Employee Self Service Training Slides

by

Mynd Integrated Solutions Pvt. Ltd.

An Outsourcing & Consulting Company

www.myndsolution.com

Welcome to Employee Self Service

Get Started

LOADING ...

www.myndsolution.com

How to login to ESS Portal

Please copy the below link to Access to ESS Portal

https://mypayroll1.myndsolution.com/Login.aspx?CID=ACSHYD

- Your User ID – "Employee Code"

- Password – Please refer to next slide

How to Generate Password

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Welcome to ESS

SIGN IN TO START YOUR SESSION

ESS is our endeavour to bring to you a new age and one stop solution for personal & organization information, faster communication, real time ESS, processes to resolve your queries.

ESS Login

User ID :

Password :

Login

Forgot Password
Get a new password by email

User ID:
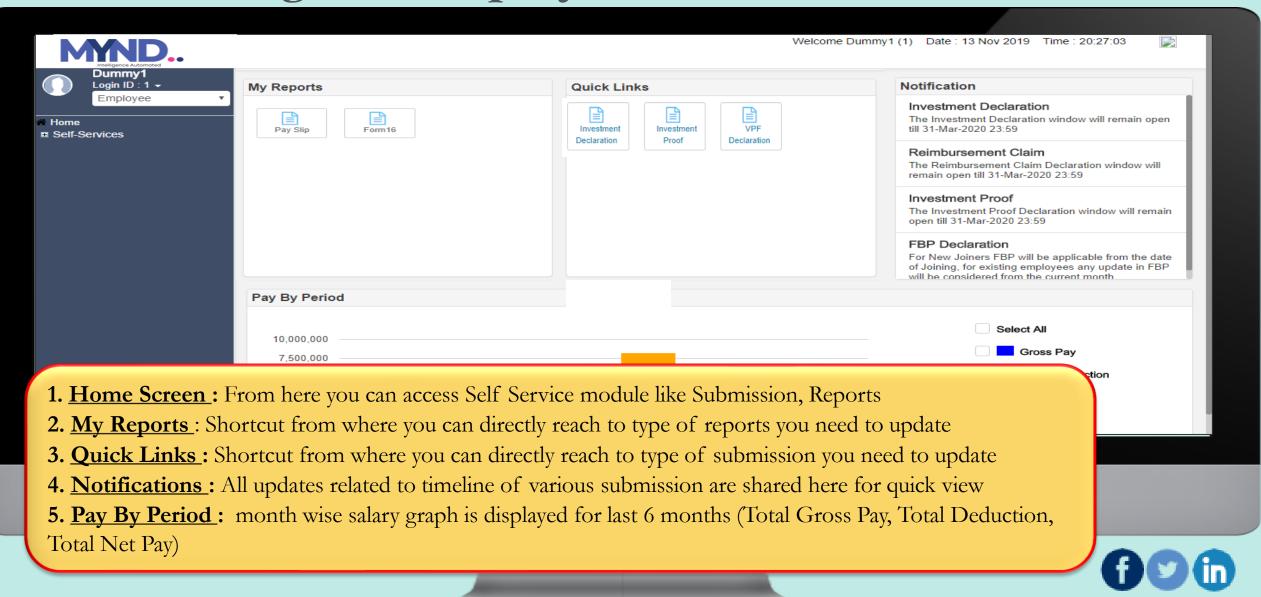Use your "Employee Code"

Password:
To retrieve your password by clicking on "Forget Password" link and follow the process. Once you completed the "Password Forgotten" process, you will receive the password through email

Home Page of Employee Self Service

Welcome Dummy1 (1) Date : 13 Nov 2019 Time : 20:27:03

Dummy1
Login ID : 1
Employee

- Home
- Self-Services

My Reports

- Pay Slip
- Form16

Quick Links

- Investment Declaration
- Investment Proof
- VPF Declaration

Notification

Investment Declaration
The Investment Declaration window will remain open till 31-Mar-2020 23:59

Reimbursement Claim
The Reimbursement Claim Declaration window will remain open till 31-Mar-2020 23:59

Investment Proof
The Investment Proof Declaration window will remain open till 31-Mar-2020 23:59

FBP Declaration
For New Joiners FBP will be applicable from the date of Joining, for existing employees any update in FBP will be considered from the current month

Pay By Period

10,000,000
7,500,000

Select All
Gross Pay

1. **Home Screen :** From here you can access Self Service module like Submission, Reports
2. **My Reports** : Shortcut from where you can directly reach to type of reports you need to update
3. **Quick Links :** Shortcut from where you can directly reach to type of submission you need to update
4. **Notifications :** All updates related to timeline of various submission are shared here for quick view
5. **Pay By Period :** month wise salary graph is displayed for last 6 months (Total Gross Pay, Total Deduction, Total Net Pay)

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Investment Declaration

For All Employee (New Joiners & Existing)

Investment declaration window will be activated every month from
1st of Every Month to 20th of Every Month.

How to submit Investment Declaration (1/7)

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Apply

Reference No.*	192	Reference Date*	20.Mar.2020
Employee ID	SATPAL PAWAR (434845)		
Date of Joining	20.Sep.2017	PAN No.	
VPF %age	0	No. of Child	0
Email ID	arvind.negi@myndsol.com		

My Declaration For FY 2019 - 2020 Is As Under:

A. Deduction Under Chapter VI-A (u/s 80C) Income Tax Act, 1961

B. Deduction Under Chapter VI-A (Other than 80C)

C. Income other than Salary

D. Rent paid per month (Please mention the starting and ending date)

E. Income from House Property – 1

F. Income from House Property – 2

TDS Calculation Sheet

Calculate TDS

My Declaration as per Budget for Financial Year 2020-21

My tax calculation should be based On — Old Regime (Old Tax Slab with Deductions)

Is there any Business Income ? — No

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Dummy1
Login ID : 1 ▾
Employee ▾

🏠 Home
Self-Services
▪ Forms and Policies

Tab from A to F are expendables to update Investment Section Wise

Apply Tab: Through "Apply" tab, you can submit your Investment declaration

History Tab: Through "History" tab, you can view your historical "Investment Declaration" submission.

