

Virtusa- HRWorkWays Website Walkthrough

- Homepage**
- Set Password**
- Most Viewed Links**
- My Personal Details**
- My Transactions**
- My Reports**
- Downloads**
- Password**

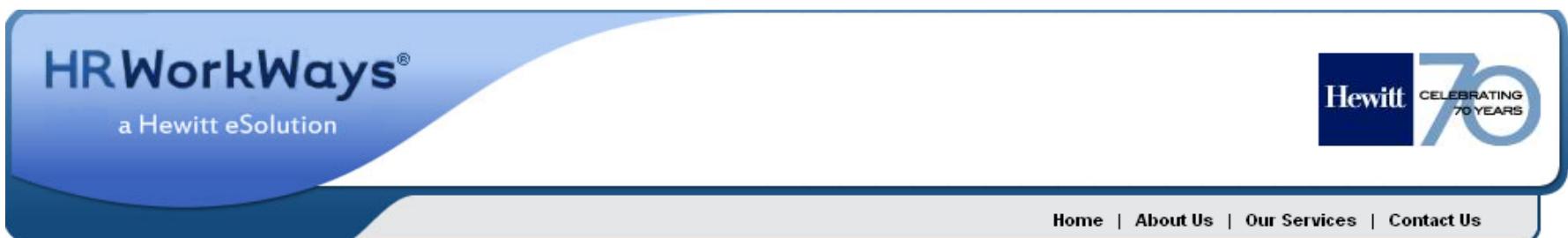


Getting Started

- You will receive the 10 digit personal identification number (PIN) and 8 digit alpha-numeric password.
- Login to www.hrworkwaysindia.com. You may login to the website anytime, anywhere
- Click on “LogOn”
- Enter your PIN / Password and Choose “Employee login”
- You will be prompted to change your password
- Change the password to a 8 letter alpha-numeric password
- For any query, clarification or assistance, you may write to infohos@hewitt.com quoting the following mandatory information - Your Name, Emp Id and Company Name.



Homepage:



Home | About Us | Our Services | Contact Us

Quick Links

Our Services

- Employee Data Management
- Payroll
- Retirement Benefits

About HRWorkwaysIndia

HRWorkwaysIndia is an Employee Self Service web portal that you can use with your unique PIN and Password. Once you log in, you can access the following information [More...](#)

LOG ON

By logging on, you agree to the [Terms of service](#). In addition see our [Privacy Statement](#) to know how we collect, use, and protect your personal information.

- Reset Password / Unlock Account
- Forgot PIN & Password

Click log on

About Hewitt

Hewitt Associates (NYSE: HEW) provides leading organizations around the world with expert human resources consulting and outsourcing solutions [More...](#)

Browser Requirements

This site requires either Microsoft® Internet Explorer 5.5 (or higher) or Netscape Navigator® 7.2 (or higher). See [Browser Requirements](#) for more details.



Reset Password/Unlock Account



[Home](#) | [About Us](#) | [Our Services](#) | [Contact Us](#)

Quick Links

Our Services

- Employee Data Management
- Payroll
- Retirement Benefits

Secure Login

PIN :
PASSWORD:

Employee Admin

SIGN IN

Trouble Logging in?

- [Reset Password / Unlock Account](#)
- [Forgot PIN & Password](#)

Need Help?

- [Frequently Asked Questions](#)
- [Website Maintenance](#)

Browser Requirements

This site requires either Microsoft® Internet Explorer 5.5 (or higher) or Netscape Navigator® 7.2 (or higher). See [Browser Requirements](#) for more details



Reset Password/Unlock Account



• Enter the current Pin.

• Enter Employee Id

• Click to Reset Password

• Enter Date of Joining.

Please follow the 3-item authentication process to create a new password.

Current PIN *	<input type="text"/>
Employee ID *	<input type="text"/>
Date Of Joining (dd/mm/yyyy) *	<input type="text"/>
<input type="button" value="Set New Password"/> <input type="button" value="Cancel"/>	

* All fields are mandatory.

