Munuswamy, Thamizharasu

Dear user – Thank you for the details, please visit the Accenture facility on 28–Dec–21 and return the IT Asset.

Kindly go through the attachment in detail with respect to office visit for IT asset return.

Important Note:

Please await for Authorization Letter from "*India.HR.Mail*" mailbox which will be received on date of visit before 11Am .
   a. Visit to Accenture Office will be allowed only with "authorization Letter"
   b. Office visit is allowed only between 9am to 5pm
   c. Once you visit the facility security will guide you towards IT Asset submission
   d. Post submission kindly share the picture of Acknowledgement slip to ITAsset_ASTChecklist@accenturcom- provided at the time of return or provide the Asset details (asset tag id) you have returned.

Thanks & Regards,

Prathima Somashekar

IT Asset Management Team.

To: ITAsset_ASTChecklist <ITAsset_ASTChecklist@accenture.com>
Subject: RE: Action Required: Your Asset Submission - Next Steps

Hi Team,

Good day!

Please find the required details below.

Accenture Employee ID	Personal email id	Emp current address	Date by when emp will visit the Accenture Facility	Emp visiting Facility	Employee doesn't have symptoms of Cold, Cough, Flu, Fever, etc	To confirm not under home-quarantine	To confirm not identified as a close contact of a confirmed COVID case	User residence is at Containment zone – Yes or No	
t.a.munuswamy	thamizharasu007@gmail.com	7/118, Bharathi Street, C. Pallavarm, Chennai-43	Decemeber 28th, 2021	CDC2	No, doesn't have any symptoms	Not under Quarantine	Yes, not in close contact with any confirmed COVID case	No	

Thanks & Regards,
Thamizharasu M

From: ITAsset_ASTChecklist <ITAsset_ASTChecklist@accenture.com>
Sent: Thursday, December 23, 2021 5:44 PM
To: ITAsset_ASTChecklist <ITAsset_ASTChecklist@accenture.com>
Subject: Action Required: Your Asset Submission - Next Steps

Dear user

Note: If already responded, Please ignore the below mail

This is further to your resignation and closure of associated exit formalities, we would like to inform you about the next steps to ensure safe submission of Accenture IT assets.

Given the current situation and work arrangement, we would request you to submit Accenture IT assets in your possession within five(5) working days from your LWD. This will enable on-time processing of your Full and Final Settlement as well as issuance of relieving letter.

Please note international courier of IT Assets is not allowed and its against custom compliance.

View the assets assigned you at below mentioned URL's :

1. IT Assets (Laptop & Desktop)
2. ConsolidatedAssetTool (accenture.com) → My Asset Details → View My Asset Details
3. Other IT Assets if any tagged to you, will be emailed separately
4. To release the asset to IT Stores : Please raise request by following link Asset Decommission Request
5. To transfer the ownership of an asset : Please raise name transfer request by following link https://accentureinternal.service-now.com/support_portal → Select a Topic (Technology Support) → Order Service → Asset Management & Procurement -→IT Asset Changes → Transfer of ownership for IT Assets

We would request you to please respond to the mail so that we can help you with next steps.

Action Required & Next Steps

1. Please respond to this mail along with the below details two days prior of your LWD and accordingly IT team will be connecting with you to enable your office visit

Accenture Employee ID	Personal email id	Emp current address	Date by when emp will visit the Accenture Facility	Emp visiting Facility	Employee doesn't have symptoms of Cold, Cough, Flu, Fever, etc	To confirm not under home-quarantine	To confirm not identified as a close contact of a confirmed COVID case	User residence is at Containment zone – Yes or No	

2. Please refer the below section regarding your responsibilities and obligations towards safe return of Accenture IT assets

As per the Terms of Employment,
(a)   Upon expiration of your employment, for any reason, or as otherwise requested by Company, you shall return to the Company any property belonging to the Company that is in your possession, custody or control, including but not limited to laptop computer, software, mobile phone, identity card, access card and other devices with details of any passwords or user ids installed therein.
(b)   In cases of your failure to return the Company property the Company shall be entitled to, at its sole discretion, withhold the relieving letter and all other documents regarding your employment hereunder.

Also, as per Policy on Employee Separations, you must, prior to or on your last working day, return all Accenture property to the designated stakeholders. Accenture property includes, but is not limited to your laptop, RSA token and all other Accenture computer equipment, access/id cards, pedestal keys and car pass, corporate credit card, library books, failing which Accenture will be entitled to deduct the relevant asset amount in lieu of the same as part of full and final settlement due to you. The approval from each of these stakeholders mentioned below would be essential in getting the exit process completed:

1. Laptop, RSA token and any other technology assets.
2. Library books borrowed. – Library (if applicable)
3. Pedestal keys. – Workplace
4. Id card/s(photo ID card), access card/s– Workplace

Please note we will be able to release the reliving letter only once the asset is submitted to Accenture. In case asset is not submitted within 5 working days post your last working day, it will lead to recovery of the asset in full and final settlement.

In case of any query you can reach out to ITAsset_ASTChecklist@accenture.com

Thanks & Regards,
IT Asset Management team