



Saurabh Singh <saurabh.singh@vyomlabs.com>

Salary Deduction

8 messages

Saurabh Singh <saurabh.singh@vyomlabs.com>

Tue, May 3, 2022 at 3:35 PM

To: Varsha Raut <varsha.raut@vyomlabs.com>

Cc: Attendance Team <attendance@vyomlabs.com>, Mohita Prachand <mohita.prachand@vyomlabs.com>, Manjusha Pyati <manjusha.pyati@vyomlabs.com>, Payroll Team <payroll@vyomlabs.com>

Hello Varsha,
Good Afternoon!

I am writing this email in regards to the salary which I received for the month of April. My current In-hand salary is Rs.25,529. But this month I got Rs 24,478 only which is considerably less than the existing salary.
Hence I request you to please help me in this regard.

Thanks,
Saurabh
Mob:+918840538840

Varsha Raut <varsha.raut@vyomlabs.com>

Tue, May 3, 2022 at 3:35 PM

To: saurabh.singh@vyomlabs.com

Hi,

Thank you for your email.

HR services will be delivered and closed through HR Service desk id.

We request you to kindly communicate through HRSD (hrsd@vyomlabs.co.in) for all the communication to HR.

Please route this mail to the service desk, I shall take up the closure once I receive the ticket on HRSD.

For more in detail please refer to ESS spine portal >>Corporate Guideline >> Service Catalogue.

We look forward to your kind cooperation.

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Vyom Labs Attendance Team <attendance@vyomlabs.com>

Wed, May 4, 2022 at 12:15 AM

To: saurabh.singh@vyomlabs.com

Cc: mohita.prachand@vyomlabs.com, manjusha.pyati@vyomlabs.com, payroll@vyomlabs.com, varsha.raut@vyomlabs.com

Dear Saurabh Singh,

Hi,

We acknowledge your request for supplementary payout process for the month of Apr 2022

Please find below comments towards your attendance and the process to be followed for processing the supplementary days for which the salary is deducted.

Your attendance for the below dates 31st Mar 2022 has been marked ABS and thus leads to LWP.

We share weekly emails of absent report and attendance gaps to all employees to make them aware about their absence to ensure employees are not penalized due to LWP.

ESS Spine downtime was informed regularly to all employees so that employees will update musters in time.

Please follow below process:

1. Raise required application Leave/OD/Swipe on ESS spine for absent days.
2. Take screen shot of applied Leave/OD/Swipe application and attached it in email sent to vertical manager for email approval to process your salary arrears of absent days.

Post email approval from Vertical manager kindly log in to below link and fill all the required details and attachments.

[Supplementary Pay_2022-Employee Request](#)

Once all the appropriate required details are provided the salary for the ABS days will be credited with the next month salary cycle.

Thanks and Regards,
Attendance Desk
[Quoted text hidden]
[Quoted text hidden]
[Quoted text hidden]



Saurabh Singh <saurabh.singh@vyomlabs.com>

To: Manjusha Pyati <manjusha.pyati@vyomlabs.com>

Cc: Mohita Prachand <mohita.prachand@vyomlabs.com>, Payroll Team <payroll@vyomlabs.com>, Varsha Raut <varsha.raut@vyomlabs.com>, Attendance Team <attendance@vyomlabs.com>

Hello Mam,
Good Evening!

Please approve my attendance dated 31st March,2022 for the salary proceedings for Absent days.
Please find the attached screenshot for the same.

		31-Mar-22 Thu	Both	9:30 AM	6:30 PM	Work from home due to covid	In Process
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Thanks and Regards,
Saurabh
BSM Department
Mob:+918840538840

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Manjusha <manjusha.pyati@vyomlabs.com>

Wed, May 4, 2022 at 6:32 PM

To: Saurabh Singh <saurabh.singh@vyomlabs.com>

Cc: Mohita Prachand <mohita.prachand@vyomlabs.com>, Payroll Team <payroll@vyomlabs.com>, Varsha Raut <varsha.raut@vyomlabs.com>, Attendance Team <attendance@vyomlabs.com>

Approved

Regards,

Manjusha Pyati

Mob: 8007148282

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[Quoted text hidden]

[Quoted text hidden]

1. Raise required application Leave/OD/Swipe on ESS spine for absent days.
2. Take screen shot of applied Leave/OD/Swipe application and attached it in email sent to vertical manager for email approval to process your salary arrears of absent days.

Post email approval from Vertical manager kindly log in to below link and fill all the required details and attachments.

[Supplementary Pay_2022-Employee Request](#)

Once all the appropriate required details are provided the salary for the ABS days will be credited with the next month salary cycle.

Thanks and Regards,
Attendance Desk

05/03/2022 15:42 - Saurabh Singh wrote:

Hello Varsha,
Good Afternoon!

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Hence I request you to please help me in this regard.

Thanks,
Saurabh

Mob:+918840538840

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Saurabh Singh <saurabh.singh@vyomlabs.com>
To: Shivaji Gaikwad <shivaji.gaikwad@vyomlabs.com>
Cc: Manjusha Pyati <manjusha.pyati@vyomlabs.com>, Attendance Team <attendance@vyomlabs.com>

Thu, May 5, 2022 at 11:15 AM

Hello Sir,
Good Morning!

I am writing this email for approval.
My salary is deducted this month and I raised the request for the absent day dated 31st March,2022 and they asked me for your email approval to process the salary.
I will take care that this will not happen again.

Please consider my application request and kindly approve.

Thanks and regards,
Saurabh Raj Singh,
Engineer,
BSM Department
Mob:+918840538840

[Quoted text hidden]

Saurabh Singh <saurabh.singh@vyomlabs.com>
To: Shivaji Gaikwad <shivaji.gaikwad@vyomlabs.com>
Cc: Manjusha Pyati <manjusha.pyati@vyomlabs.com>, Attendance Team <attendance@vyomlabs.com>

Fri, May 6, 2022 at 4:08 PM

Hello Sir,
Good Evening!

This is a gentle reminder for the email approval of attendance for the absent day dated 31st March,2022.
Please consider my application request and kindly approve it.

Thanks and regards,
Saurabh Raj Singh,
Engineer,
BSM Department
Mob:+918840538840

This is a gentle reminder for the approval
[Quoted text hidden]

Shivaji Gaikwad <shivaji.gaikwad@vyomlabs.com>
To: Saurabh Singh <saurabh.singh@vyomlabs.com>
Cc: Manjusha Pyati <manjusha.pyati@vyomlabs.com>, Attendance Team <attendance@vyomlabs.com>

Fri, May 6, 2022 at 5:23 PM

Approved.

Please take care of highlighted text.

Warm Regards,

Shivajei

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