

Employee Self Service Portal

Access & Navigation Guide



April, 2016

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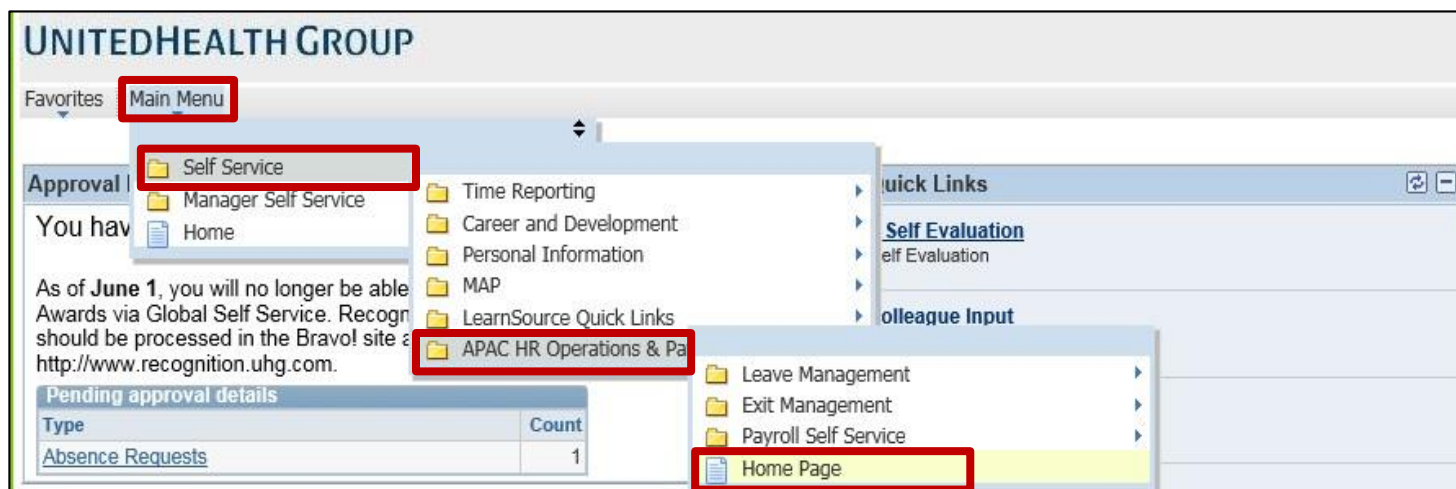
Pages / Modules	Go-Live Date	Remarks
Flexi Salary Declaration	April 05, 2016	Visit these pages to declare your Flexi Salary Options, Investments you plan to do during FY 2016-17 for tax savings & Voluntary Provident Fund (VPF) on/before April 20, 2016
Investment Declaration		
VPF Declaration		
Gratuity Eligibility	April 05, 2016	You can check your Gratuity eligibility here
My Profile	April 05, 2016	This page contains job information and personal details
Update Bank Account	April 05, 2016	Update your salary bank account details here
Pay Slip	April 29, 2016	New ESS Portal will not have any historical pay data and hence there is no data to display in these pages till we complete April 2016 month payroll <i>[Go to old self-service portal for historical payroll records; URL: https://www.minervahrms.com/uhg/</i>
YTD Pay Sheet		
Tax Sheet		
PF Contribution Card		
HRdirect – Payroll	April 29, 2016	'Add A Case' link will be activated on new ESS Portal. Report payroll queries here for faster resolution
Submit Flexi Salary Claim	April 29, 2016	You will start earning flexi salary eligibility basis your declaration after completion of April month salary. And only then you can submit flexi salary claim. Accordingly these pages will be made available on April 29, 2016
Flexi Salary Claim Tracking		
Reimbursement Slip	May 31, 2016	Flexi Claim submission is activated on April 29. The first month in which Flexi Salary Claim is reimbursement is May 2016. Accordingly it will be made available on May 31

1 Login to Global Self Service page

- Go to <https://globalselfservice.uhg.com>, or you can access **HRDirect & Global Self Service** link from **Frontier Home Page**
- Enter your credentials on Single Sign On Page

2 Reach APAC HR Operations & Payroll Home Page

- Select **Main Menu > Self Service > APAC HR Operations & Payroll > Home Page**



You have now reached the Home Page of the Employee Self-Service Portal. On your left, you will see the navigation menu of the Employee Self-Service Portal. This page contains four sections – **Employee Profile, Alerts, Timelines and Birthdays**

The screenshot displays the APAC HR Operations & Payroll website. The left sidebar contains a navigation menu with options: Pay, Flexi Salary, Tax, Retirals, Helpdesk, My Information, and Logout. The main content area is titled 'Employee Self-Service Portal' and includes a welcome message, login fields for Employee Name and Employee Code, and a 'Select the role' dropdown menu set to 'EMPLOYEE'. Below this, the 'Employee Profile' section shows fields for Employee Name, Employee Code, Designation, and Manager. To the right, the 'Alerts' section displays the status of various queries: Query Status (1 Unanswered Queries), Flexi Salary Declaration Status (Submitted), Tax Declaration Status (submitted), and Flexi Claims Status for April 2016 (Not Submitted). The 'Time Lines' section provides important dates for April 2016 and May 2016, including a note about Pay Slips. The 'Birthdays' section shows the date (Apr 03, 2016) and indicates 'No Events'.

