## **Altran**Flexi Benefit Planning







- FBP can be opted only once in an year.
- For Year 2017, Flexi Benefit window will open from 11 Sep till 20 Sep. For all future years window will open only once i.e. April month.
- FBP when opted can not be retrospective and Entitlements will be for future months only
- FBP once opted can only be changed in next Financial year.

Refer to next slide for Examples









Medical		Monthly Entitl	ed Amount = 1250	Annual Entitlement = 15000
Condition	Entitlement	Calculation Entitled Amount		Action
	Monthly Entitlement*			
Planned in April and	Number of Months (April			No action needed as previous
want to continue	2017 till March 2018)	1250 *12	15000	data has been migrated as it is
Planned in April and	Monthly Entitlement*			
now want to opt	Number of Months( April			
out	2017 till August2017)	1250 * 5	6250	Plan and Resubmit
Not Planned in April	Monthly Entitlement*			
and want to plan	Number of Months (Sep			
now in September	2017 till March 2018)	1250 * 7	8750	Plan and Resubmit
	Monthly Entitlement*			
	Number of Months April			
	2017 till August 2017) +			
Planned in April and	Monthly Entitlement*			
want to change	Number of Months			
amount now e.g.	(September 2017 till	1250 * 5 +		
Rs. 10000	March 2018)	((10000/12)*7)	12083	Plan and Resubmit

<sup>\*</sup> For Employees joined after 1st April 2017 entitlement will be prorated. E.g Employees joined on 1st May will be entitled for planning Rs. 13750 of Medical









## **Telephone Example**

Telephone		Monthly Entitled Amount = 2000		Annual Entitlement = 24000	
Sr. No.	Condition	Entitlement	Calculation	Entitled Amount	Action
1	Planned in April and want to continue	Monthly Entitlement* Number of Months (April 2017 tll March 2018)	2000 *12	24000	No action needed as previous data has been migrated as its is
2	Planned in April and now want to opt out	Monthly Entitlement* Number of Months April 2017 till August 2017)	2000 * 5	10000	Plan and Resubmit
3	Not Planned in April and want to plan now in	Monthly Entitlement* Number of Months September 2017 till March 2018)	2000 * 7	14000	Plan and Resubmit
4	Planned in April and want to change amount now	Monthly Entitlement* Number of Months April 2017 till August 2017) + Monthly Entitlement* Number of Months September 2017 till March 2018)	2000 * 5 + ((10000/12 )*7)	15833	Plan and Resubmit

<sup>\*</sup> For Employees joined after 1st April 2017 entitlement will be prorated. E.g Employees joined on 1st May will be entitled for planning Rs.





