## Instruction for assignment of 'CPF Claim Preparing HR User' Role dated 01.07.2025

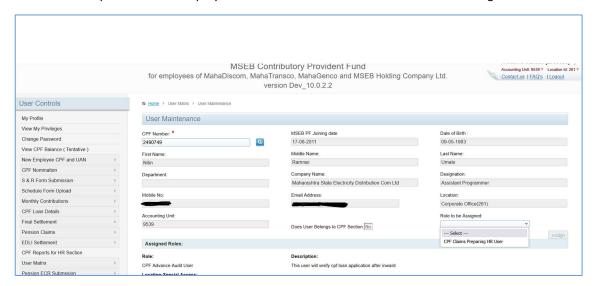
CPF claims preparing user role is assigned to LDC/UDC or any HR user. The user having this role can only enter data for transfer/end employment/new CPF number application, validate schedule etc but cannot submit or forward or finalize the data. To assign this role to their one LDC/UDC or HR user, provision is done now so that user having 'HR Manager User' or 'Dy Manager-HRMS/SR Manager HR' role who can be Dy Manager(HR)/ SR manager(HR) can assign this role to his location HR user to enter the data.

Following are the steps to assign the role.

- Login to MSEB CPF Portal
- Select User Matrix Menu as shown in below screenshot



Enter Cpf Number of employee and click on Search icon as shown in following screenshot



- > Select role to be assigned as 'CPF Claim Preparing HR User'. After selecting this 'Location to be assigned' field will be enabled.
- > Select Location from the drop down list and click on 'Assign' button.
- The HR user to whom role being assigned should be working in same location. If employee recently joined the location, his transfer/promotion details must be submitted as soon as possible in CPF portal for correction of location of the employee in CPF master.