

valtech

PeopleStrong - HRIS User Manuals

Team HR

Welcome to our HRIS Module

PeopleStrong[®] alt

Core HR | Workforce Management | Payroll | Talent
Management

New

How to Access PeopleStrong HCM

PeopleStrong application can be accessed using Mobile Application or through Web browser. You may follow mentioned steps to access the application



Step 1: Go to Play/App Store

Step 2: Search and Download Alt Worklife

Step 3: Open mobile application and enter domain name
'**valtechindia.peoplestrong.com**'

Step 4: Enter 'Username' and 'Password'.

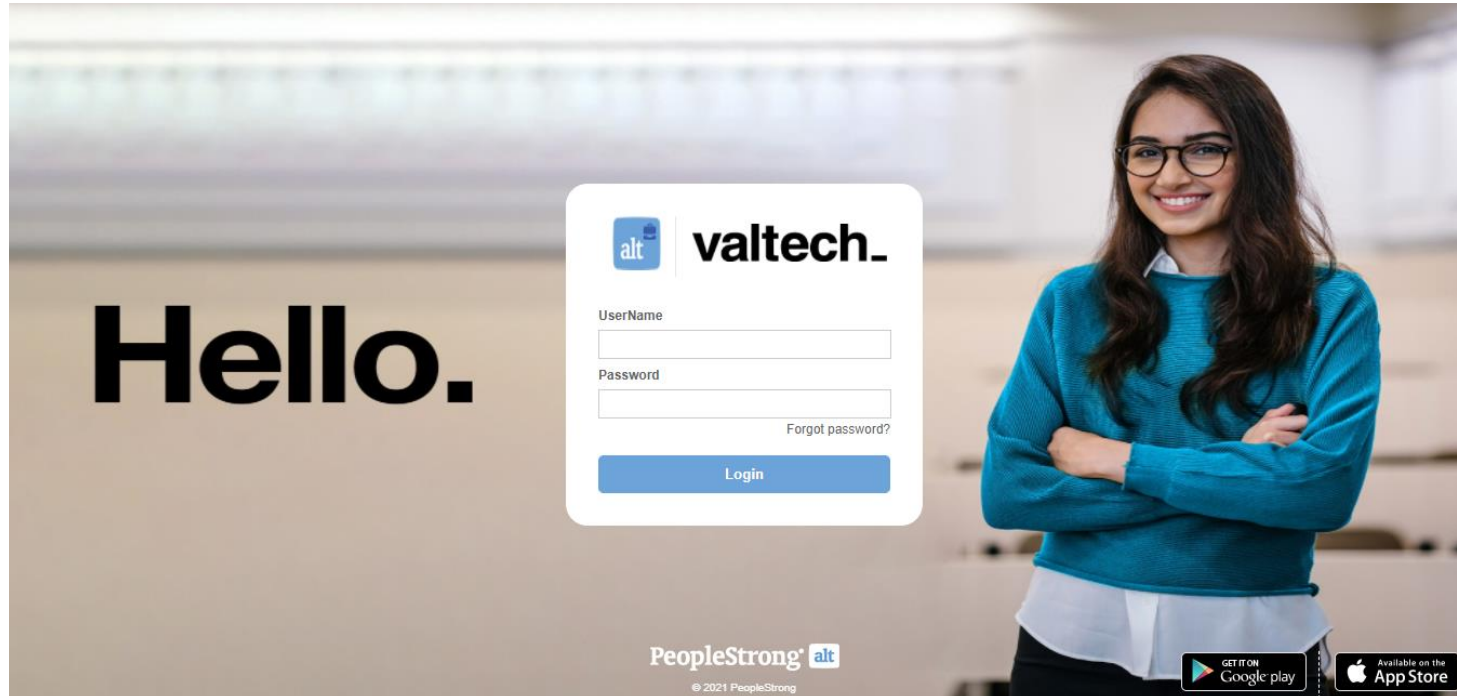


Step 1: Open Web Browser on your laptop/Desktop

Step 2: Enter URL:-
<https://valtechindia.peoplestrong.com> in the browser.

