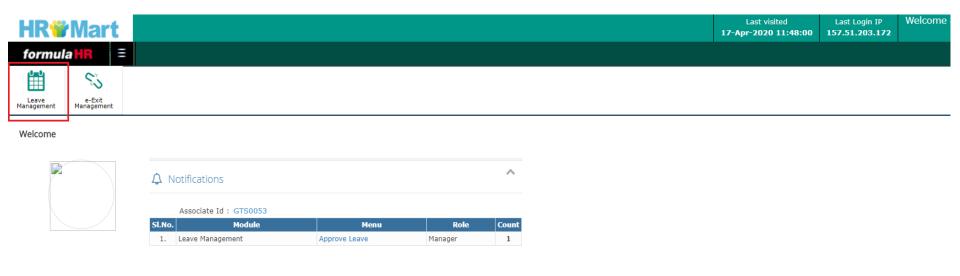
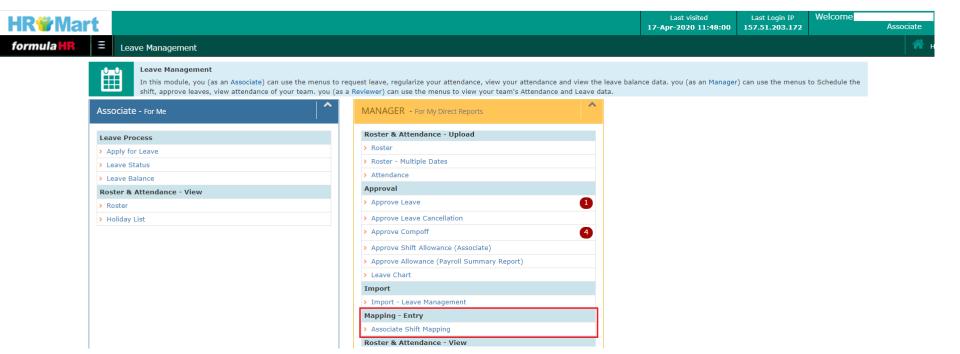


