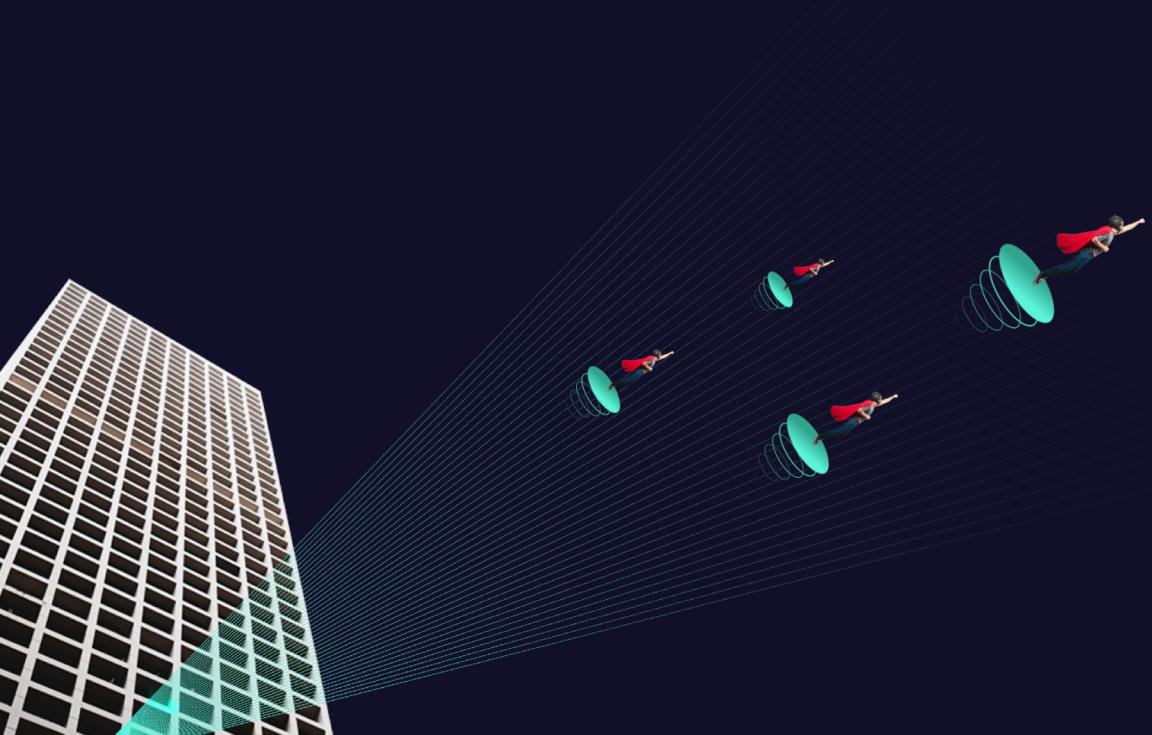




New Joiner Orientation

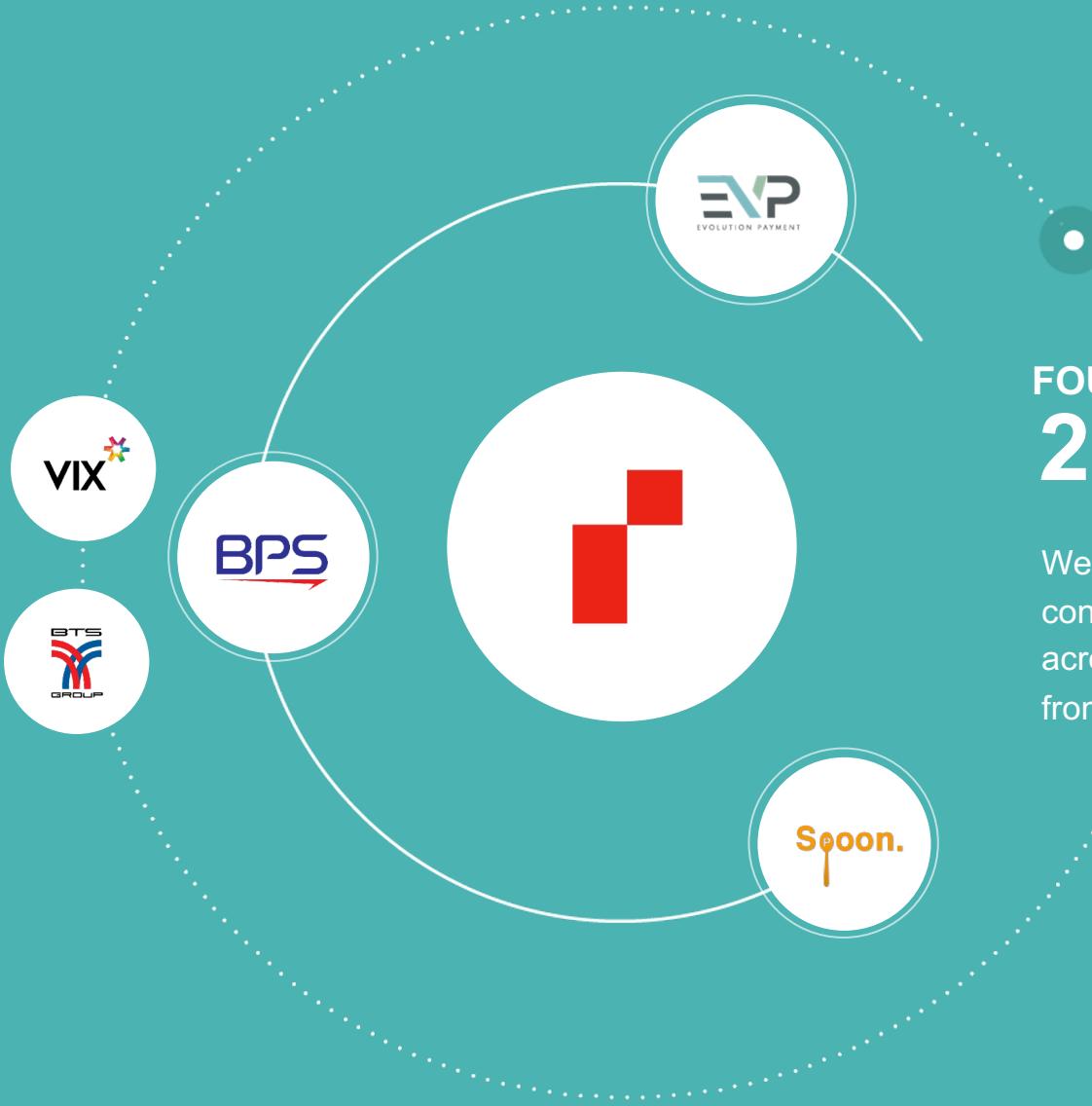


AGENDA

- Company Overview
- Company Vision & Organization
- Career Path & Performance Review
- Policies
- Benefits
- Email Setup
- Timesheet

AGENDA

- Company Overview
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FOUNDED IN
2004

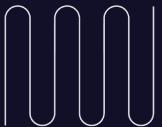
We are a niche provider of technology consulting delivering a range of solutions across industries, with an experience from international consulting firms.



