



Let's Solve



# Welcome kit

Mar 2022



A Larsen & Toubro  
Group Company

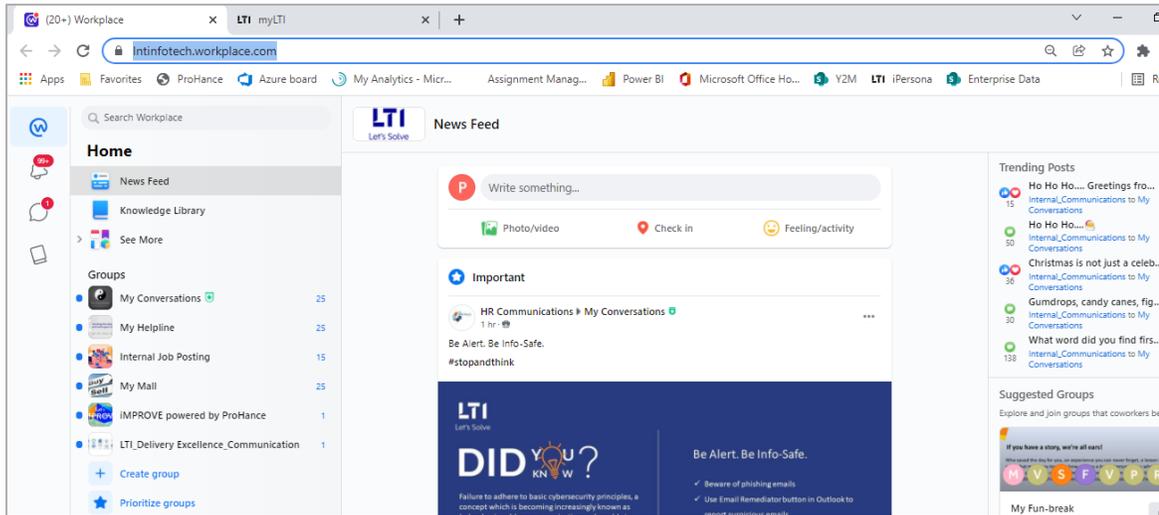
# Where you are in the induction journey?

- 1 Welcome to LTI mail  
PS#, Email, Login creds
- 2 Induction invite  
Quick reference guide
- 3 Corporate induction
- 4 Unit level induction



# LTI Apps

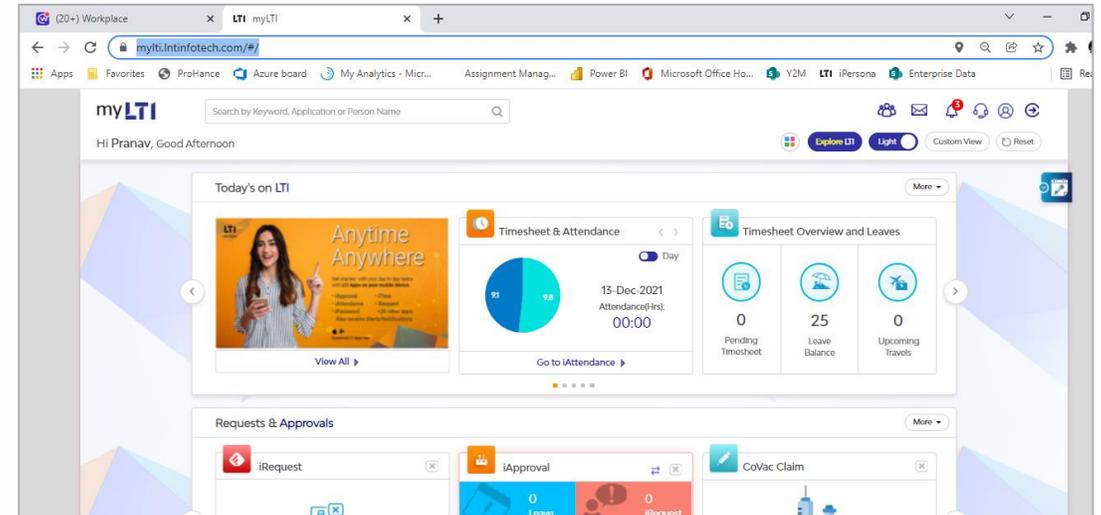
## Workplace



<https://Intinfotech.workplace.com/>

- Facebook for work
- All major communication can be accessed here
- Employees can share ideas and make connections here

