

ramco hcm

Company Overview



HCM | ERP | Aviation



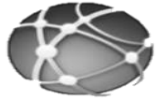
Innovative business solutions that can be delivered quickly and cost-effectively in complex environments



Part of the \$1.2 Billion Ramco Group



Global R&D Center in India



29 Offices Worldwide spread across India, USA, Australia, APAC.



1900+ Employees



Established 1997 (Headquarters in Chennai)

Our Global Presence

India	Americas	Europe	Middle East	Africa	Asia	ANZ
Chennai Bengaluru Mumbai Gurgaon	USA Canada	United Kingdom Switzerland Germany	UAE	South Africa	Singapore Malaysia Indonesia Hongkong China Vietnam Philippines Japan	Sydney Melbourne Auckland

1900+ Employees | 16 Nationalities

Customers in Asia, North America, Middle East, Europe, Africa and Oceania

29 Global Offices

Partners	
Platform	Service
Oracle	KPMG
Honeywell	Deloitte
Workday	EY
	AGR
	Mazars

A Glimpse of Our Global Clientele

>10000 employees



5000-10000 employees



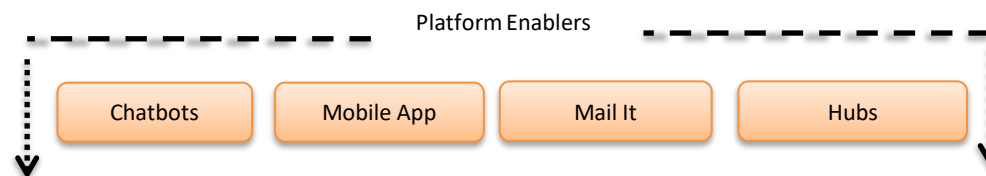
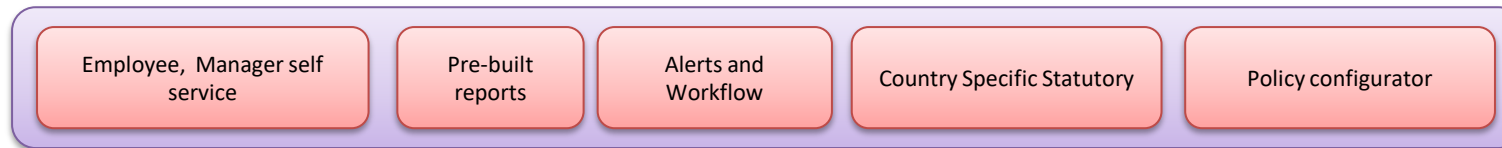
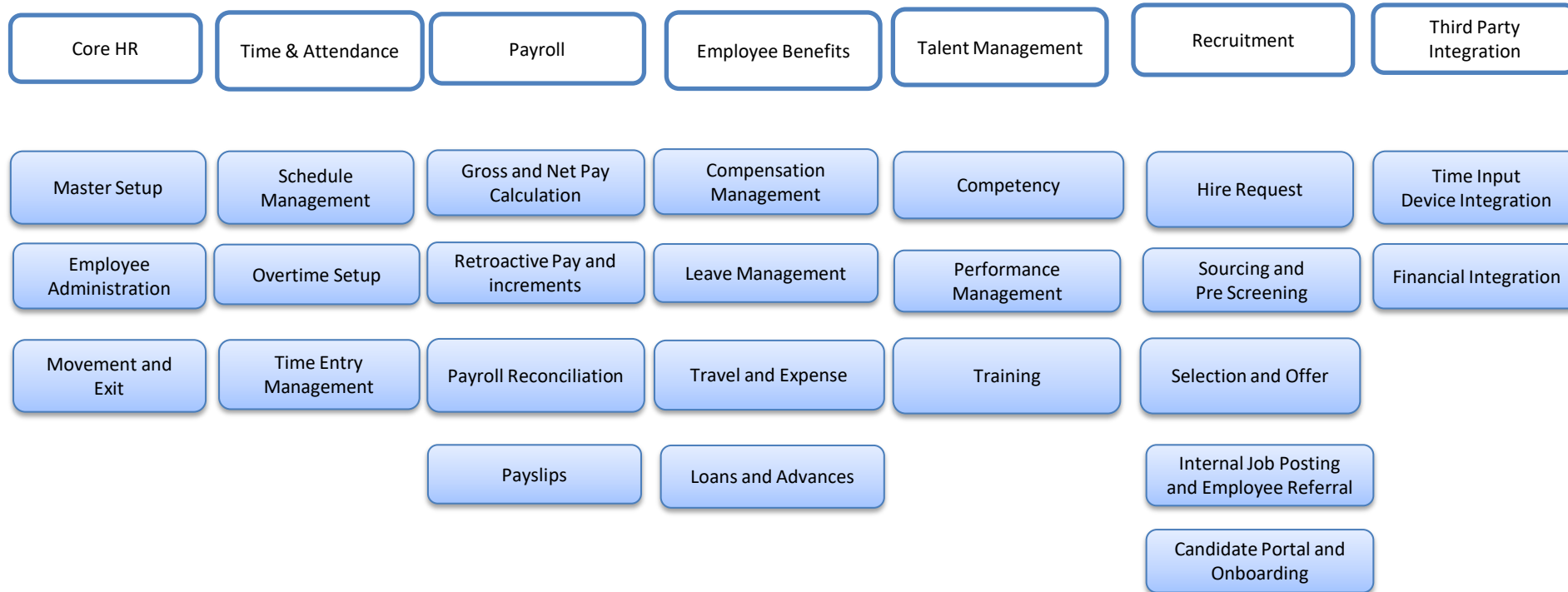
2000-5000 employees



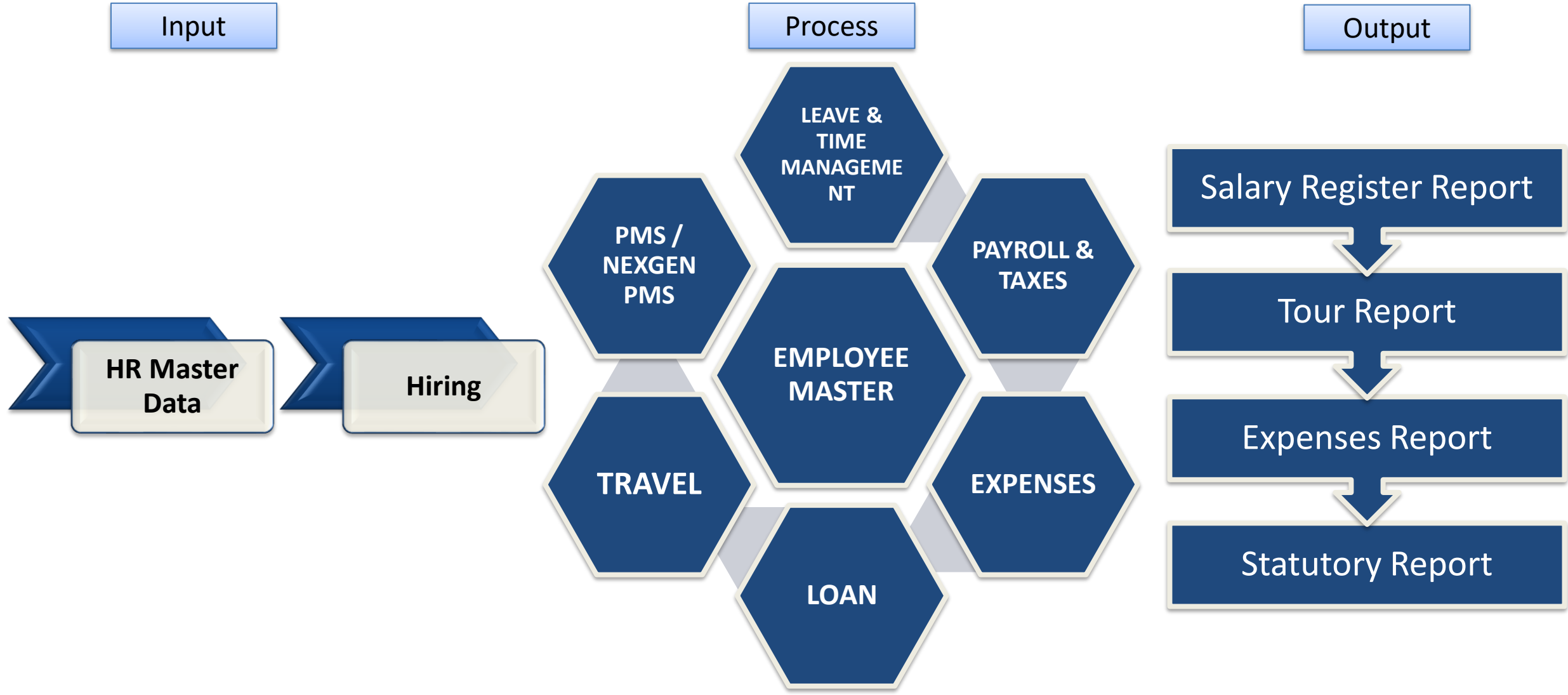
<2000 employees



HCM Modules



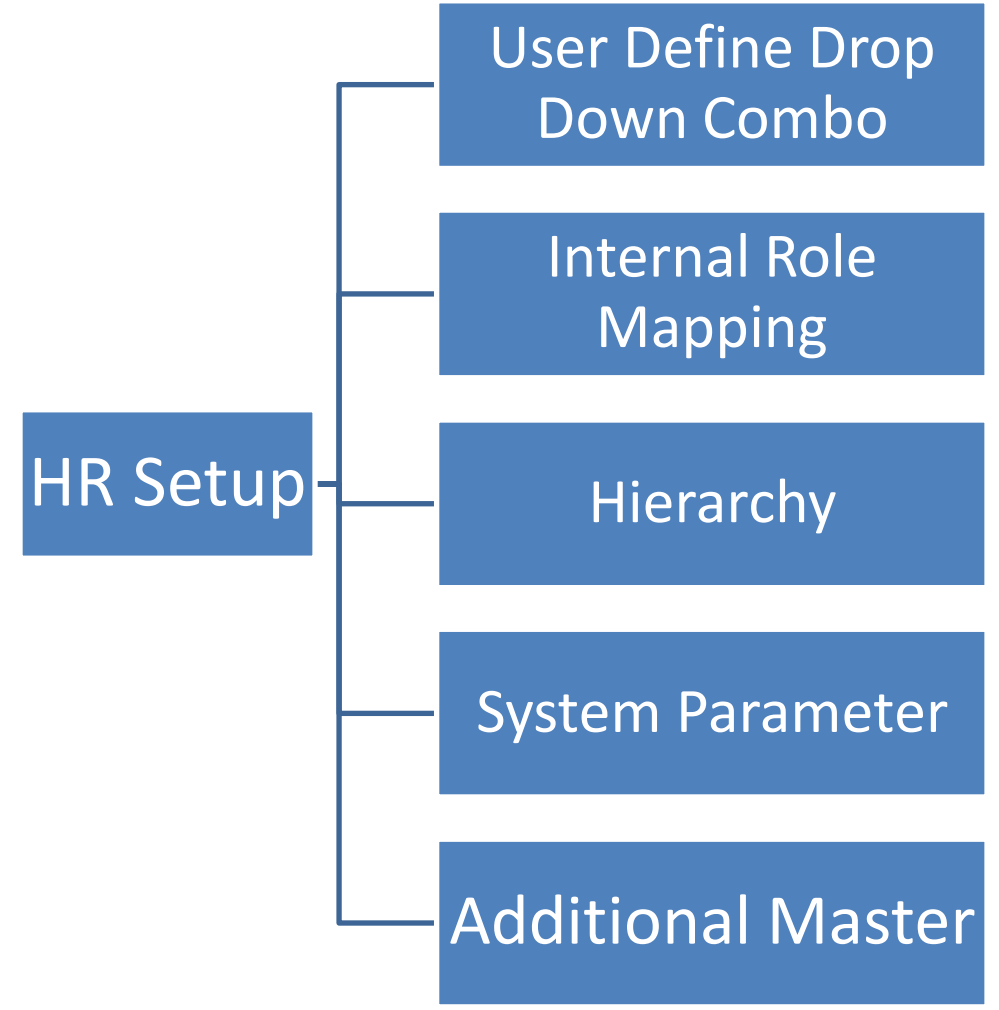
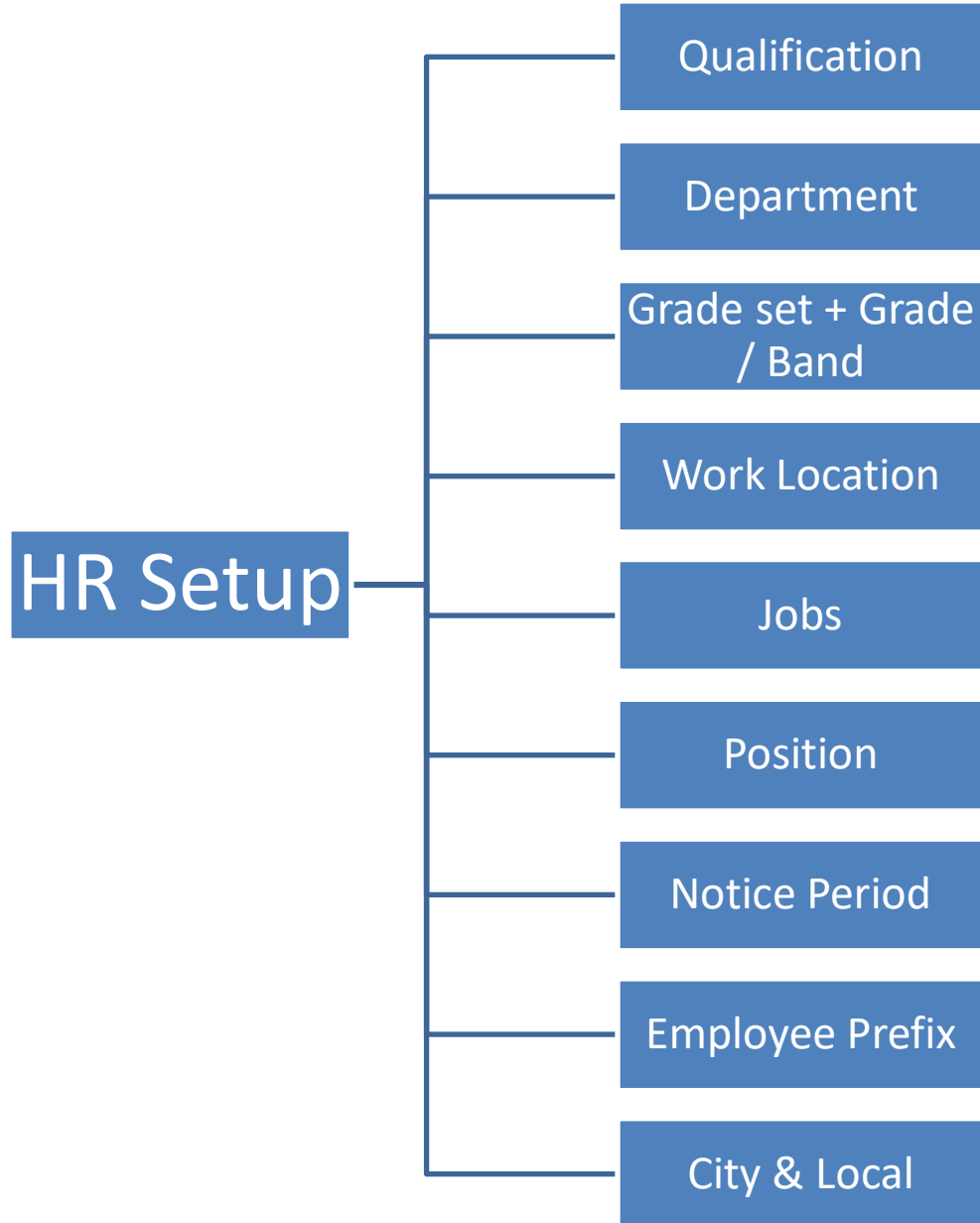
HCM PROCESS OVERVIEW



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HR SETUP

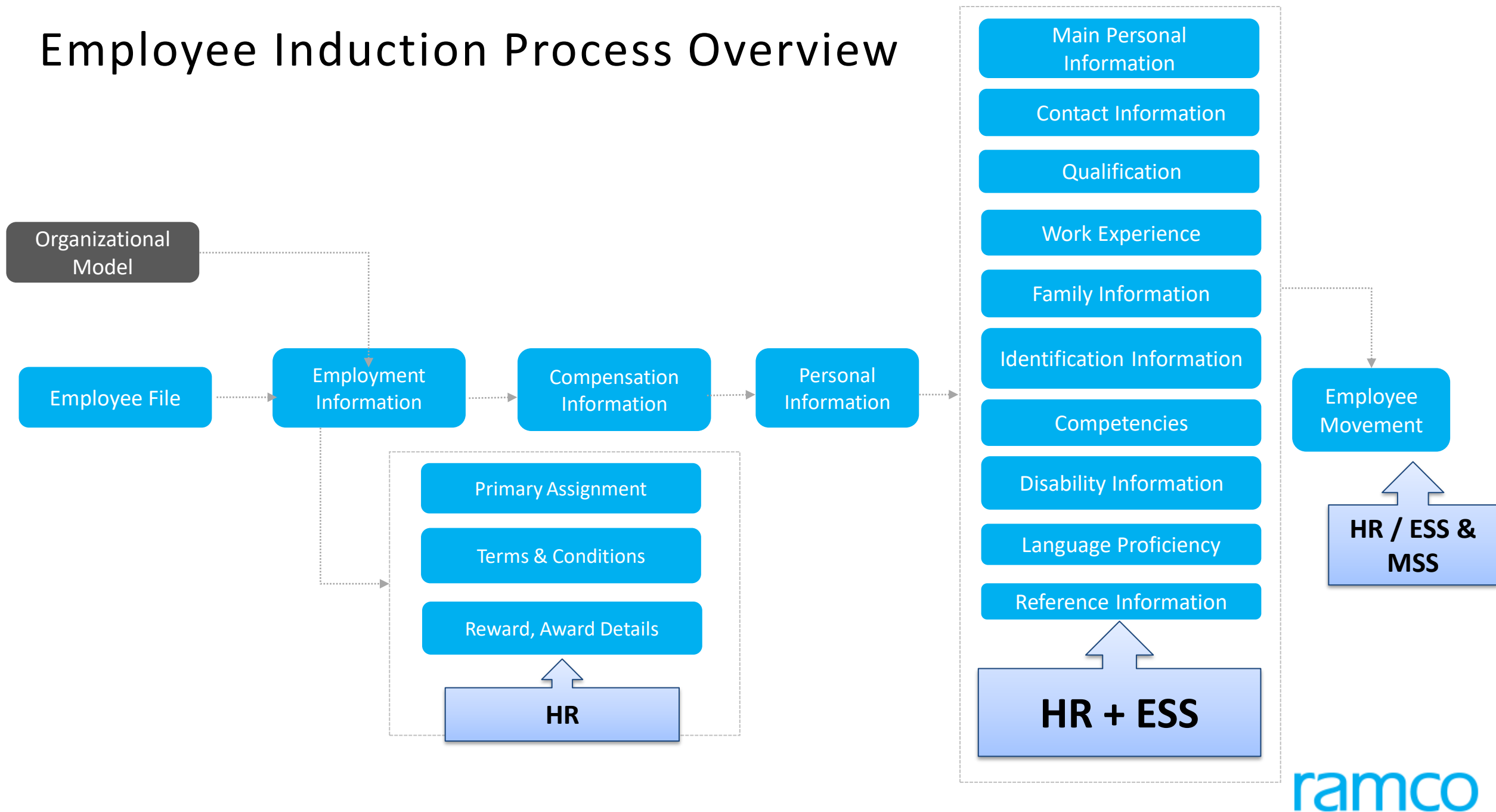
HR Setup/ Master Data Process Overview



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EMPLOYEE INDUCTION

Employee Induction Process Overview



Employee Creation – Super Compact

Home > Employee Induction > Employee Information - Bulk > Super Compact - Employee Creation | RITSL-Super Role

Action: View existing empl | Status: Approved

Employee Code Setup Unit: RITSL | Employee Code: 800008 | Employee Name: Santhya Rajaram


Employee Details

Employment Unit: RITSL | Company: Ramco Group | Employee Code: 800008 | Known as: Santhya

Salutation: Ms | First Name: Santhya | Middle Name: | Last Name: Rajaram

Legal Name: Santhya | Date of Joining: 02/01/2019 | Confirmation Due on: 02/07/2019 | Service Reference Date: 02/01/2019

Employee Type: Regular



Personal Information

Date of Birth: 05/11/1993 | Gender: Female | Marital Status: Single | Religion: Hindu

Country: India | State: Tamil Nadu | Ethnicity: Indian | Nationality: India

Citizenship: India | AADHAR: 787663523105 | Ex: 999999999999 | Place Of Issue: Chennai

Valid From: 06/04/2020 | Valid To: | Attach Document

Emergency Contact Details

Name: Rajaram | Relationship: Father | Mobile no.: 7854666892 | Phone no.:

Official Contact Details

Email Id: srija@ramcoindtechs | Mobile no.: 7778643111 | User Id: 800008 | Set employee id as user id (ESS Access)

Job Details

Business Unit: IT Project | Regulatory Region: India | Work Location: Chennai - CO

Position: HR Trainee | Department: Human Resource | Grade Set: BAND 3 | Grade: MG-1

Job: HR Trainee | Reporting To: 800003 | Name: Harish K

Employee Creation – Super Compact Cont.

