

## Index

- [1. Login](#)
  - [1.2 Welcome screen](#)
  
- [2. My Salary Structuring](#)
  - [2.1 Main Screen](#)
  
- [3. My Tax Declaration](#)
  - [3.1 Other Source Income](#)
  - [3.2 Chapter VI A Exemption](#)
  - [3.3 Investments u/s 80C](#)
  - [3.4 Exemption u/s 10](#)
  - [3.5 Yearly Bills](#)
  
- [4. Employee Reports](#)
  - [4.1 View Payslip](#)
  - [4.2 Utilities](#)
  
- [5. My Personal Details](#)
  
- [6. Help Desk](#)
  - [6.1 View Calls](#)
  - [6.2 View Call Details](#)
  - [6.3 Filter Calls](#)
  - [6.4 Register a call](#)
  
- [7. My Suggestions](#)



# 1. Login

## 1.1 Login Screen

Employee Self Service - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://cnergieserver/amw/login.asp> Go

**AMW**  
THE GLOBAL TRUCK

Employee Self Service

Login Contact Us | [Close]

Employee Code

Password

Forgot your Password

**Sign in**

If you have trouble logging in. Please mail us at [AMW@cnergies.com](mailto:AMW@cnergies.com)

Note: Change your password after first login.

Copyright ©2005 Cnergies. All Rights Reserved

Local intranet

- ❖ Enter your **Employee Code**, **password** and click the **Sign in** button.

### Error Messages:

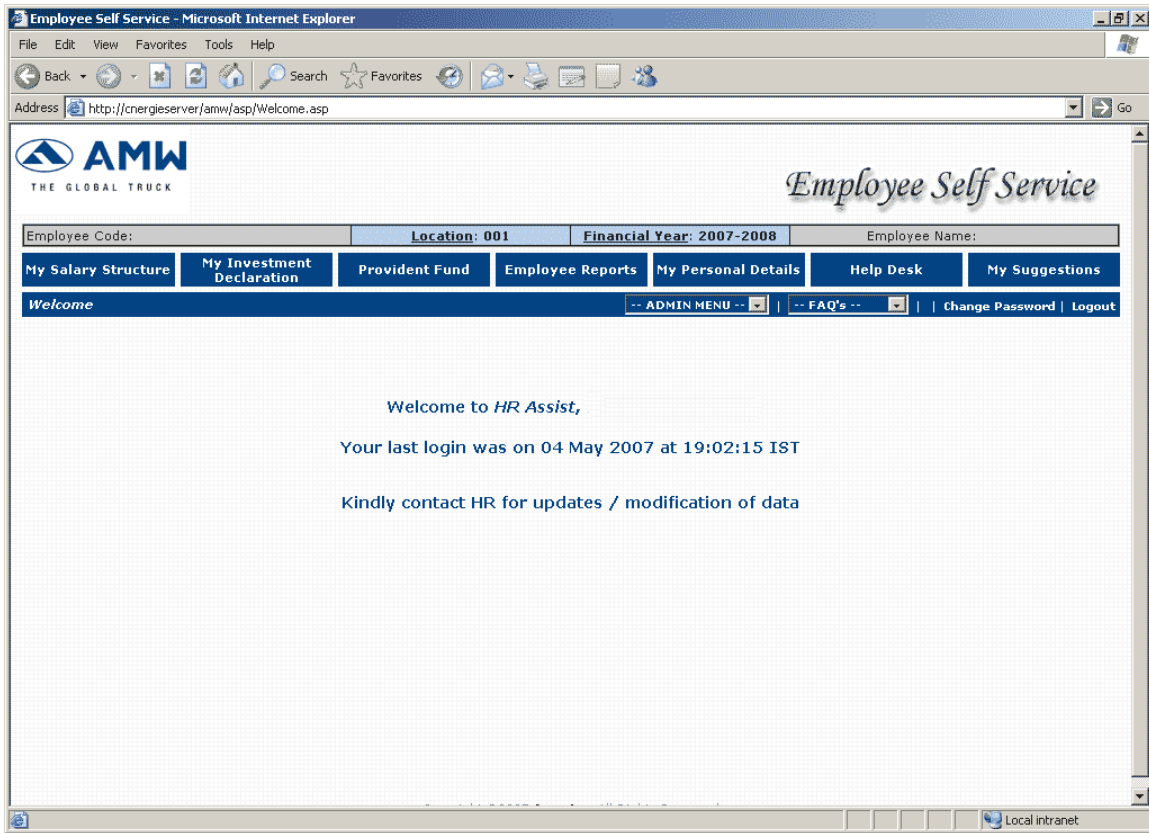
1. **"Logon denied. Please contact HR"**: If you are relieved.
2. **"Employee details not available"**: HR Application is not updated with your details yet.
3. **"Invalid UserID / Password!"**: Either your employee code or your password is wrong.