Navigation Menu: Single destination to find information and perform actions related to payroll

Employee Profile: This section contains basic employee information

Alerts: This section is a place holder for important alerts which may require your action

Timelines: Keeps you informed about cut-off dates for important payroll events

Birthdays: Keeps you informed about birthdays of your team members

View Pay Slip

Employee Self-Service Portal

- On the navigation menu, click on Pay Slip under Pay section to open your current month's pay slip. You can also view your previous Pay Slips by selecting the month & year of your choice from the drop down option
- Pay Slip format has been improved to include Standard Monthly Eligibility and YTD Earnings & Deductions to ensure that all details you need are available at one place

The screenshot displays the APAC HR Operations & Payroll portal. The left sidebar contains a navigation menu with 'Pay Slip' highlighted. The main content area shows the 'Pay Slip' page with fields for Employee Name and Code, a 'Download Pay Slip' button, and a dropdown for selecting the month and year (currently set to Jan-2016). Below this is a table of employee details and a detailed earnings and deductions table.

Navigation Callouts:

- Click on **Download Pay Slip** to open PDF version of your pay slip. You can save a copy for future reference
- Select Month & Year and click on **View Pay Slip** to open historical pay slips
- Click here to open current month Pay Slip

Employee Details Table:

UnitedHealthcare India	
Employee Code	Department
Employee Name	PF Number
Date of Hire	UAN
Designation	ESI Number
Days Worked	Salary Grade

Earnings and Deductions Table:

Earnings	Standard Rate (INR)	Current Month Amount (INR)	YTD Value (INR)	Deductions	Current Month Amount (INR)	YTD Value (INR)
Basic Salary	13737	13737	13737	Provident Fund	1648	1648
House Rent Allowance	6869	6869	6869	Profession Tax	200	200
Special Allowance	13737	13737	13737			
Gross Earnings		34343		Gross Deductions	1848	
Net Pay		32495	(Rupees Thirty Two Thousand Four Hundred And Ninety Five Only)			

Callouts for Table Data:

- This column hosts your standard monthly salary eligibility
- This column has the actual amount earned in the current month
- Year to date values starting April month of current financial year

Footer Information:

UnitedHealthcare India (Private) Limited
3A Gundecha Onclave,
Kherani Road Sakhi Naka,
Fax + 91 22 2852 7999 www.uhcindia.com

Please note that the New Employee Self Service Portal is live from April 2016 onwards. Pay slips for prior period will be available at -> <https://www.minervahrms.com/uhg/> till June 2016

Flexi Salary Declaration

On the navigation menu, click on **Flexi Salary Declaration** under the **Flexi Salary** section to open the flexi salary declaration page. Make your declaration here for the current year. Flexi salary options will help you save tax. It is important for you to complete this activity on time.

Click here to open Flexi Salary Declaration page

In this section you see breakup of your Annual Fixed Salary and your Flexi Salary Eligibility.

Declare your Flexi Salary Options in this section. Provide annual declaration amount in this column. Monthly values will be auto calculated

Click on **Validate** button to check if entries made by you are correct and you have provided all required details. Only then Submit button will appear on your screen. Click on Submit for final submission

Last Update : 28 Mar 2016			
Compensation Structure	Maximum Eligibility (INR)	Annual Eligibility (INR)	Monthly Eligibility (INR)
Fixed Components			
Fixed Salary		412114	34342
Basic Salary		164846	13737
House Rent Allowance		82423	6868
Flexi Salary		164846	13737
Flexi Salary Declaration			
Conveyance Allowance		0	0
Medical Reimbursement	15000	15000	1250
Sodexo Meal Coupon		13200	1100
Leave Travel Allowance		13737	1144
Fuel & Vehicle Maintenance -		2 wheeler <input type="checkbox"/>	2 wheeler
Fuel & Vehicle Maintenance -		10800	900
Special Allowance		112108	9342

Validate **Submit**

- On the navigation menu, click on **Tax Sheet** under the **Tax** section to open your current month's Tax Sheet. You can view your previous Tax Sheets by selecting the month & year of your choice from the drop down option
- Tax Sheet format has been improved to include additional details and make it easier for you to understand

Click here to open current month Tax Sheet

Click on **Download** to open PDF version of your tax sheet. You can save a copy for future reference

Select Month & Year and click on **View Tax Computation** to open historical tax sheets

Projected earnings for rest of the financial year – Projection is made only for guaranteed income

Actual earnings – From April month of the current financial year till the current month

Tax sheet for the month Feb 2016			
Employee Details		Tax Details	
Employee Code		Gender	
Employee Name		Location	
Date of Hire		PAN	
Designation		Financial Year	
Salary Grade		Assessment Year	

Tax sheet for the month Feb 2016			
Heads of Income	Actual (INR)	Projected (INR)	Total (INR)
Basic Salary	27474	13737	41211
House Rent Allowance	13738	6869	20607
Special Allowance	27474	13737	41211
Shift Allowance	100	0	100
Stretch Allowance	1000	0	1000
Referral Bonus	1000	0	1000
Sign on Bonus	1000	0	1000
Rewarding Results	100	0	100
Relocation Allowance	1000	0	1000

- Click on Investment Declaration under Tax section to open this page
- This page has been improved for ease of use and collection of additional information from employees to ensure compliance with tax laws
- At the beginning of each financial year, you are required to declare your plan for investments in tax saving instruments. Accordingly, you receive exemption from tax as per the Income Tax Rules for different investments you plan to make.

