

Ojas Innovative Technologies Pvt Ltd

Business Requirement Document

For

Req2Offer Tool

- 1) Req Creation - Business Heads will create a Req for the Position they want to hire for Internal Requirement. Staffing Head OR BDM OR Account Manager will create a Req for Sub Con Position when hiring for a Customer Requirement. The steps involved in these two scenarios are explained below:
 - a) **Internal Req:** BU Heads will have Access to the Tool and they'll be able to create the Req for Lateral Hiring for Ojas Internal Requirement. This could be Technical Or Non Technical.
 - b) **External Req:** Staffing Head, Or BDM OR Account Manager will create a Req when hiring on behalf of a Customer approved Req.
- 2) Req Creation Steps:
 - a) **Internal Req Steps:**
 - i) Login to Tool
 - ii) Click on Create Req
 - iii) Fill the Form with all details like BU, SBU, Cost Center, Budget for the Position (CTC Per Annum), Expected DoJ, Reporting Manager (after Joining), Skill, Employee Type etc. and Submit for Approval.
 - iv) Upon Submit, it'll trigger workflow to the Reporting Manager of the person, who raised the Req along with all details populated and also system Generated Req ID.
 - v) This Req also should be available in My Reqs TAB of the Person who raised the Req.
 - vi) Manager - should get a Notification of the Req in his Workflow thru Email.
 - vii) Manager - Upon logging in should be able to see the Pending Workflows in Approvals TAB in a tabular form. Once Manager clicks on the Req ID, it should show all the details of the Req (in Non Editable format) and will have three Buttons at the Bottom - Approve, Reject, Send Back - For all these three cases, he will asked to give the justification OR Reason for his action.
 - viii) If approved, it will go to Finance and HR for the approvals and after this process, it will reach TAG Team SPOC (Venu OR Jeevan for example) for Hunting the Profiles.
 - ix) If Rejected, It will notify the Person who raised the Req and HR and Management.
 - x) IF sent back for more details, it will Notify and create a workflow in My Reqs TAB of the Person whcih allows the Person to make necessary changes and resubmit for approval.

- xi) TAG once the Resource is Selected should Upload the CV against the Req and capture all the details in the Form like expected CTC, DoJ etc and Save or Submit or Cancel the Form.
- xii) Post submission, HR will get the workflow for further steps (Which explained in Point No. **b) and sub point x** below.
- xiii)

b) External Req Steps:

- i) AM, BDM, SH will log in to the Tool
- ii) Click on Create External Req Button.
- iii) Form will be launched with fields like Customer ID, Customer, BDM, AM, Location of Job, Current Location of Resource, Current CTC of SUBCon, Expected CTC of SubCon, Tentative DoJ, Customer Approved Budget, Notice Period of SubCon, Margin Amount, Margin % etc and Submit the Form.
- iv) System will Generate a Unique Req ID and create a Work Flow with Finance Head Role.
- v) Finance Head - should get a Notification of the Req in his Workflow thru Email.
- vi) Finance HEad - Upon logging in should be able to see the Pending Workflows in Approvals TAB in a tabular form. Once Finance Head clicks on the Req ID, it should show all the details of the Req (in Non Editable format) and will have three Buttons at the Bottom - Approve, Reject, Send Back - For all these three cases, he will asked to give the justification OR Reason for his action.
- vii) If approved, it will go to HR for the approvals.
- viii) If Rejected, It will notify the Person who raised the Req and HR, Finance and Management.
- ix) IF sent back for more details, it will Notify and create a workflow in My Reqs TAB of the Person whcih allows the Person to make necessary changes and resubmit for approval.
- x) After all Approvals, HR will Open the Req and review the details therein and Speak to the SubCon to collect more details like DoJ, Location Constraints and try to negotiate on the Expected CTC. Once HR collects all the Data, there are Two Options - 1) SubCon is NOT interested and Not agreed to our terms, then He/She will go the specific Req and Click On - SubCon BackOut Button. This will notify all the StakeHolders, like Finance, SH, Management, BDM, AM etc. HR should capture the details for Rejection in the Tool. (BackOut Button upon clicking should ask REason for

BackOut). 2) If SubCon interested and agreed to our T &C, HR will go with Proceed to Offer BUtton - which will Open a Page with prepopulated details of the Req and give fields to HR to input/Edit DoJ, Expected CTC, Notice Period Buy Out AMount and Relocation Allowance (These two should be available with HR Only), Initial Accommodation (Y/N) and Accommodtion Cost Etc.

