

CONSIDERATIONS ON LAST PAYCHECK

INCOME	DEDUCTION
Unpaid days, if any	Government Loan Balance (SSS and HDMF)
Other unpaid earnings (incentives, earned leave conversion)	Unliquidated cash advance
Pro-rated 13 th month pay	Unreturned Company assets (ID, Locker Key, IT assets, etc.)
Tax refund, if any	Bond Accountabilities
Other earnings	Excess usage for mobile phone
	Overused Leave Credits
	Remaining HMO premium of dependents
	Unsettled maternity cash advance
	Other Liabilities

HMO coverage of the off boarded employee will be cancelled upon separation. However, off boarded employee will still be liable to pay the remaining premium of dependents covered under HMO and will be deducted from the last paycheck. Hence, HMO coverage of dependents will not be cancelled upon resignation but rather extended until the dependents payment coverage.

For Government loans under SSS and HDMF, as per their terms and conditions, all balances upon separation shall be deducted from the employee's last paycheck. In case last pay is not sufficient to pay off the loan balance, former employee should forward the remaining balance to the new employer or settle the amount personally to SSS or HDMF, whichever applies. This includes:

- SSS Salary Loan
- SSS SLERP
- HDMF Multipurpose Loan
- HDMF Calamity Loan

Reminders:

1. Clearance Process is completed online
 2. Last paycheck set includes:
 - a. Certificate of Employment
 - b. Income Tax Return
 - c. Breakdown of computation
 3. Upon receipt of final paycheck, former employee needs to submit signed quitclaim form.
 4. For COE concerns: you may send an email at: m.alcala@fujitsu.com / lourainefaye.liporada@fujitsu.com
 5. Last Paycheck is released: (Normal)
 - Manila – Payroll Team, 10/F Two/Neo Bldg, BGC, Taguig
 - Cebu – 12/F Ayala Center Cebu Tower, Cebu Business Park, Cebu City
 6. Telecommuting arrangement: Final pay will be credited to payroll account
 7. If last paycheck is to be claimed on behalf of the off boarded employee
 - Representative should present Special Power of Attorney (SPA) or Consularized SPA for off boarded employee in overseas
 - photocopy of two valid IDs both of the former employee and representative
- For unclaimed last paycheck under Article 291 of the Labor Code provides: All money claims arising from employer-employee relations accruing from the effectivity of this Code shall be filed within three (3) years from the time the cause of action accrued, otherwise they shall be forever barred.

***For other HR related concerns, you may send an email to GDCPHrbp@fujitsu.com and will try to attend to you the soonest possible.**

Please provide:

Complete Name:

Site:

Concern:

Resigned employees may opt to:

1. Take note of the delays on the final pay releasing.
2. On your last day, you must report onsite and surrender all company issued items after your shift including all assets along with your Company ID, Locker Key, Access Badge + HMO Cards. The equivalent amount of any unreturned item will be deducted from your final pay (if any).
3. Seek approval from Manager/BU Head/EO upon returning your assets in the office (Cebu – 12/F Ayala Center Cebu Tower, Cebu Business Park, Cebu City) or (Manila - 10/F Two/Neo Bldg, BGC, Taguig)
4. Please coordinate with Admin and Facilities for other options and considerations in the turnover of assets.

	ADMIN	Contact Person	Remarks
1	Access Card, if any –	Cebu: Shella Rosell	Php250.00
2	Drawer Key, if any –	s.rosell@fujitsu.com & Jayde Barro	
3	Fleet Card, if any	jayde.barro@fujitsu.com	
4	Locker Key , if any		Php500.00
5	Mobile Phone, if any	Manila: Soriano, Mikail Ryan	Depending on the model
6	Mobile Computing Gate Pass, if any	mikailryant.soriano@fujitsu.com &	
7	Sim Card, if any –	Castillo, Mark Paul Kristoffer	
8	Excess Gasoline Consumption	markpaulkristoffer.castillo@fujitsu.com	
		GDCFacilities@ph.fujitsu.com	
	HRBP		
1	Company ID	Fujitsu - PH GDC HR BP	Php800.00
2	Exit Interview	GDCPHrbp@fujitsu.com	via Zinzai
	MIS		
1	Laptop and other IT peripherals issued to the employee	Capalaran, Ar-Jay a.capalaran@fujitsu.com & Inola, Jomari jomari.inola@fujitsu.com	Accountability form needs to be submitted to MIS POC: Capalaran, Ar-Jay a.capalaran@fujitsu.com & Inola, Jomari jomari.inola@fujitsu.com

Clearance POC

Department	POC
General Accounting	APOSTOL, ROSE ANN (roseann.apostol@fujitsu.com)
HR: Separation Letter	MA. CRISTINA CALALANG (mc.calalang@fujitsu.com) / GEBILAGUIN, MARIA LOURDES (marialourdes.gebilaguin@fujitsu.com)
HR: Training & Library	DE LARA, JEAN KATHLEEN (jeankathleen.delara@fujitsu.com) / TANOLA, CRISSETTE (c.tanola@fujitsu.com)
Legal Services	KRISTIN-ZIA ROXAS (k.roxas@fujitsu.com)
PH GDC Asset	ONG, MARYGRACE (mg.ong@fujitsu.com)
Facilities	ROSELL, SHELLAMEY (s.rosell@fujitsu.com) /CASTILLO, MARK PAUL KRISTOFFER (markpaulkristoffer.castillo@fujitsu.com)
HR: HMO & ESL	MA. CRISTINA CALALANG(mc.calalang@fujitsu.com) / ALCALA, MARY JOY (m.alcala@fujitsu.com)
IT Security	BAYADO, JULIO JR (j.bayado@fujitsu.com)
IT Assets	CAPALARAN, AR-JAY (a.capalaran@fujitsu.com) INOLA, JOMARI (jomari.inola@fujitsu.com)
HR: ID & Exit Interview	Fujitsu - PH GDC HR BP (GDCPHhrbp@fujitsu.com)
Treasury	MARY JOYCE BANTOG (m.bantog@fujitsu.com)
Finance	BELTRAN, CLAIRE (d.beltran@fujitsu.com)
BPS	ENCINAS, KRISTINA CARLA (kristinacarla.encinas@fujitsu.com) / SOLIS, ROSE KARYL (r.solis@fujitsu.com)