Project



Consumer



Food



Automobile



Resource



Retail



Transportation



Insurance



Banking

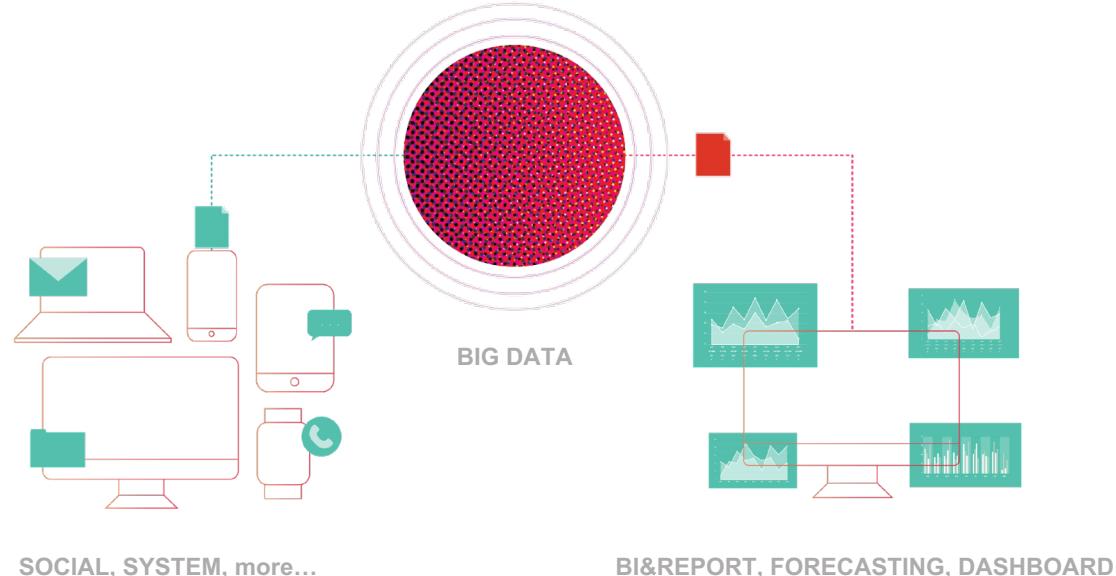


Telecom

Big Data, Data Warehouse, Business Intelligence and Data Science

- 2 out of 3 telco
- 4 out of 6 banks
- 3 out of 3 life insurance
- petabyte of data

many assets in data framework



Real-time &

ETL/ELT



Appliance & Others

teradata.



Traditional RDBMS

ORACLE
DATA WAREHOUSE



Cloud DB



Hadoop cloudera®

Virtualization & Visualization



Data Science



IBM Watson Studio



Marketing Solutions

Turn a traditional campaign into
an innovative marketing.



Adobe® Marketing Cloud

acoustic

Pi Datametrics

unica

sas

Omni-Channel Realtime&Batch Campaign Automation



Web Analytics & Session Replay



SEO Improvement



Turn unknow visitors to segments (DMP)