Job Attributes

Job Type FLSA Exempt Status Salaried / Hourly Standard Hours

Payroll and Schedule Mapping

Payroll - Payset Regular Payroll~Re
Payment Method Bank-Others
Process Period Select
Bank Name BANK OF INDIA - C
Rota Schedule Rota ScheduleRota
Account Number
Branch Code BOI00032

Additional Section

User Defined Combo 1 <input type="text"/> Not Applicable	User Defined Combo 2 <input type="text"/> Not Applicable	User Defined Combo 3 <input type="text"/> Not Applicable	User Defined Date 1 <input type="text"/>
User Defined Combo 4 <input type="text"/> Not Applicable	User Defined Combo 5 <input type="text"/> Not Applicable	User Defined Combo 6 <input type="text"/> Not Applicable	User Defined Date 2 <input type="text"/>
User Defined Combo 7 <input type="text"/> Not Applicable	User Defined Combo 8 <input type="text"/> Not Applicable	User Defined Combo 9 <input type="text"/> Not Applicable	User Defined Date 3 <input type="text"/>
User Defined Text 1 <input type="text"/>	User Defined Text 2 <input type="text"/>	User Defined Text 3 <input type="text"/>	User Defined Date 4 <input type="text"/>

Not started Partially completed Completed

Approval / Rejection Remarks

[Maintain Employee Additional Information](#) [Record Contact Information](#) [Maintain Employee Primary Assignment](#)

Employee Information – HR Admin HUB

Home > Employee Induction > Employee Information - Bulk > Maintain Employee information

★ Maintain Employee information

Employee Code SetUp Unit : Employment Unit :

Search Criteria

Work Location : Department :

Employee Code From : - DOJ From : -

Personal Details | Contact Details | Qualification Details | Family Details | Employment Details

#	<input type="checkbox"/>	Employee Code	Modification Option	New Effective From	Title	Gender	First Name	Middle Name	Initial/Last Name	Known As	Status	DOJ
1	<input type="checkbox"/>	378382	Select		Mrs	Male	sathish		waran	sathish		07/Jan/2015
2	<input type="checkbox"/>	AUS11331	Select		Mr	Select	Nishant		Chaudhery	Nishant		07/Jul/2014
3	<input type="checkbox"/>	EMP00005	Select		Mr	Select	Atal		Vajpayee	Atal		01/Jan/2015
4	<input type="checkbox"/>	ETM00038	Select		Mr	Male	Chaithanya		K	Chaithanya		08/Mar/2016
5	<input type="checkbox"/>	ETM00039	Select		Mr	Male	Satya		N	Satya		08/Mar/2016
6	<input type="checkbox"/>	ETM00040	Select		Mr	Male	Akshay		P	Akshay		08/Mar/2016
7	<input type="checkbox"/>	ETM00041	Select		Mr	Male	MaruthiKumar		M	MaruthiKumar		08/Mar/2016
8	<input type="checkbox"/>	ETM00042	Select		Mr	Male	MuraliKrishna		A	MuraliKrishna		08/Mar/2016
9	<input type="checkbox"/>	ETM00043	Select		Mr	Male	Pradeep		P	Pradeep		08/Mar/2016
10	<input type="checkbox"/>	ETM00044	Select		Mr	Male	SunnyMahanth		K	SunnyMahanth		08/Mar/2016

Employee Promotion / Transfer

Employee Information > Employee Information - Bulk > Initiate Mass Promotion / Transfer

★ Initiate Mass Promotion / Transfer

Employment Unit: HCM Global Ltd.

Search Employees

Based on Current Employment Details

Employee Code: Employee Name: Job: Department:

Position: Grade Set:

Business Unit: Supervisor:

Based on Appraisal Details

Appraisal Type: Considering:

Employee recommended for:

Rating considered are the final ratings. If appraisal is not completed for some employees, i.e. final rating is not available, then they will not be filtered into the list.

Based on Promotion / Transfer status

Status: Date of Promotion / Transfer between: and Search

Default New Assignment Details

Employee Promotion / Transfer Details

#	Employee Code	Employee Name	Status	Error Remarks	DOJ	Promotion / Transfer	Promotion / Transfer Reason	Promotion / Transfer Date	Current Employment Unit	New Employment Unit	Current Business Unit
1	000001	Suchi Neelayan			13/01/2015	Promotion	Change in Position	26/09/2016	HCM Global Ltd.	HCM Global ...	HCM Global Ltd.
2	17	Ahmed Hani			12/12/2007	Promotion with Tra...	Change in Work ...	10/01/2016	HCM Global Ltd.	HCM Global ...	HCM Global Ltd.
3	BMB001	Alex Young			01/09/2013	Promotion	Select	06/08/2015	HCM Global Ltd.	HCM Global ...	HCM Global Ltd.
4	EMP005	Sooraj Juneja			24/11/2004	Transfer	Change in Super...	23/04/2014	HCM Global Ltd.	HCM Global ...	HCM Global Ltd.
5	EMP051	Shannon Lee			01/02/2014	Transfer	Change in Work ...	26/08/2015	HCM Global Ltd.	HCM Global ...	HCM Global Ltd.
6	EMP085	Diana Brahshaw			10/05/2011	Transfer	Change in Busin...	01/06/2015	HCM Global Ltd.	HCM Global ...	HCM Global Ltd.
7	FIN005	Nirbhay Mathur			02/06/2015	Transfer	Change in Work ...	26/08/2015	HCM Global Ltd.	HCM Global ...	HCM Global Ltd.
8						Select	Select			Select	

Save Delete Submit Cancel Approve Reject

Employee Information - Bulk -> Bulk Promotion / Transfer

58 Minute(s) 4:13 PM

Employee Separation

Home > Employee Induction > Employee Information - Bulk > Maintain Employee Separation Details

★ 📄 **Maintain Employee Separation Details**
📄 ⚙️ 🔄 🏠 ⏪ ⏩ ? ⚙️ 📄 🏠

Employee Code Setup Unit : HeadOffice Employment Unit : India

Search Criteria

Work Location : All Department: All
 Employee Code From : - DOJ From : -
 Separation Status : Authorized

Show Details

Note : Once Separation is Authorized, Employee cannot be brought back as New hire. Employee should be brought in as New hire if separated by mistake.

#	<input type="checkbox"/>	Employee Code	Employee Name	Status	Error Remarks	Department	Work Location	Requested Date	Separation Date	Last Available Date	Notice Period Waive Off	Employee Separation Reason
1	<input type="checkbox"/>	00001080	Harshaaaa Nidh...			Department 001	Guindy		03/Feb/2016	02/Feb/2016	No	Better prospects
2	<input type="checkbox"/>	AP123456	Jeyasudha Mani			SHCM	Guindy		04/Feb/2016	03/Feb/2016	Yes	Better prospects
3	<input type="checkbox"/>	AUS00002	Kumar Ananth			Personal	AMBATTUR	02/Dec/2014	06/Jul/2015	04/Jul/2015	No	Select
4	<input type="checkbox"/>	IND00002	Nitheesh Kumar			HR	AMBATTUR	01/Jun/2014	06/Jul/2015	04/Jul/2015	No	Select
5	<input type="checkbox"/>	IND00009	Sean Connery			HR	Guindy	12/Nov/2014	06/Jul/2015	04/Jul/2015	No	Select
6	<input type="checkbox"/>	IND00012	Raghu ram			HR	Guindy		06/Jul/2015	04/Jul/2015	Yes	Higher studies
7	<input type="checkbox"/>	IND00019	James Coburn			Human Resources	Guindy	19/Mar/2015	06/Jul/2015	04/Jul/2015	No	Select
8	<input type="checkbox"/>	IND00020	Archana Mehta L			Marketing	Guindy	30/Jul/2014	06/Jul/2015	04/Jul/2015	No	Select
9	<input type="checkbox"/>	IND00022	James W. Plum...			Finance	Guindy	29/Jun/2014	06/Jul/2015	04/Jul/2015	No	Select
10	<input type="checkbox"/>	IND00023	Vijay K. Kumar			Finance	Guindy	30/Jul/2014	06/Jul/2015	04/Jul/2015	No	Select

Save Submit Authorize

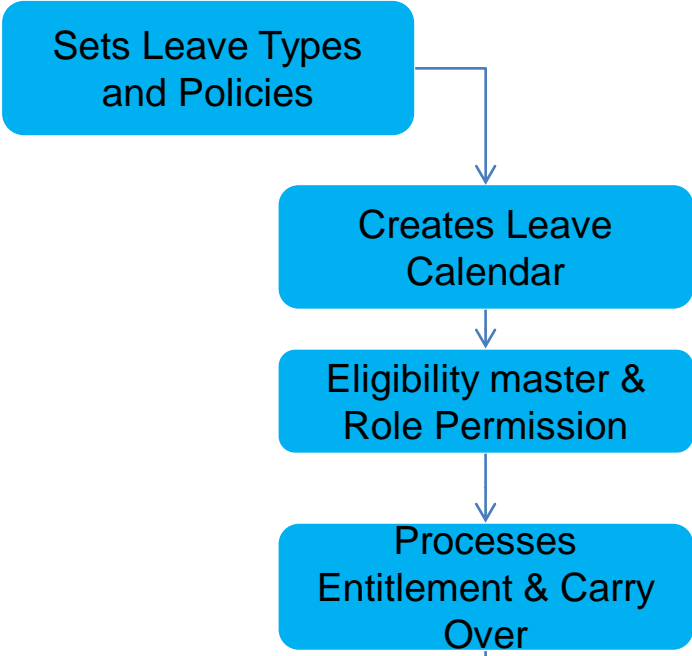
🕒 19 Minute(s) 🕒 5:16 PM

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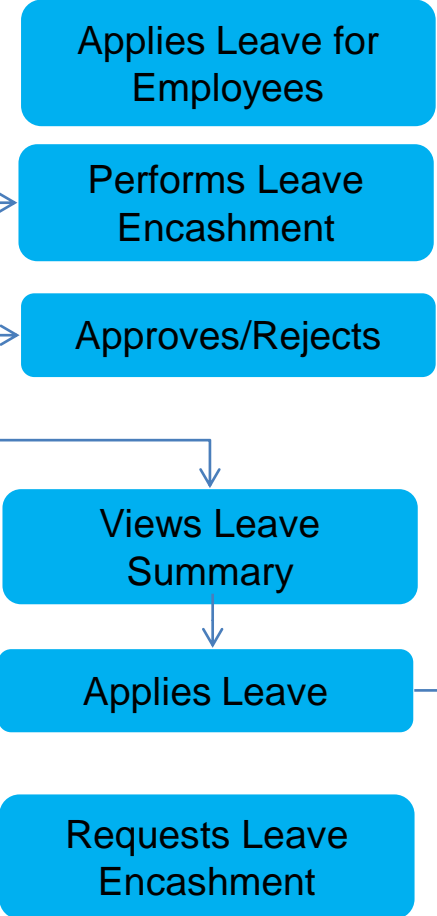
LEAVE MANAGEMENT

Leave Management Process Overview

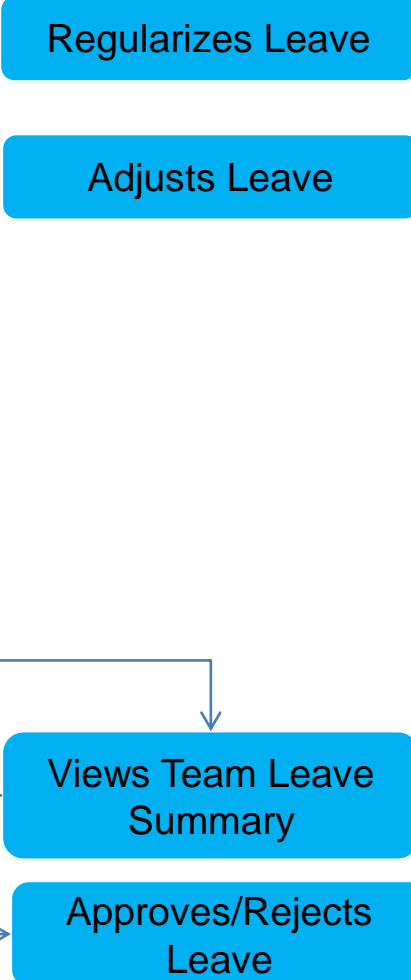
Administrator



Employee



Manager



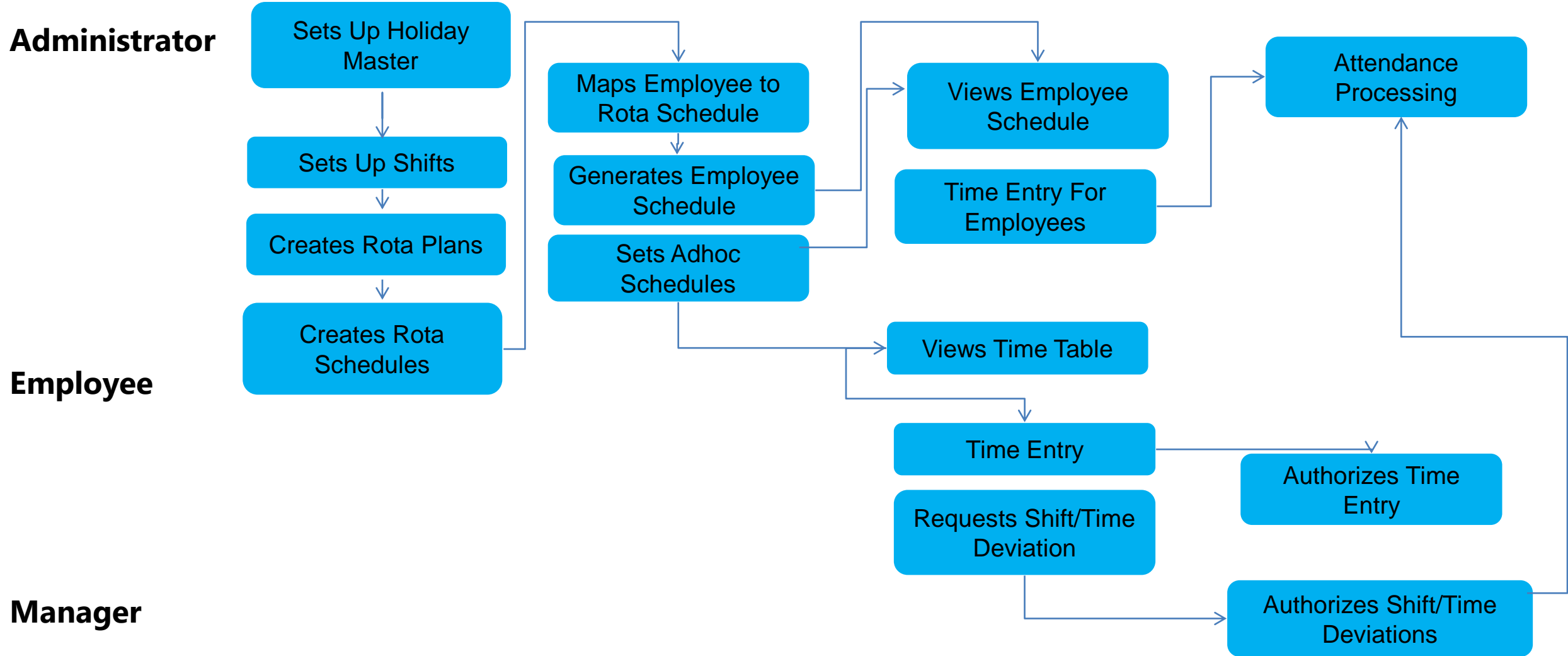
Employee	Manager	Through Workflow (Multilevel)
HRADM	HRADM	Through Workflow (On behalf of Employee)



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TIME & ATTENDANCE

Time Management Process Overview



Employee Calendar

Home > Activity Search > Employee Information > Employee Calendar

Employee Calendar



< January 2016 >

Sun	Mon	Tue	Wed	Thur	Fri	Sat
WKOFF 27	MORN1 AB 28	MORN1 AB 29	MORN1 AB 30	MORN1 AB 31	WKOFF 1	WKOFF 2
WKOFF 3	NGHT1 AB 4	EVEN1 AB 5	EVEN1 AB 6	GENRL AB 7	MORN1 AB 8	WKOFF 9
WKOFF 10	NGHT1 AB 11	EVEN1 AB 12	EVEN1 AB 13	GENRL AB 14	WKOFF 15	WKOFF 16
WKOFF 17	NGHT1 AB 18	EVEN1 AB 19	EVEN1 AB 20	GENRL AB 21	MORN1 AB 22	WKOFF 23
WKOFF 24	NGHT1 AB 25	WKOFF 26	EVEN1 AB 27	GENRL AB 28	MORN1 06:00 14:00 29	WKOFF 30
WKOFF 31	NGHT1 23:00 07:00 1	EVEN1 14:00 22:00 2	EVEN1 14:00 22:00 3	GENRL 09:30 17:30 4	MORN1 06:00 14:00 5	WKOFF 6

● Morning ● General ● Evening ● Night AB - Absent OD - On Duty ○ Public Holiday 📅 Leave 🚗 Travel 🎓 Training

Summary

Morning Shift	10
General Shift	00
Afternoon Shift	10
Night Shift	05
Absent	00
Public Holiday	03
Leave	00
Travel	00
Training	00
Shift Deviation	00
Time Deviation	00

