**10 YEARS**
**OF UNIVERSITY RECOGNITION**
**20 YEARS OF ACADEMIC EXCELLENCE**

**REVA UNIVERSITY**
Bengaluru, India

# SCREENSHOTS OF USER INTERFACES 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 Abled. 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

**Registrar**
**REVA University**
**Bengaluru - 560 064**

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
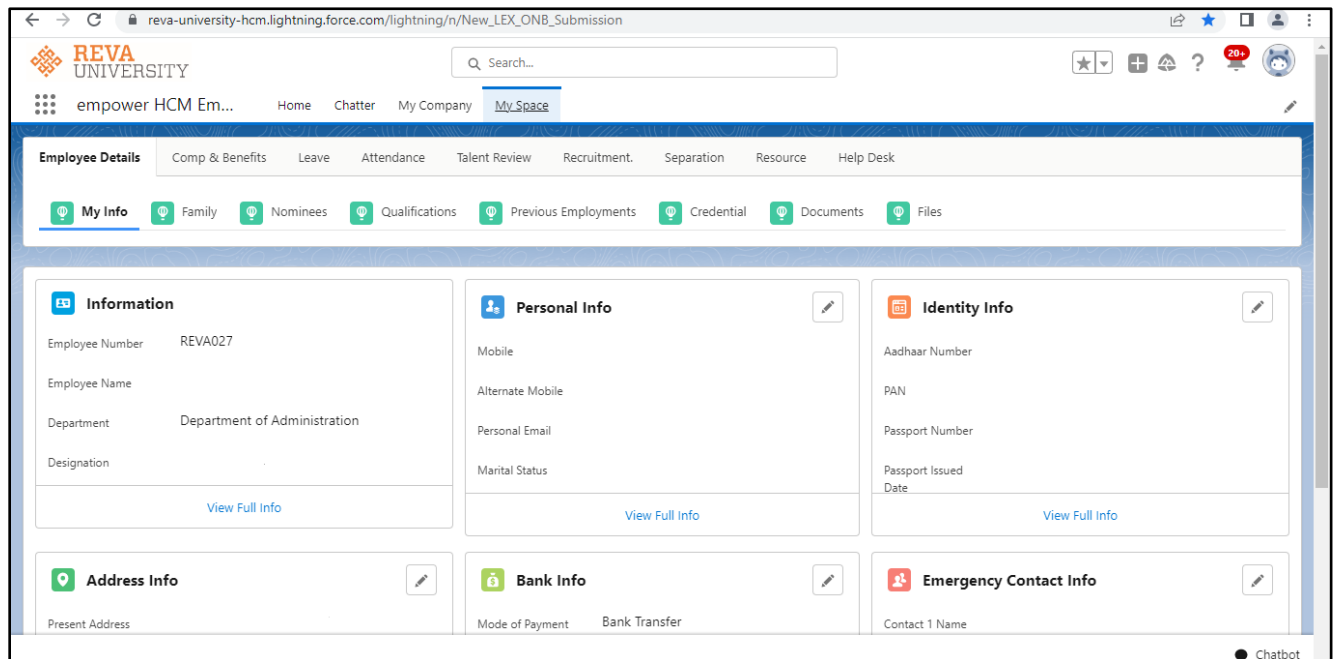
**Talent Management Key Process Include:**
a) KRA Master's
b) Role Based KRA's
c) Multiple Review types Design Elements
d) Rating Masters
e) Levels Masters
    - ❖ KRA Category
    - ❖ KRA(Rating Level)
    - ❖ KPI
f) Review Templates
g) Publish
    - ❖ Publish to Employees
    - ❖ Publish to Managers 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.

# Sample Report Format:

## Employee Master

| | 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 | Rajesha 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 |

Total Records: 310   Total Active: 310

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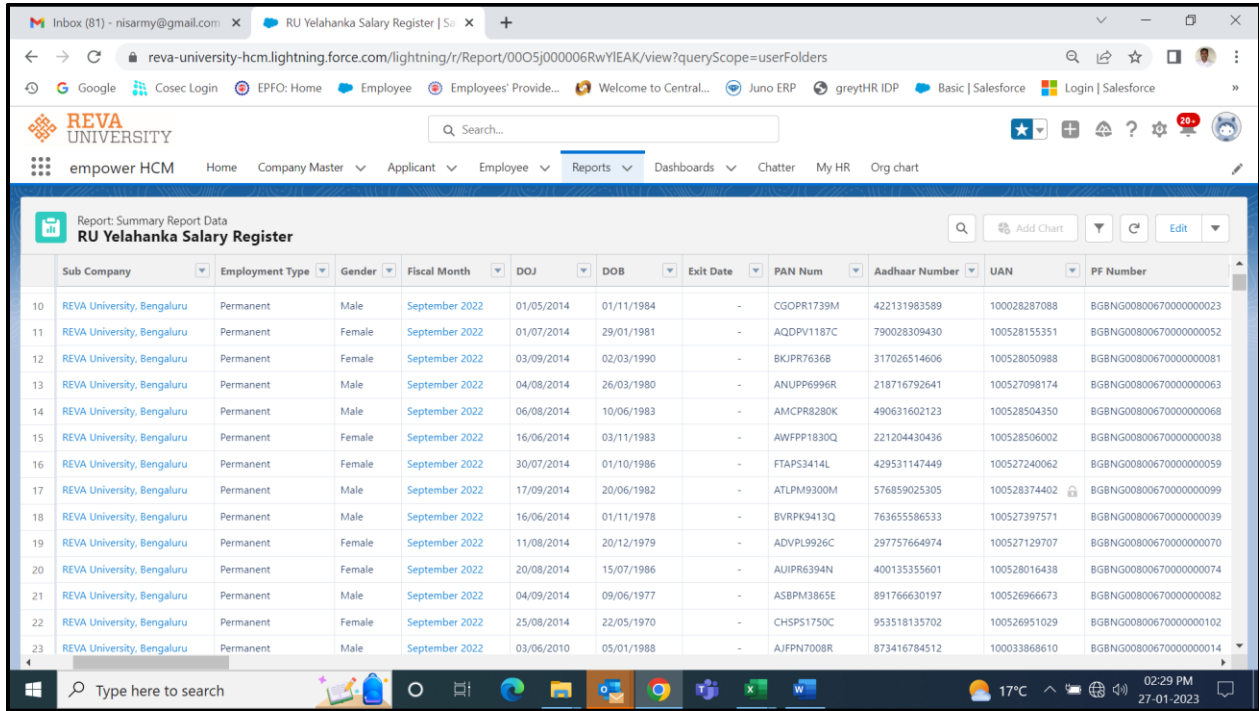
**Report:** Employee Leave Master with Leave Type Master
**Leave Availability - By Employees**

| | Total Carry Forward Leaves | Total Employee Leaves | Total Approved Leaves | Total Pending Leaves | Total Available Leaves |
|---|---|---|---|---|---|
| | 0.00 | 112.0 | 2.50 | 25.50 | 84.00 |

| Employee ↑ | 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 L... |
|---|---|---|---|---|---|---|
| Ajay G | Casual Leave | | 8.00 | 6.0 | 1.50 | 2.00 |
| | Comp Off | | 8.00 | 8.5 | 0.00 | 0.00 |
| | Earned Leave | | 8.00 | 18.0 | 0.00 | 3.50 |
| Ajay Rai | Casual Leave | | 8.00 | 6.0 | 0.00 | 0.00 |
| | Comp Off | | 8.00 | 8.0 | 0.00 | 0.00 |
| | Earned Leave | | 8.00 | 18.0 | 0.00 | 18.00 |
| Anil Ajay Akkihal | Casual Leave | | 8.00 | 6.0 | 0.00 | 6.00 |
| | Comp Off | | 8.00 | 8.0 | 0.00 | 0.00 |
| | Earned Leave | | 8.00 | 18.0 | 0.00 | 18.00 |
| Rajiv Kumar Sharma | Casual Leave | | 8.00 | 20.0 | 1.00 | 11.00 |

