



[URL to access the ESS Portal](#)

Employee Self Service (ESS) User Manual

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ESS Modules -Brief Description

Dashboard:

The Dashboard is the primary landing page when you log onto the ESS portal. It gives you a view of various menus available along with shortcuts to access the same. It also has a section which displays important announcements published by the organization. The details regarding your last login and option to change your existing password is available on the same page. You can also access your profile page from the dashboard to view your Personal and Employment details.

Reports:

This section gives you access to 3 components related to your compensation, namely to your Payslips, Tax Forecast & Form 16.

Investment Declaration:

An investment declaration form is a provisional statement that has details about your proposed investments and expenses that are income-tax deductible. At the end of the financial year, you need to provide supporting investment proofs for these investments that you have specified in the declaration form.

ESS Modules -Brief Description

Voluntary Provident Fund (VPF) :

Under the VPF (Voluntary Provident Fund) scheme, employees are allowed to make additional contributions towards their provident fund account on a voluntary basis. The scheme is called the Voluntary Retirement Fund scheme. Employees can contribute up to 88% of their Basic salary towards the scheme, which is in addition to the regular contribution @ 12% of PF Salary. The rate of interest earned on VPF is same as the income earned on regular contribution. It is not mandatory for employers or employees to contribute to the VPF. However, the scheme has a lock-in period of 5 years. The rate of interest of PF / VPF is declared by the Government of India on a yearly basis.

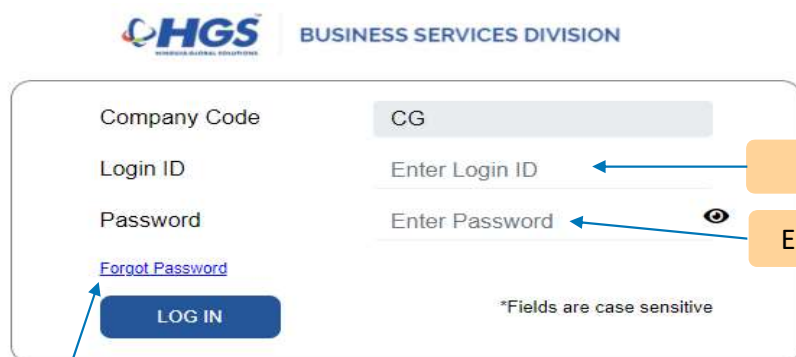
Other Allowances and Reimbursements (OAAR) :

An OAAR allocation enables the employees to have firm control over their salary and the package that accompanies it. With the help of OAAR allocation, an employee can structure the components of their pay as per their own requirement and will. The OAAR provides the employee with an option to avail the amount instead of the allowance. OAAR also enables the employee to allocate the provision of allowance from one kind to another.

Query Resolution Management System (QRMS):

This section allows the employee to raise their queries with regards to various issues (Salary, HR, IT etc.) and the same is assigned to a query response team who looks into these queries and responds back with a satisfactory response. The employees have an option to re-query the same in case they are not happy with the initial response. The employee also has access to view all the queries till date which are pending, re-queried, attended or closed from this section.

Login Page



HGS BUSINESS SERVICES DIVISION

Company Code: CG

Login ID: Enter Login ID

Password: Enter Password

[Forgot Password](#)

