

## HRIS FAQ's & Answers

### 1. What do I do when I forget to bring my swipe card?

Get a Temporary Card from the security desk for the day and Apply for attendance regularization in Folklore (HRIS) the next day, mentioning the temp card number. Your Reporting Manager can approve and it will be automatically updated against the Attendance for the day after the folklore synchronization.

Sending a mail to HR with details is not needed neither does the info gets updated in HRIS.

### 2. Once I apply for leave how do I track if it's approved?

Once your leave is approved, you will receive an email from HRIS informing the same. If not please check the status in leave balance summary in your HRIS login. If it is under the "Applied column" your Reporting Manager has not approved the leave yet. Please remind your Manager of the same. Until the manager approves and the data is synchronized, the system will show you as absent.

### 3. I received an "Absent memo" email from HRIS?

First check if the attendance is getting updated in folklore. You can do this by going to attendance in folklore and choosing the date range. Keep HR informed if the data is not recorded or if the recorded information is not correct.

Also please keep HR informed when there is a change in shift timing to avoid such mails.

- a) You can then apply for Attendance Regularization if it's a swipe / system error OR apply for "Leave" if you were on leave for the day.
- b) The system will mark you absent if worked less than 8 hours in total for a day. Please regularize your attendance to 8 hrs if your total hours is greater than 7.30 hrs. If not apply for a half day leave.
- c) If you are not a confirmed employee / if the system says you cannot apply for the leave please apply for LOP.

### 4. How do I update reporting manager on HRIS when I change project?

As and when you change Projects / or there is a change in Reporting Manager, please check the status in Folklore brief information, if it is updated. If the change has not been made please report to your group HR by email with cc to the current and previous Managers.

### 5. How do I apply for Compensatory leave?

You are eligible for Compensatory off if you have worked on a weekly off or on a Holiday on the discretion of your manager.

To apply for the same there are 2 steps:

Step 1: Info > Select Leave > Apply for leave grant

(IMPORTANT: Choose the date of Weekly off or holiday that you worked, when applying for grant). Once the manager approves the leave grant, then the employee can see the same in his leave balance summary under Comp off balance.

Step 2: Select date on which you are availing leave, and in the leave option drop down choose “Compensatory Leave” and apply leave.

Please be careful with the dates when you apply for Comp off. Also don’t stop with leave grant (Step 1). Only once both the steps are completed the system will accept the leave.

## **6. How do I Cancel / Withdraw leaves?**

If you wish to withdraw/cancel leave go to:

Home page> Task > My workflow items > Leave > Show items > Review leave >

Withdraw/cancel.

## **7. I have applied for leaves, but reporting is assigned to my Previous Manager and hence not approved?**

You have to withdraw the leave applied and re-apply the same after correcting the reporting.

Re-apply the leave. Please cross check if the reporting manager is your current manager when you apply leave.

## **8. I have applied for half day leave but system shows it as absent?**

The system will mark you absent if total time worked is less than 4 hours. So even if you apply for half day leave, if the total hour spent is less than 4hrs it will be marked as absent. If it is 3.30 hours or greater and if your manager agrees, you can do an Attendance regularization or else you will have to apply for full day leave. Also if you apply for leave 2<sup>nd</sup> half even if the total hrs is more than 4 but your first in time is after 10.00am the system will show first session as absent. In such a case also you can regularize your attendance for the first half with the first in time before 10.00 am.

## **9. How do I regularize the attendance for my Onsite travel / Other Official travel’s / Visa stamping?**

Before your travel, please ensure that you apply Leave using “On duty” for your Manger to approve. If there is an extension of days, please keep HR informed the same, to update the records on HRIS.

## **10. What are the mandatory fields to be updated in Folklore?**

The few things that you need to update immediately on receiving the password to login

1. Update your present, permanent and emergency contact address. Please make the necessary changes as and when the change in address happens. This is mandatory at the time you request for any address proof. This also becomes valuable information in case of Emergencies
2. Update your Blood group. It might help save a life.
3. It is mandatory to updated PAN and UAN numbers in the system.
4. Please update your passport details and visa details with Validity
5. Update your skill sets in folklore. This helps Managers for allocating you to right projects based on your expertise and also provides the base data for training and other OD activities.
6. Father's name in family details

#### **11. Who all are marked in cc in the HRIS email?**

HRIS emails are marked to HR dept, Reporting Manager and yourself. Please give due importance to the same and reply in an appropriate manner if you need any clarifications.