**Microsoft Offboarding Checkout List – SH Zizhu**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employee Name: |  | Last Working Day: | |  |
| Employee Department: |  | **Emp ID:** | |  |
| Emp Alias: |  | **Exit Type: Exit** |  | |
| Company Code: 1107 |  |  |  | |

|  |
| --- |
| **[Must Read] Instructions**  **Please firstly print the check-out list and follow the steps outlined below to complete your check-out process. If any check-out items are confirmed via email, kindly print those emails and bring them along with the check-out list.**  **Once you complete all checkout process, HR will issue your termination letter.** |

|  |  |
| --- | --- |
| **Part A** | Employee need to sign |
| **Part B** | For **Seeding Device** and **Desktop/Laptop,** you need a **pre-check** with the contact listed in checkout list, and get the checkout form signed before you come to MPR to complete the final checkout process. If you get it signed via email confirmation, please kindly print the email and bring it along with the checkout list. |
| **For MS China AP Team,** you don’t need to contact the AP team. AP team will coordinate all confirmations centrally. If any action needed from you, AP team will reach out to you proactively. |
| **Part C** | For Visa Service **(LHF only)**, you need to **contact msvisa directly**, and get their signed email confirmation. Print the confirmation email and bring it along with the checkout list. |
| For **HR, RE&F and Security Operation Room** part, you could go to checkout room on the scheduled date to get on-site signature at MPR when process check-out. | |

**Part A. For employee and HR to Sign**

Part A shall be signed by employee and HR. As an employee, please return applicable assets timely and also print, sign and submit related letter to your local FESCO DESK before checkout date.

|  |  |  |
| --- | --- | --- |
| **Items** | **Status** | **Signature** |
| **Employee to Sign** | | |
| 1.Go to [Global Payroll Services Portal Link](https://nam06.safelinks.protection.outlook.com/?url=https%3A%2F%2Fonefinance.microsoftcrmportals.com%2F&data=02%7C01%7CSu.Wang%40microsoft.com%7C0cfda6e2bcf440fc6b1208d8644fcaee%7C72f988bf86f141af91ab2d7cd011db47%7C1%7C0%7C637369641960224536&sdata=hsHHcjgyFXV6XSCuYPN6k427Lz4vPY1LZf3SccTwjmo%3D&reserved=0) to download and print **ALL** your historical pay slip for your future reference.  *(Your access to ADP Employee Self Service (ESS) portal will be disabled after 18 months from the Date of leaving, the company will NOT provide the historical pay slip to you after it)* | Yes |  |
| 2. Read the Leaving Instructions at Appendix **I** and take related action before your last working day. | Yes  No/NA |

**Part B. For Functional Team to Sign**

Part B is signed by different functional teams. As an employee, please return applicable assets to below functional teams before your checkout date. As functional team, please make sure to sign on the return status timely.

|  |  |  |  |
| --- | --- | --- | --- |
| **Items** | | **Status** | **Signature** |
| **Seeding Device Group**  **Please ensure you leave enough time to check with <deviceseedingchina @microsoft.com> regarding seeding device under your name. Make sure seeding device team signs off on the checkout list before you proceed to MPR to complete the remaining steps of the checkout process.** | | | |
| * Commercial Surface Device Seeding | **Alias: deviceseedingchina** | Received  NA  Not Received,  deducting Amt: |  |
| **Desktop/Laptop**  **-Please ensure you leave enough time to check with James Huang regarding the device under your name.**  **-Make sure he signs off on the checkout list before you proceed to MPR to complete the remaining steps of the checkout process.** | | | | |
| * Desktop/Laptop received   *(Pls. check with ‘REC-CHN’ for asset under the employee. After the asset returned, inform ‘REC-CHN’ to update database.)*   * Other Hardware/ Equipment received | **James Huang Alias**: v-jamhua  **Location**: SHA-ZIZHU-BLD1/5689  **Contact**:021- 61886066/18616895598 | Received    NA  Not Received, deducting amount: |  | |
| **RE&F Team** | | | |
| * Access Card (NA for international transfer out) | **Alias:** svlzzoff  **Location:** Zizhu B05 MPR | Received  NA  Not Received, deducting amount: |  |
| * Temporary Access Card | Received  NA  Not Received, deducting amount: |  |
| * Smartcard (Chip only Card) | Received  NA  Not Received, deducting amount: |
| * Shuttle card received | Received  NA  Not Received, deducting amount: |
| * Meal Card Checking | Received  NA  Not Received, deducting amount: |
| * SIM Card transferred/ terminated\* * Any company over-paid mobile phone fee? | Received  NA  Not Received, deducting amount: |  |
| * Auto Vehicle Identification Checking |  | Received  NA  Not Received, deducting amount: |  |
| **Security Operation Room** | | | |
| * Cabinet/Office Key received | **Alias:** secziz  **Location:** Zizhu B05 MPR3 | Received  NA  Not Received |  |
| **MS China AP Team**  **You don’t need to contact the AP team. AP team will coordinate all confirmations centrally. If any action needed from you, AP team will reach out to you proactively.** | | | |
| * Outstanding Debit Amount on Reimbursement | **Finance Digital Assistant** | NA/ Deducting Amt.  Withholding Amount |  |
| * Corporate Credit Card Cancellation | Yes  NA  No,   deducting amount: |

