

MARSH MCLENNAN READY RECKONER

Payroll & Tax



- The salary cycle cut off for new joiners is 15th of the month. Colleagues joining till 15th of any month will get their first salary in the same month. Colleagues joining post 15th of any month will get their first salary in the subsequent month.
- Please ensure that your Bank Account with the IFSC code is up to date in Workday before the payroll cutoff date, which falls on the 15th of each month.
- You will receive your login credentials for HGS (our Payroll vendor) within 15 days of joining. These credentials will grant you access to your investment declarations, Flexi benefit plan, Form 16 and pay slips.
- It is crucial to promptly submit your investment declaration on the HGS portal upon receiving the login details. This step ensures that the payroll team accurately calculates your taxes.
- Salary payments are disbursed on the last working day of each month.
- Colleagues are required to ensure that their AADHAR and PAN are linked.

For any queries/issues please reach out to HR Services: HRServices@mmc.com

Insurance & Benefits



- We have a Group Mediclaim policy with ICICI Lombard, offering a sum insured of INR 700,000.
- The policy covers new joiners, their spouses and up to three children.
- An additional top up of 1,000,000 is also provided with a minimum premium of 1250 annually.
- You will receive a welcome email from Prosper in the first week of the subsequent month post joining. This email will guide ([Prosper](#)) you on how to enroll yourself and your dependents.
- An E-card will be sent to you via email 45 days after enrollment. Alternatively, you can download it from TPA-ICICI Lombard after the same period.
- Colleagues aged 35 years and above are eligible for an annual preventive health check-up. You can expect to receive a notification about this check-up within 45 days from your enrollment date.
- You can also refer the coverage process for [Voluntary Parental Policy](#).
- You can also refer the [Employee Benefits Manual](#)

For any queries/issues please reach out to mmcinsurancesupp@marsh.com

Leave Policy

Leave Type	Mumbai & Pune	Gurugram	Noida	Comments
<i>Earned Leave</i>	18	20	17	Carry forward up to 45 leaves
<i>Casual Leave</i>	8	7	10	Lapses at the end of calendar year
<i>Sick Leave</i>	7	7	15	Carry forward up to 21 leaves
<i>Public Holiday</i>	10	10	10	Lapses at the end of calendar year

All the leaves are credited at the start of the calendar year.

For any queries/issues please reach out to HR Services: HRServices@mmc.com



Time and Absence

Points to remember

- Colleagues must fill in their attendance on Workday using the given link for the previous week.
- You may refer to the Holiday calendar for the list of holidays basis your work location.
- Optional Holidays to be selected within 30 days of joining the organization.

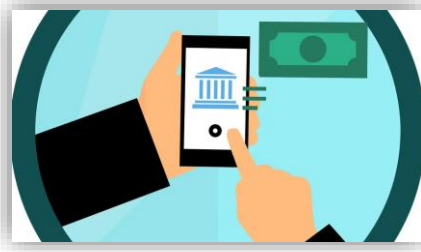
Resources for Time and Absence

- For Time Entry Guide [Click here](#)
- For requesting a time off /apply leave guide [Click here](#)
- For Holiday Calendar [Click here](#)



For any queries/issues please reach out to HR Services: HRServices@mmc.com

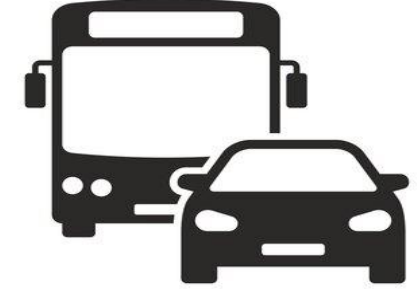
PF Transfer



- Employees may start the process of transferring their PF (Provident Fund) online.
- Please note that PF transfer can only be initiated after receiving the second salary at MMC.
- To facilitate this process, kindly ensure that your previous employer has updated your Date of Exit on the EPFO portal.
- You can submit your PF transfer request by logging into the EPFO Unified portal.

For any queries/issues please reach out to MMCPFSupport@hsgbs.com

Transport & Parking Services



Transport:

- You can avail transport via Routematic app
- [Click here](#) for Routematic app guide
- Centralized Pickup timings: 9:30 AM, 12:00 PM and 1:00 PM (Powai, Mumbai)
- Centralized Drop timings: 6:30 PM only
- Home Pickup timings: All shifts for Pune & NCR (GGN & Noida) office locations & for Mumbai : 06:00 / 06:30 / 14:30 / 17:30/ 18:30 & any shift from & after 9:00 PM

Parking Services:

- We offer parking facilities for colleagues who bring their own vehicles.
- Colleagues must drop a mail to Facilities team 24 hours prior to the commute date and the team will arrange parking accordingly, Single day request will only be taken at a time.
- You can write to facilities team to avail Parking Pass for your two-wheeler or Four-wheeler.

