

EMPLOYEE INDUCTION BOOK



VIRTUALEMPLOYEE

• Live Locally - Work Globally •

INTRODUCTION

Virtual Employee is pleased to provide you with this Employee Induction booklet. The purpose of this employee induction-booklet is to orient new employees with the Company. This booklet provides a brief overview about the organization, policies and all that you would like to know during your course of employment. This handbook would look to address the most frequently asked questions of the reader.

Disclaimer

Virtual Employee reserves the right to alter, append, or withdraw this induction-booklet either in part or in full based on the management's discretion. Possession of this induction-booklet is not necessarily an indication that you are eligible for the various benefits described here in; you are required to qualify to the applicability criterion mentioned in the policies. Induction-Booklet is a guide and in the event of a conflict between this document and a policy, the policy will override and is to be used for reference purposes only.

Applicability

The Booklet is applicable to all full-time employees of Virtual Employee India. The instruction in this booklet does not apply to any contractor, temporary staff members of the agencies or third-party employees working with Virtual Employee Pvt. Lt., unless stated specifically in any section herein.

Reviewing the Document

VE will review and update the handbook (and the policies referred herein) on a regular basis to ensure it continues to reflect best practices in accordance with the applicable laws.

Section 1 - Welcome

1.1 History & Goal

Virtual Employee we know today is the online supermarket of resources as per business needs. Our CEO, Mr. Narinder Singh Mahil founded “Virtual Employee” in 2007. He is an Alumina of DePaul University, Chicago in Computer Sciences and has substantial experience in working with many established companies in UK before setting up his business venture in India.



Our Motto: Quality at Significantly Lower costs.

1.2 Purpose

This Induction-booklet has been prepared to inform new employees of the policies and procedures of this company and to establish the company’s expectations. It is not all-inclusive or intended to provide strict interpretations of our policies; rather, it offers an overview of the work environment. This booklet is not a contract, expressed or implied, guarantying employment for any length of time and is not intended to induce an employee to accept employment with the company. The company reserves the right to unilaterally revise, suspend, revoke, terminate or change any of its policies, in whole or in part, whether described within this induction-booklet or elsewhere, in its sole discretion. Every effort will be made to keep you informed of the company’s policies, however we cannot guarantee that notice of revisions will be provided. Feel free to ask questions about any of the information within this induction-booklet.

Section 2 – Workplace Commitments

2.1 Equal Opportunity Employment

VE is an equal opportunity employer and does not unlawfully discriminate against employees or applicants for employment on the basis of an individual's race, color, religion, creed, sex, national origin, age, disability, marital status, veteran status or any other status protected by applicable law. This policy applies to all terms, conditions and privileges of employment, including recruitment, hiring, placement, compensation, promotion, discipline and termination.

2.2 Non-Discrimination Policy

VE prohibits discrimination or harassment based on cast, color, religion, gender, age, disability, marital status or any other status protected by applicable law. Every individual has the right to work in a professional atmosphere that promotes equal employment opportunities and is free from discriminatory practices. Company has a Zero-tolerance to non-adherence to this policy.

Harassment is generally defined as unwelcome verbal or non-verbal conduct, based upon a individual protected characteristic, that denigrates or shows hostility or aversion towards the person, which affects the individual's employment opportunities or benefits, has the purpose or effect of unreasonably interfering with the person's work performance, or has the purpose or effect of creating an intimidating, hostile or offensive working environment. Harassing conduct includes, but is not limited to: epithets; slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group based on their protected characteristic.

2.3 Non-Harassment Policy

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal, visual or physical conduct of a sexual nature, when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or

3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Reporting: Any company employee who feels that he or she has been harassed or discriminated against, or has witnessed or become aware of discrimination or harassment in violation of these policies, should bring the matter to the immediate attention of his or her supervisor or HR-Gen Department HR@virtualemployee.com. The company will promptly investigate all allegations of discrimination and harassment, and take action as appropriate based on the outcome of the investigation. An investigation and its results will be treated as confidential to the extent feasible, and the company will take appropriate action based on the outcome of the investigation.

2.3 Drug-Free / Alcohol-Free Environment

Employees are prohibited from unlawfully consuming, distributing, possessing, selling, or using controlled substances while on duty. In addition, employees may not be under the influence of any controlled substance, such as drugs or alcohol, while at work, on company premises or engaged in company business. Prescription drugs or over-the counter medications, taken as prescribed, are an exception to this policy. Anyone violating this policy may be subject to disciplinary action, could lead up to termination.