Edit (Salesforce Classic)
Save As
Save
Subscribe
Report
Delete
Add to Dashboard

# 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

Refresh   Edit

| My Team - Active Employees | Team Check In Today | Team Not Check In -Today | Team On Leave Today |
|---|---|---|---|
| **4** | **2** | **1** | **1** |
| View Report (My Team - Active Employees) | View Report (Team Check In Today) | View Report (Team Not Check In -Today) | View Report (Team On leave today) |

**My Team Leave Availability**

**Team On leave today**

| Employee Name ↑ | From Date | To Date | Short Name |
|---|---|---|---|
| Ajay G | 10/6/2020 | 10/6/2020 | CL |

**Leave Transactions - By Employees**

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**Dashboard**
**Attendance and Leave**
⚠ Last refreshed 4 days ago. Refresh this dashboard to see the latest data.
As of 3 Mar, 2022 3:00 pm Viewing as Rajiv Kumar Sharma

Refresh   Edit   Subscribe

| Active Employees | Check In Today | Early Birds |
|---|---|---|
| **310** | **33** | |

| Employee Name | Check In Time ↑ |
|---|---|
| 000089 - Sridhar M M | 08:45 |
| 000008 - Keerthi S S | 08:48 |
| 000059 - Ajay G G | 08:50 |
| 000045 - Navneen Shekhar Amin Shekhar Amin | 08:55 |

View Report (Active Employees)   View Report (Check In Today)   View Report (Check In Today)

| On leave | Not Check In -Today | Late Checked in-Today | Missed CheckOut -Yesterday |
|---|---|---|---|
| **0** | **307** | **13** | **3** |
| View Report (On Leave - Today) | View Report (Not Check In -Today) | View Report (Late Checked in-Today) | View Report (Missed CheckOut -Yesterday) |

Payroll screenshot:



TDS Portion

## Salary calculation



| | Working Days | LOP | LOP reversal days | New Joinee 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 | |

## Bank transfer



| | 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 | Hunasemaranahalli | 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)

Registrar

Registrar
REVA University
Bengaluru - 560 064

# Employee Grievance Form

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

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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

Registrar
**REVA University**
Bengaluru - 560 064
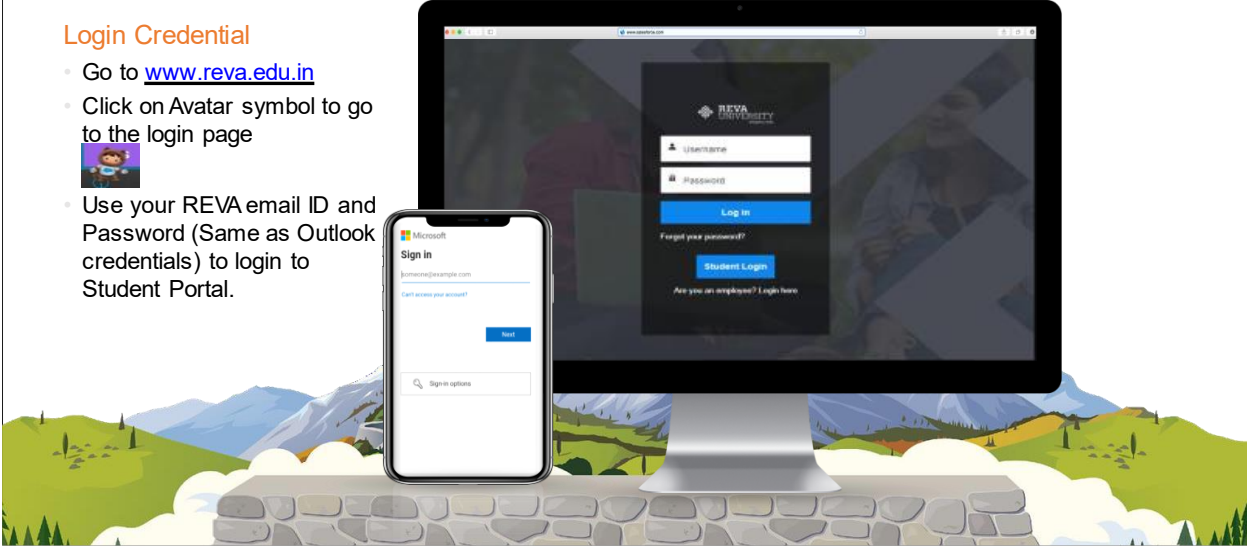
**Salesforce – Student Portal**

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

## Login Page

### Login Credential
- Go to 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.
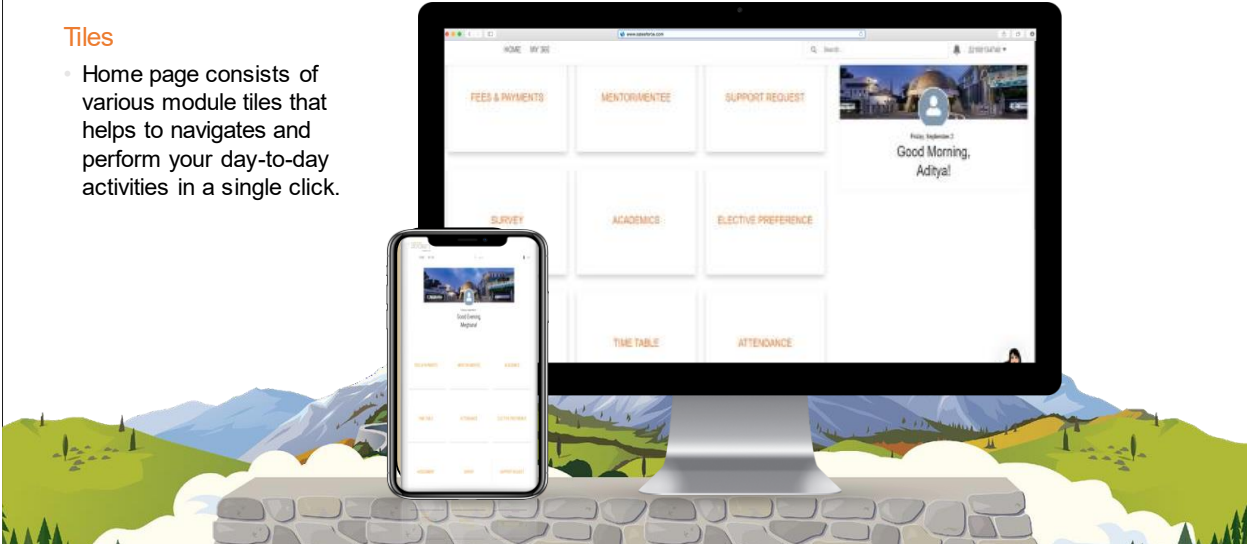
## Student Home Page

