

ADP Login Credentials and Income Tax Guidelines

You have received an email from ADP for login credentials (no.reply@adp.com), kindly login to ADP and start accessing your payslips and Tax declarations.

For the current financial year(FY) 2024-25, we request you to declare and submit your investments and Flexi declaration for Income Tax (IT) purposes on the ADP - Employee Self Service (ESS) portal.

The declaration window (**Investment & Flexi**) will be enabled from 1st June till **15th June'2024**. As an existing process, the investment declaration tab will be kept open throughout the year (1st to 15th of every month) . Flexi declaration will be closed after this due date, and you will not have an option to edit or modify till **October'2024**.

During this window, you will be able to:

- You can change your IT declarations multiple times within the same window. The last submitted values before the cut-off date (15th of every month) will be considered.
- Estimate your tax per month and choose the tax regime (between the old regime with exemptions and the new regime without exemptions)
- Carry forward, if you wish, your approved submission values from the last FY in a few simple clicks.

Attached are the guideline documents for the tax calculation and declaration.

Note: If an employee chooses the new tax regime at the time of starting of financial or during the joining date, the individual will not be eligible to avail flexi benefit . A disclaimer has been included on entering the Flexi submission screen regarding the applicability of reimbursements if chosen in the Flexi basket.

Investment Declaration Steps

- Log on to the ESS Portal using this link <https://www.ess.adp.in/ESS4/>
- Click on the "Income Tax Details" tab on the left side of the page. Then you will be able to see the "Income Tax Details Submission" tab.
- Click on the "Income Tax Details Submission" tab to see multiple tabs in which you can enter the values and then click "Save" or "Save and continue" for further updates.
- After updating all the required tabs, click on the 'submit button' to save all your investment values and you will receive a mail confirmation from the ADP portal.

Flexi Declaration Steps

- Log on to the ESS Portal using this link <https://www.ess.adp.in/ESS4/>
- Click on the "Flexi" under declarations tab on the left side of the page. Then you will be able to see the "Submit Flexi Info" tab.
- Click the "Submit Flexi Info" tab to see multiple tabs in which you can enter the values and then click "Save" or "Save and continue" for further updates
- After updating all the required tabs, click the 'submit button' to save all your investment values and you will receive a mail confirmation from the ADP portal.

Flexi Components will be derived from the other allowances component of your Salary.

Flexi Bucket Component	Basis	Amount Per Annum
Internet/Mobile	Fixed	INR 24,000/-
Meal Vouchers	Fixed	INR 26,400/-
Gift Voucher	Fixed	INR 5,000/-
Voluntary Provident Fund	88% of Basic Pay	
NPS	10% of Basic Pay	
LTA	10% of Basic Pay	
Professional Development Reimbursement (PDR)	10% of Basic Pay	
Provision of Cellular Phone	Fixed	INR 20,000/-

NOTE:

- Flexi submission is a one-time activity and will be considered throughout the financial year. Flexi declaration will be closed after this due date and will be opened again in Oct'2024.
- Request you to double-check before clicking on the Flexi submit button.
- Flexi window will not be enabled again during the financial year (till October'2024).
- During the year, you will not have the option to alter or switch your tax regime, we will adhere to the tax regime you initially declared for the year.
- If you have chosen the "New Regime", please note that the Flexi Declaration will not be considered for you.
- If you have not opted any tax regime, we will consider "New Regime" as default regime.
- Uploading and saving the declarations does not mean you have submitted them. To submit the declarations, please click on submit button.
- Upon submission, you will receive an acknowledgment from ADP

Please feel free to write to mypayroll.helpdesk@adp.com marking a copy to indiapayroll@realpage.com for any clarifications.

Key points to note from ADP

- The employee has to verify and submit the data or make relevant changes if any and submit the same.
- If an employee fails to submit, it will not be considered for tax calculations for the FY
- The TDS will be calculated based on the declaration submitted.
- Investment declaration would be considered only from the ESS Portal. Manual inputs through email will not be accepted.