

## **Mondelez PerformICS Support Process (Attendance/PJP)**

The below process is created to track and monitor the attendance process. The process enables the BI team for better and efficient reporting services.

1. **Attendance:** Attendance is mandatory for every employee, if any employee forgets to mark attendance, he/she will be considered as absent.
2. **ID Creation:** From now onwards we need HR mail with temp code, offer letter, Joining date, Based City, email id and contact number to create id in Mondelez portal.
3. **Application Issue:** If any Supervisor received issue regarding PJP and application error, please check in your phone before sending to MIS Team.
4. **Joining kit:** please do not mark the joining kit email to MIS.
5. **PJP:** We don't need to accept any PJP in text format, if you want to upload PJP on the same day, please share the given excel format.
6. **PJP upload Timing:** Same day PJP is not recommended. As exception PJP upload timing is before 11:00 am, post 11:00 am information we will not upload same-day PJP.
7. **Sunday PJP:** Please share Sunday PJP before 4 PM on Saturday. We will not consider any PJP on Sunday.
8. **Leave:** As per HR procedure, if an employee takes leave on Saturday and Monday, we will consider Sunday as a sandwich leave.
9. **Left Employee:**
  - A) In case of employee left the organization or project, we have deactivated his/her ID with immediate effect. Please do not share your user credentials with other users.
  - B) For Inactive Left Employee User ID, please share resignation letter with date of leaving.
10. **Emails:**
  - A) For id creation and pjp upload and this related issue please mark email To: [mis.mondelez@cpmindia.com](mailto:mis.mondelez@cpmindia.com), CC: [mis2.mondelez@cpmindia.com](mailto:mis2.mondelez@cpmindia.com), AM and NPM
  - B) For required report and report related issue please mark email To: [mis2.mondelez@cpmindia.com](mailto:mis2.mondelez@cpmindia.com), CC: AM and NPM
  - C) For Joining kit, new joining and MYCPM App related issue please mark email To: [ajay.bhatt@cpmindia.com](mailto:ajay.bhatt@cpmindia.com), CC: [jitendra.singhr@cpmindia.com](mailto:jitendra.singhr@cpmindia.com), AM and NPM
11. **Contact Details:**
  - A) Vikas Mathur (MIS) 9911441833
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## Configuration Management

Version	Date	Description	Author
1.0	20-Feb-2022	Initial Draft	Vikas Mathur
1.0	21-Feb-2022	PJP process revision	Latesh Vats