

My Flexi Declaration

Manage your salary, your way

Define the amount to be claimed as reimbursement or through monthly salary for various components under your Flexi Basket

STEP 01

Log on to **My HCL** and go to **My Transactions > Common > My Flexi Declaration**.



STEP 02

The home page of My Flexi Declarations shows your current employment details along with your declaration details. Click on **New Flexi Declaration** on top right of the page to make a new declaration.



STEP 03

Enter the desired amount under **Amount to be claimed as Reimbursement (Per Annum)** against all particulars. Click on **Submit** once done.



Things to Remember

- You can make declarations only twice in a year.
- Flexi declaration is available between the 1st and the 24th of every month.
- The flexi cycle is for July to June for up to E3 band and for October to September for E4 and above band. If you submit a new flexi declaration in between the cycle this will affect your monthly payout.
- Please put zero amount under amount to be claimed as reimbursement on both fuel and LTA head while submitting the flexi declaration to get the amount along with monthly salary.
- To view the declarations from any page, go to Inbox next to New Flexi Declaration on top right of the page, and then select Location, Status, and Dates (for period of which you want to view the declarations).