**AMAT Induction Guideline**

* **Laptop Collection & Configuration:**
* Once the Laptop request is raised by the AMAT team and approved by the manager, the respective recruiter will inform you to collect the laptop from AMAT office.
* Once confirmed by TA team, Employees will be visiting AMAT office.
  + Innovator-9th Floor, ITPL, Whitefield
* At the Reception, you will be asked about your PSID (AMAT id) (It will be communicated to you by respective recruiter or Account Manager). You inform the receptionist that you have come to collect the laptop.
* The receptionist shall inform the IT Team after which someone will guide you and help with laptop configuration.
* Once collected and configured, you are advised to connect with the manager directly or/on Teams/Outlook to get the tool access and start working.
* Please contact the respective delivery manager for better understanding. It will be updated by the Account Management team.
* For the **AMAT ID Card**, you must mail the below info to [Suganthy\_Devarajan@Contractor.amat.com](mailto:Suganthy_Devarajan@Contractor.amat.com) & [AMIND\_Badge\_Requests@amat.com](mailto:AMIND_Badge_Requests@amat.com)
* Full Name
* Photograph
* PSID (AMAT ID)
* Blood Group
* It is advised to go through AMAT Website to understand them better- <https://www.appliedmaterials.com/> .
* You must join the WhatsApp GyanSys AMAT Team through the below link-
  + <https://chat.whatsapp.com/KgtLlgY4ph5GeLgCgyy0tB>
* You must attend SIPS Training as a part of onboarding (Safety, Intellectual Property and Security Awareness Induction)

\*(Invite will be sent by Suganthy Devarajan/Shilpi Routray).

* **GyanSys Timesheets – Replicon**

Replicon credentials will be sent by the HR team with attached PDF guidelines.

* Replicon is a time tracking software which tracks your daily billable hours.
* Project details shall be sent to the timesheets team by Account Manager (Praveen/Shilpi).
* The Timesheets team shall add the task code, following which you can start filling in the timesheet starting from the joining date.

**In case of any issue, your POC from GyanSys:**

Praveen Gupta- 8699523318

Shilpi Routray- 8917212290

Meghna Borgohain- 9531051436

|  |  |
| --- | --- |
| **Useful Email ID** | |
| [hr.in@gyansys.com](mailto:hr.in@gyansys.com) | Onboarding and HR concerns/query (including employee payroll/benefits/time off) |
| [referral.in@gyansys.com](mailto:referral.in@gyansys.com) | New candidates’ referral |
| [sales.in@gyansys.com](mailto:sales.in@gyansys.com) | Submission of potential opportunities/leads & prospects |
| [timesheets.in@gyansys.com](mailto:timesheets.in@gyansys.com) | Assistance for Timesheet/Expense related issues |
| [ap.in@gyansys.com](mailto:ap.in@gyansys.com) | Contractor invoice submission/payment status |
| [itsupport.in@gyansys.com](mailto:itsupport.in@gyansys.com) | For hardware, software, IT related issues |