct access to essential HR tools and resources.

The following modules have been successfully configured and are now fully live::

- **RCM (Recruitment)**: Simplifies and accelerates the hiring process. *Please note that all new recruitments at the site level must be communicated to corporate on the same day with accurate Date of Joining and other details to avoid payroll processing.*
- **ONB/OFB (Onboarding/Offboarding)**: Ensures smooth transitions for new hires and exiting employees.
- **PMGM (Performance & Goals Management)**: Enables structured goal setting and performance tracking. *(Accessible from Q1 of FY 2024–25 for PMS activities.)*

Mandatory Use of SAP SuccessFactors for Leave and On-Duty/Tour Requests:

All employees must submit their leave and on-duty/tour requests exclusively through SAP SuccessFactors, using either the **web link** shared earlier or the **mobile app**. **Officials on duty/tour should submit their OD request in SAP SF before departure.**

Important Notice:

Effective immediately, Supervisor and Above Cadre employees must use SAP SuccessFactors for submitting **leave and on-duty/tour** requests. **Failure to comply with this process will result in Loss of Pay (LOP) in that particular month.**

Individual login credentials have already been shared. If you have not received your credentials or are facing any issues, please contact the HR representatives (Corporate office) and Site HRs. All site HRs are advised to share this information with all employees at their respective site locations.

Corporate HR Contacts:

- Mr. T. Ravi Kumar – ravikumar.t@powermech.net – **9642192869**
- Mr. M. Siva Praveen – prawin@powermech.net – **9394492225**

We request all employees to strictly adhere to these updated processes with immediate effect, supporting a paperless environment and ensuring efficient time management.

Thank you for your cooperation and support.

