



# Induction



# — Agenda

- About Tarento
- Tarento Leadership
- Org Structure
- Vision, Mission and Values
- Clients
- People Function
- Policies and Benefits
- Performance Management
- Important Tools

# — Welcome to Tarento!





# About Tarento

# About Tarento

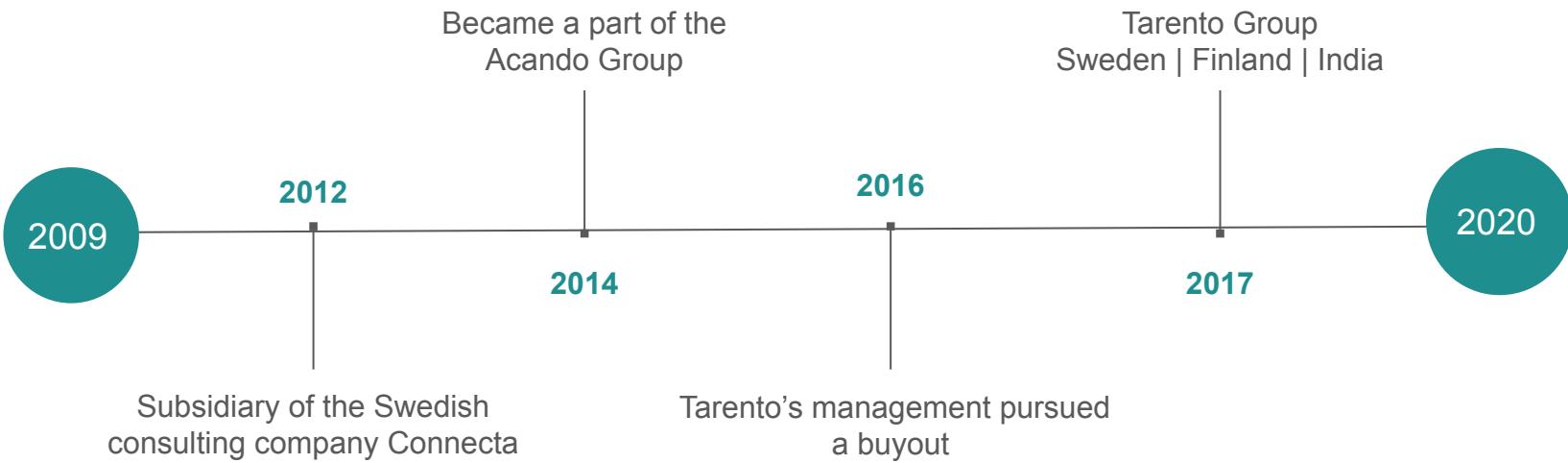
- We are a Nordic Indian company and support our global clients from our headquarters in Stockholm, Sweden and our offices in Helsinki, Finland and Bangalore, India.
- Some of our offerings include Application Development, Consulting, AI and Machine learning, Design and Innovation, DevOps and Cloud Infrastructure Management, Data Management, Specialised QA Testing etc.
- Our expertise ranges from proven enterprise-technologies to cutting-edge open-source capabilities such as MS Ax, SAP, Java, React, Angular, Gatsby, Dot Net, Dynamics, CMS, Android



