

# NEO HR Services Session for India

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Updated as on [Apr2021](#)

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*The benefits in this presentation are applicable to permanent and regular full-time employees*

The Intel logo, consisting of the word "intel" in a lowercase, sans-serif font, with a small registered trademark symbol (®) to its upper right. The logo is positioned in the bottom left corner of the slide, with a blue square graphic element to its left.

# AGENDA:

1



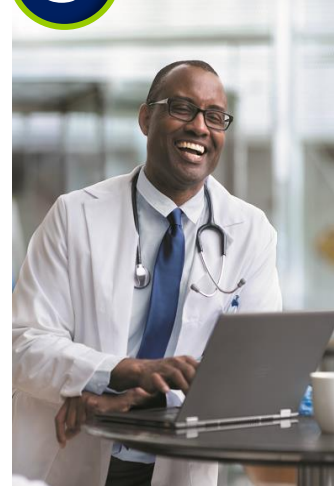
**Pay, Income-Tax,  
Retirement &  
Stock**

2



**Key Benefits**

3



**Other Benefits**

4



**Resources**

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# PAY & INCOME TAX



- ✓ Total cash comprises of Base Pay and Bonuses (APB/Commission & QPB)
- ✓ Intel India has a 12 months salary structure (1st month pro-rated)
- ✓ Payroll cut off date is 15<sup>th</sup> calendar day of every month
- ✓ You need to Declare your investment declaration to get tax benefit
- ✓ Your pay will be credited on last working day of every month
  
- ✓ **Employee Self Service (ESS) Tool**
  - **myTaxMethod** : Old tax regime (by default) or New tax regime – (One-time option)
  - **myInvestments** : Declare investments & House Rent Allowance (HRA)
  - **myFlexibleBenefits** : HRA allocation from Residual Pay
  - **myTaxSimulator** : understand the tax impact to select the right tax method
  - **Important Points:**
    - Submission between 1st (8 AM IST) & 15th (6 PM IST) --> considered in current month's tax calculation
    - Submissions beyond 15th (6 PM IST) will be considered in the next month's tax calculation
  - Declare the amounts you plan to invest at the beginning of the year & submit proofs during FY year-end
    - Tax (Investment) proof collection / submission happens online annually once a year in **January** each year
  
  - Allocate House Rent Allowance (HRA) in FlexibleBenefits and declare monthly house rent in myInvestments
  - Online Pay slip and Tax Computation Sheet (ITCS) is available in ESS tool for viewing / download on last calendar day of every month.

**Refer to the Guidelines & more info @ Circuit > Pay & Benefits > Compensation > Pay**

Checklist of actions to be completed immediately after joining/ by 15th (payroll cutoff) → [New Employee Checklist - Pay & Benefits](#)

Provides a brief description of various pay elements → [Pay Elements Description](#)

Refer to [Pay Modeling Application](#) & [My Package Tool - NonCommissions](#)

# PAY - ESS TOOL

myView

About Me

myPay

myForms

myDeclarations

## myDeclarations

### IMPORTANT POINTS

1. HRA (House Rent Allowance) allocation window for the current month will be open from 1st of the month (8 AM IST) to 15th of the month (6 PM IST). The HRA allocation submitted during this window will be considered in the current month's tax calculation.  
Presentation last saved: 4m ago
2. The tax declarations submitted from **1st (8 AM IST) to 15th (6 PM IST)** will be considered in the current month's tax calculation, submissions beyond **15th (6 PM IST)**, will be considered in the next month's tax calculation.
3. The maximum tax benefit eligible under section 80C is Rs. 1,50,000/-
4. Employee PF and VPF contribution deducted from salary are also part of Section 80C investments. These amounts will not show up in the ESS tool, however they will be added into the payroll tax exemption calculation directly. Please refer to your tax computation to know PF and VPF amount that have been considered under section 80C, to arrive at the balance amount eligible for investment under section 80C.
5. An additional deduction for investment up to Rs. 50,000/- in NPS is available exclusively to NPS subscribers under subsection 80CCD (1B). This is over and above the deduction of Rs. 1.5 lakh available under section 80C of Income Tax Act, 1961.
6. To declare **Income or Loss from House Property**, go to: myDeclarations >> myInvestments >> Add Declaration >> **Income From Other Sources** >> House Property >> Select Self Occupied or Let out.
7. The allocation of **ANNUAL HRA** under 'myFlexibleBenefits', and the declaration of **MONTHLY RENT** under 'myInvestments' **both are required to be completed** in order to get **HRA tax exemption** through Payroll. Please refer to the **HRA policy guidelines** on Circuit and the **FAQs** before opting to claim tax exemption under HRA.
8. Intel does not currently offer National Pension system (NPS) and so tax exemptions on Employer NPS contributions do not apply
9. New employees kindly read the **New tax regime job aid & FAQ's** before selecting the option, as the **TAX METHOD CANNOT BE changed after submission**.  
Click **my Tax simulator & my New Tax method - job aid & ESS Job Aid** for step by step instructions on making allocations and investment declarations in the tool.
10. Existing employees will no longer be able to opt for tax method as due date was 15th June. The same can be changed at the time of filing returns with IT department.

myInvestments

Income From Other Sou...	₹ 80,000.00
Section 80C Deductions	₹ 1,00,000.00
HRA	₹ 0
Section 80 Deductions	₹ 0

VIEW / EDIT

myFlexibleBenefits

Annual House Rent Allo...	₹ 0
---------------------------	-----

VIEW / EDIT

myTaxSimulator

Simulate your Tax payable using Tax Method.

VIEW / EDIT

myTaxMethod

Your present Tax Method is **Old Tax Regime**

VIEW / EDIT

## Guidelines & more info @ Circuit > Pay & Benefits > Compensation > Pay

1. To know more about **how to use the ESS Tool**, please refer to this [ESS Job Aid](#) document  
[New tax method FAQs](#) & [Tax simulator & new tax method job aid](#)
2. To know more about the **documents to be submitted** for all other investment declarations, click [here](#)

# MY TAX DECLARATIONS



- **myTaxMethod :** Effective April 2020-21 individuals have an option to pay taxes as per the new tax method (under section 115BAC) or continue with old tax method.
  - New tax method provides reduced tax rates; however, employees have to forego most of the tax exemptions, e.g., Standard deduction, PT, employees PF, Chapter VI A etc, loss from house property)
  - Old tax method is considered by default, change needed if employee wishes to opt for new tax method
  - Employee can opt for the preferred tax method only once with employer. (by 15<sup>th</sup> of the month)
  - Option to change the tax method is available at the time of filing returns with the income tax department.
- **myInvestment :** Exemptions / declarations allowed through payroll
  - New Tax regime: Declaration of income from let-out property & income from other sources
  - Old tax regime: House Rent Allowance (HRA), loss from house property, Chapter VI A deductions -life insurance/ medical insurance premium, PPF, etc. Eligible deduction from payroll will be directly considered for tax exemption
  - **Previous employment income: (Optional). Declare Gross Income, Profession Tax, PF, TDS (Income-Tax)**
    - Ensure uniform tax method is declared to all the employers
    - During year-end proof submission window please resubmit tax proofs to claim exemptions.
    - Interns rehired as employees effective April 2020 also need to declare
- **myFlexibleBenefits :** Applicable in old tax regime for HRA allocation from Residual Pay

# MY TAX SIMULATOR

- my Tax simulator: allows high-level comparison of the tax differences between the existing tax regime and the new tax regime.

