



## Employee Self- Service Portal

Kubera > Quick links > MyPay

After you login through SSO & MFA , you will be redirected to the following Home page.

Session will timeout (mm:ss): 07:53

U  
S  
T

Login ID : ██████████

Employee ▾

Home

Self-Services

My Reports

Reim Slip

Form16

Pay Slip

Tax Slip

CTC Annexure

Quick Links

Investment Proof

FBP Declaration

Reimbursement Claim

UST Donations

PRAN Declaration

Previous Employer Income

VPF/VNPS Declaration

Notification

New Tax Slab Regime for FY 2024-25

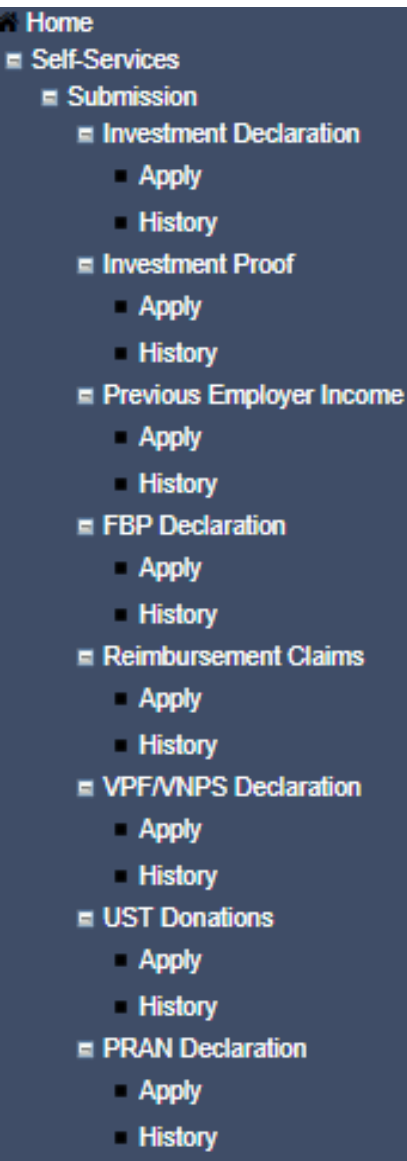
0	-	3,00,000	0%
3,00,001	-	6,00,000	5%
6,00,001	-	9,00,000	10%
9,00,001	-	12,00,000	15%
12,00,001	-	15,00,000	20%
Above 15,00,000			30%

Old Tax Slab Regime for FY 2024-25

0	-	2,50,000	0%
2,50,001	-	5,00,000	5%
5,00,001	-	10,00,000	20%
Above 10,00,000			30%

# Self Service

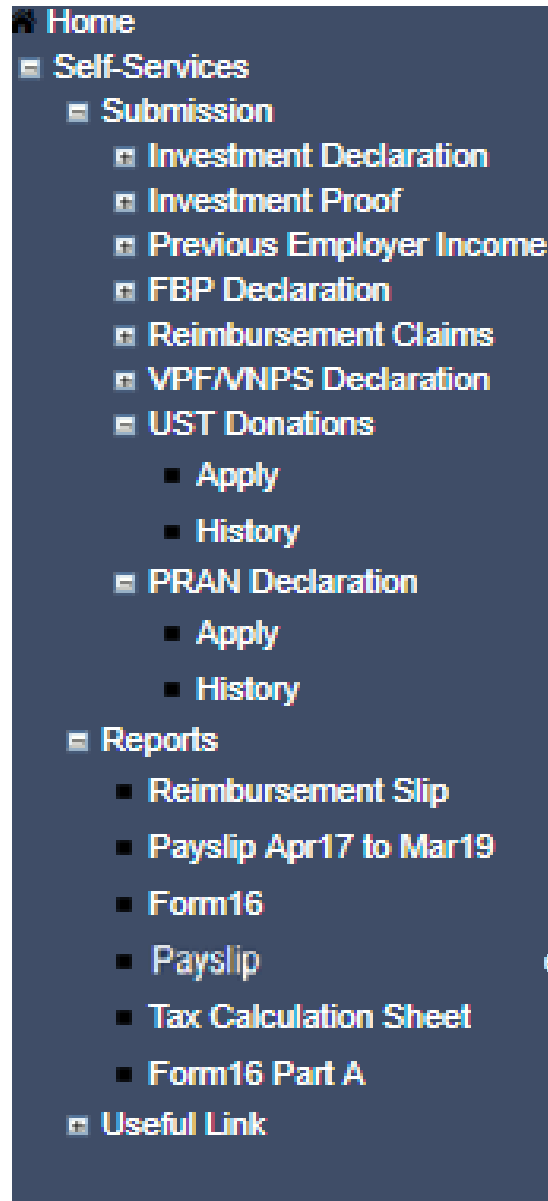
After you click on the self service module the following options will be available:



Submission – Is accepting the inputs from your end.

- Investment declaration
  - Apply – To enter the investment declaration for current FY
  - History – Maintains the history of earlier declarations
- Investment Proof
  - Apply – to enter the reimbursement proof.
  - History – Maintains the history of earlier Proofs.
- Previous Employer Income (Whose join after 1<sup>st</sup> April)
  - Apply – to enter the previous employer income.
  - History – Maintains the history of earlier Previous Employer details.
- FBP Declaration
  - Apply – to opt for LTA and Sodexo and view impact over compensation.
  - History – Maintains the history of earlier submissions.
- Reimbursement Claims
  - Apply – Gives options to apply LTA as reimbursement by submitting bills.
  - History – Maintains the history of earlier applications whether Pending/Approved/Rejected/Cancelled.
- VPF/VNPS Declaration
  - Apply – To apply for Voluntary Provident Fund and Voluntary Contribution to National Pension Scheme in Percentage (as applicable).
  - History – Maintains the earlier VPF/VNPS applied

# Self Service (Contd..)



- UST Donation
  - Apply – To enter the Donation declaration in terms of Days.
  - History – Maintains the history of earlier donation declarations
- PRAN declaration
  - Apply – To enter the PRAN Account number and submit proof of PRAN.
  - History – Maintains the history of earlier PRAN declarations.
- Reports
  - Reimbursement Slip – to extract reimbursement slips.
  - Pay Slip Apr17 to Mar19 – to extract payslip
  - Form 16- to extract form 16.
  - PaySlip – to extract payslip
  - Tax Calculation sheet – to extract tax computation slip.
  - Form 16 Part A- to extract form 16. F.Y.2017-18

# My Reports & Quick Link

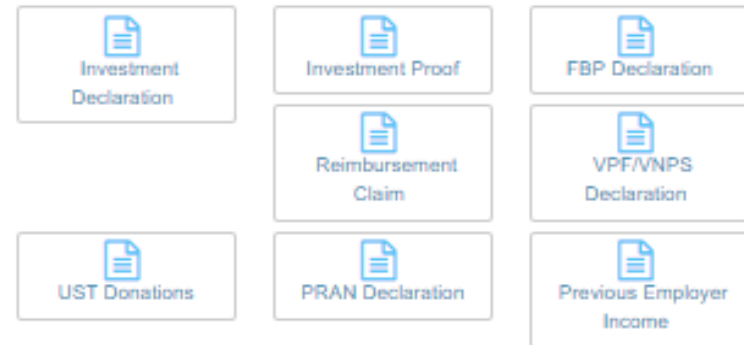
## My Reports



My Reports helps you to extract following:

1. Payslip
2. Reimbursement Slip
3. Form 16

## Quick Links




Quick Link helps you to directly Browse the following:

1. Investment Declaration
2. Investment Proof
3. FBP Declaration
4. Reimbursement Claim
5. VPF/VNPS Declaration
6. UST Donations
7. PRAN Declaration
8. Previous Employer Income

# Investment Declaration

Investment declaration apply page will have 6 parts categorized in A, B, C, D, E & F

 **Dummy**  
Login ID :

[Home](#)

- [Self-Services](#)
  - [Submission](#)
    - [Investment Declaration](#)
      - [Apply](#)
      - [History](#)
    - [Investment Proof](#)
    - [Previous Employer Income](#)
    - [FBP Declaration](#)
    - [Reimbursement Claims](#)
    - [VPF/VNPS Declaration](#)
    - [UST Donations](#)
    - [COVID 19 Relief and Reha](#)
    - [PRAN Declaration](#)
  - [Reports](#)

**Apply**

Reference No.\*

Reference Date\*

Employee ID

Date of Joining

PAN No.