Quick Links

- ▶ Shift Deviation 📊 ✎
- ▶ Time Deviation 📊 ✎

Employee Calendar

< December 2022 >

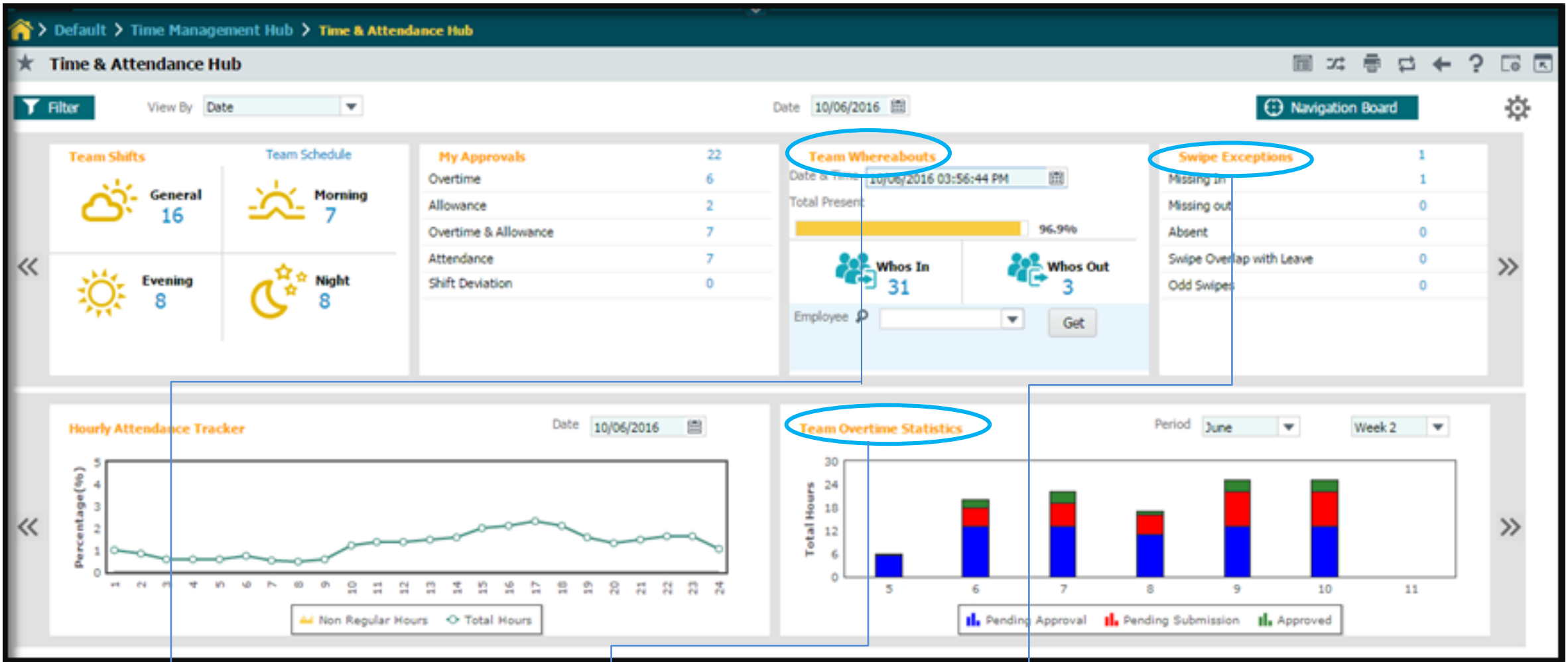
Sun	Mon	Tue	Wed	Thur	Fri	Sat
27	28	29	30	1	2	3
	GP293 08:48 18:36	GP293 08:48 18:40	GP293 08:50 18:38	GP293 09:27 18:38	GP293 08:39 18:50	OFF
4	5	6	7	8	9	10
OFF	GP293 09:26 18:54	GP293 08:34 18:30	GP293 08:39 18:40	GP293 08:43 18:48	GP293 09:40 16:08	OFF
11	12	13	14	15	16	17
OFF	GP293 08:59 18:39	GP293 09:12 18:52	GP293 08:53 18:41	GP293 09:01 18:59	GP293 08:35 18:56	OFF
18	19	20	21	22	23	24
OFF	GP293 📅	GP293 09:30 18:57	GP293 08:55 18:37	GP293 09:31 18:41	GP293 08:38 19:03	OFF
25	26	27	28	29	30	31
OFF	GP293 08:50 18:37	GP293 09:00 18:34	GP293 09:01 18:34	GP293 08:56 18:52	GP293 09:35 18:35	OFF
1	2	3	4	5	6	7
	GP293 09:19 19:22	GP293 09:06 18:34	GP293 09:50 18:52	GP293 09:42 18:45	GP293 09:22 18:35	

Summary

Missing Out	0
Missing In	0
Absent	0

- Quick Links**
- ▶ Shift Deviation 📄 ✎
 - ▶ Time Deviation 📄 ✎

Time & Attendance(T&A) HUB



Real time information made available on employee clock ins/clock outs

Efficient employee overtime approval tracker

Helps in tracking employee time tracking exceptions

Manage Schedule

- Provides summarized view of the shifts
- Simplifies shift scheduling with features like bulk assignment of shifts.

Scheduled Shift Summary

	S	M	T	W	T	F	S
EVENG 15:00 - 23:00	0	3	3	3	2	2	0
GENRL 08:30 - 17:30	0	2	2	1	1	1	0
MORNG 07:00 - 15:00	0	0	0	1	2	2	2
NIGHT 23:00 - 07:00	0	1	1	1	1	1	0
WKOFF	6	0	0	0	0	0	4
PH	0	0	0	0	0	0	0

Select a shift and click to assign

EVENG
 GENRL
 MORNG
 NIGHT
 PH
 WKOFF

Week View | **Month View** | < APR 2016 - Week 4 >

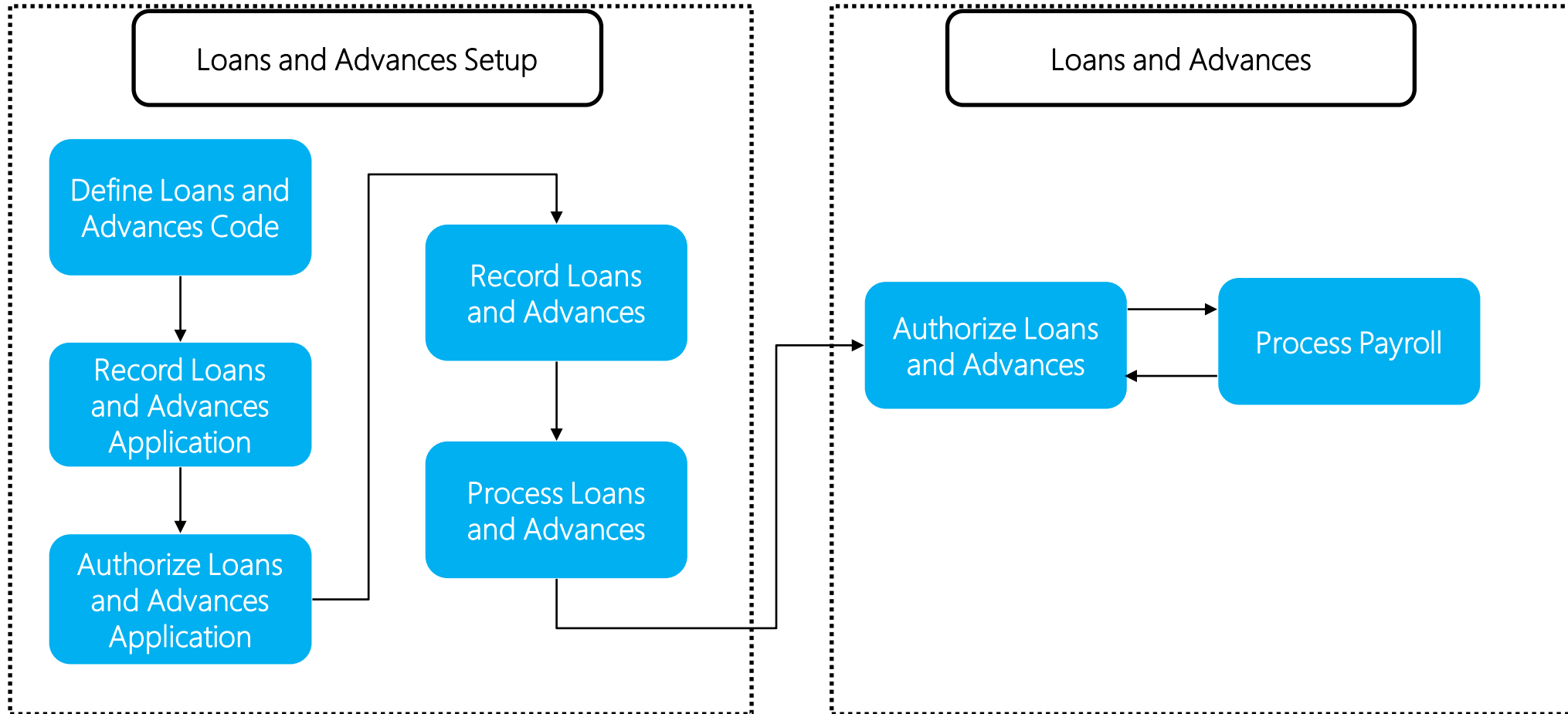
	Sun 17	Mon 18	Tue 19	Wed 20	Thu 21	Fri 22	Sat 23
Managan AL Velupillai	WKOFF	EVENG 15:00-23:00	EVENG 15:00-23:00	EVENG 15:00-23:00	MORNG 07:00-15:00	MORNG 07:00-15:00	MORNG 07:00-15:00
Osman Mada Bin Rahman	WKOFF	GENRL 08:30-17:30	GENRL 08:30-17:30	GENRL 08:30-17:30	GENRL 08:30-17:30	GENRL 08:30-17:30	WKOFF
Pusiyami AP Sreanvan	WKOFF	EVENG 15:00-23:00	EVENG 15:00-23:00	EVENG 15:00-23:00	EVENG 15:00-23:00	EVENG 15:00-23:00	WKOFF
Angie Cheung Ann	WKOFF	NIGHT 23:00-07:00	NIGHT 23:00-07:00	NIGHT 23:00-07:00	NIGHT 23:00-07:00	NIGHT 23:00-07:00	WKOFF
Dargan AL Thambanamy Pillai	WKOFF	GENRL 08:30-17:30	GENRL 08:30-17:30	MORNG 07:00-15:00	MORNG 07:00-15:00	MORNG 07:00-15:00	MORNG 07:00-15:00
Dhanisha AP Dakshesh	WKOFF	EVENG 15:00-23:00	EVENG 15:00-23:00	EVENG 15:00-23:00	EVENG 15:00-23:00	EVENG 15:00-23:00	WKOFF

Time Management Hub -> Schedule Planning | 19 Minute(x) | 3:10

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LOANS & ADVANCES

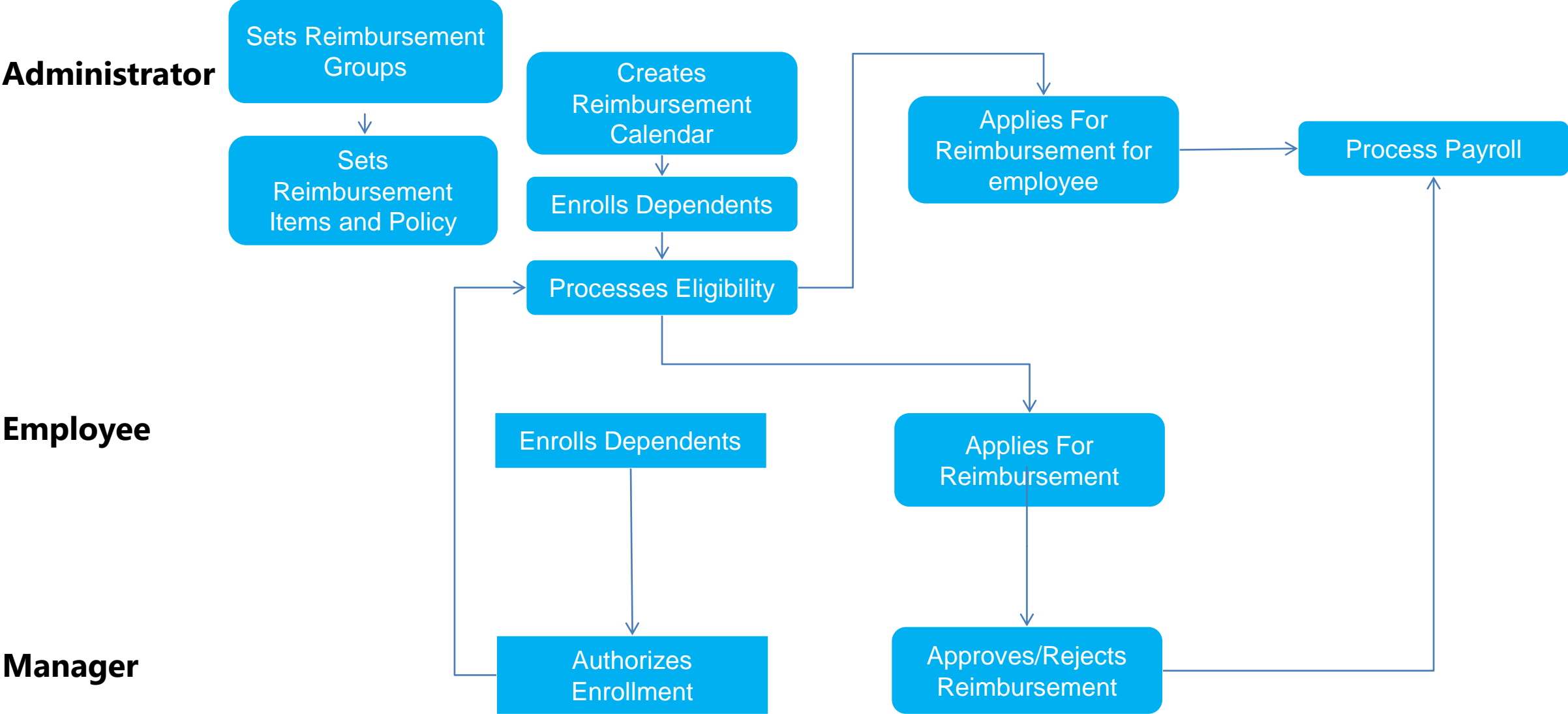
Loans & Advances Setup Process Overview



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REIMBURSEMENTS

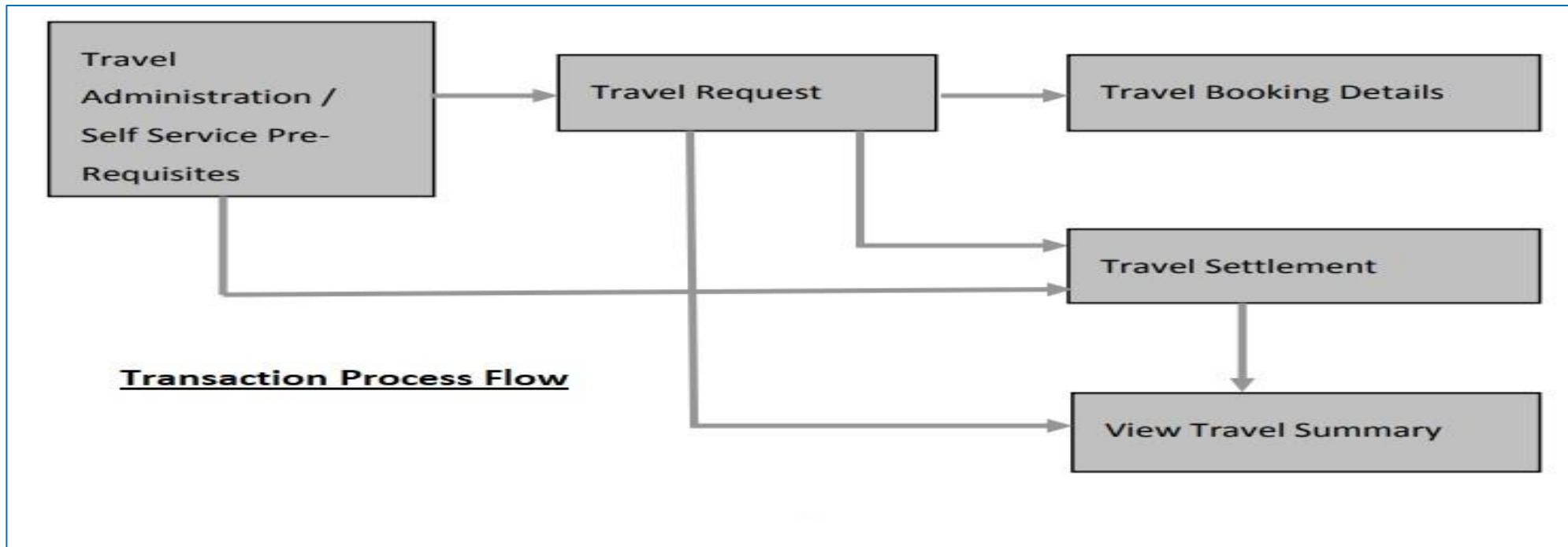
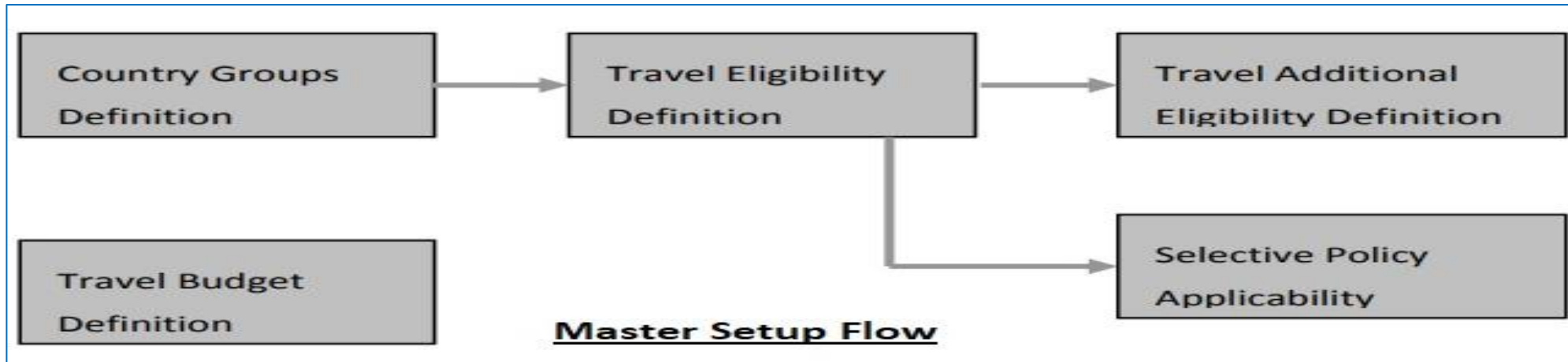
Reimbursement Process Overview