2.4 Open Door Policy

The company has an open door policy and takes employee concerns and problems very seriously. The company values each employee and strives to provide a positive work environment. Employees are encouraged to raise any workplace concerns or problems they might be facing and are aware of to their respective supervisor or HR-Gen Department.

Section 3 – Company Policies and Procedures

3.1 Professional Conduct

This company expects its employees to adhere to a standard of professional conduct and integrity. This ensures that the work environment is safe, comfortable and productive. Employees should be respectful, courteous, and mindful of others' feelings and needs. General cooperation between coworkers and supervisors is expected. Individuals who act in an unprofessional manner or are found to be non-compliant to the company policy and work ethics will be subject to disciplinary action.

3.2 Dress Code

An employee's personal appearance and hygiene is a reflection on the company's character. Employees are expected to dress appropriately for their individual work responsibilities and position.

Refer to the list below for appropriate/in-appropriate wear at work place.

Slacks/pants – Wool and cotton slacks are acceptable, provided they are clean and wrinkle free. Inappropriate items include jeans, sweat pants, shorts, bib overalls, spandex and other form-fitting pants, and pants that are excessively worn or faded.

Shirts – Casual shirts with collars (for men), polo shirts, sweaters, and turtlenecks are acceptable. Avoid tee shirts, sweatshirts, tank tops, halter tops. Avoid clothes that are distracting and revealing.

Dresses/skirts – Casual dresses and skirts with modest hemlines are acceptable. Mini-skirts considered inappropriate.

Footwear – Items such as loafers, boots, flats, and leather casual shoes are acceptable. Sandals, and slippers are considered unacceptable.

3.3 Payday

Salary in bank accounts are distributed every 7th Day of the new month. If the pay date lands on a holiday, salary will be distributed on the closest business day before the holiday. Pay-slip includes salary or wages earned less any mandatory or elected deductions. Mandatory deductions include PF, ESI, TDS, LWP's. Notify HR-Gen Department if the pay-slip appears to be inaccurate. Salary Advances are permitted basis Management approval. Any change in name, address, telephone number, marital status or number of exemptions claimed by an employee must be reported to HR@virtualemployee.com immediately.

3.3.1 Bank Account Opening

Virtual Employee Pvt. Ltd. transfers employee salary in ICICI Bank account only. New joiners need to open their salary account in ICICI Bank.

Procedure:

1. for new ICICI salary account opening: Please bring your original Photo ID proof and Address proof on the joining day. ICICI Bank executive will be there to assist employee with further procedures.
2. New Joiners with existing account in ICICI bank can upload the details at ERP Portal.

3.4 Company Property

Company property, such as equipment, cab, telephones, computers, and software, is not for personal use. These devices are to be used strictly for company business purposes. Company property must be used in the manner for which it was intended. Upon termination, employees are required to surrender any company property they possess. Company computers, internet and emails are a privileged resource, and must be used only to complete essential job-related functions. **Employees are not permitted to download any “pirated” software, files or programs.** Files or programs stored on company computers may not be copied for personal use. Phones are provided for business use. Violations of these policies could result in disciplinary action.

3.5 Privacy Policy

Employees and employers share a relationship based on trust and mutual respect. However, the company retains the right to access all company property including computers, desks, file cabinets, storage facilities, and files and folders, electronic or otherwise, at any time. Employees should not entertain any expectations of privacy when on company grounds or while using company property. All documents, files, voice-mails and electronic information, including e-mails and other communications, created, received or maintained on or through company property are the property of the company, not the employee. Therefore employees should have no expectation of privacy over those files or documents.

3.6 Personnel Files

The company maintains a personnel file on each employee. These files are kept confidential to the extent possible. It is important that personnel files accurately reflect each employee's personal information. Employees are expected to inform the company of any change in name, address, home phone number, home address, marital status, number of dependents or emergency contact information.

