

# Employee Self Service Training Slides

by  
**Mynd Integrated Solutions Pvt. Ltd.**  
An Outsourcing & Consulting Company

[www.myndsolution.com](http://www.myndsolution.com)



# Welcome to Employee Self Service

Get Started

LOADING ...



# How to login to ESS Portal

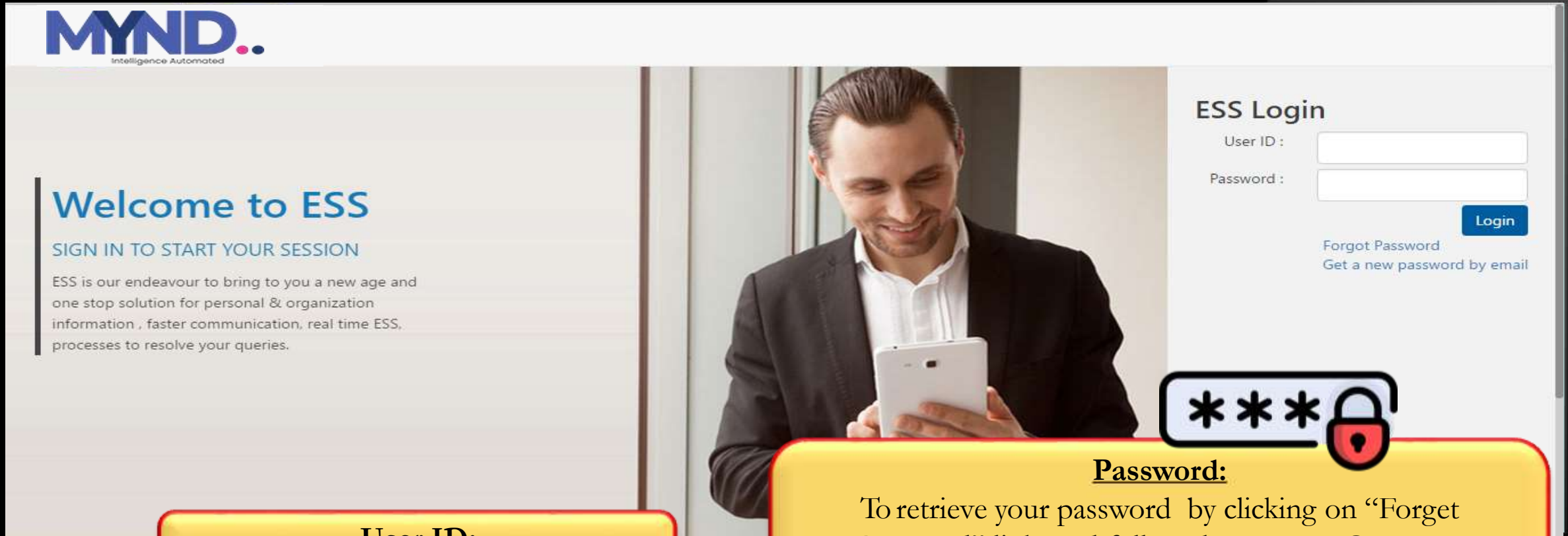


Please copy the below link to Access to ESS Portal

**<https://mypayroll.myndsolution.com/Login.aspx?CID=dassault>**

- Your User ID – “Employee Code”
- Password – Please refer to next slide

# How to Generate Password



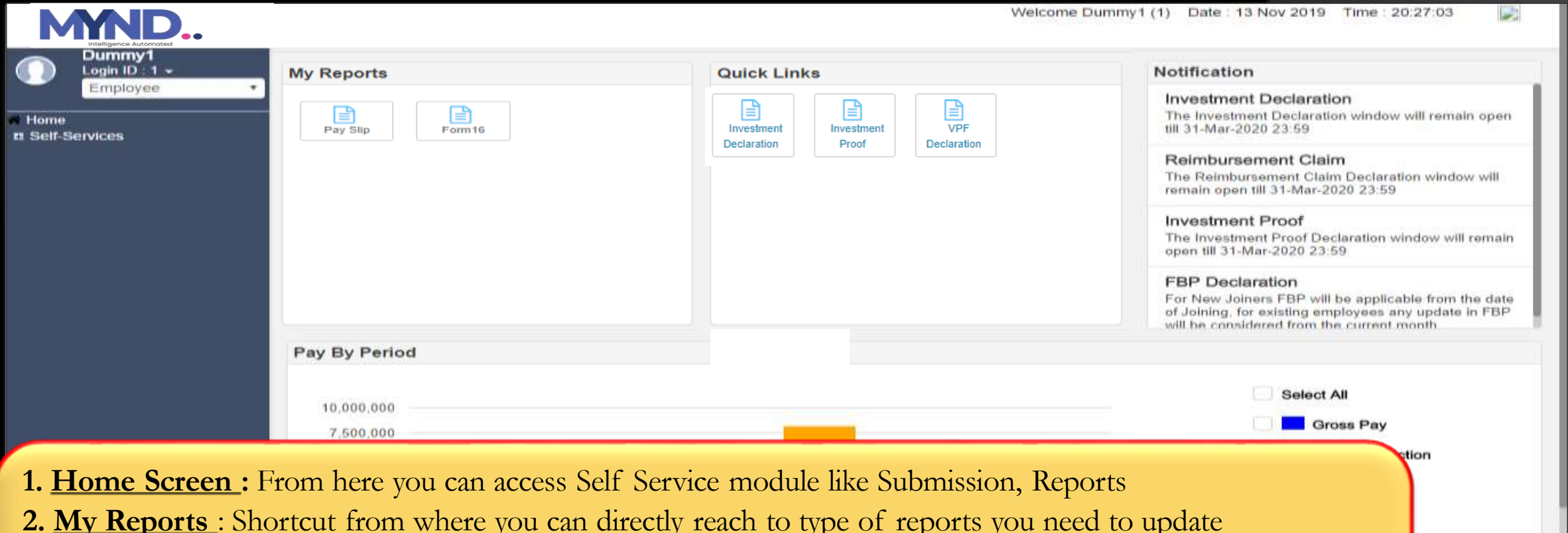
## User ID:

Use your “Employee Code”

## Password:

To retrieve your password by clicking on “Forgot Password” link and follow the process. Once you completed the “Password Forgotten” process, you will receive the password through email

# Home Page of Employee Self Service



1. **Home Screen** : From here you can access Self Service module like Submission, Reports
2. **My Reports** : Shortcut from where you can directly reach to type of reports you need to update
3. **Quick Links** : Shortcut from where you can directly reach to type of submission you need to update
4. **Notifications** : All updates related to timeline of various submission are shared here for quick view
5. **Pay By Period** : month wise salary graph is displayed for last 6 months (Total Gross Pay, Total Deduction, Total Net Pay)