**Part C. For HR and Visa Desk to Sign**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Visa Service (LHF only)**  **-Please ensure you leave enough time to check with** [**msvisa@microsoft.com**](mailto:msvisa@microsoft.com)  **-Print the mail approval and attach with this check-out list** | | | | | | |
| * Original work permit and passports (with the residence permit stamp) of all family members (LHF Only) | **MSVISA@MICROSOFT.COM** | Received  NA  Not Received | |  | | |
| **FESCO Desk** **to sign** | | | | | | |
| Signed the acknowledgement letter | | | Yes | |  |
| Cigna Medical Insurance Card withdrawn (Foreign employee only) | | | Yes  NA | |
| Corp. liability credit card cut copy received (if applicable) | | | Yes  NA | |

**Appendix I**

**离职说明**

**请仔细阅读以下离职说明。**

1. 最后一个月工资

公司会根据您最后一个月在公司的实际工作天数进行相应的折算，在您完成全部离职手续、扣除应扣除款项（如有）之后进行发放。

1. 年假

公司将根据您在公司的实际工作天数对年假进行相应的折算。您未休完的年假，公司将按照[HR policy #705](https://microsoft.sharepoint.com/sites/HRweb/SitePages/hrpolicy705.aspx)-员工离职管理政策的相关规定进行处理；若提前超额享受了公司补充年假，公司将在最后一次发薪时从工资中扣除超出应休年假的天数的工资。

1. 如果您有还未报销的手机费用，请注意：
2. 如果您的手机号码没有加入公司公户，按公司政策需报销公务手机话费，请提前联系AP team，并在您离职日前将您的报销申请提交给财务部门。并请注意，手机费将于工资合并计税，税款将从您的最后薪资中扣除。
3. 如果您的手机号码在公司帐户下，请在您的最后工作日之后30天内将号码转移到您的个人帐户，过户之前产生的电话费用将从您的最后一个月的薪资中扣除; 如果您没有及时操作，号码将被取消，取消前的电话费用以及取消费用5元将从您的最后一个月的工资中扣除。
4. 对于MCAPS 员工，根据WWIC网站[Local business rules and MS Policy (sharepoint.com)](https://microsoft.sharepoint.com/teams/IncentiveCompensationGuide/SitePages/Local-Rules-and-MS-Policy.aspx) 上发布的China RBI/UBI/PPI Business Rule，如果您适用相应的Incentive Plan，若您预先收到的RBI/UBI/PPI 金额超过了实际计算后您应获得的金额，超出的款项将在您最后一次发薪时从工资中扣除。
5. 其他扣款

如果您有任何欠公司的款项，如资产赔偿、超发餐费补贴、超发费用报销等都会从您的最后一个月的工资中扣除。

1. 若您最后一次发薪的金额不足以扣除本确认单中所提及的您应归还的款项，您有义务将不足的部分归还给公司。

***English version for your reference, Chinese Version shall prevail.***

**Leaving Instructions**

**Please read the following checkout information carefully.**

1. Last month salary

Your last month salary will be prorated according to your last working day. Final pay will be released upon the completion of checkout process and after deducting related deductions (if any).

1. Unused/Overused annual leave

Your annual leave will be prorated based on actual service days in the year. When you leave the company, the earned but unused annual leave days, if any, will be managed according to [HR policy #705](https://microsoft.sharepoint.com/sites/HRweb/SitePages/hrpolicy705.aspx)- Employee Separation Management Policy. The Company will deduct over-used company supplemental annual leaves from the final pay.

1. If you have unreimbursed mobile phone fee, please be noted:
2. If your mobile phone number is not under Microsoft Company account, please contact AP team in advance for mobile bill reimbursement and submit your reimbursement request to Finance before your last working day. Please note that the mobile claim will be paid together with the employee’s salary and is subject to Individual Income Tax.
3. If your mobile phone number is under Microsoft Company account, please transfer the number to your personal account **within 30 days** after your termination date, and the phone charges accrued before the transfer will be deducted from your last salary pay; if you fail to do so, the number will be cancelled, and the phone charges accrued before the cancellation as well as the **cancellation fee RMB 5** will be deducted from your final pay.
4. For MCAPS employees, according to China RBI/UBI/PPI Business Rule which is released in WWIC website [Local business rules and MS Policy (sharepoint.com)](https://microsoft.sharepoint.com/teams/IncentiveCompensationGuide/SitePages/Local-Rules-and-MS-Policy.aspx), if you are under applicable incentive plan, in case the RBI/UBI/PPI amount of prior advances you received exceeds incentive compensation you actually earned after the calculation, the exceeding amount will be deducted from your final pay.
5. Other Deductions

Any money you owed to the company, such as compensation for assets, overpaid meal allowance, overpaid expense claim amount, etc. will be deducted from your final pay.

1. If your final pay is not enough to deduct the amount you owe to the company, including but not limited to what has been described in this letter, you have the responsibility to return the gap to the company until the deficit is retired.