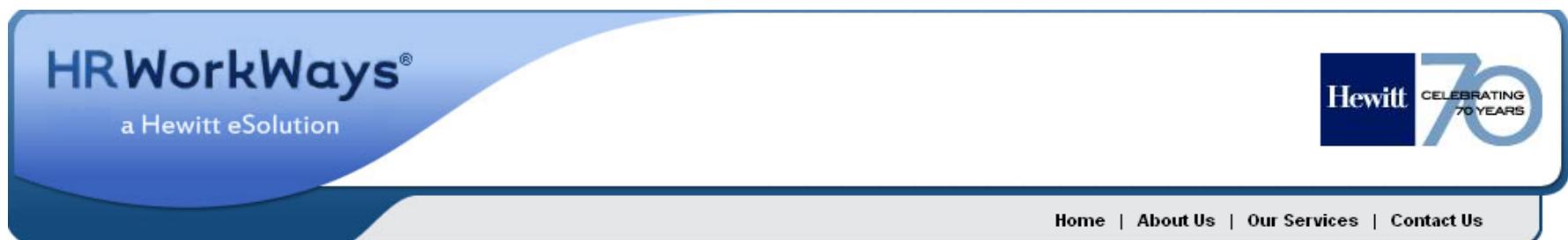


VIRTUSA

Reimbursement Claims Walkthrough

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
- Forgot PIN & Pa...

Click here to 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.

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Login Screen:

The image shows the HR WorkWays login page. A red box highlights the text "Enter the Login Credentials" above the input fields. Another red box highlights the "SIGN IN" button. A third red box highlights the link "Click Here to Sign-in" below the "SIGN IN" button. The page includes a logo for "Hewitt 70 CELEBRATING 70 YEARS", navigation links for Home, About Us, Our Services, and Contact Us, and sections for Quick Links, Trouble Logging in, and Need Help?

HR WorkWays®
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Hewitt 70 CELEBRATING 70 YEARS

Home | About Us | Our Services | Contact Us

Quick Links

- Our Services
 - Employee Data Management
 - Payroll
 - Retiral Benefits

Enter the Login Credentials

PII :
PASSWORD:

Employee Admin

SIGN IN

Click Here to 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



My Transactions - Claim Reimbursements

Generate on-line reimbursement voucher & claim reimbursement amount online.

HRWorkWays®
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Last Login Date : 27-Jan-2012 02:04:27 PM IST

Payroll Home | Log Out

My Personal Details

My Transactions

Claim Reimbursements (highlighted)

Investment Declaration

My Reports

Downloads

Password

Year End

Back to SuperAdmin

Employee ID **Employee Name**

Edit **Pay Components** **Annual Plan-(A)** **YTD Eligibility- LOP Amount-(B)** **YTD Claimed-(D)** **Unpaid Amount (payable)-(E)** **Claims Under Process-(F)** **Available Till Date- (G=A-C-D-E-F-H)** **Enter Current Claims(H)**

Pay Components	Annual Plan-(A)	YTD Eligibility- LOP Amount-(B)	YTD Claimed-(D)	Unpaid Amount (payable)-(E)	Claims Under Process-(F)	Available Till Date- (G=A-C-D-E-F-H)	Enter Current Claims(H)	
Medical	150000.00	0.00	0.00	2345.00	0.00	0.00	147655.00	<input type="text"/>
Petrol	99999.96	0.00	0.00	2000.00	0.00	0.00	97999.96	<input type="text"/>
LTA	84999.96	0.00	0.00	0.00	0.00	0.00	84999.96	<input type="text"/>

Enter the claim amount as per the bill under " Details tab".

Click checkbox to claim reimbursement

Print **Save**

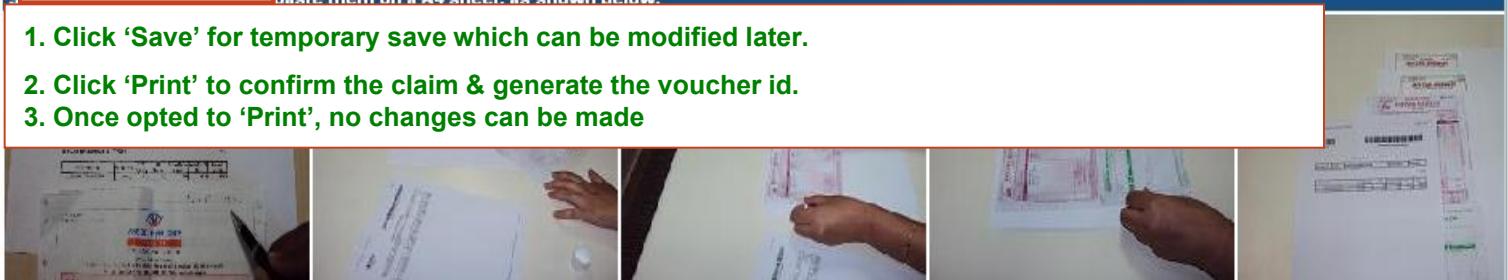
Voucher Reprint?

Generated Voucher can be re-printed

Do ensure to

1. Click 'Save' for temporary save which can be modified later.
2. Click 'Print' to confirm the claim & generate the voucher id.
3. Once opted to 'Print', no changes can be made

paste them on a A4 sheet, as shown below.



A goldfish swimming at the bottom of the page.

Claim Reimbursements – LTA Details

Person wise LTA details should be filled.

