



# Holiday Home

## Ex-Employee User Manual

## Contents

<b>1. Introduction.....</b>	<b>3</b>
1.1. Ex- Employee Self-Service Home Page.....	3
1.2. Holiday Homes WorkCentre.....	3
<b>2. Holiday Homes.....</b>	<b>4</b>
2.1 To check Room Availability of any Holiday Home .....	4
2.2 Add New Holiday Home Application.....	5-7
2.3 View/Search Existing Holiday Home Application Details.....	8-9
2.4 To download Reservation Letter of Approved Booking.....	10
2.5 To cancel any Existing Booking.....	11
2.6 To submit Feedback for any Aailed Booking.....	12

## 1. Introduction

This job card may be used as reference document for Holiday Home application in HR Connect, having step by step instructions that Ex-employee is required to take. Login Portal User needs to enter the URL in the URL (Address Bar) in the web browser to open the Bank of Baroda Portal interface.

### 1.1 Ex-Employee Self-Service Home Page

Ex-Employee will use Ex-Employee Self-Service Home Page to access a variety of Ex-employee self-service transactions that are available in the form of tiles, which helps you to reach that page directly.

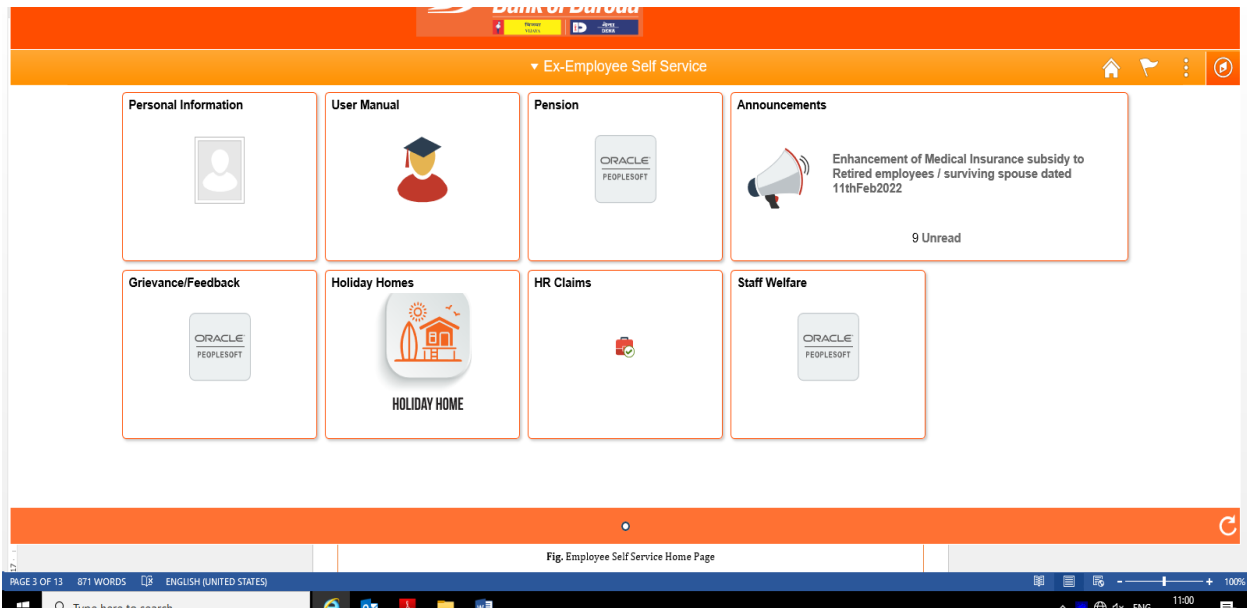


Fig. Ex-Employee Self Service Home Page

### 1.2. Holiday Homes WorkCentre

It will provide the direct link to the services related to Holiday Home.

Step	Action
1	Click on “ <b>Holiday Homes</b> ” tile for Holiday Home related details and transaction.

