

USI Employee Exit Process Guidelines

As part of the USI exit process with USI Deloitte, please make sure that you complete the below steps:

- Enter all the Time and Expenses through your last working day at least two weeks prior to your last working day. **Please call '2222' and check for any missing time instances in the DTE for your complete tenure. If there are any missing time, please get the same filled from the backend through the call center.**
- Internet expense should be claimed on monthly basis, as per relevant amount applicable for BCP Internet. Consolidated bills are subjected to rejection. For any expense claim related queries, please reach out to r10expensecompliance@deloitte.com (India expenses) & expensecompliance@deloitte.com (US expenses).
- Any outstanding balance on your Corporate American Express Card can significantly delay the relieving process. Ensure to clear all the dues at least two weeks prior to your last working day. Please shred the card after clearing the pending dues.
- You will receive a communication from Alumni Relations about 'things to do before you leave' and 'what to expect post-Deloitte' as you become a 'colleague for life'.
Please reach out to USIndiaAlumniRelations@deloitte.com for any queries regarding the same.
- **IT Assets:**
India USI Employee: Ensure your laptop & PDA (if applicable) with all the peripherals, including the laptop bag is handed over at IT Staging room (locations mentioned below) on your last working day before 12:00 PM. The worth of the accessories which are not submitted will be recovered in the Full & Final Settlement.
Onsite USI Employee: Ensure your laptop & PDA (if applicable) with all the peripherals, including the laptop bag is handed over at the nearest US Deloitte Offices IT staging room on your last working day. Ensure that you take an email confirmation about the IT assets submission from the IT team and share a copy of the same with jorivera@deloitte.com, USIndiaExitManagement@deloitte.com & usindiaassetmanagement@deloitte.com providing your employee ID and last working date. Please save a copy of the same for future reference.
- **If you have synced any personal PDA to Deloitte's corporate server, then please bring the PDA in for a data wipe to ITS asset/walkup a day prior to your last working day.** Please take backup of any personal information on your PDA beforehand. ITS clearance will be given only after your personal PDA has been wiped by ITS asset/walkup team.
- **Access card:**
India USI Employee: Access card (ID badge) needs to be handed over at the Badging station (locations mentioned below) on your last working day before 12:00 PM.
Onsite USI Employee: Access card (ID badge) needs to be handed over at the nearest US Deloitte Offices Badging station on your last working day before 12:00 PM. Ensure that you take an email confirmation about the submission from the local Badging team. Please share a copy of the same with USIndiaExitManagement@deloitte.com providing your employee ID and last working date.
- Pedestal keys need to be handed over to the Key Room and any issued books or resources at the Communication Gym, at least two days prior to your last working day. (Locations mentioned below)
- Request you to go through the **Exit Kit** that is available in your dashboard. This exit kit takes you through the USI exit formalities that needs to be carried out on your part.

This is only an indicative document of all your responsibilities under the separation process and is not limited to the above terms and the Exit Kit only.



Note:

- You will receive a digitally signed soft copy of the relieving cum service certificate in 10-15 working days post your last working day (subject to clearances) on your personal email ID from the exit team.
- As per the policy of the Finance team, Leave balance on the last working day will be considered in the Full and Final Settlement calculation. The leave encashment/notice period shortfall is computed on Monthly Basic Pay. The notice period recovery and leave encashment are treated as two separate components and shown accordingly on the final settlement.
- Please reach out to usr10faceoffinance@deloitte.com or the Finance Helpdesk at '2222' for all finance related queries (gratuity, investment proofs, Form 16, etc.)
- Your full and final settlement will be made within 30 calendar days from your last working day. Please reach out to usr10faceoffinance@deloitte.com for queries regarding to F&F

Team	Hyderabad Office	Mumbai Office	Bengaluru Office	Gurgaon Office
IT Staging Room	Any block ITS walk up	Fifth Floor	3F- New Campus 'C' / GF 370 Midway Office	Fifth Floor (Big Breakout)
Badging Station	B1F	Second Floor	GF- New Campus behind reception/ GF Midway beside mail room	Fifth Floor
Keys (Operations)	B1F (Near Badging room), E4F Store Room no. 1, F8F Store room (Next to the elevator), G5F Store at C wing and H1F (Near Store Room)	Fourth Floor	GF- New Campus behind reception / GF 08 Midway Office	Second Floor
CE Gym	B1F	Fifth Floor	GF- New Campus behind reception / GF Bandaje Midway Office	Ground Floor

For any queries or clarifications regarding your exit formalities please reach out to CIC Talent on '2222' or raise a query request on 'Talent on Demand'.

Wish you all the best for your future endeavors!

Deloitte USI Separations Team