Simulate Your Allocations To Compare Tax Details

Section 80C Deductions

+

Section 80 Deductions

+

House Property

+

Rent Receipt / HRA

+

COMPARE TAX DETAILS

Tax Structure - Old Regime

₹ 369860.40

Tax / Year

Gross Salary

₹ 2116600.00

Less: Exemption U/S 10

₹ 181250.00

Less: Deductions U/S 16

₹ 42400.00

Less: Deductions Chapter VI A

₹ 82500.00

Taxable Salary

₹ 1892950.00

Tax on Total Income

₹ 369860.40

VIEW

Tax Structure - New Regime

₹ 488779.20

Tax / Year

Gross Salary

₹ 2116600.00

Less: Deductions Chapter VI A

₹ 0.00

Taxable Salary

₹ 2116600.00

Tax on Total Income

₹ 488779.20

VIEW

Disclaimer: The tax stimulator is only meant to provide a quick & an easy access to basic tax calculation of the estimated impact of the new provisions. This does not purport to give correct tax calculation in all circumstances. It is advised to refer to the income tax provisions for the actual impact and eligibility. Intel does not take any responsibility or provide any advice on tax method.

Human Resources

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# BANK ACCOUNT – SALARY CREDIT



- To submit their bank account number (savings account) to Payroll immediately upon joining through [Bank Account eForm](#) for credit of salary.
  - **New or Transfer-in or Rehired**
- If your bank account details submitted in eForm after cutoff date (i.e. 15th of the month), your salary will be processed through offcycle payment.
  - **Submitted between 16<sup>th</sup> to 30/31<sup>st</sup> end of month → Off-cycle payment by end of first week of the following month**

- You have the option to get your salary credited in any of the seven banks mentioned below.

- ⇒ **Citibank**
- ⇒ **ABN Amro**
- ⇒ **Duestche**
- ⇒ **HDFC**
- ⇒ **HSBC**
- ⇒ **ICICI**
- ⇒ **SBI**



- If you do not have a bank account in any of these banks, it will be your responsibility to open an account (savings account) on your own and submit the account number to payroll through the [Bank Account eForm](#).
- If you need documents like address proof and employment letter refer to [HR Standard Letters Request Process](#) or use eform tool – “[Employee Letters tool](#)”

Refer to the Guidelines & more info @ Circuit > Pay & Benefits > Compensation > Pay  
[https://employeecontent.intel.com/content/hr/pay/bank/Bank\\_Account.html](https://employeecontent.intel.com/content/hr/pay/bank/Bank_Account.html)



# Bank Account cum PAN – eForm

## \* Mandatory Field

### Step 1 : Fill in Bank Branch Information ([Help?](#))

Bank Name:

IFSC Code:

Re-enter IFSC Code:

← bifurcations of wrong entry and the common errors done

### Step 2 : Fill in Bank Account Information

\* Account Holder Name: ([Help?](#))

\* Account Number: ([Help?](#))

\* Re enter Account Number: ([Help?](#))

\* PAN Number:

If you are a transfer in employee from another country and you don't have "PAN" please enter as "ILH" in the PAN field. Once you are allotted the PAN, resubmit the form with PAN.

### Step 3 : Fill in Employee Reimbursement Account Number (ERA Number)

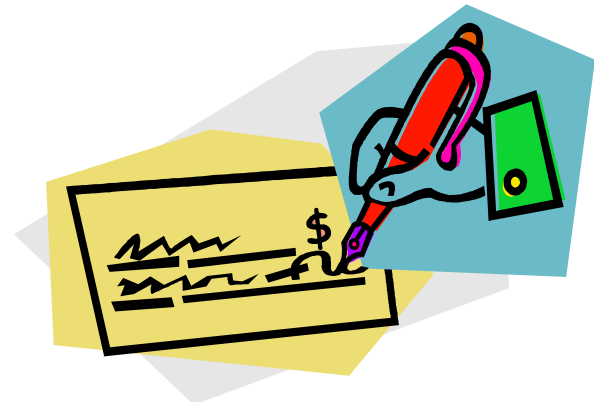
\* Required for Outbound Relocates Only

ERA Number:

Re-Enter ERA Number:

☐ I hereby authorize Intel to credit my pay into my bank account as indicated above. I understand that I am responsible to provide accurate bank account information and Intel is not responsible for any delays or non-payment caused by inaccurate bank account information provided by me. ([Help?](#))

☐ I do hereby declare that the PAN (Permanent Account Number) stated above is true and correct to the best of my knowledge



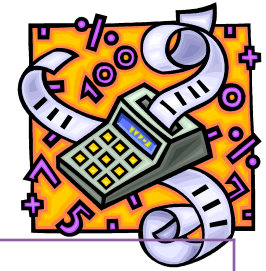
## Need help?

- If this is a guideline, process or eligibility issue then [Get HR Help](#)
- If this is a technical issue with the eForm then [Contact IT TAC](#)

[SUBMIT](#) [Close](#)

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# Income Tax Slab (Apr2020 - Mar2021)

Income Range in INR per Annum	New Tax Rate for FY2020-21	Old Tax Rate for FY2020-2021	Cess Rate
	<b>Without Deduction &amp; Exemption</b>	<b>With Deduction and Exemption</b>	
1 – 2,50,000	0%	0%	0%
2,50,001– 5,00,000	5%^	5%^	4%
5,00,001 – 7,50,000	10%	20%	4%
7,50,001 – 10,00,000	15%		
10,00,001– 12,50,000	20%	30%	4%
12,50,001– 15,00,000	25%		
15,00,001 and Above	30%	30%	4%
<p style="text-align: center;"><b>Surcharge</b>  Taxable Income &lt; 50 Lakhs – 0% Surcharge  Taxable Income between 50 Lakhs and one Crore – 10% Surcharge  Taxable Income between 1 Crore and 2 Crore – 15% Surcharge  Taxable Income between 2 Crore and 5 Crore – 25% Surcharge  Taxable Income beyond 5 Crore – 37% Surcharge</p>			

# SPECIAL ALLOWANCE



- ✓ Section 10 of the Income Tax Act, provides a long list of tax exemptions especially for the salaried employees to reduce the burden of taxing, as below which are a common market practice in India.

Conveyance allowance  
Medical reimbursement

- ✓ Rescinded in FY 18-19 Government budget
- ✓ Standard deduction INR 50,000 per annum

Remaining like LTA (Leave travel allowance), etc.

## Special Allowance

Compensate for additional resultant tax due to the absence of these components.

Special Allowance is a fixed amount per Grade and is paid out monthly

Guidelines & more info @ Circuit > Pay & Benefits > Compensation > Pay >

Special Allowance / HRA FAQ → <https://employeecontent.intel.com/content/hr/pay/allowance/introduction-hra-revision-special-allowance-faqs.html>

# HRA - HOUSE RENT ALLOWANCE

## Context:

- ✓ Component of salary commonly provided by employers to employees in India
- ✓ Provides employee with tax benefit (**exemption**) on the amount paid by them towards their rented accommodations every year
- ✓ Optional benefit – “**Opt-in**” - Participation is **voluntary**
- ✓ NOTE: HRA is **NOT** available - if you have opted for **New Tax Regime**.