**NASSCOM**<sup>®</sup>  
MEMBER



# — Our Journey



# — Geographical Presence





# Tarento Leadership

# — Founders of the Company



Vijay Prasanth Sunkeswari  
**MD**



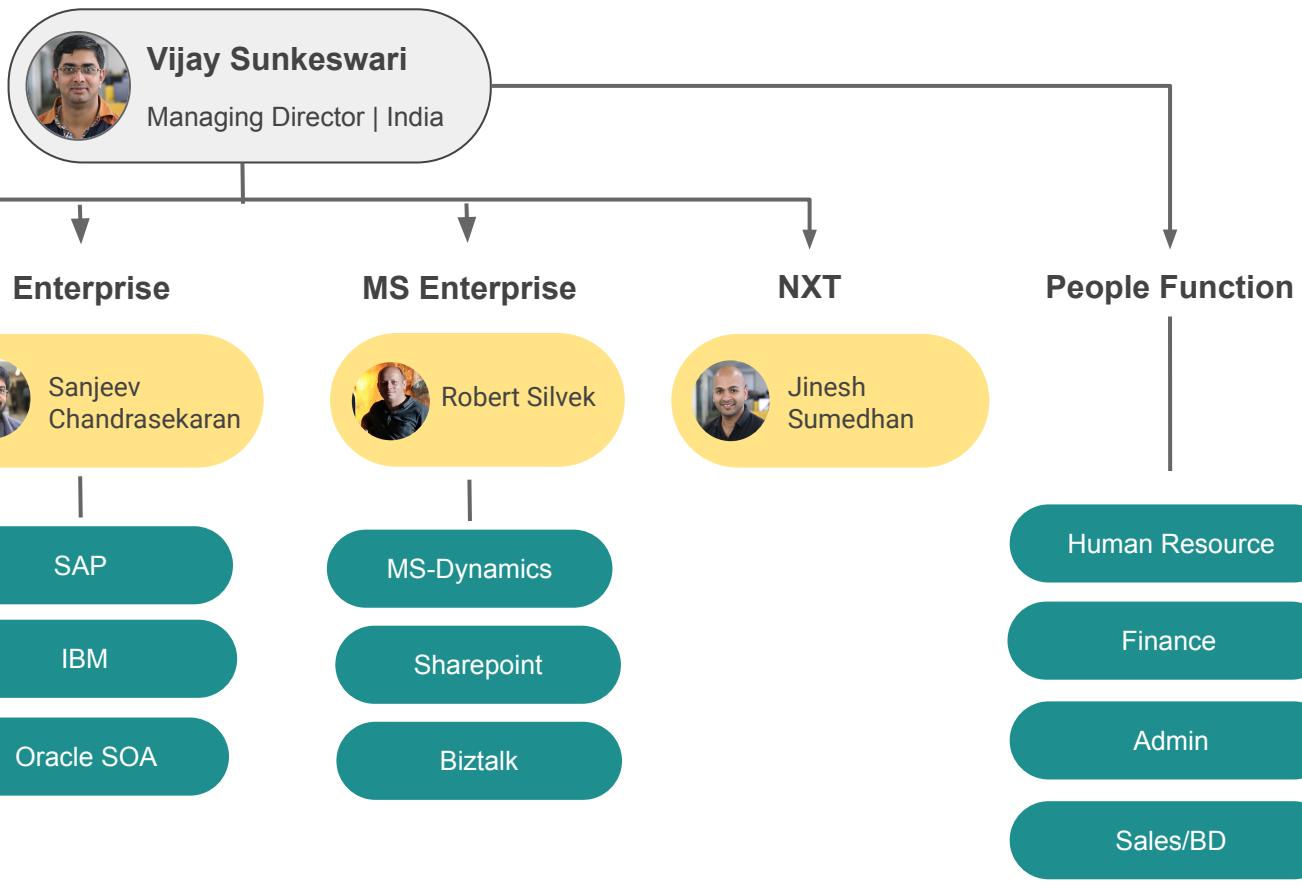
Rahul Karnawat  
**CEO**



Kumar Deepak  
**CTO**



# Org Structure



# — Our Leadership



Jinesh Sumedhan  
IBU Head - NXT



Robert Silvek  
IBU Head - MS Enterprise



Sanjeev C  
IBU Head - Enterprise



Vijay Prasanth Sunkeswari  
IBU Head - Digital



Surendra Babu  
Group Finance Controller



Sanjeev Goel  
Chief Strategy Officer



Sahana S  
Director - HR



Shashidhar Rajarao  
Delivery Lead - India Operations



# Vision, Mission and Values

# — Tarento's Vision and Mission



## Our Vision

Design, Build and Deliver our clients success.



## Our Mission

Partnering with our clients to deliver high quality,  
successful projects and value added services.

# Tarento's Values

## Honesty & Integrity

Integrity is telling myself the truth and honesty is telling the truth to others to gain respect and build long term high value relationships.

## Personal Ownership

We are proactive and passionate about building innovative solutions that make our clients successful. We strive to ensure that all our outputs are of exceptional standard.

## Team Spirit

We work in a global organization where everyone is responsible for our success. We work in highly cohesive & effective teams where we grow and share knowledge to provide high quality and value added services.

## Ambition

We deliver to exceptionally high quality standards, we believing in delivering a positive change to our organization, our peers, our customers and their customers.

## Openness

We welcome change with an open mind, we use openness to share and receive information in order to build & develop knowledge for us and our customers.

# Our Differentiators - People Programs

**Invite**  
your pals

Employee Referral

**Assimilate**  
into Tarento

New Joinee Integration

**Engage**  
stay inspired

Employee Engagement

**Elevate**  
your performance

Performance Management

**Accelerate**  
your learning

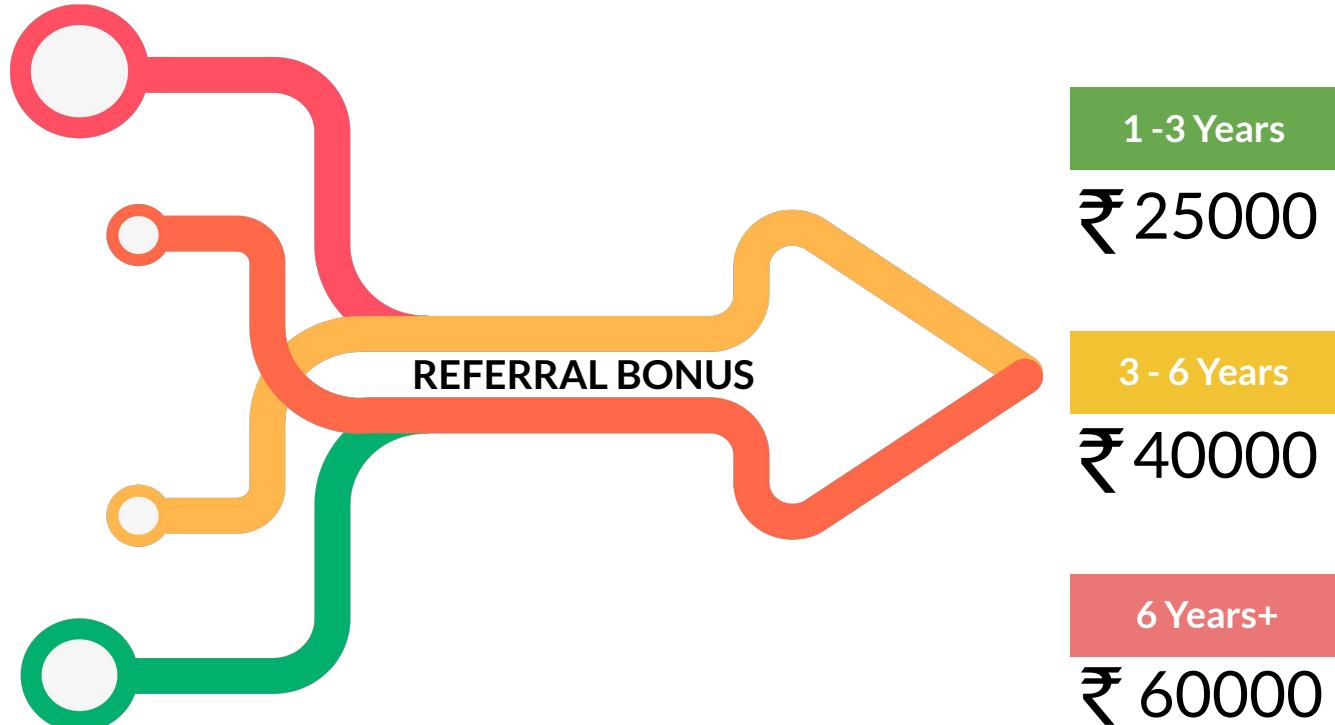
Learning & Development

**Limelite**  
let's applaud

Rewards & Recognition

# — Invite your pals

- Reward Bonus becomes due after the completion of the probationary period of the referred employee
- The referral bonus will be paid out in the **subsequent payroll** soon after the probation confirmation of the referral
- Reward will be paid as **net amount** subject to applicable taxes
- Earn an iPhone / iPad up to INR One Lakh, in addition to the referral bonus for successful 5 referrals in a financial year (applies once the referrals have completed their probation period)



