

<b>Version Number</b>	<b>1.0</b>
<b>Effective Date</b>	<b>October 15, 2019</b>
<b>Process Owner</b>	<b>HR Ops</b>
<b>Applicability</b>	<b>All Employees</b>

## Revision History

<b>Serial No.</b>	<b>Version No.</b>	<b>Date of Change</b>	<b>LT2 Approver</b>	<b>Sections Affected</b>	<b>Changes in Brief</b>

## Contents

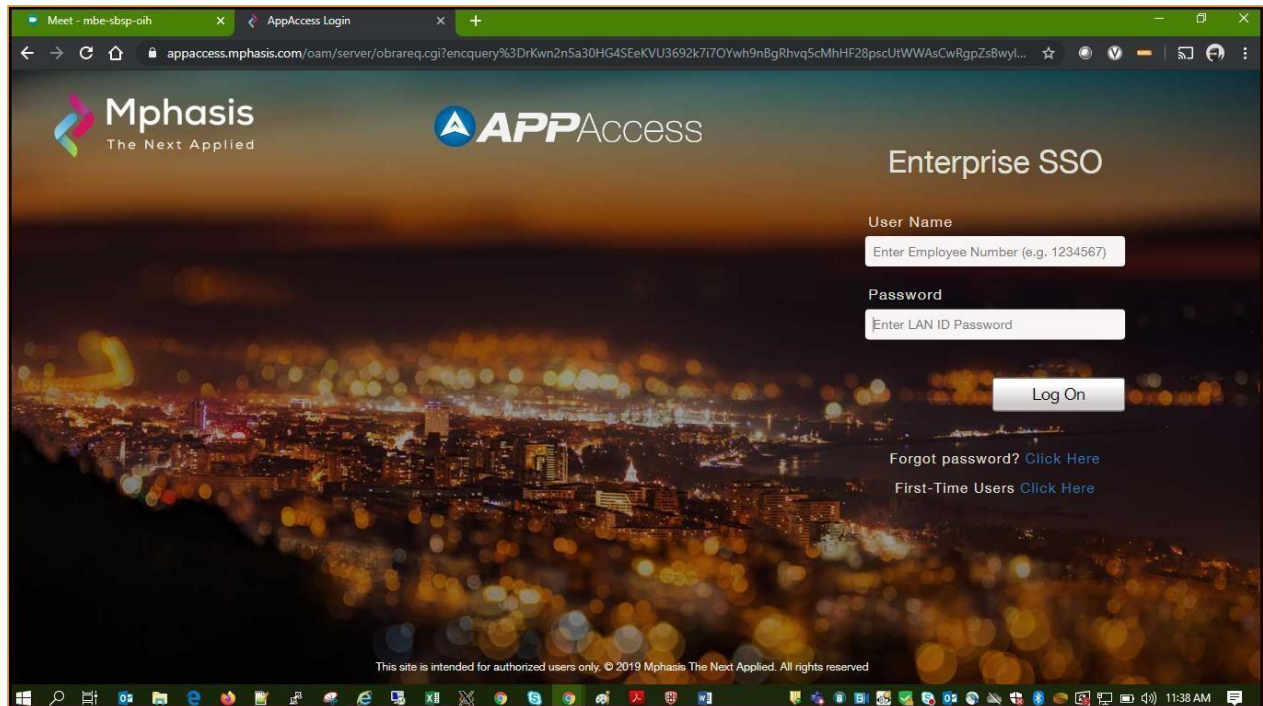
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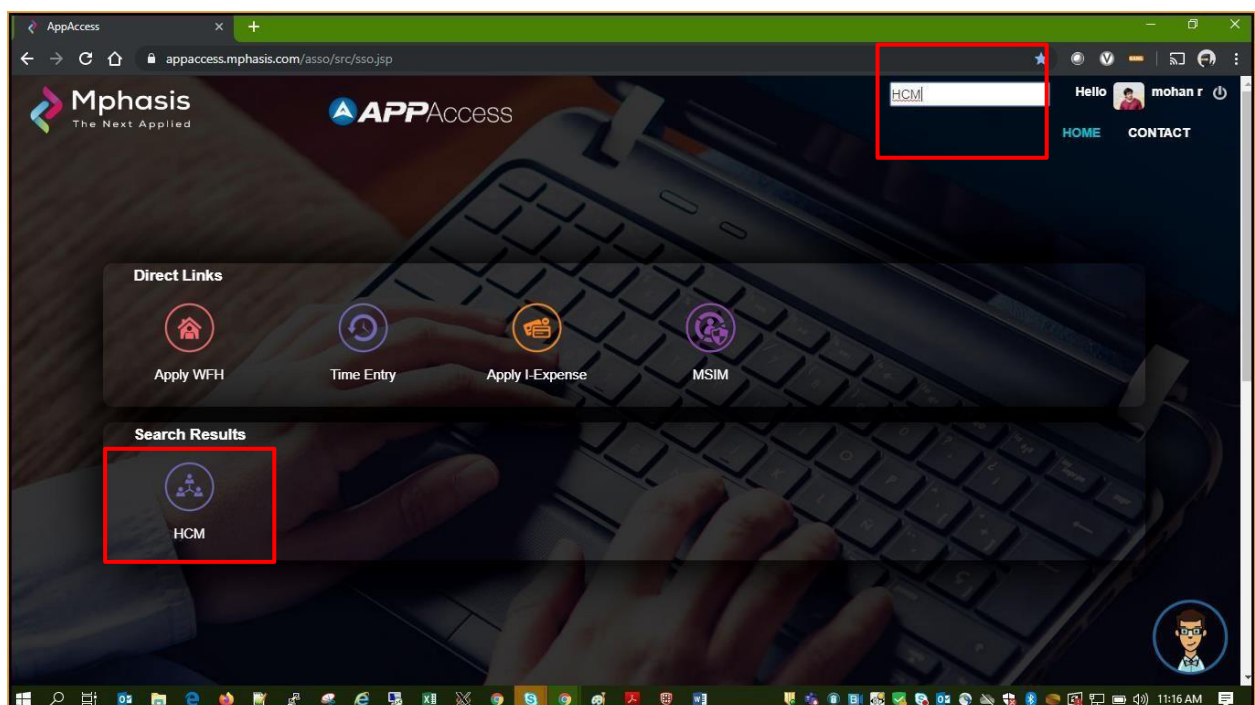
## 1. Accessing HCM

Login to AppAccess using your Employee ID and password using the below link.

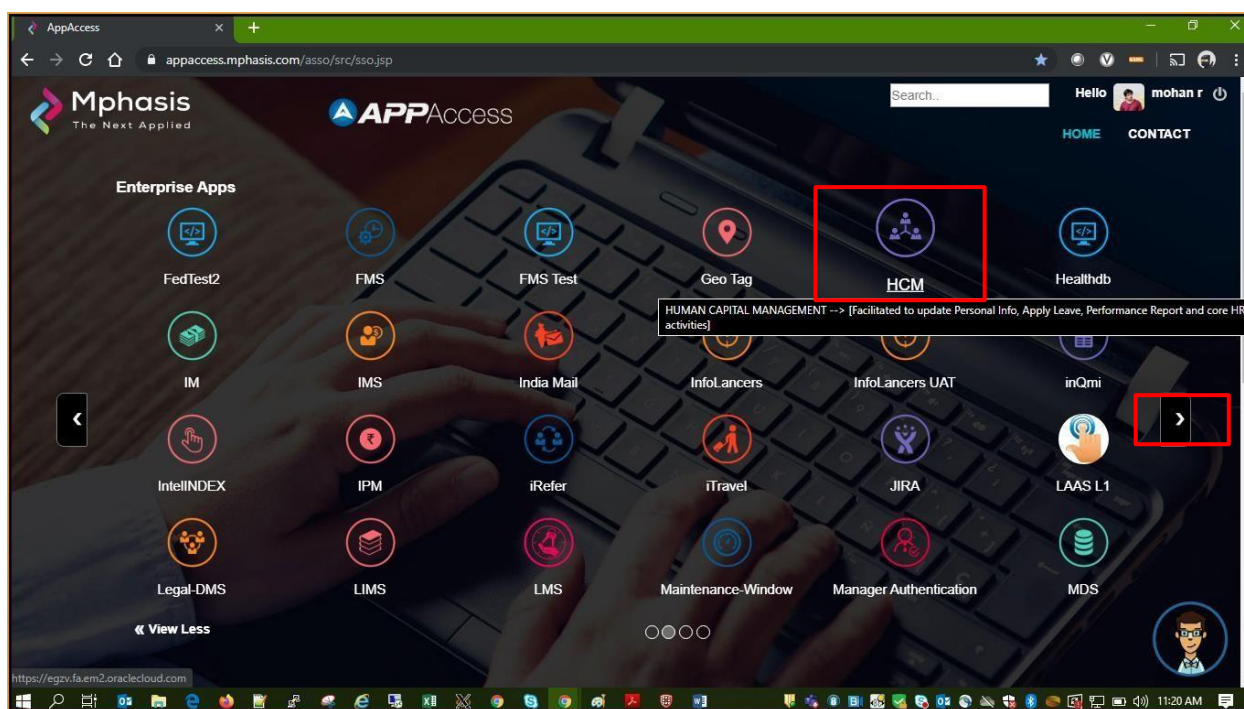
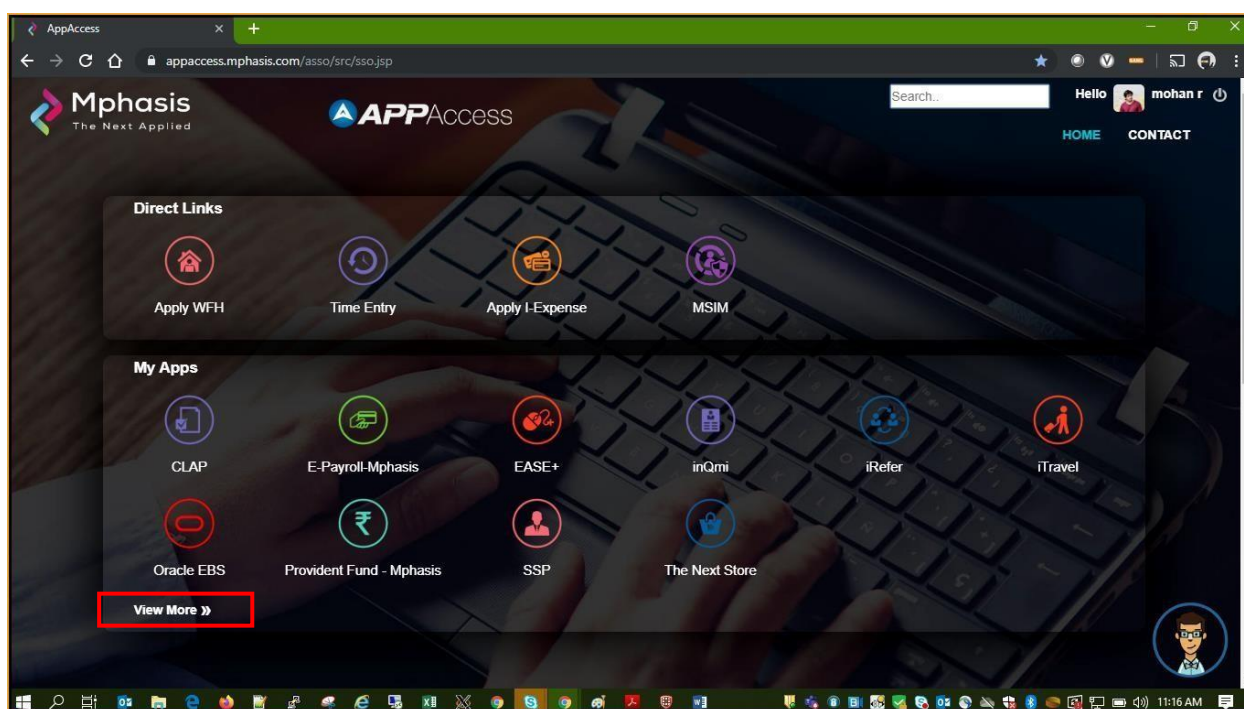
<https://appaccess.mphasis.com/>



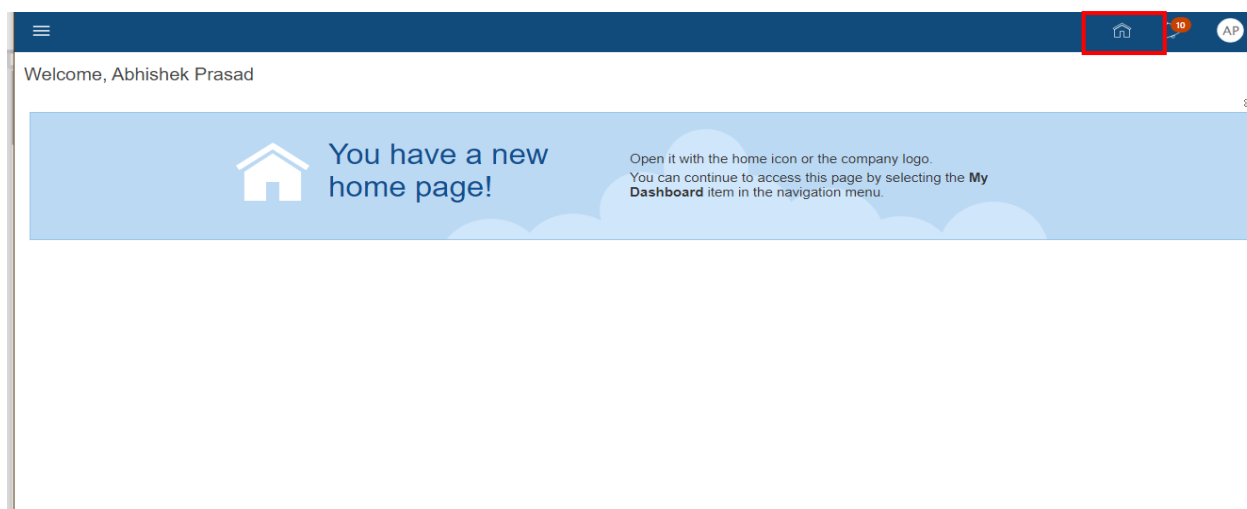
Once you login, you can type “HCM” in the Search bar to find the icon for HCM



You can click on the HCM icon in the AppAccess landing page or click “View More” and go to the next page, to find the HCM Icon.



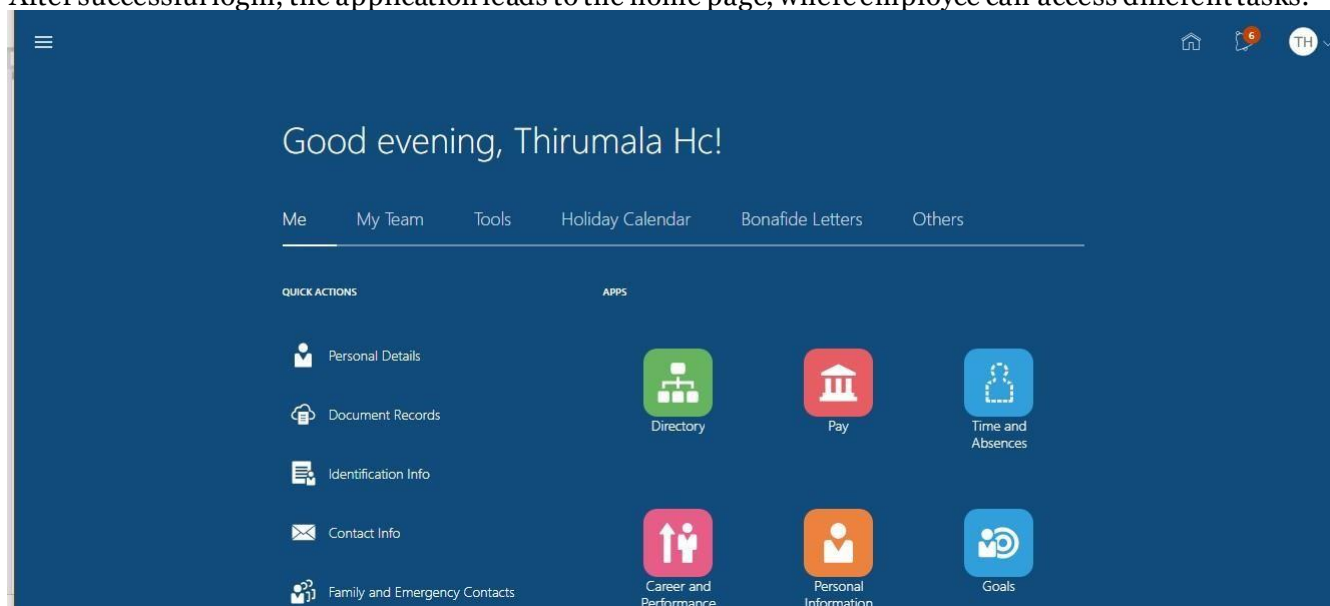
Click on “Home” Icon in the welcome page.



The application helps the organization and its employees to transact seamlessly. The employees can manage wide range of activities like receipt of salary, goal management, performance evaluation, personal data, skill development and adherence to organizational policies. Similarly, organization can maintain employee data, manage compensation to employees, ensure performance management and other important activities for creating a transparent and efficient human resource management.

## 1.1 Getting Started

After successful login, the application leads to the home page, where employee can access different tasks.



The home page offers the employee certain quick action links and access to different applications. The employee can navigate between the applications and return to the same page (home) by clicking on the home icon



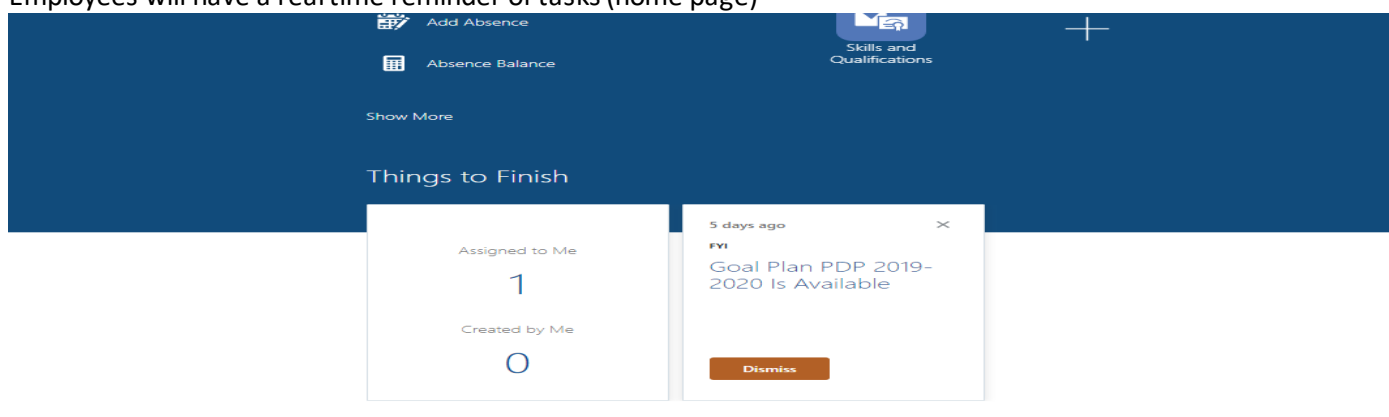
Home icon



The employee receives all relevant communication in email and in the notification icon bar

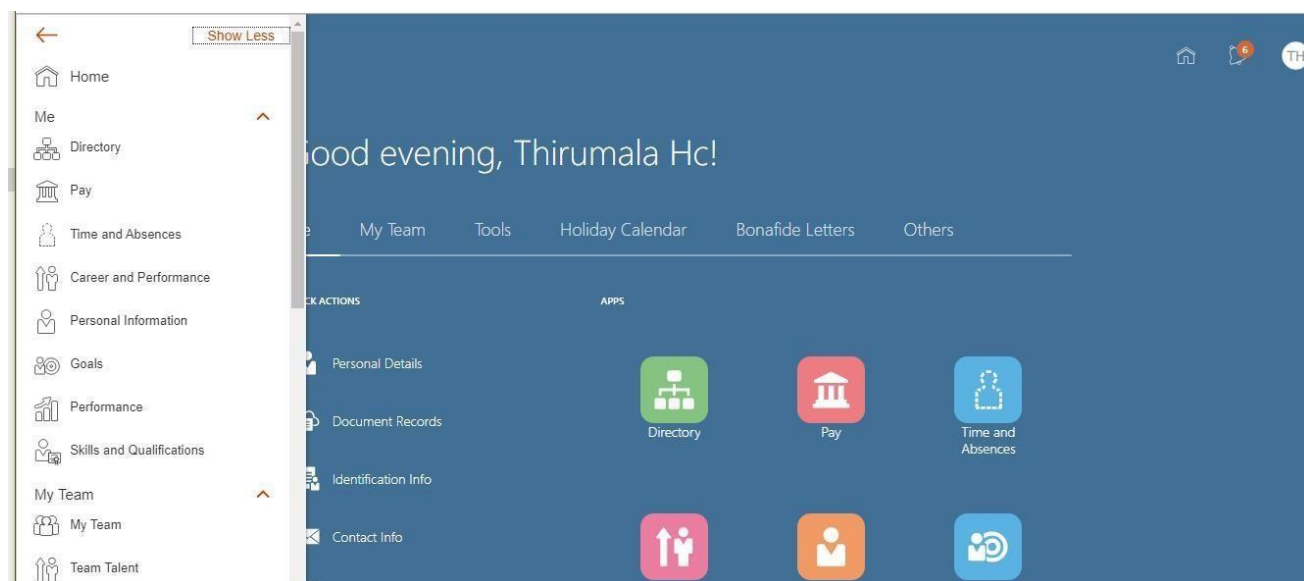


Employees will have a real time reminder of tasks (home page)

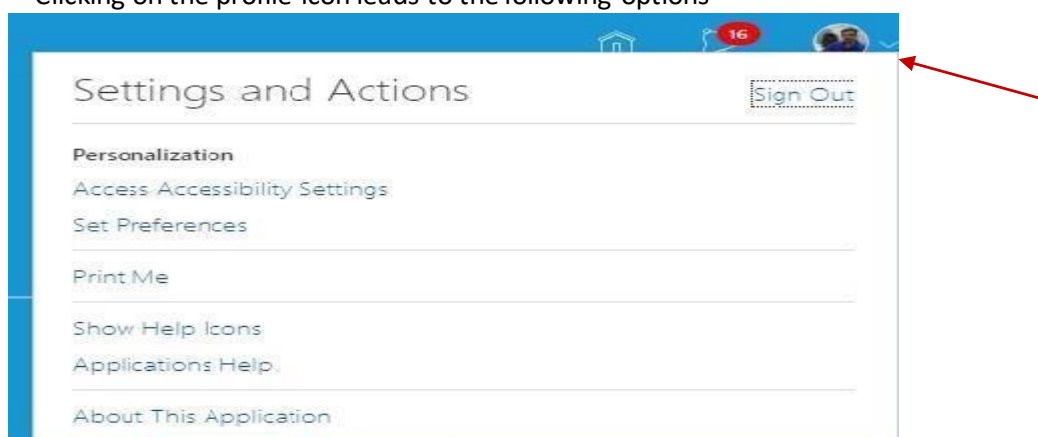


The icon present on the left top provides links to all the tabs available in the application. This helps in navigation when the user is not able to find the back button. It helps to navigate from one page to another page.