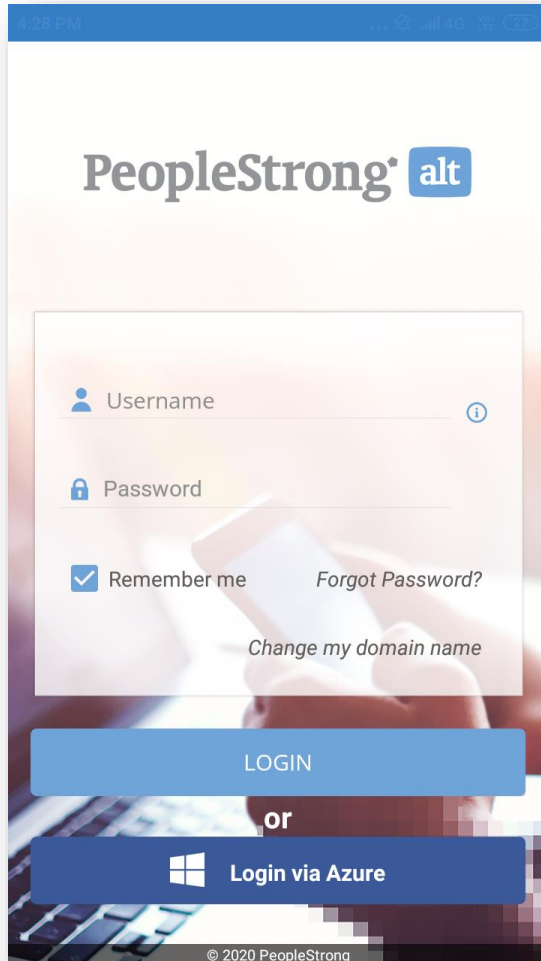
Step 3: Enter 'Username' and 'Password'.

Login Page - Web



- Visit <https://valtechindia.peoplestrong.com>
- Enter 'Username' and 'Password'
- Username is your '**Employee ID**'

Application Access Using Mobile App



- Open the downloaded application by clicking on the app
- Click on “**Change My Domain Name**”
- Enter domain name as ‘**valtechindia.peoplestrong.com**’ and click on **Submit**
- Enter ‘Username’ and ‘Password’
- Username is your ‘**Employee ID**’



Key features post login

HRIS

- All Employee data related to Basic Details, Position Details, Contact Details, Dependent details, Nomination, Employment History and bank details etc. will be available in HRIS (My Profile) of employee login.
- Certain set of information can be view/update by the HR directly.

Home Page

Home Page consists of Various cards, depending on the tasks done by the employee in the system

The screenshot shows the Valtech HRMS Home Page. The header includes the Valtech logo, navigation links (HOME, HRIS, LEAVE, ATTENDANCE), and user controls (TASK(S) with 4 items, DOWNLOADS, and a user profile icon 'D').

Annotations:

- Wish Card For Birthdays, Work Anniversary, New Joinees:** Points to the 'Wish' card.
- Click to complete your profile information:** Points to the 'Profile Completion 71%' indicator.
- The Holiday Calendar for the Current Year:** Points to the 'Holidays' card.
- Leave Summary Card:** Points to the '24 Leave Applied' card.
- Attendance Summary Card:** Points to the '09 Attendance Regularization Applied' card.

