

10 YEARS  
OF UNIVERSITY  
RECOGNITION  
20 YEARS OF  
ACADEMIC  
EXCELLENCE



REVA  
UNIVERSITY

Bengaluru, India

# IMPLEMENTATION OF E-GOVERNANCE - ADMINISTRATION

## **E-GOVERNANCE – ADMINISTRATION**

REVA University has been aggressively promoting paperless campus strategies and most of the communication in house and external is done paperless.

- Management of e-service books (ER Sheets) of employees,
- Supervision of various scholarship schemes
- Maintenance & disclosure of comprehensive information on its web-page
- Applications including transfer applications & online leave management through HCM
- Wi-Fi campus and biometric attendance system
- Fully computerised office and academic departments
- Digital display boards in all blocks for stakeholder notification
- Webinars, seminars/workshops/trainings online
- Management of e-resources in central library & departmental libraries,
- Availability & monitoring of LAN/RF/internet connection
- Issuance of salary/PF e-slips
- Online payment of fee
- Salary payment to employees through net-banking
- Management of website
- Digital campaigns
- Cashless transactions & payments
- SAP

**Empower HCM** Application to cover the complete employee life cycle of the employee right from recruitment to retirement:

**1. Employee Information**

a) In empower HCM you can create upto 200 fields to capture entire Employee Information.

b) Below are Standard field information

- ❖ Employee Detail - Salutation, First Name, Middle Name, Last Name, Name, Employee Number, Date of Joining, Date of Confirmation, Official Email, Experience In Current Company, Effective Date, Manager's Manager Name, Reporting Manager, Company, Work Location, Department, Designation, Band, Leave Pattern, Week Off Pattern, Confirmation Remarks, Confirmation Due Date, Probation Extension Date
- ❖ Confirmation Info - Confirmation Status
- ❖ Personal Info - Gender, Actual Date of Birth, Record Date of Birth, Age, Marital Status, Wedding Date, Place of Birth, Personal Email, Mobile, Official Mobile Number, Alternate Email, Alternate Mobile, Blood Group, Religion, Specially Aabled. Identity Section - Aadhaar Number, Passport Number, Passport Expiry Date, ESIC Number, UAN, Earlier a Member of Pension Scheme, PAN, Passport Issued Date, PF Account Number, ESI Applicable, PF Applicable, Earlier a Member of Provident Fund
- ❖ Address Section - Present Address, Present City, Present State, Present Country, Present Pincode, Permanent Address, Permanent City, Permanent State, Permanent Country, Permanent Contact Number, Permanent Pincode, Permanent Residence Type.
- ❖ Bank Details- Mode of Payment, Bank Account Type, Branch Name, Bank Name, Bank Account Number, IFSC Code.
- ❖ Emergency Contact Section - Contact 1 Name, Contact 1 Relationship, Contact 1 Mobile, Contact 1 Address, Contact 2 Name, Contact 2 Relationship, Contact 2 Mobile, Contact 2 Address.
- ❖ Separation - Date of Separation. Custom Fields
- ❖ Unit
- ❖ Section
- ❖ Employment Type
- ❖ Institution DOJ
- ❖ Relative Salutation, Family Member Name, Relationship Type, Occupation, Profession, Gender, Date of Birth.
- ❖ Identity Section - Aadhaar Number, PAN
- ❖ Contact Details - Email, Address, State, Mobile, City, Country.
- ❖ Additional Information- Dependent, Guardian Name, Residing With you, Is Minor.

a) Nominee Details

- ❖ Nominee Details Name, Family Details, Percentage, Employee, Nominee Master.

b) Qualifications

- ❖ Qualification Name, From Date, To Date, Qualification Type, Program Type, Completed, Class / Grade, Roll Number, Percentage, Year of Completion.
- ❖ Institute Information - University, Institute, Location, City, State, Country.

c) Previous Employments

- ❖ Employer Name, From Date, To Date, Department, Designation, Employee Code, Key Responsibility, Self Employed, Nature of Employment, Grade, Phone, Address, Last Drawn Annual CTC, Reason for Leaving.

- ❖ Reference Section - Reference Name, Reference Designation, Reference Contact Number, Reference Email.
- ❖ Custom Field - Reporting Manager Name / Reporting Manager Designation / Reporting Manager Department
- d) Certifications - Certification Name, Certified From (Institution), Certified On, Result, Grade, Certification Expiry Date. Certification objects will be used for Publications also.
- e) Employee History - Track complete history of an employee related to various designations, departments, locations and grades of the employee along with time period for each position.
- f) Publications - Using certification objects create a custom component to record Publication details.
- g) Onboarding:
  - ❖ Issuing of Offer Letters - Manually signed and scanned copy is shared with the candidate Signed copy once scanned will need to be uploaded into Empower HCM for Future Reference
  - ❖ Initiating and sharing employee logins on the day of joining for online onboarding.
  - ❖ Collecting Employee's personal information and documents such as ID proof, address proof, age proof, and photographs on Empower HCM (Uploaded by Employee once onboarded)
  - ❖ Investment Declaration
  - ❖ FBP concept will be used for NPS and Meal Card allocation
  - ❖ Issue of Appointment letter - Manually signed
  - ❖ Signed Copy once scanned will need to be uploaded into Empower HCM for Employee

### **Leave Management**

- a. Leave Year – January to December
- b. Leave Approval - Approved by concerned Reporting Manager
  - ❖ Define and manage Leave accruals & workflows manager approval
  - ❖ Check their available leave balance before sending in their leave applications
  - ❖ Leave application by Employee
  - ❖ Leave approval / rejection by Manager
  - ❖ Review the status of leave applications
  - ❖ Request for comp-off
  - ❖ Canceling Leave Application
  - ❖ Tracking Your Leave Applications Probation period needs a checkbox if the employee is eligible for leaves or not.
  - ❖ Comp Off

### **Standard Reports**

#### HR Report

- ❖ All Employees Leave Balance
- ❖ All Employees leave Transactions
- ❖ All Employees leave accrual details
- ❖ All Employees Comp off Requests
- ❖ All Employees Comp off Availed details

#### Employee Reports My Leave Balance

- ❖ My Leave Transactions
- ❖ My Comp Off Details

#### Manager Reports

- ❖ My Team Leave Balance
- ❖ My Team Leave Transactions
- ❖ My Team Comp off Details

## 2. **Service Book**

- a) Access to the salary history of an employee.
- b) Enable you to update and revise the salary of an existing employee.
- c) Issuing of revision / Promotion Letters Standard Reports
- d) Promotion and Increments details along with & of hike Output Pages
- e) Promotion Letter with increment
- f) Promotion Letter without increment
- g) Increment letter - Template Received
- h) Employee can Apply for resignation
- i) Submitted resignation will get for reporting manager approval
- j) Managers can see the details of notice period and other relevant information.
- k) No dues clearance from department heads
- l) Issuing of no due clearance form - Template
- m) Issuing of Relieving and Experience Letters
- n) Date of separation will be considered for F&F No due Department
- o) Own Department - School / Institution - Check
- p) Library
- q) Administration
- r) IT -Tech Infra
- s) Accounts
- t) Vice Chancellor and Registers
- u) Hostel
- v) HR

## 3. **Compensation and Benefit Payroll and Statutory Setup**

- a) Fiscal Year April to March
- b) Cutoff Date would be 1st to 31st for payroll
- c) Maternity Leave
- d) PF calculation
- e) Information from other modules like New hire, Exits, Revisions
- f) Other inputs like one time payment / deduction can be uploaded.
- g) Monthly Based Payroll Process
- h) Cut-off dates for considering input for new hire and attendance
- i) Locking the payroll
- j) Investment Declaration and Approved Proof information will be considered automatically.
- k) Processing payroll
- l) Full and Final Settlement along with payroll
- m) No PF for age > 58
- n) No PT for age > 60
- o) Notice Period is 90 days for all employees
- p) Gratuity: 5 years of continuous service
- q) New Joinee Arrears
- r) Revision Arrears

- s) LOP reversal arrears
- t) IT Declarations and Proofs Submission
- u) Employees can submit investment declarations at the beginning of the financial year.
- v) New employees can declare investments at the time of joining.
- w) HR can set the locking period for Investments declaration.
- x) Enables employees to attach the proof of investments for your income tax declaration
- y) Approving Team will approve the investment proofs and the same will be considered for the payroll process.
- z) Proof submission is enabled from December month and the actual tax is calculated from Jan

**Other Letters / Output Pages**

- a) Employment Certificate
- b) Address Proof Letter
- c) NOC - Visa
- d) NOC - Job
- e) NOC for PhD

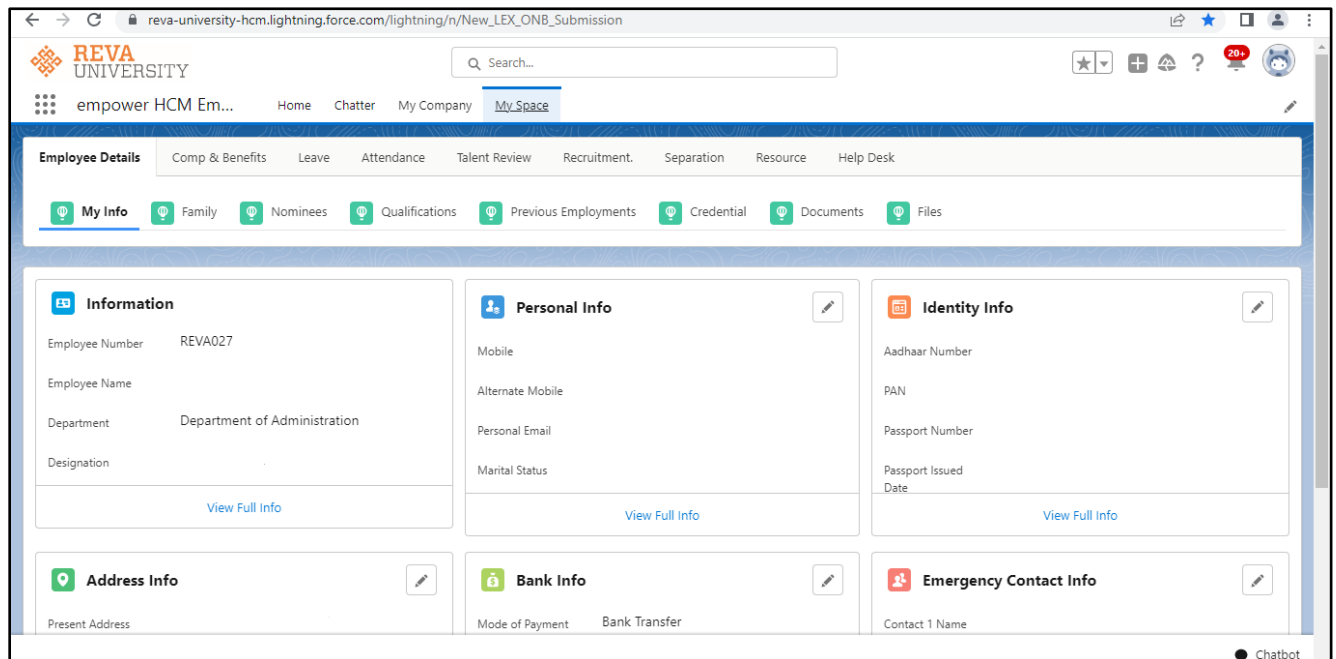
**Talent Management Key Process Include:**

