

TCS Xperience Program

TCS Ecosystem Overview

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TCS Xperience Schedule

- Session Timings: **8:50 AM to 6:30 PM**
- All are required to adhere to the timings mentioned in schedule diligently.
- Attendance is mandatory for all the sessions scheduled and the **same would be tracked daily**.
- The Scheduled sessions via webinar /WebEx with details would be accessed through the below link:
<https://viewschedule.herokuapp.com/>
- In the above link use your **LG** for checking the schedule for the day.
- While entering meeting ID in WebEx link on laptop/desktop if you get error as "INVALID ID" join the meeting ID through Cisco WebEx App on mobile

Digital Sessions & Virtual ILT: Guidelines

Digital Session are Web based training sessions, iEvolue training sessions, LinkedIn Learning , Udemy, Fresco Play, and more such learning sessions.

Virtual Instructor Led Training sessions (Virtual ILT) through Webinar, iQlass, Teams, and more..

Few Important guidelines to be followed during the session:

- Log in **10 min prior** to your shift timing to avoid any delay in the session due to technical glitches.
- Always keep yourselves **on Mute** to avoid disturbance during the session, you may post your query in the **chat box** for any type of communication.
- It is advisable to **use headphones** during all your sessions.
- Avoid **eating** or attending to **personal calls** during the session



Internal Use

Click to add Information Classification

Applications to Download

The below applications are expected to be downloaded which will help is smooth Onboarding, Training and Reporting:

- **On mobile Phones :** (Applicable to all the Batches)
- From Ux Apps on mobile download the below applications:
 1. Ultimatrix Authenticator
 2. Timesheet
 3. eTMS

Process Compliance: Timesheet

No leaves during training period.

Use the SWON number allocated to your respective Centre locations to update your Timesheet efforts.

Branch	Location	Branch	Location
TCS - Ahmedabad	Garima Park Sez	TCS - Indore	Indore SEZ1
TCS - Bangalore	Think Campus	TCS - Pune	SP - A1 Rajgad
TCS - Chennai	Siruseri. Chennai	TCS - Kochi	Info Park, Kakkanad
TCS - Bhubaneswar	Bhubaneswar-Barabati	TCS - Nagpur	Mihan-Nagpur-Sez
TCS - Mumbai	Thane STP	TCS - New Delhi - Gurgaon	Gurgaon GG VI
TCS - Hyderabad	Hyderabad ILP Center	TCS - New Delhi - Noida	Noida VI STP
TCS - Kolkata	Ecospace 1B STP	TCS - Trivandrum	Peepul Park
TCS - Varanasi		TCS - Lucknow	
TCS - Kolkata	Patna	TCS - Jamshedpur	

Note: The mentioned SWON No. must be used only during your training duration. You would be provided with Project SWON's by the RMG team once Released from the Xperience program.

For detailed instruction on SWON details Refer PDF document >> S5.Timesheet Access & Filling Process Document

Internal Use

Click to add Information Classification

Process Compliance: Timesheet

- Ensure Timesheet (TS) is filled **daily** (SWON-No) in Ultimatix before **10 AM**
- Please note Timesheet entry will freeze on the next calendar day (end of business hours)

Navigation: Ultimatix -> Applications -> Employee Services -> Timesheet

Enter WON Number: (XXXXX)
Task Category : **Training & Development**
Task Name : **Xperience Learning**
Charge Type*: **Non-Billable : 9 hrs**

For detailed instruction on timesheet filling Refer PDF document >> S5.Timesheet Access & Filling Process Document

Process Compliance: Secure Borderless Workspace (SBWS)

SBWS initiation and acceptance on Ultimatix (Applicable to all the batches)

- Your supervisor would initiate the SBWS and the same would come for your action.
- This process is to deliver TCS assets and to get your NDA (Non-Disclosure Agreement). So, **please consider this as an important task and follow below steps and accept the SBWS undertaking in Ultimatix**

To **Accept** the SBWS notification from the below path

Navigation: Ultimatix -> Employee Self Service -> GESS -> Responsibilities -> iTalent Responsibilities -> My Worklist

- Click on the edit button
- **Accept** the undertaking.
- Raised By field will have your name.
- Start date and end date varies from DOJ of every batch.

