

# Employee Manual

Your guide to the employee portal: leave, attendance, helpdesk tickets, payslips and policies, letters, and the company feed.

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**Version** 1.5

**Updated** 03 September 2026

**Portal** [hrms.xcodefix.com](https://hrms.xcodefix.com)

Screenshots are taken from a demonstration company. Names, addresses and identifiers are fictitious.

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# 1. Welcome

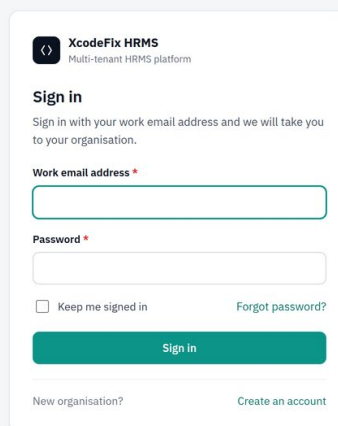
Your company runs its HR on XcodeFix HRMS. This is where you apply for leave, mark and check your attendance, find your payslips and policies, raise a request with IT or HR, and keep your own record up to date. It works in any modern browser, on a laptop or a phone.

This manual walks through every screen you will see. Anything your company has not switched on simply will not appear in your sidebar — so if a section here describes something you cannot find, it has not been enabled for your organisation.

**About the screenshots.** The screens shown here come from a demonstration company, **Northwind Technologies**. The names and data are fictitious; your portal looks the same with your own information in it.

## Activating your account

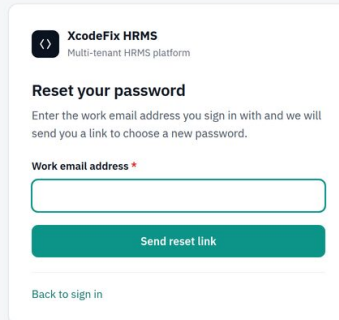
1. You will receive an **invitation email** from your HR team.
2. Click the link. It is single-use and expires, so use it reasonably promptly — if it has lapsed, ask HR to resend it.
3. Set your own password. Nobody at your company, and nobody at XcodeFix, can see it.
4. You are signed in. That is it.

The image shows a sign-in form for XcodeFix HRMS. At the top, there is a logo and the text 'XcodeFix HRMS Multi-tenant HRMS platform'. Below this is the heading 'Sign in' followed by the instruction 'Sign in with your work email address and we will take you to your organisation.' The form contains two input fields: 'Work email address \*' and 'Password \*'. Below the password field, there is a checkbox labeled 'Keep me signed in' and a link 'Forgot password?'. A large green 'Sign in' button is positioned below these options. At the bottom of the form, there are two links: 'New organisation?' and 'Create an account'.

XcodeFix HRMS · Privacy · Terms

The sign-in screen. Use your **work email** and the password you chose.

## If you forget your password



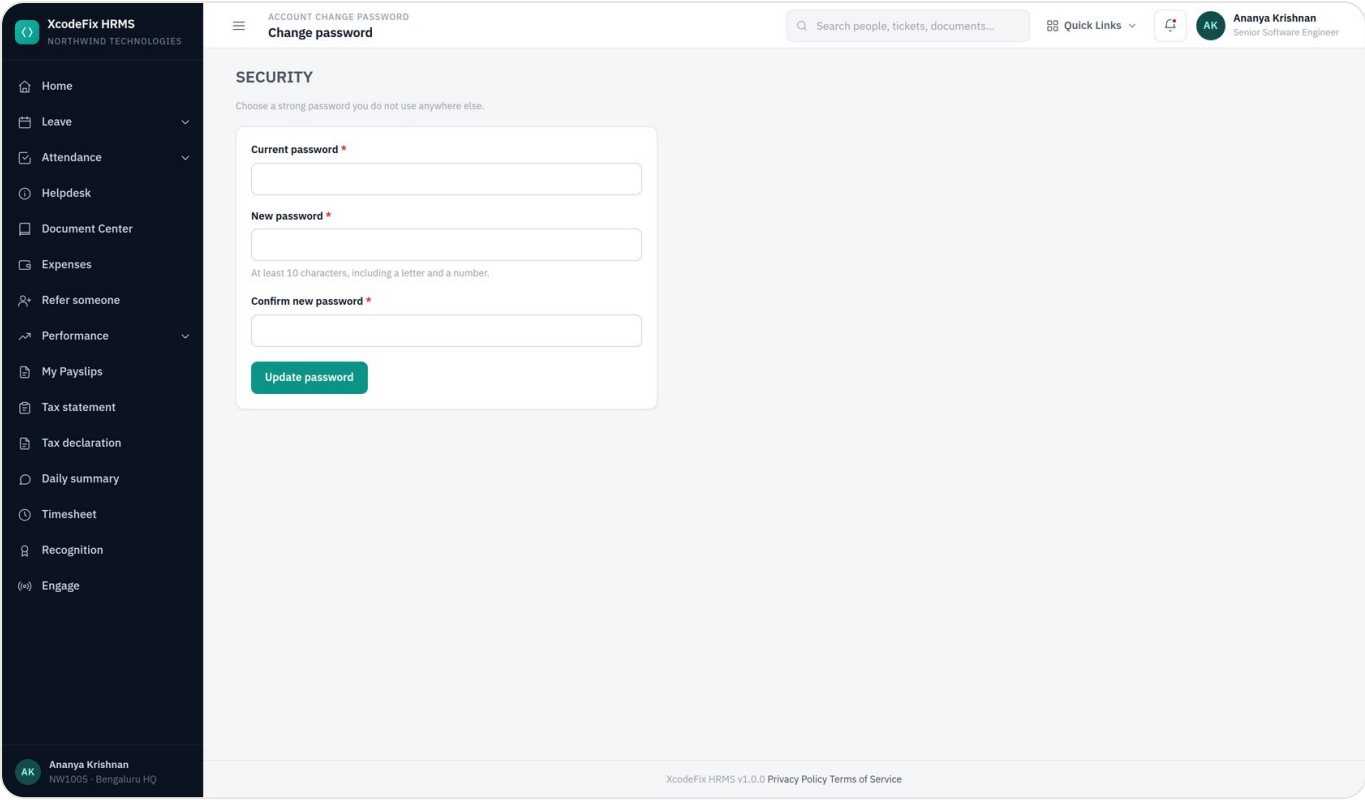
The screenshot shows a web form for resetting a password. At the top left is the XcodeFix HRMS logo and the text 'Multi-tenant HRMS platform'. The main heading is 'Reset your password'. Below this is a paragraph: 'Enter the work email address you sign in with and we will send you a link to choose a new password.' The form has a label 'Work email address \*' followed by a text input field. Below the input field is a teal button labeled 'Send reset link'. At the bottom left of the form is a link 'Back to sign in'.

[XcodeFix HRMS](#) · [Privacy](#) · [Terms](#)

Choose **Forgot password** on the sign-in screen.

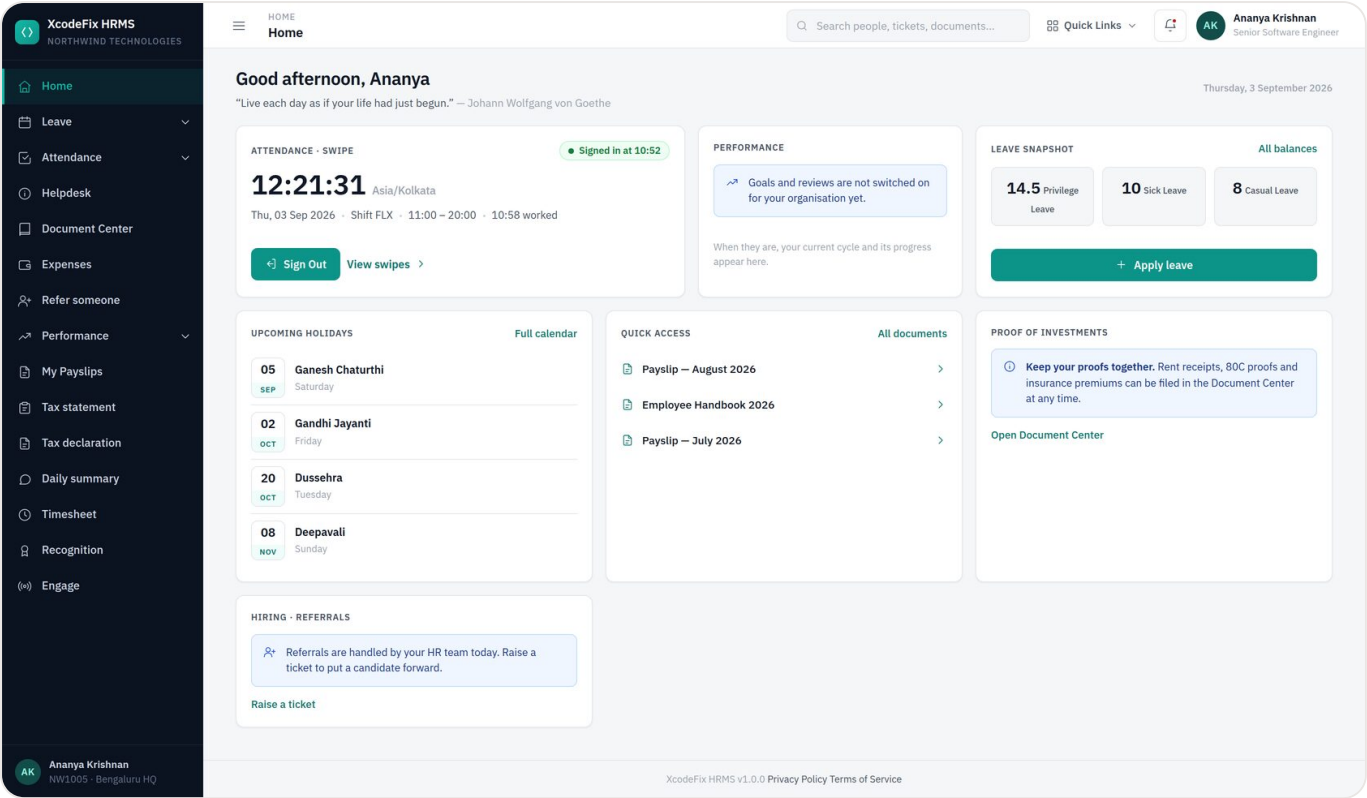
Enter your work email and you will get a reset link. It works once and expires after a short while. For security, the screen gives the same confirmation whether or not the address is registered.

