

Capgemini Refresher

Financial Services Strategic Business Unit

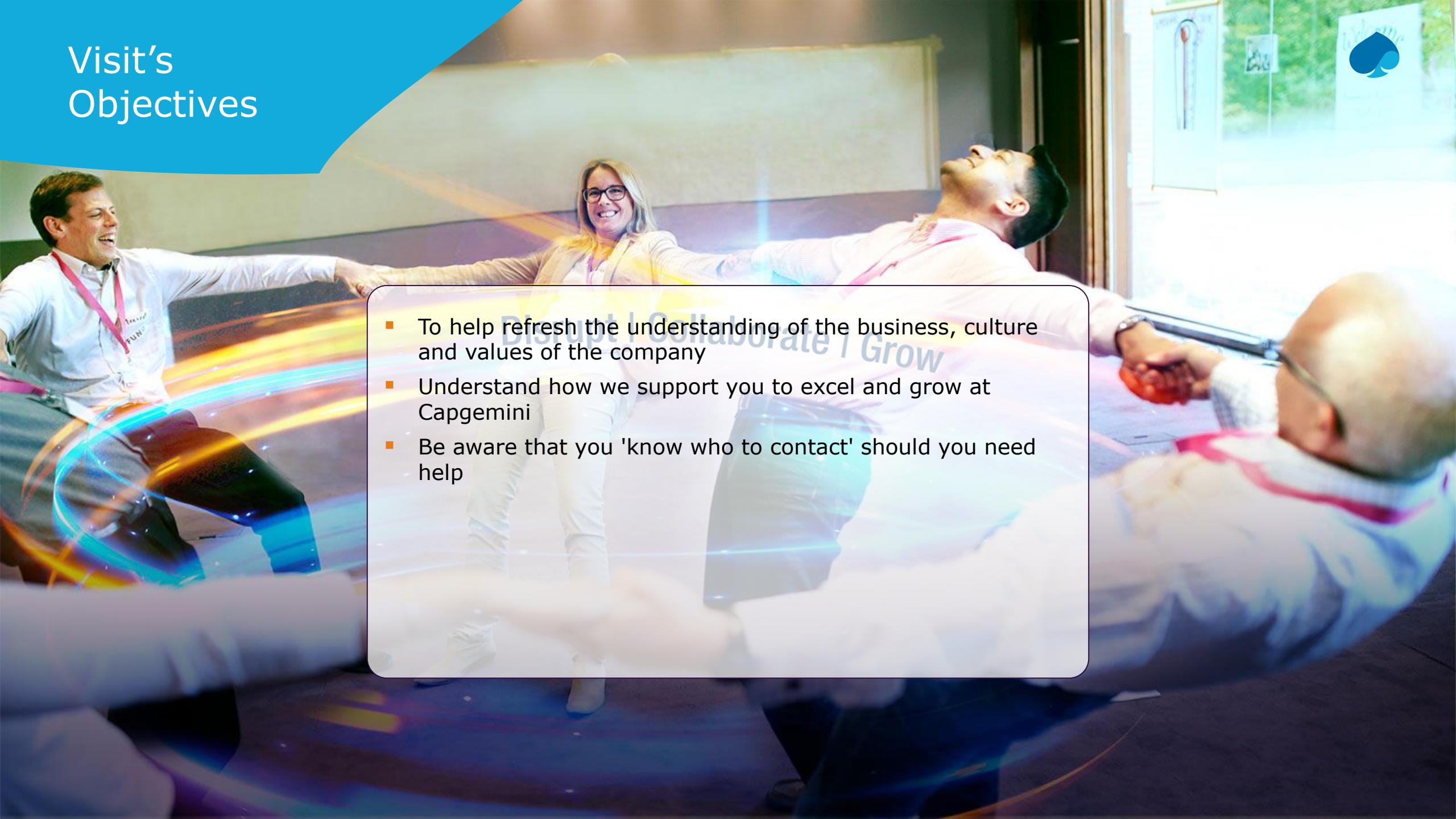
Feb 2018



Visit's Objectives

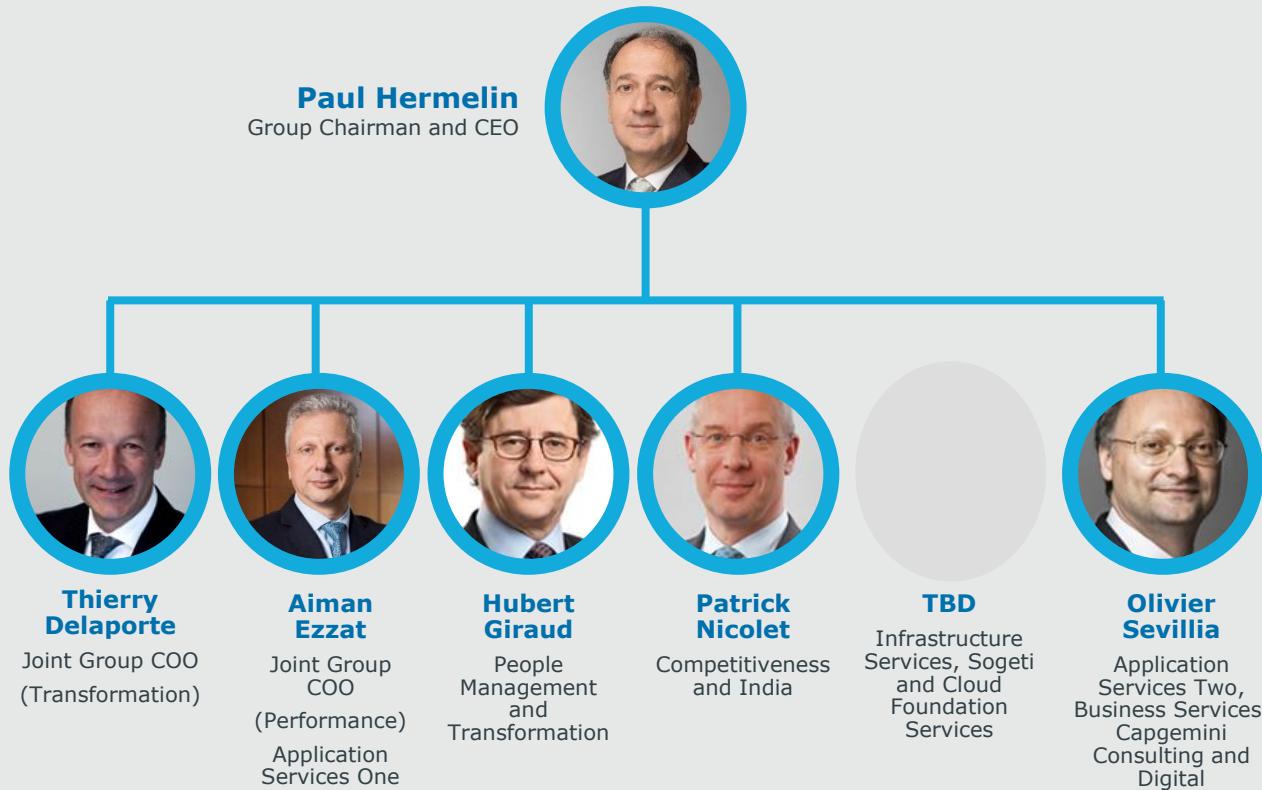


- To help refresh the understanding of the business, culture and values of the company
- Understand how we support you to excel and grow at Capgemini
- Be aware that you 'know who to contact' should you need help





Group Executive Board (GEB) (January 2018)





From a start-up ...to a global leader

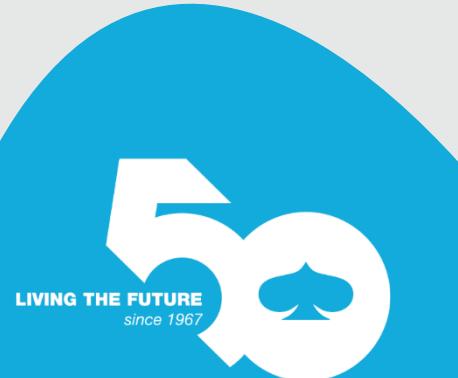
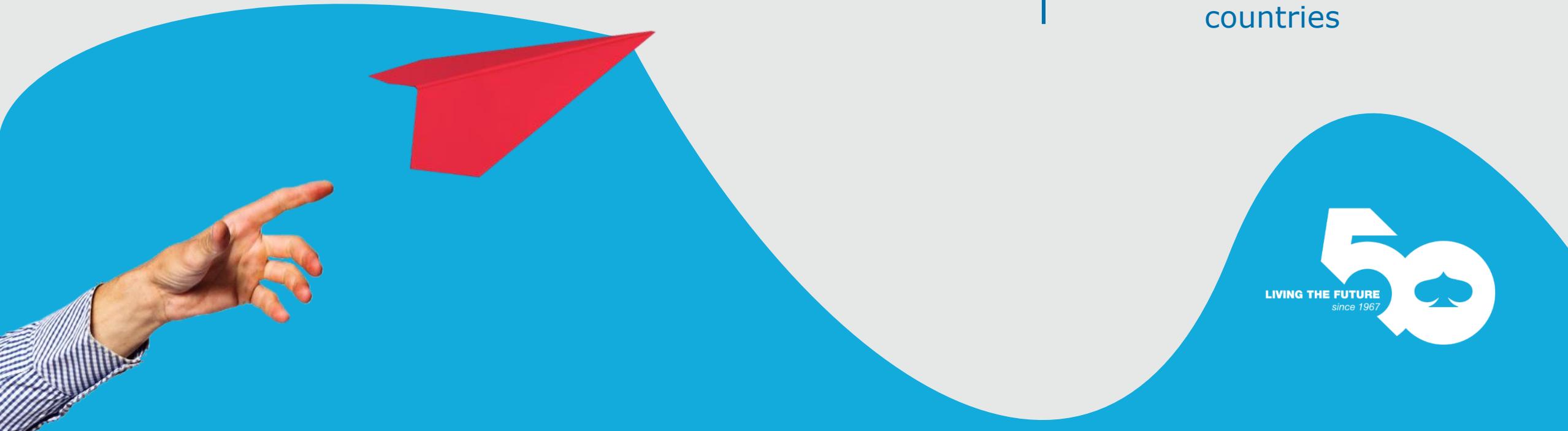
1967

7 people in
Grenoble,
France



2017

+200,000
employees
in over 42
countries





We are a multicultural people company (as of September 2017)

North America

~17,490

Latin America

~8,160

Europe

~65,980

Middle-East & Africa

~1,540

Asia-Pacific

~5,240

India

~100,190



~ 200,000
people worldwide
working **together**
as one team



Our seven foundation values

Our Values

guide our business decisions and shape our culture

Honesty

Boldness

Trust

Freedom

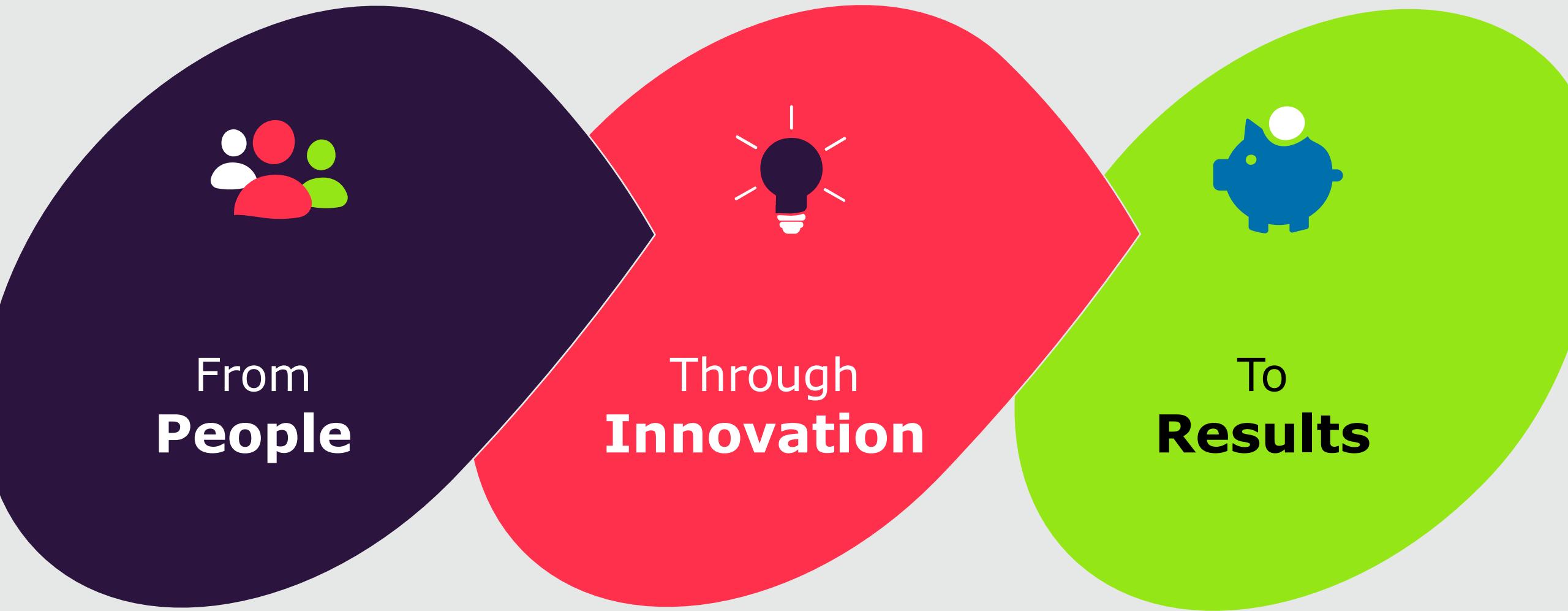
Team Spirit

Modesty

Fun



The way we work





From purpose ...to creating impact



Our Vision

The business value
of technology comes
**from and through
people**

Our Mission

With you, we create
and deliver **business
and technology
solutions** that fit your
needs and drive the
results you want



Our motto

**People matter,
results count.**





Our manifesto of applied innovation

Ideas are currency.

Knowledge is capital.

Innovation, **brilliantly applied**, is gold.

But innovation without ironclad application is a **bankrupt proposition**.

This is a profoundly uncertain, perpetually disruptive marketplace. **The risks are real**, yet the opportunities are immense. Amateurs need not apply. Choose your guide wisely.

In choosing innovations to apply, your only bias should be toward **creating business success**.

Finding and **applying the most relevant innovations** for your industry and business is a team sport. Stack your bench with deep vertical expertise. Scout the wide universe of innovations to fill an ever-evolving playbook.

Become **technologically omniscient**.

Never stop discovering. Be endlessly creative in applying your discoveries.

Check your preconceptions at the door.

