



# Altran

## User Manual – Payroll ESS



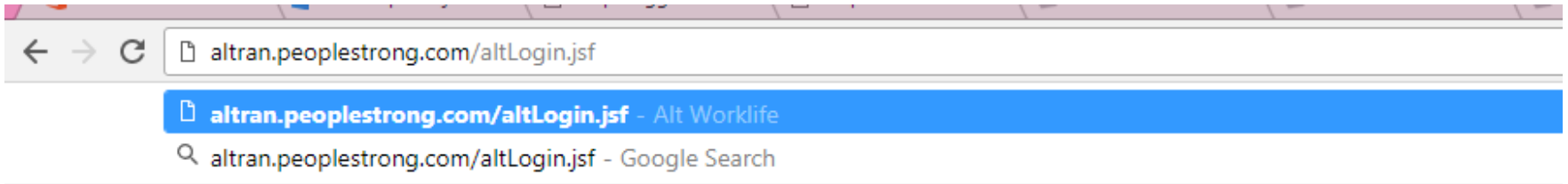
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Winners of the HRO today APAC award for two consecutive years.



# HRIS



# altran.peoplestrong.com

After hitting the above URL system will take user to AD Login page

Use above URL as domain name while using mobile app



# AD Login Page

Microsoft Office x Mail - pankaj.k. x https://gge-adr x https://altran-a x Alt Worklife x Alt Worklife x Alt Worklife x Sign In x Pankaj x

Secure | https://fds.altran.com/adfs/ls/?SAMLRequest=nZPBbtswDIZfxdDdsZ14TSLEAbIUwwJ0m5F4O%2FQyyDKdCpAITaTX7O0nO2mRw5oBPQkgKf4%2FP1Er... ☆

Apps PeopleStrong Interne HCM Login S2 Demo Google LinkedIn Google News Facebook Google Translate Yammer Aha JIRA Other bookmarks

ALTRAN

Sign in with your organizational account

Please enter your windows login details here

Click on Sign In Button to proceed further

Sign-in to Altran requires device registration. Use your login like europe\yourlogin.

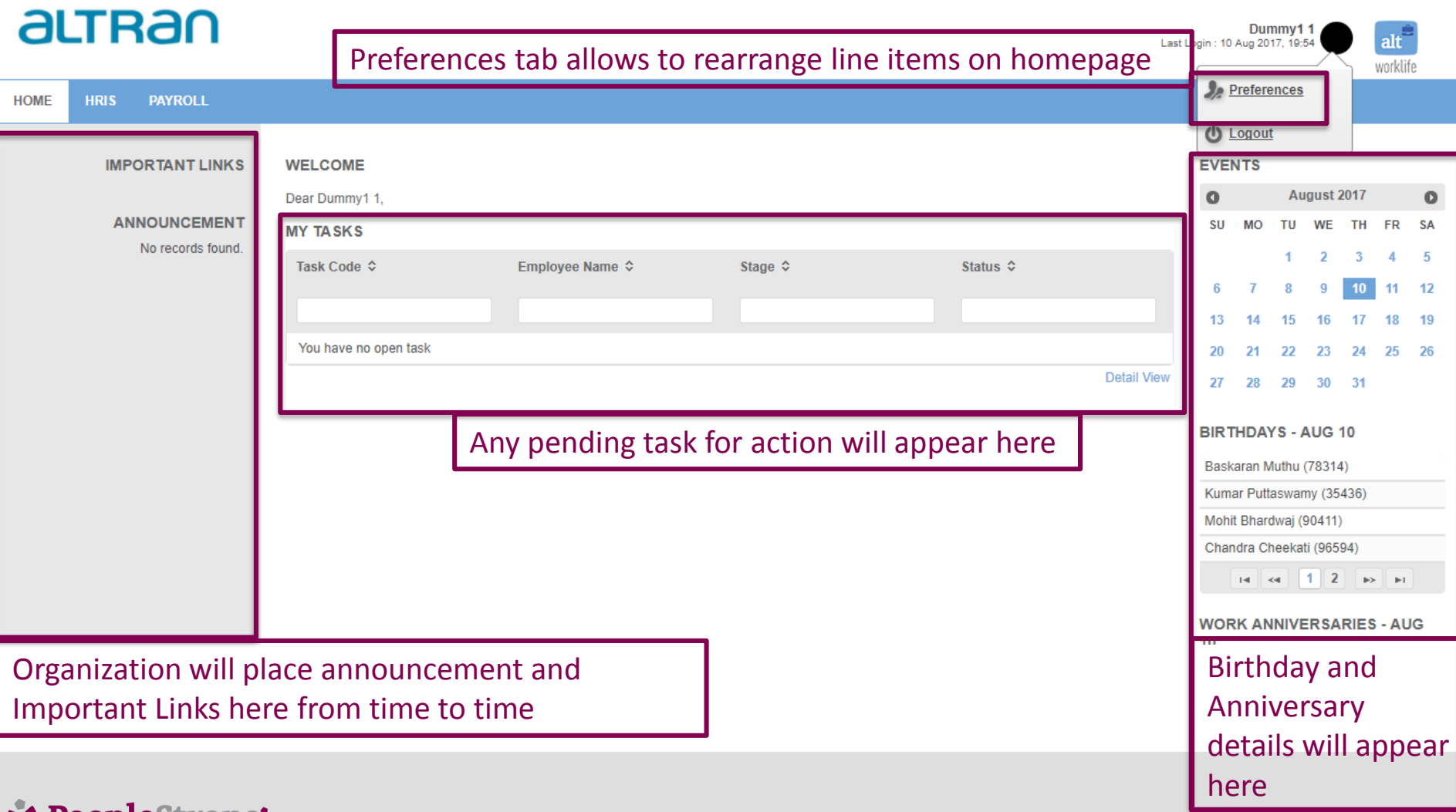
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# Home Page

