

ABFSG – Onboarding How To User Manual – Candidates



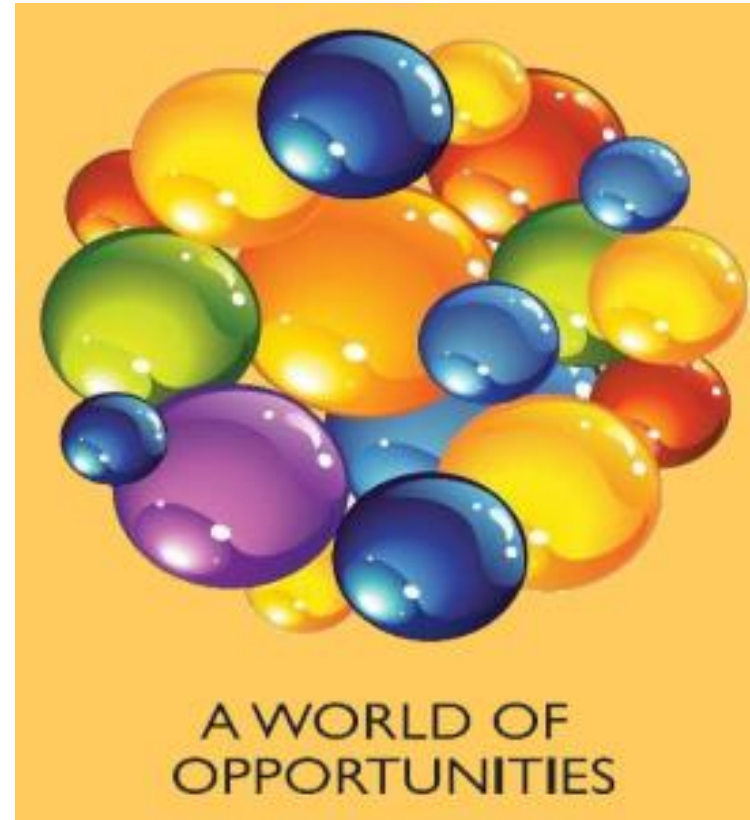


Onboarding Candidate Portal

This user manual takes you through the Onboarding Documents upload & Profile updation procedure to be followed by Candidate on the HRMS portal

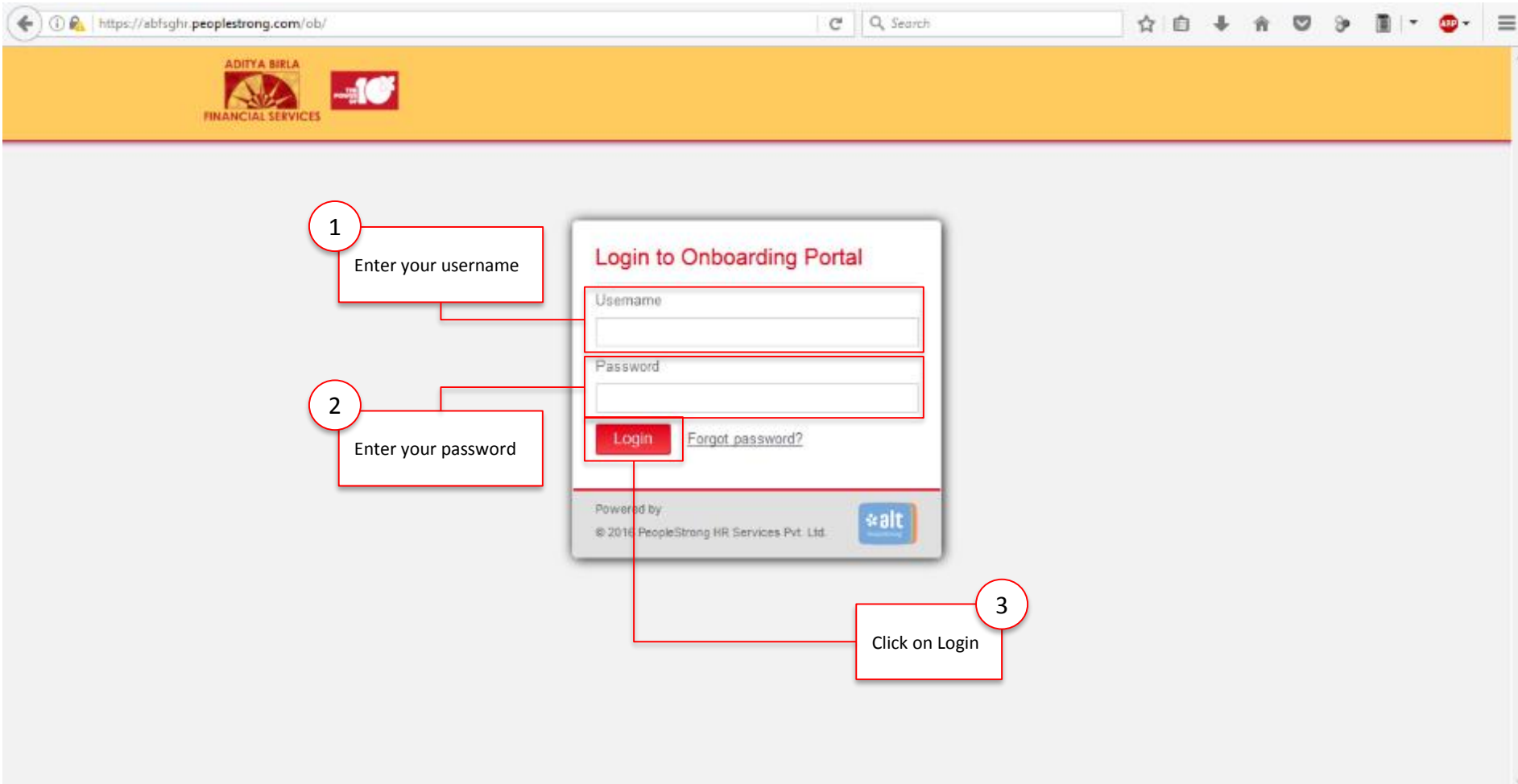
You can access the HRMS portal by logging on to:

abfsghr.peoplestrong.com/ob





Login Page – Onboarding Portal



The screenshot shows a web browser window with the URL <https://abfsgshr.peoplestrong.com/ob/>. The page features a yellow header with the Aditya Birla Financial Services logo and a search bar. The main content area contains a login form titled "Login to Onboarding Portal". The form includes fields for "Username" and "Password", a "Login" button, and a "Forgot password?" link. Three numbered callouts provide instructions: 1. "Enter your username" points to the Username field. 2. "Enter your password" points to the Password field. 3. "Click on Login" points to the Login button. At the bottom of the form, it says "Powered by alt" and "© 2016 PeopleStrong HR Services Pvt. Ltd.".

- 1 Enter your username
- 2 Enter your password
- 3 Click on Login



Home Page – Onboarding Portal

https://abfsghr.peoplestrong.com/ob/view/login/home.xhtml

0 Bookmarks



Hi Call Us: / Email Us:

[Home](#) [FAQs](#)

MY TASKS

TASK	STATUS	ACTION
PreJoining Form	Pending	Start
Candidate - ABFSG Pre Joining Fields - ALT EAF	Completed	
Statutory Form 11 -NM	Pending	
Statutory Form 13	Pending	
Statutory Form 2	Pending	

NEWS & EVENTS

2 Forms & Policies to be downloaded using Down Arrow Icon, candidate to fill up and need to courier the hard copy of Statutory docs to the following address in next 3 to 4 days:

Birla Sun Life Insurance Company Limited,
 HR Shared Services Department,
 G Corp: Tech Park ,
 5th Floor, Kasar Vadavali , Next to hyper city,
 Ghodbunder Road , Thane (West) – 400601

FORMS & POLICIES

FORMS	ACTION
Onboarding Candidate Portal Guidelines	View
Mediclaim Dependant Nomination Form	View
Employment Declaration Form	View
Gratuity Form	View
Code of Conduct	View

3 **Onboarding Candidate Portal Guidelines** – Candidate’s Reference
Mediclaim Dependent Nomination Form – Fill up the details and upload under Documents Checklist
Employment Declaration Form – Fill up the details to Print , Sign and upload the scanned copy under Documents checklist
Gratuity Form – Refer to Pointer 2 and to be completed as part of Statutory
Code of Conduct – Policy to be printed , signed and uploaded under Documents Checklist on DOJ
 Click **Page 2** to view other Policies – Policy to be printed, signed and uploader under Documents Checklist on DOJ. Refer to next slide

