

## WFH Assistance | Frequently Asked Questions

1. What is Work from home (WFH) assistance and what does it cover?
  - The well-being of our people has always been our top priority. With most of us working from home, the need to set up a good ergonomic workspace at home becomes important, which is why we have introduced the **WFH Assistance program**. A one-time reimbursement of up to INR 18,000/- can be availed to cover the purchase of certain home-office equipment (refer below) - select the item/s that meet your requirement to set up your home office:
    - **Technology accessories** for laptop/ desktop
    - **Ergonomic home-office furniture**
2. Who are eligible to receive this assistance?
  - This assistance is applicable for all management levels—13 to 5—in Accenture India and does not include Accenture Leadership, interns, contractors, and or third-party employees.
3. What is the reimbursement limit I can claim to purchase work from home enabling assets?
  - For Accenture India employees – INR 18,000/- (Rupees Eighteen Thousand Only)
4. How can I claim this amount?
  - The reimbursement window will be **open from June 1, 2021**. You must file for expenses in Allsec **on/before Dec 15, 2021**, so that the claim is processed on/before Dec 31, 2021. You can claim the reimbursement for any purchases made post December 1, 2020 and before the date of filing claim.
  - *Please note the following:*
    - *Bill must be in your name; and*
    - *Bill must have GST number of the seller/vendor*
    - *Proof of payment (screenshots for UPI payments or bank statements / customer copy for debit/ credit card transactions) made i.e. via digital mode only and cash payments are not allowed. Proof of payment must be in your name and needs to be uploaded*
5. What are the steps to file WFH Assistance Reimbursement claim on Allsec?

Follow the below path to open the WFH Reimbursement booking page:

[Allsec Smartpay](#) -> Reimbursement -> WFH Assistance Reimbursement Booking.

**Step 1:** Read the declaration statement. Click on 'Yes' to proceed

**Step 2:** Input all the required purchase details

**Step 3:** In case you are filing for reimbursement for multiple items, click on 'Add New' and repeat Step 2

**Step 4:** Once you have added product details for all the items, click on 'Save'. Post this the 'Upload' button gets enabled.

**Step 5:** Click on 'Upload' → 'Choose File' to select the **invoice/s** and **proof/s of payment** from your system. Tick the check boxes after reading and then click on 'Upload' to upload the chosen file. 'File uploaded successfully' message appears. If multiple items are captured in one invoice, just attach the invoice once.

**Step 6:** Click on 'Submit' to submit all your claims. In case you do not click on 'Submit', the claim will not get processed.

**Step 7:** Confirmation box appears, click on 'Yes'. 'Submit was successful' message appears, user is redirected to non-editable page updated with all details.

**Please note:** Once you click 'Submit', you will not be able to file for any new claims in that month's window and would need to wait for the next month's window to open. The claim window would be open between 1<sup>st</sup> to 10<sup>th</sup> of every month during the reimbursement window.

6. What are the various work from home enablement assets I can purchase and secure reimbursement for under this program?

Furniture	IT Equipment
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Chairs	Headsets/ Earbuds – Wireless/ wired/ Bluetooth
Desk tables/foldable desks	Wireless mouse/ keyboard
Laptop raisers	Wi-Fi boosters
Leg resting tool/ Footrest	Power back up for modems
Arm/ palm and back rest cushions	Power bank
Privacy dividers	Extension cords
	USB socket
	Mousepad
	Whiteboarding Tablet
	Dual band routers
	Cooler for laptop
	UPS/ Inverter for Laptop/ PC
	Whiteboard/ blackboard/ pin-up board
	Dongle
	Speakers (for attending calls)
	Scanners/ printers
	Screen magnifiers
	Monitors
	Privacy screen protectors
	Wall mount for monitors
	Webcam
	HDMI/ Video cables
	Radiation/ Privacy/ Glare shields for computers

7. Can I purchase multiple enablers and claim for the same?
  - Yes, you may purchase multiple enablers where such items are listed above. However, you may only claim one of each asset type (i.e. no more than one of the same asset will be reimbursed as the expectation is that you will personally and exclusively use the asset to conduct your work from home); and the overall bill/reimbursement claim amount must not exceed INR18,000/- (Rupees Eighteen Thousand Only). Reimbursement may be claimed in parts over multiple time periods within the claim window incase you decide to purchase multiple enablers during different months.
8. Do I need to submit the hard copy of the bill(s)?
  - You only need to upload the scanned copy or PDF in [Allsec](#) and there is no requirement to submit hardcopy of the bill(s). However, you should continue to retain the hard copy with you for future reference or audit preferably until 31 March 2026.
9. Can I claim expenses in my name, but the address is outside my work location?
  - Yes, you can claim WFH assistance expenses in your name even if the address does not match with your work location. However, the delivery address in the bill must be your work-from-home location and the asset must be mostly used to enable you to work remotely and fulfil your role responsibilities throughout the life of the asset.
10. Can I claim expenses for bill(s) issued in my spouse / parent /sibling/ roommate names?
  - No, you cannot claim expenses for bill(s) that are issued in any other person's name other than yours the asset must be used only by you and exclusively for work purposes.
11. My Bill amount is higher than INR 18000. How do I claim?
  - You can use the same bill(s), however, in [Allsec](#), the reimbursement amount will be limited to INR 18000/-(Rupees Eighteen Thousand Only).
12. My Bill amount is lower than INR 18000/- (Rupees Eighteen Thousand Only). How do I claim?
  - You must claim the actual bill(s) value only.