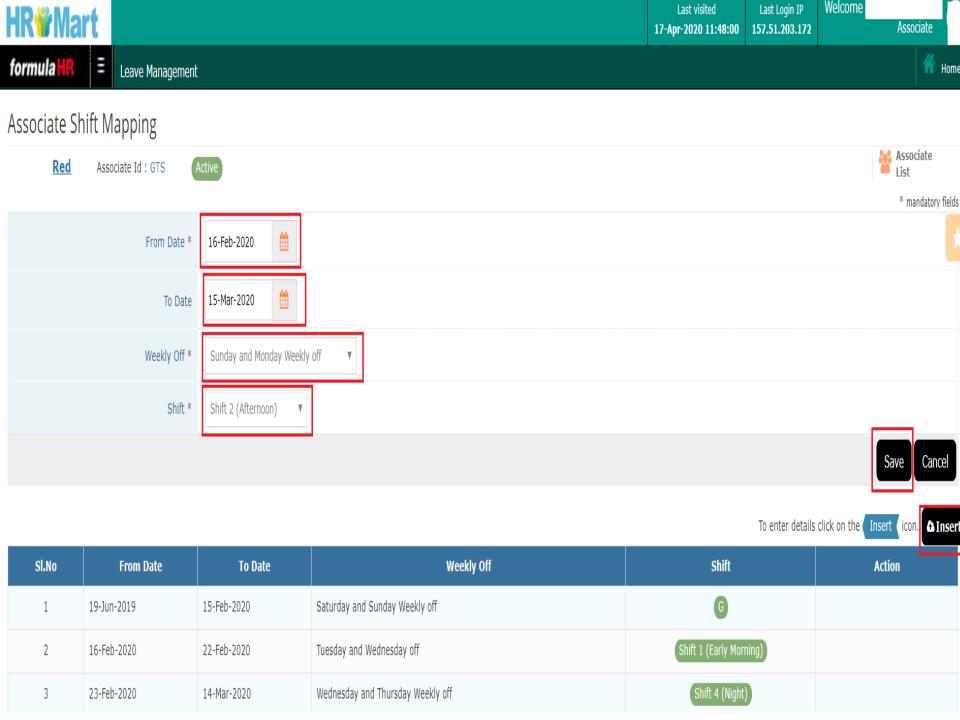


# Automation of Shift Allowance Process

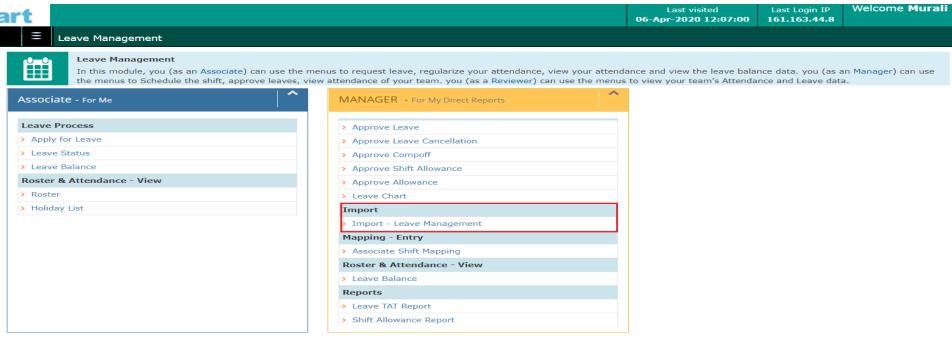
# **Associate Shift Mapping**





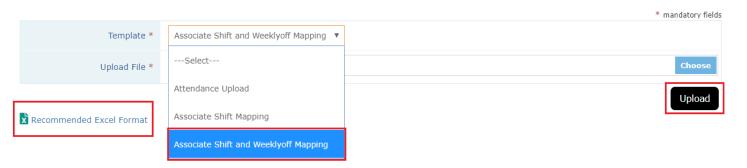


#### Associate Shift Mapping – Bulk Upload

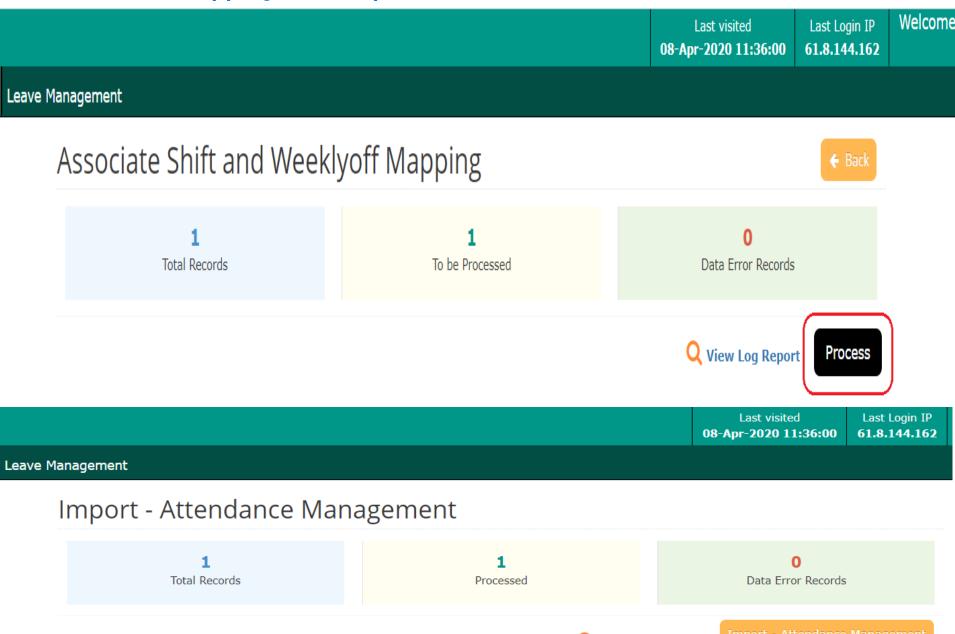




#### Import - Attendance Management



### Associate Shift Mapping – Bulk Upload



Q View Log Report



**HR** WMart



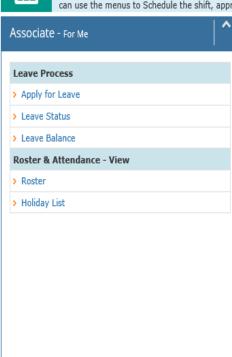
Leave Management