# Changing your password



Your name, top right → **Change password.**

## 2. Finding your way around



The home screen. Everything you need on a normal day is one click from here.

| WHERE                | WHAT IT IS FOR                                                            |
|----------------------|---------------------------------------------------------------------------|
| Left sidebar         | The modules your company uses. Leave and Attendance expand into sub-pages |
| Search, top          | Finds people, tickets and documents from anywhere                         |
| Quick Links          | A shortcut menu to the things you use most                                |
| Bell icon            | Notifications. A dot means something new                                  |
| Your name, top right | Your profile, change password and sign out                                |

### The home screen, card by card

- **Attendance · Swipe** — a live clock, today's shift, hours worked so far, and the **Sign In / Sign Out** button.
- **Leave snapshot** — days available in each leave type, and a shortcut to apply.
- **Upcoming holidays** — the next few dates from your holiday calendar.
- **Quick access** — your latest payslip and the documents people open most.
- **Proof of investments** and **Hiring · Referrals** — pointers to where those are handled.

## 3. My Information

Your own record, in five tabs. Reach it from your name in the top right, or from the sidebar.

### Personal

The screenshot shows the 'My Information' page in the XcodeFix HRMS system. The page is divided into a sidebar, a top header, and a main content area. The sidebar on the left contains navigation links: Home, Leave, Attendance, Helpdesk, Document Center, Expenses, Refer someone, Performance, My Payslips, Tax statement, Tax declaration, Daily summary, Timesheet, Recognition, and Engage. The top header includes the XcodeFix HRMS logo, a search bar, quick links, and the user's profile (Ananya Krishnan, Senior Software Engineer). The main content area is titled 'My Information' and has five tabs: Personal, Accounts & Statutory, Family, Employment & Job, and Assets. The 'Personal' tab is active, showing a profile card for Ananya Krishnan (NW1005, Senior Software Engineer, Engineering, Bengaluru HQ, Joined 03 Jul 2024) with an 'Active' status. Below the profile card are two sections: 'ON RECORD' and 'CONTACT & EMERGENCY'. The 'ON RECORD' section displays personal details: Full Name (Ananya Krishnan), Employee Code (NW1005), Work Email (ananya.krishnan@northwind-demo.example), Date of Birth (30 Nov 1992), and Gender (Female). The 'CONTACT & EMERGENCY' section contains fields for Personal email, Mobile number, Marital status, Blood group, Address line 1, Address line 2, City, State, Postal code, and Country. Below these is the 'EMERGENCY CONTACT' section with fields for Name, Phone, and Relationship. A 'Save changes' button is at the bottom of the form.

**ON RECORD**

FULL NAME  
Ananya Krishnan

EMPLOYEE CODE  
NW1005

WORK EMAIL  
ananya.krishnan@northwind-demo.example

DATE OF BIRTH  
30 Nov 1992

GENDER  
Female

Ask your HR team to change anything in this list.

**CONTACT & EMERGENCY**

Personal email: ananya.krishnan@personalmail.example

Mobile number: +91 9429929938

Marital status: Single

Blood group: B+

Address line 1: Flat 431, Sunrise Residency

Address line 2: HSR Layout Sector 7

City: Bengaluru

State: Karnataka

Postal code: 560194

Country: India

**EMERGENCY CONTACT**

Name: Suresh Krishnan

Phone: +91 9376701792

Relationship: Father

Save changes

The **Personal** tab is the one you can edit yourself.

Keep your address, mobile number, personal email, blood group and emergency contact current — this is what your company uses if something goes wrong. Change what you need and save.

## Accounts & Statutory

The screenshot shows the 'Accounts & Statutory' section of the XcodeFix HRMS interface for user Ananya Krishnan. The page is titled 'HOME ACCOUNTS & STATUTORY My Information'. The left sidebar contains navigation links: Home, Leave, Attendance, Helpdesk, Document Center, Expenses, Refer someone, Performance, My Payslips, Tax statement, Tax declaration, Daily summary, Timesheet, Recognition, and Engage. The main content area has tabs for Personal, Accounts & Statutory (selected), Family, Employment & Job, and Assets. Under the 'Accounts & Statutory' tab, there is a profile card for Ananya Krishnan (Senior Software Engineer, Bengaluru HQ, Joined 03 Jul 2024) with an 'Active' status. Below this, the 'STATUTORY IDENTIFIERS' section displays PAN (\*\*\*\*246K), AADHAAR (\*\*\*\*\*2159), and BANK ACCOUNT (\*\*\*\*\*8242). The 'PAYROLL ACCOUNTS' section displays BANK (HDFC Bank), PF NUMBER (KN/BNG/62745/531), IFSC (HDFC0001234), UAN (944479938539), and EST NUMBER (8906475613). A blue box with a lock icon states: 'These are stored encrypted. Only the last four characters are ever shown – contact HR to correct one.' The footer includes 'XcodeFix HRMS v1.0.0 Privacy Policy Terms of Service'.

**STATUTORY IDENTIFIERS**

|              |           |
|--------------|-----------|
| PAN          | AADHAAR   |
| ****246K     | *****2159 |
| BANK ACCOUNT |           |
| *****8242    |           |

These are stored encrypted. Only the last four characters are ever shown – contact HR to correct one.

**PAYROLL ACCOUNTS**

|                  |              |
|------------------|--------------|
| BANK             | IFSC         |
| HDFC Bank        | HDFC0001234  |
| PF NUMBER        | UAN          |
| KN/BNG/62745/531 | 944479938539 |
| EST NUMBER       |              |
| 8906475613       |              |

PAN, Aadhaar and bank details, shown as the last four characters only.

These are stored encrypted and are deliberately read-only. If something is wrong, raise a helpdesk ticket under HR & Policy or Payroll and HR will correct it — a wrong bank account or PAN is worth fixing before the next payroll run.

## Family

XcodeFix HRMS  
NORTHWIND TECHNOLOGIES

Home

Leave

Attendance

Helpdesk

Document Center

Expenses

Refer someone

Performance

My Payslips

Tax statement

Tax declaration

Daily summary

Timesheet

Recognition

Engage

Ananya Krishnan  
NW1005 - Bengaluru HQ

HOME FAMILY  
My Information

Search people, tickets, documents...

Quick Links

Ananya Krishnan  
Senior Software Engineer

Personal

Accounts & Statutory

Family

Employment & Job

Assets

AK

Ananya Krishnan

NW1005 - Senior Software Engineer - Engineering - Bengaluru HQ - Joined 03 Jul 2024

Active

FAMILY & DEPENDANTS

| NAME            | RELATIONSHIP | DATE OF BIRTH | DEPENDANT | PHONE          |
|-----------------|--------------|---------------|-----------|----------------|
| Suresh Krishnan | Father       | 14 Mar 1958   | Yes       | +91 9351462343 |
| Latha Krishnan  | Mother       | 21 Jul 1962   | Yes       | +91 9692742380 |

XcodeFix HRMS v1.0.0 Privacy Policy Terms of Service

Family members and dependants, used for insurance and benefits.

## Employment & Job

XcodeFix HRMS  
NORTHWIND TECHNOLOGIES

Home

Leave

Attendance

Helpdesk

Document Center

Expenses

Refer someone

Performance

My Payslips

Tax statement

Tax declaration

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Engage

Ananya Krishnan  
NW1005 - Bengaluru HQ

HOME EMPLOYMENT & JOB  
My Information

Search people, tickets, documents...

Quick Links

Ananya Krishnan  
Senior Software Engineer

Personal

Accounts & Statutory

Family

Employment & Job

Assets

AK

Ananya Krishnan

NW1005 - Senior Software Engineer - Engineering - Bengaluru HQ - Joined 03 Jul 2024

Active

Jump to: [Current Position](#) | [Previous Employment](#)

CURRENT POSITION

DEPARTMENT

Engineering

DEPARTMENT HEAD

Kavita Menon

DESIGNATION

Senior Software Engineer

HOLIDAY LIST

India Holidays 2026

LOCATION

Bengaluru HQ

REPORTING TO

Rohit Deshmukh

SHIFT

11:00–20:00 (FLX)

EMPLOYMENT TYPE

Full Time

PROBATION

Confirmed 03 Jan 2025

Confirmed

EMPLOYMENT HISTORY

Northwind Technologies

Senior Software Engineer - Jul 2024 - Present - Bengaluru HQ

Flipkart Internet

Software Engineer II - Sep 2019 - Oct 2023 - Bengaluru

Infosys Limited

Software Engineer - Jul 2015 - Aug 2019 - Bengaluru

INTERNAL MOVES

Senior Software Engineer

Engineering - Bengaluru HQ - Promotion - from Jan 2026

Your joining date, department, designation, location, shift and reporting manager, plus your history of internal moves and previous employment.

The **Reports to** name here is the person who will receive your leave applications and attendance corrections. If it is blank or wrong, tell HR.

Assets

XcodeFix HRMS  
NORTHWIND TECHNOLOGIES

Home

Leave

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My Payslips

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AK

Ananya Krishnan  
NW1005 - Bengaluru HQ

HOME ASSETS

My Information

Search people, tickets, documents...

Quick Links

AK

Ananya Krishnan  
Senior Software Engineer

Personal

Accounts & Statutory

Family

Employment & Job

Assets

AK

Ananya Krishnan  
NW1005 - Senior Software Engineer - Engineering - Bengaluru HQ - Joined 03 Jul 2024

Active

ASSETS ISSUED TO YOU

| ASSET                    | TAG         | SERIAL       | ISSUED      | RETURNED |
|--------------------------|-------------|--------------|-------------|----------|
| Dell U2723QE 27" Monitor | NW-MON-0311 | CN0F8YMH-QC  | 03 Jul 2024 | With you |
| MacBook Pro 14" Laptop   | NW-LAP-0142 | C02XK1WP3GH5 | 03 Jul 2024 | With you |

XcodeFix HRMS v1.0.0

Privacy Policy

Terms of Service

Company equipment issued to you, with tags and issue dates. Useful at exit clearance.

