



Frequently Asked Questions on FBP, Reimbursement and Investment Declarations:

1. I am new joiner, when can I get my first salary?

For all associates who have joined the organization on or before of 15th of the month, the salary will be processed in the current month. In case if the associates joined after 15th of the month, their salary will be processed in next month along with the arrears of the current month.

2. What is the link for payroll portal?

<https://www.hrberry.com/powerhr/index.php?q=cms&m=index&client=epam>

3. When will I get the login details for the payroll portal?

The log-in credentials to the payroll site for new associates will be sent by “Ascent” (PowerHR Helpdesk) to EPAM email ID after your first salary is deposited.

4. Whom should I contact in case I did not get the login details for the payroll portal after my first salary is credited?

You can write an email to alliance@ascent-online.com with your name & UPSA ID from your EPAM e-mail ID.

5. Will Income Tax be deducted in the first month salary?

There will be no Tax Deduction in the first month salary.

6. What is the effective date for Flexi Benefit Plan for New Joinees?

If the new joinee opts for Flexi Benefit Plan in the consecutive month after the first month salary is processed/credited, the FBP components will be effective from their date of joining.

7. What is the purpose of FBP?

FBP is flexible benefit component, which allows you to allocate a part of your Total Fixed Pay to various components, which are tax exempted subject to certain limits and conditions as per the IT Act 1961. The purpose of FBP is to give each associate the option of efficient tax planning based on each individual's unique requirements.

8. How to declare the FBP benefits?

The FBP declaration option will be available in Ascent portal (mentioned above) >> Pay & Benefits >> Options >> Flexi Benefit Plan.

The FBP components are listed under Flexi Benefit Plan page and you can declare the values under respective components. (Refer Payroll Induction Slide No 27, 28, 29)



9. What are the time lines for FBP declarations?

The FBP declaration will be open for all associates from 1st to 12th of the first month of every quarter i.e Apr, Jul, Oct and Jan. For New Joinees and Salary revision cases the FBP tool will get open from 1st to 12th of subsequent month of joining/revision.

10. What is frequency and mode of payouts of the various components?

Please refer to the Table for the frequency and mode of payout applicable to each component.

Components	Mode of Payment (if amount is allocated)	Frequency
Medical Reimbursement	Reimbursement	On production of relevant bills in the same financial year
LTA	Reimbursement	On production of relevant bills in the same financial year
Children's Education Allowance	Payroll	Monthly
Food Coupons	Amount will be Credited into Zeta Card	Monthly
Professional Development Reimbursement	Reimbursement	On production of relevant bills in the same financial year
Telephone Reimbursement	Reimbursement	On production of relevant bills in the same financial year
Business Attire	Reimbursement	On production of relevant bills in the same financial year

11. How often can I change my FBP allocation during the year?

FBP allocation can be made once in a quarter or at the time of joining. You can make changes in FBP on quarterly basis.

12. In case I do not require any of the available components (like LTA), can I leave it blank?

Yes. The allocation of the FBP amount is left to the individual's choice/requirements. Any unutilized amount from your FBP will remain in Special Allowance.

13. Can I allocate amounts more than the defined limit on Ascent?

No, the allocation should not exceed the defined limits.

14. How to claim my Flexi benefit amount?

Once you opt for FBP, the amount will be withheld from your salary and you need to apply for **"Reimbursement"** in Ascent portal under "Pay & Benefits" and need to provide the supporting bills in original along with Reimbursement Claim form. (Refer Payroll Induction Slide No 30-33).



15. When the 'Reimbursement' tool will be available for Flexi reimbursement claim?

The 'Reimbursement' tool will be available to claim your flexi balance amount from 01st to 15th of every month. You need to submit the original bills along with the application ID by 15th of every month.

16. What is the process for submitting Reimbursement bills?

The process of claiming Reimbursement is mentioned in the Payroll Induction (Slide 30-33) available in the Knowledge Centre in Downloads Section of HrBerry Portal. When you refer slide No 33, you will find "Print" option. You need to print that Application and attach the original bills to it and drop these bills in the Payroll dropbox provided.

17. Where are the Payroll Dropboxes located?

Hyderabad:

JVP Building: 4th floor, NW – Reception area
Cyberpearl : Near Reception area.

Pune:

Smart works: Near to Director's cabin for Account Management
Ecolab: Near to Project Manager's cabin

18. What bills to be submitted for Reimbursement?

All original bills of that component needs to be submitted and bills should be on associate name for Professional Development, Business Attire and Telephone/Internet. For Medical, bills should be on associate name /dependent name. For LTA, all train tickets/bus tickets/flight tickets (along with boarding pass) including associate and dependent names should be submitted. If your travel includes a tour package then the bill must contain a clear break up of travel charges from one place to another place, local conveyance (Sightseeing), Accommodation etc etc.