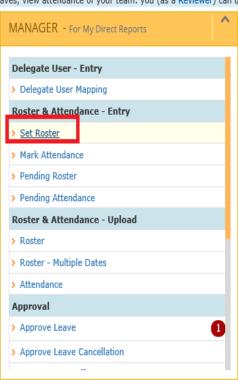




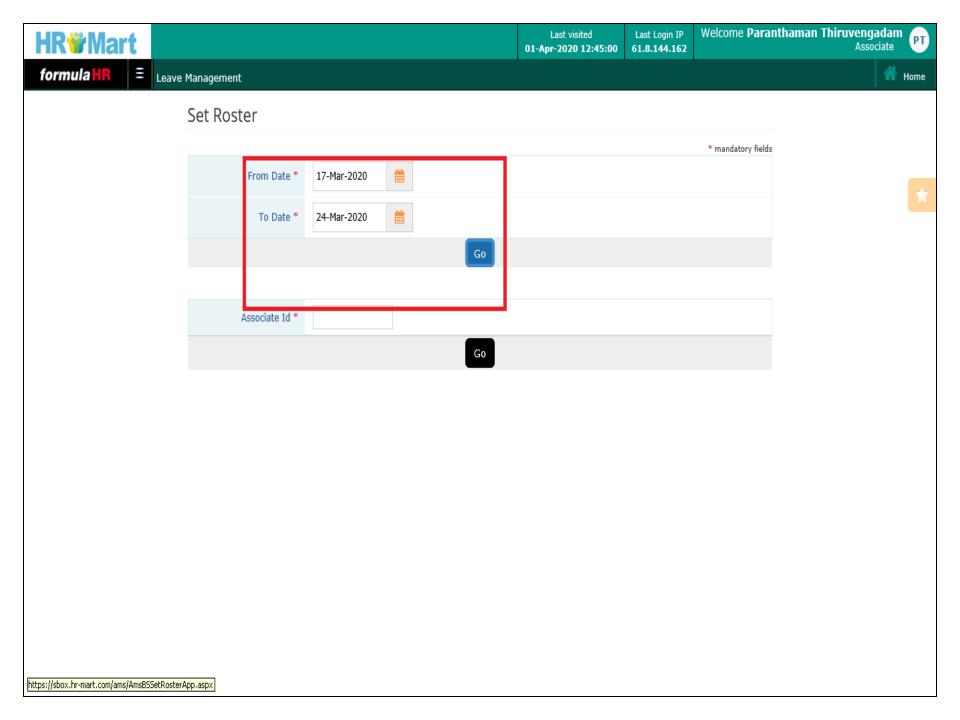
#### Leave Management

In this module, you (as an Associate) can use the menus to request leave, regularize your attendance, view your attendance and view the leave balance data. you (as an Manager) can use the menus to Schedule the shift, approve leaves, view attendance of your team, you (as a Reviewer) can use the menus to view your team's Attendance and Leave data.









