ACN roll off

1. Submit my T&E
2. Reset to factory of acn laptop & HMRC laptop
3. Wait for courier of acn laptop
4. Drop off hmrc laptop to Salford office – who will see me? Ask for receipt
5. To request copies of all pay related documents, including a copy of your P45 or P60
6. https://in.accenture.com/uki/policies/exiting-accenture-uk/

Please contact [uk.mail@accenture.com](mailto:uk.mail@accenture.com) and they will arrange a courier for you to return your Accenture equipment. You will need a valid WBS for this option. Please ensure that you complete an [Asset Return sheet](https://ts.accenture.com/:w:/r/sites/PersonnelAdminHRForms/UK-Ireland-HR-Forms/Leavers/Asset%20Return%20Confirmation%20Sheet%20-%20Collection.docx?d=wc8535fd0dbb0488580e6d5568d5549c2&csf=1&web=1)and place this with the items. WBS AWYQJ001. For any other queries please contact [UKTS.Leavers@accenture.com](mailto:UKTS.Leavers@accenture.com).

Before returning, please remember to restore your mobile device to factory settings and ensure it is free of any passwords.

**Return Address**: Jungle IT – Accenture Returns, Beacon Hill Road, Halifax, HX3 6AQ.

If you have a client laptop or equipment, you should seek a project WBS and arrange to return this to your project or the client directly via courier.

Before leaving the company, we recommend you take note of your Accenture office contact information and the Technology Support Service Desk contact channels, in case you need any support after departing.

Collection for Monday has also been set up under reference 1674055

You are not required to return monitors, backpacks, risers, keyboards, mouse and headsets.

* List of property items
* Model: Dell Inc. Latitude 5410 / Asset Type: Laptop / Asset Tag: UK458876 / Serial number: HN6D043

**Return Address: Jungle IT – Accenture Returns, Beacon Hill Road, Halifax, HX3 6AQ.**

To return your Accenture equipment please contact [uk.mail@accenture.com](mailto:uk.mail@accenture.com) and the team will arrange a courier for you, you will need a valid WBS for this option. If you do not have a WBS, please reach out to your People Lead or HR Partner.

If you have already returned your assets, please confirm the following details to [UKTS.Leavers@Accenture.com](mailto:UKTS.Leavers@Accenture.com):

* Name of the recipient
* Date and location of return

Hi Ruiyan,

Our records show that your current balances calculated until 15-05-2024 are as below:

1. Regular Vacation: Minus 1.17 (Approx. Total Hours Due)
2. Overtime Vacation: 0.00 (Approx. Total Hours Due)

Please note the above balances have been calculated up to 15-05-2024. However, after your leave date, if we receive an adjustment to your final balances, we will recalculate the balance and notify payroll of any deductions or Payments that need to be made. These adjustments will be processed one month in arrears.

We will send you the amended balance details, once we receive them.

If you do not agree with these figures, then you may contact ESC team via Peopleline on 0800 028 2255 (UK Employees) / +353 1 5066397 (Ireland Employees) or you can write to [TE.UKI.Support@accenture.com](mailto:TE.UKI.Support@accenture.com) . If you require any further information, please do not hesitate to contact me.

Kind regards,  
Rohan

Employee Services

UK: 0800 028 2255 Option 4, Option 1

UK Intl - +44 203-428-0985

Ireland: +353 1 5066397 Option 3, Option 1

Contact us:

Employee: [Accenture Support](https://support.accenture.com/support_portal?id=acn_service_catalog_dp&sys_id=dab92ee90f03df08fb46355be1050e88)

HR Partner: [HR People Support](https://support.accenture.com/hr_people_support?id=acn_service_catalog_dp&sys_id=095d127ddbd32b406c7f3318f4961948&hr_workspace=yes&hr_workspace=yes)

Ref:MSG1162285483

**UK Former Employees:**

To request copies of all pay related documents, including a copy of your P45 or P60, please send an email to  [UKI.Payroll.Support@accenture.com](mailto:UKI.Payroll.Support@accenture.com).  You will be required to provide the following information to allow your request to be verified and actioned with minimal delay.

* Full Name
* Date of Birth
* National Insurance Number
* Employee Number

If you are due any payments after leaving, such as vacation, overtime or bonus, these will be processed as payments after leaving and will not appear on your P45.  A payslip will be available to confirm these payments in the following month after leaving.

