

ACTION POINTS

Dear Mastekeer,

The first few days in any new environment are never easy and can be unsettling at times.

We at Human Resources are committed to seeing you through this transition and ensuring that you become comfortable in the shortest possible time.

These action points are just created for you. It gives you all the vital information which you may require in the next few days.

If you have any further questions, please feel free to get in touch with On-boarding team :

Deepika Reddy @ Deepika.reddy@mastek.com, Maria Devinadan @ Maria.devinadan@mastek.com, Krupa Zad @ Krupa.zad@mastek.com, Shekhar Jain @ Shekhar.jain@mastek.com

ACTION POINTS:

1) Masteknet access

Once you get your login id & password, please use the following link to log on to **Masteknet**:

<https://www.masteknet.com/default.aspx>. (**Common Password -N0te@\$y2Gu3\$\$**)

For any queries related to access to Masteknet and login name/ email ID - you can contact- TIS helpdesk @ DCTHelpdesk@mastek.com and IIS helpdesk @ IISHelpDesk@mastek.com

2) Marking Attendance

- **On Duty on 1st Day of Joining:** Home - Applications – My Requests – Leave Application – On Duty full day – New Joinee
- **2nd Day onwards** - Home - Applications – My Requests – Leave Application – On Duty-full day – Working from home with prior approval

3) Salary Account

We have tie up with **ICICI Bank, HDFC Bank & IDFC Bank**

Update your account number on Mastek net at following link→ Home - Applications – My Information – Bank Account details (Salary & Reimbursement account).

If you don't have bank account in any of the above bank, you need to open the new account.

- **Personal Information:** Please enter your personal information on Mastek net at following link→ Home – Applications- My Information – Personal Information.
- **PAN Number:** Please update your PAN Number on Mastek net at following link→ Home - Applications – My Information – PAN No.
- **Aadhar Number:** Please update your Aadhar Number on Mastek net at following link→ Home - Applications – My Information – Aadhar No.
- **Knowledge & skills updating:** Please update your Knowledge & Skills details on Mastek net at following link→ Home – Applications – My Information- Knowledge and Skills.

- **My Resume – Please update your updated resume within one week of your joining. Below is the following path →**
Home – Applications – My Information-My Resume
- **Passport Details:** Please enter your passport & visa details on Mastek net at following link → Home – Applications-My Information – Passport / Work Permit / Visa - My Passport & My Visa Details (Please update both) If you have applied for passport, please select “NO Passport” option and if you don’t have visa please select “NO Visa” option
- **Investment Declaration:** Please fill this online form immediately on Mastek net at following link → Home - Applications – Financial Details – IT Declarations. For further details contact Nishant.Kamble@mastek.com
- **Gratuity Nomination:** Please fill up the Gratuity Nomination form on Masteknet at following link – Home – Applications – My Information – Gratuity Nomination.
- **Induction/mandatory trainings-** Induction/trainings are mandatory, hence you will need to attend all of it within 3 months of joining. For any queries of Induction/trainings you can contact Ms. Ayesha Shaikh- @ Ayesha.shaikh@mastek.com

4) Mediclaim:

For navigation to Mediclaim policy, Masteknet Home Page- Corporate function- Human Resources - Mediclaim Details

If you have joined from 1st to the 15th of the month, then you will get an email from the Unison to update your spouse, children and parents details by the 20th of the same month.

If you have joined from 16th to the 30th or 31st of the month, then you will get an email from the Unison to update your spouse, children and parents details by the 7th of the next month.

If you want to add spouse, children, parents and parents –in – law, then only log into their site and do the needful.

- Self, Spouse and Children are covered.
- **Parents and Parents-in-law**

The Parental Mediclaim cover is available for Parents and Parents-in-law, on an optional basis. The premium cost will have to be borne by the employees and the same will be deducted from their salaries.

Special conditions for single Parental Cover:

- Cover has to be for any one of the following permutations :
 - Both Parents **AND** both Parents-in-law (4 members)
 - Both Parents (2 members)
 - Both Parents-in-law (2 members)

If the Cover request is for any other permutation (viz. covering only a single Parent/Parent-in-law or a cross-cover of Parent/s & Parent/s-in-law), assuming the member not being covered is deceased, you **must** furnish a copy of the Death Certificate of the deceased member) to allow exception to the three options above.