

FBP ESS Permission

This option helps users to **Lock/Unlock** and to change the **Effective Month** of FBP declaration in bulk for multiple employees. Refer below steps to do the same.

Go to **Transactions** menu >> Under **Flexible Benefits** >> Click on **ESS Permission**

- In filter by select status, branch, department and designation, to view employees' records accordingly.
- Change Effective Month under **FBP Effective Month** dropdown field, select the employees from grid list and click on Apply to change the effective month. Similarly in the grid list **Lock** column select employees and click on apply to **Lock/Unlock** FBP Declaration window.

Above activity can also be employee wise by selecting an individual employee, on the right side of the page, chose **FBP Lock/Unlock** OREffective Date, search & select employee, and change **Effective Month & Lock/Unlock** status and click on Apply.

FBP Lock/Unlock

⚡ Lock/Unlock FBP Declaration

Filter by

Status :

Branch :

Department :

Designation :

Default Settings

FBP Effective Month :

All Employees ☒

FBP : ☒ Lock/UnLock ☐ Effective Date

Code/Name :

<input type="checkbox"/> Select	<input type="checkbox"/> Lock	Code	Name	FBP Effective Month	FBP Previous Declared	Is FBP Opted	Branch	Department	Designation
<input type="checkbox"/>	<input type="checkbox"/>	1	Kanuma Rajasekhar	<input type="text" value="August-2018"/>	10/07/2018	YES	Bangalore		
<input type="checkbox"/>	<input type="checkbox"/>	10	10	<input type="text" value="August-2018"/>	10/07/2018	YES	Bangalore		
<input type="checkbox"/>	<input type="checkbox"/>	11	3	<input type="text" value="August-2018"/>	10/07/2018	YES	Bangalore		
<input type="checkbox"/>	<input type="checkbox"/>	12	4	<input type="text"/>	10/07/2018	YES	Bangalore		

Note -

The above steps for doing bulk-wise changes.

If the Admin / User needs to do this Employee-wise, then the Name / Code of the respective Employee need to be updated in the space provided at the right side and follow the same steps as explained above.