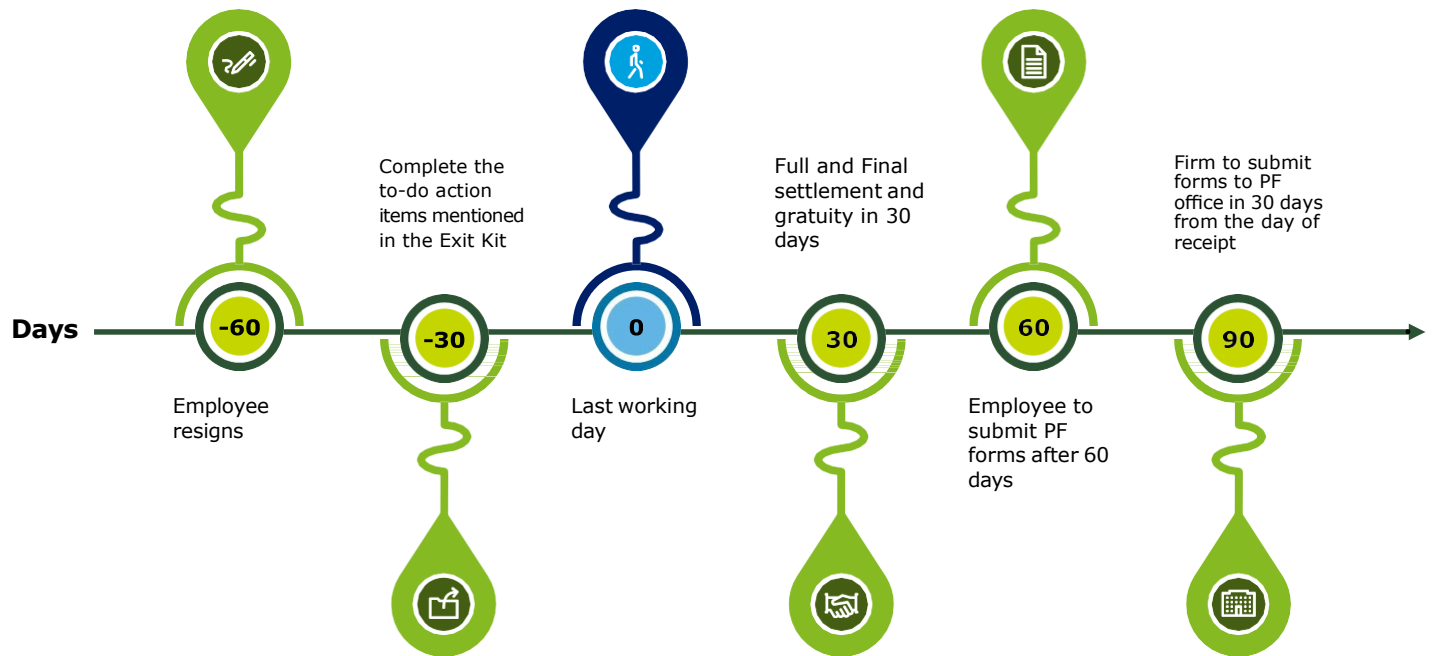




U.S. India Exit kit

A guide for separating
employees

Timelines for employee exit process



NOTE: The above timelines are subject to receipt of all applicable inputs and clearances from the concerned teams.

Introduction

Dear Colleague,

Guided by the philosophy of 'Colleagues for Life', we have always believed in staying invested in our ex-colleagues and hope you will stay connected to us through our various channels of Alumni Relations.

As part of an organization that is committed to people, we endeavor to provide the information you need for a smooth, seamless separation from Deloitte. With this in mind, we are pleased to share this "Exit Kit", which outlines the various steps towards preparing for the separation, including procedures related to Full and Final Settlement, Provident Fund, and Gratuity. You will find a pre-exit checklist as well as useful FAQs to help you navigate through the exit process.

We encourage you to refer to this document throughout your exit period and post exit for a strong, practical understanding of the processes, timelines and touch points involved in exiting from Deloitte. For any additional questions, please reach out to our Talent CIC team at +91 406670 2222 or 1800-2582-2222 (toll free).

Wish you the best in your journey forward.

Talent Team
Deloitte U.S. India offices

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Pre-exit action items



To-do checklist

Actions to be taken during notice period

Note: All these actions are sole responsibility of the employee. Delay or failure to follow the below timelines may impact the process of final settlement and issuance of the relieving letter.

