


# Exit Orientation

# Login Procedure

- Step 1: Go to Capgemini talent page link: <https://talent.capgemini.com/in>
- Step 2: Please click on India Application Portal <https://indiaapps.in.capgemini.com/Aspxpages/Applications.aspx> this can be seen in the below image:

ACCESS ALL GLOBAL LINKS MY LINKS YAMMER		
Communication Kit	Featured Links	Helpdesk and support
Ecards	Next	Ally – Workplace Services Assistant
	SkillPath	Ask Adam
Webmail (O365)	Know Your CoE	ServiceCentral
Webmail (On-premise)	Pulse	India Application Portal 
Yammer	WeSynergize	Click
Communication Builders	EBSCO Business Library	PF & Gratuity (Allsec) (VPN)
File Transfer Service (FTS)	Medical Facilities	Payroll (Excelity)
	Client Visit Experience	Procurement Helpdesk / Ticketing Tool
	QMS (UniQuE India)	Meeting Room Manager
	Medibuddy	ICRES

- Once you login to India Application portal, you will be able to view the page as shown below
- Exit Clearance Management System can also be accessed through: <https://ecms.fs.capgemini.com/>

PEOPLE

DELIVERY

FINANCE

FACILITIES

REPORTS

OTHERS

HR SERVICE LETTERS

AIMS

Empulse

India L&D Portal

Central Fresher Program

PACE

Rewards & Recognition

Online Library Catalog

LMS

ECMS

Welcome to

India Application Portal

For personal information like N+1/2/3, assignment details, summary of requests etc., please [click here](#).

Approvals

<a href="#">Timecard (0)</a>	<a href="#">Expense (0)</a>	<a href="#">Travel Request (0)</a>
<a href="#">Shift Allowance (0)</a>	<a href="#">Asset Request (0)</a>	<a href="#">Visa (0)</a>
<a href="#">Secondment (0)</a>	<a href="#">Sec. Extn. (0)</a>	<a href="#">On Call Allowance (0)</a>
<a href="#">Timecard Adjustment Summary (0)</a>	<a href="#">Timecard Approve Adjustment (0)</a>	

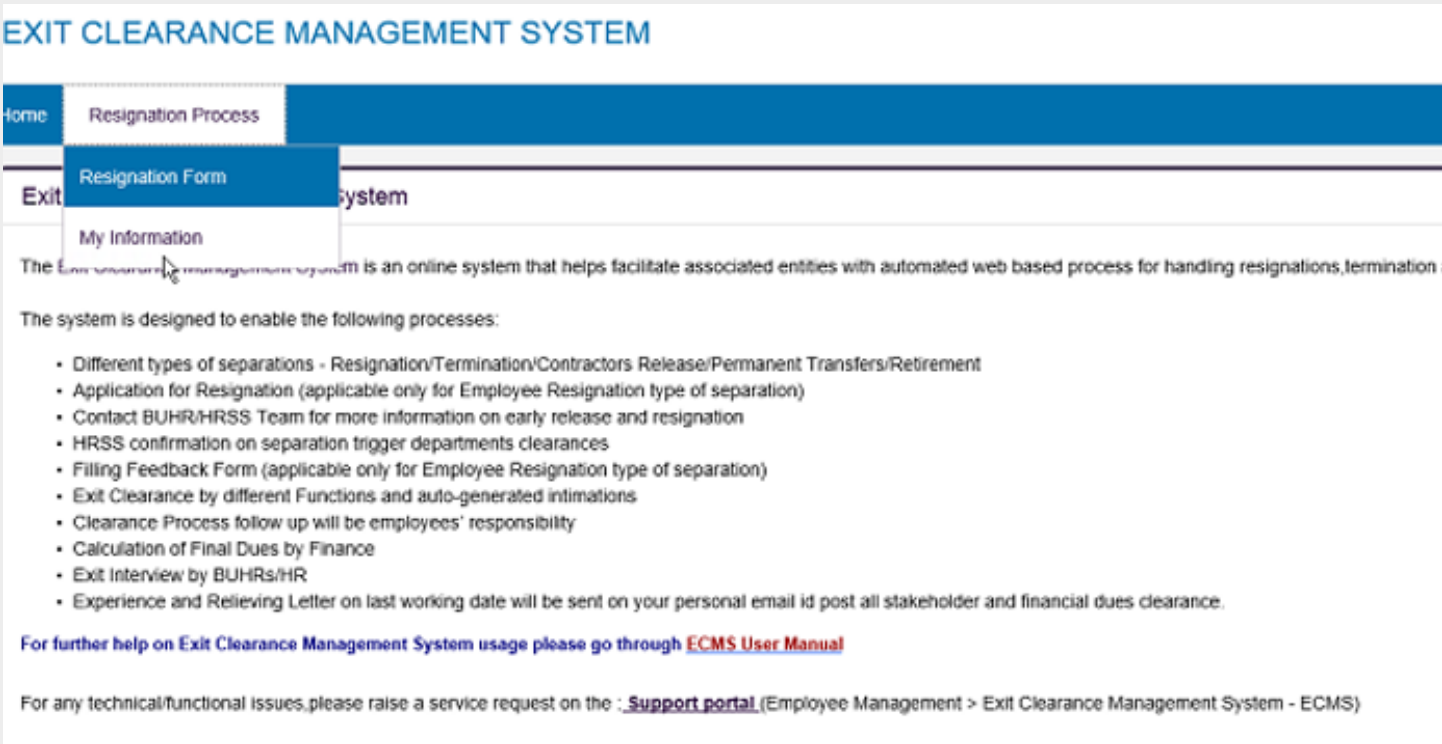
Copyright © 2019. Best viewed in Internet Explorer 7 & above.