Please fill-in details like Employee ID , DOJ as per Pay slip and Current Pin Number, which will be validated online with our database. If the entries made are matching with our database then It would allow Employees to Reset Password.

Reset Password/Unlock Account

HRWorkWays®

The screenshot shows a web page titled "Authentication Success". It contains two input fields: the top one is labeled "Enter Your 8 Character New Password" and the bottom one is labeled "Retype your New Password". A "Submit" button is located below the second input field. Three green callout boxes with red borders are overlaid on the page:

- Enter Password (points to the first input field)
- Retype Password. (points to the second input field)
- Click Submit Button. (points to the "Submit" button)

Please fill-in New Password and re login to Hrworkways site with Current Pin and New password

Forgot Pin & Password



[Home](#) | [About Us](#) | [Our Services](#) | [Contact Us](#)

Quick Links

Our Services

- Employee Data Management
- Payroll
- Retirement Benefits

Secure Login

PIN :
PASSWORD:

Employee Admin

SIGN IN

Trouble Logging in?

- [Reset Password / Unlock Account](#)
- [Forgot PIN & Password](#)

Need Help?

- [Frequently Asked Questions](#)
- [Website Maintenance](#)

Browser Requirements

This site requires either Microsoft® Internet Explorer 5.5 (or higher) or Netscape Navigator® 7.2 (or higher). See [Browser Requirements](#) for more details



Forgot Pin & Password



Home | About Us

Forgot PIN & Password

Please follow the 3-item authentication process to receive your pin and password through email.

Email ID *	<input type="text"/>
Employee ID *	<input type="text"/>
Date Of Joining (dd/mm/yyyy) *	<input type="text"/>

* All fields are mandatory.

Please enter your email ID as updated in Hewitt's database

If you do not have any of these information, write to InfoHOS@hewitt.com.

Please fill-in details like Email ID, Employee ID and DOJ, which will be validated online with our database. If the entries made are matching with our database then Pin & Password would be e-mailed to employee

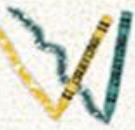


Hewitt

Auto mailer - Pin & Password

Upon successful validation, an auto-mailer will be sent to employee provided e-mail id to ensure privacy.

New Memo Reply ▾ Reply To All ▾ Forward ▾ Delete Follow Up ▾ Folder ▾ Copy Into New ▾ Tools ▾

 Associates /Bangalore/Hewitt
08/29/2005 12:55 PM

To: _____
cc: _____
bcc: _____
Subject: Your Pin and Password Details

Hewitt

This e-mail is for information only. Please do not respond to it.

Dear Yeshwan,

You have received this communication in response to your request for your online Pin and Password to be sent to you via e-mail.

Your Pin is: 0035115497

Your Password is: 0351

Please note that this password must be entered exactly as it appears above.

Use this pin and password the next time you login to your Hewitt Account at www.hrworkwaysindia.com. To ensure total privacy and confidentiality, after you login, you will be required to enter your new password on the next login. We recommend that you login and change your password as soon as possible.

[Enter Now](#)

However if you do have any questions or queries, simply [click here](#) to contact us.

Disclaimer: The information contained in this e-mail and any accompanying documents may contain information that is confidential or otherwise protected from disclosure. If you are not the intended recipient of this message, or if this message has been addressed to you in error, please immediately alert us at infohos@hewitt.com by mail and then delete this message, including any attachments. Any dissemination, distribution or other use of the contents of this message by anyone other than the intended recipient is strictly prohibited.



Most Viewed Links:

HRWorkWays®
a Hewitt eSolution

Last Login Date : 03-Aug-2010 12:04:34 PM IST

Payroll Home | Log Out

Hi

Welcome to HRWorkways - your personal space of Payroll and Pension details!! We hope you will find the information useful and navigation simple. As always, your feedback can be sent to InfoHOS@hewitt.com.