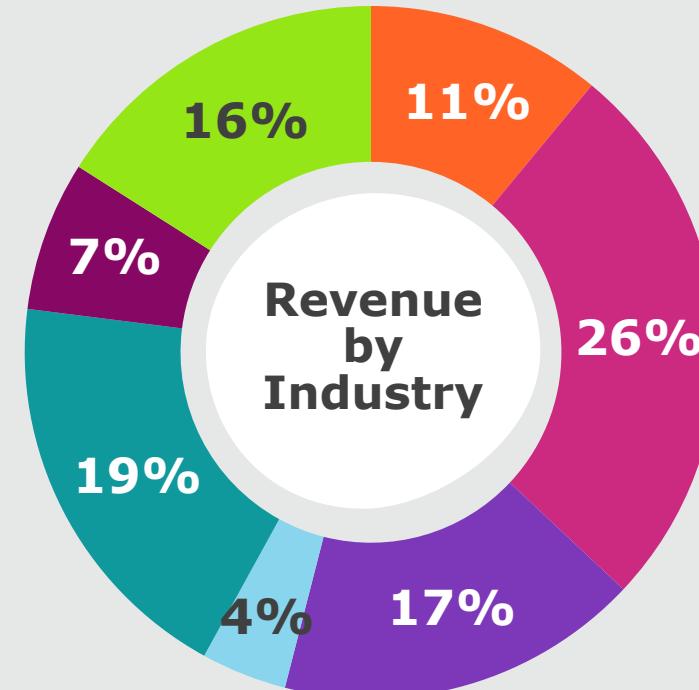
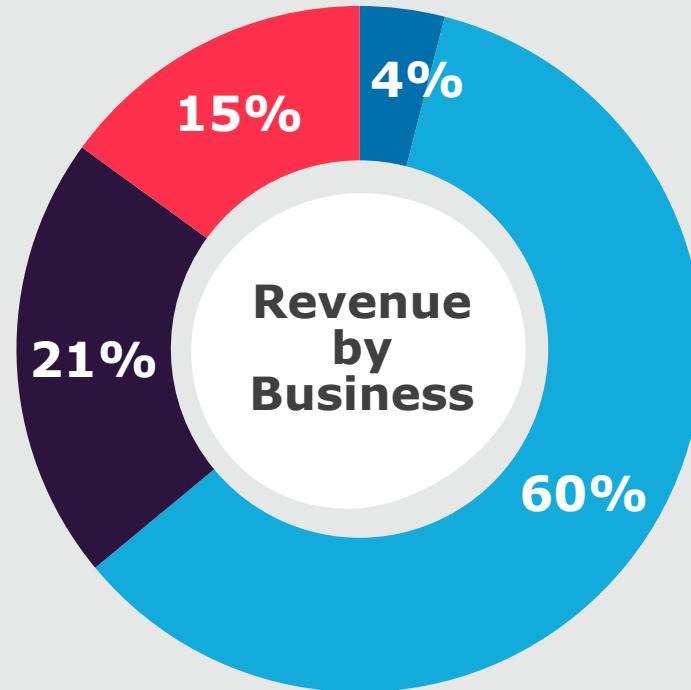


**Applied Innovation
changes everything**



2016 Performance

- Application Services
- Other Managed Services
- Technology and Engineering Services
- Consulting Services



Revenue
€12,539
million

Operating Margin
€1,440
million

Operating Profit
€1,148
million



We commit to an inclusive workplace where people can engage to drive a positive social and environmental impact

Over 53,000 hires of which 40% are young professionals from the best schools and universities. We foster professional development and well-being of our employees.

Diversity and inclusion

- Nurturing an open, **diverse and inclusive environment** where each individual can bring his or her authentic self and thrive.
- **Diversity at Capgemini encompasses gender**, sexual orientation, disability, ethnicity, culture, race, age and religion, social background, personal style... For true diversity of thought.
- Diversity fuels **excellence and innovation** for our clients.

Community Engagement

- Support **social development and empowerment** of communities in the countries we operate in.
 - Our objective: to touch 1 million lives by 2020.
 - Foster education at all levels and for all ages, from elementary school to higher and professional education.
 - Use technology to accelerate social innovation.

Environmental Sustainability

- A commitment made following the Paris Agreement on climate change (COP21) to **reduce carbon emissions (GHG)**. Set targets to reduce total carbon emissions per employee by 20% by 2020 and 40% by 2030.
- Embed **sustainability in our offers**.

Values and ethics: The foundation to who we are and how we behave
Seven core values: Honesty, Boldness, Trust, Freedom, Team Spirit, Modesty, and Fun
2017 World's most ethical companies® recognition for the 5th year in a row

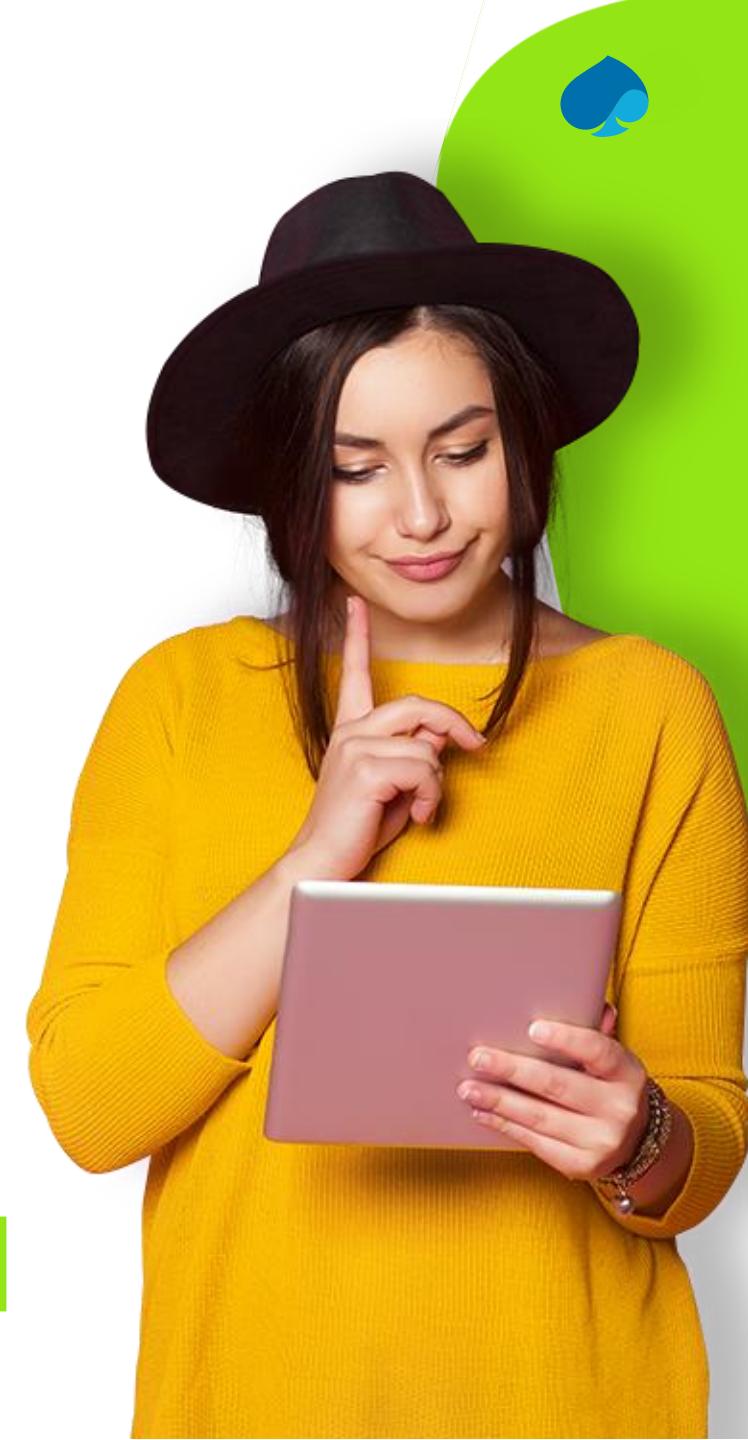


Engage through Employee Resource Groups (ERG)

Capgemini creates and endorses active programs that promote diversity and inclusion, while generating business opportunities and contributing to employee development. We cultivate a work culture of mutual respect for differences, enabling people to collaboratively deliver innovative solutions.



The ERG Program benefits YOU!





FS SBU family!

39,000 professionals in
a global network
serving
financial services

26%
of Group Revenues

28 years delivering offshore
services
to financial
services clients

Over 900
FS clients



FS SBU Leadership Team



Anirban Bose
CEO, FS SBU



COO
Ritesh
Talapatra



CFO
Amit
Choudhary



Banking & Cap Markets
(BCM)
Karthik
Ramakrishnan



Insurance
Jack Dugan



ADM, CSD,
Testing
Abhaya
Gupta



HR
Aruna
Padmanabhan



Delivery
Excellence
Lambert
Swillens



Global Sales
Shobha
Meera



Transformation &
Strategic Deals
(RoW)
Izzy
Franco



Strategic Deals
(Canada)
Sanjay
Tugnait



Continental
Europe
Jorge
Sobrino



India Operations
Ashish
Patharkar



OUR DOMAINS

Banking & Capital Markets

- Retail Banking
- Commercial Banking
- Diversified Lending
- Cards & Payments
- Wealth Management

Insurance

- Life & Pension
- Property & Casualty
- Health
- Governance, Risk & Compliance



OUR CLIENTS

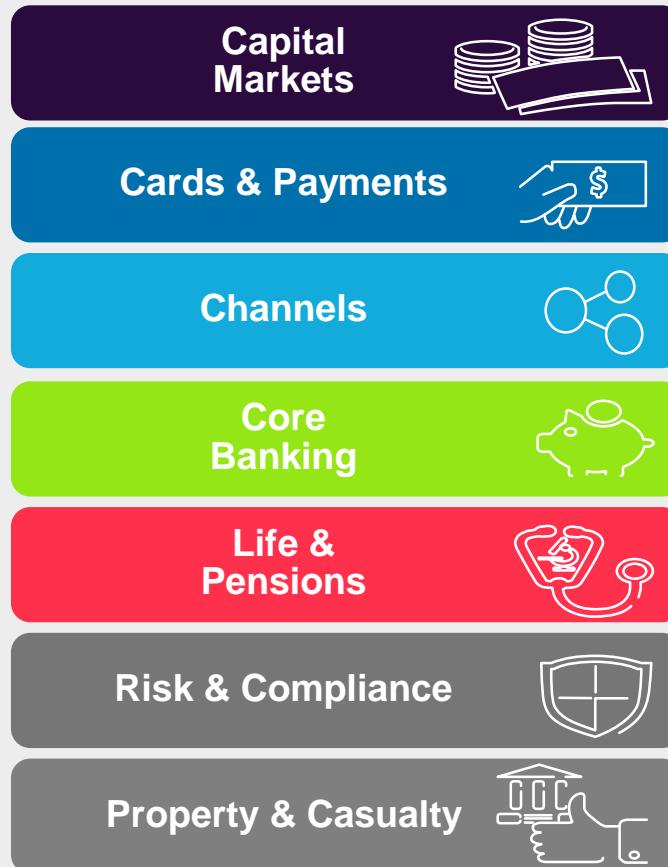
Over 900 financial services clients globally including*:

- **2/3** of the world's leading banks and insurers*
- Over **70%** of the world's largest insurers*
- Nearly **half** of the world's leading banks*
- **6** of the top 10 consumer finance companies*
- **15** of the top 20 asset finance companies
- **10** of the 15 largest investment banks

*



FS COEs



<ul style="list-style-type: none"> ▪ Wealth management ▪ Trade lifecycle management 	<ul style="list-style-type: none"> ▪ Asset management ▪ Risk/compliance
<ul style="list-style-type: none"> ▪ Payment hubs ▪ SEPA 	<ul style="list-style-type: none"> ▪ Cards issuing platform consolidation ▪ Mobile, Pay2SaaS, Prepaid
<ul style="list-style-type: none"> ▪ Digital transformation ▪ Mobility & client/agent front ends ▪ Business process 	<ul style="list-style-type: none"> ▪ Business process management
<ul style="list-style-type: none"> ▪ Core banking package implementation ▪ Mortgage & loans 	
<ul style="list-style-type: none"> ▪ Integrated front office solutions ▪ Policy transformation 	<ul style="list-style-type: none"> ▪ All channel experience
<ul style="list-style-type: none"> ▪ Finance and risk integration ▪ Stress testing (CCAR) ▪ Commercial insurance risk analytics (CIRA) 	
<ul style="list-style-type: none"> ▪ Policy processing & underwriting ▪ Capgemini's Insurance Connect 	<ul style="list-style-type: none"> ▪ Claims transformation



A Proven Track Record of Growth

26%

Financial Services is Capgemini's largest sector, representing €3.2 bn of 2016 revenue

Capgemini Revenue from FS (€Bn)



At a Glance

39,000

Professionals in a **global network** serving financial services clients

25,400

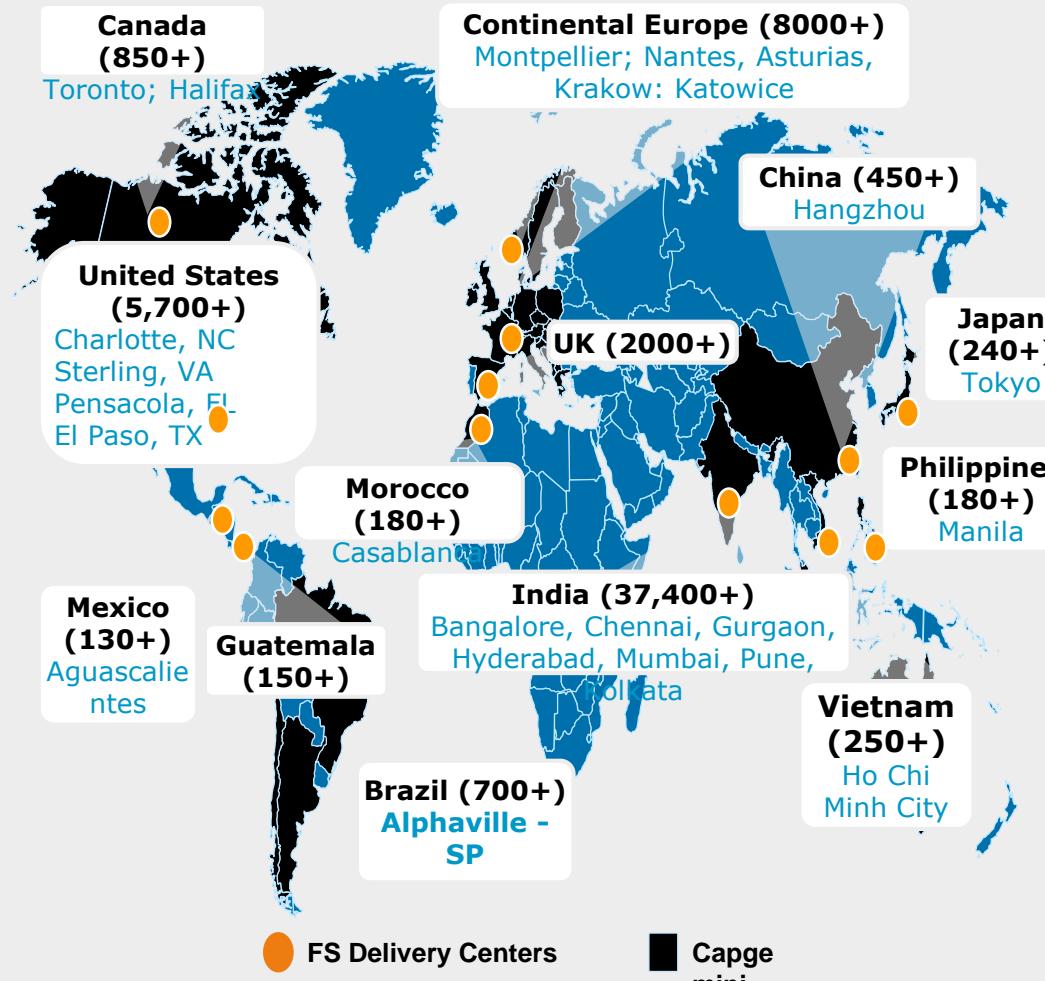
Professionals in **India** dedicated to financial services

28+

Years delivering offshore services to banks and insurers



FS Global presence (As of July 2017)



Award-winning Solutions with World Class Partners



RECENT AWARDS & RECOGNITIONS



Partner Innovation
Award for Financial
Services, 2015



Ranked in the top 15 in
IDC's Financial Insights
Enterprise Top 25 since
2005, and again in 2016

