



U.S. India Exit kit

A guide for
Separating employees



Timelines for employee exit process



NOTE: The above timelines are subject to receipt of all applicable inputs and clearances from the concerned teams.

Introduction

Dear Colleague,

Guided by the philosophy of 'Colleagues for Life', we have always believed in staying invested in our ex-colleagues and hope you will stay connected to us through our various channels of Alumni Relations.

As part of an organization that's (that is) committed to people, we endeavor to provide the information you need for a smooth, seamless separation from Deloitte. With this in mind, we are pleased to share this "Exit Kit", which outlines the various steps in towards preparing for the separation, including procedures related to Full & Final Settlement, Provident Fund, and Gratuity. You will find a pre-exit checklist as well as useful FAQs to help you navigate through the exit process.

We encourage you to refer to this document throughout your exit period and post exit for a strong, practical understanding of the processes, timelines and touch points involved in exiting from Deloitte. For any additional questions, please reach out to our Talent CIC team@+91 40 6762 2222 or Toll free number 1800-2582-2222.

Wish you the best in your journey

forward. Talent Team
Deloitte U.S. India offices



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Pre-exit action items



To-Do checklist

Actions to be taken during your notice period

***All these actions are the sole responsibility of the employee. Delay or failure to follow the below timelines may impact the process of final settlement and issuance of the relieving letter.**

Action required	Timelines	Contact for Assistance
1. Update your contact details	At the time of submission of resignation	Talent Help Desk <ul style="list-style-type: none">• VoIP — 2222• External— +91 40 67622222 Toll free no. 1800-2582-2222

Update your personal email ID and phone number on 'Resignation Form' on Talent on Demand while submitting the resignation. The email provided will be used for any official communication after the last working day with the Firm. Also kindly ensure your latest contact information are updated on 'My Information' page on Talent on Demand at Deloitte.Net

<input type="checkbox"/> 2. Enter your Time and Expense in DTE	Two weeks prior to last working day	DTE Support <ul style="list-style-type: none">• VoIP — 2222• External— +91 40 67622222• or Toll free 1800-2582-2222
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Please ensure all time and expense details are entered in DTE up to and including your last working date. If there is any missing time during your entire Deloitte tenure, please update the same accurately on DTE.

Note: Internet expense should be claimed on monthly basis, as per relevant amount applicable for BCP Internet. Consolidated bills are subjected to rejection.

<input type="checkbox"/> 3. Clear outstanding balance on your AmEx card	Two weeks prior to last working day	CorporateCards@deloitte.com
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Any outstanding balance on your Corporate American Express (AmEx) card can significantly delay the relieving process. Please ensure you clear all the dues on your AmEx corporate card. Please shred the card once the dues are cleared.

<input type="checkbox"/> 4. Redeem outstanding vantage points	Prior to last working day	support@vantagecircle.com
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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 or visit the FAQs available from the top of the 'My Account' page on the website.

Action required	Timelines	Contact for Assistance
5. Submit your investment proofs	As per guidelines	Talent Help Desk <ul style="list-style-type: none">• VoIP — 2222• External— +91 40 67622222

Upload IPSF Proof Images.

The window to submit your investment proofs for final settlement is available at HR workways (below mentioned is the path).
Path: Deloitte.Net > Talent on Demand > Compensation > My Pay slips, Tax & Reimbursement > Exit Process > IPSF YYYY-YY /

Note: If you are serving your notice period during the yearly IPSF window period, you'll have to submit your IPSF details during the same window. No exceptions will be made later considering your separation status. The above mentioned IPSF link will not apply for you.

Pre-exit action items

The process is simple with three simple steps mentioned below:

1. Visit HR Workways via Talent On Demand
2. Enter your investment details
3. Scan and upload your proofs

For detailed information on guidelines, templates and formats please visit the **Finance Page** on Deloitte.Net.

Note:

- Investment proofs will be accepted only as per the IPSF guidelines only
- Please submit your investment proofs one week before your last working day with the firm
- Investment proofs will not be accepted after the above mentioned deadline
- Details once submitted and confirmed online cannot be changed under any circumstances
- All proofs need to be submitted online as outlined in the process above

The window to submit your claim reimbursement bills is available at HR workways (below mentioned is the path) only between 2 and 18 of every month.


