

New Joiner's Hand Book

Please find below the details on what you need to do during the next few days.

- Please verify and update the required details in people hub – Personal, Bank Account details, Education, ID proofs etc, in case of any changes please raise genie under people shared services
- Update your **Contact details in outlook**
- Update your Reporting Manager – refer screen shot 1.1
- To Claim Your Relocation Expense – refer screenshot 1.6
- **Project Related Queries** – Get in touch with Talent Management partner/lead
- If any pending documents to be submitted please share soft copy with **Yogesh. P (M9006885)**
- Declare your FEP prior payroll cut-off date
- Please apply for AMEX Card - <https://peoplehub.mindtree.com/sites/Policies/CandB/Pages/Guidelinesfor-applying-Credit-Card.aspx>
- Update your bank account number – refer screenshot 1.2
- Incase if you have any query on your bank account please reach out to the bank representative (refer below for SPOC contact numbers)
- Please raise a genie for seat allocation and Laptop/desktop allocation – refer below screenshot – 1.3 & 1.4
- Complete your NSR Biometrics, SPOC – **Anitha Malur** - M9006636 (Extension - 56859)
- For Corporate SIM cards/ Data cards you will find vendors seated at the Glass House (next to Little Critters). Please reach out to them
- If any issues with login credentials, please call CIS helpdesk at **12345 then 1**,
- If you wish to avail for a bus pass **Peoplehub >> Org >> Facilities >> Mindtree Transport System >> Apply bus pass**. The bus pass issued within three working days from the request date
- For personal Vehicle stickers - <https://peoplehub.mindtree.com/parkingregistration/Pages/User.aspx>
- For **Provident Fund queries**, please write to mindtree@hrmcindia.com

SPOC Details

Function	Name	Contact Number	Location
Onboarding	Ramya	9742812348	P2-5F-PSS
Induction	Arboretum Team <ul style="list-style-type: none"> • Smitha • Sophia 	<ul style="list-style-type: none"> • 9880010302 • 8722333100 	
Talent Acquisition			P2-Ground Floor
People Function Representative	Please refer your people hub homepage		
Transport	Patil GM	9620954000	Transport Desk

Helpdesk		Ext : 12345 1 - IS Helpdesk 2 - Admin 3 - Global Contact Center	
Provident Fund	Baskaran/Suma		P2-5F-PSS

Reporting Manager Update

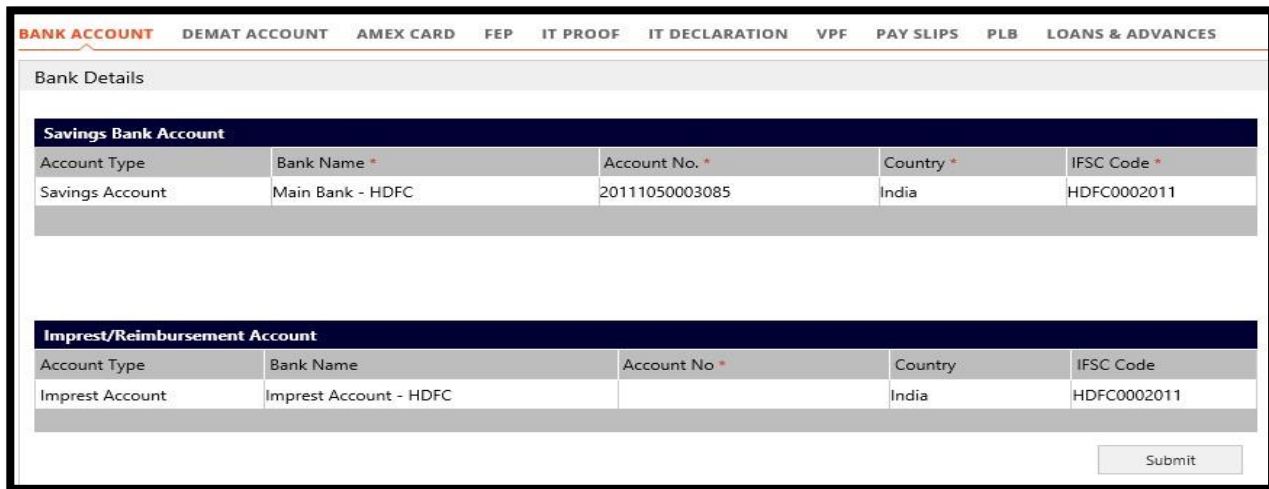
Link : <https://corpapps.mindtree.com/rm/> - Screen Shot # 1.1



