



Flexible Benefit Plan (FBP)

Policy Document

Disclaimer

The FBP policy reflects the current tax provisions. Any change in the tax provisions, will necessitate a change in the FBP policy.

Any inappropriate claim for reimbursement made by the employees may result in disciplinary action on the employees and the employees are required to compensate the company for any actions / claims from Income Tax department.

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Flexible Benefit Plan

Flexible Benefit Plan (FBP) allows associates to structure their benefits to suit their individual needs. With FBP, associates can choose from a bouquet of components that comprise their benefits structure. A desired value can be assigned to each benefit component chosen. The assignable value is subject to allowed limits as per FBP policy. The components can be redefined any number of times within the window period, every month.

This document introduces you to the salient features of the plan, provides detailed information on each of FBP's components, and summarizes important dates for quick reference.

Salient Features of FBP

↳ Bouquet of allowances

- Provides associates the opportunity to choose from a range of components depending on their requirement
- Enables tax savings for the associates

↳ Selection of Components

- Associates can select any combination of components

↳ Option to redefine

- Associates can define their components between the 5th and 24th of every month
- Definitions can be made for current and future months only

↳ Level based entitlements

- Entitlements vary with each level (grade)

↳ Criteria per elected benefit

- Each component has a minimum and maximum criterion

↳ Optimize earning structure

- Associates can optimize their earnings through a suitable choice of components

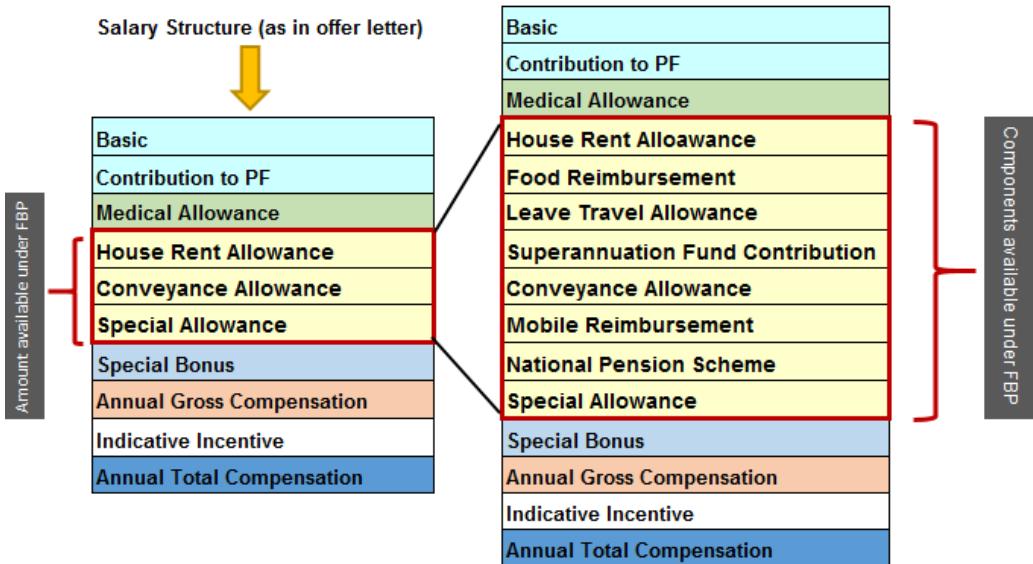
↳ Portion of salary allocated for FBP – FBP Amount

- Associates can only use the amount allocated for FBP to define their set of components

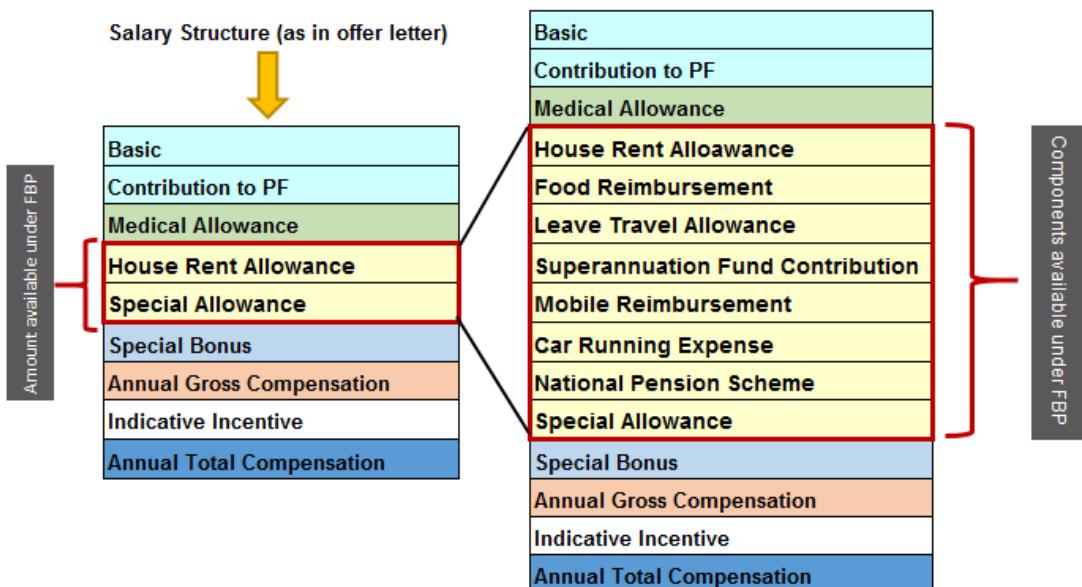
FBP Amount

The amount available for definition under FBP is dependent on the grade / level of the associate. Associates can only use the amount allocated for FBP to define their components. The balance available after allocating for any or all of the given FBP components will be paid as Special allowance.

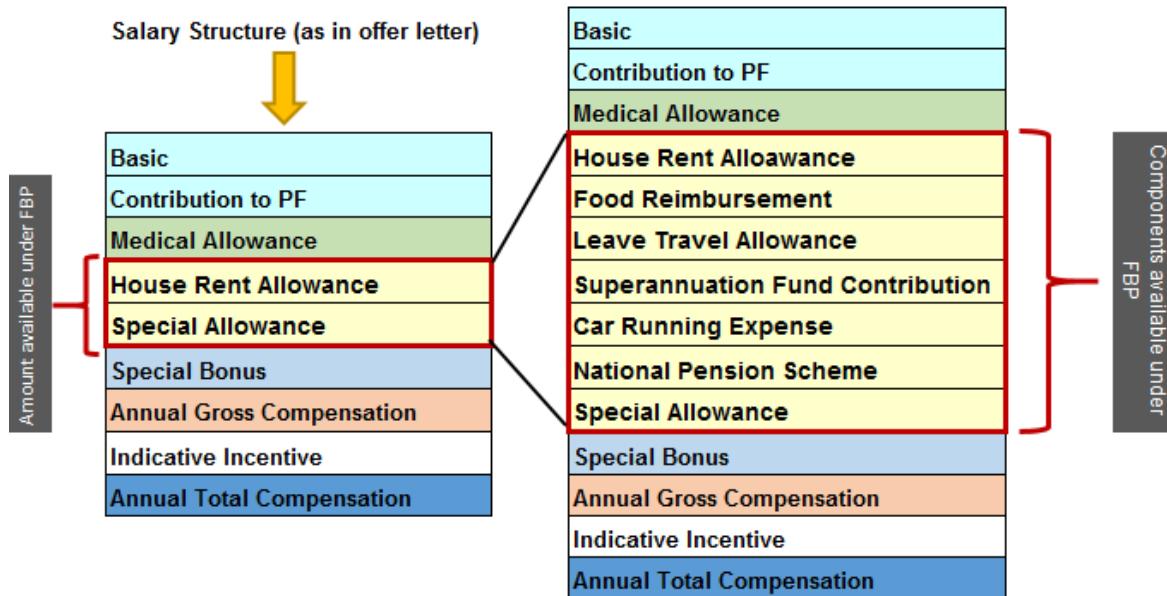
Up to Associate Level



Senior Associate and Manager Levels



Senior Manager and Above Levels



Fixed components

- The following are fixed components and cannot be used in FBP:
 - Basic
 - Provident Fund
 - Night shift Allowance
 - Employee State Insurance (ESI)
 - Contribution Pay
 - Special Bonus

 Note	<p>Night shift allowance, Employee State Insurance, Contribution Pay and Special Bonus are applicable only to a select set of associates.</p> <p>All reimbursable components do not form part of salary and would be paid out as per reimbursement cycles.</p>
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FBP working mechanism

FBP earnings definition in MyPay works like a calculator with Special allowance as the adjusting factor. Upon declaration/re-declaration of any FBP definitions, the amount so defined is deducted from the associate's special allowance and accrued under the respective FBP Component in the reimbursement slip available in <https://mypay.cognizant.com> → MyStatements → Reimbursement slip. Therefore, the FBP

components (except HRA) are not a part of the associate's Pay slip. The Pay slip components (HRA, Special allowance etc.) are a reflection of the associate's FBP earnings definition and not a reflection of

the associate's offer letter/E-letter. Associates have to claim the deducted amount under FBP as mentioned in the reimbursement slip by following the procedure for claim under each FBP Component mentioned in this document.

Coverage and Eligibility

All associates tagged to IT services (India) and BPO services (India) including erstwhile VSI, Kbace , TZS and TRI associates are eligible for FBP. Refer the benefits eligibility table to know about the grade based availability of the components.

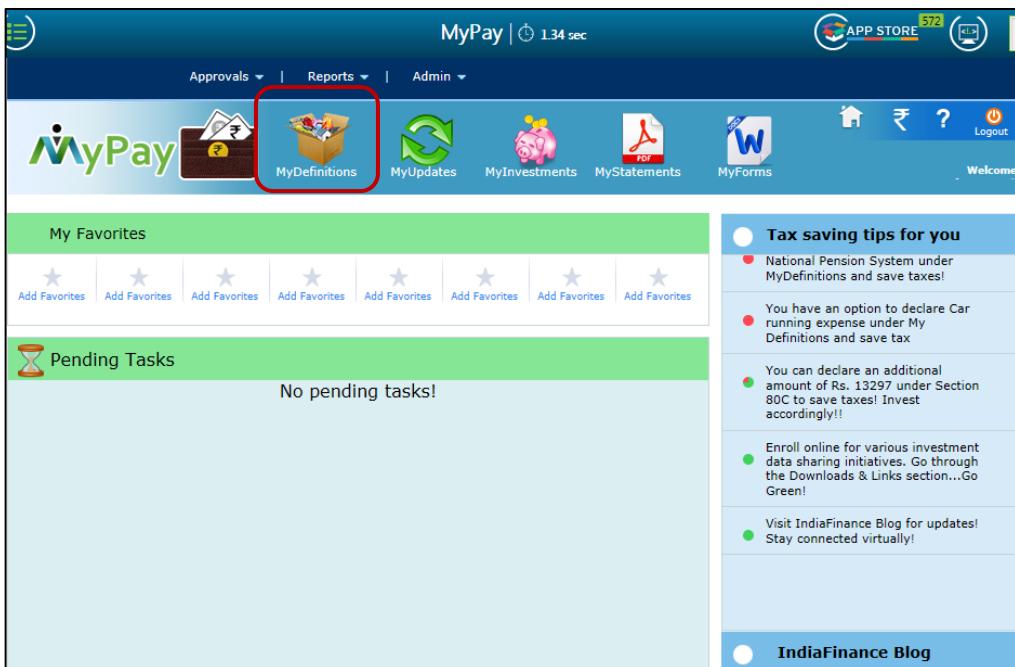
Component	Up to A Level	SA and M	SM and Above
1. House Rent Allowance (HRA)	Yes	Yes	Yes
2. Food Reimbursement	Yes	Yes	Yes
3. Mobile Reimbursement	Yes	Yes	No
4. Leave Travel Allowance (LTA)	Yes	Yes	Yes
5. Car Running Expenses	No	Yes	Yes
6. Driver Salary	No	Yes	Yes
7. National Pension Scheme	Yes	Yes	Yes
8. Superannuation	Yes	Yes	Yes

Definition of Benefits Structure

- Step 1: Login to <https://mypay.cognizant.com>



■ Step 2: Click the [MyDefinition](#)



■ Step 3: Define the desired components and click the [Submit](#) button

The screenshot shows the 'Flexible Benefit Plan' configuration page. It includes a table for defining components like Provident Fund, House Rent Allowance, and Car Running Expense, along with their monthly and annual values and definition limits. A note at the top says 'Mention PRAN in Personal Information page so as to enter value in NPS.' A 'Submit' button at the bottom is highlighted with a red box.

