priSm

adding life to living...

Peoples person Process automation

(Candidate's Interview to Approval/Rejection)

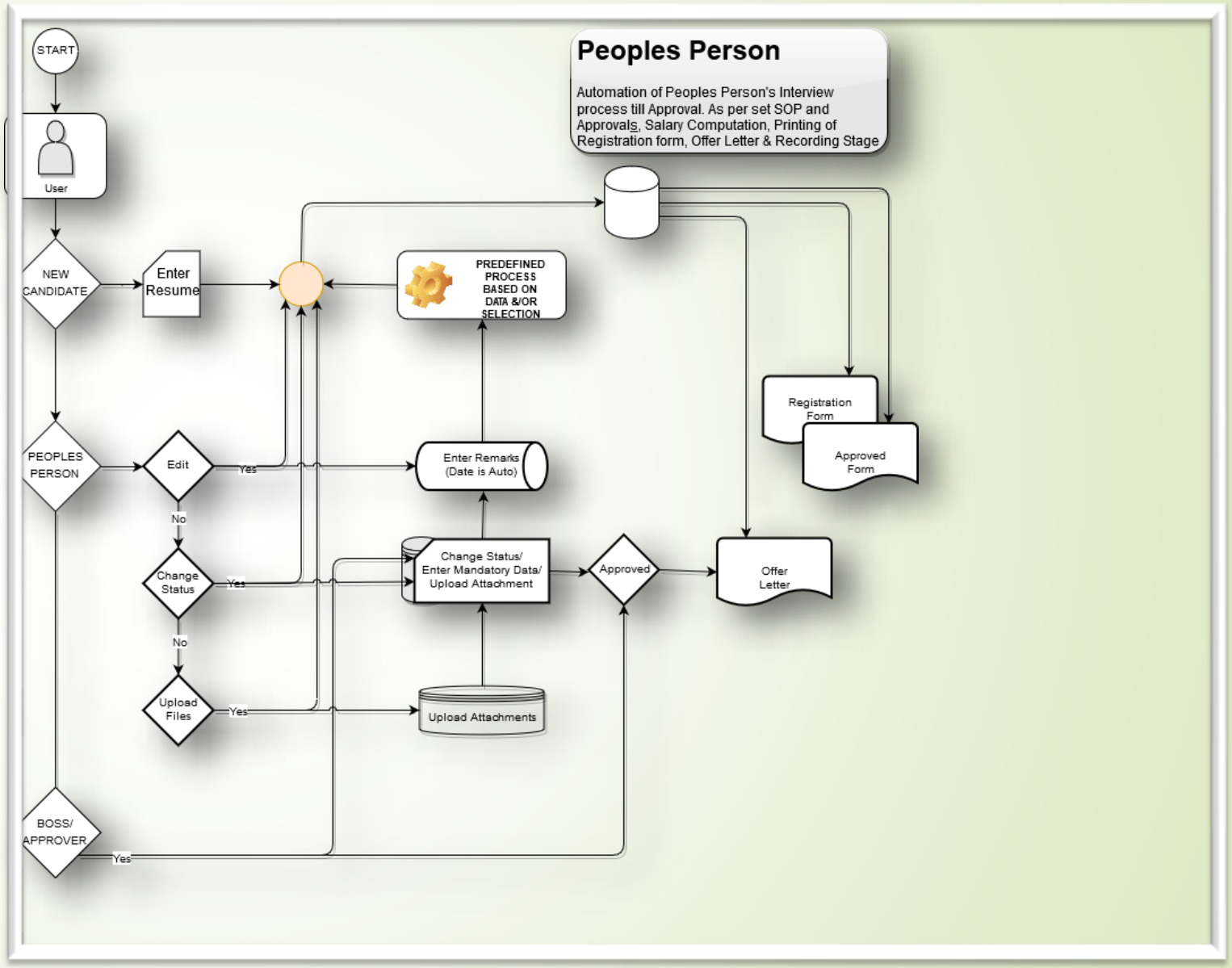
- PrismITES

Basic Work-Flow of the Automation

This is how the complete application proceeds as per this work-flow.

Pointers :

1. If the user type is new candidate the flow remains only for capturing the resume in his/her own words as shown …
2. If the user type is PP, then there are various options and based on access controls and approvals the applications follows the SOP and works.
3. For all practical reasons the approver, will have the mobility and ability to approve here or instruct PP to mark approved/reject for any candidate. However this can be only done based on meaningful remarks which will be provided by PP/interviewer.

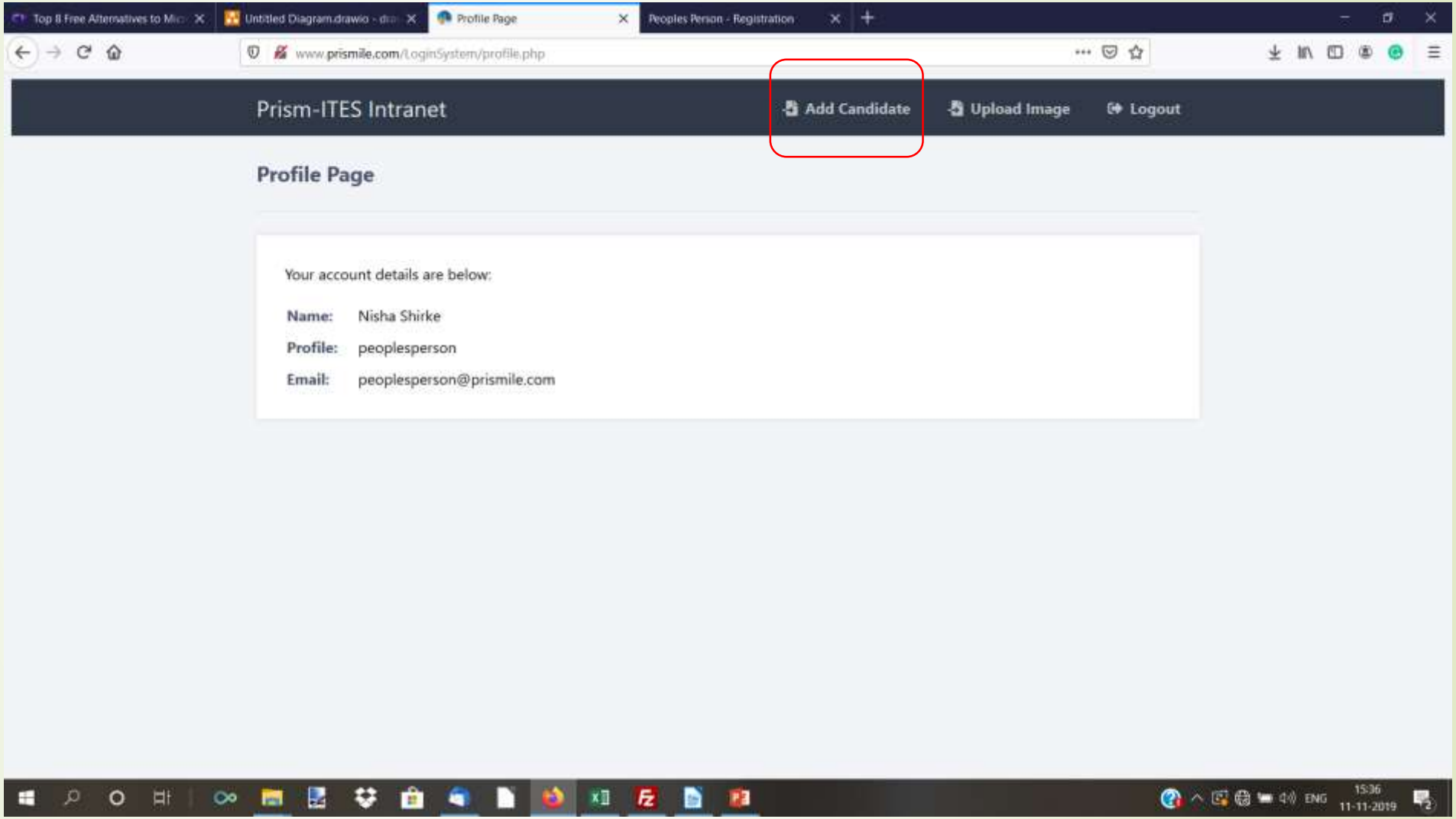


intranet – peoples person

Profile Page

To begin the user will need to login into the system using their respective credential