## myLTI



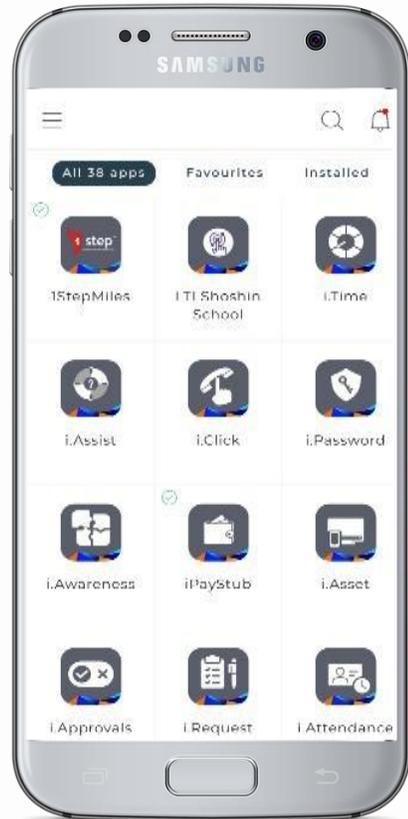
<https://mylti.lintinfotech.com/>

- All Apps of LTI can be accessed through this central portal
- You can search or browse what you are looking for
- Customization and chat bot also available here

# Key Apps for Employees

Apps	Function	Link	Credentials	Single sign-on
myLTI	Hub of all LTI Portals	<a href="#">Link</a>	Email ID + Domain Password	Yes
iCore (SuccessFactor)	Maintains employee records	<a href="#">Link</a>	Email ID + Domain Password	Yes
SSC	Payroll, retirals, benefits and tax declaration	<a href="#">Link</a> <a href="#">Link</a>	PS # + "DDMMYYYY" (Birthdate) Email ID + Domain Password	No Yes
Medical Insurance	Medical insurance	<a href="#">Link</a>	"LT<PS#>" + "LT<PS#>"	No
Talentcentral	Skill repository and internal job posting	<a href="#">Link</a>	Email ID + Domain Password	Yes
Greymatter iProfile	CV database	<a href="#">Link</a> <a href="#">Link</a>	Email ID + Domain Password	Yes
Shoshin	Learning platform	<a href="#">Link</a>	Email ID + Domain Password	Yes
iAttendance iTime	Attendance and time tracking	<a href="#">Link</a> <a href="#">Link</a>	Email ID + Domain Password	Yes Yes
LTI Policies	Organization wide policies	<a href="#">Link</a>	Email ID + Domain Password	Yes
iAssist iRequest	Incident and request management	<a href="#">Link</a> <a href="#">Link</a>	Email ID + Domain Password	Yes
SSPR (Self service password reset)	Password reset	<a href="#">Link</a>	Email ID + Domain Password	Yes
WebMail	Email	<a href="#">Link</a>	Email ID + Domain Password	Yes

# LTI Apps and Outlook on mobile



- You need to download “LTI Apps” from play store that will in turn allow you to access the individual apps like iTime (regularise attendance) and iAssist (service Portal) from mobile
- Details for configuring Outlook and other required tools is available at below links
  - For Android
  - For iOS

