



URGENT DEATILS REQUIRED

From Yarrapathruni, Gayathri (Cognizant) <Gayathri.Yarrapathruni@cognizant.com>

Date Tue 11/14/2023 6:02 PM

Dear Associate,

Please fill in the form for the mandatory details required

<https://forms.office.com/r/6AvDmsNM8Q>

Failure to filling this form will lead to HR consequences.

Note: Please read the mail completely before filling and responding with the requested details.

Policy Guidelines:

- In the view of you getting released into the pool. Please update your Resume in TMP.
- Associates tagged to PDP are expected to report to office on a daily basis at their nearest location and should maintain business hours (10 hours everyday).
- You will be contacted on your cell phone as well as MS Teams for project evaluation. You are expected to be available on teams during working hours. And please update an active mobile number in HCM portal.
- We expect you to be flexible with project role / work timings (shift) / skills / location etc.
- You have to make at least 3 self-proposals (apply for opportunities in TMP) from your side every day.

Important - Please respond to this mail with necessary details only if:

- - If you have Maternity Leaves or Long Leave Plans (more than 30 days) in future. Then please share the below details.
Expected Delivery Date:
Maternity / Long Leave Start Date:
Maternity / Long Leave Date:
 - If you are back from Maternity leave in the past 90 days. Please share the below details.
Maternity Leave end date:
Start date to bench:
 - If you are still working in a project and you are not supposed to be on bench, then please loop in your project manager in this mail and ask them to confirm that you are still in project.

Note: The skills provided in the form will be used for proposals, please share appropriate details.

Thanks and Regards
Gayathri Yarrapathruni
Talent Supply Chain
ADP-ADM

