



## Induction Joining Kit

**Dear Candidate, Welcome to Infosys! Please refer to this Induction kit before attending the Induction. It's a material drafted especially for you with everything you need to know before joining.**

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# Agenda

## ATTENDANCE

Your first day at Infosys will begin with a session by the Launchpad team where you'll be guided on how to mark your Attendance. We request you to login to the Launchpad portal beforehand where your attendance will be marked for the first two days. An attendance code will be displayed on the screen and you will be guided on how to mark the attendance on the Launchpad Portal. This is an important step as your employee ID will be generated based on your attendance

## JOINING COMPLIANCE

**Resignation Acceptance Letter:** Please ensure that you have uploaded the Resignation Acceptance Letter for the immediate previous company on Launchpad before joining. We understand that you might get the relieving letter for this company in a few days. Hence, uploading resignation acceptance letter is mandatory. It can also be a mail from HR or your manager clearly stating the last working day with the organization. Your employee number will be generated post verification of your document.

**Statutory forms acknowledgement:** We hope you have completed launch pad by now. Please ensure that you have acknowledged the statutory forms on Launchpad before joining, as it is mandatory from onboarding compliance point. Your employee number will be generated only if you have acknowledged statutory forms and uploaded resignation letter for immediate previous company.

## INFOSYS OVERVIEW

This is the first session where a delivery leader will begin with a brief introduction of history of Infosys and discuss our values, beliefs, leadership, and everything else you would want to know about the organisation. This session also serves as a platform for new joiners to interact with the leaders.

## ASHI

This is an important session which will be taken up by the ASHI team, where we will be educated about the Anti Sexual Harassment Initiative (ASHI). Infosys has a very strong policy against offenders, and we always guide our new joiners about the grievance redressal mechanism.

## Code of Conduct and Ethics

This session will be taken up by the Onboarding team and will revolve around the values & ethics Infosys wishes to foster in our future leaders and managers

**Finance**

In this session new joiners will be conveyed about the finance related policies, insurance schemes, income tax, how to go about loans and advances, and reimbursement, other benefits

**ICICI and Axis Salary Account Opening**

SPOCs from ICICI Bank and Axis will help in opening an ICICI and Axis bank salary accounts respectively.

**Launchpad Support Session**

The last session for the day will be a support session by the Launchpad team, where in anybody who is facing issues with launchpad portal will be guided and the queries will be solved

**HR Policies**

We will introduce you to the Human Resource policies that all employees must be aware of. The HR team will provide an overview of the intranet portal Sparsh and InfyMe. They will take you through the policies related to working hours, leaves, project refusal, etc. that will ease your journey at Infosys

**Information Security**

In this session, new joiners will be guided on the importance of information and data and how to be vigilant and safe from data theft, especially in the current scenario where everyone is working from home.

**Lex Learning**

This session introduces our new joiners to Lex learning, where you can find videos and snippets about Infosys. This platform also offers various certifications and skillsets that will help you to grow in this organization.

### **Nomination Forms Support session**

A member from the corporate accounting group will be guiding new joiners on filling up the finance related forms available on Launchpad and will take your queries related to it.

### **CCD Session**

In this session you will be guided on how you can connect to Infosys portal using personal devices, and download the InfyMe app

## **FAQs before Induction:**

### **Work Experience document for immediate previous company**

**Q. I have received an email from the Launchpad team to upload the relieving letter, but I don't have it. I will receive it after 45 days what to do?**

A. This is an important document for onboarding. We hereby request you to upload your Experience/ Resignation acceptance letter **or** E-mail from your HR/Manager **or** Company portal screenshot which confirms your last working date with the organization.

### **Date of joining extension**

**Q. I'm currently not relieved from my current organization & have dropped an email to my recruiter seeking for a DOJ extension. Can I join today?**

A. Request you to please reach out to your recruiter & please do mention the reason in the chat box during Induction for not joining today. The recruiter will help you with another date for joining.

### **Infosys Asset/Infosys laptop**

**Q. When can I get my Infosys Laptop & how can I track it?**

A. Laptop will be delivered as per the availability of the asset. It will be dispatched post employee number generation on 1<sup>st</sup> day. There is no tentative date for the delivery but once

the Laptops are allocated and shipped, you'll receive an auto-generated mailer wherein you can track the status of the asset.

## **Joining bonus**

**Q. I have received joining bonus form please let me know where I've to upload the document?**

A. You need not do anything, please keep the document safely with you and the joining bonus will be credited automatically to your account along with your 1<sup>st</sup> month salary.

