

PRESIDIO®

# EMPLOYEE HANDBOOK - 2025

Last Reviewed Date: May 20, 2025

## Introduction

### About Presidio:

Presidio is a global leader in digital services and solutions, focusing on accelerating business transformation by modernizing and securing clients' information technology. With over 6,600+ customers, an expert team of 3,500, and 40+ global locations, Presidio offers cutting-edge digital solutions that safeguard IT infrastructure, drive efficiency, and drive growth.

With a client-centric approach, they prioritize clients' needs and offer personalized solutions that align with their business objectives. Presidio's strategic locations, comprehensive services, and proven expertise make it a top choice for businesses worldwide. We pioneer solutions that catalyze remarkable achievements for our global customers.

### Executive Leadership:

Leadership is more than a title. It's the guiding ethos for those that rise up the ranks at Presidio, spearheading innovation for our clients and reflecting our core values – Excellence, One Presidio, Forward-Thinking, and Accountability – back to each team member. Our customers are at the center of all we do, which makes Presidio a destination workplace for outcome-obsessed employees looking to become the next generation of visionary leaders.



**BOB CAGNAZZI**  
Chief Executive Officer



**MANNY KORAKIS**  
Chief Financial Officer



**BARBARA ROBIDOUX**  
Chief Marketing Officer



**ELLIOt BRECHER**  
Chief Legal Officer & General  
Counsel



**JENNIFER JACKSON**  
Chief Human Resources Officer



**VINCENT TRAMA**  
Chief Revenue Officer



**DAN O'BRIEN**  
Chief Solutions Officer



**ROBERT KIM**  
Chief Technology Officer



**CHRIS CAGNAZZI**  
Chief Innovation Officer



**STEVEN PALMESE**  
Chief Information Officer



**BRID GRAHAM**  
Senior Vice President, Europe &  
APAC



**GOPINATHAN  
PANDURANGAN**  
Senior Vice President and Country  
Head, India



**SHARAN GURUNATHAN**  
Vice President, Innovation



**KEVIN WATKINS**  
Senior Vice President, Solutions &  
Services



**BRYAN CALDER**  
Senior Vice President of Sales,  
Northeast



**WAHEED CHAUDHRY**  
Senior Vice President of Sales, US  
SLED & West Named



**JUSTIN FILIA**  
Vice President of Sales, Central  
Region



**KEVIN FLEURIE**  
Senior Vice President of Sales,  
Digital Business Solutions &  
Services



**MICHAEL KELLY**  
Senior Vice President of Sales,  
Southeast



**BRIAN MAGGIACOMO**  
Vice President, Strategic  
Accounts/Media & Entertainment



**MATT RUNK**  
Vice President, Sales Mid-Atlantic

**Presidio Core Values:****Excellence:**

We are passionate, nimble, and relentless in delivering the best solutions possible for our customers. We take pride in solving challenging problems and we strive for excellence in everything we do for our customers and employees. We set high expectations, proactively look for ways to improve, and collaborate seamlessly with our colleagues and partners. We always do the right thing.

**One Presidio:**

We are one global connected team, unified by our shared mission. We are aware of our global cultural differences and we value the diverse talents and unique perspectives of all employees, customers, and partners. We break down silos, and we collaborate openly and respectfully. We know we are stronger together.

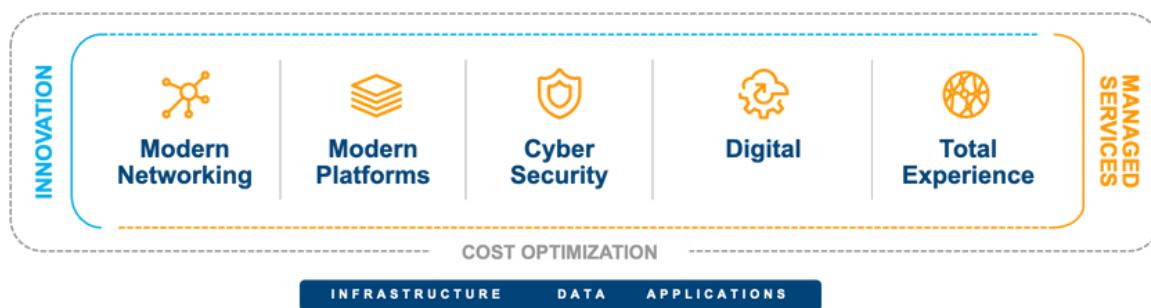
## Forward-Thinking:

We are creative innovators and we stay ahead of the curve. We're always anticipating what's next for our customers, partners, and employees. We continuously evolve our skills, technology, and business practices to deliver the most transformative, long-lasting solutions. We are leaders and pioneers.

## Accountability:

We hold ourselves accountable for our actions, inactions, behavior, decisions, integrity, and results. We give and receive feedback openly and swiftly. We take ownership for our mistakes and seek to learn when we fail. We hold each other, at all levels, to the highest standards. We walk-the-walk and live our values every day.

## Our Practices:



## Our Locations:



New York



Toronto



Chennai



Bangalore



Coimbatore



Hyderabad



Dublin



Singapore



London

## Presidio Culture

### Presidio Town Hall:

Presidio India Office holds a Quarterly India All-Hands Call and a Quarterly Global All-Hands Call, where cross-office collaborations take place.

### Peer Engagements:

- In addition to the All-Hands Calls, team collaborations occur through frequent presentations by employees, planned practice enhancement sessions, etc.
- An annual Hackathon event is conducted, where employees can showcase their tech skills.
- Individual teams may plan team outings at the discretion of the team/project lead, subject to the approval of the Practice Head.

### Internal Communication Channels:

- Employees are required to be active on all internal communication channels during work hours.
- Presidio uses the following channels to communicate official information: MS Teams, Cisco Webex, and MS Outlook.
- All important or confidential information should be exchanged only through email.

### Rewards & Recognitions:

- Presidio India recognises employees through the following programs:
  - Spot Award
  - Above and Beyond Award
  - Drona Award
  - [Who is Presidio](#)
    - Global Award & Cash Price Applicable: INR 15,000/-

Please visit the following link to know more regarding [Rewards and Recognitions](#).

## Employee Voice:

The employee voice is consistently heard by the Leadership Team through regular surveys and other channels of employee feedback, with any requests given priority.

## Mentorship:

Every employee is assigned a mentor to provide coaching and career guidance. Regular catch-ups between the mentor and mentee are mandatory. The best practice is to connect with your manager atleast once in a month and the mandatory practice is to connect with your mentor atleast once in a quarter. The catchup notes must be tracked in the [PeopleCues 1:1 module](#).