Home Page screen appears as below

Preferences tab allows to rearrange line items on homepage



The screenshot shows the ALTRAN Home Page interface. At the top, there is a navigation bar with tabs for HOME, HRIS, and PAYROLL. The user is logged in as 'Dummy1 1' with a last login time of '10 Aug 2017, 19:54'. A 'Logout' button is visible. A 'Preferences' tab is highlighted, indicating it allows rearranging line items on the homepage.

The main content area is divided into several sections:

- IMPORTANT LINKS**: A section for quick access to various links.
- ANNOUNCEMENT**: A section for displaying announcements. The current status is 'No records found.'
- WELCOME**: A personalized greeting for the user, 'Dear Dummy1 1,'.
- MY TASKS**: A section for displaying tasks. It includes a table with columns for Task Code, Employee Name, Stage, and Status. The current status is 'You have no open task'. A 'Detail View' link is available.
- EVENTS**: A calendar view for August 2017. The calendar shows dates from Sunday to Saturday. The 10th of August is highlighted.
- BIRTHDAYS - AUG 10**: A list of birthdays for August 10th, including Baskaran Muthu (78314), Kumar Puttaswamy (35436), Mohit Bhardwaj (90411), and Chandra Cheekati (96594).
- WORK ANNIVERSARIES - AUG**: A section for displaying work anniversaries for August.

Annotations on the screenshot indicate that the organization will place announcements and important links here from time to time, and that any pending tasks for action will appear in the 'MY TASKS' section. It also notes that birthday and anniversary details will appear in the 'EVENTS' section.



# Preferences

## IMPORTANT LINKS

### ANNOUNCEMENT

No records found.

Dashboard Layout

IMPORTANT LINKS

WELCOME

EVENTS

ANNOUNCEMENT

MY TASKS

NEW JOINERS

SAVE

Drag and drop section to move up and down

## EVENTS

August 2017						
SU	MO	TU	WE	TH	FR	SA
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## BIRTHDAYS - AUG 10

Baskaran Muthu (78314)

Kumar Puttaswamy (35436)

Mohit Bhardwaj (90411)

Chandra Cheekati (96594)

1 2

## WORK ANNIVERSARIES - AUG 10

- Important Links can be swiped with announcements section only
- Welcome note can be swiped with My task only
- Events can be swiped with New Joiner only



# My Details

After clicking on HRIS, system will default show Basic details under My Details

HOME HRIS PAYROLL

SELF SERVICE

My Details

Basic Details Position Details Bank Details

## BASIC DETAILS

View Modify History

### Guidelines

This section has the following 3 Tabs :

View: Display current information (Appears by Default)  
 Modify: Addition/Modification (If Allowed)  
 History: Track changes

### PERSONAL INFORMATION



Title: Mr.

First Name: Dummy1

Middle Name:

Last Name: 1

Date of Birth: 01/Aug/1983

Country of Birth: India

Age: 34 years

Gender: M


Marital Status:



# Basic Details

Basic Details for employee appears as per below screen

PERSONAL INFORMATION



Title: Mr.

