URL to access the ESS Portal

Employee Self Service (ESS) User Manual

Index

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1. Brief description on ESS Modules
2. Login Page
3. Dashboard / Home Page
4. Profile Page
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8. OAAR Allocation
9. OAAR Claims
10. Query Resolution Management System (QRMS)
11. Logout

ESS Modules -Brief Description

Index

Dashboard:

The Dashboard is the primary landing page when you log onto the ESS portal. It gives you a view of various menus available along with shortcuts to access the same. It also has a section which displays important announcements published by the organization. The details regarding your last login and option to change your existing password is available on the same page. You can also access your profile page from the dashboard to view your Personal and Employment details.

Reports:

This section gives you access to 3 components related to your compensation, namely to your Payslips, Tax Forecast & Form 16.

Investment Declaration:

An investment declaration form is a provisional statement that has details about your proposed investments and expenses that are income-tax deductible. At the end of the financial year, you need to provide supporting investment proofs for these investments that you have specified in the declaration form.

ESS Modules -Brief Description

Voluntary Provident Fund (VPF) :

Under the VPF (Voluntary Provident Fund) scheme, employees are allowed to make additional contributions towards their provident fund account on a voluntary basis. The scheme is called the Voluntary Retirement Fund scheme. Employees can contribute up to 88% of their Basic salary towards the scheme, which is in addition to the regular contribution @ 12% of PF Salary. The rate of interest earned on VPF is same as the income earned on regular contribution. It is not mandatory for employers or employees to contribute to the VPF. However, the scheme has a lock-in period of 5 years. The rate of interest of PF / VPF is declared by the Government of India on a yearly basis.

Other Allowances and Reimbursements (OAAR) :

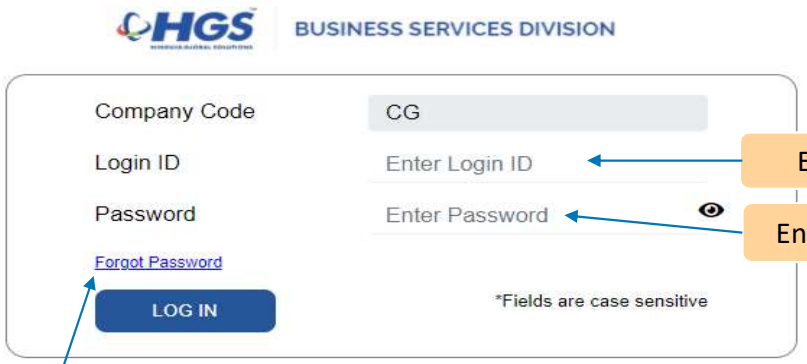
An OAAR allocation enables the employees to have firm control over their salary and the package that accompanies it. With the help of OAAR allocation, an employee can structure the components of their pay as per their own requirement and will. The OAAR provides the employee with an option to avail the amount instead of the allowance. OAAR also enables the employee to allocate the provision of allowance from one kind to another.

Query Resolution Management System (QRMS):

This section allows the employee to raise their queries with regards to various issues (Salary, HR, IT etc.) and the same is assigned to a query response team who looks into these queries and responds back with a satisfactory response. The employees have an option to re-query the same in case they are not happy with the initial response. The employee also has access to view all the queries till date which are pending, re-queried, attended or closed from this section.

Login Page

Index



Enter Employee ID

Enter Password and click on Login

Click Forgot Password to generate new password

Dashboard

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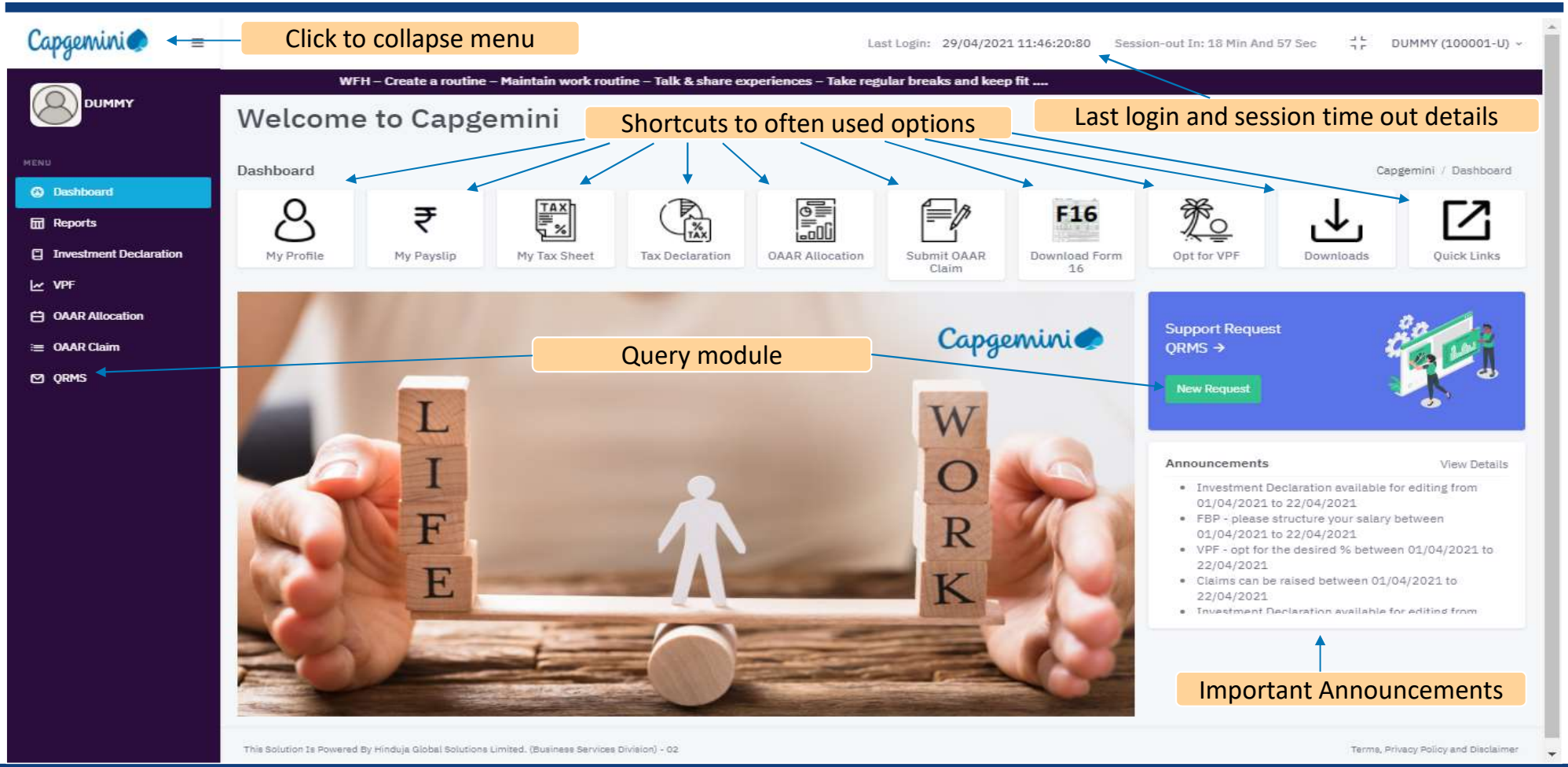

Profile Page

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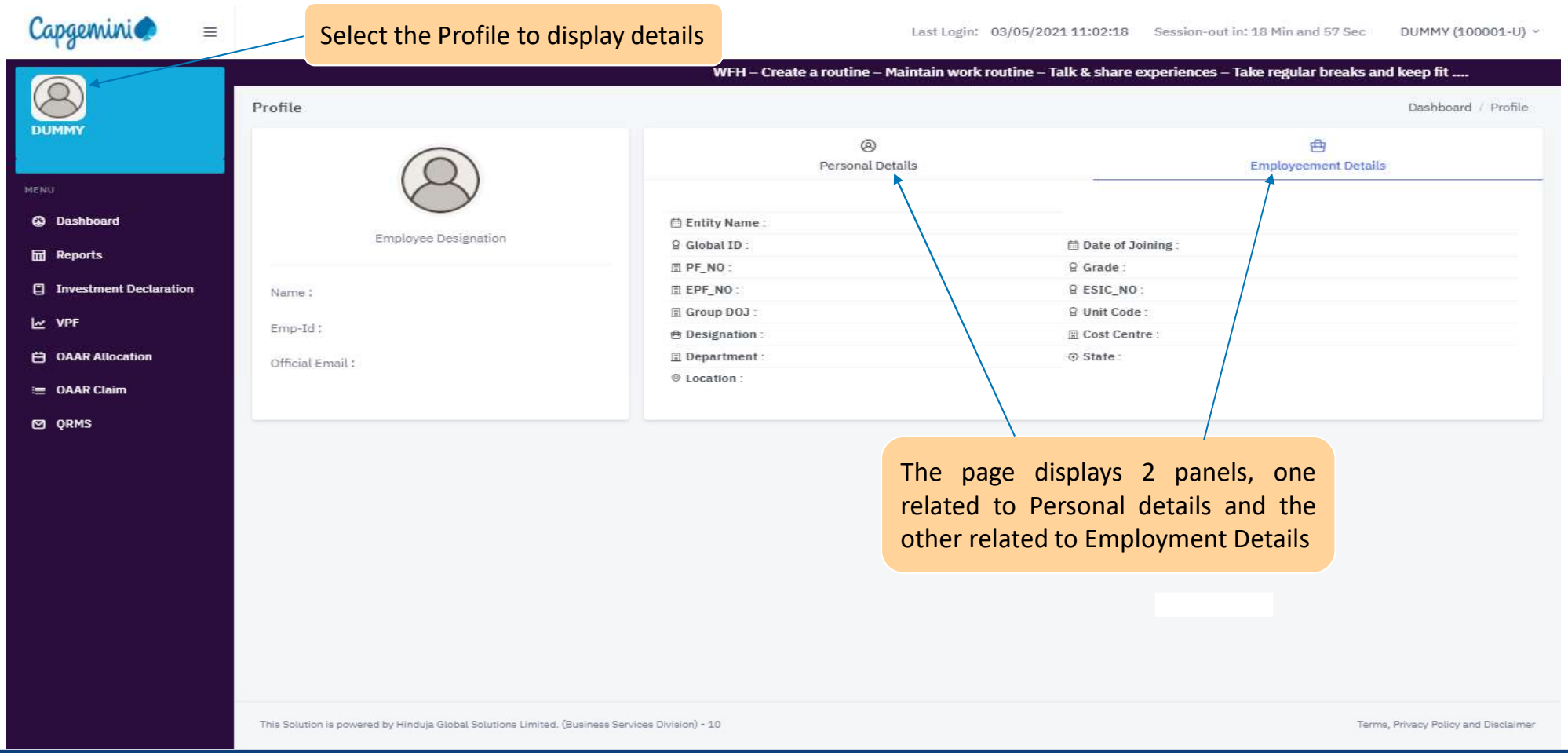

