



USER MANUAL for EMPLOYEE LOGIN

To View your Basic Info:

Goto PAYROLL → My Info → Profile

A screenshot of a web application interface. At the top, there are two tabs: "PAYROLL" (highlighted in yellow) and "INCOME TAX". Below the tabs is a sidebar with a "My Info" header and a back arrow. Under "My Info", there are two options: "Profile" (highlighted in green) and "Payslip". The main content area displays a form for profile information. The form has labels on the left and input fields on the right. The labels are: Company Name, Address Line 1, Address Line 2, City, State, Country, Pin Code, Phone, and E-Mail. The input fields contain the following values: PRIVATE LIMITED, (empty), (empty), CHENNAI, TAMILNADU, INDIA, 600096, (empty), and (empty).

Label	Value
Company Name	PRIVATE LIMITED
Address Line 1	
Address Line 2	
City	CHENNAI
State	TAMILNADU
Country	INDIA
Pin Code	600096
Phone	
E-Mail	

Employee Details			
Employee Code	002	ESI Dispensary	
First Name		Date of Birth	16/Oct/1983
Last Name		Date of Joining	10/Feb/2012
E-mail	com	Date of Wedding	
Phone		Confirmation Period	
Category	STAFF	Confirmation Date	
Designation	TECHNICAL MANAGER	Separation Date	
Gender	Male	Retirement Years	
Department	SERVICE	Retirement Date	
Branch		PT Location *	CHENNAI
Location		Metro	<input checked="" type="radio"/> Yes <input type="radio"/> No
ESI Location		Stop Payment	<input type="radio"/> Yes <input checked="" type="radio"/> No
Grade		Payroll Process	<input checked="" type="radio"/> Yes <input type="radio"/> No
Cost Centre		Status	Active



USER MANUAL for EMPLOYEE LOGIN

To Download your Payslips

- Goto PAYROLL → My Info → Payslip
- Select the Required Month and Enter the Year
- Click on Generate PDF button
- Your Payslip will be downloaded with password protection of 8 characters
- The password will be "first 4 letters of your name in CAPITALS followed by Date of Birth in DDMM format" for e.g. if your name is GOPAL & your Date of Birth is 15th January 1990, then your password will be GOPA1501.

A screenshot of the Mindspay employee login interface. The top navigation bar includes 'PAYROLL' and 'INCOME TAX' tabs, a user profile icon, and a 'Logout' button. The left sidebar shows 'My Info' with sub-options 'Profile' and 'Payslip', where 'Payslip' is currently selected. The main content area displays a link 'Click here : Previous Year Payslips', a 'Month' dropdown menu set to 'April', a 'Year' input field with '2018', and a 'Generate PDF' button.



USER MANUAL for EMPLOYEE LOGIN

To Enter / Modify / View your Tax Declaration

- Goto INCOME TAX → Transaction → Declaration Entry
- Select the Effective Month (the Month for which the declaration is to be considered for payroll). Your Employee Category and Employee Code will be automatically loaded.
- Click on View button to get the Declaration entry screen.

Declaration Entry

Effective Month: April Effective Year: 2019

Category: STAFF Employee: 002

View FORM 12BB Print

Parent Section	Section	Declared Value
Other Income		0
Interest Income		0
Income from house property		Income from house property
Number of School going Children		
ACTUAL RENT PAID		ACTUAL RENT PAID
Section 10 Exemptions		
	Medical Reimbursement	0
	LTA Exemption	0
	Leave Encashment Exemption	0
	Hostel Allowance	0
	Gratuity Exemption	0
	conveyance allowance	0
Relief Under section 89		
Section 80CCE: 80C, 80CCC,80-CCD(1)		
	Accrued interest on NSC	0

- If you have already entered your investment declaration, then your saved information will be displayed against respective headings. Else, it will be displayed with zero values.



USER MANUAL for EMPLOYEE LOGIN

- Firstly specify details for declarations **Other than** Income from house property, Actual Rent Paid, LIC Premium paid and Medical Insurance premium. You can enter or modify the amounts directly against the Declared Value column. For example: see below picture for direct values entered against Repayment of housing loan, Public provident fund, Investment in mutual fund.

