

Absent Reversal Form – Help Document



CYIENT

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A

Ambition

G

Growth

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Investment

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Leadership

E

Execution

Document History

| Version | Date | Created/ Modified by | Reviewed/ Approved by | Change history |
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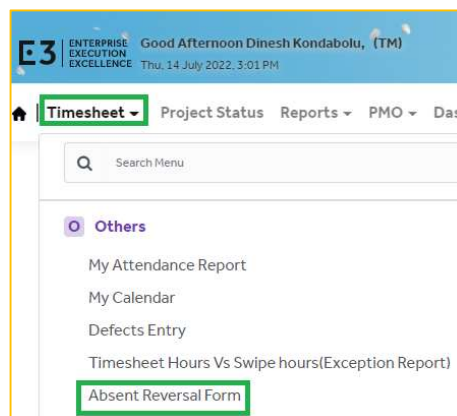
1. About

This document provides the clarity on the process of handling missing timesheets through the ARF process. This document clarifies various queries on applying ARF, timelines, approvals etc.,

2. Introduction

This process is introduced for the associates of India location. India payroll system is linked with the timesheet entry. Missing or partial timesheet leads to LOP/Leave. E3 system processes LOP/ Auto leaves for the missing or partial timesheet cases. ARF process will help the associates to avoid LOP or leave deduction for the missing/partial timesheets.

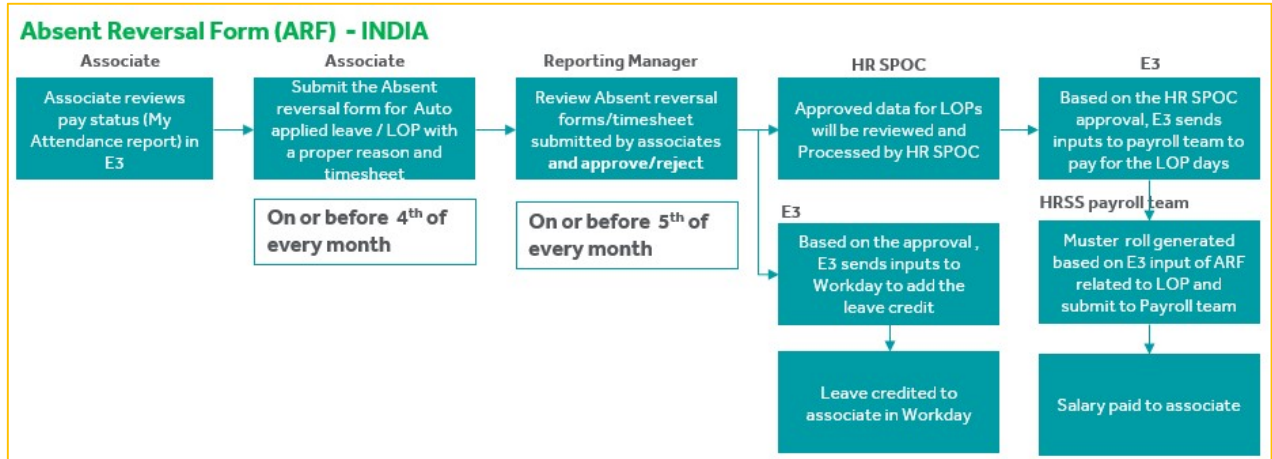
Absent reversal form can be accessed through E3>>Timesheet>>Others>>Absent Reversal Form.



3. Process

Timesheet entry is mandatory to submit the ARF. Timesheet entry screen would be linked to the ARF screen. Timesheet entry link will be enabled based on the selection of ARF reason code.

Please refer the below flow chart for high-level process flow.



ARF submission has the three key steps mentioned below

1. 1st cut off - Regular pay period
2. 2nd cut off Month End Billing period
3. ARF submission/ Approval and further processing

3.1 1st cut off - Regular pay period

Regular pay period for India associates is 21st of Last month to 20th of current month. For example: July'22-month payroll process considers the timesheets from 21st of Jun to 20th of Jul'22.

This pay lock is addition to weekly timesheet locks. As timesheet and payroll process will be completed by 24th, ARFs for this period will be enabled on 25th of every month. Associates can apply ARF till 4th of subsequent month and Approval cut off will be on 5th.

If any associate missed to apply before the cut off, associate has to contact HR SPOC for the manual processing.