# New Hires Onboarding

## New Hires Background Verification:

At Presidio, all new hires undergo a comprehensive Background Verification Process to ensure the integrity and reliability of our workforce. This process involves a series of checks, both prior to and after the date of joining (DOJ), to verify the authenticity of the candidate's credentials and background. The following verifications are conducted as part of this process:

- **Criminal Records Check** (Completed prior to the Date of Joining)
- **Court Records Check** (Completed prior to the Date of Joining)
- **Global Database Check** (Completed prior to the Date of Joining)
- **Current Employment Check** (Completed prior to the Date of Joining)
- **Current Address Check** (Completed post Date of Joining)

If there is any discrepancy in the Background Verification Report, it is the decision of the Practice Head and HR to terminate the employee, and the employee must adhere to the terms and conditions.

### **Social Media Release Agreement:**

Upon onboarding at Presidio, employees will be asked to sign a social media release agreement, through which they provide consent to Presidio to post their pictures on social media as needed.

### **New Hires Probation Period:**

All new hires at Presidio India will undergo a probationary period of six months, during which their performance, conduct, and overall suitability for their role will be assessed by their respective department. If necessary, the probationary period may be extended, and the reasons for such an extension will be formally communicated to the employee.

## **Presidio India Facilities**

### **Company IT Assets:**

Every employee will be provided with a MacBook and is expected to handle all company property - including laptops, mouse, keyboard, monitor, testing devices, and other accessories - with utmost care. Employees are advised not to download or install any unauthorized software or files on office devices. Any damages found to company assets during employment or upon employee separation will result in the recovery of the asset's valuation cost from the employee.

### **Access Cards:**

Employees will be provided with ID cards and Access Cards/RFID cards, which must be carried within the office premises. In case of loss or replacement, employees can contact the Admin & Facilities team for ID cards and the IT team for Access Cards.

- Chennai - RFID Cards
- Coimbatore - RFID Cards
- Bangalore - Access Cards
- Hyderabad - Access Cards

### Stress Buster:

To enhance work-life balance, Presidio has set up a recreation area equipped with table tennis, carrom, and a PS4.

### Grab A Healthy Bite Anytime:

Presidio India has an in-house open pantry stocked with healthy snacks and fruits, allowing employees to enjoy healthy bites.

### Vehicle Parking:

Presidio has a dedicated parking facility for both four-wheelers and two-wheelers. Vehicle numbers must be registered with the Admin & Facilities team before using the parking space.

### Safety Measures & Guidelines for Employees Bringing Children to the Office:

1. **Notification:** Employees must inform the Admin Team at least three (3) working days in advance of the intended visit.
2. **Eligibility:** Only biological or legally adopted children of the employee are allowed. Children of relatives, friends, or acquaintances are not permitted on office premises under our Policy.
3. **Parental Responsibility:** Employees are fully responsible for the supervision and safety of their children while on office premises.
4. **Proximity:** Children must remain within close proximity to the employee's designated work area at all times.
5. **Restricted Movement:** Children are not allowed to use the stairs or elevators unaccompanied. Doing so will be considered a violation of office policy. Also, the children must be accompanied by their parents when passing through automatic doors.
6. **Hazard Awareness:** Children must be kept away from potentially hazardous areas, including sharp objects, table edges, and the pantry.
7. **Restroom Use:** For children under the age of seven (7) or those with special needs, a parent must accompany them to the restroom.
8. **Asset Care:** Employees must ensure that their children do not damage any office property or equipment.

## Presidio India Policies

### Human Resources Policy:

The purpose of this policy is to establish clear and consistent guidelines that define the rights, responsibilities, and expected standards of conduct for employees at Presidio Solutions. It aims to ensure compliance with applicable labor laws and regulatory requirements, promote fairness and transparency in the workplace, and support the organization's mission and objectives. By fostering a professional, inclusive, and collaborative environment, the policy seeks to protect the company's interests, including its resources, reputation, and intellectual property, while empowering employees to thrive and contribute to shared success.

#### Human Resources Policy 2025

### Hours of Work:

- Employees are expected to work 8 hours a day, Monday through Friday, excluding lunch and tea breaks.
- Work timings for teams are determined after considering the comfortable work hours of all associated employees. Employees may choose their work hours based on the team's working hours to facilitate better collaboration.
- If the project or team requires an employee to work on a Saturday, Sunday, or public holiday, the employee is entitled to compensatory time off, which must be used within the next 3 months.
- Women employees are encouraged to leave the office premises before 7 PM. To do so, they must obtain prior approval from the functional heads and share their ride details with the admin team.

### Hybrid Work Policy:

Presidio India follows a hybrid work policy where employees with 2 or more years of work experience are required to work from the office 3 days a week, while employees with less than 2 years of work experience are required to work from the office all 5 days of the week. Please refer to the [Hybrid Work Policy document](#) for more details.

## Compensatory Time Off:

Employees are eligible for compensatory time off in case if the employee was required to extend weekday hours or work over weekends based on the department's guidelines and approvals. Please visit the following [Intrasite Page](#) for more information.

## Visitors Policy:

- **Chennai & Coimbatore:** Anyone visiting the Presidio office premises is required to sign the visitor's register at the front desk and must be accompanied by a Presidio employee into the office.
- **Bangalore & Hyderabad:** Presidio employee must email the WeWork team about the visitor's details and must be accompanied by a Presidio employee to the office floor.

## Code of Conduct

### Misconduct - Under Presidio India HR Policy:

The purpose of this policy is to define and communicate acceptable workplace behaviors and establish a framework for addressing instances of misconduct at Presidio India. This policy aims to:

- Maintain a professional and respectful work environment.
- Ensure adherence to the organization's core values and ethical standards.
- Promote compliance with applicable labor laws and internal regulations.
- Protect the company's interests, including its reputation, resources, and intellectual property.

An Employee may be suspended or terminated or dismissed without notice if the employee is found to be guilty of misconduct by the grievance committee under the [Misconduct - Under Presidio India HR Policy](#).

Furthermore, any other conduct or behavior of an employee mentioned in the above misconduct policy, that are viewed as detrimental to the Presidio India HR Policy, shall be treated as misconduct and subject to disciplinary action.

## **Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Policy:**

The purpose of the policy is to establish an Internal Committee (IC) and Grievance mechanism to effectively combat incidents of sexual discrimination or harassment at workplace and also to resolve complaints against such conduct(s) in a fair, transparent and timely manner.

Presidio is committed to providing a safe work environment for all its employees free from discrimination on any ground and from harassment at work including sexual harassment. All complaints of sexual harassment will be taken seriously and treated with utmost respect and confidence. No person will be victimized for making such a complaint.

### **Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Policy**

Employees can reach out to the HR team or email to [grievances-india@presidio.com](mailto:grievances-india@presidio.com). The company is liable to take action for complaints that are raised within 90 days from the date of incident.