Section 80CCE: 80C, 80CCC, 80-CCD(1)		
	Accrued interest on NSC	0
	LIC premium paid	LIC premium paid
	Stamp Duty, Registration fee etc on house property purchase	0
	Sukanya Samridhi Scheme	0
	Approved super annuation fund	0
	Contribution to pension fund covered u/s 80C	0
	Contribution to ELSS	0
	Deposits in Home Loan a/c NHB Scheme	0
	Subscription to bonds issued by NABARD	0
	Contribution to pension fund covered u/s 80CCC	0
	Employee contribution to National Pension Scheme u/s 80CCD(1)	0
	Repayment of housing loan	80000
	Tuition fees paid for 2 children	0
	Public provident fund	25000
	PF deducted by previous employer	0
	Fixed Deposit with Scheduled Bank (Five years)	0
	Investment in mutual fund	35000



USER MANUAL for EMPLOYEE LOGIN

➤ Next you have to enter details for declarations **against** Income from house property, Actual Rent Paid, LIC Premium paid and Medical Insurance premium as applicable to you.

- ✓ You have to click the link against the respective Section to open the Sub-Declaration page.

Declaration Entry

Effective Month: Effective Year:
Category:
Employee:

Parent Section	Section	Declared Value
Other Income		<input type="text" value="0"/>
Interest Income		<input type="text" value="0"/>
Income from house property		Income from house property
Number of School going Children		<input type="text"/>
ACTUAL RENT PAID		ACTUAL RENT PAID
Section 10 Exemptions		
	Medical Reimbursement	<input type="text" value="0"/>
	LTA Exemption	<input type="text" value="0"/>
	Leave Encashment Exemption	<input type="text" value="0"/>
Section 80CCE: 80C, 80CCC, 80-CCD(1)		
	Accrued interest on NSC	<input type="text" value="0"/>
	LIC premium paid	LIC premium paid
	Stamp Duty, Registration fee etc on house property purchase	<input type="text" value="0"/>
	Sukanya Samridhi Scheme	<input type="text" value="0"/>
Medical insurance premium (Mediclaime) (80D)		
	Medical insurance premium	Medical insurance premium
Other Deductible amounts under Chapter VI A		
	Section 80CCG: Investment made under Rajiv Gandhi Equity Scheme	<input type="text" value="0"/>

- ✓ Fill in the required details as required in that page
- ✓ Click on Save button available inside that page
- ✓ Click on Close button to come back to the Main Declaration page and then click on View button.
- ✓ Kindly ensure that the total eligible amount displayed inside the Sub-Declaration page is now appearing in the Main declaration page as shown in the below picture.

Parent Section	Section	Declared Value
Income from house property		-142965
Interest Income		0
ACTUAL RENT PAID		99600.00

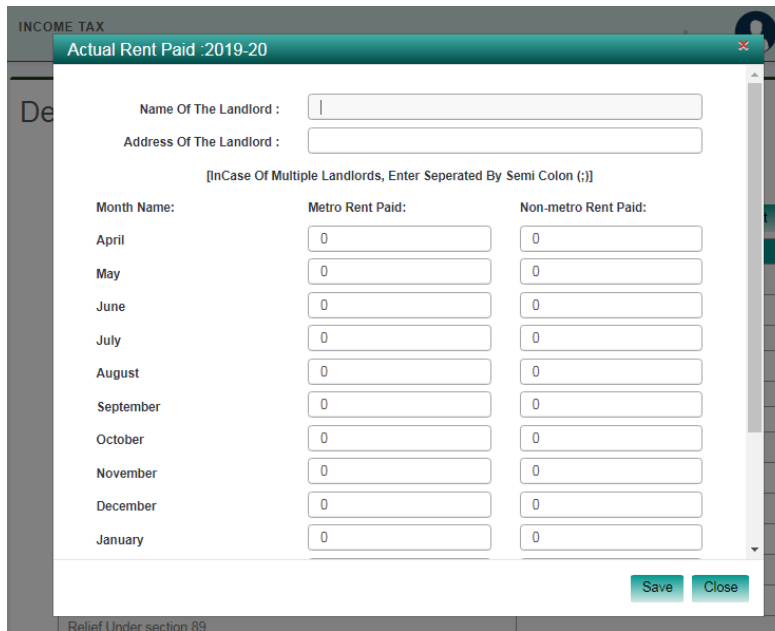


USER MANUAL for EMPLOYEE LOGIN

- After entering all the Investment declarations, click on Save button at the bottom of the Main Declaration page to complete the Declaration entry.
- After saving the declaration entry, click on view button again and check whether all your entered information are getting displayed in the screen. If not, please make necessary corrections and click on save button again.
- You may also use the Print button, to download for your records the Declaration statement of all the details entered.
- You may also use the Form 12BB button, to download the Income tax form in specified format.

