



[Circular to all employees]

ICS/HR/160001

Activity Reporting HRMS-ONE

26<sup>TH</sup> June 2016

Daily activity and Planning has been Mandated in the organization from Monday 27th June 2016. This will have to be updated in HRMS-ONE every day to cover activity for the day and plan for next day.

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**Link for Entry :**

[http://52.77.252.130/members/sign\\_in](http://52.77.252.130/members/sign_in)

**Path : Employee Self Service >> Daily Activity**

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**For Any Support on this Contact :**

**Anubhi Golechha**

**email : [erp@Indiba.in](mailto:erp@Indiba.in) addressing Anubhi**

**Contact : +91-22-60222040**

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Ideally this will be a 5 minute activity but the details have to be exhaustive and the plan has to be updated thoughtfully.

To keep simple - create only one record per day. Even if you are working on multiple projects- select your primary project only and add the details of other projects in the 'Today's Activity' Cell.

This also has to be reviewed by the respective Project Lead on daily basis.

Leadership will also be reviewing the activities regularly.

**The activity is very critical for tracking and planning. If this is not updated at the end of the day (/ latest start of next day activities) - this will result in loss of pay for the day.**

Let us as an organization take forward good practices to make Indiba a great place to work.

Regards,

Arima Rastogi

HR Director

Indiba Consultancy Services