LOG IN

*Fields are case sensitive

Enter Employee ID

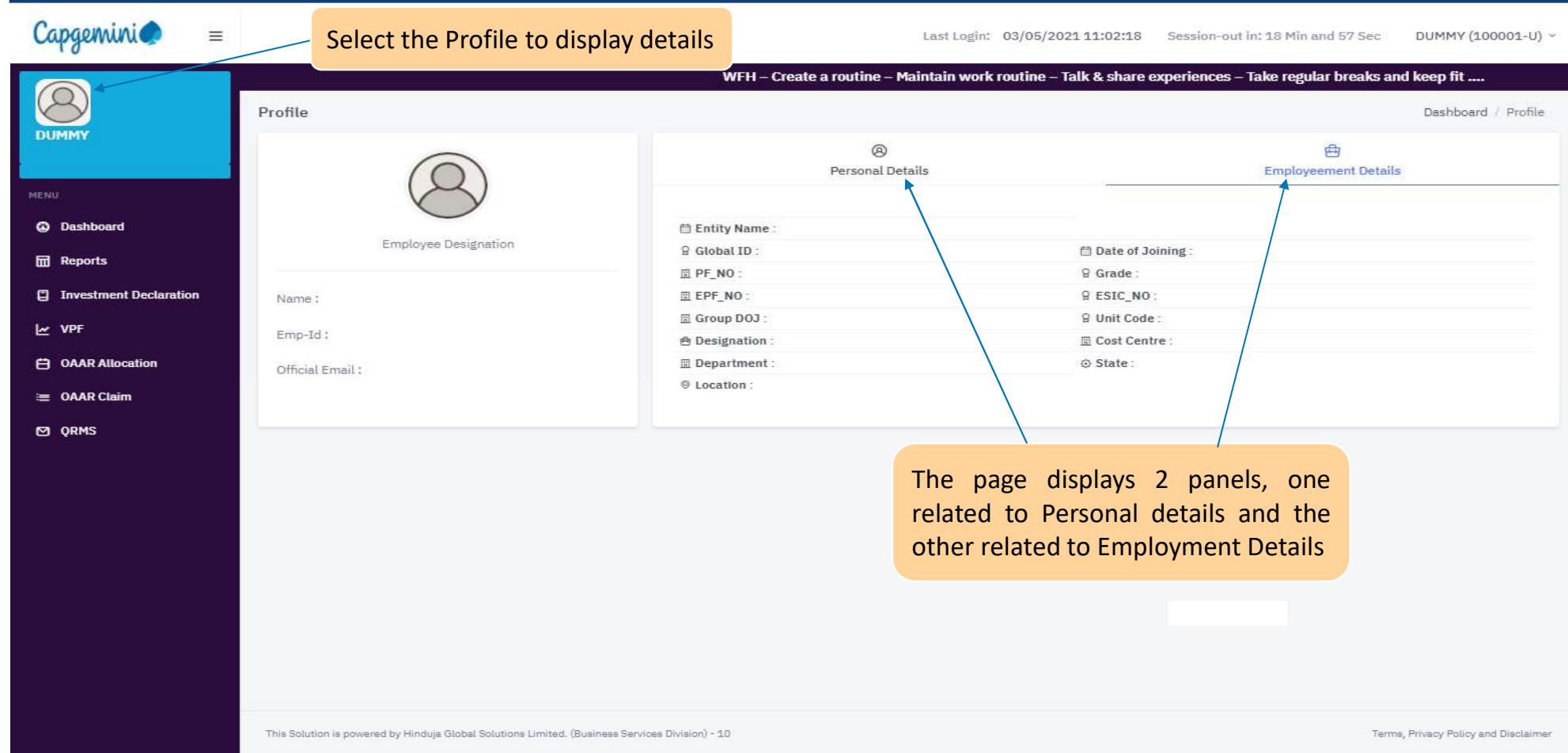
Enter Password and click on Login

Click Forgot Password to generate new password



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Profile Page



Capgemini

Select the Profile to display details

WFH – Create a routine – Maintain work routine – Talk & share experiences – Take regular breaks and keep fit

Dashboard / Profile

Profile

Employee Designation

Name :

Emp-Id :

Official Email :

Personal Details

Employment Details

Entity Name :

Global ID :

PF_NO :

EPF_NO :

Group DOJ :

Designation :

Department :

Location :

Date of Joining :

Grade :

ESIC_NO :

Unit Code :

Cost Centre :

State :


The page displays 2 panels, one related to Personal details and the other related to Employment Details


