An illustration on an orange background featuring a large, stylized white cloud. In the center is a large orange book with the text 'INFORMATION GUIDE' and the 'Syncfusion' logo. A woman sits on top of the book using a laptop. Another woman sits on a stack of three books (blue, dark blue, and orange) to the left, reading a book. A man stands to the right, holding a magnifying glass over the book. The bottom of the image has a white curved line.

INFORMATION GUIDE

 Syncfusion®

WELCOME TO SYNCFUSION

Syncfusion is a product company

It is important to understand that Syncfusion is not a consulting services vendor. We are a product company. Our products are very well known in the Microsoft .NET world and are used by thousands of companies world-wide.

Syncfusion is a component company

While, working for a product company is much better than working for a consulting services vendor, Syncfusion is a little better than any product company. We are a .NET component vendor. We work at the lowest levels building reusable software building blocks. Working with Syncfusion, you learn the .NET platform in depth – you will become a guru in 5 years or less guaranteed!

What does this mean for your career?

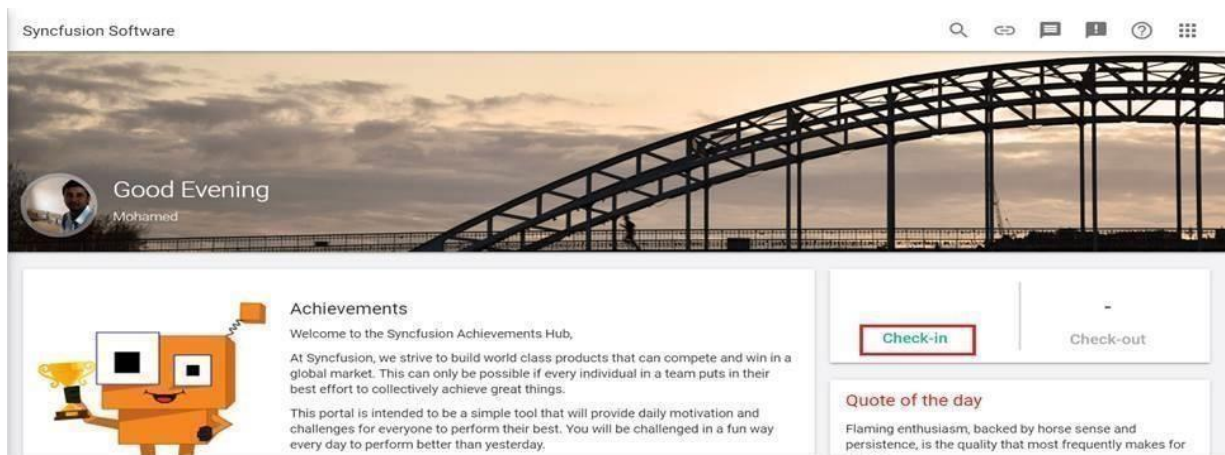
- ✓ The first 5 years of your programming career determine how technical you become.
- ✓ The more technical you are, the better your long-term career prospects.
- ✓ The less technical you are (working for a consulting services vendor is a sure way to stay less technical), the worse your long-term career prospects.
- ✓ Syncfusion gives you the opportunity to work with the latest and the greatest – Xamarin, Flutter, Blazor ASP.NET Core and more.

HR Portal Details

The Internal HR Portal is used to manage timecards, paid time off (PTO) and attendance tracking. You can login into HR portal using your Office365 credentials. you can update your in time and out time in the HR portal using the check in and check out option. If you have any questions or concerns; please email (hr@syncfusion.com) for assistance.

To use the HR Portal for “Check-In” options; please follow the instructions below:

1. At the start of each day, Check-in option will be enabled as shown below. Employees can enter their ‘in time’ by clicking the Check-in button.