APAC HR Operations & Payroll

Pay
Flexi Salary
Tax
Tax Sheet
Investment Declaration
Retirals
Helpdesk
My Information
Logout

**You are welcome at APAC HR Operations & Payroll

Employee Name: [Redacted] Employee Code: [Redacted]

Home > Tax > **Investment Declaration**

Last Update: 03-Apr-2016

Tax Declarations

Employee Code	[Redacted]	Employee Name	[Redacted]
Date of Hire	[Redacted]	Grade	[Redacted]
Designation	[Redacted]	Location	[Redacted]
Entity	[Redacted]	PAN	[Redacted]

Click the Tax Saving Instrument

Investments under Sec 80C	Mediclaim (80D)	Disability	Other Income
House Rent	House Property	Other Savings	Previous Employer

I certify that the payments listed above has been made by me out of my income chargeable to Income-tax during the financial year 2015-2016. In case proof of payment is not provided by due date as intimated by us, Income-tax may be deducted as applicable.

Signature : _____

Date : 03-Apr-2016

All tax saving instruments have been divided into different groups. Click on the button for the group you want to make declaration for and relevant page will open. Provide requested details and submit. Once submitted you will come back to this page. Repeat the same steps for other investments you plan to make. You only need to visit those pages for which you have to make a declaration. See details of each group in next page

- Click on Investment under Sec 80C button to open the page as per reference below
- Declare your planned investments under different schemes of Sec 80C and submit

Investments under Sec 80C

Mediclaime (80D)

Disability

Other Income

House Rent

House Property

Other Savings

Previous Employer

Guidelines

Provide amount for each investment option which you plan to invest during current financial year

Tax Component	Limit	Declaration
Life Insurance Premium		<input type="text" value="10000"/>
Public Provident Fund	150000	<input type="text" value="4000"/>
National Savings Certificates		<input type="text" value="0"/>
Annuity Plan		<input type="text" value="21000"/>
Cumulative Term Deposit		<input type="text" value="15000"/>
Equity Linked Savings Scheme / Mutual Fund		<input type="text" value="0"/>
Housing Loan Principal Repayment	Date of Possession (DD/MM/YYYY) <input type="text" value="14/4/2016"/>	<input type="text" value="37000"/>
Fixed Deposit		<input type="text" value="0"/>
Tuition Fee	Number of Children <input type="text" value="2"/>	<input type="text" value="40000"/>
80CCC - Pension Fund Contribution		<input type="text" value="0"/>
Unit Linked Insurance Plan		<input type="text" value="0"/>
Sukanya Samiriddhi Account Sc		<input type="text" value="0"/>

INR 150000 is the maximum amount you can invest in Public Provident Fund (PPF). You will not be able to declare any value greater than INR 150000

Principal amount paid for repayment of home loan can be claimed only after possession of the house property for which loan was taken. If you are yet to receive possession of the house, share expected date of possession. Note that Date of Possession should not be after last date of current financial year (Mar 31, 2017)

Tuition Fee for up to only 2 children can be claim as deduction under Sec 80C. Select number of children for which you are paying tuition fees. You will not be able to make selection for more than 2 children.

Click on Submit after you have made all entries

Submit

Total Declaration : 127000

Investment Declaration: Mediclaim (80D)

Employee Self-Service Portal

- Click on Mediclaim (80D) button and page shown below will open
- Declare your planned investments for self/ Spouse/ Children & Parents

Investments under Sec 80C **Mediclaim (80D)** Disability Other Income

House Rent House Property Other Savings Previous Employer

Guidelines ▼

Maximum amount which can be claimed as deduction for each category. You will not be able to declare any amount greater than limits mentioned here

Even though separate limit of INR 5000 is available for Preventive Health Check-Up, overall limit for Self/Spouse/Children is INR 25000 only. Which means if you have spent INR 5000 on Preventive Health Check-Up, balance INR 20000 only can be claim under insurance premium.

Tax Component	Age	Limit	Declaration
Medical insurance premium paid for Self / Spouse / Children		25000	20000
Preventive Health Check-Up for Self /Spouse /Children		5000	5000
Medical insurance premium paid for Parent	Above 60 ▼	30000	0
Preventive Health Check-Up for Parents		5000	0

Submit

Click on Submit after you have made all entries

Sec Header	Component	Declarations
Investments under Sec 80C	Life Insurance Premium	10000
	Public Provident Fund	4000
	Annuity Plan	21000
	Cumulative Term Deposit	15000
	Housing Loan Principal Repayment	37000
	Tuition Fee	40000

Once you submit declarations on one page and move to another page, you will see previously submitted information at the bottom of the page.

- Click on Disability button and page shown below will open
- Declare information about disability of self/dependents and treatment of specified diseases

Investments under Sec 80C

Mediclaime (80D)

Disability

Other Income

House Rent

House Property

Other Savings

Previous Employer

Guidelines ▼

Tax Component	Relationship	Age	Percentage of Disability	Declaration
80DD - Disabled Dependant	Select Spouse Children Mother Father Sister Brother Legal dependent	Select Below 60 years 60- 79 years 80 years and above	Above 80% ▼	125000
80U - Self with Physical Disability			0 40%-79% Above 80%	75000
80DDB- Medical Treatment of Specified Diseases				60000

Select Relationship from drop down menu

Click on Submit after you have made all entries

Submit

Select Age from drop down menu

Select Disability% from drop down menu option

Deduction under relevant sections related to disability of self/dependent and treatment of specified diseases depends on **Percentage of Disability** and **Age** of the concerned person. Make selections under the head **Relationship, Age & Percentage of Disability** and System will automatically calculate amount of exemption. No need to enter any value in amount column.

