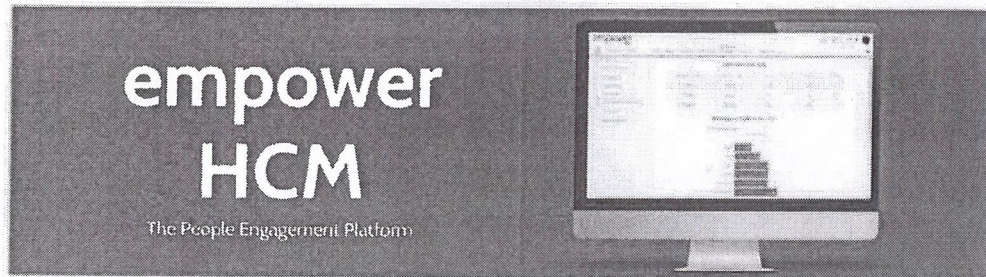




VERSION 1.3

8th Feb 2022

BANGALORE



EMPOWER HCM Scope of Work

SUBMITTED TO:



REVA
UNIVERSITY

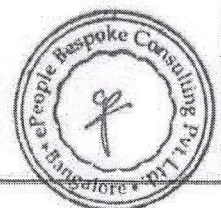
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HR WORKFLOW:

| WORKFORCE MANAGEMENT | |
|-------------------------------|---|
| Areas | Basic Flow |
| Onboarding Flow | <p>Issuing of Offer letters</p> <p>Initiating and sharing employee logins on the day of joining for online onboarding. Employee can submit the details and document, HR can review the details and accept or reject or ask employees to submit. You can ensure employee acknowledgment of different policies and forms during the onboarding process.</p> <p>Issue of Appointment letter</p> <p>Collecting Employee's personal information and documents such as ID proof, address proof, age proof, and photographs.</p> <p>Previous employment information is also included along with the Experience and Relieving Letter from the relevant Company are handed over accordingly.</p> <p>Save all the information and file hard-copies of all documents.</p> <p>Only Post the onboarding Process would the employee have access to their App.</p> |
| Employee Personal Information | <p>In empower HCM you can have up to 500 fields to capture entire Employee Information.</p> <p>Detailed information of an employee such as name, date of birth, phone, email and PAN.</p> <p>All Educational qualification details of an employee.</p> <p>Joining date, probation period, confirmation date, etc.</p> <p>Bank name, account number, salary payment mode (such as cash, cheque or bank transfer).</p> <p>Statutory compliance details like PF and ESI details.</p> <p>Present contact address and permanent address of an employee.</p> <p>Resignation status, Separation dates, etc.</p> <p>Track complete history of an employee related to various designations, departments, locations and grades of the employee along with time period for each position.</p> |
| Leave Configuration | <p>Leave Year and Type configuration</p> <p>Define and manage Leave accruals & workflows manager approval</p> <p>Check their available leave balance before sending in their leave applications</p> <p>Leave application by Employee</p> <p>Leave approval / rejection by Manager</p> <p>Review the status of leave applications</p> <p>Request for Comp-off</p> <p>Cancelling Leave Application</p> <p>Tracking Leave Applications</p> |



| | |
|---------------------------|--|
| Salary Arrears | 3 Types arrears are considered in payroll process - New Joinee Arrears - Revision Arrears - LOP reversal arrears |
| IT Declaration and Proofs | Employees can submit investment declarations at the beginning of the financial year. New employees can declare investments at the time of joining. HR can set the locking period for Investments declaration. Enables employees to attach the proof of investments for your income tax declaration Approving Team will approve the investment proofs and the same will be considered for the payroll process. |
| Payroll Process | Information from other modules like New hire, Exits, Revisions, LOP days will be considered. Other inputs like one-time payment / deduction can be uploaded. Applicants will compute arrears for employees whose salaries have changed retrospectively. Monthly Based Payroll Process Cut-off dates for considering input for new hire and attendance Locking the payroll Investment Declaration and Approved Proof information will be considered automatically. Processing payroll Full and Final Settlement along with payroll CTC reimbursement release based on claims |

TALENT MANAGEMENT:

| Talent Management | |
|-------------------|--|
| Areas | Basic Flow |
| Brief | The framework Utilized is a KRA / KPI Methodology. The Talent Management System follows the Top down Approach. |
| Rating Masters | This enables you to configure your Rating Masters with your values You can have Rating with: 3 Values (Ex: Good, Average, Poor) 4 Values (Ex: Excellent, Good, Average, Below Average) 5 Values (Ex: Excellent, Above Average, Average, Below Average, Poor) The nomenclature of the values also can be defined as per your preference Every Value will be given a Rating Score Based on the Score associated and the weightage of the corresponding KRA, Overall Score is calculated |