# Seeking help

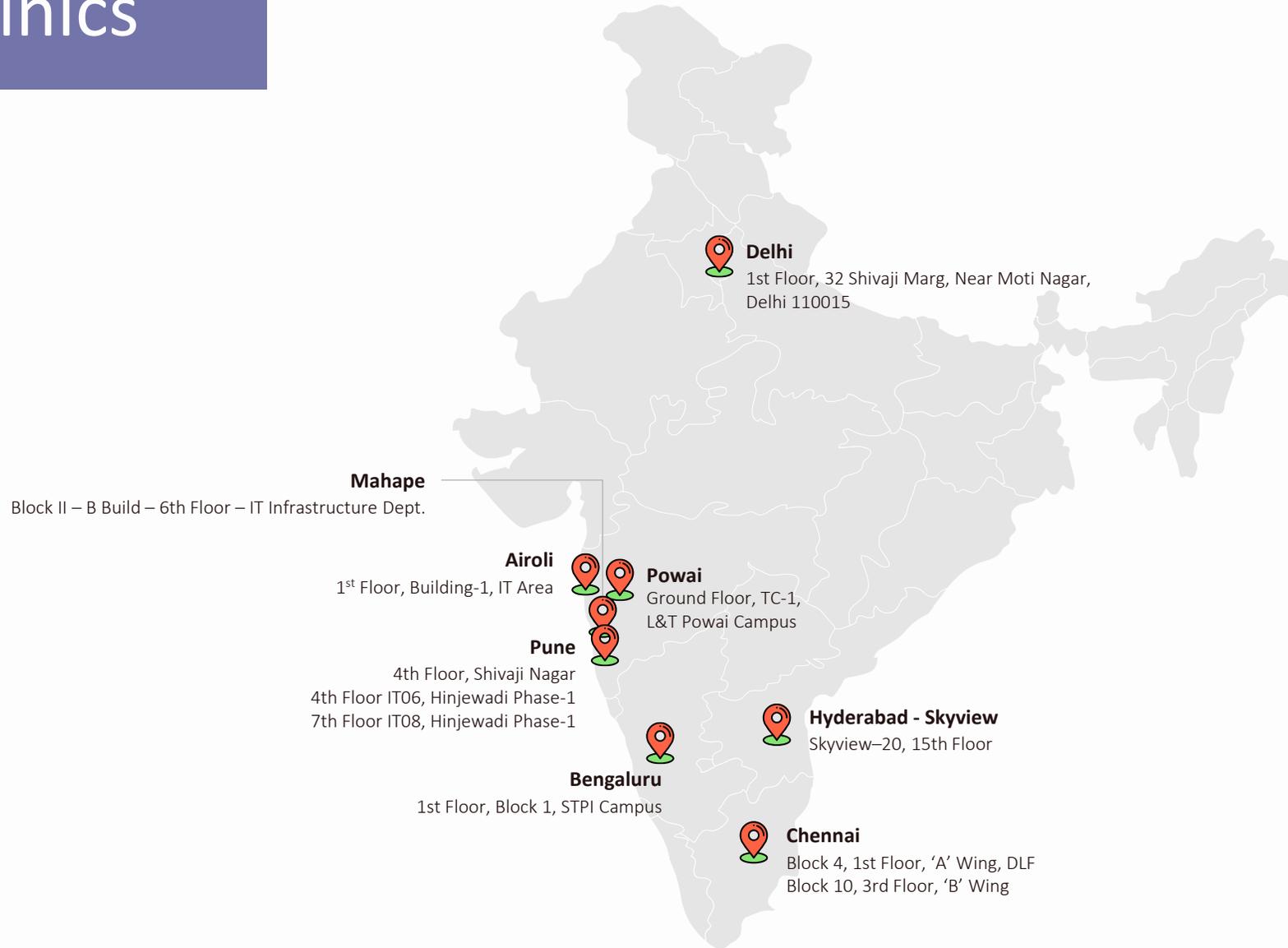


The screenshot shows the LTI i-Assist portal. At the top right is the LTI logo with the tagline "Let's Solve". The main heading reads "One platform for all your queries... i-Assist". Below this, there is a "Create Incident" button and a grid of service categories: Admin, HR, IT Infrastructure, IT Applications, IT Security, Delivery Alerts, F & A, People Supply Chain, Global Research, and Global Mobility. A text block asks "Have a query, need help?" and provides the URL <https://iassist.lntinfotech.com>. At the bottom, it states "You will find i-Assist in My LTI." and "All the support functions have predefined SLAs. We strive to address all queries as per the SLAs."