### 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.
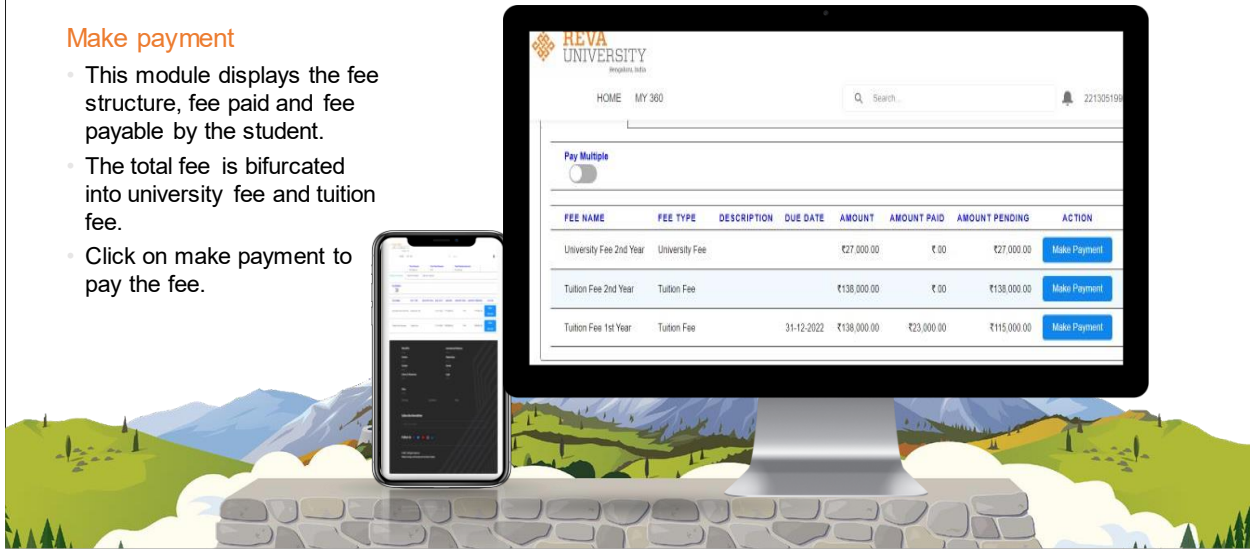


# Fee Module

## Fee Paid

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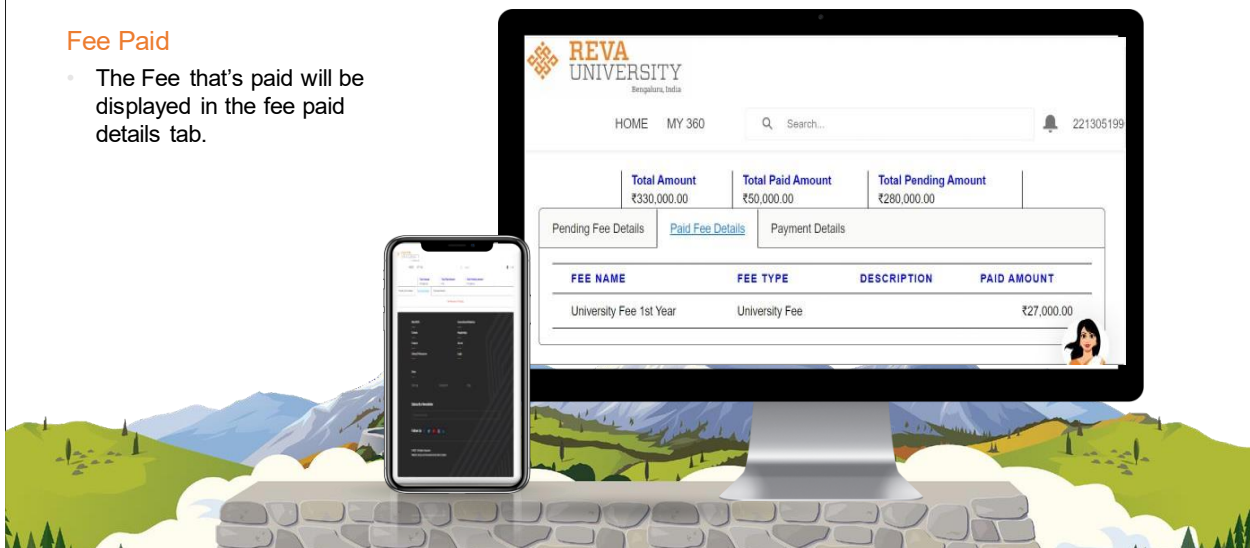
# Fee Module

## Get receipt

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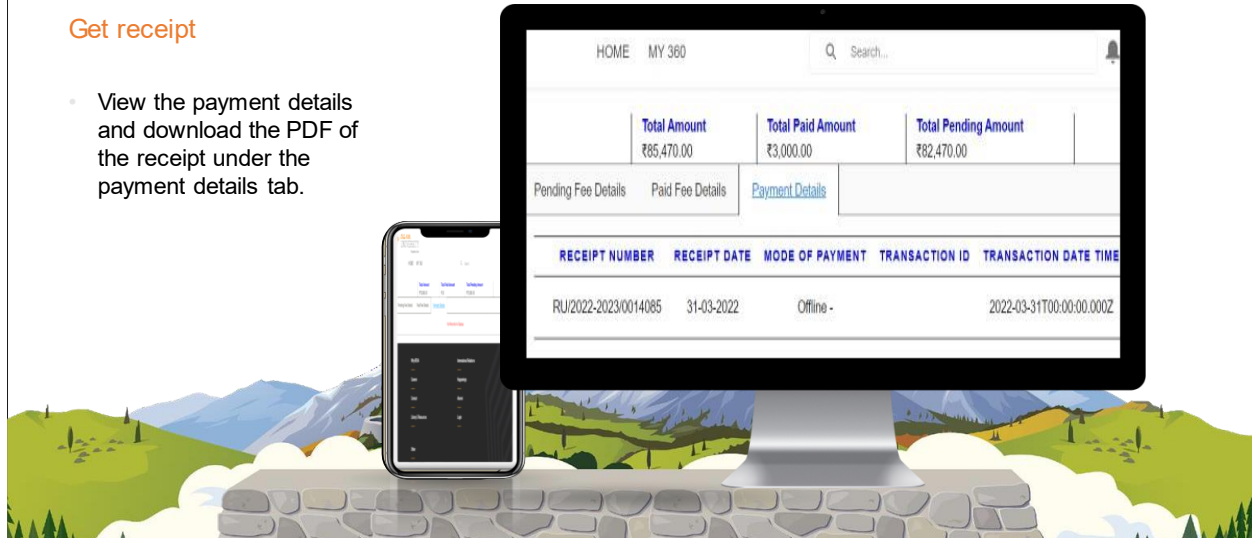