## Employee Action required on HRA in payroll ESS Tool

1. **Allocation** (annual - from available residual pay)
  - ✓ Can be done any month (1st to 15th calendar day) from Apr onwards in ESS tool under “myFlexibleBenefits”
  - ✓ Recommended to do it as early as possible
2. **Declaration** (one time - date range, monthly rental – enables tax benefit) in ESS tool under “myInvestments”
  - ✓ Allocation and Declaration actions, are both required to be completed, in order for employees to get HRA tax exemption through Payroll
3. **Submission** (online proof submission during window period in Jan each year) in ESS tool under “myInvestments”
  - 1) Rent receipts
  - 2) Rental agreement
  - 3) Future month declaration (Jan, Feb, Mar)

**Guidelines & more info @ Circuit > Pay & Benefits > Compensation > Pay >**  
**HRA Policy page →** <https://employeecontent.intel.com/content/hr/pay/allowance/house-rent-allowanceindia.html>

# HRA - HOUSE RENT ALLOWANCE .... CONTINUED....

**myDeclarations**

**IMPORTANT POINTS PLEASE READ**

- 1) The window to upload actual tax saving proof documents into ESS for FY 2020-21 is from Jan 11 to 24, 2021. To start uploading go to: myDeclarations > myInvestments > Add Declaration > Declaration Type. Click to the 'ESS Job Aid' for step by step instructions on submitting the investment proofs. For further details click on 'Investment Proofs Submission Guidelines'.
- 2) Please update your father's name at 'About Me', to be captured in the form 12BB, which is a statement showing particulars of claims by an employee for deduction of tax, as required by the Income Tax Act of India. Go to: 'About Me' > 'myDetails' > 'Family Information', and fill in your Father's name. Note: You can update the details from 1st to 15th of the month only. Please update before 15th March 2021.
- 3) HRA (House Rent Allowance) allocation window for each month will be open from 1st of the month (8 AM IST) to 15th of the month (6 PM IST).
- 4) The tentative amounts declaration window for tax savings will be from 1st (8 AM IST) to 15th (6 PM IST) of a every month, submissions beyond 15th (6 PM IST), will be considered from next month's tax calculation.
- 5) For Jan, the tool will be open only from 1st to 10th Jan for tentative amount declarations. From 11th to 24th Jan, the tool will be open for actual proofs submissions, to be considered in Feb and Mar Payrolls.
- 6) The allocation of ANNUAL HRA under 'myFlexibleBenefits', and the declaration of MONTHLY RENT under 'myInvestments' both actions are required to be completed in order to get HRA tax exemption through Payroll. Please refer to the HRA policy guidelines on Circuit and the FAQs before opting to claim tax exemption under HRA.
- 7) To declare Income or Loss from House Property, go to: myDeclarations > myInvestments > Add Declaration > Income From Other Sources > House Property > Select Self Occupied or Let out.
- 8) The max tax benefit eligible under Section 80C is Rs.150,000/-, which includes investments like: PF, VPF, PPF, Pension Fund, Life Insurance Premium, Home Loan Principal repayment etc.
- 9) Employee PF and VPF contribution deducted from salary are also part of Section 80C investments. These amounts will not show up in the ESS tool, however they will be added into the payroll tax exemption calculation directly. Please refer to your tax computation to know PF and VPF amount that have been considered under section 80C.
- 10) An additional deduction for investment up to Rs.50,000/- in NPS is available exclusively to NPS subscribers under subsection 80CCD (1B).
- 11) Employees who have opted for new tax regime, are not eligible to get any tax exemptions.

**myInvestments**

Income From Other Sou... ₹ 69,403.00  
Section 80C Deductions ₹ 5,01,164.00  
HRA ₹ 0  
Section 80 Deductions ₹ 0

**myFlexibleBenefits**

**Allocation**

**myTaxMethod**

Your present Tax Method is Old Tax Regime

**Declaration**

**myTaxSimulator**

Calculate your Tax payable using Tax Method.

Rent Receipts should mandatorily contain the following details:

1. Employee's full name
2. Landlord's full name and signature
3. Complete address of rented house
4. Date of payment
5. Month and year for which rent is being paid
6. Amount of Rent paid
7. Mode of Payment (cash/cheque/online transfer)
8. Landlord's PAN Number

- ✓ Employees have to submit two rent receipts – (Apr & Dec)
- ✓ Employees can choose to use the Rent Receipt Template or use a format of their own choice. Regardless, the rent receipt submitted needs to contain all the above-mentioned details.

Rental agreements should mandatorily contain the following details:

1. Should be on a Stamp Paper.
2. Should contain:
  - a) Employee's full name and signature
  - b) Landlord's full name and signature
  - c) Complete address of both landlord and employee
  - d) Complete address of rented house
  - e) Rental amount
  - f) Period of agreement – the agreement should be valid for the period in which tax exemption is being claimed
3. In case of change in rent amount, change in house or expiry of previous rental agreement during the Financial Year, employees will mandatorily need to submit the new rental agreement which reflects the changes, along with the old rental agreement.

Future Month Declaration form should be submitted for the months January to March (if applicable):

The supporting document submission happens in the January timeframe, when employees would not be in possession of the rent receipts for the months of January, February & March.

TEMPLATE

Future month Rent Payment Declaration Template	
1. Employee details	
WWID	
Full Name	
2. Address of the rented house	
CITY: _____	
STATE: _____ PIN CODE: _____	
3. Future Rent details	
Rent for the month	Amount Payable
January 20.....	Rs.
February 20.....	Rs.
March 20.....	Rs.
I hereby declare that:	
1. I will be paying the rent amount declared for above mentioned house for the above mentioned period.	
2. The original rent receipts would be produced on request to Intel Technology India Pvt. Ltd.	
3. I hereby undertake to prove the authenticity of the above declaration before the Income Tax Authorities and/or Intel if and when called for.	
4. I shall be responsible for compensating Intel (even after employment ends) for any tax, interest and penalty payable to or charged by the Income Tax Authorities on account of any fraudulent claim submitted by me.	
Employee Signature	
Date of submission (DD-MMM-YYYY)	

Guidelines & more info @ Circuit > Pay & Benefits > Compensation > Pay >

HRA Policy page → <https://employeecontent.intel.com/content/hr/pay/allowance/house-rent-allowanceindia.html>

Employees can choose to use the Rent Receipt Template and Future Month Declaration form

# Retirement



## Provident fund

- **Statutory** monthly contribution
- Employee contributes 12% of basic salary
- Employer contributes another 12% of basic salary
- Existing UAN continues
- **KYC update** (Bank, Aadhar, PAN)
- PF Transfer (online – your action needed - 60days after joining Intel)
- **Reminder:** New joinee [Online Form 11](#) – Ensure to fill, acknowledge/sign and submit online. Send soft copy to HR Records ([grp\\_indiahrrecord@intel.com](mailto:grp_indiahrrecord@intel.com))

## India PF Do-It-Yourself Guidelines

### Topics

- Guidelines
- EPF Advance to Fight Covid-19 Pandemic
- UAN & KYC
- Provident Fund

### Guidelines

Please access the guides and follow the steps to perform your PF transactions on your own in the EPFO portal. If you encounter errors or issues while performing PF transactions, you may contact [intel.india@adp.com](mailto:intel.india@adp.com) for assistance.

- Member UAN activation process guidelines
- Member modify basic details guidelines
- Member KYC Upload process guidelines
- PF online transfer process guidelines
- PF Online withdrawal process guidelines
- PF Advance non-refundable loan guidelines



## Voluntary Provident fund (VPF)

- Only Employee contributes
- Can contribute upto 88% of basic salary
- New enrollments possible during the window period i.e., Apr & Oct every year
  - ✓ April 1 - April 15 (1st window) or
  - ✓ Oct 1 - Oct 15 (2nd window) only.

