

# Tarento Allowance Policy

Classification: Internal use

## Revision History

#	Status	Revision History	Author	Verified by	Date Released
1	Initial Document		Rakhi Sharma	Vijay Sunkeswari	01-08-2011
2	Reviewed and updated		Roopa Lakshmi Chamaraj	Vijay Sunkeswari	09-06-2015
3	Revision		Shilpa Jain	Vijay Sunkeswari	02-01-2019
4	Revision	<ul style="list-style-type: none"> <li>• Revised Shift Allowance to include both Tarento office and client location</li> <li>• Defined time-range for shift allowance</li> <li>• Revised the reimbursement procedure</li> </ul>	Harsha Chandrahasan	Sahana Sharma	31-03-2020
5	Revision	<ul style="list-style-type: none"> <li>• Location Restriction (Blr) for On-Call Allowance removed</li> </ul>	Harsha Chandrahasan	Sahana Sharma	22-04-2020
6	Revision	<ul style="list-style-type: none"> <li>• Revised allowances</li> <li>• Combined Local Travel Sundry Policy and Shift and On Call Allowance Policy as 'Tarento Allowance Policy'</li> </ul>	Shyamili Sathyendran	Sanjeev Goel	17-12-2021

## **Objective:**

The objective of this policy is to provide guidelines on the allowances applicable to the employees of Tarento. The instances under which the policy becomes applicable are:

- Employees providing on-call support, where they are required to be available to carry out support activities.
- Employees working in different shift timings other than the regular working hours of their respective business unit / project team.
- Employees working for additional hours beyond the standard working hours (4 hours+)
- Employees required to undertake authorized local business travel and reimburse their food and travel expenses while at client locations

## **Scope**

Allowance Policy shall apply to all employees of Tarento Technologies Pvt Ltd.

## **Administration**

The interpretation and administration of this policy is the responsibility of the Human Resources department.

## **On-call Allowance:**

Employees who are assigned to the On-Call support team may be required to work 24/7 to support any business requirements raised after standard business hours. In case of such a requirement, the managers inform the employee in advance, to be on call.

24\*7 On-call support allowance will be provided for such instances as per the below slabs:

Support Time	Allowance
Week-day support	INR 300/-
Week-end support	INR 600/-

## **Eligibility:**

- The policy is applicable to all full-time employees of Tarento

## **Guidelines:**

- An employee who is assigned for on-call support, will be given a company phone/mobile with Company Sim, for business calls.
- All on-call support queries must be resolved with use of official SIM only

This policy is subject to change at the sole discretion of Tarento Technologies Pvt Ltd at any given point of time. The Company reserves the right to modify or rescind any of the terms and provisions of this policy, as needed.

## Procedure to claim On Call Allowance:

- HR team sends the **Reimbursement/Allowance claim form** (RACF) to all employees by mid of every month, specifying the cut-off date to submit claims for that month's payroll processing
- Employees should fill the **RACF with relevant details and attach it on Kronos** under the section Expense Reporting > Add Expense > Allowance > Allowance Category > **On Call**
- Select your **Manager's Email ID** in the "**Approver**" field and "**Save**" your claim
- **Managers will verify & approve** the allowance for further processing
- Once approved, employees will receive an **acknowledgement mail from Kronos**
- The allowance **amount will be credited with the current month's payroll**
- **Submissions post the specified cut-off date** will be processed in the **subsequent payroll cycle**

## Shift Allowance:

This allowance will be applicable when employees work beyond the defined standard business hours both at Tarento and client location (the defined shift time will be determined by the business needs and project requirements). Shift allowance will be provided for such instances as per the below slabs:

Time	Allowance
If the shift starts before 6 AM	INR 300/-
If the shift ends post 10 PM	INR 600/-

## Eligibility:

- The policy is applicable to all full-time employees of Tarento (excludes employees in functional roles)

## Guidelines

- Shift allowance is valid for employees who are working in early and late shift as defined above other than the general shift and maintaining 9:00 hours at work per day basis
- Shift allowance is applicable only when there is a business requirement and the employee has been assigned to either an early or late shift and has prior approval from the manager
- This policy is applicable only for delivery teams and not for functional roles.