2. When the button is clicked, the “Check-in Confirmation” pops up with the current time (IST).

Check-in Confirmation

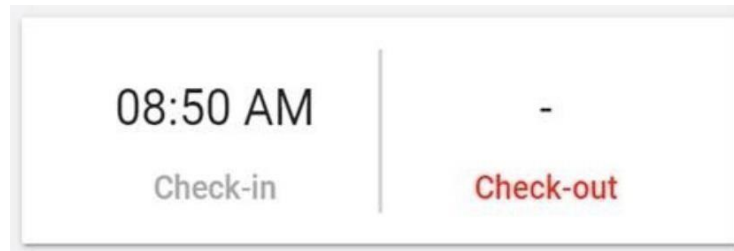
Your check-in time is **8 : 50 AM IST**

Do you want to check-in now?

Yes

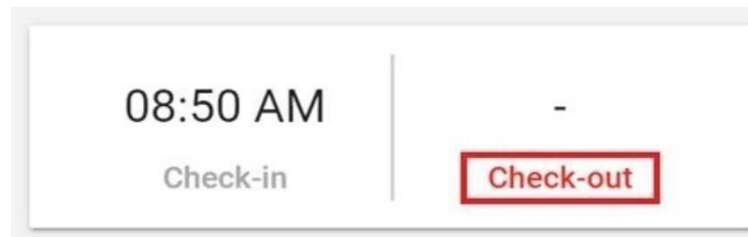
No

- When you click the Yes button, the displayed time will be considered as the Check-in time and reflected on the home page as follows.



A screenshot of a time display interface. On the left, the time '08:50 AM' is shown in a large, dark font, with the text 'Check-in' in a smaller, grey font below it. A vertical line separates this from the right side, which shows a hyphen '-' in a large, dark font, with the text 'Check-out' in a smaller, red font below it.

- Once an employee checks in, the Check-in option will be disabled, and the Check-out option will be enabled. Employees can click the Check-out button when they wind up for the day or take an in-between permission.



A screenshot of the same time display interface as before. The 'Check-in' text remains grey. The 'Check-out' text is now red, and the 'Check-out' button itself is highlighted with a red rectangular border, indicating it is the active or enabled option.

- When the Check-out button is clicked, the “Check-out Confirmation” pops up with the current time (IST).

Check-out Confirmation

Your check-out time is **6:00PM IST**

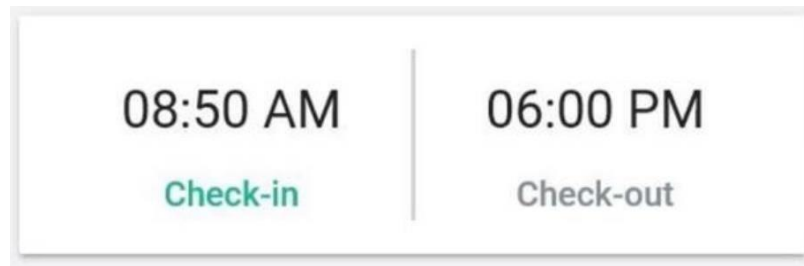
Do you want to check-out now?



Two buttons are displayed side-by-side. The left button is green with the text 'Yes' in white. The right button is grey with the text 'No' in grey.

- When you click the Yes button, the displayed time will be considered as the checkout time and reflected on the home page as follows. When the No button is clicked, the popup will close.

7. After the employee checks out, the Check-out option will be disabled, and Check-in option will be enabled like below screenshot.