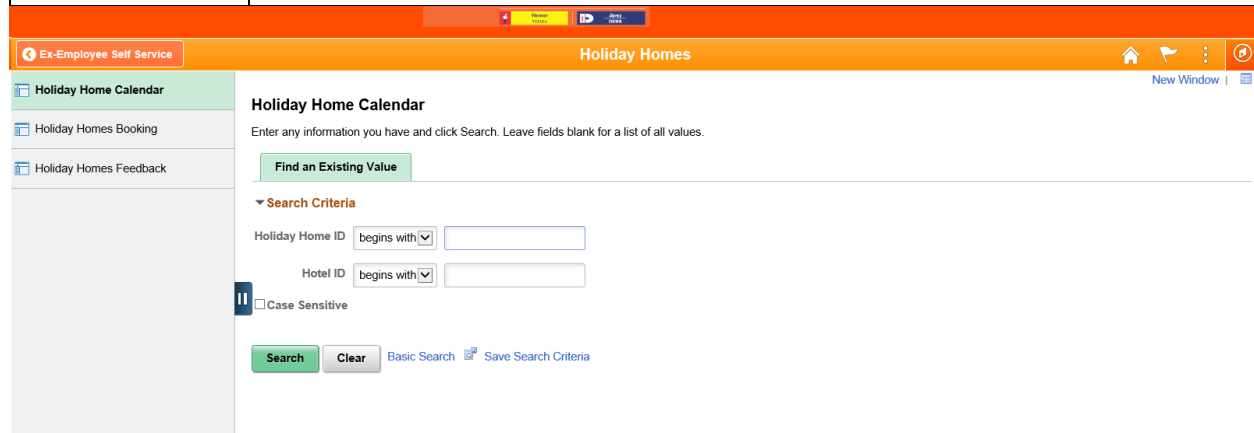


Fig Holiday Homes WorkCentre

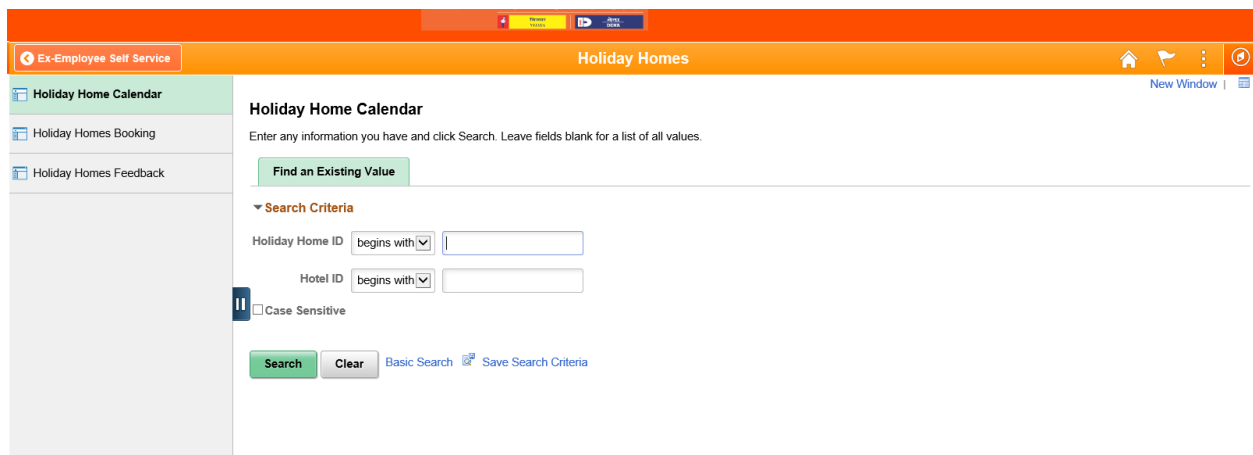
Here, you can find the various tabs which will serve you the purpose as mentioned below:

- ❖ **Holiday Homes Calendar** – User can check availability of rooms in any Holiday Home.
- ❖ **Holiday Homes Booking** – User can book Holiday Home across India.
- ❖ **Holiday Home Feedback** – User can submit their feedback for the Holiday Home which they have availed.

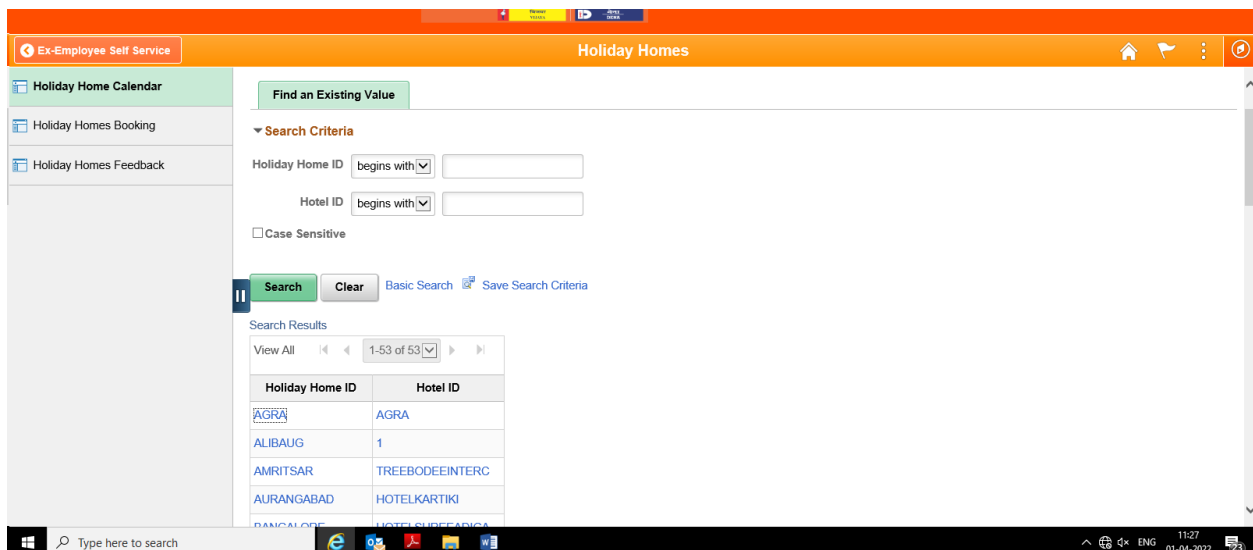
## 2. Holiday Homes

### 2.1 To check Room Availability of any Holiday Home

Step	Action
1	Click on the menu “ <b>Holiday Home Calendar</b> ”.
2	Click on “ <b>Search</b> ” button.

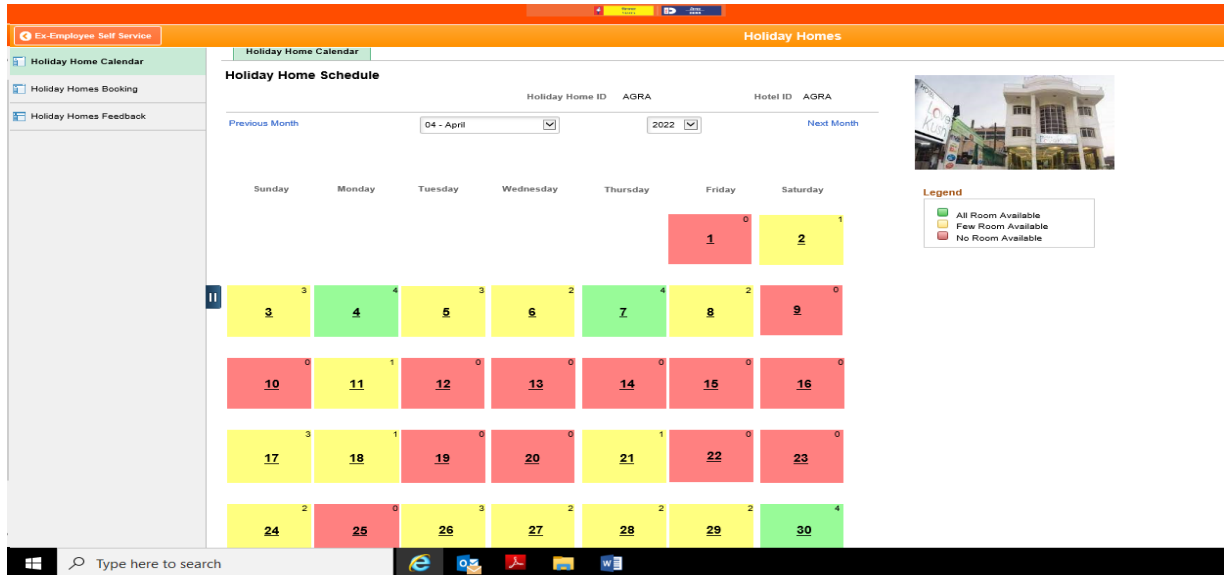


Step	Action
3	Click on the “ <b>Holiday Home ID</b> ” for which you want to check the availability.



