Outlook

Resignation : Separation next steps- Sheik Nazarana (46237458) from Bangalore

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From ecmsprocess.in@capgemini.com <ecmsprocess.in@capgemini.com>

Date Sat 9/6/2025 4:30 AM

To Nazarana, Sheik <sheik.nazarana@capgemini.com>

Cc Seshadri, Sandhya <sandhya.seshadri@capgemini.com>; ecms.in@capgemini.com <ecms.in@capgemini.com>; IN, ECMS Process <ecmsprocess.in@capgemini.com>; Yadav, Saurabh <saurabh.kumar-yadav@capgemini.com>

Hi Sheik Nazarana,

To facilitate a seamless exit process, kindly adhere to the following guidelines:

- Log on to ECMS Application → https://ecms.fs.capgemini.com.

- **Contact List:** Use the "Contact List" tab at the top of the ECMS homepage to reach departmental role holders for clearance completion.

- **FAQs:** Refer to the Exit Process FAQ document on the ECMS homepage for answers to common exit-related queries.

  Path: ECMS → Home → FAQ

- **Orientation Document:** Visit the Exit Orientation Document/Deck for guidance on sub-clearances and timelines.

  Path: ECMS → Home → Policy → Exit Orientation

- **Update Details:** Ensure your personal email and contact details are updated in ECMS for all future communications.

- **Relieving/Experience Letters:** These will be sent to your personal email after all clearances, including final clearance, are completed.

- **Dues Settlement:** Settle any dues with the exit team at least 5 days before your last working day.

You are required to obtain the following clearances in ECMS:

Asset Management Clearance:

- IT asset clearance will be provided only on your last working day after all assets are surrendered or transferred.

- **Before clearance:**
  - i. Submit a surrender ticket in Service Central for all IT assets (laptops/desktops, SafeWord token, BlackBerry, etc.) at least 3 days before your last working day.
  - ii. Follow up with the ticket handler to confirm asset surrender/transfer.

- **For asset transfers (desktop/laptop):**
  - i. Initiate the transfer process with necessary approvals at least 3 days before your last working day and contact the POC listed on the ECMS homepage for any assistance or clarifications.

  Note: Ensure laptops are in good condition before surrendering; if damaged, request repairs in Service Central in advance to avoid delays. Damaged assets will trigger a recovery process, and failure to follow these steps may delay your clearance.

- For detailed guidance, refer to the process documents on the Talent portal for Desktop/Laptop Transfer and Surrender.

EIS/HR Clearance:

- EIS/HR clearance will be done 2 days before LWD, notice period shortfall days will be updated in ECMS 1 day before LWD. Please contact the POC as per the contact list available in ECMS home page for any assistance/clarifications.

People Manager Clearance:

- In addition to approving your resignation, your People Manager must provide clearance in ECMS, including approval of your timesheet for the preceding 180 days and any expense clearances before your last working day.

Finance Clearance:

- If you've taken forex advances for onsite travel, settle them with the Forex team. Finance clearance will be granted upon settlement. Ensure you contact the Finance team 7 days before your last working day.
  For additional forex per diem request/settlement: Click here
  For additional forex advance request/settlement: Click here

- **Secondee Advance:** If secondee advance is already recovered from the onsite payroll, please share the onsite payroll mail confirmation against the secondee recovery.

- **Please send your queries related to Exit clearance at financeexit.in@capgemini.com. While routing the mail please mention your Employee ID, GGID along with LWD.**

- **Travel Kit Allowance or Relocation Cost** - As per the policy guidelines in case employee leaves the organization within a span of 12 months from the date of payment of travel kit allowance/relocation advance, entire amount claimed as travel kit allowance **(T&E policy page.21)**/relocation advance **(Relocation Policy page .6)** will be recovered as part of his /her final settlement. **This process is not applicable for Sabbatical leave & the employees who is getting transferred within Capgemini one region to another.**

- **Payroll – It is mandatory to upload investment proofs in Payroll (HGS) 3 days before LWD, if applicable.**

  Proof submitted on emails will not be **"Accepted"** for FnF settlement.

Insurance Clearance:

S.No	Plan Name	In the event of separation from Company
1	Voluntary Parental Insurance Policy	Retail policy to be initiated 45 days prior to Policy expiry date
2	Group Medical Insurance Policy	Policy gets cancelled retail policy to be initiated 45 days before last working day for continuity benefit

- If an employee is interested, they can opt into a retail plan for self, spouse children and for parents with continuity benefits. Below are the details on the same.