First Name: Dummy1

Middle Name:

Last Name: 1

Date of Birth: 01/Aug/1983

Country of Birth: India

Age: 34 years

Gender: M

Marital Status:

Date Of Marriage:

Personal Email: 123@test.com

Mobile Number:

ID INFORMATION

PAN Number:

PF ACCOUNT:

ESI Number (If Applicable):

UAN Number:

AADHAR Number:

HEALTH INFORMATION

Blood Group:





# Profile Rights

## Profile Rights with Employee

Field	Edit/View	Mandatory while Update	Approval Required	Attachment mandatory
Title	View	NA	NA	NA
First Name	View	NA	NA	NA
Middle Name	View	NA	NA	NA
Last Name	View	NA	NA	NA
Date of Birth	View	NA	NA	NA
Country of Birth	Edit	Yes	No	No
Age	View	NA	NA	NA
Gender	View	NA	NA	NA
Marital Status	Edit	Yes	No	No
Date Of Marriage	Edit	Yes	No	No
Personal Email	Edit	Yes	No	No
Mobile Number	Edit	Yes	No	No
PAN Number	Edit	Yes	Yes	Yes
UAN Number	View	NA	NA	NA
PF ACCOUNT	View	NA	NA	NA
AADHAR Number	Edit	Yes	No	No
ESI Number (If Applicable)	View	NA	NA	NA
Blood Group	Edit	Yes	Yes	No



# Modify Basic Details

SELF SERVICE

My Details

Basic Details

Position Details

Bank Details

## BASIC DETAILS

View

Modify

History

### Guidelines

This section has the following 3 Tabs :

### PERSONAL INFORMATION



Title:

Mr.

\* First Name:

Dummy1

Middle Name:

Last Name:

1

Date of Birth:

01/Aug/1983

Age: 34 years

\* Country of Birth:

India

\* Gender:

M

\* Marital Status:

Select One

Continued



# Modify

\* Country of Birth:  ▼

\* Gender:

\* Marital Status:  ▼

Date Of Marriage:  

\* Personal Email:

\* Mobile Number:

## ID INFORMATION

\* PAN Number:

UAN Number:

PF ACCOUNT:

\* AADHAR Number:

ESI Number (If Applicable):

## HEALTH INFORMATION

\* Blood Group:  ▼

SUBMIT

CANCEL

All fields with \* mark are mandatory while updating details



# Position Details

This is default information as per Organization Records, Employee can not edit any of the information

SELF SERVICE

My Details

Basic Details

Position Details

Bank Details

POSITION DETAILS: Dummy1 1

ViewHistory

Guidelines

In-case of any corrections or modification, you are requested to reach out to your HR or HR Helpdesk for any support.

POSITION INFORMATION

Employee Code: 123456

Official Email: pankaj.kumar2@peoplestrong.com

Designation: Junior Staff Other

Employment Type: Full Time Employee

Date of Joining: 01/Jun/2017

Grade: L1

Employment Status: Active

Notice Period (Days): 90

Last Working Date:

WORK INFORMATION

Org Unit: Altran Technologies India Pvt Ltd>Technology>Systems and Networks>Systems and Networks

Work Site: Technology>India>KARNATAKA>Bengaluru>Ecospace - Bangalore

Company >> Entity >> BU >> Department

Entity >> Country >> State >> Location >> Stream



# Bank Details

System will be default show existing Bank Details in this section

worklite

HOME

HRIS

PAYROLL

SELF SERVICE

My Details

Basic Details

Position Details

Bank Details

BANK DETAILS: Dummy1 1

View

Modify

History

Guidelines

This section has 3 Tabs namely:

Name of Bank	IFSC Code	Account Type	Account Number	Branch Name	Branch Address	Action
HDFC Bank	HDFC0000133		50100170651000			

Please note : Its mandatory to have HDFC Bank Account Number



# Modify Bank Details

HOME

HRIS

PAYROLL

SELF SERVICE

My Details

Basic Details

Position Details

Bank Details

BANK DETAILS: Dummy1 1

View

Modify

History

Guidelines

This section has 3 Tabs namely:

Add More

Request Type	Name of Bank	IFSC Code	Account Type	Account Number	Branch Name	Branch Address	Action
	HDFC Bank	HDFC0000133		50100170836063			<div>Edit</div> <div>Delete</div>

SUBMIT

CANCEL

Click on Submit Button to save changes

Click on Modify button to change or add Bank Details

Click on Add More to Add new account number

Click on Edit/Delete button to modify/remove exiting account number



# Edit Bank Details

## SELF SERVICE

My Details

Basic Details

Position Details

Bank Details

**BANK DETAILS:** Dummy1 1

View

Modify

History

### Guidelines

This section has 3 Tabs namely:

[Add More](#)

Request Type	Name of Bank	IFSC Code	Account Type	Account Number	Branch Name	Branch Address	Action
	HDFC Bank	HDFC0000133		50100470000000			 