## 4. Leave

### 4.1 Applying

**Leave Apply**  
Request time off and track what you have already asked for

Apply Pending 1 History

Leave is earned by you and granted by your employer. Apply in advance so your manager can plan cover.

**Leave type \***  
Privilege Leave

**Contact details**  
+91 9429929938

The panel on the right shows the balance for the highlighted type.

**From date \***  
09/03/2026 Session 1 (first half)

**To date \***  
09/03/2026 Session 2 (second half)

**APPLYING TO**  
Rohit Deshmukh

**CC to**  
name@company.com, ...

**Reason**  
A short note for your approver...

**Attachment**  
Choose File | No file chosen

PDF, DOC, XLS, PNG or JPG - up to 5 MB.

Submit request Reset

**PRIVILEGE LEAVE BALANCE**  
14.5 days available

**Granted**  
13.5

**Carried forward**  
6

**Consumed**  
0

**Awaiting approval**  
5 days

**EVERY TYPE - 2026**

**Privilege Leave**  
14.5

**Sick Leave**  
10

**Casual Leave**  
8

**Maternity Leave**  
182

**Comp Off**  
0

**Loss Of Pay**  
0

**POLICY NOTES**  
Privilege Leave accrues at 1.5 days per month.  
Half days are allowed — choose the session on either end.  
Maximum 15 days per application.  
Apply at least 3 day(s) in advance.  
Up to 12 days carry into next year.

**Leave** → **Leave Apply**. The panel on the right shows the balance and rules for the type you have chosen.

1. Choose the **leave type**. The right-hand panel immediately updates with your balance for it, and the policy notes underneath tell you the rules — how it accrues, the maximum in one go, how much notice is expected, whether half days are allowed.
2. Set the **from** and **to** dates. Each end has a **session**: session 1 is the first half of the day, session 2 the second. For a full day leave session 1 on the start and session 2 on the end; for a half day, pick the half you are taking on both ends.
3. Check **Applying to** — that is your approver.
4. Add **contact details** so your team can reach you, and **CC** anyone else who should know.
5. Write a short **reason**. Your approver sees it, so make it useful.
6. Attach a file if the type requires one — a medical certificate, for example. PDF, DOC, XLS, PNG or JPG, up to 5 MB.
7. **Submit request**. Your approver is emailed and the days move to "awaiting approval" in your balance straight away.

**Balances are reserved while a request is pending.** Days you have applied for are held back from your available balance so you cannot accidentally spend them twice. If the request is rejected or you cancel it, they come straight back.

## 4.2 Pending requests

The screenshot displays the 'Leave Apply' section of the XcodeFix HRMS interface. The left sidebar contains navigation links: Home, Leave, Attendance, Helpdesk, Document Center, Expenses, Refer someone, Performance, My Payslips, Tax statement, Tax declaration, Daily summary, Timesheet, Recognition, and Engage. The top navigation bar includes 'HOME LEAVE LEAVE APPLY' and 'Leave Apply'. A search bar and 'Quick Links' are also present. The user profile 'Ananya Krishnan, Senior Software Engineer' is shown in the top right. The main content area is titled 'Leave Apply' with the subtitle 'Request time off and track what you have already asked for'. It features tabs for 'Apply', 'Pending 1', and 'History'. The 'Pending' tab is active, showing a table under the heading 'AWAITING A DECISION'. The table has columns for TYPE, DATES, DAYS, APPLIED, APPROVER, and STATUS. A single row is visible for a 'Privilege Leave' from '12 Sep 2026 - 16 Sep 2026' for 5 days, applied on '06 Sep 2026' by 'Rohit Deshmukh'. The status is 'Pending', and there is a 'Withdraw' button next to it. The bottom of the page shows the user's name and location, and the version 'XcodeFix HRMS v1.0.0' with links to 'Privacy Policy' and 'Terms of Service'.

| TYPE            | DATES                     | DAYS | APPLIED     | APPROVER       | STATUS  |
|-----------------|---------------------------|------|-------------|----------------|---------|
| Privilege Leave | 12 Sep 2026 – 16 Sep 2026 | 5    | 06 Sep 2026 | Rohit Deshmukh | Pending |

The **Pending** tab: anything still awaiting a decision. You can withdraw a request from here.

## 4.3 History

The screenshot displays the 'Leave Apply' section of the XcodeFix HRMS system. The left sidebar contains navigation links: Home, Leave, Attendance, Helpdesk, Document Center, Expenses, Refer someone, Performance, My Payslips, Tax statement, Tax declaration, Daily summary, Timesheet, Recognition, and Engage. The main content area is titled 'Leave Apply' with a subtitle 'Request time off and track what you have already asked for'. It includes tabs for 'Apply', 'Pending 1', and 'History'. The 'History' tab is active, showing a table of 'DECIDED REQUESTS'.

| TYPE       | DATES                     | DAYS | APPLIED     | APPROVER       | STATUS   |
|------------|---------------------------|------|-------------|----------------|----------|
| Sick Leave | 31 Jul 2026 – 01 Aug 2026 | 2    | 25 Jul 2026 | Rohit Deshmukh | Approved |

At the bottom of the page, there is a footer with the text 'XcodeFix HRMS v1.0.0 Privacy Policy Terms of Service'.

The **History** tab: every request you have made, with the decision and any note from your approver.

To cancel leave that has already been approved, raise a cancellation from here. It goes back through your approver, and the days return to your balance once it is agreed.

4.4 Balances

XcodeFix HRMS  
NORTHWIND TECHNOLOGIES

Home

Leave

Leave Apply

Leave Balances

Comp Off

Encashment

Leave Calendar

Holiday Calendar

Attendance

Helpdesk

Document Center

Expenses

Refer someone

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My Payslips

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AK  
Ananya Krishnan  
NW1005 - Bengaluru HQ

HOME LEAVE LEAVE BALANCES

Leave Balances

Search people, tickets, documents...

Quick Links

AK  
Ananya Krishnan  
Senior Software Engineer

2026

Show

+ Apply Leave

PRIVILEGE LEAVE

14.5 days available

Granted 19.5 - 0 consumed - 5 pending

View details

SICK LEAVE

10 days available

Granted 12 - 2 consumed - 0 pending

View details

CASUAL LEAVE

8 days available

Granted 8 - 0 consumed - 0 pending

View details

MATERNITY LEAVE

182 days available

Granted 182 - 0 consumed - 0 pending

View details

COMP OFF

0 days available

Granted 0 - 0 consumed - 0 pending

View details

LOSS OF PAY

0 days available

Granted 0 - 0 consumed - 0 pending

View details

BREAKDOWN - 2026

| LEAVE TYPE      | GRANTED | CARRIED FORWARD | ADJUSTMENTS | CONSUMED | PENDING | AVAILABLE |
|-----------------|---------|-----------------|-------------|----------|---------|-----------|
| Privilege Leave | 13.5    | 6               | 0           | 0        | 5       | 14.5      |
| Sick Leave      | 12      | 0               | 0           | 2        | 0       | 10        |
| Casual Leave    | 8       | 0               | 0           | 0        | 0       | 8         |
| Maternity Leave | 182     | 0               | 0           | 0        | 0       | 182       |
| Comp Off        | 0       | 0               | 0           | 0        | 0       | 0         |
| Loss Of Pay     | 0       | 0               | 0           | 0        | 0       | 0         |

XcodeFix HRMS v1.0.0 Privacy Policy Terms of Service

Leave → Leave Balances. Every type, for the current calendar year.

| COLUMN            | MEANS                                     |
|-------------------|-------------------------------------------|
| Granted           | Entitlement earned so far this year       |
| Carried forward   | Unused days brought in from last year     |
| Consumed          | Days already taken and approved           |
| Awaiting approval | Days held for requests still pending      |
| Available         | What you can actually apply for right now |

XcodeFix HRMS  
Northwind Technologies

Home

Leave

Leave Apply

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HOME LEAVE LEAVE BALANCES PRIVILEGE LEAVE  
**Privilege Leave ledger**

2026

Show

All balances

+ Apply

POSITION TODAY

14.5 days available

Granted

13.5

Carried forward

6

Adjustments

0

Consumed

0

Awaiting approval

5

TRANSACTIONS

| DATE        | MOVEMENT        | DAYS  | NOTE                      |
|-------------|-----------------|-------|---------------------------|
| 01 Jan 2026 | Carried forward | +6    | Carried forward from 2025 |
| 01 Jan 2026 | Monthly accrual | +13.5 | Monthly accrual to date   |

XcodeFix HRMS v1.0.0
Privacy Policy
Terms of Service

Open a type to see the full ledger — every accrual, carry-forward and deduction, dated.

#### 4.5 Comp off – claiming a worked holiday back

XcodeFix HRMS  
NORTHWIND TECHNOLOGIES

Home

Leave

- Leave Apply
- Leave Balances
- Comp Off
- Encashment
- Leave Calendar
- Holiday Calendar

Attendance

Helpdesk

Document Center

Engage

Ananya Krishnan  
NW1005 - Bengaluru HQ

LEAVE COMP OFF  
**Comp Off**

Search people, tickets, documents...

Quick Links

AK Ananya Krishnan  
Senior Software Engineer

Comp Off

Claim back a holiday or weekly off you worked

Worked on a holiday or your weekly off? Claim it here. Once your approver agrees, the day is credited to your **Comp Off** balance and can be applied for like any other leave.

YOUR CLAIMS

| DAY WORKED  | CREDIT | REASON                                                                | APPROVER       | STATUS   |
|-------------|--------|-----------------------------------------------------------------------|----------------|----------|
| 29 Aug 2026 | 1      | Production incident on the invoice service, worked the full Saturday. | Rohit Deshmukh | Approved |

CLAIM A DAY

Day you worked \*

mm/dd/yyyy

Must be a holiday or a weekly off.