Home Page Cards:

- Profile Completion:** 71% COMPLETE NOW. Button: FLIP FOR MY TEAM.
- Mark Attendance:** Punch In Time, Punch Out Time. Button: ATTENDANCE STATUS.
- Announcement:** Welcome to HRMS. See More.
- Wish:** 03-06-2021. Dummy Test (Dummy1), Sangeetha S (3901). Sidebar: Birthdays, Anniversaries, New Joiners.
- Holidays:** Janmashtami (30 Aug 2021, Mon), Ganesh Chaturthi (10 Sep 2021, Fri), Dussehra (15 Oct 2021, Fri).
- 24 Leave Applied (Last 30 Days):**

11 Pending	4 Rejected
0 Cancelled	9 Approved
- 09 Attendance Regularization Applied (Last 30 Days):**

0 Pending	8 Approved	1 Rejected
-----------	------------	------------
- 01 HRIS Approval:**

Home

Home page – Once a user logs in to the HRIS portal it takes user to the Home page of HRIS on Web which has cards view

Home Page on Web portal contains cards for various modules such as Leave, Attendance, Profile, Announcement, Events (Birthdays, New Joiners, Work Anniversary etc.) and Upcoming holidays and various others which are user specific

- Cards can be flipped to see details (As Applicable) on the reverse by clicking on “Flip for Details”

Top right section on the homepage contains mention action buttons:

- **Photo thumbnail** – Employees can upload their photo by editing basic details of My Details section on HRIS module and the uploaded photo appears on photo thumbnail, uploaded photo also appears on mobile app as well
- **Tasks** – All pending tasks segregated for each module appears here. Pending tasks are highlighted by a number icon on the Tasks section and by clicking on the task employee can open the task page directly
- **Quick Links** – This section holds useful documents/domain links which can be accessed by clicking on the link given
- **Downloads** – All downloaded reports appears here for managers to access them later
- **More** – This section holds a quick link to access my details, password change option and logout functionality

HRIS: Basic Details

Basic Details consists of the Employee Information present in the system.

The screenshot displays the Valtech HRIS dashboard. At the top left is the 'valtech.' logo and a 'HOME' link. The top navigation bar includes 'HRIS', 'LEAVE', and 'ATTENDANCE'. On the right, there are icons for 'TASK(S)' (with a red notification bubble), 'DOWNLOADS', and a user profile 'D' with a dropdown arrow. Below the navigation bar, a banner reads '4 Tasks Await You Today'. The main content area is divided into several sections: a 'Good Evening' greeting with a circular profile icon 'D' and 'Profile Complete 71%' status; an 'Attendance' section with a 'Punch Out Time' icon; an 'Announcement' section with the text 'Welcome to HRMS' and a 'See More' link; and a 'Wish' section for '03-06-2021' featuring 'Dummy Test (Dummy1)' and 'Sangeetha S (3901)'. A vertical sidebar on the right lists 'Birthdays', 'Anniversaries', and 'New Joiners'. A 'SELF SERVICE' dropdown menu is open, showing options like 'My Profile', 'Reassign Manager', 'MANAGER SELF SERVICE', 'HRIS.TaskReassign', 'HRIS Reports', 'HRIS Status', 'List of Employees', and 'Task Delegation'. Two blue callout boxes with arrows indicate navigation steps: '1' points to the 'HRIS' menu item with the text 'Hover mouse on HRIS', and '2' points to the 'My Profile' option in the dropdown with the text 'Click on My Profile'.

HRIS

HRIS (Human Resource Information System) modules holds individual Employee's basic information about self, family/dependent details, employment details, education, Bank, ID & Lifecycle details etc.

All menus will have two sections as applicable to them

- **Self Service:** Individual User to view details
- **Manager Self Service:** HR Manager view/update details of employees

Tabs under My Profile:

- Basic Details
- Position Details
- Contact Details
- Dependent Details
- Salary Details
- Nomination Details
- Employment History
- Education Details
- Bank Details
- Visa Details

HRIS: Tabs

valtec

Click on Add/Modify or History Details to check respective details.