1

Tasks to be completed by Candidate. Click **Start** to update Profile. All Tabs should be completed and all fields marked with * are mandatory

3



Home Page – Onboarding Portal



https://abfsghr.peoplestrong.com/ob/view/login/home.xhtml



All Bookmarks



Hi [User Name]

Call Us / Email Us:

[Home](#) [FAQs](#)

MY TASKS

TASK	STATUS	ACTION
Pre-Joining Form	Pending	Start
Candidate - ABFSG Pre Joining Fields - ALT EAF	Completed	✓
Statutory Form 11 -NM	Pending	↑ ↓
Statutory Form 13	Pending	↑ ↓
Statutory Form 2	Pending	↑ ↓

NEWS & EVENTS



FORMS & POLICIES

FORMS	ACTION
IT Security Policy	View
Whistleblower Policy	View
Sexual Harassment Policy	View
Nischint Policy 2015 -2016	View

1 2

LINKS

No records found.

IT Security / Whistleblower / Sexual Harassment & Nischint Policy – Policy to be printed , signed and uploaded under Documents Checklist on DOJ



Home Page – Onboarding Portal

Browser address bar: <https://abfsghr.peoplestrong.com/ob/view/login/home.shtml>

Navigation: Home, FAQs

MY TASKS

TASK	STATUS	ACTION
PreJoining Form	Pending	Start
Candidate - ABFSG Pre Joining Fields - ALT EAF	Completed	✓
Statutory Form 11 -NM	Pending	⬆ ⬇
Statutory Form 13	Pending	⬆ ⬇
Statutory Form 2	Pending	⬆ ⬇

NEWS & EVENTS

Click Start 1

FORMS & POLICIES

FORMS	ACTION
Onboarding Candidate Portal Guidelines	View
Medicaid Dependant Nomination Form	View
Employment Declaration Form	View
Gratuity Form	View

LINKS

No records found.

KNOW YOUR BUDDY

Your buddy's details will be visible here once buddy is assigned by your manager



Pre Joining Form – Basic Details

ADITYA BIRLA FINANCIAL SERVICES

Hi [User Name]

Call Us / Email Us

Home FAQs

< Basic Details Contact Details Dependent Details Employment Details Education Details Bank Details ID Details Document Data > Finalize

PERSONAL INFORMATION



Photo

Title:

Middle Name:

Father Name:

Place Of Birth:

Gender:

* First Name:

Last Name:

Date Of Birth:

Country Of Birth:

Marital Status:

Fill in all the information in these tabs

1



Pre Joining Form – Basic Details

Title: Mr 1

Middle Name: Select One

Father Name: Mr

Place Of Birth: Mrs

Gender: Ms

Dr.

- 2 • First Name is Entered By Default based on the information provided earlier
- 3 • Enter your Middle Name / Last Name (Mandatory)
- 4 • Enter Father's Name
- 5 • Select Date of Birth from the Calendar
- 6 • Enter Place of Birth
- 7 • Enter Country of Birth
- 8 • Select Gender from Drop Down
- 9 • Select Marital Status from Drop Down

Title: Mr

Middle Name:

Father Name: 4

Place Of Birth: 6

Gender: Select One 8

*** First Name:** 2

Last Name: 3

Date Of Birth: 5

Country Of Birth: India 7

Marital Status: 9



Pre Joining Form – Basic Details

ETHNICITY INFORMATION

Nationality: Indian

HEALTH INFORMATION

Blood Group:

- Select One
- Indian
- Afghanistan
- Aland Islands
- Albania
- Algeria
- American Samoa
- Andorra

ETHNICITY INFORMATION

Nationality:

HEALTH INFORMATION

Blood Group: B+

- Select One
- A+
- B+
- AB+
- O+
- O-
- A-
- B-
- AB-

Save

Select Nationality 1

Select Blood Group 2

3 Click Save

4 Proceed to Contact Details



Pre Joining Form – Contact Details

- Basic Details
- Contact Details**
- Dependent Details
- Employment Details
- Education Details
- Bank Details
- ID Details
- Document Data >
- Finalize

CONTACT DETAILS

Add More

CONTACT TYPE	ADDRESS	CITY	STATE	PHONE	ACTION
No records found.					

