STL

Welcome to STL Digital

We're so glad to have you join the team! This guide is meant to provide specific information to help you get off to a great and productive start.

Our mission

To Provide smooth Onboarding experience to our New Joiners.

HR Team

Our HR team ensures that every new joiner should feel comfortable in the new environment.

Very Important Task:

- Make sure you fill your and dependent details in **Jarvis under the Insurance section** so that your mediclaim e-cards are provided on your email id by the central ops team . Approx time for receiving the e cards is 2 months from the date of submission of inputs in Jarvis. If you don't receive the cards in the above mentioned timeline please send an email to Rhushikesh Moharil (rhushikesh.moharil@stl.tech) with your **Employee ID and DOJ.** (For more Information on insurance visit page 15 of this document)
  Reference Link : https://drive.google.com/drive/search?q=insurance
  (Check Benefit Manual FY 21-22)

- Please ensure to regularize your attendance by 20th of every month in Jarvis to avoid LOP. https://www.sterliteapps.com/ > Jarvis > Home>Employee file> Attendance

DID YOU KNOW?

You can also access JARVIS on your smartphone

https://www.sterliteapps.com/ > Jarvis > Home> Check Mobile Application Option at the bottom >Activate Device

FAQ:

1 .How can I add my Goals in Jarvis?

Ans- Discuss your goals for FY with your Reporting Manager. Post discussion follow below mentioned steps:

Go to Jarvis homepage >Check Goals /KRA tab on same page

Click on Add Goals> Create a new goal>Click Personal Goals>Add your goals >Click save change

2. **Is there any Medical top up plan option available for new joiners?**

Ans- Yes, new joiners can opt for a top up plan within 30 days of joining. You have to send an email to **rhushikesh.moharil@stl.tech** for availing this option within 30 days of joining. **(Current policy plan ends on 31 July 2022)**

Reference Link : https://drive.google.com/drive/search?q=insurance (Check Benefit Manual FY 21-22)

2. **How can I claim Broadband reimbursement ?**

Ans- You can claim WFH Broadband reimbursement through Chrome river. Maximum reimbursement amount is **INR 500. Post submission it will go to your manager approval.You can access Chrome river :** https://www.sterliteapps.com/ >Business Apps>Travel Buddy> Yatra for Business page will open> Click on Expense Management

3. **Jarvis is not working ?**

Ans- Please send screenshot of error with your details to Suketh shetty at **suketh.shetty@stl.tech** with cc to **jitender.saini@stl.tech**

4. **How can I raise queries related to Payroll and Tax deduction?**

Ans - You can raise queries wrt to Tax and compensation by raising the ticket through Allsec portal once the access is enabled.

https://www.sterliteapps.com/>Employee care>Allsec> Helpdesk on top >My queries

Also in case you don't receive any satisfactory response you can raise your query to **manvar.chittala@stl.tech** & gundu.salgaonkar@stl.tech

5. I have not received the Allsec access?

Ans - You will receive the Allsec portal credentials before the 20th of the month. Employees joining post 20th of the month will receive login credentials before 20th of next month

6. How can I reimburse personal **Mobile bill**   expenses in case I don't choose CUG(company provided SIM) facility?

Ans- **Check Usage policy limit - Mobile Policy India V3**

https://drive.google.com/drive/folders/1tgvLy28r9-3HCPL-WiU271C3BFsGD SDH?tid=0B35Sn3jofgQEZ1owdmpvUUFnT0k

For availing company provided SIM you need to take HOD approval and share the request with Admin team (monica.panchal@stl.tech)

7. **How can I get the Bonafide certificate (VISA letter ,Address Proof)?**

Ans - You can raise Service Request in Genie

Go to https://www.sterliteapps.com/ >HR>New Request> Additional Letter Request.

8. I have opted for a Sodexo card but did not receive the same ?

Ans - Sodexo cards are shared by the central team to all regional offices. You can expect the physical card approx. after one month of opting the same in Allsec portal.

