

## **Visit Agenda**

- **First day agenda :-**

- EOS explanation and documentation .
- Leaves & balance calculation explanation and documentation .
- Periodic “salary processing” explanation and documentation .

- **Second day agenda :-**

- ESS explanation .
- Workflow explanation .
- Org structure explanation .

- **Third day agenda :-**

- ESS Mobile App explanation .
- Meeting with technical and QC team to discuss :-
  - Adminstarations “as a tool” .
  - Security “permissions” .
  - Reports “as a tool” .
  - Notes on earning as a transaction .

- **Note : We will do our best to finish previous points and we can extend the visit to four days if these points are not finished .**