



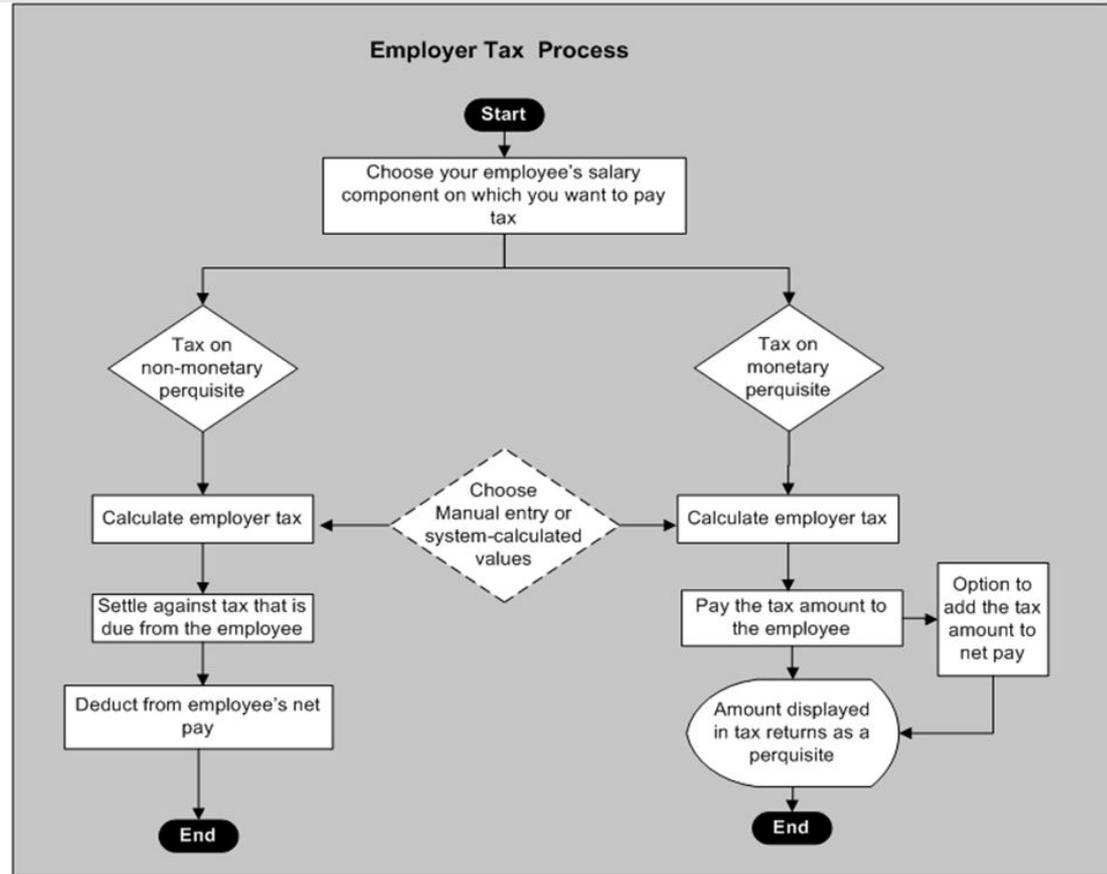
Income Tax Savings Declaration using greytHR

(As seen on the Webinar)

www.greylhr.com

What is **Income Tax** ?

Is it important for the employee to submit his/ her IT Declaration?



Here's how **greytHR** is going to help
in **Income Tax declaration and consideration** in **3 simple steps**

Step 1: Release declaration form to employees (online)

Step 2: Employee declares his IT (online)

Step 3: Lock & consider the declared IT to process your payroll

Step 1:

How to release online IT declaration form to employees?