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...ly Declaration For FY 2019 - 2020 Is As Under:

A. Deduction Under Chapter VI-A (u/s 80C) Income Tax Act, 1961

S.No.	Description	Declaration	Proof
1	Accrued Interest on NSC	10000.00	
2	80CCC - Premium Paid for Pension Policy	0.00	
3	Any Sum Paid as Tution Fee for Full Time Course Only	0.00	
4	Employee Provident Fund	21600.00	21600.00
5	Public Provident Fund (PPF)	0.00	
6	Investment in Post Office Senior Citizen Scheme 2004	0.00	
7	Amount Deposited in FD for more than 5 Years	0.00	
8	Contribution to notified mutual fund	0.00	
9	Equity Linked Saving Scheme (ELSS)	0.00	
10	Housing Loan - Principal Re-Payment	0.00	
11	National Saving Certificate (NSC-VIIIth Issue)	0.00	
12	Insurance Premium Paid (as per Note-7)	0.00	
13	Unit Linked Insurance Plan (ULIP)	0.00	
14	Sukanya Samriddhi Account Deposit Scheme	0.00	
15	Investment in five year post office time deposit account	0.00	
	Total Deduction u/s 80C	31600.00	21600.00

B. Deduction Under Chapter VI-A (Other than 80C)

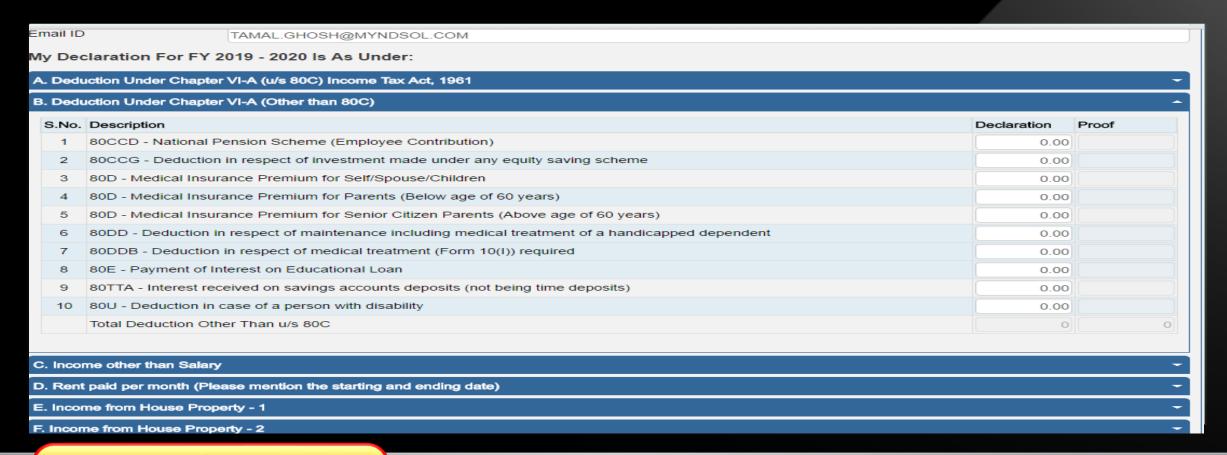**Apply/Modify:**
Through "Apply" tab, you can submit your Investment declaration

History:
Through "History" tab, you can view your historical "Investment Declaration" submission.

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Email ID	TAMAL.GHOSH@MYNDSOL.COM

My Declaration For FY 2019 - 2020 Is As Under:

A. Deduction Under Chapter VI-A (u/s 80C) Income Tax Act, 1961

B. Deduction Under Chapter VI-A (Other than 80C)

S.No.	Description	Declaration	Proof
1	80CCD - National Pension Scheme (Employee Contribution)	0.00	
2	80CCG - Deduction in respect of investment made under any equity saving scheme	0.00	
3	80D - Medical Insurance Premium for Self/Spouse/Children	0.00	
4	80D - Medical Insurance Premium for Parents (Below age of 60 years)	0.00	
5	80D - Medical Insurance Premium for Senior Citizen Parents (Above age of 60 years)	0.00	
6	80DD - Deduction in respect of maintenance including medical treatment of a handicapped dependent	0.00	
7	80DDB - Deduction in respect of medical treatment (Form 10(I)) required	0.00	
8	80E - Payment of Interest on Educational Loan	0.00	
9	80TTA - Interest received on savings accounts deposits (not being time deposits)	0.00	
10	80U - Deduction in case of a person with disability	0.00	
	Total Deduction Other Than u/s 80C	0	0

C. Income other than Salary

D. Rent paid per month (Please mention the starting and ending date)

E. Income from House Property – 1

F. Income from House Property – 2

Apply/Modify:
Through "Apply" tab, you can submit your Investment declaration

History:
Through "History" tab, you can view your historical "Investment Declaration" submission.