formula <mark>HR</mark>

Leave Management

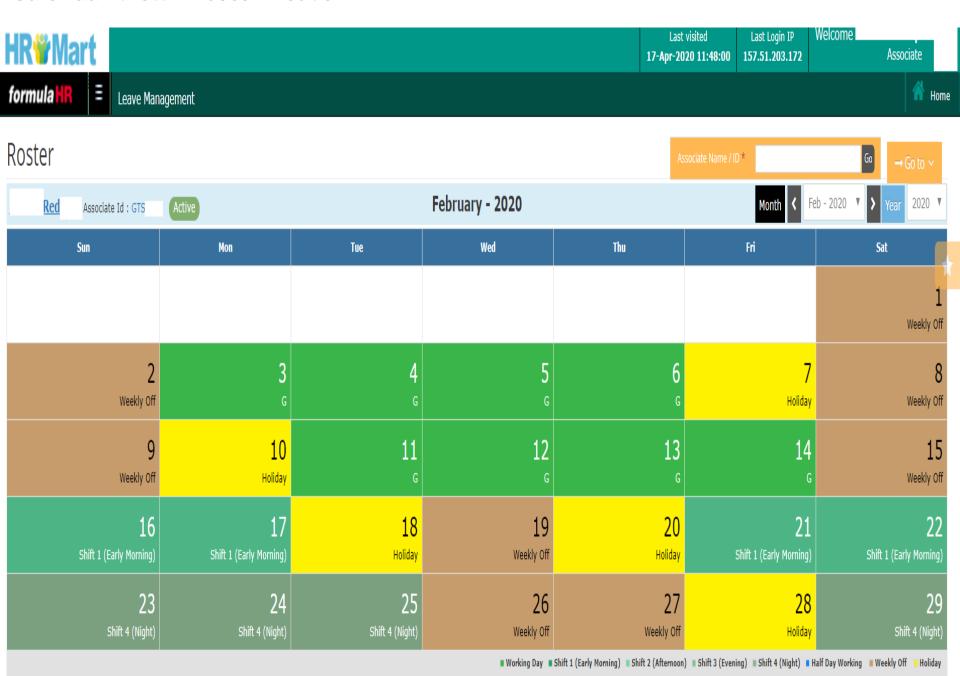


Go to Set Roster

Set Roster From 17-Mar-2020 to 24-Mar-2020

		Associate Id	Associate Name	Manager	17-Mar (Tue)	18-Mar (Wed)	19-Mar (Thu)	20-Mar (Fri)	21-Mar (Sat)	22-Mar (Sun)	23-Mar (Mon)	24-Mar (Tue)	
1	V	GTS0097	Naresh Vongole	Paranthaman Thiruvengadam	Weekly Off	Weekly Off	Shift 4 (Night)		Shift 4 (Night)	Shift 4 (Night)	Shift 4 (Night)	Weekly Off	\
2		GTS0116	Swapna Muthukrishnan	Paranthaman Thiruvengadam	Weekly Off	Weekly Off	Weekly Off	Weekly Off	G	G	Weekly Off	Weekly Off	
3		GTS0508	Sudhir Menon	Paranthaman Thiruvengadam	Weekly Off	Weekly Off	Weekly Off	Weekly Off	G	G	Weekly Off	Weekly Off	
4		GTS0778	Ankur Chandra	Paranthaman Thiruvengadam	Weekly Off	Weekly Off	Weekly Off	Weekly Off	G	G	Weekly Off	Weekly Off	
5		GTS0817	Prithvi Ranganath	Paranthaman Thiruvengadam	Weekly Off	Weekly Off	Weekly Off	Weekly Off	G	G	Weekly Off	Weekly Off	
6		GTS1438	Gaurav Chopra	Paranthaman Thiruvengadam	Weekly Off	Weekly Off	Weekly Off	Weekly Off	G	G	Weekly Off	Weekly Off	
7		GTS2480	Sumit Nigam	Paranthaman Thiruvengadam	Weekly Off	Weekly Off	Weekly Off		G	G	Weekly Off	Weekly Off	
8		GTS2602	Umeshaiah Chandraiah	Paranthaman Thiruvengadam	Weekly Off	Weekly Off	01-Feb (Sat)		03-Feb (Mon)	04-Feb (Tue)	Weekly Off	Weekly Off	
9		GTS2855	Pradeep Kumar Thirumalai Arasan	Paranthaman Thiruvengadam	Weekly Off	Weekly Off	Weekly Off	Weekl ▼ G G  G  Holiday  Shift 1 (Early Morning)			Weekly Off	Weekly Off	
0		GTS3114	Viswanatha Satyanarayana Murthy	Paranthaman Thiruvengadam	Weekly Off	Weekly Off	Weekly Off Weekly				Weekly Off	Weekly Off	
1		GTS3831	Subhash Medatwal	Paranthaman Thiruvengadam	Weekly Off	Weekly Off	Off				Weekly Off	Weekly Off	ı
2		GTS3992	Nitin Gupta	Paranthaman Thiruvengadam	Weekly Off	Weekly Off	Weekly Off				Weekly Off	Weekly Off	,
Q	C [	CTC4003	ge 1 of 1 > » Vie	w 1 - 13 of 13	wII. off	Washin off	Weekly Off	Shift 2 (Aftern	noon) G		Washin off	wl. off	
							Weekly Off	Shift 3 (Eveni Shift 4 (Night	37				
							Weekly Off	Weekly Off	- <i>)</i>		l	Fill Subm	tit
							Weekly	Weekly G	G				

#### Calendar View -Roster/Leave





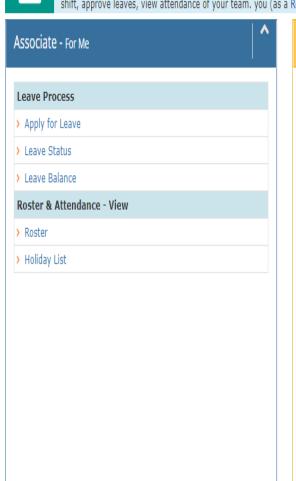
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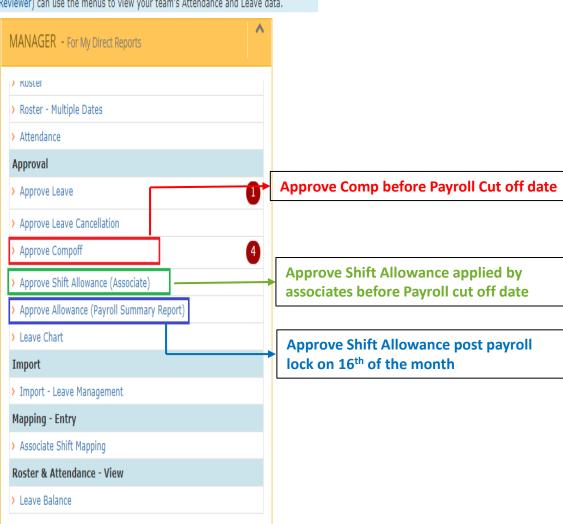
Leave Management

