

1. Q: How can I claim tax benefits under Section 80C?

A: Submit proof of eligible investments like PPF, ELSS, or LIC premiums to the HR portal before the financial year ends.

2. Q: When is the salary credited each month?

A: Salaries are credited by the 5th working day of each month.

3. Q: How do I request a reimbursement?

A: Upload bills and fill out the reimbursement form via the internal finance portal.

4. Q: What is the process to get a salary certificate?

A: Raise a request through the employee self-service portal under the 'Documents' section.

5. Q: Can I get an advance on my salary?

A: Yes, subject to approval. Submit the salary advance request form to HR.

6. Q: Where can I view my payslips?

A: Payslips can be downloaded from the Payroll section of the Employee Self-Service portal.

7. Q: Are bonuses included in the taxable salary?

A: Yes, bonuses are part of taxable income and will be reflected in your Form 16.

8. Q: How is the tax calculated on my salary?

A: Tax is calculated based on the income slab and exemptions claimed. A detailed breakdown is available in your monthly payslip.

9. Q: What if I forgot to submit proof of investment?

A: Taxes will be deducted at source, but you can claim a refund while filing your annual tax return.

10. Q: Can I change my bank account for salary credit?

A: Yes, submit a signed bank change request form along with a canceled cheque to HR.