- xi) After all the details are captured by HR in the Proceed to Offer Page, There should be Generate Breakup, Generate Offer, Save, Cancel Buttons should be there. Save will help HR to resume on this Req at a later time. Cancel will take them back to previous page.
- xii) Generate a BreakUp will create the Salary Break Up Or Only the Annexure Page of Offer with Earntings and Deductions and basic details of the Employee on the Top. It should display the Break up, which should a COpyable Table/Text to a Word/Emal Editor. Also the Page should have a Button to download the Break Up in PDF Format. Upon Clicking Generate Break Up it should Save all the Info against the Req.
- xiii) Generate Offer will create an Offer of Employment with the PreSet Employment Offer Template by inserting the Reference Number, Date, Employee Name, Job Location, Customer Name, Designation, Offer Validity Date, and Salary Break Up and other T & C in the relevant Pages of the Offer Template.
- xiv) Once Reviewed, either it should be Downloadable in PDF Format, OR Should have an Option to Send Offer on Email, which should trigger email from HR Email ID (Preset in the system) with PreSet Email Template and attachment of Offer Document.
- xv) This should notify all the respective SH, AM, BDM, Finance etc.

3) Role Based Functionality:

- a) Staffing Head - He'll Have Both Internal Req and External Req Creation Rights. External Reqs created by him/her should go thru at least 2 approvals one being Finance and one being Management. And lastly HR for approval. Whereas, Internal Reqs created by him/her will go to his/her manager, Finance and HR (this will not go to TAG). After HR Approves this Req, SH can hire a Resource against this Req.
- b) BU Head/Hiring Manager - All other Internal Requirements will be raised by any one who is designated minimum as Manager in the system and it will go for approval his Manager, Finance, HR and then it will go to TAG.

- c) Management - Should be able to see all the Open Reqs, Closed Reqs, Approved Reqs etc by Time Range, Customer, internal or external etc.
 - d) Admin - Should be able to create, modify and revoke the access to the system.
 - e) HR - Should be able to approve, Reject, Send back for justification/clarification any Req. Generate Breakup, Generate Offer, Update Backout etc.
 - f) Finance Head - Should be able to Approve, Reject, Send Back for justification/clarification. Create Internal Req for his Department.
- 4) Other Functionality (think it is Admin who will have this access)
- a) Templates Update - Offer Templates should be able to be updated as and when there is a Need.
 - b) Masters update - Customer Lists, Finance SPOC, HR SPOC, TAG SPOC, etc should be able to update so that hierarchy is maintained and workflows will flow properly in the system.
 - c) All the Offers Released should be Saved in the System to retrieve at any point in time.
 - d) Data Back up should happen in CCloud.
 - e) Forced Password Change for every 3 Months
 - f) Password Rules for Security
 - g) Forgot Password Option should trigger email to Official Email ID and Official Mobile Set up and once you enter both OTPs it should allow you to set up New Password.

Salary Break up - Formulae

| Earnings | Rule | Per Annu m | Per Month | Deduc tions | Per Month |
|--------------------|--|-------------|-----------|-------------|---|
| Basic | 40% of CTC | | PA/12 | EPF | 12% of Basic |
| HRA | 40% of Basic (50% for 4 Metros) | | PA/12 | Compar | 12% of Basic |
| Spl_Allowance | Remaining Amount | | PA/12 | PT | IF Fixed CTC is <21000 Rs. 150, OR 200) |
| Food_Card | 1100 Per Month if CTC is <5 Lac, Else 3000 Per Month | | PA/12 | | |
| Provident Fund | Basic * 12% | | PA/12 | | |
| Bonus | IF CTC is < 5 Lacs, then CTC/12, else 0 | | PA/12 | | |
| Project_Allowance | Applicable if SKill is Software and Emp Type is Bench and should be Variable Allowance/2 | | PA/12 | | |
| Location_Allowance | Applicable if SKill is Software and Emp Type is Bench and should be Variable Allowance/2 | | PA/12 | | |
| Gratuity | 4.83% of Basic (Mandatory for all) | | PA/12 | | |
| Insurance | Mandatory for Self, Optional for Family | | PA/12 | | |
| Flexi Basket | Not Applicable for <500000, Applicable for 5 and above as per below Table | | PA/12 | | |
| Performance Pay | Applicable for Emp TYpe Bench and Skill Software - 36000 Per Annum from Fixed CTC | | PA/12 | | |
| Total_CTC | | 0.00 | | | |
| Net Pay | | | | | |