9. I have not received the ID Card yet?

Ans - You will receive a Google form link from Admin team **Monica Panchal (monica.panchal@stl.tech) to fill up the details. Once you complete the process ID card will dispatched at your base location**

10. I want to transfer my previous PF account to STL ?

Ans - Please contact the HR Ops team . Send an email to jitendra.parmar@stltech.in and copy **sourabh.saini@stl.tech**

11. I want to contact the Central IT helpdesk ?

Ans - Central IT Helpdesk No- **080- 45500678**

 Local IT Team:

 Ahmedabad - snehal.patel1@stl.tech ; itsupport1.ahm@stltech.in; pratik.chavda1@stl.tech

Pune - ist.pune@stltech.in ; mahesh.londhe@stl.tech

12. I have joined on the 21st of the month .Will I receive this month's salary?

Ans - No . As you have joined post 20th of the month you will receive your salary with next month salary (along with the arrear)

13. I am not able to connect with my HRBP ?

Ans-Please follow the escalation matrix as mentioned below :

Escalation Matrix

1. Your HRBP
2. HROPs Team
3. Business HR Head

14. How i can access policy section link:

https://drive.google.com/drive/folders/1tgvLy28r9-3HCPL-WiU271C3BFsGD SDH?tid=0B35Sn3jofgQEZ1owdmpvUUFnT0k

15. My Genie access is not working ?

Ans- Please write an email to Kinjal Gohel - kinjal.gohel@stl.tech if your access is not enabled after 2-3 days from DOJ

16. What are the types of leaves provided to employees?

<u>Leave types</u>

Casual Leave: 6

Sick Leave: 6

Privilege Leave: 21

Leave without pay

Maternity Leave

Paternity Leave: Employees can take 5 days as paid paternity leave.

Transfer Leave

Leave Policy Link:
https://drive.google.com/drive/folders/1tgvLy28r9-3HCPL-WiU271C3BFsGDSDH?tid=0B35Sn3jofgQEZ1owdmpvUUFnT0k

<u>Admin Team:</u>

Ahmedabad- Harish Bhatt (harish.bhatt@stl.tech) & Biju Pillai - Chief Manager Admin (biju.pillai@stl.tech) / Vishal Makwana (vishal.makavana@stltech.in)

Pune: Sandip Dhage (sandip.dhage@stl.tech) / Manalee Parekh (wtc.frontdesk@stltech.in)

Kolkata- Subhajit Nandy (subhajit.nandy@stltech.in)

Travel Desk :

Jiana Khatnani (jiana.khatnani@stl.tech)/ Wasim Ahmed Saiyed
(wasimahmed.saiyed@stl.tech)

Genie – The ticketing tool

- One stop tool for all salary and taxation related queries

- Better tracking of query

- Resolution within defined TAT

- Better Governance and SLA

Path

STL Appsgate -> My most Visited -> Genie -> HR -   > new request/salary and payroll
> Select appropriate category and submit the query

HR Policies

Our HR policies act as a viable bridge between the employees and the business entity:

✔ *For more information on our HR Policies please visit https://www.sterliteapps.com/ > Employee Care*

Mailing list:

Name	Contact No	Email	Designation	OU
Monika Gupta	8860378600	monika.gupta@stl.tech	Business HR Head	STL Digital
Geetanjali Singh		geetanjali.singh@stl.tech	Head HR STL Digital North America	IT Services
Anuja Patil	9712990265	anuja.patil@stl.tech	HRBP	IT Services
Devanshi Sheth	9712914902	devanshi.sheth@stl.tech	HRBP	Customer Unit/IT Services
Poorti Mishra	8007119265	poorti.mishra@stl.tech	HRBP	Technology Unit/IT Services
Ojas Valodkar	9033545922	ojas.valodkar@stl.tech	HRBP	Telecom Unit-Delivery Unit/Support Unit
Sourabh Saini	9711106036	sourabh.saini@stl.tech	Associate Manager-HR	HR Operations
Anish Khan	9910906968	anish.khan@stl.tech	Executive-HR	IT Service

Glossary:

- Reference Link : https://drive.google.com/drive/search?q=insurance (Check Benefit Manual FY 21-22)
- https://drive.google.com/drive/folders/1tgvLy28r9-3HCPL-WiU271C3BFsGDSDH?tid=0B35Sn3jofgQEZ1owdmpvUUFnT0k (Mobile Bill Policy)
- https://drive.google.com/drive/folders/1SdRjjdMo3oAl8o1oPlMZxSKB0CG7PtlY?tid=0B35Sn3jofgQEZ1owdmpvUUFnT0k- Car Lease Benefits