Tab wise information is available on employee profile


TASK(S) 4 DOWNLOADS D

My Profile

Basic Details Position Details Contact Details Dependent Details Nomination Details Previous Employment Education Details Bank Details Visa Details Salary Details

View | Modify | History

Personal Information



Title:	First Name: Dummy	Middle Name: E	Last Name: Test
Father Name:	Date Of Birth:	Birth Place:	Country Of Birth:
Age:	Gender: Female	Marital Status:	Date Of Marriage:
Personal Email ID: testpplstrong@gmail.com	Contact Number: +91 - 1234567898		

HRIS: Basic Details(View)

Basic Details has several tab: Basic Details (Personal Information, ID Information and Health Information)

The screenshot displays the Valtech HRIS interface. The top navigation bar includes the Valtech logo and links for HOME, HRIS, LEAVE, and ATTENDANCE. On the right, there are icons for TASK(S) (with a red badge showing 4), DOWNLOADS, and a user profile icon labeled 'D'.

The main section is titled 'My Profile' and contains a horizontal tab bar with the following tabs: Basic Details, Position Details, Contact Details, Dependent Details, Nomination Details, Previous Employment, Education Details, Bank Details, Visa Details, and Salary Details. The 'Basic Details' tab is active.

Below the tab bar, there are three sub-tabs: View, Modify, and History. The 'View' sub-tab is selected. To the left of the 'View' sub-tab, there are four callout boxes with arrows pointing to the interface:

- Basic Details**: Points to the 'Basic Details' tab.
- View: You can only view the details**: Points to the 'View' sub-tab.
- Modify: You can edit the details**: Points to the 'Modify' sub-tab.
- History: All the Change History is captured**: Points to the 'History' sub-tab.

The 'Personal Information' section is displayed below the sub-tabs. It features a profile picture of a man in a suit and a form with the following fields:

Title:	First Name:	Middle Name:	Last Name:
	Dummy	E	Test
Father Name:	Date Of Birth:	Birth Place:	Country Of Birth:
Age:	Gender:	Marital Status:	Date Of Marriage:
	Female		
Personal Email ID:	Contact Number:		
testpplstrong@gmail.com	+91 - 1234567898		

Basic Details – Add/Modify

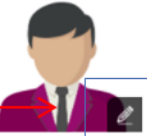
Following page will appear after clicking Modify button

Click on icon to Update/Change an image

Employee's Personal Information – Employee can update/add information here and HR approval is required

Employee's ID Details

Personal Information



Title: Mr. **First Name:** Dummy

Middle Name:

Last Name: L **Father's Name:** F

Date of Birth: 14/Aug/1977 **Age:** 43 Y : 7 M

Birth Place: **Gender:** Male

Marital Status: Married **Date of Marriage:**

Personal Email ID: **Contact Number:** +91 -

ID Information

PAN: PANNOTAVBL **UAN:** UANNOTAVBL

PF: **Aadhaar:**

ESI: **Voter ID:**

Ethnicity Information

Religion: Select One **Citizenship:** Select One

Nationality: Indian

Disability Information

Is Disabled: ☐

Health Information

Blood Group: Select One **Height in cm:**

Weight in Kg: 0.0 **History of Major Illness:**

SUBMIT **CANCEL**

Employee's Ethnicity Details

Employee's Health Details

Click Submit/Cancel for changes

History Tab

History of any changes made in HRIS can be accessed by clicking on History Tab on various tabs of HRIS section

valtech_ HOME HRIS LEAVE ATTENDANCE

My Profile

Basic Details Position Details Contact Details Dependent Details Nomination Details Previous Employment Education Details Bank Details Visa Details Salary Details

History

Click on History tab to check historical changes

Click on field to get detailed view of the transaction

Date & Status details of change requests submitted You can withdraw request

HR Approval Approval Pending

Label	Old Value	New Value	Effective Date	Attachment	Status	Action
Date Of Marriage		18/May/2021	25/May/2021		Approval Pending	Withdraw
Contact Number		1234567898	25/May/2021		Updated	
Blood Group	A+	B-	25/May/2021		Updated	
Height		5	25/May/2021		Updated	
Weight	0.0	50.0	25/May/2021		Updated	
Is Disabled	No	Yes	25/May/2021		Updated	
ESI Number		1234567898	25/May/2021		Updated	