\* Name of Bank:

\* Account Number:

Account Type:

\* Branch Name:

Branch Address:

\* IFSC Code:

Salary Account: ☒

Reimbursement Account: ☐

SAVE

CANCEL

Add/Modify bank Details and Save record

SUBMIT

CANCEL

After Save Click on Submit to Record Transaction



# Payroll





# Investment Declaration



Dummy1 1  
Last Login : 10 Aug 2017, 21:40



HOME HRIS PAYROLL

SELF SERVICE

Investment Declaration

## INVESTMENT DECLARATION FOR THE YEAR 2017-2018

Refer to tax Guidelines here

[Tax Guidelines](#)

### EMPLOYEE INFORMATION

Employee Code: 123456  
Date Of Joining: Jun 01, 2017  
Date Of Birth: Aug 01, 1983

Employee Name: Dummy1 1  
Gender: M  
PAN Number:

VIA

Profile details will appear as updated in employee's profile

Section Name	Maximum Amount	Declared Amount
80D:Mediclaime Premium of Self, Spouse and Children(Limit is 25000 if Age is less than 60 years and Limit is 30000 when age is greater than 60 years)	30000	<input type="text" value="0.0"/>
80D: Mediclaime Premium of Parents (Age below 60 years)	25000	<input type="text" value="0.0"/>
80D: Mediclaime Premium of Parents (Age 60 years and above but below 80 years)	30000	<input type="text" value="0.0"/>
80DD: Maintenance including medical treatment of disabled denendent with disability 40% and above but less than 80%	75000	<input type="text" value="0.0"/>
80DD: Maintenance including medical treatment of disabled denendent with disability disability 80% or more	125000	<input type="text" value="0.0"/>
80U: Deduction in case of self physical disability (Disability 40% and above but less than 80%)	75000	<input type="text" value="0.0"/>
80U: Deduction in case of self physical disability (Disability 80% or above)	125000	<input type="text" value="0.0"/>

# Chapter VIA - Section 80D to 80U

## Section Items

Enter Declared amount here

Section Name	Maximum Amount	Declared Amount
80D:Mediclaime Premium of Self, Spouse and Children(Limit is 25000 if Age is less than 60 years and Limit is 30000 when age is greater than 60 years)	30000	<input type="text" value="0.0"/>
80D: Mediclaime Premium of Parents (Age below 60 years)	25000	<input type="text" value="0.0"/>
80D: Mediclaime Premium of Parents (Age 60 years and above but below 80 years)	30000	<input type="text" value="0.0"/>
80DD: Maintenance including medical treatment of disabled denendent with disability 40% and above but less than 80%	75000	<input type="text" value="0.0"/>
80DD: Maintenance including medical treatment of disabled denendent with disability disability 80% or more	125000	<input type="text" value="0.0"/>
80U: Deduction in case of self physical disability (Disability 40% and above but less than 80%)	75000	<input type="text" value="0.0"/>
80U: Deduction in case of self physical disability (Disability 80% or above)	125000	<input type="text" value="0.0"/>
80DDB: Medical treatment of Specified Diseases for self or dependent of age 60 years and above but below 80 years	40000	<input type="text" value="0.0"/>
Medical treatment of specified Diseases of Self & Dependents>=60yrs(80DDB)	60000	<input type="text" value="0.0"/>
80E: Interest of Education Loan	No Limit	<input type="text" value="0.0"/>
80TTA: Interest of Saving Bank Account	10000	<input type="text" value="0.0"/>
80CCG: Rajiv Gandhi Equity Saving Scheme	50000	<input type="text" value="0.0"/>
80D: Mediclaime Premium of Parents (Age 80 years and above)	30000	<input type="text" value="0.0"/>
80DDB: Medical treatment of specified diseases for self or dependent of age 80 years and above	80000	<input type="text" value="0.0"/>
Additional Contribution u/s 80CCD(1B)-NPS	50000	<input type="text" value="0.0"/>
80EE:For first time home buyers with additional deduction up to 50,000/-(over and above Section 24B)	50000.00	<input type="text" value="0.0"/>
80GGA	No Limit	<input type="text" value="0.0"/>
UTP_R_PLAN	No Limit	<input type="text" value="0.0"/>

