

A decorative graphic on the left side of the slide consists of a grid of squares in various shades of blue and purple. Some squares are solid, while others are semi-transparent, creating a layered effect. The squares are arranged in a way that suggests a staircase or a series of steps leading upwards.

I Process

JOINING CONFIRMATION STEPS

JOINING CONFIRMATION

- ❖ Open **Google Chrome** Browser Only.
- ❖ Enter /Copy Link :-<https://iprocesshrms.peoplestrong.com/altLogin.jsf>
- ❖ Manager will login with his E code and Password.

Click in ONBOARDING TAB.



HOME

HRIS

HIRING

ONBOARDING



TASK(S)



DOWNLOADS



Onboarding



MANAGER SELF SERVICE

Onboarding Status

Task Reassign

Onboarding Status

Onboarding Status

My Tasks

My Team Tasks

✓ Prospective Hire View Activity View

Task Code ↕

Name ↕

Expected DOJ ↕

Stage ↕

Status ↕

110467045

PREM PAL

21/May/2021

Joining

Yet To Join

107266703

PRAMOD KUMAR

21/May/2021

Pre Joining

Pending

107265519

Rishav kumar

21/May/2021

Pre Joining

Pending

Click in ONBOARDING TAB.

Onboarding Status

Onboarding Status

MANAGER SELF SERVICE

Onboarding Status

Task Reassign

My Tasks My Team Tasks

✓ Prospective Hire View Activity View

Task Code	Name	Expected DOJ	Stage	Status
110467045	PREM PAL	21/May/2021	Joining	Yet To Join
107266703	PRAMOD KUMAR	21/May/2021	Pre Joining	Pending
107265519	Rishav kumar	21/May/2021	Pre Joining	Pending

1 15

Click on JOINING against the Joined Candidate under Stage Tab

HOME HRIS HIRING **ONBOARDING**

TASK(S)

DOWNLOADS

R

Onboarding Status

Onboarding Status

My Tasks

My Team Tasks

✓ Prospective Hire View Activity View

Task Code ↕	Name ↕	Expected DOJ ↕	Stage ↕	Status ↕
110467045	PREM PAL	21/May/2021	Joining	Yet To Join
107266703	PRAMOD KUMAR	21/May/2021	Pre Joining	Pending
107265519	Rishav kumar	21/May/2021	Pre Joining	Pending

1 15



Tick on Check Box on Left Hand Side JOINING CONFIRMATION FROM REPORTING MANAGER(L1/L2).



Position Code:
Employee Name: PREM PAL

Designation: SR. EXECUTIVE

Location: India>NORTH 2>Chandigarh>Chandigarh>Chandigarh>Chandigarh
L2 Manager: AVINDER SINGH
Stage: Joining

Employee Code:

Grade: GRADE-10

I Process Group>I Process Services India Pvt Ltd>Client
Org Unit: Resource>Internal- Client>CREDIT CARDS>SALES>CREDIT CARDS-
SALES

L1 Manager: Rajan n

HR Manager: Anvesha Bhatnagar

Status: Yet To Join

My Tasks

My Approvals

Documents

Other's Tasks

BULK ACTION



<input type="checkbox"/>	Item ▾	Start Date ▾	End Date ▾	Comment ▾	Status ▾	Completion Date ▾	Action
<input type="checkbox"/>							
<input checked="" type="checkbox"/>	Joining Confirmation from reporting manager (L1/L2)*	27/May/2021	27/May/2021		Pending		<input type="checkbox"/>



Enter Comment :-

1. If Joined then mention - Candidate Joined on Date of Joining
2. If Not Joined then mention - Not Joined



Position Code:
Employee Name: PREM PAL

Designation: SR. EXECUTIVE

Location: India>NORTH 2>Chandigarh>Chandigarh>Chandigarh>Chandigarh
L2 Manager: AVINDER SINGH
Stage: Joining

Employee Code:

Grade: GRADE-10

I Process Group>I Process Services India Pvt Ltd>Client

Org Unit: Resource>Internal- Client>CREDIT CARDS>SALES>CREDIT CARDS-
SALES

L1 Manager: Rajan n

HR Manager: Anvesha Bhatnagar

Status: Yet To Join

My Tasks

My Approvals

Documents

Other's Tasks

BULK ACTION



Item

Start Date

End Date

Comment

Status

Completion Date

Action



Joining Confirmation from reporting manager
(L1/L2)*

27/May/2021

27/May/2021

Candidate Joined on Date of
Joining

Pending



Click on Check Box on right hand side under Action Tab post it will prompt Item updated successfully for task/ JC Completion.

Employee Information



Position Code:
Employee Name: PREM PAL

Designation: SR. EXECUTIVE

Location: India>NORTH 2>Chandigarh>Chandigarh>Chandigarh>Chandigarh
L2 Manager: AVINDER SINGH
Stage: Joining

Employee Code:

Grade: GRADE-10

I Process Group>I Process Services India Pvt Ltd>Client
Org Unit: Resource>Internal- Client>CREDIT CARDS>SALES>CREDIT CARDS-
SALES

L1 Manager: Rajan n

HR Manager: Anvesha Bhatnagar

Status: Yet To Join

Item Updated Successfully

My Tasks

My Approvals

Documents

Other's Tasks

BULK ACTION

<input type="checkbox"/>	Item ▾	Start Date ▾	End Date ▾	Comment ▾	Status ▾	Completion Date ▾	Action
<input type="checkbox"/>	Joining Confirmation from reporting manager (L1/L2)*	27/May/2021	27/May/2021	Candidate Joined on Date of Joining	Completed	28/May/2021	<input checked="" type="checkbox"/>



Thank
You!