



# New Martian Guide



Let's learn

*Dear Martian,*

*Congratulations and welcome to the Marlabs family!*

*We are excited and honored to have you onboard with us. We hope we can help you in achieving your career dream and are looking forward to the positive impact you're going to bring at Marlabs.*

*We have prepared this guide for you so you can easily navigate through our various portals and get settled in with ease.*

*Hope this helps!*

*-Team Lets Learn*



# Key Links & Contacts

- mCafe- <https://marlabsinc.sharepoint.com/sites/mCafeSite>
- mTalent- <https://mTalent.marlabs.com>

User ID: XXXXXX (6-digit Employee ID). New User must click on Forget password to generate their password. The link will flow to employee Marlabs official email id and the employee can generate their password.

- Medical Insurance- <https://edge.unisoninsurance.net/marlabs/login>

You will receive an email from our Insurance partner with the login credentials within 15 days from your date of joining.

- Payroll- <https://marlabsnew.greythr.com/>

You will receive the login ID & credentials for the same within 24<sup>th</sup> of your first payroll month. You can also write to [marlabs@tapasya.in](mailto:marlabs@tapasya.in) for any pay slip related query and [PFUAN@marlabs.com](mailto:PFUAN@marlabs.com) from any PF /UAN related query. Please mark [India-HR@marlabs.com](mailto:India-HR@marlabs.com) or [India-payroll@marlabs.com](mailto:India-payroll@marlabs.com) when you write to this email id. We will be pleased to help you. You can also write to [PFUAN@marlabs.com](mailto:PFUAN@marlabs.com) for any PF /UAN related query.

- mDesk- <https://mdesk.marlabs.com/>
- Admin contact: Helpdesk-Admin: [Helpdesk-Admin@marlabs.com](mailto:Helpdesk-Admin@marlabs.com), DL India Admin: [IndiaAdmin@marlabs.com](mailto:IndiaAdmin@marlabs.com)
- For any training related queries, you can write to [letslearn@marlabs.com](mailto:letslearn@marlabs.com)



# Know your BHR (Business HR)

Suhas Menon  
Akhila Kesav

- Kochi location employees
- DU2, Cloud & Security, SAP, IOT & Channels

Asha P Kumar  
Yeddela Thulasi

- Mysore location employees
- DU1, DU4, DU6, Testing, RPA, Data & Insights

Philomena Abhinay  
Sunilkumar Rk

- Bangalore location employees
- Salesforce and Business Enabling Function



# HR Team Details

Name	Email	Designation	Location
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# Admin Team Details

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Ananthakrishnan V A	<a href="mailto:Anantha.Krishnan@marlabs.com">Anantha.Krishnan@marlabs.com</a>	Senior Executive- Facilities &Admin	Kochi



