



LEAVE & TIME MANAGEMENT TOOL

THALES DIS

HRIS Team



Leave/Time & Payroll Management Tool

- Unified platform for Investment declaration, Salary Slip, Leave Time Management
- Mobile application available on android & IOS - download “HRIS SGC” from app store
- Managers’ based outside India or any other entity can access the tool
- Manager reports
- When visiting office mark when either you IN or OUT punches are missing – ‘At Work’
- The new tool works best in Chrome and Firefox browser
- WFH to be marked when working from home



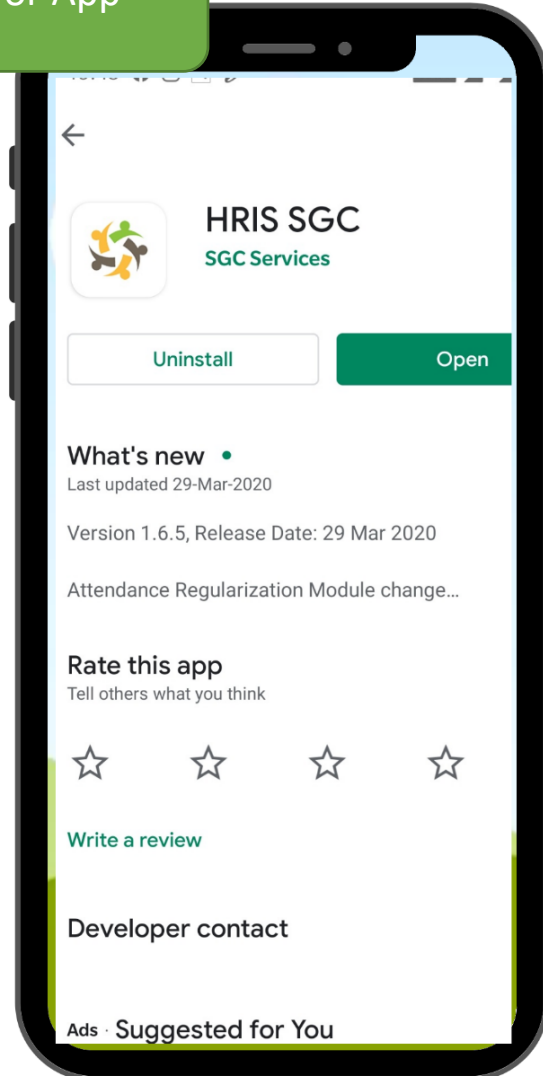
Let's see the
user interface/guide

THALES GROUP INTERNAL

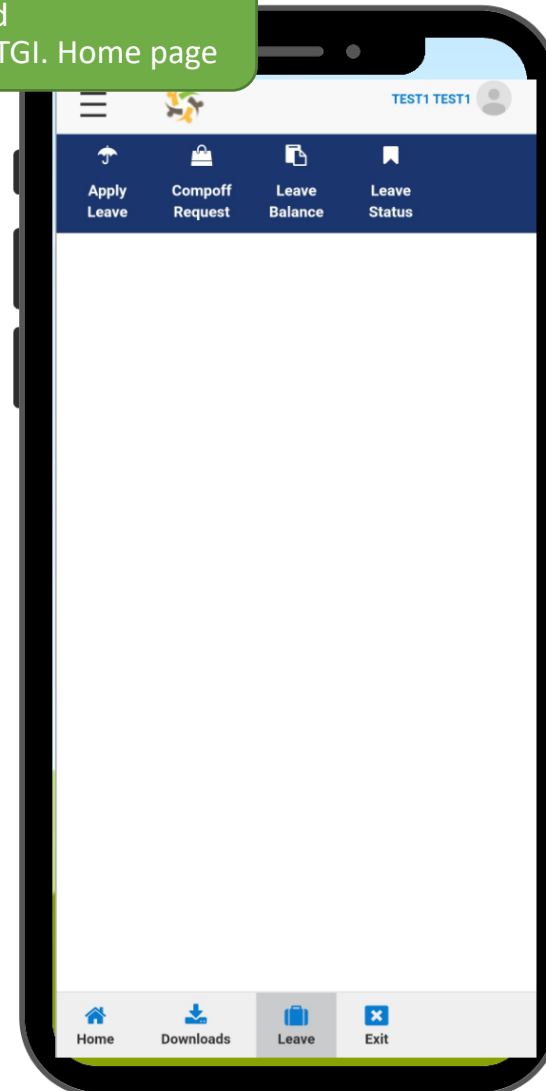
THALES

How to download Mobile Application on Android & IOS device

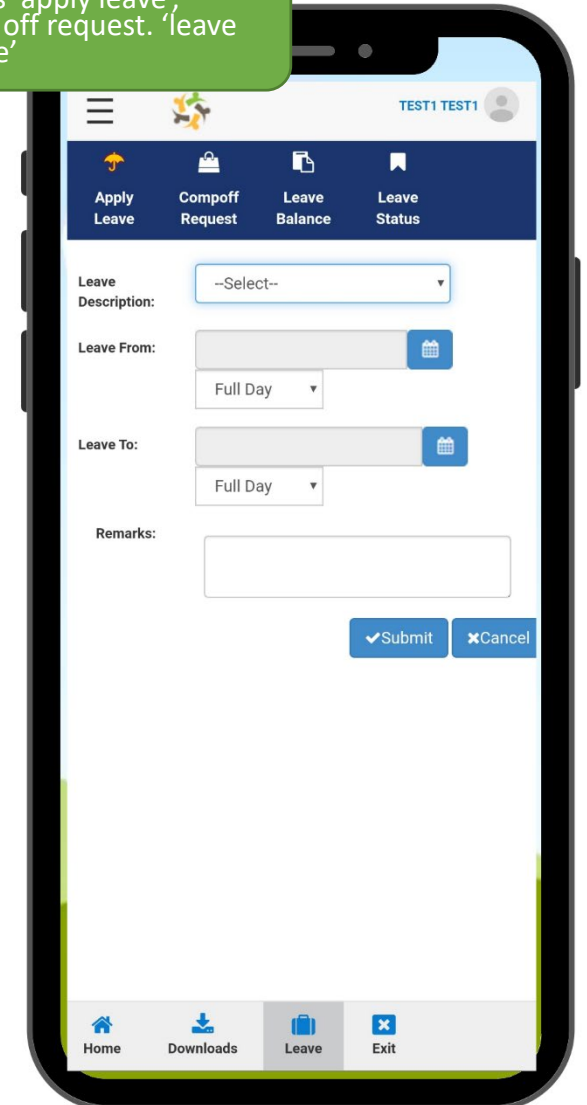
Search 'HRIS SGC' in Play store or App store



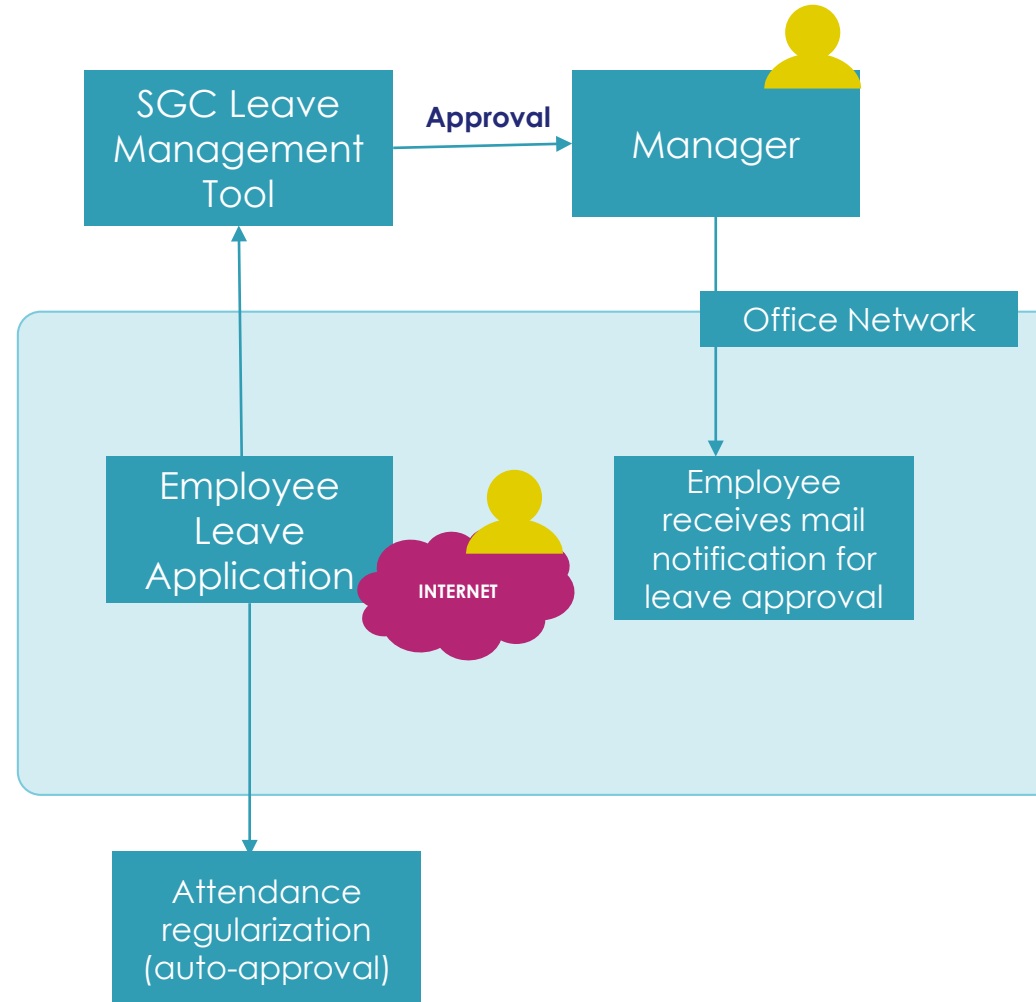
Enter same username & password THALES/TGI. Home page