Reports – Payslip

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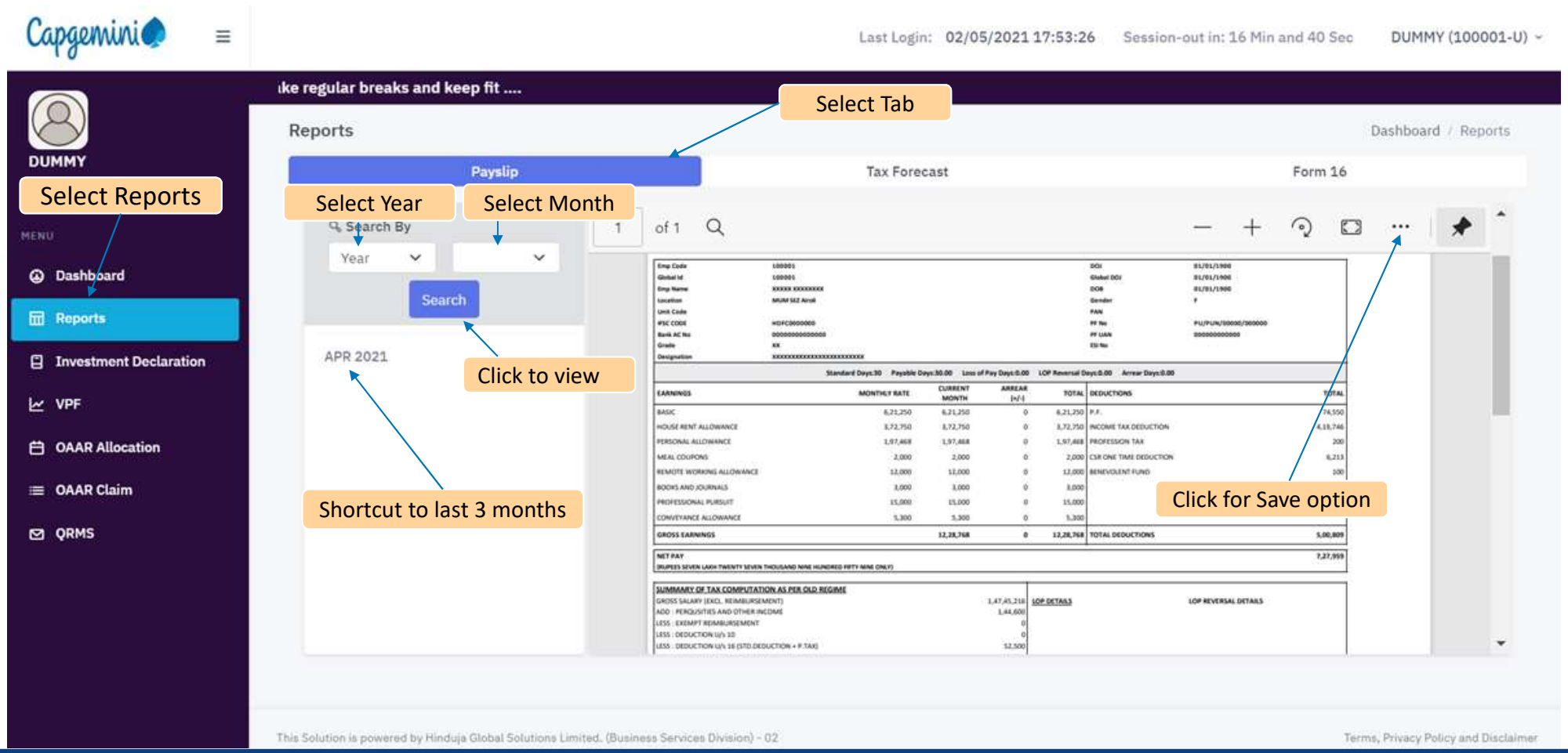

Reports – Tax Forecast

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Capgemini

Last Login: 02/05/2021 17:53:26 Session-out in: 12 Min and 36 Sec DUMMY (100001-U)

Tax forecast of the current financial year

WFH – Create a routine – Maintain work routine – Talk & share experiences – Take

DUMMY

Select Reports

MENU

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- Reports
- Investment Declaration
- VPF
- OAAR Allocation
- OAAR Claim
- QRMS

Reports

Dashboard / Reports

Payslip | Tax Forecast | Form 16

1 of 1

CAPGEMINI TECHNOLOGY SERVICES INDIA LIMITED — TAX FORECAST FOR THE MONTH OF APRIL

EMPLOYEE:(100001) XXXXXX XXXXXX BRANCH:MUM GENDER:F PAN:AAAAA0000A DOB:01/01/1900 DOJ:01/01/1900

PARTICULARS	Actual APRIL	MAY	JUNE	Projected JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	TOTAL
BASIC	621250	621250	621250	621250	621250	621250	621250	621250	621250	621250	621250	621250	7455000
HOUSE RENT ALLO	372750	372750	372750	372750	372750	372750	372750	372750	372750	372750	372750	372750	4473000
PERSONAL ALLOWA	197468	197468	197468	197468	197468	197468	197468	197468	197468	197468	197468	197468	2369616
MEAL COUPONS	2000	2000	2000	2000	2000	2000	2000	2000	2000	2000	2000	2000	24000
REMOTE WORKING	12000	12000	12000	12000	12000	12000	12000	12000	12000	12000	12000	12000	144000
BOOKS AND JOURN	3000	3000	3000	3000	3000	3000	3000	3000	3000	3000	3000	3000	36000
PROFESSIONAL PU	15000	15000	15000	15000	15000	15000	15000	15000	15000	15000	15000	15000	180000
CONVEYANCE ALLO	5300	5300	5300	5300	5300	5300	5300	5300	5300	5300	5300	5300	63600
TOTAL EARNING	1228768	1228768	1228768	1228768	1228768	1228768	1228768	1228768	1228768	1228768	1228768	1228768	14745216
P.F.	74550	74550	74550	74550	74550	74550	74550	74550	74550	74550	74550	74550	894600
INCOME TAX DEDU	419746	0	0	0	0	0	0	0	0	0	0	0	419746
PROFESSION TAX	200	200	200	200	200	200	200	200	200	200	300	200	2500
CSR ONE TIME DE	6213	0	0	0	0	0	0	0	0	0	0	0	6213
BENEVOLENT FUND	100	0	0	0	0	0	0	0	0	0	0	0	100
TOTAL DEDUCTION	500809	74750	74750	74750	74750	74750	74750	74750	74750	74750	74850	74750	1323159
NET	727959	1154018	1154018	1154018	1154018	1154018	1154018	1154018	1154018	1154018	1153918	1154018	13422057

TAX CALCULATIONS	NEW REGIME	OLD REGIME	PERK & OTHERS		TAX CALCULATION ON TAXABLE INCOME	
			PF Perk-Above 7.5 Lakhs	144600	0- 250000:	250000 x 0% = 0.00
TOTAL EARNING	14745216	14745216			250000- 500000:	250000 x 5% = 12500.00
ADD : PERKS & OTHERS	144600	144600	DEDUCTION U/S 10/17		500000- 1000000:	500000 x 20% = 100000.00