# Mentorship

## Know your mentor

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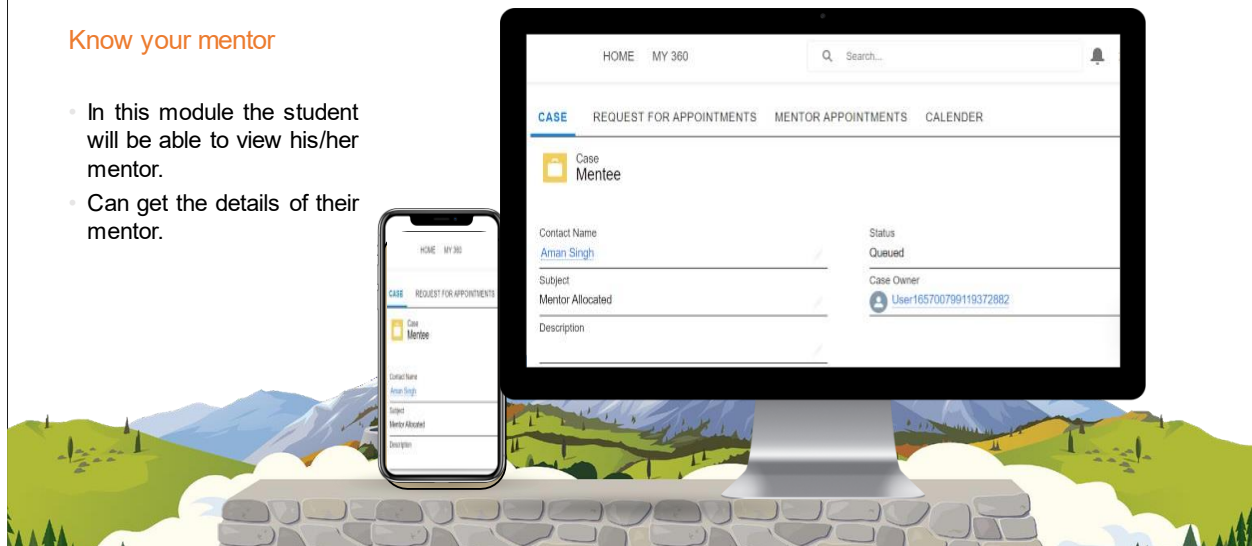
# Mentorship

## Request appointment

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



---
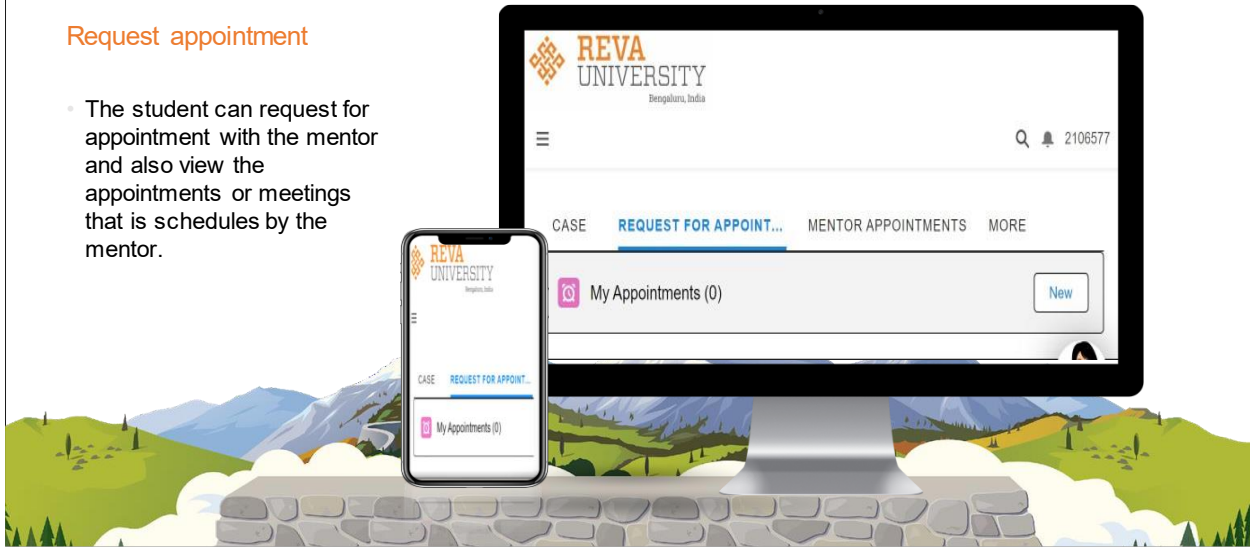
# Mentorship

## Request appointment

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



Registrar
REVA University
Bengaluru - 560 064
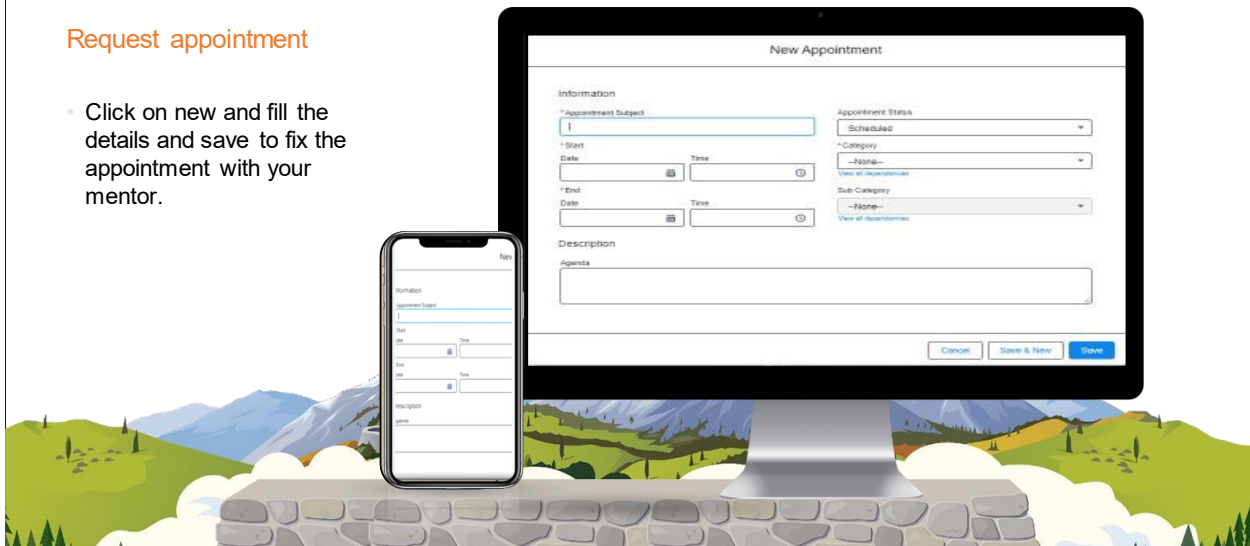
# Mentorship

