

Hashedin

by Deloitte



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[Version Data:](#) Not be more grateful for your commitment. To show our support and appreciation for all you do, we are making bold investments in you.

2. Reimbursement Process (Expense)

- Login to DTE (link)
 1. Go to the "Expense" tab and select "Manual Expense"
 2. Choose the appropriate "Expense Type"
 3. Enter the appropriate details and use the following WBS Codes
 - a. Delivery Function -

HashedIn Region	GAA Code	RC/PC Code
GURGAON	GAA73147-01-01-01-3001	P112273147
KOLKATA	GAA73150-01-01-01-3001	P112273150
CHENNAI	GAA73146-01-01-01-3001	P112273146
BENGALURU HYDERABAD MUMBAI	GAA58616-01-01-01-3001	P112258616
PUNE	GAA58616-01-01-01-3001	P112258616

b. Enabling Teams (Non-client facing – HR/Marketing/ITS, etc) –
GAA72254-01-01-01-3001

In addition to this, you can expense out the following as per HashedIn Employee policy:

- Courier charges reimbursement. (Under Delivery WBS)
- Project reimbursement (Under the use of Project WBS, which should be available with your PM).
- Certification course expense reimbursement (Under Delivery WBS)

NOTE: Duplication submission is considered as a serious matter of integrity. Any such case once identified and noted can lead to serious action.

3. Benefits Available

3.3. Home Internet Benefits

The safety and security of our people is a priority for HashedIn by Deloitte. This is demonstrated in part by the organization's crisis management and business continuity management (BCM) program, which allows us to manage potential incidents and provide support to our people in the event of a disaster. In addition, the complexity and nature of our businesses makes it

important for us to quickly recover our business operations following an incident, emergency, or crisis.

Considering the fast-paced and dynamic business environment that we work in, it is imperative that we stay connected to our businesses, work, and other colleagues, especially in the event of an emergency or unplanned interruption to the business when travelling to office may not be feasible.

Objective

The objective of the “Program” is to enable HashedIn employees to effectively Work from Home (WFH) by providing reimbursement of certain home Internet connection charges. This enables them to stay connected, access business applications and meet business commitments especially when accessing our offices may not be feasible. This also strengthens our crisis management and BCM program.

Eligibility

- All full-time HashedIn employees are eligible.
- Contractors, interns, and expatriates are not eligible under this program.
- This program is effective November 1, 2021

Enrollment process

Employees can choose one internet connection (wireline, wireless/wireless router connection/data card/USB dongle*) at their home office in the assigned HashedIn office location (Bengaluru) from any internet service provider (ISP) subject to meeting minimum ITS recommended connectivity requirements (per month/cycle) listed below:

- **Wireline/ Wireless/Wireless router** : A 100 Mbps connection speed with a 300 GB monthly download limit is preferred. In places/cities where this speed/download limit is not available, employees can choose the closest option available (not less than 50 Mbps speed within prescribed reimbursement limit).
- **Data card/USB dongle* connection:** 4 connection G/LTE connection and 300 GB download (per month/cycle)

***Note:** Airtel and Reliance/Reliance Jio MiFi (Hotspot router) are approved for use and reimbursement.

Considering the reliability, speed, capacity to meet business requirements, wireline/wireless/wireless router connections are recommended as home internet connections. Mobile phone connections (mobile hotspot) are not eligible for reimbursement

Expense claim process

- The program covers reimbursement of actual internet plan charges (including taxes and service charges) to a maximum of **INR 1500 per month for one connection only.**
- Installation charges, connection transfer charges, deposits, equipment cost, voice call charges, charges for excess downloads, late payment fees etc. are not reimbursable.
- Claims should be monthly via DTE under “BCP Internet Access Fee” expense head using WBS code.If you are charging this to a project code, please seek prior approval from your project lead.
- Consolidated claims are subject to rejection.
- Home internet connection (wireline/wireless/wireless router connection) should be installed at the employee’s home at the assigned HashedIn office location (Bengaluru). The invoice/bill should be on the name of the employee.
- If you are working from a different India location (other than assigned office city), you can claim reimbursements even if the invoice/bill is not in your name. This can be approved as an exception by your manager. The approval email must be included as supporting documentation in DTE.
- Expenses for quarterly/half yearly/annual/package plans should be claimed on monthly basis by charging the per month cost (i.e., Divide the total invoice/bill amount paid including the taxes and service charges by total number of months).
- Digital receipts can be submitted in the following ways.
You can use the [Expense mobile app](#) from the Deloitte App Center. This app allows you to click a picture and upload the image to the corresponding expense report on your DTE. Note- You can only upload from the app on your smart phone.
 - You can take a photo of the receipt from your phone or select the receipts image from the phone photo gallery.

