



Payroll Management Policy

Objective

To **timely** and **accurately** process the payroll of employees in accordance with all the pay-related practices and statutory norms.

To **facilitate** employees with all the useful information and mandates related to payroll, its processing and administration.

Overview

Payroll Pre-requisites

- ▲ Submission of Identification Proof & Investment Declaration
- ▲ Possession of active bank account with HDFC bank
- ▲ Reporting any change in contact details, bank account etc
- ▲ Ensure that monthly attendance, leave records and time sheets are in order

Payroll Execution

- ▲ Monthly payment of Salary by direct deposit into the HDFC Bank
- ▲ The payroll cycle is scheduled on the 7th of each month
- ▲ View Pay Slip & related details available at My Salary under My Office in the Company Portal.

Time Recording Procedures

In order to ensure smooth payroll processing and related governance, employee should ensure the following points:

- ▲ It is important for all the employees to promptly and accurately record their time and submit their timesheets by end of work week i.e. Friday or maximum by the first day of subsequent week.
- ▲ In last week of the month, an employee must ensure that attendance, leave and timesheet have been appropriately filled and submitted.

Employees at Client Location

- ▲ The employees operating from a client location shall follow the working days, hours and schedule of the Client.
- ▲ Obtain the client approval on monthly timesheet including any additional time worked for the client or on client location.

- ▲ All employees must declare their investments for the financial year via Investment Declaration Form to Accounts & Finance latest by 3rd Week of April of each financial year. New joinee must submit the Investment Declaration Form, Income (payslips) and tax details (TDS certificate) from the previous employer— for the financial year— in the first month of joining itself.

Monthly Re-imbursement (As per entitlement)

- ▲ Employees can choose to submit actual bills either on a monthly or quarterly basis along with filled reimbursement form. The forms can be downloaded through Policies & Forms section of the Company Portal.
- ▲ All the bills to be submitted latest by 25th of each month.
- ▲ The verified and approved actual bills will get adjusted and disbursed as per the maximum monthly reimbursement limit and entitlement of the applicable month.

Business Expenses

Business Expenses are considered to be all those authorized expenses which are "directly or in-directly related to" or "associated with" the active conduct of business.

- ▲ All original bills towards applicable approved reimbursements of claims and expenses on actual should be retained and timely submitted to HR within 10 business days through Memo of Expense Form.
- ▲ All reimbursements claims received till 25th of the month would be disbursed with the payroll.

For further detail, please visit the following path in Nuts & Bolts –

My Office>>Policies & Forms>>Personnel Management>>Payroll Management Policy



Thank You