Insurance:

Healthcare Benefit – Medical Insurance

Insurer: The New India Assurance Co Ltd
TPA: MDIndia Health Insurance TPA Pvt. Ltd
Employee Insurance Consultant: Marsh India Insurance Brokers Pvt. Ltd.
Policy Period: 01/08/2021 to 31/07/2022

Key Benefits 2021-22: Enhanced and Enriched

- **Sum Insured:** Graded on family floater basis and also covers COVID-19 related hospital expenses **New**
- **Room Rent:** 1.5% of SI for normal & 2% of SI for ICU for COVID CASES **New**
- **Room Rent for other than COVID:** 1% of SI for normal; ICU Charges - 2% of SI
- **Maternity:** covered as per limit specified in the policy & complications to be covered up to 100% of maternity limit. **New**
- Enhancement in maternity limit by INR 25,000 in case of twin delivery **New**
- Infertility (including all artificial methods of reproduction) – Covered up to INR 100,000 on OPD and IPD basis, hysteroscopy covered up to INR 50,000 **New**
- Well born baby expenses payable within maternity limit **New**

Base Sum Insured:

- Grade **M9-M6** : INR 5,00,000
- Grade **M5- M2** : INR 6,00,000
- Grade **M1 & above** : INR 10,00,000

TPA MD India Healthcare Services Pvt. Ltd – Contact Details:

Toll Free: 1800-233-4505/1800-233-1166 (Email ID: stl@mdindia.com)

Name	Contact Number	Contact Reference
Mr.Nadeem Patel	9168618869	MD India SPOC
Mr. Atul Mandewal	9326212341	MD India Alternate Contact
Mr. Yogesh Suryawanshi	9325493629	MD India Escalation Point

Insurances

Life Insurance

Insurer: Aviva Life Insurance
Eligibility: All employees on payroll
Funded by: Employer
Waiting period: No waiting period
Contribution: 100% employer paid
Coverage: All employees

sum assured

Grade	Amount
M9-M8	Rs.10,00,000/-
M7-M6	Rs.15,00,000/-
M5-M4	Rs.25,00,000/-
M3-M2	Rs.37,50,000/-
M1-P	Rs.50,00,000/-

Accident Insurance

Insurer: The New India Assurance Co Ltd
Policy Period: 01/08/2021 to 31/07/2022
Sum Insured: Graded Sum Insured

Sum Insured: Graded
Accidental Death: Covered
Permanent total disability: Covered
Permanent partial disability: Covered
Temporary Total Disability: Covered
Medical Expenses: Covered
Terrorism cover

Grade	Amount
Up to M8	Rs.20,00,000/-
M7-M6	Rs.30,00,000/-
M5-M4A	Rs.50,00,000/-
M3-M2A	Rs.75,00,000/-
M2-P	Rs.1,00,00,000/-

NPS:

National Pension System

STL

- **Eligibility:** All Grades
- **Entry Age:** 18 – 58 years
- Exclusive tax benefits beyond 80C limit
- Both the tax benefits are mutually exclusive and can be availed of at the same time

Contribution by Employee directly	Contribution through Company
Contribution of up to Rs.50,000 is eligible for tax deduction u/s 80CCD (1B)	Contribution of up to 10% of Basic Salary (without any cap in terms of absolute value) is eligible for tax deduction u/s 80CCD (2)

Vesting Age < Retirement Age defined by Corporate	Vesting Age = Retirement Age defined by Corporate
• Up to 20% of Corpus can be withdrawn in lump sum • Balance amount to be invested in Annuity • If Corpus < Rs.1 lac, then employee can withdraw the entire corpus	• Up to 60% of Corpus can be withdrawn in lump sum • Balance amount to be invested in Annuity • If Corpus < Rs.2 lac, then employee can withdraw the entire corpus.

