INDIA SEPARATION: EXIT GUIDE

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INFOSYS LTD

Contents:

# When you start your separation from Infosys:

- Make sure your Last working day is not on a Saturday or Sunday. It should be a working day of the week
- Make sure you fill in correct Reason for Separation, Current location and Country (Closest Infosys Establishment), alternate/personal email ID, contact address and any alternate address details. This is important as Infosys will contact you, if needed based on these details.
- Make sure to fill in correct Approver Details. In case of any doubt, get in touch with you BPHR and he/she will guide you!
- Fret not! Once you have initiated separation, you can still change the following details if you were not sure earlier while filling them:
  - Separation Reason
  - Alternate Email ID
  - Communication Address
  - Alternate Address
- You will get a mail with the link to online exit interview form 7 days before LWD (mandatory to fill). This is calendar days and not working days. Once you've filled in the exit interview form, your BPHR will get in touch with you for a Face-to-Face discussion
- **Due to the ongoing pandemic, we want you to stay safe and continue your asset return formalities in the safe and secured manner: Please go through the list of attachments and read through the "Asset Return Guidelines" – all pieces of information are provided there.**
- **Ensure to check the attachments related to Form 16, PF and Global immigration as well to know on what action needs to be taken from your end, if any**

To access attachments: Please click as shown below
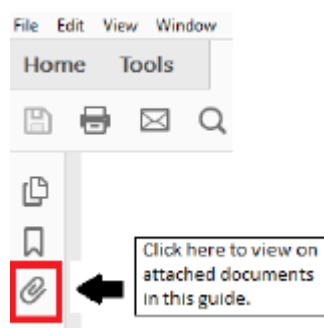
Actionable for you:

- You will need to return physical assets such as Laptop, Secure ID, Library Card, Mobile Unit Keys, Employee ID Card, etc. Make sure you return these assets before Last Working Day else Clearances will remain pending and Separation will not move forward
- **Due to Pandemic Situation: Refer to "Asset Return" guidelines in attachments of this pdf**

Asset Description	System Record	Action to be taken by EMP	Timelines
ITL-DESKT-00000XXXXXX	Desktop Allocated in Amanat	No Action required, gets de-allocated and formatted	Last day of relieving date
ITL-Laptp-000000XXXXX	Laptop Allocated in Amanat	Return the Laptop along with accessories to local CCD, it will be de-allocated and formatted	On or before last day of relieving date
ITL-IPPHN--000000XXXXX	IP Phone (VOIP) allocated in Amanat	No Action required, Gets de-allocated	Last day of relieving date
ITL-SW-APPSW-0000000000XX	Infosys software allocated in Amanat	Log an AHD to get this de-allocated or transferred	On or before two days of relieving date
XXX-SW-APPSW-000000000XXX	Project Software (Loaned or client Provided) allocated in Amanat	Log AHD request to get this de-allocated or transferred	On or before two days of relieving date
Ownership of DL & Special ID	Distribution List & Special IDs for which you are Owner	Log AHD request to transfer the ownership to identified team member if it's in use or get it deleted if not in use	One week before the relieving date
Blackberry or Handheld device	Allocated in Tring	Wipe the data and handover the blackberry to facilities (IND) or	On or before last day of relieving date

		CCD (Overseas) & get it de-allocated	
Any other Asset	Any other asset allocated in Amanat	Log AHD request to get this de-allocated or transferred	One week before the relieving date
Network Access	Client VLAN	No action required	Last day of relieving date
Secure ID	Secure ID allocated in AMANAT	Return the secure ID to local CCD, it will be de-allocated	On or before last day of relieving date
Virtual Machines	Virtual Machines Allocated in Amanat	Log AHD to transfer the ownership of VMs to identified team member or get it deleted if not in use	One week before the relieving date

