

### **1. How MyConnect is different from iConnect? How does it make my life easier as an employee?**

- MyConnect is an integration of various systems like iConnect, touchstone and e-payslip. All you have to do is to log in to a single window system and just navigate to the other systems that you may want to access.
- MyConnect is also organized in a logical manner to help employees find what they are looking for within a few clicks. It has enriched analytics and data visualization features that make it the sought after platform for data driven decision-making.

### **2. How will my access rights be enabled in MyConnect?**

- Access rights for every employee will be based on the roles they play. Every employee shall have employee access for all modules. Other access rights will be based on other activities performed as part of your job role and shall depend on the role assigned to you in the system.

### **3. How is employee central catalogue different from work life in the menu bar?**

- Employee central has links to all the systems/ pages that you may access as an employee in order to avail certain services as an employee, request for reimbursements, make job referrals & keep your statutory records updated.
- Work life catalogue contains links to all employee welfare initiatives that you may want to know about and be part of.

### **4. Can I create a quick access for any of the applications I use more frequently? If yes, how?**

- Yes. You can very easily create quick access link for one or more pages (limited to 5). All you have to do is to click on Favorites on the right hand bottom corner, click on the 3 dots to expand and see the list of applications/ links/ pages, like the links that you want to set up for quick access and click save.
- Go to the home and access your favorites by just a click.

- Also, click on the tab “Recent” on the right hand bottom corner to visit the application/link/page that you visited recently.

#### **5. Which is the module that will be most useful for me in my role as a manger?**

- While all the modules would be most useful for all employees, as a manager, you shall find most of your requirements in the Tab Workforce Management in the main menu since this tab contain all pages related to attendance, leave management, premium time, team transfers, new resource requests, new project requests & exit management. Go to Menu > workforce management to access this tab.
- Apart from this, you may also want to use tab Talent Management to access Touchstone for performance management process.

#### **6. Where would I find the policies on MyConnect?**

- Log in to MyConnect and follow the below path to reach the page for Policies. Menu>Explore>Policies & References

#### **7. I have a question related to a HR system/ process/ policy. Where should I post the same?**

- Log in to MyConnect and follow the below path to post a query and await a response within an 24 hours
- Menu> Employee Central> Query Management System> Employee – Query Submission/ Raise a new query

#### **8. I have a suggestion regarding MyConnect or other HR Applications/ process/ policies. How do I communicate the same?**

- If you have a suggestion or a query, click on the tab help and submit it using the feedback link or write to us on the email id [MyConnect@rrd.com](mailto:MyConnect@rrd.com).



**9. I am looking for a particular link that I am unable to locate by navigating through MyConnect. How can I find?**

- You can use the search field box in the home page on MyConnect to find links/ application/ policies by feeding the relevant key words. If you are still unable to locate what you are looking for, please write to us at [MyConnect@rd.com](mailto:MyConnect@rd.com) and we shall get back to you with information regarding your search.