### **Grievances:**

Presidio India has a dedicated grievance committee that handles all the grievances that are reported by the affected employee via hotline or email sent to [grievances-india@presidio.com](mailto:grievances-india@presidio.com). Company is liable to take action for complaints that are raised within 90 days from the date of incident.

### **Conflict of Interest:**

An employee shall be considered to have potential conflict of interest where he or she has a direct or indirect financial interest in a matter involving Presidio and where the employee could influence or appear to be able to influence any decision on that matter by Presidio. Examples include acceptance of personal gifts beyond moderate courtesy, engaging in activities that impact Presidio's business interests, purchasing decisions for personal gain and/or written or public statements in conflict with Presidio. For further clarifications, the employees can approach and discuss with the management team.

### **Escalation:**

Escalation matrix for any project-related affairs:

- Level 1: Mentor or Manager / Project Lead
- Level 2: Practice Heads

### **Dress Code:**

Employees are expected to use good judgment and show courtesy to their co-workers by dressing in a manner that is presentable and appropriate. Employees may be asked to attend business meetings with clients or any business gatherings, either at Presidio offices or elsewhere, for which they are expected to dress in appropriate business attire.

### **Timesheet Submission:**

All Presidio India employees who are not exempt from clocking the timesheet must follow the following practices:

1. Must clock the hours in the respective buckets by Friday EOD of every week and ensure that the clocked hours are approved by the respective managers.
2. Managers must approve the clocked hours every Monday EOD

## **Compensation and Benefits**

### **Salary Process:**

- The employee's salary is credited on the last working day of the month to the salary account registered with Presidio.
- Presidio's policy requires employees to maintain confidentiality regarding salary information and refrain from disclosing it, except as required for appropriate financial reporting purposes.
- Along with the salary, the employee's PF account is credited with both the employee's and employer's contributions.

- **Flexi Pay Structure:** Employees are eligible to select from the following special allowance components. They can choose to allocate the Flex Allowance towards different components such as the Food Card, Business Attire Allowance, and Leave Travel Allowance. This can be selected only at the time of Joining or during salary revision or at the beginning of new financial year.

#### [Flexi Pay Structure](#)

#### **Provident Fund:**

As part of the compensation structure, an amount of INR 1,800/- is credited to the Employee Provident Fund (EPF) account each month as the Employee's Contribution. Additionally, INR 1,800/- is contributed by the employer, both of which are included in the Cost to Company (CTC) structure.

Furthermore, employees have the option to contribute an additional INR 13,200/- per month toward the Voluntary Provident Fund (VPF), allowing for enhanced savings and tax benefits.

#### **Employee Benefits:**

- **Health Insurance:** Every employee and employee's dependents (Parents / Parents in law, Spouse & 2 Children) are covered by medical insurance provided by the company, only the Group Health Insurance minimum amount is included in the CTC of the employee and the rest is borne by Presidio India. Visit the [Employee Health Insurance](#) intrasite page for more information.
- **Master Health Checkup Reimbursement:** All full-time employees covered under the employee health insurance are eligible for reimbursement of Master Health Check-Up or doctor-prescribed tests, capped at INR 10,000/- annually for upto four insured family members combined. Visit the [Master Health Check-Up Reimbursement](#) intrasite page for more information.

- **Travel / Vacation Benefits:** Employees with more than one year of work experience at Presidio can avail themselves of travel/vacation benefits up to INR 25,000 per financial year (April to March) for vacation expenses through Tanqaa. The reimbursement tab will be enabled in Tanqaa from the 1st to the 10th of every month, allowing employees to upload their bills. Reimbursement will be processed along with the monthly salary. Visit the [Employee Expense Guidelines - 2025](#) document for more information.
- **Employee Wellness Program:** Presidio India has partnered with CultFit, providing access to CultFit fitness studios or OnePass-designated fitness studios. Enrollment for existing employees can be done every quarter, while new joiners are eligible to enroll only after completing 90 days from their date of joining. Visit the [Employee Wellness Program](#) intrasite page for more information.
- **Reimbursements:**
  - **Commute:** Upto INR 5,000/- per Month
  - **Internet:** Upto INR 2,000/- per Month
  - **Router Installation Charges:** Upto INR 3,000/-  
*(One time Claim: Only for New Joiners to be claimed within 90 days of Joining)*
  - **Cellphone:** Upto INR 1,000/- per Month  
*(Applicable only for official purpose)*
  - **Subscriptions / Dues:** Upto INR 3,500/- per Month
  - **Certification:** Upto INR 25,000/- per Quarter for Role Relevant Certifications. Visit the [Intrasite page](#) for more details.
  - **Office Supplies (Laptop Waterproof Cover):** INR 2,000/-  
*(One time Claim: Only for New Joiners to be claimed within 90 days of Joining)*

Visit the [Employee Expense Guidelines - 2025](#) document for more information.

- **Work Integrated Learning Program:** All Presidio India employees who have completed one year with the company are eligible to enroll in a role-relevant, work-integrated learning program from a reputable university and claim reimbursement of up to INR 50,000/- upon the successful completion of each semester. Please follow the following approval process:
  - Share the course information with the Practice Head and the Talent Development head and get the approvals from both.
  - Keep the HR team in CC ([cd-indiahr.support@presidio.com](mailto:cd-indiahr.support@presidio.com))
  - HR team will provide the required supporting documents for admission purpose
  - An agreement stipulating a retention period of at least one year after completion of the course and passing the exam will be processed by the HR team and signed by the employee.

### **HDFC Flexi Card:**

The HDFC Flexi card is a prepaid expense card through which the flexi pay “food card” component, rewards & recognition bonus, birthday load and fuel reimbursement for office commute are loaded on a monthly basis based on the applicability. ATM withdrawals are not allowed in the HDFC Flexi card. It can be used for online transactions and at the Point of Sale (POS) machines. All the new joiners will receive their physical HDFC Happay card within 25 to 30 days from date of joining.

### **HDFC Flexi Pay KYC Process: Employee Expense Guidelines - 2025**

## Employee Referral Program:

Visit the [Job Opportunities](#) Intrasite page to know about the open positions and referral process.

# REFER A FRIEND

Be a change-maker, Start up a friend's career!



### Why Employee Referral is a Win Win Win ?

You help a friend start a new career by referring them (win), You help us find a new talent (win), You help yourself by getting a reward bonus (win)!

### How it works?

We are looking for exceptional professionals devoted to customer success. If you know anyone who you feel would be a great fit, refer them to us.



