

Onboarding Process - SOP:

Upon selection for a role at Webknot, employees must undergo several onboarding steps, including:

1. Rarozpay Login:

- Access <https://payroll.razorpay.com/dashboard> via Google Chrome.
- Input personal email ID and select "forgot password."
- Retrieve and reset the password via the email sent to the personal email ID.
- Upon logging in, navigate to the profile icon at the top right corner and select 'my profile.'
- Complete missing details, with emphasis on PAN and bank account information.
- Proceed to the 'Documents' section and upload a document image, preferably Aadhar card.
- Return to the dashboard, select 'upload photo,' and submit a personal image.
- Notify HR upon completion.

Deadline: End of the first day of joining.

2. Onboarding Form:

- Access the [Onboarding form](#) using your personal mail id.
- Fill all the details asked in the form.

3. Resume in Webknot format:

- Access the [Resume Format](#) document using the Webknot email ID (if you don't have an webknot maid id yet, kindly contact the HR department).
- Create a copy of the document by selecting 'file' and 'make a copy,' renaming it to the employee's name.
- Edit the copied resume with personal details, emphasising technical skills and project experience.
- Include all previous projects, such as college, personal, and previous company projects.
- Share the editable access with HR and notify them upon completion.

Deadline: End of the day following the first day of joining.

These onboarding procedures are mandatory for all new employees at Webknot.