Components	Monthly (Rs)	Annual (Rs)	Definition Limit
Basic			
Provident Fund			
Contribution Pay for India			
House Rent Allowance	<input type="text"/>	<input type="text"/>	Maximum : 60% of Basic pm +
Conveyance Allowance	<input type="text"/>	<input type="text"/>	Maximum : Rs 1,600/- pm
Medical Allowance	<input type="text"/>	<input type="text"/>	Maximum : Rs 1,250/- pm
Leave Travel Allowance	<input type="text"/>	<input type="text"/>	Maximum : Rs 100,000/- pa
Mobile Reimbursement	<input type="text"/>	<input type="text"/>	Maximum : Rs 1,000/- pm +
Food Reimbursement	<input type="text"/>	<input type="text"/>	Maximum : Rs 3,000/- pm +
Superannuation Fund Contribution	<input type="text"/>	<input type="text"/>	Minimum contribution of Rs. 500 per month and subject to a ceiling of 15% of Basic salary
National Pension System	<input type="text"/>	<input type="text"/>	Maximum : 10% of Basic pm
Car Running Expense	<input type="text"/>	<input type="text"/>	Refer below the table for eligibility and click here + to submit car ownership proof before defining
Driver Salary	<input type="text"/>	<input type="text"/>	Maximum : Rs 900 /- pm click here + to submit car ownership proof before defining
Special Allowance			
Gross Compensation			
Incentive			
Total Compensation			
Voluntary Provident Fund	<input type="text"/> %		Maximum : 88% of Basic pm or sum of PF & VPF equals to Basic pm
Car running expenses tax exemption limit table			
Component	Engine capacity < = 1.6 litres	Engine capacity > 1.6 litres	
Carrunning Expense -Fuel & Maintenance	Rs. 1800 (per month)	Rs. 2400 (per month)	
Driver Salary	Rs. 900 (per month)	Rs. 900 (per month)	

[Submit](#)

▣ Things to Remember

- ▣ Allocation/ Reallocation of the components for the Flexible Benefit Plan can be made only between 5th and 24th of every month
- ▣ If 5th falls on a weekend or holiday, the system would be available from the next working day
- ▣ If 24th falls on a weekend or holiday, the system would be available till the previous working day. Exceptions to this, if any, would depend on the salary payout day for a particular month
- ▣ All FBP components are available for redefinition on a monthly basis
- ▣ Definitions can be made only for the current and future months
- ▣ Defined amount is accrued based on the actual number of days the associate works in the India Payroll (Proration would be done wherever applicable)
- ▣ Definition available on the cut-off date would be taken for payroll processing
- ▣ Associates are required to review the changes to the definition whenever there is a change in location, personal details, travel, compensation and inter-company transfers

FBP Components

The flexible benefits plan would consist of the following components which can be chosen by associates based on their eligibility.

House Rent Allowance (HRA)

House Rent Allowance is an allowance extended to the employee towards monthly payment for a rented accommodation.

Coverage: Associates at all levels

Limit: Ranges from 0 to 60% of the basic salary

Taxability on HRA

In accordance to the Income Tax Act, the amount exempted from the taxable income would be the least of the following:

- ▣ Amount equal to 50% of basic salary, for persons staying in Mumbai, Chennai, Kolkata or Delhi and 40%, for others
- ▣ The actual amount of house rent allowance received
- ▣ The amount of rent actually paid in excess of 10% of basic salary (which is amount of rent actually paid minus 10% of basic salary)

Only the amount paid towards rent is eligible for exemption. Amount paid towards maintenance charges, electricity bill and food in case of paying guest accommodation are not eligible for exemption.

Claim process and policy details:

- Step 1: Click the HRA link under the MyInvestments tab

The screenshot shows the MyPay dashboard with the following interface elements:

- Top Navigation:** MyPay logo, MyDefinitions, MyUpdates, MyInvestments (highlighted with a red box), MyStatements, MyForms, Home icon, Rupee symbol, Help icon, Logout button.
- My Favorites:** A section with 'Add Favorites' buttons for various categories. The 'HRA' button is highlighted with a red box.
- Pending Tasks:** A section stating "No pending tasks!"
- Right Sidebar:**
 - Saving tips for you:** You can declare an additional amount of Rs. 13297 under Section 80C to save taxes! Invest accordingly!!
 - Information:** Enroll online for various investment data sharing initiatives. Go through the Downloads & Links section...Go Green!
 - IndiaFinance Blog:** Visit IndiaFinance Blog for updates! Stay connected virtually!

- Step 2: Fill in the 'Rent paid details' and 'Monthly rent paid' information and click the **Save & Submit** button. (Approval status can be viewed by clicking the **Approval Status** button after the Finance Team validates your submission)

The screenshot shows the 'Rent Paid for Residential Accommodation' form:

- Header:** MyPay logo, MyDefinitions, MyUpdates, MyInvestments, MyStatements, MyForms, Home icon, Rupee symbol, Help icon, Add to Favorites button.
- Rent Paid Details (in ₹):**
 - Payment Mode:** Radio buttons for Cash, Cheque, and Electronic Transfer. 'Electronic Transfer' is selected.
 - Landlord Information:** Name of Landlord, PAN of Landlord, Receipt Month (Select dropdown), Agreement Period (From and To fields with calendar icons).
- NOTE:** If your leased accommodation is Chennai, Delhi, Mumbai, Kolkata please select city type as Metro. For any other City please select Non-Metro.
- Monthly Rent Paid (in ₹):**

Month	Apr'16	May'16	Jun'16	Jul'16	Aug'16	Sep'16	Oct'16	Nov'16	Dec'16	Jan'17	Feb'17	Mar'17	Total
Amount Paid	<input type="text"/>												
City Type	<input type="text"/>												

■ **Step 3:** Upload relevant documents through Upload option available

Document Upload

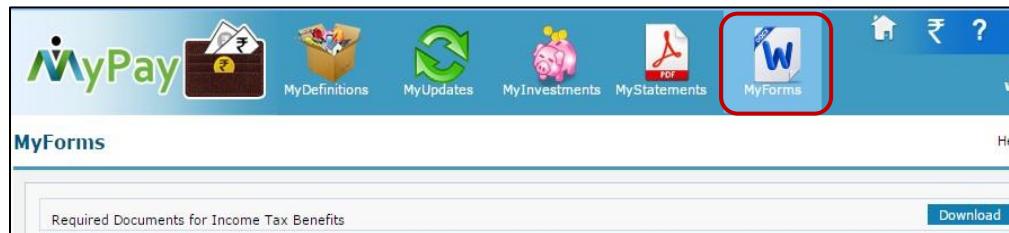
Please do not upload documents that are password protected. In such cases please take printout of documents, scan them and re-submit. Please submit investment proofs in PDF, GIF or JPEG format only.

Upload One Month's Original Receipt	Upload	View	Download Format
Lease Agreement or Bank Statement	Upload	View	

Submit [HRA Approval Status](#)

*Please ensure that you click the **Submit** button failing which the details and the documents uploaded by you will not flow to the approval queue

■ **Step 4:** For further details regarding the required documents click on [My Forms](#)



Documentary Requirements:

- If the monthly HRA defined under MyPay > MyDefinitions is less than or equal to INR 3,000, there is no need to submit any documents for the rent paid. It is enough if rent values are updated and submitted in MyPay > MyInvestments.
- If the monthly HRA is in the range of Rs.3000/- to Rs.8,333/- and the rent also belongs to the same range specified here, then the documents required are:
 - Copy of Lease Agreement
 - Original Rent Receipt
 - In the absence of Lease Agreement/Rent Receipt, bank statement containing the rent payment via EFT/Cheque needs to be provided
- If the monthly HRA is higher than Rs.8,333/- and the rent is lower than Rs.8,333/- then the documents required are as per the point mentioned above
- If the monthly HRA is higher than Rs.8,333/- and the rent also is higher than Rs.8,333/- then the documents required are:
 - Copy of Lease Agreement
 - Original Rent Receipt
 - In the absence of Lease Agreement/Rent Receipt, bank statement containing the rent payment via EFT/Cheque needs to be provided
 - PAN Number of the Landlord

- In Case of Hostel/Paying Guest Accommodation, rent receipt in the Hostel's printed letterhead or pre-printed receipt book is required. PG's accommodation PAN number is mandatory. Only accommodation expenses are considered and not the food/maintenance charges

Leave Travel Allowance (LTA)

Leave Travel Allowance provides for reimbursing the Associates for their domestic travel thereby enabling them to avail income tax exemptions. The amount reimbursed is subject to pre-defined limits and conditions. Travel outside India is not eligible for claiming LTA benefit.

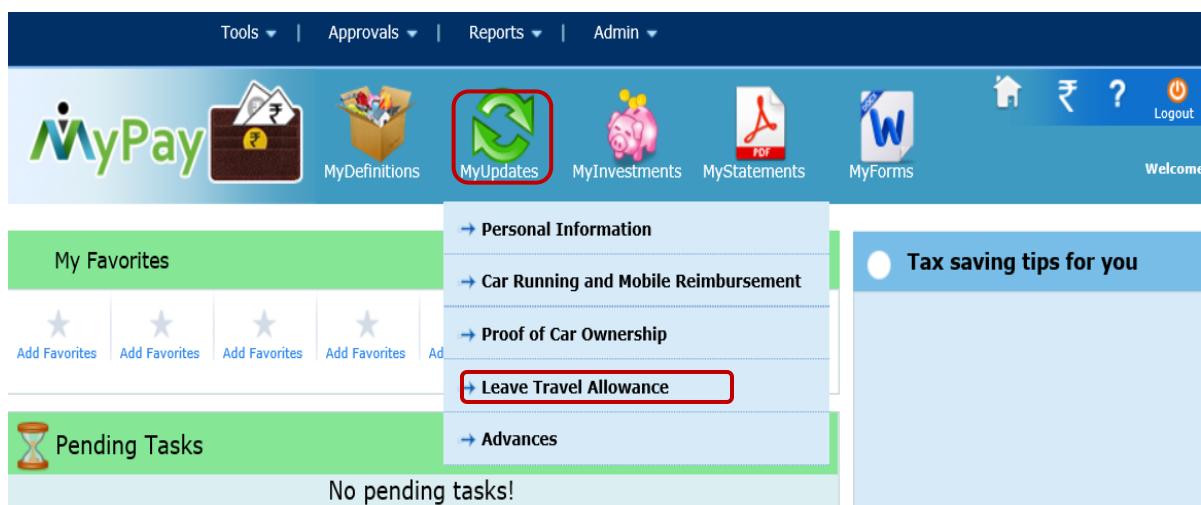
Coverage: Associates at all levels

Limit: LTA limit has been increased to Rs 1,00,000/- across all levels with effect from 1st January 2017.

Component	Associate at all levels
Eligibility (Per Annum)	1,00,000/-

Claim process and policy details:

- Associates should declare the desired LTA amount in the [MyDefinitions](https://mypay.cognizant.com) tab in <https://mypay.cognizant.com>
- Associates should submit the LTA reimbursement claim in MyPay.
- **Step 1:**Login to <https://mypay.cognizant.com>
- **Step 2:** Click on [MyUpdates tab](#) and Leave Travel Allowance



■ Step 3: Select Claim type

LTA Claims Sheet

Claim Type : Taxable Non-Taxable

Vacation Leave Period
From _____ To _____ Duration Days: _____

Travel Date	From	To	Amount	Travel Type	No. of Proofs
_____	_____	_____	_____	Select <input type="button"/>	_____
_____	_____	_____	_____	Select <input type="button"/>	_____
_____	_____	_____	_____	Select <input type="button"/>	_____

Total Amount: Rs.0

Submit

Please refer the list of required documents in the [FBP Policy](#) before submitting the LTA claim to help faster processing of your claims.

■ Step 4 : For claiming LTA as a non-taxable component, select the claim type as **Non-Taxable** and update the **leave period** and upload **earned leave screen print from HCM**.

LTA Claims Sheet

Claim Type : Non-Taxable

Vacation Leave Period
From _____ To _____ Duration Days: _____

Vacation Leave Screen shot from HCM Upload View

Travel Date	From	To	Amount	Travel Type	No. of Proofs
_____	_____	_____	_____	Select <input type="button"/>	_____
_____	_____	_____	_____	Select <input type="button"/>	_____
_____	_____	_____	_____	Select <input type="button"/>	_____

Details of persons travelled:

Name	Age	Relationship
_____	_____	Self
_____	_____	_____
_____	_____	_____

Total Amount: Rs.0

Submit

- **Step 5 :** Fill in the travel date, destination details, amount spent, travel type and number of proofs attached for each travel as shown below. Add additional rows to as required to update the travel details.

LTA Claims Sheet

Vacation Leave Period

Claim Type : Non-Taxable From To Duration Days:

Travel Date	From	To	Amount	Travel Type	No. of Proofs
01-10-2018	Chennai	Coimbatore	3000	By Air	2
01-16-2018	Coimbatore	Chennai	3000	By Air	2
				Select	+

- **Step 6:** Update the person travelled details under “Details of persons travelled” and click on the “Submit” button at the end of the page to complete the process. Print the Summary sheet and submit along with the hard copy of the original documents

LTA Claims Sheet

Vacation Leave Period

Claim Type : Non-Taxable From To Duration Days:

Travel Date	From	To	Amount	Travel Type	No. of Proofs
01-10-2018	Chennai	Coimbatore	3000	By Air	2
01-16-2018	Coimbatore	Chennai	3000	By Air	2
				Select	+

Details of persons travelled:

Name	Age	Relationship
		Self

Total Amount: Rs.0

Submit

■ **Step 7:** Mandatory Documents to be sent by internal courier to respective location POCs. Please refer the able “Point of Contact for claims submission”. Claims need to be supported by proper documents as stated below:

- Original bills of travel

- By Air: Original air tickets and boarding passes
- By Rail: Original train tickets or Print-out of E-Ticket
- By Road: Original bus tickets, if the travel is by bus
- By Sea : Original ship tickets and boarding passes
- Payment receipt and trip sheet for rented cab; Toll tax paid and petrol bills for own cab. Maximum limit of First AC Train fare for the farthest point of travel from the source to the destination would be considered for arriving at the kilometers travelled

- LTA Cover Page duly signed by the associate.