What would you like to do today?

- [View Latest Payslip](#)
- [View FY 2010-2011 IT Computation Statement](#)
- [Claim Reimbursements](#)

My Personal Details

- Update PAN

My Transactions

My Reports

Downloads

Password



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Most Viewed Links: Latest Payslip

WorkWays®
a Hewitt eSolution

Last Login Date : 03-Aug-2010 12:04:34 PM IST

Payroll

Home | Log Out

nal Details

AN

actions

ts

ds

d



TEST COMPANY

Corporate Miller, 332/1 Thimmiah Road

Vasanth Nagar

Bangalore

PAYSLIP FOR THE MONTH OF JUNE 2010

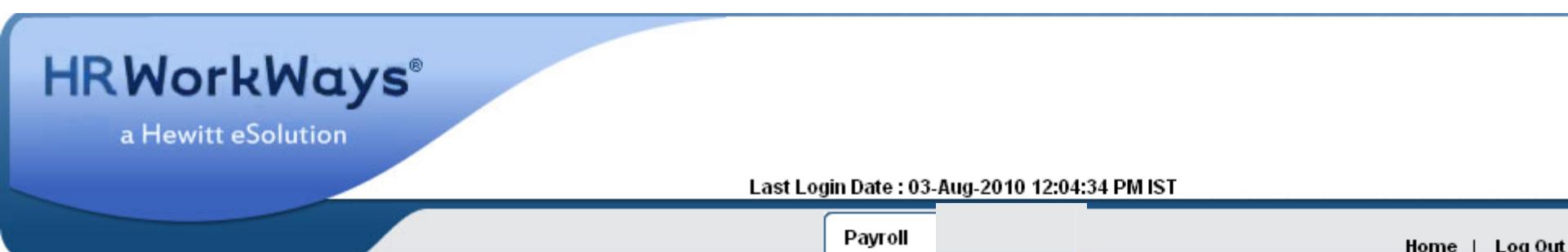
Emp Code		Emp Name			
Department		Cost Center		PF No.	
Location		Designation		ESI No.	
Date of Birth		Bank A/c No		Pan No.	
Date of Joining		Gender		EPS No.	

Earnings	Amount	YTD	Deductions	Amount	YTD
Basic	20,000.00	60,000.00	Provident Fund	2,400.00	7,200.00
Advance Bonus/Exgratia	700.00	2,100.00	Profession Tax	200.00	600.00
Personal Pay	23,438.00	70,314.00	Income Tax	2,905.00	8,716.00
Total Earnings	44,138.00	132,414.00	Total Deductions	5,505.00	16,516.00

Net Pay Rs. 38,631.00

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Most Viewed Links:



HRWorkWays®
a Hewitt eSolution

Last Login Date : 03-Aug-2010 12:04:34 PM IST

Payroll Home | Log Out

My Personal Details

Update PAN

My Transactions

My Reports

Downloads

Password

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What would you like to do today?

- [View Latest Payslip](#)
- [View FY 2010-2011 IT Computation Statement](#)
- [Claim Reimbursements](#)



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Most Viewed Links: IT Computation Statement

HRWorkWays®
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Last Login Date : 03-Aug-2010 12:04:34 PM IST

Payroll Home

My Personal Details

Update PAN

My Transactions

My Reports

Downloads

Password

TEST COMPANY
Corporate Miller, 332/1 Thimmiah Road
Vasanth Nagar
Bangalore

Hewitt

Income Tax Computation Statement

Emp Code	Emp Name	
Assessment Year	Previous Year	
Sex	Pan No.	
Date of Joining	Month	
Heads of Income	Actual	Projected
Income from Salary		
Basic	60,000.00	180,000.00
Advance Bonus/Exgratia	2,100.00	6,300.00
Personal Pay	70,314.00	210,942.00