➤ Sub Declaration Page1 : Actual Rent Paid

- ✓ When you click on Actual Rent paid link in the Main Declaration page, the following page will be opened



INCOME TAX

Actual Rent Paid :2019-20

Name Of The Landlord :

Address Of The Landlord :

[InCase Of Multiple Landlords, Enter Separated By Semi Colon (;)]

Month Name:	Metro Rent Paid:	Non-metro Rent Paid:
April	<input type="text" value="0"/>	<input type="text" value="0"/>
May	<input type="text" value="0"/>	<input type="text" value="0"/>
June	<input type="text" value="0"/>	<input type="text" value="0"/>
July	<input type="text" value="0"/>	<input type="text" value="0"/>
August	<input type="text" value="0"/>	<input type="text" value="0"/>
September	<input type="text" value="0"/>	<input type="text" value="0"/>
October	<input type="text" value="0"/>	<input type="text" value="0"/>
November	<input type="text" value="0"/>	<input type="text" value="0"/>
December	<input type="text" value="0"/>	<input type="text" value="0"/>
January	<input type="text" value="0"/>	<input type="text" value="0"/>

Save Close

Relief Under section 89

- ✓ Please enter the Name of the Landlord and Address of the Landlord to whom you are paying rent. In case of multiple landlords, enter the details separated by Semi Colon [;]
- ✓ Enter your expected House Rent paid against respective months.
- ✓ If you have taken a rented house in Chennai, Mumbai, Delhi or Kolkata then Enter the amount against Metro Rent paid column. Else enter the amount against Non-metro Rent paid column.
- ✓ Where there is a change in the rented house from Metro region to Non-Metro region or vice versa, enter the rent against respective columns for each month according to the actual period of stay.
- ✓ Where the total rent paid exceeds one lac rupees, then you will be asked to specify whether the PAN of the Landlord is available.



USER MANUAL for EMPLOYEE LOGIN

Month	Field 1	Field 2
August	10000	0
September	10000	0
October	10000	0
November	10000	0
December	10000	0
January	10000	0
February	10000	0
March	10000	0

Total: 120000.00 Eligible Rent: 120000.00

whether PAN of the Land Lord Available: ☒ Yes ☐ No

If Yes PAN 1: ABCDE1478E

If Yes PAN 2: enter pan 2 number

If Yes PAN 3: enter pan 3 number

Save Close

- ✓ If PAN of the Landlord is Available, then specify “Yes” against it and then specify the PAN in the following field.
- ✓ Where you have changed house during the current financial year, you may multiple PANs against PAN1, PAN2, PAN3 fields.
- ✓ If PAN of the Landlord is Not Available, then specify “No” against it and then you will have to submit a declaration from the Landlord for not having PAN. If the declaration is not provided, then your rent paid will not be considered eligible for HRA exemption.

Total: 120000.00 Eligible Rent: 120000.00

whether PAN of the Land Lord Available: ☒ Yes ☐ No

If No, Whether Declaration received From Land Lord: ☒ Yes ☐ No

Save Close

- ✓ After completing all the required fields, check your eligible rent and click on Save button.
- ✓ Click on Close button to come back to the Main declaration page, click on view button and ensure that your eligible rent is getting displayed against the Actual Rent paid section in the Main declaration page.



USER MANUAL for EMPLOYEE LOGIN

➤ Sub Declaration Page2 : Income from House Property

- ✓ When you click on Income from House Property link in the Main Declaration page, the following page will be opened

Income From House Property - 1

Name of the Employer	PRIVATE LIMITED
Employee Name	
Employee No	002
PAN	
Financial Year	2019 - 20
No of Properties *	2
Income from House Property	
Details Required	
Property Reference Sl.No (Enter 1,2,3 etc) *	1
Name[s] of the owner[s] of the property *	Enter The Name of owner
Address of the property *	Enter The Address of the property
Name of the lender[s]	Enter The Name
Address of the lender[s]	Enter The address
PAN of the lender[s]	Enter The PAN
<div>Save & Next Clear Delete Close</div>	

- ✓ Firstly enter the No. of properties for which you are declaring income/loss from house property.
- ✓ Scroll through the page and Start entering all the details of your first property like Name of the owner, Name of the lender, Self Occupied/Let out etc, Rental income, Interest paid etc. against Property Sl.No.1. The Computation of Income for that house property based on the entered information will be displayed at the bottom of the page.
- ✓ If you have only 1 property, then click on Save & Submit button to come back to the Main declaration page and check the value against Income from house property.
- ✓ If you have more than 1 property, then click on Save & Next button to reset the page, so as to enter similar information against Property Sl.No.2. Repeat the process until all your property details are entered



USER MANUAL for EMPLOYEE LOGIN

and finally click on Save & Submit button (Save & Submit button will be available only for the last property when your Property Sl.No matches with the No. of properties originally entered). Once you have submitted, you will come back to the Main declaration page and then check whether your net income/loss from all house properties is displayed correctly against Income from house property section.

