

A person is wearing a VR headset, with their hand resting on the side. The scene is illuminated with vibrant blue and purple light, creating a futuristic atmosphere. The person's face is partially visible through the headset's opening.

valtech

PeopleStrong - Confirmation User Manual

Team HR

Welcome to our Confirmation module

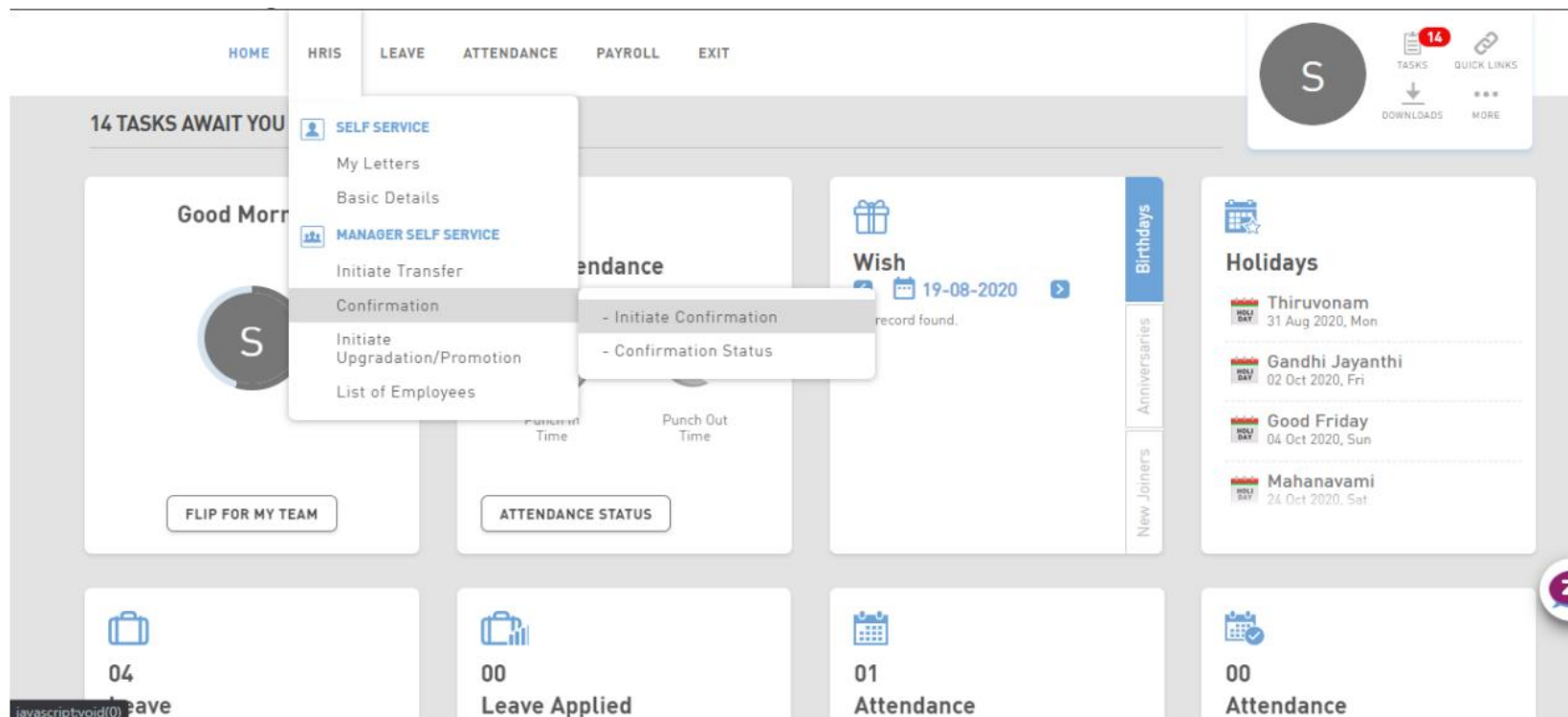
PeopleStrong[®] alt

Core HR | Workforce Management | Payroll | Talent
Management

New

Confirmation – L1 Manager

1. Hover over HRIS
2. Click on Confirmation in MSS
3. Click on Initiate confirmation for initiating a confirmation process & click confirmation status for approving or rejecting a transaction assigned to that user



Initiate Confirmation – L1 Manager

1. Click on employee code to start the confirmation process.
2. Click on confirmation history for seeing the stages of other confirmation transaction.

