

# Payroll & Compliance

Payroll and compliance at Optum India strictly follow Indian laws (Income Tax, EPF, TDS, etc.). This section answers common employee queries.

## FAQ:

### **Q: When is the deadline to submit investment proofs for tax savings?**

A: For employees under the old tax regime, the deadline to submit investment proofs (for deductions under Sections like 80C, 80D, etc.) is typically between January and March each financial year (by 31st March or as per company policy).

### **Q: How is my Provident Fund (PF) contribution calculated?**

A: Employee's contribution to EPF is 12% of Basic + Dearness Allowance (if applicable). The employer contributes 12%, of which 3.67% goes to EPF and 8.33% to EPS (capped for high salary) per EPFO norms.

### **Q: Where can I download my monthly payslips and annual Form 16?**

A: Monthly payslips are available via the Payroll or HR portal (usually by 5th of each month). Form 16 for a financial year must be issued by the employer by 15th June of the assessment year.

### **Q: Who should I contact for discrepancies in my salary?**

A: Raise a ticket via the Payroll Helpdesk module in the HR portal. The Payroll team typically responds in 5 working days. If unresolved, escalate to your HR Business Partner.