- Once the employee <u>exits the scheme</u>, he <u>cannot re-join</u> the scheme

To opt for NPS please send an email to Manvar Chittala(manvar.chittala@stl.tech)

Holiday Calendar 2022:

S.No.	Date	Day	Holidays	S.No.	Date	Day	Holidays
Gujarat				Haryana			
1	14-Jan-2022	Friday	Makar Sankranti /Bihu/Pongal	1	26-Jan-2022	Wednesday	Republic Day
2	26-Jan-2022	Wednesday	Republic Day	2	18-Mar-2022	Friday	Holi
3	18-Mar-2022	Friday	Holi	3	15-Apr-2022	Friday	Good Friday
4	15-Apr-2022	Friday	Good Friday	4	03-May-2022	Tuesday	Eid-Ul- Fitr
5	03-May-2022	Tuesday	Eid-Ul- Fitr	5	11-Aug-2022	Thursday	Raksha Bandhan
6	11-Aug-2022	Thursday	Raksha Bandhan	6	15-Aug-2022	Monday	Independence Day
7	15-Aug-2022	Monday	Independence Day	7	19-Aug-2022	Friday	Janmashtami
8	05-Oct-2022	Wednesday	Dussehra	8	05-Oct-2022	Wednesday	Dussehra
9	24-Oct-2022	Monday	Diwali	9	24-Oct-2022	Monday	Diwali
10	08-Nov-2022	Tuesday	Guru Nanak Jayanti	10	08-Nov-2022	Tuesday	Guru Nanak Jayanti
Total No. of Holidays – 10				Total No. of Holidays - 10			

Karnataka			
S.No.	Date	Day	Holidays
1	14-Jan-2022	Friday	Makar Sankranti /Bihu/Pongal
2	26-Jan-2022	Wednesday	Republic Day
3	15-Apr-2022	Friday	Good Friday
4	03-May-2022	Tuesday	Eid-Ul- Fitr
5	18-Mar-2022	Friday	Holi
6	15-Aug-2022	Monday	Independence Day
7	19-Aug-2022	Friday	Janmashtami
8	05-Oct-2022	Wednesday	Dussehra
9	24-Oct-2022	Monday	Diwali
10	08-Nov-2022	Tuesday	Guru Nanak Jayanti
Total No. of Holidays – 10			

Maharashtra

S.No.	Date	Day	Holidays
1	26-Jan-2022	Wednesday	Republic Day
2	18-Mar-2022	Friday	Holi
3	15-Apr-2022	Friday	Good Friday
4	03-May-2022	Tuesday	Eid-Ul- Fitr
5	11-Aug-2022	Thursday	Raksha Bandhan
6	15-Aug-2022	Monday	Independence Day
7	31-Aug-2022	Wednesday	Ganesh Chaturthi
8	05-Oct-2022	Wednesday	Dussehra
9	24-Oct-2022	Monday	Diwali
10	08-Nov-2022	Tuesday	Guru Nanak Jayanti
Total No. of Holidays - 10			

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Uttar Pradesh

S.No.	Date	Day	Holidays
1	26-Jan-2022	Wednesday	Republic Day
2	18-Mar-2022	Friday	Holi
3	15-Apr-2022	Friday	Good Friday
4	03-May-2022	Tuesday	Eid-Ul- Fitr
5	11-Aug-2022	Thursday	Raksha Bandhan
6	15-Aug-2022	Monday	Independence Day
7	31-Aug-2022	Wednesday	Ganesh Chaturthi
8	05-Oct-2022	Wednesday	Dussehra
9	24-Oct-2022	Monday	Diwali
10	08-Nov-2022	Tuesday	Guru Nanak Jayanti
Total No. of Holidays - 10			

West Bengal

S.No.	Date	Day	Holidays
1	14-Jan-2022	Friday	Makar Sankranti /Bihu/Pongal
2	26-Jan-2022	Wednesday	Republic Day
3	18-Mar-2022	Friday	Holi
4	15-Apr-2022	Friday	Good Friday
5	03-May-2022	Tuesday	Eid-Ul- Fitr
6	15-Aug-2022	Monday	Independence Day
7	03-Oct-2022	Monday	Maha Ashtami
8	05-Oct-2022	Wednesday	Dussehra
9	24-Oct-2022	Monday	Diwali
10	08-Nov-2022	Tuesday	Guru Nanak Jayanti
Total No. of Holidays - 10			

Thank You

TEAM HR