



Altran

CTC Reimbursement



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Winners of the HRO today APAC award for two consecutive years.



Key Notes

- CTC Claim can be submitted only once in a month.
- It has to be a single claim transaction so scan and upload all documents against each line item.
- System will accept one attachment against one reimbursement head, so in case of more than one attachment, please club it in a single Zip folder and then upload.
- Press submit only once you have filled all claim details under respective heads.
- Claim submitted once can not be withdrawn or rolled back in that month



Claim Window

- 1st till 15th Of every month

New CTC Claim

Home Page >> Payroll >> New CTC Claims

HOME HRIS PAYROLL

SELF SERVICE

View Payslip

FBP Planner

New CTC Claim

Tax Declaration

MANAGER SELF SERVICE

CTC Claim List

EMPLOYEE INFORMATION

Employees basic details as per profile will appear

Employee Code: 001

Employee Name: Manoj Kumar

Date Of Joining: Mon, Aug 01, 2017

Designation: Manager

Organization Unit: Human Resources > Human Resources > Technology > Altran Technologies India Pvt Ltd

Location: Ecospace - Bangalore > Bengaluru > KARNATAKA > India > Technology

Official Email ID: manoj.kumar@altran.com

ACCOUNTING INFORMATION

Claim Month: September, 2017

Refer to next slide for column details

CLAIM DETAILS

Claim Type	Opening Balance	Yearly Entitlement	Prorated Entitlement	YTD Eligibility	YTD Paid	Claim Limit	Carry Forward	Bill Amount	Document
LAPTOP PURCHASE REIM	0.0	5,300.0	2700.0	90.0	0.0	2700.0	0.0	<input type="text"/>	ATTACH
MEDICAL REIMBURSEMENT	0.0	15,000.0	1000.0	7500.0	0.0	1000.0	0.0	Enter Medical Details	ATTACH
MOBILE PURCHASE REIM	0.0	6,172.0	3004.0	1,368.0	0.0	3004.0	0.0	<input type="text"/>	ATTACH
TELEPHONE REIMBURSEMENT	0.0	24000.0	24000.0	1000.0	0.0	24000.0	0.0	<input type="text"/>	ATTACH

CLAIM SUMMARY

Total Claimed Amount: 0.0

SAVE

SUBMIT

BACK



CTC Claim Columns

Yearly Entitlement	Entitled Amount Per Year
Prorated Entitlement	Entitlement as per Applicability e.g DOJ for new Joiners and Effective date when opted in middle of year
YTD Eligibility	From Applicable Date till Current Month
YTD Paid	Paid Till Date
Claim Limit	Upto what amount claims can be made
Carry Forward	Excess bills submitted beyond eligibility which will be paid in future months



Upload Document

MANAGER SELF SERVICE

CTC Claim List

ACCOUNTING INFORMATION

Claim Month: September, 2017

CLAIM DETAILS

Claim Type

LAPTOP PURCHASE REIM

MEDICAL REIMBURSEMENT

MOBILE PURCHASE REIM

TELEPHONE
REIMBURSEMENT

Upload Document

Upload Document

UPLOAD DOCUMENT

Supported Files : doc, docx, pdf, txt, xls, xlsx, zip, jpg, jpeg, png, gif and jpe.
File size cannot exceed 5MB.
Zip should not contain any sub-folder or any zip file.

Attachment has to be as per these guidelines

Claim Limit	Carry Forward	Bill Amount	Document
27000.0	0.0	<input type="text"/>	ATTACH
15000.0	0.0	Enter Medical Details	ATTACH
50004.0	0.0	<input type="text"/>	ATTACH
24000.0	0.0	<input type="text"/>	ATTACH

CLAIM SUMMARY

Total Claimed Amount: 0.0

SAVE

SUBMIT

BACK



Medical Reimbursement

Tax Declaration

MANAGER SELF SERVICE ACCOUNTING INFORMATION

Medical Details

SL NO.	Relationship	Patient Name	Bill No.	Bill Date	Amount
1	Please Se			Sep 05, 2017	
2	Please Select			Sep 05, 2017	
3	Father			Sep 05, 2017	
4	Mother			Sep 05, 2017	
5	Brother			Sep 05, 2017	
6	Sister			Sep 05, 2017	
7	Son			Sep 05, 2017	
8	Daughter			Sep 05, 2017	
9	Parents			Sep 05, 2017	
10				Sep 05, 2017	