Flexi Basket (Optional for >5 Lacs)

| Flexi Basket Benefits (Optional) | | |
|--|---------------------|--------------|
| Salary Range--> | for >5 and <10 Lacs | For >10 Lacs |
| Vehicle & Petrol | 36,000.00 | 60,000.00 |
| Food Coupon | 13,200.00 | 36,000.00 |
| Books | 12,000.00 | 12,000.00 |
| LTA @ 10% Basic | 17,360.00 | 17,360.00 |
| NPS @ 10% Basic | 17,360.00 | 17,360.00 |
| Internet & Telephone | 12,000.00 | 12,000.00 |
| Scholarship (Sec 10(16) of INcome Tax Act) | 21,700.00 | 21,700.00 |
| SuperAnnuation@15% of Basic | 26,040.00 | 26,040.00 |
| | | |
| Total FlexiBasket | 155,660.00 | 202,460.00 |

| Flexi Basket Components, Eligibility and Process | | | |
|--|------------------------|-----------------|--|
| | for >5 and <10 Lacs | For >10 Lacs | |
| Vehicle & Petrol | 24,000.00 | 60,000.00 | 1) Applicable for Only 4 Wheeler IF, a) Vehicle is in the name of employee b) Employee submits Valid Driving License, Insurance and Pollution Certificate at the beginning of the year c) Petrol, Servicing and Parts Bills are allowed under this claim 2) Unclaimed declared amount will be disbursed as Taxable Salary |
| Food Coupon | 13,200.00 | 36,000.00 | HDFC CoPartnered Happay Card will be Provided to be used for: 1) Ready to eat food items 2) For Food bills in Restaurants 3) Can't be used for Cash Withdrawals or Any other Purchases other than food 4) The Amount Loaded can be used within 36 Months from the date of Loading 5) If the Card issued is lost, 250 INR will be charged for replacement of the card. |
| Books | 12,000.00 | 12,000.00 | 1) Any purchase of Books Or Magazines Or Professional Membership Fees is allowed to claim under this head. Bills should be on the name of Employee 2) Unclaimed declared amount will be disbursed as Taxable Salary |
| LTA @ 10% Basic | 0.00 | 0.00 | LTA will be allowed as Non Taxable IF, 1) IF Employee Travels within INDia with or without family 2) Not claimed in the block of 4 years for 2 times (Current Block is Jan 2018 to Dec 2021) 3) Applied Earned Leave of 4 Working Days for LTA with prior approval from the Company HR 4) Bills allowed are ONLY Travel to and fro to the Destination from the Employment City 5) Only Train Tickets, Air Tickets and Bus Tickets from Recognized Travels are allowed. 6) Self Travel Bills are not allowed Or Non Recognized Travels Bills without GST details will not be allowed 7) LTA Request approval is sole discretion of the Company |

| | | | |
|-------------------------------------|------------------|-------------------|--|
| | | | and No communication will be entertained whatsoever 8) Unclaimed declared amount will be disbursed as Taxable Salary |
| NPS @ 10% Basic | 0.00 | 0.00 | 1) Ojas tied up with HDFC Securities for NPS Fund Management 2) Employee who opts for NPS should have PRAN Number Or apply thru Ojas HR OR HDFC Securities to get the PRAN Number |
| Internet & Telephone | 12,000.00 | 12,000.00 | 1) Broadband Or Telephone Landline Or Postpaid Mobile bills are allowed under this claim 2) All the Bills should be in the name of Employee ONLY. 3) Unclaimed declared amount will be disbursed as Taxable Salary |
| Scholarship @ 5% of CTC | 0.00 | 0.00 | 1) IF EMployee has a School going Kid then it can be opted, 2) Employee should declare the Scholarship Amount from his CTC not more than 5% of CTC 3) Employee should open a Saving Account on the name of his/her Kid in a recognized Bank, preferably HDFC (Ojas banks with HDFC Bank) 4) Employee should submit the Progress Report Or Marks Certificate of the Kid from the Current Academic Year from his/her School along with Kid's Aadhar And Birth Certificate or Indian Passport showing the Relationship with Employee as parent. 5) Canceled Bank Check Leaf should be submitted for Proof of Bank Account 6) Upon verification of documents, Scholarship Amount will be credited into Kid's Bank Account on Pro Rata Basis of the Amount. At the year end, unclaimed declared amount will be processed as Taxable Salary |
| SuperAnnuati on@15% of Basic | 0.00 | 0.00 | 1) Ojas Super Annuation Fund Manager is HDFC Life Ltd 2) Employee can Opt at the beginning of Employment OR at the Start of Financial Year for Super Annuation. No addition will be allowed in the middle of Financial Year. 3) Once subscribed, during the tenure of Employment with Ojas, Employee can't withdraw or unsubscribe to Super Annuation. |
| | | | |
| Total FlexiBasket | 61,200.00 | 120,000.00 | |