HIRING MANAGEMENT:

| Hiring Management | |
|-------------------|--|
| Areas | Basic Flow |
| Brief | This is a Hiring Management System and does not cover ATS Functionalities, Resume Parsing and integration with Job Portals |
| HR Persona | Assign Recruiter Sourcing, Screening and Shortlisting Interview and Selection Offer Process |
| Manager | Requisition Raising Requisition Approval by Manager / Manager +1 / Recruitment Head |
| Employee | Refer Candidates Interview Candidate Interview Feedback on required parameters Over All Interview rating and skill rating Offer Letter |

HELPDESK AND CHATTER:

| HELP DESK AND CHATTER | |
|-----------------------|---|
| Areas | Basic Flow |
| Helpdesk | Help Desk Raise tickets using the help desk module and track them. The Responsible Team assigned with certain help deal categories, can then go ahead and resolve these queries. Configuration Help desk category and sub-categories. |
| Chatter | Collaboration Drive productivity. Connect, engage, and motivate employees to work efficiently regardless of their role or location. Collaborate across Functions and within Teams. Enable legitimate enterprise platform across the organisation with Chatter. Salesforce Chatter provides enterprise collaboration tools that can help your employees work more efficiently, be more productive and innovate as a team. With Chatter as your enterprise collaboration solution, employees can share files, form groups, share questions and answers, do polls and more. Chatter is also available as a mobile app so you can collaborate from anywhere. |

CUSTOMISATIONS:

OUTPUT TEMPLATES:

Below are the List of output Templates that has been scoped:

Proposal



METHODOLOGY OF INTEGRATION:

- The Integration Scope document to be shared with ePeople and a sign off on the same provided by the Client. (ePeople would share the Format)
- The methodology of Integration that is being recommended for each of the Systems would be called out and can be either SOAP or REST or through FTP server logic.

EPEOPLE RESPONSIBILITY:

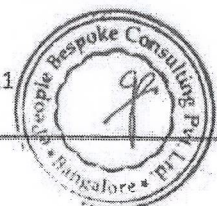
- Based on the detailed scope, mapping out the format and the details of the integration will be completed in the discovery process along with the third Party/ Client representative.
- Integration/technical representative from e-People end would facilitate the testing phase for the integration.
- Post the same, the live integration would be rolled out.
- If any backend coding / queries to be written on other Systems, client to ensure the respective Service Providers would take care of the same. After presentation and clearance of the same from the client, they would execute the same.

ASSUMPTIONS FROM CLIENT:

- The Coding at Biometric Server would be taken care of by the Client/Client's Vendor. They would need to anchor the following aspects of:
 - o Being clear on the Table Structures and the exchange of data from the Third Party System.
 - o Engaging 3rd party for required Coding/ Configuration on the Third Party system, if required.

ASSUMPTIONS FOR THIS SOW:

- All points mentioned in the SOW would be considered.
- The basic Standard Aspects/Features of EMPOWER is being considered.
- The areas of Customizations have been identified, In case during the implementation a Customization is required which is outside the Scope of Work, this would be highlighted and called out as a change request. This may have a commercial implication.
- A maximum of 3 System Integrations have been factored in.
 - o Biometric
 - o Tally Integration
 - o Active Directory
- No Offline Capability has been factored into the Scope. Standard cache as per Salesforce will be applicable.
- Payroll Generation for ongoing financial year would be generated in empower HCM.
- The standard Mobile app has also been considered; no custom build is being considered.
- Training would be provided as per the Scope Defined. In the current Scope Admin Training for the product for 2 Days has been Factored in.
- ECR Services : Salesforce provides the option to download in Excelsheet format only. Converting it to ECR format is a minor task which needs to be performed outside empower HCM
- Form 16 Upload :
 - o Form 16 generation has 2 parts :
 - Quarterly Returns Generation Form 24Q : Data for Form 24Q would be available in empower HCM and can be downloaded in an excel format. Reva would need



- Empower HCM Team would support REVA team for 3 months in running Payroll on empower HCM

DATA MIGRATION

- Data to be Migrated will be migrated through Integration else through The XL/CSV Formats Shared by ePeople.
- Data Hygiene and Accuracy would be the Responsibility of the Client.

SLCM & EMPOWER HCM

- SLCM and Empower HCM would be hosted in 2 separate Salesforce Orgs. Employees having both SLCM & Empower HCM logins would be able to switch between SLCM & Empower HCM seamlessly through SSO

PROJECT CLOSURE HANDOVER TO REVA TEAM

No Separate Report/Document will be created by epeople, however team would hand over the Admin Credentials, All Updated , Manual and Documents.