Click on 'Leave' to see options 'apply leave', 'comp. off request', 'leave balance'



Workflow-based leave approval (no change)

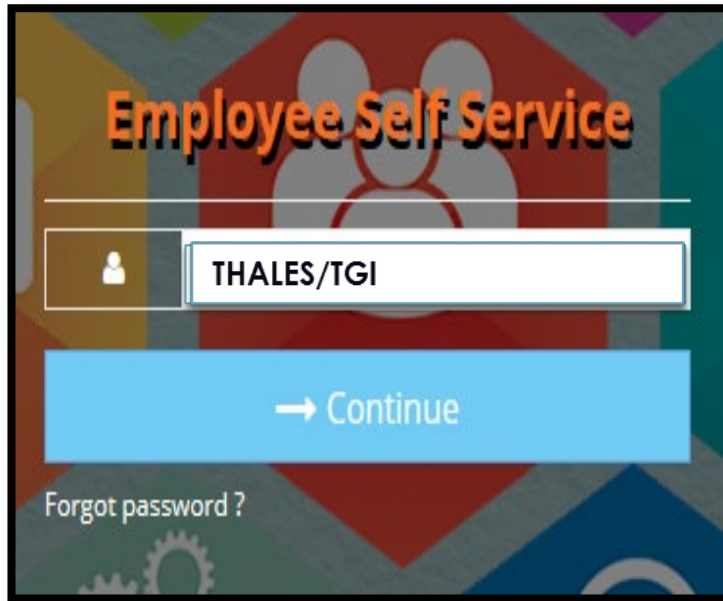


Approval Hierarchy

S/N	Name	Abbreviation	Approval Hierarchy	Rule Priority
1	Annual Leave	AL	Two tiers - Immediate Manager then Leave Admin	-
2	Bereavement Leave	BL	One tier - Immediate Manager	-
3	Business Travel	BT	One tier - Immediate Manager	-
4	Compensatory Off	CON	Two tiers - Immediate Manager then Leave Admin	Leave granted by leave admin
5	At Work	AW	- (auto approved)	-
6	Maternity Leave	ML	One tier - Immediate Manager	Leave granted by leave admin
7	Casual Leave	CL	One tier - Immediate Manager	-
8	Sick Leave	SL	One tier - Immediate Manager	-
9	Leave Without Pay	LW	Two tiers - Immediate Manager then Leave Admin	-
10	Paternity Leave	PT	One tier - Immediate Manager	Leave granted by leave admin
11	Work From Home	WFH	Auto- Approval and notification goes to - Immediate Manager	-
12	Leave Cancellation (AL, SL,CL, WFH)	-	Two tiers - Immediate Manager then Leave Admin	Leave to be cancelled by emp.

Login Screen

- Login Link: <https://eis.sgcservices.com>
- Username: THALES/TGI or GUAVUS/TGI
- Password: First time password generation from the link provided in the mail



Employee Self Service

→ Continue

[Forgot password ?](#)

Enter the Username and Password on EIS portal to continue.