- **Voluntary Medical Insurance Continuity:** For Continuity benefit on retail insurance plan in India for Employee, Spouse and Children.
  - This plan can be opted under following scenarios:
    1. Employee deputed for long term assignment (more than 1 year) or,
    2. Employee is planning to retire.
    3. Employee exit Capgemini.
  - Waiting period as per retail will be waived up-to the tenure of employee in Capgemini India medical insurance plan.

- **Voluntary Parental Insurance Continuity:** Employees who have enrolled for the voluntary parental plan in the previous 2 years before exiting the organization can opt for retail plan in India for Parents.
  - This plan can be opted under following scenarios:
    1. Employee is planning to retire.
    2. Employee exit Capgemini.
  - Waiting period as per retail will be waived up-to the tenure of employee in Capgemini India medical insurance plan.

- **Important Points:**
  - The current Voluntary Parental Insurance plan, if opted, will continue to remain active till the policy expiry date mentioned on the e-card.
  - **No cancellation** to the Policy is allowed during the year post subscription to the plan. In case the employee is leaving the organization then the balance premium must be paid by the employee on or before LWD.
  - To avail continuity benefit on GMC, request should be raised 45 days prior the LWD in Capgemini India and for Parental Insurance request must be raised 45 days prior to Policy expiry date.
  - Pre-medical check may be required depending upon age of insured persons.
  - The coverage and premium will be as per retail plan and not as per Capgemini offered plan.
  - Anyone interested can connect with capgemini.continuity@aon.com to enrol for the plan.

- Escalation point in case of no response minaxi.sharma@aon.com or anuradha.bose@aon.com.

ICRES Clearance:

- **ID card needs to be submitted by all employees mandatorily.**
- ID card should be **submitted to the ID card cell in the respective locations by 3 pm.**
- If the ID card is **not submitted within the LWD a penalty** will be levied.
- The ID card cell will issue visitor pass to exiting employees once they submit their ID's.
- The pass is valid only on the LWD.
- The pass will allow the employees to remain in premises to complete their formalities. He will be escorted to access any of the work area (N+1 or anyone who is authorized by N1).

Amex Card Clearance:

- Clearance will be given 10 days before LWD for employees who are not holding Corporate AMEX Card.
- Employees holding Corporate AMEX Card and having any dues are requested to settle it directly with AMEX vendor.
- Clearances will be given only if the account shows "0" balance.

  Note: To speed up the clearance process, kindly share the screen shot of payment details with **amexhelpdesk.in@capgemini.com.**

Learning and Development Clearance:

- **L&D – Library:**
  - i. Auto clearance is provided in case you do not have any books.
  - ii. Books should be returned **"at least 45 days"** prior to the last working day.
  - iii. For any queries or concerns, please contact Library SPOC.

- **L&D certification:**
  - i. Please get in touch with the L&D certification clearance role holder 7 days before LWD.
  - ii. L&D role holders names are available on ECMS - Contact list.

  Note: Training cost recoverable is updated by the L&D team in amount section.

People Process (HR) Clearance:

- Please ensure to update all the availed leaves in Global Time Management (Replicon) (time sheets) with appropriate leave code.

- This should also be approved by your People Manager at least 3 days prior to the last working day.

- **People process clearance shall be auto cleared prior to 2 days/1 day or on Last working day subject to completion of Time helpdesk clearance.**

- **In case time helpdesk clearance is pending, People process clearance shall be auto cleared on Last working day.**

Time Helpdesk Clearance:

- ACIS employees needs to ensure that in **Global Time Management (Replicon), last 6 months (till the LWD of ACIS employee)** timecard status should be in **"Approved"** Post which People Manager can provide Time clearance in ECMS portal.

- In case of any **technical** related queries in **ECMS portal** raise the ticket through ITSM Portal: **Service Central – Click on Browse categories – Employee Management- ECMS- Select appropriate category.**

- In case of any **technical** related queries in **Global Time Management (Replicon),** raise the ticket through ITSM Portal: **Service Central – Click on Browse categories – Finance Applications – Timecard (Finance) - Select appropriate category.**

- **BSv employees** should ensure that all the **Timesheets are approved by People Manager till the LWD** in Replicon system for any issues related to time helpdesk clearance please reach out to CORP, Bsv Helpdesk bsvhelpdesk@capgemini.com **.**

  Note: People Manager Clearance is mandatory to provide Time Helpdesk clearance

- In case of any **technical or functional** related queries in **Replicon Portal** raise the ticket through **Service Central** in the below path
  Talent – About Us – Global Business Line (GBLs) – Business Services India - Global Time Management (Replicon) BSV India

Car Lease Clearance:

- Auto clearance is provided in case you do not have any car loan and there is no need for you to follow up for the same.

