

**From:** "IBM Separations Coordinator/India/Contr/IBM" <Separate@in.ibm.com>  
**To:** hdhav11@in.ibm.com, hemantd17@gmail.com  
**Cc:** mhundeka@in.ibm.com

**Date:** Friday, February 18, 2022 06:15PM  
**Subject:** \*ACTION REQUIRED\* | Separations Checklist - Employee Obligations

Dear HEMANT DHAVLE

Your resignation has been accepted by your manager with the following details. To ensure accurate and timely processing of your Full and Final Settlement, please complete the following mandatory action items on or before your last day of work. **Any delays from your side to close these action items may impact you financially (recovery from FFS) or result in a delay in processing your Full and Final Settlement .**

<b>Employee Name</b>	HEMANT DHAVLE	<b>Employee CNUM</b>	000A3D744
<b>Resignation Date</b>	20-Jan-2022	<b>Notice Period Action</b>	Waive unserved notice period
<b>Last Day of Work (LWD)</b>	19-Apr-2022	<b>Notice Period Served</b>	90 (days)
<b>Separation Date (LDE)</b>	19-Apr-2022	<b>Designation</b>	TEST SPECIALIST

**Note:-**

- Access will be revoked as per **Last Day of Work**
- Service with IBM, The date printed on the final relieving letter and Salary will be paid till "**Separation Date**"
- Cross-check the name under the Employee Name field and Designation under Designation field which will be printed on the letters. For any changes raise a request 2 days prior to your **Last Day of Work** using the link <https://ibmindiaseparations.zendesk.com/hc/en-us/articles/115003762189-Designation-and-Name-Change>
- Separation Rescind / Withdrawal: Any separation reversal can only be processed by Separations Team. The employee needs to raise a request 2 days prior to the **Last Day of Work** using the below link post which the manager has to approve. Post Manager approval the separation team will action the request. <https://pgaamsvhrto01.w3-969.ibm.com/EformIndiaOffboarding/>
- If you wish to receive SMS Updates on the progress of your Full and Final Settlement, please click on this link and update the same. [click here](#) *this is optional*

**Separations clearance actions with financial impact:**

Action Item	Description	Closure timeline	Support page link
<b>Notice period action</b>	Validate the notice period action – Waive unserved notice period selected by your manager. Check with your manager if you have any questions.	Immediate	<a href="http://ibm.biz/inofbnpa">http://ibm.biz/inofbnpa</a>
<b>AMEX corporate card outstanding</b>	<b>*NOTE*</b> If you hold an AMEX card, the same will be deactivated, In case of a planned Business Travel or Separation Reversal, please send an email to <a href="mailto:ccardpro@aexp.com">ccardpro@aexp.com</a> with manager approval for reactivation.  You have no outstanding balance on your corporate card as on 18-Feb-2022. If any of your previous expenses haven't been updated in your card statement, please contact the AMEX customer care number printed on the backside of your AMEX card.	Immediate	N/A
<b>Company Leased Car</b>	You have no outstanding balance to be paid to the CLC Vendor or you are not eligible or have not utilized the CLC Program. Note : In case you are part of the CLC program and have chosen to transfer the car to a colleague or have decided to surrender the vehicle, please immediately contact CLC team ( <a href="mailto:edmccl@in.ibm.com">edmccl@in.ibm.com</a> ). The dues will be finalized only after the paperwork is complete and will not appear as outstanding now.	Immediate	<a href="http://ibm.biz/inofbclc">http://ibm.biz/inofbclc</a>
<b>Bonus / Allowance recovery</b>	If you have any recoveries against the following components it will be processed with your settlement. Retention bonus - 0.00 Joining bonus – 0.00	N/A	<a href="http://ibm.biz/inofbotp">http://ibm.biz/inofbotp</a>

	Relocation allowances - 0.00 Domestic Transfer allowance - 0.00 Miscellaneous allowance - 0.00		
<b>International Assignment Dues</b>	As per our records you were not part of an International Assignment program.	Immediate	N/A
<b>Emergency loan</b>	You do not have any active emergency loans or you have not availed any emergency loans.	30 days before LWD	<a href="http://ibm.biz/inofbeloan">http://ibm.biz/inofbeloan</a>
<b>IBM Assets</b>	Return any IBM asset (Laptops, tablets etc.) listed in the <a href="#">EAMT tool</a> back to the respective stores on or before your last day of work and collect your radf (acknowledgement) number. Please keep acknowledgement print for any future reference.  If the IBM assets are not returned upon separation, IBM reserves the right to initiate appropriate legal action including filing of complaint(s) with the law enforcement authorities  Employees will have to return the laptops in person to the respective stores on or before the Last Working Day	Before LWD	<a href="http://ibm.biz/inofbassets">http://ibm.biz/inofbassets</a>
<b>IT Proof submission</b>	To Claim Income Tax Benefits please submit your proofs online by clicking on the worklet (Income tax Proof submission) in Workday Page. <b>IT Proof submission for FY 2021-22 is open for all employees. After 24th Dec 2021 Separating employees will have an option to submit proofs ONLY IF their DOJ is in Q1 2022.</b>	30 days before LWD	<a href="http://ibm.biz/inofbitproof">http://ibm.biz/inofbitproof</a>
<b>Shift &amp; Standby, Additional Hour Allowance</b>	If applicable, you must submit all your claims on time so that your manager has sufficient time to approve them. Please follow-up with your manager to ensure all claims are approved and validate on Workday. You can check on the approval status on Workday. Go to Profile -> Actions -> Time and Leave -> Enter Time. Scroll through the calendar to check approval status.	3 days prior to LWD	N/A
<b>Flexible Benefit Plan (FBP) Claims</b>	To Claim the FBP Benefits please submit your claims online by clicking on the worklet ( Flexible benefit package claim) in Workday Page	30 days before LWD	N/A

**FFS Timelines:** Your FFS will be processed only after all your open actions are closed and clearances are obtained from different departments (Ex: Asset team, Car lease team etc.). If you complete all your actions before your last date of work, then your FFS processing will be completed by 17-May-2022 before 8 PM IST. Any payment due to you, it will be paid to the bank account on file within 3 working days of processing your FFS. If your FFS turns out to be a recovery, you will receive an email on your personal email id listed in Workday.