Section 4 – Attendance Policies

4.1 General Attendance

The company maintains normal working hours of 9 Hour/Day. Hours may vary depending on work location and job responsibilities and client requirement. Supervisors will provide employees with their work schedule. Should an employee have any questions regarding his/her work schedule, the employee should contact the supervisor or HR-Gen Department. The company does not tolerate absenteeism without excuse or prior intimation. Employees who will be late to or absent from work should notify his/her supervisor in advance, or as soon as possible in the event of an emergency. Chronic/uninformed absenteeism may result in disciplinary action. Employees who need to leave early, for illness or otherwise, should inform his/her supervisor or HR-Gen Department before departure. Unauthorized departures may result in disciplinary action.

Attendance will be verified & captured only through Biometric Time Attendance System.

HR will enroll your BIOMETRIC registrations on the very first day of Joining.



4.2 Tardiness

Employees are expected to arrive on time and ready for work. An employee who arrives late to work without a due reasoning would be subject to disciplinary action. The company recognizes that situations arise which hinder punctuality; regardless may be subject to disciplinary action.

4.3 Breaks

When working conditions permit, employees are entitled to take two 15 minutes coffee break and meal break for 30 minutes.

Note: 8 hours of work + 1 hours of break has to be followed strictly.

Section 5 – Leave Policies

5.1 Entitlement

Employees will be entitled for 1.5 Paid Leave per month from the 2nd month of their joining with VE.

5.2 Planned/Paid Leaves

Forward requests for time off in advance to your supervisor and HR-Gen, who may approve or deny the request based on company resources and deliverables, The Company is flexible in approving time off when doing so would not interfere with company operations. Vacation days are granted only on a full day or half-day basis.

Planned Leaves must be informed at least 3 weeks prior to the HR-Gen & Manager In charge.

Sandwich Leaves

If week offs are on Saturday and Sunday and employee have availed the leave on Friday and Monday then it will be counted as **four day leave I.e. Friday, Saturday, Sunday and Monday**.

5.3 Un-informed leave

Employee failing to inform about unplanned/emergency/sudden leave on the same day to the Manager/Team Lead/HR, will be penalized with a deduction of 3 days salary.

5.4 Emergency Leave

Emergency leave/Sick leave must be informed at least 2/3 hours prior to their shift to Manager/Team Lead/HR. Failing which will lead in unpaid leave and disciplinary actions.

Note1: Leaves accumulated at the year-end will only be carry forwarded to next year and will not be en-cashed.

Note 2: Leave applied through ERP Portal will only be considered.

- Emergency/sudden/sick leave must be informed to Manager/Team Lead/HR only via Official/Personal Email. No Skype/Text/WhatsApp Messages will take into consideration.
- Emergency/sudden/sick leaves should be applied over ERP within 5 days. Failing will lead to unpaid leave.
- Planned Leaves should be applied directly over ERP.

5.5 Maternity Leave

A temporary absence from an employee's position and applies to expectant or new mothers who require time off for pregnancy, childbirth and child care. As per policy, **maternity leave can be availed for maximum 26 weeks (180 days).**

5.6 Paternity Leave

There is no provision on paternity leave in Indian labor law for private sector workers. However, VE male employee(s) can avail **PAID paternity leave maximum for 3 days.**

5.7 Bereavement Leave

Bereavement leave allows an employee to receive paid leave because of the death of in Blood relation, close relative or associate. It generally is separate from other types of paid leave. The availability and amount of leave may vary depending on individual circumstances such as distance to a funeral, responsibility for funeral and estate arrangements, or the relationship between the employee and the deceased. **Employee(s) can avail a maximum 5 Days PAID Leave.**

5.8 List of Holidays

Fixed/Company Holidays:

- 1st January - New Year Day
- 26th January – Republic Day
- 15th August – Independence Day
- 2nd October - Gandhi Jayanti
- 25th December- Christmas

Lunar holidays:

- Holi
- Diwali

Restricted Holidays:

- Id ul Fitr
- Raksha Bandhan
- Janmasthami
- Good Friday
- Chatth Puja

Note: Employee can avail only 1 Restricted Holiday (RH) out of the above mentioned. Employee can avail RH benefits by applying via **ERP only**. RH must be applied within the **speculated window 10-30 days prior to the RH date.**

