

Mandatory Activities on Joining for Payroll Disbursement

Before you submit your compensation plan, you can connect with us on the Skype Ids shared below: -

SESSIONQA1@ACCENTURE.COM / SESSIONQA2@ACCENTURE.COM (between 10am AND 1pm; 2pm AND 5pm)

1. Bank Account for Salary & other payments

During employee's tenure with Accenture, he / she will receive Salary and other payments (reimbursements, if any) from the Company to his / her designated bank account. As per Accenture Policy, all these payments are transferred to employee's Savings Bank Account only and there are timelines for paying salary as per Law, provided employee shares Bank account number with Finance. Employee has to mandatorily open account with one of the below banks:

Mandatory

- Bank account – Payment to account
- PAN – implications if not provided
- Salary Structure – access will be sent
- Form 11 for PF
- Enroll for Medical Insurance

State Bank of India	HDFC Bank	Axis Bank	Standard Chartered Bank	HSBC
ICICI Bank	Kotak Mahindra Bank	DBS Bank	Citibank	IDFC

- Must Open Account with one of the above bank within 3 days from Onboarding
- If you have an existing account with one of the above bank, please convert into Salary a/c.
- For action 1 or 2, do visit bank helpdesk at Accenture Cafeteria / contact them with numbers provided
- Update Bank account details on Allsec Website the link can be located under "[favorites -> Accenture URLs -> Payroll related \(here login credentials to be used\)](#)" -> Utilities Tab > Master setup page on the day of system access given.
- Since this is a mandatory action by New Joiner, if details are missed in the system, salary gets delayed and it will be notified to HR and Supervisor about this missing information.

2. Permanent Account Number (PAN) – Employee must submit PAN at the time of Onboarding

As per Income Tax Act, PAN is mandatory for all salaried employees. The important points to be remember by employees are-

- PAN card should be employee's – not relative's or company's
- Employee must submit PAN at the time of joining. In the absence of PAN, a minimum tax rate of 20% will be applied on the taxable income
- Update PAN number in Allsec tool which is available at "[favorites -> Accenture URLs -> Payroll related \(here login credentials to be used\)](#)" -> Utilities Tab > Master setup page.

Note- If PAN is not submitted to Finance immediately after getting system access, the same is notified to HR and Supervisor as PAN is mandatory for all employees of Accenture India.

IMPORTANT DATES

Compensation Plan Submission	By 17 th of the month / Next month (Once submitted the page is closed)
Bank Account Updation	By 22 nd of the month. Prefer to update immediately post receiving Allsec Website Access.
Tax Declaration / Proof Submission	Can be done by 17 th of every month (Final Date is 17 th Dec) / Proof Submission period is between Dec – Jan.
R539 Booking / Supports Submission / Payment Transfer	R539 Online Booking period 25 th till 10 th of next month / Supports submission is 12 th of the month / Payment transfer date is 24 th provided it's a working day.
Salary Transfer	On the last working day in the active salary account of the resource.