13. Is there a time period for claiming the WFH assistance reimbursement?
- If you joined the organization prior to December 1, 2020, you could claim the reimbursement effective June 1, 2021 till December 15, 2021 closes for purchases during the **period December 1, 2020 till December 15, 2021 only.**
  - If you joined the organization between December 1, 2020 to August 31, 2021, you could claim the reimbursement effective June 1, 2021 till December 15, 2021 for purchases during the **period starting your date of joining till December 15, 2021 only.**
14. Does Accenture have any partnership with vendors for subsidized/ discounted products?
- There is no restriction on the choice of vendors. You can purchase the work enablement asset from any of the e-commerce sites like Amazon, Flipkart, Croma etc. or any GST registered vendors. You may also refer to the discounted products and deals available on [Your Rewards](#) → Voluntary Benefits section.
15. Is this benefit applicable for assignees who are currently on GCP/P750 assignment?
- No, only employees on India headcount and payroll, currently physically working from India as at 1 May, are eligible as the invoice/expense must be incurred in INR and towards purchase of assets that supports work from home in India. Employees of a foreign Accenture entity currently working in India, or Accenture India employees assigned under P710 to a foreign location as at 1 May will receive information around their eligibility for a similar entitlement according to their circumstances.
16. I have resigned and serving my notice period, can I file for these expenses?
- You are eligible to claim expenses if you are on notice period. Please note, you will need to file for claims as per the Allsec monthly window, before your last working day. Any request for claims post your last working day will not be entertained.
17. Employees who will join post 31<sup>st</sup> Aug 2021, how will they claim this benefit?
- We recognize the environment continues to evolve and we will adjust our approach accordingly in the upcoming fiscal year as required. Joiners until August 31, 2021 will be eligible to claim expenses until December 15, 2021.
18. I still have additional questions regarding the WFH Assistance, whom should I reach out to?
- You can raise query via **SMB.INDIAHR.ERM@accenture.com** or call/ chat with a benefits contact centre representative through [Your Rewards](#) under the 'Need Assistance' section or reach out to your respective HR people advisor as required.
19. Will I be taxed if I claim reimbursement under this program?
- As this program is intended to enable you with the necessary assets to work from home more productively and not for any other personal benefit, there will be no individual income tax cost to you personally.
20. When can I claim reimbursement if I have purchased the product on EMI?
- In case you purchase the product on EMI, you can claim the reimbursement only after payment of ALL installments and producing proof of all payments. The installments need to be completed before 15<sup>th</sup> Dec 2021.
21. What are the exclusions to the list of the products that I am eligible to reimburse towards?

Category	Exclusions
Table	Dining Table
	Coffee Table
	Center Table
	Breakfast/Tray Table
	Garden Table
Chair	Sofa/Sofa Set/Couch
	Recliner
	Bar Stool/Chair

	Garden Chair
	Rocking Chair
	Settee
	Massage chair
Speakers	Smart Speakers like Amazon Echo Dot, Google Home, Apple HomePod
Inverters	Home inverter
	Inverter batteries only
VPN	VPN
Others	Bookshelves
	Portable storage drawers
	Game consoles
	Internet/ electricity bills
Home Appliances	Refrigerator
	Microwave Oven
	Washing machine
	Water dispenser
	Iron
	Vacuum cleaner
Devices	Alexa/ Siri and other smart devices
	Apple TV and other similar devices
	Kindle

22. I purchased a refurbished office chair from Accenture. Can I reimburse my expenses towards that?

- Refurbished chair provided at discounted rates is already considered as benefit and taxed as perquisite in the month of purchase. Hence, the cost borne by you towards purchase of refurbished chair is not eligible for reimbursement under this scheme.

23. I am on notice period and submitted incomplete/incorrect documentation or was unable to submit my claims during a monthly window. My last working day is between 10<sup>th</sup> and last day of that month, would I be able to resubmit my claim?

- Yes, the Allsec exit portal will open 10 days before your Last Working Day (LWD) where you would be able to submit supporting documentation (GST invoice(s) and proof of payment(s)) and your claim will be processed as part of your full and final settlement.

24. I am on notice period and will receive the GST invoice along with the delivery of my product which is scheduled for a date post my last working day. Can I claim for this purchase?

- You must submit your claim along with GST invoice BEFORE your last working day.

25. Can I claim reimbursement for a product which is not a part of this list?

- We anticipate that the enablers as listed above, to be appropriate for the needs of our people working from home. If you do require to seek reimbursement for an item not listed here, please write to **SMB.INDIAHR.ERM@accenture.com** with a brief description of the relevance and requirement to perform your work from home, for the team to evaluate and come back whether it will be reimbursable or not.

**Note:** This is a one-time benefit applicable to select employees as defined in this document, Accenture reserves the right to alter, amend or withdraw this benefit at its discretion.

