

Post Separation Handbook

This Employee Handbook has been drafted with an intention to equip you with all required information & guidance post-separation.

INTRODUCTION

With reference to Employee Handbook we encompass all the processes that take place after employee separation.

This handbook intends to provide guidelines for processes post separation.

Workflows & steps pertaining to Offboarding portal are clearly specified.

INDEX

- Introduction to Offboarding Portal
- Relieving Letter
- Full & Final Settlement
- Experience letter
- Provident Fund (withdrawal/transfer)
- Claims
- Retrials

Introduction to Offboarding Portal

Offboarding Portal link & login credentials are shared with the employee within 7 days of their Resignation.

Employees can access the Offboarding portal after their LWD

Offboarding Portal consists of

- Stakeholder details
- Clearance status
- Relieving Letter
- Experience letter
- FNF Statement (Provisional & Final)
- Latest 6 month's Salary Slip
- Active Claim details
- Forms for Provident Fund
- Income tax computation sheet
- Last 3 years form 16 details



Full & Final settlement

As per the policy, Full and Final settlement will be closed within 45 days from Last Working Day, subject to all stakeholder clearances.

Full and Final statements will be uploaded on Offboarding portal post processing which can be viewed & downloaded from Offboarding portal.

All payments will be made through fund transfer mode.



Asset recovery amount shall be put on hold if any delay in asset submission beyond LWD.

Post submission of asset (post LWD) , recovery amount shall be processed in the next payroll cycle

Both Provisional & Final FNF (or revised final FNF) statements will be available on Offboarding portal for your access.

For any fnf related query or clarifications please contact

USP Path: Interact with HCL (Grievance) > Create a new Grievance > Select Issue type > Issue Description > Describe the issue & Submit.

Experience Letter



Experience letter will be generated post final FNF which will be accessible on Offboarding portal.

Experience letter will be on hold until all dues cleared as per FNF statement.

Experience letter will not be shared over an email or in person.

All documents are accessible on Offboarding Portal.

Any login/Technical issues in accessing Offboarding portal, Please contact Enthr-offboarding@hcl.com or USP Path: **Interact with HCL (Grievance) > Create a new Grievance > Select Issue type > Issue Description > Describe the issue & Submit.**

Provident Fund

PF Transfer

Employees need to login to Offboarding portal

- Click on the PF portal link >> wait for auto login
- Go to transaction >> Click on transfer out application
- Fill up all the details gradually
- Upload form 13
- Click on the submit button.

Once the application got saved, pop up will appear as Application added successfully. button.

PF Withdrawal

Employees need to login to Offboarding portal

- Click on the PF portal link
- wait for auto login
- Go to transaction
- Click on settlement application >> Fill the required bank details
- Click on Form 19 & Form 15 G/H
- Upload the scanned documents one by one
- Click on apply for settlement & submit.

PF Guidelines

Employees need to login to Offboarding portal

- Click on the PF portal link
 - Wait for auto login
 - Click on the grievance portal
 - Click on create
 - Select relevant option, attached doc and Save the query.
-

UAN Details

It is very important to have UAN activated and KYC (Aadhar, PAN and Bank details) compliant to use various online services offered by EPFO like online Pension service transfer request cannot be submitted, COC request cannot be raised etc.

Employee needs to visit EPFO portal and activate UAN and complete UAN related KYC.

After login one needs to use the second option "Manage" and from the dropdown select KYC to update the KYC details.

Non-activation of UAN or KYC not compliant impedes submission of any request online at EPFO portal.

Member needs to upload his bank account details from his login, which would be required to be verified by employer.

Medical Insurance Portability:

Upon leaving the organization, if employee wishes to, he/she can port the base medical policy (GHMI) as per the policy terms of New India Insurance. Employee need to reach out at **dryagdeep.chugh@indiainsure.com / ashish.s@indiainsure.com** to get the portability of policy done.

Claims Process for Separated Employees:

Note: If an employee exits from HCL, in that case:

- The GHMI policy will cease to be in effect post last working day.
- The EMCP premium will be refunded on pro-rata basis and coverage under EMCP base plan will cease after employee's last working day in HCL.
- The premium for voluntary Top-Up and OPD plans opted by employee shall not be refunded.
- The coverage for Top-up and OPD policy will remain active till last day of policy period i.e. 30th Sept'24 and employees can reach out to TPA to raise claims for policy cycle; in spite of their exit from HCL.
- Original claim documents can be sent to any of the below mentioned Vidal offices directly for processing. Please write your name, SAP ID, and company name on each document and on the packet containing the documents.
- Please mark a mail to Rajeev.Kumar@vidalhealth.com / dryagdeep.chugh@indiainsure.com informing about the details of the courier
 - a. Vidal Health Insurance Tpa Pvt Ltd, Plot No. 515, Udyog Vihar, Phase 5, Gurugram (Gurgaon), Haryana, Pin Code: 122016
 - b. Vidal Health Insurance Tpa Pvt Ltd, Tower 2, 1st floor, SJR I Park, Plot No: 13,14,15, EPIP Area, Whitefield, Bangalore -560066
 - c. Vidal Health Insurance Tpa Pvt Ltd, No. 88, Anmol Palani Building, 2nd floor, G. N Chetty Road, T. Nagar, Chennai – 600017
- Reimbursement claim can be filed within 30 days from the date of discharge.

Retirals

Employees who've worked at HCL for 10 years or more and are retiring or leaving during the policy period can keep their insurance coverage.

They must keep the same dependents listed in the policy when they retire and pay premiums based on their last insurance and medical benefits.

They have to inform HCL 30 days before retiring or by the last working day of the next year to opt for this. The dependents can be changed only due to major life events until September 26. The premium amount depends on the policy terms and their last employee category before leaving HCL.

Ensure timely release of the entire terminal benefits viz. PF, gratuity and encashment of balance annual leaves payable to the Employee.

On Separation from HCLTech: -

- (a) Option to commute 1/3rd of the accumulated balance subject to prevailing tax laws & balance 2/3rd by way of annuity payment.
- (b) Transfer your equitable interest to approved SA scheme of new Employer.
- (c) Leave the fund in SA scheme of the Trust – depending upon the option exercised before separation & purchase annuity on reaching normal retirement date.

On Retirement: - Commute upto 1/3rd tax free & balance is payable in the form of Pensions else whole amount can be utilized for claiming annuity payment.

On Death of the subscriber:- 100% tax free commutation by beneficiary or purchase annuity if required.

Separated employee can use the following channels for their specific request:

loffboard Helpdesk Team Post LWD:

EntHR-Offboarding@hcltech.com

For Full and final settlement queries

USP Path: Interact with HCL (Grievance) > Create a new Grievance > Select Issue type > Issue Description > Describe the issue & Submit.

For PF related queries

Login to Offboarding Portal / PF Portal/ Click on Grievance icon (available under menu options on left corner) / Select Category and write your query.

For PF Portal Issues

Portal.Login.Issue@hcltech.com

Tax query/ FORM 16

tiranshu.t@hcltech.com
annkur.jaiswal@hcltech.com

Medical Claims

Medicalbenefits@hcltech.com

If LOGIN/OTP problem

Gopinath.p@hcltech.com

ES TRAVEL

sumeetpu@hcltech.com

NPS query

Npsbenefit@hcltech.com

For food wallet query

Foodwallet@hcltech.com

For performance bonus, any other additional pay out or for any other query employee can get in touch with their LOB HR.

HCLTech | Supercharging Progress™

For any additional details reach us at - enthroffboarding@hcltech.com