RS.14663316

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Reports – Form 16

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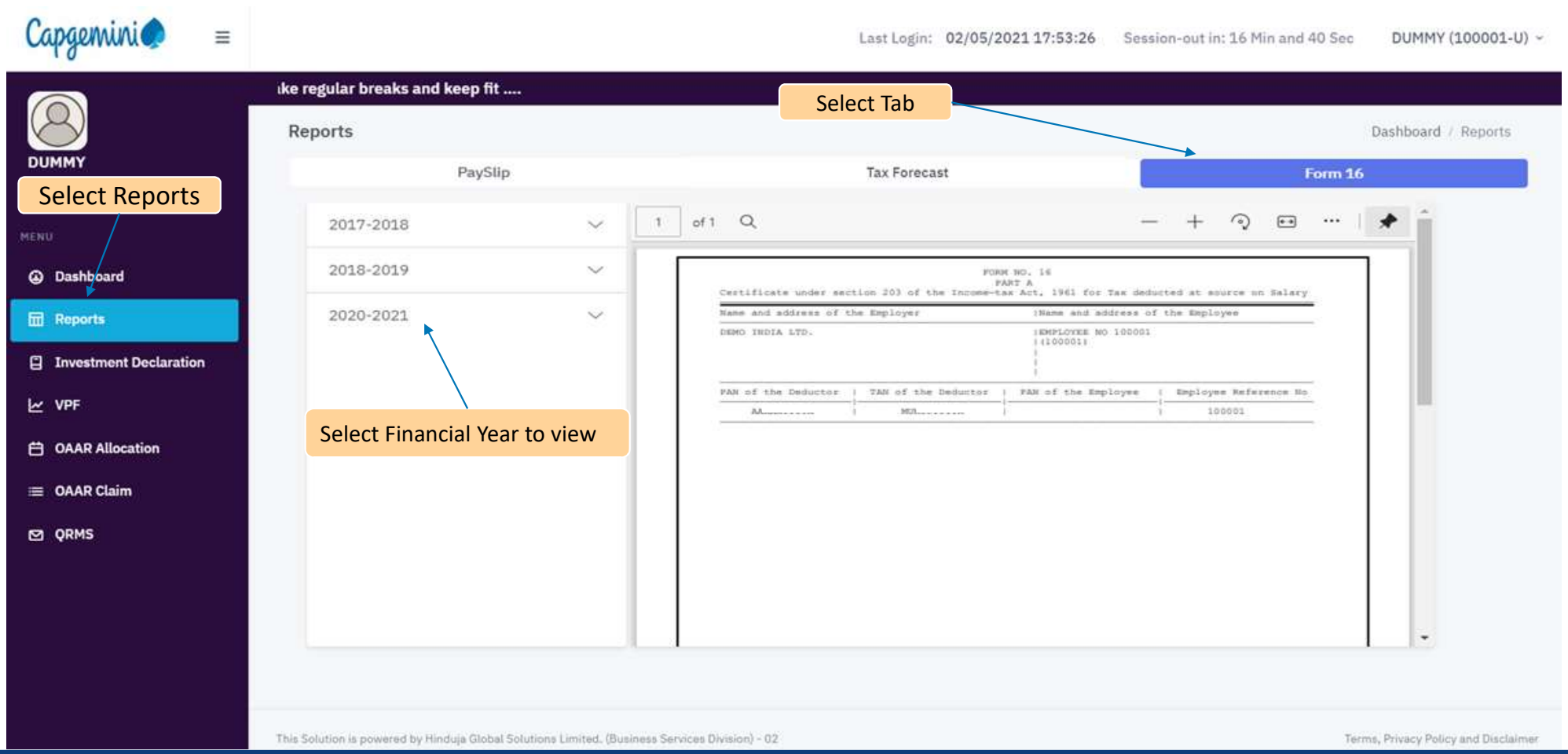
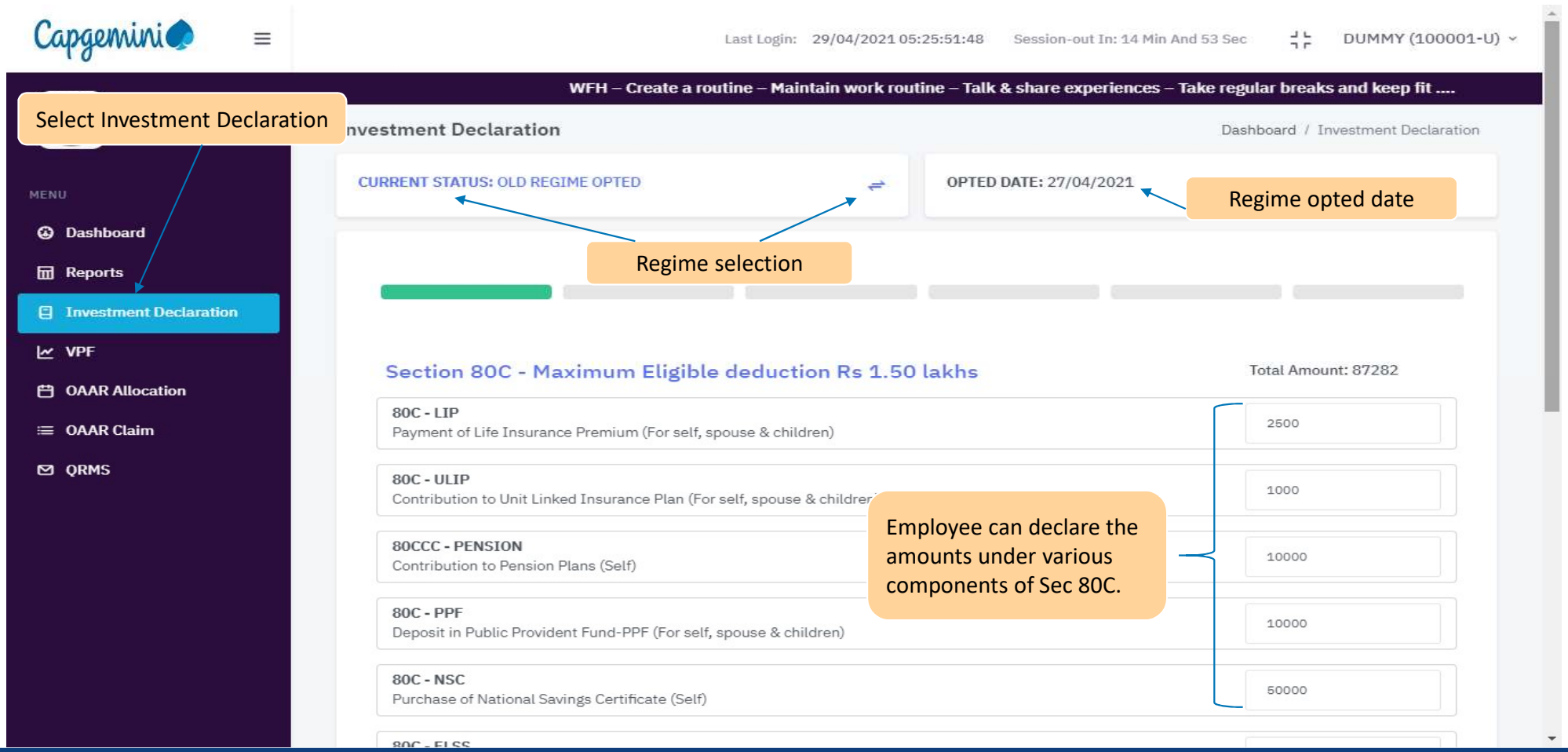
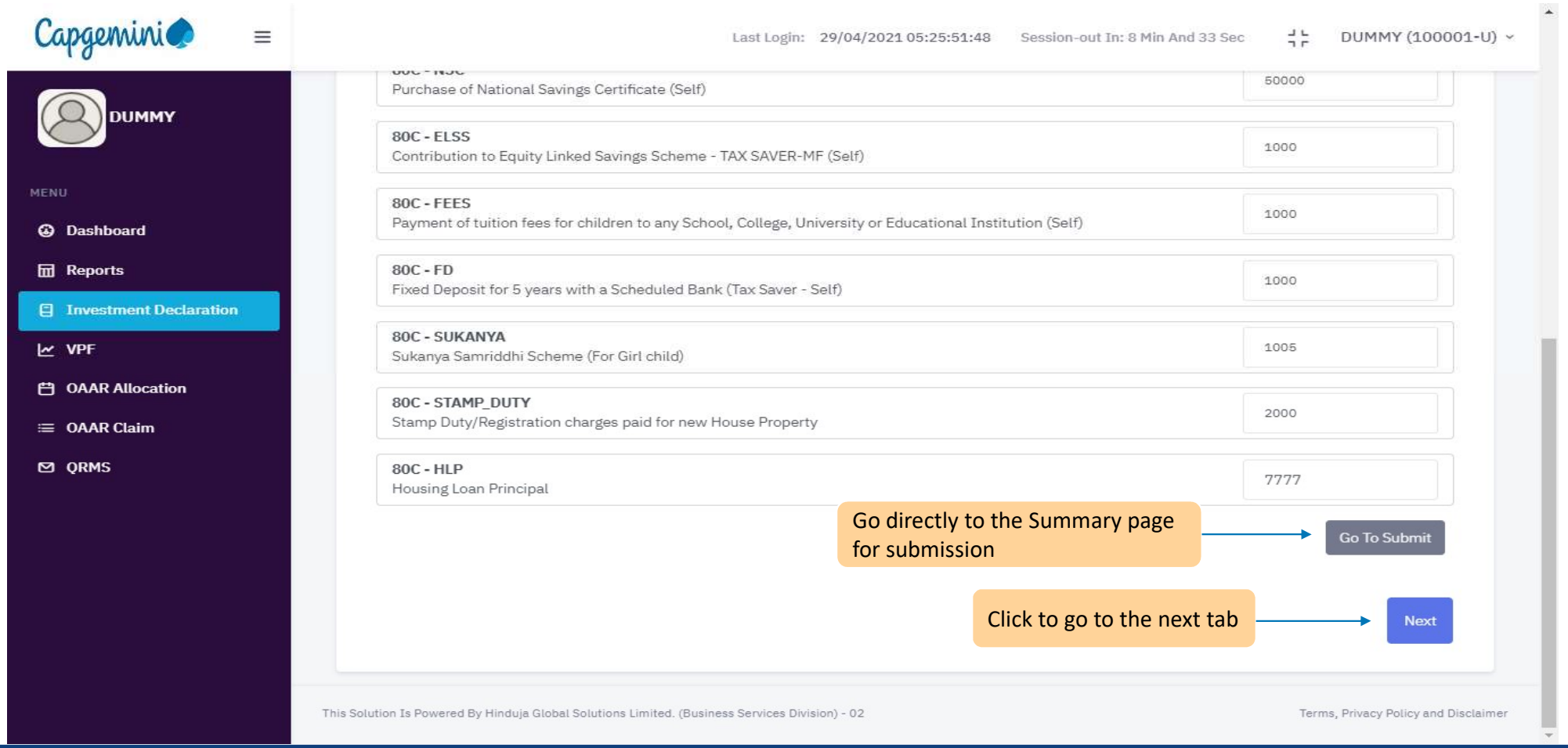