Holiday Home ID	Hotel ID
AGRA	AGRA
ALIBAUG	1
AMRITSAR	TREEBODEEINTERC
AURANGABAD	HOTELKARTIKI
BANGALORE	HOTELSHREEADITYA

Step	Action
4	You can check Month wise availability here.



**Holiday Home Calendar**

**Holiday Home Schedule**

Previous Month: 04 - April | 2022 | Next Month

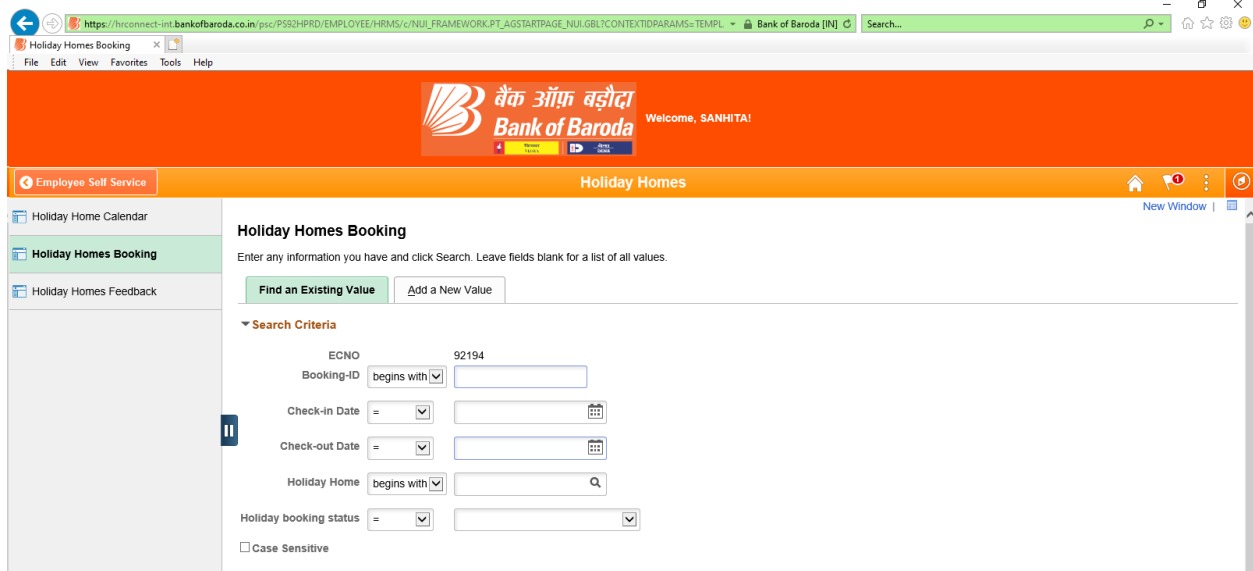
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**Legend**

- All Room Available
- Few Room Available
- No Room Available

## 2.2 Holiday Home Booking - Add New Holiday Home Application

Step	Action
1	Click on <b>"Holiday Homes Booking"</b>
2	Click on the menu <b>"Add a New Value"</b> .
3	Click on <b>"Add"</b> button.



**Holiday Homes Booking**

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value** | **Add a New Value**

**Search Criteria**

ECNO: 92194

Booking-ID: begins with [ ]

Check-in Date: = [ ]

Check-out Date: = [ ]

Holiday Home: begins with [ ]

Holiday booking status: = [ ]

Case Sensitive

**Fig. Holiday Home Booking**

Bank of Baroda [IN] Search...

Help

**बैंक ऑफ़ बड़ौदा Bank of Baroda** Welcome, SANHITA!

Holiday Homes New Window

### Holiday Homes Booking

Find an Existing Value **Add a New Value**

ECNO 92194  
Booking-ID NEXT

**Add**

Find an Existing Value | Add a New Value

The following page will be display:

**बैंक ऑफ़ बड़ौदा Bank of Baroda** Welcome

Holiday Homes New Window Personalize Page

**HH Application for Employee**

**\*\*Maintain Sufficient Balance in account before booking\*\***

**Booking Details**

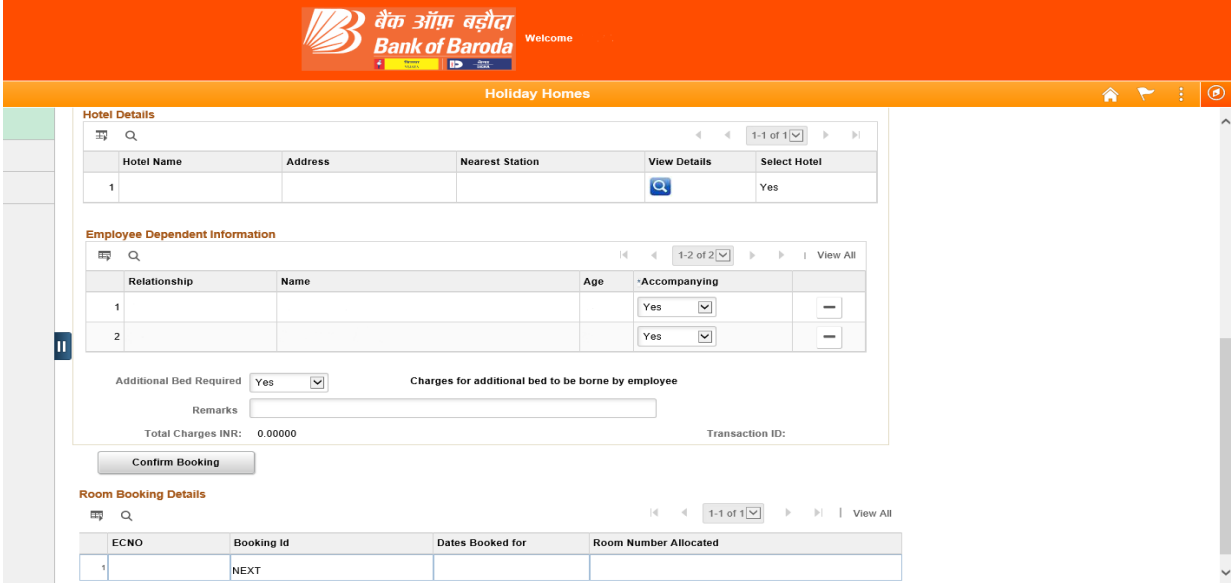
Booking ID	NEXT	Booking Status	Initiated
ECNO		Employee Type	Existing
*Select Holiday Home	<input type="text"/>	Hotel	<input type="text"/>
*No of Rooms needed	<input type="text"/>	*Allow Flexible Booking	Yes <input checked="" type="checkbox"/> <a href="#">About Flexible Booking</a>
*Check-In Date	<input type="text"/>	*Check-Out Date	<input type="text"/>
Check-In Time		CheckOut Time	
Booking date		No of Days Booked For	