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Reports – Payslip

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DUMMY

Select Reports

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OAAR Claim

QRMS

Like regular breaks and keep fit

Reports

Payslip

Tax Forecast

Form 16

Select Year

Select Month

Search By

Year

Month

Search

APR 2021

Click to view

Shortcut to last 3 months

Select Tab

Click for Save option

Emp Code

Global Id

Emp Name

Location

Unit Code

WFC CODE

Bank AC No

Grade

Designation

L00001

L00001

XXXXX XXXXXXXX

MUM 512 Ansh

HDFC0000000

0000000000000000

KX

XXXXXXXXXXXXXXXXXXXXXXX

DOJ

Global DOJ

DOB

Gender

PAN

PF No

PF UAN

ES No

01/01/1988

01/01/1988

01/01/1988

F

PLU/PLU/10000/300000

000000000000

Standard Days:30

Payable Days:30.00

Loss of Pay Days:0.00

LOP Reversal Days:0.00

Arrear Days:0.00

EARNINGS	MONTHLY RATE	CURRENT MONTH	ARREAR (n/1)	TOTAL	DEDUCTIONS	TOTAL
BASIC	6,21,250	6,21,250	0	6,21,250	P.F.	74,500
HOUSE RENT ALLOWANCE	3,72,750	3,72,750	0	3,72,750	INCOME TAX DEDUCTION	4,18,746
PERSONAL ALLOWANCE	1,97,468	1,97,468	0	1,97,468	PROFESSION TAX	200
MEAL COUPONS	2,000	2,000	0	2,000	CSR ONE TIME DEDUCTION	6,213
REMOTE WORKING ALLOWANCE	12,000	12,000	0	12,000	BENEVOLENT FUND	200
BOOKS AND JOURNALS	3,000	3,000	0	3,000		
PROFESSIONAL PURSUIT	15,000	15,000	0	15,000		
CONVEYANCE ALLOWANCE	5,300	5,300	0	5,300		
GROSS EARNINGS		12,28,768	0	12,28,768	TOTAL DEDUCTIONS	5,80,809
NET PAY						7,27,959

SUMMARY OF TAX COMPUTATION AS PER OLD REGIME

GROSS SALARY (EXCL. REIMBURSEMENT)

ADD : PERQUISITES AND OTHER INCOME

LESS : EXEMPT REIMBURSEMENT

LESS : DEDUCTION U/s 10

LESS : DEDUCTION U/s 16 (STD DEDUCTION + P. TAX)

1,47,45,218

1,44,600

0

0

52,300

LOP DETAILS

LOP REVERSAL DETAILS

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Search

Dashboard / Reports

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Reports – Tax Forecast

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Session-out in: 12 Min and 36 Sec

DUMMY (100001-U)



DUMMY

Select Reports

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Tax forecast of the current financial year

WFH – Create a routine – Maintain work routine – Talk & share experiences – Take

Reports

Dashboard / Reports

Payslip

Tax Forecast

Form 16

1

of 1

CAPGEMINI TECHNOLOGY SERVICES INDIA LIMITED

EMPLOYEE: (100001)