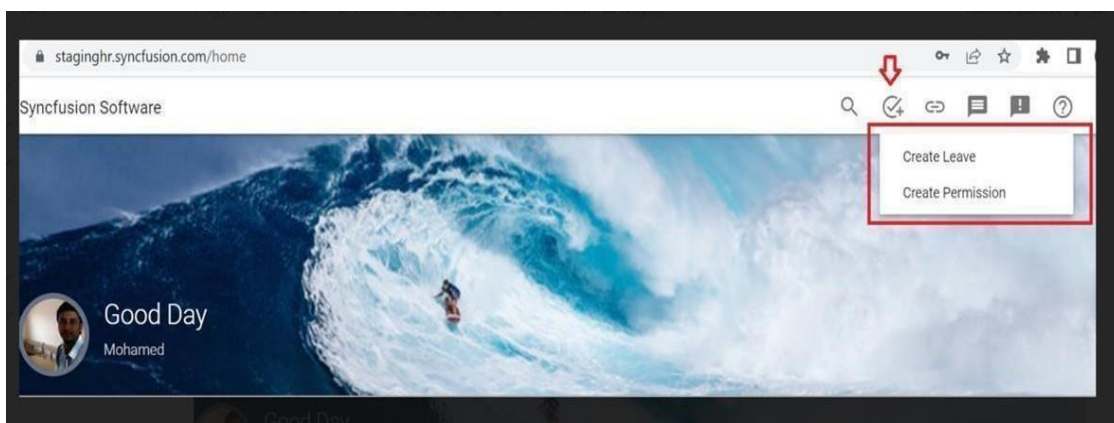


Note:

- Employees can do multiple check ins and check outs as done in the office. Only the first check in and the last checkout will be displayed on your home page. Intermediate check ins and check outs can be viewed on the [timesheet page](#).
- Once you check in, you cannot do so again until you have checked out. The same applies for check out.
- Employees can view their overall accountable and idle hours report the next day.

To use the HR Portal for “Paid Time Off (PTO)” options; please follow the instructions below:

1. The "Create leave/permission" option is located at the top right of the page (next to search icon).



2. When Create Leave/Create Permission is clicked, it navigates to Create Page.

Create Leave Request

Type *
Absence

Leave Type *
Casual Leave

Summary *

Engineer *
Mohamed Yasir Kader Sha

Description *

Paragraph

Drop files here or [Browse](#) (Up to 5 MB)

Shift *
Select Shift

Start Date *
Select start date

Leave Start Session *
First Half

End Date *
Select end date

Leave End Session *
Second Half

No of Business Days *

Note: You can denote 1/2 day as 0.5.

Cancel Create

- When a leave task is created, it automatically navigates to the details page.

The screenshot shows a web interface for managing leave requests. The main content area displays the title 'Regarding Casual Leave - April 20th 2022' and a message from Mohamed Yasir K to Karthik, requesting a day of casual leave for a friend's marriage. Below the message is a 'Comments' section with a text input field and a list of comments, including one from Mohamed Yasir Kader Sha. To the right, a 'Details' sidebar contains fields for Status (set to 'Request For Approval'), Assignee (Karthik Elumalai), Created By (Mohamed Yasir Kader Sha), Engineer (Mohamed Yasir Kader Sha), Leave Type (Casual Leave), Team Lead (Karthik Elumalai), and Manager Name (Velusamy Subramaniam).

Attendance / 199171

Regarding Casual Leave - April 20th 2022

Hi Karthik,

As I am going to friend marriage tomorrow (April 20th 2022), So please provide permission to take one day casual leave.

Regards,

Mohamed Yasir K

Comments History

Add a comment...

Mohamed Yasir Kader Sha added a comment - a minute ago

Hi Karthik,

Can you please approve this request?

Regards,

Mohamed Yasir K

Edit Delete

Details

Status

Request For Approval

Assignee

Karthik Elumalai

Created By

Mohamed Yasir Kader Sha

Engineer

Mohamed Yasir Kader Sha

Leave Type

Casual Leave

Team Lead

Karthik Elumalai

Manager Name

Velusamy Subramaniam

- If an engineer creates a leave task - approval is required, so by default task status will be set to "Request for Approval" and will be assigned to Team Lead. Leaves can be availed only on approval.
- If HR team creates a leave task for engineer by default task status will be set to "Open".

- Once the task is created, we will receive an email notification.

The screenshot shows an email notification from the 'Syncfusion HR Portal'. The subject is 'Casual Leave - Created'. The message is addressed to Karthik Elumalai and informs him that a request for Casual Leave #199171 has been created by Mohamed Yasir Kader Sha and sent for his approval. Below the text is a table with details of the leave request.