Path: Deloitte.Net > Talent on Demand > Compensation > My Pay slips, Tax & Reimbursement > My Transactions > Claim Reimbursements

Note:

- Bills need to be submitted only on HR workways during the above mentioned timelines for getting the same processed successfully
- No bills will be considered, if provided by any other medium like in an email.

Action required	Timelines	Contact for Assistance
6. Download all your financial documents	Visit: https://deloitte.net.deloitte.com/About/Confidentiality/Pages/Personal_Data_Removal.aspx	Finance Help Desk <ul style="list-style-type: none"> • VoIP — 2222 • External — +91 40 6762 2222 or Toll free number 1800-2582-2222

Kindly ensure you download your pay slips, Form 16, and compensation letter from HR Workways. Kindly note you will not have access to the HR Workways after your last working day with the Firm. These documents will not be provided later if requested

 7. Return your access card/ID badge	On your last working	Hyderabad — USHydBadging@deloitte.com Bangalore — USBlrBadging@deloitte.com Mumbai — usmumbaibadging@deloitte.com Delhi — USDelhiBadging@deloitte.com
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Please hand over your Access card (ID badge) at the Badging station on your last working day before 06:00 PM (IST). You may even use the temp ID card during your last week with the firm. If the card/ ID badge is not submitted by the mentioned timeline, equivalent amount will be deducted from your full and final settlement. The amount deducted towards the non-submission of ID card within the above timelines shall not be reversed or refunded, upon submission at a later date/time.

Onsite Deployed USI Employees:


In case you are submitting the badge while on **onsite deployment**, please ensure that you take an email confirmation about the submission from the local Badging team. Please share a copy of the same with USIndiaExitManagement@deloitte.com providing your employee ID and last working date. Request you to save a copy of the same for future reference.

<input type="checkbox"/> 8. Return your pedestal keys	One week prior to last working day	USOneTeamIndia@deloitte.com x2222option 4
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Please hand over the Pedestal keys to the Key Room. India office locations are specified in the **Employee Exit Guidelines**.

 9. Return your Communication Gym resources	One week prior to last working day	USIndiaCommGym@deloitte.com
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Please return the books/DVDs, etc. to the Communication Gym, if borrowed any.

 10. Settle your car	One week prior to last working	USCarLeaseAdministration@deloitte.com
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If you are availing the firm-provided car lease facility, you need to settle your lease with vendor at least one week before your last working date.

Action required	Timelines	Contact for Assistance
11. Update the transport department	One week prior to last working day	**Hyderabad— USHydTPTHelpdesk@deloitte.com Bangalore— USBirTPTHelpDesk@deloitte.com Mumbai— USMumTransportHelpdesk@deloitte.com Delhi— USDelhiTPTHelpdesk@deloitte.com

Please ensure you communicate about your last working date to the transport team to avoid being rostered thereafter.

****Applicable only to Hyderabad professionals who are still availing Transport facility for night shifts.**

<input type="checkbox"/> 12. Return your ITS assets	On the last working day	USIndiaAssetManagement@deloitte.com
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Please ensure your laptop and PDA (if applicable) with all the peripherals, including the laptop bag and any other ITS assets, is handed over at IT Walkup on your last working day before 12:00 PM (IST). The worth of the accessories which are not submitted will be recovered in the Full & Final Settlement and for any ITS assets submitted post LWD, if the amount has been deducted earlier for the respective asset, this amount will not be refunded. Please ensure to take a back-up of your PDA before your last day as the ITS will wipe out the data from it on your last day and you will have no option to back it up on that day.

Note – No data will be available once the assets are returned, post last working day.

If you have synced any personal PDA to Deloitte's corporate server, then please bring the PDA in for a data wipe to ITS walkup a day before your last day. Please take backup of any personal information on your PDA beforehand. ITS clearance will be given only after your personal PDA has been wiped by ITS walk-up team

All Smartphones that are connected to Deloitte Firms' servers will be re-initialized and all information on the Smartphone and any associated memory cards (business related and personal) will be erased on the last day actually worked or on which services were rendered. Personnel should delete, and save if appropriate, any personal information such as personal contact e-mail addresses and telephone numbers. The Smartphones will be returned to factory settings by your local ITS walk up. ITS clearance will be given only after your personal/official PDA has been wiped by ITS asset/walk-up team

Onsite Deployed USI Employees:

In case you are submitting the IT assets while on **onsite deployment**, please ensure that you take an email confirmation about the IT assets submission from the local IT team. Please share a copy of the same with USIndiaExitManagement@deloitte.com & usindiaassetmanagement@deloitte.com providing your employee ID and last working date. Request you to save a copy of the same for future reference.

