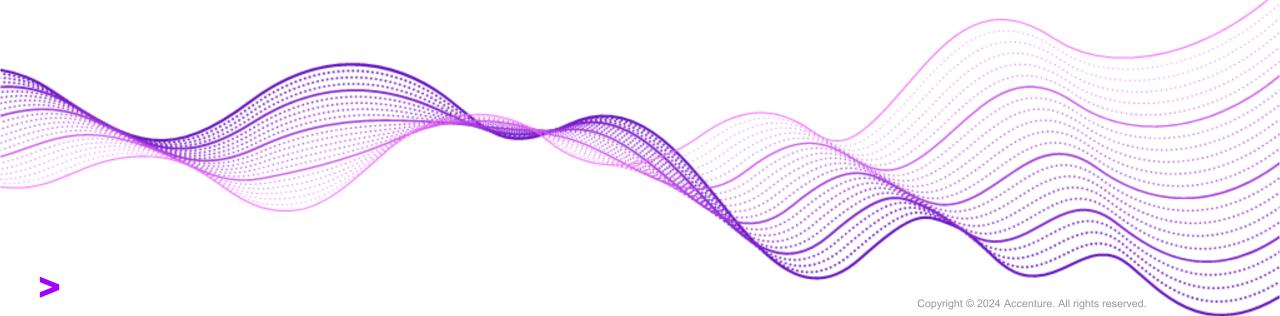


PAYROLL SESSION

Exit & Final Settlements Process

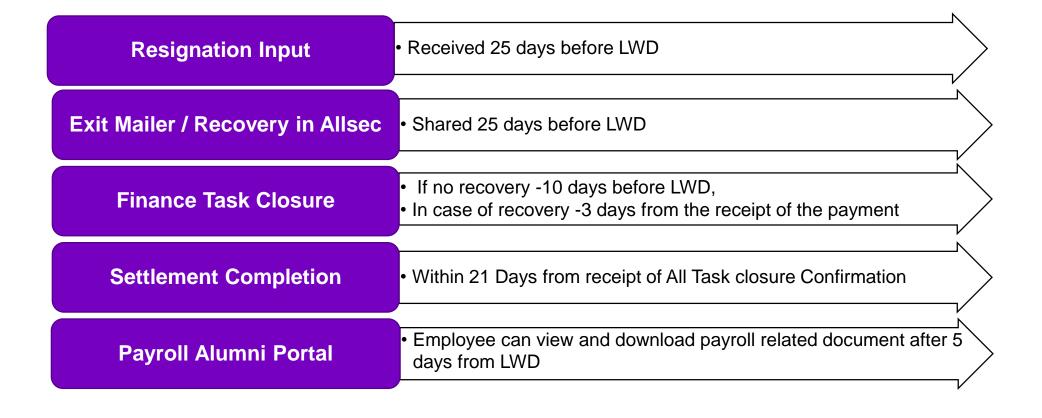


Exit Process accenture Tax supporting needs **Recovery details would** to be uploaded in Allsec (Soft copies) be updated in ALLSEC. Pay the same through along with From 12BB **NEFT only.** (Only in case of Old tax regime) **Points Redemptions –** Recognize/ Benefits You Time report needs to employees must redeem be submitted 14 days 7 days before the LWD before the last working post which tool will be disabled, and points will day. lapse. **Gratuity and leave** Exit **Payroll Alumni Portal:** encashment employee can view and **Declaration are filled** download payroll while raising Exit Process related documents request in after 5 days from LWD Snow/ AST*.