- Fill in details relating to the receipt (amount, business purpose, vendor, date, location) and click on Save. **Note**- This information is not mandatory but is encouraged.
 - The receipt will be uploaded against the report.
 - Once uploaded, certify that all receipts are attached and submit the report.
- Employees claiming internet connectivity charges through DTE (under this program) should not avail the Tax benefit ("My Reimbursement") on the same connection.
 - Employees holding only one internet connection can either claim through DTE or avail tax benefit through "My Reimbursements" but not both. However, employees have the flexibility to choose between reimbursement or tax exemption at any point.

3.4. Smartphone Program

Hashers will be able to benefit from the Deloitte Smartphone program which will enable you to get up to INR 25,000 reimbursed towards a business phone.

As a reminder, your participation in the HashedIn Smartphone Program is entirely optional. If you would like to order a device, please follow the guidance below:

How to order a Smartphone Program device

Go to the [USI Smartphone](#) page

1. Select a device of your choice by clicking on the image of the device
2. Check the box to agree to the [terms and conditions](#) after reviewing them
3. Click the **Order Smartphone** button.
 - For Android/Samsung devices, login to the portal using your Deloitte email address.
 - For iOS/Apple devices, **select the vendor first** and then register on the portal using your address.
4. You can find step by step guidelines under **How to order** tab

5. Place your order using your Deloitte-issued American Express card or your personal banking card.
6. Once your order has been successfully submitted inside the vendor portal website, the National Mobility Team will follow up with an email notification indicating your order is approved within five business days.
7. Expense Type: Telephone > Smartphone, CellPhone, Aircard
8. for all general information about the program and billing/reimbursement guidelines (Maximum reimbursement limit for smartphone is INR 25000. Excess cost will be considered as personal).

Smartphone delivery

Delivery of your new smartphone is subject to change, based on volume and availability. If you receive your smartphone in a tampered box, reject the parcel immediately and update the [National Mobility Team](#) by sharing a picture of the box. Following these steps is imperative to comply with the replacement and warranty policy.

Get started

Activate your smartphone and set up MFA within 5 business days of receiving it. Visit the [USI Smartphone](#) page for instructions on activating your device and connecting to Deloitte email. Select the device type and follow the steps given under 'configuration'. During this process, make sure to complete Intune enrolment to connect your device to Deloitte email.

- For Apple, please visit this [link](#) and follow the instructions.
- For Android, please visit this [link](#) and follow the instructions.

The email setup needs to be completed within 15 business days of receiving your smartphone.

Deloitte mobile apps

Once the Intune enrolment is complete, open a browser on your smartphone and install [App Center](#), Deloitte's mobile app store.

Selective wipe

A selective wipe of your existing (old) smartphone is required. Call the Contact Center at 1800 2582 2222 for assistance or submit an [Online Re quest](#) to perform this requirement when ready. The selective wipe must be completed before your existing smartphone can be disposed of or reused.

We're here to help:

Due to increased Contact Center and Chat support volume, the **preferred** support option is recommended at this time.

- **Preferred:** Email the [USI Smartphone Program mailbox](#)
- **Online:** Visit [SolveIt](#) or submit a non-urgent [support request](#) on Deloitte Net.

3.5. Introducing a well-being subsidy

3.5.1. Overview

Our distinctly HiD experience empowers and supports you throughout your journey toward thriving physically, mentally, and financially, and in living your purpose. The Well-being Subsidy (“Subsidy”) is a benefit that provides eligible HiD professionals up to a maximum of INR 25,000 each fiscal year towards the purchase of one or a combination of qualifying items (e.g., club membership, personal fitness equipment, or any combination of qualifying purchases). In addition, tax, shipping, handling, delivery, and similar charges are reimbursable under the Subsidy.

3.5.2. Eligibility

Eligible Professionals able to apply for the Subsidy can include:

- All active full-time HiD professionals and HiD managing directors.

- Active professionals on reduced work-load schedule who work a minimum 60% workload
- Any of the above professionals who are on an approved paid leave of absence.

The following professionals are not eligible to apply for the Subsidy:

- Spouses or domestic partners, their dependents, or any other family members
- Interns/intern analyst, fixed term hires, and contract staff
- Professionals who are on an unpaid personal leave of absence

3.5.3. Qualifying items

The Subsidy is meant to empower and support your journey toward thriving mentally, physically, and financially and in living your purpose. To be eligible for the Subsidy, qualifying purchases must be well-being focused and not primarily medical in nature.