Below are the locations where you can submit the company assets (ITS/Badge/Keys/CE Gym resources)

Team	Hyderabad Office	Mumbai Office	Bengaluru Office	Gurgaon Office
IT Walkup Room	A, B, C, D, N block - ITS walk up; Deloitte Tower 1, F, K, L, G & H - 16 th Floor ITS walk-up	Fifth Floor	3F- New Campus 'C'/ GF370 Midway Office	Fifth Floor (Big Breakout)
Badging Station	Towers & B Block – 24/7 F, G & H Block – 11AM to 8PM	Second Floor	GF-New Campus behind reception/ GF Midway beside mail	Fifth Floor
Keys (Operations)	B1F (Near Badging room), 3 rd 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
CE Gym	B1F, Towers 1 – T15F North Wing	Fifth Floor	GF-New Campus behind reception/ GF Bandaje Midway Office	Ground Floor

☐ 13. Validate your bank details on Talent on Demand

Please ensure your correct bank details are reflecting on Talent on Demand, since the final settlement amount will be transferred using these bank details at the time of payment. No other bank details apart from the ones submitted on Talent on Demand will be considered later, for settling the amounts.

Note:

- Clause payments such as Joining Bonus, Notice Period Buyout, Relocation reimbursements, and training bonds will be subject to review with your Service Line Leader and could impact the final settlement amount.
- Expenses submitted in DTE close to your last working day might impact your clearances and final settlement timelines.

Make sure all the below mentioned details have been duly updated by you before your last working day:

Details required	To be submitted on
UAN provided under previous employment (if any)	Form-11 on HR Workways
Aadhaar	HR Workways
PAN	HR Workways

NOTE: Absence of any of the above mentioned details will impact your Full and Final settlement. The settlement amount will be kept on hold until these details have been provided to the Finance team

**14. Make note of the Bidding Adieu Email**

As soon as you receive it

Important:

If you are part of the **Emergency Rescue Team (ERT)/Fire Wardens**, please reach out to the below SPOC's at your location so that they can identify a replacement.

Location	Block	Floor	Email	Extension	Direct VoIP
Hyderabad	RMZ	BGF	ushydbadging@deloitte.com	25400	+91 40 6762 4000
	RMZ	DGF		254900	+91 40 6762 4900
	Towers 1	A1 - North Wing		25466	+91 40 6762 5466
	Towers 1	A2 - South Wing			+91 40 6762 5476
	F Block	11F			+91 40 6762 7000
	G Block	GF			+91 40 6762 5000
Mumbai	Fairmount	2F	usmumbaibadging@deloitte.com	37707	+91 22 6113 7707
Delhi	BPTP	5F	usdelhibadging@deloitte.com	47550	+91 124 664 7550
Bangalore	DT office	GF	USBLRBadging@DELOITTE.com	53030	+91 80 6755 3030
	Divyasree Campus	GF		52020	+91 80 6755 2020

**15. Sodexo Meal Card**

Last month of your notice period

Professionals who've opted in for the Sodexo meal cards and whose last working day is due in a specific month, the monthly amount (INR 2200) will be kept on hold for that specific month and will be processed as encashment in their full and final settlement.

Example: If your last working day is in March, the meal card will not be loaded for the month of March.

Note: The balance amount on the card can be utilized until 3 months only, starting from your last working day with the firm. This amount cannot be transferred to your new organization's meal card

Post-exit guidelines



Full and final settlement

The FAQs in this section detail the final settlement process with timelines followed for various activities involved. The potential income and deduction components which could be part of the final settlement are also noted. Actions to be taken by you are highlighted along with timelines for smooth closure of the final settlement process and issuance of relieving letter to you.



1.1 What documents do I need to download from HR Workways before leaving Deloitte?

Kindly ensure you download the below mentioned documents available for you on HR Workways. Please download this at least one week before your last working date. You will not have access to these documents after your last working date with the Firm.