I worked half the day

What did you work on? \*

A short note for your approver...

Send claim

XcodeFix HRMS v1.0.0 Privacy Policy Terms of Service

**Leave → Comp Off.** Days you worked that were not working days are suggested for you.

Worked on a holiday or your weekly off? Claim the day back here. Once your approver agrees it is credited to your comp off balance and can be applied for like any other leave.

1. Pick the **day you worked**. The chips above the field are non-working days in the last 90 with hours recorded against them — one click fills the date in.
2. Tick **I worked half the day** if that is what happened; you get half a day back.
3. Say **what you worked on**. Your approver sees it, so make it worth reading.
4. **Send claim**. It goes to your manager.

**One claim per day.** A day can only be banked once, cannot be claimed before you have worked it, and has to be a holiday or a weekly off — a normal working day is not comp off.

## 4.6 Encashment — cashing leave in

**Leave Encashment**  
Cash in leave you will not use

Approved days come off your balance and are passed to payroll to be paid with your salary. What they are worth is set by your company, not shown here.

**WHAT YOU CAN CASH IN**

**8.5**  
Privilege Leave available : 5 already committed

**YOUR REQUESTS**

| LEAVE TYPE      | DAYS | YEAR | AMOUNT | STATUS   |
|-----------------|------|------|--------|----------|
| Privilege Leave | 5    | 2026 | —      | Approved |

**REQUEST ENCASHMENT**

**Leave type \***  
Choose a type

**Days to cash in \***  
Cannot exceed what you have available.

**Note**

**Send request**

**Leave → Encashment.** Only types your company allows to be cashed in appear here.

Days you will not use can sometimes be paid out instead. Choose the type, say how many days, and send it for approval. Approved days come off your balance and go to payroll to be paid with your salary.

You cannot ask for more than you have, and your company may cap how many days a year may be cashed in — the screen tells you what is available and what you have already committed. What the days are worth is set by your company and is not shown here.

4.7 Leave calendar

XcodeFix HRMS  
NORTHWIND TECHNOLOGIES

Home

Leave

Leave Apply

Leave Balances

Comp Off

Encashment

Leave Calendar

Holiday Calendar

Attendance

Helpdesk

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Refer someone

Performance

My Payslips

Tax statement

Tax declaration

Daily summary

Timesheet

Recognition

Engage

HOME LEAVE LEAVE CALENDAR

Leave Calendar

Who is off and when, across your circle

September 2026

| MON                   | TUE                   | WED                   | THU         | FRI | SAT                    | SUN                   |
|-----------------------|-----------------------|-----------------------|-------------|-----|------------------------|-----------------------|
| 31                    | 01                    | 02                    | 03<br>Today | 04  | 05<br>Ganesh Chaturthi | 06<br>Weekly off      |
| 07                    | 08                    | 09                    | 10          | 11  | 12<br>Ananya Krishnan  | 13<br>Ananya Krishnan |
| 14<br>Ananya Krishnan | 15<br>Ananya Krishnan | 16<br>Ananya Krishnan | 17          | 18  | 19<br>Weekly off       | 20<br>Weekly off      |
| 21                    | 22                    | 23                    | 24          | 25  | 26<br>Weekly off       | 27<br>Weekly off      |
| 28                    | 29                    | 30                    | 01          | 02  | 03                     | 04                    |

On leave

General holiday

Restricted holiday

LEAVE TRANSACTIONS - SEP 2026

Ananya Krishnan

5 days - 12 Sep - 16 Sep - Privilege Leave

Pending

1 transaction(s) - Your team

XcodeFix HRMS v1.0.0

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Leave → Leave Calendar. Who in your circle is off, and when.

Worth a look before you plan anything — it is much easier to get leave approved when you have not picked the same week as everyone else on your team.

## 4.8 Holiday calendar

The screenshot displays the 'Holiday Calendar' in the XcodeFix HRMS system. The interface is for the year 2026, showing a grid of months from January to December. Each month card lists the number of holidays and specific dates. Holidays are categorized as 'General holiday' or 'Restricted' (RH). The user, Ananya Krishnan, is logged in. The sidebar on the left contains navigation links for Home, Leave, Attendance, Helpdesk, Document Center, Expenses, Refer someone, Performance, My Payslips, Tax statement, Tax declaration, Daily summary, Timesheet, Recognition, and Engage. The main content area shows the 'Holiday Calendar' for 'India Holidays 2026 - 2026'. It has tabs for 'General holiday' and 'Restricted' (selected). The calendar grid shows holidays for each month, with some marked as 'Restricted' (RH).

| Month     | Holidays                                                               |
|-----------|------------------------------------------------------------------------|
| January   | 01 New Year's Day (General holiday), 26 Republic Day (General holiday) |
| February  | No holidays                                                            |
| March     | 04 Holi (General holiday), 21 Id-ul-Fitr (Restricted)                  |
| April     | 14 Dr. Ambedkar Jayanti (Restricted)                                   |
| May       | 01 Labour Day (General holiday)                                        |
| June      | No holidays                                                            |
| July      | No holidays                                                            |
| August    | 15 Independence Day (General holiday)                                  |
| September | 05 Ganesh Chaturthi (General holiday)                                  |
| October   | 02 Gandhi Jayanti (General holiday), 20 Dussehra (General holiday)     |
| November  | 08 Deepavali (General holiday), 24 Guru Nanak Jayanti (Restricted)     |
| December  | 25 Christmas Day (General holiday)                                     |

Leave → Holiday Calendar. Your company's holidays for the year.

Days marked **restricted** are optional holidays — you pick the ones you want rather than getting all of them. Applying for one works like a leave request and goes to your approver.

## 5. Attendance

### 5.1 Signing in and out

Use the **Sign In** button on the home screen when you start, and **Sign Out** when you finish. The card shows a running total of hours worked. You can sign in and out more than once in a day — a lunch break, an appointment — and every swipe is recorded.

### 5.2 Your attendance record

**Attendance** → **Attendance Info**. A month at a time, with the selected day detailed on the right.

The four tiles across the top summarise the month: average hours, average actual hours (that is, less breaks), penalty days and on-time arrival percentage. The calendar marks each day:

| MARK | MEANING                                                |
|------|--------------------------------------------------------|
| P    | Present                                                |
| ½    | Half day — you worked less than the full-day threshold |
| O    | Weekly off                                             |
| H    | Holiday                                                |
| L    | On approved leave                                      |

Wed, 02 Sep 2026

Present

Shift FLX (Flexible Shift) · 11:00–20:00

First In 11:23  
Last Out 21:23  
Late In 00:08  
Early Out —  
Total Work Hrs 10:00  
Break Hrs 01:00  
Actual Work Hrs 09:00  
Shortfall —  
Excess 01:00

Session details

- ⌚ Session 1 · 11:23–21:23 10:00 hrs

[Request a correction](#)

A day in detail: first in, last out, total and actual hours, late minutes, shortfall and excess, and each session.

## 5.3 Asking for a correction

If a day is wrong — you forgot to swipe, you were at a client site, the kiosk was down — choose **Request a correction** on that day. Enter the times that were actually right and explain why. It goes to your manager for approval.

**XcodeFix HRMS**  
NORTHWIND TECHNOLOGIES

ATTENDANCE MY REGULARIZATIONS  
**My Regularizations**

Search people, tickets, documents... Quick Links AK Ananya Krishnan Senior Software Engineer

**My Regularizations**  
Ask your approver to correct a day's swipes

**NEW REQUEST**

What are you asking for?  
A correction — the recorded times are wrong

Date \*  
mm/dd/yyyy

Open for the last 14 days.

Corrected in time  
--:--

Corrected out time  
--:--

Blank keeps the recorded time. On duty may leave both blank. Leave blank to keep the recorded time.

Where you were  
For an on-duty day — the client, site or event.

Reason \*

Send for approval

**REQUESTS**

| DATE        | KIND       | CORRECTED IN / OUT | REASON                                                       | APPROVER       | STATUS           |
|-------------|------------|--------------------|--------------------------------------------------------------|----------------|------------------|
| 30 Aug 2026 | Correction | 09:25 – 18:40      | Badge did not register on entry — security desk can confirm. | Rohit Deshmukh | Pending Withdraw |