Log-in to greytHR

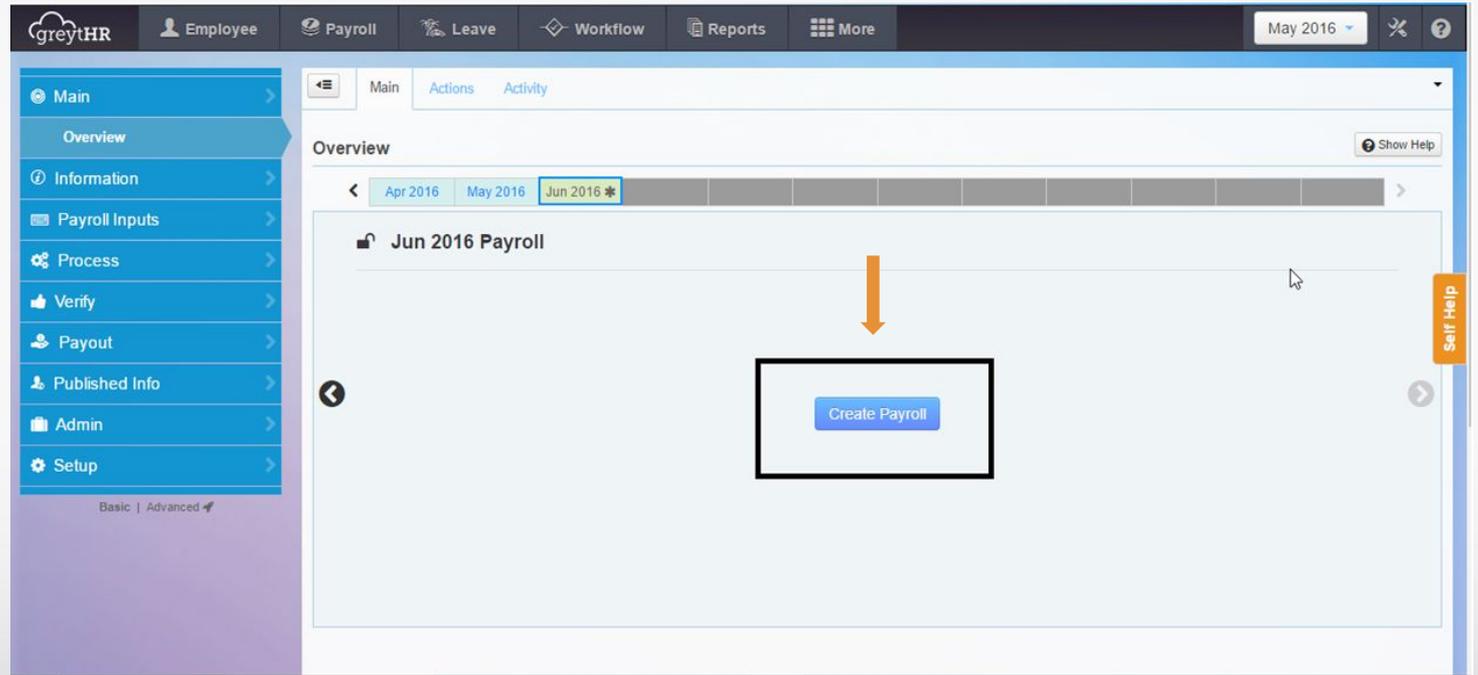


The screenshot shows the greytHR login interface. At the top left, there is a dashed box containing the text "Your LOGO here". To its right is the "greytHR" logo and the tagline "Streamline. Save Time. Better Clime.". Below this is a "Sign in" section with a yellow border. It contains two input fields: "User Name" with the text "Admin User Name" and "Password" with the text "Password". A blue "Log In" button is positioned to the right of the password field. Below the input fields are two links: "Forgot Password" and "Contact Us". At the bottom, there is a section for "Use your Open ID to login" with buttons for "Google", "Facebook", and "Twitter".

Select 'Payroll' tab in the home screen



Select the **'Payroll Month'** and click **'Create Payroll'**



The screenshot displays the greytHR web application interface. At the top, a dark navigation bar contains the greytHR logo, user profile, and menu items: Employee, Payroll, Leave, Workflow, Reports, and More. The current month is set to May 2016. A left-hand sidebar lists navigation options: Main, Overview (selected), Information, Payroll Inputs, Process, Verify, Payout, Published Info, Admin, and Setup. The main content area is titled 'Overview' and shows a month selection bar with 'Jun 2016' selected. Below this, the section is labeled 'Jun 2016 Payroll'. A blue 'Create Payroll' button is centered in the main area, highlighted with a black rectangular box. An orange arrow points down to this button. A vertical 'Self Help' button is visible on the right edge of the main content area.

