

# 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](http://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](mailto:infohos@hewitt.com) quoting the following mandatory information - Your Name, Emp Id and Company Name.



# Homepage:



**Quick Links**

**Our Services**

- Employee Data Management
- Payroll
- Retiral 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

## 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.

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Click log on



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# Reset Password/Unlock Account

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

## Quick Links

### Our Services

- Employee Data Management
- Payroll
- Retiral 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

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# 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 form for resetting a password. At the top, it says "Authentication Success". Below that, the instruction "Enter Your 8 Character New Password" is followed by a text input field. A red box with the text "• Enter Password" has an arrow pointing to this field. Below the first field, the instruction "Retype your New Password" is followed by a second text input field. A red box with the text "• Retype Password." has an arrow pointing to this field. Below the second field is a "Submit" button. A red box with the text "• Click Submit Button." has an arrow pointing to the "Submit" button.

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



# Forgot Pin & Password

**HR WorkWays®**  
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[Home](#) | [About Us](#) | [Our Services](#) | [Contact Us](#)

## Quick Links

### Our Services

- Employee Data Management
- Payroll
- Retiral 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

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

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**Hewitt**

# Forgot Pin & Password

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[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"/>
<input type="button" value="Submit"/> <input type="button" value="Reset"/>	

\* All fields are mandatory.

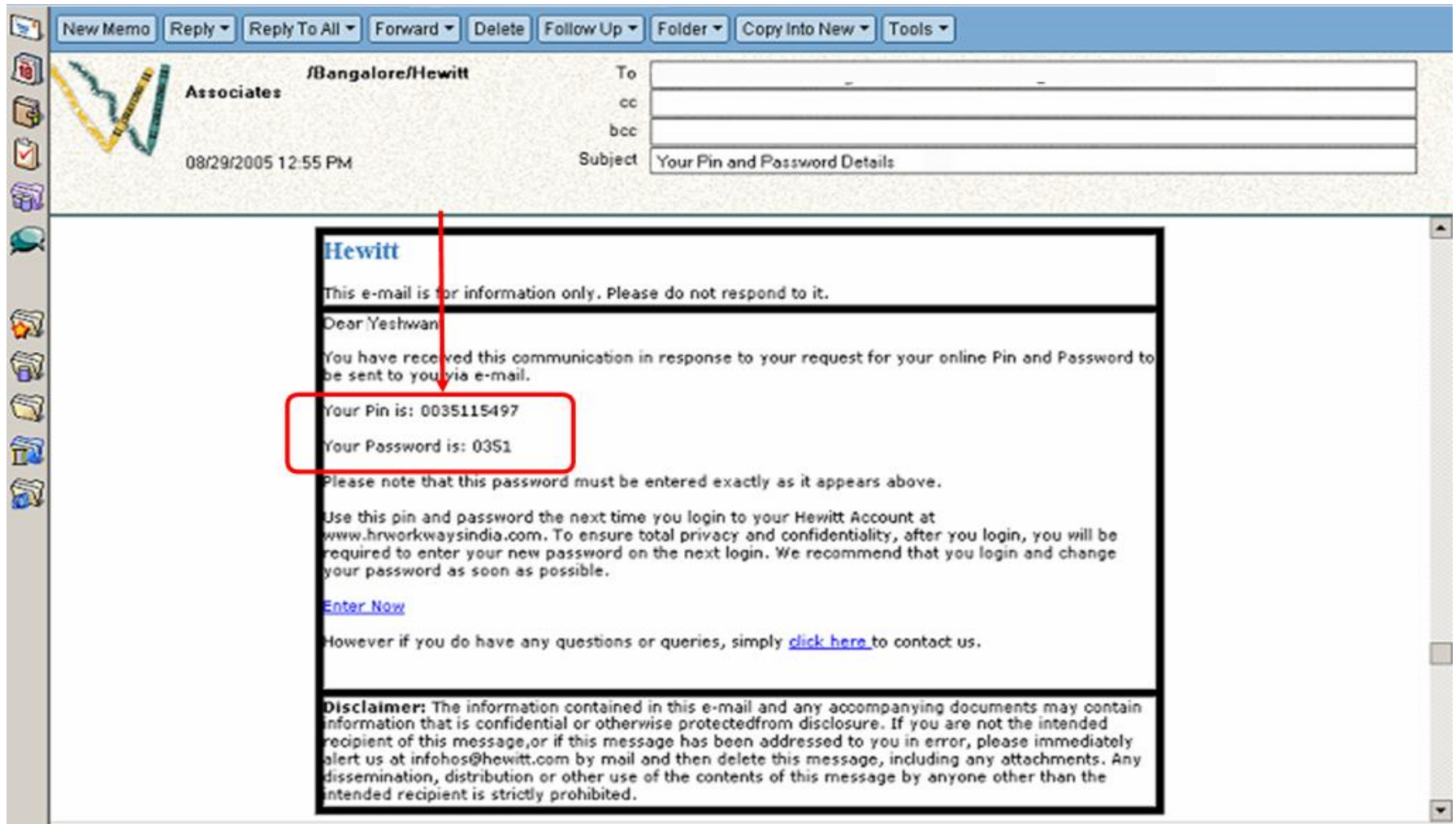
# Please enter your email ID as updated in Hewitt's database