My Declaration For FY 2019 - 2020 Is As Under:

A. Deduction Under Chapter VI-A (u/s 80C) Income Tax Act, 1961

B. Deduction VI-A (Other than 80C)

C. Income Other than Salary

S.no.	Description	Declaration	Proof
1	Income from Other Sources	0.00	
2	Income from Interest on NSC (Last year only)	0.00	
3	Income from Interest on Others	0.00	

D. Rent paid per month (Please mention the starting and ending date)

From	To	Rent/Month	Metro	Address of Rented Property	Landlord Name	Landlord Address	Landlord PAN
01/04/2019	31/03/2020	8000.00	Oth	Test	test	test	
			Select ▾				
			Select ▾				
			Select ▾				

E. Income fr...
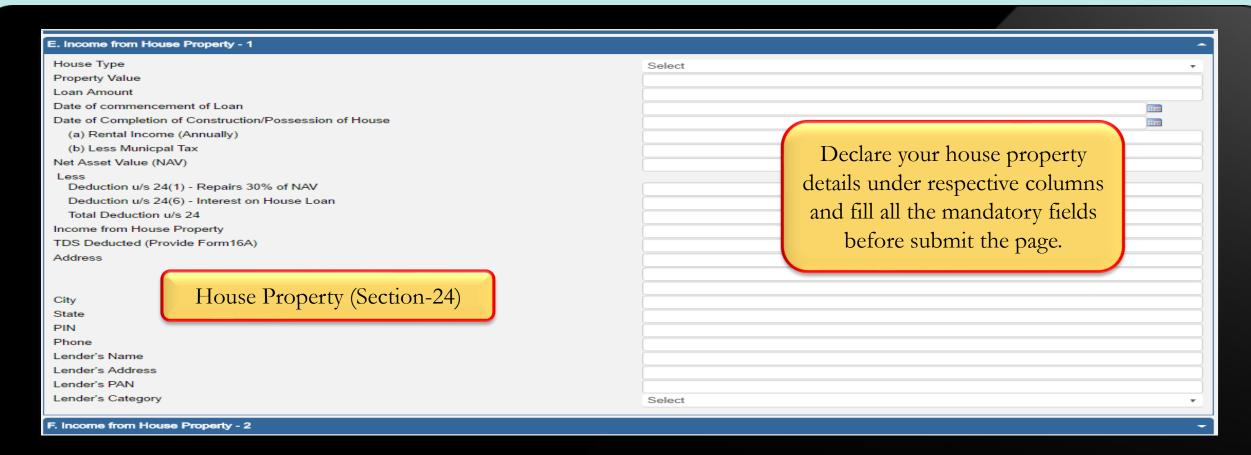
HRA / Rent Declaration

Income Other than Salary

Select the Rent period and declare Rent Per month value and provide other respective details as per column
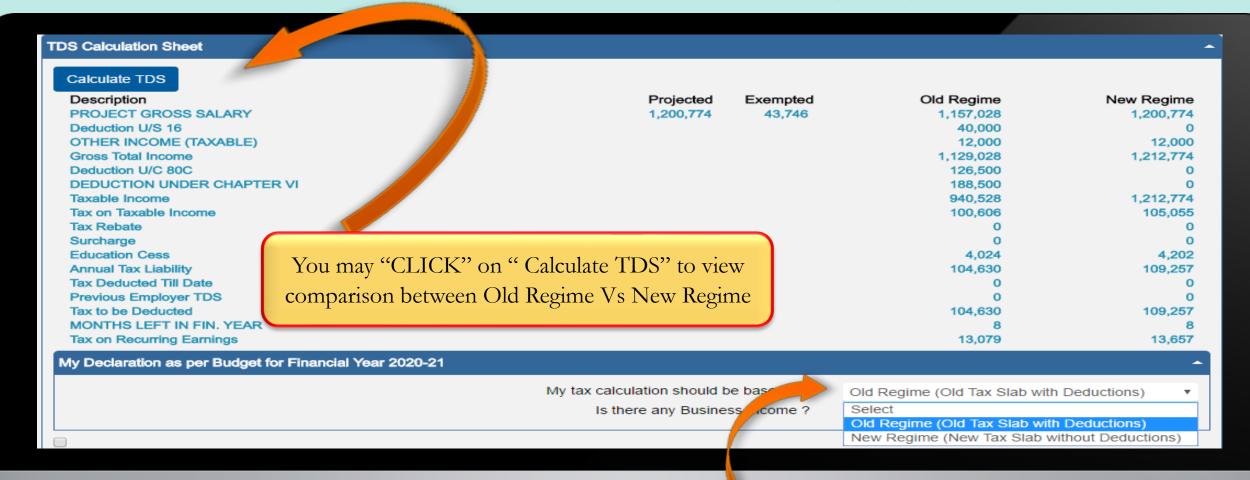
How to submit Investment Declaration (5/7)

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E. Income from House Property - 1

House Type	Select
Property Value	
Loan Amount	
Date of commencement of Loan	
Date of Completion of Construction/Possession of House	
(a) Rental Income (Annually)	
(b) Less Municpal Tax	
Net Asset Value (NAV)	
Less	
Deduction u/s 24(1) - Repairs 30% of NAV	
Deduction u/s 24(6) - Interest on House Loan	
Total Deduction u/s 24	
Income from House Property	
TDS Deducted (Provide Form16A)	
Address	
City	
State	
PIN	
Phone	
Lender's Name	
Lender's Address	
Lender's PAN	
Lender's Category	Select

F. Income from House Property - 2

> House Property (Section-24)

> Declare your house property details under respective columns and fill all the mandatory fields before submit the page.

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TDS Calculation Sheet

Calculate TDS

Description	Projected	Exempted	Old Regime	New Regime
PROJECT GROSS SALARY	1,200,774	43,746	1,157,028	1,200,774
Deduction U/S 16			40,000	0
OTHER INCOME (TAXABLE)			12,000	12,000
Gross Total Income			1,129,028	1,212,774
Deduction U/C 80C			126,500	0
DEDUCTION UNDER CHAPTER VI			188,500	0
Taxable Income			940,528	1,212,774
Tax on Taxable Income			100,606	105,055
Tax Rebate			0	0
Surcharge			0	0
Education Cess			4,024	4,202
Annual Tax Liability			104,630	109,257
Tax Deducted Till Date			0	0
Previous Employer TDS			0	0
Tax to be Deducted			104,630	109,257
MONTHS LEFT IN FIN. YEAR			8	8
Tax on Recurring Earnings			13,079	13,657

You may "CLICK" on " Calculate TDS" to view comparison between Old Regime Vs New Regime

My Declaration as per Budget for Financial Year 2020-21

My tax calculation should be bas[ed] Old Regime (Old Tax Slab with Deductions) ▼

Is there any Business Income ?