If you are staying in a rented accommodation and wish to claim HRA Exemption, click on the House Rent button to declare required details

Investments under Sec 80C
Mediclaim (80D)
Disability
Other Income

House Rent
House Property
Other Savings
Previous Employer

Guidelines ▼

Select name of the city you are staying in.

Enter monthly rent amount

Month	City	Declaration
April	Chennai ▼	15000
May	Chennai ▼	15000
June	Chennai ▼	15000
July	Chennai ▼	15000
August	Chennai ▼	15000
September	Chennai ▼	15000
October	Chennai ▼	15000
November	Chennai ▼	15000
December	Chennai ▼	15000
January	Chennai ▼	15000
February	Chennai ▼	15000
March	Chennai ▼	15000

City & Amount fields have auto-fill ability. Once you select the **name of the city** for a particular month and enter **monthly rent** for that month, all months after that will get auto populated with same **City and Rent Amount**. If there is any change in the City or Rent Amount later, go to that month and change the values.

Click on Submit after you have made all entries

Submit

Investment Declaration: House Property

Employee Self-Service Portal

- If you own one or more house properties and wish to declare income/loss from that house property to your employer for necessary tax adjustment, click on the House Property button to declare details
- All fields are mandatory except **Pre-Construction Period Interest**.

Investments under Sec 80C

Mediclaime (80D)

Disability

Other Income

House Rent

House Property

Other Savings

Previous Employer

If possession of the house property is not yet received but expected during current financial year, provide expected date of possession

If you own more than one house property and all these properties are self-occupied, only one house property can be claimed as self-occupied. Other properties will be considered as **Deemed to be Let Out**. Provide average market rental value for such properties

Provide total interest paid in the years before year of possession. System will calculate 1/5th while calculating income/loss from house property

Property Type	Loan Taken Date (DD/MM/YYYY)	Date of Possession (DD/MM/YYYY)	Ownership (Self/Joint)	Loan Purpose	Annual Rental Income	Property Tax Value	Net Annual Value	30% Repair and Maintenance	Interest Payable for Current FY	Pre Construction Period Interest	% of employee's Claim (in case of Joint Loan)	Limit	Income / Loss from House Property	
Self Occupied	08/04/2016	14/04/2016	Self ▼	Const ▼					300000	0	100	200000	200000	✓
Let Out 1	11/02/2015	08/07/2014	Joint ▼	Reno ▼	60000	2000	58000	17400	70000	0	75		22050	✓
Let Out 2			Select ▼	Select ▼	0	0	0	0	0	0	0			
Let Out 3			Select ▼	Select ▼	0	0	0	0	0	0	0			

Submit

These details are not required for Self-Occupied house property

Click on Submit after you have made all entries

System calculation. You will not be able to make any entry in these fields

System calculation. You will not be able to make any entry in these fields

- If you plan to invest money in National Pension System (NPS) and/or if are repaying your education loan, you can claim tax benefit
- Click on Other Savings button to declare relevant details

Investments under Sec 80C

Mediclaime (80D)

Disability

Other Income

House Rent

House Property

Other Savings

Previous Employer

Guidelines ▼

Tax Component	Limit	Deduction
National Pension Scheme - 80CCD1B	50000	<input type="text" value="50000"/>
Education Loan Interest - 80E	<div>Repayment Start Date (DD/MM/YYYY)</div> <div><input type="text" value="8/4/2012"/></div>	<input type="text" value="30000"/>
80CCG - Rajiv Gandhi Equity Savings Scheme	50000	<input type="text" value="0"/>

Tax benefit on account of interest paid on education loan is available only for 8 consecutive years from the year repayment started. Date of repayment is required to validate number of years passed from the time you started repayment

If you have plan to contribute any money towards National Pension Scheme (NPS), declare here. Maximum deduction available under this category is INR 50000 hence you will not be able to declare any value higher than this

Click on Submit after you have made all entries

Submit

1

If you wish to report your any income other than Salary & House Property, click on **Other Income** button and declare details.

Investments under Sec 80C

Mediclaime (80D)

Disability

Other Income

House Rent

House Property

Other Savings

Previous Employer

Tax Component	Limit	Declaration
Other Income		<input type="text" value="0"/>
Interest from Savings Bank Account		<input type="text" value="0"/>
Interest on Fixed Deposits		<input type="text" value="0"/>
Accrued Interest on National Savings Certificates (NSC)		<input type="text" value="0"/>

Income reported here will be added to your taxable salary income and tax on this income will be deducted from your salary

2

If you have joined UHG during financial year 2016-17, declaration of Previous Employment details is mandatory. Click on **Previous Employer** button to open the page and submit required details

Investments under Sec 80C

Mediclaime (80D)

Disability

Other Income

House Rent

House Property

Other Savings

Previous Employer

Tax Component	Limit	Declaration
Total Income		<input type="text" value="0"/>
Sec 10 - Exemption		<input type="text" value="0"/>
Salary after sec. 10		<input type="text" value="0"/>
Tax on employment (PT)		<input type="text" value="0"/>
PF contribution		<input type="text" value="0"/>
Tax Deducted at Source		<input type="text" value="0"/>