# Assimilate

into Tarento

- Buddy for new hires for seamless assimilation - 30 Day Intervention
- Questions on Pre-onboarding & Experience on Day 1
- Leadership connect with new hires



## Enhanced Onboarding Experience

### Tarento First Friend Program



Tarento First Friend



### Induction & Orientation

- Pre-Joining Formalities Mailer
- Welcome Mail & Photo Placards
- Ready Reckoner for Information
- New Hire Checklist & Joining Kit

- HR Induction
- Org Induction
- Netops Induction
- Finance Induction
- Career Development

### Day 1 Survey



### 30 Day Check



### 60 Day Check





Monthly All Hands



HR Connects



Engagement Survey



Wellness Programs



Sports



Birthday Celebrations



Online Quiz Contest



Pizza Party

## Goal Setting

- Well Established Structure for setting goals based on 4 pillars
  - Develop Deep Competency and Professional Attitude
  - Excel in project delivery
  - Engage and Delight Customer
  - Contribute towards Org Development



## Performance Review

- Bi-Annual Review Process to serve as a checkpoint on key accomplishments/results against goals and way forward
  - Mid Year Review (Apr - Sep)
  - End Year Review (Apr - Mar)



## Career Development

- Opportunities for career progression include:
  - Promotions
  - Role enhancements
  - Lateral movements





## Technical Trainings

- Training programs to upskill & learn new technologies:
  - Monthly In-house technical training sessions
  - Agile workshops
- Certification reimbursements to encourage self-learning

## Experiential Program

- Outbound Learning Program facilitated by Industry experts to enhance various competencies
- Caters to different soft skill areas & the program is customized to suit our needs

*iLead*

## Spot Award



Designed to **instantly recognize noteworthy contribution/s** as they occur for a specific project or task over a relatively short period of time. This category enables People Managers to **acknowledge & reward special contributions as they are noticed.**

**Certificate & Gift Voucher** is awarded to the employee on the SPOT and will be announced at the **Monthly All Hands Meeting**.

## Quarterly Awards



Designed to recognize key contributions during the quarter by **Individuals or Teams**

Recognition includes **Gift Vouchers & Certificates** for the below defined categories:

- Outstanding Performer
- Awesome Addition to the Team
- Customer Delight
- Team Impact Award
- TFF Award

## Annual Awards



Designed to recognize outstanding contributions during the year by **Individuals or Teams**

Recognition includes **Momentoes / Certificates & Gift Vouchers** for the below listed categories :

1. Star Award
2. Stellar Performer
3. Best Mentor
4. Award for Innovation
5. Extra Mile Award
6. Tarento India Ambassadors
7. Gem of the Year
8. Leadership Award
9. Team Impact Award

## Service Anniversary



Designed to celebrate **Service milestones**.

Recognition happens in **All Employee Gatherings** (All Hands / R & R Huddles)

Recognition includes **Gift Vouchers & Certificates**



# Tarento's Clients

# — Industries we serve



Retail



Education



Governance



Transportation



Healthcare



Fintech

# — Our Clients





# People Function

# — People Function - Structure



**Sahana S**

Director - HR



**Harsha Chandrahasan**

Manager - HR Business Partner



**Shreevatsa Sridhar**

Manager - HR Operations



**Sushilendra Kulkarni**

Executive - Travel & HR Operations



**Uma Maheshwari**

Manager - Talent Acquisition



## Policies and Benefits

# — Benefits we offer



INSURANCE BENEFITS



LEAVE POLICY



ALLOWANCES



LEARNING & DEVELOPMENT



REFERRAL BONUS



SHORT TERM LOAN



TEAM LUNCH

# — Insurance Benefits



- **Group Medical Coverage**
- **Group Personal Accident Insurance**
- **Group Term Life Insurance**

# Group Medical Coverage

Medical Benefits	Details		
<b>Insurer and TPA</b>	Aditya Birla Health Insurance Company (in house TPA)	<b>Co-Pay</b>	10% of Co-pay of ESC and 20% Co-pay on all parental claims
<b>Family Definition</b>	1+5, (Self, Spouse, 2 Dependent Children and 2 Dependent Parents Or In Laws) 18 to 65 years & Child Day 1 to 25 yrs.	<b>Ambulance Charges</b>	Covered up to INR 2,000 per event
<b>Sum Insured</b>	Family Floater Sum Insured of INR 400,000	<b>Waiver of 9 month waiting for maternity benefit for employees.</b>	Covered
<b>Room Rent</b>	1% of the SI for normal & No cap on ICU.  All other charges in accordance with room rent limit.	<b>Baby cover day 1</b>	Covered
<b>Maternity Benefit</b>	Yes, up to INR 50,000 for Normal and INR 60,000 C-Section(Covered within maternity limits for inpatient treatments only)	<b>Congenital internal disease</b>	Covered
<b>Pre-existing diseases</b>	Covered	<b>Maternity related complications</b>	Covered within the maternity limit
<b>Pre Post Hospitalization</b>	30 Days Pre & 60 Days Post Hospitalization Expenses	<b>Ailment caps / sub limits</b>	Cataract : INR 30,000 per eye
<b>Standard Hospitalization</b>	Covered	<b>Day Care</b>	Covered