All employees resigning from the organization have to follow the Exit process for availing Finance approval and complete the formalities which have been laid by the company

Finance SLA





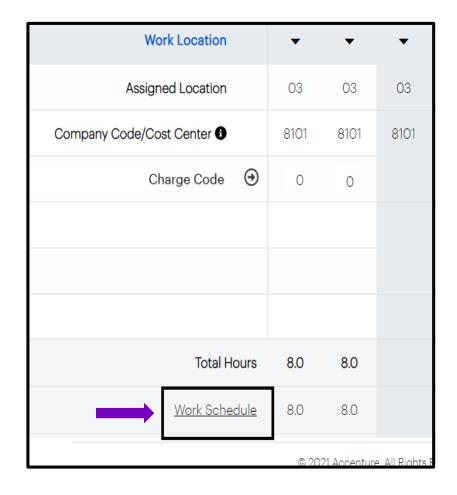
If the net pay in the final settlement sheet reflects as Negative, then you need to pay the amount to us. You are obligated to pay this amount to fully complete the exit formalities at Accenture. It is advisable to settle the accounts with the company; otherwise, this will be reflecting as an outstanding in our records.

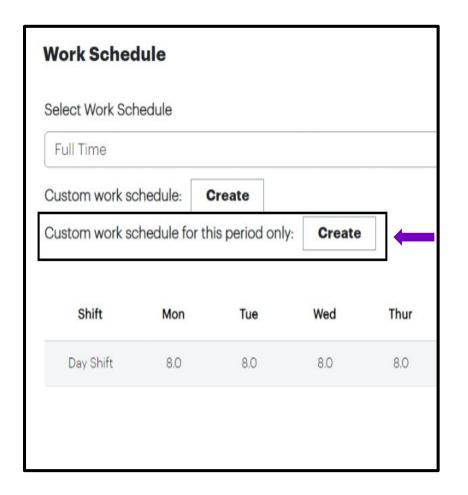


Submission of your Attendance



Work Schedule Select the second option Remove Hours post LWD Submit

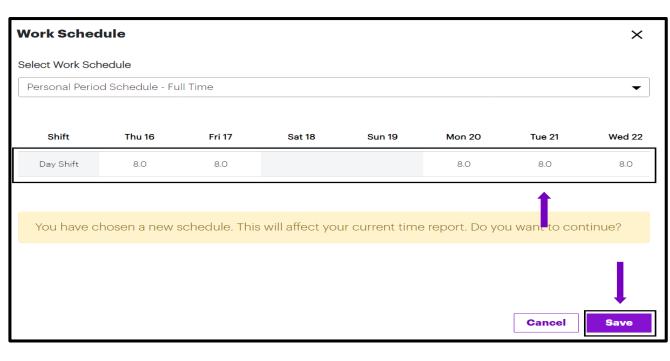


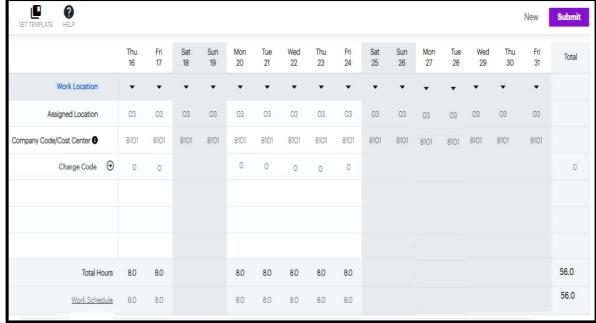


Filling up of Your MYTE Sheet









View of Fin Exit Approval Page



	accenture	Compensation ✓ Reimbursements ✓ Tax ✓ RewardCommunication ✓ Utilities ✓ FAQs & NPS ✓	
	Employee ID: Management Level:	> Finance Approvals For Exits	
	Constant of the Constant of th		
Ein Evit	Alert from Allsec	Employee ID DOJ	
Allsec Utilities Fin Exit Approval	Compensation Plan: 10 Dec 2021	Name Last working day	
Approval	Tax Declaration: Not Updated	Personal information:	
	Mastersetup: Updated	Last Working Day (dd/mm/yyyy) Name of HR Rep	
	R539 Bookings: Not Submitted	Official EMail Id	
	Bank Links	Personal EMail Id	
Recoveries will be updated here	HDFC Bank now on your Desktop	General Input (to be filled by Finance Dept)	
	ICICI Bank now on your Desktop	Finance enter the details	
	HSBC Bank now on your Desktop	Leave encashment form received from AST	
	Kotak Bank now on your Desktop	Other Recoveries to be paid by the employee (to be filled by Finance Dept)	
	786	Withholding Salary	
	Deutsche Bank now on your Desktop	Excess Leave / Hrs Hrs	
	State Bank of India now on your Desktop	Service Agreement Recovery	
		Joining Bonus	
	Axis Bank now on your Desktop	Relocation Recovery	
	Standard Chartered Bank now on your	Notice Period Recovery Days	
	Desktop	Incentive Recovery	
	DBS Bank now on your Desktop	ID Card Recovery	
	IDFC FIRST Bank now on your	Other Recovery	
	Desktop CITI Bank now on your Desktop	Notice Period Payable	
		T&E Recovery / Payment	
		Oncall /Shift allowance	
		Other Pay	
		Cheque / DD received	
		Cheque / DD received	
Online tax proof submission		Tax Proofs Documents Submission, if any. (To be filled by the Employee)	
	—	Tax proof Submission - Online	
		R 539 Documents Submission, if any. (to be filled by the Employee)	
		R539 Documents	
		Finance remarks for Exit Employee	

Types Of Recovery



Notice Period	No tax impact		