Banker Technology
Awards, client
solution winner
since 2006



Pinnacle Award for
Customers' Choice –
Service, 2016



Partner Excellence
Award, PegaWorld,
2016



Named a Leading
Enterprise Risk
Management Solution
Provider, 2015



Named Leader in Software
Testing Provider
Evaluation, 2016



Leader and Star Performer in IT
Outsourcing for Insurance,
Service Provider Landscape
with PEAK Matrix™ Assessment,
2016. Leader and Star
Performer for IT Outsourcing in
Global Banking, 2015

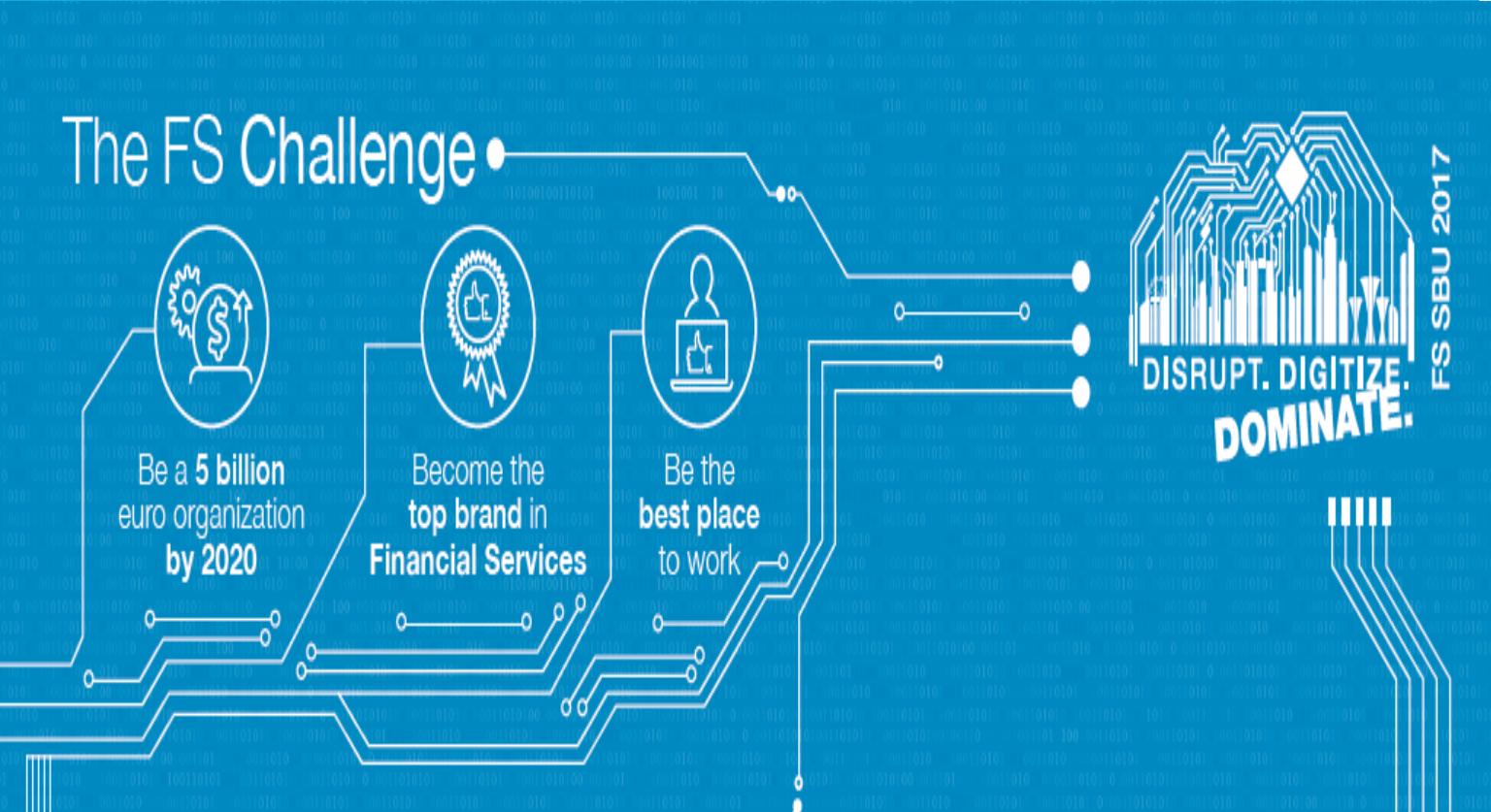


#1: World FinTech Report 2017
#1: Top Trends in Banking 2017
#1: World Payments Report
#2: Top Trends in Insurance 2017

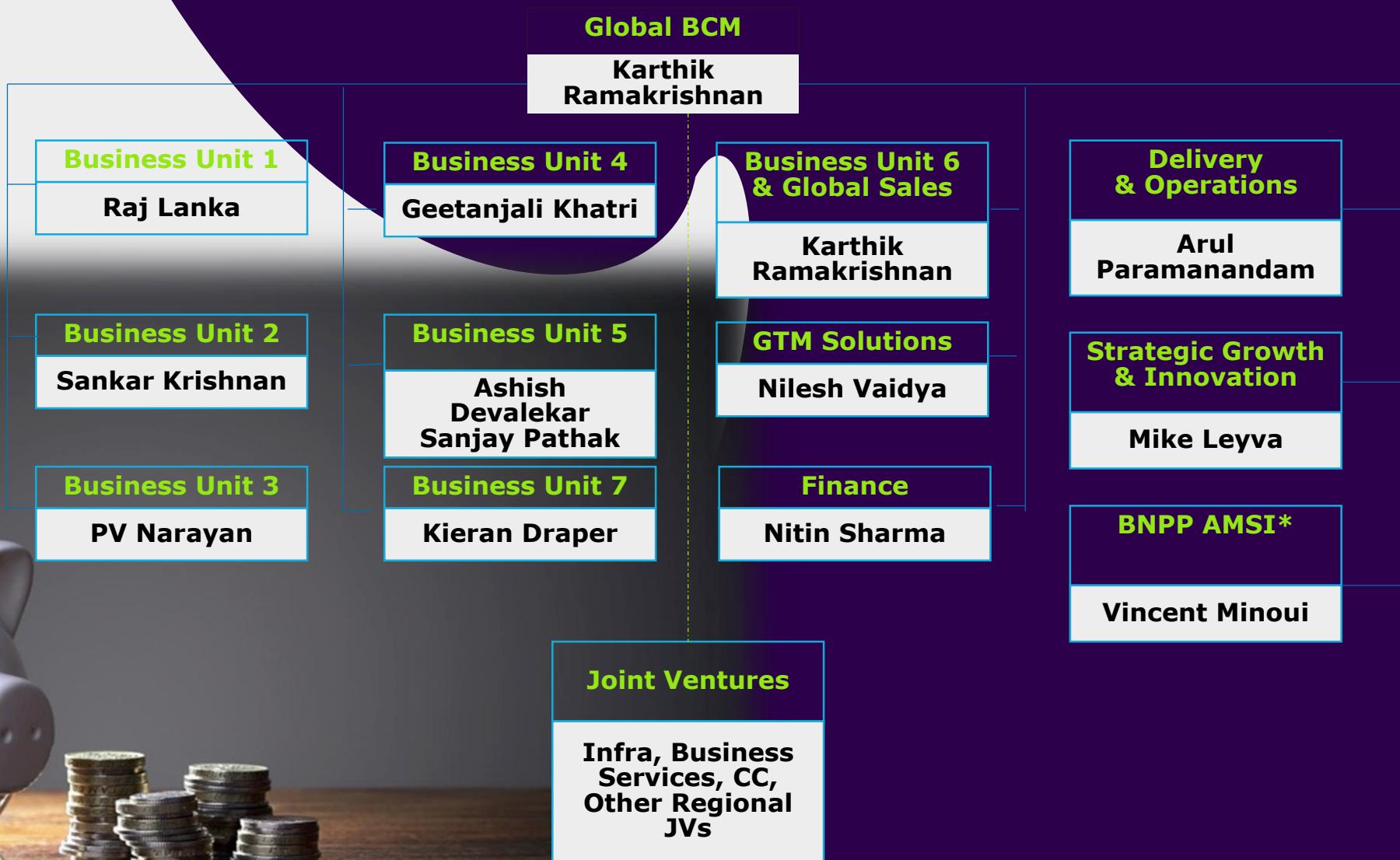




FS SBU 2020 Ambition

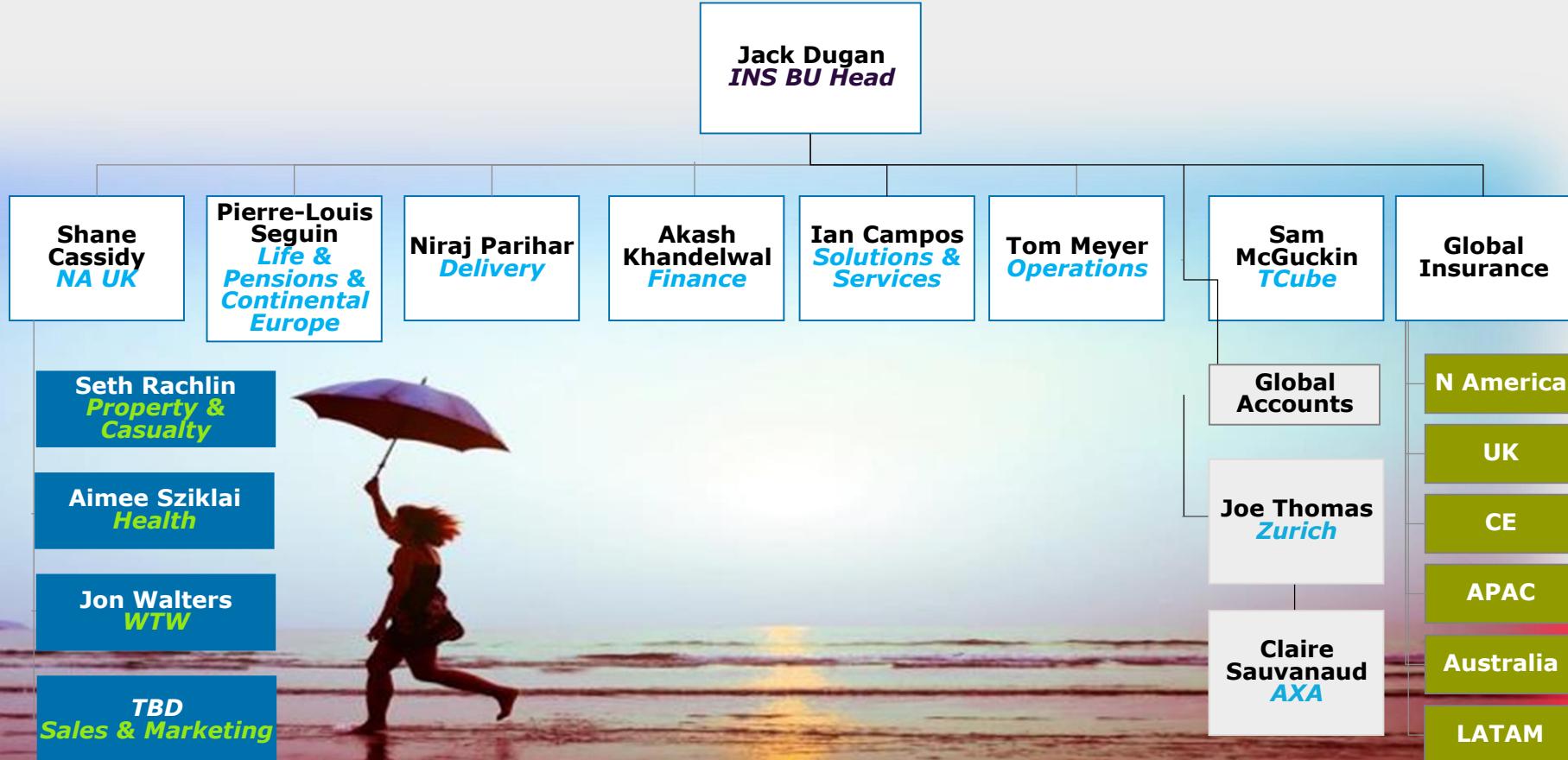


Banking & Capital Markets (BCM) Org. Chart





Insurance Org. Chart



**Insurance ExCo: Shane, PLS, Seth, Aimee, Niraj, Ian, Sam,
Akash**



References

FS SBU Hub on Talent

- http://talent.capgemini.com/global/pages/hubs/strategic_business_units/financial_services/

Financial Services Page on KM3.0

- <https://km3.capgemini.com/community/642/home>

Financial Services on capgemini.com

- <https://www.capgemini.com/banking-and-capital-markets>
- <https://www.capgemini.com/insurance>

Videos on YouTube

- **World FinTech Report 2017: Where Finance and Technology Collide:**
<https://www.youtube.com/watch?v=kaeyuJfquBY>
- **Capgemini's Smart Analytics Banking Solution:**
<https://www.youtube.com/watch?v=pJSFLXm8Sn4>
- **Intelligent Automation:**
<https://www.youtube.com/watch?v=EYbb-XKctG4>



Systems and Tools



Laptop: Hardware



Employees who are newly hired or transfer to Canada will receive the following items. If you are a legacy IGATE employee who require a Laptop please open a support ticket with IT helpdesk.

For the Primary laptop request, IT will require following details.

- Approval from people/engagement manager (project manager)
- **Business justification why you need a laptop**
- **Login id**
- **Contact number**
- **Shipping address**

Laptop Replacement

- PC Refresh – All employees are eligible for a new computer within a 4 year period (from hire date).
- For a broken PC, the Group IT Service Desk will work with you to determine one of the following replacement options:
 - **Hardware:** Appropriate technician will be dispatched to replace the broken part if the PC is less than three years old.
 - **Reimage of your existing PC using a USB stick:** A “thumb drive” with the latest image will be sent directly to you along with instructions on how you can reimage your PC in approximately 2-3 hours. This approach retains the data stored on the D: drive while replacing the core load set stored on C: drive.
 - **Replacement of your faulty PC with a like-for-like model:** The replacement PC will be shipped to you with your data restored. Upon receiving your replacement PC, you must return the old PC within ten business days.



Log-in & Security: MobilePASS



To login to Capgemini resources remotely you need to use a password provided by the MobilePASS application

- The MobilePASS soft token is a small software application that can reside on a PC or mobile device. It generates a password which can be used to connect (authenticate) to the Capgemini network from a remote location, such as your home, a client site, or when accessing certain global applications over the Internet.
- You can have up to 2 MobilePASS tokens active at a time. You can have for example one MobilePASS active on your laptop and another one on your mobile device.



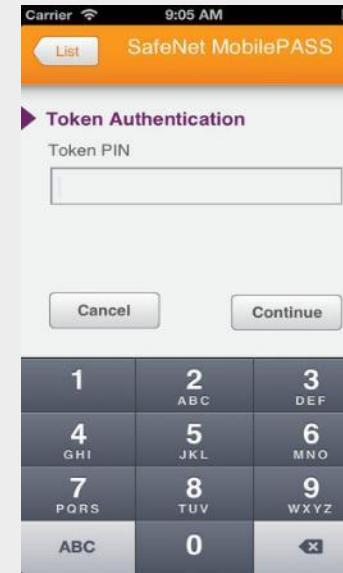
Activate and begin using the MobilePASS soft token

- MobilePASS site: <http://selfportal.capgemini.com>
 - Select the Activate MobilePASS Token link
 - Follow the instructions to activate your account
- For additional setup assistance contact the Group IT Service Desk at 866-736-3399.



