

HR MODULE (Adding new Joiner)

NEW JOINER MODULE

Person A is going to join tech2globe in the upcoming week. (Confirmation once the offer letter is released).

Adding NEW Employee: HR will enter the Name, Employee ID, Department of the Employee with DOJ. The notification must be sent to the IT and concerned department that person A is going to join Tech2globe.

IT Will make their credentials ready till the time.

This should be done on the Day of Joining:

Once the joining is confirmed, the onboarding form* will be sent on personal mail ID of A. (Link of the form will get expired once someone fills the same).

After receiving the same, all necessary remarks will be filled in by him and necessary documents will be uploaded as asked. (Self-Attested).

Once A submits the documents, HR will check and ask if anything else is required.

All documents must be self-attested.

Once the documents are submitted, Then HR will verify the responses and will click on Finalize. The same will be applied in Employee details. (Similar to now as we create NEW USER IN HRMS).

Onboarding form*: The same will have a different format. (Same columns as we have in HRMS new user registration.)