Once the undertaking is accepted, you can view the same in GESS >> My Profile >> Secured Borderless Workspace

Process Compliance: Mandatory course

Complete below mandatory WBTs **within one week of training**.

Completing TCS orientation courses and Compliance to the below mentioned **Mandatory courses** prior to your release date is essential to receive the **Release Letter**.

Sr. No.	Mandatory Courses name	Course ID	Timeline for Closure	Learning hours
1	Information Security Awareness - Main Course_LCS_WBT	43893	DAY 3	2 Hrs
2	iSecurity Quiz_WBT	7408	DAY 3	35 Mins
3	Tata Code of Conduct: Awareness and Allegiance	21939	DAY 4	1 Hr
4	Process : Basic IP Awareness WBT	67539	DAY 4	1 Hr
5	Data Privacy – English WBT	64091	DAY 5	1 Hr 20 Mins
6	GDPR_WBT	55220	DAY 5	50 Mins
7	Awareness on Policy for Prevention of Sexual Harassment LCS_WBT	2735	DAY 5	45 Mins
8	Best Practice for working in SBWS mode	62297	DAY 6	45 Mins

For queries on iEvolve and Mandatory training courses refer PDF doc >> S6.iEvolve and Mandatory training

Process Compliance: Mandatory course

Complete below mandatory WBTs from second week onwards.

Compliance to the below mentioned **Mandatory courses** is very important

Sr. No.	Mandatory Course Details	Course ID
1	Anti Bribery and Corruption Awareness_LCS_WBT	65584
2	Introduction to Safety First_LCS_WBT	49975
3	HSE - Occupational Health & Safety @ TCS_elementary_WBT	48150
4	Intellectual Property Rights - An Introduction_WBT	53993
5	Fire Safety Awareness_elementary_WBT	8159
6	HSE - Environmental Management @ TCS_elementary_WBT	48765
7	Diversity and Inclusion_LCS_WBT	48518
8	Mental Health and Wellbeing	63593
9	Process: Agile for Beginners_WBT	56031
10	Marketing : Global Social Media Policy Awareness_E0_WBT	67754
Sr. No.	Course Details	Course ID
10	Process : IQMS Orientation for IT - Team Members	56079
11	Process: IQMS Orientation for IT IS - Team Members	57278

For queries on iEvolve and Mandatory training courses refer PDF doc >> S6.iEvolve and Mandatory training

Process Compliance: Mandatory course



- Finance : Finance Payroll & Expense Reimbursement Induction_E0_WBT
Course ID : 69366
- The above course gives detailed information on Finance Payroll and Expense Reimbursement. It will help you all to update information on Ultimatix accurately and will ensure to get the payroll on time.
- In case of any further queries regarding the above course, you may reach out to your OBM (Onboarding HR Manager)

Process Compliance: Feedback



You are required to provide online Feedback for the Xplore program you have undergone.

- The feedback is to be provided on iEvolve using provided feedback curricula ID.
- The list for feedback curricula ID and submission timeline will be put on iON/KNOME community by Day 3 of your training

For queries on iEvolve Feedback Process, refer PDF doc >> iEvolve Feedback Process