<https://ecms.fs.capgemini.com/>

# ECMS – My Information

This option appears in the “**Resignation Process**” dropdown and is viewable by all employees.

**Below image illustrates the My Information tab:**





# Key Notes - Exit Clearances

- Validate / Update your Personal email Id & Contact details, as the same is used in future

[ECMS Home Page – Resignation Tab – My Information](#)

- SPOC list details : [ECMS Home Page – Top right – Contact List](#)

## EXIT CLEARANCE MANAGEMENT SYSTEM



Policy

Contact List

Holiday List

Support

FAQ

Log out

Home Resignation Process				
Location	Clearance type	Contact Person	Email Address	Contact Number
Bangalore	Asset Management	Kumar Lingappa (068801_IN)	kumar.lingappa@capgemini.com	
Bangalore	Asset Management	Ravi SI (092444_IN)	ravi.si@capgemini.com	
Bangalore	Asset Management	Shreenivasa MV (134587_IN)	shreenivasa.mv@capgemini.com	
Bangalore	Asset Management	Ramaprasad P (156899_IN)	ramaprasad.p@capgemini.com	
Bangalore	Asset Management	ASHWITHA D (186157_IN)	ashwitha.d@capgemini.com	
Bangalore	Contractor Release	Pravin Mestry (105520_IN)	pravin.mestry@capgemini.com	
Bangalore	Document Admin	Reddy Vasavi Ratakonda (109342_IN)	reddy-vasavi.ratakonda@capgemini.com	
Bangalore	Document Admin	Girish Kulkarni (141569_IN)	girish.d.kulkarni@capgemini.com	
Bangalore	EIS/HR	Arun Kumar K (071244_BS)	arun-kumar.a.k@capgemini.com	
Bangalore	EIS/HR	Reddy Vasavi Ratakonda (109342_IN)	reddy-vasavi.ratakonda@capgemini.com	
Bangalore	EIS/HR	Girish Kulkarni (141569_IN)	girish.d.kulkarni@capgemini.com	
Bangalore	EIS/HR	Swati Nikalje (141610_IN)	swati.nikalje@capgemini.com	



# Continuation....

- Exit clearances are part of exit formalities
- Exit clearances completion is primary responsibility of an employee
- Some of your clearances can be completed before Last Working Day & clearance status can be checked in ECMS tool
- Relieving and Experience documents will only be released on completion of all the clearances without dues
- All the exit clearances can be completed online & for any due to be cleared please get in touch with exit team SPOC
- Employees has to mandatorily follow exit clearances guidelines available in ECMS and ensure to follow up with all the department SPOC to complete the clearance on or before last working day
- All the department clearances are mandatory