- a) KRA Master's
  - b) Role Based KRA's
  - c) Multiple Review types Design Elements
  - d) Rating Masters
  - e) Levels Masters
    - ❖ KRA Category
    - ❖ KRA(Rating Level)
    - ❖ KPI
  - f) Review Templates
  - g) Publish
    - ❖ Publish to Employees
    - ❖ Publish to Managers Rating Masters
  - h) This enables to configure Rating Masters :
    - ❖ 2 Values (Ex: Yes, No)
    - ❖ 3 Values (Ex: Good, Average, Poor)
    - ❖ 4 Values (Ex: Excellent, Good, Average, Below Average)
    - ❖ 5 Values (Ex: Excellent, Above Average, Average, Below Average, Poor)
  - i) The nomenclature of the values also can be defined as per your preference
  - j) Every Value will be given a Rating Score
  - k) Based on the Score associated and the weightage of the corresponding KRA, Overall Score is calculated Review Types
  - l) This enables you to define the frequency / duration for a Performance Review
- Examples of few Review Types can be:
- ❖ Annually Half Yearly (H1, H2)
  - ❖ Quarterly (Q1, Q2, Q3, Q4)
- m) Parameters can be defined at 3 Levels
    - ❖ KRA Category
    - ❖ KRA
    - ❖ KPI

- n) All the Parameters are defined at Company Level and are tightly bound to each other. Means,
- ❖ This starts with defining a KRA Category
  - ❖ Every KRA Category will have KRAs
  - ❖ Under a KRA, KPI is captured in the form of Description
  - ❖ There cannot be a KRA at Master level without KRA Category being mapped.
- aa) KRA Category
- ❖ This is basically grouping of all KRAs
  - ❖ Weightage to be defined for Category Level
- bb) KRA
- ❖ This is the level where the actual Rating happens
  - ❖ Weightage is defined at this level also
  - ❖ Weightage of all KRAs should sum upto 100 for the given KRA Category
- cc) KPI
- ❖ This is captured in the form of a Description. More as an explanation of KRA.
  - ❖ No Individual Rating available at this level 25
  - ❖ No Weightage nor calculation.

#### 4. Help Desk:

- ❖ Employee can raise the tickets
- ❖ The responsible team assigned with the desk categories, can go ahead and resolve these queries.
- ❖ HR can configure the help desk category, help desk types and map responsible teams.



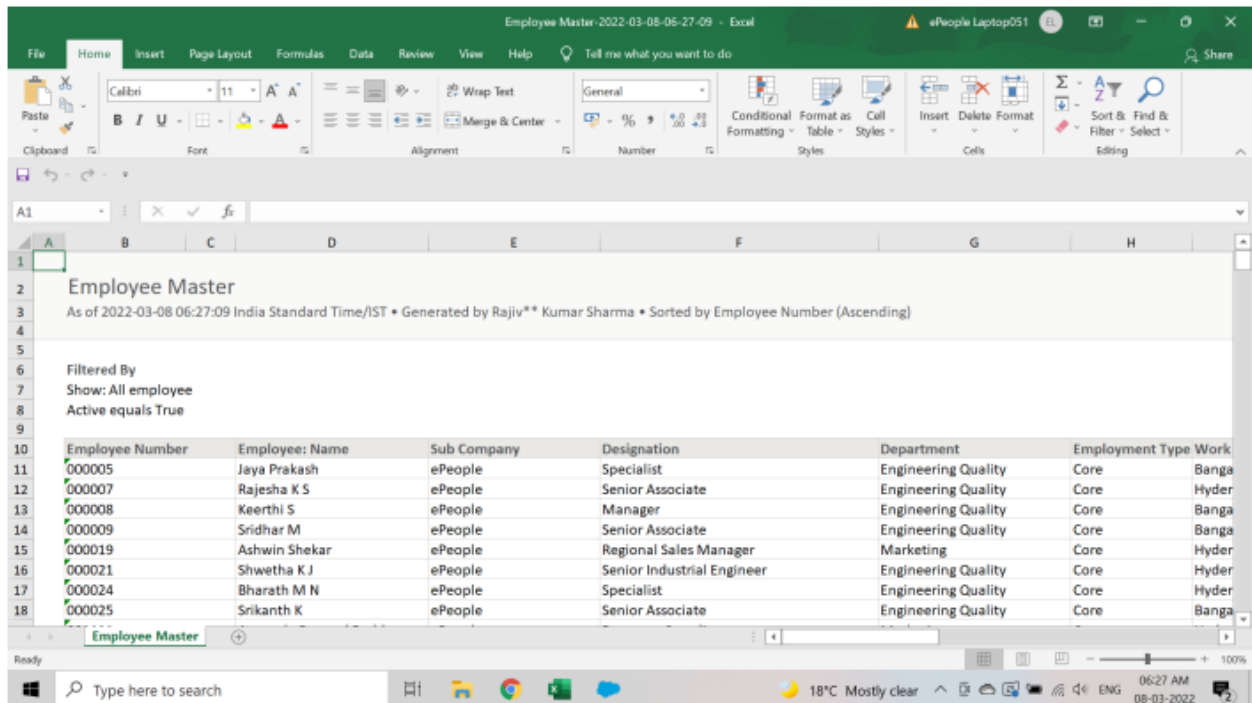
The screenshot shows the 'Employee Details' page for an employee with ID REVA027. The page is organized into several sections:

- Information:** Employee Number (REVA027), Employee Name, Department (Department of Administration), Designation.
- Personal Info:** Mobile, Alternate Mobile, Personal Email, Marital Status.
- Identity Info:** Aadhaar Number, PAN, Passport Number, Passport Issued Date.
- Address Info:** Present Address.
- Bank Info:** Mode of Payment (Bank Transfer).
- Emergency Contact Info:** Contact 1 Name.

Each section has a 'View Full Info' link. The page also features a navigation bar with tabs for 'My Info', 'Family', 'Nominees', 'Qualifications', 'Previous Employments', 'Credential', 'Documents', and 'Files'. A search bar and a chatbot icon are also visible.

## Sample Report Format:

Report: Employee Master									
Total Records		Total Active							
310		310							
	Employee Number	Employee Name	Sub Company	Designation	Department	Employment Type	Work Location	Date of Joining	Date of Confirmation
1	000005	Jaya Prakash	ePeople	Specialist	Engineering Quality	Core	Bangalore	22/4/2015	22/10/2015
2	000007	Rajेश K S	ePeople	Senior Associate	Engineering Quality	Core	Hyderabad	17/1/2018	17/7/2018
3	000008	Keerthi S	ePeople	Manager	Engineering Quality	Core	Bangalore	24/10/2016	24/4/2017
4	000009	Sridhar M	ePeople	Senior Associate	Engineering Quality	Core	Bangalore	1/7/2015	1/1/2016
5	000019	Ashwin Shekar	ePeople	Regional Sales Manager	Marketing	Core	Hyderabad	27/11/2017	27/5/2018
6	000021	Shwetha K J	ePeople	Senior Industrial Engineer	Engineering Quality	Core	Hyderabad	19/2/2018	19/8/2018
7	000024	Bharath M N	ePeople	Specialist	Engineering Quality	Core	Hyderabad	16/1/2017	16/7/2017
8	000025	Srikanth K	ePeople	Senior Associate	Engineering Quality	Core	Bangalore	3/11/2014	3/5/2015



Employee Master-2022-03-08-05-27-09 - Excal

File Home Insert Page Layout Formulas Data Review View Help Tell me what you want to do

Calibri 11 A A

Clipboard Font Alignment Number Styles Cells Editing

A1

Employee Master

As of 2022-03-08 06:27:09 India Standard Time/IST • Generated by Rajiv\*\* Kumar Sharma • Sorted by Employee Number (Ascending)

Filtered By  
Show: All employee  
Active equals True

Employee Number	Employee Name	Sub Company	Designation	Department	Employment Type	Work
000005	Jaya Prakash	ePeople	Specialist	Engineering Quality	Core	Banga
000007	Rajेश K S	ePeople	Senior Associate	Engineering Quality	Core	Hyder
000008	Keerthi S	ePeople	Manager	Engineering Quality	Core	Banga
000009	Sridhar M	ePeople	Senior Associate	Engineering Quality	Core	Banga
000019	Ashwin Shekar	ePeople	Regional Sales Manager	Marketing	Core	Hyder
000021	Shwetha K J	ePeople	Senior Industrial Engineer	Engineering Quality	Core	Hyder
000024	Bharath M N	ePeople	Specialist	Engineering Quality	Core	Hyder
000025	Srikanth K	ePeople	Senior Associate	Engineering Quality	Core	Banga

Ready

Type here to search

18°C Mostly clear 06:27 AM 08-03-2022





Report: Employee Leave Master with Leave Type Master  
**Leave Availability - By Employees**

Employee 1	Employee Leave Master: Employee Leave Master Name	Sum of Carry Forward Leaves	Sum of Employee Leaves	Sum of Approved Leaves	Sum of Pending Leaves	Sum of Available Leaves
Ajay G	Casual Leave	6.00	6.0	1.50	2.08	
	Comp Off	6.00	6.5	0.00	0.00	
	Earned Leave	6.00	18.0	0.00	3.30	
Ajay Rai	Casual Leave	6.00	6.0	0.00	0.00	
	Comp Off	6.00	6.0	0.00	0.00	
	Earned Leave	6.00	18.0	0.00	0.00	15.00
Anil Ajay Akshith	Casual Leave	6.00	6.0	0.00	0.00	6.00
	Comp Off	6.00	6.0	0.00	0.00	0.00
	Earned Leave	6.00	18.0	0.00	0.00	15.00
Rajiv Kumar Sharma	Casual Leave	6.00	26.0	1.00	11.00	6.00

## Sample Dashboard Format

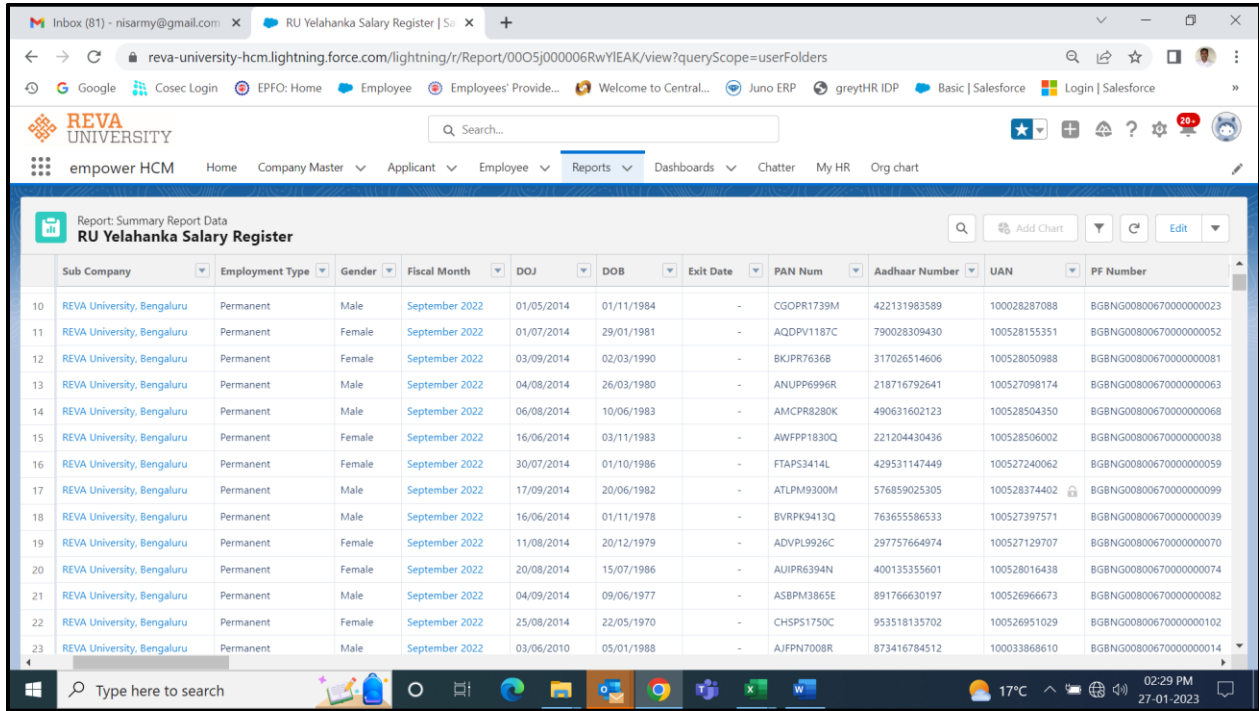
**Dashboard**  
**My Team Dashboard**  
Last refreshed 4 days ago. Refresh this dashboard to see the latest data.  
As of 3 Mar, 2022 12:30 pm Viewing as Rajiv Kumar Sharma