XXXXXX XXXXXXXX

BRANCH: MUM

GENDER: F

PAN: AAAAAA0000A

DOB: 01/01/1900

DOJ: 01/01/1900

TAX FORECAST FOR THE MONTH OF APRIL

PARTICULARS	Actual— APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	Projected— OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	TOTAL
BASIC	621250	621250	621250	621250	621250	621250	621250	621250	621250	621250	621250	621250	7455000
HOUSE RENT ALLO	372750	372750	372750	372750	372750	372750	372750	372750	372750	372750	372750	372750	4473000
PERSONAL ALLOWA	197468	197468	197468	197468	197468	197468	197468	197468	197468	197468	197468	197468	2369616
MEAL COUPONS	2000	2000	2000	2000	2000	2000	2000	2000	2000	2000	2000	2000	24000
REMOTE WORKING	12000	12000	12000	12000	12000	12000	12000	12000	12000	12000	12000	12000	144000
BOOKS AND JOURN	3000	3000	3000	3000	3000	3000	3000	3000	3000	3000	3000	3000	36000
PROFESSIONAL PU	15000	15000	15000	15000	15000	15000	15000	15000	15000	15000	15000	15000	180000
CONVEYANCE ALLO	5300	5300	5300	5300	5300	5300	5300	5300	5300	5300	5300	5300	63600
TOTAL EARNING	1228768	1228768	1228768	1228768	1228768	1228768	1228768	1228768	1228768	1228768	1228768	1228768	14745216
P.F.	74550	74550	74550	74550	74550	74550	74550	74550	74550	74550	74550	74550	894600
INCOME TAX DEDU	419746	0	0	0	0	0	0	0	0	0	0	0	419746
PROFESSION TAX	200	200	200	200	200	200	200	200	200	200	300	200	2500
CSR ONE TIME DE	6213	0	0	0	0	0	0	0	0	0	0	0	6213
BENEVOLENT FUND	100	0	0	0	0	0	0	0	0	0	0	0	100
TOTAL DEDUCTION	500809	74750	74750	74750	74750	74750	74750	74750	74750	74750	74850	74750	1323159
NET	727959	1154018	1154018	1154018	1154018	1154018	1154018	1154018	1154018	1154018	1153918	1154018	13422057
TAX CALCULATIONS	NEW REGIME OLD REGIME PERK & OTHERS.....												
TOTAL EARNING	14745216	14745216	PF Perk-Above 7.5 Lakhs										
ADD : PERKS & OTHERS	144600	144600	DEDUCTION U/S 10/17.....										
TAX CALCULATION ON TAXABLE INCOME...RS.14663316													
0- 250000: 250000 x 0% = 0.00													
250000- 500000: 250000 x 5% = 12500.00													
500000- 1000000: 500000 x 20% = 100000.00													

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Reports – Form 16

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like regular breaks and keep fit

Select Tab

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PaySlip

Tax Forecast

Form 16

2017-2018

2018-2019

2020-2021

1 of 1

Select Financial Year to view

FORM NO. 16
PART A
Certificate under section 203 of the Income-tax Act, 1961 for Tax deducted at source on Salary

Name and address of the Employer		Name and address of the Employee	
DEMO INDIA LTD.		EMPLOYEE NO 100001 (100001)	
PAN of the Deductor	TAN of the Deductor	PAN of the Employee	Employee Reference No
AA.....	MR.....		100001

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DUMMY (100001-U) v

WFH – Create a routine – Maintain work routine – Talk & share experiences – Take regular breaks and keep fit

Select Investment Declaration

Investment Declaration

Dashboard / Investment Declaration

CURRENT STATUS: OLD REGIME OPTED

OPTED DATE: 27/04/2021

Regime opted date

Regime selection

Section 80C - Maximum Eligible deduction Rs 1.50 lakhs

Total Amount: 87282

80C - LIP

Payment of Life Insurance Premium (For self, spouse & children)

2500

80C - ULIP

Contribution to Unit Linked Insurance Plan (For self, spouse & children)

1000

80CCC - PENSION

Contribution to Pension Plans (Self)

10000

80C - PPF

Deposit in Public Provident Fund-PPF (For self, spouse & children)

10000

80C - NSC



Purchase of National Savings Certificate (Self)

50000

Employee can declare the amounts under various components of Sec 80C.

Investment Declaration – cont...


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DUMMY

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80C - NSC Purchase of National Savings Certificate (Self)	<input type="text" value="50000"/>
80C - ELSS Contribution to Equity Linked Savings Scheme - TAX SAVER-MF (Self)	<input type="text" value="1000"/>
80C - FEES Payment of tuition fees for children to any School, College, University or Educational Institution (Self)	<input type="text" value="1000"/>
80C - FD Fixed Deposit for 5 years with a Scheduled Bank (Tax Saver - Self)	<input type="text" value="1000"/>
80C - SUKANYA Sukanya Samriddhi Scheme (For Girl child)	<input type="text" value="1005"/>
80C - STAMP_DUTY Stamp Duty/Registration charges paid for new House Property	<input type="text" value="2000"/>
80C - HLP Housing Loan Principal	<input type="text" value="7777"/>

Go directly to the Summary page for submission

Click to go to the next tab

Go To Submit

Next

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Investment Declaration – cont...

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Session-out In: 16 Min And 3 Sec



DUMMY (100001-U)



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Tab to enter House Rent details

House Rent Exemption (as per limits U/s 10(13A))

Update details of lease

Lease Period 1

Rent From

01/04/2021

Rent To

30/04/2021

Rent Per Month

900012

City

Chennai

Other City

Enter City

Permanent Address

aaaaa

Add Landlord Details

In case there is more than one landlord, click on the (+) sign to add landlord.