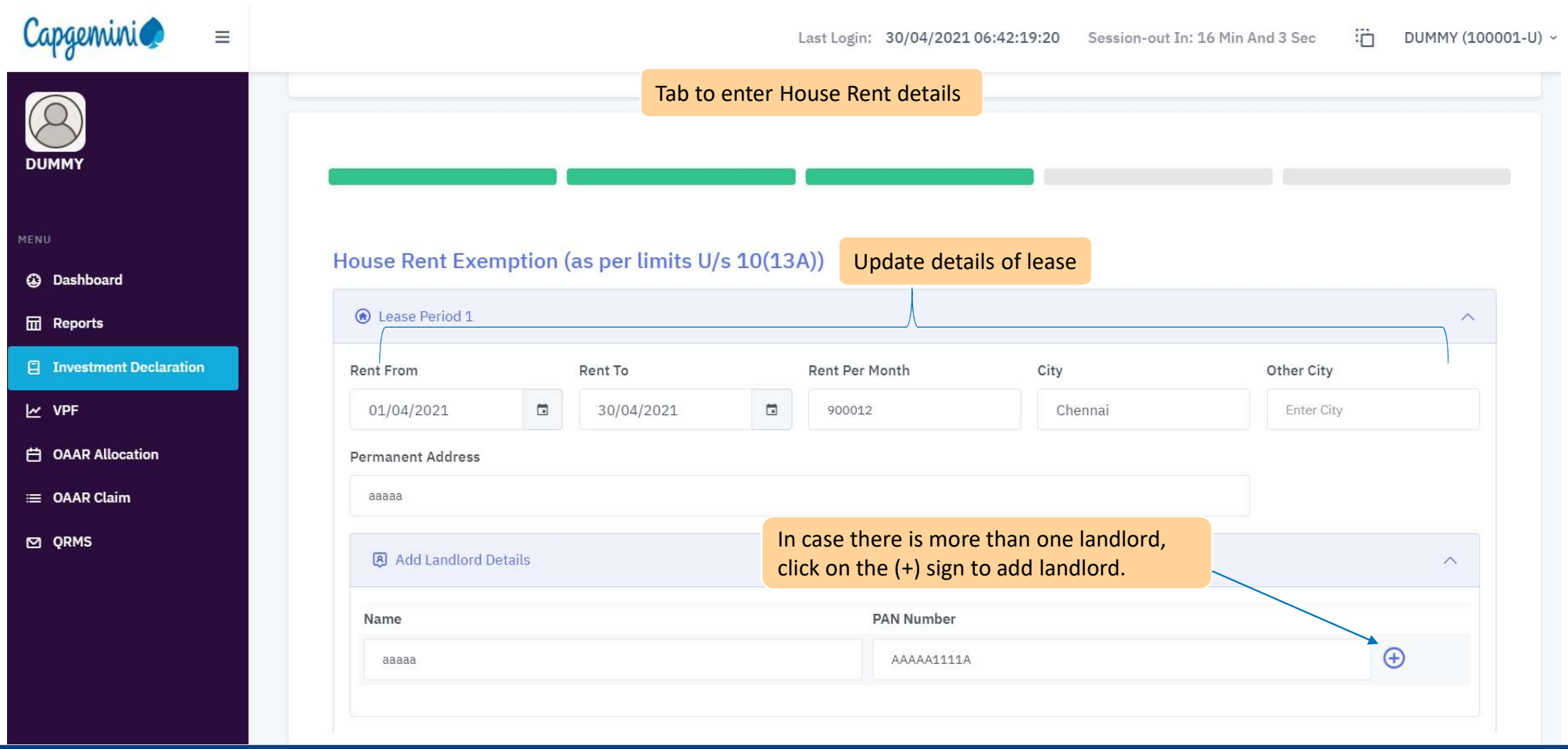
Investment Declaration



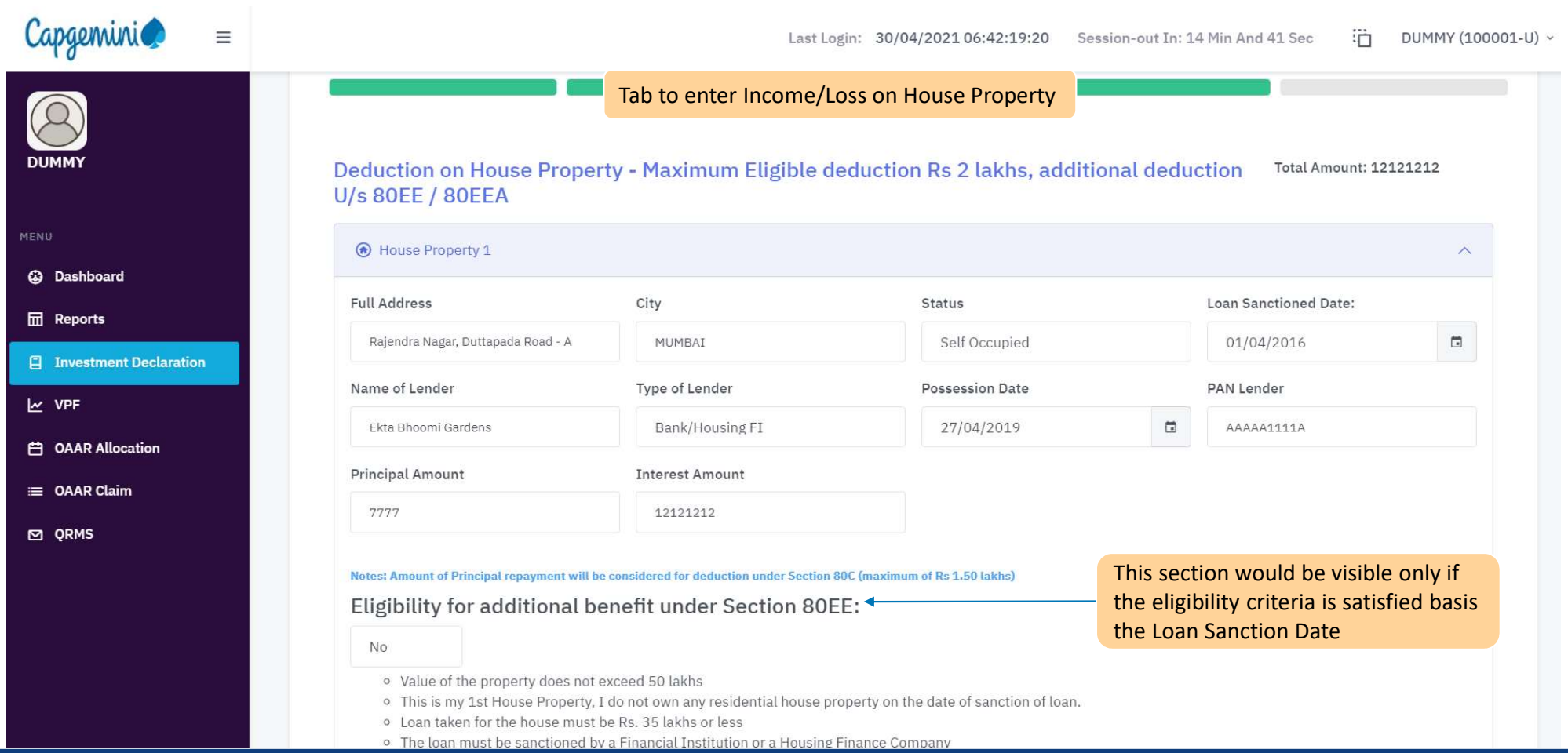
Investment Declaration – cont...



Investment Declaration – cont...