## Procedure to claim Shift Allowance:

- HR team sends the **Reimbursement/Allowance claim form** (RACF) to all employees by mid of every month, specifying the cut-off date to submit claims for that month's payroll processing

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- Employees should fill the **RACF with relevant details and attach it on Kronos** under the section Expense Reporting > Add Expense > Allowance > Allowance Category > **Shift**
- Select your **Manager's Email ID** in the "**Approver**" field and "**Save**" your claim
- Managers will verify & approve** the allowance for further processing
- Once approved, employees will receive an **acknowledgement mail from Kronos**
- The allowance **amount will be credited** with the **current month's payroll**
- Submissions post the specified cut-off date** will be processed in the **subsequent payroll cycle**

## Work Incentive Hours

Employees will be eligible for work incentives under the following scenarios:

Up to 4 hours of non-standard working hours	INR 300/-
Beyond 4 hours of non-standard working hours	INR 600/-

### Procedure to claim Work Incentives:

- HR team sends the **Reimbursement/Allowance claim form** (RACF) to all employees by mid of every month, specifying the cut-off date to submit claims for that month's payroll processing
- Employees should fill the **RACF with relevant details and attach it on Kronos** under the section Expense Reporting > Add Expense > Allowance > Allowance Category > **Work Incentives**
- Select your **Manager's Email ID** in the "**Approver**" field and "**Save**" your claim
- Managers will verify & approve** the allowance for further processing
- Once approved, employees will receive an **acknowledgement mail from Kronos**
- The allowance **amount will be credited** with the **current month's payroll**
- Submissions post the specified cut-off date** will be processed in the **subsequent payroll cycle**

## Conveyance Benefit:

### Definition:

- For the purpose of this policy "Local Travel" shall mean any trip taken within the locational headquarter.
- Locational headquarter, shall mean office where an employee is normally posted for day to day performance of his/her duties.

### Eligibility:

- All full-time employees of Tarento are covered under this policy
- Any employee who is required to travel for official work will be eligible for conveyance allowance

**For destinations exceeding 10 kms from Tarento office, the following rate chart will be applicable for the full distance from home to client work location.**

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Bills	Mode of Transport	Rates
With Bills	Auto/Taxi	As far as possible, point- to - point taxi should be preferred and based on actuals
Without Bills	Two Wheeler	Rs. 5/km
	Four Wheeler	Rs. 10/km

## Guidelines:

- In case of use of own vehicle, the toll as well as parking will be reimbursed on submission of original supporting bills
- Fuel, diesel, toll as well as parking expenses for official visits will be reimbursed by the organization
- This is applicable to only those employees who are outside the purview of field allowance (Sales).
- Claims should be made within 15 days of travel
- While there will be a track of the expenses on Kronos, employees are also encouraged to keep their own track of the local travel expense statement for future reference/clarifications.

## Procedure to claim Conveyance Benefit

### Without bills:

- HR team sends the **Reimbursement/Allowance claim form** (RACF) to all employees by mid of every month, specifying the cut-off date to submit claims for that month's payroll processing
- Employees should fill the **RACF with relevant details and attach it on Kronos** under the section Expense Reporting > Add Expense > Allowance > Allowance Category > **Conveyance - without Bill**
- Select your **Manager's Email ID** in the "**Approver**" field and "**Save**" your claim
- **Managers will verify & approve** the allowance for further processing
- Once approved, employees will receive an **acknowledgement mail from Kronos**
- The allowance **amount will be credited** with the **current month's payroll**
- **Submissions post the specified cut-off date** will be processed in the **subsequent payroll cycle**

### With bills:

The reimbursement process cycle is on the 3d and 18<sup>th</sup> of every month. Any claims submitted 3 days prior to the reimbursement cycle will be credited during that cycle. Claims submitted beyond the cut-off date will be processed in the subsequent cycle.

- HR team sends the **Reimbursement/Allowance claim form** (RACF) to all employees by mid of every month, specifying the cut-off date to submit claims for that month's payroll processing

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- Employees should fill the **RACF with relevant details and attach it on Kronos** under the section Expense Reporting > Add Expense > Reimbursement > Reimbursement Category > **Conveyance - with Bill**
- Select your **Manager's Email ID** in the “**Approver**” field and “**Save**” your claim
- Managers will verify & approve** the allowance for further processing
- Once approved, employees will receive an **acknowledgement mail from Kronos**
- The allowance **amount will be credited** with the **current month's payroll**
- Submissions post the specified cut-off date** will be processed in the **subsequent payroll cycle**

## Food Allowance:

### Eligibility:

- All full-time employees of Tarento are covered under this policy
- Employees who are deputed at client location will be eligible for this allowance
- Employees who extend their working hours beyond the defined business hours at Tarento office for business needs are covered

Description	Allowance
Weekdays and Weekends	Rs. 250/- per meal

### Procedure to claim Food Allowance

- HR team sends the **Reimbursement/Allowance claim form (RACF)** to all employees by mid of every month, specifying the cut-off date to submit claims for that month's payroll processing
- Employees should fill the **RACF with relevant details and attach it on Kronos** under the section Expense Reporting > Add Expense > Allowance > Allowance Category > **Food**
- Select your **Manager's Email ID** in the “**Approver**” field and “**Save**” your claim
- Managers will verify & approve** the allowance for further processing
- Once approved, employees will receive an **acknowledgement mail from Kronos**
- The allowance **amount will be credited** with the **current month's payroll**
- Submissions post the specified cut-off date** will be processed in the **subsequent payroll cycle**

*\*All allowances other than reimbursements will be subject to applicable taxes*