Using the MobilePASS software token from a PC or mobile device

- To generate a password using MobilePASS perform the following steps
 1. Launch the application
 2. Enter your 4 digit PIN
 3. A six digit numeric password will be displayed

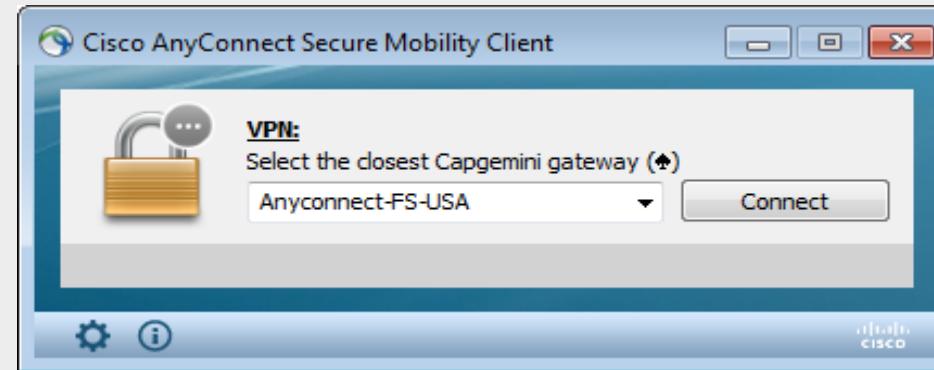


- Use the generated password to login to VPN or website from the Internet

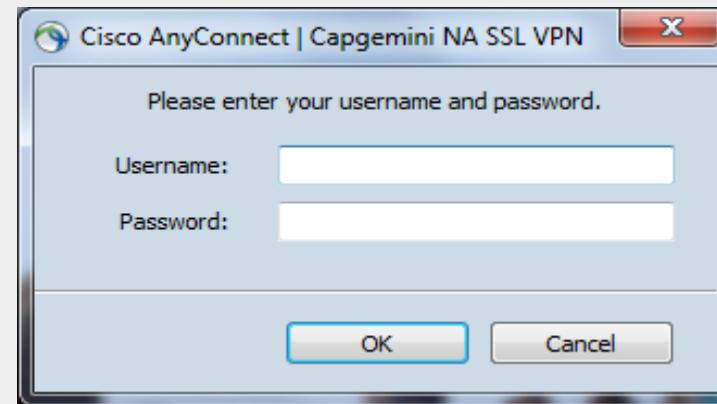


Run the Cisco AnyConnect Client

- Click **Connect**



1. Enter your User ID in the **Username** field
2. Enter the 6 digit password provided by MobilePASS
3. Click **OK**





Email

Emails must be checked regularly and all communications with internal parties must be via corporate email!

- VPs, Shared Services, and employees requiring delegation (such as assistants with calendar sharing) are on the internal Corpmail system
- All other employees are on Exchange Online

Webmail

Corpmail (executives and assistants)
<https://webmail.nar.capgemini.com>

- Enter the following:
 - Username: Corporate Login ID
 - Password: MobilePASS generated password
- Select Outlook Web Access.
 - Username: CORP\Corporate Login ID (e.g. CORP\JDOE)
 - Password: Corporate password

- **Exchange Online** (most users)
<https://outlook.office365.com>
 - Enter the following:
 - Username: Email address (Firstname.Lastname@capgemini.com)
 - Password: Corporate password



Set up email on your Mobile Phone

Contact the Global IT Service Desk to enable your mobile phone

Self-enroll your device. Connect to <http://byod.capgemini.com> from your PC / laptop and enroll your mobile device. Open the [Device Enrollment Guide](#) for step-by-step instructions through the enrollment process. You will receive an email with additional instructions once you enroll your device.

Install the Good Work apps. If you are using an iOS or Android device, download the **Good Work** and **Good Access** applications from your regular application store.

Activate Good Work and get familiar with new features. Follow the steps in the Good Work Quick Start Guide for [iOS](#) or [Android](#) for fast and easy setup. You can start using Good Work right away. Good Work includes many new and convenient features that make it easier to get work done.

Refer [BYOD Policy](#) and other information documents published on [Talent](#)

Set up Office Wireless on your Mobile Phone

The Capgemini Office Wireless (XS4Mobile) is available for phones and tablets using iOS and Android. To activate, follow the steps below:

- From a Capgemini office, browse to the link below using your mobile device:
<https://mymobile.capgemini.com/>
 - Sign in with your Corporate Login ID and Safeword/MobilePASS token
 - Select the 'Configure XS4Mobile' button and follow the on-screen prompts

Upon activating the service, your device will automatically join the XS4Mobile network each time you visit a Capgemini office where the service is available.



File Transfer Service (FTS)

File Transfer Service is designed to send/receive large files (2 GB max) to colleagues or to an external customer

- You can also create a link for an external customer to upload documents

FTS URL: <http://fts.capgemini.com>

Please note that this service is for professional use only.
The uploaded files are available for 10 days and the maximum size per file transferred is 2 GB.

1. Send a file to your Capgemini contact :

option "b" provides extra secure transfer; when used, specific credentials are generated at upload and required to the receiver at download (in addition to the usual SSO credentials)

- a - [Upload file\(s\) and forward URL\(s\) to your internal contact](#)
- b - [Upload file\(s\) with additional protection and forward URL\(s\) & specific credentials to your internal contact.](#)

2. Send a file to your customer / external contact :

specific credentials are now systematically generated at upload and required at download

[Upload your file\(s\) and forward URL\(s\) & specific credentials to your external contact.](#)

3. Receive a file from your customer / external contact :

specific credentials are now systematically generated at folder's creation and required to the external contact at files upload

[Generate folder and forward its URL\(s\) & specific credential to external contact.](#)

Email: Signature



Be a Capgemini brand ambassador and display the updated Group email signature.

- Email signature a mini ad with every email
- Every employee, as Capgemini ambassadors, can support the brand with each email sent.

You can download the signature template from the Capgemini Visual Identity site or simply copy it from a coworkers email and update with your details.

- http://visualidentity.capgemini.com/library/email_signature/

Here's a sample of how the new email signature should look:

Signature format 1

First_Last Name
Job Title | Department

Capgemini "Country" | Location
Tel.: +00 0 00 00 00 00 – Mob.: + 00 0 00 00 00 00
www.capgemini.com

Email (optional)
Address (optional)
Personal Assistant details (optional)

Capgemini

Connect with Capgemini:

A row of six social media icons: RSS, Twitter, Facebook, LinkedIn, YouTube, and Google+.

Please consider the environment and do not print this email unless absolutely necessary.
Capgemini encourages environmental awareness.



Service Desk

Contacting the Global IT Service Desk

- Portal: <http://help.capgemini.com>
- Phone: 866-736-3399
- On the desktop of your PC, you will find a Group IT Help folder. This is also another source that can provide helpful information and instructions for various topics.
 - VPN
 - MobilePASS
 - PC Backup
 - Password
 - Skype

Ordering Business Cards



Objective: To order your business cards

Instructions:

- Visit capgeminifsc.cgconverge.com and log into the site
 - If you are a first time user, please register using your Capgemini email ID
 - Confirmation of your registration will be emailed to you and you will be asked to log in and create a new password
 - If you are already registered, please re-register at this new site.
- Choose Browse Products → Business Cards and select CAPCA0 Capgemini Business Cards (this is the standard FS GBU Card)
- Click Order Item
- Choose your quantity and shipping method, and then personalize your card by entering all relevant details into the form
 - A preview of your card is available on screen to ensure accuracy
- Once your card is finalized, click **Approve** → **Save to Basket** → **Checkout**
 - Note: The site allows for multiple orders in a single transaction
- Review the contents of your Basket and provide your shipping and contact and payment details
- Once you have entered your details, click **Place Order**.
 - You must also click to agree that your information is correct and accurate
 - No changes are allowed once an order is submitted
- A confirmation email will be sent to you for shipment tracking purposes.
- You can claim your expenses in the expense tool for **reimbursement**.

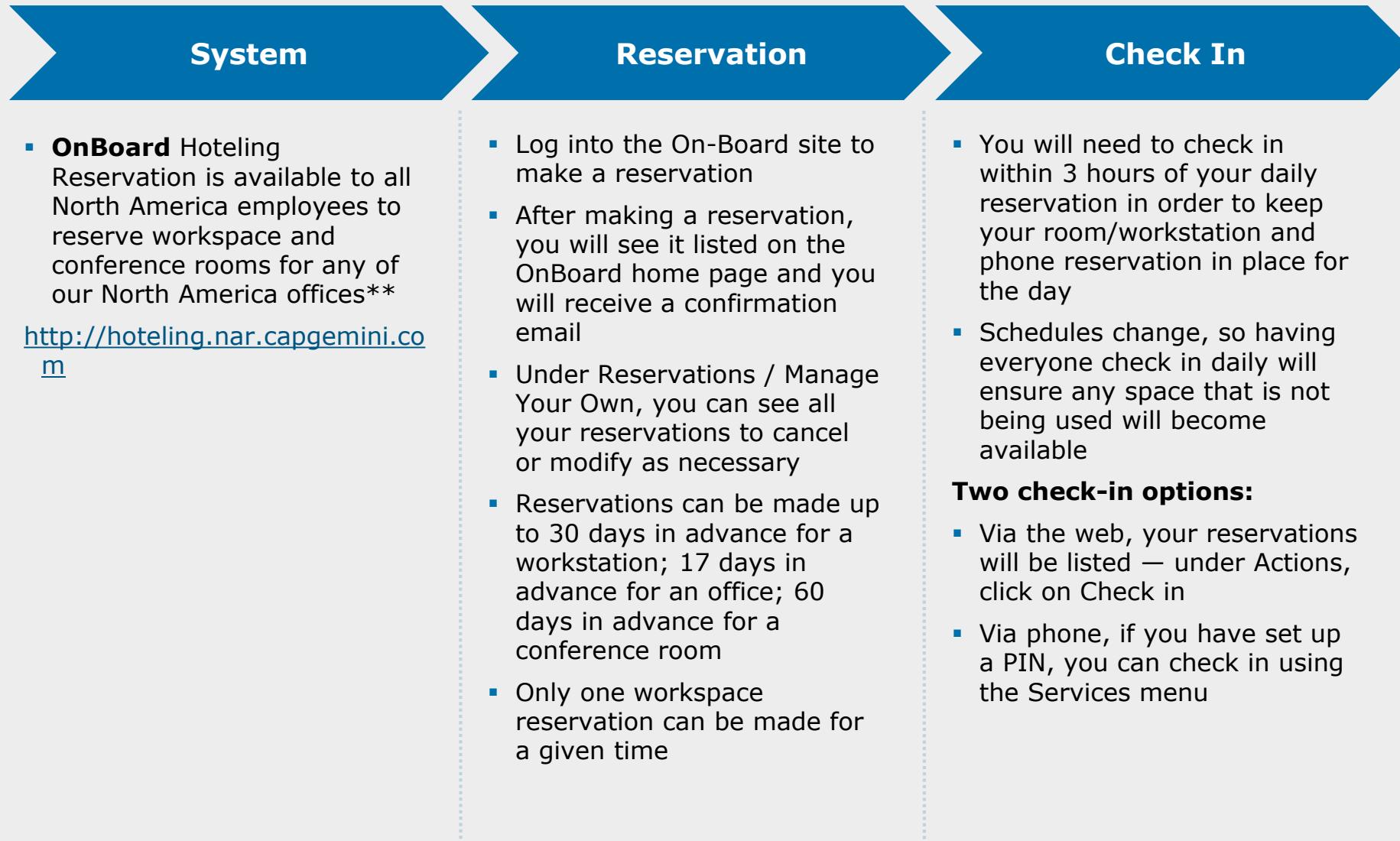
Facilities: Security and Access Cards



- Every office location has their own access key cards and or ID cards
- Multiple locations can't be loaded on the same card for security reasons
- Please see your local office manager/receptionist to receive your access key card

Office	Contact	Email
Toronto	Christine Abidakun	christine.abidakun@capgemini.com
Mississauga	Glynis Dsouza	glynis.dsouza@capgemini.com

Facilities: Hoteling Process

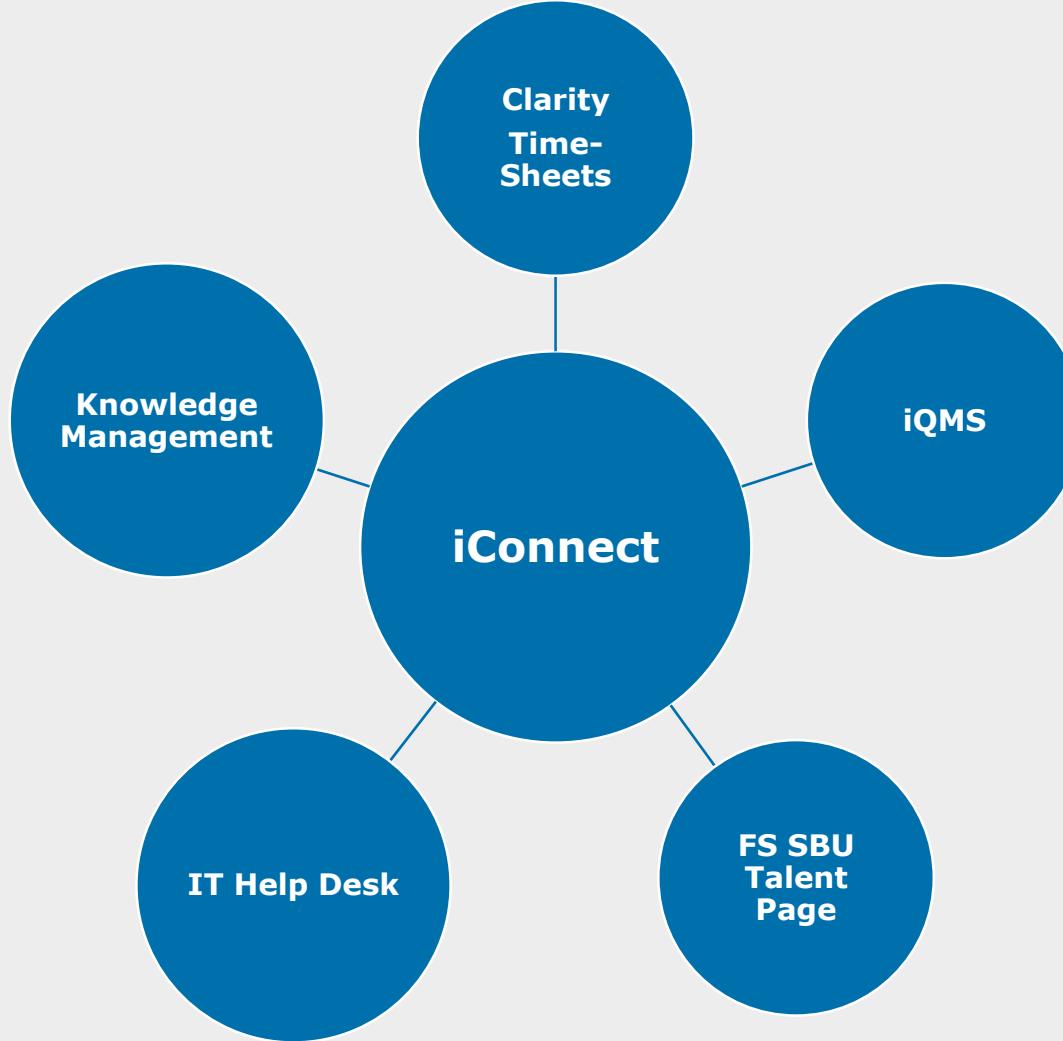


Two check-in options:

- Via the web, your reservations will be listed — under Actions, click on Check in
- Via phone, if you have set up a PIN, you can check in using the Services menu



Understanding the Capgemini Systems and Tools





iConnect

The iConnect site is a portal with links to all the FS applications

- Use the tabs on the left to view different categories

iConnect URL: <https://iconnect.fs.capgemini.com>

The screenshot shows the iConnect portal interface. At the top, there's a navigation bar with back, forward, search, and other standard browser controls. Below the bar, a menu includes File, Edit, View, Favorites, Tools, and Help. A 'Suggested Sites' dropdown is also present.