# Group Personal Accident Insurance

Personal Accident Benefits	Details
<b>Insurer</b>	Aditya Birla Health Insurance Company
<b>Family Definition</b>	Employee Only
<b>Sum Assured</b>	Varied Sum Insured
<b>Accidental Death</b>	Yes (100% of Capital Sum Insured)
<b>Permanent Total Disablement</b>	Yes (100% of Capital Sum Insured)
<b>Permanent Partial Disability</b>	Covered
<b>Temporary Total Disability</b>	Weekly Benefit: 1% of the Sum insured or INR 10000/- per week for 104 weeks, subject to weekly actual gross salary.
<b>Terrorism</b>	Covered
<b>Medical Extension</b>	Accident Medical Expense: INR 10,000 covered for hairline fractures and minor injuries / ligament tear as outpatient resulting due to accidents.
<b>Geographical Limits</b>	World wide
<b>Carriage of Dead Body:</b>	Covered upto INR 5000
<b>Child education</b>	Dependent children in case of Death of Employee : Up to INR50,000 per child maximum of 2 children for 2 years.
<b>Ambulance Service</b>	INR 1000

# — Group Term Life Insurance

Term Insurance Benefits	Details
<b>Insurer</b>	ICICI Prudential Life Insurance Company Limited
<b>Sum Assured</b>	3 Times of the CTC or 15 Lakhs - Subject to maximum
<b>Death</b>	Yes (100% of Capital Sum Insured)
<b>Terrorism</b>	Covered
<b>Geographical Limits</b>	World wide
<b>Suicide Cover</b>	Covered

# Earned Leave Policy

## PURPOSE

Earned leaves are to be used for any personal purpose (vacation/personal work etc) and requires prior approval from the reporting manager.

## ELIGIBILITY

- All full-time employees are eligible for **18 days** of earned leaves (EL) in a financial year (FY). **1.5 days** of leave will get credited at the end of every month on a prorated basis
- During Internship, the credit will be **1 day per month**



## GUIDELINES

- Business days are accounted for leave calculation
- Carry forward to next FY is capped at **32 days**
- Leaves accrued beyond the maximum limit will lapse at the end of the FY
- In case of insufficient leave balance, maximum of **4.5 days** leave can be availed in advance

## PROCEDURE

- Inform your reporting manager & team mates if you are taking the day off
- **2 Weeks** prior notice is required for availing EL up to **2 days** & **3 Weeks** prior notice is required for availing EL **beyond 3 days**
- In the event of scheduling conflicts, manager's discretion will be considered final

# Sick/Casual Leave Policy

## PURPOSE

Sick leave or Casual Leave (SL/CL) may be utilized for any personal work/sickness or for any unplanned/unforeseen emergency that may arise which requires absence from work.

## ELIGIBILITY

All full-time employees will be eligible for **7 days** of paid Sick/Casual leave each financial year (FY).



## GUIDELINES

- Business days are accounted for leave calculation
- Unused SL/CL will lapse at the end of the FY and cannot be carried forward/en-cashed
- SL/CL can be availed for **half a day** as well
- SL/CL cannot be clubbed with Earned leave

## PROCEDURE

- Inform your Reporting Manager & team mates if you are taking the day off
- Medical Certificate should be provided if SL extends beyond **two days**
- In case of an unplanned absence, employee or someone on their behalf should inform the manager at the earliest opportunity
- Application for unplanned leaves should be made within **2 working days** of resuming work

# — Other Leave Benefits



## MATERNITY LEAVE

### PAID LEAVE

- 26 weeks (182 calendar days) for first 2 children (8 weeks prior to delivery & remaining post childbirth)
- 12 weeks for more than 2 surviving children (6 weeks pre & 6 weeks post the expected delivery date)
- 6 weeks in case of miscarriage or medical termination of pregnancy
- 1 month in the event of illnesses arising out of pregnancy/delivery/miscarriage



## PATERNITY LEAVE

### ELIGIBILITY

- All full-time male employees
- 5 days of paid leave in the event of child birth
- Paternity leave is granted for first 2 children only



## ADOPTION/SURROGACY LEAVE

### ELIGIBILITY

- All full-time employees
- A female employee is eligible for adoption leave of 12 weeks
- In the event of surrogacy, commissioning mothers are eligible for 12 weeks of leave
- For male employees, paternity leave of 5 working days is applicable for adoption/surrogacy

# — Other Leave Benefits



## ENGAGEMENT & MARRIAGE LEAVE

### ELIGIBILITY

All full-time employees are eligible for **5 days** of paid leave for their engagement / marriage.



## EXTENDED MEDICAL LEAVE

### ELIGIBILITY

- All full-time employees
- **30 calendar days** of paid leave is a discretionary benefit granted if the accrued leaves (EL & CL/SL) are insufficient for illness recovery.



## BEREAVEMENT LEAVE

### ELIGIBILITY

- All full-time employees
- Can be availed once in a financial year in case of eventualities
- **5 days of paid leave** is granted to attend the funeral or make necessary arrangements

# — Other Benefits



## COMPENSATORY - OFF

### ELIGIBILITY

- When an employee has worked for **an additional day** (8 Hrs) or **half a day** (4 Hrs) during a **weekend** or a **designated holiday**, then he/she is eligible for a compensatory-off
- Only **customer billable extra working hours** are considered for granting compensatory off



## WORK FROM HOME

### GUIDELINES

- WHF is a discretionary benefit & can be availed up-to **2 days** in a month. This benefit should be used judiciously with prior approvals
- WFH should not be used during occasions which requires **time-off from work** (Examples - Attending to social events, religious ceremonies, personal errands that requires employee to be away from work etc.)

# Learning & Development Policy

## ELIGIBILITY

- All full-time, confirmed employees
- Cannot be availed while serving **Notice Period**
- Reimbursement is capped to the tune of **2% of employee's annual CTC per FY or the program entry fee** (as appropriate)

## GUIDELINES

- Program should be related to **your work profile**
- Should **strengthen capability** to deliver for **current / future business needs**
- Excludes non-business & non-professional courses



## ENROLMENT

- Training need gets identified by **DU head or employee**
- **Program recommendation** by the DU Head should be submitted by the employee to **HR** for approval
- HR reviews the application & approves. **Upon receipt of HR approval**, applicant should proceed with enrolment process

## REIMBURSEMENT

- Training expense will be reimbursed to the tune of entry fee/ eligible amount, as appropriate **after satisfactory completion of the course/program**
- All **original payment receipts** along with the **Training Expense Reimbursement Form** must be submitted to **HR** within **30 days of program completion**

# Short - Term Loan Policy

## Purpose:

A discretionary benefit given by the organization where employees can **avail loan from the company** to meet any contingencies.

