

GENERAL GUIDELINES

Note: This document provides a guideline, offering a brief overview of the key HR policies necessary for day-to-day operations. For comprehensive information, please refer to the HR Manual (**HR-0018-GDL HR Manual v 1.80**)

❖ Leave:

- ✓ Leave balance as per Leave Policy will be credited to your account on your Date of Joining and balance leaves on pro rata basis after Confirmation of your employment in i2e.
- ✓ For Leave Application - You need to apply for a leave on I2e HRMS Portal mentioned here: <https://i2echrms.beehivehcm.com/>
- ✓ Also, you must get it approved from your Reporting manager.

In case of a sudden / unplanned leave apply it on I2e HRMS Portal the same day you resume duties.

❖ Attendance

- ✓ Do not forget to PUNCH IN and PUNCH OUT as per your shift timings.
- ✓ Check your Attendance Calendar on I2e HRMS Portal daily to review your attendance for the previous day.
- ✓ Attendance corrections or requests can be submitted via the **Attendance Regularization** option on the I2e HRMS Portal. Kindly be aware that **only two regularization applications** can be raised per month.
- ✓ Please ensure that your Attendance and Leave records are accurately updated or approved on I2e HRMS Portal before **20th of Every Month**.
- ✓ Please ensure that Shift time is maintained, and Average of 9 hours is maintained.

❖ Holiday Policy for the Year 2025 (Total of 8 Holidays) List Available on I2e HRMS Portal

- ✓ Mandatory Holiday (**3 Holidays** for the Year 2025)
- ✓ Optional Holiday (**5 Optional Holidays** for the Year 2025)
- ✓ Since Republic Day (26th January) in 2025 falls on a Sunday, the count for mandatory holiday is adjusted from 4 to 3 adding to the optional holidays from 4 to 5 for the year 2025.
- ✓ **Special Provision for Employees Joining in the Last Quarter of 2025** - Employees who join in the last quarter of the year (October – December) will be eligible for **only 1 optional holiday**.
- ✓ Requests for optional holidays must be submitted and approved at least **15 days in advance**.

❖ **Timesheet**

- ✓ Kindly fill in your timesheet on time to avoid any deduction from the salary.
- ✓ Monitoring 'Timesheet filled data' will be done by **22nd of Every Month**.

❖ **Important Notice Regarding Leave, Attendance & Timesheet for Salary Processing**

- ✓ Please ensure that your Attendance and Leave records are accurately updated or approved on I2e HRMS Portal before **20th of Every Month**. The reports would be sent for payroll by **21st of Every Month**. Attendance data from 21st to 20th of the month will be considered for salary.
- ✓ If you are facing any issue related to attendance kindly reach out to **HR – Payroll & Compliance Management Team** latest by **18th of Every Month**.
- ✓ Salary would be credited on **the 1st Day of Every Month** for the days worked in the previous month.
- ✓ For unfilled Timesheets salary will be kept on hold until the needful is done.
- ✓ In case of any absence, kindly apply for regularization (only up to 2 request every month) or leave whichever is applicable for that day.
- ✓ Arrears for deductions related to Leave Without Pay (LWP) from the previous month will be adjusted in the current month's salary. However, such adjustments will only be accommodated within a one-month period. Any pending adjustments beyond this timeframe will not be considered in subsequent months.
- ✓ Salary Slips will be available on I2e HRMS Portal after **5th Day of the month**.

❖ **Salary Bank Account**

- ✓ **Existing HDFC Bank Account Holders** - If you already have an HDFC Bank account and wish to continue using it, a mapping form will be shared with HR by the Payroll and Compliance Management Team.
- ✓ **For Employees Without an HDFC Bank Account** - It is mandatory to open an HDFC Bank salary account to facilitate salary processing.

Important Points to Note:

- ✓ Salary disbursement will occur only once to your personal account.
- ✓ It is mandatory to have an HDFC salary account, and KYC completion is required before sharing your details with the Payroll and Compliance Management Team for Salary Processing.
- ✓ Any delay in activating the HDFC salary account may result in a hold on salary disbursement from the second month onwards.