Name

aaaaa

PAN Number

AAAAA1111A



Investment Declaration – cont...

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Last Login: 30/04/2021 06:42:19:20

Session-out In: 14 Min And 41 Sec



DUMMY (100001-U)

Tab to enter Income/Loss on House Property

Deduction on House Property - Maximum Eligible deduction Rs 2 lakhs, additional deduction U/s 80EE / 80EEA

Total Amount: 12121212

House Property 1

Full Address

Rajendra Nagar, Duttapada Road - A

City

MUMBAI

Status

Self Occupied

Loan Sanctioned Date:

01/04/2016

Name of Lender

Ekta Bhoomi Gardens

Type of Lender

Bank/Housing FI

Possession Date

27/04/2019

PAN Lender

AAAAA1111A

Principal Amount

7777

Interest Amount

12121212

Notes: Amount of Principal repayment will be considered for deduction under Section 80C (maximum of Rs 1.50 lakhs)

Eligibility for additional benefit under Section 80EE:

No

- Value of the property does not exceed 50 lakhs
- This is my 1st House Property, I do not own any residential house property on the date of sanction of loan.
- Loan taken for the house must be Rs. 35 lakhs or less
- The loan must be sanctioned by a Financial Institution or a Housing Finance Company

This section would be visible only if the eligibility criteria is satisfied basis the Loan Sanction Date

Investment Declaration – cont...

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Session-out In: 14 Min And 2 Sec



DUMMY (100001-U)



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Summary of Investments Declared

Summary

Section 80C - Maximum Eligible deduction Rs 1.50 lakhs

Other Chapter VIA - Maximum Eligible deduction as per Section Limits

House Rent Exemption (as per limits U/s 10(13A))

Deduction on House Property - Maximum Eligible deduction Rs 2 lakhs, additional deduction U/s 80EE / 80EEA

Declaration

I hereby declare that what is stated above is correct. I undertake to inform any change in the above facts. I hereby confirm that I shall submit necessary proof of investment details & Rent agreement and receipts by due date as intimated by Payroll Department.

☐ I Agree

Check the "I Agree" Box

Submit the Investment declaration


Important : Please note that any Income Tax liability arising out of a wrong declaration will be the responsibility of the individual concerned


Date : 30/04/2021

Navigate to the previous Tab

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[Submit](#)

Voluntary Provident Fund (VPF)





DUMMY

Select VPF

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Current PF wages

Existing VPF contribution. Would be 0 if you haven't contributed to VPF earlier

Maximum amount permissible for VPF

Option to Change or Stop the VPF contribution

Set the percentage of VPF contribution you wish to opt for

Final Submit

Voluntary Providend Fund (VPF)

150937

Current Wages

21131

Current VPF

132825

Max Permissible amount for VPF

Change/Stop

Percentage

Calculated VPF recovery as per Instruction current FY for continue till STOP

Note: Total contribution can not be greater than 88% of current wages.
Last Updated On : 29/04/2021 03:56 PM

Important Notes

VPF contribution is in addition to statutory PF and does not have any matching contribution by the employer. You will get same tax benefits and interest rates as statutory PF.

As per Finance Act 2021, Interest accrued to the extent it relates to employee contribution to PF plus VPF in excess of Rs.2.50 lakhs in current financial year will be taxable in the hands of the employee.

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OAAR Allocation

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DUMMY (100001-U)



DUMMY

Select OAAR Allocation

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WFH – Create a routine – Maintain work routine – Talk & share experiences – Take regular I

OAAR Option

Dashboard / FBP

Filter Important Notes

Hinduja Global Solutions is a business process management (BPM) organization. HGS combines technology - powered services in automation analytics digital focusing on back office processing contact centers.