## Eligibility:

- All employees who have completed probation in Tarento India
- Employee can avail interest - free loan **only once in a financial year**



## Guidelines:

- The maximum amount to be sanctioned as loan will be **three months of current fixed gross salary of the employee or INR 2 lakhs**, whichever is less. The sanction will depend on the sole discretion of the management.
- The loan will be **recovered in a maximum of 12 equal monthly installments** by way of deductions from salary every month. The loan is interest free and only the loan amount is recovered from the employee's salary

## Procedure:

- An employee has to send the email to [idc-hr@tarento.com](mailto:idc-hr@tarento.com) (HR group ID) stating the reason for availing the salary advance copying [idcfinance@tarento.com](mailto:idcfinance@tarento.com) (Finance group ID).
- Acknowledgement with disbursal date follows from HR

# — POSH (Prevention of Sexual Harassment) Policy

## OBJECTIVE

Tarento strives to maintain a healthy, safe and productive work environment which is free from discrimination or harassment of any form. This policy defines the mechanism for redressal of grievances of employees in the workplace against sexual harassment or abuse.



## COMPLAINT PROCEDURE

- If you experience any kind of victimization, discrimination or retaliation, in the nature of intimidation, immediately report the matter by sending an email to [icchelpline@tarento.com](mailto:icchelpline@tarento.com)
- **Internal Complaints Committee (ICC)** is a group nominated by the board who will **investigate complaints & provide resolution**
- Complaint should be filed by Aggrieved Person in writing to ICC within **3 (three) months from the date of occurrence**
- Tarento maintains **Zero Tolerance** on both **Sexual Harassment & Retaliation** against anyone for raising a complaint

## CONSTITUENTS OF SEXUAL HARASSMENT

- Implied/explicit promise of preferential employment treatment
- Implied or explicit threat of detrimental employment treatment or threat of present or future employment status
- Interference with work or creating a hostile environment
- Any conduct that is unwelcome, unwanted, uninvited, unreasonable, and/or offensive

## ENQUIRY PROCEEDINGS

- ICC reviews the **complaint & statement** of the **Aggrieved Person** to evaluate if it is a sexual harassment case
- ICC shall initiate a **detailed enquiry** to hear out both the parties, **review witnesses** & explore feasibility for **conciliation**
- Enquiry is concluded by submitting **recommendations** to **Management & both the concerned parties**
- **Corrective / Interim Measures** and **Appropriate Disciplinary action/s** will follow

[Click here](#) to read more about POSH Policy

# Clean Desk Policy

## OBJECTIVE

This policy establishes the guidelines to secure and protect sensitive and confidential information at workplace & printer workstations. It reduces the risk of unauthorized access, loss of, and damage to information during and outside of normal business hours or when workstations are left unattended.

## GUIDELINES

- Confidential & sensitive information in hardcopy or electronic form should be **secured by locking in drawer** when away from desk
- Sensitive documents**, including person identifiable information, when not needed should be **disposed** in the shredder
- Log off** your computers when **unused** & **password protect** confidential records
- Do not leave the keys** for the locked areas **unattended**
- Ensure confidential information is shared only with **authorised recipient** during phone calls



## COMPLIANCE

- All employees** should **protect & secure information** that they have access to (includes storage devices)
- HR, Tarento Leadership and Managers** may conduct random and scheduled **inspections** to **monitor compliance** with this & other General Data Protection Regulation (GDPR) policies
- Violations** to this policy leads to **disciplinary action**, up to and including termination of employment

- Sensitive & Confidential data should be **encrypted** when shared over an **e-mail**. Passwords should be shared on a separate mail
- Printed material** should be **stored securely** & shredded when no longer needed
- Workstations & Printer Stations** should not have any confidential & sensitive information accessible to unintended recipients
- Print-outs & Photocopies** must be **removed** from the **printing tray** soon after the **activity completion**
- Do not transfer or transmit** data onto any storage device or third party/external devices without **Netops Approval**

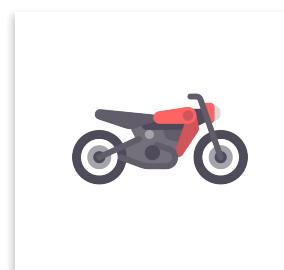
# Allowance Policy



Food allowance  
**INR 150/Day**



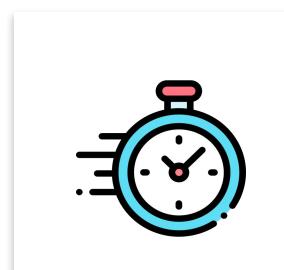
On call Support  
**INR 250/Day**



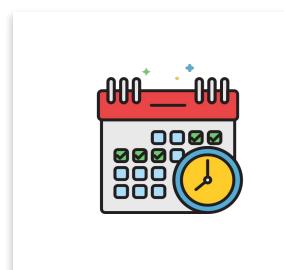
Two Wheeler  
**INR 4/KM**



Four Wheeler  
**INR 10/KM**



Early / Late Shift Allowance  
**INR 200 / Day**



Weekend Support  
**INR 450/ Day**



# Performance Management



# — Performance Management



## Goal Setting

Helps employee set out the performance objectives for the year. Employee Goals are arrived from Org, Project & Tech Goals