### Change Password:

**If you want to change your password, you can click on change password tab.**



## 1.2 Welcome Screen



## 2. My Salary Structuring

### 2.1 Main Screen

Employee Code:  Location: 001 Financial Year: 2007-2008 Employee Name:

My Salary Structure | My Investment Declaration | Provident Fund | Employee Reports | My Personal Details | Help Desk | My Suggestions

My Salary Structuring -- ADMIN MENU -- | -- FAQ's -- | Change Password | Logout

Employee Name :  Employee Code :

	Monthly Amount (Rs.)	Yearly Amount (Rs.)
<b>Income:</b>		
Basic Salary	10000	120000
<b>Grade Allowance</b>		
1. Employee Welfare	10000	120000
2. House Rent Allowance	10000	120000
3. Medical Allowance	10000	120000
4. Superannuation Allowance	10000	120000
5. Special Allowance	10000	120000
Sub Total	50000	600000
<b>Gross Salary</b>	60000	720000
<b>Reimbursements / Other Benefits</b>		
1. Leave Travel Allowance	0	120000
Sub Total	0	120000
<b>Gross Salary (including Reimbursements)</b>	60000	840000
<b>Retirement Benefits</b>		

❖ This screen shows your entire pay structure.



## .2 Chapter VIA Exemptions

Exemption head	Projected / Invested	Actual / Verified	Qualifying Amount
Mediclaim 80D	<input type="text"/>	<input type="text"/>	<input type="text"/>
Medically Handicapped Dependents 80DD*	<input type="text"/>	<input type="text"/>	<input type="text"/>
Medical for specific diseases 80DDB*	<input type="text"/>	<input type="text"/>	<input type="text"/>
Repayment of Education Loan 80E*	<input type="text"/>	<input type="text"/>	<input type="text"/>
Deductions for permanent physical disability 80U*	<input type="text"/>	<input type="text"/>	<input type="text"/>
Interest on Loan self occupied property 24[2]*	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of housing loan [self occupied property]*	<input type="text"/>	(dd/mm/yyyy)	<input type="text"/>
Total	<input type="text"/>	<input type="text"/>	<input type="text"/>

- ❖ Please enter data in the respective fields where you wish to claim the exemptions under Chapter VI A. These amounts are directly reduced from your Gross Total Income.
- ❖ When you click inside a text box to enter the value, a help message appears at the right that will tell you the maximum limits in the prescribed sections.
- ❖ Clicking on **Save** will save the data and re-compute your Tax Liability.
- ❖ Click on the **Tax Computation** button displays the revised Tax Computation.



### 3.3 Investments u/s 80C

The screenshot shows the 'Employee Self Service' interface for AMW. The page is titled 'Employee Self Service' and includes a navigation menu with options like 'My Salary Structure', 'My Investment Declaration', 'Provident Fund', 'Employee Reports', 'My Personal Details', 'Help Desk', and 'My Suggestions'. The main content area is titled 'My Investment Declaration' and includes a sub-menu with options like 'Other Source Income', 'Chapter VIA Deductions, Housing Loan Int', 'Investments u/s 80 C', 'Exemption u/s 10', and 'Yearly Bills'. The 'Investments u/s 80 C' section is active, showing a table with columns for 'Investment head', 'Projected / Invested', and 'Actual / Verified Amount'. A 'Tax Computation' button is visible.

