



# Welcome To



A Larsen & Toubro  
Group Company



## Login Details to Various Important Sites

### **i.Core**

Our HRMS database which stores all information about an associate

- Personal Information
- Leave Application

Apply and get approved your last month's leave (01<sup>st</sup> to 31<sup>st</sup>) on or before 5<sup>th</sup> of following month

- Mandatory E- Learning Trainings in ICore portal:

Path: <https://icore.Intinfotech.com> – > Learning >> My Learning Assignments >>Take Courses

- Information Security Awareness Training
- Workplace Compliance Training
- Anti-Bribery and Anti-Corruption Training
- Data Privacy Awareness Training
- Business Continuity and Crisis Management

Must complete the trainings within 30 Days of Joining LTI.

**Site Link :** <https://icore.Intinfotech.com>

**Login Credentials:** User ID - PS No / Password: Domain Password



**Larsen & Toubro Limited**  
Shared Services Centre

### **SSC**

Our portal to maintain all salary processing related details & documents

- Updating Bank Account, PAN Card Details, Form B
- Checking E- Pay Slip
- Updating Personal & dependent details
- Submitting BOB declarations & claims
- PF Nomination, Declaration & transfer forms

**Site Link :** <http://ssc.larsentoubro.com>

**Site Path:** INSIGHT - Quicklinks - HR - Payroll(SSC)

**Login Credentials:** User ID -PS No. / Password: DDMMYYYY (Date of birth)

### **LTI | i.Time**

Our portal to record employee's Attendance, time & effort in various projects.

- Time Sheet filling
- Shift Application
- Weekend/Holiday Working Application

**Site Link :** <https://itime.Intinfotech.com>

**Login Credentials:** User ID - PS No. / Password: Domain Password

## **Unified Helpdesk**

**Site Link:** <https://irequest.Intinfotech.com/#/app/TwoByTwoMainPage>

- To raise Gate pass/ Vehicle Sticker / Travel and Accommodation booking / Data Card

**Site Link:** [https://ltiintprod.service-now.com/sp\\_portal/](https://ltiintprod.service-now.com/sp_portal/)

- Our portal for all queries related to IT systems and Infrastructure, Facilities and administration, Quality, Purchase & Human Resources

**Site Link:**

<https://Intinfotech.sharepoint.com/sites/HRPolicies/SitePages/HRPolicies.aspx>

- All HR policies are available please read all of them (India and International)

**Login Credentials:** User ID - PS No. / Password: Domain Password



Keep your resume/CV updated in the company's portal. The Resource Management Group can access your profile from here

**Site Link :** <http://greymatter.Intinfotech.com>

**Site Path :** INSIGHT - Quicklinks - Resourcing Sites - Grey Matter

**Login Credentials:** User ID - PS No. / Password: Domain Password



### **Medical Insurance E- Card**

To print online Cashless Medical e-card

**Site Link :** <https://portal.medibuddy.in> (Login ID & Password : LT<psno> )

Change the password and complete your actionable on adopting for Parental/topup insurance and updating dependent details.



Outlook Web App

### **WebMail Access**

Please install on phone and check LNTInfotech mails regularly

Our portal link to access mails from Internet

**Site Link:** <https://Office365.outlook.com>

**Login Credentials:** User ID - PS No. / Password: Domain Password



## **Workplace**

All the relevant organization wide communication is done via this platform

**Site Link :** <https://Intinfotech.facebook.com/>

**Login Credentials:** User ID – PS No. / Password: Domain Password

## **Important points to remember**

### **iCore:**

- Update your personal information, emergency contact Aadhar card details in iCore.
- All planned leave must be applied & approved before you proceed on leave

### **Ad pass:**

- Update the details(password/contact details) in Adpass Portal as per your location ODC.
- In case after PS ID generation you do not get your ADPASS login credentials as an SMS or email to personal email ID, please reach out to the IT Team on 2<sup>nd</sup> floor, Executive Block.