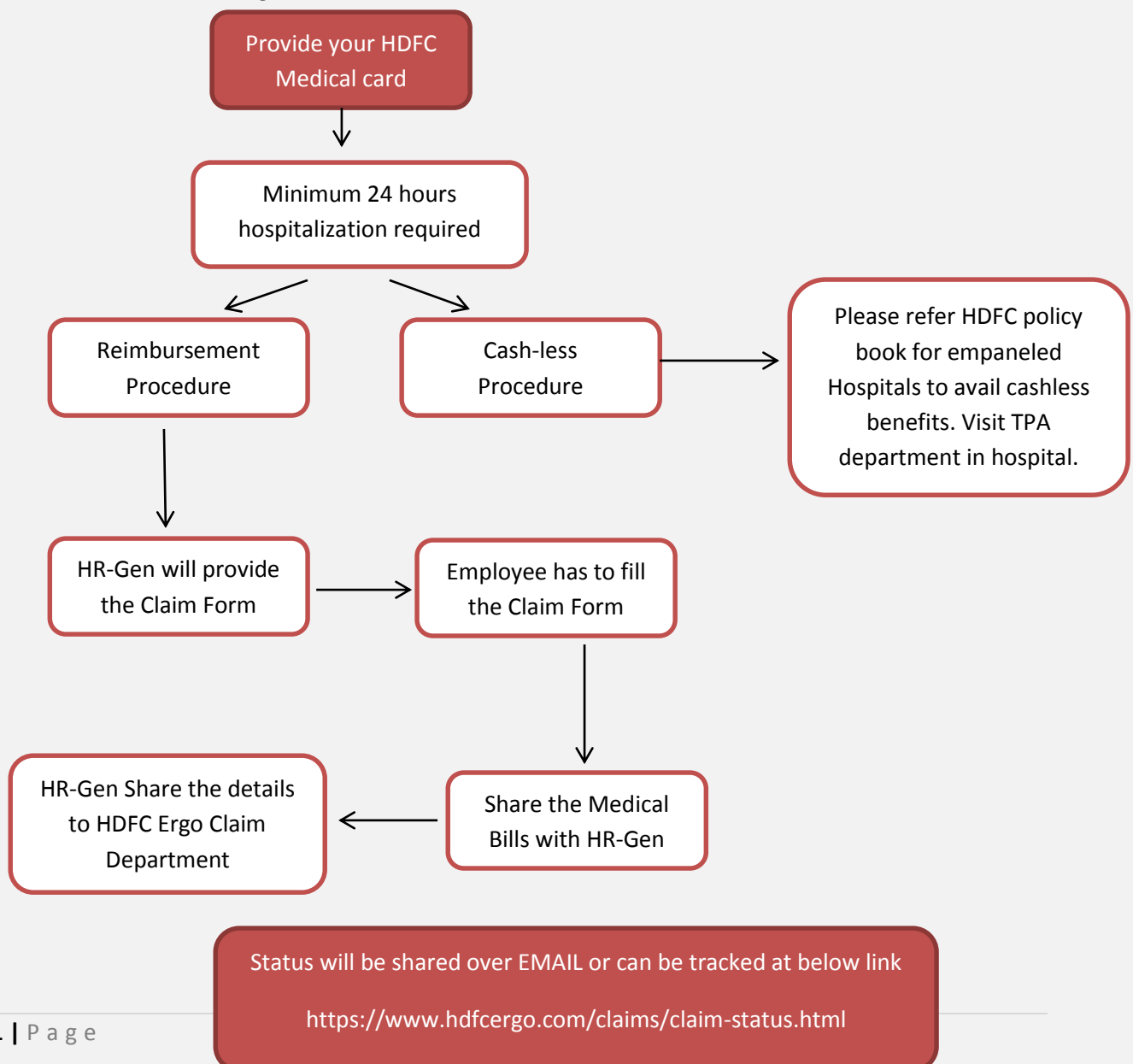
Section 6 -Health Benefits

VE provide Medical Insurance to all employees via third party **HDFC Ergo General Insurance**. It includes comprehensive health insurance coverage owing to medical exigencies faced by employees and their immediate family dependents. It adequately and suitably supports employees with adequate financial assistance.

An employee's spouse, up to 2 children can be covered under the Medical Insurance scheme by paying a minimal premium. Employee can avail the sum insured benefits for INR 1,50,000. Employee would be provided with HDFC Medical card and Policy number and other details over Official Email.

For hospitalization treatment by those hospitals that are listed with the insurance company, cashless facility is provided by the TPA.