**Contact : [centralexit.in@capgemini.com](mailto:centralexit.in@capgemini.com)**

---

## Shift/On-call Allowance:

- Please ensure that you raise your Shift and On-call allowance before your Last Working day
- Any shift or on-call not claimed via the tool will not be processed
- Please note that your attendance and roster are updated on the tool
- Once the details are updated you can raise a shift/on-call claim on the tool
- Any changes to Empulse records will take 48 hours to reflect on the shift allowance tool hence ensure you plan before your last working day

### In case of queries, please reach out to:

- For technical queries please raise a ticket on <http://help.capgemini.com> -> Finance Application ->Shift Allowance.
- For payment related queries please raise a ticket on <http://help.capgemini.com> -> Finance Applications ->PICS (Finance).
- For change in approver definitions <http://help.capgemini.com> -> Finance Support ->Project Player Definition ->New PM Matrix definition
- For policy or process understanding related query please reach out to your BUHR



# List of Exit Clearances & Scope

Sequence	Clearance Name	No. of Sub Clearances	Clearance Completion Scope	Clearances
1	Time Help Desk Dues Clearance	1	Before LWD	Time Helpdesk
2	Supervisor Clearance	6	Before LWD	Supervisor
3	EIS Due Clearances	6	Before LWD	HRSS-Exit Team
4	BU HR Clearance	1	Before LWD	BU HR
5	Finance Due Clearance	19	Before LWD	Forex/Payroll
6	Learning & Development Clearance	4	Before LWD	HR-L&D
7	Performance Management Clearance	2	Before LWD	HR-PMD
8	Mobility Clearances	2	Before LWD	HR-Mobility
9	People Process Clearances	2	Before LWD	HRSS-LMS
10	ICRES Due Clearances	4	On LWD	ICRES/AMEX
11	Asset Management Clearance	4	On LWD	ITICS
12	Final Clearances	1	On LWD	HRSS-Exit Team





# 1.0 Time Help Desk Clearance

Time helpdesk clearances can be completed before Last Working Day

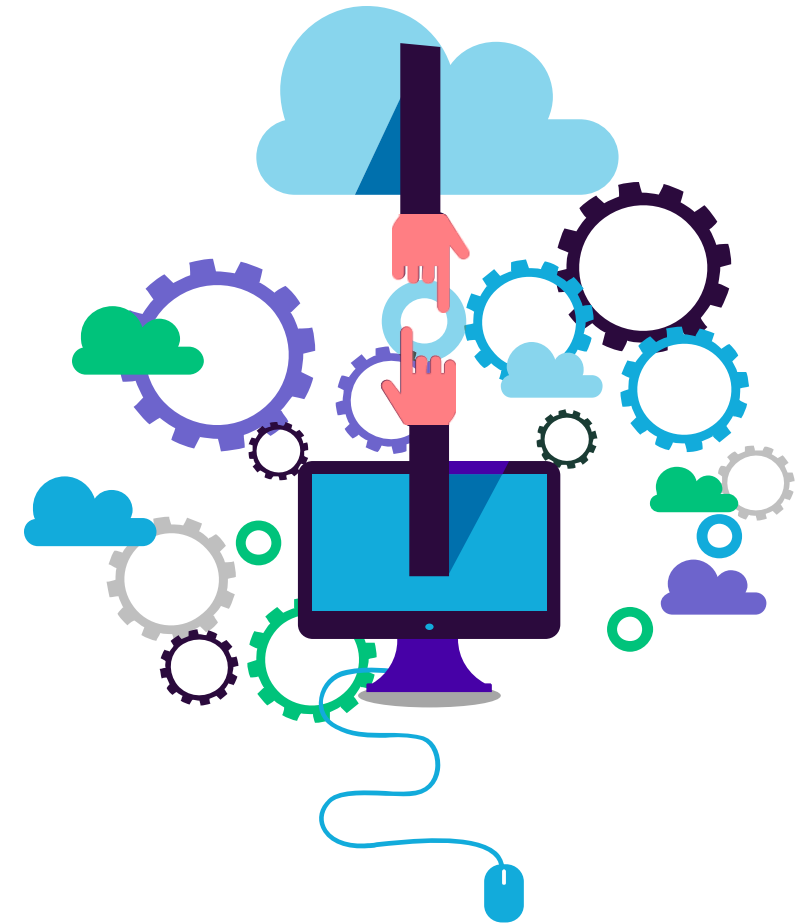
- Please ensure all the pending Time Sheets are filled and approved by your supervisor until your last working day
- Employees needs to ensure that in India Timecard Application Portal, last 6 months (until LWD) timecard status should be in “**Approved**” status, post which supervisor can provide time clearance in ECMS portal
- Time helpdesk clearances will be approved once the supervisor has approved the timesheet
- Timesheet approval is important for clearance of People process
- Please raise a ticket on **service central** for any queries





