

Dear Colleague,

In the next few sections of this document, we will be covering various important aspects of Exit Formalities which will ease the entire exit process without any apprehensions. Therefore, we request you to go through all the sections that are applicable for you; “right action at right time” will always ease the process and will prevent unnecessary iterations when any issue arises.

A. Reaching out key stakeholders

Query of	Type	Employee Status	Reachable at
Finance (Payroll)	Voice Helpline	Resigned – Notice Period	Concall – details provided around LWD
Finance (Payroll)	Service-now	Resigned – Notice Period	Support.accenture.com
Finance (Payroll)	Email	Left	payroll.settlements@accenture.com
Relieving Letter	Email	Left	India.Exitmanagement@accenture.com
Amex Card	Email	Resigned – Notice Period	Manjunath.shetty@accenture.com
HR	Email	Resigned or Left	Your HR PA/Case Manager
“Reach to right point for quicker and better response / turnaround”			

B. Exit Formalities – Index (Ctrl + Click on respective topic)	C. Key Dates & Forms	
<ol style="list-style-type: none"> 1. Provisional Recoveries 2. Time & Expense 3. Car Lease 4. Full & Final Settlement <ol style="list-style-type: none"> 4a. General 4b. F&F Components 5. Gratuity 6. Form 16 7. Provident Fund 8. Amex Card 9. Tools Accessibility 10. Important Points 11. Payroll Alumni Portal 	Finance Task Closure	LWD minus 10 Calendar days
	Recovery payment – NEFT	LWD minus 8 Calendar Days
	Full & Final Settlement	All Task closure + 21 Calendar days
	Gratuity Payment	LWD + 30 Calendar days
	Escalation on Calculations	F&F + 15 Calendar days
	Form 16	After May
	Car Lease Foreclosure	LWD minus 10 working days
	PF Transfer / withdrawal	No commit; Govt Rules
	Tax Free Leave Enc Declaration	LWD minus 10 calendar days on Payroll Tool
	Tax Free Gratuity Declaration	

1. Provisional Recoveries

Payroll calculates recovery amount towards Shortfall in Notice Period, relocation, Joining Bonus, FBLN, Excess Leave etc. and the same is uploaded on Payroll Tool.

<https://smartpay.allsectech.com/accenturelogin/> -> Utilities -> Fin exit approval

The recovery amount, if any, posted in the above link must be paid through NEFT to the below mentioned Accenture account. (In description update Employee Code and reason for recovery)

Online Transfer – only NEFT (No other mode)

A/C No. 72832010

Name - Accenture Solutions Private Limited

Bank Name - Bank of America

Address - One BKC, A Wing, G Block, Bandra Kurla Complex, Bandra (East), Mumbai 400051

Swift Code - BOFAIN4X

IFSC Code - BOFA0MM6205

MICR Code - 400032002

Account Type - Current A/C

Note:

- In case of Recovery – Finance (Payroll) will approve the task in AST/ Snow after receipt of Payment
- In case of no recovery – Finance (Payroll) will approve the task in AST/ Snow “LWD *minus* 10 Calendar days”

2. Time and Expenses (T&E)

T&E is one of the important activities for all Accenture employees. Ignorance of this activity will directly impact employees' Financials. All you need to do is-

- ✎ Submit the time report for current period 14 days before the LWD in **MyTE** tool. Any missing time report for previous period should also be submitted.
- ✎ Time report(s), if any, is/ are not submitted will be considered as “Leave without Pay” i.e. the salary for that particular period will not be paid. *Because of this, your F&F runs into negative, even Relieving Letter will not be issued till the recovery amount is settled by you.*
- ✎ Pending claims (non-payroll), if any, should be claimed and upload the proofs before 14 working days from the LWD via “**MyTE**” tool. Please ensure proofs are appropriate as the insufficient proofs may not be paid.
- ✎ Please do not enter time report after your last working date by modifying work schedule in **MyTE** tool. For example, if your last working day is April 20 then while submitting TR for April 30th time period, the following steps to be followed.
 - Launch myTE tool (<https://myte.accenture.com/>)
 - In the April 30 Time screen, click on Work Schedule
 - Click on Create Tab against ‘Custom work schedule for this period only’
 - Remove the standard working hours charged on after April 20 removed year(here from April 21 to April 30)
 - Click on Save
 - Enter Time and Expenses (if any) for days that you were active
 - Submit the Time Report.

3. Car Lease (applicable to eligible employees only)

This is one of the most important processes to be noted by you (if you have a car lease) as this will have financial and legal impacts. To make this process smooth, all you need to is-

- ✉ Please raise a request on <https://accentureinternal.service-now.com> portal for the outstanding amount.
- ✉ You will receive a softcopy of the outstanding statement payable to the Leasing Company within a week's time. The outstanding payment can be made to the leasing company as per the details shared in the statement.
- ✉ On receiving confirmation regarding the car foreclosure, finance task would be accordingly approved.
Note - Finance task will be on hold if the outstanding payment is not paid to the leasing company as per the above timelines and this matter will be referred to HR. And no relieving documents will be issued.
- ✉ Without settling Car Lease arrangement, possession / driving of the car will have a legal impact as the Car is in the name of Accenture.