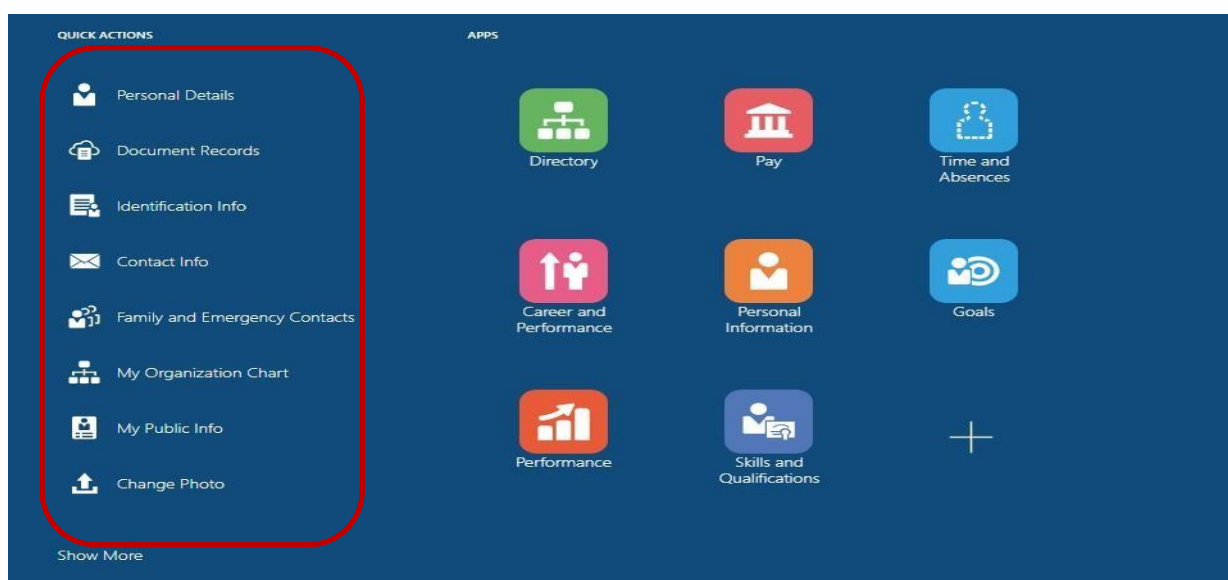
Click on the above icon leads to the following screen:



Clicking on the profile icon leads to the following options

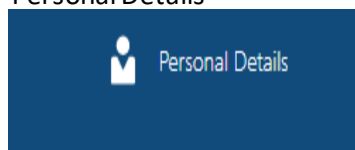


Icons present in the home page under “Me” tab as Quick Action links.

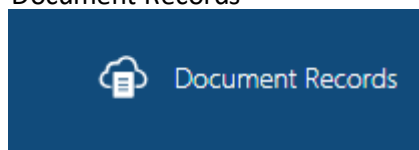


The above highlighted icons are explained in this manual. This is a shortcut link

#### Personal Details



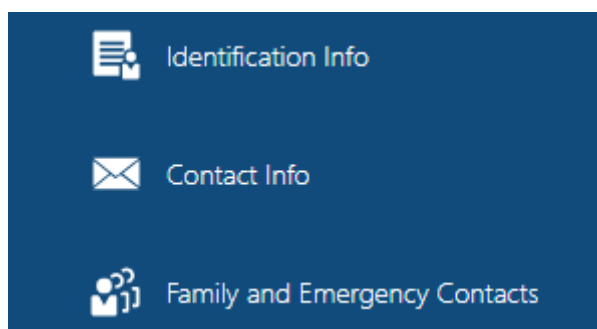
#### Document Records



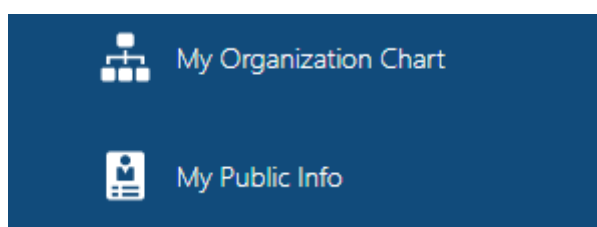
Personal Details: Refer [3.3 Personal Information](#)

Document Records: Refer [3.6 Document Records](#)

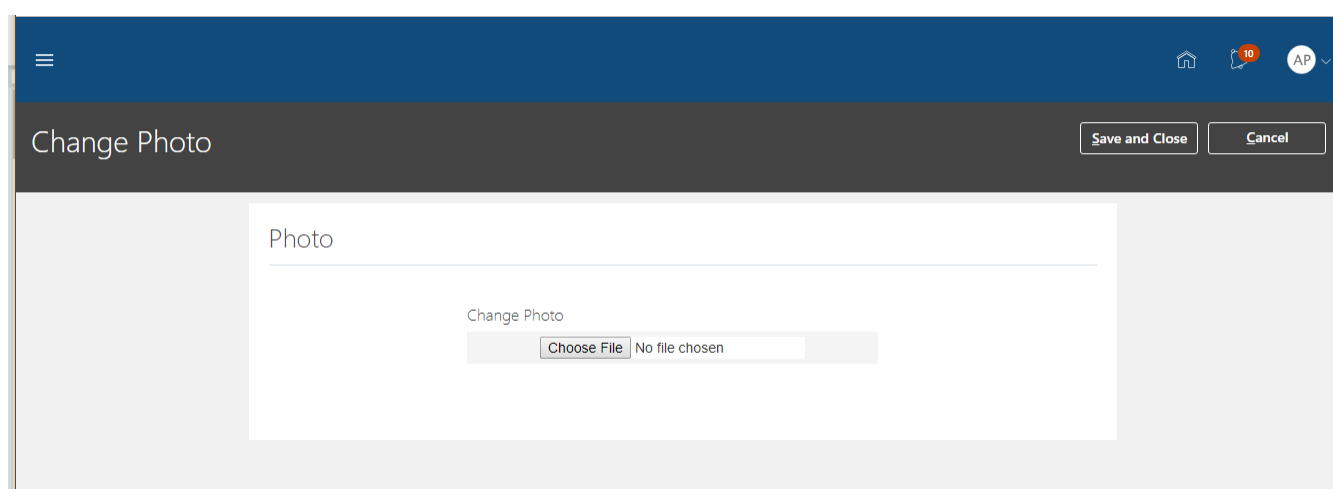
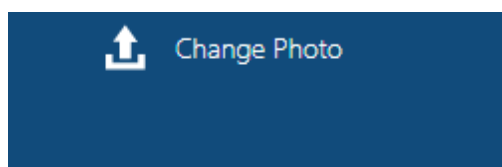
Contacts Icons: Refer [3.3 Personal Information](#)



For Org chart and Public Info, Refer [3.4 Directory](#)



Click the above icon to change photo. Clicking on the above icon leads to the following page

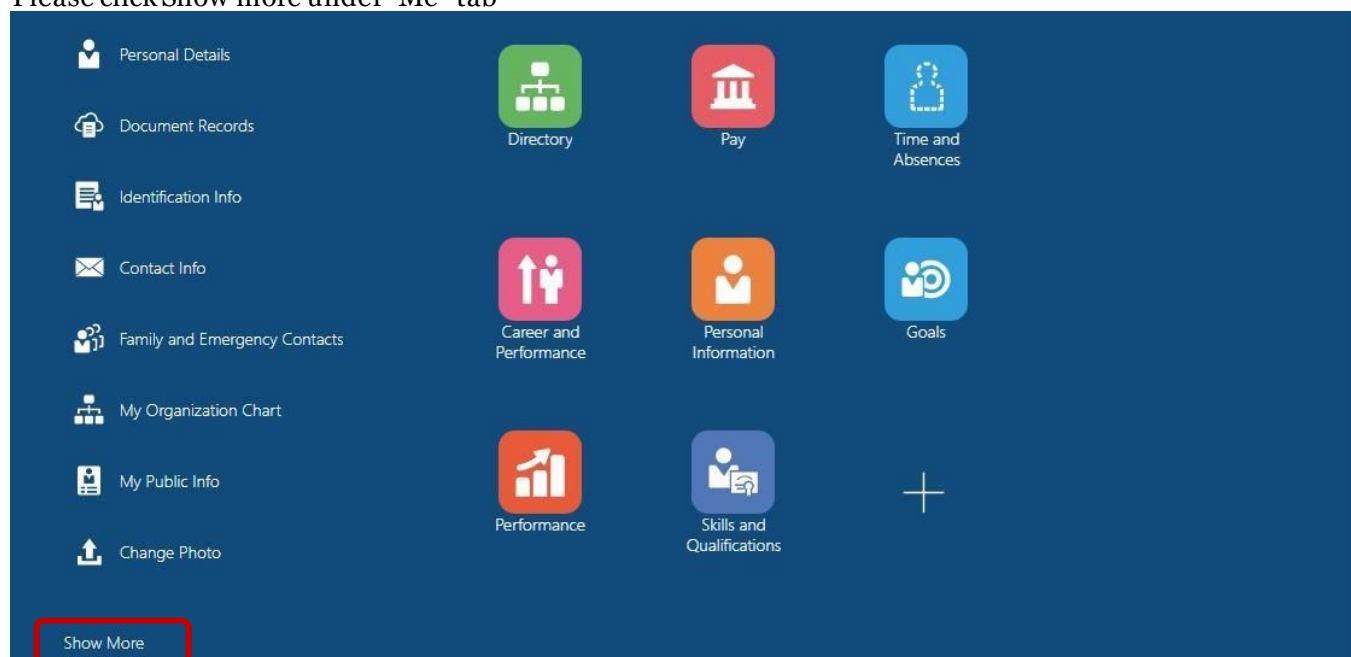


Choose file (photo) from PC , save and close.

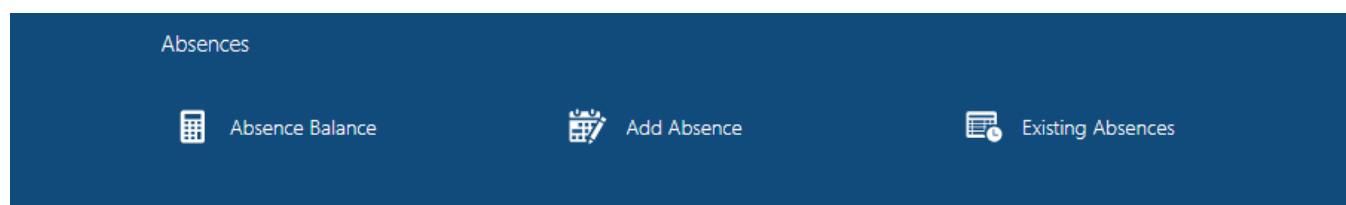


## 1.2 ShowMore Quick links

Please click Show more under “Me” tab



### Absences



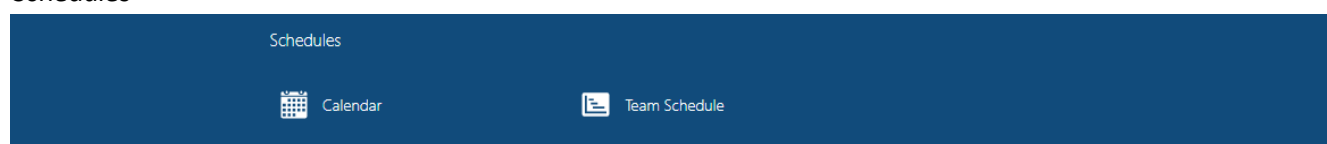
The employees can apply for leave through the quick action link. The number of leaves available can be checked in “Absence balance”. Please see absence Manual for detailed explanation

### Career and Performance

The employee can manage goals (add/edit/delete) and look at their past performance (skills and Qualifications Icon) and solicit feedback (Feedback requests) through the below links. Please refer PMS manual for detailed explanation



### Schedules



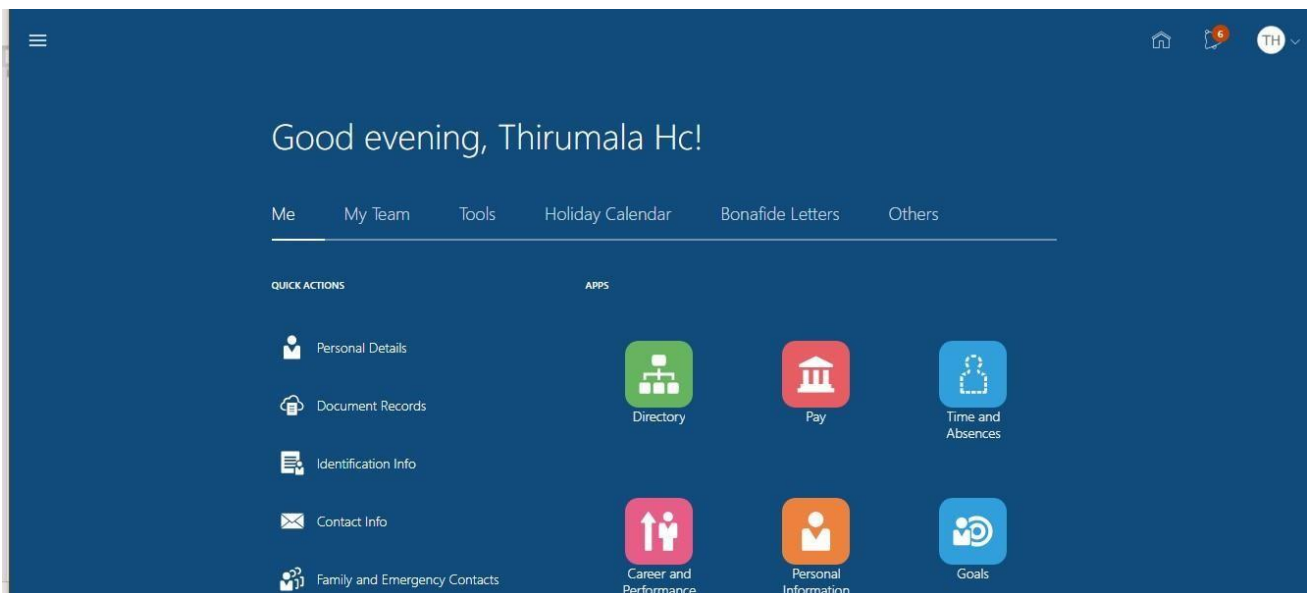


Clicking on “My Compensation” leads to

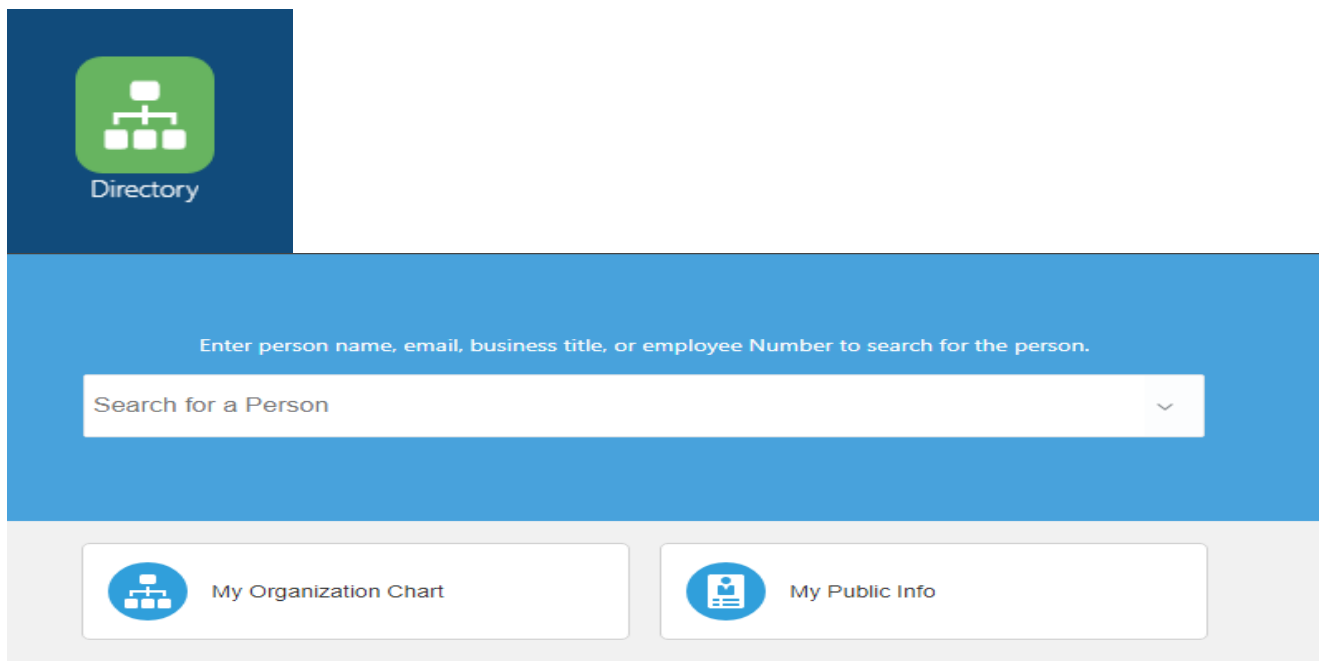


The screenshot shows a web interface for 'My Compensation'. It features a 'Current Salary' section with fields for 'Salary' (redacted), 'Adjustment' (redacted), 'Start Date' (10/1/18), and 'Annual Salary' (redacted). Below this is a 'Show Prior Salary' link. Further down are three expandable sections: 'Additional Compensation', 'Personal Contribution', and 'Workforce Compensation', each with a downward arrow icon.

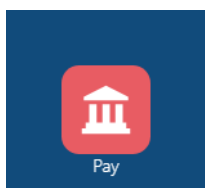
## 2. Icons in “Me” Tab



Employees can look at other employee's data which are public by clicking on Directory Icon  
Please refer [3.4](#) Section of this manual for details

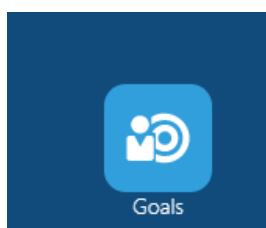


Pay icon allows employees to manage the receipt of salary

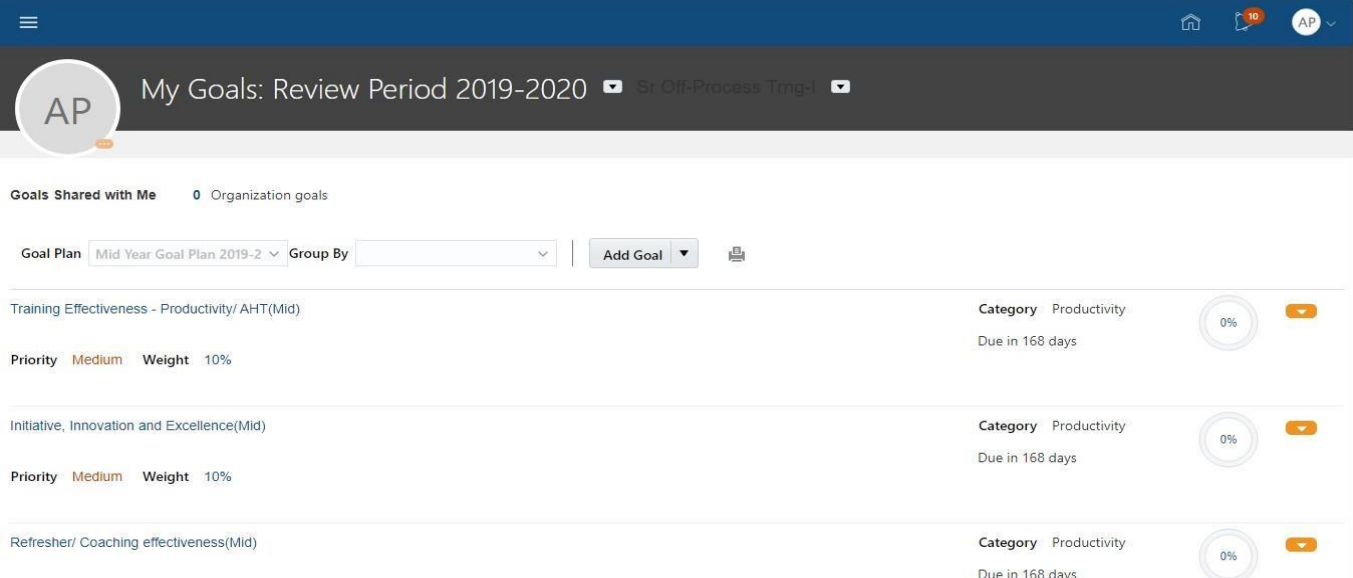


Please refer [3.1 Payment Methods](#) for more details

Goals icons enables user to manage their goals and take part in the performance management system of the organization



Clicking on Goals icon leads to the following page:



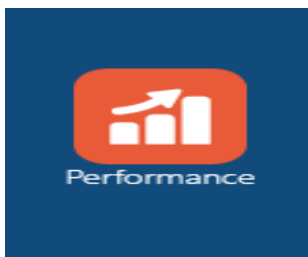
**My Goals: Review Period 2019-2020**

Goals Shared with Me: 0 Organization goals

Goal Plan: Mid Year Goal Plan 2019-2 Group By: Add Goal

Goal Name	Category	Due in	Progress
Training Effectiveness - Productivity/ AHT(Mid)	Productivity	168 days	0%
Initiative, Innovation and Excellence(Mid)	Productivity	168 days	0%
Refresher/ Coaching effectiveness(Mid)	Productivity	168 days	0%

For add/edit/remove goals, please refer PMS document



Clicking on the above icon leads to the following page

Performance Evaluation Icon enables employees to self-evaluate their work and solicit feedback.



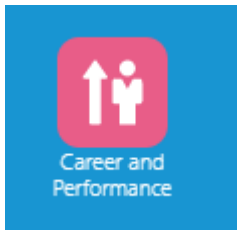
**My Evaluations: Review Period 2019-2020**

Thirumala Hc  
Unit Manager-Process Trng-I

Task Name	Due Date	Action
Annual Review Performance Document	10/31/19	Begin
Employee Self-Evaluation	10/31/19	Begin
Manage Participant Feedback	11/8/19	Optional Begin
Acknowledge Performance Document	12/13/19	Not Available Yet
Rating Final Feedback	12/20/19	Not Available Yet

For details, please refer PMS manual

Skills and Qualification icon (see below) displays past performance. Please refer [3.5 Skills and Qualifications](#) for details

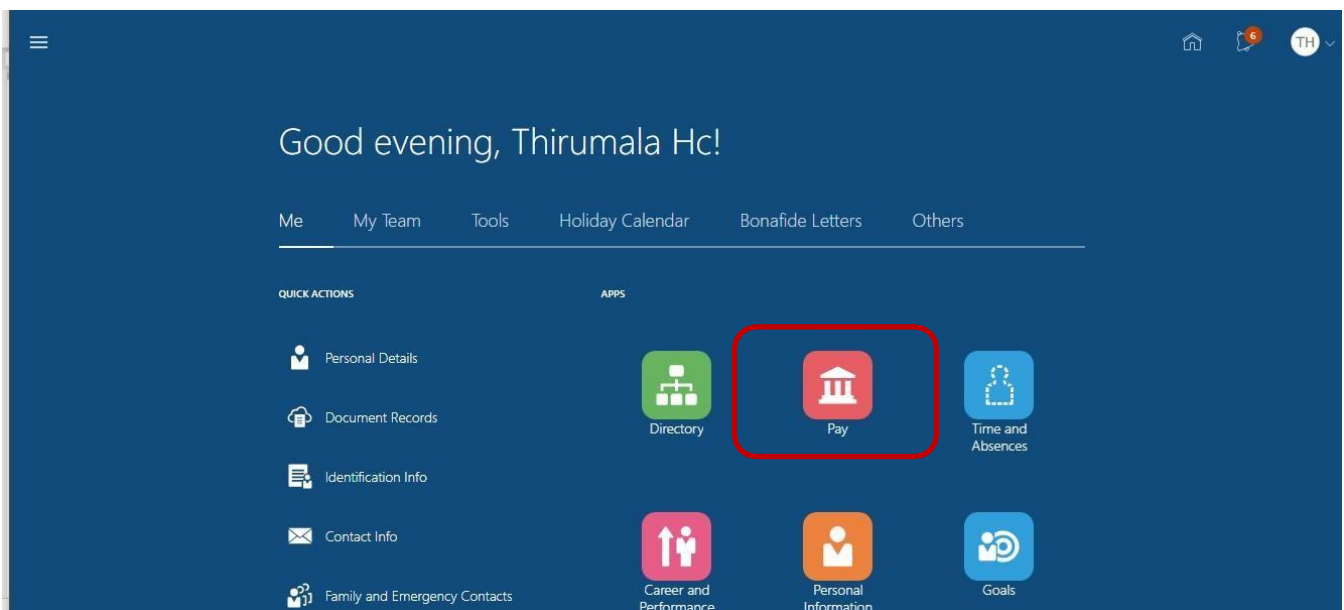


### 3. Core HR Options - ESS

#### 3.1 Payment Methods

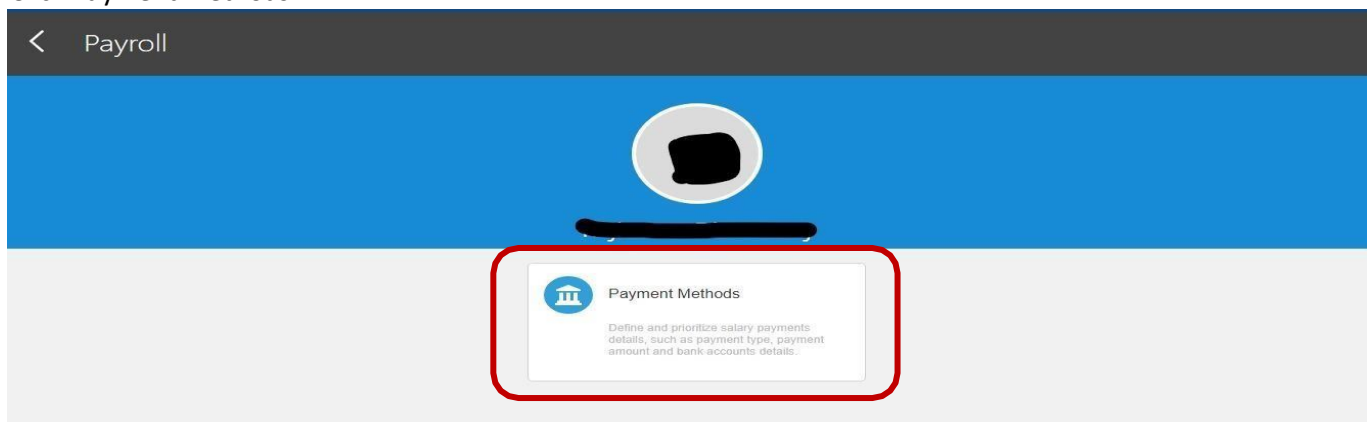
This option enables the employee to receive salary in the entitled account

