



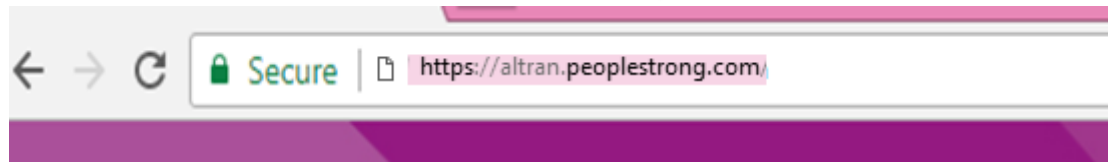
HRIS Training



## Web Portal Login

### How to Log-In ?

Open a browser & type URL



Altran. +PeopleStrong +.com



# Web Portal Login

**URL:** Altran.peoplestrong.com

ALTRAN

Sign in with your organizational account

Password

Sign in

Sign-in to Altran requires device registration. Use your login like europe\yourlogin.

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## Users/Roles in HRMS

- **Individual** – Individual who does not have any team reporting to them has access to **Employee Self Service (ESS)** functionalities under each module. Under ESS employee has access to his or her own information
- **L-1 Manager** – An employee who has a team reporting has access to **Manager Self Service (MSS)** along with ESS
- **L-2 Manager** – L-2 managers will be The skip level manager/Business head as per the hierarchy shared.
- **HR Manager** – HR Manager user has access to manage HRMS of employees of his/her vertical along with MSS/ESS



# Home Page

**Important Links** : Will display the list of document as hyperlink , which can be viewed by employee in detail.

**My Tasks** : will display all activities with its current stage and status.

**New Joiners** : will display the list on new joiners with name and dates.

**Birthday /Wedding Anniversaries** : List of employees having Birthday & anniversary on the present day will be displayed.

altran

We are working on a new version

[Click here](#) to explore now.



Naveen Dn



HOME

HRIS

LEAVE

ATTENDANCE

EXIT

## IMPORTANT LINKS

[Altran ESS User Manual](#)

## WELCOME

Dear Naveen Dn,

## MY TASKS

Task Code ⇅	Employee Name ⇅	Stage ⇅	Status ⇅
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
LR171214000016143	Ayush	Initiate F&F	Completed
L02981512954872334	Naveen Kumar Dn	Reject	Rejected
R029817120500001	Naveen Kumar Dn	Release F&F	Pending
R0298/25Jan2018175705/6A	Sandeep Gayakwad	Release F&F	Pending
R0298/01Feb2018115952/F3	Keshav Singh Mehar	Release F&F	Pending

[Detail View](#)

## NEW JOINERS

No Event

## EVENTS

March 2018						
SU	MO	TU	WE	TH	FR	SA
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## BIRTHDAYS - MAR 08

Shweta Angadi (79664)

Saravanan Poopatham (80042)

Jitendra Gupta (89964)

Shashank Rastogi (93527)

1 2

## WORK ANNIVERSARIES - MAR

[HOME](#)[HRIS](#)[LEAVE](#)[ATTENDANCE](#)[EXIT](#)

SELF SERVICE

[My Details](#)[My Documents](#)[Basic Details](#)[Position Details](#)[Contact Details](#)[Dependent Details](#)[Employment Details](#)[Education Details](#)[Bank Details](#)[ID Details](#)**BASIC DETAILS**[View](#)[Modify](#)[History](#)

HRIS (Human Resource Information System) Modules holds individual employee's basic information about self, family/dependent details, employment details, education details etc.

Two Sections:

- **Self Service:** Individual User
- **Manager Self Service:** Manager/HR User

**Tabs under My Details:**

- Basic Details
- Position Details
- Contact Details
- Dependent Details
- Previous Employment Details
- Education Details
- Bank Details
- ID Details

Country of Birth:

Age: 29 years

<https://uat-altran.peoplestron.com/home.isf?sessionid=TAYh-lbf5WQbDvISKvXhwr?cid=1#>



# Basic Details – Add/Modify

Following page will appear after clicking Modify button

## PERSONAL INFORMATION



Click on icon to Update/Change an image

Title:

\*First Name:

Middle Name:

\*Last Name:

\*Father's Name:

Date Of Birth:

Age: 26 years

\*Place Of Birth:

\*Country Of Birth:

\*Gender:

\*Marital Status:

\*Personal Email ID:

\*Mobile:

## ID INFORMATION

\*PAN NUMBER:

UAN NUMBER:

PF Account Number:

\*Aadhar Card Number:

ESI Number:

Voter ID Number:

PRAN Number:

## ETHNICITY INFORMATION

Religion:

Ethnicity:

Citizenship:

Nationality:

## HEALTH INFORMATION

\*Blood Group:

SUBMIT

CANCEL

Employee's Ethnicity Details

Employee's Health Details

Click Submit/Cancel for changes

Employee's Personal Information – Employee can update/add information here and HR approval is required

Employee's ID Details



# History Tab

History of any changes made in HRIS can be accessed by clicking on History Tab on various tabs of HRIS section

Click on field to get detailed view of the transaction

Date & Status details of change requests submitted

Click on History tab to check historical changes

## BASIC DETAILS

View Modify **History**

10/NOV/2017

10/NOV/2017

10/NOV/2017

COMPLETED APPROVED ▶

COMPLETED APPROVED ▶

COMPLETED APPROVED ▼

### Details of Transition

Label ↕	Old Value ↕	New Value ↕	Effective Date ↕	Attachment ↕	Status	Action
Title		Ms.	10/Nov/2017		Updated	
Mobile	26660664	99999999999	10/Nov/2017		Updated	
Nationality		Indian	10/Nov/2017		Updated	
Blood Group		A+	10/Nov/2017		Updated	
Mother Tongue		Hindi	10/Nov/2017		Updated	

◀ ◀ 1 ▶ ▶ 15 ▼





# Position Details

Employee has view rights to see position details. Contact your HR manager for any discrepancy in data.

[Basic Details](#)[Position Details](#)[Contact Details](#)[Dependent Details](#)[Employment Details](#)[Education Details](#)[Bank Details](#)[ID Details](#)

## POSITION DETAILS: Nupur Nautiyal

[View](#)[History](#)

### Guidelines

In-case of any corrections or modification, you are requested to reach out to your HR or HR Helpdesk for any



### POSITION INFORMATION

Employee Code: 91282

Date Of Joining: 27/Jun/2016

Official Email: pankaj.kumar2@peoplestrong.com

First Entry DOJ:

Designation: Senior Manager

Grade: L5

L1 Manager: Roopali Sundar - 88123

L2 Manager:

HRBP: Roopali Sundar - 88123

Employment Status: Active

Employment Type: Full Time Employee

Notice Period: 90

### WORK INFORMATION

Company>Entity>BU> Altran Technologies India Pvt Ltd>Technology>Human  
Department: Resources>Human Resources

Entity>Country>state> Technology>India>KARNATAKA>Bengaluru>Ecospace -  
City>Site: Bangalore



# Contact Details

Contact Details – It stores employee’s 3 addresses - Permanent, Current Residence & Office Address and emergency contact details

Tabs to perform an action on data

Action button expands for detailed view

Basic Details   Position Details   **Contact Details**   Dependent Details   Employment Details   Education Details   Bank Details   ID Details

## CONTACT DETAILS: Demo

### Guidelines

This section has 3 Tabs namely: -

Address Type	Address	City	State	Action
	test,	test	est	

## EMERGENCY CONTACT

Contact Name	Contact Relationship	Mobile Number	Office Number	Contact Home Number	Email Id	Contact Address
test	test	2345678765				test

View   Modify   History

Action





# Dependent Details

Details of family members and dependents are captured here such as Father, Mother, Spouse, Children etc.