Covered categories and examples of qualifying items include:

1. Sports equipment and accessories: Items such as athletic braces, bicycles, camping tents, fishing equipment, sports equipment including those related to tennis, hockey, cricket, etc., free weights, golf clubs, skates, helmets, indoor/outdoor cycling shoes, kayaks, life jackets, shin guards, stand up paddle boards, swimming goggles, swimsuits, ski/snow pants, treadmills, wetsuits, yoga mats, backpacks (excluding backpacks for work, school, or other general-use bags) and running shoes (excluding fashion sneakers).
2. General health and fitness-related technology (excluding cell phones, laptops, tablets, and desktop computers): Items such as fitness trackers/rings, gaming consoles (including the Nintendo Switch, PlayStation, etc.), and well-being-related games, mobile well-being apps, pedometers, smart watches, virtual reality systems. Also, included are headphones and earbuds such as AirPods or other wired or wireless earphones.
3. Memberships and online subscriptions: Items such as sports club/fitness club memberships, gym membership fees, fitness apps, meditation apps, and delivery/subscription memberships including Zomato Gold, Uber Eats Pass, etc. (excluding the cost of food, car/van rides, or any other personal expense delivered through these memberships).
4. Personalized fitness instruction, coaching and group classes: Items such as dancing, zumba, yoga, pilates, aerobics,

indoor rock climbing, meditation, mindfulness, mixed martial arts, boxing, cricket, tennis, swimming and other similar fitness classes.

5. Recreational classes, activities, related materials and trainings: Items such as boating, books, boxing, climbing, cooking, dancing, diving, e-Readers or Kindles, fencing, field and ice hockey, gardening (excluding lawnmowers, hedge trimmers, rototillers, and similar items), golf, karaoke machines, language, music, music instruments, painting, photography equipment, telescopes and tennis.

6. Sports and well-being activities: Items such as court rentals, for-charity fitness events, hiking trail fees, sport league fees for the individual, horseback riding, massage, sauna, scuba diving, races, triathlons, and walks/runs.

7. Financial well-being: Items such as budgeting/financial apps and subscriptions; financial coaching and/or literacy and education classes; and financial well-being books, magazines, or newspapers.

8. Other well-being products and services: Items such as acupuncture, aromatherapy diffusers, board games,

binoculars, CPR/first aid certifications and mental health trainings (New for FY25), hammocks, hand/foot/full

body personal massaging devices and chairs, interactive home gym mirrors, mattresses, well-being books, and white noise devices.

9. Weight management programs (excluding the cost of food and supplements): Items such as a nutritionist, weight management coach, and weight management membership programs.

10. Office furniture and technology for working from home: Items such as back cushions, cable organizers, chair mats, desks, desk chairs, desk lighting, file cabinets, neck pillows, and standing desks (excluding general home furniture such as bar stools, kitchen tables, recliners, bean bags, couches). New eligible items for FY25 include technology products limited only

to: external computer monitor, headset, keyboard, mouse, power bank/power supply/surge protectors.

11. Sustainability/societal well-being: Items such as commuter/recreational bike shares, composting equipment, electric bike/scooter, electric vehicle charging equipment, gardening supplies, rain barrels, solar equipment, sustainability education memberships, water purifier and air purifier.

12. Health screening (New for FY25): A range of medical tests (including full body check-up) for early detection of health issues, enabling timely interventions and preventive care (excluding any medical tests/investigations prescribed by medical practitioners/doctors that lead to hospitalization or day care treatment/procedures and can be reimbursed under Deloitte Medical Insurance program). Only items falling into the categories listed above (or very similar items) qualify for the Subsidy. Items that are reimbursable or paid through other benefits or programs are not eligible for the Subsidy

3.5.4. Items that do not qualify for the Well-being Subsidy

The Well-being Subsidy is meant to cover a broad range of products and experiences to support your well-being. However, the Subsidy

1. Is not a clothing allowance.
2. Does not cover food/supplements or kitchen appliances.
3. Does not cover technology that can be used for purposes other than those specific to well-being, such as cell phones, laptops, tablets, and desktop computers.
4. Does not cover concert tickets or similar types of entertainment/event tickets.
5. Does not reimburse for most health care services or procedures, and medically related items. • Professional fees and other expenses for health care services, including medically necessary and medically related items, treatments, procedures, and supplies are not eligible for reimbursement under the Subsidy. Examples of ineligible expenses may include, but are not limited to, medical co-pays, chiropractic services, physical therapy, doula and related birth coach, counseling and postpartum services, COVID-19 home test kits or any other viral test kits, blood pressure monitors, CPAP machines, nebulizers, AEDs and similar devices, etc. • If you have a medical or other healthcare-related expense, you should submit the expense under the Deloitte Medical Insurance program by following the process detailed here

3.5.5. How to submit

When to claim the Subsidy

Eligible professionals should claim the Subsidy in Deloitte Time and Expense (DTE) as per [APR 520— Expense Reimbursement](#). No more than INR 25,000 per fiscal year may be submitted for reimbursement.

