

Dear Colleague,

In the next few sections of this document, we will be covering various important aspects of Exit Formalities which will ease the entire exit process without any apprehensions. Therefore, we request you to go through all the sections that are applicable for you; "right action at right time" will always ease the process and will prevent unnecessary iterations when any issue arises.

A. Reaching out key stakeholders

Query of	Type	Employee Status	Reachable at
Finance	Voice Helpline	Resigned – Notice Period	Concall – details provided around LWD
Finance	myrequest	Resigned – Notice Period	https://myrequests.accenture.com
Finance	Email	Left	india.finance.center@accenture.com
Relieving Letter	Email	Left	India.hrssc.exits@accenture.com
Amex Card	Email	Resigned – Notice Period	Manjunath.shetty@accenture.com
HR	Email	Resigned or Left	Your HR Advisor

"Reach to right point for quicker and better response / turnaround"

Exit Formalities – Index <i>Ctrl + Click on respective topic</i>	B. Key Dates & Forms	
1. Provisional Recoveries 2. Payroll Proofs Submission 2a. Tax Proofs 2b. R539 Proofs 3. Time & Expense (T&E) 4. Car Lease 5. Sodexho Coupons 6. Full & Final Settlement 6a. General 6b. F&F Components 7. Gratuity 8. Form 16 9. Provident Fund 9a. Withdrawal 9b. Transfer 9c. General 10. Amex Card 11. Tools Accessibility 12. Impo	Finance Checklist Closure	LWD minus 2 Working Days
	Recovery payment – DD Only	LWD minus 5 Working Days
	Full & Final Settlement	RAL + 21 Calendar days
	Gratuity Payment	LWD + 30 Calendar days
	Escalation on Calculations	F&F + 15 Calendar days
	Form 16	After April
	Proofs Submission (Tax, R539, myTE...)	LWD minus 7 working days
	Tax & R539 Proof Submission Form– This Form is MANDATORY	 Tax.xlsx
	Car Lease Foreclosure	LWD minus 10 working days
	PF Transfer / withdrawal	No commit; Govt Rules
	Tax Free Leave Enc Declrn	
	Tax Free Gratuity Declrn	 Declaration LE-Gratuity.doc

1. Provisional Recoveries

Finance calculates recovery amount towards Shortfall in Notice Period, relocation, Joining Bonus, FBLN, Excess Leave etc. and the same is uploaded in Allsec Tool.

<https://smartpay.allsectech.com/accentsurelogin/> -> Utilities -> Fin exit approval

Note: Recovery amount, if any, posted in the above link must be paid by **Demand Draft** favoring **Accenture Services Private Limited**, payable at Bangalore and the DD must reach to Finance before five working days to the Last Working Day.

Accenture Services Private Limited
Finance Department (Controllership)
Tower B, 1st Floor, Finance Bay
No. 4/1, IBC Knowledge Park
Bannerghatta Main Road,
Bangalore-560029, Karnataka

- In case of Recovery – Finance will approve the checklist in Atlas (AST) after receipt of Demand Draft
- In case of no recovery – Finance will approve the checklist in Atlas (AST) “LWD minus 2 working days”

2. Payroll Proofs Submission

2a Tax Proofs

- ↳ Investment proofs, if any, for the Financial year 2013-14 should be declared on Allsec Tool & the supporting documents should be attached with the “Tax & R539 Proof Submission Form” and the same should reach Finance at the above Address (as mentioned in Point 1) three days before Last Working Day. Please do submit correct proofs – read tax proof guidelines available in Allsec Tool.
- ↳ As per Income Tax Act, 1961; in case of HRA, if annual rent paid by the employee is equal to or exceeds Rs 1,00,000 (Rs.8,333 per month), it is mandatory for the employee to provide PAN of the landlord to the employer. In case the landlord does not have the PAN, a declaration to this effect from the landlord along with the name and address of the landlord should be provided to Accenture.
 - Kindly mention the Landlord's PAN no on Rent receipts.
 - In case if Landlord doesn't have PAN no then kindly submit the Self Declaration Form by Landlord (which is attached in the mail).
 - In case if you fail to submit any of the above then Rent receipts will be rejected.

- ↳ Please note that Rent receipts must be provided till LWD of employee and HRA exemption will not be given based on any declarations. For that matter, no tax exemption will be extended for any tax benefit based on declarations.

2b R539 Proofs (Salary Reimbursement)

After receiving "Exit Formalities Mailer - Checklist – Finance" from Finance, if employee has any R539 claims, the same must be submitted along with Reimbursement Declaration Page and it should reach Finance at the above Address (as mentioned in Point 1) three days before Last Working Day.