**Resignation Acceptance Letter:** This letter will be sent to your official and personal mail id listed in Workday, 3 calendar days before your Separation Date (LDE). Emails will come from Separate@in.ibm.com.

**Visa Information:** Kindly note that IBM as an organization is sometimes required to share Business Visa and/or Work Permit details of separated employees to the concerned embassy/ consulate upon request, if the visa was processed through IBM. In case you are holding a valid visa processed through IBM, please check the continued status of your visa with the embassy or consulate prior to any future travel on such visas. Please note that this process may be triggered any time after your separation process is initiated within IBM.

**General actions:**

Action Item	Description	Closure timeline	Support page link
<b>Communication details</b>	Please verify your address, personal email id, phone number and emergency contact details in Workday and update the information if required. The final settlement payslip, relieving/ experience letters are sent only to your personal email id.	Immediate	<a href="http://ibm.biz/inofbcontact">http://ibm.biz/inofbcontact</a>
<b>Designation change</b>	To change your designation, login to <a href="http://pgaamsvhrto01.w3-969.ibm.com/EformIndiaOffboarding/">http://pgaamsvhrto01.w3-969.ibm.com/EformIndiaOffboarding/</a>	5 days prior to LWD	<a href="http://ibm.biz/inofbdesignation">http://ibm.biz/inofbdesignation</a>

	and initiate a request. This will be routed to your manager for approval and the letter will be issued with the new designation. Approved designation by your Manager will not reflect on Workday, it will only get updated in our data base for future reference.		
<b>Vacation / Leaves</b>	Availed and planned leave must be applied on Workday and approved by your manager. Note: Vacation is pro-rated @1.8 days per month for the calendar year to calculate vacation eligibility. Leave encashment paid at the time of separation will be taxable.	3 days prior to LWD	<a href="http://ibm.biz/inofbpl">http://ibm.biz/inofbpl</a>
<b>Medical Insurance</b>	Medical insurance cover ceases to exist on the last working day. Please ensure you submit your claims allowing Medi-assist enough time to process them. Please check the claim status with the insurer. If the insurer requirements are not fulfilled before the last working day, the claim will not be processed and will be considered as rejected. Pro-rated refund of premium will be advised by Medi-assist if applicable. Contact details: 1-800-419 -5860, <a href="mailto:ibmcare@mediassistindia.com">ibmcare@mediassistindia.com</a>	3 days prior to LWD	N/A
<b>Payslips, Form 16, Compensation letters</b>	1) Download your payslip copies from Workday upto last 18 months (effective 1st Feb 2019) 2) Download Form 16 from the vendor website - <a href="https://ibmsupport.pvmcs.com/">https://ibmsupport.pvmcs.com/</a> 3) Download the compensation letters from Workday. Comp letters will not be re-issued after you separate from IBM	Before LWD	<a href="https://ibmindiaseparations.zendesk.com/hc/en-us/articles/115004825929-Download-Form-16">https://ibmindiaseparations.zendesk.com/hc/en-us/articles/115004825929-Download-Form-16</a>
<b>Sodexo meal card</b>	Meal Card Benefit will be deactivated on the last day of work. Please ensure you utilize the available balance on your meal card before the last day of work to enjoy tax benefit. Incase of un-utilized amount on meal card, the same will be refunded post tax deduction as a part of Full and Final settlement.	Before LWD	<a href="http://ibm.biz/mealcard">http://ibm.biz/mealcard</a>
<b>Return ID badge</b>	You can hand over the Badge to your Manager or to the nearest person authorized by your manager to shred the badge.  If you are holding SEZ identity card, process to return the SEZ ID card as follows:  1. The SEZ employee when returning the asset at the time of separation is required to surrender the SEZ ID card along with the asset to the asset management team at each IBM SEZ location. 2. The SEZ ID card has to be in an enclosed cover /envelope with the employee name, employee number written on it and it should mention the SEZ ID card on the envelope.	on LWD	N/A

	<i>Note: IF this asset is handed over physically at the IBM SEZ office, then, the envelope of the SEZ ID card should be dropped in the drop box placed near the asset management store while returning the asset.</i>		
<b>Provident Fund</b>	Please refer to the PF support portal for instructions on how and when to transfer your PF from IBM to your new organization. Your UAN and PF numbers are listed in your payslip.	After LDE	Intranet - <a href="https://w3.ibm.com/w3publisher/india-provident-fund-support">https://w3.ibm.com/w3publisher/india-provident-fund-support</a> Internet - <a href="https://ibmindiaseparations.zendesk.com/hc/en-us/articles/360006537140-PF-First-Read">https://ibmindiaseparations.zendesk.com/hc/en-us/articles/360006537140-PF-First-Read</a>

Visit our support portal for more information - <http://ibm.biz/inseparationshelp>