Select
Old Regime (Old Tax Slab with Deductions)
New Regime (New Tax Slab without Deductions)

and then you may choose the option from drop down Menu

13

Final Submission

☐

I do hereby confirm that the above Investment Declaration submitted by me is true and correct. I will be personally liable for any incorrect and false information furnished by me. I undertake to submit Investment Proofs including Rent Receipts (If any) corresponding to my declaration above on or before the cut-off date as and when informed by the Company. I Further declare that the declaration submitted by me shall be considered for my payroll purpose.*

| Submit | Preview | Form 12BB | Guideline | Back |

Click on "submit" button once you have updated your declaration, the submitted information can be viewed under the history tab of the Investment declaration section..

Previous Employer Income
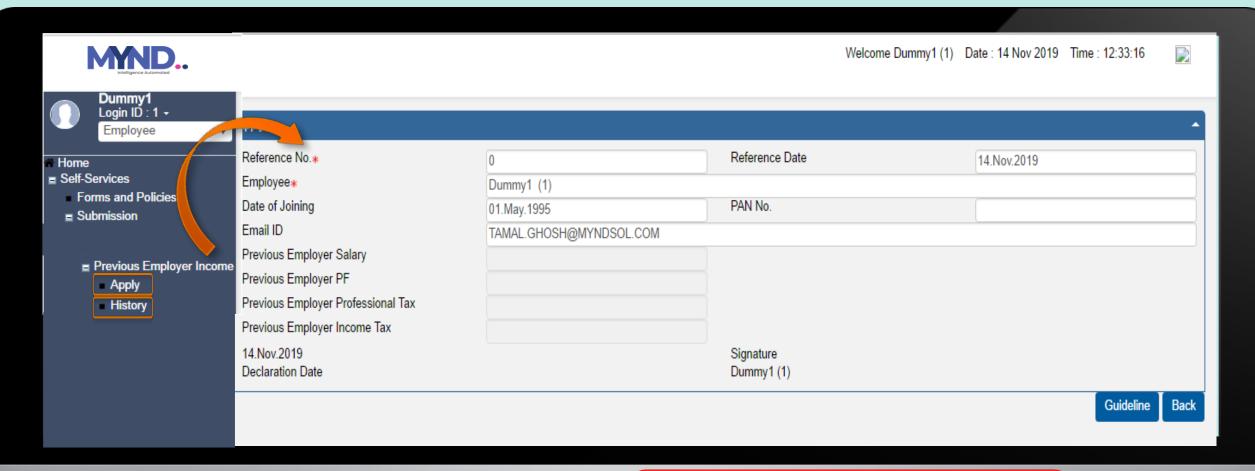
How to submit Previous Employer Income

Apply/Modify: Through "Apply" tab, you can submit your Previous Employer Income

History: Through "History" tab, you can view your historical "Previous Employer Income" submission.
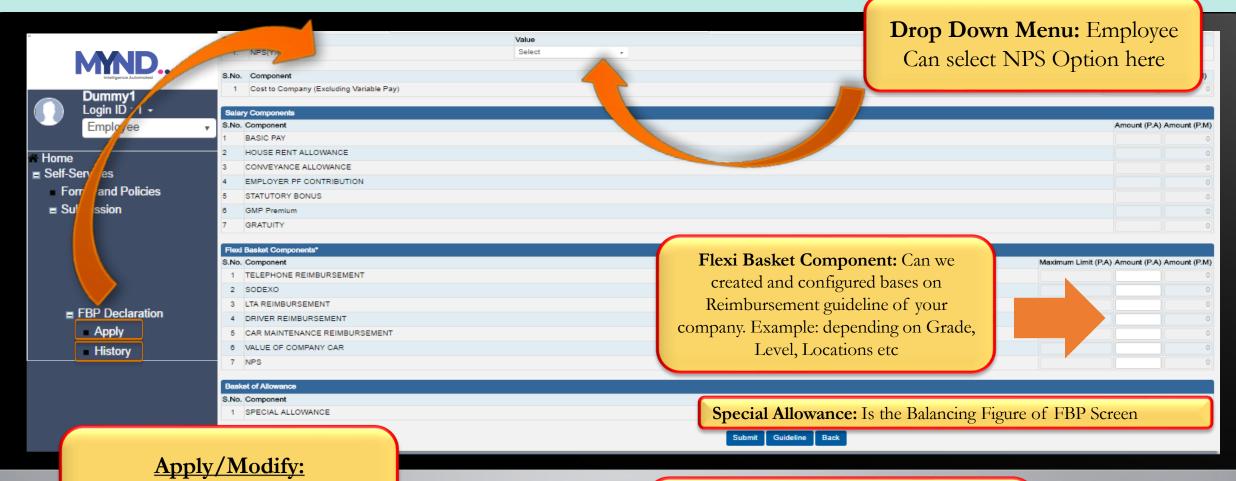
Flexi Benefit Plan (FBP) Declaration

For All Employee (New Joiners & Existing)