Action required	Timelines	Contact for assistance
01. Update your contact details	At the time of submission of resignation	Talent Help Desk <ul style="list-style-type: none"> • VoIP: 2222 • Toll free No. 1800-2582-2222
Update your personal email ID and phone number on 'Resignation Form' on Talent On Demand (ToD) while submitting your resignation. The email ID provided will be used for any official communication after the last working day with the Firm. Ensure that your latest contact information is also updated on the 'My Information' page on ToD.		
02. Enter your Time and Expense details in DTE	Daily basis or every weekend end i.e. on Friday	DTE support <ul style="list-style-type: none"> • VoIP: 2222 • Toll free No. 1800-2582-2222
Please ensure all time and expense details are updated in DTE (including your last working date). If there is any missing time during your entire Deloitte tenure, please update it accurately on DTE.		
Note: Internet expense should be claimed on monthly basis, as per relevant amount applicable for BCP Internet. Consolidated bills are subject to rejection.		
03. Clear outstanding balance on your AmEx card	Two weeks prior to last working	CorporateCards@deloitte.com
Any outstanding balance on your Corporate American Express (AmEx) card can significantly delay the relieving process. Please ensure you clear all the dues on your AmEx corporate card. Please shred the card once dues are cleared.		
04. Submit your investment proofs (if declared any investments earlier in current FY)	As per guidelines	Finance Help Desk <ul style="list-style-type: none"> • VoIP: 2222 • Toll free No. 1800-2582-2222

Action required	Timelines	Contact for assistance
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The window to submit your investment proofs for final settlement is available on [HR Workways](#).

Deloitte Net → Talent on Demand → Compensation → My Pay slips, Tax & Reimbursement → Exit Process → IPSF YYYY-YY/Upload IPSF Proof Images.

Note: If you are serving your notice period during the annual IPSF window period, you are expected to submit your IPSF details during the same window. No exceptions will be made later considering your separation status. The above mentioned IPSF link will not apply for you.

Take the below steps to upload IPSF proof images:

1. Visit [HR Workways](#) via Talent On Demand
2. Enter your investment details
3. Scan and upload your proofs

For detailed information on guidelines, templates and formats please visit the [USI Payroll](#) Page on Deloitte Net.

Note:

- Investment proofs will be accepted as per IPSF guidelines only
- Submit your investment proofs one week before your last working day with the firm
- Investment proofs will not be accepted after the above-mentioned deadline
- Details once submitted and confirmed online cannot be changed under any circumstances. All proofs need to be submitted online as outlined above

05. Redeem outstanding Vantage Points

Prior to last working day

support@vantagecircle.com

Please note that you have until your last day with the Firm (before your Deloitte email expires) to log onto the Vantage Circle site and redeem any outstanding e-points that you might have in your Vantage Circle account. Log onto <https://deloitte.vantagecircle.com> with your Deloitte email ID as your username and enter your password previously established with Vantage Circle; if you have not previously established an account, please follow the prompts to create your password. You may email your questions to support@vantagecircle.com or visit the FAQs available from the top of the 'My Account' page on the website.

06. Submit your tax saving bills

Before 26th of the last month or your last working day (whichever is earlier)

Finance Help Desk

- VoIP: 2222
- Toll free No. 1800-2582-2222

Action required	Timelines	Contact for assistance
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The window to submit your tax saving bills (claim reimbursement bills) is available on [HR Workways](#) only between 2nd to 26th of every month.

DeloitteNet → Talent on Demand → Compensation → My Pay slips, Tax & Reimbursement → My Transactions → Tax saving bills (Claim Reimbursements)

Note:

- Bills need to be submitted only on HR Workways during the above mentioned timelines for successful processing.
- No bills will be considered if provided by any other medium, such as an email

07. Download all your financial documents

Visit [Talent on Demand](#)

Finance Help Desk

- VoIP: 2222
 - Toll free No. 1800-2582-2222
-

Kindly ensure you download your pay slips, Form 16 from [HR Workways](#) and compensation letter from [Talent On Demand](#). Please note you will not be permitted to transfer any data to your personal mail ID or external cloud. In case any transfer of personal data needs to be performed, it can be done only during the notice period, for which you need to reach out to the US Data removal request team at usdataremovalrequest@deloitte.com a week prior to your LWD.

For further assistance, you will also receive an exclusive set of credentials from Info Excelity to access HR Workways, post your full and final settlement gets processed. You will be able to download copies of your personal documents i.e. pay slips (only previous eighteen months*), Form 16 (only previous two years*), and Income Tax computation statement (only previous two years*). This window will be available ONLY for sixty days from your last working day. These documents will not be provided, if requested later.

08. Return your access card/ID badge

ID Card to be submitted along with other peripherals

Hyderabad,Pune,Kolkata,Chennai-USHydBadging@deloitte.com
 Bengaluru-USBlrBadging@deloitte.com
 Mumbai-USMumbaiBadging@deloitte.com Delhi-
USDelhiBadging@deloitte.com

You can follow the below process for submitting Deloitte assets:

1) Asset submission at the office/ITS hub - Asset submission can be done at your nearest office/ITS hub on your Last working day. Professionals can directly visit the office except on weekends and firm holidays, no prior booking is required.