EMERGENCY CONTACT

Add More

CONTACT NAME	CONTACT RELATIONSHIP	MOBILE NUMBER	CONTACT HOME NUMBER	CONTACT ADDRESS	ACTION
No records found.					

2
Select Contact Type

1
Click Add More

CONTACT DETAILS

* Contact Type

Select One

Address Line 1:

Select One

Country

Official

Permanent

City

Residence

Phone

Is Correspondence

Address:

When Available:

Select One

Address Line 2:

Select One

State

24x7

Weekdays

Weekends

Pin Code

Not available

3

When Available



Pre Joining Form – Contact Details

CONTACT DETAILS

Country is auto populated as you type **1**

State is populated as you type on the basis of the selected country **2**

* Contact Type: Permanent

Address Line 1: House No. 0123

Country: India

City: [Empty]

Phone: [Empty]

When Available: Weekends

Address Line 2: Beta Colony

State: Delh|

Pin Code: Delhi

Is Correspondence Address:

Save Cancel

CONTACT DETAILS

Select City (Auto Populates as you fill in) **3**

* Contact Type: Permanent

Address Line 1: House No. 0123

Country: India

City: N

Phone: [Empty]

When Available: Select One

Address Line 2: Alpha Colony

State: Delhi

Pin Code: [Empty]

Is Correspondence Address:

Save Cancel

- New Delhi
- North Delhi
- North East Delhi
- North West Delhi



Pre Joining Form – Contact Details

When Available:

Address Line 2:

State:

Pin Code:

Connaught Place-110001
Parliament House-110001
Parliament Street-110001

Enter Pin Code 1

CONTACT DETAILS

* Contact Type:

When Available:

Address Line 1:

Address Line 2:

Country:

State:

City:

Pin Code:

Phone:

Is Correspondence Address:

Save Cancel

2 Fill in all details and click Save



Pre Joining Form – Contact Details

1

The addition of an Emergency Contact is mandatory; Click Add More

CONTACT TYPE	ADDRESS	CITY	STATE	ACTION
No records found.				

EMERGENCY CONTACT

Add More

CONTACT NAME	CONTACT RELATIONSHIP	MOBILE NUMBER	CONTACT HOME NUMBER	CONTACT ADDRESS	ACTION
No records found.					

EMERGENCY CONTACT

* Contact Name:
Mobile Number:
Contact Address:

Contact Relationship:
Contact Home Number:

Save

Cancel

2

Fill In Details and click Save



Pre Joining Form – Dependent Details

< Basic Details Contact Details **Dependent Details** Employment Details Education Details Bank Details ID Details Document Data > Finalize

DEPENDENT DETAILS Add More

NAME	RELATIONSHIP	DOB	ACTION
No records found.			

2 Click on Add More to Add Dependents

1 Click on Add More to Add Dependents

DEPENDENT DETAILS

* Name:

Gender:

Marital Status:

* Relationship:

DOB:

Mobile Number:

NAME	RELATIONSHIP
No records found.	

Select One

- Select One
- Father
- Mother
- Brother
- Sister
- Son
- Daughter
- Wife
- Husband



Pre Joining Form – Employment Details



1 Enter your previous employment details here

< Basic Details Contact Details Dependent Details **Employment Details** Education Details Bank Details ID Details Document Data > Finalize

EMPLOYMENT DETAILS **FRESHER**

* Company Name: Theta Corp Employee Code: 123456

* Title: Sr. Manager Project Name:

Role: Manager - Human Resources Location: Mumbai

* Start Date: 02/Oct/2000 End Date:

Current Employer:

Save Cancel

2 Click on Add More to Add Employment Instances

EMPLOYMENT DETAILS Add More

COMPANY NAME	EMPLOYEE CODE	TITLE	START DATE	END DATE	PROJECT NAME	ROLE	LOCATION	ACTION
Theta Corp	123456	Sr. Manager	02/Oct/2000			Manager - Human Resources	Mumbai	



