Dear All,

This is to inform you that HRMS portal is ready for testing with the following developments;

* Earned Leaves: New Calculation
* Leave Card: with suggested changes
* New Approval Matrix for HO & Onsite Employees
* New Workflow for leave approvals
* New workflow for Payment & Mobile bill Voucher with exception tagging option
* New workflow for fuel bill reimbursement approval
* Updated Contacts section

Following developments are pending as we are awaiting data / confirmation from HR;

* Advance Leave: awaiting confirmation on prototype shared @
* Banner Images on portal: images to be put are not yet received
* Policy & Procedures: files to be put are not yet received.

You can do testing using link: <https://ess.highbartech.com/hrms/login.aspx>

Following employees are configured in the system for Testing:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Emp Code** | **Emp Name** | **Emp Email address** | **Department Name** | **Designation Name** | **Band** | **Employment** |
| 00000012 | Mr. Rashmin Rao | rashmin.rao@highbartech.com | Prime Business | Consulting Manager | IV | Regular |
| 00000011 | Mr. Sunil pachgade | sunil.pachgade@highbartech.com | Prime Business | Project Manager | VI | Regular |
| 00000010 | Mr. Vijaykumar Patil | vijaykumar.patil@highbartech.com | Prime Business | Program Manager/Sr. Sme | VIII | Regular |
| 00000009 | Mr. Kaustav Das | kaustav.das@highbartech.com | Prime Business | HEAD - PRIME BUSINESS | IXA | Regular |
| 00000004 | Mr. Yogita Garje | yogita.garje@highbartech.com | Innovation & Technology | Technical Consultant | II | Regular |
| 00000003 | Mr. Raj Patel | raj.patel@highbartech.com | Innovation & Technology | Sr.Ld-Tech/Princ.Cons Tech/ | IV | Regular |
| 00000002 | Mr. Ashok Wani | ashok.wani@highbartech.com | Innovation & Technology | HEAD - TECHNOLOGY & INNOVATION | VIII | Regular |
| 00000005 | Mr. Tushar Prabhakar | tushar.prabhakar@highbartech.com | Human Resources | Head Hr & Admin | VII | Regular |
| 00000001 | Mr. Mangesh Wadaje | mangesh.wadaje@highbartech.com | CEO Office | DIR & CEO | IXC | Regular |
| 00000007 | Mr. R Emp | r.emp@highbartech.com | Admin | Sr Executive-Hr | IV | Retainer |
| 00000006 | Mr. Santosh Mahangade | santosh.mahangade@highbartech.com | Accounts | Agm-Acco&Fin | VI | Regular |

To sign in use **“email address”** as user name and password **hrms@2020.**

To Test Workflows for **Head Office** based employees;

* Login using employee: [yogita.garje@highbartech.com](mailto:yogita.garje@highbartech.com) and password: hrms@2020
* Reporting Manager: [raj.patel@highbartech.com](mailto:raj.patel@highbartech.com)
* HOD: [ashok.wani@highbartech.com](mailto:ashok.wani@highbartech.com)
* CEO: [mangesh.wadaje@highbartech.com](mailto:mangesh.wadaje@highbartech.com)
* Admin-HR: [tushar.prabhakar@highbartech.com](mailto:tushar.prabhakar@highbartech.com)
* Accounts: [santosh.mahangade@highbartech.com](mailto:santosh.mahangade@highbartech.com)

Scenarios to be tested:

Leaves:

* Privilege Leave: intervening holidays & Weekends will be calculated in leave days
* Sick Leave: intervening holidays & Weekends will not be calculated in leave days
* Maternity Leave: intervening holidays & Weekends will be calculated in leave days
* Time Off: 0.5 / 1 days only
* Maternity Leave option will be available only for female employees
* Leaves can be applied for the no. of days <= balance
* not allow to put leave on Holidays & Weekends
* Privilege Leave & Time Off in succession is not allowed with/ without intervening weekends / holidays
* Privilege Leave & Sick Leave in succession is not allowed with intervening weekends / holidays. Only allowed if Sick leave is accompanied with Medical certificate.
* Privilege Leaves > 4 days can be availed twice a year.
* Approved Leave Cancellation would follow approval workflow.
* Future dated Sick Leave is allowed if accompanied with medical certificate.
* Sick Leave more than 5 days should be accompanied with medical certificate.
* Maternity Leave : allowed only if female employee has completed 80 days in the company.
* Maximum leave days allowed for Maternity leave is 182 days.

