

## HRSS Memo to Payroll

### Memo Details

Employee	<b>5023634</b>	[ Mr. Rajesh Juvvalapati ]	
Reporting Manager	29717	[ Mr. Subodh Gujar ]	
Hire Date	02/16/2015	Resignation Date	04/08/2016
FFS Generation Date	07/06/2016	FFS Reference #	5023634/FFS#/12948 7

**Subject:** Full & Final Settlement Memo of **Mr. Rajesh Juvvalapati**

The Full & Final settlement dues are as under :

#### Salary Balance Details

Input Name	HRSS Inputs	HRSS Comments
Salary Balance Days(A)	6.00	6 days of July'16
LOP to be deducted(B)	0.00	
LOP Reversal to be made(C)	0.00	
Net Salary Balance Days=A-B+C	6.00	
	(Payable)	
CEL Balance(Days)	22.75	21.75+1

#### Notice Period Details

Input Name	HRSS Inputs	HRSS Comments
Notice Pay Actual Days	90.00	
Notice Period Given	88.50	Leaves taken during NP : 1.5 (1 Comp off + 0.5 CEL)
Notice Period waived days	0.00	
Notice Period due	1.50	
	(Recoverable )	

#### Miscellaneous

Input Name	HRSS Inputs	HRSS Comments
Extra Hours Payable	0.00	
Monthly Incentive Plan(For KPO Only)	0.00	
Performance Incentive(For KPO Only)	0.00	
Notice period payment to employee on separation (paid on basic)	0.00	