# Investment Proof Submission



**For All Employee (New Joiners & Existing)**

Investment Proof window will be activated at the end of Financial Year  
**from 15<sup>th</sup> Dec'22 to 15<sup>th</sup> Jan'23**



# How to submit Investment Proofs (1/6)

**Apply**

Reference No.\* 9868 Reference Date\* 02.Dec.2019

Employee ID

Date of Joining

VPF %age

Email ID

PAN No.

No. of Child 0

My Investment Proof for FY 2019-2020 is as under:

**A. Deduction Under Chapter VI-A (u/s 80C) Income Tax Act, 1961**

S.No.	Description	Declaration	Proof
1.	Accrued Interest on NSC	0.00	10000.00
2.	80CCC - Premium Paid for Pension Policy	0.00	
3.	Any Sum Paid as Tution Fee for Full Time Course Only	60000.00	10000.00
4.	Employee Provident Fund	21600	21600
5.	Public Provident Fund (PPF)	70000.00	10000.00
6.	Investment in Post Office Senior Citizen Scheme 2004	0.00	
7.	Amount Deposited in FD for more than 5 Years	0.00	
8.	Contribution to notified mutual fund	0.00	
9.	Equity Linked Saving Scheme (ELSS)	0.00	
10.	Housing Loan - Principal Re-Payment	0.00	
11.	National Saving Certificate (NSC-VIIIth Issue)	0.00	
12.	Insurance Premium Paid (as per Note-7)	0.00	10000.00
13.	Unit Linked Insurance Plan (ULIP)	0.00	
14.	Sukanya Samriddhi Account Deposit Scheme	0.00	
	be time deposit account	0.00	

## Apply Tab:

Through “Apply” tab, you can submit your Investment Proofs

## History Tab:

Through “History” tab, you can view your historical “Investment Proofs” submission.