Submit

Click on Submit after you have made all entries

Provide details basis Full & Final Settlement document provided by your previous employer. In case you have worked with more than one employer during current financial year, before joining UHG, provide total income & taxes of all employers

- After you are done with all submissions, you will see a summary of all declarations made
- If you wish to make any changes, follow the same steps which you have followed for initial declaration
- Any time during the year, you can change the investment declaration you made

Investments under Sec 80C	Mediclaime (80D)	Disability	Other Income
House Rent	House Property	Other Savings	Previous Employer

Sec Header	Component	Declarations
Investments under Sec 80C	Life Insurance Premium	10000
	Public Provident Fund	4000
	Annuity Plan	21000
	Cumulative Term Deposit	15000
	Housing Loan Principal Repayment	37000
	Tuition Fee	40000
		Total - 127000
Mediclaime (80D)	Medical insurance premium paid for Self / Spouse / Children	20000
	Preventive Health Check-Up for Self /Spouse /Children	5000
Other Savings	Education Loan Interest - 80E	30000
	National Pension Scheme - 80CCD1B	50000

Rent Details												
Month	April	May	June	July	August	September	October	November	December	January	February	March
Declarations	15000	15000	15000	15000	15000	15000	15000	15000	15000	15000	15000	15000
City	Chennai	Chennai	Chennai	Chennai	Chennai	Chennai	Chennai	Chennai	Chennai	Chennai	Chennai	Chennai

- Additional contribution to Provident Fund account, on & above a 12% mandatory contribution, is called Voluntary Provident Fund (VPF) contribution
- If you wish to make VPF contribution, declare the amount you want to contribute towards VPF
- If you already have an existing contribution, you need not make a fresh contribution now
- Any time during the year, you can change your VPF contribution

The screenshot shows the 'VPF Declaration' page in the Employee Self-Service Portal. The left sidebar contains a menu with 'Retirals' and 'VPF Declaration' highlighted. The main content area displays a form for 'UnitedHealth Group Information Services Pvt. Ltd.' with fields for Employee Code, Date of Hire, PF Number, Employee Name, Department, and UAN. Below these are fields for Basic Salary (45000), Employee Provident Fund (5400), and VPF % (15). The 'Opt for VPF' section has 'Opt In' selected. The 'VPF (value in INR)' field shows 6750. A 'Submit' button is at the bottom right. Callouts provide instructions: 'Click here to open VPF Declaration page' points to the sidebar; 'This is your Basic Salary eligibility and 12% mandatory PF contribution on that. VPF contribution will be on & above 12% mandatory contribution' points to the Basic Salary field; 'If you have an existing VPF contribution and you want to stop that, click on the circle before Opt Out' points to the 'Opt Out' radio button; 'Click on the small circle before Opt In to declare VPF' points to the 'Opt In' radio button; 'Declare % of Basic Salary you want to contribute towards VPF. Amount will get auto calculated for your reference' points to the VPF % field; and 'Click on Submit after you have made all entries' points to the Submit button.

Click here to open VPF Declaration page

**You are welcome at APAC HR Operations & Payroll V

Employee Name [REDACTED] Employee Code [REDACTED]

Home > Retirals > **VPF Declaration**

UnitedHealth Group Information Services Pvt. Ltd

Employee Code	[REDACTED]	Employee Name	[REDACTED]
Date of Hire	[REDACTED]	Department	[REDACTED]
PF Number	[REDACTED]	UAN	[REDACTED]

Basic Salary	45000
Employee Provident Fund	5400
Opt for VPF	<input checked="" type="radio"/> Opt In <input type="radio"/> Opt Out
VPF %	15
VPF (value in INR)	6750
Current Status of VPF	Opt In

Submit

This is your Basic Salary eligibility and 12% mandatory PF contribution on that. VPF contribution will be on & above 12% mandatory contribution

If you have an existing VPF contribution and you want to stop that, click on the circle before **Opt Out**

Click on the small circle before **Opt In** to declare VPF

Declare % of Basic Salary you want to contribute towards VPF. Amount will get auto calculated for your reference

Click on Submit after you have made all entries

- An employee becomes eligible for Gratuity payment upon completion of continuous service of 4 years & 240 days
- Now you can check your gratuity eligibility with click of a button
- Click on **Gratuity Eligibility** link under **Retirals** section to open Gratuity Eligibility page
- If you have not yet completed a continuous service of 4 years & 240 days at UHG, you will see the message that you are not eligible for Gratuity payment
- If you have completed continuous service of 4 years & 240 days at UHG, you will see below page with the calculation of Gratuity amount
- Gratuity eligibility shown here is only for reference purpose. Gratuity eligibility is paid to an employee only at the time of retirement or separation from UHG