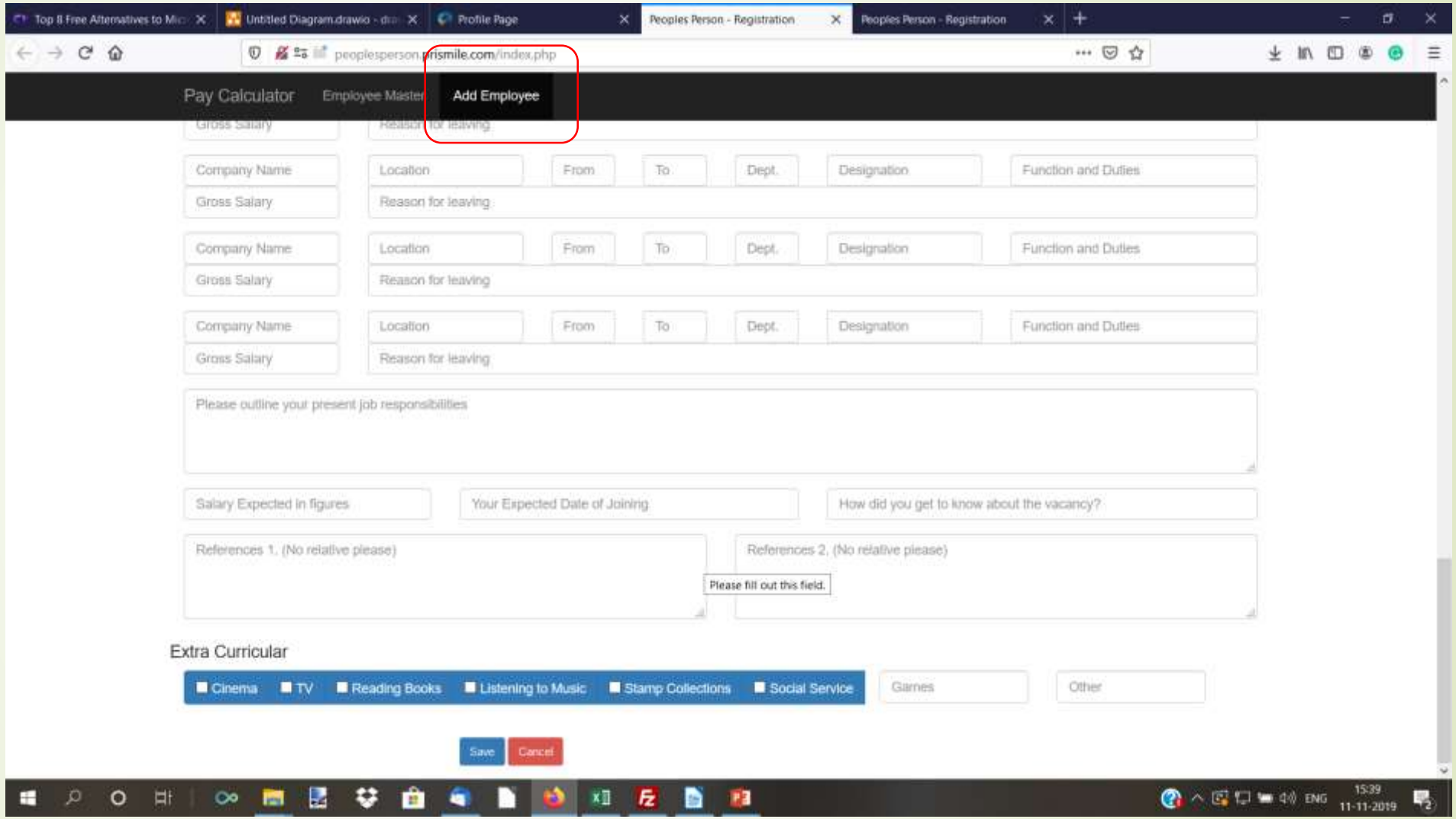
- Go to corporate website
- Select intranet from login menu
- Put your credential to proceed and reach the intranet page, and click on [Profile] to get this page. To be sure check if your name appears and shows your email, like this ex. Shows 'Nisha Shirke' for this tutorial.
- Click on Add Candidate to



Data Entry by Candidate

Add Employee

- The candidate will need to be provided with an internet ready KIOSK/ Laptop etc. for entering the resume data into the application as shown here.
- To enter the resume data – choose [Add Employee] from menu, Its all self explanatory.
- This form captures the image of the candidate along with all relevant data, hence the gadget given should have a built-in camera.
- All data stored

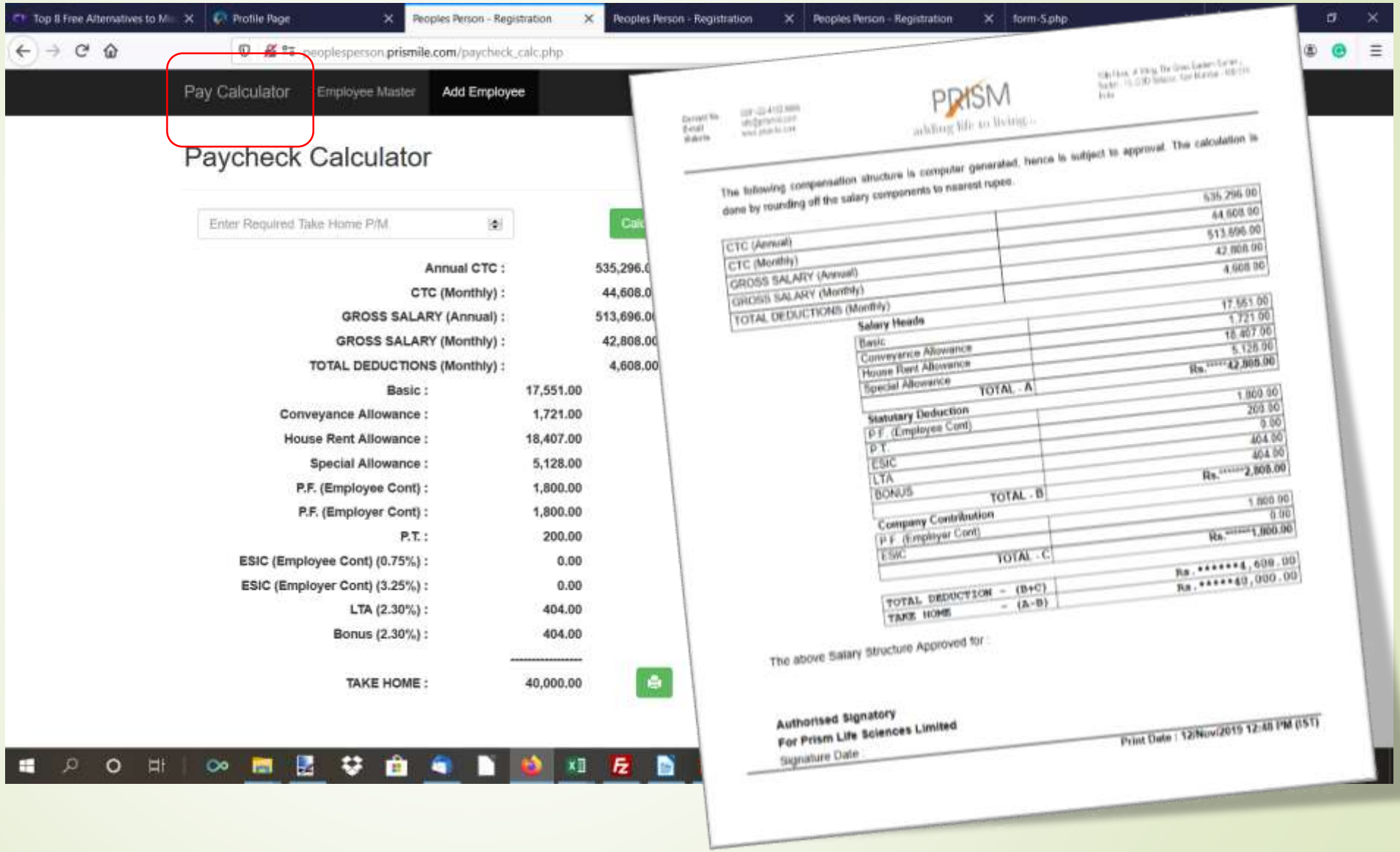


Tool to calculate salary based on take-home

Pay calculator

The tool calculates and provides the salary breakup based on the net take-home.