No. of Child

Email ID

**My Investment Declaration for FY 2023-2024 is as under:**

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

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

**Income other than Salary**

**Rent paid per month (Please mention the starting and ending date)**

**Income from House Property**

**TDS Calculation Sheet (This is an estimated computation only)**

Calculate TDS

# Investment Declaration → Apply → Part A

- Part A – Covers all the investments instrument for which the combined limit is Rs. 1.5Lacs  
The grey fields (Proof) are not editable and the other fields (declaration) can be submitted with the amount of declaration:

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










S.No.	Description	Declaration	Proof
1	Employee Provident Fund + VPF	40908	40908
2	Life Insurance Premium	12000.00	
3	Children Education Tution Fee	0.00	
4	Interest on NSC (same will be added in income)	0.00	
5	Public Provident Fund	0.00	0.00
6	Deposit in NSS	0.00	
7	5 Years of Fixed Deposit in Schedule Bank	0.00	
8	Mutual Funds	0.00	
9	Principal Loan Repayment (Housing Loan)	0.00	
10	Deposit in NSC	0.00	
11	80CCC - Contribution to Pension Fund for LIC	0.00	
12	ULIP: Unit Linked Insurance Plan	0.00	
13	Deposit in Post Office Savings Scheme	0.00	
14	80CCD - Pension Scheme		
15	Sukanya Samriddhi Yojna	0.00	
16	Other Investments	0.00	
	Total Deduction u/s 80C	52908.00	40908.00

# Investment Declaration → Apply → Part B

- Part B – Covers other deduction of Chapter VI-A u/s 80 – Each section has individual maximum limit described under “The Income Tax Act’ 1961”. (Please refer the guidelines at the bottom of the page for individual maximum limit under each section.

The grey fields (Proof) are not editable and the other fields (declaration) can be submitted with the amount of declaration:

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

S.No.	Description	Declaration	Proof												
1.	80CCD(1B) National Pension Scheme (Employee Contribution)	<input type="text"/>	<input type="text"/>												
2.	Medical insurance Self & Family (Age < 60 then 25000, if age > 60 then 50000.)	<input type="text"/>	<input type="text"/>												
<table><thead><tr><th>Action</th><th>Document No.</th><th>Claim For</th><th>Claim Amount</th><th>Eligible Amount</th><th>Status</th></tr></thead><tbody><tr><td>  </td><td></td><td></td><td></td><td></td><td></td></tr></tbody></table>				Action	Document No.	Claim For	Claim Amount	Eligible Amount	Status	  					
Action	Document No.	Claim For	Claim Amount	Eligible Amount	Status										
  															
3.	80DD-Treatment for Handicapped dependent – 40% to 80% (Max 75,000), >80% (Max 125,000)	<input type="text"/>	<input type="text"/>												
4.	80E - Interest on Education Loan	<input type="text"/>	<input type="text"/>												
5.	80EEB - Deduction of Rs. 1.50 lakhs for interest on loan taken for purchase of an electric vehicle	<input type="text"/>	<input type="text"/>												



# Investment Declaration → Apply → Part C & D

- Part C – Covers Income other than salary.
- Part D – Rent Paid per month (Please mention the starting date and ending date)  
For claiming deduction for HRA, please enter the declaration for the rent for the current F.Y. This section required the rent start date and rent end date. You may put 01-April-20xx to 31-Mar-20xx as start date and end date if rent is same for the entire year.  
The other requirement for this section:
  - City category in which the house is situated
  - Address of rented property
  - Landlord Name
  - Landlord Address
  - Landlord PAN

C. Income other than Salary							
S.No.	Description	Declaration	Proof				
1	Other Income	0.00					

D. Rent paid per month (Please mention the starting and ending date)							
From	To	Rent/Month	Metro	Address of Rented Property	Landlord Name	Landlord Address	Landlord PAN
01/04/2018	31/03/2020	5000.00	No	aaa	AA	AA	AAAPN1234P
			No				
			No				
			No				

# Investment Declaration → Apply → Part E

## ➤ Part E - Income from house property - 1

This section covers the collection of detail w.r.t. housing loan or rental income from house property. Employees who have existing home loan on property for which possession is already taken from authorities can input the detail.

