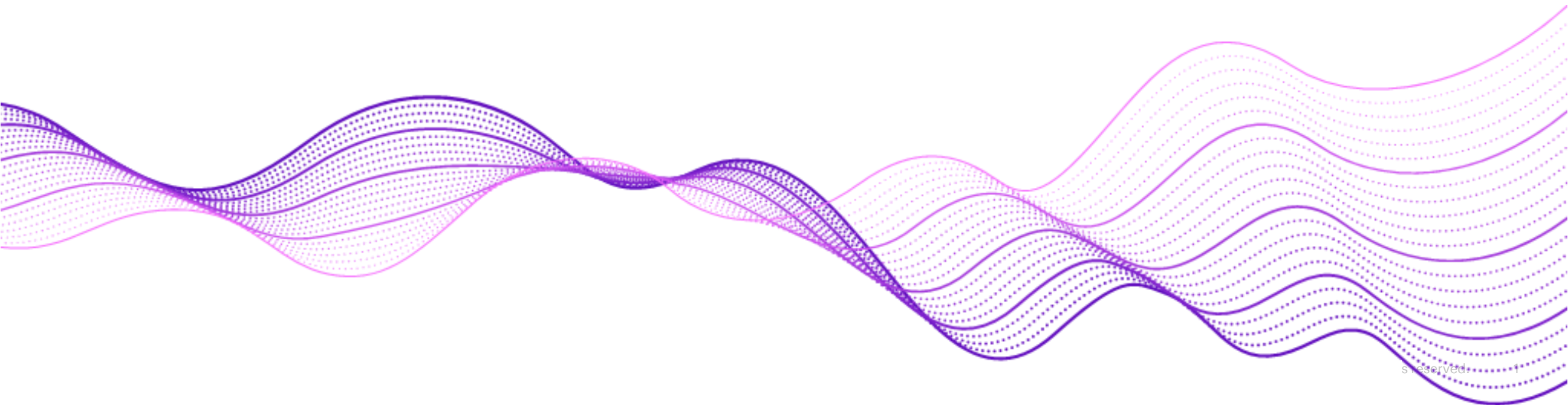


# PAYROLL SESSION



## Exit & Final Settlements Process



01

**Recovery** details would be updated in Payroll Tool. Pay the same through NEFT only.

02

**Gratuity and leave encashment** Declaration are filled /reviewed on Payroll Tool

03

**Tax supporting** needs to be uploaded in Payroll Tool (Soft copies) along with Form 12BB (Only in case of Old tax regime)

04

**Time report** needs to be submitted 14 days before the last working day.

05

**Redemptions of : Recognition Points & Benefits You** – employees must redeem 7 days before the LWD post which tool will be disabled, and points will lapse.

06

**Payroll Alumni Portal :** employee can view and download payroll related documents after 5 days from LWD

**All employees resigning from the organization must follow the exit process to obtain finance approval and complete the formalities laid out by the company.**



# Leave encashment & Gratuity Declaration

Compensation Reimbursements Tax Utilities & Forms FAQs NPS

> Previous Employee

Have you worked for any previous employer?

☐ Yes ☐ No

Submit



Compensation Reimbursements Tax Utilities & Forms FAQs NPS

> Leave Encashment and Gratuity Declaration

Skip print

Declaration for Leave Encashment / Gratuity

Employee Code

Name

Declaration for Leave Encashment / Gratuity

I, S/o / D/o / W/o : , residing at : h.no. 604, sukhrali sector 17A, Gurgaon Gurgaon,Gurgaon,Haryana 122001 . hereby declare that :

Leave Encashment

[Please select that is applicable to you]

☐ I have not received tax benefit on Leave Encashment from any of my previous employers prior to Accenture

☒ I have received tax benefit on Leave Encashment from my previous employers prior to Accenture

Leave Encashment	Name of the Company	Tax-free Leave Encashment	Add
<input checked="" type="checkbox"/>			<div>AddDelete</div>

Note: I understand that Accenture may or may not grant me tax exemption on my Leave Encashment based on the organization's discretion by discharging DDO responsibilities.

Gratuity

[Please select that is applicable to you]

☐ I have not received tax benefit on Gratuity from any of my previous employers prior to Accenture

☒ I have received tax benefit on Gratuity from my previous employers prior to Accenture

Gratuity	Name of the Company	Tax-free Gratuity	Add
<input checked="" type="checkbox"/>			<div>AddDelete</div>

Note: I understand that Accenture may or may not grant me tax exemption on my Gratuity based on the organization's discretion by discharging DDO responsibilities.

I also hereby solemnly declare that the information provided by me in this declaration is true to the best of my knowledge and belief.