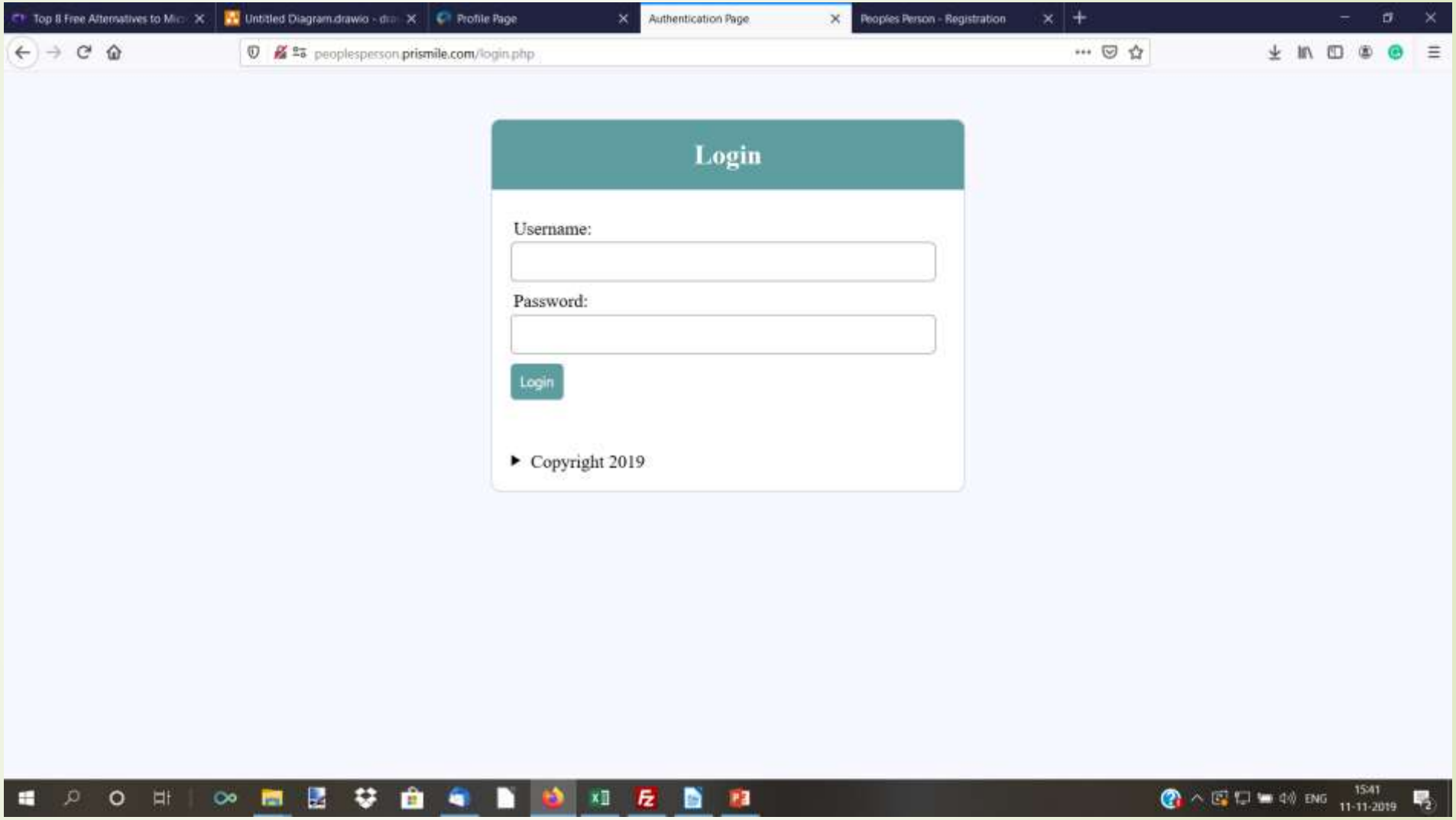
- Go to [Pay Calculator] from the menu to get the screen as shown
- Enter asked/approved take-home in the space provided.
- Click on Calculate button to get the derived salary structure as per our policy governed by the rules.
- There is the print button to print the statement for seeking approval on



Only authorised access is allowed

Accessing

- The access to Master Data is restricted & access is provided to peoples person, presently its Nisha Shirke only.
- To gain access to this 2nd level, password is provided to Nisha.
- This login window appears only if you choose to gain access to candidates data entered.
- On successful login the next level opens up for further work as per the SOP of peoples person.



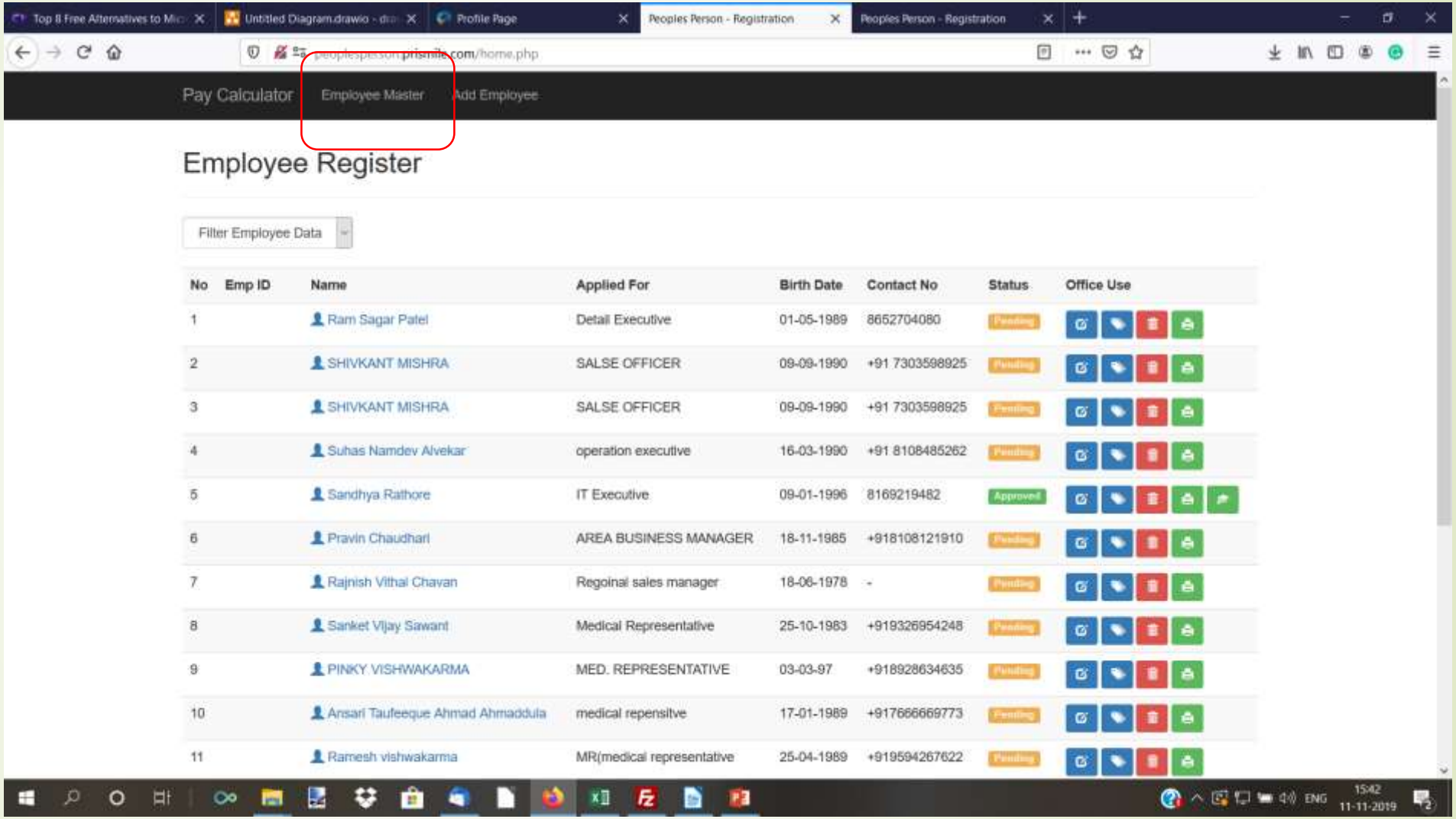
The complete work is simplified

Employee Master

The complete task/work is engineered & kept simple and as per the SOP

Clicking Employee Master, you will get the login window as shown earlier and get access to this list.