Compensation	Monthly	Annual
Basic	6,21,250	74,55,000
House Rent Allowance	3,72,750	44,73,000
Personal Allowance (OAAR	2,04,768	24,57,216
PF Employer Contribution	74,550	8,94,600
Gratuity Contribution	29,882	3,58,584
Performance Bonus Variable	8,96,000	1,07,52,000
Group Insurance	650	7,800
OAAR 1 Opted	35,300	4,23,600
OAAR 2 Opted	5,500	66,000
Total	22,40,650	2,68,87,800

Displays the totals of OAAR1 & OAAR2 opted in the table below along with other salary components

Compensation	Monthly
Monthly Gross Pay	12,34,068
Claim Entitlement (LTA, Vehicle)	3,300
Other Benefits (Meal + Others)	2,200
Contribution to Funds (PF, NPS,ESI)	1,04,432
Others Benefits	8,96,650
Total	22,40,650


OAAR Guidelines


Download OAAR guidelines

OAAR Annual	OAAR Monthly		OAAR Pay Element	From Date	Curr Monthly	Entitlement	Processed	Balance
1,44,000	12,000	1	OAAR1-Remote Working Allowance	01/04/2021	12,000	1,44,000	0	1,44,000
36,000	3,000	1	OAAR1-Books And Journals	01/04/2021	3,000	36,000	0	36,000

OAAR Allocation – cont...

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Performance Bonus Variable	8,96,000	1,07,52,000	Total 22,40,650	
Group Insurance	650	7,800		
OAAR 1 Opted	35,300	4,23,600		
OAAR 2 Opted	5,500	66,000		
Total	22,40,650	2,68,87,800		

OAAR Guidelines

OAAR Annual	OAAR Monthly	OAAR Pay Element	From Date	Curr Monthly	Entitlement	Processed	Balance
1,44,000	12,000	OAAR1-Remote Working Allowance	01/04/2021	12,000	1,44,000	0	1,44,000
36,000	3,000	OAAR1-Books And Journals	01/04/2021	3,000	36,000	0	36,000
	15,000	OAAR1-Professional Pursuit	01/04/2021	15,000	1,80,000	0	1,80,000
	5,300	OAAR1-Conveyance Allowance	01/04/2021	5,300	63,600	0	63,600
	2,200	OAAR2-Meal Coupon	01/04/2021	2,200	26,400	0	26,400
	0	OAAR2-LTA Reimbursement	01/04/2021	0	0	0	0
28,800	2,400	OAAR2-Vehicle Reimbursement	01/04/2021	2,400	28,800	0	28,800
10,800	900	OAAR2-Driver Reimbursement	01/04/2021	900	10,800	0	10,800

Submit Data

Download Report

View Claim

Go to VPF

Employee can allocate the monthly OAAR amount in the OAAR monthly tab (Subject to max limit specified)

Submit the allocation

Download Allocation Report, View claim & go to VPF module

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OAAR Claim

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DUMMY (100001-U)



DUMMY

Select OAAR Claim

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Existing Claims raised with their status

FBP Claims

Dashboard / FBP Claims

Total Claims 24

Draft 7

Submitted 17

Approved 0

Rejected 0

Select Claim Type

Raise Claim

Remote Working Allowance

Books And Journals

Professional Pursuit

Fuel Reimbursement - Personal

Drivers Salary - Personal

Select the component for which you need to raise the claim and click on "Raise Claim"

Component	Claimed	Processed	Rejected
Books And Journals	1,001	0	0
Drivers Salary - Personal	3,911	0	0
Fuel Reimbursement - Personal	33	0	0
LTA Reimbursement	39,512	0	0
Professional Pursuit	50,000	0	0
Remote Working Allowance	1,04,012	0	0

Claim No.	Claim Type	Claim Date	Claim Amount	Approved Amount	Remarks	Status
100001-22	Remote Working Allowance	28/04/2021	2,000			SUBMITTED
100001-18	Remote Working Allowance	28/04/2021	2,001			SUBMITTED
100001-17	Remote Working Allowance	27/04/2021	12,120			DRAFT
100001-15	Remote Working Allowance	26/04/2021	11			SUBMITTED
100001-13	Remote Working Allowance	26/04/2021	1,00,000			SUBMITTED
100001-12	Remote Working Allowance	26/04/2021	97,999			DRAFT
100001-11	Remote Working Allowance	26/04/2021	1			DRAFT

OAAR Claim – cont...