## **Launchpad:**

**Q. Some of my details are missing on Launchpad. What should I do?**

A. Please send a mail to [Infosys\\_Launchpad@infosys.com](mailto:Infosys_Launchpad@infosys.com) and report the missing/inaccurate details.

**Q. How do I register for NSR?**

A. You can check the website > <http://www.nationalskillsregistry.com>. You could use the registration number, pay up the necessary fees and register by providing your Aadhar card details. NSR is important, but not mandatory at the time of joining

**Q. I do not have a passport while joining. What can I do?**

A. As one of the mandatory requirements, Infosys requires you to have a passport and upload the same on Launchpad portal. If you do not have one currently, we request you to apply for one. Once you receive the passport make sure it is uploaded in the Employee docket in Sparsh at the earliest. PFB the link: <http://iscls2apps/HREDOC/MyDocket/ShowEmployeeDocket>

**Q. I have not uploaded my bank details on Launchpad. Till when can I do the same?**

A. You can update the account details on LP till your Induction gets completed, if you are unable to do so by that time, the details can be updated on our intranet portal- Sparsh once the account is activated. PFB the link:

<https://iscls2apps.ad.infosys.com/HMYPlus.aspx/bank/HMYPlusBank.aspx>

**Q. I am opening a new salary account. Can i update the details on Launchpad once the account is opened?**

A. If you are opening account before joining, please enter the details on Launchpad. In case you will be opening during Induction, you may directly update these details on Sparsh once your salary account is opened. You may refer to this link:

<https://iscls2apps.ad.infosys.com/HMYPlus/aspx/bank/HMYPlusBank.aspx>

**Q. I don't have one of my documents that was to be uploaded on Launchpad currently and will be getting it after 2 weeks. How do I upload it then?**

A. You will be having access to Launchpad only till 5 days post joining. If you want to upload any documents post that, you may do so directly on E-Docket.

## **FAQs during Induction (on Date of joining):**

### **1. Attendance**

**Q. How to mark my attendance in the Launchpad as I'm unable to log in, have tried resetting the password but unable to log in?**

A. Request you to please update your Candidate ID, full name and status as Present in the Webex chat which would help us to update your attendance manually.

**Q. While I'm trying to update the attendance it says that" the session is unavailable". What to do?**

A. Request you to please log out from the application log in back & update your attendance in the portal.

**Q. While I'm trying to update the attendance, I am unable to view the attendance tab. What needs to be done?**

A. Request you to please log out from the application log in back & update your attendance in the portal.

**Q. While I'm trying to update my attendance the portal throws a message stating" your attendance is captured" & I'm unable to update now. What can be done?**

A. Marking your attendance in the portal is one-time activity if you've updated the attendance code, portal captures your attendance & post updating it'll not allow you to update again. If you've not updated request, you to please log out from the application log in back & update your attendance.

**Q. How can I check if my attendance is updated?**

A. We are collating all the details which are updated in the chat box as well as in the Launchpad application. Once all the details are consolidated post which will display the names of the absentees & accordingly you can check on your attendance.

**Q. How will I mark my attendance on day 2?**

A. From day 2 you need to apply for Work from home from our Intranet portals which we will be guiding you on.

## **Employee Number/Infosys Email ID**

**Q. When will I receive my Employee number or Infosys email id and how?**

A. You'll receive your Employee number and Infosys email id by EOD on your registered mobile no. as well as on your personal email id.

**Q. Is candidate id and Infosys employee number same?**

A. Infosys employee number and Candidate ID are different. The Employee number is a unique string of numbers issued to each employee post joining and candidate ID was pre joining identification number.

## **CIPR and Finance Forms**

**Q. I can see CIPR documents in the portal. Do I need to fill & send it to someone?**

A. Please download the document, it is available in editable format and fill the details as requested. Once the details are filled in, please convert to pdf & upload it back in the upload section on Launchpad.

**Q. What needs to be filled in the Place field in the CIPR document?**

A. Please fill your location of posting as mentioned on the offer letter, your name, Date of joining, Employee number (that you will receive on Date of joining) and your signature

**Q. I'm unable to download the CIPR document/Financial Forms?**

A. Request you to please share the snapshot of the error message you're getting while downloading the forms & share the same with the Launchpad team.

**Q. I can see Financial forms in the portal. What needs to be done?**

A. Launchpad Team will be sharing the forms with you on your 2<sup>nd</sup> day of induction.

**Q. I'm unable to upload the CIPR forms. Please suggest.**

A. The file size of the document should be less than 3Mb. If its greater than that the portal will not allow you to upload it. If you're unable to upload still, please take a snapshot of the error message you're getting while uploading it & share the same to the launchpad team.