19. What is the eligibility criteria to claim LTA?

LTA can be claimed for Self, Spouse, Children and Parents. The associate should be on leaves for 3 working days (LOPs, Comp Offs, Optional Holidays, Work from Home are not considered as leaves for claiming LTA) excluding Public holidays/ weekends. Associate and his dependents should start the trip from his place of employment and end at the place of employment. Associate should travel along with the dependents to claim LTA for dependents. Travel should be within India only.

20. Does the amount allocated under Reimbursement components get paid out if I fail to produce proofs by the end of the year?

Yes. The amount will be paid out as Taxable Reimbursements at the end of the financial year (March). However, income tax is applicable on this amount.

21. What is special allowance? Is it Taxable?

Any unutilized FBP amount will remain in Special Allowance and paid out monthly. Also as mentioned in Q16, any amount allocated to any of the reimbursement components, which remain unclaimed till the end of the financial year, will be paid out as Taxable Reimbursements in March.

22. What do you mean by Investment declarations?

Every year, when the new financial year starts, associates have to declare their investments to save taxes under various Sections in 80C, 80D etc.



23. How to declare my Investment Declarations?

The 'Investment declaration' tool is available in Ascent portal >> Pay & Benefits >> Options >> Investment Declaration. You can submit your investment declaration details online.

24. When the 'Investment Declaration' tool available for declaration?

The 'Investment declaration' tool will open from 01st to 20th of every month from April to December.

25. Can I alter my investment declarations during mid of the year?

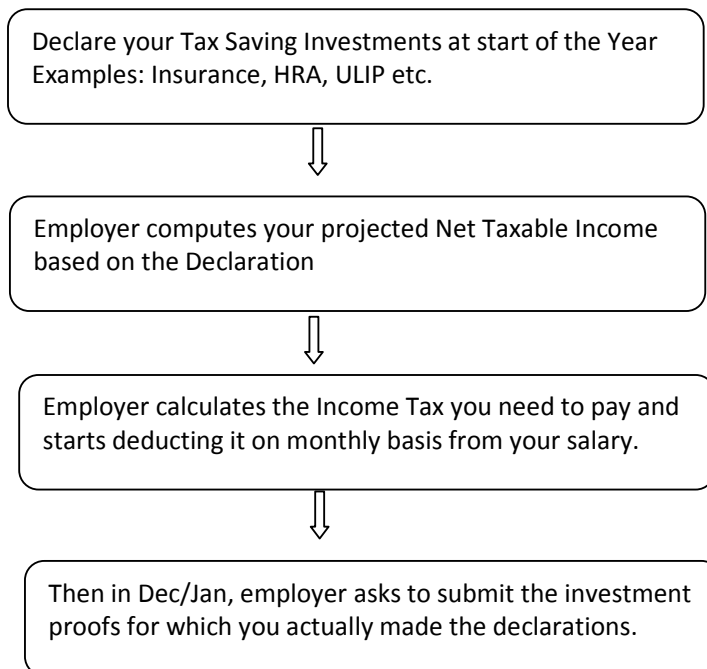
Yes, you can alter your investment declaration between 1st and 20th of any month

26. When do I need to submit the Investment proofs?

You need to submit the investment proofs during Dec or Jan; a detailed communication will be shared separately towards submission of Investment Proofs.

27. How the investment declaration works?

Please check on below chart for investment declaration workflow.



28. What is Previous Employment Income under Investment Declaration?

Previous Employment Income is the Income that you have received from your previous employer(s) during that Financial Year. The FY starts from 1st April of the year to 31st March of subsequent year. (e.g April 2017 –Mar 2018)

29. Is it mandatory to declare Previous Employment Income?

Yes, it is mandatory to declare Previous Employment Income as a part of investment declaration. In case the Previous Employment Income is not declared, it leads to higher tax liability while filing your Income Tax returns and may result in penalty or interest for not paying correct taxes on time.



30. What are the action points if I fail to produce investment proofs against the declarations made by me?

If you are not able to provide the investment proofs against your declarations, the income tax would be recalculated and the tax will be deducted accordingly which results in higher tax deduction at the year end.

31. Can I invest in any other eligible investments or do I need to invest under specific components where I have declared in the beginning of the year?

You are free to invest under any tax saver investments; it is not required to invest only under declared items.

32. Point of contacts.

- For all Leave related i.e., Leave balance, eligibility, Loss of pay issues, Bonus, Sign-on , relocation & Travel Policy related matters contact with HR and Admin Team directly.
- All payroll related queries i.e., payslip, tax planning, tax computation, bills submission, FBP & investment declaration related queries write to WFPayrollIN@epam.com
- Please raise a ticket in support.epam.com