E. Income from House Property - 1	
House Type	Select
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	
City	
State	
PIN	
Phone	

# Investment Declaration → Apply → Part F

## ➤ Part F - Income from house property – 2

This section is the replica of Part E and eligible for people who have 2<sup>nd</sup> house and taken home loan on it.

### F. Income from House Property - 2

House Type	Select
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	
City	
State	
PIN	
Phone	

# TDS Calculator

- After Declaration, in TDS Calculation Sheet, Clicking on “**Calculate TDS**” to view Projected TDS and differentiated calculation as per Old as well as New Regimes.
- Self Declaration : Declarer need to select whether TDS should be calculated on Old or New Regime. Also followed by declaring if there is any Business Income.

**TDS Calculation Sheet**

**Calculate TDS**

Description	Projected	Exempted	Old Regime	New Regime
PROJECT GROSS SALARY	1,139,046		1,139,046	1,139,046
Deduction U/S 16			50,300	0
OTHER INCOME (TAXABLE)			0	0
Gross Total Income			1,088,746	1,139,046
Deduction U/C 80C			52,908	0
DEDUCTION UNDER CHAPTER VI			80,242	0
INCOME (TAXABLE)			1,008,504	1,139,046
TOTAL TAX			115,051	90,309
TAX REBATE			0	0
SURCHARGE			0	0
EDUCATIONAL CESS			4,602	3,612
Annual Tax Liability			119,653	93,921
TAX DEDUCTED TILL DATE			0	0
Previous Employer TDS			0	0
Tax to be Deducted			119,653	93,921
MONTHS LEFT IN FIN. YEAR			1	1
TAX / MONTH			119,653	93,921

**My Declaration as per Budget for Financial Year 2020-21**

My tax calculation should be based On

Old Regime (Old Tax Slab with Deductions) ▼

Is there any Business Income ?

No ▼

☐ I hereby confirm that the above declaration is correct and actual investment proofs would be submitted as per the company requirement.

Submit

Preview

Form 12BB

Guideline

Back

- Declaration – A declaration is required from employees on the authenticity of the input submitted.
- Submit– Employee has to submit the same at the end by pressing submit button
- Preview – Will have the detail of all the information submitted by you
- Form 12BB – A statutory requirement as per Income Tax law to be submitted at the time of proof submission.
- Guidelines – covers the guidelines under each section of Income Tax Act, in case you want to refer.
- A confirmation mailer will be sent to your official email ID as an acknowledgement once the detail is submitted.

☐ I hereby confirm that the above declaration is correct and actual investment proofs would be submitted as per the company requirement.

Submit

Preview

Form 12BB

Guideline

Back

# Investment Proof → Apply → Part A, B & C

- Part A,B & C – Covers other deduction of Chapter VI-A u/s 80, Deduction Under Chapter VI-A (Other than 80C) & Income Other than Salary. To submit the proof, Declarer need to click on “+” ikon beside each S.No.
- Further in pop up window, click on + ikon under action and submit the proof.

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.	Life Insurance Premium	12000.00	

Action	Document No.	Amount	Attach Document

2.	Children Education Tution Fee	0.00	
3.	Interest on NSC (same will be added in income)	0.00	
4.	Public Provident Fund	0.00	0.00
5.	Deposit in NSS	0.00	
6.	5 Years of Fixed Deposit in Schedule Bank	0.00	

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

S.No.	Description	Declaration	Proof
1	80CCD (1b) - Pension Scheme Notified By Central Government (Max. limit 50000)	0.00	

Action	Document No.	Amount	Attach Document

2.	80D - Medical Insurance (Self & Family) (Max. limit 25000)	0.00	
3.	80D - Parental Insurance ((Max. limit 25000)	0.00	
4.	80D - Parental Insurance (Age > 60) (Additional Max. limit 25000)	0.00	
5.	80DD-Medical treatment for handicapped dependent - Disability between 40% to 80% (Max. limit 75,000)	0.00	