## You may seek support by...

- iAssist ([Link](#)) – raise a ticket under the applicable category like IT Infrastructure, Admin , HR and Information Security
- iRequest ([Link](#)) – raise specific requests like visiting cards or laptop
- Write Email to - [ITHelpdesk@lntinfotech.com](mailto:ITHelpdesk@lntinfotech.com) for any IT infra related support (e.g email credential issue)
- Call IT ServiceDesk ( +91 22 6168 8001 ) – For IT Infra related support
- Visit IT Clinic at your office locations (Take Prior Appointment to Visit IT Clinic through iRequest)

# IT Clinics



# Mandatory E-learnings/Training Modules

01



Workplace Compliance Training



Anti-Slavery



POSH



Code of  
conduct

02



Information Security Awareness Training (Infosec)

03



Anti-Bribery and Anti-Corruption Training (ABAC)

04



Data Privacy Awareness Training (DPAT)

05



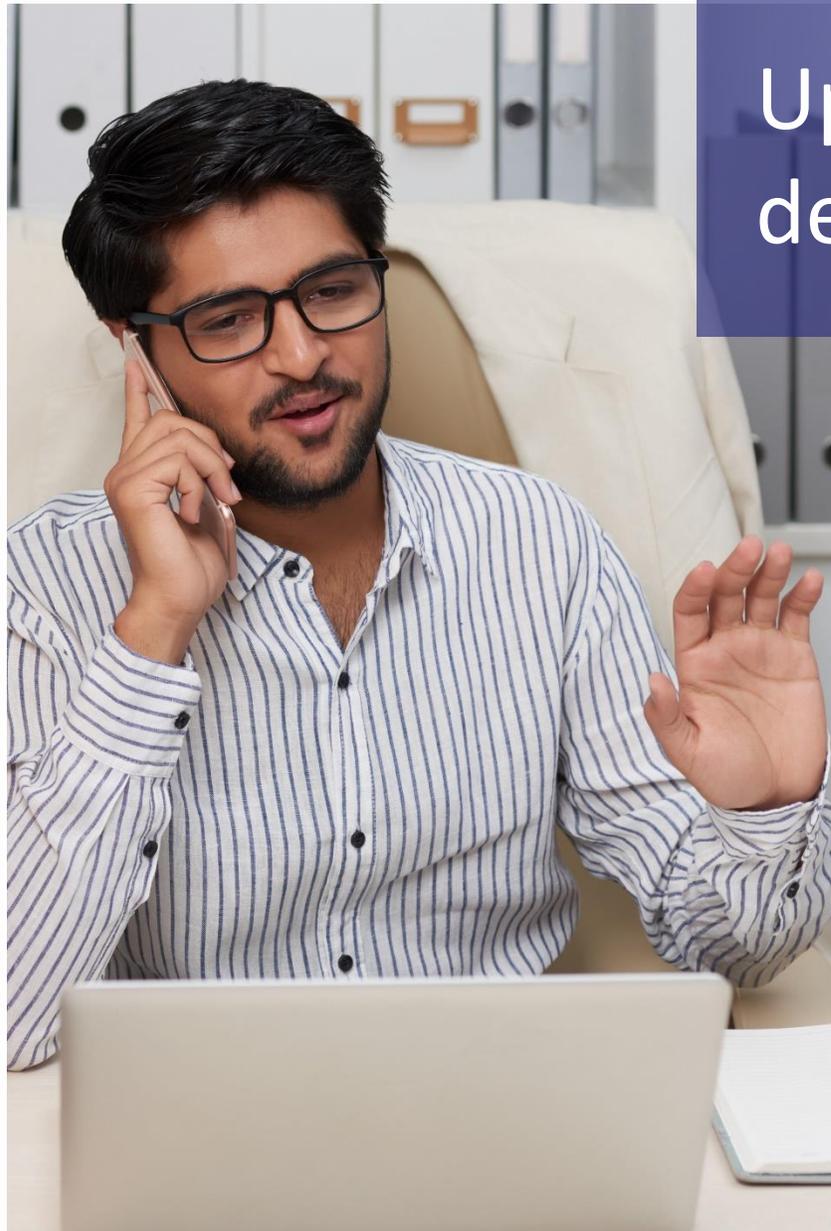
Business Continuity and Crisis Management (BCCM)