\* Engineer / Business Analyst / Associate Project Manager / Content Writer : INR 20,000/-

Senior Business Analyst : INR 25,000/-

Senior Engineer : INR 50,000/-

Lead Business Analyst / (Sr.) Project Manager : INR 30,000/-

Lead Engineer : INR 70,000/-

Associate Delivery Manager : INR 80,000/-

Delivery Manager / Senior Delivery Manager : INR 100,000/-

Associate Architect / Architect : INR 1,40,000/-

## Leave Policy:

Every employee of Presidio is entitled to the following leaves in the calendar year (January to December):

- **Casual Leave:** 12 days of Casual Leave in a calendar year for all existing employees. For new joiners, it will be added on a pro-rated basis, depending on the month of joining.
- **Sick Leave:** 12 days of Sick Leave in a calendar year for all existing employees. For new joiners, it will be added on a pro-rated basis, depending on the month of joining.
- **Privilege Leave:** After 12 months of continuous service, employees are entitled to 12 days of Privilege Leaves during the following 12-months period. These leaves will be credited on a monthly basis (1 day per month). Privilege Leave can be accumulated up to a maximum of 45 days. Upon cessation of employment, upto 15 days of unused Privilege Leave can be encashed. Encashment will be based on the Basic Pay component of the employee.
- **Maternity Leave / Paternity Leave:** Every employee is entitled to maternity and paternity leave, as applicable, in accordance with Presidio's policy on maternity and paternity leaves. Please refer to the [Maternity and Paternity Leave Policy](#) for more details.
- **Bereavement Leave:** This policy grants 3 days of paid time off to employees in the unfortunate event of a death within their immediate family, including parents, grandparents, siblings, spouses, children, and in-laws.
- **Sabbatical Leave:** Employees with at least 5 continuous years of service are eligible to take unpaid sabbatical leave. Eligibility and the duration of the leave are at the discretion of the management. Sabbatical leave must be planned at least 6 months in advance.

## Holiday List:

Employees are entitled to 9 paid holidays each calendar year, as per the government-approved holiday list, which is communicated in December and displayed on the official notice board, with the updated list also available on the company's Intrasite portal. Additionally, employees are granted 1 floating holiday per year, allowing them to observe personal, cultural, or religious occasions not covered under the standard holiday list.

## [Holiday List](#)

# Tools & Resources

## The Loop:

The Loop is Presidio's internal portal which contains information on Presidio's departments, services and regular updates on the current happenings within Presidio on a global level.

### Access Link: [The Loop](#)

## UltiPro:

UKG Pro unites all aspects of HR, Talent Management in one comprehensive cloud solution that stretches across Presidio. Functionalities include,

- Recruiting
- Onboarding
- HR Information & Data

**Access Link:** <https://presidio.ultipro.com/>

PRESIDIO® Home

Jeffrey Jeshurun

Administration

Recruiting

Recruiting Gateway

Home

Inbox

Out of Office

Logout

Internal Career Opportunities

Whether you are just beginning your professional career or are already a seasoned professional, Presidio has internal opportunities waiting for you! To explore our current available jobs, please navigate to Menu > Myself > My Company Internal Opportunities.

To find out more about Internal Opportunities or our Employee Referral Program, visit us on SharePoint Internal Career Opportunities and Employee Referral Program.

Still have questions? Reach us at [hrrecruitment@presidio.com](mailto:hrrecruitment@presidio.com).

Human Resource News

PRESIDIO®

Human Resources

Welcome to UKG Pro!

UKG Pro unites all aspects of HR, Payroll, and Talent Management in one comprehensive cloud solution that stretches across Presidio. Various functionality will continue to be rolled out in phases.

Now Live

- Recruiting
- Onboarding
- Employee Learning
- HR Information & Data
- Benefits
- Payroll

Coming Soon

- Mobile Capabilities
- Performance Management
- Timesheet Time Capture

Help

For general questions, please reach out to your HR Business Partner. To find out who your HR business partner is, please navigate to Menu > Myself > Jobs > Job Summary.

For UKG Pro system help, email [HRSystemSupport@presidio.com](mailto:HRSystemSupport@presidio.com). Job Aids are available on the [UKG Pro page in The Loop](#).

Direct Deposit Changes

ENROLL DIRECT DEPOSIT

Direct deposit accounts for payroll only can be updated through UltiPro by navigating to Menu > Myself > Pay > Direct Deposit. For additional assistance, refer to our [Direct Deposit Job Aid](#) or reach out to [HRSystemSupport@presidio.com](mailto:HRSystemSupport@presidio.com).

EXPENSE REIMBURSEMENT DIRECT DEPOSIT

Direct deposit for expense reimbursement is NOT managed through UKG Pro. Expense reimbursements are managed via your profile in Concur. To update your direct deposit account go to [Basic Settings](#) under the [Expense Settings](#) in your Concur profile. For assistance, reach out to [travel@presidio.com](mailto:travel@presidio.com).

Recently Visited: Employee Documents > Employee Documents > Employee Documents >

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Powered by

## Presidio Elevate:

Presidio Elevate is Presidio's Learning Management System. The library consists of thousands of courses available to all employees in the areas such as technology, organizational knowledge, professional development and personal growth.

Please complete the steps mentioned in the following document before accessing Presidio Elevate platform: [UKG PRO – First Time Registration](#)

**Access Link:** <https://login.ulipro.com>

The screenshot shows the UKG Pro interface with the Presidio Elevate LMS integrated. At the top, there's a navigation bar with 'UKG' and links for 'Home', 'Me', 'Training', 'Library', and a gear icon. On the right, there are language ('EN'), email, notifications, and power buttons. A banner at the top features the 'PRESIDIO' logo and the word 'Elevate'. Below the banner, a circular image shows three people in a professional setting. The main content area has two sections: 'Announcements' and 'Suggested Courses'. The 'Announcements' section shows a message from April 18, 2023, about a new course assignment. The 'Suggested Courses' section lists three courses with 'Start Now' buttons: 'Setting the Right Tone in Business Writing', 'Performance Management: Getting Action from Your 1:1 Meetings', and 'Performance Management: How to Run an Effective One-to-One Meeting'. A 'Help' button is located in the bottom right corner of the content area.

## Intrasite (Convergence Point):

Intrasite is similar to an interactive online newsletter used to facilitate company-wide communications and contains information on multiple aspects of Presidio India in one place. This is built keeping in mind the Presidio specific – Loop.

### Access Link:

[https://presidio.sharepoint.com/teams/365-team-DBSS\\_Convergence](https://presidio.sharepoint.com/teams/365-team-DBSS_Convergence)

Presidio India - Convergence Point

Published 3/28/2025

What's New?

Celebrating Strength, Unity, and Empowerment - Presidi...

Celebrating Our Heritage: A Joyous...

Red and White Delight:...

LITTLE FIESTA

April 26, 2024

Timing - 10am to 12:30pm

Theme - SuperHero & Princess

Stay tuned for the agenda and more excitement!