WFH

Take regular breaks and keep fit



DUMMY

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≡ OAAR Claim

✉ QRMS

FBP Claims

Back / FBP Claims

Claim Type: Books And Journals

Opening Balance
₹ 0

Entitlement
₹ 36,000

Processed
₹ 0

Balance
₹ 36,000

Bill No.	Bill Date	Amount	Attachment(PDF,JPG,PNG,ZIP,JPEG)	Add Row
<input type="text"/>	<input type="text" value="dd/mm/yyyy"/>	<input type="text"/>	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="ADD/SAVE"/>

Guidelines

*Refer CTC Policy on Staff man...

Declaration:

☐ I hereby declare that above mentioned facts and attached proofs are true and correct.

Date: 30/04/2021

Check the declaration and click on Submit to submit the claim



Submit


Delete


Click "Delete" to cancel the claim
Exiting the Claim without Submit/Delete, would save the entry as Draft and would be accessible in the OAAR claims page for editing later

Query Resolution Management System (QRMS)

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Select QRMS

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RAISE QUERY

Raise a new query

Business management (BPM) organization....Read more

Total Query 21

PENDING 16

REQUERY 2






ATTENDED 0

CLOSED 3

Show 5 entries

Filter by clicking on the status

Search:

Query Id	Query Type	Query SubType	Raise Date	Due date	Status	View
100001-1	Identity card	Misplaced	20/04/2021	24/04/2021	PENDING	
100001-10	Identity card	Not Received	24/04/2021	28/04/2021	CLOSED	
100001-11	Identity card	Misplaced	24/04/2021	02/05/2021	REQUERY	
100001-12	INCOME TAX	HOUSING LOSS	27/04/2021	30/04/2021	PENDING	
100001-13	INCOME TAX	HOUSING LOSS	28/04/2021	01/05/2021	PENDING	

Showing 1 to 5 of 21 entries

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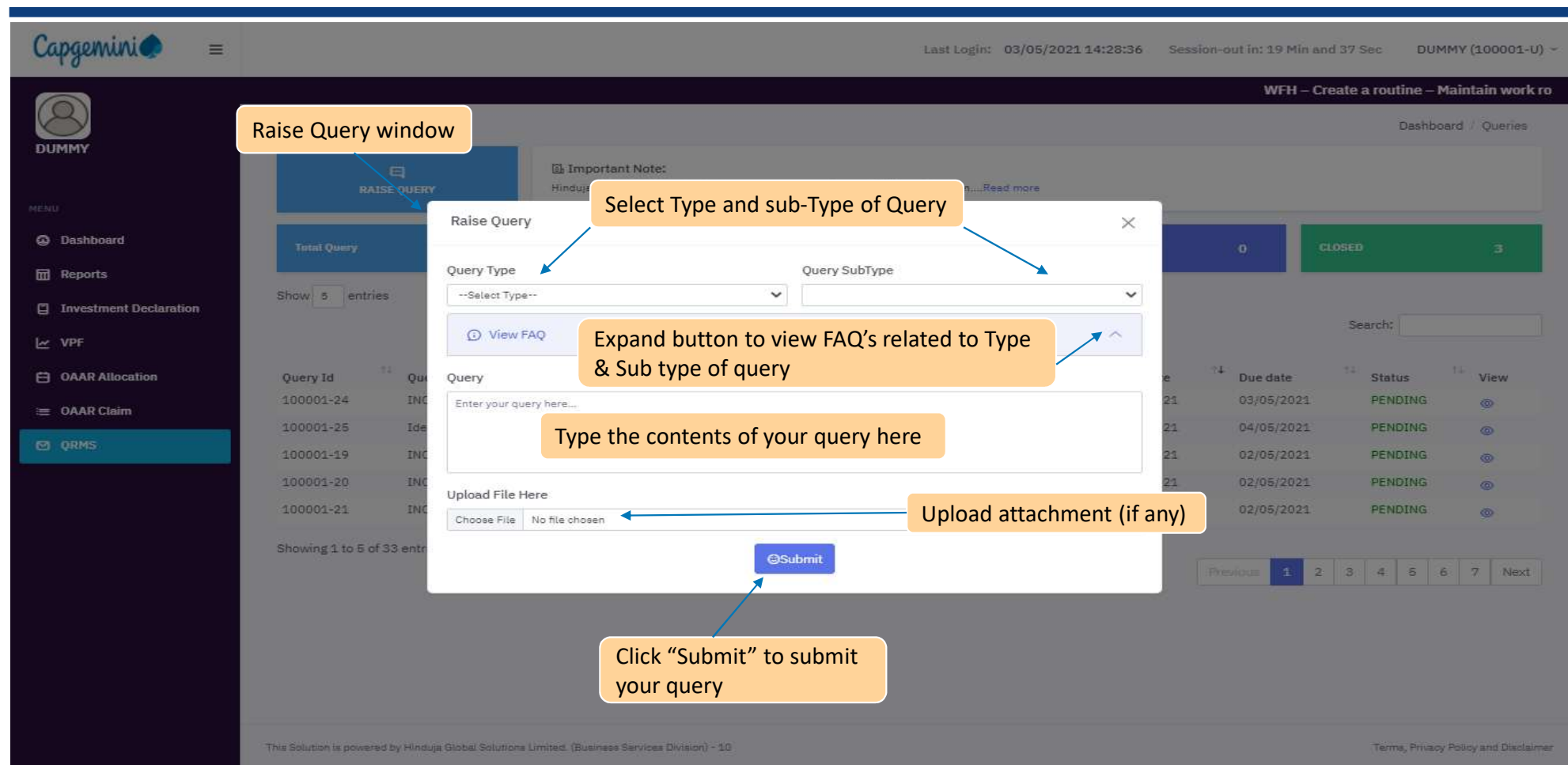
Displays of all the queries raised with their Status.