A main banner at the top right contains the text "Help! For technical/functional issues related to the application(s), Kindly raise your service request using [FS SBU Service desk portal](#)". To the right of this banner is a "View Request Log" link and a yellow "MY APPROVALS" button.

The central area is titled "Applications" and features a sidebar with icons for Delivery, Facilities, Finance, and Employee Management. The main content area displays several application tiles:

- CLARITY**: Manage projects and timesheets.
- TeamForge**: Manage project documents.
- KM 3.0**: Capgemini FS SBU Knowledge Management Portal. Description: KM repository to view International travel security guidelines and process.
- International Travel Security**: KM repository to view International travel security guidelines and process.
- N2K – Need to Know**: Group reporting application for Delivery, Engagement and Project managers.
- FS SBU Sales & Marketing KM3.0 Community**: Repository of sales information and marketing materials for the FS SBU.
- Fiona Deals with Personal Data: An Introduction to Data Privacy**: A guide to Personal Data Privacy and what it means for Capgemini employees.
- TEAMx – Time, Expertise & Assets' Mutual Xchange**: Internal demand driven marketplace for collaborative exchange of expertise, bandwidth and assets.
- iCompass**: Competency Assessment & Baseline framework.



Talent main URL: <http://talent.capgemini.com>

Financial Services URL:

http://talent.capgemini.com/global/pages/hubs/strategic_business_units/financial_services/

The screenshot shows the Capgemini Financial Services intranet homepage. At the top, there's a navigation bar with links for Intranet, Search, and various business units like GLOBAL, NAR, MY DESK, DELIVERY, SALES, UNIVERSITY, APPSONE, and FS SBU. A banner on the left says "Global Talent". The main content area features a "STRATEGIC BUSINESS UNITS" section with a link to "Financial Services". Below that is a "FINANCIAL SERVICES NEWS" section with links to Wins, Delivered, Executive Announcements, GES - Group Employee Survey, IGATE News, Awards, FS GBU Leader's View, and General News. The central part of the page has a large image of trophies with the text "FS GBU Excellence & Innovation Awards: Enabling Functions". Below this image is a summary of the "FS Excellence & Innovation Awards Spotlight: ANZ Service Performance Management Team, ANZ METS for Excellence in Enabling Functions in Round 1, 2015" dated Jan 26. To the right, there are sections for "FOR YOU TO USE" (Email, Print, Watch), "KNOWLEDGE CENTER" (FS GBU Basics), "FS GBU NEWSLETTERS" (Business Units, Global Practices, Global Functions), and "ASE" (Accelerated Service Environment) along with "Women's Leadership Forum" and "AppsOne News Updates".

Knowledge Management (KM)



The KM3 Global Community has been designed to help you navigate global content structured along industries or sectors, service lines or offerings, software or products, enabling functions, and certification communities

- Main URL: <https://km3.capgemini.com/>

The screenshot shows the Capgemini KM3.0 Knowledge Management platform. At the top, there's a navigation bar with links for Home, HRMS_Ref..., Employee..., Global Mar..., Onboarding..., and Home [...]. Below the navigation is a header with the Capgemini logo, a 'KM 3.0 KNOWLEDGE MANAGEMENT' title, and icons for Home, People, Communities, and Advanced Search. A sidebar on the left titled 'My Communities' lists 'Capgemini Global', 'NA Diversity and Inclusion', 'Browse Communities', and '+ Create Community'. The main content area features a search bar with placeholder text 'What are you working on?'. Below it, a feed shows a post from 'Pablo Orensanz' about Adobe XD prototyping. The right side has sections for 'Usage Policy' (link to Capgemini Usage Policy) and 'Recent Site Activity' (listing posts by Ruchi SHARMA, Luca SANTORO, and Luca SANTORO). At the bottom, there's a 'Write a reply' input field.

Travel: Introduction



- Travel Provider: Egencia Travel
 - 1-877-232-4956
 - The non toll free number is 1-949-930-9519
 - 7am to 7pm CST Monday thru Friday

www.egencia.com

- If you have any questions regarding travel please contact **Ilona Bereckis at 847-384-6156** or ilona.bereckis@capgemini.com
- If Egencia requires a **travel approval** please have your people manager or project manager approve your trip.
- For questions and reservations regarding **travel within India** please fill out the India Travel Request Form on the applications page of iConnect. To contact the team at India offices for any specific questions regarding travel please email DL FSSBU – India Travel Group



- Prior to travelling, complete your profile with Egencia
- Capgemini employees will access Egencia via SSO. To access the Egencia home page, go to:

US: <http://capgeminifs.egencia.com>

Canada: <http://capgeminica.egencia.com>

For your convenience, please remember to add this link to your favorites on your browser.

- Travel arrangements avail via Egencia includes flights, hotels, rental cars, and train reservations
- Please ensure that all business travel accommodations are booked through Egencia. If you cannot reach the Egencia site, you can book travel through an Egencia agent at 1-877- 232-4956 (U.S. based employees) and 1-866-255-5165 (Canada based employees)

If you have any questions or issues regarding Egencia, please contact Ilona Bereckis at
Ilona.bereckis@capgemini.com.



- For business use only
- No annual fee for cardholders
- Required for all business transactions
- Employee is personally liable and responsible for paying the bill on time
 - Monthly monitoring
- To apply please go to www.americanexpress.com/applyforcard and type in the access key code of j6v3ipib
 - Card usually arrives in 7-10 business days
- Please abbreviate address as much as possible if space is not big enough (i.e. 123 Main Street Apartment 456 can be 123 Mn St #456)
 - Use CAPGEMINI email for statements
 - Enter Employee ID (Provided to you by HR)
- To Sync card up with Concur email naac.teinquiry.in@capgemini.com with card number and country (I.E. US or Canada)

Our Concur expense tool is used for reimbursement



Short-cut: In order to find a list of approvers for any given charge code, please enter * when you come to the Concur screen shown below.

The screenshot shows the Concur Expense interface. At the top, there's a navigation bar with 'CONCUR' logo, 'Expense' selected tab, 'Approvals', 'Reporting', 'App Center', 'Help', 'Profile', and a user icon. Below the navigation is a 'Manage Expenses' section titled 'Chicago2DayOrientation'. It includes buttons for '+ New Expense', 'Input Expenses', 'Delete', and 'Receipt'. A table lists expenses: 12/19/2017 Evening Meal at Manchu Wok (@ Chicago Airport, C), 12/19/2017 Taxi at Lyft, Philadelphia, Pennsylvania, 12/18/2017 Taxi at Lyft, Philadelphia, Pennsylvania, and 12/18/2017 Taxi at Lyft, Chicago, Illinois. A modal dialog box titled 'Approval Flow for Report: Chicago2DayOrientation' is open. It contains a message: 'This report could not be submitted. You must identify an approver before the expense report moves on to the next workflow step. Type the first letter(s) of the search criteria (approver's name, email address, etc.). Then, select from the resulting list.' Below the message is a search field labeled 'Project Approver Level 1' with a placeholder 'I' and a dropdown menu labeled 'Search Approvers By'. At the bottom of the dialog are 'Submit Report' and 'Cancel' buttons. To the right of the dialog, there's a sidebar with sections like 'Available Receipts' and expense categories: 'Air Domestic', 'Evening Meal', 'Gifts Non Employee', 'IT Accessories', 'Laundry', 'Memberships & Trade Associations', and 'Miscellaneous'.

Time Entry Process & Expectations



Time entry is a critical component to our business and it is everyone's responsibility to ensure it is completed accurately, and timely....

- Time sheets are opened and available to everyone the first week of each month
- In FS we expect that everyone enters their time at minimum weekly!
 - Adherence to this process is a fundamental KPI for everyone in FS
 - All time for a month should be entered and approved by the 3rd Friday – this means some time is entered prospectively given your current knowledge of your schedule
 - Time can be adjusted, if needed, afterwards if a sick day were to come up for example

Failing to enter time within these timeframes results in...

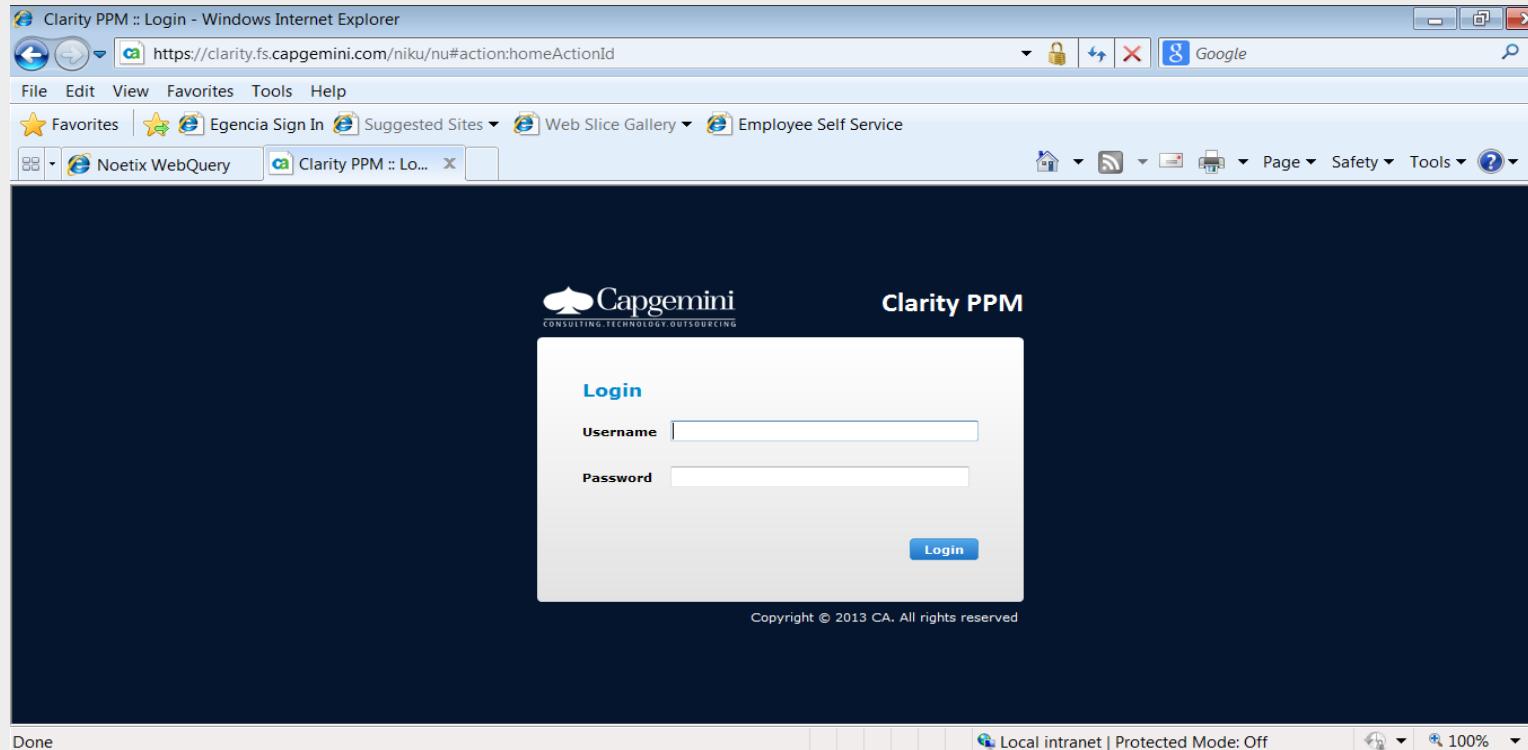
- Inaccurate or delayed revenue recognition;
- Inaccuracies and/or delays in Client invoices;
- Incomplete information for Project Managers making staffing decisions; etc.

Timesheet Entry on Clarity



1) Log onto Clarity as follows:

- a) Access the site: <https://clarity.fs.capgemini.com>
- b) Login to using your Capgemini FS User ID and Password



Timesheet Entry on Clarity (cont)



Verify your project and task codes. If you're not able to see your codes click on the Show-All button. (If you still cannot view your projects or tasks, please contact your Staffing Partner)

If you take any unpaid time off HR and Benefits teams must be notified!

Investment	Investment ID	Task	Task ID	Task Start	Task Finish	Status
SFC - US05 People Process	K5105714	Efforts	G8660040	3/2/15	1/8/16	Started
US05 Holiday Leave	K5040130	Holiday	G5523548	8/1/09	1/18/16	Started
US05 Personnel Leave	K5039271	Personal	G5520917	8/1/09	12/31/15	Started
US05 Vacation Leave	K5040584	Vacation	G5524794	8/1/09	1/29/16	Started

Displaying 1 - 4 of 4

Add Add and Select More Return



Your Career Story in Capgemini

January 2018

**Financial Services
Strategic Business
Unit**





Take Control of your Career

**Great things never come
from comfort zones**

Disruption is the new normal.

**The world is changing, constantly, dramatically – and
that change is only ever accelerating.**

**It's happening in our marketplace, with our clients –
our own business too.**

**If you take what disruption offers, you can unlock
possibilities and opportunities you haven't begun to
dream of yet.**

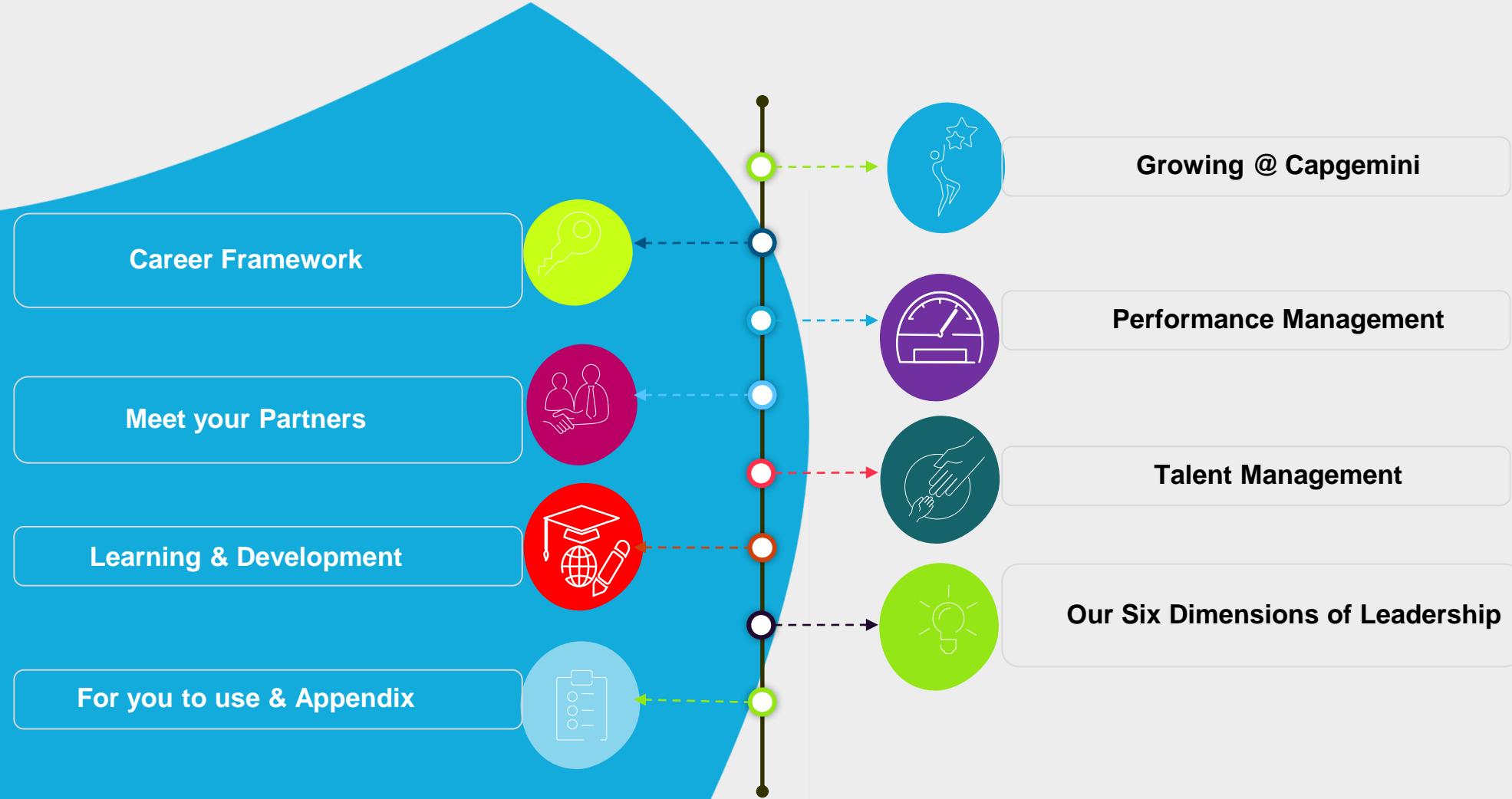
**That's what we're doing as a company. And that's
what you should do in your career. It'll make the
journey you're on so much more interesting and
exciting. Aren't you curious to find out where you
could go?**