Update PAN:

HRWorkWays®
a Hewitt eSolution

Last Login Date : 03-Aug-2010 12:04:34 PM IST

Payroll Home | Log Out

▼ My Personal Details

- Update PAN

► My Transactions

► My Reports

► Downloads

► Password

This screen is enabled from 08/07/2010 to 30/08/2010

Update PAN

Employee ID	
Employee Name	
PAN	ACVPN1234H

Confirm PAN



Investment Declaration:

HRWorkWays®

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Last Login Date : 03-Aug-2010 12:04:34 PM IST

Payroll

[Home](#) | [Log Out](#)

► My Personal Details

▼ My Transactions

+ Schedule

Investment Declaration

► My Reports

► Downloads

► Password

CALCULATE YOUR TAX AND DECLARE INVESTMENTS FOR THE YEAR 2010-2011

PERSONAL DETAILS

Emp ID

Employee Name

Date Of Joining

PAN

Date Of Birth

Gender

DECLARE YOUR INVESTMENTS

LOSS ON HOUSE PROPERTY

Self-Occupied Property

1,50,000

0.00

Let Out Property

No Limit

0.00

INCOME FROM OTHER SOURCES / HOUSE PROPERTY

Total Income from other sources

0.00

CHAPTER VI A

80D - Medical Insurance

Self / Spouse / Dependent Children

15,000

0.00

Self / Dependent / Parents (not Sr Citizen)

20,000

0.00

Self / Dependent / Parents (Sr Citizen)

80E-Interest On Education Loan

0.00

80U-Permanent Physical Disability

Severity below 80%

1,00,000

0.00

Severity 80% and above

80DD-Physically Handicapped - Dependent

Severity below 80%

1,00,000

0.00

Severity 80% and above

DEDUCTION UNDER SECTION 80CCE (The new Section 80CCE in the Income Tax Act seeks to

COMPUTED SHEET

Gross Salary	529656.00
Less: Section 10 Exemptions *	0.00
Net Salary	529656.00
Less: Deduction U/s 16 (Professional Tax)	2400.00
Net Taxable Salary	527256.00
Less: Loss On House Property *	0.00
Add: Other Income / House Property *	0.00
Gross Total Income	527256.00
Less: Deduction Under Chapter VI A *	100000.00
Taxable Income (Rounded)	427260
Tax Payable on Total Income	26726.00
Add: Surcharge	0.00



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Schedule: Information on link enable dates



an Aon Hewitt eSolution



Last Login Date : 30-May-2011 01:38:07 PM IST

Payroll

[Home](#) | [Log Out](#)

My Personal Details

My Transactions

Schedule

Planner

Claim Reimbursements

Investment Declaration

My Reports

Downloads

Password

Year End

[Back to SuperAdmin](#)

Dates on which the modules would be enabled

Effective From Date	Effective To Date	Module Type
01-May-2011	14-May-2011	Flex Plan
10-Jun-2011	28-Jun-2011	Reimbursements

Dates on which the link is enabled for submission



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My Transactions: Claim reimbursement can be selected in two ways

The screenshot shows the HRWorkWays application interface. At the top left is the logo "HRWorkWays® a Hewitt eSolution". The top right displays the last login date: "Last Login Date : 03-Aug-2010 12:04:34 PM IST". Below the header are navigation links: "Payroll", "Home | Log Out". On the left, a vertical menu bar includes "My Personal Details", "My Transactions" (which is expanded, showing "Schedule", "Planner", "Claim Reimbursements", and "Investment Declaration"), "My Reports", "Downloads", and "Password". A large green callout bubble points to the "Claim Reimbursements" link in the "My Transactions" menu, stating: "Claim reimbursement can be selected even through this menu". Another green callout bubble points to the "Claim Reimbursements" link in the "What would you like to do today?" section of the main content area, stating: "Select Claim Reimbursement directly through this link". A central callout bubble contains the word "Or". The main content area includes a welcome message: "Welcome to HRWorkways - your personal space of Payroll and Pension details!! We hope you will find the information useful and navigation simple. As always, your feedback can be sent to InfoHOS@hewitt.com". The "What would you like to do today?" section lists three options: "View Latest Payslip", "View FY 2010-2011 IT Computation Statement", and "Claim Reimbursements". The bottom right corner features the Aon Hewitt logo.