**C. Income other than Salary**

S.No.	Description	Declaration	Proof
1.	Other Income	0.00	

Action	Document No.	Amount	Attach Document

Total Deduction u/s 80C		0	0
-------------------------	--	---	---

# Investment Proof → Apply → Part D

- Part D – To submit Rent paid, need to click on + , In pop up window, one need to fill all details, such as select Dates(From/to), Rent per month, Landlord details etc..
  - Then Landlord PAN, Rent Receipts and TDS Challan are submitted after clicking “Choose File”.
  - Click Save and Close.
- While submitting, one need to make sure to fill mandatory fields.

The screenshot displays the 'ESS Portal' interface for submitting an 'Investment Proof'. The main window shows a table with columns 'S.No.', 'Description', 'Declaration', and 'Proof'. The first row is '1. Other Income' with a declaration of '0.00'. Below this, there's a section for 'D. Rent paid per month (Please mention the st...)' and 'Declared Rent Details'.

The 'Declared Rent Details' section includes a table with columns 'Action', 'S.No.', 'From Date', 'To Date', and 'Rent F'. The first row shows '1.' with a 'From Date' of '01.Apr.2019'.

Below this, there's a section for 'E. Income from House Property' with a table for 'Action', 'House Type', and 'Date of commencement'. The first row shows '1.' with a 'Date of commencement' of '14.Nov.2019'.

The 'Rent' declaration form is open, showing fields for 'From Date\*', 'To Date\*', 'Rent Per Month\*', 'TDS on Rent', 'Address\*', 'Metro\*', 'Landlord Name\*', 'Landlord Address\*', 'Landlord PAN\*', 'Landlord PAN Attachment', 'Rent Receipt Attachment\*', and 'Attachment TDS Challan'. Each field has a corresponding input box or dropdown menu. The 'Landlord PAN Attachment' field has a 'Choose File' button, which is highlighted by a red arrow.

The form also includes 'Save' and 'Close' buttons at the bottom right. The submission date is '14.Nov.2019'. The form is identified as 'Form 12BB' and 'DUMMY (U001)'.

# Investment Proof → Apply → Part E

- Part E – To submit Rent paid, need to click on **+**, In pop up window, one need to fill all details, such as House Type, Date of commencement of Loan etc..
  - Then Proofs are required to be submitted by clicking on **“Choose File”** and submit.
  - Click Save and Close.
- While submitting, one need to make sure to fill mandatory fields.

**C. Income other than Salary**

S.No.	Description
1.	Other Income
Total Deduction u/s 80C	

**D. Rent paid per month (Please mention the starting date)**

Declared Rent Details				
From				
01.Apr.2019				

Action	S.No.	From Date	To Date	Rent Per Month
<b>+</b>	1.			

**E. Income from House Property**

Action	House Type	Date of commencement of Loan
<b>+</b>		

**Submission Date**  
14.Nov.2019

**Income from House Property**

House Type*	Select
Date of commencement of Loan*	
Date of Completion of Construction/Possession of House	
Property Value	
Loan Amount	
(a) Rental Income (Annually)	
(b) Less Municipal Tax	
Net Asset Value (NAV)	
Deduction u/s 24(1) - Repairs 30% of NAV	
Deduction u/s 24(6) - Interest on House Loan*	
Total Deduction u/s 24	
Is Co-Owner*	Select
Co-Owner Name	
Claim Benefit %*	
Attachment for Co-Owner Declaration	Choose File
Income from House Property	

**Save** **Close**



# Previous Employer Income : Apply & History

- Apply: Employee can submit previous Employer income (Previous Employer Salary/PF/PTAX/ITAX). Once submitting, it is required to check the self declaration box and submit. Employee whose DOJ is after 1<sup>st</sup> April.
- History: Can check previous submitted details.