Pre Joining Form – Education Details

1

Enter your previous education details here

EDUCATION DETAILS

* Education Level: Graduation/Equivalent Course

* Specialization: HISTORY

* Score type: GPA Percentage Result Awaited

Start Date: 02/Sep/1996

* Degree: BA

* Percentage/Final Grade: 98

End Date: 31/Aug/1999

Save Cancel

2

Click on Add More to Add Education Instances

EDUCATION DETAILS

Add More

DEGREE	SPECIALIZATION	START DATE	END DATE	PERCENTAGE/FINAL GRADE	ACTION
BA	HISTORY	02/Sep/1996	31/Aug/1999	98	



Pre Joining Form – Bank Details

- Basic Details
- Contact Details
- Dependent Details
- Employment Details
- Education Details
- Bank Details**
- ID Details
- Docu

Bank Details have been made Non Mandatory as there are candidates who don't have Bank accounts created yet.
AXIS & CITI – enabled only for BSLI, HDFC – enabled across ABFSG

BANK DETAILS

* Name Of Bank

HDFC BANK LTD.

* Account Number:

Select One

Branch Name:

HDFC BANK LTD.

Ifsc Code:

CITI BANK LTD.

AXIS BANK LTD.

Payee Name:

Account Type:

Select One

Branch Address:

1 Select Bank

BANK DETAILS

* Name Of Bank

HDFC BANK LTD.

* Account Number:

01234567890123

Branch Name:

HDFC Bank

Ifsc Code:

HDFC000012

Payee Name:

Alpha Beta Delta

Account Type:

Saving

Branch Address:

Beta Colony, Delta City

Save

Cancel

2 Click Save on Completion



Pre Joining Form – ID Details



2 Enter ID Number

ID DETAILS

* ID Type PAN CARD

* Number AIOPA1111N

Name On Document: Alpha Beta Gamma

Issue Date 03/Jan/2000

Expiry Date

Issuing Authority: Govt. of India

Issue Place New Delhi

Save

Cancel

1 Select ID Type from Drop Down List



4 Click Save on Completion

3 Enter Ancillary Details

5 Click Add more to add additional ID information

ID DETAILS

Add More

ID TYPE	NUMBER	ISSUE DATE	EXPIRY DATE	ISSUE PLACE	ACTION
PAN CARD	AIOPA1111N	03/Jan/2000		New Delhi	 



Pre Joining Form – Document Details

< Basic Details Contact Details Dependent Details Employment Details Education Details Bank Details ID Details **Document** > Finalize

Guidelines

Filled up docs and signed docs from Forms and Policies needs to be uploaded against the respective Document details. Scanned documents like payslips and Marksheets..etc needs to be uploaded against the respective checklist items. Click 1, 2 and 3 to view all the Documents to be uploaded. **Mandatory Yes** – Documents required for Employee ID Creation / **No** – Documents required on or Before DOJ and Important for Payroll Processing

DOCUMENT DETAILS

DOCUMENT NAME	MANDATORY	STATUS	ACTION	NOT APPLICABLE
Candidate- Nischint Policy	No	Pending	⬇️	✎
Candidate-Highest Qualification Education (Marksheet or provisional)	Yes	Pending	⬇️	✎
Candidate- soft copy of Passport size photograph -M	Yes	Pending	⬇️	✎
Candidate-Address Proof -M	Yes	Pending	⬇️	✎
Cancelled Cheque - if candidate already has Bank account	No	Pending	⬇️	✎
Candidate- Resignation letter from current organization / Affidavit / HR Sign off	Yes	Pending	⬇️	✎
Candidate- Relieving Letter of current company	No	Pending	⬇️	✎
Candidate-Salary Slip for minimum 1 month	Yes	Pending	⬇️	✎
Candidate-PAN card	Yes	Pending	⬇️	✎
NISM Certificate and Dealer Code of Conduct Mutual Funds Entity Specific	No	Pending	⬇️	✎

⬆️ ⬆️ 1 2 3 ⬆️ ⬆️

Document Details

Pending Status will get changed when documents are uploaded against respective Upload Icon. Select Upward Arrow (Red Color) to choose upload documents