- Associates accumulate a monthly amount as per their definition for LTA under FBP
- The amount defined under LTA accumulates on a monthly basis and associates have flexibility of changing this definition every month. For example-If you declare 30,000/- in FBP definition system, you will accumulate 30,000/12 i.e. 2,500/- per month
- In case the value of the bills submitted in **Non-taxable claim** is higher than the amount accumulated as of that date, the reimbursement will be made to the extent of the amount accumulated as of that date and the balance will be paid on a monthly basis as and when the accumulation occurs within the current block (current block period starts from 1st January 2022 and ends by 31st December 2025)
- Only bills pertaining to travel from the location of employment to the destination would be considered. Accommodation, recreation and sightseeing expenses cannot be claimed as part of LTA.
- Bills for the associate and the associate's family pertaining to a travel to any place in India can be claimed. Family includes spouse, children, parents, brothers and sisters wholly dependent on the associate.
- The associate must have accompanied the dependent(s) during the travel / vacation to claim for the dependents' travel.
- **A minimum of three continuous days of earned leave is mandatory** (earned leave does not include weekends and national holidays) effective 1st January 2022. Personal leave or other leaves availed will not be considered for LTA claim. The leave records should be updated with earned leave for the period on the leave system. It is applicable for all travels happening from January 2022.
- Bills can be submitted any time during the block period.
- Local conveyance (i.e. Residence to Airport and Airport to hotel and vice versa) cannot be Considered

- Claims would be reimbursed as a part of the reimbursement cycle. Please refer to the table on "Reimbursement Dates" for further details
- LTA can be claimed twice in a block of four years. i.e. two journeys can be performed in a block (current block period starts from 1st January 2022 and ends by 31st December 2025). Accumulation can also be carried forward to the next year within the block of four years. However, associates can claim only one travel in a calendar year.
- LTA can be claimed as non-taxable income only twice in a block of four years. After the associate has claimed it as non-taxable income twice, the LTA component will be frozen for further definition under the MyDefinitions page in MyPay.
- Any unspent accumulation after the first non-taxable claim will be carried forward to the subsequent trip during the same block. However, if the associate wishes to claim it as taxable claim instead of carrying it forward, he/she can do so through MyPay as per the process mentioned above
- The associate can avail LTA only when he or she is in India Payroll and not after moving into any onsite payroll
- **Step 8 :** For claiming LTA as **taxable component**, select the claim type as **Taxable**, fill in the amount you wish to claim as taxable claim and click on "**Submit**" button at the bottom of the page

The screenshot shows the MyPay dashboard with various modules like MyDefinitions, MyUpdates, MyInvestments, MyStatements, and MyForms. The 'Leave Travel Allowance' section is active, showing a table for 'LTA Claims Sheet'. The 'Claim Type' dropdown is set to 'Taxable'. The 'Amount' column in the table is highlighted with a red box. The 'Submit' button at the bottom right is also highlighted with a red box.

LTA Claims Sheet					
Vacation Leave Period		Duration Days:			
Travel Date	From	To	Amount	Travel Type	No. of Proofs
			<input type="text"/>	Select	
			<input type="text"/>	Select	
			<input type="text"/>	Select	

Total Amount: Rs.0

Submit

- **Step 9 :** The mandatory requirement of 3 days of earned leave is not applicable for claiming LTA as a Taxable Allowance and also no document is required for submission. The entire eligibility amount can be claimed as a taxable allowance or you can also claim a portion of LTA as taxable and the remaining as non-taxable.
- LTA can be claimed as taxable income anytime during the block of four years. The maximum number of taxable claims permitted is three times in a block of four years. After claiming LTA as taxable for three times in a block of four years, the LTA component will be frozen for further definition under the MyDefinitions page in MyPay.

Food Reimbursement

Food Reimbursement aims at providing an allowance for food items that an associate may require at the Office premises. Food allowance would be provided through a “**Food Card**”.

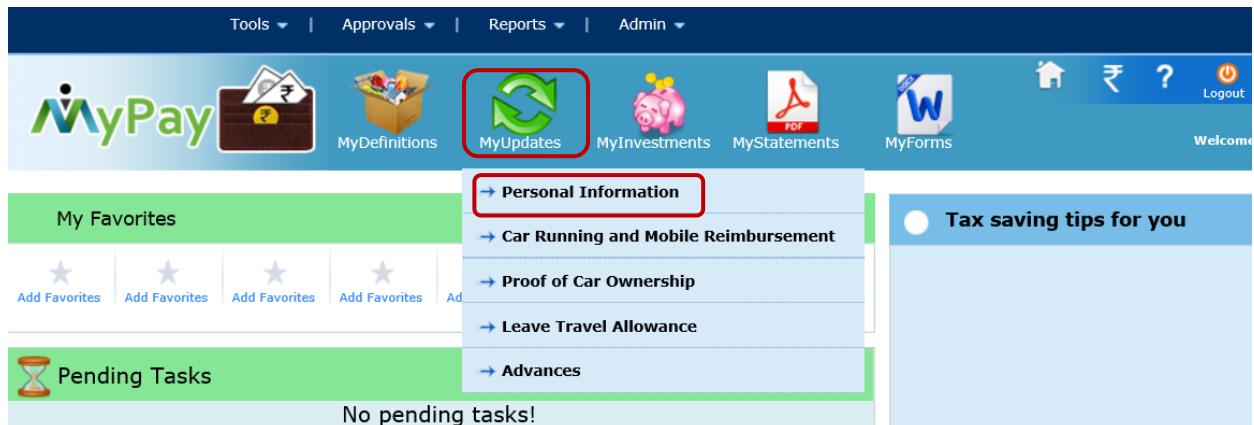
Coverage: Associates at all levels.

Limit: Up to a maximum of Rs.3000 per month

Claim process and policy details:

Associate must apply for a Food card and need to update the Food Card number and declare the definition amount under the My Definitions tab in <https://mypay.cognizant.com>.

- Associates are required to procure Food Card from HDFC Bank / Axis Bank through MyPay under MyUpdates > Personal Information > Food Card Details > Apply New Card (Select HDFC/Axis).



The screenshot shows the 'Food Card Details' section of the MyPay application. It includes fields for 'Existing Food Card Bank' (with a dropdown menu 'Please Select'), 'Existing Food Card No.', 'Enter New Food Card No.', and a 'Submit' button. Below these fields are two buttons: 'Apply New Card' with sub-options for 'HDFC BANK' and 'AXIS BANK', both highlighted with red boxes.

HDFC Food Card:

Associates can procure a HDFC Food Card by following the process mentioned below:

- **Step 1:** Furnish all necessary details under option 1 and click “Submit” button



 HDFC Bank - Food Plus Card

HDFC Bank FoodPlus Card - a smart and secure way of giving meal vouchers to your employees!

It is a prepaid Visa Card which can be loaded with monthly meal allowances. Unlike other meal vouchers, this Card can be used for purchase of meals at ALL food and beverage merchant outlets in India. All you need to do is carry the Card to a store, pay by swiping it for the purchase and sign the generated purchase slip. You can conveniently check the transaction history and balance online by [clicking here](#), thus keeping track of your purchases is easy.

The FoodPlus Card is convenient to carry, as it is a handy plastic card as against bulky bunch of paper tickets. If lost, it can be hotlisted by calling at our **24x7 PhoneBanking / NetBanking Services** and the residual balance can be transferred to the reissued Card making it safe and free from misuse. Tracking the card too is easier as NetBanking access is given to each Card!

Employee Details

I want to apply for a New / Replacement of FoodPlus Card

I have an activated FoodPlus Card but need to update my correct demography details

I want to update KYC for my existing FoodPlus Card.

Employee Details

I want to apply for a New / Replacement of FoodPlus Card

I have an activated FoodPlus Card but need to update my correct demography details

I want to update KYC for my existing FoodPlus Card.

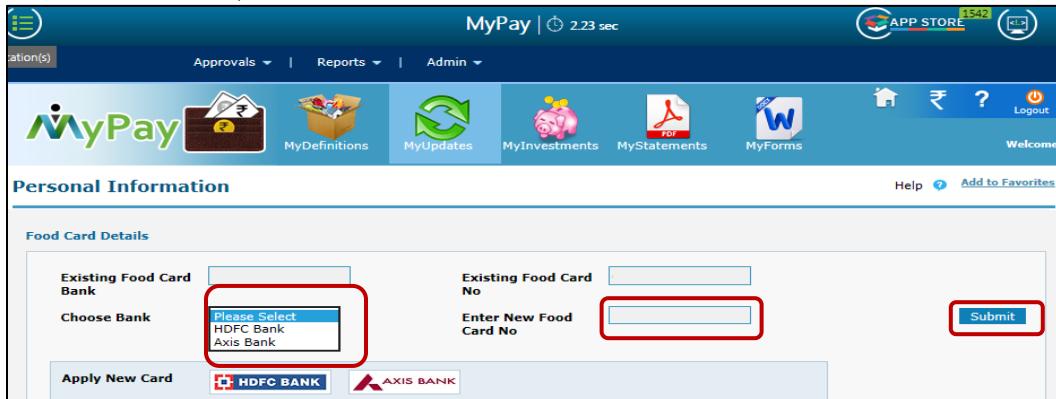
<p>*First Name* (Characters should not exceed 18)</p> <input style="width: 100%; height: 25px; border: 1px solid #ccc;" type="text"/> <p>Please enter First Name</p>	<p>*Last Name* (Characters should not exceed 18)</p> <input style="width: 100%; height: 25px; border: 1px solid #ccc;" type="text"/> <p>Please enter Last Name</p>
<p>*Date of Birth</p> <div style="border: 1px solid #ccc; padding: 5px; width: 100%;"> I Mar 1919 ▼ </div> <p>Mother's Maiden Name</p> <input style="width: 100%; height: 25px; border: 1px solid #ccc;" type="text"/> <p>Please enter Mother's Maiden name</p>	
<p>Landline number</p> <div style="border: 1px solid #ccc; padding: 5px; width: 100%;"> 91 </div>	
<p>*Email ID</p> <input style="width: 100%; height: 25px; border: 1px solid #ccc;" type="text"/> <p>Please enter your official email id.</p>	
<p>*PAN Number</p> <input style="width: 100%; height: 25px; border: 1px solid #ccc;" type="text"/> <p>Please enter PAN Number</p>	
<p>*Confirm PAN Number</p> <input style="width: 100%; height: 25px; border: 1px solid #ccc;" type="text"/> <p>Please enter Confirm PAN Number</p>	
<p>*Address 1 (Characters should not exceed 30)</p> <input style="width: 100%; height: 25px; border: 1px solid #ccc;" type="text"/> <p>Please enter Address 1</p>	
<p>*Address 2 (Characters should not exceed 30)</p> <input style="width: 100%; height: 25px; border: 1px solid #ccc;" type="text"/> <p>Please enter Address 2</p>	
<p>*Address 3 (Characters should not exceed 30)</p> <input style="width: 100%; height: 25px; border: 1px solid #ccc;" type="text"/> <p>Please enter Address 3</p>	
<p>*Address 4 (Characters should not exceed 30)</p> <input style="width: 100%; height: 25px; border: 1px solid #ccc;" type="text"/> <p>Please enter Address 4</p>	
<p>*State</p> <div style="border: 1px solid #ccc; padding: 5px; width: 100%;"> Select ▼ </div> <p>Please select State</p>	<p>*City</p> <div style="border: 1px solid #ccc; padding: 5px; width: 100%;"> Select ▼ </div>

<p>*Pin Code <input type="text"/> <small>Please enter Pin Code</small></p> <p>*Emp Id <input type="text"/> <small>Please enter Emp Id</small></p> <p>*Is your Salary from CTS getting credited to HDFC account? <input type="radio"/> Yes <input type="radio"/> No <small>Please select one.</small></p>	<p>Country <input type="text" value="India"/></p>
<p>Generate OTP OTP will be sent to your official Email ID.</p>	

- **Step 2 :** Associate need to update the food card details soon after receiving the same under MyPay > MyUpdates > Personal Information > Food Card Details



- **Step 3 :** Update the Bank name and Food Card number under the [Food Card Details](#) and click the Submit button. Now, associate will be able to define the Food card reimbursement amount.



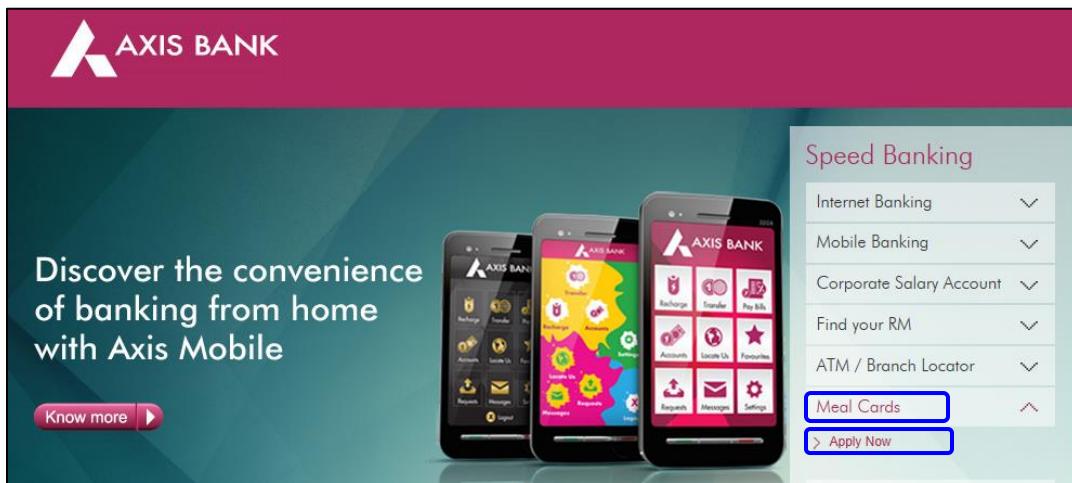
- **Step 4 :** Upon clicking submit you will be asked for the confirmation on the availability of the existing card details if any. Please confirm accordingly so that the details are updated in MyPay



Axis Food Card :

Associates can procure an Axis Food Card by following the process mentioned below:

- **Step 1:** Select Meal card option and click on Apply now



- **Step 2:** Fill in all the required details and click on the Submit button.

