

Welcome To





Login Details to Various Important Sites

і.Соге

Our HRMS database which stores all information about an associate

- Personal Information
- Leave Application

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

Mandatory E- Learning Trainings in ICore portal:

<u>Path:</u> https://icore.lntinfotech.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



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.lntinfotech.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/

• 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 polices 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.



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





All the relevant organization wide communication is done via this platform

Site Link: https://lntinfotech.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 2nd 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 and Devi.prasad@Intinfotech.com

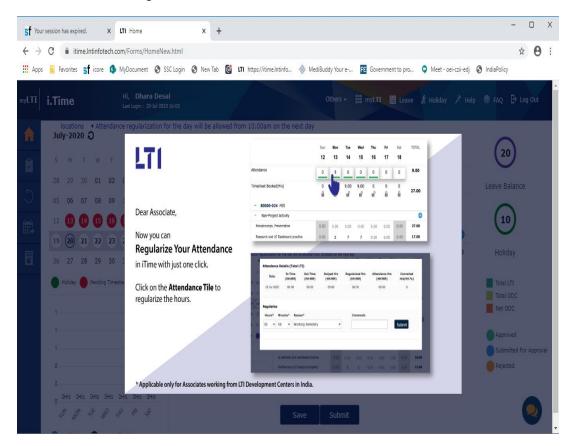
Sodexo Meal Card:

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 1st 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.



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 16th 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 <u>Corporate Privacy Policy</u> and the <u>Employee Privacy Notice</u>. 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.
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	< <u>Sheetal.Ughade@Intinfotech.com</u> >	
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