**Roll off Form Microsoft and Support**

**Employee ID**

**Employee Name**

**Capability Unit**

**Level**

**Drop Down**

* **A Resources Need Srikanth and MU head Approval**
* **B**

**Skills**

**Project Code**

**Project Name**

**Roll-off End date**

* **30 days Notice period**
* **<30 days Need Srikanth Approval**

**Roll off Month**

**Drop Down**

* **Jan**
* **Feb**

**Reason for Roll Off**

**Drop Down**

* **Project Closure**
* **Maternity Leave**
* **Resigned**
* **Performance Issue**
* **HR Case**
* **People Skill**
* **Automation**
* **Quality**
* **New Delivery Model**
* **Labour (Work force Productivity)**
* **Client Budget Issues**
* **Other reason**

**To write down**

**Detailed Comments**

**This release needs backfill/is backfilled**

**Drop down   
(Yes / No)**

**Performance issue**

**Drop Down   
(Yes / No)**

**Resigned**

**Drop Down   
(Yes / No)**

**Under Probation**

**(Yes/ No)**

**Long Leave   
(Yes / No)**

**Location**

**Technical/Skills**

**Communication**

**Role/Competencies**

**Remarks**

**Relevant Experience (Yrs)**

**Roll off shared by**

**Roll off Received On**

**RMG Action**

**Drop Down**

* **Roll off executed**
* **Pending**

**Auto mail - Employee (post Roll off)**

**Auto mail – Client**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1. Roll-off has to be shared with 30 Days notice period along with complete details as per the roll-off template** | |  |  |  |
| **2. For PIP cases, respective PM will have to connect with HR & raise PIP in system & accordingly share the screen shot of the same along with complete details as per roll-off template.** | | | | |
| **3. If the resources are on probation & there is performance issue the respective roll-off will not be considered. Respective PM will have to connect with HR for confirmation/de-confirmation of probation period.** | | | | |
| **4. Ensure if resources are going on long leave (Maternity/ Marriage/ Medical etc) post roll off, please do mention the start & end date & the reason.** | | | |  |
| **5. No Back dated roll-off will be considered and also no backdated for long leave cases and to be highlighted to HR BU SPOC.** | | |  |  |
| **6. Roll-off for resigned resources will not be considered, the respective PM will have to utilise the resource until LWD. Incase of early release for billable resign resources, please connect with HR BU SPOC** | | | | |
| **7. Rating on a scale of 1-5, 1 being the highest for the technical feedback Colum** |  |  |  |  |