

Tools and POC Details

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Dear New Hire,

As discussed during the induction, below are the links and POC details for the respective tools and services.

Talent Acquisition Group (TAG)	Are you willing to refer your friends \ Buddies, please get in touch with TAG to know about Open positions and start sharing the profiles. Please refer profiles @ TA-India@realpage.com
ULTIPRO ID	Log in using the link https://n21.ultipro.com/ The username will be your last name followed by the last four digits of your national ID and default password will be your DOB in MMDDYYYY (no slashes/gaps) format. If you're having trouble with your UltiPro username and password, click on the "forgot password" link on the UltiPro login screen and follow the instructions to reset your password. Please raise a ticket in HR Ticketing tool
SHAREPOINT / LEAVE PORTAL	To know about RealPage Policies, Holiday calendar and Attendance tracking, and also to know about your accrued leave balance. Please click the below link https://realpage.sharepoint.com/sites/india/default.aspx If you have any issues pertained to leave. Please raise a ticket in HR Ticketing tool
REALPAGE INDIA PAYROLL	Please access ESS portal https://www.ess.adp.in/ESS4/ for Tax Declaration, Flexi Declaration, Pay Slips and Form16. For Assistance with RealPage Payroll Please raise a ticket in HR Ticketing tool
INSURANCE BENEFITS	Please access Medibuddy portal https://portal.medibuddy.in/Home.aspx to know about your Insurance Policy details and for E-Card, Annual Health Checkup, Claims Submission. Please raise a ticket in HR Ticketing tool
REALPAGE UNIVERSITY	As a process all the teammates are requested to complete the mandatory courses, please follow this link RealPage University If you have any further issues, Please direct to LearningandDevelopmentIndia@RealPage.com
IT HELP	Ticket System: Salesforce is the ticket request system. Any request for Software Installation, equipment, computer or phone issues should all be entered into this system. The web address is: https://realpage.my.salesforce.com/home/home.jsp If you have any further issues, please direct to ITHelpdeskRealPageIndia@RealPage.com
REWS	If you have any issues pertaining to Workspace, Facilities, Badge ID, Parking Sticker, Transport, Event Support, Building Maintenance, Food & Beverage, Furniture & Fixtures, Office Service, Reach out to rews.india@RealPage.com



Thanks & Regards

HR Ops Team



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