HR Work Flow

1. **Manpower Planning:**
   TL -> Raise request for new position to HR
   HR->Request approval from managemrnt
   After mgmt. approval new vacancy is created

2. **Recruitment:**
   Create job description for new position -> advertise In job portals and internal jpb
   posting is also made -> collect resumes based on requirement ->schedule interview->

   Interview Process:
   L1 – aptitude test
   L2- technical round
   L3 – HR round

   Selected candidates sent welcome letter first -> document collected from candidate ->
   offer letter -> onboarding.

3. **Onboarding:**
   Application form filling for candidate database -> employee id and official mail id
   creation-> NDA form filling -> orientation -> Team intro and allocation

4. **Performance :**
   After team allocation employee is given task -> create time sheet for employee -> each
   day task of employee should be entered in time sheet -> time sheet monitored by Team
   Lead -> based on time sheet employee work is tracked -> used during performance
   review

5. **Payroll:**
   Daily employee attendance is tracked based on check in and out
   Leave or permission request
   TL approval -> HR approval
    Salary is calculated based on no of days present in a month by employee -> after salary
   credited payslip is generated for every month

6. **Resignation / Termination:**
   Send formal resignation mail to TL, HR -> after their approval employees should serve
   notice period -> during notice period all allocated task should be completed properly
   and get NOC from TL -> Exit interview of exit form is done -> all company related
   properties should be returned to HR and get NOC from HR -> final resignation approval
   mail is sent -> experience certificate is also issued.