Digital Assets Management

Our Clients

Financial



LH BANK



Insurance



Telecom



Petro & Energy



Transportation



Others



Retails



Current Projects



true



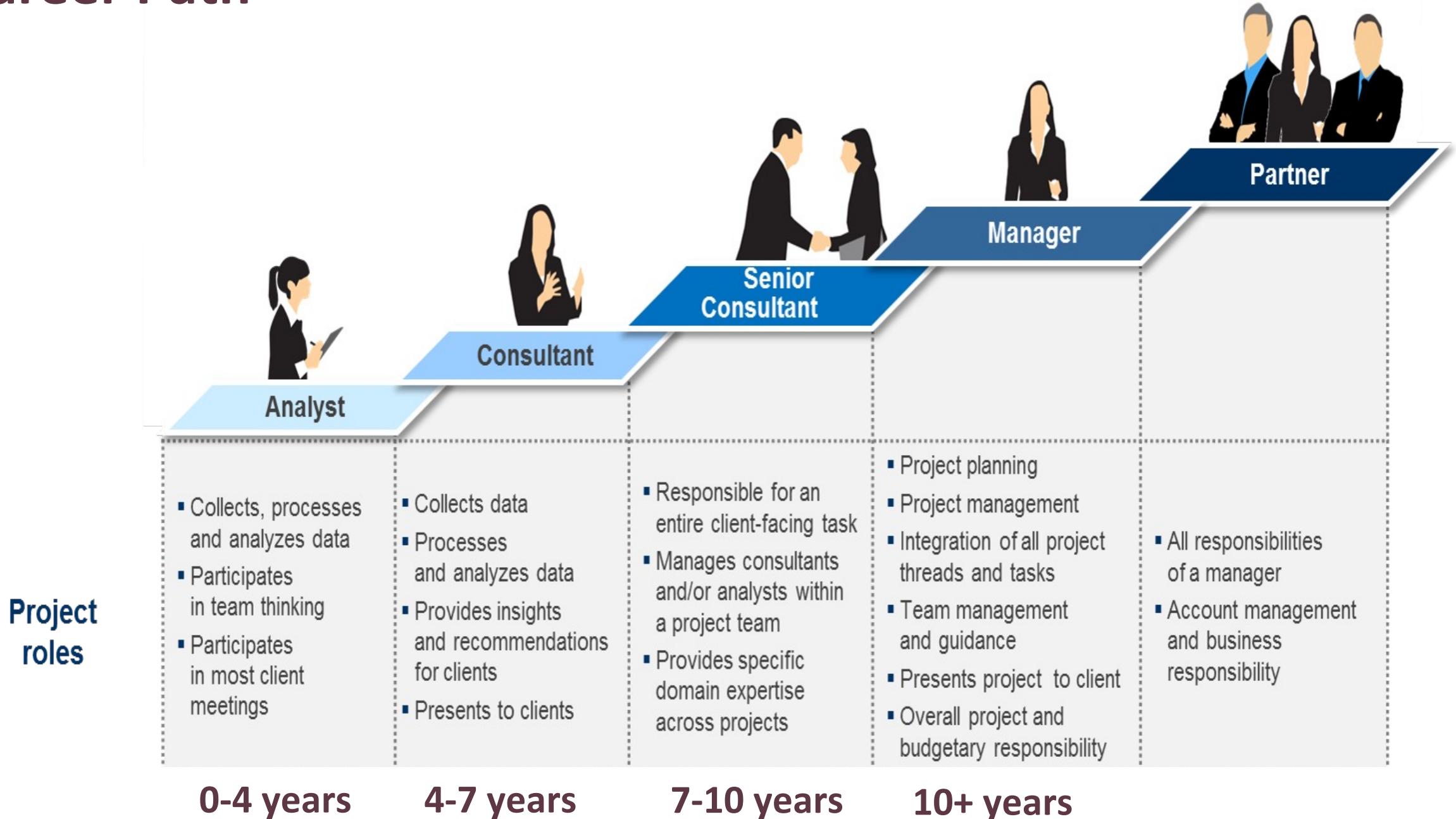
CENTRALPATTANA



AGENDA

- Company Overview
- **Career Path & Performance Review**
- Company Vision & Organization
- Policies
- Benefits
- Email Setup
- Timesheet

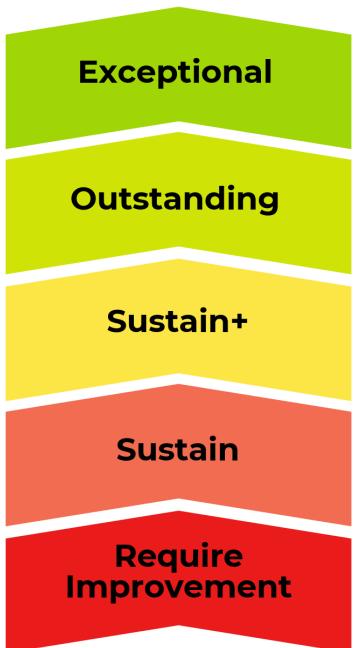
Career Path



Performance Review & Scoring



- April, August : intra-year review
- December : year end review



1. **Exceptional** : There's only few people. In order to get, you must perform at exceptional level way beyond what you were assigned to.
2. **Outstanding** : There's around 5-10%. In order to get, you must perform very well.
- 3&4. **Sustain and Sustain Plus** : If you can perform according to your assigned with a bit of + and -, you'll get rating as "Sustain".
Then x% of the top Sustain will get Sustain Plus.
5. **Require Improvement**: If you cannot perform according to your role or making so many mistakes, you might be rating at this level which will result on your benefits next year.

Salary and Bonus

- **Fiscal year start January**
- **Bonus will be paid end of January***
**for tax management purpose*
- **New salary will be effective in January**
- **Bonus and Salary Raise will be applicable for those who joined by September 1st of the previous year**

AGENDA

- Company Overview
- Career Path & Performance Review
- **Company Vision & Organization**
- Policies
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- Email Setup
- Timesheet



Inteltion's Vision

“No 1 Data Evolutionizing Consultant in Thailand”



Inteltion Organization



Tao - Kittipong T.

Partner & Founder



Pop - Suwaphon S.

Founder



Tee - Peeradej P.

Partner



Nui - Untikar C.

Partner

Consultant Team



Som - Phatikorn T.

PM / Partner



Keng - Suragard S.

PM / Partner

- Project Manager
- Solution Manager
- Senior Consultant
- Consultant
- Analyst
- Contractor

Sales Team



Mo - Kitti R.

SM / Partner



Mali - Malilynn P.

Head Sales

- Sales Managers
- Sales Junior
- Presales

Back Office Team

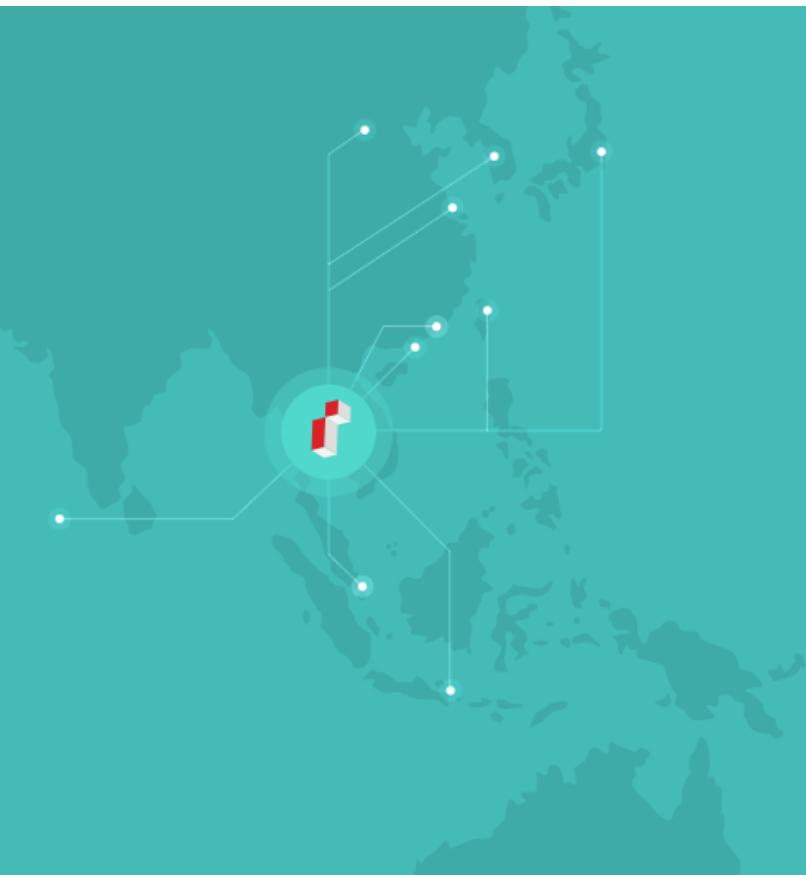


Maew - Sompit S.