- If you are having any Active Car loan, then pls connect with the car lease co-ordinator to check on the due amount and the process to close the lease (clcprocesscoordinator.in@capgemini.com).

- For any queries or concerns, please contact car lease role holder names as available on ECMS - Contact list.

Note: Car lease amount recoverable is updated in the amount section.

Mobility Clearance:

- Clearance can be completed 7 days before last working day if you do not hold any visa's.

- Please get your record verified with IAS / Mobility team, in case you hold valid Work Permit / Visa / Residence Permit Card.

- For any queries or clarification, please contact IAS / Mobility admin as mentioned in contact list.

Gratuity:

- Upon validation of the record, the Gratuity claim will be processed, and disbursement of the amount will be settled to your salary a/c within 30 days from your LWD.

- For any queries related to Gratuity, please send an email to **retiralshelpdesk.in@capgemini.com** through **personal email id** along with name of Entity & the Global ID/Employee ID for better tracking & to deliver a smooth experience. The response turnaround time of Retirals Team is **3 business days.**

Provident Fund (PF):

Pre-requisites of PF Transfer/Withdrawal

- **Activation of UAN:** The member should have activated his/her UAN. The mobile number used for activation should be active & must be linked to Aadhaar to get an OTP.

- **Registration of KYC under UAN Profile:** Aadhaar Card, PAN Card and Bank Account details are Mandatory documents required for completing the KYC process.

- **PF Transfer:**
    i. If an employee resigns from one establishment & join another (where EPF & MP Act 1952 applies) then it is necessary to transfer Provident fund accumulation & Pensionable service to their new establishment.
    ii. Member need to ensure that his/her Prior Pension Service has been transferred to the last Member ID from which claim needs to be initiated.

- **PF Withdrawal:**
    i. The withdrawal of PF & Pension can be done only **after two months from the last working day by those members who are not employed.**
    ii. Members need to ensure that his/her Prior Pension Service has been transferred to the last Member ID from which claim needs to be initiated.

- The Date of Exit should be available under said PF Member ID.

- **Link for UAN based Member Portal**: https://unifiedportal-mem.epfindia.gov.in/memberinterface/.

- For any queries related to your PF account (including PF withdrawal/Transfer), please send an email to **retiralshelpdesk.in@capgemini.com** through **personal email id** along with the Global ID/Employee ID, UAN, PF Member ID & appropriate documents for better tracking & to deliver a smooth experience. The response turnaround time of Retirals Team is **3 business days**.

Escalation Matrix:

If the query is not answered within 3 working days, please follow below escalation matrx:

- **Provident Fund:**
    i. Level 1 - Siddaigh K: siddaiah.k@capgemini.com
    ii. Level 2 -Sanjaykumar Sudhakarrao Sonkusare: Sanjaykumar.sonkusare@capgemini.com

- **Gratuity Fund:**
    i. Level 1 -Anurag Agrwal: c.agrawal@capgemini.com
    ii. Level 2 -Pranali Acharekar: pranali-shashikant.acharekar@capgemini.com

Shift and On Call Allowance Process:

Employees serving notice period must update their attendance in shift allowance tool 5 working days prior to their last working date and ensure it is approved by Supervisor for auto submission of the claim request and Project Manager must approve the same on the next day to process along with full and final settlement.

Note- Any shift or on-call request that is not claimed on the shift allowance tool as per above policy timelines will not be processed along with the FNF. Further, there is no exceptional process for the same.

In case of any queries, please raise a ticket:

- For technical queries: https://servicecentral.capgemini.com/sc → Report an Issue → Select Shift Allowance in the service.

- For change in PM Matrix/ approver definitions: https://servicecentral.capgemini.com/sc → Order a request → Catalogues → Non-IT Tickets → India Finance → Service → Project Player Definition → New PM Matrix definition.

- For Policy change related queries please reach out to your BUHR.

<u>Full and Final settlement Process:</u>

Full and final settlement shall be credited within 30 days from your final clearance completion date.

Please note - If the last working date is on or before the 5th of any month, the previous month's salary will be put on hold and will be paid along with the full & final settlement

For instance - If your last working date is 1st/ 2nd/ 3rd/ 4th/ 5th Aug, your Jul month salary will be kept on hold and will be paid out with your Final settlement.

Please do not reply to this automated message. You will not get any acknowledgement or response.

Regards,
HRSS GetONWARDS Team