

FBP Declaration

In this screen, FBP declarations made by employees from their ESS login can be viewed by Admin/HR and also declaration on behalf of employees can be done by admin users.

Go to **Transactions** menu >> Under **Flexible Benefits** >> Click on **Declaration**

Search and select employee in **Employee Code/Name** field, to fetch/see the FBP declaration of selected employee.

Some of the information's can be seen after selecting employee

1. Status: In status it shows whether FBP declaration window is OPEN or CLOSED for employee, if it is open then employee can declare FBP from ESS login.
2. Date of Joining, Fixed Annual CTC amount & FBP amount of select employee.
3. Effective Date: It is the date from which FBP is opted by employees.
4. Prorate FBP: Based on the Date of Joining/Effective Date whichever is earlier, system would prorate the FBP cap amount.
5. Last Updated By: The user's name that had done FBP Declaration last time can be seen here.
6. Last Updated Date: Last Date that had done FBP Declaration last time can be seen here.

In FBP Declaration grid, declare FBP on behalf of employee:

- In **Monthly & Yearly eligibility** columns, amounts shown are according to the FBP configuration.
- In **Monthly Declaration** column, declare FBP on behalf of employees by entering the monthly declarations amount and click on **Save**
- In **Prorated Declaration** column, declaration of FBP monthly amounts are prorated for the remaining subsequent month based on Effective Date/DOJ.
- In **Declared So Far** column, previously declared FBP amount is displayed.

- **Annual Declaration** column shows the sum of **Prorated Declaration + Declared So Far** amounts

Balance (Special Allowance): Shows the figure of remaining FBP cap amount, which is paid as Special Allowance (i.e., FBP Cap Amount – FBP Declared)

Declared FBP

View declared FBP amounts here
Admin/HR can also declare FBP on behalf of employees here

Employee Code/Name: [1] Kanuma Rajasekhar

Status: Open Report

Date Of Joining: 16/07/2015 CTC: 660000.00
 Designation: FBP: 91200.00
 Effective Date: 10/07/2018 Prorated FBP: 66193.55
 Last Updated By: Admin - satye27@gmail.com Last Updated Date: 27/07/2018

Fixed component - Lower declaration not allowed
 Rule based components
 One Time Claim

Reimbursement Planner

* Select the FBP component to include in calculation.

FBP Component	Monthly Eligibility	Yearly Eligibility	Monthly Declaration	Prorated Declaration	Declared So Far	Annual Declaration
<input checked="" type="checkbox"/> Meal Card	1666.66	20000	0.00	0.00	0	0
<input checked="" type="checkbox"/> Food Coupon	5000.00	60000	0	0	0	0
Total		80000			0	0

Close