Click here to open Gratuity Eligibility page

You are welcome at APAC HR Operations & Payroll Website**

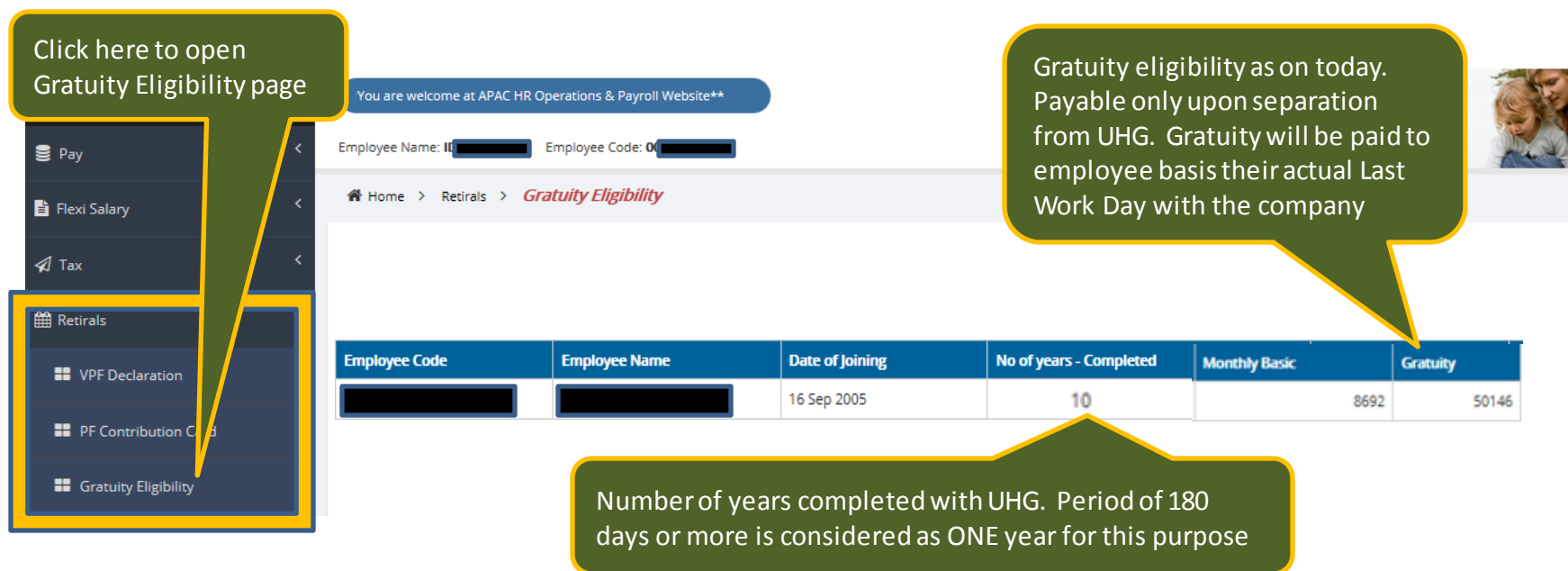
Employee Name: [REDACTED] Employee Code: 0[REDACTED]

Home > Retirals > **Gratuity Eligibility**

Gratuity eligibility as on today. Payable only upon separation from UHG. Gratuity will be paid to employee basis their actual Last Work Day with the company

Employee Code	Employee Name	Date of Joining	No of years - Completed	Monthly Basic	Gratuity
[REDACTED]	[REDACTED]	16 Sep 2005	10	8692	50146

Number of years completed with UHG. Period of 180 days or more is considered as ONE year for this purpose



The screenshot shows the 'Gratuity Eligibility' page in the APAC HR Operations & Payroll Website. On the left, a sidebar menu has 'Retirals' expanded, with 'Gratuity Eligibility' selected. The main content area shows the employee's name and code, followed by a breadcrumb trail 'Home > Retirals > Gratuity Eligibility'. A table displays the employee's service details: Employee Code [REDACTED], Employee Name [REDACTED], Date of Joining 16 Sep 2005, No of years - Completed 10, Monthly Basic 8692, and Gratuity 50146. A callout points to the 'Gratuity Eligibility' link in the sidebar, and another callout explains that the 'No of years - Completed' value is based on the employee's actual last work day. A third callout clarifies that a period of 180 days or more is considered as one year for this purpose.

- My Profile page contains Job Information, Government ID Numbers and Contact Details of an employee
- All information displayed in this page is a replica of UHG HR records
- If you find any discrepancy in the page, please contact HRdirect to get that corrected in UHG HR records

Click here to open My Profile page

are welcome at APAC HR Operations & Payroll Website**

Employee Name: [REDACTED] Employee Code: [REDACTED]

Home > My Information > **My Profile**

Personal

Employee Code	[REDACTED]	Employee Name	[REDACTED]
Date of Birth	[REDACTED]	Date of Hire	[REDACTED]
Marital Status	[REDACTED]	Gender	[REDACTED]
Nationality	[REDACTED]	Entity	[REDACTED]
Salary Grade	[REDACTED]	Designation	[REDACTED]
Department	[REDACTED]	Location	[REDACTED]
Holiday Schedule	INUGIS	Employee Status	Confirmed

Government ID Number

PAN	[REDACTED]	PF Number	[REDACTED]
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Update Bank Account

Employee Self-Service Portal

- For timely payment of salary, this is important that your UHG salary bank account details are updated with HR team
- Check your Bank Account details in Employee Self-Service portal. Report any discrepancy to HRdirect
- If your bank account detail is not updated in the portal, please update your bank account details on the portal at the earliest possible
- Salary will be paid through manual cheque till you declare your bank account detail on this portal