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TRAVEL MANAGEMENT

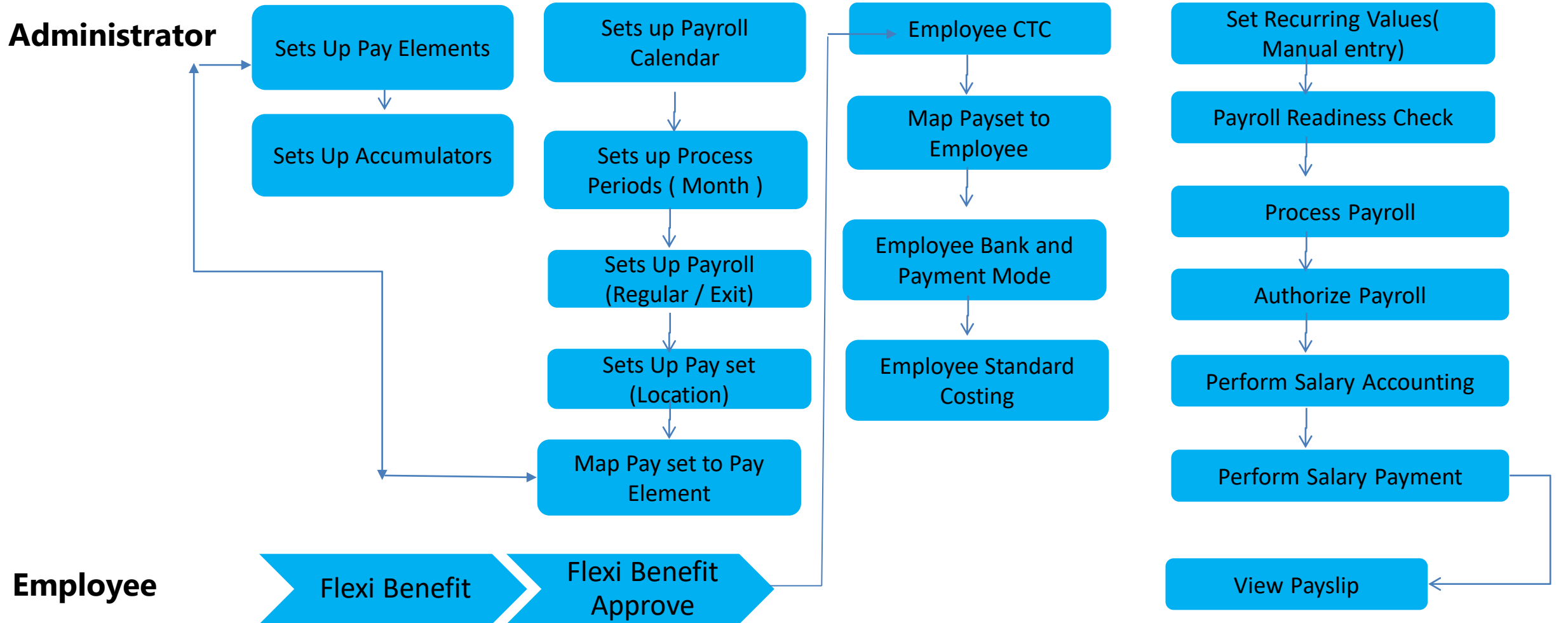
Travel Management Process Overview



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PAYROLL

Payroll Process Overview



Payroll HUB

Home > HCM IPAD Interface > Payroll Hub > Payroll Hub

Dashboard Insights Navigation Board

Organization Unit: RS Test Case India Private Limited

Payroll Calendar: RS-1 PAYROLL CA Payroll: RS-1 REGULAR PA Frequency Day: Period: MAY2023

Payroll Cutoff Date: 25/05/2023 Leave / Timebooking Cutoff Date: 25/05/2023 Pay Date: 31/05/2023 Total No. Of Emp.: 2107

Pending Transactions Pre Processing Validation Process Payroll View Status

Pay Period: Annual

TRANSACTIONS

- Employee Personal
 - No UAN (31)
 - No Provident Fund Details (31)
 - Incomplete Tax Declarations (2107)
 - No Bank Account Mapped (26)
- Leave, Expenses, Time and Loans
 - Pending Approval - Leave Days (57)
 - Pending Approval - Expense Requests
 - No Leave Entitlements (7)
 - Employees not mapped to any rota schedule (2)

Employee Personal > Incomplete Tax Declarations

#	<input type="checkbox"/>	Employee Code	Employee Name	Worklocation	Position	Supervisor	Remarks
1	<input type="checkbox"/>	00298	MARUTI K SHINDE	006~KANJIUR MARG (E) TTC	PEON	ARUN V KHUTALE (00476)	Email not sent.
2	<input type="checkbox"/>	00300	RAMESH N SHINDE	006~KANJIUR MARG (E) TTC	PEON	ARUN V KHUTALE (00476)	Email not sent.
3	<input type="checkbox"/>	00302	RAJARAM R. SONVALKAR	006~KANJIUR MARG (E) TTC	WATCHMAN	ARUN V KHUTALE (00476)	Email not sent.
4	<input type="checkbox"/>	00325	RAJNIKANT B BAROT	006~KANJIUR MARG (E) TTC	PEON	ARUN V KHUTALE (00476)	Email not sent.
5	<input type="checkbox"/>	00377	SURESH B SHELKE	006~KANJIUR MARG (E) TTC	EXECUTIVE DIRECTOR	YUKIHIRO AKIMOTO (04447)	Email not sent.
6	<input type="checkbox"/>	00421	JASBIR S SONI	006~KANJIUR MARG (E) TTC	EXECUTIVE DIRECTOR	YUKIHIRO AKIMOTO (04447)	Email not sent.

Send Notification

Dashboard Insights Navigation Board

Organization Unit: RS Test Case India Private Limited

Payroll Calendar: RS PAYROLL CA Payroll: RS -1 REGULAR PA Frequency Day: Period: MAY2023

Payroll Cutoff Date: 25/05/2023 Leave / Timebooking Cutoff Date: 25/05/2023 Pay Date: 31/05/2023 Total No. Of Emp.: 2107

Pending Transactions Pre Processing Validation Process Payroll View Status

No. of Paysets - 1 Processed - 0 Authorized - 0

Payset	Summary	Process	Authorization	Total Employees	No. of Employees Processed	No. of Employees Not Processed	No. of Employees Authorized	No. of New Employees	No. of Separated Employees	Exception	Employee List
RS-1 REGULAR PAYSET				2107	2106	1		1			

Select Employees Process Authorization Unauthorization

Data Variance - TOYO REGULAR PAYROLL

Graph Summary Employee List

Summary Pending In Progress Queued Completed Warning Critical

Payroll HUB

Activity Search > Payroll Dashboard > Payroll Dashboard - ADMIN

★ Payroll Dashboard - ADMIN

Dashboard Insights Navigation Board

Organization Unit HCM Global Ltd.

Payroll Distribution

Payroll Summary - HCM Global Ltd.

Payroll Calendar Payroll calendar Payroll Code REGULAR PAYROLL

Payment Frequency Month Period JUL14

FusionCharts XT Trial

Variance Employee Department Cost Center Salary Increase

Percentage

Total Head Count Total Earnings Total Deductions Net

FusionCharts XT Trial

Previous Period Current Period

Payroll Super Admin Hub

Stage-wise progress indicators

Payroll process progress indicators

Transactions impacting payroll that are yet to be closed.

Click on a status link to open the payroll dashboard

The screenshot displays the Payroll Super Admin Hub interface. At the top, there is a navigation bar with a search bar, a notification bell with '05' alerts, and a user profile for 'Smith Anderson, 10679 - Senior Executive'. Below the navigation bar, there are tabs for different regions: China, India, Singapore, USA, and South Africa. The main content area is divided into three sections: 'Progress Chart', 'Payset Status', and 'Pre Processing Tasks'. The 'Progress Chart' shows progress bars for 'Authorised' (50%) and '60%'. The 'Payset Status' section has a table with status links: 'Readiness not Processed' (05), 'Payroll not processed' (03), 'Accounting not processed' (01), and 'Payment not Processed' (00). The 'Pre Processing Tasks' section shows progress bars for 'Unapplied Leave' (75%), 'Unauthorized Leave' (95%), 'Pending Timesheet booking' (80%), 'Unauthorized Timesheet booking' (91%), and 'Unapproved Claims' (96%). A status bar at the bottom right shows '30 Minute(s)' and '6:30 PM'.

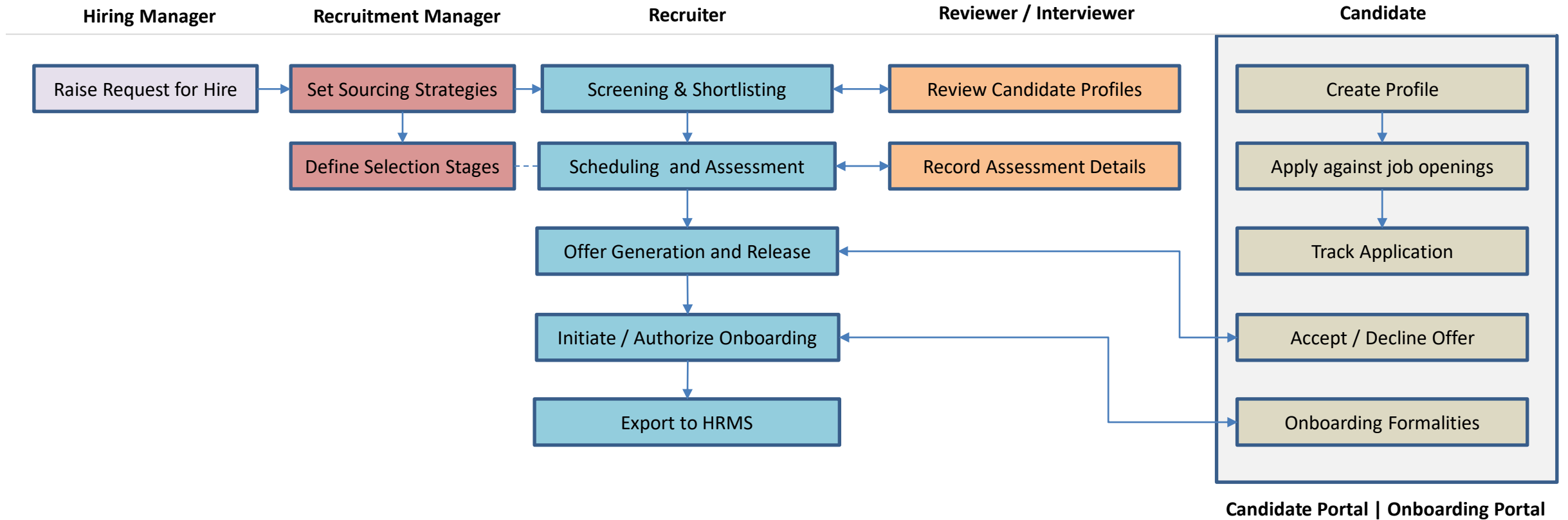
Category	Status	Count
Readiness not Processed	05	05
Payroll not processed	03	03
Accounting not processed	01	01
Payment not Processed	00	00

Task	Progress (%)
Unapplied Leave	75%
Unauthorized Leave	95%
Pending Timesheet booking	80%
Unauthorized Timesheet booking	91%
Unapproved Claims	96%

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Recruitment and Onboarding

Recruitment Process Overview



Recruitment – Candidate Portal

The screenshot displays the Ramco Candidate Portal interface. At the top, there is a navigation bar with the Ramco logo (Magna 2.7) on the left, an "Activity Search" input field, and user information "Implementation User" and "Candidate - RITSL" on the right. Below this is a breadcrumb trail: "Home > Candidate Portal > Candidate Portal > Home". A blue header bar contains the "ramco" logo and the user name "Selva Kumar" with a dropdown arrow. The main content area features a large image of five diverse young adults smiling. Overlaid on the bottom of this image are three dark grey buttons with orange circular icons: a magnifying glass for "Search Positions", a person icon for "My Profile", and a calendar icon for "Track My Application". At the very bottom, a dark grey footer bar contains the text "Candidate Portal -> Home | (Server: 1.132 /Client: 0.251) | No error(s) | 18 Minute(s) | 3:33 PM".

Recruitment – Candidate Portal

Home > Candidate Portal > Candidate Portal Search Job

ramco Selva Kumar

Search Positions

Keywords

Domain Country Location

Show Advanced Search Search Reset

Position	Domain	Location	Posted Date	Organization
Business Analyst	Functional	Chennai - CO	09/03/2023	Ramco Group
Hr Trainee	Functional	Chennai - CO	21/02/2023	Ramco Group

Home > Candidate Portal > Candidate Portal My Profile

ramco Selva Kumar

My Profile

Disclosures Resume Contact Information Education Employment Skills Additional Information

Contact Information

First Name

Email ID

Address (Line 1)

Country

ZIP/Postal Code

Middle Name

Phone

Address (Line 2)

State

Last Name

Address (Line 3)

City

Recruitment – Candidate Portal











← ★ Home > Candidate Portal > Candidate Portal > Track My Application






ramco Selva Kumar ▾

Track My Application

Hr Trainee - RFH000000002
Offer Released
Mar 23 2023 >


General Profile - Submitted
Mar 1 2023 >

Application Status - Hr Trainee	
Stage	Details
 Offer Letter <i>Offer Released</i>	Congrats! Click here to download your offer letter    
 HR Interview <i>Completed</i>	Mar 1 2023 (16:51-16:59) RITSI Corporate Office
 Technical Interview <i>Completed</i>	Mar 1 2023 (16:41-16:43) RITSI Corporate Office
 Draft <i>Draft</i>	Mar 1 2023
 Edit Profile	Mar 1 2023 

 Edit  Accept  Decline  Negotiate  Offer Letter

Recruitment – Onboarding Portal

Welcome Smith Anderson !



We are Happy to have you @ **Great Machines Inc.,**

You will be joining as **Senior Designer** in **Design Department**

We expect you to join us on **01 Oct. 2014** @ our in **Design Department**

Joining Details

Joining Date: **01 Oct. 2014**

Location: **San Francisco**
[Location map](#)

Address: **200 Marina Boulevard Berkeley, CA**

Compliance


Joining Details

It is Mandatory that you read, understand and agree to all our policies listed below, contact your HR Partner if you have any questions.

- Personal Information
- Forms
- Policies & Documents
- Upload Documents
- Mandatory Training

Documents	Status
1. Basic Info	✓
2. Contact Info	✓
3. Qualification	✓
4. Work Experience	✓
5. Competencies/Skills	✓

Completion Status



75%

Pending Tasks

- Update Email ID
- Update Spouse Details
- Add Primary Phone No.

Acknowledgement

I certify that, to the best of my knowledge and belief, all of the information on and attached to this application is true, correct and complete. I understand that false or fraudulent information on or attached to this application may be grounds for revoking the offer to join @Great Machines Inc., or for dismissal after I have joined @Great Machines Inc.. I understand that any information I give on this application may be investigated.

Agree Disagree


Submit

Connections

Workstation Details

Building	Floor	Workspace
Marina Bay	04	B 211


Your HR Partner



Christian - Sr. HR Manager
695 434 2245
christian@greatmachines.com

Lorem ipsum is simple dummy text of the printing and typesetting industry. [read more...](#)


Your Supervisor



John Peter - Manager
695 434 3245
John@greatmachines.com

Lorem ipsum is simple dummy text of the printing and typesetting industry. [read more...](#)


Your Buddy/ Mentor



Tucker - Sr UX Designer
695 434 3240
Tucker@greatmachines.com

Lorem ipsum is simple dummy text of the printing and typesetting industry. [read more...](#)

Your Team



Culture

Our Mission

To be a world class provider of adaptive enterprise solutions in the global market.

Our Vision

To create and provide "Next Generation Enterprise Solutions" that enhance the competitive capabilities and value proposition of our customers by leveraging new technologies and expanding global connectivity.

Clarifications


Food for thought

- > Topics
- > Training videos
- > Remote Learning
- > Books
- > Company Website
- > Employee Handbook
- > Important Announcements
- > FAQs
- > Company Blog
- > Telephone Directory

Recruitment – Placement Partner Portal

← ★ Home > Placement Partner Portal > Placement Partner portal > View Vacancies

RITSL-Placement Partner Portal



Consultant Details

Placement Consultant
Arihant Nitco Park, No.98-A, Dr.
Radhakrishnan Road
Mylapore
Chennai
600004

selavkumard@ramcoindtechserv.co.in

Job Openings Search

All Openings - 2 Profiles Submitted - 1 Openings Viewed - 1 Openings Since Last Visit - 1

35 No. of resources required Last Visited Date 10-04-2023 15:44:12

Job Openings List

#	Position	Status	Job Ref. No.	Position	View JD	No. Required	Location	Resource Stream	Resource Type	Profile Submission Closure Date	Recruiter	Profiles Submitted
1			RFH000000004	Business Analyst		10	Chennai - CO	Functional	Regular	May 31 2023 12:00AM	Revathi Kannan	
2			RFH000000002	HR Trainee		25	Chennai - CO	Functional	Regular	Aug 31 2023 12:00AM	Revathi Kannan	1
3												

Recruitment – Interviewer Portal

ramco
Enterprise Suite

Smith Anderson
10679 - Senior Executive

Interview Portal

Interview Portal

1 / 2

Candidate List Filter Sort

Search Search

- Bruce Wayne**
For Senior Marketing Executive
Profile Review Respond By 15 Sep 2016
- Arthur Curry** 03
For Marketing Executive
Profile Review Respond By 19 Sep 2016
- Jessica Jones** 05
For Senior Marketing Executive
Functional Interview On 20 Sep 2016
- Peter Quill**
For Marketing Executive
Leadership Interview On 21 Sep 2016
- Shazam Williams** 05
For Senior Marketing Executive
Profile Review Respond By 20 Sep 2016

Rating /10 ☆☆☆☆☆☆☆☆☆

Remarks

Attachment

Recommendation (You can forward this profile to others for review. However as a Hiring Manager ,your decision will be taken as final. As soon as you provide recommendation , the process will move forward.)

