**EMPLOYEE MASTER**

**OFFER DETAILS (to be filled while rolling out the offer)**

Candidate Name

Gender

Personal Email ID

Mobile Number +91

Nationality

Offer made on

Designation

Expected Date of Joining

Payroll Entity

Currency

CTC per Month

CTC per Year

Work Country

Client

Group

Sub Group

Offer Status Rolled Out/Accepted/Declined

Helius Recruiter

On Boarding Checklist required (show table)

Background Verification required Yes/No

Annual -Screening required Yes/No

Upload Offer Letter Upload Job Description

Training eligible – Yes / No if Yes, Specify (in months)

Onetime bonus eligible - Yes/No if Yes, Specify

Notice Period (in months)

Probation period – Yes/No, If Yes, Specify (in months)

Reservist leave allowed – Yes/No

**EMPLOYEE PERSONAL DETAILS**

Candidate Name

Actual Date of Joining

Employee ID Generate

Date of Birth

Marital Status

**Communication Address**

Address1

Address2

City

State

PIN Code

Country

Same as above Communication Address

**Permanent Address**

Address1

Address2

City

State

PIN Code

Country

**Emergency Contact Details**

Contact Person +91

Contact Address

Contact Person Mobile Number

Employee Blood Group

**EMPLOYEE WORKPERMIT DETAILS**

Nationality

Work Country

Passport Number

Passport Issue Date

Passport Expiry Date

Work Permit FIN/NRIC

FIN

EP Issue Date

EP Expiry Date

NRIC

PR Issue Date

PR Expiry Date

Aadhar

PAN

**EMPLOYEE ASSIGNMENT DETAILS**

Client

Group

Sub Group

Assign Employee to SOW

Timesheet type (Manual/RTS)

**EMPLOYEE LEAVE DETAILS (as per offer letter)**

Annual Leave

Medical Leave

Casual Leave

Maternity Leave

Paternity Leave

Compensatory Off Leave Allowed (Yes/No)

Leave Encashments Yes/No

**EMPLOYEE BANK DETAILS**

Employee Name (as per bank records)

Bank Name

Branch Name

Bank Account Number

IFSC Code

Send Login Details to Employee Personal Email

**EMPLOYEE APPRAISAL DETAILS**

New CTC

Effective from

Revised SOW Details Upload

**EMPLOYEE INSURANCE DETAILS**

**Singapore Employees** Add Family Member

Employee Name

Date of Birth

NRIC/FIN

Corporate Email ID

Sum Insured (default – SGD 15,000/-)

AM

**ADD FAMILY MEMBER SCREEN**

Name of the member

Date of Birth

Relation

Visa Status

**Indian Employees** Add Family Member

Employee Name

Date of Birth

Corporate Email ID

Sum Insured – Medical

Sum Insured – Accidental

**ADD FAMILY MEMBER SCREEN**

Name of the member

Date of Birth

Relation