Joining / Retention Bonus	Full recovery, no reduction in Taxable income		
Relocation	No tax impact		
Excess leave	No tax impact		
myTE recovery	No tax impact		
Car Lease	Normal course of taxation		
Other Recoveries	Varies case to case		



Other recoveries like Bonus (if any) has to be updated by the HR.

Recovery Details



Joining Bonus

- Employees who resign before completing lock-in period, it is considered as recovery.
- Note: HR/CM has to update "NO " on Snow/AST if it is a waiver

Relocation Expenses

- Employees who resign before completing lock-in of 12 months period, it is considered as recovery.
- Note: HR/CM has to update "NO" on Snow/AST if it is a waiver

Excess Leave Calculation

 Excess leave amount = Fixed Annual Pay /365 x No. of excess leave days

Notice Period Calculation

Notice period recovery = Fixed Annual Pay/365 x No. of shortfall days

*CM - Case Manager Snow- Service Now

Mode Of Payment



Online Transfer – only NEFT (No other mode)

A/C No. 72832010

Name - Accenture Solutions Private Limited

Bank Name - Bank of America

Address - One BKC, A Wing, G Block, Bandra Kurla

Complex, Bandra (East), Mumbai 400051

Swift Code - BOFAIN4X

IFSC Code - BOFA0MM6205

MICR Code - 400032002

Account Type - Current A/C



Note: Employee must pay the recovery amount 8 days before the LWD.



Gratuity



Eligibility

• Employees who completes 4 years and 240 days of continuous service in Accenture.

Calculation

- Last Drawn Monthly Basic Salary in India x 15 ÷ 26 x Number of Years completed
- After 5 years; completed six month is moved to next multiple.



- Gratuity payment is made separately within 30 days from LWD (Max 20Lac). This
 does not come along with F&F.
- As per Income Tax Act, Max upto INR 20,00,000 (life time) is tax free provided employee submits Gratuity Declaration Form on AST/ Snow (while raising the Exit Request).



It is mandatory to fill Leave Encashment and Gratuity Declaration form while raising Exit Request on AST/Snow.

*If the exit request raised by HR or Case Manager, then employee needs to submit the Scan copies of the declaration form through Service Now.

Note: For Payment of gratuity employee must submit dully filled Form I thru service now.

Leave Encashment



Eligibility

- As per the Income Tax rule, if employee resigns within 1 year from DOJ then leave encashment is taxable
- New Leave Policy as per State Law, is applicable effective September 1st 2023

Calculation

- FIXED ANNUAL PAY/2340 or 2080 x No. Of Hours (as per State Law & Leave Policy)
- ICF & CN 2080 (STD Working Hours) and ATCi & IO 2340 (STD Working Hours).