# HOW TO FILL TIME SHEET?

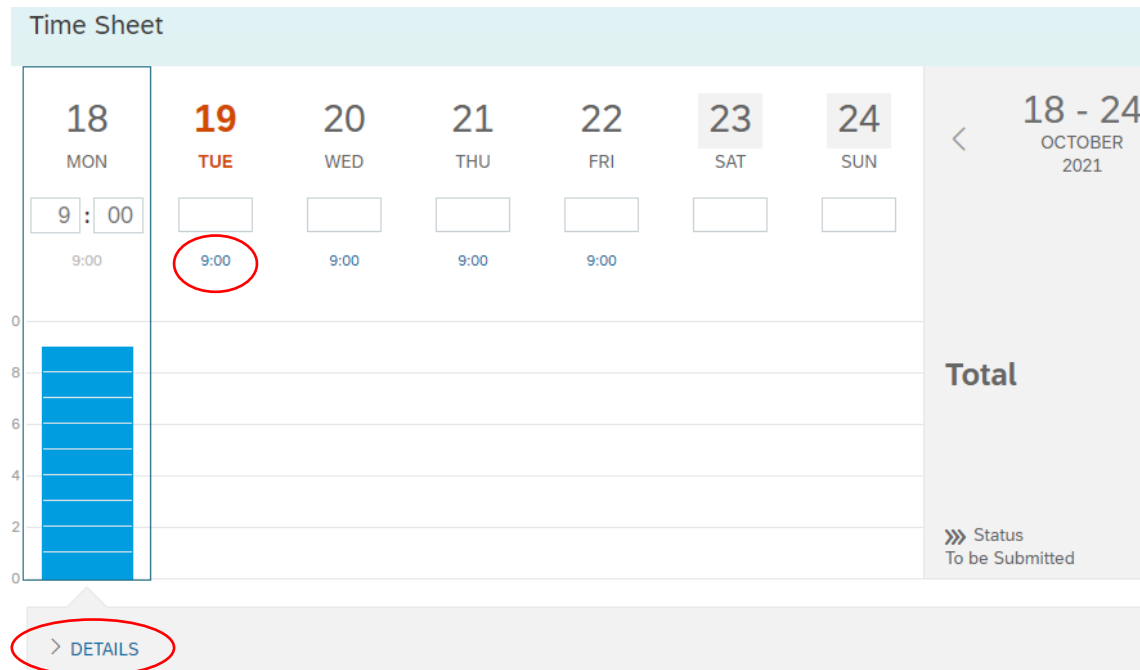


Let's learn

# Time Sheet

(mCafe>Apps>Global>  
mTalent>Time sheet)

- Start filling you time sheet details from your date of joining.
- Click on the blue highlighted 9 hours in the table to record your 9 hours for the day
- The date on which you are filling the time sheet will reflect as red.
- Once you see the bar rise to 9 hours, click on the Details section at the bottom
- Here click on the Details button on the right side



▼ DETAILS

Allocated Hours	Duration	WBS Element	Activity	(3) More
Regular Time	9 : 00	Click or focus to edit	No Selection	Details
Other Time	0 : 00	Click or focus to edit	No Selection	Details

+ Add Absence



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### Details

Time Type

Duration  :

WBS Element

Activity

Remark

Billable

Work From

[Done](#)

- Activity- Choose **Regular work** from the drop-down option. In case you have attended a training for those days then you can add as Attended training.
- Billable- Choose yes or No from the dropdown option. Check with your manager to see if you are Billable or not.
- Work From- Select Work from home if you are working remotely, Work from office if you are going to our Marlabs office and Client location if you are working from a client site.
- After filling these 3 fields click on **Done**.
- Now similarly, fill the 9 hours in the table and these 3 fields in the details section for **each day of the week**.
- Click on the **Submit** option once done.
- Post submission the time sheet goes to your manager for approval. In case you wish to make any changes before your manager approves, you can click on the withdraw option on the right-side bottom to edit and then submit again.

▼ DETAILS

**Allocated Hours**

Time Type	Duration	WBS Element	Activity	(3) More
Regular Time	9 : 00		Regular Work	<a href="#">Details</a>

[Withdraw](#)



# HOW TO APPLY FOR A LEAVE?



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# Time Off (Leave)

(mCafe>Apps>Global>m  
Talent>Time Off)

- Use Time Off when you wish to apply for a leave.
- Click on Show all to view your leave balance as on date.
- Any Marlabs holiday will automatically be highlighted with a black line in the calendar.
- To apply for a leave, click on create absence.

People Profile / Time Off

Time Off

Show Team Absences

<

October 2021

>

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2		1	2	3	4	5	6
3	4	5	6	7	8	9	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28	29	30				
31													

Today

Selected

Working Day

Non-Working Day

Approved

Pending

Cancellation Pending

Holiday

Balances

There is no favorite time type configured with the associated time account for this user.

Show All

Upcoming Time Off

Kannada Rajyotsava (1 day)

Mon, Nov 1, 2021

Holiday

Deepavali (1 day)

Wed, Nov 3, 2021

Holiday

Show All

Create Absence



- Select the type of leave you want to take from the drop-down option under Time Type
- Once selected, you will see your available balance for that particular leave in the column below.
- Select your start date and end date. The system will automatically calculate the no of days you are taking as leave under the Requesting column and will show your date of return in the next column.
- You can leave a comment if you wish to mention why you are taking a leave.
- Click on the submit option to send your leave request to your manager for approval.
- Do try to give at least 3 days notice to your Manager and team if you are taking a planned leave. In case of an emergency leave, inform your manager.