## Gratuity

- For every year of service after completing 4 years 240 calendar days of continuous service on EXIT
- 15/26 of last drawn monthly basic X years of service at Intel India
- Capped at INR 20,00,000

## Guidelines & more info @ Circuit >

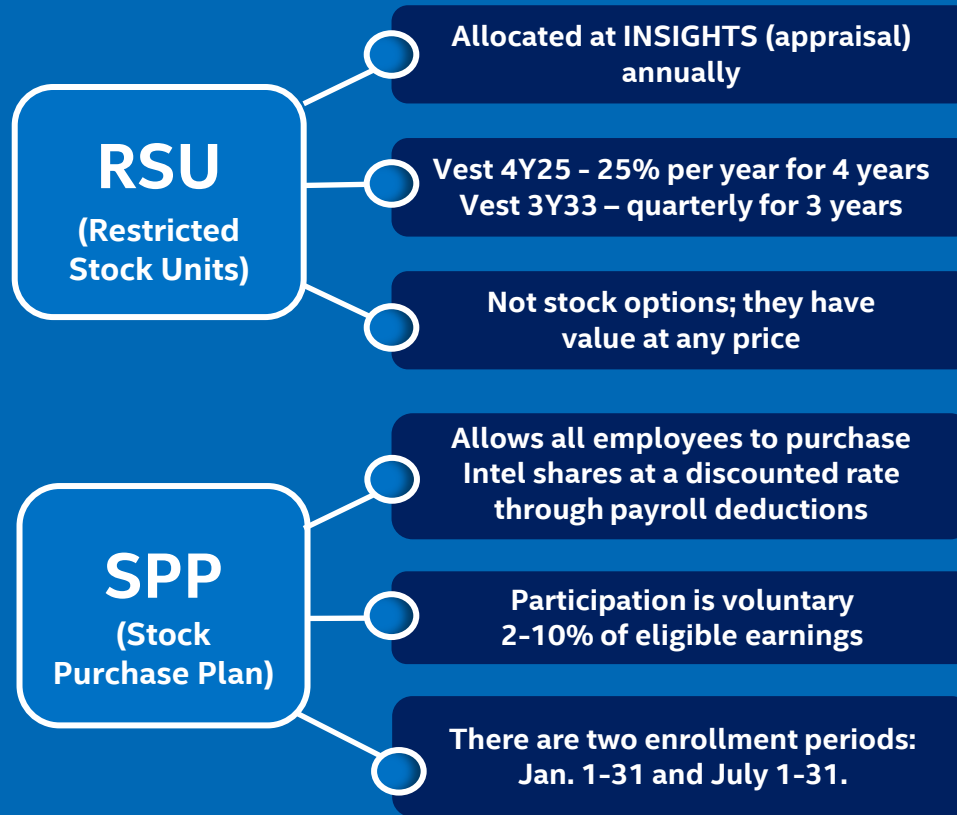
**Provident fund** → [https://employeecontent.intel.com/content/hr/pay/fund/Provident\\_Fund.html](https://employeecontent.intel.com/content/hr/pay/fund/Provident_Fund.html)

**Gratuity** → <https://employeecontent.intel.com/content/hr/benefits/retirement/Gratuity.html>

**Voluntary Provident Fund** → <https://employeecontent.intel.com/content/hr/pay/fund/VPF.html>

**PF DIY guidelines** → <https://circuit.intel.com/content/hr/benefits/retirement/india-pf-diy-guides.html>

# STOCKS: A QUICK RECAP



SPP Cycle	Period of payroll deductions	Payment to employees
SPP cycle -1:	Aug to Jan Payroll	31st March (through Main Pay)
SPP cycle-2:	Feb to July Payroll	30th Sep (through Main Pay)

## Guidelines & more info @ Circuit > Stock →

<https://employeecontent.intel.com/content/entrypage/2930fa64-efb5-4a71-bd17-7d451f0cdc26.html>

# Intel India Benefits explainer :





# KEY BENEFITS: TIME OFF/LEAVE



## 1 Time Off:

1. Short term in nature
2. Examples: Annual Vacation, Special Day Off, Bereavement, etc.
3. Auto-approved in the system for certain Time Off. Manager will receive notification.
4. Employee to have prior alignment with the manager on the Time Off, before submitting the request in Workday

1	"Time Off" Plans	Description	Max Entitlement	
	<a href="#">Annual Vacation</a>	Refers to paid number of days each year that an <b>employee</b> is allowed to be away from work	20 days	
	<a href="#">Annual Vacation (Intern)</a>	<b>Interns</b> paid number of days each year that an <b>intern</b> is allowed to be away from work	20 days	
	<a href="#">Long term Sickness Time Off</a>	Refers to time away from work due to <b>employee</b> illness for a <b>long</b> period of time	30 calendar days	
	<a href="#">Special Day Off</a>	Special Day Off refers to a paid <b>Flexi</b> time off for <b>any special occasion</b> of employees' choice	1 day	
	<a href="#">Short term Sickness/Casual Time Off</a>	Refers to time away from work due to <b>illness of self or dependents</b> for a <b>short period</b> of time	12 Days	
	<a href="#">Short term Sickness Time Off (Intern)</a>	<b>Intern Sickness</b> time away from work due to illness of self or dependents for a short period of	12 Days	
	<a href="#">Bereavement</a>	Refers to a period of time that company allows employee not to come to work because a	Per Event - 5 Calendar days	
	<a href="#">Maternity - Tubectomy Time Off</a>	Refers a period of time that company allows <b>female employee</b> to be away for a number of	Per Event - 14 Calendar days	
	<a href="#">Maternity - Gradual Return Time Off</a>	Refers to a period of time when an <b>female employee</b> transitioning back to work from	31 calendar days	
	<a href="#">Compensatory Time Off</a>	Refers to additional paid discretionary time off in recognition for extended hours that an exempt employee has had to work above and beyond what is normal for the job position (e.g. if work performed on a weekend beyond routine schedule of work & as approved by manager)	Discretionary as per respective management approval	
2	"Leave of Absence" Plans	Description	Max Entitlement	Leave Family
	<a href="#">Adoption Leave (Female employee)</a>	Paid LoA for adopting a child for a <b>Female</b> ee	182 calendar days	Family Leave
	<a href="#">Adoption Leave (Male employee)</a>	Paid LoA for adopting a child for a <b>Male</b> ee	42 calendar days	Family Leave
	<a href="#">Maternity Leave</a>	Paid LoA for maternity event for a Female ee	182 calendar days	Family Leave
	<a href="#">Paternity Leave</a>	Paid LoA for Paternity event for a Male ee	42 calendar days	Family Leave
	<a href="#">Maternity - Commissioning Mother Leave</a>	Paid LoA for Commissioning mother event for a Female ee	182 calendar days	Family Leave
	<a href="#">Ceased Pregnancy Leave</a>	Paid LoA for Miscarriage event for a Female ee	42 calendar days	Family Leave
	<a href="#">Maternity - Illness Leave</a>	Paid LoA for maternity related illness for a Female ee	31 calendar days	Family Leave
	<a href="#">Medical Leave</a>	Paid LoA on <b>Medical</b> grounds	365 calendar days	Employee Sickness Related Leave
	<a href="#">Medical Leave - Unpaid</a>	UnPaid LoA on <b>Medical</b> grounds	365 calendar days	Employee Sickness Related Leave
	<a href="#">Paid Leave Of Absence</a>	Paid LoA on <b>Personal/Non-Medical</b> grounds	365 calendar days	Special Circumstance Leave
	<a href="#">Personal Leave Of Absence</a>	UnPaid LoA on <b>Personal/Non-Medical</b> grounds	365 calendar days	Special Circumstance Leave
	<a href="#">Paid Special Circumstance Leave</a>	Paid LoA	-	Special Circumstance Leave