Tabs to perform an action on data

Basic Details Position Details Contact Details **Dependent Details** Employment Details Education Details Bank Details ID Details

**DEPENDENT DETAILS:** Demo

**Guidelines**  
This section has the following 3 Tabs:

Dependent Name	Relationship	DOB	Is Dependent	Any Health Policy	Action
test		12/Jan/1904	No	No	

Action button expands for detailed view

Select Modify to edit details

**DEPENDENT DETAILS:** Demo

## Guidelines

This section has the following 3 Tabs:

To add new details

Add More

Request Type	Dependent Name	Relationship	DOB	Is Dependent	Any Health Policy	Action
	test		12/Jan/1904	No	No	

**SUBMIT** **CANCEL**

Click on submit to submit the modified details or on cancel to cancel the transaction

Click pencil icon to edit details Click trash icon to drop changes



# Dependent Details

Add dependents or family members

DEPENDENT DETAILS: Demo

View Modify History

## Guidelines

This section has the following 3 Tabs:

\*Dependent Name:

\*Gender:

\*Marital Status:

Address:

Employment Type:

Occupation:

Any Health Policy:

\*Relationship:

\*DOB:

Blood Group:

Mobile Number:

Employer:



Is Dependent:

Do you want to buy medical policy from the company:

\*Effective From: 15/Jan/2018

ADD

CANCEL

Request Type	Dependent Name	Relationship	DOB	Is Dependent	Any Health Policy	Action
	test		12/Jan/1904	No	No	 

SUBMIT

CANCEL

Click on Add to add the member details, Once added, click on the submit button to submit details in HRIS records

Once all the required details are entered then select the dependent tick mark if the added member is dependent



# Previous Employment Details

Past employment history of employee is maintained here

Basic Details

Position Details

Contact Details

Dependent Details

Employment Details

Education Details

Bank Details

ID Details

EMPLOYMENT DETAILS: Demo

View

Modify

History

## Guidelines

This section has the following 3 Tabs:

Total Experience including current organization: 57 months

Company Name	Employee Code	Title	Start Date	End Date	Project Name	Role	Location	Salary	Employment Type	Action
Test Org		test	23 Jan 2007	17 Jan 2011		test1		500000.00		

EMPLOYMENT DETAILS: Demo

View

Modify

History

## Guidelines

This section has the following 3 Tabs:

\*Company Name:

\*Title:

\*Role:

Employment Type:

\*Start Date:

\*Salary:

\*Effective From:

15/Jan/2018

Employee Code:

Project Name:

Location:

Full Part Time:

\*End Date:

Current Employer:

☐

\*Attachment:

ADD

CANCEL

Request Type	Company Name	Employee Code	Title	Start Date	End Date	Project Name	Role	Location	Salary	Employment Type	Action
	Test Org		test	23 Jan 2007	17 Jan 2011		test1		500000.00		

SUBMIT

CANCEL

Fill all the required details here and add record by clicking Add button, Click on Submit to finally submit the data in HRIS records



# Education Details

Educational qualification/certification details of an employee are maintained here

Basic Details

Position Details

Contact Details

Dependent Details

Employment Details

Education Details

Bank Details

ID Details

EDUCATION DETAILS: Demo

ViewModifyHistory

Guidelines

This section has the following 3 Tabs:

Degree	Institute Name/Location	Specialization	Percentage/Final Grade	Start Date	End Date	Action
No records found.						

Basic Details

Position Details

Contact Details

Dependent Details

Employment Details

Education Details

Bank Details

ID Details

EDUCATION DETAILS: Demo

ViewModifyHistory

Guidelines

This section has the following 3 Tabs:

\* Education Level: Select One

\* Specialization:

Board/University:

\* Score type: Select One

\* Start Date:

\* Effective From: 15/Jan/2018

\* Degree:

\* Institute Name/Location:

Course Type: Select One

\* Percentage/Final Grade:

\* End Date:

\* Attachment:

SAVE

CANCEL

Request Type	Degree	Institute Name/Location	Specialization	Percentage/Final Grade	Start Date	End Date	Action
No records found.							

SUBMIT

CANCEL

Fill all the required details here and add records by clicking Save button, Click on Submit to finally submit the data in HRIS records



### Basic Details

### Contact Details

### Employment Details

### Bank Details

### ID Details

View

**Modify**

## History

This section has 3 Tabs namely: -

Request Type	Name Of Bank	Ifsc Code	Account Type	Bank Account Number	Branch Name	Branch Address	Account Holder Name	Action
No records found.								