THALES



[Refresh](#)

Enter above image text below (not case sensitive)

[←](#) [Forgot password ?](#)

Home page after login

THALES

0

0

TEST1 TEST1

My Activities

Download Centre

MY PROFILE

0% Profile Completed

TEST1 TEST1

TEST1

Date Of Joining

01-Jun-2020

Group Date Of Joining

01-Jun-2020

Email

kriti.kulshrestha@thales

Designation

Data Engineer

Department

Engineering

My Manager

TEST2 TEST2

MY PAYROLL

Investment Declaration

July-2020

Pending

Link will remain closed between 21-Jul-2020 and 31-Jul-2020

MY SLIPS

Salary Slips

No data for download

Form 16

Other Documents

ATTENDANCE

No Data

Holiday Calendar

HOLIDAYS

3rd (Mon)

2nd (Fri)

13th (Fri)

Aug 2020

Oct 2020

Nov 2020

Raksha Bandhan

Gandhi Jayanti

Pre Diwali

LEAVE BALANCE

Type	Opening	Accrual	Balance
AL	0.00	3.25	2.25
BL	0.00	5.00	5.00
BT	0.00	365.00	365.00
CL	0.00	3.50	0.50
		365.00	364.00
		6.00	6.00

Request Time Off

Employee details: employee code, DOJ, DOB, Email, Location, Designation, Department & Manager

Investment declaration can be edited/added by clicking here. Also the link closing and opening date will get displayed

Salary Slips for every month

Form 16

Leave Balances of all leave types

How to Apply Leave(s)

- Click on My Activities
- Click on 'Leave Request'

Logo

TEST1 TEST1

My Activities Download Centre

Leave & Attendance

Leave Request ← Click

CompOff Request

Manage Attendance

Email
kriti.kulshrestha@thalesgroup.com

Location
Gurgaon

Designation
Data Engineer

Department
Engineering

My Manager
TEST2 TEST2

MY PAYROLL

Investment Declaration June-2020

Pending

Link will remain closed between 21-Jun-2020 and 30-Jun-2020

MY SLIPS

Salary Slips

No data for download

Form 16 Other Documents

POLICY DOCUMENTS AND MANUALS

No data for download

HOLIDAYS

3rd (Mon) Aug 2020 Raksha Bandhan

2nd (Fri) Oct 2020 Gandhi Jayanti

13th (Fri) Nov 2020 Pre Diwali

LEAVE BALANCE

Type	Opening	Accrual	Balance
AL	0.00	2.00	2.00
BL	0.00	5.00	5.00
BT	0.00	365.00	365.00
CL	0.00	3.50	3.50
HW	0.00	365.00	365.00
LW	0.00	365.00	364.00

Request Time Off

Select leave type from 'Leave Description'. Check the leave balance as reflected on RHS

THALES

0

0

TEST1 TEST1

My Activities ▾

Download Centre ▾

Leave & Attendance

Employee Code & Name

TEST1

TEST1 TEST1

Leave Request

Leave Description

ANNUAL LEAVE

Leave From

Full Day

Leave To

Full Day

Remarks

Your com

Select the leave type from the drop down

Leave Description

ANNUAL LEAVE

BUSINESS TRAVEL

CASUAL LEAVE

COMP OFF

LEAVE WITHOUT PAY

SICK LEAVE

WORK FROM HOME

* Select leave 'from' and 'to' date, full day/half day

* Enter the remarks and add the details

Leave Balance

Show

4

▼

entries

Search:

Leave Description	Carry Forward	Eligible	Availed	Balance
ANNUAL LEAVE	0.00	3.25	1.00	2.25
BEREAVEMENT LEAVE	0.00	5.00	0.00	5.00
BUSINESS TRAVEL	0.00	365.00	0.00	365.00
CASUAL LEAVE	0.00	3.50	1.00	2.50

Showing 1 to 4 of 9 entries

Previous

1

2

3

Next

Leave Balances of different Leave types which employee is eligible for

+ Add



Click to add the request

9

Final leave submission once added in 'Leave Cart'

- The leave request comes under Leave Cart for final submission.
- Employee can delete the leave details if required and can add it again

Leave Cart

Id	LeaveType	Leave Description	Leave From	Leave To	Leave Days	Remarks	
26	AL	ANNUAL LEAVE	16-Jun-2020	16-Jun-2020	1.00		

Showing 1 to 1 of 1 entries



Click to submit the request

Click to delete the leave request

Leave Status/Leave Cancellation

- **My Activities>** Scroll down to see the leave status
- Unapproved leaves will be cancelled directly
- **Cancelling Approved leaves:** Click on the cross icon and it will go to the manager & Leave admin for cancellation approval