2) Acces Card/ID Badge- Access card can be submitted along with the ITS assets.

Detailed information on off-boarding process will be communicated through **Off-boarding mail**.

Onsite deployed USI employees: In case you are submitting your badge while on **onsite deployment**, please ensure that you receive an email confirmation about the submission from the local Badging team. Please share a copy of the email with USIIndiaExitManagement@deloitte.com providing your employee ID and last working date and maintain a copy of this correspondence for future reference.

Action required	Timelines	Contact for assistance
09. Return your pedestal keys	Keys to be submitted along with other peripherals	USOneTeamIndia@deloitte.com x2222 option 4

USI office locations are specified in the **Employee Exit Guidelines**.

10. Return your Communication s Gym resources	CE GYM resources submitted along with other peripherals	to USIndiaCommGym@deloitte.com
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Please return, if any, books/DVDs, resources of the Communications Gym, if borrowed any. In case of non-submission, an amount equivalent to the value of the borrowed resources will be deducted from your final settlement. Under no circumstance, the amount once deducted will not be paid back.

11. Settle your car lease	One week prior to last working	USICarLeaseAdministration@deloitte.com
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If you are availing the firm-provided car lease facility, you need to settle your lease with the vendor at least one week before your last working date.

12. Update the transport department	One week prior to last working day	Hyderabad- USHydTPTHelpdesk@deloitte.com Bengaluru- USBlrTPTHelpDesk@deloitte.com Mumbai- USMumTransportHelpdesk@deloitte.com Delhi- USDelhiTPTHelpdesk@deloitte.com
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- Please ensure you communicate about your last working date to the transport team to avoid being rostered thereafter.
- Applicable only to Hyderabad professionals who are still availing Transport facility for night shifts.

13. Return your ITS assets	Off-boarding Process
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You can submit the assets via the following process:

Asset submission at the office

Detailed information on off-boarding process will be communicated through **Off-boarding mail** which will be sent 1-2 weeks prior to the last date on Deloitte & personal email ID.

You can directly visit your nearest office/ ITS hub on your last working day and submit the assets.

Please note it is mandatory to submit the assets, the worth of the accessories which are not submitted will be recovered in the Full and Final Settlement. Please ensure to take a back-up of your smartphone before your last day as the ITS will wipe out all data from it on your last day and you will have no option to back it up following this.

Action required	Timelines	Contact for assistance
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14. Validate your bank details on Talent on Demand	Before the last working day	Finance Help Desk <ul style="list-style-type: none"> • VoIP: 2222 • Toll free No. 1800-2582-2222
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Please ensure your bank details reflecting on Talent on Demand are accurate, since the final settlement amount will be transferred using these bank details at the time of payment. No other bank details apart from the ones submitted on Talent on Demand will be considered later, for settling the amounts.

Note:

- Clause payments such as joining bonus, notice period buyout, relocation reimbursements, and training bonds will be subject to review with your Service Line Leader and could impact the final settlement amount.
- Expenses submitted in DTE close to your last working day may impact your clearances and final settlement timelines.

15. Make note of the bidding adieu email	As soon as you receive it	Finance Help Desk <ul style="list-style-type: none"> • VoIP: 2222 • Toll free No. 1800-2582-2222
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Important:

If you are part of the Emergency Rescue Team (ERT)/ Fire Wardens, please reach out to the below SPOCs at your location so that they can identify a replacement.

Action required	Timelines	Contact for assistance
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16. Sodexo Meal Card	Utilize the Sodexo amount on your card (if any) within 90 days from your last working day with the firm	<ul style="list-style-type: none"> • Email: cardsupport.in@sodexo.com • External: 1800-130-3030 & 1800-267-3030
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Pre-exit FAQs

What documents do I need to download from HR Workways before leaving Deloitte?

Kindly ensure you download the below mentioned documents available for you on [HR Workways](#). Please download these at least one week before your last working date. You will not have access to these documents after your last working date with the Firm–

- Pay slips
- Form 16
- Income Tax computation sheet

Important:

- For further assistance, you will also receive an exclusive set of credentials from Info Excelity to access HR Workways, post your post your payroll for your last month at Deloitte gets processed. These credentials will be shared on 10th of the next month to your personal email address. You will be able to download copies of your personal documents i.e. pay slips (only previous eighteen months*), Form 16 (only previous two years*), and Income Tax computation statement (only previous two years*). This window will be available ONLY for sixty days from your last working day. These documents will not be provided, if requested later.
- You are also requested to download your latest compensation letter from Talent on Demand.

When will I receive the salary for last month of my employment?

Amount for the number of active days you served in the last month at Deloitte will be paid as regular salary, on the last working day of the respective month. Pay slip for the same can be downloaded once the login credentials are shared by Excelity by 10th of subsequent month.

