

# **VNR ESS Mobile Application**

## **HELP Document**



**VNR Seeds Pvt Ltd**

## **ESS Mobile App Features**

1. **Profile:** To view the basic profile details like department, designation, HQ, Reporting manager, contact details, insurance number, UAN, ESIC No etc.
2. **Punch:** For submitting daily attendance by the field staff. Daily Punch-in (during the start of duty) and Punch-out (during the end of duty) is mandatory for capturing time/location. The access shall be available only to the field staff in Sales, PD, Production, SPR, FS and specific team members of other departments having field job. The Office/Lab/Plant team members will continue capturing their attendance through biometric machine. R&D field staff will continue capturing attendance in farm registers.
3. **My Team:**
  - a. **Reporting:** Employees can see the list of his/her team members
  - b. **HOD:** Employees can view their team details upto 2 levels.
4. **In Out Report** (available for field staff only)
  - a. **Self:** Employees can see their punch in and out report for current month date wise.
  - b. **Team:** Employees can see the monthly attendance punch in and out details of their team members.
5. **Attendance:**
  - **Attendance:** Employees self-attendance status can be seen. Any attendance regularisation request can be raised by the employee from this page.
  - **Status:** Any attendance regularisation request submitted by the employee and its status is displayed here.
  - **My Team:** Employees can see the monthly attendance details of their team members in calendar view.
6. **Leave:**
  - **Leave Application:** Employees can submit leave application to their reporting managers and also can view the previously applied leave status.
  - **Leave Balance:** Leave summary and balance records can be seen.
  - **Holiday:** List of holidays in the calendar year can be seen.
7. **Approval:** (functionality for reporting managers)
  - **Attendance**
    - Pending: Displays the list of pending applications for attendance regularisation request submitted by the team members.
    - Submitted: Displays the previously submitted applications for attendance regularisation request submitted by the team members.
  - **Leave**
    - Pending: Displays the list of pending applications for leave request submitted by the team members
    - Submitted: Displays the previously submitted applications for leave request submitted by the team members

8. **Query:**

- **My Query:** Employees can raise queries to departments and also can see the status of their previously raised queries status.

9. **ATP:** (available for field staff only)

- **My Travel Plan:**

- Employees can mention their ATP, once the date is over the mentioned ATP for that date is fixed and non-editable.
- Please mention the location and visit purpose along with whether 'night halt' is planned (Y/N).
- The ATP can be revised for the future dates with new details and again to choose the option of night halt (Y/N).

- **My Team:** The reporting managers can select the name of their direct team members and can view their ATP.

10. **Xeasy:** Redirects to the Xeasy app for expense claim.

11. **Taxation:**

- **Declaration:** The investment declaration form for current year is displayed. Employees can fill the investment declaration form and submit whenever it is opened by the HR.

12. **Salary:**

- **CTC:** Employees can view their CTC details.
- **Eligibility:** Employees can view their eligibility details.
- **Payslip:** Employees can view their payslip and also can download the same.

13. **Support:** Name, Contact details of support team members from HR, Admin, Accounts, IT department for any information related to Salary/Taxation/travel etc.

14. **Push Notification:** Notifications related to any important message on attendance, leave, approval, HR circulars and communications etc.

15. **VNR Impact:** View latest volume of the in-house magazine 'VNR Impact'.

16. **Birthdays& Wedding Anniversary:** View daily Birthdays and Wedding Anniversaries of team members.

17. **Password:** Can change password of ESS.