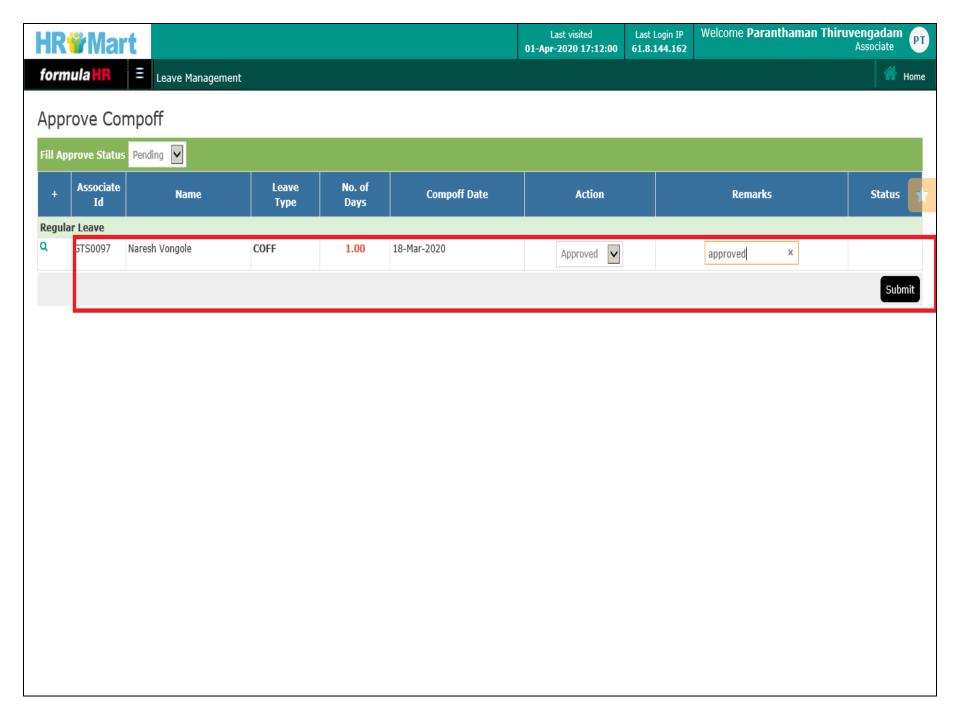


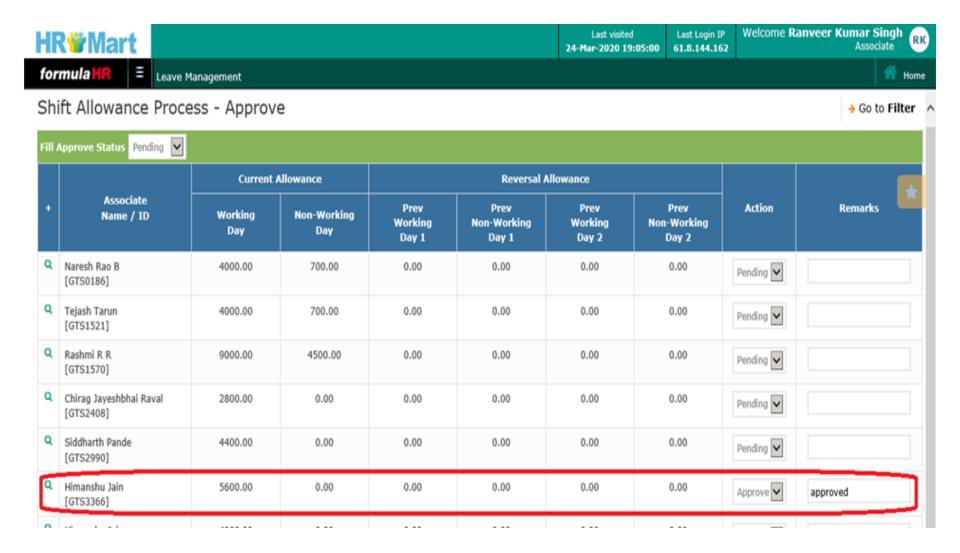
#### Leave Management

In this module, you (as an Associate) can use the menus to request leave, regularize your attendance, view your attendance and view the leave balanc shift, approve leaves, view attendance of your team. you (as a Reviewer) can use the menus to view your team's Attendance and Leave data.