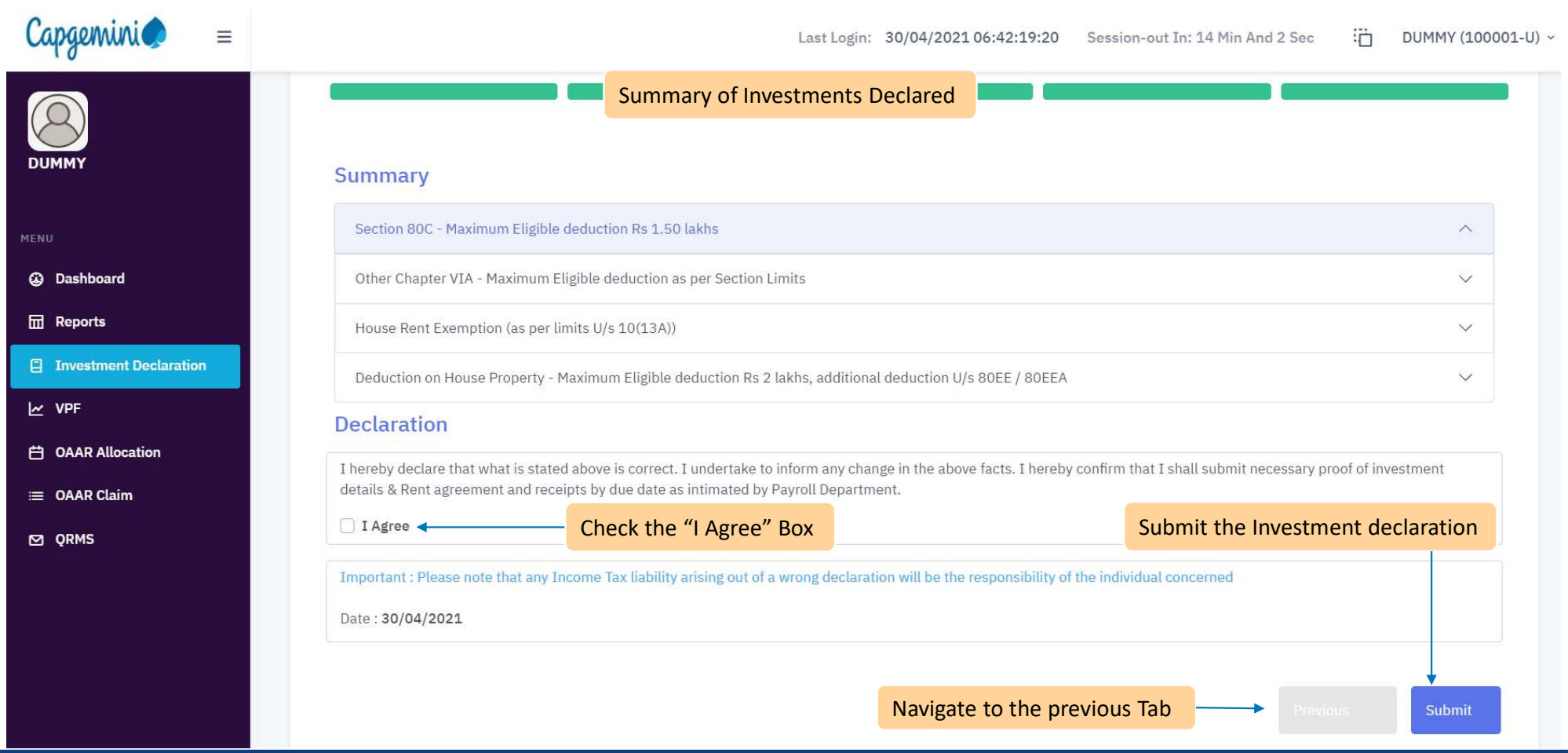


Investment Declaration – cont...



Investment Declaration – cont...

Index



Voluntary Provident Fund (VPF)

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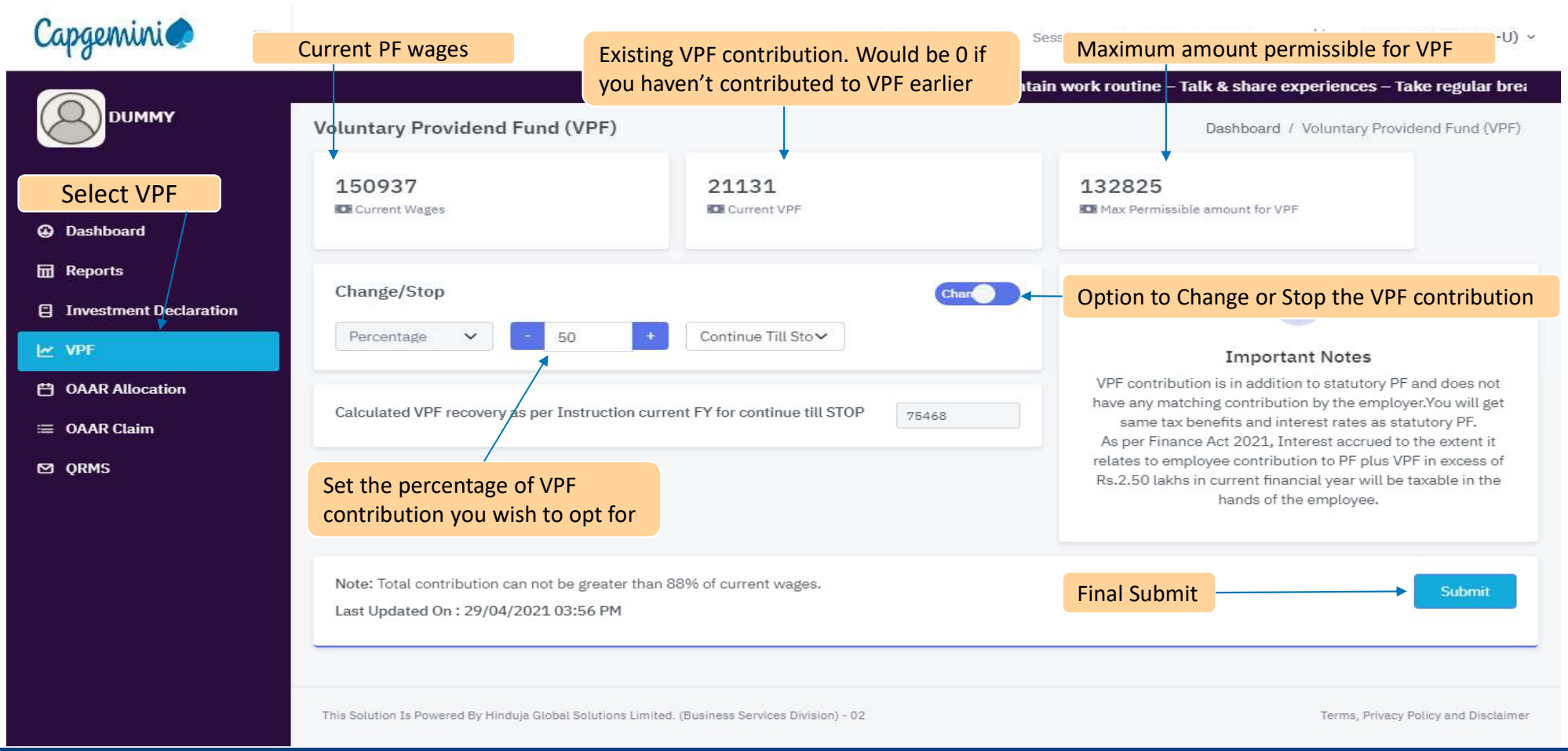
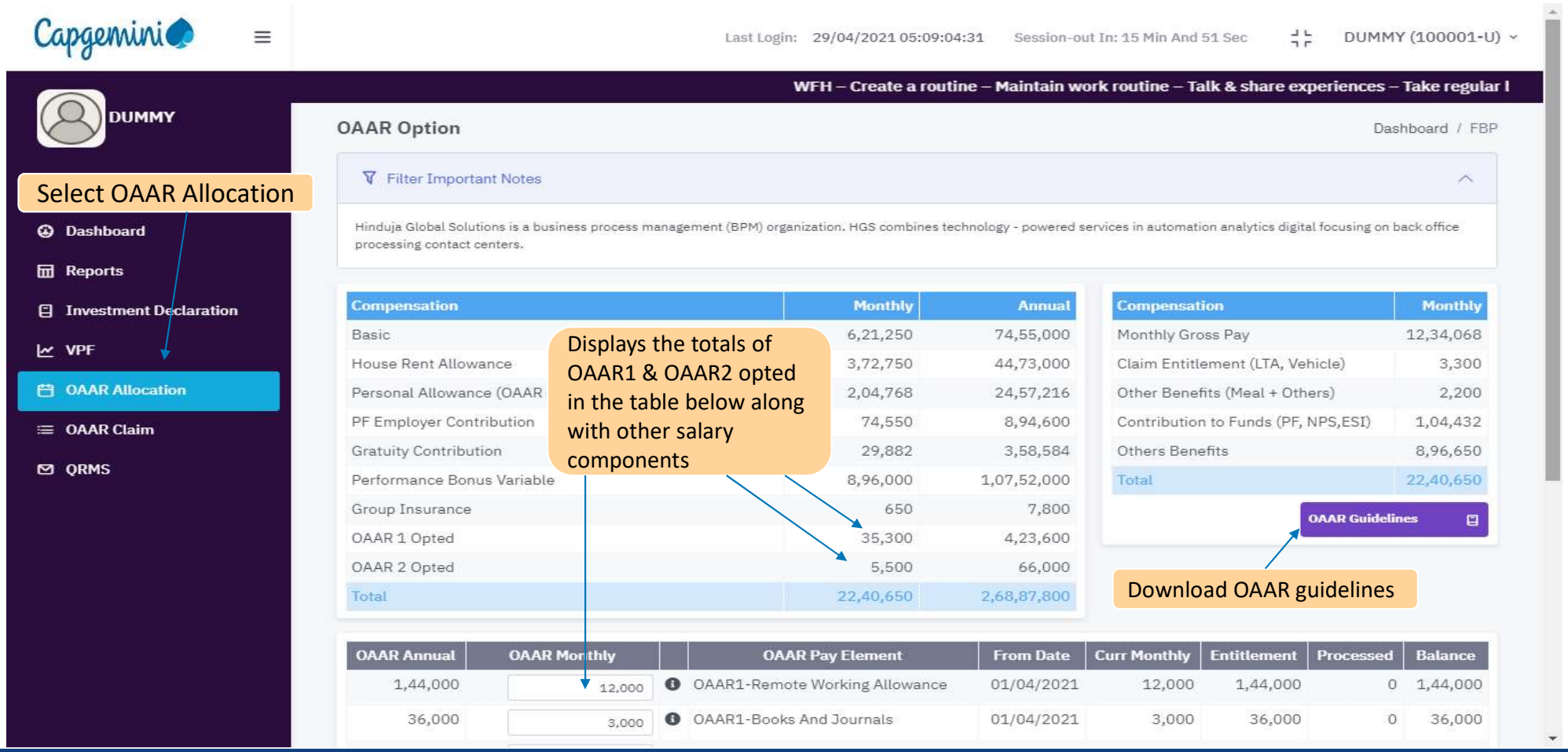


