

EMPLOYEE PORTAL – HELP DOCUMENT 1.0

PAGE NAME: MY PROFILE

The 'My Profile' link shows employee information as stored by the HR department. Editable fields can be updated by employees. For any change in un-editable fields, contact [HR](#).

PAGE NAME: ATTENDANCE

Link: MARK ATTENDANCE

- Use this option to view/edit attendance of the past 40 days. Attendance beyond 40 days cannot be marked in the system.
- Attendance is visible only till the previous day. The different dates in the Attendance Calendar are highlighted using the following color codes.

Dates visible in calendar	Color visible on calendar
Marked Attendance	Green
Unmarked Attendance	No Color
Leave Approved	Orange
Holidays & Weekly Off	Grey

- Attendance for the last 40 days will be also be visible in the grid on the top in reverse chronological order.
- To change the timings for any of these dates, click on the 'Edit button' corresponding to the date and manually edit the timings below the grid. Please enter reason for change and click on the 'Save button'.
- To mark manual attendance: Select a date from the bottom left calendar. Once the date reflects on the attendance form below the grid, enter the timings and reason for manual attendance and click on 'Save button'.

Link: VIEW PAST ATTENDANCE

- Use this option to view attendance history.

PAGE NAME: LEAVE

Link: LEAVE APPLICATION

- The status of your leaves will be visible on this page. The abbreviation used for leaves are Casual Leave-Sick Leave (CL-SL), Compensatory Off (CO), Privileged Leave (PL) and Special Leaves(SPL).
- To apply any leave, select the type of leave and the date range. The system will automatically calculate the number of leaves (excluding non-working days/holidays). The leaves will get deducted once leaves are approved.
- A leave approval mail will go to the Reporting Manager of the employee for approval. The Reporting Manger can click on a link in the mail and approve/reject the leaves. Once approved, the mail is forwarded to HR. If rejected, then the employee is notified via mail.

Link: MANAGE LEAVES

- Use this option to view status of leaves.
- Employees can cancel their leaves from this link.
- Reporting Managers have access to Approve/Reject Leaves on this link.

Link: LEAVE APPROVAL (Visible only to Reporting Managers)

- Reporting Managers use this link to approve/reject leaves of employees reporting to them.
- Reports for Approved & Rejected leaves can also be generated here.

FREQUENTLY ASKED QUESTIONS (FAQs)

- I cannot access the portal when I go to <http://my.ashoka.edu.in> ?

Please write a mail to systems@ashoka.edu.in and attach a screenshot of the error.

- I cannot view my attendance.

Please ensure that you have your smart card issued from Reception with you. If you cannot view your attendance, please write a mail to systems@ashoka.edu.in with an image of the numbers at the back of your smart card.

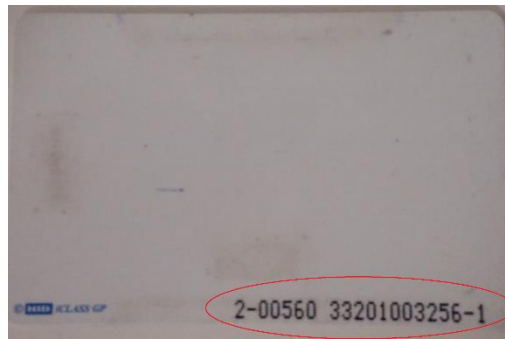


Figure 1: Numbers at the back of smart cards

- I don't have a smart card.

Please contact HR at connect.hrd@ashoka.edu.in and request for a new smart card.

- My details are incorrect in 'My Profile'.

Please write to HR at connect.hrd@ashoka.edu.in.

- My leaves balance is incorrect.

Please write to systems@ashoka.edu.in & connect.hrd@ashoka.edu.in

- My Manager is not getting mails.

Please write to systems@ashoka.edu.in & connect.hrd@ashoka.edu.in

Point of Contact:

For General and Technical queries related to portal: systems@ashoka.edu.in

For HR, Attendance and Leave Policy Related Queries: connect.hrd@ashoka.edu.in