### Create Absence

Time Type\* <sup>?</sup>

**Sick Leave** ▼

- Earned Leave
- Covid Sick Leave
- Casual Leave
- Sick Leave**
- Benefit Leave
- Leave Without Pay
- Maternity Leave
- Work From Home/OOD
- Client Holiday
- Comp Off

**Submit** **Cancel**

### Create Absence

Time Type\* <sup>?</sup>

**Sick Leave** ▼

**Available Balance**

5.5 days

Start Date\* <sup>?</sup> **Oct 20, 2021** <sup>?</sup> **End Date\*** <sup>?</sup> **Oct 20, 2021**

Requesting **1 day** <sup>?</sup> **Returning to Work On** **Oct 21, 2021**

Team Absences  
**No team members absent**

Comment

**Submit** **Cancel**



# HOW TO RAISE A TICKET?

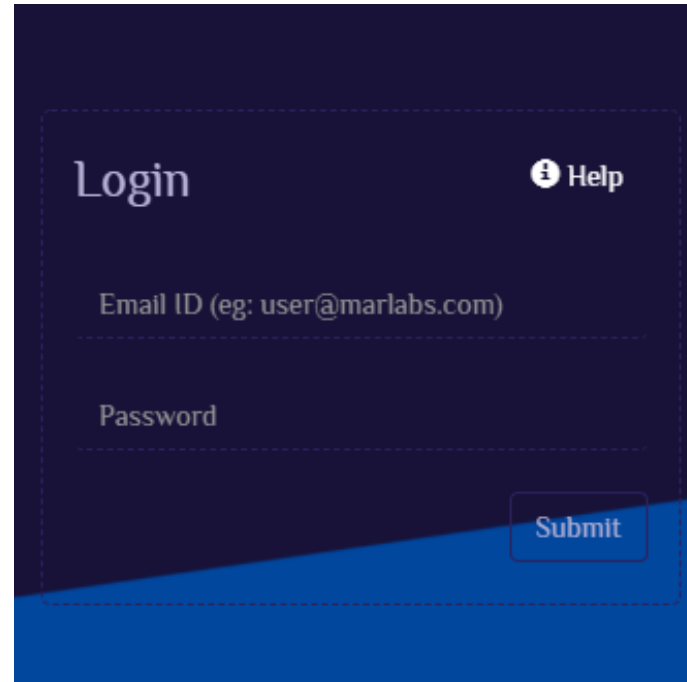


Let's learn

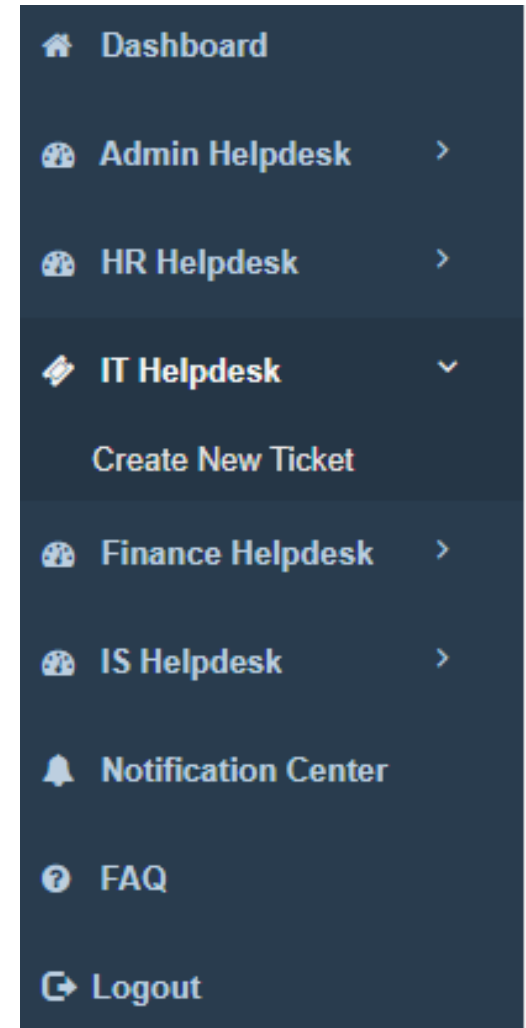
# mDesk

(mCafe>Apps>Global>mDesk)

- Use mDesk for raising a ticket to any issue you are facing.
- Log in with your Marlabs email id and password
- Select the Domain under which you have an issue-  
Eg: For attendance related issue raise a ticket under HR Helpdesk.
- Click on create new ticket and enter the details as required to raise a ticket for the problem you are facing.