Any excess salary that is paid out due to change in last working day, will be recovered in your Full & Final settlement. Likewise, any one time payments like leave encashment for your leave balance, bonus etc will be paid as part of your Full and Final settlement.

When will I receive the credits on my Sodexo meal card?

As per the process, the Sodexo amount is loaded for all professionals (who have opted in) around 5th of the respective month. Example: The Sodexo amount for the month of April 2019 will be loaded on 5th of April 2019.

I'm serving my notice period and my last working day is 19th of this month. Will I receive the Sodexo credits for the whole month?

If a professional who has opted in for Sodexo credits leaves the firm, his/her meal card will not be loaded for that specific month. The Sodexo amount for this month will be prorated and will be paid along with your salary as part of the Full and Final settlement. In case the Sodexo amount is loaded fully for this month, the recovery (as applicable) considering your last working date will be processed in the settlement.

Once I leave the firm, will I be able to use my Sodexo balance?

The balance amount on the card (if any) should be utilized within 90 days from your last working date with the firm, post which the amount will lapse. Moreover, this amount cannot be transferred to any other firm providing Sodexo card to you.

Post-exit guidelines



Full and Final settlement

The FAQs in this section detail the final settlement process with timelines followed for various activities involved. The potential income and deduction components which could be part of the final settlement are also noted. Actions to be taken by you are highlighted along with timelines for smooth closure of the final settlement process and issuance of relieving letter to you.



How is the final settlement done and when will I receive the amount?

The final settlement computation is done by the Payroll team after the last working day of the employee. This computation is done only after receiving clearances from various teams mentioned as part of the pre-exit checklist previously above. Once all the clearances are received, the Payroll team will compute the final settlement amount to check whether the final amount is payable to you or if a recovery is required from you. To know the status of your full and final settlement please send an email to the Talent Exit team at USIIndiaExitManagement@deloitte.com

Will I be paid any amount for the leave balance?

Leave balance on the last working day will be considered in the Full and Final Settlement calculation. The leave encashment/notice period shortfall is computed on the monthly basic pay. The notice period recovery and leave encashment will be treated as two separate components and shown accordingly on the final settlement.

Whom can I reach out to for information on my compensation and variable bonus?

For any information on your compensation and variable bonus you may reach out to your respective Talent Business Advisor or call up the Talent CIC team at +91406670 2222 or 1800-2582-2222 (toll-free).

What deductions could be made on my final settlement?

The following deductions may be part of the final settlement:

- Deductions on account of 'Clause Payments' like joining bonus, notice period buyout/earnings, relocation, etc. which would be recovered if stated clause period is post the last working day, i.e., when the required period of tenure is not served by the professional. If the amount is being recovered in the year after the financial year in which the amount was initially paid, the TDS deducted on such a payment at the initial stage will not be considered while recovering and will also not reflect on Form 16.

Example:

A Joining bonus of INR 50,000 paid in FY 2011-12, attracts a TDS of INR 5,000 @ 10% Tax rate which needs to be borne by the professional. When the same is recovered in FY 2012-13, the entire amount of INR 50,000 is recovered from the employee and not the differential amount INR (50,000-5,000 = 45,000).

In case the amount is being recovered in the same financial year, the TDS deducted will reflect in Form 16 and the corresponding tax benefit for the same will be accrued while filing your Income Tax Return (ITR). The same TDS will not be adjusted against the recoverable amount.

In case the amount is being recovered in the subsequent financial years, the TDS will not reflect on Form 16. As a result, no tax benefit will be provided to the professional.

- Deductions on account of non-submission of ITS assets like laptop chargers, laptop bags, privacy screens, cable lock, mouse, headphones, PDA, etc. and Operations related items such as ID card, desk keys, or any other assets provided
- Deductions on account of inputs received from Learning & Development team for any Training bonds.
- Excess DTE claims outside of policy or where receipts have not been provided
- Deductions towards CPA expenses/Other certifications
- Outstanding Amex corporate cards dues

- Outstanding Car lease dues
- Communication Gym charges on account of default in returning of books/CDs/manuals/other assets etc.

What happens if the final amount is “Payable” to me?

The Payroll team will provide this information to the Talent Exit team post your last working day after receipt of all exit clearances from teams involved, post which the Talent Exit team will provide the relieving letter to you in soft copy through email as per their timelines. The final settlement processing will be completed in 30 calendar days from your last working day. (This action will be taken if the Payroll team has received all applicable inputs and clearances from the concerned teams).

The final settlement amount will be transferred online through Electronic funds transfer (EFT) to your salary account (primary bank account) last updated on Talent on Demand.

The final settlement statements (final pay slip and income tax computation statement) will be sent to you via email one week after the payment of final settlement amount. This will be sent from info@ceridian.com to your personal email ID, updated by you on Talent on Demand. Please ensure to add this email to your safe sender list or alternatively monitor your junk folder to ensure receipt.