## 2 Leave of Absence (LoA):

1. Long term leave
2. Examples: Maternity, Paternity, Adoption, etc.
3. Employee status will change to "On Leave"
4. Employees to have prior alignment, share softcopy of the documents thru email with the manager on LOA, before submitting the request in workday

Guidelines & more info @ Circuit > Menu > Pay and Benefits > Time Off > Leaves >

[India Time off & Leave Entry page](#)  
[Frequently Asked Questions](#)

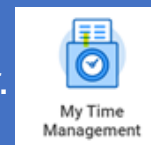
[Content table page](#)  
[Quick Reference Guides](#)

# KEY BENEFITS: TIME OFF/LEAVE



## How to get started in Workday

1. Start by familiarizing yourself with the newly revamped and enhanced [time off and leave Circuit page](#). Find all the necessary information - policies, process, guides, job aids, FAQs – in one central location.
2. To apply for time off or leave, go to [Workday](#) then click on *My Time Management*.  
  
Managers can also view and manage their teams' time off from the *Time and Absence* module.
3. Make use of the following [Quick Reference Guides](#) to perform the relevant tasks.
4. If you have more questions, you can also refer to these [Frequently Asked Questions](#) or the [Workday Job Aids Library](#).



Guidelines & more info @ Circuit > **Menu > Pay and Benefits > Time Off > Leaves >**  
[India Time off & Leave Entry page](#)      [Content table page](#)  
[Frequently Asked Questions](#)      [Quick Reference Guides](#)

## KEY BENEFITS:

# Healthcare – Group Mediclaim policy

### Hospitalization (GMC)

Policy will provide a cover for expenses incurred towards hospitalization / domiciliary hospitalization on account of illness / diseases/ injury sustained for all regular blue badge employee and his/her enrolled dependents.

- ✓ Your coverage has started from your joining date
- ✓ Medi Assist will send an email within 15days joining containing your logins to Medibuddy portal
- ✓ **You will need** to select a “Plan” and Enroll your dependants within 10 days of receiving email from MediAssist.
- ✓ 1+5 → Spouse/Domestic Partner, Children, Parents or Parent-in-law

- **Insurer – Bajaj Allianz General Insurance Co. Pvt. Ltd.(BAGIC)**
- **TPA – MediAssist**

	Plan A	Plan B	Plan C	Plan D
<b>Family Coverage</b>	3 Lakhs	5 Lakhs	7 Lakhs	10 Lakhs
<b>Premium Sharing</b>	Employee: 0% Dependant:10%	Employee: 0% Dependant:20%	Difference in premium between Plan C & Plan B	Difference in premium between Plan D & Plan B
<b>Claims Sharing</b>	<ul style="list-style-type: none"> <li>• For employee, spouse and children - 10% co-pay on medical expenses approved by TPA subject to max of INR 20,000 per hospitalization**</li> <li>• For parents – 20% co-pay on medical expenses approved by TPA subject to a max of INR 20,000 per hospitalization**</li> </ul>			

\*\* Repeat hospitalization for same illness within 120 days is treated as one hospitalization

#### PLEASE NOTE:

You need to select a plan and enroll your dependents  
Failure to do so, will lead to employee being covered under Plan A

### Hospitalization

- Blue badged employees and dependents
  - Optional family floater plans
- ICE & Interns defaulted to Plan A with no dependent
- Co-insurance: (max 20,000 per hospitalization)
  - ✓ Employee, Spouse/Domestic Partner, Children: 10%
  - ✓ Parents: 20%
- Cap amounts for specific ailments  
Cataract: Rs. 30,000 per eye; Knee replacement: Rs. 250,000 per knee; Maternity: Rs. 100,000 per delivery restricted to first 2 instances, etc.
- Premium co-share deducted from December salary
- Your medical concerns can be addressed through multiple channels / contacts:
  - ✓ **Your logins into Medibuddy tool**
  - ✓ **Dedicated email-id,**
  - ✓ **24 hours phone(IVRS),**
  - ✓ **weekly once Helpdesk person at your site café**
  - ✓ **MediAssist Escalation matrix**

Refer to the FAQ and Guidelines for more info @ Circuit > Menu > Pay & Benefits > Health and Wellness > HealthCare Benefits > Group Insurance > [https://employeecontent.intel.com/content/hr/benefits/healthcare/Medical\\_Insurance\\_HospitalizationIND.html](https://employeecontent.intel.com/content/hr/benefits/healthcare/Medical_Insurance_HospitalizationIND.html)



# Healthcare (Ailment Restriction under the policy)



Coverage	Conditions	Limit
Ayurveda & Homeopathy Types of Treatment	Policy covers other alternative treatments such as Ayurveda & Homeopathy if it is taken in the registered hospital (as per the hospital definition). Cashless facility is not available for Ayurveda claims. "Panchkarma" treatment constituting Nasya, Vamana, Virechana, Nirooha Vasti & Sneha Vasti, shall be paid under Ayurvedic benefit.	25% of Individual Family Sum Insured
Hormone Replacement Therapy/Immuno Therapy/Biological Therapy/Targeted Therapy	Hormone replacement therapy/ Immuno therapy/ Biological therapy/ Targeted Therapy injection prescribed for cancer treatments only will be covered only on doctor's recommendation when parenteral chemotherapy not advised.	Up to a limit of INR 25,000/- per sitting subject to maximum of SI limit
PET Scan	For cancer related treatments as a follow up measure PET scan will be allowed only once during the policy period up to INR 10,000/- after application of co-pay	Up to a limit of INR 10,000/-
Cataract	Cataract coverage is extended in the policy	INR 30,000 per eye
Knee Replacement	As per the Gazette Notice from National Pharmaceuticals Pricing Authority of India dated 16th of Aug. 2017, Implants listed in Knee Replacement (titanium alloy, oxidized zirconium, cobalt chromium, etc.,) and range from INR 4,090/- to INR 38,740/-	INR 250,000/- per Knee
Coronary Angioplasty Stents	As per the Gazette Notice from National Pharmaceuticals Pricing Authority of India dated 13th of Feb, 2017 order No: S.O. 412(E), coronary stents are listed under Essential Medicines and the charges of Bare Metal Stent, Drug Eluting Stent & Bio-Degradable Stent has been revised	INR 8,261/- + Taxes for Bare Metal Stent, Drug Eluting Stent & Bio-Degradable Stent to be charged at INR 30,080/- Taxes
Continuous Peritoneal Ambulatory Dialysis (C.A.P.D.)	Continuous Peritoneal Ambulatory Dialysis (C.A.P.D.) in cases where absolutely necessary is covered in the policy	50% of the Individual Family Sum Insured
Maternity & Infertility	Child birth including Normal and Caesarean Section delivery can be availed for first two incidents only under this policy, irrespective of whether the event/s took place prior to employment with Intel (applicable for employees or spouse only - No Pre and Post-natal charges are payable under maternity benefit)	Maternity or Infertility related treatment, put together capped up to INR 100,000/- (it remains the same for all Plans (i.e., A or B or C or D)
Gender Realignment Surgery	Gender realignment surgery coverage subject to WPATH Protocol document. Dependants above 18 years are eligible.	Up to Individual Family Sum Insured
Genetic Disorder Coverage	Genetic Disorder are covered, the same would be evaluated based on each admission.	Up to Individual Family Sum Insured
Congenital	Internal Congenital is covered under the current plan. However, External Congenital coverage is also added from 2020 policy period.  Treatment to achieve only aesthetic / cosmetic appearances without any positive effect on physiological functions will not be admissible For example: Imperforate Anus, Congenital Umbilical Hernia	Up to Individual Family Sum Insured
Mental Health	Inpatient treatment of mental health conditions relating to psychiatric, psychosomatic, developmental, anxiety, stress related disorders are covered Psychiatric/mental illness/suicide attempt caused treatments will be covered under OPD/IPD as per terms and conditions of the benefit. The coverages must be as per Mental Health Act 2017.  Psychiatric consultation/medication, as part of pre/post hospitalization expenses, will be covered under the Group Medical Insurance Policy. Any Psychiatric consultation/ medication required outside of the pre/post hospitalization duration should be claimed under the Outpatient policy (Not applicable for Gender Realignment Surgeries)	Up to Individual Family Sum Insured
Alcohol and Drug Abuse	Medical Expenses incurred for Hospitalisation of the Insured Person as a consequence of alcoholism, drug or substance abuse or any indicative condition. in-patient rehabilitation / detox / de-addiction treatment expenses for alcohol, drug and substance abuse will not be covered.	Up to Individual Family Sum Insured
Modern Treatment	Modern Treatment Methods and Advancement in Technologies (as per the list)	Upto 50% Of SI
Cyber Knife	cyber-knife treatment, Gamma Knife treatment, Stem Cell Transplantation, Robotic Surgery, Femto laser treatment for eye and Cochlear Implant treatment will be applicable for each eye each event.	50% Copay
Suicide / Self Inflicted Injury	Medical Expenses incurred for Hospitalisation of the Insured Person during the policy year	Up to Individual Family Sum Insured

