



EMPLOYEE SELF SERVICE PORTAL

User Manual

[Abstract](#)

This document describes about the various features that are available in ESS Portal

1. Introduction

The ESS is an online Employee Portal that allows you to view, download and print all your payslips and tax slips and to review your personal information.

Also, there is provision to declare investment details, upload documents like PAN, Aadhar etc., and to download offer and other official documents.

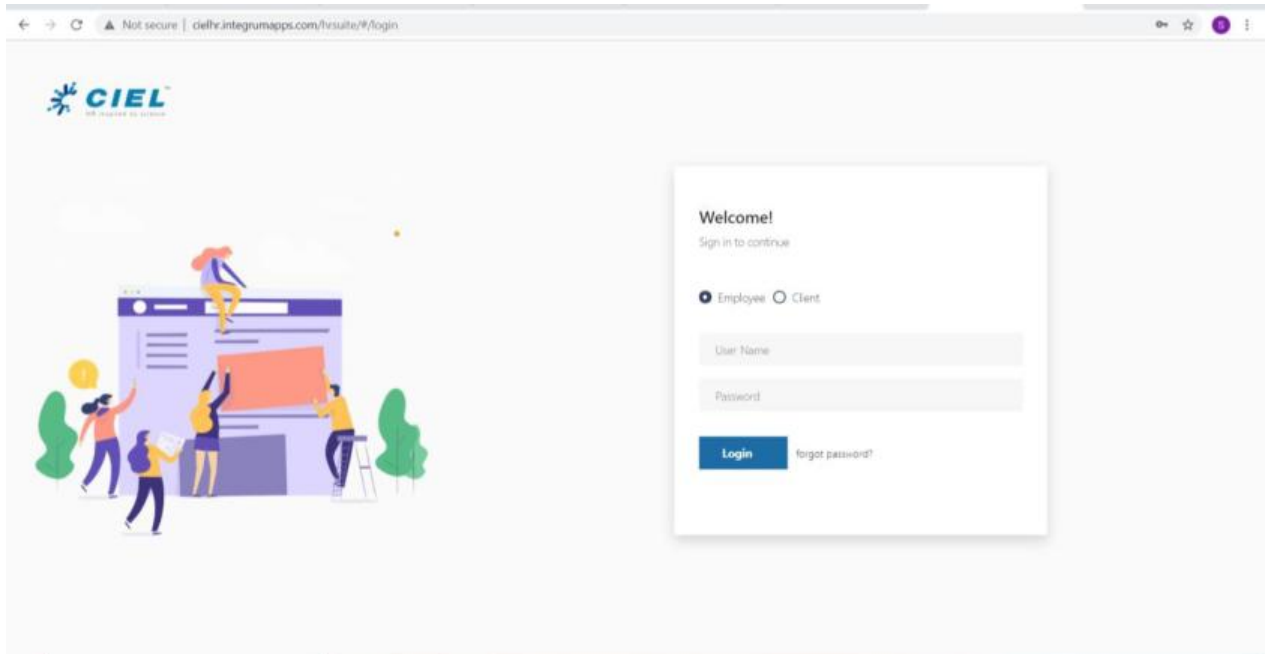
2. Features

The list of features that are available are

- ❖ **Dashboard.** Salary Trend, Salary Breakup and leave balances will be shown in this page
- ❖ **Profile.** View and edit Personal and communication details
- ❖ **Bank Account.** View bank account details
- ❖ **Pay Slip.** View and download payslip
- ❖ **Tax Slip.** View and download tax slip
- ❖ **Documents.** View and download personal and official documents. Also, provision to upload personal documents like PAN, Aadhar etc.
- ❖ **Investment Declaration.** Add investment, house rent, house property details etc., for current financial year

3. Login to ESS portal

1. To login to the ESS portal, click the below link:
<http://cielhr.integrumapps.com/hrsuite/#/login>



2. Login page will be displayed. Enter the **User Name** and **Password**.

Note:

- If you haven't received the login credentials, email us to helpdesk@cielhr.com.