[View Room Availability](#)

**Employee Contact**

Employee Address	<input type="text"/>	Location	
Employee Mobile No	<input type="text"/>	Employee Email ID	<input type="text"/>
Alternate Contact No	<input type="text"/>	Emergency Contact Name	<input type="text"/>
Payment Status		Employee Account Number	

**Hotel Details**



**Hotel Details**

Hotel Name	Address	Nearest Station	View Details	Select Hotel
1				Yes

**Employee Dependent Information**

Relationship	Name	Age	Accompanying
1			Yes <input checked="" type="checkbox"/>
2			Yes <input checked="" type="checkbox"/>

Additional Bed Required:  Yes  No

Charges for additional bed to be borne by employee

Remarks:

Total Charges INR: 0.00000 Transaction ID:

**Confirm Booking**

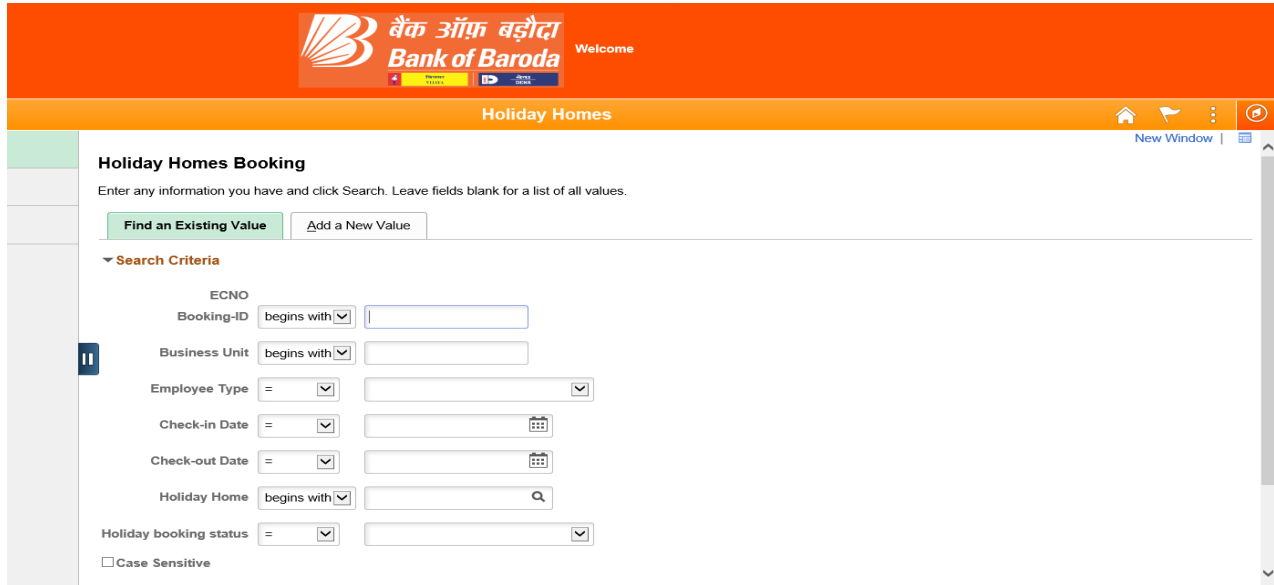
**Room Booking Details**

ECNO	Booking Id	Dates Booked for	Room Number Allocated
1	NEXT		

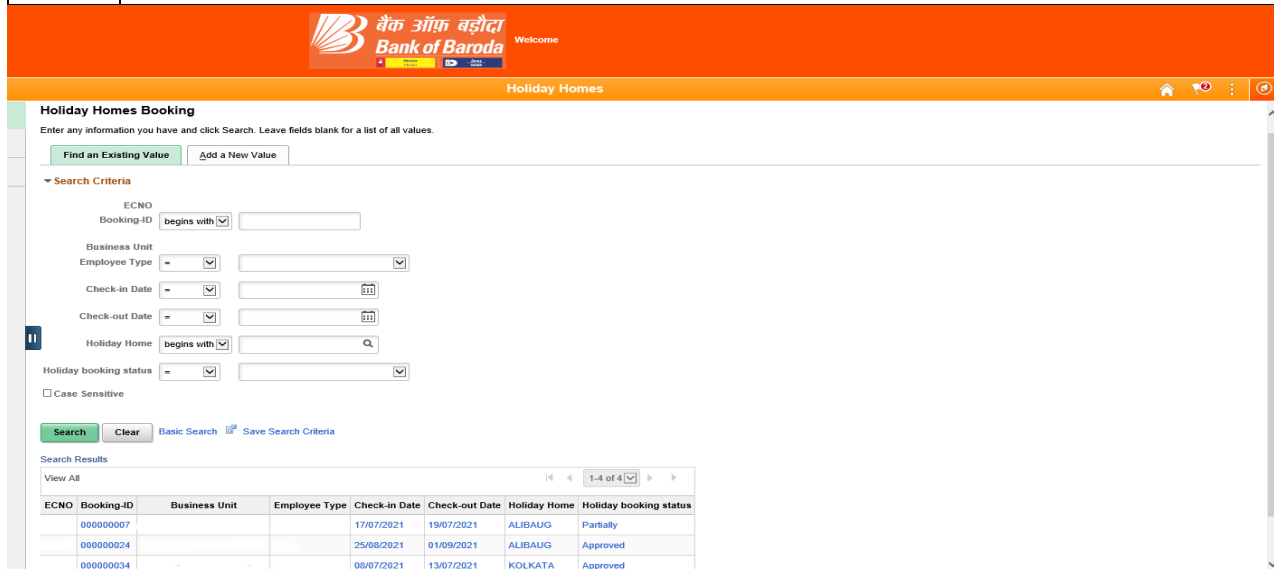
Step	Action
1	Select <b>"Holiday Home"</b> from the prompt.
2	Select <b>"Hotel"</b> from the prompt.
3	Enter <b>"No. of Rooms needed"</b> - Only 1 room allowed.
4	Select Yes / No in <b>"Allow Flexible Booking"</b> from drop-down list. "If you select flexible booking as YES, rooms will be allotted as and when available."
5	Select <b>"Check-in Date"</b> and <b>"Check-out Date"</b> from calendar.
6	Enter <b>"Employee Email ID"</b>
7	Enter <b>"Alternate Contact No."</b>
8	Enter <b>"Emergency Contact Name"</b>
9	Select Yes / No in <b>"Select Hotel" under Hotel Details</b> . In any Holiday Home Location, if 2 Hotel are there, select which Hotel you want to book.
10	Enter <b>"Remarks"</b> , if any.
11	Click on <b>"Confirm Booking"</b> button to submit your application.

