

**Employee Self Service:** Employees need to update personal email id at the time of login. Ensure to check that all your details are correctly updated. In case of any incorrect details raise a ticket in ADP portal.

**Flexi Benefits:** For tax saving purpose Brillio gives an option to employees to opt for below components: **HRA, Meal Card, LTA, Books & Periodicals, Communication, Car Lease, Car Maintenance and NPS.**

In case employee wants to claim HRA benefit i.e. rent, HRA component should not be zero.

If opted for LTA, Books & Periodicals and communication, amount from CTC will be paid as a reimbursement as and when bills are uploaded in the portal. In case bills are not uploaded, amount will be withheld and will be released as taxable amount along with March salary.

If opted for Meal Card: Direct payment will be made to Paytm wallet on 1<sup>st</sup> of every month and no bills upload are required.

If opted for NPS: No Bills upload required. Employees can opt upto 10% on Basic. PRAN no. is mandatory for NPS declaration. In case you already have PRAN account, it must be shifted to Brillio Corporate Module. Refer to NPS documents in Brillio Sharepoint.

If opted for Car Lease & Car Maintenance: This is only applicable to employees Level 6 & above. Car Maintenance is eligible only to employees who have opted for car lease. Please refer to car lease policy in Brillio Sharepoint for more details.

**Claim Submission:** Claim Submission window will open every month to submit the bills. However last date to submit the bill for reimbursement is 15<sup>th</sup> of the month. Any bills uploaded post 15<sup>th</sup> will be considered in next month payout.

Resubmission of Bills: Any rejected bills in the month, post resubmission will be considered in next month payout only.

Payment Date: Reimbursements will be paid on the last working day of month.

#### **Investment Declaration:**

Employees can declare investments every month till the actual proof submission. However last date to declare the investment for the same month is 15<sup>th</sup> of the month. Any declarations made post 15<sup>th</sup> of the month will be considered in next month payroll cycle.

Employees can submit actual proofs as and when available. But team will validate only in January.

#### **Resignees:**

Investment Proof submission: Employees who are serving notice period can upload their actual proof in the portal and team will check at the time of final settlement.

Ensure to update your personal email Id in ADP portal to download your payslips, tax computation and form 16 from the alumini portal. It is advisable to download your previous month payslips before your last working day with Brillio.

Note : In case personal email id is not updated. You will not be able to login to Alumini portal.

**VPF:** Employees can opt for VPF upto 88% on PF wages. If employee PF deduction is 1800 per month then PF wages will be 15000. VPF once opted cannot be changed in the financial year. You can add it under other declaration in ADP portal.