<b>My Team - Active Employees</b> <b>4</b> <a href="#">View Report (My Team - Active Employees)</a>	<b>Team Check In Today</b> <b>2</b> <a href="#">View Report (Team Check In Today)</a>	<b>Team Not Check In - Today</b> <b>1</b> <a href="#">View Report (Team Not Check In - Today)</a>	<b>Team On Leave Today</b> <b>1</b> <a href="#">View Report (Team On leave Today)</a>								
<b>My Team Leave Availability</b> 	<b>Team On leave today</b> <table border="1"> <thead> <tr> <th>Employee Name</th> <th>From Date</th> <th>To Date</th> <th>Short Name</th> </tr> </thead> <tbody> <tr> <td>Ajay G</td> <td>10/6/2020</td> <td>15/6/2020</td> <td>CL</td> </tr> </tbody> </table>	Employee Name	From Date	To Date	Short Name	Ajay G	10/6/2020	15/6/2020	CL	<b>Leave Transactions - By Employees</b> 	
Employee Name	From Date	To Date	Short Name								
Ajay G	10/6/2020	15/6/2020	CL								

**Dashboard**  
**Attendance and Leave**  
Last refreshed 4 days ago. Refresh this dashboard to see the latest data.  
As of 3 Mar, 2022 3:08 pm Viewing as Rajiv Kumar Sharma

<b>Active Employees</b> <b>310</b> <a href="#">View Report (Active Employees)</a>	<b>Check in Today</b> <b>33</b> <a href="#">View Report (Check In Today)</a>	<b>Early Birds</b> <table border="1"> <thead> <tr> <th>Employee Name</th> <th>Check In Time</th> </tr> </thead> <tbody> <tr> <td>000000 - Sriharjit M</td> <td>08:45</td> </tr> <tr> <td>000000 - Keshvi S S</td> <td>08:48</td> </tr> <tr> <td>000000 - Ajay G G</td> <td>08:50</td> </tr> <tr> <td>000045 - Navneet Shekhar Anil Shekhar Amin</td> <td>08:55</td> </tr> </tbody> </table>		Employee Name	Check In Time	000000 - Sriharjit M	08:45	000000 - Keshvi S S	08:48	000000 - Ajay G G	08:50	000045 - Navneet Shekhar Anil Shekhar Amin	08:55
Employee Name	Check In Time												
000000 - Sriharjit M	08:45												
000000 - Keshvi S S	08:48												
000000 - Ajay G G	08:50												
000045 - Navneet Shekhar Anil Shekhar Amin	08:55												
<b>On leave</b> <b>0</b> <a href="#">View Report (On Leave - Today)</a>	<b>Not Check In - Today</b> <b>307</b> <a href="#">View Report (Not Check In - Today)</a>	<b>Late Checked In-Today</b> <b>13</b> <a href="#">View Report (Late Checked in Today)</a>	<b>Missed CheckOut -Yesterday</b> <b>3</b> <a href="#">View Report (Missed CheckOut -Yesterday)</a>										

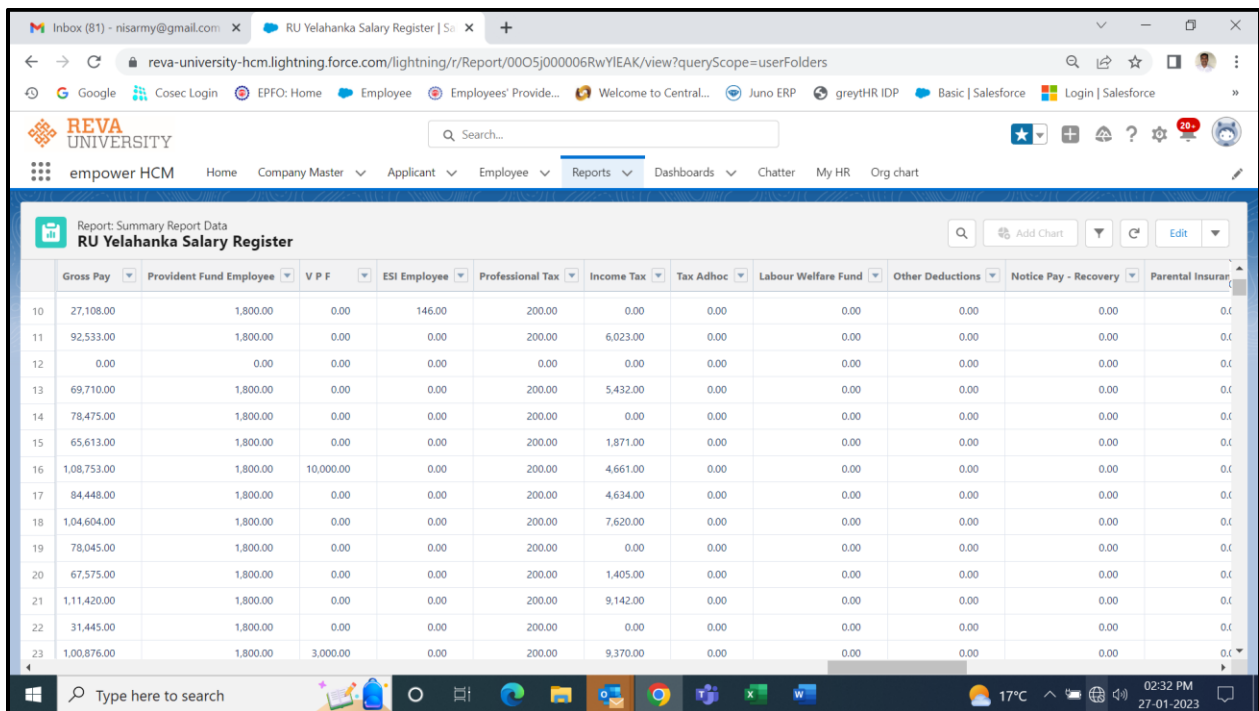
Payroll screenshot:



Report: Summary Report Data  
**RU Yelahanka Salary Register**

	Sub Company	Employment Type	Gender	Fiscal Month	DOJ	DOB	Exit Date	PAN Num	Aadhaar Number	UAN	PF Number
10	REVA University, Bengaluru	Permanent	Male	September 2022	01/05/2014	01/11/1984	-	CGOPR1739M	422131983589	100028287088	BGBNG0080067000000023
11	REVA University, Bengaluru	Permanent	Female	September 2022	01/07/2014	29/01/1981	-	AQDPV1187C	790028309430	100528155351	BGBNG0080067000000052
12	REVA University, Bengaluru	Permanent	Female	September 2022	03/09/2014	02/03/1990	-	BKJPR7636B	317026514606	100528050988	BGBNG0080067000000081
13	REVA University, Bengaluru	Permanent	Male	September 2022	04/08/2014	26/03/1980	-	ANUPP6996R	218716792641	100527098174	BGBNG0080067000000063
14	REVA University, Bengaluru	Permanent	Male	September 2022	06/08/2014	10/06/1983	-	AMCPR8280K	490631602123	100528504350	BGBNG0080067000000068
15	REVA University, Bengaluru	Permanent	Female	September 2022	16/06/2014	03/11/1983	-	AWFPP1830Q	221204430436	100528506002	BGBNG0080067000000038
16	REVA University, Bengaluru	Permanent	Female	September 2022	30/07/2014	01/10/1986	-	FTAPS3414L	429531147449	100527240062	BGBNG0080067000000059
17	REVA University, Bengaluru	Permanent	Male	September 2022	17/09/2014	20/06/1982	-	ATLPM9300M	576859025305	100528374402	BGBNG0080067000000099
18	REVA University, Bengaluru	Permanent	Male	September 2022	16/06/2014	01/11/1978	-	BVRPK9413Q	763655586533	100527397571	BGBNG0080067000000039
19	REVA University, Bengaluru	Permanent	Female	September 2022	11/08/2014	20/12/1979	-	ADVPL9926C	297757664974	100527129707	BGBNG0080067000000070
20	REVA University, Bengaluru	Permanent	Female	September 2022	20/08/2014	15/07/1986	-	AUIPR6394N	400135355601	100528016438	BGBNG0080067000000074
21	REVA University, Bengaluru	Permanent	Male	September 2022	04/09/2014	09/06/1977	-	ASBPM3865E	891766630197	100526966673	BGBNG0080067000000082
22	REVA University, Bengaluru	Permanent	Female	September 2022	25/08/2014	22/05/1970	-	CHSPS1750C	953518135702	100526951029	BGBNG0080067000000102
23	REVA University, Bengaluru	Permanent	Male	September 2022	03/06/2010	05/01/1988	-	AJFPN7008R	873416784512	100033868610	BGBNG0080067000000014

TDS Portion



Report: Summary Report Data  
**RU Yelahanka Salary Register**

	Gross Pay	Provident Fund Employee	V P F	ESI Employee	Professional Tax	Income Tax	Tax Adhoc	Labour Welfare Fund	Other Deductions	Notice Pay - Recovery	Parental Insuranc
10	27,108.00	1,800.00	0.00	146.00	200.00	0.00	0.00	0.00	0.00	0.00	0.00
11	92,533.00	1,800.00	0.00	0.00	200.00	6,023.00	0.00	0.00	0.00	0.00	0.00
12	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13	69,710.00	1,800.00	0.00	0.00	200.00	5,432.00	0.00	0.00	0.00	0.00	0.00
14	78,475.00	1,800.00	0.00	0.00	200.00	0.00	0.00	0.00	0.00	0.00	0.00
15	65,613.00	1,800.00	0.00	0.00	200.00	1,871.00	0.00	0.00	0.00	0.00	0.00
16	1,08,753.00	1,800.00	10,000.00	0.00	200.00	4,661.00	0.00	0.00	0.00	0.00	0.00
17	84,448.00	1,800.00	0.00	0.00	200.00	4,634.00	0.00	0.00	0.00	0.00	0.00
18	1,04,604.00	1,800.00	0.00	0.00	200.00	7,620.00	0.00	0.00	0.00	0.00	0.00
19	78,045.00	1,800.00	0.00	0.00	200.00	0.00	0.00	0.00	0.00	0.00	0.00
20	67,575.00	1,800.00	0.00	0.00	200.00	1,405.00	0.00	0.00	0.00	0.00	0.00
21	1,11,420.00	1,800.00	0.00	0.00	200.00	9,142.00	0.00	0.00	0.00	0.00	0.00
22	31,445.00	1,800.00	0.00	0.00	200.00	0.00	0.00	0.00	0.00	0.00	0.00
23	1,00,876.00	1,800.00	3,000.00	0.00	200.00	9,370.00	0.00	0.00	0.00	0.00	0.00