The login form is displayed on a dark blue background. It features a 'Login' title at the top left and a 'Help' link with an information icon at the top right. Below the title, there are two input fields: 'Email ID (eg: user@marlabs.com)' and 'Password'. A 'Submit' button is located at the bottom right of the form area.



- By clicking on Dashboard on the left side you can view and track the status of the tickets raised by you.



- Dashboard
- Admin Helpdesk >
- HR Helpdesk >
- IT Helpdesk >
- Finance Helpdesk >
- IS Helpdesk >
- Notification Center
- FAQ
- Logout

Tickets

Show  entries
Search:

	Ticket Id	Ticket Summary	Reported Date	Status	Type
	SR000140909	<input type="text"/>	09-09-2021 09:55 am	Rejected	IT
	SR000136562	<input type="text"/>	08-06-2021 11:30 am	Closed	IT
	IN000134613	Microsoft Teams Issue	07-22-2021 09:15 am	Closed	IT
	SR000120427	Password Update	04-05-2021 12:40 pm	Closed	IT
	SR000119946	<input type="text"/>	03-31-2021 08:03 am	Cancelled	IT
	000116973	<input type="text"/>	03-05-2021 06:10 am	Cancelled	IT
	IN000116963	mcafe not working	03-05-2021 05:35 am	Closed	IT



# HOW TO VIEW SALARY AND TAX DETAILS?



Let's learn



# greytHR

(mCafe>Apps>India>  
Payroll)

- To view your bank details, payslip, IT declarations etc. use this app.
- Enter your Marlabs employee ID and password to login.
- Click on View My Info to see your bank account, PF account and other ID details.
- By clicking on the Salary dropdown, you will be able to view your payslips, IT declarations and other details.
- For more clarification, please reach out to your respective BHR.

The image shows three panels of the greytHR mobile app interface. The left panel is the login screen, featuring the greytHR logo, a greeting 'Hello there!', and fields for 'Login ID' (with a placeholder 'Employee No') and 'Password'. A 'Log in' button is at the bottom, along with a 'Forgot password?' link. The middle panel is the home dashboard, showing a user profile 'Hi [redacted]' with a 'View My Info' link and a settings gear icon. Below this are menu items: 'Home', 'Tasks', 'Salary' (circled in red), and 'Document Center'. The right panel shows the 'Salary' dropdown menu, which includes options: 'Payslips', 'IT Statement', 'IT Declaration', 'Loan Statement', 'Reimbursement', 'Proof Of Investment', and 'FBP Declaration', followed by another 'Document Center' link.



