

Resignation - Approval Status of Resignation Application by Vicky Jaiswal (84732_FS) from IN Bangalore Whitefield

Tuesday, May 23, 2017 10:43 AM

Subject	Resignation - Approval Status of Resignation Application by Vicky Jaiswal (84732_FS) from IN Bangalore Whitefield
From	Jambunathan, Chandra
To	Jaiswal, Vicky
Cc	Jaiswal, Vicky; Jambunathan, Chandra; FSSBU, Offboarding Process
Sent	Saturday, May 20, 2017 11:15 PM

Dear Vicky Jaiswal,

This is to inform you that your Resignation application has been approved. Last working date given by Supervisor: 17-Jul-2017

Now that your Resignation is approved, you are hereby directed to complete the Assignment Review in MyPath (<https://myconnect.capgemini.com/>) before your last working day.

I. Please note that the clearance would not be given by Performance Management till the Assignment Review process is completed in MyPath.

Please make note of the following important points to complete the process:

- o You need to complete your own Assignment Review as well as review the performance of your reportees.
- o Assignment Review must undergo two vital stages: Employee self review and Supervisor review and discussion.
- o Assignment Appraisal helps capture performance feedback for your direct reports which would be available to their future Appraisers For detailed process document on Assignment review, Please access the 'Assignment Appraisal - Navigation Guide' available on KM portal: <http://km20.capgemini.com/book/733504>.
- o Review process must be completed on or before the last working day (before the date of effective movement).
- o Supervisor change requests raised due to a supervisor separation case, the review process must be completed by the last working day to enable successful completion of the ECMS clearance process.

It is highly imperative that you complete the review process, as the overall rating on the project and qualitative feedback provided would be considered in decisions during the year end Annual Reviews.

In case you do not have your login details : write a mail to mypath.global@capgemini.com

I. If your supervisor details are not updated on MyPath, log into <https://iconnect.fs.capgemini.com> -> Professional Details-> Make the required changes. The change request would need to get approved by the current and the new supervisor. Create / Update your Objective plan before you start working on the Assignment Review

form. To set Objectives on MyPath, Log on to <https://myconnect.capgemini.com/>
If you have any process and procedure related queries, please write to mypath.global@capgemini.com. For technical queries you can call at 2277060 (Helpdesk number), the same team would raise a ticket with the technical (CST) team.

II. If you are have reportees under you, Request you to direct them to raise supervisor change requests on I-connect after you have completed their review.

III. The I-connect supervisor change request would require your approval. To do so :

1. Login to iConnect - > <https://iconnect.fs.capgemini.com>
2. Go to "My Approvals - Notification" section on right navigation panel, click on Old Supervisor Approval link and you can select status as "Old Manager Approved / Rejected by" in the "Set status as" option.

ECMS Useful Links

- [Contact List](#)
- [ECMS Process Chart](#)
- [Frequently Asked Questions](#)
- [Holiday List](#)

NOTE:

- MyPath would be available for performance management w.e.f 12th Feb 2015, should you have queries please write a mail to mypath.global@capgemini.com"

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

Regards
People Processes team