**Be successful, Be disruptive,
Embrace opportunities**





Your Career Story in Capgemini





Your Journey with us



We value our people. In particular, we believe in three things:



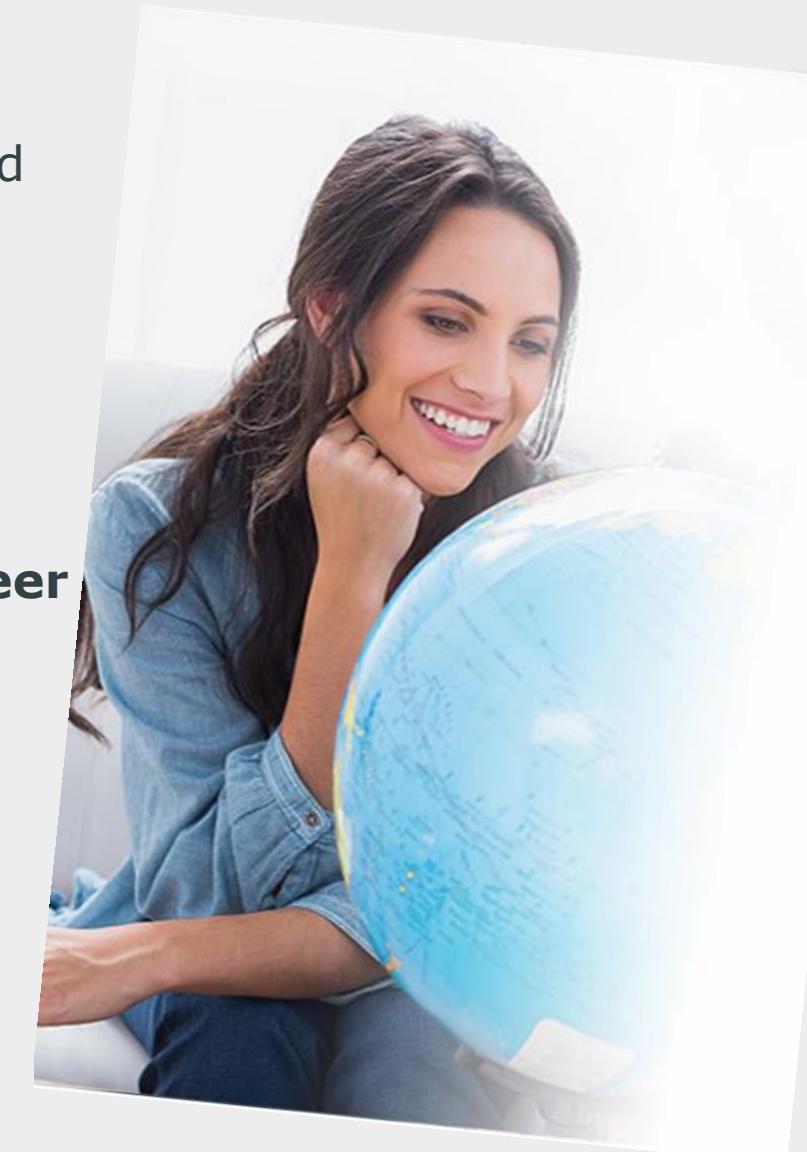
You should
Grow



You Own
your **Career**



No
One Way





Your career can
be like a jungle
gym.

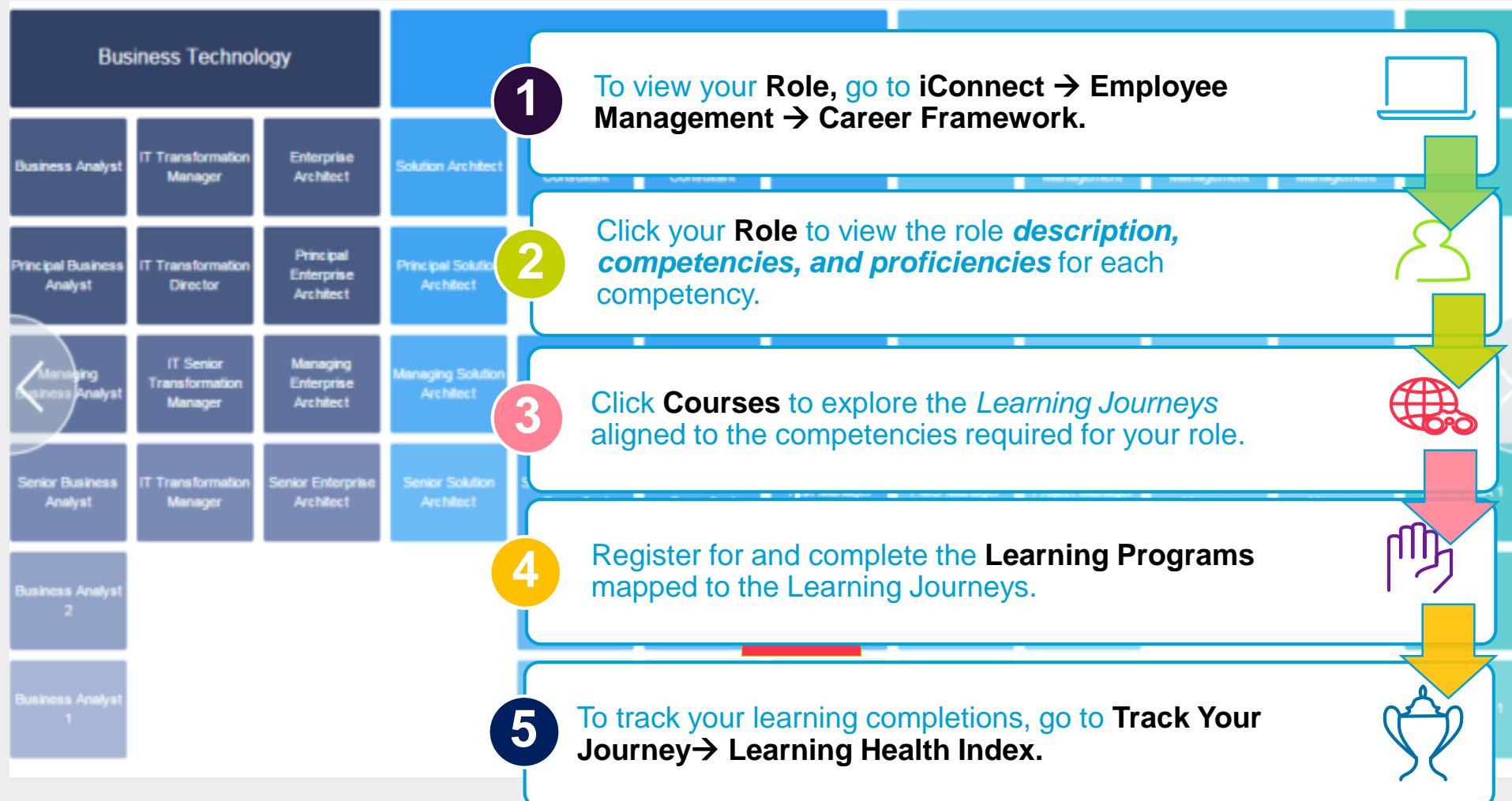
**Career framework –
the foundation of your journey
at Capgemini**

**It helps you to own your aspirations and
motivations for what you want to do
professionally. It means you can be clear
on what you do, how you fit in and what
you need to do to progress.**



Career Framework: Roles>Competencies>Proficiencies>Learning Maps

Direct Link: <https://careerframework.fs.capgemini.com/>



For queries, please email
talent.fssbu@capgemini.com



Performance Management



**Challenge yourself.
Grow at Capgemini.**

Build a career

As we adapt to take the opportunities disruption offers us, you have a big opportunity too – to embrace a career, not just a job.



Global
Grade

Designation

Indicative
Roles



Get to know your People Manager/Appraiser

There are **some basic roles** that a People Manager plays:



Performance & Development Strategist

Ensures the Employee:

- Knows performance evaluation criteria
- Has development plans
- Acquires needed knowledge and skills



Solutions Enabler

Helps the Employee:

- Apply new skills and knowledge
- Learn from their experiences



Opportunity Broker

Helps the Employee: Identify development opportunities in their current role and beyond.



Honest Appraiser

Appraises Employees:

- On the job performance
- Progress against their Development Plan.

You must

Set-up a meeting with your PM



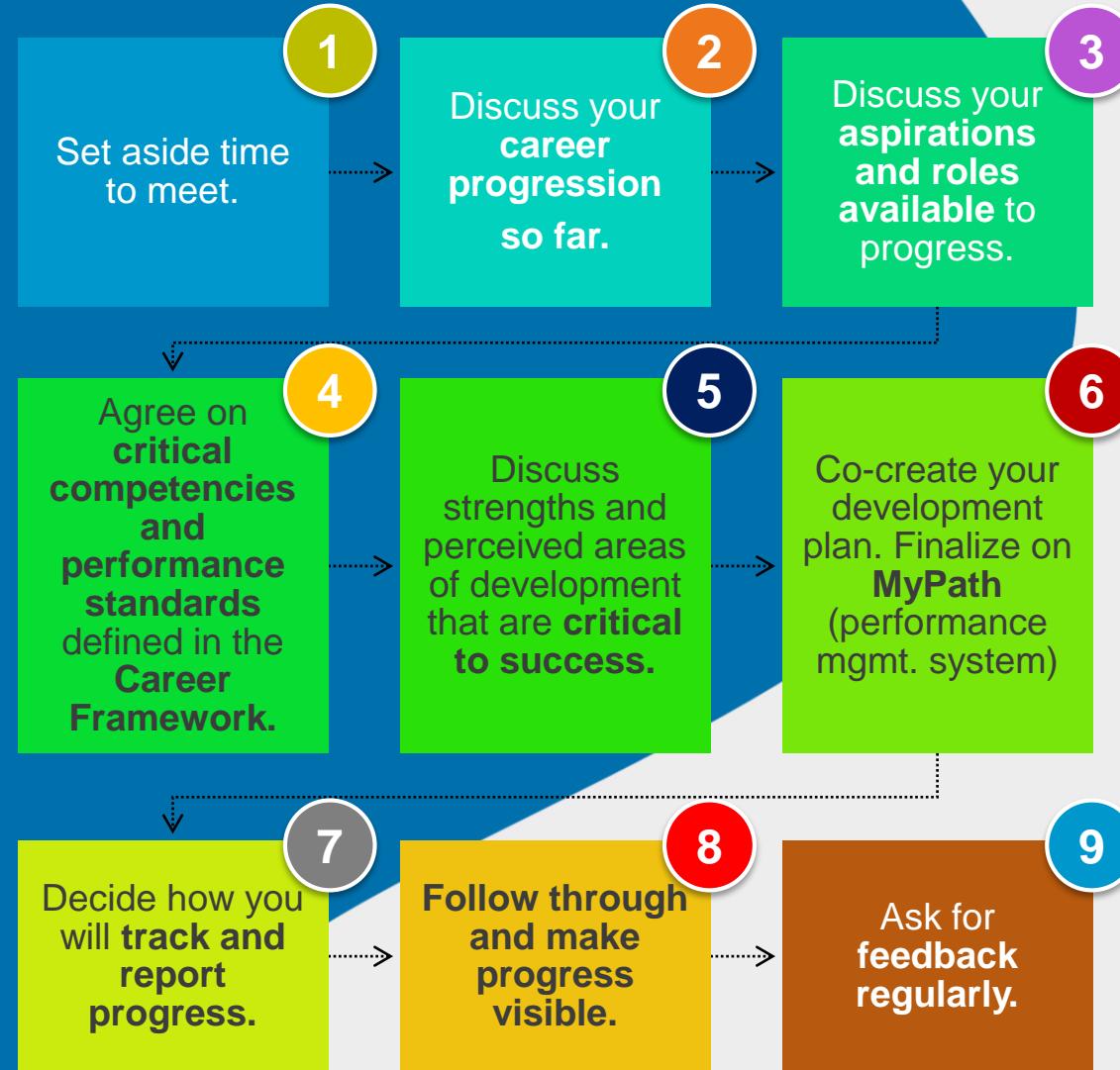
Prep well when having formal meetings with your PM



When not staffed ask your PM for contacts, to help with work that may lead to a project



Set-up time to meet your People Manager.



Talent Management

Our approach to talent management starts from performance management to developing talent further based on needs...



05

Promotions to next leadership grade



04

Development plans for the High Perf. / High Pot. + dynamic reporting and follow-up, stretch goals



03

Identification of Potential (High, Medium, Low)



02

Strategic Talent Reviews for Directors, Sr. Directors & VPs



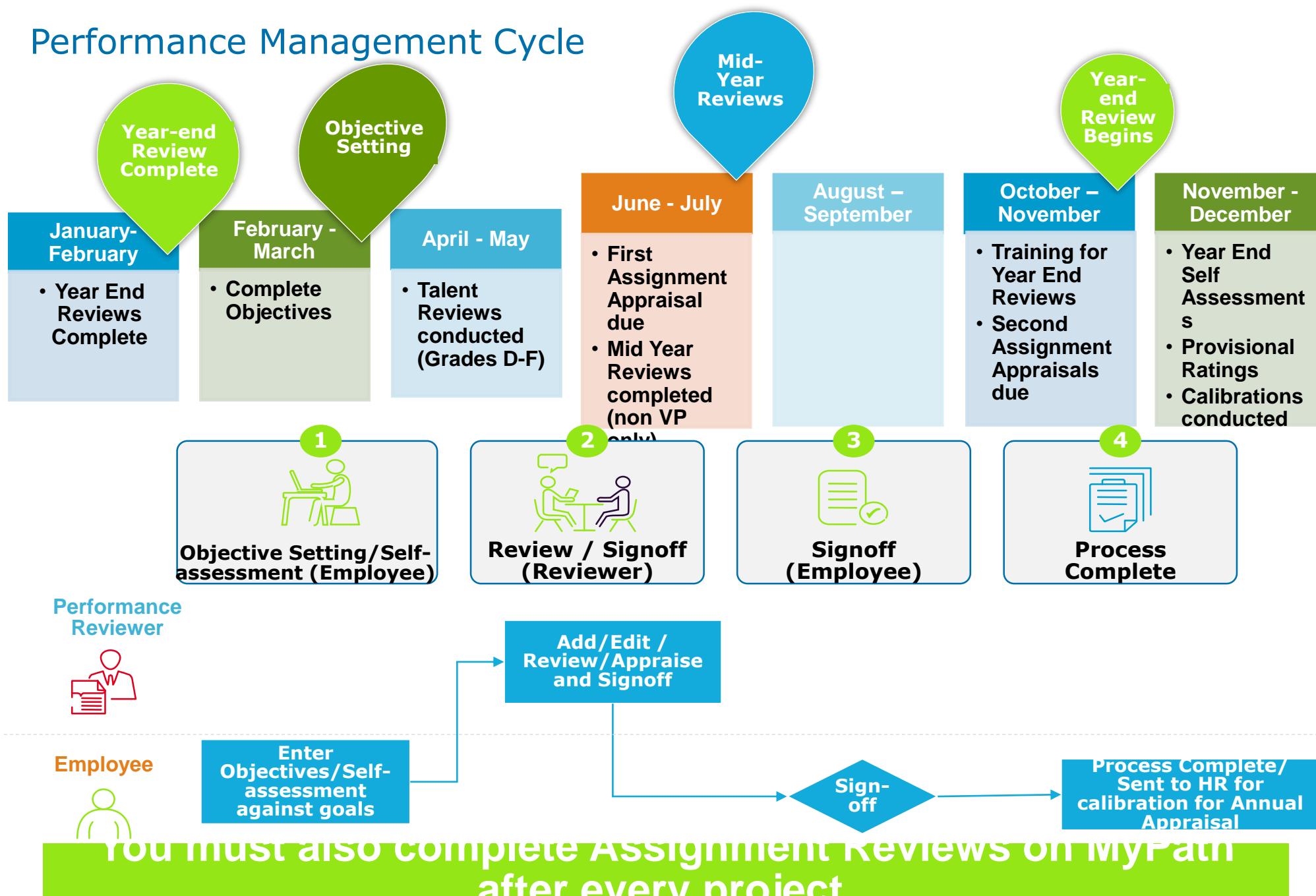
01

Talent Reviews for Managers, Senior Managers & Portfolio Mgrs.