Leave Status / Cancellation

Show 5 entries

Excel

Search:

Id	Leave Description	Leave From	Leave To	Leave Days	Approval on applied	Leave Status	Approval on cancellation
26	ANNUAL LEAVE	16-Jun-2020	16-Jun-2020	1.00	Pending		✕
1	ANNUAL LEAVE	15-Jun-2020	15-Jun-2020	0.50	Approved		✕

Showing 1 to 2 of 2 entries

Previous 1 Next

Click here in case the leave request is to be cancelled

Attendance Regularization

- Attendance Regularization option is not applicable to us.
- Kindly go to 'Leave Request' > select appropriate leave type to apply WFH/Leave(s). Same steps in slide 8-10
- The 'attendance' option is a quick reference for the dates your absence to be marked.

The screenshot displays a web application interface with two main sections: 'MY PAYROLL' and 'ATTENDANCE'.

MY PAYROLL Section:

- Investment Declaration:** June-2021. Submitted. Link will remain closed between 21-Jun-2021 and 30-Jun-2021.
- MY SLIPS Section:** Salary Slips. Navigation for May - 2021, Apr - 2021, Mar - 2021, and Feb - 2021. Download icons are present for each month. Buttons for 'Form 16' and 'Other Documents' are at the bottom.

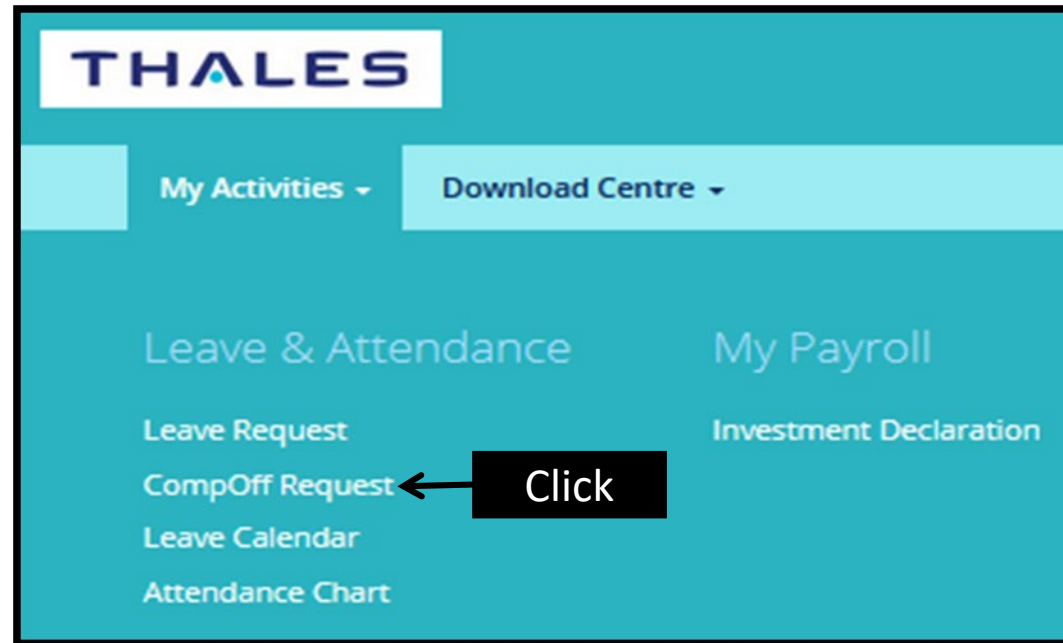
ATTENDANCE Section:

This section is crossed out with a large red X. It displays a list of dates from 01-Jun-2021 to 07-Jun-2021, each with a status icon and a document icon.

Date	Status	Action
01-Jun-2021	WFH	Document
02-Jun-2021	AL	Document
03-Jun-2021	A	Document
04-Jun-2021	A	Document
05-Jun-2021	WO	Document
06-Jun-2021	WO	Document
07-Jun-2021	A	Document

Assignment of Compensatory Off

- My Activities > Comp. off request
- This will grant you comp. off balance



Note: As per policy, Comp. Off is assigned to employees who are people manager & below, worked on any Holiday/Week off and for min. of 6 hours

How to Apply for a comp. off

- Employees can generate a request for compensatory off in case they came to office on a holiday/Sunday.
- Once the comp off is approved.