LTA REIMBURSEMENTS

Edit	Sl.No	Name of Persons Travelled	Age	Relationship	From Place	To Place	Mode & Class of Travel	No of Kms travelled in case of Road Travel	Actual fare per head
<input checked="" type="checkbox"/>	1			Select One			Select One		
<input type="checkbox"/>	2			Select One			Select One		
<input type="checkbox"/>	3			Select One			Select One		
<input type="checkbox"/>	4			Select One			Select One		
<input type="checkbox"/>	5			Select One			Select One		
<input type="checkbox"/>	20			Select One			Select One		

Total Fare : 0.00

Leave/travel from & to dates to be mentioned

) From : Date To : Date



Medical Reimbursement Details

Screen to update the medical bill-wise details for Medical reimbursement processing

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Last Login Date : 21-May-2011 04:24:19 PM IST

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

My Personal Details

My Transactions

Claim Reimbursements
 Investment Declaration

My Reports

Password

MEDICAL REIMBURSEMENTS

Joining Date : 01/05/2003

Edit	Sl.No	Bill No	Bill Date	Self / Relationship	Name of the Patient	Amount	
<input checked="" type="checkbox"/>	1	12345	04/05/2011	Date	Self	ABCD	3605.00
<input checked="" type="checkbox"/>	2	45678	08/06/2011	Date	Spouse	XYZ	958.00
<input type="checkbox"/>	3			Date	Select One		
<input type="checkbox"/>	20			Date	Select One		

Total Bill : 4563.00

[Save](#) [Back](#)



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Telephone Reimbursement Details

Screen to update the Petrol bill-wise details for Petrol reimbursement processing

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Last Login Date : 27-Jan-2012 02:04:27 PM IST

Payroll Home | Log Out

Petrol

Joining Date : 03/09/2010

Vehicle Details

Vehicle Type :	Four Wheeler
Registration No. :	
Registration Date :	Date

Car Fuel

Edit	SL.No	BILL Date	BILL No.	Amount in Rs.
<input checked="" type="checkbox"/>	1	Date		
<input type="checkbox"/>	15	Date		
<input type="checkbox"/>	16	Date		
<input type="checkbox"/>	17	Date		
<input type="checkbox"/>	18	Date		
<input type="checkbox"/>	19	Date		
<input type="checkbox"/>	20	Date		

Total Amount Claimed in Rs. : **0.00**

Save | **Back**

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page



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My Transactions – Claim Reimbursements

HRWorkWays®
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Payroll Home | Log Out

► My Personal Details

▼ My Transactions

- ⊕ Schedule
- ⊕ Claim Reimbursements
- ⊕ Investment Declaration

► My Reports

► Downloads

► Password

PGBRK

REMBI4033|20410207|W27943||||

Employee ID 20410207 Employee Name ABC20410207 Date Of Joining 09/04/2008

For Voucher No : W27943

12-08-2010
11:37

Pay Components	Annual Plan	YTD Eligibility	YTD Claimed	Claims Under Process	Available Till Date	Current Claims
Medical Reimbursement	15000.00	0.00	0.00	0.00	10779.00	4221.00

Print Cancel Back

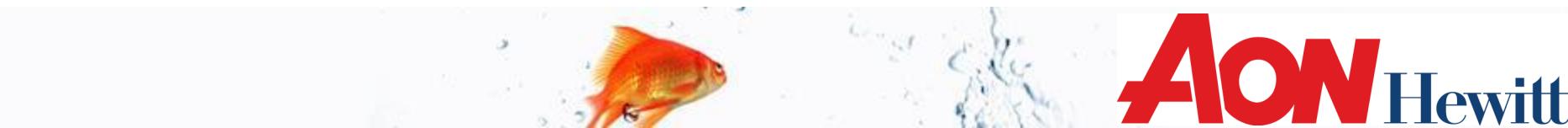
Click on “Print”, the web claim form will be printed. This web claim form along with the respective actual reimb bills should be stapled & drop in drop-box.

Web claim form should be covering sheet.

Note : The printout of Voucher & Details page along with the original reimbursement bills has to put in the drop box. **The validation of bills will be according to the company policy and respective income tax rules.**

Claim Reimbursements – Notes

- Ensure that the hardcopy of the reimbursement bills are available before updating the online reimbursement details.
- Select the reimbursement checkbox to update your claim.
- Click on the “Details” tab & fill the bill wise information as per the actual original bills. Click on “Save” button & then “Back” button to return to the main page.
- Click on “Print” button to generate the online voucher. Unique online voucher along with the “Details” annexure would be displayed.
- Print this voucher & enclose/staple the corresponding original bills.
- Use “Voucher Reprint” option if you need to re-print the voucher.
- Once the voucher is printed, the records will be locked and cannot be edited again.
- Drop the reimbursement voucher into the drop-box kept at your location.
- Multiple vouchers can be generated in same month
- Use the “Voucher Number” as reference for any queries.
- Reimbursement claims without on-line voucher will not be processed.
- The validation of bills will be according to Company Policy & income tax rules.



My Reports - Claims History:

View the approval status of the reimbursement claim post reimbursement validation process. In case of rejection, relevant remarks will be updated.

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Last Login Date : 10-Jun-2011 12:47:22 PM IST

Payroll Home | Log Out

My Personal Details

Employee ID Select the Month parameters

Date Of Joining

My Reports

Payslip
IT Computation
My Earnings & Tax
Claims History

Password

Select Year: 2011-2012
Select Pay Component: ALL
Select Month: ALL
Select Reimbursement Cycle: ALL
Status: ALL

View

Click VIEW to get the status of claim

Reimbursement Paid History											
Voucher No.	Pay Component	Month	Claim Amount	Status	Paid Amount	Fringe Benefit Tax	Rejected Amount	Rejection Code	Unpaid Amount	Remarks For Unpaid Amount	Remarks
VV3	Telephone Reimbursement	April	2067	Approved	2000	0	0-		67-	-	
VV41	Telephone Reimbursement	May	2166	Approved	2166	0	0-		0-	-	

Thank you.