

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

UNITEDHEALTH GROUP® Enterprise Single Sign On

HRdirect Portal and Global Self Service Access

UnitedHealth Group eSSO

Enterprise SSO provides UnitedHealth Group employees and contractors with the ability to access a number of applications using your MS ID and password. This is the ID and Password you use to log onto UnitedHealth Group's network.

Sharing this ID and password potentially allows access to all of the eSSO applications you are entitled to use and is strictly prohibited.

If you need help with your MS ID and/or Password please contact the [United Support Center](#)

Sign into Enterprise SSO
Enter your MS ID then click Login

MS ID:

Clear **Login**

[Click here to update your Single Sign-On Account Settings.](#)

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

Enter your
MS ID &
Password
when
prompted

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Favorites **Main Menu**

- Self Service
 - Manager Self Service
 - Home
- Time Reporting
- Career and Development
- Personal Information
- MAP
- LearnSource Quick Links
- APAC HR Operations & Payroll**
 - Leave Management
 - Exit Management
 - Payroll Self Service
 - Home Page**

Quick Links

- [Self Evaluation](#)
- Self Evaluation
- Colleague Input

Pending approval details

Type	Count
Absence Requests	1

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

APAC HR Operations & Payroll

Welcome to Integrated Self Service Portal for Payroll and Employee tr

Employee Name: S [REDACTED] Employee Code: [REDACTED] Role: EMPLOYEE

Home >

Select Role: Employee

Allsec Mobile Apps

Leave Request 0

Leave Cancellation 0

My Profile

- Employee Name: [REDACTED]
- Employee Code: [REDACTED]
- Date of Joining: [REDACTED]
- Designation: [REDACTED]
- Reporting Manager: [REDACTED]

Alerts

- Flexi Salary Declaration Status: Submitted
- Tax Declaration Status: Submitted
- Flexi Salary Claims Status for February 2021: Not Submitted

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			

new FORM12BB

Claims for the Month : February 2021

Pay Element	Annual Eligibility	Current Year Eligibility	Eligibility Earned till date (A)	Claims Approved till date (B)	Available Balance for Claim Submission C=(A-B)	Submit Claim
Leave Travel Allowance	██████████	██████████	██████████	██████████	██████████	Submit Claim

Guidance to Fill LTA/LTC Claim Form

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.

Guidance to Fill LTA/LTC Claim Form

Section 1 (LTA Claim Form)

LTA Claim Form			
Employee Code		Employee Name	
Department		Location	
Period of Leave From(LTA)/Bill Date(LTC) *	<input type="text" value="01/02/2021"/>	Period of Leave To(LTA)/Bill Date(LTC) *	<input type="text" value="02/02/2021"/>
Year of entitlement	<input type="text" value=""/>	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

Guidance to Fill LTA/LTC Claim 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. Similar information for both LTA and LTC claim.

Name	Age	Relationship	Select
<input type="text"/>	<input type="text"/>	<input type="text" value="Select"/>	<input type="checkbox"/>
			Add New

Click here to add more rows to provide details of one or more family members

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	

Guidance to Fill LTA/LTC Claim Form

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

Details of the Journey/Goods or Services Purchased

Bill No.(LTC)	Place of Origin(LTA)/Goods or Services Purchased (LTC)	Place of Destination(LTA)/ Supplier Name(LTC)	Distance (Kms)/GST Percentage (LTC)	Mode of Journey	Total Amount Spent (LTA/LTC)	Select
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Select"/>	<input type="text"/>	<input type="checkbox"/>

Save Save & Submit Add New

Click on '**Save & Submit**' to submit your claim.

Click here to add more rows in case of more than one invoice

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 or services 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