**To raise a ticket under payroll category. Please follow the below steps.**

1. Please open Service central (available on Talen Page > Access All > Helpdesk & Support) or Click on the below link or copy paste below link. Please use Chrome for better User Experience. https://servicecentral.capgemini.com/sc?id=index
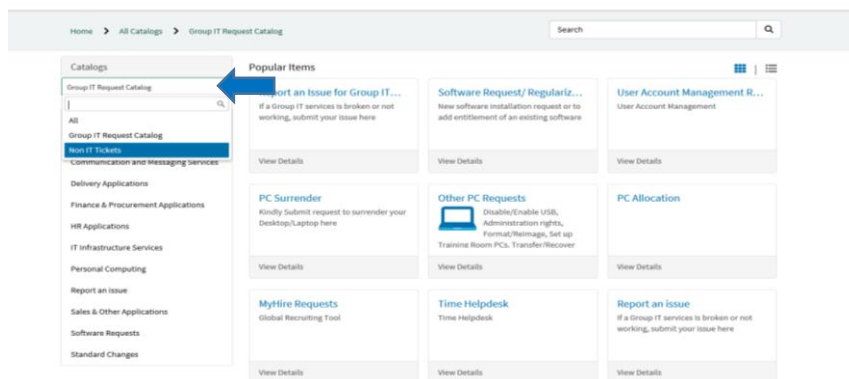
   Select Order or Request-catalog-Non IT Tickets- Category-Global Function-Finance-India Payroll Support
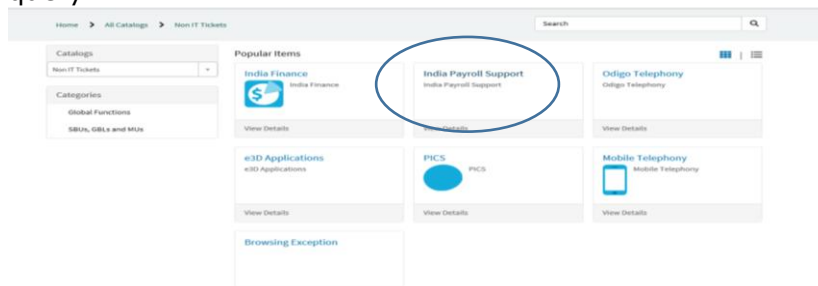
   <mark>Please refer below screenshots</mark>

2. Click on Order or Request as shown in below picture.
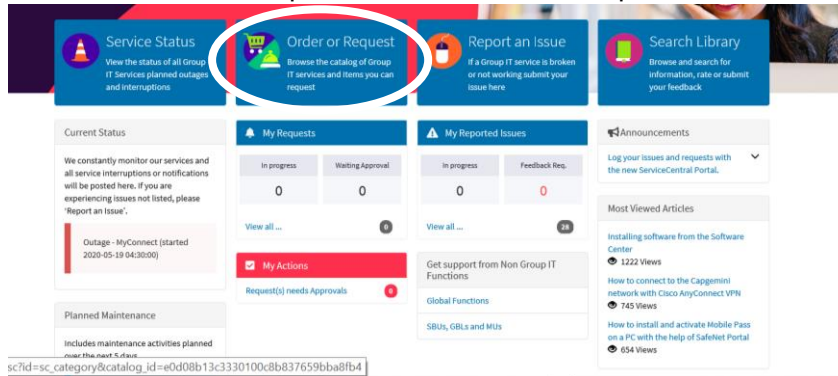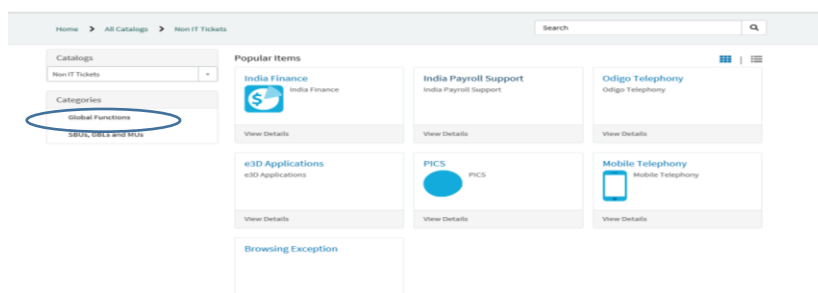

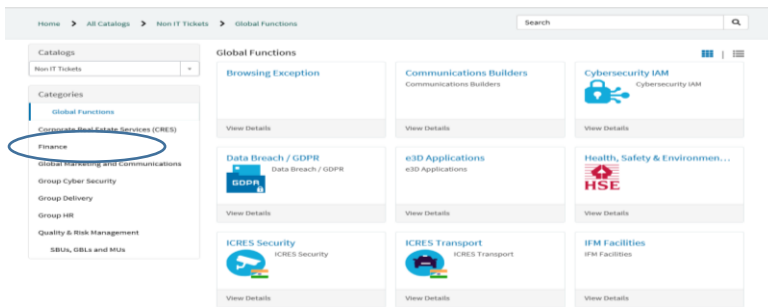3. Select Non IT from the drop down.

4. Click on India Payroll Support in Popular Items and raise the ticket for your payroll related query
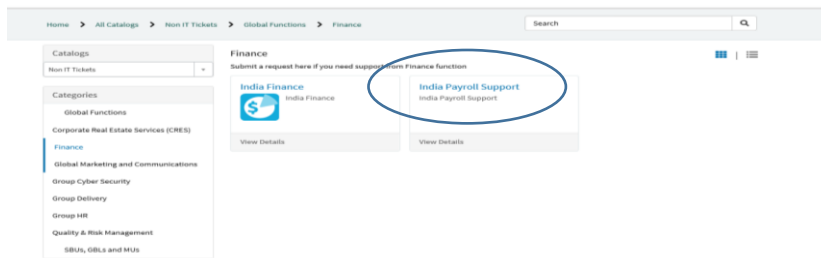

<mark>OR click on Global Functions</mark>

& click on Finance

Select India Payroll Support and raise the ticket for Payroll queries.

You will get below screen.

1. Click on Service and select India payroll Support.
2. Click on Category and choose the category as per query.
3. Write your query in details in Description column and click on submit

Once your query is submitted you will see below screen and your Incident no. gets created

You will also receive mail communication from

ServiceCentral cgitprod@service-now.com with your Incident no.