## Salary calculation

Report: Summary Report Data  
**RU Yelahanka Salary Register**

	Working Days	LOP	LOP reversal days	New Joiner Days	Basic	Basic Arrears	DA	DA Arrears	HRA	HRA Arrears	CCA	CCA Arrears	Special Allowance
10	30.00	0.00	0.00	0	7,755.00	0.00	5,816.00	0.00	2,327.00	0.00	300.00	0.00	3,155.00
11	30.00	0.00	0.00	0	31,917.00	0.00	31,917.00	0.00	9,575.00	0.00	300.00	0.00	18,824.00
12	0.00	30.00	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13	30.00	0.00	0.00	0	26,476.00	0.00	26,476.00	0.00	7,943.00	0.00	300.00	0.00	8,515.00
14	30.00	0.00	0.00	0	28,113.00	0.00	28,113.00	0.00	8,434.00	0.00	300.00	0.00	13,515.00
15	30.00	0.00	0.00	0	25,039.00	0.00	25,039.00	0.00	7,512.00	0.00	300.00	0.00	7,723.00
16	30.00	0.00	0.00	0	39,678.00	0.00	39,678.00	0.00	11,903.00	0.00	300.00	0.00	17,194.00
17	30.00	0.00	0.00	0	28,088.00	0.00	28,088.00	0.00	8,426.00	0.00	300.00	0.00	19,546.00
18	30.00	0.00	0.00	0	39,678.00	0.00	39,678.00	0.00	11,903.00	0.00	300.00	0.00	13,045.00
19	30.00	0.00	0.00	0	26,499.00	0.00	26,499.00	0.00	7,950.00	0.00	300.00	0.00	16,797.00
20	30.00	0.00	0.00	0	25,039.00	0.00	25,039.00	0.00	7,512.00	0.00	300.00	0.00	9,685.00
21	30.00	0.00	0.00	0	46,400.00	0.00	46,400.00	0.00	13,920.00	0.00	300.00	0.00	4,400.00
22	30.00	0.00	0.00	0	10,715.00	0.00	8,036.00	0.00	3,215.00	0.00	300.00	0.00	7,393.00
23	30.00	0.00	0.00	0	89,800.00	0.00	1,796.00	0.00	8,980.00	0.00	300.00	0.00	0.00

## Bank transfer

Report: Summary Report Data  
**RU Yelahanka Salary Register**

	In EPS (8.33...)	Employer Contribution Towards EPF (3.67%)	Gratuity Employer	Actual CTC	Mode of Payment	Bank Account Type	Branch Name	Bank Name	Bank Account Number
10	1,250.00	550.00	653.00	28,954.00	Bank Transfer	Salary	Hunasemanahalli	Karnataka Bank	3252500101517701
11	1,250.00	550.00	3,070.00	1,18,256.00	Bank Transfer	Salary	REVA University	Karnataka Bank	6662500100130301
12	0.00	0.00	0.00	0.00	Bank Transfer	Salary	REVA University	Karnataka Bank	6662500100150101
13	1,250.00	550.00	2,547.00	76,842.00	Bank Transfer	Salary	REVA University	Karnataka Bank	6662500100145601
14	1,250.00	550.00	2,704.00	80,175.00	Bank Transfer	Salary	REVA University	Karnataka Bank	6662500100137801
15	1,250.00	550.00	2,409.00	69,184.00	Bank Transfer	Salary	REVA University	Karnataka Bank	6662500100126601
16	1,250.00	550.00	3,817.00	1,28,614.00	Bank Transfer	Salary	REVA University	Karnataka Bank	6662500100136401
17	1,250.00	550.00	2,702.00	90,782.00	Bank Transfer	Salary	REVA University	Karnataka Bank	6662500100158801
18	1,250.00	550.00	3,817.00	1,13,924.00	Bank Transfer	Salary	REVA University	Karnataka Bank	6662500100127301
19	1,250.00	550.00	2,549.00	79,745.00	Bank Transfer	Salary	REVA University	Karnataka Bank	6662500100142101
20	1,250.00	550.00	2,409.00	74,180.00	Bank Transfer	Salary	REVA University	Karnataka Bank	6662500100142001
21	1,250.00	550.00	4,464.00	1,22,262.00	Bank Transfer	Salary	REVA University	Karnataka Bank	6662500100157401
22	1,250.00	550.00	902.00	33,145.00	Bank Transfer	Salary	REVA University	Karnataka Bank	6662500100158701
23	1,250.00	550.00	4,406.00	1,14,946.00	Bank Transfer	Salary	R T Nagar	Karnataka Bank	1202500100908701

## Online Grievance Redressal Registration - REVA University

\* Required

1. Student Name \*

Enter your answer

2. Registration No \*

Enter your answer

3. Program and Semester \*

Enter your answer

4. Email Id \*

Enter your answer

5. Contact No \*

Enter your answer

6. Communication Address \*

Enter your answer

7. Day Scholar / Hosteller

Enter your answer

8. Nature of Grievance \*

Enter your answer

9. Grievance Description \*

Enter your answer

10. Have you earlier lodged the grievance? If yes, when?

Please input date (M/d/yyyy)



# Employee Grievance Form



Hi, Sowmika S. When you submit this form, the owner will see your name and email address.

1. Employee Name

Enter your answer

2. Employee ID

Enter your answer

3. Email ID

Enter your answer

4. Subject of Grievance

Enter your answer

4. Subject of Grievance

Enter your answer

5. Description of Grievance

Enter your answer

6. Disclaimer

I certify that the information uploaded on this application is correct

Submit


  
Registrar

REVA University  
Bengaluru - 560 064

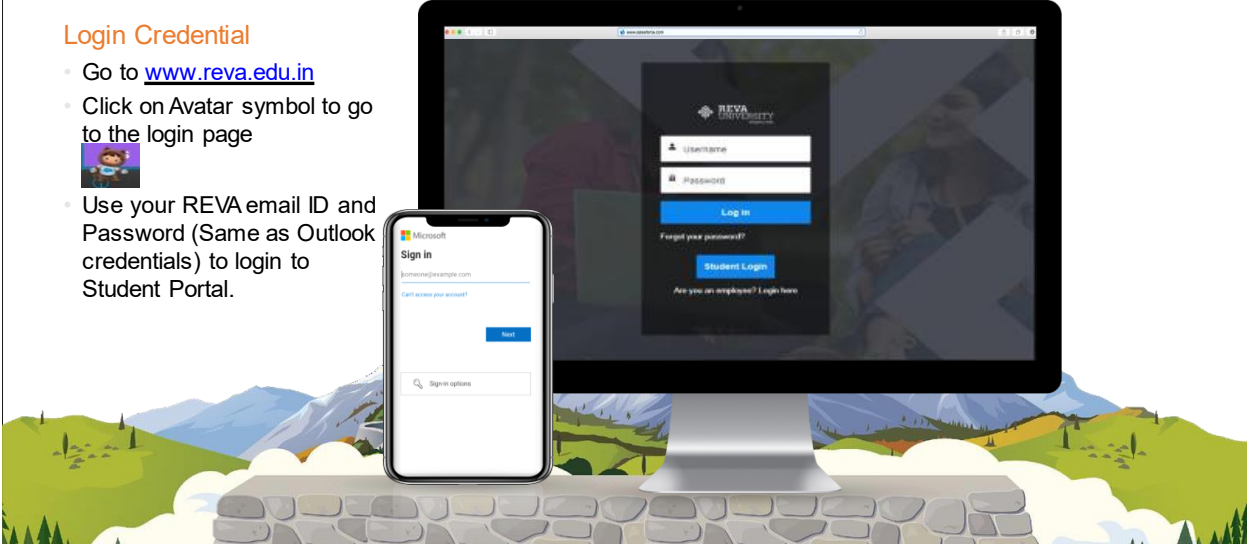
## Salesforce – Student Portal

The following are the screenshots of various application modules available in the Salesforce Application Portal with a brief description.


### Login Page



- Go to [www.reva.edu.in](http://www.reva.edu.in)
- Click on Avatar symbol to go to the login page
- Use your REVA email ID and Password (Same as Outlook credentials) to login to Student Portal.

