

Welcome to Prolitus Technologies!

Hey There!

We're so glad to have you in our team. There might be a lot of questions running through your mind w.r.t to a wide range of things. Our best guess is:

Q. I have joined today and completed some documentation. So what now?

A. Now that you're all set and sitting at your desk, your manager will be introducing you with the team, assigning you tasks and help you with the work.

All employee information is documented on paper and on MIS. As the paperwork is done, the MIS work begins (Greytip).

1. Greytip HR & Payroll Software

Within 3 days of your joining, you will be provided a Greytip ID and Password. On logging, you can view the number of leaves allotted to you, and the Holiday Calendar.

We use Greytip for Leave applications and Pay slips primarily.

You can also check all your employee information on your Greytip account. It is the duty of an employee to inform us whenever there is a change (for eg., change in Present Address) in any of the personal detail. We take employee information seriously! Most of our Employee Letters are generated through Greytip.





2. HR Induction

We have scheduled HR induction for you. HR Induction will answer all your questions on work timings, rewards and recognition, employee referral policy, leave policy, etc.

At the end of each induction program, there will be a question and answer round where you can shoot all your queries.

The date of induction will be informed to you shortly. You are advised to inform your manager about your unavailability to them during induction which can last up to 1 hour.

3. Bank Account Activation

Prolitus uses Kotak and HDFC banks for Salary transfer. If you have an existing account with them, let us know. Else, contact the reception and/or HR for getting a new account created. The account is created by a bank employee visiting us once in few days so do keep 2 photographs and proof of Address and DOB for submission handy.

4. Library & Games @ Prolitus

We house a library with 130+ books on a wide variety of topics. The employees are free to get them issued for a period of 15 days. But beware, late returns will attract a fine! We encourage employees to use the library room to sit and read, even when not issuing. We also house few indoor games. Please get in touch with admin to know more. You can issue these games and books and enjoy your break time.



1. When will I get the appointment letter?

A. Once the background verification is clear, you will get the appointment letter. The HR department will contact you when it is ready.

2. Can I get access to the policies till the induction happens?

A. Few of them are mentioned in the Greytip software. You can find them saved under HR Forms. Also, you can find the complete Employee Handbook on Greytip: <https://prolitus.greythr.com/v2/employee/documents#forms>

3. Do we have a canteen facility?

A. We have a small canteen facility within our premises through a vendor. This is a paid facility. You can also get food delivered here from outside vendors.

4. What is Group Health Insurance Policy?

A. Under this policy, you are insured by HDFC Ergo for a sum up to 3 lakhs. This cover will begin after a month from joining. Any employee who is on Stipend, will be covered in this policy post confirmation and changing of stipend to salary. For more details, go to HR Forms in your Greytip Account.

5. I already have a bank account with Kotak/ HDFC.

A. If you already have a bank account with Kotak or HDFC, then we can consider it for salary disbursements. Do submit the account details at hr@prolitus.com and accounts@prolitus.com.

6. How to submit IT Declarations?

A. Once your Greytip account is open, login in and find IT Declaration tab in there. You can post your declaration there. If you have any difficulty in operating your account, do get in touch with the HR department. Also, submit the declarations in mail as well to the following IDs: hr@prolitus.com and accounts@prolitus.com

7. Do we have any provision for Short Leave?

A. We understand that an employee can have some personal work that needs attention which cannot wait till the weekend. Hence, we have a provision of SLP (Short Leave Process), where an employee can work only 7 hours instead of 9 hours twice a month and it will be considered as a full day. Fresh SLPs (2) are allocated on the first of each month, and they get lapsed if not used within a month. New employees joining after 1st will only be eligible for this from the 1st of next month.

8. Who is my Go- to person when in doubt?

- For IT related assistance, you can email at itsupport@prolitus.com
- For any work related queries, contact your reporting manager
- For any other query, visit HR department

9. Is there any channel to send my suggestions/ complaints/ compliments/ feedback across?

A. Oh yes! We thrive on these. If you have anything to say, tell us through this link: <http://suggest.prolitus.org/>

You can also choose to go anonymous on this Suggestion Forum if you want.

Things you should have within 3 days of your joining:

- **Access Card**
- **Company Merchandise**
- **Greytip Employee Login credentials**

Welcome to Prolitus Technologies! Have a great start at work!