3. Click **Login** button.

4. View Personal details

1. Click **Profile** menu from the left pane.

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Home / Profile

My Investment

Resignation

Dashboard

Profile

Bank Accounts

Payslips

Previous Employment

Tax Slip

Documents

NAME: Test docs | CODE: 52049 | MOBILE NUMBER: 6563544444 | GENDER: Male | EMAIL: dsafas@gmsadf.com | DOB: 08-02-1995 | DATE OF JOINING: 15-10-2020

General | Communication

Name * (as per Aadhaar Card) 9/10: Test docs | Mobile No. * + 91 6563544444 | Active

Gender * Male | Email * dsafas@gmsadf.com

Date of Birth * (Please specify as per Aadhaar - DD-MM-YYYY) 7/10: 08-02-1995 | Father's Name * (Please specify as per Aadhaar) 7/10: dsfsdaf

Aadhaar Number: 4444 5555 6666 | PAN No: ABCDE1234F

Employee Life Cycle Transaction: 28 October, 2020

Edit

2. Click **Edit** button to edit and save general and communication details if required.

5. Investment Declaration

1. Click **My Investment** menu from left pane.

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Tax Investment(s)

Financial Year: 2020_2021

Mode: ☒ Declarations

New Tax Regime: ☐ No

Overview

Investments: No records!

Deductions & Exemptions: No records!

Tax Liability: 0.00 ₹ | Tax Saved: 0.00 ₹

Edit

2. Click **Edit** button. **Add** button will be shown against each section – Investments, Deductions & Exemptions.

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CIEL THE INSURANCE TO SERVICE

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DATE OF JOINING: 15-10-2020

Tax Investment(s)

Financial Year: 2020_2021

Mode: ☒ Declarations

New Tax Regime: ☐ No

OVERVIEW

Investments: No records!

Deductions & Exemptions: No records!

Tax Liability: 0.00 / -

Tax Saved: 0.00 / -

- For instance, click **Add** button in Investments section. A dialog appears with the list of investments. Click on the required investments, and option to enter the amount will be shown. Enter the amount and click **Save**.