If you do not have any of these information, write to [InfoHOS@hewitt.com](mailto: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

# Auto mailer - Pin & Password

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



## Most Viewed Links:

  
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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

Hi

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

What would you like to do today?

► View Latest Payslip

► View FY 2010-2011 IT Computation Statement

► Claim Reimbursements



# Most Viewed Links: Latest Payslip

WorkWays®  
a Hewitt eSolution

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

Payroll

Home | Log Out

Personal Details

Actions

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1 / 1

84.6%

Find



TEST COMPANY  
Corporate Miller, 332/1 Thimmiah Road  
Vasanth Nagar  
Bangalore  
PAYSIP 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. 38,632.00

## Most Viewed Links:

**HRWorkWays®**  
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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

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

PayrollHome



1 / 2

84.6%



Find

My Personal Details

Update PAN

My Transactions

My Reports

Downloads

Password





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

**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	8,300.00
Personal Pay	70,314.00	210,842.00



# Update PAN:

HR WorkWays<sup>®</sup>  
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

Update PAN

Employee ID	
Employee Name	
PAN	ACVPM1234H

Confirm PAN

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



# Investment Declaration:

HRWorkWays®

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

Payroll

Home | Log Out

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

My Personal Details

My Transactions

Schedule

Investment Declaration

My Reports

Downloads

Password

### PERSONAL DETAILS

Emp ID  
Employee Name  
Date Of Joining  
PAN  
Date Of Birth  
Gender

### 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

### DECLARE YOUR INVESTMENTS

PARTICULARS	LIMIT	AMOUNT
<b>LOSS ON HOUSE PROPERTY</b>		
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

<b>80D - Medical Insurance</b>		
Self / Spouse / Dependent Children	15,000	0.00
<input type="radio"/> Self / Dependent / Parents (not Sr Citizen)	20,000	0.00
<input checked="" type="radio"/> Self / Dependent / Parents (Sr Citizen)		
<b>80E-Interest On Education Loan</b>		
		0.00
<b>80U-Permanent Physical Disability</b>		
<input type="radio"/> Severity below 80%	1,00,000	0.00
<input checked="" type="radio"/> Severity 80% and above		
<b>80DD-Physically Handicapped - Dependent</b>		
<input type="radio"/> Severity below 80%	1,00,000	0.00
<input checked="" type="radio"/> Severity 80% and above		

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

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# Schedule: Information on link enable dates

HR WorkWays®

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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