On creating payroll below activities will be done



Release I.T. Declaration for employees without declaration. (94 Employees)

We have done the IT Declaration masters setup as per Income Tax rules.
You can verify the masters [here](#).

i You can now lock the IT declaration automatically on a defined date.
Click [here](#) to set it.

Confirm

Cancel

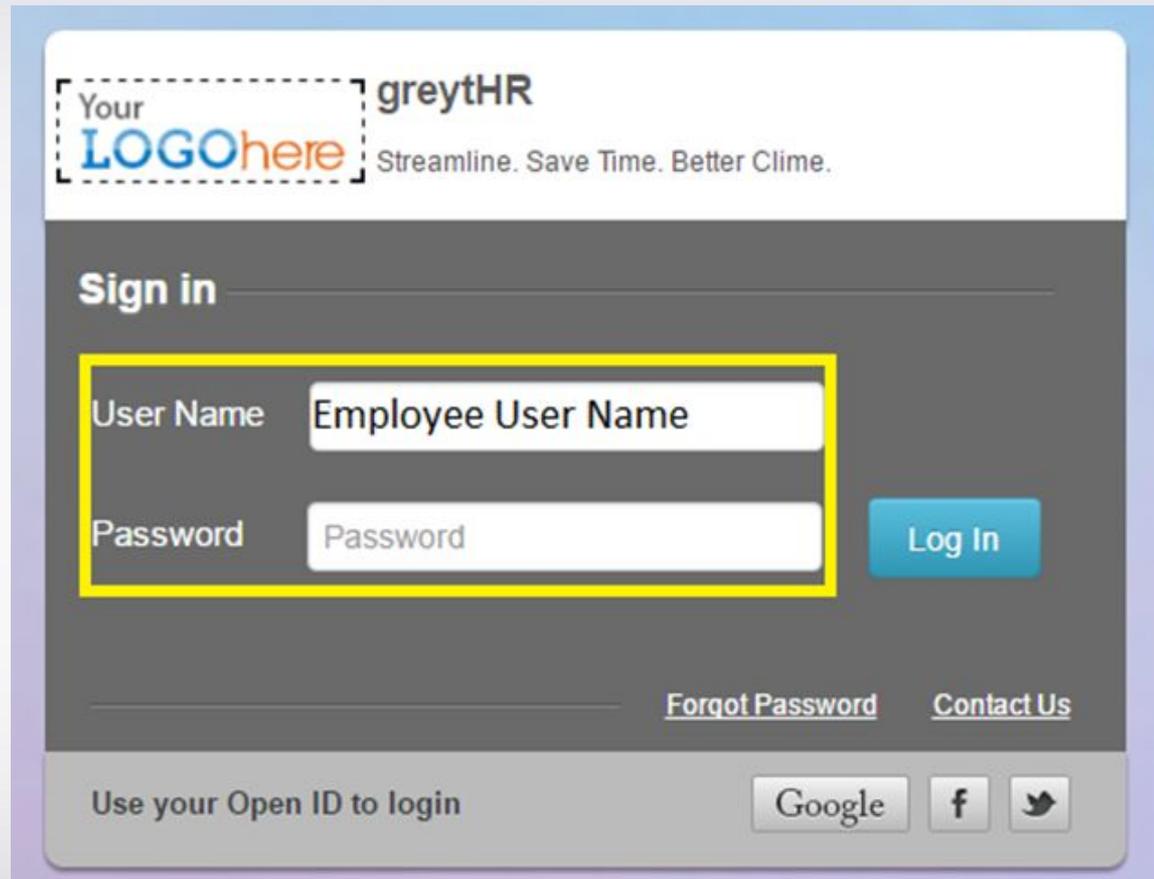
Click '**Confirm**' if you wish to
release IT Declaration Form



