

Payroll & Compliance at Optum India

Payroll and compliance processes at Optum India are aligned with statutory regulations to ensure timely salary payments and accurate tax filings. Below are the most common queries answered.

Frequently Asked Questions (FAQ)

When is the deadline to submit investment proofs for tax savings?

The deadline to submit investment proofs is usually January 31st of each financial year. Employees are advised to upload proofs in the Payroll Portal by this date to ensure accurate tax calculations.

How is my Provident Fund (PF) contribution calculated?

PF contributions are calculated as 12% of the employee's basic salary. An equal contribution is made by the employer, in line with government regulations.

Where can I download my monthly payslips and annual Form 16?

Monthly payslips are available on the Payroll Portal by the 5th of every month. Form 16 is issued annually in June and can also be downloaded from the portal.

Who should I contact for discrepancies in my salary?

For salary-related discrepancies, employees should raise a ticket on the Payroll Helpdesk via the HR portal. The Payroll Team typically resolves queries within 5 working days.