

Date: 10.07.2023

POINTS DISCUSSED ON TODAY'S MEETING

On boarding

1. HR Ops login - Add employee- Pro hire can be integrated with Budgie, so that data can be automatically captured, DOJ and other details can be entered here.
2. Profile- Document upload option- The documents uploaded by employee cannot have visibility/checkpoint--> on boarder will review the documents uploaded by the employee and change status as verified/Partially verified.
3. After documents verified by on boarder employee id will generate.
4. Documents uploaded from Employee login are not visible in on boarder login – need to check and update.
5. Appointment letter release – not inbuilt in Budgie.
6. Asset Projection list shown in IT Infra login, TL will get mail trigger or any projection to request for asset --> TL will not get the projection list or mail trigger for asset allocation/From Pro hire need to capture the required details.
7. If the employee on boarded mail trigger to TL to allocate/request for asset.
8. Email creation- On boarder (HR team) will suggest email id and it will show in IT infra login for email creation, once id created mail triggered to employee and TL.

Probation

1. If employee extended for 3 months, after the extension of 3months, TL can extend for 1-3 months based on their performance.
2. Suggestion –After completion of extended period, the employee can place in PIP (1-3months)/Confirmed. If the performance of the employee is not up to the mark, they can be terminated.
3. TL doesn't take any action to submit till end of the confirmation date, automatically the employee gets confirmed and received confirmation mail and letter - to check the active status of the TL (If TL resigned), if TL is inactive mail trigger to HR/ Manager to remap the process.
4. Ageing report – actual confirmation date, when employee confirmed should be captured.