Head BO

- Accounting
- Admin
- HR

Play Harder



Once a year, We're Going Wild!

2019
Shanghai, China

2015
Hongkong

2011
Korea - Seoul

2018
Japan – Okinawa

2014
Singapore

2010
Hongkong

2017
Japan – Tokyo

2013
Maldives

2009
Macau

2016
Taiwan

2012
Bali

2008
China – Beijing

AGENDA

- Company Overview
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Intelton Policy

- **Confidential and PDPA:** Customer confidential is the most important and it's part of every contracts. Don't share outside company, especially social!
- **Non-Solicitation:** In every projects, we have contract not to hunt people from each other within project and 1-3 year after!
- **Projects are tough but have fun:** We're Open-Door policy! You can talk to any one any time.

AGENDA

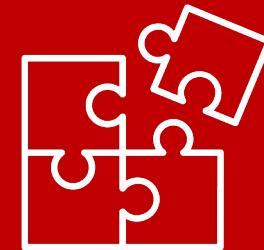
- Company Overview
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INTELTION

Evolutionizing your business.

Member get member
Program 2022



Statistic of Member get member Program 2022 (Jan – May)



⭐ Over **500,000 THB** will reward in total

⭐ Highest reward **100,000THB** to a referrer

⭐ Average reward **23,000THB**
per referrer

We're running member get member campaign for the whole year. So, if you can refer anyone to work with us, you'll get referral fee as below, after passing probation (4 months).

-  Exceptional : **100,000 THB**
-  Outstanding : **70,000 THB**
-  Sustain & Sustain Plus : **20,000 THB**
-  Contractor : **10,000 THB**



Certificates Reward

- We are encouraging people to take certificates. Each time you certified you will be award for 1,000 THB per certificate (Maximum 3 certificates per year)
- Certificates that you take should be related to our service and product such as Azure, AWS, Adobe etc.



Transportation Expense

If you work at the client's site, you're eligible to claim for transportation expense using formula below

Claim =

*(Trans. Exp. from home
to client's)*

-

*(Trans. Exp. from home
to Inteltion's office)*

For example,

Case 1

Transportation Expense from home to client's = BTS (30THB) + Motorcycle (15 THB)

Transportation Expense from home to Inteltion's office = BTS (20)

Claim = 45 – 20 THB

Case 2

Transportation Expense from home to client's = Motorcycle (15 THB)

Transportation Expense from home to Inteltion's office = BTS (45)

Claim = you cannot claim expense

Reimbursement procedure:

Please fill the details in Timesheet and send to PM or supervisor to approve **before the 4th of each month.**

The company will reimbursement to you on 25th of each month.

Leave

Employees are entitled to take leave as specific below

- ❖ Vacation leave of 15 days at maximum by annual calendar (pro rata basic).
Can use after passing probation period.
 - ❖ At the end of the year, **unused vacation leave will turn into cash** based on your salary = $[\text{salary}] \times [\text{remaining vacation}] / 20$
 - ❖ If you're uncharged, company has right to ask you to take vacation leave.
 - ❖ Only 50% of vacation days can turn into cash.
- ❖ Sick leave of 30 days at maximum by annual calendar (pro rata basic).
 - ❖ If the **sick leave absence is more than 1 day**, employee is **required to provide a Medical Certificate** from an approved hospital.
- ❖ Business leave of 3 days at maximum for matters that cannot be scheduled outside regular hours (กิจกรรมที่ใช้ได้เฉพาะการติดต่องนราชการที่ต้องไปด้วยตัวเองเท่านั้น เช่น ทำบัตรประชาชน)
- ❖ When taking leave, please inform customer/PM in your project via e-mail and put admin@inteltion on CC.

Providence Fund

- ❖ **Providence Fund** is provided which **will deduct 5%,10%,15%** (It depends on your) from your salary every month while **company will top up another 5%**. The deduction will start after passing probation period.

- ❖ Joining company **more than 5 years will eligible for company top up portion**. Otherwise, you're entitled for your 5% portion only.

Flexible Fund

- ❖ **Flexible Fund:** Employees are entitled to claim for education & health expenses (pro rata basic). Flexible Fund will eligible after passing probation at 10,000 THB/Year
- ❖ **All payment** will be paid to you on 25th of each month. You'll need to record the expenses in Time & Expenses sheet along **with INVOICE under Inteltion name.**

บริษัท อินเทลชัน จำกัด
408/55 อาคารพหลโยธินเพลส ชั้น 14
ถ.พหลโยธิน แขวงสามเสนใน
เขตพญาไท กรุงเทพ 10400
Tax id : 0105547121397

Flexible Fund

An expendable budget for the amount of 10,000 THB/year for the following items

1. IT equipment or IT accessories. Amount not more than 3,000 THB per piece.
2. Educational course or training.
3. Medical and health such as fitness course, dental, and vaccine.

Remark : If bills DO NOT fit with those 3 conditions, you can still claim for flexible fund but it'll count as part of your revenue.

You will need to submit receipt for each claim to our accounting team (**You have to send soft copy of receipt to admin@intelion as soon as possible**)

1. If bills fit with those 3 conditions require receipt under Inteltion name
2. If bills do not fil with those 3 conditions require receipt under your personal name

Group Insurance

- ❖ After passing probation period, you will get insurance card
- ❖ OPD 1,500 THB 1 per day / 30 days per year
- ❖ IPD 2,000 THB
- ❖ ER 7,500 THB
- ❖ Hospital Expense, Surgery, and other will adjust yearly

Group Insurance



Extra Perks

A new extra insurances for people working with
Inteltion more than 5 years, count Jan 1st

5+ YEAR

- Increase OPD from 1,500 to 2,500 THB/Day
- Add Dental up to 1,500 THB/Year

10+ YEAR

- Increase OPD from 1,500 to 2,500 THB/Day
- Add Dental up to 1,500 THB/Year
- Extra insurance up to 30,000,000 THB/Year

Benefit Table

	Below 5 years	5 Year Up	10 Years Up
Leave			
Vacation	15	15	15
Sick Leave	30	30	30
Business Leave	3	3	3
Insurance			
OPD	1,500	2,500	2,500
IPD	2,000	2,000	2,000
ER	7,500	7,500	7,500
Dental	-	1,500	1,500
Extra Insurance	-	-	✓
Provident Fund	5%	5%	5%
Company Contribution	0%	100%	100%
Flexible Benefits	10,000	10,000	10,000

AGENDA

- Company Overview
- Career Path & Performance Review
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- Email Setup
- Timesheet

Email Configuration

There're 2 ways to check Inteltion's email.

