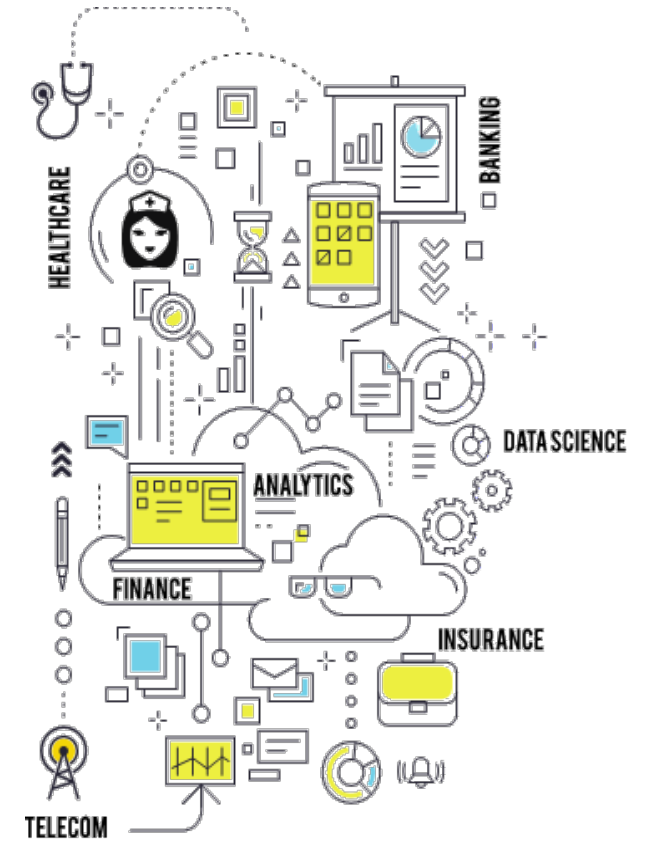


Employee Onboarding

- 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



Welcome Letter



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

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 



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

Terms And Condition

In consideration of employment as an employee or engagement as an independent contractor with Co (Joseph) 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

Employment terms and
conditions appear here.

Onboarding forms

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 ON BOARDING

On Behalf Of

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	

☐ I Confirm the [Statement Of Compliance](#)

FINISH

BACK

Forms which need to be filled in by the Employee

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

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

Onboarding forms – Contact Details

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 (Asst000)

Location
Ind_Bangalore

Contact Details

Permanent Address

Current Address

Permanent Address1
69 /, Shiva Vishnu Complex

Permanent Address2
Natesan Street,

Permanent Address3
T.Nagar

Country *
India

Region *
India Region

State *
Tamil Nadu

City *
Ind_Chennai

Zip Code
600017

Contact Number
7598306523

☒ 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

Personal Email
jijo@gmail.com

Personal Mobile Number *
7598306523

Fax Number

SAVE

CLOSE

Activate Windows
Go to PC settings to activate Windows.

To fill in current and permanent address of the employee

Onboarding forms – Emergency Contact

EMPLOYEE ON BOARDING

J

Joseph

0029

joseph.sind@abc.com

Date of Joining

01-May-2017

Position

DEFAULT - DEFAULT

Reporting Manager

Peter James (B37)

Functional Manager

Sandeep Sunder (Aes1000)

Location

Ind_Bangalore

Emergency Contact Details

Name *

Florence

Home Phone *

7598306523

Relationship *

Father

Mobile *

7598306523

Relationship Address *

69 /, Shiva Vishnu Complex
Natesan Street, T.Nagar

Physician Name

Doctor Mathew

Zip Code *

600017

Physician Address

Chennai

Physician Zip Code *

600005

Phone *

7598306523

Work Phone


7598306523

SAVE

CLOSE

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

Onboarding forms – Bank Details

 EMPLOYEE ON BOARDING

J

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 >

+

Bank Type ☒ Corporate Bank ☐ Others

Type of transfer
NEFT

Contact Person
Ragu

Bank Name *
Axis Bank

% on net pay
100

Account Type
Current

Bank Address
Chennai

Swift code

Currency
INR - Indian rupee

Account # *
343545345345

Bank URL
www.hdfc.com

☒ Salary Account

Name of account holder
Joseph

Country of the Bank

Bank charge code ☒ P ☐ C

Sort Code
12-32-32

Phone #
04423459875

IFS No

SAVE

CLOSE

To update Bank details

Activate Windows

Onboarding forms – Education Details

EMPLOYEE ON BOARDING

J

Joseph
0029
joseph.sind@atic.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

Major Field
MATHS

Amount
12

Currency
Indian Rupee

Name of Establishment *
ME

Minor Field
MATHS

Reimbursement Date
08-Oct-2013

Discipline *
Computer Science

Affiliated To *
CLG.

