

STANDARD MAIL TEMPLATE

To: All

Cc: Mgmt

Subject: ANGLER Time check usage streamlining | circular – Reg.

Dear All,

As you are aware the objective is Time check report for Payroll processing is to be generated and submitted to the finance team on or before 2nd of every month. But every month there are delays faced.

In order to streamline the report submission on-time, we request your co-operation as this is a necessary to avoid discrepancies. Time check discrepancies occurs due to various following reasons

1.LEAVE OR PERMISSION APPROVAL PENDING – due to which deviation occurs in the report even for planned cases. Planned leaves are to be taken only after your leave is approved in Time Check (with exception being for top mgmt approvals only). So both Executives & Approval authority have to follow the procedures correctly on-time as defined in our Leave Policy.

2.UNPLANNED LEAVE, PERMISSION AND SHIFT CHANGE UPDATE – Incase of unplanned occurrences the executives are responsible to verify whether their update is entered in Time check as soon as they return back to work

The details are to be sent to relevant authority as per the approved template

3. PUNCH MISSING – the device might have not accepted the swipe for a particular executive or the executive might themselves have forgotten to keep the punch.

Details for such issues has to be updated within a day or two with proof as per sample mail template attached – for all SBUs ARMIS Plan & Progress OR CRM daily plan & progress updated on same day is necessary)

4.ODD PUNCH – misplacing punches by executives (like instead of shift out selecting lunch out etc). These occurrences are entirely responsibility of the executive as its purely based on their concentration. Salary discrepancy due to such carelessness will not be taken into account.

5.DEVICE ISSUE – When executives are not able to access the bio device due to some common reasons they have to mail the details immediately to Admin with CC to HR, SS and their respective SBU head / vertical lead.

6. EXCEPTION HOURS – this occurs due to the difference in time between,

•Your Shift In and respective floor Bay In

- Your Lunch In and their respective floor Bay In
- Your Break In and their respective floor Bay In

This responsibility to be on-time in your assigned work-area has to be taken care by respective executives and will not be corrected in Time check.

In general, executives should check their Time check report periodically to avoid discrepancies that lead to Salary Deduction.

Note: As necessary part of standards, it is mandatory for every executive to enter their ARMIS Plan before they start their daily task and ARMIS progress by the end of day. This has to be strictly followed by all the executives.

Important link: The approved templates related to above is available [HERE](#)

Please note for all Unplanned Leave Requests/Permission/Shift Change proper reasons needs to be mentioned in the template. Otherwise the same can not be actioned.

Please scroll down for the templates

Unplanned Leave / Permission / Shift change

To: Admin.sbu@anglertech.com

Cc: Mgr. HR, to their respective Vertical Lead's/SBU head and to the person whom they had informed to

Subject: Time Check Update| **Unplanned Leave** | Name| SBU

UNPLANNED LEAVE

Mail:

Dear Admin,

Further to the mentioned subject above, please find below the details for your reference.

Employee Name:

Employee ID:

SBU:

Unplanned Leave availed on Date: **From:** **To:**

Total No. of Days:

Reason:

Informed to over call only – sms not accepted (Name of the Persons):

TAT for the above update will be two days from the date of mail received, if details are not updated in Time check after 2 days reminder can be sent by respective executive.

SHIFT CHANGE

To: Admin.sbu@anglertech.com

Cc: Mgr. HR, to their respective Vertical Lead's/SBU head and to the person whom they had informed to

Subject: Timecheck Update| **Shift Change** | Name |SBU

Mail:

Dear Admin,

Further to the mentioned subject above, please find below the details for your reference.

Employee Name:

Employee ID:

SBU:

Current Shift:

Requested Shift:

Shift Change:	From Date:	To Date:
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Approved By:

Reason:

TAT for the above update will be two days from the date of mail received, if details are not updated in Time check after 2 days reminder can be sent by respective executive.

PUNCH MISSING

To: Admin.sbu@anglertech.com

Cc: Mgr.HR, to their respective Vertical Lead's/SBU head, Mgr. Sys.& Supp.

Subject: Timecheck Update | **Missing Punch** | Name | SBU

Mail:

Dear Admin,

Further to the mentioned subject above, please find below the details for your reference.

Employee Name:

Employee ID:

SBU:

Current Shift:

Discrepancy occurred on (Date and the missing time i.e. Shift In or Out):

Proof: Can ONLY be ARMIS Plan or Progress or CRM Plan or Progress with respect to the mentioned date.

TAT for the above update will be two days from the date of mail received, if details are not updated in Time check after 2 days reminder can be sent by respective executive.

DEVICE ISSUE:

To: Admin.sbu@anglertech.com

Cc: Mgr.HR, to their Vertical Lead's/SBU head, Mgr. Sys. & Supp.

Subject: Timecheck Update **Device Issue** | Name |SBU

Mail:

Dear Admin,

Further to the mentioned subject above, please find below the details for your reference.

Employee Name:

Employee ID:

SBU:

Current Shift:

Discrepancy occurred on (Date and the missing time i.e. Shift In or Out):

Proof: Can ONLY be ARMIS Plan or Progress or CRM Plan or Progress with respect to the mentioned date.

TAT for the above update will be two days from the date of mail received, if details are not updated in Time check after 2 days reminder can be sent by respective executive.

ODD PUNCH (Reply from Admin)

Dear Executive,

Please verify your "All swipes report" in Timecheck to know the reason for deviation and produce the relevant proof if the gap PR mistake is not from your end.

Please do not call or mail the discrepancy if you had misplaced the punch which will not be taken into account or either corrected as per the policy circular sent on XYZ.