

1. **I am allocated for a single day (E.g. 19-Jun-08 to 19-Jun-08) but the same is not reflecting in my allocation page.**
 - **One day allocations** are not considered in the system and the same will **not appear** in my allocation page.

2. **I am allocated as a Key Member in the project but the same is not reflecting in My Allocation page**
 - Please note that the role named as **Key Member** is not a valid role in PjRM.
 - So the same **will not appear** in My Allocation page.
 - All the other roles such Account Manager, BRM, Project Owner etc... Are valid and the same will reflect in My Allocation page.

3. **I am allocated to a project as Team Member (any Scheduled role such as Module Leader, Project Leader, Supervisor, and Team Member) from (E.g. . 19-Jun-08 to 25-Sep-08) , but the same is not reflecting in My allocations page**
 - The allocations will appear in the system only if it is **approved**.
 - Kindly verify with your supervisors to know the status of your allocation.
 - If the allocation is in any other status apart from Approved (i.e. **Submitted, Require Resubmission, Working**), then get in touch with your supervisors to get the same approved.

4. **I am allocated in two projects but the primary allocation flag is 'N' for both.**
 - Kindly contact MATC to set one of the allocations as primary allocation.

5. **I am allocated as an Account Manager in a project but the same is not reflecting in My Allocation page.**
 - In PjRM, based on the Project type, a **valid hierarchy** is followed. Only those allocations, to which associates are getting tagged to valid roles, will reflect in the system.

There are 3 project types namely:

- Onsite
- Offshore
- Domestic

Projects are classified two types namely:

WON (Work Order Number)

SWON (Standard Work Order Number)

Based on the above two categories, there are various hierarchies to which the roles are valid.

Onsite WON

- Team Member
- Module Leader
- Project Leader
- Business Relationship Manager
- Regional Manager
- Project Owner

Onsite SWON

- Team Member
- Module Leader
- Supervisor
- Deputy Owner
- Project Owner

Offsite WON

- Team Member
- Module Leader
- Project Leader
- Account Manager
- Group Leader
- Project Owner

Domestic SWON

- Team Member
- Module Leader
- Supervisor
- Deputy Owner
- Project Owner

Domestic WON

- Team Member
- Module Leader
- Project Leader
- Group Leader
- Project Owner

Domestic Client WON

- Team Member
- Module Leader
- Project Leader
- Group Leader
- Project Owner

6. I am not able to see the history allocation since April 2008

- There will be **no entries** in the system for **unallocated days** , though you worked on the project.
- Once the **time sheet freezes**, allocation/deallocation cannot happen.
- Whenever you **work on a project** , Please ensure that you get **allocated** during those days by contacting your supervisor , if there are no entries in the system .
- If you are on leave, please confirm that you get allocated to corresponding leave swon's for that particular duration.
- **Leave swon** allocation do not happen automatically, once your **leave is approved** in ESS.
- You need to be tagged to a leave swon manually.
- In that case, please get in touch with your supervisors, to contact MATC to allocate you on leave Swon for the specific duration.

7. I have been allocated with primary allocation flag as Yes , still in my allocation I see it as N .This is causing workflow related problems

- If the allocation is set to primary, then the same will reflect on my allocation page.
- Kindly get in touch with MATC to set your primary allocation on the Won / Swon.