Click on the Pay Icon in “Me” Tab or payment methods icon in show more tab under Quick Action links

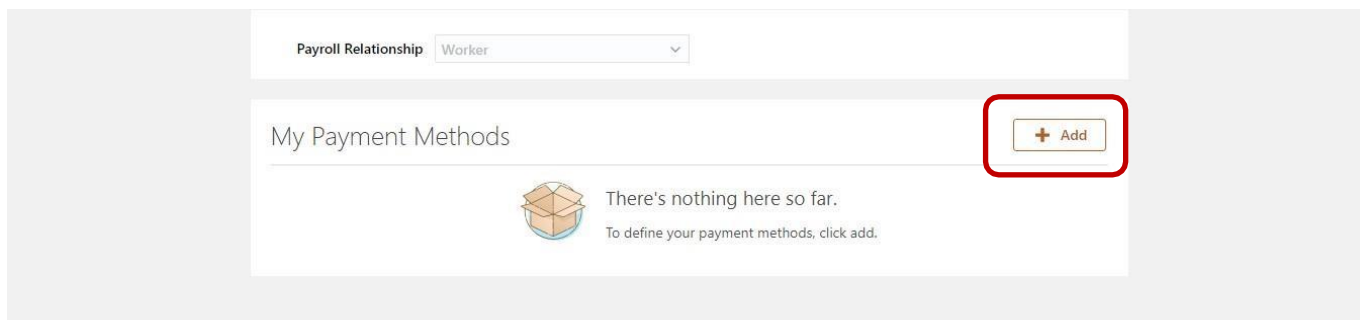




## Click Payment Methods

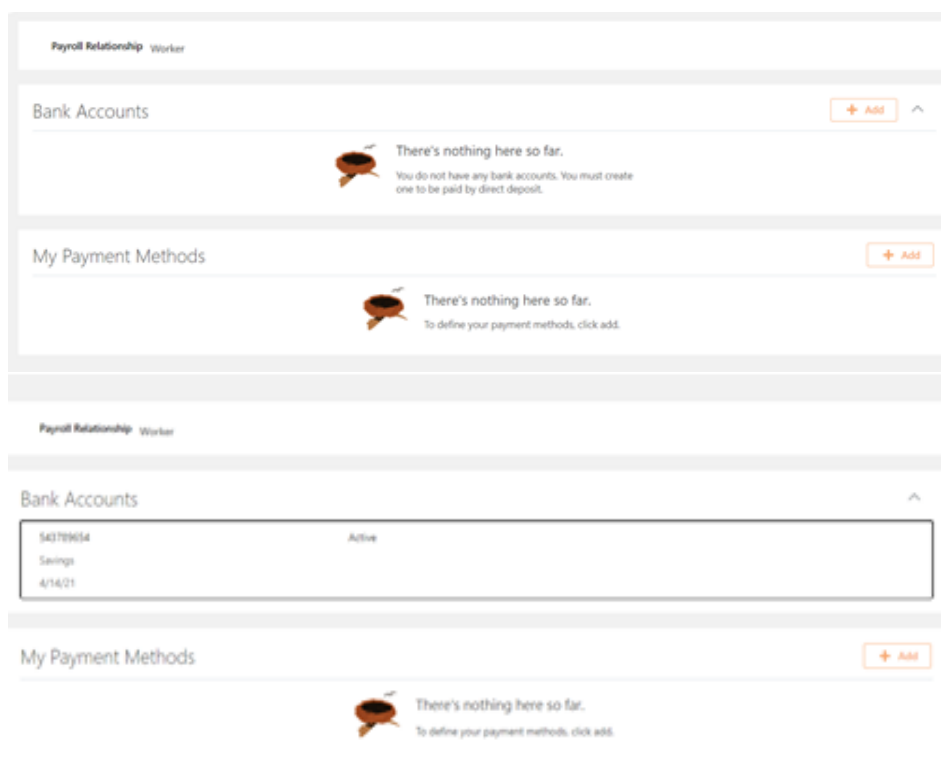


## Click Add for entering bank details

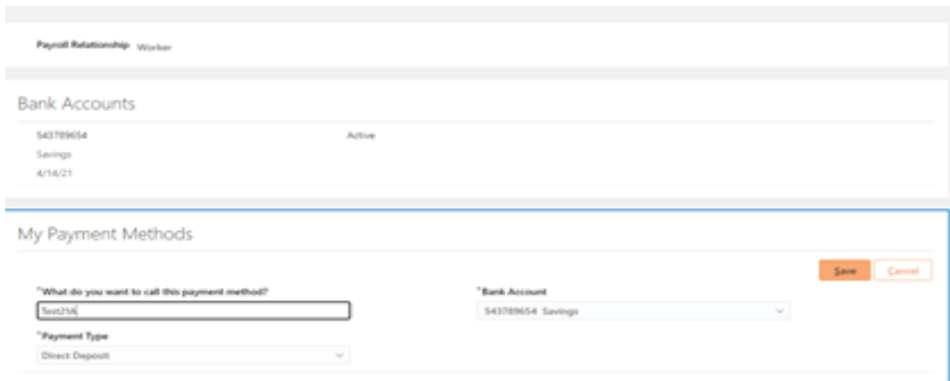


## 3.1.1 Payments in India

Step 1 : The employee has to add the Bank Account Details first and save It as shown below ([3.1 Payment Methods](#))



Step 2 : Once Bank Account Details are entered, the Employee has to ADD MY Payment Methods And Save It



Payroll Relationship Worker

Bank Accounts

543789654	Active
Savings	
4/14/21	

My Payment Methods

\*What do you want to call this payment method?

Test21A

\*Bank Account

543789654 Savings

\*Payment Type

Direct Deposit

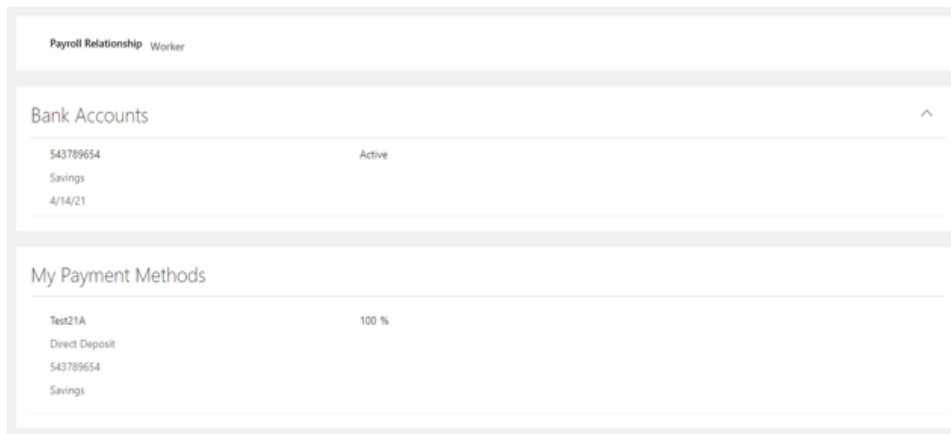
Save Cancel

Enter the necessary details Points to

Note:

1. Account type must be savings
2. Bank Account should be from HDFC or Citi Bank
3. Once submitted, the payment details cannot be edited

Once Saved, the following gets displayed



Payroll Relationship Worker

Bank Accounts

543789654	Active
Savings	
4/14/21	

My Payment Methods

Test21A	100 %
Direct Deposit	
543789654	
Savings	

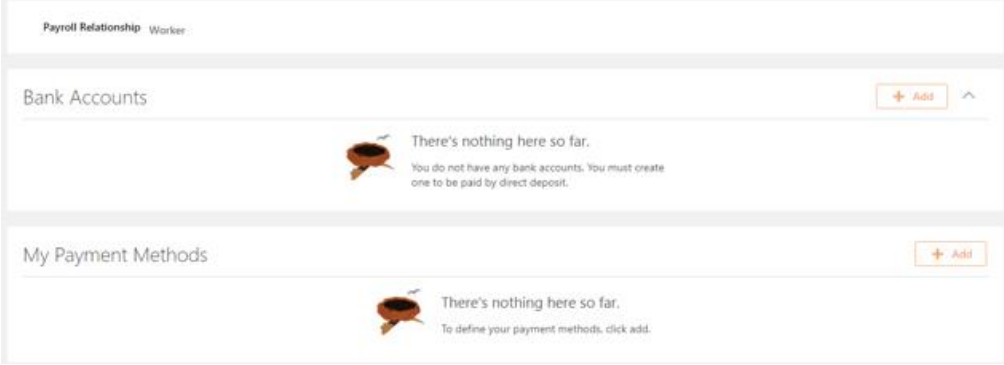
### 3.1.2 Payment in USA

The employee has to add the bank account number by clicking the “Pay “ Icon in “Me” tab or “Payment Methods” Icon under Quick Action links. Follow the navigation as shown in Payment Introduction.([3.1 Payment Methods](#))

1. In USA, the employees can enter 8 account numbers (maximum) for receiving salary.

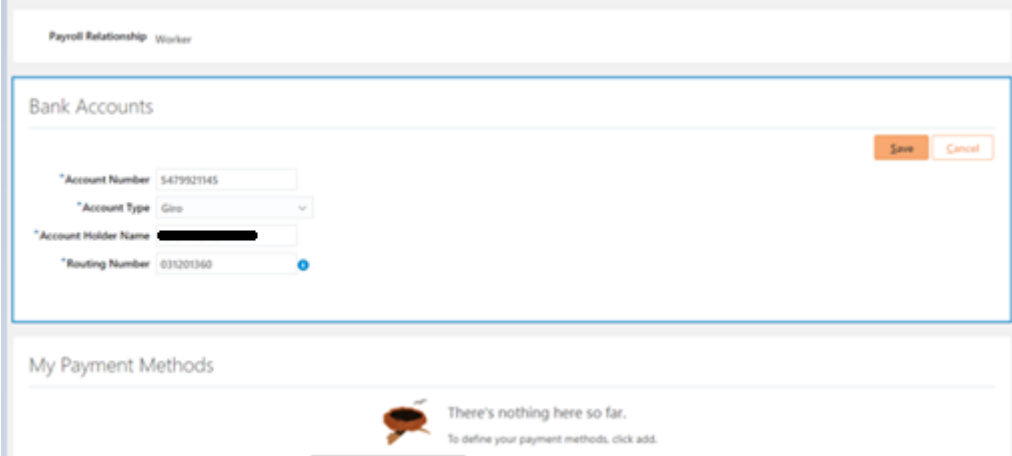
**Note:** At least one account type should be reimbursable account. If there is no reimbursable account, expenses will not be reimbursed.

Step1 : The employee has to add the Bank Account Details first as shown below :



The screenshot shows two sections: "Bank Accounts" and "My Payment Methods". Both sections have a message indicating that there are no accounts or methods yet, and an "Add" button to create new ones.

Click on ADD on Bank Accounts and Save



The screenshot shows the "Bank Accounts" form with the following fields:
 

- \*Account Number: 5479921145
- \*Account Type: Giro
- \*Account Holder Name: [Redacted]
- \*Routing Number: 031201360

 The "Save" button is highlighted in orange.

Step 2: Once Bank Account Details are entered, the Employee has to ADD MY Payment Methods and Link the Bank Account Details

Payroll Relationship Worker

---

### Bank Accounts

7643290382 026013673 Money market 4/14/21	Active
5479921145 031201360 Giro 4/14/21	Active

---

### My Payment Methods

\*What do you want to call this payment method?  
  
 \*Payment Type  
 Direct Deposit

\*Bank Account  
 026013673 7643290382 Money market  
 031201360 5479921145 Giro

Delete Save Cancel

The account types are displayed below:

Payroll Relationship

### Bank Accounts

\*Account Number  
 \*Account Type  
 \*Account Holder Name  
 \*Routing Number

Building Society Roll Number  
 Checking  
 Cheque  
 Current Account  
 Giro  
 Money market  
 Regular  
 Reimbursable - Checking  
 Reimbursable - Savings  
 Savings

- The percentage of payment should be entered in each account number. Cumulative percentage should not exceed 100%. If the total percentage exceeds 100%, the system will throw an error

Error  
 The sum of percentages allocated to all accounts exceeds 100 percent.  
 The sum must be less than or equal to 100 percent. (PAY-1635077)

Save Cancel

\*Bank Account  
 New Account

If the cumulative percentage doesn't exceed, the remaining percentage is calculated and assigned to the account number (where percentage is not specified) as remaining pay

Payroll Relationship Worker

### Bank Accounts

[+ Add](#)

7643290382	Active	
026013673		
Money market		
4/14/21		
5479921145	Active	
031201360		
Giro		
4/14/21		

### My Payment Methods

[Reorder](#) [+ Add](#)

test21AA	98 %	
Direct Deposit		
026013673		
7643290382		
Money market		
Test21A	Remaining Pay	
Direct Deposit		
031201360		
5479921145		
Giro		

### 3.1.3 Payment in UK


Follow the navigation as shown in Payment Introduction.( [3.1 Payment Methods](#)) The account type is savings.

Step1 : The employee has to add the Bank Account Details first as shown below :

Payroll Relationship Worker


### Bank Accounts

[+ Add](#)

 There's nothing here so far.  
You do not have any bank accounts. You must create one to be paid by direct deposit.

### My Payment Methods

[+ Add](#)

 There's nothing here so far.  
To define your payment methods, click add.

Payroll Relationship Worker

### Bank Accounts

[Save](#) [Cancel](#)

\*Country

Account Number

\*Account Type

\*Account Holder Name

\*Sort Code

Step 2 : Once Bank Account Details are entered, the Employee has to ADD MY Payment Methods and Link the BankAccount Details

## My Payment Methods

Delete Save Cancel

\*What do you want to call this payment method?

Country

Payment Type  
 International Transfer

\*Bank Account


### 3.1.4 Payment in Europe

For European banks, IBAN number should be added  
 Follow the navigation as indicated here ([3.1 Payment Methods](#))

Step1 : The employee has to add the Bank Account Details first as shown below :


Payroll Relationship Worker

Bank Accounts
 + Add



There's nothing here so far.  
 You do not have any bank accounts. You must create one to be paid by direct deposit.

My Payment Methods
 + Add



There's nothing here so far.  
 To define your payment methods, click add.

Enter Bank Account Details and Save.

Payroll Relationship Worker

Bank Accounts
 Save Cancel

Account Number   
 \*IBAN   
 \*Account Type   
 \*Account Holder Name   
 \*BIC Code

Step 2 : Once Bank Account Details are entered, the Employee has to ADD MY Payment Methods and Link the Bank Account Details

Payroll Relationship Worker

Bank Accounts

44440337	Active
DE58401545300044440337	
Giro	
11/5/19	

My Payment Methods
 Delete Save Cancel

\*What do you want to call this payment method?

\*Bank Account

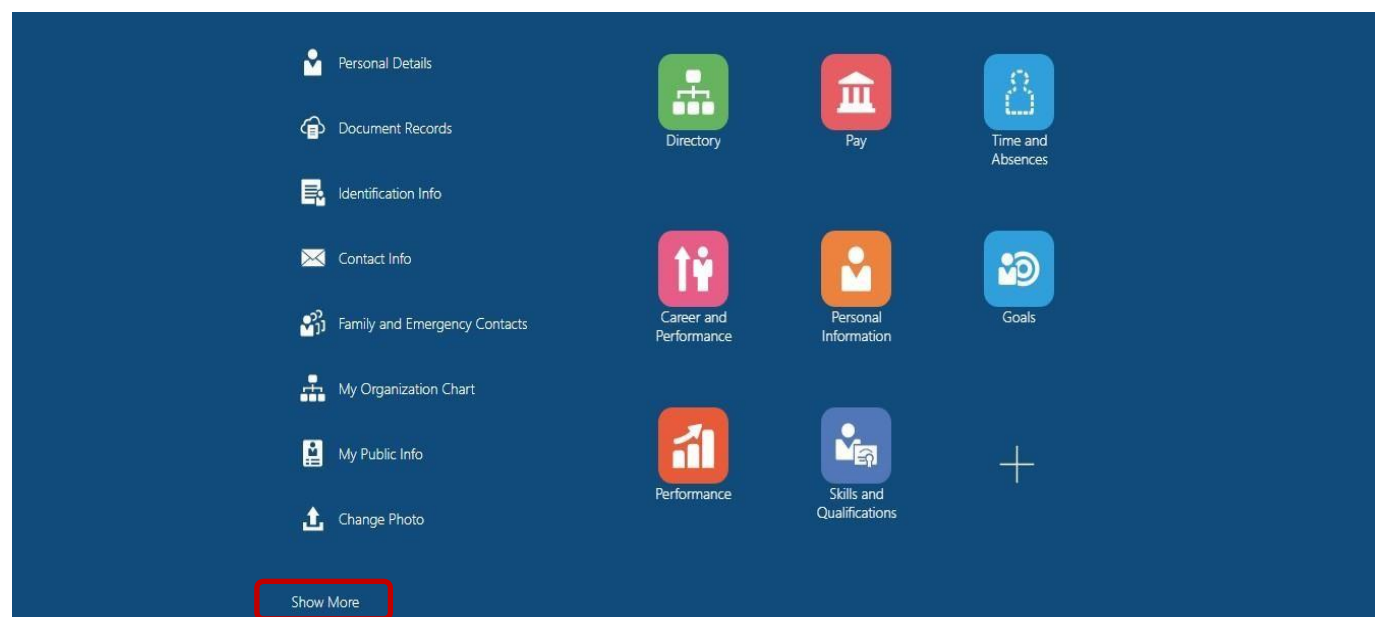
Payment Type  
 Bank Transfer



## 3.2 Submit Resignation

Navigation: Home > Me tab

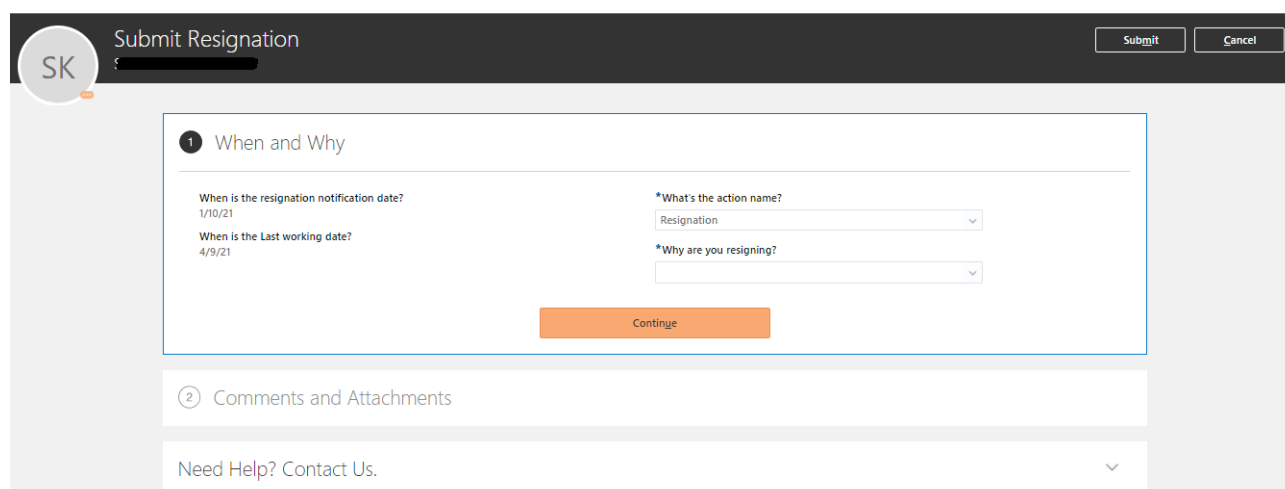
Click Show more and proceed to employment tab



Click on resignation



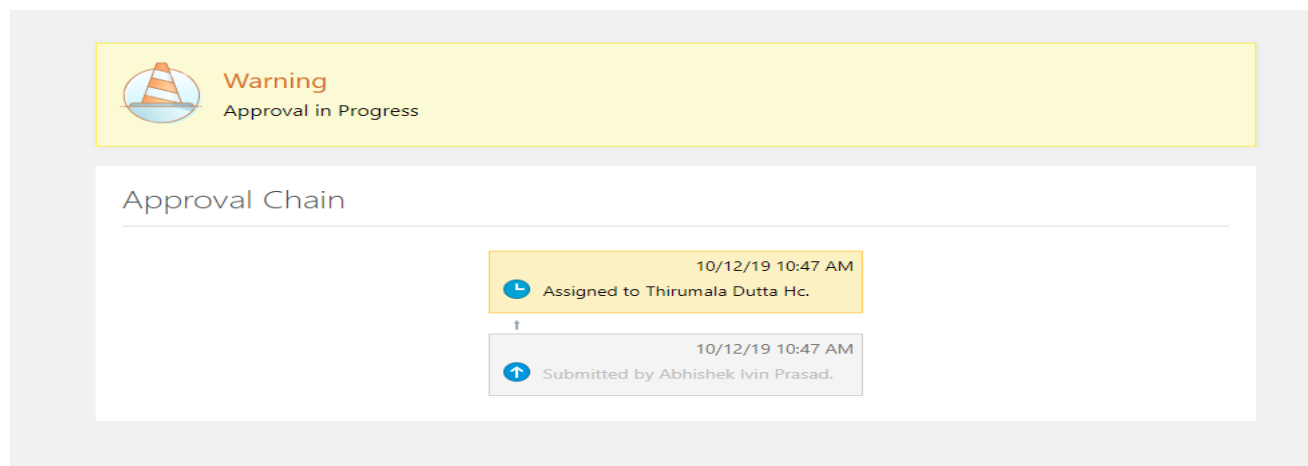
Enter the necessary details. Date of notification and resignation date is auto populated. Date of notification is the date on which resignation is initiated in the system. Resignation date is calculated as per Notice period of the employee


 A screenshot of the 'Submit Resignation' form. The form has a header with the user's initials 'SK' and a title 'Submit Resignation'. There are 'Submit' and 'Cancel' buttons in the top right. The form is divided into two main sections: '1 When and Why' and '2 Comments and Attachments'. The '1 When and Why' section contains the following fields:
 

- 'When is the resignation notification date?' with a value of '1/10/21'.
- 'When is the Last working date?' with a value of '4/9/21'.
- '\*What's the action name?' with a dropdown menu showing 'Resignation'.
- '\*Why are you resigning?' with a dropdown menu.

 There is a 'Continue' button at the bottom of the first section. The '2 Comments and Attachments' section is currently empty. At the bottom, there is a link 'Need Help? Contact Us.'