PRESIDIO

## Janet Point

Janet Point is Presidio India's internal platform for managing employee data. It serves as a comprehensive repository for employee information, and also includes the Organization Chart, which provides a clear overview of the company's structure and reporting lines.

**Access Link:** <https://janet.presidio.com/>

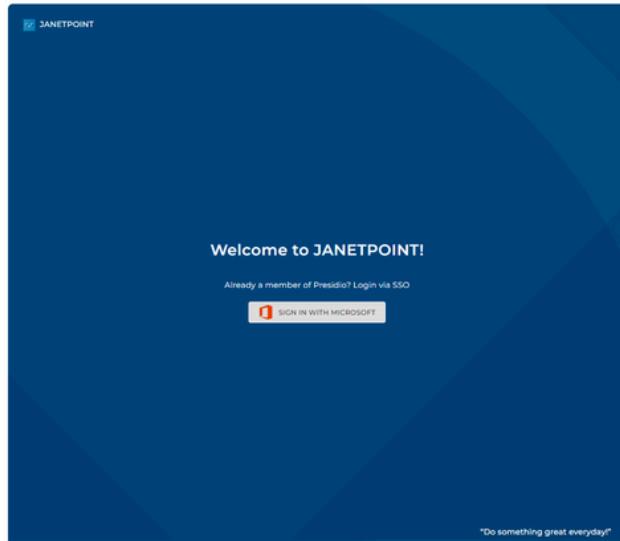
PRESIDIO®

**Stay in control  
of your employee data.**

Ensuring accuracy and relevancy with Janet



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**ServiceNow:**

Any access related issues, new tool access requests, name corrections in Microsoft Products, etc should be raised in ServiceNow.

**Access Links:** [https://presidiocorp.service-now.com/sp?id=p\\_index](https://presidiocorp.service-now.com/sp?id=p_index)

The screenshot shows the ServiceNow homepage with a dark blue header featuring the PRESIDIO logo, a phone number (888.697.7374), and user information (ALERTS and JEFFREY JESHURUN). The main area has a city skyline background with the text "How can we help you?" and a search bar. Below this are four main categories: SECURITY INCIDENT, MAKE A REQUEST, GET SOMETHING FIXED, and SELF HELP HOW-TOS.

SECURITY INCIDENT	MAKE A REQUEST	GET SOMETHING FIXED	SELF HELP HOW-TOS
Physical or data concerns (i.e.: possible virus, unlawful building access...)	Ask for access, applications, software, equipment and more	Tell us your issue and get the help you need	Quick fix library articles



Policies



New Hires



All Users



Managers



Security

**ChangePoint:**

ChangePoint tool is utilized for time tracking. It is mandatory for employees to log the hours spent towards projects on a weekly basis.

**Access Link:** <https://changepoint.presidio.com/?qlink=VTS>



**Concur:**

Concur connects all your expense, travel, and invoices in one system, providing a single way to manage spending from end-to-end.

**Access Link:** <https://www.concursolutions.com/>

The screenshot shows the SAP Concur Home page for Presidio. At the top, there are several status indicators: '+ Start a Request' (0), '+ Start a Report' (0), '+ Enter Reservation' (0), '00 Authorization Requests', '00 Available Expenses', and '00 Open Reports'. Below these are sections for 'My Trips (0)', 'Alerts', 'My Tasks', and 'Open Reports'.

- My Trips (0)**: You currently have no upcoming trips.
- Alerts**:
  - As an employee of Presidio Networked Solutions, Inc., you are eligible for a free TripIt Pro subscription. [Learn More and Activate](#)
  - You haven't signed up to receive e-receipts. [Sign up here](#)
- My Tasks**:
  - 00 Open Requests**: You currently have no active requests. (with a checkmark icon)
  - 00 Available Expenses**: You currently have no available expenses. (with a checkmark icon)
  - 00 Open Reports**: You currently have no open reports. (with a checkmark icon)
- Open Reports**: You currently have no open reports. (with a checkmark icon)



## HappyFox:

HappyFox is a ticketing system used in India for the following aspects: HR, Admin, IT and Finance related support.

**Access Link:** <https://presidiosolutions.happyfox.com/new/>

The screenshot shows the HappyFox ticketing system interface. On the left, there's a sidebar with navigation links for Tickets, QUEUES, STATUSES, and CATEGORIES. The 'Admin & IT' category is selected and highlighted in blue. The main area displays a list of closed tickets under this category. Each ticket card includes the ticket ID, subject, status (CLOSED), creation date, assignee, raised by, priority, category, and due date. The first ticket is about a Mac issue, the second about an adapter request, the third about MacBook keys not working, the fourth about H1B interview expenses, and the fifth about an exit request.

Ticket ID	Subject	Status	Created Ago	Assignee	Raised By	Priority	Category	Due Date
#A&I00001481	Regarding Mac	CLOSED	23 days ago	Kalieswaran P	Yashwanth Kumar	Medium	Admin & IT	Dec 26, 2022
#A&I00001480	Adapter Request	CLOSED	23 days ago	Kalieswaran P	Vasudeva Manikan...	Medium	Admin & IT	Dec 14, 2022
#A&I00001479	MacBook keys not working	CLOSED	23 days ago	Kalieswaran P	Ramakrishnan Hari...	Medium	Admin & IT	Dec 26, 2022
#A&I00001477	FW: H1B Interview Expenses	CLOSED	24 days ago	Sarath Gopinath	Gopinathan Pand...	Medium	Admin & IT	Dec 13, 2022
#A&I00001475	Exit	CLOSED	a month ago	Kalieswaran P	Admin&IT	Medium	Admin & IT	~

## PeopleCues:

PeopleCues is Presidio India's primary performance management platform, facilitating the tracking of objectives, feedback, and reviews.

**Access Link:** [PeopleCues](#)

**Job Aid:** [PeopleCues Job Aid](#)

The screenshot shows the PeopleCues dashboard interface. At the top, there is a header bar with the title "PeopleCues - Presidio" and a URL "cues.xto10x.com/presidio/dashboard". Below the header is a dark sidebar on the left containing icons for Home, Objectives, Feedback, Reviews, 1:1, Upgrade, and Settings. The main content area is titled "Home" and displays a greeting "Good Evening Jeffrey" along with the date "Wed May 22 2024". It features two main sections: "My Tasks" and "Objectives". The "My Tasks" section includes "Your To-dos" (16) and "Assigned by you" (1). There is a link to "View completed tasks". The "Objectives" section has a heading "Check-in for 14 of your objectives that are due" and a sub-instruction "Please update check in for the objectives that you've been assigned to". There is also a "View Details" button. The overall layout is clean and modern, designed for easy navigation and task management.