# Other BENEFITS:

## Risk & protection



### Group Term Insurance (Life insurance) with FGI



- 3 x Target T-cash  
(Annual Base Pay + Bonus Goal  
APB/commission)
- Max: INR4,00,00,000
- Min: INR10,00,000

### Travel



- Business Travel accident:
  - 5 x annual earnings  
(max. US\$1,000,000)
- International travel emergency care: Aetna

### Group Personal Accident with BAGIC



- 3 x Target T-cash  
(Annual Base Pay + Bonus Goal  
APB/commission)
- Max: INR4,00,00,000
- Min: INR10,00,000
- Benefits:
  - Death due to accident
  - Permanent total disablement
  - Permanent partial disability
  - temporary total disablement

Guidelines & more info @ Circuit > Menu > Pay & Benefits > Health and Wellness > HealthCare Benefits > Group Insurance

GTL → [https://employeecontent.intel.com/content/hr/benefits/insurance/Group\\_Term\\_Life\\_Insurance.html](https://employeecontent.intel.com/content/hr/benefits/insurance/Group_Term_Life_Insurance.html)


GPA → [https://employeecontent.intel.com/content/hr/benefits/insurance/Group\\_PersonalAccident\\_Insurance.html](https://employeecontent.intel.com/content/hr/benefits/insurance/Group_PersonalAccident_Insurance.html)

BTA → [https://employeecontent.intel.com/content/hr/benefits/insurance/International\\_Business\\_Travel\\_Accident\\_Insurance.html](https://employeecontent.intel.com/content/hr/benefits/insurance/International_Business_Travel_Accident_Insurance.html)

# Other BENEFITS: WELLNESS



## Health for life (HFL)

- **Step 1: Health check**  
(Offsite or Onsite yearly once) 
- **Step 2: Health Risk assessment**
- **Step 3: Health coach**
- **Complete all 3 steps and receive a free health check for 1 dependent**
- **Medi Assist – Medibuddy portal**



## Employee Assistance Program (EAP)



- A Professional Coaching/ Consultation service offered to employees with Work- or Personal- related issues that may affect workplace performance or personal well-being.
- **Confidential** place to talk about your concerns with a non-judgmental professional
- Developing **new insights** or **different perspectives** on the situation or problem
- Develop new coping strategies and healthy ways to **cope or resolve conflict**
- Identify ways to strengthen **support systems**

### Outcome?

Greater personal effectiveness  
&  
Greater professional effectiveness

## EAP (WLC) Entitlements

- **5 face to face/ telephonic consultations per employee per issue**
- **24/7 hotline local & global access**
- **Unlimited email consultation**
- **Access to E-learning platform**

Guidelines & more info @ Circuit > Menu > Pay & Benefits > Health and Wellness > Wellness Programs >

Lyfeline (HFL) → <https://employeecontent.intel.com/content/hr/benefits/wellness/hfl-lyfeline-intro-ind.html>

EAP → <https://employeecontent.intel.com/content/hr/worklife/eap/Employee Assistance Program GAR.html>

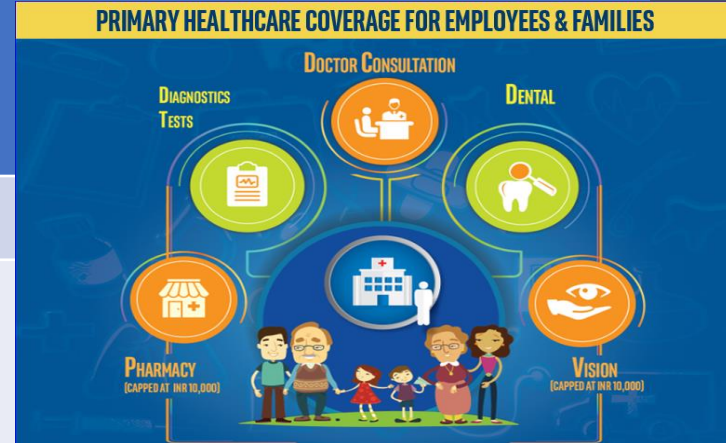
EAP Hotline access → <https://employeecontent.intel.com/content/hr/worklife/eap/Employee Assistance Program Hotline.html>

EAP online resource → <http://hd-lms.netdimensions.com>



# Healthcare - Outpatient Program

Coverage	INR 25,000 per annum
Outpatient Services	<ol style="list-style-type: none"> <li>1. Doctor Consultation</li> <li>2. Diagnostic Tests</li> <li>3. Dental</li> <li>4. Vision (Capped at INR 10,000) <ol style="list-style-type: none"> <li>a) Within 10,000 Vision limit, contact lens capped at INR 4,000</li> </ol> </li> <li>5. Pharmacy through cashless only (Capped at INR 10,000)</li> </ol>
Premium	To be fully borne by Intel
Claim Sharing	20% co-pay on all claims
Eligible Population	Regular BB ees (excludes ICE & interns)
Dependents	<ul style="list-style-type: none"> <li>• Extended to same set of dependents enrolled in medical insurance (i.e.) Employee + up to 5 Dependents (Spouse/Domestic Partner, Children, Parents or Parents-in-law)</li> <li>• No separate enrollment process for OPD</li> </ul>
Administration	<p>Through insurance provider (BAGIC) administered by TPA (Mediassist)</p> <p>Reimbursement is subject to soft copy submission within 30 calendar days of the payment and validation of supporting documentation. (Prescription, Report, Receipt)</p>
Mode of Claiming	<p>Both Cashless through online portal &amp; Reimbursement by insurer</p> <ul style="list-style-type: none"> <li>• Pharmacy claims will be through cashless only</li> </ul>