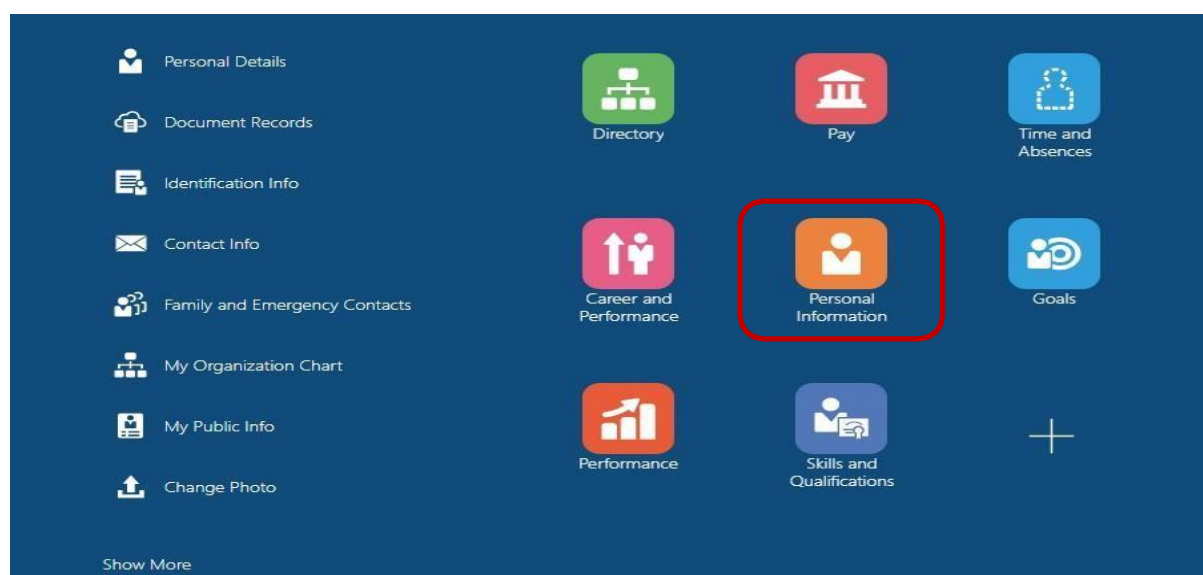
Once resignation is submitted, the following page is displayed



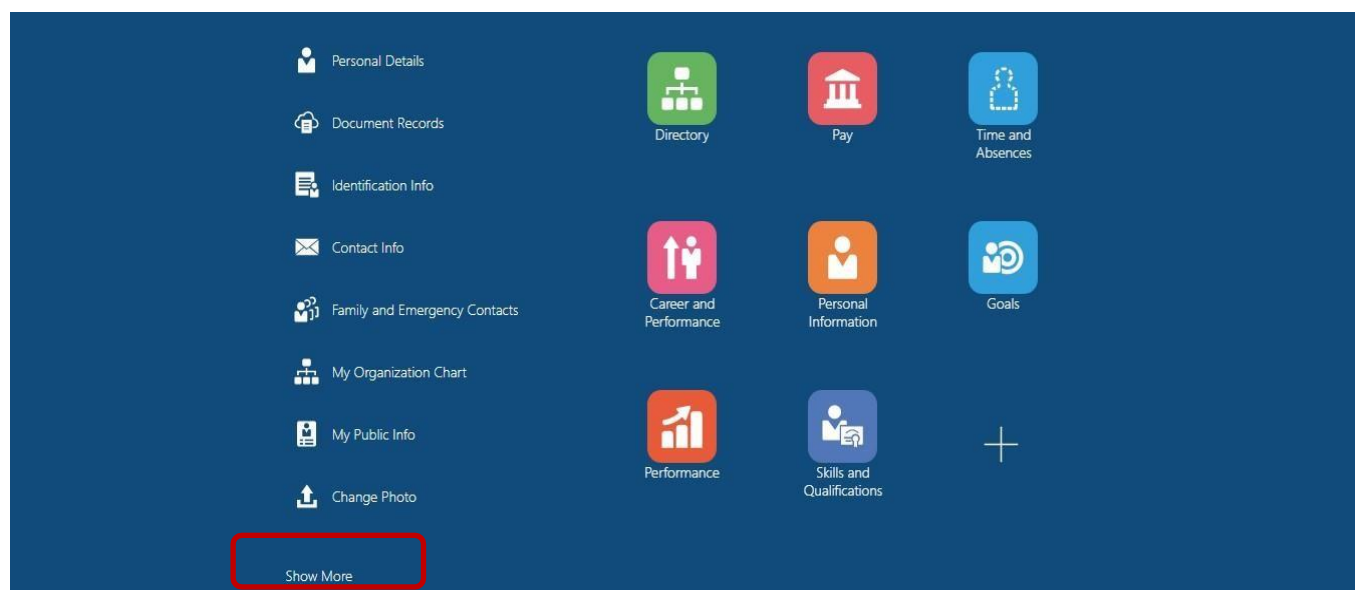
Notification goes to the manager for approval/rejection.

### 3.3 Personal Information

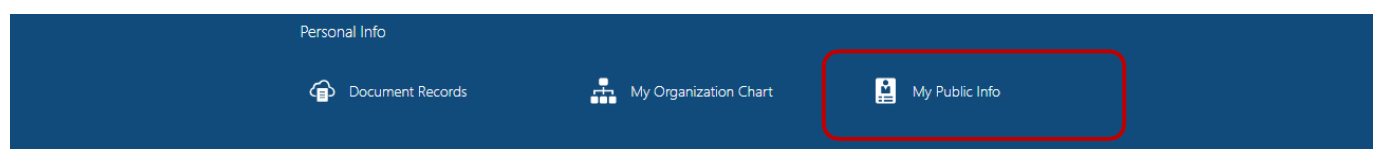
Click Personal Information in Me tab



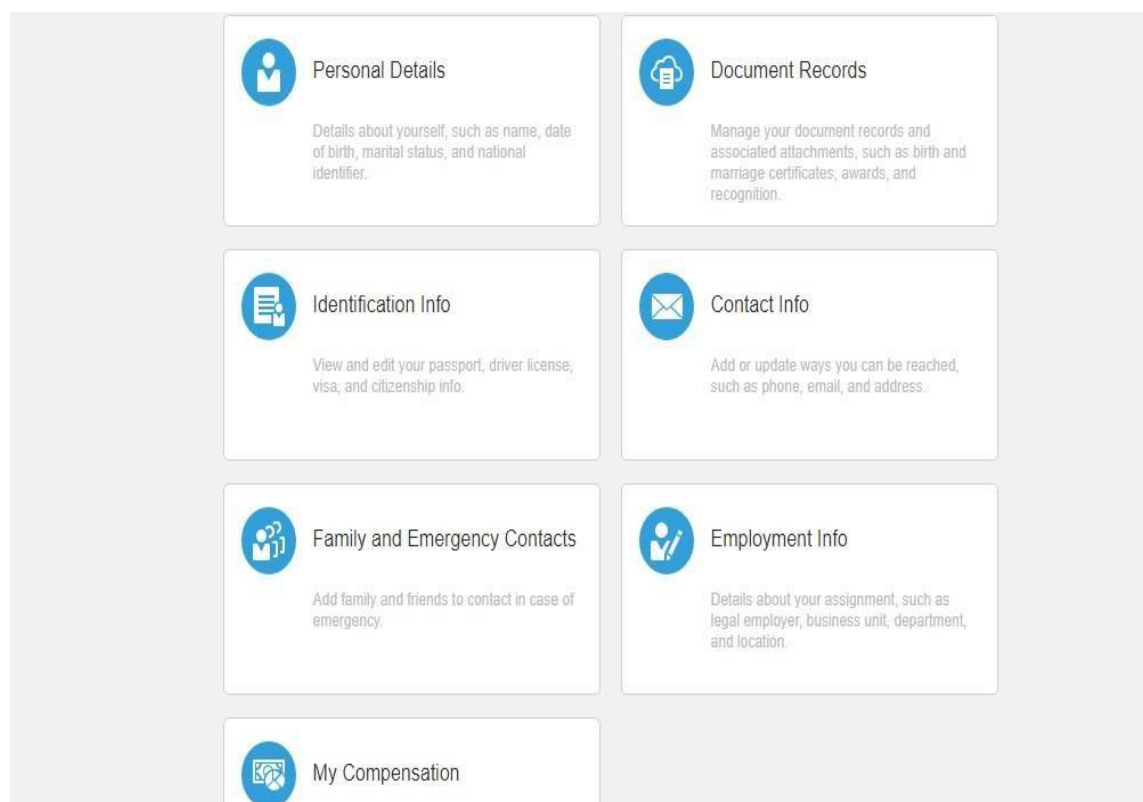
Alternatively, click on show more in Quick Action links.



Then go for Public info in Personal Info



Various options are displayed in Personal Information



Personal Details like Name, Address, emergency contacts, citizenship etc can be entered and updated using the above links. Few screenshots of the above links are displayed below:

### Personal Details

Name

Start Date

4/30/15

Middle Name

Ivin

Title

Mr.

Last Name

Prasad

First Name

Abhishek

Demographic Info

Country

India

Start Date

4/30/15

Religion

Gender

Male

Marital Status

Married

Highest Education Level

G-Bachelor's Level Degree

### Contact Info

Address

+ Add

✓ Mailing Address

NA

NA

NA

NA

NA-412308

Maharashtra

INDIA

Start Date

5/31/17

Emergency

NA

NA

NA

NA

NA-410209

Maharashtra

INDIA

Start Date

4/30/15

Personal Details (Name/Demographic Info/National Identifiers/Biographical Info/Disability Info)

- Name and date of birth is non editable. It appears by default.
- Demographic Info includes country, religion, start date, Marital Status, Gender and Highest education degree. These are editable
- National Identifiers requires employee to choose the respective country and submit Identification details.


## Contact Info:

- It requires employee to enter contact address for communication. There are different types of address – Mailing/ Permanent/Emergency/Work

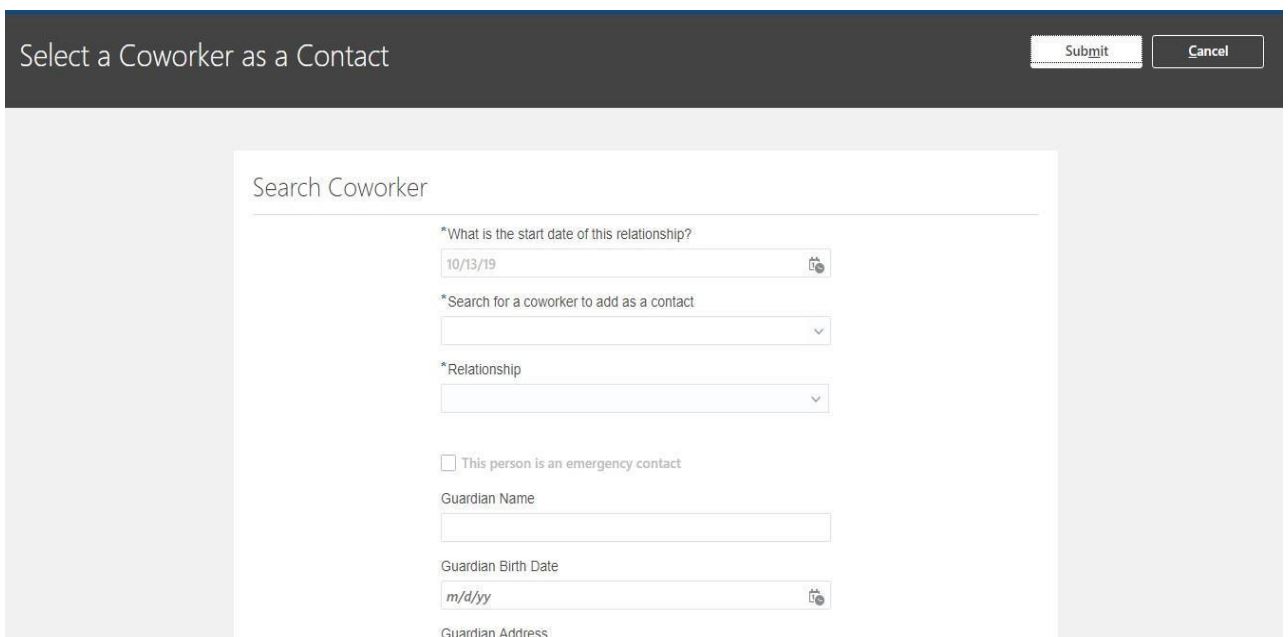
## Family and Emergency Contacts

Employee is required to provide these contacts for the company to communicate during emergency and other unforeseeable circumstances.

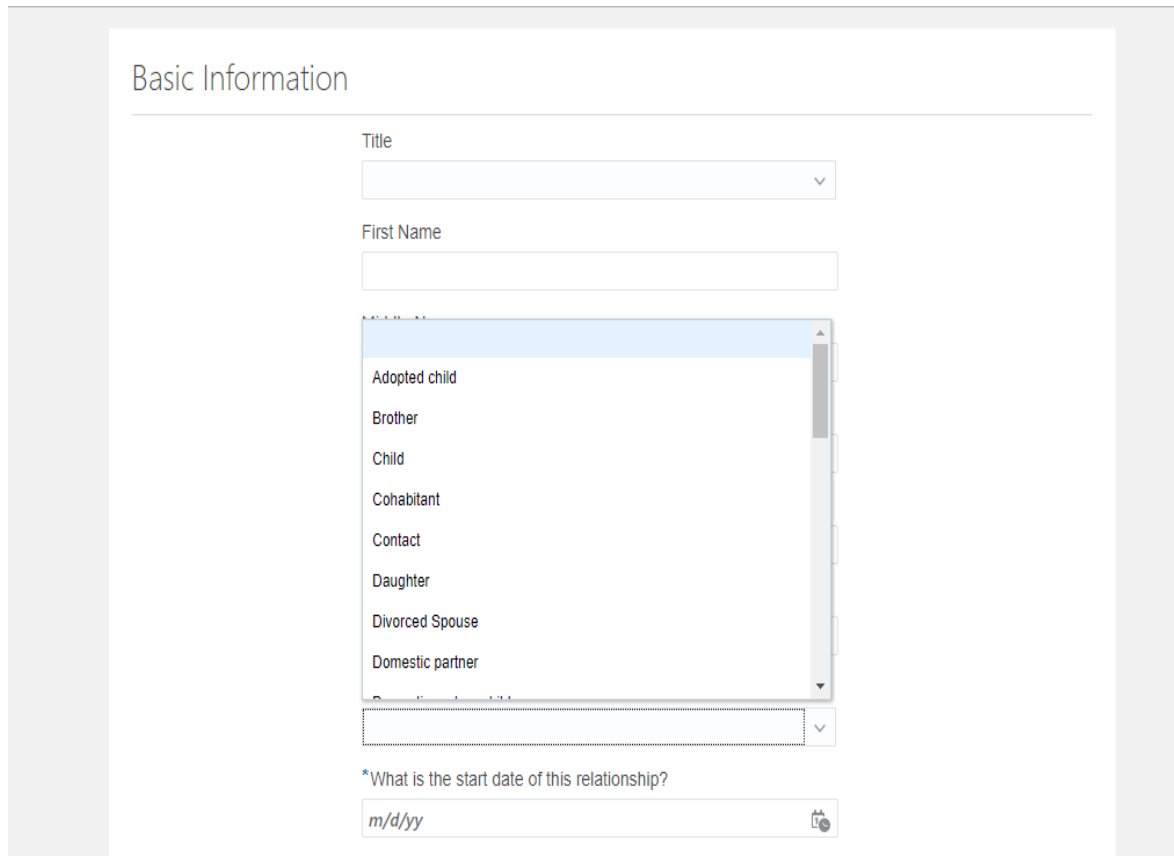
The Employee can add his/her family members and also co-workers.



When the employee selects “Select a co-worker as a contact”, the following page gets displayed



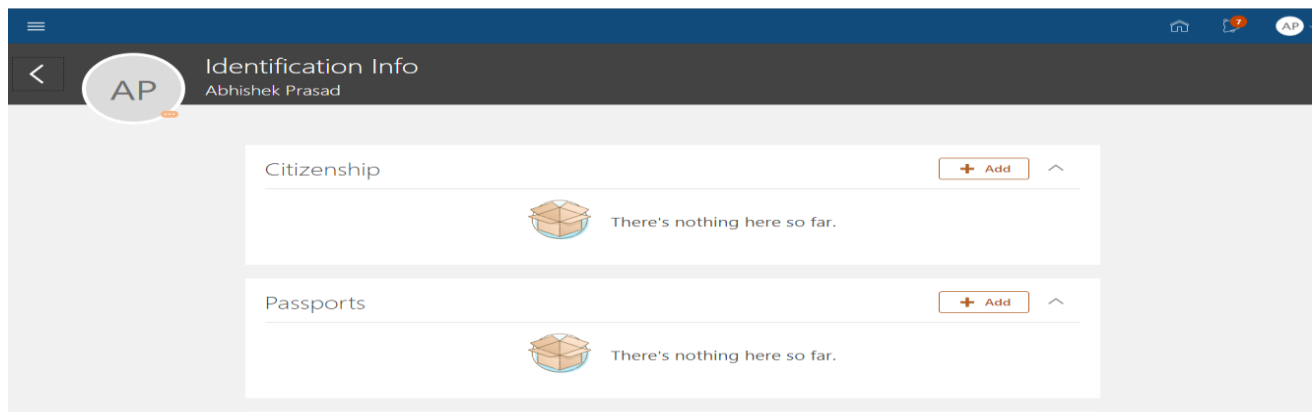
When the employee selects “create a new contact”, the following page gets displayed. The employee can choose any of the relationship available in the options as shown below.



The screenshot shows a web form titled "Basic Information". It contains the following fields:

- Title:** A dropdown menu.
- First Name:** A text input field.
- Relationship:** A dropdown menu with a list of options: Adopted child, Brother, Child, Cohabitant, Contact, Daughter, Divorced Spouse, and Domestic partner.
- Start Date:** A text input field with a label "\*What is the start date of this relationship?" and a date format hint "m/d/yy".

Identification Info: consists of citizenship and passport information

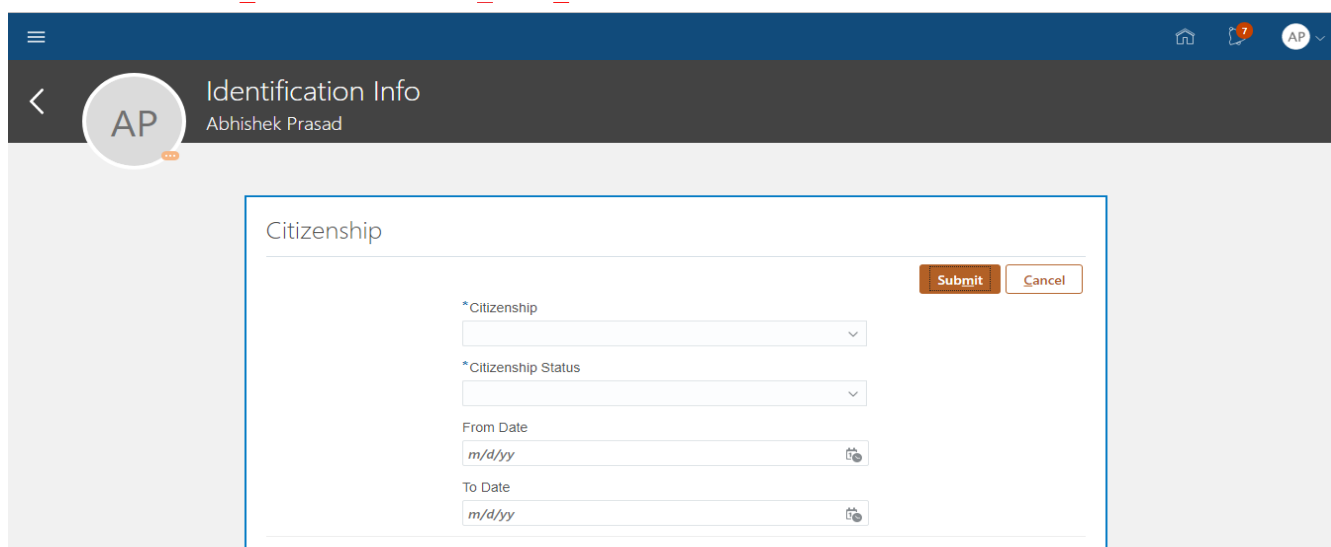


The screenshot shows the "Identification Info" section for a user named Abhishek Prasad (AP). The section is divided into two main categories:

- Citizenship:** A section with a box icon and the text "There's nothing here so far." It includes an "Add" button.
- Passports:** A section with a box icon and the text "There's nothing here so far." It includes an "Add" button.



Click Add to enter the information



Identification Info  
Abhishek Prasad

**Citizenship**

\*Citizenship

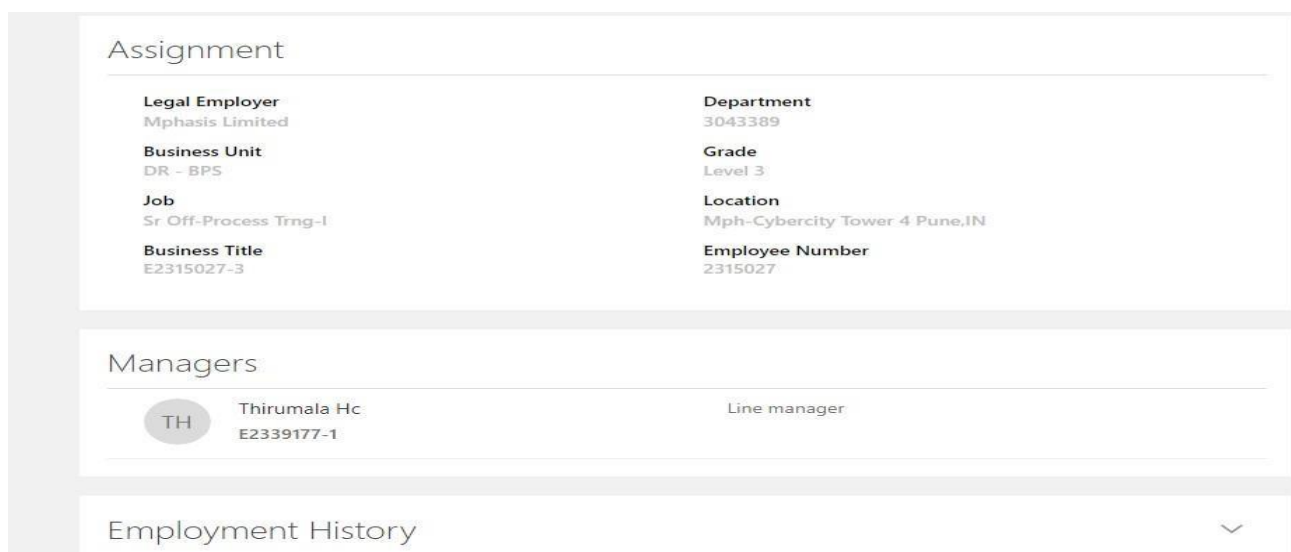
\*Citizenship Status

From Date

To Date

Submit Cancel

**Employment Info and Compensation** provides details of employment number, grade, line manager and current salary. These are non-editable



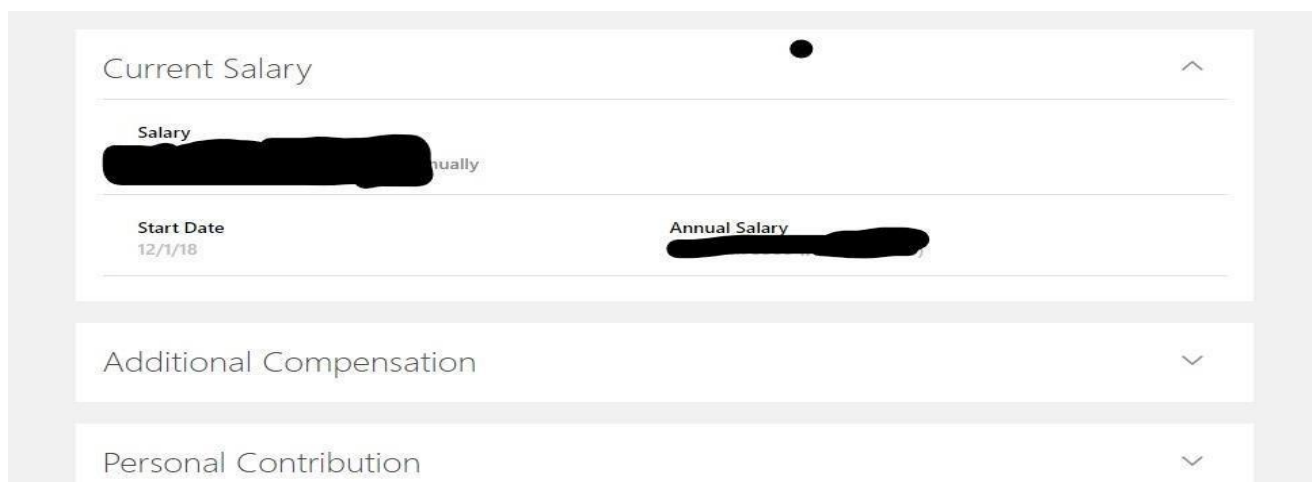
**Assignment**

<b>Legal Employer</b> Mphasis Limited	<b>Department</b> 3043389
<b>Business Unit</b> DR - BPS	<b>Grade</b> Level 3
<b>Job</b> Sr Off-Process Trng-I	<b>Location</b> Mph-Cybercity Tower 4 Pune,IN
<b>Business Title</b> E2315027-3	<b>Employee Number</b> 2315027