If you do not have sufficient balance in your account, the system will not allow you to submit the application.

## 2.3 View/Search Existing Holiday Home Application Details



Step	Action
1	Click on the menu <b>"Holiday Home Booking"</b> .
2	Click on <b>"Find an Existing Value"</b> .
3	Click on <b>"Search"</b> button.

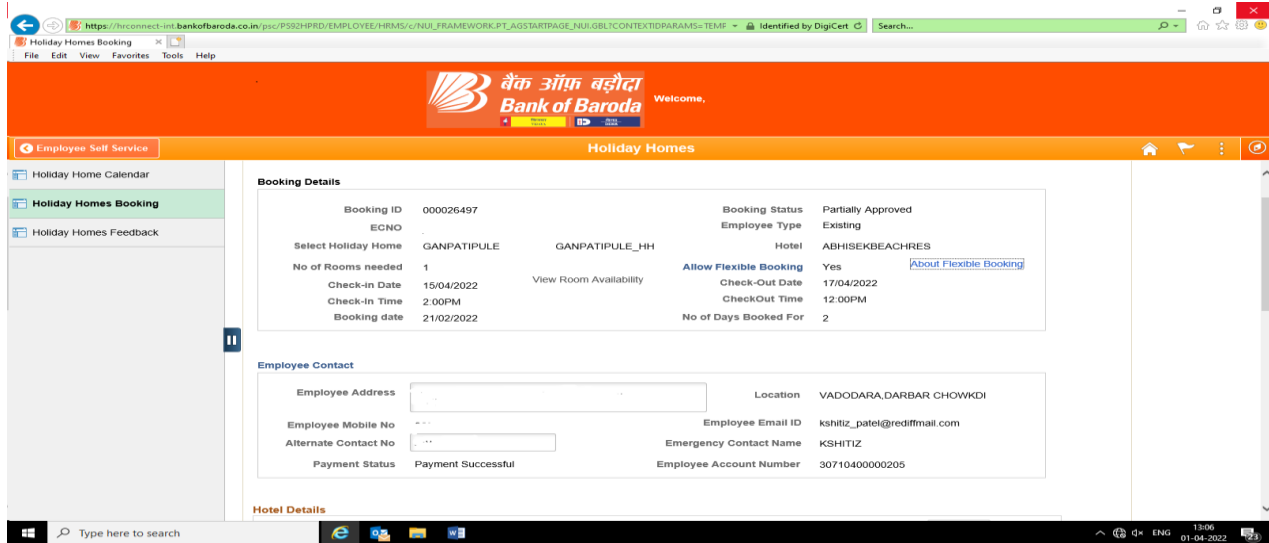


ECNO	Booking-ID	Business Unit	Employee Type	Check-in Date	Check-out Date	Holiday Home	Holiday booking status
00000007				17/07/2021	19/07/2021	ALIBAUG	Partially
00000024				25/08/2021	01/09/2021	ALIBAUG	Approved
00000034				08/07/2021	13/07/2021	KOLKATA	Approved

Click on the **"Booking ID"** to view complete details of application alongwith status.



- Partially Approved Booking



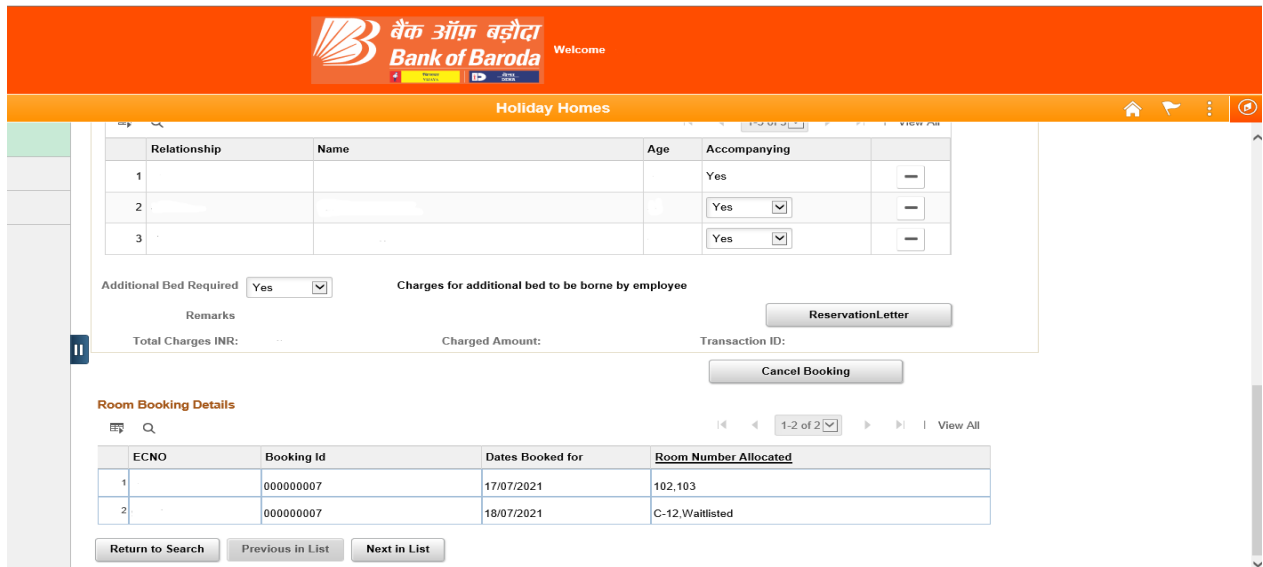
**Booking Details**

Booking ID	000026497	Booking Status	Partially Approved
ECNO		Employee Type	Existing
Select Holiday Home	GANPATIPULE GANPATIPULE_HH	Hotel	ABHISEKBEACHRES
No of Rooms needed	1	Allow Flexible Booking	Yes <a href="#">About Flexible Booking</a>
Check-in Date	15/04/2022	View Room Availability	Check-Out Date 17/04/2022
Check-in Time	2:00PM		CheckOut Time 12:00PM
Booking date	21/02/2022	No of Days Booked For	2

