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**Minutes of Meeting: Session 9**

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| **Meeting Agenda** | Catch-Up Meeting |
| **Meeting Participants – Voyage** | Mr. Yasar Ms. Madel & Other Managers |
| **Meeting Participants – Zing HR** | Mr. Prabhat Mr. Rohan  Ms. Ranveer |
| **Timings & Date** | 11:00 AM to 1 PM UAE Time – 28 MAR-2024 |
| **Venue** | On site |

**Session Objective:** Catch-Up Meeting

**Topics covered in this session:**

* Login page
* Employee Dashboard
* Employee Profile
* Time & Attendance
* Helpdesk Service Request
* Portal Soft launch

**Topics Covered:**

* The login page that displays the backdrop picture.
* The employee dashboard, which shows each element individually.
* Punch-in and punch-out using the designated times.
* How to view the leave balances for each qualifying leave.
* How to apply a leave.
* How to apply for Outdoor and hold more talks about it.
* Discussed the shifts and timings.
* Detailed instructions on how to submit a help desk ticket and what happens once it is handled.
* Setup of the employee profile.
* How to see the approver for regularization and how to regularize for any date.
* Soft launch of the portal for few HOD’s.



**Pending Action Items:** **ZingHR**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.No** | **Description** | **Owner** | **Timeline to close** | **Status** |
| 1 | Soft launch for all the remaining employees. | ZingHR | Week-1 April 2024 |  |

**Pending Action Items:** **Voyage**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.No** | **Description** | **Owner** | **Timeline to close** | **Status** |
| 1 | Updated master data with correct RM mapped to each employee code. | Voyage | Week 1 – April 2024 |  |
| 2 | Information for the helpdesk & FAQs in the template that is already shared. | Voyage | Week 1 – April 2024 |  |
| 3 | R&R categories to be received. | Voyage | Week 1 – April 2024 |  |
| 4 | Leave Balances as of cutoff date. | Voyage | Week 1 – April 2024 |  |



**Minutes of Meeting: Session 8**

|  |  |
| --- | --- |
| **Meeting Agenda** | Catch-Up Meeting |
| **Meeting Participants – Voyage** | Mr. Yasar Ms. Madel |
| **Meeting Participants – Zing HR** | Mr. Prabhat Mr. Rohan  Ms. Ranveer |
| **Timings & Date** | 11:00 AM to 1 PM UAE Time – 20 MAR-2024 |
| **Venue** | On site |

**Session Objective:** Catch-Up Meeting

**Topics covered in this session:**

* Login page
* Employee Dashboard
* Employee Profile
* Time & Attendance

**Topics Covered:**

* Login page shown with the background image.
* Employee profile configuration.
* The login page that displays the backdrop picture.
* The setup of the employee profile.
* Punch-in and punch-out with indicated in and out times.
* How to see the approver for regularization and how to regularize for any date.
* Talked about the timing and shifts.
* Leave policies that apply to various employees based on their gender and religion.
* Slabs designated for sick leave.
* Covered: Organogram and Team perspective.
* How to see and download TnA-related reports.





**Pending Action Items:** **ZingHR**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.No** | **Description** | **Owner** | **Timeline to close** | **Status** |
| 1 | UAT instance creation for training purpose. | ZingHR | Week-4 Mar 2024 |  |
| 2 | Employee profile configuration according to roles. | ZingHR | Week-4 Mar 2024 |  |

**Pending Action Items:** **Voyage**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.No** | **Description** | **Owner** | **Timeline to close** | **Status** |
| 1 | Updated master data with correct RM mapped to each employee code. | Voyage | TBD |  |
| 2 | Information for the helpdesk & FAQs in the template that is already shared. | Voyage | Week-4 Mar 2024 |  |



**Minutes of Meeting: Session 7**

|  |  |
| --- | --- |
| **Meeting Agenda** | Catch-Up Meeting |
| **Meeting Participants – Voyage** | Mr. Yasar Ms. Madel |
| **Meeting Participants – Zing HR** | Mr. Ranveer |
| **Timings & Date** | 12:30 PM to 1:30 PM UAE Time – 19 MAR-2024 |
| **Venue** | Online |

**Session Objective:** Catch-Up Meeting

**Topics covered in this session:**

* Dashboard
* Login page
* Time & Attendance
* Helpdesk & FAQ’s.