➤ Sub Declaration Page3 : LIC Premium paid

- ✓ When you click on LIC Premium paid link in the Main Declaration page, the following page will be opened

LIC Premium

Policy Number * Date of Commencement of policy *

Insured Person Name * Relationship *

Sum Assured * Does the Insured person undergo treatment for specified diseases under 80DDB? *

Premium amount for which proofs attached now * Does the Insured person have disability under 80U? *

Premium amount falling due in Feb/Mar 2020 *

Policy Number	Commencement date	Name	Relationship	sum assured	premium amount	premium due	Annual Premium during :2019-20	Premium considered for deduction	Action
No data available in table									

Showing 0 to 0 of 0 entries

First Previous Next Last

Save Close

- ✓ Keeping all your Policy details ready with you, start entering the details of your 1st policy like Policy Number, Insured Name, Date of Policy, Sum Assured, Premium amount etc.

LIC Premium

Policy Number * Date of Commencement of policy *

Insured Person Name * Relationship *

Sum Assured * Does the Insured person undergo treatment for specified diseases under 80DDB? *

Premium amount for which proofs attached now * Does the Insured person have disability under 80U? *

Premium amount falling due in Feb/Mar 2020 *



USER MANUAL for EMPLOYEE LOGIN

- ✓ Click on Save button. The Policy details will be added in the Policy Grid as shown below. It will also calculate and display the eligible premium that will be considered for deduction based on the relationship between the sum assured and premium amount as stipulated under Section 80C of Income Tax Act.

LIC Premium

Success! Data saved successfully

Policy Number *

Insured Person Name *

Sum Assured *

Premium amount for which proofs attached now *

Premium amount falling due in Feb/Mar 2020 *

Date of Commencement of policy *

Relationship *

Does the Insured person undergo treatment for specified diseases under 80DDB? *

Does the Insured person have disability under 80U? *

Policy Number	Commencement date	Name	Relationship	sum assured	premium amount	premium due	Annual Premium during :2019-20	Premium considered for deduction	Action
7879411661	01/Dec/2014	Ram	Self	100000	10000	1000	11000	11000	

Showing 1 to 1 of 1 entries

First Previous Next Last

Save Close

- ✓ Repeat the process until you have entered details for all your Life Insurance policies. Once completed, click the close button to come back to the Main declaration page, click on view button and then check whether your consolidated premium of all policies is displayed correctly against LIC Premium paid section.

Section 80CCE: 80C, 80CCC,80-CCD(1)	LIC premium paid	11000.00
	Accrued interest on NSC	0
	Stamp Duty, Registration fee etc on house property purchase	0
	Sukanya Samridhi Scheme	0
	Approved super annuation fund	0



USER MANUAL for EMPLOYEE LOGIN

➤ Sub Declaration Page4 : Medical Insurance premium

- ✓ When you click on Medical Insurance premium link in the Main Declaration page, the following page will be opened

Financial Year: 2019 - 2020

Details of Insurance Policies

Type * Medical Insurance

Date of Commencement of policy or Date paid * Policy Date

Relationship of the Insured person with the employee * Self Spouse & Child

Whether expense incurred in respect of Very Senior citizen(More than 80 years age) and no insurance has been taken for that person * No

Pay Mode * Cash

Policy Number * Policy Number

Insured Person Name(s) * Person Name

Whether any of the person covered in the policy is Senior citizen * Senior Citizen

Amount of premium or Expense * Enter the Amount

Eligible Deduction for the policy/expense *

Save Clear

- ✓ Keeping all your Policy details ready with you, start entering the details of your 1st policy like Policy Number, Insured Name, Relationship, Date of Policy, Pay Mode, Premium/expense amount etc.

Medical Insurance Premium

Name of the Employer International Flavours and Fragran

Employee Name TestEmployee

Financial Year: 2019 - 2020

Employee Number TE0001

PAN KLOPP1232P

Details of Insurance Policies

Type * Medical Insurance

Date of Commencement of policy or Date paid * Policy Date

Relationship of the Insured person with the employee * Self Spouse & Child

Whether expense incurred in respect of Very Senior citizen(More than 80 years age) and no insurance has been taken for that person * No

Pay Mode * Other than Cash

Policy Number * 84894984

Insured Person Name(s) * Ram

Whether any of the person covered in the policy is Senior citizen * Normal

Amount of premium or Expense * 15000

Eligible Deduction for the policy/expense * 15000

Save Clear

- ✓ Click on Save button. The Policy details will be added in the Policy Grid as shown below. It will also calculate and display the eligible premium that will be considered for deduction based on the relationship between



USER MANUAL for EMPLOYEE LOGIN

the sum assured and premium amount as stipulated under Section 80D of Income Tax Act.