1. Web Email: Just go to <http://mail.inteltion.com> if you cannot use Outlook at the client's site.
2. Outlook: This approach is the mandatory approach since it'll free up your email space.

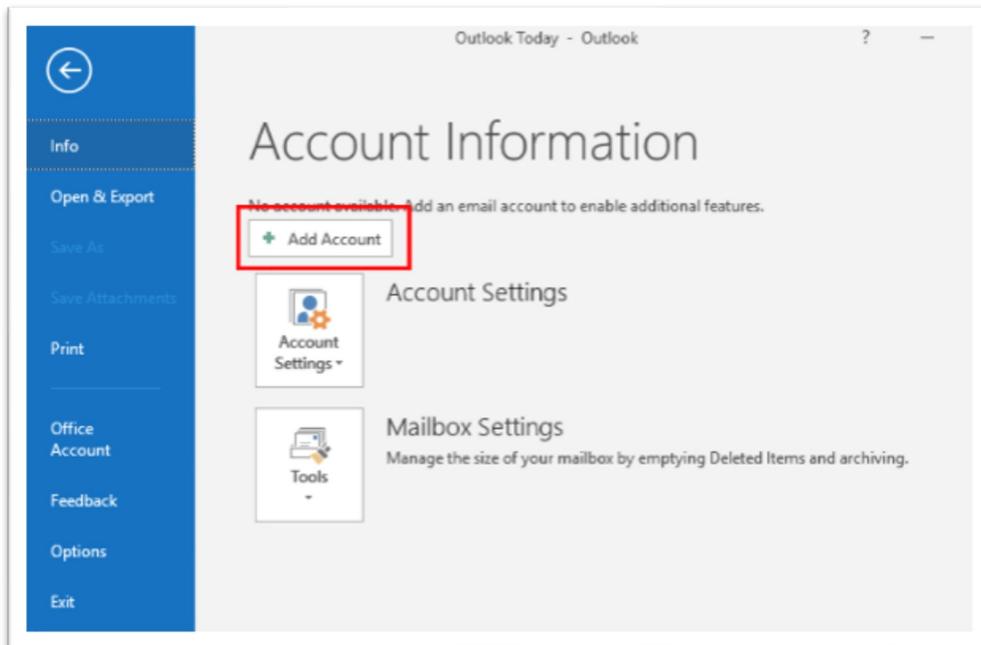
Below is how to config your Outlook

A. Open Outlook and go to Tools



Email Configuration (Cont.)

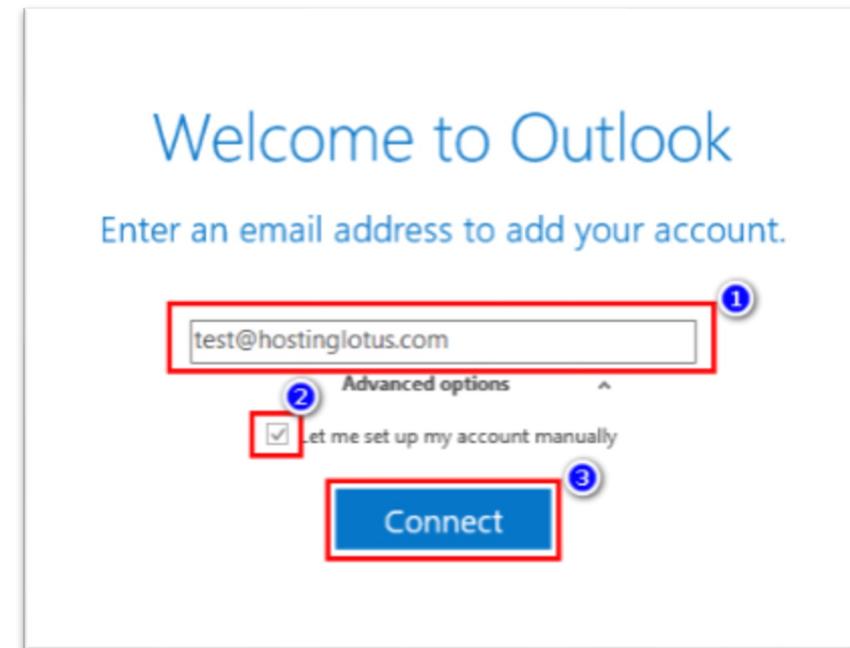
B. Select "Add new account"



C.

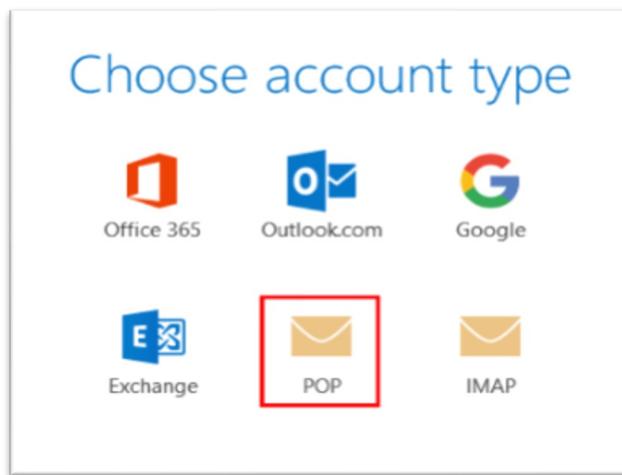
1. Type your Email Account
2. Check “Let me set up my account Manually”
3. Click “Connect”

*User Name: FirstName@inteltion.com



Email Configuration (Cont.)

