Communication IRIS <communication.iris@irisbusiness.com>

Welcome to IRIS Business Services Limited

2 messages

HR.Services <hr.services@irisbusiness.com> Mon, Oct 3, 2022 at 12:50 PM
To: Shivani Mishra <shivani.mishra@irisbusiness.com>
Cc: Dnyaneshwar Daund <dnyaneshwar.daund@irisbusiness.com>, Hemant Karale <hemant.karale@irisbusiness.com>

Dear Shivani,

We are pleased to welcome you to IRIS Business Services Limited. You're welcome aboard!

We are confident that your expertise and dedication can contribute significantly to the company. Your association with IRIS has been valuable to us, and we wish you continued success in your future assignments.

Here are a few things you should know about your new workplace.!

1. **Team Name & Reporting Manager :**

You would be part of the **iDEAL Team** reporting to **Dnyaneshwar Daund.**

2. **Employee code:**

Your employee code is **IRIS2066** and you are requested to mention this code in all your correspondence with us.

3. **Keka – Our HR Tool for day-to-day functioning**

Additionally, we would like to understand the Attendance and Time Management system at IRIS. You will get an invite from Keka Tool (our HRMIS tool) on your business email id. Kindly register at Keka Tool, and log in with your business gmail id. You must clock in -out through the keka tool on a daily basis. (You can do it from the Mobile app also). All your leave applications need to be routed through keka Tool only. In case of any challenges, you are facing you can write at attendance@irisbusiness.com

Our payroll cycle date is 26th to 25th of every month for attendance calculation, so all attendance and leave information must be updated in Keka by the 26th at the latest.

You can check your personal details, and your finances through the keka tool (Your salary slips, investment declaration, expense management, etc..)

All the policy/ reference documents attached to this email are also available in the Keka tool for your reference.

Offline Keka: During this pandemic, we are working from home hence all the tasks are tracked on email (Task sheet format attached) /Quickscrum Please email your task sheet to attendance@irisbusiness.com (weekly/ monthly basis) and cc your manager. In case your login is created in Quickscrum then you need to fill the timesheet in Quickscrum. Any changes in the process will be communicated via email to you.

4. IRIS Org tree:

By clicking on the link below, you can navigate your team and entire company organization structure:

https://ibsl.keka.com/#/org/employees/tree

Orientation will also take place before that, but here are a few documents you will want to look at as you get started.

5. Employee Handbook:

Please refer to the HR Manual for detailed information.

6. IT Security Awareness:

Attached is the IT security do and don't.

Support Departments - Point of Contact – Name, Number & Email ID

Type of Query	Contact Person	Ext.	Email ID
HR	Apeksha & Nisha	9967088727 9619996645	hr.services@irisbusiness.com
Attendance / Leave	Chandra	7977056245	attendance@irisbusiness.com
Payroll	Winny	9819623594	sudhakar.sawant@irisbusiness.com; winny.nair@irisbusiness.com
IT	Ramesh	9619197547	itsupport.group@irisbusiness.com
Admin	Sujit Acharya	9930033773	sujit.acharya@irisbusiness.com

***Note-Acknowledge this mail.**

Please feel free to email or message us at hr.services@irisbusiness.com with any questions, concerns, or thoughts you have!

Once again, Welcome aboard!!!

Warm Regards & Best Wishes.

3 attachments

HR_Manual_2022.docx.pdf
421K

Security Awareness.pdf
224K

Holiday list- 2022.pdf
237K

Shivani Mishra <shivani.mishra@irisbusiness.com> Tue, Oct 4, 2022 at 9:50 AM
To: "HR.Services" <hr.services@irisbusiness.com>

Good Morning Team

Greetings of the day

Thank you for the warm welcome. I appreciate the opportunity to work with you all, and I'm ready to contribute my knowledge and skills to the company.

Best regards
Shivani Mishra

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> CONFIDENTIALITY CAUTION
>
> This email (including any accompanying documents) is only intended for the person(s) to whom it is addressed and may contain confidential information. Unless stated to the contrary, any opinions or comments are personal to the writer and do not represent the official view of the company. If you have received this email in error, please notify the company immediately by reply email and then delete this message irretrievably from your system. Please do not copy this email or use it for any purposes or disclose its contents to any other person. Any person communicating with the company by email will be deemed to have accepted the risks associated with sending information by email being interception, amendment, and loss as well as the consequences of incomplete or late delivery. Information contained in this email and any attachments may be privileged or confidential and intended for the exclusive use of the original recipient.
>
> The security of your data is one of our greatest concerns. That is why we put extra effort into ensuring your data is always safe. If you want to opt out please refer our Privacy Policy or simply drop us a mail on data.privacy@irisbusiness.com.

CONFIDENTIALITY CAUTION

This email (including any accompanying documents) is only intended for the person(s) to whom it is addressed and may contain confidential information. Unless stated to the contrary, any opinions or comments are personal to the writer and do not represent the official view of the company. If you have received this email in error, please notify the company immediately by reply email and then delete this message irretrievably from your system. Please do not copy this email or use it for any purposes or disclose its contents to any other person. Any person communicating with the company by email will be deemed to have accepted the risks associated with sending information by email being interception, amendment, and loss as well as the consequences of incomplete or late delivery. Information contained in this email and any attachments may be privileged or confidential and intended for the exclusive use of the original recipient.

The security of your data is one of our greatest concerns. That is why we put extra effort into ensuring your data is always safe. If you want to opt out please refer our Privacy Policy or simply drop us a mail on data.privacy@irisbusiness.com.