Note – Please do not drop any proofs in Drop Box post receipt of this communication from Finance.

3. Time and Expenses (T&E)

T&E is one of the important activities for all Accenture employees. Ignorance of this activity will directly impact employees' Financials. All you need to do is-

- ↳ Check any missing time report at below link and submit any pending Time Reports in MyT&E tool

<https://smartpay.allsectech.com/accenturelogin/> -> Utilities -> Fin exit approval

- ↳ Time report(s), if any, is/ are not submitted will be considered as "Leave without Pay" i.e. the salary for that particular period will not be paid. ***Note – Finance checklist will be on hold and you will not be issued Resignation Acceptance Letter. Because of this, your F&F runs into negative, even Relieving Letter will not be issued till the recovery amount is settled by you.***
- ↳ Pending claims (non-payroll), if any, should be claimed before your LWD via "myTE" tool and the proofs should be submitted to Finance before 7 days from the LWD along with the form duly approved by Authorized Supervisor at the above address (as mentioned in Point 1). Please ensure proofs are appropriate as the insufficient proofs may not be paid.
- ↳ Please do not enter time report after your last working date by modifying work schedule in myTE tool. For example, if your last working day is April 20, then while submitting TR for April 30th time period, the following steps to be followed
 - ✓ Launch myTE tool (<https://myte.accenture.com/>)
 - ✓ In the April 30 Time screen, click on Work Schedule
 - ✓ Click on Create Tab against 'Custom work schedule for this period only'
 - ✓ Remove the standard working hours charged on after April 20, 2013 (here from April 21 to April 30)
 - ✓ Click on Save
 - ✓ Enter Time and Expenses (if any) for days that you were active
 - ✓ Submit the Time Report.

4. Car Lease (applicable to eligible employees only)

This is one of the most important processes to be noted by you (if you have a car lease) as this will have financial and legal impacts. To make this process smooth, all you need to is-

- ↳ Please raise a request on <https://myrequests.accenture.com> portal for the outstanding amount.

- ↳ You will receive a softcopy of the outstanding statement (payable to Leasing Company & Accenture) within a week's time.
- ↳ Kindly obtain Demand Draft(s) in favor of **Accenture Services Private Limited** and/or the leasing company & the same must reach Finance three day before your LWD at the above Address (as mentioned in Point 1).
- ↳ On receiving a confirmation regarding the car foreclosure, finance checklist would be accordingly approved. *Note - Finance checklist will be on hold if we have not received DD as per above timelines and this matter will be referred to HR. And, no relieving documents will be issued.*
- ↳ Without settling Car Lease arrangement, possession / driving of the car will have a legal impact as the Car is in the name of Accenture.

5. **Sodexho Coupons**

Employees who have opted for Sodexho **must collect the coupons as per the schedule in case if they receive mail from Finance that they are eligible for collecting coupons.**

6. **Full & Final settlement (F&F)**

This is the last process of your exit; post this process, final settlement amount will be transferred to your latest designated Salary Account.

6a. **General**

- ↳ Full and Final settlement is the process that settles your final financials with Accenture. Therefore, it is equally your responsibility to check the calculations and get back to us if you find discrepancies, if any, in the calculations within 15 days of your settlement. **Note - Finance will not be able to work on any escalations received after 15 days.**
- ↳ After receipt of Relieving Acceptance Letter from Atlas (AST) team, the F&F settlement will be initiated.
- ↳ RAL is issued by AST team only after closure of all the checklist in AST.
- ↳ The F&F is completed within 21 calendar days from the date of receipt of RAL.
- ↳ The F&F statement along with Tax Computation Sheet will be mailed to your personal email id, if you have updated in AST. **Note - Personal email ID is mandatory as it is the mode of communication between Finance and you.**
- ↳ The final settlement amount will be credited to your designated salary account with Accenture. *Note -All settlement disbursements are transferred via Wire Transfer. Please ensure keeping the salary account active till you receive F&F amount.*
- ↳ Please ensure submitting your Permanent Account Number (PAN) in Allsec tool if have not yet submitted as PAN is mandatory requirement of Income Tax Act. If you fail to provide PAN,

Section 206AA will be applied where higher tax as per provisions will be deducted and the Tax credit will not be given to you though Taxes, if any, have been recovered from your salary. This may lead to notice from Income Tax Department.

