

BGV → Passport 1st & last
→ Employee Work Exp.

Emp No. →

C-LIFE

C → Client value

L - Leadership by example

I - Integrity & Transparency

F - Fairness

E - Excellence -

Brand Ambassadors → In each one of us

I Learn → Web based Learning App
→ Trainings suggested

ICare@infosys.com

↳ SPOC → To handle Emp issues

head @ inf

↳ Workplace Related Issues

BCMC → BIZ Cont Mgt System

headed by → COO → Pravin Rao

Update No. in Sparsh → Intranet

ASHI → Anti ~~Sexual~~ ^{Sexual} Harassment
Initiative

→ ER team ⇒ Emp Relations

Learning Job @ infoys.com

BE MORE

Gaurav
Agarwal

Ex. Vice President

A-Z

A → Accelerate

Z → Zero bench.

50K jobs.

→ Innovate, Automate &
Educate.

→ Innovator? → Be the loud
about it.

→ 100
① Code of Conduct & → Launchfa

ISG Session

② Whistleblower

ISG → Info. Security Guidelines

Sparsh → Inf security & IT infra
→ related policies

SAQ → Security Awareness Quiz

Psword → Not to be shared.

No downloads → Copyright.

→ Back up server folder → Project related

Disaster Recovery process (Fire Alarm)

AIID Appn → Security issues.

Document

CoC ^{klhy} → Honest & Ethical
zero tolerance → Conflicts of interest
→ Disclosures
→ Compliance
→ Fair dealing
→ Promote the protection
of company assets.

toing → Apply for Mobile.

PRO → ^{company} spokesperson. → We can't.

No trading in Quarter 1.

↳ June 15 → Announce

Launchpad ⇒

<u>Emp</u>	<u>Card Id</u>
796123	70718903

Thursday 2:50 pm Kidan

Sparsh2 → Portals / Bangalore DC / KnowyourDC
Pradeep.Gargai@infosys.com -

BYOD → Bring your own device

- Infy IT Appⁿ, MS Outlook → Emails

Infy Gold + → Rewards
E-Commerce vouchers &
Recognition category

* Connect Infy → Talent Acquⁿ
↳ Sparsh Web App ⇒ (Referral)

* Bulletin Board
↳ Home Appliance, Requirements

* Infy Radio, Infy TV → Quarter Results
(Songs, Music)

Bangalore DC

→ Kanada kali ⇒ Kanada language
→ Tues & Thursday

→ November ⇒ Rajya Sabha--

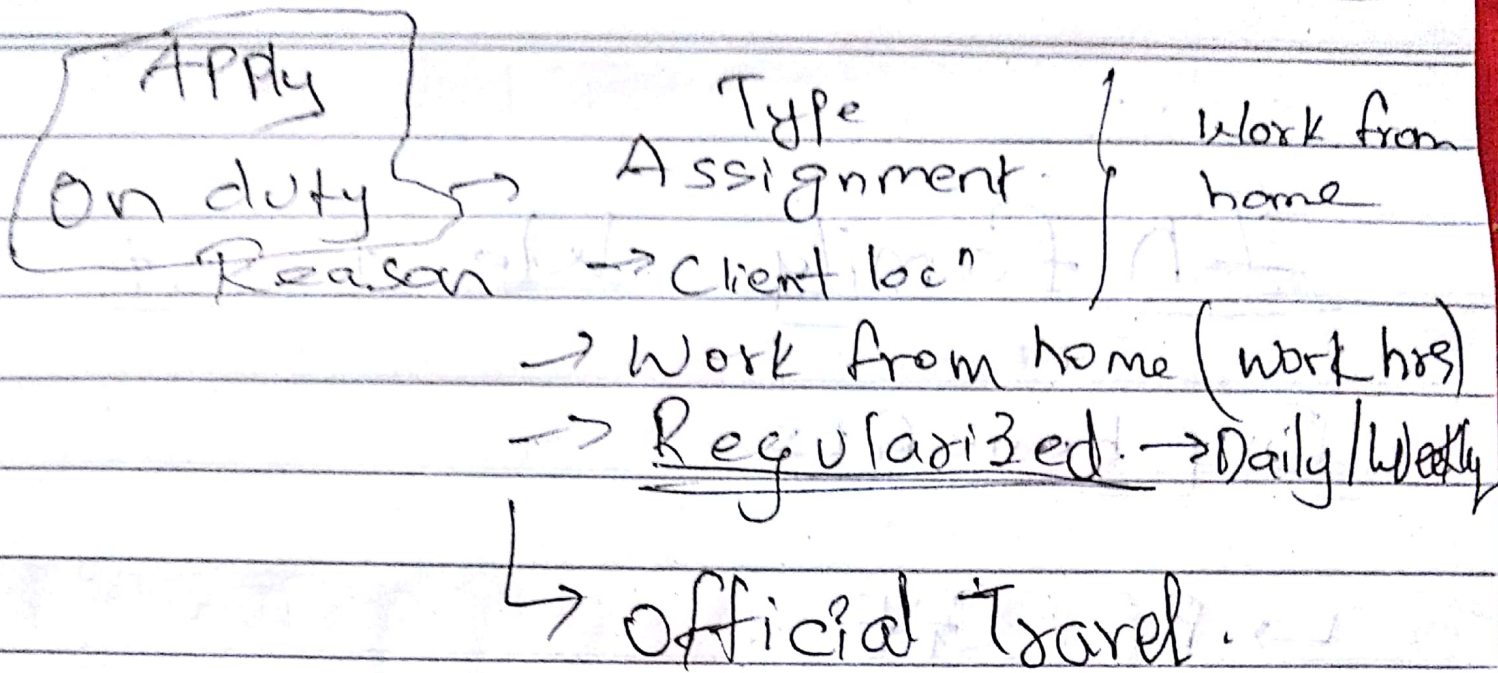
Little Explorers ⇒ Feb / March
(kids)