Let's learn

# HOW TO NAVIGATE THROUGH *Let's learn?*

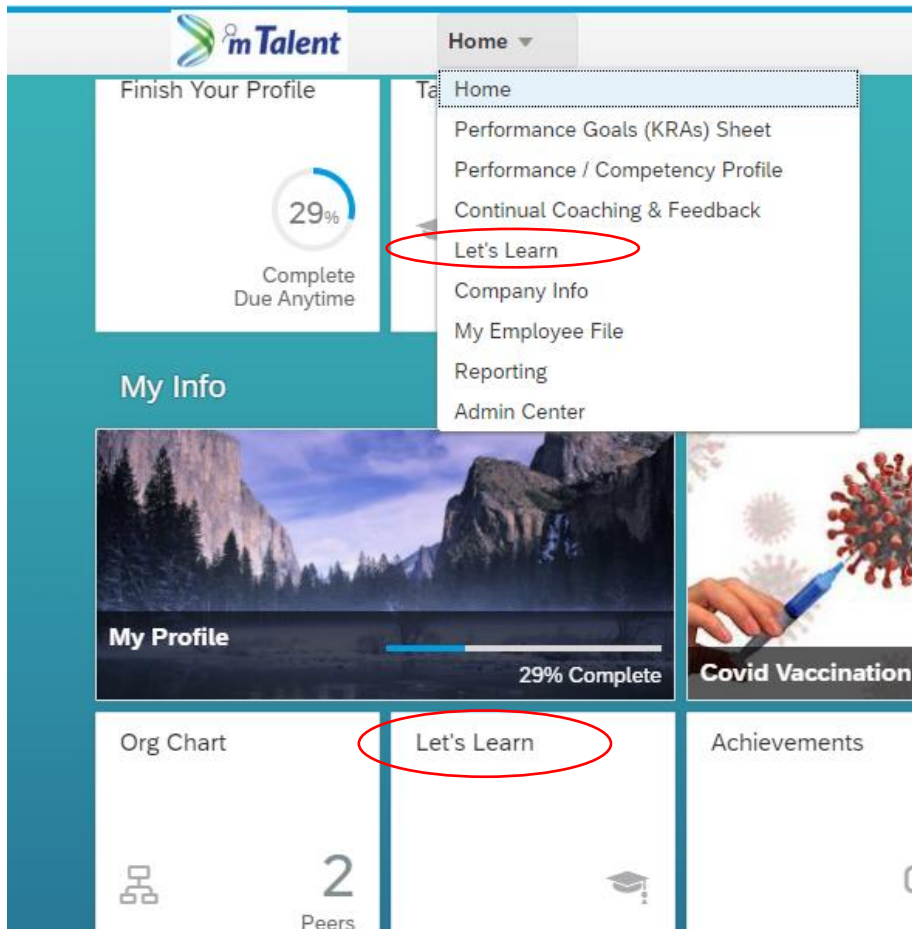


*Let's learn*

# Let's Learn

(mCafe>Apps>Global>  
mTalent>LetsLearn)

- Let's Learn is our learning platform.
- For any clarifications you can write an email to [letslearn@marlabs.com](mailto:letslearn@marlabs.com) or reach out to the team.



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Krupa George	krupa.George@marlabs.com	Senior Associate
Sumedha Singh	sumedha.singh@marlabs.com	Senior Associate



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- Any course assigned to you as new joiners will be visible here.
- Each course will reflect the due date so you can complete it within the time allocated.
- Any course successfully completed by you will be reflected under the History tab.

The screenshot displays a learning management system interface. On the left, the 'My Learning Assignments' section is active, showing a list of courses. The first course, 'ISO 9001 Awareness', is highlighted with a red circle and has a due date of 10/22/2021, marked as MANDATORY. Below it is 'Code of Conduct' with a due date of 10/24/2021, also MANDATORY. The section is divided into 'DUE WITHIN A WEEK' and 'DUE WITHIN A MONTH'. The right sidebar contains several widgets: 'My Curricula' with a large blue circle and a '2 Due in 30 days' indicator; 'History' with a clock icon and a red circle containing '0', labeled 'recently added' with a 'View All' link; 'Links' with 'My QuickGuides', 'Add to Learning His...', and 'Approvals'; 'Find Learning' with a search bar and a 'Go' button; and three recommendation boxes for 'Recommen...', 'Featured', and 'Bookmarks', each with a red circle containing '0'.