Apply Now

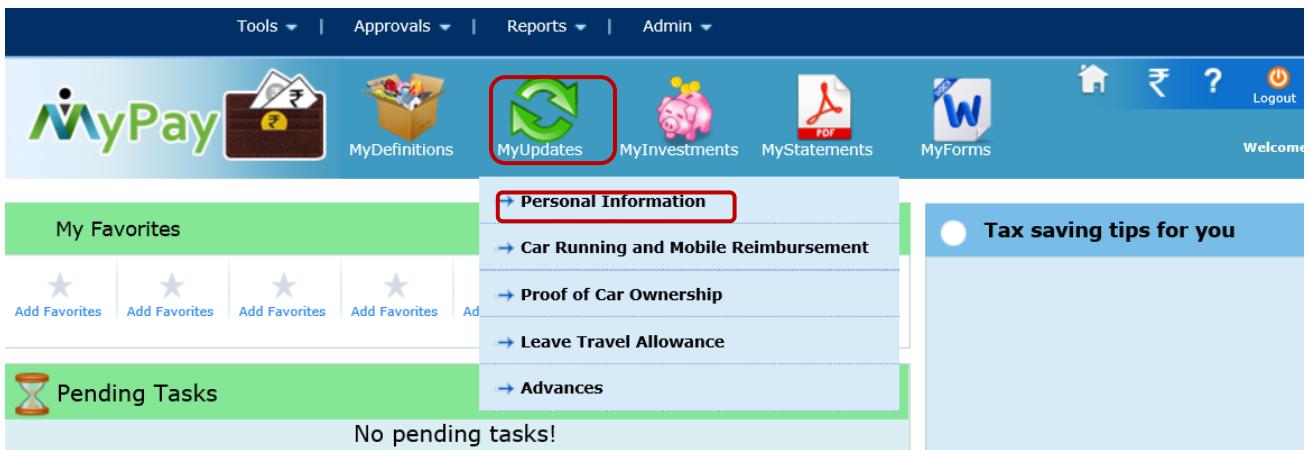
<input type="text"/> Name of the Corporate	<input type="text"/> Name
<input type="text"/> Email	<input type="text"/> Address
<input type="text"/> Select State	<input type="text"/> Select City
<input type="text"/> Select Nearest Branch	<input type="text"/> Pin Code
<input type="text"/> +91	<input type="text"/> Designation

AAKXB

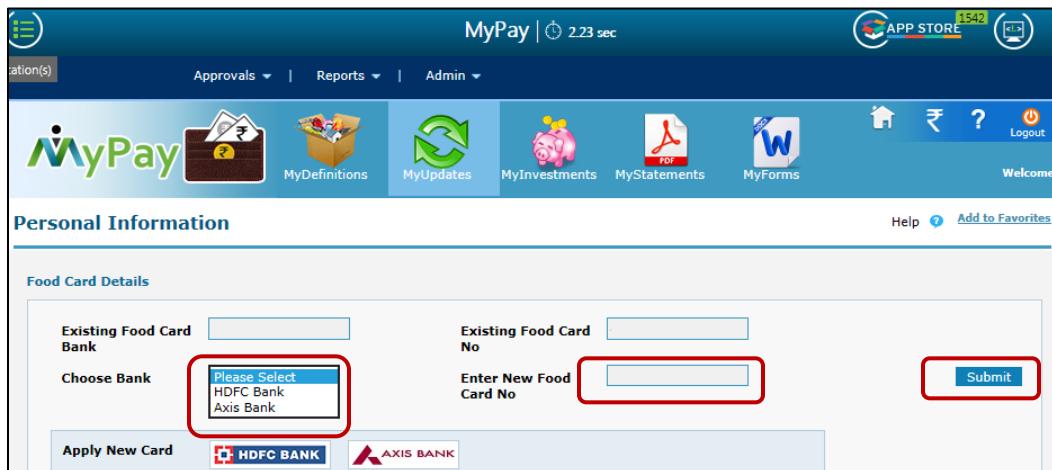
Type the text shown in the image (Code is not case sensitive)

SUBMIT

- **Step 3 :** Associate need to update the food card details soon after receiving the same under MyPay > MyUpdates > Personal Information > Food Card Details



- **Step 4 :** Update the Bank name and Food Card number under the [Food Card Details](#) and click the Submit button. Now, associate will be able to define the Food card reimbursement amount.



- **Step 5 :** Upon clicking submit you will be asked for the confirmation on the availability of the existing card details if any. Please confirm accordingly so that the details are updated in MyPay



- The card would be delivered within 2 to 3 weeks from the time of furnishing the details
- The amount will be credited as reimbursement to the *Food Card* at the end of every month
- In case the amount defined under Food reimbursements could not be loaded into your food card due to reasons like

- Invalid card number entered in MyPay
 - Food card hot listed by associate due to loss or damage
 - Food card expired due to validity
 - Food card balance likely to exceed or exceeds Rs.10,000/- for cases Non KYC (where the bank does not have the KYC of the associate on record)and Rs.50,000/- if KYC provided (where the bank has the KYC updated in its records)
 - Any reversal due to Loss of Pay, travel days pertaining to earlier months, as per inputs given by HR
- If an associate falls under any of the above category then the monthly definition against food card would be removed, would get added to Special Allowance and will be paid after tax deduction as applicable.
- Upon rectification of the above mentioned issues, the Associate has to re-define the Food reimbursement amount by logging into <https://mypay.cognizant.com> else, the amount in the MyDefinitions page will remain as zero.
- Any card updated post cutoff (24th of every month) will be considered for subsequent month loading.
- The reimbursement would be proportionate to the number of days worked in India
- According to Governmental regulations, the Food Card can be used only to buy ready-to-eat cooked food and the card cannot be used to purchase items for more than Rs. 100 per day
- Amount once credited by Cognizant into the food card based on associate definition cannot be reversed or credited into the salary account
- The food card shall be used by the associates only for the reimbursement of food items at outlets specified by the bank
- In the event of changing the food card/switching over from one bank to the other during the month, the card loading will be done to the current card for which the details have been updated by the associate in MyPay.
- The maximum amount that can be maintained in the Food Card is (According to RBI Regulations):
1. Rs.50,000/- for associates
 - a. Holding any account in HDFC (is an existing customer of the bank)
 - b. Not holding any account in HDFC (not being an existing customer), but have provided their KYC details to the bank for this Food Card purpose
 2. Rs. 10,000/- for Associates not holding accounts in HDFC/Axis Bank and have also not submitted their KYC details to the bank as required for this Food Card purpose

HDFC Bank KYC Procedure

For updating the KYC documents associate need to choose Option 3 –“I want to update KYC for my existing Foodplus card” and update required details.

HDFC account holders – After updating the required details, HDFC Account holders need to share their Customer Id for KYC updation.

Non HDFC Account Holders – After updating the required details, Self-attested proof need to be loaded for KYC update.

Employee Details

I want to apply for a New / Replacement of FoodPlus Card

I have an activated FoodPlus Card but need to update my correct demography details

I want to update KYC for my existing FoodPlus Card.

*Meal Card No. *Confirm Meal Card No.
Please enter Meal Card No. Please enter Meal Card No.

*First Name (Characters should not exceed 10) *Last Name (Characters should not exceed 10)
Please enter First Name Please enter Last Name

*Date of Birth *Mother's Maiden Name
Please enter Mother's Maiden Name

Su	Mo	Tu	We	Th	Fr	Sa
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

+91 Landline number
Please enter Mobile No Please enter your official email id.

*PAN Number *Confirm PAN Number
Please enter PAN Number Please enter Confirm PAN Number

*Address 1 (Characters should not exceed 30) *Address 2 (Characters should not exceed 30)
Please enter Address 1 Please enter Address 2

*Address 3 (Characters should not exceed 30) *Address 4 (Characters should not exceed 30)
Please enter Address 3 Please enter Address 4

*State *City
Please select State Select

*Pin Code Country
Please enter Pin Code India

*Emp Id
Please enter Emp Id

*Is your Salary from CT 8 getting credited to HDFC account?
 Yes No
Please select one.

Generate OTP

OTP will be sent to your official Email ID.

AXIS Bank KYC Procedure

The associate need to submit the KYC documents while applying for food card.

Food Card - Bank Contact point

HDFC Bank

Any queries related to HDFC prepaid food card, please write to Foodcardsupport.cts@hdfcbank.com . TAT for reply is one working day, i.e. Mails received on Day "0" will be replied by Day "1" EOD.

Please follow the escalation matrix, in case you did not receive a response within specified TAT.

Escalation Matrix

In case of no response, you may escalate to the following IDs with the relevant query id (the query id will be useful to track and trace the query faster)

Escalation	Name	Email ID
Level 1	M Premkumar	Premkumar.M@hdfcbank.com
Level 2	Oliverclement	Oliverclementpaul.I@hdfcbank.com

Associates need to contact HDFC phone banking (your local std code- 61606161 option 1, 3) for:

1. I-Pin Generation
2. Loss of HDFC Food card and application for a new card

Axis Bank

Escalation	Name	Email ID
Level 1	M.Ramaguruparan	M.Ramaguruparan@axisbank.com
Level 2	Irshad Ahmed	Irshad.Ahmed@axisbank.com

Superannuation Fund Contribution

Superannuation Fund is a retirement benefit provided to employees. The amount defined by the associates under FBP will be deducted from their monthly salaries and contributed towards superannuation fund under the Group Superannuation Scheme administered by LIC. There would be no contribution from the company towards the same.

Coverage: Associates at all levels

Limit: Minimum contribution of Rs. 500 per month and subject to a ceiling of 15% of basic salary.

Taxability: The contribution made to the fund is totally exempt from income tax.

Process and policy details:

- Associates can define the contribution amount under [MyDefinitions](#) tab in <https://mypay.cognizant.com> , subject to the limits as mentioned above

- Once the associate opts for the benefit with the required amount, the same is recovered from the associate's monthly salary and deposited to the superannuation fund on behalf of the associate
- Associates who opt for this benefit cannot discontinue from the scheme till he or she is employed with Cognizant
- The contributions would be maintained by L.I.C of India and the interest rate is decided by L.I.C
- Associates cannot withdraw any amount from the fund during their tenure in Cognizant
- On separation, the associate can transfer the fund to the Superannuation fund maintained by his / her future employer or request the amount to be paid back in the form of monthly pension. In order to receive the superannuation fund contributions as monthly pension, the Associate need to request for the same through form for Employees Group Superannuation Scheme (Form available under the *Forms* link at <https://mypay.cognizant.com>). Please contact HR Shared Services - Benefits Team by writing an e-mail to ExithelpdeskIndia@cognizant.com for assistance in the claim process at time of separation.
- For new joinees, transfer-in of superannuation fund should be initiated by the associate through their previous employer and the associate needs to request for the same by submitting Form A to his / her previous employer. (Form A available under the Forms link at <https://mypay.cognizant.com>)
- Associates may change the definition of the superannuation fund on a monthly basis, but the contributions must be within the monetary limits of Rs.500 per month and subject to a ceiling of 15% of basic salary.
- The contributions made towards superannuation fund for the current Financial Year can be viewed at <https://mypay.cognizant.com> in the **Superannuation Slip** page under **MyStatements**
- Associates can track the amount available in the superannuation fund by registering themselves at the website of L.I.C India (www.licindia.com) using their *LIC ID*(Available in the *Superannuation Slip* under *My Statements* at <https://mypay.cognizant.com>)
- In case of any queries pertaining to Superannuation, please contact the GSD helpdesk by raising a ticket at <https://gsd.cognizant.com> ➔ Human Resources ➔ India Payroll

Category*	Type*	Item*
FBP /Reimbursements	Superannuation Fund	Policy Related
FBP /Reimbursements	Superannuation Fund	Superannuation closure
FBP /Reimbursements	Superannuation Fund	Superannuation transfer

Please refer to the Step by step Login Procedure provided by LIC for tracking your Superannuation Fund.

Log on to LIC Home page using URL www.licindia.in

The screenshot shows the official website of LIC (Life Insurance Corporation of India). At the top, there's a navigation bar with links for 'Home', 'Products', 'Group Schemes', 'Customer Services', 'Premium Payment', 'Join Our Team', 'Plan NAV', and 'Locator'. A search bar is also present. The main banner features a couple sitting on a sofa looking at a laptop, with the text 'LIC's e-Term Online Term Insurance Plan Trust + Convenience at your fingertips'. Below this, there's a promotional offer for a 8% discount on premium. The left sidebar has a menu titled 'Online Services' with options like 'Online Loan', 'Customer Portal', 'Pay Premium Online', 'Pension and Group Schemes', 'Merchant Portal' (which is highlighted with a red box), 'Agents/Dev.Officers/ Bill Pay Enquiry', 'SSS PA Portal', and 'Corporate Portal'. The right side contains sections for 'Awards & Achievements' (showing a trophy for Best Employer Awards), 'Buy Policies Online' (listing Pradhan Mantri Vaya Vandana Yojana, LIC Jeevan Akshay VI, and LIC Cancer Cover), and other download links for the app and Aadhaar/PAN mandate.

Select the New User Creation Tab as shown below

This screenshot shows a specific page for new user creation. It features a large image of a family. To the right, there's a yellow box containing text about pension and group customer login and a message of regret for inconvenience. Below this is a light blue box for pension and group users with a 'Click here to Login' link. At the bottom, there's a white box for non-existing users with a 'Click here for Enrolment' link, which is also highlighted with a red box.