Syncfusion HR Portal

Casual Leave - Created

Hello Karthik Elumalai,

A request for Casual Leave #199171 has been created by Mohamed Yasir Kader Sha and sent for your approval. Kindly check this request.

Engineer Name	Mohamed Yasir Kader Sha
Shift	Regular Shift
Start Date	Apr 20, 2022
End Date	Apr 20, 2022
Number Of Business Days	1

5. We can view leave/permission task list in the Attendance module of the My Profile module.

Module	Page Link
Overall	https://hr.syncfusion.com/profile?view=attendance&subview=overall
Leave	https://hr.syncfusion.com/profile?view=attendance&subview=leave
Permission	https://hr.syncfusion.com/profile?view=attendance&subview=permission

The screenshot displays the 'Attendance' module for the user 'Mohamed Yasir Kader Sha'. The 'LEAVE' tab is selected and highlighted with a red box. Above the tabs, there are navigation links: OVERVIEW, PERFORMANCE, TASKS, ATTENDANCE, ACCOUNTS, ASSETS, LOGS, AUDIT LOGS, JOURNAL, and ACHIEVEMENTS. Below the tabs, there are summary statistics for various leave types: LRC (0), Absent (2d), Casual (12.5d), Sick (0d), Others (5.51d), Upcoming (4d), and Requests (71.7d). A date range selector shows 'Apr 1, 2022 - Apr 30, 2022'. Below the statistics, there is a table listing leave requests. The first row in the table shows a 'Casual Leave' request for 'Regular Shift' on '20 Apr 2022'.

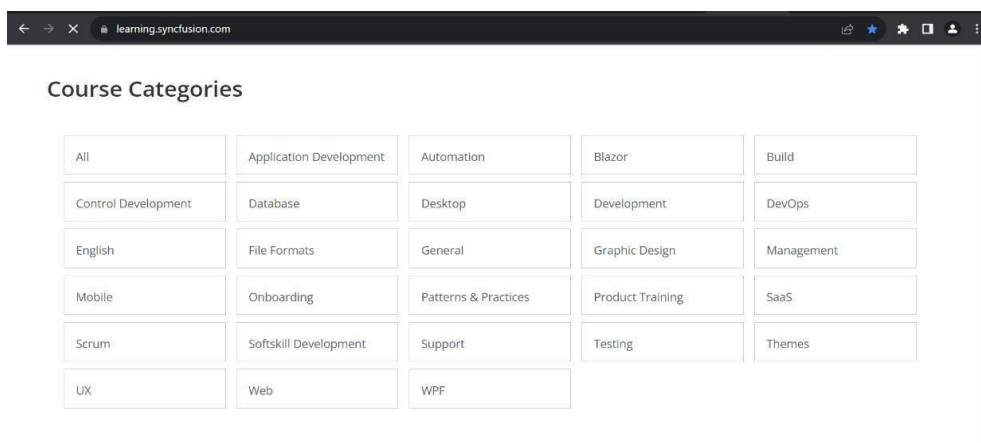
Attendance ID	Absence Type	Summary	Shift Name	From	To	Day(s)	Status	Created By	Created ...
199171	Casual Leave	Regarding Casual L...	Regular Shift	20 Apr 2022	20 Apr 2022	1	Request For Ap...	Mohamed Yasi...	20 Apr 2022

TICKETS CREATION LINKS:

RECRUITMENT TICKET	https://recruitment.syncfusion.com/support
HR TICKET (In this ticket, you can address HR portal related issues, HR letters, Profile updates, Team change, Work from home etc.,)	https://chennai-hr.bolddesk.com/support/tickets/create
PROCUREMENT TICKET	https://syncoperations.bolddesk.com/support/tickets
INTERNAL SUPPORT TICKET ❖ FACILITIES TEAM ❖ NETWORK TEAM ❖ INVENTORY TEAM	https://internalsupport.bolddesk.com/support
UX TICKET	https://syncfusion-ux.bolddesk.com/support

Learning Hub: <https://learning.syncfusion.com/>

Empower yourself through the learning portal, where you can access a vast array of educational resources to develop your skills and knowledge. Here, you can find different categories to learn.