I further hereby agree to indemnify Accenture against any claims or losses, whatsoever that may arise in this connection. I will be wholly and solely be responsible for any queries from the Income Tax or other statutory departments.

Submit

Note: Must be updated on the Payroll tool > Utilities > Le & Gratuity Declaration before LWD.

# Finance SLA

## Resignation Input

01

Received 25 days  
before LWD

## Exit Mailer / Recovery in Payroll Tool

02

Shared 25 days  
before LWD

## Finance Task Closure

03

- If no recovery - 10 days before LWD,
- In case of recovery -3 days from the receipt of the payment

## Settlement Completion

04

Within 21 Days from  
receipt of All Task  
closure  
Confirmation

## Payroll Alumni Portal

05


Employee can view  
and download  
payroll related  
document after 5  
days from LWD

If the net pay in the final settlement sheet reflects as Negative, then you need to pay the amount to us. You are obligated to pay this amount to fully complete the exit formalities at Accenture. It is advisable to settle the accounts with the company; otherwise, this will be reflecting as an outstanding in our records.



# Submission of your Attendance



Work Location	▼	▼	▼
Assigned Location	03	03	03
Company Code/Cost Center ⓘ	8101	8101	8101
Charge Code ⓘ	0	0	
Total Hours	8.0	8.0	
 <u>Work Schedule</u>	8.0	8.0	


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### Work Schedule

Select Work Schedule

Full Time

Custom work schedule: **Create**

Custom work schedule for this period only: **Create** 

Shift	Mon	Tue	Wed	Thur
Day Shift	8.0	8.0	8.0	8.0



# Filling up of Your MYTE Sheet



Work Schedule

×

Select Work Schedule

Personal Period Schedule - Full Time

Shift	Thu 16	Fri 17	Sat 18	Sun 19	Mon 20	Tue 21	Wed 22
Day Shift	8.0	8.0			8.0	8.0	8.0

You have chosen a new schedule. This will affect your current time report. Do you want to continue?

Cancel

Save

SET TEMPLATE ? HELP

New Submit

	Thu 16	Fri 17	Sat 18	Sun 19	Mon 20	Tue 21	Wed 22	Thu 23	Fri 24	Sat 25	Sun 26	Mon 27	Tue 28	Wed 29	Thu 30	Fri 31	Total
Work Location	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	
Assigned Location	03	03	03	03	03	03	03	03	03	03	03	03	03	03	03	03	
Company Code/Cost Center	8101	8101	8101	8101	8101	8101	8101	8101	8101	8101	8101	8101	8101	8101	8101	8101	
Charge Code	0	0			0	0	0	0	0								0
Total Hours	8.0	8.0			8.0	8.0	8.0	8.0	8.0								56.0
Work Schedule	8.0	8.0			8.0	8.0	8.0	8.0	8.0								56.0

View of Fin Exit Approval Page

accenture



Recoveries will be updated here

Use the link to upload - Online tax proof & Gratuity Form I (eligible employees only)

accenture

Employee ID:

Management Level:

Alert from Allsec

Compensation Plan: 10 Dec 2021

Tax Declaration: Not Updated

Mastersetup: Updated

R539 Bookings: Not Submitted

Bank Links

HDFC Bank now on your Desktop

ICICI Bank now on your Desktop

HSBC Bank now on your Desktop

Kotak Bank now on your Desktop

Deutsche Bank now on your Desktop

State Bank of India now on your Desktop

Axis Bank now on your Desktop

Standard Chartered Bank now on your Desktop

DBS Bank now on your Desktop

IDFC FIRST Bank now on your Desktop

CITI Bank now on your Desktop

Compensation

Reimbursements

Tax

RewardCommunication

Utilities

FAQs & NPS

Finance Approvals For Exits

Employee ID

Name

DOJ

Last working day

Personal information:

Last Working Day

Official Email Id

Personal Email Id

Name of HR Rep

General Input (to be filled by Finance Dept)

Finance enter the details

Leave encashment form received from AST

Other Recoveries to be paid by the employee ( to be filled by Finance Dept)

Withholding Salary

Excess Leave / Hrs

Service Agreement Recovery

Joining Bonus

Relocation Recovery

Notice Period Recovery

Incentive Recovery

ID Card Recovery

Other Recovery

Notice Period Payable

T&E Recovery / Payment

Oncall /Shift allowance

Other Pay

Cheque / DD received

Tax Proofs Documents Submission, if any. ( To be filled by the Employee)

Tax proof Submission - Online

R 539 Documents Submission, if any. (to be filled by the Employee)

