

Employee Portal

- Employee can view their **personal information**
- He / She can see **Leave Balance / Birthdays / Anniversaries**
- Company can **upload their Holiday List** (Holidays / weekly off) for employees
- Application and approval of **Muster modification / Leave Application / Comp Off**
- **Help Desk** – Employee can communicate/ send queries to HR via portal, and view the progress of the same
- Employee can **download / view their pay-slip** every month
- Through portal employee can provide their **Investment Declaration** for Income Tax
- Department employee can **create their indent** via portal
- Employee can participate in **eAppraisal** (Self / HOD / Reviewer) (monthly / midterm / annually) process