

**NST New Joinee Process**

**Version History**

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| --- | --- | --- | --- | --- | --- |
| **Ver.** | **Date** | **Description of Change** | **Author/ Revised By** | **Reviewed By** | **Approved By** |
| 1.0 | 13th Feb 2017 | Change in section 3 for HR roles & Responsibilities and section4 for output with annexure A | Rahul Raj | Prachi Sood | Ajay Kumar Zalpuri |
| 1.1 | 5th Feb 2018 | Update section4 | Rahul Raj | Prachi Sood | Ajay Kumar Zalpuri |
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**Table of Contents**

[1. Introduction 4](#_Toc369867457)

[2. Entry Criteria 4](#_Toc369867458)

[3. Tasks Error! Bookmark not defined.](#_Toc369867459)

[4. Outputs 5](#_Toc369867460)

[5. Validation 8](#_Toc369867461)

[6. Exit Criteria 8](#_Toc369867462)

# Introduction

New Joinee Process is a strategic process of bringing a new employee to the organization and providing information, training, mentoring and coaching throughout the transition.

# Entry Criteria

* New Joinee
* Email Creation
* System Ready
* Seat ready

# HR Roles & Responsibilities

**Joining & Induction Formalities:**

* New Joinee enters in office premises with offer letter and all the relevant documents (mentioned in the offer letter).
* Complete the joining formalities i.e. Collect the required documents, creation of login id for attendance / introduce and set the KRA for new joiners, design reporting system & assign mentor as per the respective department wise.
* HR will initiate request for email ID, IT Asset (LT/DT, Mobile), and Identity Card.
* Plan, organize, and conduct induction programmed, devise the orientation plan for the new joiners.
* Within 3 Days HR will share the introduction mail (Buddy Program) to concerned email address.

**Attendance, Payroll & Salary Administration:**

* Maintain the employee attendance in Time Management System and generate the attendance report by online system for the salary process.
* To coordinate with the finance for monthly payroll system, make necessary entries for new joinees, Exit cases, unpaid leave.
* Follow-up with Bank for timely credit of salary & Issuing salary slips.

**HR Policies, Procedures, & Processes:**

* Implement, review, redesign and introduce HR policies.
* Keep a track of records to the procedures, processes, formats / forms in line with organizational goals.

**HR Administration & Welfare:**

* Offer release, bank account opening, ID card coordination, sending details to the support staff.
* Verification of documents and employment screening/background verification of new joined employees i.e. verification report includes: Tenure with the Company, Title of last position held, Starting & ending salary, Dues with the company, Reason for leaving, eligible for rehire, Attendance, over all
* Conducting employee satisfaction survey, designing reward and recognition scheme.
* Clarify the Employee Grievance and various issues/queries on Leave policy, Salary payment.
* Maintain & Update the Daily/Weekly/Monthly MIS report, HR files and employee information in various reports like employee database, employee CV's, preparing all HR letters and certificates etc.
* Full & Final Settlement and Exit Process:
* Conducting exit interview process for resigned, quit / terminated employees
* Coordinate & manage the Full & Final Settlement with the help of finance division and sending circular to other departments at the time of relieving of an employee.
* Analysed the issue by giving warning through verbally or written by issuing warning letter till termination of employees due to continuous absenteeism, no prior intimation before taking leaves, unable to reach assigned targets, lack of ownership & responsibility etc.

**Buddy Program:**

As per this program, HR will send an email for having a dedicated mentor to new joinee. This mentor will be a senior member and will help new employee with below activities.

* “Buddy” will be responsible for:
* Providing guidance to new Employee
* Providing help in all joining formality related queries, introduction to team
* All technical support which he/she can provide for resolving work related issues
* Support for all non-technical issues/queries
* Ensure you get a good feel of company and have good environment to work in
* For any personal level concerns or informal issues if you want to share
* Guidance to enhance your skill sets in accordance with company’s goals