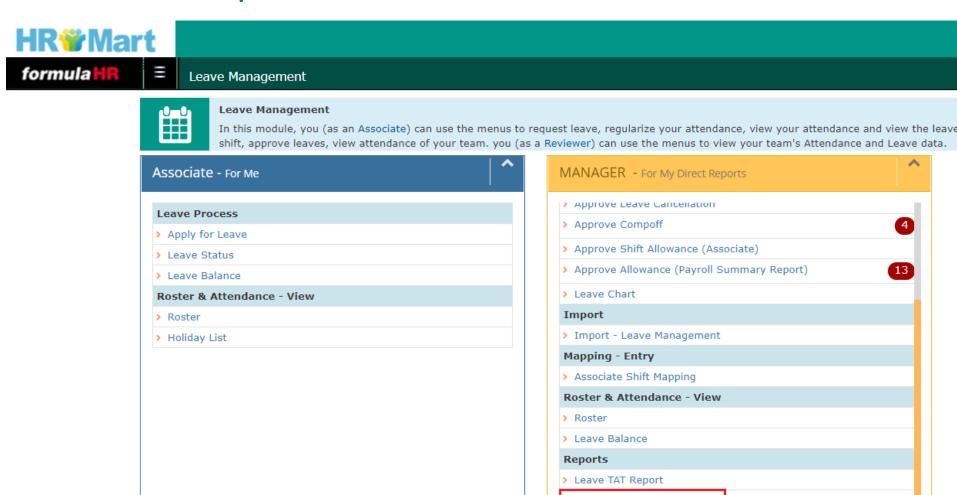






- System is auto set to be locked on 15<sup>th</sup> of the month
- Manager has to approve the shift roster on 16<sup>th</sup> of the month by 2.00 pm
- Only the approved shift allowance will be considered for payroll processing

#### **Shift Allowance - Reports**



• Shift Allowance Report: This report is Shift Allowance applied by associates on Weekly off/ Public holiday

Shift Allowance Report

Shift Allowance Payroll Summary Report

• Shift Allowance Payroll Summary Report : This report is detailed shift allowance report

# **Guidelines for Associates**

- Associates to submit shift allowance for working during weekend/public holidays for managers approval by 15<sup>th</sup> of the month
- Associates must update all the leaves for the month by 15<sup>th</sup> of the month

#### Associate – Apply Shift Allowance and View Roster





#### Leave Management

In this module, you (as an Associate) can use the menus to request leave, regul Manager) can use the menus to Schedule the shift, approve leaves, view attend Attendance and Leave data.



# Associate - Apply Shift Allowance and View Roster



## Associate Shift Allowance

To enter details click on the Insert icon.

S. No	Working Date	ing Date Shift Working Hour Requested Date		Approved Date	Status	Action	
1	04-Jan-2020	Shift 4 (Night)	8 Hours	01-Apr-2020 01-Apr-2020 22:04 22:04		Approved	<b>Q</b> View <b>X</b> Cancel
2	03-Feb-2020	Shift 3 (Evening)	8 Hours	01-Apr-2020 23:04	01-Apr-2020 23:04	Approved	<b>Q</b> View <b>X</b> Cancel
3	06-Feb-2020	Shift 1 (Early Morning)	4 Hours	01-Apr-2020 23:04	01-Apr-2020 23:04	Approved	<b>Q</b> View <b>X</b> Cancel

Shift Allowance - Exit Module

## **Exit Module - Shift Allowance**

## Joining Bonus Total Joining Bonus 125000 Bonus Type One Time Amount Paid 125000 Recovery Amount 0 Leave Balance -1 Day(s) [Disclaimer Note: Leave balance reflected here is leave which are approved by manager. Any unapproved leaves to be approved by manager before last working day.] Shift Allowance Working Day Allowance Non-Working Day Allowance **Exit Interview Form**

Please elaborate on the above exit reason selected \*