HOME HRIS LEAVE ATTENDANCE PAYROLL EXIT

S TASKS 14 QUICK LINKS DOWNLOADS MORE

INITIATE CONFIRMATION

CONFIRMATION LIST [Confirmation History](#)

Employee Code ↕	Employee Name ↕	Confirmation Date ↕
46	Panicker Rajeesh Gopinath	06/Jun/2020
136	Rakesh A K	06/Jun/2020
211	Gireesh R	06/Jun/2020
218	Anoop K	06/Jun/2020
210	Nijil Thomas	06/Jun/2020
209	Antony Mathew Stibin	06/Jun/2020
255	Sudheesh P V	06/Jun/2020
223	Shoma Francis P	06/Jun/2020
229	Sabeesh M S	06/Jun/2020
232	Nimmy P V	06/Jun/2020

1 2 3 4 5 6 7 8 9 10 15

Initiate Confirmation – L1 Manager

1. Select the performance during probation field.
2. Put down the comments.
3. Add an attachment.
4. Click on confirm or extend according to the need.

[HOME](#) [HRIS](#) [LEAVE](#) [ATTENDANCE](#) [PAYROLL](#) [EXIT](#)

S

TASKS14

QUICK LINKS

DOWNLOADS

MORE

INITIATE CONFIRMATION

POSITION DETAIL GROUP

EMPLOYEE CODE: 46	EMPLOYEE NAME: Panicker Rajeesh Gopinath
Date Of Joining: 03/Nov/2008	GRADE: OM II
DESIGNATION: Manager	L1 MANAGER: Sunil P K-5100
L2 MANAGER Justine Chacko-893	HR MANAGER: Flinny Shaji-426
ORGUNIT: MANJILAS FOOD TECH PVT LTD →MFT HEAD OFFICE→INFORMATION TECHNOLOGY→INFORMATION TECHNOLOGY	WORKSITE: India→Kerala→Thrissur
OFFICIAL EMAIL: siddharth.bhattacharyaidpeoplestrong.com	CONFIRMATION DUE DATE: 06/Jun/2020

CONFIRMATION FORM

*Performance Rating:

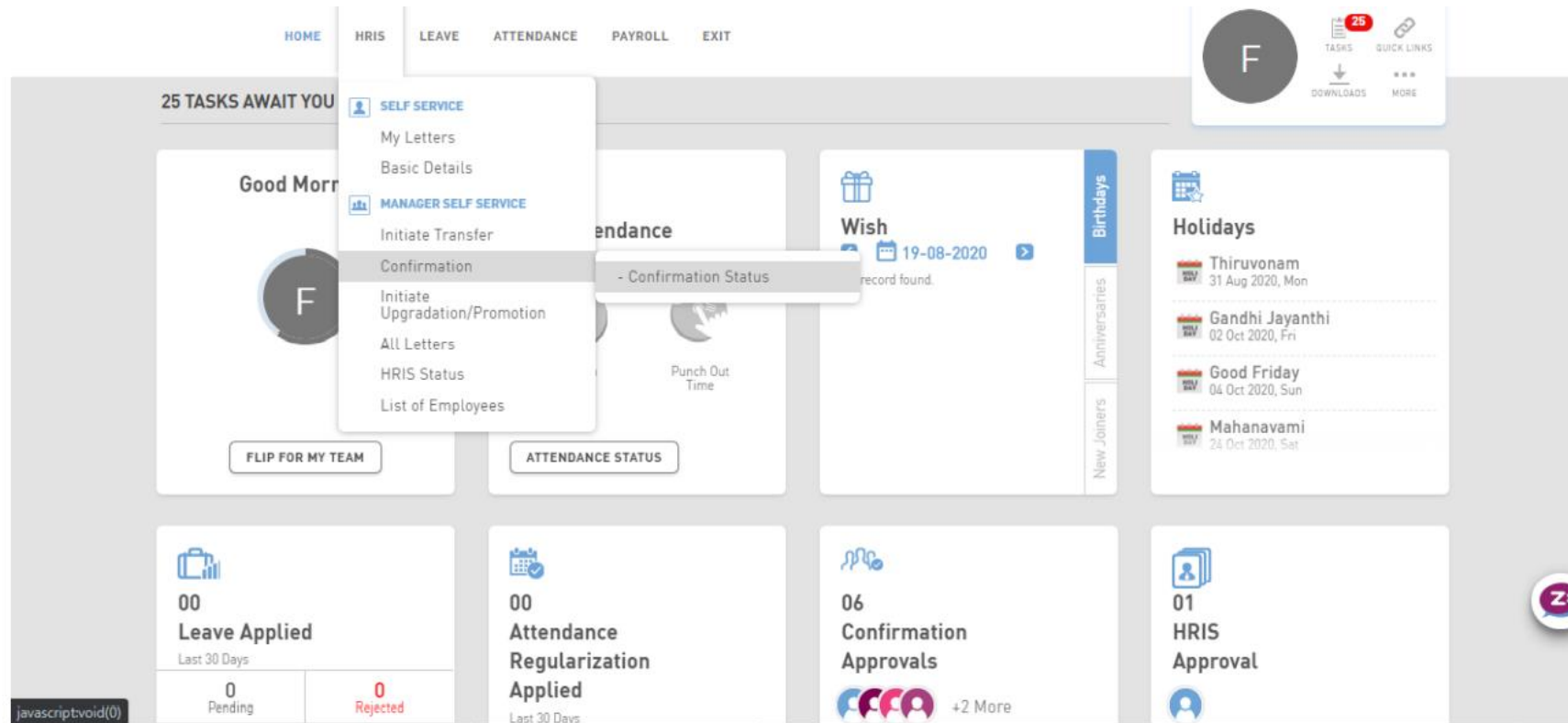
*COMMENT:

ATTACHMENT:

Request received by HR manager

HR manager can see the transaction for confirmation at 2 places.

HRIS -> Confirmation -> Confirmation Status



Confirmation Status – HR Manager

Click on the confirmation code to take the action on this transaction.

[HOME](#) [HRIS](#) [LEAVE](#) [ATTENDANCE](#) [PAYROLL](#) [EXIT](#)

F

TASKS 25

QUICK LINKS

DOWNLOADS

MORE

CONFIRMATION STATUS

CONFIRMATION STATUS

Multi Country:*

Confirmation Code ↕	Employee Code ↕	Employee Name ↕	Stage ↕	Status ↕	Request Date ↕	Effective Date ↕
C0469/19Aug2020104614/C4	46	Panicker Rajeeesh Gopinath	HR Approval	Pending for HR approval	19/Aug/2020	06 Jun' 20
C0469/14Aug2020173710/82	116	Shaijy Thomas	HR Approval	Pending for HR approval	14/Aug/2020	06 Jun' 20
C0469/23Jul2020145048/DB	44	Sathy C K	Modify Compensation	Pending for Modify Compensation	23/Jul/2020	06 Jun' 20
C0469/23Jul2020124317/44	11	Sabu N L	HR Approval	Pending for HR approval	23/Jul/2020	06 Jun' 20
C0469/09Jul2020132543/74	217	Subin T	HR Approval	Pending for HR approval	09/Jul/2020	06 Jun' 20
C0469/04Jun2020191247/85	5725	Deepu Baby Baby	Modify Compensation	Pending for Modify Compensation	04/Jun/2020	29 Jan' 16

Confirmation Status

Click on approve or reject accordingly.

[HOME](#) [HRIS](#) [LEAVE](#) [ATTENDANCE](#) [PAYROLL](#) [EXIT](#)

F

TASKS25

QUICK LINKS

DOWNLOADS

MORE

CONFIRMATION STATUS

POSITION DETAIL GROUP

EMPLOYEE CODE: 46	EMPLOYEE NAME: Panicker Rajeesh Gopinath
GRADE: OM II	DESIGNATION: Manager
ORGUNIT: MANJILAS FOOD TECH PVT LTD.→MFT HEAD OFFICE→INFORMATION TECHNOLOGY→INFORMATION TECHNOLOGY	WORKSITE: India→Kerala→Thrissur
L1 MANAGER: Sunil P K	L2 MANAGER: Justine Chacko
HR MANAGER: Flinny Shaji	Date Of Joining: 11/03/2008

CONFIRMATION FORM

CONFIRMATION DATE: 06/Jun/2020	CONFIRMATION REQUEST DATE: 19/Aug/2020
STAGE: HR Approval	STATUS: Pending for HR approval
Performance Rating: A GRADE(90-100)	ATTACHMENT:

APPROVAL HISTORY

Stage ↕	Actor ↕	Comment ↕	Action Date ↕
Initial Stage	Sunil P K	test	19/Aug/2020

•COMMENT:

Approve

Reject

Back



Thank You