**Details of Point of Contact**

|  |  |  |  |
| --- | --- | --- | --- |
| **S.No** | **Point of Contact** | **Contact Person** | **Contact person No** |
| 1 | **IT & Laptop** | Sandeep Sahani | 9082099499 |
| Rahul Mahajan | 9870707021 |
| 2 | **Joining formalities** | Aakash Singh | 9173181017 |
| Hitesh Giri | 9664605051 |
| Sourabh Chhangani | 8850600566 |
| Shafaat Rasool | 7738289636 |
| 3 | **HR Operations & Onboarding** | Jyoti Pashte | 9920462668 |
| 4 | **Payroll/PF** | Jyoti Pashte | 9920462668 |
| 5 | **Claims, Perdiem & Payment Vouchers** | Shashank Shelar | 9773987844 |
| Santosh Mahanagade | 9769441191 |
| 6 | **Attendance, Timesheet, Project & Shift** | Etisha Sooty | 9920927444 |
| 7 | **Other HR & OneHR related queries & Escalation** | Etisha Sooty | 9920927444 |
| 8 | **Employee First** | Ms. Sana Hussain | 91 22 6279 2000 |

**Quick Links**

|  |  |
| --- | --- |
| **Subject** | **User Manual and Policy Link from One HR** |
| Attendance | [https://ess.highbartech.com/hrms/files/Presentations/Attendance%20-%20User%20Guide.pdf](https://ess.highbartech.com/hrms/files/Presentations/Attendance%20-%20User%20Guide.pdf#toolbar=0) |
| Time Sheet | [https://ess.highbartech.com/hrms/files/Presentations/Timesheet%20-%20User%20Guide.pdf](https://ess.highbartech.com/hrms/files/Presentations/Timesheet%20-%20User%20Guide.pdf#toolbar=0) |
| Leave and claim | <https://ess.highbartech.com/hrms/files/Presentations/OneHR%20User%20Guide.pdf> |
| Employee First | [https://ess.highbartech.com/hrms/files/Presentations/OneHR%20-%20EmployeeFIRST%20-%20User%20Guide.pdf](https://ess.highbartech.com/hrms/files/Presentations/OneHR%20-%20EmployeeFIRST%20-%20User%20Guide.pdf#toolbar=0) |
| HBT HR Policy | <https://ess.highbartech.com/hrms/hbtpolicies> |
| Induction Video | [https://youtu.be/QnPdkgh0pFw.](https://youtu.be/QnPdkgh0pFw) |
| Time Sheet video for consultant | <https://www.youtube.com/watch?v=znzXbIauuXY> |