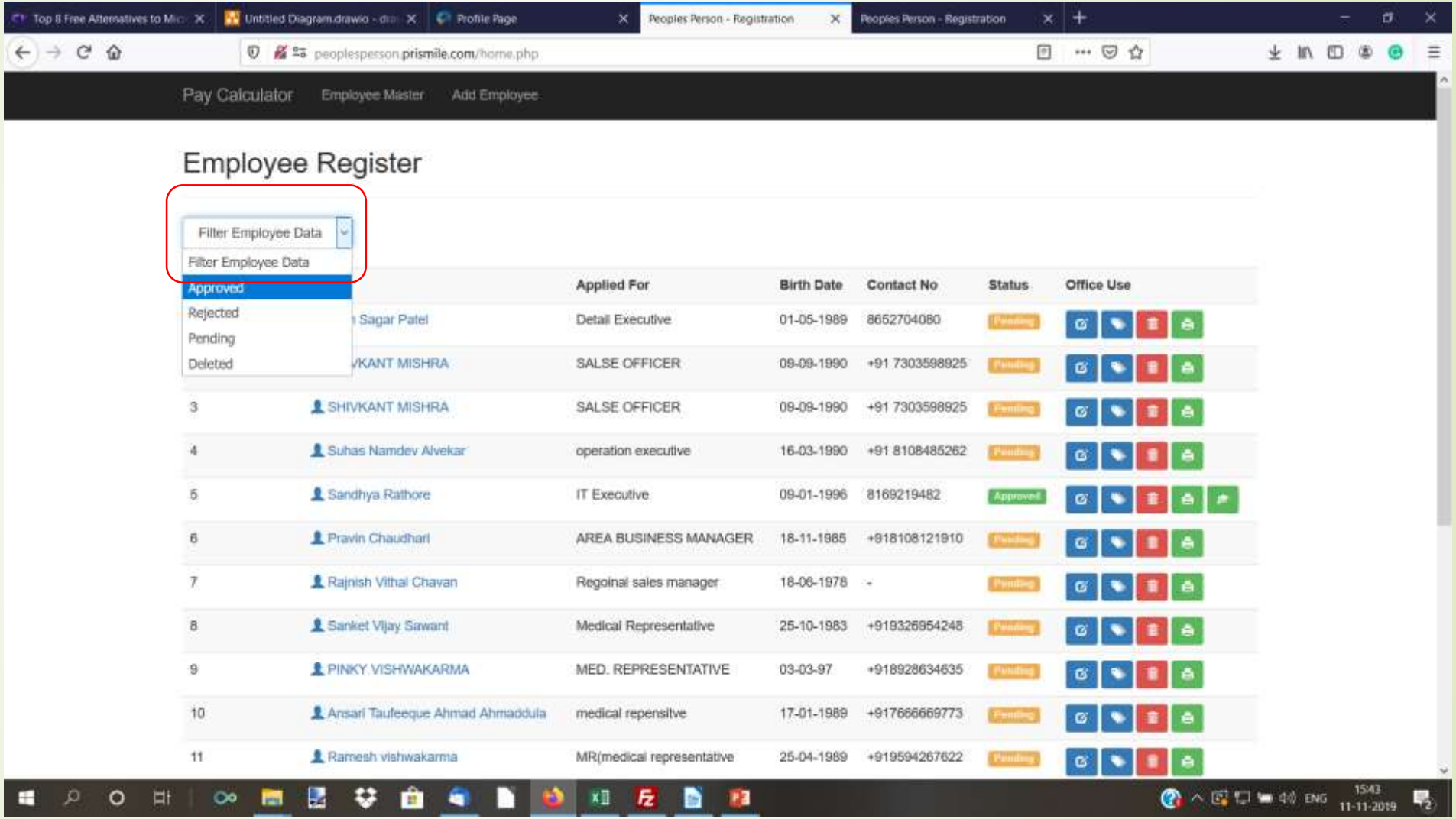
- The list itself is your main work area.
- The filter tool allows the listing based on your choice.
- Click the name to see basic minimum details of the candidate.
- The buttons alongside the names under 'office



Status of the candidate is the fulcrum

The filter

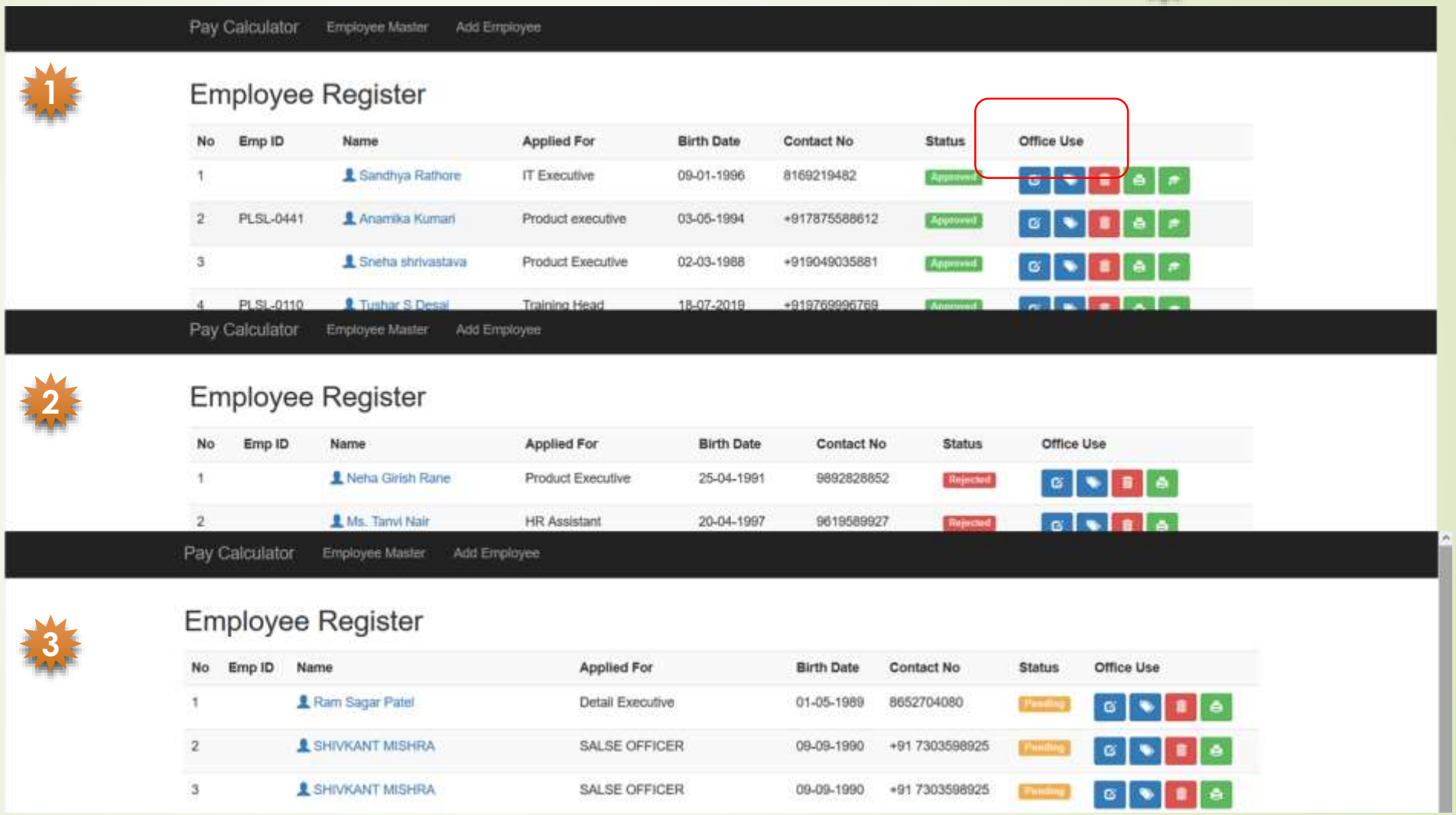
- The filter is to be used to get the listing based on the status of the candidates.
- There are basic 4 filters
  - Pending
  - Rejected
  - Approved
  - Deleted
- Approved will list those candidates who are tagged as approved.
- Rejected / Pending will list those are rejected or pending respectively.
- The de