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INVESTMENTS - CATEGORY

Test docs - 52049

COMMONLY USED

Life Insurance Premium

Home Loan Principal Repayment

Mutual Funds

OTHER INVESTMENTS

National Savings Certificate

Child Tuition Fees

Sukanya Samridhi

Unit Linked Investment Plan

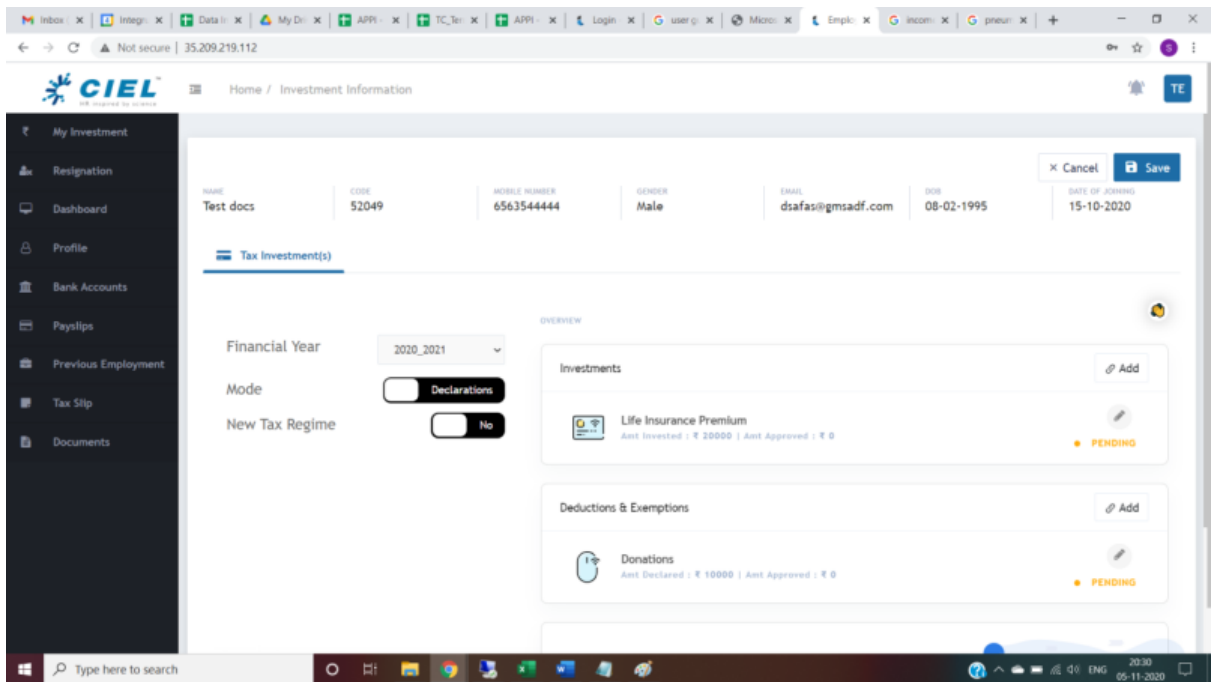
Equity Linked Savings Scheme

5 Year Deposit Scheme

Additional Contribution To NPS

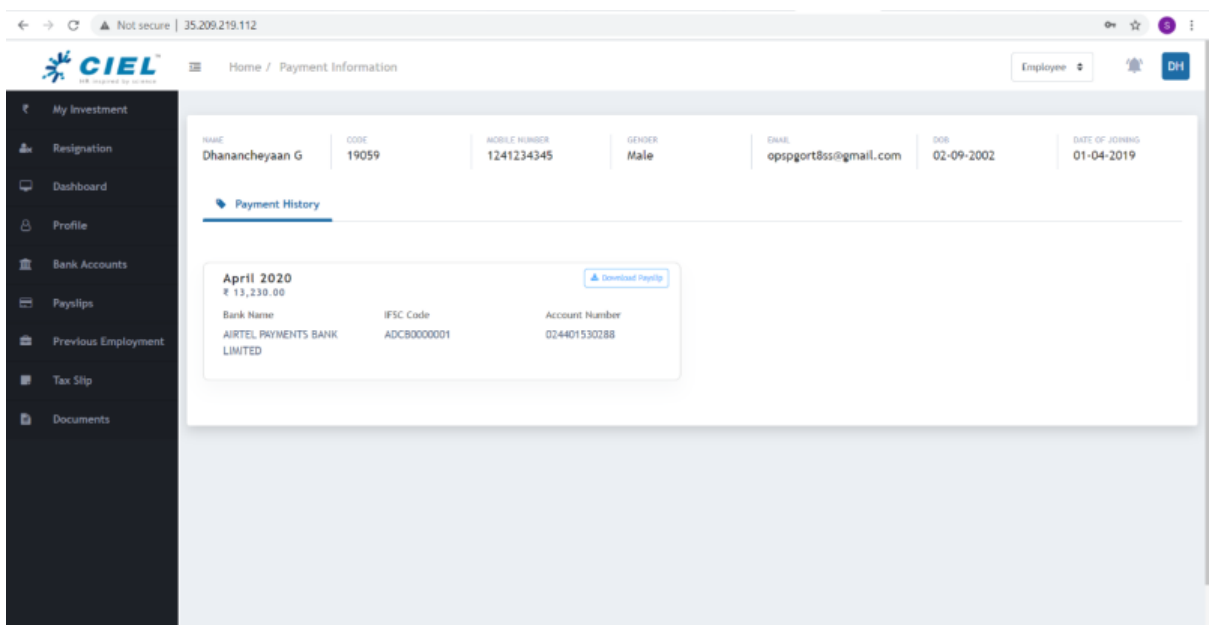
Rajiv Gandhi Equity Scheme

- After adding investments, deductions and exemptions details, click **Save** button.