OAAR Allocation

Index

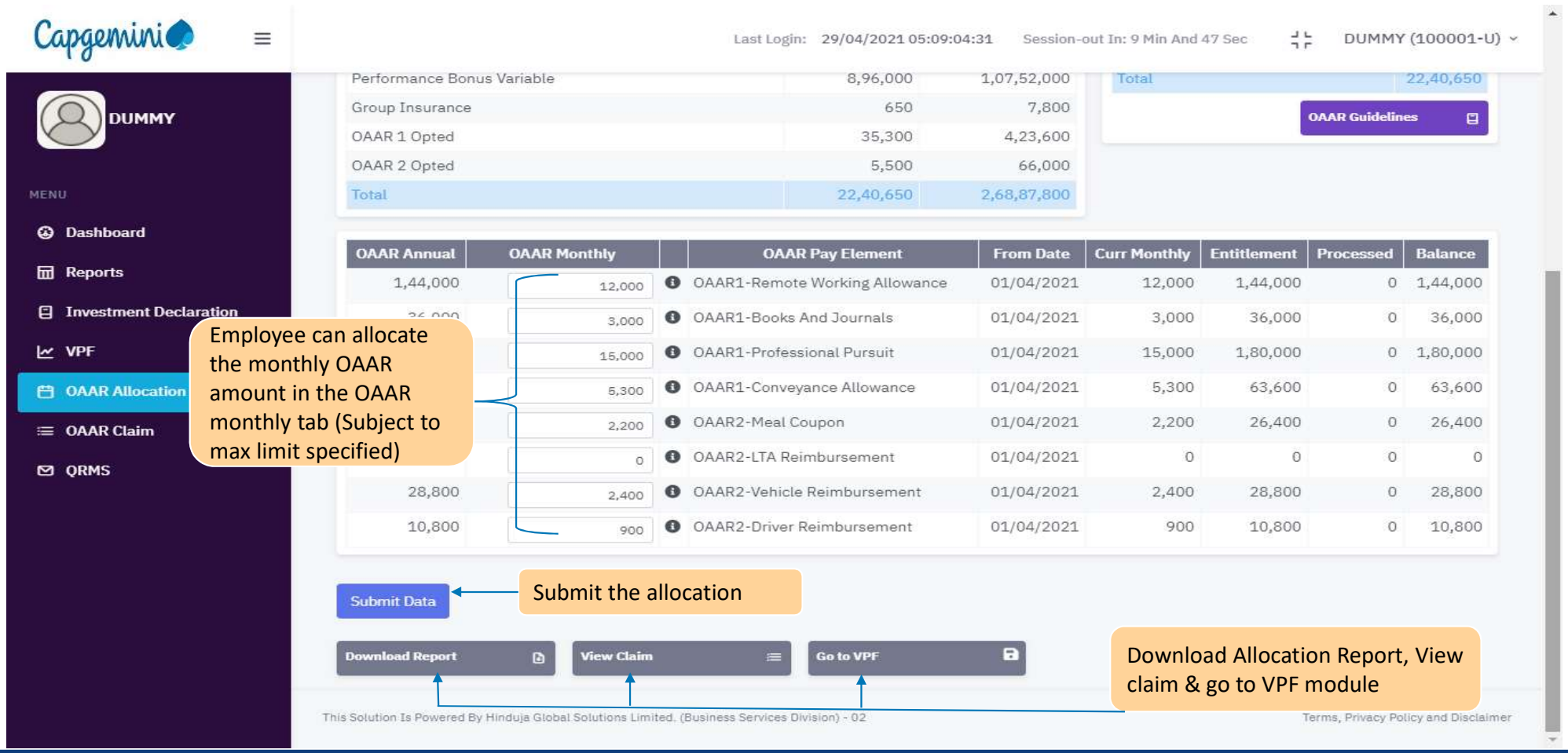


Compensation	Monthly	Annual
Basic	6,21,250	74,55,000
House Rent Allowance	3,72,750	44,73,000
Personal Allowance (OAAR	2,04,768	24,57,216
PF Employer Contribution	74,550	8,94,600
Gratuity Contribution	29,882	3,58,584
Performance Bonus Variable	8,96,000	1,07,52,000
Group Insurance	650	7,800
OAAR 1 Opted	35,300	4,23,600
OAAR 2 Opted	5,500	66,000
Total	22,40,650	2,68,87,800

Compensation	Monthly
Monthly Gross Pay	12,34,068
Claim Entitlement (LTA, Vehicle)	3,300
Other Benefits (Meal + Others)	2,200
Contribution to Funds (PF, NPS,ESI)	1,04,432
Others Benefits	8,96,650
Total	22,40,650

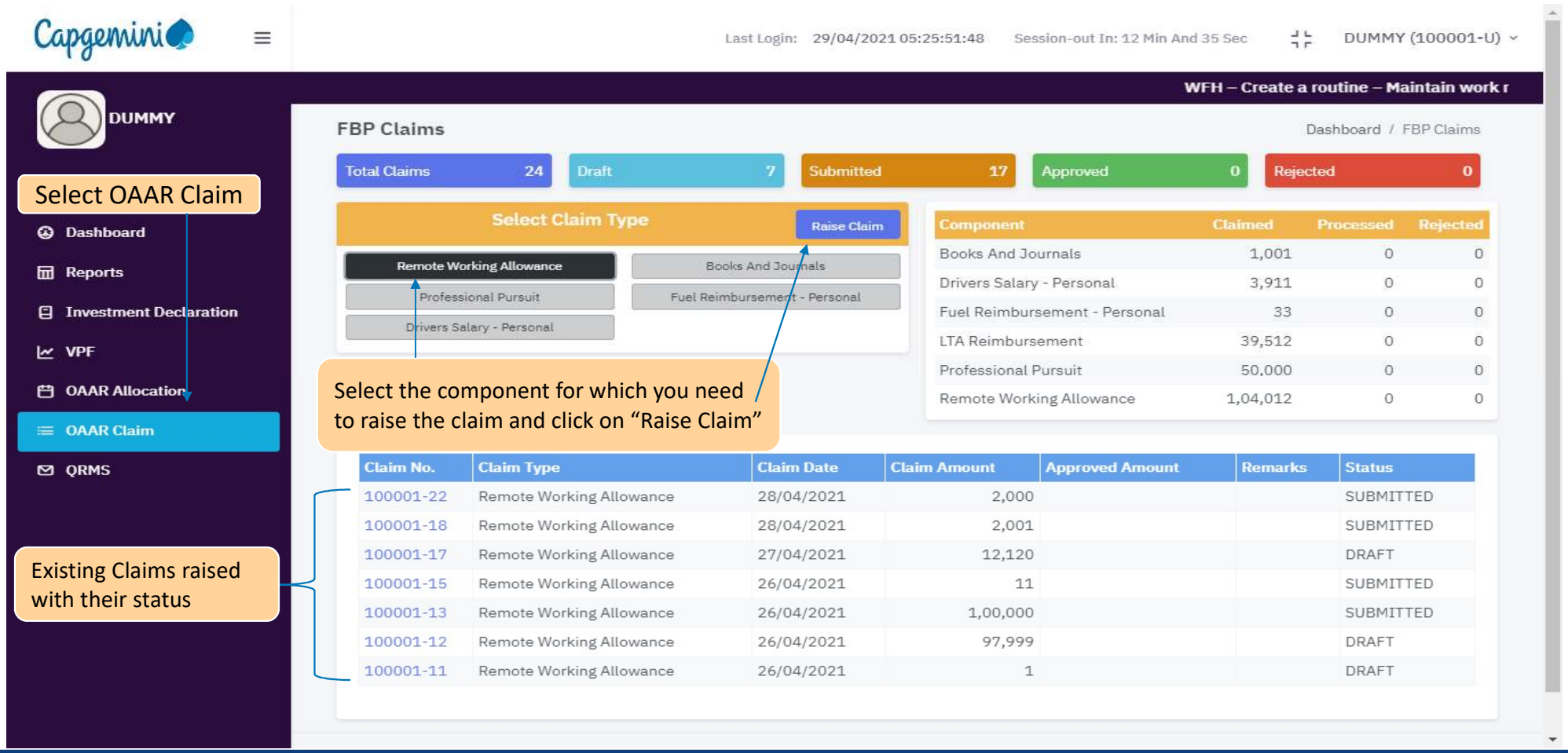
OAAR Annual	OAAR Monthly	OAAR Pay Element	From Date	Curr Monthly	Entitlement	Processed	Balance
1,44,000	12,000	OAAR1-Remote Working Allowance	01/04/2021	12,000	1,44,000	0	1,44,000
36,000	3,000	OAAR1-Books And Journals	01/04/2021	3,000	36,000	0	36,000

OAAR Allocation – cont...