For any queries/issues related to transport please reach out to mmgstransport.helpdesk@mmc.com (Mumbai / Pune) & Transport.Helpdesk@mercer.com (GGN / Noida)

For any queries/issues related to facilities please reach out to facilities.helpdesk@mmc.com

Freespace, Meals & IT Support

Booking Workspace (Freespace) & Meal allowance :

- Colleagues are encouraged to install the **Freespace** application, available on both the App Store and Play Store, to help with seat management.
- [Click here](#) to refer to the Freespace application guide.
- For Pune, Gurugram & Noida colleagues can use **GoKhana App** and enjoy meals from cafeteria
- For Mumbai colleague we have subsidized meals in the cafeteria

CTSS (IT) Support :

- For any IT-related inquiries or assistance, you can submit a ticket via the ServiceNow portal: <https://mmcnnow.service-now.com/esc>
- You can also send an email to IndiaMGTHelpDesk@mmc.com.



For any queries/issues related to facilities please reach out to facilities.helpdesk@mmc.com

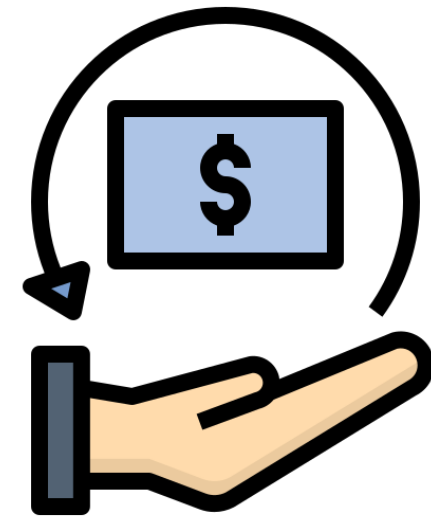
Reimbursement, Travel & Communication (Mobile & Data Usage)

Reimbursement, Travel & Mobile & Data Usage :

- Any travel/reimbursement needs are to be discussed with your respective manager
- Allocation of any communication related assets is basis business requirement
- Manager must raise the request for a device for a new joiner through CTSS (IT support)

Resources for claiming reimbursement (IExpense Overview):

- [Click here](#) for IExpense portal overview
- [Click here](#) to access IExpense portal



For any queries/issues related to IExpense portal please reach out to R12iExpense.HelpDesk@mmc.com

ID Card

- The ownership of this Temp Access card lies with employee and hence employee is expected to hand-over the same back to Security team when no longer needed at their end.
- In case the Access ID Card is lost/misplaced, please inform to Security Helpdesk immediately (Email: SecurityHelpdesk.India@mmc.com Call: *1111 / 01244773902) so that it is deactivated to avoid misuse.
- If you don't have a wallet card, please visit your security desk or write to the security team and we will arrange the same for you.
- Photograph session takes place on the same day. Temp Access Card is valid only for 24 hours.
- Permanent ID cards are then created within 1 week and colleague must collect it from reception area.



For any queries/issues please reach out to SecurityHelpdesk.India@mmc.com

Internal Complaints Committee & Employee Assistance Program

For Internal Complaints Committee :

- Please refer to Page 6 (4.4) for the Internal Complaint Committee chairs and their contact details
- [Click here](#) for POSH Policy
- Contact : Trupti Nawathe for Mumbai & Pune
- Contact : Surbhi Dogra for Gurugram & Noida

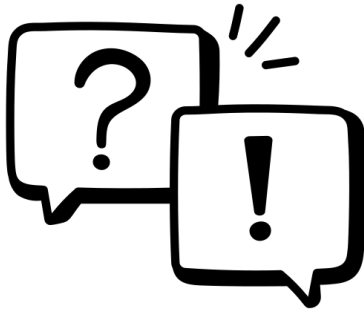


For Employee Assistance Program :

- The Employee Assistance Programs (EAPs) are multi-faceted, free services to support your well-being by helping you to best handle life's challenges and pressures and ensure you have the right help at the times when you need it most.
- [Click here](#) to Access the EAP page here (Code to login is MMC)
- Employee Orientation Recording ([Click here](#))
- Manager Orientation Recording ([Click here](#))

For any queries/issues please reach out to HR Services: HRServices@mmc.com

Whom to reach out to



- Your manager/supervisor
- Raise a ticket on service now. [Click here](#) to access Service now and raise a ticket
- If you are a People Manager and would like to discuss any people related matter or issue, you can reach out to your respective HRM. HRM's work very closely with the People Managers in guiding and supporting them with regards to the team members.
- [Click here](#) to refer to all HR policies and other useful documents

For any queries/issues please reach out to HR Services: HRServices@mmc.com

Yammer



Welcome to Yammer, Marsh McLennan's private social network where you can ask questions, share your expertise, and provide updates that are visible to all colleagues. You can now connect with leaders, communicators, and employees to build communities, share knowledge, and engage everyone. [Click the link](#) to join our community!

Follow the [Yammer-Quick Start](#) guide & ["rules of the road"](#) document for guidance and effective communication.

You can also [join us on LinkedIn](#) to be a part of our community and tag us while sharing your joining updates and other engagement activities on an ongoing basis. Here is also a link to our [Global LinkedIn page](#).



We are leaders in risk, strategy and people. One company, with four global businesses, united by a shared purpose to make a difference in the moments that matter.

Marsh **GuyCarpenter** **Mercer** **OliverWyman**