R539 Documents

Finance remarks for Exit Employee

# Types Of Recovery

<b>Notice Period</b>	<ul style="list-style-type: none"><li>• No tax impact</li></ul>
<b>Joining / Retention Bonus</b>	<ul style="list-style-type: none"><li>• Full recovery, no reduction in Taxable income</li></ul>
<b>Relocation</b>	<ul style="list-style-type: none"><li>• No tax impact</li></ul>
<b>Excess leave</b>	<ul style="list-style-type: none"><li>• No tax impact</li></ul>
<b>myTE recovery</b>	<ul style="list-style-type: none"><li>• No tax impact</li></ul>
<b>Car Lease</b>	<ul style="list-style-type: none"><li>• Normal course of taxation</li></ul>
<b>Other Recoveries</b>	<ul style="list-style-type: none"><li>• Varies case to case</li></ul>

**Other recoveries like Bonus (if any) has to be updated by the HR.**





# Recovery Details

## Joining Bonus

- Employees who resign before completing lock-in period, it is considered as recovery.
- Note: HR/CM has to update "NO " on Snow/AST if it is a waiver

## Relocation Expenses

- Employees who resign before completing lock-in of 12 months period, it is considered as recovery.
- Note: HR/CM has to update "NO" on Snow/AST if it is a waiver

## Excess Leave Calculation

Excess leave amount =  
Fixed Annual Pay /365 x  
No. of excess leave days

## Notice Period Calculation

Notice period recovery =  
Fixed Annual Pay/365 x  
No. of shortfall days

\*CM – Case Manager Snow- Service Now

# Mode Of Payment

## 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: Employee must pay the recovery amount 8 days before the LWD.

# Gratuity



## Eligibility

- Employees who completes 4 years and 240 days of continuous service in Accenture.



## Calculation

- $\text{Last Drawn Monthly Basic Salary in India} \times 15 \div 26 \times \text{Number of Years completed}$
- After 5 years; completed six month is moved to next multiple.



## Payment

- Gratuity payment (up to 20 lakh) is made separately within 30 days from the last working day and is not included in the full and final settlement
- Gratuity payments up to INR 20,00,000 (lifetime) are tax-free if the Gratuity Declaration Form is submitted on Payroll tool

- It is mandatory to fill **Leave Encashment and Gratuity Declaration form on Payroll Tool**

**\*If the exit request raised by HR or Case Manager, then employee needs to submit the Scan copies of the declaration form or to**

[payroll.settlements@accenture.com](mailto:payroll.settlements@accenture.com)

- **Note: For Payment of gratuity employee must submit dully filled Form I on Payroll Tool>Utilities> fin exit page**

# Leave Encashment



## Eligibility

- **Leave Policy** as per State Law, is applicable effective September 1<sup>st</sup> 2023
- As per the Income Tax rule, if employee resigns within 1 year from DOJ then leave encashment is taxable



## Calculation

- $\text{FIXED ANNUAL PAY}/2340$  or  $2080 \times \text{No. Of Hours}$
- CN 2080 (STD Working Hours) and CF, ATCI, IO 2340 (STD Working Hours).



## Payment

- Leave Encashment payment is made along with F&F.
- As per Income Tax Act, upto INR 25,00,000 (life time) is tax free provided employee submits Leave Encashment Declaration Form on AST/Snow (while raising the Exit Request).



## Declarations

- It is mandatory to fill Leave Encashment and Gratuity Declaration on Payroll Tool
- If the exit request raised by HR or Case Manager, then employee needs to submit the Scan copies of the declaration form to [Payroll.settlements@accenture.com](mailto:Payroll.settlements@accenture.com)

Leave Encashment is not completely exempted as per the Income Tax rule.

For Non-Government ---- Least of the following shall be exempt.

1. Cash equivalent of un-availed leaved salary @ 30 days for every year of services (Fraction is ignored)
2. 10 months average salary
3. Rs. 25,00,000/-
4. Amount Received

