New Joinee Guide

A very warm welcome to you at Silicus Technologies India! We wish you have an exciting and a rewarding career here.

Your joining process will include the below listed activities. Till the time you go through the Induction process, this document shall serve as a ready reckoner to get familiar with the processes at Silicus India.

Please go through this document and reach out to any of us in the HR team in case of queries.

Your On-boarding process shall initiate with the necessary documentation as listed below. The HR Representative shall help you in completing the paperwork.

Joining Process Documentation

➢ Verification of Documents as listed in the Joining Document Checklist

➢ Background Verification Form, declaration and initiation

➢ PF Nomination Forms / PF Transfer

➢ Creation of New Employee Details on Adrenalin

➢ Bank Account Opening Form

➢ Personal and Employment Information update in HRMS

Standard Operating Procedures

➢ Work Hours: 9.30 AM to 6.30 PM

➢ Work Days: Monday to Friday; Saturday and Sunday are weekly offs

➢ Lunch hours: anytime between 12.30 PM to 2.30 PM

➢ Silicus is based out of 2 floors in the IT Park premise (6th and 7th Floor).

➢ ID card will be issued within a week of joining.

➢ Dress Code: Business Casuals

➢ Definition of Business Casuals

    o MEN: T-Shirt, Shirt, Trouser, Shoes

        ▪ *Not Allowed: Shorts, Slippers, Chappals, 3/4th pants, Khakis, torn jeans*

    o WOMEN: Salwar Kameez, Trouser, Shirt, T-Shirt, Top, Sandals, Shoes

        ▪ *Not Allowed: short dress, 3/4th pants, strap dress, short tops*

➢ Casuals can be worn on Friday or weekend (if the team is working) and includes – T-Shirt, Jeans, Sports Shoes.

➢ Ensure that you are appropriately dressed whenever there are clients or auditors in the office premise.

➢ In case of emergency situations, please contact your Immediate Manager or a member of the HR team.

Know Your Facility

➢ Each floor has a pantry on either side. Items for your usage in the pantry – water dispenser, refrigerator, microwave, tea/coffee vending machine, etc.

➢ Common Printers and Scanners are available at each end of both the floors.

➢ The 7th floor has a pool table for recreation.

➢ The IT Park premise has a Club House, Gymnasium and Swimming Pool. You can avail this facility by displaying your company ID card.

➢ Parking facility for 2 and 4 wheelers.

  o *2 Wheeler parking is in front of the 'A' and 'B' building. Look for parking board for number: B-701 to 704.*

  o *4 Wheeler parking: 4 car parks in Building B, 6 car parks in Building A, 2 car parks near the gymnasium.*

➢ For any confusion on the parking space, please check with the administration team members.

➢ Cafeteria: Basement of the B Wing. Please have your lunch at the cafeteria. Lunch cannot be eaten in the office premise as per the IT Park rules.

Systems to get acquainted

➢ **ADRENALIN:** Human Resource Management System

o https://myhris.adrenalin.in/myadrenalin/

o Employee Information (Personal and Employment)

o Skill and Certifications update

o Attendance (Regularization, Cancellation)

o Leave (Request, Cancellation)

o Query Handling (HR, Admin and Payroll)

o Travel Bookings

o Claims Reimbursement

o Confirmation (evaluation, extension, letter generation)

o Payslip and Tax Declaration viewing

o Exit (Record Resignation, Exit Interview Form and Clearance Activity)

➢ **PROJECTOR:** Timesheet Management System

o Enter your timesheet and approve your team's timesheet

- **SPANDAN:** Company Intranet
  - Link: https://spandan.silicus.com
  - Use the same login credentials as that of your machine
  - Policies and Processes https://spandan.silicus.com/hr/SharedDocuments/Forms/AllItems.aspx
  - IT Help Desk and SEPG Help Desk

Mandatory Trainings

- HR Induction and Adrenalin Overview : Every Friday
- IT Security Awareness Training : Every 2 weeks
- Projector Overview : Every 2 weeks
- Quality Management System (QMS) : Once a month

Each individual is expected to complete the above mandatory trainings within maximum of 2 months of joining. The training objective for each individual is 20 hours of training in a financial year. There are some mandatory trainings, open-to-all trainings, and specific trainings.