[Click Here](#) to access LTI Mandatory Trainings pathway on LTI Shoshin School.

Please read the Mandatory Training Policy [here](#).

Information Security Awareness Training for New Joiners need to be completed within 30 days of joining

# Update Bank account and other details in the SSC portal



## Payroll

- Bank A/C No.
- PAN
- Aadhar Card No

- You are required to update these details without fail in the SSC portal between 2nd to 22nd of the month.
- From 23rd to 1st, the SSC website is not available to update the details

## Taxation

- Form B - Proposed investments
- Form C – Proof of investments

- Form B is accessible between 1st to 15th of every month
- Form C: In the month of February, all employees should fill the Form C and submit the proof of investments to SSC for verification

## Bouquet of Benefits

### BoB Declarations

- BoB is the allowance part of an employee's salary structure
- Employee can choose various components as applicable
- Employees may choose BoB components in SSC in the month of their first payroll processing post joining
- Balance amount under BoB will be paid as Ad hoc allowance per month which will be fully taxable
- After 1st of the subsequent month, an employee can claim reimbursement through SSC portal for the previous month

## PF and Gratuity

- Form-11 (Composite Declaration Form for PF)
- PF Nomination
- PF Transfer
- Gratuity Nomination

Address to be used for sending the signed documents: Retirement Benefits Section, L&T-Shared Services Centre, 4th Floor Krislon House, Off: Saki Vihar Road, Marwah Estate, Saki Naka, Andheri (E), Mumbai 400 072 (Phone:022-67701543)

