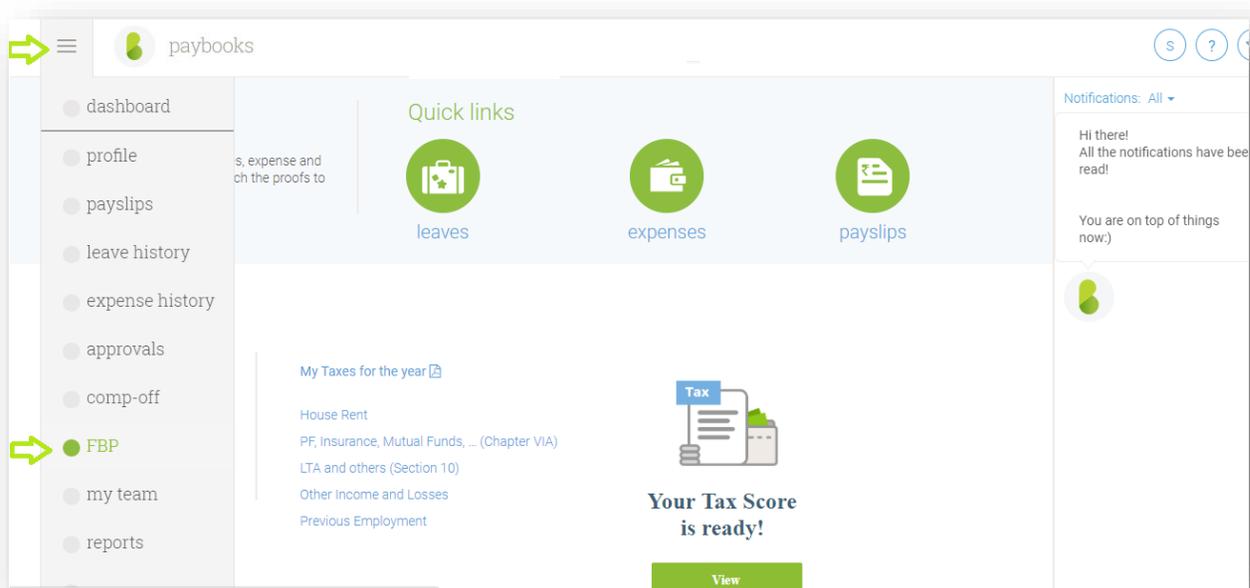
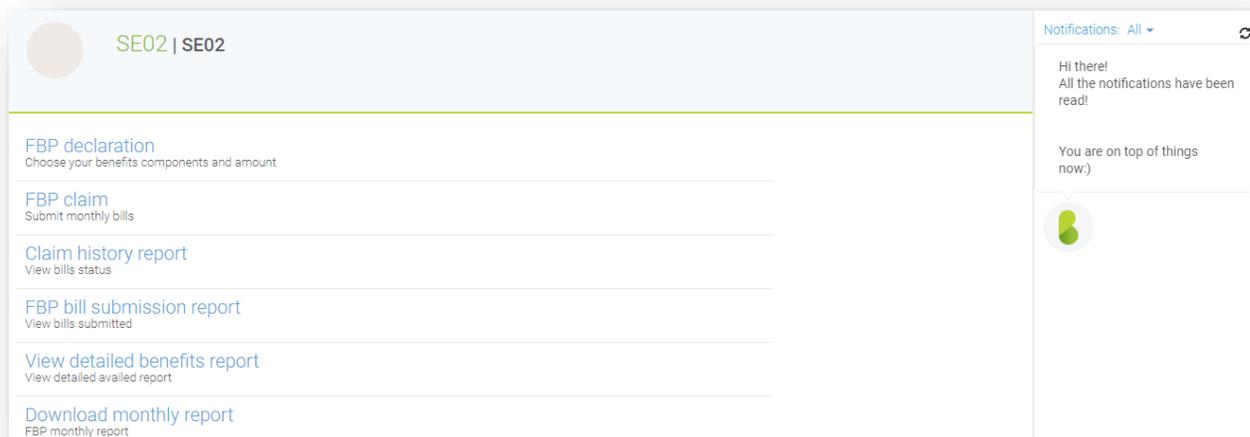


How to declare FBP claims from ESS portal

1. From Home Page, click on bar icon >> Select FBP tab



2. There are 5 options, FBP declarations, FBP claim, claims history report, view detailed benefits report and Download monthly report.



2. (A) FBP Declarations

Employees need to declare FBP, then only claims can be requested every month; to declare the same click on FBP declarations.

- Based on company policy the FBP components will get reflected
- Declare the amounts under Monthly declaration column, by entering the monthly declarations amount and click on **Save**
- After clicking on Save and then click on Submit, once it is submitted the FBP declarations will be locked, to re-declare the same, to get in touch with HR/Payroll admin to unlock the FBP declarations.

FBP Declaration

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Tips

- ✓ Please refer Company FBP policy before declaring under 'Monthly declaration'.
- ✓ The balance of 'Total FBP eligibility' and 'Monthly declaration' is automatically considered as 'Special Allowance' and is fully taxed.