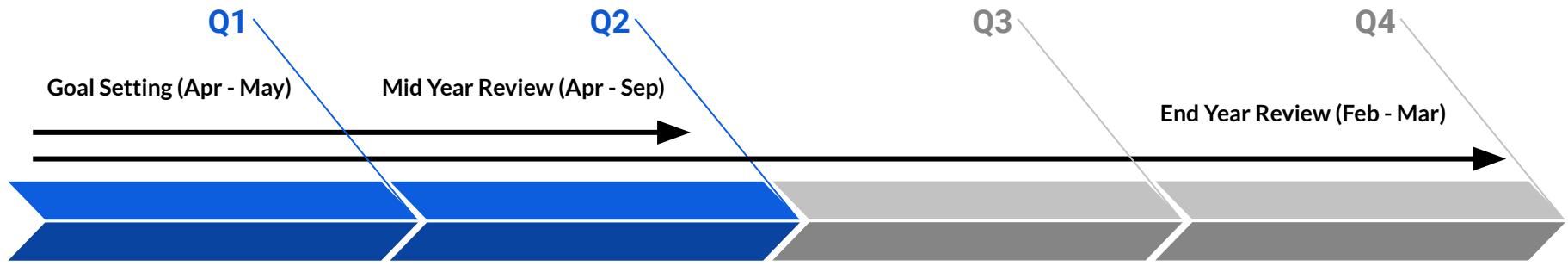
## Ongoing Feedback

Ongoing feedback from Reviewer helps keep performance on track

## Appraisal Process

Focuses on reviewing their performance, strengths, development areas & career aspirations

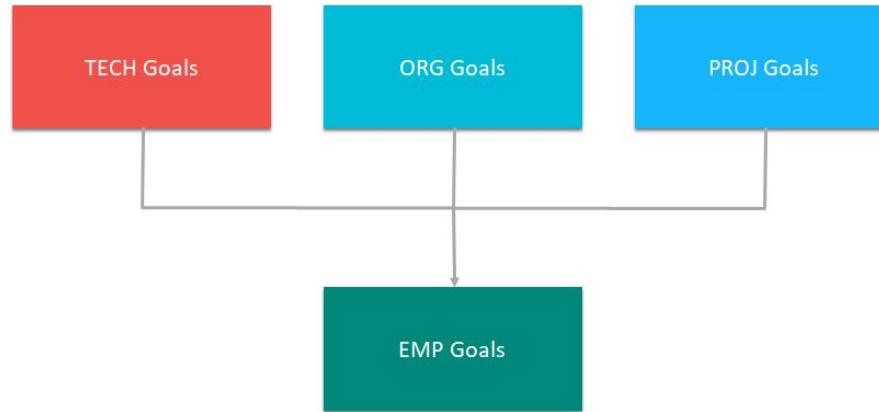
# Performance Appraisal Process



## Eligibility:

- Employees who have joined before 30th Sep are eligible for annual appraisal
- Joiners from 1st Oct onwards will be eligible for mid term review in the following financial year's review cycle. However, merit increase will be applicable only during the subsequent end year cycle (Effective 1st April)

# Goal Setting Components



## SMART Goals

Specific	Measurable	Attainable	Relevant	Trackable
<ul style="list-style-type: none"><li>• Precise Terms</li><li>• Targeted</li></ul>	<ul style="list-style-type: none"><li>• Means for Tracking</li><li>• How much of what &amp; by When</li></ul>	<ul style="list-style-type: none"><li>• Assess the stretch</li><li>• Evaluate the growth for the employee</li></ul>	<ul style="list-style-type: none"><li>• Links to results</li><li>• Links to higher-level goals (DU)</li></ul>	<ul style="list-style-type: none"><li>• Timeframe for actions</li><li>• Completion dates</li></ul>

# Goal Setting Essentials



## Customer Delight

Earn one or more  
Appreciation/Accolades from  
customers every quarter



## Compliance

Day wise time reporting. 8  
hours on projects minimum



## Org Initiatives

5 hours per week in org  
contributions  
Up-to 4 hours per week in  
interviews  
Participate in recruitment drives



## Personal Development

Participation in communication  
trainings (Toastmasters)  
Identify and close the soft skills  
gaps of members



# — Performance Rating Scale

Outstanding

Exceed  
Expectation

Meet  
Expectation

Improvement  
Desired

Improvement  
Essential

You consistently exceeded all your performance goals. You are seen as driving improvements and setting new performance benchmarks. You are seen as a role model in terms of attitude, competence and winning trust of all stakeholders.

Your performance has been recognized and appreciated by the customer. The results from your performance has had a major impact on the organization

You consistently exceeded in most of your performance goals. You strive towards continuous improvement. You demonstrate great attitude and competence.

You achieved most of your performance goals . You fell short or needed help in few areas or need to improve attitude, competence or initiative. You should examine in which ways you could raise your performance to higher performance levels.

You did not achieve many of your performance goals / standards. Your performance is seen below the expected levels. You should undergo a PIP process to raise your performance to at-least next level to continue with the company

Your work is far below the performance standards in the critical aspects of your job. You will be permitted to stay in your current job for a 30-day probation. If, in this time, you raise your evaluation to a "satisfactory" or above, you will be allowed to remain with the organization. If you do not raise your evaluation, your employment will be terminated.

## — Training Program - Nordics Way of Working

- To help you get acclimatized to the Nordics way of working, please find a training session conducted by Robert Silvek, IBU Head - MSE. This will come handy as you start collaborating with Sweden/Finland clients and team members
- [Training program on Nordics way of working](#)



# Toastmasters Club





## What is it?

Toastmasters is a **non-profit educational organisation**

Teaches **public speaking** and **leadership skills** through a worldwide **network of clubs**

Has **millions of members**

## Why join ?

Improve **Public Speaking skills**

Build **self-confidence** and **self-awareness**

Gain a **competitive advantage** in the workplace

Practice **writing speeches** and **presenting** in a group setting

## What we promise..

Build a **Better You!**

Help people from **diverse backgrounds** become more **confident speakers, communicators and leaders**

**Build** your **network** in a small & supportive environment

# About Tarento Toastmasters..



Newton (Meeting room)



Thursdays (9:00 - 10:30)



Tarento India Toastmasters Club #04329635



To know more contact,

**Shenbaga Ganesh**

shenbaga.ganesh@tarento.com

**Bharathwaj Shankar**

bharathwaj.shankar@tarento.com

When did  
we launch?

