



Altran

Flexi Benefit Planning



© PeopleStrong. Disclosure not permitted



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



Key Notes

- 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- Example

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

* 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 till 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 September	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 e.g. Rs. 10000	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

* For Employees joined after 1st April 2017 entitlement will be prorated. E.g Employees joined on 1st May will be entitled for planning Rs. 22000 of Telephone

- Same logic will be followed for LTA, Laptop Purchase and mobile purchase also



Flexi Benefit Planning

Home Page >> Payroll >> FBP Planner

HOME

HRIS

PAYROLL

SELF SERVICE

View Payslip

FBP Planner

New CTC Claim

My Claims

Tax Declaration

MANAGER SELF SERVICE

CTC Claim List

FBP Reopen

EMPLOYEE INFORMATION

Employees basic details as per profile will appear

Employee Code: 123456

Employee Name: Dummy1 1

Date of Joining: Jun 01, 2017

Designation: Junior Staff Other

Grade: L1

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

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

FLEXIBLE COMPONENT

Flexible Pay Component	Max Annual Entitlement	Annual Planned Amount	Flexible Instructions
MEDICAL REIMBURSEMENT	15000	<input type="text" value="15000.00"/>	
LEAVE TRAVEL ALLOWANCE	96726	<input type="text" value="84000.00"/>	
LAPTOP PURCHASE REIM	50000	<input type="text" value="0.00"/>	
MOBILE PURCHASE REIM	35000	<input type="text" value="20400.00"/>	
TELEPHONE REIMBURSEMENT	24000	<input type="text" value="24000.00"/>	
SPECIAL ALLOWANCE	0	<input type="text" value="417732.00"/>	

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

Flexi Benefit Submission

HOME

HRIS

SELF SERVICE

View Payslip

FBP Planner

New CTC Claim

My Claims

Tax Declaration

MANAGER SELF SERVICE

CTC Claim List

FBP Reopen

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

FLEXIBLE COMPONENT

Flexible Pay Component	Max Annual Entitlement	Annual Planned Amount	Flexible Instructions
MEDICAL REIMBURSEMENT	15000	15000.00	
LEAVE TRAVEL ALLOWANCE	96726	84000.00	
LAPTOP PURCHASE REIM	50000	0.00	
MOBILE PURCHASE REIM	35000	20400.00	
TELEPHONE REIMBURSEMENT	24000	24000.00	
SPECIAL ALLOWANCE	0	417732.00	

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

This is max allowed amount which employee can opt as per entitlement

Enter the amount here. Selected amount will get prorated for all future months

Checking this disclaimer will be must

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



Click on this button to check instruction against component



Fixed Component Details

FLEXIBLE COMPONENT

Flexible Pay Component	Flexible Maximum Amount	Flexible Plan Amount	Flexible Instructions
------------------------	-------------------------	----------------------	-----------------------

TELEPHONE REIMBURSEMENT	24000
MOBILE PURCHASE REIM	50000
MEDICAL REIMBURSEMENT	15000
LEAVE TRAVEL ALLOWANCE	98424
LAPTOP PURCHASE REIM	75000
SPECIAL ALLOWANCE	0

Click on this button to check CTC Details with fixed component



COMPONENT TYPE	PAY COMPONENT	MONTHLY AMOUNT	ANNUAL AMOUNT
Fixed	VARIABLE PAY CTC	12000	144000
	PF	5000	60000
	GRATUITY CTC	2367	28404
	HRA	24606	295272
	CONVEYANCE ALLOWANCE	1600	19200
	Basic Salary	47612	571344
Flexible	Flexible Component	47612	571344
TOTAL CTC		115605	1387260

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





FBP After Submission

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

FLEXIBLE COMPONENT

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

DISCLAIMER



Maximum Annual Entitlement

Monthly Entitlement as per Plan



Thank you

#SimplifyWorklife

Corporate Office

A 10 Infocity, Sector 34, Gurgaon, Haryana - 122001

E: contact@peoplestrong.com

M: +91 9560998686 | T: +911244782400 | F: +911244273762



© PeopleStrong. Disclosure not permitted