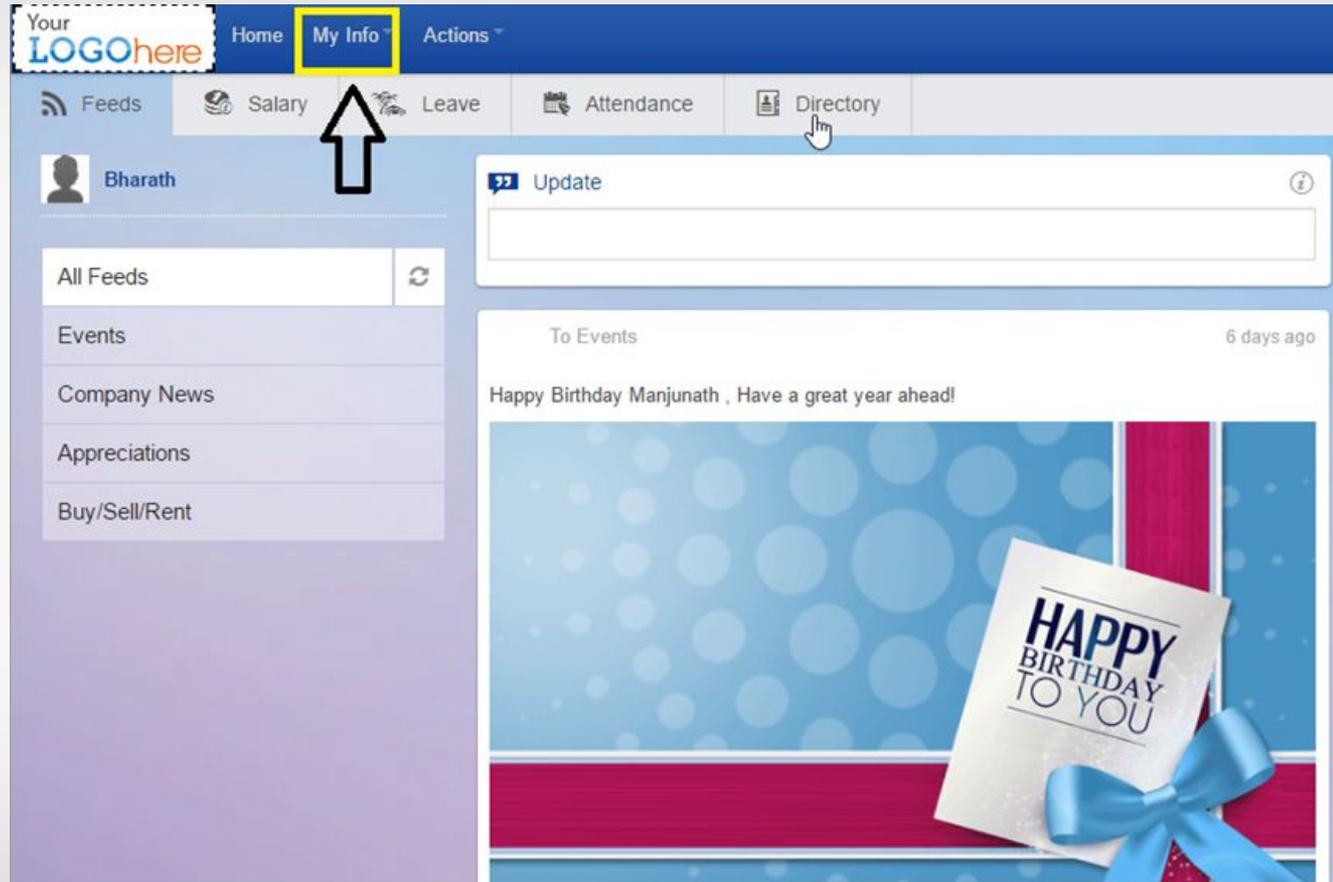
Step 2:

Now IT declaration is released online.
But how can an employee declare his IT?

Log in as an **employee**



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The screenshot shows the greytHR home interface. At the top, there's a navigation bar with 'Home', 'My Info' (highlighted in yellow with a black arrow), and 'Actions'. Below this is a secondary bar with icons for 'Feeds', 'Salary', 'Leave', 'Attendance', and 'Directory' (with a hand cursor). The left sidebar shows the user profile 'Bharath' and a list of menu items: 'All Feeds', 'Events', 'Company News', 'Appreciations', and 'Buy/Sell/Rent'. The main content area features an 'Update' field and a birthday message: 'Happy Birthday Manjunath , Have a great year ahead!' with a 'To Events' label and '6 days ago' timestamp. The message is accompanied by a graphic of a gift card that says 'HAPPY BIRTHDAY TO YOU'.