TIMELINES FOR IMPLEMENTATION

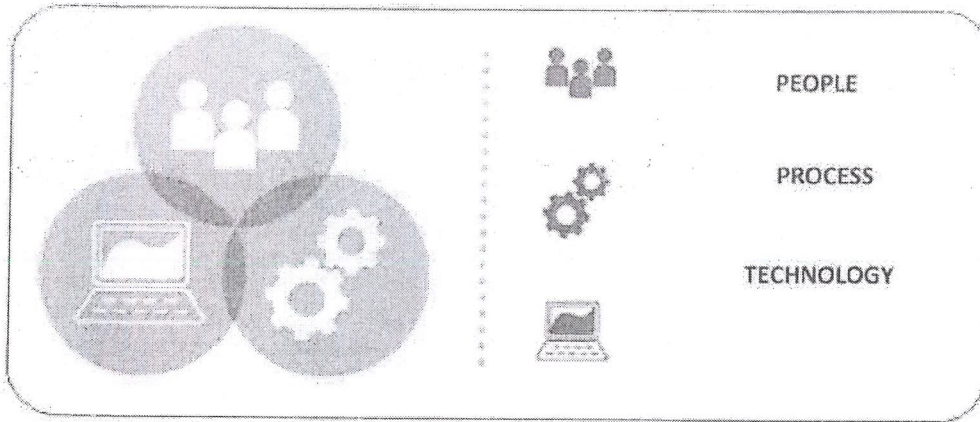
The Estimated Calendar Time is Approx. 9 – 10 weeks.

| | Week 1 | Week 2 | Week 3 | Week 4 | Week 5 | Week 6 | Week 7 | Week 8 | Week 9 |
|---------------------------------|---------------------------|--------|--------|--------|--------|--------|--------|--------|--------|
| Company & Employee Master Setup | | | | | | | | | |
| Payroll Setup | | | | | | | | | |
| Payroll Generation for this FY | | | | | | | | | |
| HR Letters | | | | | | | | | |
| Attendance & Leave Management | | | | | | | | | |
| Onboarding Set Up | | | | | | | | | |
| Helpdesk | | | | | | | | | |
| Tally & Biometric Integration | | | | | | | | | |
| Talent Management | | | | | | | | | |
| Talent Acquisition | | | | | | | | | |
| | Data to be Shared by Reva | | | | | | | | |
| | Data Upload | | | | | | | | |
| | Setup and Configuration | | | | | | | | |
| | UAT to Client for Testing | | | | | | | | |
| | Ready for Go Live | | | | | | | | |

*The calendar would be established in the Kick off meeting along with the organization and the dates from both ends would need to be committed and held.

* Third Party Integrations would also need to commit the same timelines for a Revert, as it's a two way effort.





OUR FOCUS:

- Sales
- Customer Engagement
- Collaboration

PRICING SUMMARY AND PAYMENT SCHEDULE

ePeople will be delivering the above Project and the following table presents the summary of pricing for the Licenses with different Options:

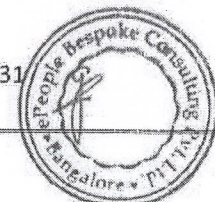
| | | Costing | |
|----------------------------------|---|---------|--------------------|
| SLCM | Masters Setup | ₹ | 3,64,000 |
| | SLCM Modules | ₹ | 49,68,600 |
| | Additional Requirement Cost with Discount | ₹ | 9,56,000 |
| | Alumni | ₹ | 6,34,400 |
| | COPO | ₹ | 17,10,400 |
| IMPLEMENTATION COST | | ₹ | 86,33,000 |
| Final Discount Offered | | ₹ | 2,23,000 |
| TOTAL IMPLEMENTATION COST | | ₹ | 84,10,000/- |

2923000
 (-) 223000
 6700000

*Taxes are additional.

*Visit to Client Location outside Bangalore would be Reimbursed on Actuals by Client.

*Change Request would be at the Rate of Rs. 1260/- per hour.



The Payment Terms for the Implementation: (Indicative, This would be Finalized at a later point post the Calendar Freezing).


| <i>Payment Milestone</i> | <i>Percentage (%)</i> |
|---|-----------------------|
| Sign on Three Milestones: - Sign on - 30% ✓ - BRD Document - 10% - FRD Document - 10% | 50% ✓ |
| UAT – User Acceptance Test, when Sign off is done in the Test Environment Assuming there would be 5 UAT's: - Student Onboarding - 5% - Faculty 360 - 5% - Student Portal - 5% - Time Table - 5% - Integrations - 5% | 25% |
| GO LIVE – Once Users have been given the Licenses Looking at a Minimum of 3 Go Lives: - Faculty - 10% - Students - 10% - Integrations - 5% | 25% |