Workflow for PL, TO and SL <=5days

* Reporting Manager
* HOD

Workflow for ML and SL > 5days

* Reporting Manager
* HOD
* Admin HR

Mobile bills reimbursement:

* Can be claimed monthly once.
* If tagged as “Exception” then CEO would be added in approval workflow. Workflow would be as follows;

1. COS-Admin - [tushar.prabhakar@highbartech.com](mailto:tushar.prabhakar@highbartech.com)
2. Reporting Manager
3. HOD
4. CEO (if exception)
5. Accounts

* Current month bill can be claimed in next month

Payment voucher reimbursement:

* If tagged as “Exception” then CEO would be added in approval workflow. Workflow would be as follows;

1. Reporting Manager
2. HOD
3. CEO (if exception)
4. Accounts

Fuel bills reimbursement:

* Can be claimed monthly more than once.
* Workflow would be as follows;

1. COS-Admin - [tushar.prabhakar@highbartech.com](mailto:tushar.prabhakar@highbartech.com)
2. Reporting Manager
3. HOD
4. Accounts

* Current month bill can be claimed in next month
* Cannot claim bills more than yearly entitlement
* Car-washing/parking charges would be paid monthly once
* Monthly pass would be paid monthly once

To Test Workflows for **Onsite** based employees; Ashoka Project

* Login using employee: [rashmin.rao@highbartech.com](mailto:rashmin.rao@highbartech.com) and password: hrms@2020
* Project Manager: [sunil.pachgade@highbartech.com](mailto:sunil.pachgade@highbartech.com)
* Program Manager: [vijaykumar.patil@highbartech.com](mailto:vijaykumar.patil@highbartech.com)
* Delivery Head: [kaustav.das@highbartech.com](mailto:kaustav.das@highbartech.com)
* CEO: [mangesh.wadaje@highbartech.com](mailto:mangesh.wadaje@highbartech.com)
* Admin-HR: [tushar.prabhakar@highbartech.com](mailto:tushar.prabhakar@highbartech.com)
* Accounts: [santosh.mahangade@highbartech.com](mailto:santosh.mahangade@highbartech.com)

Scenarios to be tested:

Leaves:

* Privilege Leave: intervening holidays & Weekends will be calculated in leave days
* Sick Leave: intervening holidays & Weekends will not be calculated in leave days
* Maternity Leave: intervening holidays & Weekends will be calculated in leave days
* Time Off: 0.5 / 1 days only
* Maternity Leave option will be available only for female employees
* Leaves can be applied for the no. of days <= balance
* not allow to put leave on Holidays & Weekends
* Privilege Leave & Time Off in succession is not allowed with/ without intervening weekends / holidays
* Privilege Leave & Sick Leave in succession is not allowed with intervening weekends / holidays. Only allowed if Sick leave is accompanied with Medical certificate.
* Privilege Leaves > 4 days can be availed twice a year.
* Approved Leave Cancellation would follow approval workflow.
* Future dated Sick Leave is allowed if accompanied with medical certificate.
* Sick Leave more than 5 days should be accompanied with medical certificate.
* Maternity Leave : allowed only if female employee has completed 80 days in the company.
* Maximum leave days allowed for Maternity leave is 182 days.

Workflow for PL, TO and SL <=5days

* Project Manager
* Program Manager
* Delivery Head

Workflow for ML and SL > 5days

* Project Manager
* Program Manager
* Delivery Head
* Admin HR

Mobile bills reimbursement:

* Can be claimed monthly once.
* If tagged as “Exception” then CEO would be added in approval workflow. Workflow would be as follows;

1. COS-Admin - [tushar.prabhakar@highbartech.com](mailto:tushar.prabhakar@highbartech.com)
2. Project Manager
3. Program Manager
4. Delivery Head
5. CEO (if exception)
6. Accounts

* Current month bill can be claimed in next month

Payment voucher reimbursement:

* If tagged as “Exception” then CEO would be added in approval workflow. Workflow would be as follows;

1. Project Manager
2. Program Manager
3. Delivery Head
4. CEO (if exception)
5. Accounts

Fuel bills reimbursement: (only if entitled for fuel bill reimbursement)

* Can be claimed monthly more than once.
* Workflow would be as follows;

1. COS-Admin - [tushar.prabhakar@highbartech.com](mailto:tushar.prabhakar@highbartech.com)
2. Project Manager
3. Program Manager
4. Delivery Head
5. Accounts

* Current month bill can be claimed in next month
* Cannot claim bills more than yearly entitlement
* Car-washing/parking charges would be paid monthly once
* Monthly pass would be paid monthly once

Other Features to be tested:

Contacts:

* Look for the fields as suggested by MC members
* Search Functionality

My Corner:

* Change Password
* Nominations: can be submitted once a year
* Payslip & Form-16 would redirect to <https://iess.hgs-bs.com/Login.aspx?company=HIGHBAR>

Photos, Videos, Achievements, Meet Highbarians section: These are contents just for testing.