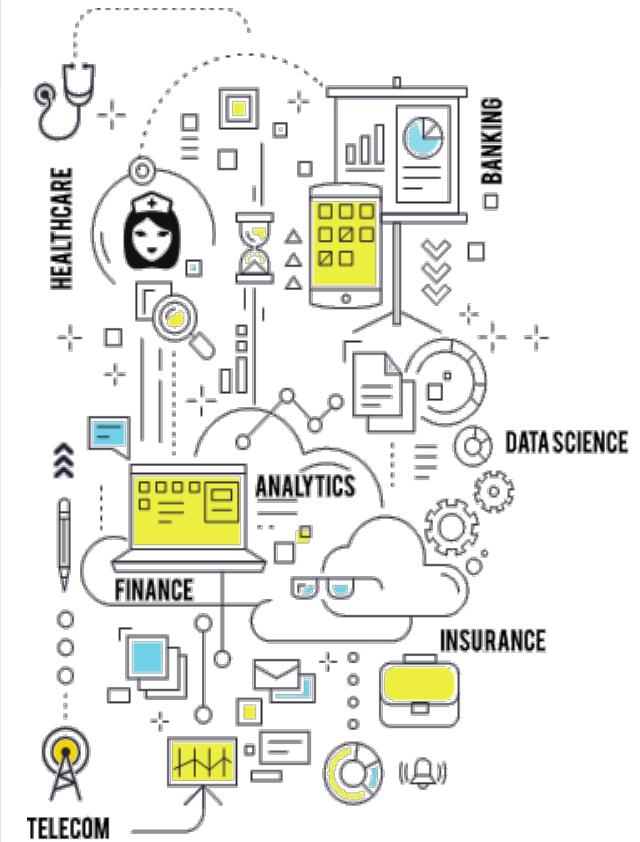




Employee Onboarding

- Started in 2000 with Development Centers in Hyderabad & Bangalore
- Offices in USA(Waukesha & Atlanta), Canada, Mexico, UK, Austria & Philippines
- Over 1200 Skilled professionals located globally
- Delivered on projects cumulatively worth over \$400 M
- Worked with Fortune 100 clients



KNOWLEDGE . INSIGHT . ACTION



Welcome Letter

EMPLOYEE ON BOARDING

On Behalf Of



X



Joseph
0029
joseph.sind@abc.com

Date of Joining
01-May-2017

Position
DEFAULT - DEFAULT

Reporting Manager
Peter James (837)

Functional Manager
Sandeep Sundar (Aes1000)

Location
Ind_Bangalore

Welcome Letter

Dear Joseph

Welcome to Adrenalin! We're excited to add you as part of our growing team. We are sure your determination and passion will fit in well here.

You will be loaded with lot of information on the first day, which probably won't last in your mind! We recommend – Take notes! Your Manager, Facilitator and team mates are always there to guide you until you settle down in your work.

Your enthusiasm coupled with appropriate support by a wonderful Manager and amazing team will definitely make you to enjoy the work culture of Adrenalin!

We are looking forward to seeing you learn, grow and develop as one of the outstanding employees who exhibits high level of compassion and care. We strongly hope that you will find your work to be rewarding and challenging.

Have a happy journey with us!

Welcome note

NEXT

Click "Next" to continue

Terms & Conditions

WISSEN W

EMPLOYEE ON BOARDING

On Behalf Of



Joseph
0029
joseph.sind@abc.com

Date of Joining
01-May-2017

Position
DEFAULT - DEFAULT

Reporting Manager
Peter James (837)

Functional Manager
Sandeep Sundar (Aes1000)

Location
Ind_Bangalore

Terms And Condition

In consideration of employment as an employee or engagement as an independent contractor with Company, Employee agrees and covenants as follows:

1. Confidential Information Includes but is not limited to customer lists, marketing plans, proposals, contracts, technical and/or financial information, databases, software and know-how. All Confidential Information remains the confidential and proprietary information of the Company.
2. The Company shall exclusively own all Proprietary Property which the employee conceives, develops or contributes to in the course of the Engagement and all intellectual and industrial property and other rights of any kind in or relating to the Proprietary Property, including but not limited to all copyright, patent, trade secret and trade-mark rights in or relating to the Proprietary Property. The employee shall keep full and accurate records accessible at all times to the Company relating to all Proprietary Property and shall promptly disclose and deliver to the Company all Proprietary Property.
3. The employee shall, both during and after the Engagement with the company, keep all Confidential Information and Proprietary Property confidential and shall not use any of it except for the purpose of carrying out authorized activities on behalf of the Company.

The Employee shall return or destroy, as directed by the Company, Confidential Information and Proprietary Property to the Company upon request by the Company at any time.

If any provision of this Agreement is held by a court of competent jurisdiction to be invalid or unenforceable, that provision shall be deleted and the other provisions shall remain in effect.

ACCEPT

DECLINE

BACK

Click "Accept" to continue

Onboarding forms

The screenshot shows a user interface for 'EMPLOYEE ON BOARDING'. At the top, there's a search bar labeled 'On Behalf Of' with a placeholder 'Search' and a magnifying glass icon. To the right is a close button ('X'). Below the header, on the left, is a sidebar for employee details: a circular profile picture with a large letter 'J', name 'Joseph', ID '0029', email 'joseph.sind@abc.com', date of joining '01-May-2017', position 'DEFAULT - DEFAULT', reporting manager 'Peter James (837)', functional manager 'Sandeep Sundar (Aes1000)', and location 'Ind_Bangalore'. The main area displays a table of forms:

Form Name	Status	Action
Contact Details	Pending	
Emergency Contacts	Pending	
Bank Details	Pending	
Education Details	Pending	
Past Employment Details	Pending	
Driving License	Completed	
Employee Details	Completed	
Family Details	Completed	
Passport Details	Completed	

Annotations with arrows point to specific areas:

- An arrow points from the text 'Forms which need to be filled in by the Employee' to the rows where status is 'Pending'.
- An arrow points from the text 'Forms which are filled in by the employee will be shown as' to the rows where status is 'Completed'.
- An arrow points from the text 'Clicking the Edit icon will show the form where the employee can update relevant info' to the edit icons in the 'Action' column.

Forms which need to be
filled in by the Employee

Clicking the Edit icon
will show the form where
the employee can
update relevant info

Forms which are filled
in by the employee will
be shown as

Onboarding forms – Contact Details

WISSEN W

EMPLOYEE ON BOARDING

J

Joseph
0029
joseph.sind@abc.com

Date of Joining
01-May-2017

Position
DEFAULT - DEFAULT

Reporting Manager:
Peter James (837)

Functional Manager
Sondeep Sundar (Aes1000)

Location
Ind_Bangalore

Contact Details >

Permanent Address **Current Address**

Permanent Address1
69 /, Shiva Vishnu Complex

Permanent Address2
Natesan Street,

Permanent Address3
T.Nagar

Current Address Same as Permanent Address

Add/Update Phone

Home Telephone
04422287983

Work Mobile Number
7598306523

Work Telephone
04422287983

Extension number
23423

Preferred Email language
English

Work Email
Gijo@gmail.com

To fill in current and permanent address of the employee

City *
Ind_Chennai

Zip Code
600017

Contact Number
7598306523

Personal Email
jijo@gmail.com

Personal Mobile Number *
7598306523

Fax Number

SAVE CLOSE

Activate Windows
Go to PC settings to activate Windows.