**Managers**

TH Thirumala Hc. E2339177-1	Line manager
-----------------------------------	--------------

**Employment History**



**Current Salary**

Salary [REDACTED]	Annually
Start Date 12/1/18	Annual Salary [REDACTED]

**Additional Compensation**

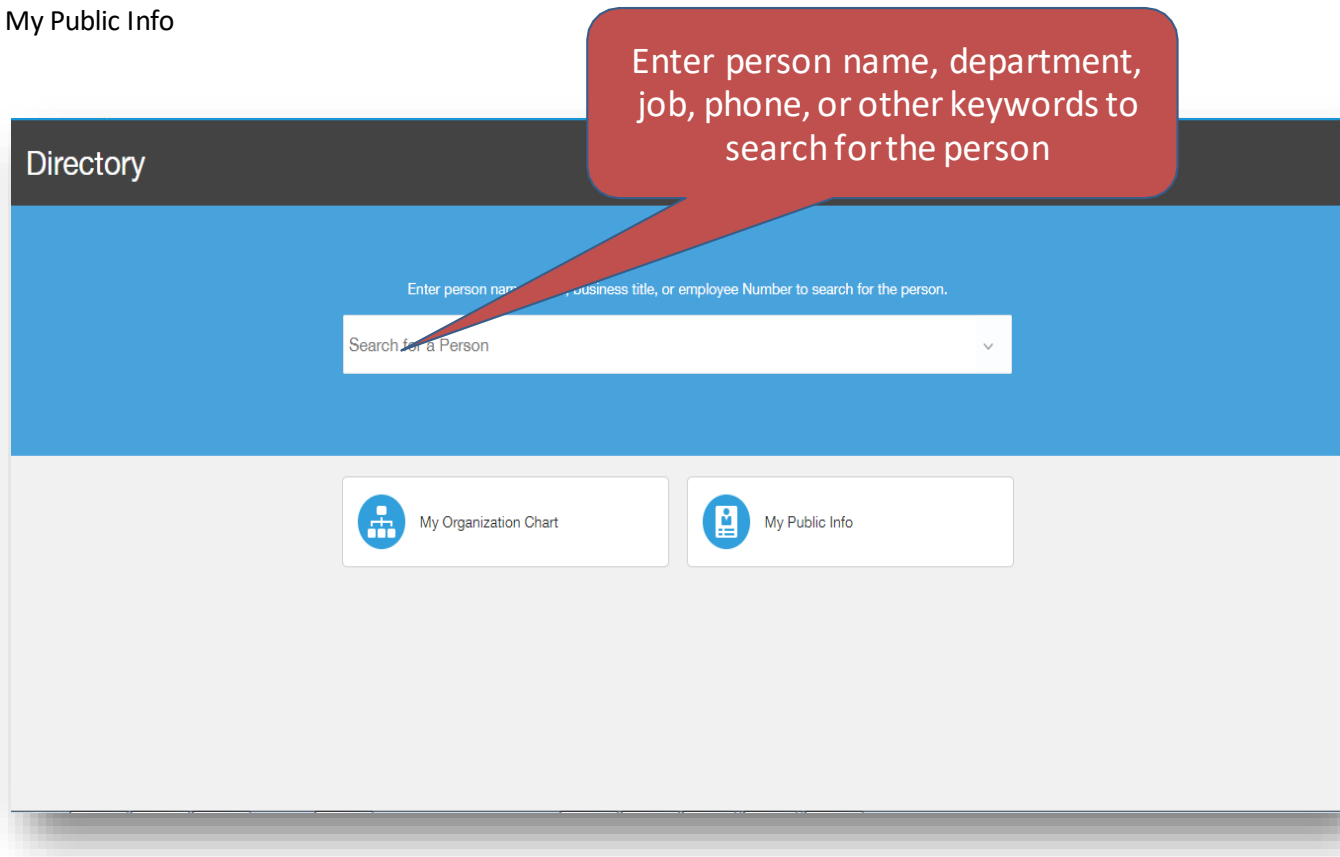
**Personal Contribution**

### 3.4 Directory

Navigation to reach directory is through *Home > Me > Directory*.

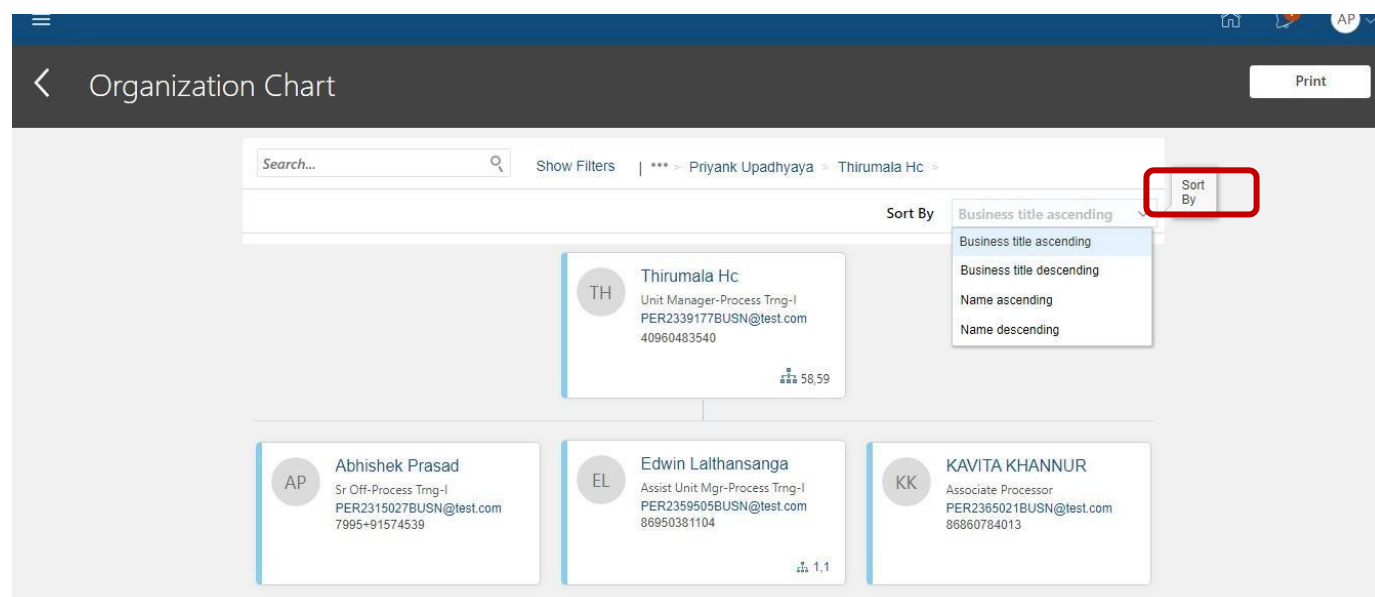
The options on Directory are:

- My Organization Chart
- My Public Info



If an employee clicks Organization chart, it will indicate his/her position in the company with relation to other employees in his line of business

The chart can be arranged based on name/business title (look at sort option)



Use print option to download the organization chart

Configure Printable Organization Chart
Print
Preview

### Print Options

Organization Head  
Thirumala Hc

\*Levels to Display  
1

File Format  
SVG

\*Fields to Display  
Business Title;Directs;Name

Layout Definition  
Group Last Level


Orientation  
☐ Horizontal  
☒ Vertical


Click on 'My Public Info' to view which details of employee is available to others in the organization

Directory

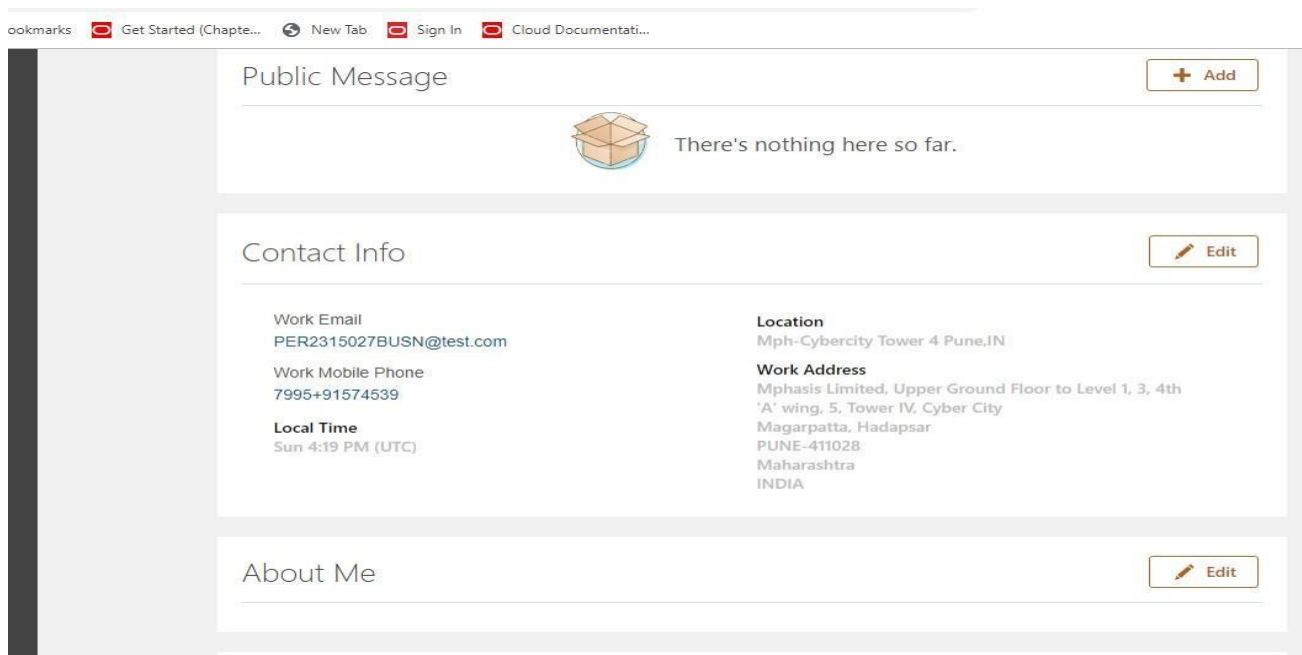
Enter person name, email, business title, or employee Number to search for the person.

Search for a Person


My Organization Chart


My Public Info

The following screen will be displayed:



Public Message + Add

There's nothing here so far.

Contact Info Edit

Work Email  
PER2315027BUSN@test.com

Work Mobile Phone  
7995+91574539

Local Time  
Sun 4:19 PM (UTC)

Location  
Mph-Cybercity Tower 4 Pune,IN

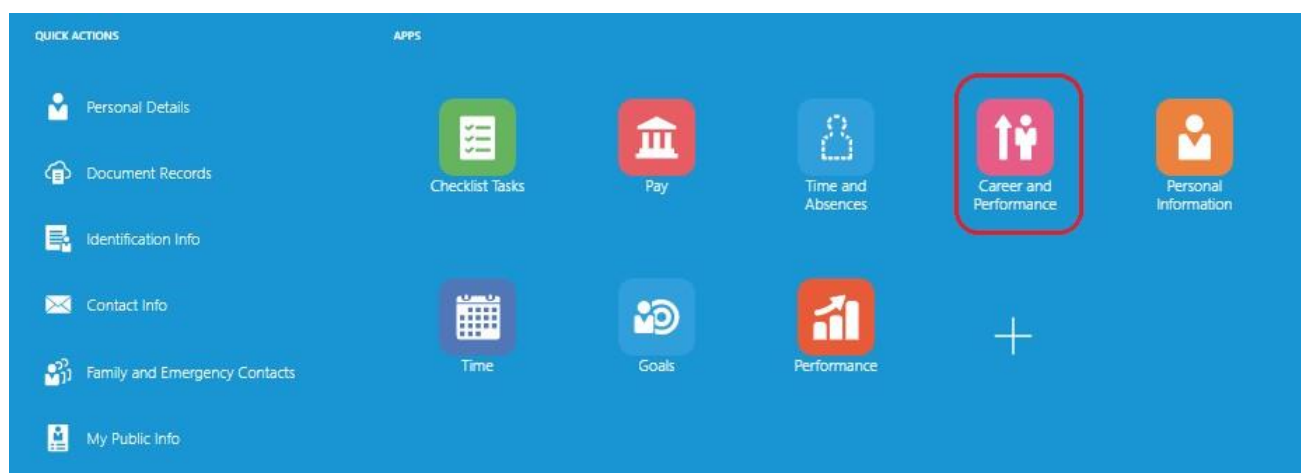
Work Address  
Mphasis Limited, Upper Ground Floor to Level 1, 3, 4th  
'A' wing, 5, Tower IV, Cyber City  
Magarpatta, Hadapsar  
PUNE-411028  
Maharashtra  
INDIA

About Me Edit

## 3.5 Skills and Qualifications

In Skills and Qualifications, the employee can view past ratings

Navigation: Home > Me tab > Career and Performance > Skills and Qualifications



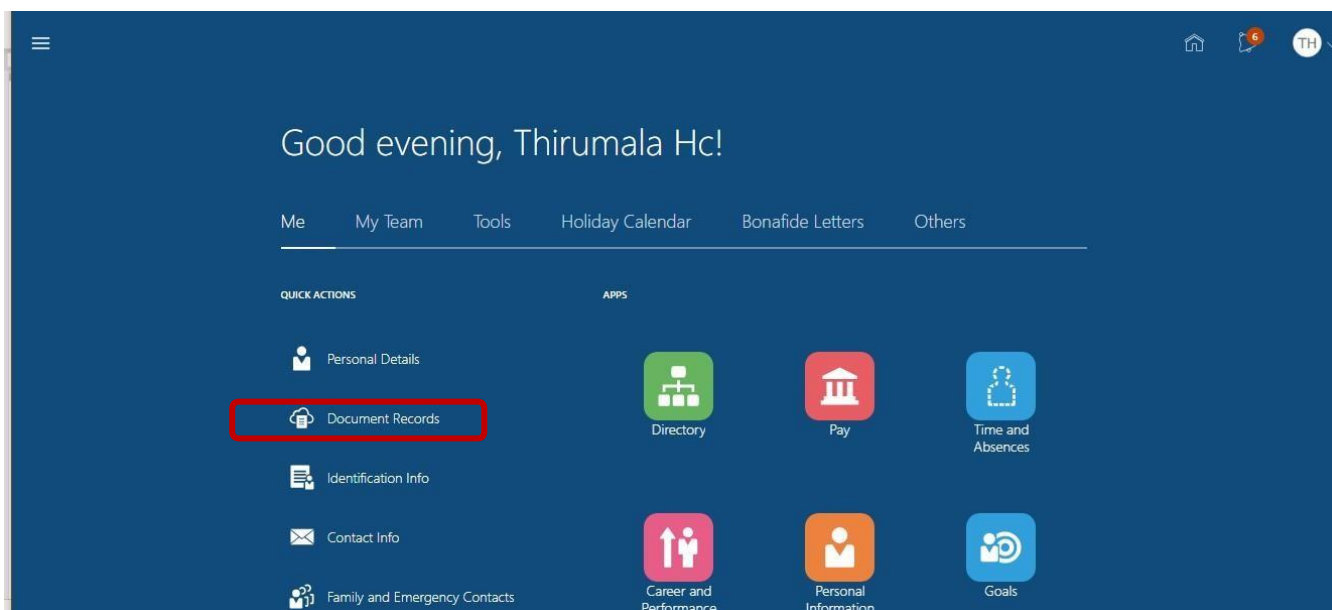
Click edit to look at the past performance ratings

Skills and Qualifications	
[REDACTED]	
Past Performance Ratings	
Performance Review Start Date	Performance Review End date
4/1/18	3/31/19
Final Performance Rating	Performance Review Name
5	Annual Performance Review - 2019
Performance Review Start Date	Performance Review End date
4/1/18	9/30/18
Final Performance Rating	Performance Review Name
0	Mid Year Review - 2018

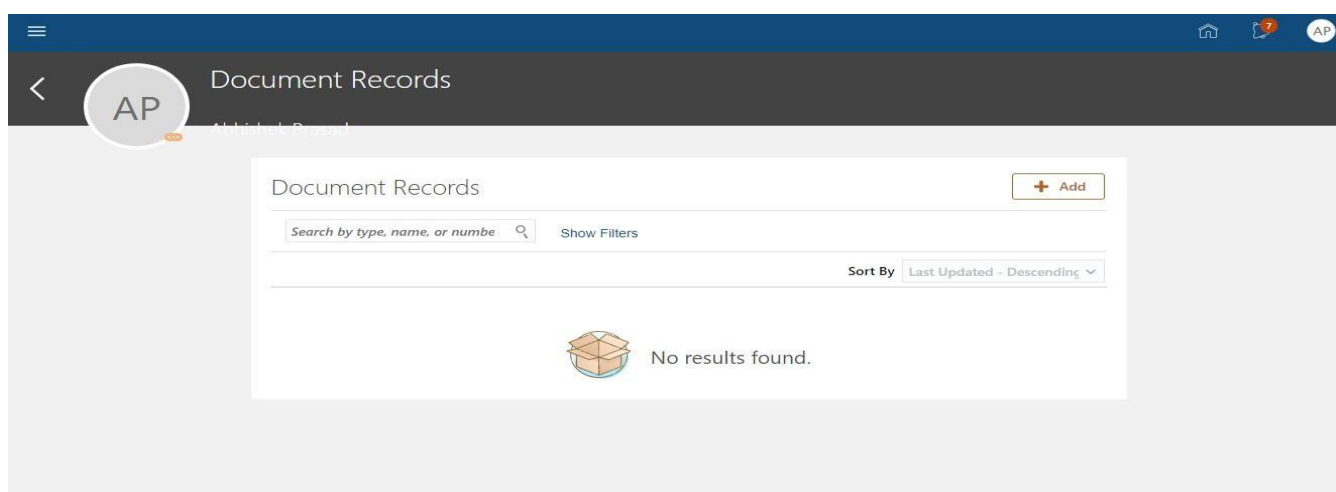
## 3.6 Document Records

Document Records can be used to manage your document records and associated attachments, such as birth and marriage certificates, awards, and recognitions

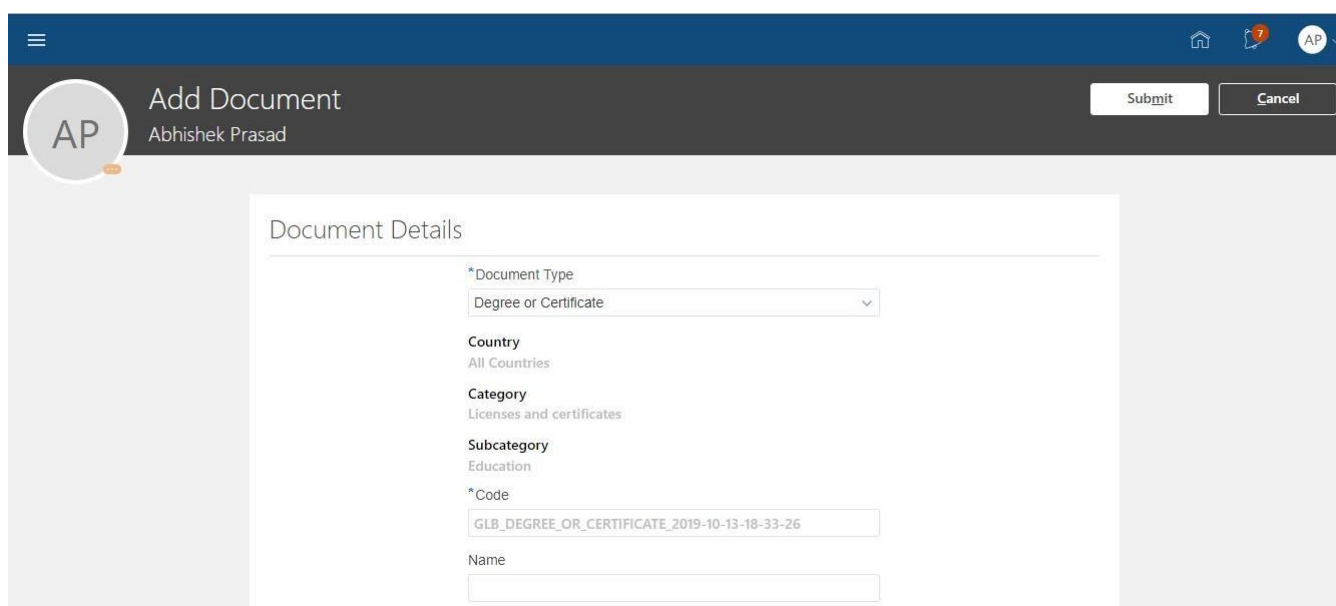
Click Document Records in Quick Action links under Me tab.



Click Add to submit documents

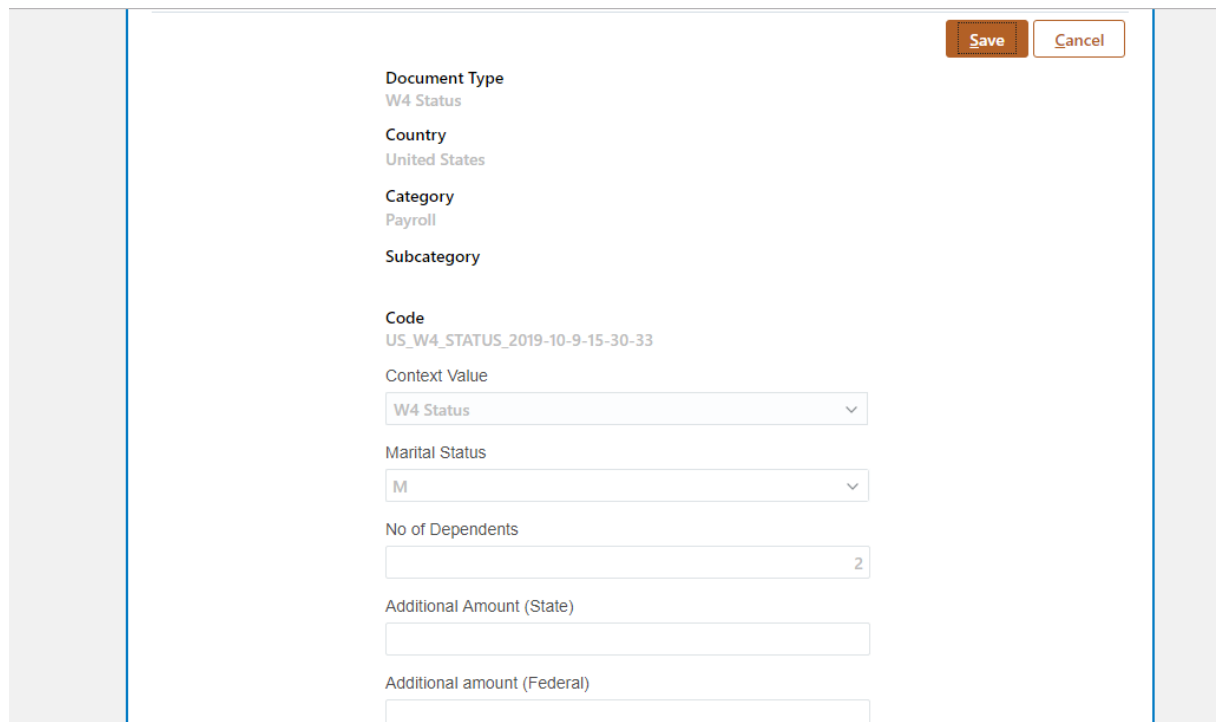


Suppose the employee wants to submit education documents. Select the category from document type and enter the details





Please Note that employee in USA should submit W4 documents. Choose W4 status document type. The context value should be W4 Status. Please enter the marital status and dependants. Enter the amount for state and federal accordingly.



