



Outlook

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## Finance Payroll Clearance in ECMS Tool (India Payroll)

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From in, payrollhelpdesk <payrollhelpdesk.in@capgemini.com>

Date Mon 11/17/2025 12:15 PM

Dear Colleagues,

As part of the relieving process, please be informed of the following important details.

- - India Payroll team would be giving the **Finance Payroll Clearance in ECMS Tool One week in Advance prior to your last working day.**
  - Finance Shift Allowance Clearance would be **Auto Cleared on the last working day.**
  - Make sure that all the teams have given their clearances before your last working day. You are requested to connect with respective team SPOCs mentioned in the ECMS Tool.
- Final settlement will be initiated post all the clearances are done. Any delay in clearances would further delay the final settlement process.
- Final settlement will be completed, and the amount will be transferred to your updated Bank account within 30 days from the last clearance date in ECMS Tool (Not last working day).
- Final Settlement statement will be available in HGS Portal within 2 days from the date of salary credit (Final settlement amount). You can login and download the FNF and Tax statement.
- Reach out to the below team / email ID for any clarifications on Full and Final Settlement
  - Employees on Notice Period                      Raise a ticket in [Workzone > Raise a Ticket > Create Ticket](#)
  - Employees Relieved and Moved Out              Drop a mail to [Ffnhelpdesk.in@capgemini.com](mailto:Ffnhelpdesk.in@capgemini.com)
- Refer the [Exit Orientation presentation](#) about Final settlement / Exit process on Talent India - Finance home page.
- Additionally, **do join the Exit Orientation program** organized by the ECMS Exit team. Weekly sessions are held on Tuesday, Wednesday, and Thursday from 3:00 pm to 5:00 pm.

### **Key Important points to be noted:**

Complete the below activities before your last working day.

#### **1. Clearances**

- a. Ensure that all the other teams have given their clearance in ECMS Tool. Final settlement can be initiated only post all the clearances.

#### **2. Leave Encashment Days**

- a. Do check your leave balances with HR team at the time of HR clearance. Any corrections in leave balances to be discussed with HR and closed before last working day.

#### **3. Submission of OAAR & Investment Proofs**

- a. Submit your OAAR claims and Investment Proofs, if any, into HGS Portal before 7 days prior to your last working day.
- b. Proof submitted on emails **"Will Not be Accepted"** for Final Settlement
- c. Make sure to review the **Investment Proof Submission guidelines** before submitting your documents to prevent any rejections.

#### **4. Payment to Company towards Joining Bonus, Retention Bonus, Notice Pay**

- a. Employees are required to settle the Joining Bonus, Retention Bonus, Notice Pay upfront
- b. Exit team would be sharing the Company Bank Details for transferring the funds. Employee to do Online transfer (NEFT / RTGS Only) and share the screenshot with Exit Team for their Clearances.

c. These recoveries (Joining Bonus, Retention Bonus, Notice Pay) will not be adjusted against the Full & Final Settlement

**5. Any Other Allowance (Shift / On-Call Allowances)**

- a. If you are eligible for other allowances like Shift/On-call allowance etc., kindly ensure that your Manager has uploaded and approved the same into PICS tool before your last working day
- b. No Manual inputs will be accepted

**6. HGS Login Credentials**

- a. Reset your HGS Password before moving Out.
- b. You can access the HGS Portal ( <https://ess.hgsbs.com/> ) even after leaving the Company for the next 1 year.
- c. Login Credentials to login into HGS Portal
  - i. Company Code                      CG
  - ii. Login ID                              Your Group Global ID

**7. Personal Email IDs and Mobile #s**

- a. Kindly ensure that your **personal Email ID's & Mobile #'s** are updated in ECMS tool. This is required for future communication (From16) / Resetting of HGS password. **This is Mandatory.**
- b. Forgot HGS login password post last working day – You can reset the same on your own. Ensure, correct personal email ID is updated in ECMS tool.

**8. Pay-slips and Form 16s**

- a. Download the required previous month's pay-slips and previous years Form 16s. **This is Important.**

**Kindly ignore this mail if you have already taken action on this email.**

**Regards,**

**Finance – India Payroll Team**