

# Guidelines for Exit Clearance



This document describes the actions to be completed during notice period, prior to last working day.

## Personal Email/Mobile

Please ensure that you update your future contact details and personal mail ID under Personal Information >> Contact Information in Workday. This information is used for all future correspondence as well as sending your full and final settlement details.

## FBP Claim

Make sure all your claims are submitted by 10th of the last working month with FIS or by last working day whichever is earlier.

## Reimbursements

Please submit all reimbursement bills including GHMI claims in the respective portals before your last working day. Bank account details given in these portals should be maintained till the time you receive your reimbursements,

## Investment Proofs

Investment proofs to be submitted to ADP ESS Portal 10 days prior to your last working day for consideration in the full and final settlement. In the event no investment proofs or insufficient proofs are provided than what you had declared, the resultant Income Tax will be deducted from your full and final settlement.

## Employment documents

Please download pay slips and Form 16 (if applicable) from ADP Global View portal and Compensation revision letter, if any, from Workday and retain it with you, before you submit your laptop / desktop.

## Provident Fund and Pension Fund

You need to decide whether you are going to transfer your PF or withdraw the amount in your PF Account.

### Withdrawal

If you are not planning to continue your service, then you can withdraw the same after 60 days by accessing UAN portal (<https://unifiedportal-mem.epfindia.gov.in/>) for PF fill Form No.19. for Pension you must fill Form 10C.

### Transfer

If you are planning to Transfer, then you need to initiate the same via UAN portal.

Navigation: Login UAN member portal – Online service Tab – Transfer request. Once it is done kindly share us signed Form No. 13 to approve the same.

PF/EPS No. (This will be available in your Pay slip. Hence kindly take copies of your pay slip from ADP site before leaving).

## PF Trust Name

If you are a member of FISGBS PF trust the below process must be followed to withdraw:

PF trust – Mumbai, Chennai, Gurgaon

**Withdrawal:** If you are not planning to continue your service then you can withdraw the same after 60 days by following the below process:

Fill Form No.19. manually and share it to the below ID. In case of pension you can withdraw the same via UAN portal (<https://unifiedportal-mem.epfindia.gov.in/>) by fill form 10C.

**Transfer:** If you are planning to Transfer then you need to initiate the same via fill Form No.19. manually and share it to the below ID. In case of pension you can transfer the same via UAN portal (<https://unifiedportal-mem.epfindia.gov.in/>) fill form 10C.

Navigation: Login UAN member portal – Online service Tab – Transfer request. Once it is done kindly share us signed Form No. 13 to approve the same.

## Gratuity

Employees are eligible for Gratuity upon completion of 4 years and 190 days of continuous years of service, Gratuity, if applicable, will be paid within 30 days of last working day.

## Exit Clearance

Employees to return the assets to respective asset owners. Following are the options available:

- a) by visiting respective base location, on or after the last working day.
- b) make a request for collecting the assets from your home (if within the city limits of base office locations).
- c) send through courier to the base location.

Employees to co-ordinate with asset owners of respective base location (contact details given at the end of this document) for returning the assets and getting the exit clearance.

Please note that any physical damage to FIS assets or missing items, repair/new asset cost will be recovered / adjusted from Employee's full and final settlement.

## Full and Final Settlement

Full and final settlement will be processed within 60 days of completion of Exit Clearance. Salary for the last month of notice period will be kept on hold and will be released along with full and final settlement. Following are the components considered for Full and Final Settlement

## Payments

Salary	Salary for the last month of notice, [till last working day],
Leave Encashment	Accrued PL till last working day, maximum upto 45 days. Encashment amount is calculated based on Monthly Base pay excluding Employer PF contribution with month taken as 22 days i.e. (Base Pay – Employer PF Contribution / 22 days) X (No. of Leaves to be reimbursed).
Performance Incentive	Employee shall not be eligible to receive variable pay, if any, if he/she voluntarily quits the services of the Organization before the incentive payout.
Notice Pay	Notice Pay, if applicable, will be calculated based on Monthly Base pay excluding Employer PF contribution.
Shift Allowance	As per shift working detail provided by Supervisor
WFH Allowance	As per Work from Home Policy
Any other payables	As applicable at the time of separation

