

## Munuswamy, Thamizharasu

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**From:** EE.Support  
**Sent:** Thursday, December 23, 2021 4:46 PM  
**To:** Munuswamy, Thamizharasu  
**Subject:** <KAD> Exit intro mail

Dear Employee,

Hope you are doing well.

Employee SAP : 11657782

Supervisor : s.a.padmanaban

HRPA ID : prashanthi.a.ramesh

Please complete the below actions before your LWD to make sure that your F&F is processed on time.

You can write to Exits.CM for any exit related queries till your LWD.

Step	Activity	Responsibility	SLA (No of Working days)	POCs in case of clarification
1	Time report submission - <u>Kindly revert back if the time report has been submitted till relieving date.</u>	Employee	LWD - 1 WD	Time report related : EE.support Technical POC : Myte support
2	Check Contact details(. (contact no, personal email ID and alternate mailing address) reflecting on AST are correct, if not please update in work day and AST	Employee	LWD - 1 WD	POC : exits.cm
3	Below will be the details reflecting in your Relieving Letter  Job Profile: Software Engineering Analyst	Employee	LWD- 1 WD	POC: HRP A

Our Contact information:

Please Note : One reference number is created for every ex-employee query, if the same email with the reference number is sent to another team it will not reach them.

Hence, please write fresh emails to the below teams.

1. For exit related queries before your last working day, write to [exits.cm@accenture.com](mailto:exits.cm@accenture.com)
2. For exit related queries after your last working day, write to [india.hrss.exits@accenture.com](mailto:india.hrss.exits@accenture.com)
3. For Offer Letter related queries, write to [India.ERM.Pfilequeries@accenture.com](mailto:India.ERM.Pfilequeries@accenture.com)
4. For payroll/finance related queries like FNF settlement, Housing Loan Declaration, Declaration for Educational Loan, Additional Interest Housing Loan Sec80EE, Form12BB, Form 16, Tax Proof Submission Form, Gratuity, Leave Encashment and Pay Slips, write to [payroll.settlements@accenture.com](mailto:payroll.settlements@accenture.com) [Note : **Do not loop any other group ID / Do not even forward the mail**]
5. For PF Related / ESIC related queries, write to [EB.Socialsecurity@accenture.com](mailto:EB.Socialsecurity@accenture.com) [Note : **Do not loop any other group ID / Do not even forward the mail**]
6. For MY Time & Expenses related queries, write to [EB.TE.Exit@accenture.com](mailto:EB.TE.Exit@accenture.com) [Note : **Do not loop any other group ID / Do not even forward the mail**]
7. For Experience/Service Letter related queries, write to [India.HRSS.ESL@accenture.com](mailto:India.HRSS.ESL@accenture.com)
8. Assets related query, write to [ITAsset\\_ASTChecklist@accenture.com](mailto:ITAsset_ASTChecklist@accenture.com)

You can track the status of your Full & Final Settlement and Relieving Letter online even after your Last Working Day (this link would be active only after 10 WD from your LWD). To access these details, please visit Formal Employee Portal and use your enterprise ID as user ID and password (that was in use as on your last working day). Once you login, please click on "India Exit Process".

As you approach your last working day and complete your exit formalities, -do register with us on [www.AccentureAlumni.com](http://www.AccentureAlumni.com) to get updates on Accenture and exciting opportunities we may have, should you decide to join us back.

Below are the contact numbers of different locations to reach out to Alumni Helpline.

Location	Numbers
Bengaluru	+91 80 6758 1222 +91 80 4338 1222
Chennai	+91 44 4078 2222
Gurgaon	+91 124 4520 2222 +91 124 6640 2222
Hyderabad	+91 40 66928222 +91 40 30828222
Mumbai	+91 22 6186 5112
Noida	+91 120 666 4222
Pune	+91 20 423 24222 +91 20 619 24222
Kolkata	+91 33 6637 8222

“Wishing you all the best for your future endeavors “

Regards,



Kevin Anthony Dsouza

Accenture Intelligent Operations

Accenture Operations

Application Name - Ask a Question - Former Employee (India)	PORTAL PAGE : <a href="https://support.accenture.com/former_employee_portal">https://support.accenture.com/former_employee_portal</a>
Portal Catalog Item Name	URL
Exit - Ask Human Resource Question	<a href="https://support.accenture.com/former_employee_portal?id=acn_former_employee_render&amp;sys_id=79c3b98bdb6ff3c0547bf456bf">https://support.accenture.com/former_employee_portal?id=acn_former_employee_render&amp;sys_id=79c3b98bdb6ff3c0547bf456bf</a>
Exit - Ask Payroll Question	<a href="https://support.accenture.com/former_employee_portal?id=acn_former_employee_render&amp;sys_id=b0d8a24bdba7fbc0f5f4fd27bf">https://support.accenture.com/former_employee_portal?id=acn_former_employee_render&amp;sys_id=b0d8a24bdba7fbc0f5f4fd27bf</a>
Exit - Ask Time & Expense Question	<a href="https://support.accenture.com/former_employee_portal?id=acn_former_employee_render&amp;sys_id=886cd2d5db3f77003abe78fda">https://support.accenture.com/former_employee_portal?id=acn_former_employee_render&amp;sys_id=886cd2d5db3f77003abe78fda</a>

**Note:** We encourage you to follow the below escalation matrix, if you do not receive the response as per timelines defined.

Ex-Employee support team	Timelines
<a href="mailto:India.HRSS.Exits@accenture.com">India.HRSS.Exits@accenture.com</a> or <a href="https://support.accenture.com/former_employee_portal">https://support.accenture.com/former_employee_portal</a>	2 Working days (Ex: if you send an email on Friday, it will be replied before Tuesday, 9pm)
<a href="mailto:sakshi.b.sharma@accenture.com">sakshi.b.sharma@accenture.com</a>	2 Working days
<a href="mailto:sneha.a.jain@accenture.com">sneha.a.jain@accenture.com</a>	1 Working day
<a href="mailto:pavithra.venkatram@accenture.com">pavithra.venkatram@accenture.com</a>	1 Working day
<a href="mailto:syed.ulla@accenture.com">syed.ulla@accenture.com</a> / <a href="mailto:aditi.kumar@accenture.com">aditi.kumar@accenture.com</a>	Final Escalation