Know the Support Teams at Silicus

Human Resource Team

Nikita Kargathra	Senior Manager, HR	6th Floor	216	Nikita.Kargathra@silicus.com
Samruddhi Patil	Senior Executive, HR	7th Floor	142	Samruddhi.Patil@silicus.com
Sarvesh Joshi	Recruitment Executive	6th Floor	183	Sarvesh.Joshi@silicus.com
Surbhi Garg	Recruitment Executive	6th Floor	181	Surbhi.Garg@silicus.com
Veena Gupta	Recruitment Executive	6th Floor	182	Veena.Gupta@silicus.com
Snehal Jadhav	Senior Executive, Training	6th Floor	226	Snehal.Jadhav@silicus.com

Administration Team

| Amit Lodhi | Associate Manager, Admin | 6th Floor | 224 | Amit.Lodhi@silicus.com |

Program Management Office (PMO) Team

| Tushar Surve | Associate Manager, PMO | 7th Floor | 421 | Tushar.Surve@silicus.com |
| Zeib Khwaja | Executive, PMO | 7th Floor | 157 | Zeib.Khwaja@silicus.com |

Information Technology (IT) Team

Sandeep Lad	Associate Manager IT Infrastructure	6th Floor	205	Sandeep.Lad@silicus.com
Raghu Nallapeta	Associate Manager IT Infrastructure	7th Floor	443	Raghu.Nallapeta@silicus.com
Rahul Chandan	System Administrator	7th Floor	435	Rahul.Chandan@silicus.com
Jitendra Chaudhari	System Administrator	6th Floor	180	Jitendra.Chanudhari@silicus.com

Finance Team

Vishwanath Koot	Associate Manager, Accounts	6th Floor	219	Vishwanath.Koot@silicus.com
Dhananjay Kulkarni	Senior Executive, Accounts	6th Floor	218	Dhananjay.Kulkarni@silicus.com

Process Engineering Group (PEG) Team

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Pavankumar Koutarapu	Process Consultant	7th Floor	417	Pavankumar.Koutarapu@silicus.com
Charu Sharma	Junior Process Consultant	7th Floor	443	Charu.Sharma@silicus.com
Kirti Joshi	SQA Engineer	7th Floor	417	Kirti.Joshi@silicus.com

Please get in touch with the HR team if you have any questions.
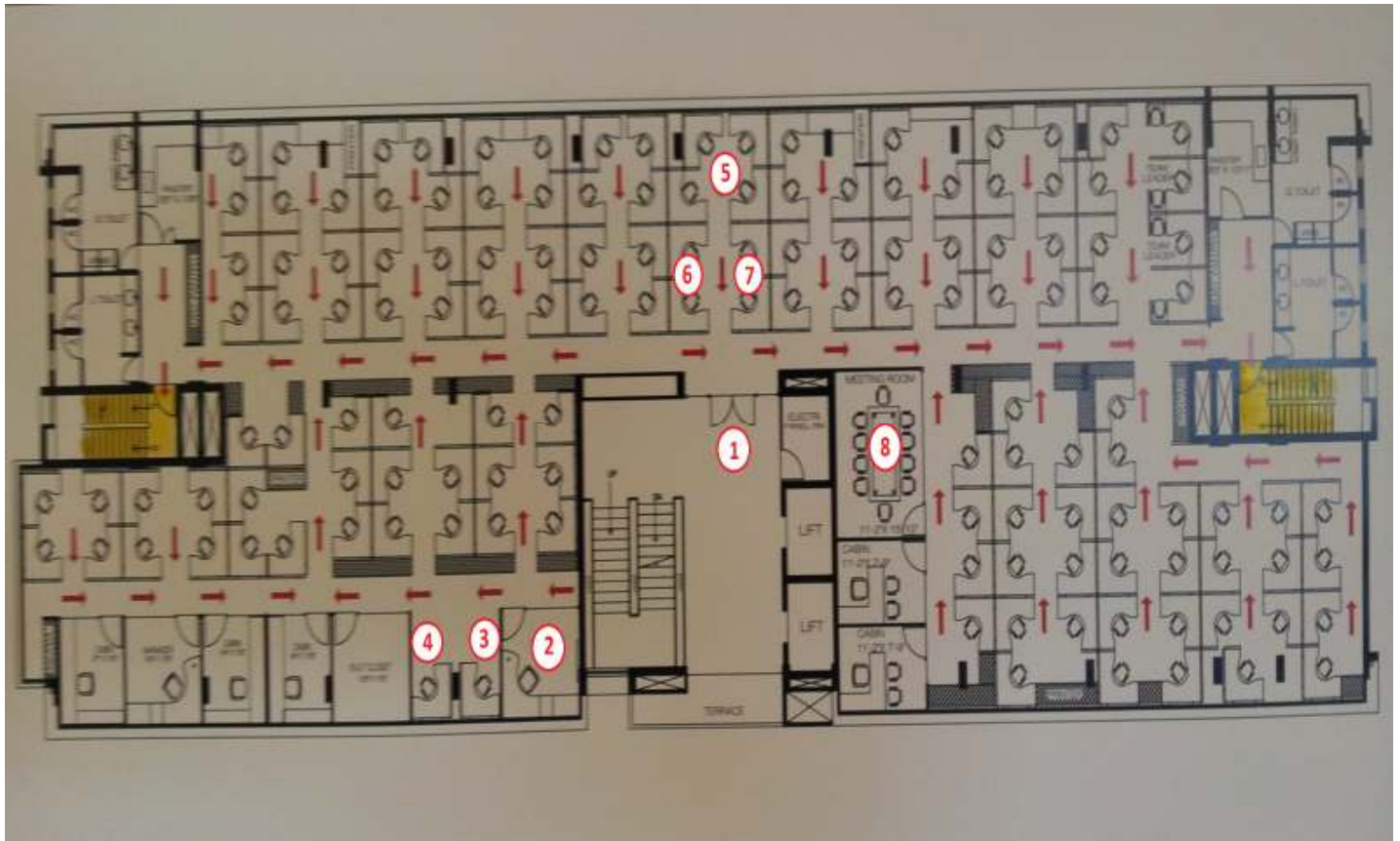
Regards
HR Team @ Silicus Technologies India