D. Select POP



E. Incoming mail Server: mail.intelton.com
Port: 110
Outgoing mail Server: mail. intelton.com
Port: 25

POP Account Settings
mint@intelton.com

Incoming mail ^

User name: mint@intelton.com
Password: Remember password
Server: mail.intelton.com Port: 110
 This server requires an encrypted connection (SSL/TLS)
 Require logon using Secure Password Authentication (SPA)

POP Account Settings
mint@intelton.com

Incoming mail ^

Outgoing mail ^

Server: mail.intelton.com Port: 25
Encryption method: None
Server timeouts:
 Require logon using Secure Password Authentication (SPA)
 My outgoing (SMTP) server requires authentication
 Use same settings as my incoming mail server
 Log on using user name and password
 Log on to incoming mail server before sending mail

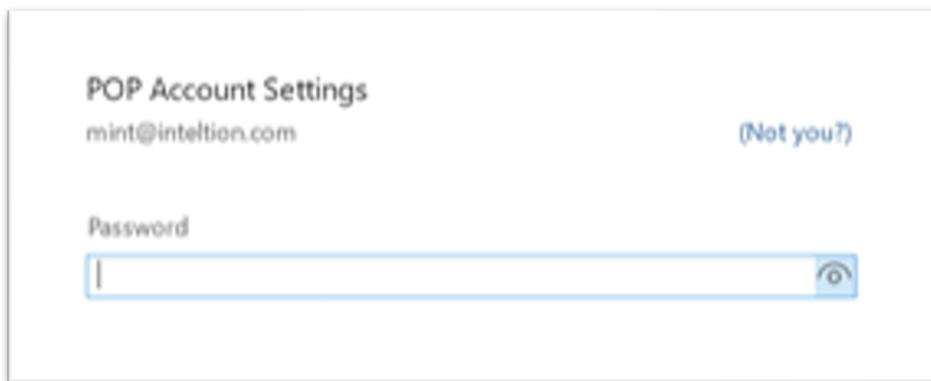
Email Configuration (Cont.)

F. Click “Connect”

Type Password and click “OK”

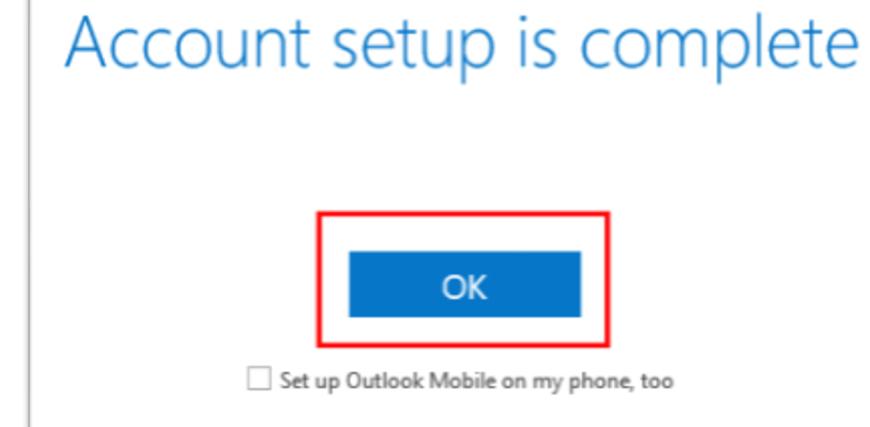
Password: P@ssword123

(You can change your password via web's email).



G. A message display

“Accout Setup is complete” click “OK”



Email Configuration (Cont.)

H. If you don't regularly download email to store in your Outlook notebook, you'll have to sync your account with gmail to expand email box size. Follow step from link below

<https://my.bluehost.com/cgi/help/gmail>

AGENDA

- Company Overview
- Career Path & Performance Review
- Company Vision & Organization
- Policies
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- Email Setup
- **Timesheet**

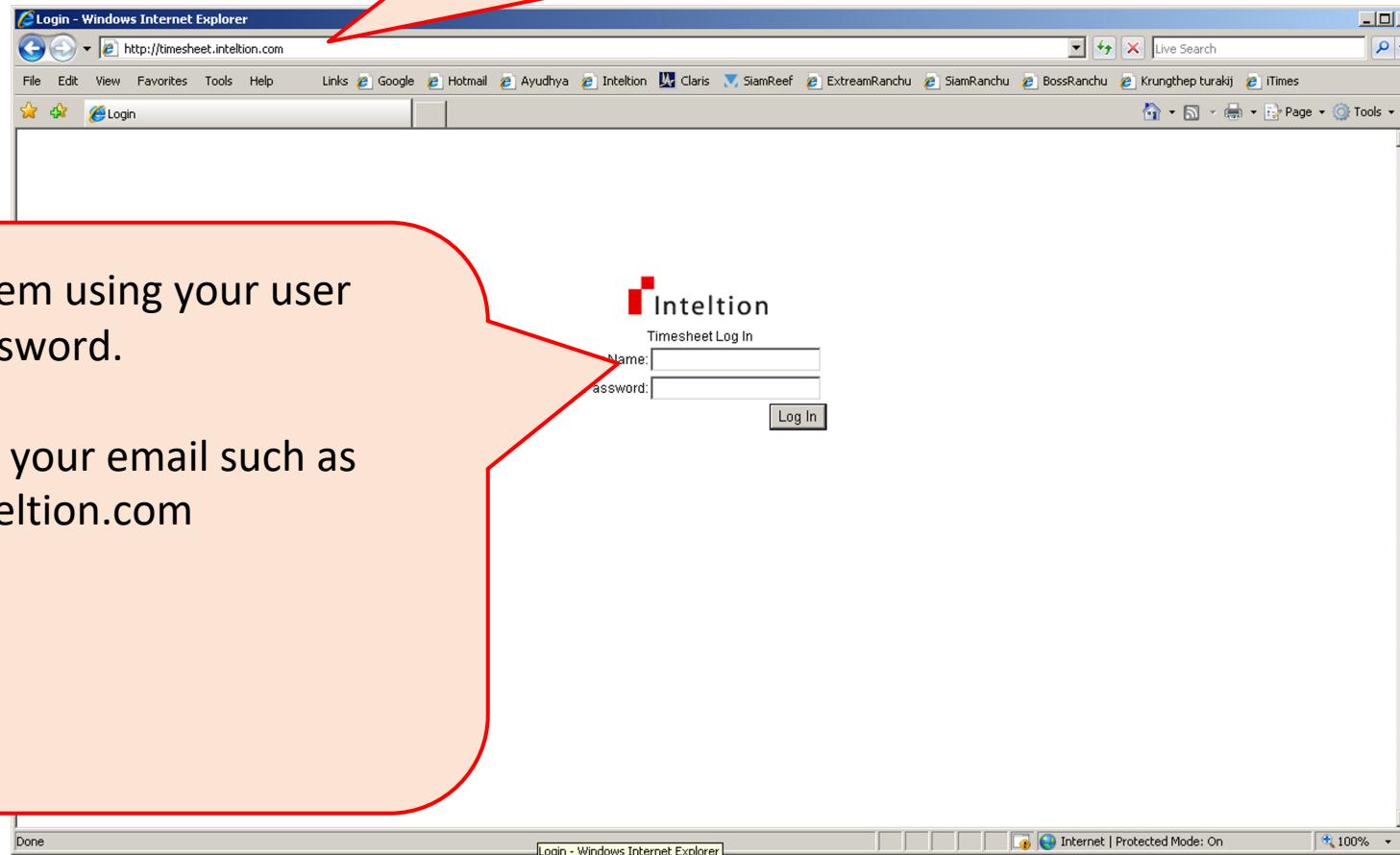
How's it work?