NON-EMERGENCY  
SERVICES

Guidelines & more info @ Circuit > Menu > Pay & Benefits > Health and Wellness > Healthcare Benefits > Outpatient Program  
 Policy Page → <https://employeecontent.intel.com/content/hr/benefits/healthcare/outpatient-program-india.html>  
 FAQ Page → <https://employeecontent.intel.com/content/hr/benefits/healthcare/outpatient-program-india-faq.html>



# Other BENEFITS: Family friendly



## 1. Day Care Reimbursement Program

- Receipt based reimbursement of fee
- for children upto 6 years - INR 6,000 p.m. per child

## 2. Day Care Discount Program

- specific discounts at select day care Centres



## Elder Care Program

This thoughtful program provides your parents and parents-in-law with care and comfort, through the following services

-  Transport and Escort service
-  Elder Care Helpline
-  General Physician Visit
-  Home Health Aide
-  Home Nurse Visit
-  Home Sample Collection
-  Physiotherapist Visit

Guidelines & more info @ Circuit > Menu > Pay & Benefits > Health and Wellness > Wellness Programs > Elder Care → <https://employeecontent.intel.com/content/hr/benefits/wellness/elder-care-ind.html>


Guidelines & more info @ Circuit > Menu > Pay & Benefits > Family > Childcare & Education > Reimbursement → <https://employeecontent.intel.com/content/hr/worklife/family-care/day-care-reimbursement-program.html>  
Discount → <https://employeecontent.intel.com/content/hr/worklife/family-care/day-care-discount-program.html>

# FINANCIAL ASSISTANCE








- ✓ Employee can apply for a loan of up to 2 times monthly salary for any one the following:
  1. [Emergency Loan Program](#) (ELP) for unforeseen illness/Accident/Death in family
  2. [House Rent Deposit Advance](#) (HRDA) for paying the security deposit
  3. [Extended Education Program](#) for employee's professional growth
- ✓ Amount recovered in 12 interest free Equated Monthly Installments (EMI), Employee pays perquisite tax.
- ✓ Refer [Circuit](#) for Financial Assistance Program Guideline and Q&A.




# Resource: MediBuddy tool




[Your repository](#)[Your profile](#)[Sign in](#)


 <h3>MEDICAL POLICY</h3> <p>Know your health policy terms &amp; conditions and more. Enrol your family for health policy cover. Upon enrollment, you can view and print your Medi Assist e-card for identification.</p>	 <h3>HOSPITALIZATION</h3> <p>Search for your nearest network cashless hospital. Send us an intimation for an eCashless Hospitalization. Notify us before you are discharged from hospital for speedy settlement.</p>	 <h3>OUTPATIENT PROGRAM</h3> <p>Book Doctor Consultation, Diagnostic Tests, Dental , Vision and Pharmacy through Intel's Outpatient Program.</p>
 <h3>CLAIMS</h3> <p>Submit your reimbursement and Outpatient claims online or track your claim status in real-time.</p>	Hello , Home Treatment Only. <a href="#">Supplementary COVID Insurance Plan</a>	
 <h3>LYFELINE</h3> <p>Lifeline brings wellness to your workplace and helps you identify your current state of health and risk factors, and helps you get expert advice on your physical and mental well-being.</p>	 <h3>ELDER CARE PROGRAM</h3> <p>Book Transport and Escort Service, Home Health Aide, General Physician, Physiotherapist and Nurse visits through Intel's Elder Care Program.</p>	 <h3>DAY CARE REIMBURSEMENT</h3> <p>Claim Reimbursement for Day Care expenses.</p>





# Resource: Travel & Expenses


IMPORTANT ALERTS AND INFORMATION

  
Alerts

  
Planning

  
Booking

  
On Trip

  
Return

Get **Help** with SAP Concur | Visit [Concur Training](#) for some helpful Expense 'how to' video's

Travel and Expense Home

Planning

Booking

On Trip

Return

Travel and Expense Tools and Apps

Travel and Expense Policy

Infrequent Traveler

Frequent Traveler

Travel Arranger

Manager of Travel

Non-Travel Expense

Support

Phases of Intel Travel and Expense

Planning

Booking

On Trip

Return

Types of Traveler

Infrequent Traveler

Frequent Traveler

Travel Arranger

Manager of Travel

  
Quick Links

- [Covid-19 Microsite](#)
- [Travel and Expense Reimbursement Global Policies and Guidelines](#)
- [Traveler Safety and Wellness](#)
- [Travel with Confidence During Coronavirus](#)
- [Corporate Travel Alerts](#)
- [About the Intel Corporate Travel Card](#)
- [Air Shuttle](#)
- [Intel Site Information](#)
- [Guest Travel](#)
- [Relocation](#)
- [Travel, Corporate Card, and Expense Customer Service](#)

Guidelines & more info @ [Circuit > Menu > Travel & Expenses >](#)  
Review the [SAP Concur User Welcome page](#) or visit the [Travel and Expense site](#)

# Resource:- SAP Concur Tool

## Welcome to the New Concur Expense Experience

Concur Expense just got a whole lot easier.

NextGen Expense is Concur's upgraded expense reporting experience. This update will make your expense reporting more intuitive, integrated, and efficient. Here's what you can expect:



### QUICKER EXPENSE REPORTING

Add and create expenses from one location, fix issues fast, and easily discover which corporate card charges are ready to be expensed. All this means you'll be able to complete your reports more quickly than before.

[Learn More](#)



### STRAIGHTFORWARD EXPENSE DETAILS

From itemizations to attendees, you can easily view and edit details when you open an expense. And your receipt is visible, so you can easily reference it while you work on the expense.

[Learn More](#)



### EASIER ITEMIZING

The update gives you more space to do your itemizations and makes it possible to itemize room rates by night – which translates to quicker, simpler, and more accurate expense reporting.

[Learn More](#)



### SIMPLE ATTENDEE MANAGEMENT

Easily find the people or groups you'd like to add as attendees. You'll also have more room to work, meaning you can see everything you need to manage your attendee list for an expense at once.

[Learn More](#)



### FASTER ALLOCATIONS

See everything you need to complete your allocations at once so you can get your task done more quickly.

[Learn More](#)



### FREQUENTLY ASKED QUESTIONS

Have a question about the new UI?

[Learn More](#)

## Planning Your Trip

[Travel and Expense Home](#) [Planning](#) [Booking](#) [On Trip](#) [Return](#) [Travel and Expense Tools and Apps](#)

[Travel and Expense Policy](#) [Intel Guest Traveler](#) [Frequent Traveler](#) [Travel Arranger](#) [Manager of Travel](#)

[Non-Travel Expense](#) [Support](#)

The first phase of Intel travel is Planning. This phase describes and identifies all information you should review prior to booking your trip. There are guidelines, country-specific sections, travel and safety information, and many more helpful resources. All Planning pages will be identified by the Planning icon. Also, be sure to keep your eyes open for planning information within content pages in the other phases as you prepare for your trip.