Note: In case your bank details available in records are not valid at the time of payment and there hasn't been any communication from your end to the Payroll team regarding the correct bank details, the final settlement amount will be transferred to the Labor Department after 3 years (2 years for Gurgaon) as per the Central Labor Laws. Once the amount is transferred by the firm to the Labor Department, you will have to reach out to them for claiming your final dues

What happens if the final amount is a “Recovery” from me?

The Payroll team will provide this information to Talent Exit team post your last working day after receipt of all the exit clearances from teams involved. Post which the Talent Exit team will convey the recovery amount to you. You can pay the recovery amount by transferring the amount online to the Firm account through EFT.

The name of your legal entity can be found on the pay slip. Deloitte bank account details will be conveyed by the Talent Exit Team. You can also contact the Talent Exit team at USIIndiaExitManagement@deloitte.com for the same post your last working day.

Recoverable Amount Paid via EFT (Electronic funds transfer)

The Talent Exit team will update the payment details and provide the relieving letter to you in soft copy through email after five working days from the date of payment after receiving a confirmation on the same from the Treasury team (Payroll team).

The final settlement process will be completed after 30 calendar days, from your last working day.

The final settlement statements (final pay slip and income tax computation statement) will be sent to you through email one week from the date of issuing of the relieving letter. This will be sent from info@ceridian.com to your personal email ID, updated by you on Talent on Demand. Please ensure to add this email to your safe sender list or alternatively monitor your junk folder to ensure receipt. For any clarification on the details provided in final settlement statements or recovery amount, you can send an email to USR10FaceofFinance@deloitte.com

What is the time frame for completion of Full and Final Settlement?

The final settlement processing will be completed within 30 calendar days, from your last working day. As per the process, the relieving letter will be issued to you within 30 calendar days from your last working date with the firm (subject to exit clearance received from all the stakeholders involved in this process). To know the status of your full and final settlement please send an email to the Talent Exit team at USIIndiaExitManagement@deloitte.com

Also note the relieving letter will be issued to you only if the projected final settlement outcome is payable to you. If the projected final settlement outcome is recovery from you, then the relieving letter will be issued to you in 5 working days, post the firm receiving the recovery amount from you.

Will I receive a cheque, or would it be an EFT (Electronic funds transfer) to my bank account?

The final settlement amount will be transferred online through EFT (Electronic funds transfer) to salary account (Primary bank account) last updated on Talent on Demand. You may modify these bank details (if required) prior to your last working date.

What documents I will receive as a part of Full and Final Settlement?

The final settlement statements (final pay slip and income tax computation statement) will be sent to you through email after a week from the payment of final settlement amount. This will be sent from info@ceridian.com to your personal email ID updated by you on Talent on Demand.

What document will I receive as part of my relieving?

You will be provided the experience cum relieving letter, within 30 calendar days post last working date, subject to all exit and final settlement clearances. All the clearances from respective stakeholders should have been completed. The Talent Exit team will send a digitally signed soft copy of the letter to your personal email ID. In case of any queries on your relieving letter, you may send an email to the Talent Exit team at USIIndiaExitManagement@deloitte.com

Who should I reach out to in case I notice a discrepancy or issue with my Full and Final settlement?

To know the status of your full and final settlement please send an email to the Talent Exit team at USIIndiaExitManagement@deloitte.com

For any clarification on the details provided in final settlement statements. Please email USR10FaceofFinance@deloitte.com specifying the below details.

- Emp ID
- Deloitte Email
- Deloitte Entity

- PAN
- Personal Email ID last updated on ToD
- Last working Date with Deloitte

What proof can I submit to my new employer as previous income details with Deloitte?

Once you receive the final settlement statement from Deloitte, you can submit the income tax computation statement to your new employer as proof of previous income details with Deloitte.

How and when will I receive the Form 16 for current financial year?

As per process, the Form 16 for the current financial year will be ready and sent to you through email during the 1st week of June of subsequent financial year. This will be sent from info@ceridian.com to your personal email ID, which you have updated on Talent on Demand.

Note: Please wait till end of June to receive your Form 16. If you do not receive your Form 16 latest by the end of June, then please write to usr10faceoffinance@deloitte.com specifying the below details.

- Emp ID
- Deloitte Email
- Deloitte Entity
- PAN
- Personal Email ID last updated on ToD
- Last working Date with Deloitte

Is gratuity paid as part of the full and final settlement?

The gratuity amount (only if you are eligible) is settled separately and is not a part of your full and final settlement. Refer to the [Gratuity](#) section for more details.

Provident Fund

This section talks about the Provident Fund (PF) account maintained by Deloitte with the Regional Provident Fund Commission (RPFC) office. This will also let you know about the processes involved with timelines for PF transfer and PF withdrawal activities. It highlights when you can initiate the PF transfer or PF withdrawal after you leave the Firm



What is the PF scheme?