- At the end of the month, timesheet must be submitted to Approver.
- Approver is your project lead or project manager. If no Inteltion's lead or PM, you can approve your timesheet directly.
- If you're also Approver, you must approve all timesheet by the 4th of the month.
- Admin (Accountant) will check on the 7th of the month to process claim expense.
- All claims will transfer to your bank account at the end of next month.
- If your timesheet is delay, you'll need to claim your expense in next month.

Where is iTime?

1. Open your IE and go to
<http://timesheet.inteltion.com>



2. Login to the system using your user name and password.

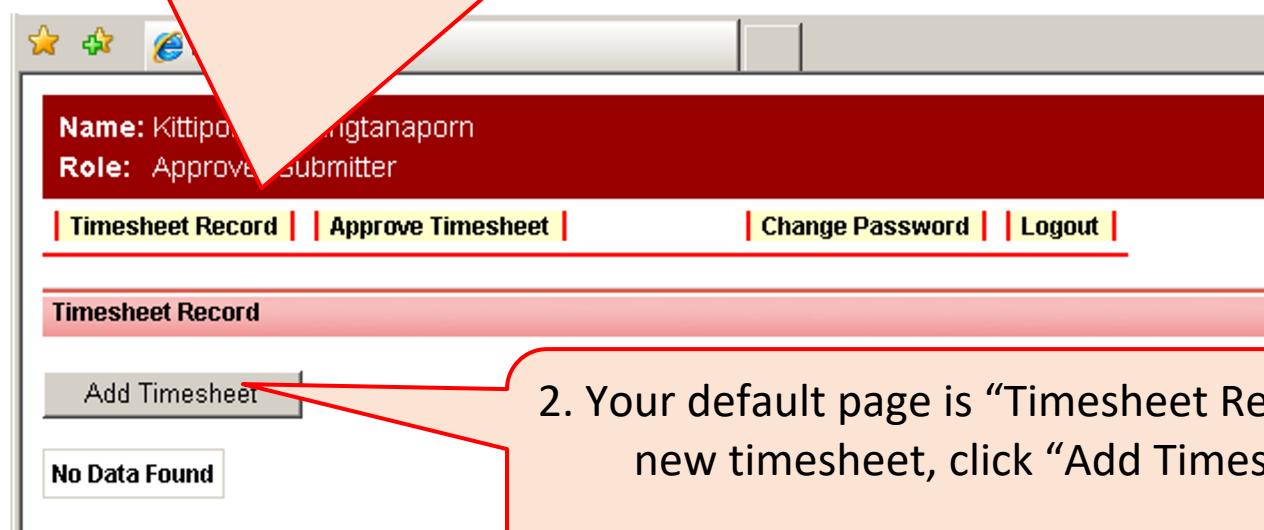
Note: User Name = your email such as
kittipong@intelton.com

Your Default Page

1. You will find the menu bar on the top for you to access each page.

Timesheet Record Menu : Is for maintaining your timesheet

Approve Timesheet Menu : Will be seen by Approver only



2. Your default page is “Timesheet Record”. To add new timesheet, click “Add Timesheet” button.

Add Timesheet (1)

1. Select Year and Month dropdown that you want to create new timesheet.

The screenshot shows the 'Timesheet' application interface. At the top, there's a header bar with icons for Home, RSS, Print, Page, and Tools. Below the header, a user profile is displayed: Name: Kittipong Tangtanapor and Role: Approver Submitter. There are links for Timesheet Record, Approve T, Change Password, and Logout. A red box highlights the 'Add Timesheet' button. Below the header, a date selector shows Year: 2009 and Month: August, with a red arrow pointing to the month dropdown. The main area is titled 'Timesheet Details' and contains a table with columns for Project, Category, Remark, and dates from 1 to 31. The table rows show project and category dropdowns, a remark input field, and a series of hour inputs for each day. A red box highlights the 'Add Timesheet Detail' button. At the bottom left, there are buttons for Add Expense and Save.

Project	Category	Remark	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Del	-		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

2. Select Project and Category Dropdown, add Remark and hour you spend in each day. To add multiple Projects or Category, click at "Add Timesheet Detail" button for new line.

Add Timesheet (2)

1. All yellow background date must have value before submit.
 - Number is in Hour(s). Please put actual hours in each day. It can more than 8 hours per day.
 - If you don't see your project name, call or email P'Tao.
 - For "Public Holiday", "Sick Leave" and "Vacation Leave", put 8 hours in that day.

Year: 2009 Month: August

	Project	Category	Remark	1	2	3	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
Del	BAY-SME	Management	Review document and follow up tas	0	0	2	2	2	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Del	BAY-SME	Training	Design Training Agenda	0	0	6	7	10	6	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Del	Public Holiday	Others	Mother Day	0	0	0	0	0	0	0	0	0	0	0	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Del	Sick Leave	Others	Stomach problem	0	0	0	0	0	0	0	0	0	0	0	8	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Del	Vacation Leave	Others	Take long vacation	0	0	0	0	0	0	0	0	0	0	0	0	8	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Add Timesheet Detail

	Project	Category	Remark	Amount
Del	BAY-SME	Transportation	Taxi from Aug 3-7	500
Del	FLEXIBLE FUND	Medical Expense	Go to see doctor	1000
Del	FLEXIBLE FUND	Others	Buy Java Book	100