Explain Breaks During Education
No Breaks

Pass
2011

Address Of Institute
xyz

5 / 1000

Grad
Grad

Attended From *
18-Jan-2007

3 / 100

Level
Post Graduation

Attended To *
16-Feb-2011

Subject *
B-Tech

Company Sponsored
YES

SAVE

CLOSE


To update Education details.


Upload

IN_20217.p...

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

Onboarding forms – Past Employment Details

 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



Hydro tech india

Manager

2017 - 2018

Company Name

Hydro tech india

16 / 100

Designation on Leaving

Team Lead

9 / 100

Address *

Thirumalaisai

15 / 250

Industry type

▼

From Date *

31-Jan-2017

2 / 100

Contact Number

7651231222

2 / 500

To Date *

7 / 100

Roles *

BA

17 / 500

Key Experience

Customer handling

6 / 500

Salary on Leaving *

50000

Currency

▼

Reason For Leaving *

Better Prospects

3 / 500

Designation on joining

Trainee

9 / 100

Breaks in Career *

Yes

3 / 500

Number of People Reporting *

3

No. of months experience

23

SAVE

DELETE

CLOSE

Experience certificate

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

Salary slip

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

Relieving letter

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

Activate Windows

Go to PC settings to activate Windows.

To fill in previous job details

Onboarding forms – Driving License

EMPLOYEE ON BOARDING

J

Joseph
0079
joseph.snd@abc.com

Date of Joining
01-May-2017

Position
DEFAULT - DEFAULT

Reporting Manager
Peter James (837)

Functional Manager
Sandeep Sundar (Aes1000)

Location
Ind_Bangalore

< Driving License >

+

Add

License Number *
LWM0902836E21

Place Of Issue *
Chennai

Issue Date *
01-Feb-2018

Bike

Issue Number *
09098267357

IDP Issue Date *
19-Jun-2018

IDP Expiry Date *
11-Sep-2020

IDP Issue Place *
Chennai

Authorized Driver

SAVE

CLOSE

Licensing Authority

Text1

Text2

Upload

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

Activate Windows

To fill in Driving license details

Onboarding forms – Employee Details

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 Sunder (Aes1000)

Location
Ind_Sangalore

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

Physically Challenged

Known as
Gijo

Wedding date

Disability
Leg

Official Name
Joseph

Nationality *
India

Unique Identity
09898754675

Place Of Birth *
Chennai

Ethnic Code *
E1

DOB for Birthday Celebration
17-Jan-1973

Ident Data

Aadhar No
FD/YRY/34/53

PAN Number
HH/WEW/34/24234

UAN Number
1231

SAVE

CLOSE

Activate Windows

To view and update
personal details

Onboarding forms – Family Details

EMPLOYEE ON BOARDING

J

Joseph20
0025
joseph.sund@abc.com

Date of Joining
01-May-2017

Position
DEFAULT - DEFAULT

Reporting Manager
Peter James (837)

Functional Manager
Sandeep Sander (Aer1000)

Location
Ind_Bangalore

Family Details

+

Add

Relationship *
Brother

Guardian Contact Number
7598306523

Comments
4 / 500

Name *
Jose

Name as in Passport
Jose

SSN

Date Of Birth *
02-Jul-2014

Passport Number
12365432316456

Nationality *
Indian

Gender *
Male

Place of Issue
India

Passport Issue Date
01-Jul-2020

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

Smoker *
NO

Passport Expiry Date
10-Nov-2024

Minor
YES

Student *
YES

Place of Birth
Chennai

Guardian Name
Stella


Insured *
NO

ECNR Required
YES

Guardian Address

Occupation
Student

Upload



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.

To update Family members information

Onboarding forms – Passport Details

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 Sondar (Aes1000)

Location

Ind_Bangalore

Passport

+

Name as in Passport *

Joseph

Passport No. *

098265HG8282KI

Place of Issue

Chennai

Issue Date *

11-Jun-2020

Expiry/Renewal Date *

11-Jun-2024

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 





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

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	 

☒ I Confirm the [Statement Of Compliance](#)

Click Finish to complete the Onboarding process

FINISH

BACK

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)

Home

Employment Details

On Behalf Of

44 ^ Praveen Kumar

Search

Close

India

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

Position Text3

Activate Windows

Go to PC settings to activate Windows.

Employment Details (contd..)

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

Activate Windows
Go to PC settings to activate Win

Activate Windows
Go to PC settings to activate Win