Pre Joining Form – Document Details

Basic Details

Guidelines

Filled up docs and signed docs from Forms and Policies needs to be uploaded against the respective Document details. Scanned documents like payslips and Marksheets..etc needs to be uploaded against the respective checklist items. Click 1, 2 and 3 to view all the Documents to be uploaded. **Mandatory Yes** – Documents required for Employee ID Creation / **No** – Documents required on or Before DOJ and Important for Payroll Processing

ils

Document >

Finalize

DOCUMENT DETAILS

DOCUMENT NAME	MANDATORY	STATUS	ACTION	NOT APPLICABLE
Candidate- Group Mediclaim New Format -M	Yes	Pending		
Candidate - Resume	No	Pending		
Candidate- Relieving Letter of previous companies	No	Pending		
Candidate-Salary Slip3	No	Pending		
Candidate marriage Certificate Copy,if applicable	No	Pending		
Candidate- IRDA Certificate	No	Pending		
Prevention of Sexual Harrassment Policy	No	Pending		
ABFSG Code of Conduct	No	Pending		
ABFSG Information Systems Acceptable use policy declaration	No	Pending		
ABFSG Whistle Blower Declaration	No	Pending		

Document Details

Pending Status will get changed when documents are uploaded against respective Upload Icon. Select Upward Arrow (Red Color) to choose upload documents



Pre Joining Form – Document Details

Basic Details | **Documents** | **Document** | **Finalize**

Guidelines

Filled up docs and signed docs from Forms and Policies needs to be uploaded against the respective Document details. Scanned documents like payslips and Marksheets..etc needs to be uploaded against the respective checklist items. Click 1, 2 and 3 to view all the Documents to be uploaded. **Mandatory Yes** – Documents required for Employee ID Creation / **No** – Documents required on or Before DOJ and Important for Payroll Processing

DOCUMENT NAME	MANDATORY	STATUS	ACTION	NOT APPLICABLE
PF Transfer Form - if applicable - Form 13 If Applicable NM	No	Pending	⬇️	✎
Copy of form no 16/ Earnings and deduction from previous employer	No	Pending	⬇️	✎

Document Details

Pending Status will get changed when documents are uploaded against respective Upload Icon. Select Upward Arrow (Red Color) to choose upload documents



Pre Joining Form – Reference Details

1 Enter Details as requested

- < details
- Dependent Details
- Employment Details
- Education Details
- Bank Details
- ID Details
- Document Details
- Reference Details**

PROFESSIONAL/ACADEMICS REFERENCE

* Name	<input type="text"/>	* Designation	<input type="text"/>
Email	<input type="text"/>	Organization Name	<input type="text"/>
Contact Number	<input type="text"/>	Organization Address	<input type="text"/>
Employee Code	<input type="text"/>	Relationship	Select One <input type="button" value="v"/>

Save Cancel

2 Click Save on Completion



Pre Joining Form – Reference Details

1 Enter Details as requested

INTERNAL COMPANY REFERENCE

* Name	<input type="text"/>	* Designation	<input type="text"/>
Email	<input type="text"/>	Organization Name	<input type="text"/>
Contact Number	<input type="text"/>	Organization Address	<input type="text"/>
Employee Code	<input type="text"/>	Relationship	<input type="text" value="Select One"/>

Save Cancel

2 Click Save on Completion



Pre Joining Form – Finalize

1

On completion of all TABS, Click Finalise to review and tick the check box under Declaration towards the end

[< Details](#)
[Dependent Details](#)
[Employment Details](#)
[Education Details](#)
[Bank Details](#)
[ID Details](#)
[Document Details](#)
[Reference Details](#)
[Finalize >](#)

MY TASKS

TASK	STATUS	ACTION
PreJoining Form	Completed	Preview
Candidate - ABFSG Pre Joining Fields - ALT EAF	Completed	<input checked="" type="checkbox"/>
Statutory Form 11 -NM	Pending	<input type="checkbox"/> <input type="checkbox"/>
Statutory Form 13	Pending	<input type="checkbox"/> <input type="checkbox"/>
Statutory Form 2	Pending	<input type="checkbox"/> <input type="checkbox"/>

FORMS	ACTION
Onboarding Candidate Portal Guidelines	View
Mediclaime Dependant Nomination Form	View
Employment Declaration Form	View
Gratuity Form	View

2 Click the Check mark on Completion

3 Click Download to Download form

4 Scan completed form and Upload

5 Send Filled form to Mumbai Address

6 Click View to Download form



#SimplifyWorklife

Have Questions?

1. Write to us @ onboarding.abfsg@peoplestrong.com
2. Give us a call @ 91-1244782519