Performance Management Cycle



Finding MyPath

https://iconnect.fs.capgemini.com/ Role: To Be Assigned

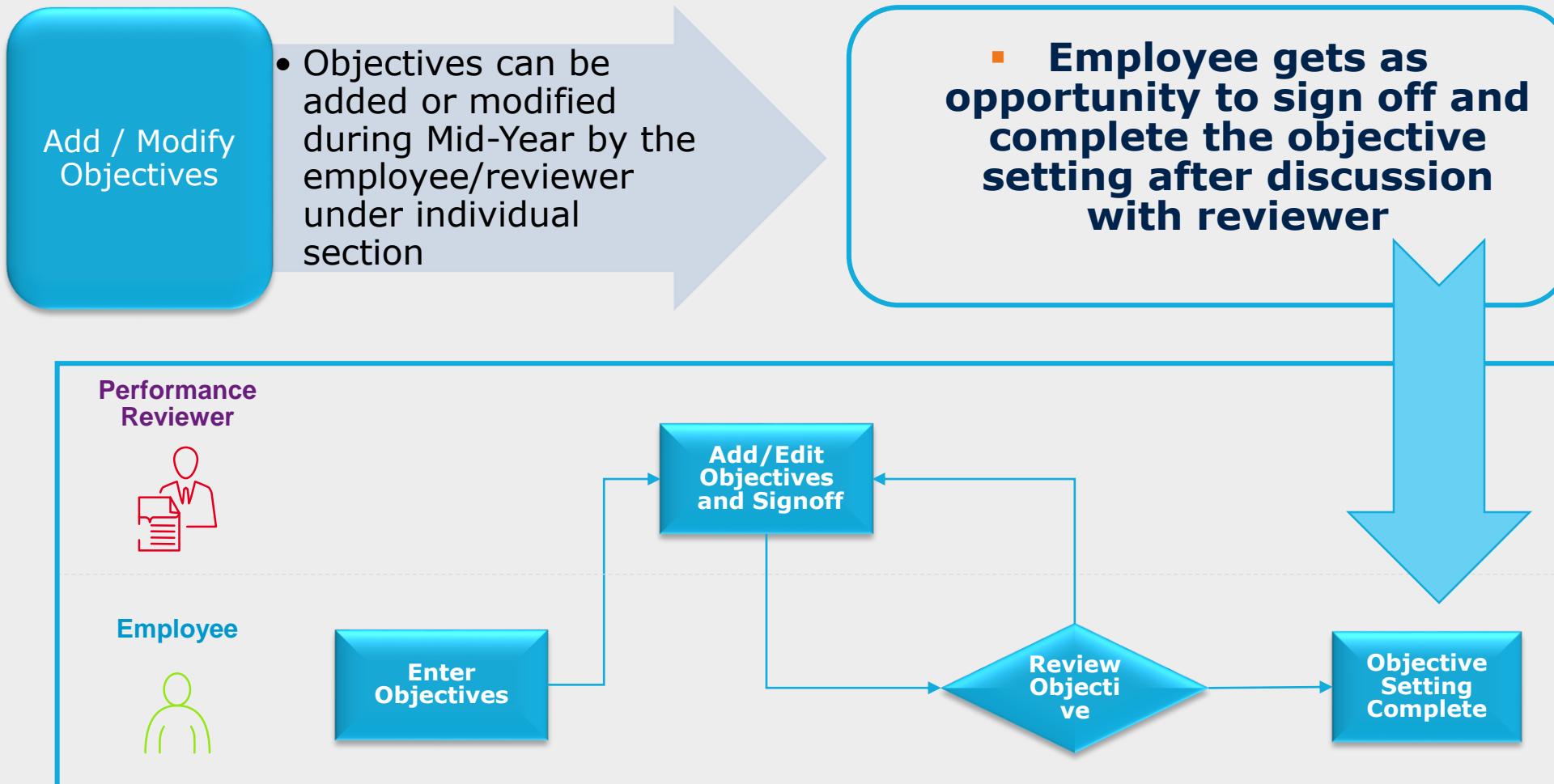
? Help! For technical/functional issues related to the application(s), Kindly raise your service request using [FS SBU Service desk portal](#)

Applications

 Delivery	 Global MyPath MyPath is Capgemini's global tool supporting the Performance Management and Professional Development process Works Only in Google Chrome.	 Resource Management Group (RMG) Portal Single link to: Employee Resume Manager & Staffing-Recruitment Application(ISW).
 Facilities	 My PMD Repository of Successfactors Historical(2008-2014) Annual review documents for self and direct reportees	 Automated Immigration & Mobility System (AIMS) Single Link For immigration (Vises & Work Permits) Requirements.
 Finance	 Learning Portal Window to the world of Learning & Culture	 Exit Clearance Management System (ECMS) - For FSSBU India,US,Canada and UK employees only Manage exit clearance from the organization.
 Employee Management	 Employee Retagging Manage employee's entity and people group retagging	 Wedding Gift Application - For India Only Capgemini FS SBU presents Employees with a marriage gift as a gesture of good will for such an important event. Wedding Gift Application FAQ's
	 Recruitment Portal Single link to your Recruitment needs: Employee Referral Portal and IRW	 Internal Job Posting (IJP) Here is your one stop shop for all open opportunities within FSSBU across locations. Please login to view the fresh openings within FSSBU, Capgemini.
	 People Care Reports People care reporting gateway	 Empulse This system helps in transforming real-time attendance data to actionable Business Intelligence
	 Leave Management System(LMS) - FSSBU India,US,UK employees only Portal to apply/manage for leaves	 Rewards & Recognition One stop shop for Rewards & Recognition Programs
	 Mybenefits – For FS UK Only Manage employee benefits For any support, email to ukmybenefits.fssbu@capgemini.com	 Employee Handbook Your guide to Capgemini FSSBU India Rules and Polices.
	 Mobility Mobility application enables you to raise request for international and domestic assignments as STV, STT and LTT.	 Career Framework Employees can view the career framework, training, certifications and role mapping. For any support, email to talent.fssbu@capgemini.com



Features Objective Setting

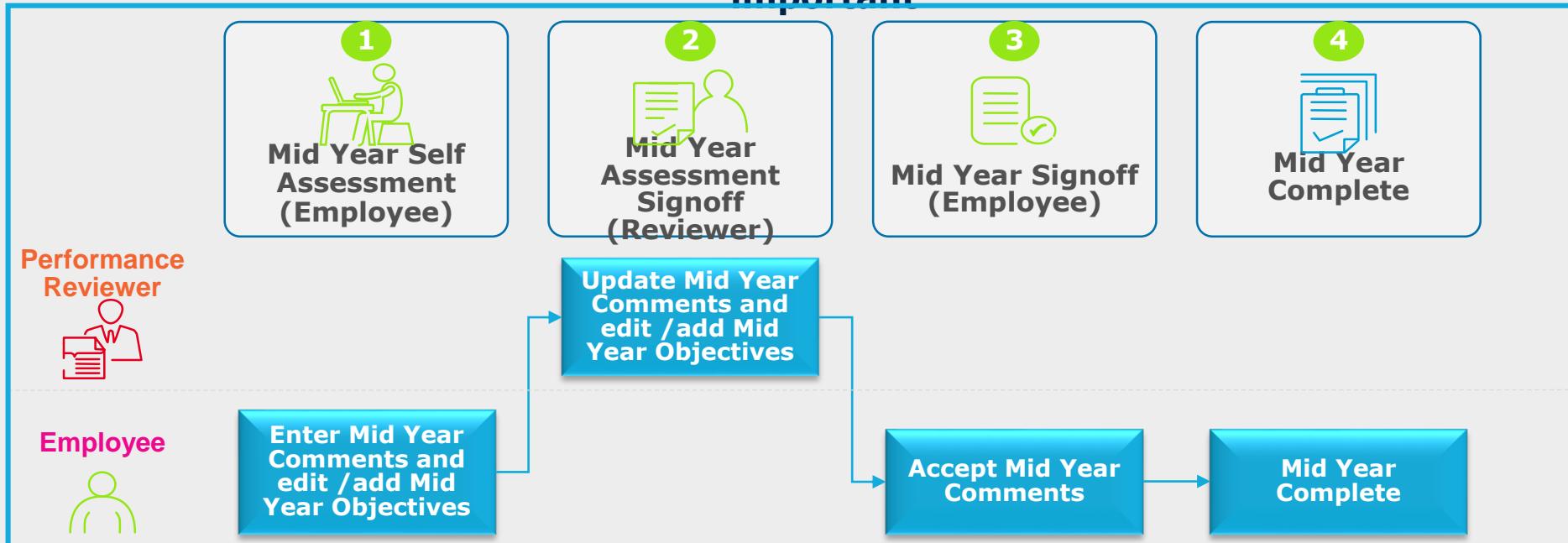


****No validation on sum of KPI weightings**



Mid Year Assessment

- In line with the global and industry practice there will be enhanced focus on feedback
 - Alignment to objectives changed or added in the mid year review will be important



***Please note at any stage of the performance document where ever the action is pending on the reviewer or the employee, the document will move to the next stage after a defined period.*



Both employee & reviewer can upload

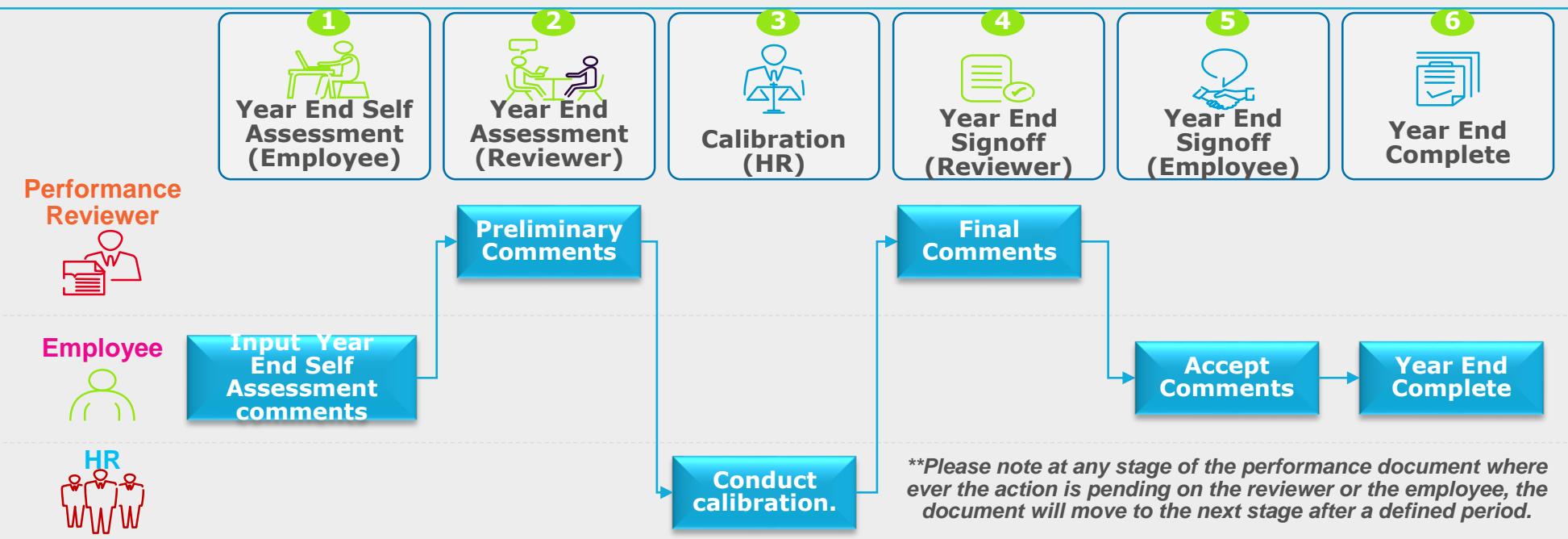


Year End Assessment

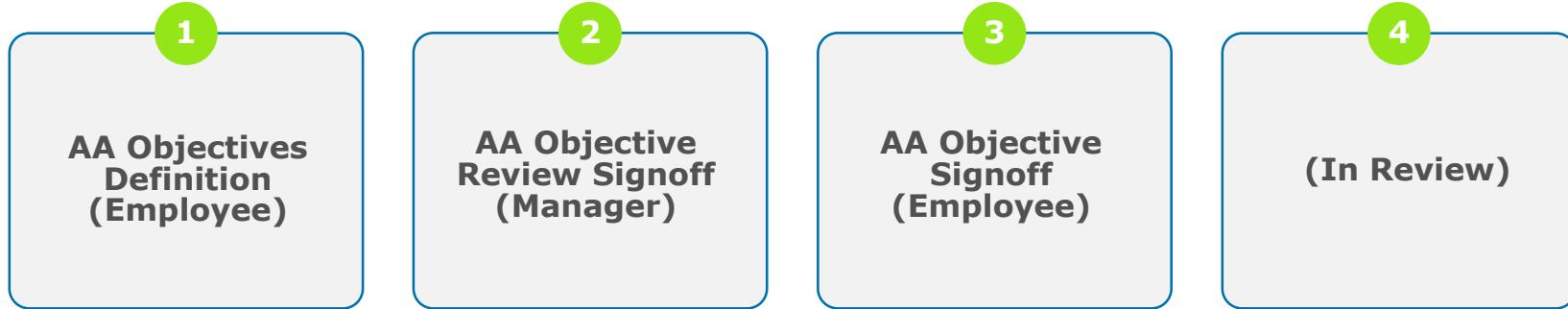
Rating –

- KPI wise comments to be entered
- In self assessment employee provides comments on KPIs
- In Reviewer evaluation manager provides comments on KPIs and one holistic rating
- Employee view the feedback comments and calibrated rating after calibration, only after Reviewer gives "Final Signoff"