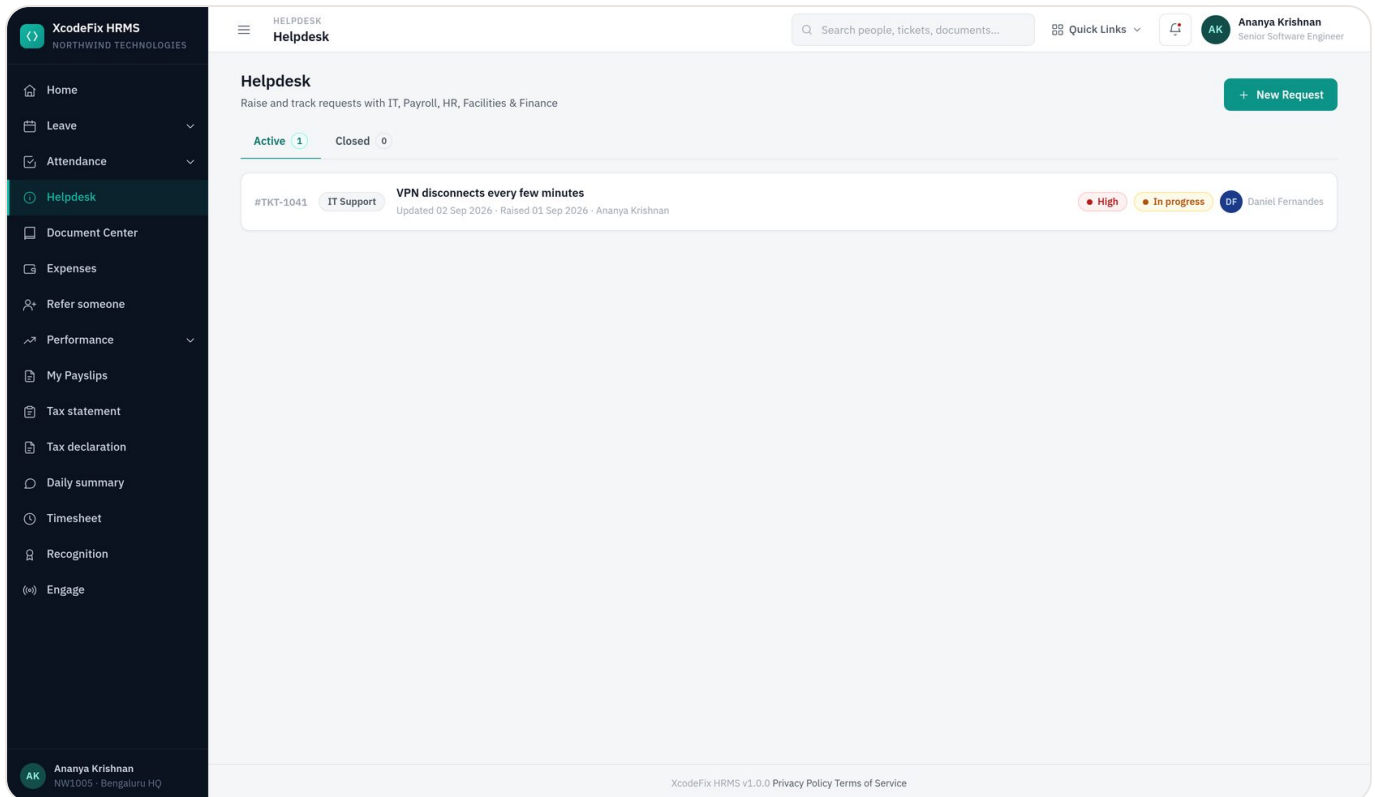
Attendance Info

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Attendance → My Regularizations. Every correction you have asked for and where it stands.

**There is a time limit.** Your company sets how far back a correction may be requested — often around a fortnight. Raise it the same week and you will never hit the limit.

## 6. Helpdesk



**Helpdesk.** Your tickets, open and closed.

This is how you ask IT, HR, Payroll, Finance or Facilities for something and keep a record of it. Raising a ticket beats an email: it goes to whoever actually owns that queue, it does not get lost, and you can see exactly where it stands.

1. Choose **Raise a ticket**.
2. Pick the **category** — this decides who receives it.
3. Set the **priority** honestly. Marking everything high helps nobody.
4. Write a clear **subject**, then describe the problem: what you expected, what happened, and anything you already tried. Attach a screenshot if it helps.
5. CC anyone who should be kept in the loop, and submit.

XcodeFix HRMS  
NORTHWIND TECHNOLOGIES

Home
Leave
Attendance
Helpdesk
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My Payslips
Tax statement
Tax declaration
Daily summary
Timesheet
Recognition
Engage

Ananya Krishnan  
NW1005 · Bengaluru HQ

HELPDESK TKT-1041  
Ticket TKT-1041

Search people, tickets, documents...
Quick Links
Ananya Krishnan  
Senior Software Engineer

#TKT-1041 · VPN disconnects every few minutes  
Raised 01 Sep 2026 by Ananya Krishnan · NW1005

In progress

**Ananya Krishnan** · 01 Sep 2026 11:00

Since the client update on Monday the VPN drops roughly every 10 minutes. Reinstalling the client did not help. Windows 11, office network and home network both affected.

**Daniel Fernandes** · 02 Sep 2026 11:00

Picked this up. Reproduced the issue on a spare machine — escalating to the network vendor and will update by tomorrow.

**Daniel Fernandes** · 02 Sep 2026 11:05

Status changed to in progress.

**Ananya Krishnan** · 03 Sep 2026 12:13

Thanks — it also happens on the guest Wi-Fi, so it does not look network specific. Happy to hand the laptop over for a look tomorrow morning.

Add a reply

Your reply is visible to the helpdesk team.
Post reply

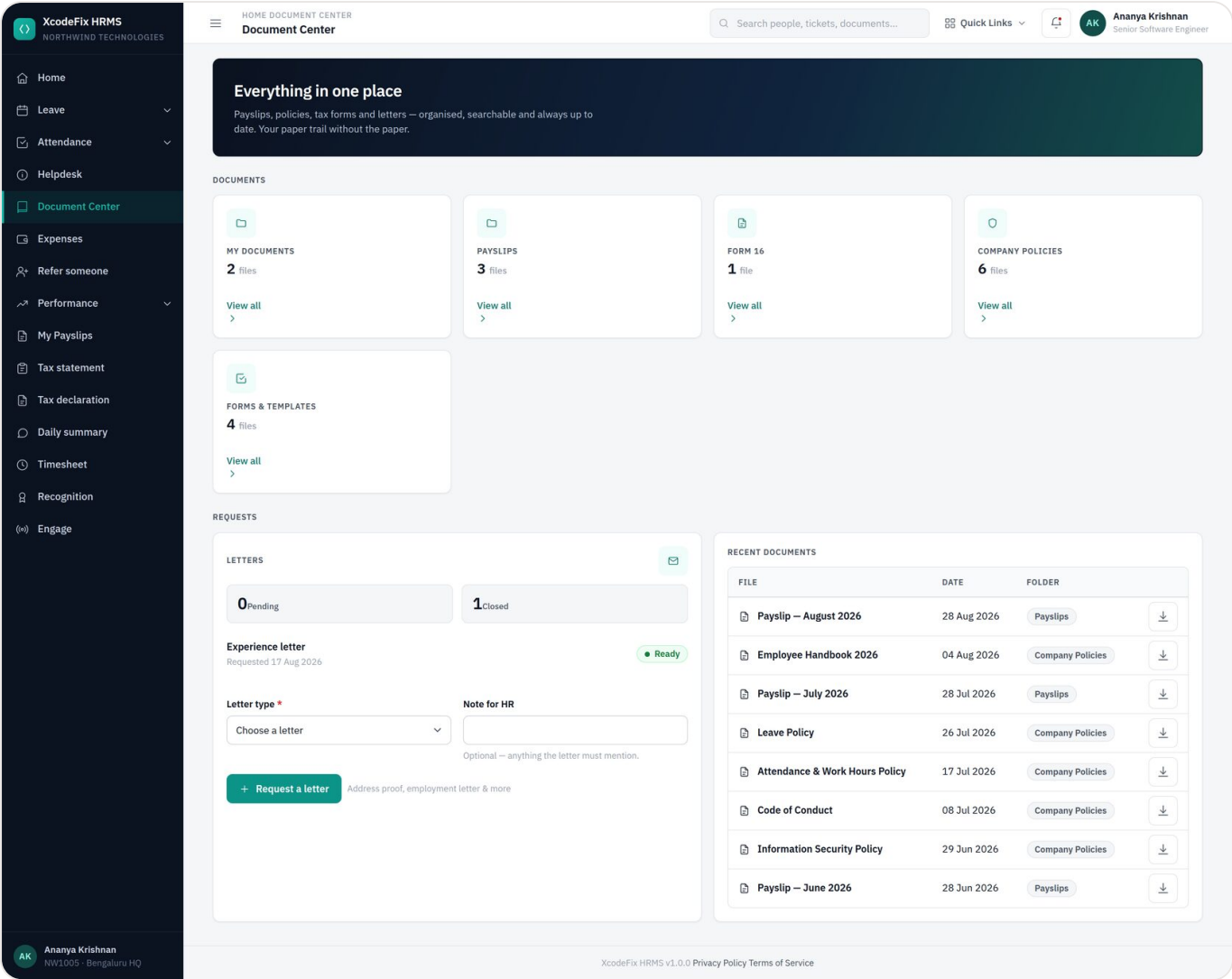
DETAILS

Category: IT Support
Priority: High
Assignee: Daniel Fernandes
Raised by: Ananya Krishnan
Last activity: 02 Sep 2026 11:00
Response target: 8 hrs

A ticket thread. Add a comment at any point; you are emailed on every update.

Tickets move through **Open**, **In progress**, **Resolved** and **Closed**. If a resolution did not actually solve it, say so on the thread rather than opening a new ticket — the history is what makes it quick to fix.

# 7. Document Center



Document Center. Folders on top, letter requests and recent files below.

| FOLDER            | WHAT IS IN IT                                               |
|-------------------|-------------------------------------------------------------|
| My Documents      | Your personal file: offer letter, certificates, ID proofs   |
| Payslips          | One per month, yours only                                   |
| Form 16           | Your annual tax certificate                                 |
| Company Policies  | Handbook, leave, attendance, code of conduct, POSH and more |
| Forms & Templates | Reimbursement, travel, investment declaration               |

XcodeFix HRMS

NORTHWIND TECHNOLOGIES

Home

Leave

Attendance

Helpdesk

Document Center

Expenses

Refer someone

Performance

My Payslips

Tax statement

Tax declaration

Daily summary

Timesheet

Recognition

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AK

Ananya Krishnan

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HOME DOCUMENT CENTER PAYSIPS

Payslips

Q

Search people, tickets, documents...

Quick Links

AK

Ananya Krishnan

Senior Software Engineer

Payslips

3 files you can open

Document Center

| FILE                                                            | UPLOADED    | SIZE | VISIBILITY     |          |
|-----------------------------------------------------------------|-------------|------|----------------|----------|
| <div>Payslip – August 2026</div> <div>payslip-2026-08.pdf</div> | 28 Aug 2026 | 1 KB | Private to you | Download |
| <div>Payslip – July 2026</div> <div>payslip-2026-07.pdf</div>   | 28 Jul 2026 | 1 KB | Private to you | Download |
| <div>Payslip – June 2026</div> <div>payslip-2026-06.pdf</div>   | 28 Jun 2026 | 1 KB | Private to you | Download |

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Payslips. Only ever your own — personal folders are private to you.

XcodeFix HRMS

NORTHWIND TECHNOLOGIES

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HOME DOCUMENT CENTER COMPANY POLICIES

Company Policies

Q

Search people, tickets, documents...

