Srivijaymanickam KS

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Career Objective:

To make a successful career in operations by continuously upgrading my skill sets utilizing the same for the organizational growth thus accelerating my personal growth.

Experience:

Working as a Payroll Associate in EXCELITY GLOBAL (formerly a business division of Aon Hewitt) from28th November 2017 to Present.

Roles and Responsibilities:

1. SALARY PROCESSING (MONTHLY ACTIVITY)

 Draft Payroll Calendar for the month which includes Salary processing schedule, FFS schedule
 Open the Online windows for first 15 days of month. Windows such as Planner window (Which lets employee modify their salary structure), Investment declaration window (to plan their Investments for FY)
 After web cut-off date, as per agreed calendar, Track all the inputs from various interface tools such as online input, Excel inputs, & other mail inputs, log entries and monthly standing instruction, input over the call
 Primary validation before uploaded into system and notify the observation if any to client & then process it in Tool
 Reconciling the output and check for authenticity of the data flow to payroll system by doing Input v/s Output Checking, Control Reports checking such as Salary Variance (recurring or one time), Head count variance, Statutory deduction variance, & Other personal data variance
 Analyze the variance and Necessary correction if any observation found while checking
 Post all correction sharing the Draft salary register with the Client SPOC
 Followed by Feedback on draft output and Additional inputs from Client SPOC if any
 Post confirmation Generating Bank advice and Final pay register
 Data movement of Pay slips, tax sheet, other salary data to Portal as soon as salary credit done
 Then sharing Salary JV, Statutory Reports, and Other necessary agreed reports, statements (pay slips & tax sheets)
 New joiner's login details generation (to Portal)
 Back up of all the necessary Reports & statements before closure of month

2. FULL & FINAL SETTLEMENT (MONTHLY ACTIVITY)

 As per Agreed Calendar, Process final settlements for resigned staff
 Checking of Salary reconciliation or CTC Reconciliation till DOL (considering LOP / LOPR)
 Calculation of Leave encashment, notice period recovery and Gratuity (applicable to who serve 5 years or more)
 Take confirmation from the client SPOC on any unprocessed data which were given during salary hold period (from last salary process month till Full & final settlement) and then incorporate accordingly. These inputs normally receive through payroll input (like CTC, onetime input, & LOP/ LOPR data)
 Deductions like Admin deduction, transport deduction, canteen deduction, HR Deduction, Finance deduction, Tech deduction, Asset deduction and Loan Recovery if any pending
 Cross checking system calculation v/s Manual with respect to Section 10 Exemption such as HRA, Conveyance, Medical, LTA, education allowance, Gratuity & Leave encashment exemption
 Incorporation of Any Investment proofs and Reimbursement bills submitted during settlement time (either Manual submission or uploaded online)
 Ensure all the specific standing instruction taken care like recovery of Joining bonus or notice pay recovery if employee not served 1 year from DOJ
 Check Any Bonus pay-out (Prorated) or any Incentive pending
 PF Recovery to be done under other deduction if any excess PF credited during regular salary process

3. EMPLOYEES QUERIES

- TAT for each employee's query is 2 days
- Monthly queries on an average are 150 whereas during Investment proof submission period (i.e., Jan to March) it is more than 400 queries
- Queries on Statutory variance - Income Tax, Provident Fund, Professional Tax ,& ESI
- Pin and password request for New joiners & request for Unlock / Reset password
- Salary clarification such as arrears calculation, LOP/LOPR, personal data changes, Non payroll re-direct to HR , Onetime payment / Deduction, Loan , Any specific calculation such OT & Shift allowance & Bonus, Salary credit Date, CTC Reconciliation / Current CTC & its break up, Special Allowance (Balancing FBP)
- Monthly Web Windows (Investment, Planner, Reimbursement) Clarification like cut –off date or extension of cut-off dates / unlock screens on exception basis
- Queries on Technology issues when any of the screen is not working active for any kind of modification or download in portal
- Year-end queries - Additional proof incorporation request, Clarification on guidelines, Confirmed IPSF unlock request, Cut-off date enquiry, Help on navigation, IPSF approval receipt status, Proof incorporation month, Rejected Proof Incorporation request, Request for IPSF, Technology issues due to Over load on server, Mock IT Sheet queries

4. ETDS ACITIVITES (QUARTERLY ACTIVITY)

- Post receipt of ETDS Challan, TDS Reconciliation for respective quarter (Deducted v/s Remitted) considering salary tax, Full & final settlement tax.
- Any difference (short or excess remittance) should be notified to client before initiating the Etds activity
- Post confirmation Necessary TDS adjustments will be done
- Identify Invalid PAN or PANNOTAVBL and notify to client and incorporate the correct pan
- Update ETDS Signing authority (name, designation, PAN, Address, mail address)
- Download CSI File (Challan) from NSDL website which will be validated with Etds text file
- Validate both files through latest FVU Software (TIN Website) and generate the output files such as (FVU, TXT file, Warning statement (if any challan mismatch), PAN Statistics file, 27A)
- Sharing 27A with client for necessary signature and then handover the CD with signed 27A for further filing
- Collect ETDS acknowledgement & share with Client
- If any ETDS Correction such as PAN correction, income & tax correction, & additional challan it will done through Latest RPU software (TIN Website)