TERMS & CONDITIONS

- All charges mentioned above are exclusive of Taxes and Government levies. Wherever applicable, ePeople will charge all applicable taxes like Service tax and other Government levies as on the date of invoicing.
- Any expenses such as travel, accommodation etc., incurred to deliver the services or to collect data / information by ePeople team from REVA UNIVERSITY office(s) other than Bangalore location will be extra and will be paid by REVA UNIVERSITY to ePeople at actual.
- If any module is not required the Costing towards the same would be deducted from the Billing.
- Norms of Services for execution of the Project would be shared with the Client. The SPOC would need to return a signed copy of the same. This is just a Guideline/ Expectation setting document which will help to maintain the health of the Project and will be jointly finalized and not a formal Agreement. More from the way we will execute the Project.
- REVA UNIVERSITY will arrange to pay within 30 days from the date of Invoice.
- In the event ePeople fail to perform the Services or part thereof beyond thirty (30) working days from the agreed timelines specified in the applicable SOW, REVA under the Agreement can reduce the amount payable to the extent of 1 % of the project value, per week of delay or part thereof, subject to a maximum of 5% of the total project value under the applicable SOW.



- In the event that development is delayed due to REVA UNIVERSITY's business reasons, the amounts specified in this order will be claimed by ePeople on the stipulated project end date.
- All Delays would be Captured on a weekly Basis and Presented to Reva on the Project Reviews.
- REVA UNIVERSITY will have a single point contact for all project-management related communication. In addition, ePeople will also provide a single point of contact for all contractual / commercial communication.
- REVA UNIVERSITY will make available the required resources (end users as well as IT staff) for activities such as sharing of business processes and sign-off for the various deliverables. The organization will make available the required resources (end users as well as IT staff) for activities such as sharing of business processes and sign-off for the various deliverables.
- REVA UNIVERSITY will provide the necessary access to the applications, information, development environment, tools and literature to service provider's onsite resources. This would Include the below Prerequisites:
 - Internet Connection (4G) speed of 25MBps.
 - Printer.
 - Seating space and Conference Room Space for Meetings.
 - Projector for meetings.
 - Refreshments and basic food.
 - If a resource is required for a Onsite meeting outside the normal Schedule of key Interaction points, Transport / reimbursement for the Same.
- Subject Matter Experts and users from REVA UNIVERSITY will be available for consultation to ePeople resources for sharing the business knowledge.
- The facilities made available to the ePeople onsite coordinator would include required computing resources and equipment, office space, communication & reprographic facilities, amenities, relevant platform IDs with appropriate authorities and project specific software / tools.
- REVA UNIVERSITY will respond to the queries raised by ePeople resource and conduct the reviews and give necessary sign-offs within a reasonable timeframe. ePeople will not be responsible for any idle time resulting from delay in review, approval, clarifications or any project related information from REVA UNIVERSITY.
- In case if REVA UNIVERSITY proposes to effect any changes to the scope of services, such out of scope work will be carried out only after conducting a detailed study by ePeople and such changes shall be implemented only upon a prior written consent from both the parties. The cost incurred on these changes will be additional.
- As the first step for the assignment, REVA UNIVERSITY will issue ePeople with a Work Order.

For ePeople Bespoke Consulting Pvt Ltd.
 For ePeople Bespoke Consulting Pvt. Ltd.,
 By 
 Name : Mr. Ravishankar G
 Title : Managing Director

For REVA University
 By 
 Name : Dr. M Dhananjaya
 Title : Vice Chancellor
 Vice-Chancellor
 REVA University, Rukmini Knowledge Park
 Kattigolli, Chikabanka, Bangalore-560 064

- In the event that development is delayed due to REVA UNIVERSITY business reasons, the amounts specified in this order will be claimed by ePeople on the stipulated project end date.
- REVA UNIVERSITY will have a single point contact for all project-management related communication. In addition, ePeople will also provide a single point of contact for all contractual / commercial communication.
- REVA UNIVERSITY will provide the necessary access to the applications, information, development environment, tools and literature to service provider's onsite resources.
- Subject Matter Experts and users from REVA UNIVERSITY will be available for consultation to ePeople resources for sharing the business knowledge.
- REVA UNIVERSITY will respond to the queries raised by ePeople resource and conduct the reviews and give necessary sign-offs within a reasonable timeframe. ePeople will not be responsible for any idle time resulting from delay in review, approval, clarifications or any project related information from the Client.
- One SPOC for a Sign off to be Identified. ePeople will not be held liable to co-ordinate for Sign Offs across multiple SPOCS.
- In case if REVA UNIVERSITY proposes to effect any changes to the scope of services, such out of scope work will be carried out only after conducting a detailed study by ePeople and such changes shall be implemented only upon a prior written consent from both the parties. The cost incurred on these changes will be additional.
- As the first step for the assignment, REVA UNIVERSITY will issue ePeople with a Letter of Acceptance.

For ePeople Bespoke Consulting Pvt Ltd.
For ePeople Bespoke Consulting Pvt Ltd.

Name : Mr. Ravishankar G

Title : Managing Director



For REVA University

Dr. M Dhanamjaya

Name : Dr. M Dhanamjaya

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