## Know your schedule

- Calendar displays the scheduled meeting and events
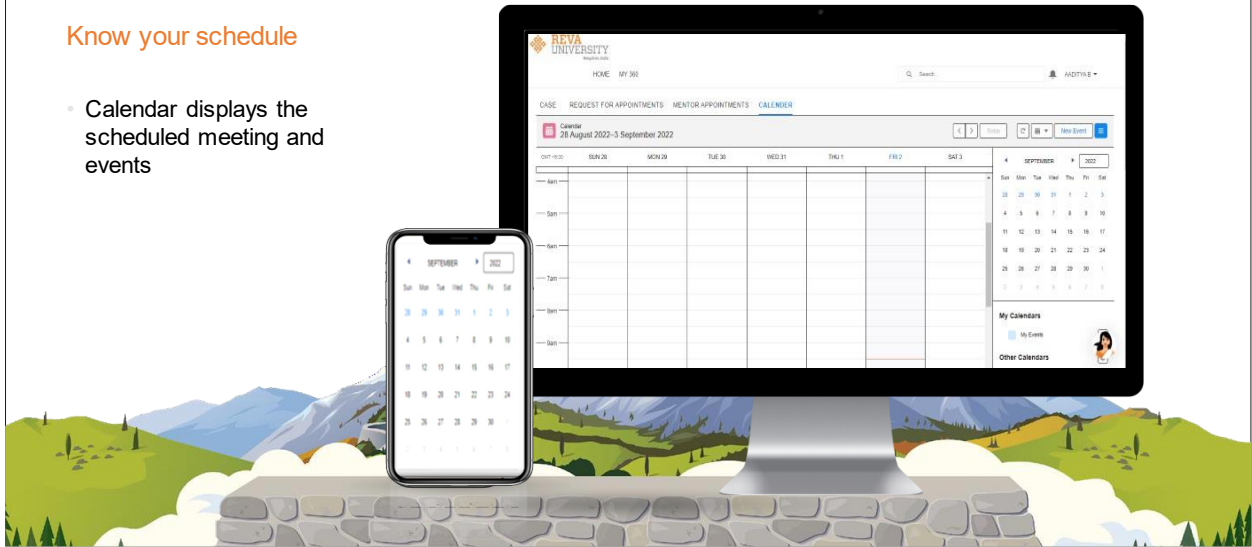


# Case management

## 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.



Registrar
REVA University
Bengaluru - 560 064
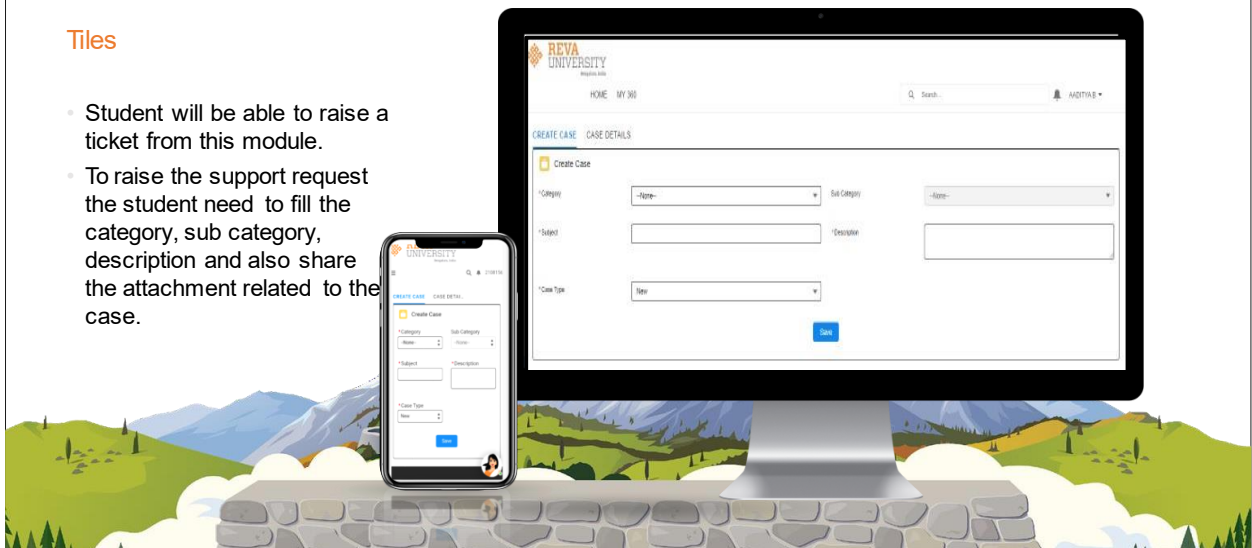
# Case management

## Request support

- The case will be assigned and addressed by the concerned person.
- Ones 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
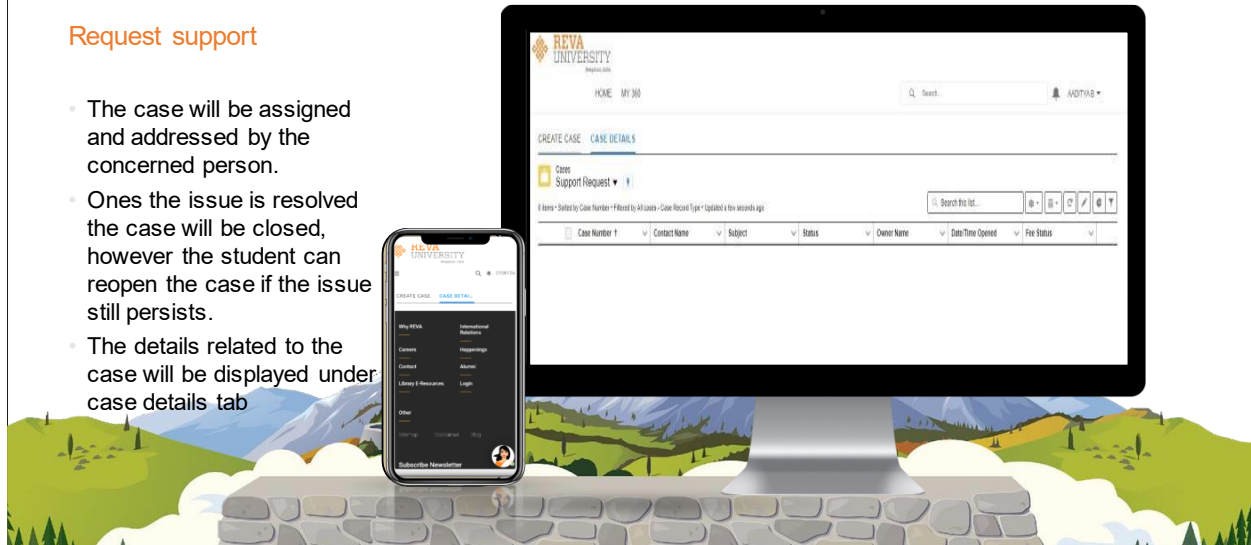