CompOff Leave

CompOff Request

CompOff Description

Comp Off

Weekend/Holiday Worked Date

☐ Half Day

Remarks

Your content here..

Enter the remarks

Select the weekend/holiday date on which employee has worked on

Click

+ Add

Leave Cart

Show 5 entries

Search:

Id	Leave Description	Date	Leave Days	Remarks		
No data available in table						

Click to finalize the request

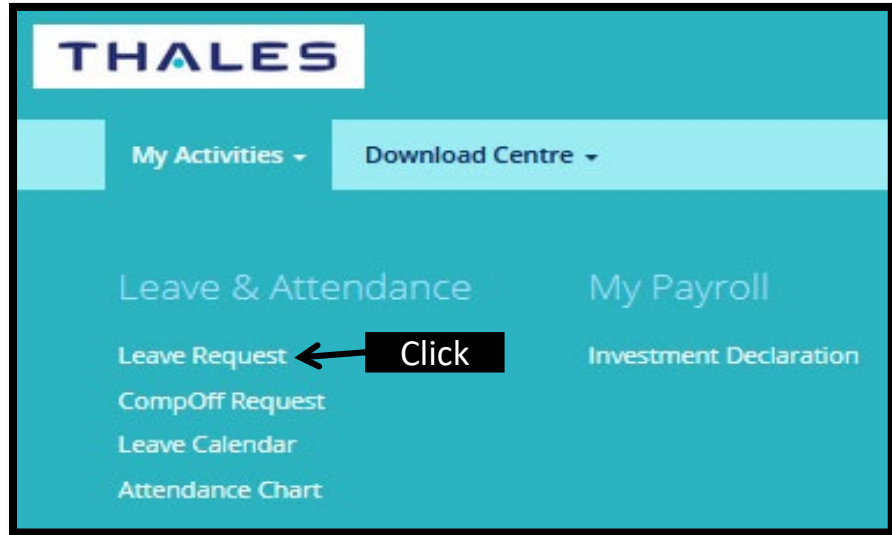
Click to delete

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How to apply Comp. Off Leave

Go to 'My activities > Leave Request > Select Comp Off from drop-down menu



Leave Request

Leave Description

Leave From

Leave To

Remarks

ANNUAL LEAVE

ANNUAL LEAVE

AT WORK (FORGOTTEN CLOCKINGS)