My Learning Assignments

Keyword  Select All All Assignment Types Filter

▼ DUE WITHIN A WEEK

10/22/2021 | MANDATORY

ISO 9001 Awareness  
ONLINE ISO\_9001\_Awareness

10/24/2021 | MANDATORY

Code of Conduct  
ONLINE Code of Conduct  
Part of Mandatory Trainings

▼ DUE WITHIN A MONTH

10/29/2021 | MANDATORY

Induction  
CLASSROOM Induction

10/29/2021 | MANDATORY

ISMS  
CLASSROOM ISMS  
Part of Yearly Mandatory Trainings

My Curricula

2  
Due in 30 days

History

recently added  
View All

Links

My QuickGuides  
Add to Learning His...  
Approvals

Find Learning

What do you want to LEARN today? Go

Browse all courses >

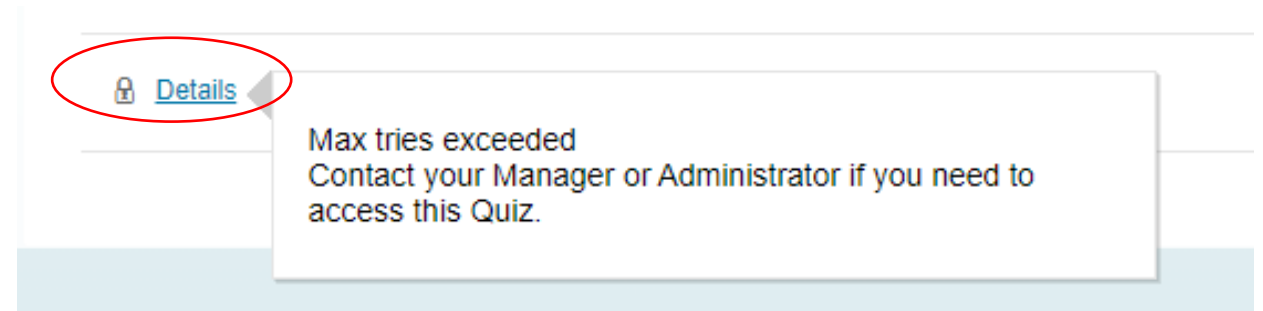
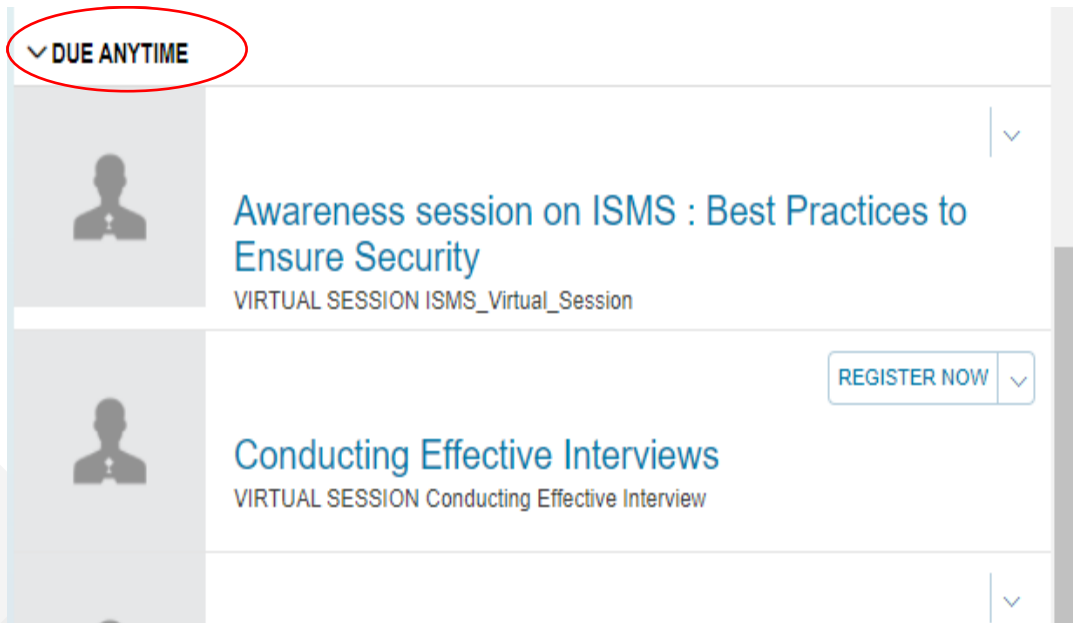
Recommen... 0

Featured 0

Bookmarks 0



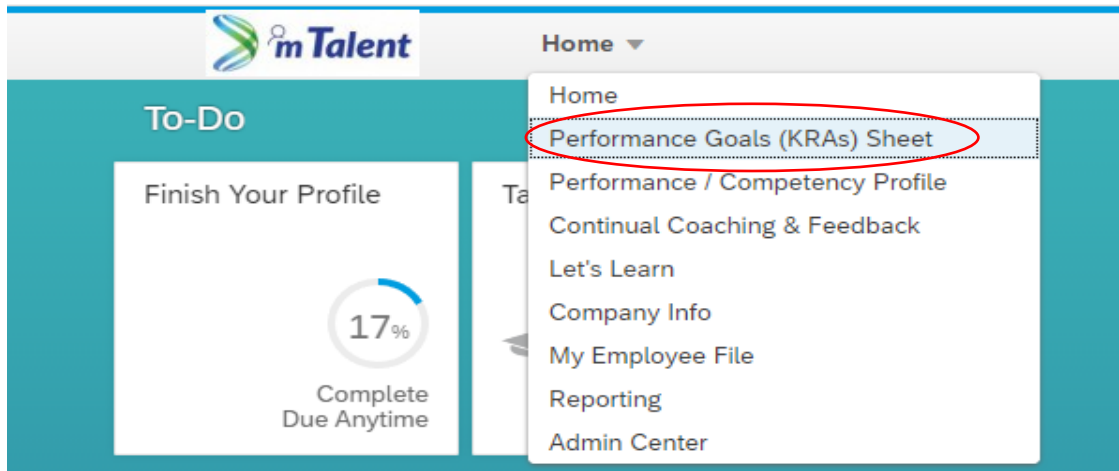
- Courses reflecting under Due Anytime are not mandatory for completion. If you are interested in taking up these courses, then you can use the register now/ request a class to send in your nomination.
- While taking a quiz/assessment for any course if you see a lock sign appear next to quiz name then send an email to [letslearn@marlabs.com](mailto:letslearn@marlabs.com)



