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Clearance Notification for you: Details on your Initial Release Form

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OC

One Communicator (Cognizant)

To: Hareesh, Goli (Cognizant)

Wed 12/7/2022 4:28 AM



Dear Goli(2032912),

Your resignation has been approved by your Manager and Talent Manager. As per the HCM record, your Resignation date is 30 Nov 2022 and your Last Working Day (LWD) has been accepted as 27 Feb 2023. Please refer to the Navigator app in OneCognizant under Separations life event for FAQ's.

Please find below actions which you need to complete as part of the clearance formalities (Initial Release form) under Clearance Automation app in One Cognizant before your last working day: 27 Feb 2023 **Initial release form:** (View your clearance status: <https://onecognizant.cognizant.com> -> Clearance Automation)

Post all support group approvals in Initial Release form, HRSS approval will be auto approved. Should you have any queries on clearance process please mail ExithelpdeskIndia@cognizant.com . Find below the clearance process of each support functions:

Income Tax:	Please ensure to submit proof of actual investments made by you in MyPay immediately to avail Income tax exemptions as applicable. Exemptions will be provided based on proof of actual investments made only and not based on declarations made by you.
PAN details updation:	Please ensure that your PAN details are correctly recorded in MyPay. If the details are either unavailable or found to be incorrect, it may result in the company deducting 20% or Higher taxes as applicable.
Library:	Please handover your library books to the respective library location POC to approve your library clearance (if borrowed)
Immigration:	For immigration clearance, request you to meet the approver in-person and produce your original passport and surrender any valid work permit (Petition documents), if processed through cognizant
Finance Payroll 1	Closure of loans / advances / NP waiver approvals
Finance Travel 1	Amex transaction related to travel dues / travel advances
Notice Period Waiver (If applicable):	<p>We would request you to please reach out to your HCM Supervisor / Talent Manager for discussing Notice period waiver / buyout option. Note: Decision on above options is at the discretion of HCM Supervisor/Talent Manager On Buyout of your Notice Period:</p> <ul style="list-style-type: none"> Please note that if Buyout has been confirmed by your talent manager / HCM supervisor, you will be required to make an online transfer of the shortfall amount to Cognizant bank account on or before your last working day for smooth clearance