- ☐ Payslips
- ☐ Form16

NOTE: Also download your latest compensation letter from **Talent on Demand**. This will not be available in the records post your last working day.

1.2 How is the final settlement done and when will I receive the amount?

The final settlement computation is done by the Finance team after the last working day of the employee. This computation is done only after receiving clearances from each of the various teams as part of the checklist previously discussed. Once all the clearances are received, the Finance team will compute the final settlement amount to check whether the final amount is payable **to** you or a recovery **from** you. Please note that salary for the month in which your last working date falls, will be paid as a part of the final settlement.

1.3 Will I be paid any amount for the leave balance?

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 will be treated as two separate components and shown accordingly on the final settlement.

1.4 Whom can I reach out to for information on my compensation and variable bonus?

For any information on your compensation and variable bonus you may reach out to your respective Talent Business Advisor or call up the Talent CIC team @ +9140 6762 2222 or Toll-free number 1800-2582-2222

1.5 What deductions would be done in my final settlement?

The following deductions may be part of final settlement.

- Deductions on account of 'Clause Payments' like Joining Bonus, Notice Period Buyout/Earnings and Relocation which would be recovered if stated clause period is post the last working day.

If the amount is being recovered in the year subsequent to the financial year in which the amount was initially paid, the TDS deducted on such a payment at the initial stage will not be considered while recovering and will also not reflect on Form 16.

For example: A Joining Bonus of INR 50,000 paid in FY 2011-12, attracts a TDS of INR 5,000 @ 10% Tax rate which needs to be borne by the professional. When the same is recovered in FY 2012-13, the entire amount of INR 50,000 is recovered from the employee and not the differential amount INR (50,000-5,000 = 45,000).

In case the amount is being recovered in the same financial year, the TDS deducted will reflect in Form 16 and you would get the tax benefit for the same while filing your Income Tax Return (ITR). The same TDS will not be adjusted against the recoverable amount.

In case the amount is being recovered in the subsequent financial years, the TDS will not be shown on Form 16. As a result, no tax benefit will be provided to the professional.

- ☐ Deductions on account of Non-submission of ITS assets like laptop chargers, laptop bags, privacy screens, cable lock, mouse, head phones, PDA, etc. and Operations related items like ID card, desk keys, or any other assets provided.
- ☐ Deductions on account of inputs received from Learning & Development team for any Training bonds. Excess DTE claims outside of policy or where receipts have not

been provided.

- ☐ Deductions towards CPA expenses/Other certifications
- ☐ Outstanding Amex corporate cards dues.
- ☐ Outstanding Car lease dues.
- ☐ Communication Gym charges on account of default in returning of books/CDs/manuals/other assets etc.

1.6 What happens if the final amount is "Payable" to me?

The Finance team will provide this information to Talent Exit team post your last working day after receipt of all exit clearances from teams involved, post which the Talent Exit team will provide the relieving letter to you in soft copy through email as per their timelines. The final settlement processing will be completed in 30 calendar days from your last working day. (Provided the finance team here has received all applicable inputs and clearances from the concerned teams).

The final settlement amount will be transferred online through Electronic funds transfer (EFT) to your bank account last updated on Talent on Demand.

The final settlement statements (final pay slip and income tax computation statement) will be sent to you via email one week after the payment of final settlement amount. This will be sent from info@excelityglobal.com to your personal email ID, updated by you on Talent on Demand. Please ensure to add this email to your safe sender list or alternatively monitor your junk folder to ensure receipt.

Note: In case your bank details available in records are not valid at the time of payment and there hasn't been any communication from your end to the Finance team regarding the correct bank details, the final settlement amount will be transferred to the Labor Department after 3 years (2 years for Gurgaon) as per the Central Labor Laws. Once the amount is transferred by the firm to the Labor Department, you will have to reach out to them for claiming your final dues

1.7 What happens if the final amount is a "Recovery" from me?

The Finance team will provide this information to Talent Exit team post your last working day after receipt of all the exit clearances from teams involved. Post which the Talent Exit team will convey the recovery amount to you. You can pay the recovery amount by transferring the amount on line to the Firm account through EFT.