Document Type  
W4 Status

Country  
United States

Category  
Payroll

Subcategory

Code  
US\_W4\_STATUS\_2019-10-9-15-30-33

Context Value  
W4 Status

Marital Status  
M

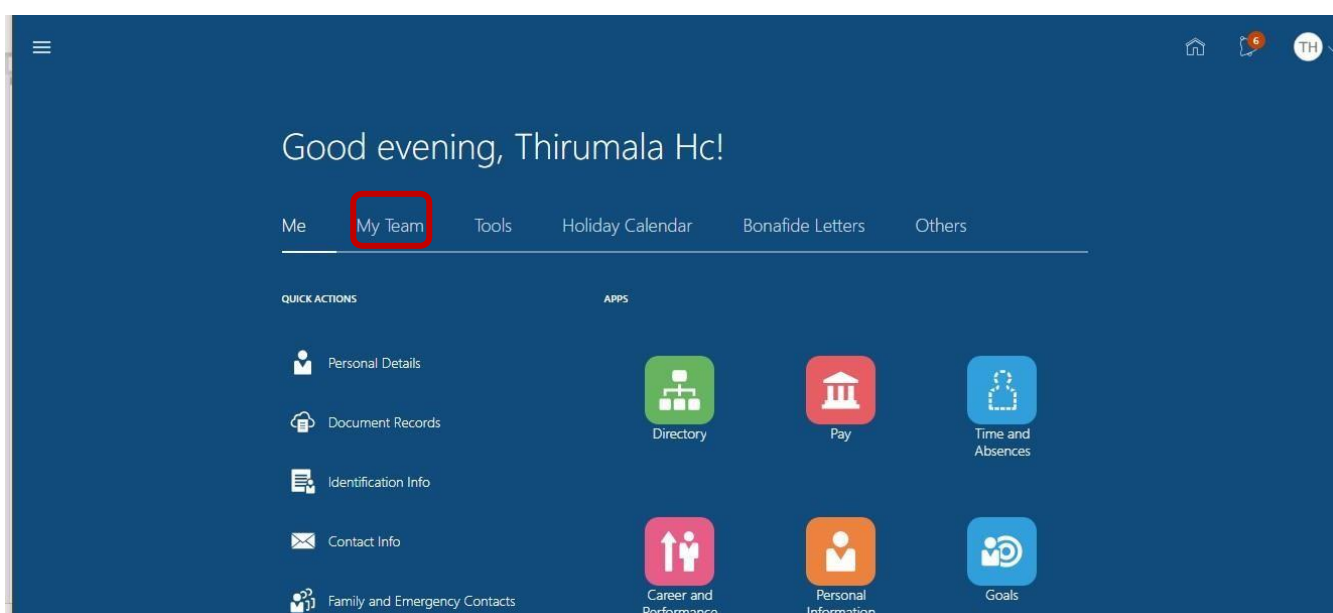
No of Dependents  
2

Additional Amount (State)

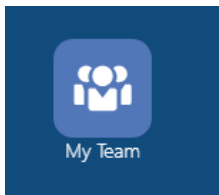
Additional amount (Federal)

Save Cancel

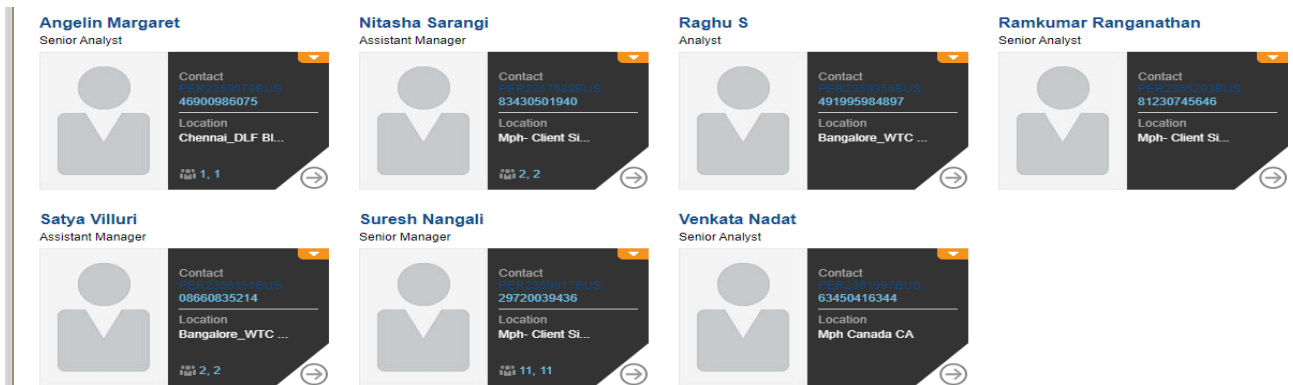
#### 4. Icons In “My Team” tab – (Core HR for Managers)



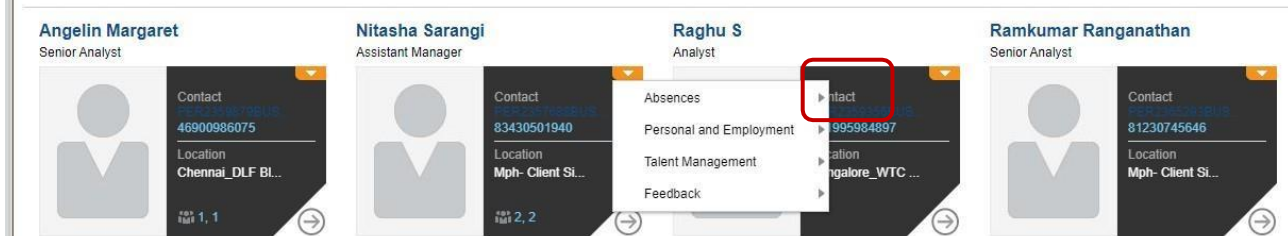
The “My team” icon gives the basic introduction to the employees directly reporting to the manager



The icon leads to the following page



The orange button could be used by the manager for various options as shown below:

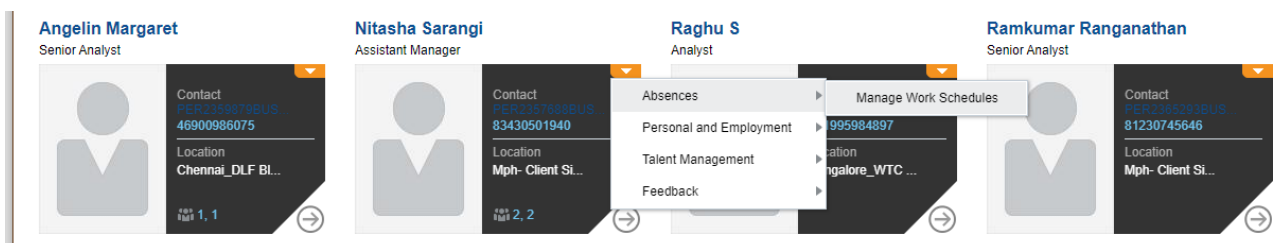


The following are the navigations under ‘My Team’

**My Team** – All Manager actions can be performed under ‘MyTeam’ that include

- Personal and Employment
- Absences
- Talent Management
- Feedback

## 4.1 My team - Absences



Hide

Assignment Number E2357688-1  
Department 3033663

Job Assistant Manager  
Location Mph- Client Site New York US

Schedules

View Format + X View Calendar

Click on the “+” icon

Start Date	End Date	Name	Effective from Date	Effective to Date	Category	Primary
1/1/19	1/1/29	5DAYSHIFTSUNSAT	1/1/90	1/1/29		Yes

5DAYSHIFTSUNSAT: Exceptions

View Format +

Select a schedule from the drop down

Type	Name	Start Date	End Date	Availability
------	------	------------	----------	--------------

Click on ‘Review’ and submit

Manage Schedule Assignment

Actions Printable Page Review Save Submit Cancel

## 4.2 My Team - Personal and Employment

- Change Legal Employer
- Change Location
- Change Manager
- Manage Document Records
- Manage Work Relationship
- Termination
- Transfer

### Change Manager

In case the Line Manager needs to be changed for any of the ‘Direct Reports’, click on ‘Change Manager’  
 Navigation: Home > My team tab > My team icon. Click “Change Manager” in Person and Employment link under Action button (orange button)

My Team

Filter Thirumala Hc Unit Manager-Process Trng-1 View Matrix Chart

<b>Abhishek Prasad</b> Sr Off-Process Trng-I Contact: 7995+91574539 Location: Mph-Cybercity ...	<b>Ajay K</b> Associate Processor Contact: 9494+71274955 Location: Bangalore_Masc...	<b>Akash N</b> Associate Processor Contact: 8399+41620854 Location: Bangalore_Masc...	<b>Ashok B</b> Associate Processor Absences Personal and Employment Talent Management Feedback
<b>Bagahati Patro</b> Processor Contact: 11710460927 Location: Bangalore_Masc...	<b>Bala K</b> Processor Contact: 45970998548 Location: Bangalore_Masc...	<b>Bhaskar Aakula</b> Processor Contact: 23980461046 Location: Bangalore_Masc...	<b>CHAKRAPANI Sane</b> Associate Processor Add Assignment Change Legal Employer Change Location Change Manager Manage Document Records Manage Work Relationship Termination Transfer

Click Continue

PX

**Change Manager**  
 Pooja X

Continue
Cancel

What info do you want to manage?

Input the start date and reason for 'Manager Change

PX

**Change Manager**  
 Pooja X

Submit
Cancel

1
When and Why

\*When does the manager change start?

5/19/19

Why are you changing the manager?

Transfer of Manager

Continue

Click Edit

2
Managers

+ Add

TI

Terrence Ingram  
P2228662

Line manager

Edit

Continue

Input the new manager name

1
When and Why

Edit

2
Managers

Delete
OK
Cancel

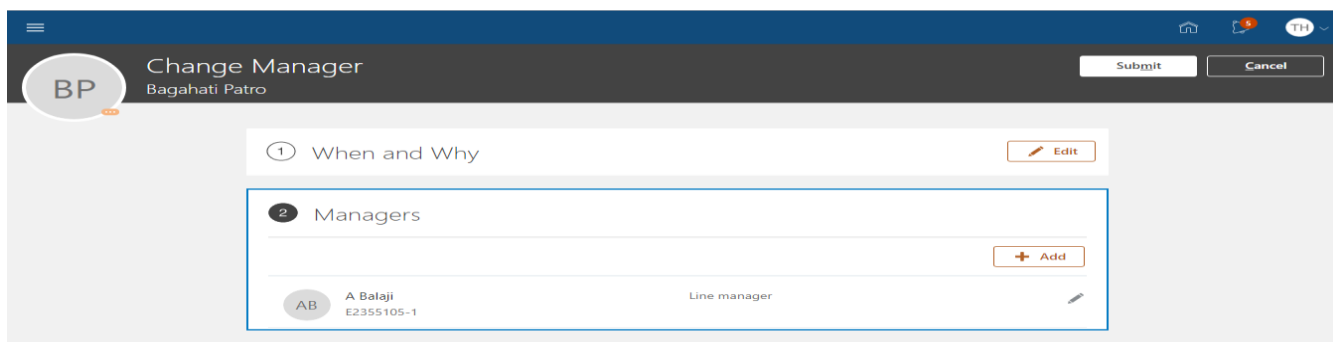
\*Name

A Balaji

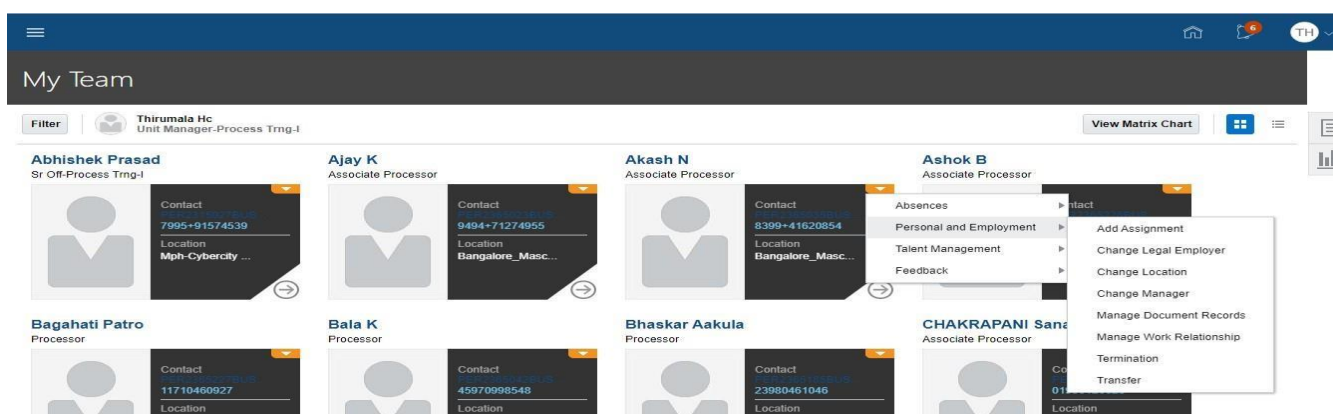
Type

Line manager

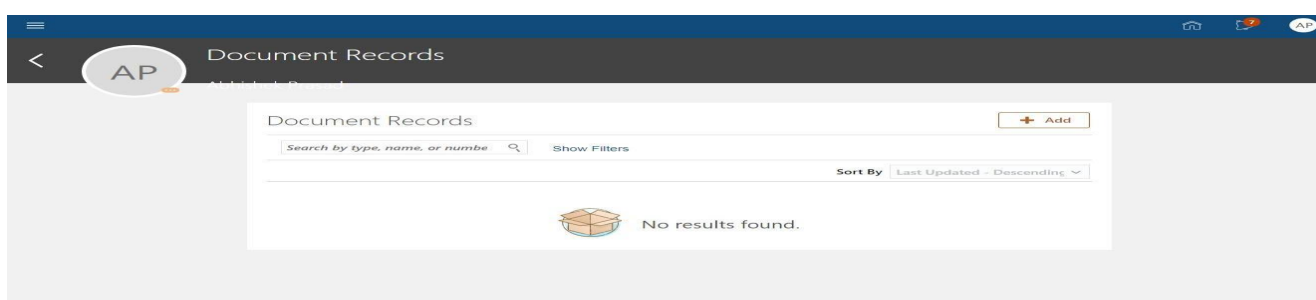
Click Ok and then Submit



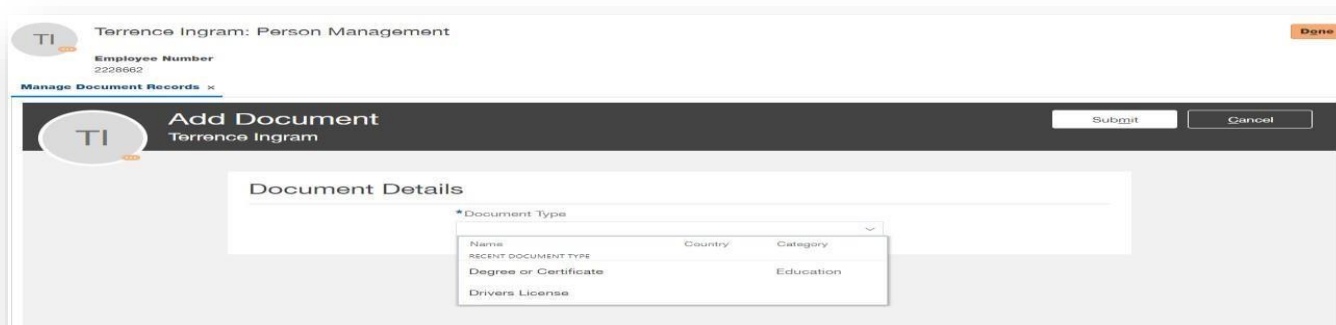
**Manage Document Records** – By clicking on Manage document records, Line Manager can use this option to upload any important documents against employees reporting to him/her.



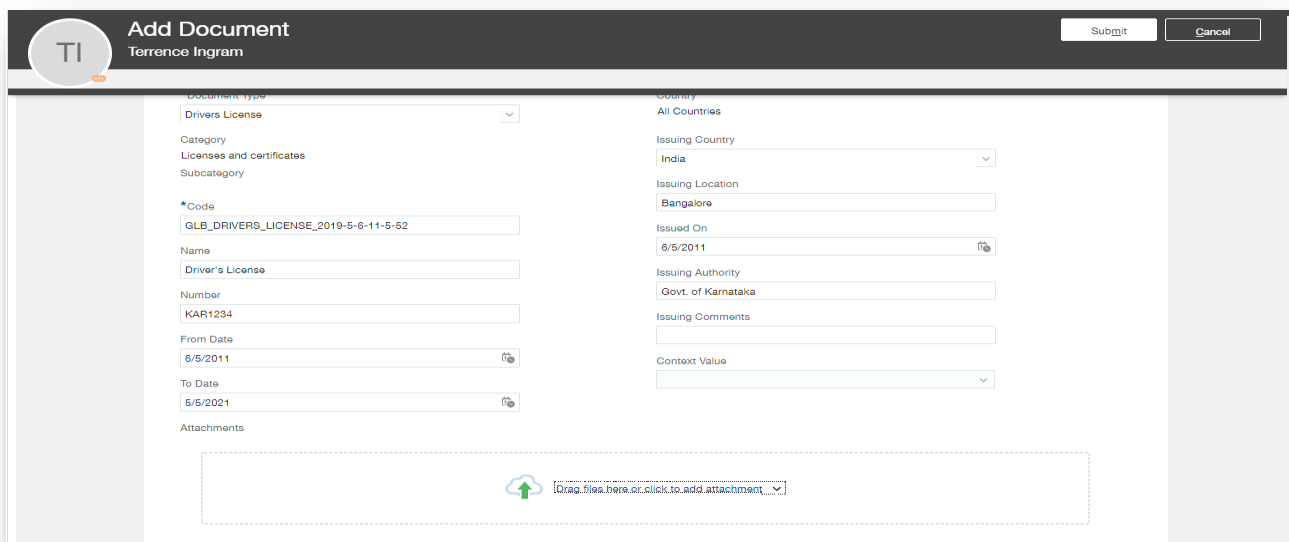
Click add



Select the required document type



Type the required information and submit



### Termination:

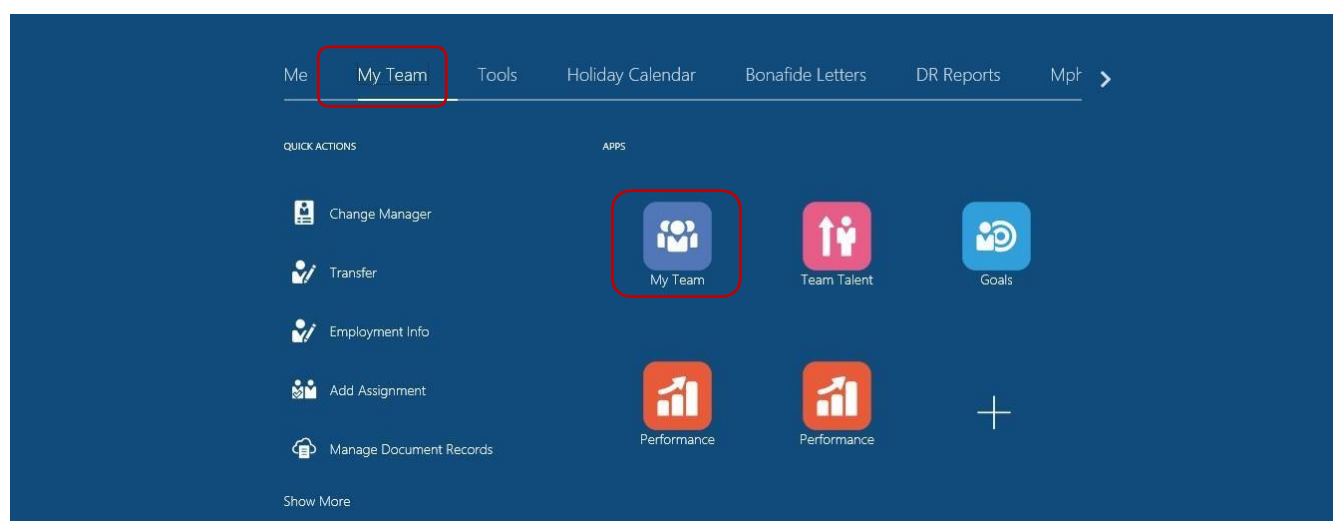
Manager initiated separation could be due to any reasons like:

- Vol - Health Reasons
- Absence without Intimation (AWOI)
- Vol – Continuing Education

In case of any of the reasons the Line Manager initiates the termination process for an employee, he/she must provide the reason for the termination and then submits for approval.

Navigation: Home>My Team

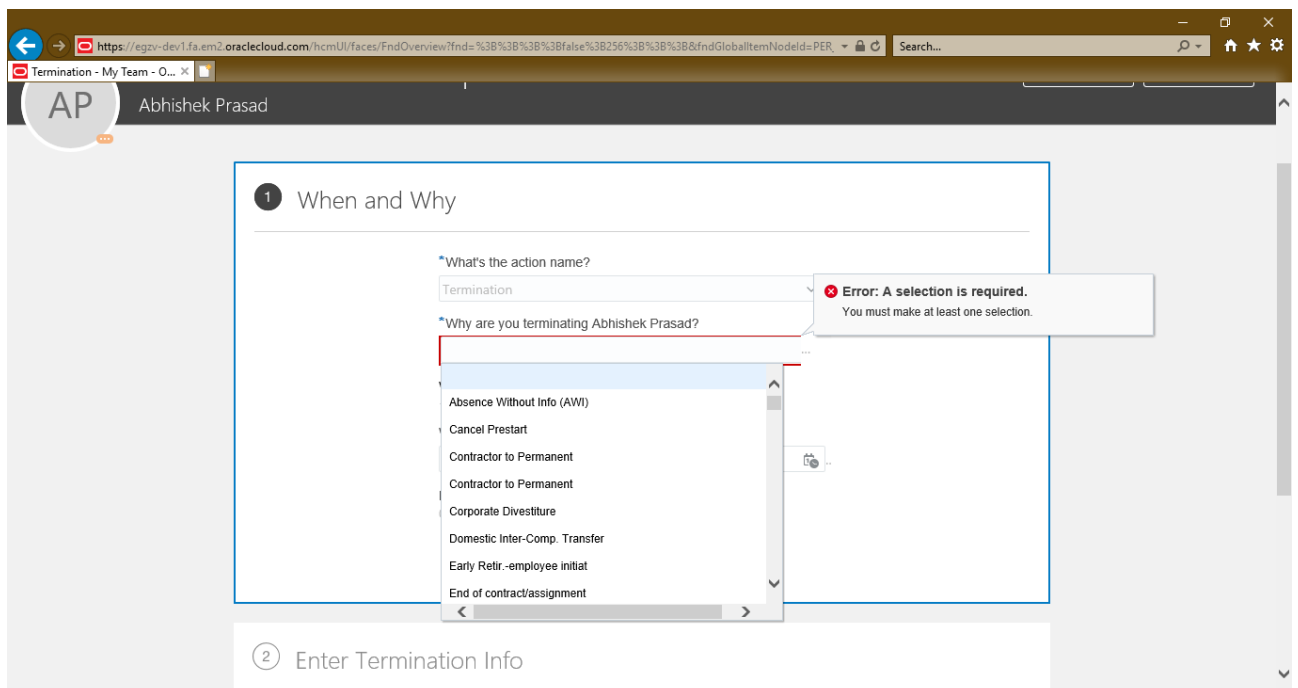
Click on My Team icon in My Team Tab



The Manager initiates termination of a particular employee. Click on Personal and employment and proceed for terminate option