NOVEMBER 1 - 2014

Our Team

20 - 30 Members

International  
Recognition

15 + International Achievements and  
Still counting..

Our Objective

“Build a better you”



# Important Tools

# — Important Tools and Sites



Timesheets, User Directory,  
Holiday list etc.



Payslips, Tax Declarations,  
Investment Submission



Project Tracking Tool



Policies, Induction slides, latest  
updates etc.



Consultant Profile - One page  
document to capture your key  
skills and experience.

# Kronos



The login screen for the Kronos application. It features a red background with white text and form fields. At the top right is a large orange button labeled "Get Started". Below it is a smaller orange button labeled "Employee Self-Service". The main area contains fields for "Username" and "Password", a "Remember me?" toggle switch, and links for "Forgot Password?" and "Sign In". At the bottom is a "Login with Google" button with the Google logo.

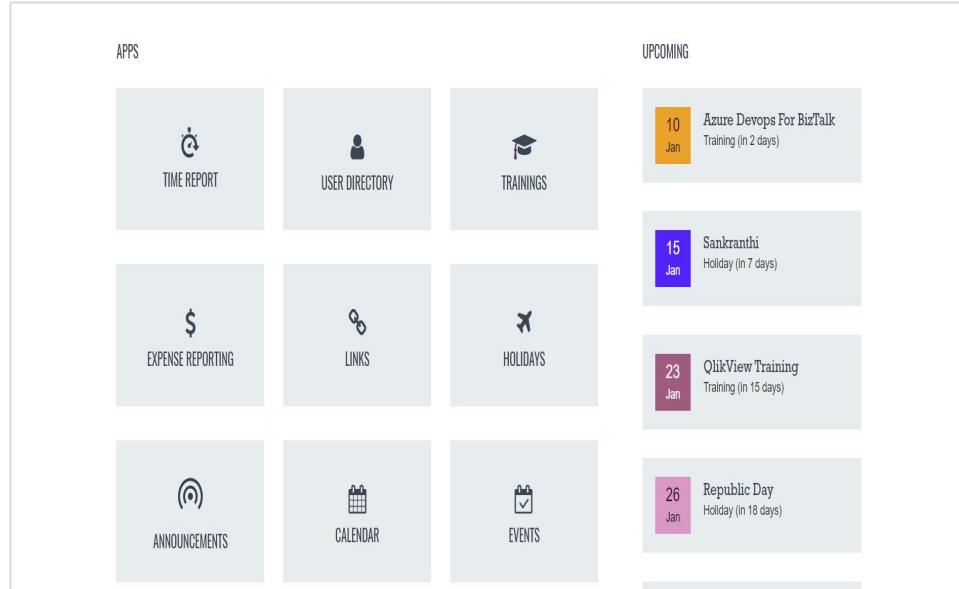
Username

Password

Remember me?

Forgot Password? Sign In

Login with Google



The home screen of the Kronos application. It includes a sidebar with the TARENTO logo and a main content area. The main content area features three sections: "APPS", "UPCOMING", and a large "HOLIDAYS" section.

APPS

- TIME REPORT
- USER DIRECTORY
- TRAININGS
- EXPENSE REPORTING
- LINKS
- HOLIDAYS
- ANNOUNCEMENTS
- CALENDAR
- EVENTS

UPCOMING

- 10 Jan Azure Devops For BizTalk Training (in 2 days)
- 15 Jan Sankranthi Holiday (in 7 days)
- 23 Jan QlikView Training Training (in 15 days)
- 26 Jan Republic Day Holiday (in 18 days)

# Kronos cont...

06 Jan, Monday

Activity

Select a Project

Select a Task

Hours 0 Mins 00

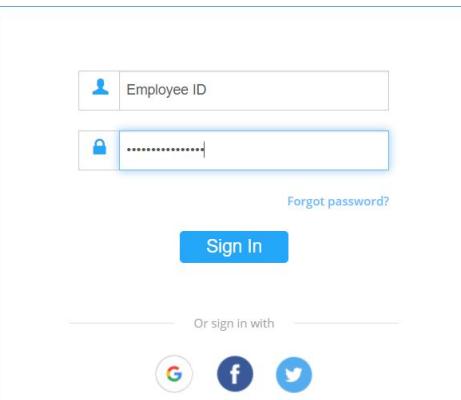
Trento office Client Site WFH

CTRL + K Hotkey

Save

16 hours 45 mins		Time Reporting Guidelines	JUL 29 - AUG 04 (WEEK 31)
29 Jul, Monday	30 Jul, Tuesday	31 Jul, Wednesday	01 Aug, Thursday
8 HOURS 0 MIN	8 HOURS 45 MIN	0 HOURS 0 MIN	0 HOURS 0 MIN
+	+	+	+
<b>EARNED LEAVE</b> LEAVE & On	<b>ANALYSIS</b> TOAHJÄLPEN-AD 2h 0m	<b>DEVELOPMENT (CODING)</b> TOAHJÄLPEN-AD 4h 0m	<b>TESTING</b> TOAHJÄLPEN-AD 1h 0m
			<b>NON PROJECT MEETINGS</b> GENERAL 0h 45m
			<b>REVIEW</b> SAMTRYGG-N ONBILLABLE 1h 0m

https://tarento.greythr.com/login.do



The login page features the TARENTO logo at the top. Below it is a large input field for "Employee ID" with a user icon and another for "Password" with a lock icon. A "Forgot password?" link is provided. A blue "Sign In" button is centered below the fields. Below the sign-in area, there's a "Or sign in with" section with icons for Google, Facebook, and Twitter. At the bottom, it says "Powered By" with the GreytHR logo.