## Tanqaa:

Tanqaa is Presidio India's Payroll and Leave Management System. Employees will be able to find their payroll related information like Payslips, pay structure, Form-16 and PF related forms.

**Access Link:** <https://tibs.in/tanqaa/LoginValidate.do>

**Tanqaa** **TANDEM**

**\*\*AUTORISED ACCESS ONLY\*\***

User ID:

Company Name:

Password:

Please enter the Captcha characters from the image below, for security reasons

ZUTRE  (not case sensitive)

**Log in**

[Forgot User ID, Company Name or Password?](#)

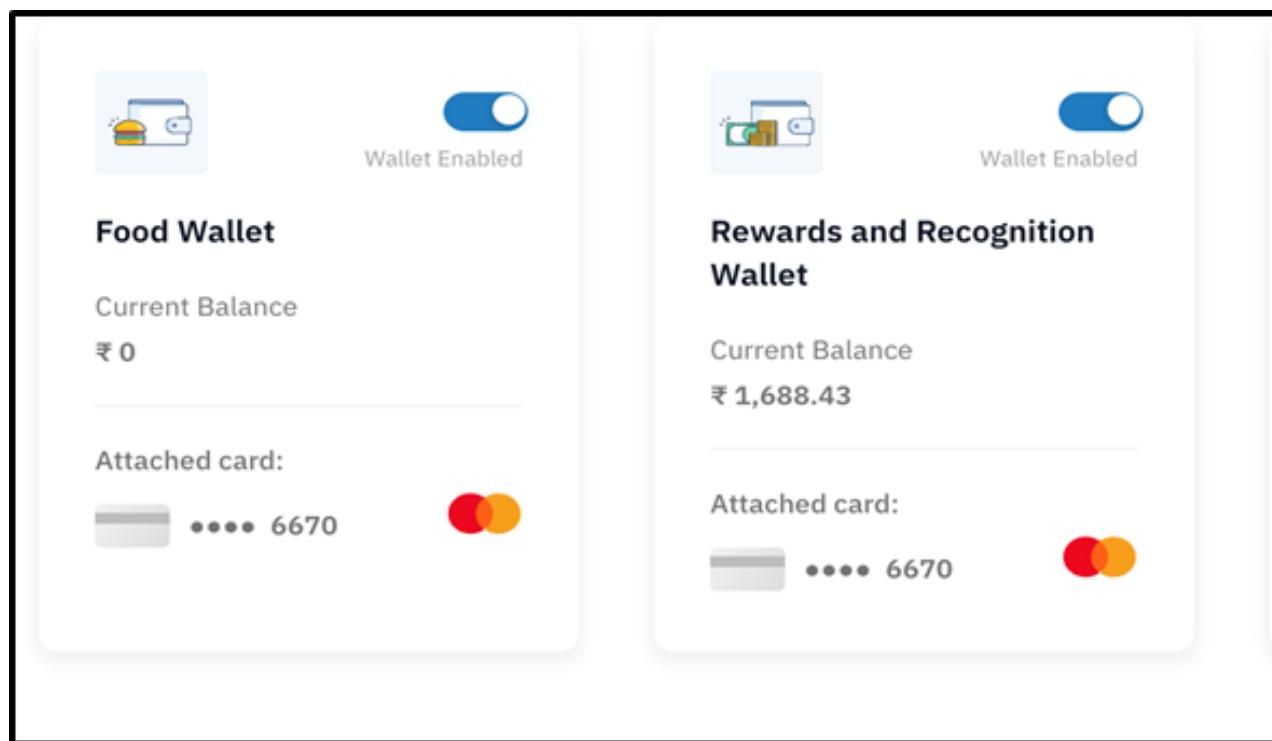
© Tandem | Tanqaa can be best viewed in Mozilla Firefox browsers.

## HDFC Flexi Card Application:

The HDFC Flexi card is a prepaid expense card through which the flexi pay “food card” component, rewards & recognition bonus, birthday load and fuel reimbursement for office commute are loaded on a monthly basis based on the applicability. ATM withdrawals are not allowed in the HDFC Flexi card. It can be used for online transactions and at the Point of Sale (POS) machines. All the new joiners will receive their physical HDFC Happay card within 25 to 30 days from date of joining.

- **IOS Download Link:** [HDFC Bank Prepaid Expense Card](#)
- **Android Download Link:** [HDFC Bank Prepaid Expense Card](#)
- **Web Application:** <https://hdfcbank.poweredby.happy.in/login>

For more details, visit the [Employee Expense Guidelines - 2025 Document](#)



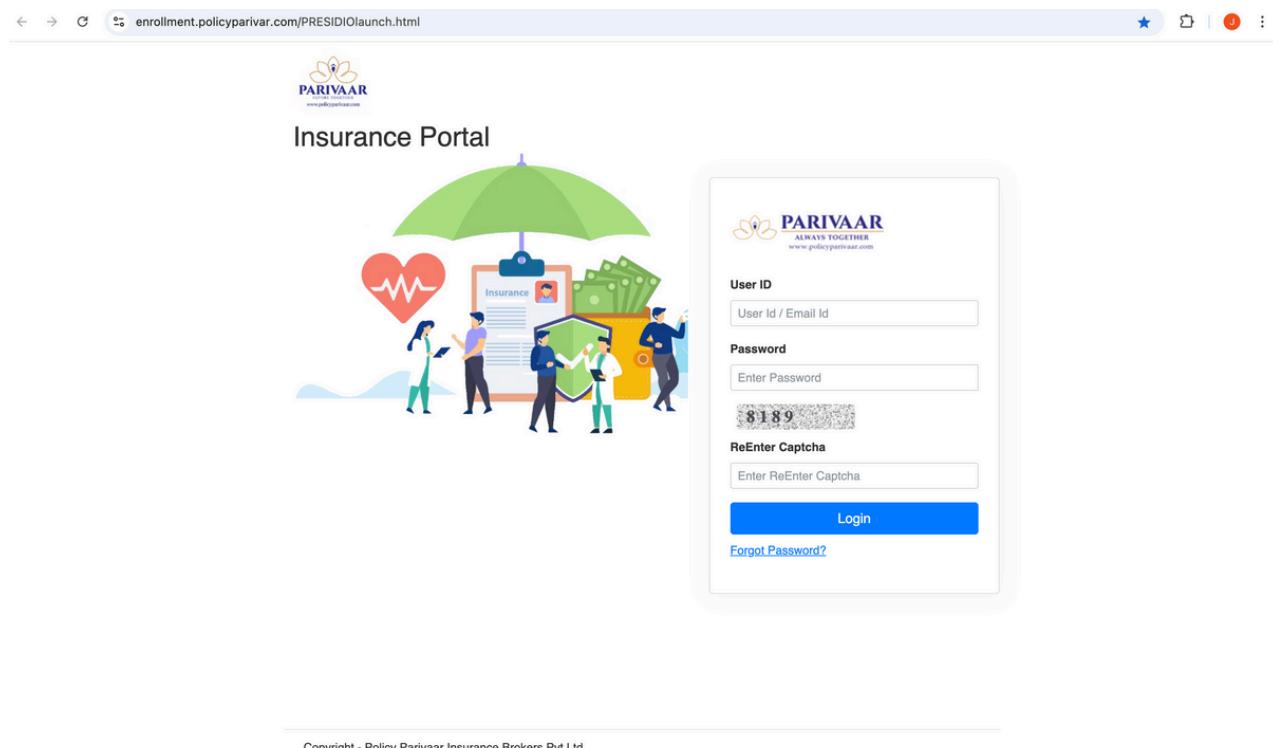
## Insurance Self Login Portal:

Insurance Self Login portal serves as a one-stop destination for all your insurance-related needs, including: tracking claim status, downloading E-cards and claim form, coverage details, additions, deletions, corrections and more.

Job Aid document

### Login Page URL:

<https://enrollment.policyparivar.com/PRESIDIOlaunch.html>



Copyright - Policy Parivaar Insurance Brokers Pvt Ltd

## Insight:

Employees are required to update all their professional information in the insight application. Certifications uploaded here will only be considered for bonus.

**Access Link:** <https://insight.app.presidio.com>

**Guidelines:** [Consultant Profile Guidelines](#)

The screenshot shows the 'CONSULTANT PROFILE' interface. At the top, there's a navigation bar with 'PRESIDIO' and 'Consultant Profile'. On the right, there are icons for a bell and a user profile. Below the navigation, a sub-menu bar includes 'Back to Home', 'View profile', and a link to 'Import old certificates from Insights'. A prominent button labeled '+ Certificate' is visible. The main content area is titled 'MY CERTIFICATIONS' and features a modal window titled 'Add Certificate'. The modal contains fields for 'Issuer Name' (with a dropdown placeholder 'Select Issuer name'), 'Certificate Name' (with a dropdown placeholder 'Select Certificate Type'), 'Issued On' (date input field), 'Expires On' (date input field with a 'No Expiry' checkbox), and 'Certificate ID' (text input field). At the bottom of the modal are 'Cancel' and 'Confirm' buttons. Below the modal, a horizontal navigation bar lists tabs: 'Basic Info', 'Executive Summary', 'Skills overview', 'Areas of expertise', 'Relevant experience', and 'Certifications' (which is highlighted in dark grey).

## Branding Materials and Guidelines

### Access to Brand Assets & Guidelines:

Maintaining consistency in branding is crucial for our corporate identity.

**Brand Assets Library:** Employees can access official branded collaterals, stock images, PowerPoint templates, and other marketing materials for presentations and communications.

**Branding Support Requests:** If branding assistance is required, employees should complete the Branding Request Form to initiate a request for customized branding support.

#### Link to Access:

- [Brand Assets](#)
- [Raise a Branding Request](#)

### Social Media Engagement & Content Approval:

Employees play a vital role in enhancing Presidio's digital presence.

- Employees can submit content ideas that contribute to brand awareness and engage the target audience via the Social Media Posting Request Form.
- The Branding team will review and approve content that aligns with Presidio's messaging before posting it on official social media channels.
- Employees should refrain from sharing confidential or unverified company-related content on personal accounts.

#### Link to Access:

- [Raise a Social Media Posting Request](#)

## **Participation in Technical Community Events:**

Presidio actively sponsors Technical Community Events, providing learning and networking opportunities.

- Employees are encouraged to attend these events as audience members and can check the Event Calendar for upcoming sessions.
- Those interested in speaking at an event can submit their application via the Speaker Nomination Form.
- Speaker selection follows a First-Come-First-Serve (FCFS) basis, subject to content review.

### **Link to Access:**

- [Nominate you as a Speaker for the Upcoming Technical Community Event](#)

## **Employee Testimonials on AmbitionBox:**

- AmbitionBox serves as a platform for showcasing Presidio India's workplace culture and employee experiences.
- Employees are encouraged to share testimonials and reviews to highlight their journey at Presidio.

### **Link to Access:**

- [Rate Presidio on AmbitionBox](#)

## **People of Presidio – Employee Success Stories:**

- Employees who wish to share their professional experiences at Presidio can nominate themselves using the People of Presidio Nomination Form.
- Annually, four employees will be selected to have their success stories professionally recorded.
- These stories will be featured during the India Exchange Program and shared on Presidio India's Social Media platforms.

### **Link to Access:**

- [Nominate yourself – so we can shoot your next POP Video](#)

## **Quarterly Newsletter – Internal Communication Initiative:**

- The Quarterly Newsletter is an internal communication platform highlighting key developments across all practices at Presidio India.
- Practice POCs are responsible for submitting updates on achievements, insights, and thought leadership.
- Once reviewed and validated, the Branding team will launch the newsletter for company-wide circulation.

### **Link to Access:**

- [Submit your Practice Updates for the Quarter](#)

## **Enhancing Brand Culture Through Employee Engagement:**

- Branding plays a key role in enriching the experience of employee engagement activities.
- Each event incorporates branding elements to create a memorable experience.
- Employees are encouraged to recognize peers, participate in events, and contribute to a strong brand culture.

### **Link to Access:**

- [Raise Branding Request for Employee Engagement Activities \[For HR\]](#)

## **Company-Wide Communications & Brand Consistency:**

- All official company-wide communications must be distributed via the Branding Distribution List (DL).
- Messages must be reviewed and approved by the Branding team to ensure alignment with Presidio's brand identity.

### **Link to Access:**

- For any queries, reach out to: [branding.india@presidio.com](mailto:branding.india@presidio.com)

## Branding & Promotional Support for Customer Visits:

- Employees must follow the Customer Visit Guidelines to ensure a consistent and professional brand experience.
- To request branding materials for customer meetings, employees should submit the Customer Visit Guidelines Form.

### Link to Access:

- [Raise a Customer Visit Branding Request](#)

If you have any questions, feel free to reach out to:

[branding.india@presidio.com](mailto:branding.india@presidio.com)

## Employee Separation

### Employee Termination:

- In the case of employee termination due to disciplinary action, the employee will not be compensated.
- Employment may be terminated for just cause and without notice after consultation with the management team, for grave misconduct, including, but not limited to, violation of the company code of conduct, failure to follow company policy, breach of contract, violence or threatened violence, threats or threatening behavior, stealing company money or property, falsifying records, extreme insubordination, and harassment. Compensation is at the discretion of the management.

