



MOST FREQUENTLY ASKED QUESTIONS

I completed my One year with the Organization, when will my appraisal takes place?

After completing your one year with the organization, an appraisal meeting is set for next month, and your compensation will include arrears from the day you completed your first year.

For Ex: You finished your one year on any date of Nov 2024 like 15th of nov, your appraisal meeting will set for next month in Dec 2024 and your arrears will be paid right from 16th of Nov 2024.

I completed my One Year, when will I receive my Variable Pay?

You will be receiving the Variable Pay along with your current month's Salary.

For Ex: You finished one year in Nov 2024, you are eligible to get your variable pay in same month (Nov 2024) along with your salary .

I have 7 Leaves left over for this year, will they get it carryforward or do we have any leave Encashment?

There is No Leave Encashment in our policy. However, leaves can be carried forward to the next year with a clause, only 5 or less than 5 leaves can be carried forward irrespective of planned leave or unplanned leave.

For Ex: 1. If you have 7 leaves left, Only 5 will be carry forwarded (irrespective of Planned Leave or Unplanned Leave).

Example: 2. If you have 3 Leaves left, all 3 will be carry forwarded (irrespective of

Planned Leave or Unplanned Leave).

Where can I declare my taxes and can view payslips?

You can view your payslips in ADP Channel, Claim declaration and claim submission related information is available in the same ADP channel. First month of your joining, you will not be having any taxation, once you get access to ADP portal, you need to declare the taxes and click on “submit” button to get an email confirmation on your tax declaration.

What's the leave cycle?

Leave cycle is from April to March.

When will form 16 be generated?

Form 16 will be generated every year between July to September, you can see your Form 16's in ADP portal of all the years you served in Techmojo.

What is the Referral process? Where can I refer the profile?

Please find the Referral policy link: [Referral Bonus Policy.docx](#)

How to refer a candidate in Fresh teams:  [How to refer a candidate in freshteams.mov](#)

Where can I find the Holiday calendar

Please find the link here: [Holiday Calendar 2025.pdf](#)

Whom to contact for issues like login, reporting manager, incorrect personal details etc in ADP portal, or Freshteams, or Align?

You need to drop an email to our finance executive Mr Chandupatla Raghuvaran raghuvaran@techmojo.in looping HR kalyani@techmojo.in along with a screenshot of the existing issue, mentioning your employee id.

Who should I contact for technical support related to laptop or desktop issues, as well as any VPN or network problems?

Mr Naveen Peddi - 9966088494 and Govardhan:

it-helpdesk@techmojo.in

Where can i find the Techmojo HR policies?

<https://techmojoind.sharepoint.com/sites/TechmojoHRpoliciesandInformation/Shared%20Documents/Forms/AllItems.aspx>