It is a mandatory social security benefit which is a tax-qualified defined contribution retirement benefit plan where an equal amount of contribution is deposited by employee and employer into member's provident fund account, at the rate of 12% of basic pay. The same is payable in total at the time of retirement or cease of employment (as applicable). For more details, you can refer the PF website: www.epfindia.com

NOTE: 12% of basic or 1,800/- whichever is higher

Does Deloitte maintain PF with RPFC or Trust?

Deloitte maintains the PF account with the Regional Provident Fund Commission (RPFC), Barkatpura, Hyderabad.

What is the percentage of contribution towards the provident fund and pension scheme?

Employee's contribution of 12% of basic salary is fully deposited in the provident fund account. The employer's 12% contribution is deposited as follows:

Domestic worker (Members having citizenship of India, Nepal and Bhutan)

3.67% is deposited to Provident fund

8.33% is deposited in Pension scheme (capped at INR.1,250 per month).

International worker (Members having citizenship of countries other than India, Nepal, and Bhutan)

3.67% is deposited to Provident fund

8.33% is deposited in Pension scheme (without any capping)

Where can I find my UAN and PF account number, maintained by Deloitte?

Your UAN and PF account number is available on your pay slip of Deloitte. It is mentioned on the top-right-hand corner of your pay slip.

What if I do not find my UAN and PF account number on pay slip?

If UAN and PF account number is not available your pay slip, please reach out to usipfadministration@deloitte.com

What is Universal Account Number (UAN)?

The UAN acts as an umbrella for the multiple PF Account numbers allotted to an individual by different establishments. The idea is to link multiple Member Identification Numbers (MIDs) allotted to a single member under single Universal Account Number. This will help the member to view details of all the Provident Fund Accounts. If a member is already allotted Universal Account Number (UAN) then he/she is required to provide the same on joining new establishment to enable the employer to link your UAN with their establishment.

How do I activate my UAN and log in to my UAN profile?

Please refer the UAN activation process available as an attachment in the **PF kit**.

How can I check my PF accumulations? Change the link, add the process to view passbook

To check your PF accumulations, login into the UAN member portal (<https://passbook.epfindia.gov.in/MemberPassBook/Login>), and download the passbook which will provide you with PF accumulations (as updated in PF records)

Is there any interest earned on the amount deposited in the PF account?

Yes, compound interest as declared by the government is given for every year of service.

What do I do with my Deloitte PF account before I leave the Firm?

If you have worked prior to Deloitte, then you must ensure to transfer the previous PF balance to Deloitte PF Account, to merge your previous service with Deloitte. For queries related to transfer, please type 'USI Payroll page' on Deloitte Net for more details on your query. You can also reach out to usipfadministration@deloitte.com

What do I do with my Deloitte PF account after I leave the Firm?

After leaving the Firm, if you are continuing to work with a new Employer, as per the PF Act you must transfer the PF funds from Deloitte PF account to the PF account maintained by your new Employer after 60 calendar days from your last working date with Deloitte.

If you discontinue to work after leaving the Firm, then you can withdraw the amount from the Deloitte PF account after 60 days of unemployment. Process is available in the attached '**PF kit**'.

When will my 'Date of Exit' be updated on UAN portal?

Your 'Date of Exit' will be updated on UAN portal within 30 days from your last working date with Deloitte.

What corrections can an employee do on UAN Portal?

The below corrections can be updated by employee on UAN Portal:

1. Profile details: Qualification, Marital status and Salutation
2. Contact details: Aadhaar linked mobile numbers and E-mail ID
3. Basic details: Minor corrections in Name, Date of Birth (if the difference is less than 3 years) and Gender

NOTE: The above-mentioned changes can be done ONLY if your Aadhaar is verified

What corrections cannot be done by a member on UAN Portal?

Members cannot edit the below mentioned details on UAN Portal:

1. Major correction in Name
2. Date of Birth (If the difference is greater than 3 years)
3. Father's name
4. Relationship
5. Date of joining
6. Date of exit

For the above-mentioned corrections member can reach out to usipfadministration@deloitte.com for further assistance.

What is the process of transferring my Deloitte PF to my New Employer? If the new employer maintains PF account with Trust or RPFC (Regional Provident Fund Commission)?

You need to initiate the PF transfer online at the UAN member portal (<https://unifiedportal-mem.epfindia.gov.in/memberinterface/>) after 60 calendar days from your last working date with Deloitte. You have an option to initiate PF transfer online either through Deloitte or your new employer.

If you have opted to initiate the PF transfer with Deloitte, send scanned copy of the signed forms to usipfadministration@deloitte.com within seven days of initiating the PF transfer. Please retain the hard copy of the forms for your records. The claim will be validated and approved online, in two business weeks from the date of initiating the transfer. Please refer to the attachment 'online transfer' process document available in **PF Kit**.

