# Altran CTC Reimbursement









- 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- Claim submitted once can not be withdrawn or rolled back in that month







• 1st till 15th Of every month





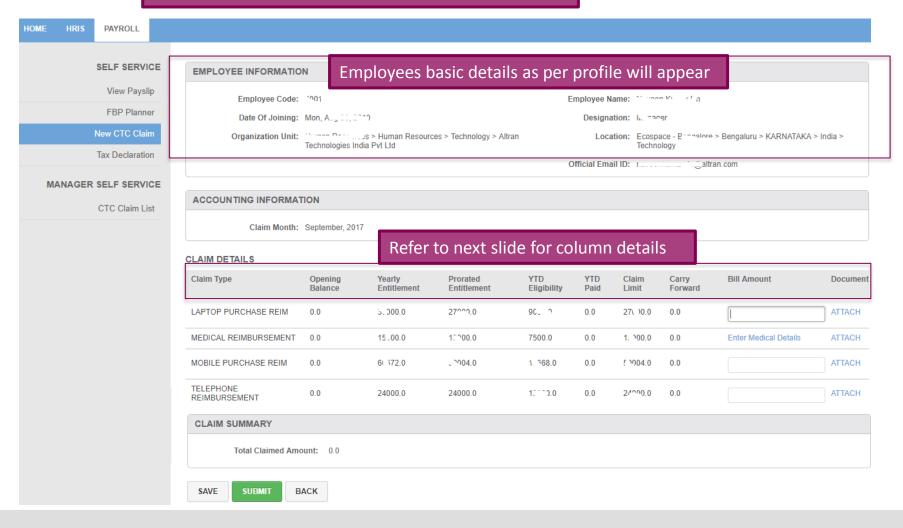






#### **New CTC Claim**

#### Home Page >> Payroll >> New CTC Claims









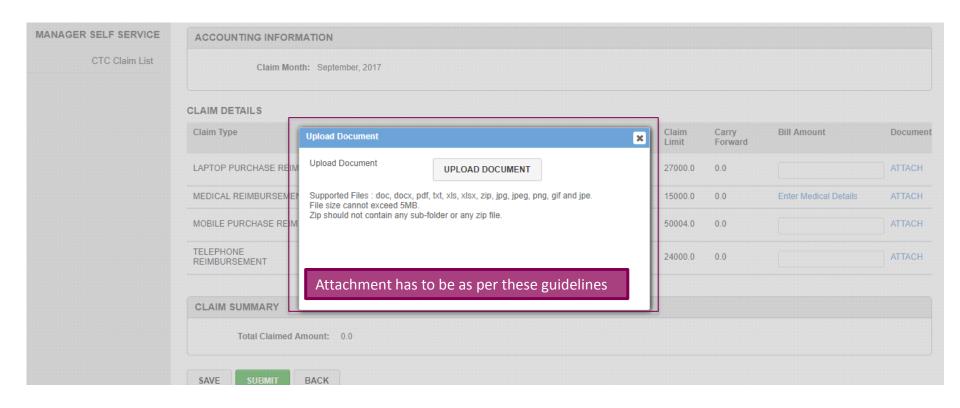
## **CTC Claim Columns**

	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**











### **Medical Reimbursement**

THIS GIVE THE	Details						
SL NO	. Relationship Patient Name	Bill No.	BIII Date	Amount			
1	Please Se ▼		Sep 05, 2017				
2	Please Select Self		Sep 05, 2017			Bill Amount	Documen
3	Father Mother		Sep 05, 2017		ard		
4	Brother Sister		Sep 05, 2017			Enter Medical Details	ATTACH
5	Son Daughter		Sep 05, 2017			Enter Medical Details	ATTACH
6	Parents		Sep 05, 2017				
7	Please Se ▼		Sep 05, 2017				ATTACH
8	Please Se ▼		Sep 05, 2017				
9	Please Se ▼		Sep 05, 2017				
10	Please Se ▼		Sep 05, 2017				









