

LTA & LTC Cash Voucher Scheme Claim Submission

Employee Self-Service (ESS) User Guide

Access Payroll Self-Service Portal

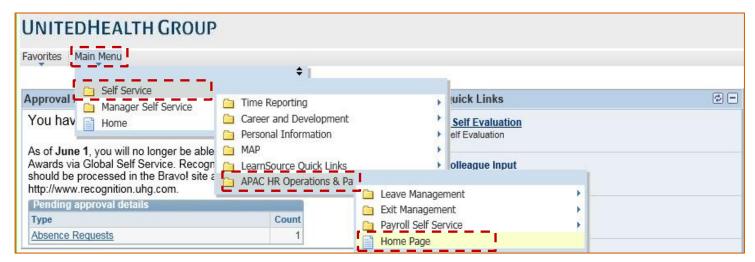
Step 1: Login to Global Self Service page

Go to https://globalselfservice.uhg.com, or you can access Global Self Service link from The Hub Home Page



Step 2: Go to Main Menu > Self Service > APAC HR Operations & Payroll > Home Page

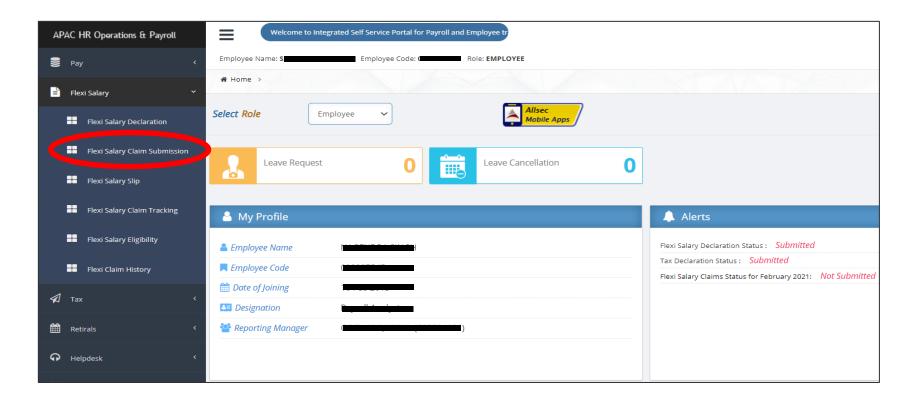
MS ID &
Password
when
prompted



Navigate to Flexi Salary Claim Submission Page

Step 3: Click on "Flexi Salary Claim Submission" option under "Flexi Salary" tab to open the claim submission page.

APAC HR Operations & Payroll > Flexi Salary > Flexi Salary Claim Submission



Navigate to LTA Claim Submission Page

Step 4: Click on "Submit Claim" button in the last column towards right side of the page, in the "Leave Travel Allowance" pay element row, to open Claim Form, to submit claim for Leave Travel Allowance (LTA) OR LTC Cash Voucher Scheme.

| Flexi Salary Claim Submission | | | | | | | | |
|--------------------------------------|--|--------------------|-----------------------------|--|---------------------------|---|--------------|--|
| Employee Code | | | Employee Name | | | | | |
| Date of Hire | | | Salary Grade | | | | | |
| Designation | | | Location | | | | | |
| Entity | | | | | | | | |
| Claims for the Month : February 2021 | | | | | | | | |
| Pay Element | | Annual Eligibility | Current Year Eligibility | Eligibility Earned till date (A) | Claims Approved till date | Available Balance for Claim Submission C=(A-B) | Submit Claim | |
| Leave Travel Allowance | | | - | | | | Submit Claim | |

We have modified the **Leave Travel Allowance (LTA) Claim Form** to accommodate claim submission under the **LTC Cash Voucher Scheme** as well. LTA/LTC Claim Form has THREE sections:

Section 1 (LTA Claim Form):

- Employees claiming tax exemption for **Leave Travel Allowance (LTA)** against journey undertaken during the current financial year, should provide leave (PL) details in this section.
- Employees claiming tax exemption under the LTC Cash Voucher Scheme for purchase of goods and/or services during the specified period, should provide invoice detail in this section.
- > Refer to Page 6 for more details about data/detail to be submitted in this section of the form.

Section 2 (Detail of Family Members LTA/LTC):

- In this section of the claim form, you are required to provide details of self and other eligible family members for whom you are claiming tax exemption.
- > Refer to Page 7 for more details about data/detail to be submitted in this section of the form.