5. Download Payslip

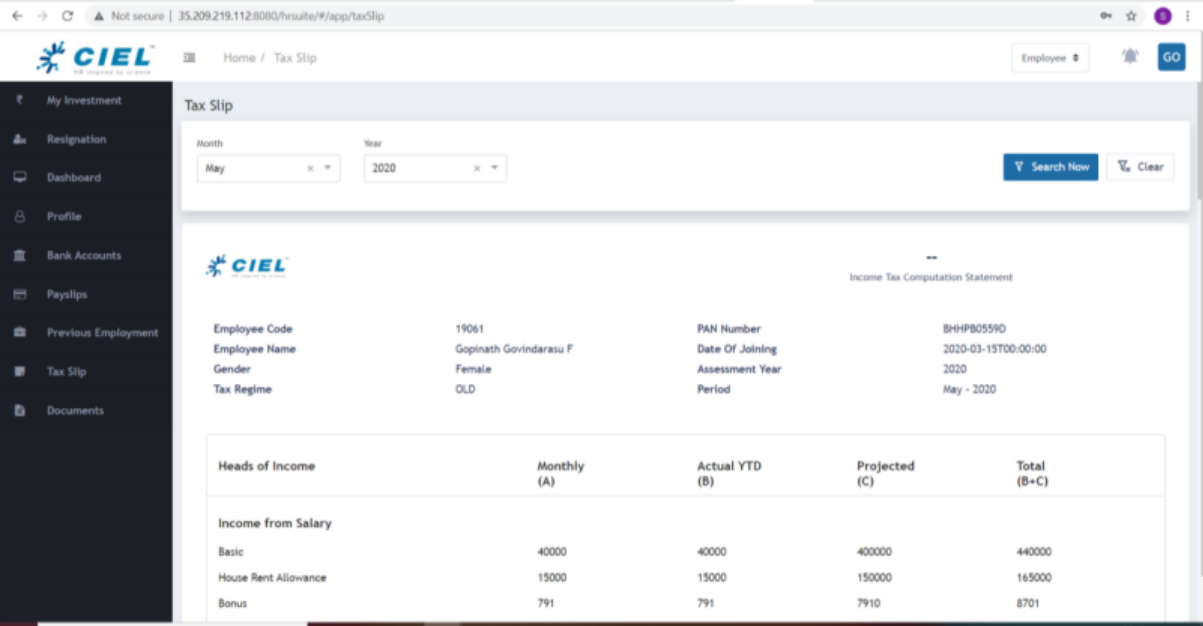
1. Click **PaySlips** menu from the left pane.



2. Click **Download Payslip** button.

7. Download Taxslip

1. Click **Taxslip** menu from the left pane.



Home / Tax Slip

Employee [] GO

Tax Slip

Month: May Year: 2020 [Search Now] [Clear]

Income Tax Computation Statement

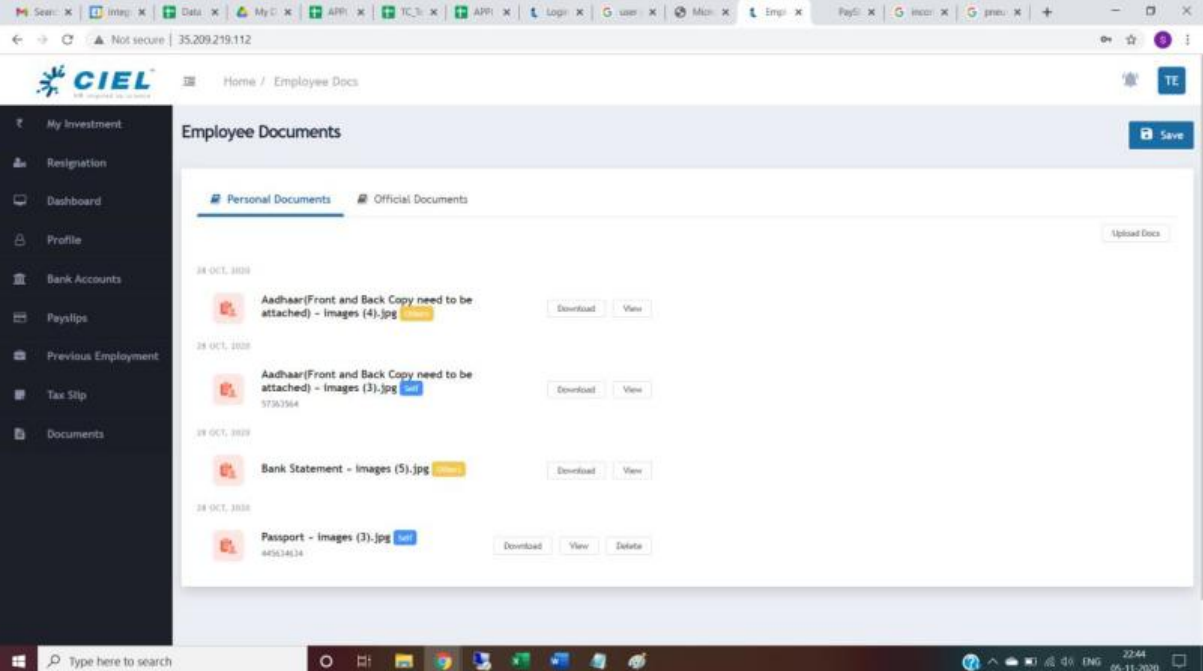
Employee Code	19061	PAN Number	BHHPB0559D
Employee Name	Gopinath Govindarasu F	Date Of Joining	2020-03-15T00:00:00
Gender	Female	Assessment Year	2020
Tax Regime	OLD	Period	May - 2020

