

FAQ's for Resigned/Reliving

- 1. I am on Resignation so for how many months my salary will be on hold and how it will be paid?**

Answer: As per current policy the salary is put on hold of the resignation month and rest month salaries is paid according to normal pay cycle.

- 2. Post employee's relieving, within how many days Full and Final amount is credited in account?**

Answer: Your full and Final amount will be credited within 30 days of your last working day.

- 3. When is the Gratuity and Leave Encashment amount paid post relieving?**

Answer: Gratuity and Leave encashment amount is paid along with full & final payment within 30 days of your last working day.

- 4. How the Gratuity amount is calculated?**

Answer: The Gratuity amount is calculated with formula:

Last drawn basic salary*No of years of service*15/26

If in a year the service was more than 6 months the benefit will be given for full year.

Example if an employee serves service for 5 year 7 months he will get Gratuity for 6 years.

- 5. How the final TDS will be deducted from my full and final amount?**

Answer: TDS calculation is done on the basis of employee total taxable income and investment proofs submitted. The investment proofs needs to be submitted in Darwin box asking the Payroll team to open the window for proofs submission ticket needs to be raised at Darwin helpdesk. This task needs to be completed before end of your last working day.

- 6. How I will get my form 16 after reliving?**

Answer: Form 16 is generated by end of June in next financial year, kindly drop mail at **team.payroll@netsmartz.com** from your personal email id mentioning your name and PAN number, the same will be shared in June 2024 digitally signed via email.

7. When does PF account exit date gets updated under EPF portal?

Answer: PF exit date is updated after release of full and final amount, in case it's not updated kindly drop email at **team.payroll@netsmartz.com**

8. I need form 16 of last two/three/four/five years?

Answer: Every year form 16 is sent to employee and it's their responsibility to keep this in their records. Payroll Team will be able to provide Form 16 of latest financial year only.

9. I need my pay slips from the date of joining?

Answer: Pay slips are available under Darwin box w.e.f April 2022, before that pay slips was available in old software HONOHR for which communication was already circulated to employees to download the pay slips in HONO.