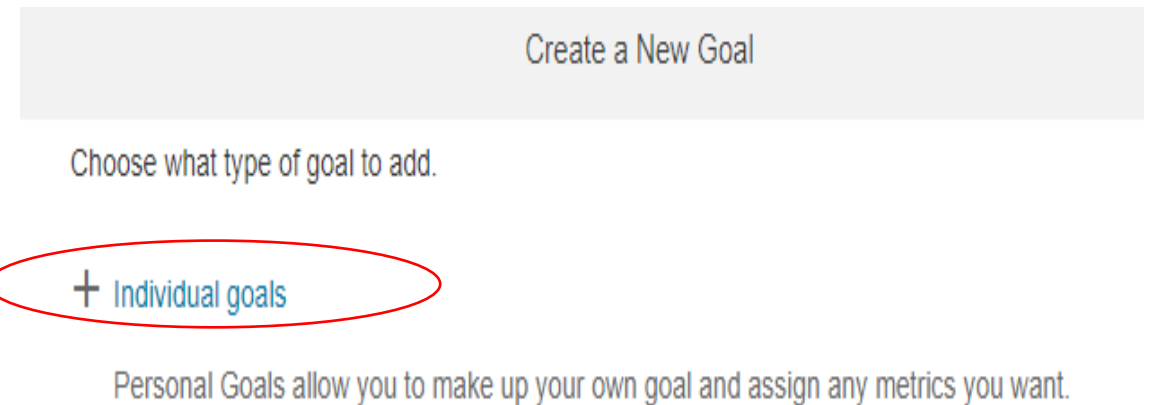
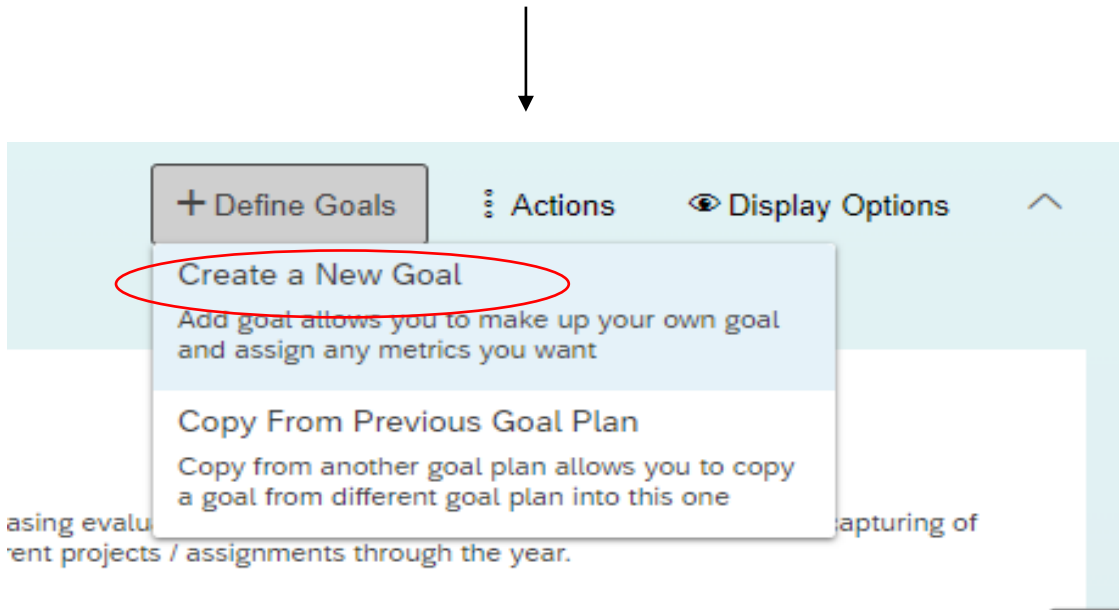
# HOW TO CREATE AND ADD GOALS?