**Topics Covered:**

* New Login page background uploaded with white background and all company logo visible.
* Dashboard Overview shown to Voyage.
* Gave an overview of the helpdesk and FAQs.
* Data asked for the shifts to be configured with the properties.



**Pending Action Items:** **ZingHR**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.No** | **Description** | **Owner** | **Timeline to close** | **Status** |
| 1 | Getting the system ready for the next training session. | ZingHR | Week 4- Mar 2024 |  |

**Pending Action Items:** **Voyage**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.No** | **Description** | **Owner** | **Timeline to close** | **Status** |
| 1 | Information for the helpdesk & FAQs in the template that is already shared. | Voyage | Week 3- Mar 2024 |  |
| 2 | Updated master data with correct RM mapped to each employee code. | Voyage | Week 3- Mar 2024 |  |



**Minutes of Meeting: Session 6**

|  |  |
| --- | --- |
| **Meeting Agenda** | Catch-Up Meeting |
| **Meeting Participants – Voyage** | Mr. Yasar Ms. Madel |
| **Meeting Participants – Zing HR** | Mr. Prabhat Ms. Ranveer |
| **Timings & Date** | 12:30 PM to 1:30 PM UAE Time – 15 MAR-2024 |
| **Venue** | Online |

**Session Objective:** Catch-Up Meeting

**Topics covered in this session:**

* Dashboard
* Login page
* Employee Master
* Employee Profile
* Time & Attendance

**Topics Covered:**

* Login page shown with the background image.
* Dashboard Overview shown to Voyage.
* Already uploaded Employee master template shown.
* Shifts configurations with properties entered in the regular shift under the common group.
* Data asked for the shifts to be configured with the properties.



**Pending Action Items:** **ZingHR**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.No** | **Description** | **Owner** | **Timeline to close** | **Status** |
| 1 | Background image not uploading. Check with tech team and get it resolved. | ZingHR | Week 3- Mar 2024 |  |

**Pending Action Items:** **Voyage**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.No** | **Description** | **Owner** | **Timeline to close** | **Status** |
| 1 | Workforce template with all the information filled for the shift template and their respective properties. | Voyage | Week 3- Mar 2024 |  |
| 2 | Clear image for the background of the login page for Voyage | Voyage | Week 3- Mar 2024 |  |



**Minutes of Meeting: Session 5**

|  |  |
| --- | --- |
| **Meeting Agenda** | Catch-Up Meeting |
| **Meeting Participants – Voyage** | Mr. Yasar Ms. Madel |
| **Meeting Participants – Zing HR** | Mr. Rohan  Ms. Ranveer |
| **Timings & Date** | 4:00 PM to 4:30 PM UAE Time – 5 MAR-2024 |
| **Venue** | Online |

**Session Objective:** Catch-Up Meeting

**Topics covered in this session:**

* Dashboard
* Login page
* Employee Master
* Employee Profile
* Time & Attendance

**Topics Covered:**

* Login page shown with the background image.
* Dashboard Overview shown to Voyage.
* Already uploaded Employee master template shown.
* Shifts configurations with properties entered in the regular shift under the common group.
* Data asked for the shifts to be configured.



**Pending Action Items:** **ZingHR**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.No** | **Description** | **Owner** | **Timeline to close** | **Status** |
| 1 | Leave balances to be given to all the employees. | ZingHR | Week 1- Mar 2024 |  |

**Pending Action Items:** **Voyage**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.No** | **Description** | **Owner** | **Timeline to close** | **Status** |
| 1 | Workforce template with all the information filled for the shift template. | Voyage | Week 1- Mar 2024 |  |
| 2 | Clear image for the background of the login page for Voyage | Voyage | Week 1- Mar 2024 |  |





