

## USI Employee Exit Process Guidelines

As part of the USI exit process with USI Deloitte, please make sure that you complete the below steps:

- Enter all Time and Expenses through your last working day at least two weeks prior to your last working day. **Please check for any missing time instances in DTE for your complete tenure, up to and including your last work date and update the same accurately on DTE.**
- Internet expense should be claimed on monthly basis, as per relevant amount applicable for BCP Internet. Consolidated bills are subjected to rejection. For any expense claim related queries, please reach out to [r10expensecompliance@deloitte.com](mailto:r10expensecompliance@deloitte.com) (India expenses) & [expensecompliance@deloitte.com](mailto:expensecompliance@deloitte.com) (US expenses).
- Any outstanding balance on your Corporate American Express Card can significantly delay the relieving process. Ensure to clear all the dues at least two weeks prior to your last working day. Please shred the card after clearing the pending dues.
- **Redemption of Vantage Points:** Please note that you have until your last day with the Firm (before your Deloitte email expires) to log onto the Vantage Circle site and redeem any outstanding e-points that you might have in your Vantage Circle account. Log onto: <https://deloitte.vantagecircle.com> with your Deloitte email id as your username and enter your password previously established with Vantage Circle; if you have not previously established an account, please follow the prompts to create your password. You may email your questions to [support@vantagecircle.com](mailto:support@vantagecircle.com) or visit the FAQs available from the top of the 'My Account' page on the website
- You will receive a communication from Alumni Relations about 'things to do before you leave' and 'what to expect post-Deloitte' as you become a 'colleague for life'. Please reach out to [USIndiaAlumniRelations@deloitte.com](mailto:USIndiaAlumniRelations@deloitte.com) for any queries regarding the same.
- **IT Assets:**
  - India USI Employee:** Ensure your laptop & PDA (if applicable) with all the peripherals, including the laptop bag is handed over at IT Staging room (locations mentioned below) on your last working day before 12:00 PM. The worth of the accessories which are not submitted will be recovered in the Full & Final Settlement.
  - Onsite USI Employee:** Ensure your laptop & PDA (if applicable) with all the peripherals, including the laptop bag is handed over at the nearest US Deloitte Offices IT staging room on your last working day. Ensure that you take an email confirmation about the IT assets submission from the IT team and share a copy of the same with [jorivera@deloitte.com](mailto:jorivera@deloitte.com), [USIIndiaExitManagement@deloitte.com](mailto:USIIndiaExitManagement@deloitte.com) & [usindiaassetmanagement@deloitte.com](mailto:usindiaassetmanagement@deloitte.com) providing your employee ID and last working date. Please save a copy of the same for future reference.
- **If you have synced any personal PDA to Deloitte's corporate server, then please bring the PDA in for a data wipe to ITS asset/walkup a day prior to your last working day.** Please take backup of any personal information on your PDA beforehand. ITS clearance will be given only after your official/personal PDA synced to Deloitte network has been wiped by ITS asset/walkup team.
- **Access card:**
  - India USI Employee:** Access card (ID badge) needs to be handed over at the Badging station (locations mentioned below) on your last working day before 6:00 PM.
  - Onsite USI Employee:** Access card (ID badge) needs to be handed over at the nearest US Deloitte Offices Badging station on your last working day. Ensure that you take an email confirmation about the submission from the local Badging team. Please share a copy of the same with [USIIndiaExitManagement@deloitte.com](mailto:USIIndiaExitManagement@deloitte.com) providing your employee ID and last working date.



- Pedestal keys need to be handed over to the Key Room and any issued books or resources at the Communication Gym, at least two days prior to your last working day. (Locations mentioned below)
- Request you to go through the **Exit Kit** that is available in your dashboard. This exit kit takes you through the USI exit formalities that needs to be carried out on your part.

**This is only an indicative document of all your responsibilities under the separation process and is not limited to the above terms and the Exit Kit only.**

**Note:**

- A digitally signed soft copy of the relieving letter will be issued to you within 30 calendar days from your last working date with the firm (subject to exit clearance received from all the stakeholders involved in this process).
- As per the policy of the Finance team, leave balance on the last working day will be considered in the Full and Final Settlement calculation. The leave encashment/notice period shortfall is computed on Monthly Basic Pay. The notice period recovery and leave encashment are treated as two separate components and shown accordingly on the final settlement.
- Please reach out to [usr10faceoffinance@deloitte.com](mailto:usr10faceoffinance@deloitte.com) or the Finance Helpdesk at '2222' for all finance related queries (gratuity, investment proofs, Form 16, etc.)
- Your full and final settlement will be made within 30 calendar days from your last working day. Please reach out to [usr10faceoffinance@deloitte.com](mailto:usr10faceoffinance@deloitte.com) for queries regarding to F&F

Team	Hyderabad Office	Mumbai Office	Bengaluru Office	Gurgaon Office
<b>IT Staging Room</b>	A, B, C, D, N block - ITS walk up; Deloitte Tower 1, F, K, L, G & H – 16 <sup>th</sup> Floor ITS walk-up	Fifth Floor	3F- New Campus 'C' / GF 370 Midway Office	Fifth Floor (Big Breakout)
<b>Badging Station</b>	Towers & B Block – 24/7 F, G & H Block – 11AM to 8PM	Second Floor	GF- New Campus behind reception/ GF Midway beside mail room	Fifth Floor
<b>Keys (Operations)</b>	B1F (Near Badging room), 3 <sup>rd</sup> Floor – Middle wing at Towers 1, F8F Store room (Next to the elevator), G5F Store at C wing and H1F (Near Store Room)	Fourth Floor	GF- New Campus behind reception / GF 08 Midway Office	Second Floor
<b>CE Gym</b>	B1F, Towers 1 – T15F North Wing	Fifth Floor	GF- New Campus behind reception / GF Bandaje Midway Office	Ground Floor

For any queries or clarifications regarding your exit formalities please reach out to CIC Talent on '2222' or raise a query request on 'Talent on Demand'.

Wish you all the best for your future endeavors!

**Deloitte USI Separations Team**