Choose the appropriate reason and submit for termination



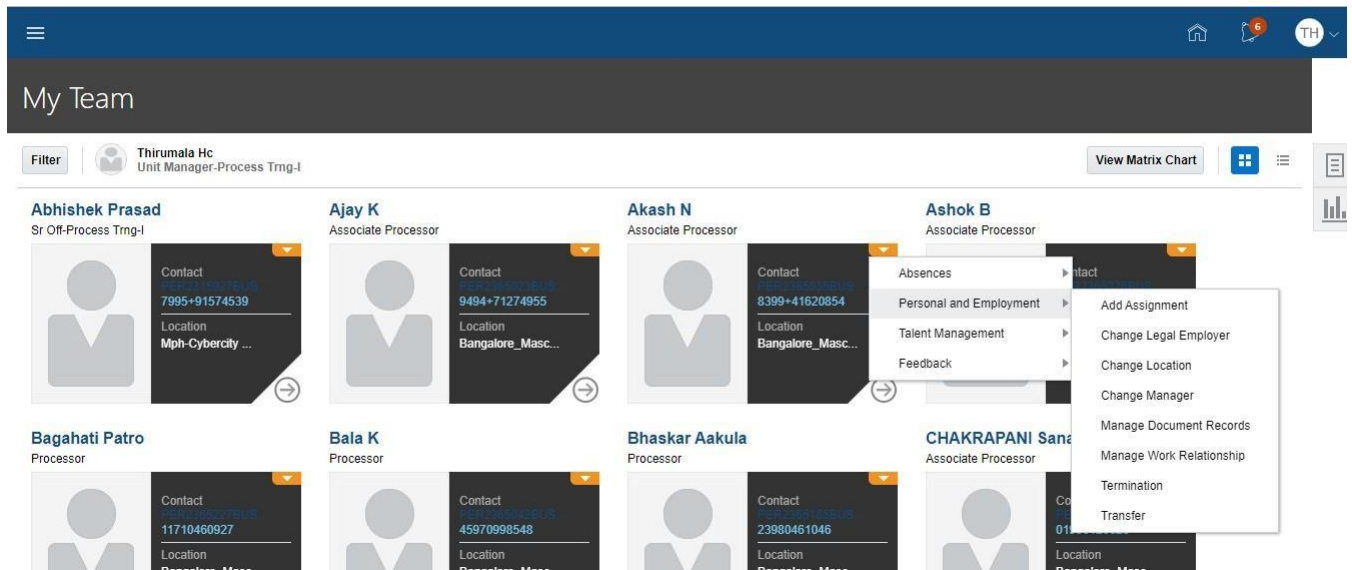
## Change location

Manager can change the location of the employees reporting to him / her

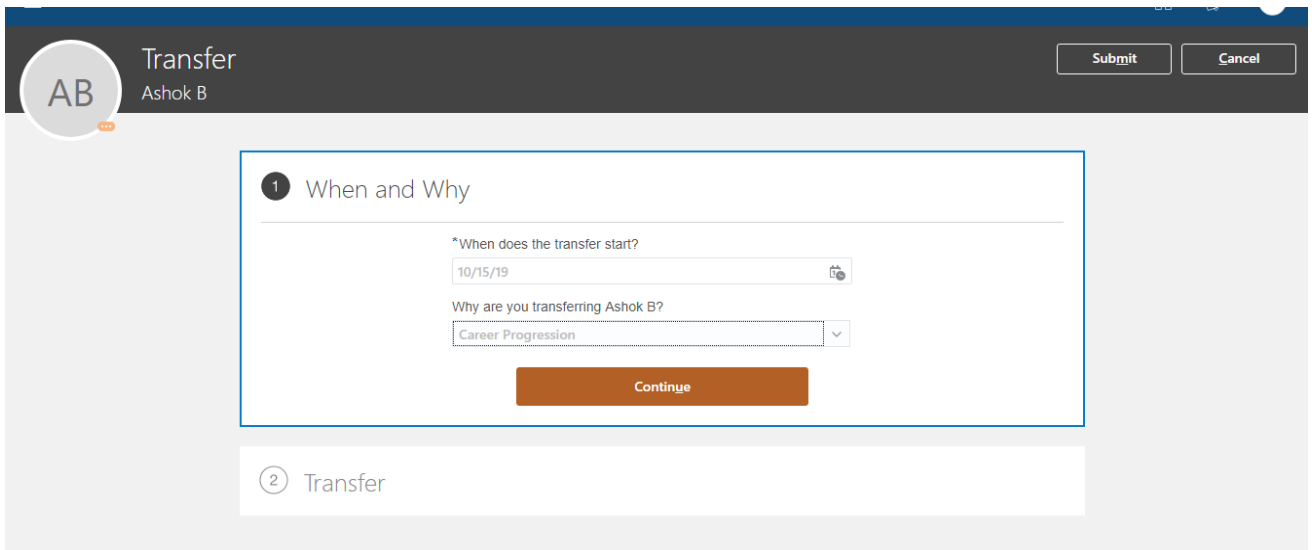
Navigation: Home>My Team

Click on My Team icon in My Team Tab

Select change location from personal and employment in action menu (orange button)



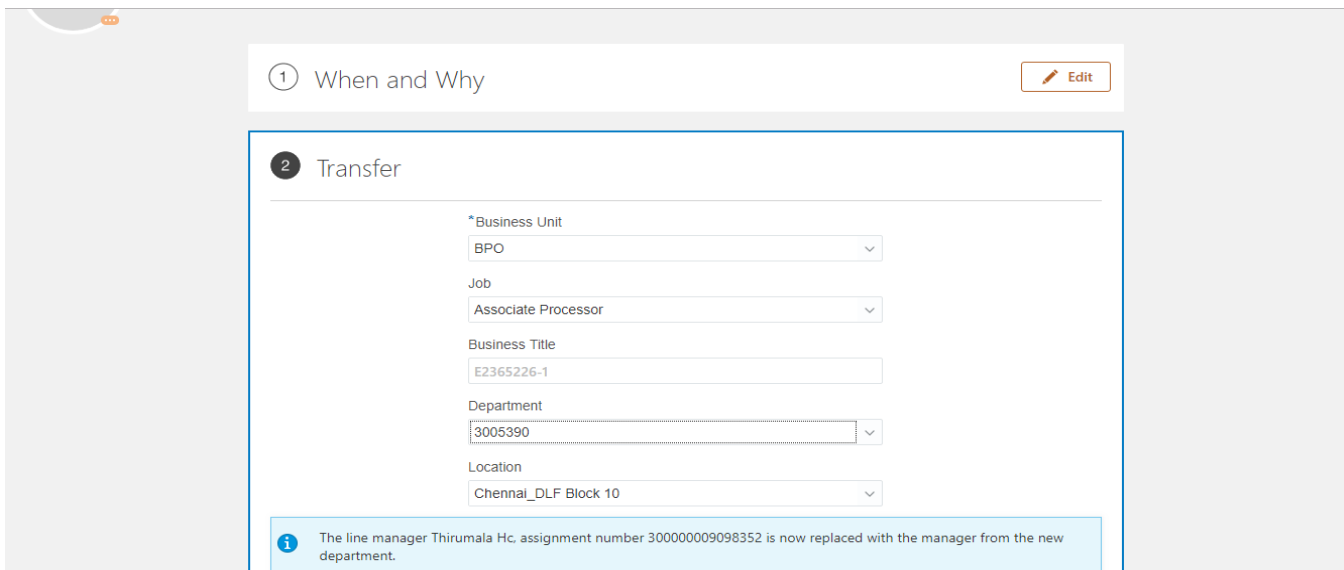
Indicate the date of transfer and reason for change


 The screenshot shows the 'Transfer' form for Ashok B. The header includes a circular profile icon with 'AB', the title 'Transfer', and the name 'Ashok B'. There are 'Submit' and 'Cancel' buttons. The form is divided into two steps: 
 

- When and Why**: This step contains two fields. The first is '\*When does the transfer start?' with a date input field showing '10/15/19' and a calendar icon. The second is 'Why are you transferring Ashok B?' with a dropdown menu showing 'Career Progression'. A blue 'Continue' button is at the bottom of this section.
- Transfer**: This step is currently empty.



Change the location and then click submit



Similar procedure has to be followed for transfer

### 4.3 Resignation

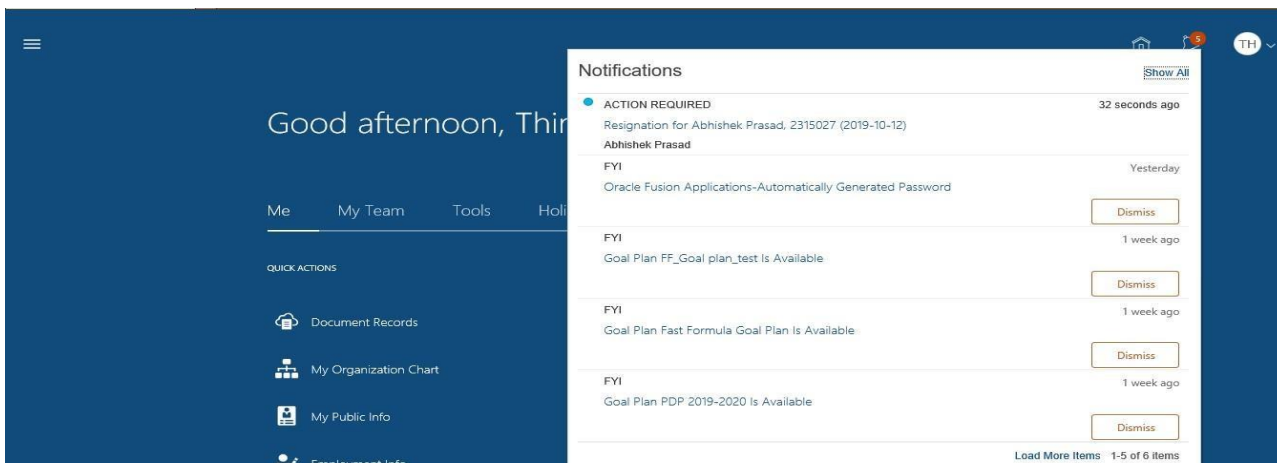
The Manager can choose to edit/approve/reject the resignation submitted by the employee  
 The following scenarios are possible during resignation process:

**Resignation Approval:** Once an employee has a discussion with Manager and submits the resignation, the Manager approves on the system

**Withdrawal of resignation before approval:** If the employee wishes to stay back after the resignation is submitted and is yet to be approved by the Manager, the Manager can reject the resignation.

**Withdrawal of resignation after approval:** After the employee's resignation is approved by the Manager, if the employee wishes to withdraw resignation, the withdrawal can be done by the Manager by doing 'Reverse termination' of the employee before Last working day.

If an employee submits resignation, the manager will get notification in the system. The Manager should click on the bell icon and proceed to the notification "Action Required" as shown below.



The manager has options to edit (change resignation date/ change reasons), approve or reject.

Resignation for Abhishek Prasad, 2315027 (2019-10-12)

Edit Actions Approve Reject

**Resignation**  
**Abhishek Prasad**  
 Person Number 2315027  
 Reason **Personal Reasons**  
 Effective 2019-10-12

**Termination Details**


Name	Abhishek Prasad
Legal Employer	Mphasis Limited
Notification Date	2019-10-12
Termination Date	2019-10-12
Revoke User Access	After termination
Recommended for Rehire	Not Specified

**Approvers**

Assigned to	Thirumala Hc	10/12/19 10:47 AM
-------------	--------------	-------------------

### 4.3.1 Edit option

The Manager can change the resignation date (last working date) of the employee


**Submit Resignation**  
 Abhishek Prasad

Submit Cancel

**1 When and Why**


\*Why are you resigning?  
 Personal Reasons

Date of notification of the resignation  
 10/12/19

When is the resignation date?  
 10/12/19

Continue

The Manager can change the below inputs


**Submit Resignation**  
 Abhishek Prasad

Submit Cancel

**1 When and Why**

Edit

**2 Enter Termination Info**

Revoke User Access  
 After termination

Recommended for Rehire  
 Not Specified

No  
 Not Specified  
 Yes

300000014378912

Continue

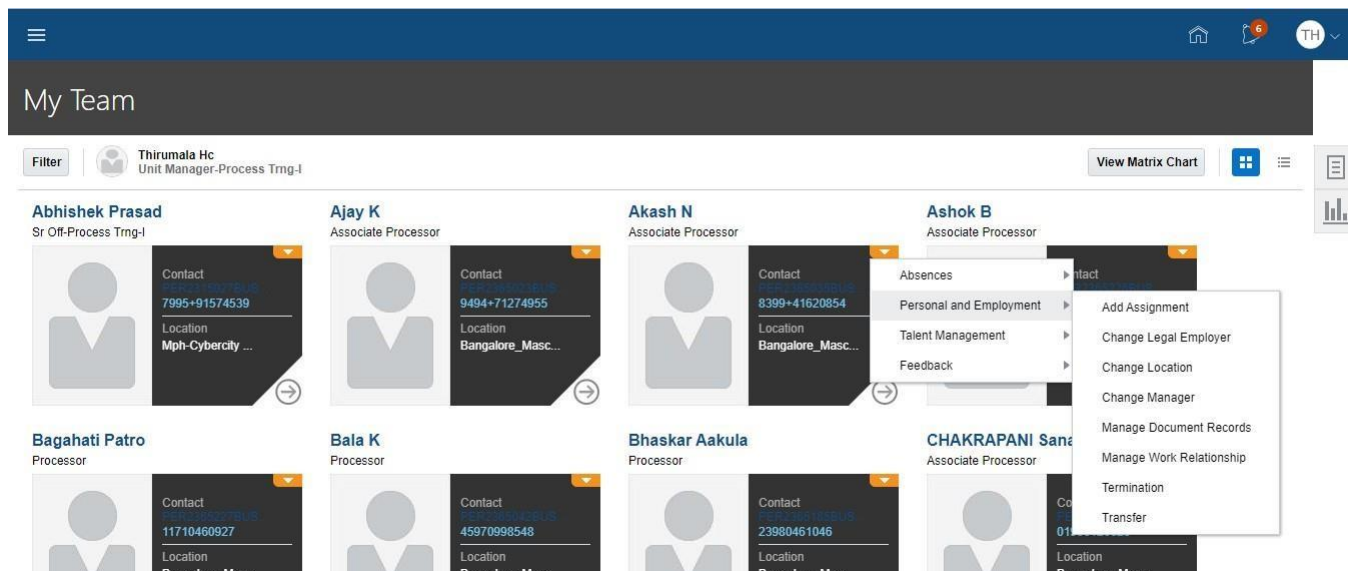
### 4.3.2 Withdrawal of resignation after approval

After the employee's resignation is approved by the Manager, if the employee wishes to withdraw resignation, the withdrawal can be done by 'Reverse termination' of the employee. Choose manage work relationship

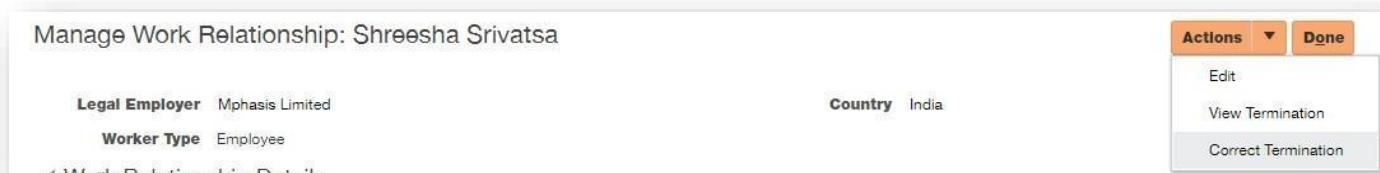
Navigation: Home>My Team

Click on My Team icon in My Team Tab

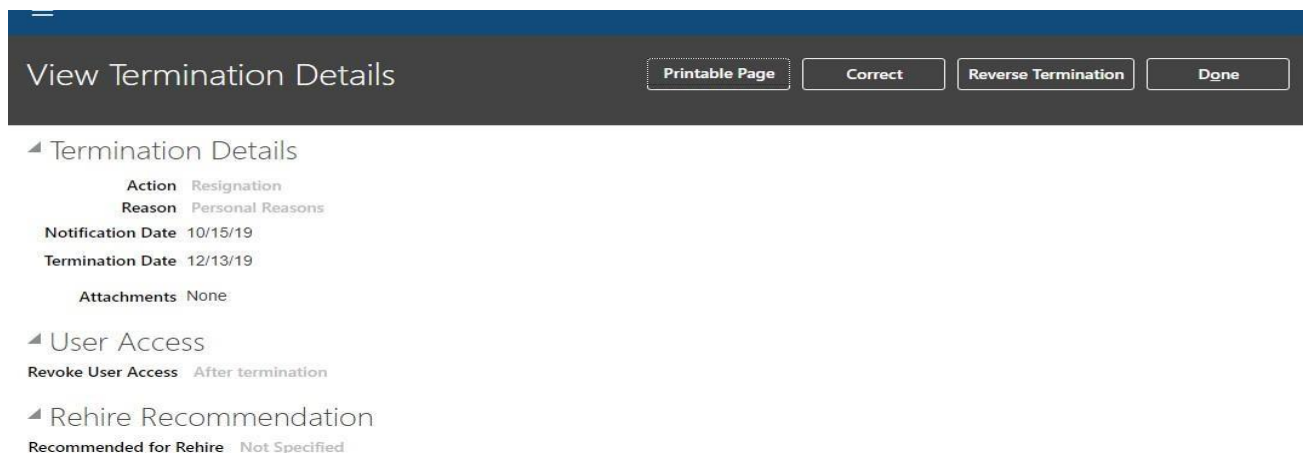
Select Manage Work Relationship



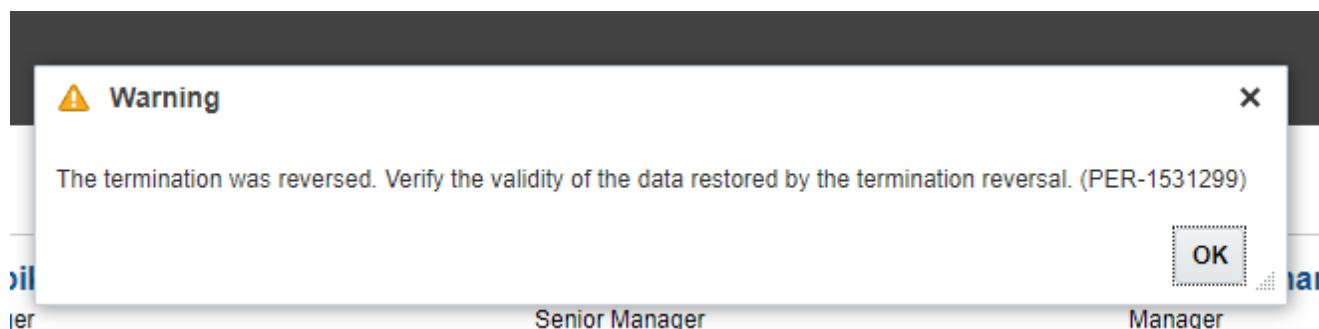
Click Action Button and choose "View Termination"



Select Reverse Termination



Click Ok



### 4.3.2 Withdrawal of resignation before approval:

If the employee wishes to stay back after the resignation is submitted and is yet to be approved by the Manager, the Manager can simply reject the approval. The Manager has to click the notification message and select Reject

Resignation for Abhishek Prasad, 2315027 (2019-10-12)

Edit Actions Approve **Reject**

#### Resignation

#### Abhishek Prasad

Person Number 2315027  
 Reason Personal Reasons  
 Effective 2019-10-12

#### Termination Details

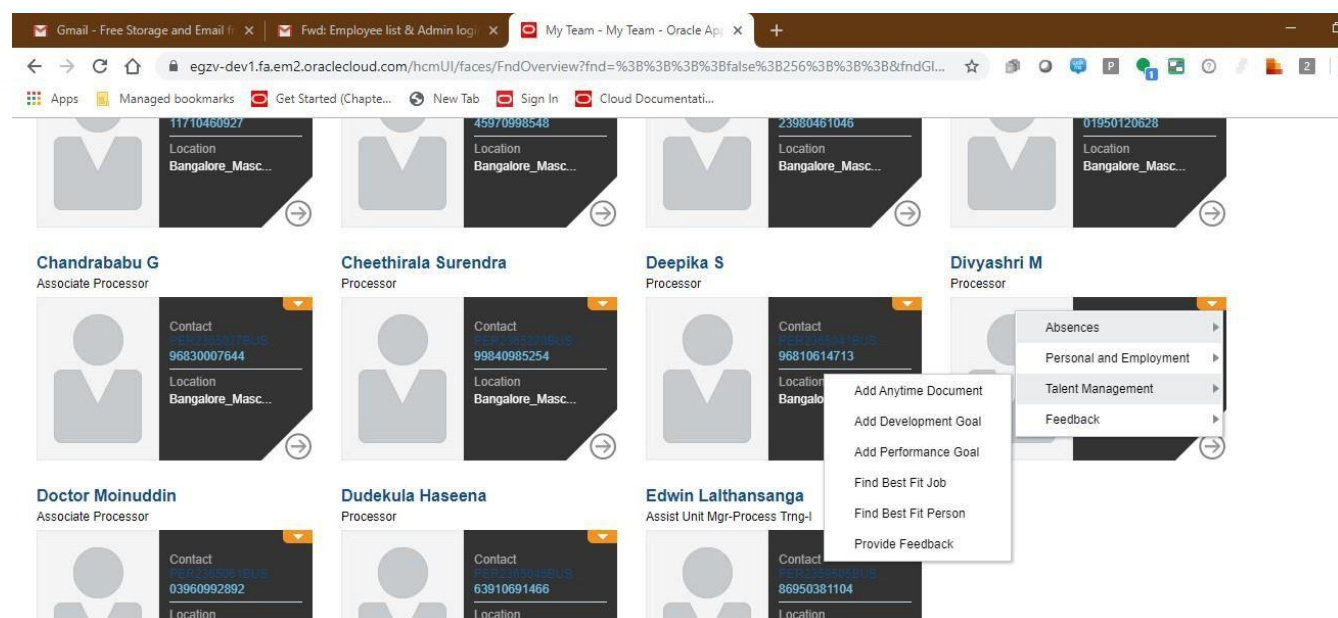
Name	Abhishek Prasad
Legal Employer	Mphasis Limited
Notification Date	2019-10-12
Termination Date	2019-10-12
Revoke User Access	After termination
Recommended for Rehire	Not Specified

#### Approvers

Assigned to Thirumala Hc 10/12/19 10:47 AM

## 4.4 Other options available for managers

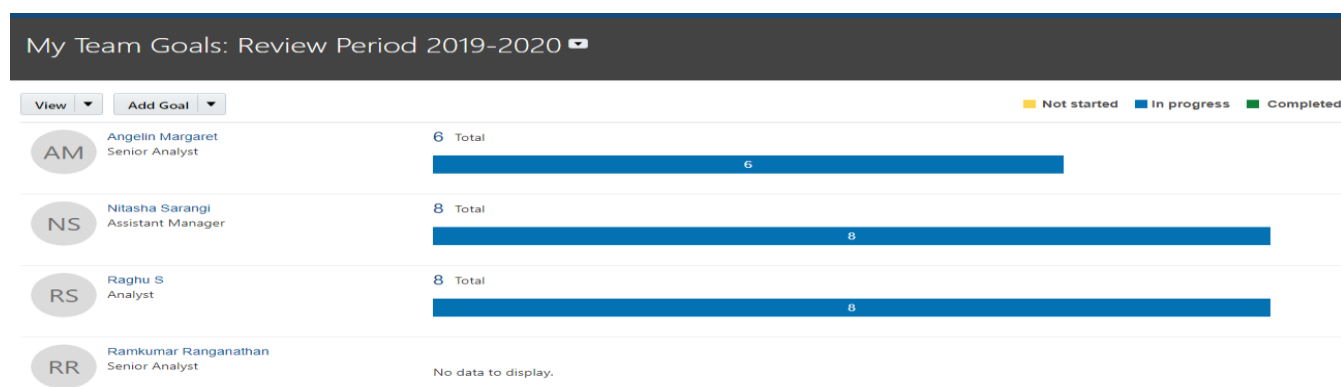
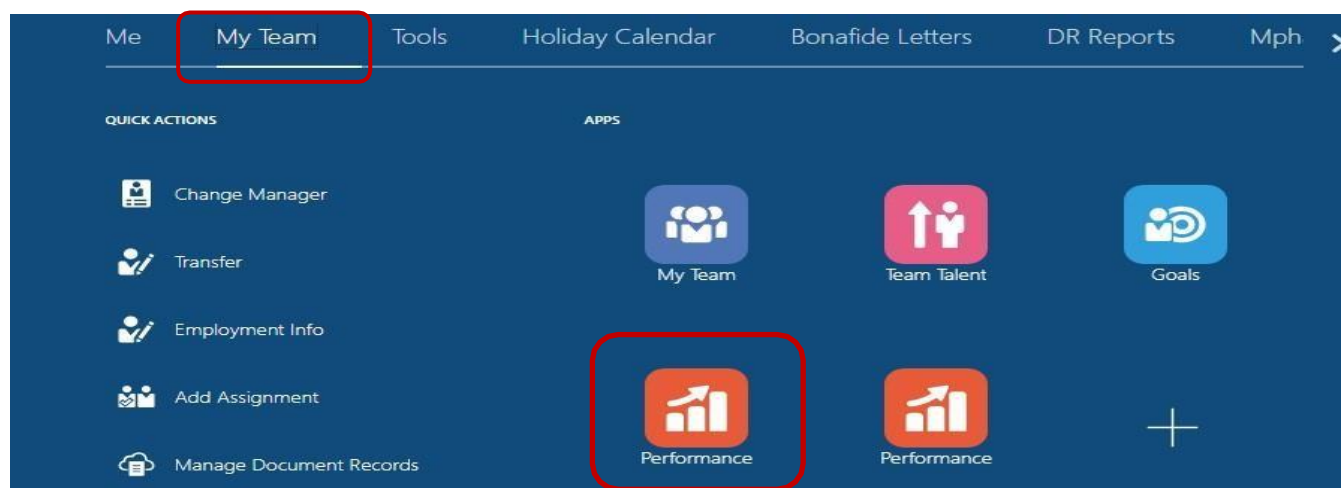
The talent management and feedback option is covered in PMS Manual



The Quick action link present on the left side allows access for the manager to manage employee work conditions who are directly reporting to him/her.