Quick Links

AK

Ananya Krishnan

Senior Software Engineer

Company Policies

6 files you can open

Document Center

| FILE                                                                           | UPLOADED    | SIZE | VISIBILITY |          |
|--------------------------------------------------------------------------------|-------------|------|------------|----------|
| <div>Employee Handbook 2026</div> <div>employee-handbook-2026.pdf</div>        | 04 Aug 2026 | 1 KB | Everyone   | Download |
| <div>Leave Policy</div> <div>leave-policy.pdf</div>                            | 26 Jul 2026 | 1 KB | Everyone   | Download |
| <div>Attendance &amp; Work Hours Policy</div> <div>attendance-policy.pdf</div> | 17 Jul 2026 | 1 KB | Everyone   | Download |
| <div>Code of Conduct</div> <div>code-of-conduct.pdf</div>                      | 08 Jul 2026 | 1 KB | Everyone   | Download |
| <div>Information Security Policy</div> <div>infosec-policy.pdf</div>           | 29 Jun 2026 | 1 KB | Everyone   | Download |
| <div>POSH Policy &amp; Committee</div> <div>posh-policy.pdf</div>              | 20 Jun 2026 | 1 KB | Everyone   | Download |

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Privacy Policy
Terms of Service

Company Policies — the same files for everybody.

## Requesting a letter

Use the **Letters** card on the Document Center. Choose the type — employment, experience, salary, address proof or visa — and add a note saying what it is needed for and who it should be addressed to. HR is notified;

when the letter is issued it appears in your documents and you are emailed. The card also shows what you have already requested and its status.

## 8. Expenses

**XcodeFix HRMS**  
NORTHWIND TECHNOLOGIES

EXPENSES  
Expenses

Search people, tickets, documents... Quick Links

Ananya Krishnan  
Senior Software Engineer

Home  
Leave  
Attendance  
Helpdesk  
Document Center  
Expenses  
Refer someone  
Engage

Ananya Krishnan  
NW1005 - Bengaluru HQ

**Expenses**  
Claim back what you have spent

Start a claim, add a line for each receipt, then submit it. Nothing is sent to your approver until you press Submit, so a half-finished claim can sit as a draft for as long as you need.

**YOUR CLAIMS**

| CLAIM                                                        | LINES | AMOUNT   | STATUS |
|--------------------------------------------------------------|-------|----------|--------|
| Client visit - Meridian, Pune<br>EXP-1001 - sent 02 Sep 2026 | 1     | 1,200.00 | Paid   |

> Open

**START A CLAIM**

**Title \***  
e.g. Client visit, Pune

**Purpose**

Why the money was spent. Your approver reads this.

+ Start claim

**Expenses.** Start a claim, add a line per receipt, submit when it is complete.

1. **Start a claim** with a short title — "Client visit, Pune" — and what it was for.
2. **Add a line** for each receipt: the date you spent it, the type, a description, the amount, and the receipt itself. Some types will not accept a line without one.
3. Check the total, then **Submit**. It goes to your approver.

**A draft is yours for as long as you need.** Nothing reaches your approver until you press Submit — but once you have, the claim is locked and can no longer be edited.

Your approver may approve for less than you claimed, and will normally say why. Once finance pays it, the claim shows the payment reference.

## 9. Your timesheet

The screenshot displays the XcodeFix HRMS Timesheet interface. The sidebar on the left contains navigation links: Home, To Do (12), Leave, Attendance, Helpdesk, Document Center, Expenses, Recruitment, My Interviews, Refer someone, Performance, Reviews, My Payslips, Tax statement, Tax declaration, Daily summary, Summary digest, Timesheet (active), Time review, and Recognition. The main area is titled 'Timesheet' for the week of 24 Aug 2026 to 30 Aug 2026. It features a table with columns: DAY, PROJECT, HOURS, and WHAT YOU WORKED ON. The table contains entries for Monday 24 Aug (Internal tooling, 8.00, Sprint work), Tuesday 25 Aug (Globex integration, 7.50, Code review and fixes), Wednesday 26 Aug (Acme portal rebuild, 8.00, Client call and follow-up), Thursday 27 Aug (Internal tooling, 6.50, Documentation), and Friday 28 Aug (Globex integration, 8.00, Release preparation). There are five empty rows for 'No project'. To the right of the table, a summary panel shows 'THIS WEEK' totals: TOTAL 38.00 and BILLABLE 23.50. Below this, a 'RECENT WEEKS' section lists: 31 Aug 2026 Draft (38.00 h), 24 Aug 2026 Submitted (38.00 h), and 17 Aug 2026 Approved (38.00 h). Navigation buttons for 'Previous' and 'Next' are at the top right. A 'With your manager' button is above the table. The footer includes 'XcodeFix HRMS v1.0.0 Privacy Policy Terms of Service'.

| DAY        | PROJECT             | HOURS | WHAT YOU WORKED ON        |
|------------|---------------------|-------|---------------------------|
| Mon 24 Aug | Internal tooling    | 8.00  | Sprint work               |
| Tue 25 Aug | Globex integration  | 7.50  | Code review and fixes     |
| Wed 26 Aug | Acme portal rebuild | 8.00  | Client call and follow-up |
| Thu 27 Aug | Internal tooling    | 6.50  | Documentation             |
| Fri 28 Aug | Globex integration  | 8.00  | Release preparation       |
| —          | No project          |       |                           |
| —          | No project          |       |                           |
| —          | No project          |       |                           |
| —          | No project          |       |                           |
| —          | No project          |       |                           |

**Timesheet.** One week at a time. Add a line for each day and project you worked on.

1. Pick the day, the project if there is one, the hours, and a short note about what you did.
2. **Save draft** as often as you like. Five spare lines appear each time, so you never run out.
3. **Submit week** when it is complete. It goes to your manager.

**Leave a line blank to remove it.** Saving replaces the whole week with what is on screen, so a line you clear actually disappears rather than lingering.

Time logged against a project marked billable counts towards billable hours; anything else — and anything with no project — is internal time. Both are real work; the distinction is for reporting, not judgement.

Once submitted, the week is locked. If your manager sends it back you will be told why, and a **Reopen and correct** button appears so you can fix it and submit again. Use **Previous** and **Next** to move between weeks, and the list on the right to jump to a recent one.

**More than 24 hours in one day is refused.** Not a judgement about your week — it is almost always a decimal point in the wrong place.

## 10. Your pay

**MY PAYSIPS**  
**My Payslips**

Search people, tickets, documents... Quick Links

**My Payslips**  
Your pay, month by month

| PERIOD                                             | PAY DATE    | GROSS     | DEDUCTIONS | NET              |
|----------------------------------------------------|-------------|-----------|------------|------------------|
| <b>August 2026 payroll</b><br>01 Aug - 31 Aug 2026 | 05 Sep 2026 | 68,900.00 | 9,103.00   | <b>59,797.00</b> |

> Open

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**My Payslips.** Every published payslip, newest first.

A payslip appears here once your HR team has finalised that month's payroll. Until then it does not exist as far as you are concerned — a draft can still change, and you should never be shown a number that might move.

Opening one shows three things: what you earned, what was deducted, and what is left. Deductions marked **Statutory** are provident fund, professional tax and income tax — amounts your employer is required to withhold and pass on, not amounts they keep.

**Employer contributions are shown separately, and do not reduce your pay.** Where your company pays a share of something on top of your salary — provident fund is the usual one — it is listed at the bottom of the payslip so you can see the full cost of employing you. It is not taken from you.

If a figure looks wrong, raise a helpdesk ticket rather than waiting for next month. Payroll that has been finalised is a record and is not edited quietly — a correction appears as its own line, which is what you want.

## 11. Tax declaration

The screenshot shows the 'Tax declaration' form in the XcodeFix HRMS system for the financial year 2026-27. The form is titled 'Tax declaration' and 'Financial year 2026-27'. It includes a sidebar with navigation options like Home, Leave, Attendance, Helpdesk, Document Center, Expenses, Refer someone, Performance, My Payslips, Tax statement, Tax declaration (highlighted), Daily summary, Timesheet, Recognition, and Engage. The main form area has a 'WHAT YOU ARE DECLARING' section with input fields for 80C (Life Insurance, PPF, ELSS, tuition fees), 80D (Health insurance premium), 80CCD (National Pension System), HRA (House rent paid), and 24B (Home loan interest). Each field has a small text box below it with instructions. There is also a 'Regime' dropdown menu. At the bottom, there are buttons for 'Save draft' and 'Submit declaration'. A 'BEFORE YOU SUBMIT' warning box on the right states: 'Declaring is a statement of what you intend to invest this year. Your HR team checks the proofs afterwards and may accept less than you declared if a receipt does not cover the full amount.'

**Tax declaration.** What you intend to invest this year, and the proofs to back it up.

Declaring reduces the tax withheld from your monthly pay. The sequence is: declare early in the year so less is withheld from each payslip, then upload the proofs when you have them.

1. Enter an amount against each section that applies to you. The help text under each field is written by your HR team.
2. Choose the **regime** if you are asked to. If you are unsure which applies to you, ask your HR team — this is a genuine choice with money attached, not a formality.
3. **Save draft** while you are still deciding, or **Submit declaration** when you are done.
4. Upload a proof against each line as you get it, from the **Proofs** panel underneath.

**An amount above the cap is trimmed to the cap when you save.** It is not an error and nothing is lost — the section simply does not allow more than that, so there is no point carrying a larger number around.

Your HR team reviews each proof and accepts, rejects, or leaves it pending. They may accept *less* than you declared if a certificate only covers part of the year — you will see the amount they accepted and the reason. They can never accept more than you claimed.

**Only verified amounts reduce your tax.** A declaration you have submitted but not yet proved is an intention. If the proofs never arrive, the tax is recovered from your later payslips — which is why uploading them early is worth the ten minutes.

You can keep editing while the declaration is a draft. Once you submit it, only HR can change it. Earlier years stay available from the panel on the right.