Hi [redacted]

Welcome to HRWorkways - your personal space of Payroll and Pension details!! We hope you will find the information useful and navigation simple. As always, your feedback can be sent to InfoHOS@hewitt.com.

What would you like to do today?

- View Latest Payslip
- View FY 2010-2011 IT Computation Statement
- Claim Reimbursements

Or

Claim reimbursement can be selected even through this menu

Select Claim Reimbursement directly through this link

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Claim Reimbursements: To claim reimbursement

HRWorkWays®

an Aon Hewitt eSolution

Enter the claim amount and print the voucher

Last Login Date : 30-May-2011 01:38:07 PM IST

Payroll

Home | Log Out

- My Personal Details
- My Transactions
 - + Schedule
 - + Planner
 - Claim Reimbursements**
 - + Investment Declaration
- My Reports
- Downloads
- Password

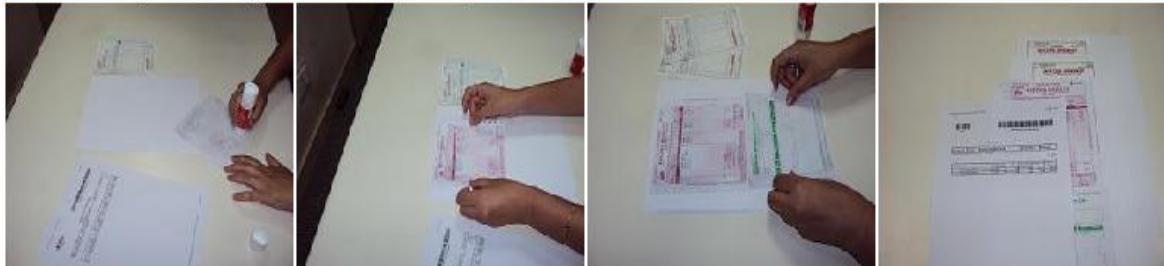
Employee ID	Employee Name	Date Of Joining						
Edit	Pay Components	Annual Plan (A)	YTD Eligibility	LOP Amount (B)	YTD Claimed (C)	Claims Under Process (D)	Available Till Date (E=A-B-C-D-F)	Entered Current Claims (G)
<input type="checkbox"/> L T A Reimbursement	8624.00	8624.00	0.00	0.00	0.00	0.00	8624.00	0.00
<input type="checkbox"/> MEDICAL REIMBURSEMENT	15000.00	15000.00	0.00	0.00	0.00	0.00	15000.00	0.00

Print Save

Voucher Reprint?

This Reimbursement Item is locked for editing as we are processing the data submitted

Small bills? Keep them intact, paste them on a A4 sheet, as shown below.



Check the pay component you wish to claim reimbursement



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My Reports:

HRWorkWays®
a Hewitt eSolution

Last Login Date : 03-Aug-2010 12:04:34 PM IST

Payroll Home | Log Out

► My Personal Details

► My Transactions

▼ My Reports

- ⊕ Payslip
- ⊕ IT Computation

► Downloads

► Password

Hi

Welcome to HRWorkways - your personal space of Payroll and Pension details!! We hope you will find the information useful and navigation simple. As always, your feedback can be sent to InfoHOS@hewitt.com.

What would you like to do today?