The screenshot shows the 'Update Bank Account' page in the Employee Self-Service Portal. The left sidebar contains navigation links: Flexi Salary, Tax, Retirals, Helpdesk, My Information, My Profile, Update Bank Account, and Logout. The main content area has a breadcrumb 'My Information > Update Bank Account' and a form titled 'Update Bank Account'. The form is divided into two sections. The top section contains fields for Employee Code, Date of Hire, Designation, PAN, Employee Name, Grade, Location, and Entity. The bottom section contains fields for Name as per Bank Account, Bank Name (with a dropdown menu), Branch Name, Bank Account Number, and IFSC Code. A 'Save' button is located below the bottom section. Several callouts provide instructions: 'Click here to open Update Bank Account page' points to the sidebar link; 'Write your name as per bank account' points to the 'Name as per Bank Account' field; 'Select bank name from drop down menu' points to the 'Bank Name' dropdown; 'Click Save to submit details' points to the 'Save' button; 'Write Branch Name' points to the 'Branch Name' field; and 'Provide Bank Account Number & IFSC code in this field' points to the 'Bank Account Number' and 'IFSC Code' fields.

Click here to open Update Bank Account page

My Information > Update Bank Account

Update Bank Account

Employee Code		Employee Name	
Date of Hire		Grade	
Designation		Location	
PAN		Entity	UnitedHealthcare Parekh & Co. Private Limited

Name as per Bank Account	Bank Name	Branch Name	Bank Account Number	IFSC Code
	STANDARD CHARTERED BA	Test	12345678901	SCBL0004J

Save

Write your name as per bank account

Select bank name from drop down menu

Click Save to submit details

Write Branch Name

Provide Bank Account Number & IFSC code in this field

- ❖ Flexi Salary is a set of fixed components. Employees can opt for the flexi components as per their choice.
- ❖ Maximum limit for each flexi component is set as per the income tax rules and company policies.
- ❖ Employee need to submit bills to claim the Flexi Basket salary as per declaration.
- ❖ Payroll Self Service for Flexi Salary Declaration link will be available between 1st calendar day till 20th calendar day of first month of first three quarters of the financial year. Employees (existing/new) can make changes to their Flexi Salary Options during this window of opportunity
- ❖ Flexi Salary Declaration link will be available for all employees each month from 1st – 20th day of the month. New hires will be able to declare Flexi Salary from 1st – 20th day of the month and their eligibility will be calculated from date of joining. In case they fail to declare Flexi Salary Options during this period, eligibility will be prorated from the month of submission of Flexi Salary Options
- ❖ Changing Flexi Salary Declaration every quarter is not a necessity. Employees should change their Flexi Salary Options only when they want to restructure their Flexi Salary
- ❖ No hard copy/email declarations will be accepted from employees. Every employee, including new joiners, must declare their Flexi Salary Options through Self Service Portal

Medical Reimbursement

- ❖ Opt for this option to claim reimbursement of medical expenses incurred by you and your dependents.
- ❖ Maximum limit for medical reimbursement is INR 15,000 per annum, i.e., INR 1,250 per month.
- ❖ Expenses related to consultancy, investigation & medicines only will be considered for reimbursement.
- ❖ Amount spent on cosmetic products/services like Sun Screen Lotion/Cream, skin cream, beautification products/services, etc. will not be reimbursed.

Leave Travel Allowance (LTA)

- ❖ This option allows you to claim reimbursement of yours and your immediate family's leave travel expenses. Only domestic travel will be considered for reimbursement.
- ❖ Income tax exemption on account of leave travel expenses can be claimed only twice in a block of four calendar years and employees ought to take at least 3 PLs to claim this amount. Current block is 2014 - 2017 (Calendar Year).
- ❖ The maximum eligibility for LTA is one month basic salary of the employee.
- ❖ Employee should accompany his/her family member/s during travel. Amount spent on travel of family member/s alone will not be reimbursed.

Sodexo Meal Coupons

- ❖ Opt for this option to get Sodexo Meal Coupons of INR 13,200 per annum or INR 1,100 per month. Sodexo Meal Coupons are distributed by Sodexo representatives in the 2nd & 3rd week of the subsequent month. For example, April month's Sodexo Coupon distribution would take place in the 2nd & 3rd week of May month. Employees can not choose any amount higher or less than the limit of INR 1,100 per month.

Fuel & Maintenance Reimbursement

Opt for this option to claim reimbursement on monthly expenses incurred on fuel and maintenance of vehicle. This amount can only be claimed if you have a vehicle registered in your name, valid driving license, and if you do not opt for company transport to commute to office.

Employees in Salary Grade below 25 are not eligible for Fuel & Maintenance Reimbursement Option

Income Tax Exemption on Fuel & Maintenance Reimbursement

- The Fuel reimbursement of Rs.1800/- per month for using own car with engine capacity up to 1.6 liter would be exempt from income tax.
- The Fuel reimbursement of Rs.2400/- per month for using own car with engine capacity exceeding 1.6 liter would be exempt from income tax.
- The Fuel reimbursement of Rs.900/- per month for using own Other Automotive Conveyance would be exempt from income tax.

Any excess reimbursement on & above the income tax exemption limit will be taxed towards end of the financial year.