Professionals who separate from HiD must claim the Subsidy prior to their last day performing services or forfeit the Subsidy. Note: HiD has the absolute discretion to

make the sole and final determination of any, and all issues relating to the Subsidy. This includes, without limitation, the eligibility of any Subsidy claimed just prior to separation, and whether such Subsidy must be reimbursed in part or in full.

How to submit reimbursement request(s)

When the cost of a qualifying membership, participation fee or equipment, or any combination thereof is incurred, all eligible professionals must follow this guidance:

1. For all reimbursement requests, irrespective of the bill amount, you must provide a legible copy of proof of payment receipt(s) and/or related invoice(s) in your name for the qualifying membership/participation/purchase, including the total amount paid, identification of the particular service or product purchased, and name and GST number of the merchant establishment. Do not submit edited or altered documents/receipts for claiming reimbursement. Consequences of submitting edited/altered documents/receipts may include rejection of claim, followed by disciplinary action, that may include termination of employment. If you are issued an Amex corporate card, use of the corporate card is required where accepted for qualifying purchases. To the extent you use a personal credit/debit card, Internet banking, UPI, etc., to make your purchase, proof of payment, such as copy of card/bank statement (masking PII) along with GST bill receipt must be submitted.

2. All reimbursement requests should be submitted in DTE under the expense type “Well-being Subsidy”, entering the charge code entering the charge

HashedIn Region	GAA Code	RC/PC Code
GURGAON	GAA73147-01-01-01-3001	P112273147
KOLKATA	GAA73150-01-01-01-3001	P112273150
CHENNAI	GAA73146-01-01-01-3001	P112273146
BENGALURU HYDERABAD MUMBAI	GAA58616-01-01-01-3001	P112258616
PUNE	GAA58616-01-01-01-3001	P112258616

(Delivery) OR GAA72254-01-01-01-3001 (Enabling Team).

Reimbursements will be processed in the same manner as other expenses submitted through DTE (i.e., they will be reflected in your reimbursement statement). However, keep in mind that your reimbursement is considered a taxable benefit (which will not be grossed-up), and taxes will be adjusted and deducted from your payroll as applicable. These reimbursements as processed through monthly payroll will appear in your pay statement as well as IT Computations.

If your reimbursements in any fiscal year total less than INR 25,000, the remaining balance MAY NOT be carried over into the next fiscal year and your right to request reimbursement is forfeited.

Disclaimers

Repayment obligation

Eligible professionals who resign from or whose employment is terminated for cause by HiD have an obligation to reimburse the portion of the Subsidy received for a period not worked, as determined by HiD.

Administration

Talent Rewards, Recognition & Well-being (RRWB) has absolute discretion to make the final determination of any and all issues relating to the Subsidy. This includes, without limitation, the interpretation and application of these guidelines to all matters affecting reimbursement eligibility and/or repayment obligations.

Well-being Subsidy Disclaimer

The Subsidy and the related guidelines outlined above are not intended to nor do they constitute or create a contract or an enforceable promise of any kind with HiD. These guidelines and the Subsidy program itself may be modified, revised, discontinued, or amended at any time, in whole or in part, for any reason or no reason, and with or without prior notice or discipline.

Questions

Please contact the Deloitte Contact Center at +1 800 2582 2222 or x2222 in the office and select option 1 for Talent. Talent Support Analysts are available Monday through Friday from 9 a.m. to 11 p.m. IST.

Disclaimer

If a discrepancy exists between any part of this message and any benefit to which you are actually entitled under the terms of the HiD Well-Being Subsidy Program, the official Program document (as interpreted by the Deloitte U.S. Firms in its sole discretion) and laws that govern the Program will be followed in determining your rights and benefits under the Program. Deloitte reserves the right to amend, modify, suspend, or terminate the Program, in whole or in part, at any time without prior notice, to the extent allowed by law. This means the Deloitte U.S. Firms have the right to change Program terms (including eligibility for benefits) or to discontinue any part or all of the benefits described herein at any time.

Nothing contained in the Program, or this message is to be construed as an express or implied contract of employment for any definite or continuing period of time or for any benefits associated with employment.