The name of your legal entity can be found on the pay slip. Deloitte bank account details will be conveyed by the Talent Exit Team. You can also contact the Talent Exit team @ USIndiaExitManagement@deloitte.com for the same post your last working day.

Recoverable Amount Paid via EFT (Electronic funds transfer)

The Talent Exit team will update the payment details and provide the relieving letter to you in soft copy through email after five working days from the date of payment after receiving a confirmation on the same from the Treasury team (Finance Team).

The final settlement process will be completed after 30 calendar days, from your last working day.

The final settlement statements (final pay slip and income tax computation statement) will be sent to you through email one week from the date of issuing of the relieving letter. This will be sent from info@excelityglobal.com to your personal email ID, updated by you on Talent on Demand. Please ensure to add this email to your safe sender list or alternatively monitor your junk folder to ensure receipt.

For any clarification on the details provided in final settlement statements or recovery amount, you can send an email to USR10FaceofFinance@deloitte.com

1.8 What is the time frame for completion of Full and Final Settlement?

- 1.8.1 The final settlement processing will be completed within 30 calendar days, from your last working

day. As per process 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).

1.8.2 Also note the relieving letter will be issued to you only if the projected final settlement outcome is payable to you. If the projected final settlement outcome is recovery from you, then the relieving letter will be issued to you in 5 working days, post the firm receiving the recovery amount from you.

1.9 Will I receive a cheque or would it be an EFT (Electronic funds transfer) to my bank account?

The final settlement amount will be transferred online through EFT (Electronic funds transfer) to the bank account last updated on Talent on Demand.

1.10 What documents will receive as a part of Full and Final Settlement?

The final settlement statements (final pay slip and income tax computation statement) will be sent to you through email after a week from the payment of final settlement amount. This will be sent from info@excelityglobal.com to your personal email ID updated by you on Talent on Demand.

1.11 What document will I receive as part of my relieving?

You will be provided the experience cum relieving letter, within 30 calendar days post last working date, subject to all exit and final settlement clearances. All the clearances from respective stakeholders should have been completed. The Talent Exit team will send a digitally signed soft copy of the letter to your personal email ID. In case of any queries on your relieving letter, you may send an email to the Talent Exit team @ USIIndiaExitManagement@deloitte.com

1.12 Who should I reach out to in case I notice a discrepancy or issue with my Full and Final settlement?

For any clarification on the details provided in final settlement statements. Please email USR10FaceofFinance@deloitte.com.

1.13 What proof can I submit to my new employer as previous income details with Deloitte?

Once you receive the final settlement statement from Deloitte, you can submit the income tax computation statement to your new employer as proof of previous income details with Deloitte.

1.14 How and when will receive the Form 16 for current financial year?

As per process, the Form 16 for the current financial year will be ready and sent to you through email during the 1st week of June of subsequent financial year. This will be sent from info@excelityglobal.com to your personal email ID, which you have updated on Talent on Demand.

Note: Please do not write to Face of Finance before June regarding Form 16. If you do not receive your Form 16 latest by June 20th, then please send an email to usr10faceoffinance@deloitte.com specifying your Deloitte employee ID and your last working day with Deloitte.

Provident fund

This section talks about the Provident Fund (PF) account maintained by Deloitte with the Regional Provident Fund Commission (RPFC) office. This will also let you know about the processes involved with timelines for PF transfer and PF withdrawal activities. It highlights when you can initiate the PF transfer or PF withdrawal after you leave the Firm.



2.1 What is the PF scheme?

It is a mandatory tax-qualified defined contribution retirement benefit plan where in equal contribution at the rate of 12% (12% of basic pay and an equivalent amount is contributed by the employer). The same is payable in total on retirement. For more details, you can refer the PF website: www.epfindia.com.

2.2 Does Deloitte maintain PF with RPFC or Trust?

Deloitte maintains the PF account with the Regional Provident Fund Commission (RPFC).

2.3 Is there a provision for me to raise my grievance with the RPFC?

Yes, there is a provision for you to submit grievance online at the PF site www.epfindia.com. Below mentioned is the path.

Path: PF home page → For Employees (Under Services Option) → EPFIGMS (Register your Grievance)

2.4 What is the employees' and employers' contribution towards PF?

As per statutory requirement the employee contributes 12% of basic salary and an equivalent amount is contributed by the employer.