# Survey

## Feedback

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



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# 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
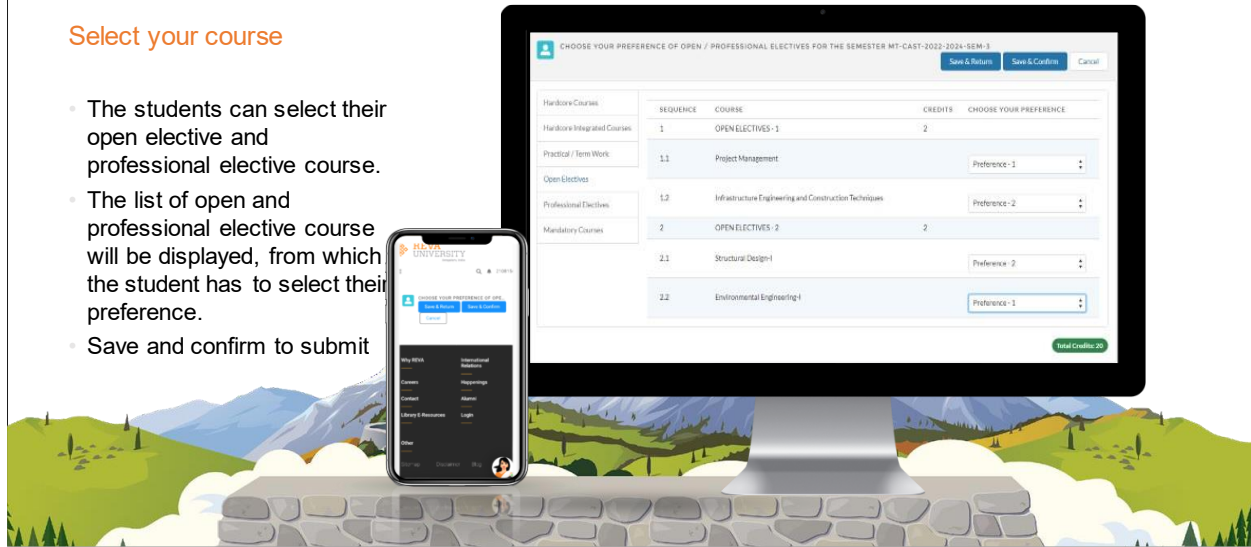


# Assessment

## 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.





**Employee Details:**

This is the Section which will display all the information about yourself. In My Info under the Employee Details, details of Employee like Information, Personal Info, Identity Info, Address Info, Bank Details, Emergency Contact are displayed as shown below:

Here the employee will be able to enter/view their **Family Details, Qualifications Details, Employment Details** and **Publication Details**.
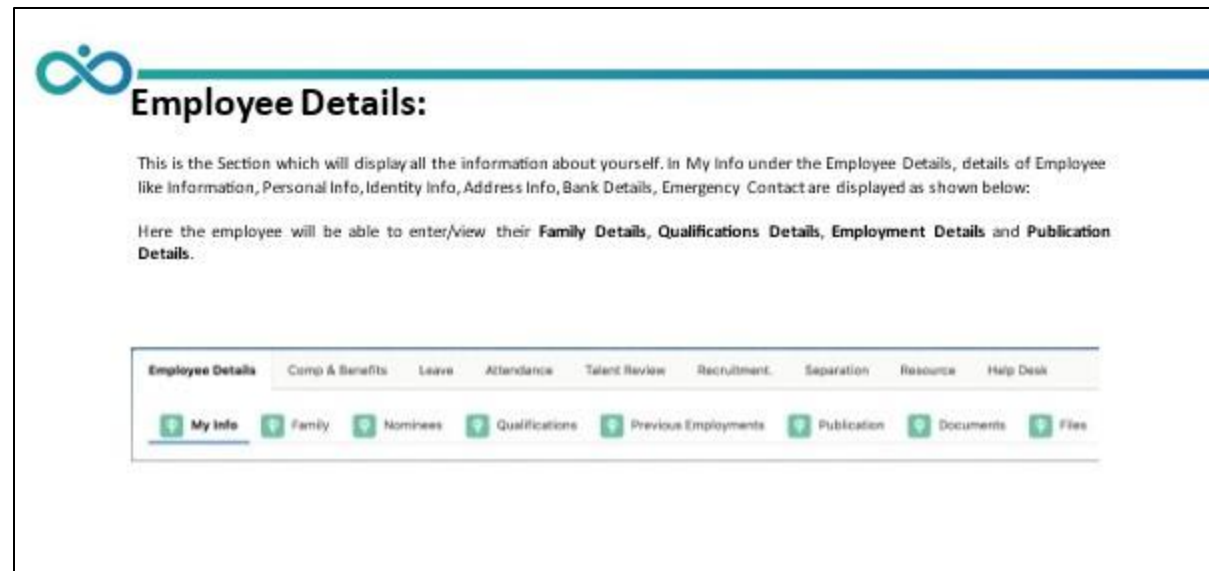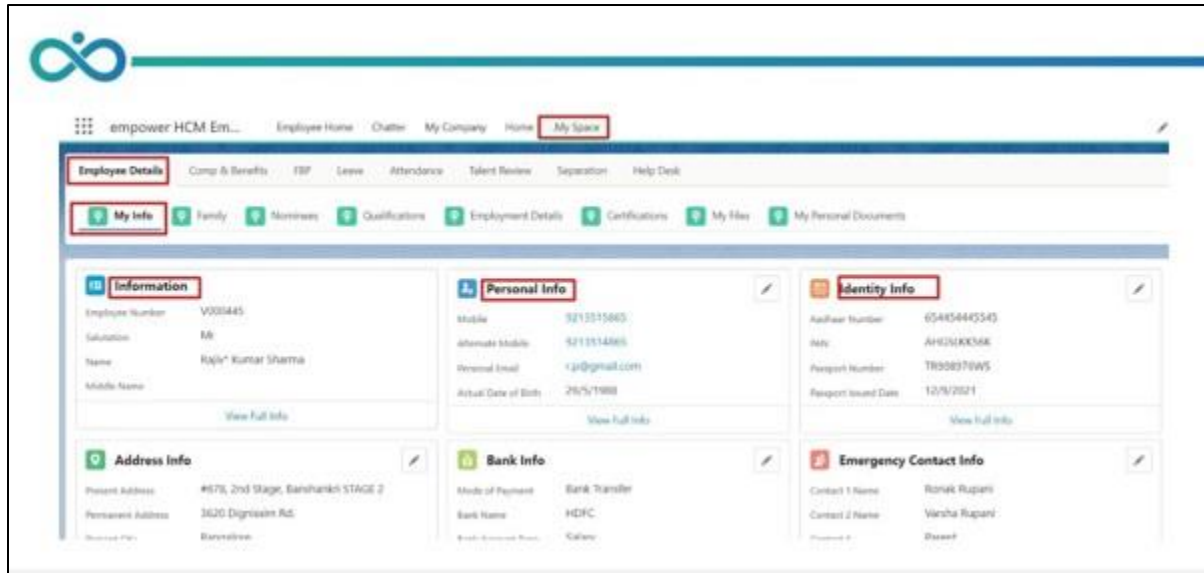
**Comp and Benefits**

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.



