

CIRCULAR TO ALL BRANCHES/ OFFICES IN INDIA

Issued by
HRCPC, Terminal Benefits Dept., HO, Baroda

Madam/ Dear Sir,

Re: **Migration of Ex-Employees Portal to HR-Connect**

Our Bank has a distinct place in the Indian Banking echelons and we are a well-recognized and respected global banking brand in the country. The brand and goodwill that we enjoy today is built on years of sweat and toil of our all Barodians including the Ex - Employees who have sown the seeds of this Organisation and have worked tirelessly and relentlessly to scale the bank to the pinnacle of banking industry.

In recognition of the invaluable service of our Ex-Employees, the Bank is continuously striving to put in place measures to make the post retirement life of our retired Barodians, comfortable and hassle-free. In this context, certain functionalities / claim modules were configured on the Ex-Employee portal for enabling our retired employees to avail the services at the push of a button. However, in respect of various other benefits viz. Holiday Home, Special Medical Aid etc., they are still required to visit the base/link branch/office.

Therefore, with a view to better the existing process and to provide a one-stop solution to the ex-employees' requirements, we are pleased to inform that all claim modules and facilities available to ex-employees are now being migrated to BOB HR Connect System. The HR Connect system can be accessed through an internet based platform from the comfort of one's home.

The said facility will GO LIVE w.e.f 1st April 2022. The link for accessing HR-Connect is as under:-

<https://hrconnect.bankofbaroda.co.in/>

HR-Connect being a single repository of employee related data, the ex-employee can presently generate their Pension Pay Slips / PPO generation / Family Pension Conversion / Tax Computation etc., through HR Connect . However, now they can also do the booking of Holiday Home with Real-time allotment of room booking, print cancellation and Reservation letters etc. which are detailed in Annexure A.

The HR-Connect Portal will have to be accessed through USER ID and OTP which will be sent to either the email id or mobile number of the ex-employee. In order to ensure a smooth transition, we are displaying the HR-Connect USER ID of the ex-employee, mobile number and the email id available in the HR-Connect system on the current ex-employee portal. All ex-employees are requested to visit the site in the https://easiest.bobinside.com:8443/ex_empmodule/Login.aspx link to confirm their USER ID and the mobile number/ email id registered in HR-Connect.

In case, if the displayed mobile number/ email id has to be updated, Ex-employee needs to submit the mobile/ email updation form (Annexure B) giving his/her consent for updating the same in the system to the nearest branch either in person or/by email to their base branch. The UNIT HR of such branch shall make necessary updation (Annexure C) as requested by the ex-employee and shall keep the copy of this consent form on records.

For further clarifications in the matter, ex-employees may communicate with us on our email: retdep.helpdesk@bankofbaroda.com. Alternatively, the ex-employees can also contact us on our Landline number: 0265 – 2316640.

We trust that this initiative will add to the convenience of ex-employees and enhance their satisfaction. Please bring the contents of this circular to the notice of all Ex-Employees attached to your Branch / Office and also display a copy of this circular on the Notice Board.

Yours faithfully,



(PRAKASH VIR RATHI)
Chief General Manager-HRM

ANNEXURE A

The below functionalities / benefits are applicable to Ex-employees.

Ex- Employee Applications		
Sr No	Department	Application
1	Pension	Life Certificate-Apply
2	Pension	Life Certificate-updation
3	Pension	Tax Regime Option
4	Pension	Investment Declaration
5	Pension	Investment Declaration Approval
6	Pension	Reports :: Pension Payslip
7	Pension	Reports :: Annual Pension Register
8	Pension	Reports :: Income Tax Computation Sheet
9	Pension	Reports :: PPO Family Pension / Self Pension
10	Pension	Reports :: Arrears Payment Recalculation
11	Pension	Reports :: FORM 16 part A/B
12	Pension	Pension Branch Change Option
13	Staff Welfare	Holiday Home a) Application b) Availability Checking c) Cancellation d) Penalty e) Reservation Letter
14	Staff Welfare	Application for providing Scholarship to Dependent children of Staff Members who die IN HARNESS DUE TO COVID-19
15	Staff Welfare	Payment of special Medical Aid to Retired employees on reaching the age of 70 years and at an interval of every 5 year afterwards.
16	Staff Welfare	BOB CONTRIBUTORY MEDICAL ASSISTANCE SCHEME TO RETIRED EMPLOYEES--DOMICILARY
17	Staff Welfare	BOB CONTRIBUTORY MEDICAL ASSISTANCE SCHEME TO RETIRED EMPLOYEES--HOSPITALISATION
18	Staff Welfare	Reimbursement of of Medical insurance subsidy
19	Staff Welfare	Financial Assistance to Pre-1986 Retired Employees/ their surviving widows
20	Staff Welfare	Reports-- Payments / Application done under the above schemes
21	HRCPC	Submission of TE/DA claims
22	Medical Insurance	Utility for Deduction of amount and Payment
23	Core HR Data	Employee Personal Information(Name, DOB, DOJ, Job History)
24	Core HR Data	Employee Dependent Information
25	Core HR Data	Employee Account Information
26	General	Grievances Portal/feed back

ANNEXURE B

MOBILE / EMAIL NUMBER UPDATION FORM	
ECNO	
NAME	
DATE OF RETIREMENT	
MOBILE NUMBER TO UPDATE (Mobile number to be of 10 digits without any prefix)	
EMAIL ID TO UPDATE	

I confirm that the above-mentioned mobile number and email id belongs to me.