# How to submit Investment Proof – under 80C (2/6)

S.No.	Description	Declaration	Proof
1.	Accrued Interest on NSC	0.00	10000.00
2.	80CCC - Premium Paid for Pension Policy	0.00	
3.	Any Sum Paid as Tution Fee for Full Time Course Only	60000.00	10000.00
4.	Employee Provident Fund		21600
5.	Public Provident Fund (PPF)		000.00
6.	Investment in Post Office Senior Citizen Scheme 2004		
7.	Amount Deposited in FD for more than 5 Years		
8.	Contribution to notified mutual fund		
9.	Equity Linked Saving Scheme (ELSS)		
10.	Housing Loan - Principal Re-Payment		
11.	National Saving Certificate (NSC-VIIIth Issue)		
12.	Insurance Premium Paid (as per Note-7)		000.00
13.	Unit Linked Insurance Plan (ULIP)		
14.	Sukanya Samriddhi Account Deposit Scheme	0.00	
15.	Investment in five year post office time deposit account	0.00	
Total Deduction u/s 80C		151600	61600

## Action:



- Click to Add New Investment Proof



- Click to View/ Edit Existing uploaded Investment Proof



- Click to Delete uploaded Investment Proof

Action	Document No.	Amount	Attach Document
Total Deduction u/s 80C			



# How Various Action Screens works - "Add"

## 1. How to "Add" (Step 1) – While Uploading New Document

Insurance Premium Paid (as per Note-7)

Document No.	<input type="text"/>
Amount*	<input type="text" value="0"/>
Attach Document	<input type="button" value="Choose File"/> No file chosen

## 3. How to "Add" (Step 3) – Once Document is uploaded

Insurance Premium Paid (as per Note-7)

Document No.	<input type="text" value="1"/>
Amount*	<input type="text" value="10000"/>
Attach Document	<input type="button" value="Choose File"/> Test.pdf

## 2. How to "Add" (Step 2) – Once Document is uploaded

Insurance Premium Paid (as per Note-7)

Document No.	<input type="text" value="1"/>
Amount*	<input type="text" value="10000"/>
Attach Document	<input type="button" value="Choose File"/> Test.pdf

## 4. How to "Add" (Step 4) – In case New Document to uploaded

Insurance Premium Paid (as per Note-7)

Document No.	<input type="text"/>
Amount*	<input type="text" value="0"/>
Attach Document	<input type="button" value="Choose File"/> No file chosen

### Action:





 - Click to Add New Investment Proof

### While Adding Information (please update following):

- 1. Document No.:** Policy No. , Folio No.
- 2. Amount:** Total Amount paid in Financial Year (2019-20)
- 3. Attach Document:** Attach the relevant Document

# How Various Action Screens works - "View/ Edit"


1. How to "View/Edit" (Step 1) – to view the existing uploaded Detail

Action	Inv_Code	Row_SNo	Document No.	Amount	Attach Document
  			1	10000	

3. How to "View/Edit" (Step 3) – Once Document is Re uploaded

Document No.

Amount

Attach Document 

2. How to "View/Edit" (Step 2) – Re validating or Re uploading the revised Proof

Document No.

Amount

Attach Document

4. How to "View/Delete" (Step 4) – In case New Document to uploaded

Document No.

Amount

Attach Document

## Action:











- Click to View/ Edit Existing uploaded Investment Proof

While View/Edit Information (please note the following):

1. BY Clicking on Edit/View option: You view the previous all uploaded document.
2. Re update: your Document no., Amount, Attachment
3. [CLICK] on SAVE button: to update the change information.