- View Latest Payslip
- View FY 2010-2011 IT Computation Statement



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Payslip:



a Hewitt eSolution

Last Login Date : 30-Jul-2010 11:49:59 AM IST

Payroll

[Home](#) | [Log Out](#)

▶ My Personal Details

▶ My Transactions

▼ My Reports

④ Payslip

▶ Downloads

▶ Password

Please select the month for which you need the Payslip Statement

Payslip Statement

Pay Period :

- June 2010
- June 2010
- May 2010
- April 2010
- March 2010
- February 2010
- January 2010
- December 2009
- November 2009
- October 2009
- September 2009

Note:-

Payslips are available on the web only for the last 18 months or from payslips either printed or saved at periodical intervals.

If your payroll has been processed by Hewitt in the current year or before August 2009, your payslips will be available from the first month of processing or your date of joining.

respective financial year. Therefore, please ensure to have your



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IT Computation:



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Last Login Date : 30-Jul-2010 11:49:59 AM IST

Payroll

[Home](#) | [Log Out](#)

▶ My Personal Details

▶ My Transactions

▼ My Reports

⊕ Payslip

⊕ IT Computation

▶ Downloads

▶ Password

Please select the year for which you need the IT Computation

Income Tax Computation Statement

Year :

2010-2011
Select Year
2010-2011
2009-2010

Note:-

IT Computations are available on the web only for the last 2 financial years at any given point of time. Therefore, please ensure to have your IT Computation either printed or saved at periodical intervals.

If your payroll has been processed by Hewitt in the current year, the IT Computation will be available from the year of processing.



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Downloads:



a Hewitt eSolution

Last Login Date : 03-Aug-2010 01:00:01 PM IST

Payroll

Home | Log Out

► My Personal Details

Hi

► My Transactions

Welcome to HRWorkways - your personal space of Payroll and Pension details!! We hope you will find the information useful and navigation simple. As always, your feedback can be sent to InfoHOS@hewitt.com.

► My Reports

► Downloads

► Password

What would you like to do today?

- View Latest Payslip
- View FY 2010-2011 IT Computation Statement
- Claim Reimbursements



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FAQ Information

HRWorkWays®
a Hewitt eSolution

Last Login Date : 03-Aug-2010 01:00:01 PM IST

Payroll

Home | Log Out

► My Personal Details

► My Transactions

► My Reports

▼ Downloads

FAQ Payroll FAQ

► Password

Hi

Welcome to HRWorkways - your personal space of Payroll and Pension details!! We hope you will find the information useful and navigation simple. As always, your feedback can be sent to InfoHOS@hewitt.com.

What would you like to do today?

- View Latest Payslip
- View FY 2010-2011 IT Computation Statement
- Claim Reimbursements



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Password:



Last Login Date : 03-Aug-2010 01:00:01 PM IST

Payroll

Home | Log Out

► My Personal Details

Hi

► My Transactions

Welcome to HRWorkways - your personal space of Payroll and Pension details!! We hope you will find the information useful and navigation simple. As always, your feedback can be sent to InfoHOS@hewitt.com.

► My Reports

► Downloads

► Password

What would you like to do today?

- View Latest Payslip
- View FY 2010-2011 IT Computation Statement
- Claim Reimbursements



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Change Password:

HRWorkWays®
a Hewitt eSolution

Last Login Date : 30-Jul-2010 02:45:57 PM IST

Payroll Home | Log Out

► My Personal Details

► My Transactions

► My Reports

► Downloads

▼ Password

Change Password

Change Password

Old Password :

New Password :

Retype new Password :

Submit Cancel

Fields marked with (*) are mandatory

Hewitt Password Policy :

- a) Password should be 8 characters
- b) Password should be alphanumeric. It should contain a combination of letters(A-Z or a-z) and numerals(0-9).
- c) Password should not contain special characters like @ () = \ } {) " : ; < , > . ? ! ^
- d) Password can contain \$ _ # * - & +
- e) Password is case sensitive
- f) Enter a password that has not been used in the previous 3 passwords

Thank you.



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