

PAYROLL ACTIVITIES – BEFORE LWD

1. **Exit formality mailer** – will be sent 25 days before the LWD (provided exit input is received)
2. **Finance Task closure** – 10 days before the LWD (provided no recovery/ recovery paid)
3. **Tax Proofs**- Scan copies of the tax supporting if any needs to be uploaded on Payroll Tool along with Form 12BB, 10 days before LWD only when employee have opted for **Old Tax Regime**. No Proofs required in case employee is under **New Tax Regime**.
4. **Recovery Payment** - Employee must pay the recovery amount 8 days before the LWD thru NEFT (Details shared in Exit formality mailer).
5. **LE / Gratuity Declaration Forms**- It is mandatory to fill Leave Encashment & Gratuity Declaration on [Payroll Tool](#) > **Utilities**> **Le & Gr Declaration Form**. And review if already updated the same before LWD.
6. **Gratuity Form I** - Employee must submit dully filled Form I on Payroll Tool > Fin Exit page > Tax Proof submission link 10 Days before LWD
7. **RP & BY redemptions** - should be 7 days before the LWD

TIMELINES POST LWD

1. **Recovery Payment Confirmation** – once the payment is received it will be confirmed thru email communication.
It take 3 days from the day of the payment
2. **FnF Settlement Completion** - Within 21 Days from receipt of All Task Closure Confirmation.
3. **Leave encashment payment** – Leave Encashment payment is made along with F&F.
4. **Gratuity Payment** – Gratuity payment is made separately within 30 days from LWD

Payroll Alumni Portal

We have launched the Payroll Alumni Portal for Accenture former employees to enhance their Payroll Experience after exit. To visit the page, you can login to the Payroll Alumni Portal.

It will take 5 days for creation of your Former account after your LWD, post which you can login to the portal.

- You can view and download – Form 16, Payslip, Salary Reimbursement, Gift Report, Tax Proofs, FnF sheet, Tax Computation, Gratuity Slip etc.
- This page can be accessed only for 2 years from your last working day with us

OTHER ACTIVITIES

- Time report needs to be submitted 14 days before the last working day.
- Mailer communication from Asset team – 15 Days before the LWD along all the process and contact details

Note: For other than Payroll Queries please reach out to the concern teams.

QUERY

- **Payroll**- Payroll.Settlements@accenture.com
- **PF & Insurance**- EB.Socialsecurity@accenture.com
- **Fe HRO** - India.exitmanagement@accenture.com