

Hello all,

All employees have access to EMS, we have added a new option called '**Claim Request**' in EMS. This option will streamline the claims of extra day working claims, any bill reimbursement, and bonuses. **Every employee is supposed to add their claims in EMS from Aug 2023 onwards.**

Please note : Any claims added after the 3rd of the month will be considered in the next salary.

Every claim category has an appropriate approval person. We have given detailed guidelines on the process, kindly read them carefully.

How to add claim request in EMS?

Go to claim request option in EMS>> click on add claim request>> select appropriate claim category and claim approver.



Bonus categories and its claims

1) Employee bonus claims

Purpose	Any monthly bonus claims, referral bonus, skill bonus will come in this category.
Approval Person	Poorva Biswas- HR
Description	Should include reason of bonus

2) Extra Billable hours

Purpose	If any extra billable hours are completed by the employee, then those are to be added in this category
Approval Person	Your Project Manager
Description	In description add project name and extra days, and claim amount
Note	Amount is disable in this option, as calculation will be done by accounts team

3) Invoice claims

Purpose	Bill reimbursement/Purchases to be put in this category.
Approval Person	Your project Manager
Description	Reason of claim, email date and subject line of your email
Email of bill	Bill to be mailed on paresh.vaghela@etatvasoft.com with cc to your project manager
Note	Invoice claims are usually paid separately, i.e not given with salary.

Note for Project manager – For approving the extra day and invoice claims, click on approved from claim approval option in EMS, only approved payments will be processed in the salary.

In case of any query please mail on hr@tatvasoft.com

Regards

HR Dept.

TatvaSoft CMMI Maturity Level 3