# Chapter VIA - Section 80C (Maximum of Rs. 1,50,000)

Section Items

Enter Declared amount here

80C

Section Name	Maximum Amount	Declared Amount
Contribution to Pension Fund(80CCC)	150000.00	<input type="text" value="0.0"/>
Payment of Tuition Fees (Maximum up to two children	150000.00	<input type="text" value="0.0"/>
Fixed deposits (FD) 5 Years and above	150000.00	<input type="text" value="0.0"/>
Life Insurance Premium	150000.00	<input type="text" value="0.0"/>
Mutual Fund	150000.00	<input type="text" value="0.0"/>
National Saving Certificates	150000.00	<input type="text" value="0.0"/>
Accrued NSC Interest	150000.00	<input type="text" value="0.0"/>
Public Provident Fund	150000.00	<input type="text" value="0.0"/>
Repayment of Housing Loan (Principal)	150000.00	<input type="text" value="0.0"/>
Unit Linked Insurance Plan (ULIP)	150000.00	<input type="text" value="0.0"/>
Post office Savings Bank(Cumulative time deposit)	150000.00	<input type="text" value="0.0"/>
80CCD1-NPS– Employee Contribution upto 10% of Basic salary(subject to 1.50 lakhs)	150000.00	<input type="text" value="0.0"/>
Equity Linked Saving Scheme ( ELSS )	150000.00	<input type="text" value="0.0"/>
National Saving Scheme (NSS)	150000.00	<input type="text" value="0.0"/>
Sukanya Samriddhi Yojana (for Girl Child)	150000.00	<input type="text" value="0.0"/>
Other	150000.00	<input type="text" value="0.0"/>
Pension Fund	150000.00	<input type="text" value="0.0"/>
CT-D	150000.00	<input type="text" value="0.0"/>



# HRA Detail

PAN Number is mandatory if Rent value is more than 1 Lac

## HOUSE RENT

S.No.	From Date	To Date	City	Landlord Name	Address	PAN No	Declared Monthly Amount
	<input type="text"/>	<input type="text"/>	--Select--	<input type="text"/>	<input type="text"/>	<input type="text"/> PAN Not Available /	<input type="text"/> 0.0
	<input type="text"/>	<input type="text"/>	Select	<input type="text"/>	<input type="text"/>	PAN Not Available /	<input type="text"/> 0.0
3	<input type="text"/>	<input type="text"/>	--Select--	<input type="text"/>	<input type="text"/>	PAN Not Available /	<input type="text"/> 0.0
4	<input type="text"/>	<input type="text"/>	--Select--	<input type="text"/>	<input type="text"/>	PAN Not Available /	<input type="text"/> 0.0
5	<input type="text"/>	<input type="text"/>	--Select--	<input type="text"/>	<input type="text"/>	PAN Not Available /	<input type="text"/> 0.0
6	<input type="text"/>	<input type="text"/>	--Select--	<input type="text"/>	<input type="text"/>	PAN Not Available /	<input type="text"/> 0.0
7	<input type="text"/>	<input type="text"/>	--Select--	<input type="text"/>	<input type="text"/>	PAN Not Available /	<input type="text"/> 0.0
8	<input type="text"/>	<input type="text"/>	--Select--	<input type="text"/>	<input type="text"/>	PAN Not Available /	<input type="text"/> 0.0
9	<input type="text"/>	<input type="text"/>	--Select--	<input type="text"/>	<input type="text"/>	PAN Not Available /	<input type="text"/> 0.0
10	<input type="text"/>	<input type="text"/>	--Select--	<input type="text"/>	<input type="text"/>	PAN Not Available /	<input type="text"/> 0.0
11	<input type="text"/>	<input type="text"/>	--Select--	<input type="text"/>	<input type="text"/>	PAN Not Available /	<input type="text"/> 0.0
12	<input type="text"/>	<input type="text"/>	--Select--	<input type="text"/>	<input type="text"/>	PAN Not Available /	<input type="text"/> 0.0

Enter Monthly amount under HRA declaration



# Investment Declaration - Submission

## OTHER INCOME

Click on this button to add details on Housing Loan

Section Name	Maximum Amount	Declared Amount
Income from other than Salary	No Limit	0.0
Interest on Housing Loan (Letout)	200000	0.0
Interest on Housing Loan(Self)	200000	0.0

## DECLARATION

Click on Declaration box to Submit details

☐

I hereby confirm that I will be investing / contributing the following amounts for the purpose of rebate / deduction to be considered in calculating my income tax for the current Financial Year. I further undertake that wherever eligible investments are made in the name of spouse / children / dependent parents, the same have been / will be made out of my income and claim thereof has / shall not be made by anybody else.

SAVE AS DRAFT

SUBMIT

CANCEL

Click on Submit button to complete declaration



# Thank you

# #SimplifyWorklife

Corporate Office

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

E: [contact@peoplestrong.com](mailto:contact@peoplestrong.com)

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



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