# How Various Action Screens works - "Delete"

1. How to "Delete" (Step 1) – In case same Investment uploaded again

Action	Document No.	Amount	Attach Document
  	1	10000	
  	1	10000	

2. How to "Delete" (Step 2) – Once you select the Investment to be deleted

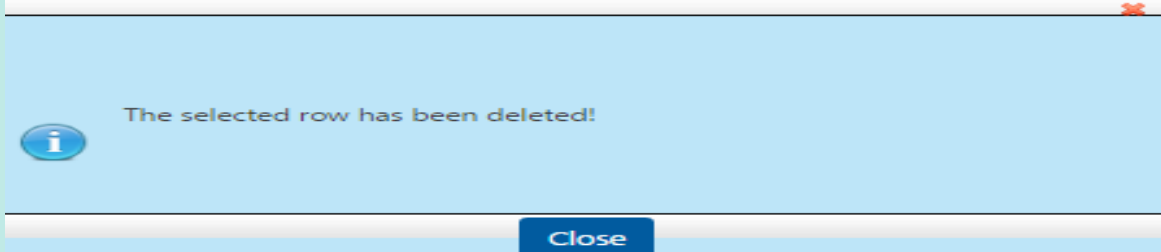
mypayroll1.myndsolution.com says:

Are you sure to delete ?


OK

Cancel

3. How to "Delete" (Step 3) – Once you confirm the deleting of Investment



4. How to "Delete" (Step 4) – Post deleting the similar Investment Proof

Inv_Code	Row_SNo	Document No.	Amount	Attach Document
		1	10000	

**Action:**

 - Click to Delete uploaded Investment Proof

**While Adding Information (please update following):**

**1. Document No.:** Policy No. , Folio No.

**2. Amount:** Total Amount paid in Financial Year (2019-20)

**3. Attach Document:** Attach the relevant Document

# How to submit Investment Proof – Other than 80C (3/6)

B. Deduction Under Chapter VI-A (Other than 80C)

S.No.	Description	Declaration	Proof
1.	80CCD - National Pension Scheme (Employee Contribution)	0.00	
2.	80CCG - Deduction in respect of investment made under any equity saving scheme	0.00	20000.00
3.	80D - Medical Insurance Premium for Self/Spouse/Children	25000.00	25000.00
4.	80D - Medical Insurance Premium for Parents (Below age of 60 years)	50000.00	50000.00
5.	80D - Medical Insurance Premium for Senior Citizen Parents (Above age of 60 years)	0.00	
6.	80DD - Deduction in respect of maintenance including medical treatment of a handicapped dependent	0.00	
7.	80DDB - Deduction in respect of medical treatment (Form 10(I)) required	0.00	
8.	80E - Payment of Interest on Educational Loan	0.00	
9.	80EEA - Loss of House property deduction of up to Rs. 1.50 lakhs for interest on loan	0.00	
10.	80TTA - Interest received on savings accounts deposits (not being time deposits)	0.00	
11.	80U - Deduction in case of a person with disability	0.00	
12.	80EEB - Deduction of Rs. 1.50 lakhs for interest on loan taken for purchase of an electric vehicle	0.00	100000.00

Action

Document No.

Amount

Attach Document

+

✎

✕

1

100000

View

Total Deduction u/s 80C

75000

195000

C. Income other than Salary

S.No.	Description	Declaration	Proof
1.	Income from Other Sources	0.00	
2.	Income from Interest on NSC (Last year only)	0.00	
3.	Income from Interest on Others	0.00	

Action

Document No.

Amount

Attach Document

+


✎

✕

You may follow similar steps to “Add, View/Edit or Delete” under these sections while “Investment Proofs” submission.

# How to submit Investment Proof - HRA (4/6)

## D. Rent paid per month (Please mention the starting and ending date)

Declared Rent Details											
From		To		Rent/Month			Metro				
01.Apr.2019		31.Mar.2020		40000.00			O				
Action	S.No.	From Date (DD/MM/YYYY)	To Date (DD/MM/YYYY)	Rent Per Month	Address	Metro/Non Metro	Landlord Name	Landlord Address	Landlord PAN	Landlord PAN Attachment	Rent Rece
	1.	01.Apr.2019	31.Mar.2020	10000.00	H68	D	Rajesh	H70	PANNOTAVBL	<a href="#">View</a>	<a href="#">View</a>

Rent

From Date (DD/MM/YYYY):

To Date (DD/MM/YYYY):

Rent Per Month:

Address:

Metro/Non Metro:

Landlord Name:

Landlord Address:

Landlord PAN:

Landlord PAN Attachment:

Rent Receipt Attachment:

While updating Information (please update following):