Process Flow for claiming Health Benefits:



Section 7 – Work Performance

7.1 Expectations

The company expects every employee to act in a professional manner. Satisfactory performance of job duties and responsibilities is the key to this expectation. Employees should attempt to achieve their job objectives, and act with diligence and consideration at all times. Poor job performance can result in disciplinary action, up to and including termination.

7.2 Reviews

The company may periodically evaluate an employee's performance. The goal of a performance review is to identify areas where an employee excels and areas that need improvement. The company uses performance reviews as a tool to determine pay increases, promotions and/or terminations.

For Dedicated employees, Client will be responsible for the appraisal and review basis the performance.

All performance reviews are based on merit, achievement and other factors may include but are not limited to:

- Quality of work
- Attitude
- Knowledge of work
- Job skills
- Attendance and punctuality
- Teamwork and cooperation
- Past performance reviews
- Initiatives

Section 8 – Discipline Policy

8.1 Grounds for Disciplinary Action

The company reserves the right to discipline and/or terminate any employee who violates company policies, practices or rules of conduct. Poor performance and misconduct are also grounds for discipline or termination.

These actions include, but are not limited to:

- Engaging in acts of discrimination or harassment in the workplace;
- Falsification, misrepresentation or omission of information, documents or records;
- Engaging into Third party work or Freelancing jobs at workplace;
- Sharing Clients data or Company data with anyone;
- Excessive or unexcused absenteeism or tardiness;
- Illegal or violent activity;

- Any other action or conduct that is inconsistent with company policies, procedures, standards or expectations.

This list exhibits the types of actions or events that are subject to disciplinary action. It is not intended to indicate every act that could lead to disciplinary action. The company reserves the right to determine the severity and extent of any disciplinary action based on the circumstances of each case.

8.2 Procedures

Disciplinary action is any one of a number of options used to correct unacceptable behavior or actions. Discipline may take the form of oral warnings, written warnings, probation, suspension, termination in no particular order. The course of action will be determined by the company at its sole discretion as it deems appropriate.

Section 9 – Health and Safety

9.1 Workplace Safety

The company takes every reasonable precaution to ensure that employees have a safe working environment. Safety measures and rules are in place for the protection of all employees. Ultimately, it is the responsibility of each employee to help prevent accidents. Employees who observe an unsafe practice or condition should report it to a supervisor or HR-Gen Department immediately.

9.2 Workplace Security

Employees must be alert and aware of any potential dangers to themselves or their coworkers. Take every precaution to ensure that your surroundings are safe and secure. Guard personal belongings and company property. Visitors should be escorted at all times. Report any suspicious activity to a supervisor immediately.

Section 10 – ID Cards

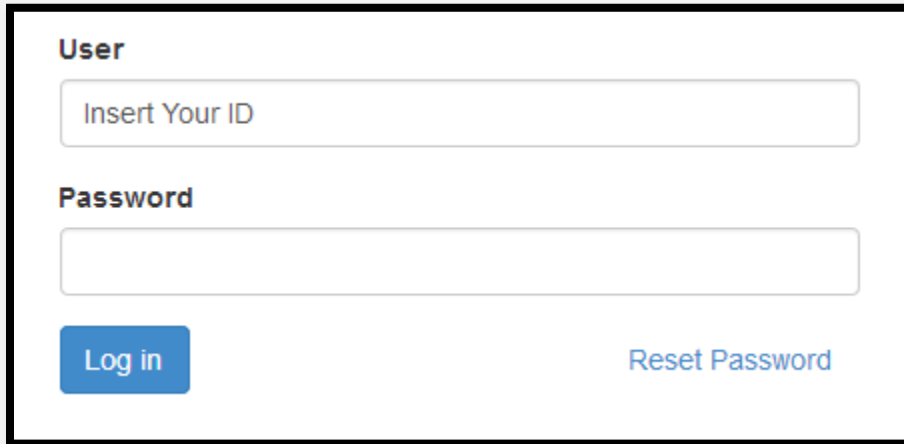
Employees will receive an Email from HR team seeking details for ID card creation. Employee has to attach a high pixel photograph with plain background.

ID cards will be issued within 30days of joining. Wearing ID card is mandatory.

Introduction to ERP Portal

Login ERP Portal clicking the below link.