LIC
Life Insurance Corporation of India

A- A A+ Screen Reader Access
Color Themes

NEW REGISTRATION

For Enrollment of New Group Policy

Policy No: Member Master Policy Holder [Proceed](#)

Select member from the option

For Enrollment of new Annuity Number

Enter Annuity No: [Proceed](#)

Click on Proceed

Please ensure password (in 2nd window) contains atleast one numeric character
Also please note that it should be greater than 8 digits

© Copyright Life Insurance Corporation of India 2004
Registration number : 512.

www.licindia.in website is WCAG 2.0 Level AA compliant. Best viewed in resolution 1024x768 and compatible with IE 7+,
Firefox 3.0+, Chrome 3.0+, Safari 3.0+

LIC
Life Insurance Corporation of India

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NEW REGISTRATION

Please Authenticate Yourself for User-Id Creation:

Group Business Unit:	CHENNAI
Customer Name:	COGNIZANT TECHNOLOGY SOLUTIONS INDIA LIMITED
LIC ID:	<input type="text"/>
Date Of Birth:	<input type="text"/> .. (dd/mm/yyyy)
Proceed	

Enter Date of Birth

Return to Main Page

Click on Proceed

Please ensure password (in 2nd window) contains atleast one numeric character
Also please note that it should be greater than 8 digits

© Copyright Life Insurance Corporation of India 2004
Registration number : 512.

www.licindia.in website is WCAG 2.0 Level AA compliant. Best viewed in resolution 1024x768 and compatible with IE 7+,
Firefox 3.0+, Chrome 3.0+, Safari 3.0+



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NEW REGISTRATION
NEW USER REGISTRATION

Create your own User ID and Password

Account Information

User-ID: *

Enter User-ID of your choice.
It can have Alphabets, Numbers and only these two special character dot(.) or underscore(_)

Password: *

Confirm Password: *

Password must be in between 8 to 30 characters

Submit

Please ensure password (in 2nd window) contains atleast one numeric character
Also please note that it should be greater than 8 digits

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Registration number : 512

www.licindia.in website is WCAG 2.0 Level AA compliant. Best viewed in resolution 1024x768 and compatible with IE 7+, Firefox 3.0+, Chrome 3.0+, Safari 3.0+

Welcome

LIC Help | eServices FAQ | About Us | Contact Us | Home | Logout

» Basic Services

- Policy Schedule
- Policy Status
- Claim Status
- Loan Status
- Consolidated Premium Paid Statement
- Individual Policy Premium Paid Statement
- Revival Quotation
- Policy & Proposal Images

» Premier Services

- Pay Premium Online
- Online Payment Receipts
- Premium Calendar
- Policy Claim History

» e-Services Tools

- Change Password
- Update Profile
- Enroll Policies
- Individual Pension Policy Details
- Enroll for Employer
- Group Schemes Details
- Group Pension Details

Please check point no. 7 & 9 of "Terms & Conditions"

LIC's e-Services

Welcome,

LIC is pleased to offer e-Services which include Basic and Premier Services. Premier services are available for policies which are on your own life and policies of your minor children. Pre-registration is required to avail these services. Please check the [Terms and Conditions](#) for registration. Please enrol all your policies ([Click here](#)) and then follow the 3 step process as mentioned below.

Click on the following link to register for LIC's e-Services. This link will take you to a page where you can add policies to get special services

Step-1 
Registration Form

Step-2 
Print/Save Form

Step-3 
Upload Form / Check Status

Click Group Scheme Details

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- [Enroll for Employer](#)
- [Group Schemes Details](#)
- [Group Pension Details](#)

* Please check point no. 7 & 9 of "Terms & Conditions"

Group Schemes Details

Sl No.	Unit Name	Policy Number	Type of Scheme
1	CHENNAI		NGSCA

Please Click on the Policy Number to view your Contributions.

Enrol New Group Policy

PolicyNo:

[Group Scheme Details](#)

Click Policy No

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» e-Services Tools

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- [Update Profile](#)
- [Enroll Policies](#)
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- [Enroll for Employer](#)
- [Group Schemes Details](#)
- [Group Pension Details](#)

* Please check point no. 7 & 9 of "Terms & Conditions"

Your Policy Details are as follows:

Master Policy No.:	Master Policy-holder:	COGNIZANT TECHNOLOGY SOLUTIONS INDIA LIMITED
Contact Details :		
Servicing Group Business Unit of LIC:	CHENNAI	
Telephone:	2860 4201/02/05/06/63/2054/4127/4839/2105/4263/2106	
E-mail:	-	

Your Accumulation Details are as follows:

Member's Name:	LIC ID:	
Accumulated Value:	Accumulated as on:	
20,064.87	31/03/2018	
Date	Contributions Received After	Remarks
27/04/2018	31/03/2018	
31/05/2018	500.00	
Number of Contributions :	Total Amount :	1,000.00

In case of any Discrepancy in the above data, please contact your Employer for necessary action.

[Contribution History](#) [Delete Enrollment](#) [Back To Enrolled Policy List](#)

Click Contribution History for previous 2 years detail.

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- | Group Pension Details

* Please check point no. 7 & 9 of "Terms & Conditions"

Contribution History

Master Policy No.:	Master Policy Holder: COGNIZANT TECHNOLOGY SOLUTIONS INDIA LIMITED	
Member Name:	UIC ID	
Back		
Date	Contribution History of 2 Years Prior to 31/03/2016	Remarks
31/03/2016	500.00	
29/04/2016	500.00	
31/05/2016	500.00	
30/06/2016	500.00	
30/07/2016	500.00	
31/08/2016	500.00	
30/09/2016	500.00	
28/10/2016	500.00	
30/11/2016	500.00	
31/12/2016	500.00	
01/01/2017	500.00	
01/02/2017	500.00	
01/03/2017	500.00	
31/03/2017	500.00	
28/04/2017	500.00	
31/05/2017	500.00	
30/06/2017	500.00	
31/07/2017	500.00	
31/10/2017	500.00	
31/08/2017	500.00	
28/09/2017	500.00	
30/11/2017	500.00	
29/12/2017	500.00	
31/01/2018	500.00	
28/02/2018	500.00	
27/03/2018	500.00	
Number of Contributions : 25	Total Amount : 12,500.00	
In case of any Discrepancy in the above data, please contact your Company for necessary action.		
		Back

Superannuation Transfer/Closure

- ▣ <https://gsd.cognizant.com> ➔ Finance ➔ India Payroll

Category*	Type*	Item*
FBP /Reimbursements	Superannuation Fund	Superannuation closure
FBP /Reimbursements	Superannuation Fund	Superannuation transfer

- ▣ E-mail : ExithelpdeskIndia@cognizant.com

National Pension System (NPS)

National Pension System or New Pension System (NPS) is a scheme introduced originally in 2003 by the Government of India to enable individuals to save for their retirement, and was extended in 2009 to cover employees of private sector as well. Effective April 1st, 2011, the Government has exempted from Income tax the contribution through the employer. The scheme is administered and controlled by the Pension Fund Regulatory & Development Authority –PFRDA (www.pfrda.org.in)

In NPS, a subscriber contributes every year till retirement and the contribution is invested as per the Investment pattern selected by the subscriber. On retirement, part of the investment corpus (Pension Wealth) accumulated is paid in lump sum while the remaining goes in purchasing a life annuity which will ensure stable monthly income to the subscriber till death. Subscriptions to NPS are towards Retirement contribution. You are required to properly assess your requirements for retirement before enrolling for the scheme. Tax savings should not be the only criteria for enrolling into retirement schemes.

Coverage: Associates at all levels

Limit: Minimum of Rs.500 and a maximum of 10% basic per month

Taxability: The contribution made to the fund is totally exempt from income tax

Eligibility: Any Associate on India Payroll can invest in this scheme. The Associate should also complete the regular KYC (Know your customer) formalities before opening the account

Claim process and policy details

- Contact ICICI bank and complete the documentation formalities.
- Open the PRAN account as required and update the PRAN details under [MyUpdates](#) in <https://MyPay.Cognizant.com>
- If you are already holding PRAN a/c with Points of presence other than ICICI Bank, submit the Change of POP form to the ICICI bank
- Associates to declare the desired NPS Contribution amount after obtaining the PRAN a/c. This can be done through FBP definition, available on <https://MyPay.Cognizant.com>. Please note that you will not be able to define NPS in FBP until you have updated your PRAN details in MyPay.
- You have an option of setting up your NPS Contribution by reallocating the amounts that are currently available under the FBP scheme – like Car Running, Special allowance etc.
- The amount so allocated will be fully tax exempt. You can allocate a minimum of Rs.500 subject to a maximum of 10% of your basic salary.
- After the monthly payroll process, Cognizant will deposit the contribution amount to the POP who will in turn credit it to the Fund Manager of your choice. The details of amount deposited will be made available on the MyPay portal immediately. The details can also be viewed in the NSDL portal after 3 weeks of deposit (Please note that the timelines for viewing in NSDL site is indicative only and may depend upon the actions taken by NSDL)
- The current NPS Scheme proposal is based on the prevailing tax laws. Any changes to the Scheme by the government from time to time will be applicable
- PRAN number starts with 11 and 4 series will be mapped to ICICI for monthly loading and APY PRAN (Other than 11 and 4 series) will not be considered. Other series PRAN associates to apply for a New PRAN for NPS contribution.

ICICI POC details - Please Contact the below ICICI POC's for your location pertaining to NPS

LEVEL 1			
Location	Name	Contact No	Email ID
Bangalore	Nitesh S	7304911625	s.nitesh@icicibank.com
Coimbatore	Chelladurai	9677222564	chelladurai.c@icicibank.com
Kolkata	Somnath Paul	9830018068	somnath.paul@icicibank.com
Gurgaon	Gajraj Singh	8527294977	gajraj.singh@icicibank.com
Cochin	Arun Krishnan	9324804703	arun.krishna@icicibank.com
Noida	Dharmendra Singh	8130491037	s.dharmend@icicibank.com
Chennai	Thamarai S Selvan	9381503444	selvan.thamarai@icicibank.com
Hyderabad	Ravi Kora	9515600429	ravikumar.kora@icicibank.com
Pune	Chandini Dangi	7024168719	chandani.dangi@icicibank.com
MUMBAI(Vikhroli)	Manoj Pawar	9273757475	manoj.pawar@icicibank.com
NAVI MUMBAI	Srija Goud	9152009667	jangampally.srija@icicibank.com
NAVI MUMBAI	Vijay Anand	9819548292	vijayanand.j@icicibank.com

LEVEL 2			
Location	Name	Contact No	Email ID
Bangalore	Thamarai S Selvan	9381503444	selvan.thamarai@icicibank.com
Coimbatore	Thamarai S Selvan	9381503444	selvan.thamarai@icicibank.com
Kolkata	Thamarai S Selvan	9381503444	selvan.thamarai@icicibank.com
Gurgaon	Thamarai S Selvan	9381503444	selvan.thamarai@icicibank.com
Cochin	Thamarai S Selvan	9381503444	selvan.thamarai@icicibank.com
Noida	Thamarai S Selvan	9381503444	selvan.thamarai@icicibank.com
Chennai	Anil Kumar K	8754429652	k.anilkumar@icicibank.com
Hyderabad	Thamarai S Selvan	9381503444	selvan.thamarai@icicibank.com
Pune	Thamarai S Selvan	9381503444	selvan.thamarai@icicibank.com
MUMBAI(Vikhroli)	Thamarai S Selvan	9381503444	selvan.thamarai@icicibank.com
NAVI MUMBAI	Thamarai S Selvan	9381503444	selvan.thamarai@icicibank.com
NAVI MUMBAI	Thamarai S Selvan	9381503444	selvan.thamarai@icicibank.com

LEVEL 3			
Location	Name	Contact No	Email ID
Bangalore	Anil Kumar K	8754429652	k.anilkumar@icicibank.com
Coimbatore	Anil Kumar K	8754429652	k.anilkumar@icicibank.com
Kolkata	Anil Kumar K	8754429652	k.anilkumar@icicibank.com
Gurgaon	Anil Kumar K	8754429652	k.anilkumar@icicibank.com
Cochin	Anil Kumar K	8754429652	k.anilkumar@icicibank.com
Noida	Anil Kumar K	8754429652	k.anilkumar@icicibank.com
Hyderabad	Anil Kumar K	8754429652	k.anilkumar@icicibank.com
Pune	Anil Kumar K	8754429652	k.anilkumar@icicibank.com
MUMBAI(Vikhroli)	Anil Kumar K	8754429652	k.anilkumar@icicibank.com
NAVI MUMBAI	Anil Kumar K	8754429652	k.anilkumar@icicibank.com
NAVI MUMBAI	Anil Kumar K	8754429652	k.anilkumar@icicibank.com

Mobile Reimbursement

Mobile Reimbursement aims at reimbursing the associates for mobile usage for official purposes.