Client roll off

**ATR resources only :**  
For ATR asset returns, the below is our understanding of the existing process:  
•The line manager or individual submits an offboarding form on the HMRC side.  
•In the HMRC offboarding form, they indicate their location preference for device drop off.  
•The HMRC offboarding team then get in touch to confirm the date/time of the drop off appointment.  
•The individual then meets the HMRC contact to return the laptop.

|  |
| --- |
| **Stay Connected. Join the Accenture Alumni Network (AAN)**    Dear Ruiyan,    There’s a phrase frequently used by members of our network: “Once Accenture, always Accenture”. This could not be truer than it is today; you will always be considered part of our family. Because we want to stay connected with you, we would like to invite you to **opt in** to the [**Accenture Alumni Network (AAN)**](https://urldefense.com/v3/__https:/www.accenturealumni.com/login/__;!!OrxsNty6D4my!6ypNMcOOpCbankjmUloyHwtS3G6VWOg62pN5831yNzwKO3EaZlD1AkFWQtstMtE2AP2Bnlhx8gAo-MMBQpvdgOJEMkBZAIgRGxrc8liB$).    This network comprises some of the brightest minds, greatest innovators and thought leaders who, like you, have played a role in shaping Accenture. Some of our alumni are now leaders of the most successful organisations in the world (many of which are Accenture clients). Others have gone on to start their own businesses or use their experience and skills to make a difference in the community. Whatever you do next, staying connected to a network of like-minded individuals can provide invaluable opportunities.    As a member of the AAN, you will have exclusive access to networking events, Accenture’s latest thought leadership and future job opportunities (where your application would be fast-tracked as a network member). It also enables you to reconnect with former colleagues and expand your professional network.    Read on to find out more about the benefits of joining the network or, if you are ready to join now, please [**register here**](https://urldefense.com/v3/__https:/www.accenturealumni.com/login/__;!!OrxsNty6D4my!6ypNMcOOpCbankjmUloyHwtS3G6VWOg62pN5831yNzwKO3EaZlD1AkFWQtstMtE2AP2Bnlhx8gAo-MMBQpvdgOJEMkBZAIgRGxrc8liB$). |
| **Top 5 benefits of joining the Accenture Alumni Network:**   1. Continue to be part of the Accenture family by **maintaining relationships** with Accenture colleagues and friends, present and past. 2. **Stay connected** with 14k+ fellow alumni in UKI, and 280k+ globally, and continue to grow your network both in person and online. 3. Access thousands of skilled and respected business leaders worldwide, sharing thought leadership and innovative insights to help you **keep your finger on the pulse.** 4. Explore **career development resources and job opportunities**, inside and outside of Accenture. 5. Discover new opportunities to **collaborate and exchange knowledge** with your peers. |
| If you have any questions or suggestions regarding the network - please reach out to the [**UK Alumni Team**](mailto:ukalumni@accenture.com).    We do hope you will stay in touch with us by joining the Accenture Alumni Network, and we look forward to welcoming you to future events.    Best wishes,    **Andrew McCaffer,**  UK Alumni Network Executive Sponsor |

Dear Ruiyan,

Following receipt of your resignation, we would like to take this opportunity to highlight your responsibilities and actions leading up to and after your last day of service i.e. 10 June 2024

**Please note:**

* If we do not hold an alternate e-mail address for you, any final balances figure will be processed without notification.
* Any final balances will be paid a month in arrears and not with your final salary payment.
* You can download a copy of your P45 and payslip documentation from [Payroll Global View](https://uki-mypayslip.accenture.com/).  Please don’t forget that you need to update your personal email address on Workday (<http://workday.accenture.com/>) prior to leaving to access the [Payroll Global View](https://uki-mypayslip.accenture.com/) site.

**Accenture System access:**

Controls will be applied to your account that will limit your access to sites containing Accenture’s and its client´s proprietary information and will prevent the download of information to personal devices or accounts. In addition, controls for preventing potential data loss through desktop email clients and personal webmail will be applied  
  
You will still be able to access most Accenture tools and applications from your Accenture-managed or authori**s**ed device.

Please refer to the attached Information Security Controls FAQ document for further information.

**IT Equipment:**

To return your Accenture equipment please contact [uk.mail@accenture.com](mailto:uk.mail@accenture.com) and they will arrange a courier for you. You will need a valid WBS for this option. Please ensure that you complete the attached Asset return sheet and place this with the laptop.