Enter medical bill details for self and Family

ADD MORE

Bill Amount Document

ATTACH

Enter Medical Details

ATTACH

ATTACH



Claim Submission

CLAIM DETAILS

Claim Type	Opening Balance	Yearly Entitlement	Prorated Entitlement	YTD Eligibility	YTD Paid	Claim Limit	Carry Forward	Bill Amount	Document
LAPTOP PURCHASE REIM	0.0	36000.0	27000.0	9000.0	0.0	27000.0	0.0	<input type="text" value="20000"/>	VIEW DELETE
MEDICAL REIMBURSEMENT	0.0	15000.0	15000.0	7500.0	0.0	15000.0	0.0	Enter Medical Details	ATTACH
MOBILE PURCHASE REIM	0.0	66672.0	50004.0	16668.0	0.0	50004.0	0.0	<input type="text" value="30000"/>	ATTACH
TELEPHONE REIMBURSEMENT	0.0	24000.0	24000.0	12000.0	0.0	24000.0	0.0	<input type="text"/>	ATTACH

Uploaded attachments can be viewed/removed from here

CLAIM SUMMARY

Total Claimed Amount: 50000.0

Consolidated claim amount will appear here

Enter Bill amounts here

[SAVE](#) [SUBMIT](#) [BACK](#)

- Click on Save button for Later Submission
- Click on Submit button to complete planning
- Cancel to end session



My Claims

Home Page >> Payroll >> My Claims

HOME

HRIS

PAYROLL

SELF SERVICE

View Payslip

FBP Planner

New CTC Claim

My Claims

Tax Declaration

MYCLAIMS

CLAIMCODE ↕	EMPLOYEECODE ↕	EMPLOYEENAME ↕	CLAIMMONTH ↕	CLAIMEDAMOUNT ↕	PROCESSEDAMOUNT ↕	STAGE ↕	STATUS
DMO/DM11163/Oct2016/R00001	DM11163	Ravindranath Bysani	October, 2016	20000.0		Proof Verification	Pending
DMO/DM11163/Nov2016/R00001	DM11163	Ravindranath Bysani	November, 2016	15400.0	14400.0	Completed	Approve
DMO/DM11163/Jan2017/R00001	DM11163	Ravindranath Bysani	January, 2017	501.0		Proof Verification	Pending
DMO/DM11163/Mar2017/R00001	DM11163	Ravindranath Bysani	March, 2017	50000.0		Proof Verification	Pending

All past claims will appear under My Claims

Click on claim code to check claim details



Claimed Bill Detail

HOME
HRIS
PAYROLL

SELF SERVICE

View Payslip

FBP Planner

New CTC Claim

My Claims

Tax Declaration

CLAIMINFORMATION

CODE: DMO/DM11163/Nov2016/R00001

STAGE: Completed

CREATIONDATE: Tuesday, Nov 22, 2016

STATUS: Approved

EMPLOYEEINFORMATION

EMPLOYEECODE: DM11163

DATEOFJOINING: Sun, Jun 13, 2010

GRADE: M3

ORGANIZATIONUNIT: Analytics->Business Intelligence->Global Service Delivery

EMPLOYEENAME: Ravindranath Bysani

DESIGNATION: Deputy General Manager - Human Resource

LOCATION: Patna - Exhibition Road->BIHAR->Zone East

OFFICIALEMAILID: ravindranath.bysani@peoplestrong.com

ACCOUNTINGINFORMATION

CLAIMMONTH: November, 2016

CLAIMDETAILS

CLAIMTYPE	OPENINGBALANCE	YEARLYENTITLEMENT	PRORATEDENTITLEMENT	YTDDELIGIBILITY	YTDPAID	CLAIMLIMIT	CLAIMAMOUNT	DOCUMENT
Fuel and Driver	0.0	300000.0	215383.03	215383.03	4000.0	215383.03	4000.0	VIEW
House Rent Allowance	0.0	60000.0	43113.66	43113.66	10000.0	43113.66	11000.0	VIEW
Medical	0.0	15000.0	10826.05	10826.05	400.0	10826.05	400.0	VIEW

☒ DECLARATION

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PRINT



Thank you

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