## 11.1 Your tax statement

The screenshot shows the 'Tax statement' page in the XcodeFix HRMS system. The user is Ananya Krishnan, a Senior Software Engineer. The page displays tax information for the financial year 2026-27. A note states: 'This is a statement of what your employer withheld, not a Form 16. A Form 16 is issued from the tax authority's own system against tax actually deposited there. Use this to check the figures, and ask your HR team for the Form 16 itself.' The summary section shows: GROSS PAID (68,900.00), TAXABLE PAY (64,300.00), EXEMPTIONS ACCEPTED (0.00), and TAX WITHHELD (7,103.00). Below this is a 'MONTH BY MONTH' table for August 2026, showing Gross, Taxable, Tax, Provident Fund, Professional Tax, and Net pay. A 'Payslip' link is provided for each row. The footer includes 'XcodeFix HRMS v1.0.0 Privacy Policy Terms of Service'.

| MONTH        | GROSS            | TAXABLE          | TAX             | PROVIDENT FUND  | PROFESSIONAL TAX | NET       |
|--------------|------------------|------------------|-----------------|-----------------|------------------|-----------|
| Aug 2026     | 68,900.00        | 64,300.00        | 7,103.00        | 1,800.00        | 200.00           | 59,797.00 |
| <b>Total</b> | <b>68,900.00</b> | <b>64,300.00</b> | <b>7,103.00</b> | <b>1,800.00</b> | <b>200.00</b>    |           |

**Tax statement.** What was withheld from your pay, month by month, for a financial year.

Once a month's payroll has been finalised it appears here: what you were paid, how much of it was taxable, what tax came out, and what went to provident fund and professional tax. The exemptions your HR team accepted are listed underneath, so you can see what actually reduced your tax as against what you declared.

**This is not a Form 16.** A Form 16 comes from the tax authority's own system, against tax actually deposited there. This is your employer's record of what they withheld — useful for checking the figures and for your own planning, but ask your HR team for the Form 16 itself when you file.

Every row links to the payslip behind it. If a figure looks wrong, raise a helpdesk ticket with the month and the number — that is faster than waiting for the year end.

## 12. Goals and reviews

The screenshot displays the 'Performance' section of the XcodeFix HRMS interface. The left sidebar contains navigation links: Home, Leave, Attendance, Helpdesk, Document Center, Expenses, Refer someone, Performance, My Performance, Feedback, My Payslips, Tax statement, Tax declaration, Daily summary, Timesheet, Recognition, and Engage. The main content area is titled 'Performance' and includes a search bar, 'Quick Links', and a user profile for Ananya Krishnan. The 'Performance' section shows 'Your goals and reviews' with three summary cards: '0 Goals this cycle', '0% Average progress', and '0 Achieved'. Below these are sections for 'YOUR REVIEWS' and 'YOUR GOALS', both indicating 'No reviews yet' and 'No goals set' respectively. On the right, the 'ADD A GOAL' form includes fields for 'Goal', 'What good looks like', 'Target', 'Cycle', 'Due', 'Weight %', 'Progress %', and 'Status', with an 'Add goal' button at the bottom.

**Performance.** Your goals, your appraisal, and the feedback people have given you.

Goals are yours to set and update through the year. Keep them current — an appraisal written from goals nobody touched since January is a worse conversation than one written from goals that moved.

When a review cycle is launched you will get an appraisal to complete. You write your own assessment; your manager writes theirs; both are visible when you meet. Feedback from colleagues can be given at any time and is attached to you rather than to a cycle, so it is still there next year.

## 13. Your daily summary

**Daily summary.** One question a day, answered in your own words.

If your team uses this, a question appears here each working day and your manager reads the answers together. A few lines is plenty — what you got done, and anything in your way.

**You can change an answer for about a week.** Long enough to fix a typo in something somebody is about to read; short enough that the record stays honest. Use **Previous day** to catch up if you were away.

This is not a timesheet. Nobody approves it and no hours are counted — it is a written update, and the panel on the right keeps what you wrote before, which is more useful than you would expect at review time.

## 14. Recognition

---

Points people give each other for good work, with a reason attached. Give them to colleagues from the **Recognition** screen; the reason is the part that lasts, so be specific — what they did and why it mattered, not "great work".

**You have a monthly allowance.** The screen shows what you have left. It is finite on purpose: recognition that costs nothing stops meaning anything. You cannot give points to yourself.

Everything you have received is listed on the same screen, oldest at the bottom, with who gave it and what for.

# 15. Helping us hire

## Referring someone you know

XcodeFix HRMS  
NORTHWIND TECHNOLOGIES

Home

Leave

Attendance

Helpdesk

Document Center

Expenses

Refer someone

Engage

AK

Ananya Krishnan  
NW1005 - Bengaluru HQ

REFER SOMEONE

Refer someone

Put a good person forward

Referrals go straight to the recruiting team. You will see how far your referral gets, but not their interview feedback — that stays with the hiring panel.

PEOPLE YOU HAVE REFERRED

| NAME                                        | FOR                     | REFERRED    | WHERE THEY ARE |
|---------------------------------------------|-------------------------|-------------|----------------|
| Rahul Nambiar<br>rahul.nambiar@example.test | Senior Backend Engineer | 03 Sep 2026 | Applied        |

REFER A CANDIDATE

Their name \*

Their email \*

Their phone

For which role

No specific role

Where they work now

Why them?

A sentence on how you know them and what they are good at.

Their résumé

Choose File No file chosen

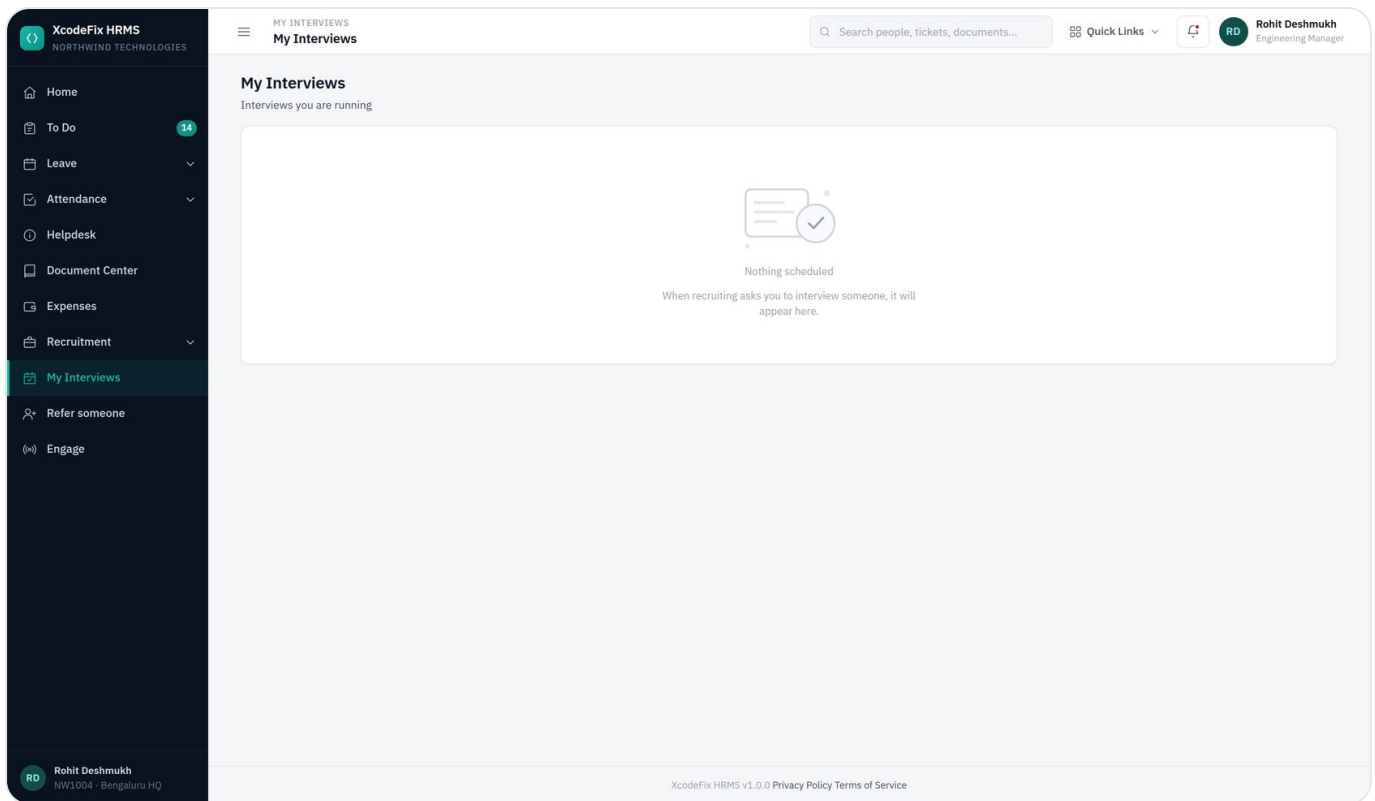
Optional. PDF or Word.

Submit referral

Refer someone. Their details, the role, and a sentence on why them.

Referrals go straight to the recruiting team. You can watch how far your referral gets — applied, screening, interview, offer, hired — but not their interview feedback, which stays with the hiring panel.

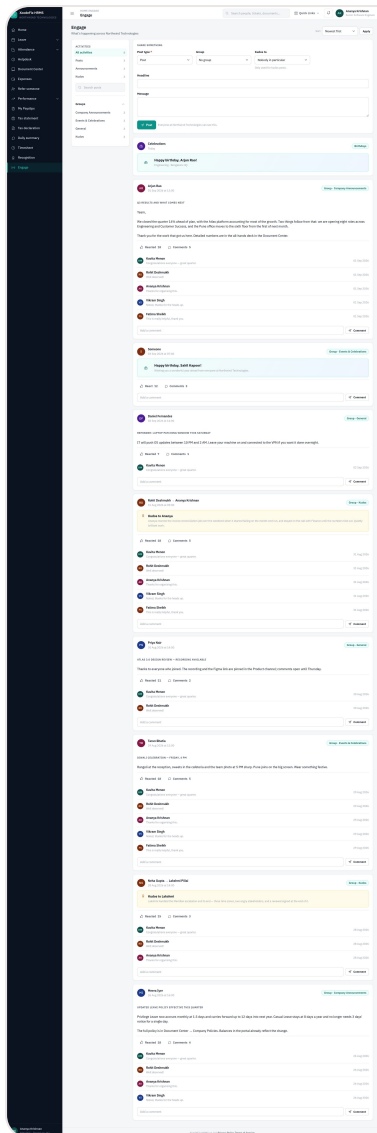
## Interviews you are running



**My Interviews.** What is scheduled, and the feedback still owed.

Give a rating out of five, a recommendation, and written feedback. Say what you asked, how they answered, and why you landed where you did — the panel is reading this to make a decision, not to file it.