## 2.0 Supervisor Clearance

- Supervisor has to approve timesheet for the last 6 months before last working day
- Please complete the assignment review at least a week prior to your last working day for yourself and your reportees (if any) in MyPath
- This will help the People Processes/HR team to document timely performance feedback which will be used during the annual performance evaluation
- If you are tagged as N+1, please reach out to RMG Team and get all the Ns de-tagged on or before your LWD
- In case of any concerns, please write to [tmsupport.global@capgemini.com](mailto:tmsupport.global@capgemini.com)
- Timesheet & Expense clearance has to be approved by the supervisor before last working day





## 3.0 People Process Clearance

- Please ensure to update all the availed leaves in LMS and Clarity / Time card (time sheets) with appropriate leave code & approved by your supervisor at least three days prior to the last working day
- Once time sheet & supervisor clearance is completed people process clearance can be provided
- Please update the eligible [shift allowances](#) and get it approved from your supervisor and project owner at least three working days prior to the last working day
- [This clearance will only be given after 24 hours of your time clearance](#)
- For further clarification, write to people process Team [hrssams.ig@capgemini.com](mailto:hrssams.ig@capgemini.com)





## 4.0 EIS Due Clearance

- EIS clearance will be completed 2 days prior to the last working day
- Notice Period shortfall days will be updated in ECMS one day prior to the last working day
- Kindly have a check on exit request status every often, as the status of clearances will be updated and accordingly you can follow-up.

**EXIT CLEARANCE MANAGEMENT SYSTEM**

Welcome Ansh Kotawdekar | Policy | Contact List | Holiday List | Support | FAQ | Log out

**Resignation Process**

Resignation Form  
My Information  
Withdrawal Form  
Exit Request Status

Employee Name (ID) : Ansh Kotawdekar (00200\_IN)  
Userid : Not Available  
Designation : Senior Consultant  
SBU Name : Cloud Infrastructure Services  
BU Name : India Managed Services  
Sub BU Name : MS France Non AXA  
Separation / Transfer Type : Resignation  
Separation Reason : Resignation  
Separation Sub Reason : Salary  
Confirmed Resignation Date : 26-Dec-2019  
Confirmed Last Working Date : 24-Jan-2020  
Global Group ID : 1119077

Global Date of Joining : 26-May-2016  
Local Date of Joining : 26-May-2016  
Location : Mumbai (ex Bombay)  
Supervisor : Ameya Dongare(000639\_IN)  
Assigned Supervisor : Not Available  
Organization : Not Available  
Supervisor Approval Status : SupervisorApproved  
Supervisor Approval Date : 02-Jan-2020  
HR Lead Approval Status : Not Available  
Location Of Transfer : Not Available  
BU HR Name : Abhishek Mangrulkar (153303\_IN)/Fasika Sayed (024537\_IN)

**Current Request Status**

Request Status	Last Action Date	Pending With Role	Pending With Employee
HRSS Confirmed	20-Jan-2020	Departmental SPOC	Departmental SPOC

**Clearance Status**

Function	Status	Dues Amount
<a href="#">Asset Management</a>	Pending	0.00
<a href="#">EIS/HR Clearance</a>	Pending	0.00
<a href="#">Supervisor Clearance</a>	Supervisor Clearance Cleared	0.00
<a href="#">Finance</a>	Finance Cleared	22370.00
<a href="#">ICRES</a>	ICRES Pending	0.00
<a href="#">Learning and Development</a>	LnD Cleared	0.00
<a href="#">People Process/HR</a>	People Process Cleared	0.00