2.5 What is the percentage of contribution towards the provident fund and pension scheme?

Employee's contribution of 12% of basic salary is fully deposited in the provident fund account. The employer's 12% contribution is deposited as follows: 3.67% is deposited to Provident fund and 8.33% is deposited in Pension scheme (capped at INR. 1,250 per month).

2.6 Is there any interest earned on the amount deposited in the PF account?

Compound interest as declared by the government is given for every year of service.

2.7 Where can I find my PF account number, maintained by Deloitte?

Your PF account number is available on your pay slip of Deloitte. It is mentioned on the top-right-hand corner of your pay slip.

2.8 What do I do with my Deloitte PF account after I leave the Firm?

After leaving the Firm, if you are continuing to work with the new employer, as per the PF act you need to transfer the funds from Deloitte PF account to the PF account maintained by your new employer. If you discontinue to work after leaving the Firm, then you can withdraw the amount from the Deloitte PF account. The PF withdrawal process is provided in the separate FAQ below.

2.9 How can I check my PF accumulations?

You can check your PF accumulations on the UAN member portal

(<https://unifiedportal-mem.epfindia.gov.in/memberinterface/>) and download the passbook, which will provide you with PF accumulations (as updated in PF records)

2.10 When is an employee eligible for the pension scheme certificate?

For an employee to become eligible for pension fund, he has to complete continuous service of 10 years.

2.11 What is meant by continuous service of 10 years?

Continuous service of 10 years in Employee Pension Fund would mean that you have been employed continuously for the past 10 years and you have not withdrawn your pension but kept transferring them from one employer to another. This is treated as continuous service.

Example:

An employee who has worked with ABC Company for 3 years, then resigned from that organization and joined XYZ Company, wherein he/she worked for 2 years, then resigned from there to join another establishment for 5 years. During these 10 years of service if the employee has not withdrawn pension fund, but transferred it between employers, then it is considered as continuous service of 10 years.

2.12 When can an employee avail the benefit of employee pension fund scheme?

An employee can avail this benefit after completion of 58 years of age, provided the condition of 10 years of continuous service is met.

2.13 Under what circumstances should I transfer my PF account to the new organization?

If you are joining a new employer, as per PF act, you need to transfer your funds from Deloitte PF account to PF account maintained by your new employer.

2.14 What is UAN (Universal Account Number)?

UAN stands for Universal Account Number. The UAN will act as an umbrella for the multiple Member Ids allotted to an individual by different establishments. The idea is to link multiple Member Identification Numbers (Member Id) allotted to a single member under single Universal Account Number. This will help the member to view details of all the Member Identification Numbers (Member Id) linked to it. If a member is already allotted Universal Account Number (UAN) then he / she is required to provide the same on joining new establishment to enable the employer to in-turn mark the new allotted Member Identification Number (Member Id) to the already allotted Universal Identification Number (UAN).

2.15 Where can I find my UAN, maintained by Deloitte?

Your UAN number (if available) will reflect on Deloitte pay slip. It will reflect on the top-right hand corner of your pay slip.

2.16 What if I do not find my UAN on pay slip?

If UAN is not available your pay slip, you will have to connect with your new employer for generation of UAN

2.17 Where can I get more details on UAN?

Please click on the below link to know more about UAN

<http://uanmembers.epfoservices.in/faq.php>

2.18 What is the process of transferring my PF to New Employer?

If the new employer maintains PF account with RPFC (Regional Provident Fund Commission)

You need to initiate the PF transfer online at the UAN member portal (https://unifiedportal-mem.epfindia.gov.in/member_interface/) after 60 calendar days from your last working date with Deloitte. You have an option to initiate PF transfer online either through Deloitte or your new employer.

If you have opted to initiate the PF transfer with Deloitte, send **scan copy** of the **signed forms** to pfonlineclaims@deloitte.com within seven days of initiating the PF transfer. Please retain the hard copy of the forms for your records.

Please use the claim ID as the file name for the scan copy of the signed forms. In the subject, please use “Scan Copy of PF online Forms– with claim ID” also include your complete name, employee ID and Deloitte PF account number in the email.

Once we receive the signed scanned copy, the claim will be validated and approved online in two weeks.

2.19 What is the process of PF withdrawal?

As per the PF act, if you are currently employed, you have to transfer the funds from Deloitte PF account to the PF account maintained by your current employer.