Save Move Forward Hold Reject Directly Select Blacklist Decline

Others Profile Review Show immediate reviews only

★ Rating **8.5/10** | 👍 Recommended **03** | 👎 Not Recommended **00** | 🟡 On Hold **01** | ⌚ Pending Response **01**

30 Minute(s) 6:30 PM

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Recruitment – Recruiter HUB

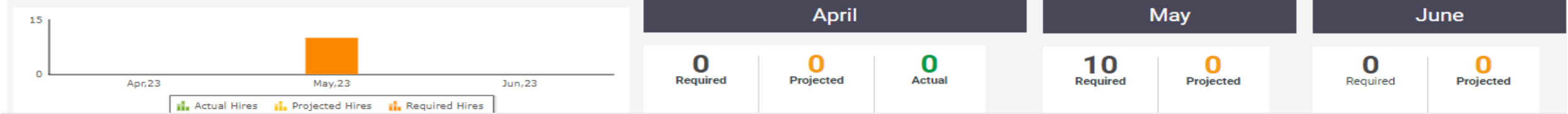
Candidate View RFH View

Search [] Hiring Unit: OU2

Interviews Scheduled 1
Offer Acceptances Follow-up 1
Joining Follow-up 0

★ Arun Kumar Technical Interview
Interviewer: Revathi Kannan
📍 RITSL Corporate Office
🕒 04/10/2023,4:00PM - 4:30PM

Planned vs Filled Projection



Candidate View RFH View

Search []

Overdue Positions 0
Critical Positions 0
Open Positions 2
To be closed this Month 0

Closing in 30 Days		Closing in 60 Days		Closing in 90 Days		>90 Days	
0 Required	0 Shortfall	10 Required	10 Shortfall	0 Required	0 Shortfall	25 Required	25 Shortfall

Showing >90 Days Action: Short Close Go Sort By: Approved Date

Hr Trainee(RFH000000002) Chennai - CO Approved On 21 Feb 2023

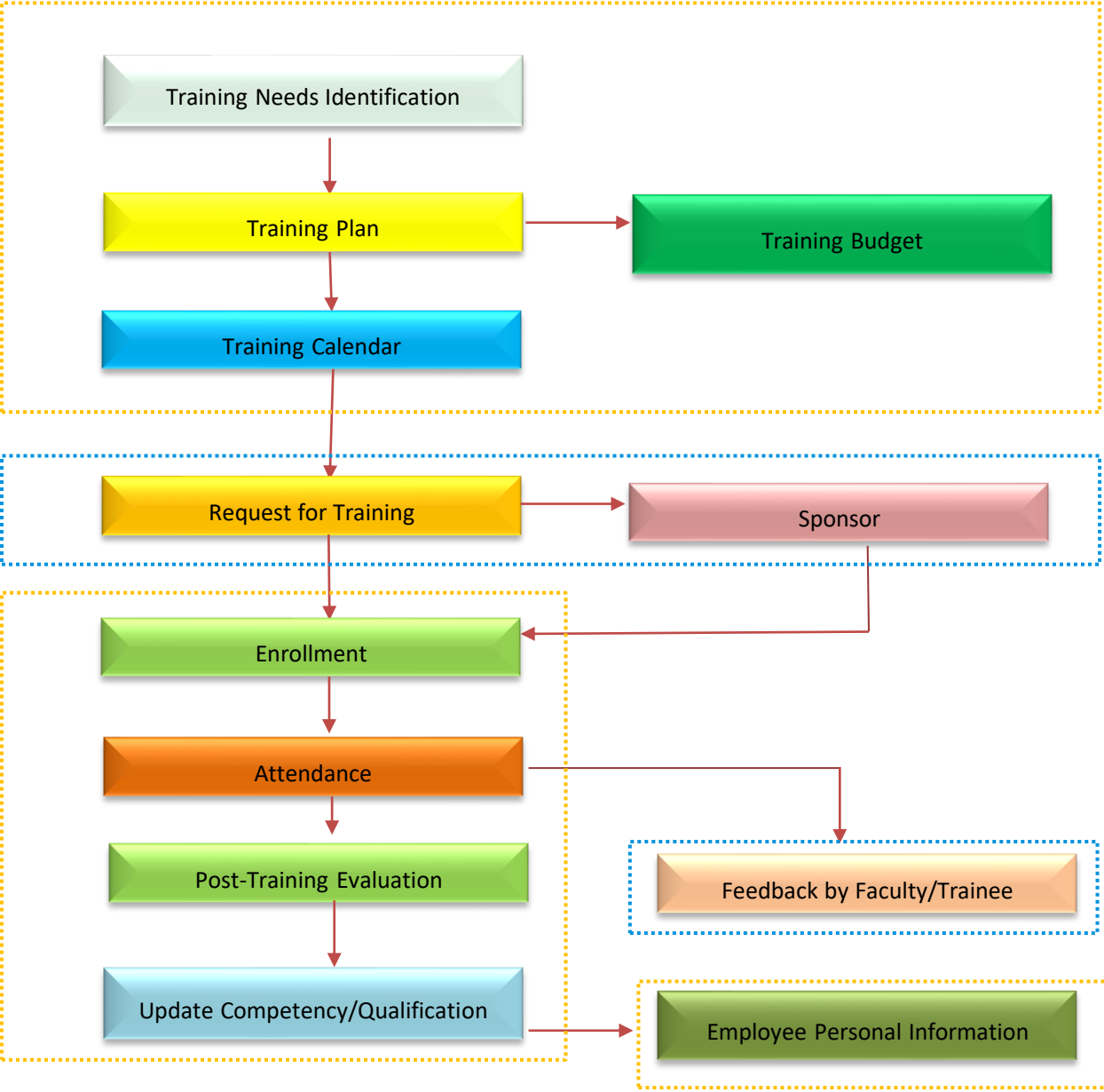
Sanhya Rajaram 7778643111 srija@ramcoindtechserv.co.in

143 Days to Close
25 Required
0 Filled
2 Pipeline
1 Offered
Projected 0 in 143 days
25 Shortfall

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Training

Training Process Overview

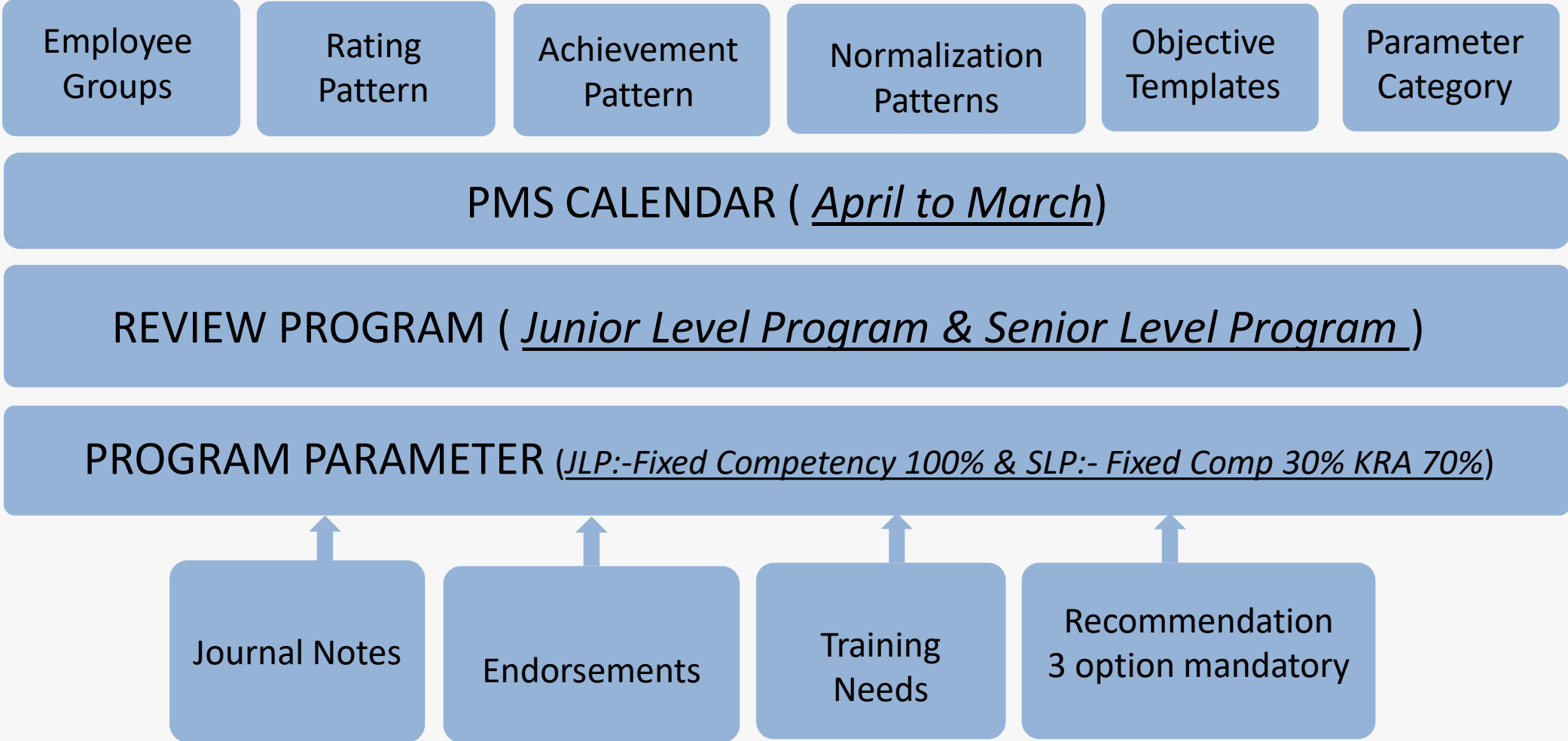


 Admin Process
 Self Service

ramco hcm

NextGen Performance Management System

NGPMS Framework



NGPMS - Objective Setting & Ratification Flows



NGPMS – Review Process Flows



Appraisal Review Flow



PMS – Admin Screen

Performance Review Setup Unit: **RITSL**

Calendar: **Annual Calendar 22-2** From - To Date: **01/04/2022 - 31/03/2023** Calendar Status: **Open**

Program: **Appraisal Program 22** From - To Date: **01/04/2022 - 31/03/2023** Program Status:

Checkpoint: **All** From - To Date:

Search Criteria ▼

Objective Setting by	All 3	Pending 1	In Progress 0	Completed 2
Objective Objectives Approval by	All 2	Pending 0	In Progress 0	Completed 2
Appraisal Program 22-23				
Employee Self Review	All 2	Pending 0	In Progress 1	Completed 1
Appraiser Review	All 1	Pending 0	In Progress 0	Completed 1
Reviewer Evaluation	All 1	Pending 1	In Progress 0	Completed 0

Summary View Detailed View

Objective Objective Setting by Employees >> All >> 3

#	<input type="checkbox"/>	Employee Code - Name	Employee Code	Process Remarks	Primary Appraiser	Primary Reviewer	Objective Setting Status	Self Rating
1	<input type="checkbox"/>	800009-Sathish N	800009		Harish K	Karthik Raja	Review by Reviewer - Pending	5.0
2	<input type="checkbox"/>	800010-Sujay K	800010		Mani Maran	Karthik Raja	Self Review - In Progress	1.0
3	<input type="checkbox"/>	800008-Santhya Rajara	800008		Harish K	Karthik Raja	Setting by Appraisee - Pending	
4	<input type="checkbox"/>							

Email Content

PMS – Employee Screen

My Review Overall Performance Feeds

Appraisal Program 22-23

01/04/2022 - 31/03/2023

Appraisal Program 22-23 - Self Review - In Progress

Appraisal Program 22-23

01/04/2022 - 31/03/2023

Self Review - In Progress

Past Reviews

Rating Summary

Checkpoint

Appraisal Program 22-23

Self Rating

☆☆☆☆☆ 0.0

Appraiser Rating

☆☆☆☆☆ 0.0

Reviewer Rating

☆☆☆☆☆ 0.0

Overall Rating

Appraisal Program 22-23

01/04/2022 - 31/03/2023

Appraisal Program 22-23

Current Stage

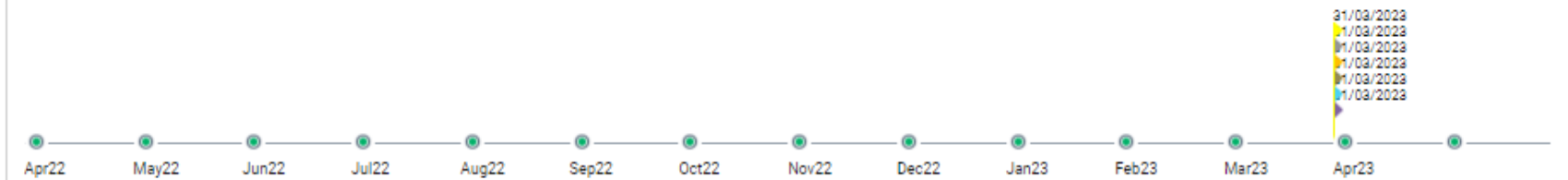
Self Review - In Progress

Next Stage

Review by Appraiser - Pending(Mani Maran)

Overall Rating

☆☆☆☆☆



Performance Feed 2

+ Endorsemen

+ Journa

Journal added by Self 16/03/2023

Achieved the Targets On Time

☆☆☆☆☆ | Achievement

Like - 2 Comment - 2

Endorsement Received From Santhya Rajaram 16/03/2023 | Pending Acceptance

Good Performance

Like - 1 Comment - 1

PMS – Employee Screen

Home > NextGen PMS > Performance Review Self Service > Performance Review

Appraisal Program 22-23-01/04/2022-31/03/2023
 Current Stage: Self Review - In Progress
 Due Date for Completion: 31/03/2023
 Next Stage: Review by Appraiser - Pending(Mani Maran)
 Checkpoint: Appraisal Program 22-23
 Rategrade: Average
 Overall Rating: 1.25

MANI MARAN (PRIMARY APPRAISER)-KARTHIK RAJA (REVIEWER)

- Competency - 1 (25/25%)
 - Interpersonal Competencies - 1 (25%)
 - Leadership Skills (25%)**
- Key Result Area - 3 (75/75%)
 - Customer Results - 1 (25%)
 - Overall Satisfaction Index (25%)
 - Financial Results - 1 (25%)
 - Costing Management (25%)
 - Performance Goals - 1 (25%)

Leadership Skills

Weightage	Target	Achievement	Rategrade	Rating	System rating
25.00	100.0000 Percentage	95.0000	Excellent	5.00	Excellent (5.00)

Target Simulation

Review Details | Journal Entries - 0

Achievement Description

Achieved

Attachment

Review History

#	Checkpoint Description	Name - Role	Rating - Rate Grade	Target	Acheivement	System Rating
---	------------------------	-------------	---------------------	--------	-------------	---------------

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Employee Self Service

ESS – Home Page



Santhya Rajaram (800008)
HR Trainee - Human Resource
[View Personal Profile](#)

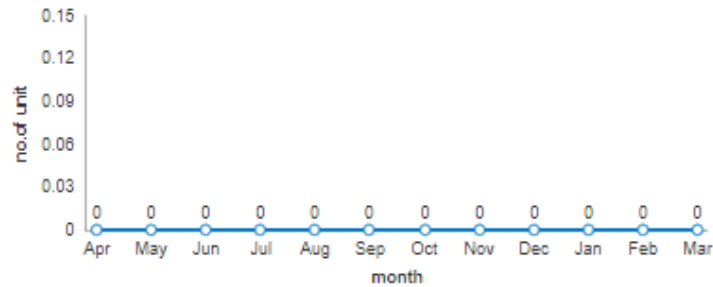
My Leave

[+Quick Request](#)

Available **59.00**
Days

Leave Trend

Day Based Hour Based



[Manage Leave](#)

[My Attendance](#)

My Expenses

[+Quick Request](#)

Pending **2** Approved **3** Rejected **1**

Net Approved
8000.0000 INR

Pending
1100.0000 INR

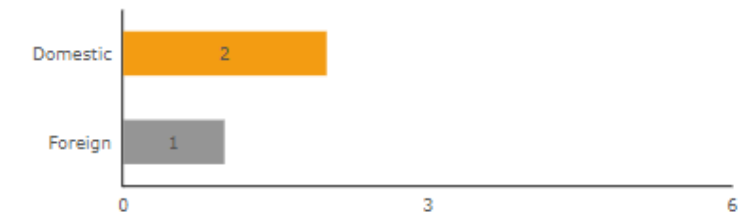
[Manage Expenses](#)

[View Breakup](#)

My Travel

[+Quick Request](#)

Requests (12 months) **10**
Pending **2** Approved **5** Rejected **1**



Settlements Requested For My Action

[Manage Travel](#)

ESS – Personal Information



Santhya Rajaram

800008
HR Trainee
Human Resource
Chennai - CO

[Change photo](#)

Personal Information

Date of birth 05/11/1993
AADHAR 787663523105
Marital Status Single
Gender Female
Nationality India
Ethnicity Indian

Emergency Contact Details

Rajaram (Father)
 7854666892

Contact Information

Communication Address

Arihant Nitco Park,
Chennai, Tamil Nadu, India, 600004

 7778643222, 7778643111

Employee Details



Santhya Rajaram (800008)

7778643111

srija@ramcoindtechserv.co.in

Employment Unit
RITSL

Position
HR Trainee

Department
Human Resource

Grade Set
BAND 3

Employee Type
Regular

DOJ
02/01/2019

Business Unit
IT Project

Job
HR Trainee

Work Location
Chennai - CO

Grade
MG-1

Supervisor
Harish K (800003)

ESS – Leave

Casual Leave **10.00** Days + Privilege Leave **36.00** Days + Sick Leave **13.00** Days + Others +

Sort By Date Applied

Casual Leave 06/04/2023 - 06/04/2023 Pending for Authorization - Create	1.00 Days				
Privilege Leave 21/02/2023 - 21/02/2023 Rejected	1.00 Days				
Casual Leave 07/02/2023 - 07/02/2023 Pending for Authorization - Create	1.00 Days				
Casual Leave 09/01/2023 - 09/01/2023 Authorized	1.00 Days				
Sick Leave 28/12/2022 - 28/12/2022 Authorized	1.00 Days				

- Quick Request
- New Request
- Leave Summary
- Leave Policy
- Holiday List

ESS – Reimbursement

Navigation tabs: Draft (1), Pending Authorization - All (2), Rejected (1), Authorized (3), All Requests (7). The 'Authorized' tab is highlighted with a red border.

Search Get Sort by Request Date

Expense Details	Requested	Authorized			
Medical Expense Group MED-000002-2223 21/03/2023 Authorized	5000.0000 INR	5000.0000 INR			
Reimbursement Expense Group REIM-000003-2223 21/02/2023 Authorized	2000.0000 INR	2000.0000 INR			
Reimbursement Expense Group REIM-000002-2223 21/02/2023 Authorized	1000.0000 INR	1000.0000 INR			

Quick Request
New Request

ESS – Travel



All Requests	10	Requests Pending Approval	2	Approved Requests	5	Rejected Requests	1	Expenses Not Raised	1	Expenses Pending Approval	2	Expenses Approved	2
--------------	----	---------------------------	---	-------------------	---	-------------------	---	---------------------	---	---------------------------	---	-------------------	---

Travel Requests (12 months) Get Sort By

Chennai -> Kuwait 18/01/2023 - 20/01/2023 (3 Days) Foreign - One-Way (Client Meeting) 800008/2023/03/000004 Rejected	Estimated Travel cost 81512.2000 INR Multiple Exceptions								
Chennai -> Kuwait 18/01/2023 - 20/01/2023 (3 Days) Foreign - One-Way (Project Execution) 800008/2023/03/000005 Finance Approved	Estimated Travel cost 79351.9500 INR Mismatch in Mode / Class of Travel								
Chennai <=> SINGAPORE CITY 27/03/2023 - 29/03/2023 (3 Days) Foreign - Round Trip (Client Meeting) 800008/2023/03/000003	Settlement - 1 61000.0000 INR Finance Approved								

- Quick Request
- Travel Policy
- Bulk Expense
- Ad-hoc Expense
- New Request

ESS – Training

← ★ Home > HCM IPAD Interface > Training - Self Service > Manage my Training

Training Calendar Time Zone (UTC+05:30) Chennai

Search Training All Training

View Details of Me

Enrolled 1 Completed 2 Track Requests 1 Nominated 0 Recommended Courses 2

Most Happening




Courses in the next 7 days

Business Communication 01-15 Apr 2023 9:30AM-1:00PM
[RITSL Corporate Office](#)
RITSL
Seats Available 15/15
👍 2

SQL Training 01-15 Apr 2023 2:30PM-6:30PM
[RITSL Corporate Office](#)
RITSL
Seats Available 20/20
👍 0

Search

+ Adhoc External Training / Online Training

Business Communication	13-17 Mar 2023 9:30AM-1:00PM RITSL Corporate Office	 
Business Communication	01-08 Mar 2023 9:30AM-1:00PM RITSL Corporate Office	

ESS – Compensation



Santhya Rajaram(800008)

HR Trainee

AADHAR787663523105

Send Query

Quick Links



Compensation Information

Revision Effective 01/04/2022-Till-Date

Currency Base INR

Pay Components	Periodicity Amount	Annual Amount
Basic Monthly	15000.00	180000.00
House Rent Allowance Monthly	8000.00	96000.00
Conveyance Allowance Monthly	1600.00	19200.00
Safm Allowance Monthly	700.00	8400.00
Lta Monthly Monthly	1000.00	12000.00

Gross Amount 360000.00

[Revision History](#) [Print](#)

Alerts

Attendance cutoff Date 30 Apr 2023

Tax Declaration 20 Apr 2023

Salary Payment

Bank Bank Of India

100 %

Loan Type

Loan Type House Loan

60000.00

[More](#)