Investment head	Projected / Invested	Actual / Verified Amount
Provident Fund + VPF Contribution (from Salary)	2250	
Pension Schemes 80 CCC		0
LIC Premium I		
PPF 2[V]		
National Savings Scheme 2[IX]		
National Savings Certificate 2[X]		
NSC Interest 2[XI]		
ULIP 2[XIII]		
Retirement Benefit 2[XIIIA]		

- ❖ Please enter data in the respective fields where you plan to make the investments for tax investments under section 80C. The benefits for these amounts will be available on your Tax Liability.
- ❖ When you click inside a text box to enter the value, a help message appears at the right that will tell you the maximum limits in the prescribed sections.
- ❖ Clicking on **Save** will save the data and re-compute your Tax Liability.
- ❖ Click on the **Tax Computation** button displays the revised Tax Computation.



### 3.4 Exemption u/s 10

The screenshot shows the 'Employee Self Service' interface in a Microsoft Internet Explorer browser. The address bar shows the URL: `http://cnergieserver/amw/asp/Sec10Exemptions.asp?mm=My%20Investment%20Declaration&sm=Exemption%20u/s%2010`. The page header includes the AMW logo and the text 'Employee Self Service'. Below the header, there are fields for 'Employee Code: 001', 'Financial Year: 2007-2008', and 'Employee Name:'. A navigation menu contains buttons for 'My Salary Structure', 'My Investment Declaration', 'Provident Fund', 'Employee Reports', 'My Personal Details', 'Help Desk', and 'My Suggestions'. The main content area is titled 'My Investment Declaration' and includes a sub-menu with 'Other Source Income', 'Chapter VIA Deductions, Housing Loan Int', 'Investments u/s 80 C', 'Exemption u/s 10', and 'Yearly Bills'. The 'Exemption u/s 10' section has an 'Employee Name' field and an 'Employee Code' field with a 'Go' button. Below this is a 'Tax Computation' button. The 'Rent Paid Details' section contains a grid of input fields for each month from April to March, each with a 'Metro' radio button and a 'Non-Metro' radio button. A note at the bottom of the form states: 'Note: Metro Cities : 1)Mumbai 2)Delhi 3)Chennai 4)Kolkata'. A 'Save' button is located at the bottom of the form.

- ❖ Please enter data in the respective fields for which you have structured your salary under Flexible Benefits planning.
- ❖ When you click inside a text box to enter the value, a help message appears at the right that will tell you the maximum limits in the prescribed sections.
- ❖ Clicking on **Save** will save the data and re-compute your Tax Liability.
- ❖ Click on the **Tax Computation** button displays the revised Tax Computation.



### 3.5 Yearly Bills

The screenshot shows a Microsoft Internet Explorer browser window displaying the AMW Employee Self Service portal. The browser's address bar shows the URL: `http://cnergieserver/amw/asp/bills.asp?mm=My%20Investment%20Declaration&sm=Yearly%20Bills`. The page header includes the AMW logo (THE GLOBAL TRUCK) and the text "Employee Self Service". Below the header, there are navigation tabs: "My Salary Structure", "My Investment Declaration", "Provident Fund", "Employee Reports", "My Personal Details", "Help Desk", and "My Suggestions". The "My Investment Declaration" tab is active, and a sub-menu is open showing "Other Source Income", "Chapter VIA Deductions, Housing Loan Int", "Investments u/s 80 C", "Exemption u/s 10", and "Yearly Bills". The "Yearly Bills" option is selected. The main content area contains a form with the following elements:

- Employee Name :
- Employee Code :
- 
- Yearly Bills**  
Note: Enter the amount you plan to submit bills for the year
- News:
- Mobile:
- Medical:
- Telephone:
- 

The browser's status bar at the bottom shows "Done" and "Local intranet".



