

Standard Operating Procedure - Documents Submission for Deputed Associates

Version 2.0

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Travelling Onsite for Work Assignment

This document will guide you to –

- Get your salary paid
- Update necessary Information

Purpose:

The purpose of this note is to provide information to associates who are working for Tech Mahindra in Onsite countries. It is intended to:

- Explain how to Submit necessary documents for Payroll processing to start
- Explain what all information is required to be updated
- The process that will be followed when you are finishing your assignment Onsite and repatriating back to Home Country

After You Reach Onsite

Arrival Confirmation	<p>If you are travelling from India to any country on Deputation, please follow the below link to understand the documents required for submission to HUB team for the Country you have travelled;</p> <p>https://mink.techmahindra.com/support/ConnectedUs/Hub-AssociateServices/MobilityDocMgmt/default.aspx</p> <p>The documents can be submitted online using the below navigation; PACE HR → Personal Information → Boarding Pass Upload (while uploading please ensure that you upload the documents for the Travel ID (TR) raised to Travel to the host country)</p> <p>You are also requested to go through the below links to Understand other mandatory requirements apart from submitting above mentioned documents for the country you have travelled; https://hr.techmahindra.com/globalmobility/</p>
Apply for Salary Advance	Once TR is approved, associate can raise Pre-Travel advances if required which will be released by the ERA team before the travel.
Apply for Salary Advance if Documents Submitted / Travelled post HR cutoff date	If you have travelled or submitted the Documents post the Payroll Cutoff dates then your salary for the month will not be paid, alternatively you can avail an advance by following the below process.

	<p>For the Salary advance to be released post the Payout date a “Salary advance authorization form” available at the below link has to be shared via share point (Share Point Link below);</p> <p>https://mink.techmahindra.com/support/ConnectedUs/Hub-AssociateServices/MobilityDocMgmt/Shared%20Documents/Advance%20Salary%20Payout-Authorization%20(New).pdf</p> <p>Once the document is dully filled, signed the same has to be scanned and uploaded at the below link. An email will be generated confirming that you have submitted a request for salary advance.</p> <p>https://moss.techmahindra.com/sites/IndiaPayroll/Onsite%20Salary%20Advance/Forms/AllItems.aspx</p> <p>Please note that we will not accept any documents via mail. The document has to be uploaded on the above mentioned SharePoint along with the mandatory information.</p>
Update Contact Information of Self and Dependents on PACE along with Emergency Contacts	<p>You need to update the contact details of you and dependents along with Emergency contacts information for Onsite country. Please find the below path to update the details.</p> <p>Please find the below paths for updating information;</p> <p>Pace HR → Main Menu → Employee Self Service → Personal Information → Phone Numbers</p> <p>Pace HR → Main Menu → Employee Self Service → Personal Information → Home and Mailing Address</p> <p>Pace HR → Main Menu → Employee Self Service → Personal Information → Emergency Contacts</p> <p>Pace HR → Main Menu → Employee Self Service → Personal Information → Email Addresses</p> <p>*Please ensure that you update official, client (if any) and personal emails</p>
Update Account Details on PACE	<p>Request you to update your onsite bank account details on pace HR. Below is the path where you can update the information;</p> <p>Pace HR → Main Menu → Employee Self Service → Payroll and compensation → Onsite Salary Model → Transaction → Onsite bank details</p>

Finishing your Contract – Repatriating back to the base country

If you are repatriating from Host Country to your Base Country / Location, then please follow the below link to understand the documents required for submission to HUB team for location change and Salary commencement back in Base Country;

[Repatriation Documentation Requirements](#)

The documents can be submitted online using the below navigation;

PACE HR → Personal Information → Boarding Pass Upload (while uploading please ensure that you upload the documents for the Travel ID (TR) raised to Travel back to Base country)

Document History

Version	Date	Author (function)	Reviewed by	Approved by	Nature of changes
1.0	01-Jan-2017	HUB Mobility	Satpal Talwar	Tarun Kumar	First Issue
2.0	28-Jul-2017	K. Nikhila Reddy	Satpal Talwar	Tarun Kumar	Document Updation