# Outputs

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.No.** | **Activity** | **By Whom** | **When** | **Records** |
|  | New Joining Intimation to IT & PMO | HR | 2 days in advance | Email to Management, PMO & IT |
|  | PMO send email to IT & Admin for System ready & Seat Allocation | PMO | 2 days in advance | Email to Management, IT & Admin |
|  | Arrange & Configure Machine/ AVAYA/Phone | IT Team | 1 days in advance | Email Received from IT Team |
|  | Seat Allocation Information | Admin | 1 days in advance | Email Received from Admin |
|  | If any changes in Joining Date, Communicate to HR | DJ/Vishal/Vineet | At least one day in advance | By Email |
|  | After any changes communicated, HR will communicate to PMO/IT | HR | As and when received | By Email |
|  | Completion of Joining Documents | HR | At the time of Joining | Filled Joining Forms |
|  | If Joining formalities completed successfully then HR will demonstrate all HR policies like Leave Policy, Medical Policy etc. | HR | Same Day | Email sent by HR |
|  | If Joining formalities completed successfully then HR will send email to IT team for Biometric and Laptop Agreement | HR | Maximum within 3 working days | Email sent by HR |
|  | Generate Employee NST ID | HR | Maximum within 3 working days | Email sent by HR |
|  | If Joining formalities completed successfully then HR will introduce to Admin  Site Tour   * Managing Director * Accounts Section * Cabin Preview * Conference Room * Cafeteria * Washroom * IT Team | HR | Same Day | Site Tour by Admin |
|  | After Site Tour, Transport Policy demonstrate by Admin | Admin | Same Day | Transport Policy |
|  | Introduce with IT Team | Admin | Same Day | NA |
|  | Induction to New Employee | IT Team | Same Day | Signed Internet & Usages Policy |
|  | If email received from HR for completion of Joining formalities, then signed laptop Agreement and Biometric Access | IT Team | Maximum within 3 working days | Laptop Agreement and Biometric Access |
|  | If Joining formalities completed successfully then HR will send email to Admin for NST Identity Card | HR | Maximum within 3 working days | Email to Admin |
|  | If Joining formalities completed successfully then HR will send email to All India and assign Buddy | HR | Maximum within 3 working days | Welcome Letter |
|  | I Card | Admin | Ready within 7 working days from the request raised | I Card |
|  | If Joining formalities completed successfully then HR will generate ID on HRMS & EMP | HR | Maximum within 3 working days | System generated email for ID creation |
|  | If Joining formalities completed successfully then HR will send email to Admin for NST Identity Card |  |  |  |
|  | Employee Induction with different Department | PMO | Day 2- Management & Accounts |  |
|  | Employee Induction with different Department | PMO | Day 3- Quality | Training Records |
|  | If email received from HR for completion of Joining formalities to PM, then PM will send info to QA for Time live & IQMS ID creation | PM | Within 7 working days from the request raised | Email to QA Team |
|  | Time live & IQMS ID generated | Rahul | Within 2 working days from the request raised | ID in IQMS & Time live |
|  | After Joining, to coordinate with the finance for payroll system, make necessary entries for new joinees, | HR | Within 10 working days from the request raised | Email to Accounts |
|  | After Joining, Open Bank Account Number | HR | Within 10 working days from the request raised | Account Debit Card & Cheque Book |
|  | After Joining, complete Medical Insurance of Employee | HR | Within 15 working days from the request raised | Medical Card |

# Validation

* Monitoring and measuring the effectiveness of the new joinee process

# Exit Criteria

* New joinee will be on board.

1. **Checklist for On-Roll employee / Consultant:**

**Education / Certifications**

* Latest CV
* Class X & XII – Certificate & Mark sheet
* Degree / Mark sheet ~ Bachelors/Master’s ~ Semester/Year Wise
* Any Certification / references ~ If Applicable

**Service Record**

* Offer / Appointment Letters ~ Previous Employers
* Service ~ Documents
* Pay Slip from Last Employer ~ Last 3 Months
* Relieving Letter from last employer. ~ If Available

**Travel / Identities**

* Passport All Pages (Excluding blank pages) ~ If Available
* Any Visa / Immigration Approval ~ If Applicable
* Driving License, Voter’s I-Card & UID ~ If Available
* Three passport size photos

**Finance**

* Pan Card (Mandatory)
* Last 3 Years Form16 ~ If Available
* HDFC Bank A/c. Number (If Available)