### **SSC:**

- Please update your Bank account, PAN & Aadhar card details in SSC portal (as per list of banks shared by HR team).
- Your first time login to SSC will be activated based on your date of joining
  - On or before 15th of the month: Login will be activated by next working day
  - After 15th till end of the month: Login will be activated by 1st working day of next month
  - For Statutory form issues (PF, PF Nomination, Gratuity Nomination and PF transfer then please send mail to [RBS-SSC@larsentoubro.com](mailto:RBS-SSC@larsentoubro.com) and [Devi.prasad@Intinfotech.com](mailto:Devi.prasad@Intinfotech.com)

### **Sodexo Meal Card:**

Your Sodexo meal cards will be issued & allowance will be uploaded for use only after you have opted for the same in SSC payroll under BOB declaration after 1<sup>st</sup> payroll.

## iTime / iAttendace

- Do remember to submit your Timesheet on daily basis
- Ensure that your shifts including Weekend/ Holiday workings are applied and approved in iTime as per the stipulated timelines as per Policy
- Swipe timings will be displayed on the next working day.
- Attendance can be regularize from itime link as shown below.

The screenshot displays the iTime web application interface. At the top, a browser tab shows 'LTI Home' and the URL 'itime.Intinfotech.com/Forms/HomeNew.html'. The user is logged in as 'Hi, Dhara Desai' with a last login time of '20-Jul-2020 16:05'. The interface includes a navigation menu on the left with options like 'Home', 'Locations', 'Attendance', 'Timesheet', 'Holiday', 'Help', 'FAQ', and 'Log Out'. The main content area shows a calendar for July 2020 with a pop-up window for 'Regularize Your Attendance'. The pop-up window contains a table for 'Attendance' with columns for days of the week and a 'TOTAL' column. It also shows 'Timesheet Booked (Hrs)' and 'Non-Project Activity' with a table for 'Attendance Details (Total LTI)'. The 'Regularize' section has a form with 'Hours' and 'Minutes' dropdowns, a 'Reason' dropdown, and a 'Submit' button. The bottom of the pop-up window has 'Save' and 'Submit' buttons.

## LTI APP:

- Please download this app from android phone – Playstore
- You can raise request for temporary id card, in case, if forget to bring your id card from location Security team
- You can book your timesheet, shift duty, reset your password and many things from this APP.

## Do not forget to attend:

- KOCB: Know Our Company Better (E-orientation) in iLearn
- PM&D (Aspire): Class room session on Performance Management.
- Nexus feedback Survey on 16<sup>th</sup> day of Joining.

For various employment formalities, you have shared personal information with us that if laws allow us, will most commonly be used for maintaining and developing our relationship with you.

The data could also be used to update our records and keep your contact details up to date. Please read the **Privacy Notice** so that you are aware of how and why we are using such personal data.

We have recently launched our **Corporate Privacy Policy** and the **Employee Privacy Notice**. Please go through this to stay well informed.

**Do wear your identity card while in the office premises**

**Adhere to the office timings as applicable to your shifts**

### **Location Spoc Details :**

Location	Name and Mail id	Extension No.
Powai	Amruta Mhatre < <a href="mailto:Amruta.Mhatre@Intinfotech.com">Amruta.Mhatre@Intinfotech.com</a> >	022 – 67767108 / 67767565
Airoli	Sheetal Ughade < <a href="mailto:Sheetal.Ughade@Intinfotech.com">Sheetal.Ughade@Intinfotech.com</a> >	022- 6168 7887
Mahape	Kapil Pawar ( <a href="mailto:Kapil.Pawar@Intinfotech.com">Kapil.Pawar@Intinfotech.com</a> )	022 6795 3050
Shivajinagar	Deepa Bajaj < <a href="mailto:Deepa.Bajaj@Intinfotech.com">Deepa.Bajaj@Intinfotech.com</a> >	020- 6641 6369
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