Calibration –



Assignment Appraisals



Assignment Manager



Add/Edit
Objectives
and Signoff

Employee

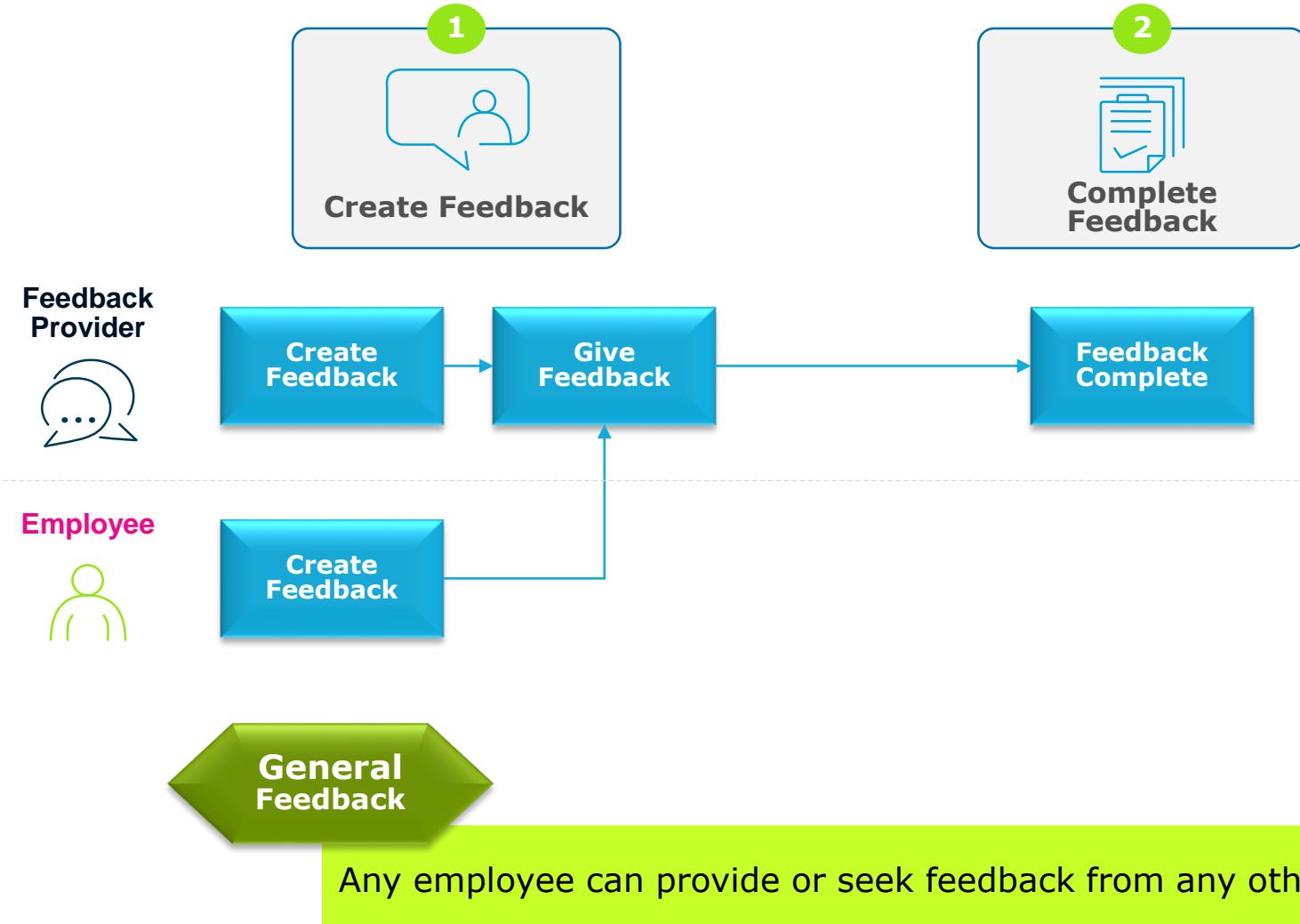


Create
Assignment
Objectives

Accept
Assignment
Objectives

Objective Setting
Complete

Requesting and Giving Feedback





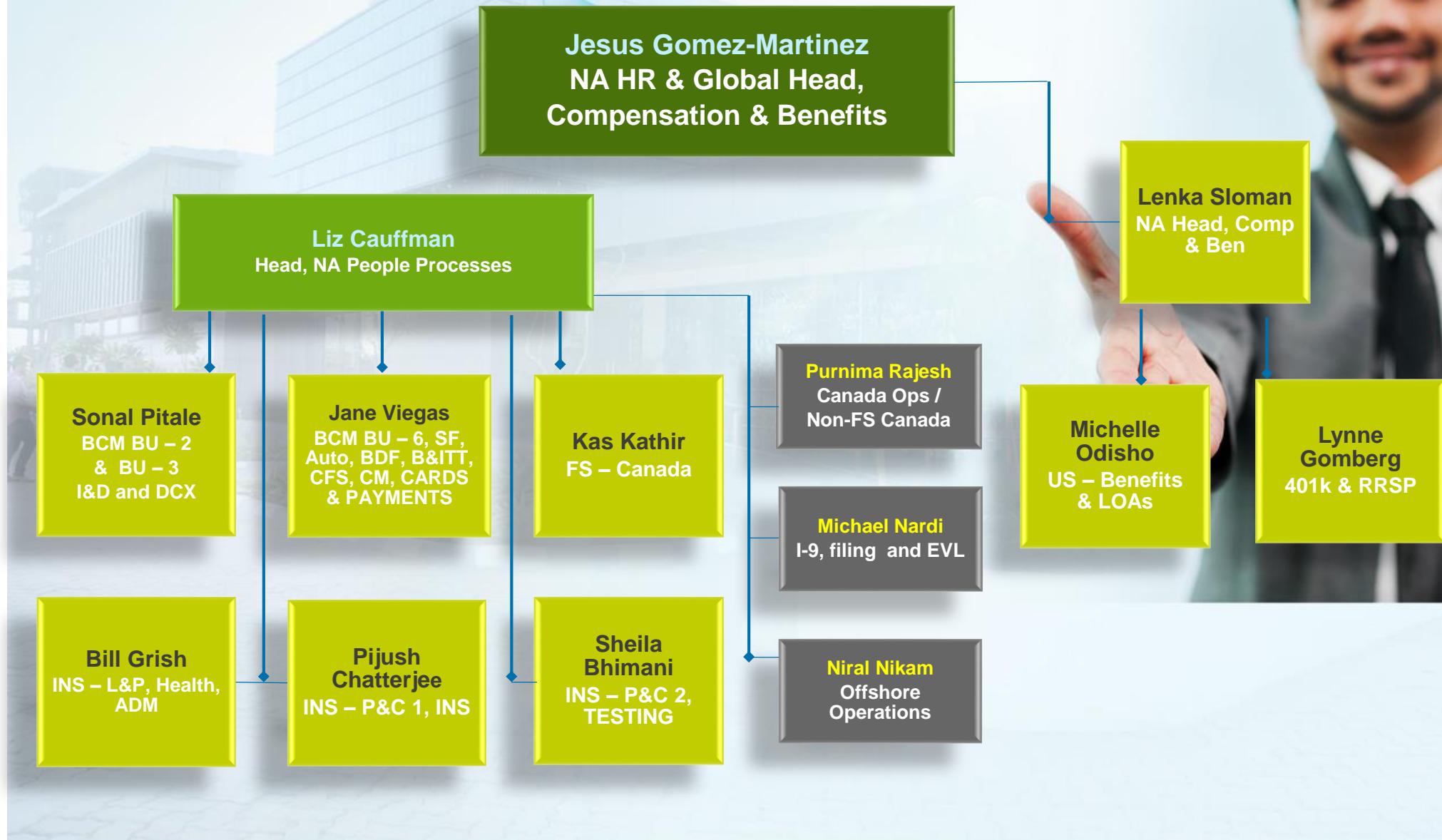
Six Dimensions: A Leadership model to drive your actions



Your Points of Contact



Your NA Human Resources Team





HR Genie: Your Digital HR Partner



Into the Digital World we go...

HR Genie
What's **YOUR** wish?

Learn **Share** **Connect**

HR goes Digital!

Get the HR Genie advantage with anywhere, anytime access to a suite of HR tools that includes: Learning, Employee Documents, Capgemini News, Events Calendar, FAQs, Mood Meter, and a Chat function that allows you to speak to HR directly. In addition, explore the Social function – your true mobile networking platform!

Scan this QR code to download the HR Genie App and enter your Corp username & password

HR Genie App is also available on

Available on the App Store ANDROID APP ON Google play

Follow us on Yammer @ #hrgenie



Your Staffing Partners

Name(s)	Practice(s)
Dinesh Nigam	BDF, CM, PAYMENTS & INS
Sakti Dash	ADM
Yogita Salgaonkar	B&ITT & I&D
Sandhya Goga	DCX
Anuradha Mishra	AUTO
Kristi Warren	CFS
Amit Rane	TESTING
Kartheek Brugi	CARDS
Charudatt Bawane	Support Functions

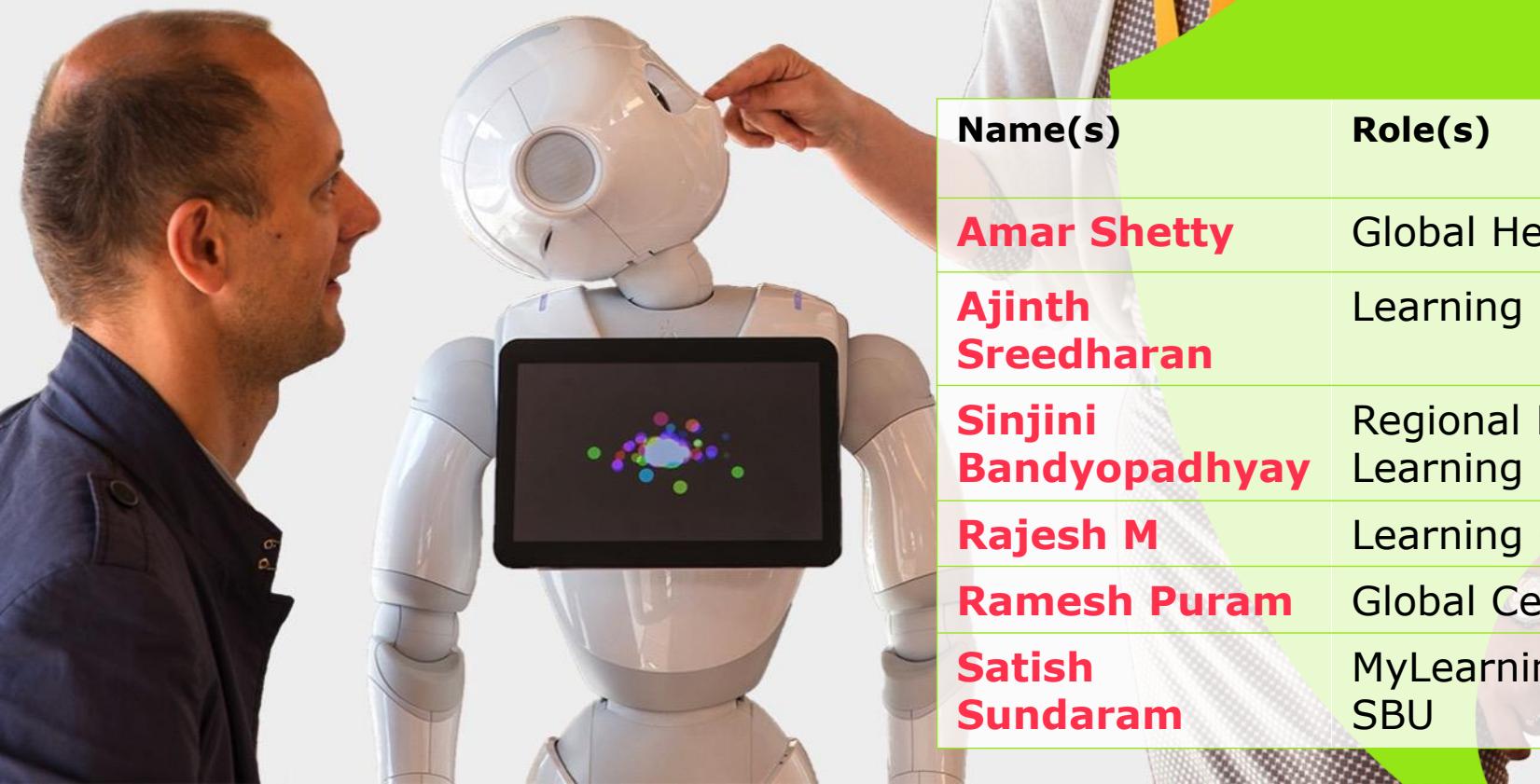


Staffing Partner Responsibilities:

- Track resource demand and map it to the resource supply
- Open demand to recruitment if internal supply can not fulfill
 - Ensure correct project allocations to enable time entry
- Follow-up with BU/Account to resolve any allocation discrepancies, extensions and roll offs



Your Learning Team



Name(s)	Role(s)
Amar Shetty	Global Head, L&D FS SBU
Ajinth Sreedharan	Learning Head, All NA
Sinjini Bandyopadhyay	Regional Learning Partner (RLP), FS NA Learning Design Lead, FS SBU
Rajesh M	Learning Coordinator, FSNA
Ramesh Puram	Global Certifications Manager, FS SBU
Satish Sundaram	MyLearning & iCompass Lifeline, FS SBU



Learning Highlights: Quick Reckoner

(The L&D team drives business-to-learning for FS SBU)

Learning Hrs/employee/year



40 hours,
40% virtual

Learning Mix



Technology, Domain, and Leadership journeys

Certifications



ONE certification from the pre-approved list is reimbursed in a calendar year.

Learning Maps



Core, Professional, & Role-based Learning Journeys for all delivery and sales roles.

Contribute to Learning



Bronze, Silver, Gold, and Platinum Star for contribution to learning initiatives and for facilitation.

Learn through Apps



Jse SumTotal, HR Genie, FS Insights apps

Help our clients Transform



Agile, DevOps, Digital, Cloud, Big Data, Robotic Process Automation, FinTech (Blockchain, InsurTech...)





Mandatory Training

All employees in Ontario must complete the below trainings and retain a copy of completion.

ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES ACT, 2005 (AODA)

https://capgemini.sumtotal.host/core/pillarRedirect?relyingParty=LM&url=app/management/LMS_ActDetails.aspx%3FActivityId%3D329824%26UserMode%3D0

Health and Safety Awareness Trainings

All Workers

https://capgemini.sumtotal.host/core/pillarRedirect?relyingParty=LM&url=app/management/LMS_ActDetails.aspx%3FActivityId%3D252320%26UserMode%3D0

Supervisors and Above

https://capgemini.sumtotal.host/core/pillarRedirect?relyingParty=LM&url=app%2Fmanagement%2FLMS_ActDetails.aspx%3FActivityId%3D264974%26UserMode%3D0

For you to use



Career Story site

- <http://careerstory.in.capgemini.com/>
 - Download PDF:
http://talent.capgemini.com/media_library/Medias/Common_images/CG_Career_Story_Oct-2016.pdf

Career Framework

- <https://careerframework.fs.capgemini.com/>

People Care Page on KM3.0

- [People Care - Canada](#)
- [People Care - United States](#)
 - People Care POCs:
<http://km3.capgemini.com/book/714868>

Other Links

- iConnect: <https://iconnect.fs.capgemini.com/>
- MyPath: <https://myconnect.capgemini.com>
 - [Competitiveness Skill Portal](#)
 - [MyLearning](#)
 - Employee stories:
<https://www.capgemini.com/testimonials/>



People matter, results count.

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A global leader in consulting, technology services and digital transformation, Capgemini is at the forefront of innovation to address the entire breadth of clients' opportunities in the evolving world of cloud, digital and platforms. Building on its strong 50-year heritage and deep industry-specific expertise, Capgemini enables organizations to realize their business ambitions through an array of services from strategy to operations. Capgemini is driven by the conviction that the business value of technology comes from and through people. It is a multicultural company of 200,000 team members in over 40 countries. The Group reported 2016 global revenues of EUR 12.5 billion.

Learn more about us at

www.capgemini.com