Heads of Income	Monthly (A)	Actual YTD (B)	Projected (C)	Total (B+C)
Income from Salary				
Basic	40000	40000	40000	440000
House Rent Allowance	15000	15000	15000	165000
Bonus	791	791	7910	8701

2. Select **Month** and **Year** to view the taxslip.

8. Documents

1. Click **Document** menu from the left pane. By default, **Personal Documents** tab is shown.



Home / Employee Docs

Employee Documents [Save]

Personal Documents [Official Documents] [Upload Docs]

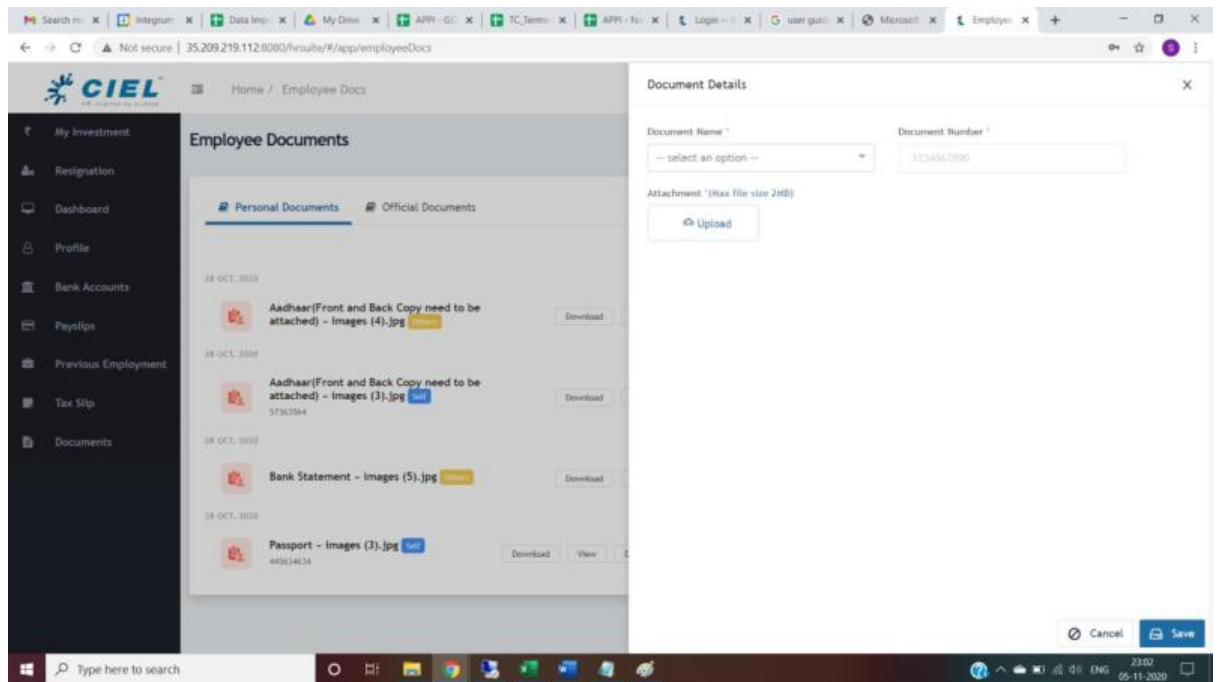
28 OCT, 2020
Aadhaar(Front and Back Copy need to be attached) - Images (4).jpg [Download] [View]