Click '**My Info**' tab in the home screen

Yofx **LOGO**here

Home My Info Actions

Feeds Salary

Bharath

- All Feeds
- Events
- Company News
- Appreciations
- Buy/Sell/Rent

Payslips

- Payslip
- CTC Payslip
- Reimbursement Payslip

Salary

- Reimbursement Claims
- Reimbursement Statement
- YTD Summary
- PF YTD Statement
- IT Statement
- IT Savings**
- Loan Statement
- FBP Declaration

Leave

- Leave

Miscellaneous

- Documents
- Expense Claims
- Bulletin Board
- Employee Information
- Report Gallery
- Workflow Delegates

Attendance

- Mark Attendance
- Status Mass Override
- Shift Roster
- Attendance Info
- Manual Override
- Who Is In?
- Attendance Muster

More »

Select 'IT Savings' from the list

IT Savings

Do you know you can save tax up to

₹ 98880

by declaring your investment?

Lets get started with our tax planning.

[+ Create New Plan](#)



Click '**Create Plan**' to save the amount displayed

See the ‘potential amount’ and declare accordingly, under each section

IT Savings: Plan A

Taxable Income: ₹ 8,23,404.00 Annual Tax: ₹ 1,62,632.00		
↓	↓	★★★★★ ↓
Potential ₹ 4,80,000.00	Actual ₹ 0.00	Gap ₹ 4,80,000.00

IT Statement	Deduction - Chapter VI A	Exemptions - Section 10	Other Income/ Section 24
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+ A Income	8,45,004
+ B Deductions	
+ C Perquisites	0
+ D Income Excluded From Tax	0
E Gross Salary (A + C - D)	8,45,004

What is the 'Potential Amount' shown in the previous screen?

#	Particulars	Age	Max Limit	Amount
1	80D - Preventive Health Checkup - Dependant Parents		5000	0.00
2	80D - Medical Bills - Very Senior Citizen		30000	0.00
3	80D - Medical Insurance Premium	< 60 	25000	25000
4	80D - Medical Insurance Premium - Dependant Parents	< 60	25000	25000
5	80D - Preventive Health Check-up		5000	0.00

Other Deductions ⓘ

#	Particulars	Max Limit	Amount
1	80EE - Additional Interest on housing loan borrowed as on 1st Apr 2016 	50000	0.00
2	80CCD1(B) - Contribution to NPS 2015	50000	0.00

Potential amount is sum of the max limit of certain common particulars

Post declaring under each tab, click **'Save'**

10	80DD - Medical Treatment (Specified Disease only)- Senior Citizen	80000	<input type="text" value="0.00"/>
11	80DDDB - Medical Treatment (Specified Disease only)- Very Senior Citizen	80000	<input type="text" value="0.00"/>
12	80U - Permanent Physical disability (Below 40%)	75000	<input type="text" value="0.00"/>
13	80DD - Medical Treatment V Insurance of handicapped Dependant	75000	<input type="text" value="0.00"/>
14	80DDDB - Medical Treatment (Specified Disease only)	40000	<input type="text" value="0.00"/>
15	80U - Permanent Physical disability (Above 40%)	125000	<input type="text" value="0.00"/>
16	80CCG - Rajiv Gandhi Equity Scheme	25000	<input type="text" value="0.00"/>
17	- Preventive Health Check-up	15000	<input type="text" value="0.00"/>

[Back To IT Statement](#)

[Save](#)



After declaration, click **'Submit'** under the IT Statement page

+ J Income/ Loss From House Property	0.00
+ K Deduction under chapter VI A	0.00
L Taxable Income (I+J-K)	823404.00
M Annual Tax	169621.00
N Tax Paid Till May 2016	6989.00
O Balance payable (I+J-K)	147847.00

Remarks:



Back To Plans Submit Delete

You can create any number of plans by clicking '**Create New Plan**'