Bank Account Number Update

Link : <https://corpapps.mindtree.com/PersonalData/BankInfo.aspx> - Screen Shot #1.2

Note : Savings account and Imprest Account should be in the same Bank



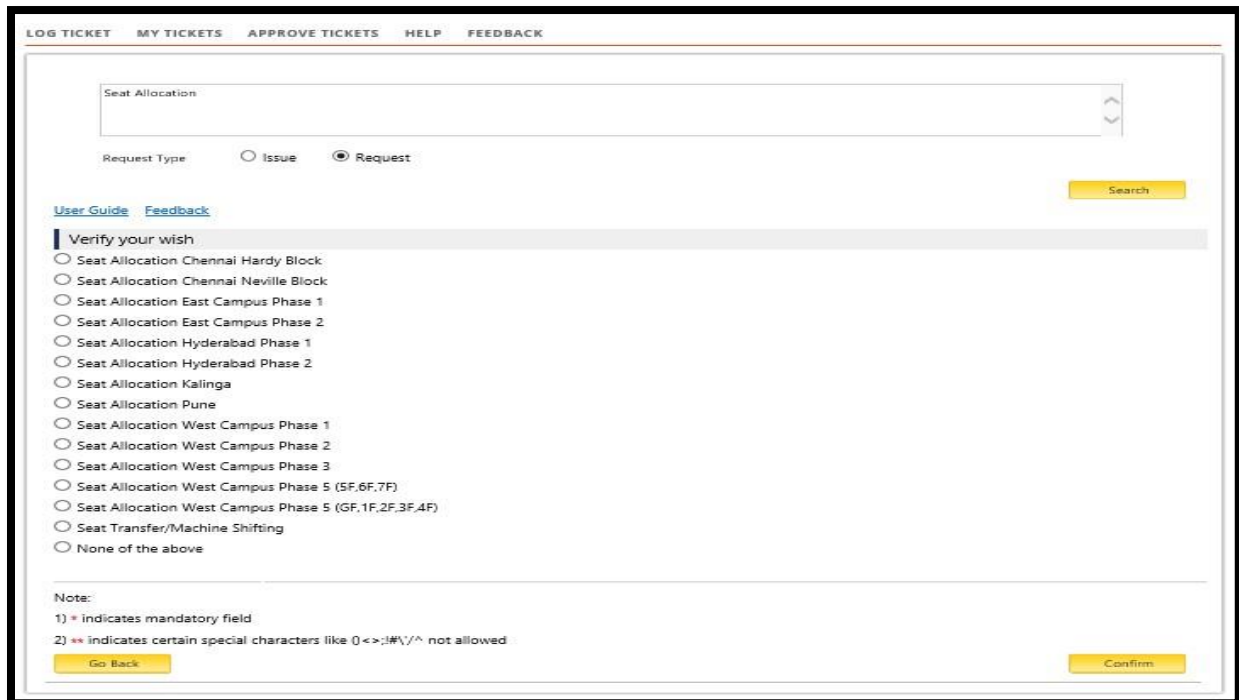
Bank	SPOC	Contact #
ICICI	Sunil	8050477135
HDFC	Srinivas Rao Anal	9980283173
SBI	Nagaraj	8095336539
Axis	Vijay	8722789103
Citi	Arijith	9513356247

Deutsche	Viraj	7022009180
Kotak	Syed	9739904390
IDFC	Sriram	9945690396

Seat Allocation Request

Screenshot # 1.3

Link : <https://webapps.mindtree.com/Genie/forms/SearchPage.aspx> -



LOG TICKET MY TICKETS APPROVE TICKETS HELP FEEDBACK

Seat Allocation

Request Type ☐ Issue ☒ Request

[User Guide](#) [Feedback](#)

