I forgot my password. How can I reset it?

To reset your password, please click on the 'Forgot Password' link on the login page. Follow the instructions sent to your registered email to create a new password.

Can I install software on my work computer?

Please submit a request through the IT support portal for any software installation. Ensure that the software complies with company policy.

I can't connect to the Wi-Fi. What should I do?

Please try restarting your device and checking if Wi-Fi is enabled. If the issue persists, contact IT support for further assistance.

Is my data backed up automatically?

Yes, all company data is backed up automatically every night. For personal files, please ensure you save them in the designated backup folders.

What are the IT support hours?

IT support is available from 9 AM to 6 PM, Monday through Friday. You can reach us via email or through the support portal during these hours.

How can I apply for leave?

To apply for leave, log in to the company’s HR portal or leave management system, select the leave type and dates, and submit your request. For approval, notify your manager if required.

What is the leave policy?

The leave policy outlines the types of leaves (e.g., annual, sick, casual), their entitlements, carry-forward rules, and application process. Check the employee handbook or HR portal for detailed guidelines.

How many leaves am I entitled to annually?

The number of annual leaves depends on your company's policy, typically around 20–30 days, including casual, sick, and paid leaves. Check with HR or the employee handbook for specifics.

When is the payday?

Payday typically falls on a specific date each month, such as the 1st or the last working day. Check your company’s payroll policy or HR for confirmation.

How can I provide feedback about my manager/team?

You can provide feedback through the company's feedback portal, employee surveys, or directly to HR. Some organizations also conduct regular performance review sessions for feedback.

How do I report a conflict with a colleague or manager?

To report a conflict, reach out to HR or your manager, if appropriate, and explain the issue clearly. Follow your company's grievance redressal procedure for formal resolution.

What are the criteria for promotions or role changes?

Promotion or role change criteria typically include performance evaluations, skillset, experience, and company policies. Check with HR or your manager for specific guidelines.

What benefits are included in my package (health insurance, retirement plans, etc.)?

Your benefits package may include health insurance, retirement plans (e.g., provident fund), paid leaves, wellness programs, and performance bonuses. Refer to your offer letter or contact HR for details.

Is there a provision for work-from-home or hybrid working?

Many companies offer work-from-home or hybrid working options, depending on the role and department. Check with your HR or manager for specific policies regarding remote work.

What is the dress code policy?

The dress code policy typically outlines expectations for professional attire, varying by company culture. It may include business casual or formal dress code for office days and relaxed attire for remote work. Check the employee handbook for specific guidelines.