## 4. Employee Reports

### 4.1 View Payslip

Employee Self Service - Microsoft Internet Explorer

Address: http://cnergieserver/amw/asp/Yearly\_Payslip\_Abacus.asp?mm=Employee%20Reports&sm=View%20Payslip

AMW THE GLOBAL TRUCK

Employee Self Service

Employee Code: Location: 001 Financial Year: 2007-2008 Employee Name:

My Salary Structure My Investment Declaration Provident Fund Employee Reports My Personal Details Help Desk My Suggestions

Employee Reports -- ADMIN MENU -- -- FAQ's -- Change Password Logout

View Payslip

Employee Name : Employee Code : Go

Month : April View/Print Tax Computation

- ❖ Select the **From** and **To** months in the dropdowns and click **View** to view your payslip or **Print** to print your payslip.
- ❖ If you click Print, the printable version of payslip will open in new pop up window and the print dialog box opens. If you want to print, click the **print** button in the print dialog. Else click **cancel**.



## 5. Personal Details

Employee Self Service - Microsoft Internet Explorer

Address: http://cnergieserver/amw/asp/Personal\_Details.asp?mm=My%20Personal%20Details&sm=Personal%20Details

AMW THE GLOBAL TRUCK

Employee Self Service

Employee Code: Location: 001 Financial Year: 2007-2008 Employee Name:

My Salary Structure My Investment Declaration Provident Fund Employee Reports My Personal Details Help Desk My Suggestions

My Personal Details -- ADMIN MENU -- -- FAQ's -- | Change Password | Logout

Employee Name : Employee Code :  Go

Note: For any updates on this screen, please contact your RME/PRE using Help Desk feature

Employee Details			
Employee Code		Employee Name	
Department	HR&ADMN	Designation	SR. MANAGER
Region	WEST		
Father Name	<input type="text"/>	Phone Number	<input type="text"/>
Date of Birth	01/01/1970	Blood Group	<input type="text"/>
PAN No		PF Account No	
Date of Joining	01/01/2006		
Gender	MALE	Present Address	<input type="text"/>
Bank Account No.		Bank Name	ICICI Bank