If you are not employed anywhere, you can initiate the PF withdrawal after 60 calendar days from your last working date with Deloitte.

NOTE:

- If your date of joining or last working day was earlier than January 1, 2014, you will have to submit a manual withdrawal request. Process and required forms are available in the “PF withdrawal kit”
- If your date of joining or last working day is later than January 1, 2014, you will have to initiate the withdrawal online. Process is available in the attached “PF withdrawalkit”

2.20 Can I withdraw my PF if am leaving the Firm within six months of service?

Yes, you can withdraw your PF amount if you are leaving and have not completed six months of service with the Firm. You cannot withdraw the pension amount as per the PF Act.

2.21 I am facing issues while submitting the claim online. Whom do I reach out to for assistance?

You can write to US India PF Administration (US - Hyderabad) usipfadministration@deloitte.com with a screenshot of the error that you see on the portal, post which the PF admin team will assist you with the manual process and file forms with PF office.

Gratuity

This section talks about the Gratuity benefit provision available with the Firm and the eligibility criteria for gratuity claim. This will also let you know the various activities involved around the gratuity settlement process with timelines followed.



What is Gratuity?

Gratuity is received by an employee from the employer in gratitude for the services offered by the employee in the company. Gratuity is a defined benefit plan and is one of the many retirement benefits offered by the employer to the employee upon leaving his/her job. An employee may leave for various reasons, such as retirement/superannuation, for a better job elsewhere, on being retrenched, or by way of voluntary retirement and still be eligible for Gratuity.

3.1 How will I know whether I am eligible for Gratuity claim?

If you have served the Firm for more than 4 years and 240 calendar days continuously, you will be eligible for Gratuity claim.

3.2 If I am eligible for Gratuity claim, how can I initiate this settlement?

If you are eligible for Gratuity claim, the Firm will automatically initiate the settlement after your last working date with the Firm. You need not take any action for initiating the Gratuity settlement.

3.3 If I am eligible for Gratuity claim, when will the settlement be done?

If you are eligible for Gratuity claim, the settlement will be done after 30 calendar days from your last working date with the Firm.

3.4 How is Gratuity calculated?

It is calculated as per the below mentioned formula mentioned in the Gratuity Act

$1972 \text{ Gratuity} = 15/26 \times \text{monthly basic salary} \times \text{number of years (with the firm)}$

Where Basic is the last drawn monthly basic salary by the eligible employee

Note: In case the employee is on a Flexible Work Option (FWO), the monthly basic under the full work load conditions will be considered and not the reduced basic pay.

3.5 How will I receive the gratuity settlement amount??

The gratuity settlement amount will be transferred ONLY online, through Electronic funds transfer (EFT) to your bank account last updated on Talent on Demand.

Note: Please be sure of updating bank account details with the same name as it appears in your pay slip. This is to avoid any rejects due to name mismatch with the bank records during the electronic funds transfer process.

3.6 Will my service with the Firm be considered continuous if my entity has changed (transfers from one FSS to another) due to business reason without any break In service?

Yes, if your entity has changed due to business reason without any break in service, then your complete tenure with Firm (i.e., from date of joining the Firm till date of leaving with the Firm) will be considered for gratuity calculation.

Example1:

- ☐ Date of joining the Firm is January 10, 2004
- ☐ Last date under previous entity is October 31, 2010
- ☐ Start date under new entity is November 1, 2010
- ☐ Date of leaving with Firm is January 31, 2014

In the above example, since there is no break between Last date under previous entity (October 31, 2010) and Start date under new entity (November 1, 2010), the complete tenure which would be considered for gratuity calculation will be Date of joining the Firm (January 10, 2004) to Date of leaving with Firm (January 31, 2014).

Example2:

- ☐ Date of joining in U.S. is January 10, 2004
- ☐ Last date in U.S. is October 31, 2010
- ☐ Start date in India is November 1, 2010
- ☐ Date of leaving in India is

January 31, 2014

In the above example since your start date in India is (November 1, 2010) you will be covered under all India benefits only from start date in India is (November 1, 2010). In this scenario the tenure which would be considered for gratuity calculation will be Start date in India (November 1, 2010) to Date of leaving in India (January 31, 2014).