Coverage: Up to M (Manager) grade only

Limit:

Component	Up to A Level	SA and M
Eligibility (Per Month)	500	1000

Taxability: Claims up to the eligible amount are exempted from taxable income

Claim process and policy details:

- ▣ Associate must define the amount under [MyDefinitions](https://MyPay.Cognizant.com) in <https://MyPay.Cognizant.com>
- ▣ Associates should follow the below steps for claiming their Mobile Reimbursements
 - ▣ **Step 1:** Procure an **ICICI / HDFC/ Axis credit card** and use it to pay mobile phone bills, Fuel and Maintenance bills. Associates who already possess an ICICI / HDFC/ AXIS credit card may use the same for payment of the above mentioned bills
 - ▣ **Step 2:** On receipt of the card associates have to:
 - ▣ Provide consent to the bank for sharing the reimbursable spend details with Cognizant (Please refer the [Card Mapping Process](#) given below)
 - ▣ Update the credit card number in Mypay.- MyUpdate – Personal information
 - ▣ **Step 3:** Bank would share the information on the reimbursable spends which would loaded in Mypay. Bank will be sharing the data based on the posting date and not on transaction date.
 - ▣ **Step 4:** Confirm the spends on mobile bill as “*Official*”, “*Personal*” or “*Next Month*” in order mark your expenses as claimed, not claimed or carried forward respectively. **Please note that reimbursements would not be effected if the transactions are not confirmed as Official by the Associates** (Please refer below “[Credit Card Transaction Confirmation Process](#)”)

Credit Card

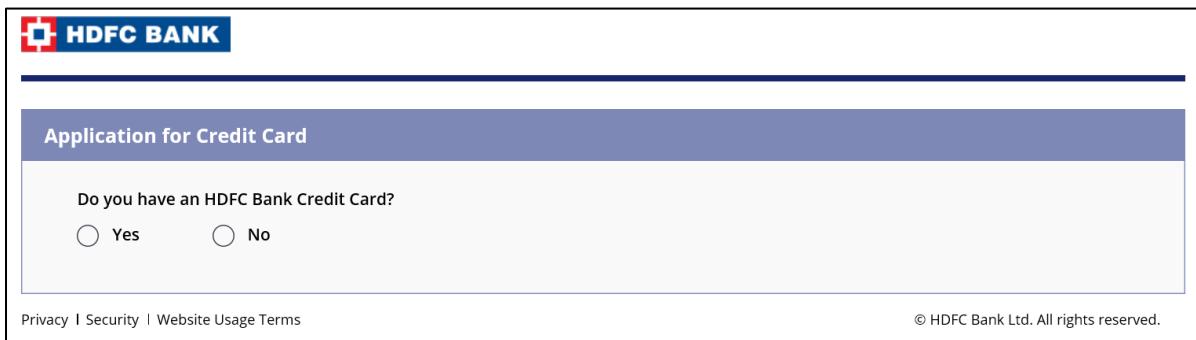
- ▣ Associates who currently do not possess a credit card for FBP reimbursement purposes can procure an HDFC / ICICI / Axis Bank Credit Card
- ▣ Associates who wish to use an existing ICICI / HDFC / Axis credit card or would like to procure one for the purpose of FBP reimbursement can follow the normal process of procuring a personal credit card with these banks. Once the card is delivered, associates need to provide a letter of consent (in the format mentioned below) to the Bank for sharing the details of reimbursable spends with Cognizant. This process is referred to as the process of “mapping the credit card” for reimbursement purposes
- ▣ In the event of getting a new card owing to reasons like expiry/card loss, the associate has to do the credit card mapping procedure once again in myPay to avail the benefit

Process of Mapping Credit Card

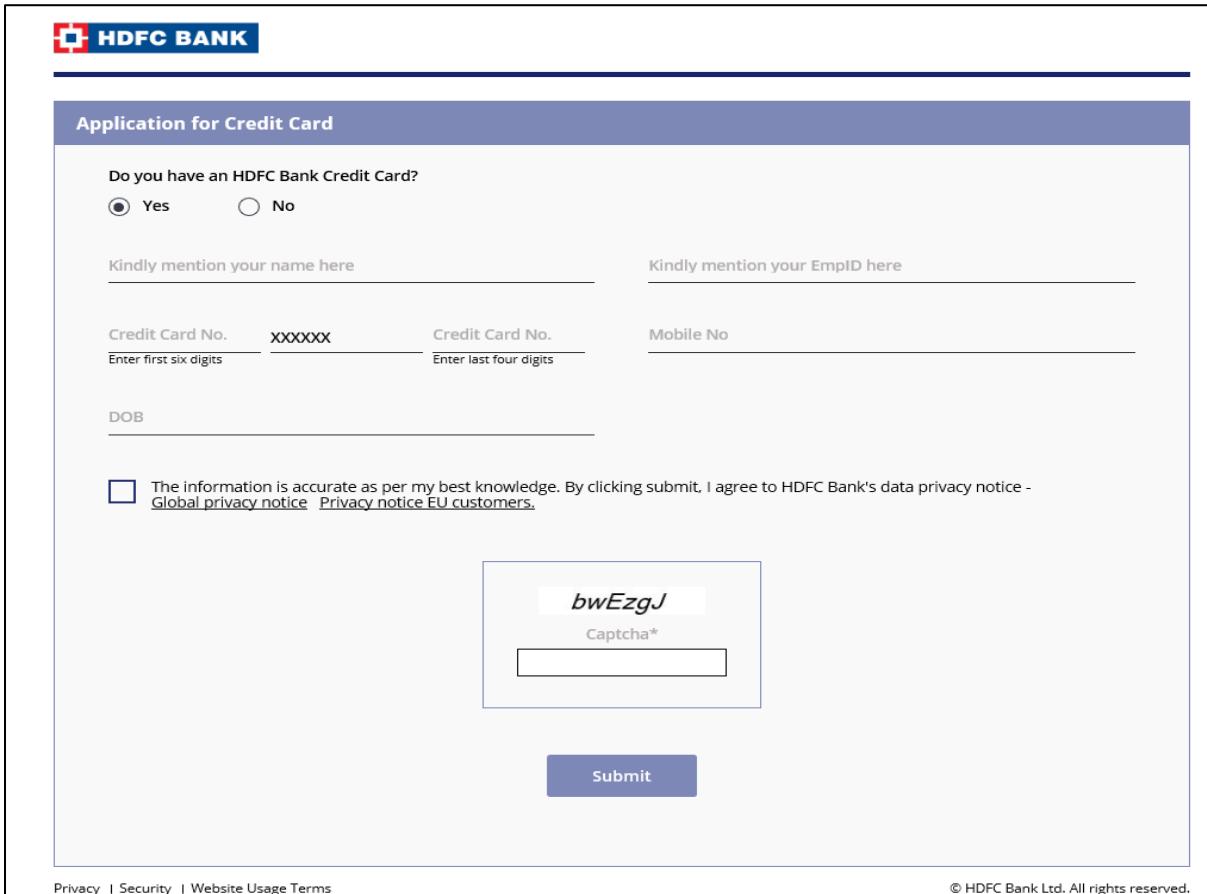
HDFC Bank

Application/Procedure for mapping HDFC credit card to Cognizant can be done online by following the process mentioned below:

- **Step 1:** Logon to
https://leads.hdfcbank.com/applications/webforms/apply/cogni_cc/cognizant_cc.aspx
- **Step 2:** Click the **Yes** button if you already possess an HDFC Bank credit card; Furnish the necessary details and click the **Submit** button to map your existing credit card. Once the card gets mapped, HDFC Bank will share your reimbursable credit card spends to Cognizant for an upload in **MyPay**.



The screenshot shows the 'Application for Credit Card' page. At the top, there's a question: 'Do you have an HDFC Bank Credit Card?'. Below it are two radio buttons: 'Yes' (selected) and 'No'. At the bottom of the page, there are links for 'Privacy | Security | Website Usage Terms' and a copyright notice: '© HDFC Bank Ltd. All rights reserved.'



The screenshot shows the 'Application for Credit Card' page with the 'Yes' radio button selected. It includes fields for name, EmpID, credit card numbers, mobile number, DOB, and a privacy agreement checkbox. A CAPTCHA field with the code 'bwEzgJ' is also present. At the bottom, there's a 'Submit' button.

- **Step 3:** Click the **No** button (for the first question) if you want to procure a new card and click the Yes button (for the second question) if you have your salary account with HDFC Bank. Follow the instructions provided in the webpage to make an application for a new HDFC Bank credit card within 3 business weeks.



Application for Credit Card

Do you have an HDFC Bank Credit Card?

Yes No

Do you have an HDFC Bank Salary Account

Yes No

1. Fill in the required details

2. Chennai CTS Employees: [Click here](#) to apply online

Outstation CTS Employees: Send your ID proof, Address proof and CTS Id card copy to:
Mr A.Srinivasaraghavan,
Credit Cards - Sales Manager,
110, Ceebroz Building,
4th Floor, Nelson Manickam Road,
Chennai - 600 029.

3. Please take a printout of the Application form, Lifetime Free MID and DNC Declaration form.
[Click here](#) to download Application Form
[Click here](#) to download DNC Declaration form
[Click here](#) to download Lifetime Free Most Important Document (MID)
Note : Please take a print on A4 size paper only. Printout should be on separate

▪ All documents to be self attested by the customer.
▪ Your eligibility for the type of card depends upon your salary credit*

Platinum	10000 - 49999
Signature	More than 50000

* These are only indicative

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Axis Bank

- Axis Bank credit card can be applied online by using the link mentioned below under Special offers.

https://www.axisbank.com/corp_interface/CTS/index.html

- Upon completion of the application procedure, the credit card will be delivered by the bank to your work location in 3 business weeks

The associate has to send a mail (format given below) to customer care for mapping their cards under COG promo code.

The mail has to be sent from their registered mail id to Cognizant@axisbank.com

Mail Format:

Subject: Sharing Details with Cognizant Technology Solutions

Dear Sir/ Madam,

Ref. Axis Bank Customer ID: xxxxxxxxx

Last 4 Digits of Axis Bank Credit Card No.: xxxx

I, *Name of Associate*, employee of Cognizant Technology Solutions, employee number *xxxxx*, am holding the captioned credit card issued by Axis Bank Limited. I hereby authorize you, for sharing the details of the amount spent on the captioned credit card, with Cognizant Technology Solutions (CTS), to enable me to get reimbursement of the amount of expenses from CTS.

Regards,

(Name of the Associate)

ICICI Bank

The associate has to send a mail (format given below) to customer care for mapping their cards under

COG promo code.

The mail has to be sent from their registered mail id to gajanan.chaugule@ext.icicibank.com

with a cc to customer.care@icicibank.com and selvan.thamarai@icicibank.com

Mail Format:

Subject: Cognizant Technology Solutions

Hi,

ICICI Bank Credit Card No.:

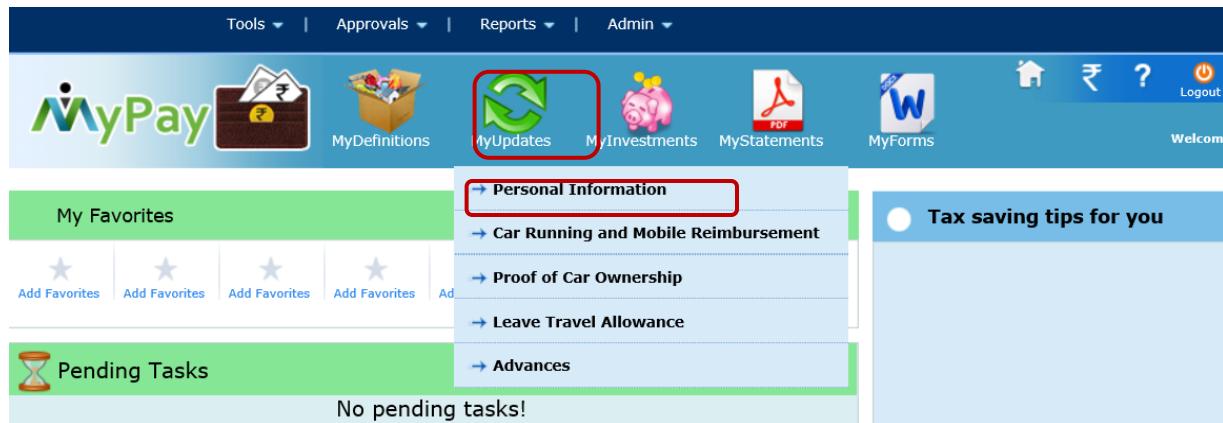
I *Name of Associate*, employee of Cognizant Technology Solutions employee number *xxxxx* am holding the captioned credit card issued by ICICI Bank Limited. I have no objection in you sharing the details of spends made on the captioned credit card with Cognizant Technology Solutions.

Regards

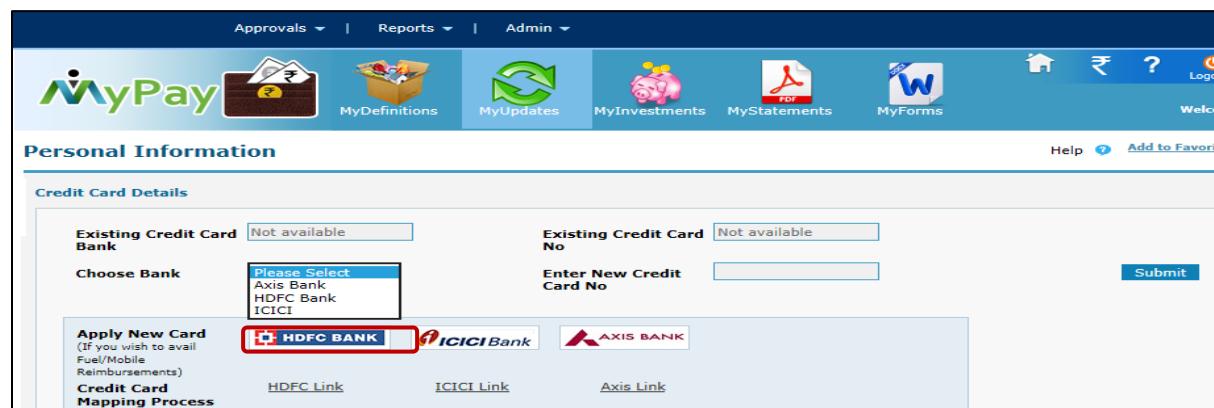
(Associate Name)

HDFC Bank

- Step1: The Credit Card details have to be updated soon after receiving the card from the bank. Click the [Personal Information](https://mypay.cognizant.com) link under the **MyUpdates** tab in <https://mypay.cognizant.com>



- Step 2: Furnish the necessary details and click the Submit button. The spends will now be available for your confirmation in MyPay for reimbursement



The screenshot shows the 'Personal Information' page. It has sections for 'Credit Card Details' and 'Apply New Card'. In the 'Credit Card Details' section, there are fields for 'Existing Credit Card Bank' (set to 'Not available'), 'Choose Bank' (dropdown menu showing 'Please Select Axis Bank, HDFC Bank ICICI'), 'Existing Credit Card No' (text input field 'Not available'), and 'Enter New Credit Card No' (text input field). There are also buttons for 'Submit', 'HDFC BANK', 'ICICI Bank', and 'AXIS BANK'. Below these buttons are links for 'HDFC Link', 'ICICI Link', and 'Axis Link'. A 'Help' and 'Add to Favorites' link are also present.

- Step 3: Upon clicking submit you will be asked for the confirmation on the availability of the existing card details if any. Please confirm accordingly so that the details are updated in MyPay



Axis Bank

- Step 1: Associate shall send an e-mail to Cognizant@axisbank.com to place the request
- Step 2: Request by the associate has to be placed from their Cognizant e-mail ID and mention their

Axis Bank Customer ID with Credit Card details and full name in the e-mail request. Format of the mail is given below:

Dear Sir/ Madam,

Ref. Axis Bank Customer ID: xxxxxxxxx
Last 4 Digits of Axis Bank Credit Card No.: xxxx

I, *Name of Associate*, employee of Cognizant Technology Solutions, employee number *xxxxx*, am holding the captioned credit card issued by Axis Bank Limited.

