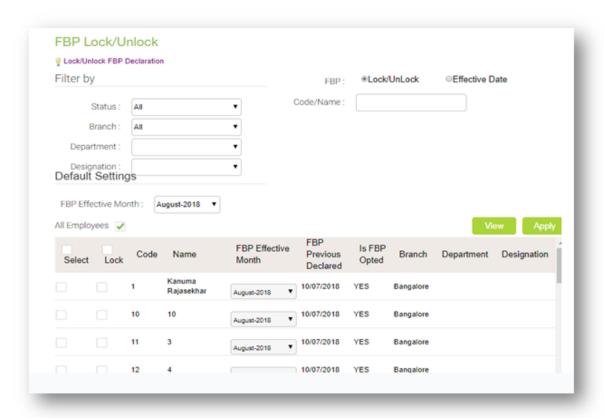
## **FBP ESS Permission**

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** OR**Effective Date, search &** select employee, and change **Effective Month** & **Lock/Unlock** status and click on Apply.



## 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.