3.2 2nd cut off Month End Billing period

Since payroll period is overlapping with two months, timesheet entry option split into two parts,

1st to 20th of the month will follow the regular ARF process.

21st to last day of the month (28, 29, 30th / 31st) of the month will be provided with Virtual ARF screens on the 2nd of the subsequent

month, so that associates have the option to fill the Timesheet till the 4th of that month.

If the ARF-timesheet entry/approval is still missing for the period 21st to last day of the month (28, 29, 30th / 31st) even after the virtual ARF mentioned above, then the process of ARF without timesheet entry option can be availed by an associate during the regular pay cycle process and LOP will be processed during the next payroll process.

In both the sections above, Leve will be credited back on the same day of ARF approval.

Introduction of month-end ARFs (21st to end of the month) would help users not to wait till 25th of next month to credit back the leaves deducted/ credit back the salary for LOP cases.

Monthly metrics would be more accurate by reducing the difference between billable and billed hours.

3.3 ARF submission/Approval and further processing

Auto Leave/LOP applied by the system due to missing timesheet according the respective associate calendar, will go through the ARF process to get back the deducted pay/leave

- ARF would be enabled – Tentatively 24th of every month (May change according to the request from Payroll team same will be notified by an auto mail and scrolling in E3 Info), associate has an opportunity to contention to auto applied leave/LOP.
- Review and select valid reasons from the reversal list.
Approval - submitted ARF would be reviewed by RM / PM with necessary action
- Reviewers could view these pending actions (if any) @ E3 “Attention required”
- ARF would be disabled as per cut-off dates. Postdated, none has an access to revoke
- This is applicable to ongoing pay month only

Refer the below image and comments for the process steps

The screenshot shows the 'Absent Reversal Form' interface. At the top, there are navigation tabs: Timesheet, Project Status, Reports, PMO, Dashboard, and Administration. Below this, there's a 'Filters' section with 'View: My Applications' selected (callout 1) and a 'Pay Period' dropdown set to '21 Jun 2022 to 20 Jul 2022' (callout 2). A note states: 'For 1st to 20th of selected pay period, you will see a "Missing TS Entry" link, if you have missed to enter timesheets or entered timesheets partially. For 21st to Month end of selected pay period, you will get only "Submit" button to submit ARF.' Below the note is a table with columns: Action, Date, Entered Hours, Swipe In, Swipe Out, Swipe Hours, Claim Type, Reason Code, Justification For Claim, and Status. The table contains three rows for dates 08-Jul-2022, 07-Jul-2022, and 06-Jul-2022, all with 8.5 entered hours. The first row has a 'Submit' button (callout 7), a 'Missing TS Entry' link (callout 3), a claim type of 'Auto Leave Deducted (Paid Leave)' (callout 4), a reason code dropdown (callout 5), a justification text box (callout 6), and a status of 'Open'. The other two rows have 'Submit' buttons and 'Open' status.

1. Select the action – Whether to apply for ARF or Approve ARF
2. Check the current pay period
3. Check the dates
4. Check the claim type whether LOP or Leave
5. Select the appropriate reason codes
6. Specify the Justification for missing timesheet
7. Submit or click on link to enter the timesheet entry (Link Shown in below Image)

This screenshot shows the same ARF interface but with a notification pop-up from 'e3.cyient.com says' that reads: 'Enter timesheet by clicking on Missing TS Entry link under Action column' (callout 2). The table below shows a 'Missing TS Entry' link (callout 3) for the date 08-Jul-2022 with 8.5 entered hours. The claim type is 'Auto Leave Deducted (Paid Leave)' and the reason code is 'I am at client location. Do not have a system/E3' (callout 1). The status is 'Open'. Below this row is another row for 07-Jul-2022 with 8.5 entered hours and a 'Submit' button.

1. Select the Reason
2. Go through the Notification
3. For applicable records, timesheet link will appear, associate need to click on the link. This link will navigate to timesheet daily page. Enter the timesheet and save.

Refer the below image for available reason codes.