Onboarding forms – Emergency Contact

EMPLOYEE ON BOARDING



Joseph
0029
joseph.sind@abc.com

Date of Joining
01-May-2017

Position
DEFAULT-DEFAULT

Reporting Manager
Peter James (837)

Functional Manager
Sandeep Sunder (Aes1000)

Location
Ind_Bangalore

Emergency Contact Details

Name *
Florence

Relationship *
Father

Relationship Address *
69 /, Shiva Vishnu Complex
Natesan Street, T.Nagar

Zip Code *
600017

Home Phone *
7598306523

Mobile *
7598306523

Physician Name
Doctor Mathew

Physician Address
Chennai

Physician Zip Code *
600005

Phone *
7598306523

Work Phone
7598306523

To fill details of contact person who can be contacted in case of any emergency

SAVE CLOSE

Onboarding forms – Bank Details

WISSEN W

EMPLOYEE ON BOARDING

Joseph
0029
joseph.sind@abc.com

Date of Joining: 01-May-2017

Position: DEFAULT - DEFAULT

Designation: Assistant Vice President

Reporting Manager: Peter James (837)

Functional Manager: Sandeep Sunder (Aes1000)

Department: CEO - CEO Office

Location: Ind_Bangalore

Bank Details

+ To update Bank details

Bank Type: Corporate Bank Others

Type of transfer: NEFT

Contact Person: Ragu

Bank Name *: Axis Bank

% on net pay: 100

Account Type: Current

Currency: INR - Indian rupee

Swift code:

Bank URL: www.hdfc.com

Country of the Bank:

Sort Code: 12-32-32

Phone #: 04423459875

Bank charge code: P C

IFS No:

SAVE CLOSE

Activate Windows

Onboarding forms – Education Details

WISSEN W

EMPLOYEE ON BOARDING

J

Joseph
0029
joseph.sind@abc.com

Date of Joining
01-May-2017

Position
DEFAULT-DEFAULT

Reporting Manager
Peter James (837)

Functional Manager
Sandeep Sundar (Aes1000)

Location
Ind_Bangalore

Education Details

Add

Type of Establishment *
College

Name of Establishment *
ME

Discipline *
Computer Science

To update Education details.

Pass Year *
2011

Graduation Year *
Grad

Level
Post Graduation

Subject *
B-Tech

Major Field
MATHS

Minor Field
MATHS

Affiliated To *
CLG.

Address Of Institute
XYZ

Attended From *
16-Jan-2007

Attended To *
16-Feb-2011

Company Sponsored
YES

Amount
12

Currency
Indian Rupee

Reimbursement Date
08-Oct-2013

Explain Breaks During Education
No Breaks

5 / 1000

Upload
IN_20217.p...

Recommended File Upload Size 1 MB. File Types Allowed Are docx,doc,jpg,jpeg,bmp,zip,png,pdf

SAVE CLOSE

Onboarding forms – Past Employment Details

WISSEN W

EMPLOYEE ON BOARDING

J
Joseph
0029
josephs.india@abc.com

Date of Joining:
01-May-2017

Position:
DEFAULT - DEFAULT

Reporting Manager:
Peter James (837)

Functional Manager:
Sandeep Sundar (Aez1000)

Location:
Ind_Bangalore

To fill in previous job details

Past Employment Details

Hydro tech india
Manager
2017 - 2018

Add

Company Name: Hydro tech india (16 / 100)
Address *: Thirumalaisalai (15 / 250)
From Date *: 31-Jan-2017
To Date *: (7 / 100)
Salary on Leaving *: 50000
Designation on joining: Trainee (9 / 100)
Number of People Reporting *: 3
Designation on Leaving: Team Lead (9 / 100)
Industry type (15 / 100)
Contact Number: 7651231222
Roles *: BA (2 / 500)
Key Experience: Customer handling (17 / 500)
Reason For Leaving *: Better Prospects (6 / 500)
Breaks in Career *: Yes (3 / 500)
No. of months experience: 23

SAVE DELETE CLOSE

Experience certificate (1 MB. File Types Allowed Are docx,doc,jpg,jpeg,bmp,zip,png, pdf)

Salary slip (1 MB. File Types Allowed Are docx,doc,jpg,jpeg,bmp,zip,png, pdf)

Relieving letter (1 MB. File Types Allowed Are docx,doc,jpg,jpeg,bmp,zip,png, pdf)

Activate Windows
Go to PC settings to activate Windows.