<http://erp.virtualemployee.com/web/login>

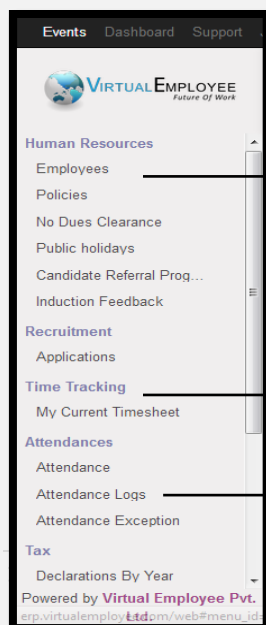
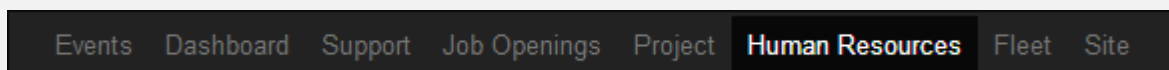


The login form is titled 'User' and 'Password'. It contains two input fields: 'Insert Your ID' and a password field. Below the password field is a blue 'Log in' button and a 'Reset Password' link.

Enter User ID/password provided by IT Team.

Note: Please drop an Email to HR@virtualemployee.com in-case you have not received your ID/Password on the second day of your joining VE

Please Visit Human Resource Tab.

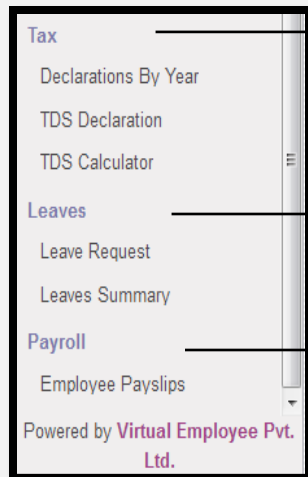


Refer the Left Side of the window for all the related tabs.

→ **Human Resource Tab:** This tab contains all employee details such as personal details, Client details, working shifts, Company policies.

→ **Current Timesheet:** Employee can check the time records from this Tab.

→ **Attendance Tab:** Will provide complete Log Details.



Tax Tab: This tab allows you to calculate and declare your Tax and also download Form 16 once uploaded.

Leave Tab: Will allow you to check your leave balance and apply leave. You can check the complete summary of the availed leaves.

Payroll Tab: Allows you to download and view your pay slips.

Employee must check & update their personal details over ERP. This is mandatory and must be filled in the 1st week of joining VE. Please refer the steps to update:

Go to Human Resource Tab - - -> Employee - - -> Click on your Name.

The image shows a web interface for an 'Employees' profile. At the top, there's a header with 'Employees' and a 'Name' field highlighted with a red box. Below this is an 'Edit' button and an 'Attachment(s)' dropdown. The main content area is divided into several sections: a profile picture placeholder, a 'Name' field highlighted with a red box, a 'Check EMPID' button highlighted with a red box, and a 'Leaves' icon. Below these are fields for 'Employee ID', 'Designation' (Sr. Software Engineer - PHP), 'Current Shift' (10:00 - 19:00), 'Employment Type' (Client), 'Billable' (Yes), 'Department', 'Team', 'Work Schedule' (5 days a week), and 'Week-off' (Saturday-Sunday). Further down, there are 'Report to' and 'Report to' fields, a 'Manager Details' button highlighted with a red box, a 'Clients' section, and a 'Clients Name' field highlighted with a red box. At the bottom, there's a navigation bar with tabs: 'VE Details', 'Personal Information' (selected), 'Background', 'Qualification', 'Ticket', 'Documents', 'TAX Declaration', and 'Exit Details'. Below the tabs is an 'Items' section.

Check all the above mentioned details. These details cannot be modified. For any changes please contact your Manager/Team Lead

Click the EDIT button to edit your personal info and save.