Medical Insurance Premium

Success! Data saved successfully

Type * Medical Insurance

Date of Commencement of policy or Date paid * Policy Date

Relationship of the Insured person with the employee * Self Spouse & Child

Whether expense incurred in respect of Very Senior citizen (More than 80 years age) and no insurance has been taken for that person * Yes

Pay Mode * Cash

Policy Number * Policy Number

Insured Person Name(s) * Person Name

Whether any of the person covered in the policy is Senior citizen * Senior Citizen

Amount of premium or Expense * Enter the Amount

Eligible Deduction for the policy/expense *

Save Clear

Type	Policy Number	Date of Commencement of policy or Date paid	Insured Person Name(s)	Relationship of the Insured person with the employee	Whether any of the person covered in the policy is Senior citizen	Whether expense incurred in respect of Very Senior citizen and no insurance has been taken for that person	Amount of premium or Expense	Pay Mode	Eligible Deduction for the policy/expense	Action
Medical Insurance	7899191	02/Apr/2019	Ram	Self Spouse & Child	Normal	Yes	15000	Other than Cash	15000	

Close

Total Amount

15000

Total Eligible Deduction

15000

Total deduction U/S 80D	Overall deduction
Self Spouse & Child	15000
Parent(s)	0
Total deduction	15000

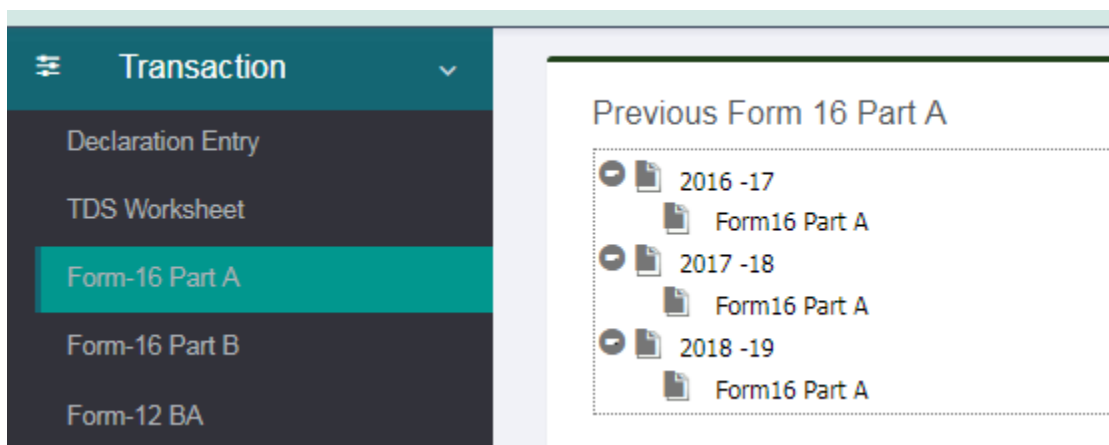
- ✓ Repeat the process until you have entered details for all your Life Insurance policies. Once completed, click the close button to come back to the Main declaration page, click on view button and then check whether your consolidated premium of all policies is displayed correctly against Medical Insurance premium section.



USER MANUAL for EMPLOYEE LOGIN

To Download your Form-16 Part A / Form-16 Part B / Form -12 BA

- Goto INCOME TAX → Transaction →
- Form-16 Part A / Form-16 Part B / Form-12 BA (as the case may be) in the left menu



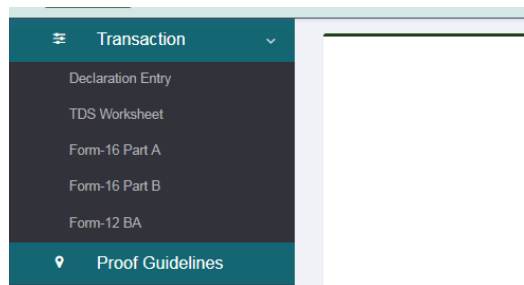
- Select the Form-16 Part A / Form-16 Part B / Form-12 BA (as the case may be) in the right side tree against the respective year to download your form.
- Note that these forms will be available only in the month of June following the end of the Financial year.



USER MANUAL for EMPLOYEE LOGIN

To Download your Investments Proof Submission Guidelines

- Goto INCOME TAX → Proof Guidelines



- Note that these Guidelines will be available only in the months of January to March, for the purpose of submission of Investment proofs.