OAAR Claim

Index

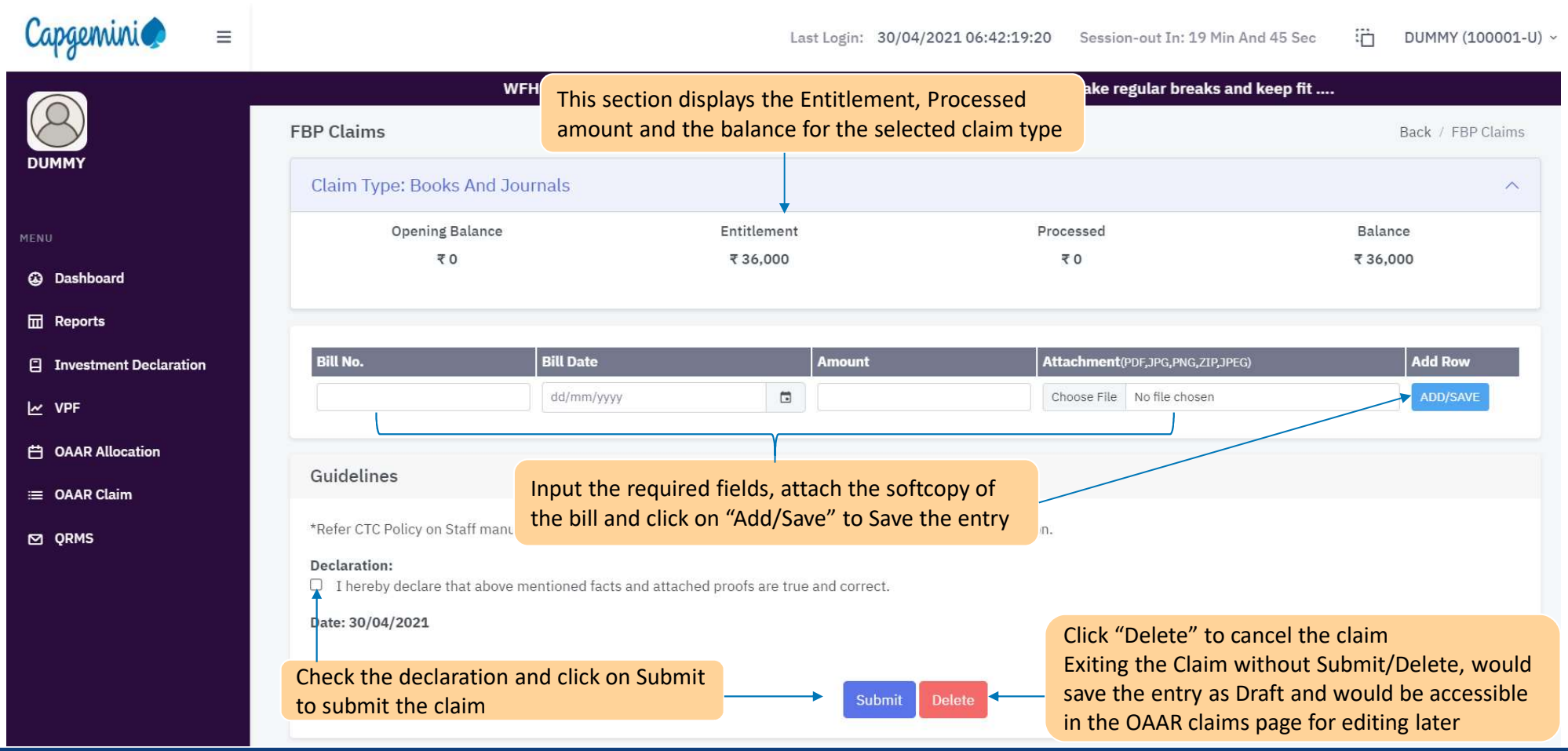


Select OAAR Claim

Select the component for which you need to raise the claim and click on “Raise Claim”

Existing Claims raised with their status

OAAR Claim – cont...



Query Resolution Management System (QRMS)

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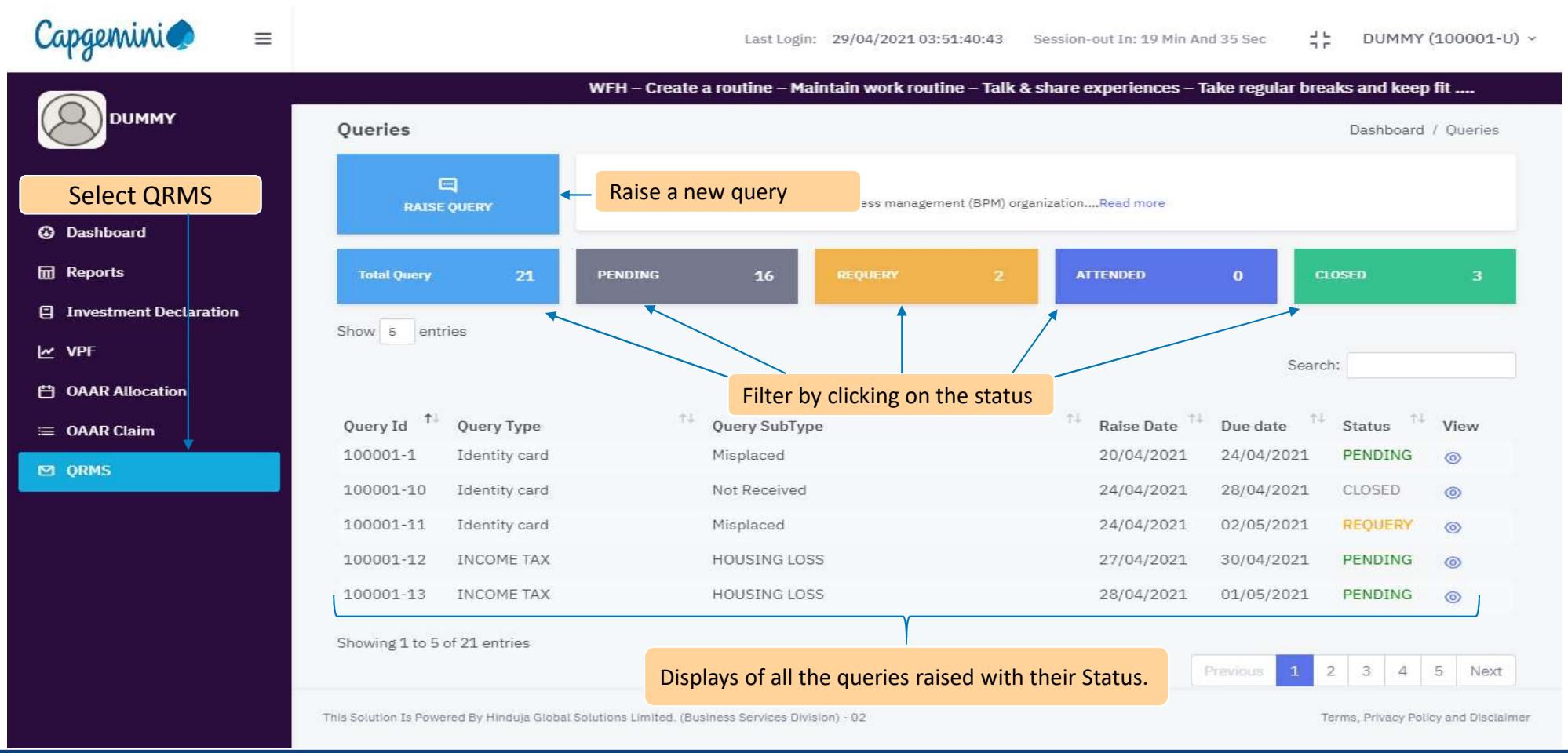
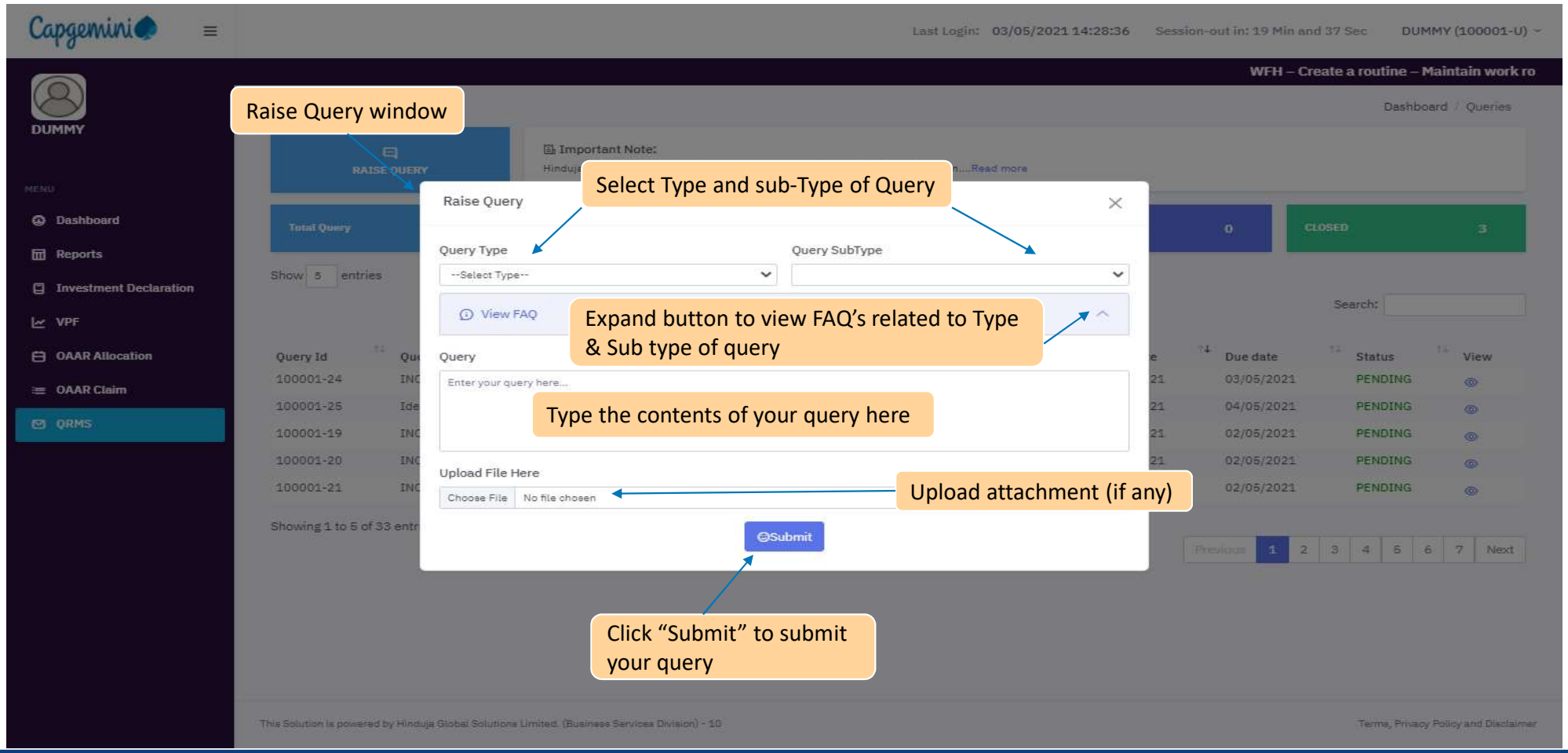