**Employee Contact**

Employee Address		Location	VADODARA,DARBAR CHOWKDI
Employee Mobile No	***	Employee Email ID	kshitz_patel@rediffmail.com
Alternate Contact No	***	Emergency Contact Name	KSHTIZ
Payment Status	Payment Successful	Employee Account Number	30710400000205

**Hotel Details**



Relationship	Name	Age	Accompanying
1			Yes <input type="checkbox"/>
2			Yes <input checked="" type="checkbox"/>
3			Yes <input checked="" type="checkbox"/>

Additional Bed Required: Yes  Charges for additional bed to be borne by employee

Remarks:

Total Charges INR:  Charged Amount:  Transaction ID:

[Reservation Letter](#) [Cancel Booking](#)

**Room Booking Details**

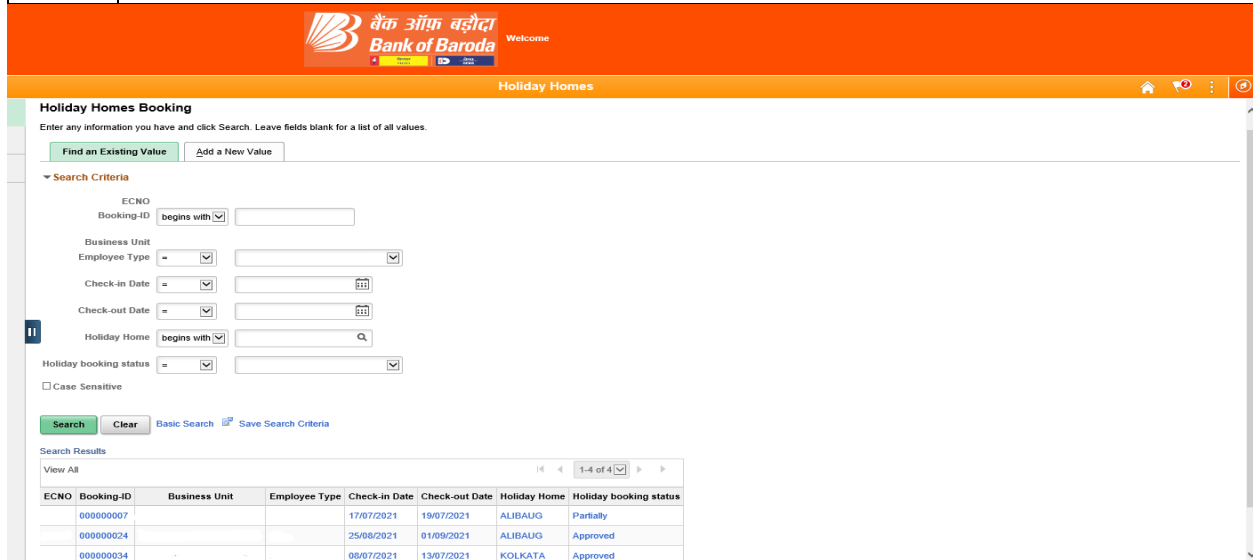
ECNO	Booking Id	Dates Booked for	Room Number Allocated
1	000000007	17/07/2021	102,103
2	000000007	18/07/2021	C-12,Waitlisted

[Return to Search](#) [Previous in List](#) [Next in List](#)

If status of your booking is Partially Approved, that means you have been allotted some rooms as per availability and some rooms are in waitlist.

## 2.4 To download Reservation Letter of Approved Booking

Step	Action
1	Click on the menu “Holiday Home Booking”.
2	Click on “Find an Existing Value”.
3	Click on “Search” button.
4	Select “Booking ID” of the application for which you want to generate reservation letter. Please note reservation letter can be generated only for approved/ Partially approved booking.
5	Click on “Reservation Letter” button. The reservation letter will get open in next tab window.



**Holiday Homes Booking**  
 Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

**Search Criteria**

ECNO  
 Booking-ID begins with [ ]

Business Unit  
 Employee Type [ ]

Check-in Date [ ]

Check-out Date [ ]

Holiday Home begins with [ ]

Holiday booking status [ ]