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QRMS – cont...

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The screenshot shows the QRMS interface with the following components and annotations:


- Capgemini DUMMY** logo and navigation menu on the left.
- RAISE QUERY** button in the top navigation bar.
- Important Note:** section with a link to [Read more](#).
- Query Type** and **Query SubType** dropdown menus.
- View FAQ** button with an expand icon.
- Query** text area for entering the query content.
- Upload File Here** section with a **Choose File** button and **No file chosen** text.
- Submit** button.
- Table** with columns: Query Id, Query, Due date, Status, and View. The table shows several queries with a status of **PENDING**.
- Footer** text: "This Solution is powered by Hinduja Global Solutions Limited. (Business Services Division) - 10".

Annotations:


- Raise Query window**: Points to the **RAISE QUERY** button.
- Select Type and sub-Type of Query**: Points to the **Query Type** and **Query SubType** dropdowns.
- Expand button to view FAQ's related to Type & Sub type of query**: Points to the **View FAQ** button.
- Type the contents of your query here**: Points to the **Query** text area.
- Upload attachment (if any)**: Points to the **Choose File** button.
- Click "Submit" to submit your query**: Points to the **Submit** button.

Logout



Last Login: 30/04/2021 08:53:29 Session-out In: 19 Min And 28 Sec  DUMMY (100001-U) ▾

WFH – Create a routine – Maintain work routine – Talk & share experiences – Take regular breaks and keep fit



DUMMY


MENU


- Dashboard
- Reports
- Investment Declaration
- VPF
- OAAR Allocation
- OAAR Claim
- QRMS


Welcome to Capgemini


Dashboard



My Profile



My Payslip



My Tax Sheet



Tax Declaration



OAAR Allocation



Submit OAAR Claim


Download Form 16


Opt for VPF


Downloads


Quick Links



Support Request QRMS →

New Request

Announcements

- Investment Declaration available for editing from 01/04/2021 to 22/04/2021
- FBP - please structure your salary between 01/04/2021 to 22/04/2021
- VPF - opt for the desired % between 01/04/2021 to 22/04/2021
- Claims can be raised between 01/04/2021 to 22/04/2021

Select the dropdown besides User Name:

- a) Option to Change Password
- b) Option to Log out

Thank You