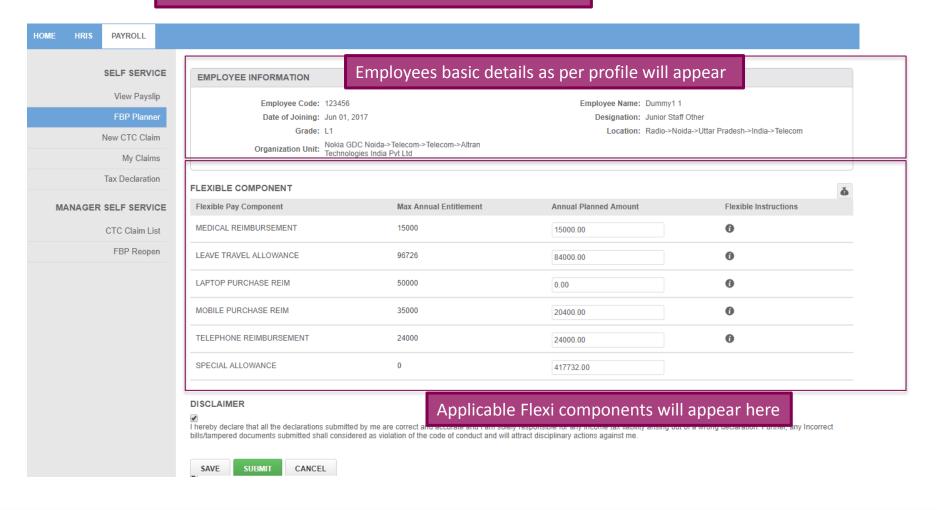








#### Home Page >> Payroll >> FBP Planner



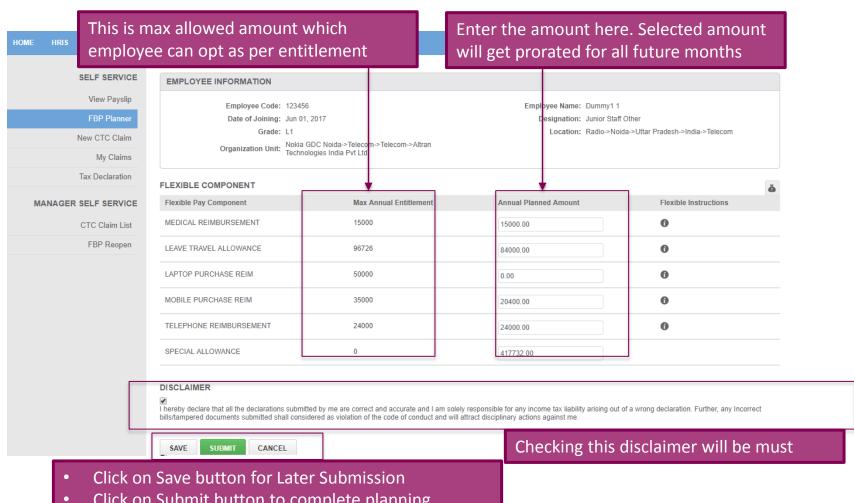








#### Flexi Benefit Submission



- Click on Submit button to complete planning
- Cancel to end session









## **Component Instruction**

Tax Declaration	Organization Unit: Pullar	r Resources recrimonyy- r Technologies India Pvt Ltd			
MANAGER SELF SERVICE	FLEXIBLE COMPONENT			ŏ	
CTC Claim List	Flexible Pay Component	Flexible Maximum Amount	Flexible Plan Amount	Flexible Instructions	
	TELEPHONE REIMBURSEMENT	24000	2 ::	0	
	MOBILE PURCHASE REIM	50000	60012.00	0	
	MEDICAL REIM	0			
	Click on this	6			
	LAPTOP PURCHASE REIM Clo	s can be opted upto a maximum of Rs. 24000 for an se	annum 000.00	0	
	SPECIAL ALLOWANCE	0	4200000		
	DISCLAIMER  I hereby declare that all the declarations submitted by me are correct and accurate and I am solely responsible for any income tax liability arising out of a wrong declaration. Further, any Incorrect bills/tampered documents submitted shall considered as violation of the code of conduct and will attract disciplinary actions against me.  SAVE SUBMIT CANCEL				

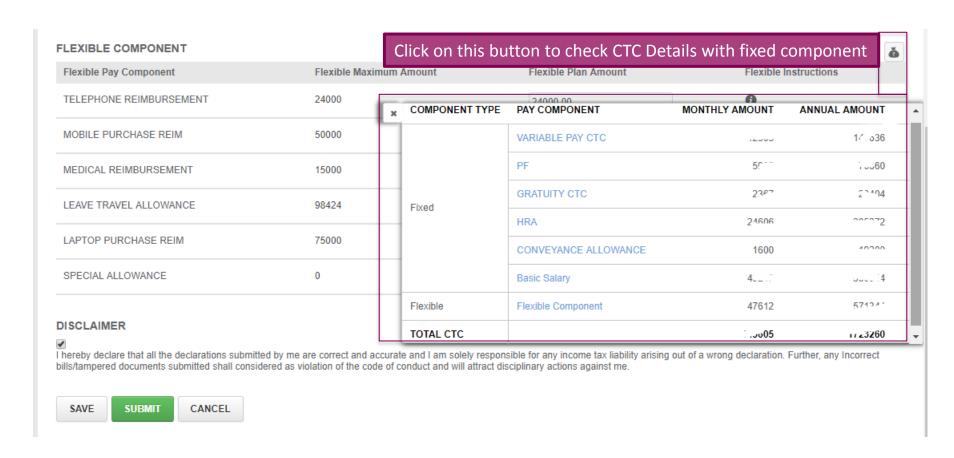








## **Fixed Component Details**



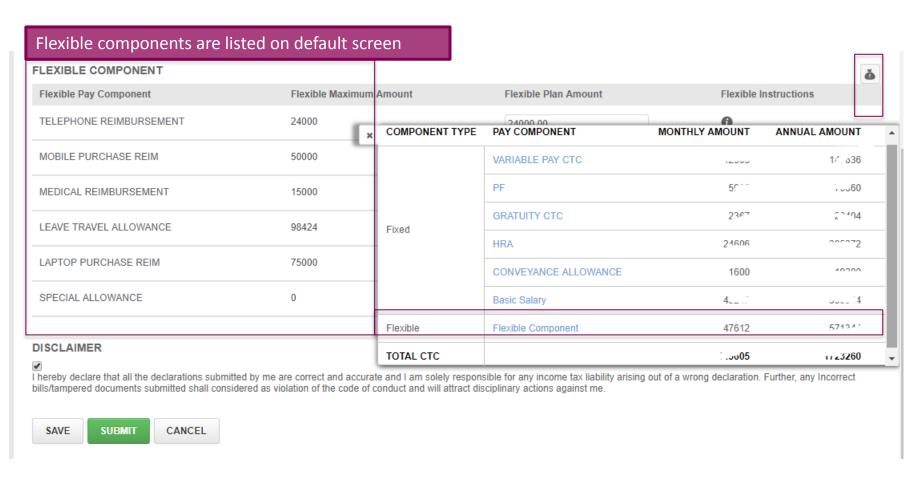








### **Fixed Component Details**













#### SELF SERVICE

View Payslip

FBP Planner

New CTC Claim

My Claims

Tax Declaration

#### MANAGER SELF SERVICE

CTC Claim List

FBP Effective plan Date 01 Sep 2017

#### **EMPLOYEE INFORMATION**

Employee Code: 123456

Date of Joining: Jun 01, 2017

Grade: L1

Organization Unit: Nokia GDC Noida->Telecom->Telecom->Altran Technologies India Pvt Ltd

Employee Name: Dummy1 1

Designation: Junior Staff Other

Location: Radio->Noida->Uttar Pradesh->India->Telecom

Entitlement based Planned Amount on planning FLEXIBLE COMPONENT Monthly Entitlement Flexible Instructions Flexible Pay Component Max Annual Entitlement **Annual Planned Amount Prorated Annual Entitlement** MEDICAL REIMBURSEMENT 15000 1250.00 12500.00 0 15000.00 LEAVE TRAVEL ALLOWANCE 96726 7000.00 70000.00 0 84000.00 0.00 0.00 LAPTOP PURCHASE REIM 50000 0 0.00 35000 1700.00 17000.00 0 MOBILE PURCHASE REIM 20400.00 TELEPHONE REIMBURSEMENT 24000 2000.00 20000.00 0 24000.00 SPECIAL ALLOWANCE 34811.00 348110.00 417732.00 Monthly **Maximum Annual** Entitlement **Entitlement** 

DISCLAIMER

as per Plan



# Thank you #SimplifyWorklife

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