When can an employee opt for PF withdrawal?

You can opt for withdrawal ONLY if you discontinue to work as an employee elsewhere, post separating from Deloitte. You can initiate the PF withdrawal after 60 calendar days from your last working date with Deloitte. You must initiate the withdrawal online and this process is not applicable to IW.

If you continue to work after leaving from Deloitte, As per PF Act you must transfer the funds from Deloitte PF account to the PF account maintained by your current employer. Please refer to the attachment 'online transfer' process document available in **PF Kit**.

I am an International Worker without Aadhar. When and How can I file the settlement claims online?

For submitting settlement claims, Aadhaar is mandatory. An International Worker whose Aadhaar reflects verified on UAN member portal, can initiate withdrawal online post completing 58 years of age.

If you do not have an Aadhaar, You can write to usipfadministration@deloitte.com to submit physical claim form which is duly attested by you/authorized representative.

Can I withdraw my PF amount, if am leaving the Firm within six months of service, where Deloitte is my first and last employer in India?

Yes, you can withdraw your PF amount if you are leaving and have not completed six months of service with the Firm. But you cannot withdraw the pension amount as you are not eligible for pension fund as per the PF Act.

When is an employee eligible for the pension scheme certificate? For an employee to become eligible for scheme certificate, he/she should complete continuous service of 10 years in India.

What does 'continuous service of 10 years' mean?

Continuous service of 10 years in Employee Pension Fund would mean that you have been employed continuously for the past 10 years and you have not withdrawn your pension amount and instead have been transferring it from one Employer to another. This is treated as continuous service.

Example: An employee who has worked with ABC Company for 3 years, then resigned from that organization and joined XYZ Company, wherein he/ she worked for 2 years, then resigned from there to join another establishment for 5 years. During these 10 years of service if the employee has not withdrawn pension fund, but transferred it between employers, then it is considered as continuous service of 10 years.

When can an employee avail the benefit of employee pension fund scheme?

An employee can avail this benefit after completion of 58 years of age, provided the condition of 10 years of continuous service is completed by employee.

Where can I get more details on UAN?

Please click on the link to know more about UAN https://www.epfindia.gov.in/site_en/FAQ.php

I am facing issues while submitting the transfer/withdrawal claim online. Whom do I reach out to for assistance?

You can write to usipfadministration@deloitte.com with a screenshot of the error that you see on the portal along with your Deloitte UAN and PF Account number, post which the PF admin team will assist you within 5 Business Days.

Under which provision member can raise grievance with the RPFC?

Member can raise grievance with PF office for the below queries:

- 1.Rejection of transfer or withdrawal claims
- 2.Clarification on rejection reason and
- 3.While facing technical issues

Please find the link below for filing grievance: <https://epfigms.gov.in/grievance/grievancemaster>

Gratuity

This section covers the Gratuity benefit provision available with the Firm and the eligibility criteria for gratuity claim. This will also inform you on the activities involved around gratuity settlement.



What is Gratuity?

Gratuity is received by an employee from the employer in gratitude for the services offered by the employee in the company. Gratuity is a defined benefit plan and is one of the many retirement benefits offered by the employer to the employee upon leaving his/her job. An employee may leave for various reasons, such as retirement/superannuation, for a better job elsewhere, on being retrenched, or by way of voluntary retirement and still be eligible for Gratuity.

How will I know whether I am eligible for Gratuity claim?

If you have served the Firm for more than 4 years and 190 calendar days continuously, you will be eligible for Gratuity claim. The eligibility criteria was revised effective April 1, 2022.

If I am eligible for Gratuity claim, how can I initiate this settlement?

If you are eligible for Gratuity claim, the Firm will automatically initiate the settlement after your last working date with the Firm. You need not take any action for initiating the Gratuity settlement.

If I am eligible for Gratuity claim, when will the settlement be done?

If you are eligible for Gratuity claim, the settlement will be done after 30 calendar days from your last working date with the Firm.

How is Gratuity calculated?

It is calculated as per the below mentioned formula mentioned in the Gratuity Act 1972.

Gratuity = $15/26 \times \text{monthly basic salary} \times \text{number of years (with the firm)}$
Where Basic is the last drawn monthly basic salary by the eligible employee

Note: In case the employee is on a Flexible Work Option (FWO), the monthly basic under the full workload conditions will be considered and not the reduced basic pay.

How will I receive the gratuity settlement amount?

The gratuity settlement amount will be transferred only online, through Electronic funds transfer (EFT) to your primary bank account last updated on Talent on Demand.

Note: Please be sure to update your bank account details with the same name as it appears in your pay slip. This is to avoid any rejects due to name mismatch with the bank records during the electronic funds transfer process.

Will my service with the Firm be considered continuous if my entity has changed (transfers from one FSS to another) due to business reason without any break in service?