Section 3 (Detail of the Journey/Goods or Services Purchased):

- Employees claiming tax exemption for **Leave Travel Allowance (LTA)**, should provide details like travel destination, mode of journey, cost of travel, etc. in this section of the claim form.
- Employees claiming tax exemption under the LTC Cash Voucher Scheme, should provide details like invoice number, GST %, vendor name, cost of goods/services in this section.
- Refer to Page 8 for more details about data/detail to be submitted in this section of the form.



Section 1 (LTA Claim Form)

| LTA Claim Form | | | |
|--|------------|--|------------|
| Employee Code | | Employee Name | |
| Department | | Location | |
| Period of Leave From(LTA)/Bill Date(LTC) * | 01/02/2021 | Period of Leave To(LTA)/Bill Date(LTC) * | 02/02/2021 |
| Year of entitlement | | Claim ID | 02210268 |

| Field Description | Leave Travel Allowance (LTA) Claim | LTC Cash Voucher Scheme Claim | | |
|---|--|---|--|--|
| Employee Code | Auto populated basis employment data | Auto populated basis employment data | | |
| Employee Name | Auto populated basis employment data | Auto populated basis employment data | | |
| Department | Auto populated basis employment data | Auto populated basis employment data | | |
| Location | Auto populated basis employment data | Auto populated basis employment data | | |
| Period of Leave From (LTA)/ Bill Dates (LTC) | Input start date of leave (PL) during which you travelled and claiming tax exemption for | Input date of invoice. In case of more than one invoice, input date of any one invoice. | | |
| Period of Leave to (LTA)/ Bill Dates (LTC) | Input end date of leave (PL) during which you travelled and claiming tax exemption for | Input date of invoice. In case of more than one invoice, input date of any one invoice. | | |
| Year of entitlement | Input default value "2021" or leave blank | Input default value "2021" or leave blank | | |
| Claim ID | Auto populated basis system queue | Auto populated basis system queue | | |



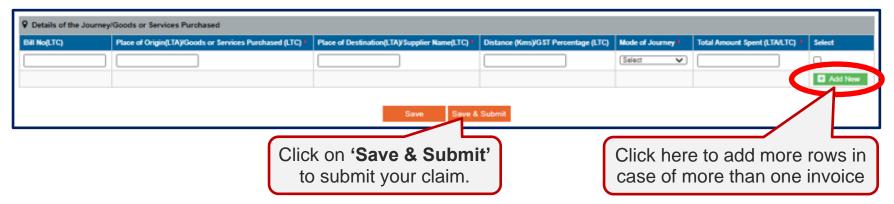
Section 2 (Detail of Family Members LTA/LTC): In this section of the claim form, you are required to provide details of self and other eligible family members for whom you are claiming tax exemption. Similar information for both LTA and LTC claim.



| Field Description | Leave Travel Allowance (LTA) Claim | LTC Cash Voucher Scheme Claim | |
|-------------------|--|-------------------------------|--|
| Name | Name of the person (self & eligible family members) for whom tax exemption is being claimed | | |
| Age | Age of the person (self & eligible family members) for whom tax exemption is being claimed | | |
| Relationship | Relationship of the employee with the person for whom tax exemption is being claimed | | |
| Select | Ensure "Checkbox" in this column is ticked for each person for whom tax exemption is being claimed | | |



Section 3 (Detail of the Journey/Goods or Services Purchased)



| Field Description | Leave Travel Allowance (LTA) Claim | LTC Cash Voucher Scheme Claim | |
|--|--|---|--|
| Bill No. (LTC) | Invoice or PNR/Ticket number | Bill/Invoice Number | |
| Place of Origin (LTA) /Goods or Services Purchased (LTC) | Name of the place from where you started your journey | Name of goods orservices you purchased | |
| Place of Destination (LTA)/ Supplier Name (LTC) | Name of the place you travelled to (last destination) | Name of the seller or service provider | |
| Distance (Kms) / GST Percentage (LTC) | Total number of kilometers travelled | GST % applicable on the goods/services as per the invoice | |
| Mode of Journey | Select the mode of journey from the list provided | Select "LTC" from the list | |
| Total Amount Spent (LTA/LTC) | Total amount spent on travelling from place of origin to place of destination and back | Cost of goods or services purchased | |



Thank You