**Minutes of Meeting: Session 4**

|  |  |
| --- | --- |
| **Meeting Agenda** | Catch-Up Meeting |
| **Meeting Participants – Voyage** | Mr. Yasar & HR |
| **Meeting Participants – Zing HR** | Mr. Prabhat Ms. Ranveer |
| **Timings & Date** | 4:00 PM to 4:30 PM UAE Time – 23 FEB-2024 |
| **Venue** | Online |

**Session Objective:** Catch-Up Meeting

**Topics covered in this session:**

* Dashboard
* Employee Master
* Employee Profile

**Topics Covered:**

* Clarification on the master data shared by Voyage.
* Dashboard Overview shown to Voyage.
* Already uploaded Employee master template shown.
* Super Employee Master shown.
* Theme Setup overview.

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**Pending Action Items:** **ZingHR**

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| --- | --- | --- | --- | --- |
| **S.No** | **Description** | **Owner** | **Timeline to close** | **Status** |
| 1 | Employee code to be changed to 7 Characters. Ex- EMP0001 | ZingHR | Week-4 Feb 2024 |  |
| 2 | Remaining employees to be added with correct Nationality. | ZingHR | Week-4 Feb 2024 |  |
| 3 | Workforce template to be studied & related configurations to be done. | ZingHR | Week-4 Feb 2024 |  |

**Pending Action Items:** **Voyage**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.No** | **Description** | **Owner** | **Timeline to close** | **Status** |
| 1 | Missing data to be received-  1.⁠ ⁠Missing passport numbers of some employees. 2.⁠ ⁠⁠Missing Emirates ID numbers for 17 employees. 3.⁠ ⁠⁠Religion of all the employees. | Voyage | TBD |  |
| 2 | Background images to be received. | Voyage | Week 4 - Feb 2024 |  |

**Minutes of Meeting: Session 3**

|  |  |
| --- | --- |
| **Meeting Agenda** | Catch-Up Meeting |
| **Meeting Participants – Voyage** | Mr. Yasar & HR |
| **Meeting Participants – Zing HR** | Mr. Prabhat  Mr. Rohan Ms. Ranveer |
| **Timings & Date** | 4:00 PM to 5:00 PM UAE Time – 20 FEB-2024 |
| **Venue** | Online |

**Session Objective:** Catch-Up Meeting

**Topics covered in this session:**

* Designation Code
* Department
* Org level Attributes
* Leave template explained

**Topics Covered:**

* Clarification on the master data shared by Voyage.
* Employee status.
* Discussed the Leave template
* Leave policies
* Attendance policy details
* Shift Roster
* Attendance rule configuration
* Regularization
* Work from Home
* Outdoor
* Overtime
* Compensatory Policy
* Mobile app for Attendance
* Geo-fencing and Geo-tagging
* Calendar group

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**Pending Action Items:** **ZingHR**

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| --- | --- | --- | --- | --- |
| **S.No** | **Description** | **Owner** | **Timeline to close** | **Status** |
| 1 | Employees to be added in the portal. | ZingHR | Week-3 Feb 2024 |  |
| 2 | Org level attributes to be created. | ZingHR | Week-3 Feb 2024 |  |
| 3 | Update the instance with Employee master once created. | ZingHR | Week-3 Feb 2024 |  |

**Pending Action Items:** **Voyage**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.No** | **Description** | **Owner** | **Timeline to close** | **Status** |
| 1 | Updated master data with new Employee code according to the DOJ. | Voyage | TBD |  |
| 2 | Passport number & EID no. of some employees to be provided. | Voyage | Week 4- Feb 2024 |  |

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**Minutes of Meeting: Session 2**

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| --- | --- |
| **Meeting Agenda** | Catch-Up Meeting |
| **Meeting Participants – Voyage** | Mr. Yasar, HR |
| **Meeting Participants – Zing HR** | Mr. Ranveer |
| **Timings & Date** | 2:00 PM to 2:30 PM UAE Time – 15 FEB-2024 |
| **Venue** | Online |

**Session Objective:** Catch-Up Meeting

**Topics covered in this session:**

* Designation and Department Code.
* Cost Centre, Legal Entity, Country, Location, etc attributes.
* Employee Code.