Flexi Benefit plan declaration window will be opened between
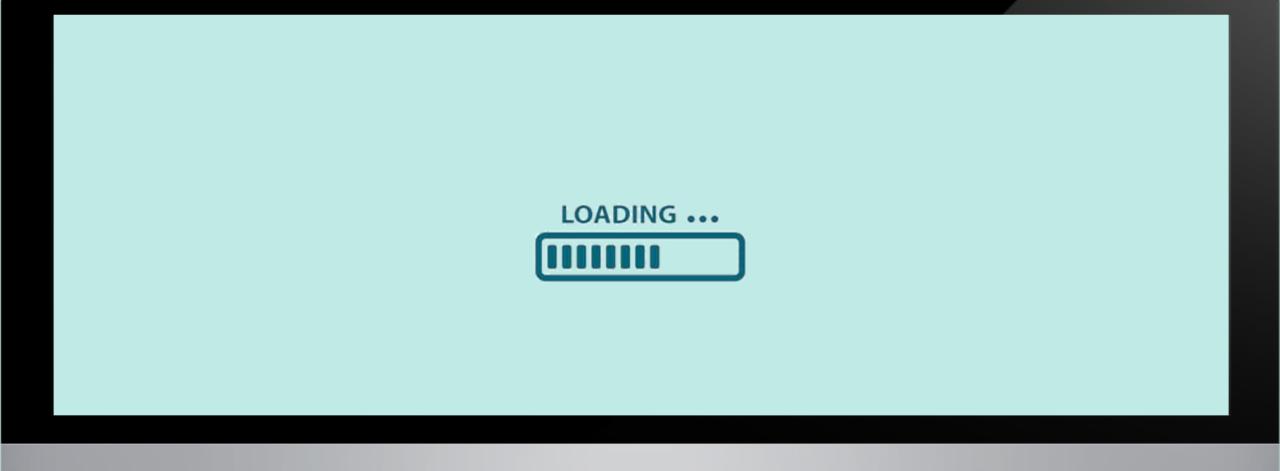1st of Every Month to 20th of Every Month

How to submit FBP Declaration

Drop Down Menu: Employee Can select NPS Option here

Flexi Basket Component: Can we created and configured bases on Reimbursement guideline of your company. Example: depending on Grade, Level, Locations etc

Special Allowance: Is the Balancing Figure of FBP Screen

Apply/Modify:
Through "Apply" tab, you can submit your FBP Declaration

History:
Through "History" tab, you can view your historical "FBP Declaration" submission.

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Reimbursement Claims

How to submit Reimbursement

	S.No.	Description	Balance As On 01.Apr.19	Annual Entitlement	Entitlement upto Jan.20	Claimed upto 23.Mar.20	Paid upto 23.Mar.20	Balance upto 23.
☐	1.	Driver Salary Reimbursement	0.00	516000.00	387000.00	0.00	0.00	387
Click here to add bills ✚								
☐	2.	Sodexo	0.00	35640.00	26730.00	0.00	0.00	26
Click here to add bills ✚								
☐	3.	Telephone Reimbursement	0.00	36000.00	27000.00	0.00	0.00	27
Click here to add bills ✚								
☐	4.	Car Maintenance	0.00	150000.00	112500.00	0.00	0.00	11
Click here to add bills ✚								
		Total						

Dummy1
Login ID : 1 ▾
Employee ▾

🏠 Home
▬ Self-Services
   ■ Forms and Policies
   ▬ Submission

   ▬ Reimbursement Claims
      ■ Apply
      ■ History

☐ I do hereby declare that all the bills and supporting documents uploaded to claim the reimbursement are true and original to the best of my knowledge and the same are being submitted for payroll purposes, Employees are recommended to maintain bills. This may be called for during the audit.

Submit Guideline Back

Car Maintenance Reimbursement

Bill No. *
Bill Date
Bill Details
Vehicle No.
Bill Amount
Supportings * Choose File No file chosen

Save Close

Head Wise Reimbursement:
By Clicking on **(+)** you can update reimbursement and upload the supporting's and Submit

Apply/Modify:
Through "Apply" tab, you can submit your Reimbursement Details

History:
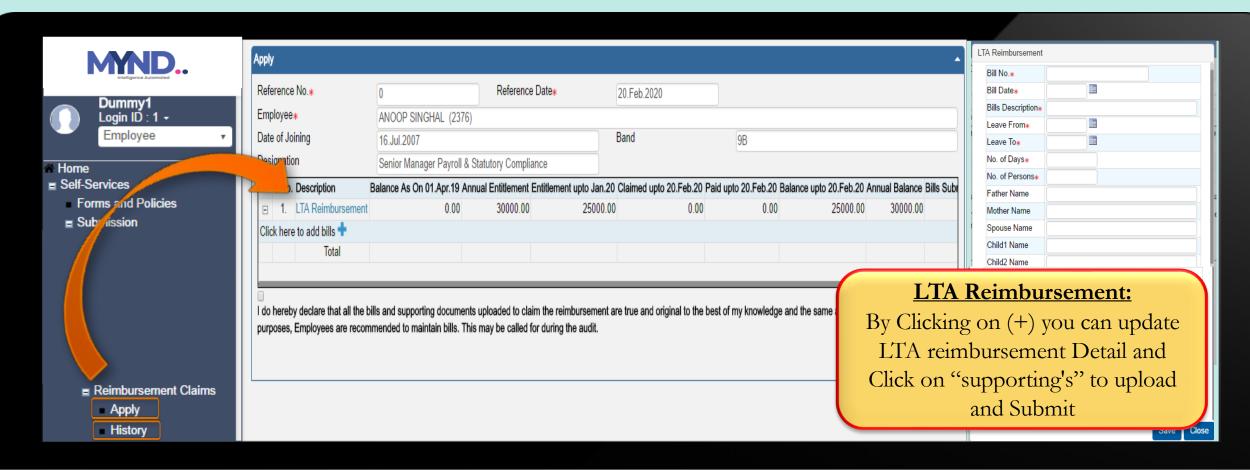Through "History" tab, you can view your historical "Reimbursement Details" submission.