❖ KRA (Key Responsibility Area)

- ✓ The HR – Payroll Compliance Team will assign Key Responsibilities Areas (KRA) to the employee upon joining, with prior approval from the Practice Lead and Reporting Manager.
- ✓ The employee is required to carefully review the assigned KRAs and acknowledge them formally.
- ✓ The KRAs should be discussed with the Reporting Manager during the catch-up call, or if needed, in a separate meeting to address any questions or clarifications.

❖ Confirmation of Employment Process

- ✓ Your performance will be evaluated based on the assigned KRAs. This evaluation will begin with the Confirmation process, subject to eligibility.
- ✓ The probation period is a crucial phase designed to assess whether new employees meet the required performance standards for continued employment.

Probation Purpose and Policy:

- ✓ Probation helps clarify work performance standards and allows for a structured assessment of an employee's suitability for their role.
- ✓ All employees are placed on probation for **six months** from their date of joining, during which the following factors are closely monitored:
 - Knowledge, skills, and deliverables
 - Attitude towards work and the organization
 - Behaviour with superiors and peers
 - Ability to adjust to the job requirements
 - Adherence to organizational culture, values, and discipline
- ✓ At the end of this period, an employee will be considered for confirmation based on the feedback provided by the Reporting Manager.

There are three potential recommendations:

- **Confirmation of appointment** as per the original terms.
- **Extension of probation for term of 3 months**, improvement should be necessary in certain areas as provided in the feedback by Reporting Manager.
- **Termination of appointment** if performance does not meet expectations.

Documents available on HR HUB Portal for easy access along with Quick Link on I2e HRMS Portal

Sr. No	Documents	Description
1	Company Policies	HR-0018-GDL HR Manual v 1.80
		HR-0030-POL POSH Policy i2e v 1.20
		HR-0039-POL i2e Code of Conduct 2023 signed v 0.10.docm

i2e HR Guidelines for Full Time Employees

		HR-0042-POL i2e Leave Policy 2024 v 0.20
		IT Information & Security Policy v 1.25
		HR-0040-POL i2e Virtual Meeting Etiquette Policy 2023 v 0.20
2	I2e HRMS Portal - Beehive HRMS User Guide	Beehive - Android mobile application - User Guide
		Beehive - iOS mobile application - User Guide
		Beehive Expense Module - User Guide
		Beehive HRMS - User Guide
3	Timesheet	Timesheet Submission Tutorial - A Step-by-Step Guide
4	General User Guides	HR-0037-GDL Guidelines for Comp off application v 2.0
		Employee of the month Portal - User Guide
		Microsoft Teams Guidelines
		Outlook Signature format User Guide
		PATS - User Guide
		Ticketing Portal User Guide
		WhatsApp messaging Guidelines
5	OTHERS	HR-0017-GDL i2e Employee Handbook v 0.90
		HR-0036-GDL Guidelines for Full Time Employees v 5.0
		i2e_SupportHeroes_Contacts
		Holiday List - 2025 - i2e Consulting
6	Professional Virtual Backgrounds	MSTeams_Background
		LinkedIn Cover
7	Bajaj Allianz Mediclaim User Guide	BajajMediclaimPolicy_2024-2025_Benefit Chart
		BajajMediclaimPolicy_2024-2025_BlacklistedHospital
		Guidelines - Claim Intimation and Reimbursement
		Neft form Bajaj Allianz
		Reimbursement Form A+B
		Bajaj Health Prime Rider (HPR)

❖ Office Chair & Table

- ✓ **Asset Provision:** The company provides an **office chair and table** to facilitate ease during remote work.
- ✓ **Pre-Onboarding Form Details:** Requirements for these assets were collected through the Pre-Onboarding Form filled out before your Date of Joining.
- ✓ **Delivery Information:** The required assets will be sent to the delivery address provided in the Onboarding Form. If there are any changes to the delivery address, kindly inform us within **1-2 days of your joining date** to avoid delays.
- ✓ Upon exiting the company, you may retain the provided assets for a nominal charge.

❖ **Communication**

- ✓ **Respond to emails & messages** on MS teams in a timely manner.
- ✓ **Set up Out to Office messages** on Outlook & MS Teams whenever you are taking planned leave.
- ✓ The Reporting Manager **should be aware** of any Important communications be it Leave/Absent/Shift change.

Any change in Personal details such as address, contact number, mail id should be informed to the HR and updated in I2e HRMS Portal.

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