Gururaj Deshpande → DC head.

Club Connect , Sparsh harmony &
Service Centre.

Multi Factor Auth (MFA) → "Login on Sparsh."
Work from home

Gate 3, 6, 9 → Flyovers



⇒ Single swapping : ⇒ 1 EL

⇒ Earned leave

9 work from home ⇒ Monthly

No Sick Leave Concept

Excess EL will lapse

Max ⇒ 30 (30th March)

Deduction → Contribute and
12% of base
+ DA per month.

PF Contrⁿ Cap →

EPS Split → 12% is further split
into EPF and EPS

Life Pension → EPS Scheme Entitles
↳ 58 years.

PF transfer ⇒ Settlement
Service will also transfer ⇒
No tax amt in more than 5 years

EPS → EPFO
PF → Infosys
New PF account.

In family We trust

Emp benefits

↳ PF, GF

→ Superannuation

→ Welfare trust

* PF Trust (Savings)

↳ Retirement Benefits

↳ Mandatory by regulations

↳ Statutory Contributions

PF - 7.60% (Rate of interest)

Term deposits → 6.60 - 7.25

Recurring Deposit → 6.60 - 7.25

Savings A/c → 3.50 to 6.00

Aadhaar, UAN → Extra

→ UAN will be allocated on subsequent month by EPFO

→ Members have option to opt for additional contribution voluntarily (VPF)

Lateral → Form 11 → UAN

→ Transfer earlier EPF & EPS contrib

→ Members have option to opt for additional contribution voluntarily (VPF)

→ New PF Alc ⇒ No. will be allocated

While processing 1st month salary

Gratuity Fund Trust

Gratuation → ^{Money} Working in a Same Company.

↳ At least → 4 years & 6 months
Continuously → Same Company for 5 years
↳ Eligible for Gratuity

GF

$$\rightarrow \frac{15}{26} \times (\text{Basic Pay}) \quad (\text{Company yes of Service})$$

Super Annuation → Savings → future Not tax
⇒ Job level ≥ 5

(Basic + FDA)

⇒ 50% 10% or 15%

↳ Retirement ⇒ No tax.

C-LIFE

1985 → Computer
→ Bangalore
→ PC import

C → Client Value

L → Leadership

I → Integrity & Transparency

F → Fairness

E → Excellence

Bldg 1-50 → 90 Acre

* High level of Satisfaction

- (1) Customers
- (2) Employees
- (3) Investors
- (4) Vendors
- (5) Society at large.

* VISION → Forecast

→ Reach to goal

Focus → Keep growing

for a better tomorrow.

Imaginative Insights

Vision → Globally Respected x
Corporation

Infosys Foundation → 1% profit
Set aside

for Sucha Murthy.

Responsibility, Honesty → CSR
Standing up for something → pride.

E & R → Education & Research.

Sparsh → CLIFE
C-life@infosys.com

→ Helping each other adhere

Knowledge Hub Home

→ Projects, Courses

Infosys Lex App

Retail

HR Name

ADM

DCR

Practi Anandan

Supriya Ganesh

HR Number

9513185940

7337881461

Performance Management

4 Pillars

- ① Align to work
- ② Collaborate
- ③ Motivate & Innovate
- ④ Focus on Development.

*] Performance Ratings

- ① Outstanding
- ② Commendable
- ③ Met Expectation
- ④ Needs improvement -

→ * SMART Goals

→ update your Manager

→ parsh → my infy → policy portal →
↓
Category
↓
New joinee

J → Job level

Philosophy

↳ High performance

↳ Emp Development

Count ⇒

Performance &
Development

Evaluation

18 - Sept 19
→ Oct - Dec

* Features

- ① Allign. to work
- ② Collaborate
- ③ Motivate & Innovate
- ④ Focus on Dev.

PF \rightarrow 12%

Gratuity \rightarrow 4.81%

Superannuation \Rightarrow 15% of Basic DA

ILMS \rightarrow Info-Loss Monitoring System

Yammer

\rightarrow Stay in touch with Leaders.

Helpdesk No. \Rightarrow 3355

Apply for mobile Toing APP

Harmany

\rightarrow Role description
 \rightarrow Differences.