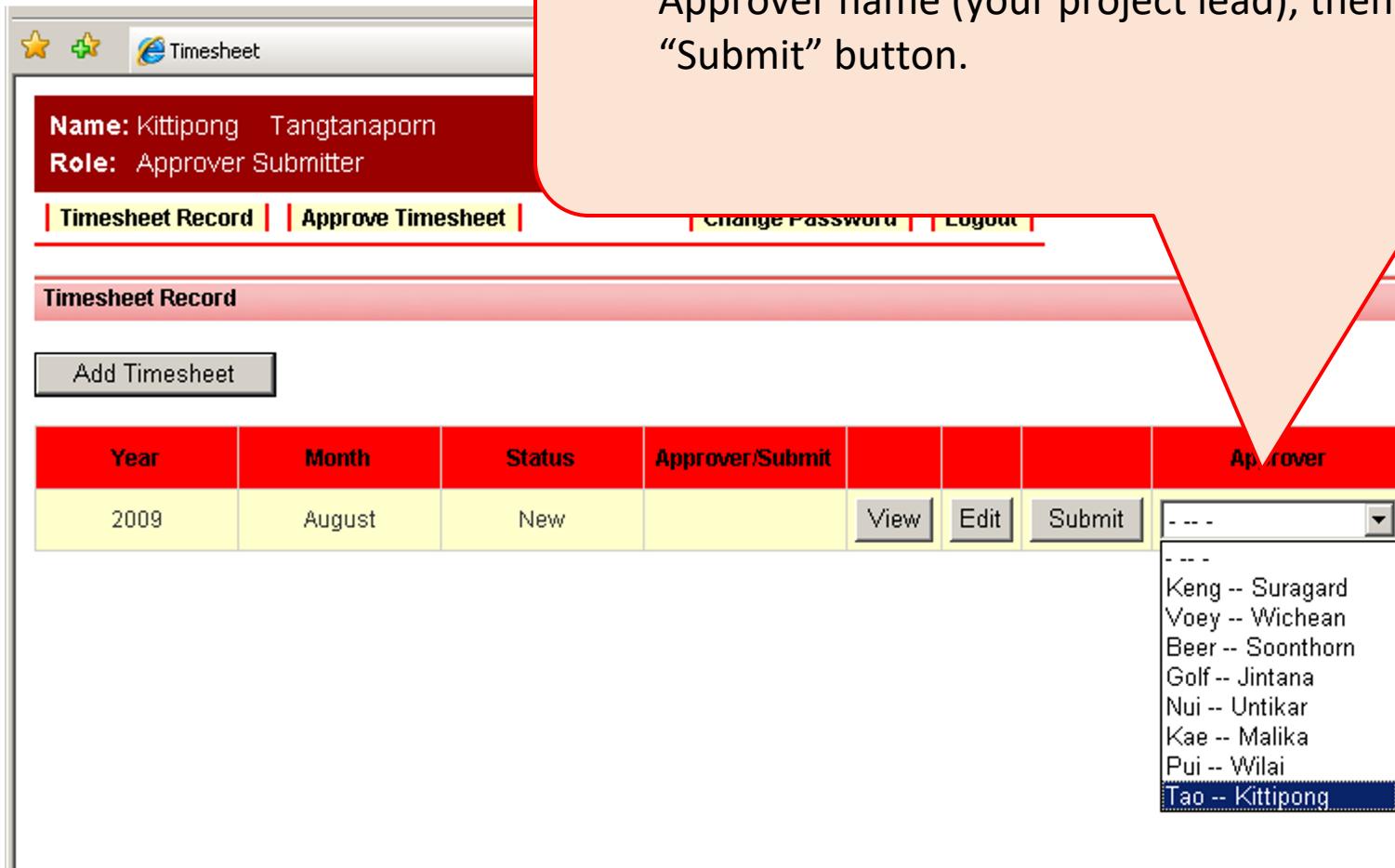
Add Expense

Save

2. Click "Save" button.

Add Timesheet (3)

1. Once ready to submit to Approver. Select your Approver name (your project lead), then click "Submit" button.



APPROVE TIMESHEET MENU

If you are Approver, you will need to follow up with your team to submit timesheet on-time. You will need to approve all timesheet by the 3rd of the month.

Approve Timesheet Menu (1)

1. To approve timesheet, click “View” button one by one.

The screenshot shows a user interface for approving timesheets. At the top, there is a user profile section with the name "Kittipong Tangtanaporn" and the role "Approver Submitter". Below this are two horizontal navigation menus: "Timesheet Record" and "Approve Timesheet" on the left, and "Change Password" and "Logout" on the right. A large, semi-transparent callout bubble is positioned above the "Approve Timesheet" link, containing the instruction "1. To approve timesheet, click “View” button one by one.". Below the navigation is a section titled "Timesheet for Approving". It contains a table with three columns: "Employee Name" (containing "Golf -- Jintana"), "Month" (containing "July"), and a "View" button. The "View" button is highlighted with a red border, indicating it is the target of the first step in the process.

Employee Name	Month	
Golf -- Jintana	July	View

Approve Timesheet Menu (2)

Approve Timesheet

Year: 2009 Month: July

Name: Golf -- Jintana

Timesheet Details

Total Hours: 184 hrs.
Total Days: 23 days.
Total Expense: 10,000 Baht.

Project	Category	Remark	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
PTT-HSF	Training		8	8	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Holiday	Others	Develop user HSF manual	0	0	0	0	0	8	8	0	0	0	0	0	0	0	0	0	0	0	0
Non Charged	Management	CU Presentation & MTI & TMB MA	0	0	0	0	0	0	0	8	8	8	0	0	0	0	0	0	0	0	0
Sick Leave	Others																				

Expense Details

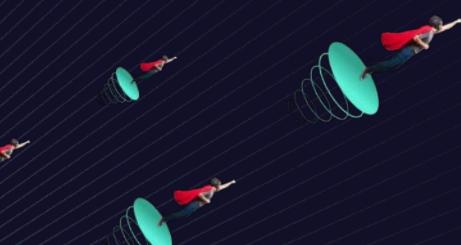
Project	Category	Remarks	Amount
FLEXIBLE FUND	Medical Expense	I've already check with Meaw, avail. bal is 10,000 (ca)	10000

Approve Reject

Reason:

1. Approver needs to review time spent in each day against actual in the project.
2. Review Expense for Category "Transportation", match it with working days.
3. Click "Approve" to submit to Accountant
Click "Reject" and add Reason to return this Timesheet back to correct.

Thank you



Evolutionizing your business.

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Phayatai Samsennai Bangkok 10400 Thailand

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02 619 0364
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