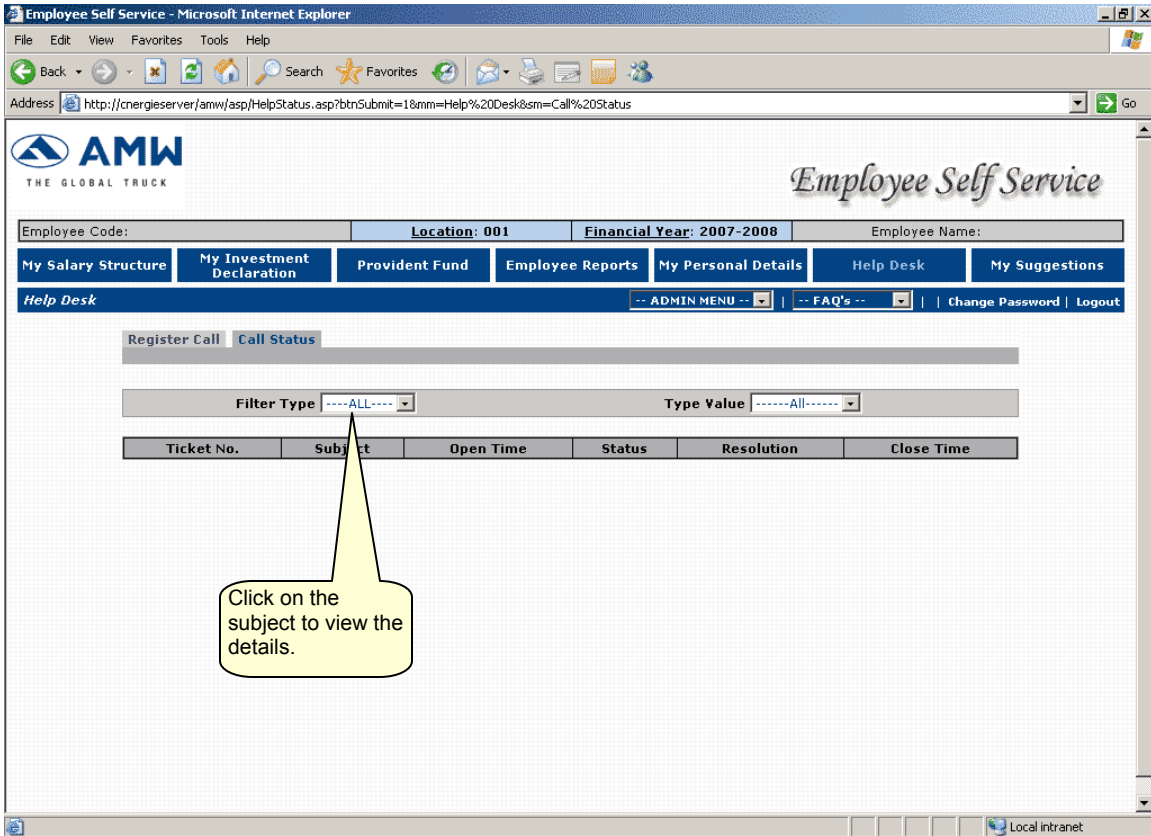
Update Details

- ❖ This screen is for the employee to view his/her required details
- ❖ Please Double-check the **Bank Account No.** you have entered. This will help in depositing your salary in the correct account.
- ❖ Present Address can be edited by the employee



## 6. Help Desk

### 6.1 View Calls



- ❖ This screen displays all the calls logged by you and their respective status. You can view the details by clicking on the subject.



## 6.2 Filter Calls

The screenshot shows the AMW Employee Self Service interface in a Microsoft Internet Explorer browser window. The address bar shows the URL: <http://cnergieserver/amw/asp/HelpStatus.asp>. The page header includes the AMW logo and the text "Employee Self Service". Below the header, there are fields for "Employee Code:", "Location: 001", "Financial Year: 2007-2008", and "Employee Name:". A navigation bar contains links for "My Salary Structure", "My Investment Declaration", "Provident Fund", "Employee Reports", "My Personal Details", "Help Desk", and "My Suggestions". The "Help Desk" section is active, showing "Register Call" and "Call Status" tabs. Below the tabs are three filter dropdown menus: "Filter Type" set to "Category", "Type Value" set to "All", and "Sub Category" set to "ALL". A table displays the filtered call status information:

Ticket No.	Subject	Open Time	Status	Resolution	Close Time
1	Clarification of Tax	04/05/2007 02:14	Open		
2	Tax	04/05/2007 02:46	Open		

A callout box with a yellow background and black border points to the filter dropdowns and contains the text: "Use these filters to filter the calls that are displayed in this screen".



## 6.3 Register a call

The screenshot shows a Microsoft Internet Explorer browser window displaying the AMW Employee Self Service application. The browser's address bar shows the URL: `http://cnergieserver/amw/asp/HelpRegister.asp?mm=Help%20Desk&sm=Register%20Call`. The application header includes the AMW logo (THE GLOBAL TRUCK) and the text "Employee Self Service". Below the header, there is a navigation bar with buttons for "My Salary Structure", "My Investment Declaration", "Provident Fund", "Employee Reports", "My Personal Details", "Help Desk", and "My Suggestions". The "Help Desk" button is currently selected. The main content area shows the "Register Call" form with the following fields:

Category	---Select---
Sub Category	---Select---
Subject	<input type="text"/>
Problem Description	<input type="text"/>
Extn.No.	<input type="text"/>

Below the form are two buttons: "Submit" and "Clear".