### Notice Period:

Resignation by any employee shall be submitted in writing with a notice period of 30 days. After the notice of resignation has been given, the employee may opt to revoke their resignation within a week's time. However, the acceptance of the resignation revocation is at the discretion of the management.

### Exit Interview & Exit Feedback:

Upon resignation, HR will conduct an exit interview with the employee on the date of exit or the nearest possible date prior to the date of exit to understand the employee's experience with Presidio and the reason for exit.

Prior to the Exit, both the employee and Presidio to sign a Non-disparagement agreement.

### **HDFC HAPPAY User Account Post Exit:**

The HDFC HAPPAY Card is a prepaid corporate card offered by HDFC Bank in partnership with HAPPAY. Every employee at Presidio is provided with a HAPPAY card at the time of joining. Upon exit, the employee's HAPPAY account will be deactivated 90 days after the date of exit. If the wallet balance is not fully spent, the remaining balance will be removed and become unusable.

## **CSR Activities**

Every year, our Presidio India team actively participates in contributing to society's growth and welfare by offering Career Awareness Programs, and engaging in charity works.

Please visit the following intrasite page for more information regarding [\*\*CSR Activities\*\*](#).

## General Administration - Contact Details

### HR Team:

**Sangeetha Gupta:** Director - HR Operations

**Contact:** 9884412327

**Email ID:** [sangeetha.gupta@presidio.com](mailto:sangeetha.gupta@presidio.com)

**Kanaga Dhanasekar:** Senior HR - Business Partner

**Contact:** 8870990784

**Email ID:** [kdhanasekar@presidio.com](mailto:kdhanasekar@presidio.com)

**Aruna K:** HR - Business Partner

**Contact:** 9500967393

**Email ID:** [ak@presidio.com](mailto:ak@presidio.com)

**Jeffrey Giftson Jeshurun:** HR Specialist

**Contact:** 9840713130

**Email ID:** [jgjeshurun@presidio.com](mailto:jgjeshurun@presidio.com)

**Arumugam U:** Senior Recruiter

**Contact:** 9894138288

**Email ID:** [au@presidio.com](mailto:au@presidio.com)

**Rajesh Elanchezhiyan:** Senior Recruiter

**Contact:** 7871484299

**Email ID:** [rajeshae@presidio.com](mailto:rajeshae@presidio.com)

### **Administration & Facilities Team:**

**Bala Murali Selvamani:** Associate Director - Admin & Facilities

**Contact:** 8050688869

**Email ID:** [bselvamani@presidio.com](mailto:bselvamani@presidio.com)

**G A Prasath:** Manager - Administration

**Contact:** 8754451143

**Email ID:** [pgopalarun@presidio.com](mailto:pgopalarun@presidio.com)

**Soundrigadevi R M:** Lead - Administration

**Contact:** 9894971768

**Email ID:** [soundrigadevirm@presidio.com](mailto:soundrigadevirm@presidio.com)

### **IT Team:**

**Sathishkumar Marimuthu:** Associate Director

**Contact:** 9841159678

**Email ID:** [smarimuthu@presidio.com](mailto:smarimuthu@presidio.com)

**Kalieswaran Periyasamy:** IT Team Lead

**Contact:** 7010556612

**Email ID:** [kperiyasamy@presidio.com](mailto:kperiyasamy@presidio.com)

### **Talent Development Team:**

**Rangarajan Parthasarathy:** Senior Director, Talent Development

**Contact:** 9884435350

**Email ID:** [rparthasarathy@presidio.com](mailto:rparthasarathy@presidio.com)

**Anupriya T:** Lead Specialist - Talent Development

**Contact:** 7550142713

**Email ID:** [at@presidio.com](mailto:at@presidio.com)

**Lakshmanan M:** Specialist, Talent Development

**Contact:** 9884435350

**Email ID:** [lakshmananm@presidio.com](mailto:lakshmananm@presidio.com)

### Finance Team:

**Patit Kumar Rout:** Associate Director, Finance

**Contact:** 9840803784

**Email ID:** [prout@presidio.com](mailto:prout@presidio.com)

**Shreenath Premnath:** Finance Manager

**Contact:** 8939553984

**Email ID:** [spremnath@presidio.com](mailto:spremnath@presidio.com)

**Pragathesvaran S:** Senior Finance Analyst

**Contact:** 9443811728

**Email ID:** [pragathesvarans@presidio.com](mailto:pragathesvarans@presidio.com)

**Ramesh Annadurai:** Finance Manager

**Contact:** 7338837856

**Email ID:** [rannadurai@presidio.com](mailto:rannadurai@presidio.com)

### Branding Team:

**Pranav Anandakumar:** Senior Specialist

**Contact:** 9600451635

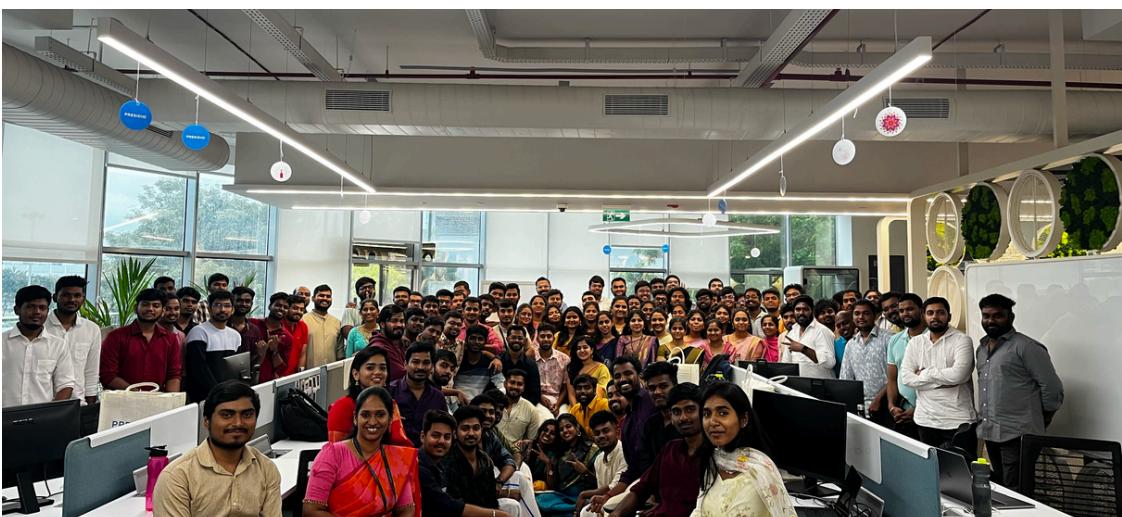
**Email ID:** [panandakumar@presidio.com](mailto:panandakumar@presidio.com)

## Our Team

**Chennai:**



**Coimbatore:**



Bangalore:



Hyderabad:

