

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 ...



How to login to ESS Portal

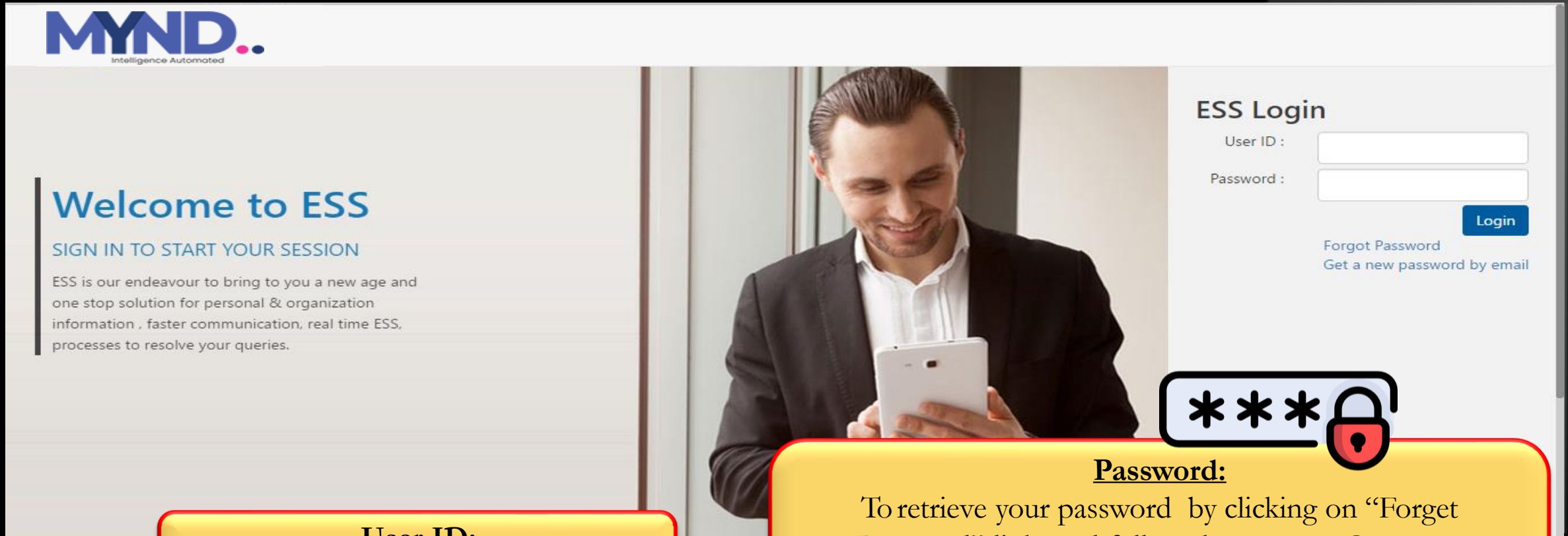
Please copy the below link to Access to ESS Portal

<https://mypayroll.myndsolution.com/Login.aspx?CID=ACS>

- Your User ID – “Employee Code”
- Password – Please refer to next slide



How to Generate Password



User ID:

Use your “Employee Code”

Password:

To retrieve your password by clicking on “Forgot 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

MYND Intelligence Automated

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

Dummy1
Login ID : 1
Employee

Home
Self-Services

My Reports

Pay Slip Form 16

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)

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)

The screenshot shows the 'Apply' tab of the MYND application. The left sidebar contains the MYND logo, a user profile for 'Dummy1' with login ID 1, and a dropdown menu set to 'Employee'. The main content area is titled 'Apply' and contains a form with the following fields: Reference No. (192), Reference Date (20.Mar.2020), Employee ID (SATPAL PAWAR (434845)), Date of Joining (20.Sep.2017), PAN No. (empty), VPF %age (0), No. of Child (0), and Email ID (arvind.negi@myndsol.com). Below the form is a section titled 'My Declaration For FY 2019 - 2020 Is As Under:' with tabs A through F: 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; and F. Income from House Property - 2. There is also a 'TDS Calculation Sheet' tab with a 'Calculate TDS' button. At the bottom, there is a section 'My Declaration as per Budget for Financial Year 2020-21' with two dropdowns: 'My tax calculation should be based On' (Old Regime (Old Tax Slab with Deductions)) and 'Is there any Business Income ?' (No).

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

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

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

How to submit Investment Declaration (2/7)

My 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.

How to submit Investment Declaration (3/7)

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.

How to submit Investment Declaration (4/7)

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

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	Other	Test	test	test	
			Select				
			Select				
			Select				

E. Income from

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)

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 Municipal 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.

How to submit Investment Declaration (6/7)

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

My Declaration as per Budget for Financial Year 2020-21

My tax calculation should be based on _____
Is there any Business Income ? _____

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

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

and then you may choose the option from drop down Menu

How to submit Investment Declaration (7/7)

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..

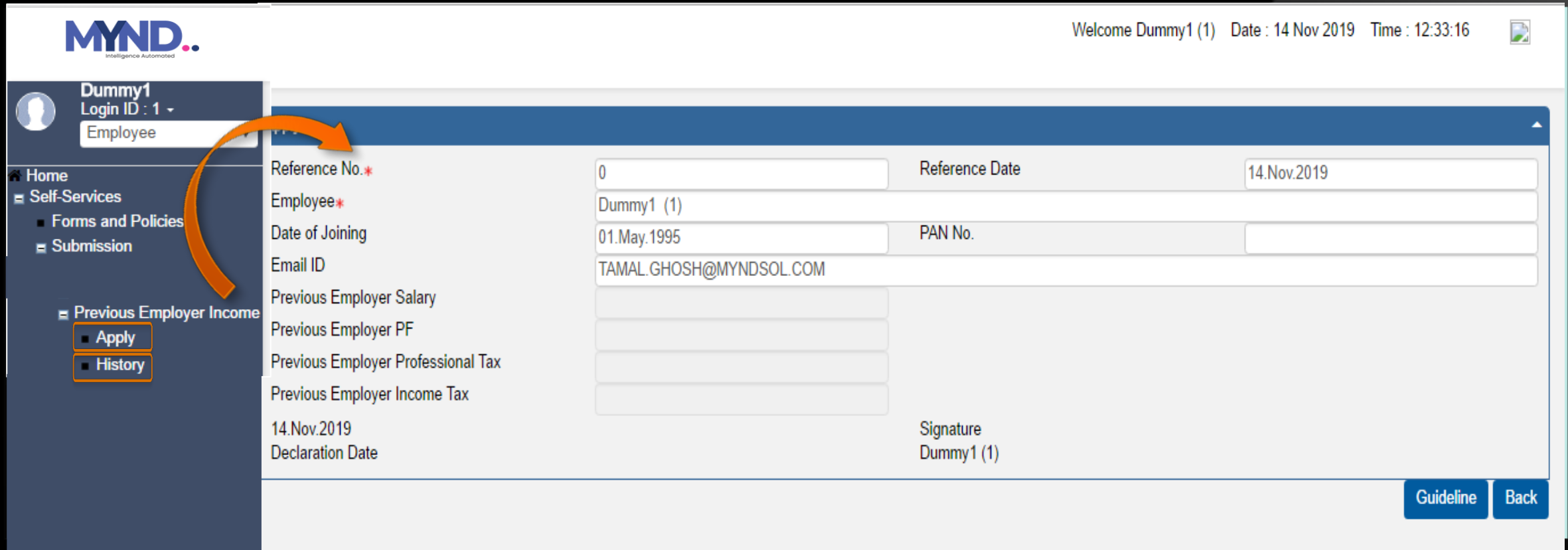
Previous Employer Income



LOADING ...



How to submit Previous Employer Income



MYND.
Intelligence Automated

Welcome Dummy1 (1) Date : 14 Nov 2019 Time : 12:33:16

Dummy1
Login ID : 1
Employee

Home
Self-Services
Forms and Policies
Submission
Previous Employer Income
Apply
History

Reference No.* 0 Reference Date 14.Nov.2019

Employee* Dummy1 (1)

Date of Joining 01.May.1995 PAN No.

Email ID TAMAL.GHOSH@MYNDSOL.COM

Previous Employer Salary

Previous Employer PF

Previous Employer Professional Tax

Previous Employer Income Tax

14.Nov.2019
Declaration Date

Signature
Dummy1 (1)

Guideline Back

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

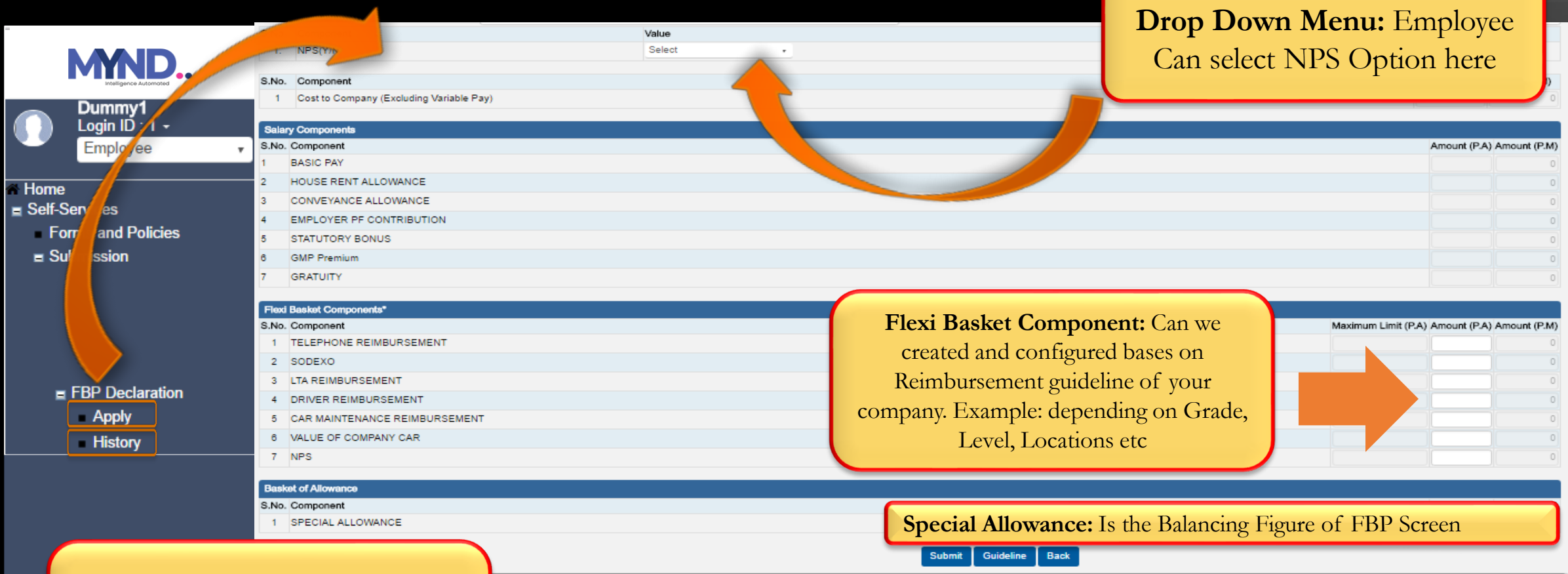
History: Through “History” tab, you can view your historical “Previous Employer Income” submission.

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.

S.No.	Component	Amount (P.A)	Amount (P.M)
1	COST TO COMPANY (EXCLUDING VARIABLE PAY)		

S.No.	Component	Amount (P.A)	Amount (P.M)
1	BASIC PAY		0
2	HOUSE RENT ALLOWANCE		0
3	CONVEYANCE ALLOWANCE		0
4	EMPLOYER PF CONTRIBUTION		0
5	STATUTORY BONUS		0
6	GMP Premium		0
7	GRATUITY		0

S.No.	Component	Maximum Limit (P.A)	Amount (P.A)	Amount (P.M)
1	TELEPHONE REIMBURSEMENT			0
2	SODEXO			0
3	LTA REIMBURSEMENT			0
4	DRIVER REIMBURSEMENT			0
5	CAR MAINTENANCE REIMBURSEMENT			0
6	VALUE OF COMPANY CAR			0
7	NPS			0

S.No.	Component
1	SPECIAL ALLOWANCE

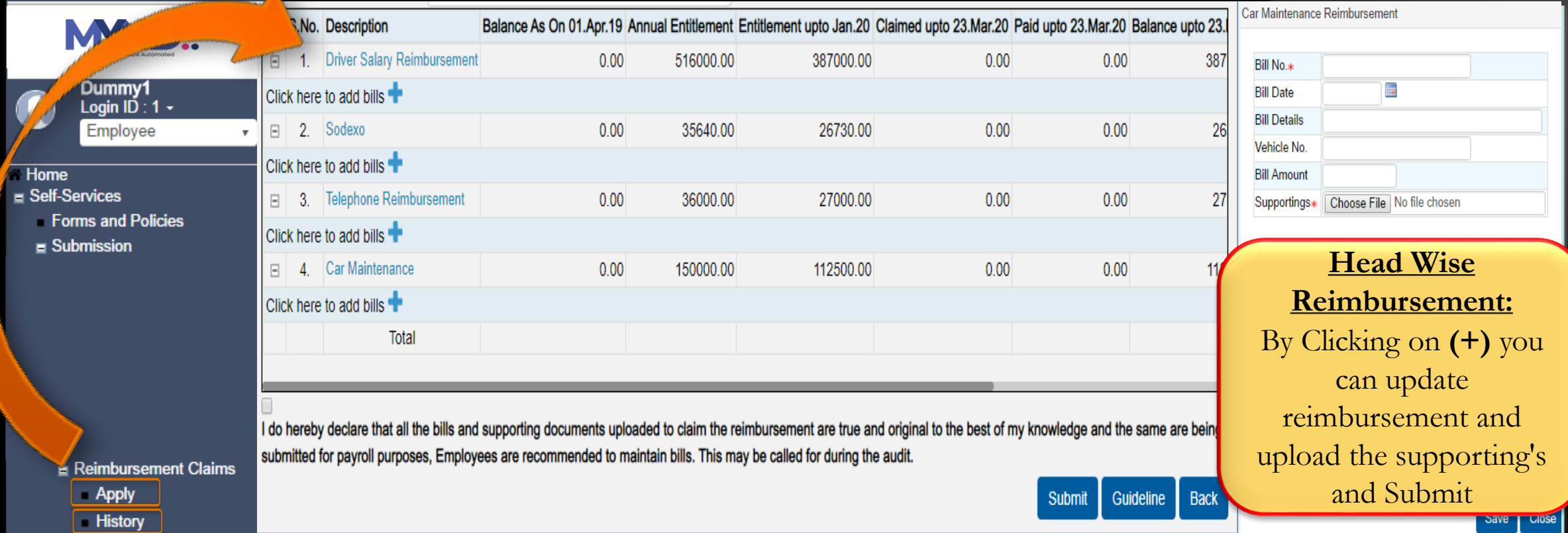
Submit Guideline Back

Reimbursement Claims

LOADING ...



How to submit Reimbursement



Reimbursement Claims

Dummy1
Login ID : 1
Employee

- Home
- Self-Services
 - Forms and Policies
 - Submission
- Reimbursement Claims
 - Apply
 - History

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							

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

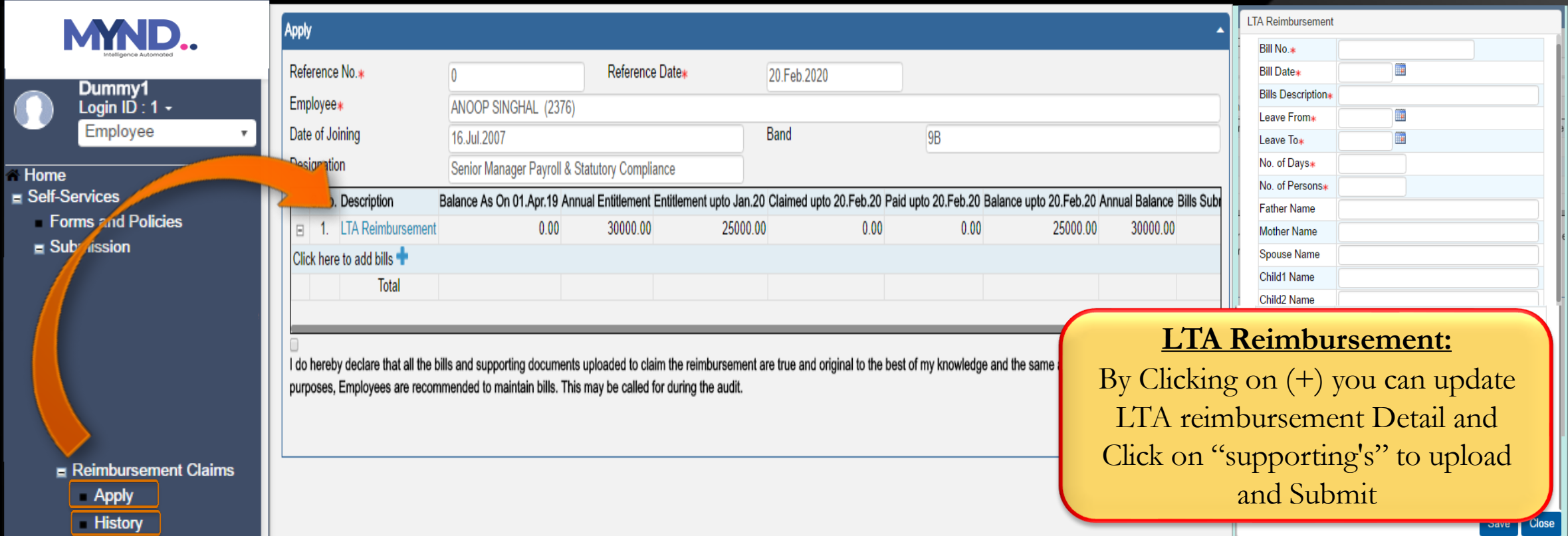
Save Close

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

Reference No.* 0 Reference Date* 20.Feb.2020

Employee* ANOOP SINGHAL (2376)

Date of Joining 16.Jul.2007 Band 9B

Designation Senior Manager Payroll & Statutory Compliance

No.	Description	Balance As On 01.Apr.19	Annual Entitlement	Entitlement upto Jan.20	Claimed upto 20.Feb.20	Paid upto 20.Feb.20	Balance upto 20.Feb.20	Annual Balance	Bills Submitted
1.	LTA Reimbursement	0.00	30000.00	25000.00	0.00	0.00	25000.00	30000.00	
Click here to add bills +									
Total									

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 purposes, Employees are recommended to maintain bills. This may be called for during the audit.

LTA Reimbursement:
By Clicking on (+) you can update LTA reimbursement Detail and Click on “supporting's” to upload and Submit

Reimbursement Claims

- Apply
- History

Apply/Modify:

Through “**Apply**” tab, you can submit your LTA Details

History:

Through “**History**” tab, you can view your historical “**Reimbursement Details**” submission.

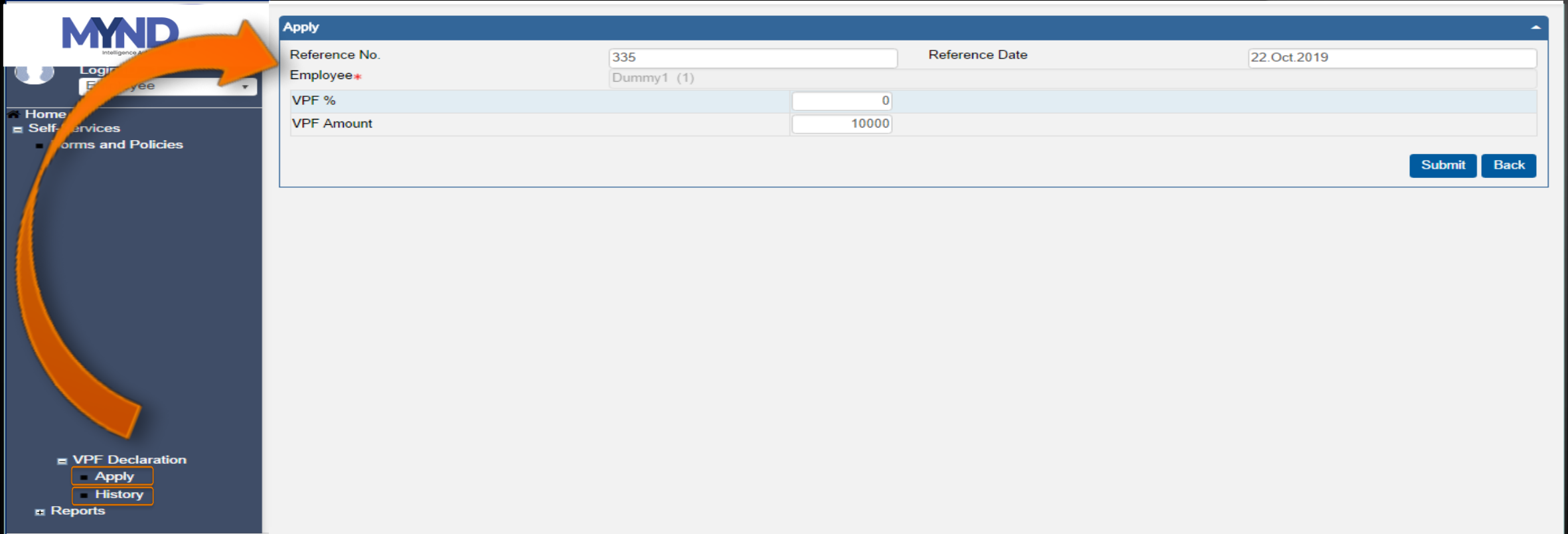
VPF Declaration



LOADING ...



How to submit VPF Declaration



MYND
Intelligence Automated

Home
Self Services
Forms and Policies

VPF Declaration

 Reports

Apply

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

Apply/Modify:

Through “Apply” tab, you can submit your VPF Declaration

History:

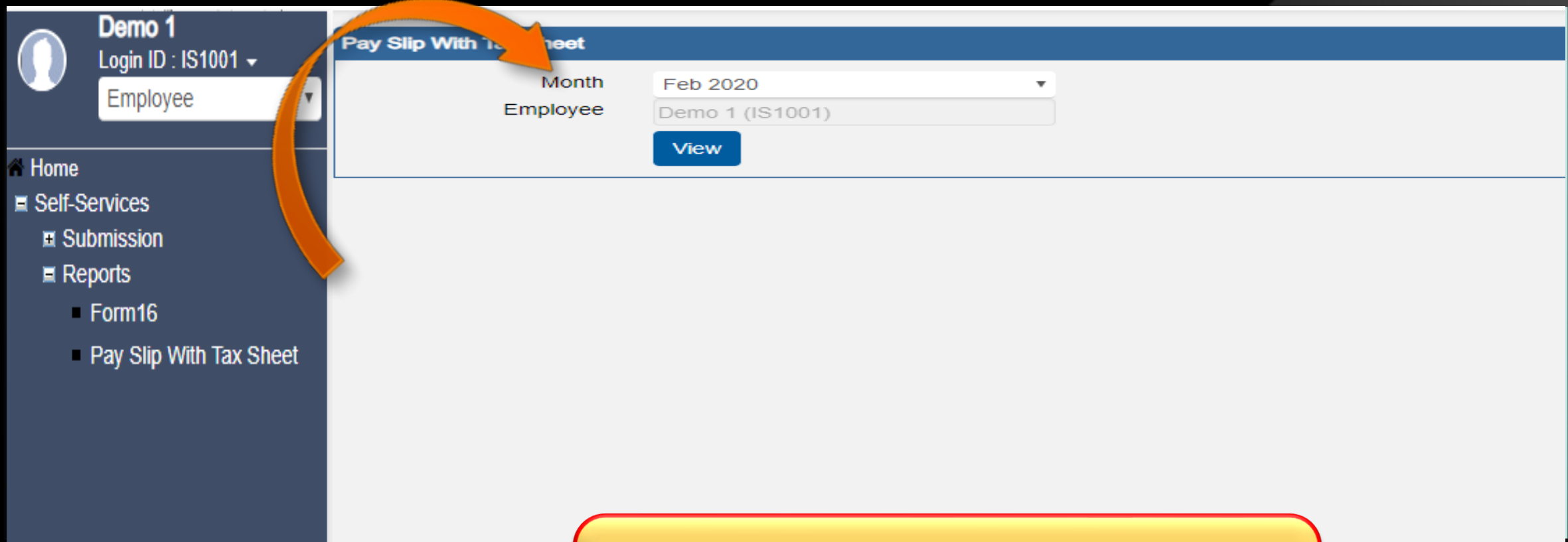
Through “History” tab, you can view your historical “VPF Declaration” submission.

Pay slip Access

LOADING ...



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

How to read Tax Calculation Sheet (1/2)

Block 1

Income Tax Computation for Financial Year 2019 - March 2020

Block 2

Block 3

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

Deduction Under Chapter VI-A

Investments u/s 80C

Provident Fund	21,600
----------------	--------

This section contains Deduction details under Section 80C

Rent Free Accommodation Calculation

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

This section contains Rent Free Accommodation Calculation

Gross Salary	383,484		383,484
--------------	---------	--	---------

Total of Investment u/s 80C	21,600
-----------------------------	--------

U/S 80C	21,600
---------	--------

Block 2

Deduction Under Chapter VI-A	50,000
Employer Professional Tax	
Tax Rebate u/s 80C	21,600
From Other Sources	

Detailed Explanation in the next slide.

Taxable Income	311,880
----------------	---------

Total Tax	3,094
-----------	-------

Tax Rebate	3,094
------------	-------

Surcharge	
-----------	--

Tax Due	0
---------	---

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	
------------------------------	--

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

Total of Ded Under Chapter VI-A	21,600
---------------------------------	--------

TDS Monthly Deduction

Month	
April 2019	
May 2019	
June 2019	
July 2019	

This section contains your Monthly Tax Deduction details.

Block 4

Total	0.00
-------	------

How to read Tax Calculation Sheet (2/2)

Deduction	
Standard Deduction	
Previous Employer Professional Tax	
Professional Tax	
Under Chapter VI-A	
Income/Loss From Other Sources	
Taxable Income	311,880
Total Tax	8,884
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)

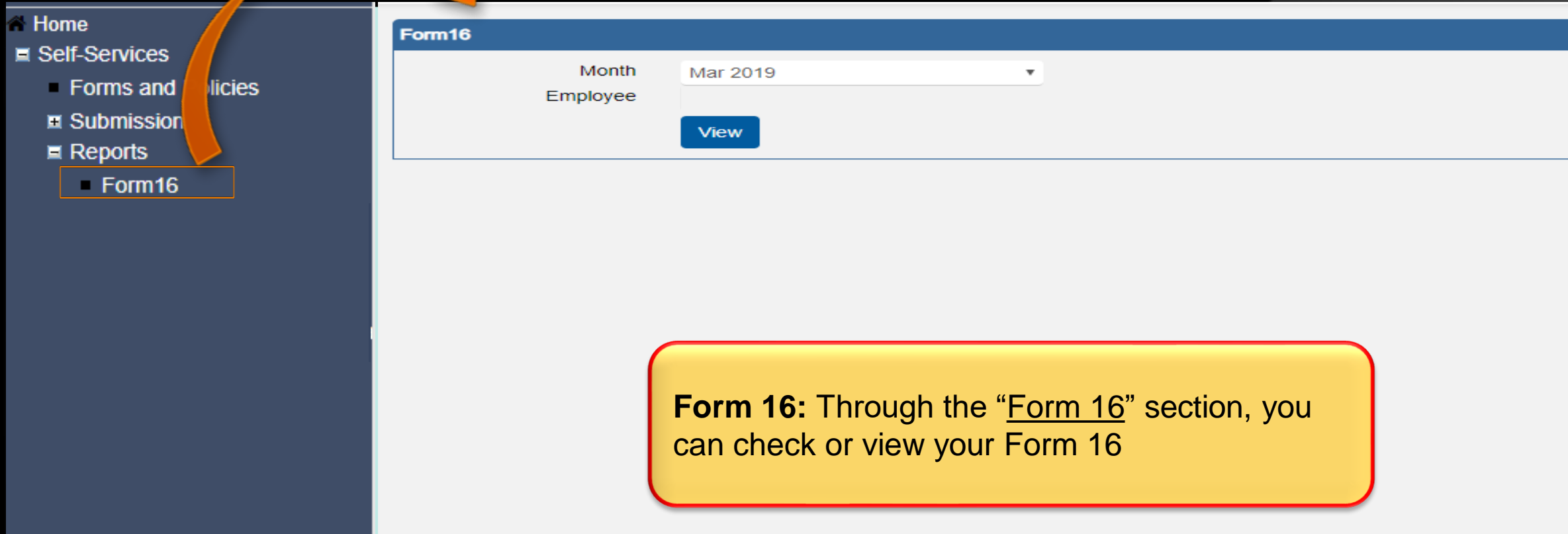
If there is any head which is **one time** payment to **an** employee then **one time tax** is deducted on that amount.

Form 16 Access

LOADING ...



How to view Form 16



Form16

Month: Mar 2019

Employee

[View](#)

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 ...