## Let's learn



- In mTalent, select Performance Goals Sheet (KRA) option from the Home dropdown.
- Select Define Goals to create new goals.
- Click on Individual goals



- Upon finalizing your goals with your manager fill all the required details in the goal sheet.
- Mention start date, due date, weightages and goal status.
- Select the save changes option to save and close the goal sheet.

Add Goal

Edit your goal below.

Fields marked with \* are required.

Type:

Individual Goal

\* Goal / KRA title:

\* Goal Description:

spell check... legal scan...

\* Activities involved in the Goal:

spell check... legal scan...

\* Performance Measures:

spell check... legal scan...

\* Start Date:

01/01/2021

Cancel

Back

Save Changes





Goal Plan Status Report Meeting Agenda

2020 - H2 Goals

Select Define goals to create additional goals

+ Define Goals

Actions

Display Options

Goal Status: Open goals for editing

### Introduction

The performance management system at Mariabs aims at enhancing performance of people through structured goal setting with clear measures and standards and basing evaluations against these goals. The system also enables capturing of feedback, achievement and activities all through the year to ensure performance data of every employee is captured and made available as s/he moves through different projects / assignments through the year.

Displaying 1-1 of 1 Goals

Total Weightage: 10.0%

(Min:2) Minimum Not Met

Total number of goals and the total weightage of all goals ( weightage should be 100% ) can view here

You can view the created goal details

### Role Specific Goals

Goal / KRA title	Goal Description	Activities involved in the Goal	Performance Measures	Start Date	Due Date	H1 / H2	Weightage	Goal Status	CPM Achievements	Action
1.1 Process	test	test	test	07/01/2020	12/31/2020	H2 (July to Dec)	10.0%	On Track	0	



# FAQs



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- Where can I view my payslip? – It is available on the greythr portal.
- When does salary get credited?- It gets credited on the last working day of the month. If an employee has joined after 15<sup>th</sup> of a month, then it is credited on the last working day of the next month on pro rata basis.
- Queries on IT declaration- Refer the **Basics of Income Tax** slide deck under **Welcome Aboard** on mcafe. For any specific queries you can reach out to your respective Business HR.
- Can I get reimbursement for vaccination? – If you have enrolled yourself under the Corona Kavach Policy then you can get reimbursement for the amount paid for vaccination and medical bills with proof of positive result and required details. If not enrolled under Corona Kavach policy, you can claim reimbursement for vaccination under the GMC Policy if the dependents for whom claim is being made are enrolled here. (This is applicable only if employee has got the vaccinated after joining Marlabs).
- To claim the vaccination reimbursement, login to Greythr ->Salary -> Reimbursement and choose Covid vaccination.
- To update your vaccination details, login to mTalent -> My Info ->Covid Vaccination.



- If I am working for a client, should I follow client holiday calendar or Marlabs?– You need to follow the client holiday calendar.
- I am not able to access quiz and courses assigned on let's learn- Write an email to [letslearn@marlabs.com](mailto:letslearn@marlabs.com) with your issue.
- How do I know who my manager and Business HR is? – Go to mTalent and open my profile. Here click on the **Employment Information** drop down and select **Job Relationship**.
- What is the probation period followed at Marlabs?- There is no probation period for freshers or lateral joiners.
- What is the notice period for leaving Marlabs?- From the date of submitting resignation, employee must serve a 3 months notice period.
- Is it mandatory to open an Axis Bank account for salary credit at Marlabs?- Yes, we use Axis bank for crediting salary. If employee already has an existing Axis bank account, then the same can be used. If not, then they will be reached out to by our Axis Bank representative for account opening within 3 weeks from joining.



- I need to download a software for business purpose. How should I download it?- Write to [helpdesk@marlabs.com](mailto:helpdesk@marlabs.com) and convey about the software to be installed.
- My Date of Joining (DOJ) is different from the day I actually started working so from when should I fill my time sheet?- Fill your time sheet from your DOJ. Contact your BHR to know about the content to be filled under the activity field.
- I have not received my laptop or have received faulty assets- Write a mail to **DL\_AssetMgmt** [assetmgmt@marlabs.com](mailto:assetmgmt@marlabs.com) with your issue and someone will contact you to resolve.
- Since I am working remotely how will I receive my ID Card?- You will receive it once you come to office. If you need it urgently for some work, then you can drop an email to [helpdesk-admin@marlabs.com](mailto:helpdesk-admin@marlabs.com) and they will share a soft copy with you.