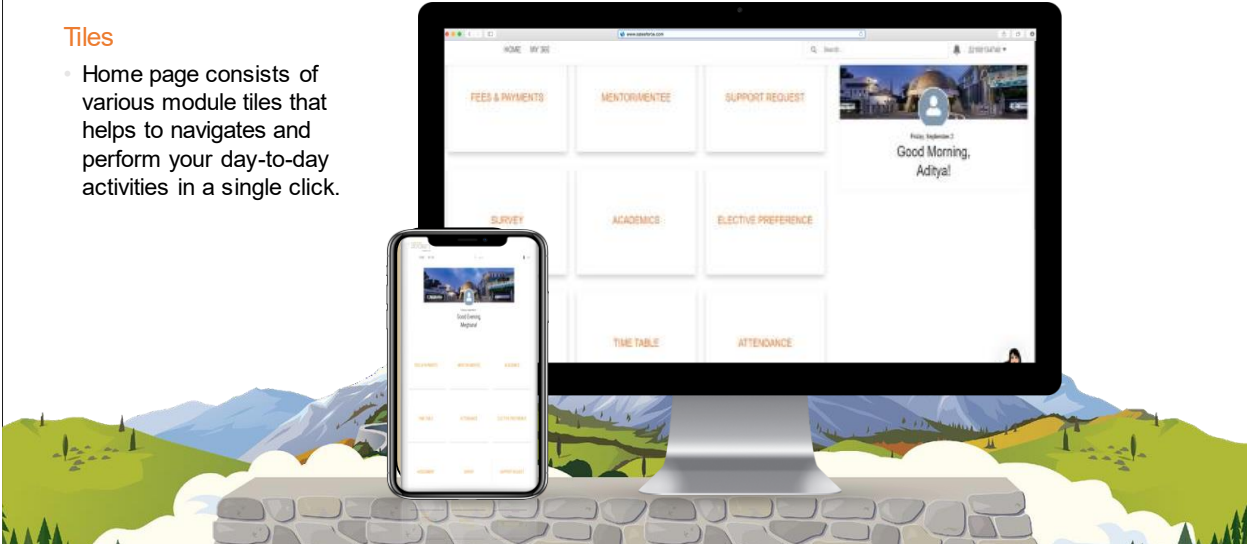


### Student Home Page



**Tiles**

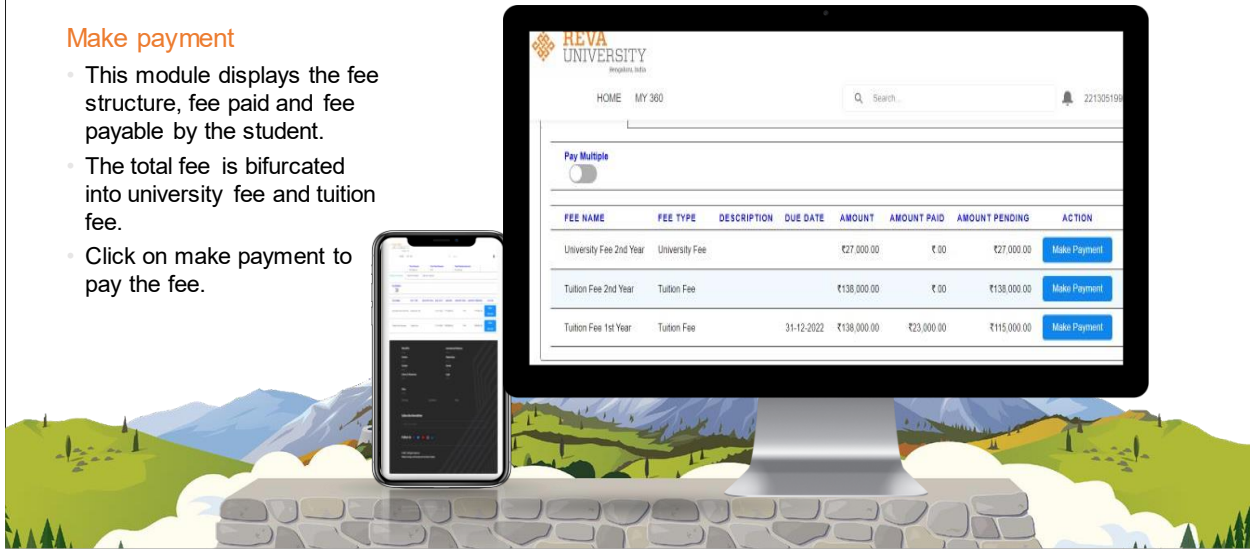
- Home page consists of various module tiles that helps to navigates and perform your day-to-day activities in a single click.



## Fee Module

### Make payment

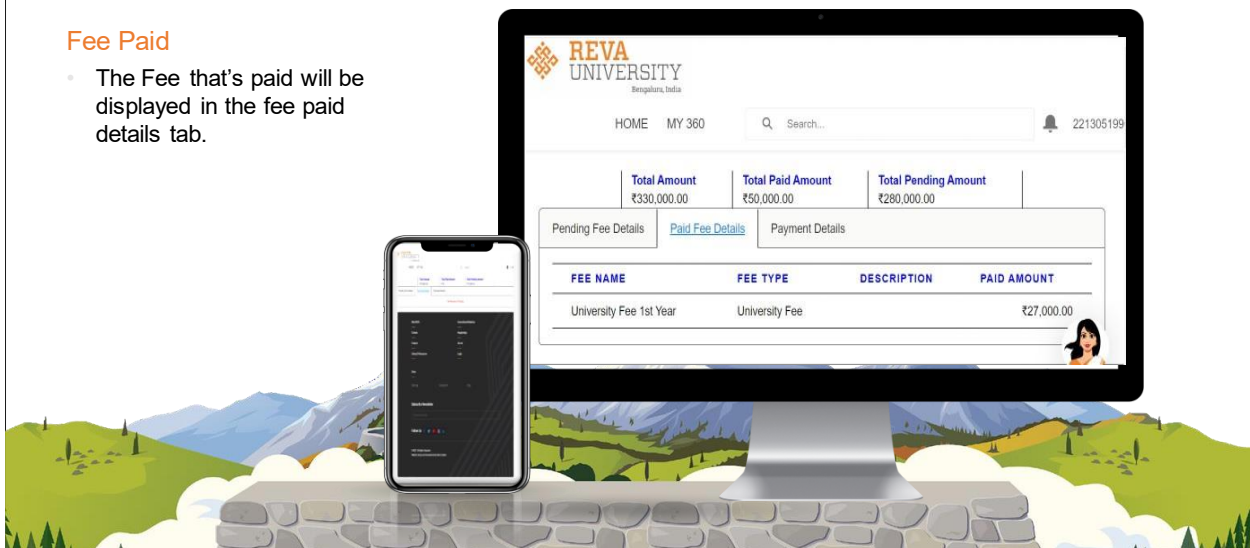
- This module displays the fee structure, fee paid and fee payable by the student.
- The total fee is bifurcated into university fee and tuition fee.
- Click on make payment to pay the fee.



## Fee Module

### Fee Paid

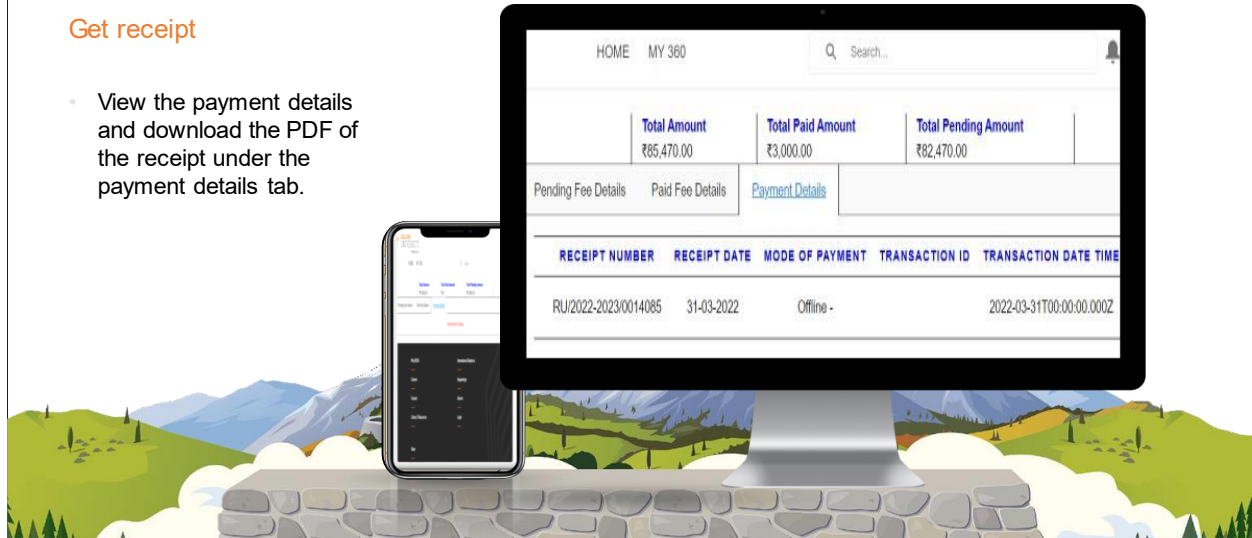
- The Fee that's paid will be displayed in the fee paid details tab.



## Fee Module

### Get receipt

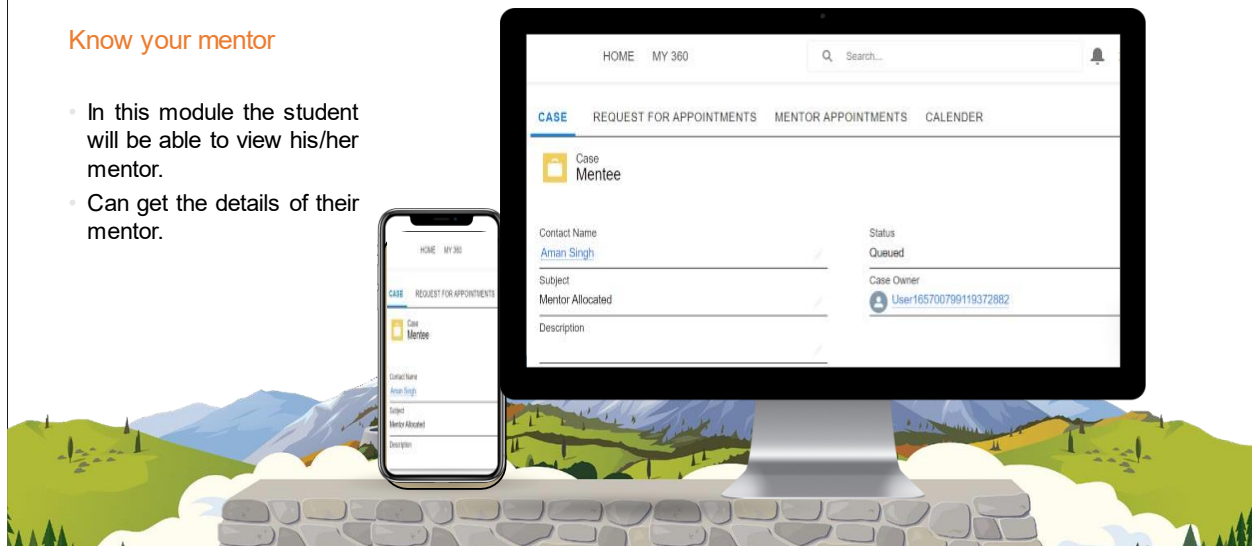
- View the payment details and download the PDF of the receipt under the payment details tab.



## Mentorship

### Know your mentor

- In this module the student will be able to view his/her mentor.
- Can get the details of their mentor.