I hereby authorize you, for sharing the details of the amount spent on the captioned credit card, with Cognizant Technology Solutions (CTS), to enable me to get reimbursement of the amount of expenses from CTS.

Regards,
(Name of the Associate)

■ Step 3: The Credit Card details have to be updated soon after receiving the card from the bank.

Click the Personal Information link under MyUpdates tab in <https://mypay.cognizant.com>

The screenshot shows the MyPay dashboard with a navigation bar at the top. The 'MyUpdates' tab is highlighted. A dropdown menu is open from the 'MyUpdates' icon, showing options: Personal Information, Car Running and Mobile Reimbursement, Proof of Car Ownership, Leave Travel Allowance, and Advances. Below the dashboard, there are sections for 'My Favorites' and 'Pending Tasks'. The 'Pending Tasks' section displays the message 'No pending tasks!'

■ Step 4: Furnish the necessary details and click the Submit button. The spends will now be available for your confirmation in Mypay for reimbursement

The screenshot shows the 'Personal Information' page in MyPay. At the top, there are tabs for Approvals, Reports, and Admin. The 'MyUpdates' tab is selected. Below the tabs, there's a 'Personal Information' header. The main form area starts with 'Credit Card Details'. It has two sections: 'Existing Credit Card' (Bank: Not available) and 'Enter New Credit Card No.' (Bank: Not available). Under 'Choose Bank', there is a dropdown menu with options: Axis Bank, HDFC Bank, ICICI, and a placeholder 'Please Select'. Below this are buttons for 'HDFC BANK' and 'ICICI BANK'. There are also links for 'HDFC Link' and 'ICICI Link'. At the bottom right of the form is a 'Submit' button. To the left of the form, there's a note: 'Apply New Card (If you wish to avail Fuel/Mobile Reimbursements)' and a 'Credit Card Mapping Process' link. The 'Axis Bank' logo is highlighted with a red box.

- ▣ **Step 5:** Upon clicking submit you will be asked for the confirmation on the availability of the existing card details if any. Please confirm accordingly so that the details are updated in MyPay



- ▣ The validation of credit card details and its inclusion in the MIS database is usually done within 2-3 business days. An acknowledgement will be sent to the associate once the said credit card is included in the master data for MIS from the next cycle
- ▣ In case of a failure in validation, an e-mail would be sent to the associate detailing the reason for rejection.
- ▣ Data for the spends would be shared for the previous calendar month by the 5th of every month. Cut-off date for inclusion of new card numbers to the database would be 25th of every month, post which it would be included in the next month's MIS.
- ▣ All regular credit card queries can be addressed by the customer service desk of the bank at 1800 209 5577 or 1800 103 5577. E-mail support will be available by writing to Creditcards@axisbank.com

Important Note- Credit Card:

In the event of changing the credit card/switching over from one bank to the other during themonth, the transactions from the previous card will not be shared by the banker. Only transactions pertaining to the current card will be considered and shared with us for further processing.

The bank will start sharing the transaction details only after the card mapping process is completed. Transactions prior to card mapping date will not be shared by the bank.

Credit Card Transactions Confirmation

Associates need to procure a credit card, get it mapped and update the credit card information at <https://mypay.cognizant.com> before proceeding to this step (Refer FBP Cards section for assistance on procuring, mapping and updating credit card details).

- Please note that all reimbursable expenses will be credited into the salary account of the associate and no payment will be directly made by Cognizant towards the credit bills.
- Associates need to confirm specific credit card expenses which are reimbursable in accordance with the FBP policy for the Payroll Team to credit the same.
- After completing the pre-requisite steps associates can follow the process mentioned below to confirm their credit card transactions.
- **Step 1:** Click the [Credit Card Transaction Confirmation](#) link under the [MyUpdates](#) tab
- **Step 2:** Mark as Official or Personal or Move to Next Month against each of the specific expense to be claimed and click on Submit

The screenshot shows the MyPay application interface. At the top, there are navigation links: Tools, Approvals, Reports, Admin, Home, ₹, ?, Logout, and Welcome. Below the header, there are several icons: MyPay (selected), MyDefinitions, MyUpdates (highlighted with a red box), MyInvestments, MyStatements, and MyForms. A sidebar on the left lists 'My Favorites' with four items: Car Running and Mobile Reimbursement (highlighted with a red box), Proof of Car Ownership, Leave Travel Allowance, and Advances. Below this is a 'Pending Tasks' section with a message: 'No pending tasks!'.

The main content area displays a table titled 'Pending Confirmation' under 'Transaction History'. The table has columns: Transaction Date, Category, Merchant Name, Amount, Official (checkbox), and Move to Next Month (checkbox). The table shows two entries:

Transaction Date	Category	Merchant Name	Amount	Official	Move to Next Month
11/19/14	Fuel / Car Maintenance	SHOBA AGENCIES CHENNAI IND	1028.09	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
11/22/14	Telephone exps	SMARTPAY 10661709 AIRCHE TXHC13342734	567.99	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

- Associates are responsible for paying their credit card dues, Cognizant will credit reimbursements only to the salary accounts specified by the Associates.
- The credit card has to be in the name of the associate
- If the claimed amount is less than the amount defined, the excess would be carried forward to the next month.
- Expenses swiped will be paid only to the extent of accumulations and cannot be carried forward partially to next month.
- Reimbursement will be provided only in respect of one mobile connection, which should be a "Post Paid" connection registered in the name of Associate.

- Claims would be reimbursed as a part of the reimbursement cycle. Please refer to the table on "Reimbursement Dates" for further details.

Credit Card - Bank Contact point

HDFC Bank

Level of Contact	Location	Name	Email id	Contact No
1st level	For All Locations	Ms.Stella Mary	Stellamary.sureshkumar@hdfcbank.com	9952028339
2nd Level	For All Locations	Mr.Neelakandan Perumal	Neelakandan.perumal@hdfcbank.com	9176644000

Axis Bank

Corporate Salary Manager (CSM) - 1st Level Point of Contact			
Location	Name	Mobile	E Mail ID
Bangalore	Nitesh Pandey	9902706293	Nitesh.Pandey@axisbank.com
Mysore	Vasudev Nayak	9845677996	Vasudev.Nayak@axisbank.com
Chennai	Irshad Ahmed	9840385766	Irshad.Ahmed@axisbank.com
Coimbatore	Thirunavukarasu S	8098607993	thirunavukarasu.s@axisbank.com
Delhi	Navraj Parihar	9953928062	navraj.parihar@axisbank.com
Mangalore	Pradeepa Patel	9902808833	Pradeepa.Patel@axisbank.com
Hyderabad	Dandapani Sahu	9000553439	Dandapani.Sahu@axisbank.com
Cochin	Sajith Chandran	9387825221	Sajith.Chandran@axisbank.com
Kolkata	Ashiqueer Rahman	9831140263	Ashiqueer.Rahman@axisbank.com
Mumbai	Jayprakash Yadav	8097044445	jayprakash.yadav@axisbank.com
Pune	Amit Khaitan	9051031555	Amit.Khaitan@axisbank.com

Circle Salary Head - 2nd Level Point of Contact			
Location	Name	Mobile	E Mail ID
Bangalore	Kailash Gupta	9620189786	Kailash.Gupta@axisbank.com
Mysore	Vishwanath Khandi	9611978879	Vishwanth.Khandi@axisbank.com
Chennai	G Subramanian	9176664571	G.Subramanian@axisbank.com
Coimbatore	P Kalaivani	9500135100	P.Kalaivani@axisbank.com
Delhi	Karan basrao	9810799331	Karan.Basrao@axisbank.com
Mangalore	Kiran N	9980516718	Kiran.n@axisbank.com
Hyderabad	Venkat Ram Reddy	9966401220	Venkat.Reddy@axisbank.com
Cochin	Vinesh A R	9446493988	Vinesh.R@axisbank.com
Kolkata	Ovisek Dasgupta	8335827711	Ovisek.Dasgupta@axisbank.com
Mumbai	Nehal Amit Divatia	9819829811	Nehal.Divatia@axisbank.com
Pune	Vikas Gupta	9921428089	VikashN.gupta@axisbank.com

ICICI Bank

LEVEL 1			
Location	Name	Contact No	Email ID
Bangalore	Nitesh S	7304911625	s.nitesh@icicibank.com
Coimbatore	Chelladurai	9677222564	chelladurai.c@icicibank.com
Kolkata	Somnath Paul	9830018068	somnath.paul@icicibank.com
Gurgaon	Gajraj Singh	8527294977	gajraj.singh@icicibank.com
Cochin	Arun Krishnan	9324804703	arun.krishna@icicibank.com
Noida	Dharmendra Singh	8130491037	s.dharmend@icicibank.com
Chennai	Thamarai S Selvan	9381503444	selvan.thamarai@icicibank.com
Hyderabad	Ravi Kora	9515600429	ravikumar.kora@icicibank.com
Pune	Chandini Dangi	7024168719	chandani.dangi@icicibank.com
MUMBAI(Vikhroli)	Manoj Pawar	9273757475	manoj.pawar@icicibank.com
NAVI MUMBAI	Srija Goud	9152009667	jangampally.srija@icicibank.com
NAVI MUMBAI	Vijay Anand	9819548292	vijayanand.j@icicibank.com

LEVEL 2			
Location	Name	Contact No	Email ID
Bangalore	Thamarai S Selvan	9381503444	selvan.thamarai@icicibank.com
Coimbatore	Thamarai S Selvan	9381503444	selvan.thamarai@icicibank.com
Kolkata	Thamarai S Selvan	9381503444	selvan.thamarai@icicibank.com
Gurgaon	Thamarai S Selvan	9381503444	selvan.thamarai@icicibank.com
Cochin	Thamarai S Selvan	9381503444	selvan.thamarai@icicibank.com
Noida	Thamarai S Selvan	9381503444	selvan.thamarai@icicibank.com
Chennai	Anil Kumar K	8754429652	k.anilkumar@icicibank.com
Hyderabad	Thamarai S Selvan	9381503444	selvan.thamarai@icicibank.com
Pune	Thamarai S Selvan	9381503444	selvan.thamarai@icicibank.com
MUMBAI(Vikhroli)	Thamarai S Selvan	9381503444	selvan.thamarai@icicibank.com
NAVI MUMBAI	Thamarai S Selvan	9381503444	selvan.thamarai@icicibank.com
NAVI MUMBAI	Thamarai S Selvan	9381503444	selvan.thamarai@icicibank.com

LEVEL 3			
Location	Name	Contact No	Email ID
Bangalore	Anil Kumar K	8754429652	k.anilkumar@icicibank.com
Coimbatore	Anil Kumar K	8754429652	k.anilkumar@icicibank.com
Kolkata	Anil Kumar K	8754429652	k.anilkumar@icicibank.com
Gurgaon	Anil Kumar K	8754429652	k.anilkumar@icicibank.com
Cochin	Anil Kumar K	8754429652	k.anilkumar@icicibank.com
Noida	Anil Kumar K	8754429652	k.anilkumar@icicibank.com
Hyderabad	Anil Kumar K	8754429652	k.anilkumar@icicibank.com
Pune	Anil Kumar K	8754429652	k.anilkumar@icicibank.com
MUMBAI(Vikhroli)	Anil Kumar K	8754429652	k.anilkumar@icicibank.com
NAVI MUMBAI	Anil Kumar K	8754429652	k.anilkumar@icicibank.com
NAVI MUMBAI	Anil Kumar K	8754429652	k.anilkumar@icicibank.com

Car Running Expenses

The Car Running Expense is a benefit extended to the associates towards fuel, chauffeur and maintenance of an employee owned car which is used for official purpose

Coverage: For SA and above grade only

Limit: Car running expense can be claimed under the following heads, subject to a maximum amount as prescribed below.

Component	Engine capacity < = 1.6 litres	Engine capacity > 1.6 litres
Carrunning & Fuel Expenditure	Rs. 1800 (per month)	Rs. 2400 (per month)
Driver Salary	900 (per month)	900 (per month)

Taxability

Not taxable in the hands of the associate

Claim process and policy details

Associates must declare the amount under MyDefinitions in <https://MyPay.Cognizant.com>

- Associates should reimburse their **fuel bills** by making payments only through the prescribed credit card (currently ICICI, HDFC and Axis bank credit cards)
- The fuel expenses claimed through MyPay will not be entertained
- Expenses swiped will be paid only to the extent of accumulations and cannot be carried forward partially to next month
- Associates can reimburse their Car Maintenance expense either through the prescribed credit card or through MyPay claim by producing original bills
- Associates should reimburse Driver's Salary expense only through **MyPay** by producing the Driver Salary receipt duly filled and signed (Driver Signature on revenue stamp)
Driver Salary receipt template available under the **MyForms** link at <https://mypay.cognizant.com>
- To avail the tax benefit for Driver salary in addition to Fuel Expense / Car Maintenance, associate should submit receipt for payment of Driver salary of Rs 900 (For cases where the amount defined is Rs 2700 for cars with engine capacity < 1.6 liters, and Rs 3300 for cars with engine capacity > 1.6 liters). If the receipt for payment of Driver Salary is not submitted during the year, tax benefits for the same will not be provided and tax as applicable would be deducted.
- Expense claim submitted towards car maintenance / fuel would be reimbursed only to the extent of amount accumulated as of the date of processing even if the amount of the bill is higher than the accumulated amount. The difference amount between the bill and accumulated amount will not be

carried forward automatically to subsequent months for payment. Associates will have to submit fresh claims on a monthly basis.

