

**Below are few areas that we would like to highlight to you:**

**Financial Year in Mphasis:**

- The financial year in Mphasis is from 1<sup>st</sup> Nov – 31<sup>st</sup> Oct.

**Transportation:**

- Company provides transportation to work location. Pick up/ Drop will be from common point during day and door step during night.
- Company transportation is optional and chargeable.
- If an employee opts for the company transport option, the cost will be deducted from the monthly salary of the employee.

**Canteen:**

- Canteens are available at most office locations. Major office locations have food courts.
- Employees have to pay for their meals. There is no option of food coupons.

**Dress Code:**

- Dress code is business casuals or smart casuals.

**Attendance:**

- Employees need to mark their attendance on Leave and Attendance Automation System (LAAS).
- Employees must login and logout of LAAS every day.
- LAAS kiosks are present outside all office locations.

**Appraisal:**

- Employees need to upload their goals within 30 days of joining ( not applicable for Band 5 in BPO & Service Desk)
- There are 2 appraisal cycles in Mphasis, Mid-year appraisal in April/May & Annual appraisal in November/December.
- Employees who join Mphasis on or before 31<sup>st</sup> January are eligible for Mid-Year Appraisal & those who join on or before 31<sup>st</sup> July will be part of the Annual Appraisal.

**Salary:**

- Salary is paid on the first working day of every month.
- For employees who join after the 15<sup>th</sup> of a month salary is paid along with the salary of the following month. For example: if an employee joins on 16<sup>th</sup> April, his salary for April will be paid along with that of May on 1<sup>st</sup> June.