Maximum Limit for Claiming Fuel & Maintenance Reimbursement

- INR 900/- per month for 2 wheelers (All Salary Grades-)
- INR 7,000/- per month for 4 wheelers (Salary Grade 25 – 29)
- INR 8,500/- per month for 4 wheelers (Salary Grade 30 & above)

Flexi Salary Options	Salary Grade	Maximum Limit (Annual)	Maximum Limit (Monthly)	REMARKS
Medical Reimbursement	All Grades	15,000	1,250	
Conveyance Allowance (Applicable For UHCI, UHCP, XLHealth, OHT & OGS Bangalore)	All Grades	19,200	1,600	Can be claimed only if employee is not availing company transport and not opted for Fuel and Maintenance Reimbursement Option.
Fuel & Maintenance Reimbursement				Vehicle should be registered in the name of the employee and employee should have a valid driving license to claim the benefit
2 Wheeler	Grade 25 & Above	10,800	900	
4 Wheeler	Grade 25 – 29	84,000	7,000	
4 Wheeler	Grade 30 & Above	102,000	8,500	
Sodexo Meal Coupons	All Grades	13,200	1,100	Sodexo Meal Coupons for a particular month are distributed to employees by 2 nd week of subsequent month
Leave Travel Allowance (LTA)	Grade 25 & Above	One Month Basic Salary	1/12th of Monthly Basic Salary	Can be claimed only twice in a block of 4 years. Current block is 2014-17. Overseas travel is not considered.

- Every employee must declare his/her plan for investments in tax saving instruments in the beginning of the financial year. Declaration submitted during last financial year will not be carried forward to current year.
- Investment declaration submitted between 1st & 20th day of a particular month will be considered for tax computation in that month salary processing. Investment declaration made after 20th day of the month will be considered for tax computation starting subsequent month payroll

Income tax liability is computed based on the following factors:

- Tax will be calculated on the basis of investment declared online on Employee Self Service Portal
- Maximum exemption under Sec 80C is INR 150,000/-
- Other eligible deductions from taxable salary are Sec 80D (Medical Insurance Premium), Sec 80DD (Maintenance &/or Medical Treatment of Disabled Dependent), Sec 80E (Interest on Loan Taken for Higher Education) and Sec 80U (Person with Disability)
- Maximum exemption on interest paid on repayment of housing loan is INR 200,000/-. You should have the possession letter for the property
- Tax deducted at source (TDS) is calculated on the basis of your declarations till December month
- Tax deducted at source (TDS) calculation from January to March is based on actual investment proofs submitted

Q: What are the changes in payroll processes that are affected with this change?

New self-service portal has been developed in line with current payroll processes. Therefore no change in the payroll processes except the following:

- Employees will now declare their Voluntary Provident Fund (VPF) contribution online on Employee Self-Service (ESS) Portal. You do not need to add a case with HRdirect.
- New hires will have to declare their UHG salary bank account online on Employee Self-Service (ESS) Portal. Until then, they will receive salary through a manual cheque. The cut off date for inclusion of bank account in payroll will be 1st to 20th of the month.

Q: What are the new features of the Employee Self-Service (ESS) Portal?

We are introducing several new features on the new ESS to make more information available to employees on demand and reduce TAT for basic payroll transaction.

- VPF Declaration
- Flexi Salary Claim Tracking (Track status of flexi salary claim submitted)
- Reimbursement Slip (Flexi Salary Claim details)
- Flexi Salary Eligibility Sheet
- YTD Pay Sheet (Month wise summary of Year To Date Earnings & Deductions)
- Provident Fund (PF) Contribution Card

Q: Where can I find my pay slip and tax sheet for March 2016 or prior months?

We are not migrating historical pay records to the new ESS portal. Historical pay records (pay slip & tax sheet) will be available on old Payroll Self-Service Portal (URL: <https://minervahrms.com/uhg/>) till June 30, 2016. **Download & save copies of pay slips & tax sheets of prior period for future reference.**

Q: Where can I find my Form 16 for Financial Year 2014-15 and before?

We are not migrating historical pay records to the new ESS portal. Historical Form 16 (from Financial Year 2012-13 to 2014-15) will be available on old Payroll Self-Service Portal (URL: <https://minervahrms.com/uhg/>) till June 30, 2016. **Download & save copies of Form 16 of prior years for future reference.**

Q: Whether Form 16 for Financial Year 2015-16 will be made available on the new Employee Self-Service (ESS) Portal?

Yes, Form 16 for Financial Year 2015-16 will be uploaded on the new ESS Portal. Its always advisable to make a local copy of the Form 16 when we upload it on the portal, Form 16 for the year starting FY 2015-16 will be retained on the new ESS portal for future reference.

Q: For Financial Year 2015-16, Investment proofs were submitted online (no hard copies were required). This was a good initiative; will this continue with the new portal?

Yes, online submission of soft copy of investment proof documents will continue with the new Employee Self-Service Portal.

Q: Are we required to submit Investment and Flexi declarations for FY 2016-17 via the new portal?

Yes, employees must submit their Flexi Salary and Investment declaration on new ESS Portal if they wish to avail related tax benefits. However, starting next financial year, you will not be required to make these declarations unless you wish to make any change. System will carry forward current year declarations to the subsequent year. This is a new feature of the ESS Portal.

Q: What is the cut-off date for submission of Investment and Flexi Salary declarations for FY 2016-17?

You can submit your Flexi Salary and Investment declaration on new Employee Self-Service Portal till April 20, 2016 after which declaration window will be closed for this quarter. Next window for declaration of Flexi Salary & Investment options will open on July 01, 2016.

Thank you!