# My Transactions: Claim reimbursement can be selected in two ways

The screenshot shows the HRWorkWays portal interface. At the top, the logo "HRWorkWays® a Hewitt eSolution" is on the left, and "Last Login Date : 03-Aug-2010 12:04:34 PM IST" is on the right. Below the logo, there is a "Payroll" tab and "Home | Log Out" links. On the left sidebar, there are several menu items: "My Personal Details", "My Transactions", "My Reports", "Downloads", and "Password". The "My Transactions" menu is highlighted with a red box, and a callout bubble points to it with the text "Claim reimbursement can be selected even through this menu". The "My Transactions" menu includes "Schedule", "Planner", "Claim Reimbursements", and "Investment Declaration". In the main content area, there is a "What would you like to do today?" section with three links: "View Latest Payslip", "View FY 2010-2011 IT Computation Statement", and "Claim Reimbursements". A callout bubble points to the "Claim Reimbursements" link with the text "Select Claim Reimbursement directly through this link". An "or" octagon is placed between the two callout bubbles. At the bottom right, the "AON Hewitt" logo is visible.

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

Payroll Home | Log Out

► My Personal Details Hi [redacted]

▼ My Transactions

- Schedule
- Planner
- Claim Reimbursements
- Investment Declaration

► My Reports

► Downloads

► Password

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](mailto:InfoHOS@hewitt.com).

What would you like to do today?

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


Claim reimbursement can be selected even through this menu

or

Select Claim Reimbursement directly through this link

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# Claim Reimbursements: To claim reimbursement



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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

Y

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)	Enter Current Claims
<input type="checkbox"/>	L T A Reimbursement	8624.00	8624.00	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	15000.00	0.00

Print Save

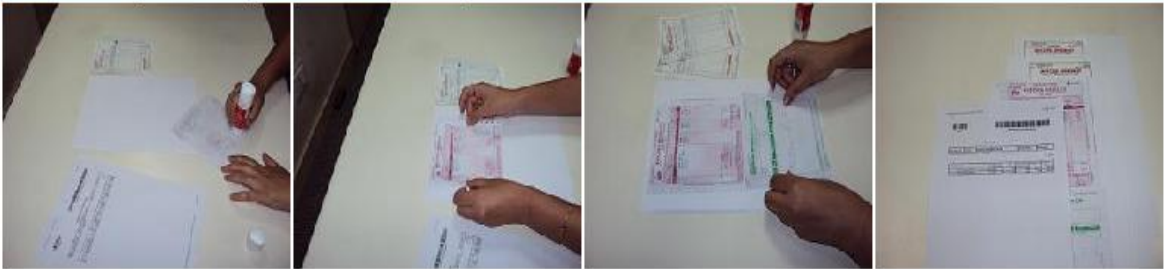
Voucher Reprint?

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

Enter the claim amount and print the voucher

Check the pay component you wish to claim reimbursement

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



# My Reports:

**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

▼ 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 [InfoHQS@hewitt.com](mailto:InfoHQS@hewitt.com).

What would you like to do today?

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



# Payslip:

HRWorkWays®

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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

▶ 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

August 2009

Note:-

Payslips are available on the web only for the last 18 months or from the date of processing or your date of joining.

If your payroll has been processed by Hewitt in the current year or from the date of processing or your date of joining.

respective financial year. Therefore, please ensure to have your

, you payslips will be available from the first month of

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# IT Computation:

**HR WorkWays®**

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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 :

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:

**HR WorkWays®**  
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Last Login Date : 03-Aug-2010 01:00:01 PM IST

Payroll

Home | Log Out

▶ My Personal Details

▶ My Transactions

▶ My Reports

▶ Downloads

▶ Password

Hi

Welcome to HRWorkways - your personal space of Payroll and Pension details!! We hope you will find the information useful and navigating simple. As always, your feedback can be sent to [InfoHOS@hewitt.com](mailto: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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# FAQ Information

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

Payroll

Home | Log Out

► My Personal Details

► My Transactions

► My Reports

▼ Downloads

► Payroll FAQ

► Password

Hi

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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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Password:

▶ My Personal Details

▶ My Transactions

▶ My Reports

▶ Downloads

▶ Password

Hi

Welcome to HRWorkways - your personal space of Payroll and Pension details!! We hope you will find the information useful and navigable. As always, your feedback can be sent to [InfoHOS@hewitt.com](mailto:InfoHOS@hewitt.com).

**What would you like to do today?**

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



# Change Password:

**HRWorkWays®**  
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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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