

**From:** PPS HR Admin  
**To:** Konchada, Anusha  
**Cc:** Syed, Mujeebuddin; PPS HR Admin; Singh, S Gurjith  
**Subject:** Separation - Konchada, Anusha - 448023  
**Date:** Wednesday, September 29, 2021 4:16:22 PM  
**Attachments:** image012.png  
image013.png  
image014.png  
image015.png  
image016.png  
image017.png  
**Importance:** High



**PPS** Payroll and  
Personnel Solutions

**EMPLOYEE: Konchada, Anusha , 448023**

Our payroll team has received notification of your separation effective **9/29/2021**. Our records indicate your PTO balance to be paid as **274.15** hours based on your DTE entry through **9/29/2021**. This balance includes any additional accrual you will receive through your Separation date.

your PTO pay-out will be included in your final pay on **10/1/2021**.

PTO is considered a "supplemental" payment and taxed at a flat 22% for Federal with FICA and other state and local taxes withheld accordingly. 401K contributions are not withheld from PTO pay-outs. PTO is accrued for each biweekly period worked – you must work through the last day of the biweekly to earn this accrual.

Prior to your last day:

- Enter time & expenses through your last day in DTE and save. For expense questions please contact Expense Compliance mailbox <Expense Compliance (US - Hermitage) [expensecompliance@deloitte.com](mailto:expensecompliance@deloitte.com)>  
<https://dte.deloitte.com/te/ExpenseSummary.aspx>.
- Print any payroll documents you may need (prior year W2's, pay stubs, time reports, TJAAR reports, etc.).  
<https://paystatement.talentondemand.deloitte.com/>  
<https://talentondemand.deloittenet.deloitte.com/apps/default.aspx#/my-information/w-2/>  
<https://dte.deloitte.com/te/TimeDetails.aspx>.
- Please make sure that your personal contact information is up to date.  
<https://talentondemand.deloittenet.deloitte.com/default.aspx#/my-information/overview/>
- If you have worked in any tax jurisdiction other than that of your home or local tax jurisdiction, please review your time and tax jurisdiction for those time periods and make any corrections using DTE.  
[https://deloittenet.deloitte.com/talentondemand/compensation/us/pages/app\\_othertaxjurisdictionrpts.aspx](https://deloittenet.deloitte.com/talentondemand/compensation/us/pages/app_othertaxjurisdictionrpts.aspx)

**After your last day**, use this [link](#) to register for Talent on Demand for alumni. This will provide direct access to your pay statements and W2s and allow you to update your personal contact information after separation. Please save this link for future use.

Please let us know if you have any questions. Thanks!

Regards,  
Mujeebuddin Syed  
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