IT Savings ★

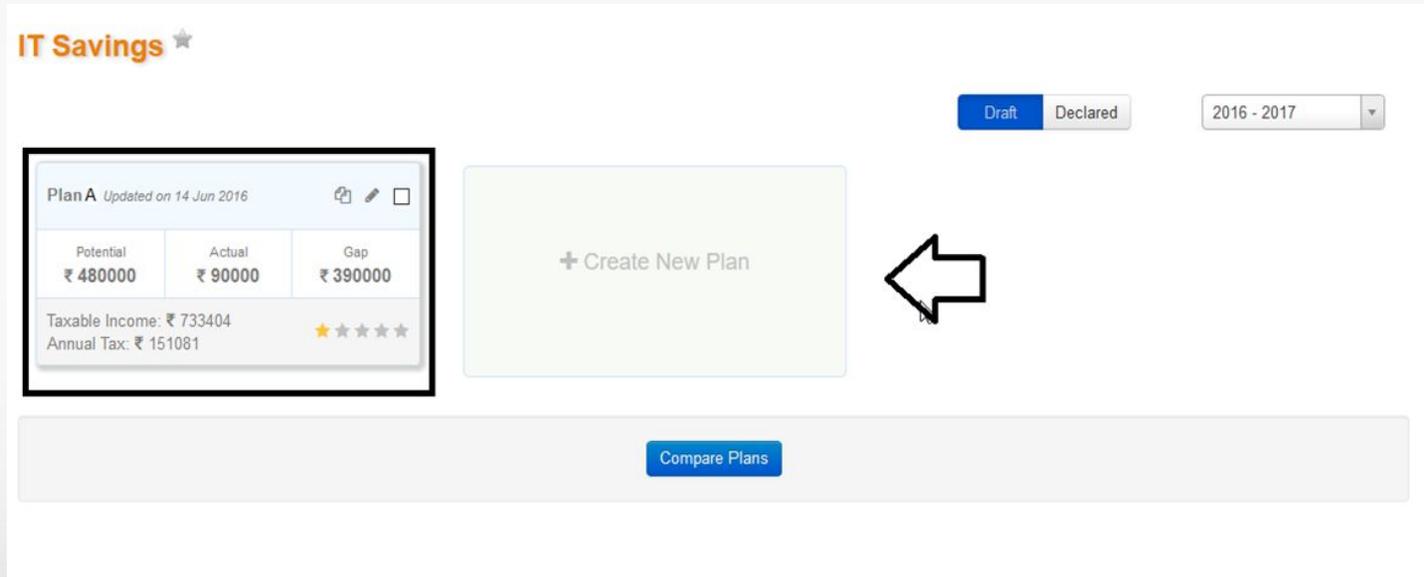
Draft Declared 2016 - 2017

Potential	Actual	Gap
₹ 480000	₹ 90000	₹ 390000

Taxable Income: ₹ 733404
Annual Tax: ₹ 151081 ★★★★★

+ Create New Plan

Compare Plans



After creating plans, compare a max of 3 and select the best

The screenshot displays a comparison interface for four plans:

Plan	Updated On	Potential	Actual	Gap	Taxable Income	Annual Tax	Rating
Plan A	20 Jan '16	₹ 20,000	₹ 20,000	₹ 0	₹ 2,50,000	₹ 25,000	★★★★★
Plan B	29 Jan '16	₹ 20,000	₹ 15,000	₹ 5,000	₹ 2,50,000	₹ 25,000	★★★★☆
Plan C	12 Feb '16	₹ 20,000	₹ 12,000	₹ 7,000	₹ 2,50,000	₹ 25,000	★★★☆☆
Plan D	16 Feb '16	₹ 20,000	₹ 10,000	₹ 10,000	₹ 2,50,000	₹ 25,000	★★☆☆☆

Below the plans is a green button labeled "+ Create New Plan". At the bottom, there are two buttons: "Clone" and "Compare Plans". A large downward arrow points from the "Compare Plans" button towards the plan cards above.

Post comparing, select the plan you want to use and click **'Submit'**

+ J Income/ Loss From House Property	0.00	
+ K Deduction under chapter VI A	0.00	
L Taxable Income (I+J-K)	823404.00	
M Annual Tax	169621.00	
N Tax Paid Till May 2016	6989.00	
O Balance payable (I+J-K)	147847.00	

Remarks:



Back To Plans
Submit
Delete

Click '**Declared tab**' to see the plans that you have already declared

GREYTIP Home My Info Actions 12 Aadesh Hiralal Sonar Sign Out

IT Savings (Declaration) FAQs Draft **Declared** 2016 - 2017

Plan R Effective from Apr 2016	Plan N Submitted on 03 Aug 2016	Plan A Effective from Jun 2016																		
<table border="1"> <tr> <th>Potential</th> <th>Actual</th> <th>Gap</th> </tr> <tr> <td>₹ 480000</td> <td>₹ 26000</td> <td>₹ 454000</td> </tr> </table> <p>Taxable Income: ₹ 535090 Annual Tax: ₹ 27829 APPROVED</p>	Potential	Actual	Gap	₹ 480000	₹ 26000	₹ 454000	<table border="1"> <tr> <th>Potential</th> <th>Actual</th> <th>Gap</th> </tr> <tr> <td>₹ 480000</td> <td>₹ 127360</td> <td>₹ 352640</td> </tr> </table> <p>Taxable Income: ₹ 0 Annual Tax: ₹ 0 IN PROCESS</p>	Potential	Actual	Gap	₹ 480000	₹ 127360	₹ 352640	<table border="1"> <tr> <th>Potential</th> <th>Actual</th> <th>Gap</th> </tr> <tr> <td>₹ 480000</td> <td>₹ 26000</td> <td>₹ 454000</td> </tr> </table> <p>Taxable Income: ₹ 535090 Annual Tax: ₹ 27829 CONSIDERED</p>	Potential	Actual	Gap	₹ 480000	₹ 26000	₹ 454000
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[Compare Plans](#)

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Step 3:

How to accept the declaration as an admin
after the employee submits his IT?

Log in as **Admin** →



The image shows a login form for greytHR. At the top left, there is a dashed box containing the text "Your LOGO here". To its right is the greytHR logo and the tagline "Streamline. Save Time. Better Clime." Below this is a "Sign in" section. The "User Name" field contains the text "Admin User Name" and is highlighted with a yellow border. The "Password" field contains the text "Password". To the right of the password field is a blue "Log In" button. Below the login fields are links for "Forgot Password" and "Contact Us". At the bottom, there is a section for "Use your Open ID to login" with buttons for Google, Facebook, and Twitter.

Employee **Payroll** Leave Workflow Reports More May 2016

Main Actions Activity

Overview

Hide Help

This page gives you a summary of the **current month's** payroll. All data that you view and activities that you perform - payroll inputs, process, verification, payout (see the menu on the left) - are for the current month's payroll.

The current month is shown in the dropdown on top right side of this screen. To change the current month, select the required month in the dropdown. Once done, all data that you view and activities that you perform will now be for the newly selected month.

You can also perform various other activities like closing the payroll (lock), enabling your employees to see the month's payslips, etc. from here.

Apr 2016 **May 2016** Jun 2016

May 2016 Payroll Payroll Processed on Today at 6:19 PM Process Payroll

Cutoff from 01 May 2016 to 31 May 2016

Net Payout	Rs 53,40,022.00	Employees	94
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Gross Pay Rs 65,98,515.00 Addition 3 Payroll Inputs: Unlock Lock

Click On 'Payroll' tab

Select 'IT Declaration' under 'Admin' menu and click 'Consider'

The screenshot shows the GreytHR Payroll interface. The 'Payroll' menu item is highlighted in the top navigation bar. In the left sidebar, the 'Admin' menu is expanded, and 'Employee IT Declaration' is highlighted with a black box and a downward arrow. The main content area shows a table with one row of data for employee Shashkanth Lakshman. At the bottom, the 'Consider' button is highlighted with a downward arrow.

Navigation: Employee, **Payroll**, Leave, Workflow, Reports

Month: Jun 2016

Buttons: Release / Lock / Not yet Declared, **Consider Declarations**

Filters: Status: Pending for review, Payroll Date: 01 Jun 2016 - 30 Jun 2016, Employee: All, Employee Filter: All

#	Employee No	Employee Name	View Declaration	Submitted On	Payroll Date
1.	0246	Shashkanth Lakshman	Plan - Jun 2016		01 Jun 2016

Total Items: 1

Buttons: **Consider**, Consider All

Your **IT** has been declared!



Streamline.Save Time.Better Clime

Thank you

For more details, check out

<https://www.greythr.com/in/features/employee-self-service-portal/#it-savings>

For any queries, write to us at webinar@greytip.com

For a detailed guide on how to use greytHR, visit our [Help Docs](#)



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