- Associates should follow the below steps for claiming their credit card based Car Running Expense Reimbursements
 - **Step 1:** Procure an **ICICI / HDFC / Axis credit card** and use it to pay mobile phone bills, Fuel and Maintenance bills (Refer the Credit Card **section** given under Mobile Reimbursement for detailed explanation on process of procuring and updating a Credit Card).
 - **Step 2:** Bank would share the information on the reimbursable spends which would be updated in <https://mypay.cognizant.com>
 - **Step 3:** Confirm the spends on mobile bill as “Official”, “Personal” or “Next Month” in order mark your expenses as claimed, not claimed or carried forward respectively (Refer the **Credit Card Transactions Confirmation** section for detailed explanation on claiming credit card based spends).
- Associates need to make the **Driver Salary /Car Maintenance** reimbursement claim through MyPay as mentioned below
 - **Step 1:** Login to <https://mypay.cognizant.com>
 - **Step 2:** Click on MyUpdates > Car Running and Mobile Reimbursement

The screenshot shows the MyPay application interface. At the top, there is a navigation bar with links for Tools, Approvals, Reports, Admin, Home, Rupee symbol, Help, and Logout. Below the navigation bar, there are several icons: MyPay (with a wallet icon), MyDefinitions, MyUpdates (which is highlighted with a red box), MyInvestments, MyStatements, and MyForms. A 'Welcome' message is visible on the right. The main content area has a green header 'My Favorites' with four star icons labeled 'Add Favorites'. A dropdown menu titled 'Personal Information' is open, listing: Car Running and Mobile Reimbursement, Proof of Car Ownership, Leave Travel Allowance, and Advances. To the right of this is a 'Tax saving tips for you' section. At the bottom, there is a green header 'Pending Tasks' with a clock icon, followed by the message 'No pending tasks!'.

- Step 3 : Click on Claims > Click on Car Maintenance / Driver Salary > Current Claim

Claims	Eligibility (till last payroll including March previous FY)	Submitted	Paid	Balance
	(A)	(B)	(C)	(A-C)
Mobile	0.00	0.00	0.00	0.00
Fuel Expenses		0.00	0.00	
Car Maintenance	0.00	0.00	0.00	0.00
Driver Salary		0.00	0.00	
Total	0.00	0.00	0.00	0.00

Credit Card Transaction **Car Maintenance / Driver Salary**

Car Maintenance & Driver Salary

Current Claims Previous Claims

- Step 4: Select “ Driver Salary / Car Maintenance” option under Reimbursement Type and update the required details as given below.

Type	Driver Salary	Car Maintenance
Expense Date	Receipt Date	Receipt Date
Invoice Number	Month of Salary Paid	Bill Number
Invoice Amount	Maximum Rs 900/- Per month	Bill Amount
Claim Amount	Maximum Rs 900/- Per month	Current accumulation not more than bill amount
Merchant / Driver Name	Driver Name	Vendor Name

Reimbursement Type	Expense Date	Invoice Number	Invoice Amount	Claim Amount	Merchant/Driver Name
--select-- Car Maintenance Driver Salary					

Total Amount : 0 **Submit**

- **Step 5:** After updating all the above details upload the receipt using “Upload Icon” and only one document can be uploaded for one claim and click on “Save Icon” then Select’ the claims and Submit.

The screenshot displays a user interface for managing car maintenance and driver salaries. It features a header titled 'Car Maintenance & Driver Salary' with tabs for 'Current Claims' and 'Previous Claims'. Below this is a table with several columns: 'voice count', 'Claim Amount', 'Merchant/Driver Name', 'Upload', 'Status', 'Administrator Comment', and 'Select'. The 'Upload' button is highlighted with a red box. To the right of the table are 'View' and 'Save' buttons, with the 'Save' button also highlighted with a red box. At the bottom left, it says 'Total Amount : 0'. A 'Submit' button is located at the bottom right of the form area.

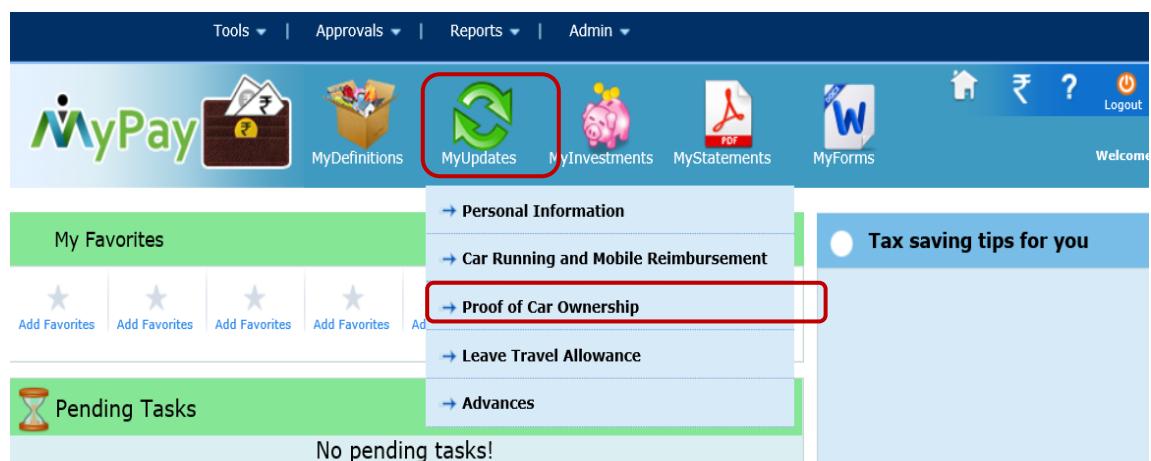
- **Step 6 :** Associate can upload only scanned copy of Car Insurance Policy document for Car Maintenance claim and for all the other maintenance claim, original documents should be sent via internal courier.
Considering the pandemic situation associates are allowed to uploaded the receipts for Car maintenance and Driver salary. Originals can be retained by the associates and same to be shared once we sent a communication.
- **Step 7:** Below are the required documents to be sent by internal courier to respective location finance.
 - Original bills for Driver Salary and Car Maintenance.
 - Driver Salary receipt duly filled and signed (Driver Salary receipt template available under the [MyForms](https://mypay.cognizant.com) link at <https://mypay.cognizant.com>). Revenue stamp to be affixed and Driver signature on the Revenue Stamp is mandatory.
 - The associate can claim car running only when they are in INDIA
 - Amount defined under Car maintenance can be claimed by submitting maintenance bills or fuel truncations.
 - Amount defined under Driver salary can be claimed only by submitting Driver salary.
- Car must be registered only in the name of the associate and not any other name
- Car should be currently registered in the State of the associate's current location. If the car is registered in any other state; the associate has to submit an NOC and Road Tax receipt from the State of the associates' current location (office).
- Proof of ownership (RC book) needs to be submitted.
- The associate is required to disclose any transfer of ownership of the vehicle, to the company.
- Associates are required to obtain **an ICICI / HDFC/ Axis credit card** and use it to pay for expenses towards *fuel and car maintenance*. Remember, this card will also be used to pay for expenses under the Mobile Reimbursement process.

- Claims would be reimbursed as a part of the reimbursement cycle. Please refer to the table on “**Reimbursement Dates**” for further details.
- **Fuel expenses** – Can only be claimed through Credit card swipes
- **Driver’s salary** – Only by Cash (Driver Salary receipt)
- **Car maintenance expenses** – Credit card or cash (Bills should be in the name of associate)

Car ownership Details:

Category*	Type*	Item*
FBP /Reimbursements	Car Running Expense	Car Ownership - Proof & Registration

- Associates should follow the steps mentioned below to submit their documents of proof for car ownership:
 - Step 1: Login to <https://mypay.cognizant.com> and navigate to MyUpdates then to Proof of Car Ownership page



- Step 2: Fill in the necessary details and upload the scanned copies under “Required Documents” and submit with self-declaration made available as a radio button at the end of the page
 - Scanned copy of Car Registration Certificate (in associate’s name)
 - Scanned copy of Road tax certificate (if car is registered in different state)
 - Scanned copy of NOC (if car is registered in different state)

The screenshot shows the cognizant MyPay section with various icons for MyDefinitions, MyUpdates, MyInvestments, MyStatements, and MyForms. The main title is 'Proof of Car Ownership'. It includes fields for 'Car Registration No' (with dropdown for engine capacity), 'Car Registered in same state of work location (Yes / No)', and a status message 'Status: Submitted'. Below this are sections for 'Required Documents' (Copy of RC Book, NOC, Road Tax Receipt) and 'Verification' (checkbox for confirming truthfulness). A 'Submit' button is at the bottom.

- The submission of proof of ownership is mandatory, failing which no further reimbursements would be entertained under this benefit for the future months and appropriate tax deduction would be made from the March month's salary for the reimbursement already paid out
- In case of a new vehicle for which the RC book is not yet delivered, the booking form which has the proof of payment and name of owner can be used as a provisional document for proof of ownership. However, the associate needs to submit a copy of the RC book as soon as it is received. The provisional proof would be accepted only for 3 months from the date of purchase of the vehicle
- **Step 3:** Raise a GSD in <https://gsd.cognizant.com> > Human Resources > India Payroll in case of any assistance required in the process

Points to remember for FBP benefit.

- Election of the components for the Flexible Benefit Plan can be made only between 5th and 24th of every month:
 - If 5th falls on a weekend or holiday, the system would be available from the next working day.
 - If 24th falls on a weekend or holiday, the system would be available till the previous working day.
- All FBP components are available for redefinition on a monthly basis
- Kindly note that ICICI / HDFC / AXIS credit card to be used are personal cards and associate are required to get in touch with the respective bank officials regarding any issues, including procurement

- If your Date of joining falls on or after 20th of every month, you will be able to access MyPay latest by 10th of the following month.
- All bills submitted for claim (, Mobile, Car Running Expenses, and LTA) will have to be later than your date of Joining. Any bill, dated prior to the date of Joining of the Associate will not be considered for payment

Reimbursement dates

Component	Deadline for submission of claim/confirmation of transactions	Date of Reimbursement
Leave Travel Allowance (LTA)-Non Taxable	Bills submitted/received on or before 20 th of every month	Within ten days from the date of final approval
Leave Travel Allowance (LTA)-Taxable	Reports submitted on or before 20 th of every month	Paid on the last working day of the same month along with salary
Car Running Expenses (Through MyPay)	Bills submitted/received in the current week (Before cut-off date)	Within ten days from the date of final approval
Car Running Expenses (Through Credit Card)	Transactions confirmed as official in MyPay during the month on or before 20 th of every month	21 st of the following month
Mobile Reimbursement(Through Credit Card)	Transactions confirmed as official in MyPay during the month on or before 20 th of every month	21 st of the following month
Food reimbursement	Definition made during the current month	Loaded into food card on the last working day of the month on which salary is processed.



Though the election mode is available on monthly basis, it is recommended that the associate makes an election on a yearly basis to have a better plan of his / her salary.

Contact Points – Helpdesks

Only for Policy Related Clarifications

- Associates can raise GSD requests in <https://gsd.cognizant.com> → Human Resources → India Payroll with the below CTIs:

Category*	Type*	Item*
FBP /Reimbursements	Car Running Expense	Policy Related - Driver's Salary
FBP /Reimbursements	Car Running Expense	Policy Related – Fuel
FBP /Reimbursements	Car Running Expense	Policy Related – Maintenance
FBP /Reimbursements	Car Running Expense	Procedure for Credit card mapping
FBP /Reimbursements	Food Card	Policy Related
FBP /Reimbursements	LTA	Policy Related
FBP /Reimbursements	LTA	Reimbursement method
FBP /Reimbursements	Mobile Reimbursement	Policy Related
FBP /Reimbursements	Mobile Reimbursement	Procedure for Credit card mapping
FBP /Reimbursements	Superannuation Fund	Policy Related

Salary / Reimbursement Credit/ Tax Related Queries / Approval of FBP bills / Credit card transactions confirmation

- Call GSD Helpdesk (**VNET 56666**, Please dial 3 followed by 2 for Payroll Voice Support) or
- Associates can also raise GSD request using the link <https://gsd.cognizant.com> → Human Resources → India Payroll

Category*	Type*	Item*
FBP /Reimbursements	Car Running Expense	Car Maintenance, Insurance, Driver's Salary
FBP /Reimbursements	Car Running Expense	Credit status
FBP /Reimbursements	Car Running Expense	Missing credit card Transactions
FBP /Reimbursements	Credit Card mapping	Bank POC not responding
FBP /Reimbursements	Food Card	Amount not credited/loaded in Food card
FBP /Reimbursements	Food Card	Food Card Issue
FBP /Reimbursements	Leave travel allowance	Unclaimed amount
FBP /Reimbursements	LTA	Claiming Process
FBP /Reimbursements	LTA	Credit Status
FBP /Reimbursements	LTA	Document Submission / Approval Status
FBP /Reimbursements	Mobile Reimbursement	Credit status
FBP /Reimbursements	Mobile Reimbursement	Missing credit card Transactions
FBP /Reimbursements	Mobile Reimbursement	Payment Issues
FBP /Reimbursements	NPS	Enrolling
FBP /Reimbursements	NPS	Status
FBP /Reimbursements	Superannuation Fund	Enrolling and login
Tax Exemption	80C	Query
Tax Exemption	Higher education loan	Query
Tax Exemption	House rental allowance	Query
Tax Exemption	Loss on House property	Query

Proof of Car Ownership – Submission and Approval

- Associates can raise a GSD with the following CTI in <https://gsd.cognizant.com> → Human Resources → India Payroll

Category*	Type*	Item*
FBP /Reimbursements	Car Running Expense	Car Ownership - Proof & Registration

Finance Point of Contacts for Claims Submission

(For All Reimbursable FBP Components)

Considering the current situation, please upload Car Maintenance, Driver Salary and LTA documents in MyPay under respective claim page and original receipts can be submitted once you received a communication from respective team.