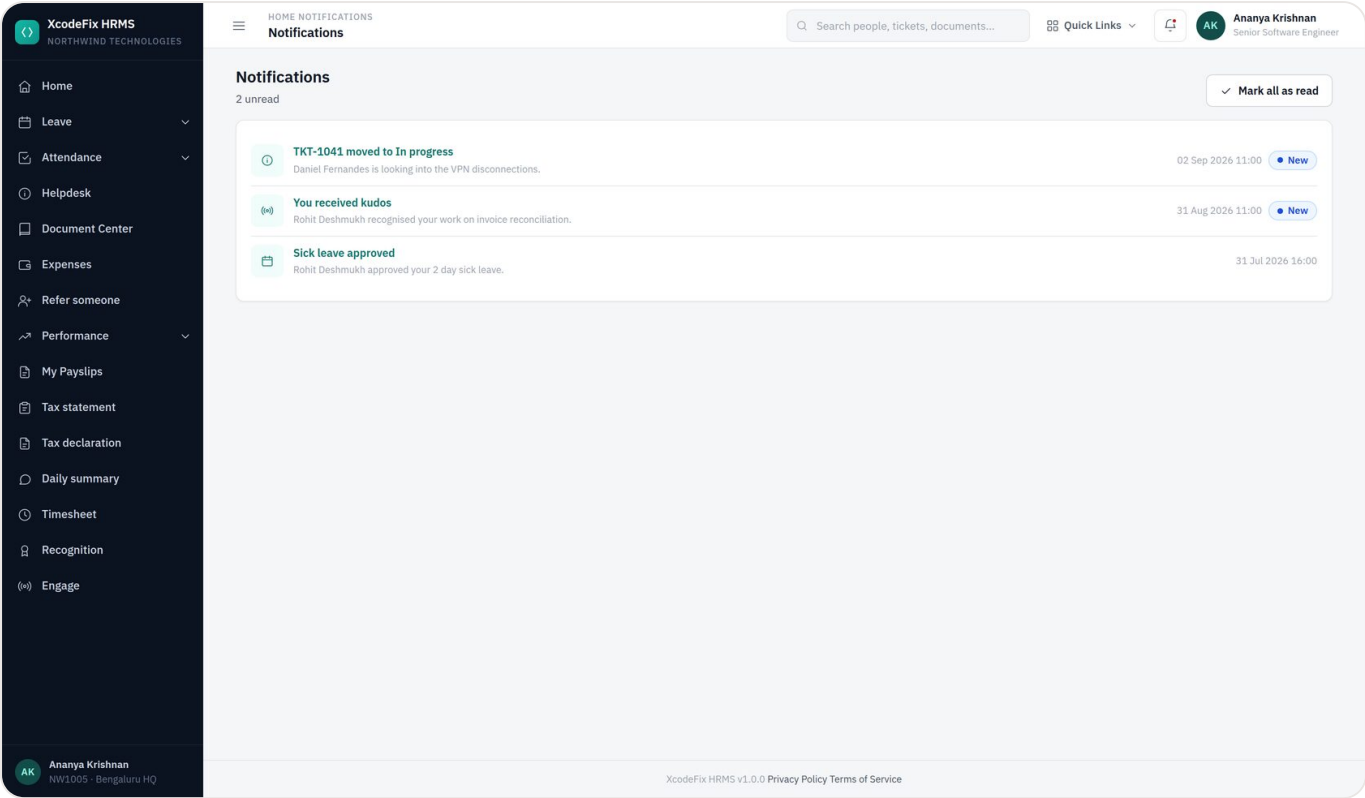
## 16. Engage



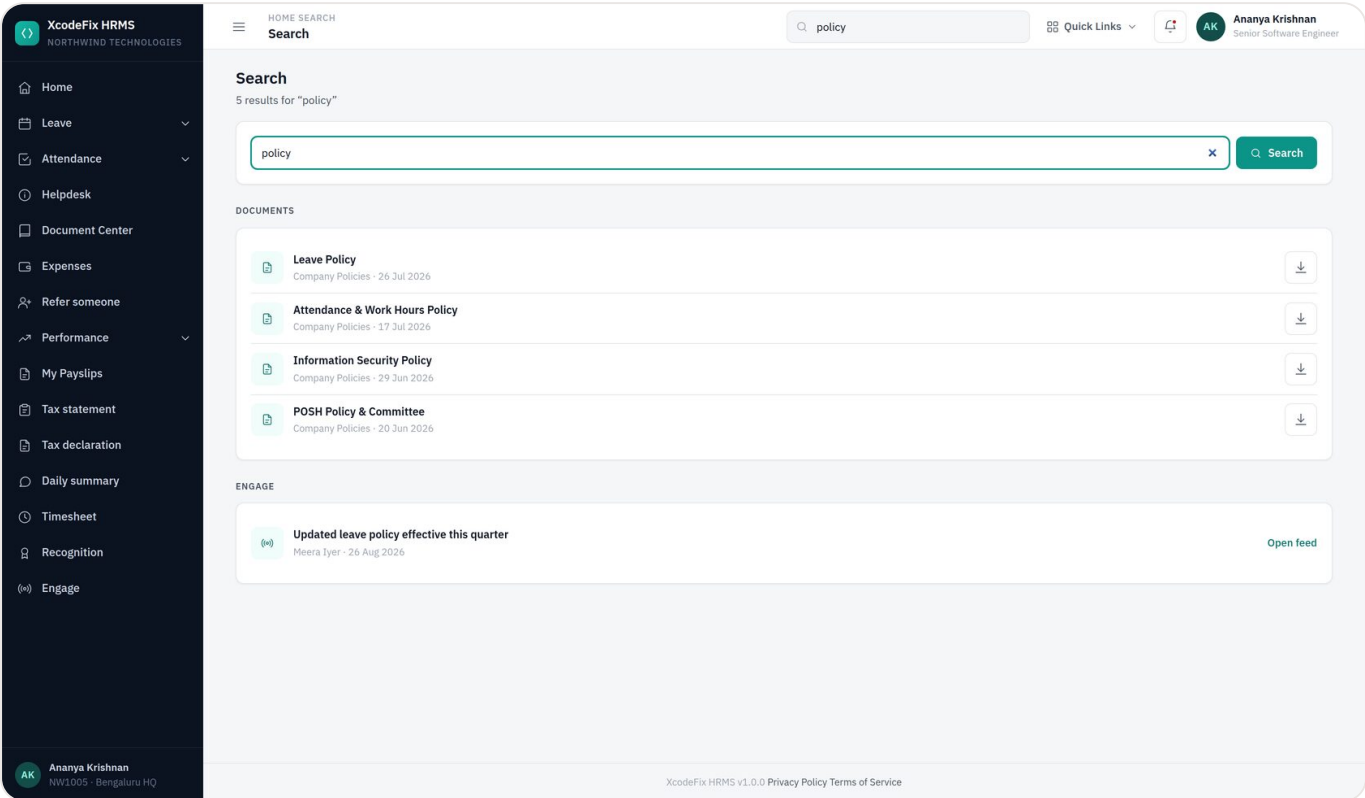
**Engage.** Company announcements, kudos and celebrations.

Announcements from leadership are pinned to the top. You can react and comment on posts, and — in channels that allow it — post yourself. Use the **Kudos** channel to recognise a colleague; it is public and it lasts, which is rather the point. Birthdays appear automatically.

# 17. Notifications and search



Notifications. Leave decisions, ticket updates, letters, kudos — with a link straight to the thing itself.



Search covers people, tickets and documents. It is the fastest way to find a policy.

## 18. Common questions

---

### **I did not get my invitation email.**

Check spam. If it is not there, ask HR to resend it — invitations expire, and resending replaces the old link.

### **My leave balance looks wrong.**

Open **Leave** → **Leave Balances** and click the type to see the full ledger of every accrual and deduction. Remember that pending requests are already held back. If the arithmetic still does not work, raise a Leave & Attendance ticket.

### **Who approves my leave?**

The person shown under **Applying to** on the apply screen, which is your reporting manager. If it is blank, tell HR — they need to set your "Reports to".

### **I forgot to sign out yesterday.**

Open that day in **Attendance** and choose **Request a correction**. Give the real times and a brief reason; your manager approves it.

### **I worked a public holiday. Do I get the day back?**

If your company runs comp off, yes — claim it under **Leave** → **Comp Off**. Once approved the day is credited to your balance and you apply for it like any other leave.

### **Can I be paid for leave I will not use?**

Only if your company allows it for that leave type. Check **Leave** → **Encashment**; if nothing is listed there, encashment is not switched on.

### **My leave request was refused because the dates are blocked.**

Your company has blocked leave for that period — a release week or a year end, for example. The message names the reason. Pick different dates, or talk to your manager if it is unavoidable.

### **Can I cancel leave that was already approved?**

Yes. Raise a cancellation from **Leave** → **History**. It goes back to your approver, and the days return to your balance once agreed.

### **My PAN or bank account is wrong and I cannot edit it.**

That is deliberate — those fields are encrypted and HR-controlled. Raise a Payroll or HR ticket and it will be corrected.

### **Why can I not see Attendance / Documents / Engage?**

Your company has not switched that module on. Nothing is broken.

### **Can I use this on my phone?**

Yes. The portal adapts to a small screen — signing in and out, applying for leave and checking a payslip all work fine on a phone.

**Can I edit an expense claim after sending it?**

No. Withdraw it while it is still pending, or ask your approver to reject it, and start again.

**Where has my referral got to?**

**Refer someone** shows the stage each of your referrals has reached. Interview feedback is not shown to referrers.

**Something is wrong and this manual does not cover it.**

Raise a helpdesk ticket. Pick the category closest to the problem; it will be routed on if it belongs elsewhere.