

From: One Communicator (Cognizant)
Sent: Thursday, January 13, 2022 2:51 PM
To: Zafar, Ahad (Cognizant)
Subject: Clearance Notification for you: Details on your Initial Release Form



Dear Ahad(768795),

Your resignation has been approved by your Manager and Talent Manager. As per the HCM record, your Resignation date is 06 Jan 2022 and your Last Working Day (LWD) has been accepted as 04 Mar 2022. Please refer to the Navigator app in OneCognizant under Separations life event for FAQ's.

Please find below actions which you need to complete as part of the clearance formalities (Initial Release form) under Clearance Automation app in One Cognizant before your last working day: 04 Mar 2022 **Initial release form:** (View your clearance status: <https://onecognizant.cognizant.com> -> Clearance Automation)

Post all support group approvals in Initial Release form, HRSS approval will be auto approved. Should you have any queries on clearance process please mail ExithelpdeskIndia@cognizant.com . Find below the clearance process of each support functions:

Income Tax:	Please ensure to submit proof of actual investments made by you in MyPay immediately to avail Income tax exemptions as applicable. Exemptions will be provided based on proof of actual investments made only and not based on declarations made by you.
PAN details updation:	Please ensure that your PAN details are correctly recorded in MyPay. If the details are either unavailable or found to be incorrect, it may result in the company deducting 20% or Higher taxes as applicable.
Library:	Please handover your library books to the respective library location POC to approve your library clearance (if borrowed)
Immigration:	For immigration clearance, request you to meet the approver in-person and produce your original passport and surrender any valid work permit (Petition documents), if processed through cognizant
Finance Payroll 1	Closure of loans / advances / NP waiver approvals
Finance Travel 1	Amex transaction related to travel dues / travel advances
Notice Period Waiver (If applicable):	We would request you to please reach out to your HCM Supervisor / Talent Manager for discussing Notice period waiver / buyout option. Note: Decision on above options is at the discretion of HCM

	<p>Supervisor/Talent Manager</p> <p>On Buyout of your Notice Period:</p> <ul style="list-style-type: none"> • Please note that if Buyout has been confirmed by your talent manager / HCM supervisor, you will be required to make an online transfer of the shortfall amount to Cognizant bank account on or before your last working day for smooth clearance • Please note that post the online transfer, Finance (No dues Approver) will require at least 2 business days to confirm on the receipt of payment • Post the approval from Finance (No dues Approver), HRSS approval will be closed along with waiver approval(buyout amount paid) accordingly <p>You are requested to mention your associate id in the transaction remarks and transaction screenshot have to be uploaded in the clearance automation portal for Finance (No dues approver).</p> <table border="1"> <tr> <td>Name</td><td>Cognizant Technology Solutions India Pvt Ltd.</td></tr> <tr> <td>Account No.</td><td>5385002604</td></tr> <tr> <td>Type</td><td>Current account</td></tr> <tr> <td>MICR code</td><td>400500002</td></tr> <tr> <td>IFSC code</td><td>CHAS0INBX01</td></tr> <tr> <td>Branch</td><td>Mumbai</td></tr> <tr> <td>Bank Address</td><td>JPMorgan Chase Bank, N.A., J.P.Morgan Tower, Off C.S.T.Road, Kalina, Santacruz(E), Mumbai, Maharashtra India 400098.</td></tr> </table>	Name	Cognizant Technology Solutions India Pvt Ltd.	Account No.	5385002604	Type	Current account	MICR code	400500002	IFSC code	CHAS0INBX01	Branch	Mumbai	Bank Address	JPMorgan Chase Bank, N.A., J.P.Morgan Tower, Off C.S.T.Road, Kalina, Santacruz(E), Mumbai, Maharashtra India 400098.
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HRSS approval:	Kindly Make sure that your Initial Release form is approved by Library, Immigration, Finance Payroll 1, Finance Travel 1, Waiver (If Applicable) before the payroll cutoff date to get the salary credited for particular month. Post all support group approvals in Initial Release form, HRSS approval will be provided														
Personal details Updation:	You will be required to update and authenticate your personal information and personal mail id on HCM as Resignation Acceptance letter and Relieving letter will be triggered on your authenticated email id registered with HCM records. Please log on to https://peoplesoft.cognizant.com ----- Self service --- --- Personal Information and authenticate your personal information														
Work location:	Please ensure your correct work location is updated in the Clearance site. Kindly touch base with your HCM Supervisor to get this corrected in ESA														
Insurance Portability:	Please be informed that the Cognizant Group Medical Insurance (GMC) coverage will cease on your last working day. You can choose to port the existing medical insurance into a retail cover by paying the applicable														

	premium to the insurer, to ensure continuous coverage for yourself and your dependents. If you would like to avail the benefit of insurance portability, kindly confirm by writing to Insuranceportability@cognizant.com , at least 50 days prior to your last working day
Pending Amex Transactions:	If you have any pending Amex transactions under your wallet, we urge you to close this on or before your last working day for your Finance Payroll / Travel clearances

Final Release form: Final release form will be generated 10 calendar days before your Last working day

Exit Interview completion:	Please note that exit interview is mandatory for your clearance formalities and we would urge you to complete under "Pending with you" (If not completed) on or before your last working day
Handing over Admin assets:	Please submit your Bus pass, runner keys if any etc. on your last working day to the respective location CWS (Corporate Workplace Services) team to get the CWS approval
Handing over IT assets:	Please surrender all the IT mobility assets tagged to you like Laptop, Data card, SIM card, Smart phone on or a day prior to your LWD to the respective IT team for IT clearance
Handing over CS assets:	Please submit your ID card and Access card on your last working day to the respective location Corporate Security team to get the approval
Support group approvals:	Kindly make sure that your Final release form is approved by (IT,CWS,Finance – Payroll, Finance – Travel, Project Team Approver) post which Final HRSS will be auto approved on your last working day post 7.00 pm

Regards,

India Separation Team

HR Shared Service | DLF office - Chennai | 1C – 4th Floor | Cognizant Technology Solutions India Pvt. Ltd.

** This is an Auto Generated Mail. Please Do not reply to this mail**

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