**Apply**

Reference No.*	0	Reference Date*	24.Mar.2020
Employee*	DUMMY (U001)		
Date of Joining	01.Nov.2019	PAN No.	CUIPP3176Q
Email ID	dummy@ust-global.com		
Previous Employer Salary			
Previous Employer PF			
Previous Employer Professional Tax			
Previous Employer Income Tax			

☐ I hereby confirm that the above Previous Employer Income shall be considered for payroll calculations and actual documents of previous employer income with Form -12B shall be submitted as per the company requirement.

24.Mar.2020  
Declaration Date

Signature  
DUMMY (U001)

[Guideline](#) [Back](#)

**History**

Status [Save](#) From  To

[Refresh](#) [Export](#) [Back](#)

There is no record found

# FBP Declaration : Apply & History

- Apply: Employee can submit LTA (Yes/No) and Sodexo and submit Compensation. Once submitted, the amount of LTA and Sodexo amount will be adjusted with Special Allowance.
- History: Can check Compensation history.

Employee*	DUMMY (U001)		
Location	Mumbai		

S.No.	Component	Value
1.	LTA (Yes/No)	Select ▼
2.	Sodexo Per month	Select ▼

S.No.	Component	Amount (P.A)	Amount (P.M)
1	CTC	7000000	583333
2	Variable Pay	190000	15833
3	Fixed CTC	6810000	567500

Fixed Components			
S.No.	Component	Amount (P.A)	Amount (P.M)
1	Basic	1640000	136667
2	HRA	136666	11389
3	Edu_Allowance	2400	200
4	Fringe_Benefit_Tax	0	0
5	Bonus_Exgratia	33000	2750
6	Employer NPS	164000	13667
7	Employer PF	21600	1800
8	Gratuity	25530	2128

Flexd Basket Components*				
S.No.	Component	Maximum Limit (P.A)	Amount (P.A)	Amount (P.M)
1	Sodexo	0	0	0
2	LTA Reimbursement	0	0	0

Basket of Allowance		
S.No.	Component	Amount (P.A) Amount (P.M)
1	Special Allowance	4786804 398900

\*\*\*This is a system generated document and does not require any signature\*\*\*

[Save](#) [Submit](#) [Guideline](#) [Back](#)

# Reimbursement Declaration : Apply & History

- Apply: Employee can submit LTA Reimbursement. Click on + ikon, in pop up window, fill details and check self declaration form to submit.
- History: Can check previous reimbursement declaration history.

**Apply**

Reference No.\*  Reference Date\*

Employee\*

Date of Joining  Designation

S.No.	Description	Opening Balance	Annual Entitlement	Entitlement upto Feb.20	Claimed upto 24.M
1.	LTA Reimbursement	0.00	667.00	667.00	10
Click here to add bills +					
Total					

Click on +/- to show/hide bills detail

☐ I hereby confirm that the above Reimbursement claimed amount shall be considered for payroll calculations

LTA Reimbursement

Bill No.*	
Bill Date*	
Leave From*	
Leave To*	
No. of Days*	<input type="text" value="0"/>
Place Visited*	
Departure Date*	
Arrival Date*	
Place From*	
Place To*	
Supportings*	
No. of Persons Travel*	<input type="text" value="0"/>
Claim Amount*	

Timeline Back

**History**

Status Pending ▼ From  To

Refresh Export Back

There is no record found

# VPF/VNPS → Apply & History

- This section gives you the option to provide your input w.r.t. opting for voluntary PF and voluntary NPS deduction (In terms of Percentage).
- You may enter the Percentage of basic salary in terms of your input.
- One can submit VNPS only if NPS is eligible (Y).
- Check self declaration box and Click on the submit.

**Apply**

Reference No.2Reference Date11.Mar.2020

Employee\*

DUMMY (U001)

Basic Salary per Annum	1640000
Basic Salary per Month	136667
VPF Percentage	<div>25</div>
VPF Amount Monthly	34167
NPS Eligible	Y
VNPS Percentage	<div>10</div>
VNPS Amount Monthly	13667

☐ I do hereby confirm that the above declaration shall be considered for my payroll purpose.

Submit

Back

- This section gives you the option to browse the previous submitted VPF and VNPS.
- Please click on the view button to browse the previous history under each line item.