Payment

- Leave Encashment payment is made along with F&F.
- As per Income Tax Act, upto INR 25,00,000 (life time) is tax free provided employee submits Leave Encashment Declaration Form on AST/ Snow (while raising the Exit Request).

Leave Encashment is not completely exempted as per the Income Tax rule.

For Non-Government ---- Least of the following shall be exempt.

- 1. Cash equivalent of un-availed leaved salary @ 30 days for every year of services (Fraction is ignored)
- 2. 10 months average salary
- 3. Rs. 25,00,000/-
- 4. Amount Received

Leave Encashment will be calculated as per the above rule and least of the above is exempted and rest is taxable.

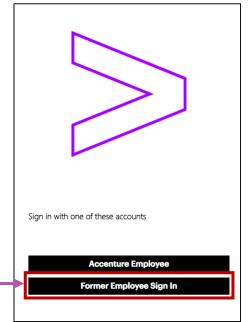
It is mandatory to fill
Leave Encashment
and Gratuity
Declaration form
while raising Exit
Request on
Snow.
If the exit request
raised by HR or Case
Manager, then
employee needs to
submit the Scan
copies of the
declaration form
through Service Now.

Payroll Alumni Portal



We have launched the Payroll Alumni Portal for Accenture former employees to enhance their Payroll Experience after exit. To visit the page, you can login to the **Payroll Alumni Portal (Allsec)**.

- It will take 5 days for creation of your Former account after your LWD, post which you can login to the portal.
- You can view and download Form 16, Payslip, Salary Reimbursement, Gift Report, Tax Proofs, FnF sheet, Tax Computation, Gratuity Slip etc.
- This page can be accessed only for 2 years from your last working day with us.





Accenture Service Channels



After last working day, you can reach out to the various team in Accenture on the below ID from your personal email ID

Full & Final Settlements

Payroll.Settlements@accenture.com

Provident Fund, ESIC & Insurance

• EB.Socialsecurity@accenture.com

Human Resource
FE- HRO*
T&E, IT Asset

• India.exitmanagement@accenture.com

Exit Process Synopsis





Exit Process

- Time report needs to be submitted
 14 days before the last working day.
- FnF will be completed within 21 days of receiving All task closure confirmation.
- Points Redemptions –recognize / BY– (LWD – 7) employees should redeem post which tool will be disabled, and points will lapse.



Leave encashment

- LE will be part of your FnF by default based on state leave policy & days of earned leave balance.
- To avail the tax exemption employees, need to fill LE Declaration form on the AST/ Snow while raising the exit request
- New <u>Leave Policy</u> as per State Law, is applicable effective September 1st 2023



Gratuity

 Employees who completes 4 years and 240 days of continuous service in Accenture.

Employee must share Gratuity payment Form I thru <u>Service Now</u> using the path Human Resource & Payroll > Payroll > Ask question > Select category. Response SLA is 3 working days



Recovery

- Recovery details would be updated in ALLSEC-> Utilities-> Fin Exit page. Pay the same through NEFT only
- For NEFT details (refer slide no. 10)



Tax

- Scan copies of the tax supporting if any needs to be uploaded on Allsec along with From 12BB 10 days before LWD only when employee have opted for Old Tax Regime.
- No Proofs required in case employee is under NTR
- Form 12 BB is mandatory only if employee uploading the tax supporting for current FY.



Timelines

- Exit formality mailer sent 25 days before the LWD (provided exit input is received)
- 2. Finance Task Closure -
- 10 days before the LWD (provided no recovery/ recovery paid)
- Mail communication from India Payroll



Service Channel After LWD

- Payroll- Payroll.Settlements@accenture.com
- PF & Insurance-EB.Socialsecurity@accenture.com
- HR-<u>India.exitmanagement@accenture.com</u>



Asset submission

- Mailer communication from Asset team 15 Days before the LWD along all the process and contact details
- In case of any query employee can write on -India.exitmanagement@accenture.com

Note- For other than Payroll Queries please reach out to the concern teams.