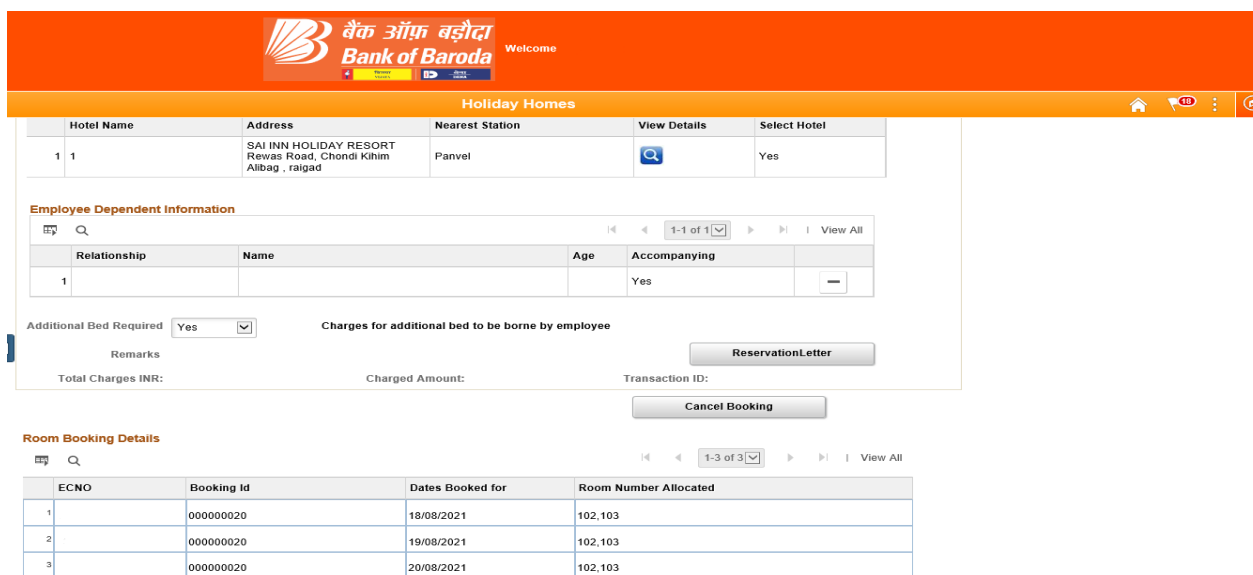
Case Sensitive

Search | Clear | Basic Search | Save Search Criteria

**Search Results**

View All | 1-4 of 4

ECNO	Booking-ID	Business Unit	Employee Type	Check-in Date	Check-out Date	Holiday Home	Holiday booking status
00000007				17/07/2021	19/07/2021	ALIBAUG	Partially
00000024				25/08/2021	01/09/2021	ALIBAUG	Approved
00000034				08/07/2021	13/07/2021	KOLKATA	Approved



**Holiday Homes**

Hotel Name	Address	Nearest Station	View Details	Select Hotel
1	SAI INN HOLIDAY RESORT Rewas Road, Chondi Khim Alibag , raigad	Panvel		Yes

**Employee Dependent Information**

Relationship Name Age Accompanying

1			Yes
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Additional Bed Required: Yes

Charges for additional bed to be borne by employee

Remarks

Total Charges INR: Charged Amount: Transaction ID:

ReservationLetter

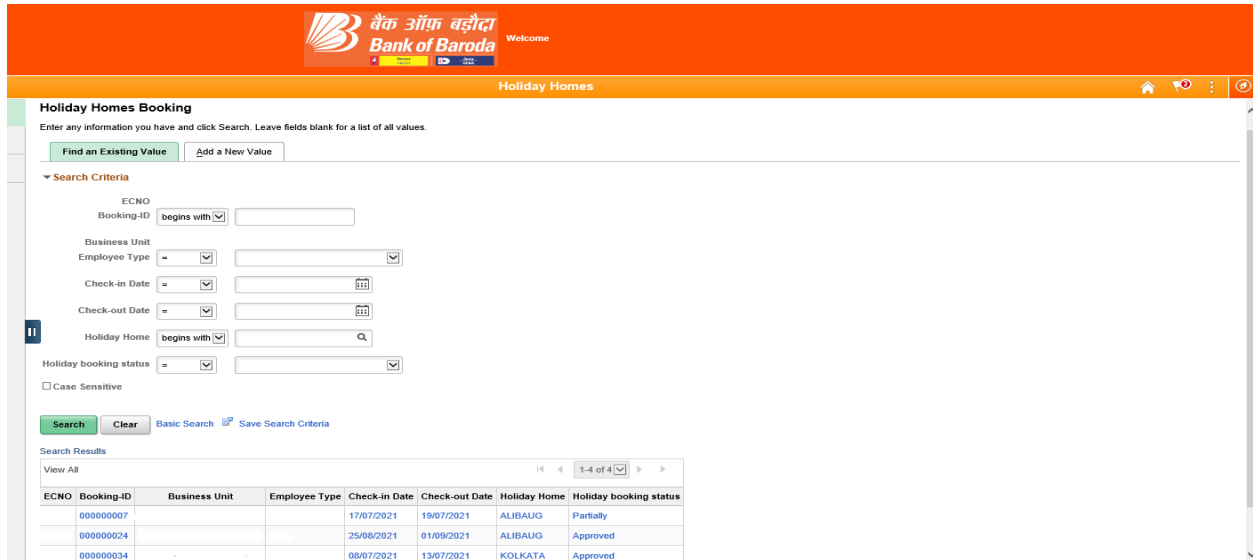
Cancel Booking

**Room Booking Details**

ECNO	Booking Id	Dates Booked for	Room Number Allocated
1	00000020	18/08/2021	102,103
2	00000020	19/08/2021	102,103
3	00000020	20/08/2021	102,103

## 2.5 To cancel any Existing Booking

Step	Action
1	Click on the menu “Holiday Home Booking”.
2	Click on “Find an Existing Value”.
3	Click on “Search” button.
4	Select “Booking ID” of the application which you want to cancel.



**Holiday Homes Booking**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value** | Add a New Value

**Search Criteria**

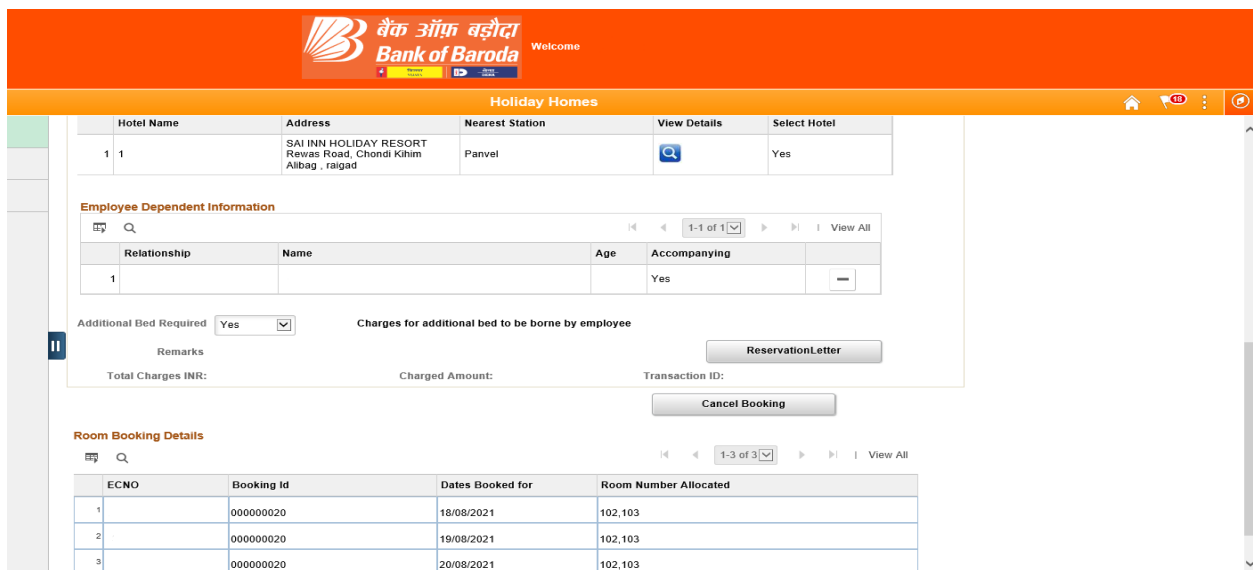
ECNO  
Booking-ID: begins with [ ]  
Business Unit: [ ]  
Employee Type: [ ]  
Check-in Date: [ ]  
Check-out Date: [ ]  
Holiday Home: begins with [ ]  
Holiday booking status: [ ]  
 Case Sensitive