#### **Claim Submission**

Uploaded attachments can be viewed/removed from here CLAIM DETAILS Claim Type YTD YTD Bill Amount Opening Yearly Prorated Claim Carry Document Balance Entitlement Entitlement Eligibility Paid Limit Forward VIEW 27000.0 0.0 LAPTOP PURCHASE REIM 0.0 30000.0 9000.0 U.U 27000.0 20000 DELETE 15000.0 15000 0 7500.0 MEDICAL REIMBURSEMENT 0.0 15000.0 0.0 Enter Medical Details ATTACH 0.0 100000.0 MOBILE PURCHASE REIM 0.0 50004.0 0.0 50004 0 0.0 ATTACH 30000 TELEPHONE 24000.0 24000 0 0.0 0.0 24000.0 12000.0 0.0 ATTACH REIMBURSEMENT CLAIM SUMMARY Consolidated claim amount will appear here Enter Bill amounts here 50000.0 Total Claimed Amount:

SAVE SUBMIT BACK

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

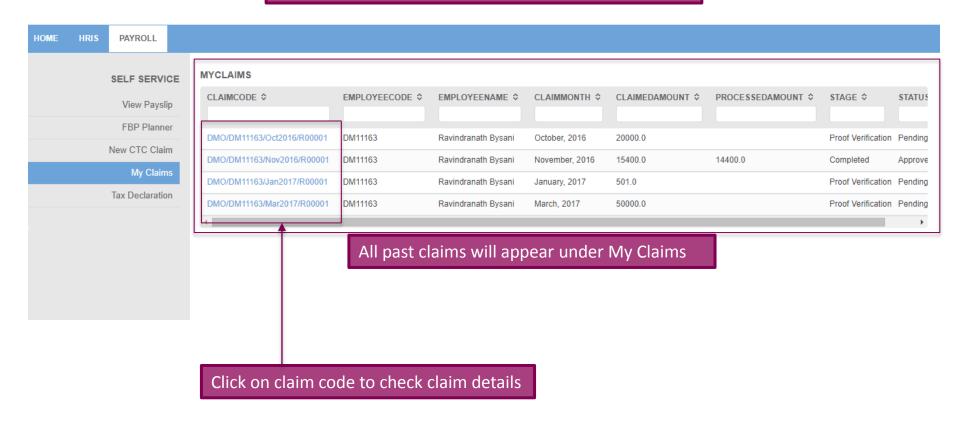








#### Home Page >> Payroll >> My Claims



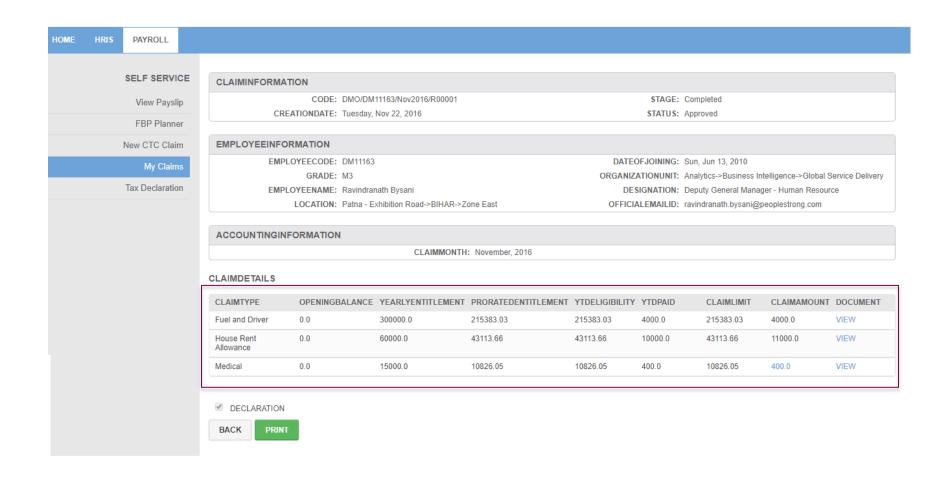








#### **Claimed Bill Detail**





# Thank you #SimplifyWorklife

#### **Corporate Office**

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