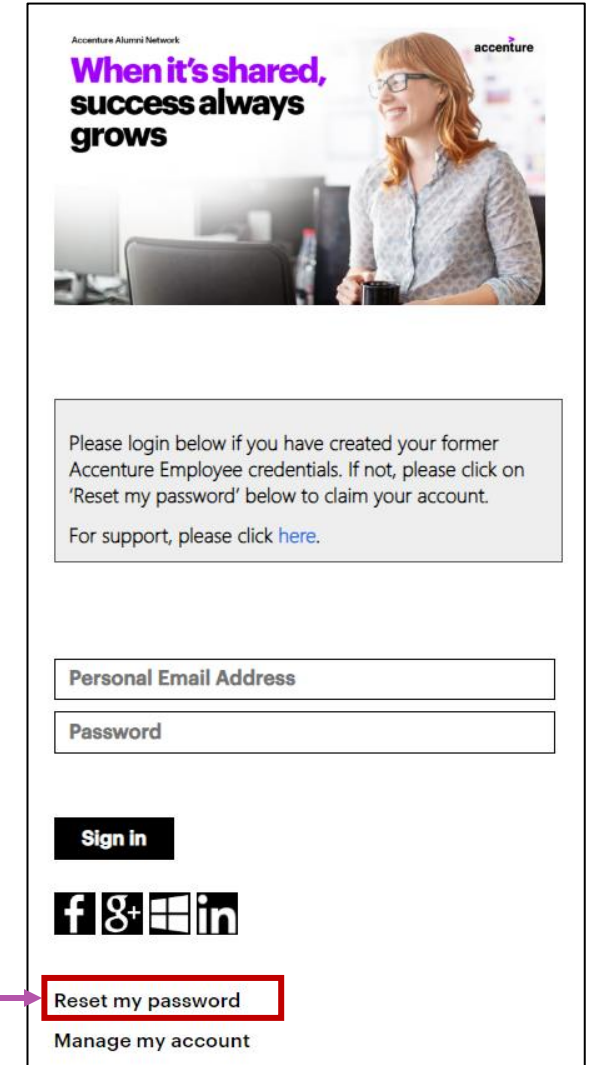
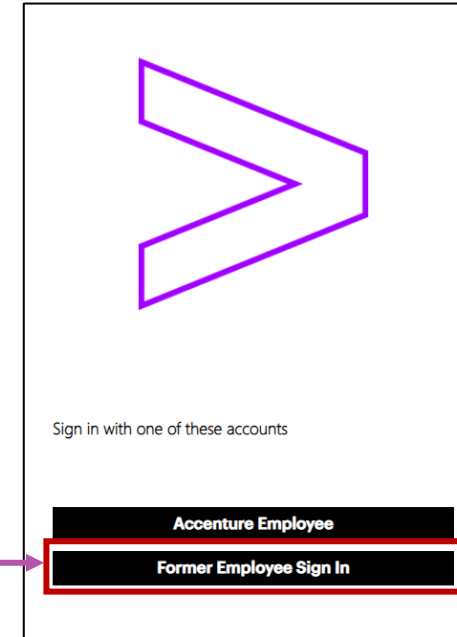
Leave Encashment will be calculated as per the above rule and least of the above is exempted and rest is taxable.



# Payroll Alumni Portal

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.



# Accenture Service Channels



## Full & Final Settlements

[Payroll.Settlements@accenture.com](mailto:Payroll.Settlements@accenture.com)

## Provident Fund, ESIC & Insurance

[EB.Socialsecurity@accenture.com](mailto:EB.Socialsecurity@accenture.com)

## Human Resource

**FE- HRO\***  
(T&E, IT Asset)

[India.ExitManagement@accenture.com](mailto:India.ExitManagement@accenture.com)

**After last working day, you can reach out to the various team in Accenture on the above IDs from your personal email ID**

\* FE- HRO Future Enterprise – HR Operations



# Exit Process Synopsis



## Exit Process

- Time report needs to be submitted 14 days before the last working day.
- FnF will be completed within 21 days of receiving All task closure confirmation.
- **Points Redemptions – recognize / BY–** (LWD – 7) employees should redeem post which tool will be disabled, and points will lapse.



## Leave encashment

- LE will be part of your FnF by default for upto 30 days of vacation balance.
- To avail the tax exemption employees, need to fill the form on Payroll tool
- **Leave Policy** as per State Law, is applicable effective September 1<sup>st</sup> 2023



## Gratuity

- Employees who completes 4 years and 240 days of continuous service in Accenture.
- Employee must share Gratuity payment Form I on Payroll tool> Utilities> Fin exit page



## Recovery

- Recovery details would be updated in Payroll Tool-> Utilities-> Fin Exit page. Pay the same through NEFT only
- For NEFT details (refer slide no. 10)



## Tax

- 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 NTR**
- Form 12 BB is mandatory only if employee uploading the tax supporting for current FY.



## Timelines

1. **Exit formality mailer** – 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)
  - Mail communication from India Payroll



## Service Channel After LWD

- **Payroll-**  
[Payroll.Settlements@accenture.com](mailto:Payroll.Settlements@accenture.com)
- **PF & Insurance-**  
[EB.Socialsecurity@accenture.com](mailto:EB.Socialsecurity@accenture.com)
- **HR-**  
[India.Exitmanagement@accenture.com](mailto:India.Exitmanagement@accenture.com)

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



## Asset submission

- Mailer communication from Asset team – 15 Days before the LWD along all the process and contact details.
- In case of any query employee can write on - [India.exitmanagement@accenture.com](mailto:India.exitmanagement@accenture.com)
- 50K recovery if missed to submit the Laptop by LWD

**THANK YOU**