How to submit LTA Reimbursement

Apply/Modify:
Through "Apply" tab, you can submit your LTA Details

History:
Through "History" tab, you can view your historical "Reimbursement Details" submission.
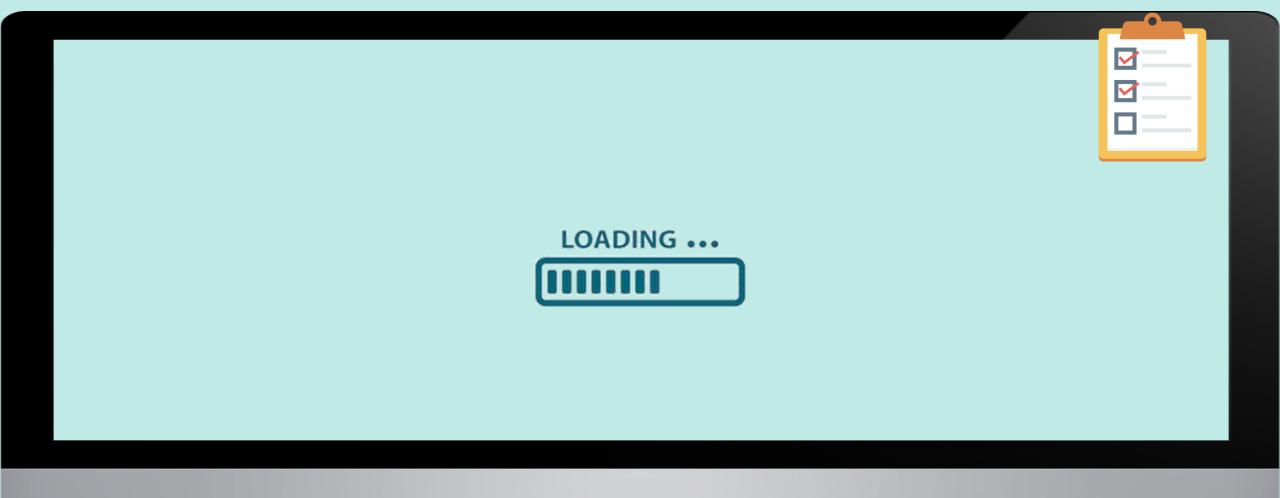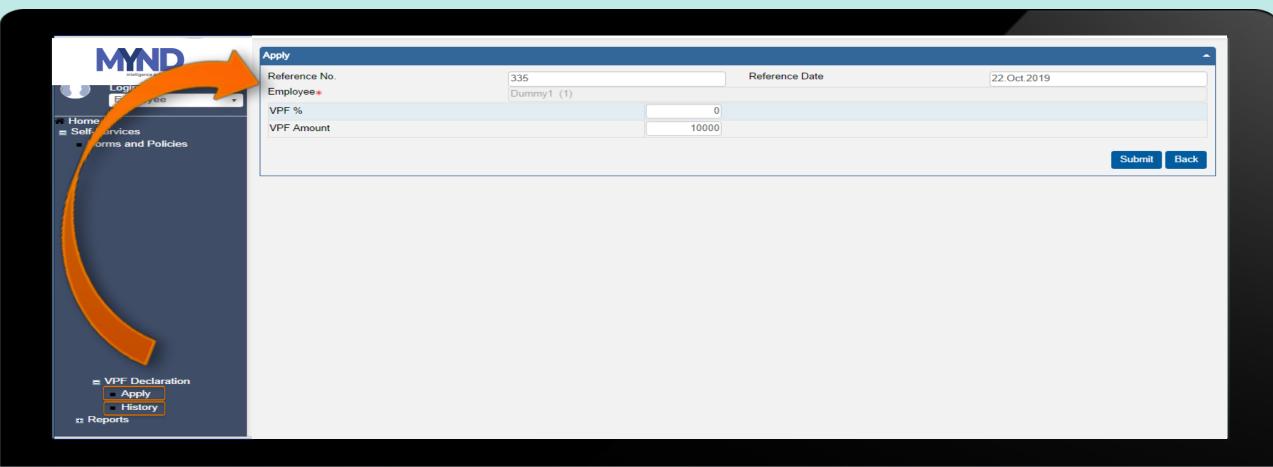
LTA Reimbursement:
By Clicking on (+) you can update LTA reimbursement Detail and Click on "supporting's" to upload and Submit

VPF Declaration

LOADING ...

How to submit VPF Declaration

Apply

Reference No.	335	Reference Date	22.Oct.2019
Employee*	Dummy1 (1)		
VPF %	0		
VPF Amount	10000		

Submit   Back

- Home
- Self-Services
  - Forms and Policies
  - VPF Declaration
    - Apply
    - History
- Reports

Apply/Modify:
Through "Apply" tab, you can submit your VPF Declaration

History:
Through "History" tab, you can view your historical "VPF Declaration" submission.
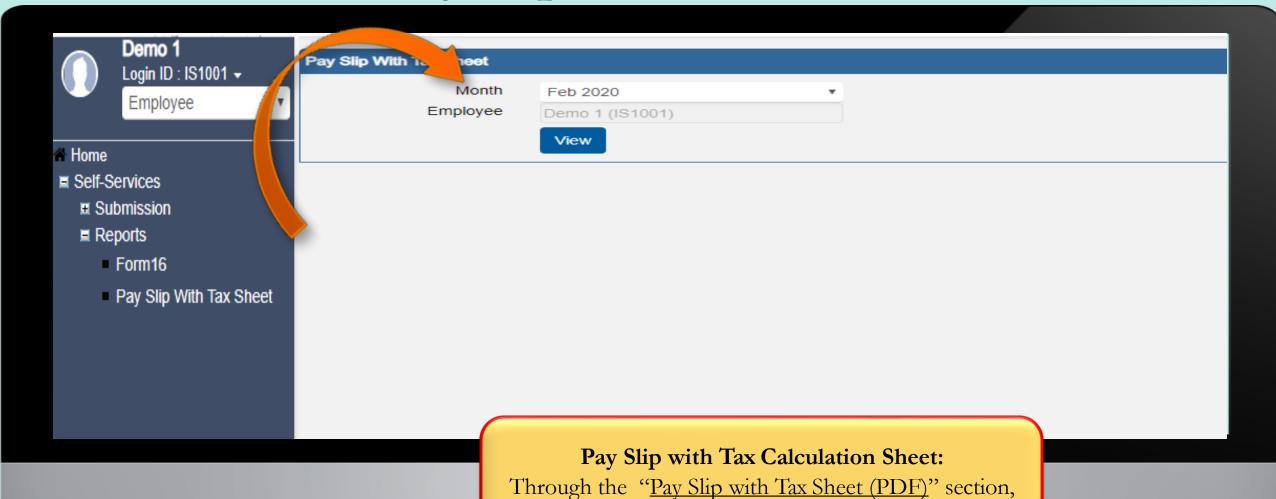
Pay slip Access