Various listing displayed for understanding

Office Use

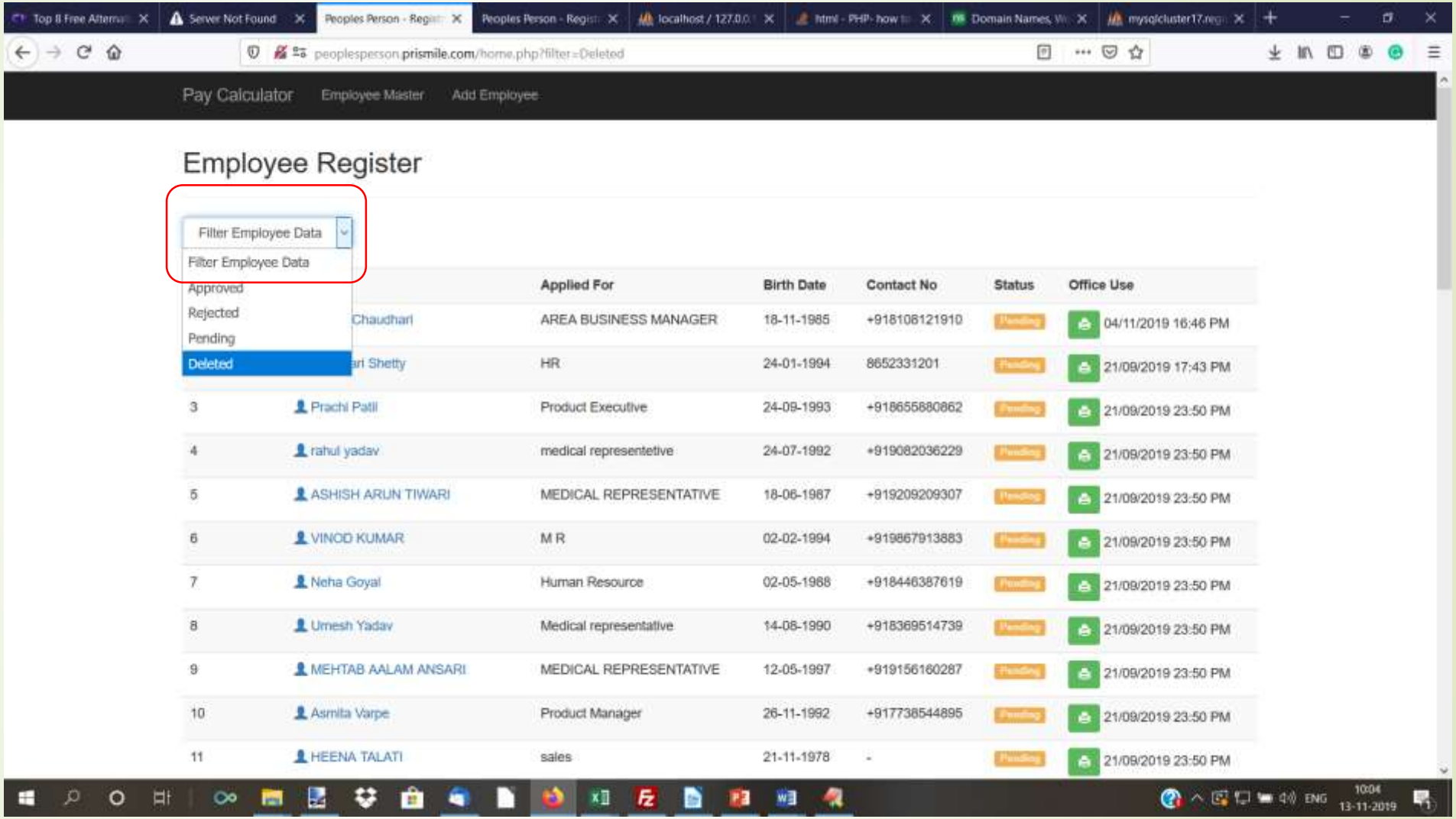
- Under the office use for each candidate there are actionable buttons as applicable.
- Take a note of the following buttons and its purpose. This is your workflow/tasks for at particular candidate.
  - For Data Editing
  - For Changing Status
  - For Deleting
  - Registration Form
  - Offer Letter
  - There will be more when needed …



Deleted records

Filter : Deleted

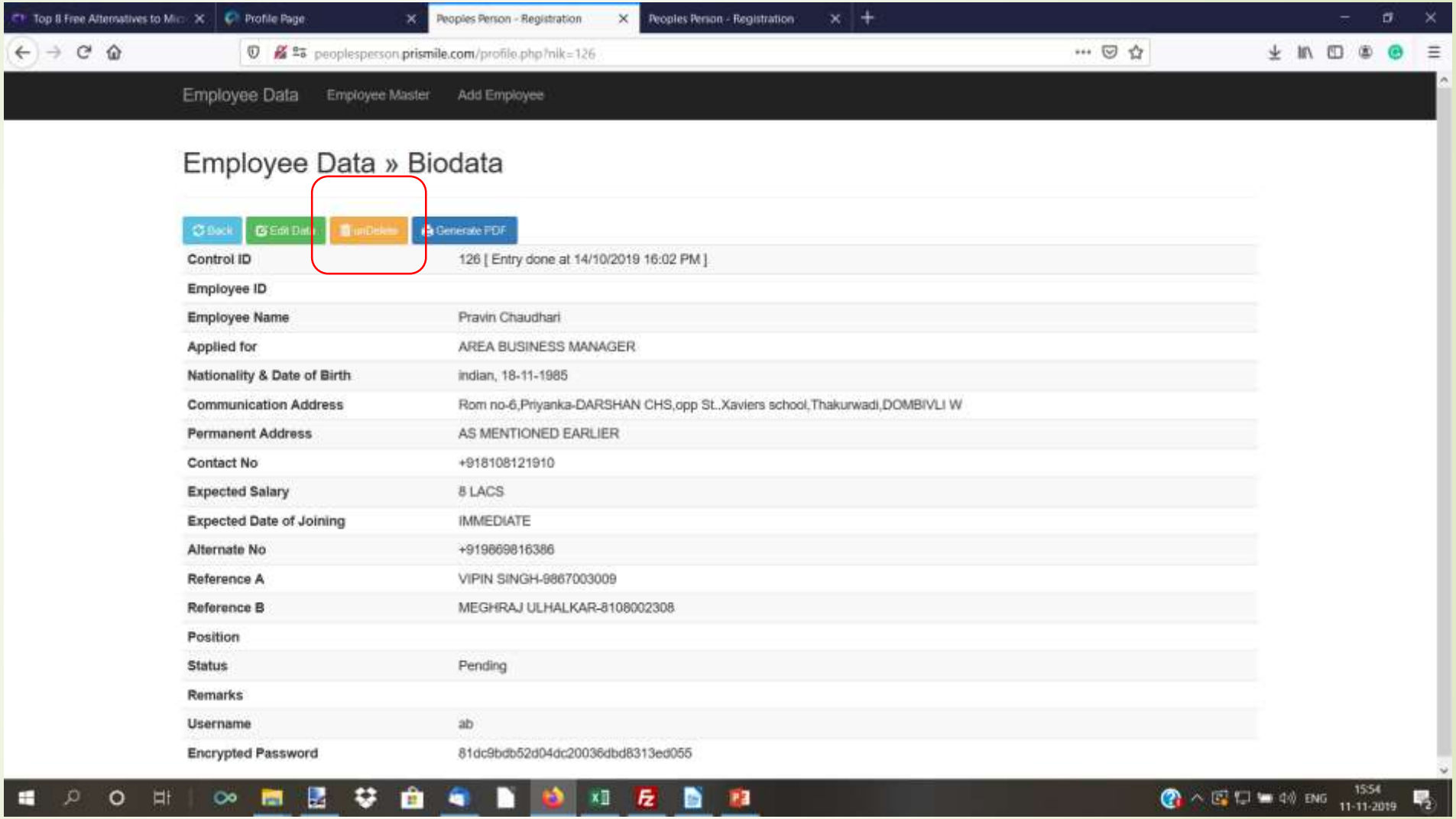
- The candidates marked as deleted are sperately stored away from the active database.
- On deletion the date & time is captured and is shown as a record under 'Office use' and the only the option for printing the Registration form is available.
- In case the candidate is to be undeleted, then click on the name to get the next screen with an option to undelete.
- This record then will be resto[illegible] status.



Deleted records

unDelete option

- click on the unDelete button to restore the candidates record as mentioned earlier
- Other editing and printing of registration form also possible to be done from here – the option is provided to save time. But unless it is undeleted the same will not be regularised.

