Full & Final Settlement comprises of 3 different Sheets -
  a) **F& F Payslip:**   b) **Ex-gratia/CTC Worksheet:**   c) **Tax Computation**

(A) F&F Payslip: -

This will reflect how Full & Final settlement had been computed based on the input received from various stakeholders and Its Calculation

Computation as per Input	
Stake Holders	**Input Source**
HR Rep	Exceptional Payouts other than Fixed Pay components & LOP
MYTE Team	Missing Time Report & Business Expenses Claim
F& S Team	ID Card Recovery
DCN Team	IT Assets Recovery

F&F Calculation Parameters	
Particulars	**Remarks**
Work Days	Based on LWD , LOP And MTR
Notice Pay / Recovery	Annual Fixed Pay/365 * no of days to be paid or recover
Leave Encashment	Fixed Pay/Annual Std Hours# x Hour Accumulated*
Taxation/Statutory Deduction	As per IT /PF/ESI/PT Acts

#Std Hours 2340 for IDC & BPO and 2080 for ICF & IDB ; * Max Hours for Leave Enc 270 for IDC & BPO and 240 for ICF &IDB

Leave encashment is exempt from tax under section 10(10AA)(ii) to the extent of the least of the following :-

Sr. No	Particular
1	10 Months "Average Basic"
2	10 Months "Average Basic"**/** 30 * No of encashed leave days
3	Max Limit for tax exemption Rs 300000
4	Annual Fixed Pay / Annual Std Hours * No of Leave Balance in hrs

Note: Leave encashment will be fully taxed for whom service is less than one year and LE declaration not received before LWD.

(B) Ex-gratia/CTC Sheet : CTC sheet can be reviewed as per the following components

Particulars	Remarks
T1-Prorated TFP	Prorated Fixed Pay from DOJ or 1st April whichever is later till LWD
Less:	
T2-Salary Paid	Salary Paid from DOJ or 1st April whichever is later till LWD
T3-Reimbursements Paid	Reimbursements Paid Form DOJ or 1st April whichever is later till LWD
T4- Benefits (Meal vouchers, Car Lease etc)	Benefits paid from DOJ or 1st April whichever is later till LWD
T5- Excess Leave Salary(LOP)	Excess Salary Paid due to LOP or MTR From DOJ or 1st April whichever is later till LWD
T6- Salary Adjustment for Last FY LOP	Last Financial Year Excess Salary paid if any
Ex-gratia	**Excess or Recovery will reflect in F&F Payslip**

(C) Tax Computation Sheet:

The statement reflects the details of income earned and the tax deducted from your income for this financial year till LWD.

(D) Payment Status:

Please note this is only notification and bifurcation of F&F statement, the payment is subject to closure of All checklist by respective stakeholder's. In case you do not see the credit in your Bank account within 7 days from the receipt of the statement, please reach out your HR rep on the closure of Pending checklist in AST.

(E) LOP Due to Missing time report:

In case if you see any LOP days in the statement this is an account of non-submission of time report, please reach out to your HR rep for further clarification, if any.

(F) Onetime Payment:

Vpay, oncall/shift allowance, Incentive, holiday pay etc processed based on HR input, for any concern please reach out to your HR PA for clarification.

(G) ID Card Recovery:

This is on account of non-submission of ID Cards on or before the Last working date, please reach out respective workplace team for further clarification, if any.

(H) How to reach IFC:

While writing to IFC, please mention the proper subject line with your 8 digit SAP code (EC) for respective queries.

Query	Subject line With EMP code (EC)	Email ID
F&F Calculation	Full& Final Settlement_EC	India.Finance.Center@accenture.com
MYTE (VL,SL and Claim)	MYTE Query_EC	
Sodexo	Sodexo query_EC	
Gratuity	Gratuity Query_EC	
PF withdrawal/Transfer/Status	PF Query_EC	
Notice Recovery Letter	Full & Final query_EC_Communication Address	
F&F Amount not credited	Full & Final _EC	
Relieving /Experience Letter	RL_EC	India.HRSSC.Exits@accenture.com

Annexure :MTR – Missing Time report, **LWD** – Last Working Day, **LOP** – Loss of Pay, **IT** – Income Tax , **PF** – Provident Fund, PT – Professional Tax, **ESI** – Employee state Insurance, **Other deduction LOA** – PF adjustment 12% of Basic and **EC** – Employee Code