6b. F&F Components

Depending on your eligibility, the following components would be considered while computing the final settlement amount -

- ✓ Salary due
- ✓ Leave encashment up to vacation balance of 270 hours for IDC & BPO and 240 hours for EWF (ICF) & IDB. *Note – Leave Encashment can be paid as tax free up to the limits prescribed by the Income Tax Act, 1961 provided you submit declaration form as attached above.*
- ✓ Salary reimbursements (R539)
- ✓ Unclaimed salary reimbursements (R539) as an Ex-gratia
- ✓ Any amount payable/recoverable as per HR input (*Note 1*)
- ✓ Pending myTE expense claims

Note:

- ↳ Any specific amount payable / recoverable should be updated by the HR on the AST
- ↳ In case of short notice period– please ensure your HR put right comments in the AST. They are aware of the appropriate comments.

7. Gratuity

Gratuity is a retiral benefit as per the Gratuity Act, 1972. As per provisions of the Act, employees completing 4 years and 240 days continuous service in India are eligible for gratuity payment; GCP periods is considered for this purpose and reverse GCP is not considered. The gratuity is calculated on the Last Drawn Basic Salary @ $15 \div 26$ for every completed year of service. The maximum limit of Gratuity is INR 10 lacs. There are other terms and conditions which will be shared by Gratuity Team to all the eligible employees. Gratuity is paid via wire transfer to your designated salary account within 30 days from the Last Working Day. A covering letter containing the calculation would be couriered to the address mentioned on Allsec finance exit approval link. *Note – Gratuity can be paid as tax free up to the limits prescribed by the Income Tax Act, 1961 provided you submit declaration form as attached .*

8. Form-16

Please note the form-16 for the period 2013-14 would be generated after closure of financial year and will be mailed to your personal email ID during subsequent financial year. Please do not delete the email received from Finance. We will not be able to send duplicate mailer. For duplicate mailer, you need to submit Indemnity on stamp paper.

For the current year income / tax details, Tax computation sheet will be mailed to you after the completion of Full and Final settlement which can be used to submit it to your new employer while declaring previous employer income details for the purpose of calculating annual tax.

Note – It is advised that it is always right to provide previous employer details in the new employment to calculate annual taxes to avoid penalties, if any.

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9. Provident Fund

9a. Withdrawal

You can withdraw your PF after leaving the company - After two months of resignation. In case no of employment. PF withdrawals forms would be sent along with the relieving letters by the Atlas team after the settlement is completed. Duly filled PF withdrawal application can be couriered/submitted to the below mentioned address only after 60 days from the LWD as mentioned in the relieving letter.

Accenture Services Private Limited
India Finance Center-Bay 49 (PF Forms),
Accenture Services Pvt. Ltd,
Plant 3, Godrej & Boyce complex,
Pirojshanagar, LBS Marg,
Vikhroli (West)
Mumbai - 400 079

As per the provisions of PF Act, the employees whose service is less than 6 months will not be paid the Pension Fund amount. However this provision will not apply for PF Transfer. *Note – While withdrawing PF, it is wholly and solely your responsibility to adhere to Rules and Regulations of Provident Fund Scheme*

9b. Transfer

If you are joining other organization, you can transfer your PF from Accenture to your new organization. Your new employer will provide the requisite Forms for transferring the PF. to be filled. Please get in touch with him.

9c. General

- ↳ If the PF amount with Accenture's PF Office is not withdrawn or is not transferred within 3 years, the balance in your PF account will not earn any interest.
- ↳ Please note that Employees' PF is maintained by Regional Provident Fund Commissioner (Govt of India) and we will not be having any control on their SLAs. Company's responsibility will be of submitting the form to RPFC.

10. Amex (American Express) Credit Card

Outstanding amount, if any, on the card should be cleared before your LWD at Accenture. After clearing the dues, cancel/hotlist the card by sending an email mail to manjunath.shetty@accenture.com. *Note - If you do*

not settle the Credit Card, the outstanding amount, if any, will be recovered from your F&F. If the F&F amount is not sufficient to recover the dues, the F&F will be on hold and there is an impact on your relieving letter.

11. Payroll Tools Access

All payroll tools get blocked on your last working. Therefore, it is suggested to take print of all your relevant documents

12. Important Points to Remember:

- Please keep all the payslips, form 16, reward communication etc. well before your LWD
- Please make a note of your Provident Fund (PF) number for further references in future.
- Make sure to update personnel email ID & contact number in Allsec and AST portals.
- Keep latest tax calculation sheet which you receive after F&F settlement as you need to submit Form 12B to your new employer for tax.
- Keep PAN and Bank Account Number handy.

We wish you all the Best....Payroll Team