- ❖ Please enter all the details and click **Submit** button.
- ❖ Please choose the most appropriate **Category** and **Sub Category**.



## 7. My Suggestions

The screenshot shows a web browser window titled "Employee Self Service - Microsoft Internet Explorer". The address bar displays "http://cnergieserver/amw/asp/WebsiteFeedback.asp". The page header includes the AMW logo (THE GLOBAL TRUCK) and the text "Employee Self Service". Below the header, there is a navigation bar with the following tabs: "My Salary Structure", "My Investment Declaration", "Provident Fund", "Employee Reports", "My Personal Details", "Help Desk", and "My Suggestions". The "My Suggestions" tab is currently selected. Below the navigation bar, there is a "Help Desk" link and a dropdown menu for "ADMIN MENU". The main content area contains the following text: "Please enter your feedback/suggestions about the website or anyother suggestions you would like to share. The comments will be posted in the area below.If you wish to keep yourself anonymous, tick on the anonymous checkbox and save." Below this text, there is a form with an "Anonymous" checkbox (unchecked) and a large text area labeled "Feedback :". A "Save" button is located at the bottom of the form. The browser's status bar at the bottom shows "Done" and "Local intranet".

- ❖ Enter your feedback / comments / suggestions ]
- ❖ If you wish to keep yourself anonymous, check on the anonymous checkbox.

## 8. Provident Fund - Nomination Details

The screenshot shows the 'Employee Self Service' web application in Microsoft Internet Explorer. The browser address bar shows the URL: `http://cnergieserver/amw/asp/NominationDetails.asp?mm=Provident%20Fund&sm=PF%20Nomination%20Details`. The page header features the AMW logo and the text 'Employee Self Service'. Below the header is a navigation menu with options: 'My Salary Structure', 'My Investment Declaration', 'Provident Fund', 'Employee Reports', 'My Personal Details', 'Help Desk', and 'My Suggestions'. The 'Provident Fund' option is selected. Below the navigation menu, there are links for 'ADMIN MENU', 'FAQ's', 'Change Password', and 'Logout'. The main content area is titled 'PF Nomination Details'. It includes a search section with 'Employee Name' and 'Employee Code' input fields and a 'Go' button. Below this is a table for entering nomination details for five nominees. The table has columns for S.No., Nominee Name, Relationship, Date Of Brith [DD/MM/YYYY], Address [Current], Address [Permanent], Address of the Guardian (If Any), and Share Value (%). The 'Share Value' column shows a value of 0 for each nominee. At the bottom of the table, there is a 'Total Share Value' field showing 0 (%).

S.No.	Nominee Name	Relationship	Date Of Brith [DD/MM/YYYY]	Address [Current]	Address [Permanent]	Address of the Guardian (If Any)	Share Value (%)
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0

Total Share Value : 0 (%)

## 9. Change Password

The screenshot shows a web browser window titled "Employee Self Service - Microsoft Internet Explorer". The address bar shows the URL "http://cnergieserver/amw/asp/ChangePwd.asp". The page header includes the AMW logo with the tagline "THE GLOBAL TRUCK" and the text "Employee Self Service". Below the header, there are fields for "Employee Code:", "Location: 001", "Financial Year: 2007-2008", and "Employee Name:". A navigation menu contains links for "My Salary Structure", "My Investment Declaration", "Provident Fund", "Employee Reports", "My Personal Details", "Help Desk", and "My Suggestions". The "Change Password" link is highlighted. Below the navigation menu, there are links for "ADMIN MENU", "FAQ's", "Change Password", and "Logout". The main content area contains a form with three input fields: "Enter your Current Password", "Choose a New Password (Min. 5 Char)", and "Confirm your New Password". Below the form are two buttons: "Change" and "Clear". The status bar at the bottom right shows "Local intranet".



## 10. LogOut Screen