Knome Community: Communication Channel

Navigation: Ultimatix -> Applications -> Learning & Collaboration -> Knome

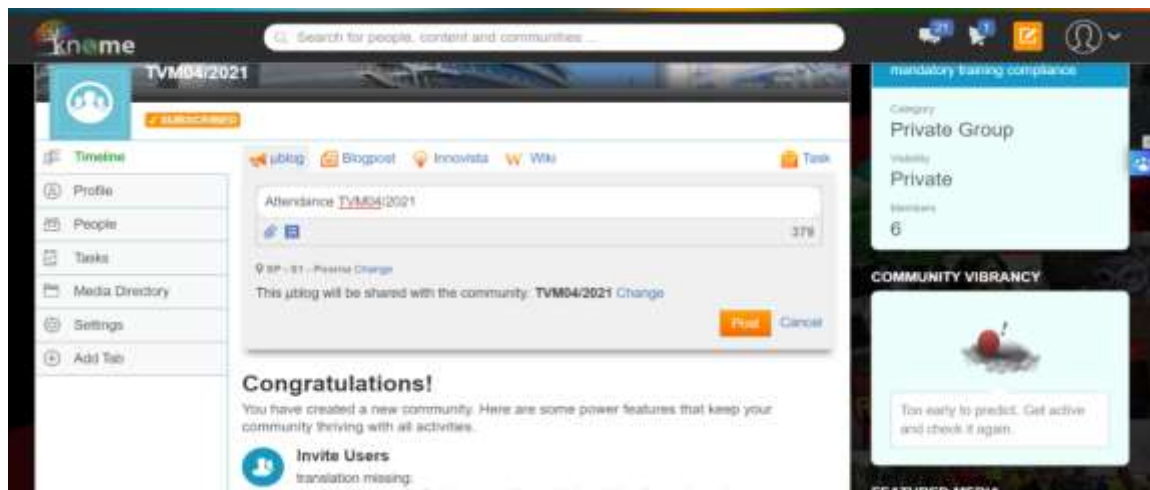
- All the associates will be added in the KNAME community that will be named as “TCS Xperience <DOJ> Batch”.
- For e.g 1st Oct 2020 batch the KNAME community will/was “TCS Xperience 1st Oct 2020 Batch” similarly check batch name as per your date of joining
- During the training period all the **important communications** will be passed through the KNAME community.
- Click on “**My communities**”
- Scroll down Click the community name

Note: Once the employee ID is activated and after your first login into Ultimatix you will have access to KNAME platform.

As soon as you get access to KNAME community we advise to **constantly monitor the community** for all the updates.

For detailed instruction on joining KNAME Community and accessing the features please refer PDF document >> S4.KNAME COMMUNITY ACCESS





General Guidelines:

- Invest 9 hours into learning until project allocation has been assigned.

- Be seated in a well-lit room with good seating posture.



- Maintain Social media ethics and the norms of the organization in all social communities you follow.

- Please connect with the appropriate stakeholders incase of any query.

- Abide by the security norms and avoid taking any pictures of the learning content.

- Stay connected with your RMG after release from training until Project allocations.



*All of us do not have equal Talent Yet, All of us have an equal Opportunity to
Develop our Talents Ratan Tata*

Associate Queries and Concerned Team

Associate Query	Team to which concern is to be raised
Bank details queries	HR team
Current and savings account related queries	HR team
Submission of the declaration kit	HR team
Name and DOB change request	HR team
Exam leave request	HR team
First time Ultimatix account locking issue	HR team
Release letter queries	HR team
Timesheet access issues	Facilitation team
SWON related queries for timesheet filling during training period	Facilitation team
Schedule and Meeting Id related queries	Facilitation team
Mandatory training course related queries	Facilitation team
India Domain password set and domain unavailability issue	Facilitation team
Email access issue	Facilitation team
Queries related to KNAME community access	Facilitation team
Queries related to SBWS undertaking	Facilitation team
LG , Batch and training duration enquiries	Facilitation team

Contact us:

HR query: Please connect via email with the respective Onboarding manager (who sent welcome email).

Facilitation query:

Mail us @ xperience.support@tcs.com

Also, **As soon as you get access to KNAME community we advise to use the Live Chat facility to post your queries.**

Remember to mention your **employee id** and **batch name** in **subject line** and **reachable contact number** in your signature.