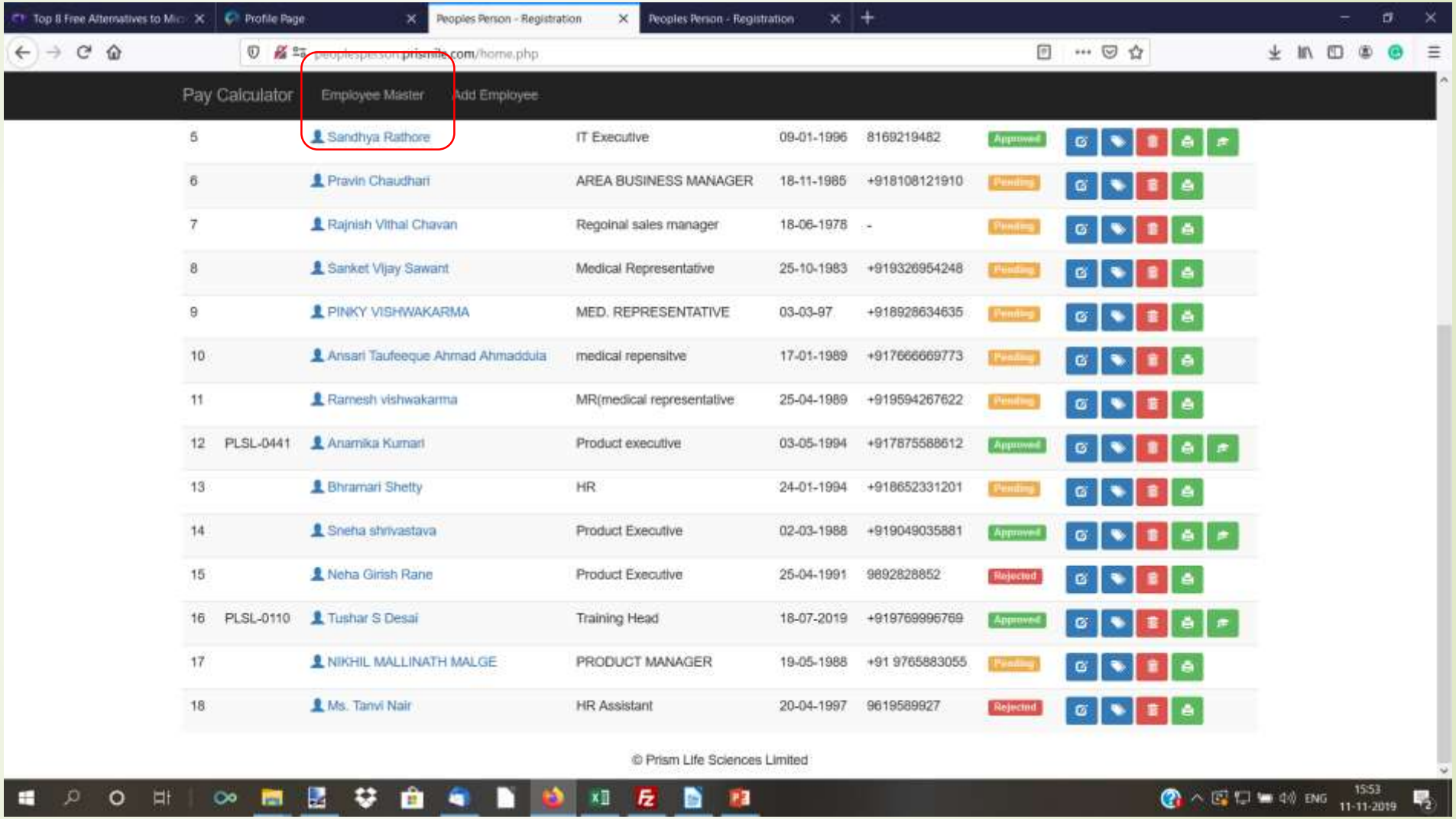


Employee Master (the main work area)

Tasks to be done

On complete,on of entry by candidate, peoples person takes on the following :

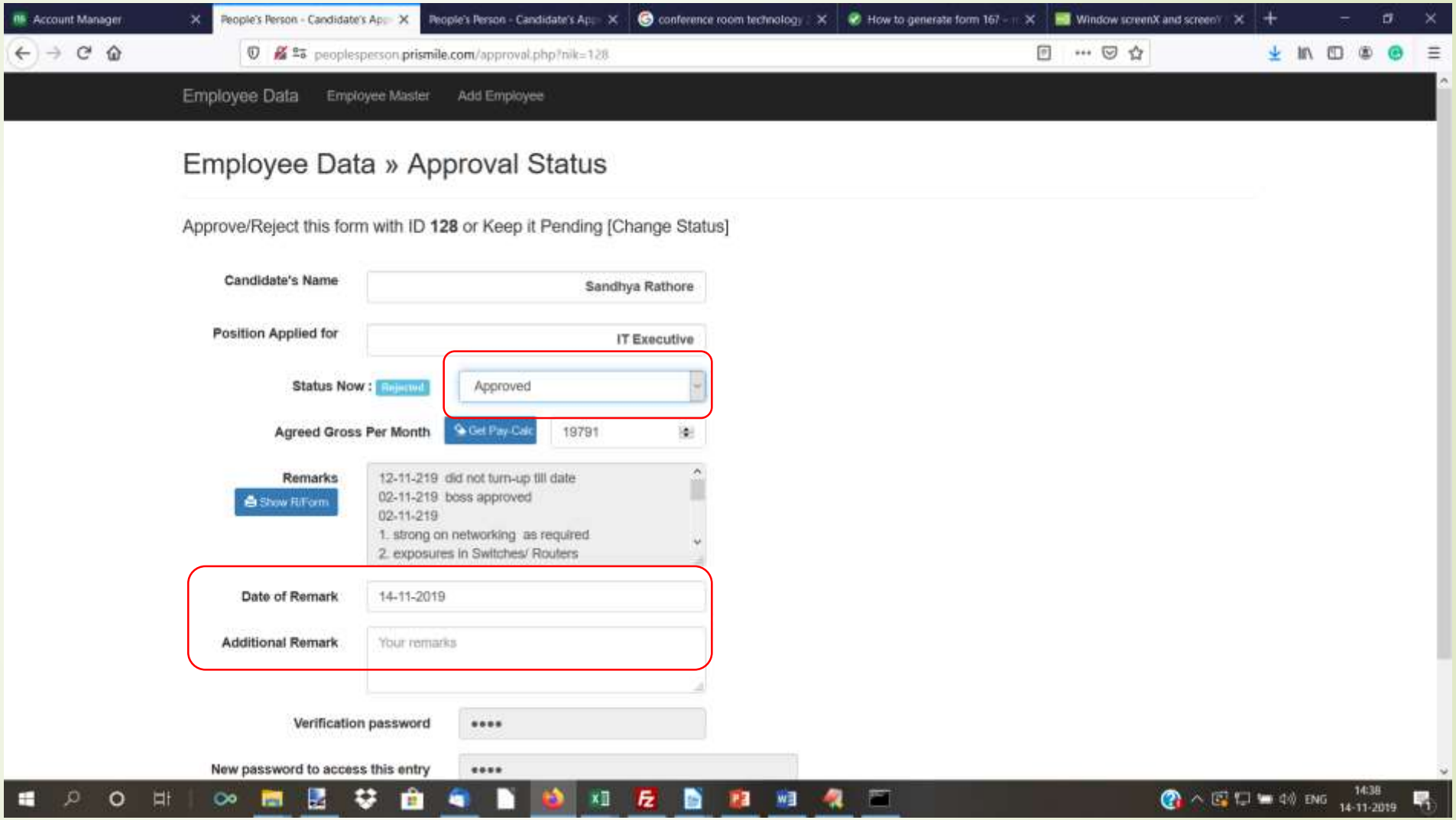
- Finish the interview
- Enter the details of interview in the remarks column (Edit mode)
- Print the Registration form (Print Mode)
- Seeks approval
- Enter status as rejected /approved as per the case (Status Change)
- Enters the offer etc, (Edit mode)
- Print the offer letter (Print mode)



Employee Master (actual work area)

