

LINE MANAGER / APPROVING MANAGER ACCEPTANCE AND INPUTS CHECKLIST

LINE MANAGER / APPROVING MANAGER GUIDELINES:

- 1) Notice period served by Employees from Band 9B to 5A is **60 calendar days (includes weekend and Public holiday)** Band 4 and Band 3 would be **90 calendar days (includes weekend and Public holiday)**, this is applicable for employees who joined before 1-February 2017.
- 2) Notice period served by Employees in Band 9B to 5A is **90 calendar days (includes weekend and Public holiday)**, this is applicable for employees who joined on or after 1-February 2017.
- 3) Leave Salary will be prorated and calculated based on data in Employee Portal, ensure all the future dated leaves are Cancelled and approved by the LM once Last working date is updated in the employee portal.
- 4) In case the Line Manager's / Approving Manager's inputs is not obtained in the below format, hard copy of the e-mail

Confirmation which will include all details as set out below needs to be provided.

LINE MANAGER / APPROVING MANAGER CHECKLIST

All the below fields are mandatory, LM have to provide accurate inputs as applicable.

LM Checklist	No's of days /Date	Applicable /Not applicable
Date of resignation of employee	02-08-2019	A
Last Working Date of the employee as per Employee Portal	02-11-2019	A
Joining Date of Employee	17-09-2018	A
Notice period served days by the employee	90 days	A
Notice period shortfall days for the employee	-	NA
No. of Notice period days to be recovered from the employee	-	NA
LOP days if any for the empl (excluding employee portal leave)	-	NA
No. of Notice period waive off days (attach approval email from CMT/Cost Centre Manager)	-	NA
Leave balance as per Employee Portal	15 days	A
No. of Leaves to be adjusted with Notice Period shortfall	-	NA
Recovery Inputs any (Ex: Service Agreement / Bond Recovery / Relocation Recovery*** etc.)	-	NA
Power of attorney / Delegation of authority	-	NA

*****Relocation claw-back amount will be shared by GLHD team as per Employee Portal records to respective Line Manager/HRBP to take their consent before sharing the inputs to payroll**

Approval email from cost centre manager / EXCO member to be attached if the relocation allowance recovery is waived off.

I hereby confirm that all the above furnished details are correct as per my knowledge and the Final settlement shall be processed based on these inputs. I ensure that, there will not be any further changes or revisions in the inputs post submission of this Checklist.

I understand, Respective department CMT approval and HRBP approval is mandatory for any revision on the above inputs for any so reasons.

Line Manager or Approving Manager Signature and Bank ID:  1202636.

Note: Line managers are supposed to notify AskHR if there are any changes in last working date, if suppose there are any updation/deletion in the leave page of the exiting employee should also be notified.

Notice period can be waived off by GBS India CMT Members/GBS India CMT delegated approvers/Cost Centre Owners (Notice Period Waiver Approval email to be attached along with exit pack)