BUSINESS TRAVEL

CASUAL LEAVE

COMP OFF

LEAVE WITHOUT PAY

SICK LEAVE/MCP LEAVE

WORK FROM HOME

Select Comp Off

How to apply Comp. Off as a Leave

After selecting Comp. off from the drop down menu > Select from & to date

Click on Add

Once added in Leave Cart> Click on Submit

Leave Request

Leave Description: COMP OFF

Available CompOff: Date : 22-Nov-2020 ,Exp Date : 21-Jan-2021

Leave From: 21/Jan/2021 Full Day

Leave To: Full Day

Worked on Xmas

Must be falling in this duration

Select date that you need to apply as Leave

Click → + Add

Leave Cart

Id	LeaveType	Leave Description	Leave From
No data available in table			

Showing 0 to 0 of 0 entries

Click on Submit

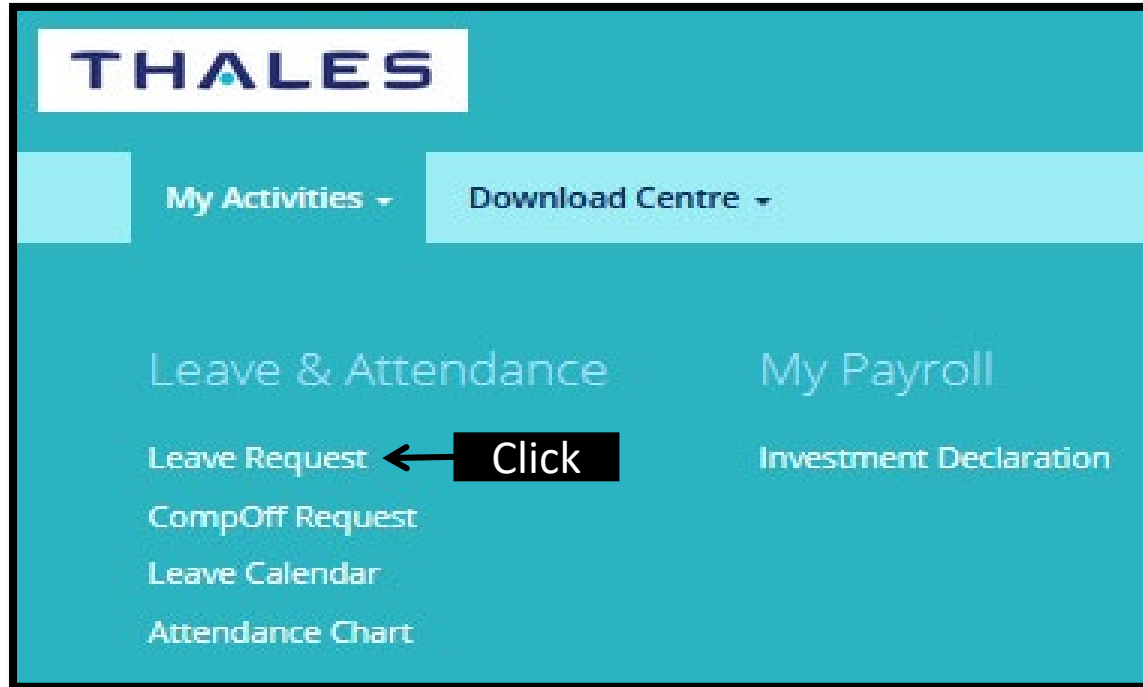
Submit

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How to view attendance details

- Click on Leave request > Scroll down
- 'Manage Attendance' option will reflect your Attendance (roaster) details



Manage Attendance

Manage Attendance

Select
respective
month

Month & Year

Sep

2020



My Roster

Excel

Id	Date	Intime	Outtime	Status	Roster Status
120507	30/Sep/2020			A	02:00 PM - 10:30 PM
118830	29/Sep/2020			HF/A	02:00 PM - 10:30 PM
117190	28/Sep/2020			A	02:00 PM - 10:30 PM
115125	27/Sep/2020	00:00		WO	WEEK OFF
113303	26/Sep/2020			WO	WEEK OFF
111663	25/Sep/2020	00:00		WFH	02:00 PM - 10:30 PM
110022	24/Sep/2020			WFH	02:00 PM - 10:30 PM
108146	23/Sep/2020	00:00		SL	02:00 PM - 10:30 PM
106064	22/Sep/2020			WFH	02:00 PM - 10:30 PM
104414	21/Sep/2020	00:00		HL	02:00 PM - 10:30 PM

The status 'A'
means absent

The status
'HF' means
half day
present

The status
'WO' means
Weekly Off

The status
'WFH' means
Work from
Home

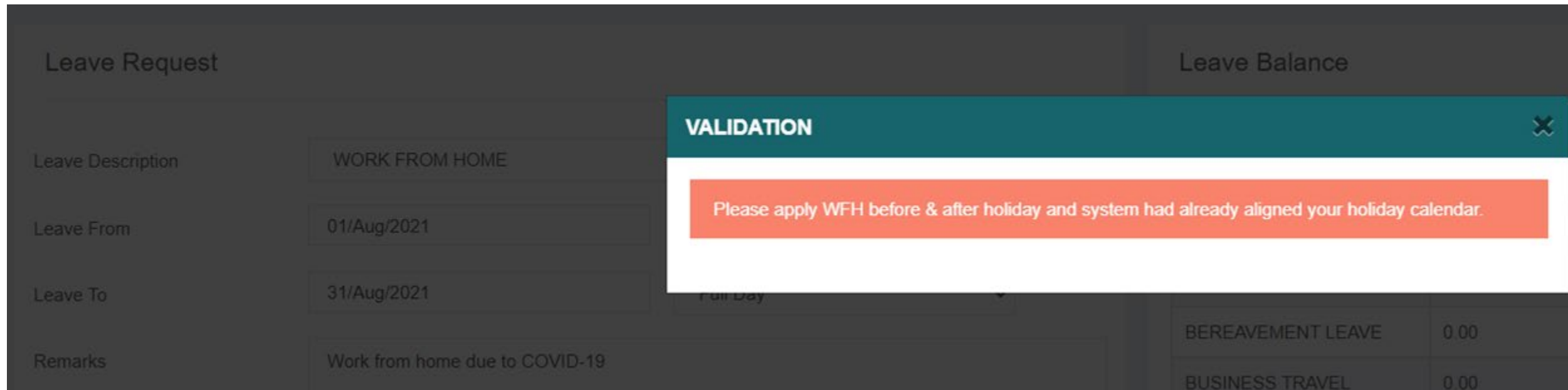
The status
'SL/AL/CL' means
Leave

The status 'HL'
means Holiday

Details to reflect in the
report ensure :
1. Your Status is not 'A'
Timelines: Before 16th of
each month the data must
be corrected i.e. Leaves
applied and approved and
roaster updated