Onboarding forms – Driving License

WISSEN W

EMPLOYEE ON BOARDING

J
Joseph
0029
joseph.sind@abc.com

Date of Joining
01-May-2017

Position
DEFAULT - DEFAULT

Reporting Manager
Peter James (837)

Functional Manager
Sandeep Sundar (Aet1000)

Location
Ind_Bangalore

Driving License

Add

License Number *
LWM0902836E21

Place Of Issue *
Chennai

Issue Date *
01-Feb-2018

Issue Number *
09098267357

IDP Issue Date *
19-Jun-2018

IDP Expiry Date *
11-Sep-2020

IDP Issue Place *
Chennai

Licensing Authority

Text1

Text2

Upload

Recommended File Upload Size 1 MB. File Types Allowed Are docx,doc,jpg,jpeg,bmp,zip,png,pdf

To fill in Driving license details

Bike

Authorized Driver

SAVE CLOSE

Activate Windows

Onboarding forms – Employee Details

WISSEN W

EMPLOYEE ON BOARDING

J

Joseph
0029
joseph.sind@abc.com

Date of Joining
01-May-2017

Position
DEFAULT - DEFAULT

Reporting Manager
Peter James (837)

Functional Manager
Sandeep Sundar (Aes1000)

Location
Ind_Bangalore

Employee Details

Title: MR. Gender: Male State Of Birth *: Tamilnadu Language: English

Surname: Gijo Country Of Birth *: India Blood Group: A RH Factor: Positive

First Name: Joseph Date Of Birth: 17-Jan-1973 Previous Name:

Middle Name: Gilbert Marital Status *: Single

Known as: Gijo Wedding date:

Official Name: Joseph Nationality *: India Unique Identity: 09898754675

Place Of Birth *: Chennai Ethnic Code *: E1 DOB for Birthday Celebration: 17-Jan-1973

Aadhar No: FD/YRY/34/53 PAN Number: HH/WEW/34/24234

UAN Number: 1231

Physically Challanged Disability: Leg

To view and update personal details

SAVE CLOSE

Activate Windows

Onboarding forms – Family Details

To update Family members information

Relationship *	Guardian Contact Number	Comments
Brother	7598306523	
Name *	Name as in Passport	SSN
Jose	Jose	Nationality *
Date Of Birth *	Passport Number	Passport Issue Date:
02-Jul-2014	12365432316456	01-Jul-2020
Gender *	Place of Issue	Passport Expiry Date
Male	India	10-Nov-2024
Address *	Smoker *	Place of Birth
69 /, Shiva Vishnu Complex Natesan Street, T.Nagar	NO	Chennai
Minor	Student *	ECNR Required
YES	YES	YES
Guardian Name	Insured *	
Stella	NO	
Occupation		
Student		

Recommended File Upload Size 1 MB. File Types Allowed Are docx,doc,jpg,jpeg,bmp,zip,png,pdf
Go to PC settings to activate Windows.

Onboarding forms – Passport Details

WISSEN W

EMPLOYEE ON BOARDING

J

Joseph
0029
joseph.sind@abc.com

Date of Joining
01-May-2017

Position
DEFAULT - DEFAULT

Reporting Manager
Peter James (837)

Functional Manager
Sanjeev Sondar (Aer1000)

Location
Ind_Bengalore

Passport

Name as in Passport *
Joseph

Issue Date *
11-Jun-2020

Passport No. *
098265HG8282KI

Expiry/Renewal Date *
11-Jun-2024

Place of Issue
Chennai

ECNR Required
YES

DATE OF BIRTH
1973-01-17

PLACE OF BIRTH
Chennai

Upload

Recommended File Upload Size 1 MB. File Types Allowed
Are docx,doc,jpg,jpeg,bmp,zip,png,pdf

