

**PROJECT BRIEF**

<b>Project Title</b>	HR Digitization Initiative
<b>Function</b>	Human Resources
<b>Criticality of Project to the Trusts (Specify Details)</b>	<ul style="list-style-type: none"> <li>• This project is critical to support the transition from manual employee record management to a centralized digital repository on PeopleStrong.</li> <li>• The exercise involves scanning and uploading employee documents, updating employee records on the HRIS portal, and reconciling historical attendance data migrated into the system.</li> <li>• Successful completion of this project will improve data accuracy, strengthen record management, enhance accessibility of employee information, support compliance requirements, and enable efficient HR operations.</li> <li>• Given the volume of employee records and the need for accurate data migration, dedicated support is required to ensure timely completion without disrupting ongoing HR activities.</li> </ul>
<b>No. of interns required for the above project</b>	1
<b>Internship tenure (in months)</b>	6 months
<b>Internship period</b>	6 months from the date of joining
<b>Specific requirements of the intern/ institute preference</b>	Graduate (HR background preferred)
<b>Stipend</b>	INR 30,000 per month
<b>Reporting Location: (Complete Address)</b>	Mumbai
<b>Background of the Project</b>	<ul style="list-style-type: none"> <li>• Tata Trusts has launched a strategic HR digitization initiative effective April 01, 2026, transitioning from manual record management to a centralized digital HR system (PeopleStrong).</li> <li>• The project covers: <ul style="list-style-type: none"> <li>○ Scanning and uploading employee documents from physical files to PeopleStrong Individual employee page.</li> <li>○ Updating and validating records on the HR portal post upload.</li> <li>○ Reconciling historical attendance data migrated from multiple sources (biometric logs, OD reports, leave records) to PeopleStrong.</li> <li>○ Given that employees often make backdated attendance entries, thorough validation is essential to ensure data accuracy.</li> </ul> </li> </ul>
<b>Key Project Deliverables</b>	<ul style="list-style-type: none"> <li>• <b>Document Scanning:</b> Digitize employee records for all active employees and consultants. (Approximately 3,450 documents)</li> <li>• <b>Missing Records Tracking:</b> Notify HR Ops team of gaps in documentation.</li> <li>• <b>Employee/ Consultant e-folders:</b> Save the scanned documents systematically, in folders – one folder per employee/ consultant.</li> </ul>

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|  | <ul style="list-style-type: none"><li>• <b>Portal Uploads:</b> Upload scanned files as per HR-defined process.</li><li>• <b>Upload Reconciliation:</b> Generate reconciliation reports confirming successful uploads.</li><li>• <b>Employee Record Updates:</b> Monitor completion of employee personal information and submit periodic status reports.</li><li>• <b>Attendance Validation:</b> Reconcile and validate migrated attendance data to ensure accuracy and integrity.</li><li>• <b>Attendance Reconciliation Report:</b> Provide a reconciliation report highlighting mismatches in attendance/ leave entries, if any.</li></ul> |
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