**History**

StatusAllFromTo

Refresh

Export

Back

S.No.	Action	Request No.	Employee ID	Employee Name	Request Type	Submitted Date	Approved Date	Status	Reference No.
1.	<div><div>Print</div><div>View</div></div>	0000000001	U001	DUMMY	VPF Declaration	11.Mar.2020	11.Mar.2020 14:55:07	Submitted	2

# UST Donations → Apply

- This section gives you the option for UST Donations.
- You may enter the Days of Gross salary in terms of your input. You may also enter the amount in “Donation Adhoc Amount”.
- Please select the Donation Type.
- Check self declaration box and Click on the submit.

**Apply**

Reference No.	<input type="text"/>	Reference Date	<input type="text" value="29.Mar.2020"/>
Employee*	<input type="text" value="DUMMY (U001)"/>		
Donation Type*	<input type="text" value="Select"/>		
Gross salary (Monthly)	<input type="text" value="0"/>		
Donation Days	<input type="text"/>		
Donation Amount			
Donation Adhoc Amount	<input type="text" value="0"/>		
Total Donation Amount	<input type="text" value="0"/>		

☐ I do hereby confirm that the above declaration shall be considered for my payroll purpose.

# PRAN Declaration → Apply & History

- This section gives you the option to submit PRAN Declaration. Employee need to submit his 12 digit PRAN Number and Attach PRAN document (pdf format). Once submitted, mail to sent to both submitter as well as approver.
- Once Approver approves/Rejects, mail is again shoot to submitter with reason (if rejected).
- Approval of PRAN is directly linked with NPS Eligibility.
- History: One can check status and history of PRAN submitted.

**Apply**

Reference No.  
Employee\*

1  
DUMMY (U001)

Reference Date

11.Mar.2020

PRAN Number (Corporate Account Only)\*

123456789800

Attached for PRAN\*

[View](#)  
Choose File No file chosen

Submit

Back

**History**

Status All From  To 

Refresh

Export

Back

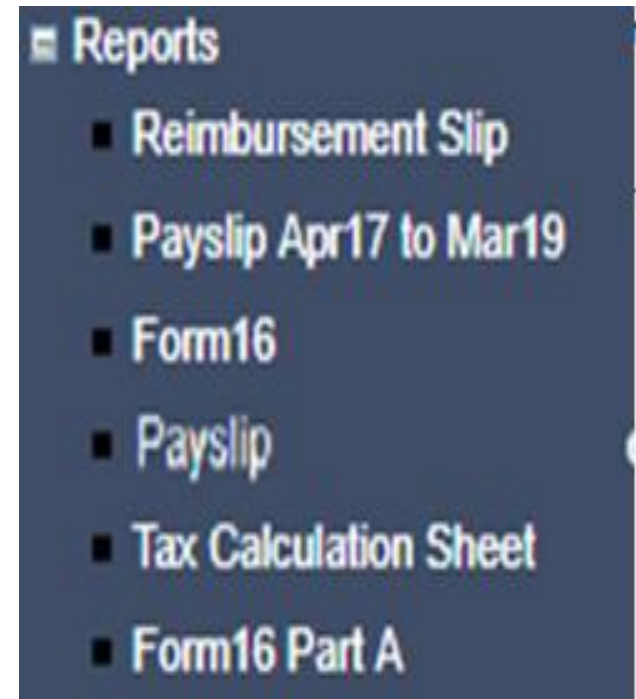
S.No.	Action	Request No.	Employee ID	Employee Name	Request Type	Submitted Date	Approved Date	Status	Reference No.
1.	<div><div>Print</div><div>View</div></div>	0000000001	U001	DUMMY	PRAN Declaration	11.Mar.2020	11.Mar.2020 14:45:24	Approved	1

# Reports →

This section enable you to extract the following:-

- **Reimbursement Slip** – to extract reimbursement slips.
- **Pay Slip Apr17 to Mar19** – to extract payslip
- **Form 16-** to extract form 16.
- **PaySlip**– to extract Monlthy payslip from Apr 19 onwards.
- **Tax Calculation sheet** –to extract tax computation slip.
- **Form 16 Part A-** to extract form 16 Part A. F.Y.2017-18

Select the month/year basis the requirement and download the above on a click of a button.





*Thank you.....*