- **Leave and Attendance:**
  - You'll need to regularize your attendance records by applying for Status Unknown/Single Swipe/Daily Shortfall/On duty/Work from Home through the following path:
    - For Status Unknown/Single Swipe - Harmony> My Data> Official information> Attendance Information> Punches missed.
    - For Onduty - Harmony> My Data> Attendance Information> Apply for Onduty
    - For Work from Home - Harmony> My Data> Official Information> Work from Home
  - You'll have to apply for planned leave(s) and leave(s) which were availed, but not applied for in the Leave system. This will enable faster e-separation clearance from Leave & Attendance.
  - Have a look at your daily attendance records and quarterly average working hours to make sure they're maintained as per the company norms
  - Any unutilized leave balance will be enchased (if any) post reversal of the non-eligible leaves for the relieving quarter (applicable as per the policy)
  - If you have any excess leave availed (over and above the eligibility), it will be recovered at the time of providing the e-separation clearance on your relieving date.
  - Leaves are credited in advance at the beginning of the given quarter with the assumption that there shall be no Loss of Pay days and available for entire quarter. However, if you

proceed on Loss of Pay, submit separation and your Last Working Day (LWD) is in between of the respective quarter, then the non-eligible leaves will be deducted accordingly.

- o **Leave & Attendance Clearance will be signed off on your relieving date only. Kindly get the separation approved by your approvers in e-Separation application if not yet approved.**

- **Loans Pending against you:** In cases of any loans pending against you, you will need to dues cleared. You can do so in the following manner:
  - o Loan closure by payment from your end: You can go to EPayment application in Harmony through the path Sparsh>Harmony>My Finance>My Loans>Procedure for Pre-closure of Loans (Link: https://iscls2apps/EZLPLUS/aspx/Inbox.aspx/)
  - o In case EPayment Application does not work: You can settle dues via online transfer to following account:
    ICICI Bank Limited
    Bangalore Branch, ICICI Bank Towers,
    Ground Floor, 1 Commissariat Road,
    Bangalore – 560025
    Account Number: 000 205 000 831
    Beneficiary Name: Infosys Limited
    Account Type: Current Account
    RTGS/IFSC Code: ICIC0000002
    MICR No. 560229002
    Please mention your employee number in transaction remarks while making online transfer. Once the amount is transferred, raise an AHD under CAG-India and GC loans-(Type of loan)-Pre-closure of loans with the transaction number to enable us to confirm the credit with the bank and account the same
  - o Adjustment from Final Settlement: On your last working day, after getting leave and attendance clearance, please write to FSL_INDIA@infosysdl.local and get the confirmation whether the loan due can be adjusted with the final settlement amount. All F&A – Loans related clearances will be provided only after their confirmation. If the final settlement amount is insufficient to cover your loan dues, then you will be required to make the loan payment as per the ways mentioned above
  - o Procedure for replacing guarantor: The loan Applicant (for whose loan you are the guarantor) can change the guarantor details as briefed below. Go to the https://iscls2apps/EZLPLUS/aspx/Inbox.aspx/ >> Select Disbursed loans/allowances from the Loan/Allowance status drop down >> Select "Check Guarantor's Status" from the Action dropdown >> Select "Change/Modify Guarantor details" and replace the guarantor
- If you have initiated E-Sep process to pursue Higher Education, We wish to inform you about various higher education programs that you can be a part of:
  - o Part-time or Distance Learning Programs: Infosys supports several distance & part time programs. You get to continue working while pursuing higher education programs. Experience keeps on accruing, and there is no break in service. Additionally, Infosys reimburses the fee partially. List of Supported programs and policy details can be obtained from Higher Education Support-India policy document available on Sparsh.

- o <u>Full-time Programs:</u> Infosys offers extended, unpaid leave up to 2 years to pursue MBA / PGDM programs from an approved list of institutes. You will be given an interview opportunity, and offered a new role change as per policy subject to availability of opportunities for which the employee is applying and importantly meeting the eligibility criteria standards for that desired role & career stream. There is certain eligibility criteria to be able to apply for this and approval depends on unit management and a certain number of slots available for such leaves.

You can have a look at the related policy and FAQ documents at http://policies/Pages/Higher-Education-Support-India.aspx and http://sparshv2/portals/ETA/Pages/Higher-Education.aspx respectively. In case of any queries, please raise an AHD with HR Helpdesk.