**1. From date and To date:** same can be added manually in DD/MM/YYYY format

**2. Rent Per Month:** rent paid per month

**Example:** 01/04/2019 to 31/03/2020

**Total rent paid:** 108000

**Rent Per Month = 9000.00** (this per month amount to be updated)

**3. \* sign:** All information to be filled before submitting, else system will not allow to save

**4. Landlord PAN:** If Rent per month is more than 8333, please share Landlord PAN, else benefit will not be given while calculating Total Tax

You may follow similar steps to “Add, View/Edit or Delete” under these sections while “Investment Proofs” submission



# How to submit Investment Proof – Housing Loan (5/6)

E. Income from House Property

Action	S.No.	House Type	Property Value	Loan Amount	Date of commencement of Loan	Date of Completion of Construction/Possession of House	(a) Rental Income (Annually)	(b) Less Municipal Tax
	1.	R	400000.00	400000.00	21.Apr.2019	21.Apr.2019	300000.00	400.00

**House Property Details**

House Type\* Self

Property Value

Loan Amount

Date of commencement of Loan\*

Date of Completion of Construction/Possession of House\*

(a) Rental Income (Annually)

(b) Less Municipal Tax

Net Asset Value (NAV)

**Less**

Deduction u/s 24(1) - Repairs 30% of NAV

Deduction u/s 24(6) - Interest on House Loan\*

Total Deduction u/s 24

Income from House Property

TDS Deducted (Provide Form16A)

80EE - Deduction in respect of Interest on Loan Taken for residential House Property

**Address of the Property against which loan has been taken**

Address-1\*

Address-2

Address-3

City

State

PIN

Phone

Lender's Name\*

Lender's Address\*

Lender's PAN\*

Lender's Category

Agreement/Possession Letter Attachment\*

Interest Provisional Letter Attachment\*

Financial Institutions

While updating Information (please update following):

1. **House Type:** to be selected either as “SELF” or “RENTED”
2. File the other Tab such as **Property Value** and **Loan Amount**
3. **Update Loan Start date and Date of Possession:** same can be added manually in DD/MM/YYYY format
4. **Update the balance information** such as Interest and Income on Housing Loan, Address of the property where loan is taken, lender's Name, Address, Pan, Category etc.
5. **Upload Proof of Possession** to claim the benefit of Interest, such as Possession Letter, Electricity or water Bill or any proof confirming the possession)
6. **Upload Interest Provisional Letter**

*You may follow similar steps to “Add, View/Edit or Delete” under these sections while “Investment Proofs” submission.*



# How to submit Investment Proof (6/6)

## Final Submission



I do hereby confirm that the above Investment Proof submitted by me is true and correct. I will be personally liable for any incorrect and false information furnished by me. I undertake to submit Investment Proofs including Rent Receipts (If any) corresponding to my Proof above on or before the cut-off date as and when informed by the Company. I Further declare that the Proof submitted by me shall be considered for my payroll purpose.\*

Mynd Solution team shall process and confirm back with the status of your submitted Investment Proof anytime by or before 25th January 2020, which may also include any insufficiency in the received investment documents

Submission Date

02.Dec.2019

Signature

*Your Name will be visible here*

Submit

Preview

Form 12BB

Guideline

Back

The selected row has been deleted!

*Click on “submit” button once you have uploaded your Investment Proof , the submitted information can be viewed under the history tab of the Investment Proof section..*

# How to Upload/View Form 12BB

The screenshot shows the MYND web application interface for Form 12BB. On the left is a sidebar menu with options like 'Home', 'Self Services', 'Submission', 'Investment Declaration', 'Investment Proof', and 'Form 12BB'. The main area is titled 'Form 12BB' and contains a table with columns: S.No., Action, Reference No., Employee ID, Employee Name, Type, Status, and Submitted Date. A table entry shows '1.' in S.No., 'View' and 'Upload' buttons in Action, and 'Proof Submitted' and '21.Jan.2020' in Status and Submitted Date respectively. Two yellow callout boxes with red borders provide instructions: one points to the 'View' button, stating 'Employee can also view the details of investment proof submitted & Form 12BB under Investment Proof tab.', and the other points to the 'Upload' button, stating 'Post Investment Proof submission employee need to be submitted signed Form 12BB.'.

