1.Update Pan No for the following employee

Emp id: 052 – BTBPM1234X

060 - GLXPS8254F

2.Consider the following investment details:

Emp id: 067 – LIC Premium – 25000.00

Rent Details – 8000.00 per month

3.Salary Revision:

Emp Id Current CTC Revised CTC

025 350000.00 385000.00

050 525000.00 575000.00

4.Attendance Correction:

Emp id: Leave Type Old Value New Value

033 LOP 5 days 3 days

035 LOP 2 days 0 days

048 LOPR 3 days 1 days

5.Other Updates & Information:

1.New element by name “Commitment Award” to be grouped under “Other Earnings”.

2.Effective from this FY, Meal Allowance earnings to be extended only for employees whose Gross Salary is INR 25,000/- and above.

3.Statutory bonus @ 20% has to be paid to all employees who are covered under Payment of Bonus Act and hence eligible employees were identified with flag “Y” at the input file. Arrears from Jan 17 til April 17were separately provided in inputs under “Arrear Statutory Bonus” element.

4.Emp id:121, Consider the record under FFS with relieving date as 26thMay 2017. Relieving date being future date, the same was not captured at input file.

5. Emp id:122, Arrear statutory bonus was update twice and hence consider as only one input and ignore the duplicate record.

6.Emp id:123, LOP input was updated twice in error and hence ignore one record and consider it as only one record.

6.Please find mentioned below the Stop pay, FFS & New joiner details for your reference:

|  |  |  |  |
| --- | --- | --- | --- |
| FFS List for the month of May 2017 | | | |
| Global ID | Resigned Date | Relieving date |  |
| 141 | 4-Apr-17 | 3-May-17 |  |
| 142 | 5-Apr-17 | 5-May-17 |  |
| 143 | 27-Apr-17 | 26-May-17 |  |
| 144 | 19-Apr-17 | 19-Apr-17 |  |

7.Pls update the Correct Dept for the below mentioned employee:

|  |  |
| --- | --- |
| **Fusion Id** | **Correct Dept** |
| 098 | Broker Operations |
| 081 | BrokerDirect Underwriting |
| 021 | Customer Care Center |
| 033 | Quantitative Risk |
| 124 | Financial Planning |
| 073 | Post Closing |
| 066 | Liberty Information Technology |
| 290 | Liberty Information Technology |
| 821 | Liberty Information Technology |
| 031 | Quantitative Risk |

8.Please consider additional stop pay cases for July payroll.

|  |  |
| --- | --- |
| **Employee ID** | **Status Salary Release/Stop Pay** |
| 099 | STOP Pay |
| 013 | STOP Pay |

9.The blw emp also to be considered as part of F&F

Emp id: 082 – LWD 24th July 2017

10.Notice shortfall recoveries:

Emp Id: 093 – 20 days’ notice shortfall recovery

Emp Id: 058 – 9.5 days’ notice shortfall recovery

Emp Id: 095 – 12 days’ notice shortfall recovery

11.Car Lease Closures wef 1st July 2107:

Emp Id: 058

Emp Id: 057

Emp Id: 087

12.Refer our discussions about the following employee VPF contributions, no declarations from them, needs to be removed

Emp id: 055

Emp id: 080

13.Please remove the following amounts from the variable input of this employee.

Emp id Amount

|  |  |
| --- | --- |
| Emp id: 083 | 3750.00 |