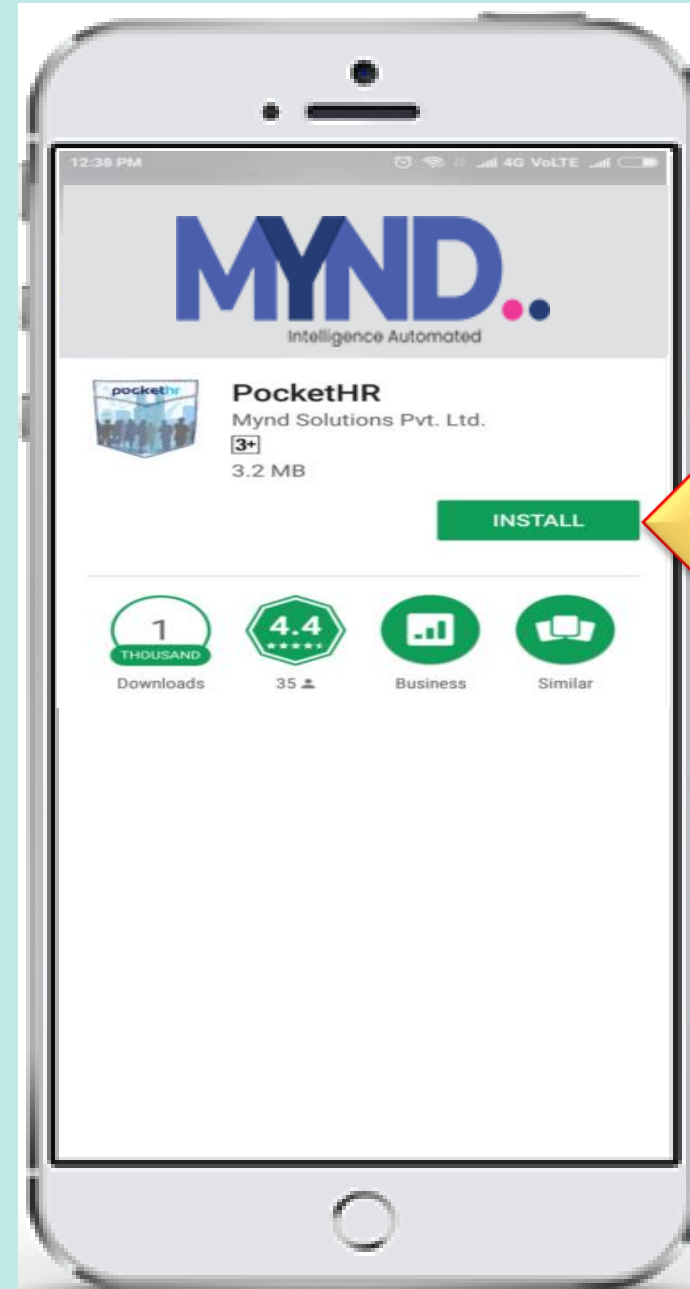
STEP 1



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

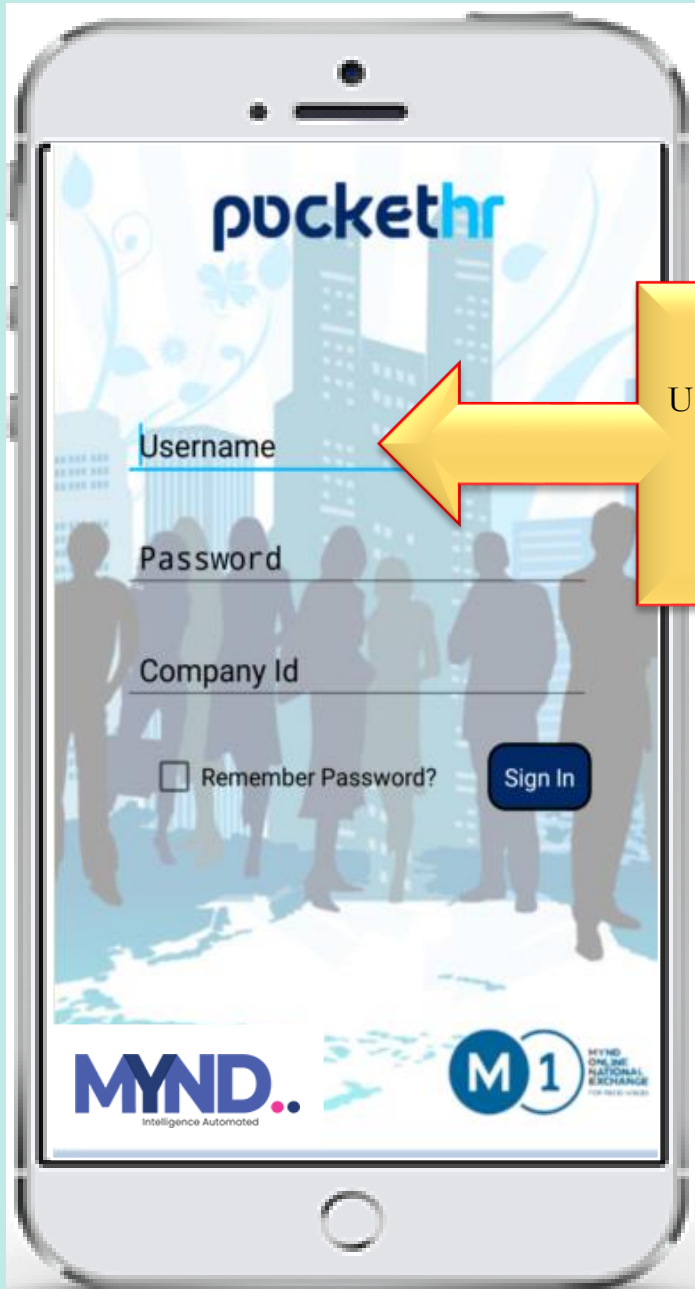
Go to PLAY
STORE on your
Mobile Phone and
Search for
"POCKET HR"