**Q. I'm unable to upload the Finance forms. Please suggest.**

A. The file size of the document should be 3 Mb. If you're unable to upload, please take a snapshot of the error message you're getting while uploading the document and share the same to the launchpad team. Alternatively, you can share the documents to [nominations\\_retirals@infosys.com](mailto:nominations_retirals@infosys.com) with your Emp# in the subject line.

## **InfosysIT/iConnect/MFA**

**Q. How can I access Infosys network?**

A. We would suggest you to please wait till the Date of joining and your employment records to be created. The Infosys IT team will be helping you to connect to the network.

**Q. How can I access Sparsh/Infy me app/Lex learning?**



A. The Infosys IT team will help you in setting up and connecting to the Intranet portals during the CCD session on Day 2.

## **Salary Account**

**Q. Please let us know the banks where I can have my salary account**

A. Infosys is tied up only with ICICI and Axis for salary bank accounts. ICICI is applicable for all the locations, whereas the candidates having their base location as Bhubaneswar, Trivandrum, Chandigarh, Mohali and Mysore can have an account with either ICICI or Axis.

**I already have an active ICICI account. Do I have to open a new one?**

A. If you have an active account, the same can be used

**Q. I don't have ICICI account. Can I go to the nearest branch & open it?**

A. You can follow the below steps to open new bank account. Alternatively, you will have a session on Date of joining with respective bank SPOCs and they will also be guiding you with the same.

**Q. I have an account in HDFC/any other bank. Can I use that?**

A. Infosys is tied up with ICICI and Axis only. Hence, request you to please open account with these basis your Base location.

**Q. Please guide me through the steps to open bank account with ICICI or Axis Bank**

- **Axis Bank**

**Contact Person:** - Infosys Campus Branch head – 8095327881, Email id:

[infosyscampusmysore.branchhead@axisbank.com](mailto:infosyscampusmysore.branchhead@axisbank.com)

Sathish Shetty, Mob no: 8497891337, email id: [sathishashetty.p@axisbank.com](mailto:sathishashetty.p@axisbank.com)

Shruthi R - 9986575256

Amith Shankar -9379037529

Kiran N, email id: [Kiran.N@axisbank.com](mailto:Kiran.N@axisbank.com)

- **ICICI Bank**

Click on the link to open an account in ICICI and then follow the below steps:

<https://buy.icicibank.com/savings-account/product?ius=UWYV00289UW&iup=SALE1CE1X1>

Open an ICICI Bank '**Insta Save Salary Account**' online, instantly from anywhere, anytime.

**Contact Person:** - Ashutosh Gupta, Mob- 8924819901, email ID: [ashutosh.g@icicibank.com](mailto:ashutosh.g@icicibank.com)

Shobha, Mob- 8310648971, Divakar, Mob- 8095255294,

Escalation Level 1: Chetna Khanna Mob- 7304914638, Email id: [chetna.khanna@icicibank.com](mailto:chetna.khanna@icicibank.com)

Please mention salary Referral code: 477447,407227, 378772 in the reference code field so that your account can be tagged to your corporate and regularized for completion of KYC norms.

## ***STEPS TO OPEN AN INSTASAVE SALARY ACCOUNT***

1. *Enter personal details and PAN details*
2. *Complete Aadhar authentication (OTP will be sent on mobile number linked with Aadhar)*
3. *Select corporate name*
4. *The account will be generated instantly*
5. *At the end complete the video KYC*
6. *Share the account number with HR representative*
7. *The Debit card will be delivered in 7-10 working days*

**Update Bank Account Number-** Kindly update the bank account detail before 20th which is a cut-off date for payroll.

## **Agenda post induction**

**Q. How will I get to know about my project, unit or reporting manager?**

A. You'll receive an email from the onboarding team which has your BPHR details. Once you get their details please connect with them on the above.

**Q. When and where will I get my HR details?**

A. You'll receive your HR details on the second day of Induction to your Infosys email id.

**Q. I have received an agenda wherein the CCD session is mentioned from 3:30. What is this 2:30 session about?**

A. The 2:30 session is the IT support conducted by the IT support team wherein the team will be helping you in iConnect, MFA or any log in issue. The CCD session from 3:30 stands as it is.

**Q. I have not received an email for the 2:30 IT support session?**

A. The session is from 2:30, the team shares an email 10 mins before the session. Request you to please wait for it.

**Q. Will I get the agenda shared for 2:30 session on my Infosys email id or personal email id?**

A. Agenda for the 2:30 session will be sent on your personal email id.