4. Full & Final settlement (F&F)

This is the last process of your exit; post this process, the final settlement amount will be transferred to your latest designated Salary Account.

4a. General

- ✉ LE & Gr Declaration form must be filled & reviewed on the Payroll Tool > Utilities > Leave encashment and Gratuity Declaration before LWD.
- ✉ Full and Final settlement is the process that settles your final amount with Accenture. Therefore, it is equally your responsibility to check the calculations and get back to us if you find discrepancies, if any, in the calculations within 15 days of your settlement.
Note – Payroll will not be able to work on any escalations received after 15 days.
- ✉ RL is issued by FE – HRO team only for those cases where the FnF amount is payable to the employees and all the task as applicable are closed in AST/Snow. In case there are any pending dues after completion of FnF, then RL will only be issued after the amount is settled by the employees.
- ✉ The F&F is completed within 21 calendar days from the date of all task is approved in AST/Snow and will be credited to your designated salary account with Accenture.
Note –All settlement disbursements are transferred via Wire Transfer. Please ensure keeping the salary account active till you receive F&F amount.
- ✉ The F&F statement along with Tax Computation Sheet will be mailed to your personal email id, if you have updated in AST/Snow.
Note – Personal email ID is mandatory as it is the mode of communication between Payroll and you.
- ✉ In the New Tax Regime, Tax proofs need not to be submitted. Only for Mid-year joiner Previous Employment Proof need to be submitted, if an employee has declared the same on Payroll Tool.

4b. F&F Components

Depending on your eligibility, the following components would be considered while computing the final settlement amount

- ✉ Salary due

- ✉ Leave encashment is based on [Leave Policy](#) as per State Law, which is effective September 1st, 2023, **Salary reimbursements**
- ✉ Unclaimed LTA as a Leave Travel allowance
- ✉ Unclaimed Car Reimbursement (in case of company car lease) as 'Unclaimed Car Reimbursement'
- ✉ Any amount payable/recoverable as per HR-PA / HRM input (*Note 1*)
- ✉ Pending myTE expense claims

Note:

- Any specific amount payable / recoverable should be updated by the HR-PA / HRM on the AST/Snow
- In case of short notice period– please ensure your HRM put right input in the AST/Snow.

5. Gratuity

Gratuity is a retiral benefit as per the Gratuity Act, 1972. As per provisions of the Act, employees completing 4 years and 240 days of continuous service in India are eligible for gratuity payment; GCP tenure is considered for this purpose.

The gratuity calculation is – “Last Drawn Basic Salary in India x 15 ÷ 26” for every completed year of service. The maximum limit for Gratuity is INR 20 lacs. Gratuity is paid via wire transfer to your designated salary account within 30 days from the Last Working Day. Gratuity payslip containing the calculation would be shared to your personal mail id.

Scan copies of **Form I** to be uploaded in [Payroll Tool](#) > Utilities Tab > Fin Exit Page > Tax proof submission hyperlink before 10 days of your last working date.

Note – Gratuity can be paid as tax free up to the limits prescribed by the Income Tax Act, 1961, provided declaration is submitted (on the Payroll Tool) as the tax exemption is for overall service in lifetime and not for each organization.

6. Form-16

Please note the form-16 for the Financial Year i.e. April to March would be generated after closure of financial year and will be uploaded on the [Payroll Alumni Portal](#) by May/June.

For the current year income / tax details, Tax computation sheet will be mailed to you after the completion of Full and Final settlement which can be used to submit it to your new employer while declaring previous employer income details for the purpose of calculating annual tax.

Note – It is advised to provide previous employer details in the new employment to calculate annual taxes to avoid penalties, if any.

7. Provident Fund

Please write to the following id for PF related queries - Eb.Socialsecurity@accenture.com.

8. Amex (American Express) Credit Card

Outstanding amount, if any, on the card should be cleared before your LWD at Accenture. After clearing the dues, cancel/hotlist the card by sending an email to manjunath.shetty@accenture.com.

Note - If you do not settle the Credit Card, the outstanding amount, if any, will be recovered from your F&F. If the F&F amount is not sufficient to recover the dues, the F&F will be on hold and there is an impact on your relieving letter.

9. Payroll Tools Access

All payroll tools get blocked on your last working date. Therefore, it is suggested to take print of all your relevant documents.

10. Important Points to Remember:

- Please keep all the payslips, form 16, reward communication etc. well before your LWD.
- Please make a note of your Provident Fund (PF/UAN) number for further references in future.
- Make sure to update personnel email ID & contact number on Payroll Tool and AST/Snow portals.
- Keep latest tax calculation sheet which you receive after F&F settlement, as you need to submit Form 12B to your new employer for tax calculation.
- Keep PAN and Bank Account Number active.
- In New Tax Regime, Tax proofs need not to be submitted.
- There will be a 50K recovery if missed to submit the Laptop by LWD.

11. [Payroll Alumni Portal](#) (Accessible After LWD)

- 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 date with us.

We wish you all the Best....Payroll Team