**SUBMIT**

CANCEL

Fill all the required details here and add records by clicking Save button, Click on Submit to finally submit the data in HRIS records



# ID Details

Details of IDs such as Passport, Driving License etc. can be maintained here for HRIS records, these section is for non-mandatory IDs and employee has an option to provide details basis preference

Basic Details

Position Details

Contact Details

Dependent Details

Employment Details

Education Details

Bank Details

ID Details

ID DETAILS: Demo

View

Modify

History

## Guidelines

This section has the following 3 Tabs:



\* ID Type:

\* Number:

\* Name On Document:

\* Issue Date:

\* Expiry Date:

\* Effective From:

\* Attachment:



ADD

CANCEL

Request Type

ID Type

Number

Issue Date

Expiry Date

Action

No records found.

SUBMIT

CANCEL

Fill all the required details here and add record by clicking Add button, Click on Submit to finally submit the data in HRIS records





# HRIS –L-1 Manager Self Service (MSS)

L1 manager will have access to those Employees who are reportees. For which they can view the basic and position details of their direct reports

HOME

LEARNING

HRIS

LEAVE

ATTENDANCE

PAYROLL

EXIT

SELF SERVICE

My Profile

Navigation Guide/FAQs/Forms

MANAGER SELF SERVICE

Employee List

Basic DetailsPosition DetailsContact DetailsDependent DetailsEmployment DetailsEducation DetailsBank DetailsID Details

BASIC DETAILS

ViewModifyHistory

Guidelines

This section has the following 3 Tabs :

PERSONAL INFORMATION

Title: Mr.

First Name: Dummy1

Middle Name: Kumar

Last Name: Yadav

Date of Birth: 14/Oct/1992

Country of Birth: India

Age: 25 years

Gender: M

Marital Status: S

Date Of Marriage:

Personal Email: 123@test.com

Mobile Number: 8527559902



# HRIS –L-1 Manager Self Service (MSS)

L1 manager will have access only to Employee reporting through which they can view the basic and position details of their direct reports

HOME DASHBOARD HRIS

LIST EMPLOYEES

EMPLOYEE LIST (No. of records - 6)

Employee Code	First Name	Last Name	User Name	Designation
Dummy1	Demo		Dummy1	Commi - I
Dummy2	Demo		Dummy2	Room Attendant
Dummy3	Demo		Dummy3	EXECUTIVE
Dummy4	Demo		Dummy4	Commi - I
Dummy5	Demo		Dummy5	Steward
Dummy6				Tr.Captain

Click on corner icon to view the employee's profile

1 10



# HRIS –L-1 Manager Self Service (MSS)

Click on Basic Detail tab to view the basic information of the direct report and click on Position Details to view the organization details. Org Chart can be used to view the span of control of the employee.

The screenshot displays the HRIS –L-1 Manager Self Service (MSS) interface. At the top, there is a navigation bar with links for HOME, DASHBOARD, and HRIS. On the right side, a user profile card shows a circular avatar with the letter 'D', a 'TASKS' icon, a 'QUICK LINKS' icon, a 'DOWNLOADS' icon, and a 'MORE' icon. Below the navigation bar, the main heading is 'LIST EMPLOYEES'. Under this heading, there are three tabs: 'Basic Details', 'Position Details', and 'Org Chart'. The 'Basic Details' tab is currently selected. Below the tabs, the section is titled 'BASIC DETAILS'. On the right side of this section, there are two buttons: 'View' and 'History'. Below the 'BASIC DETAILS' section, there is a sub-section titled 'PERSONAL INFORMATION'. On the left side of this sub-section, there is a large, light grey placeholder for a profile picture. On the right side, there is a list of personal information fields: Title: Mr., First Name: Demo, Middle Name:, Last Name:, Father's Name: test, Date Of Birth: 15/Jan/1992, Place Of Birth: India, Country Of Birth: India, Age: 26 years, and Gender: Male.

HOME DASHBOARD HRIS

LIST EMPLOYEES

Basic Details Position Details Org Chart

BASIC DETAILS View History

PERSONAL INFORMATION

Title: Mr.  
First Name: Demo  
Middle Name:  
Last Name:  
Father's Name: test  
Date Of Birth: 15/Jan/1992  
Place Of Birth: India  
Country Of Birth: India  
Age: 26 years  
Gender: Male



HRMS Training

Thank You