5. INVESTMENT SCRUTINY (ANNUAL ACTIVITY)

- Communication to client SPOC about Key timelines
- Post finalization, Communication to client Employees regarding cutoff date with proof guidelines and Navigation document
- Proactively checking the EPSF status on daily basis and Sending frequent reminders to defaulters which forcefully push the employees to complete the IPSF activity within deadline
- Extending the Proofs window for few days depending on % of defaulters in entire population
- Conducting Helpdesk for employees regarding Investment Proofs queries and Navigation queries.
- First level vouching - Instruct guidelines and specification to the assigned validators
- 100% Quality check for the validated proofs (Random basis) during Initial stage – This reduces the burden of employee queries particularly when any validator has any understanding issue in basic vouching. Also to check whether proofs vouched by team are in line with Statutory & client specific Guidelines
- 100% Quality check to be done for specific Investments irrespective of employee such as 80CCG, 80E, 80EE, 80CCD1B, 80DD,80U, 80DDB, Previous employment & others as these are in addition to 80C investments and tax implication is little high in case of any mistake
- 100% Quality check to be done for high values investment (> 5 lakhs) & wherever rent > 1 lakh

☐ Variance of Declared investment as of January and Actual proofs submitted. This helps to find out Typo error happened while entering the investment values by employees (either deliberate or unintentional)

☐ Post all confirmation and quality check, Run a dummy payroll process for February incorporating final validated proofs and Hosting Mock IT Sheet which shows actual tax liability for FY.

☐ After closure of all the queries on Mock IT sheet, run a Regular payroll process with respective month payroll input.

☐ In March, Complete CTC Reconciliation for entire FY (Paid & payable) & Flush out process for unclaimed Reimbursement

5. FORM 16 (ANNUAL ACITIVTY)

☐ Post successful completion of Q4 Etds, Raise the request for Part-A Form 16 in TRACES Portal.

☐ Before submitting request, Verify Signing Authority details under "Profile" section of TRACES and Notify to SPOC if any mismatch of Signatory when compared existing records

☐ Download PART A text files of Form 16 from TRACES Portal and upload into system for generating Reconciliation Reports for Tax & Income (PART A Vs. PART B)

☐ Then Convert downloaded PART A text file into PDF and Upload into Payroll engine through the Tool & then Merge both Part-A + Part-B

☐ Update 15 digits PRN & 8 Digit of acknowledgement of all 4 quarters & Update CIT (Commissioner of income tax) address

☐ Identify the PAN mismatch cases filed in previous e-TDS quarters & Do the necessary PAN correction for respective quarters, Else It will end up in Mismatch of tax (PART A Vs. PART B)

☐ Insert Digital Signature and share the sample Form 16 with client

☐ Digital Signature Validation – Validity should get renewed in case if it got expired

☐ Post confirmation, Mass mail to employees & upload into portal

6. OTHER RESPONSIBILITIES

☐ Basic responsibilities - Data confidentiality, Maintain Accuracy, strictly adhere TAT & SLA

☐ Necessary Knowledge and skills on Statutory Amendments and Other Payroll policies

☐ Back up & Proper documentation of accurate payroll records for Instant access when it is needed

☐ Interact with Internal technical support team for resolving any tool issues

☐ Sharing Data for Client internal audits.

☐ Collation of Monthly Head count Report of team submitted to Manager for Invoice / billing

☐ Good knowledge in Excel

☐ TRACES Portal activities (Value added service) - Downloading PART A of Form 16, Notices & related Justification Report , view tax credit for Individual PAN , Conso file request , & Tax challan insertion for respective conso file, check the status of returns filed . And Contacting CPC team (customer care) for clarification when we unable to identify the exact reason if any returns got rejected

☐ Sharing MIS with Client – Payroll calendar and deviation if any, Service Health card , Head count, Employees' queries MIS, Statutory amendments , Additional activities / adhoc request handled , MOM , Deviation Analysis, Status for Bank number ,PAN, UAN, ESI, PF Number , & Pending FFS Count

Academic Qualification:

PROGRAMME	SCHOOL/COLLEGE/BOARD	MARKS	YEAR
M.sc (IT)	Sri Krishna College of arts and science	**76.8**	**2016**
B.sc (IT)	Mary Matha College of arts and science	75.3	2014
HSC	Kongu Matriculation Higher Secondary School	**58.6**	**2011**
SSLC	Saraswathi Matriculation Higher Secondary School	72.8	2009

Advanced diploma in Human Resources Management from Career bridge, Bangalore

STRENGTHS

☐ Flexibility – Extend the working hours beyond Standards to meet deadline demands
☐ Honesty, Reliability & Excellent attendance and Work under pressure

Conference and Seminars:

➢ Presented paper in "**ROBOTICS**" for NATIONAL CONFERENCE at Sankara college of arts and science.

➢ Attended National Seminar on "**Corporate Ethics"** conducted by Business Administration Departments.

➢ Participated in few events such as Paper Presentation, Dumb Charades, Word Hunt etc... in the Inter College Meet (State level).

Achievements:

➢ Won first prizes in paper presentation and technical dumb charades.

➢ Zonal Level Kabaddi runner under 19 years

Personal Profile:

Date of birth: 04/12/1992

Father's Name: Krishnan .M

Marital Status: Single

Declaration:

I K.S. SRIVIJAYMANICKAM hereby declare that above given information are true to best of my knowledge and belief.

Place:

Date: Signature