Error while applying for leaves/WFH applications

- The system will provide an error message if any leave or WFH application is applied with a holiday falling in the same month. PFB SS for your ref.
- Kindly select duration to mark WFH applications till one day before holiday and after a holiday.
Example: 1st Aug-14th Aug (Independence day holiday)



The screenshot shows a 'Leave Request' form with the following fields:

- Leave Description: WORK FROM HOME
- Leave From: 01/Aug/2021
- Leave To: 31/Aug/2021
- Remarks: Work from home due to COVID-19

A 'Leave Balance' table is visible on the right:

BEREAVEMENT LEAVE	0.00
BUSINESS TRAVEL	0.00

A 'VALIDATION' error message is displayed in a red box:

Please apply WFH before & after holiday and system had already aligned your holiday calendar.

Data not populating in 'Leave Status/Cancellation'

- If you have logged in from Chrome browser and saved your password.
- It is auto-fill issue.
- Kindly delete your username appearing in 'search option' to see the details

Leave Status / Cancellation

Show entries

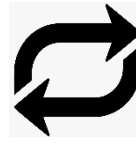
Search:

Delete your THALES/TGI appearing to see details

Id	Leave Description	Leave From	Leave To	Leave Days	Approval on applied	Leave Status	Approval on cancellation
8585	WORK FROM HOME	02-Oct-2020	02-Oct-2020	1.00	Pending		



RECAP of Important points



- All 'absences' to be marked in the tool. WFH – when working from home, At Work- When in office is IN/OUT punch is not reflected, leave – if you are on leave
- Ensure to apply your Work From Home/ Leaves and get it approved timely
- Kindly get your temporary or permanent badge registered
- Once permanent badge comes, submit your temporary badge and get your perm. badge re-registered. Contact person – Mr. Vinod Kumar (HR Support Staff, on 3rd Floor) and Vijay Kumar (admin Team) Guavus.
- In case when either your IN or OUT punch is missing or shows same time, kindly mark 'At Work'
- Assigned WFH counts weekly off. Hence apply for dates only when you've worked.
- The payroll timelines are for 16th to 15th of each month, ensure to apply your WFH/leaves by then
- Check your attendance by going to 'Leave Request' > scroll down to > 'Manage Attendance'
- In case your monthly assigned WFH gets lapsed, kindly reach out to Leave Admin for assigning.
- Shift employees- kindly get in touch with your manager to process your Shift Allowance in payroll to HR Operations team ([Vikas Gulati](#))
- Leave policy link - [Thales India - Employment Manual](#) & its subsequent changes - [Memo](#)
- Kindly refer the user guide & FAQ's uploaded on Intranet > [People Online](#) page

Registration of Badge

Noida Site DIS :

Registration details-

Location: Main entrance of 3rd Floor

Point of Contact: Vinod Kumar (HR Support Staff)

Contact Number: +91-9555580862

For badge issuance related query, kindly reach out to [Security team](#) and any issue related to registration please reach dgdi-tier-1-global-support@thalesgroup.com

Floor	Date	Time Slot
All Floors	MON-FRI*	1:30 PM - 2:30 PM
All Floors	MON-FRI*	4:30 PM - 5:30 PM

Gurgaon Site (Guavus)

Registration details-

Point of Contact: Vijay Singh (Admin Staff)

Contact Number: +91-9911226662

For badge issuance related query, kindly reach out to [Admin team](#) and any issue related to registration please reach dgdi-tier-1-global-support@thalesgroup.com

Floor	Date	Time
4-5 th Floor	MON-FRI*	Between 11:00 PM – 3:00 PM

Important Contact

Contact for Leave & Time Management

Leave & Time Tool : DGD I Support
(dgdi-tier-1-global-support@thalesgroup.com)

SGC services
(hrihelpdesk@sgcservices.com)

Contact for Payroll

(HR Operations)
Vikas Gulati(vikas.Gulati@thalesgroup.com)
Nishant Niraj
(Nishant.niraj@external.thalesgroup.com)

Payroll (Salary Slip, Form 16)
(payroll.thales@sgcservices.com)