**Search** | Clear | Basic Search | Save Search Criteria

**Search Results**  
View All | 1-4 of 4

ECNO	Booking-ID	Business Unit	Employee Type	Check-in Date	Check-out Date	Holiday Home	Holiday booking status
00000007				17/07/2021	19/07/2021	ALIBAUG	Partially
00000024				25/08/2021	01/09/2021	ALIBAUG	Approved
00000034				08/07/2021	13/07/2021	KOLKATA	Approved

Step	Action
1	Click on “Cancel Booking” button.



**Holiday Homes**

Hotel Name	Address	Nearest Station	View Details	Select Hotel
1	SAI INN HOLIDAY RESORT Rewas Road, Chondi Khim Alibag , raigad	Panvel		Yes

**Employee Dependent Information**  
1-1 of 1 | View All

Relationship	Name	Age	Accompanying
1			Yes

Additional Bed Required: Yes | Charges for additional bed to be borne by employee

Remarks: [ ] | ReservationLetter [ ]

Total Charges INR: [ ] | Charged Amount: [ ] | Transaction ID: [ ]

**Cancel Booking**

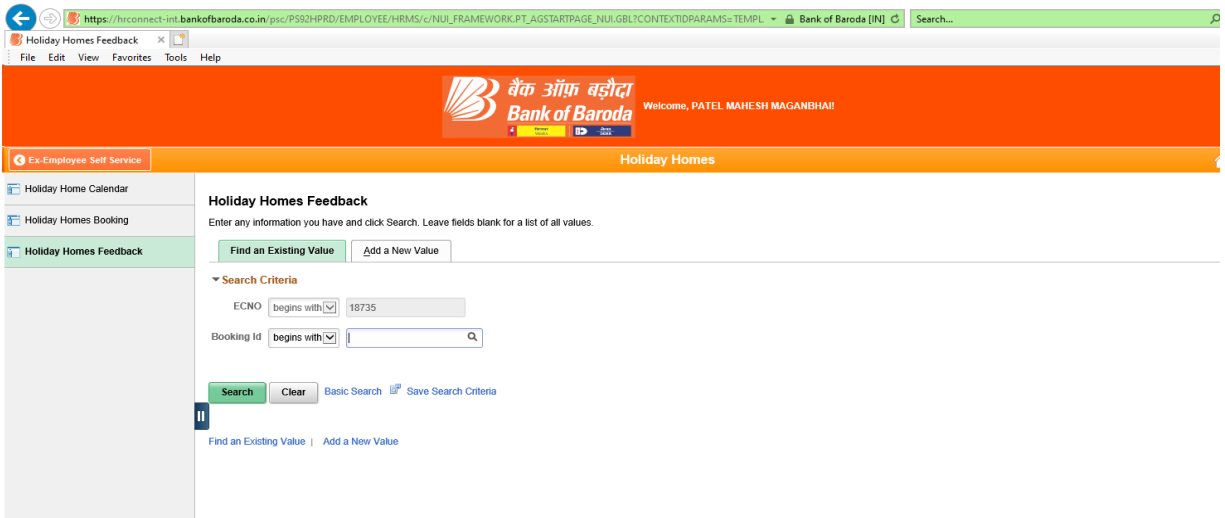
**Room Booking Details**  
1-3 of 3 | View All

ECNO	Booking Id	Dates Booked for	Room Number Allocated
1	00000020	18/08/2021	102,103
2	00000020	19/08/2021	102,103
3	00000020	20/08/2021	102,103

Note: Cancellation penalty charges will be collected as per guidelines mentioned in **Circular no HO: BR: 113: 182 dated 05.08.2021.**

## 2.6 To submit Feedback for any Aailed Booking

Step	Action
1	Click on the menu <b>"Holiday Home Feedback"</b> .
2	Click on <b>"Add a New Value"</b> .
3	Select <b>"Booking ID"</b> from the prompt.
4	Click on <b>"Add"</b> button.



The screenshot shows the 'Holiday Homes Feedback' page in the Employee Self Service portal. The page title is 'Holiday Homes Feedback'. Below the title, there is a search instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two buttons: 'Find an Existing Value' and 'Add a New Value'. Under 'Search Criteria', there are two search fields: 'ECNO begins with' (with the value '18735') and 'Booking Id begins with' (with an empty input field). There are also 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria' buttons.



The screenshot shows the 'Feedback Page' form. It contains the following fields and options:

- Booking Id: 00000005
- Booking Date: 05/07/2021
- Holiday Home: MUMBAI
- Hotel: NUGGET
- Check-in date: 05/07/2021
- Check-Out date: 06/07/2021
- Ratings: Rate on scale of 1-5 With 1 Being poor and 5 being the best
- Room Quality: [Dropdown menu]
- Bed: [Dropdown menu]
- Food Quality: [Dropdown menu]
- Food Cost: [Dropdown menu]
- Comments: [Text input field]
- Overall Ratings: [Text input field]
- Buttons: Save, Add, Update/Display

Step	Action
1	Select <b>"Room Quality"</b> from drop-down list.
2	Select <b>"Bed"</b> from drop-down list.
3	Select <b>"Food Quality"</b> from drop-down list.
4	Select <b>"Food Cost"</b> from drop-down list.
5	Enter <b>"Comments"</b> .
6	Enter <b>"Overall Ratings"</b> .
7	Click on <b>"Save"</b> .