Immigration: Transferring your Work Visa

- There is no action needed from your end if you have never held/applied for a work permit during your association with Infosys. This means that there is no work permit held by you during your notice period and you will receive auto-clearance for this item. If this item still remains pending on your last working day, please drop a mail to GI_Visacessation@infosys.com
- If you have a Valid Work Permit, there is dependency to cancel the permit or take some action before and after your relieving date. Global immigration will inform you on what is to be done. If you have any queries with regard to Visa Cessation please drop a mail to GI_VisaCessation@infosys.com with the subject line "Query Regarding Valid Visa Cessation_Country Name"
- **Ensure to check the attachments related to Form 16, PF and Global immigration as well to know on what action needs to be taken from your end, if any**

To access attachments: Please click as shown below
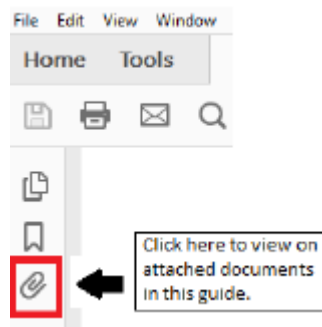
Your Retirement Benefits:

- **Provident Fund Account Settlement:** To settle your PF account, please fill up the FORM 10C & SETFORM (**Refer to Annexure 2 to download forms**) and courier them in original hard copy to the following address:
  The Trustees,
  Infosys Limited
  Employees Provident Fund Trust,
  C/o. Infosys Limited
  Plot No. 44, Electronics City,
  Hosur Road,
  Bangalore - 560 100
  If you have any doubts about PF Settlement: Please raise an AHD request through the alumni portal or contact: Yogeesha_shenoy@infosys.com.
- **Experience Certificates**: Please write to referenceletters@infosys.com for a detailed experience letter.

Your Full & Final Settlement:

- Final paychecks are processed within three (3) weeks from Dues Clearance Sign-Off date, i.e. once all clearances are received from all departments. The amount will be direct deposited into the account of records. Your final pay will include salary for time worked and any applicable deductions such as loans, taxes and overages
- If you're eligible for Gratuity (minimum period of service in Infosys has to be 4.5 years) then amount shall be processed within a week from Dues Clearance Date
- If you're eligible for variable pay-out (October-December Period), it will be processed and paid in March of Next year
- You will be able to view status of clearances in your Separation portal at any time

For Your Information:

- **Relieving letter**: As per company procedure, if the separation reasons are clear, you will receive a soft copy (to your personal email ID) and hard copy (to your communication address) of the relieving letter. The relieving letter will be sent as a scanned copy to your personnel email ID along with your final settlement details.
  - o **For Bangalore DC**: Relieving Letters are released (soft and hard copy) on your Last Working Day provided Final Sign-off has been given by Finance Team. If Final Sign-off is not given on Last Working Day, the Relieving Letters are released one day post the date of Final Sign-off, when given
  - o **For other DCs**: Relieving Letters are released (soft and hard copy) one day after your Last Working Day provided Final Sign-off has been given by Finance Team. If Final Sign-off is not given on Last Working Day, the Relieving Letters are released one day post the date of Final Sign-off, when given
- **Employment Verifications:** On joining another company, your new employer may direct verification requests to Employment_check@infosys.com
- **Confidentiality Agreement / Non-compete:** As a condition of employment you must execute a Title of Employer's Confidentiality Agreement prior to beginning employment with the company. You're responsible for safeguarding the confidential information obtained during employment.
- **Contact Information Alumni Link:** In case of any queries post your last working day, you can use the below specified link for easy accessibility. https://communities.infosys.com/alumni/ or write to alumni@infosys.com

Whom to contact after you've left Infosys:

Questions Pertaining To:	Contact Email/Phone Number
Indian Earned Leave Encashment	Finalsettlement@Infosys.com / KRISHNKS@Infosys.com
Settlement of Indian PF Account	Yogeesha_Shenoy@Infosys.com
Settlement of Gratuity Amount	Yogeesha_Shenoy@Infosys.com
Indian Financial Accounts Settlement	KRISHNKS@Infosys.com
Indian Form - 16	IncomeTax@Infosys.com
Employment Verification	www.theworknumber.com
Experience Certificate	referenceletters@infosys.com

EPS	naveen_prasad03@infosys.com
Any Other Questions/Queries on Separation	HRD_Separations@infosys.com

Annexure 1:

- For 10C (Includes template example and blank form for your completion)

Forms\Form 10C
New format.pdf

Forms\Form 10C
Specimen for Emp R

Forms\FORM
10C.doc

- Set Form (Includes template example)

Forms\SETFORM -
Templete.doc

Forms\SETFORM.rtf

Thank you & All the Best!

You have walked a long way with us. Infosys wishes you the best in your endeavors! ☺