## 5.0 BU HR Clearance

- Business HR can provide clearance before last working day
- People Partner clearance is given by respective BU HR.
- Note : People Partner/ BU HR clearance is not given by Exit Team SPOC
- BU HR details can be viewed in ECMS





## 6.0 ICRES Dues Clearance

### ID & Access Card:

- **ID card needs to be submitted by all employees**
- ID card should be **submitted to the ID card cell** in **the respective locations**

### Drawer Keys (If any):

Please handover your drawer keys (if applicable) to the ICRES team on or before LWD

### AMEX Card:

- Clearance will be given 10 days before LWD for employees who are not holding Corporate AMEX Card
- Employees holding Corporate AMEX Card and having any dues are requested to get in touch with the team 15 days before their LWD and settle it directly with AMEX vendor
- Clearances will be given only if the account shows "0" balance

**Note :** To speed up the clearance process, kindly share the screen shot of payment details with Amex help desk team.





## 7.0 Asset Management Clearance

- IT Asset Clearance will be provided only on last working day after all assets are surrendered / transferred
- Before approaching for clearance please ensure Laptops/Desktops, Safe word token, Black berry (as applicable) or any other IT assets needs to be surrendered by raising surrender ticket in Service Central portal at least a week prior to last working day. Kindly ensure that you follow-up with the respective SPOC for asset surrender/transfer
- For **transfer of asset** (desktop/laptop) please initiate the process along with necessary approvals at **least a week prior to LWD** to avoid any delays/hassles
- IT Asset clearance will be provided only if asset(s) owned by you is surrendered/transferred, ensure asset is untagged and your tickets is closed before approaching for clearance
- **Recovery will be applied if the asset is in damaged condition**



## 8.0 Finance Due Clearance

Please connect with Finance SPOC 7 days prior to your last working day

### Forex:

If you have any Onsite travel you need to get in touch with forex team to verify your record by providing them your relevant documents like

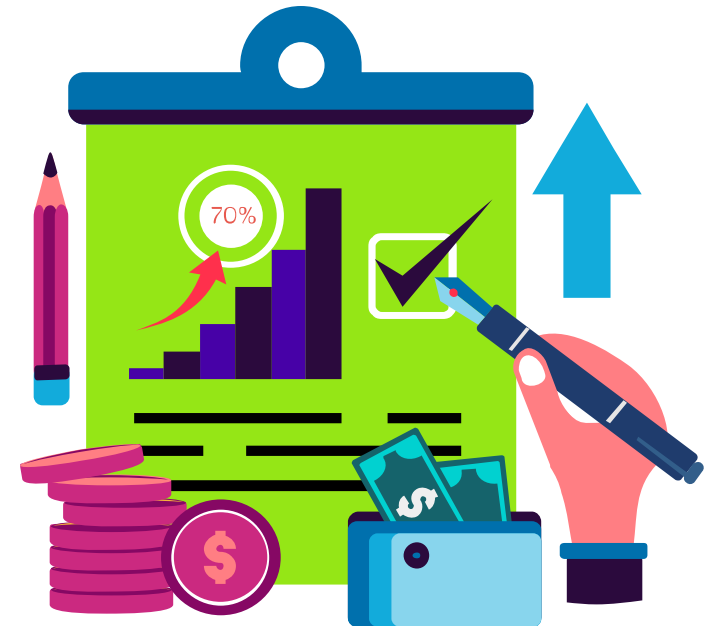
- LOA
- Per Diem Annexure Form
- Passport Immigration along with stamps having your travel period mentioned in it or else Project Manager's e-mail approval

**Please get your record verified with forex team in case you have claimed Travel Kit Allowance or Relocation Cost.**

The same is not applicable for employees on Transfer.