# Explore Payroll & PF related video resources



Payroll overview



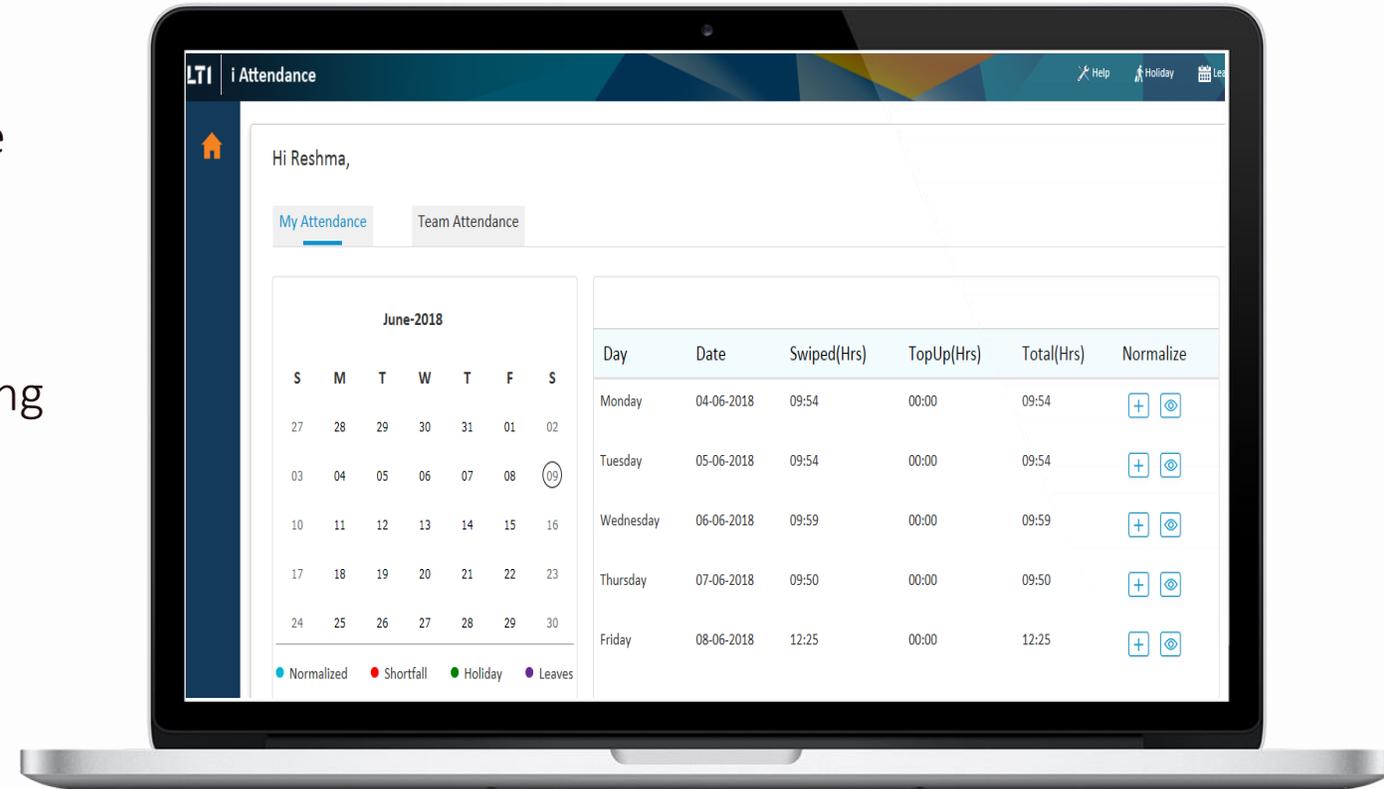
Employee Benefits Overview



Retirement Benefits Overview

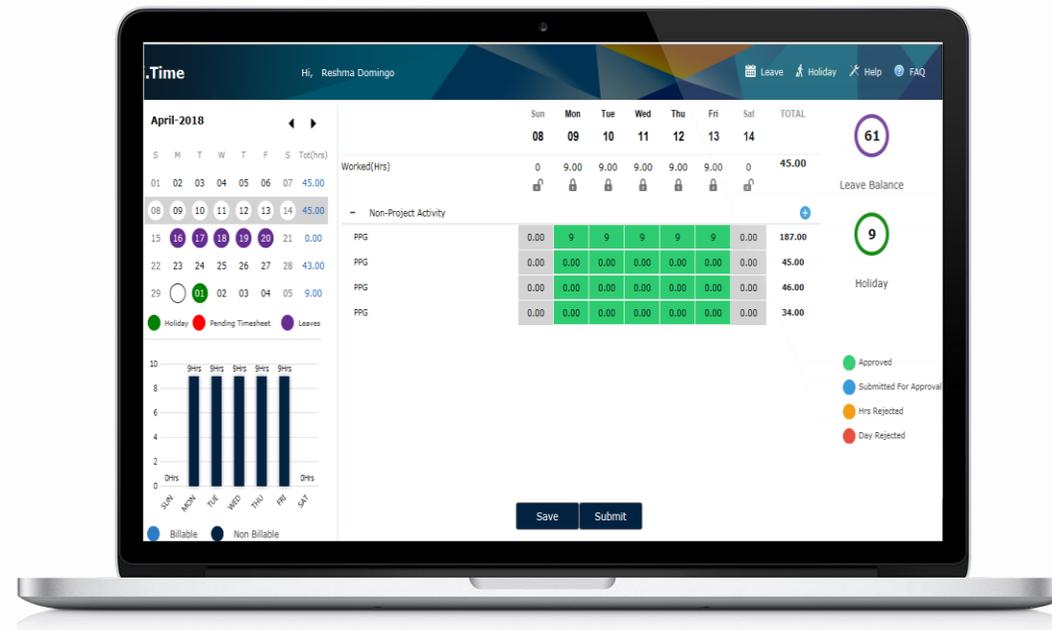
# iAttendance

- **Minimum Time Booking:**
  - General Shift/STS Client Aligned Shift: 45hrs per working week
  - 24x7 Shift: 42.50 hrs. per working week
- The first swipe-in time and last swipe-out time along with normalized time will be used to record attendance for the day
- Attendance to be in line with timesheet booking



# Timesheet Booking in iTime

- Timesheet booking is **mandatory** on a daily or weekly basis.
- Timesheet non-compliance will lead to **'Loss of Pay'**
- Timesheet booking for current week has to be completed latest by the **1<sup>st</sup> working day of the subsequent week**



# Policies

- All policies, including HR policies are available at LTI Policies
- All employees are expected to familiarize themselves with these policies

The screenshot displays the LTI Policies website. At the top left is the LTI logo with the tagline "Let's Solve". A navigation bar contains "New Policy Updates:" followed by links for "Data Retention Policy\_v1.1", "PY\_Corporate One drive for Business and SharePoint Online usage policy", and "PY\_Corporate Em". Below this is a large banner image of hands working on a laptop with a "Global policy search" input field and a search icon. A dark blue navigation bar below the banner features four icons and labels: "HR Policies", "Admin Policies", "IT Policies", and "Travel Policies". The main content area is divided into three sections: "Pinned Policies" (listing India Leave Policy, Anti Harassment Policy, Employee Workplace Behavior Guideline, Internet Usage Policy, and Whistle Blower Policy), "Most Viewed Policies" (listing Concur iTravel Self