**Form 12BB**

Status: Subm ▾ From:  To:  Filter Refresh Export Back

S.No.	Action	Reference No.	Employee ID	Employee Name	Type	Status	Submitted Date
1.	View Upload				Proof	Submitted	21.Jan.2020

*Employee can also view the details of investment proof submitted & Form 12BB under Investment Proof tab.*

*Post Investment Proof submission employee need to be submitted signed Form 12BB.*

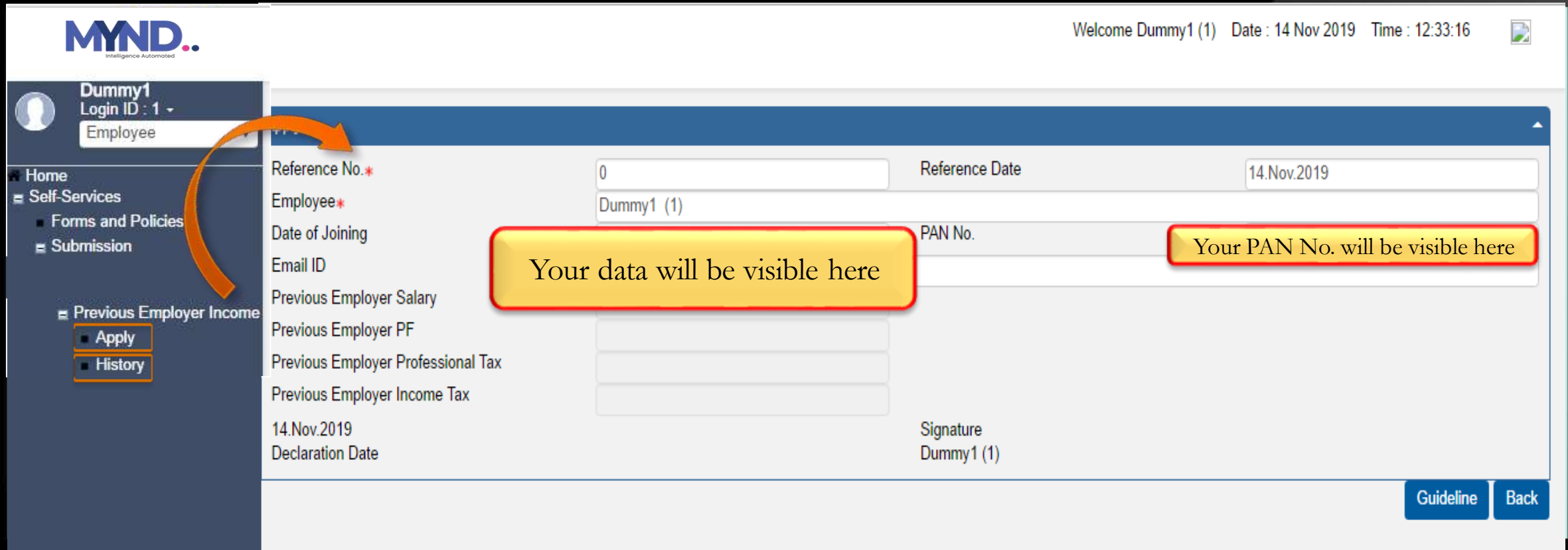
# Previous Employer Income



LOADING ...



# How to submit Previous Employer Income



MYND.  
Intelligence Automated

Welcome Dummy1 (1) Date : 14 Nov 2019 Time : 12:33:16

Dummy1  
Login ID : 1  
Employee

Home  
Self-Services  
Forms and Policies  
Submission  
Previous Employer Income  
Apply  
History

Reference No.\* 0 Reference Date 14.Nov.2019

Employee\* Dummy1 (1)

Date of Joining

Email ID

Previous Employer Salary

Previous Employer PF

Previous Employer Professional Tax

Previous Employer Income Tax

14.Nov.2019

Declaration Date

PAN No.

Signature  
Dummy1 (1)

Guideline Back

Your data will be visible here

Your PAN No. will be visible here

**Apply/Modify:** Through “Apply” tab, you can submit your Previous Employer Income

**History:** Through “History” tab, you can view your historical “Previous Employer Income” submission.

# Thank You