Details of Transition

15

Position Details

Employee has view rights to see position details. Contact your HR for any discrepancy in data

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HOME

HRIS

LEAVE

ATTENDANCE

TASK(S) 4

DOWNLOADS



My Profile

Basic Details

Position Details

Contact Details

Dependent Details

Nomination Details

Previous Employment

Education Details

Bank Details

Visa Details

Salary Details

View | History

Position Details: Dummy E Test

Date Of Joining:
05/Apr/2021

Employee Code:
Dummy5

Project:
test

Official mail ID:
surbhi.jat1@peoplestrong.com

Grade:
V4

Designation:
Associate Business Analyst

Practice Head/Function Head:
Dummy B Test - Dummy2

Reporting Manager:
Dummy A Test - Dummy1

HRBP:
Dummy C Test - Dummy3

Employment Type:
Trainee

Employment Status:
Active

Notice Period:
10

Probation Period:
10

Confirmation Due Date:
04/Oct/2021

Confirmation Status:
On Probation

Actual Confirmation Date:

Level:
3

Onsite:
123

Contact Details

Contact Details – It contains address details i.e. Address and emergency contact details. You can also add details from your side

Tabs to perform an action on data

Add Button use to add new details

HOMEHRISLEAVEATTENDANCE

TASK(S)4DOWNLOADSD

My Profile

Basic DetailsPosition DetailsContact DetailsDependent DetailsNomination DetailsPrevious EmploymentEducation DetailsBank DetailsVisa DetailsSalary Details

ViewModifyHistory

Contact Details: Dummy E Test

Contact Type	Address	City	State	Mobile Number	Action
Current Address	Harapan Indah Bekasi, ,	Kota Bekasi	Jawa Barat	+91 - 5654323456	

Emergency Contact

Contact Name	Contact Relationship	Mobile Number	Landline Number	Email Id	Contact Address
test	fate	+91 - 7777777777	7777777777		test

Dependent Details

Details of family members and dependents are captured here such as Father, Mother, Spouse, Children etc. Details populated here will be used in Nomination section.

valtech LEAVE ATTENDANCE TASK(S) 4 DOWNLOADS D

My Profile

Basic Details Position Details Contact Details **Dependent Details** Nomination Details Previous Employment Education Details Bank Details Visa Details Salary Details

View | **Modify** | History

Dependent Details: Dummy E Test

Add More

Request Type	Dependent Name	Relationship	Date Of Birth	Is Dependent	Action
No records found.					

SUBMIT CANCEL

Nomination Details

Here Employee can add his Nominee, Nominees details will come from dependent details.

Tabs to perform an action on data

valtech. HOME HRIS LEAVE ATTENDANCE

TASK(S) 4 DOWNLOADS D

My Profile

Basic Details Position Details Contact Details Dependent Details **Nomination Details** Previous Employment Education Details Bank Details Visa Details Salary Details

[View](#) | [Modify](#) | [History](#)

Nomination Details: Dummy E Test

Dependant Name	Percentage	Nominee Type	Action
No records found.			

Employment History

If employee has any previous experience, he can add details here. If not, simply click over fresher checkbox.

Tabs to perform an action on data

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HOME

HRIS

LEAVE

ATTENDANCE

TASK(S) 4

DOWNLOADS

D

My Profile

Basic Details

Position Details

Contact Details

Dependent Details

Nomination Details

Previous Employment

Education Details

Bank Details

Visa Details

Salary Details

View

Previous Employment: Dummy E Test

Total Experience including current organization: 42 months

Company Name	Employee Code	Designation	Start Date	End Date	Relevant Experience	Department Name	Location	Salary	Employment Type	PF Account	Action
Test Org	343	fsfs	01 Jan 2004	08 May 2007	fsf						

Education Details

Educational Qualification /
Certification details of an employee
are maintained here

LEAVEATTENDANCE

TASK(S)4

DOWNLOADS

D

My Profile

Basic Details

Position Details

Contact Details

Dependent Details

Nomination Details

Previous Employment

Education Details

Bank Details

Visa Details

Salary Details

View

Modify

History

Tabs to perform an action on data

Education Details: Dummy E Test

Degree	Institute Name/Location	Specialization	Percentage/Final Grade	Start Date	End Date	Is Highest Education	Action
No records found.							