If you do not have a WBS, please reach out to your People Lead or HR Partner. For any other queries please contact [UKTS.Leavers@accenture.com](mailto:UKTS.Leavers@accenture.com).

**Return Address**: Jungle IT – Accenture Returns, Beacon Hill Road, Halifax, HX3 6AQ

**Sick Absence**

Please check the [Manage My Absence](https://support.accenture.com/support_portal?id=acn_service_catalog_dp&sys_id=28e9958e13fa3200e24d30128144b04b) tool to close any open sick absence cases before your last day of employment.

**People Lead Assignments:**

If you are a People lead, you should re-assign a new People Lead to your currently assigned individuals before you leave Accenture. We recommend that you have a conversation with the Manager and new People Lead before reassignment.

**Non-Disclosure Obligations:**

Remember that you may not take any Accenture, client, or other third-party confidential information with you when you leave Accenture.  You must follow the provisions in your employment agreement as well as Accenture’s policies, including Global Policy 69 (Confidentiality), Global Policy 57 (Acceptable Use of Information, Devices, and Technology), Global Policy 91 (Intellectual Property), and Global Policy 1431 (Data Management), which further detail ownership of Accenture intellectual property and confidential information and your obligations to protect it.  Those obligations continue to apply even after you leave Accenture.

For any further details and queries, please refer to the specific policy available at the below link:

<https://policies.accenture.com>

**Employee Assistance Program:**

The EAP is a free and confidential benefits program available to every Accenture employee - to help you maintain a healthy and fulfilling life.  All providers are available 24/7 for phone counselling. They can assist with personal or work-related issues that may affect your job performance or mental, emotional or physical wellbeing.

Accenture offers 12 months post-employment EAP coverage for employees and dependents, please find details [here](https://in.accenture.com/careers/totalrewards/eap/?customize_changeset_uuid=#find-your-eap)

**StrengthsFinder Results**:

If you took Gallup’s Clifton StrengthsFinder, the results are yours to keep and we hope you find them valuable in your new role!

You have until your last day of employment with Accenture to either print or download and send your reports to your personal email account. If you do not have your results, click [here](https://strengths.accenture.com/) to log in to Gallup Online using your active Accenture Enterprise ID and password to download your Strengths Reports. After your last day of employment, we will remove your report from our systems in line with our internal policies.

Gallup may retain your report for longer, as you also have the option of setting up a profile with Gallup to access your report via your personal email address.  Please contact Gallup Client Support at [strengthscenter@gallup.com](mailto:strengthscenter@gallup.com)  for more details on how to access your Strengths report on Gallup’s Strengths Center site after your last day of employment.

You have the right to request to permanently remove your results from Gallup’s database. If you would like your results removed, send an email to [Privacy\_Administrator@Gallup.com](mailto:Privacy_Administrator@Gallup.com)

Please visit the [Leaving Accenture website](https://in.accenture.com/uki/policies). **T**his site is designed to assist you as you prepare to leave Accenture and details a number of important actions to work through before you go.

**Kindly note the following sections in particular**:

* **MyT&E**

* **Mobile Devices**
* **AMEX Corporate Card**
* **Payslips**

* **Pensions**

* **Personal details**

If you have any queries , please contact Peopleline via “Ask Question” on [Accenture Support](https://support.accenture.com/support_portal?id=acn_service_catalog_dp&sys_id=dab92ee90f03df08fb46355be1050e88) or you may choose to contact a Peopleline representative via [CHAT](https://ts.accenture.com/sites/PeopleLineChat1_UKI_NA/Pages/uki-people-link/index.aspx) (08:30 until 17:30). Monday to Friday.

Kind regards,

Prachi

Employee Services

UK: 0800 028 2255 Option 4, Option 1

UK Intl - +44 203-428-0985

Ireland: +353 1 5066397 Option 3, Option 1

Contact us:

Employee: [Accenture Support](https://support.accenture.com/support_portal?id=acn_service_catalog_dp&sys_id=dab92ee90f03df08fb46355be1050e88)

HR Partner: [HR People Support](https://support.accenture.com/hr_people_support?id=acn_service_catalog_dp&sys_id=095d127ddbd32b406c7f3318f4961948&hr_workspace=yes&hr_workspace=yes)

Ref:MSG1156574585