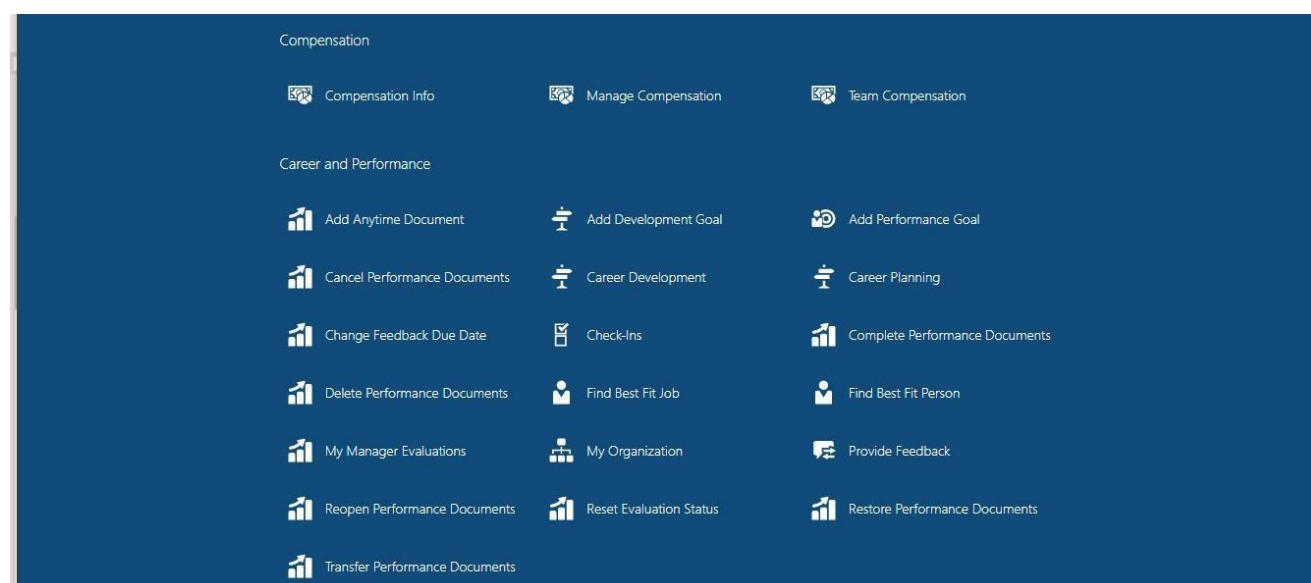


Manager can assign work, change location, initiate termination etc. as explained in 4.3 section  
 Manager can add goals and monitor performance of his/her team through goals and performance icon present in 'My Team' tab



For detailed goal management, please refer PMS document

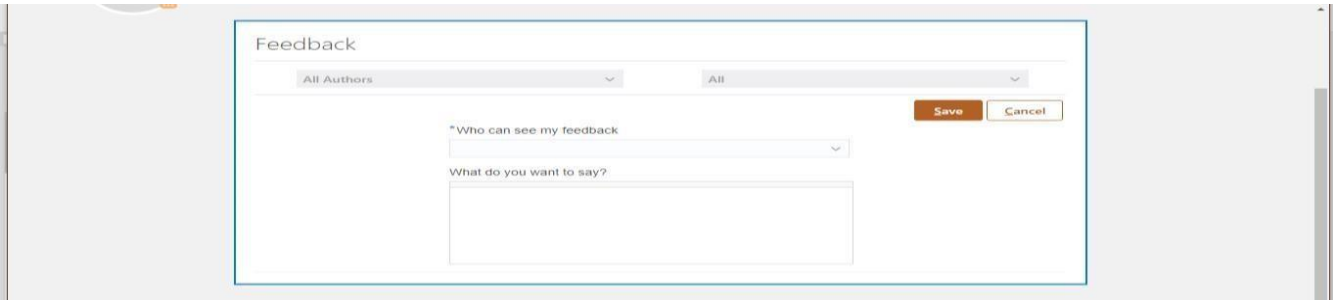
Click Show more in "My team" tab.



Managers can use the above options for PMS and compensation (for detailed usage, please refer the respective user manuals)

For eg: Manager can directly provide feedback of an employee directly reporting to him/her.

Manager should click the provide feedback icon and chose the employee from the list to give feedback. The manager will be directed as shown below:

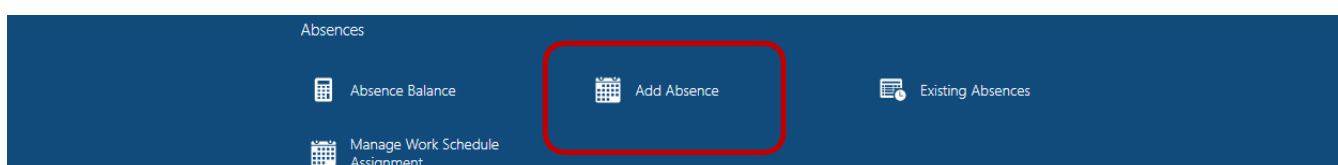


The screenshot shows a 'Feedback' form. At the top, there are two dropdown menus: 'All Authors' and 'All'. Below these are 'Save' and 'Cancel' buttons. A section titled '\*Who can see my feedback' has a dropdown menu. Below that is a text area labeled 'What do you want to say?'.

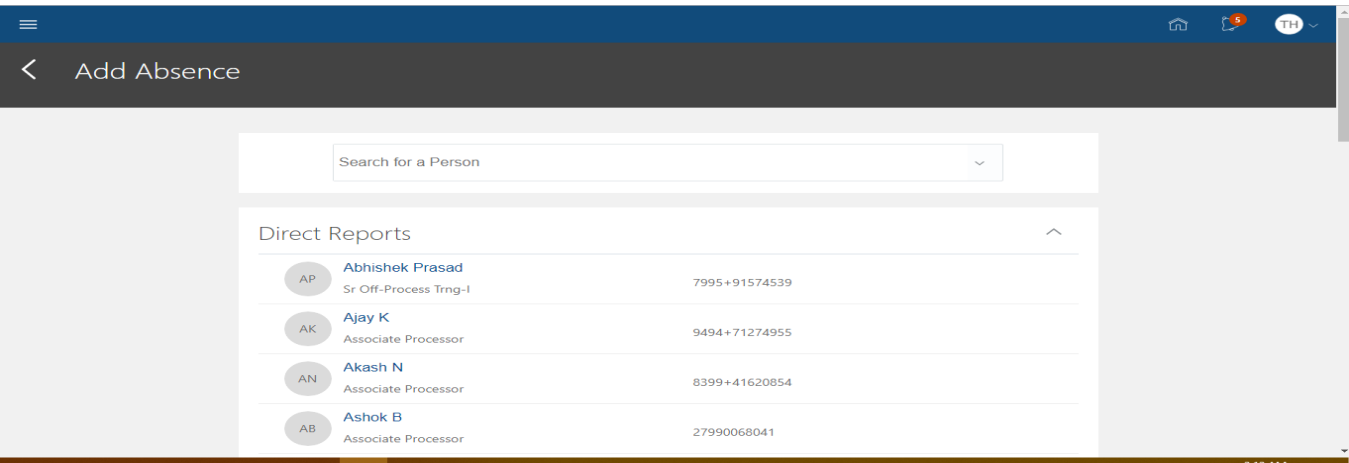
Manager can apply leave on behalf of employees directly reporting to him.

Navigation: Home > My team > Show more in Quick Action links

Select add Absence



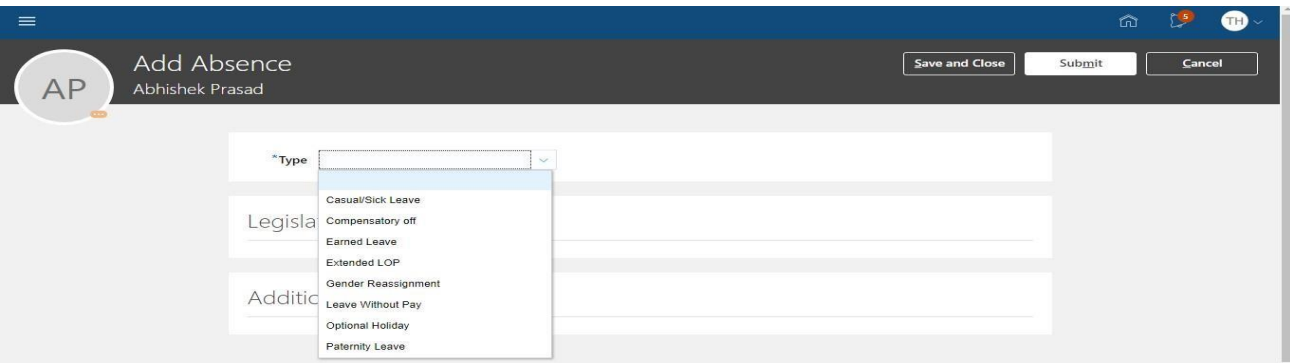
List of employees reporting to the manager is displayed. The manager should choose the employee to apply leave on their behalf



The screenshot shows the 'Add Absence' form. At the top, there is a search bar labeled 'Search for a Person'. Below it is a section titled 'Direct Reports' with a list of employees. Each employee entry includes a circular icon with initials, the employee's name, their title, and their phone number.

Initials	Name	Title	Phone Number
AP	Abhishek Prasad	Sr Off-Process Trng-I	7995+91574539
AK	Ajay K	Associate Processor	9494+71274955
AN	Akash N	Associate Processor	8399+41620854
AB	Ashok B	Associate Processor	27990068041

Leave type has to be selected and then click submit. Comments and attachments are added (optional)

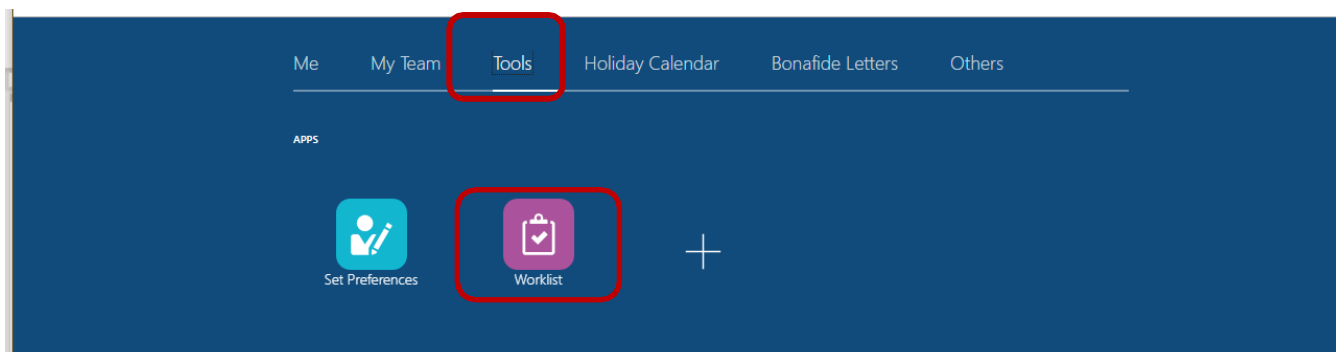


The screenshot shows the 'Add Absence' form for Abhishek Prasad. At the top, there are 'Save and Close', 'Submit', and 'Cancel' buttons. Below the header, there is a dropdown menu for 'Type' with a list of leave types. To the left of the dropdown, there are labels for 'Legisla' and 'Additio'.

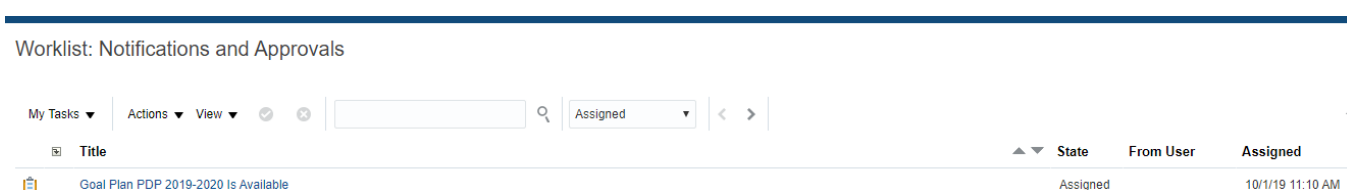
\*Type

- Casual/Sick Leave
- Compensatory off
- Earned Leave
- Extended LOP
- Gender Reassignment
- Leave Without Pay
- Optional Holiday
- Paternity Leave

## 5. Icons in “Tools” tab

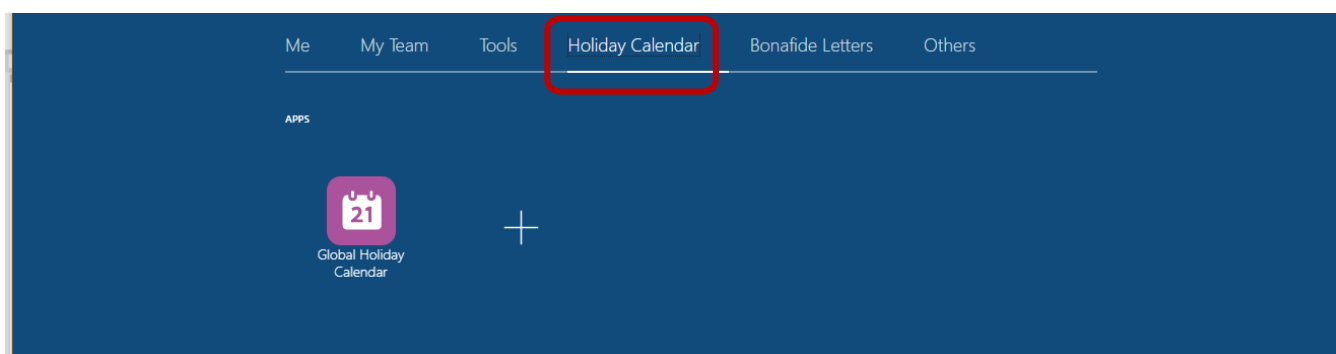


Worklist Allows employees to see updates from organization



For Set Preferences, refer [8. Settings and Action](#)

## 6. Icons in “Holiday calendar” Tab

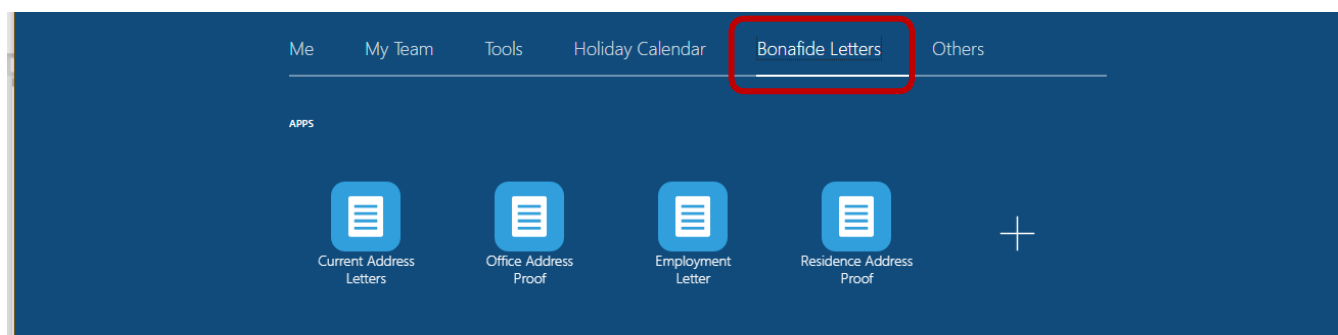


Employees can access global calendar by clicking the above icon. Excel file gets downloaded.

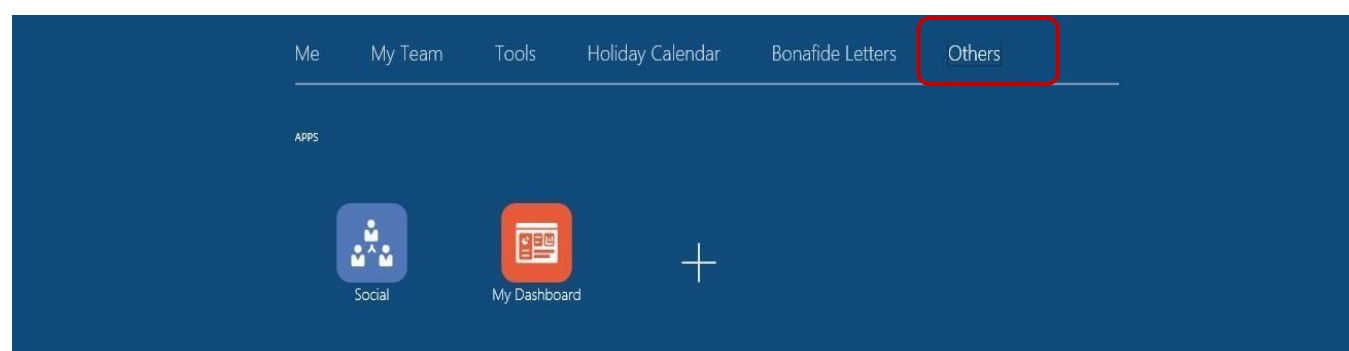


## 7. Icons to access various documents

Important Documents can be downloaded from this tab



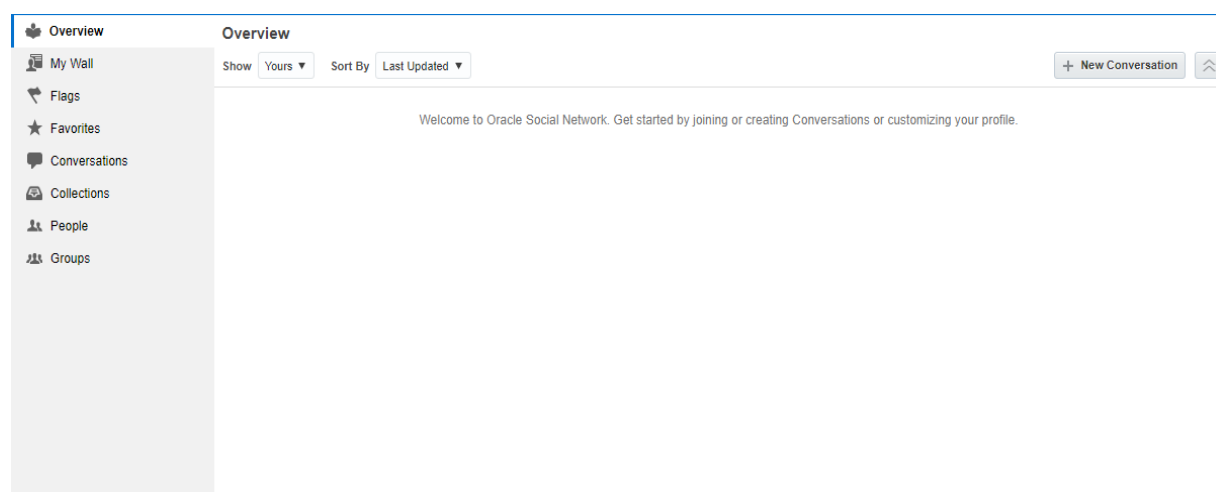
## 7. Icons in “Others” tab



Clicking on the above icon leads to home page:

Employee can use the social icon for internal networking and knowledge sharing. My dashboard takes the user to home page.

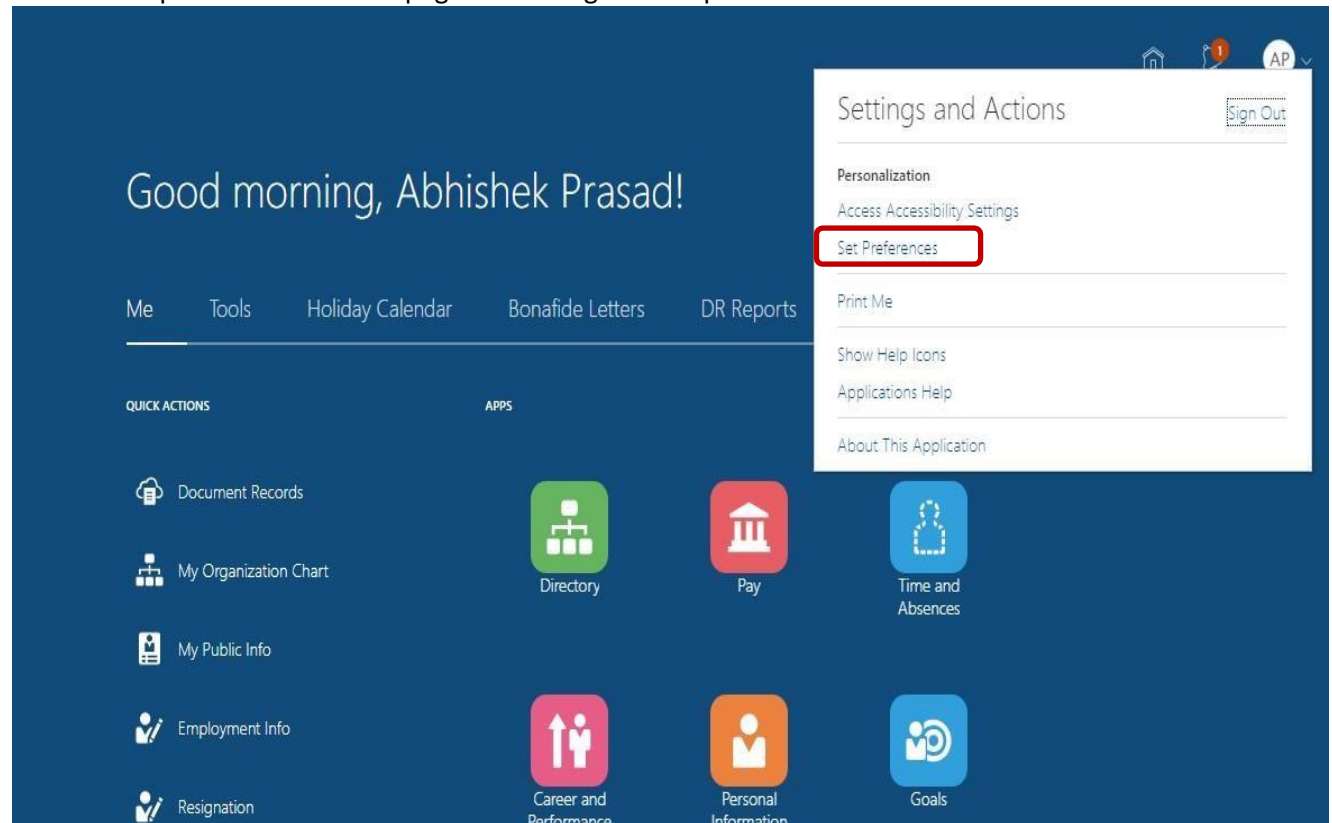
Clicking on the social icon leads to the following page:




## 8. Settings and Action



User Can set their preferences – like date format, currency, territory (in case of transfer/project relocation) and update their photos in “set preferences”

Click on the profile icon in home page and then go for set preferences



Click on regional to change territory, currency etc and the following page will appear:



General Preferences: Regional

Save Save and Close Cancel

Territory United States

Date Format M/d/yy (10/10/19)





Time Format h:mm a (5:03 AM)

Number Format -1,234.567

Currency US Dollar

Time Zone (UTC+00:00) Coordinated Universal Time (UTC)

Photos and general settings (font, color) can be changed






Change Photo

Save and Close Cancel

Use the mouse or the arrow keys to move the crop region. Use the mouse or the plus and minus keys to resize the region. For best results, ensure that the image is of a high resolution.

Choose File No file chosen

Preview



## General Preferences: Accessibility

Save

Save and Close

Cancel

Accessibility ☒ Default Mode☐ Screen ReaderColor Contrast ☒ Standard☐ HighFont Size ☐ Large☒ Medium

**Thank You**