28 OCT, 2020
Aadhaar(Front and Back Copy need to be attached) - Images (3).jpg [Download] [View]

28 OCT, 2020
Bank Statement - Images (5).jpg [Download] [View]

28 OCT, 2020
Passport - Images (3).jpg [Download] [View] [Delete]

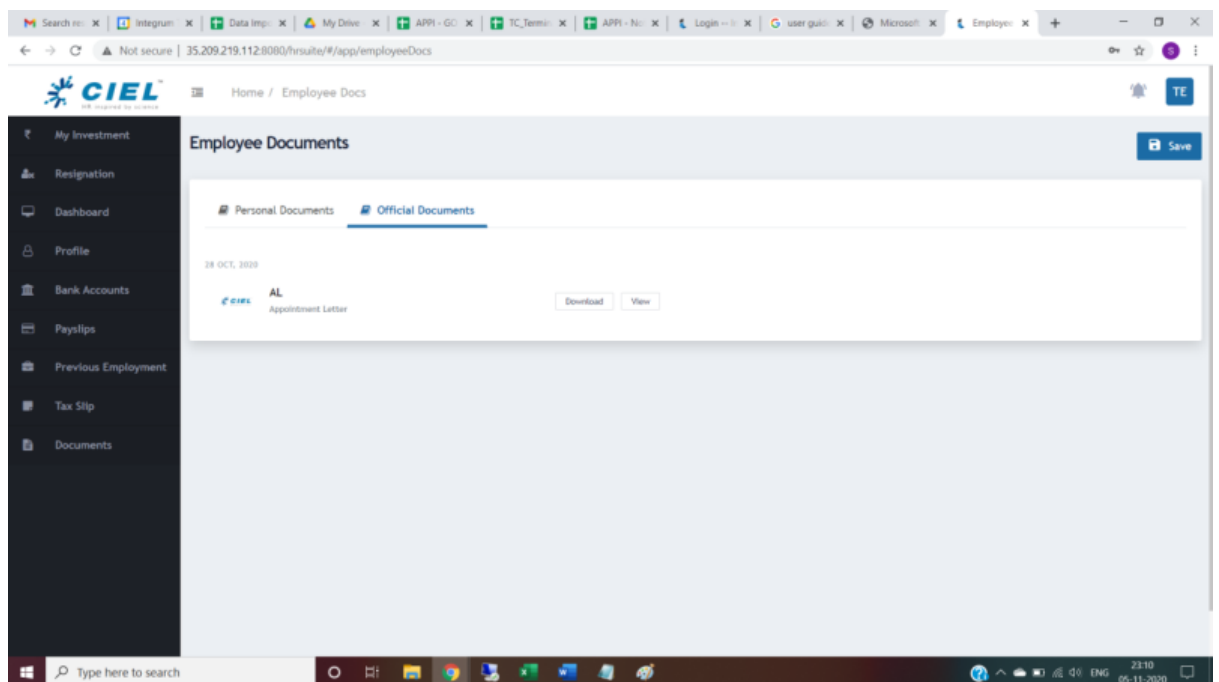
2. Click **Upload Docs** button. A dialog appears as shown below.



3. Do the following:

- Select **Document Name**.
- Enter **Document Number**.
- Click **Upload** button to upload the desired document.
- Click **Save**. The uploaded document will be shown in Personal Documents tab.

4. Click **Official Documents** tab to view and download appointment letter, salary revision letter etc.



Our Induction Video Link

<https://youtu.be/7vsZGWOipBQ>

Ciel Contact Points

For all queries you can reach out to

- 1) [+91 78160 00111](tel:+917816000111)
- 2) Or helpdesk@cielhr.com



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