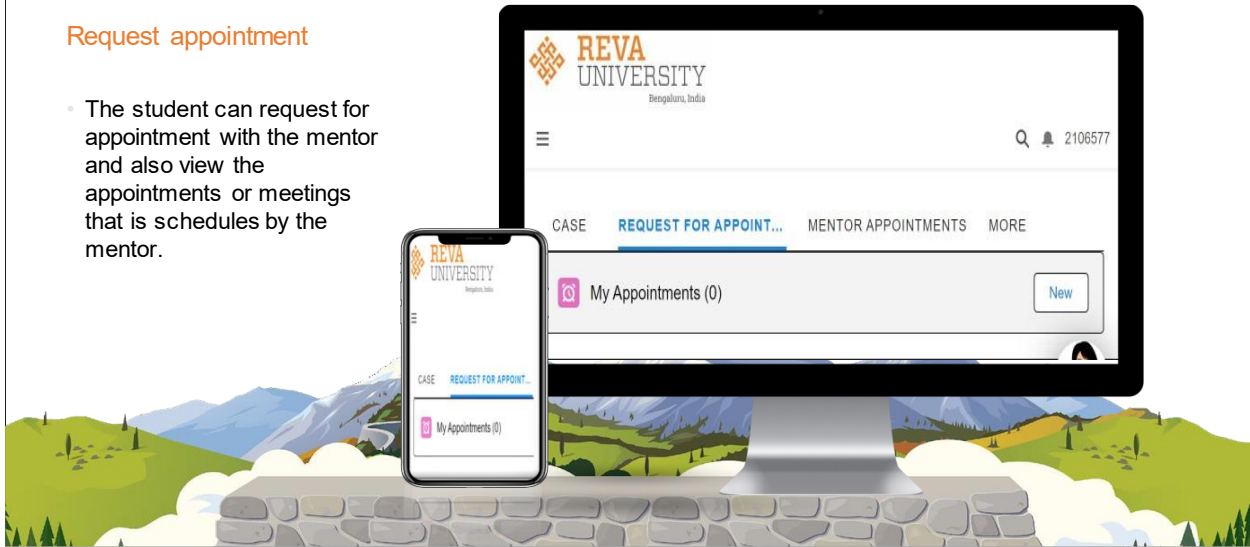




# Mentorship

## Request appointment

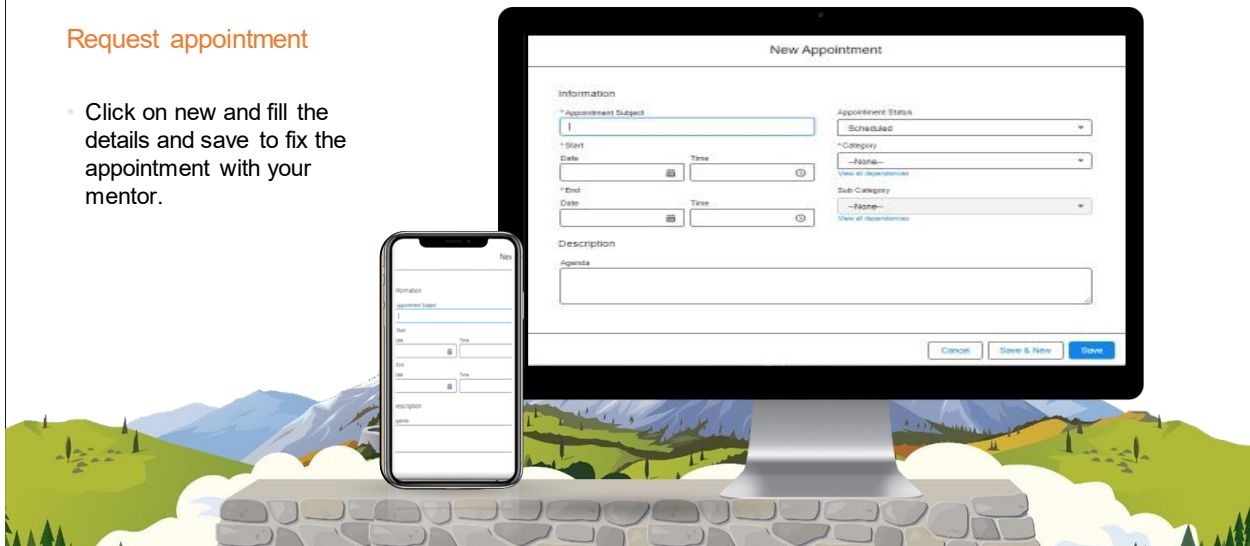
- The student can request for appointment with the mentor and also view the appointments or meetings that is schedules by the mentor.



# Mentorship

## Request appointment

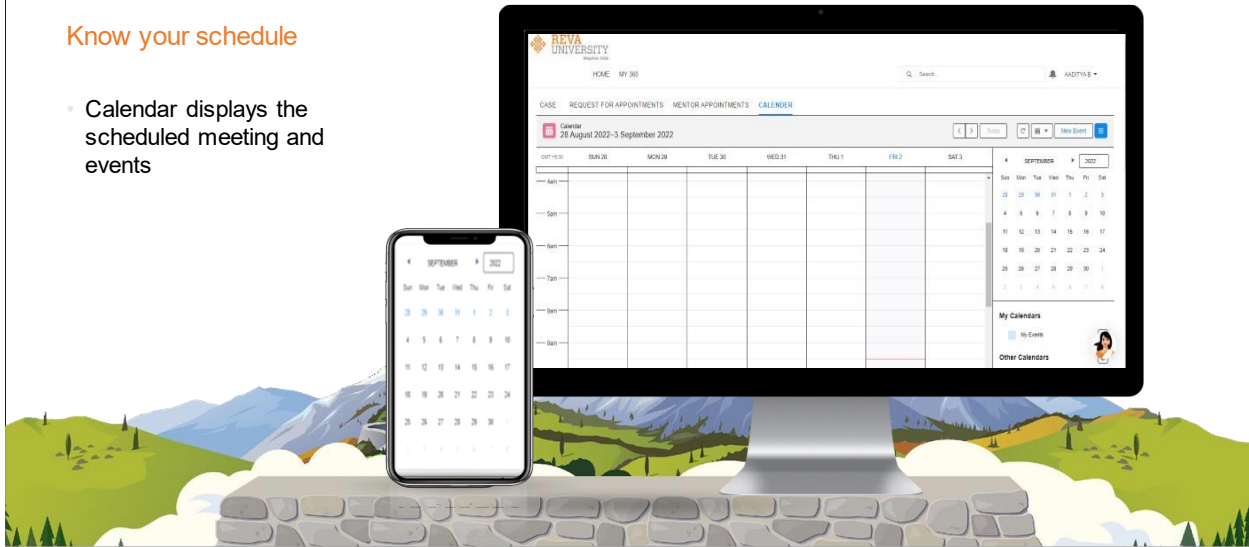
- Click on new and fill the details and save to fix the appointment with your mentor.



# Mentorship

## Know your schedule

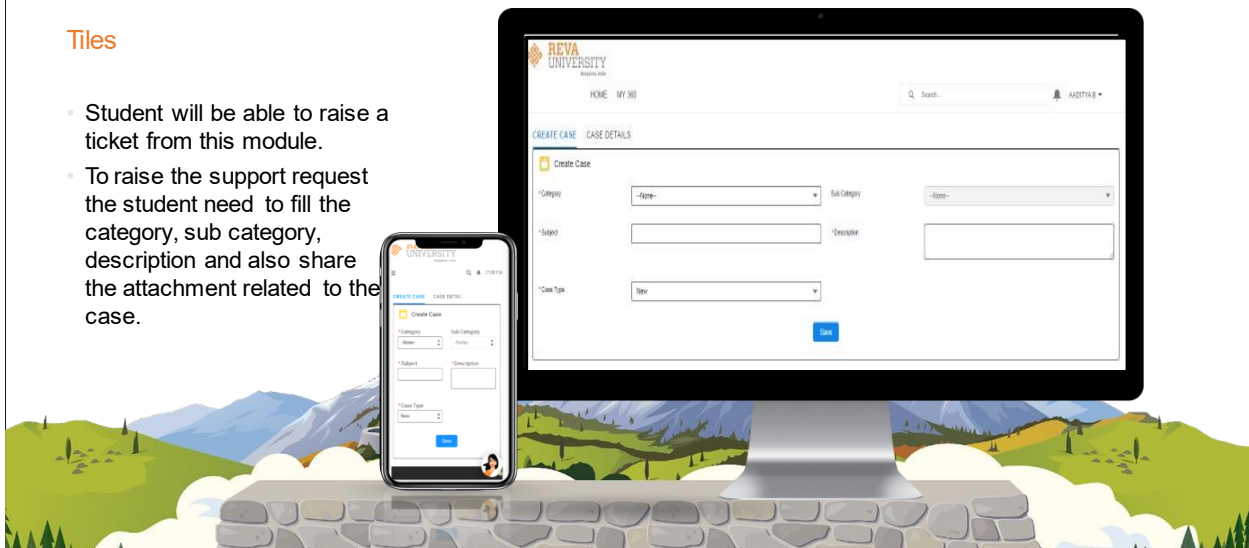
- Calendar displays the scheduled meeting and events



# Case management

## Tiles

- Student will be able to raise a ticket from this module.
- To raise the support request the student need to fill the category, sub category, description and also share the attachment related to the case.



# Case management

## Request support

- The case will be assigned and addressed by the concerned person.
- Once the issue is resolved the case will be closed, however the student can reopen the case if the issue still persists.
- The details related to the case will be displayed under case details tab



# Survey

## Feedback

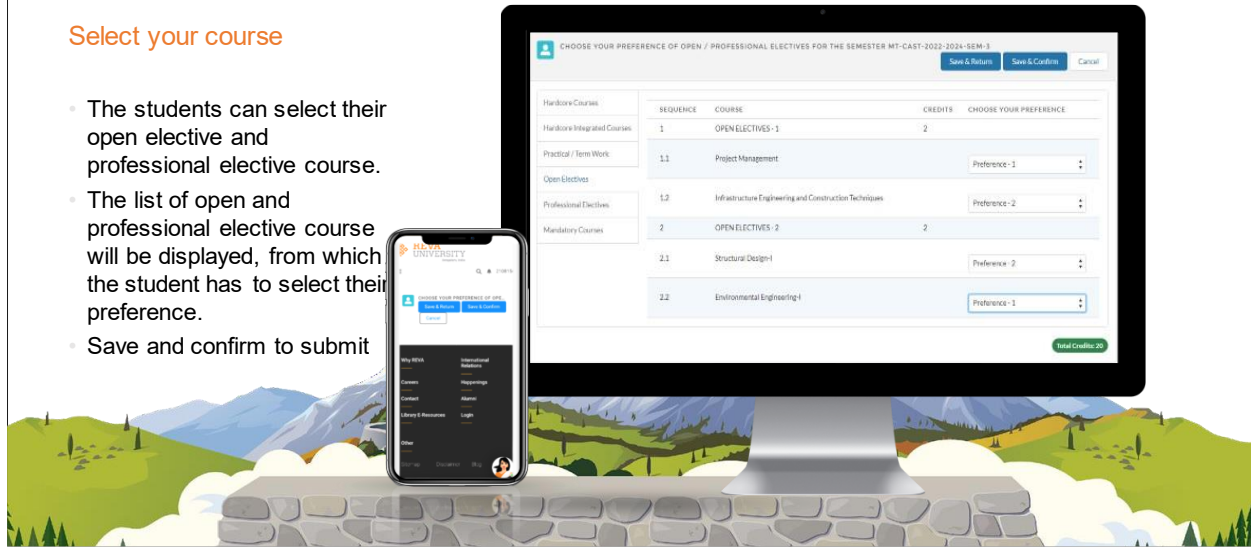
- The student will be able to provide feedback on their curriculum, faculties, course and infrastructure.



# Elective Preference

## Select your course

- The students can select their open elective and professional elective course.
- The list of open and professional elective course will be displayed, from which the student has to select their preference.
- Save and confirm to submit