Change status

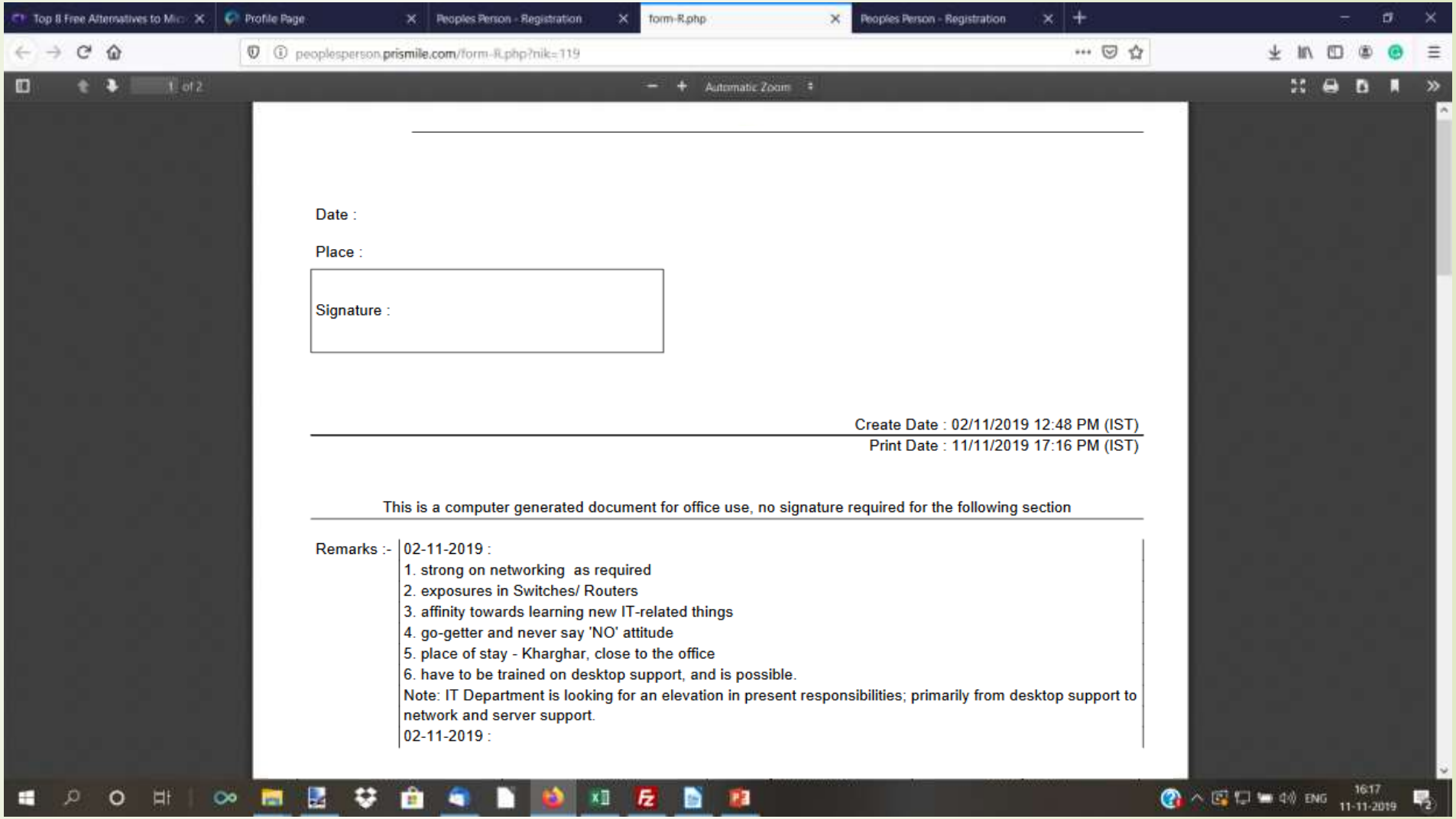
- On approval or rejection you are required to change the status to the needed one.
- If the candidate is rejected you will change the status from to Rejected.
- In case the candidate is approved change the status to Approved.
- When the status is changed to Approved you will get a provision to enter the Gross Salary Per month
- You have a button for calculating the amount



Employee Master (the main work area)

Registration Form

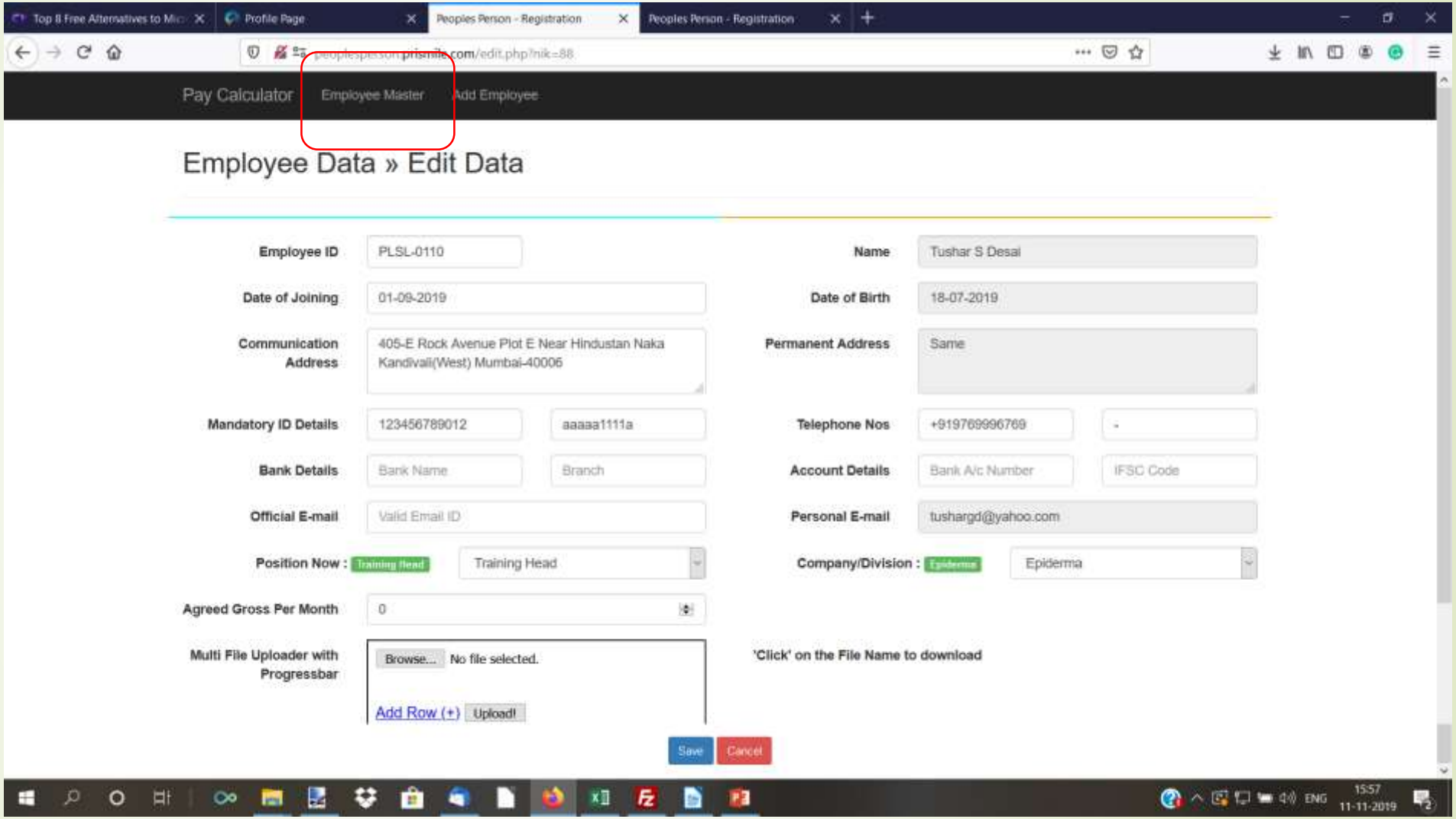
- You can freely print the Registration From any time you need
- Usually its good to print after entering the interview remarks as then it will become a part of the registration form at the end of page.
- As is Based on the comments provided boss can then approve or disapprove the candidate.



Employee Master (the main work area)

Edit data

- After the approval the mandatory data needs to be filled for having them on records for future.
- This module allows to upload all the requisite uploads needed as supporting and remains accessible all the time for Peoples Person only.
- With the changes along the time there will be changes needed to be done – those provisions are made here.



