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1. Login

1.1 Login Screen

❖   Enter your **Employee Code**, **password** and click the **Sign in** button.
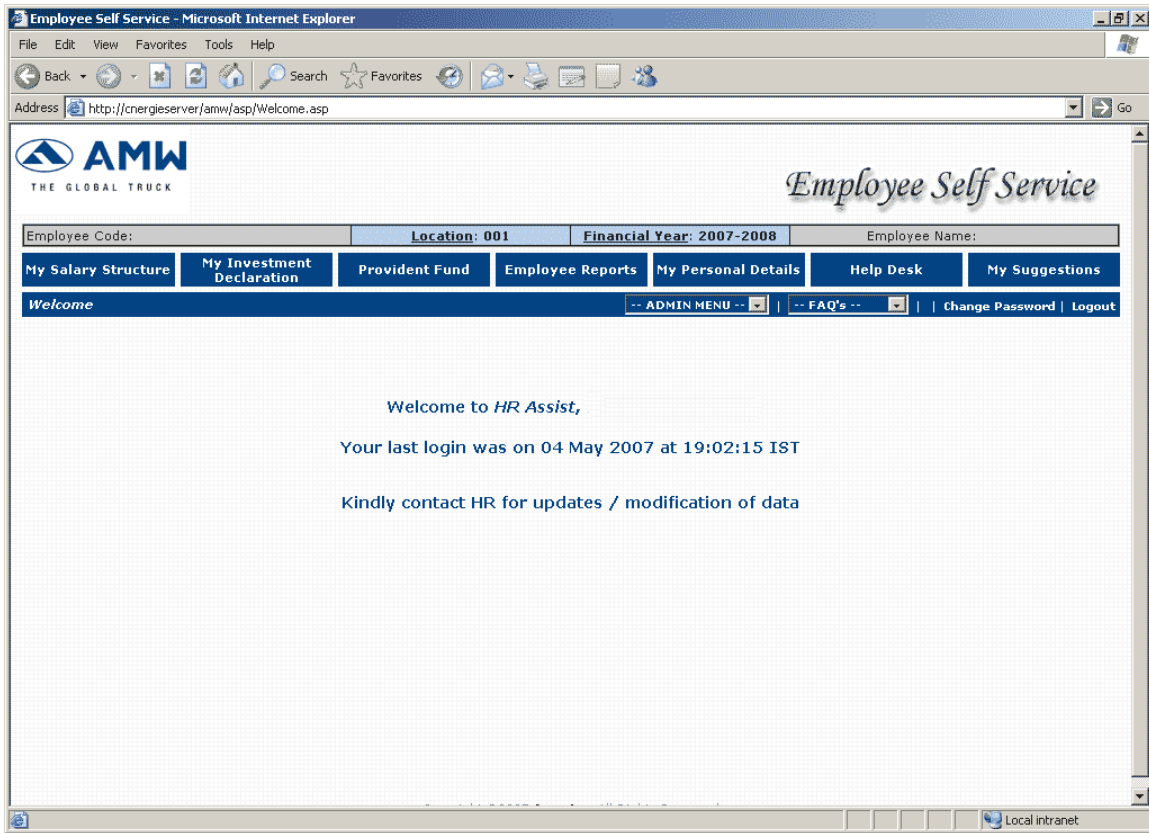
Error Messages:

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

❖   This screen shows your entire pay structure.

.2 Chapter VIA Exemptions

- ❖ 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

- ❖ 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

- ❖ 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

4. Employee Reports

4.1 View Payslip

- ❖ 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

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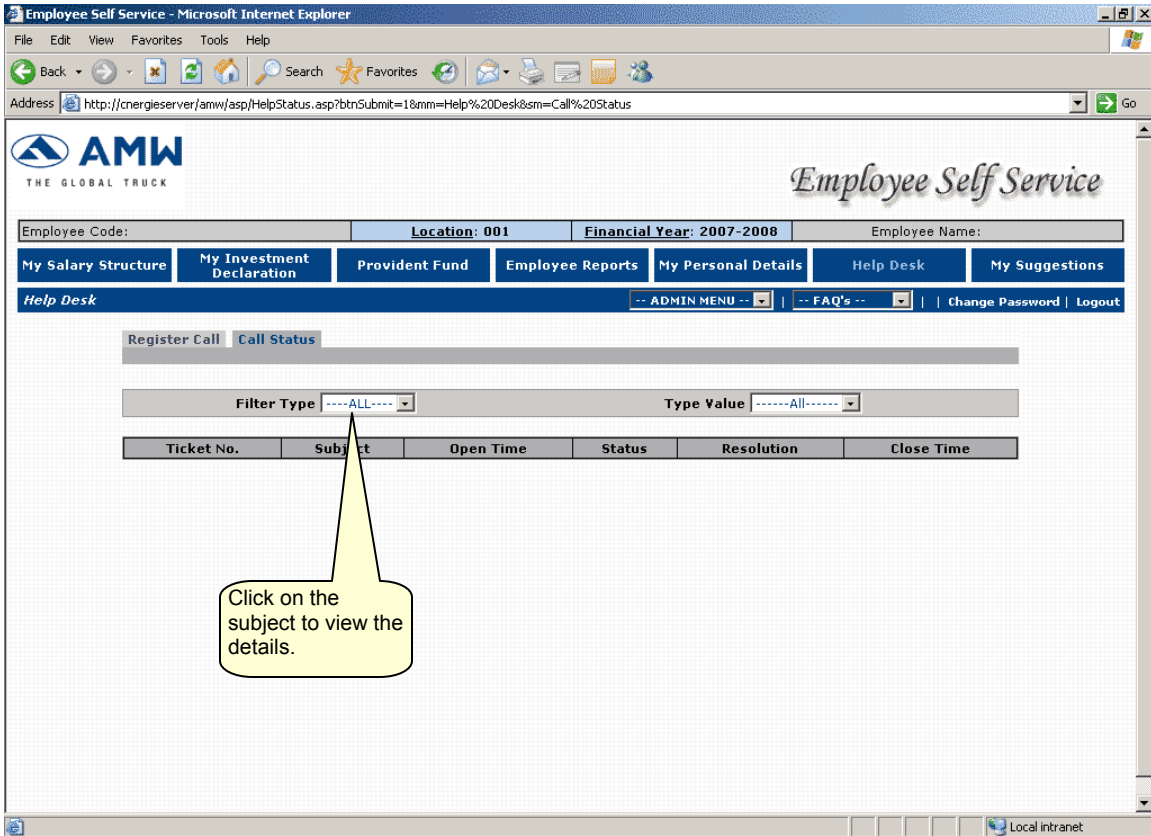
❖ This screen displays all the calls logged by you and their respective status. You can view
   the details by clicking on the subject.

6.2 Filter Calls

Use these filters to filter the calls that are displayed in this screen

6.3 Register a call

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

7. My Suggestions

❖ Enter your feedback / comments / suggestions]

❖ If you wish to keep yourself anonymous, check on the anonymous checkbox.

8. Provident Fund - Nomination Details

9. Change Password

10. LogOut Screen