Check all the details

VE Details | **Personal Information** | Background | Qualification | Ticket | Documents | TAX Declaration | Exit Details

Items

Personal Details

Father's Name: [Redacted]
 Mother's Name: [Redacted]
 Phone Number: [Redacted]
 Mobile Number: [Redacted]
 Personal E-mail: [Redacted]
 Aadhar Card No: [Redacted]
 Identification Mark: [Redacted]
 Bank Name: [Redacted]
 Blood Group: B+
 Permanent Address: Kanpur

Status

Gender: Male
 Marital Status: Single

Birth

Nationality: [Redacted]
 Passport No: [Redacted]
 Resident Status: Rented
 Emergency Contact Number: [Redacted]
 PAN Number: [Redacted]
 Nasscom Registration Number: [Redacted]
 LinkedIn: [Redacted]
 Bank Account No.: [Redacted]
 IFSC Code: [Redacted]
 Current Address: [Redacted]
 Date of Birth: 25/10/1991
 Place of Birth: [Redacted]

Check all your personal details and update PAN No., Bank Account No. and IFSC code.

Note: All the details mentioned at this page should be filled immediately after you join with VE.

How to declare TAX and calculate TDS

Go to Human Resource Tab - - -> Tax - - -> TDS Declaration.

TDS Declaration

Declaration is Open | Declared

INFORMATION REQUIRED FOR THE PURPOSE OF TDS FOR FY 2017-18

Employee ID: VE366
 Gender: Male
 Father Name: [Redacted]
 PAN No.: [Redacted]
 Landlord Name: Landlord Name is required if HRA cross
 Home Loan Lender Name: Home Loan Lender Name is required if
 Resident Address: [Redacted]
 Date of Birth: 25/10/1991
 Date of Joining: 25/08/2011
 Designation: Unknown
 Resident Status: Rented
 Living In: Delhi
 Landlord PAN No.: Landlord PAN No is required if HRA/
 Home Loan Lender PAN No.: Home Loan Lender PAN No is req

Please check all the personal details before declaring the TAX.

Serial No.	Investment Description	Section	Amount(Rs)
1	MEDICAL ALLOWANCE(SUBJECT TO PROVIDE BILLS MAXIMUM LIMIT OF RS.15000)	10	0.00
2	HOUSE RENT ALLOWANCE/HOUSE RENT PAYMENT Relief provided against submission of Lease agreement and rent receipt duly signed by the Landlord. LANDLORD'S PAN CARD MANDATORY IF HRA IS MORE THAN 1 LAKH PER ANNUM	10(13A)	96000.00
3	INTEREST PAID ON HOUSING LOAN Maximum Limit for Self Occupied Property Rs.200000/- (Submit certificate received from Financial Institute/Banks and possession certificate)	24(1)	0.00
4	LIST OF ELIGIBLE INVESTMENT UNDER OVERALL LIMIT OF Rs.1.5 LAKH	80C	
A	PENSION SCHEME INVESTMENT	80CCC	0.00
B	HOUSING LOAN PRINCIPAL REPAYMENT	80C	0.00
C	PPF-PUBLIC PROVIDENT FUND	80C	0.00
D	LIFE INSURANCE PREMIUM	80C	16500.00
E	ULIP LINKED INSURANCE PLAN	80C	0.00
F	NSC-NATIONAL SAVING CERTIFICATE	80C	0.00
G	SUKANYA SAMRIDHI YOJANA	80C	0.00
H	ELSS-EQUITY LINK SAVING SCHEME OF MUTUAL FUNDS	80C	0.00
I	TUITION FEES:excluding any payment towards any development fee or donation of payment of similar nature,whether at the time of admission or thereafter,for the purpose of full time education,in any University,College,School or other education institution situated with India. Applicable for 2 children education only. Not for Self or Spouse Education.	80C	0.00
J	EMPLOYEES PROVIDENT FUND	80C	0.00
K	FIXED DEPOSITS IN BANKS(Period as per income Tax Guidelines)i.e.min 5 years	80C	0.00
5	CONTRIBUTION TO NATIONAL PENSION SYSTEM OR ATAL PENSION YOJANA	80CCD (1B)	0.00
6	MEDICLAIM PREMIUM (For Self,Spouse,Dependent Children & Parents) upto Rs.25000	80D	0.00
7	INTEREST ON EDUCATION LOAN (For Self education,spouse & children) No Maximum Limit	80E	0.00
8	DEDUCTION FOR HOUSE RENT PAID WHERE HRA IS NOT RECEIVED	80GG	0.00
9	Any Other Saving	NA	0.00

I undertake that, the proposed investment mentioned above will be invested on or before 31st January, 2018 for final computation of income Tax for the year 2017-18 and I will submit copy of all investment before 31st January, 2018. I also undertake that the other information as provided above is true and in case the above is found to be false, I shall be responsible for interest and penalties under the provision of the income Tax Act, 1961.