Bank Details

Bank details of an employee is maintained here, Modification of bank details is not allowed.

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HOMEHRISLEAVEATTENDANCE

TASK(S)

4

DOWNLOADS

D

My Profile

Basic Details

Position Details

Contact Details

Dependent Details

Nomination Details

Previous Employment

Education Details

Bank Details

Visa Details

Salary Details

View

History

Employee can only view

Bank Details: Dummy E Test

Name Of Bank	Ifsc Code	Account Type	Account Number	Branch Name	Branch Address	Account Holder Name	Action
No records found.							

Visa Details

Visa details of an employee will be editable only after adding passport details.

valtech_ HOME HRIS LEAVE ATTENDANCE

TASK(S) 4 DOWNLOADS D

My Profile

- Basic Details
- Position Details
- Contact Details
- Dependent Details
- Nomination Details
- Previous Employment
- Education Details
- Bank Details
- Visa Details**
- Salary Details

[View](#) | [Modify](#) | [History](#)

Visa Details: Dummy E Test

Visa Type	Visa Number	Issue Date	Expiry Date	Action
Visa	12345	05/May/2021	31/May/2021	

Salary Details

Employee will be able to view the salary details

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HOMEHRISLEAVEATTENDANCE

TASK(S)4

DOWNLOADS

D

My Profile

Basic Details

Position Details

Contact Details

Dependent Details

Nomination Details

Previous Employment

Education Details

Bank Details

Visa Details

Salary Details

View

Salary Details: Dummy E Test

Employee Name:Dummy E Test

Level:V4

Designation:Associate Business Analyst

Pay Structure:

Total CTC:0

Guaranteed CTC:0

Non- Guaranteed CTC:0

Effective From:

CTC COMPONENT

OTHERS COMPONENT

Pay Component	Monthly Amount	Annual Amount
No records found.		
Total CTC Add	0	0

HRIS: Policy and Process Details

Company Policies will reflect here.

The screenshot displays the Valtech HRIS dashboard. At the top, the Valtech logo is on the left, and navigation tabs for HOME, HRIS, LEAVE, and ATTENDANCE are in the center. On the right, there are icons for TASK(S) (with a red badge showing 4), DOWNLOADS, and a user profile icon labeled 'D'. A callout box labeled 'Hover mouse on HRIS' points to the HRIS tab, which is marked with a circled '1'. Below the HRIS tab, a dropdown menu is visible. A callout box labeled 'Click on Policy and Process Details' points to the 'Policy and Process Details' option in the dropdown, which is marked with a circled '2'. The dropdown menu includes options for SELF SERVICE (My Profile, Policy and Process Details), MANAGER SELF SERVICE (HRIS.TaskReassign, HRIS Reports, HRIS Status, List of Employees, Task Delegation), and a Punch Out Time button. The main dashboard area features a 'Good Evening' greeting with a profile completion progress bar (73% COMPLETE NOW) and a 'FLIP FOR MY TEAM' button. Other sections include 'Attendance' with a 'Punch Out Time' button, 'Welcome to HRMS' with a 'See More' link, and a 'Wish' section for Sangeetha S (3901) with a 'See More' link. A vertical sidebar on the right contains links for Birthdays, Anniversaries, and New Joiners.