3.7 What is the ceiling for payment of gratuity amount?

As per the prevalent provisions of the Gratuity Act, INR 20 Lakhs is the maximum amount that can be paid.

3.8 I completed five years with Deloitte, out of which one year I was an intern and rest four years as regular employee. Am I eligible for gratuity?

No, your service with the Firm will be considered only from the time you are a Full Time Employee with the Firm.

Alumni Relations

Colleagues for Life

This section entails a brief overview of the alumni program, privileges and what to expect after you leave Deloitte.

What's in it for me?

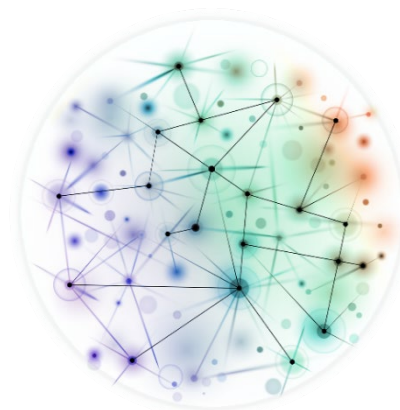
- ☐ Opportunity to stay connected with fellow alumni and current Deloitte professionals
- ☐ Valuable content, such as Deloitte thought leadership, market insights and alumni newsletters

What can I do before I leave?

- ☐ Join the [Official Deloitte group](#) on LinkedIn
- ☐ Complete the [Alumni exits survey](#) so we can send you the most relevant updates
- ☐ Update your contact information in Deloitte.Net. Click [here](#), then follow the steps below:
 - Login using your Deloitte PIN
 - Click on 'My Information'
 - Click on the 'Contact details' tab to update your information, including a **Personal email address**
 - ☐ Set up time to meet with [Anubhuti Lalchandani](#) from Alumni Relations, to learn more about the alumni program.

What can I expect after I leave?

- Once you join our **LinkedIn group**, you will begin receiving our alumni communications which in turn helps you to stay connected
- You will also receive news about Deloitte, updates from your colleagues and cutting-edge industry insights in the alumni Newsletter, 'The Network'
- You can also share stories of your personal and professional success with the alumni network and stay in touch with the community



Contact us

Below are the contact details for any assistance required on various activities associated with your separation from Deloitte.

Please provide your employee ID, last working date and topic of your concern while sending your queries through mail to us. This will help us in extracting your relevant information from records for providing you the quickest and most appropriate response.

For queries on final settlement/gratuity	U.S. R10Face of Finance (U.S.— Hyderabad) USR10FaceofFinance@deloitte.com
For queries on PF**	U.S. India PF Administration (U.S.— Hyderabad) ** usipfadministration@deloitte.com
For queries on exit process and relieving letters	USI India Exit Management(U.S.) USIIndiaExitManagement@deloitte.com
For queries on DTE expenses	US HYD R10 Expense Compliance (US) r10expensecompliance@deloitte.com & Expense Compliance (US - Hermitage) expensecompliance@deloitte.com
For queries on leave and time details	https://talent--c.na87.visual.force.com/apex/TodELEBenefitForms?Param1=Unpaid+Leave or Talent CIC team@+91 40 6762 2222 or Toll free number 1800-2582-2222
For queries on Medical Insurance premium	U.S. India Insurance Benefits usindiainsurancebenefits@DELOITTE.com / or Talent CIC team@+91 40 6762 2222 or Toll free number 1800-2582-2222
For queries on Car Lease	https://talent--c.na87.visual.force.com/apex/TodELEBenefitForms?Param1=Car+Lease+Program or Talent CIC team@+91 40 6762 2222 or Toll free number 1800-2582-2222
For queries on AmEx corporate credit card	U.S. R10American Express Corporate Cards (U.S.) usr10americanexpress@deloitte.com & US Corporate Cards (Amex-P-Card–Recruiting-Meeting-Conferencing-FONcard) (US) corporatecards@deloitte.com
For information on employee care center / HR Letters	US HYD HR-ECC(US) ushydhrecc@deloitte.com

****NOTE:** For queries on PF, in case you do not receive a response from PF admin team within 5 business working days, please reach out to Finance help desk at +91 40 6762 2222 (option 1) or Toll free number 1800-2582-2222

Thank you

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