Booking Manual, Global Travel Policy Version 4.1 09Nov20, PY\_Internet Usage Policy, INTERNATIONAL TRAVEL CHECK-LIST, and Laptop Usage Policy v3.4), and "Recently modified Policies" (listing Data Retention Policy\_v1.1, PY\_Corporate Email Policy, PY\_Corporate Instant Messaging Policy, PY\_Corporate One drive for Business and Shar..., and Laptop Usage Policy v3.4).

# Immediate Next Steps

Step	Why	Where
Check your personal records in iCore	Various other systems rely on this critical dataset	<a href="#">iCore&gt;Employee Files</a>
Upload your CV	The CV is used for various purposes such as matching to requirements and skill dataset build	<a href="#">Greymatter iProfile</a>
Update your vaccination status	Vaccination status is required to enable office access and drive other safety measures	<a href="#">Vaccination survey</a>
Update your asset status	Continuous update of your asset is required to ensure asset tracking and overall information security	<a href="#">iAsset</a>
Update salary and other details in SSC portal	These details are required to carry out timely start of the payroll processing	<a href="#">SSC portal with user id password</a> <a href="#">SSC portal single sign-on</a>
Update you Time sheet in iTime Portal	Employee needs to fill their timesheet & Attendance details in iTime for salary processing	<a href="#">iTime</a>
Agree your Y2M persona and update iPersona	iPersona update is required to enable various downstream processes like seat booking	<a href="#">iPersona / Y2M Portal</a>
Complete the mandatory training	The trainings are required for you to fully understand and follow our ways of working	<a href="#">Shoshin</a>
Update dependent details in the insurance portal	Ensures that you and your family are insured and the required data is in place	<a href="#">Medibuddy</a>



LTI

Let's Solve