SAVE CLOSE

To update passport information

Activate Windows

Onboarding forms – complete

EMPLOYEE ON BOARDING

On Behalf Of

 J

Joseph
0029
joseph.sind@abc.com

Date of Joining
01-May-2017

Position
DEFAULT - DEFAULT

Reporting Manager
Peter James (837)

Functional Manager
Sandeep Sundar (Aes1000)

Location
Ind_Bangalore

Form Name	Status	Action
Contact Details	Completed	 
Emergency Contacts	Completed	 
Bank Details	Completed	 
Education Details	Completed	 
Past Employment Details	Completed	 
Driving License	Completed	 
Employee Details	Completed	 
Family Details	Completed	 
Passport Details	Completed	 

When appropriate information is provided in all the forms, then the status will be shown as 'Completed'

I Confirm the [Statement Of Compliance](#)

 FINISH  BACK

Click Finish to complete the Onboarding process

Activate Windows
Go to PC settings to activate Windows.

Post approval of these onboarding forms, the new joiner will have access to other forms based on access rights.

Employment Details

Employment Details (India Location)

WISSEN W

Employment Details

On Behalf Of

44 ^ Praveen Kumar



1 2 3

Organization Info



Praveen Kumar (44)

praveen.kumar@abc.com

01-Jun-2020

Transaction date
29-Jun-2020

Effective From
29-Jun-2020

Original Hire Date:
01-Jun-2020

Position
Senior Software Developer for Angular - Senior Software
Dev

OU
ADRENALIN2020

Parent OU
—

Location
Ind_Anantpur

Country

India

Region
India Region

Additional Info

Shift Type

Custom

Part/Full Time

Full Time

Contract Type

REGULAR

Contract End Date

Experience Category

Call Centre Experience

Domain/Industry Experience

23

Notice Period

30

Secretary

SPK83 -Aakash A F B Nick A

Re-Employed

NO

Billable

—

Action

Reassign Reportees

Reason

Reassign Reportees

Induction

Payroll Info

PF Applicable

Yes

PF No

546546456546

PT Applicable

Yes

PT Location

TNCORP

Applicable ESI.

Yes

ESI Number:

123123213213

GL Code

987654

Hours per week

—

Pay Mode

Bank

Applied From

04-Jun-2020

Increment From Date

—

Increment Released Date

—

Salary Hold

No

Pay Process Status

Yes

Pay Group

Apple

Miscellaneous

Field1

Field2

Field3

Field4

Field5

Text1

Text2

Text3

Text4

Text5

Position Text1

453.00

Position Text2

423.00

Activate Windows

Go to PC settings to activate Windows.
Position Text3

Employment Details (contd..)

Region		Reassign Reportees	Yes	423.00
India Region		Induction	Pay Group	Position Text3
Department	--	Signed Contract	Apple	4.00
CS - Customer Support		Comments		Position Text4
Designation	--	Transport Required		789798.00000
Assistant Manager		Medical Questionnaire		Currency
Grade	--	H and S Statement		Indian Rupee
GD1		Attendance		
Grade Band	--	Desk/Home/Mobile		
Cost Center	--	Holiday Calendar		
HP Account-5		India Cal		
Reporting Manager	--	Weekly Holiday List		
SR100 - Williams		All Sunday, All Saturday, Second Week Monday,		
Functional Manager			Hiring Agreement View	
Aes1700 - Thomas				
SkipLevel Reporting Manager				
aes1000 - Sandeep				
Employee Status	Employment Status			
Active	Confirmed			
Next Status	Next Status On			
--	01-Jun-2020			
Matrix Manager 1				Activate Windows
--				Go to PC settings to activate Win
Matrix Manager 2				
--				