Verify your wish

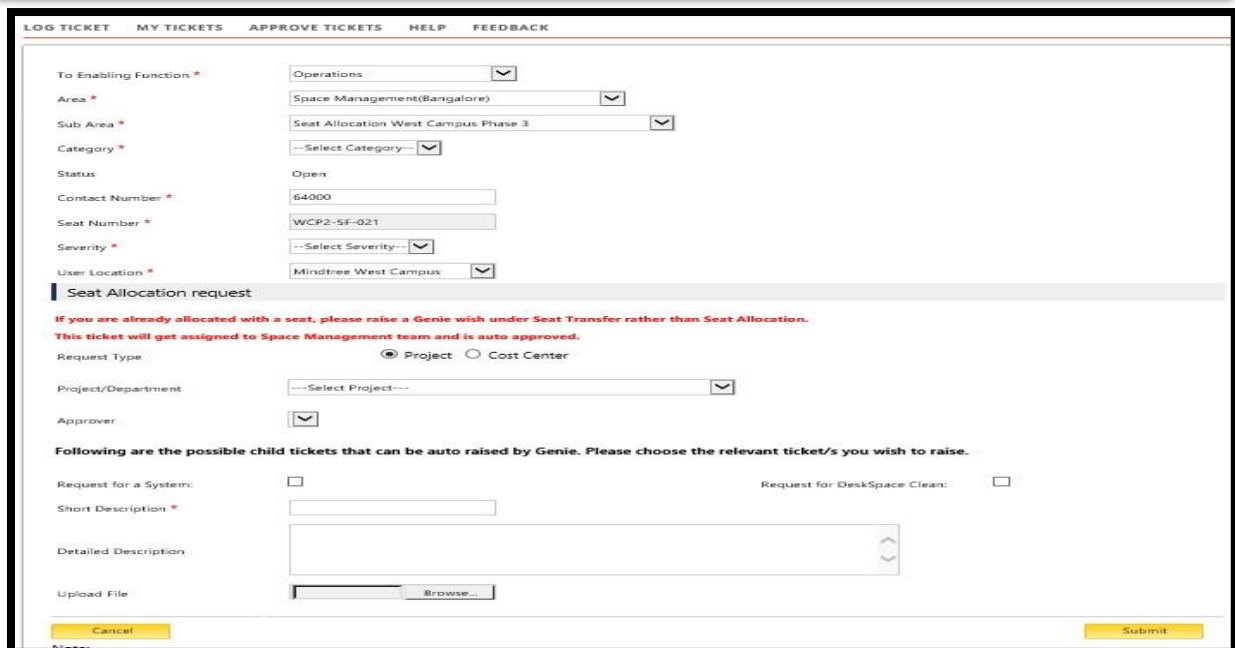
- ☐ Seat Allocation Chennai Hardy Block
- ☐ Seat Allocation Chennai Neville Block
- ☐ Seat Allocation East Campus Phase 1
- ☐ Seat Allocation East Campus Phase 2
- ☐ Seat Allocation Hyderabad Phase 1
- ☐ Seat Allocation Hyderabad Phase 2
- ☐ Seat Allocation Kalinga
- ☐ Seat Allocation Pune
- ☐ Seat Allocation West Campus Phase 1
- ☐ Seat Allocation West Campus Phase 2
- ☐ Seat Allocation West Campus Phase 3
- ☐ Seat Allocation West Campus Phase 5 (5F,6F,7F)
- ☐ Seat Allocation West Campus Phase 5 (GF,1F,2F,3F,4F)
- ☐ Seat Transfer/Machine Shifting
- ☐ None of the above

Note:

1) * indicates mandatory field

2) ** indicates certain special characters like 0 < > ; ! # % ' ^ not allowed

[Go Back](#) [Confirm](#)



LOG TICKET MY TICKETS APPROVE TICKETS HELP FEEDBACK

To Enabling Function *

Area *

Sub Area *

Category *

Status

Contact Number *

Seat Number *

Severity *

User Location *

Seat Allocation request

If you are already allocated with a seat, please raise a Genie wish under Seat Transfer rather than Seat Allocation. This ticket will get assigned to Space Management team and is auto approved.

Request Type ☒ Project ☐ Cost Center

Project/Department

Approver

Following are the possible child tickets that can be auto raised by Genie. Please choose the relevant ticket/s you wish to raise.

Request for a System: ☐ Request for DeskSpace Clean: ☐

Short Description *

Detailed Description

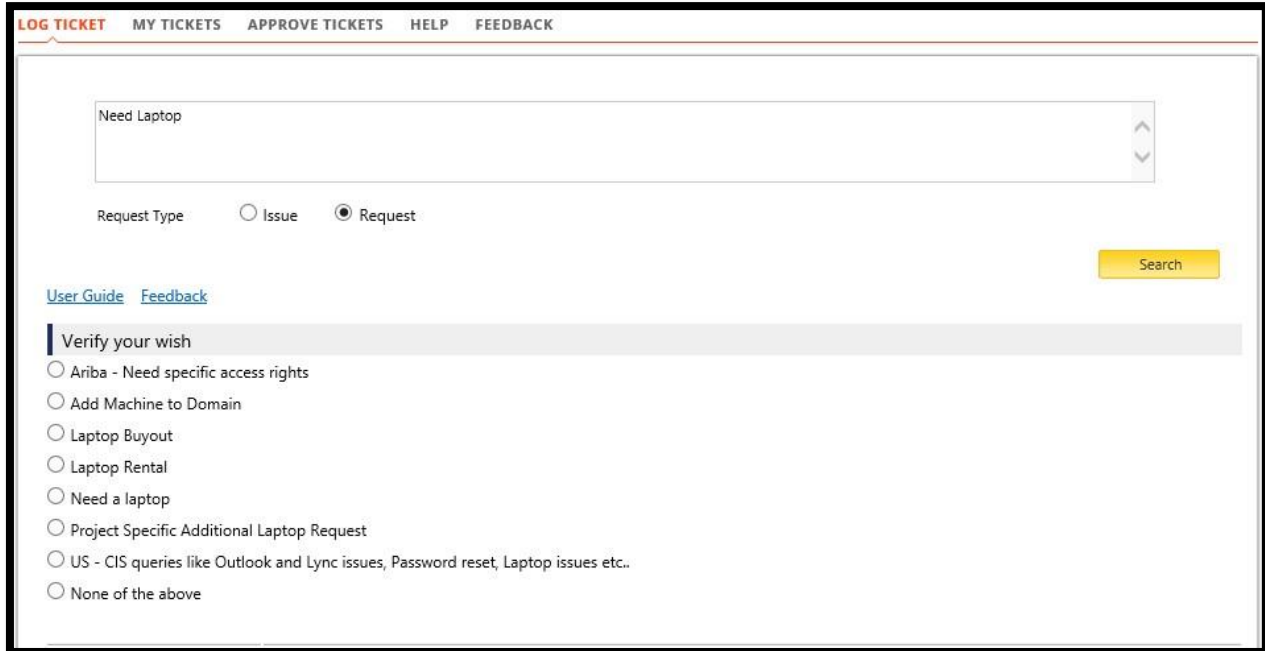
Upload File

[Cancel](#) [Submit](#)

Desktop/Laptop Allocation Request

Link : <https://webapps.mindtree.com/Genie/forms/SearchPage.aspx> – Screenshot # 1.4

Note : Post raising request for seat allocation you have to raise a request for desktop allocation



LOG TICKET MY TICKETS APPROVE TICKETS HELP FEEDBACK

Need Laptop

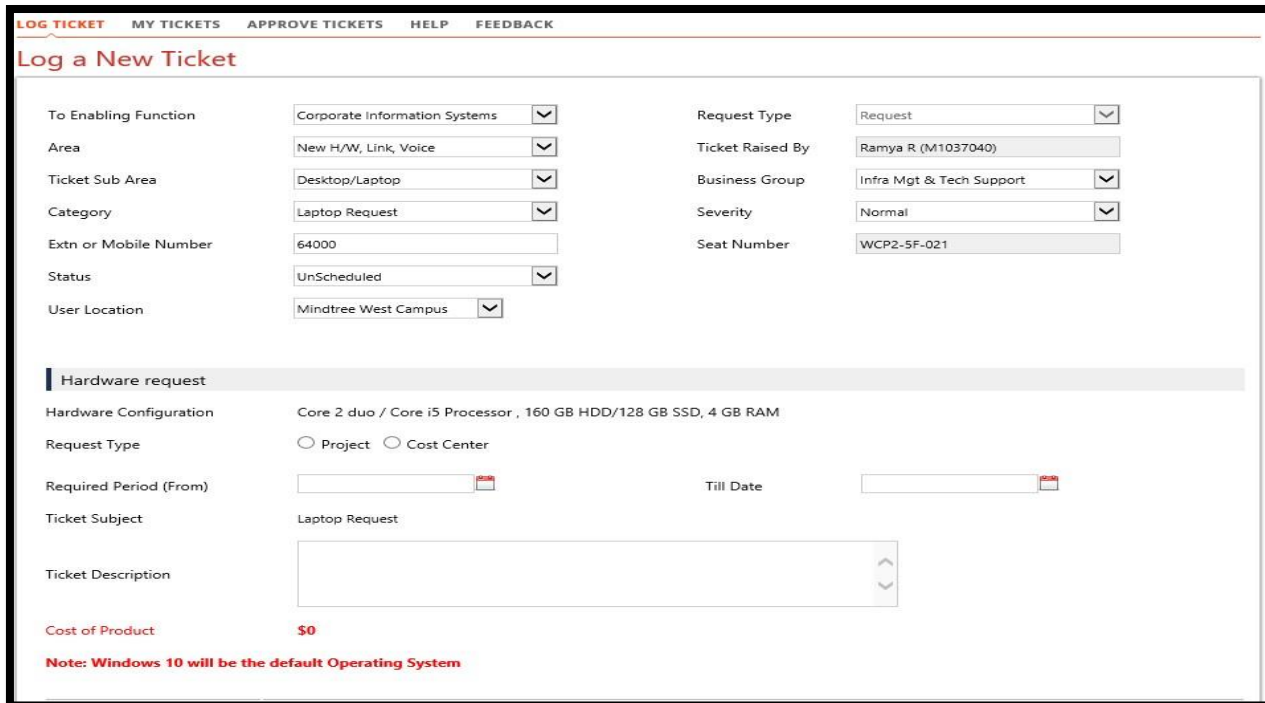
Request Type ☐ Issue ☒ Request

Search

[User Guide](#) [Feedback](#)

Verify your wish

- ☐ Ariba - Need specific access rights
- ☐ Add Machine to Domain
- ☐ Laptop Buyout
- ☐ Laptop Rental
- ☐ Need a laptop
- ☐ Project Specific Additional Laptop Request
- ☐ US - CIS queries like Outlook and Lync issues, Password reset, Laptop issues etc..
- ☐ None of the above



LOG TICKET MY TICKETS APPROVE TICKETS HELP FEEDBACK

Log a New Ticket

To Enabling Function	Corporate Information Systems	Request Type	Request
Area	New H/W, Link, Voice	Ticket Raised By	Ramya R (M1037040)
Ticket Sub Area	Desktop/Laptop	Business Group	Infra Mgt & Tech Support
Category	Laptop Request	Severity	Normal
Extn or Mobile Number	64000	Seat Number	WCP2-SF-021
Status	UnScheduled		
User Location	Mindtree West Campus		

Hardware request

Hardware Configuration Core 2 duo / Core i5 Processor , 160 GB HDD/128 GB SSD, 4 GB RAM

Request Type ☐ Project ☐ Cost Center

Required Period (From) Till Date

Ticket Subject Laptop Request

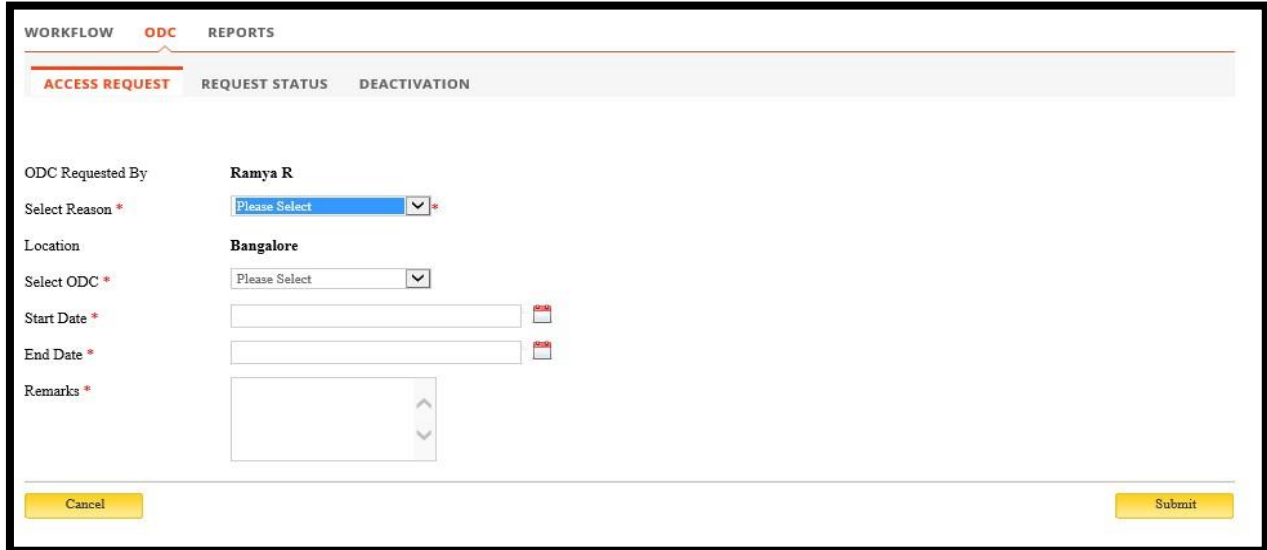
Ticket Description

Cost of Product \$0

Note: Windows 10 will be the default Operating System

ODC Request

Link : <https://webapps.mindtree.com/MAS/forms/NewRequest.aspx> – Screenshot # 1.5



The screenshot shows the 'NewRequest.aspx' form. At the top, there are tabs for 'WORKFLOW', 'ODC', and 'REPORTS'. Under 'ODC', there are sub-tabs: 'ACCESS REQUEST' (selected), 'REQUEST STATUS', and 'DEACTIVATION'. The form fields are as follows:

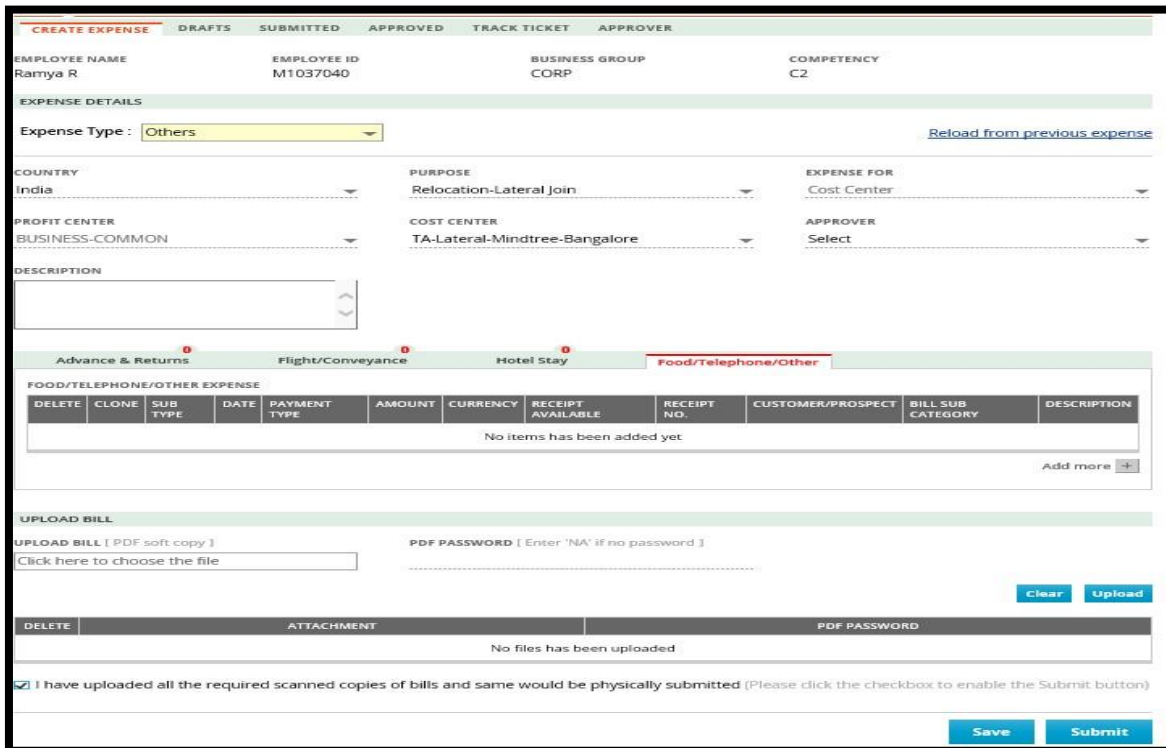
- ODC Requested By: Ramya R
- Select Reason *: Please Select (dropdown menu)
- Location: Bangalore
- Select ODC *: Please Select (dropdown menu)
- Start Date *: (text input field)
- End Date *: (text input field)
- Remarks *: (text area)

At the bottom, there are 'Cancel' and 'Submit' buttons.

Submit Expense (Relocation Expense)

Link : <https://expense.mindtree.com/> - Screenshot # 1.6

Note : New Joiner's relocation expense should be claimed within 30 days from date of joining



The screenshot shows the 'Submit Expense' form. At the top, there are tabs: 'CREATE EXPENSE' (selected), 'DRAFTS', 'SUBMITTED', 'APPROVED', 'TRACK TICKET', and 'APPROVER'. The form is divided into several sections:

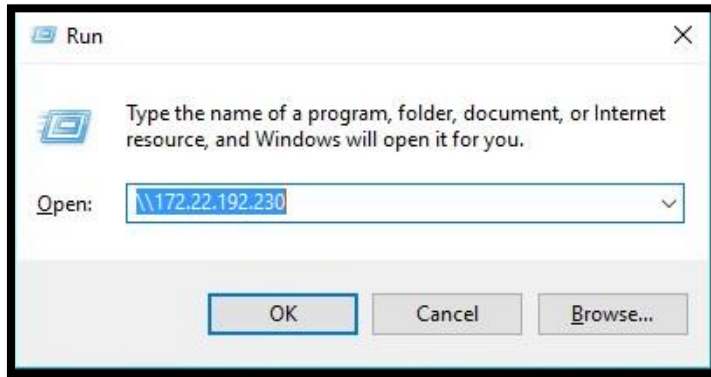
- EMPLOYEE DETAILS:** EMPLOYEE NAME (Ramya R), EMPLOYEE ID (M1037040), BUSINESS GROUP (CORP), COMPETENCY (C2).
- EXPENSE DETAILS:** Expense Type: Others (dropdown menu). A link 'Reload from previous expense' is available.
- COUNTRY:** India (dropdown menu).
- PURPOSE:** Relocation-Lateral join (dropdown menu).
- EXPENSE FOR:** Cost Center (dropdown menu).
- PROFIT CENTER:** BUSINESS-COMMON (dropdown menu).
- COST CENTER:** TA-Lateral-Mindtree-Bangalore (dropdown menu).
- APPROVER:** Select (dropdown menu).
- DESCRIPTION:** (text area).
- Expense Categories:** Advance & Returns, Flight/Conveyance, Hotel Stay, Food/Telephone/Other (all with 0 items).
- FOOD/TELEPHONE/OTHER EXPENSE:** A table with columns: DELETE, CLONE, SUB TYPE, DATE, PAYMENT TYPE, AMOUNT, CURRENCY, RECEIPT AVAILABLE, RECEIPT NO., CUSTOMER/PROSPECT, BILL SUB CATEGORY, DESCRIPTION. A message states 'No items has been added yet'.
- UPLOAD BILL:** A section for uploading bills. It includes a text input for 'PDF PASSWORD' and a 'Clear' button.
- ATTACHMENT:** A table with columns: DELETE, ATTACHMENT, PDF PASSWORD. A message states 'No files has been uploaded'.
- Checkboxes:** A checkbox labeled 'I have uploaded all the required scanned copies of bills and same would be physically submitted (Please click the checkbox to enable the Submit button)'.
- Buttons:** 'Save' and 'Submit' buttons at the bottom right.

Printer Configuration

Windows+R

Type in the address [\\172.22.192.230](http://172.22.192.230)

Click on MTW_Printer (highlighted)



If Prompted for Driver installation, click on Install and the Drivers will automatically get installed.

After the Drivers is installed, you can close the window and the printer would have been configured.

Note: If you do not find the printer as 172.22.192.230 or MTW02PRNP2V, Then, go to Run >> Type in control printers and Enter.

On Entering a New Window will open Devices and Printers, On this Right click on MTW_Printer on 172.22.192.230 and select set as default printer.

