



# TARENTO GLOBAL MOBILITY PROCESS DOCUMENT

Ver 1.0



TARENTO

## GLOBAL MOBILITY PROCESS DOCUMENT

### Version History:

Version	Title	Authored By	Approved By	Approval Date
1.0	First version created according to existing practices in Tarento	Tejus Vishwanatha	Jinson P Kuruvilla	15 Nov 2025

## **Introduction**

This document provides a clear overview of the Global Mobility Process for any employee selected to travel on-site and stay in the Host Country on a Work Permit.

## **Scope**

This applies to all employees who have been identified to travel on-site for a project requirement. This document is currently focused majorly on Sweden On-site projects, and we will enhance the scope of this document on need basis & enhancements in the scope of our operations.

### **1. Request Initiation**

The process begins with an assignment request being raised on Zoho. This request can be initiated by either the employee or their manager. [Click here](#) to access the PPT on how to raise an “On-site Assignment” request on Zoho.

### **2. Approval by IBU Head**

The request is then sent for approval to the respective IBU Head.

**Note:** In the scenario of the request being raised by the Manager on behalf of the Employee, then Zoho seeks approval from the IBU Head only once, i.e., after point 3.

### **3. Salary Input and Cost Estimate**

The Finance team provides the salary input, which is then entered into the Zoho tool (Finance team to share these details within **3 working** days). This information is used to generate a cost estimate, which is then sent for approval to the respective IBU Head.

### **4. Employee Form Submission**

Once all approvals are received, a notification goes out to the employee to fill in their details on Zoho. The list of documents and the forms that need to be completed, will go to the employee in the form of an e-mail/notification.

After uploading all the relevant documents, the employee is required to click on the “**Submission**” button. The employee will also need to share relevant documents such as the Employee Questionnaire, Power of Attorney etc. These documents must be uploaded on the tool to initiate the Immigration process.

This task has to be completed within **10 working** days.

### **5. Immigration Process & Policy Walkthrough**

The Global Mobility SPOC connects with the employee and guides them through the next steps in the Immigration and Onsite process.

Employee has to await the decision of the Work Permit application. Once the Work Permit decision is positive and the work permit hard copy is provided to the Global Mobility POC, then the process moves to the next stage i.e., “Travel Ready”. The employee then have to prepare themselves for the On-site travel.

The policy document on, “On-site Assignment”, pertaining to the respective country (as applicable) will be shared with the employee by the Global Mobility SPOC.

## 6. Travel Preparation

Once the employee receives their Work Permit and shares it with the Global Mobility team, the status on the tool is updated to “Travel Ready”. Subsequently the Work Permit will be uploaded in the Employee Work Permit section on Zoho by the Global Mobility SPOC.

A notification is then sent to the IBU Head to confirm the travel date. The business should plan the travel date at least **3 weeks**, after, the Work Permit is uploaded, to allow the Global Mobility Team, time to complete necessary preparations such as arranging a Forex card, identify accommodation options and advise employees on travel-related purchases. This time period can also be utilized by the employee to carry out all travel preparations/purchases at their end.

The Tickets and insurance coverage document will be shared with the employee a week prior to his/her travel date.

## 7. On-site Status

Upon landing, the Global Mobility SPOC updates the status on the tool to “On-site”. The employee gets a notification for updating the information when the status is updated as “On-site” and is then responsible for the following post-landing tasks:

- Updating Zoho with their Host country address
- Updating the Host Country Contact Number
- Updating their personal number (Social Security Number) details (if the assignment is more than 6 months)
- Updating their bank account details (if the assignment is more than 6 months)

## 8. Assignment Extension/End

Later, as the assignment end date approaches, the IBU Head/Manager, has the option to either extend the assignment or end the same.

Extensions can be of two types:

- **Work Permit Extension:** The assignment end date is a future date, but the Work permit is ending earlier than the assignment date. Once the Work permit extension is initiated, a notification will go to the Employee to upload all extension related documents on Zoho. The status on the Zoho is automatically changed to “**Work Permit Extension**”. Employee will have to share all the listed documents via Zoho within **10 working days**.
- **Assignment Extension:** The assignment end date is earlier than the Work permit end date. The assignment end date has to be extended on the tool by the Manager/IBU Head. It can go beyond the Work permit end date, but Global Mobility Team normally recommends IBU Head/Managers to keep both Assignment end date and Work permit end date on the same date. Once the Work permit extension is initiated, the status on the Zoho tool is automatically changed to “**Assignment Extension**” and simultaneously a notification will go to the IBU Head to approve the assignment extension request. Once approved, Global Mobility SPOC will change the status to “On-site”.

If an extension is raised, it goes for IBU Head approval. The new extended date will be updated on the form, once the IBU head approves the same.

If the decision is made to end the assignment, the Manager/IBU Head confirms the assignment end date. The Global Mobility SPOC then updates the tool and changes the status to “**Ending**”.

## **9. Assignment Completion**

The assignment status is changed to “Completed” on the confirmed end day or after, by the Global Mobility SPOC. The return flight tickets will be booked by the Global Mobility Team,

## **10. Other Important information:**

**10.1 Opening Bank Account:** Please refer the mail notification with the Post Landing instructions that Employee receives from Zoho on the process for opening a bank account.

**Note:** This is dependent on the Host country you’re deployed on-site. Employee is responsible for opening the bank account in the host country. They can choose a bank of their choice in the Host Country.

**10.2 Obtaining Personal Number:** Please refer the mail notification with the Post Landing instruction that Employee receives from Zoho, on the local process for obtaining personal number.

**Note:** This is dependent on the country you’re deployed On-site.

**10.3 Reimbursement Process:** Please refer to the respective country’s policy document\* for instructions on how to claim reimbursement if any. Airfare (if claimable), Travel Kit Allowance, India Airport Taxi fare, to be claimed in INR and record to be updated/approved on Kronos.

***\*Note:** Airport Taxi in Host Country, Mobile/Internet cost and the Monthly travel pass difference to be claimed in the Host Country’s currency. Rest all to be claimed in INR.*

**10.4 Accommodation:** Company shall arrange for an agent / or Local HR team member, who would provide 2-3 options for employees for him/her to choose from (depending on the availability). Under such a scenario, options will be explored to identify apartment roughly of the size of 380-425 (380 sq. ft to 500 sq. ft for individual and 500 sq. ft to 800 sq. ft for family) within 45 minutes of the office location. Once finalized, the company would rent the apartment for the employee in all circumstances and pay the rent for the same. Employees will have to sign a sublet agreement that states the guidelines for proper usage of the apartment. Cleaning service is not included, and employees are responsible to ensuring proper upkeep of the apartment.

**10.5 Travel Card:** In order to apply for Travel Card, the Employee has to share Aadhar, PAN & completed Travel Card form with the Global Mobility SPOC. The same will be requested via email from the Global Mobility SPOC. Global Mobility SPOC will then share the documents along with the Work permit Copy, Passport Copy, & flight tickets with the Finance team for obtaining the Travel card.

Click [here](#) to read more on the Travel card.

**10.6 Overtime and On-Call:** You are eligible to claim Overtime and On-Call allowances while you are on an On-site assignment through Kronos. Please check the respective country’s policy document for understanding the eligibility of the same.

## **Links to related Policies:**

- Sweden Policy Document:

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- [On-site](#)
- [On-call](#)
- [Overtime](#)

For any queries on the mobility process, do reach out to your Global Mobility SPOC.