**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

**Space Basic - Hostel**

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

spacebasic

# Mess Manager

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

spacebasic
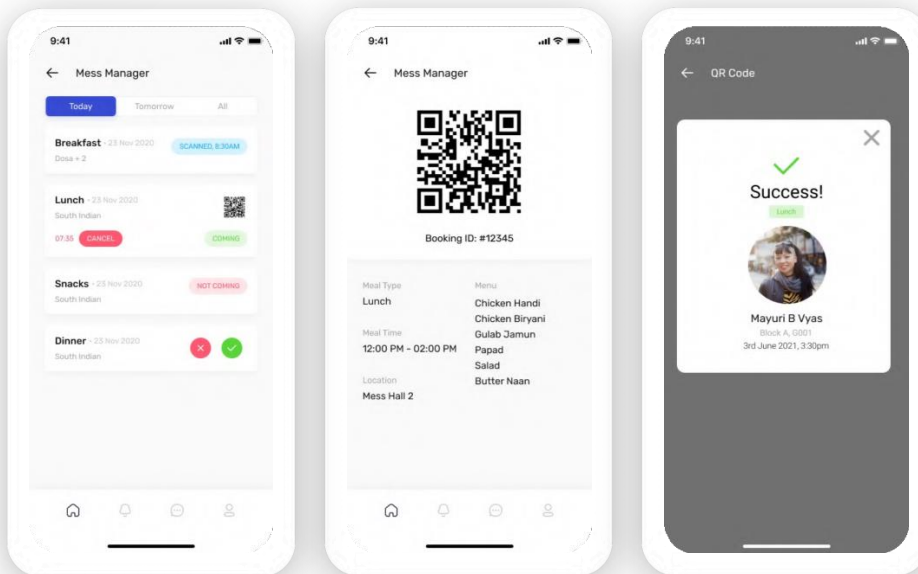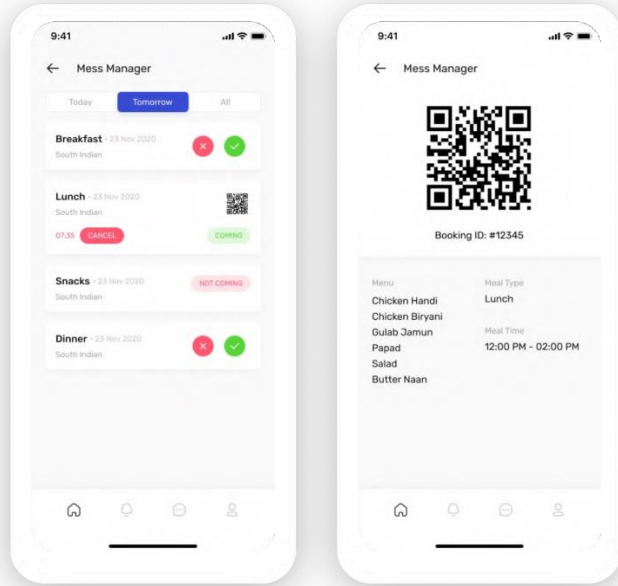
**Mess Manager**

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

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![spacebasic logo]
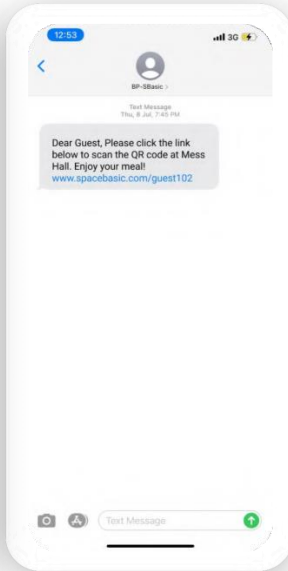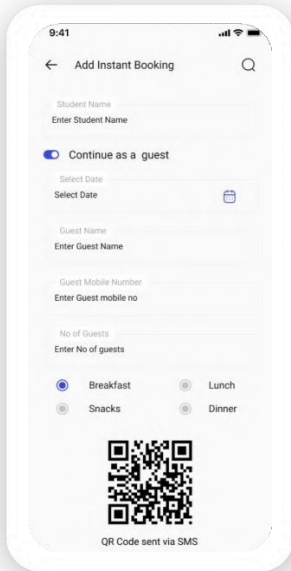
# Mess Manager

## 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.

![spacebasic logo]

# Student Check-in, Checkout

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

**spacebasic**
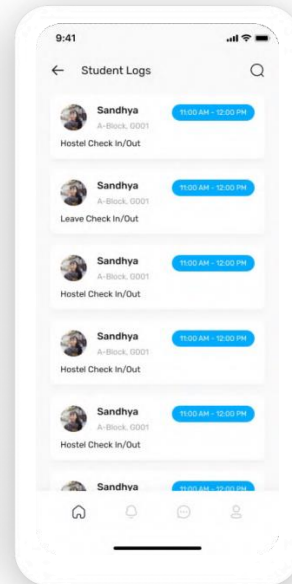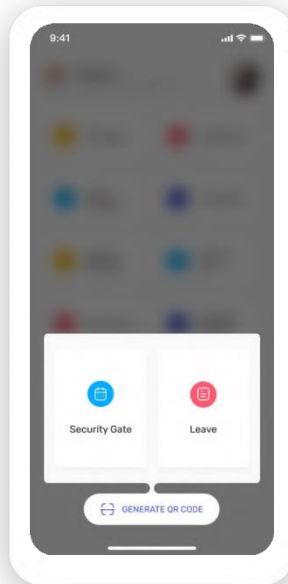
# Maintenance Requests

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

*Integrates with WhatsApp, Sms and Email*
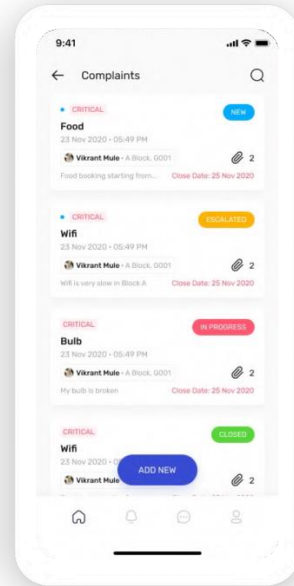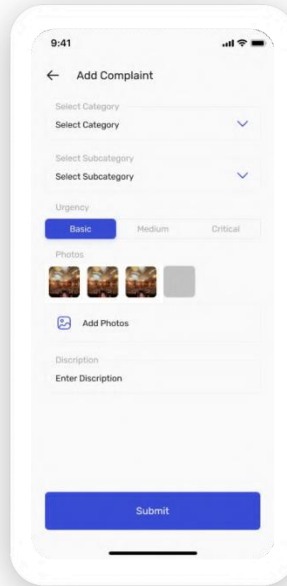
# Leave Application & Permissions

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

*Integrates with WhatsApp, Sms and IVR calls*

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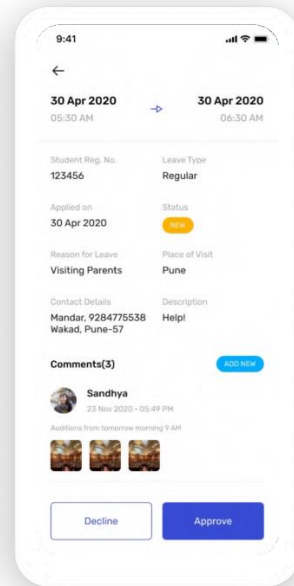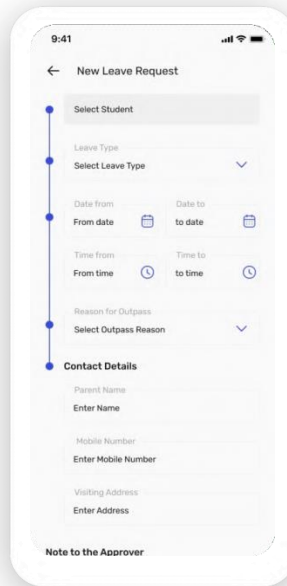
# Daily Attendance