ESS – Payslip

Home > HCM IPAD Interface > Payslip > Payslip

Year: 2023 | Month: All | Payroll - Payset: Primary Payroll - Regular Payroll - Reg


Period	Net Pay
Mar 1 2023 - Mar 31 2023	21390.7530 INR
Feb 1 2023 - Feb 28 2023	20137.3280 INR
Jan 1 2023 - Jan 31 2023	21382.2590 INR

Mar 1 2023 - Mar 31 2023		
Gross Pay	Deductions	Net Pay
28200.0000	6809.2470	21390.7530

Earnings		Deduction	
Basic	15000.0000	Children Charity	5.0000
Conveyance Allowance	1600.0000	HLoan Interest Recovery	4.2470
House Rent Allowance	8000.0000	Loan Principal Recovery	5000.0000
Location Allowance	500.0000	Provident Fund Employee	1800.0000
LTA Monthly	1000.0000		

[View Payslip](#)

ESS – Loan

 **My Loan**

My Loan Requests **1**


Pending	Authorized	Sanctioned
0	0	1

Total Outstanding Loan Amount **5004.2470**

Total Closed Loans | Amount **0 | 0.0000**

[Manage Loans](#)

** All Amounts are in Indian*

Loan Application No. 800008-000001 

(House Loan | Sanctioned)

Loan Details ** All Amounts are in Indian Rupee*

Requested	Approved	Sanctioned
60000.00	60000.00	60000.00

O/S (Principal / Interest) **5000.0000 / 229.1676**

Repayment Tenure **Apr 2022 - Mar 2023**

EMI Details

EMI (Principal / Interest)	5000.0000 / 229.1676
Total Installments (P / I)	12 / 12
O/S Installments (P / I)	1 / 1

ESS – Time

- 19 - 25
Feb 23
- 26 - 4
Feb - Mar 23
- 5 - 11
Mar 23
- 12 - 18
Mar 23
- 19 - 25
Mar 23
- 26 - 1
Mar - Apr 23
- 2 - 8
Apr 23
- 9 - 15
Apr 23

Date	Booked Hours	Time-Off	Difference	Billable Hours	Week Summary	
Mar 26(Sunday) OFF Day	0.00	0.00	0.00	0.00	45.00 hrs Booked	
Mar 27(Monday) GEN(9.00)	9.00	0.00	0.00	0.00		
Mar 28(Tuesday) GEN(9.00)	9.00	0.00	0.00	0.00	45.00 hrs Standard	
Mar 29(Wednesday) GEN(9.00)	9.00	0.00	0.00	0.00		
Mar 30(Thursday) GEN(9.00)	9.00	0.00	0.00	0.00	Attach Document	
Mar 31(Friday) GEN(9.00)	9.00	0.00	0.00	0.00		
Apr 01(Saturday) OFF Day	0.00	0.00	0.00	0.00		

● Approved
 ● Rejected
 ● Pending
 ● Draft
 Quick Time-Off
 Copy Time

ESS – Recruitment

Summary of request counts:

- All Requests: 3
- Pending Approval + Draft: 1
- Approved: 2
- Rejected: 0
- Closed: 0

Requests

Sort By

[Quick Request](#)

[New Request](#)

Business Analyst - Information Technology RFH000000004 (Addition) Approved	Required 10 Required By Requested Date	Filled 0 31/05/2023 09/03/2023					
Graduate Engineer Trainee - Logistics RFH000000003 (Addition) Pending For Approval	Required 35 Required By Requested Date	Filled 0 31/07/2023 21/02/2023					
HR Trainee - Human Resource RFH000000002 (Addition) Approved	Required 25 Required By Requested Date	Filled 0 31/08/2023 21/02/2023					

Approaching Deadline Within Deadline Crossed Deadline

ramco hcm

Manager Self Service








MSS – Home Page

Me My Approvals

Request to Authorized

Team Events Calendar

Team View

Leave  14 Pending 4 Exceptions	Time Sheet-Project  738 hr(s) Pending 40 hr(s) Exceptions	Expenses  2 Pending 1 Exceptions	Travel Request  2 Pending 0 Exceptions
Travel Expenses  1 Pending 1 Exceptions	RFH  1 Pending 0 Exceptions	Training  0 Pending	

MSS – Leave



Pending

14

Exceptions

Actioned

Sort By

Start Date

Bulk Approve

<input type="checkbox"/>	Santhya Rajaram Casual Leave - 06/04/2023 - 06/04/2023 Pending for Authorization - Create	1.00 Days		✓	✗	
<input type="checkbox"/>	Sathish N Casual Leave - 24/03/2023 - 24/03/2023 Pending for Authorization - Create	1.00 Days	⚠️ 1 More On Leave	✓	✗	
<input type="checkbox"/>	Revathi Kannan Casual Leave - 24/03/2023 - 24/03/2023 Pending for Authorization - Create	1.00 Days	⚠️ 1 More On Leave	✓	✗	
<input type="checkbox"/>	Revathi Kannan On Duty - 23/03/2023 - 23/03/2023 Pending for Authorization - Create	1.00 Days		✓	✗	

MSS – Leave

Home > HCM IPAD Interface > Time-Off/Leave Management > ESS-Time-Off-My Team

April 2023

Employee Name	S 1	S 2	M 3	T 4	W 5	T 6	F 7	S 8	S 9	M 10	T 11	W 12	T 13	F 14	S 15	S 16	M 17	T 18	W 19	T 20	F 21	S 22	S 23
Lakshmi Moorthy Deputy Manager																							
Revathi Kannan Deputy Manager - HR																							
Santhya Rajaram HR Trainee																							
Sathish N Graduate Engineer Trainee																							
Senthil Kumar Sr Recruitment Specialist																							

Weekly Off Holiday Pending Approved Rejected Partially Approved

Home > HCM IPAD Interface > Time-Off/Leave Management > ESS-Time-Off-My Team

Report Type:

Team Leave Detail

Employee Code: Employment Unit: Employee Status:

Leave Type: Period From: Period To:

Leave Status:

1 - 9/16

#	Employee Code	Employee Name	Employment Unit	Employee Status	Leave Request No.	Leave Type	From Date	To Date	Leave Status	Leave Units	Units	Additional Reason	Attachments
1	800004	Revathi Kannan	RITSL	Current	1	Casual Leave	17/03/2023	17/03/2023	Pending for Authoriza	1.0000	DAYS		
2	800004	Revathi Kannan	RITSL	Current	2	Casual Leave	16/03/2023	16/03/2023	Pending for Authoriza	1.0000	DAYS		
3	800004	Revathi Kannan	RITSL	Current	3	Casual Leave	24/03/2023	24/03/2023	Pending for Authoriza	1.0000	DAYS		
4	800004	Revathi Kannan	RITSL	Current	4	On Duty	23/03/2023	23/03/2023	Pending for Authoriza	1.0000	DAYS	TEST	
5	800004	Revathi Kannan	RITSL	Current	5	On Duty	21/03/2023	21/03/2023	Pending for Authoriza	1.0000	DAYS	TEst	
6	800005	Lakshmi Moorthy	RITSL	Current	1	Casual Leave	01/03/2023	02/03/2023	Pending for Authoriza	2.0000	DAYS		
7	800007	Senthil Kumar	RITSL	Current	1	Casual Leave	14/03/2023	14/03/2023	Pending for Authoriza	1.0000	DAYS		
8	800008	Santhya Rajaram	RITSL	Current	1	Casual Leave	07/02/2023	07/02/2023	Pending for Authoriza	1.0000	DAYS		
9	800008	Santhya Rajaram	RITSL	Current	2	Casual Leave	09/01/2023	09/01/2023	Authorized	1.0000	DAYS		

MSS – Time

- 19 - 25 Feb 23
- 26 - 4 Feb - Mar 23
- 5 - 11 Mar 23
- 12 - 18 Mar 23
- 19 - 25 Mar 23
- 26 - 1 Mar - Apr 23**
- 2 - 8 Apr 23
- 9 - 15 Apr 23

View By All

Approve All

Reject All

Name	Standard Hours	Booked Hours	Booked in Others	Difference Hours	Billable Hours			
Santhya Rajaram HR Trainee	45.00	45.00	0.00	0.00	0.00		✓	✗
Sathish N Graduate Engineer Trainee	45.00	45.00	0.00	0.00	0.00		✓	✗
Sujay K Associate-Commercial	45.00	45.00	0.00	0.00	0.00		✓	✗

● Approved ● Rejected ● Pending Documents ✓ To Approve ✗ To Reject

Bulk-Approve

MSS – Reimbursement

Home > HCM IPAD Interface > Employee Information > Approve Expenses

Pending Authorization - All 2

Exceptions Authorized Rejected Actioned On

Search Get Sort by Employee Name Bulk Approve

Employee	Expense Details	Requested	Authorized			
<input type="checkbox"/> Santhya Rajaram HR Trainee Chennai - CO	Reimbursement Expense Group REIM-000005-2223 ⓘ 17/03/2023 Pending Authorization - All	600.0000 INR	0.0000 INR	⚠	✓	✗ ⓘ
<input type="checkbox"/> Santhya Rajaram HR Trainee Chennai - CO	Reimbursement Expense Group REIM-000001-2223 ⓘ 21/02/2023 Pending Authorization - All	500.0000 INR	0.0000 INR		✓	✗ ⓘ

MSS – Travel Request



Requests Pending Approval	2	Requests with Exception	0	Requests Actioned	8	Expenses Pending Approval	1	Expenses with Exception	1	Expenses Actioned	3
---------------------------	---	-------------------------	---	-------------------	---	---------------------------	---	-------------------------	---	-------------------	---

Travel Requests (12 months)

Get

Sort By

Santhya Rajaram HR Trainee Chennai - CO - India Req. Date 24/03/2023	Chennai -> Mumbai 800008/2023/03/000002 28/02/2023 - 28/02/2023 (1 Day) Domestic - One-Way (Client Meeting) Pending for Approval	Estimated Travel cost 1725.0000 INR	✓	✗		
Santhya Rajaram HR Trainee Chennai - CO - India Req. Date 21/02/2023	Chennai -> Bengaluru/Bangalore 800008/2023/02/000003 13/02/2023 - 13/02/2023 (1 Day) Domestic - One-Way (Project Execution) Pending for Approval	Estimated Travel cost 1725.0000 INR	✓	✗		

✓ Approve ✗ Reject Approval Trail Request Additional Advance

MSS – Travel Expenses



Requests Pending Approval: 2 Requests with Exception: 0 Requests Actioned: 8 Expenses Pending Approval: 1 Expenses with Exception: 1 Expenses Actioned: 3

Travel Settlements (12 months)

Sort By

Santhya Rajaram HR Trainee Chennai - CO - India Sett. Date 31/03/2023	Chennai <=> SINGAPORE CITY 800008/2023/03/000003 27/03/2023 - 29/03/2023 (3 Days) Foreign - Round Trip (Client Meeting) Finance Approved	Settlement - 1 61000.0000 INR Finance Approved	✓	✗		
Santhya Rajaram HR Trainee Chennai - CO - India Sett. Date 21/03/2023	Chennai <=> Delhi 800008/2023/03/000001 20/03/2023 - 20/03/2023 (1 Day) Domestic - (Business Development) Finance Approved	Settlement - 1 1120.0000 INR Pending Finance Approval	✓	✗		
Santhya Rajaram HR Trainee Chennai - CO - India Sett. Date 24/02/2023	Chennai -> Kolkata 800008/2023/02/000002 17/01/2023 - 17/01/2023 (1 Day) Domestic - One-Way (Client Meeting) Finance Approved	Settlement - 1 1650.0000 INR Finance Approved ⚠ Exceeds Travel Eligibility	✓	✗		

Approve Reject Approval Trail Request Additional Advance

MSS – Recruitment

Home > HCM IPAD Interface > Request For Hire > RFH Manage Requests



Pending	Exceptions	Actioned
1	0	2

Requests

Get

Sort By

Select

Business Analyst - Information Technology
RFH000000004 (Addition)
Approved

Required 10 Filled 0
Required By 31/05/2023
Requested Date 09/03/2023



HR Trainee - Human Resource
RFH000000002 (Addition)
Approved

Required 25 Filled 0
Required By 31/08/2023
Requested Date 21/02/2023



Approaching Deadline Within Deadline Crossed Deadline

MSS – Training

Home > HCM IPAD Interface > Training - Self Service > Manage my Training

Training Calendar Time Zone (UTC+05:30) Chennai

View Details of My Team

Enrolled	5	Completed	5	Track Requests	2	Nominated	0	Recommended Courses	1
----------	---	-----------	---	----------------	---	-----------	---	---------------------	---

Search Training All Training

Most Happening

Courses in the next 7 days

Found no rows to display!!!

Search			
Senthil Kumar Sr Recruitment Specialist	C SQL Training	17 Mar 2023 2:30PM-6:30PM RITSL Corporate Office	
Santhya Rajaram HR Trainee	C Business Communication	13-17 Mar 2023 9:30AM-1:00PM RITSL Corporate Office	
Sathish N Graduate Engineer Trainee	C Business Communication	01-08 Mar 2023 9:30AM-1:00PM RITSL Corporate Office	
Santhya Rajaram HR Trainee	C Business Communication	01-08 Mar 2023 9:30AM-1:00PM RITSL Corporate Office	

E Adhoc External Training **C** Course Attachment(s) Course Material Request Team Training Status

*Timings are displayed without Daylight Saving Time (DST) adjustment

MSS – Team Events Calendar

< February 2023 >

Show Up To Level - 1

Timezone		W 1	T 2	F 3	S 4	S 5	M 6	T 7	W 8	T 9	F 10	S 11	S 12	M 13	T 14	W 15	T 16	F 17	S 18	S 19	M 20	T 21	W 22	T 23	F 24	S 25	S 26
📁 Harish K (5)																											
📁 Lakshmi Moorthy																											
📁 Revathi Kannan		👑																									
📁 Santhya Rajaram																											
📁 Sathish N																											
📁 Senthil Kumar																											


< MARCH 2023 >

Show Up To Level - 1


Timezone		W 1	T 2	F 3	S 4	S 5	M 6	T 7	W 8	T 9	F 10	S 11	S 12	M 13	T 14	W 15	T 16	F 17	S 18	S 19	M 20	T 21	W 22	T 23	F 24	S 25	S 26
📁 Harish K (5)																											
📁 Lakshmi Moorthy																											
📁 Revathi Kannan																											
📁 Santhya Rajaram																											
📁 Sathish N																											
📁 Senthil Kumar																											

MSS – Team View


← ★ Home > HCM IPAD Interface > Employee Information > Team View




Lakshmi Moor..




Revathi Kann..



Santhya Raja..



Sathish N



Senthil Kumar

Santhya Rajaram
HR Trainee
7778643222
srija@ramcoindtechserv.co.in

Hire Date
02/01/2019 (4.3 years)
In the Current Position from
02/01/2019(4.3 years)
Over all experience
5.3 years

Direct Reports
Found no rows to display!!!

Top Competency Gaps

(Min. Desired vs Current Level)

Leadership	30	15
Business Communication	35	25

Training

In last 3 months
36
hours of
training taken

Sponsor for more training(s)

Course completed successfully in last 3 months

Business Communication
Business Communication

ramco hcm

Mobile App

Mobile – Employee's Employment Information

Employee Information

Employee Information icons: Profile, Documents, Phone, Briefcase, Graduation, People, Info

Employment Profile

Employment Unit	Business Unit
India	INDIA
Position	Job
Manager	Manager
Work Location	Department
Chennai	DEPT 1
Grade Set	Grade
grades002	grade013
Employment Type	Supervisor
Regular Full-time	Midula s k (IND03522)
Date Of Joining	Hire Date
03/01/2019	03/01/2019
No. of Direct Reports	Rehire Date
0	-
Confirmation Due Date	
03/04/2019	
Actual Confirmation Date	
-	
Service Reference Date	
03/01/2019	

Add Work Experience

Organization*
Ramco Cements Ltd

Designation
Assistant Manager

From* To
09/01/2013 11/30/2014

Industry*
IT/ Computers - Software

Organization Type*
Private

Annual Remuneration Currency
400000 Indian Rupee

Reason For Change

Ind03773_20191001155929132_INDO...

Save

Add Qualification

Qualification*
Bachelor's Degree

Level

School/University
Anna University

From To
08/07/2008 04/11/2012

GPA/Percentage Class
8.1 First

Specialization

Highest Qualification*

Ind03773_20191001160303525_Laks...

Status

Save

Mobile – Employee's Personal Information

Employee Information

Personal Profile

Date of birth	Aadhar Card no
09/10/1987	FGTFS13423
Marital Status	Gender
Married	Female
Nationality	Ethnicity
Indian	Indian
Experience	Age
0 Year(s) 8 Month(s)	32 Year(s)0 Month(s)