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A large blue banner on the right side of the page. It features a yellow location pin icon containing a calendar and a fingerprint, set against a background of a globe with latitude and longitude lines. Below the icon, the text reads "Smart Attendance with Geo Mark" and "Mark attendance easily from smart phone". A "Learn more" button is located at the bottom right of the banner.

# — GreytHR Cont...

TARENTO Home My Info Actions

Shreevatsa S Sign Out

Feeds Salary Leave Directory

Shreevatsa S

All Feeds

Events Company News Appreciations Buy/Sell/Rent

To Events 4 hours ago

Happy Birthday Baladharshini K , Have a great year ahead!

Wish you a very Happy Birthday

4 hours ago

Update

Track Help Desk 2

Review Help Desk 2

My Info

Reporting To Sahana S (545)

Designation Manager - HR Operations

Department Support

Location Bangalore

Quick Links IT Savings (Declaration)

GHR EMPLOYEE PORTAL Now access your information from your mobile

TARENTO Home My Info Actions

Shreevatsa S Sign Out

Feeds Salary Leave Directory

Everyone My Team

Search

ABHISHEK GUPTA [407] Vice President abhishek.gupta@tarento.com

ABHISHEK K P [560] Senior Software Engineer abhishek.koirala@tarento.com

ABHISHEK KUMAR [206] Senior Consultant Abhishek.Kumar@tarento.com

ABHISHEK KUMAR [578] Lead Consultant abhishek.kumar.sharma@tarento.com

ABISH ROBINSON [287] Senior Consultant Abish.Robinson@tarento.com

AISHWARYA KALMANGI [622] Software Engineer aishwarya.kalmangi@tarento.com

AJITESH SHARMA [485] Software Engineer ajitesh.sharma@tarento.com

AJOY MAITY [508] Software Engineer ajoy.maity@tarento.com

Abhishek Gupta abhishek.gupta@tarento.com 407

Join Date: 11 Dec 2016

Date Of Birth: 23 Apr

Email Id: abhishek.gupta@tarento.com

Department: Sales & Marketing

Designation: Vice President

Location: Bangalore

# — GreytHR Cont...

The screenshot shows the GreytHR application interface. At the top, there's a navigation bar with links for Home, My Info, Actions, a notification badge (36), Shreevatsa S, and Sign Out. Below the navigation is a toolbar with icons for Feeds, Salary, Leave, and Directory.

The main content area is divided into three sections:

- Leave Balance - 2019**: Shows leave types and balances: EL (41.5), SCL (4), PL (5), CO (0), and Spcl.SL (0). A blue button labeled "View Leave Summary" is at the bottom.
- Upcoming Holidays**: An empty section.
- Recent Transactions**: Lists recent leave applications:
  - EL 17 Dec 2019 Tabala Exam Approved
  - SCL 12 Sep 2019 Casual Leave Approved
  - SCL 11 Jul 2019 Sick Leave - Glands infec... Approved

At the bottom, there's a footer with links for v6.3.136, Privacy Policy, and Terms Of Use, along with a Powered by greyHR logo.

## Apply

You can initiate various workflows from this page.

### Leave Application

Help Desk

**Leave**

Leave Type	<input type="text"/>
From Date	<input type="text"/>
To Date	<input type="text"/>
Days	<input type="text"/> 0
Balance	<input type="text"/>

Restricted Holidays

Leave Cancel

Leave Grant

From Session: Session 1

To Session: Session 2

Apply To:

Reason:

Contact Details:

Attachment:  Choose File No file chosen

CC To:  Select

Note: Separate multiple emails with commas.

Apply  Cancel

# — Guidelines from Admin & NetOps

ADMIN

Reach out to [idcadmin@tarento.com](mailto:idcadmin@tarento.com) for:

- Parking Sticker
- Credenza Keys
- ID Card
- Business Card
- Office Supplies
- Lunch (Feedback)



NetOps will provide you with Email account and Laptop.  
You may contact NetOps support : <http://netops-support.tarento.com> or [idcnetops@tarento.com](mailto:idcnetops@tarento.com)

## DO's

- Logoff/lock your system while leaving from your cubicle.
- Report to NetOps for any unusual messages, pop up or threat alerts on your computer.
- Have a strong password for all your logins.

## DON'Ts

- DO NOT download or install ANY software without prior approval.
- DO NOT visit any music, movies, pornographic, gambling & social networking websites.
- DO NOT exchange your hardware, software, passwords or any assets with anyone.

# — Things to remember



Business Casuals



Set goals in 30 days



WORKING HOURS

9:00 AM - 6:00 PM\*

*\* Can vary based on project/client*



1st and 3d Wednesday  
Of every month



Update Consultant Profile



Insurance Enrolment

# — What Next?



Office Tour



Collect your ID Card



Tarento First Friend

Meet your TFF



Collect your Laptop



Meet your Manager 1-o-1



HDFC Bank

# Important Links and Contacts

Important Links	Description
<a href="#">Anubandha</a>	Page with quick Links
<a href="#">Kronos</a>	Tool to access Time-sheets, User Directory, Holiday List etc.
<a href="#">Greenpine</a>	Project Tracking Tool
<a href="#">GreytHR</a>	Access Payslips/Salary details
<a href="#">Policies</a>	Access to all Policies
<a href="#">Google Hangout App</a>	Download Google Hangout

Important Contacts	Mailing Lists
HR Team	Tarento HR <a href="mailto:idc-hr@tarento.com">idc-hr@tarento.com</a>
Finance Team	IDC Finance <a href="mailto:idcfinance@tarento.com">idcfinance@tarento.com</a>
Admin Team	IDC Admin <a href="mailto:idcadmin@tarento.com">idcadmin@tarento.com</a>
NetOps/IT Team	For any queries, please raise a Support ticket at <a href="https://private.idc.tarento.com/trac/netops">https://private.idc.tarento.com/trac/netops</a>  Second level of contact: NetOps <a href="mailto:idcnetops@tarento.com">idcnetops@tarento.com</a>

# WORK - LIFE BALANCE



**Thank You**

# — Life @ Tarento... Stay Tuned!