P.S.: Please see below the floor map for 6th and 7th floor

FLOOR MAP OF 6TH FLOOR:
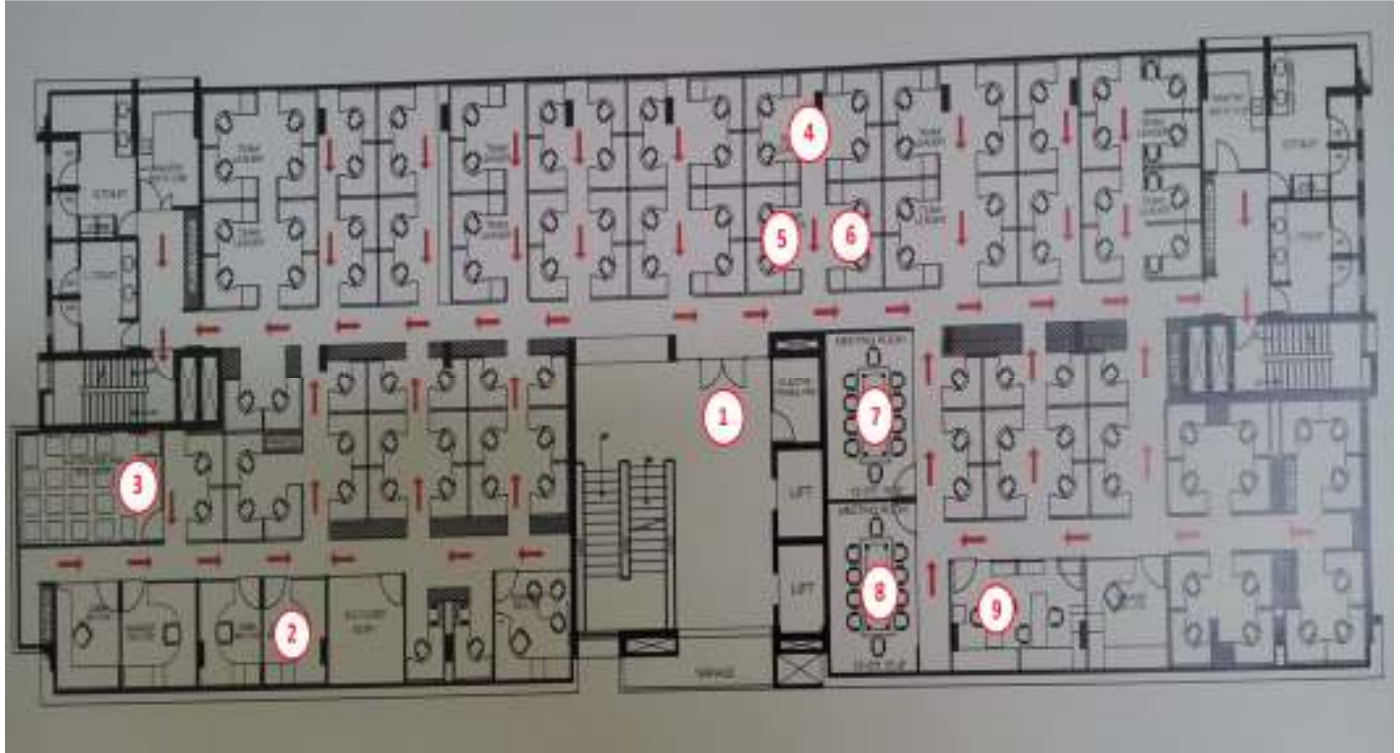
1. ENTRANCE
2. SENIOR HR MANAGER (Cabin)
3. TRAINING ROOM
4. HR & TRAINING DEPT
5. ADMIN & RECEPTION AREA
6. IT DEPT
7. CORAL (Conference Room)
8. TOPAZ (Conference Room)
9. FINANCE DEPT

FLOOR MAP OF 7TH FLOOR:

1. ENTRANCE
2. DIRECTOR (Cabin)
3. PMO
4. HR DEPT
5. PEG
6. ADMIN DEPT
7. IT DEPT
8. RUBY (Conference Room)