The screenshot shows the 'Absent Reversal Form' interface. At the top, there are navigation tabs: Timesheet, Project Status, Reports, PMO, Dashboard, and Administration. Below this, the page title is 'Timesheet > Absent Reversal Form'. There are filters and a view selector with 'My Applications' selected and 'My Approvals' unselected. A 'Pay Period' dropdown is set to '21 Jun 2022 to 20 Jul 2022'. A note states: 'For 1st to 20th of selected pay period, you will see a "Missing TS Entry" link, if you have missed to enter timesheets or entered timesheets partially. For 21st to Month end of selected pay period, you will get only "Submit" button to submit ARF.' Below the note is a table with columns: Action, Date, Entered Hours, Swipe In, Swipe Out, Swipe Hours, Claim Type, and Reason Code. The table has three rows for dates 08-Jul-2022, 07-Jul-2022, and 06-Jul-2022, each with 8.5 entered hours and 'Auto Leave Deducted (Paid Leave)' as the claim type. A dropdown menu for 'Reason Code' is open, showing options: 'I am in travel. Not able to apply timesheet', 'I am at client location. Do not have a system/E3', 'I am in travel. Not able to apply timesheet', 'Medical emergency. Not able to apply timesheet', 'Technical Issues', and 'Others'. A green box highlights the dropdown menu.

Reporting Manager has to select the “My Approvals” radio button to approve the ARFs/ Timesheets entered for ARFs

The screenshot shows the 'Approve Timesheets' screen. At the top, there are navigation tabs: Timesheet, Project Status, Reports, PMO, Dashboard, and Administration. Below this, the page title is 'Timesheet > Absent Reversal Form'. There are filters and a view selector with 'My Approvals' selected and 'My Applications' unselected. A 'Pay Period' dropdown is set to '21 May 2022 to 20 Jun 2022'. A button labeled '> Approve Timesheets' is highlighted with a green box and the number '1'. Below this, there is a section for 'RM Approvals' with a note: 'For 1st to 20th of selected pay period, you will see a "Missing TS Entry" link, if you have missed to enter timesheets or entered timesheets partially. For 21st to Month end of selected pay period, you will get only "Submit" button to submit ARF.' Below the note is a table with columns: Action, Associate, Date, Entered Hours, Claim Type, Reason Code, Justification For Claim, and Reporting Manager Remarks. The table has two rows for dates 20-Jun-2022 and 10-Jun-2022, each with 8.5 entered hours. The first row has 'Loss of Pay' as the claim type and 'Others' as the reason code. The second row has 'Auto Leave Deducted (Paid Leave)' as the claim type and 'Manager forgot to approve within the time' as the reason code. A dropdown menu for 'Claim Type' is open, showing options: 'Loss of Pay' and 'Auto Leave Deducted (Paid Leave)'. A green box highlights the dropdown menu and the number '2'. Another green box highlights the 'Justification For Claim' field for the first row, containing the text 'No access to 3rd floor. so door swipe not taken', with a green box and the number '3' next to it.

1. By clicking on “Approve Timesheets”, user will be navigated to Approve timesheets screen. Select the records and approve
2. Check the claim type (LOP/ Auto Leave)
3. Verify the Justification and accept/Reject the ARF

| Action | Associate | Date | Entered Hours | Swipe In | Swipe Out | Swipe Hours | Claim Type | Reason Code | Justification For Claim | Reporting Manager Remarks | Status |
|------------------|-----------|-------------|---------------|----------|-----------|-------------|----------------------------------|-------------|-------------------------|---------------------------|-----------------|
| Approve / Reject | ASC Name | 20-Jul-2022 | 8.5 | 09:31 | 18:53 | 09:21 | Loss of Pay | Others | Worked required hours | | Pending with RM |
| Approve / Reject | ASC Name | 20-Jul-2022 | 8.5 | | | | Auto Leave Deducted (Paid Leave) | Others | Worked from home | | Pending with RM |
| Approve / Reject | | 15-Jul-2022 | 0 | | | | Auto Leave Deducted (Paid Leave) | Others | Project Not assigned | | Pending with RM |
| Approve / Reject | | 14-Jul-2022 | 8.5 | 09:32 | 19:22 | 09:50 | Auto Leave Deducted (Paid Leave) | Others | Worked required hours | | Pending with RM |

4. Controls and Validations

1. Timesheet entry is mandatory for the ARFs
2. If the timesheet entry is missed during the ARFs for the period 21st to month end, there will not be time sheet entry option during the subsequent ARF period. Only Submit button will appear

5. Auto Mails

1. Missing timesheet information for 1st to 20th and 21st to month end (Two separate mails to associate and CC to reporting Manager)
2. Auto mail to Associate after the pay roll processing about the Auto leave/LOP applied by the System
3. Auto mail to respective reporting manager and CC to associate after the ARF submission by associate