Emergency Contact Details

Suji-Mother
9865454254

Ranjith-Brother
9711114445

Add Contact Information

Contact Type*
Communication

Country*
India

State*
TAMIL NADU

City/Local*
Chennai

Address 1*
64,Sardhar Patel Road

Address 2
Taramani

Address 3

Save

Add Family Details

First Name*
Suji

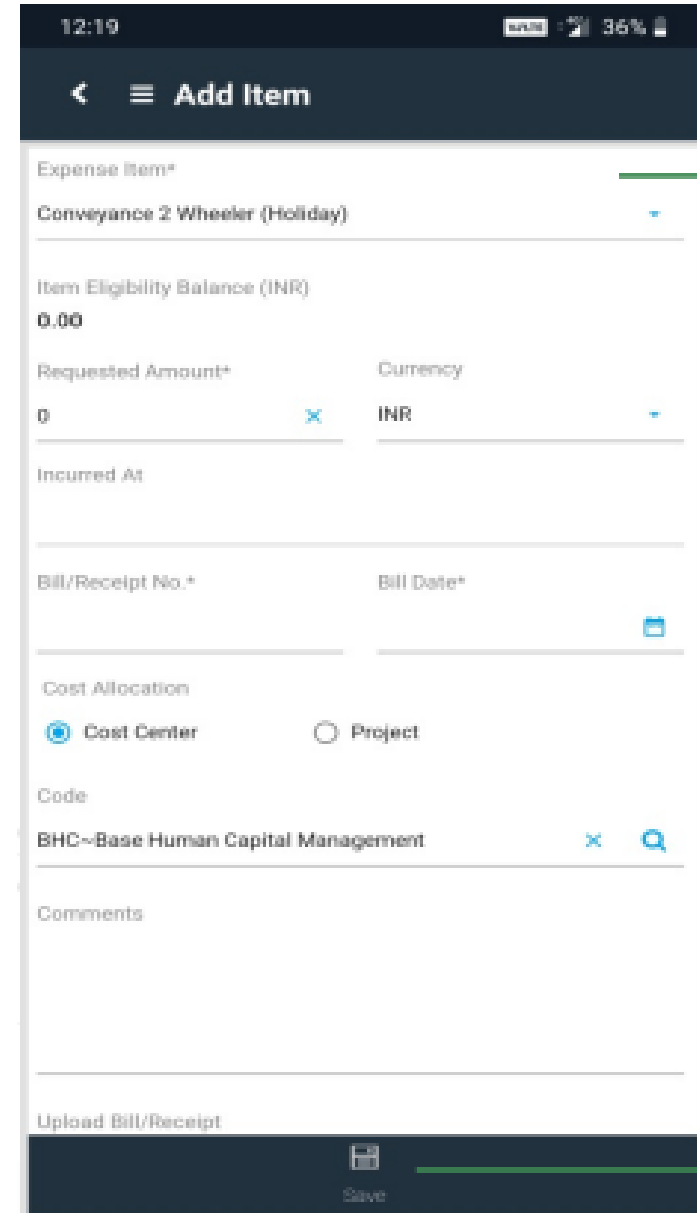
Middle Name
Kumar

Last Name
K

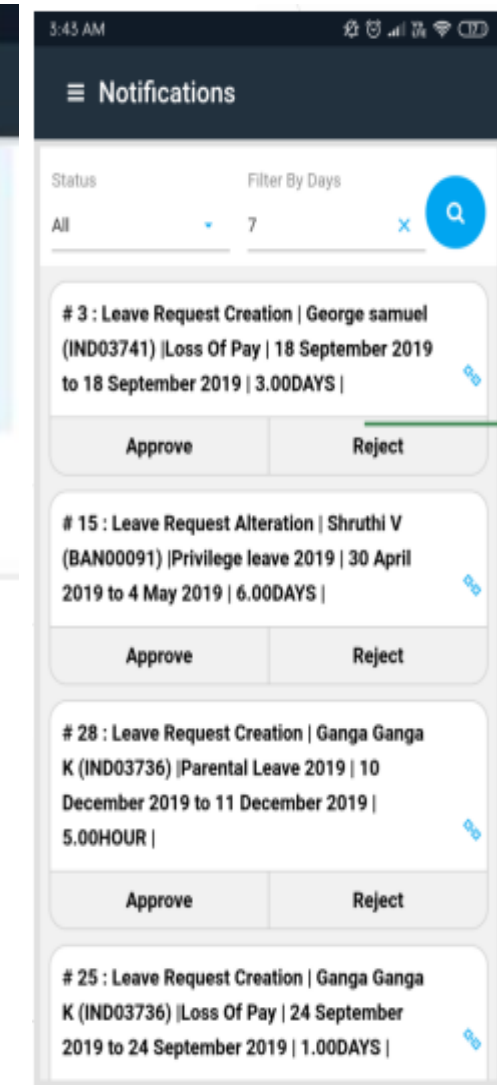
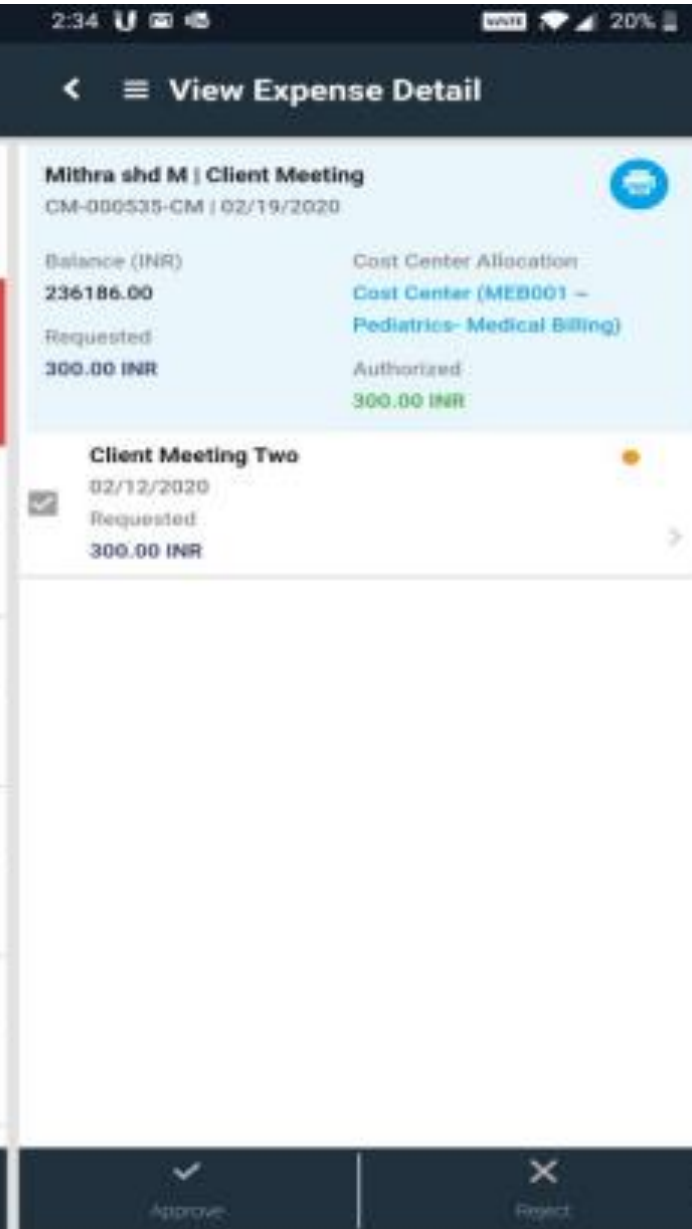
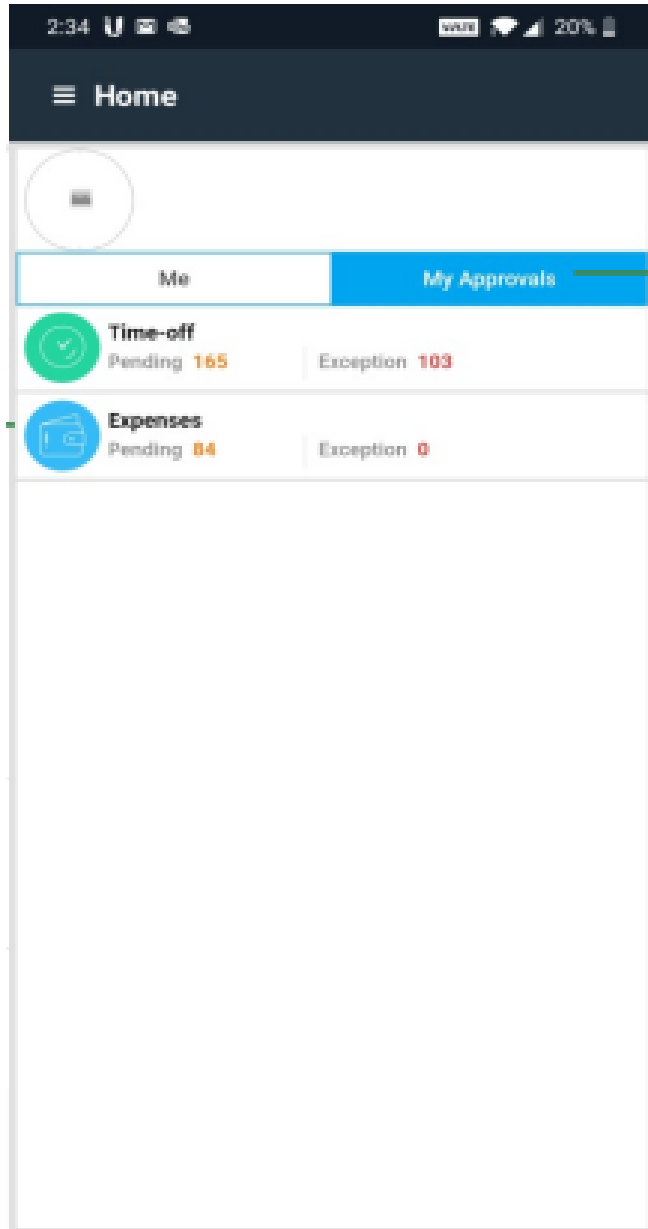
Date of Birth*	Gender*
10/25/1967	Female
Relationship*	Marital Status
Mother	Married
Air Ticket Eligible	Employee Code
No	
Occupation	
Employed	
Relationship Start Date	
10/25/1967	

Save

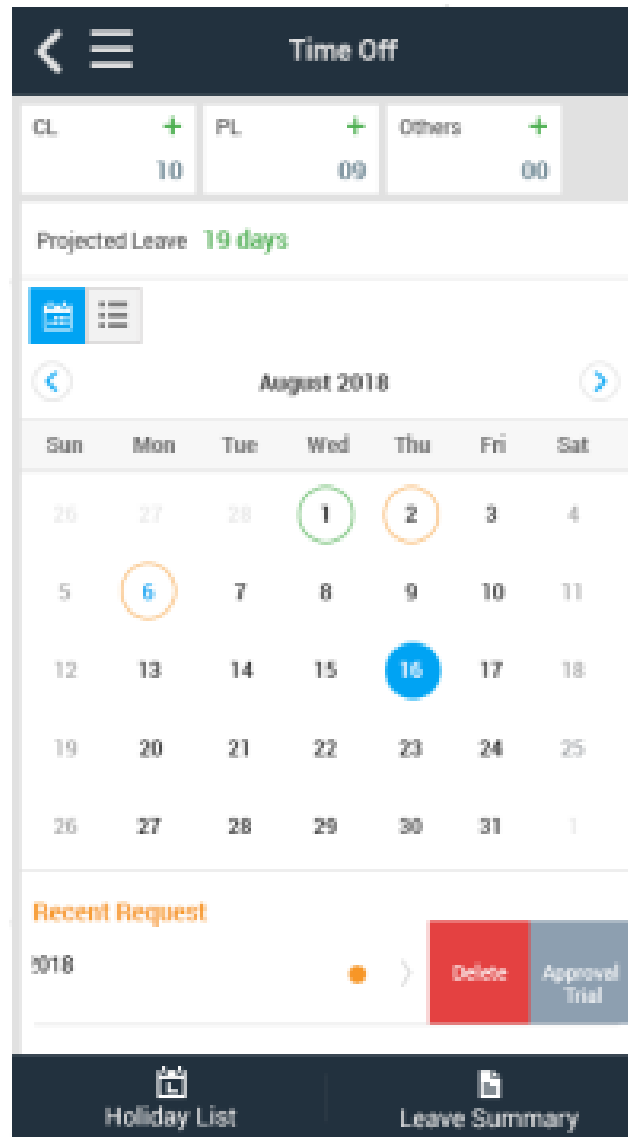
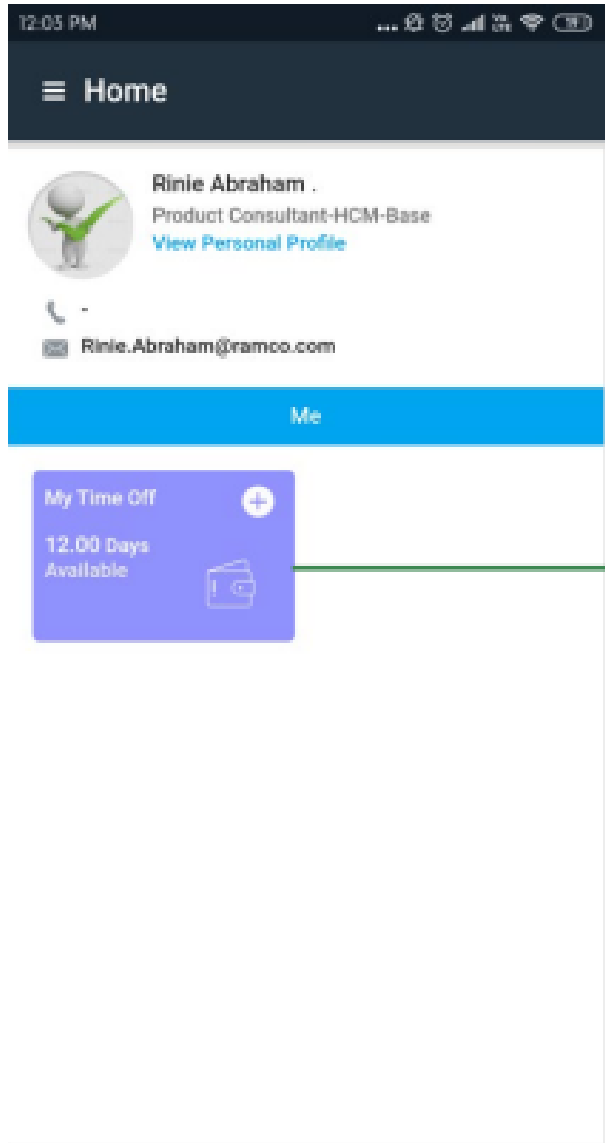
Mobile – Reimbursement (Apply / View)



Mobile – Reimbursement (Approve / Reject)



Mobile – Leave



Mobile – Leave (Apply / View)

12:05 PM

Apply Time-Off

Type*
Select

Available
Start Date*
24/09/2019

Duration
End Date*
24/09/2019

Start Time
End Time

Expected Return

Reason
Select

Additional Reason

Backup Employee

Submit

12:04 PM

Manage Time-Off

CL + 0.00 day(s) PL + 12.00 day(s) Others +

23/09/2019 - 23/09/2019
43 : PL - 1.00 day(s)
Pending for Authorization - Create

r(s) Approval Trail Cancel

18/09/2019 - 18/09/2019
41 : CL - 0.50 day(s)
Pending for Authorization - Create

20/09/2019 - 20/09/2019
40 : Late Come Permission - 7.50 hour(s)
Pending for Authorization - Create

12/09/2019 - 12/09/2019
39 : Late Come Permission - 4.50 hour(s)
Pending for Authorization - Create

14/08/2019 - 14/08/2019
37 : OD - 0.50 day(s)
Pending for Authorization - Create

● Pending ● Authorized ● Draft ● Rejected

Holiday List Time Off Summary

2:11 PM

Holiday List

NEW YEAR DAY
01/01/2019 - Tuesday

MAKARA SANKRANTHI
15/01/2019 - Tuesday

REPUBLIC DAY
26/01/2019 - Saturday

UGADI - TELUGU NEW YEAR DAY
06/04/2019 - Saturday

General Election
18/04/2019 - Thursday

GOOD FRIDAY
19/04/2019 - Friday

MAY DAY
01/05/2019 - Wednesday

RAMZAN
05/06/2019 - Wednesday

INDEPENDENCE DAY
15/08/2019 - Thursday

VINAYAKAR CHATHURTHI
02/09/2019 - Monday

2:13 PM

Time Off Summary

Calendar

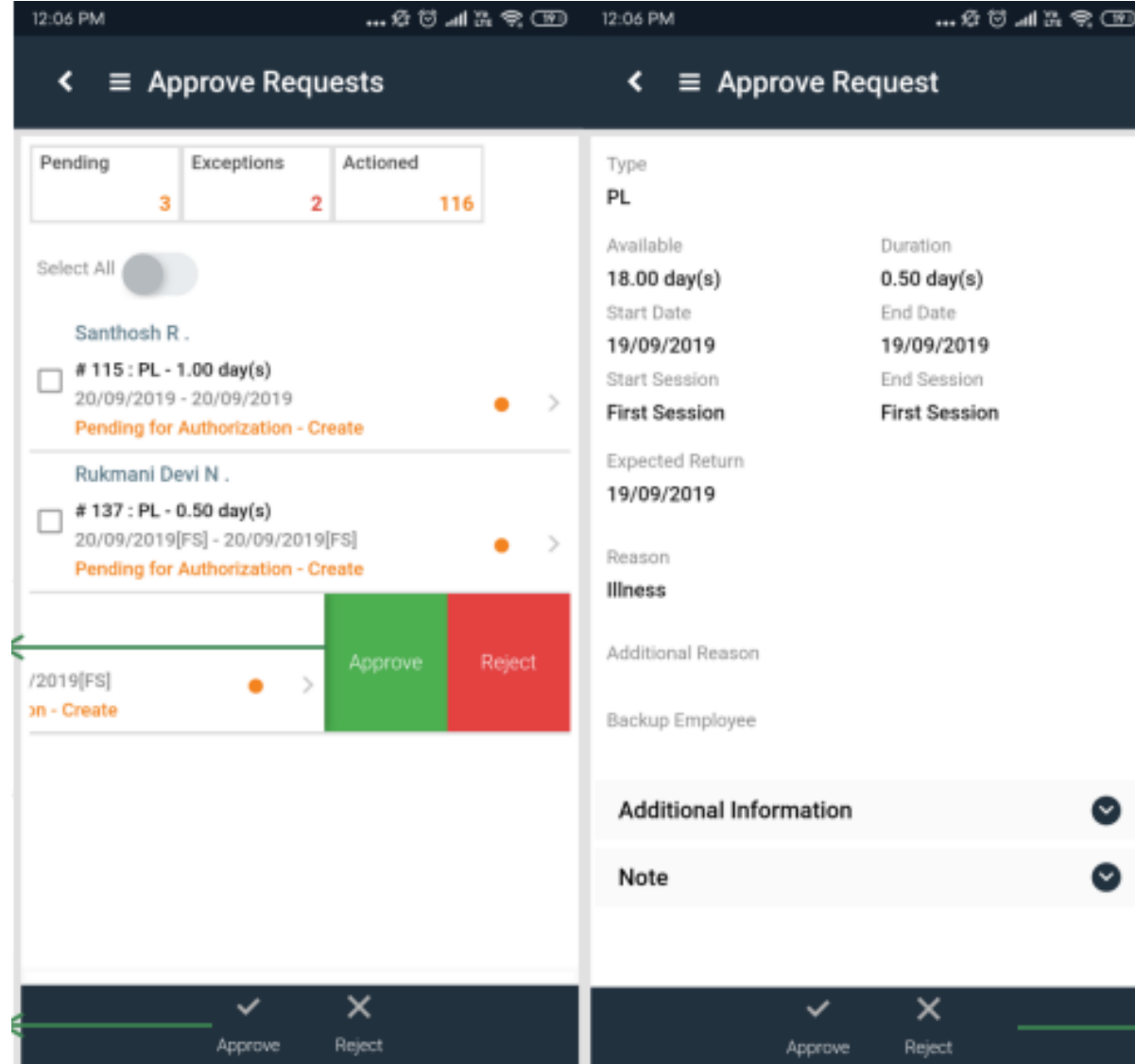
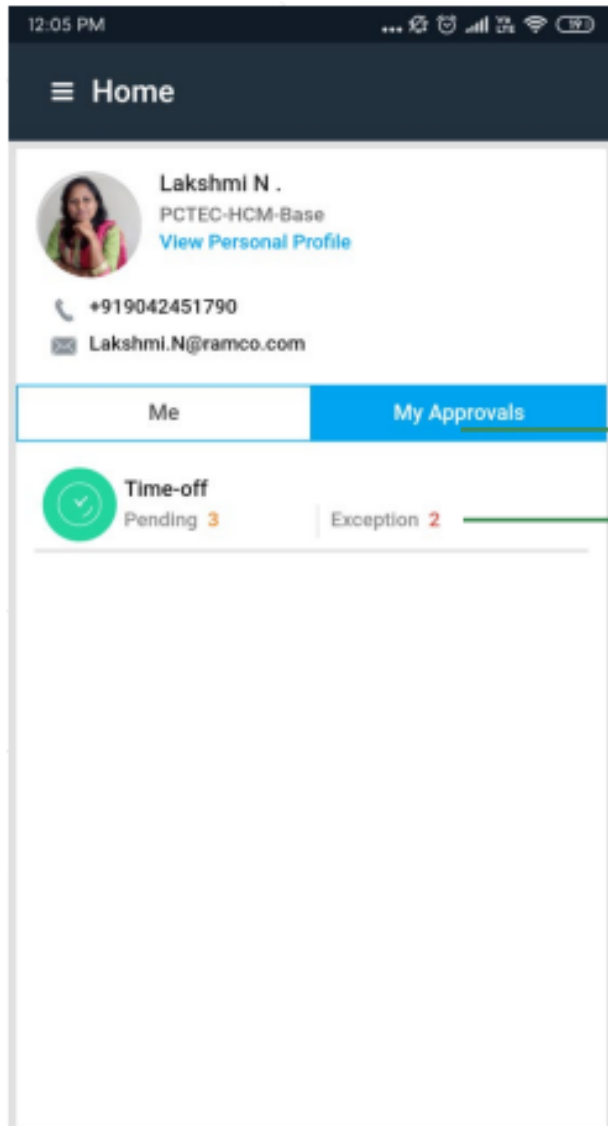
Day Based Leave [01/01/2019 - 31/12/2019]