- › Traveler Checklist - Domestic Travel
- › Traveler Checklist - International Travel
- › Travel with Confidence During Coronavirus
- › Intel Corporate Travel Card Q&A - Global
- › Applying for an Intel Corporate Travel Card
- › About the Intel Corporate Travel Card
- › Intel Corporate Travel Card Application Process
  - Greater Asia (GAR)
- › Intel Corporate Travel Card Application Process
  - Greater Europe (GER)
- › Intel Corporate Travel Card Application Process
  - Greater Americas (GAM)
- › Intel Corporate Travel Card Application Process
  - Latin America (LAR)
- › Traveler Safety and Wellness
- › Visas and Work Permits
- › SAP Concur Expense - Bank Profile Set Up
- › Creating a Travel Profile
- › SAP Concur Travel Booking Tool - Travel Profile
- › Travel Profile - Designating a Travel Arranger
- › Business Travel Insurance and Assistance
- › Travel and Expense Reimbursement Global Policies and Guidelines
- › Preferred Travel Service Providers
- › Preferred Travel Agency Directory
- › Personal Travel Rewards
- › Non-Intel Guest Traveler Policy
- › Submitting Non-Intel Travel Requests in Concur
- › Travel Approval Required
- › Global Export Compliance

# RESOURCE: GET HR HELP – ONE STOP FOR ALL HR RELATED QUESTIONS

intel. circuit

## Main Menu

Home

Tools

Pay and Benefits

Travel and Expense

Career and Learning

Campus Information

About Intel

Tech News and Solutions

Support



## Support

Get HR Help

IT Help (TAC)

Building Assistance Center

Corporate Security

IT Alerts

Crisis Help

Circuit Support

Information Security

2

1

- ✓ New HR chatbot – “**AskHR**”



- ✓ Any HR-related questions?  
Contact **GET HR Help**

You can get support from a live HR agent by submitting an e-ticket, or via chat or phone. You can expect an answer to your e-ticket within 9 business hours. If you would like more immediate help, use chat or phone during business hours.

If you wish to open an HR ticket, please use the submit a ticket button below. Your issue will be addressed as soon as possible.



### Live Chat

I can't work this out by myself and need help right now.



### Ticket

I can't work this out by myself, but it's not urgent.  
Response in 1 business day.



### Call an Agent

I have a complex issue and want to talk to someone on the phone.



# RESOURCE: MY BENEFITS & CAREER TAB FEATURES



## Main Menu

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Travel and Expense

Career and Learning

Campus Information

About Intel

Tech Tips and Information

Support

## My Links

Edit

Intel Blogs and Forums

Jobs OnLine

My Learning

Campus

Sarjapur

Change

A supportive and caring voice is just a phone call away.

We know it's been a difficult year and the holidays might not be the same. It's important to take care of your mental wellness this winter. Your local EAP counselors are available to help.

Visit EAP



## Telemedicine Options

Options to help you access care from anywhere.

A great tool to help you and your family through this coronavirus crisis.

Learn More

Coronavirus Microsite

Healthcare

Mental Wellness

Life Events

Work Event Changes



## Benefits & Services Index (A-Z)

A complete alphabetical index of all benefits and services available to you at your specific Intel campus.

View all



## Our Rewards Philosophy

Learn about Pay & Recognition, Benefits & Services, Learning & Career, and Life & Community.

Learn more



## Pay, Stock, and Benefits Videos

View our short videos designed to help you understand base pay, bonus, stock, and benefits at Intel.

View all

2020  
Key Dates  
Calendar



## Key Dates Calendar

See what's coming soon at Intel!

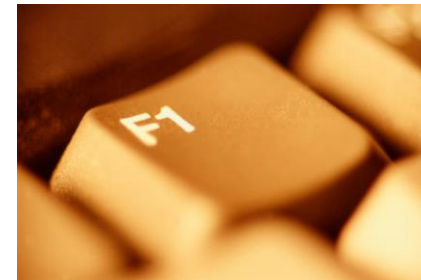
This calendar includes Intel Holidays, the Payroll Cut-off and Payout Date Schedule, All Hands and Earnings Releases, and Bonus Payout Dates.

View calendar





# Resource: HRS – Support Model

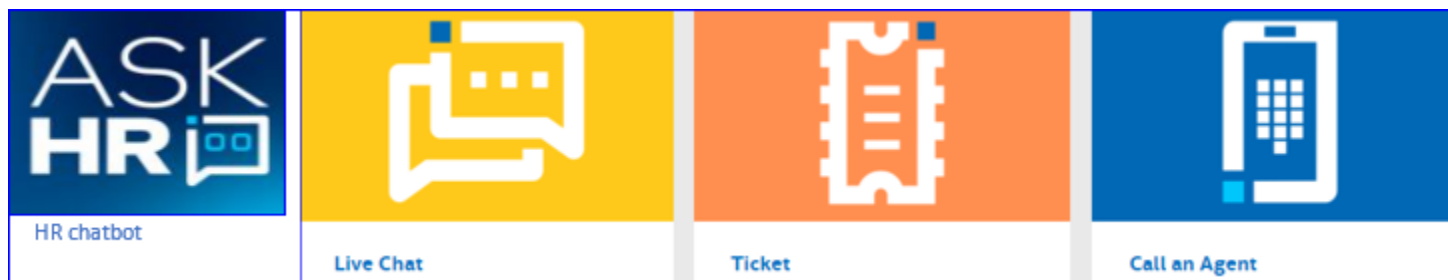


1. **NEO Session material**
2. **Search in**
  - **Circuit**
  - **Every Tue Newsletter (ES Corner)**

3. **Get help directly from our partners for the following topics:**

For questions regarding . . .	Contact	Online or email or Phone at
Provident Fund (PF)	ADP	<a href="mailto:intel.india@adp.com">intel.india@adp.com</a>
<ul style="list-style-type: none"><li>✓ Medical Insurance</li><li>✓ Wellness – Health for Life</li><li>✓ Elder Care Program</li><li>✓ Day Care Reimbursement</li><li>✓ Outpatient Program</li></ul>	Medi Assist	<a href="mailto:intel@mediassistindia.com">intel@mediassistindia.com</a>

## 4. **Get HR Help**





# Summary and key points



- Fill, Sign & Complete all the Pending Onboarding document/forms (if any) [grp\\_indiahrrecord@intel.com](mailto:grp_indiahrrecord@intel.com)
- Submitting the three nomination forms: (GTL, Gratuity & PF)
  - ✓ Take a printout of all the three nomination forms
  - ✓ Fill and sign the same (take assistance of the sample forms for each of these)
  - ✓ Drop it in the ES drop Box.
- Fill and submit online
  1. At Medi Buddy portal you need to select a “Plan” and make changes / enroll your dependants within 10 days of receiving email from MediAssist.
  2. Access ESS tool between 1st and 15th of a month to do the Tax Regime selection, Investment Declarations and HRA allocation.
  3. Update your Bank and PAN details in the bank account e-form
  4. Stock Purchase Plan (SPP) enrollment.
  5. Voluntary Provident Fund (VPF) enrollment.
- PF Transfer forms to be filled and submitted online (if applicable)
  - ✓ Ensure KYC is updated
  - ✓ Form 13 - Application for Transfer of EPF Account
  - ✓ Circuit > My Life & Career > Supplemental Financial Benefits > Employee Fund > Provident Fund Guideline
- Check with manager and apply for American Express Corporate Travel Card



# Questions

intel®