Manager Login

HRIS–Manager Self Service (MSS)

Manager Self Service section gives access to Employee List to Managers. They can only view the details of Team members

The screenshot displays the Valtech HRIS Manager Self Service (MSS) interface. The top navigation bar includes the Valtech logo, a 'HOME' link, and tabs for 'HRIS', 'LEAVE', and 'ATTENDANCE'. The 'HRIS' tab is active, and a dropdown menu is open, showing options: 'SELF SERVICE' (with a person icon), 'MANAGER SELF SERVICE' (with a group icon), 'HRIS.TaskReassign', 'HRIS Reports', 'HRIS Status', 'List of Employees', and 'Task Delegation'. The 'List of Employees' option is highlighted. Numbered callouts indicate the following steps: 1. Hover mouse on HRIS (pointing to the HRIS tab); 2. Click on MANAGER SELF SERVICE (pointing to the MANAGER SELF SERVICE option in the dropdown); 3. Click on List of Employees (pointing to the List of Employees option in the dropdown). The main content area features a '4 Tasks Await You Today' notification, a 'Good Evening' greeting with a profile completion progress bar (73%), an 'Attendance' section with a 'Punch Out Time' button, an 'Announcement' section with a 'Welcome to HRMS' message, and a 'Manager Self Service' section with a 'Sangeetha S (3901)' entry. A sidebar on the right contains 'Birthdays', 'Anniversaries', and 'New Joiners' sections. A 'FLIP FOR MY TEAM' button is located at the bottom left, and an 'ATTENDANCE STATUS' button is at the bottom center.

valtech_ HOME HRIS LEAVE ATTENDANCE

4 Tasks Await You Today

Good Evening

Profile Complet 73% COMPLETE NOV

FLIP FOR MY TEAM

SELF SERVICE

- My Profile
- Reassign Manager
- MANAGER SELF SERVICE**
- HRIS.TaskReassign
- HRIS Reports
- HRIS Status
- List of Employees
- Task Delegation

Attendance

Punch Out Time

Announcement

Welcome to HRMS See More

Manager Self Service

Sangeetha S (3901)

To view Details of Reportees

Birthdays Anniversaries New Joiners

ATTENDANCE STATUS

HRIS– Employee List

Employee List Enables Managers to view, their Team details

valtech_

HOME

HRIS

LEAVE

ATTENDANCE

TASK(S)

4

DOWNLOADS

D

▼

List Of Employees

EMPLOYEE LIST (No. of records - 1)

FILTER BY

CLEAR ALL

Employee Code/ID

First Name

Designation

2314123412

Ptest

2314123412

Associate Software Engineer

1

10

All the team members are visible.

ADVANCE SEARCH

+ ADD NEW EMPLOYEE ▼

HRIS– Employee Details

After clicking on view Details, you will be able to see details of employee.

valtech. HOME HRIS LEAVE ATTENDANCE

TASK(S) 4 DOWNLOADS D

List Of Employees

EMPLOYEE LIST (No. of records - 1)

FILTER BY CLEAR ALL ADVANCE SEARCH + ADD NEW EMPLOYEE

Employee Code/ID	First Name	Last Name	User Name	Designation
2314123412	Prachi	Prachi	2314123412	Associate Software Engineer

Edit Profile Edit Profile

HRIS– Employee Details

After clicking on view Details, Manager will be able to see details of employee.

valtech.HOMEHRISLEAVEATTENDANCE

TASK(S)

4

DOWNLOADS

D

List Of Employees

Basic Details

Position Details

Contact Details

Dependent Details

Nomination Details

Previous Employment

Education Details

Bank Details

ID Details

Visa Details


Salary Details

View

Modify

History

Personal Information



Title:

Ms.

First Name:

Ptest

Middle Name:

Last Name:

Father Name:

Date Of Birth:

Birth Place:

Country Of Birth:

Age:

Gender:

Marital Status:

Date Of Marriage:

Personal Email ID:

Contact Number:

+91 -



Thank You