# Assessment

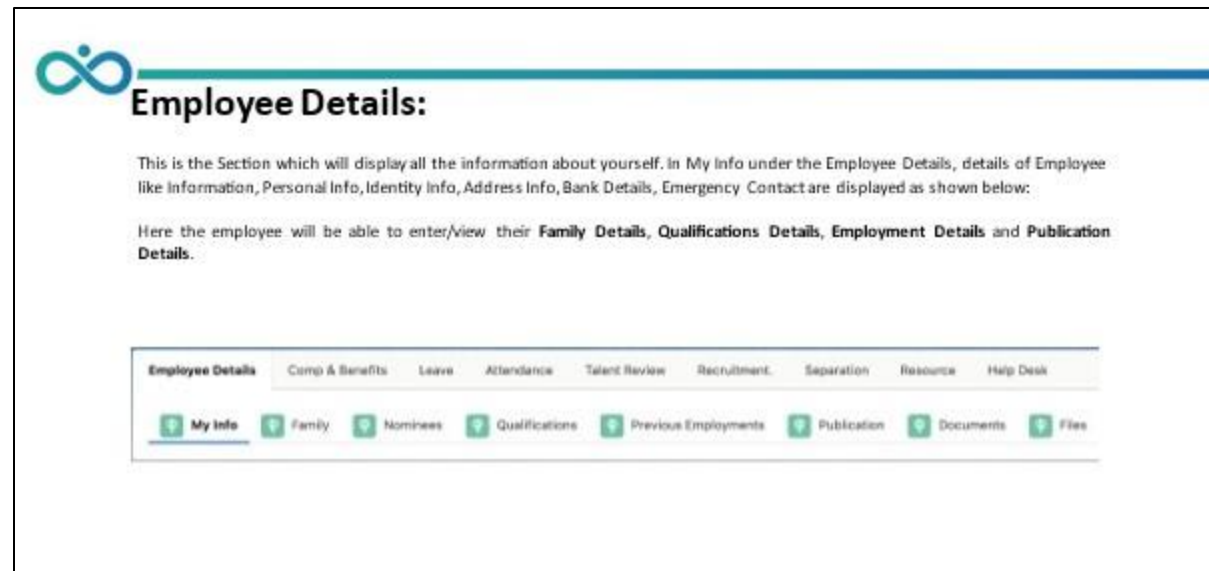
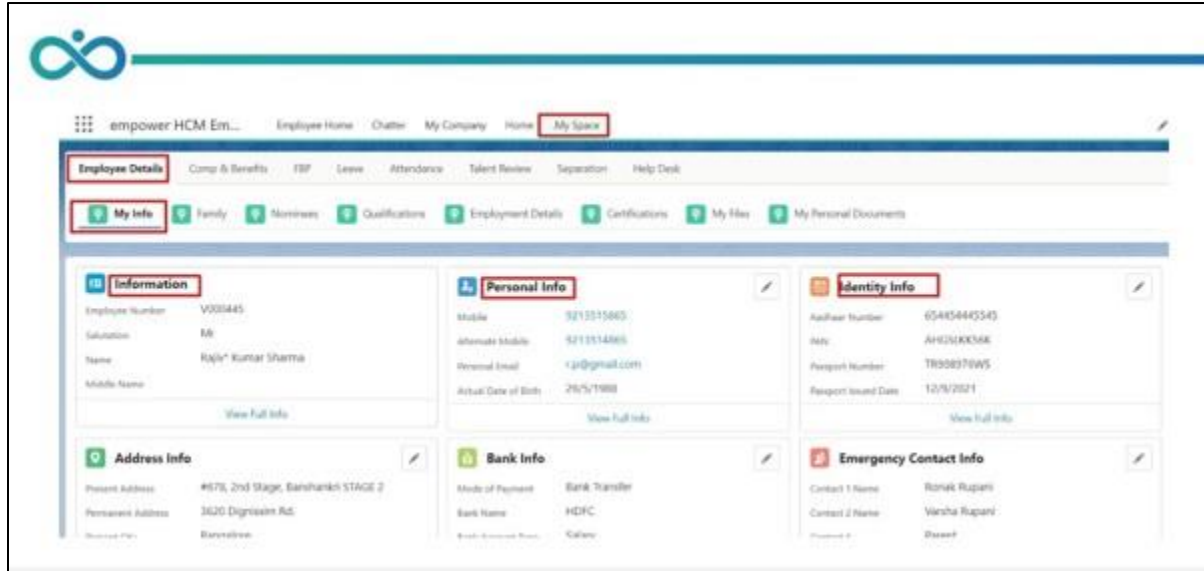
## Tiles

- The student can view their internal assessment marks and semester end results in the assessment module.



## Salesforce – Employee Portal (HCM)

The following are the screenshots of various application modules available in the Salesforce Application Portal with a brief description.





## Comp and Benefits

This Section is all about your Commercials. This will have information on Salary Slips, IT Declarations and Proof Submissions (if eligible). Click on the tabs below "Comp and Benefits" to see Salary Slips, Tax Reports, Investment Declaration.

empower HCM Em... Home Chatbot My Company My Space

Employee Details **Comp & Benefits** Leave Attendance Talent Management Separation Help Desk

Salary Slips Tax Report IT Declarations IT Proof Submissions IT Proof Resubmission

\* Select Fiscal Year  
2021-2022

April 2021  
PDF  
NOT GENERATED

May 2021  
PDF  
NOT GENERATED

June 2021  
PDF  
NOT GENERATED



## Attendance

This screen allows employee to regularize his attendance as shown below. Select the dates for **Regularization** or enter the date, In Time, Out Time, Reason and Employee Comments in the "Regularization By Date" Window

Employee Details Comp & Benefits ERP Leave **Attendance** Talent Review Separation Help Desk

Regularization

Regularization Count by Month  
October

ATTENDANCE TIME SHEET  
For March Month

DATE	DAY	IN TIME	OUT TIME	HOURS	STATUS
27 Feb, 2021	Saturday	08:15 AM	03:11 PM	37.00	Short Hrs...
28 Feb, 2021	Sunday				Week Off
1 Mar, 2021	Monday	09:00 AM	06:30 PM	36.30	Present
2 Mar, 2021	Tuesday	10:45 AM	03:00 AM	-7.45	Absent
3 Mar, 2021	Wednesday	10:10 AM	02:30 AM	-7.40	Absent
4 Mar, 2021	Thursday	09:00 AM	05:15 AM	-3.45	Absent
5 Mar, 2021	Friday				Earned Le...
6 Mar, 2021	Saturday	12:00 PM	12:00 PM	0.00	Week Off
7 Mar, 2021	Sunday				Week Off

Regularize By Date

\* Date  
\* In Time  
\* Out Time  
\* Reason  
\* Reason  
\* Employee Comments

Registrar

Registrar  
REVA University  
Bengaluru - 560 064

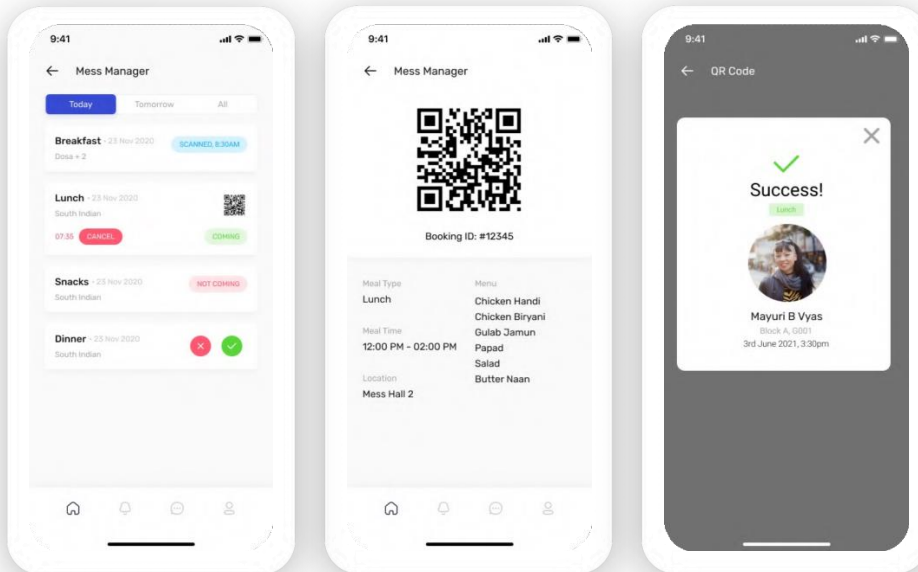
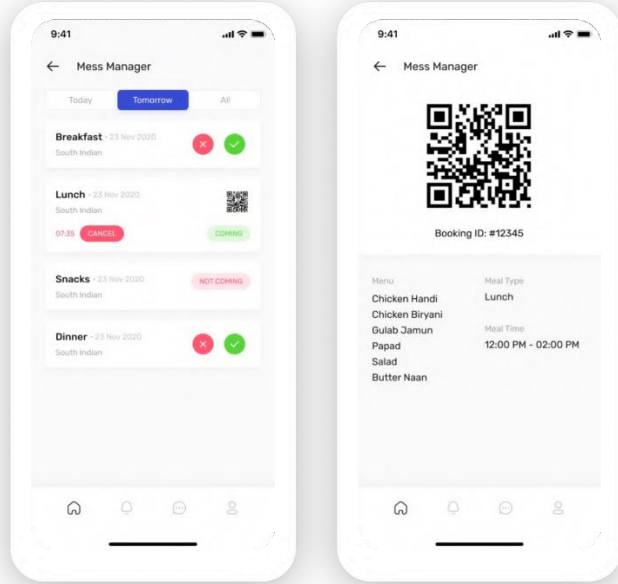
## Space Basic - Hostel

The following are the screenshots of various application modules available in the Space Basic Application Portal.



### Mess Manager

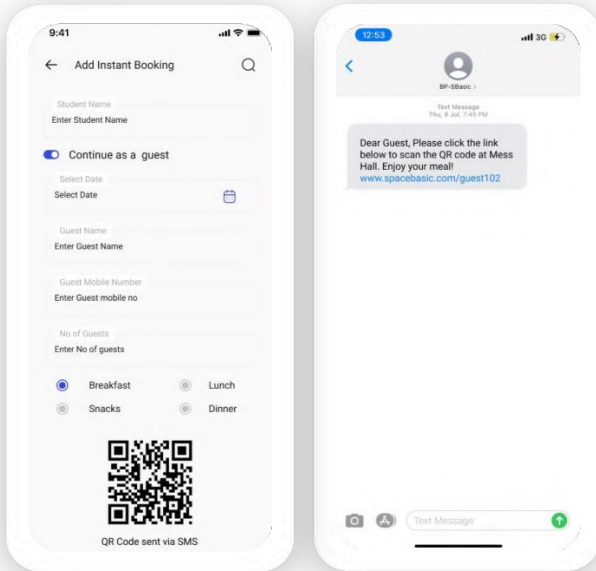
Say 'NO' to food wastage! With SpaceBasic you can track student food consumption trends.



**Mess Manager**  
Student App: Booking  
& QR Check-ins



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REVA University  
Bengaluru - 560 064



## Mess Manager

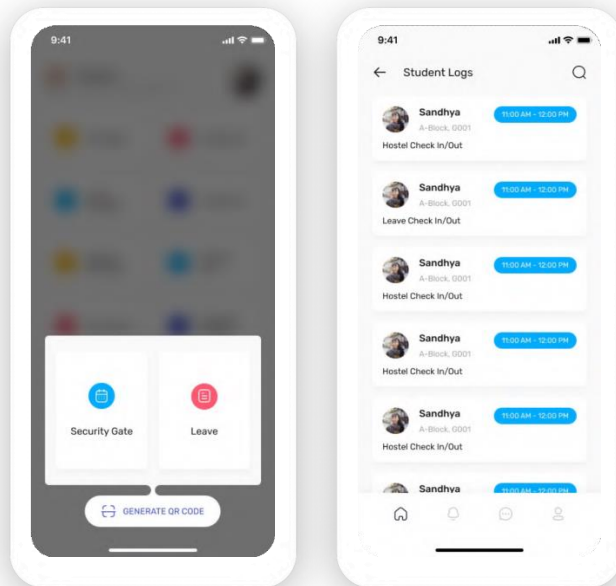
### Instant, Guest Bookings

- Student and Staff can add guest booking (role based access).
- Guest receive a QR code via SMS, to be scanned at the mess location.



## Student Check-in, Checkout

Capturing student in-and-out patterns has never been easier!