www.myndsolution.com

How to view Pay Slip

Demo 1
Login ID : IS1001 ▾

Employee ▾

🏠 Home

▬ Self-Services

　▣ Submission

　▬ Reports

　　▪ Form16

　　▪ Pay Slip With Tax Sheet

Pay Slip With Tax Sheet

Month　　Feb 2020 ▾

Employee　Demo 1 (IS1001)

View
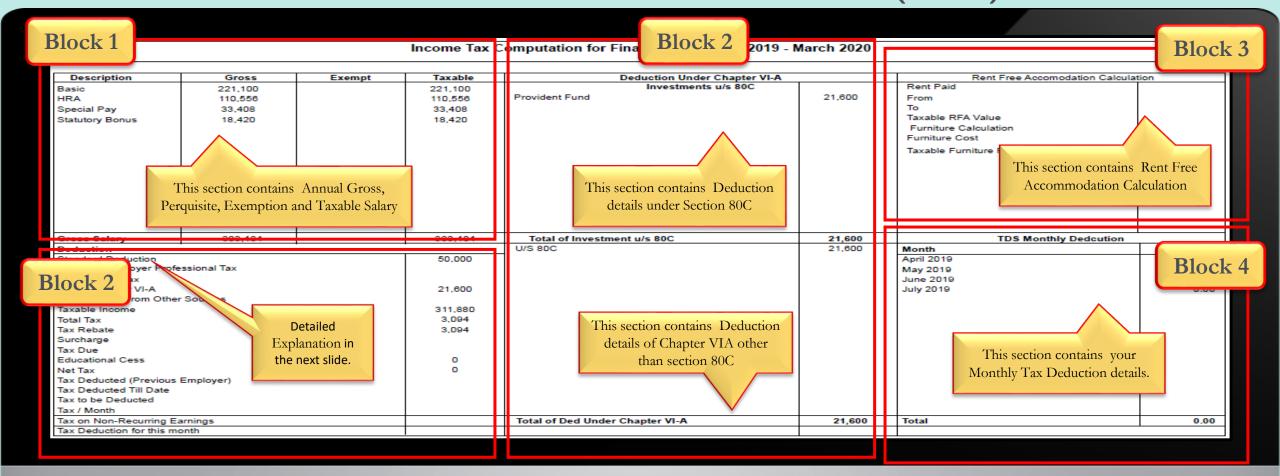
Pay Slip with Tax Calculation Sheet:
Through the "Pay Slip with Tax Sheet (PDF)" section,
you can check or view your monthly Pay Slips

Block 1

Block 2

Block 3

Block 2

Block 4

Income Tax Computation for Fina... 2019 - March 2020

Description	Gross	Exempt	Taxable
Basic	221,100		221,100
HRA	110,556		110,556
Special Pay	33,408		33,408
Statutory Bonus	18,420		18,420

This section contains Annual Gross, Perquisite, Exemption and Taxable Salary

Gross Salary			
Deduction			
Standard Deduction			50,000
...oyer Professional Tax			
...ax			
...VI-A			21,600
...rom Other Sou...			
Taxable Income			311,880
Total Tax			3,094
Tax Rebate			3,094
Surcharge			
Tax Due			
Educational Cess			0
Net Tax			0
Tax Deducted (Previous Employer)			
Tax Deducted Till Date			
Tax to be Deducted			
Tax / Month			
Tax on Non-Recurring Earnings			
Tax Deduction for this month			

Detailed Explanation in the next slide.

Deduction Under Chapter VI-A

Investments u/s 80C

Provident Fund	21,600

This section contains Deduction details under Section 80C

Total of Investment u/s 80C	21,600
U/S 80C	21,600

This section contains Deduction details of Chapter VIA other than section 80C

Total of Ded Under Chapter VI-A	21,600

Rent Free Accomodation Calculation

Rent Paid	
From	
To	
Taxable RFA Value	
Furniture Calculation	
Furniture Cost	
Taxable Furniture ...	

This section contains Rent Free Accommodation Calculation

TDS Monthly Dedcution

Month	
April 2019	
May 2019	
June 2019	
July 2019	

This section contains your Monthly Tax Deduction details.

Total	0.00

Deduction

Standard Deduction
Previous Employer Professional Tax

Professional Tax

Under Chapter VI-A
Income/Loss From Other Sources

Taxable Income | 311,880

Total Tax

Tax Rebate
Surcharge

Tax Due

Educational Cess

Net Tax | 0

Tax Deducted (Previous Employer)

Tax Deducted Till Date

Tax to be Deducted

Tax / Month

Tax on Non-Recurring Earnings

Tax Deduction for this month

The benefit of **standard deduction** from salary was introduced in Budget 2018 (in lieu of medical reimbursement and transport allowance). For Current FY 2019-20 the **deduction** is of Rs 50,000.

Income Tax Calculation is done basis the Slab Rate confirmed by Central Govt. of India (Please refer to the next slide)

If there is any head which is **one time** payment to **an** employee then **one time tax** is deducted on that amount.