Employee Master (the main work area)

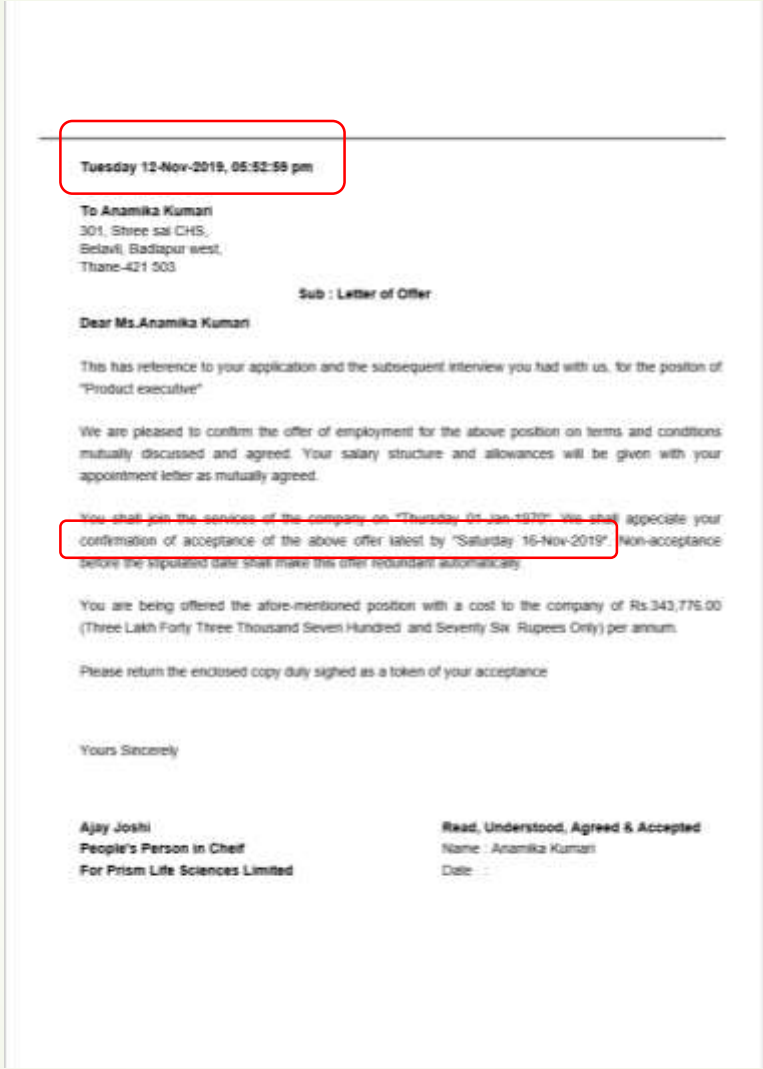
Approved Stamp

- The Registration Form automatically gets stamped as Approved or Rejected based on the status.
- The rejected ones comes with a Rejected Stamp.
- This is needed to file the approved and rejected as a proper paper records if need be.

Employee Master (the main work area)

Offer letter to print

- Once all the activities are completed and compliant to the SOP, the option to print the offer letter opens up.
- The offer letter automatically PRINTS THE date & time of printing and cant be tampered. This is imposed as an internal control on the printing as based on the printing date, the confirmation of acceptance is calculated as per the SOP.
- Because of resident coding, the CTC is converted in words too. This needs to be cross-checked for a while, as there could be a mismatch which must be brought to IT's notice for needed correction. However, as of now its good as all possibilities are checked but is limited to sampling done.



Tuesday 12-Nov-2019, 05:52:59 pm

To Anamika Kumari
301, Shree sai CHS,
Belavli, Badlapur west,
Thane-421 503

Sub : Letter of Offer

Dear Ms.Anamika Kumari

This has reference to your application and the subsequent interview you had with us, for the position of "Product executive"

We are pleased to confirm the offer of employment for the above position on terms and conditions mutually discussed and agreed. Your salary structure and allowances will be given with your appointment letter as mutually agreed.

You shall join the services of the company on "Thursday 01-Jan-1970". We shall appreciate your confirmation of acceptance of the above offer latest by "Saturday 16-Nov-2019". Non-acceptance before the stipulated date shall make this offer redundant automatically.

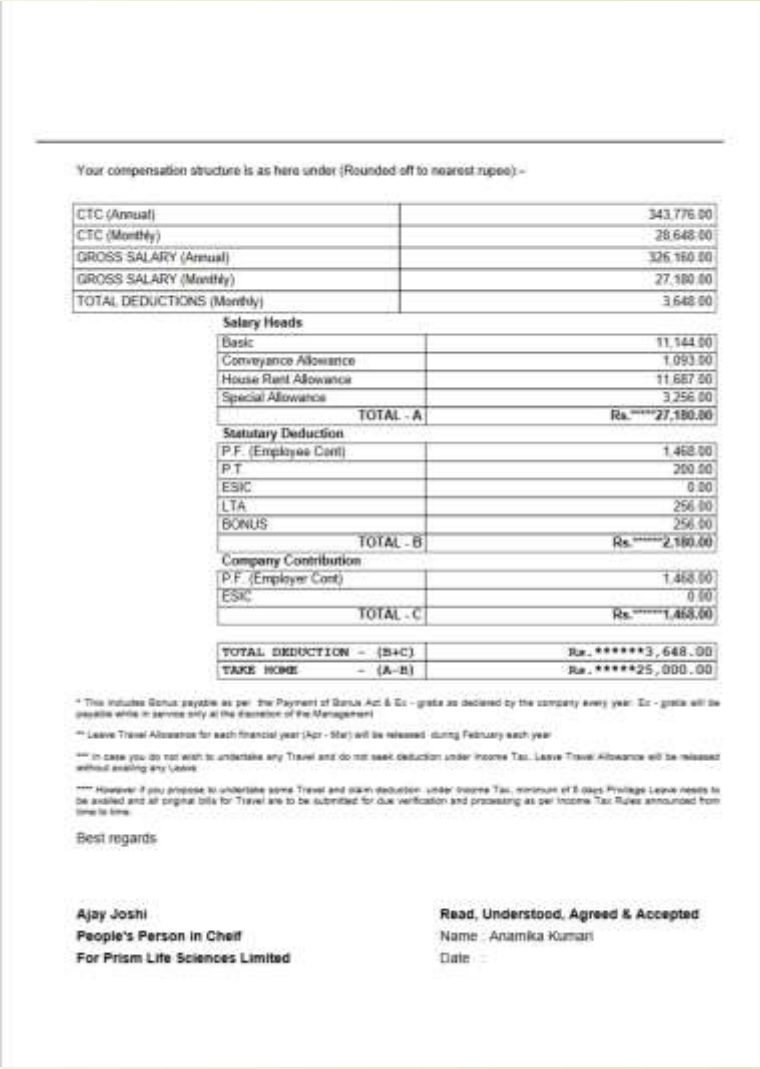
You are being offered the afore-mentioned position with a cost to the company of Rs.343,776.00 (Three Lakh Forty Three Thousand Seven Hundred and Seventy Six Rupees Only) per annum.

Please return the enclosed copy duly sighed as a token of your acceptance

Yours Sincerely

Ajay Joshi
People's Person in Chief
For Prism Life Sciences Limited

Read, Understood, Agreed & Accepted
Name : Anamika Kumari
Date :



Your compensation structure is as here under (Rounded off to nearest rupee) :-

CTC (Annual)	343,776.00
CTC (Monthly)	28,648.00
GROSS SALARY (Annual)	326,160.00
GROSS SALARY (Monthly)	27,180.00
TOTAL DEDUCTIONS (Monthly)	3,648.00

Salary Heads	
Basic	11,144.00
Conveyance Allowance	1,093.00
House Rent Allowance	11,687.00
Special Allowance	3,256.00
TOTAL - A	Rs.*****27,180.00
Statutory Deduction	
P.F. (Employee Cont)	1,468.00
PT	200.00
ESIC	0.00
LTA	256.00
BONUS	256.00
TOTAL - B	Rs.*****2,180.00
Company Contribution	
P.F. (Employer Cont)	1,468.00
ESIC	0.00
TOTAL - C	Rs.*****1,468.00

TOTAL DEDUCTION - (B+C)	Rs.******3,648.00
TAKE HOME - (A-B)	Rs.*****25,000.00

* This includes Bonus payable as per the Payment of Bonus Act & Ex - gratia as declared by the company every year. Ex - gratia will be payable while in service only at the discretion of the Management

** Leave Travel Allowance for each financial year (Apr - Mar) will be released during February each year

*** In case you do not wish to undertake any Travel and do not seek deduction under Income Tax, Leave Travel Allowance will be released without availing any Leave

**** However if you propose to undertake some Travel and claim deduction under Income Tax, minimum of 5 days Privilege Leave needs to be availed and all original bills for Travel are to be submitted for due verification and processing as per Income Tax Rules announced from time to time.

Best regards

Ajay Joshi
People's Person in Chief
For Prism Life Sciences Limited

Read, Understood, Agreed & Accepted
Name : Anamika Kumari
Date :