Yes, if your entity has changed due to business reason without any break in service, then your complete tenure with Firm (i.e., from date of joining the Firm till date of leaving with the Firm) will be considered for gratuity calculation.

Example 1:

- Date of joining the Firm is January 10, 2004
- Last date under previous entity is October 31, 2010
- Start date under new entity is November 1, 2010
- Date of leaving with Firm is January 31, 2014

In the above example, since there is no break between last date under previous entity (October 31, 2010) and start date under new entity (November 1, 2010), the complete tenure which would be considered for gratuity calculation will be Date of joining the Firm (January 10, 2004) to Date of leaving with Firm (January 31, 2014).

Example 2:

- Date of joining in U.S. is January 10, 2004
- Last date in U.S. is October 31, 2010
- Start date in India is November 1, 2010
- Date of leaving in India is January 31, 2014

In the above example since your start date in India is (November 1, 2010) you will be covered under all India benefits only from start date in India is (November 1, 2010). In this scenario the tenure that will be considered for gratuity calculation will be the start date in India (November 1, 2010) to Date of leaving in India (January 31, 2014).

What is the ceiling for payment of gratuity amount?

As per the prevalent provisions of the Gratuity Act, INR 20 Lakhs is the maximum amount that can be paid.

I completed five years with Deloitte, out of which one year I was an intern and rest four years as regular employee. Am I eligible for gratuity?

No, your service with the Firm will be considered only from the time you are a Full Time Employee with the Firm.

Alumni Relations

Colleagues for Life

This section entails a brief overview of the alumni program, privileges and what to expect after you leave Deloitte.

What's in it for me?

- Opportunities to return to Deloitte or refer friends and family for open positions
- Opportunity to stay connected with your network of former colleagues and fellow alumni through networking events and connects
- Access My Deloitte for market insights and thought leadership through the Deloitte alumni website (www.Deloitte.com/usi/alumni)

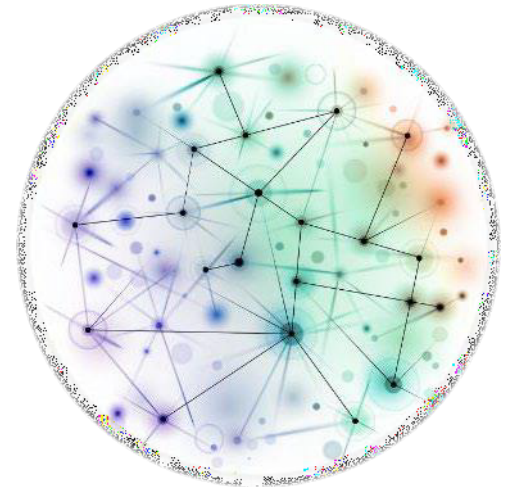
What can I do before I leave?

- Complete the [Alumni program survey](#) to help us share relevant content
- Follow the [Deloitte USI LinkedIn](#) page to stay abreast with the latest at Deloitte

How do I stay connected?

- Ensure to keep your contact information and other professional details updated in your records with alumni team by sharing any change in employment, location, skill, or contact information through an easily accessible form called [Update your information](#) available on www.Deloitte.com/usi/alumni
- Keep your employment number (personnel number) and the personal email ID that you shared with Deloitte at the beginning of your employment handy for future reference
- Save the alumni team's mailbox (USIndiaAlumniRelations@deloitte.com) for any queries that you may have related to your employment at Deloitte or about the Deloitte alumni program post your exit

Alumni Relations Team



Contact us

Below are the contact details for any assistance required on various activities associated with your separation from Deloitte

Please provide the below mentioned details while writing to any of these teams:

Name:

Employee ID:

Last Working Date:

This will help us in extracting your relevant information from records for providing you the quickest and most appropriate response

For queries on status of final settlement, exit process and relieving letters	USI India Exit Management (U.S.)
For queries on PF**	U.S. India PF Administration (U.S.– Hyderabad)**
For queries on calculation of final settlement/gratuity	U.S. R10Face of Finance (U.S.– Hyderabad)
For queries on DTE expenses	Policycompliance5@deloitte.com & Expense Compliance (US– Hermitage)
For queries on leave and time details	Talent CIC team Toll free No. 1800-2582-2222
For queries on Medical Insurance	U.S. India Insurance Benefits
For queries on Car Lease	US India Car Lease Administration Talent CIC team Toll free No. 1800-2582-2222

For queries on AmEx corporate credit card	U.S. R10American Express Corporate Cards (U.S.) & US Corporate Cards (Amex- P-Card– Recruiting-Meeting-Conferencing-FON card) (US)
For information on employee care center/HR Letters	US HYD HR-ECC(US)

****NOTE:** For queries on PF, in case you do not receive a response from PF admin team within 5 business working days, please reach out to Finance help desk at +91 40 6762 2222 (option 1) or 1800 2582 2222 (toll free number).

Thank you





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