NO NEED TO SUBMIT ANY INVESTMENT PROOF AT THE TIME OF DECLARATION.ALL INVESTMENT PROOF WILL BE SUBMITTED IN THE MONTH January,2018

Can you print the documents from this system ? (i)

Submit

Please refer to the Investment description and mention the amount on yearly basis and Submit.

Note: Proofs should be submitted to accounts department in January.

Failing which will lead in deduction of the amount saved during the financial year.

How to calculate TDS, Post tax declaration

Go to Human Resource Tab - - -> Tax - - -> TDS Calculator.

Check Pan No. ---> Select Financial year ---> Click on calculate TDS

TDS Calculator

PAN No.

BNHRM1455G

Finance Year

2017-18

Calculate TDS

Print Form 16 B

Computation of Income

How to apply leaves over ERP

Go to Human Resource Tab ---> Leave ---> Leave Request ---> Create

The screenshot shows the 'Leave Request' form in the ERP system. At the top, there is a header 'Leave Requ... / New' and buttons for 'Save' and 'Discard'. The form has several fields: 'Description', 'Leave Type', 'Duration', and 'Employee Applied On'. A red box labeled 'Enter leave Reason' points to the 'Description' field. Another red box labeled 'From the Drop down menu select the leave Type' points to the 'Leave Type' dropdown menu, which is open and shows options: 'Casual Leave (18.5/62.5)', 'Not Informed', 'Unpaid', and 'Sick Leave (0/0)'. The 'Duration' field is also visible, showing '0.00'.

Leave Type: Casual Leave = Paid Leave.

Note: Please mark unpaid leave in case your leave balance is "0"

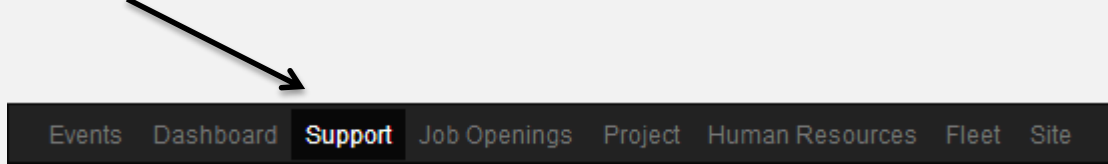
The screenshot shows the 'Leave Request' form in the ERP system, focusing on the 'Duration' field. The 'Duration' dropdown menu is open, showing options: 'First Half', 'Second Half', and 'Full'. A red box labeled 'Select To/from leave Date(s)' points to the 'Duration' field. Another red box labeled 'Select the leave duration' points to the 'Full' option in the dropdown menu. The 'Message' field is also visible.

Check the leave count and SAVE.

ADMIN/IT Related issue:

Employee can raise a #ticket to ADMIN & IT TEAM for any related issues.

Visit Support TAB on ERP Portal.



---- > **Click on Create**

A screenshot of the 'Inhouse / New' ticket creation form. The form has a header with 'Inhouse / New' and a 'Save or Discard' button. Below the header, there are several input fields: 'Subject', 'To Department', 'Seat Number', 'Description', 'Priority', and 'Ticket Type'. The 'Subject' field has a placeholder text 'Once saved it can not be edited.' The 'To Department' field has a dropdown menu with options: 'HR', 'Admin', 'IT', 'Account', and 'ERP'. The 'Priority' field has a dropdown menu with options: 'Normal' and 'High'. The 'Ticket Type' field has a dropdown menu. A red box highlights the 'To Department' dropdown menu with the text 'Only to be used for ADMIN & IT related queries.' Three arrows point from the text below to the 'Subject', 'To Department', and 'Priority' fields.

Mention the subject of the ticket. Select relevant department. Select the priority Level.

*Do mention detailed description in the body and **SAVE**.*

For any queries, feedback & suggestions please write to:

HR@virtualemployee.com

Skype ID: [ve.hr.gen](#)

Our Offices:

C-196, Sector 63, Noida, Uttar Pradesh 201301

K-1 & K-4, SDF Block, NSEZ, Dadari Road, Phase-II, Sector- 82, Noida, Uttar Pradesh 201305

HR-Generalist Department
Virtual Employee Pvt. Ltd.