

## Flexible benefit plan - Configuration

FBP can be configured either based on FBP SLABS or on CATEGORIES like, DEPARTMENT, LEVELS etc...

### To configure FBP based on CTC SLABS

Go to **Transactions menu** >> Under **Flexible Benefits** >> Click on **CTC Slabs** link

Enter **From CTC**, the starting amount of the CTC slab; it is "0" to start with

Enter **To CTC**, the maximum limit of that slab and click on **Add** button

To add more slabs, click on "**Add**". In the 2nd slab and thereon, "From CTC" field will display the maximum amount entered in the previous slab. Enter the maximum limit in "To CTC".



**CTC Slab**

- From CTC :

- To CTC :

**Add**

Note : Delete the Slab rows from the last

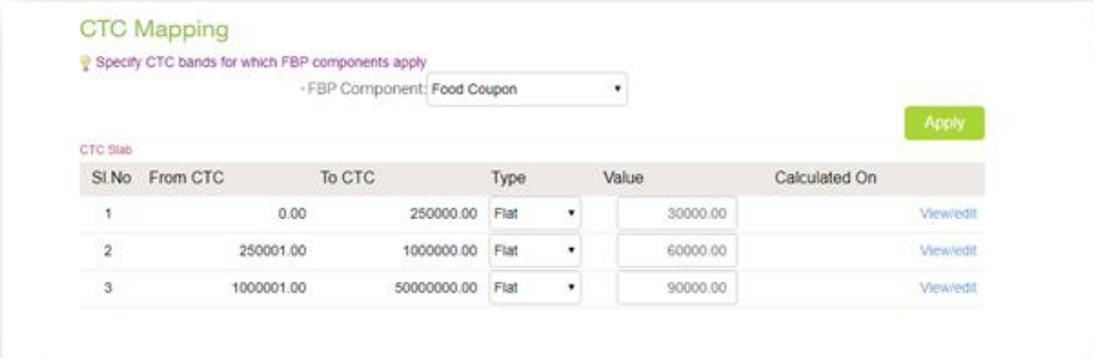
Sl.No	From CTC	To CTC	Delete
1	0.00	250000.00	
2	250001.00	1000000.00	
3	1000001.00	50000000.00	

Configure CTC Mapping, after CTC Slabs are added.

Go to **Employees** menu >>**Transactions** Section >> Under **Flexible Benefits** >> Click on **CTC Mapping**

- **FBP Component:** Select the FBP component from the Dropdown list.
- **From CTC and To CTC:** This data will get automatically populated as per the information entered in the slabs.
- **Type:** Select whether eligibility is based on Percentage [%] or Flat amount
- **Value:** Enter the value based on Type selected
- **Calculated on:** Select **Basic / CTC**, if the Type is select as Percentage [%]

Click on **Apply** button to save.



**CTC Mapping**  
Specify CTC bands for which FBP components apply  
-FBP Component: Food Coupon

Apply

Sl No	From CTC	To CTC	Type	Value	Calculated On
1	0.00	250000.00	Flat	30000.00	View/edit
2	250001.00	1000000.00	Flat	60000.00	View/edit
3	1000001.00	50000000.00	Flat	90000.00	View/edit

To configure FBP based on CATEGORIES.

Go to **Employees** menu >>**Transactions** Section >> Under **Flexible Benefits** >> Click on **Category Mapping** link

**FBP Category**

Configure how FBP components are calculated

- Category:

- Branch:

<input type="checkbox"/>	FBP Component	Type	Amount/%	Calculated On
<input checked="" type="checkbox"/>	Food Coupon	Flat	1000.00	<a href="#">View/edit</a>
<input checked="" type="checkbox"/>	Petrol Allowance	Flat	0.00	<a href="#">View/edit</a>
<input checked="" type="checkbox"/>	Phone Bill Reimbursement	Flat	0.00	<a href="#">View/edit</a>
<input checked="" type="checkbox"/>	Meal Card	Flat	0.00	<a href="#">View/edit</a>

- **Category:** This field will get displayed as per the configuration done in **Payroll Settings >> Company Profile>>Add-on Modules** tab
  - **Branch:** Select from the drop down list.
  - **FBP Component:** Select the components applicable to the selected category and branch.
  - **Type:** Select whether eligibility is based on Percentage [%] or Flat amount
  - **Amount / %:** Enter the value based on **Type** selected
  - **Calculated on:** Select **Basic / CTC**, if the type is Percentage [%]
- Click on **Apply** button to save the configuration.  
Click on **View/Edit** link, to do additional configuration.

**Allow lower declaration:** Select this option to allow lower declaration than the eligibility set.

**Allow carry forward of low/excess bills:** Select this option, if excess claimed bills amount should get carry forwarded to next month and balance bill amount will get paid out next month as per eligibility.

**Allow carry forward of eligibility:** Select this option to carry forward the FBP declaration amounts, which would get accumulated and employees can claim the accumulated amounts.

**Allow Adhoc full claim:** Select this option to allow employees to claim against the full year's eligibility amount, irrespective of any processing month and eligibility.

**Allow annul claim:** Select this option to allow declaration with condition/timeline, on selected Restriction month and last date of declaration.

**Auto Claim:** Selection of this option will allow users to auto process components without collecting/approving submitted bills, this case would be used on components like Sodexo.

**Exclude Component:** Select components from the list of FBP components which is already created. Selected components will not allow employees to declare FBP along with the configured components.

The screenshot shows a web form titled "FBP Component Mapping". The form is divided into several sections:

- Selected Component:** A dropdown menu with "Food Coupon" selected.
- Allow Lower declaration:** A checkbox with a green checkmark and the text "Yes".
- Allow Carry forward of low/excess Bills:** A checkbox with a green checkmark and the text "Yes".
- Allow Carry forward of eligibility:** A checkbox with a green checkmark and the text "Yes".
- Allow Adhoc full claim:** An unchecked checkbox with the text "Yes".
- Allow Annual Claim:** An unchecked checkbox with the text "Yes".
- Map to Taxable Component:** A dropdown menu with "-- Select --" selected.
- Non Taxable Percentage (%):** An empty text input field.
- Taxable Percentage (%):** An empty text input field.
- Process Type:** A dropdown menu with "Monthly" selected.
- Auto Claim:** An unchecked checkbox with the text "Yes".

On the right side of the form, there is a section for "Exclude component" with a list of items:

- Petrol Allowance
- Phone Bill Reimbursement
- Meal Card

At the bottom right of the form, there are two green buttons: "Save" and "Back".