### Payroll:

- It is mandatory to upload investment proofs in HR Workways under IPSF resignee option 3 days before LWD, if applicable
- Proof submitted on emails will not be **"Accepted"** for FnF settlement







## 9.0 Learning & Development Clearance

L&D clearance can be completed 45 days before last working day

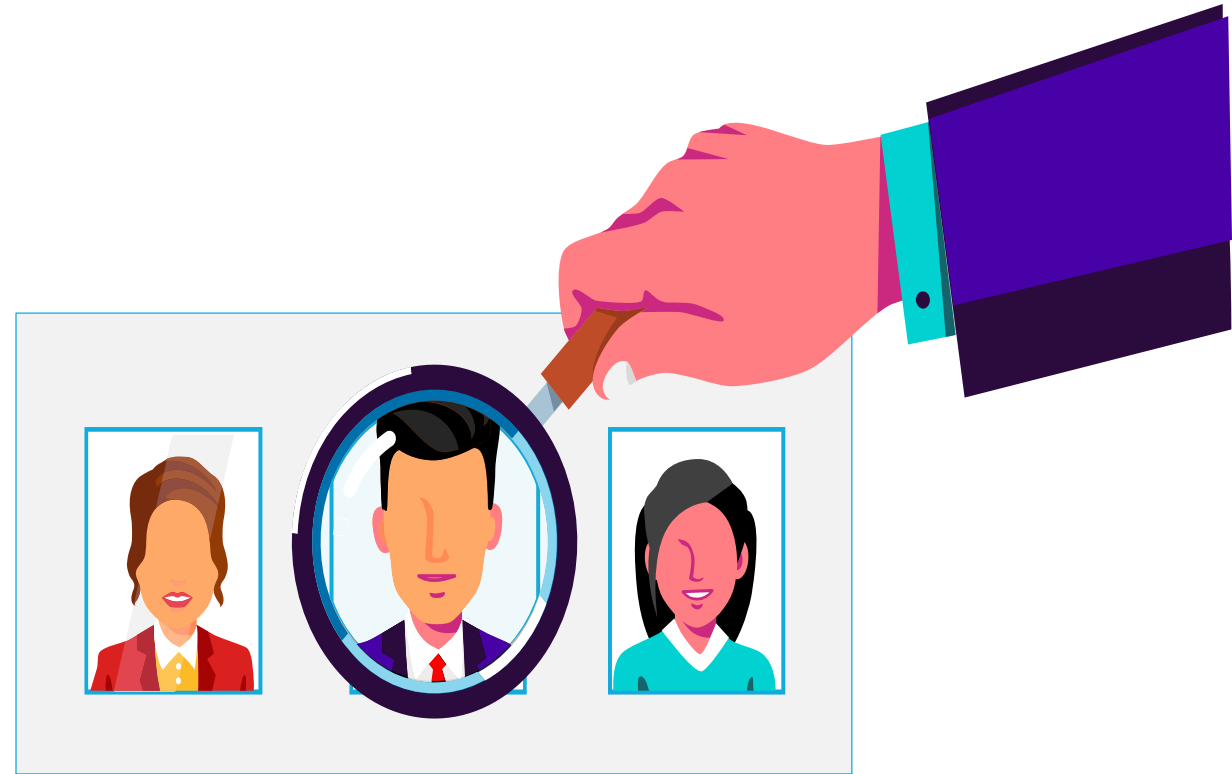
### L&D – Library:

- Auto clearance is provided in case you do not have any books
  - Books should be returned **"at least 45 days"** prior to the last working day
- For any queries or concerns, please contact Library SPOC

### L&D Certification:

- Please get in touch with the L&D certification clearance role holder 7 days before LWD
- L&D role holders names are available on **ECMS - Contact list**

**Note :** Training cost recoverable is updated by the L&D team in amount section.



# 10 Performance Management Clearance

- Employees must complete their assignment review 7 days prior to their LWD
- PMD clearance will be provided manually only for people managers (N+1). For below C1 grade it will be auto approved in the system
- If you are tagged as N+1, please reach out to the RMG team and get all the Ns de-tagged before LWD
- In case of any concerns please reach out to [tmsupport.global@capgemini.com](mailto:tmsupport.global@capgemini.com)





# 11 Mobility Clearance



- Clearance can be completed 7 days before last working day if you do not hold any visa's
- Please get your record verified with IAS / Mobility team, in case you hold valid Work Permit / Visa / Residence Permit Card
- For any queries or clarification, please contact IAS / Mobility admin as mentioned in contact list
- For further queries connect to : [ias.in@capgemini.com](mailto:ias.in@capgemini.com)