## Recoveries

Notice period shortfall	Recovery for Notice period shortfall will be calculated based on Monthly Base pay excluding Employer PF contribution. The notice pay recovery will attract GST @ 18%.
Excess Leave	Leaves (CL and SL) are credited at the beginning of calendar year or on the day of joining. Any leave availed in addition to their accrued limit as on last working day, will be recovered as per below calculation. Monthly Base pay excluding Employer PF contribution with month taken as 22 days i.e. (Base Pay – Employer PF Contribution / 22 days) X (No. of Leaves to be recovered).
Onetime payment	Payments made towards Notice Pay buyout, Reimbursement of Relocation Expenses, Joining Bonus, Retention Bonus etc. shall be recovered during the full and final settlement, if an Employee voluntarily separates from the Organization during the first year of receiving such payments OR as per payment conditions mentioned in the respective policy / letter issued. All these recoveries will attract GST @ 18%
Tuition Assistance reimbursement (TAP)	As per TAP Policy (TAP recovery will attract GST @ 18%)
WFH One Time Allowance	As per Work from Home policy (WFH Allowance recovery will attract GST @ 18%)
Any other Recoveries	As applicable at the time of separation

## Organization Assets

Employees are expected to return to FIS all property currently in their possession belonging or relating to FIS or any Group Companies. Such property includes but is not limited to, records and business documents (both hard-copy and electronic; both originals and copies), and other materials such as computer disks and tapes, computer programs and software, office keys, access card, correspondence, files, customer lists, technical information, customer information, pricing information, business strategies and plans, sales records and all equipment such as laptops, printers and cell phones belonging or relating to FIS or any Group Companies. Employee further agree that he/she will not retain any copies of any such property belonging or relating to FIS

or any Group Organization. FIS reserves the right to deduct from his/her salary / Full and final settlement or any other payment due to him/her, the cost of any Organization equipment not returned.

## Confidentiality and Intellectual Property

Separating Employees to remember the post-employment obligations that they have previously agreed to concerning confidentiality, intellectual property and inventions and protective covenants under contract of employment and Non-Disclosure Agreement will remain in force and effect notwithstanding the termination of employment. Please be aware that FIS views any breach of these commitments as an extremely serious matter and our expectation is that Employees will continue to fully comply with these commitments.

## Contact Us

In case of any clarifications or assistance, please feel free to write to us on

Employees belongs to Legal Entity	Email id
Worldpay	<a href="mailto:FISINDORE_INDPayroll@fisglobal.com">FISINDORE_INDPayroll@fisglobal.com</a>
FIS Global Business Solutions India Private Ltd Fidelity Information Services India Pvt. Ltd	<a href="mailto:FIS_India.Exits@fisglobal.com">FIS_India.Exits@fisglobal.com</a>
FIS Payment Solutions & Services India Private Limited	<a href="mailto:PSS.Payroll@fisglobal.com">PSS.Payroll@fisglobal.com</a>
FIS Solutions (India) Private Limited FIS Solutions Software (India) Private Limited	<a href="mailto:SG_GSC.IN.Payroll@fisglobal.com">SG_GSC.IN.Payroll@fisglobal.com</a>

## Contact details of stake holders [department wise / location wise]

### Facility Team contacts

Location	Facility Group ID
Gurgaon	<a href="mailto:IN_GGN_Admin@fisglobal.com">IN_GGN_Admin@fisglobal.com</a>
Noida	<a href="mailto:Noida_DL_admin.india@fisglobal.com">Noida_DL_admin.india@fisglobal.com</a>
Mumbai	<a href="mailto:IN_Facility_MUM_Powai@fisglobal.com">IN_Facility_MUM_Powai@fisglobal.com</a>
Indore	<a href="mailto:IN_Facility_Indore@fisglobal.com">IN_Facility_Indore@fisglobal.com</a>
Pune	<a href="mailto:GSC.Pun.Admin@fisglobal.com">GSC.Pun.Admin@fisglobal.com</a>
Bangalore	<a href="mailto:IN_BLR_Admin_BLR@fisglobal.com">IN_BLR_Admin_BLR@fisglobal.com</a>
Chennai	<a href="mailto:Facilities_Chennai@fisglobal.com">Facilities_Chennai@fisglobal.com</a>
Mohali	<a href="mailto:IN_IXC_adminchd@fisglobal.com">IN_IXC_adminchd@fisglobal.com</a>