Day based Leave - DAYS 21.00 Balance

Carried Over	Entitled/Earned	Encashed
0.00	20.00	0.00

Pending Approval 0.00 Approved 5.00

Mobile – Leave (Approve/Reject)



Mobile – Payslip

12:15 37%

Home

Rinie Abraham
Product Consultant-HCM-Base
[View Personal Profile](#)

Me

- My Time Off**
18.50 Days Available
- My Pay**
XXXXXX
Jan 31 2020
- My Expenses**
2303.00 INR Net Approved
- Receipt Box**
2 Receipts

14:22 46%

Payslip List

Search

2020 - Primary Payroll-MPAY

- Feb 1 2020 - Feb 29 2020**
105,674.00 (INR)
- Jan 1 2020 - Jan 31 2020**
105,574.00 (INR)

14:22 46%

Payslip Details

Feb 1 2020 - Feb 29 2020
All values are in INR

16204.00

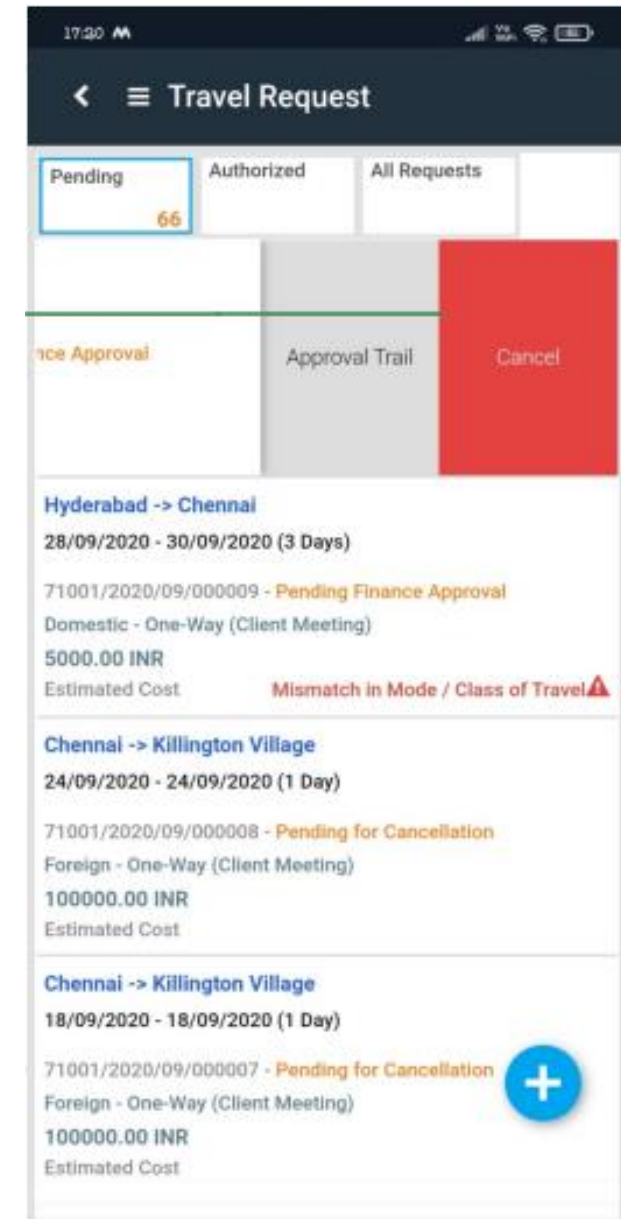
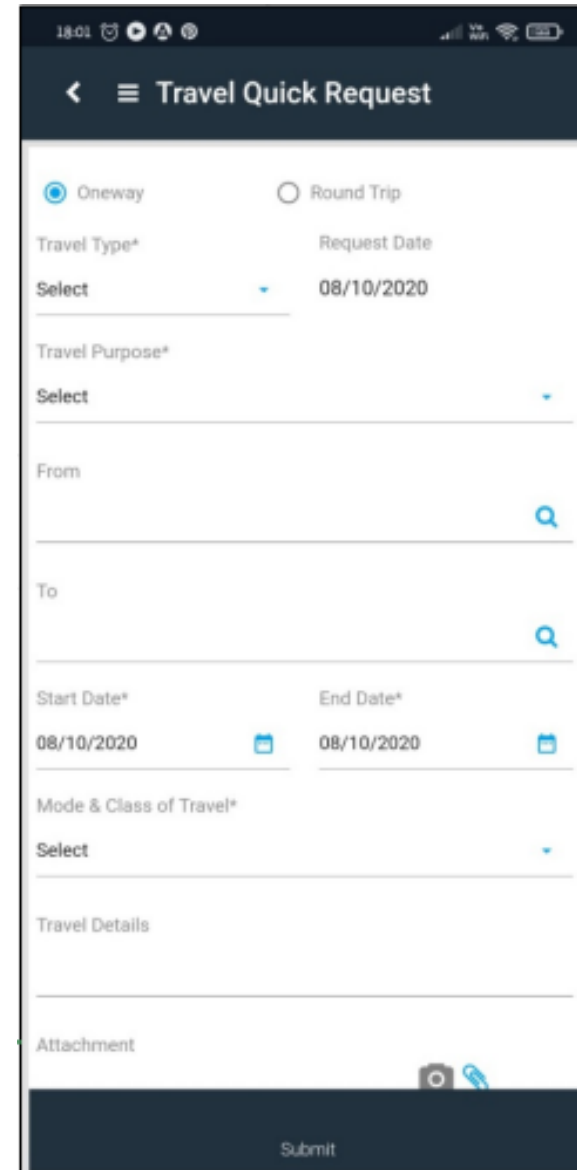
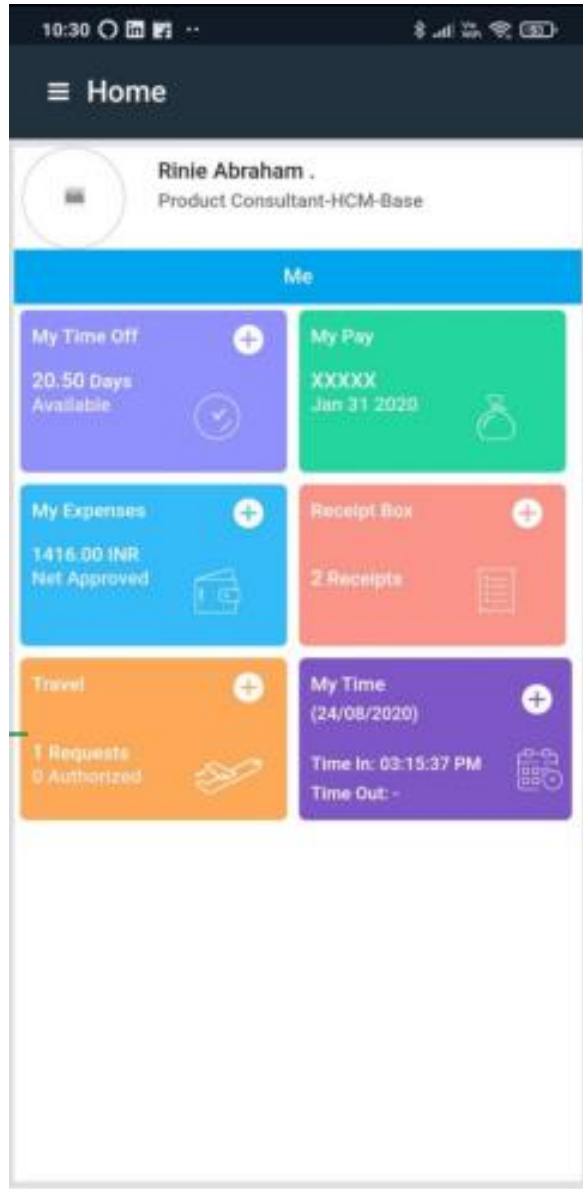
Gross Pay
121,878.00

105674.00

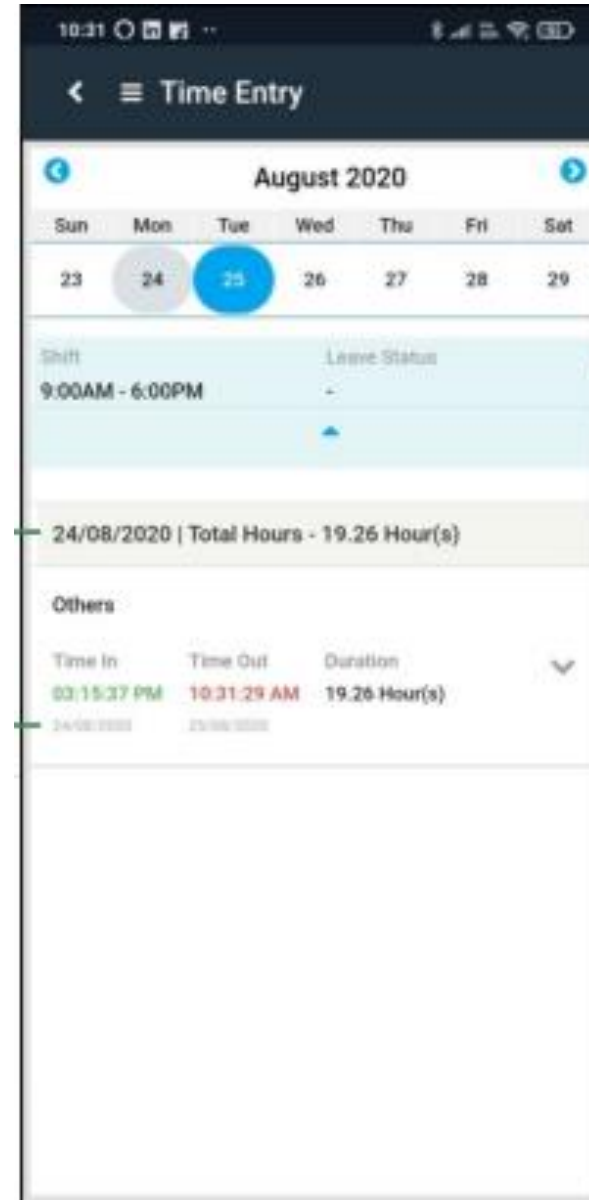
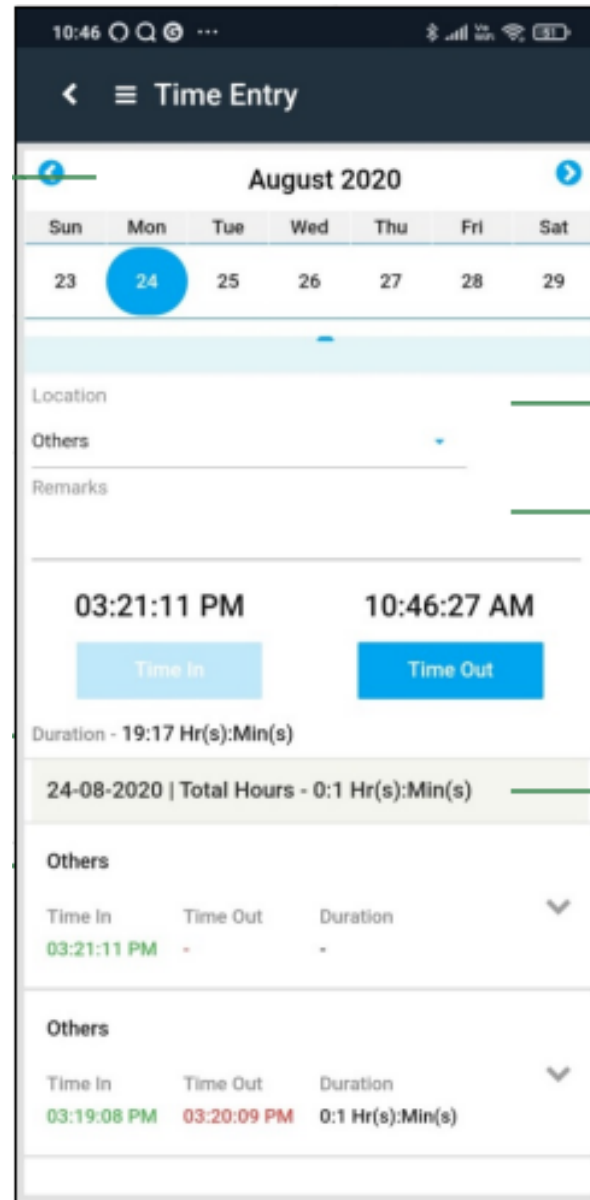
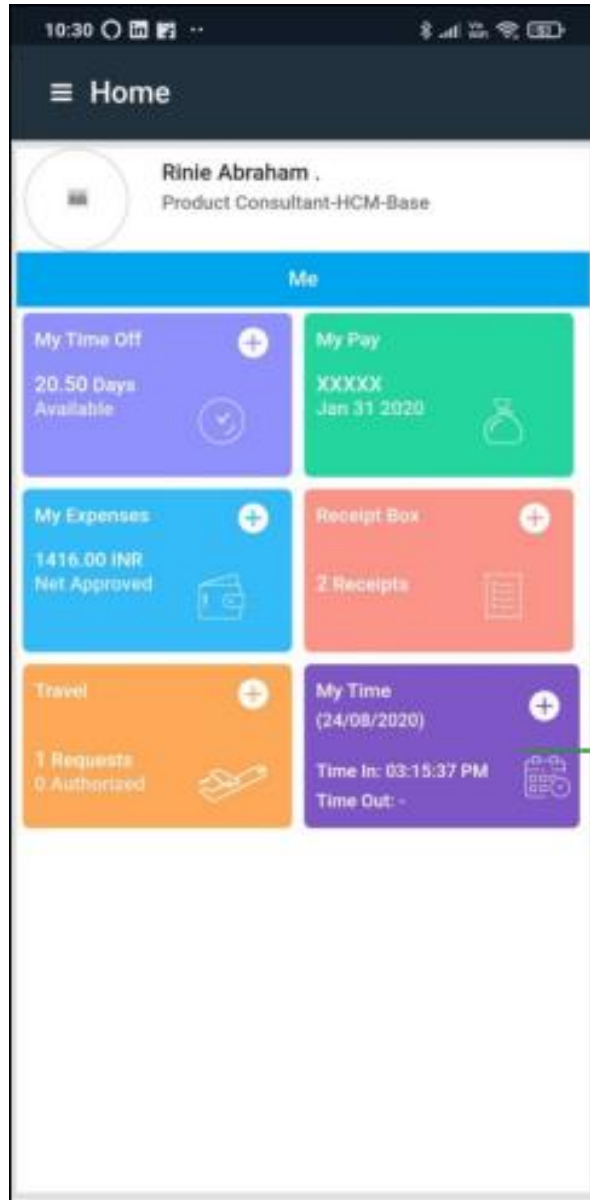
● Net Pay ● Deductions

Earnings	Deductions
Basic Pay	39,200.00
CITY COMPENSATORY ALLOWAN	500.00
House-Rent Allowance	19,600.00
LTA Monthly	6,533.00
Supplementary Allowance	56,045.00

Mobile – Travel



Mobile – Time





Chat Bot

APPLY TIME-OFF/ LEAVE – SAMPLE - STEP BY STEP GUIDANCE (1/2)

Chat

Good day Prasanth S,
Got something for me to help you with?

ChiaBotHCMTest

Apply Leave

You

Well... Let me help you with it.

ChiaBotHCMTest

How long are you planning to apply leave for?

ChiaBotHCMTest

2 days

You

Choose the leave type...

ID Card not Available (...)

OD (0.00 days left)

CL (1.00 days left)

PL (9.00 days left)

Type your message...

Chat

You

Choose the leave type...

ID Card not Available (...)

OD (0.00 days left)

CL (1.00 days left)

PL (9.00 days left)

ChiaBotHCMTest

PL

You

Cool! From when?

ChiaBotHCMTest

Monday

You

Type your message...

Chat

ChiaBotHCMTest

Monday

You

Almost there! Please select the reason for leave.

ChiaBotHCMTest

Functions

Vacation

Illness

Others

ChiaBotHCMTest

Others

You

Type your message...

APPLY TIME-OFF/ LEAVE – SAMPLE - STEP BY STEP GUIDANCE (2/2)

Chat

Others

ChiaBotHCMTest

Others

You

Oh, Sorry that your reason is not listed.
Please enter the same manually.

ChiaBotHCMTest

Bank related..



You

Okay, I am one step away from applying your leave (PL) from 27 Nov 2017 [Whole Day] to 28 Nov 2017 [Whole Day].
That's 2 day(s) of leave.
Shall I go ahead?

ChiaBotHCMTest

Yes

couldn't send [retry](#)

 | Type your message... 

Chat

Okay, I am one step away from applying your leave (PL) from 27 Nov 2017 [Whole Day] to 28 Nov 2017 [Whole Day].
That's 2 day(s) of leave.
Shall I go ahead?

ChiaBotHCMTest

Yes

couldn't send [retry](#)

Cool! Your leave has been applied.
You will be getting an email confirmation soon.



ChiaBotHCMTest

You have 7 day(s) of PL left btw.

ChiaBotHCMTest

Anything else?
I would be glad to help you out

ChiaBotHCMTest at 8:21:53 PM

 | Type your message... 

LEAVE BALANCE , LEAVE STATUS & HOLIDAYS LIST

Chat

Anything else?
I would be glad to help you out :)

ChiaHCM

leave balance

You

atch	PL
1/2017 2/31/2017	Balance: 8.50 From Date: 01/01/2017 Through Date: 12/31/2017

ChiaHCM

Planning on applying leave?

ChiaHCM

Yes

You

How long are you planning to apply leave for?

ChiaHCM

2 days

Type your message...

Chat

Anything else?
I would be glad to help you out :)

ChiaHCM

leave status

You

Select option

- Recent Leave
- Pending Leave
- Authorized Leave

ChiaHCM

Recent Leave

You

Authorized	
11/13/2017 /09/2017 2017	Request Date: 11/02/2017 From Date: 10/27/2017 To Date: 10/27/2017 leaveType: OD

Type your message...

Chat

Request Date: 11/30/2017 From Date: 11/27/2017 To Date: 11/28/2017 leaveType: pl	Request Date: 11/30/2017 From Date: 11/20/2017 To Date: 11/21/2017 leaveType: od
---	---

ChiaHCM

holidays list

You

Holiday List

- NEW YEAR DAY: Jan 1, 2017
- PONGAL /MAKARA SANKRAN
- REPUBLIC DAY: Jan 26, 2017
- UGADI-TELUGU NEW YEARS C
- TAMIL NEWYEAR / GOOD FRII
- MAY DAY / MAHARASHTRA C
- RAMZAN: Jun 26, 2017
- KRISHNA JAYANTHI: Aug 14, 2017
- INDEPENDENCE DAY: Aug 15, 2017
- VINAYAKAR CHATHURTHI: Au
- AYUDA POOJA / MAHANAVAL
- GANDHI JAYANTHI: Oct 2, 2017
- DEEPAVALI: Oct 18, 2017
- CHRISTMAS: Dec 25, 2017

ChiaHCM at 12:43:49 AM

Type your message...

Thank you

contact@ramco.com

ramco.com

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