Annexure – I
Scope of Work

Sl. No.	Contents
1	Processing of salary including updation of salary inputs such as New Joinees, Confirmation, Transfers, Car Lease deduction, NPS, PF, Incentives, Gift Cards, Mediclaim, Sales incentive, Notice Pay and other salary components.
2	Provident Fund, Professional Tax, Labour Welfare Fund, NCP & income tax calculation, deduction and other compliance related payment to labour authorities and filing of returns for all branches of company
3	Providing reports and resolution for salary related notices received by the company
4	CTC related Reimbursements
5	Statutory Bonus Payment
6	Leave encashment
7	Challan Mapping and filing of returns
8	Investment Proofs checking and considerations in payroll
9	Form 16
10	Journal voucher; Provisioning for payouts
11	Full and Final Settlements
12	Payment of Gratuity and tax calculations for PF settlements
13	Facilities of Employee Self Service: 1) Manage income tax and reimbursement related records, 2) View income tax forecast 3) View and download salary slips, Form 16 etc. 4) Salary allocation 5) Investment Declaration
14	Help Desk to resolve salary and income tax related queries.
15	Maintenance of all records
16	Sharing of payroll records on a monthly basis with SBI Life team.

	MIGRATION DELIVERABLES Payroll & Reimbursements (Part of CTC only)
1	Soft Copy of Employee Master in specified format provided by vendor
2	Salary Register from 1st April till date
3	Scoping
4	Income Tax computation statement as of the period upto last Dry run & as of the Parallel run in specified format provided
5	Details of Salary Structure
6	Provide LTA details for the current active LTA block period
7	Employee wise Cost-to-Company details
8	Details on pay element-wise eligibilities across all employees
9	Details about methodology / logic for computation of all pay elements
10	Provide detailed write-up for the JV logic
11	Details of various account codes to be applied while generating JV in reference to cost centers (if applicable)

12	Ensure PAN information for all employees (mandatory before live run)
13	Provide the eTDS data filed with TRACES for the earlier quarters of the Statutory year
14	Break-up of tax remitted in line with the e-TDS filing
15	Provide status and inputs on International workers, as applicable (included/excluded)
16	CTC year that determine salary calculations, reimbursement eligibility and payment of unclaimed balances to be common across all category and group of employees
17	Reimbursement Eligibility and Year-to-date Claim Information
18	Infrastructure for submission of Investments & Reimbursements as scanned documents
19	Acknowledgement for e-TDS filing of previous quarters for current Statutory year
20	Response to queries promptly
21	Database setup from the beginning of the Current Statutory Year
22	Share Understanding Note – Document covering the payroll related policies, guidelines etc.,
23	Dry runs
24	Parallel run
25	Live run
26	Weekly status update on migration status
27	Knowledge Transfer

Ongoing Operating Deliverables

Payroll	

1	Inputs
	- Upload Payroll inputs in the standard template onto Vendor's Portal by the 20th of every month. In case 20th falls on a weekend or holiday, inputs to be uploaded on the previous working day
	- Upload Final Settlement inputs in the standard template onto web portal as per the defined calendar
	 - Inputs should include only Delta inputs from the previous cutoff date
	- Update on 3rd party payments (e.g. Car Lease, CLA) to effect as part of CTC –
	- Provide perquisite value for ESOP, RSU, Gift, Other Benefits & Amenities
	- Ensure updation of the following data by employees onto vendor's portal
	    o Permanent Account Number (PAN)
	    o Allocation of Flexible Benefit Plan
	    o Investment Declaration
	    o Updation of Reimbursement claims and upload of scanned documents
	    o Updation of Investment proof details and upload of scanned documents for active and resigned employees

2	Change Management - Update Portal in case of policy level change impacting deliverables (impact / implementation feasibility should be discussed with Vendor prior to roll-out) - Share communication impacting deliverables prior to internal roll-out *Any such Change management requests will be based on mutual discussion and calculation of man day estimates for which separate rates would be agreed upon as per Commercial Format.

3	Process & Administration – Payroll & Final Settlements
	- Maintenance of employee database (With history)
	- Single cycle of monthly payroll process for all Active employees.
	- Two cycles of Full & Final Settlement process for Resigned employees during the non-payroll period i.e., first week and second week of the month
	- New Joinees and Resignee employees salary proration on Calendar days method - Base days for calculation will be the number of days in the month of process ex: April – 30 days, May – 31 days
	- Computation of Arrears for Salary revision effective the migration start period
	- Computation of Leave without pay salary or reversal basis inputs of Leave without pay days or period
	- Perquisite valuation basis inputs for Company Leased Accommodation, Vehicle Perks, Interest on Loan
	- Updation of Perquisite value as provided by Client for ESOP, RSU, Gift, Other Benefits & Amenities
	- Outputs provided post 5 working days of complete input
	- Tax computation as per applicability for salaried employees section 192B of the Income Tax Act
	- Tax computation, Issuance of Form 16s of Expats not part of the scope.
4	Reimbursements (Part of Employee CTC)
	- Reimbursement process
	- Vouching of supporting documents as per the signed off Guidelines Document
	- Validation of the supporting documents basis the scanned document uploaded by Employees
	- Reimbursement entitlement computation year to be common for all Category and Group of employees
	- Reimbursement entitlement computation for payment in either of the following methods only
	o Annual Entitlement
	o Monthly YTD accrual
5	Reports - Following reports will be shared as per SBIL requirement format by email to the SPOC or through SFTP. Reports will be generated at a Company level – i.e., one report per Legal Entity Monthly Reports
	o Salary Register
	o Reimbursement Register
	o Final Settlement Register
	o Bank Advice
	o Income Tax Report *
	o Professional Tax Report *
	o Provident Fund Report *
	o Labor Welfare Fund Report *
	o ESIC Deduction Report *
	o Loan Deduction Report *
	o Employee Master Variance Report
	o Salary Variance Report
	o Cost Centre Report
	o Journal Voucher in uploaded format
	*(Report applicable only in case of Deduction through payroll)
	Quarterly
	o eTDS return in the NSDL format Annual
	o Form 16
	o eTDS return
	o Return of scanned documents

6	Employee Self Service portal with Standard features
	- Transaction updation
	○ PAN update
	○ Allocation of Flexible Benefit Plan
	○ Investment Declaration
	○ Updation of Reimbursement claims and upload of scanned documents
	○ Updation of Investment proof details and upload of scanned documents
	- Reports in Standard format
	○ Payslip (Last 18 months starting from the current Statutory year)
	○ Tax Computation statement (Current year and Previous year)
	○ Earnings & Tax Report (Month wise breakup of Salary & Projected salary)
	○ Current CTC Breakup Report
	○ Current CTC Report
	○ Claims History
7	Employee query resolution
	- Employee query resolution by email
8	Year End Activities
	- Communication of timelines and client-specific guidelines to employees
	- Proof collection for active employees only Guidelines document sign off and submissions as per the agreed process. No mid year or ongoing proof collection to be done
	- Validation of proofs at vendor's end
	- Update status report with rejections (applicable in case of web submission only)

(Name and Designation)

For and on behalf of _____