STEP 2



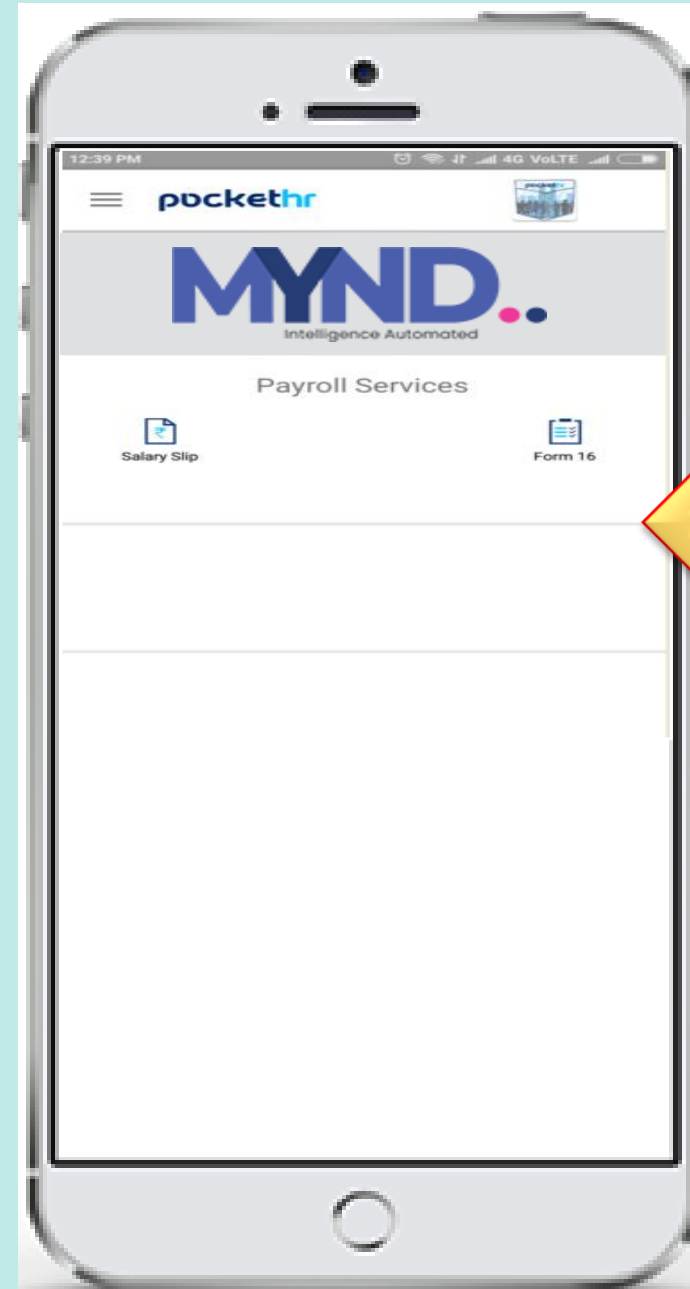
Click on
"INSTALL"

STEP 3



Enter Detail as:
Username = “**EMPCODE**”
Password = to be set by
Employee
Company Id = “**ACS**”

STEP 4



CLICK on “**Salary Slip**” to view your salary Slip

The image shows a smartphone screen with a 'Payslip' form. At the top, there is a back arrow and the title 'Payslip'. Below this, there are two rows of month selection buttons: MAY, APR, MAR in the first row, and FEB, JAN, DEC in the second row. Underneath the month buttons is a 'Select Year' section with a dropdown menu showing '2018'. Below that is a 'Select Month' section with a dropdown menu showing 'April'. At the bottom of the form is a grey 'SUBMIT' button. Three yellow callout boxes with red borders and arrows provide instructions: one points to the 'SUBMIT' button, another points to the '2018' year selection, and a third points to the 'April' month selection.

← Payslip

MAY APR MAR

FEB JAN DEC

Select Year

2018

Select Month

April

SUBMIT

CLICK on
"SUBMIT"

SELECT "YEAR"
from the Drop Down

SELECT
"MONTH" from
the Drop Down

Thank You