Form 16 Access

How to view Form 16

Form16

Month: Mar 2019

Employee:

[View]

- Home
- Self-Services
  - Forms and Policies
  - Submission
  - Reports
    - Form16
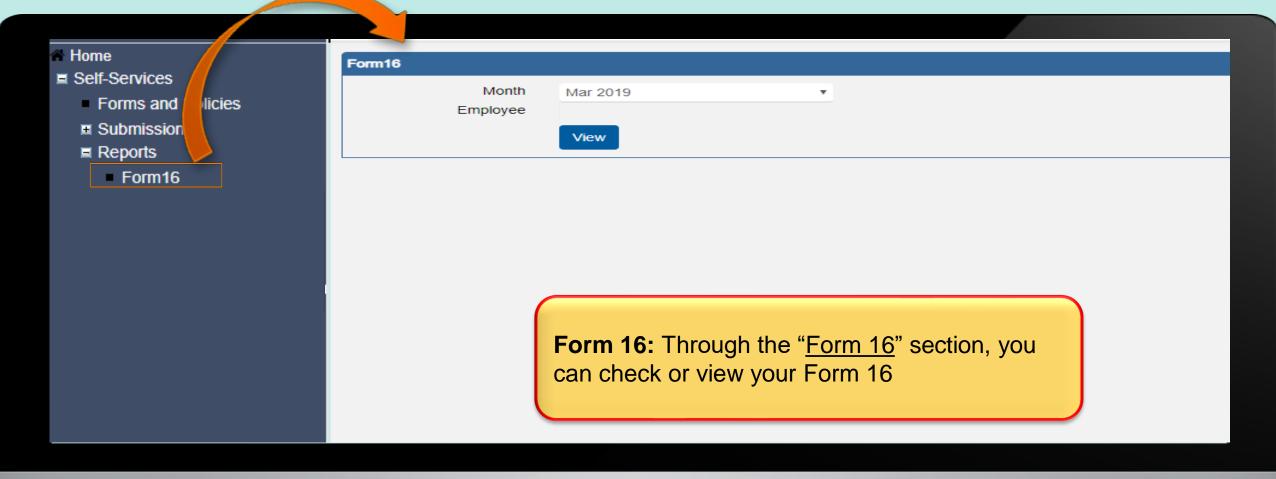
Form 16: Through the "Form 16" section, you can check or view your Form 16
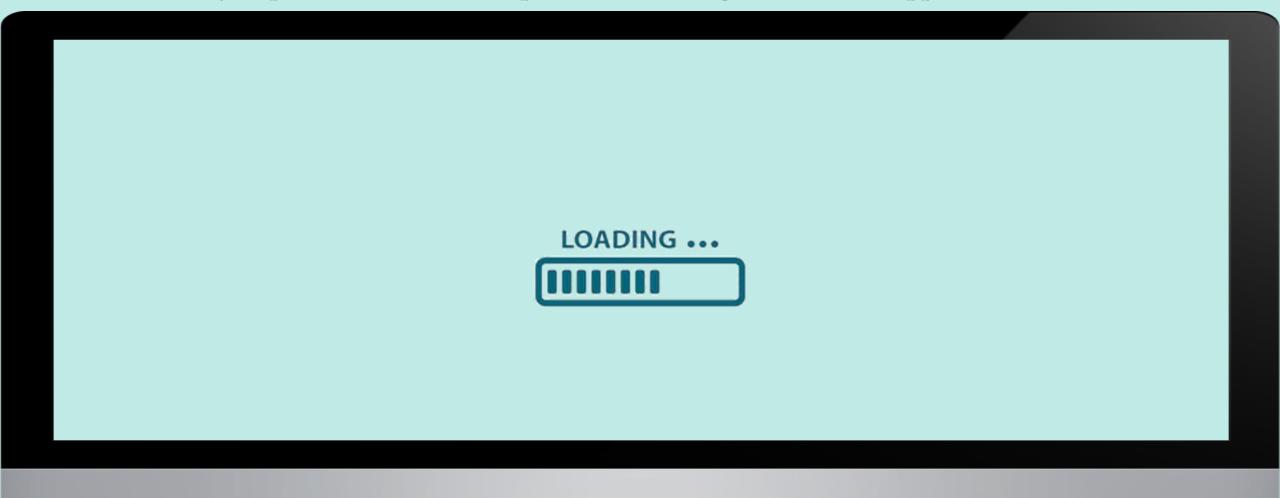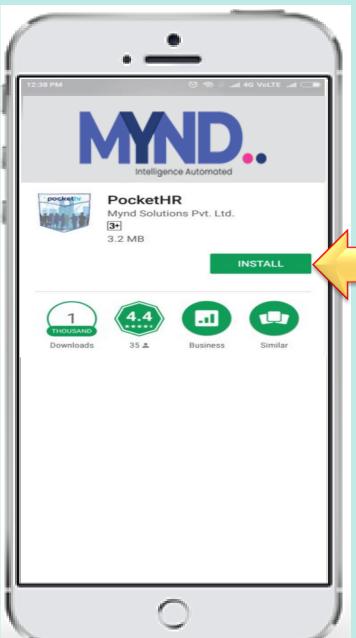
How to Access Pay Slip/Reimbursement Slip/Form 16 through Pocket HR App.

LOADING ...

STEP 1

STEP 2

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Go to PLAY STORE on your Mobile Phone and Search for "**POCKET HR**"

SELECT "**POCKET HR**" *powered by* "**Mynd Solutions**"

Click on "INSTALL"

31

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pockethr

Username

Password

Company Id

☐ Remember Password?   **Sign In**

Enter Detail as:
Username = "**EMPCODE**"
Password = to be set by Employee
Company Id = "**GGK**"

pockethr

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Payroll Services

Salary Slip   Form 16

CLICK on "**Salary Slip**" to view your salary Slip

SELECT "**YEAR**" from the Drop Down

SELECT "**MONTH**" from the Drop Down

CLICK on "**SUBMIT**"

Thank You