Viva Engage – webinars link:

To be a part of "*Training and Employee Engagement*" community in *Viva Engage*, where you can enrich your knowledge through weekly webinars, join the community by clicking the link below.

<https://web.yammer.com/main/org/syncfusion.com/groups/eyJfdHlwZSI6Ikdyb3VwIiwiaWQiOiIxMjM5NDg5MDg1NDQifQ/all>

You can also find previously conducted webinar sessions here.,

<https://syncfusion.sharepoint.com/sites/TrainingEmployeeEngagement/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2FTrainingEmployeeEngagement%2FShared%20Documents%2FWebinar%20files&viewid=3ae1bf10%2D076f%2D466c%2Ddbf3f%2Df3675e05887f>

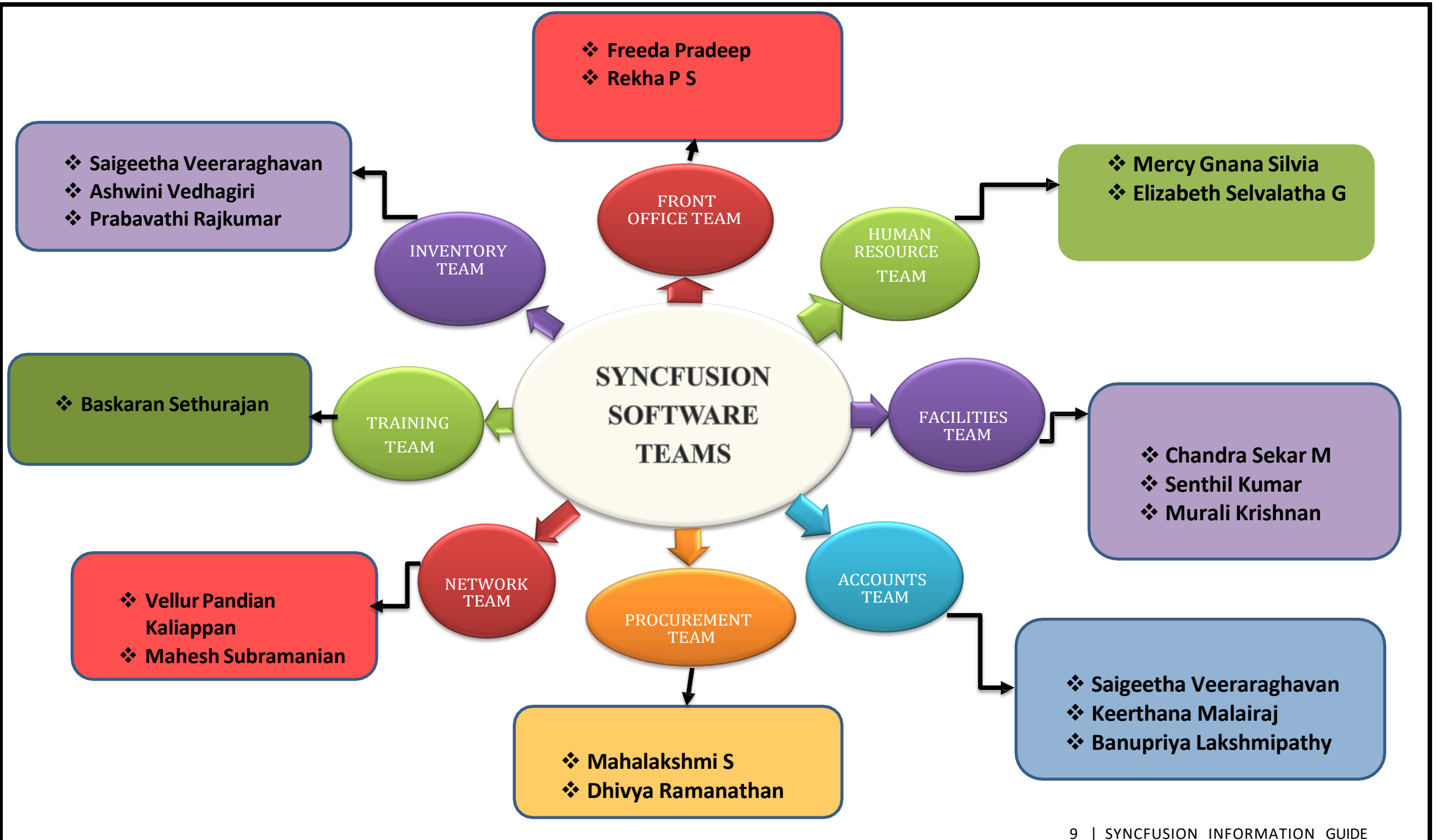
Explore your talents:

“SHOWDESIGN” is the place where you can show your own designs (UX / UI), Photography and Art skills. It will help your colleagues understand what you have done and provide feedback and appreciation.

<https://web.yammer.com/main/org/syncfusion.com/groups/eyJfdHlwZSI6Ikdyb3VwIiwiaWQiOiIyOTkxMTc5MzY2NCJ9/all>

Your prompt attention to the policy is valued. Please take a moment to review the details by clicking on the following link.

<https://syncfusion.sharepoint.com/sites/HumanResource/SitePages/Policy-Documents.aspx>



SYNCFUSION TEAMS MAIL ID

FRONT OFFICE TEAM	<u>frontoffice@syncfusion.com</u>
HUMAN RESOURCE TEAM	<u>chennaihr@syncfusion.com</u>
FACILITIES TEAM	<u>facilities@syncfusion.com</u>
ACCOUNTS TEAM	<u>financeandcompliance@syncfusion.com</u>
PROCUREMENT TEAM	<u>procurementteam@syncfusion.com</u>
NETWORK TEAM	<u>chnnetwork@syncfusion.com</u>
TRAINING TEAM	<u>baskaran.sethurajan@syncfusion.com</u>
INVENTORY TEAM	<u>inventoryinternal@syncfusion.com</u>

Chennai Holiday List (2024)

S.NO	HOLIDAYS	DATE	DAY
1	New Year	January 01	Monday
2	Pongal	January 15	Monday
3	Republic Day	January 26	Friday
4	Good Friday	March 29	Friday
5	Ramzan	April 11	Thursday
6	May Day	May 01	Wednesday
7	Bakrid	June 17	Monday
8	Independence Day	August 15	Thursday
9	Before day of Ganesh Chaturthi	September 06	Friday
10	Gandhi Jayanthi	October 02	Wednesday
11	Diwali	October 31	Thursday
12	Christmas	December 25	Wednesday

RDU Holiday List (2024)

S.NO	HOLIDAYS	DATE	DAY
1	New Year	January 01	Monday
2	Good Friday	March 29	Friday
3	Memorial Day	May 27	Monday
4	Independence Day	July 04	Thursday
5	Labor Day	September 02	Monday
6	Thanksgiving Day	November 28	Thursday
7	Day after Thanksgiving	November 29	Friday
8	Christmas Eve	December 24	Tuesday
9	Christmas Day	December 25	Wednesday
10	Day after Christmas	December 26	Thursday

Kisumu Holiday List (2024)

S.NO	HOLIDAYS	DATE	DAY
1	New Year	January 01	Monday
2	Good Friday	March 29	Friday
3	Easter Monday	April 01	Monday
4	Idd ul-Fitr	April 11	Thursday
5	Labor Day	May 01	Wednesday
6	Madaraka Day	June 01	Saturday
7	Idd-ul-Azha	June 17	Monday
8	Moi Day	October 10	Thursday
9	Mashujaa Day	October 21	Monday
10	Jamhuri Day	December 12	Thursday
11	Christmas Day	December 25	Wednesday
12	Boxing Day	December 26	Thursday



THANK

YOU