4. Reference Links

1. [Solveit](#)
2. [DTE -Resource Centre](#)
3. [DTE-Dashboard -Expenses submission](#)
4. [USI Smartphone Page](#)
5. [Employee Handbook](#)

6. Appendix

The FAQ's have been copied from references for ease of Hashers

6.3. FAQ's on Home Internet Connectivity

Q: What is the effective date of this program claim?

A: November 1, 2021

Q: What is the maximum amount that can be claimed under this program?

A: INR 1500 per month (including taxes and charges). Refer to the [Enrolment process](#) for details.

Q: Can I claim reimbursement for multiple connections within INR 1500?

A: No. Only one connection is eligible. Refer to the [Enrolment process](#) and [expense claim process](#) for details.

Q: What DTE charge code should I use for claiming reimbursement?

A:

HashedIn Region	GAA Code	RC/PC Code
GURGAON	GAA73147-01-01-01-3001	P112273147
KOLKATA	GAA73150-01-01-01-3001	P112273150
CHENNAI	GAA73146-01-01-01-3001	P112273146
BENGALURU HYDERABAD	GAA58616-01-01-01-3001	P112258616

MUMBAI		
PUNE	GAA58616-01-01-01-3001	P112258616

(if you are from Delivery function) or GAA72254-01-01-01-3001 (if you are from Enabling function). If you are charging this to a project code, please seek prior approval from your project lead.

Q: Should the connection be from a specific Internet Service Provider?

A: No. You can choose any one internet connection subject to meeting requirements. Refer to the [Enrolment process](#) for details, **Note:** Huawei products (wireless routers/data card/USB dongle models) are not approved for use and are ineligible for use and reimbursement.

Q: I have an existing internet connection, can I claim reimbursement for the same?

A: Yes, subject to the connection meeting the prescribed requirements. Refer to the [Enrolment process](#) and [expense claim process](#) for details.

Q: I have a 500 Mbps internet connection with higher download limit and I am paying INR 2000 per month. Can I claim INR 1500 through DTE reimbursement and claim remaining amount as tax reimbursement (through "My Reimbursements")?

A: You can claim INR 1500 as reimbursement through DTE. The remaining amount cannot be claimed as tax reimbursement. Alternatively, you can claim tax exemption on INR 2000 if this is not being claimed in DTE. Refer to the [Enrolment process](#) and [expense claim process](#) for details.

Q: I will be going on a short/medium/long-term rotation outside India. Can I continue to claim reimbursement under this program?

A: No. Reimbursement cannot be claimed while on assignment outside India.

Q: I have opted for an annual/semi-annual plan. How do I claim?

A: You can claim the expense on a monthly basis by charging the per month cost. Refer to the [expense claim process](#) for details.

Q: Can I claim reimbursement for USB dongle/Internet data card connection?

A: You can claim reimbursement. Refer to the [Enrolment process](#) for details.

***Note:** Huawei products (wireless routers/data card/USB dongle models) are not approved to be used and hence not eligible for use or reimbursement under this program.

Q: I use my mobile hotspot for work, can the data charges on the mobile bill be reimbursed?

A: No. Mobile hotspots cannot be used as a regular internet connection. Refer to the [Enrolment process](#) for details

Q: Will the amount reimbursed to my salary account be taxed?

A: No. This is similar to any other DTE reimbursement.

Q: My friend/roommate/spouse/partner/significant other are HashedIn employees and share the internet bandwidth. Can both of us claim?

A: No. The same bill/connection cannot be used to claim reimbursement by two people. Note that you can only choose one benefit i.e. reimbursement or tax exemption.

Q: I am on extended leave of Absence (LOA)/Maternity. Can I claim?

A: No.

Q: My Internet is meeting minimum ITS recommended speed and within the approved limits, can I claim reimbursement for INR 1400?

A: No. Reimbursement is for Internet connectivity charges only. Expense for Netflix package should be treated as personal expense. Refer to the [expense claim process](#) for details.

Q: Is my internet expense reimbursement submission audited?

A: No. All reimbursement submissions are subject to verification consistent with our expense reporting policies. Any fraudulent submissions will lead to disciplinary action, up to and including termination.

7. DTE Reimbursement Links

Expense Resources

Go through the expense resource training module [DTE training material](#) before getting started with Expense submission.

Expense Submission portal

After completing the training modules, Please submit the expense with valid supporting in the shared link [DTE portal for Expense submission](#)

FAQ

Answers to the frequently asked questions regarding Expense Reimbursements, can be found here [DTE FAQ](#)