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

*Integrates with WhatsApp, Sms and Email*
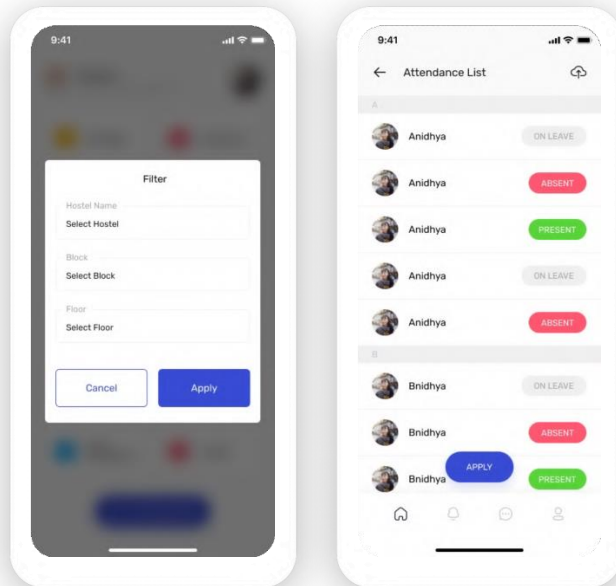
# Payment Tracker

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

*Integrates with WhatsApp, Sms and Email*
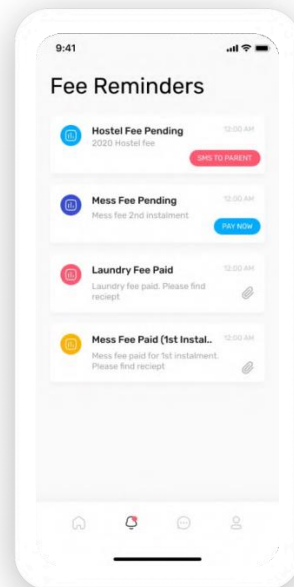
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# Login to Salesforce From REVA Website
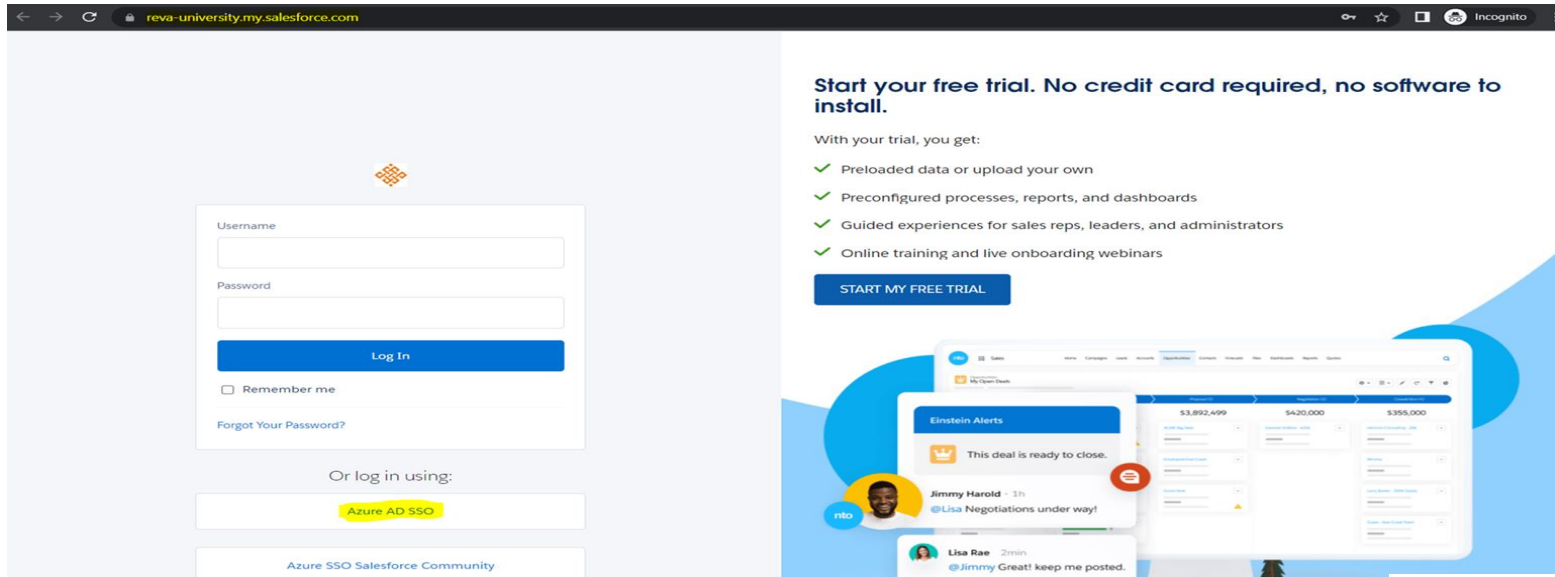
- To login to Salesforce visit the Reva Website (https://www.reva.edu.in).

- On the right hand side, Click on "SLCM".

# Login to Salesforce From REVA Website

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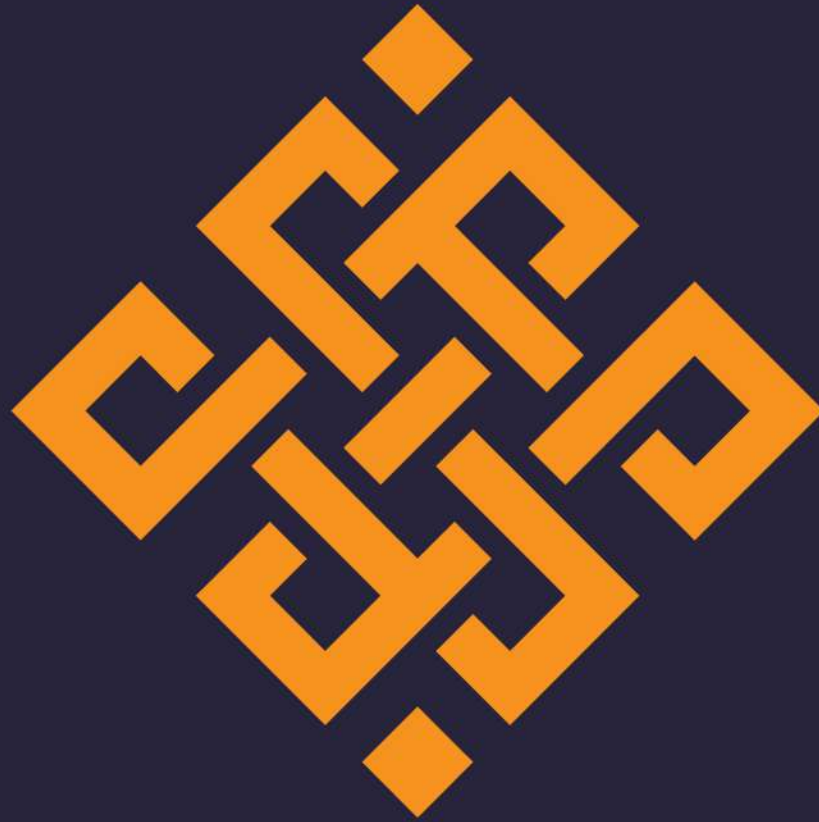
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