₹10,00,000.00 CTC	01-04-2019 EFFECTIVE DATE
₹1,94,188.00 FBP & SPECIAL ALLOWANCE	₹1,94,188.00 PRORATED FBP

Annual Fbp Component	Is Opted	FBP Amount				
Total		₹0.00				
FBP Component	Is Opted	Eligibility	Monthly Declaration	Prorated Declaration	Declared So far	Annual Declaration
Food Coupan	Yes ▾	Monthly : ₹416.67 Yearly : ₹5,000.00	<input type="text" value="416"/>	₹4,992.00	₹0.00	₹4,992.00
Driver Allowance	Yes ▾	Monthly : ₹416.67 Yearly : ₹5,000.00	<input type="text" value="416"/>	₹4,992.00	₹0.00	₹4,992.00
Mobile Expenses	Yes ▾	Monthly : ₹416.67 Yearly : ₹5,000.00	<input type="text" value="416"/>	₹4,992.00	₹0.00	₹4,992.00
Club Allowance	Yes ▾	Monthly : ₹83.33 Yearly : ₹1,000.00	<input type="text" value="83"/>	₹996.00	₹0.00	₹996.00
Petrol Allowance	Yes ▾	Monthly : ₹83.33 Yearly : ₹1,000.00	<input type="text" value="83"/>	₹996.00	₹0.00	₹996.00
Child Allowance	Yes ▾	Monthly : ₹83.33 Yearly : ₹1,000.00	<input type="text" value="83"/>	₹996.00	₹0.00	₹996.00
Total		₹18,000.00		₹17,964.00	₹0.00	₹ 17,964.00
Balance (Special Allowance)				₹1,76,224.00		₹1,76,224.00

Save
Submit

2. (B) FBP Claims.

To raise new FBP claims, click on FBP claims.

- From FBP components, select the component
- Enter the Description.
- Enter Particulars like Bill No, Date and Bill Amount etc.
- To upload bills, click on Attachment Icon and upload the same.
- To add an additional claim then click on Plus icon and add.
- Once all claims are updated. click on **Save**.

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Club Allowance
FBP COMPONENT

APR-2019
PROCESS MONTH

₹996.00 ANNUAL LIMIT ₹83.00 MONTHLY LIMIT ₹0.00 TOTAL CLAIM

Party on weekend
DESCRIPTION

Party on weekend 11111 01-04-2019 ₹ 83

PARTICULARS BILL # DATE AMOUNT

Party on weekend dd-mm-yyyy ₹

PARTICULARS BILL # DATE AMOUNT

Total FBP Amount ₹83.00

Apply

2. (C) FBP Claims History

Once claims are submitted, the screen will redirect to claims history.

Here it displays Date, Process Month, Reference, Pay Type, Bills Submitted, Approved amount, and Status.

If the same need to be viewed in excel format, then click on Export to Excel.

FBP Claim History Year: 2019 - 2020 Month: All Status: All

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Date	Process Month	Reference #	Pay Type	Bills Submitted	Approved Amount	Rejected Amount	Status
Apr 5, 2019	Apr 1, 2019	6	Club Allowance	₹81.00	0	₹81.00	Pending

Export To Excel

Export to Excel

SI No	Date	Month	Reference no.	Paytype	Bill Submitted	Approved Amount	Rejected Status
1	05-04-2019	April-2019	6	Club Allowance	\$1.00	0	

2. (C) FBP Bill Submission Report

To view approved bills so far, click on FBP Submission report

- Select the Particular month to view approved bill
- To take up photocopy of bill, click on Print menu.

FBP Bill Submission Details April-2019

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Particulars	Reference no.	Amount
Club Allowance	6	₹81.00

Print

2. (D) View detailed benefits reports

To check availed amount, eligibility amount, bills carried forward and Eligibility balance, click on View detailed benefits report

- **Standard eligibility means**, it will reflect component wise eligibility amount on annual basis.
- If the components are attendance based, based on no of day worked that will get prorate and it will show under **Attendance based eligibility**.
- Bills submitted so far will get reflect under **Bill submitted**.
- Bills approved so far will get reflect under **Bills approved**
- If any bills rejected by Admin or by HR, the same will get reflect under **Rejected Amount**
- The amount availed till date the same will reflect under **Avail Till date**
- If any bills carry forward, the same will reflect under **Bills Carryforward**

➤ **Eligibility balance** means, the final eligibility balance amount for the year

If the same need to be viewed in excel format, click on Export to Excel.

Detailed benefits report 2019 - 2020 ▾

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Reimbursement	Standard Eligibility	Attendance Based Eligibility	Bills Submitted	Bills Approved	Rejected Amount	Availed Till Date	Bills Carried Forward	Eligibility Balance
Club Allowance	₹996.00	₹996.00	₹81.00	₹81.00	-	-	₹81.00	₹996.00
Petrol Allowance	₹996.00	₹996.00	-	-	-	-	-	₹996.00
Child Allowance	₹996.00	₹996.00	-	-	-	-	-	₹996.00

[Excel Export](#)

2. (E) Download Monthly report

To download FBP monthly report for entire financial year, then click on Download Monthly report and the same will be generated in the excel sheet.

FBP Monthly Claims Report : 2019 - 2020									
Satyendra_Testing_Testing									
Employee : SE02 - SE02									
Location : Bangalore									
Department :									
Designation :									
Level :									
Cost Center :									
Sl No.	Month	Eligibility Club Allowance	Submitted Club Allowance	Approved Club Allowance	Availed Club Allowance	Carry Forward Club Allowance	Balance Club Allowance		
1	April-2019	83	81	81	81	81	83		
2	May-2019	83	0	0	0	0	0		
3	June-2019	83	0	0	0	0	0		
4	July-2019	83	0	0	0	0	0		
5	August-2019	83	0	0	0	0	0		
6	September-2019	83	0	0	0	0	0		
7	October-2019	83	0	0	0	0	0		
8	November-2019	83	0	0	0	0	0		
9	December-2019	83	0	0	0	0	0		
10	January-2020	83	0	0	0	0	0		
11	February-2020	83	0	0	0	0	0		
12	March-2020	83	0	0	0	0	0		