QRMS – cont…


Raise Query window
Select Type and sub-Type of Query
Expand button to view FAQ's related to Type & Sub type of query
Type the contents of your query here
Upload attachment (if any)
Click "Submit" to submit your query
Raise Query
Query Type
--Select Type--
Query SubType
View FAQ
Query
Enter your query here...
Upload File Here
Choose File
No file chosen
Submit
Capgemini
DUMMY
Dashboard
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OAAR Claim
QRMS
Last Login: 03/05/2021 14:28:36
Session-out in: 19 Min and 37 Sec
DUMMY (100001-U)
WFH – Create a routine – Maintain work ro
Dashboard / Queries
RAISE QUERY
Important Note:
Total Query
CLOSED
Show 5 entries
Search:
Query Id
Due date
Status
View
100001-24
03/05/2021
PENDING
100001-25
04/05/2021
PENDING
100001-19
02/05/2021
PENDING
100001-20
02/05/2021
PENDING
100001-21
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Next
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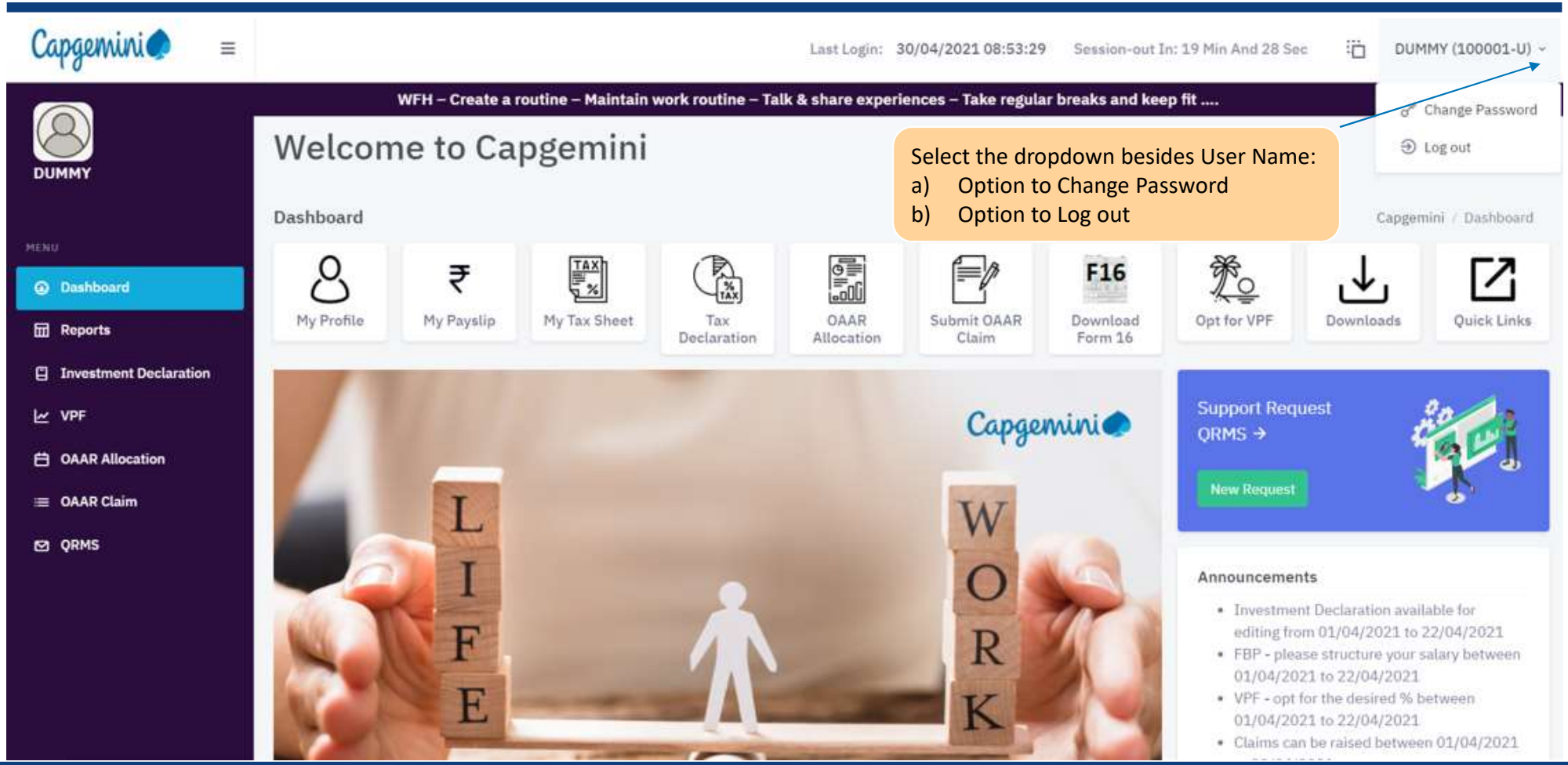
Logout


Capgemini
Last Login: 30/04/2021 08:53:29
Session-out In: 19 Min And 28 Sec
DUMMY (100001-U)
Change Password
Log out
WFH – Create a routine – Maintain work routine – Talk & share experiences – Take regular breaks and keep fit ....
DUMMY
Welcome to Capgemini
Dashboard
Capgemini / Dashboard
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OAAR Claim
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My Profile
My Payslip
My Tax Sheet
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Submit OAAR Claim
Download Form 16
Opt for VPF
Downloads
Quick Links
Select the dropdown besides User Name:
a) Option to Change Password
b) Option to Log out
Support Request
QRMS →
New Request
Announcements
Investment Declaration available for editing from 01/04/2021 to 22/04/2021
FBP - please structure your salary between 01/04/2021 to 22/04/2021
VPF - opt for the desired % between 01/04/2021 to 22/04/2021
Claims can be raised between 01/04/2021

Thank You