## IT (Technology) team contact details

Location	Address	Contact
<b>Pune</b>	<b>FIS Solutions (India) Private Limited</b> Westend Center One, 169/1, Sangvi Kesri Road, Harmony Society, Ward No. 8, Wireless Colony, Aundh, Pune – 411007	<b>Asif Shaikh</b> <b>Contact No.</b> 9028315567
<b>Bangalore (Indira Nagar)</b>	<b>FIS Solutions (India) Pvt. Ltd.</b> 4th Floor, Embassy Icon, Infantry Road, Bengaluru, 560001.	<b>Shubha Rao</b> <b>Contact No.</b> 9886300122
<b>Bangalore (SJR)</b>	<b>Fidelity Information Services India Pvt Ltd,</b> 2nd , 3rd and 6th Floor, Plot No: 13,14 and 15, Survey No:143 and 151, Warp Building, Tower 3 SJR I PARK, EPIP, Zone 1, Whitefield Road, Bangalore 560066.	<b>Himan Mondal</b> <b>Contact No.</b> 8159849900  <b>Sudhakaran Bommiyan</b> <b>Contact No.</b> 9916465874
<b>Gurgaon</b>	<b>FIS Global Business Solutions India Pvt. Ltd.</b> 402, RMZ Infinity, I Park Plot No.-15, 4 <sup>th</sup> Floor, Udyog Vihar Phase – IV, Gurgaon – 122016 Haryana,	<b>Sourav Arora:</b> <b>Contact No.</b> 9540951952  <b>Ashok Kumar</b> <b>Contact No.</b> 9999559450
<b>Chennai</b>	<b>FIS Global Business Solutions India Private Limited,</b> 3rd & 7th floor, Ambit IT Park, Block No. B&C, Plot No. 32A & 32B, AI Estate, Ambattur Industrial Area, Chennai, - 600058. Tamilnadu	<b>Rajasekaran N</b> <b>Contact No.</b> 9791815216  <b>Ramarajan Jothi</b> <b>Contact No.</b> 7299972526
<b>Mumbai</b>	<b>FIS Global Business Solutions India Pvt Ltd.</b> <b>FIS India Payment Solutions &amp; Services India Pvt Ltd</b> <b>FIS Solutions India Pvt Ltd</b>  301-306 Fairmont Hiranandani Business Park Powai Mumbai 400076	<b>Suhas Kulkarni</b> <b>Contact :</b> 9619414776  <b>Jitendra Vernekar</b> <b>Contact</b> 9004803074  <b>Sunil Pakhare</b> <b>Contact</b> 8451905556  <b>Gunjan Narsale</b> <b>Contact</b> 9773506568  <b>Hitesh Jogi</b> <b>Contact</b> 9987179411.
<b>Noida</b>	<b>Fidelity Information Services India</b> C-5, Sector 126, Noida 201301 Uttar Pradesh	<b>Bhuvnesh Sharma</b> <b>Contact</b> 9971278060
<b>Indore</b>	<b>Worldpay India Pvt. Ltd</b> 9th Floor SEZ1, Crystal IT Park Khandwa Road, Indore - 452010, M.P	<b>Divyesh Tripathi</b> <b>Contact</b> 9009006059
<b>Mohali</b>	<b>Fidelity Information Services India Pvt. Ltd.</b> A40A, 5th floor, Landmark Plaza, QuarkCity SEZ, Industrial Focal Point, Phase VIII Extension, Mohali - 160059 <b>Punjab.</b>	<b>Varun Sharma</b> <b>Contact</b> 9056640887