Ex-Employees Signature

----- FOR BANK USE -----

CHECKLIST:

SN	CHECKPOINT	CONFIRMATION
1	Contacted the ex-employee to ascertain genuineness	YES / NO
2	Checked the customer master in CBS to ascertain if it is the same mobile as provided in the customer master	YES / NO
3	Date of entry in HR-Connect for updation	

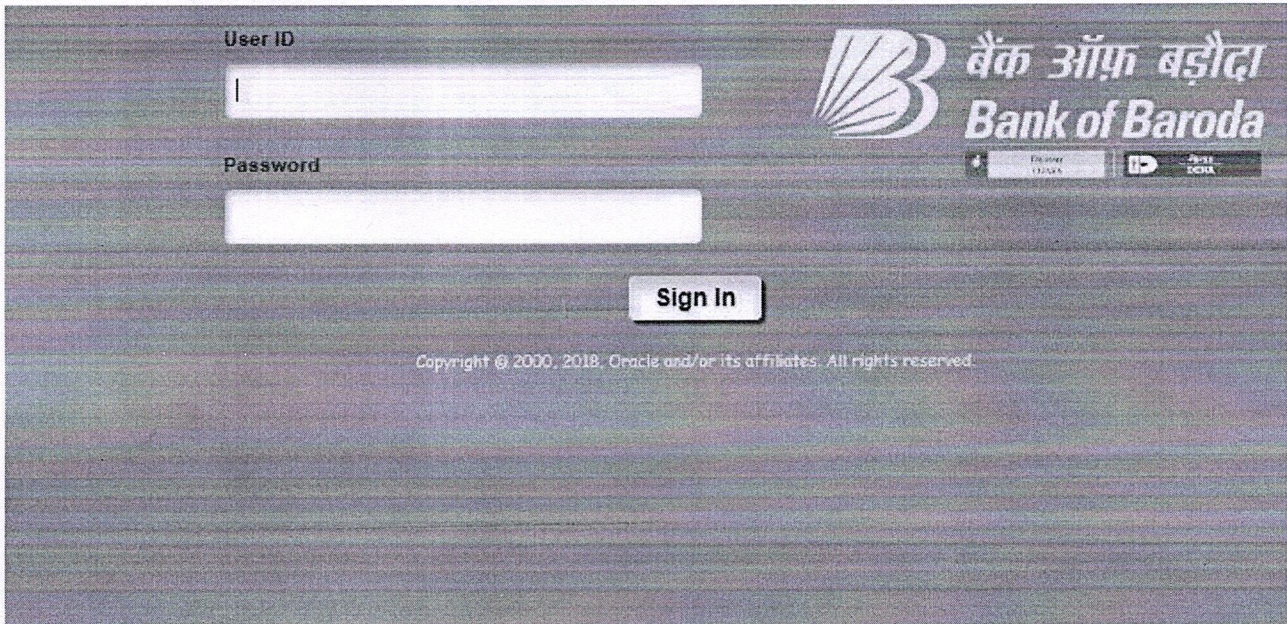
SIGNATURE OF THE UNIT HR

NAME OF UNIT HR:

EC NO. OF UNIT HR:

ANNEXURE C

1. Login into HR connect using your domain id and password:-



The screenshot shows the HR Connect login interface. It features a 'User ID' field with a cursor, a 'Password' field, and a 'Sign In' button. The Bank of Baroda logo and name are displayed in the top right corner. Below the login fields, there is a copyright notice: 'Copyright © 2000, 2018. Oracle and/or its affiliates. All rights reserved.'

2. Go to BOB UNIT HR-> HR ADMINISTRATOR tile -> Ex-employee Mobile Updation link. Below page will open:-

MOBILE/ EMAIL UPDATION FORM

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Add a New Value

▼ Search Criteria

Search by: ECNO begins with

Search

Advanced Search

Find an Existing Value | Add a New Value

3. Click on 'Add a New Value', select the EC number and click on 'ADD' button:-

MOBILE/ EMAIL UPDATION FORM

ECNO ←

Find an Existing Value | Add a New Value

4. Below page will open. Enter the mobile number/email id to be updated as shown in the image below and click on 'Submit' button:-

MOBILE/EMAIL UPDATION FORM

Note:-Unit HR to ensure that the updated mobile number is same as the one available in CBS account.

ECNO

Name

Existing Mobile Number

Existing Email address

Updated Mobile Number ←

Updated Email Address ←

Created By Creation Date

5. The entered mobile number/email id will get updated in the system.