# 12 Final Clearance



- This clearance can be provided only on the last working day post all the departmental clearances are completed
- Once final clearance is completed, relieving & experience letter would be auto generated & triggered to employee
- Digital letters with digital signature will be released to employees personal mail id within 24 hrs from FC completion
- In case of loss of pay or negative/recovery, final clearance cannot be completed until dues are settled
- The mode of payment would be online transfer, for bank details get in touch with exit team



# Gratuity

- For Gratuity, please refer to ESS on Capgemini Talent page → helpdesk & support → “PF & Gratuity” option for ensuring your records are correctly updated
- Eligibility criteria for gratuity is minimum of 4.8 years
- No claim form is required for gratuity amount below 20 lakhs
- If your gratuity amount is 20 lakhs & above, kindly provide the gratuity declaration form
- Upon validation of the record, the claim will be processed and disbursement of the amount will be done in your salary bank a/c as per the payroll record

If you have any query, please raise it through ESS → My activities

Do write to :-

## **Retirals (PF & Gratuity) support:**

Services contact details: Allsec (part of Quesscorp)

1st Preference online support: [https://ctfss.in/ctf\\_cg\\_ess/ssoindex.aspx](https://ctfss.in/ctf_cg_ess/ssoindex.aspx)(through VPN)

2nd Preference email support: [cgretirals@allsectech.com](mailto:cgretirals@allsectech.com)

3rd Preference voice support: 022-62491100 –8:00 am –8:00 pm(Mon-Sat)



# Provident Fund(PF)

- **KYC** - We request you to update your name as per Aadhaar in UAN Member Portal on EPFO site: <https://unifiedportal-mem.epfindia.gov.in/memberinterface/>
- Approved KYC Aadhaar, PAN, bank account details are mandatory under your member login in EPFO portal to process transfer request  
Ensure the same is updated and approved to process your claims
- Please note this requirement is mandatory from PF authority to complete the individual KYC to avoid any issues in future
- For transfer of PF, please connect with your future employer
- For any queries related to your PF account (including PF withdrawal/transfer) do write to:-

## **Retirals(PF & Gratuity) support:**

Services contact details: Allsec(part of Quesscorp)

1st Preference online support:[https://ctfss.in/ctf\\_cg\\_ess/ssoindex.aspx](https://ctfss.in/ctf_cg_ess/ssoindex.aspx)(through VPN)

2nd Preference email support: [cgretirals@allsectech.com](mailto:cgretirals@allsectech.com)

3rd Preference voice support : 022-62491100 –8:00 am –8:00 pm(Mon-Sat)

# Important Points



- Download payslips, IT Computation Doc, from HR workways before last working day, follow the link:- <https://ess.excelityglobal.com/ACS>
- Full & Final settlement will be completed within 30 days post your final clearance is completed & statement will be shared to your personal mail ID
- Form 16 is available post completion of financial year during the month of June/ July
- Please drop a mail to [info@excelityglobal.com](mailto:info@excelityglobal.com) for form 16
- For ESOP query, please write to [esopindia.in@capgemini.com](mailto:esopindia.in@capgemini.com)
- For any support after exit do write to, [offboardingservices.in@capgemini.com](mailto:offboardingservices.in@capgemini.com)
- For Ex-Employment Verification please inform your new employer to drop a mail to [bgv.in@capgemini.com](mailto:bgv.in@capgemini.com)



# Thank You...

Good luck and best wishes for your future endeavors







People matter, results count.

This presentation contains information that may be privileged or confidential and is the property of the Capgemini Group.

Copyright © 2020 Capgemini. All rights reserved.

## About Capgemini

A global leader in consulting, technology services and digital transformation, Capgemini is at the forefront of innovation to address the entire breadth of clients' opportunities in the evolving world of cloud, digital and platforms. Building on its strong 50-year heritage and deep industry-specific expertise, Capgemini enables organizations to realize their business ambitions through an array of services from strategy to operations. Capgemini is driven by the conviction that the business value of technology comes from and through people. It is a multicultural company of over 200,000 team members in more than 40 countries. The Group reported 2018 global revenues of EUR 13.2 billion.

Visit us at [www.capgemini.com](http://www.capgemini.com). People matter, results count.

Learn more about us at

[www.capgemini.com](http://www.capgemini.com)