**Topics Covered:**

* **Total Employees shared** – 212 employees.
* **Employee code missing** -  54 employees- Zinghr to generate employee code for all the employees according to their DOJ.
* **Reporting manager code/name missing** - 18 Voyage employees - New employees code to be generated and then manager code will be added.
* **Date of joining missing** - 10 employees- Put any dummy DOJ for these employees.
* **Date of confirmation missing** - 11 employees - Put any dummy DOC for these employees.
* **Marital status missing** - 3 employees - Put ‘Single’ for these employees.
* **Religion missing** - All Employees- To be received for all employees.
* **Passport missing** - 6 employees - To be received from Voyage.
* **EID missing -** 17 employees (13 Voyage & 4 VS Design employees)-To be received from Voyage.
* **All attribute missing except Company and Country -** All employees -  All attributes are filled with the suggestion of Yasar over meeting.

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**Pending Action Items:** **ZingHR**

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| --- | --- | --- | --- | --- |
| **S.No** | **Description** | **Owner** | **Timeline to close** | **Status** |
| 1 | Org level attributes to be created. | ZingHR | 22 Feb 2024 |  |
| 2 | Leave template to be shared. | ZingHR | 22 Feb 2024 |  |

**Pending Action Items:** **Voyage**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.No** | **Description** | **Owner** | **Timeline to close** | **Status** |
| 1 | Employee Religion to be provided. | Voyage | TBD |  |
| 2 | Passport number & EID no. of some employees to be provided. | Voyage | Week 3- Feb 2024 |  |



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**Minutes of Meeting: Session 1**

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| **Meeting Agenda** | Project Kick off |
| **Meeting Participants – Voyage** | Mr. Yasar & HR |
| **Meeting Participants – Zing HR** | Mr. Prabhat  Mr. Yasser Mr. Ranveer |
| **Timings & Date** | 10:30 AM to 01:30 PM UAE Time – 31 Jan-2024 |
| **Venue** | Voyage Office |

**Session Objective:** Project Kick off.

**Topics covered in this session:**

* Master Data Prerequisite Template
* Employee Master
* Process & priorities

**Topics Covered:**

* Client has B2B service.
* Country- UAE.
* We’ve shown the scope of the project.
* Voyage-185 people.
* Coffee & roses - 20 odd people
* VS Design - 4 to 5 employees
* 200 employees in the company in total.
* Claims - HOD & Manager level people only have access to Claims.
* Attendance by Mobile app with Geo Tagging and Geo Location
* Attendance Cycle: - 1st to 30th,
* Payment gets credited on 5th of next month.
* 3 legal Entities are there.
* Annual Leave- 30 days.
* Comp off- should be used within 90 days.
* Overtime- only for drivers (35-40 people)
* Drivers + Airport will have Shifts. (4 days extra pay they give as an OT on an average)
* Mid-March (15TH March) launch with Core HR, T&A, R&R, Social Connect.
* Launch asked for 4th or 5th of March from Client.
* Data Gathering- We’ll have a meeting on this. 

**PHASE 1** - Core HR, ELC, Workforce Management.

**PHASE 2** - Payroll

**PHASE 3** – Recruitment, LMS, PMS.

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**Pending Action Items:** **ZingHR**

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| --- | --- | --- | --- | --- |
| **S.No** | **Description** | **Owner** | **Timeline to close** | **Status** |
| 1 | Project Plan to be shared. | ZingHR | Week-1 Feb 2024 |  |

**Pending Action Items:** **Voyage**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.No** | **Description** | **Owner** | **Timeline to close** | **Status** |
| 1 | Create Employee Codes e.g.: VOY001 (DOJ) | Voyage | Week 1 – Feb 2024 |  |
| 2 | Background and Logo to be sent. | Voyage | Week 1 – Feb 2024 |  |
| 3 | Company Organization Setup – Attributes to be given | Voyage | Week 1 – Feb 2024 |  |
| 4 | Fill in the Employee Master Template | Voyage | Week 1 – Feb 2024 |  |
| 5. | Policy Document to be sent in shared folder. | Voyage | Week 1 – Feb 2024 |  |