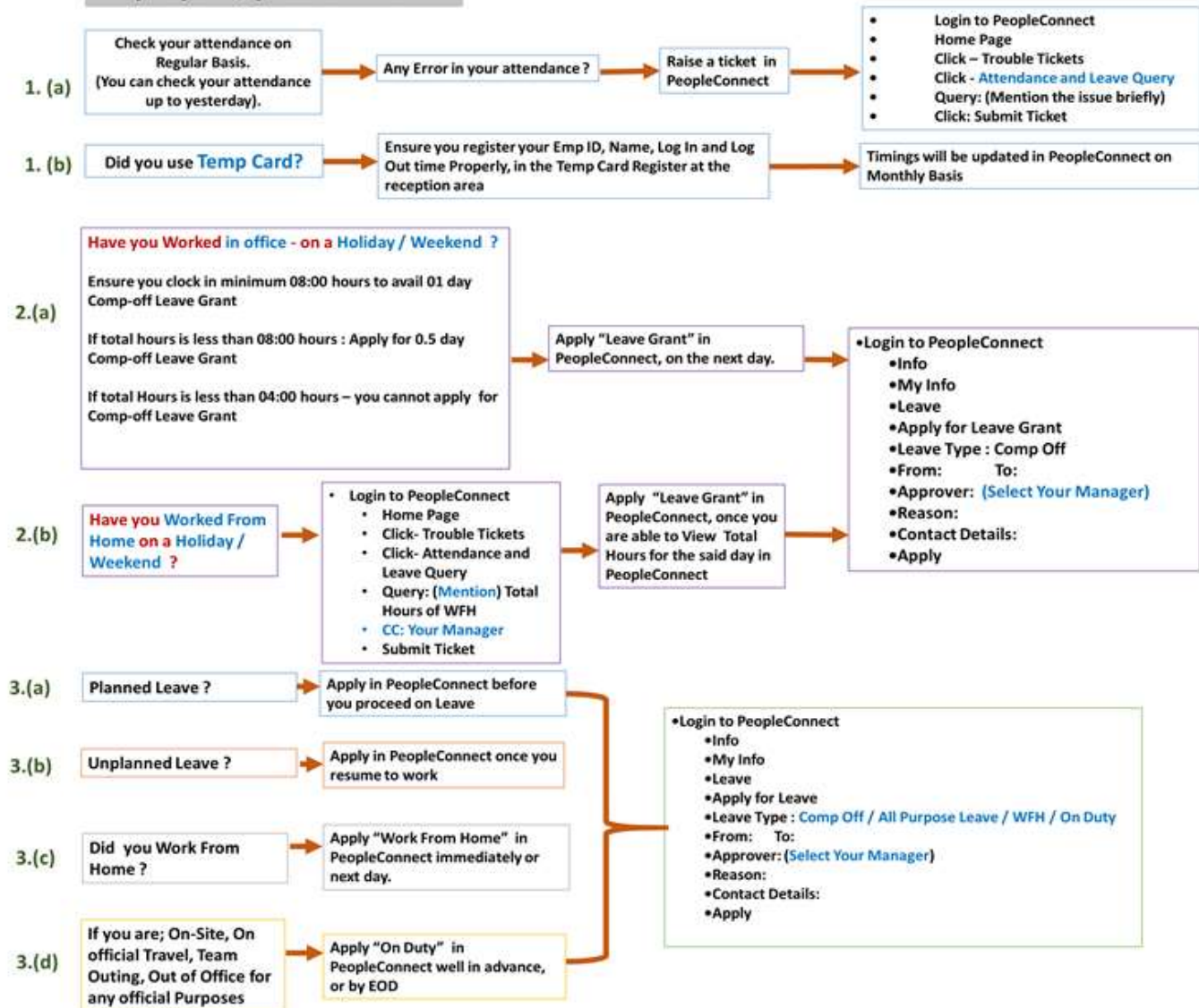
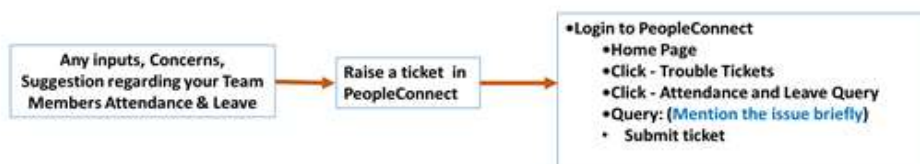


Self-Help: Attendance & Leave in PeopleConnect

Employees, please note:-



Managers (Leave Approving Authority), please note:-



- Must - Allot Shifts to respective team members, minimum a week in advance (if any, as applicable)
- Must - Accept/Reject/Forward Leave requests on regular basis

Note:

- PeopleConnect can be accessed online from anywhere, i.e. from within or outside Valtech networks. <https://peopleconnect.valtech.co.in/login.do>
- For any working day, clocking-in less than 04 hours per day would be considered as Full-Day-Leave.
- Temporary access card usage is only for emergency in the absence of associate's access card and for a maximum of 03 continuous days