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Bengaluru - 560 067



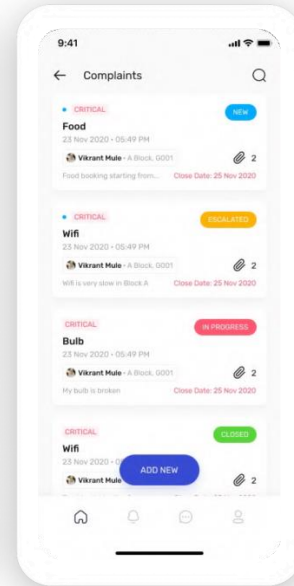
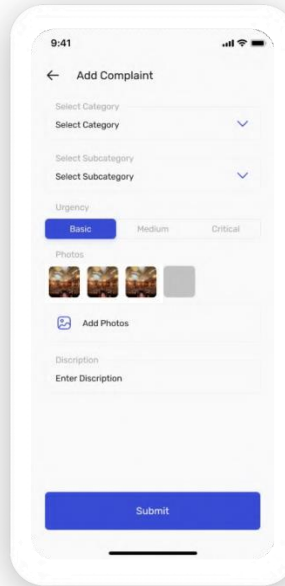


## Maintenance Requests

Students add maintenance requests via their App. View & assign requests to your team or vendors easily!



Integrates with WhatsApp, SMS and Email

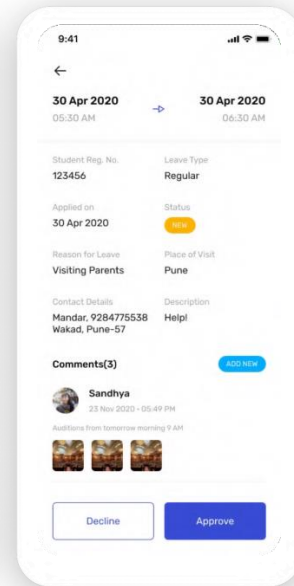
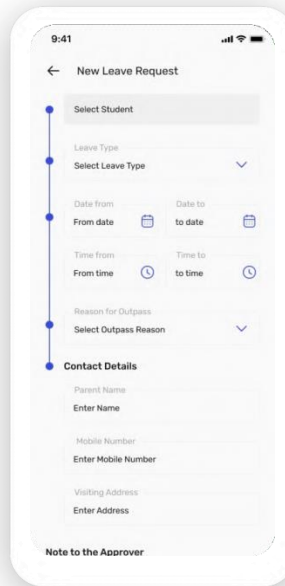


## Leave Application & Permissions

One touch student leave approval by hostel management. Parents approval via Voice and SMS.



Integrates with WhatsApp, SMS and IVR calls



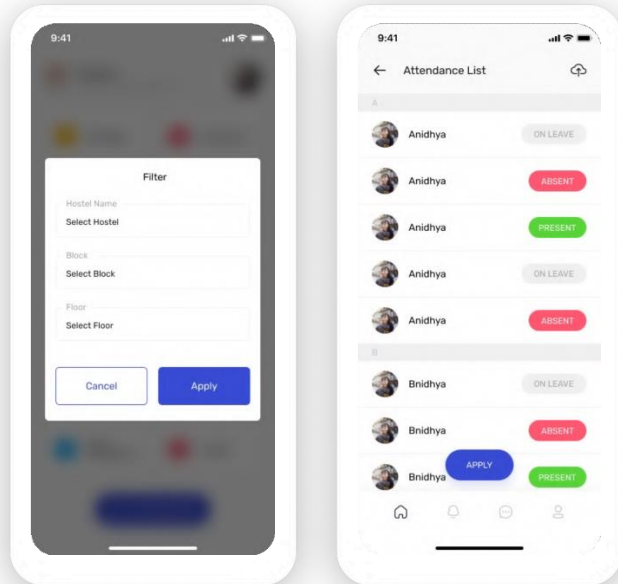


## Daily Attendance

One-touch student attendance can be captured daily via the SpaceBasic app.



Integrates with WhatsApp, SMS and Email

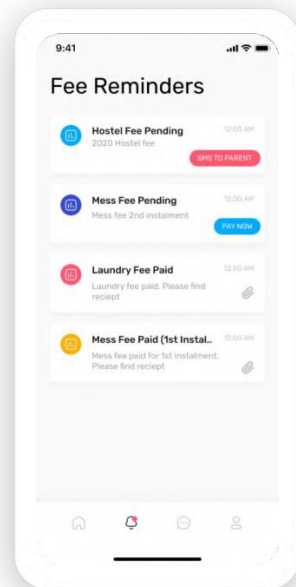


## Payment Tracker

Never miss a payment again!  
Track and manage student fee payments easily.  
Auto reminders and invoice generation integrated.



Integrates with WhatsApp, SMS and Email



Registrar

Registrar  
REVA University  
Bengaluru - 560 064

## Login to Salesforce From REVA Website

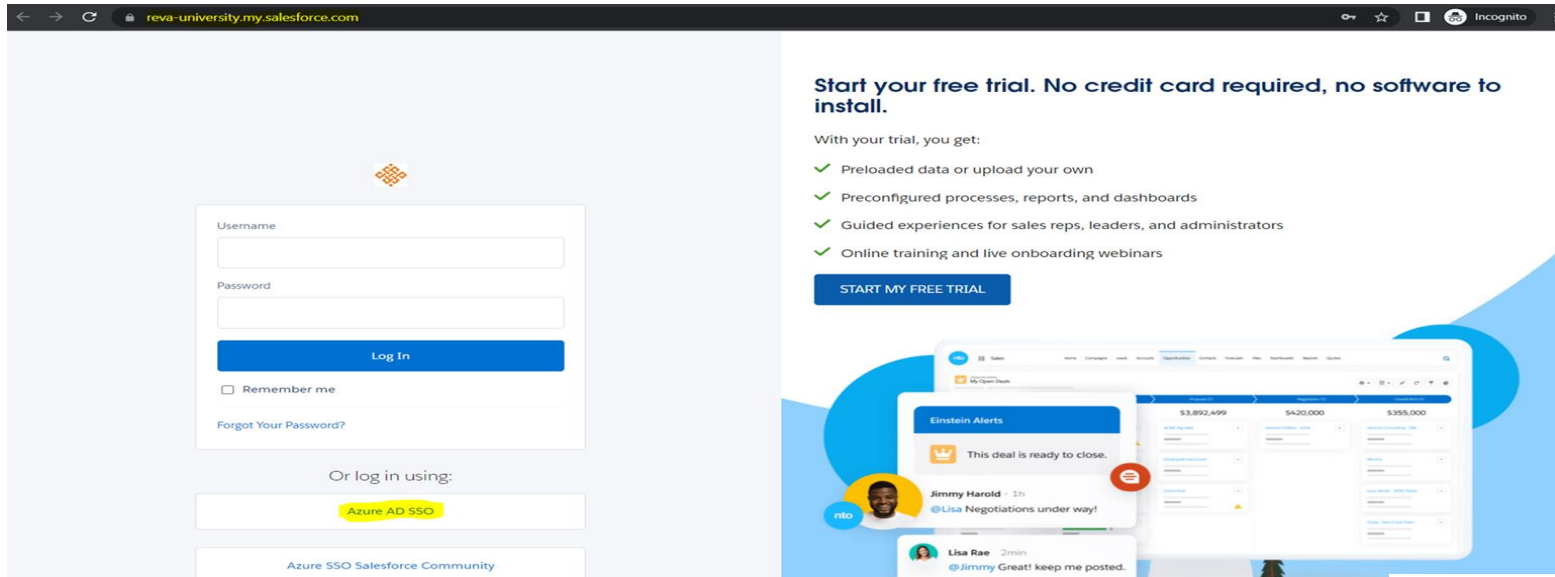
- To login to Salesforce visit the Reva Website (<https://www.reva.edu.in>).
- On the right hand side, Click on “SLCM”.



The screenshot shows the REVA University website interface. The browser address bar displays 'reva.edu.in'. The website header includes the REVA UNIVERSITY logo and a search icon. A vertical navigation menu on the right side contains the following items: 'Programmes +', 'Admissions +', 'Life @ REVA +', 'Apply Now >', 'HCM >', and 'SLCM >'. The 'SLCM' item is highlighted with a white border. Below the header, the main content area features a large image of a woman and the text 'Ensuring Holistic Development'. At the bottom, there is a blue navigation bar with three tabs: 'Undergraduate Programmes', 'Postgraduate Programmes', and 'Doctoral Programmes'. A search bar is present below the tabs, containing the text 'Type Course Name' and a search button. The search results show 'Design of Analog CMOS Integrated Circuits'.

## Login to Salesforce From REVA Website

- Login to Salesforce Application Using REVA Email ID and Password.



reva-university.my.salesforce.com

Incognito

Username

Password

Log In

Remember me

Forgot Your Password?

Or log in using:

Azure AD SSO

Azure SSO Salesforce Community

**Start your free trial. No credit card required, no software to install.**

With your trial, you get:

- ✓ Preloaded data or upload your own
- ✓ Preconfigured processes, reports, and dashboards
- ✓ Guided experiences for sales reps, leaders, and administrators
- ✓ Online training and live onboarding webinars

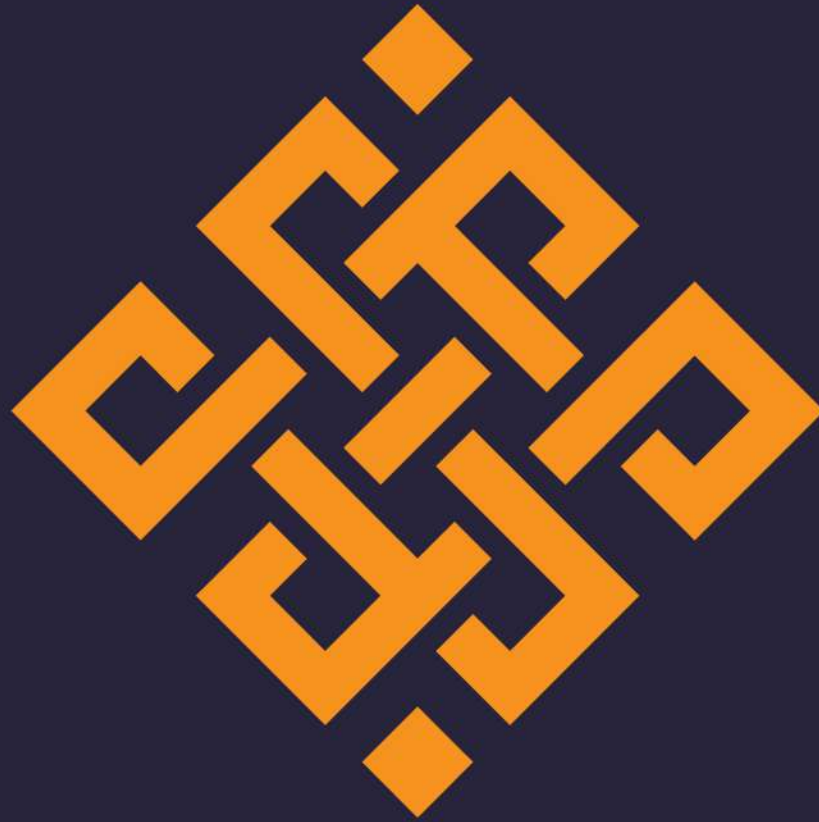
START MY FREE TRIAL

Einstein Alerts

This deal is ready to close.

Jimmy Harold · 1h  
@Lisa Negotiations under way!

Lisa Rae · 2min  
@Jimmy Great! keep me posted.



**REVA**  
UNIVERSITY  
Bengaluru, India

Rukmini Knowledge Park, Kattigenahalli  
Yelahanka, Bengaluru - 560 064  
Karnataka, India.

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E-mail: [admissions@reva.edu.in](mailto:admissions@reva.edu.in)